

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.

The Payment Approval Voucher form, [BF-P-F16](#), must be attached to all Single Pay Vouchers. If a Single Pay Voucher is created on your behalf by the Office of Disbursements, please email a completed and signed form to accounts_payable@uta.edu to be attached to the 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.

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.

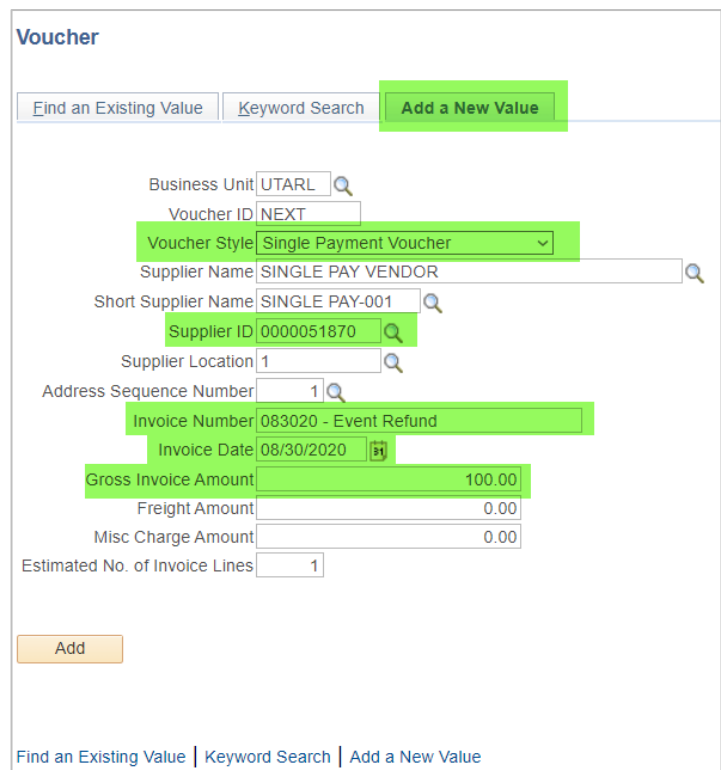
7. Enter the amount to be paid in the **Gross Invoice Amount** field.

