

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

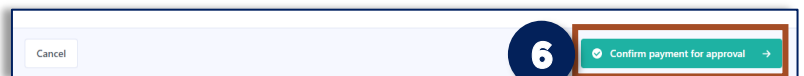
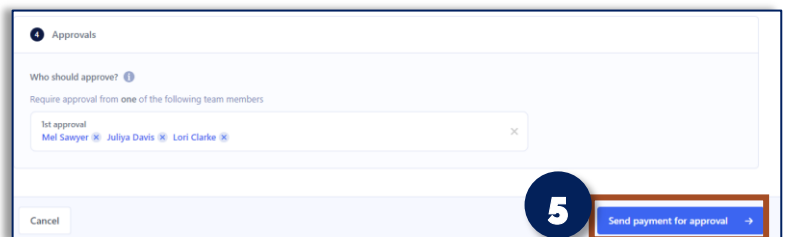
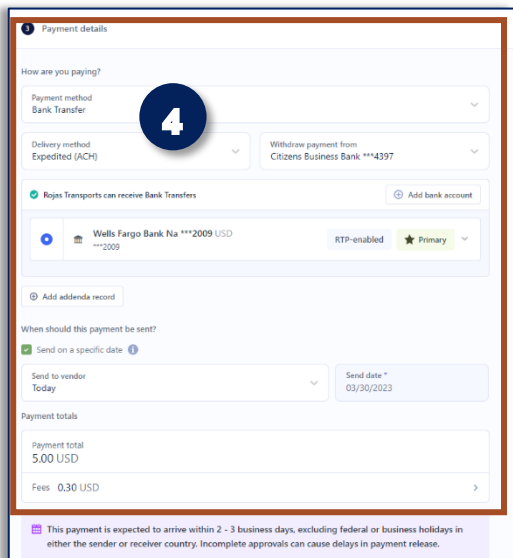
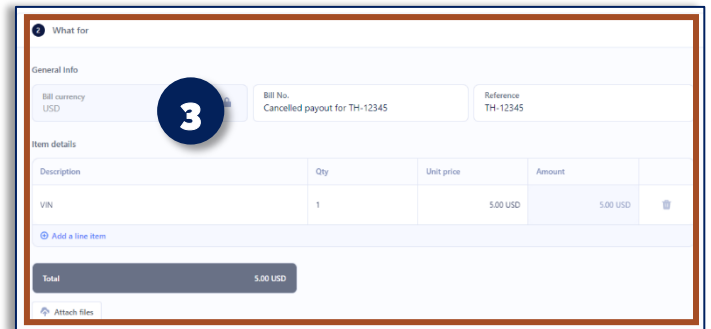
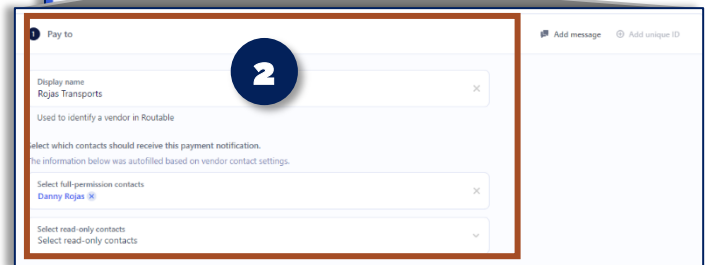
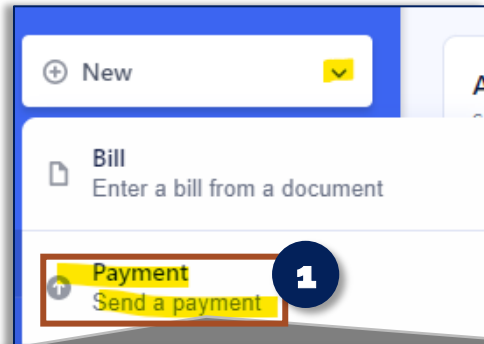
1. Under the “New” tab, click the drop-down menu
2. Select **Payment, Send a payment**
3. Select “**Create a Company**”
4. Add payment details
5. Select payment method and bank account



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.



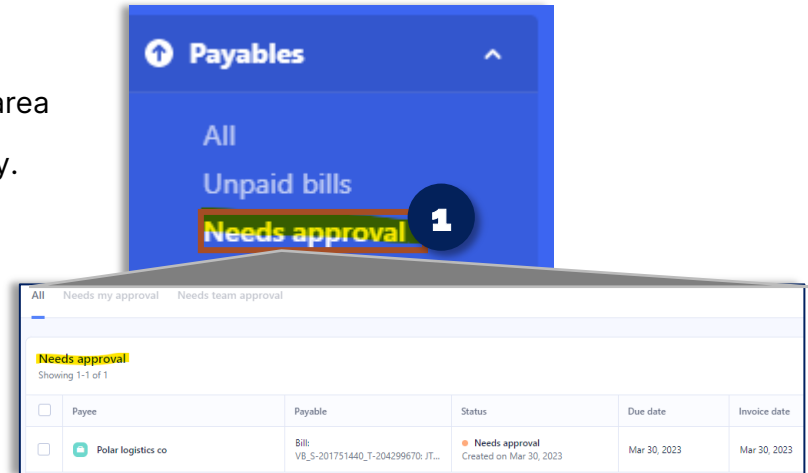
RECREATE PAYABLE FOR REJECTED ACH IN ROUTABLE JOB AID

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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

