

University of Houston Clear Lake

General Accounting Handbook Business Process

Emergency Deposit Procedures

UHCL departments should follow the Emergency Deposit Procedure steps for cash/check deposit journals for deposits greater than \$100 only, if the PeopleSoft Financial System is down and remains non-operational past 4.00 PM

1. Departments should bring in their [Emergency Journal Entry form](#) and the [Deposit Coversheet Form](#) **along with one copy of each** to the Student Business Services Office (SBS) with their cash deposit bags as they normally would. The Emergency Journal Entry form must be signed by a Business Administrator, Supervisor, or whomever would be approving in the PeopleSoft workflow process if PeopleSoft was working.
2. SBS will receive the cash/check deposits with the copy of the deposit Emergency Journal Entry form and the copy of the Deposit Coversheet Form. The original deposit Emergency Journal Entry form and Deposit Coversheet Form will be signed and acknowledged by SBS and returned to the department. SBS will retain the cash deposit bags until the PeopleSoft Finance System is operational again and the deposit journal entry is on their worklist.
3. Once the PeopleSoft Finance System becomes operational, the department will create the deposit journal entry, upload the Deposit Coversheet form with all other supporting documents, and enter the transaction into workflow.
4. Once approved in PeopleSoft, the departments will then print the PeopleSoft Journal Entry Detail (from the Documents tab of the Journal Entry) and bring it to SBS. SBS will reclaim the departments' cash deposit bag from the safe and review and approve the deposit journal entry from their PeopleSoft worklist for actual deposit into the bank.
5. If a deposit journal entry has already been created and entered in workflow and the journal entry is on the college/division approver's work list when PeopleSoft goes down, complete the Emergency Journal Entry form along with the Deposit Coversheet Form, marking on the Journal Entry form "JOURNAL ALREADY IN WORKFLOW". Please bring the Emergency Journal Entry form with your deposit to SBS. SBS will hold the deposit until PeopleSoft Finance becomes operational. Once the system becomes operational, follow step 4 to complete the actual deposits of funds into the bank.

If you have any questions about this cash/check deposit journal entry process, please contact:
SBS at (281) 283-2170 or by email SBS@uhcl.edu or
General Accounting at (281) 283-2050 or by email GeneralAcctg@uhcl.edu.