

PeopleSoft General Ledger Manual of Administrative Processes

Process Title: 20E State Transactions
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Effective Date: September 1, 2001
Attachments: Journal Entries Request Form

20E State Transactions

All State transactions Journal entries (JE) should be in compliance with UH policies and procedures.

Process

Cash Receipt/Disbursement

- All State transactions should be identified to individual PeopleSoft Cost Center and Account.
- Each State Fund and Budget Period (BP) must be balanced within a JE. Example:
 - Record Transaction: Debit Cost Center and Account with Fund = 1025, BP = BP2000
Credit Cost Center and Account = 10500, Fund =1025 & BP=BP2000
 - Correct Transaction: Debit Cost Center (A) and Acct = 10500, Fund =1025 & BP=BP2000
Credit Cost Center (A) and Acct with Fund = 1025, BP = BP2000
Debit Cost Center (B) and Acct with Fund = 1006, BP = BP2000
Credit Cost Center (B) and Acct = 10500, Fund =1006 & BP=BP2000
- 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 Account 10500 should be equal to total of cash receipt/disbursement of all state Fund within a JE. **Caution: Total of each State Fund must be balanced with an offset to Account 10500. Otherwise the PSGL System will assign Account 10100 as an offset. This may cause reconciliation issues for later adjustments and correction.**
- 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.

Journal Entry Detail Report

Navigation: Go -Process Financial Information-Process Journal-Reports-Update/Display

Select Run control, complete parameters, click traffic light, select printer and click Go.

Report ID: FIN2001

Report Name: Journal Entry Detail Report

Process Journals - Use - Journal Entry

File Edit View Go Favorites Use Process Inquire Report Help

Header Lines Totals Errors Approval

Unit: 00730 Journal: 0000000688 Date: 07/02/2001

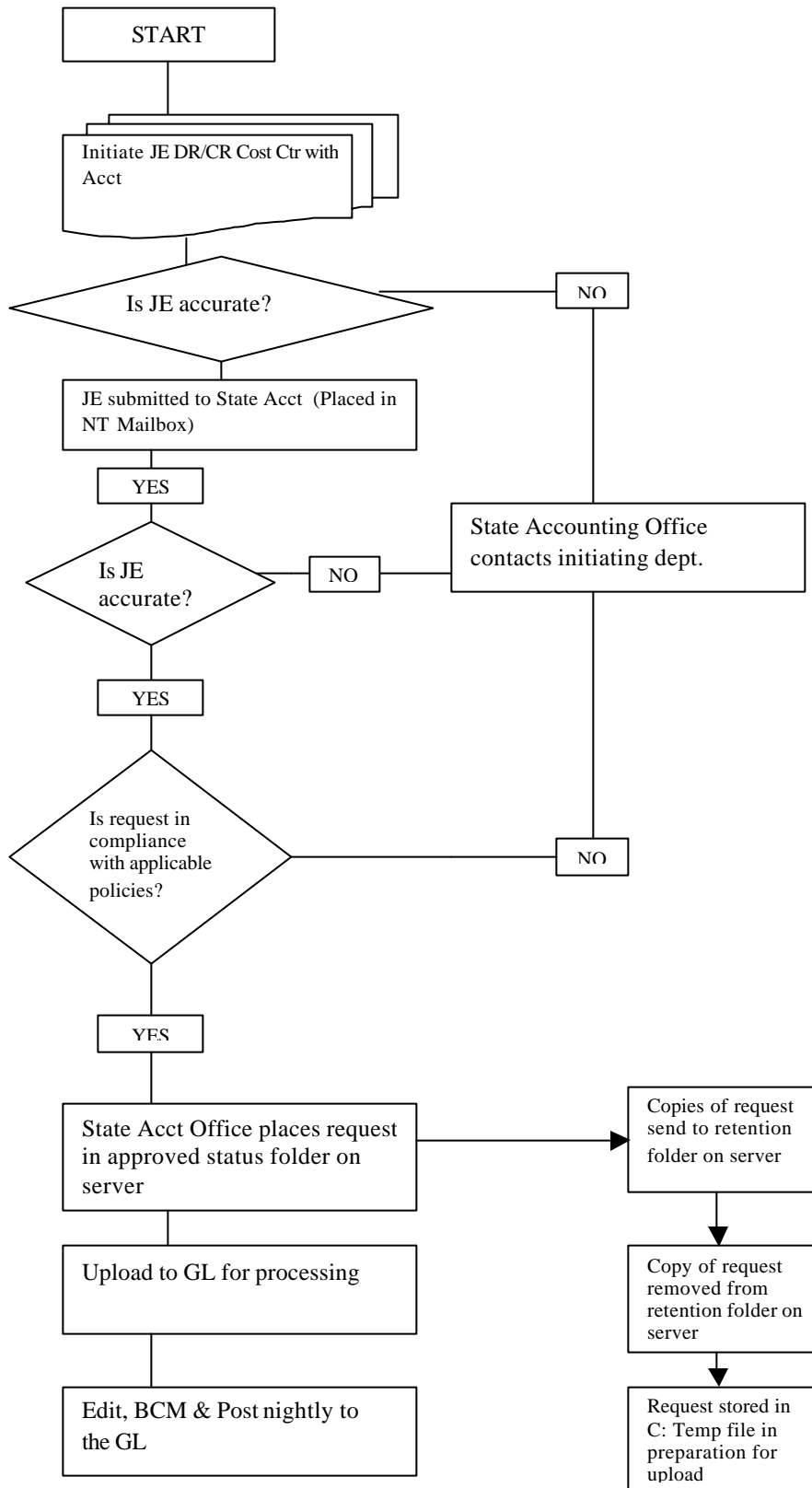
Unit: 00730 Debits: 500.00 Status: N
 Lines: 4 Credits: 500.00 BCM Status: N

Line #	Ledger	Unit	SpeedType	Acct	Amount	Journal Line Description
1	ACTUALS	00730	SpeedType	52221	300.00	PEST CONTROL
2	ACTUALS	00730	SpeedType	10500	-300.00	STATE BANK
3	ACTUALS	00730	SpeedType	52221	200.00	PEST CONTROL
4	ACTUALS	00730	SpeedType	10500	-200.00	STATE BANK

Start Inbo... Micr... Pro... Defi... Expl... Acc... Acc... Desi... 1:23 PM

EXHIBIT A
 EXHIBIT B

Process Chart
Process Journal Entries – Excel Form



Process Chart
Process Journal Entries – Panel

