Agenda

- UT Share Terms
- Payment Voucher Overview
- Non- Purchase Order Voucher
- Purchase Order Voucher
- Manage Vendors
**UT Share Terms**

**Payment Vouchers**

- **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”.

<table>
<thead>
<tr>
<th>GL Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Cost Center</th>
<th>Affiliate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UTARL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **Required fields for Project (Grant or Plant Fund):**
  - Business Unit (UTARL), Account, Fund, Department, Function, **Project**, **Project Costing Business Unit**, Activity
**UT Share 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.

- **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>
Payment Voucher Overview
The Payment Voucher is used to generate payments to Vendors 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 vendor. It must display:
  - Vendors 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 UT Share.

• 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](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
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
Purchase Order Vouchers

• 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 Vendor Name in the subject line of the email
Purchase Order Vouchers

If PO requires desktop receiving, must have receipt in UT Share before the voucher can be submitted.

– 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

– UT Share will return a Matching status error if a receipt is required but not found.
Purchase Order Vouchers

Things to consider:

– 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.

– An original invoice is required for payments to a vendor. It must display:
  • the name of the company
  • the remit to address
  • the date the goods or services were received
  • a description of the purchase
  • taxes charged (if any)
  • the cost

– It is the department’s responsibility to ensure invoices are complete and accurate before sending them to AP for payment.
Purchase Order Voucher

Policy & Procedures

• 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-PGS-PR8
    “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
Manage Suppliers
Suppliers are individuals or companies that provide goods or services to the university.

It is crucial that new Suppliers are setup correctly. Before adding a new Supplier, you should perform a thorough search to avoid duplications.

Search for an existing Supplier using one of the following pages:

- **Supplier Information Search Page**
  - Main Menu > Suppliers > Vendor Information > Add/Update > Vendor

- **Review Suppliers Search Page**
  - Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors
Manage Suppliers
Vendor Information Search Page
The Supplier Information page is used to search for an existing Supplier (Find an Existing Value) or to add a new Supplier (Add a New Value).

- Search by Vendor ID or Name.
- Narrow your search by using search operators such as, begins with, Contains, Equal to, Not Equal to, etc.

<table>
<thead>
<tr>
<th>Supplier ID</th>
<th>Persistence</th>
<th>Short Supplier Name</th>
<th>Our Customer Number</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHI-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>AHI Facility Service Inc</td>
</tr>
<tr>
<td>AHI-002</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>AHI Small Business Facility Services Inc</td>
</tr>
<tr>
<td>AUSTRALIA-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>AUSTRALIA TELESCOPE NATIONAL FACILITY</td>
</tr>
<tr>
<td>CEC FACI-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>CEC Facilities Group, LLC</td>
</tr>
<tr>
<td>ENTRUST ON-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>ENTRUST ONE FACILITY SERVICES INC</td>
</tr>
<tr>
<td>FACILITECH-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>FACILITECH INC dba Business Interiors</td>
</tr>
<tr>
<td>FACILITY P-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>FACILITY PROGRAMMING LTD</td>
</tr>
<tr>
<td>FACILITY S-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>FACILITY SOLUTIONS GROUP, INC</td>
</tr>
<tr>
<td>FUTURE FAC-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>FUTURE FACILITIES INCORPORATED</td>
</tr>
<tr>
<td>HD SUPPLY-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>HD SUPPLY FACILITIES MAINTENANCE LTD</td>
</tr>
<tr>
<td>TEXAS FACI-001</td>
<td>Regular</td>
<td>(blank)</td>
<td>(blank)</td>
<td>TEXAS FACILITIES COMMISSION</td>
</tr>
</tbody>
</table>
Manage Suppliers
Review Suppliers Search Page
The **Review Vendors** page is used to search for an existing Supplier.

- Search by Name, Vendor ID or Vendor 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, the “Status” of the Supplier is provided (e.g. Denied, Unapproved, Inactive, etc.).
Manage Suppliers
Add New Supplier
Add New Supplier

General Information

• Departments are responsible for setting-up new U.S. Suppliers.

