

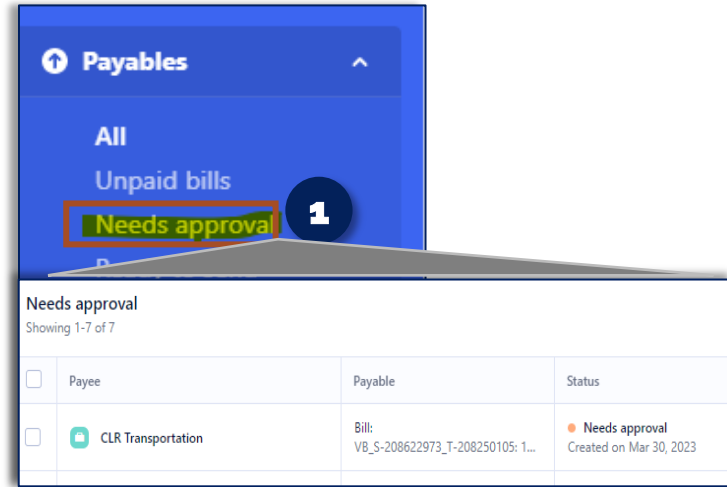
# APPROVING PAYMENTS IN ROUTABLE JOB AID

This job aid shows how to approve payments in Routable

## FROM THE PAYABLES PAGE

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

The list of payments needing approval will display.



The screenshot shows the 'Payables' section of the Routable interface. A dropdown menu is open, showing 'All Unpaid bills' and 'Needs approval' (highlighted with a red box and a '1' in a blue circle). Below the dropdown, a table titled 'Needs approval' is displayed, showing 1-7 of 7 items. The first item is 'CLR Transportation' with a status of 'Needs approval'.

Payee	Payable	Status
<input type="checkbox"/>	CLR Transportation	Needs approval Created on Mar 30, 2023

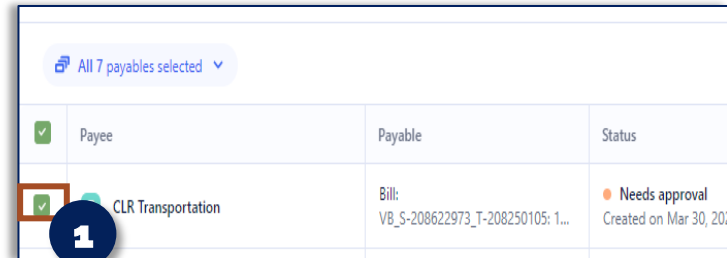
## TO APPROVE PAYMENT

1. **Check** the box next to the payment to be approved
2. Located in the top right corner, click **Approve** to save

An Approved Payments screen will appear.

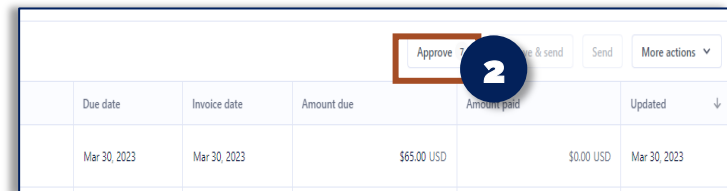
3. Select  **Approve** →

A confirmation screen will appear and will display payments queued for approval.



The screenshot shows the 'Needs approval' table with the first row selected. A red box highlights the 'Approve' button in the top right corner, with a '1' in a blue circle.

Payee	Payable	Status
<input checked="" type="checkbox"/>	CLR Transportation	Needs approval Created on Mar 30, 2023

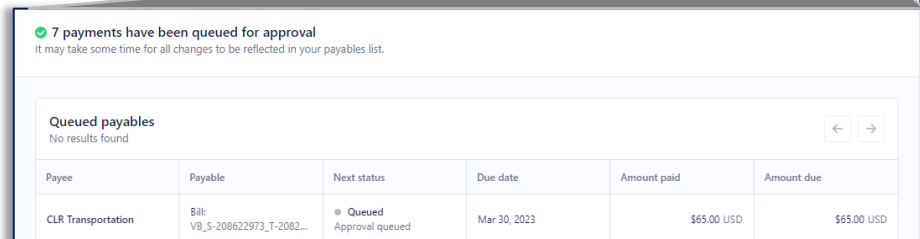


The screenshot shows the 'Approve' confirmation screen. A red box highlights the 'Approve' button, with a '2' in a blue circle. The screen displays a table with columns for Due date, Invoice date, Amount due, Amount paid, and Updated.

Due date	Invoice date	Amount due	Amount paid	Updated
Mar 30, 2023	Mar 30, 2023	\$65.00 USD	\$0.00 USD	Mar 30, 2023



The screenshot shows the 'Approve 7 payments for \$583.83' confirmation screen. A red box highlights the 'Approve' button, with a '3' in a blue circle. The screen displays a message: 'We recommend reviewing the vendor and payment amounts for each transaction.'



The screenshot shows the 'Queued payables' confirmation screen. A message states: '7 payments have been queued for approval. It may take some time for all changes to be reflected in your payables list.' Below the message is a table with columns for Payee, Payable, Next status, Due date, Amount paid, and Amount due.

Payee	Payable	Next status	Due date	Amount paid	Amount due
CLR Transportation	Bill: VB_S-208622973_T-2082...	Queued Approval queued	Mar 30, 2023	\$65.00 USD	\$65.00 USD