



State SCR Voucher – UCT Service Center Processing Procedures

Roles and Responsibilities of Initiating Department

UCT service center (repairs and software purchase) will use the #0000000067 vendor.

1. Initiating department will email the Support Center for a Work Order Request. Include the purpose and benefit in the request.
2. UCT– Technical Services will email the Work Order Request with quote to the initiating department.
[Sample Work Order Request with quote](#)
3. Initiating department will create the SCR Voucher.

**UCT must receive the SCR Voucher (approved by the Business Coordinator) within five business days after the Work Order Request was emailed to the initiating department. Otherwise, UCT will close the Work Order.*

***If the initiating department creates a voucher after the Work Order is closed, UCT will deny the voucher and will create a new Work Order. The initiating department will have to delete the old voucher, and create a new one with the new Work Order information.*

Creating a State SCR Voucher (paid from state funds)

Navigation: *Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry*

1. On the Add/Search page
 - a. Select *Add a New Value* tab
 - b. Enter **"SC759"** for *Business Unit*
 - c. Enter UCT SC Vendor ID **"0000000067"** for *Vendor ID*
 - d. Enter **"1"** for *Address Sequence Number*
 - e. Enter **"UCT#"** plus the **Issue Number** from the Work Order Request for *Invoice Number* (no spaces)
 - f. Enter the **Date** from the Work Order Request for *Invoice Date*
 - g. Enter the **amount of the charge** from the Work Order Request for *Gross Invoice Amount*
 - h. Enter **"1"** for *Estimated No. of Invoice Lines*
2. Click on the **Add** button.



Voucher

Business Unit:
 Voucher ID:
 Voucher Style:
 Short Vendor Name:
 Vendor ID:
 Vendor Location:
 Address Sequence Number:
 Invoice Number:
 Invoice Date:
 Gross Invoice Amount:
 Estimated No. of Invoice Lines:

Sample Work Order Request with quote

Entered on at 1:16:44 PM CDT (GMT-0500) by Joyce Ferrell:
 Install New Line for Network/Phone for Finance Division, NOA II, new position – Functional Analyst. Est. Amt.

Need 1 data line.

Test Ticket

This is assigned as issue number:



- The Invoice Information is displayed based on the information entered from the Add/Search page.
- Click on the **Comments** hyperlink.

Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log
Business Unit:	SC759	Invoice No:	UCT#33953		Action:
Voucher ID:	NEXT	Invoice Date:	08/01/2017		<input type="text"/>
Voucher Style:	Regular Voucher	Accounting Date:	08/03/2017		<input type="button" value="Run"/>
Vendor ID:	<input type="text" value="0000000067"/>	759 - UHCL UCT REPAIRS ACCOUNT		Comments(0)	
ShortName:	<input type="text" value="759UHCLUCT-001"/>	GENERAL ACCOUNTING BOX 105			
Location:	<input type="text" value="V"/>	2700 BAY AREA BLVD			
*Address:	<input type="text" value="1"/>	HOUSTON, TX 77058-1002			
Advanced Vendor Search					
Control Group:	<input type="text"/>	*Pay Terms:	<input type="text" value="00"/>	Due Now	Calc Basis Date
Invoice Lines:	0.00	Basis Date Type:	Inv Date		
*Currency:	<input type="text" value="USD"/>	Pay Schedule:	Other Non Transportation		
Total:	<input type="text" value="150.00"/>				
Difference:	0.00				
<input type="button" value="Calculate"/>					
Copy From Source Document					
PO Unit:	<input type="text"/>				
PO Number:	<input type="text"/>	<input type="button" value="Copy PO"/>			
Copy From:	<input type="text" value="None"/>	<input type="button" value="Go"/>			



5. Copy and paste **only the information relevant to the description of goods/services, the estimated cost, and the purpose and benefit** from the Work Order Request on the *Comment* section.
6. Click on **OK** button.

