



THE UNIVERSITY OF BRITISH COLUMBIA

SUPPLIER SINGLE USE PAYMENT REQUESTS

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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

- Remuneration
 - 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.

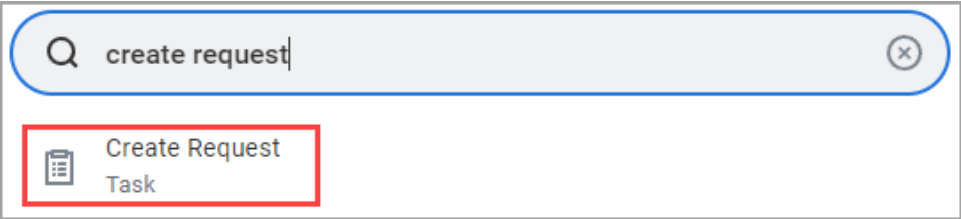
- To pay an entity a second time, the supplier setup process must be completed in full. The payee information is not transferable to UBC's supplier database.

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

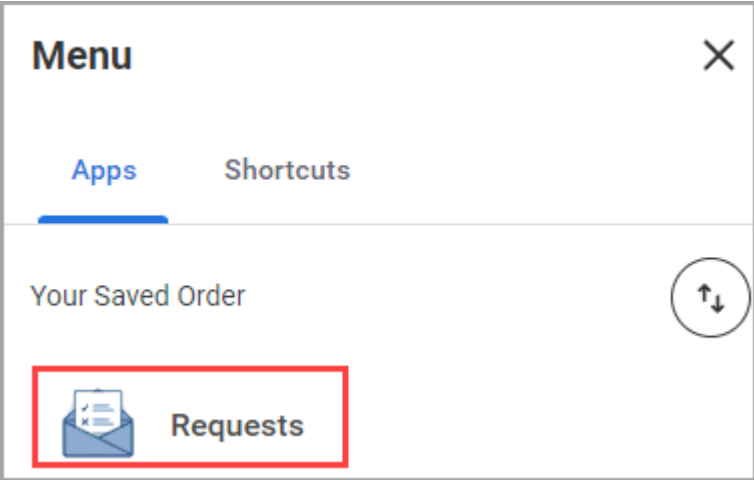
HOW TO REQUEST A SINGLE USE PAYMENT

Type "create request" in the search bar



OR

Click the Global Navigation Menu and select Requests



REQUEST A SINGLE USE PAYMENT

Select Create Request

Actions

Create Request

Select "Single Use Payment"
from the drop-down menu

Create Request

Request Type * × Single Use Payment

Select OK

OK

Cancel

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)

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

- Reimbursement
- Non-Reimbursement

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

Please provide a brief info to indicate to the recipient what the payment is for. This will be included on the payment to the recipient.
(Required)

REQUEST A SINGLE USE PAYMENT

Select individual or company

Is the recipient an individual?
(Required)

- Yes
- No

Yes

Is the recipient an individual?
(Required)

- Yes
- No

If individual, provide full legal name in format requested

Provide legal full name of the individual recipient.
Please provide name in this format - LastName, FirstName
(Required)

No

Is the recipient an individual?
(Required)

- Yes
- No

Is the recipient a company entity?
(Required)

- Yes
- No

If company, provide full legal name of the company

Provide legal name for the company recipient
(Required)

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

Select Country

Non-Canadian Countries are not possible through the Single Use Payment process. Please submit using an alternate business process, such as the supplier setup and invoice process.

(Required)

- Canada
- Non-Canadian Countries

Select country. Note only Canadian addresses are accepted

Provide Province or Territory
(Required)

British Columbia

Once country selected, drop down will appear to select Province

Provide city name
(Required)

Once Province selected, box will appear to enter city

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

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

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

Select payment method

If selecting payment by
cheque, no further
information required

Cheques will be sent to the mailing address
provided

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

Typically 7 digits but could be
more at some institutions

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)