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

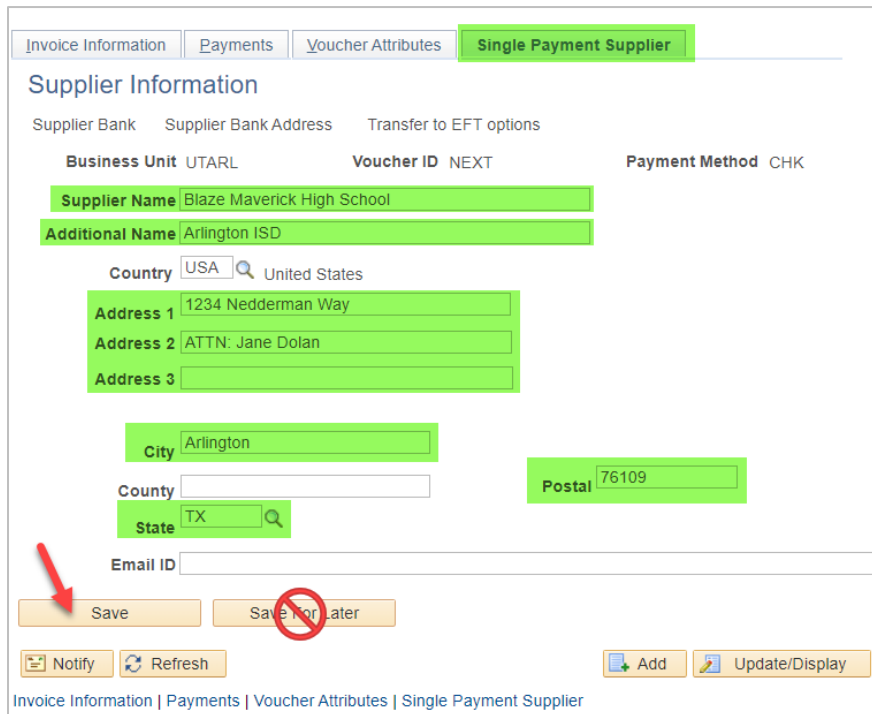
Freight Amount: 0.00

Misc Charge Amount: 0.00

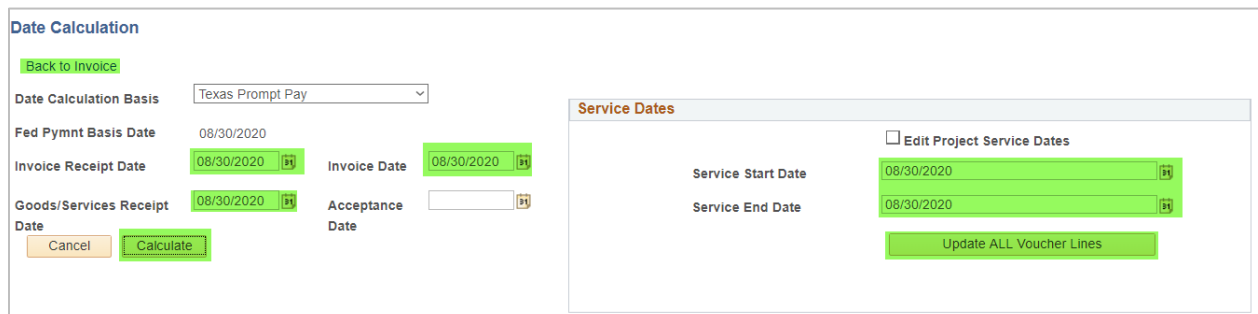
Estimated No. of Invoice Lines: 1

Add

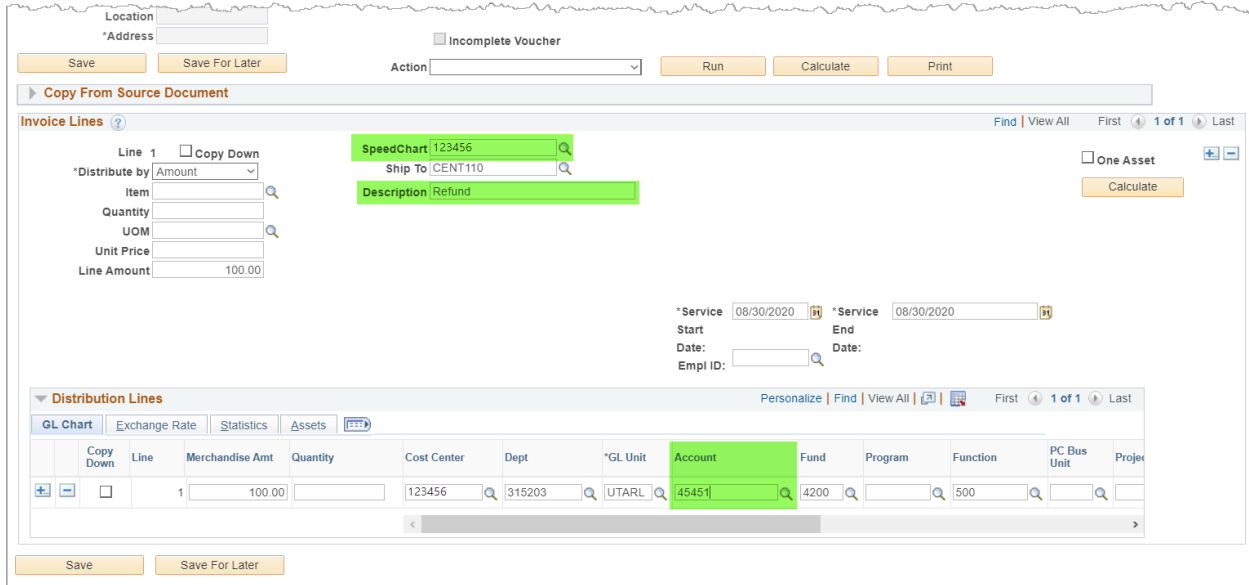
Find an Existing Value | Keyword Search | Add a New Value



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.
Note: *The Payment Approval Voucher form, [BF-P-F16](#), must be completed and attached to the Single Pay 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.



