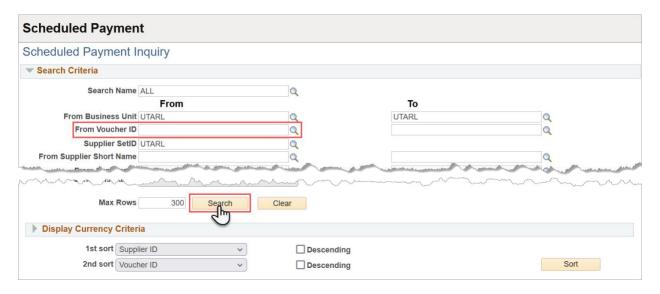


## **View Scheduled Payments by Voucher ID**

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.
- 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.



- 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.



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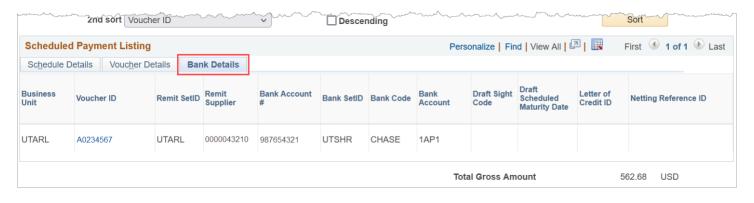


## **View Scheduled Payments by Voucher ID**

b. The **Voucher Details** page displays the voucher ID, 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.



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