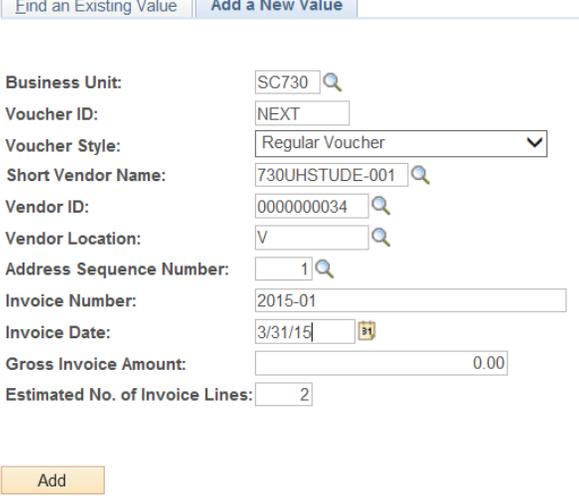
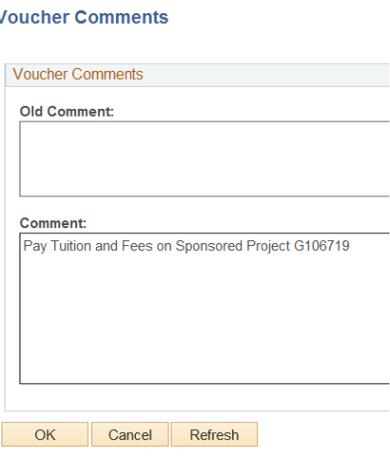


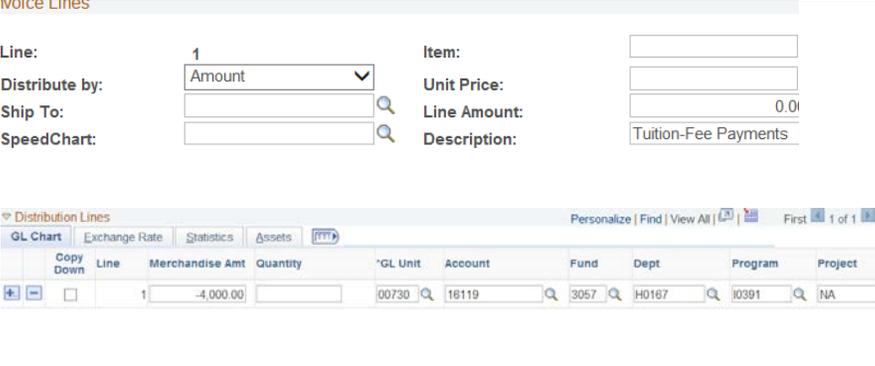
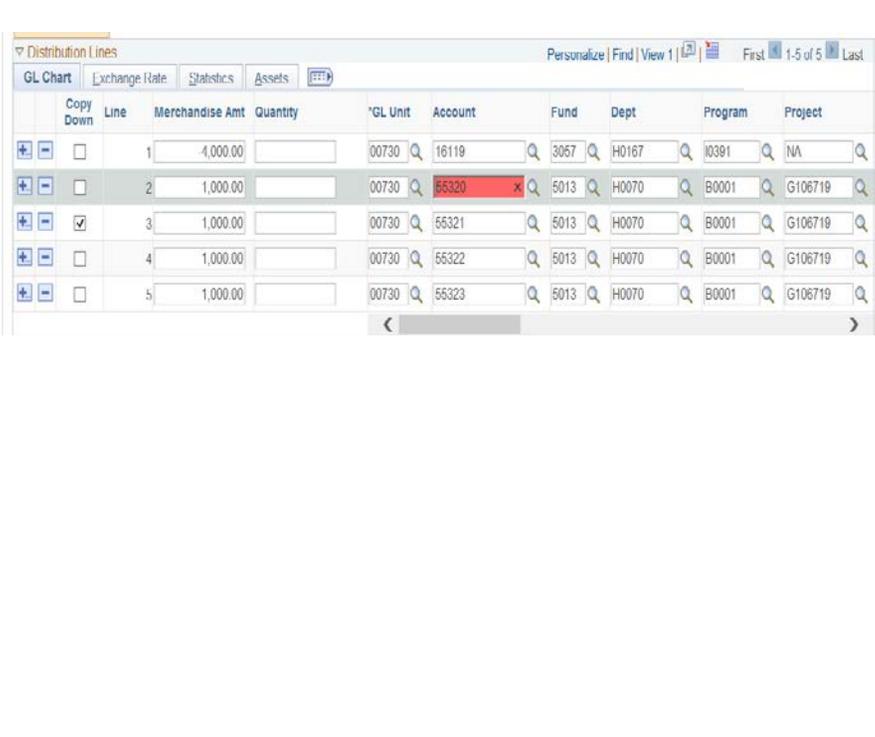
Tuition & Fee Payments by SC Voucher – Sponsored Projects

