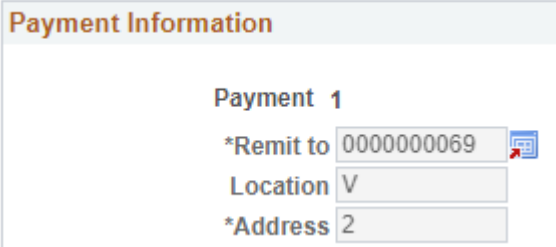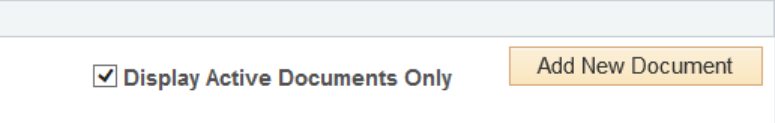| No.	Action	Notes/Additional Information
1	Log in to Finance	
2	Go to: Main Menu > Accounts Payable >Vouchers >Add/Update > Regular Entry	Main Menu ⯆ > Accounts Payable ⯆ > Vouchers ⯆ > Add/Update ⯆ > Regular Entry
3	Select "Add A New Value" Use Business Unit: SC759 Voucher ID = NEXT Voucher Style = Regular Voucher Select Supplier ID 0000000069 (MR&R SERVICES) from the Supplier ID Search. This will cause a number of fields to fill in. Address sequence Number = 2 Enter invoice number if applicable; invoice number is equal to the work order number. If there is no work order number associated, enter a short description with month or date included, for the invoice number. Enter the Gross Invoice Amount of "0" Estimated No. of Invoice Lines: minimum is 2; you can add more Select "Add"	Find an Existing Value **Add a New Value** Business Unit: SC759 Voucher ID: NEXT Voucher Style: Regular Voucher Supplier Name: 759 - UHCL MR&R SERVICES ACCOUNT Short Supplier Name: 759UHCLMR&-001 Supplier ID: 0000000069 Supplier Location: V Address Sequence Number: 2 Invoice Number: Invoice Date: Gross Invoice Amount: 0.00 PO Business Unit: PO Number: Estimated No. of Invoice Lines: 2 Add

Last update: 9/14/2023
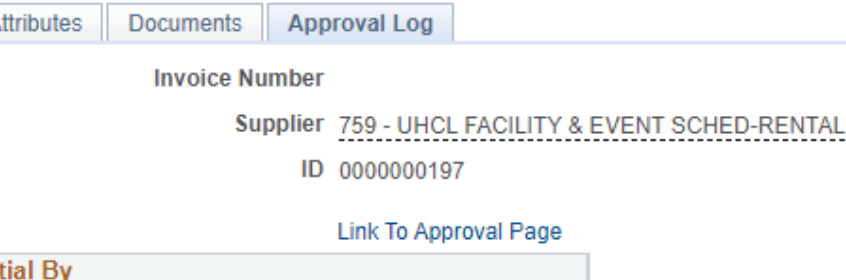
No.	Action	Notes/Additional Information
4	In the "Invoice Information" tab, in the second section, select the "Comments" link and write a description of the transaction. The comments must include "Payment to FMC and the reason, xx/xx/xxxx". (date or date range). Include the 5 W's	**Comment:** EXAMPLE: Department Payment to FMC for automotive fuel for 11/1/22-11/30/22.
5	In the "Invoice Information" tab, go to the middle of the page. In the Invoice Line box, enter invoice number if applicable; invoice number is equal to the work order number. If there is no work order number associated, enter a short description with month or date included, for the invoice number. In the Description, add a description for the transaction. In the first Distribution line, enter the Speed Type in the "Speed Chart" field for the debit cost center information (the cost center being charged). The debit line with the paying department's cost center will contain a positive amount (+). The account number used for the debit cost center will depend on your quote/invoice.	Invoice No JULY 2023 FUEL Invoice Date 08/09/2023 Ac *Pay Terms 00 Due Now COUNT Find | View All SpeedChart Ship To Description Scholarship Return Packing Slip Personalize | Find | View All | | | *GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project
---	---	---	---	---	---	---
00730	16114	3057	H0167	I0391	00730	NA	

No.	Action	Notes/Additional Information
6	Add a line 2 if you did not start the voucher with 2 lines (select the "+" symbol above the calculate button) Enter the Speed Type for FMC (17275) if paying for custodial services with chartfield "Custodial". Enter the Speed Type for FMC (13621) if paying for Building Maintenance, Central Plant, or Grounds services and then add a chartfield to specify which service is being used. ChartField 1 / Description / Short Description table below Enter account "50050" and negative amount to credit (-) the line.	Find | View All First ◀ 1-2 of 3 ▶ Last ☐ One Asset ⊞ ⊟ Calculate
7	Invoice date = date on an invoice, or date of email written quote. Click on basis date calculation: Invoice received date = date email was received containing invoice, quote, or written amount. Goods Received/acceptance date = date of event, last day of the month for monthly/quarterly service, or default to invoice date if no other date is specified.	**Date Calculation** Back to Invoice Date Calculation Basis Prompt Pay Basis ⌄ Fed Pymnt Basis Date 06/26/2023 Invoice Receipt Date 06/26/2023 Invoice Date 06/26/202 Goods Receipt Date 06/26/2023 Acceptance Date 06/26/202 Cancel Calculate

Within cell 6:

ChartField 1	Description	Short Description
BLDMAINT	Building Maintenance	BLDMAINT
CPHVAC	Central Plant or HVAC	CPHVAC
GROUNDS	Grounds	Grounds

No.	Action	Notes/Additional Information
8	Go to the payments tab and check that address 2 has been selected.	**Payment Information** Payment **1** *Remit to 0000000069 Location V *Address 2
9	Once the SC Voucher lines are filled in, go to the "Documents" tab and upload the required documentation. The SC Voucher must have attached: • Invoice or email showing the final price as well as a detailed description of what is being paid.	☑ Display Active Documents Only Add New Document
10	Go back to the "Invoice Information" page and select "Match, Doc Tol, Bdgt" action, then "Run".	Action Match, Doc Tol, Bdgt Run Calculate
11	Go to the "Approval Log" tab, click "Link to approval page" and submit the SC Voucher to workflow.	ttributes Documents **Approval Log** Invoice Number Supplier 759 - UHCL FACILITY & EVENT SCHED-RENTAL ID 0000000197 Link To Approval Page tial By