Accounts Receivable Terms Screen

Dunning & Collections · https://learn.logisense.com/docs/606863383/

Last verified with: 10.8.6.0

AR Terms are configured in Setup / Finance / Dunning Process / AR Terms

Overview

Accounts Receivable Terms define how payment expectations and dunning behavior are grouped together for use on accounts. An AR term combines a payment term with an optional dunning rule so that accounts can share a consistent receivables policy.

This screen is used to create and maintain those AR-term definitions. The selected AR term can then be applied when accounts are created or updated.

Prerequisites

- Payment terms should already be configured.
- Dunning rules are optional, but should already be configured if they will be used on AR terms.

Accounts Receivable Terms Panel

The Accounts Receivable Terms panel on the left displays the available AR terms. Selecting a term loads its details on the right so you can review or update it.

Actions

Icon	Description
	Deletes a selected AR term. AR terms that are in use (configured on an account) cannot be deleted.
	Adds a new AR term

Edit Accounts Receivable Term Panel

The Edit Accounts Receivable Term panel displays the selected AR term and is where its settings are maintained.

Fields

- **Name**: The descriptive name for the AR term.
- **Payment Term**: Selects the payment-term policy associated with the AR term.
- **Dunning Rule**: Selects the dunning rule that should apply when receivables action is needed. This field is optional.
- **Default**: Marks the AR term as the default option for new accounts.

References Tab

The **References** tab shows where the selected AR term is already in use. This helps determine the impact of changes and whether the AR term can be deleted.

Where references exist, the tab can show details such as:

- **Name**: The related account name.
- **Status**: The current account status.
- **Account Type**: The account type associated with the account, when one exists.

Guides

Adding AR Terms

- In the Accounts Receivable Terms panel, click the add icon.
- Enter the AR term details.
- Select the **Payment Term**.
- If needed, select a **Dunning Rule**.
- If this should be the default AR term for new accounts, enable **Default**.
- Click **Save**.

Editing AR Terms

- In the Accounts Receivable Terms panel, select the AR term you want to update.
- Modify the AR term details as needed.
- Click **Save**.

Deleting AR Terms

Note: AR terms that are already in use cannot be deleted until they are removed from the accounts that reference them.

- In the Accounts Receivable Terms panel, select the AR term you want to delete.
- Review the **References** tab if you need to confirm where it is used.
- Click the delete icon.
- On the confirmation dialog, click **Yes**.