



Knowledge Services

OFFICE OF LEARNING AND COMMUNICATION

Payment Vouchers

Training Topics



UTShare Terms

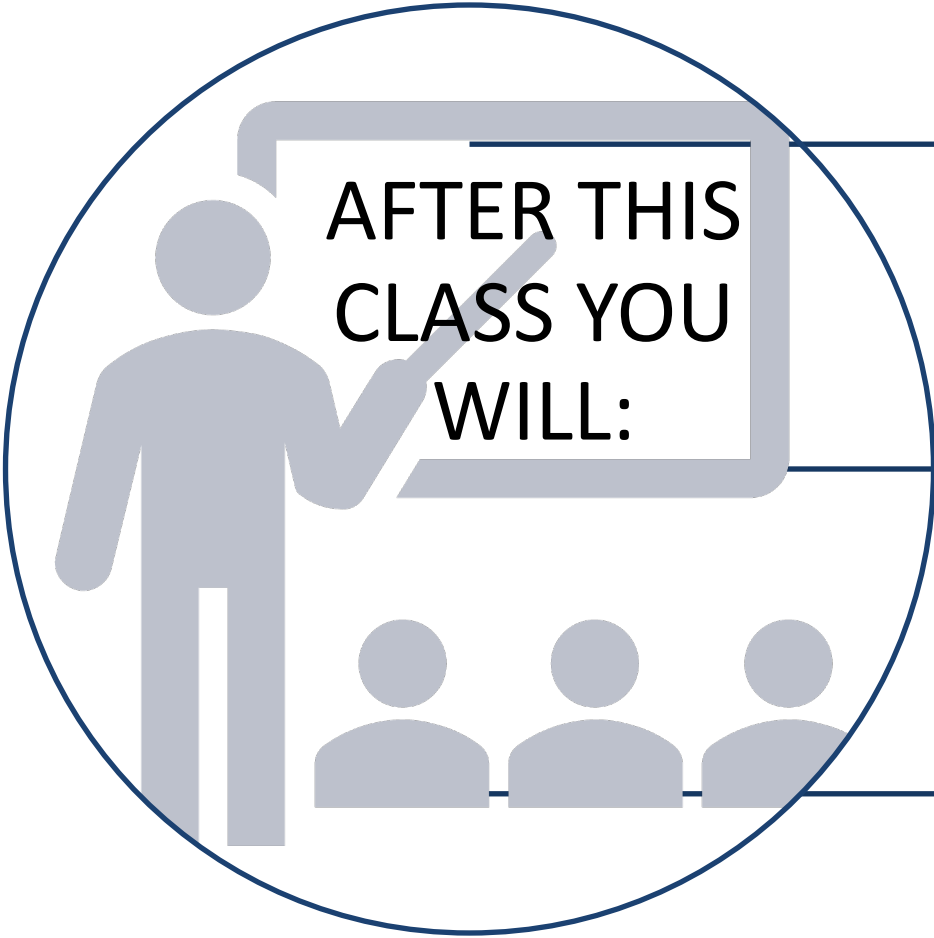
Payment Voucher Overview

Non-Purchase Order Voucher

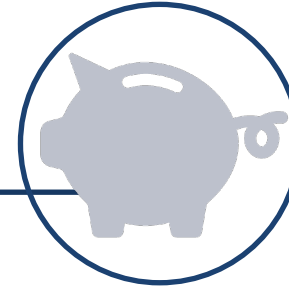
Purchase Order Voucher

Manage Suppliers

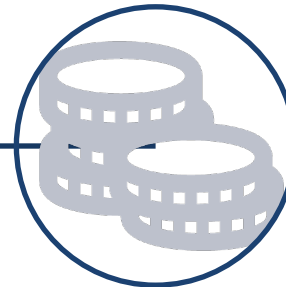
Learning Objectives



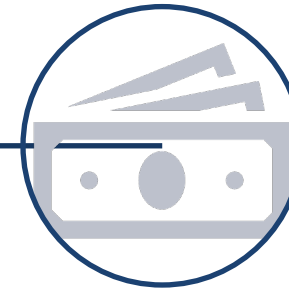
AFTER THIS
CLASS YOU
WILL:



BE ABLE TO
NAVIGATE TO
THE VOUCHER
ENTRY
SCREEN



BE ABLE TO
REVIEW
SUPPLIER
INFORMATION



BE ABLE
CREATE A
VOUCHER

UTShare Terms

Payment Vouchers

- **Budget Check:** The process of validating chartfield values and checking for available funds.
- **Chart of Accounts:** 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, and Activity*.
- **ChartField:** Individual fields used to segregate budget data. The grouping or combination of chartfields is called a “chartfield string.”

