
AP.090.100 – REVIEWING CURRENT SUPPLIER BALANCES

Purpose	To review Current Supplier Balances.
Description	This topic explains how to use the Supplier Current Balances page to review the current payables balance for a supplier or group of suppliers. Users can drill down to the Scheduled Payment Inquiry page for more detailed information regarding a supplier’s outstanding balance.
Security Role	BOR_AP_INQUIRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to view supplier balance 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 Current Supplier Balance link.
7.	Enter Supplier SetID in the Supplier SetID field.
8.	Enter any other search criteria, as needed, such as Supplier ID or Supplier Location.
9.	Click the Search button.
10.	View results.
11.	Click an entry in the Short Supplier Name or Gross Amount column to navigate to the Scheduled Payment Inquiry page to review the Schedule Details, Voucher Details, or Bank Details.