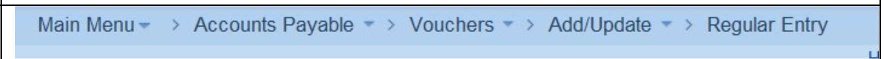
<table>
<tr><th>No.</th><th>Action</th><th>Notes/Additional Information</th></tr>
<tr><td>1</td><td>Log in to Finance</td><td></td></tr>
<tr><td>2</td><td>Go to:

Main Menu > Accounts Payable >Vouchers >Add/Update > Regular Entry</td><td>
</td></tr>
<tr><td>3</td><td>Select “Add A New Value”

Use Business Unit: SC759

Voucher ID = NEXT

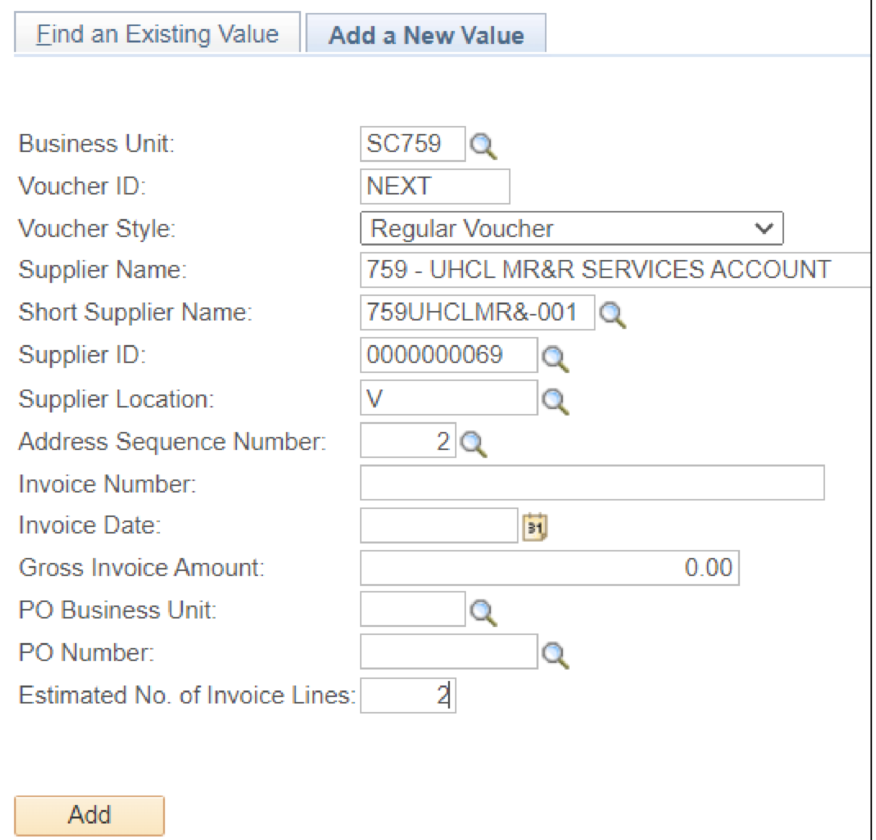
Voucher Style = Regular Voucher

Select Supplier ID 0000000069 (MR&R SERVICES) from the Supplier ID Search. This will cause several fields to fill in.

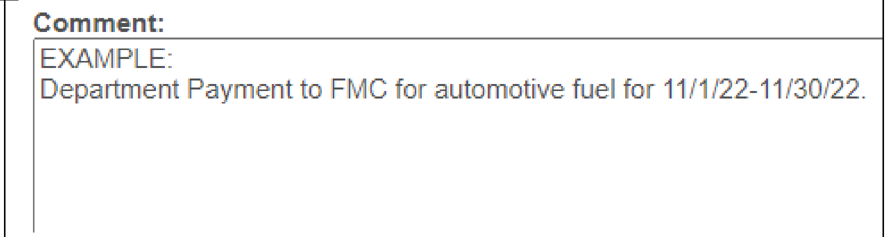
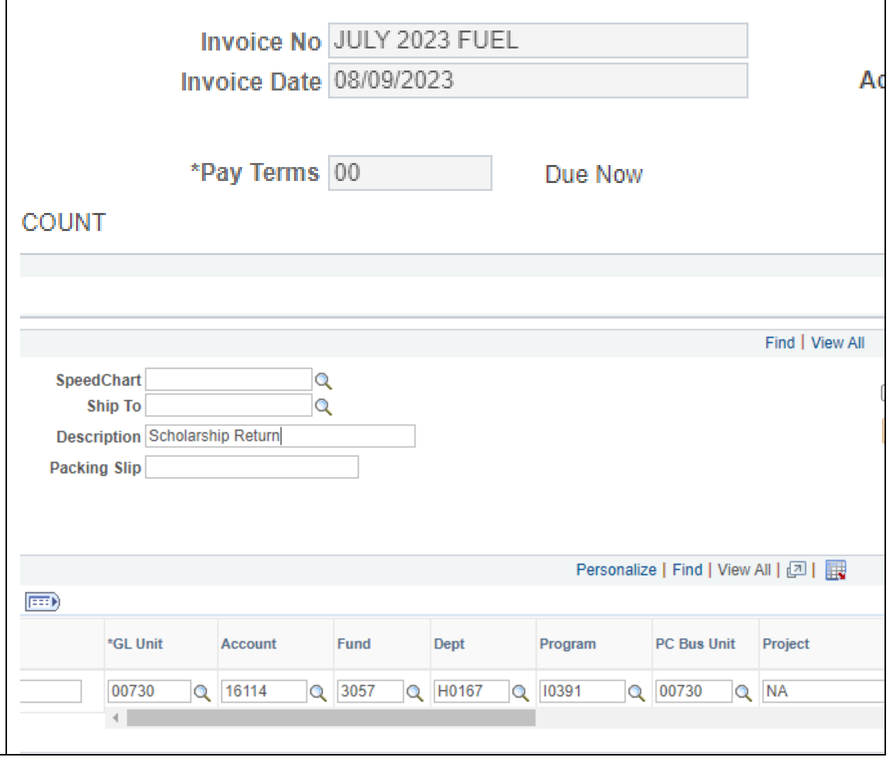
Address sequence Number = 2

Enter invoice number if applicable; invoice number is equal to the work order number.

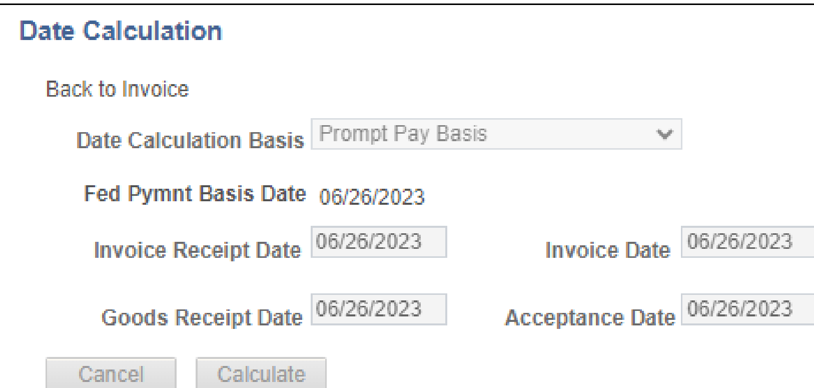
If there is no work order number associated, enter a brief description.

Enter the Gross Invoice Amount of “0”</td><td>
</td></tr>
</table>

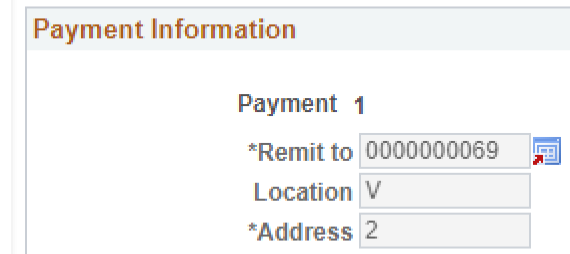
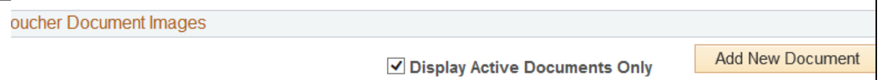
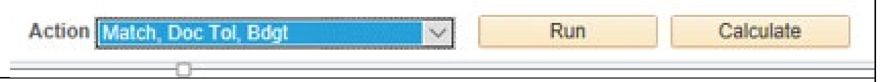
Last update: 8/24/2025

No.	Action	Notes/Additional Information
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 FMC and the reason, xx/xx/xxxx”. (date or date range). Include the benefit statement.	
5	In the “Invoice Information” tab, go to the middle of the page. In the Invoice Line box, enter the invoice number if applicable; invoice number is equal to the work order number. If there is no work order number associated, enter a short description with month or date included, for the invoice number. 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 (+). The account number used for the debit cost center is **53855**: SERVICES PROVIDED BY OTHER UNIVERSITY DEPARTMENTS AND SERVICE CENTERS, PAID BY INTERNAL DOCUMENTS.	

