

# Configuring Payment Terms

7 Steps [View most recent version](#) 

---

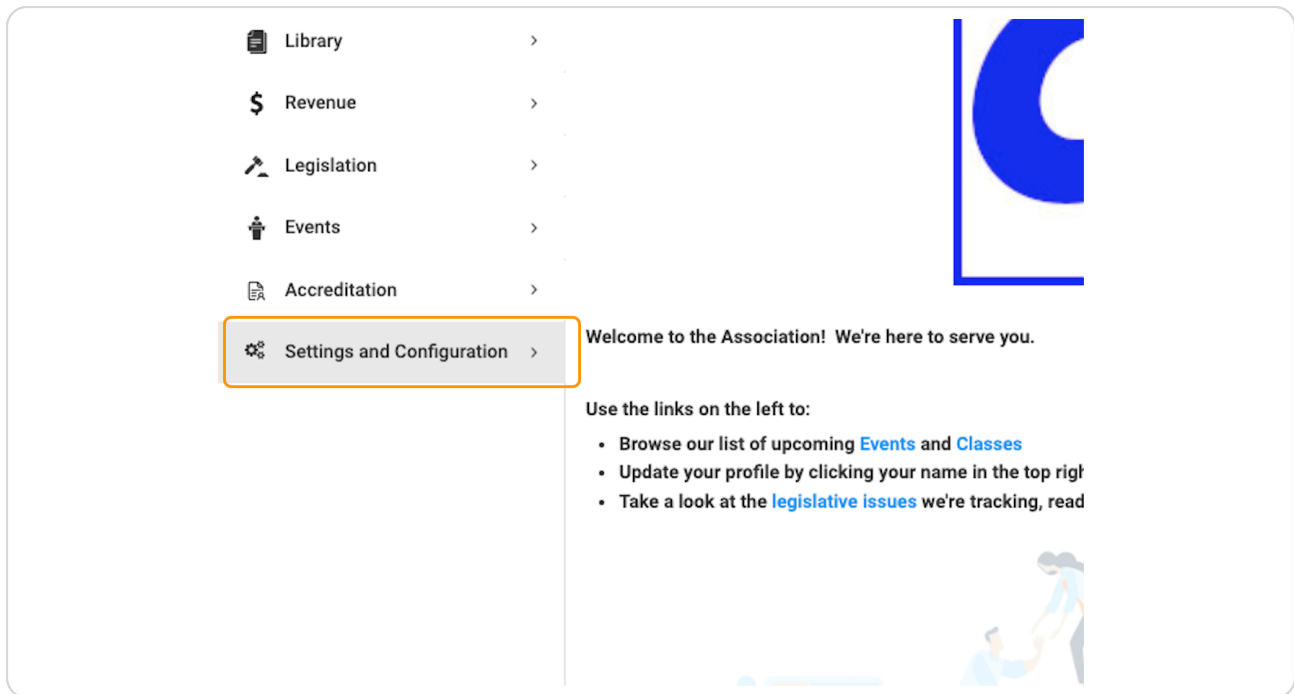
Created by  
Engagifii Inc.

