

PeopleSoft Financials

# BSA Food & Beverage Vouchers

Quick Step User Guide

ITD Applications  
Edited by Food Services  
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This guide provides step-by-step instructions including example screens for the BSA Food & Beverage Voucher option in PeopleSoft Financials.

## Navigation

### Department Admin

Log onto PeopleSoft Financials > Dept Admin Home Page > Select BSA Miscellaneous Payments

### Step 1- Select Add a New Value Tab

#### BSA Misc Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ Search Criteria

Business Unit:	begins with ▼	BSA
Misc Payment No:	begins with ▼	
Misc Voucher Type:	begins with ▼	
BNL Department Code:	begins with ▼	
Status:	begins with ▼	
Entered by:	begins with ▼	
Vendor ID:	begins with ▼	
Name 1:	begins with ▼	
Date From:	= ▼	
Date To:	= ▼	
Fiscal Year:	= ▼	
Accounting Period:	= ▼	

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

### Step 2- Click the Add Button

#### BSA Misc Payments

Find an Existing Value | **Add a New Value**

Misc Payment No: NEXT

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

### Step 3- Select Dept Code and Misc. Type “BSA FOOD BEV VCHR”

Status – Open

**Note: Press the Tab Key to advance to the next field(s). BSA Misc. Payment No. is auto-assigned when saved.**

The screenshot shows the 'Misc Payment Entry' form. At the top, there are three tabs: 'Misc Payment Entry' (selected), 'Misc Payment Status', and 'Scan Misc Payment'. Below the tabs, the form displays the following information: Business Unit: BSA, Misc Payment No: NEXT, Status: Open, and Misc Total: \$0.00. The main form area contains several fields: 'Dept Code' with the value 'AO', 'Misc Type' with the value 'BSA MEAL DEPT VCHR', 'Event Type' with a dropdown menu showing 'Individual Email (Myself)', 'Description' (empty), and 'Business Purpose' (empty). At the bottom of the form, there are three buttons: 'Save', 'Add', and 'Update/Display'. Below the buttons, there are navigation links: 'Misc Payment Entry | Misc Payment Status | Scan Misc Payment'.

**Step 4- Event Type:** Select how the Food & Beverage Vouchers will be emailed.

The close-up shows the 'Event Type' dropdown menu. The menu is open, displaying three options: 'Combine Email (Myself)', 'Email to Employees', and 'Individual Email (Myself)'. The 'Event Type' label is on the left, and the dropdown arrow is on the right. The 'Description' and 'Business Purpose' labels are also visible on the left side of the form.

**Combine Email (Myself)** – will email the person that has logged on and created the voucher(s). It will combine all meal vouchers into one email which can be printed and distributed to the employees, visitors, guests, students, etc. to redeem.

**Email to Employees** – will email employee(s) a meal voucher that can be printed by them to redeem. **Note:** If an employee, visitor, guest, student, etc., does not have an email address, it will send it to the person that logged on and created the voucher(s) to distribute.

**Individual Email (Myself)** – will email the person that has logged on and created the meal voucher which can be printed and distributed to the employee, visitor, guest, student, etc. to redeem.

**Step 5- Description and Business Purpose** - Enter description and purpose (more detailed information) for the Meal Voucher

**Step 6– Expiration Date** – enter the expiration date you want meal voucher(s) to expire (use within a certain time frame).

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA   Misc Payment No: NEXT   Status: Open   Misc Total: \$0.00

Dept Code: AO   Misc Type: BSA MEAL DEPT VCHR

Event Type: Individual Email (Myself) ▾

Description: Lunch for Visitor Rainbow Bright 6-18-2025

Business Purpose: Lunch for Rainbow Bright, visiting the facility to exchange ideas 6-18-2025

Line	Seller	Expiration Date	Item Lines	Distribution Lines
001	ROLLIN' GHOST	06/18/2025 [B]	Item Lines	Distribution Lines

Personalize | Find | View All | First 1 of 1 Last

Save   Add   Update/Display

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

**Step 7- Click the Item Lines Button**

After selecting **Item Lines Button**, screen below displays a line with the Expiration Date (populated from Misc. Payment Entry tab) and Status – Not Emailed.

