Reallocating P/T Card Expense from Local to State Cost Center

1. Before you create a reallocation voucher, you would need to find out if the P/T Card merchant is setup as a supplier in the finance system. You can verify the supplier by its Tax ID or name/address.

Verify by Tax ID

To get the merchant's Tax ID, log into Expense Management, and go to the Transaction Summary Page (under Finance tab). Enter the date range or billing cycle to look for the purchase that requires a reallocation.

SEARCH CRITERIA				Advanced Search
Reporting Cycle:			~	
Date Range: Fr	om:	09/18/2018		
	To:	10/18/2018		
Date Type:		Posting Date	~	
Data available starting	: 10/1	18/2015		Search

Click on the merchant name.

Expand All Co	illapse All						Search Total: 1,003.00
)					Page 1 of 1	Page Go
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount Addition	onal Information
Ш 🗇 🕨			09/24/2018	09/19/2018	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	1,003.00	
)					Page 1 of 1	Page Go
Expand All Co	illapse All						Search Total: 1,003.00

MERCHANT DETAILS

GENERAL INFORM	ATION
Merchant Name:	TEJAS OFFICE PRODUCTS
Address Line 1:	1225 W 20TH STREET
Address Line 2:	TEJAS OFFICE PRODUCTS
City Name:	713-864-6004
State / Province:	TX
Postal Code:	77008
Country Code:	UNITED STATES
Phone Number:	
Customer Service Phone Number:	
Contact Information:	
Sole Proprietor Name:	
Legal Group Name:	TEJAS OFFICE PRODUCTS INC
MCC Code:	OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES (5943)

ADDITIONAL INFORMATION						
Merchant Type Indicator:						
Merchant Type:	1000					
Business Legal Status:						
Unique Merchant Location ID:	297968837					
DUNS Number:						
1099able Flag:	N					
Tax ID: 🥆	760032427					
NAICS Number:						
VAT Number:	760032427					
Additional Description:						
Additional Description:						

Run a query (UHS_AP_SEARCH_FOR_VENDOR). Enter the merchant's Tax ID in the FID/SSN field with %%, and enter % in the other fields. Then, click on the View Results button to see if the merchant is setup as a supplier.

UHS_AP_SEARCH_FOR_VENDORS - Search for AP/PO vendors

Name Like:	%						
DBA/Dept Like	: %						
FID/SSN Like:	%760032427%						
Zip Code Like:	%						
Vendor ID Like	: %						
View Results							
Search for A 1							
Vendor ID Primary Na	me	Payee Name	DBA/Department	Open for Ordering	Address Status	Addres	Address 1
0000027171 TEJAS OFFIC	E PRODUCTS INC	TEJAS OFFICE PRODUCTS INC		Y	A	1	1225 W 20th St

Verify by Name and Address

You can go to the Supplier page, and enter a part of the supplier name into the Short supplier Name to see if the supplier is listed. You can also verify the address.

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Valu	ie			
 Search Criteria 				
SetID	= ~	00797	Q	
Supplier ID	begins with $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$			
Persistence	= ~		~	
Short Supplier Name	begins with 🗸	tejas	Q	
Our Customer Number	begins with v	Short Supplier Name	Supplier Name	Supplier ID
		TEJASBOILE-001	TEJAS BOILER SERVICES INC	0000032438
Supplier Name	begins with v	TEJASCAFEI-001	TEJAS CAFE INC	000008708
Case Sensitive		TEJASCOFFE-001	TEJAS COFFEE LLC	0000082370
		TEJASELECT-001	TEJAS ELECTRICAL SERVICES, INC	0000100544
Search Clear	Basic Search 📓	TEJASELEVA-001	TEJAS ELEVATOR CO HOUSTON INC	0000086923
		TEJASMATER-001	TEJAS MATERIALS INC	0000005155
		TEJASMOTOR-001	TEJAS MOTORSPORTS	0000097746
		TEJASMUNIC-001	TEJAS MUNICIPAL SUPPLY & MFG	0000010822
		TEJASOFFIC-001	TEJAS OFFICE PRODUCTS INC	000009818
		TEJASOFFIC-002	TEJAS OFFICE PRODUCTS INC	0000027171
		TEJASSHEET-001	TEJAS SHEET METAL SHOP	0000076087
		TEJASTUBUL-001	TEJAS TUBULAR PRODUCTS INC	0000133145

Or you can run a query (UHS_AP_SEARCH_FOR_VENDOR), enter a part of the supplier name with %, and see if the supplier is listed. You can also verify the address.

