UTSA Disbursements & Travel Services

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. A valid ID is required

Departments must create and submit the **Single Payment Voucher** (use vendor ID #0000051870) a minimum of 10 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 **Travel Advance Request** (TAR) and **Request for Travel Authorization** (RTA)
- The TAR must be signed by the student responsible party

The student responsible party must ensure student travel takes place, or immediately 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.

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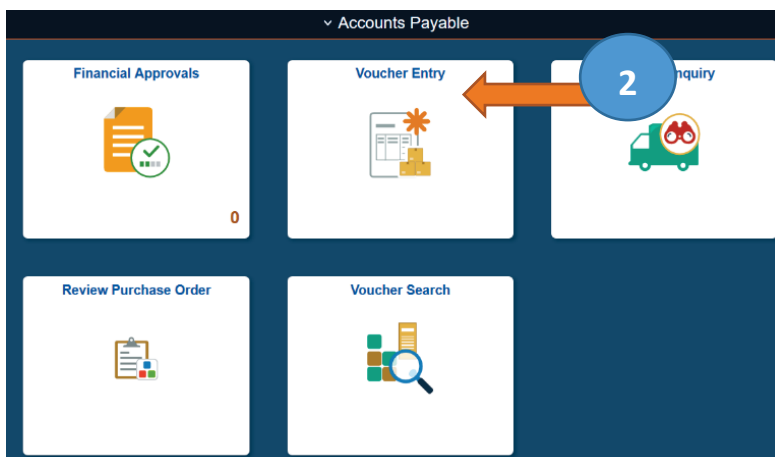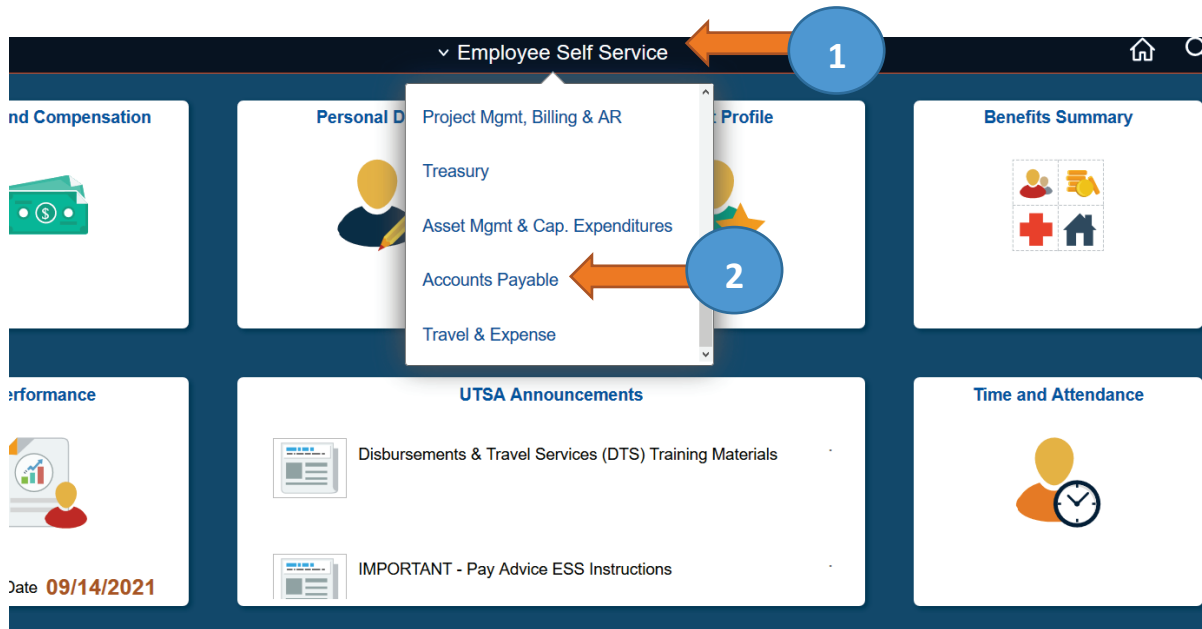
7. A voucher is created and opens to the **Single Payment Supplier** tab. On the Single Payment Suppler tab, the creator must populate all fields. The general supplier information entered here prints on the check.

8. Select the **PAYMENTS TAB** to
9. Ensure the Method field indicates **CHK**.

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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 (**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 (**1st day of travel)
16. Enter **GOOD/SERVICES RECEIPT DATE (**1st day of travel)
17. Enter **SERVICE START DATE** (1st 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.

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Invoice Information | Single Payment Supplier

10

Business Unit UTSA1
Voucher ID NEXT
Voucher Style Single Payment Voucher

Invoice No **11**
Accounting Date 04/26/2021
*Pay Terms NET30 **13**
Invoice Date **12**
Invoice Received
Date Type Inv Date

Line Total 0.00
*Currency USD

Non Merchandise Summary
Session Defaults
Comments(0) **24**
Attachments
Basis Date Calculation **14**
Template List
Supplier Hierarchy
Supplier 360

Miscellaneous
Freight

SINGLE PAY VENDOR
Supplier ID 0000051870
ShortName SINGLE PAY-001
Location 1
*Address 1

Control Group
Pay Schedule Manual

Total 0.00
Difference 0.00

Opens the Date Calculation box

Incomplete Voucher

Save | Save For Later

Action **23** Calculate | Print

Invoice Lines

Find | View All   First 1 of 1 Last

Line 1 Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 0.00

SpeedChart **21**
Ship To CR10104
Description **20**

Asset
Calculate

*Service Start Date: 04/26/2021   *Service End Date: 04/26/2021
Empl ID:

Distribution Lines **22**

Personalize | Find | View All   First 1 of 1 Last

GL Chart | Exchange Rate | Statistics

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project
☐	1	0.00		UTSA1							

Save **25**

Notify | Refresh

Add | Update/Display

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

Takes you back to invoice screen

Date Calculation

Help

Back to Invoice **19**

Date Calculation Basis   Texas Prompt Pay

Fed Pymnt Basis Date

Invoice Receipt Date **15**   Invoice

Goods/Services Receipt Date **16**   Acceptance Date

Cancel | Calculate

Service Dates

Edit Project Service Dates

Service Start Date **17**
Service End Date

Update ALL Voucher Lines **18**

Below are steps/info prov... on-po voucher class: