

**P-CARD REALLOCATION
TRAINING
JOB AID**

**S. HAWN
BUS OPS
MARCH 2023**

STEP	DATE	ACCESS	TASK	SAMPLE
1		PROCUREMENT TRANSACTION EXPENSE LOG	USE THIS AS A RUNNING RECORD OF YOUR P-CARD SPEND DURING THE MONTH SO YOU CAN ENTER GCMS DATA QUICKLY AND EASILY.	A
2	5 TH OF THE MONTH	GLOBAL CARD MANAGEMENT SYSTEM [GCMS]	<p>PULL <u>PREVIOUS MONTH'S</u> ACCOUNT ACTIVITY.</p> <p>WHAT DID YOU SPEND THROUGH CITIBANK IN TOTAL?</p>	B
3			<p>CLICK ARROW TO DISPLAY GCMS EXPENSE DETAILS.</p> <p>THIS SHOWS YOUR <u>DEFAULT COST CENTER</u> CONNECTED TO YOUR CARD.</p> <p>REVIEW THE CHARGES FOR ACCURACY.</p> <p>YOU CAN SPLIT ONE EXPENSE ACROSS MULTIPLE COST CENTERS, ACCOUNT CODES OR YOU CAN USE JUST ONE.</p>	C
4			INPUT WHO, WHAT, WHEN, WHERE, WHY AND THE UHCL BUSINESS BENEFIT	D

5	AFTER THE 5 TH AND BY DUE DATE		<p>RUN EXPENSE REPORT, OBTAIN SIGNATURES AND UPLOAD TO PS WITH BACK UP DOCUMENTATION.</p> <p>DOCUMENTATION MUST BE IN SAME ORDER AS THE EXPENSE REPORT.</p>	E
6	5 TH – 18 TH OF THE MONTH		<p>AP AUDITS EXPENSE REPORTS.</p> <p>AP REQUEST CORRECTIONS FROM CARD HOLDER/ REALLOCATOR FOR ACCOUNT CODE AND DESCRIPTIONS</p>	F
7	18 TH – 21 ST OF THE MONTH	FILE TRANSFERS (GCMS TO PS)	<p>AP RUNS EXPENSE FLAT FILE FROM GCMS, SENT TO UHS.</p> <p>DATA IS AUTO TRANSFORMED INTO PS VOUCHERS.</p> <p>AP IS NOTIFIED WHEN VOUCHERS ARE READY FOR CORRECTIONS. VOUCHER ARE ORGANIZED BY FUND NUMBER.</p>	
8			IF YOUR EXPENSE EXCEEDS COST CENTER BALANCE [BUDGET CHECK] IT ERRORS OFF.	G

			AP SEES THE ERROR IN PS ON VOUCHER ENTRY.	
9	AFTER 20th OF THE MONTH	BUDGET MOD / AUDIT ERRORS	AP CONTACTS DBA/CBA TO REQUEST CORRECTION.	
10	BY 25TH OF THE MONTH	AP PAYS CITIBANK	ALL ERRORS AND MODS MUST FIRST BE CORRECTED/ COMPLETED BEFORE AP CAN PAY CITIBANK. EVEN 1 ERROR CAN DELAY CITI PAYMENT. WHEN WE LATE-PAY, WE ARE CHARGED INTEREST UNDER TEXAS STATUTE.	

SAMPLE A

PROCUREMENT CARD TRANSACTION LOG - FY 23

Reporting Cycle Dates: February 2023 (01/04/2023 - 02/03/2023)		Last 4 digits of card number: 2887						
Cardholder Name: Sherrie Mueller		Default Cost Center: 20109-2064-C0075-F1055-15467						
Order Date	Received Date	Vendor Hold Check	Merchant Name	Amount	Description	Account Number	Card Center Change (Y/N)	Alternate Cost Center (Optional)
1/13/2023	1/4/2023	Y	OGP	345.00	Membership for Sherrie Mueller, Director, Planned Giving/Major Gifts to National Association of Charitable Gift Planners Term: January 2023 to December 31, 2023. Purpose: to provide insight and resources to help them connect with the communities for funding. Benefit: to help continue to move the university forward.	54803	Y	2077-C0075-F1055-17070-NA
1/12/2023	01/12/23	Y	UHCL Bayou Theatre	100.00	Payment for 4 tickets to one of the on campus performances. The performance were by the Texas Tenors held in the Bayou Theatre on January 25, 2023, a campus and community wide event. Purpose: donors cultivation. Benefit: continuous contribution to university to help it move forward.	53303	Y	2077-C0075-F1055-17070-NA

* Cardholder's Signature: *Sherrie A. Mueller* Date: *2/13/23*
 * Confirms listed transactions were for UHCL-approved purchases only and that no personal purchases were made.