  **Note:** The Office of Disbursements will manage all foreign Suppliers (new and existing addresses).

• Provide the “**Vendor Supplier Information**” form (UTA Form BF-PGS-F13) for the Supplier to complete.

• Enter the Supplier information into UTShare and attach the Supplier Supplier Information form.

• The request will be reviewed by the Office of Disbursements for approval.
1. To add a new Supplier, navigate to the: Main Menu > Suppliers > Vendor Information > Add/Update > Vendor

2. Click the “Add a New Value” Tab.

3. Leave the default values.

4. Click the “Add” button.
The following sections must be completed on the Supplier page:

- Identifying Information
- Address
- Location
- TINS
The Identifying Information page is used to enter basic information for the Supplier:

1. Enter the Supplier’s legal name in the **Supplier Name** field.
2. Provide a **Supplier Short Name**.
   - If setting up a business, enter the first 10 characters of the business name.
   - If setting up an individual, enter the last name first and then enter first name.
3. Use the **Attachments** link to attach the Vendor Supplier Information form.
4. Once the supplier’s Tax ID information has been entered, use the **Check for Duplicate** button to verify if the supplier already exists.
The **Address** page is used to enter the Supplier’s address, contact information, and DBA information (Doing-Business-As):

1. Enter “Shared” into the **Description** field.
2. Enter the Supplier’s Address.
3. Use the **Payment/Withholding Alt Names** section to enter the Supplier name as it should appear on payments to the Supplier.
   - **Name 1**: Enter the Supplier’s legal name. This should match the name provided in the "**Name 1**" field (located on the **Identifying Information** page).
   - **Name 2** (If applicable): Enter additional names for the company, such as a DBA (Doing-Business-As).
4. If available, enter the Supplier’s **Phone** number.
The **Location** page is used to indicate the Supplier’s location. This is not a physical location, but a set of rules that define how you conduct business with the Supplier.

1. In the **Location** field, enter “001”.

2. In the **Description** field, enter “Shared”.

The Location page is used to indicate the Supplier’s location. This is not a physical location, but a set of rules that define how you conduct business with the Supplier.

1. In the **Location** field, enter “001”.

2. In the **Description** field, enter “Shared”.
The TINS (Texas Identification Number System) page is used to indicate the Supplier’s tax payer information:

1. Select the Supplier’s Entity Type.
2. Enter the Supplier’s Tax Identification Number in the TINS Tax ID field.
3. Select the Owner Type. Based on the Ownership Type that you select, additional information may be required (i.e. Owner or Partner Name, SSN, Charter Number, etc.).
4. Click the Save button.
5. A Vendor ID number is assigned. The request will be processed by the Office of Disbursements.
Manage Suppliers
Update an Existing Supplier
Update an Existing Supplier

General Information

• The Office of Disbursement is responsible for managing existing Suppliers, such as:
  – Changing/Updating an existing address
  – Setting-up an additional address
  – Updating tax information

• Send the updated “Vendor Supplier Information” form to the Office of Disbursements for processing.

Note: Email the completed form to Randall Piatkowski (randallp@uta.edu) or mail it to PO Box 19135.
## Suppliers

### Policy & Procedures

- Policies, Procedures and Official University forms are located at: [https://www.uta.edu/policy/](https://www.uta.edu/policy/)

- For Supplier Procedures refer to the following:
  - Procedures Index BF-PGS-PR11
  - “Vendor Setup and Maintenance”
## Vendors

### Policy & Procedures

- Policies, Procedures and Official University forms are located at: [https://www.uta.edu/policy/](https://www.uta.edu/policy/)

- For Vendor Procedures refer to the following:
  - Procedures Index 2-13
    - Vendor 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
      – UPK
      – Training Guides
      – Job Aid
      – QuickReferences