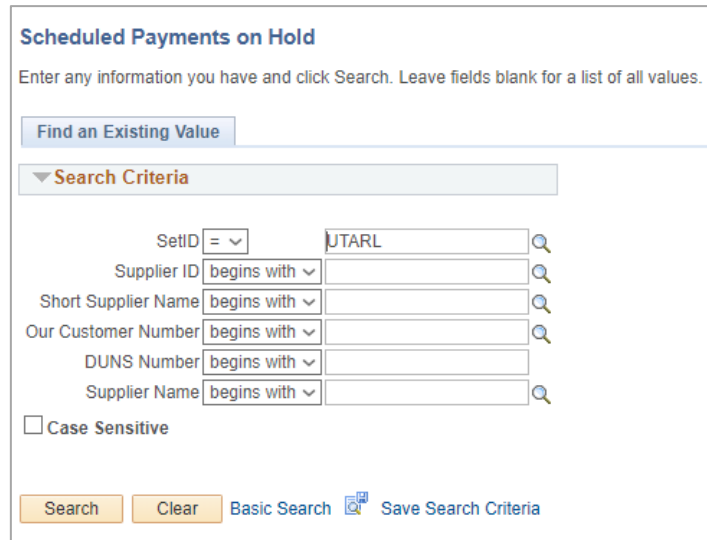


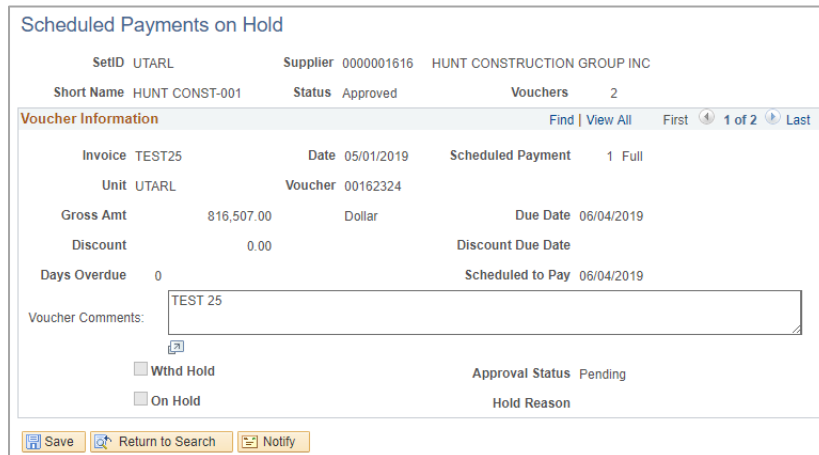
View Scheduled Payments on Hold for a Vendor

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

1. Click on NavBar > **Menu** > **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.



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.



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).