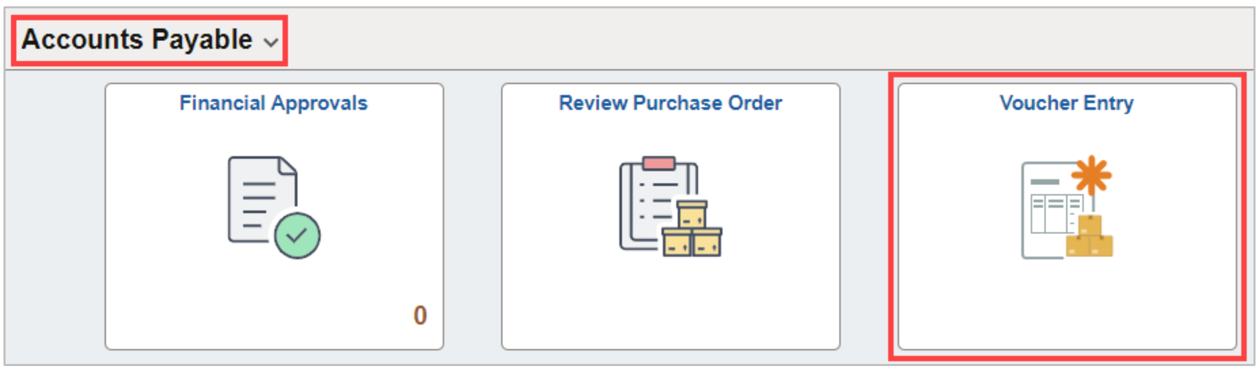
Single Payment Voucher Job Aid

A **Single Payment** 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.

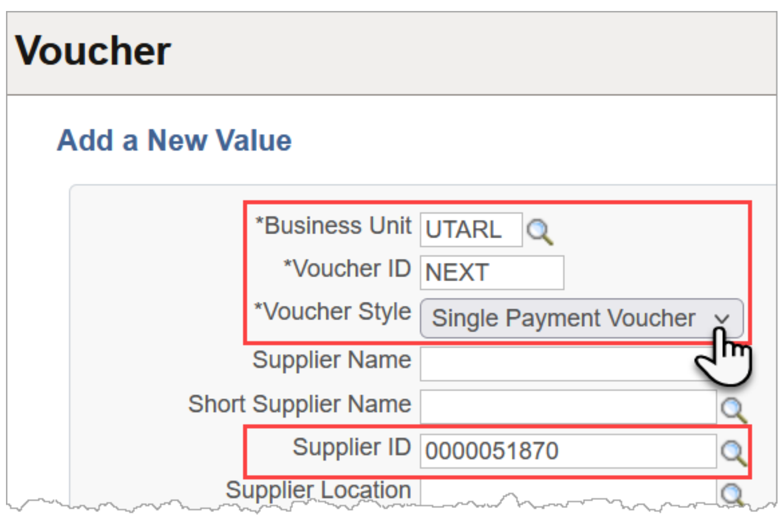
The purpose of this job aid is to explain how to complete and submit a single payment voucher.

1. To create a **Single Payment** Voucher, navigate to the **Accounts Payable Homepage,** and click on the **Voucher Entry** tile.