UHS_AP_SEARCH_FOR_VENDORS - Search for AP/PO vendors

Name Like:	%Tejas%
DBA/Dept Like:	%
FID/SSN Like:	%
Zip Code Like:	%
Vendor ID Like:	% ×
View Results	

Search for a	A 20						
Vendor ID	Primary Name	Payee Name	DBA/Department	Open for Ordering	Address Status	Addres	Address 1
0000005155	TEJAS MATERIALS INC	TEJAS MATERIALS INC		Y	A	1	1902 WEBER ST
0000005155	TEJAS MATERIALS INC			Y	A	2	1902 Weber St
0000008708	TEJAS CAFE INC	TEJAS CAFE INC		Y	Α	1	P O BOX 4409
000008708	8 TEJAS CAFE INC	TEJAS CAFE INC		Y	A	2	1901 D TEXAS AVE S
0000010822	TEJAS MUNICIPAL SUPPLY & MFG	TEJAS MUNICIPAL SUPPLY & MFG		Y	A	1	430 E Helms Rd Ste D3
0000010822	TEJAS MUNICIPAL SUPPLY & MFG			Y	Α	2	430 E. HELMS
0000027171	TEJAS OFFICE PRODUCTS INC	TEJAS OFFICE PRODUCTS INC		Y	Α	1	1225 W 20th St
0000032438	TEJAS BOILER SERVICES INC	TEJAS BOILER SERVICES INC		N	A	1	7206 Elbert St
0000032438	TEJAS BOILER SERVICES INC	TEJAS BOILER SERVICES INC		N	Α	2	PO Box 23895
0000035014	ESA TEJAS INC	ESA TEJAS INC	DBA EXTENDED STAY AMERICA # 6057	Y	Α	1	2330 Southwest Fwy
0000035014	ESA TEJAS INC	ESA TEJAS INC	DBA EXTENDED STAY AMERICA # 6066	Y	A	2	1410 NASA Rd 1
0000076087	TEJAS SHEET METAL SHOP	TEJAS SHEET METAL SHOP		Y	Α	1	6204 FULTON
0000082370	TEJAS COFFEE LLC	TEJAS COFFEE LLC		Y	A	1	1918 Taft St
0000086923	TEJAS ELEVATOR CO HOUSTON INC	TEJAS ELEVATOR CO HOUSTON INC		Y	A	1	11811 East Freeway Ste 230
0000089569	LAND TEJAS COMPANIES, LTD	LAND TEJAS COMPANIES, LTD		Y	A	1	2450 Fondren Rd Ste 210
0000097746	5 TEJAS MOTORSPORTS	TEJAS MOTORSPORTS		Y	Α	1	347 South Main Street
0000100544	TEJAS ELECTRICAL SERVICES, INC	TEJAS ELECTRICAL SERVICES, INC		Y	Α	1	23919 Lenze Road
0000130049	NIRANJANA, TEJASWINI	TEJASWIN NIRANJANA		Y	A	1	G-504 ADARSH GARDENS 47TH CROSS 8 BLOC
0000130728	VEERATI, TEJASWI	TEJASWI VEERATI		Y	Α	1	7010 PAINTBRUSH TRAIL
0000133145	TEJAS TUBULAR PRODUCTS INC	TEJAS TUBULAR PRODUCTIONS INC		Y	A	1	8799 N LOOP E STE 300

- 2. If the supplier is not setup as a supplier in the finance system, you would need to invite the supplier to PaymentWorks for setup: <u>https://uh.edu/office-of-finance/ap-general/</u>
- 3. Create a voucher to reallocate the expense from Local to State Cost Center.

Note: Expenses can be reallocated from Local to State Cost Centers only if the purchases are allowed with State Funds.

