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

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.

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”.

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.
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.

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