Reminder about using the SpeedChart in UTShare

Remember that the SpeedChart is there to ensure accuracy and ease the amount of keystrokes needed for everyday entry. The SpeedChart is a way to group together and name ChartField combinations. By utilizing the Travel and Expense SpeedChart function users are able to populate a complete ChartField combination by entering a SpeedChart instead of the manual population of a Fund, Dept, Cost Center, Function, PC Bus Unit, and Project & Activity columns.

Please ensure that you are taking full advantage of the SpeedChart function that is available for all Travel Authorizations and Expense reports. It is important to note that the SpeedChart function can also be used for both Accounting Defaults and Accounting Detail view modes.

For more information please visit the FAR PowerPoint presentation.

TRAVEL Reminders:

· LINK Travel Authorization to the Expense Report when settling travel

· LINK Cash Advance to Expense Report when settling travel

· “Registration fees” is the only travel expense that can be paid with a Procard

· Travel Authorization should include all expenses, even when paid with a CLIBA/Procard

· Email disbursements.travel@utsa.edu if disencumbrances need to be processed (a TAF is not necessary unless a change/correction to TA is being processed)

· IF CLIBA/Procard expenses are reflected on the Expense Report when settling travel, ensure EXPENSE TYPE is marked as “PAID BY EMPLOYEE” and detail line box marked as “NON-REIMBURSEABLE”
PURCHASE ORDERS Reminders:

- Create new POs per fiscal year for copiers, leases, cell phones, etc. Provide new PO number to vendor.
- Include number of payments per month per FY year on PO as well as copier overages
- Complete the “desktop receiving” for goods received or services rendered at the department level if the PO was created to include electronic receiving

Changes to Post-Travel Process

Disbursements and Travel services is pleased to announce that the Expense Report (in SharePoint) will no longer be required. This change is effective immediately.

The TRS form will still provide all necessary approvals and any additional information. As an important side note, the SharePoint/Interim Workflow Travel Authorization is still required.

This process change should end up saving time for all administrative staff and departmental approvers.

For more information please visit the FAR PowerPoint presentation.

Please refer to DTS website to view updated listing of DTS staff members to corresponding alpha distribution of vendors and job duties.