

Local & State SCR Vouchers – UCT Service Center Processing Procedures

Roles and Responsibilities of the First Level Approver – Business Coordinator

Payable	worklist								
Filter Or	v Value		Q	Filter					
							Personalize Fir	nd View All 🖾 🔣 👘 First 🕚	1 of 1 🕑 Last
Bank Code	From	Date From	Source	Work List Name	BU	Voucher ID	Accounting Date	Invoice Number	Approve Doc
LOCC	Scardino,Maria Cecilia Entico	08/03/2017	ACC	Route for Additional Approvals	SC759	00038687	08/03/2017	UCT#33952	Approve Doc

1. The SCR Voucher is routed to the Business Coordinator as a first level approver. This appears in the *Payable worklist*.

	Approval Line Information	Charge Information Docume	nts		
	Business Unit:	SC759	Invoice Number:	UCT#33952	
	Invoice Post Unposted Date: Status:	08/01/2017 Posting Date:	ID:	0000000067	REPAIRS ACCOUNT
	Voucher Coversheet				
	Print Voucher Covershee	t ☐ Include Approval Histor	У		
Voucher Info		√ Display	Active Documents Only	dd New Document	
			Find View All First	🕚 1 of 1 🕑 Last	
)	Secured Document	Details	
		Document State	us Active V Document	Seq Nbr 1	
Work Order		Created Date/Tin	ne 08/03/17		
Request		Last Update User	ID		
	Image Type APPLICATIO	Last Upda Date/Tin DN/PDF	ite ne		

- 2. The Business Coordinator reviews the voucher, and ensures that the information on the voucher matches the information on the Work Order Request with quote attached in the *Documents* section.
 - > Click the Print Voucher Coversheet hyperlink to see the voucher information
 - > Click the 🧖 icon to see the Work Order Request information



PeopleSoft General Ledger Documentation

Approval L	ine Information	Charge Information	Documents				
Business Uni	t: SC	759	Inv	pice Number:	UCT#33952	2	
Voucher:	00	038687	Ven	dor:	759 - UHCL	UCT REPAI	RS ACCOUNT
Invoice Date:	08/	/01/2017	ID:		00000006	7	
Route to:			Initial By		LI	nk to voucnei	r
Dept/Co	II/Div - SRV - Aco	counting Office	Dept: C0	129 80066	80		
			Source AC	C - Accounting	•		
			Approval Inf	ormation	Voucher Info]
Comment Hist 08-03-17 10:34 08-03-17 10:37 Comment	tory 4 AM : Dept/Coll/[7 AM : Dept/Coll/[Div - SRV - Accounting Div - SRV - Accounting	Appr Inst: Status: Action: 3 Office: Approve: Sc Office: Approve: Ke	3087686 Pending Approve V Apply cardino,Maria Ce egresse Jr,Rober	Inv Dt: Inv Rcpt Dt: Good Rcpt Dt: Inspect Dt: Gross:	\$0.00	
							6
Approval Lo	g						
Approval S	tep Appr Stat	Appr Status D	ate/Time Stamp	User I	D	Name	
1	I	Initiated 08	3/03/17 10:34:33AN	80066	580	Scardino	Maria Cecilia Entico,
2 Step 1	A	Approved 08	3/03/17 10:37:29AN	10770	067	Kegresse	e Jr,Robert Roy
3 Step 2	Р	Pending 03	3/03/17 10:34:33AN	1			
4 Step 3	Ρ	Pending 08	3/03/17 10:34:33AN	1			
Details 🗏		Pers	onalize Find Vie	w All I 💷 I 🔜	First 🕚 1 of	f 1 🕑 Last	
Remit SetID	Remit Vendor	Name 1		Name 2			
SC797	000000067	759 - UHCL U ACCOUNT	JCT REPAIRS				

3. The Business Coordinator approves the SCR voucher.



Roles and Responsibilities of the Second Level Approver – UCT

Filter On	▼ Value		Q	Filter					
							Personalize Find	View All 🔄 🔣 🛛 First 🕚	1-3 of 3 🕑 La
Bank Code	From	Date From	Source	Work List Name	BU	Voucher ID	Accounting Date	Invoice Number	Approve Doc
LOCC	Kegresse Jr,Robert Roy	08/03/2017	ACC	Route for Additional Approvals	SC759	00038687	08/03/2017	UCT#33952	Approve Do
LOCC	Kegresse Jr,Robert Roy	08/01/2017	ACC	Route for Additional Approvals	SC759	00038681	08/01/2017	08012017	Approve Do
LOCC	Green, Susan Marie	08/01/2017	AAF	Route for Additional Approvals	SC759	00038682	08/01/2017	#14850	Approve Do

1. The SCR Voucher is routed to the UCT Service Center as a second level approver. This appears in the *Payable worklist*.

