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.

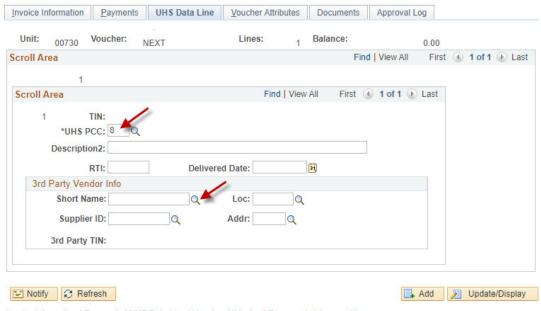**To Reallocate an Expense from Local to State:**

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).

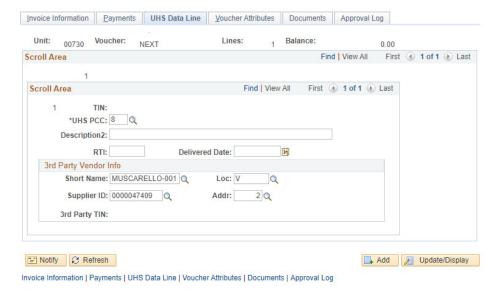**To Reallocate an Expense from State to Local:**

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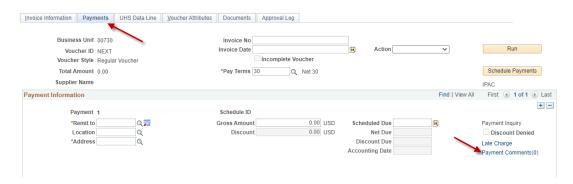
- In the UHS Data Line tab, change UHS PCC to 8. This will open a third party vendor section.
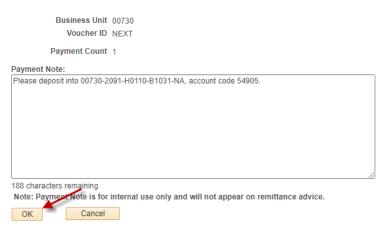- Complete the third party vendor section that opens on this page.

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

- 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.