

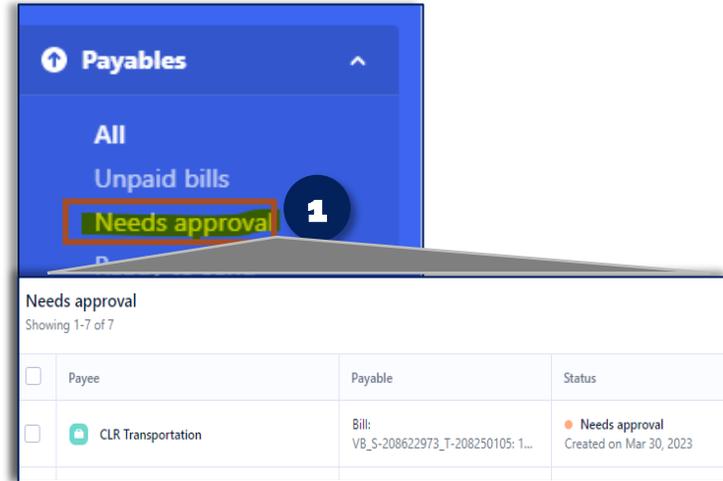
# Hitch APPROVING PAYMENTS IN ROUTABLE JOB AID

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.

3. Select 

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

