THE UNIVERSITY OF BRITISH COLUMBIA

SUPPLIER SINGLE USE PAYMENT REQUESTS

February 7, 2024

Fiona Stirling
Thomas Straley

AGENDA

- Overview
- Limitations
- How to request
- Key Considerations
- Comparison to other payment methods
- Q&A

OVERVIEW – WHAT IS A SINGLE USE SUPPLIER PAYMENT REQUEST?

- New process that provides UBC staff and faculty with a fast and easy way to make a small, one-time payment to a payee who is not a UBC employee
- Does not require supplier setup or submission of an invoice
- Request captures the minimal amount of information needed
- Review process is streamlined

OVERVIEW – USES

- Renumeration
  - Speaking fee
  - Token of appreciation
- Reimbursements
  - E.g. parking costs

LIMITATIONS

- Cannot be used if the payment is over $250 CAD
- Cannot be used if the payment is not in Canadian dollars
- Cannot be used to pay someone outside of Canada

LIMITATIONS

Can only be used to pay an entity once. Subsequent attempts for the same payee will be denied, even if the submission totals are below $250 CAD.

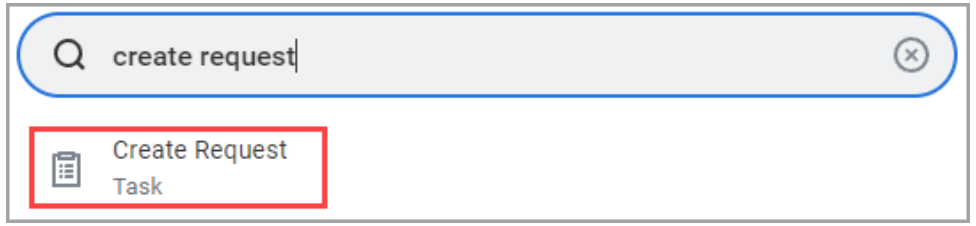
- To pay an entity a second time, the supplier setup process must be completed in full. The payee information is not transferable to UBC's supplier database.

USE ALTERNATIVE METHODS IF:

- The entity already exists as a Supplier in Workday.
- The Single Use Payment process has already been used for an entity
- Multiple payments to an entity are expected
- Payment is not in Canadian dollars
- Payment must be sent outside Canada
- Payment exceeds $250 CAD

