Scheduled Payments Quick Reference Guide

Contents

Reviewing Scheduled Payments

What Is the Scheduled Payment Search Page?

The **Scheduled Payment Search** page allows the vendor to inquire and view payments that have been scheduled by the County. Note that certain payments may not be displayed if they have been restricted by the County.

How Do I Search for Scheduled Payments?

Use the search fields to search by the desired criteria- an explanation of the search fields is provided below. If you don't enter a value in any of the search fields, only the defaulted "Payment Scheduled From" date is applied, and all payments scheduled for the vendor on or after that date will be displayed. To display all payments:

Step 1.   Log into your Vendor Self Service account and click the **Financial Transactions** tab.

   Result: The Financial Transactions tab is opened.

Step 2.   Click the **Scheduled Payments** tab.

   Result: The Scheduled Payment Search Page is displayed.

Step 3.   Without entering any search criteria, click **Search**.

   Result: All scheduled payments for the vendor are displayed.

The table below gives an explanation of each search parameter and what results they will yield.

Search Field	Value Options	Results
Invoice Number	Vendor Invoice No., that is on the invoice submitted by the vendor (When unsure of the full number, asterisks (*) may be used).	The payment lines associated with the Invoice Number will be displayed in the results grid.
Address ID	Payment Address ID selected from the pick-list (multiple addresses may be chosen by opening the pick-list more than once).	When an address is selected, the search results grid will only display scheduled payments where the address associated with the payment matches the address specified in the search parameter.
Department	The Department selected from the pick-list (multiple addresses may be chosen by opening the pick-list more than once).	When a Department is selected, the search results grid will only display scheduled payments where the Department issuing the payment matches the Department specified in the search parameter.
Payment Scheduled From	Valid date (If left blank, will populate with a default date set by the County).	Only scheduled payments with a Scheduled Payment Date on or after the date entered will be displayed.
Payment Scheduled To	Valid date (has to be greater or equal to the Payment Scheduled	Only scheduled payments with a Scheduled Payment Date on or before the date entered will

Search Field	Value Options	Results
	From date).	be displayed.

What Information Can I See on the Scheduled Payment Search Page?

The table below describes each of the fields in the **results grid** on the Scheduled Payment Search page.

Field Label	Explanation
Invoice Number	Invoice Number submitted by the vendor. Field may be blank if no associated invoice.
Invoice Line Number	Invoice Line Number. Field may be blank if no associated invoice.
Invoice Date	The date on the Invoice. Field may be blank associated invoice.
Invoice Received Date	The date the County receives the Invoice. Field may be blank if no associated invoice.
Invoice Line Amount	The amount associated with the invoice line number. Field may be blank if no associated invoice.
Payment Request ID	The Payment Request number assigned by the County.
Scheduled Payment Date	The scheduled payment date for the payment.
Payment Request Line Amount	The payment amount associated with the invoice line number.

How Can I See Details on a Scheduled Payment?

The **Scheduled Payment Information** page contains detail information on the vendor, payment request amount, department contact, and invoice lines. The Scheduled Payment Information page is reached by selecting a scheduled payment and clicking **Details**. To View the page:

Step 1.   Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2.   Click the **Scheduled Payments** tab.

Result: The Scheduled Payment Search Page is displayed.

Step 3.   Use the search function (described in the section titled "How Do I Search for Scheduled Payments") to find the desired Scheduled Payment.

Result: The desired scheduled payment is displayed.

Step 4.   Select the scheduled payment by clicking the check box next to the Scheduled Payment and click **Details**.

Result: The Scheduled Payment Information page is displayed.

Which Vendor Address is on the Scheduled Payment?

The **Scheduled Payment Information** page contains a section labeled "Vendor Information". Here, you can view the payment address for this payment. If the check is being mailed to you, it would be mailed to this address. This page is reached by selecting a Scheduled Payment from the Scheduled Payment Search page and clicking **Details**.

For a full description of all fields on the Scheduled Payment Information page, see the question below, "What Information Can Be Viewed by clicking "Details" from the Scheduled Payments Search Page?"

Where Can I See the Total Scheduled Payment Amount?

The **Scheduled Payment Information** page contains a section labeled "Payment Request Information". Here, you can view the Total Scheduled Payment amount, as well as any amount being retained. and the Payment Request Amount. This page is reached by selecting a Scheduled Payment from the Scheduled Payment Search page and clicking **Details**.

For a full description of all fields on the Scheduled Payment Information page, see the question below, "What Information Can Be Viewed by clicking "Details" from the Scheduled Payments Search Page?"

Which County Department is Responsible for this Scheduled Payment?

The County department information for a payment is located on the **Scheduled Payment Information** page and **Scheduled Payment** Download. To reach the S**cheduled Payment Information page,** select a Scheduled Payment from the Scheduled Payment Search page and clicking **Details**. To reach the Scheduled Payment Download, click the **Download** button from the **Scheduled Payment Search** Page.

For a full description of all fields on the Scheduled Payment Information page, see the question below, "What Information Can Be Viewed by clicking "Details" from the Scheduled Payments Search Page?"

What Information Can Be Viewed By Selecting a Scheduled Payment and Clicking "Details"?

The table below describes each of the fields on the **Scheduled Payment Information** page, which is reached by selecting a Scheduled Payment from the Scheduled Payment Search page and clicking **Details**.

Note: Some of the fields below only appear when a payment related to a commodity based award, such as a PO or DO, is selected.

Section	Field Label	Explanation
Vendor Information	*Legal Business Name*	The vendor's Legal Business Name.
	Alias/DBA Name	The Alias/DBA Name assigned to the vendor.
	Vendor Code	The Vendor Code assigned by the County.
	Vendor Address	The payment address for the vendor
Payment Request Information	*Payment Request ID*	The Payment Request number assigned by the County.
	Total Scheduled Payment	The total amount of the scheduled payment for this payment request
	Retained	The total amount retained from the payment.
	Payment Request Amount	The Scheduled Payment Amount less all adjustments.
Department	*Department*	The County department responsible for the payment.

Section	Field Label	Explanation
Info	*Contact*	The County department's contact information for the payment.
Commodity Line Information	*Invoice No.*	Invoice Number.
	Invoice Line No.	Invoice line number.
	Invoice Date	The date on the invoice.
	Invoice Received Date	The date the County receives the invoice.
	Invoice Line Amount	Invoice line amount.
	Commodity Code (Commodity Based Only)	Commodity code on the award line scheduled for payment.
	Commodity Description (Commodity Based Only)	Commodity description.
	Quantity (Commodity Based Only)	Invoiced Quantity.
	Unit Cost (Commodity Based Only)	Invoice unit price.
	Service Line Amount (Commodity Based Only)	The Invoiced Amount for a service type commodity.
	Scheduled Payment Date	The scheduled payment date for the payment.

How Do I See the Award Information for My Scheduled Payment?

The **Referenced Awards by Scheduled Payment** page displays information about the award that the payment is scheduled for. It is reached by selecting a scheduled payment and clicking **Reference**. To view the **Referenced Awards by Scheduled Payment** page:

Step 1. From the Scheduled Payment Search page, select any payment and click **Reference**.

Result: The Referenced Awards by Scheduled Payment page is displayed.

Note: This page can also be reached by clicking the "Reference" link on the Scheduled Payment Information page.

Where Can I View the Paid and Outstanding Amounts Left on the Referenced Awards?

The **Referenced Awards By Scheduled Payment** page displays information on the Award that the payment is scheduled for. Here, you can view amounts such as the Expended and Outstanding amounts for the award. To reach the Referenced Awards By Scheduled Payment page, select a transaction on the Scheduled Payment Search page and click **Reference**.

For a full description of all fields on the Referenced Awards By Scheduled Payment page, see the question below, "What Information Can Be Viewed by Selecting a Scheduled Payment and Clicking 'Reference'?"

Do The Amounts on This Page Include the Scheduled Payment?
Yes, scheduled payments are calculated into the amounts on this page (such as Expended and Outstanding).

For a full description of all fields on the Referenced Awards By Scheduled Payment page, see the question below, "What Information Can Be Viewed by Selecting a Scheduled Payment and Clicking 'Reference'?"

What Information Can Be Viewed by Selecting a Scheduled Payment and Clicking "Reference"?
The table below describes each of the fields on the Referenced Awards by Scheduled Payment page. This page is reached by selecting a Scheduled Payment and clicking **Reference**.

Field Label	Explanation
Payment Request ID	The Payment Request number assigned by the County.
Award ID	The ID information for the Award that the scheduled payment is for
Tracking Number	This field displays the tracking number on the Award (if one has been assigned)
Transaction Date	The date that the award was processed.
Not to Exceed Amount	The maximum amount for the award; this is the same as the encumbered amount.
Encumbered	The total award amount.
Expended	This is the total of all the payments that have been processed for the award. The payment can be scheduled or disbursed.
Retained	This is the total of all retained payments related to this award.
Outstanding	Represents the award amount that has not yet been processed for payment.
Award Held?	Will be "No".
Closed?	Yes indicates the Award is closed; no further payment needs to be processed. For a Closed Award, the Outstanding Amount will be zero.
Payment Amount	The actual amount of the scheduled payment.
Scheduled Payment Date	The date the payment is scheduled for.

How Can I Download My Scheduled Payments?
The **Scheduled Payment Download** displays information for each line of each scheduled payment. The download is in a .csv or excel format. It is reached by clicking **Download** from the Scheduled Payment Search page. To download this file:

Step 1.   Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.