Agenda

- UTShare Terms
- Payment Voucher Overview
- Non-Purchase Order Voucher
- Purchase Order Voucher
- Manage Suppliers
• **Budget Check:** The process of checking for available funds.

• **Chart of Accounts:** is the foundation of the accounting system used to identify transactions in UT Share. It consists of a *Business Unit, Fund, Department, Cost Center, Function, Project PC Business Unit, Activity*.

• **ChartField:** Individual fields used to segregate budget data. The grouping or combination of chartfields is referred to as a “chartfield string”.

  o **Required fields for Non-Project (Cost Center):**
    - Business Unit (UTARL), Account, Fund, Department, **Cost Center**, Function

  o **Required fields for Project (Grant or Plant Fund):**
    - Business Unit (UTARL), Account, Fund, Department, Function, **Project**, **Project Costing Business Unit**, Activity
UTShare Terms

Payment Vouchers

- **SpeedChart**: is used to automatically fill in the individual ChartField values in the Accounting distribution line. The SpeedChart is the same as the 6-digit Cost Center or 10-digit Project ID number in the chartfield string.

![Image of Invoice Lines with SpeedChart highlighted]

- **Account (General Ledger Account)**: is used to identify the nature of the transaction (e.g. 63003 – Office Supplies). Typically, users will use Accounts beginning with “6” or “8” when processing Requisitions or Vouchers in UT Share.

  The Account number is not tied to the SpeedChart. For PO Vouchers, this field will auto-populate based on the Category code selected on the Requisition. For Non-PO Vouchers, you must enter or select the appropriate general ledger account for the expense line.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Account</th>
<th>Description</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXXX</td>
<td>Assets</td>
<td>4XXXX</td>
<td>Revenue</td>
<td>7XXXX</td>
<td>Transfers</td>
</tr>
<tr>
<td>2XXXX</td>
<td>Liabilities</td>
<td>5XXXX</td>
<td>Expense - Payroll</td>
<td>8XXXX</td>
<td>Capital Assets</td>
</tr>
<tr>
<td>3XXXX</td>
<td>Fund Equity</td>
<td>6XXXX</td>
<td>Expense-Non-payroll</td>
<td>9XXXX</td>
<td>Suspense</td>
</tr>
</tbody>
</table>
The Payment Voucher is used to generate payments to suppliers or individuals for goods or services received. This form is used to process payments for Purchase Orders and/or Non-Purchase Orders.
General Information:

• An original invoice/receipt is required for payments to a supplier. It must display:
  - Supplier Name
  - Remit To address
  - Date the Goods or Services were Received
  - Item Description
  - Cost of Item

• All Support documentation should be scanned and attached to the Voucher page in UTShare.

• The date the invoice was received on campus must be indicated on the support documentation. The date can be handwritten or use a pre-inked date stamp.
Non-Purchase Order Voucher
Non-Purchase Order Voucher

General Information:

• The Payment Voucher page is used to process Non-Purchase Order payments for expenses such as:
  - Utilities – telephone, electric, gas and water
  - Registration fees for conference, seminars and workshops
  - Publications
  - Advertisement (e.g. radio, TV, billboards, etc.)
  *See Procedure Index BF-PGS-PR8, “Reimbursements and Payments Other Than for Travel and Purchase Orders” for all.

• If paying Membership Dues or Subscriptions, a statement explaining the benefit to the university must be provided in the Voucher “Comments” section.
Pre-Paid Expenses:

• Pre-paid (direct billed) hotel expenses are processed on a Payment Voucher by the department.

• Direct billed expenses for Airfare and Rental Cars are processed on a Payment Voucher by the Office of Disbursements. The expense will be charged to the cost center or project designated on the Travel Authorization.
Non-Purchase Order Voucher

Policy & Procedures

Policies, Procedures and Official University forms are located at: https://www.uta.edu/policy/procedure

• For Non-Purchase Order Voucher Procedures refer to the following:
  • Procedures Index BF-PGS-PR8
    “Reimbursements and Payments Other Than for Travel and Purchase Orders”
Non-PO Voucher Workflow Process
Invoice Received
The originator completes the voucher, attaches support documentation, runs budget checking and submits voucher for approval

Grant Funded?
Yes → Principal Investigator (PI) Approval → Department Approval → Accounts Payable Approval → Voucher Paid

No → Department Approval → Accounts Payable Approval → Voucher Paid
Purchase Order Voucher
The Voucher must be *linked to the PO* in order to release the *encumbrance* (or a portion of the encumbrance) created by the PO.

Departments are responsible for creating PO Vouchers for POs that are *less than $15,000*.