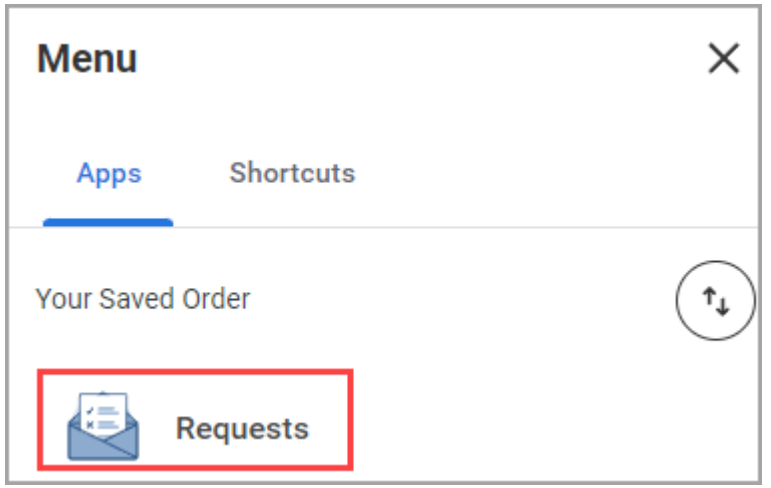
HOW TO REQUEST A SINGLE USE PAYMENT

Type “create request” in the search bar



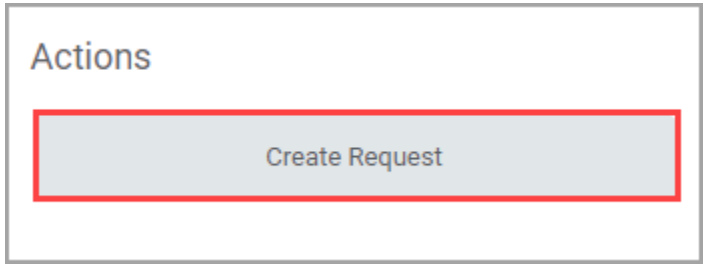
OR

Click the Global Navigation Menu and select Requests

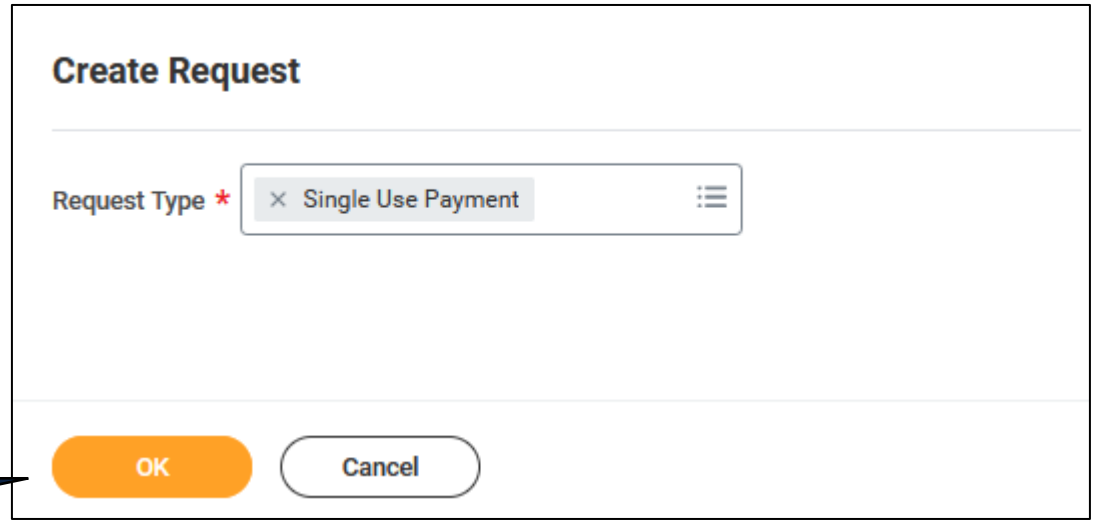


REQUEST A SINGLE USE PAYMENT

Select Create Request



Select “Single Use Payment” from the drop-down menu



Select OK

REQUEST A SINGLE USE PAYMENT

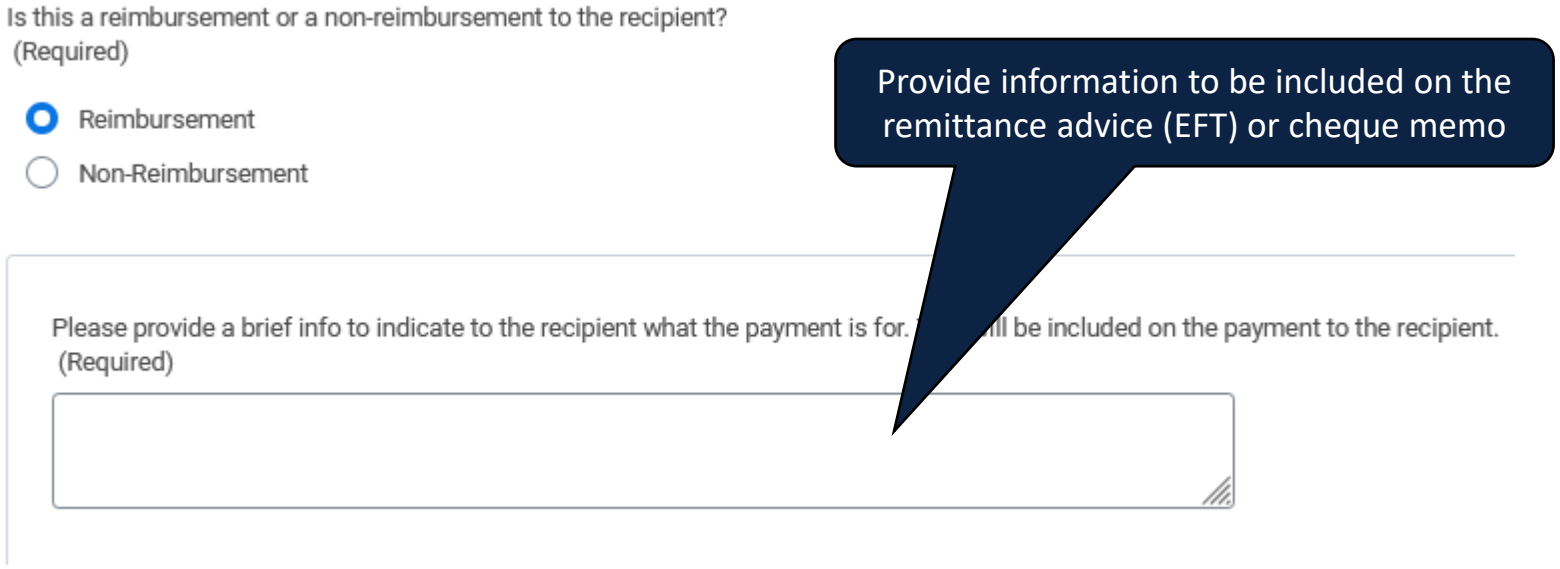
Describe the Request

Provide an overview of the request
e.g. This request is to reimburse visiting lecturer Joe Smith for $20 in parking fees

Is this a reimbursement or a non-reimbursement to the recipient?
(Required)

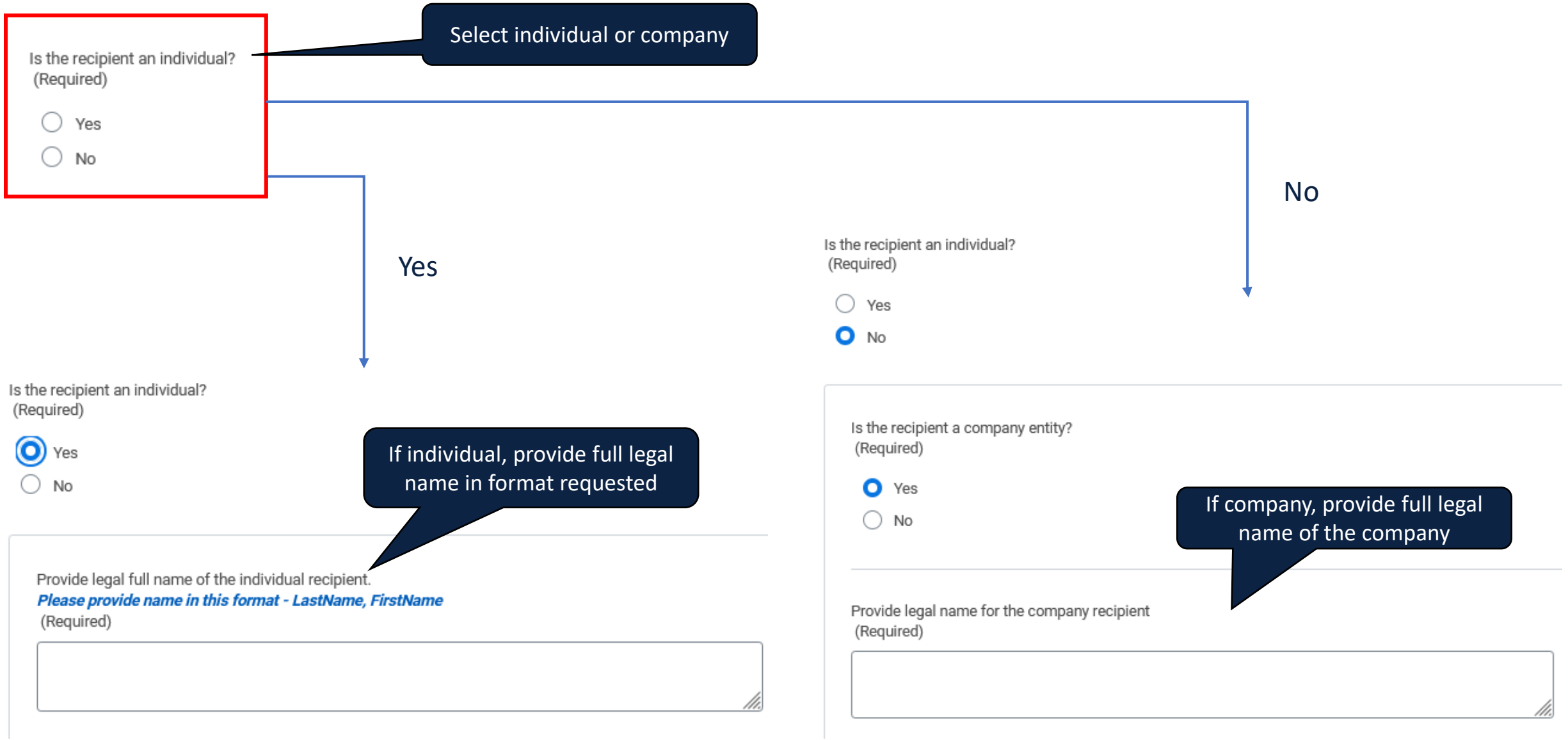
- Reimbursement
- Non-Reimbursement

Confirm whether request is for a reimbursement or non-reimbursement (e.g. token of appreciation)



Provide information to be included on the remittance advice (EFT) or cheque memo

REQUEST A SINGLE USE PAYMENT



REQUEST A SINGLE USE PAYMENT

What is the worktag to be used for this payment?
Please provide worktag in this format - AB123456
e.g. PM000001, GR000001, PJ000001, GF000001, IN000001
(Required)

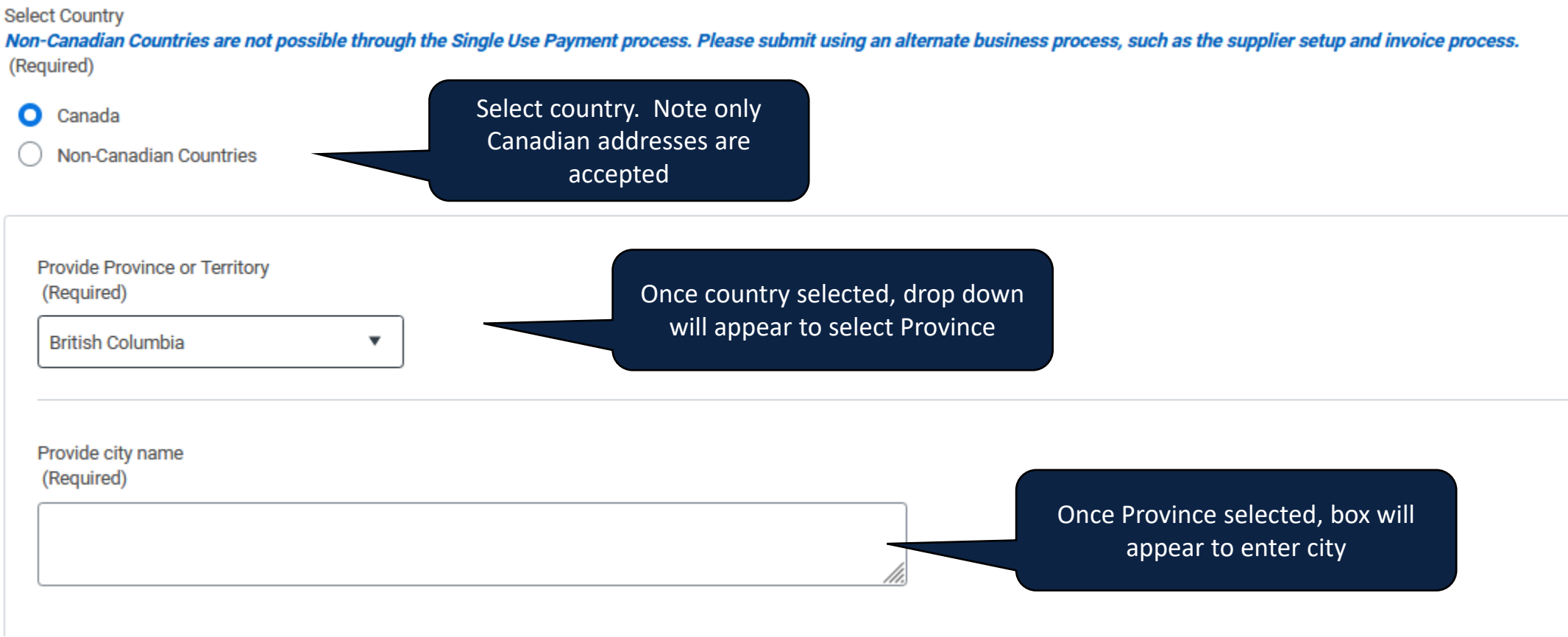
Provide worktag that amount is to be charged to

What is the total payment amount in CAD to be paid to the recipient? Maximum is $250 CAD.
Please provide amount in this format - 100.00
(Required)

Enter amount

Dollar amount must be formatted in dollars and cents – eg. 100.00

REQUEST A SINGLE USE PAYMENT



REQUEST A SINGLE USE PAYMENT

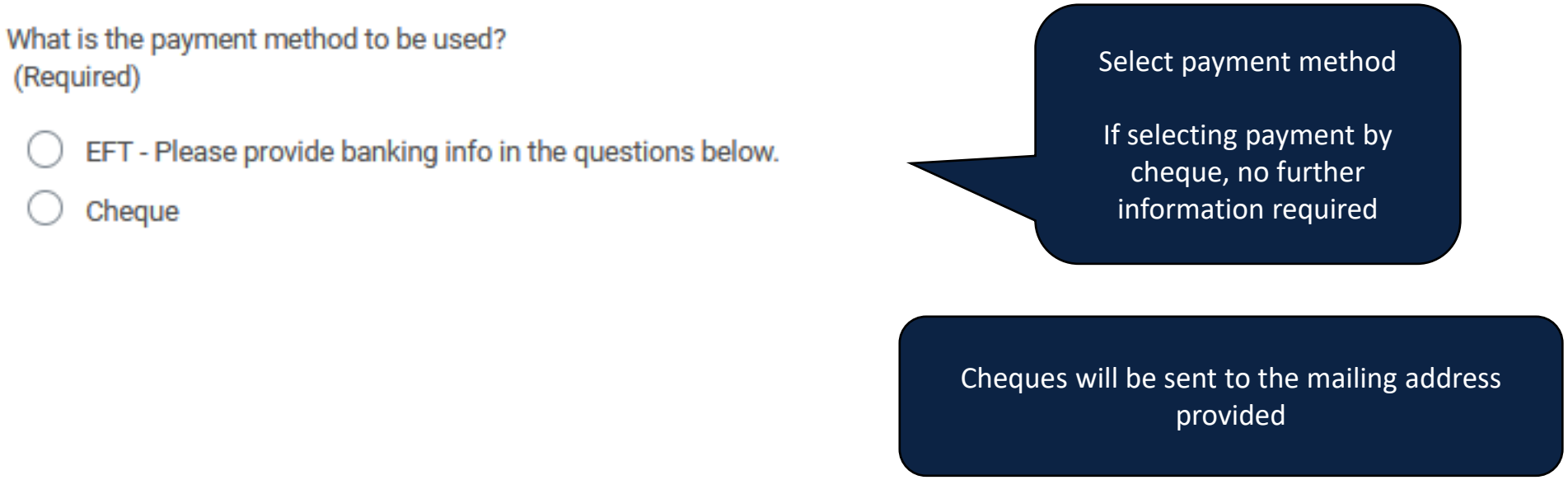
Provide address line 1
Don't include "Attention, To, In Care of (C/O) in the address line. Please use only information required by Canada Post.
(Required)

Provide address line 2 (if needed)
Don't include "Attention, To, In Care of (C/O) in the address line. Please use only information required by Canada Post.

Provide postal code
Please provide postal code in this format - A1B 2C3
(Required)

Enter address line 1, address line 2 (if needed) and postal code

REQUEST A SINGLE USE PAYMENT



REQUEST A SINGLE USE PAYMENT

What is the payment method to be used?
(Required)

- (●) EFT - Please provide banking info in the questions below.
- ( ) Cheque

Select payment method

If selecting EFT, fill in bank details and email for remittance advice

What is the email to send remittance advice? (Required)

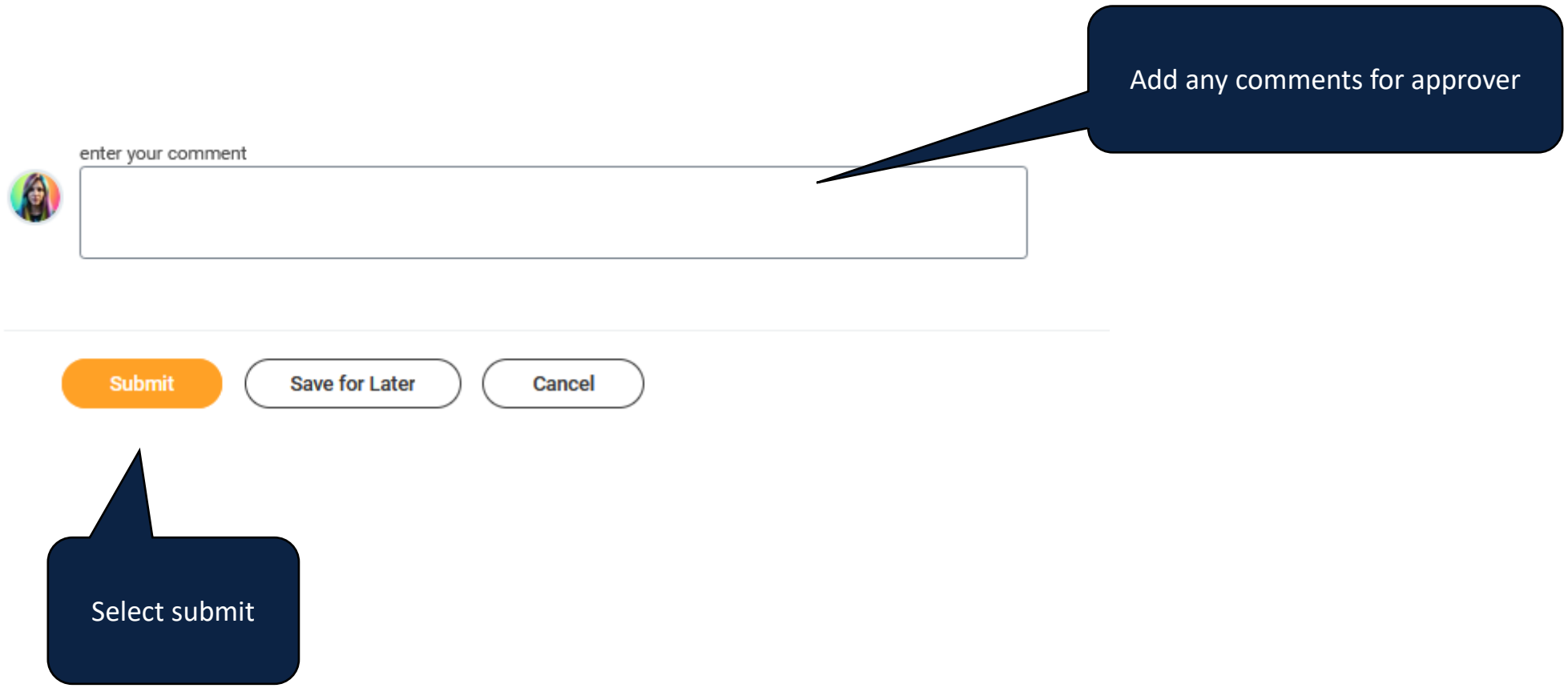
Provide bank institution number (3 digits)

Provide bank transit number (5 digits)

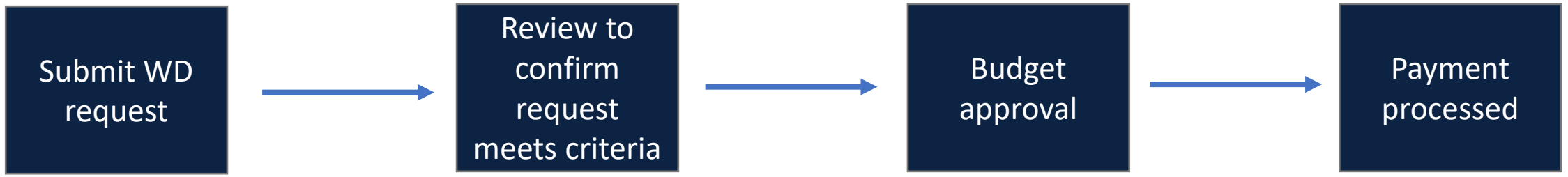
Provide bank account number (7 digits)

Typically 7 digits but could be more at some institutions

REQUEST A SINGLE USE PAYMENT



REQUEST A SINGLE USE PAYMENT – APPROVAL PROCESS

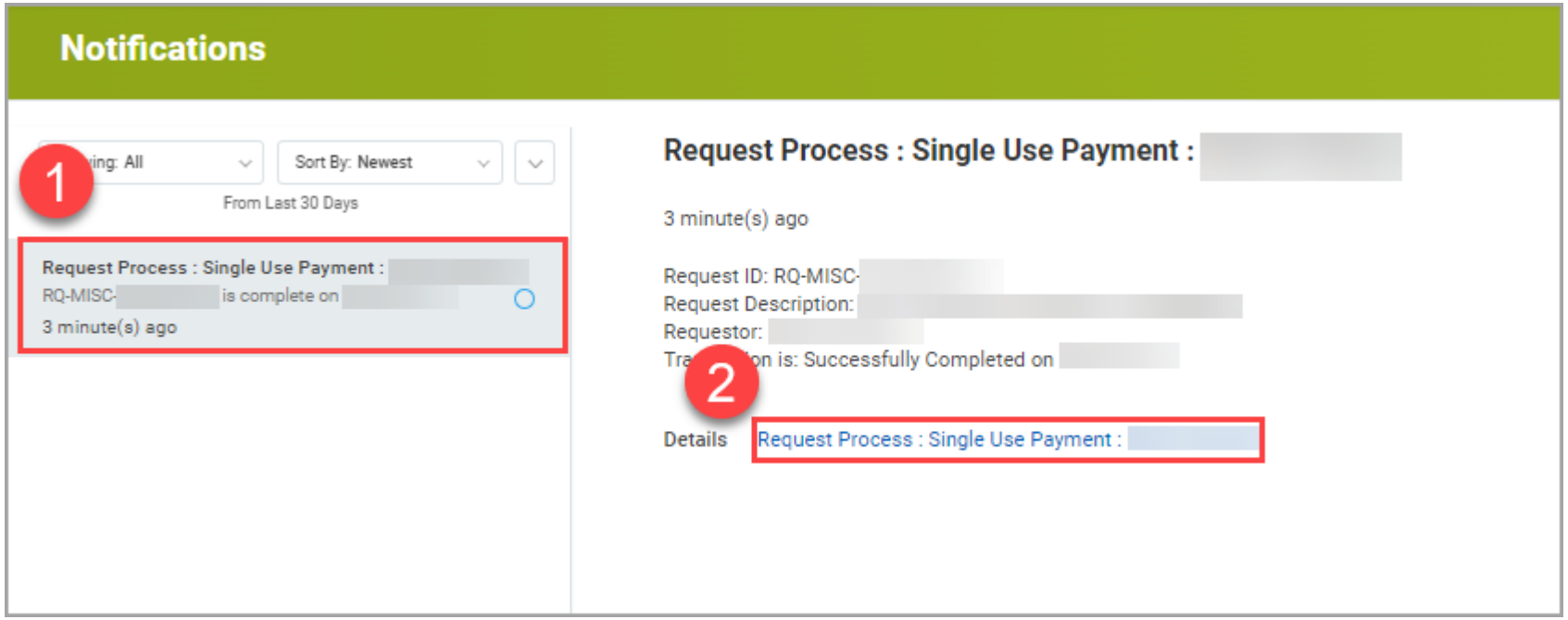


REQUEST A SINGLE USE PAYMENT – APPROVAL PROCESS

After submission, the request will be reviewed. A notification will be generated when the request is approved, denied, or sent back for corrections. Review the notification to confirm the request status.

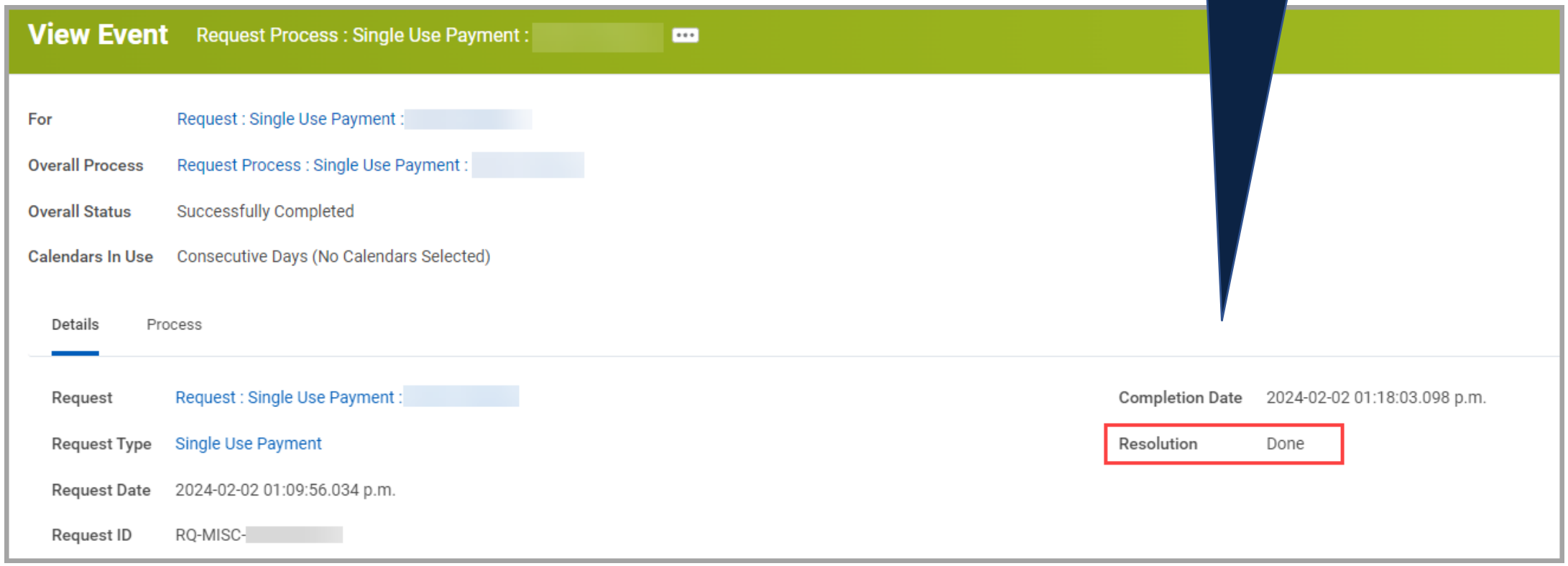
Click on the notifications bell icon to view notifications

Click the 'Single Use Payment Request' notification on the left sidebar, and select the link in the 'Details' section



REQUEST A SINGLE USE PAYMENT – APPROVAL PROCESS

Review the resolution field to confirm the request status.



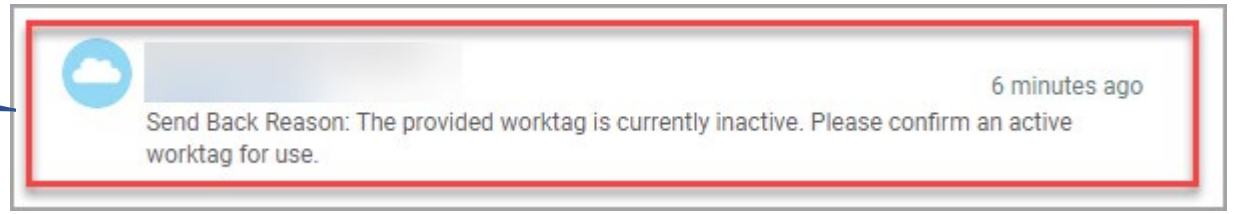
REQUEST A SINGLE USE PAYMENT – REVISE SENT BACK REQUEST

If the request is sent back for revisions, a My Tasks item is generated, titled **Request Process: Single Use Payment Request : [initiator name]** with subtext **Sent Back by [Reviewer]**.

