

Reallocating Between Local and State Funds (PCC 8 Voucher Creation)

Use this in addition to the Voucher Creation instructions for the full PCC 8 Voucher instructions to reallocate between local and state funds.

When reallocating an expense from local funds to state funds or from state funds to local funds, two different banks are used (one local, one state). A Journal Entry cannot be used, because the funds need to be moved between the two banks. Therefore, you have to create a voucher that pays one bank using funds from the other bank. This voucher needs to have special characteristics because we must track the original vendor used on the expense, and route the funds that come in to the correct cost center. This voucher with special characteristics is called a PCC 8 Voucher.

To Reallocate an Expense from Local to State:

The expense is on local funds, and you are using state funds on the voucher lines and paying University of Houston (the local bank). Use **Supplier ID 0000026780** (Univ of Houston).

To Reallocate an Expense from State to Local:

The expense is on state funds, and you are using local funds on the voucher lines and paying the State of Texas (the state bank). Use **Supplier ID 0000026730** (Texas Comptroller of Public Accounts).

Follow the usual instructions for the voucher creation, with the following two exceptions:

- In the UHS Data Line tab, change UHS PCC to 8. This will open a third party vendor section.
- Complete the third party vendor section that opens on this page.

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

Unit: 00730 Voucher: NEXT Lines: 1 Balance: 0.00

Scroll Area Find | View All First 1 of 1 Last

1

Scroll Area Find | View All First 1 of 1 Last

1 TIN: *UHS PCC: 8 Description2: RTI: Delivered Date: [calendar icon]

3rd Party Vendor Info

Short Name: Supplier ID: Loc: Addr: 3rd Party TIN:

Notify Refresh Add Update/Display

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

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Unit: 00730 Voucher: NEXT Lines: 1 Balance: 0.00

Scroll Area Find | View All First 1 of 1 Last

1

Scroll Area Find | View All First 1 of 1 Last

1 TIN:
 *UHS PCC: 8
 Description2:
 RTI: Delivered Date:

3rd Party Vendor Info
 Short Name: MUSCARELLO-001 Loc: V
 Supplier ID: 0000047409 Addr: 2
 3rd Party TIN:

Notify Refresh Add Update/Display

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

- In the Payments tab, click Payment Comments to add a Payment Note.

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

Business Unit 00730 Invoice No: Invoice Date: Action: Run
 Voucher ID NEXT Invoice Date: Incomplete Voucher
 Voucher Style Regular Voucher *Pay Terms 30 Net 30 Schedule Payments
 Total Amount 0.00 Supplier Name IPAC

Payment Information Find | View All First 1 of 1 Last

Payment 1 Schedule ID
 *Remit to: Gross Amount 0.00 USD Scheduled Due: Payment Inquiry
 Location: Discount 0.00 USD Net Due: Discount Denied
 *Address: Accounting Date: Late Charge
 Payment Comments(0)

- The Payment Note should be formatted to indicate to Treasury which cost center and account code should be credited for this reallocation.

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

Business Unit 00730
 Voucher ID NEXT
 Payment Count 1

Payment Note:
 Please deposit into 00730-2091-H0110-B1031-NA, account code 54905.

188 characters remaining
 Note: Payment Note is for internal use only and will not appear on remittance advice.

OK Cancel

- Follow the remaining steps as if you are creating a regular voucher, found on the Voucher Creation instructions.