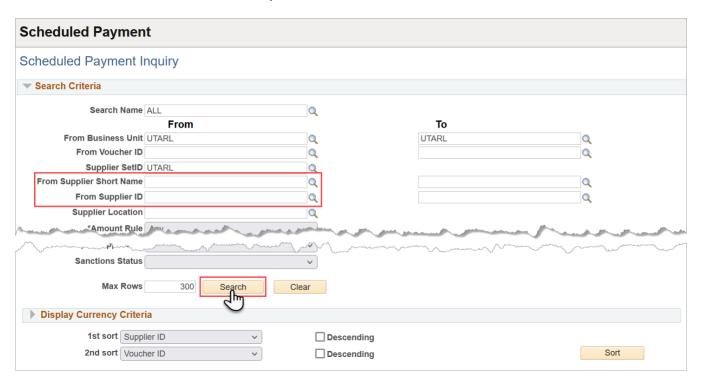


View Scheduled Payments by Supplier

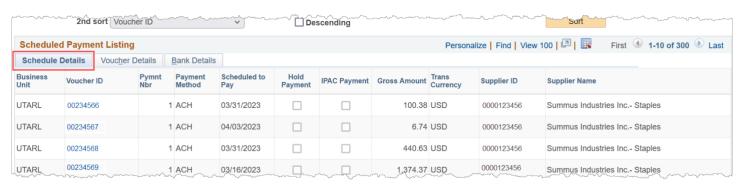
A scheduled payment is a pre-determined date for payment to a supplier. The Scheduled Payment Inquiry page views vouchers involving scheduled payment dates. This page provides several options for searching for a voucher (i.e., Voucher ID, Supplier Name or ID, etc.).

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.



- 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.



Last Revision: 12/8/2023 1

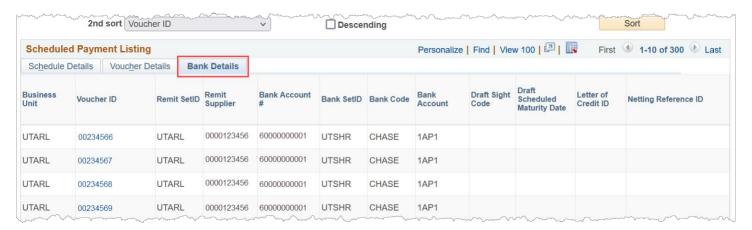


View Scheduled Payments by Supplier

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.



Last Revision: 12/8/2023 2