*GL Unit	Account	Oper Unit	Fund	Dept	Program	Function	Product	PC Bus Unit	Project	Activity	Cost Center	ChartField 2	ChartField 3
UTARL													

- **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**

UTShare Terms

Payment Vouchers

- **SpeedChart:** Automatically fills the individual ChartField values in the Accounting distribution line.
 - Same as the 6-digit Cost Center or 10-digit Project ID number in the chartfield string.

The screenshot shows a software interface for 'Invoice Lines'. The title 'Invoice Lines' is in the top left with a help icon. Below it, 'Line 1' is displayed with a 'Copy Down' checkbox. A '*Distribute by' dropdown menu is set to 'Amount'. There are input fields for 'Item' and 'Quantity', both with search icons. On the right side, there are input fields for 'SpeedChart', 'Ship To' (containing 'CENT110'), and 'Description'. The 'SpeedChart' field is highlighted with a red rectangular border.

UTShare Terms

Payment Vouchers

- **Account (General Ledger Account):** Identifies 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.

The screenshot shows a form with the following fields: *GL Unit (containing 'UTARL'), Account (highlighted with a red box), Oper Unit, Fund, Dept, Program, and Function. Each field has a magnifying glass icon next to it.

Account	Description	Account	Description	Account	Description
1XXXX	Assets	4XXXX	Revenue	7XXXX	Transfers
2XXXX	Liabilities	5XXXX	Expense - Payroll	8XXXX	Capital Assets
3XXXX	Fund Equity	6XXXX	Expense-Non-Payroll	9XXXX	Suspense

Payment Voucher Overview

Payment Voucher Overview

General Information:

- The Payment Voucher generates payments for goods or services.
- This form is used to process payments for Purchase Orders and/or Non-Purchase Orders.

Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit UTARL
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date
Invoice Received

Supplier ID
ShortName
Location
*Address

Invoice No
Accounting Date 07/24/2023
*Pay Terms NET30 Net 30 Day
Basis Date Type Inv Date

Control Group
Pay Schedule Manual

Incomplete Voucher
Action

Save Save For Later Run Calculate Print

▶ Copy From Source Document

Invoice Lines Find | View All | Eir

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<hr/>	
Total	0.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Basis Date Calculation
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

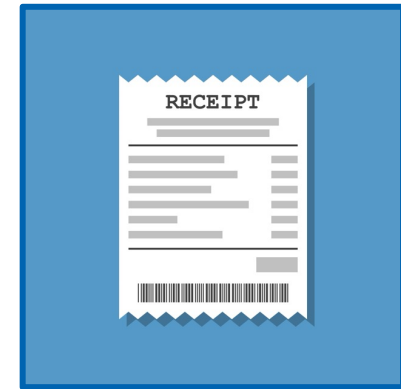
Payment Voucher Overview

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.
 - 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 conferences, seminars, and workshops
 - Publications
 - Advertisement (e.g., radio, TV, billboards, etc.)

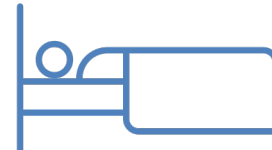
Note: *If paying Membership Dues or Subscriptions, a statement explaining the benefit to the university must be provided in the Voucher “Comments” section.*

*See Procedure Index [BF-PGS-PR8](#), “Reimbursements and Payments Other Than for Travel and Purchase Orders,” for a complete list.

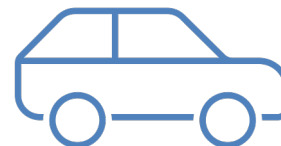
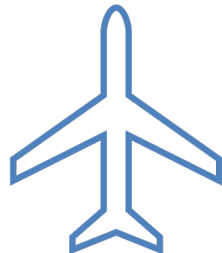
Non-Purchase Order Voucher

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.



UTA Policies and Procedures



For Non-Purchase Order Voucher:

Procedures Index BF-
PGS-PR8

- “Reimbursements and Payments Other Than for Travel and Purchase Orders”