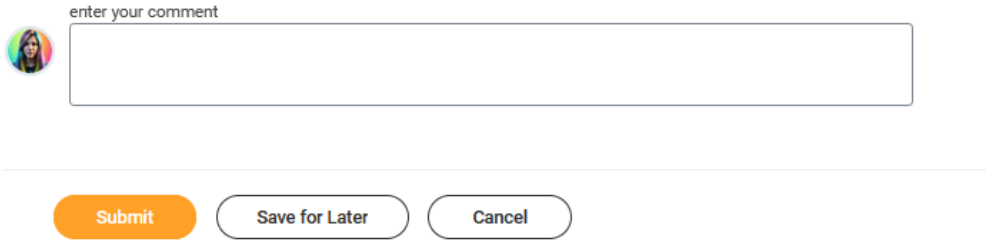
Go to **My Tasks** (Workday Inbox)

Select the task to open item.

scroll to the **View Comments** section to see the reason why the request was sent back.



Revise the request as indicated, **enter a comment** confirming the revision and then click **Submit** to return it to the reviewer for approval.

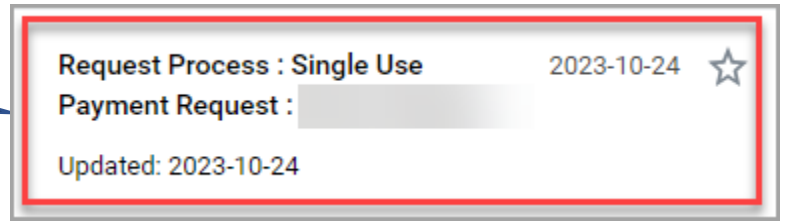


REQUEST A SINGLE USE PAYMENT – EDIT SAVED FOR LATER

When clicking Save for Later, Workday will create a My Tasks item called Request Process: Single Use Payment Request : [initiator name]; click to open the item.

Go to **My Tasks** (Workday Inbox)

Select the task to open item. Complete questionnaire and click Submit



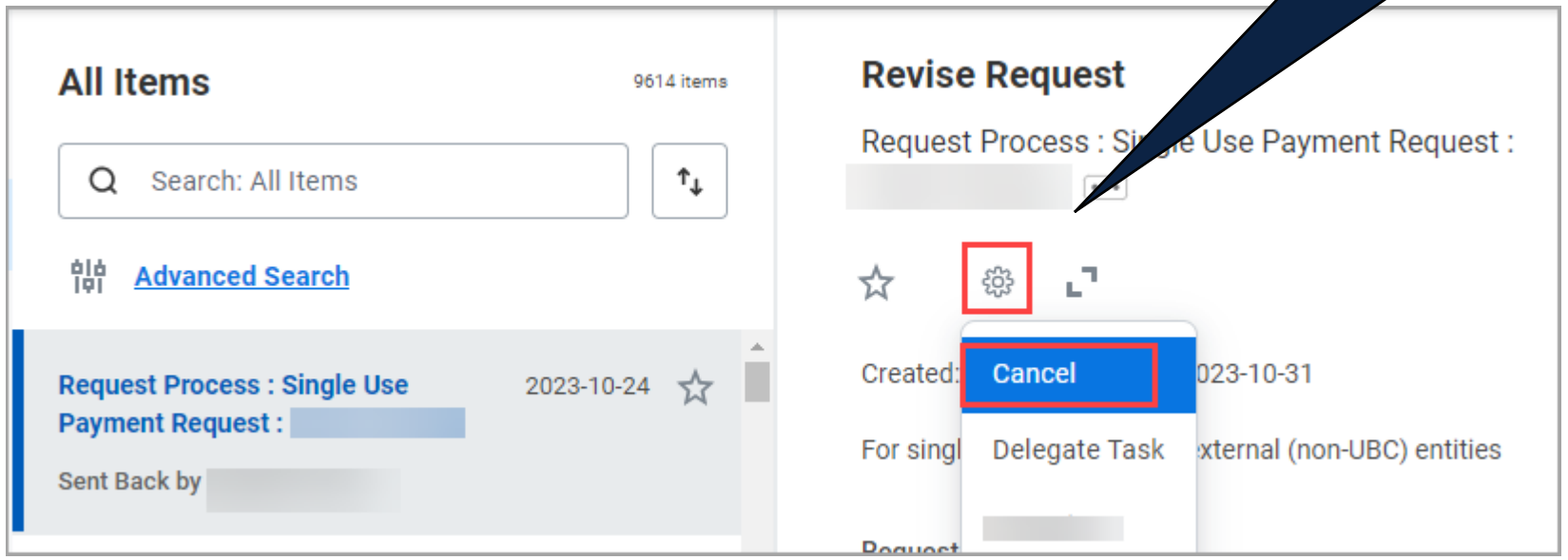
REQUEST A SINGLE USE PAYMENT - CANCEL A REQUEST

If a request is initiated but not submitted(or saved for later), Workday retains it as a task to be completed later.