	<u>Approval</u> <u>Line Information</u>	Charge Information	Documents			
	Business Unit:	SC759	Invoice	Number:	UCT#33952	
	Invoice Post Unposted Date: Status:	08/01/2017 Posting Date:	ID:		0000000067	REPAIRS ACCOUNT
	Voucher Coversheet					
Voucher Info	Voucher Document Ima	ges	oval History			
)	Display Active Documents Find View Secured Doc	a Only Ad	d New Document 1 of 1 Last Details	
Work Order Request		Doct Create Last Up	ument Status Active Created By 8006680 ed Date/Time 08/03/17 odate User ID Last Update Date/Time	Document S Scardino,Ma	eq Nbr 1 aria Cecilia Entico	
	mage type APPLICATI	UN/PDF				

- 2. UCT reviews the voucher, and ensures that the information on the voucher matches the information on the Work Order Request with quote attached in the *Documents* section.
 - > Click the Print Voucher Coversheet hyperlink to see the voucher information
 - > Click the ^{III} icon to see the Work Order Request information



3. Once the information on the voucher and on the Work Order Request are verified, UCT – Tech Services schedules and completes the work.

<u>Approval</u> <u>Line Information</u>	Charge Information Documents	\triangleright	
Business Unit:	SC759	Invoice Number:	UCT#33952
Voucher:	00038687	Vendor:	759 - UHCL UCT REPAIRS ACCOUNT
Invoice Post Unposted Date: Status:	08/01/2017 Posting Date:	ID:	000000067
Voucher Coversheet Print Voucher Coversheet Voucher Document Imag	Include Approval History		
	Display Activ	e Documents Only	dd New Document 4

4. After the work is completed, UCT attaches the Work Order Completion from footprints in the *Documents* section.

Sample Work Order Completion

	Line Inform	ation	Charge Informa	tion Documents			
Business	Unit:	SC	759	Invoice I	Number: UCT	F#33952	
Voucher:		000	038687	Vendor:	759	- UHCL UCT REPAIRS	S ACCOUNT
Invoice Da	ite:	08/	01/2017	ID:	000	0000067	
						Link to Voucher	
Route to:				Initial By			
Dept	/Coll/Div - SR	V - Aco	counting Office	Dept: C0129 Source ACC - A	8006680 ccounting	T	
				Approval Informa	ation Voucher	Info	
				Appr Inst: 308 Status: Pend Action: Appro	7686 Inv Dt: ing Inv Rc; ve v Good F Dt: Inspec	08/01/2017 of Dt: Rept t Dt:	
				3	Gross:	\$0.00	
Comment I 08-03-17 1	History 0:34 AM : Dep	ot/Coll/E	Div - SRV - Accour	ting Office: Approve: Scardin	o,Maria Cecilia Entico		
Comment I 08-03-17 1 08-03-17 1 08-03-17 1 Comment	History 0:34 AM : Deg 0:37 AM : Deg 0:46 AM : Deg	ot/Coll/E ot/Coll/E ot/Coll/E	Div - SRV - Accour Div - SRV - Accour Div - SRV - Accour	ting Office: Approve: Scardin ting Office: Approve: Kegres ting Office: Approve: Ferrell,	o,Maria Cecilia Entico se Jr,Robert Roy Joyce D		
Comment I 08-03-17 1 08-03-17 1 08-03-17 1 Comment	History 0:34 AM : Deg 0:37 AM : Deg 0:46 AM : Deg	ot/Coll/E ot/Coll/E ot/Coll/E	Div - SRV - Accour Div - SRV - Accour Div - SRV - Accour	ting Office: Approve: Scardin ting Office: Approve: Kegres ting Office: Approve: Ferrell,	o,Maria Cecilia Entico se Jr,Robert Roy Joyce D		
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Comment I 08-03-17 1 08-03-17 1 08-03-17 1 08-03-17 1 Comment Comment Approval Approv 1 2 2 Step 1	History 0:34 AM : Dep 0:37 AM : Dep 0:46 AM : Dep All Step App I A	pt/Coll/E pt/Coll/E pt/Coll/E	Div - SRV - Accour Div - SRV - Accour Div - SRV - Accour SRV - Accour Div - SRV - Accour Div - SRV - Accour Div - SRV - Accour	Date/Time Stamp 08/03/17 10:34:33AM 08/03/17 10:34:32AM	o,Maria Cecilia Entico se Jr,Robert Roy Joyce D User ID 8006680 1077067	Name Scardino,M Kegresse J	laria Cecilia Er
Comment 1 08-03-17 1 08-03-17 1 08-03-17 1 Comment Comment Approval Approv 1 2 Step 1 3 Step 2	listory 0:34 AM : Dep 0:37 AM : Dep 0:46 AM : Dep al Step App I A A	pt/Coll/E pt/Coll/E pt/Coll/E	Div - SRV - Account NV - SRV - Account NV - SRV - Account NV - SRV - Account NV - SRV - Account Appr Status Initiated Approved Approved	bate/Time Stamp 08/03/17 10:34:39AM 08/03/17 10:34:39AM 08/03/17 10:34:59AM	o,Maria Cecilia Entico se Jr,Robert Roy Joyce D User ID 8006680 1077067 0009619	Name Scardino.M Kegresse J Ferrell, Joyc	iaria Cecilia Er r,Robert Roy ze D
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5. UCT approves the SCR voucher.