Misc Payment No: NEXT   Seller: ROLLIN' GHOST

Line Number: 1   Address:

Receipt Amount: \$0.00   City:

Total Percentage: 0.00   State:   Zip Code:   Return

Line Status: Order Opened   Phone:

Email:

Find	Meal Ticket No	Empl ID	Name	Dept Code	Expiration Date	Amount	Status
1						\$0.00	Not Emailed

**Step 7a- Empl ID** – Select or Enter Employee ID. **Note: If the person does not have an Employee ID, select or enter Visitor, press the Tab Key and in the Name field enter the person’s name (last name, first name) as shown in the example below (Visitor - Bright, Rainbow).**

**Step 7b – Amount** – Enter a value for the voucher. **Note: This is the max amount that will be applied to the order. The bearer will be responsible for any amount exceeding the voucher value. Any unused balance will be forfeited and is not redeemable for cash or credit.**

Misc Payment No: NEXT	Seller: ROLLIN' GHOST	
Line Number: 1	Address:	
Receipt Amount: \$0.00	City:	
Total Percentage: 0.00	State: Zip Code:	<b>Return</b>
Line Status: Order Opened	Phone:	
	Contact:	
	Email:	

Find	Meal Ticket No	Empl ID	Name	Dept Code	Expiration Date	Amount	Status
1	NEXT	VISITOR	BRIGHT,RAINBOW	SS	05/07/2026	20.00	Not Emailed

**Note:** The Meal Ticket No. is auto-assigned when saved. It will display as follows: For an employee, the Meal Ticket No. consists of Misc. Payment No.- Life No. For a Guest, Misc Payment No.- Guest No., and for a Visitor, Misc Payment No. – and no. as shown on page 8. The Expiration Date populates the date from the entry screen. Status **“Not Emailed”** displays because the email for the meal voucher has not been sent.

Misc Payment Entry
Misc Payment Status
Scan Misc Payment

Business Unit: BSA
Misc Payment No: NEXT
Status: Open
Misc Total: \$20.00

Dept Code:  Misc Type:

Event Type:

Description:

Business Purpose:

Line	Seller	Expiration Date	Item Lines	Distribution Lines
001	ROLLIN' GHOST	05/07/2026	Item Lines	Distribution Lines

**Save**
Add Update/Display

[Misc Payment Entry](#) | [Misc Payment Status](#) | [Scan Misc Payment](#)

If you need to add additional people to receive meal vouchers, click the **Plus sign** on the left side of the screen. If you made an error, click the **Minus sign**.

**Step 8- Click Return Button** – to go back to the previous screen

**Step 9- Misc Payment Entry Screen** – Click the **Distribution Lines Button**

**Step 10- Select Project**

Business Unit: BSA Misc Payment No: NEXT

Line Number: 1 Return

Total Percentage: 0.00

Accounting Information		Budget Amount		
Line	Project	Class Field	Program Code	Account
1	<input type="text" value=""/>	8001 - Meals and Entertainment		

**Step 10a- Once project has been selected, click Return Button**

Business Unit: BSA Misc Payment No: NEXT

Line Number: 1 Return

Total Percentage: 0.00

Accounting Information		Budget Amount		
Line	Project	Class Field	Program Code	Account
1	<input type="text" value=""/>	8001 - Meals and Entertainment	DC - general expense	

**Step 11– System returns you to Misc Payment Entry Screen. Click Save.** Misc Payment No. is assigned. **Note:** Project is required before you can save.

Misc Payment Entry Misc Payment Status Scan Misc Payment

Business Unit: BSA Misc Payment No: NEXT Status: Open Misc Total: \$20.00

Dept Code: SS Misc Type: BSA FOOD BEV VCHR

Event Type: Individual Email (Myself)

Description: Lunch for Visitor Rainbow Bright 5-7-2026

Business Purpose: Lunch for Rainbow Bright, visiting the facility to exchange ideas 5-7-2026

Line	Seller	Expiration Date	Item Lines	Distribution Lines
001	ROLLIN' GHOST	05/07/2026	Item Lines	Distribution Lines

Save

Add Update/Display

**Step 12–** When ready to approve, go to Misc Payment Status Tab and click the **Green Checkmark Icon** to approve.

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA   Misc Payment No: 00409725   Status: Open   Release No: 1

Find | View All | First | 1 of 1 | Last

**Department Comments**

Release No: 000001  
Comment Nbr: 1  
Status:  
Email Name:

Date Added:  
Time Added:  
Entered By:

Save   Add   Update/Display

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

System prompts, “Do you wish to enter comments yes or no”.

