

## View Scheduled Payments on Hold for a Vendor

The Scheduled Payments on Hold page is used to view vouchers scheduled for payment but currently are on hold in UTShare.

The purpose of this job aid is to explain how to view payment information for vouchers on hold for a vendor.

- Click on NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info> Supplier > Scheduled Payments on Hold.
- 2. The Scheduled Payments on Hold search page is displayed. This is used to search for an existing Voucher (Find an Existing Value) for a specific supplier.

In From Supplier ID or the From Supplier Short Name field, enter or look up the Supplier ID.

**Note:** Using the magnifying glass next to the corresponding fields is recommended to find the exact Supplier ID or Supplier Short Name.

3. Click the **Search** button to proceed.

Find an Existing <ul> <li>Search Criteria</li> </ul> Enter any informati	<b>y Value</b>	ck Search. Leave	e fields blank for a list of	all values.
(1) Recent Sea	rches Choose fr	om recent searc	hes	v /
	*SetID	= ~	UTARL	Q
	Supplier ID	begins with 🗸		Q
S	nort Supplier Name	begins with v		Q
Our	Customer Number	begins with $\checkmark$		Q
	DUNS Number	begins with $\checkmark$		
	Supplier Name	begins with v		Q
	∧ Show	fewer options		
	Case	Sensitive		
	Sea	arch	Clear	

4. The search results will display under the Search Criteria. **Click** on the Supplier row.

	un har	S	Search	Clear		arch			
🕶 Se	▼ Search Results								
11	1 rows - SetID "UTARL" Supplier ID "0000123456"								
					View All	First 4 1 o	f 1 🕑 Last		
	SetID	Supplier ID	Short Supplier Name	Our Customer Number	DUNS Number	Supplier Name			
	UTARL	0000123456	SUMMUS STP-001	(blank)	0	Summus Industries Inc Staples	>		

5. The **Scheduled Payments on Hold** page is displayed. This page is used to view vouchers that are scheduled for payment but are on hold in UT Share.

**Note:** The example below has multiple payments on hold. Use the **View All** link to see all Payments on hold or cycle through each payment on hold by using the boxed arrow.

Scheduled Payments on Hold								
SetID	UTAR	L	Supplier	000012345	Summus Industries Inc	Staples		
Short Name	SUM	/US STP-001	Status	Approved	Vouchers	3		
Voucher Informa	Voucher Information				Find	View All	First 🕚 1 of 3 💽 Last	
Invoice	3123	45678	Date	03/01/2023	Scheduled Payment	1 Full		
Unit	UTAR	RL	Voucher	000012345				
Gross Amt		440.63		Dollar	Due Date	03/31/2023		
Discount		0.00			Discount Due Date			
Days Overdue	111				Scheduled to Pay	03/31/2023		
Voucher Comments:		of an invoice	e. Papermate lie	quid was overbilled and it w	as adjusted.	11.		
	_							
Wthd Hold				Approval Status Pending				
🗌 On Hold				Hold Reason				
Return to Search E Notify								

The **Voucher Information** section displays the Invoice Number, Voucher Number, Voucher Amount, Due Date, Days Overdue, Scheduled to Pay date, Voucher Comments (if provided), Approval Status, and Hold Reason (if provided).