ROUTABLE BALANCE HISTORICAL REPORTING JOB AID

This job aid shows how to filter and export balance history into a CSV file.

FROM THE PAYABLES PAGE

1. Select **"All"** in the Payables area

The All-Payable screen will display.

2. Select **Filter**
3. Set your filters, **click Apply**
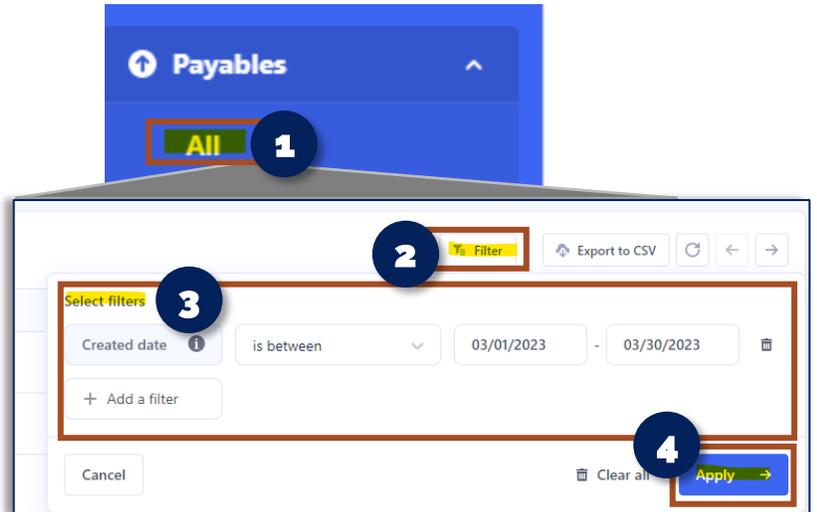
EXPORT TO CSV FILE-IF NEEDED

1. From the All-Payables screen, **Click "Export to CSV"**

A CSV file of the historical balance data will appear.