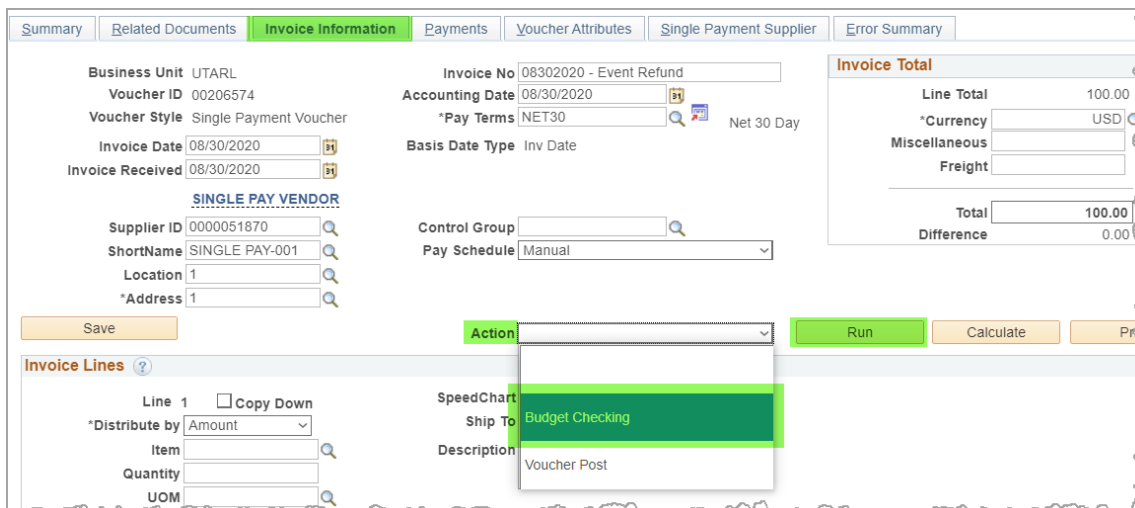
The screenshot shows the 'Invoice Lines' section with the following details:

- Line 1: Copy Down (unchecked), SpeedChart: 123456, Ship To: CENT110, Description: Refund, Line Amount: 100.00
- *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	45451	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, Voucher ID: 00206574, Voucher Style: Single Payment Voucher
- Invoice No: 08302020 - Event Refund, Accounting Date: 08/30/2020, *Pay Terms: NET30
- Supplier ID: 0000051870, ShortName: SINGLE PAY-001, Location: 1, *Address: 1
- Control Group: [empty], Pay Schedule: Manual

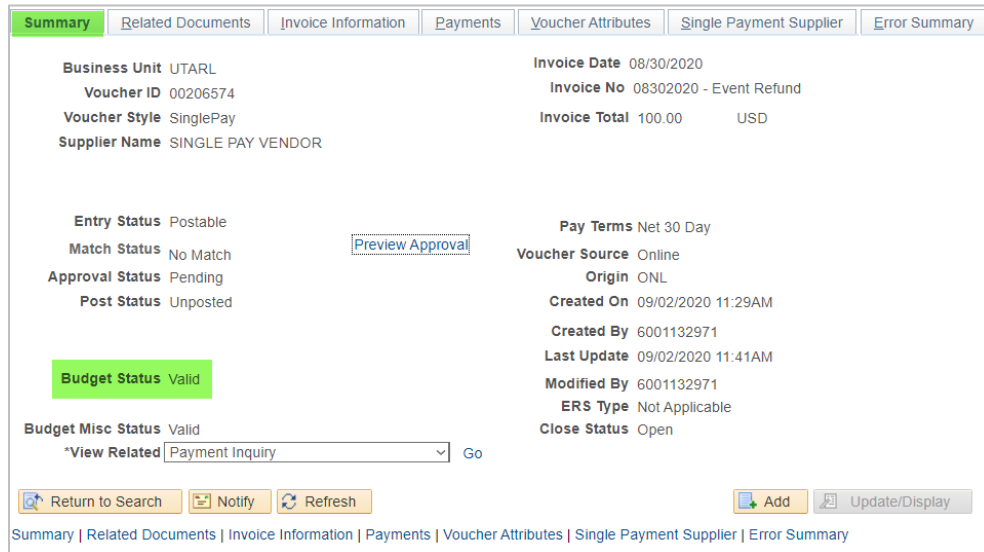
The 'Invoice Lines' section shows the following details:

- Line 1: Copy Down (unchecked), SpeedChart: [empty], Ship To: [empty], Description: Voucher Post

The 'Actions' drop-down menu is open, showing the option **Budget Checking** highlighted.

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.



Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

Business Unit UTARL
Voucher ID 00206574
Voucher Style SinglePay
Supplier Name SINGLE PAY VENDOR

Invoice Date 08/30/2020
Invoice No 08302020 - Event Refund
Invoice Total 100.00 USD

Entry Status Postable
Match Status No Match
Approval Status Pending
Post Status Unposted

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
Close Status Open

Budget Status Valid

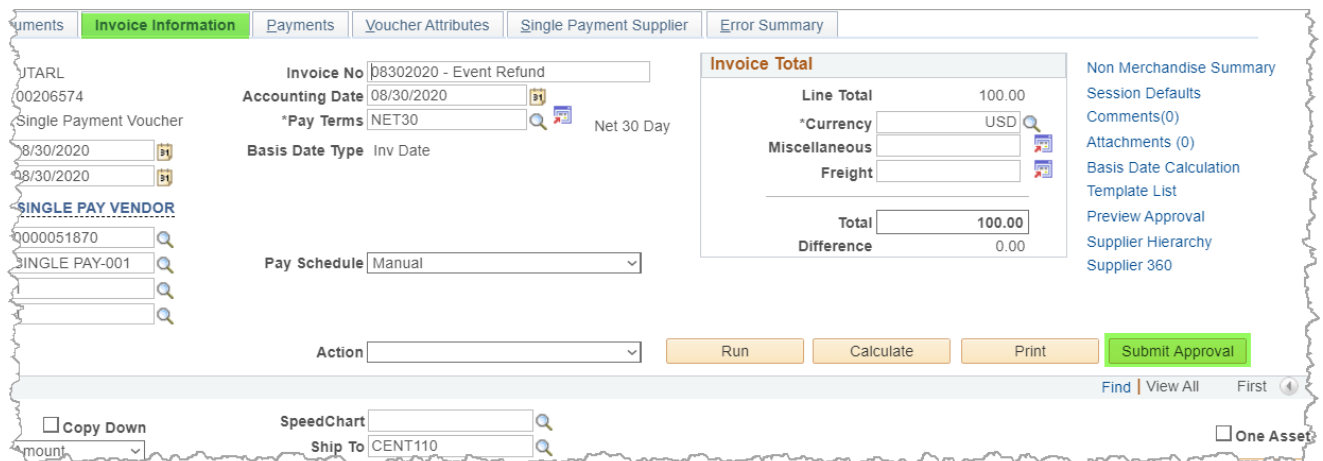
Budget Misc Status Valid
*View Related Payment Inquiry Go

Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

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.



Documents | **Invoice Information** | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

UTARL
00206574
Single Payment Voucher
08/30/2020
08/30/2020

SINGLE PAY VENDOR
0000051870
SINGLE PAY-001

Invoice No 08302020 - Event Refund
Accounting Date 08/30/2020
*Pay Terms NET30 Net 30 Day
Basis Date Type Inv Date
Pay Schedule Manual

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

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Basis Date Calculation
Template List
Preview Approval
Supplier Hierarchy
Supplier 360

Action Run Calculate Print **Submit Approval**

Find | View All | First

Copy Down SpeedChart Ship To CENT110 One Asset

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.