

## SOP - Intercampus Journals

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

General Ledger > Journals > Journal Entry > Create/Update Journal Entries

- 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).
    - See snapshot below.

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	0002665224	Date:	07/21/2014
Long Description:	ICJ-PAYMENT FOR SECURITY SERVICES AT UHCL PEARLAND BY UHDPS. PAY FROM 00730-2060-H0169-F1671-NA-50050 (ST 28226) INVOICE #UHCL-14-03				

- Header Reference:
  - This is the Department number (Some departments keep a sequential log which are numbers after the department number.) See snapshot below.

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	0002665224	Date:	07/21/2014
Long Description:	ICJ-PAYMENT FOR SECURITY SERVICES AT UHCL PEARLAND BY UHDPS. PAY FROM 00730-2060-H0169-F1671-NA-50050 (ST 28226) INVOICE #UHCL-14-03				
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry		
Ledger:		Fiscal Year:	2014		
Source:	ACC	Period:	11		
Reference Number:	C0019010	ADB Date:	07/21/2014		

- **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.) See snapshot of the lines tab below.

Header | **Lines** | Totals | Errors | Approval2 | Documents

Unit: 00759    Journal ID: 0002665224    Date: 07/21/2014     Errors Only

Template List    Search Criteria    Change Values

\*Process: Edit Journal    Process    Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project	Bud Ref
<input type="checkbox"/>	1	00759	ACTUALS		52210	2063	C2010	F1030	NA	BP2014

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	1	26,509.22	0.00	N	N

- Another snapshot after the red arrow is clicked

Header | **Lines** | Totals | Errors | Approval2 | Documents

Unit: 00759    Journal ID: 0002665224    Date: 07/21/2014     Errors Only

Template List    Search Criteria    Change Values

\*Process: Edit Journal    Process    Line: 10

Select	Line	Amount	Base Currency	Reference	Journal Line Description
<input type="checkbox"/>	1	26,509.22	USD	C0019010	UHCL-14-03

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00759	1	26,509.22	0.00	N	N

- **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 journal is not budget checked). See snapshot of the 1074.1 Report below.

<b>Cost Center :</b> 2063/C2010/F1030/NA (15278) <b>Business Unit :</b> 00759 Univ. of Houston - Clear Lake <b>Fund :</b> 2063 DESIG-STUDENT FEES-OTHER <b>DeptID :</b> C2010 PC POLICE <b>Program Code :</b> F1030 EASF - PC POLICE DEPT <b>Project :</b> NA <b>CC Manager :</b> 0370563 Willingham.Paul Stephen	UNIVERSITY OF HOUSTON - SYSTEM <b>Revenue &amp; Expense - Budget Node Summary</b> Period Ended July 31, 2014 (Through Period 11). Report Limited to Active Cost Centers	Page No. : 1 Report ID : UGLS1074.1 Database : FSPRD Run Date : 07/30/2014 Run Time : 02:10:25 PM
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Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
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Current Budget Reference									
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No Revenue Found.									
B5006 L3-SALARY AND WAGES	67,026.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S&W Subtotal	67,026.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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B5008 L3 - CAPITAL OUTLAY	0.00	34,204.55	0.00	0.00	0.00	34,204.55	0.00	0.00	0.00
B5009 L3-MAINTENANCE AND OPERATIONS	60,780.00	93,601.45	24.00	34,994.81	34,994.81	48.00	0.00	58,558.64	62.6%
Total Expense	127,806.00	127,806.00	24.00	34,994.81	34,994.81	34,252.55	0.00	58,558.64	45.8%
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Prior Budget References									
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No Revenue Found.									
No Expense Found.									
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Grand Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total Expense	127,806.00	127,806.00	24.00	34,994.81	34,994.81	34,252.55	0.00	58,558.64	45.8%

- 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](mailto:GeneralAcctg@uhcl.edu)