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.
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.

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**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**

**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.
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.