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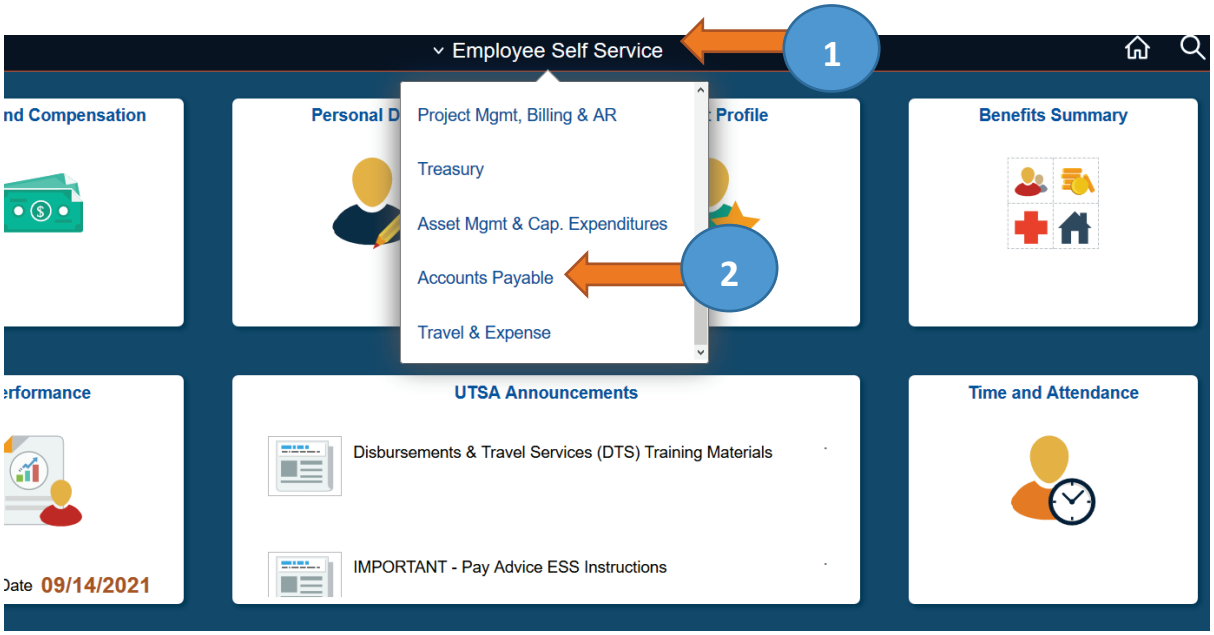
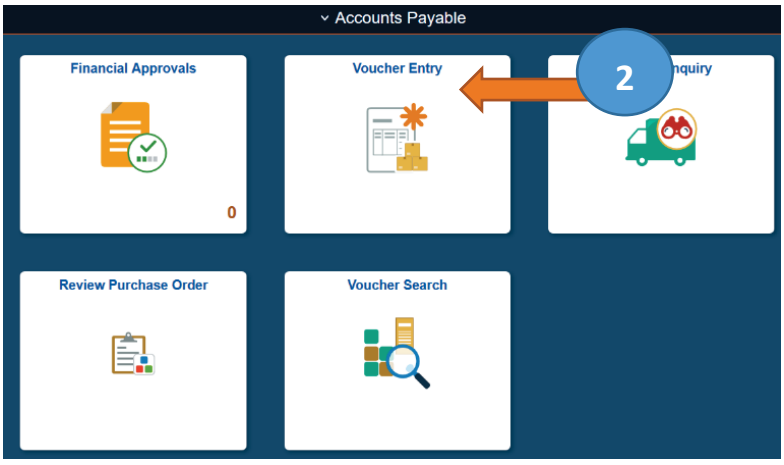
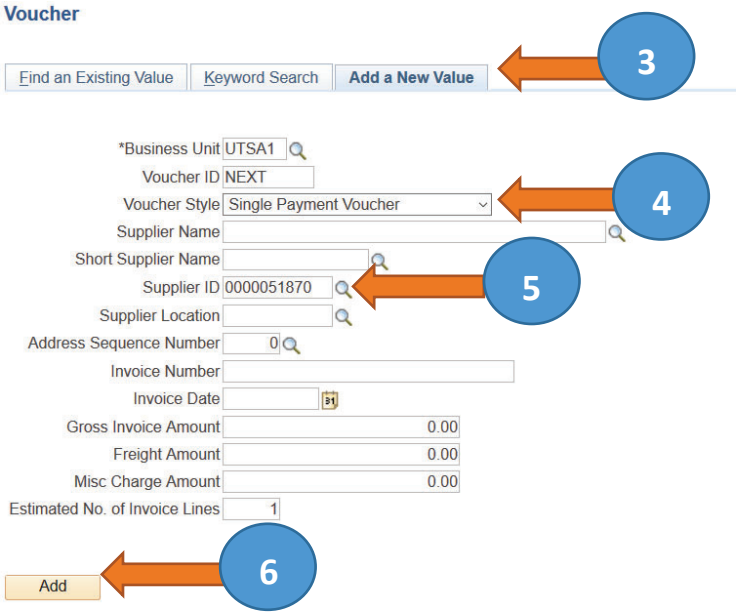
Follow the Accounts Payable (AP) navigation instructions below to request a single payment voucher.

