

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, <u>BF-P-F16</u>, 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 <u>accounts_payable@uta.edu</u> 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.

Accou	nts Payable 🗸		
	Financial Approvals	Review Purchase Order	Voucher Entry
	0		

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

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

Voucher	
Add a New Value	
*Business Uni *Voucher IE *Voucher Style	t UTARL Q D NEXT Single Payment Voucher
Supplier Name Short Supplier Name	
Supplier IE Supplier Location	0000051870



- 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.

Voucher

....

	vew value		
	*Business Unit	UTARL Q	
	*Voucher ID	NEXT	
	*Voucher Style	Single Payment Voucher	~
	Supplier Name	SINGLE PAY VENDOR	Q
	Short Supplier Name	SINGLE PAY-001	Q
	Supplier ID	0000051870	Q
	Supplier Location	1	Q
Add	Iress Sequence Number	1	Q
	Invoice Number	03102023	
	Invoice Date	03/10/2023	31
	Gross Invoice Amount	100.00	
	Freight Amount	0.00	
	Misc Charge Amount	0.00	
Estima	ated No. of Invoice Lines	1	

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	Supplier Information						
	Address	••						
	including the	Invoice Information Payments Voucher Attributes Single Payment Supplier						
	street address							
	City Doctal	Supplier Bank Supplier Bank Address Transfer to EFT options Additional ID Numbers						
	City, Postal	Business Unit UTARL Voucher ID NEXT Payment Method EFT						
	Code, and	Supplier Name Blaze Maverick High School						
	Additional Name Arlington ISD							
11.	Click Save.							
		Country USA Q United States						
	Note: Do not	Address 1 1234 Nedderman Way						
	click Save for	Address 2 ATTN: Jane Dolan						
	Later.							
		Address 3						
		City Arlington						
		County Postal 76019						
		State TX Q						
		Email ID						
		Save Save For ater						
		E Notify Refresh						
		Invoice Information Payments Voucher Attributes Single Payment Supplier						



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.

Regular Entry										
	ayments <u>V</u> oucher Attributes	Single Payment S	upplier			Invoice Total				New V
Business Unit	UTARL	Invoice No	03102023			myoice iotai				Non Merchandise Summary
Voucher ID	NEXT	Accounting Date	03/16/2023	31		Li	ne Total	100.00		Session Defaults
Voucher Style	Single Payment	*Pay Terms	NET30	Q 👳	Net 30 Day	*C	urrency	USD 🔍		Comments(0)
-	Voucher					Miscell	aneous			Attachments (0)
Invoice Date	03/10/2023	Basis Date Type	Inv Date				Freight			Basis Date Calculation
Invoice Received	31									Template List
	SINGLE PAY VENDOR						Total	100.00		Supplier Hierarchy
Supplier ID	0000051870	Control Group		0		Dif	ference	0.00		Supplier 360
ShortName	SINGLE PAY-001	Pay Schedule	Manual	~	~					
Location	1 0	-								4
*Address	1 0		Incomplete Vouch	er						(
Save	Save For Later	Action			~	Run	Calculate	Prin	nt	

Note: The Payment Approval Voucher form, <u>BF-P-F16</u>, 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.

Invoice Information Payments Youcher Attributes Single Payment Supplier Business Unit UTARL Invoice No 03102023 Invoice Total Non Merchandise Summ Voucher ID NEXT Accounting Date 03/16/2023 Image: Comments (0) Session Defaults Comments(0) Voucher Style Single Payment *Pay Terms NET30 Image: Payment Payment Image: Payment Payment Payment Image: Payment Payment Payment Payment Image: Payment Payment Payment Payment Session Defaults Comments(0) Voucher Voucher Image: Payment Payment Payment Payment Image: Payment Payment Payment Payment Payment Image: Payment Paymen	
Business Unit UTARL Invoice No 03102023 Invoice Total Non Merchandise Summaries Voucher ID NEXT Accounting Date 03/16/2023 Line Total 100.00 Session Defaults Voucher Style Single Payment *Pay Terms NET30 Net 30 Day *Currency USD Comments(0) Voucher Voucher Invoice Date 03/10/2023 Easis Date Type Invoice Total Session Defaults	New
Voucher ID NEXT Accounting Date 03/16/2023 Line Total 100.00 Session Defaults Voucher Style Single Payment *Pay Terms NET30 The session Defaults Comments(0) Voucher Voucher Miscellaneous The session Defaults Attachments (1) Invoice Date 03/10/2023 Basis Date Type Inv Date Freight Basis Date Calculation	Invoice Total Non Merchandise Summary
Voucher Style Single Payment *Pay Terms NET30 Net 30 Day *Currency USD (Comments(0) Voucher Miscellaneous Image: Currency Miscellaneous Miscellaneous Attachments (1) Invoice Date (03/10/2023 Basis Date Type Inv Date Freight Basis Date Calculation	Line Total 100.00 Session Defaults
Voucher Miscellaneous Miscellaneous Attachments (1)	Comments(0)
Invoice Date 03/10/2023 Basis Date Type Inv Date Freight Basis Date Calculation	Miscellaneous 🛒 Attachments (1)
	Freight Sasis Date Calculation
Invoice Received Bit Template List	Template List
SINGLE PAY VENDOR Total 100.00 Supplier Hierarchy	Total 100.00 Supplier Hierarchy
Supplier ID 0000051870 Control Group Difference 0.00 Supplier 360	Difference 0.00 Supplier 360
ShortName SINGLE PAY-001 O Pay Schedule Manual	
Location 1	
*Address 1 Incomplete Voucher	te Voucher
Save Save For Later Action Run Calculate Print	Run Calculate Print



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

Date Calculation							
Back to Invoice							
Date Calculation Basis	Texas Prompt Pay	,	~	Service Dates			1
Fed Pymnt Basis Date						Edit Project Service Dates	
Invoice Receipt Date	03/10/2023	Invoice Date	03/10/2023		Service Start Date	03/16/2023	
Goods/Services Receipt 03/16/2023 jj Date Cancel Calculate		Acceptance Date		Service End Date	03/16/2023 03/16/2023 03/16/2023		

This will generate the Fed Pymnt Basis Date.

