

PeopleSoft General Ledger Manual of Administrative Processes

Process Title:	20A Bursars Office
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Effective Date:	September 1, 2001
Attachments:	Journal Entries Request Form

20A Bursars Office

All Cash receipt and disbursement should be in compliance with UH policies and procedures.

Process

- Cash receipts/disbursement are initiated in areas such as Bursar's offices, university departments and units of colleges and divisions.
- Cash and checks receipt/disbursement should be identified to individual PeopleSoft Cost Center and Account.
- Spreadsheet Journal Entry can be used to streamline journal processing and simplify journal data entry using Microsoft Excel to enter cost center information. Refer to process 23A Journal Entry
- Total of individual journal should be equal to cash and checks receipt/disbursed.
- Bursar's office should prepare deposits for the net of cash receipt/disbursed, which originate within their operation. Deposits should equal to JE totals.
- University departments or units of colleges and divisions should prepare deposits for the net of cash receipt/disbursed, which originate within their operation. Deposits should equal to JE totals.
- Department should debit/credit Cost Center's and Account on Journal lines and should also debit/credit additional lines for the net amount on the JE form with Fund = Bank and Account = to the bank on the deposit slip. Example: when net impact on cash collected/disbursed on UH drawing bank account and PS cost center identified. JE entries should Debit/Credit PS cost center identified for application of cash and checks receipt/disbursed and Debit/Credit Fund = Bank and Account = 10510 for the amount of net deposit slip. Once the cost center and the bank information is included on the JE form, the net total of all debit and credit should be zero.
- After the JE is loaded into PSGGL, an edit process is run. This process will generate claim on cash account 10100 as an offset to balance fund.
- Budget check and post will complete the process cycle.

Note: Above does not include Account Payable, Payroll and Endowment type transactions.

Process Chart
Process Journal Entries – Excel Form



