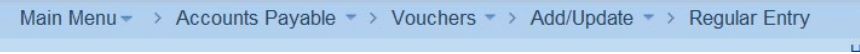
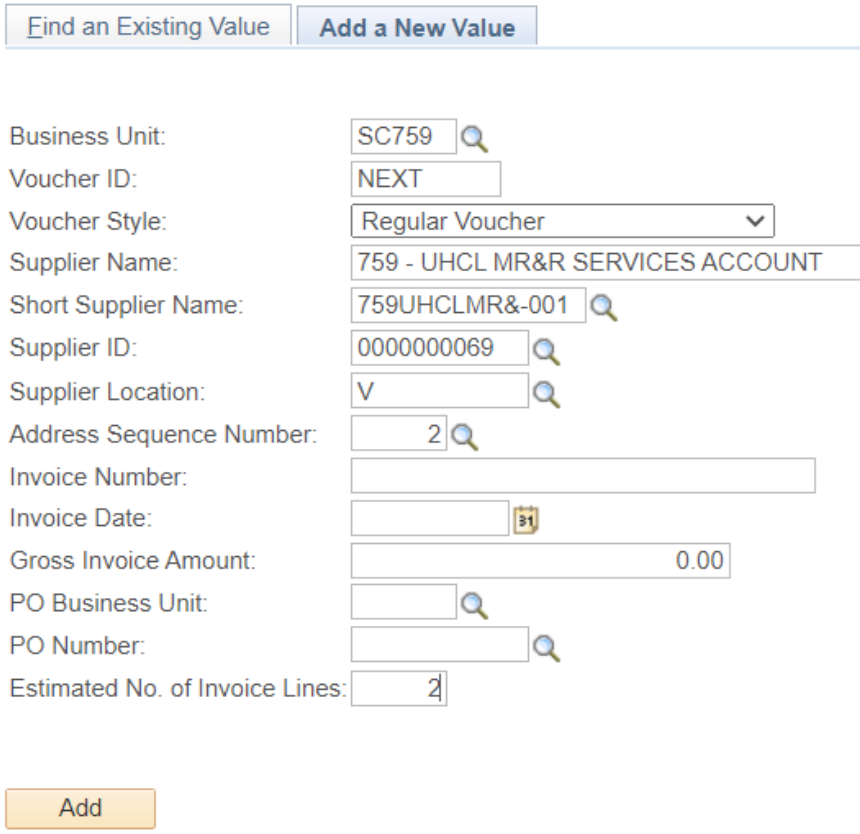
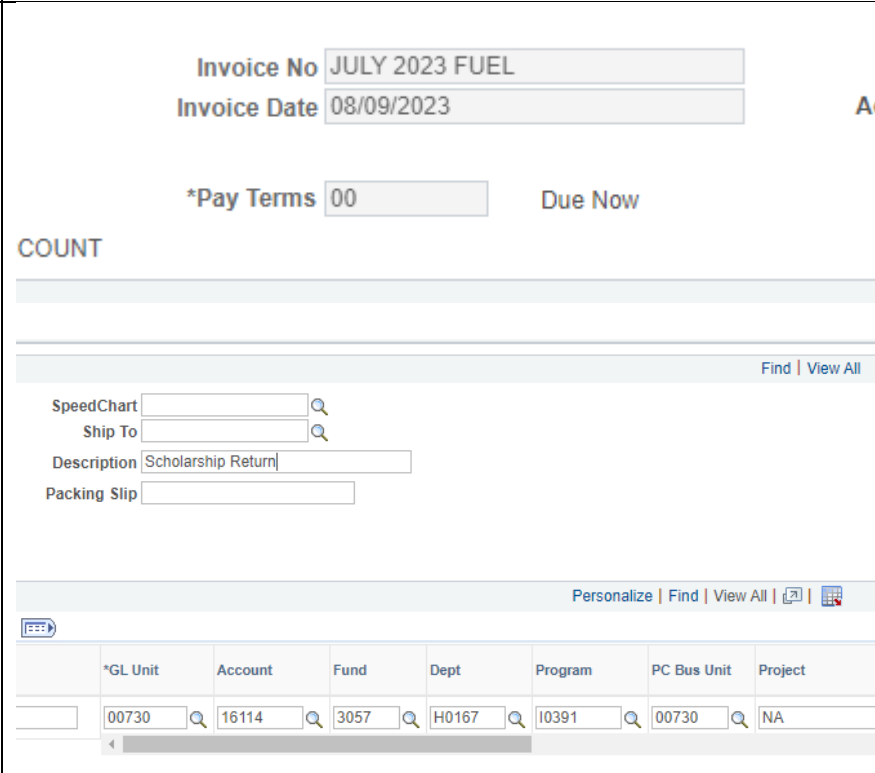


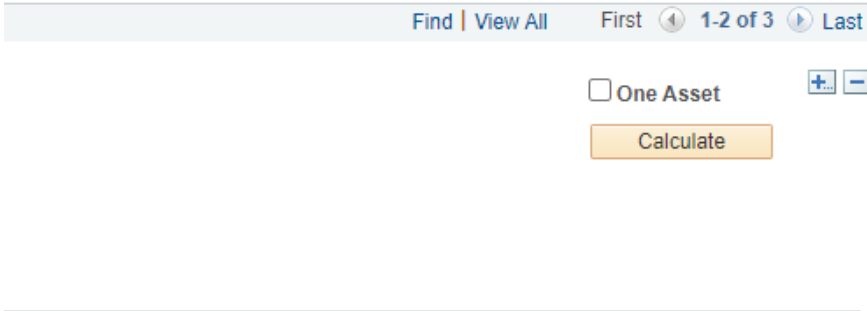
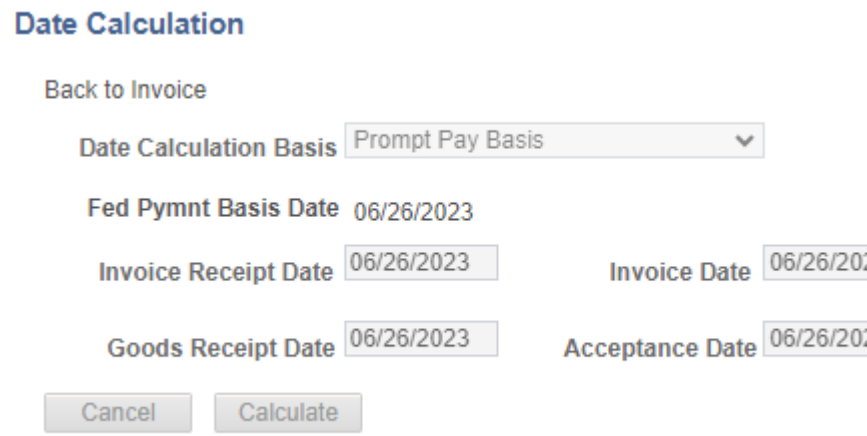
Facilities SC Voucher Process

No.	Action	Notes/Additional Information
1	Log in to Finance	
2	Go to: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry	
3	<p>Select “Add A New Value”</p> <p>Use Business Unit: SC759</p> <p>Voucher ID = NEXT</p> <p>Voucher Style = Regular Voucher</p> <p>Select Supplier ID 0000000069 (MR&R SERVICES) from the Supplier ID Search. This will cause a number of fields to fill in.</p> <p>Address sequence Number = 2</p> <p>Enter invoice number if applicable; invoice number is equal to the work order number.</p> <p>If there is no work order number associated, enter a brief description.</p> <p>Enter the Gross Invoice Amount of “0”</p> <p>Estimated No. of Invoice Lines: minimum is 2; you can add more</p> <p>Select “Add”</p>	

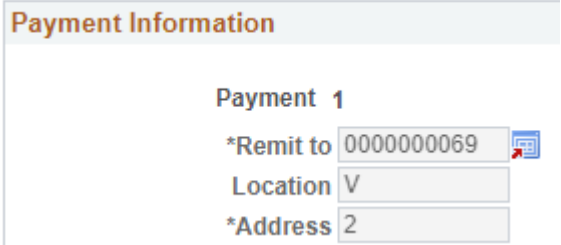
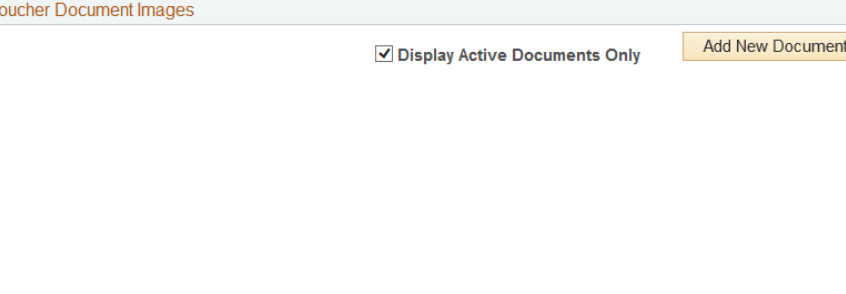
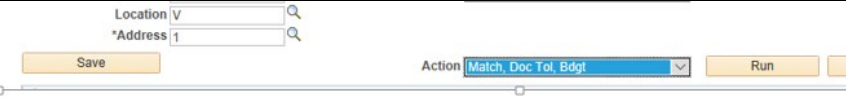
Facilities SC Voucher Process

