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.

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.

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

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