

View Scheduled Payments by Supplier

A scheduled payment is a pre-determined date for payment to a supplier. The Scheduled Payment Inquiry page views vouchers involving scheduled payment dates. This page provides several options for searching for a voucher (i.e., Voucher ID, Supplier Name or ID, etc.).

The purpose of this job aid is to explain how to view scheduled payment information for a particular supplier.

1. Begin by **Clicking NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payment.**
2. Enter or look up, using the magnifying glasses to the corresponding fields, the Supplier ID using the **From Supplier ID** or the **From Supplier Short Name** field.
3. Click the **Search** button to proceed.

Scheduled Payment

Scheduled Payment Inquiry

Search Criteria

Search Name

From

From Business Unit

From Voucher ID

Supplier SetID

From Supplier Short Name

From Supplier ID

Supplier Location

*Amount Rule

To

Sanctions Status

Max Rows **Search**

Display Currency Criteria

1st sort Descending

2nd sort Descending

4. To view the search results, scroll down the page. The Scheduled Payment Listing table provides voucher information divided into three tabs: **Schedule Details, Voucher Details, and Bank Details.**
 - a. The **Scheduled Details** page displays the voucher ID(s), payment method, scheduled to pay date, payment amount, and supplier name.

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	IPAC Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
UTARL	00234566	1	ACH	03/31/2023	<input type="checkbox"/>	<input type="checkbox"/>	100.38	USD	0000123456	Summus Industries Inc.- Staples
UTARL	00234567	1	ACH	04/03/2023	<input type="checkbox"/>	<input type="checkbox"/>	6.74	USD	0000123456	Summus Industries Inc.- Staples
UTARL	00234568	1	ACH	03/31/2023	<input type="checkbox"/>	<input type="checkbox"/>	440.63	USD	0000123456	Summus Industries Inc.- Staples
UTARL	00234569	1	ACH	03/16/2023	<input type="checkbox"/>	<input type="checkbox"/>	1,374.37	USD	0000123456	Summus Industries Inc.- Staples

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- b. The **Voucher Details** page displays the voucher ID(s), voucher style (type), invoice ID, supplier ID, and voucher approval status.

2nd sort Voucher ID Descending Sort

Scheduled Payment Listing Personalize | Find | View 100 | First 1-10 of 300 Last

Schedule Details **Voucher Details** Bank Details

Business Unit	Voucher ID	Voucher Style	Invoice ID	Supplier ID	Approval Status
UTARL	00234566	Regular Voucher	9876543210	0000123456	Approved
UTARL	00234567	Regular Voucher	9876543211	0000123456	Approved
UTARL	00234568	Regular Voucher	9876543212	0000123456	Pending
UTARL	00234569	Regular Voucher	9876543213	0000123456	Pending

- c. The **Bank Details** page displays the voucher ID and banking information for the supplier.

2nd sort Voucher ID Descending Sort

Scheduled Payment Listing Personalize | Find | View 100 | First 1-10 of 300 Last

Schedule Details Voucher Details **Bank Details**

Business Unit	Voucher ID	Remit SetID	Remit Supplier	Bank Account #	Bank SetID	Bank Code	Bank Account	Draft Sight Code	Draft Scheduled Maturity Date	Letter of Credit ID	Netting Reference ID
UTARL	00234566	UTARL	0000123456	60000000001	UTSHR	CHASE	1AP1				
UTARL	00234567	UTARL	0000123456	60000000001	UTSHR	CHASE	1AP1				
UTARL	00234568	UTARL	0000123456	60000000001	UTSHR	CHASE	1AP1				
UTARL	00234569	UTARL	0000123456	60000000001	UTSHR	CHASE	1AP1				