REQUEST A SINGLE USE PAYMENT



enter your comment

Add any comments for approver

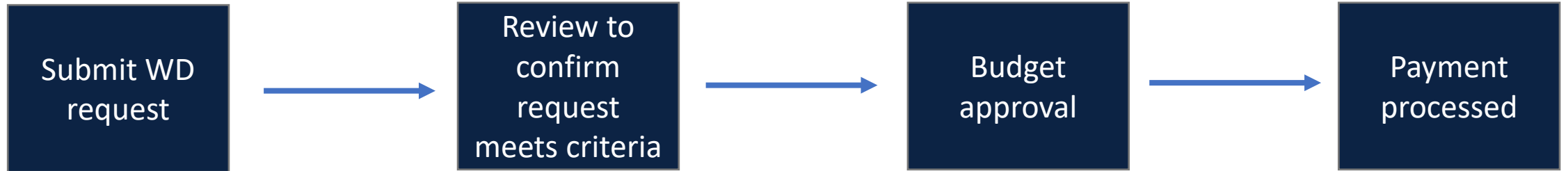
Submit

Save for Later

Cancel

Select submit

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

Notifications

Filtering: All | Sort By: Newest | From Last 30 Days

1

Request Process : Single Use Payment : [redacted]
RQ-MISC-[redacted] is complete on [redacted] 3 minute(s) ago

Request Process : Single Use Payment : [redacted]

3 minute(s) ago


Request ID: RQ-MISC-[redacted]
Request Description: [redacted]
Requestor: [redacted]
Transaction is: Successfully Completed on [redacted]

2

Details Request Process : Single Use Payment : [redacted]

REQUEST A SINGLE USE PAYMENT – APPROVAL PROCESS

Review the resolution field to confirm the request status.

View Event Request Process : Single Use Payment : [REDACTED] 

For Request : Single Use Payment : [REDACTED]

Overall Process Request Process : Single Use Payment : [REDACTED]

Overall Status Successfully Completed

Calendars In Use Consecutive Days (No Calendars Selected)

Details Process

| | | | |
|--------------|---|-----------------|------------------------------|
| Request | Request : Single Use Payment : [REDACTED] | Completion Date | 2024-02-02 01:18:03.098 p.m. |
| Request Type | Single Use Payment | Resolution | Done |
| Request Date | 2024-02-02 01:09:56.034 p.m. | | |
| Request ID | RQ-MISC-[REDACTED] | | |

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]**.

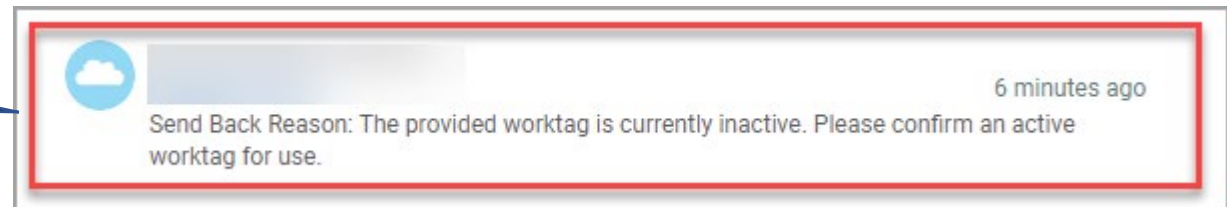
Go to **My Tasks** (Workday Inbox)



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.