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

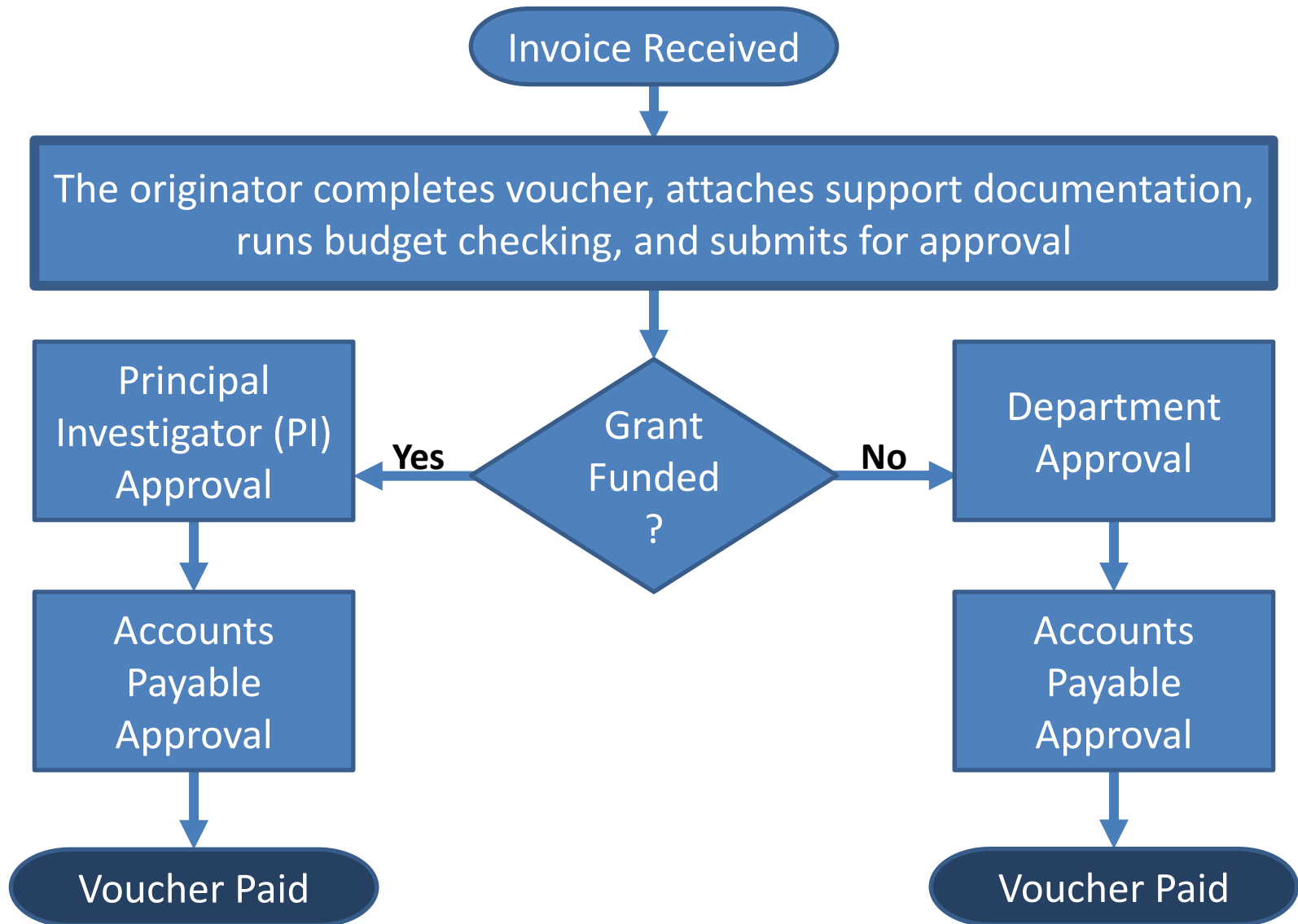
Class Activity

Create a
Non-PO Voucher



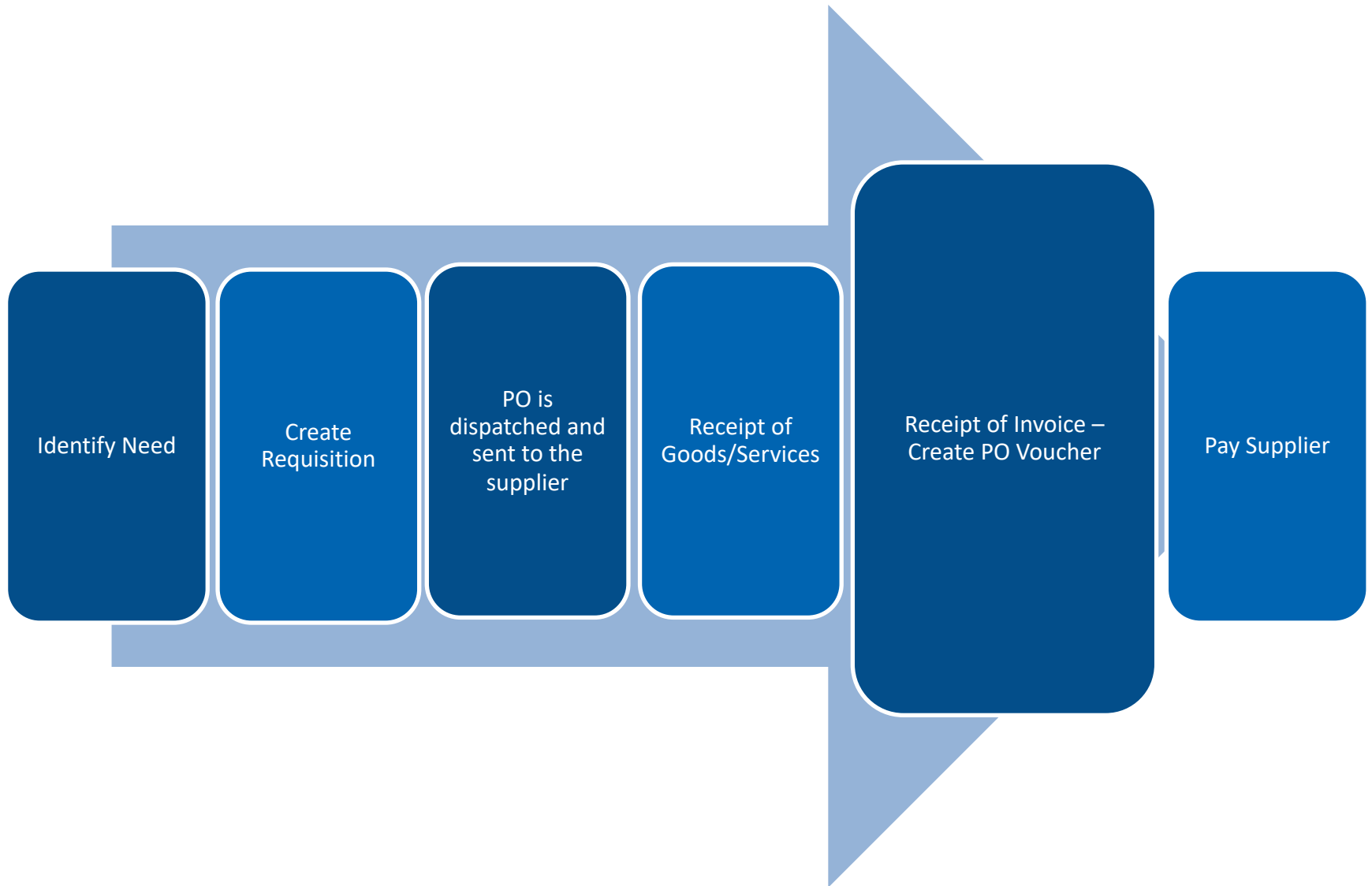
Non-Purchase Order Workflow Process

Non-PO Voucher Workflow Process



Purchase Order Voucher

Purchase Order Voucher Process



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.

*Address Incomplete Voucher

Save Save For Later Action Run Calculate Print

