Budget Journals that move funds between cost centers require a Journal Entry to move fund equity. These entries are to be completed immediately after approving each budget journal.

Use the Budget Office GL Journal Log, located on the A&F server by fiscal year, to assign a unique department journal number to each GL journal.

Use the “Printed Budget Journal to Journal Entry Translation Chart” to determine the account number for each line of the GL Journal. Each line may be entered on the GL Journal by cost center, or looking up program number, rather than speed type. Carefully check to make sure the cost center entered is correctly. Lines on the budget journal that do not transfer funds across cost centers are not to be entered. Multiple entries of the same cost centers can be combined as one entry on the GL Journal.

Attach the Budget Journals for each transfer as backup documentation for the GL Journal.

Before Month End, run the “UHCL_BUD_JRNLS” query. This will show all budget journals for UHCL (except for research) for a specific date range.

- Use the sort functions in Excel to make sure that all transfers requiring a GL journal have been done. Sort the spreadsheet by the line description and then the subtotal.
- All approved budget journals should have a status of “P”. For each budget journal with a “V” status, print the budget journal and resolve amount-based error with the department. For each budget journal with an ”N” status, look up the budget journal and contact the originator to delete the journal. This should be completed before the end of the last working day of the month.
- The following budget journals will not require entries:
  - “0” amounts
  - FTE amounts
  - One-sided entries
  - Fund “1XXX”, except “1008, 1059, 1129” and Fund 2064
- Compare the budget journals on the spreadsheet to the current year GL Journal Log. Transfers between funds should have their document number logged on the current year GL Journal log, as a GL journal is entered. If they are not listed in the journal log, a GL Journal needs to be processed for that budget transfer prior to month end close.
- Fund Equity should be updated the same month the budget has been updated, so the General Ledger Journal Entry will be dated to post into the same month to which the budget journal was posted. For example, if a GL journal entry needs to go into November and it currently December 1, then date the journal entry as 11/30. If the budget journal was posted in a month prior to the period just ended (before month end close), then date the general ledger as the period that is just ending. For example, a budget journal posts in September, but the GL journal wasn’t created at that time and it is now December 1, then date the GL journal entry as 11/30.
1. Review the budget journal(s) to determine which lines need a fund equity journal processed on.

The below example is of a REVEST journal and the corresponding ORG journal.

Example: REVEST

<table>
<thead>
<tr>
<th>Line #</th>
<th>Account</th>
<th>Fund</th>
<th>DeptId</th>
<th>Prog</th>
<th>Project</th>
<th>BdgRef.</th>
<th>Stat Code</th>
<th>Stat Am't</th>
<th>Line Ref</th>
<th>Line Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B4035</td>
<td>2080</td>
<td>C0056</td>
<td>F1121</td>
<td>NA</td>
<td>BP2022</td>
<td>0</td>
<td></td>
<td>C0061B21002-BUDGET FE</td>
<td>-2,400.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B4035</td>
<td>2078</td>
<td>C0056</td>
<td>D6090</td>
<td>NA</td>
<td>BP2022</td>
<td>0</td>
<td></td>
<td>C0061B21002-BUDGET FE</td>
<td>-386.53</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>B4035</td>
<td>2063</td>
<td>C0056</td>
<td>D9086</td>
<td>NA</td>
<td>BP2022</td>
<td>0</td>
<td></td>
<td>C0061B21002-BUDGET FE</td>
<td>-9,824.31</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>B4035</td>
<td>2078</td>
<td>C0127</td>
<td>D1084</td>
<td>NA</td>
<td>BP2022</td>
<td>0</td>
<td></td>
<td>C0061B21002-BUDGET FE</td>
<td>-44,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Example: ORG

<table>
<thead>
<tr>
<th>Line #</th>
<th>Account</th>
<th>Fund</th>
<th>DeptId</th>
<th>Prog</th>
<th>Project</th>
<th>BdgRef.</th>
<th>Stat Code</th>
<th>Stat Am't</th>
<th>Line Ref</th>
<th>Line Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B5009</td>
<td>2080</td>
<td>C0056</td>
<td>F1121</td>
<td>NA</td>
<td>BP2022</td>
<td>0</td>
<td></td>
<td>C0061B21002-BUDGET FE</td>
<td>2,400.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B5009</td>
<td>2078</td>
<td>C0056</td>
<td>D6084</td>
<td>NA</td>
<td>BP2022</td>
<td>0</td>
<td></td>
<td>C0061B21002-BUDGET FE</td>
<td>386.53</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>B5009</td>
<td>2063</td>
<td>C0056</td>
<td>D9060</td>
<td>NA</td>
<td>BP2022</td>
<td>0</td>
<td></td>
<td>C0061B21002-BUDGET FE</td>
<td>9,824.31</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>B5009</td>
<td>2078</td>
<td>C0127</td>
<td>D1084</td>
<td>NA</td>
<td>BP2022</td>
<td>0</td>
<td></td>
<td>C0061B21002-BUDGET FE</td>
<td>44,000.00</td>
<td></td>
</tr>
</tbody>
</table>

- Line 2 on both the REVEST and ORG, show funding being moved from one Cost Center to another. This will need a fund equity journal.
  - All other lines are transfers within the same cost center, therefore no journals are required for those lines.

2. Determine the account number to use by referring to the “Budget Journal to Journal Entry Translation Chart”.
   a. Line 2 on both journals are for Fund 2, therefore refer to the FUND 2 section of the translation chart.

b. Line 2 on the REVEST is an increase (-) while Line 2 on the ORG is also an increase. This will determine the Account numbers to use for the GL journal which will be 37409 and 33509.

Fund 2 – Designated

- Unrestricted
  - 2xxx, EXCEPT 2064
    - REVEST Increase (-) 37409 debit
    - ORG Increase 33509 credit (-)
    - REVEST Decrease 33509 credit (-)
    - ORG Decrease (-) 37409 debit
3. Obtain a documentation number for the GL journal. Open the “FYXX Journal Entry Log” located on the Budget server under the current FY. This number will be entered on the General Ledger entry for tracking.

4. Record the documentation number as well as the new account numbers on the budget journals. The original budget journals will be used as backup documentation for the GL Journal.

5. Create the General Ledger entry.

   Peoplesoft Finance → General Ledger → Journals → Journal Entry → Create

   a. **Long Description**: The first characters should be REG followed by the original budget journals documentation number followed by the rest of the description given in the header section of the budget journal.

   b. **Reference Number**: The documentation number retrieved from the Journal Entry Log should be recorded in this section.
c. Refer to the original budget journal to enter the lines that need a fund equity journal processed.
   i. The account numbers should reflect the accounts determined from the translation chart, that should be recorded on the original budget journal.

   ii. The amount entered should be OPPOSITE of what the original budget journal reflects.

      1. Original REVEST is -386.53 therefore GL journal should be 386.53
      2. Original ORG is 386.53 therefore GL journal should be -386.53

   iii. The reference number should be recorded and the line description needs to include the documentation number from the original journal.

   iv. The journal should be balanced if entered correctly.
6. Add back-up documentation
   a. The original budget journal(s) will be the backup documentation but must include the new account numbers and the reference number obtained from the GL Log.

7. Submit into Workflow
   a. Validate the journal by selecting “edit journal” and then “process”. After refreshing, it should show “V” status.
   b. Once validated, submit it to General Accounting, using the Approval tab
      i. Select Dept/Coll/Div- Accounting office
      ii. Approve
iii. Apply

Now the journal is pending approval from General Accounting.

8. Record the General Ledger journal number and the amounts on the GL journal log to complete it. Then save and close the log.