



## Local & State SCR Vouchers – UCT Service Center Processing Procedures

### Roles and Responsibilities of the First Level Approver – Business Coordinator

**Payable worklist**

Filter On  Value

Bank Code	From	Date From	Source	Work List Name	BU	Voucher ID	Accounting Date	Invoice Number	Approve Doc	
1	LOCC	Scardino, Maria Cecilia Entico	08/03/2017	ACC	Route for Additional Approvals	SC759	00038687	08/03/2017	UCT#33952	Approve Doc


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

**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 Posting Date: ID: 0000000067  
 Post Status: Unposted

**Voucher Coversheet**  
[Print Voucher Coversheet](#)  Include Approval History

**Voucher Document Images**  
 Display Active Documents Only



Secured Document  
 Document Status: Active Document Seq Nbr: 1  
 Created By: 8006680 Scardino, Maria Cecilia Entico  
 Created Date/Time: 08/03/17  
 Last Update User ID:  
 Last Update Date/Time:  
 Image Type: APPLICATION/PDF

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



# PeopleSoft General Ledger Documentation

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

**Payable worklist**

Filter On  Value

Bank Code	From	Date From	Source	Work List Name	BU	Voucher ID	Accounting Date	Invoice Number	Approve Doc	
1	LOCC	Kegresse Jr,Robert Roy	08/03/2017	ACC	Route for Additional Approvals	SC759	00038687	08/03/2017	UCT#33952	Approve Doc
	LOCC	Kegresse Jr,Robert Roy	08/01/2017	ACC	Route for Additional Approvals	SC759	00038681	08/01/2017	08012017	Approve Doc
	LOCC	Green,Susan Marie	08/01/2017	AAF	Route for Additional Approvals	SC759	00038682	08/01/2017	#14850	Approve Doc

1. The SCR Voucher is routed to the UCT Service Center as a second level approver. This appears in the *Payable worklist*.

**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      **Posting Date:**      **ID:** 0000000067  
**Status:**      **Date:**

**Voucher Coversheet**   Include Approval History

**Voucher Document Images**  Display Active Documents Only

Secured Document

**Document Status:** Active      **Document Seq Nbr:** 1  
**Created By:** 8006680      Scardino, Maria Cecilia Entico  
**Created Date/Time:** 08/03/17  
**Last Update User ID:**      **Last Update Date/Time:**

**Image Type:** APPLICATION/PDF

**Voucher Info** (points to Print Voucher Coversheet)

**Work Order Request** (points to document icon)

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



- Once the information on the voucher and on the Work Order Request are verified, UCT – Tech Services schedules and completes the work.

Approval | Line Information | Charge Information | **Documents**

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

**Voucher Coversheet**  
[Print Voucher Coversheet](#)  Include Approval History

**Voucher Document Images**  
 Display Active Documents Only **Add New Document** 4

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

[Sample Work Order Completion](#)

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

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  
 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  
 08-03-17 10:46 AM : Dept/Coll/Div - SRV - Accounting Office: Approve: Ferrell, Joyce D

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	A	Approved	08/03/17 10:46:59AM	0009619	Ferrell, Joyce D
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	

- UCT approves the SCR voucher.



## Roles and Responsibilities of the Final Approver – AP

**Payable worklist**

Filter On: [ ] Value: [ ] [Filter]

Bank Code	From	Date From	Source	Work List Name	BU	Voucher ID	Accounting Date	Invoice Number	Approve Doc
1 LOCC	Ferrell, Joyce D	08/03/2017	ACC	Route for Additional Approvals	SC759	00038687	08/03/2017	UCT#33952	Approve Doc
BOAC	Plumley, Linda L	07/27/2017	AAP	Route for Additional Approvals	00759	00224166	07/27/2017	21501912	Approve Doc
BOAC	Plumley, Linda L	07/27/2017	AAP	Route for Additional Approvals	00759	00224165	07/27/2017	21501911	Approve Doc
BOAC	Plumley, Linda L	07/27/2017	AAP	Route for Additional Approvals	00759	00224164	07/27/2017	21501910	Approve Doc
BOAC	Plumley, Linda L	07/27/2017	AAP	Route for Additional Approvals	00759	00224163	07/27/2017	21501909	Approve Doc

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

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 Posting Date: ID: 0000000067

**Voucher Coversheet**  
 Print Voucher Coversheet  Include Approval History

**Voucher Document Images**  
 Display Active Documents Only [Add New Document]

Find | View All | First | 1 of 2 | Last [Details]

