CHANGE ROUTABLE PAYMENT TERMS JOB AID

This job aid shows how to change payment terms in Routable.

FROM THE PAYABLES PAGE

1. Select **"All"** or **"Scheduled"** in the Payables area

The list of Scheduled or All payments screen will display.
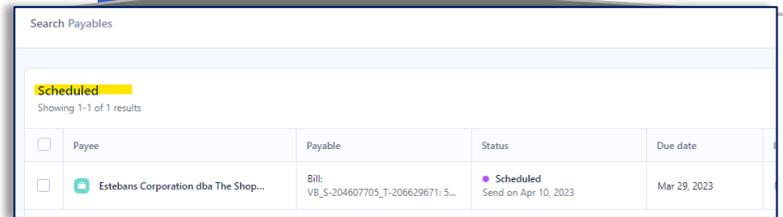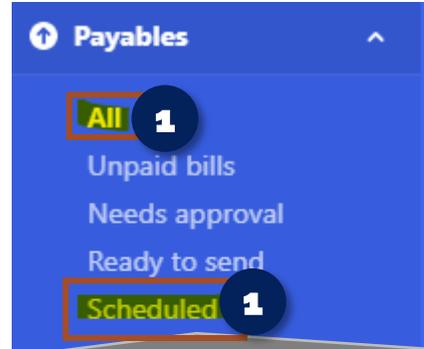
SEARCH FOR ORDER AND EDIT

1. In the **Search bar**, enter the order number. Then click enter on your keyboard

The searched order will display on screen.

2. Select the order, then select "**Edit**"
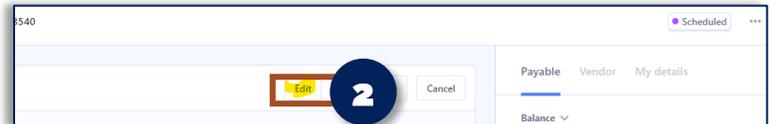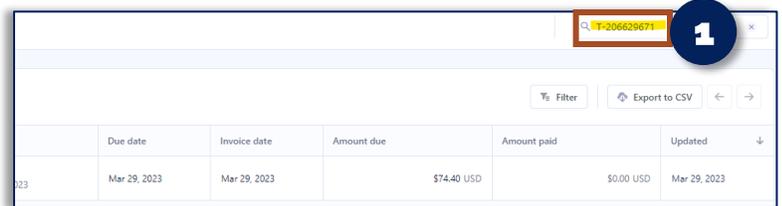
ADJUST PAYMENT DETAILS

1. Scroll down to **"Payment details"**
2. Adjust "**Send date"**
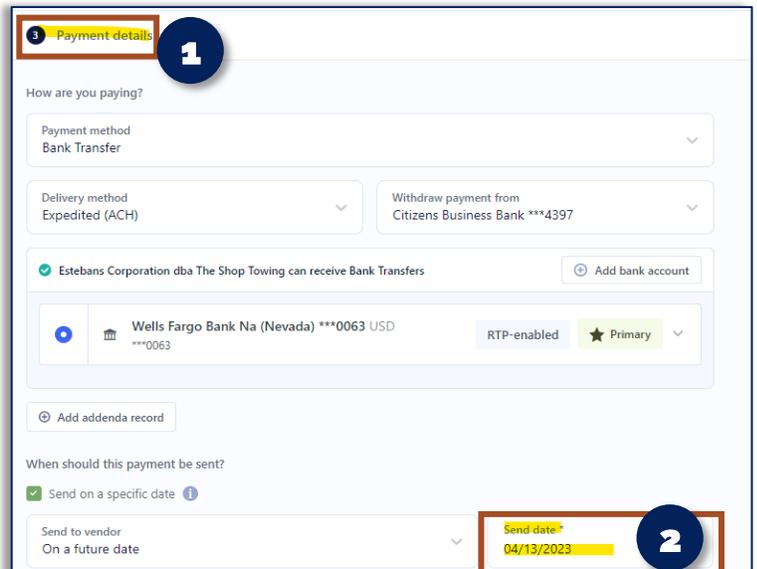
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SAVE PAYMENT DETAILS

3. Click **"Save edits for approval"**
4. Click **"Confirm edits for approval"**

> **NOTE:** Due to approval rules, it may require re-approval. Please follow the "Needs Approval" steps to continue.
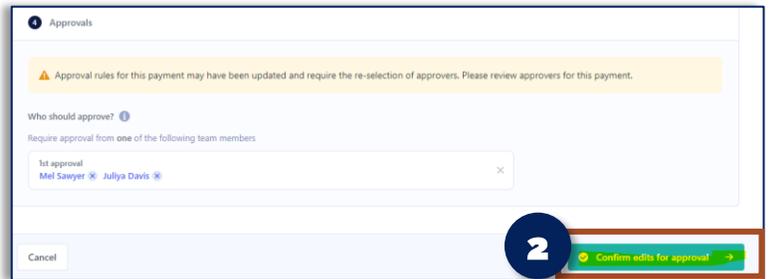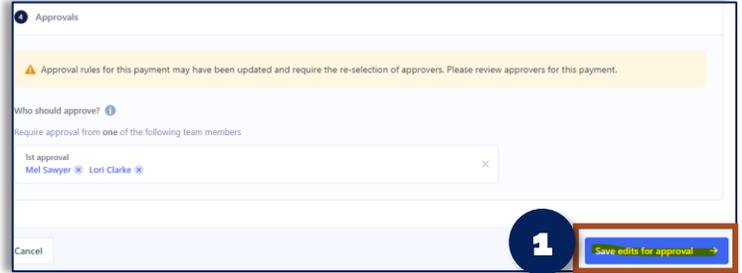
FROM THE PAYABLES PAGE

1 Select **"Needs approval"** in the Payables area

The list of payments needing approval will display.
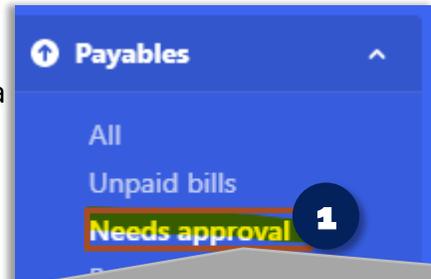
SEARCH FOR THE ORDER NEEDING APPROVAL

1. **Type in the order number** in the Search Bar and click enter

The order being searched will appear.

2. Once you have the payout selected, follow steps above to edit, approve, and confirm approval