

**General Ledger Journal
Debit vs Credit**

Revised on May 2008

Following are some examples of general ledger journal entries. There will be times when the information in the examples may be different. The Source to information is based on UHV Policy B-2 and UHV Policy B-3.

UHV Policy B-2 does state "charges, encumbrances, reallocations and corrections should be processed by all units within 90 days of transaction date. At the end of the fiscal year, the time frame is shortened to meet the end-of-year processing cycle."

Contact the Sr. Accountant if you have questions.

Example

# 1	Correcting an Expense Entry-different cost center:	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #5XXXX (coming from-incorrect)	- (Credit)	Decrease	- on UGLS1074.3b	
Line 2	Acct #5XXXX (going to-correct)	+ (Debit)	Increase	+ on UGLS1074.3b	Cost center department

**Example Correcting an Expense Entry-same cost center
different account:**

# 2		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #5XXXX (coming from-incorrect)	- (Credit)	Decrease	- on UGLS1074.3b	
Line 2	Acct #5XXXX (going to-correct)	+ (Debit)	Increase	+ on UGLS1074.3b	Cost center department *

* If the original posting was approved by the appropriate cost center authority, then source to AAF

Example

# 3	Correcting a Revenue Entry-different cost center:	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #4XXXX (coming from-incorrect)	+ (Debit)	Decrease	+ on UGLS1074.3b	Cost center department
Line 2	Acct #4XXXX (going to-correct)	- (Credit)	Increase	- on UGLS1074.3b	

**Example Correcting a Revenue Entry-same cost center
different account:**

# 4		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #4XXXX (coming from-incorrect)	+ (Debit)	Decrease	+ on UGLS1074.3b	Cost center department *
Line 2	Acct #4XXXX (going to-correct)	- (Credit)	Increase	- on UGLS1074.3b	

* If the original posting was approved by the appropriate cost center authority, then source to AAF

If you are paying for a UHV continuing education

**Example Class or UHV Promotional item from UHV
department**

# 5		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #5XXXX (purchasing dept)	+ (Debit)	Increase	+ on UGLS1074.3b	Cost center department

Line 2	Acct #4XXXX (selling dept-will be showing as income/revenue)	- (Credit)	Increase	- on UGLS1074.3b	
Example # 6	To Reverse example # 5 entry for a continuing education Class or UHV Promotional item from UHV department	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #5XXXX (purchasing dept-will be showing as reversal of expense)	- (Credit)	Decrease	- on UGLS1074.3b	
Line 2	Acct #4XXXX (selling dept-will be showing as reversal of income/revenue)	+ (Debit)	Decrease	+ on UGLS1074.3b	Cost center department

Example # 7	Reallocation charges for telephone, postage, copier/paper, coffee service - entered by departments - as listed in UHV Policy B-3	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #5XXXX (service department cost center)	- (Credit)	Decrease	- on UGLS1074.3b	Cost center department
Line 2	Acct #5XXXX (departments must notify the servicing department of any changes to cost center to be charged)	+ (Debit)	Increase	+ on UGLS1074.3b	

Examples of charges such as provost and student development reallocating copier charges, UHSSL reallocating postage from their postage met

Example # 8	Administrative Allowances or Indirect Costs for grants	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #5XXXX (usually a grant cost center)	+ (Debit)	Increase	+ on UGLS1074.3b	Cost center department
Line 2	Acct #4XXXX (usually an administrative cost center)	- (Credit)	Increase	- on UGLS1074.3b	

Example # 9	Deposits/credit card payments entered by departments	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #4XXXX (receipting as income/revenue)	- (Credit)	Increase	- on UGLS1074.3b	Cost center department
	Acct #15106, 2080-V0012_F0232-NA (sales tax) if applicable	- (Credit)	Decrease	- on UGLS1074.3a	
Line 2	Acct #10800, Fund BANK, Budget Reference	+ (Debit)	Increase	+ on a query	

Example # 10	ACH entered by departments-receipted as income/revenue or as a grant accounts receivable	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #4XXXX (receipting as income/revenue) if applicable or	- (Credit)	Increase	- on UGLS1074.3b	Cost center department
	Acct #12116 (receipting as grant accounts receivable) if applicable	- (Credit)	Decrease	- on UGLS1074.3a	

Line 2	Acct #10800, Fund BANK, Budget Reference	+ (Debit)	Increase	+ on a query	
Non-Sufficient Funds (NSF) check-entered by departments or Finance - use same cost center and account as on receipt					
Example # 11		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #4XXXX (same account and cost center as receipted) if applicable	+ (Debit)	Decrease	+ on UGLS1074.3b	Cost center department
	Acct #15106, 2080-V0012_F0232-NA (sales tax) if applicable	+ (Debit)	Increase	+ on UGLS1074.3a	
Line 2	Acct #10800, Fund BANK, Budget Reference	- (Credit)	Decrease	- on a query	