Secured Document  
 Document Status: Active Document Seq Nbr: 1  
 Created By: 8006680 Scardino, Maria Cecilia Entico  
 Created Date/Time: 08/03/17  
 Last Update User ID:  
 Last Update Date/Time:

Image Type: APPLICATION/PDF

Find | View All | First | 2 of 2 | Last [Details]


Secured Document  
 Document Status: Active Document Seq Nbr: 2  
 Created By: 0009619 Ferrell, Joyce D  
 Created Date/Time: 08/03/17  
 Last Update User ID:  
 Last Update Date/Time:

Image Type: APPLICATION/PDF

**Voucher Info** (points to Print Voucher Coversheet)  
**Work Order Request** (points to document icon 1)  
**Work Order Completion** (points to document icon 2)

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

<b>Approval</b>	<u>Line Information</u>	<u>Charge Information</u>	<u>Documents</u>
<b>Business Unit:</b>	SC759	<b>Invoice Number:</b>	UCT#33952
<b>Voucher:</b>	00038687	<b>Vendor:</b>	759 - UHCL UCT REPAIRS ACCOUNT
<b>Invoice Date:</b>	08/01/2017	<b>ID:</b>	0000000067

[Link to Voucher](#)

<b>Route to:</b>	<b>Initial By</b>				
<input checked="" type="radio"/> Dept/Coll/Div - SRV - Accounting Office	Dept: C0129 8006680 Source: ACC - Accounting				
	<table border="1"> <tr> <td><b>Approval Information</b></td> <td><b>Voucher Info</b></td> </tr> <tr> <td>           Appr Inst: 3087686            Status: Approved            Action: Approve         </td> <td>           Inv Dt: 08/01/2017            Inv Rcpt Dt:            Good Rcpt Dt:            Inspect Dt:            Gross: \$0.00         </td> </tr> </table>	<b>Approval Information</b>	<b>Voucher Info</b>	Appr Inst: 3087686 Status: Approved Action: Approve	Inv Dt: 08/01/2017 Inv Rcpt Dt: Good Rcpt Dt: Inspect Dt: Gross: \$0.00
<b>Approval Information</b>	<b>Voucher Info</b>				
Appr Inst: 3087686 Status: Approved Action: Approve	Inv Dt: 08/01/2017 Inv Rcpt Dt: Good Rcpt Dt: Inspect Dt: Gross: \$0.00				
3	Apply				

**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  
 08-03-17 10:46 AM : Dept/Coll/Div - SRV - Accounting Office: Approve: Ferrell,Joyce D  
 08-03-17 10:53 AM : Dept/Coll/Div - SRV - Accounting Office: Approve: Grantham,LaShanda Yvette

**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	A	Approved	08/03/17 10:46:59AM	0009619	Ferrell,Joyce D
4 Step 3	A	Approved	08/03/17 10:53:22AM	1330584	Grantham,LaShanda Yvette

**Details**

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

3. AP approves the SCR voucher.



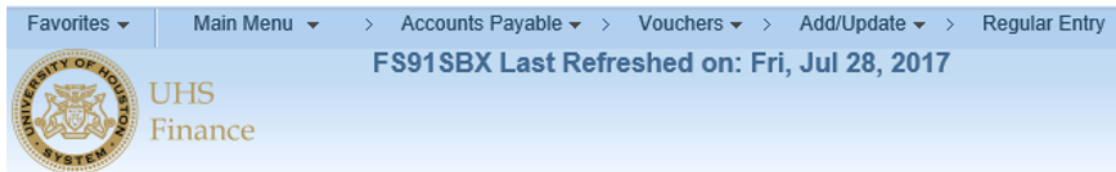
# PeopleSoft General Ledger Documentation

**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.



## 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: = ▼ 31

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.

Summary	Related Documents	Invoice Information	UHS Data Line	Payments	Voucher Attributes	Documents	Approval Log	Error Summary
Business Unit:	SC759	Invoice Number:	UCT#33952					
Voucher:	00038687	Vendor:	759 - UHCL UCT REPAIRS ACCOUNT					
Invoice Date:	Post Unposted Status:	08/01/2017	Posting Date:	ID:	0000000067			

**Voucher Coversheet**

[Print Voucher Coversheet](#)  Include Approval History

**Voucher Document Images**

Display Active Documents Only [Add New Document](#)

Find | View All    First 1 of 1 Last

[Details](#)

Secured Document

Document Status: Active    Document Seq Nbr: 1

Created By: 8006680    Scardino, Maria Cecilia Entico

Created Date/Time: 08/03/17

Last Update User ID:

Last Update Date/Time:

Image Type: APPLICATION/PDF

## 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.