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA   Misc Payment No: 00409725   Status: Open   Release No: 1

Find | View All | First | 1 of 1 | Last

**Department Comments**

Release No: 000001  
Comment Nbr: 1  
Status:  
Email Name:

Date Added:  
Time Added:  
Entered By:

Message  
Do You wish to enter a Comment  
Yes   No

If yes, a comment box displays to enter info as shown below. Status changes from “Open” to “Approved”.

Business Unit: BSA   Misc Payment No: 00409777   Status: Approved

Comments

Enter Comment

If after entering, and clicking the **Return Icon** status changes from “Approved” to “Dept Meal Vchr Mgr”. An email is sent to the Dept Meal Voucher Manager to log on, review and approve.

Dept Admin can exit the system.

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA   Misc Payment No: 00409777   Status: Dept Meal Vchr Mgr   Release No: 1

If no comment, select No, the comment box ***will not*** display and status changes from “Open” to “Dept Meal Vchr Mgr”. An email is sent to the Dept Meal Voucher Manager to log on, review and approve. Dept Admin can exit the system.


Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA    Misc Payment No: 00409777    Status: Dept Meal Vchr Mgr    Release No: 1

### Department Meal Voucher Manager

**Step 13-** The Dept Meal Voucher Manager receives email as shown below

\*\*\* Misc Payment Requires Dept Meal Vchr Mgr Appro


 barrow@bnl.gov  
To: Barrow, Joan

Dept: AO	<b>BSA MEAL DEPT VCHR</b>	Misc. No: 00409725
Status:	*** Misc Payment Requires Dept Meal Vchr Mgr Approval ***	
Description:	Lunch for Visitor Rainbow Bright 5-7-2026	
Business Purpose:	Lunch for Rainbow Bright, visiting the facility to exchange ideas 5-7-2026	
Total Amount:	\$20.00	
Contact Person:	BARROW,JOAN A	
Last Updated by:	BARROW,JOAN A	
Meal Ticket No:	00409725-1, Emplid: VISITOR, Name: Bright,Rainbow	

Seller:	ROLLIN' GHOST
Date:	None
Total Amount:	\$20.00

Link to BSA Misc Payment Voucher Page:

Direct Link: [Click Here](#) 

To log on, use [Click Here link](#), sign in, review the Misc Payment Entry Tab, Description, Business Purpose, select the Item Lines button to review those that will receive vouchers, and select the Distribution Lines button to view the project being charged.

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA    Misc Payment No: 00409725    Status: Dept Meal Vchr Mgr    Misc Total: \$0.00

Dept Code: AO    Misc Type: BSA MEAL DEPT VCHR

Event Type: Individual Email (Myself)

Description: Lunch for Visitor Rainbow Bright 6-18-2025

Business Purpose: Lunch for Rainbow Bright, visiting the facility to exchange ideas 6-18-2025

Line	Seller	Expiration Date	Item Lines	Distribution Lines
001	ROLLIN' GHOST	06/18/2025	<a href="#">Item Lines</a>	<a href="#">Distribution Lines</a>

[Save](#)    [Return to Search](#)    [Add](#)    [Update/Display](#)

Misc Payment Entry | [Misc Payment Status](#) | [Scan Misc Payment](#)

## Item Lines Screen

Misc Payment No:	00409773	Seller:	ROLLIN' GHOST
Line Number:	1	Address:	
Receipt Amount:	\$0.00	City:	
Total Percentage:	0.00	State:	Zip Code:
Line Status:		Phone:	
		Contact:	
		Email:	

Return

Find	Meal Ticket No	EmpID	Name	Dept Code	Expiration Date	Status
1	00409773-1	VISITOR	BRIGHT,RAINBOW	AO	08/22/2025	Not Emailed