No.	Action	Notes/Additional Information														
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 FMC and the reason, xx/xx/xxxx”. (date or date range).</p> <p>Include the benefit statement.</p>	<p>Comment:</p> <p>EXAMPLE: Department Payment to FMC for automotive fuel for 11/1/22-11/30/22.</p>														
5	<p>In the “Invoice Information” tab, go to the middle of the page.</p> <p>In the Invoice Line box, enter invoice number if applicable; invoice number is equal to the work order number.</p> <p>If there is no work order number associated, enter a short description with month or date included, for the invoice 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 is 53822: SERVICES PROVIDED BY OTHER UNIVERSITY DEPARTMENTS AND SERVICE CENTERS, PAID BY INTERNAL DOCUMENTS.</p>	 <p>The screenshot shows the following fields and values:</p> <ul style="list-style-type: none"> Invoice No: JULY 2023 FUEL Invoice Date: 08/09/2023 *Pay Terms: 00 Due Now SpeedChart: [Empty] Ship To: [Empty] Description: Scholarship Return Packing Slip: [Empty] <p>The Distribution Lines table is as follows:</p> <table border="1"> <thead> <tr> <th>*GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>PC Bus Unit</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>00730</td> <td>16114</td> <td>3057</td> <td>H0167</td> <td>I0391</td> <td>00730</td> <td>NA</td> </tr> </tbody> </table>	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project	00730	16114	3057	H0167	I0391	00730	NA
*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project										
00730	16114	3057	H0167	I0391	00730	NA										

Facilities SC Voucher Process

No.	Action	Notes/Additional Information												
6	<p>Add a 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 for FMC (13621) if paying for Building Maintenance, Central Plant, or Grounds services and then add a chartfield to specify which service is being used.</p> <table border="1" data-bbox="191 425 974 583"> <thead> <tr> <th><u>ChartField 1</u></th> <th><u>Description</u></th> <th><u>Short Description</u></th> </tr> </thead> <tbody> <tr> <td>BLDMAINT</td> <td>Building Maintenance</td> <td>BLDMAINT</td> </tr> <tr> <td>CPHVAC</td> <td>Central Plant or HVAC</td> <td>CPHVAC</td> </tr> <tr> <td>GROUNDS</td> <td>Grounds</td> <td>Grounds</td> </tr> </tbody> </table> <p>Enter account “50052” and negative amount to credit (-) the line.</p> <p>50052: FOR USE BY SERVICE DEPARTMENTS TO RECORD THE COST OF GOODS OR SERVICES PROVIDED TO THE UNIVERSITY COMMUNITY WHERE THE PURCHASER IS A NON-STATE FUNDED ACCOUNT.</p>	<u>ChartField 1</u>	<u>Description</u>	<u>Short Description</u>	BLDMAINT	Building Maintenance	BLDMAINT	CPHVAC	Central Plant or HVAC	CPHVAC	GROUNDS	Grounds	Grounds	 <p>The screenshot shows a software interface with a search bar at the top containing 'Find View All'. Below the search bar are navigation arrows and the text '1-2 of 3'. There is a checkbox labeled 'One Asset' and a yellow 'Calculate' button.</p>
<u>ChartField 1</u>	<u>Description</u>	<u>Short Description</u>												
BLDMAINT	Building Maintenance	BLDMAINT												
CPHVAC	Central Plant or HVAC	CPHVAC												
GROUNDS	Grounds	Grounds												
7	<p>Invoice date = date on an invoice, or date of email written quote.</p> <p>Click on basis date calculation:</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>	 <p>The screenshot shows a 'Date Calculation' form. It includes a 'Back to Invoice' link, a 'Date Calculation Basis' dropdown menu set to 'Prompt Pay Basis', and several date input fields: 'Fed Pymnt Basis Date' (06/26/2023), 'Invoice Receipt Date' (06/26/2023), 'Invoice Date' (06/26/2023), 'Goods Receipt Date' (06/26/2023), and 'Acceptance Date' (06/26/2023). There are 'Cancel' and 'Calculate' buttons at the bottom.</p>												

Facilities SC Voucher Process

No.	Action	Notes/Additional Information
8	Go to the payments tab and check that address 2 has been selected.	 <p>The screenshot shows a 'Payment Information' section with the following fields: <ul style="list-style-type: none"> *Remit to: 0000000069 Location: V *Address: 2 </p>
9	<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. 	 <p>The screenshot shows the 'Voucher Document Images' section with a checkbox for 'Display Active Documents Only' and an 'Add New Document' button.</p>
10	Go back to the “Invoice Information” page and select “Match, Doc Tol, Bdgt” action, then “Run”.	 <p>The screenshot shows a dropdown menu for 'Action' with 'Match, Doc Tol, Bdgt' selected. Other visible buttons include 'Save' and 'Run'.</p>
11	Submit the SC Voucher to workflow.	