PeopleSoft General Ledger Documentation

Roles and Responsibilities of the Final Approver – AP

	Filter On	▼ Value		Q	Filter					
								Personalize Find	View All 🖾 🔣 Firs	t 🕚 1-5 of 70 🕑 Las
Bi	ank ode	From	Date From	Source	Work List Name	BU	Voucher ID	Accounting Date	Invoice Number	Approve Doc
L	000	Ferrell, Joyce D	08/03/2017	ACC	Route for Additional Approvals	SC759	00038687	08/03/2017	UCT#33952	Approve Doc
в	OAC	Plumley,Linda L	07/27/2017	AAP	Route for Additional Approvals	00759	00224166	07/27/2017	21501912	Approve Doc
в	OAC	Plumley,Linda L	07/27/2017	AAP	Route for Additional Approvals	00759	00224165	07/27/2017	21501911	Approve Doc
в	OAC	Plumley,Linda L	07/27/2017	AAP	Route for Additional Approvals	00759	00224164	07/27/2017	21501910	Approve Doc
В	OAC	Plumley,Linda L	07/27/2017	AAP	Route for Additional Approvals	00759	00224163	07/27/2017	21501909	Approve Doc

1. The SCR Voucher is routed to the AP department for final approval. This appears in the *Payable worklist*.

	Approval Line Information	Charge Information	Documents			
	Business Unit:	SC759		Invoice Number:	UCT#33952	
	Voucher:	00038687		Vendor:	759 - UHCL UCT F	REPAIRS ACCOUNT
	Invoice Post Unposted Date: Status:	08/01/2017 Posting Date:		ID:	000000067	
	Voucher Coversheet					
	Print Voucher Covershee	Include Appro	oval History			
Voucher	Voucher Document Imag	jes				
Info			☑ Display Active D	ocuments Only	Add New Document	
	\frown		F	Find View All First	t 🕚 1 of 2 🕑 Last	
	(Final Action of the second s				Details	
			Sec	cured Document		
Mark		Doci	ument Status Active	e 🗸 Documen	t Seq Nbr 1	
Order			Created By 8006	680 Scardino,!	Maria Cecilia Entico	
Request		Creat	ed Date/Time 08/03	/17		
		Last Up	odate User ID			
	Image Type APPLICATIO	N/PDF	Last Update Date/Time			
			Fir	nd View All First	④ 2 of 2 Last	
			Sec	sured Document	Details	
		Docu	iment Status Active	Documen	t Seq Nbr 2	
Work Order			Created By 00096	519 Ferrell, Joy	ce D	
Completion		Create	ed Date/Time 08/03	/17		
		Last Up	date User ID			
		Last Upda	te Date/Time			
	Image Type APPLICA	TION/PDF				

2. AP reviews the voucher, and ensures that the information on the voucher matches the information on the documents (ie. Work Order Request with quote attached by the creator and Work Order Completion attached by UCT) attached in the *Document* section.





