

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 **NavBar > Menu > Financials > Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payment.**

Scheduled Payment Inquiry

▼ **Search Criteria**

Search Name <input type="text" value="ALL"/> <input type="button" value="Q"/>	
From	
From Business Unit <input type="text" value="UTARL"/> <input type="button" value="Q"/>	To
From Voucher ID <input type="text"/> <input type="button" value="Q"/>	<input type="text" value="UTARL"/> <input type="button" value="Q"/>
Supplier SetID <input type="text" value="UTARL"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Supplier Short Name <input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Supplier ID <input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
Supplier Location <input type="text"/> <input type="button" value="Q"/>	
*Amount Rule <input type="text" value="Any"/>	
Amount <input type="text"/>	
*Currency <input type="text" value="USD"/> <input type="button" value="Q"/>	
Voucher Style <input type="text"/>	
Approval Status <input type="text"/>	
Bank SetID <input type="text"/> <input type="button" value="Q"/>	
Bank Code <input type="text"/> <input type="button" value="Q"/>	
Bank Account <input type="text"/> <input type="button" value="Q"/>	
From Scheduled Payment Date <input type="text"/> <input type="button" value="B"/>	<input type="text"/> <input type="button" value="B"/>
<input type="checkbox"/> IPAC Payment	
Payment Method <input type="text"/>	<input type="checkbox"/> On Hold
Remit SetID <input type="text"/> <input type="button" value="Q"/>	
Remit Supplier <input type="text"/> <input type="button" value="Q"/>	
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 in the **From Voucher ID** field.
5. Click the **Search** button to proceed.
6. To view the search results, scroll down the page.

- The Scheduled Payment Listing table provides voucher information divided into three tabs: **Schedule Details, Voucher Details, and Bank Details.**
- The Scheduled Details page displays the voucher ID, payment method, scheduled to pay date, the payment amount, and the supplier name.

Scheduled Payment Listing												Personalize	Find	View All	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	00211870	1	ACH	03/05/2021	<input type="checkbox"/>	<input type="checkbox"/>	4,860.96	USD	0000100369	Sound Productions							
Total Gross Amount									4,860.96	USD							

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

Scheduled Payment Listing												Personalize	Find	View All	First	1 of 1	Last
Schedule Details			Voucher Details			Bank Details											
Business Unit	Voucher ID	Voucher Style		Invoice ID	Supplier ID	Approval Status											
UTARL	00211870	Regular Voucher		9876543210	0000100369	Pending											
Total Gross Amount								4,860.96	USD								

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

Scheduled Payment Listing												Personalize	Find	View All	First	1 of 1	Last
Schedule Details			Voucher Details			Bank Details											
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	00211870	UTARL	0000100369	6300011296	UTSHR	CHASE	1AP1										
Total Gross Amount								4,860.96	USD								