

## 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.

1. 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.

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

SetID	Supplier ID	Short Supplier Name	Our Customer Number	DUNS Number	Supplier Name
UTARL	0000123456	SUMMUS STP-001	(blank)	0	Summus Industries Inc.- Staples

