Payment Vouchers
Training Agenda

- UTShare Terms
- Payment Voucher Overview
- Non-Purchase Order Voucher
- Purchase Order Voucher
- Manage Suppliers
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.”

<table>
<thead>
<tr>
<th>GL Unit</th>
<th>Account</th>
<th>Oper Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Function</th>
<th>Product</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Cost Center</th>
<th>ChartField 2</th>
<th>ChartField 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTARL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<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
• **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.
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.

<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>1XXXXX</td>
<td>Assets</td>
<td>4XXXXX</td>
<td>Revenue</td>
<td>7XXXXX</td>
<td>Transfers</td>
</tr>
<tr>
<td>2XXXXX</td>
<td>Liabilities</td>
<td>5XXXXX</td>
<td>Expense - Payroll</td>
<td>8XXXXX</td>
<td>Capital Assets</td>
</tr>
<tr>
<td>3XXXXX</td>
<td>Fund Equity</td>
<td>6XXXXX</td>
<td>Expense-Non-Payroll</td>
<td>9XXXXX</td>
<td>Suspense</td>
</tr>
</tbody>
</table>
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.
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.
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

1. Invoice Received
2. The originator completes voucher, attaches support documentation, runs budget checking, and submits for approval
3. Grant Funded?
   - Yes: Principal Investigator (PI) 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.
- 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.**

For discounts applied to a PO line, **use the same Cost Center or Project and GL account number used on the PO line.**
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.
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
The originator completes voucher, attaches support documentation, runs matching, runs budget checking, and submits voucher for approval.
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.
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.*
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.
Click on the **Supplier ID** or **name** to open their Supplier Information / Status.

### Supplier Information

**SetID**: UTARL  
**Supplier ID**: 0000039785  
**Supplier Short Name**: FACILITECH  
**Supplier Name**: FACILITECH INC dba Business Interiors  
**Order**: FACILITECH-001  
**Remit To**: FACILITECH-001  
**Address**:  
1111 VALLEY VIEW LN  
IRVING, TX 75061-6008  

**Status**: Approved  
**Persistence**: Regular  
**Classification**: Outside Party  
**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
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.).
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.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Vendor Num</th>
<th>Site Code</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex David Jerez-Roman</td>
<td>0000103465</td>
<td>001</td>
<td>1</td>
</tr>
<tr>
<td>1010 Collins LLC</td>
<td>0000052607</td>
<td>001</td>
<td>1</td>
</tr>
<tr>
<td>1099, Tax</td>
<td>0000104679</td>
<td>ONL-PW-1</td>
<td>2</td>
</tr>
<tr>
<td>1105 MEDIA INC</td>
<td>0000046984</td>
<td>SHARED</td>
<td>1</td>
</tr>
<tr>
<td>1105 MEDIA INC</td>
<td>0000046984</td>
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<td>2</td>
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<tr>
<td>1105 MEDIA INC</td>
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<tr>
<td>1105 MEDIA INC</td>
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<td>1105 MEDIA INC</td>
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</tr>
<tr>
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<td>0000046984</td>
<td>SHARED</td>
<td>7</td>
</tr>
<tr>
<td>1105 MEDIA INC</td>
<td>0000046984</td>
<td>SHARED</td>
<td>8</td>
</tr>
</tbody>
</table>
Adding Suppliers
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
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.
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