

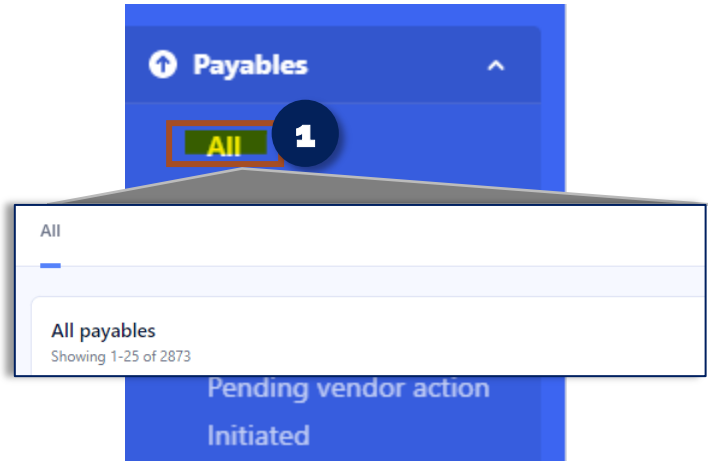
SEARCH FOR ROUTABLE PAYMENTS JOB AID

This job aid shows how to search for payments in Routable.

FROM THE PAYABLES PAGE

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

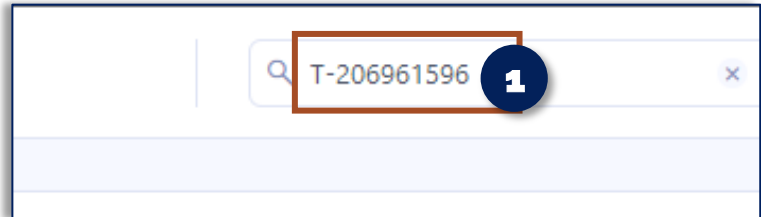
The All-Payable screen will display.



SEARCH FOR PAYMENT

1. **Locate the Search bar** in the All-Payable screen and type the order number
2. Click Enter on your keyboard

The payout will appear, and the status will be displayed.



Search Payables								T-206961596			
All payables								Filter	Export to CSV	←	→
	Payee	Payable	Status	Due date	Invoice date	Amount due	Amount paid	Updated			
<input type="checkbox"/>	Polar logistics co	Bill: VB_S-200301973_T-206961596: 2...	Initiated Expected Apr 3, 2023	Mar 30, 2023	Mar 30, 2023	\$0.00 USD	\$278.39 USD	Mar 30, 2023			