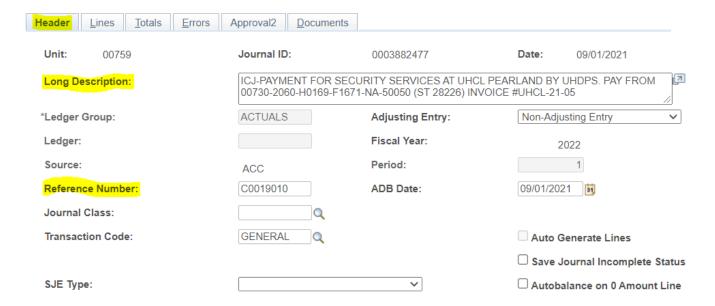
## PeopleSoft General Ledger Documentation

### **SOP - Intercampus Journals**

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



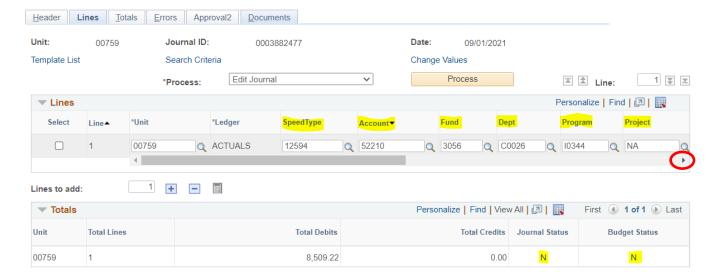
- Click Add.
- Under the Header Tab:
  - Long Description:
    - Start the journal out with ICJ which stands for Inter-Campus Journal.
    - Provide a description for what the invoice pertains to.
    - Include the full cost center information for the other campus which includes their Business unit, 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 arenumbers after the department number.)



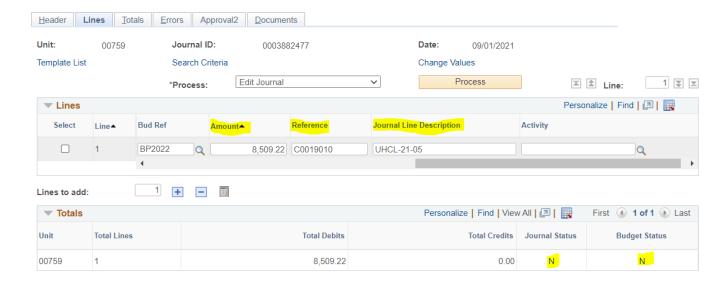
# **PeopleSoft General Ledger Documentation**

#### Under the Lines Tab

- o 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.)



o Another snapshot after the red arrow is clicked.



Last Review Date: August 29, 2021



# **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.

Cost Center         : 3056/C0026/I0344/NA (12594)         UNIVERSITY OF HOUSTON - SYSTEM           Business Unit         : 00759         Univ. of Houston - Clear Lake           Fund         : 3056 AUX-SALES & SERVICES         Revenue & Expense - Budget Node Summary           DeptID         : C0026         HUMANITIES & FINE ARTS         Period Ended August 31, 2022 (Through Period 12).           Project         : NA         Report Includes All Active and Inactive Cost Centers								Repo Data Run	e No. : 1 ort ID : UGLS1074.1 abase : FS91TST Date : 08/29/2021 Time : 05:03:15 PM
CC Manager : 1227453 Moya.David Ar	hthony Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
Current Budget Reference	-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 B5039 L3-S&W, NON EXEMPT STAFF	52,425.00 27,875.00 80,300.00	27,875.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	52,425.00 27,875.00 80,300.00	100.0%
B5007 L3 - FRINGE BENEFITS B5009 L3-MAINTENANCE AND OPERATIONS	22,000.00 12,700.00	22,000.00 12,700.00	0.00	0.00	0.00	0.00	0.00	22,000.00 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 theOffice of Sponsored Programs (OSP).

#### • Notification via email:

 On receipt of appropriate approval above, please notify General Accounting <u>GeneralAcctg@uhcl.edu</u>

Last Review Date: August 29, 2021