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Payment Terms

Odoo 19 Enterprise • Accounting

Payment terms define when invoices are due and how payment is split across multiple instalments. They appear on invoices and automatically calculate due dates.

1 View payment terms

Accounting → Configuration → Payment Terms

A default set of payment terms is pre-installed: Immediate Payment, 15 Days, 30 Days, 45 Days, 2 Months, End of Month, and others. These are listed with their name and company. Click any term to view or edit its configuration.

2 Create a payment term

Accounting → Configuration → Payment Terms → **NEW**

Click New and fill in the details.

PAYMENT TERM HEADER FIELDS

Payment Terms *	Name shown on invoices – e.g. "Net 30 Days", "50% Deposit, Balance on Delivery".
Company	Leave blank to apply to all companies in a multi-company setup.
Description on the Invoice	Explanatory text shown to the customer on the invoice.

3 Configure payment lines

Under the Terms section, add one or more lines to define the payment schedule. The last line must always be Balance type to ensure the full amount is allocated.

PAYMENT TERM LINE FIELDS

Due Type *	Balance: remaining amount. Percent: a percentage of the total. Fixed Amount: a specific sum.
Value *	For Percent: enter 0-100. For Fixed Amount: enter the exact amount.
Number of Days *	Days after invoice date when this instalment is due.
Options	Day After Invoice Date, Day After Invoice Month, Day of Following Month, or Day of Current Month.
Day of Month	Specific day of the month the payment falls on. 0 means no specific day.

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Assign payment terms to customers

Default payment terms can be assigned to individual customers on their contact record. Go to any customer contact, open the Sales & Purchase tab, and set the Payment Terms field. This term will automatically apply to all invoices for that customer unless overridden at invoice level.