

Transferring Non-Payroll Expenses between State and Local Funds

1. Create a voucher to reimburse the cost center that originally paid the expense. Choose the correct vendor and address as follows:

Transfer Expense From (Credit)	Transfer Expense To (Debit)	Voucher Payable To	Vendor ID	Address
State UH Cost Center	Local Cost Center	Texas Comptroller	0000026730	006
State UHSA Cost Center	Local Cost Center	Texas Comptroller	0000026730	009
State UHCL Cost Center	Local Cost Center	Texas Comptroller	0000026730	010
State UHD Cost Center	Local Cost Center	Texas Comptroller	0000026730	007
State UHV Cost Center	Local Cost Center	Texas Comptroller	0000026730	008
Local UH Cost Center	State Cost Center	University of Houston	0000026780	041
Local UHSA Cost Center	State Cost Center	UH System Administration	0000026798	009
Local UHCL Cost Center	State Cost Center	UH Clear Lake	0000026794	001
Local UHD Cost Center	State Cost Center	UH Downtown	0000026799	011
Local UHV Cost Center	State Cost Center	UH Victoria	0000026796	009

2. Enter the cost center that will receive the expense (debit) on the Invoice Information page.

Invoice Lines Find | View All | First 1 of 1 Last

1 'Dist by: Amt SpeedChart 18225

Item	Description	Quantity	UOM	Unit Price	Extended Amt	
					100.00	SUT/VAT/Intrastat

☐ Use One Asset ID

Distribution Lines Customize | Find | View All | First 1 of 1 Last

ChartFields	Exchange Rate	Statistics	Assets																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Amount</th> <th>Quantity</th> <th>GL Unit</th> <th>Budget Date</th> <th>Entry Event</th> <th>Account</th> <th>OpenItem</th> <th>Fund</th> <th>Department</th> <th>Program</th> <th>Bud Ref</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100.00</td> <td></td> <td>00730</td> <td>08/30/2006</td> <td></td> <td>53900</td> <td>2080</td> <td>H0156</td> <td>F0885</td> <td>BP2006</td> </tr> </tbody> </table>	Amount	Quantity	GL Unit	Budget Date	Entry Event	Account	OpenItem	Fund	Department	Program	Bud Ref	1	100.00		00730	08/30/2006		53900	2080	H0156	F0885	BP2006				
Amount	Quantity	GL Unit	Budget Date	Entry Event	Account	OpenItem	Fund	Department	Program	Bud Ref																
1	100.00		00730	08/30/2006		53900	2080	H0156	F0885	BP2006																

3. Select PCC 8 on the UHS Data Line page and complete the 3rd Party Vendor Information, which is the vendor paid for the original expenditure. If transferring a service center expense, choose the appropriate UH campus as the 3rd party vendor. In the example below, the original vendor was Today's Business Solutions.

The screenshot shows the 'UHS Data Line' tab selected in a software interface. At the top, there are tabs for 'Invoice Information', 'UHS Data Line', 'Payments', 'Voucher Attributes', 'Accounting Information', and 'Documents'. Below the tabs, the following information is displayed: Unit: 00730, Voucher: NEXT, Lines: 1, Balance: 0.00. A 'Scroll Area' header is present with a 'Find | View All' link. Below this, a line item '1' is shown with the following details: TIN: 33043043042 000, UHS PCC: 8 (with a search icon), Description2: (empty field), RTI: (empty field), and Delivered Date: (empty field with a calendar icon). A '3rd Party Vendor Info' section is highlighted in a light blue box and contains: Short Name: TODAYSBUSI-001 (with a search icon), Loc: V (with a search icon), Vendor ID: 0000054565 (with a search icon), Addr: 2 (with a search icon), and 3rd Party TIN: (empty field).

4. Select SH (Special Handling) as the Handling code on the Payments page.

The screenshot shows a 'Handling' field with the value 'SH' and a search icon.

5. Enter the cost center and account to be reimbursed in Payment Comments.

The screenshot shows the 'Internal Payment Comments' dialog box. It has a title bar 'Internal Payment Comments' and a text area containing the text: 'Deposit local payment into state cost center 00730-1026-H0156-F1234-NA account 53900.' Below the text area are three buttons: 'OK', 'Cancel', and 'Refresh'.