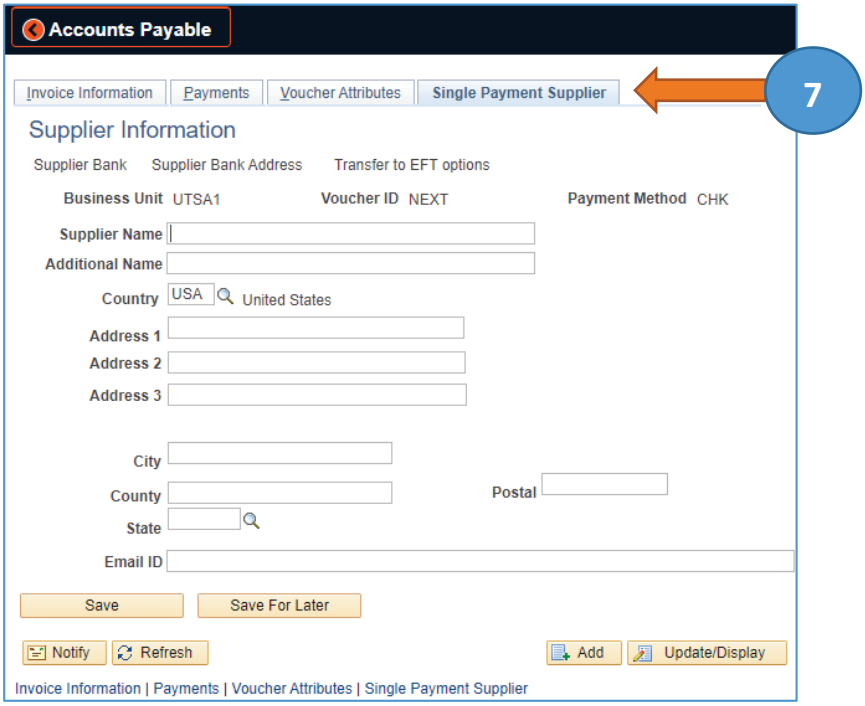
1. From **Employee Self Service**, select **Accounts Payable**
2. Select the **Voucher Entry** tile
3. From the **Add a New Value** tab
4. Enter voucher style: **Single Payment Voucher**
5. Enter **Supplier ID**
6. Click **Add** at the bottom of the screen



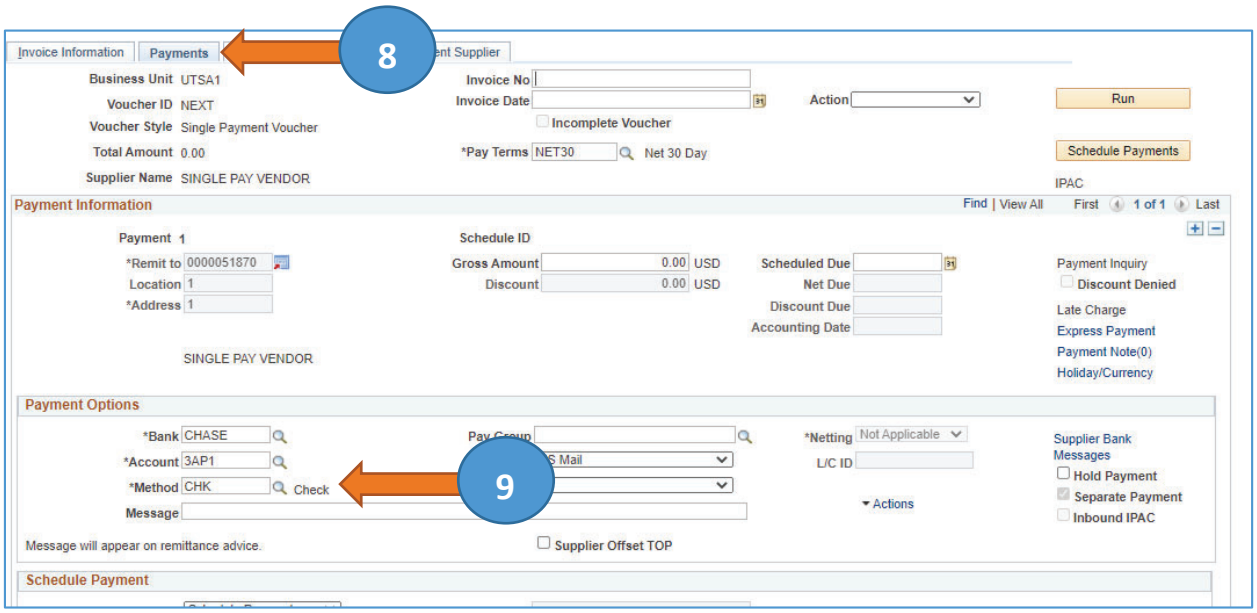




7. A voucher is created and opens to the **Single Payment Supplier** tab. On the Single Payment Suppler tab, the creator must populate all fields. The general supplier information entered here prints on the check.



