

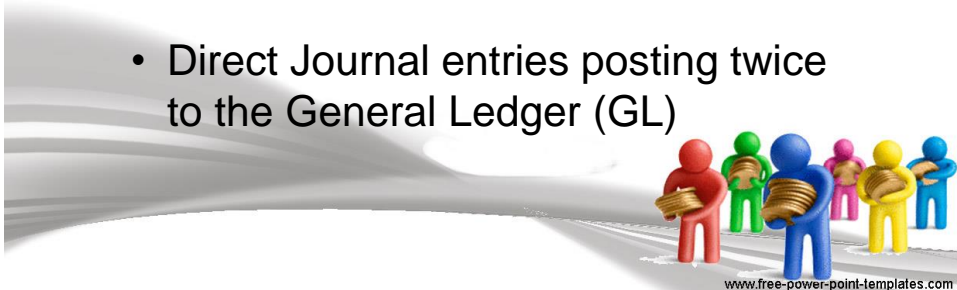
# Treasurer Cash Receipts (TCR's)

## Processing Issues



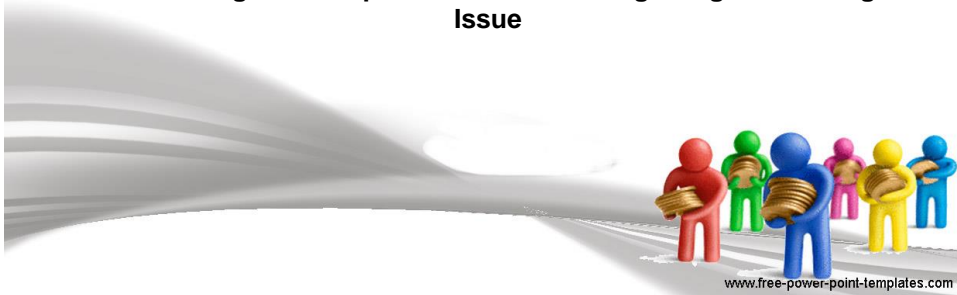
# Treasurer Cash Receipts (TCR's) Processing Issues

- Direct Journal entries not posting to the General Ledger (GL)
- Direct Journal entries posting twice to the General Ledger (GL)



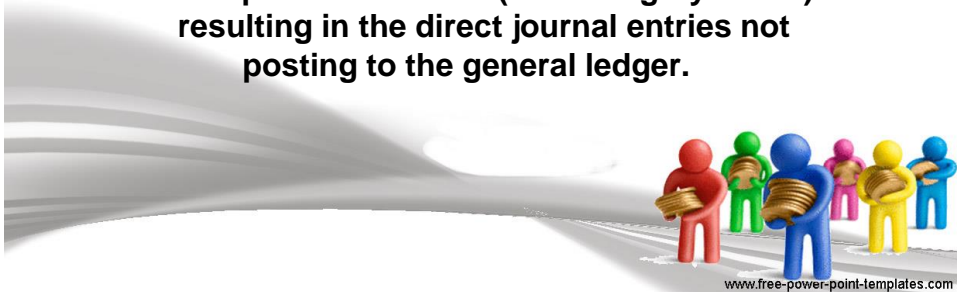
# DIRECT JOURNAL ENTRIES NOT POSTING TO THE GENERAL LEDGER

**Deselecting the Complete Checkbox during Budget Checking  
Issue**



## Direct Journal entries not posting to the General Ledger

**When a TCR is budget checking and the budget checking process is taking longer than 2 minutes to complete, users are deselecting the “Complete” checkbox (as it not grayed out) resulting in the direct journal entries not posting to the general ledger.**



## Direct Journal entries not posting to the General Ledger

The screenshot shows the PeopleSoft Accounting Entries interface. A blue warning box is overlaid on the screen with the following text:

**Critical**  
Do not deselect the "Complete" checkbox while the Budget Status is "In Process" for Create Accounting Entries and Modify Accounting Entries pages.  
This will cause the transaction not to post to GL.

In the interface, the "Complete" checkbox is checked and circled in red. The "Budget Status" is set to "In Process". The "Amount" is 108.00 USD. The "Unit" is EHARC. The "Seq" is 1. The "Distribution Sequence" table shows two lines, both with "GL Unit" RIVCO.

Distribution Sequence	GL Unit	Line Amount
1	1 RIVCO	
2	2 RIVCO	

Total Lines: 2 Total Debits: 108.00 Currency: USD Total Credits: 108.00 Currency: USD Net: 0.00

