

## PeopleSoft General Ledger Manual of Administrative Processes

---

Process Title:	20B Treasurers Office
Author:	FAST (Future Administrative Systems Team)
Effective Date:	September 1, 2001
Attachments:	Journal Entries Request Form

---

### 20B Treasurers Office

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

#### Process

- All cash and checks collected by the Treasurer's office should be identified to individual PeopleSoft Cost Center and Account.
- Spreadsheet Journal Entry should be completed 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 or disbursed.
- Treasurer's office should prepare deposits for net of all cash and checks receipt. Net receipt/disbursement should equal to JE totals.
- Treasurer's office should debit/credit additional lines for the net amount of each deposits slip and disbursement on the JE form with Fund = Bank and Account = particular bank impacted. Example: when 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 and vice versa for disbursement type entries. 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 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.

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

**Process Chart**  
**Process Journal Entries – Excel Form**