Date Calculation		
Back to Invoice		
Date Calculation Basis	Texas Prompt Pay 🗸	Convine Dates
		Service Dates
Fed Pymnt Basis Date	03/16/2023	Edit Project Service Dates
Invoice Receipt Dato	03/10/2023 🕅 Invoice Date 03/10/2023 🕅	month and all be a second and a

- 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.

Date Calculation							×
Back to Invoice							
Date Calculation Basis	Texas Prompt Pay	`	/	Service Dates			
Fed Pymnt Basis Date	03/16/2023					Edit Project Service Dates	
Invoice Receipt Date	03/10/2023	Invoice Date	03/10/2023		Service Start Date	03/16/2023	1
Goods/Services Receipt Date Cancel Calculate	03/16/2023 🛐	Acceptance Date	3		Service End Date	03/16/2023	

- 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.



Address 1 Save For Later	Action	Run Calculat	e Print]
Invoice Lines (?)			Find View Al	First 🕚 1 of 1 🕑 Last
Line 1 Copy Down *Distribute by Amount Item Quantity UOM Unit Price Line Amount 100.00	SpeedChart 654321 Q Ship To CENT110 Q Description Conference Refund	*Service Start 03/16/2023	*Service End 03/16/2 Date:	One Asset
Distribution Lines		Emprilo:		First (1) d of d (1) l ost
GI Chart Exchange Rate Statistics	Assets	Personalize Fin	Id VIEW AII 🗠 🏛	First I tori I V Last
Copy Down Line Merchandise Amt	GL Unit Account UTARL Q 42212	Oper Unit Fund Dept Q Q 4700 Q	Program	Function Product 500 Q>
Save Save For Later				

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

<u>S</u> ummary	Related Do	cuments Invoice Information		<u>P</u> ayments	Voucher Attributes	Single Pay	ment Supplier	Error Summary	
	Business Unit	UTARL			Invoice No	03102023			Invoice Total
	Voucher ID	00280063	3		Accounting Date	07/24/2023	31		Line f
1	Voucher Style	Single Pa	yment		*Pay Terms	NET30	Q 🛒	Net 30 Day	*Currer
		Voucher							Miscellane
	Invoice Date	03/10/202	3	31	Basis Date Type	Inv Date			Frei
Invo	pice Received	03/10/202	3	31					{
		SINGLE P	AY VENDO	R					Į.
	Supplier ID	00000518	70	Q	Control Group)	Q		Differe
	ShortName	SINGLE P	AY-001	Q	Pay Schedule	Manual		~	5
	Location	1		Q					
	*Address	1		Q					5
S	ave				Action	I		- Ŭm	Run
Invoice L	ines 🕐							0	
	Line 1	Amount_	opy Down		SpeedCha	Budget Checking	Q	 ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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

Message
Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)
Yestin



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.

Summary	Related Documents	Invoice Information	Payments	Voucher Attribute	s Single Payment Supplier	Error Summary
Busine Vou Vouch Supplie	ess Unit UTARL ucher ID 00280063 ner Style SinglePay er Name SINGLE PAY VE	NDOR		Invoice Date 03 Invoice No 03 Invoice Total 1	/10/2023 3102023 00.00 USD	
Entry Match Approva Pos	y Status Postable h Status No Match Il Status Pending It Status Unposted	Preview App	proval	Pay Terms N Voucher Source (Origin (Created On () Created By ()	let 30 Day Online DNL 3/16/2023 8:45AM 6001234567	
Budge Budget Miso *View	t Status Valid c Status Valid Related Payment Inquij	v		Last Update 0 Modified By 6 ERS Type N Close Status 0	3/16/2023 10:36AM ;001234567 lot Applicable Open	
C Return to Summary Re	o Search 🔄 Notify	Refresh	Voucher Att	ributes Single Pa	📑 Add 🗾	Update/Display

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.

Summary Related Docume	ents Invoice Information	Payments	Voucher Attributes	<u>S</u> ingle Pa	yment Supplier	Error Summary			
Business Unit UTA Voucher ID 002	ARL 280063	Invoice No Accounting Date	03102023	ij		Invoice Total Line Total	100.00		Non Merchandise Summary Session Defaults
Voucher Style Sing Vou Invoice Date 03/1 Invoice Received 03/1	igle Payment Joher 10/2023	*Pay Terms Basis Date Type	NET30 Inv Date	Q 👳	Net 30 Day	*Currency Miscellaneous Freight	USD		Comments(0) Attachments (1) Basis Date Calculation Template List
Supplier ID 0000 ShortName SIN Location 1 *Address 1	IGLE PAY VENDOR 10051870 Q IGLE PAY-001 Q Q	Pay Schedule	Manual		~	Total Difference	100.00 0.00		Preview Approval Supplier Hierarchy Supplier 360
Save		Action			~	Run Calo	culate Pr	rint	Submit Approval
Line 1	Copy Down	SpeedChar	t CEDII110		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	June Juliane and			



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

Approval Comments	×
Business Unit	UTARL Help
Additional Details	
	<i>"</i>
OK free Cancel	254 characters remaining Refresh
2.7	

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