<table>
<tr><th>No.</th><th>Action</th><th>Notes/Additional Information</th></tr>
<tr><td>6</td><td>
Add a line 2 if you did not start the voucher with 2 lines (select the “+” symbol above the calculate button)
Enter the Speed Type for FMC (13621).
If applicable, when paying for Building Maintenance, Central Plant, or Grounds services, add a chartfield to specify which service is being used.
<table>
<tr><th>ChartField 1</th><th>Description</th></tr>
<tr><td>BLDMAINT</td><td>Building Maintenance</td></tr>
<tr><td>CPHVAC</td><td>Central Plant or HVAC</td></tr>
<tr><td>GROUNDS</td><td>Grounds</td></tr>
<tr><td>CUSTODIAL</td><td>CUSTODIAL</td></tr>
</table>
Enter account “50052” and negative amount to credit (-) the line.
50052: TO RECORD CASH RECEIVED FOR REIMBURSEMENT BASED ON COST OF DIRECT MATERIALS LABOR, AND SUPPLIES OR TO RECORD PHYSICAL PLANT'S CHARGE OF 5% TO COVER NONRECOVERABLE COST.
</td><td>


</td></tr>
<tr><td>7</td><td>
Invoice date = date on an invoice, or date of email written quote.
Click on the basis date calculation:
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.
</td><td>


</td></tr>
</table>

No.	Action	Notes/Additional Information
8	Go to the payments tab and check that address 2 has been selected.	
9	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 or email showing the final price as well as a detailed description of what is being paid.	
10	Go back to the “Invoice Information” page and select “Match, Doc Tol, Bdgt” action, then “Run”.	
11	Submit the SC Voucher to workflow.	

Process:

Step 1 - IDT form
Step 2 - Invoice from FMC
Step 3 - Invoice paid via SCR Voucher by department

FACILITIES MANAGEMENT & CONSTRUCTION
Agreement of Service

WORK ORDER NUMBER: 78125

JOB TITLE: Hunter Hall Leak Repairs

COST: $3,564.00

FMC CONTACT: Bubba Jones

BILLING INFORMATION

	Cost Center	Additional Cost Center if split funded
AMOUNT	$3,564.00	
SPEED TYPE	16412	
ACCOUNT	Student Housing	
FUND	3056	
DEPT	C0168	
PROGRAM	I0553	
PROJECT ID	NA	
CHARTFIELD 1		

PROJECT DESCRIPTION

78125
Request
Smith Jocelyn
Hunter Hall (Student Hous
4 | 410
Building Maintenance / Roof or Window Leak
Hilden
Open / Normal
5/11/2023 7:20 AM
-
-
Labor Hours:
Est:
0.00
Act:
0.00
Comments:
Hello, room 410 has a roof/ceiling/wall leak. There are pockets in the paint filled with water,
The floor area next to the window and left side bed, has a small bit of water sweeping up, when you step on that area.

APPROVALS

Matthew Perry
DEPARTMENT CONTACT NAME

DEPARTMENT SIGNATURE

6/26/23
DATE

Invoice Date: 06/26/2023 **Work Order #** 78125

Invoice #:	78125	**Requested by:**	Jocelyn Smith 2615q
Job Location:	Hunter Hall (Student Housing) 635 Bayou Road Houston TX 77058	**Space/Floor:**	410 HH110
Default Customer Account Number:	53855 - Services provided by other university departments and service centers.	**See website for voucher instructions:**	https://www.uhcl.edu/about/administrative-offices/facilities/administrative-services/forms-resources
FMC Account Number:	50052 - To record cash received for reimbursement of material, labor, and supplies.		

Work Completed Date: 06/26/2023

OTHER COSTS SUMMARY

TYPE	DESCRIPTION	COST
Misc Expense	Labor	$552.00
Misc Expense	Material	$144.84
Contractor Expense		$2,752.00

TOTALS SUMMARY

Total Labor:	$0.00
Total Materials:	$0.00
Total Other Costs:	$3,448.84
Total Amount Due:	$3,448.84

Voucher

Business Unit: SC759
Voucher ID: 00039852
PO ID:

Vendor ID: 0000000069
Name: 759 - UHCL MR&R SERVICES ACCOUNT
Address: 2
2060-C0013-F0876-NA-50050 (13621)
HOUSTON TX 77058
USA
Vendor Class: State Agency/ University

Invoice ID: 78125
Contract ID:
Invoice Receipt Date: 06/26/2023
Goods Receipt Date: 06/26/2023
Invoice Date: 06/26/2023
Acceptance Date: 06/26/2023

PCC: 9
Bank: LOCC
Scheduled Due Date: 07/07/2023
Gross Amount: $0.00

Old Voucher Comments:
New Voucher Comments: Student Housing and Residential Life payment to FMC approved by Matthew Perry the Director of Student Housing (281-283-3661). This payment is for invoice # 78125. The service for this invoice is for Hunter Hall leak repairs which took place on June 26, 2023, in Hunter Hall. The total approved amount is. $3,564.00
Payment Comments:

Handling: SH
Budget Check: Valid
Source: STU

Acct./Desc.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Chartfield 1	Amount	Description
53852	3056	C0168	I0553	BP2023	NA		3,564.00	Hunter Hall Leak Repairs
50052	2060	C0013	F0876	BP2023	NA		-3,564.00	Hunter Hall Leak Repairs

Signatures ____________________ **Date** ____________________

PS Approval: ____________________

Created By: 1220424 Edun,Shirley Adebisi **Date Printed:** 09/08/2023 **Acctg. Dt.:** 07/07/2023