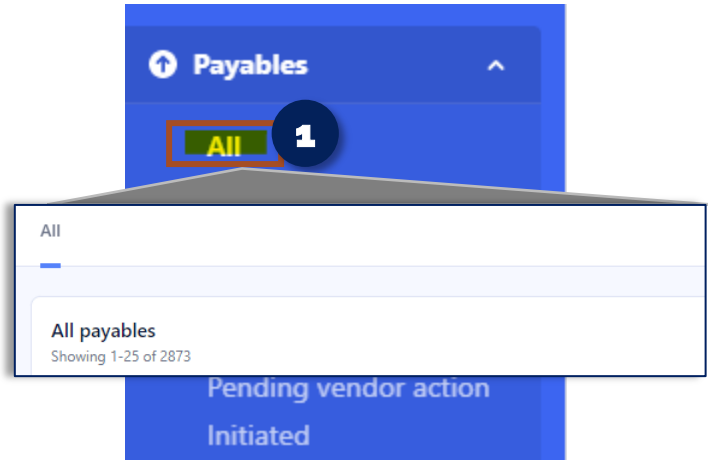# SEARCH FOR ROUTABLE PAYMENTS JOB AID

This job aid shows how to search for payments in Routable.

FROM THE PAYABLES PAGE
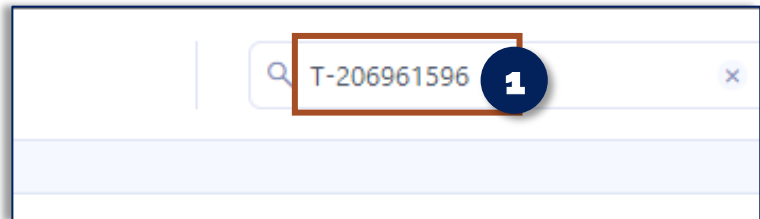
1. Select **"All"** in the Payables area

The All-Payable screen will display.

SEARCH FOR PAYMENT

1. **Locate the Search bar** in the All-Payable screen and type the order number
2. Click Enter on your keyboard

The payout will appear, and the status will be displayed.