Single Payment Voucher Creation Overview

This process is used to create a Single Payment Voucher for a Single Payment Vendor and can only be used for transactions that are not 1099 applicable. A Single Payment Vendor must be setup for the AP Business Unit but a unique Vendor need not be setup as all the Vendor Information (name and address) are recorded on the Voucher. The additional page titled Single Payment Vendor is used to record the onetime payment. This enables you to type in the Vendor Name and Address without setting up a Vendor. The rest of the pages in this group are the same as found in the Standard Voucher described in the Non-PO Voucher document. Each campus will determine how Single Payment Vendors are used.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>This process is used on an as needed basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>The usage of the Single Payment Voucher functionality is dependent upon a Single Payment Vendor being setup for the BU.</td>
</tr>
<tr>
<td>Assumptions</td>
<td>It is assumed that the Single Payment Voucher is not 1099 applicable and the storing other Vendor details is not required for the transaction.</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Accounts Payable Staff</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Process Detail

I. Add a Single Payment Voucher

*Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry*

1. Select **Add a New Value** tab
2. **Enter** *Business Unit*: ‘UW***’
3. The *Voucher ID* field should default to ‘NEXT’
4. **Select** *Voucher Style*: ‘Single Payment Voucher’
5. **Enter** *Vendor ID*: ‘*****’  *Note:* This is the generic Single Payment Vendor.
6. **Enter** *Invoice Date*
7. **Enter** *Gross Invoice Amount: 100.00*
8. **Enter** *Estimated No. of Invoice Lines:* 1

   ![Voucher Entry Screen]

You may also add or delete lines during voucher entry.
9. Click

10. **Enter** Vendor **Name1**.
11. **Select** Country: ‘USA’
12. **Enter** Vendor **Address1**.
13. **Enter** **City**
14. **Enter** **State**
15. **Enter** **Postal**
16. **Enter** **Email ID**: Optional
17. **Click** the **Invoice Information** tab
18. **Choose Distribute by option.** For the Distribute by ‘Quantity’ option you must enter the Unit Price, Quantity, and Unit of Measure (UOM) and the system calculates the Line Amount. For Distribute by ‘Amount’, you enter the Line Amount and have the option to also enter Unit Price, Quantity, and UOM for informational purposes but it is not required.

19. **Enter a Description** of the goods or services purchased on the Voucher Line.

20. The **Ship To:** will default to the value specified on your Campus AP BU definition. **Update** as needed.

21. In the Distribution Lines section, **complete** the ChartString information. Add additional Distribution Lines as needed.

22. After you have completed entering all Lines and Distribution Lines, you can **Click** to verify that the Voucher header total matches the Line total. This validation is also automatically performed when **Save** is **clicked**. If the totals do not match, the Voucher is not saved and the **Difference Amount** is populated.
23. Correct the amounts
24. Click Calculate again
25. Verify the difference is 0.
26. Click Save

Note: Upon save the system also checks that all required fields are populated, the invoice is not a duplicate, and the ChartString is valid from a Combination Editing standpoint.
II. Review Payment Tab

1. Select **Payments** tab

2. Review the Payment Information section. Schedule information is determined by Invoice Date and Payment Terms.

3. Review the Payment Method section and update as needed.

4. Click the **Payment Comments** hyperlink to add internal comments regarding the payment.

5. Click **Save**

**Note:** The Voucher must be Saved before the subsequent processes (Budget Check, Voucher Post, and Pay Cycle Selection) can be run.
III. Online Voucher Budget Check

To Budget Check the Voucher from the Voucher Page
1. **Select** ‘Budget Checking’ from the **Action** menu
2. **Click** Run

**Note:** The ability to run the Budget Check process from the Voucher Page, as well as others is granted by adding the required process groups to the user’s User Preferences. This setup is done by your Business Unit Administrator. If you are entering multiple vouchers it may be quicker to run the budget check in batch as described below. When Budget Checking multiple Vouchers, not only does the batch process typically take less time to complete per budget check, but it also frees your screen so you can perform other tasks while it is processing.
IV. Batch Voucher Budget Check

*Navigation: Accounts Payable > Batch Processes > Vouchers > Budget Check*

1. If you have not previously run this process, skip to step 4. If you have previously run this process, click [Find an Existing Value] tab.
2. Enter the *Run Control ID*.
3. Click [Search] to open an existing run control, and skip to step 7.
4. If you do not have a Run Control setup for this process Click Add a New Value tab.
5. Enter a Run Control ID: ‘AP_VOUCHER’. Note: This can be any alphanumeric string without spaces or special characters up to 30 characters in length.