## Distribution Lines Screen

Business Unit: BSA Misc Payment No: 00409773

Line Number: 1

Total Percentage: 0.00

Return

Project	Class Field	Program Code	Account
1   112 - Board/Board Committee Meals	8001 - Meals and Entertainment	DC - general expense	

**Step 13a-** When ready to approve, go to the Misc. Payment Status Tab and click the **Green Checkmark Icon**.

Misc Payment Entry | **Misc Payment Status** | Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409725 Status: Dept Meal Vchr Mgr Release No: 1

Find | View All | First | 1 of 1 | Last

**Department Comments**

Release No: 000001  
 Comment Nbr: 1  
 Status: Dept Meal Vchr Mgr  
 Email Name: BARROW,JOAN A

Date Added: 06/16/2025  
 Time Added: 14:48:31  
 Entered By: 13516

System prompts, "Do you wish to enter comments yes or no".

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409725 Status: Dept Meal Vchr Mgr Release No: 1

Find | View All | First | 1 of 1 | Last

**Department Comments**

Release No: 000001  
 Comment Nbr: 1  
 Status: Dept Meal Vchr Mgr  
 Email Name: BARROW,JOAN A

Date Added: 06/16/2025  
 Time Added: 14:48:31  
 Entered By: 13516

Message  
 Do You wish to enter a Comment  
 Yes No

Save | Return to Search | Add | Update/Display

If yes, a comment box displays to enter info. After entering, use **Return Icon** to go back to the previous screen.

The screenshot shows a header bar with the following text: "Business Unit: BSA", "Misc Payment No: 00409777", and "Status: Approved". To the right of this text is a yellow icon of a document with a red arrow pointing to it. Below the header is a section titled "Comments" which contains a large, empty rectangular box with a yellow "Enter Comment" label in the top-left corner.

Click the **Green Checkmark Icon** to approve. Status changes from **“Dept Meal Vchr Mgr”** to **“Approved”**. An email is sent to the Dept Admin (Creator) that the Misc Payment has been approved by the Dept Meal Vchr Mgr.

If no, the comment box **will not** display, click the **Green Checkmark Icon**, status changes from **“Dept Meal Vchr Mgr”** to **“Approved”**. An email is sent to the Dept Admin (Creator) that the Misc Payment has been approved by the Dept Meal Voucher Manager.

The screenshot shows a web application interface with three tabs: "Misc Payment Entry", "Misc Payment Status", and "Scan Misc Payment". The "Misc Payment Status" tab is active. The header displays: "Business Unit: BSA", "Misc Payment No: 00409725", "Status: Dept Meal Vchr Mgr", and "Release No: 1". Below the header is a yellow checkmark icon and a return icon. A "Department Comments" table is visible with the following data:

Release No:	Comment Nbr:	Date Added:
000001	1	06/16/2025

Additional details for the comment: "Status: Dept Meal Vchr Mgr", "Time Added: 14.48.31", "Email Name: BARROW,JOAN A", and "Entered By: 13516". A modal dialog titled "Message" is open, asking "Do You wish to enter a Comment" with "Yes" and "No" buttons. The "No" button is highlighted in yellow. At the bottom of the screen are buttons for "Save", "Return to Search", "Add", and "Update/Display".

The screen below displays Status “**Approved**”. You can exit the system.

Misc Payment Entry   Misc Payment Status   Scan Misc Payment

Business Unit: BSA   Misc Payment No: 00409725   Status: **Approved**   Release No: 1

🏠

Find | View All   First 1 of 2 Last   Department Comments

Release No:	000001	Date Added:	06/18/2025
Comment Nbr:	2	Time Added:	10.08.01
Status:	Approved	Entered By:	13516
Email Name:	BARROW,JOAN A		

Save   Return to Search

The Dept Admin can proceed (Step 14).

**Step 14-** The Dept Admin can log on and retrieve the BSA Misc Payment for the BSA Food & Beverage Voucher, status Approved. An **Email Voucher Button** displays as shown on the Misc. Payment Entry Tab below.

