

## SOP - Intercampus Journals

- **Deadline:** The 25<sup>th</sup> of each month. (Some months are subjected to earlier dates due to holidays.)
- **Navigation:** See below screen shot of the navigation.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

- Click **Add**.
- **Under the Header Tab:**
  - Long Description:
    - Start the journal out with ICJ which stands for Inter-Campus Journal.
    - Provide a description for what the invoice pertains to.
    - Include the full cost center information for the other campus which includes their Business unit, cost center, and speed type. Account code is also required. (Please note if the required information does not fit on the long description line, then hand write out all details needed on the invoice).
  - Header Reference:
    - This is the Department number (Some departments keep a sequential log which are numbers after the department number.)

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	0003882477	Date:	09/01/2021
Long Description:	ICJ-PAYMENT FOR SECURITY SERVICES AT UHCL PEARLAND BY UHDPS. PAY FROM 00730-2060-H0169-F1671-NA-50050 (ST 28226) INVOICE #UHCL-21-05				
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry		
Ledger:		Fiscal Year:	2022		
Source:	ACC	Period:	1		
Reference Number:	C0019010	ADB Date:	09/01/2021		
Journal Class:					
Transaction Code:	GENERAL		<input type="checkbox"/> Auto Generate Lines <input type="checkbox"/> Save Journal Incomplete Status <input type="checkbox"/> Autobalance on 0 Amount Line		
SJE Type:					



- **Under the Lines Tab**

- Enter your cost center in the selected fields.
- The account code should begin with a 5xxxx as a payment is being made for an expenditure. It is rare to use any other account code.
- The Line Reference on each line is always equal to the header reference.
- Save the journal.
- Do not budget check the journal. This will cause the journal to fall into error because it isn't balanced. Your journal should have two N's because it has not been budget checked. (This is okay because you will not enter the journal into workflow.)

Header | **Lines** | Totals | Errors | Approval2 | Documents

Unit: 00759      Journal ID: 0003882477      Date: 09/01/2021  
 Template List      Search Criteria      Change Values

\*Process: Edit Journal      Process      Line: 1

Select	Line	*Unit	*Ledger	Speed Type	Account	Fund	Dept	Program	Project
<input type="checkbox"/>	1	00759	ACTUALS	12594	52210	3056	C0026	I0344	NA

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	1	8,509.22	0.00	N	N

○ Another snapshot after the red arrow is clicked.

Header | **Lines** | Totals | Errors | Approval2 | Documents

Unit: 00759      Journal ID: 0003882477      Date: 09/01/2021  
 Template List      Search Criteria      Change Values

\*Process: Edit Journal      Process      Line: 1

Select	Line	Bud Ref	Amount	Reference	Journal Line Description	Activity
<input type="checkbox"/>	1	BP2022	8,509.22	C0019010	UHCL-21-05	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	1	8,509.22	0.00	N	N



# PeopleSoft General Ledger Documentation

- **Required Documentation to be uploaded**

- Copy of invoice from other UH campus for services rendered.
- Current 1074.1 Report (Revenue & Expense – Budget Node Summary) reflecting budget availability to cover the cost of the expenditure. (This is required since the budget journalis not budget checked). See snapshot of the 1074.1 Report below.

Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
Current Budget Reference									
B4028 SALES AND SERVICES - AUXILIARY	-115,000.00	-115,000.00	0.00	0.00	0.00	0.00	0.00	-115,000.00	100.0%
Total Revenue	-115,000.00	-115,000.00	0.00	0.00	0.00	0.00	0.00	-115,000.00	100.0%
B5038 L3-S&W, EXEMPT STAFF	52,425.00	52,425.00	0.00	0.00	0.00	0.00	0.00	52,425.00	100.0%
B5039 L3-S&W, NON EXEMPT STAFF	27,875.00	27,875.00	0.00	0.00	0.00	0.00	0.00	27,875.00	100.0%
S&W Subtotal	80,300.00	80,300.00	0.00	0.00	0.00	0.00	0.00	80,300.00	100.0%
B5007 L3 - FRINGE BENEFITS	22,000.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00	100.0%
B5009 L3-MAINTENANCE AND OPERATIONS	12,700.00	12,700.00	0.00	0.00	0.00	0.00	0.00	12,700.00	100.0%
Total Expense	115,000.00	115,000.00	0.00	0.00	0.00	0.00	0.00	115,000.00	100.0%

- Emails from the other UH campus with details pertaining to:

- Invoice such as cost center information
- Account code information
- Description
- Purpose

- **Signature/Approval Requirements:**

- All intercampus Journals require approval from the Senior Business Coordinators or the Office of Sponsored Programs (OSP).

- **Notification via email:**

- On receipt of appropriate approval above, please notify General Accounting [GeneralAcctg@uhcl.edu](mailto:GeneralAcctg@uhcl.edu)