State SCR Voucher – UCT Service Center Processing Procedures

Roles and Responsibilities of Initiating Department

UCT service center (repairs and software purchase) will use the #000000067 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 "000000067" 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.

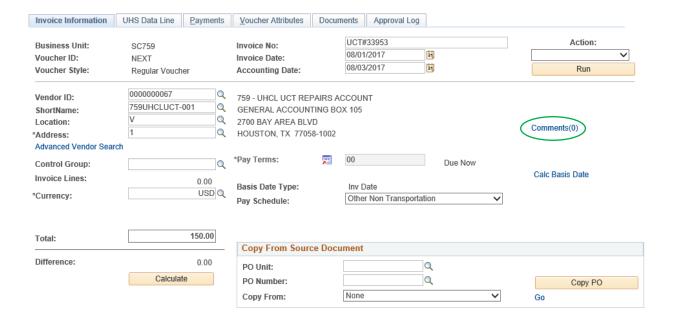


Voucher

Find an Existing Value Add a New Value
Business Unit: SC759 Q
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: 759UHCLUCT-001
Vendor ID: 1c 0000000067 Q
Vendor Location:
Address Sequence Numbe 10 1 Q
Invoice Number: UCT#33953 1e
Invoice Date: 08/01/2017
Gross Invoice Amount: 150.00 1g
Estimated No. of Invoice Lines: 1 1h
2 Add
Sample Work Order Dequest with quate
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



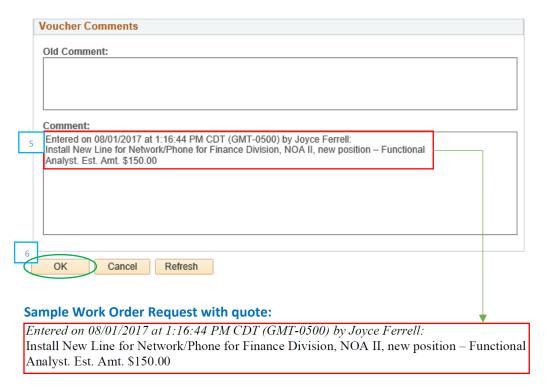
- 3. The Invoice Information is displayed based on the information entered from the Add/Search page.
- Click on the Comments hyperlink.





- 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



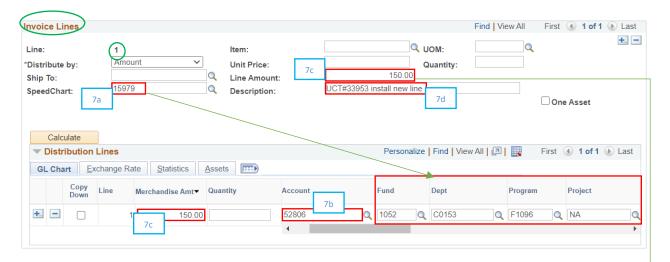
Need 1 data line.

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.



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

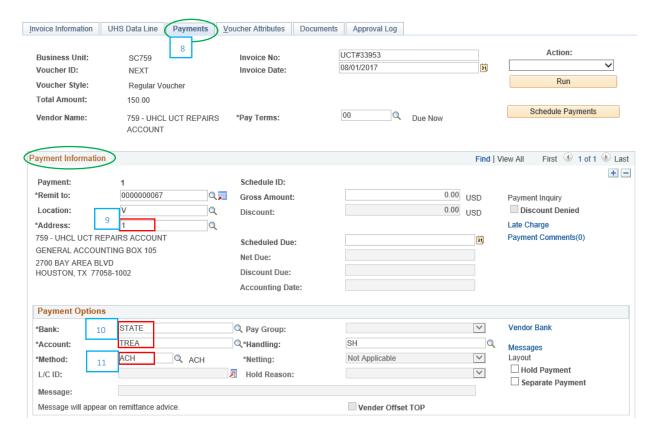
Need 1 data line.

Test Ticket

This is assigned as issue number: 33953

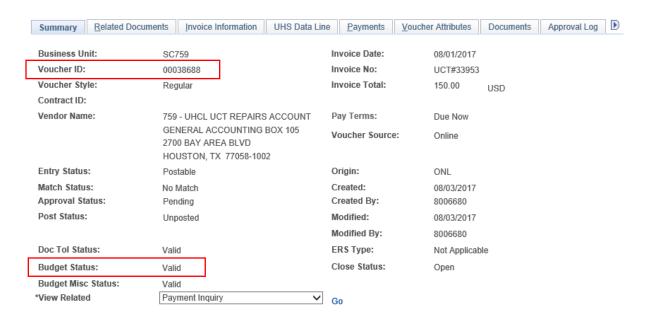


- 8. Go to Payments tab.
- 9. Ensure that the Remit to Address is "1" in the Payment Information section.
- 10. Update the Bank to "STATE" in the Payment Options section. The Account will automatically be updated to "TREA."
- 11. Update the Method to "ACH" in the Payment Options section.

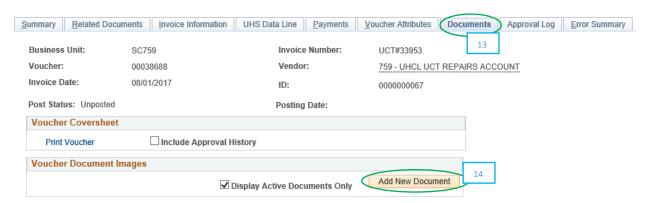




12. Save and budget check the voucher.



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





15. Approve the voucher to enter it into workflow.