Creation Date  
October 6, 2023

Last Updated  
October 6, 2023

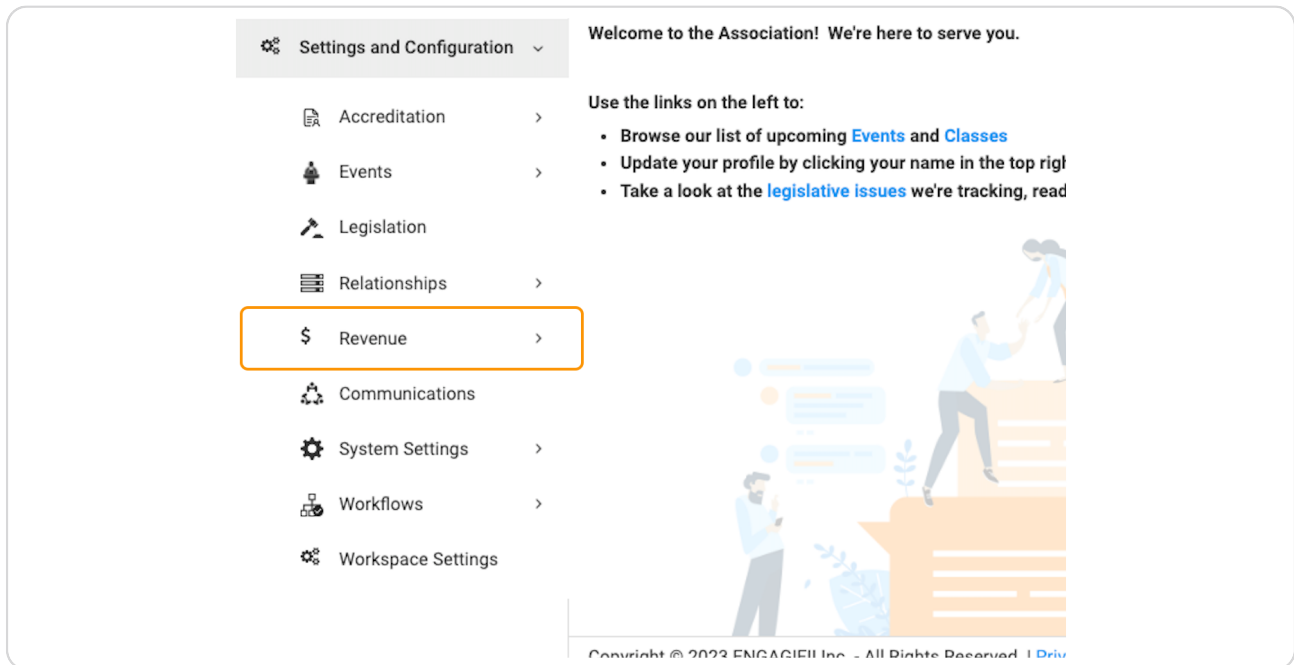
## STEP 1

### Click on Settings and Configuration



## STEP 2

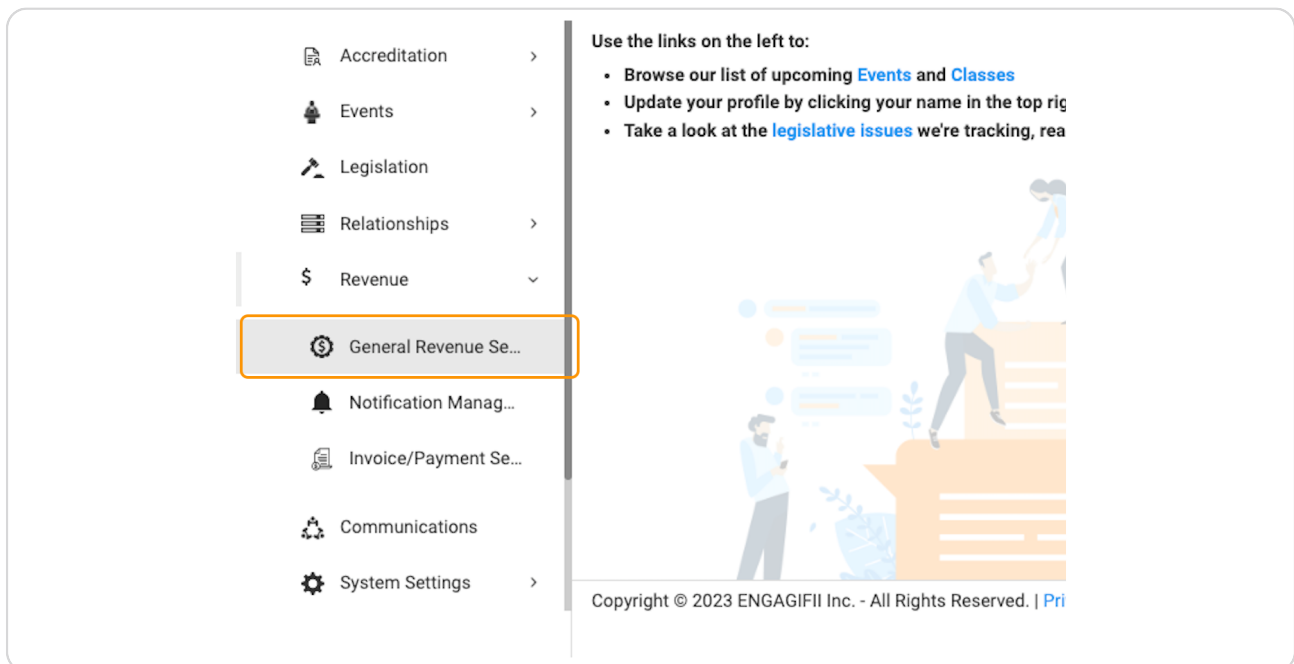
### Click on Revenue



The screenshot shows a dashboard interface. On the left is a navigation menu with the following items: Settings and Configuration (with a gear icon and a dropdown arrow), Accreditation (with a document icon and a right arrow), Events (with a person icon and a right arrow), Legislation (with a gavel icon), Relationships (with a list icon and a right arrow), Revenue (with a dollar sign icon and a right arrow, highlighted with an orange border), Communications (with a speech bubble icon), System Settings (with a gear icon and a right arrow), Workflows (with a document icon and a right arrow), and Workspace Settings (with a gear icon). On the right side of the dashboard, there is a welcome message: "Welcome to the Association! We're here to serve you." Below this is a heading "Use the links on the left to:" followed by a bulleted list: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right", and "Take a look at the legislative issues we're tracking, read". An illustration of people working together is visible in the background. At the bottom right, there is a copyright notice: "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Pri".

## STEP 3

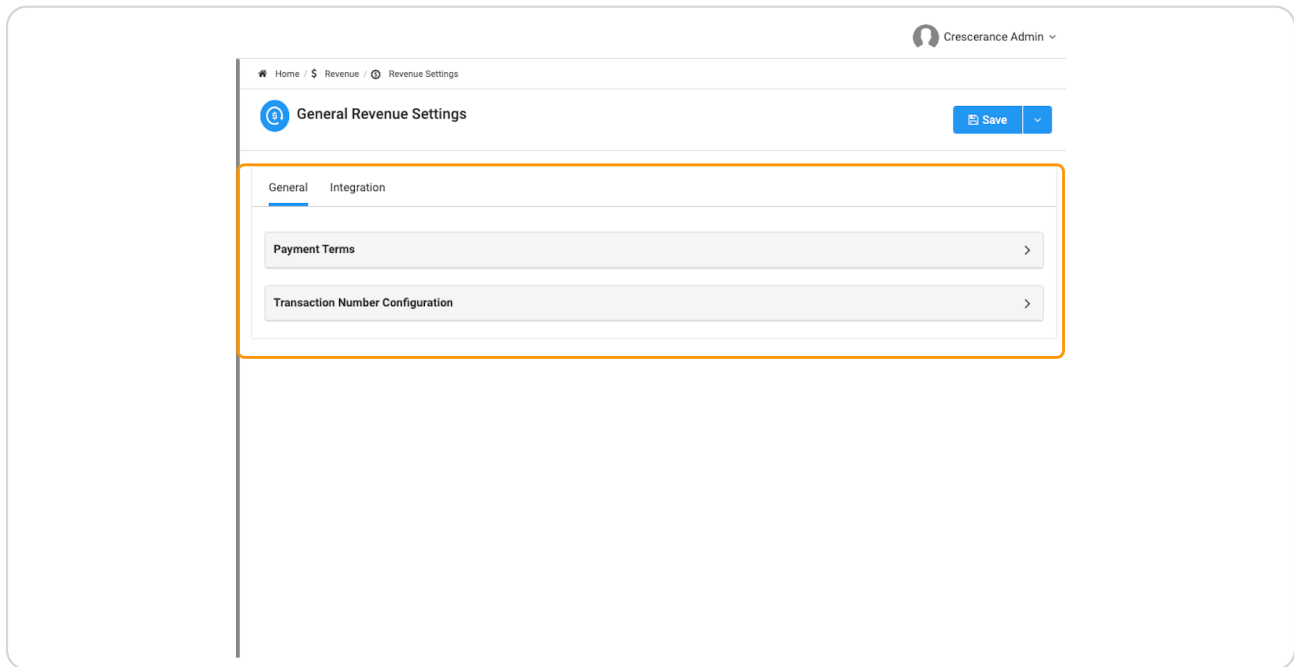
### Click on General Revenue Settings



The screenshot shows the same dashboard interface as in Step 2. The navigation menu on the left now includes: Accreditation (with a document icon and a right arrow), Events (with a person icon and a right arrow), Legislation (with a gavel icon), Relationships (with a list icon and a right arrow), Revenue (with a dollar sign icon and a dropdown arrow), General Revenue Settings (with a gear icon and a right arrow, highlighted with an orange border), Notification Management (with a bell icon), Invoice/Payment Settings (with a document icon), Communications (with a speech bubble icon), and System Settings (with a gear icon and a right arrow). The right side of the dashboard remains the same, with the welcome message, the "Use the links on the left to:" heading, and the bulleted list. The illustration and copyright notice are also present. At the bottom right, there is a copyright notice: "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Pri".

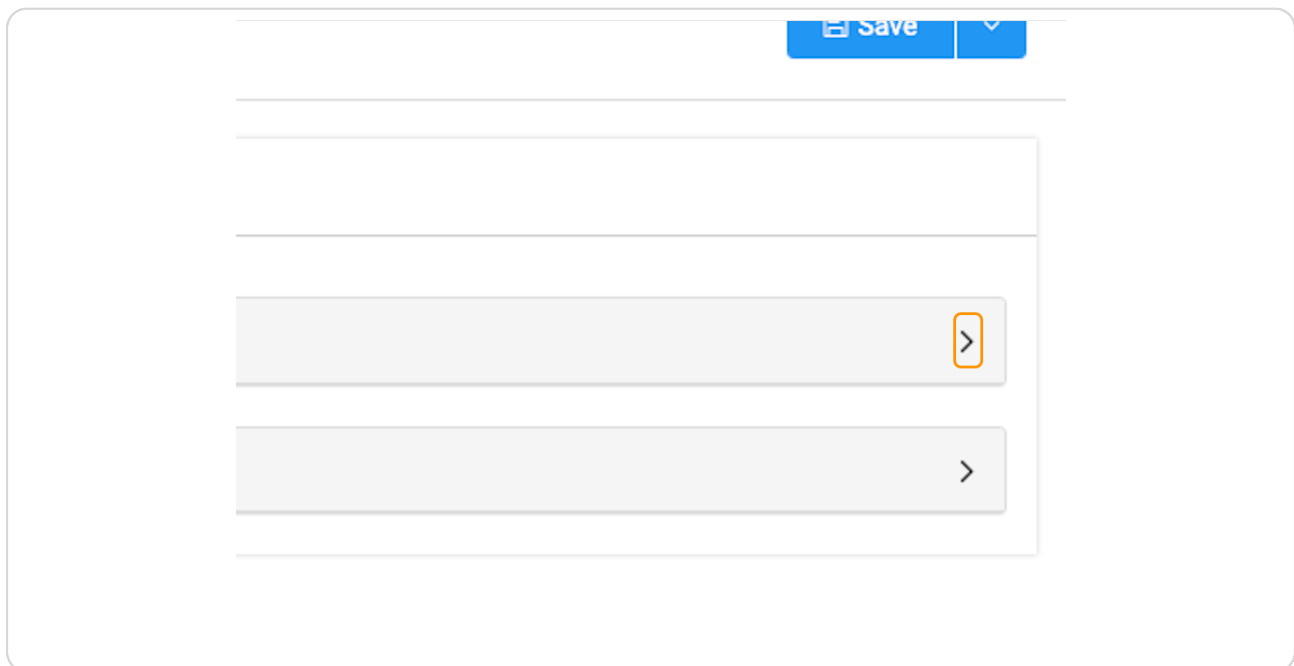
## STEP 4

Click on General...



## STEP 5

Click on the Payment Terms box



## STEP 6

### Set your Payment Term in the highlighted field

General Integration

Payment Terms

Payment Term  [Default](#)

Due after  days

Due on the  day of the current month if be due the next month.

## STEP 7

### Click on Save

Crescerance Admin ▾

[Save](#) ▾

[Add Payment Term](#)