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409725 Status: Approved Misc Total: \$0.00

Dept Code: AO Misc Type: BSA MEAL DEPT VCHR **Email Meal Voucher**

Event Type: Individual Email (Myself) v

Description: Lunch for Visitor Rainbow Bright 6-18-2025

Business Purpose: Lunch for Rainbow Bright, visiting the facility to exchange ideas 6-18-2025

Line	Seller	Expiration Date	Item Lines	Distribution Lines
001	ROLLIN' GHOST	06/18/2025	Item Lines	Distribution Lines

Personalize | Find | View All | First 1 of 1 Last

Save Return to Search Add Update/Display

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

**Step14a-** Click the **Item Lines Button** to review voucher list that will be created. An email will be received based on the email option that was selected on the Misc Payment Entry tab screen.

**Click Return Button** to go back to the Misc. Payment Entry screen.

Misc Payment No: 00409725 Seller: ROLLIN' GHOST

Line Number: 1 Address:

Total Percentage: 0.00 City: State: Zip Code: **Return**

Line Status: Phone: Contact: Email:

Find	Meal Ticket No	EmpID	Name	Dept Code	Expiration Date	Status
1	00409725-1	VISITOR	BRIGHT,RAINBOW	AO	06/23/2025	Not Emailed

**Step 14b-** Next, click on **Email Meal Voucher Button**

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409725 Status: Approved Misc Total: \$0.00

Dept Code: AO Misc Type: BSA MEAL DEPT VCHR **Email Meal Voucher**

Message displays do you wish to email all Meal Vouchers? Yes or No – Select Yes

Misc Payment Entry Misc Payment Status Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409725 Status: Approved Misc Total: \$0.00

Dept Code: AO Misc Type: BSA MEAL DEPT VCHR Email Meal Voucher

Event Type: Individual Email (Myself)

Description: Lunch for Visitor Rainbow Bright 6-18-2025

Business Purpose: Lunch for Rainbow Bright, visiting the facility to exchange ideas 6-18-2025

Message

Do you wish to Email All Meal Vouchers?

Note: Please return to search for a few minutes until the Email Process is completed.

Yes No

Line	Seller	Expiration Date	Item Lines	Distribution Lines
001	ROLLIN' GHOST	06/18/2025	Item Lines	Distribution Lines

To see that voucher(s) were emailed, you will need to wait for the system to Refresh. Leave the screen for a minute and go back to the Misc Payment Entry tab. Click the Item Lines Button to view. It will display Date and Status – “Emailed” as shown below.

Misc Payment No: 00409725 Seller: ROLLIN' GHOST

Line Number: 1 Address:

Total Percentage: 0.00 City: State: Zip Code: Return

Line Status: Phone: Contact: Email:

Find	Meal Ticket No	Empl ID	Name	Dept Code	Expiration Date	Status	Life No.	Date
1	00409725-1	VISITOR	BRIGHT,RAINBOW	AO	06/23/2025	Emailed	13516	06/20/2025

Since the email option was “**Individual Email to Myself**”, the email was sent to the Dept Admin (creator) which included the meal voucher(s) in pdf attachment(s) as shown below to print and distribute to the visitor.

### Lunch for Visitor Rainbow Bright 5-7-2026

Ciardullo, Joseph

To Ciardullo, Joseph

BSA LUNCH DEPT VCHR-00412361.PDF  
83 KB

To: Bright,Rainbow

Lunch for Rainbow Bright, visiting the facility to exchange ideas on 5-7-2026

An example of the printed Food & Beverage Voucher (pdf) for the visitor is shown below.




Dept Issuing	Life/Guest Number	Employee Name	Value	Expiration Date	Voucher #
SS	VISITOR	Bright,Rainbow	20.00	5/7/26	00412361-1

**BNL FOOD AND BEVERAGE VOUCHER**

This voucher entitles the bearer to one purchase up to the value indicated above, redeemable in the cafeteria (bldg. 488) or SUSC Barista Bar (bldg. 101). The bearer is responsible for any amount exceeding the voucher value. Any unused balance will be forfeited and is not redeemable for cash. This voucher must be presented to the cashier, along with valid ID, prior to ordering, Kiosk and online orders are not eligible. This voucher is non-transferable, may not be reproduced, and is void after the expiration date listed above.

OFFICIAL USE ONLY (For Rollin' Ghost/F&O Guest Services)

Entrée: \_\_\_\_\_

Beverage: \_\_\_\_\_


Order Total \$: \_\_\_\_\_ Date of Sale: \_\_\_\_\_

Fold Line Blank at bottom half – 5.5"

You can exit the system.