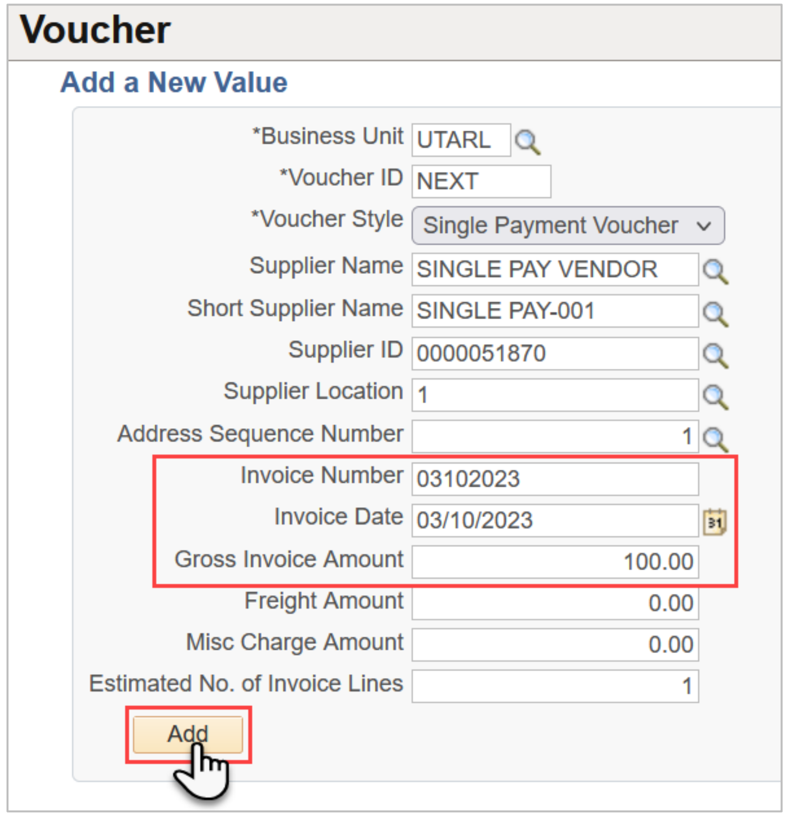


Alternatively, navigate to the Voucher Regular Entry using the NavBar: **NavBar > Menu > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry.**

2. The **Voucher Entry** page is displayed. From the **Add a New Value** screen, leave the default values:
   - Business Unit (UTARL)
   - Voucher ID (NEXT)
2. Click the drop-down menu in the Voucher Style field and select **Single Payment Voucher.**
3. Enter the **Supplier ID** "0000051870".
4. Press the **Tab** key to populate the Single Pay Vendor information.



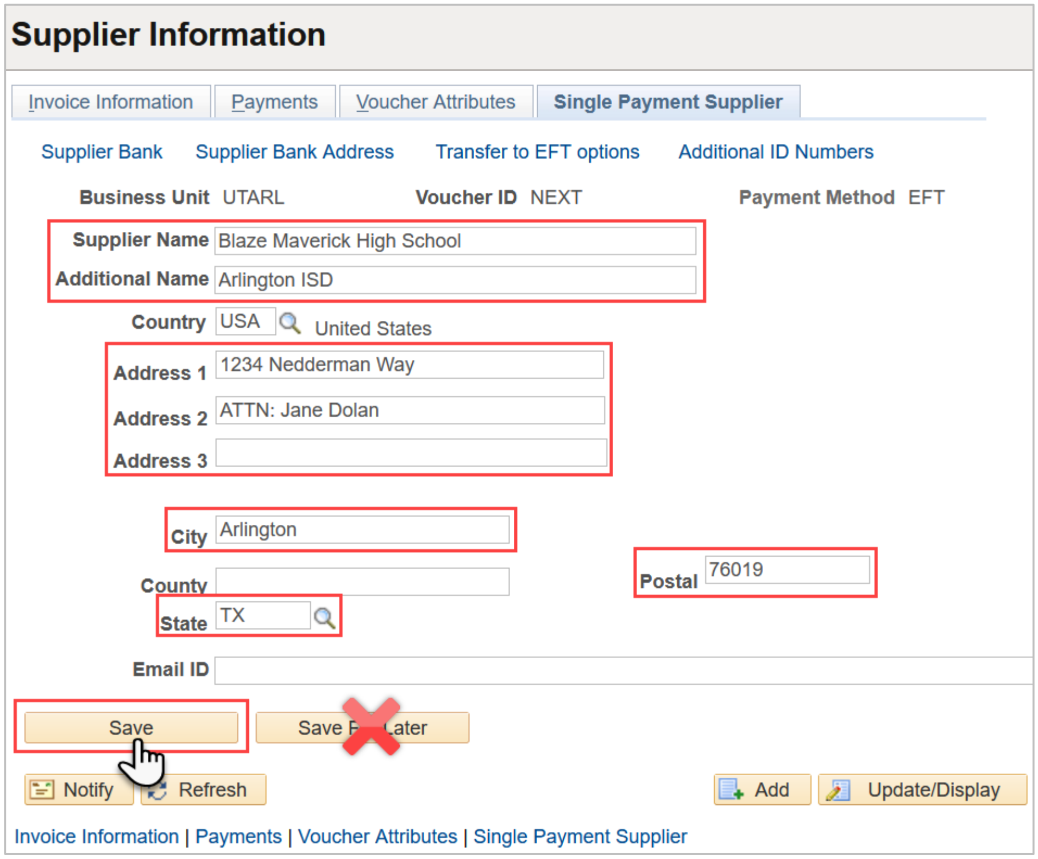
5. Enter the **Invoice Number**. If there is no invoice number, enter the date as numerals only.
6. Enter the **Invoice Date**. If there is no invoice date, enter the date the voucher is being entered.
7. Enter the amount to be paid in the **Gross Invoice Amount** field.
8. Click **Add**.



