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 to 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.”

<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 1</th>
<th>ChartField 2</th>
<th>ChartField 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTARL</td>
<td></td>
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<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
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.
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

Invoice Received

The originator completes voucher, attaches support documentation, runs budget checking, and submits for approval

Grant Funded?

Yes

Principal Investigator (PI) 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**.

- 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.*
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.
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.
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.
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.

- 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 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.
Suppliers Search - UTShare

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

<table>
<thead>
<tr>
<th>Add/Update Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
</tr>
<tr>
<td>SetID: UTARL</td>
</tr>
<tr>
<td>Supplier ID: 0000039785</td>
</tr>
<tr>
<td>Supplier Short Name: FACILITECH</td>
</tr>
<tr>
<td>Supplier Name: FACILITECH INC dba Business Interiors</td>
</tr>
<tr>
<td>Order: FACILITECH-001</td>
</tr>
<tr>
<td>Remit To: FACILITECH-001</td>
</tr>
<tr>
<td>1111 VALLEY VIEW LN</td>
</tr>
<tr>
<td>IRVING, TX  75061-6008</td>
</tr>
<tr>
<td>Status: <strong>Approved</strong></td>
</tr>
<tr>
<td>Persistence: Regular</td>
</tr>
<tr>
<td>Classification: Outside Party</td>
</tr>
<tr>
<td>HCM Class:</td>
</tr>
<tr>
<td>Open for Ordering: Yes</td>
</tr>
<tr>
<td>Withholding: No</td>
</tr>
<tr>
<td>VAT: No</td>
</tr>
<tr>
<td>Last Modified By: UTZBATCH-UTZ</td>
</tr>
<tr>
<td>Last modified date: 02/20/2023 10:10AM</td>
</tr>
<tr>
<td>Created By: UTZ_FL_CNV1</td>
</tr>
<tr>
<td>Created Date/time: 04/04/2014 12:00AM</td>
</tr>
<tr>
<td>Last Activity Date: 07/28/2023</td>
</tr>
</tbody>
</table>
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 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](http://myapps.uta.edu)
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.
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

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