

## Single Payment Voucher Job Aid

The purpose of this job aid is to explain how to complete and submit a single payment voucher. A single pay voucher is used for one-time payments when Fiduciary Funds (Fund code 9200) are used, or refunds are being made by UTA for services not rendered or overpayments by suppliers. All appropriate documentation should be signed/approved prior to the entry of the payment voucher.

To create a non-purchase order voucher, complete the following steps:

1. Begin by navigating to the Voucher Regular Entry in UTShare at **NavBar > Navigator > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

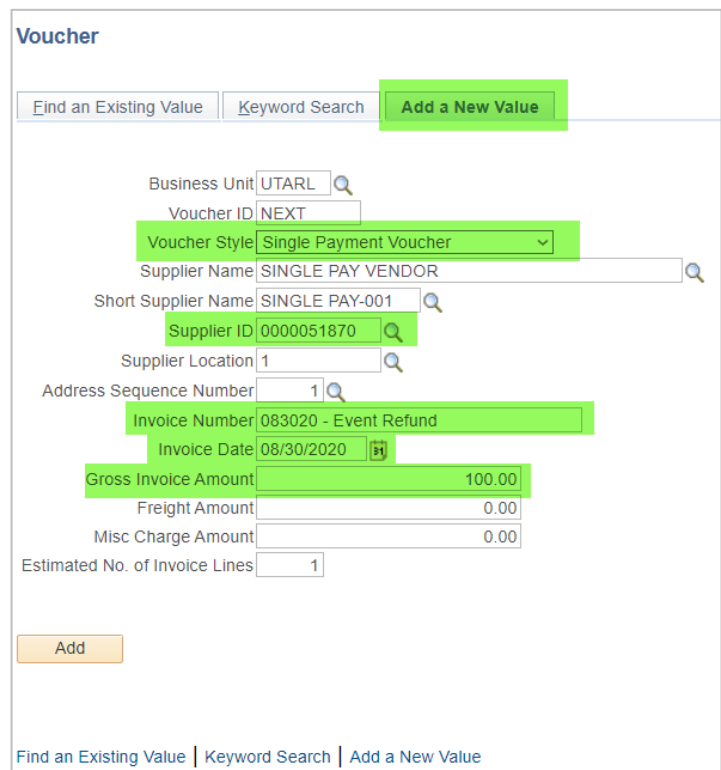
Alternately, go to the Accounts Payable Homepage, and click the Voucher Entry tile.

2. If necessary, click the **“Add a New Value”** tab.
3. In the Voucher Style field, select **“Single Payment Voucher”** from the dropdown menu.

4. Enter the Supplier ID **“0000051870”**. Press the Tab key to populate the Single Pay Vendor information.

*NOTE:* This is the Supplier ID to be used for all Single Pay Vouchers. If a Supplier has their own Supplier ID, do not submit a Single Pay Voucher; submit a Regular voucher. See the **“Non-PO Job Aid”** for assistance.

5. Enter the **Invoice Number**. If there is no invoice number, enter the date as numerals only.
6. Enter the **Invoice Date**. If there is no invoice date, enter the date the voucher is being entered.
7. Enter the amount to be paid in the **Gross Invoice Amount** field.
8. Click **“Add”**.
9. The voucher will open to the **“Single Payment Supplier”** tab. Enter the **Supplier Name**. Enter any Additional Name if necessary.
10. Enter the supplier’s **Address**, including the street address, City, Postal Code, and State.
11. Click **“Save”** (not Save for Later).



