

## How to Create a Single Payment Voucher For a Student Travel Advance Job Aid

This method of payment is only allowed for traveling students to pay for [meal per diems](#).

- It does not require the student to be set up in Payment Works or in PeopleSoft
- The only payout option available is by **check**
  - The check must be picked up by the student or an assigned proxy in Fiscal Services. Valid ID is required.

Departments must create and submit the **Single Payment Voucher** (use vendor ID #0000051870) a minimum of ten days prior to the first day of travel.

- The payment request routes to all funding sources for approval
- Each cost center approver receives an automatically generated PeopleSoft workflow e-notification
- Requests must include an approved:
  - **Student Travel Authorization Request Form**
  - **Travel Advance Request (TAR) Form**
    - The TAR must be signed by the student responsible party

The student responsible party must ensure student travel takes place, and return unexpended cash advance funds

- Complete the [Deposit Transmittal Form](#) to return unexpended cash advance funds and to credit the corresponding funding sources

Please use the following expense account codes for meal per diems:

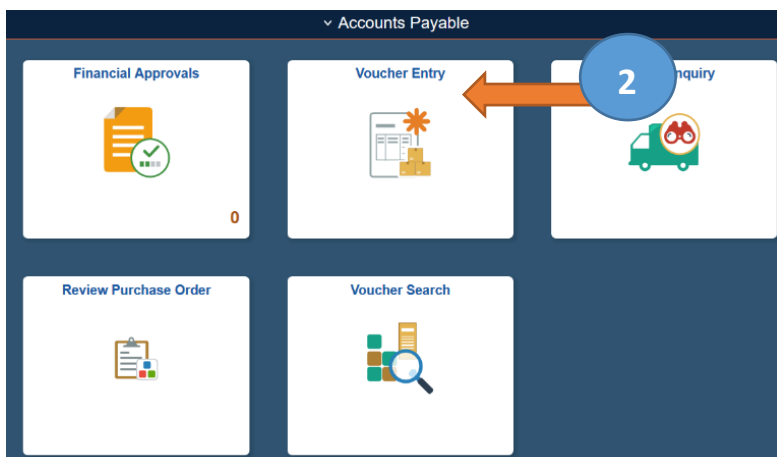
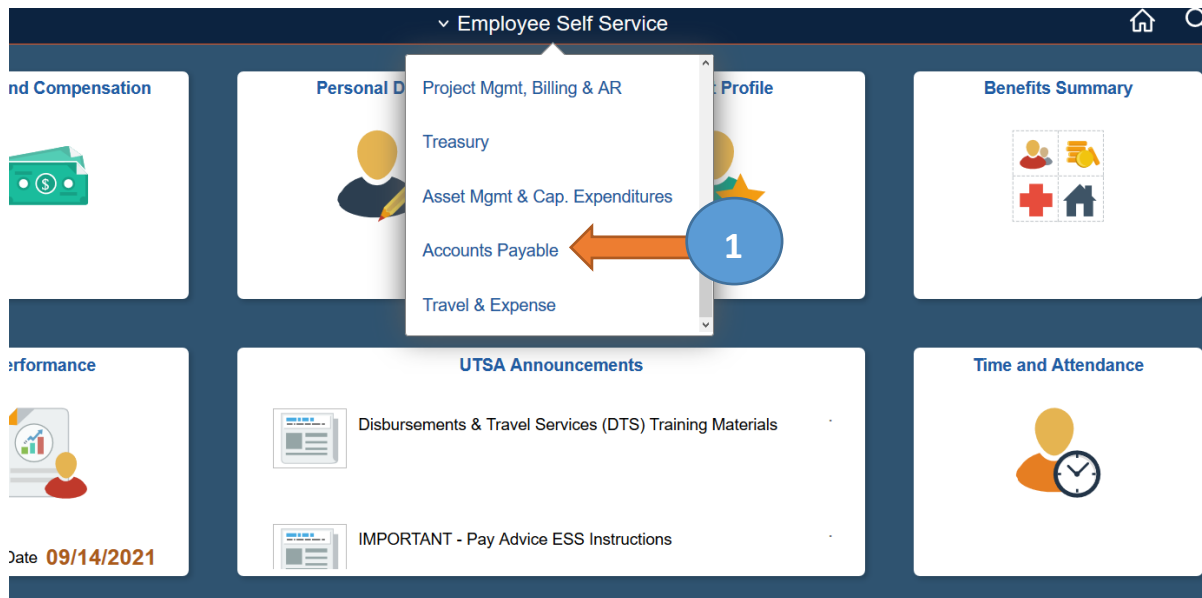
- 62304 Travel Student Non-Employee
- 62305 Travel Student Foreign
- 62306 Partial Travel Student Non-Employee
- 62307 Partial Travel Student Non-Employee Foreign

For more information about travel advances, refer to: [Travel Advance Guideline](#).

# UTSA Disbursements & Travel Services

Follow the Accounts Payable (AP) navigation instructions below to request a single payment voucher.

1. From **Employee Self Service**, select **Accounts Payable**
2. Select the **Voucher Entry** tile
3. From the **Add a New Value** tab
4. Enter voucher style: **Single Payment Voucher**
5. Enter **Supplier ID**
6. Click **Add** at the bottom of the screen



**Voucher**

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

\*Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

Estimated No. of Invoice Lines

**Add**

# UTSA Disbursements & Travel Services

7. A voucher is created and opens to the **Single Payment Supplier** tab. On the Single Payment Supplier tab, the creator must populate all fields. The general supplier information entered here prints on the check.