BLANK TRANSACTION LOG: <https://www.uhcl.edu/about/administrative-offices/procurement-contracts/documents/p-card-documents/13-transaction-log.xls>



SAMPLE B

Account Status

Run Date: 12/05/2017
Report ID: sd10021

Posting Date: 11/04/2017 - 12/03/2017

GREG AUSTIN
759 UHCL
2700 BAY AREA BLVD
HOUSTON, TX 770581002 USA

Account Number	Account Name	Account Name 2	Created Date	Reports To	Count	Amount	Reviewed	Approved	Account Status	Last Login
Accounts without Associated User IDs										
XX -192823	GREG AUSTIN	759 UHCL	01/27/2016	STUDENTS ADMINISTRATION SYSTEM, PATTI BOZEMAN	0	0.00	0	0	Active	

SAMPLE C - SPLIT PAY

✓ = AUDIT OK

Expense Report(v3)

Posting Date: 01/04/2023 - 02/03/2023

Run Date: 02/13/2023
Report ID: efi0017003



SHERIE MUELLER, 759 UHCL
XX-792887
2700 BAY AREA BLVD - MC 137
HOUSTON, TX 77058100200 USA
Internal Accounting Code: 20109 2077 F1005 C0075 NA ST17070
Card Transactions

Posting Date	Transaction Date	Description	Expense Amount
01/04/2023	01/03/2023	CGR-31726827A.JN.45225 Expense Description: Membership for Sherie Mueller, Term: Jan. 2023 to Dec. 2023. Purpose: to provide insight and resources to help them connect with the communities for funding. Benefit: to help continue to move the university forward.	345.00 USD ✓
	00759	Speed Type: 17070	
	2077	Dept ID: C0075	
	NA	BR: 8F2023	
	01/12/2023	UHCL BAYOU THEATRE ANL-713743879A.TX.77085 Expense Description: Payment to applicable to one of the on campus performers to the Texas Tenors held in the Bayou Theater on January 25, 2023, given to donors. Purpose: donors cultivation. Benefit: continuous contribution to university to help it move forward.	100.00 USD ✓
	00759	Speed Type: 17070	
	2077	Dept ID: C0075	
	NA	BR: 8F2023	
Card Subtotal			445.00
Grand Total			445.00

[Signature]
Authorized
2/13/23
Date

2/13/23
Date

[Signature]
Signed

SAMPLE D

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: **Mar 2023** **02/04/2023 to 03/03/2023**

Date Type: **Posting Date**

Date Range: From: **02/04/2023** To: **03/03/2023**

Date Type: **Posting Date**

Date available starting 03/08/2020

Search

SEARCH RESULTS

Page 1 of 1 Page

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	02/06/2023	02/03/2023	O'BELLY AUTO PARTS S1 WEBSTER, TX - 72598	94.95	

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description

BU	Speed Type	Account	Fund	Dept ID
00759	14695	20109	2064	C0013
00759	14695	20109	2064	C0013
Program	Enter numbers only.	Enter numbers only.	Enter numbers only.	Charfield1
G0361	NA	BP2023		
G0361	NA	BP2023		