Copy From Source Document

PO Unit PO Number Copy PO Copy From None Go

Copy From None Go

None

Non PO Receipt

PO Receipt

Purchase Order Only

Template

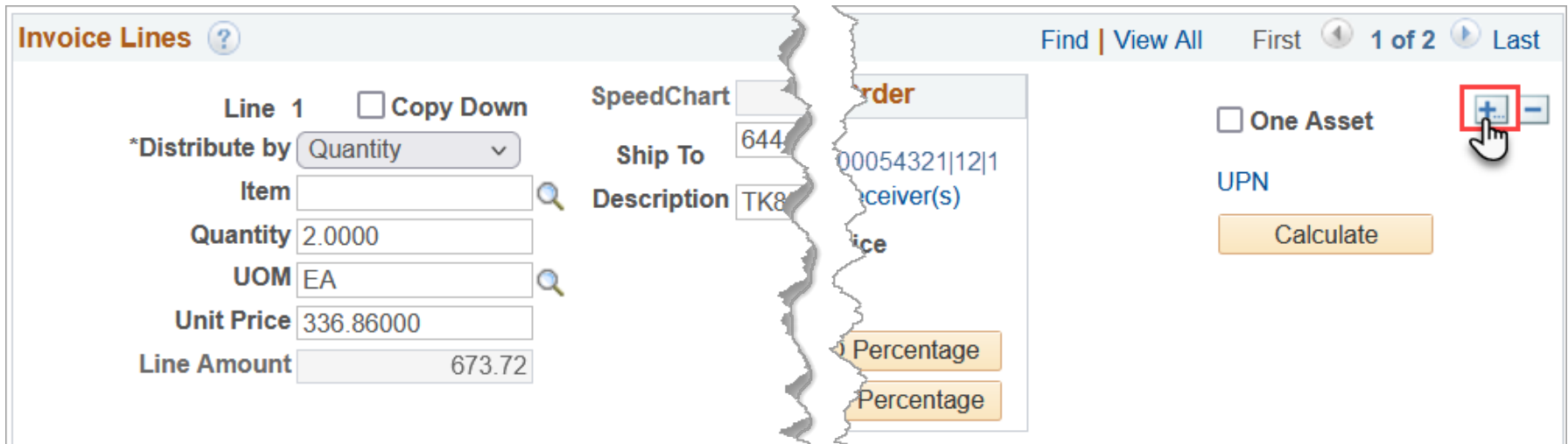
Voucher

- Departments are responsible for creating PO Vouchers for POs that are **less than \$15,000**.
- The Office of Disbursements processes vouchers for POs **\$15,000 or greater**. 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.*