**Voucher**

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

Business Unit: UTARL

Voucher ID: NEXT

Voucher Style: Single Payment Voucher

Supplier Name: SINGLE PAY VENDOR

Short Supplier Name: SINGLE PAY-001

Supplier ID: 0000051870

Supplier Location: 1

Address Sequence Number: 1

Invoice Number: 083020 - Event Refund

Invoice Date: 08/30/2020

Gross Invoice Amount: 100.00

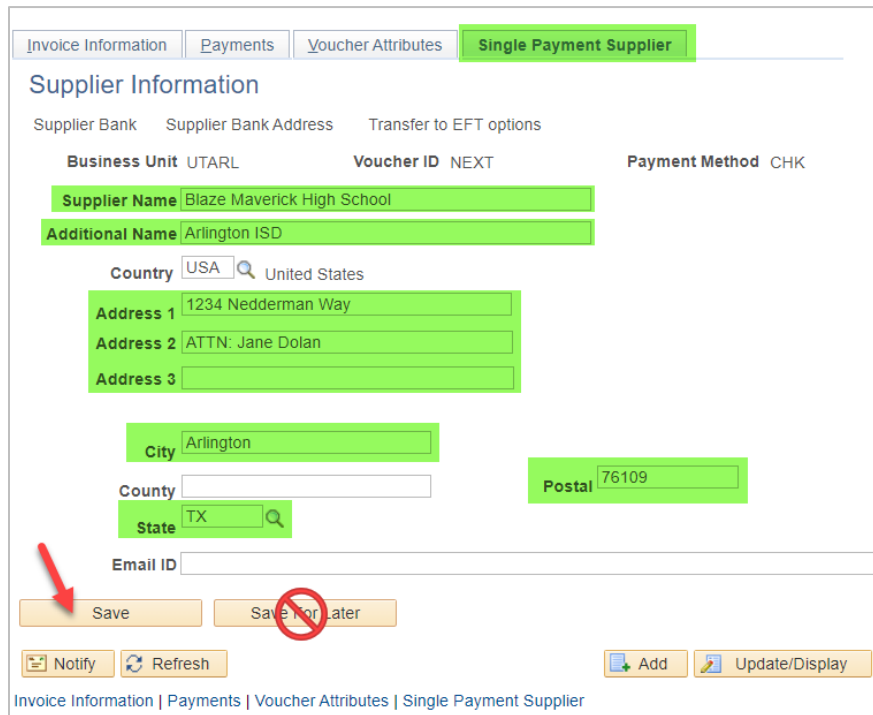
Freight Amount: 0.00

Misc Charge Amount: 0.00

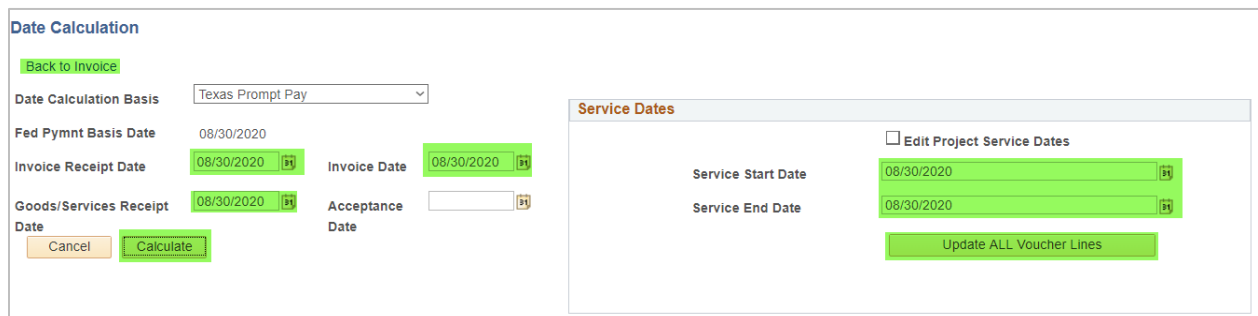
Estimated No. of Invoice Lines: 1

Add

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

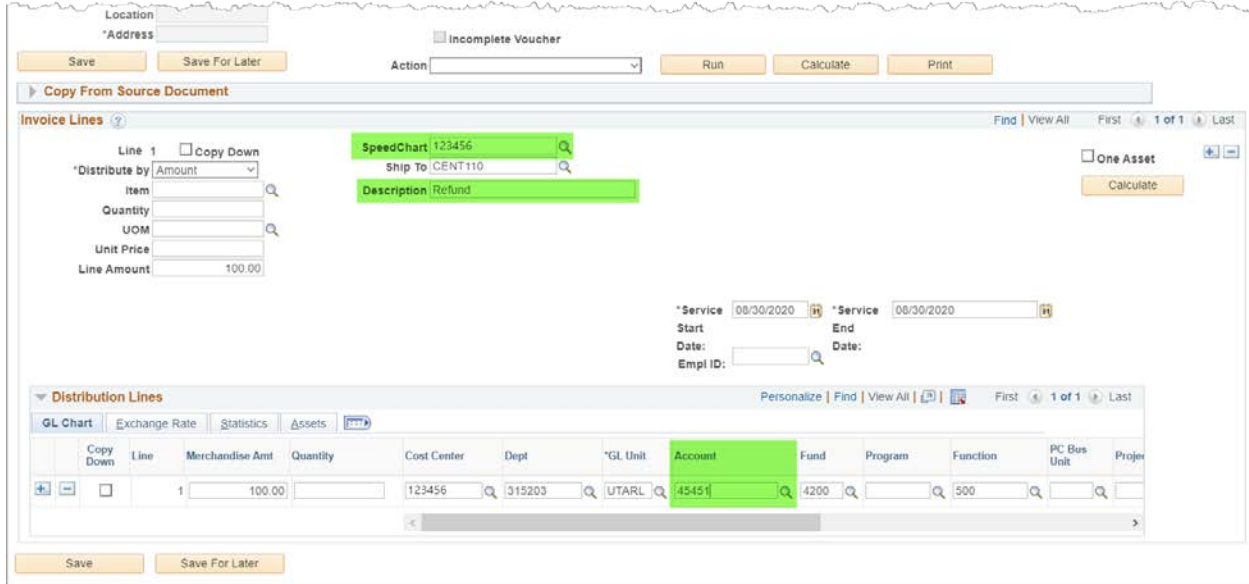


12. An error will populate stating an Account Value is missing. Click **OK** to continue.
13. Click the **Invoice Information** tab to move to the page where the payment details should be entered.
14. Click on the **“Attachments”** link to attach all needed support documentation to the voucher. Click **“OK”** to return to the Invoice Information page.
