Service Center Requests (SCR) Voucher Processing

UHCL has six active service centers that provide services to other departments in the campus:

- UCT Repairs
- UCT Software Purchases
- Telephone Services
- Postal Services
- Copy Services
- MR&R Services

Status Quo

For all services completed at a certain period, all paperwork are manually entered to AP via batch. An overnight process creates an auto-approved voucher from the details entered.
Then each type of voucher is processed as follows:

- Local vouchers
  - An internal transfer of funds between the service center and the department that received the service is done weekly.
- State vouchers
  - An invoice is sent to the state for reimbursement. A journal entry is created once the bank deposit is received from the state.

SCR Voucher via Workflow (New Process)

The service center no longer needs to send all the paperwork to manually enter to AP. SCR voucher will be created by the department receiving the service, then send it to workflow for further approvals:

- Business Coordinator as first level approver
- Service Center as second level approver
- AP department as final level approver

Once the SCR voucher is approved, the payment is processed as follows:

- Local SCR Voucher
  - The payment will be processed and the normal A/P journal entries will be created once a week on Friday, and on the last working day of each month.
- State SCR Voucher
  - The transactions will be transmitted to the State via USAS for reimbursement.
  - Once the state has deposited the reimbursement into UHCL bank account, a journal entry will be manually processed to record revenue to the UCT Service Center.

UCT service center for both repairs and software purchases will pilot for SCR voucher processing via workflow. Eventually, this will be implemented to the rests of the service centers.