Travel Advance Card (TAC) Payment Cheat Sheet

Create a Non PO Voucher to pay for items paid with the TAC for a specific trip. The transaction information can be obtained by downloading the Citibank statement or printing a list of unbilled transactions.

*Note- this TAC statement contains transactions for two different trips - A Non P.O. Voucher should be created for each individual trip.

If you are not familiar with how to create a Non PO Voucher, please refer to the training material and resources for how to create a Non PO voucher in PeopleSoft.

1	Supplier ID: **0000011664**
2	Supplier Location: **UTSA3**
3	Invoice Number: 5567090001968440-last 10 digits of the TAC card (ex. 5567090001968440-1234567890)
4	Gross Invoice Amount: Should be the amount for expenses associated with a single trip
5	Select the Add button

Voucher

Find an Existing Value | Keyword Search | Add a New Value

Business Unit UTSA1
Voucher ID NEXT
Voucher Style Regular Voucher ▼
Supplier Name CITIBANK NA
Short Supplier Name CITIBANK N-001
Supplier ID 0000011664
Supplier Location UTSA3
Address Sequence Number 1
Invoice Number 5567090001968440-1234567890
Invoice Date 04/22/2019
Gross Invoice Amount 98.57
Freight Amount 0.00
Misc Charge Amount 0.00
PO Business Unit
PO Number
Estimated No. of Invoice Lines 1

Add

6	Select the **Basis Date Calculation** link to enter the Texas Prompt Pay information

Invoice Information | Payments | Voucher Attributes

Business Unit UTSA1
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 04/22/2019
Invoice Received

CITIBANK NA
Supplier ID 0000011664
ShortName CITIBANK N-001
Location UTSA3
*Address 1

Invoice No 5567090001968440-1234567890
Accounting Date 05/22/2019
*Pay Terms NET30   Net 30 Day
Basis Date Type Inv Date

Control Group
Pay Schedule Manual ▼

Invoice Total
Line Total   98.57
*Currency USD
Miscellaneous
Freight

Total   98.57
Difference   0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Basis Date Calculation
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

☐ Incomplete Voucher

Save | Save For Later   Action   Run | Calculate | Print

▶ Copy From Source Document

7	**Invoice Receipt Date**: (use the day you received or printed the statement or unbilled transactions)
8	**Goods/Services Receipt Date:** (use the date for the first day or travel)
9	**Service Start Date:** (use the first day of travel date)
10	**Service End Date:** (use the last day or travel date)

11	Select **Calculate**
12	Select **Back to Invoice**

Date Calculation

Back to Invoice

Date Calculation Basis: Texas Prompt Pay ▼

Pymnt Basis Date: 04/22/2014

Invoice Receipt Date: 04/22/2014   Invoice Date: 04/22/2014

Goods/Services Receipt Date: 01/12/2012   Acceptance Date:

Service Dates

Service Start Date: 01/12/2012

Service End Date: 01/13/2012

Cancel   Calculate

Update ALL Voucher Lines

13	Enter the **SpeedChart** information the Distribution Lines should automatically update if not, press **Calculate**
14	For the **Description** Enter TAC followed by the last 10 digits of the TAC e.g. TAC1234567890
15	Add additional distribution lines based on the Account breakdown as needed

Invoice Lines ?

Find | View All   First ◀ 1 of 1 ▶ Last

Line 1   ☐ Copy Down   SpeedChart ABC123   ☐ One Asset

*Distribute by Amount ▼   Ship To CR10104

Item   Description TAC1234567890   Calculate

Quantity

UOM

Unit Price

Line Amount   98.57

*Service Start Date: 05/22/2019   *Service End Date: 05/22/2019

Empl ID:

▼ **Distribution Lines**

Personalize | Find | View All | 🗗 | 📧   First ◀ 1 of 1 ▶ Last

GL Chart | Exchange Rate | Statistics | Assets |

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account▲	Fund	Dept	Program	Function	PC Bus Unit	Project	Activity
➕ ➖	☐	1	98.57		UTSA1		3105	BFA012		700			

16	Enter the **SpeedChart** information the Distribution Lines should automatically update if not, press **Calculate**
17	For the **Description** Enter TAC followed by the last 10 digits of the TAC e.g. TAC1234567890
18	Add additional distribution lines based on the Account breakdown as needed

19	Enter or search for the Empl ID the TAC card is assigned to
20	Select the **Copy Down** box if using the same SpeedChart for each distribution line Select add multiple new rows **(+)** to add an additional line
21	Enter the number of rows to add and select **OK**
22	**Save** the Voucher

23	
	Select the **Payments** tab
24	
	Select **Schedule Payments**
25	Select or enter the current date as the **Scheduled Due** *(depending on your security setting you may or may not have access to change the payment date. If you are not permitted to change the scheduled date the DTS approver will have access to change the payment date before approval.)*

You have successfully created a Non PO Voucher for the TAC payment to Citibank.

Please refer to the NO PO Vouchers training materials for how to budget check and submit a voucher into Workflow. Ensure to follow on status of document and as it routes to all approvers in the workflow path and until the payment is successfully processed by the DTS deadline.