To terminate the request, go to **My Tasks** (Workday Inbox)

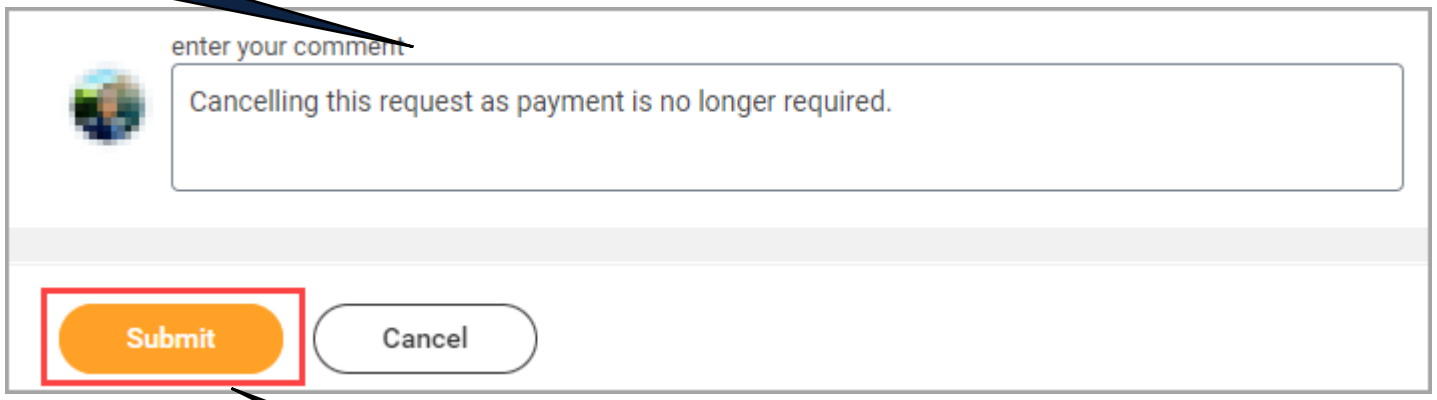
Click the **Gear Icon** in the upper right corner and select **Cancel**.

select the **Task**



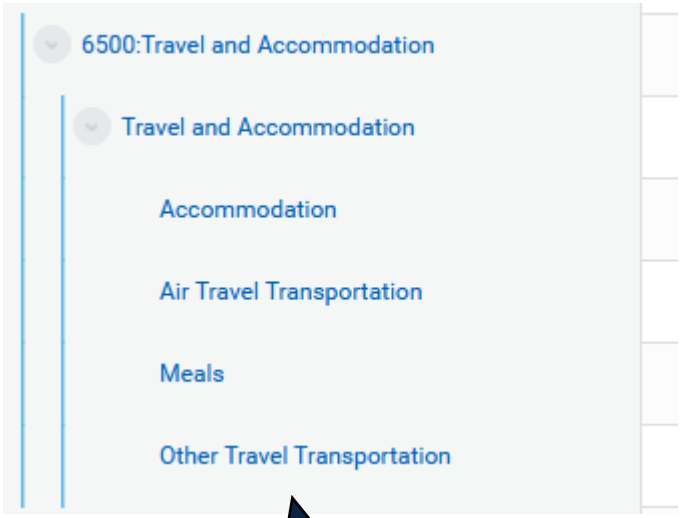
REQUEST A SINGLE USE PAYMENT - CANCEL A REQUEST

Enter the reason for cancelling in the comment box



Click Submit

VIEWING IN LEDGER



If request is for a reimbursable expense, amount will show up under Other Travel Transportation

If request is for a non- reimbursable expense, amount will show up under Token of Appreciation

KEY CONSIDERATIONS

- Before starting, confirm that supplier can accept payment in Canadian dollars, via cheque or EFT

- Confirm supplier address matches Canada Post format
- Ensure banking information is entered correctly if paying via EFT
- Payment will process once fully approved – next EFT or cheque run, not Net 30

KEY CONSIDERATIONS

- There is currently no way to see if a non-supplier payee has been paid through this form. If the form is used to pay a payee more than once, the request will be rejected.

- Worktags are for program, project, grant, and gift only. Cannot use Activity worktags. If an Activity worktag is required, a manual journal will need to be requested.

- The request can only be used to pay a payee once (in the lifetime of the payee)

ALTERNATIVE PAYMENT METHODS – NON UBC ENTITY

	Single Use Payment	Supplier Invoice Request	Non-PO Invoice	PO Invoice	Cash Advance
Use	To make a one time payment	Request payment without invoice, or request reimbursement for non-UBC payee	Pay supplier invoices	Pay supplier invoices	When other payment methods may not be available or appropriate
Supplier Setup Required?	No	Yes	Yes	Yes	No
Amount	Up to $250	varies	Up to $3500	Over $3500	varies
Jurisdiction	Canada	Canada, US, International	Canada, US, International	Canada, US, International	Canada, US, International
Workday Process	Request Single Use Payment	Supplier Invoice Request	Submit invoice to ubc.invoices@ubc.ca	Submit invoice to ubc.invoices@ubc.ca	Request Cash Advance/Spend Authorization, reconcile expense

ALTERNATIVE PAYMENT METHODS – STAFF/STUDENTS

	Employee Expense Reimbursement	Student Expense Reimbursement	One-time Payment
Use	To reimburse employees for out of pocket expenses	To reimburse Students for out of pocket expenses	To pay an employee a one time amount (e.g. honorarium)
Amount	Varies	Varies	Varies
Workday Process	Create Expense Report	Create Expense Report for Non-Worker*	Request one-time payment

*Requires the Student Expense Report Initiator security role

RESOURCES

Knowledge Base Article - Create Single Use Payment Request

Finance website – Payments

Q & A