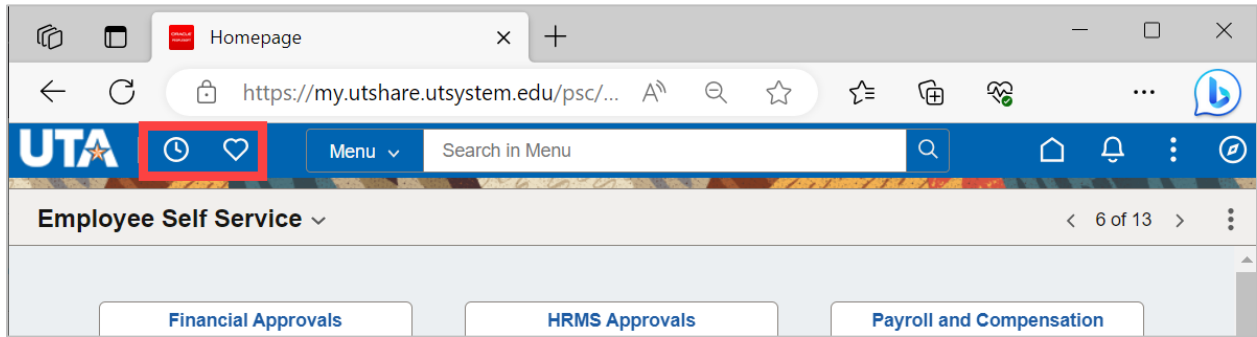
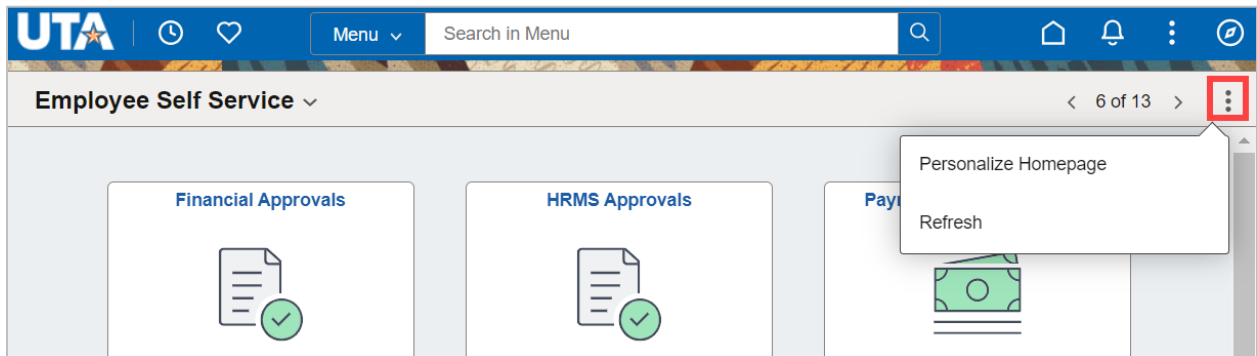


UTSIS made a PeopleTools upgrade to UTShare over the weekend, changing the look and feel of several UTShare pages. Below are some of the changes you will see as of June 12, 2023. Please contact Knowledge Services if assistance is needed.

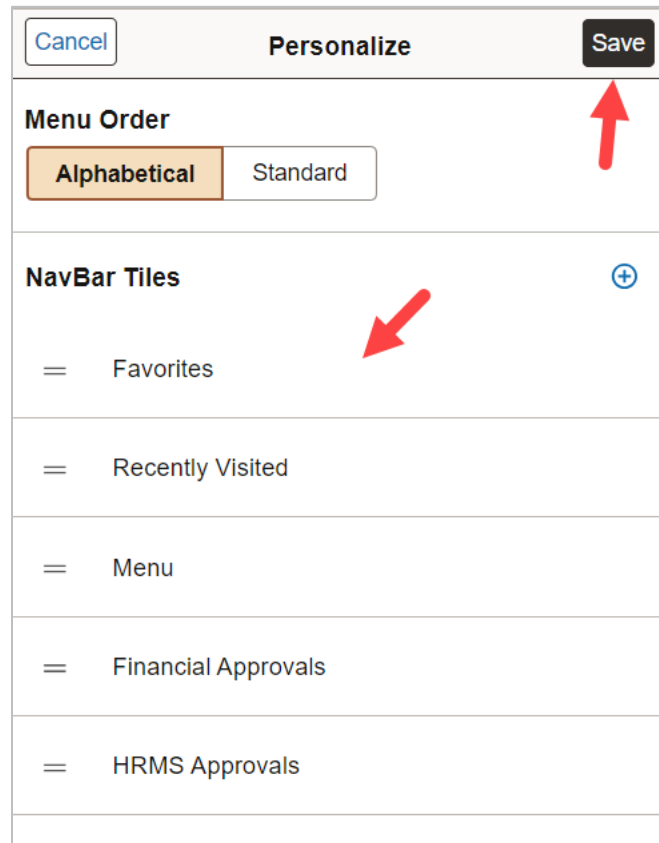
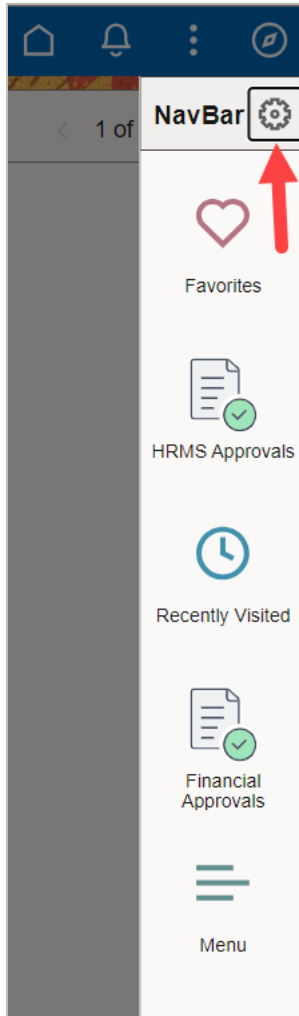
- The icons for “Recently Visited” and “Favorites” have moved from the left-hand side of the page to the left side of the header bar:



