



Kinetic

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

The screenshot shows the KxConfiguration software interface. The 'Financial' tab is selected, and the 'Payment Terms' window is open. The window contains a table with the following data:

| Description | Due Date Related To | Period (days) | Editable |
|-------------|---------------------|---------------|-------------------------------------|
| 14 Days | Invoice Date | 14 | <input checked="" type="checkbox"/> |
| 30 Days | Invoice Date | 30 | <input type="checkbox"/> |

Below the table, there is a 'Default' checkbox which is checked. At the bottom right of the window are buttons for 'Add', 'Edit', 'Save', and 'Close'.

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



Payment Terms

Title: 7 Days

External Code:

Display Text:

Due Date Related To: Invoice Date

Period (Days): 7

Editable: ☒

☐ Default

✓ Default

Add Edit Save Cancel

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

Select Invoice Company/Contact

Please select the contact where the invoice is to go to

| Contact Name | Contact Role | Company | Company Role |
|-------------------|--------------|--------------------|--------------|
| Mrs Lesley Walker | Main Contact | Kinetic University | Main Company |

With the selected contact the invoice address will be

249 Silbury Blvd
Milton Keynes
Buckinghamshire
MK9 1NA
United Kingdom

Quote Value \$6,519.00
Total Invoiced \$500.00
About to be Charged \$6,019.00
Total \$6,519.00

[Select another address for this company](#)

Invoice Notes (These will be displayed on the invoice)

The invoice will be sent from the site: Glasgow Student Villages

Tax Point Date: 07/31/2025

Due Date: 08/14/2025

Payment Terms

- 14 Days
- 14 Days (selected)
- 30 Days
- 7 Days

Confirm Cancel



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