Step 1:

Go to Voucher Regular Entry, enter the following information, and click on the Add button:

Supplier ID:	0000026780 (Univ of Houston)
Invoice Number:	Reallocation_PCARD####_MONYEAR**
Invoice Date:	Date of reallocation
Gross Invoice Amount:	Amount to be reallocated

Find an Existing Value	Add a New Value
Business	Unit 00730 Q
Vouche	er ID NEXT
Voucher S	Style Regular Voucher V
Supplier N	ame UNIV OF HOUSTON
Short Supplier N	ame UNIVOFHOUS-007 Q
Supplie	er ID 0000026780 Q
Supplier Loca	ation V Q
Address Sequence Nur	nber 41 🔍
Invoice Nur	nber Reallocation_PCARD1234_DEC2018
Invoice I	Date 12/03/2021 🔢
Gross Invoice Am	ount 100.00
PO Business	Unit
PO Nur	nber 🔍
Estimated No. of Invoice L	ines 1

Add

**Note: Invoice Number should show Reallocation, P-card, Last 4Ddigits, and the Billing Cycle and Year. The above example is a reallocation of a transaction for P-Card 1234 in the December 2021 billing cycle.

Step 2:

In the Invoice Information page, click on the Comments link and enter the appropriate comment describing the reallocation.

Invoice Information	Payments	UHS Data Line	Voucher Attribu	utes Documents	Approval Log					
Business Unit	00720		Invoice No	Reallocation RCAR	D1224 DEC201	a	Invoice Tota	al		Comments(0)
Business Unit	1 00730		Accounting Date	12/02/2024	101234_020201	9 I	1	ine Total	100.00	Basis Date Calculation
Voucher IL) NEXT		*Pay Terms	00			*(Currency	USD	Template List
voucrier style	Regular vo	ucher			Due N	ow	-		Q	Advanced Supplier Search
Invoice Date	12/03/2021	21	Basis Date Type	Inv Date					2	Supplier Hierarchy
Invoice Received	1	21								Supplier 360
	UNIV OF H	OUSTON			-			Total	100.00	
Supplier ID	000002678	0	Control Group		<u> </u>		Di	fference	0.00	
ShortName	UNIVOFHO	US-007 Q	Pay Schedule	Other Non Transpor	tation v					
Location	V	Q								
*Address	41	Q		Incomplete Voud	her					
Save	Save Fo	or Later	Action		~		Run	Calculate		
	Vouol	har Commont								
	Vouci	lei comment	5							
	Vou	icher Comme	nte						1	
	VOU	icher comme	ma							
	Old	d Comment:								
								1		
								///.		
	Cor	mment:								
	Re	allocating the T	ejas purchase of	f \$100.00 on P-Ca	rd 1234 in the	Decem	ber 2021 Bill	ling Cycle		
	fro	m a Local cost o	center to a state	cost center.						
								11.		
	0	OK Cano	el Refresh							

Step 3:

In the Invoice Information page, click on the Calc Basis Date link, and enter the dates. The date of reallocation should be entered into the four date fields. After entering the dates, click on the calculate button, and then click on the Back to Invoice link.

Invoice Information Payments UHS Data L	ine Voucher Attributes Documents Approval Log		
Business Unit 00730	Invoice No Reallocation PCARD1234 DEC2018	Invoice Total	Comments(0)
Voucher ID NEXT	Accounting Date 12/03/2021	Line Total 100.00	Basis Date Calculation
Voucher Style Regular Voucher	*Pay Terms 00	*Currency USD Q	Template List
Invoice Date 12/03/2021	Basis Date Type Joy Date		Advanced Supplier Search
Invoice Received	Dasis Date type inv Date	—	Supplier Hierarchy
In the free free in the free i			Supplier 360
UNIV OF HOUSTON		Total 100.00	
Supplier ID 0000026780 Q	Control Group	Difference 0.00	
ShortName UNIVOFHOUS-007 Q	Pay Schedule Other Non Transportation		
Location V Q			
*Address 41	Incomplete Voucher		
Save Save For Later	Action	Run Calculate	
	Date Calculation		
	Back to Invoice		
	Date Calculation Basis Prompt Pay Basis	v)	
	Fed Pymnt Basis Date		
	Invoice Receipt Date 12/03/2021 iii Invoid	e Date 12/03/2021	
	Goods Receipt Date 12/03/2021 🔀 Acceptan	ce Date 12/03/2021	
	Cancel Calculate		



In the Invoice Information Page, Enter the account code that was used for the original purchase, and enter a state cost center to which you want to move the expense.

