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

| Approval	Line Information	Charge Information	Documents

Business Unit:	SC759	Invoice Number:	UCT#33952
Voucher:	00038687	Vendor:	759 - UHCL UCT REPAIRS ACCOUNT
Invoice Date:	08/01/2017	ID:	0000000067

Link to Voucher

Route to:

○ Dept/Coll/Div - SRV - Accounting Office

Initial By

Dept: C0129   8006680
Source: ACC - Accounting ▼

Approval Information

Appr Inst: 3087686
Status: Pending
Action: Approve ▼

3   **Apply**

Voucher Info

Inv Dt: 08/01/2017
Inv Rcpt Dt:
Good Rcpt Dt:
Inspect Dt:
Gross: $0.00

Comment History

08-03-17 10:34 AM : Dept/Coll/Div - SRV - Accounting Office: Approve: Scardino,Maria Cecilia Entico
08-03-17 10:37 AM : Dept/Coll/Div - SRV - Accounting Office: Approve: Kegresse Jr,Robert Roy

Comment

Approval Log

	Approval Step	Appr Stat	Appr Status	Date/Time Stamp	User ID	Name
1		I	Initiated	08/03/17 10:34:33AM	8006680	Scardino,Maria Cecilia Entico
2	Step 1	A	Approved	08/03/17 10:37:29AM	1077067	Kegresse Jr,Robert Roy
3	Step 2	P	Pending	08/03/17 10:34:33AM		
4	Step 3	P	Pending	08/03/17 10:34:33AM		

Details   Personalize | Find | View All | 📷 | First ◀ 1 of 1 ▶ Last

Remit SetID	Remit Vendor	Name 1	Name 2
SC797	0000000067	759 - UHCL UCT REPAIRS ACCOUNT	

3. The Business Coordinator approves the SCR voucher.

Roles and Responsibilities of the Second Level Approver – UCT

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.

SC759 Voucher Approvers Guide
Last Update Date: October 19, 2017   **Last Review Date: August 16, 2021**

➢ Click the Print Voucher Coversheet hyperlink to see the voucher information

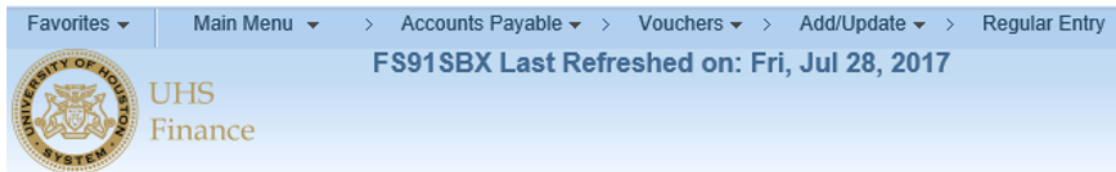➢ Click the [icon] icon to see the Work Order Request or Completion information

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.

| Favorites ▾ | Main Menu ▾ | > | Accounts Payable ▾ | > | Vouchers ▾ | > | Add/Update ▾ | > | Regular Entry |

FS91SBX Last Refreshed on: Fri, Jul 28, 2017

UHS Finance

Voucher

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

[1] **Find an Existing Value** | Add a New Value

▼ **Search Criteria**

Business Unit:	= ▾	SC759 🔍	[2]
Voucher ID:	begins with ▾	00038687	[3]
Invoice Number:	begins with ▾	
Invoice Date:	= ▾	📅
Short Vendor Name:	begins with ▾	
Vendor ID:	begins with ▾	🔍
Name 1:	begins with ▾	
Voucher Style:	= ▾	▾
Related Voucher:	begins with ▾	
Entry Status:	= ▾	▾
Voucher Source:	= ▾	▾

☐ Case Sensitive

[4] **Search** | Clear | Basic Search 🔍 Save Search Criteria

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.