The example shown below is an email that notifies the BSA Process Manager that when this voucher has been redeemed, it can be processed for posting.

\*\*\* Misc Payment Requires Posting Approval \*\*\*

 barrow@bnl.gov  
To: Barrow, Joan

Dept: AO	<b>BSA MEAL ON US VCHR</b>	Misc. No: 00409237
Status:	Approved	
Description:	ENTRÉE and BEVERAGE ONLY	
Business Purpose:	Note. This lunch voucher is non-transferable, may not be copied. Please plan to use it by September 30, 2025. You will need to show your Employee Badge at the cash register. Kiosk and online ordering are excluded.	
Total Amount:	\$0.00	
Contact Person:	BARROW,JOAN A	
Last Updated by:	BARROW,JOAN A	
Meal Ticket No:	00409237- <input type="text"/>	Emplid: <input type="text"/> Name: Gregory Mack

Seller:	ROLLIN' GHOST
Date:	None
Total Amount:	\$0.00


After the Food & Beverage Voucher has been processed, you will be able to view the Amount and Reference No. on the BSA Misc. Payment.

Misc Payment No:	00409770	Seller:	ROLLIN' GHOST
Line Number:	1	Address:	
Receipt Amount:	\$20.00	City:	
Total Percentage:	0.00	State:	Zip Code:
Line Status:		Phone:	<input type="button" value="Return"/>
		Contact:	
		Email:	

Find	Meal Ticket No	EmplID	Name	Dept Code	Expiration Date	Status	Life No.	Date	Amount	Reference No
1	00409770-			AO	08/15/2025	Emailed	13516	08/05/2025		
2	00409770-			BO	08/15/2025	Emailed	13516	08/05/2025		
3	00409770-1	VISITOR	RAINBOW,SKY	AO	08/15/2025	Receipt Approved	13516	08/06/2025	20.00	00409771


## Reject Icon

The **Reject Icon**  located on the Misc Payment Status tab can be used by the Dept Admin or Dept Meal Voucher Manager if something needs to be changed after it has been approved. Whoever rejects the Misc Payment should alert the other person about the change even though an email is sent when rejected.



Misc Payment Entry Misc Payment Status Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409725 Status: Dept Meal Vchr Mgr Release No: 1



**Step 1: Click the Reject Icon - Status changes to “Rejected”.**

**Step 2: Enter required comments.** An email indicating the Misc Payment was rejected is sent.



Business Unit: BSA Misc Payment No: 00409777 Status: Rejected 

Comments

Enter Reject Comment

**Step 3: Click Return Icon status changes back to “Open”.**



Misc Payment Entry Misc Payment Status Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409777 Status: Open Release No: 1



Find | View All First 1 of 2 Last

Department Comments			
Release No:	000001	Date Added:	10/01/2025
Comment Nbr:	2	Time Added:	14:55:57
Status:	Rejected	Entered By:	13516
Email Name:	BARROW,JOAN A		

Enter Reject Comment

Save Return to Search

**Step 4:** The Misc Payment is now in Open status, the Dept Admin (creator) can make the change and save.

**Step 5:** Dept Admin selects the Misc Payment Status tab and repeats the steps to reapprove. Next, Dept Meal Voucher Mgr. reapproves. The Dept Admin can log on and email meal voucher(s).

**Note:** If the Dept Meal Voucher Mgr. rejects, it will still have to go through the same steps. After change is made, Dept Admin and Dept Meal Voucher Mgr. reapproves. Dept Admin can log on and email meal voucher(s).

## Issuing Another Meal Voucher Lost or Misplaced

If someone does not receive or have lost their Meal Voucher: First, contact the Processing Manager to inform them of the misplaced or lost Meal Voucher. Then do the following:

### Step 1- Go back to the original BSA Misc. Payment, click on Reject Button

Misc Payment Entry **Misc Payment Status** Scan Misc Payment

Business Unit: BSA   Misc Payment No: 00405902   Status: Approved   Release No: 1

Find | View All | First 1 of 14 Last   Department Comments

Release No:	000001	Date Added:	02/26/2025
Comment Nbr:	14	Time Added:	16.33.37
Status:	Approved	Entered By:	12573
Email Name:	MACK,GREGORY B		

### Step 2- Enter required comments (reason for issuing another meal voucher) and click

Return Button



Business Unit: BSA   Misc Payment No: 00405902   Status: Rejected 

Comments

reject |

Status changes to "Open".

