

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: From:

To:

Date Type:

Data available starting: 10/18/2015

Click on the merchant name.

| Detail | Reviewed | Approved | Posting Date | Transaction Date | Description | Transaction Amount | Additional Information |
|--------|--------------------------|--------------------------|--------------|------------------|---|--------------------|------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | 09/24/2018 | 09/19/2018 | TEJAS OFFICE PRODUCTS 713-864-6004, TX - 77008 | 1,003.00 | |

MERCHANT DETAILS

| GENERAL INFORMATION | ADDITIONAL INFORMATION |
|---|--|
| Merchant Name: TEJAS OFFICE PRODUCTS | Merchant Type Indicator: |
| Address Line 1: 1225 W 20TH STREET | Merchant Type: 1000 |
| Address Line 2: TEJAS OFFICE PRODUCTS | Business Legal Status: |
| City Name: 713-864-6004 | Unique Merchant Location ID: 297968837 |
| State / Province: TX | DUNS Number: |
| Postal Code: 77008 | 1099able Flag: N |
| Country Code: UNITED STATES | Tax ID: 760032427 |
| Phone Number: | NAICS Number: |
| Customer Service Phone Number: | VAT Number: 760032427 |
| Contact Information: | Additional Description: |
| Sole Proprietor Name: | |
| Legal Group Name: TEJAS OFFICE PRODUCTS INC | |
| MCC Code: OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES (5943) | |

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:

Zip Code Like:

Vendor ID Like:

| Vendor ID | Primary Name | Payee Name | DBA/Department | Open for Ordering | Address Status | Address | Address 1 |
|------------|---------------------------|---------------------------|----------------|-------------------|----------------|---------|------------------|
| 0000027171 | TEJAS OFFICE 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.

Search Criteria

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

Case Sensitive

[Basic Search](#)

| Short Supplier Name | Supplier Name | Supplier ID |
|---------------------|--------------------------------|-------------|
| TEJASBOILE-001 | TEJAS BOILER SERVICES INC | 0000032438 |
| TEJASCAFEI-001 | TEJAS CAFE INC | 0000008708 |
| TEJASCOFFE-001 | TEJAS COFFEE LLC | 0000082370 |
| TEJASELECT-001 | TEJAS ELECTRICAL SERVICES, INC | 0000100544 |
| 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 | 0000009818 |
| 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:

DBA/Dept Like:

FID/SSN Like:

Zip Code Like:

Vendor ID Like: x

| Vendor ID | Primary Name | Payee Name | DBA/Department | Open for Ordering | Address Status | Address | Address 1 |
|------------|--------------------------------|--------------------------------|----------------------------------|-------------------|----------------|---------|--|
| 0000005155 | TEJAS MATERIALS INC | TEJAS MATERIALS INC | | Y | A | 1 | 1902 WEBER ST |
| 0000005155 | TEJAS MATERIALS INC | TEJAS MATERIALS INC | | Y | A | 2 | 1902 Weber St |
| 0000008708 | TEJAS CAFE INC | TEJAS CAFE INC | | Y | A | 1 | P O BOX 4409 |
| 0000008708 | TEJAS CAFE INC | TEJAS CAFE INC | | Y | A | 2 | 1901 D TEXAS AVE 5 |
| 0000010822 | TEJAS MUNICIPAL SUPPLY & MFG | TEJAS MUNICIPAL SUPPLY & MFG | | Y | A | 1 | 430 E Helms Rd Ste D3 |
| 0000010822 | TEJAS MUNICIPAL SUPPLY & MFG | TEJAS MUNICIPAL SUPPLY & MFG | | Y | A | 2 | 430 E. HELMS |
| 0000027171 | TEJAS OFFICE PRODUCTS INC | TEJAS OFFICE PRODUCTS INC | | Y | A | 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 | A | 2 | PO Box 23895 |
| 0000035014 | ESA TEJAS INC | ESA TEJAS INC | DBA EXTENDED STAY AMERICA # 6057 | Y | A | 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 | A | 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 | TEJAS MOTORSPORTS | TEJAS MOTORSPORTS | | Y | A | 1 | 347 South Main Street |
| 0000100541 | TEJAS ELECTRICAL SERVICES, INC | TEJAS ELECTRICAL SERVICES, INC | | Y | A | 1 | 23919 Lense Road |
| 0000130049 | NIRANJANA, TEJASWINI | TEJASWINI NIRANJANA | | Y | A | 1 | G-504 ADARSH GARDENS 47TH CROSS 8 BLOC |
| 0000130728 | VEERATI, TEJASWI | TEJASWI VEERATI | | Y | A | 1 | 7010 PAINTBRUSH TRAIL |
| 0000133145 | TEJAS TUBULAR PRODUCTS INC | TEJAS TUBULAR PRODUCTIONS INC | | Y | A | 1 | 8799 N LOOP E STE 300 |

- If the supplier is not setup as a supplier in the finance system, you would need to invite the supplier to PaymentWorks for setup: <https://uh.edu/office-of-finance/ap-general/>
- 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

Voucher

Business Unit:

Voucher ID:

Voucher Style:

Supplier Name:

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

PO Business Unit:

PO Number:

Estimated No. of Invoice Lines:

****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.

The screenshot shows the 'Invoice Information' page with the following details:

- Business Unit: 00730
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: 12/03/2021
- Supplier: UNIV OF HOUSTON (0000026780)
- Invoice No: Reallocation_PCARD1234_DEC2018
- Accounting Date: 12/03/2021
- *Pay Terms: 00
- Basis Date Type: Inv Date
- Control Group: [Empty]
- Pay Schedule: Other Non Transportation
- Invoice Total: Line Total 100.00, Total 100.00, Difference 0.00

The 'Comments(0)' link is highlighted in yellow with a red arrow pointing to it.

Voucher Comments

The 'Voucher Comments' dialog box contains the following text:

Old Comment:

[Empty text area]

Comment:

Reallocating the Tejas purchase of \$100.00 on P-Card 1234 in the December 2021 Billing Cycle from a Local cost center to a state cost center.

Buttons: OK, Cancel, 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.

This screenshot is identical to the one above, but the 'Basis Date Calculation' link in the right-hand menu is highlighted in yellow with a red arrow pointing to it.

Date Calculation

The 'Date Calculation' dialog box contains the following fields and buttons:

- Back to Invoice
- Date Calculation Basis: Prompt Pay Basis
- Fed Pymnt Basis Date
- Invoice Receipt Date: 12/03/2021
- Invoice Date: 12/03/2021
- Goods Receipt Date: 12/03/2021
- Acceptance Date: 12/03/2021
- Buttons: Cancel, Calculate

Step 4:

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.

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.

Step 6:

In the Payment Page, Change the bank to STATE.

Step 7: 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)

Business Unit 00730

Voucher ID NEXT

Payment Count 1

Payment Note:

Deposit into 2064/H0156/F0885/NA, Account code 53900

202 characters remaining

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

OK

Cancel

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.