

PeopleSoft General Ledger Manual of Administrative Processes

Process Title:	23D Cash Receipt - Disbursement
Author:	FAST (Future Administrative Systems Team)
Effective Date:	September 1, 2001
Attachments:	Journal Entries Request Form

23D Cash Receipt - Disbursement

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

Process

- Cash receipts are initiated in areas such as Treasurer's office, University Advancement, development office, Bursar's offices or departments and units of colleges and divisions.
- All cash and checks collected 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 collected and disbursed.
- Bursar's office should prepare deposits for all cash and checks collected and disbursed. Net deposits should equal to JE totals.
- Bursar's office should debit additional lines for the amount of each deposits slip on the JE form with Fund = Bank and Account = to the bank on the deposit slip. Example: when net monies collected to be deposited to UH drawing bank account and PS cost center identified. JE entries should be Credit PS cost center identified for application of cash and checks collected and Debit Fund = Bank and Account = 10510 for the amount of the 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.
- All cash receipt and disbursement correction should be processed using original Journal ID # with different date or the correction date. Refer to process 23A Journal Entry
- After the JE is loaded into PSGL, 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.

Process Chart
Process Journal Entries – Excel Form