- > Click the Print Voucher Coversheet hyperlink to see the voucher information
- > Click the ^{III} icon to see the Work Order Request or Completion information

		<u>o</u> nargo information	Documents				
Business Unit:	sc sc	759	Invoid	e Number:	UCT#3395/	2	
Voucher:	00	038687	Vendo	or:	759 - UHCI	UCT REPAIR	RS ACCOUNT
Invoice Date:	08/	/01/2017	ID:		00000006	7	
Route to:			Initial By		LI	ik to voucher	
Dept/Coll		counting Office	Depti 0012	0 000660	0		
© Dept/Coll	DIV - SKV - AC	counting Office	Source ACC	- Accounting	•		
			Approval Infor	mation	Voucher Info		
			Approvariation	mation	voucher mo		
			Appr Inst: 3	087686	Inv Dt:	08/01/2017	
			Status: Ar	proved	Inv Rcpt Dt:		
			Action: Ap	prove V	Good Rept Dt:		
			3 A	ylga	Inspect Dt:		
					Gross:	\$0.00	
08-03-17 10:37	ANI Dept/Coll/L	Div - SRV - Accounting	Office. Approve. Kegi	esse JI,Robell	Roy		
08-03-17 10:37 08-03-17 10:46 08-03-17 10:53 Comment	AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting) Office: Approve: Ferro Office: Approve: Ferro Office: Approve: Grar	esse of Robert ell,Joyce D tham,LaShand	Roy la Yvette	/	
08-03-17 10:37 08-03-17 10:46 08-03-17 10:53 Comment	AM : Dept/Coll/ AM : Dept/Coll/I AM : Dept/Coll/I	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting	Office: Approve: Ferry Office: Approve: Grar	esse of, Kobert ell, Joyce D tham, LaShand	Roy a Yvette	^	
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08-03-17 10:37 08-03-17 10:46 08-03-17 10:53 Comment Approval Log Approval Ste	AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I pp Appr Stat	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting	Office: Approve: Ferri Office: Approve: Grar	User ID	Roy la Yvette	Name	
08-03-17 10:37 08-03-17 10:46 08-03-17 10:45 Comment Approval Log Approval Ste	AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I ep Appr Stat I	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Initiated C	Office: Approve: Ferry Office: Approve: Gran Office: Approve: Gran Nate/Time Stamp 18/03/17 10:34:33AM	User ID 800668	Roy la Yvette	Name Scardino,	Maria Cecilia Entico
08-03-17 10:37 08-03-17 10:46 08-03-17 10:53 Comment Approval Log Approval Sta 1 2 Step 1	AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I Pep Appr Stat I A	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Initiated C Approved C	Date/Time Stamp 18/03/17 10:37:29AM	User ID 800668 107706	Roy a Yvette 30 37	Name Scardino, Kegresse	Maria Cecilia Entico Jr,Robert Roy
08-03-17 10:37 08-03-17 10:46 08-03-17 10:45 Comment Approval Log Approval Ste 1 2 Step 1 3 Step 2	AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I Pep Appr Stat I A A A A	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Initiated C Approved C Approved C	Diffice: Approve: Ferry Office: Approve: Gran Diffice: Approve: Gran Date/Time Stamp 18/03/17 10:34:33AM 18/03/17 10:37:29AM 18/03/17 10:46:59AM	User ID 800668 107706 000961	Roy a Yvette 300 37 9	Name Scardino,I Kegresse Ferrell,Joy	Maria Cecilia Entico Jr,Robert Roy /ce D
08-03-17 10:37 08-03-17 10:46 08-03-17 10:53 Comment Approval Log Approval Stef 1 2 Step 1 3 Step 2 4 Step 3	AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I Pep Appr Stat I A A A A A A	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Initiated C Approved C Approved C	Date/Time Stamp 18/03/17 10:34:33AM 18/03/17 10:34:59AM 18/03/17 10:322AM	User ID 800668 900991 107706 000961 133058	Roy a Yvette 300 37 19 34	Name Scardino,l Kegresse Ferrell,Joy Grantham	Maria Cecilia Entico Jr,Robert Roy /ce D ,LaShanda Yvette
08-03-17 10:37 08-03-17 10:46 08-03-17 10:53 Comment Approval Log Approval Ste 1 2 Step 1 3 Step 2 4 Step 3 Details	AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I p Appr Stat I A A A A A A	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Initiated C Approved C Approved C Approved C	Date/Time Stamp 10/03/17 10:34:33AM 18/03/17 10:37:29AM 18/03/17 10:53:22AM 18/03/17 10:53:22AM	User ID 800668 107706 000961 133058	Roy a Yvette 300 377 19 34 First ④ 1 of	Name Scardino, Kegresse Ferrell,Joy Grantham	Maria Cecilia Entico Jr,Robert Roy yce D ,LaShanda Yvette
08-03-17 10:37 08-03-17 10:46 08-03-17 10:53 Comment Approval Log Approval Sta 1 2 Step 1 3 Step 2 4 Step 3 Details Remit SetID	AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I AM : Dept/Coll/I Pep Appr Stat I A A A A A A A A Remit Vendor	Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Div - SRV - Accounting Initiated I Approved 0 Approved 0 Approved 0 Approved 0	Date/Time Stamp 10/fice: Approve: Ferror 10/fice: Approve: Gran 10/fice: Approve: Gran 10/fice: Approve: Gran 10/fice: Approve: Gran 10/fice: Approve: Gran 10/fice: Approve: Ferror 10/fice: Approve: Gran 10/fice: Approve: Gran 1	User ID 800668 107706 000961 133058 All 2	Roy a Yvette 30 37 19 34 First ④ 1 of	Name Scardino, Kegresse Ferrell,Joy Grantham	Maria Cecilia Entico Jr,Robert Roy /ce D ,LaShanda Yvette

3. AP approves the SCR voucher.



Note: If Work Order Completion document was not uploaded by UCT, AP will not deny the voucher. Denying the voucher will send it back to the Creator, which can cause confusion on the Creator since the issue is on UCT. Instead, AP will contact UCT via email to upload the document.

UCT should still be able to upload the Work Order Completion document even if the voucher is not on their workflow. Steps are as follows:

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

- 1. Click on Find an Existing Value tab.
- 2. Enter "SC759" for Business Unit.
- 3. Enter the **Voucher ID** for *Voucher ID*.
- 4. Click on the **Search** button.



Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing V	Adue Adu	d a	New Value		
Search Criteri	а				
Business Unit:	= •		SC759	2	2
Voucher ID:	begins with	•	00038687		
Invoice Number:	begins with	۳		3	
Invoice Date:	= •]		31	
Short Vendor Name:	begins with	•			
Vendor ID:	begins with	۳		Q	
Name 1:	begins with	۳			
Voucher Style:	= •				•
Related Voucher:	begins with	۳			
Entry Status:	= •				•
Voucher Source:	= •				•
Case Sensitive					
4 Search Cle	ar Basic	Sea	arch 🖾 Save Searc	h Criteria	



- 5. Go to Documents tab.
- 6. Upload the Work Order Completion document.

Summary Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attribut	Documents	Approval Log	Error Summary
Business Unit:	SC759		Invoice I	Number:	UCT#33952		
Voucher:	00038687		Vendor:		759 - UHCL UCT	REPAIRS AC	COUNT
Invoice Post Unposted Date: Status:	08/01/2017 Posting Date:		ID:		000000067		
Voucher Coversheet							
Print Voucher Coversheet	Include Appr	oval History					
Voucher Document Image	es					ī.	
		☑ Display Activ	e Documents (Only Add	New Document	•	
			Find View	All 🛛 First 🕚	1 of 1 🕑 Last		
E			Secured Docu	ment	Details		
	Doc	ument Status Ac	ctive 🗸	Document Se	q Nbr 1		
		Created By 80	006680	Scardino,Mar	a Cecilia Entico		
	Creat	ed Date/Time 08	3/03/17				
	Last U	pdate User ID					
Image Type APPLICATION	N/PDF	Last Update Date/Time					

Post Approval

- 1. Once the SCR voucher is approved, 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.
- 2. For State SCR voucher, the transactions will be transmitted to the State via USAS and a reimbursement to UHCL will occur.
- 3. 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.

1074 Reporting:

The SCR Voucher creates a Soft Commitment as soon as it is budget checked. It will be recognized as revenue for the Service Center once it is paid.