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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supplier ID: <strong>0000011664</strong></td>
</tr>
<tr>
<td>2</td>
<td>Supplier Location: <strong>UTSA3</strong></td>
</tr>
<tr>
<td>3</td>
<td>Invoice Number: 5567090001968440-last 10 digits of the TAC card (ex. 5567090001968440-1234567890)</td>
</tr>
<tr>
<td>4</td>
<td>Gross Invoice Amount: Should be the amount for expenses associated with a single trip</td>
</tr>
<tr>
<td>5</td>
<td>Select the Add button</td>
</tr>
</tbody>
</table>
Select the Basis Date Calculation link to enter the Texas Prompt Pay information

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

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
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

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<table>
<thead>
<tr>
<th>Line 1</th>
<th>Copy Down</th>
<th>SpeedChart: ABC123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td></td>
<td>Ship To: CR10104</td>
</tr>
<tr>
<td>Quantity</td>
<td></td>
<td>Description: TAC1234567890</td>
</tr>
</tbody>
</table>

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For the **Description** Enter TAC followed by the last 10 digits of the TAC e.g. TAC1234567890

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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
Select the **Payments** tab

Select **Schedule Payments**

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.