Purchase Order Vouchers

For items like shipping and discounts not on the PO, *add a Non-PO line using the + button.*



The screenshot shows a software interface for entering invoice lines. The left pane, titled "Invoice Lines", contains the following fields for "Line 1":

- Copy Down
- *Distribute by: Quantity (dropdown)
- Item: [empty]
- Quantity: 2.0000
- UOM: EA
- Unit Price: 336.86000
- Line Amount: 673.72

Additional fields include "SpeedChart" (empty), "Ship To" (644), and "Description" (TK8). The right pane shows a "Find | View All" header, "First 1 of 2 Last" navigation, and a "One Asset" checkbox. A red box highlights a plus button (+) next to the "One Asset" checkbox, with a mouse cursor pointing to it. Below this are "UPN" and "Calculate" buttons, and two "Percentage" buttons.

For discounts applied to a PO line, **use the same Cost Center or Project and GL account number used on the PO line.**

Purchase Order Vouchers



If PO requires desktop receiving, the receipt must happen in UTShare before the voucher can be matched.

- **Capital** and **controlled assets** must be shipped to Central Receiving, and they will perform receipt of the items.
- Departments are responsible for receiving all other items within UTShare.
 - Includes items ordered through MAV eSHOP.
 - Only employees who created a requisition for an item can receive the item.
- UTShare will return a Matching status error if a receipt is required but not found.

UTA Policies and Procedures



For Purchasing and Assets Management Procedures:

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”

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

Class Activity

Create a Purchase
Order Voucher



PO Voucher Workflow Process

PO Voucher Workflow Process

**Invoice
Received**

The originator
completes 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, thoroughly search 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.

Supplier Search

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



Supplier Information Search Page

- NavBar > Menu > Financials > Suppliers > Supplier Information > Add/Update > Add/Update Supplier

Review Suppliers Search Page

- NavBar > Menu > Financials > Suppliers > Supplier Information > Add/Update > Review Suppliers

Note: *The Review Suppliers option lets you search by address.*

Supplier Search - UTShare

Supplier Information

Find an Existing Value

Search Criteria

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

Recent Searches

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

Financial Sanctions Status =

[Show fewer options](#)

Case Sensitive Include History

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.

Search Results

5 rows - SetID "UTARL" Supplier Name "Facili"

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	
UTARL	0000039785	Regular	FACILITECH-001	(blank)	FACILITECH INC dba Business Interiors	>
UTARL	0000106422	Regular	FACILITY I-001	(blank)	FACILITY INTERIORS, INC.	>
UTARL	0000108128	Regular	FACILITY L-001	(blank)	FACILITY LOGIX LLC	>
UTARL	0000037762	Regular	FACILITY P-001	(blank)	FACILITY PROGRAMMING LTD	>
UTARL	0000038150	Regular	FACILITY S-001	(blank)	FACILITY SOLUTIONS GROUP, INC	>

Supplier Search - UTShare

Click on the **Supplier ID** or **name** to open their Supplier Information / Status.

Add/Update Supplier

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID UTARL
Supplier ID 0000039785
Supplier Short Name FACILITECH FACILITECH-001
Supplier Name FACILITECH INC dba Business Interiors
Order FACILITECH-001
1111 VALLEY VIEW LN
IRVING, TX 75061-6008
Remit To FACILITECH-001
1111 VALLEY VIEW LN
IRVING, TX 75061-6008
Status Approved
Persistence Regular
Classification Outside Party
HCM Class
Open for Ordering Yes
Withholding No
VAT No
Last Modified By UTZBATCH-UTZ
Last modified date 02/20/2023 10:10AM
Created By UTZ_FI_CNV1
Created Date/time 04/04/2014 12:00AM
Last Activity Date 07/28/2023

Review Supplier Search - UTShare

The **Review Suppliers** page is used to search for an existing Supplier.

- Search by Name, supplier ID, or supplier Address.
- Narrow search by using operators such as Contains, Equal to, Not Equal to, etc.
- This page displays detailed information for multiple Suppliers.
- On the **Additional Supplier Info** tab, the “Status” of the Supplier is provided (e.g., Denied, Unapproved, Inactive, etc.).