6. Click Add
8. **Enter** a Description, in this case we are using ‘AP Budget Check’.
9. **Select** Transaction Type: ‘AP_VOUCHER’.
10. In the Selection Parameters section, **Select Field Name**: ‘Business Unit’.
11. **Select** Value Type: ‘Value’.
12. **Select** From/To: ‘UW***’.
13. At the top right hand corner of the Process Request Parameters section, **Click**
15. Enter **Description**: ‘AP Budget Check non-prorated item’.
16. Select **Transaction Type**: ‘AP_VCHR_NP’.
17. In the **Selection Parameters** section, select **Field Name**: ‘Business Unit’.
18. Select **Value Type**: ‘Value’.
19. Select **From/To**: ‘UW***’.
20. Click **Run**.
21. **Select** Server Name: ‘PSUNX’

22. **Click** OK and the Budget Check page will appear again.

23. **Click** on the Process Monitor hyperlink from the Budget Check main page.

24. **Click** until the Run and Distribution Status change to ‘Success’ and ‘Posted’.

   **Note:** If the Run Status updates to ‘Error’ or ‘No Success’ contact UWSA Support.

25. **Click** on the Go back to Budget Check hyperlink to return.
V. Online Voucher Post Process

If you have chosen to Post a Voucher online as opposed to in batch.

1. Select ‘Voucher Post’ from the Action menu
2. Click [Run]

Note: As with the Voucher Budget Check, if you are entering multiple Vouchers it is likely quicker to enter the Vouchers together and then run the Budget Check and Post in batch.

VI. Batch Voucher Post Process

Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Posting
1. If you have not previously run this process, skip to step 4. If you have previously run this process, Click tab.
2. Enter the Run Control ID
3. Click and skip to step 7.
4. If new, Select tab.
5. Enter Run Control ID: ‘AP_VOUCHER_POST’ or any other alphanumeric string not containing spaces or special characters up to 30 characters in length.
6. Click **Add**

![Voucher Posting Request](image)

7. Enter **Request ID**: A value or your choice
8. Enter **Description**: ‘Voucher Post’ or your desired description.
10. Select **Post Voucher Option**: ‘Post Voucher’
11. Select **Prepayment Application Method**: ‘Invoicing Vendor’
12. In the Post Voucher List section, select **Business Unit** ‘UW***’ and **Voucher ID** of the Vouchers you would like to post.

13. Click **Run**
14. At the Process Scheduler Request panel, **Select Server Name**: ‘PSUNX’

15. Click **OK** and the Voucher Posting Request page will appear again.

16. Click on the **Process Monitor** hyperlink from the Voucher Posting Request main page.

17. Click **Refresh** until the **Run and Distribution Status** change to ‘Success’ and ‘Posted’.

**Note:** If the **Run Status** updates to ‘Error’ or ‘No Success’ contact UWSA Support.
18. **Click** the *Go back to Voucher Posting Request* hyperlink to return.

*Note:* Another option for Budget Checking and Voucher Posting is to simply wait for the nightly batch process to run and review the Vouchers in the subsequent morning for errors.

### Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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</thead>
<tbody>
<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>11/15/12</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Spencer Kelsay</td>
<td>2.0</td>
<td>04/15/13</td>
<td>Updated Screenshots and Content</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>3.0</td>
<td>05/20/2013</td>
<td>Final Revisions and Updates</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>3.1</td>
<td>06/20/2013</td>
<td>Final review and publish</td>
</tr>
<tr>
<td>Beth Vereb</td>
<td>3.2</td>
<td>03/07/2016</td>
<td>Can’t Save until Distribution Line is filled in.</td>
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</tbody>
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