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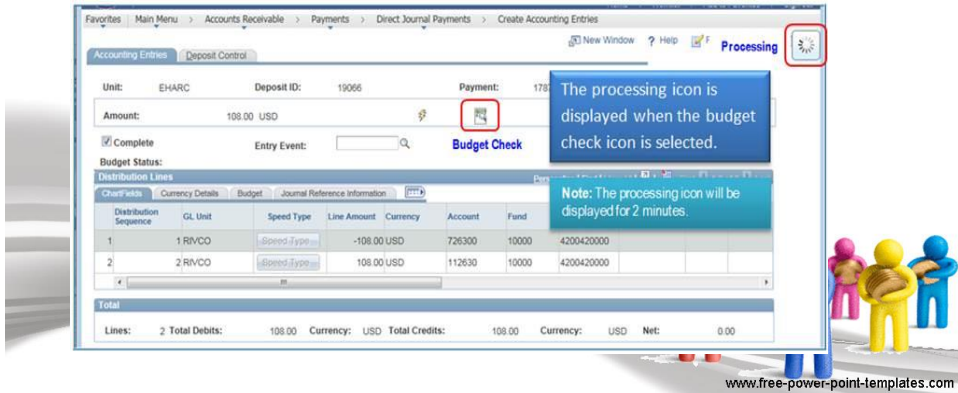
## Direct Journal entries not posting to the General Ledger

**PeopleSoft provides indicators that the TCR is still budget checking. Use these indicators to prevent unintentionally unchecking the "Complete" checkbox.**



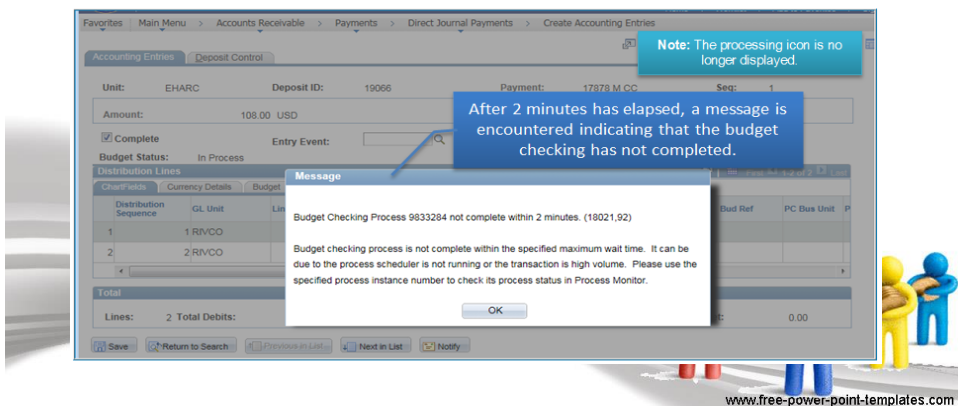
# Direct Journal entries not posting to the General Ledger

The budget checking process starts as soon as the user clicks the Budget Check icon and the “Processing” icon is displayed at the right corner.



# Direct Journal entries not posting to the General Ledger

When budget checking takes longer than 2 minutes to complete, a “Budget Checking Process not complete within 2 minutes” message is encountered.



## Direct Journal entries not posting to the General Ledger

The Budget Status field is updated to “In Process” after 2 minutes has elapsed which is an indicator that budget checking is still processing. When budget checking is complete, the Budget Status field will be updated to “Valid” or “Error”.

The Budget Status field is now updated to “In Process” after the 2 minute time has elapsed.

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit
1	1 RIVCO	-108.00	USD	726300	10000	4200420000				
2	2 RIVCO	108.00	USD	112630	10000	4200420000				

Total  
Lines: 2 Total Debits: 108.00 Currency: USD Total Credits: 108.00 Currency: USD Net: 0.00

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## Direct Journal entries not posting to the General Ledger

Using the Process Monitor is another tool that a department can use to verify that budget checking has completed for the TCR.

To monitor the budget checking process for the direct journal, use the Process Monitor to avoid inadvertently causing the direct journal not to complete the posting process.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9833284		Application Engine	FS_BP	MSANCHEZ	05/04/2017 11:18:57AM PDT	Success	Posted	Details

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# DIRECT JOURNAL ENTRIES POSTING TWICE TO THE GENERAL LEDGER

Duplicate Direct Journals Posting to GL Issue



## Direct Journal entries not posting to the General Ledger

**When a TCR has been completely processed and the user navigates to the modify accounting entries screen and selects the “Supplemental (Entry Event)” or the “Both” icons and then clicks on the “Save” button, the system generates a duplicate direct journal entry in the General ledger for the TCR.**



# Direct Journal entries not posting to the General Ledger

When navigating to the modify accounting entries screen and the “Complete” box is grayed out and the Budget Status is “Valid”, TCR is complete. Do not click on “Supplemental” or “Both” icons.

When a direct journal has budget checked and posted to GL, do not select the “Supplemental (Entry Event)” or the “Both” radio buttons and then click on Save. This will cause a duplicate ARD journal to post to GL for the deposit.

Distribution Sequence	Line Amount	Account	Fund Code	Dept	Source Type	Category	Subcategory	Short Name	Status	Stat	Jour
1	-75.00	732160	10000	2500504100				User	Complete		ARDC
2	75.00	101100	10000	2500504100				Cash	Complete		ARDC

Total  
Lines: 2 Total Debits: 75.00 Currency: USD Total Credits: 75.00 Currency: USD Net: 0.00

# Treasurer Cash Receipts (TCR's) Processing Issues

