

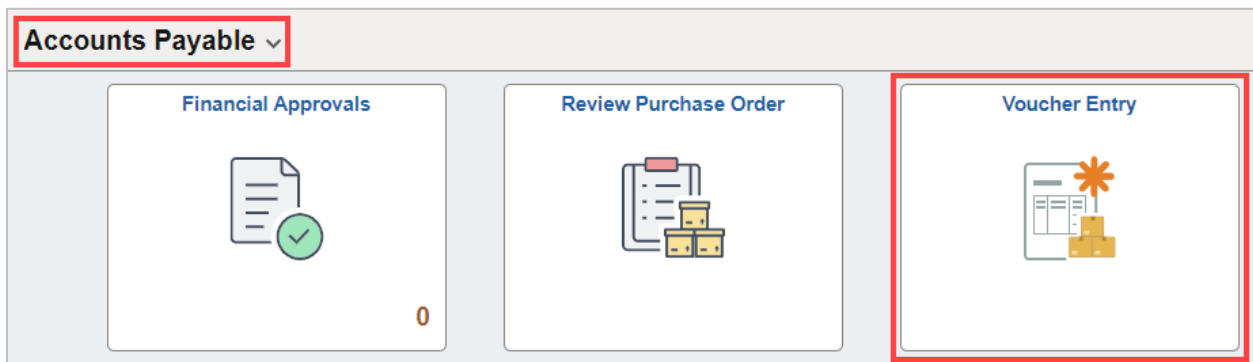
## Single Payment Voucher Job Aid

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](mailto: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.

 A screenshot of the "Voucher" form titled "Add a New Value". The form contains several input fields:
 

- \*Business Unit: UTARL (with a search icon)
- \*Voucher ID: NEXT
- \*Voucher Style: Single Payment Voucher (with a dropdown arrow and a hand cursor pointing to it)
- Supplier Name: (empty)
- Short Supplier Name: (empty)
- Supplier ID: 0000051870 (with a search icon)
- Supplier Location: (empty)

 A red box highlights the Business Unit, Voucher ID, and Voucher Style fields. Another red box highlights the Supplier ID field.

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**

**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	03102023
Invoice Date	03/10/2023
Gross Invoice Amount	100.00
Freight Amount	0.00
Misc Charge Amount	0.00
Estimated No. of Invoice Lines	1

**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*.

### Supplier Information

Invoice Information | Payments | Voucher Attributes | **Single Payment Supplier**

Supplier Bank | Supplier Bank Address | Transfer to EFT options | Additional ID Numbers

