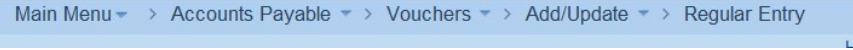
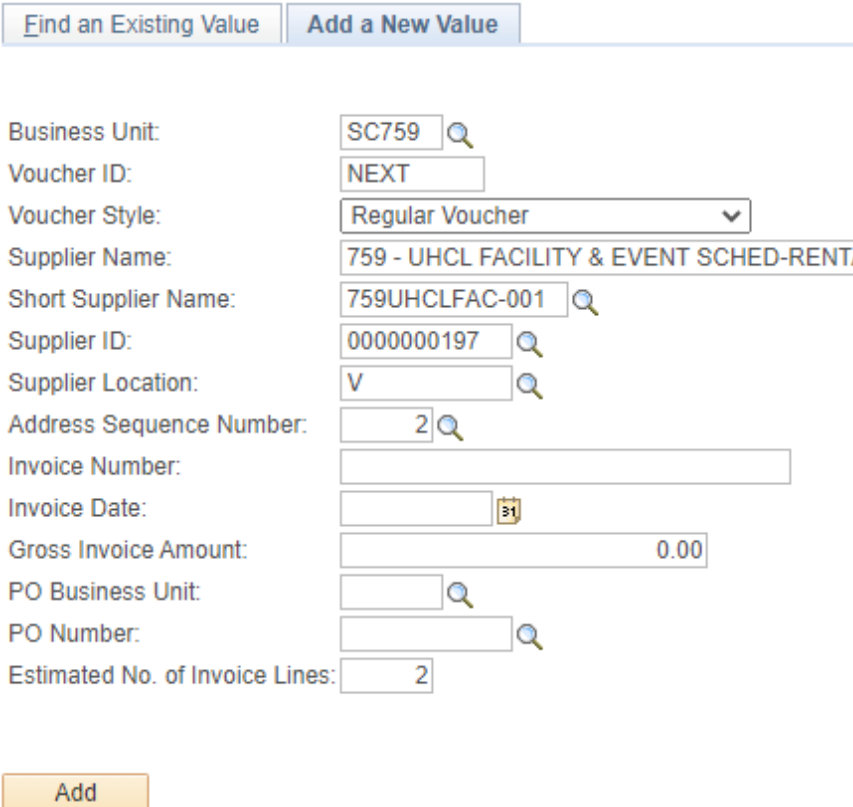
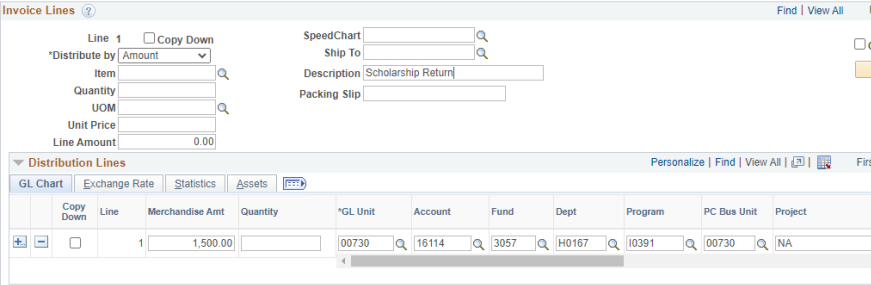


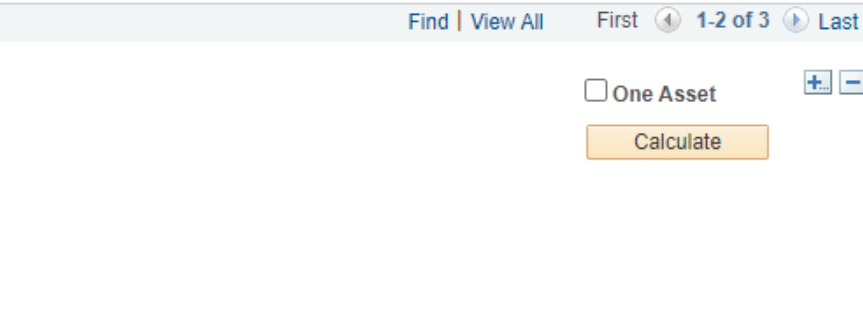
Event Scheduling Service Center Voucher Process  
Only to be entered if using the Events and Scheduling department

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 0000000197 (FACILITY &amp; EVENT SCHED) 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; if there is no invoice number, enter the reservation number</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>	


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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 Scheduling, and the reason, xx/xx/xxxx”. (date or date range)</p> <p>Include the Benefit statement/5 W’s</p>	<p><b>Comment:</b></p> <p><b>EXAMPLE:</b> Department Payment to Scheduling for Christmas Lunch held in the Forest Room</p>
5	<p>In the “Invoice Information” tab, go to the middle of the page.</p> <p>In the Invoice Line box, enter the invoice number if applicable; if there is no invoice number, enter reservation 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 will depend on your event.</p>	 <p>The screenshot shows the 'Invoice Lines' interface. At the top, there are fields for 'Line 1', 'Copy Down', 'SpeedChart', 'Ship To', 'Description' (containing 'Scholarship Return'), and 'Packing Slip'. Below these is a 'Distribution Lines' section with a table. The table has columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, Fund, Dept, Program, PC Bus Unit, and Project. The first row shows: Copy Down (checkbox), Line 1, Merchandise Amt 1,500.00, Quantity, *GL Unit 00730, Account 16114, Fund 3057, Dept H0167, Program I0391, PC Bus Unit 00730, and Project NA.</p>

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No.	Action	Notes/Additional Information												
6	<p>Add an invoice 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 (13513) 2078-C0057-F0862-NA to pay the main event fee.</p> <p>If other services were added and need to be paid, you will create additional lines using the below cost centers.</p> <p>Enter the Speed Type for FMC (17275) if paying for custodial services with chartfield “Custodial”.</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="191 768 974 927"> <thead> <tr> <th><u>ChartField 1</u></th> <th><u>Description</u></th> <th><u>Short Description</u></th> </tr> </thead> <tbody> <tr> <td><a href="#">BLDMAINT</a></td> <td><a href="#">Building Maintenance</a></td> <td><a href="#">BLDMAINT</a></td> </tr> <tr> <td><a href="#">CPHVAC</a></td> <td><a href="#">Central Plant or HVAC</a></td> <td><a href="#">CPHVAC</a></td> </tr> <tr> <td><a href="#">GROUNDS</a></td> <td><a href="#">Grounds</a></td> <td><a href="#">Grounds</a></td> </tr> </tbody> </table> <p>Enter the Speed Type for FMC (17155) if paying for Police Service.</p> <p>Enter account “50050” and negative amount to credit (-) the line.</p>	<u>ChartField 1</u>	<u>Description</u>	<u>Short Description</u>	<a href="#">BLDMAINT</a>	<a href="#">Building Maintenance</a>	<a href="#">BLDMAINT</a>	<a href="#">CPHVAC</a>	<a href="#">Central Plant or HVAC</a>	<a href="#">CPHVAC</a>	<a href="#">GROUNDS</a>	<a href="#">Grounds</a>	<a href="#">Grounds</a>	 <p>The screenshot shows a software interface with a search bar containing 'Find   View All', navigation buttons for 'First', '1-2 of 3', and 'Last', a checkbox for 'One Asset', and a yellow 'Calculate' button.</p>
<u>ChartField 1</u>	<u>Description</u>	<u>Short Description</u>												
<a href="#">BLDMAINT</a>	<a href="#">Building Maintenance</a>	<a href="#">BLDMAINT</a>												
<a href="#">CPHVAC</a>	<a href="#">Central Plant or HVAC</a>	<a href="#">CPHVAC</a>												
<a href="#">GROUNDS</a>	<a href="#">Grounds</a>	<a href="#">Grounds</a>												

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No.	Action	Notes/Additional Information
7	<p>Invoice date = date on an invoice, date of email, or 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><b>Date Calculation</b></p> <p>Back to Invoice</p> <p>Date Calculation Basis <input type="text" value="Prompt Pay Basis"/></p> <p>Fed Pymnt Basis Date <input type="text" value="06/26/2023"/></p> <p>Invoice Receipt Date <input type="text" value="06/26/2023"/> Invoice Date <input type="text" value="06/26/2023"/></p> <p>Goods Receipt Date <input type="text" value="06/26/2023"/> Acceptance Date <input type="text" value="06/26/2023"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Calculate"/></p>
8	<p>Go to the payments tab and check that address 2 has been selected.</p>	<p><b>Payment Information</b></p> <p>Payment 1</p> <p>*Remit to <input type="text" value="0000000069"/> </p> <p>Location <input type="text" value="V"/></p> <p>*Address <input type="text" value="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"> <li>• Invoice or email showing the final price as well as a detailed description of what is being paid.</li> </ul>	<p><input checked="" type="checkbox"/> Display Active Documents Only <input type="button" value="Add New Document"/></p>
10	<p>Go back to the “Invoice Information” page, verify that address 2 is selected, and then select “Match, Doc Tol, Bdgt” action, then “Run” to budget check.</p>	<p>Action <input type="text" value="Match, Doc Tol, Bdgt"/> <input type="button" value="Run"/> <input type="button" value="Calculate"/></p>

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No.	Action	Notes/Additional Information
11	Go to the “Approval Log” tab, click “Link to approval page” and submit the SC Voucher to workflow.	