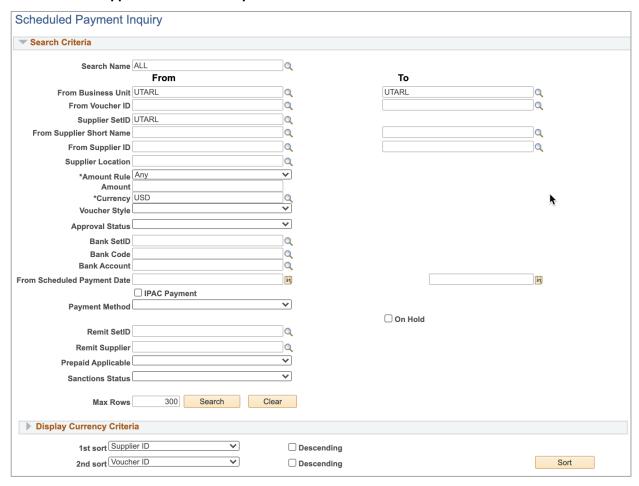# View Scheduled Payments by Supplier

The purpose of this job aid is to explain how to view scheduled payment information for a particular supplier.

1. Begin by **Clicking NavBar** > **Menu** > **Financials** > **Accounts Payable** > **Review Accounts Payable Info** > **Supplier** > **Scheduled Payment**.

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. Enter or lookup the Supplier ID.

4. Enter or lookup the Supplier using the **From Supplier ID** or the **From Supplier Short Name** field.

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

6. To view the search results scroll down the page.

7. The Scheduled Payment Listing table provides voucher information divided into three tabs: **Schedule Details**, **Voucher Details**, and **Bank Details**.

8. The Scheduled Details page displays the voucher ID(s), payment method, scheduled to pay date, the payment amount, and the supplier name.

Scheduled Payment Listing   Personalize | Find | View 100 | 🗗 | 🏢   First ◀ 1-10 of 300 ▶ Last

Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	IPAC Payment	Gross Amount	Trans Currency	Supplier ID	Supplier Name
UTARL	00210789	1	ACH	11/04/2020	☐	☐	10.00	USD	0000011664	CITIBANK NA
UTARL	00210797	1	ACH	11/23/2020	☐	☐	1.94	USD	0000011664	CITIBANK NA
UTARL	00210798	1	ACH	11/23/2020	☐	☐	655.00	USD	0000011664	CITIBANK NA
UTARL	00210799	1	ACH	11/23/2020	☐	☐	393.88	USD	0000011664	CITIBANK NA

9. The Voucher Details page displays the voucher ID(s), voucher style (type), invoice ID, supplier ID, and the voucher approval status.

Scheduled Payment Listing   Personalize | Find | View 100 | 🗗 | 🏢   First ◀ 1-10 of 300 ▶ Last

Business Unit	Voucher ID	Voucher Style	Invoice ID	Supplier ID	Approval Status
UTARL	00210789	Prepaid Voucher	Test delete	0000011664	Pending
UTARL	00210797	Regular Voucher	5567090001972210_00037145	0000011664	Approved
UTARL	00210798	Regular Voucher	5567090001972210_00037146	0000011664	Approved
UTARL	00210799	Regular Voucher	5567090001972210_00037147	0000011664	Approved

10. The Bank Details page displays the voucher ID and banking information for the supplier.

Scheduled Payment Listing   Personalize | Find | View 100 | 🗗 | 🏢   First ◀ 1-10 of 300 ▶ Last

Business Unit	Voucher ID	Remit SetID	Remit Supplier	Bank Account #	Bank SetID	Bank Code	Bank Account	Draft Sight Code	Draft Scheduled Maturity Date	Letter of Credit ID	Netting Reference ID
UTARL	00210789	UTARL	0000011664	6300011296	UTSHR	CHASE	1AP1				
UTARL	00210797	UTARL	0000011664	6300011296	UTSHR	CHASE	1AP1				
UTARL	00210798	UTARL	0000011664	6300011296	UTSHR	CHASE	1AP1				
UTARL	00210799	UTARL	0000011664	6300011296	UTSHR	CHASE	1AP1				