Voucher Comments

Voucher Comments

Old Comment:

Comment:

5 Entered on 08/01/2017 at 1:16:44 PM CDT (GMT-0500) by Joyce Ferrell:
Install New Line for Network/Phone for Finance Division, NOA II, new position – Functional Analyst. Est. Amt. \$150.00

6 OK Cancel Refresh

Sample Work Order Request with quote:

Entered on 08/01/2017 at 1:16:44 PM CDT (GMT-0500) by Joyce Ferrell:
Install New Line for Network/Phone for Finance Division, NOA II, new position – Functional Analyst. Est. Amt. \$150.00

Need 1 data line.

Test Ticket

This is assigned as issue number: **33953**



7. On Invoice Line 1

- a. Enter the **Speed Type** in the *SpeedChart* field for the debit cost center information (the cost center being charged) in the *Invoice Lines* section. The Speed Type will populate the cost center information.
- b. Add the **Account**.
- c. Enter the **amount of the charge** from the Work Order Request in the *Line Amount* and *Merchandise Amt* fields.
- d. Enter the **Invoice ID** (from Item #1e) followed by the **brief description of the work being done** in the *Line Description* field.
- e. There will be **NO** credit cost center added.

The screenshot shows the 'Invoice Lines' interface. The 'Line' field is set to '1'. The 'SpeedChart' field is '15979'. The 'Line Amount' is '150.00'. The 'Description' is 'UCT#33953 install new line'. The 'Distribution Lines' table below shows a single line with 'Merchandise Amt' of '150.00', 'Account' of '52806', 'Fund' of '1052', 'Dept' of 'C0153', 'Program' of 'F1096', and 'Project' of 'NA'. A green arrow points from the 'SpeedChart' field to the 'Merchandise Amt' field in the table.

Sample Work Order Request:

Entered on 08/01/2017 at 1:16:44 PM CDT (GMT-0500) by Joyce Ferrell:

Install New Line for Network/Phone for Finance Division, NOA II, new position – Functional

Analyst. Est. Amt. \$150.00

Need 1 data line.

Test Ticket

This is assigned as issue number: **33953**



8. Go to *Payments* tab.
9. Ensure that the *Remit to Address* is “1” in the *Payment Information* section.
10. Update the Bank to “STATE” in the Payment Options section. The Account will automatically be updated to “TREA.”
11. Update the Method to “ACH” in the Payment Options section.

Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log
Business Unit:	SC759	8	Invoice No:	UCT#33953	Action:
Voucher ID:	NEXT		Invoice Date:	08/01/2017	<input type="text"/>
Voucher Style:	Regular Voucher				<input type="button" value="Run"/>
Total Amount:	150.00				<input type="button" value="Schedule Payments"/>
Vendor Name:	759 - UHCL UCT REPAIRS ACCOUNT		*Pay Terms:	00 Due Now	

Payment Information		Schedule ID:		Payment Inquiry	
Payment:	1	Gross Amount:	0.00 USD	<input type="checkbox"/>	Discount Denied
*Remit to:	0000000067	Discount:	0.00 USD	<input type="checkbox"/>	Late Charge
Location:	V	Scheduled Due:		Payment Comments(0)	
*Address:	9 1	Net Due:			
759 - UHCL UCT REPAIRS ACCOUNT		Discount Due:			
GENERAL ACCOUNTING BOX 105		Accounting Date:			
2700 BAY AREA BLVD					
HOUSTON, TX 77058-1002					

Payment Options		Vendor Bank	
*Bank:	10 STATE	Pay Group:	
*Account:	TREA	*Handling:	SH
*Method:	11 ACH	*Netting:	Not Applicable
L/C ID:		Hold Reason:	
Message:			
Message will appear on remittance advice.	<input type="checkbox"/> Vender Offset TOP		