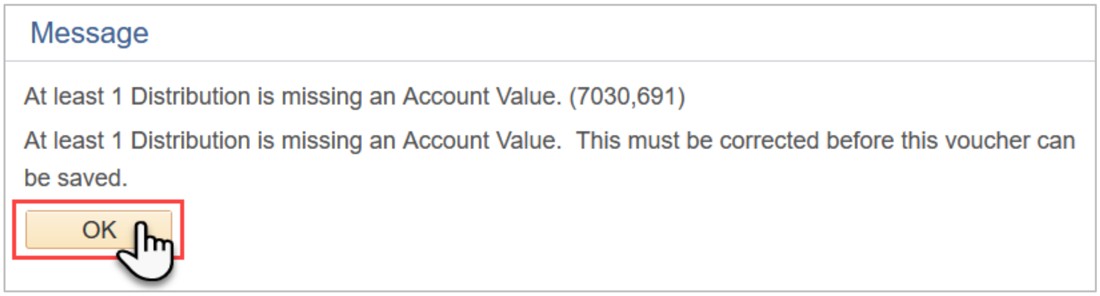
9. The voucher will open to the **Single Payment Supplier** tab. Enter the **Supplier Name**. Enter any Additional Name if necessary.

10. Enter the supplier's **Address**, including the street address, City, Postal Code, and State.
11. Click **Save.**

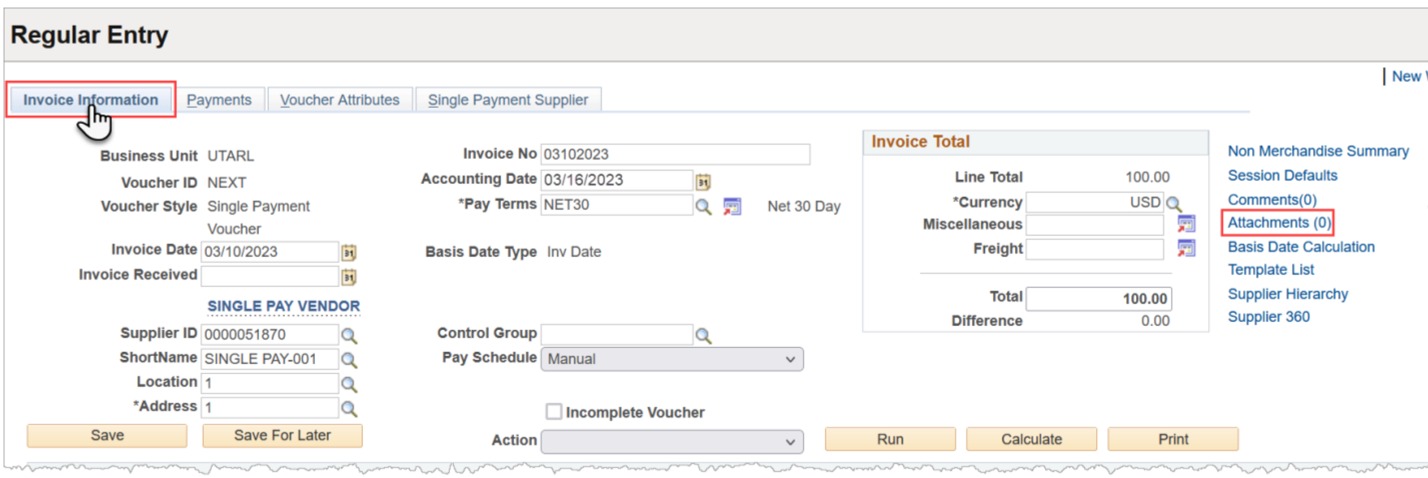
    Note: *Do not click Save for Later.*



