## 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.









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Confirm payment for approva



Cancel

# 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.



All	Needs my approval Needs team approval								
_									
INeeds approval Showing 1-1 of 1									
	Payee	Payable	Status	Due date	Invoice date				
	Polar logistics co	Bill: VB_S-201751440_T-204299670: JT	• Needs approval Created on Mar 30, 2023	Mar 30, 2023	Mar 30, 2023				

### 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.

 Once you have the payout selected, follow steps 2-4 above to edit, approve, and confirm approval

		1 R 1-20429967			
				TE Filter 🔯 Export to CSV	/ ℃ ← →
Status	Due date	Invoice date	Amount due	Amount paid	Updated
Needs approval Created on Mar 30, 2023	Mar 30, 2023	Mar 30, 2023	\$281.80 USD	\$0.00 USD	Mar 30, 2023