Business Unit UTARL | Voucher ID NEXT | Payment Method EFT

Supplier Name Blaze Maverick High School  
Additional Name Arlington ISD

Country USA United States

Address 1 1234 Nedderman Way  
Address 2 ATTN: Jane Dolan  
Address 3

City Arlington

County  
State TX

Postal 76019

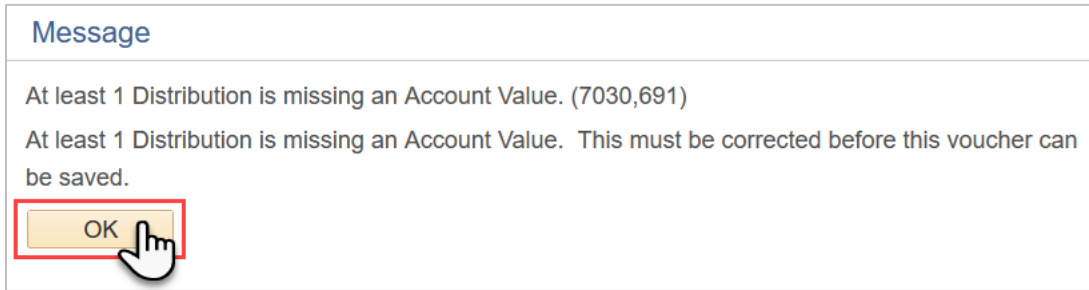
Email ID

Save Save for Later

Notify Refresh Add Update/Display

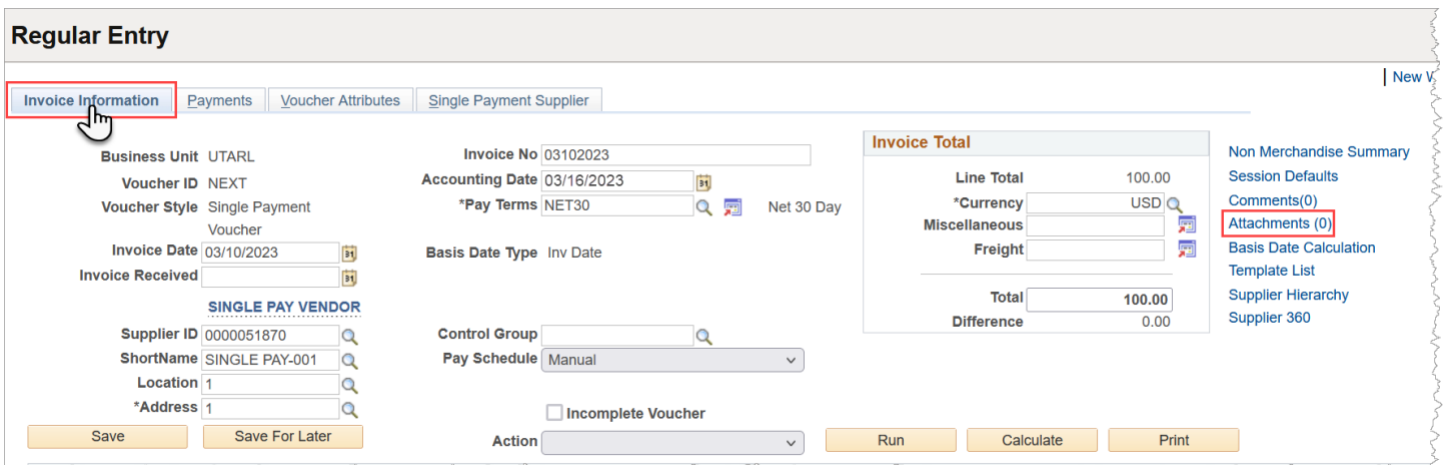
Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

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.

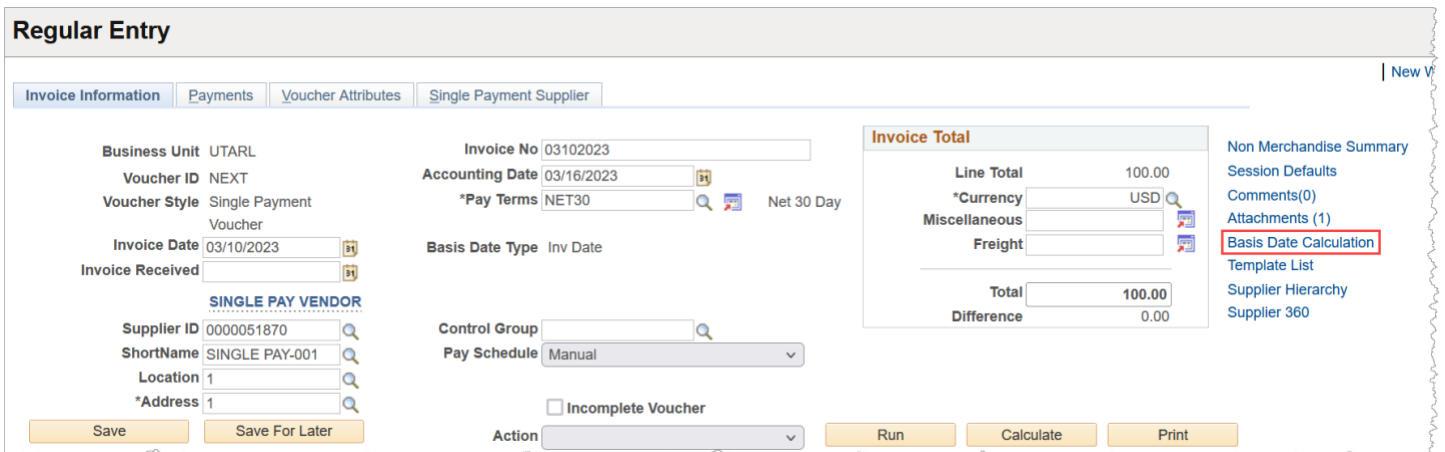
14. Click the **Attachments** link to attach all needed support documentation to the voucher. See **Attach Documents to Voucher Job Aid**.