No.	Action	Notes/Additional Information																				
1	<p>Tuition and Fee payments on sponsored projects are done via SC Vouchers.</p> <p>These instructions are for payments on sponsored projects in fund group 5 only.</p> <p>These payments use unique GL accounts to ensure proper reporting on sponsored projects and accurate information for tracking the tuition and fee payments.</p>																					
2	<p>SC Voucher payments for tuition and fees on sponsored projects require a completed Tuition Reimbursement Request Form for Sponsored Projects.</p> <p>This form is available at on the Finance References Page (www.uh.edu/finance/references/htm) and also in the Office of Contracts and Grants guidance pages.</p>	<p style="text-align: center;">Tuition Reimbursement Request Form for Sponsored Projects</p> <p>Tuition and Fee payments on sponsored projects are done via SC Vouchers. SC Voucher payments for tuition and fees MUST be received by Student Business Services via workflow by the first Official Reporting Date for the term. SC Vouchers not received by that date will be rejected. Official Reporting Dates are identified in the Academic Calendar, available online.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: #e6f2ff;">Employee/Student Name (Last, First MI)</td> <td colspan="2" style="background-color: #e6f2ff;">Principal Investigator Name</td> </tr> <tr> <td style="background-color: #e6f2ff;">Employee /student ID #</td> <td style="background-color: #e6f2ff;">Phone #</td> <td style="background-color: #e6f2ff;">Mail Stop</td> <td style="background-color: #e6f2ff;">Department/Division</td> </tr> <tr> <td colspan="2" style="background-color: #e6f2ff;">Job Code and Title</td> <td colspan="2" style="background-color: #e6f2ff;">Start Date</td> </tr> <tr> <td colspan="2" style="background-color: #e6f2ff;">Semester (check appropriate boxes and fill in blanks)</td> <td style="background-color: #e6f2ff;">Term Beginning Date</td> <td style="background-color: #e6f2ff;">Term Ending Date</td> </tr> <tr> <td style="background-color: #e6f2ff;"><input type="checkbox"/> Fall</td> <td style="background-color: #e6f2ff;"><input type="checkbox"/> Winter</td> <td style="background-color: #e6f2ff;"><input type="checkbox"/> Spring</td> <td style="background-color: #e6f2ff;"><input type="checkbox"/> Summer</td> </tr> </table>	Employee/Student Name (Last, First MI)		Principal Investigator Name		Employee /student ID #	Phone #	Mail Stop	Department/Division	Job Code and Title		Start Date		Semester (check appropriate boxes and fill in blanks)		Term Beginning Date	Term Ending Date	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
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4	<p>Log in to Finance (my.uh.edu)</p>																					
5	<p>Go to:</p> <ul style="list-style-type: none"> Main Menu Accounts Payable Vouchers Add/Update Regular Entry 	<p style="background-color: #e6f2ff; padding: 5px;">Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry</p>																				

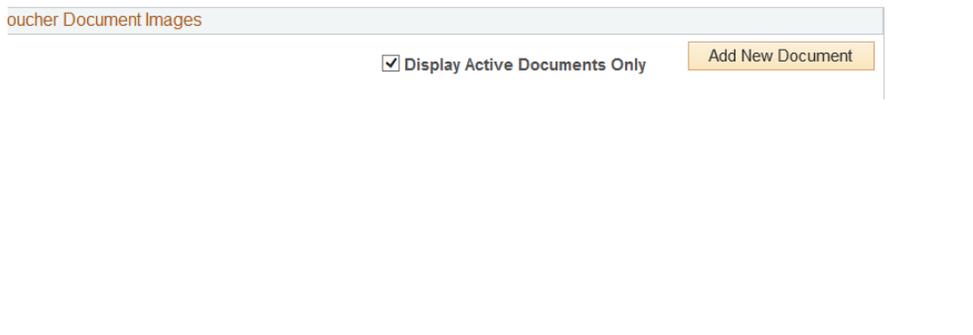
Tuition & Fee Payments by SC Voucher – Sponsored Projects

