

**PeopleSoft General Ledger
Manual of Administrative Processes**

Process Title:	23F Bank Transactions - Summary
Author:	FAST (Future Administrative Systems Team)
Effective Date:	September 1, 2001
Attachments:	None

23F Bank Transactions - Summary**DESCRIPTION**

All bank transactions authorized by the UH System Treasurer should be recorded by the Accounting offices for each campus. All bank error or discrepancies noted should be reported to the UH Treasurer's office for research and resolution by that office.

PROCESS:

- Treasurer authorizes and initiates transactions confirmation on pre-numbered documents, these includes wire transfers, securities purchased/sales, payment of fees, international draft purchases, etc)

Recording wire transfers transactions

- Obtain daily banklink and cash/investment transaction confirmation form and review to ensure accuracy and compliance.
 - Complete PeopleSoft Journal Entry (JE) form. Debit/Credit Bank Fund and appropriate PS bank Account for net impact on individual bank. Debit/Credit individual cost center and appropriate PS Account for net impact on individual Cost Center. PSGL System will make offset entries to balance Funds.
 - See 22A JE process for completing JE form
 - Print JE form for appropriate approval.
- Treasurer authorized / bank initiated these includes zero balance / automatic transfers, money market deposit account interest credit and securities maturity.

Cash Transfers

- Excess cash is transferred to money market bank account from drawing bank account. In accordance with university daily cash requirements.
- Complete PeopleSoft Journal Entry (JE) form. Debit/Credit Bank Fund and appropriate PS bank Account for net impact on individual bank.
- See 22A JE process for completing JE form
- Print JE form for appropriate approval

Recording Bank Transfers

- Zero Balance Bank Account (ZBA) – These automatic transfers are required to transfer credit card receipts initially collected in credit card bank to local drawing bank the primary depository account.
- System Payroll – An automatic daily transfer is needed from local drawing bank to replenish payroll bank for all payroll checks presented for payment.
- Complete PeopleSoft Journal Entry (JE) form. Debit/Credit Bank Fund and appropriate PS bank Account for net impact on individual bank. Debit/Credit individual cost center and appropriate PS Account for net impact on individual Cost Center. PSGL System will make offset entries to balance Funds.
- See 22A JE process for completing JE form
- Print JE form for appropriate approval.

Purchase and Sale of Securities (Short Term)

- Obtain cash and investment transaction confirmation form showing purchase and sale of securities.
- Prepare schedule showing gain or loss on sale of securities. Obtain copies of bank schedule on Asset on hand detail, review account as of month end to get book value of securities being sold.
- Complete PeopleSoft Journal Entry (JE) form. . Debit/Credit individual cost center and appropriate PS Asset, accrued interest, gain/loss account for net impact on individual Cost Center. PSGS System will make offset entries to balance Funds.
- See 22A JE process for completing JE form
- Print JE form for appropriate approval.

Recording Cash Transfers: Excess cash is transferred from Drawing bank accounts to short term investment or money market bank accounts and vice versa in accordance with university's daily cash requirements.

- Obtain cash and investment transaction confirmation forms showing cash transfers from/to Drawing bank to Investment bank.
- See 22A JE process for completing JE form. Debit/Credit short-term investment cost center and account. Debit/Credit banks funds and appropriate bank account. Print JE form for appropriate approval.

Process Chart
Bank Transfers – Panel