12. An error will populate stating an Account Value is missing. Click **OK** to continue.

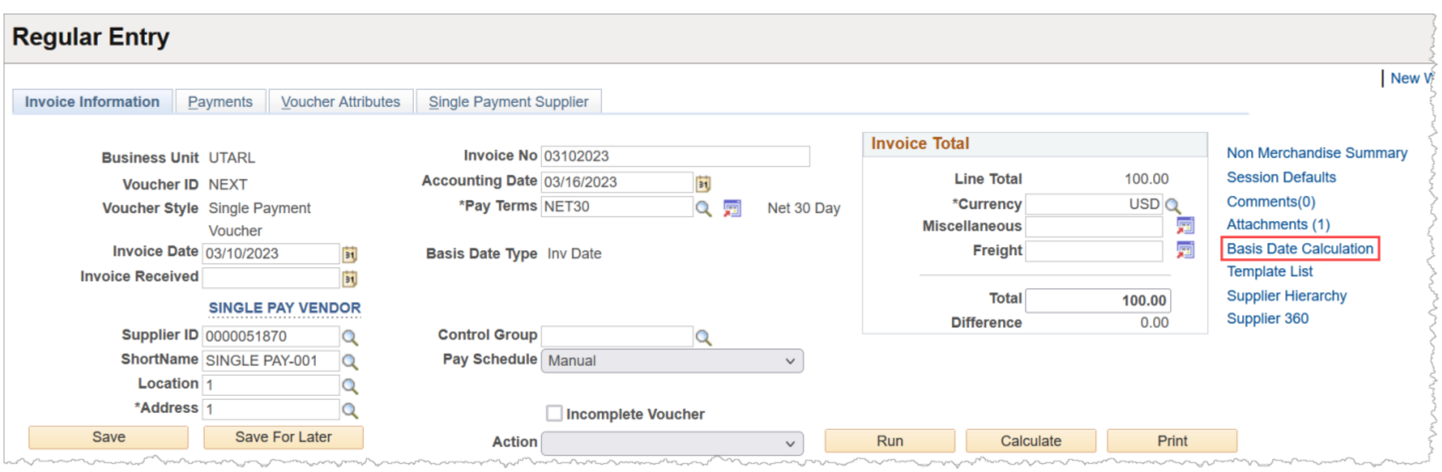


13. Click the **Invoice Information** tab. This page is where the payment details should be entered.
14. Click the **Attachments** link to attach all needed support documentation to the voucher. See **Attach Documents to Voucher** Job Aid**.**

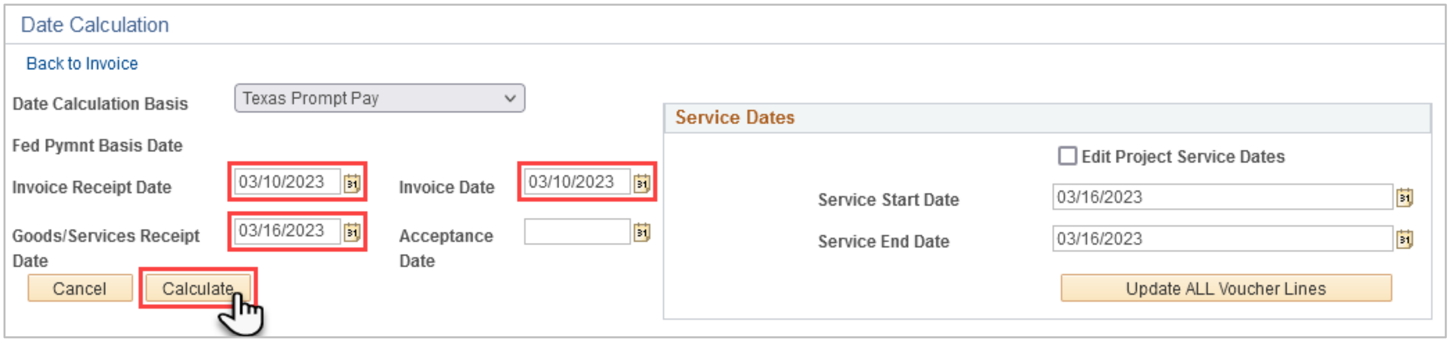


Note: *The Payment Approval Voucher form, [BF-P-F16](BF-P-F16), must be completed and attached to the Single Pay Voucher.*

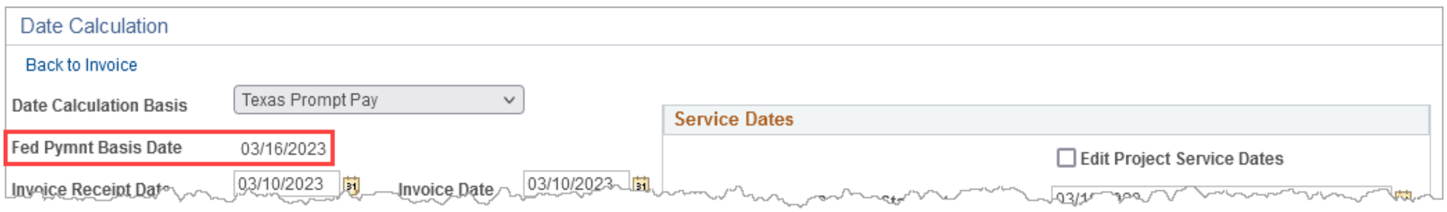
15. Click **OK** to return to the Invoice Information page.
16. Click on the **Basis Date Calculation** link to enter the basis dates.



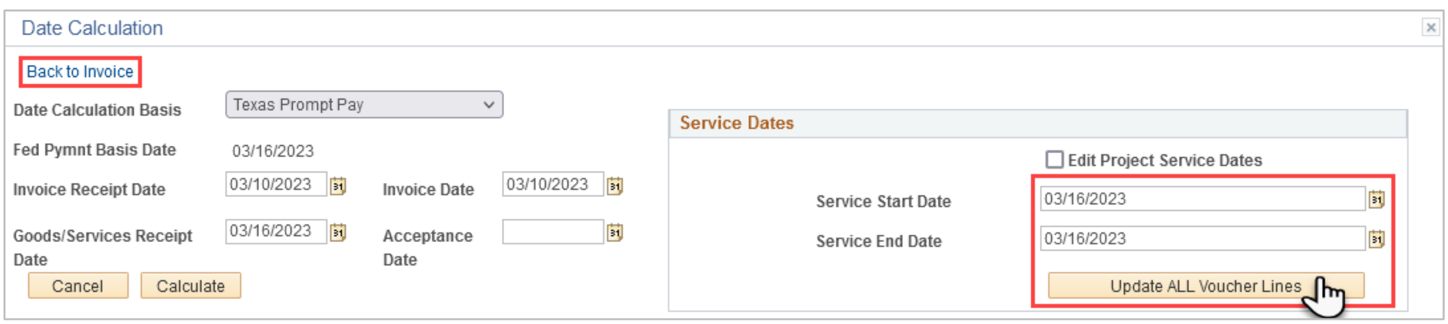
17. Enter the **Invoice Receipt Date** and the **Goods/Services Receipt Date**, then click **Calculate**. This will generate the Fed Pymnt Basis Date.