Review Suppliers

Search Criteria

*SetID

Name **Contains**

Supplier ID

Short Name **Equal to**

Withholding Name **Equal to**

Classification

Supplier Status

Type

Sanctions Status

Persistence

Address **Contains**

City

Customer Number

Country

ID Type **(Invalid Value)**

State

VAT Registration ID

Postal

Withholding Tax ID

Max Rows

Search Results

Main Information **Additional Supplier Info** Audit Information

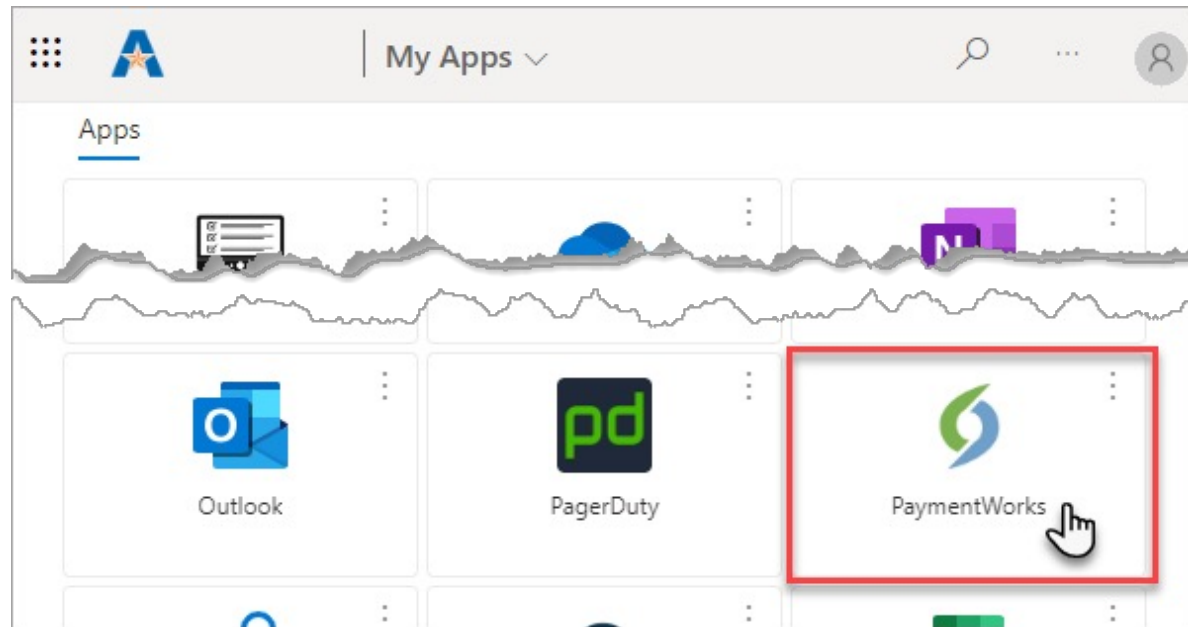
Actions	SetID	Supplier ID	Supplier Name	Short Na	Classification	Persistence	AR Number
▼ Actions	UTARL	0000039785	FACILITECH INC dba Business Interiors	FACILITE	Outside Party	Regular	
					Approved	Regular	

PaymentWorks

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.

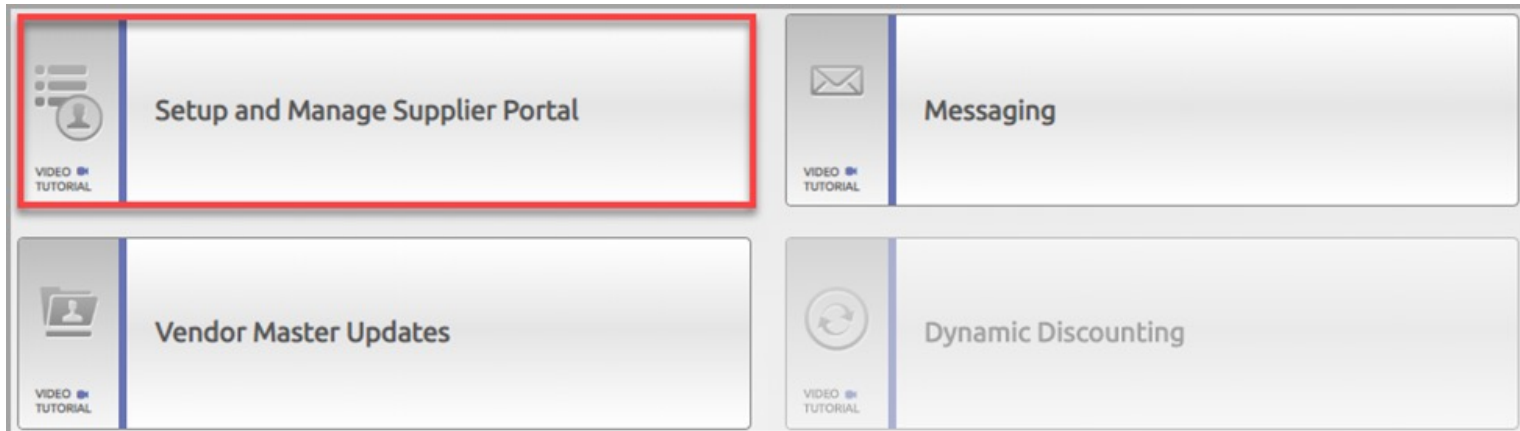
UTA employees can access PaymentWorks through the UTA Apps page at myapps.uta.edu



