
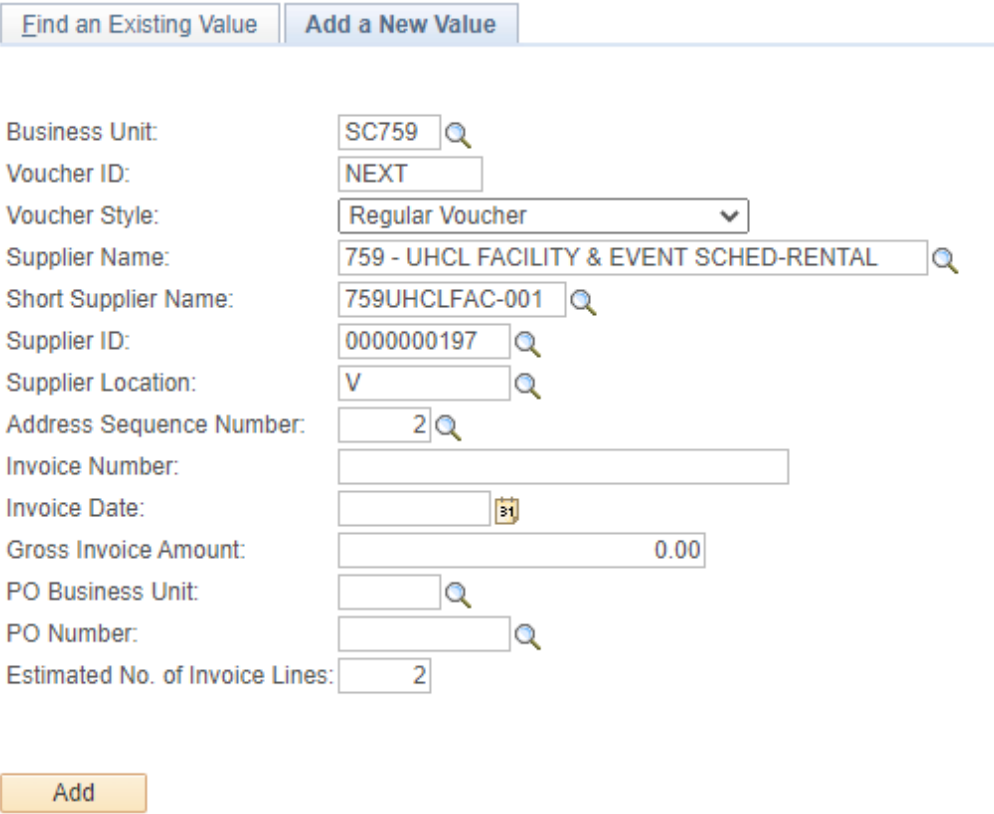
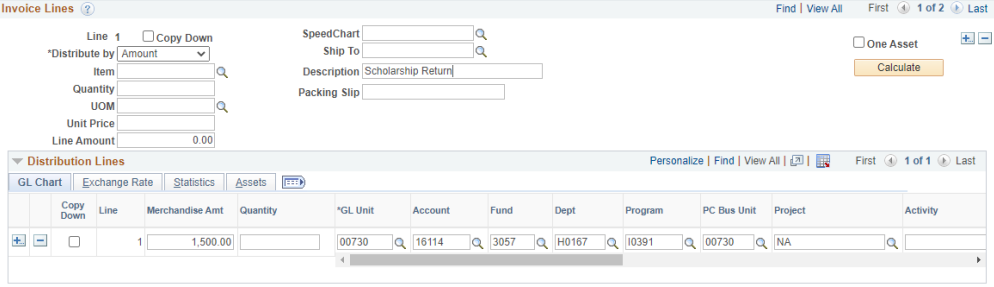


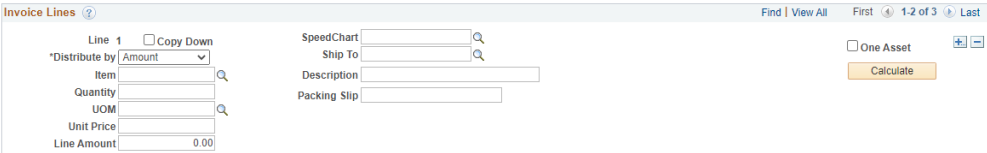
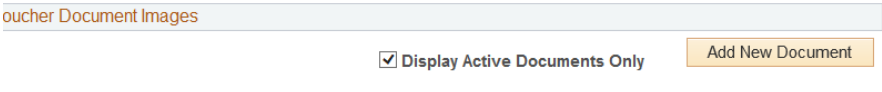

Event Scheduling SC Voucher Process
Only to be entered if using the Events and Scheduling department

No.	Action	Notes/Additional Information
1	Log in to Finance	
2	Go to: 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 0000000197 (FACILITY & EVENT SCHED) from the Supplier ID Search. This will cause a number of fields to fill in. Address sequence Number = 2 Enter invoice number if applicable; if not, enter 0. Enter the Gross Invoice Amount of “0” Estimated No. of Invoice Lines: minimum is 2; you can add more Select “Add”	

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4	<p>In the “Invoice Information” tab, in the second section, select the “Comments” link and write a description of the transaction.</p> <p>The comments must include “Payment to Scheduling, and the reason, xx/xx/xxxx”. (date or date range)</p> <p>Include the Benefit statement/5 W’s</p>	<p>Comment:</p> <p>EXAMPLE: Department Payment to Scheduling for Christmas Lunch held in the Forest Room on 12/15/22.</p>
5	<p>In the “Invoice Information” tab, go to the middle of the page.</p> <p>In the Invoice Line box, enter the invoice number if applicable; if there is no invoice number, enter reservation number</p> <p>In the Description, add a description for the transaction.</p> <p>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 (+).</p> <p>The account number used for the debit cost center will depend on your event.</p>	

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6	<p>Add an invoice line 2 if you did not start the voucher with 2 lines (select the “+” symbol above the calculate button)</p> <p>Enter the Speed Type (13513) 2078-C0057-F0862-NA.</p> <p>Enter account “50050” and negative amount to credit (-) the line.</p>	
7	<p>Invoice date = date on an invoice, date of email, or written quote.</p> <p>Invoice received date = date email was received containing invoice, quote, or written amount.</p> <p>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.</p>	
8	<p>Once the SC Voucher lines are filled in, go to the “Documents” tab and upload the required documentation.</p> <p>The SC Voucher must have attached:</p> <ul style="list-style-type: none"> • Invoice or email showing the final price as well as a detailed description of what is being paid. 	
9	<p>Go back to the “Invoice Information” page, verify that address 2 is selected, and then select “Match, Doc Tol, Bdgt” action, then “Run” to budget check.</p>	
10	<p>Submit the SC Voucher to workflow.</p>	