SAMPLE E

2023 P-Card Reporting Cycle Calendar

Reporting Cycle (J)=(FY)month)	Transaction Posting "FROM" Date	Transaction Posting "TO" Date	Departmental Reallocation Due Date	Accounts Payable Audit/Processing Due Date	University Bill Pay Due Date
January 2023 (05)	12/04/22	01/03/23	4 pm on Friday, January 13, 2023	Tuesday, January 24, 2023	Friday, January 27, 2023
February 2023 (06)	01/04/23	02/03/23	4 pm on Monday, February 13, 2023	Thursday, February 23, 2023	Friday, February 24, 2023
March 2023 (07)	02/04/23	03/03/23	4 pm on Monday, March 13, 2023	Thursday, March 23, 2023	Friday, March 24, 2023
April 2023 (08)	03/04/23	04/03/23	4 pm on Thursday, April 13, 2023	Monday, April 24, 2023	Wednesday, April 26, 2023
May 2023 (09)	04/04/23	05/03/23	4 pm on Friday, May 12, 2023	Tuesday, May 23, 2023	Thursday, May 25, 2023
June 2023 (10)	05/04/23	06/03/23	4 pm on Tuesday, June 13, 2023	Wednesday, June 21, 2023	Monday, June 26, 2023
July 2023 (11)	06/04/23	07/03/23	4 pm on Thursday, July 13, 2023	Monday, July 24, 2023	Wednesday, July 26, 2023
August 2023 (12)	07/04/23	08/03/23	4 pm on Monday, August 14, 2023	Tuesday, August 22, 2023	Friday, August 25, 2023
September 2023 (01)	08/04/23	09/03/23	4 pm on Friday, September 8, 2023	Thursday, September 14, 2023	Friday, September 15, 2023
October 2023 (02)	09/04/23	10/03/23	4 pm on Friday, October 13, 2023	Monday, October 23, 2023	Wednesday, October 25, 2023
November 2023 (03)	10/04/23	11/03/23	4 pm on Monday, November 13, 2023	Thursday, November 16, 2023	Tuesday, November 21, 2023
December 2023 (04)	11/04/23	12/03/23	4 pm on Wednesday, December 13, 2023	Tuesday, December 19, 2023	Friday, December 22, 2023

Note: September deadlines are subject to change based on UH End of Year Calendar Timeline.

Reporting cycles end on the 3rd of each month. However, Expense Reports should never be run before the 5th of the month.

Revised 01/05/2023



Expense Report(v3)

Posting Date: 01/04/2023 - 02/03/2023

Run Date: 02/13/2023
Report ID: sd10017003

SAMPLE F

✓ = AUDIT OK

SHERRIE MUELLER, 769 UHCL
XX-762887
2700 BAY AREA BLVD - MC 137
HOUSTON, TX 77058100200 USA
Internal Accounting Code: 20109 2077 F1005 C0075 NA ST17070
Card Transactions

Posting Date	Transaction Date	Description	Expense Amount
01/04/2023	01/03/2023	CGP-317209274,IN,49225	345.00 USD
Expense Description: Membership for Sherrie Mueller, Term: Jan. 2023 to Dec. 2023. Purpose: to provide insight and resources to help them connect with the communities for funding. Benefit: to help continue to move the university forward.			
Accounting Codes			
BU:	00759	Speed Type:	17070
Fund:	2077	Dept ID:	C0075
Project/Grant:	NA	IR:	BP2023
Account:	54803	Program:	F1055
Chartfield1:			
01/12/2023	01/12/2023	UHCL BAYOU THEATRE JNL-713743075,TX,77005	100.00 USD
Expense Description: Payment for tickets to one of the on campus performances to the Texas Tenors held in the Bayou Theatre on January 15, 2023, given to donors. Purpose: donors contribute. Benefit: continuous contribution to university to help it move forward.			
Accounting Codes			
BU:	00759	Speed Type:	17070
Fund:	2077	Dept ID:	C0075
Project/Grant:	NA	IR:	BP2023
Account:	53303	Program:	F1055
Chartfield1:			
Card Subtotal			445.00
Grand Total			445.00

Signed 2/13/23 Date

Authorized 2/13/23 Date

Voucher

Business Unit: 00759
Voucher ID: 00280780

PO ID:

Vendor ID: 0000098446
Name: CITIBANK (SOUTH DAKOTA), NA
Address: 14
 UHCL P-CARD
 PO Box 6125
 Sioux Falls SD 57117-6125
 USA
Vendor Class: P/T Card Provider

Invoice ID: 5567090001971568
Contract ID:
Invoice Receipt Date: 01/09/2023
Goods Receipt Date: 01/03/2023

Invoice Date: 01/03/2023
Acceptance Date: 01/03/2023

PCC: 9
Bank: BOAC
Scheduled Due Date: 01/23/2023
Gross Amount: \$8383.45

Old Voucher Comments:
New Voucher Comments:
Payment Comments:

Handling: BP
Budget Check: Valid

Source:

Acct./Desc.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Chartfield 1	Amount	Description
54361 tools, furnishings & equipment	2077	C0003	F0615	BP2023	NA		11.18	7965PERRY,MATT122122WAL-MART#1
54951 cdv-employee awards	2077	C0003	F0615	BP2023	NA		300.00	2170BEARDEN,ME121222AMAZON.COM
54951 cdv-employee awards	2077	C0003	F0615	BP2023	NA		918.00	9835NASH,DILLO122222IN8554MYLO
55000 cdv-fare for in-house bus mtgs	2077	C0003	F0615	BP2023	NA		89.54	2170BEARDEN,ME121422SAMSCLUB#4
55000 cdv-fare for in-house bus mtgs	2077	C0003	F0615	BP2023	NA		28.36	2170BEARDEN,ME121522WAL-MART#3
55000 cdv-fare for in-house bus mtgs	2077	C0003	F0615	BP2023	NA		7.16	2170BEARDEN,ME121622WAL-MART#3
52216 laundry & cleaning services	2077	C0075	F1055	BP2023	NA		270.00	0935LARSEN,LAU120522DRYCLEANSU
52500 off campus academic printing c	2077	C0075	F1055	BP2023	NA		82.75	6439PRUITT,CAR121522FASTSIGNS1
52800 postage & postal services	2077	C0075	F1055	BP2023	NA		300.00	0935LARSEN,LAU122022USPSPO4801

Business Unit: 00759	PO ID:
Voucher ID: 00280780	

Acct./Desc.	Fund	Dept.	Prog.	Bud. Ref.	Proj.	Chartfield 1	Amount	Description
53302	2077	C0075	F1055	BP2023	NA		59.98	0935LARSEN,LAU120922H-E-B#713

cdv-alumni activities							
53900	2077	C0075	F1055	BP2023	NA	29.64	8889WILLIAMS,D113022TEJASOFFIC
office supplies							
54361	2077	C0075	F1055	BP2023	NA	128.43	0935LARSEN,LAU120222AMZNMKTPUS
tools, furnishings & equipment							
54361	2077	C0075	F1055	BP2023	NA	77.72	0935LARSEN,LAU122022KROGER#300
tools, furnishings & equipment							
54908	2077	C0075	F1055	BP2023	NA	105.00	0935LARSEN,LAU120622AWARDSOFDI
non-employee non-tax awards							
54952	2077	C0075	F1055	BP2023	NA	121.84	0363STALEY,JOS122022TOMMYSSTEA
cdv-business meals							
54952	2077	C0075	F1055	BP2023	NA	9.47	4613ZALESAK,RI121922STARBUCKSS
cdv-business meals							
53950	2077	C0145	F0615	BP2023	NA	48.12	7901SAUCIER,MO121622HEBONLINE#
cdv-bottled water and coffee							
53900	2077	C0145	F0615	BP2023	NA	11.25	7065HARRIS,MAR121222DOLLARTREE
office supplies							
53900	2077	C0145	F0615	BP2023	NA	32.50	7065HARRIS,MAR121222DOLLARTREE
office supplies							
53900	2077	C0145	F0615	BP2023	NA	137.65	7065HARRIS,MAR121222WAL-MART#3
office supplies							
53900	2077	C0145	F0615	BP2023	NA	31.18	7901SAUCIER,MO121922AMAZON.COM
office supplies							
53950	2077	C0145	F0615	BP2023	NA	144.12	7901SAUCIER,MO121922AMAZON.COM
cdv-bottled water and coffee							
54901	2077	C0145	F0615	BP2023	NA	550.00	7065HARRIS,MAR122022WWUEMARKET
registration fees							
54951	2077	C0145	F0615	BP2023	NA	300.00	7065HARRIS,MAR121222WAL-MART#3
cdv-employee awards							
54952	2077	C0145	F0615	BP2023	NA	56.94	7901SAUCIER,MO121222REDRIVERBB
cdv-business meals							
55000	2077	C0145	F0615	BP2023	NA	2,799.20	7901SAUCIER,MO122022UHCLEARLKC
cdv-fare for in-house bus mtgs							
52301	2077	C2013	F1166	BP2023	NA	1,508.50	1222MORALES,CO121922UHATHLETIC
cdv-food srvc non-promotional							
55000	2077	C2013	F1166	BP2023	NA	80.00	1222MORALES,CO120222SPSMALLCAK
cdv-fare for in-house bus mtgs							
55000	2077	C2013	F1166	BP2023	NA	144.92	1222MORALES,CO120322RAISINGCAN
cdv-fare for in-house bus mtgs							

Signatures _____

Date _____

PS Approval: _____

Created By: FSBATRUN

Date Printed: 01/23/2023

Acctg. Dt.: 01/23/2023