15. Click on the **“Basis Date Calculation”** link to enter the basis dates.
16. Enter the **Invoice Receipt Date** and the **Goods/Services Receipt Date**, then click **“Calculate”**. This will generate the Fed Pymnt Basis Date.
17. Enter the **Service Start Date** and the **Service End Date**, then click **“Update ALL Voucher Lines”**.
18. Click the **“Back to Invoice”** link in the upper left of the page to return to the Invoice Information page.



19. In the Invoice Lines section, click in the field to enter the **SpeedChart**. This is the 6-digit cost center or 10-digit Project ID for the funding account.

20. Click in the **Description** field and provide a description/justification for the payment.
21. In the Distribution Lines section, click in the field to enter the **Account**. Enter the GL account appropriate for the payment.



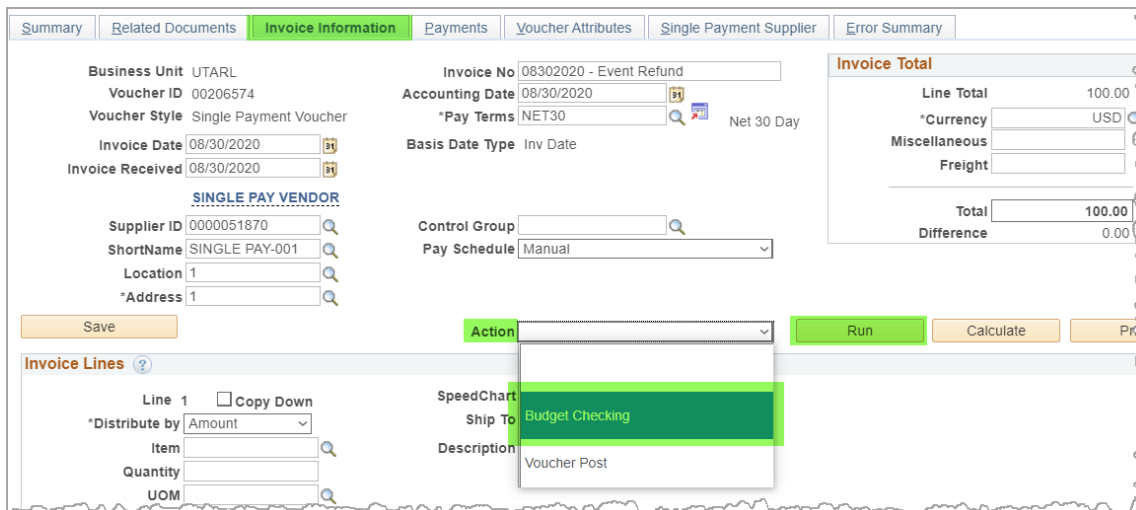
The screenshot shows the 'Invoice Lines' section with the following details:

- Line 1: Copy Down (checkbox), SpeedChart: 123456, Ship To: CENT110, Description: Refund, Line Amount: 100.00
- \*Distribute by: Amount
- \*Service Start: 08/30/2020, \*Service End: 08/30/2020

The 'Distribution Lines' section shows a table with the following data:

Copy Down	Line	Merchandise Amt	Quantity	Cost Center	Dept	GL Unit	Account	Fund	Program	Function	PC Bus Unit	Project
<input type="checkbox"/>	1	100.00		123456	315203	UTARL	4545	4200		500		

22. Click **“Save”**.
23. From the **Actions** drop-down menu, select **Budget Checking**, and click **“Run”**.



The screenshot shows the 'Invoice Information' section with the following details:

- Business Unit: UTARL, Invoice No: 08302020 - Event Refund, Invoice Date: 08/30/2020
- Voucher ID: 00206574, Accounting Date: 08/30/2020, \*Pay Terms: NET30
- Voucher Style: Single Payment Voucher, Basis Date Type: Inv Date
- Supplier ID: 0000051870, ShortName: SINGLE PAY-001, Location: 1, \*Address: 1
- Control Group: [blank], Pay Schedule: Manual

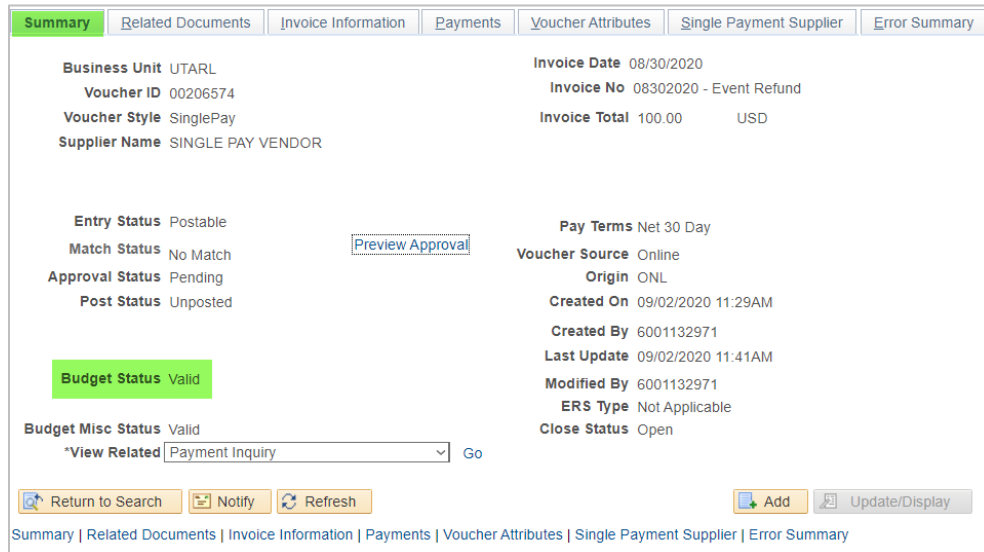
The 'Invoice Total' section shows:

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Total	100.00
Difference	0.00

The 'Invoice Lines' section shows the 'Action' dropdown menu open, with 'Budget Checking' selected.

24. A message will populate asking if you want to wait for the process to be completed. Click **“Yes”** to continue.
25. Once the budget check is complete (the processing wheel disappears), click on the **“Summary”** tab to view the status of the Budget Check.

