No.	Action	Notes/Additional Information
1	Log in to Finance	
2	Go to: Main Menu > Accounts Payable >Vouchers >Add/Update > Regular Entry	Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry
3	Select "Add A New Value" Use Business Unit: SC759 Voucher ID = NEXT Voucher Style = Regular Voucher Select Supplier ID 0000000202 (Parking and Transportation) from the Supplier ID Search. This will cause a number of fields to fill in. Enter the invoice number if applicable; if not, enter 0. Enter the Gross Invoice Amount of "0" Estimated No. of Invoice Lines: minimum is 2; you can add more Select "Add"	Find an Existing Value · Add a New Value Business Unit: SC759 Voucher ID: NEXT Voucher Style: Regular Voucher Supplier Name: 759 - UHCL PARKING & TRANSPORTATION Short Supplier Name: 759UHCLPAR-001 Supplier ID: 0000000202 Supplier Location: V Address Sequence Number: 1 Invoice Number: 123 Invoice Date: 12/02/2022 Gross Invoice Amount: 0.00 PO Business Unit: PO Number: Estimated No. of Invoice Lines: 2 Add
4	In the "Invoice Information" tab, in the second section, select the "Comments" link and write a description of the transaction. The comments must include "Payment to Parking and Transportation and the reason, xx/xx/xxxx". (date or date range) Include the 5 W's	Comment: Payment to Parking and Transportation for an event on 12/5/22. Event is to suspend student parking lot D from 12PM-4PM. Paid on SC Voucher 00123456.

No.	Action	Notes/Additional Information
5	In the "Invoice Information" tab, go to the middle of the page. In the Invoice Line box, enter invoice number if applicable; if not, enter 0. In the Description, add a description for the transaction. 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 (+). Please use the appropriate account number for the debit transaction.	Account 53524 is recommended for Parking lot space rentals. Account 54807 is recommended for non-overnight transportation fees.
6	Add a line 2 (select the "+" symbol above the calculate button) Enter the Speed Type (15962) for Parking and (15963) for Transportation/shuttle. Enter account "44027" and negative amount to credit (-) the line.	Account 44027 for parking revenue.
7	Invoice date = date on an invoice, or date of email written quote. Invoice received date = date email was received containing invoice, quote, or written amount. 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.	

Updated 4/8/24

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8	Once the SC Voucher lines are filled in, go to the "Documents" tab and upload the required documentation. The SC Voucher must have attached: • Invoice showing the final price as well as a detailed description of what is being paid.	
9	• Go back to the "Invoice Information" page and select "Match, Doc Tol, Bdgt" action, then "Run".	
10	Submit the SC Voucher to workflow.	