- There is now a Homepage Action icon on the homepages themselves, allowing you to personalize your homepages more easily.



- The order of the icons on your NavBar menu might have changed. You can modify the order by clicking on the gear icon, arranging your icon order by dragging the icon names to the desired order, then clicking the Save button



- Functional pages no longer have tabs for “Find an Existing Value” or “Add a New Value”. Now they are now two different screens, with a button at the upper-right of the page to switch between the screens.

## Voucher

**Add a New Value**

\*Business Unit

\*Voucher ID

\*Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

- Find An Existing Value and Search pages look different.

New Window | Help

### Find an Existing Value

[+ Add a New Value](#)

**Search Criteria**


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

🕒 Recent Searches  [✎](#)    📌 Saved Searches  [✎](#)

Business Unit	=	<input type="text" value="UTARL"/>	<a href="#">🔍</a>
Voucher ID	begins with	<input type="text"/>	
Invoice Number	begins with	<input type="text"/>	
Invoice Date	=	<input type="text"/>	<a href="#">📅</a>
Short Supplier Name	begins with	<input type="text"/>	
Supplier ID	begins with	<input type="text"/>	<a href="#">🔍</a>
Supplier Name	begins with	<input type="text"/>	
Voucher Style	=	<input type="text"/>	<input type="text"/>
Related Voucher	begins with	<input type="text"/>	
Entry Status	=	<input type="text"/>	<input type="text"/>
Voucher Source	=	<input type="text"/>	<input type="text"/>
Incomplete Voucher	=	<input type="text"/>	<input type="text"/>

[^ Show fewer options](#)

Case Sensitive



Nothing yet  
Your search results will appear here

- The “Show more options” link on the Find an Existing Value page has replaced the “Advanced Search” and will allow for more search criteria to be entered.

**Travel Authorization** New Window | Help

**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   🔖 Saved Searches

Search by:  begins with

Case Sensitive

**Travel Authorization** New Window | Help

**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   🔖 Saved Searches

Authorization ID

Authorization Name

Name

Empl ID   🔍

Status

Creation Date   📅

^ Show fewer options

Case Sensitive

- When searching for a value, instead of going directly to the document page for that value, a search will return search results for the one value. To go to the document page, click on the row in the search results table.

Travel Authorization

New Window | Help

**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: Choose from recent searches | Saved Searches: Choose from saved searches

Authorization ID: begins with 0000123456  
 Authorization Name: begins with  
 Name: contains  
 Empl ID: begins with  
 Status: =  
 Creation Date: =

Case Sensitive

Search Clear Save Search

**Search Results**

1 rows - Authorization ID "0000123456"

Authorization ID	Authorization Name	Name	Empl ID	Status	Creation Date	
0000123456	Common App Orientation			Closed	02/14/2019	>



- The Global Search bar is now available on functional pages.

The screenshot shows a web application interface for a 'Regular Entry'. At the top, there is a dark navigation bar with a search bar labeled 'Search in Menu' highlighted by a red arrow. Below the navigation bar, the page title 'Regular Entry' is displayed. The main content area is divided into several sections: a navigation menu with tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'; a detailed view of the entry with fields for Business Unit, Voucher ID, Voucher Style, Supplier Name, Invoice Date, Invoice No, Invoice Total, Entry Status, Match Status, Approval Status, Post Status, Pay Terms, Voucher Source, Origin, Created On, Created By, Last Update, Modified By, ERS Type, Close Status, Budget Status, and Budget Misc Status; and a search bar with a dropdown menu and a 'Go' button. At the bottom, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

**Regular Entry**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | New Window | Help | Personalize Page

**Business Unit** UTARL **Invoice Date** 01/16/2018  
**Voucher ID** 00123456 **Invoice No** SI381978  
**Voucher Style** Regular **Invoice Total** 256.58 USD  
**Supplier Name** DLT SOLUTIONS, LLC  
PO BOX 743359  
ATLANTA, GA 30374-3359  
**Entry Status** Postable **Pay Terms** Net 30 Day  
**Match Status** Matched [Approval History](#) **Voucher Source** Online  
**Approval Status** Approved **Origin** ONL  
**Post Status** Posted **Created On** 01/26/2018 12:00AM  
**Created By** [User]  
**Last Update** 01/29/2018 12:00AM  
**Modified By** [User]  
**ERS Type** Not Applicable  
**Close Status** Open  
**Budget Status** Valid  
**Budget Misc Status** Valid  
**\*View Related**

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary