

View Scheduled Payments by Voucher ID

The purpose of this job aid is to explain how to view information regarding scheduled payments for a voucher.

1. Begin by Clicking navigator > Financials > Accounts Payable > Review Accounts Payable > Supplier > Scheduled Payment.

Scheduled Payment Inquiry

Search Criteria

Search Name <input type="text" value="ALL"/>	
From	
From Business Unit <input type="text" value="UTARL"/>	To
From Voucher ID <input type="text"/>	<input type="text" value="UTARL"/>
Supplier SetID <input type="text" value="UTARL"/>	<input type="text"/>
From Supplier Short Name <input type="text"/>	<input type="text"/>
From Supplier ID <input type="text"/>	<input type="text"/>
Supplier Location <input type="text"/>	<input type="text"/>
*Amount Rule <input type="text" value="Any"/>	
Amount <input type="text"/>	
*Currency <input type="text" value="USD"/>	
Voucher Style <input type="text"/>	
Approval Status <input type="text"/>	
Bank SetID <input type="text"/>	
Bank Code <input type="text"/>	
Bank Account <input type="text"/>	
From Scheduled Payment Date <input type="text"/>	<input type="text"/>
<input type="checkbox"/> IPAC Payment	<input type="checkbox"/> On Hold
Payment Method <input type="text"/>	
Remit SetID <input type="text"/>	
Remit Supplier <input type="text"/>	
Prepaid Applicable <input type="text"/>	
Sanctions Status <input type="text"/>	
Max Rows <input type="text" value="300"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	

Display Currency Criteria

1st sort <input type="text" value="Supplier ID"/>	<input type="checkbox"/> Descending	
2nd sort <input type="text" value="Voucher ID"/>	<input type="checkbox"/> Descending	<input type="button" value="Sort"/>

2. A scheduled payment is a pre-determined date for which payments are made to a supplier. The Scheduled Payment Inquiry page is used to view vouchers involving scheduled payment dates. This page provides several options for searching for a voucher (i.e. Voucher ID, Supplier Name or ID, etc.).
3. In this example, you will perform a search by Voucher ID.
4. To view a specific voucher, enter or lookup the appropriate Voucher ID number.
5. Enter the desired information into the From Voucher ID field.
6. Click the Search button to proceed.
7. To view the search results, click the vertical scrollbar to scroll down the page.

Scheduled Payment Listing											Personalize	Find	View All	Print	Refresh	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	00160640		1 CHK	02/19/2019	<input type="checkbox"/>	<input type="checkbox"/>	175.52	USD	0000000203	PANERA LLC								
							Total Gross Amount		175.52		USD							

8. The Scheduled Payment Listing table provides voucher information divided into three tabs: Schedule Details, Voucher Details, and Bank Details.
9. The Scheduled Details page displays the voucher ID, payment method, scheduled to pay date, the payment amount, and the supplier name.
10. The Voucher Details page displays the voucher ID, voucher style (type), invoice ID, supplier ID and the voucher approval status.
11. The Bank Details page displays the voucher ID and banking information for the supplier.