enter your comment



Submit

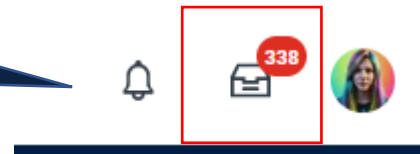
Save for Later

Cancel

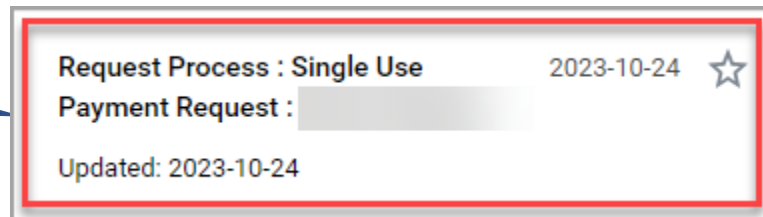
REQUEST A SINGLE USE PAYMENT – EDIT SAVED FOR LATER

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

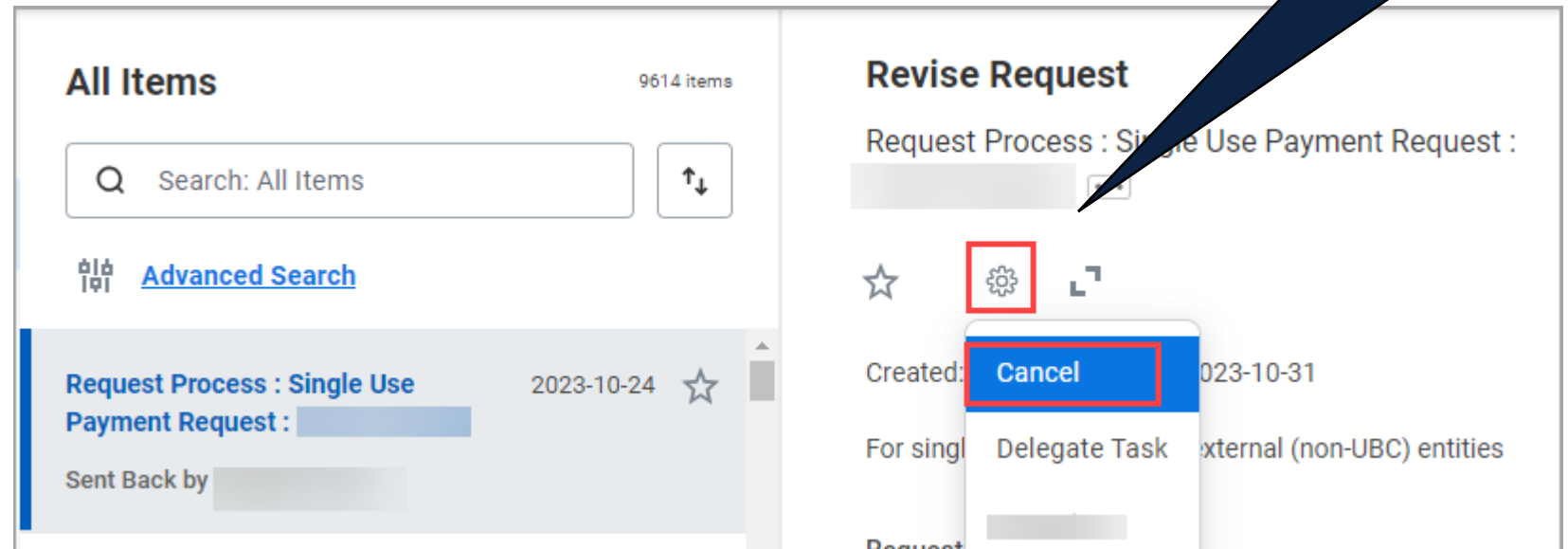
If a request is initiated but not submitted (or saved for later), Workday retains it as a task to be completed later.