**Note:** The Payment Approval Voucher form, [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.



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

The screenshot shows the 'Date Calculation' form. The 'Date Calculation Basis' is set to 'Texas Prompt Pay'. The 'Invoice Receipt Date' is 03/10/2023 and the 'Goods/Services Receipt Date' is 03/16/2023. The 'Calculate' button is highlighted with a red box and a mouse cursor is clicking it. The 'Service Dates' section is visible on the right, with 'Service Start Date' and 'Service End Date' both set to 03/16/2023.

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

The screenshot shows the 'Date Calculation' form after the calculation. The 'Fed Pymnt Basis Date' field is now populated with 03/16/2023 and is highlighted with a red box. The 'Invoice Receipt Date' and 'Goods/Services Receipt Date' fields remain 03/10/2023 and 03/16/2023 respectively. The 'Service Dates' section is also visible.

- Enter the **Service Start Date** and the **Service End Date**, then click **Update ALL Voucher Lines**.

- Click the **Back to Invoice** link in the upper left of the page to return to the Invoice Information page.

The screenshot shows the 'Date Calculation' form with the 'Fed Pymnt Basis Date' field populated with 03/16/2023. The 'Service Start Date' and 'Service End Date' fields are both set to 03/16/2023. The 'Update ALL Voucher Lines' button is highlighted with a red box and a mouse cursor is clicking it. The 'Back to Invoice' link is highlighted with a red box in the upper left corner.

- 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.

- Click in the **Description** field and provide a description/justification for the payment.

- In the Distribution Lines section, click on the field to enter the **Account** number. Enter the GL account appropriate for the payment.

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

- Line 1: Copy Down (unchecked), \*Distribute by: Amount, Item: SpeedChart, Quantity: 100.00, UOM: (blank), Unit Price: (blank), Line Amount: 100.00
- SpeedChart: 654321
- Ship To: CENT110
- Description: Conference Refund
- \*Service Start Date: 03/16/2023, \*Service End Date: 03/16/2023
- Empl ID: (blank)

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product
<input type="checkbox"/>	1	100.00		UTARL	42212		4700	321123		500	

23. Click **Save**.

24. Still on **Invoice Information**, 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: 00280063
- Voucher Style: Single Payment Voucher
- Invoice Date: 03/10/2023
- Invoice Received: 03/10/2023
- SINGLE PAY VENDOR:
  - Supplier ID: 0000051870
  - ShortName: SINGLE PAY-001
  - Location: 1
  - \*Address: 1
- Invoice No: 03102023
- Accounting Date: 07/24/2023
- \*Pay Terms: NET30 (Net 30 Day)
- Basis Date Type: Inv Date
- Control Group: (blank)
- Pay Schedule: Manual

The 'Invoice Lines' section shows:

- Line 1: Copy Down (unchecked), \*Distribute by: Amount, SpeedChar: Budget Checking, Ship To: CENT110

The 'Action' menu is open, and the 'Run' button is highlighted.

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

The message dialog box contains the following text:

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

Buttons: Yes, No

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.

The screenshot shows a dialog box titled "Approval Comments". It contains the following fields and controls:

- Business Unit:** UTARL
- Voucher ID:** 00280063
- Additional Details:** An empty text input field with a character count of "254 characters remaining".
- Buttons:** "OK", "Cancel", and "Refresh". The "OK" button is highlighted with a red box, and a mouse cursor is pointing at it.

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