

# Payment Rules

## Module Guide: Payment Rules

### Module Location

Settings > Accounting Settings > Payment Rules

### Module Purpose

The **Payment Rules** module serves as a master data hub for creating and managing all types of **payment terms** used by the company. These rules (such as "30 Days," "60 Days," or "100% LC at Sight") define the credit period given to customers or received from suppliers and form the basis for automatically calculating due dates throughout the system.?

## 1. Main View (List of Payment Rules)

The main page displays all payment terms that have been defined in the system, providing a complete overview of the available options.

### View Explanation

- **Filter:** Allows searching for specific rules by **Payment Rule Code** or **Description**.
- **Payment Rules Table:**
  - **Payment Rule Code:** A unique numeric code for each rule.

- **Payment Rule Description:** An easy-to-read explanation of the term (e.g., `30 Days`, `60 Days`).
  - **Stage:** The number of days or duration of the payment term.
  - **Type:** The calculation method (e.g., `daily` for daily calculation).
  - **CurrentlyUsed:** Indicates whether the rule is actively being used in master data or transactions.
- **Action Buttons:**
    - **New:** Opens the form to create a new payment rule.
    - **Delete:** Deletes a selected payment rule (if it is not currently in use).

## 2. New Page (Add Payment Rule)

This simple form is used to define the details of a new payment term.

### View Explanation

- **Payment Rule Code:** A field to enter the unique code.
- **Payment Rule Description:** An area to write a clear name or description for the term.
- **Stage:** A field to enter the duration (e.g., 30) and select its unit (e.g., Days, Months).

- **Action Buttons:** **Save** to store the new rule and **Cancel** to abort.

### 3. Steps to Create a New Payment Rule

- From the main page, click the **New** button.
- Enter a unique **Payment Rule Code**.
- Write a clear **Description** (e.g., "Net 90 Days" or "Cash on Delivery").
- Define the duration by filling in the number in the **Stage** field and selecting its unit.
- Click **Save**.

### 4. Integrated Workflow & Business Process

- **Standardization of Terms:** The rules created here will appear as dropdown options when users create or modify Customer and Supplier master data.?
- **Due Date Automation:** When a payment rule is selected for a customer (e.g., "Net 30 Days"), every time a sales invoice is created for that customer, the system will automatically calculate its due date by adding 30 days to the invoice date.?
- **Cash Flow Management:** With accurately and consistently calculated due dates, this module provides a crucial foundation for accounts receivable (AR) aging and accounts payable (AP) aging reports, which are vital tools for cash flow

management.

## 5. Tips & Important Notes

- Use clear and industry-standard descriptions (like "Net 30", "EOM" - End of Month) to make them easily understandable for all users.
- Although default rules are set in the **Conditions** module, this **Payment Rules** module provides a comprehensive list that can be chosen to offer flexibility for each customer or supplier.
- Deleting a rule with a **CurrentlyUsed: YES** status will likely be disallowed by the system to maintain historical data integrity.
- Managing this module is part of the basic financial setup and is usually handled by the accounting or credit control team.

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