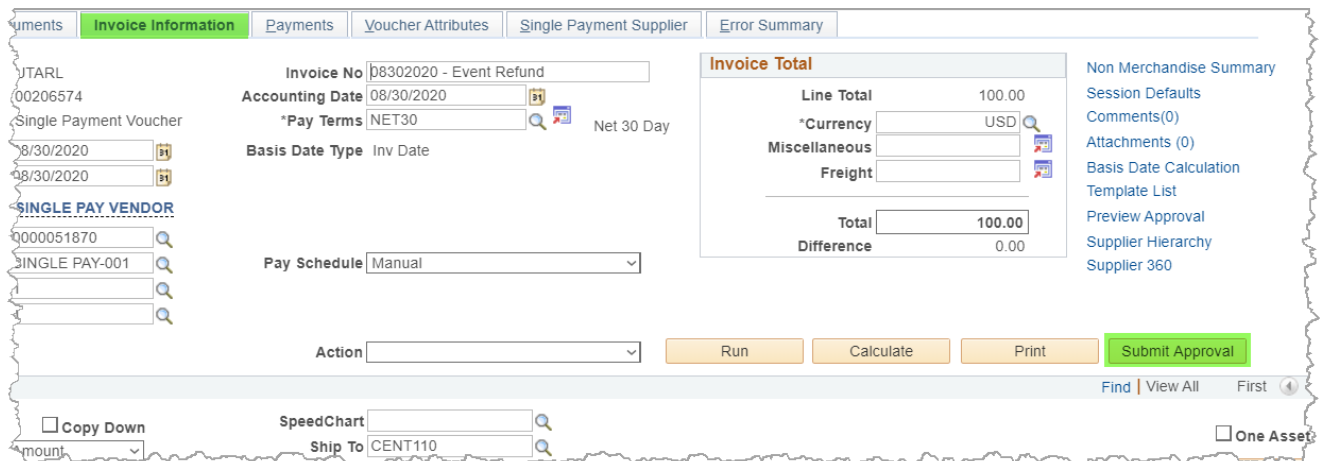
**NOTE:** If the Budget Status says “Exceptions”, click on the word “Exceptions” to be taken to the screen that will detail the reason for the error. Correct the issue, then run the budget check again. A “Valid” Budget Status is required to submit the voucher.



The screenshot shows the 'Summary' tab of a Single Payment Voucher. The 'Business Unit' is UTARL, 'Voucher ID' is 00206574, and 'Supplier Name' is SINGLE PAY VENDOR. The 'Invoice Date' is 08/30/2020, 'Invoice No' is 08302020 - Event Refund, and 'Invoice Total' is 100.00 USD. The 'Entry Status' is Postable, 'Match Status' is No Match, and 'Approval Status' is Pending. A green box highlights 'Budget Status Valid'. Other fields include 'Pay Terms Net 30 Day', 'Voucher Source Online', 'Origin ONL', 'Created On 09/02/2020 11:29AM', 'Created By 6001132971', 'Last Update 09/02/2020 11:41AM', 'Modified By 6001132971', 'ERS Type Not Applicable', and 'Close Status Open'. A dropdown menu for '\*View Related' is set to 'Payment Inquiry'. Buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom.

26. To submit the voucher for workflow approvals, click **Invoice Information** tab then on the **“Submit Approval”** button.

**NOTE:** This button will only populate when the voucher has a valid budget check and is complete and ready for submission.



The screenshot shows the 'Invoice Information' tab. The 'Invoice No' is 08302020 - Event Refund, 'Accounting Date' is 08/30/2020, and '\*Pay Terms' is NET30. The 'Basis Date Type' is Inv Date and 'Pay Schedule' is Manual. The 'Invoice Total' section shows a 'Line Total' of 100.00, 'Total' of 100.00, and 'Difference' of 0.00. The 'Supplier' is SINGLE PAY VENDOR with ID 0000051870. The 'Action' dropdown is set to 'Submit Approval'. Other elements include 'Run', 'Calculate', 'Print', and 'Submit Approval' buttons, a 'SpeedChart' field, and a 'Ship To' field set to CENT110.

27. If required by the approver, enter any Approval Additional Details. Click **“OK”** to continue to submit the voucher for workflow approvals.

28. To view the workflow approval routing, click on the **“Summary”** tab, then on the **“Approval History”** link.