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA   Misc Payment No: 00405902   Status: Open   Release No: 1


Find | View All | First | 1 of 15 | Last   Department Comments

Release No: 000001   Date Added: 02/28/2025  
 Comment Nbr: 15   Time Added: 14.56.34  
 Status: Rejected   Entered By: 12573  
 Email Name: MACK,GREGORY B

reject

**Step 3- Go to the Misc Payment Entry Tab**

Misc Payment Entry | Misc Payment Status | Scan Misc Payment

Business Unit: BSA   Misc Payment No: 00409242   Status: Open   Misc Total: \$0.00 

Dept Code: SS   Misc Type: BSA MEAL ON US VCHR

Event Type: Email to Myself

Description: ENTRÉE and BEVERAGE ONLY

Business Purpose: Note. This lunch voucher is non-transferable, may not be copied. Please plan to use it by September 30, 2025. You will need to show your Employee Badge at the cash register. Kiosk and online ordering are excluded.

Line	Seller	Expiration Date	Amount	Item Lines	Distribution Lines
001	ROLLIN' GHOST	09/30/2025	0.00	Item Lines	Distribution Lines

**Step 4- Select the Item Lines Button**

### Step 5- Change the person from Emailed to “Not Emailed”

Misc Payment No: 00405882      Seller: ROLLIN' GHOST  
 Address:  
 Line Number: 1      City:  
 State:      Zip Code:        
 Total Percentage: 0.00      Phone:  
 Line Status: Order Opened      Contact:  
 Email:

	Meal Ticket No	Empl ID	Name	Dept Code	Expiration Date	Status	Life No.	Date
1	00405882-12573	12573	MACK,GREGORY B	AO	09/30/2025	Emailed	12573	02/14/2025

Misc Payment No: 00405882      Seller: ROLLIN' GHOST  
 Address:  
 Line Number: 1      City:  
 State:      Zip Code:        
 Total Percentage: 0.00      Phone:  
 Line Status: Order Opened      Contact:  
 Email:

	Meal Ticket No	Empl ID	Name	Dept Code	Expiration Date	Status	Life No.	Date
1	00405882-12573	12573	MACK,GREGORY B	AO	09/30/2025	Emailed	12573	02/14/2025

- Emailed
- Not Emailed

### Step 6 - Go to the Misc Payment Status Tab and Click Green Checkmark to Approve

Misc Payment Entry    **Misc Payment Status**    Scan Misc Payment

Business Unit: BSA    Misc Payment No: 00405902    Status: Open    Release No: 1

Find | View All    First 1 of 15    Last    Department Comments

Release No: 000001  
 Comment Nbr: 15      Date Added: 02/28/2025  
 Status: Rejected      Time Added: 14.56.34  
 Email Name: MACK,GREGORY B      Entered By: 12573

reject

**Step 7** – As explained previously, if yes, a comment box displays to enter info. After comment, return back to the previous screen to click the **Green Checkmark Icon** to approve. Status changes from **“Approved”** to **“Dept Meal Vchr Mgr”**. An email is sent to the Dept Meal Voucher Manager to approve.

If no comments are needed, click the **Green Checkmark Icon** to approve. Status changes to Dept Meal Voucher Manager to approve.

After it has been approved by the Dept Meal Voucher Manager, go to the next step.

**Step 8- Go back to Misc Payment Entry Tab** and click **Email Meal Voucher Button**. The same as original steps. Email is sent to Dept Admin (Creator) with Meal Voucher attached based on Event Type email option.

The screenshot shows the 'Misc Payment Entry' interface. At the top, there are tabs for 'Misc Payment Entry', 'Misc Payment Status', and 'Scan Misc Payment'. Below the tabs, the following information is displayed: Business Unit: BSA, Misc Payment No: 00409242, Status: Approved, and Misc Total: \$0.00. A printer icon is visible in the top right corner.

