Hitch APPROVING PAYMENTS IN ROUTABLE JOB AID

This job aid shows how to approve payments in Routable

FROM THE PAYABLES PAGE

1. Select "Needs approval" in the Payables area

The list of payments needing approval will display.



TO APPROVE PAYMENT

- 1. **Check** the box next to the payment to be approved
- 2. Located in the top right corner, click **Approve** to save

An Approved Payments screen will appear.

A confirmation screen will appear and will display payments queued for approval.



Approve 7 e & send Send More actions ~							
	Due date	Invoice date	Amount due		Amount paid	Updated	\downarrow
	Mar 30, 2023	Mar 30, 2023		\$65.00 USD	\$0.00 USD	Mar 30, 2023	