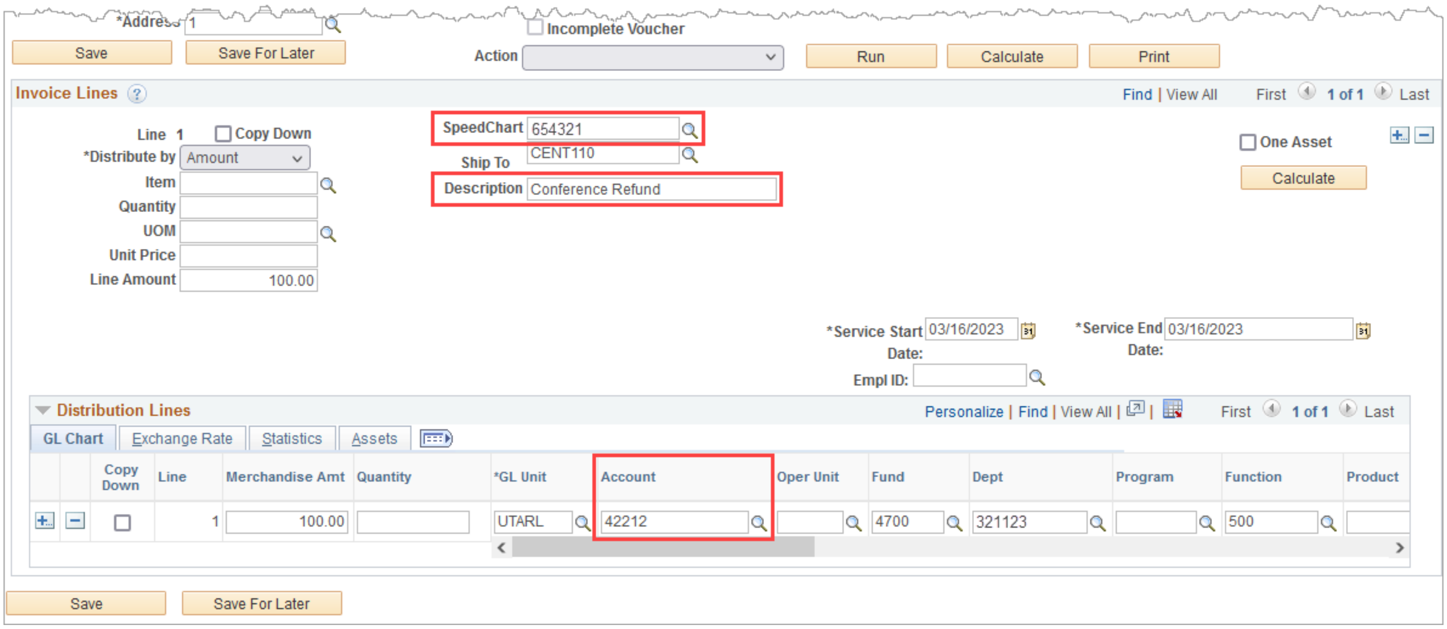
This will generate the **Fed Pymnt Basis Date**.



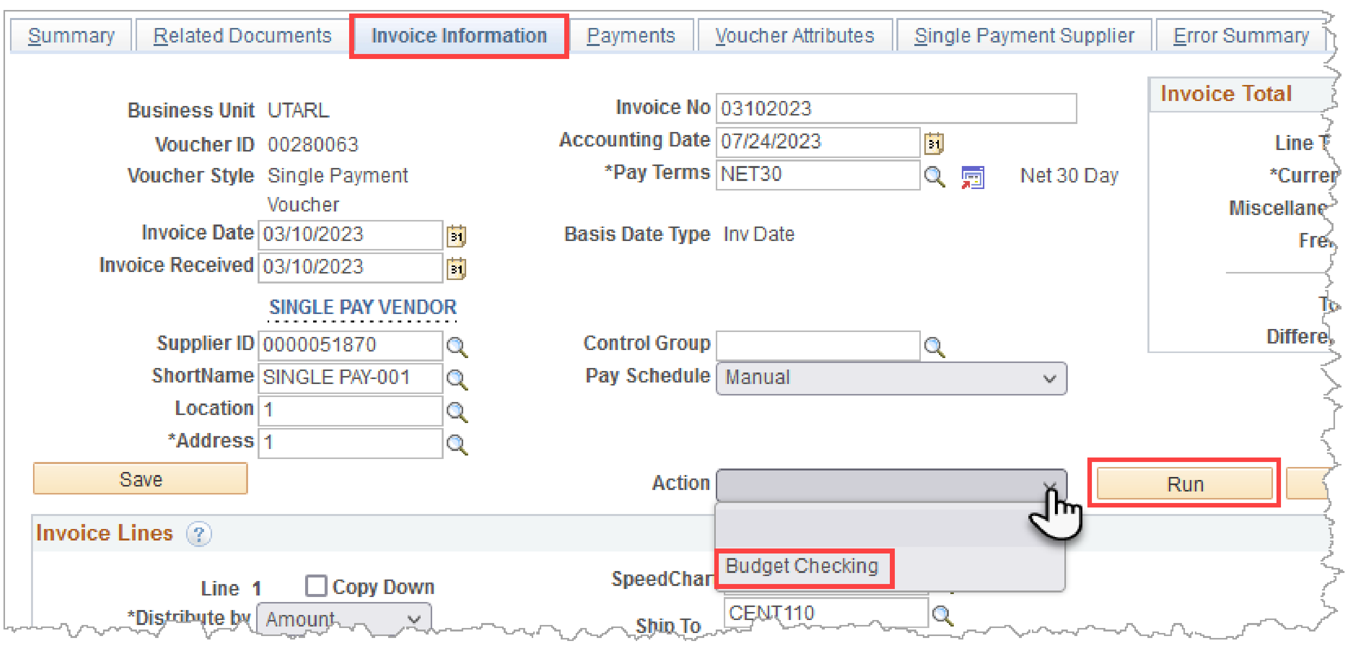
18. Enter the **Service Start Date** and the **Service End Date**, then click **Update ALL Voucher Lines.**
19. Click the **Back to Invoice** link in the upper left of the page to return to the Invoice Information page.



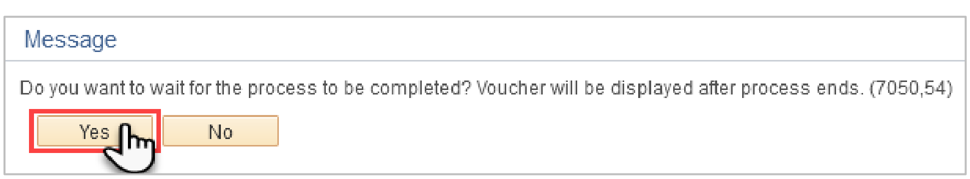
20. In the Invoice Lines section, click in the field to enter the **SpeedChart.** This is the funding account's 6-digit cost center or 10-digit Project ID.
21. Click in the **Description** field and provide a description/justification for the payment.
22. In the Distribution Lines section, click on the field to enter the **Account** number. Enter the GL account appropriate for the payment.



23. Click **Save**.
24. Still on **Invoice Information**, from the **Actions** drop-down menu, select **Budget Checking,** and click **Run**.

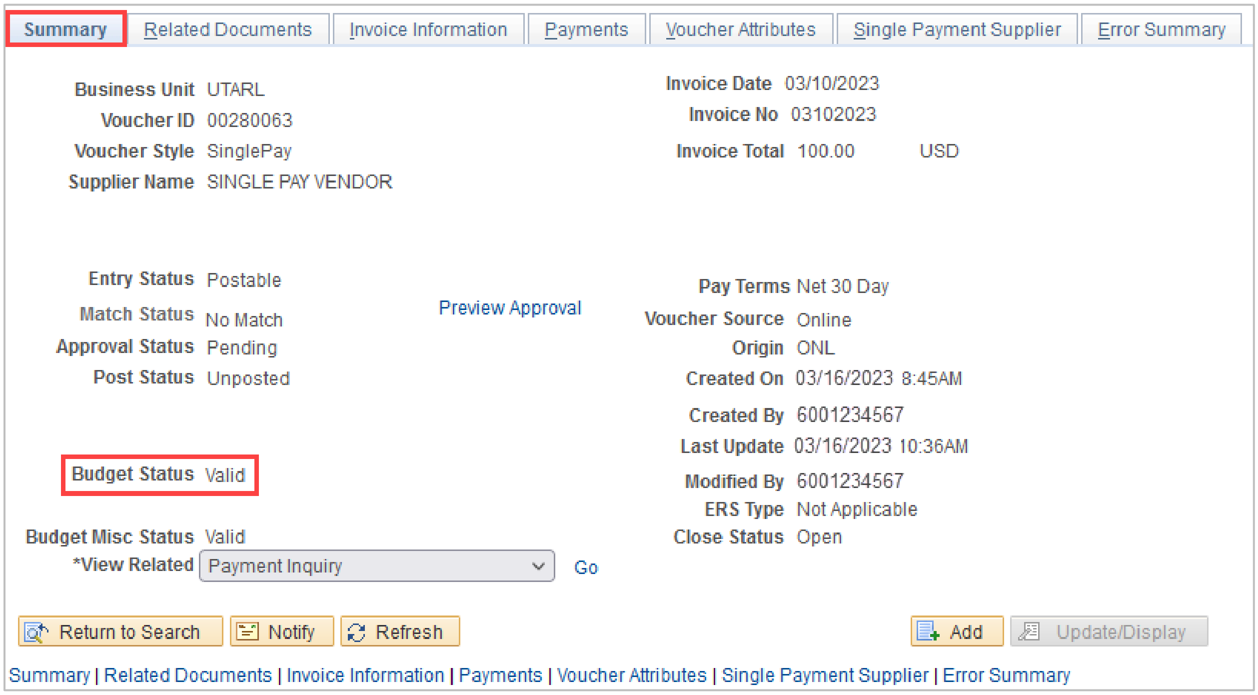


25. A message will populate asking if you want to wait for the process to be completed. Click **Yes** to continue.



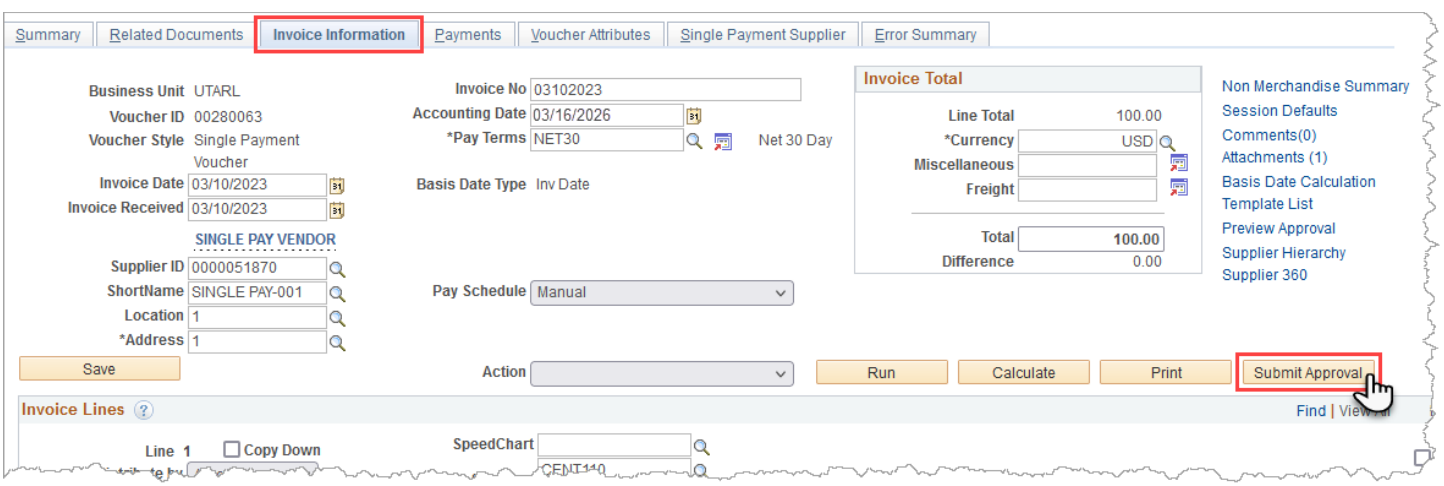
26. Once the budget check is complete (the processing wheel in the top right corner disappears), click on the **Summary** tab to view the status of the Budget Check.

    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 (See* **Budget Check** *Job Aid). Correct the issue, then run the budget check again. A "Valid" Budget Status is required to submit the voucher.*

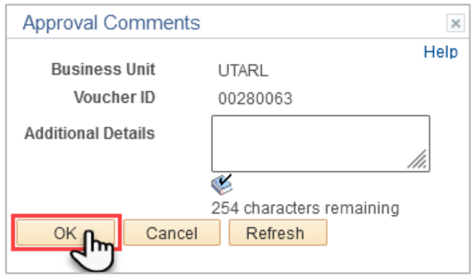


27. To submit the voucher for workflow approvals, click **Invoice Information** tab then on the **Submit Approval** button.

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



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



29. To view the workflow approval routing, click on the **Summary** tab and then the **Approval History** link.