-	Dist	ibution	Lines							Personalize	Find View A	II 🛛 🖉 🛛 🔣 🛛 First 🔇	1 of 1 🚯 Last
G	L Cha	art <u>E</u>	xchange F	Rate <u>S</u> tatistics	Assets (TTT)			10					
		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
+	-		1	100.00		00730 Q	53900	1026 Q	H0137 Q	A0663 Q	00730 Q	NA	۹ 🗌 کې

Step 5:

Go to the UHS Date Line, and enter 8 in the UHS PCC field. Then, enter the supplier from which you originally purchased the items with your P-card in the 3rd party Supplier Info section.

Note: In order to reallocate the expense, the supplier must be already setup in the finance system as a supplier and has a valid supplier ID.

Invoice Information	Payments	UHS Data Line	Voucher Attrib	utes	Documents	Approval L	og		
	-								
Unit: 00730 Vo	ucher: NEX	т	Lines: 1	Bala	ince:	0.00			
Scroll Area					Find View	All First	🕘 1 o	F1 🛞 L	.ast
1									
Scroll Area			Find View	AII	First 🛞 1 of	1 🛞 Last			
*1145 PC0	8 0								
Description									
Descriptionz				1.000					
RT	:	Delivered Da	ite:	31					
3rd Party Vendo	or Info								
Short Nam	e: TEJASOFFI	C-002 🔍 L	oc: V						
Supplier II	D: 000002717	1 Q Ad	idr: Q						
🖹 Notify 🛛 🕄 Refre	sh					📑 Add	🔊 Upd	ate/Disp	play

Invoice Information | Payments | UHS Data Line | Voucher Attributes | Documents | Approval Log

Step 6:

In the Payment Page, Change the bank to STATE.

Invoice Information	Payments UHS Data Line	Voucher Attributes Docum	ments Approval Log			
Business Uni	it 00730	Invoice No F	Reallocation_PCARD1234_DE0	220		
Voucher II	D NEXT	Invoice Date	12/03/2021	B Action	~	Run
Voucher Style	e Regular Voucher		Incomplete Voucher			
Total Amoun	it 100.00	*Pay Terms (00 Q Due Now			Schedule Payments
Supplier Name	e UNIV OF HOUSTON					IPAC
ayment Information					Find View All	First 🛞 1 of 1 🛞 L
						+
Paymen	t 1	Schedule ID				
*Remit t	0000026780	Gross Amount	100.00 USD	Scheduled Due 12/03/2021	1	Payment Inquiry
Locatio	n V Q	Discount	0.00 USD	Net Due		Discount Denied
*Addres	s 41 Q			Discount Due		Late Charge
				Accounting Date		Payment Comments(0)
	UNIV OF HOUSTON					
	PO BOX 988					
	HOUSTON, TX 77001-098	*				
Payment Options		/				
*Bar		Pay Group		Netting Not Applic	able 🗸	Supplier Bank
*Accou	nt TREA	*Handling	Basic Payments v	L/C ID		Messages
*Metho	ACH Q ACH	Hold Reason	~	í		Hold Payment
Messad	ge			✓ Actions		Separate Payment
Message will appear or	n remittance advice.		Supplier Offset TOP			
Schedule Payment						
*Acti	on Schedule Payment	Payment Date				
P	ay v	Reference				
Ref Vouch	ier	Ref Payment				
Save	Save For Later					



In the Payment Page, click on the Payment Comments link, and enter the account and the local cost center you originally used to pay for the P-card charge.

Payment Note (Maximum number of characters allowed for comments is 254)

Busines	s Unit 00730			
Vouch	er ID NEXT			
Payment	Count 1			
Payment Note:				
Deposit into 2064/H	10156/F0885/NA, Aco	ount code 53900		
202 characters rema	ining			,
Note: Payment Not	e is for internal use c	only and will not a	oppear on remitta	ice
		,		
advice				

Step 8:

Upload the supporting documents to the voucher:

P-Card: GCMS Expense Report, Itemized Receipt, and the 1074 report for the original transaction.

Step 9: Save and budget check the voucher. Then submit it into workflow.