No.	Action	Notes/Additional Information
6	<p>Select “Add A New Value” Use Business Unit: SC730 Voucher ID = NEXT Voucher Style = Regular Voucher Select Vendor ID 0000000034 (Student Financial Services) from the Vendor ID Search. This will cause a number of fields to fill in. Invoice Number = Any department numbering for the payments Invoice Date = date of the SC Voucher Enter the Gross Invoice Amount of “0” Estimated No. of Invoice Lines: minimum is 2; you can add more Select “Add”</p>	 <p>Find an Existing Value Add a New Value</p> <p>Business Unit: SC730 Voucher ID: NEXT Voucher Style: Regular Voucher Short Vendor Name: 730UJSTUDE-001 Vendor ID: 0000000034 Vendor Location: V Address Sequence Number: 1 Invoice Number: 2015-01 Invoice Date: 3/31/15 Gross Invoice Amount: 0.00 Estimated No. of Invoice Lines: 2</p> <p>Add</p>
7	<p>In the “Invoice Information” tab, in the second section, select the “Comments” link and write a description of the transaction. The comments must include “Tuition and Fee Payment on a Sponsored Project”</p>	 <p>Voucher Comments</p> <p>Old Comment:</p> <p>Comment: Pay Tuition and Fees on Sponsored Project G106719</p> <p>OK Cancel Refresh</p>

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8	<p>In the “Invoice Information” tab, go to the middle of the page. In the Invoice Line box, enter 0. In the Description, add a description for the transaction. In the first Distribution line, enter the standard GL Account and cost center: 00730 3057 H0167 I0391 NA, 16119. This cost center will appear in Vendor description, but the account listed is 16114. Always use 16119 for Tuition and Fee Payments on sponsored projects.</p>	 <p>The screenshot shows the 'Invoice Lines' form. The 'Line' field is set to 1. The 'Distribute by' dropdown is set to 'Amount'. The 'Ship To' and 'SpeedChart' fields are empty. The 'Item' field is empty. The 'Unit Price' field is empty. The 'Line Amount' field shows 0.00. The 'Description' field is 'Tuition-Fee Payments'. Below the form is a table titled 'Distribution Lines' with the following data:</p> <table border="1"> <thead> <tr> <th>Copy Down</th> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>-4,000.00</td> <td></td> <td>00730</td> <td>16119</td> <td>3057</td> <td>H0167</td> <td>I0391</td> <td>NA</td> </tr> </tbody> </table>	Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Project	<input type="checkbox"/>	1	-4,000.00		00730	16119	3057	H0167	I0391	NA																																								
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9	<p>Add a line (select the “+” symbol next to the first line) Enter the amount of the Tuition and Fee Payment, the correct GL account for the type of payment, and the sponsored project cost center to be used.</p> <p>GL Accounts are critical, as they will define what Tuition and Fee Payment is applied to the student’s account:</p> <ul style="list-style-type: none"> • 55320 – UH-TUIT/MAND FEES – UG (undergraduate students only) • 55321 – UH-TUIT/MAND FEES – GR (graduate students that are NOT PhD or MFA only) • 55322 – UH-TUIT/MAND FEES – PHD (PhD students only) • 55323 – UH-TUIT/MAND FEES – MFA (MFA students only) <p>Add lines until you have recorded all of the Tuition and Fee payments.</p>	 <p>The screenshot shows the 'Distribution Lines' table with the following data:</p> <table border="1"> <thead> <tr> <th>Copy Down</th> <th>Line</th> <th>Merchandise Amt</th> <th>Quantity</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>4,000.00</td> <td></td> <td>00730</td> <td>16119</td> <td>3057</td> <td>H0167</td> <td>I0391</td> <td>NA</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>1,000.00</td> <td></td> <td>00730</td> <td>55320</td> <td>5013</td> <td>H0070</td> <td>B0001</td> <td>G106719</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>3</td> <td>1,000.00</td> <td></td> <td>00730</td> <td>55321</td> <td>5013</td> <td>H0070</td> <td>B0001</td> <td>G106719</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>1,000.00</td> <td></td> <td>00730</td> <td>55322</td> <td>5013</td> <td>H0070</td> <td>B0001</td> <td>G106719</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5</td> <td>1,000.00</td> <td></td> <td>00730</td> <td>55323</td> <td>5013</td> <td>H0070</td> <td>B0001</td> <td>G106719</td> </tr> </tbody> </table>	Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Dept	Program	Project	<input type="checkbox"/>	1	4,000.00		00730	16119	3057	H0167	I0391	NA	<input type="checkbox"/>	2	1,000.00		00730	55320	5013	H0070	B0001	G106719	<input checked="" type="checkbox"/>	3	1,000.00		00730	55321	5013	H0070	B0001	G106719	<input type="checkbox"/>	4	1,000.00		00730	55322	5013	H0070	B0001	G106719	<input type="checkbox"/>	5	1,000.00		00730	55323	5013	H0070	B0001	G106719
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No.	Action	Notes/Additional Information
10	<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 an Excel list of students and awards:</p> <ul style="list-style-type: none"> • 7-digit Student ID Number • Amount of their award for each Student ID 	
11	<p>Go back to the “Invoice Information” page and select “Budget Checking” action, then “Run.</p>	
12	<p>Attach the completed Tuition Reimbursement Request Form for Sponsored Projects as documentation. SC Vouchers received with incomplete forms will not be processed.</p>	
13	<p>Submit the SC Voucher to workflow.</p>	