
AP.090.080 – REVIEWING SCHEDULED PAYMENTS ON HOLD

Purpose	To review scheduled payments on hold.
Description	<p>Payments can be on hold for various reasons: on hold for withholding, pending approval, or denied approval.</p> <p>The Scheduled Payments on Hold page displays detailed information on vouchers that are on hold.</p> <p>Users can review the date that the payment is scheduled to be made, the reason the payment was not made and why the voucher is kept on hold.</p>
Security Role	BOR_AP_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review a scheduled payment on hold:

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Accounts Payable link.
4.	Click the Review Accounts Payable Info link.
5.	Click the Supplier link.
6.	Click the Scheduled Payments on Hold link.
7.	Enter the Supplier SetID in the SetID field.
8.	Enter the Supplier ID in the Supplier ID field.
9.	Click the Search button.
10.	Click the View All button to review all items at once.