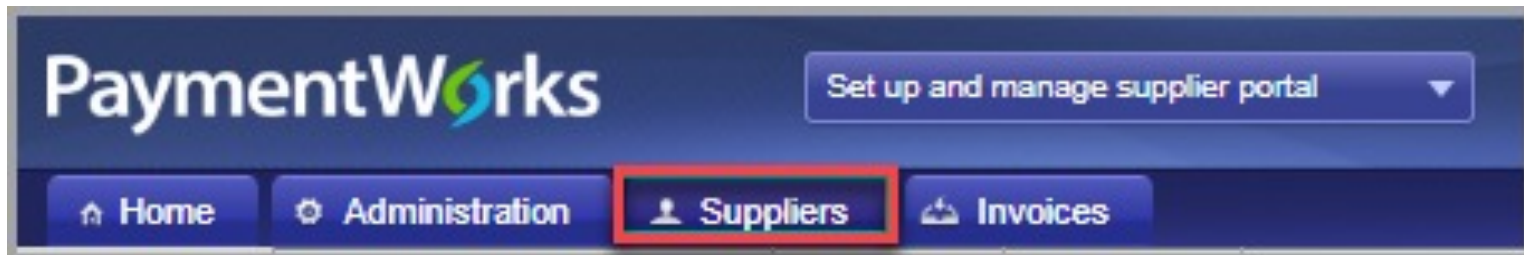
Search for a Supplier

Search for Supplier

- Log into PaymentWorks.
- Click on **Setup and Manage Supplier Portal**.



- Click on the **Suppliers** tab.



Search for a Supplier

Search for 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.

Supplier Search Filters		SUPPLIER NAME ^	VENDOR NUM	SITE CODE	CONNECTED
Supplier Name:	<input type="text"/>	Alex David Jerez-Roman	0000103465	001 1	
Vendor Number:	<input type="text"/>	1010 Collins LLC	0000052607	001 1	
Site Code:	<input type="text"/>	1099, Tax	0000104679	ONL-PW-1 2	<input checked="" type="checkbox"/>
City:	<input type="text"/>	1105 MEDIA INC	0000046984	SHARED 1	
State:	State <input type="text"/>	1105 MEDIA INC	0000046984	SHARED 2	
Zipcode:	<input type="text"/>	1105 MEDIA INC	0000046984	SHARED 3	
Country:	<input type="text"/>	1105 MEDIA INC	0000046984	SHARED 4	
Address Type:	Show All <input type="text"/>	1105 MEDIA INC	0000046984	SHARED 5	
Contact Email:	<input type="text"/>	1105 MEDIA INC	0000046984	SHARED 6	
Connected:	Show All <input type="text"/>				

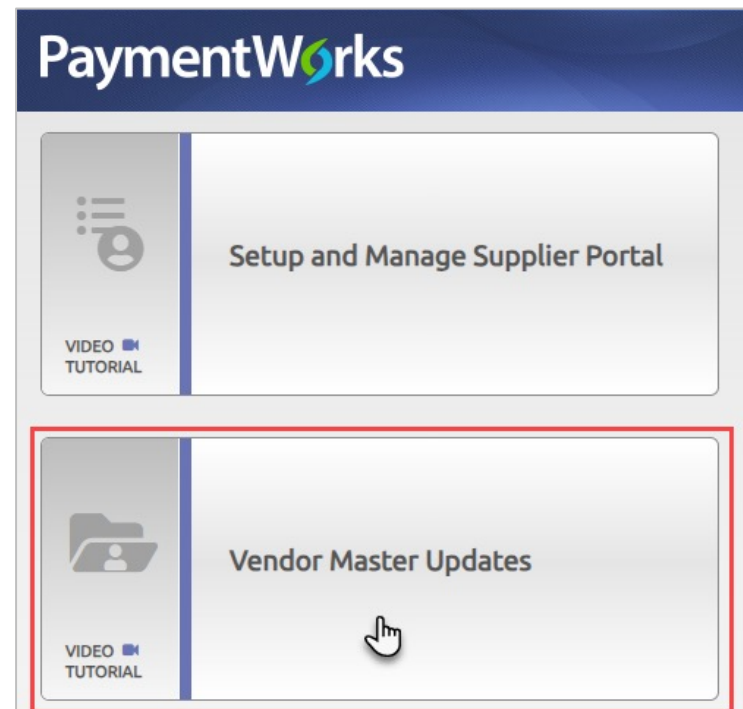
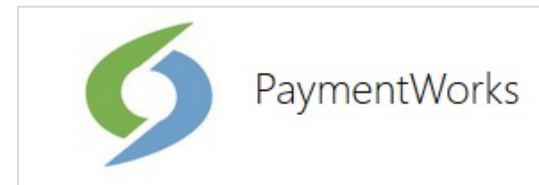
Adding Suppliers

