

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.

University of Houston Clear Lake

Planning and Budget

SUBJECT: Creating GL Journal for Fund Equity

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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

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B4035	2080	C0056	F1121	NA	BP2022		0		C0061B21002-BUDGET FE	-2,400.00
2	B4035	2078	C0056	D0490	NA	BP2022		0		C0061B21002-BUDGET FE	-386.53
3	B4035	2063	C0056	D0960	NA	BP2022		0		C0061B21002-BUDGET FE	-9,824.31
4	B4035	2078	C0127	D1084	NA	BP2022		0		C0061B21002-BUDGET FE	-44,000.00

Example: ORG

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B5009	2080	C0056	F1121	NA	BP2022		0		C0061B21002-BUDGET FE	2,400.00
2	B5009	2078	C0056	D0484	NA	BP2022		0		C0061B21002-BUDGET FE	386.53
3	B5009	2063	C0056	D0960	NA	BP2022		0		C0061B21002-BUDGET FE	9,824.31
4	B5009	2078	C0127	D1084	NA	BP2022		0		C0061B21002-BUDGET FE	44,000.00

- 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.
 - o 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.

budget (\\b3308-adm\adm\fine) (Z:) > ALL FY2022 Files

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.

REVEST

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B4035	2080	C0056	F1121	NA	BP2022		0		C0061B21002-BUDGET FE	-2,400.00
2	B4035	2078	C0056	D0490	NA	BP2022		0		C0061B21002-BUDGET FE	-386.53
3	B4035	2063	C0056	D0960	NA	BP2022		0		C0061B21002-BUDGET FE	-9,824.31
4	B4035	2078	C0127	D1084	NA	BP2022		0		C0061B21002-BUDGET FE	-44,000.00

C0078703

ORG

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B5009	2080	C0056	F1121	NA	BP2022		0		C0061B21002-BUDGET FE	2,400.00
2	B5009	2078	C0056	D0484	NA	BP2022		0		C0061B21002-BUDGET FE	386.53
3	B5009	2063	C0056	D0960	NA	BP2022		0		C0061B21002-BUDGET FE	9,824.31
4	B5009	2078	C0127	D1084	NA	BP2022		0		C0061B21002-BUDGET FE	44,000.00

C0078703

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.

Header	Lines	Totals	Errors	Approval2	Documents
Unit:	00759	Journal ID:	NEXT	Date:	09/17/2021
Long Description:	REG-C0061B21002 Budget library and academic records fund equity				
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry		
Ledger:		Fiscal Year:	2022		
Source:	BUD	Period:	1		
Reference Number:	C0078703	ADB Date:	09/17/2021		
Journal Class:					
Transaction Code:	GENERAL				
SJE Type:			<input type="checkbox"/> Auto Generate Lines <input type="checkbox"/> Save Journal Incomplete Status <input type="checkbox"/> Autobalance on 0 Amount Line		
Currency Defaults: USD / CRRNT / 1					
Attachments (0)			Commitment Control		

- 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.

*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Project
00759	ACTUALS	13284	37409	2078	C0056	D0490	NA
00759	ACTUALS	16840	33509	2078	C0056	D0484	NA

1 + - 🗑️

- 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.

Line	An Type	Amount	Base Currency	Budget Date	Reference	Journal Line Description
1		386.53	USD	09/17/2021	C0078703	C0061B21002
2		-386.53	USD	09/17/2021	C0078703	C0061B21002

1 + -

Personalize | Find | View All | First 1 of 1

Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
2	386.53	386.53	N	N

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.

Search Criteria Change Values

*Process: Edit Journal Process Line: 10

Amount	Base Currency	Budget Date	Reference	Journal Line Description
386.53	USD	09/17/2021	C0078703	C0061B21002
-386.53	USD	09/17/2021	C0078703	C0061B21002

Personalize | Find | View All | First 1 of 1 Last

Total Debits	Total Credits	Journal Status	Budget Status
386.53	386.53	V	V

- b. Once validated, submit it to General Accounting, using the Approval tab
 - i. Select Dept/Coll/Div- Accounting office
 - ii. Approve

iii. Apply

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Route To</p> <p>*Please select the appropriate approval path:</p> <p><input checked="" type="radio"/> Dept/Coll/Div - Accounting Office</p> <p><input type="radio"/> Dept/Coll/Div - Stu Fin - Accounting Office</p> <p><input type="radio"/> Dept/Coll/Div - OCG - Accounting Office</p> <p><input type="radio"/> Dept/Coll/Div - AP - Accounting Office</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Workflow Fields</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Business Unit</td> <td style="width: 20%;">00759</td> <td style="width: 20%;">Journal ID</td> <td style="width: 40%;">0003894840</td> </tr> <tr> <td>Journal Date</td> <td>09/17/2021</td> <td></td> <td></td> </tr> <tr> <td>OperID</td> <td>8012116</td> <td></td> <td></td> </tr> <tr> <td>System Source</td> <td colspan="3">GL JE Page</td> </tr> </table> </div>	Business Unit	00759	Journal ID	0003894840	Journal Date	09/17/2021			OperID	8012116			System Source	GL JE Page			<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Source</p> <p>Department C0153</p> <p>Source BUD - Budget Office ▼</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Approval</p> <p>Approval Instance 0</p> <p>Approval Status</p> <p>Approval Action Approve ▼</p> <p style="text-align: center; margin-top: 10px;">Apply</p> </div>
Business Unit	00759	Journal ID	0003894840														
Journal Date	09/17/2021																
OperID	8012116																
System Source	GL JE Page																

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.

Date Prepared	Effective Date	Document Number	Amount	Description	JE ID
8/26/2021	9/1/2021	C0078700	56,000.00	C0029B2001	3885209
9/8/2021	9/2/2021	C0078701	75,739.73	C0060B22004	3891366
9/8/2021	9/2/2021	C0078702	65,923.33	C0046B203	3891372
9/16/2021	9/16/2021	C0078703	386.53	C0061B21002	3895676