

Modifying Payment Dates

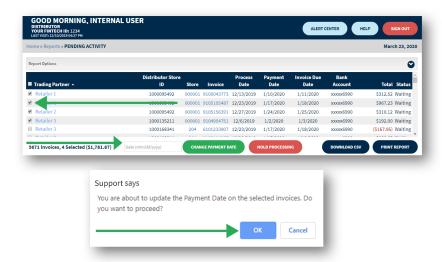
www.fintech.com

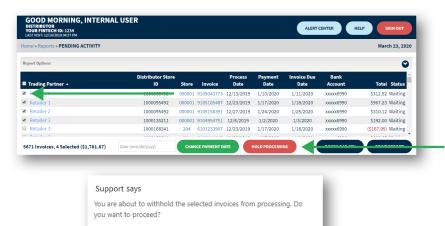
1. To Extend Payment Terms

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

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





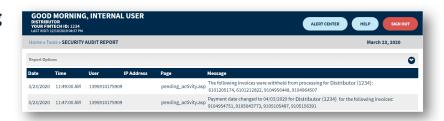
2. To Hold Processing of Select Invoices

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



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