Example # 12 Fund equity transfer with associated budget journal					
		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #33XXX (same cost center as on budget journal)	- (Credit)	Increase	- on UGLS1074.3a	
Line 2	Acct #37XXX (same cost center as on budget journal)	+ (Debit)	Decrease	+ on UGLS1074.3a	Cost center department **

** If the budget journal has been approved by the appropriate cost center authority or Budget Committee member, then source to AAF
Refer to Example # 18 for the original funding by the Budget Office and State Accounting
Refer to job aid titled To Transfer Fund Equity Across Cost Centers for detailed information

Example # 13 Match gifts funding - entered by University Advancement					
		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #32100 - adding to cost center	- (Credit)	Increase	- on UGLS1074.3a	
Line 2	Acct #36100 - from UA cost center	+ (Debit)	Decrease	+ on UGLS1074.3a	Cost center department

Budget journal is required since transferring fund equity

Example # 14 Deposits entered by Finance cashier					
		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #4XXXX (receipting as income/revenue) if applicable,	- (Credit)	Increase	- on UGLS1074.3b	
	Acct #5XXXX (receipted as reimbursement and must be supported by voucher number or the month paid with ProCard) if applicable	- (Credit)	Decrease	- on UGLS1074.3b	
	Acct #12116 (receipting as grant receivalbe) if applicable	- (Credit)	Decrease	- on UGLS1074.3a	
	Acct #15106, 2080-V0012_F0232-NA (sales tax) if applicable	- (Credit)	Decrease	- on UGLS1074.3a	
Line 2	Acct #10800, Fund BANK, Budget Reference	+ (Debit)	Increase	+ on a query	FIN

Example

# 15	Endowment deposits entered by Finance cashier	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #12403 (receipting as accounts receivable)	+ (Debit)	Increase	+ on UGLS1074.3a	FIN
Line 2	Acct #31103 (endowment student assistance) if applicable or	- (Credit)	Increase	- on UGLS1074.3a	
	Acct #31106 (endowment restricted) if applicable	- (Credit)	Increase	- on UGLS1074.3a	

Example Wire transfers-INTO operating bank account; entered by Finance cashier

# 16		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #4XXXX (receipting as income/revenue) if applicable	- (Credit)	Increase	- on UGLS1074.3b	
	Acct #10801, Fund BANK, Budget reference (money market transfer) if applicable	- (Credit)	Decrease	- on a query	
Line 2	Acct #10800, Fund BANK, Budget reference (operating bank account)	+ (Debit)	Increase	+ on a query	FIN

Example Wire transfers-OUT of operating bank account; entered by Finance cashier

# 17		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #5XXXX (expense) if applicable	+ (Debit)	Increase	+ on UGLS1074.3b	
	Acct #20505, 2064-V0012-F0413-NA (payroll) if applicable	+ (Debit)	Decrease	+ on UGLS1074.3a	
	Acct #10801, Fund BANK, Budget reference (money market account) if applicable	+ (Debit)	Increase	+ on a query	
Line 2	Acct #10800, Fund BANK, Budget reference (operating bank account)	- (Credit)	Decrease	- on a query	FIN

Funding state and local cost centers at the

Example beginning of the year - processed by the Budget Office

# 18		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #33XXX (same cost center as on budget journal)	- (Credit)	Increase	- on UGLS1074.3a	
Line 2	Acct #37XXX (same cost center as on budget journal)	+ (Debit)	Decrease	+ on UGLS1074.3a	BUD

Source BUD automatically posts

Example Administrative Allowances processed by the Budget Office at the beginning of the fiscal year

# 19		Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #54805 (appropriate cost center)	+ (Debit)	Increase	+ on UGLS1074.3b	BUD
Line 2	Acct #16101, 2064-V0012-E0260-NA (misc clearing)	- (Credit)	Decrease	- on UGLS1074.3a	
Line 3	Acct #16101, 2064-V0012-E0260-NA (misc clearing)	+ (Debit)	Increase	+ on UGLS1074.3a	
Line 4	Acct #42600 (appropriate cost center)	- (Credit)	Increase	- on UGLS1074.3b	

Source BUD automatically posts

Journals uploaded into PeopleSoft (Source may reflect ACC) - Postage, ProCard, Telephone, Travel Card

Example # 20	Card	Sign of Amt	GL Result will be	Reflected as +/- on:	Source to:
Line 1	Acct #5XXXX (ProCard, Travel card, postage and telephone expense)	+ (Debit)	Increase	+ on UGLS1074.3b	
Line 2	Acct #5XXXX (postage and telephone)	- (Credit)	Decrease	- on UGLS1074.3b	Cost center department ***
	Acct #1XXXX (ProCard)	- (Credit)	Decrease	- on UGLS1074.3a	
	Acct #2XXXX (Travel card)	- (Credit)	Increase	- on UGLS1074.3a	

*** Source the journals to appropriate cost center authority electronically. If you are not able to source electronically, the cost center authority has different options to approve document:

- 1) Employee could enter "Approve" in the Approval Comment
- 2) Sign the journal and scan into PeopleSoft as additional backup.