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



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

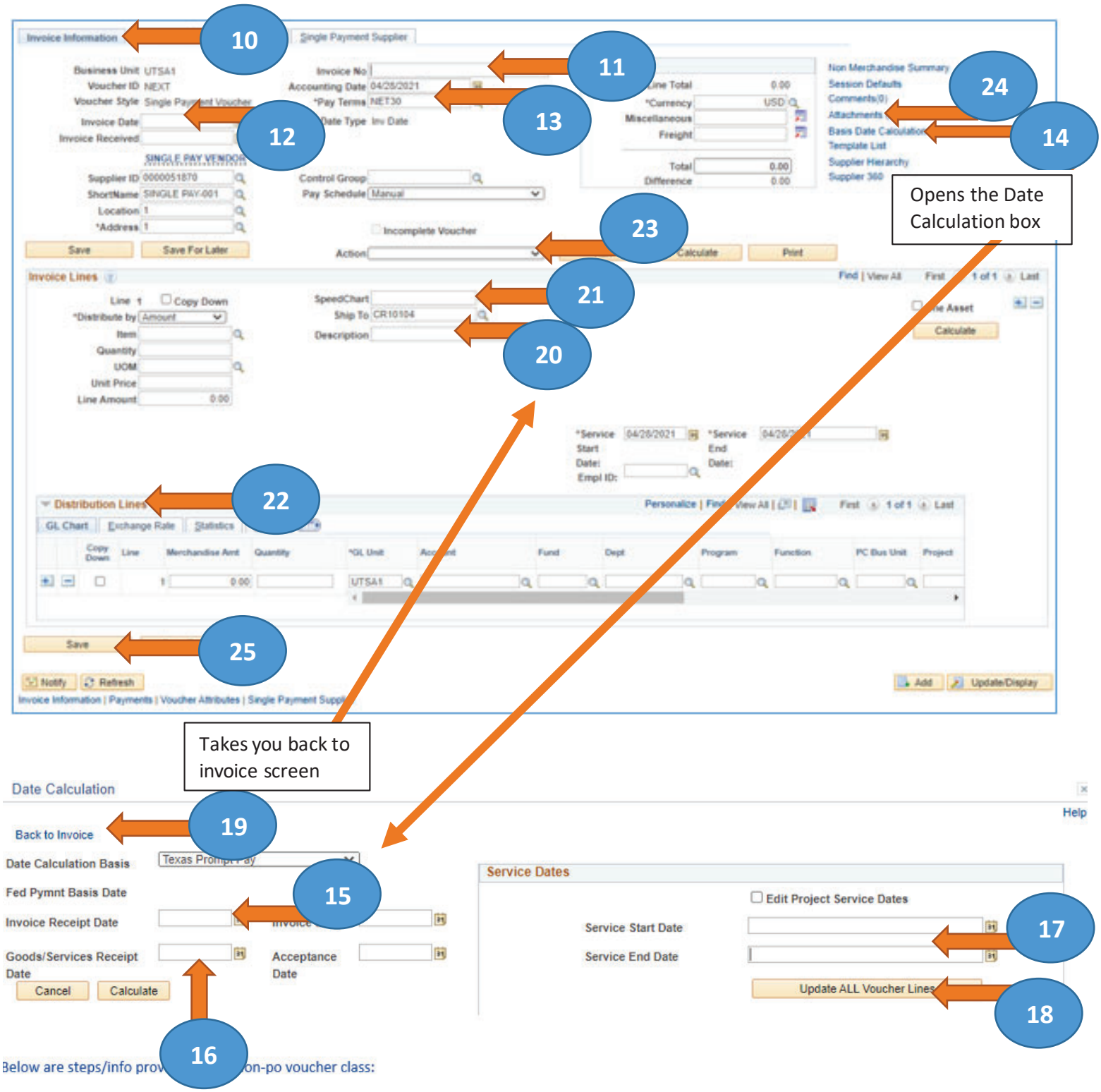
10. Go to the **INVOICE INFORMATION** tab.
11. Enter **INVOICE NO (**Date and Initials of the Payee: 5/11/21js)
12. Enter **INVOICE DATE**
13. Enter **PAY TERMS: SELECT NET 7**
    a. Net 7 allows DTS to approve within 1-2 days without having to change payment terms a second time if not approved the 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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Opens the Date Calculation box
Takes you back to invoice screen
Invoice Information
Single Payment Supplier
Invoice Lines
Distribution Lines
Save
Save For Later
Calculate
Print
Date Calculation
Back to Invoice
19
Date Calculation Basis
Texas Prompt Pay
Fed Pymnt Basis Date
15
Invoice Receipt Date
Goods/Services Receipt Date
Acceptance Date
Cancel
Calculate
16
Service Dates
Edit Project Service Dates
Service Start Date
Service End Date
17
Update ALL Voucher Lines
18
Help