

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.

Card Details			
Card number XXXXXXXXXX	Card name	Previous balance \$ 722.50	Balance due \$ 320.07
Payments received \$ 722.50	Payment Due Date 02/28/2012		

Statement date: 02/03/2012	Statement start date: 01/04/2012	Statement ending date: 02/03/2012
----------------------------	----------------------------------	-----------------------------------

[Back](#) [View additional statement information](#) [Print](#) [Download](#)

No.	Transaction date	Posting Date	Reference	Transaction detail	Transaction Amount
1	01/12/2012	01/13/2012	Trip 1 Expenses	DRURY INNS SAN ANTONIO TX	110.74
2	01/12/2012	01/23/2012		DRURY INNS SAN ANTONIO TX	-12.17
3	01/21/2012	01/23/2012	Trip 2 Expenses	50007340 FOURPOINTS BY SHERATON SAN ANTONIO TX	221.50

***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

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

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Add

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

Invoice Information Payments Voucher Attributes

Business Unit Invoice No

Voucher ID Accounting Date

Voucher Style *Pay Terms Net 30 Day

Invoice Date Basis Date Type

Invoice Received

CITIBANK NA

Supplier ID Control Group

ShortName Pay Schedule

Location

*Address

Incomplete Voucher

Save Save For Later Action Run Calculate Print

▶ Copy From Source Document

Invoice Total

Line Total	98.57
*Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
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

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

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

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 98.57

SpeedChart: ABC123

Ship To: CR10104

Description: TAC1234567890

One Asset

*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
<input type="checkbox"/>	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

Invoice Lines Find | View All First 1-2 of 2 Last

Line 1 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 98.57

SpeedChart:

Ship To:

Description:

One Asset

*Service Start Date: *Service End Date:

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
<input type="checkbox"/>	1	98.57		UTSA1		3105	BFA012		700			

An embedded page at zafi-uat.utshare.utsystem.edu says

Enter number of rows to add:

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

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | **Payments** | [Voucher Attributes](#) | [Error Summary](#)

Business Unit UTSA1 Invoice No 5567090001968440-1234567890
 Voucher ID 00198825 Invoice Date 02/03/2012 Action Run
 Voucher Style Regular Voucher
 Total Amount 98.57 *Pay Terms NET30 Net 30 Day Schedule Payments
 Supplier Name CITIBANK NA IPAC

Payment Information Find | View All First 1 of 1 Last

Payment 1 Schedule ID
 *Remit to 0000011664 Gross Amount 98.57 USD Scheduled Due 05/22/2019
 Location UTSA3 Discount 0.00 USD Net Due 03/04/2012
 *Address 3
 CITIBANK NA
 PO BOX 78025
 PHOENIX, AZ 85062-8025
 Payment Inquiry
 Discount Denied
 Late Charge
 Express Payment
 Payment Comments(0)
 Holiday/Currency

Payment Options

*Bank CHASE Pay Group *Netting Not Applicable
 *Account 3AP1 *Handling US Mail L/C ID
 *Method ACH ACH Hold Reason Actions
 Message
 Supplier Offset TOP
 Supplier Bank Messages
 Layout
 Hold Payment
 Separate Payment
 Inbound IPAC
 Select IPAC

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment Payment Date
 Pay Reference
 Ref Voucher Ref Payment

Save

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.