Local & State SCR Vouchers – UCT Service Center Processing Procedures

Roles and Responsibilities of the First Level Approver – Business Coordinator

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

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
3. The Business Coordinator approves the SCR voucher.
1. The SCR Voucher is routed to the UCT Service Center as a second level approver. This appears in the Payable worklist.

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 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.

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

Sample Work Order Completion

5. UCT approves the SCR voucher.
Roles and Responsibilities of the Final Approver – AP

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

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 icon to see the Work Order Request or Completion information

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

**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.