Adding a New Supplier

General Information

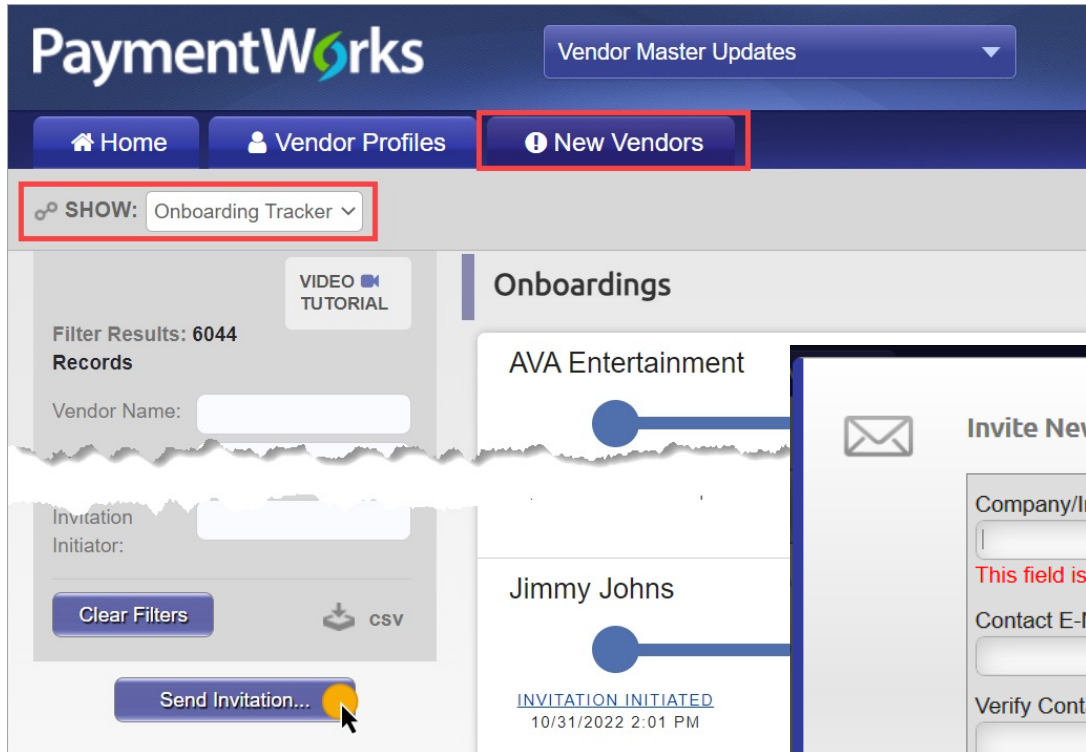
Departments are responsible for inviting new U.S. Suppliers using PaymentWorks.

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 The **New Vendors** Tab
5. Select **Onboarding Tracker** from the SHOW menu



6. Click on the **Send Invitation** button

The screenshot shows the 'Invite New Vendor' form. It has a title 'Invite New Vendor' with an envelope icon. The form contains several required fields, each marked with an asterisk (*):
- 'Company/Individual Name:*' with a red error message 'This field is required.'
- 'Contact E-Mail:*'
- 'Verify Contact E-Mail:*'
- 'Description of Goods and Services:*'
At the bottom, there are 'Cancel' and 'Send' buttons. A legend indicates '*Required Field'.

7. Complete the Information
8. Click **Send**

Other Supplier Information

General Information

- Suppliers are responsible for updating their company, banking, and or legal information in PaymentWorks once their account is established.
- The supplier inviter will receive notifications when the supplier connection and approval are complete.



UTA Policies and Procedures



For Supplier Procedures:

Procedures Index BF-PGS-PR11

- “Supplier Setup and Maintenance”

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

More Information

UTShare Support & Help:

- ServiceNow
- 817-272-2155
- Online Chat

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