



One Card Voucher Update

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Credit Card Program Manager

UTSA Citibank One Card FY 24 - 25



666 Cardholders

Cards contain entitlements allowing purchasing, travel, and special events charges



\$ 7,407,475 Spend

Average monthly spend of \$1972 per card.
Amazon spend of \$511,877



2,580 Vouchers

24,000 transactions reviewed from Sept 2024 to Feb 2025

Current Credit Card Payment Process

- ➔ Employees pull and reconcile Citibank statements
- ➔ Employees manually create payment vouchers
- ➔ Cost Center approvers review and approve
- ➔ DTS reviews and transmits payment

One Card Voucher Build

Citibank file with
credit card
activity sent to UTSA



Automated voucher
build and
cardholder notification



Credit Card Admin
downloads file
to Peoplesoft and will
run voucher build



Vouchers recoded
by cardholders,
BSCs, dept admins



DTS review and
payment to Citibank





Improvements from One Card Voucher Build

Voucher Rows Created Automatically

➡ Elimination of manual voucher entry

Card Issuer	Corporate Number	Transaction Number	Transaction Date	Posted Date	Merchant Name	Transaction Amount
MC	0000000000000065	000002170LT000270303	10/03/2024	10/04/2024	STARLING ATLANTA MIDTO	572.29
MC	0000000000000065	000002170LT000270307	10/03/2024	10/04/2024	STARLING ATLANTA MIDTO	572.29
MC	0000000000000065	0000021NJMT000411784	10/11/2024	10/14/2024	UNITED 01671532205346	516.51
MC	0000000000000065	0000021NJMT000411792	10/11/2024	10/14/2024	SOUTHWES 52671532205180	377.77
MC	0000000000000065	0000021NJMT000411800	10/12/2024	10/14/2024	THE ANAHEIM HOTEL	934.92
MC	0000000000000065	0000021V9XT000245147	10/16/2024	10/17/2024	EDUCAUSE	399.00
MC	0000000000000065	0000021XTQT000250018	10/17/2024	10/18/2024	ARAMARK UTSA CATERING	2026.08
MC	0000000000000065	0000022132T000443700	10/19/2024	10/21/2024	H-E-B #395	23.99
MC	0000000000000065	0000022EMRT000435894	10/25/2024	10/28/2024	SAMSClub #6262	60.42
MC	0000000000000065	0000022EMRT000435897	10/25/2024	10/28/2024	NATL SOC BLACK ENGINEE	210.00
MC	0000000000000065	0000022EMRT000435900	10/25/2024	10/28/2024	NATL SOC BLACK ENGINEE	100.00
MC	0000000000000065	0000022JQST000240987	10/28/2024	10/30/2024	SOUTHWES 52671563268354	728.41
MC	0000000000000065	0000022JQST000240993	10/29/2024	10/30/2024	ROSEN PLAZA ONLINE	5436.06
MC	0000000000000065	0000022MBHT000249231	10/29/2024	10/31/2024	SOUTHWES 52671563268995	666.11
MC	0000000000000065	0000022MBHT000249237	10/30/2024	10/31/2024	CAPRI SUITES ANAHEIM	650.52

Card Account Information Auto-Populated

- ➔ Resolved misapplied payments by ensuring accurate card information and improving data integrity

Regular Entry

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit UTSA1	Invoice No [REDACTED]	Invoice Total	Non Merchandise Summary Session Defaults Comments(0) Attachments (2) Basis Date Calculation Template List Advanced Supplier Search Approval History Supplier Hierarchy Supplier 360
Voucher ID 00412316	Accounting Date 10/07/2024	Line Total 5,383.24	
Voucher Style Regular Voucher	*Pay Terms N4EOM N4d PR EOM	*Currency USD	
Invoice Date 10/03/2024	Basis Date Type Inv Date	Miscellaneous	
Invoice Received 10/04/2024		Freight	
CITIBANK NA		Total 5,383.24	
Supplier ID 0000011664	Pay Schedule Manual	Difference 0.00	
ShortName CITIBANK N-001			
Location UTSA4			
*Address 1			

[Download Details to Excel](#)

Save	Action [Dropdown]	Run	Calculate	Print
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Email Notification

Subject Citibank Voucher ID 00000000 is ready for reconciliation and approval

Your payment voucher is due immediately and the final deadline to reconcile and obtain departmental approval for your Citibank One Card voucher is 5:00 p.m. on the 20th of each month. If the 20th falls on a weekend or holiday, the deadline is the Friday prior to that weekend or holiday. Follow fiscal year-end guidelines for July and August voucher deadlines, and calendar year-end voucher deadlines for December. February vouchers are due prior to the 17th of each month.

If you are not responsible for updating the payment voucher in PeopleSoft, please forward this email along with your PDF and Excel statements, and supporting documentation to your Business Service Center or other responsible party.

NOTE: A Citibank statement voucher with a credit balance will not be approved until future charges exceed the credit balance. Contact creditcards@utsa.edu with any questions.

Resources

Fiscal year end deadlines

<https://www.utsa.edu/financialaffairs/about/fiscal-year-end.html>

Credit Card Administration home page

<https://www.utsa.edu/financialaffairs/services/credit-card-administration/index.html>

One Card Training

<https://www.utsa.edu/financialaffairs/training/credit-card-administration.html>

Faculty & Staff Resources

<https://www.utsa.edu/financialaffairs/services/credit-card-administration/faculty-staff-resources/index.html>

Reduction in Non-Compliance Issues

- ➡ Default vouchers attributable to lack of a voucher will be reduced
- ➡ Default vouchers automatically created for DTS

Invoice Lines ?

Find | View All First 3 of 12 Last

Line 3 ☐ Copy Down

*Distribute by Amount

Item

Quantity 1.0000

UOM

Unit Price 109.87000

Line Amount 109.87

SpeedChart

Ship To CR10104

Description BusinessCards/WindowedEnvelope

☐ One Asset

Calculate

*Service Start 09/04/2024

*Service End 10/03/2024

Date:

Empl ID:

▼ Distribution Lines

Personalize | Find | View All | 1 of 2 Last

GL Chart

Exchange Rate

Statistics

Assets

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product
+ -	<input type="checkbox"/>	1	39.50	1.0000	UTSA1	64101		3105	BFA001		700	



Questions?