

KxConferencing

Payment Terms

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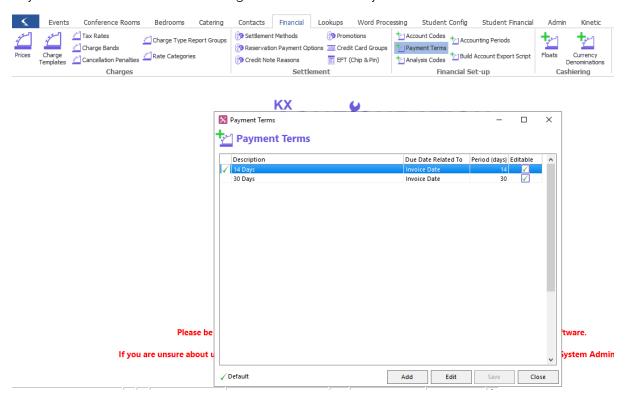
KxConferencing

Adding Payment Terms in KxConfiguration

Configuration>Financial>Payment Terms

Payment Terms are used to give flexibility to when a client needs to pay an invoice. It might be the normal payment terms is 14 days, but then some events require a 7 day payment term or even 31 day payment term

Payment terms are added in KxConfiguration>Financial>Payment Terms



Click on the ADD button

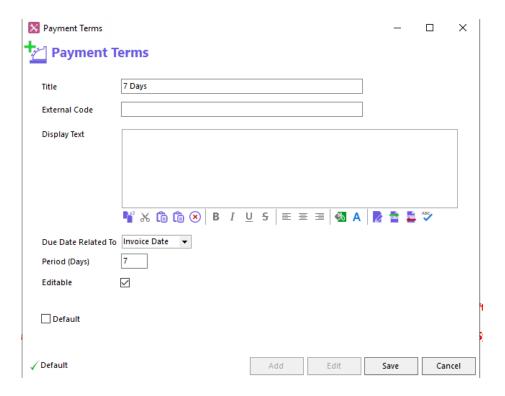
Add the title – usually the number of days of the payment term

Use drop down menu to add the Due date related to: Invoice date, Start date of the event or end date of the event

Check the Editable box if these terms can be edited at the invoice stage.

If the payment term is the one used most of the time - the Default box can be ticked

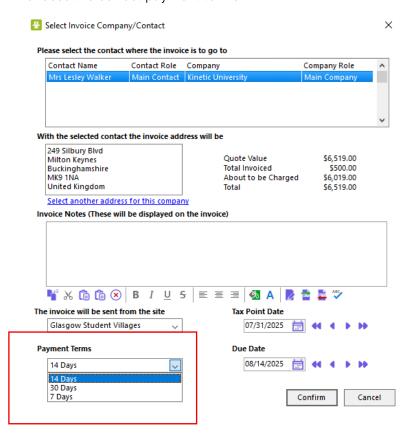




Choosing the Payment Terms on an invoice

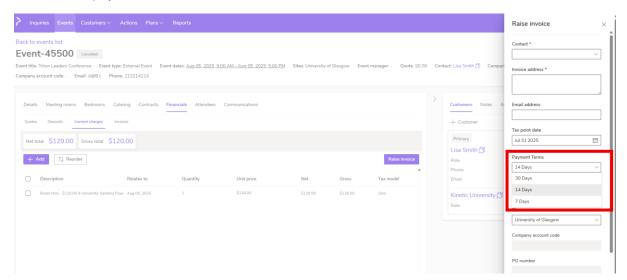
KxConferencing>Event>Financial>Raising an invoice

When previewing or raising an invoice, the payment terms are shown. Use the drop-down menu to choose the correct payment terms





In Pulse, the payment terms are shown on the left of the invoice to be raised



Adding Payment Terms into the Invoice Template

KxConferencing>Event>Invoice>Template Maintenance

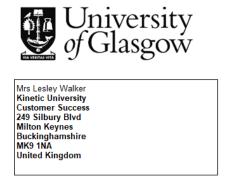
For a Kx user with administrative access, the payment terms due date can be added into the invoice template



Use Header 1 and then look for Due date



When the invoice is raised - the Due Date shows on the invoice



INVOICE

VAT Registration No. GB 671 7980 93

Tax Point: 31/07/2025

UNIVERSITY OF GLASGOW
UNIVERSITY AVENUE
GLASGOW
G12 8QQ
Tel: 0141 330 6834
Inv No:

PURCHASE ORDER:
Invoice raised by: System Administrator

Due Date 08/14/2025

