SOP - Intercampus Journals

- **Deadline:** The 25th of each month. (Some months are subjected to earlier dates due to holidays.)
- **Navigation:** See below screen shot of the navigation.

- **Click Add.**
- **Under the Header Tab:**
  - **Long Description:**
    - Start the journal out with ICJ which stands for Inter-Campus Journal.
    - Provide a description for what the invoice pertains to.
    - Include the full cost center information for the other campus which includes their Business unit, cost center, and speed type. Account code is also required. (Please note if the required information does not fit on the long description line, then hand write out all details needed on the invoice).
  - **Header Reference:**
    - This is the Department number (Some departments keep a sequential log which are numbers after the department number.)
**Under the Lines Tab**

- Enter your cost center in the selected fields.
- The account code should begin with a 5xxxx as a payment is being made for an expenditure. It is rare to use any other account code.
- The Line Reference on each line is always equal to the header reference.
- Save the journal.
- **Do not budget check the journal.** This will cause the journal to fall into error because it isn’t balanced. Your journal should have two N’s because it has not been budget checked. (This is okay because you will not enter the journal into workflow.)
Required Documentation to be uploaded

- Copy of invoice from other UH campus for services rendered.
- Current 1074.1 Report (Revenue & Expense – Budget Node Summary) reflecting budget availability to cover the cost of the expenditure. (This is required since the budget journals is not budget checked). See snapshot of the 1074.1 Report below.

- Emails from the other UH campus with details pertaining to:
  - Invoice such as cost center information
  - Account code information
  - Description
  - Purpose

Signature/Approval Requirements:

- All intercampus Journals require approval from the Senior Business Coordinators or the Office of Sponsored Programs (OSP).

Notification via email:

- On receipt of appropriate approval above, please notify General Accounting GeneralAcctg@uhcl.edu