

View Scheduled Payments by Voucher ID

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 information regarding scheduled payments for a voucher by performing a search by voucher ID.

1. Begin by Clicking **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payment.**
2. To view a specific voucher, enter or look up the appropriate Voucher ID number in the **From Voucher ID** field.
3. Click the **Search** button to proceed.

Scheduled Payment

Scheduled Payment Inquiry

▼ Search Criteria

Search Name ALL

From

From Business Unit UTARL

From Voucher ID

Supplier SetID UTARL

From Supplier Short Name

To

UTARL

Max Rows 300 **Search** Clear

► Display Currency Criteria

1st sort Supplier ID Descending

2nd sort Voucher ID Descending **Sort**

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, payment method, scheduled to-pay date, payment amount, and supplier name.

2nd sort Voucher ID Descending **Sort**

Scheduled Payment Listing Personalize | Find | View All | First 1 of 1 Last

Schedule Details Voucher Details Bank Details

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	IPAC Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
UTARL	A0234567	1	ACH	04/02/2023	<input type="checkbox"/>	<input type="checkbox"/>	562.68	USD	0000043210	B&H PHOTO AND ELECTRONICS CORP
Total Gross Amount									562.68	USD

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

2nd sort Voucher ID Descending Sort

Scheduled Payment Listing Personalize | Find | View All | First 1 of 1 Last

Schedule Details **Voucher Details** Bank Details

Business Unit	Voucher ID	Voucher Style	Invoice ID	Supplier ID	Approval Status
UTARL	A0234567	Regular Voucher	987654321	0000043210	Approved
Total Gross Amount					562.68 USD

- 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 All | First 1 of 1 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	A0234567	UTARL	0000043210	987654321	UTSHR	CHASE	1AP1				
Total Gross Amount										562.68 USD	