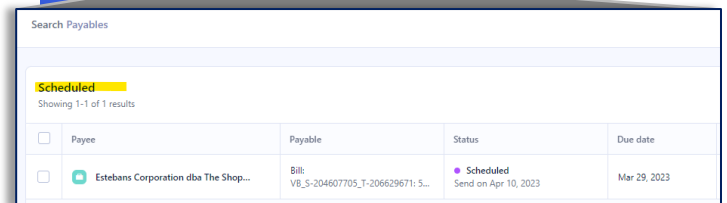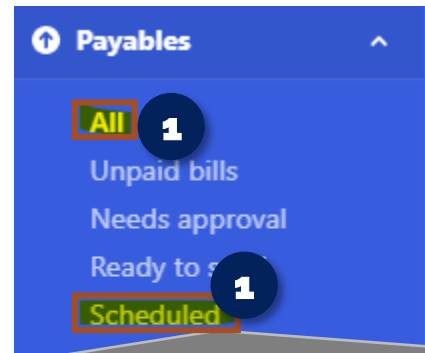# ROUTABLE PRICE ADJUSTMENT JOB AID

This job aid shows how to do a Routable price adjustment.

## FROM THE PAYABLES PAGE

1. Select **"All"** or **"Scheduled"** in the Payables area
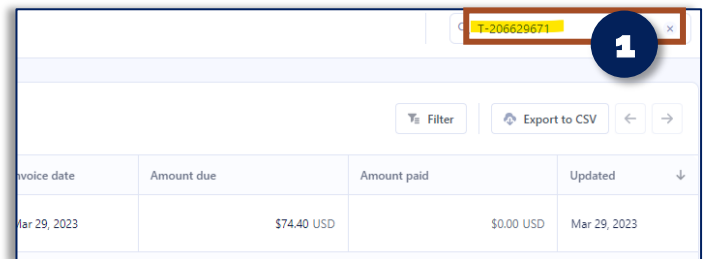
The list of scheduled payments will display.

## TO ADJUST A PRICE IN A SCHEDULED STATUS

1. **Type in the order number** in the Search Bar and click enter on your keyboard
2. Select **"Edit"** in the order you wish to adjust
3. Make the corrections(s); scroll to the bottom and select "**Save edits for approval**"
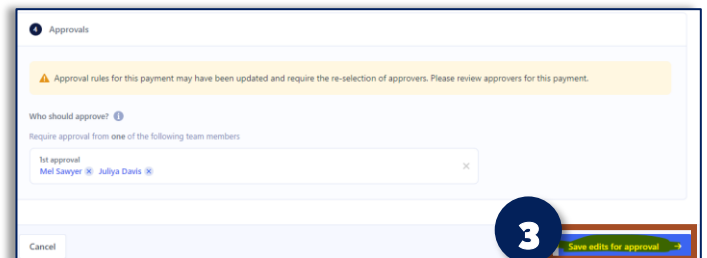
A confirmation screen will appear.

4. Confirm the price adjustment by clicking **"Confirm edits for approval"**

> **NOTE:** Due to approval rules, it may require re-approval. Please follow the "Needs Approval" steps to continue.
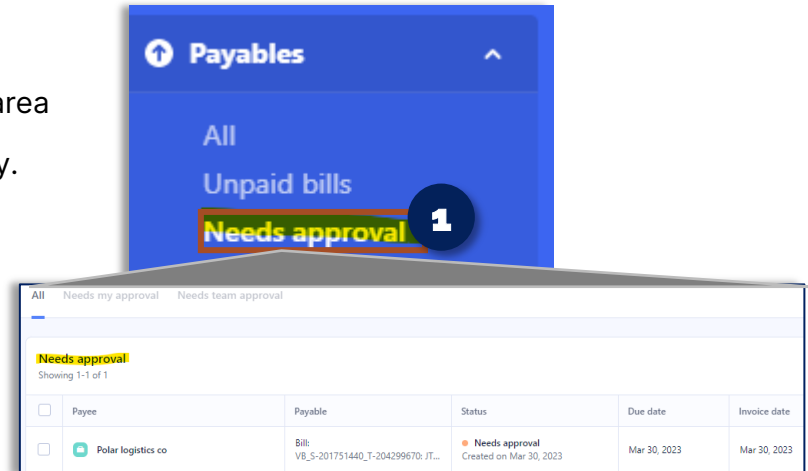
# ROUTABLE PRICE ADJUSTMENT JOB AID

This job aid shows how to do a Routable price adjustment.

## 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 2-4 above to edit, approve, and confirm approval