

Accounts, taxes, and currencies

September 15, 2026

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What accounting reference data is

Accounting reference data is the set of records you maintain before accounting work uses them.

This page covers the lists under **Configuration** for **Payment Terms**, **Incoterms**, **Chart of Accounts**, **Taxes**, and **Currencies**.

If you need to...	Go to
Find or maintain payment schedules	Maintain payment terms and Incoterms
Find or maintain trade terms	Maintain payment terms and Incoterms
Locate an accounting reference list	Find a reference list
See how conditional areas change	Handle archived, discount, and access branches
Continue with the accounting overview	Accounting dashboard
Continue with journals and bank activity	Accounting journals and bank activity
Continue with electronic invoicing	Electronic invoicing and local reporting
Continue with reports and audit work	Reports and audit work
Continue with payment configuration	Payments, providers, and reconciliation

When you know which reference data you need, check the access and setup conditions before opening the list.

Before you maintain reference data

Prerequisites

- You have access to **Configuration** in Accounting.

- For **Incoterms**, access is restricted to the account manager group.
- If your company uses multiple companies, the payment-term company area is available only to users in the multi-company group.

The list you need must be available in the Accounting configuration menu. Keep the accounting

reference information you intend to enter ready before you open a record.

When these conditions are in place, use the configuration route to find the required list.

Find a reference list

Use this procedure to locate an existing reference record or open the list where you can start a new one.

Prerequisites

- You know which accounting reference list you need.
- You have the access described in [Before you maintain reference data](#).

Steps

1. Open **Accounting** and select **Configuration**.
2. Select the list that matches your task.

If you need to work with...	Select
The account structure	Chart of Accounts
Tax definitions	Taxes
Journals	Journals
Currencies	Currencies
Fiscal positions	Fiscal Positions
Journal groups	Journal Groups
Tax groups	Tax Groups
Account groups	Account Groups
Account tags	Account Tags

If you need to work with...	Select
Fiscal years	Fiscal Year
Payment schedules	Payment Terms
Trade terms	Incoterms

Result: The selected accounting reference list is on screen.

Understand a reference record

A reference record holds the accounting choices that other accounting work can use.

The Payment

Terms form names the areas **Payment Terms**, **Due Terms**, **Preview**, **Example**, and

Reduced tax:.

Area	What you can see on the Payment Terms form
Payment Terms	The payment-term name area
Due Terms	The due-term lines area
Preview	The preview area
Example	The example amount and date area
Reduced tax:	The reduced-tax choice inside the early-discount area

The Incoterms list is editable in place and the Incoterms form contains the record's name and code areas.

Use the list you opened to begin the maintenance procedure below.

Maintain payment terms and Incoterms

Payment terms describe when amounts are due. Incoterms describe the trade terms maintained for a

transaction. Use the route that matches the reference record you need.

Prerequisites

- You have opened the appropriate list from **Configuration**.
- For Incoterms, you have account-manager access.

Steps

1. Select one route from the table.

If you are maintaining...	Open
A payment schedule	Payment Terms
A trade term	Incoterms

2. Open an existing row to review it.
3. In a payment-term record, review **Payment Terms**, **Due Terms**, **Preview**, **Example**, and **Reduced tax**: before leaving the record.
4. In an Incoterms record, review the name and code areas before leaving the record.

Result: The selected Payment Terms or Incoterms record is open for review or maintenance.

After opening the record, check the branch conditions that affect what appears.

Handle archived, discount, and access branches

These branches change which parts of a reference screen you see. Use the branch that matches the record or access path in front of you.

What you are checking	What appears
The record is archived	An Archived ribbon appears, and the Archived filter can list inactive records.
Early discount is off	The discount percentage, discount days, reduced-tax choice, and discount preview are hidden.
Early discount is on	The discount percentage, discount days, reduced-tax choice, and related preview can appear.
Display on invoice is off	The preview text is hidden.
You are in the multi-company group	The payment-term company area is available.
You have account-manager access	Incoterms is available from the configuration menu.

If the expected list or control does not appear, use the troubleshooting table below.

When a reference screen does not open

Use the symptom that matches what is on screen.

What you see	What it means	What to do
The accounting route shows no controls, columns, or buttons	The requested list did not provide a usable screen.	Return to Accounting , select Configuration , and reopen the list.
The Incoterms title is not on screen	The requested Incoterms view did not land on the expected screen.	Return to Configuration and select Incoterms again.
The address ends at <code>/web</code> instead of the requested model view	The application landed on its web shell rather than the requested list.	Use the Accounting menu to reopen the required list.
Your sign-in did not complete.	The sign-in form remains open after submission.	Sign in again, then reopen the required list from Configuration .

Know what comes next

After you review or maintain accounting reference data, continue with the accounting area that uses it:

- Open [Accounting dashboard](#) for the accounting overview.
- Open [Accounting journals and bank activity](#) for journal and bank work.
- Open [Electronic invoicing and local reporting](#) for electronic-invoicing work.
- Open [Reports and audit work](#) for reporting and audit work.
- Open [Payments, providers, and reconciliation](#) for payment and reconciliation configuration.