Hitch RECREATE PAYABLE FOR REJECTED ACH IN

ROUTABLE JOB AID

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

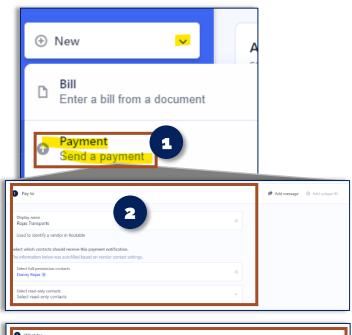
FROM THE HOME PAGE

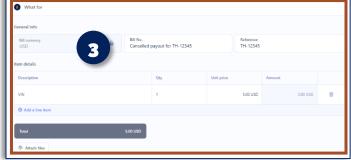
- 1. Under the "New" tab, click the drop-down menu
- 2. Select Payment, Send a payment
- 3. Select "Create a Company"
- 4. Add payment details
- 5. Select payment method and bank account

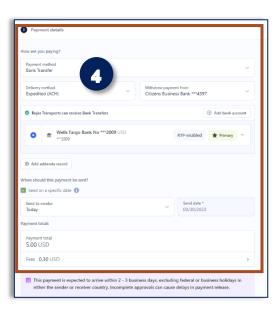
NOTE: Will prefill for existing vendors in the system.

- 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.









6



Cancel

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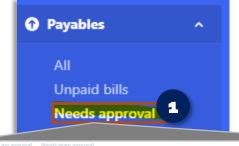
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FROM THE PAYABLES PAGE

Hitch

1 Select "Needs approval" in the Payables area

The list of payments needing approval will display.



All Needs my approval Needs team approval										
Needs 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 - 1204209679 ×		
	$\overline{T}_{B} \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$					
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	