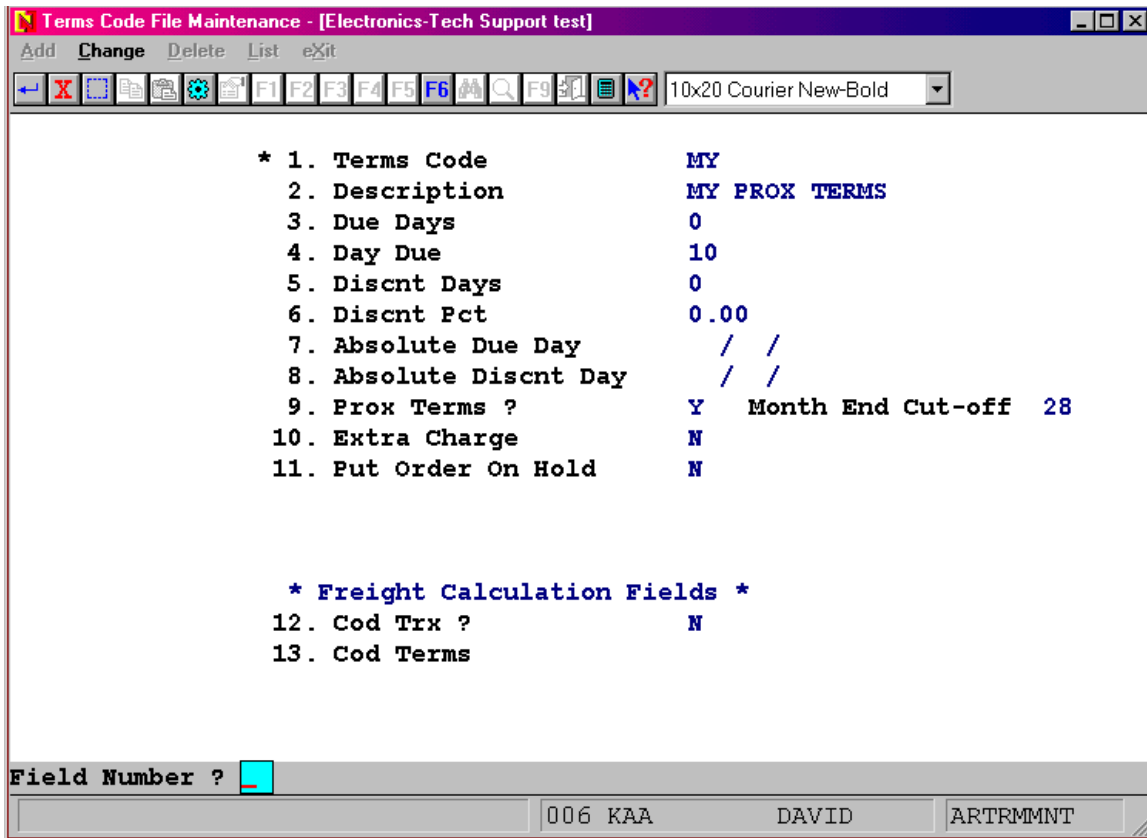# Elliott Prox Terms Definition

Purpose:

Elliott Business Software supports the use of Prox Terms under the Terms Code file in Accounts Receivable. This feature allows for clear Prox billing terms.

```
Terms Code File Maintenance - [Electronics-Tech Support test]          _ □ ×
Add  Change  Delete  List  eXit
 ↵  X □ 🗏 📋 ⚙ 📑 F1 F2 F3 F4 F5 F6 🔍 Q F9 🗐 📋 ▶? │10x20 Courier New-Bold  ▼│

             * 1. Terms Code              MY
               2. Description             MY PROX TERMS
               3. Due Days                0
               4. Day Due                 10
               5. Discnt Days             0
               6. Discnt Pct              0.00
               7. Absolute Due Day          /  /
               8. Absolute Discnt Day       /  /
               9. Prox Terms ?            Y   Month End Cut-off  28
              10. Extra Charge            N
              11. Put Order On Hold       N



                 * Freight Calculation Fields *
              12. Cod Trx ?               N
              13. Cod Terms

Field Number ?  ▮
                                  │006 KAA        DAVID      │ARTRMMNT │
```

How To Use the Prox Terms Feature

It is necessary to create a Prox Term Code in the Terms Code file in order to use this feature. From the Main Menu of Elliott choose

- 1). Accounting
- 2). Accounts Receivable
- 3). Maintenance
- 4). Terms Code File

The following fields should then be completed in order to properly utilize this feature.

Terms Code: Choose a code to identify your Prox Terms

Day Due: The calendar date of every month that invoices are due.

Prox Terms: The first flag of this field should be set to "Y". The following field is the "Month End Cut-Off Date".

Please note: *Using the above example, if an order is placed between the 28th of January and the 27th of February the invoice due date would be February 10th, (Example: invoice date = January 15, 2000…invoice due date = February 10, 2000). If however an order is placed between the 28th of February and the 27th of March the due date will be the 10th of the next following month, (Example: invoice date = January 30, 2000…invoice due date = March 10, 2000).*