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.
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.

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).