Vouchers for POs *$15,000 or greater* are processed by the Office of Disbursements. To pay the invoice:

- Scan and email the invoice to accounts_payable@uta.edu
- Include the Supplier Name in the subject line of the email

Note: It is the department’s responsibility to ensure invoices are complete and accurate *before* sending them to AP for payment.
If PO requires desktop receiving, must have receipt in UTShare before the voucher can be matched.

- Central Receiving will complete receiving for the capital or controlled assets they receive.
  - Capital and controlled assets should be shipped to Central Receiving

- Departments are responsible for completing receiving for items received at the department.
  - Includes items ordered through MAV eSHOP
  - Only employee who created requisition for item can receive item

- UTShare will return a Matching status error if a receipt is required but not found.
Policies, Procedures and Official University forms are located at: https://www.uta.edu/policy/procedure

- For Purchasing and Assets Management Procedures refer to the following:
  - Procedures Index BF-PGS-PR1
    “Best Value Purchasing Procedures”
  - Requirements for a Purchase Order
  - Procedures Index BF-PM-PR1
    “Responsibilities, Inventories, Reporting and Tracking University Property”
PO Voucher Workflow Process
PO Voucher Workflow Process

- **Invoice Received**: The originator completes the voucher, attaches support documentation, runs matching, runs budget checking and submits voucher for approval.

- **Accounts Payable Approval**

- **Voucher Paid**
Managing Suppliers
Managing Suppliers

General Information

Suppliers (vendors) are individuals or companies that provide goods or services to the university.

The supplier must be active and approved in UTShare before a Voucher can be created.

• Before adding a new Supplier, perform a thorough search in UTShare and PaymentWorks to avoid duplications.
  • Search UTShare and ensure the supplier is active and approved.
  • If a supplier is in PaymentWorks but not UTShare, the supplier cannot be used until the processing is complete.
  • If the supplier is NOT found in UTShare or PaymentsWorks, a PaymentWorks invite can be sent.
Search for an existing Supplier in UTShare using one of the following pages:

Supplier Information Search Page
- Navigator > Financials > Suppliers > Supplier Information > Add/Update > Supplier

Review Suppliers Search Page
- Navigator > Financials > Suppliers > Supplier Information > Add/Update > Review Suppliers

Note: The Review Suppliers option lets you search by address.
The Supplier Information page is used to search for an existing Supplier (Find an Existing Value).

- Search by Supplier ID or Name.
- Narrow your search by using search operators such as, begins with, Contains, Equal to, Not Equal to, etc.
The **Review Suppliers** page is used to search for an existing Supplier.

- Search by Name, supplier ID or supplier Address
- Narrow your search by using search operators such as, Contains, Equal to, Not Equal to, etc.
- This page displays detailed information for multiple Suppliers. In addition, on the Additional Supplier Info tab, the “Status” of the Supplier is provided (e.g. Denied, Unapproved, Inactive, etc.).
PaymentWorks is the supplier management tool used at The University of Texas at Arlington.

- This tool interfaces with UTShare keeping the supplier information up-to-date.
- Suppliers will be invited to create their own user profiles in PaymentWorks.
- PaymentWorks can be used by suppliers to view payment and invoice information.

UTA employees can access PaymentWorks through the UTA Apps page at myapps.uta.edu.
Search for a Supplier

Search for Supplier

- Once logged into PaymentWorks.
- Click on **Setup and Manage Supplier Portal**.
- Click on the **Suppliers** tab.
Search for a Supplier

The Supplier list is displayed.

- Suppliers with a green dot in the connected column should be in UTShare.
- Suppliers without a green dot are still in the new vendor registration process.
Adding Suppliers
Adding a New Supplier

General Information

Departments are responsible for inviting new U.S. Suppliers using PaymentWorks.

1. Access PaymentWorks from the myapps.uta.edu webpage.
2. Sign-in using single-sign on.
3. Navigate to Vendor Master Updates.
Adding a New Supplier

4. Click on the “Send Invitation” button
5. Complete the information and click “Send”
General Information

- Suppliers are responsible for updating their company, banking, and legal information in PaymentWorks once their account is established.

- The supplier inviter will receive notifications when the supplier connection and approval are complete.
Policies, Procedures and Official University forms are located at: https://www.uta.edu/policy/procedure

- For Supplier Procedures refer to the following:
  - Procedures Index BF-PGS-PR11
    “Supplier Setup and Maintenance”
More Information

UT Share Support & Help:
- https://uta.service-now.com/selfservice
- 817-272-2155

Training Resources:
- Visit Business Affairs Training and Development web page: https://www.uta.edu/business-affairs/training/
  - Register for UTShare Classes
  - Join Business Affairs Listserv
  - View and/or Print UT Share Training Materials
    - Training Guides
    - Job Aid
    - PowerPoint Presentations