| **No.** | **Action** | **Notes/Additional Information** |
| --- | --- | --- |
| 1 | If a scholarship or award was made to a student account using an SC Voucher and the student returns the funds, a reversing SC Voucher must be created.  |  |
| 2 | Log in to Finance (my.uh.edu) |  |
| 3 | Go to: Main MenuAccounts PayableVouchersAdd/UpdateRegular Entry |  |
| 4 | Select “Add A New Value”Use Business Unit: SC730Voucher ID = NEXTVoucher Style = Regular VoucherSelect Supplier ID 0000000034 (Student Business Services) from the Supplier ID Search. This will cause a number of fields to fill in.Invoice Number = Any department numbering for the paymentsInvoice Date = date of the SC VoucherEnter the Gross Invoice Amount of “0”Estimated No. of Invoice Lines: minimum is 2; you can add more Select “Add” |  |
| 7 | In the “Invoice Information” tab, in the second section, select the “Comments” link and write a description of the transaction.The comments must include “Return of Funds by Student, paid on SC Voucher XXXXXXX, xx/xx/xxxx” where “XXXXXXXX” is the original SC Voucher ID and “xx/xx/xxxx” is the original SC Voucher date. |  |
| 8 | 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, 16114. The amount to this account is the debit (positive number) |  |
| 9 | Add a line (select the “+” symbol next to the first line)Enter the amount of the Scholarship Return, the original GL account used for the original SC Voucher, and the original cost center to be used. |  |
| 10 | Once the SC Voucher lines are filled in, go to the “Documents” tab and upload the required documentation. The SC Voucher must have attached:* 7-digit Student ID Number
* Amount of the original award and return for each Student ID
* Copy of the original Voucher
 |  |
| 11 | Go back to the “Invoice Information” page and select “Match, Doc Tol, Bdgt” action, then “Run”. |  |
| 12 | Submit the SC Voucher to workflow. |  |