RECREATE PAYABLE FOR REJECTED ACH IN ROUTABLE JOB AID

This job aid shows how to recreate a payable for a rejected ACH in Routable.

FROM THE HOME PAGE

1. Under the "**New**" tab, click the drop-down menu
2. Select **Payment**, **Send a payment**
3. Select **"Create a Company"**
4. Add payment details
5. Select payment method and bank account

> **NOTE:** Will prefill for existing vendors in the system.

6. Click "**Send payments for approval**"
7. Select "**Confirm payment for approval**"

Once submitted, payment will need to be approved. Refer to "Needs Approval" steps on next page.
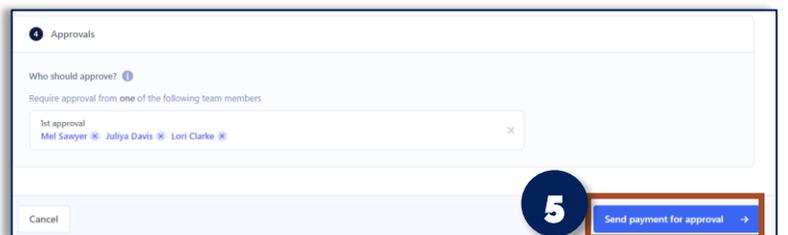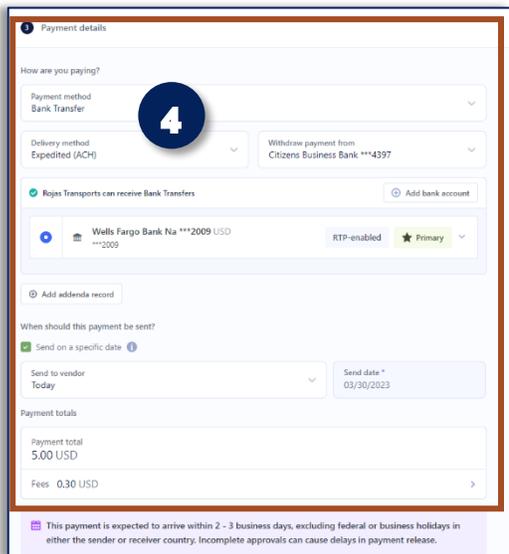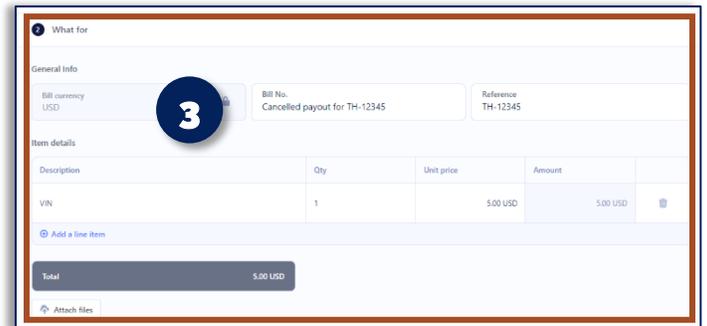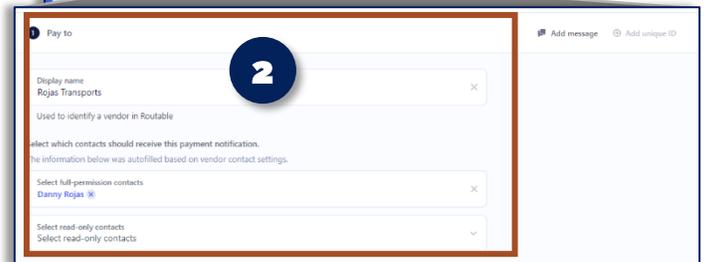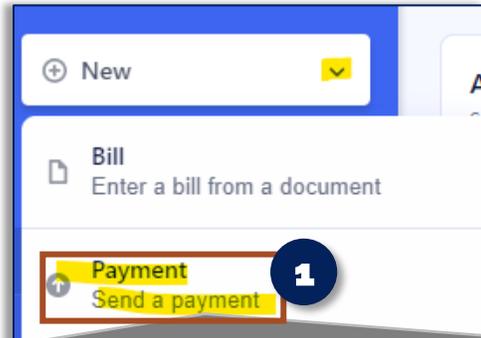
RECREATE PAYABLE FOR REJECTED ACH IN ROUTABLE JOB AID

This job aid shows how to recreate a payable for a rejected ACH in Routable.

FROM THE PAYABLES PAGE

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

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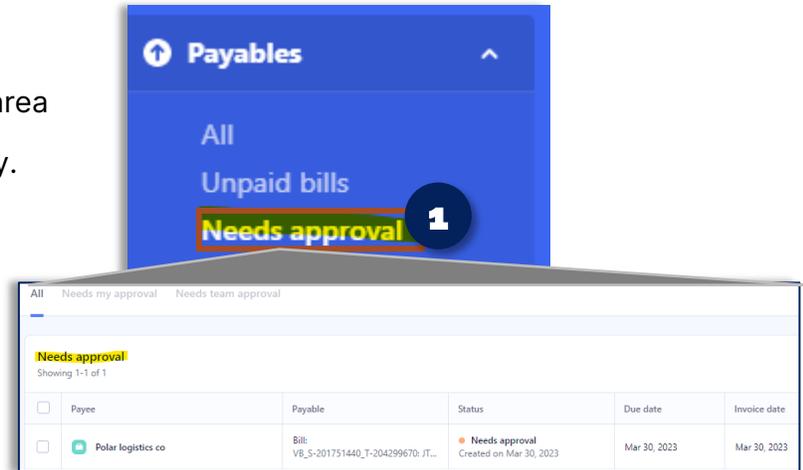
SEARCH FOR THE ORDER NEEDING APPROVAL

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