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

| Find an Existing Value | Add a New Value | 1a |

Business Unit: SC759 [1b]

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: 759UHCLUCT-001

Vendor ID: 0000000067 [1c]

Vendor Location: V

Address Sequence Number: 2 [1d]

Invoice Number: UCT#33952 [1e]

Invoice Date: 08/01/2017 [1f]

Gross Invoice Amount: 0.00 [1g]

Estimated No. of Invoice Lines: 2 [1h]

Add [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

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

^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**

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). 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.

8. Click on the ⊕ icon to go to the next invoice line.

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. $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.

10. Go to *Payments* tab.
11. Update the *Remit to Address* to "**2**" in the *Payment Information* section.

SCR Voucher – Local
Last Update Date: August 23, 2021   **Last Review Date: August 23, 2021**

12. Save and budget check the voucher.

13. Go to *Documents* tab.
14. Upload the Work Order Request with quote.

15. Approve the voucher to enter it into workflow.

SCR Voucher – Local
Last Update Date: August 23, 2021   **Last Review Date: August 23, 2021**