
AP.090.090 – REVIEWING SCHEDULED PAYMENT INFORMATION

Purpose	To review scheduled payments.
Description	<p>This topic discusses how to review scheduled payments by using the Scheduled Payment Inquiry page. Users can search by:</p> <ul style="list-style-type: none"> • Supplier ID • Supplier SetID • Remit Supplier SetID • Bank SetID <p>On this page, users can view more detailed information about the payments that make up a voucher by clicking on the Voucher ID link.</p>
Security Role	BOR_AP_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review scheduled payments information.

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 Payment link.
7.	Enter Supplier SetID in the Supplier SetID Field.
8.	Enter other search criteria as needed, such as Supplier ID, Voucher Style, Payment Method, etc.
9.	Click the Search button. <i>Note: The user is presented results to review Payment Scheduled details, voucher details, and Bank details.</i>
10.	For further information, users can click an entry in the Voucher ID column to navigate to the Voucher Inquiry page for that voucher. <ul style="list-style-type: none"> • The Actions link allows users to review matching, attachments, accounting entries, scheduled payments, voucher details and document status. • The Amounts tab allows users to review voucher amount information. • The More Details tab allows users to view post status, approval history, and request ID. • The Suppliers tab allows users to view information about the supplier.