



FINTECH

Modifying Payment Dates

www.fintech.com

1. To Extend Payment Terms

Log in to your FMS account
Under the Reports tab, click on your 'Pending Activity Report'
Using the checkbox on the left-hand side, choose the invoices that need extended terms
Select the desired payment date in the date field at the bottom of the screen and click 'Change Payment Date'
Click cancel to return to the report with no changes or OK to update the report to reflect the new payment date

GOOD MORNING, INTERNAL USER
DISTRIBUTOR
YOUR FINTECH ID: 1234
LAST VISIT: 12/10/2019 04:37 PM

Home » Reports » PENDING ACTIVITY

Report Options

Trading Partner	Distributor Store ID	Store	Invoice	Process Date	Payment Date	Invoice Due Date	Bank Account	Total	Status
<input checked="" type="checkbox"/> Retailer 1	1000095492	000001	9105043773	12/13/2019	1/10/2020	1/11/2020	xxxxxx6990	\$312.52	Waiting
<input checked="" type="checkbox"/> Retailer 2	1000095492	000001	9105105487	12/23/2019	1/17/2020	1/18/2020	xxxxxx6990	\$967.23	Waiting
<input checked="" type="checkbox"/> Retailer 3	1000135211	000001	9104954751	12/6/2019	1/2/2020	1/3/2020	xxxxxx6990	\$192.00	Waiting
<input type="checkbox"/> Retailer 3	1000168341	204	6101233907	12/23/2019	1/17/2020	1/18/2020	xxxxxx6990	(\$167.95)	Waiting

5671 Invoices, 4 Selected (\$1,781.87)

Date (mm/dd/yyyy)

CHANGE PAYMENT DATE HOLD PROCESSING DOWNLOAD CSV PRINT REPORT

Support says

You are about to update the Payment Date on the selected invoices. Do you want to proceed?

OK

Cancel

GOOD MORNING, INTERNAL USER
DISTRIBUTOR
YOUR FINTECH ID: 1234
LAST VISIT: 12/10/2019 04:37 PM

Home » Reports » PENDING ACTIVITY

Report Options

Trading Partner	Distributor Store ID	Store	Invoice	Process Date	Payment Date	Invoice Due Date	Bank Account	Total	Status
<input checked="" type="checkbox"/> Retailer 1	1000095492	000001	9105043773	12/13/2019	1/10/2020	1/11/2020	xxxxxx6990	\$312.52	Waiting
<input checked="" type="checkbox"/> Retailer 2	1000095492	000001	9105105487	12/23/2019	1/17/2020	1/18/2020	xxxxxx6990	\$967.23	Waiting
<input checked="" type="checkbox"/> Retailer 3	1000135211	000001	9104954751	12/6/2019	1/2/2020	1/3/2020	xxxxxx6990	\$192.00	Waiting
<input type="checkbox"/> Retailer 3	1000168341	204	6101233907	12/23/2019	1/17/2020	1/18/2020	xxxxxx6990	(\$167.95)	Waiting

5671 Invoices, 4 Selected (\$1,781.87)

Date (mm/dd/yyyy)

CHANGE PAYMENT DATE HOLD PROCESSING

Support says

You are about to withhold the selected invoices from processing. Do you want to proceed?

OK

Cancel

2. To Hold Processing of Select Invoices

Log in to your FMS account
Under the Reports tab, click on your 'Pending Activity Report'
Using the checkbox on the left-hand side, choose the invoices that you want to hold
Click the 'Hold Processing' button
Click Cancel to return to the report with no changes or OK and your report will update, hiding the on-hold invoices

3. To View Your Changes in the Audit Log

Click on the tools tab and then 'Audit Report'
Here you will receive a comprehensive view of any invoices that have received extended terms or been placed on hold

GOOD MORNING, INTERNAL USER
DISTRIBUTOR
YOUR FINTECH ID: 1234
LAST VISIT: 12/10/2019 04:37 PM

Home » Tools » SECURITY AUDIT REPORT

Report Options

Date	Time	User	IP Address	Page	Message
3/23/2020	11:49:00 AM	1395910175909		pending_activity.asp	The following invoices were withheld from processing for Distributor (1234): 6101205174, 6101212822, 9104956448, 9104964507
3/23/2020	11:47:00 AM	1395910175909		pending_activity.asp	Payment date changed to 04/03/2020 for Distributor (1234) for the following invoices: 9104954751, 9105043773, 9105105487, 9105156391

Have questions or need help modifying a payment date? Contact our Support team at 800-572-0854 option 1 or support@fintech.com.

3109 West Dr. MLK Jr. Blvd., Suite 200, Tampa, FL 33607

800.572.0854

www.fintech.com