



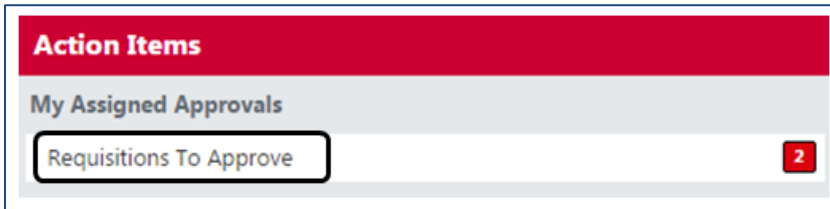
Check Requests: Changing Payment Terms

From the home screen:

1. Access your approval queue by clicking on the flag icon at the top-left of the screen.



2. Select 'Requisitions to Approve' from the menu.



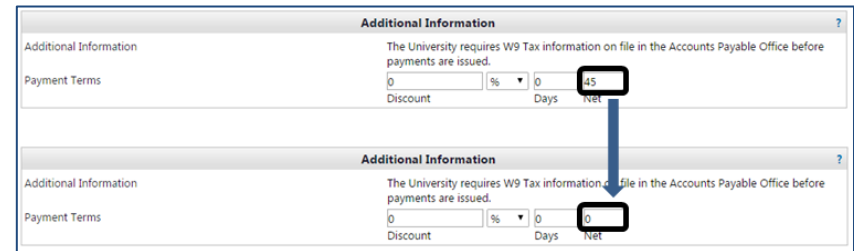
3. Select the appropriate requisition from the list by clicking on the requisition number.

Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
1679961	Huron Consulting Group	Joe Bastone	10/6/2016 9:34 AM	Margaret Kramer	150.00 USD	Approve
Requisition Name: 2016-10-06 MK1371 01 No. of line items: 1 Folders: 0 Days in folder [My PR Approvals] 0 Days in folder [Primary Approval UDO 900[1530]1080 All Dollar Amounts]						

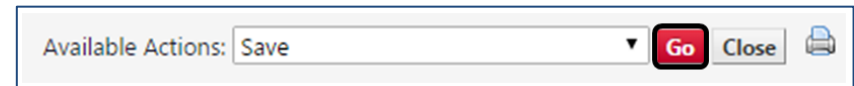
4. Scroll to the bottom of the screen to the **Supplier/Line Item Details** section and click on **Request for Check**

Huron Consulting Group <small>more info...</small> CHICAGO-01 <small>Edit</small> 550 W Van Buren St, Chicago, IL 60607 US		Contract <small>no value</small> PO Number <small>To Be Assigned</small>		
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity
1 Request for Check <small>more info...</small>			150.00	1
Commodity Code: No Commodity Code Assigned		Internal Note: no note		Internal Attachments

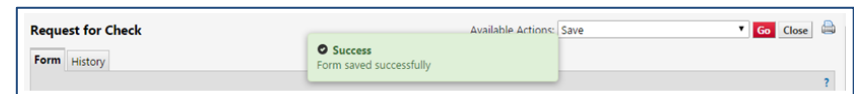
5. A pop-up screen will appear titled **Request for Check**. Scroll to the bottom of this screen to the **Additional Information** section, where you will see the **Payment Terms** defaulted to Net 45. Overwrite the **Payment Terms** by deleting the **45** and replacing it with **0**



6. Scroll up to the top of the page and ensure the **Available Actions** drop-down shows **Save** and then click **Go**.



7. A green screen should pop up to demonstrate you actions have been saved.



8. Click on **Close** to return to the main screen and complete and submit the requisition for approval as normal.