12. Save and budget check the voucher.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	
Business Unit:	SC759	Invoice Date:	08/01/2017					
Voucher ID:	00038688	Invoice No:	UCT#33953					
Voucher Style:	Regular	Invoice Total:	150.00		USD			
Contract ID:								
Vendor Name:	759 - UHCL UCT REPAIRS ACCOUNT GENERAL ACCOUNTING BOX 105 2700 BAY AREA BLVD HOUSTON, TX 77058-1002	Pay Terms:	Due Now					
		Voucher Source:	Online					
Entry Status:	Postable	Origin:	ONL					
Match Status:	No Match	Created:	08/03/2017					
Approval Status:	Pending	Created By:	8006680					
Post Status:	Unposted	Modified:	08/03/2017					
		Modified By:	8006680					
Doc Tol Status:	Valid	ERS Type:	Not Applicable					
Budget Status:	Valid	Close Status:	Open					
Budget Misc Status:	Valid							
*View Related	Payment Inquiry							Go

13. Go to *Documents* tab.

14. Upload the Work Order Request with quote.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	Error Summary
Business Unit:	SC759	Invoice Number:	UCT#33953					
Voucher:	00038688	Vendor:	759 - UHCL UCT REPAIRS ACCOUNT					
Invoice Date:	08/01/2017	ID:	000000067					
Post Status:	Unposted	Posting Date:						
Voucher Coversheet								
Print Voucher <input type="checkbox"/> Include Approval History								
Voucher Document Images								
<input checked="" type="checkbox"/> Display Active Documents Only Add New Document								



15. Approve the voucher to enter it into workflow.

Approval	Line Information	Charge Information	Documents
Business Unit:	SC759	Invoice Number:	UCT#33953
Voucher:	00038688	Vendor:	759 - UHCL UCT REPAIRS ACCOUNT
Invoice Date:	08/01/2017	ID:	0000000067

[Link to Voucher](#)

Route to:	Initial By												
<input checked="" type="radio"/> Dept/Coll/Div - SRV - Accounting Office	Dept: C0129 8006680 Source: ACC - Accounting												
	<table border="1"> <tr> <td>Approval Information</td> <td>Voucher Info</td> </tr> <tr> <td>Appr Inst: 3087687</td> <td>Inv Dt: 08/01/2017</td> </tr> <tr> <td>Status: Pending</td> <td>Inv Rcpt Dt:</td> </tr> <tr> <td>Action: <input type="button" value="Approve"/></td> <td>Good Rcpt Dt:</td> </tr> <tr> <td><input type="button" value="Apply"/></td> <td>Inspect Dt:</td> </tr> <tr> <td></td> <td>Gross: \$150.00</td> </tr> </table>	Approval Information	Voucher Info	Appr Inst: 3087687	Inv Dt: 08/01/2017	Status: Pending	Inv Rcpt Dt:	Action: <input type="button" value="Approve"/>	Good Rcpt Dt:	<input type="button" value="Apply"/>	Inspect Dt:		Gross: \$150.00
Approval Information	Voucher Info												
Appr Inst: 3087687	Inv Dt: 08/01/2017												
Status: Pending	Inv Rcpt Dt:												
Action: <input type="button" value="Approve"/>	Good Rcpt Dt:												
<input type="button" value="Apply"/>	Inspect Dt:												
	Gross: \$150.00												

15

Comment History

08-03-17 11:57 AM : Dept/Coll/Div - SRV - Accounting Office: Approve: Scardino, Maria Cecilia Entico

Comment

Approval Log

Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID	Name
1	I	Initiated	08/03/17 11:57:04AM	8006680	Scardino, Maria Cecilia Entico
2 Step 1	P	Pending	08/03/17 11:57:04AM		
3 Step 2	P	Pending	08/03/17 11:57:04AM		
4 Step 3	P	Pending	08/03/17 11:57:04AM		

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Vendor	Name 1	Name 2
SC797	0000000067	759 - UHCL UCT REPAIRS ACCOUNT	