

## View Scheduled Payments on Hold for a Vendor

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


1. Click on Navigator > Financials > Accounts Payable > Review Accounts Payable > Supplier > Scheduled Payments on Hold.
2. The Scheduled Payments on Hold search page is used to search for an existing Voucher (Find an Existing Value) for a specific supplier.
3. Enter the Supplier ID number you want to view.
4. Click the Search button to proceed.


### Scheduled Payments on Hold


Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#)

**Search Criteria**


SetID =  

Supplier ID  


Short Supplier Name  

Our Customer Number  

DUNS Number

Supplier Name  

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

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.

### Scheduled Payments on Hold

SetID UTARL      Supplier 000001616      HUNT CONSTRUCTION GROUP INC

Short Name HUNT CONST-001      Status Approved      Vouchers 2

**Voucher Information** [Find](#) | [View All](#)    First 1 of 2 Last

Invoice TEST25	Date 05/01/2019	Scheduled Payment 1 Full
Unit UTARL	Voucher 00162324	
Gross Amt 816,507.00	Dollar	Due Date 06/04/2019
Discount 0.00		Discount Due Date
Days Overdue 0		Scheduled to Pay 06/04/2019

Voucher Comments:

Withd Hold      Approval Status Pending

On Hold      Hold Reason

[Save](#) [Return to Search](#) [Notify](#)

6. 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).