The main form area contains the following fields and buttons:

- Dept Code: SS
- Misc Type: BSA MEAL ON US VCHR
- Email Meal Voucher (button)
- Event Type: Email to Myself (dropdown)
- Description: ENTRÉE and BEVERAGE ONLY
- Business Purpose: Note. This lunch voucher is non-transferable, may not be copied. Please plan to use it by September 30, 2025. You will need to show your Employee Badge at the cash register. Kiosk and online ordering are excluded.

At the bottom, there is a table with the following columns: Line, Seller, Expiration Date, Amount, Item Lines, and Distribution Lines. The table contains one row:

Line	Seller	Expiration Date	Amount	Item Lines	Distribution Lines
001	ROLLIN' GHOST	09/30/2025	0.00	Item Lines (button)	Distribution Lines (button)

**Remember:** To view from the Item Lines screen that the voucher has been emailed, wait for system to Refresh, go out and return to screen. Click on the **Item Lines Button**, an indicator of another ticket being issued for the same person will have BSA Misc Payment No., Life No. followed by an indicator no. (i.e., 00405882-XXXXX-1), or if a Visitor, BSA Misc Payment No. followed by an indicator no. (i.e., 00405882-1, 2 and so on).

## How to Close a Food & Beverage Voucher

If a meal voucher needs to be closed (has not been used or expiration date has passed). Do the following steps to close voucher(s):

**Step 1:** Select the BSA Misc Payment No. to close.

**Step 2:** Click the **Reject Icon** on the Misc Payment Status Tab and enter required comment.

**Step 3:** Select the **Item Lines Button** from the Misc Payment Entry Tab

Misc Payment No:	00409777	Seller:	ROLLIN' GHOST
Line Number:	1	Address:	
Receipt Amount:	\$0.00	City:	
Total Percentage:	0.00	State:	Zip Code:
Line Status:	Order Opened	Phone:	
		Contact:	
		Email:	

Close Meal Tickets

Find	Meal Ticket No	Empl ID	Name	Dept Code	Expiration Date	Status
1	00409777-1	VISITOR	TEST,TWELVE	AO	10/10/2025	Not Emailed

The Close Meal Tickets Button displays based on voucher not processed, and/or pass Expiration Date as shown above.

**Step 4:** Click the **Close Meal Tickets Button**. Message displays, "Do you wish to Close All Meal Tickets that receipt has not be received and Expiration Date +8 days has not been reached?" Select Yes

Misc Payment No:	00409777	Seller:	ROLLIN' GHOST
Line Number:	1	Address:	
Receipt Amount:	\$0.00	City:	
Total Percentage:	0.00	State:	Zip Code:
Line Status:	Order Opened	Phone:	
		Contact:	
		Email:	

Close Meal Tickets

Find	Meal Ticket No	Empl ID	Name
1	00409777-1	VISITOR	TEST,T

**Message**

Do you wish to Close All Meal Tickets that receipt has not been received and Expiration Date + 8 days has not been reached?

Yes No

BSA Misc. Payment is closed.

Misc Payment No:	00409777	Seller:	ROLLIN' GHOST
Line Number:	1	Address:	
Receipt Amount:	\$0.00	City:	
Total Percentage:	0.00	State:	Zip Code:
Line Status:	Order Closed	Phone:	
		Contact:	
		Email:	

Return

Find	Meal Ticket No	Empl ID	Name	Dept Code	Expiration Date	Status
1	00409777-1	VISITOR	TEST,TWELVE	AO	10/10/2025	Closed

BSA Misc Payment Entry Tab – status “Closed” is shown below

Favorites Main Menu > BSA Dept Admin Home Page

Misc Payment Entry Misc Payment Status Scan Misc Payment

Business Unit: BSA Misc Payment No: 00409777 Status: Closed Misc Total: \$0.00

Dept Code: AO Misc Type: BSA MEAL DEPT VCHR

Event Type: Individual Email (Myself) v

Description: Test 10/1/2025

Business Purpose: Test 10/1/2025

Line	Seller	Expiration Date	Item Lines	Distribution Lines
001	ROLLIN' GHOST	10/10/2025	Item Lines	Distribution Lines

Personalize Find View All First 1 of 1 Last

Save Return to Search Add Update/Display