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



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

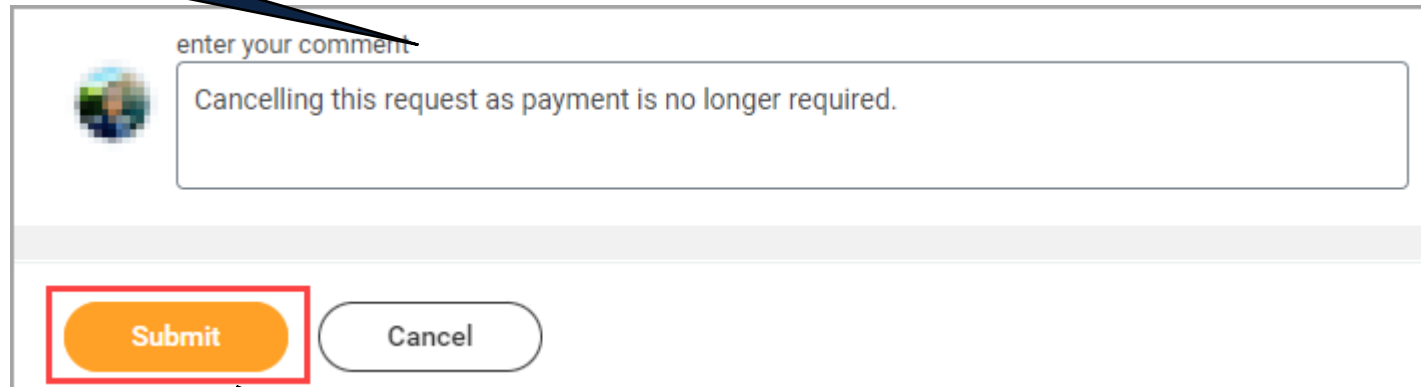
select the Task



The screenshot shows the Workday interface. On the left, the 'All Items' section displays a list of tasks. One task is highlighted: 'Request Process : Single Use Payment Request : [redacted]' with a date of '2023-10-24'. A callout bubble points to this task with the text 'select the Task'. On the right, the 'Revise Request' dialog box is open for the selected task. It shows 'Request Process : Single Use Payment Request : [redacted]'. A gear icon in the top right of the dialog is highlighted with a red box. A callout bubble points to this gear icon with the text 'Click the Gear Icon in the upper right corner and select Cancel.'. A dropdown menu is open from the gear icon, with the 'Cancel' option highlighted in blue and also boxed in red. Other options in the menu include 'Delegate Task' and 'external (non-UBC) entities'. The 'Created' date is '2023-10-31'.

REQUEST A SINGLE USE PAYMENT - CANCEL A REQUEST

Enter the reason for cancelling in the comment box



enter your comment

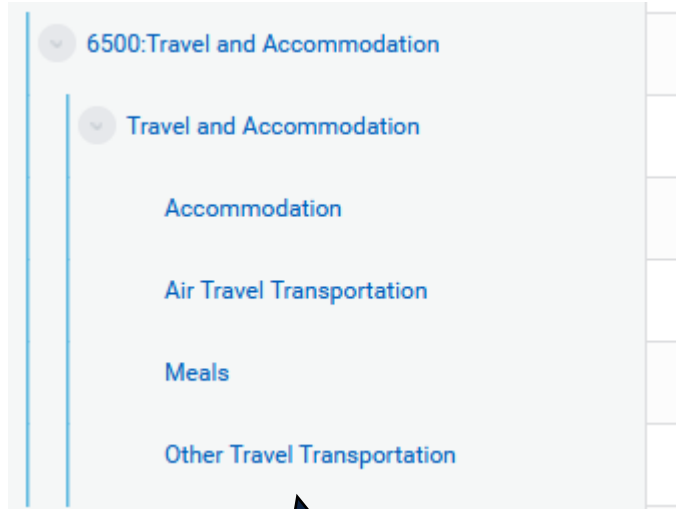
Canceling this request as payment is no longer required.

Submit Cancel

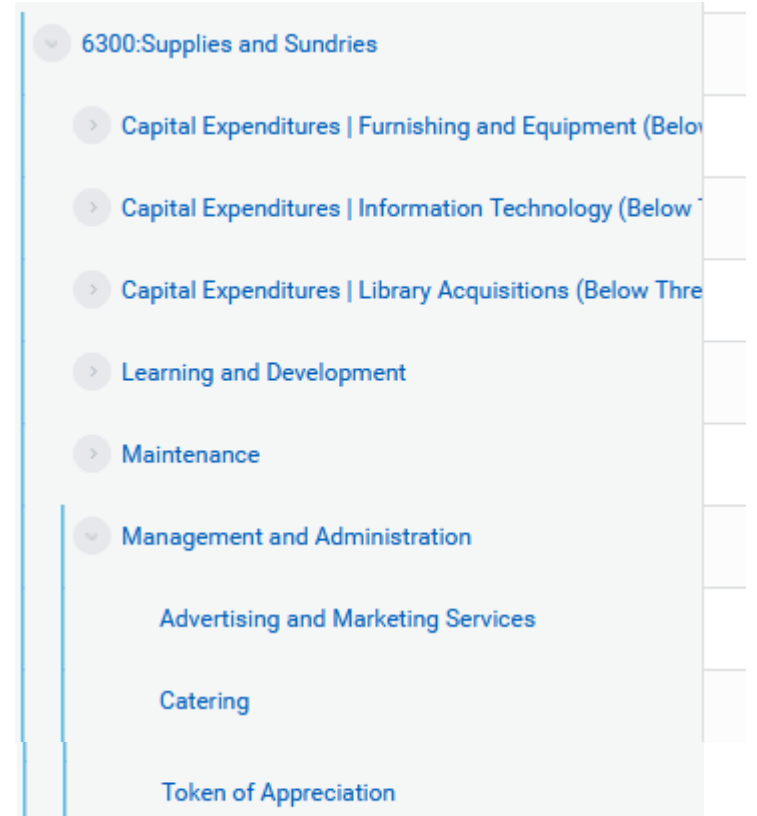
The screenshot shows a form with a comment box containing the text "Canceling this request as payment is no longer required." Below the comment box are two buttons: "Submit" (highlighted with a red border) and "Cancel".

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](#)

