



Local 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 Local SCR Voucher (paid from local 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 **"2"** 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 **"0.00"** for *Gross Invoice Amount*
 - h. Enter the Estimated No. of Invoice Lines (Minimum of 2 lines)
2. Click on the **Add** button.



Voucher

1a

Business Unit: 1b

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID: 1c

Vendor Location:

Address Sequence Number: 1d

Invoice Number: 1e

Invoice Date: 1f

Gross Invoice Amount: 1g

Estimated No. of Invoice Lines: 1h

2

[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. \$175.00

Need 1 data line.

Test Ticket

This is assigned as issue number: 33952 ←



- 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#33952		Action:
Voucher ID:	NEXT	Invoice Date:	08/01/2017	<input type="button" value="B1"/>	<input type="button" value="Run"/>
Voucher Style:	Regular Voucher	Accounting Date:	08/03/2017	<input type="button" value="B1"/>	
Vendor ID:	0000000067	759 - UHCL UCT REPAIRS ACCOUNT		<input type="button" value="Comments(0)"/>	
ShortName:	759UHCLUCT-001	2060-C0053-F0715-NA-50050 (13098)		<input type="button" value="A"/>	
Location:	V	HOUSTON, TX 77058			
*Address:	2				
Advanced Vendor Search					
Control Group:	<input type="text"/>	*Pay Terms:	<input type="text" value="00"/>	Due Now	<input type="button" value="Calc Basis Date"/>
Invoice Lines:	0.00	Basis Date Type:	Inv Date		
*Currency:	USD	Pay Schedule:	Other Non Transportation		
Total:	<input type="text" value="0.00"/>				
Difference:	<input type="text" value="0.00"/>				
<input type="button" value="Calculate"/>					
Copy From Source Document					
PO Unit:	<input type="text"/>				
PO Number:	<input type="text"/>				
Copy From:	None	<input type="button" value="Copy PO"/>		<input type="button" value="Go"/>	

^A Notice the credit cost center populated for Vendor ShortName. If a cost center is not listed, the *Address Sequence Number* is wrong!



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. \$175.00

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. \$175.00

Need 1 data line.

Test Ticket

This is assigned as issue number: **33952**



9. On Invoice Line 2

- a. Enter the **Speed Type** in the *SpeedChart* field for the credit cost. The credit cost center and speed type are listed above in the vendor information. The Speed Type will populate the cost center information.
- b. Add account “**50050**” for Recovered Cost.
- c. Enter a **credit amount** 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.

The screenshot shows the 'Invoice Lines' interface. At the top, 'Line:' is set to '2'. 'SpeedChart:' is '13098'. 'Line Amount:' is '-175.00'. 'Description:' is 'UCT#33952 install new line'. Below this is the 'Distribution Lines' table:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	Project
<input type="checkbox"/>	1	-175.00		00759	50050	2060	C0053	F0715	NA

10. Go to *Payments* tab.

11. Update the *Remit to Address* to “**2**” in the *Payment Information* section.

The screenshot shows the 'Payments' tab selected. The 'Payment Information' section is visible with the following details:

- Payment:** 1
- *Remit to:** 0000000067
- Location:** V
- *Address:** 2
- 759 - UHCL UCT REPAIRS ACCOUNT
2060-C0053-F0715-NA-50050 (13098)
HOUSTON, TX 77058
- Schedule ID:**
- Gross Amount:** 0.00 USD
- Discount:** 0.00 USD
- Scheduled Due:**
- Net Due:**
- Discount Due:**
- Accounting Date:**



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:	00038687	Invoice No:	UCT#33952				
Voucher Style:	Regular	Invoice Total:	0.00	USD			
Contract ID:							
Vendor Name:	759 - UHCL UCT REPAIRS ACCOUNT 2060-C0053-F0715-NA-50050 (13098) HOUSTON, TX 77058	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#33952			13		
Voucher:	00038687	Vendor:	759 - UHCL UCT REPAIRS ACCOUNT					
Invoice Date:	08/01/2017	ID:	0000000067					
Post Status:	Unposted	Posting Date:						
Voucher Coversheet								
<input type="button" value="Print Voucher"/> <input type="checkbox"/> Include Approval History								
Voucher Document Images								
<input checked="" type="checkbox"/> Display Active Documents Only <input type="button" value="Add New Document"/>								



15. Approve the voucher to enter it into workflow.

Approval	Line Information	Charge Information	Documents
Business Unit:	SC759	Invoice Number:	UCT#33952
Voucher:	00038687	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
Approval Information	Voucher Info
Appr Inst: 3087686 Status: Pending Action: <input type="button" value="Approve"/>	Inv Dt: 08/01/2017 Inv Rcpt Dt: Good Rcpt Dt: Inspect Dt: Gross: \$0.00
<input type="button" value="Apply"/>	

15

Comment History

08-03-17 10:34 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 10:34:33AM	8006680	Scardino, Maria Cecilia Entico
2 Step 1	P	Pending	08/03/17 10:34:33AM		
3 Step 2	P	Pending	08/03/17 10:34:33AM		
4 Step 3	P	Pending	08/03/17 10:34:33AM		

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				