**Accounts Payable**

Invoice Information | Payments | Voucher Attributes | **Single Payment Supplier**

### Supplier Information

Supplier Bank    Supplier Bank Address    Transfer to EFT options

Business Unit UTSA1    Voucher ID NEXT    Payment Method CHK

Supplier Name

Additional Name

Country USA  United States

Address 1

Address 2

Address 3

City

County

State

Postal

Email ID

Save    Save For Later

Notify    Refresh    Add    Update/Display

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

8. Select the **Payments** tab to view the "Method" field
9. Ensure the "Method" field indicates **CHK**.

Invoice Information | **Payments** | Voucher Attributes | Single Payment Supplier

Business Unit UTSA1    Invoice No.

Voucher ID NEXT    Invoice Date

Voucher Style Single Payment Voucher    Action

Total Amount 0.00    \*Pay Terms NET30  Net 30 Day

Supplier Name SINGLE PAY VENDOR

Run

Schedule Payments

### Payment Information

Find | View All    First 1 of 1 Last

Payment 1    Schedule ID

\*Remit to 0000051870

Location 1

\*Address 1

Gross Amount  0.00 USD    Scheduled Due

Discount  0.00 USD    Net Due

Accounting Date

SINGLE PAY VENDOR

### Payment Options

\*Bank CHASE

\*Account 3AP1

\*Method CHK  Check

Message

Pay Group

\*Netting Not Applicable

L/C ID

Supplier Bank Messages

Hold Payment

Separate Payment

Inbound IPAC

Message will appear on remittance advice.     Supplier Offset TOP

Schedule Payment

# UTSA Disbursements & Travel Services

**PeopleSoft screen examples for the following steps can be found on the next page.**

10. Go to the **Invoice Information** tab.
11. Enter **Invoice No** (Enter date and initials of the payee: 5/11/21js)
12. Enter **Invoice Date**
13. Enter **Pay Terms: Select Net 7**
  - a. Net 7 allows DTS to approve within 1-2 days without having to change payment terms a second time if not approved the same day
14. Click on **Basis Date Calculation** and enter
15. Enter **Invoice Receipt Date** (1<sup>st</sup> day of travel)
16. Enter **Good/Service Receipt Date** (1<sup>st</sup> day of travel)
17. Enter **Service Start Date** (1<sup>st</sup> day of travel) and **Service End Date** (last day of travel)
18. Select **Update All Voucher Lines** to reflect these dates on all voucher lines
19. Select **Back To Invoice** to return to the Invoice Information Tab. The invoice date will be carried over from the Invoice Information Tab. The **Acceptance Date** is not required.
20. Enter **Description**
21. Enter **Chartfield String (Speed Chart)**
22. Reconcile **Unit Price** on **Distribution Lines** to match **Total**
23. Go to the **Action** drop down list and select **Budget Check** to budget check the voucher. Resolve budget errors, if any.
24. **Attach** all supporting documentation.

Once the voucher has been populated,

25. **Save** the voucher
26. **Submit** the voucher into workflow

The voucher routes to the cost center approvers. Reviewers must review all data on the voucher before moving it to DTS for approval. If the voucher(s) contains errors, it is returned to budgetary approver for corrections

**Advance to next page for PeopleSoft screen examples.**

# UTSA Disbursements & Travel Services

Invoice Information

Business Unit: UTSA1  
 Voucher ID: NEXT  
 Voucher Style: Single Payment Voucher  
 Invoice Date: [ ]  
 Invoice Received: [ ]

Supplier ID: 0000051670  
 Short Name: SINGLE PAY-001  
 Location: 1  
 Address: 1

Invoice No: [ ]  
 Accounting Date: 04/28/2021  
 Pay Terms: NET30  
 Date Type: Inv Date

Control Group: [ ]  
 Pay Schedule: Manual

Line Total: 0.00  
 Currency: USD  
 Miscellaneous: [ ]  
 Freight: [ ]  
 Total: 0.00  
 Difference: 0.00

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

Save Save For Later Action Calculate Print

Invoice Lines

Line 1 Copy Down  
 Distribute by: Amount  
 Item: [ ]  
 Quantity: [ ]  
 UOM: [ ]  
 Unit Price: [ ]  
 Line Amount: 0.00

SpeedChart: [ ]  
 Ship To: CR10104  
 Description: [ ]

\*Service Start Date: 04/28/2021  
 \*Service End Date: 04/28/2021  
 Empl ID: [ ]

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project
<input type="checkbox"/>	1	0.00		UTSA1							

Save Notify Refresh Add Update/Display

Opens the Date Calculation box

Takes you back to invoice screen

Date Calculation

Back to Invoice

Date Calculation Basis: Texas Prompt Pay

Fed Pymnt Basis Date: [ ]

Invoice Receipt Date: [ ]

Goods/Services Receipt Date: [ ]

Acceptance Date: [ ]

Cancel Calculate

Service Dates

Service Start Date: [ ]

Service End Date: [ ]

Update ALL Voucher Lines

Below are steps/info provided for on-po voucher class: