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FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

AR.020.030 – CREATING A CASH RECEIPT BY DIRECT JOURNAL

Purpose	• To enter a Cash Receipt by Direct Journal. • To explain the difference between entering a Cash Receipt and entering a Cash Receipt by Direct Journal.
Description	This process is identical to a previous topic Creating a Cash Receipt, except that the Journal Directly field is checked to indicate the payment should be handled as miscellaneous cash received rather than applied to a specific item. These payments cannot be processed in payment worksheets and do not go through the Receivable Update process.
Security Role	**BOR_AR_APPLY_PMTS**
Dependencies/ Constraints	None
Additional Information	• Cash receipts are entered in the system to record payments received from customers. • Creating a cash receipt by direct journal requires checking the Journal Direct checkbox.

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Procedure

Below are step by step instructions on how to create a will create a cash receipt for $450. Users will click the Journal Directly checkbox to indicate this payment should be applied to miscellaneous cash. You will not specify a customer or Item ID.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Receivable** link.
4.	Click the **Payments** link.
5.	Click the **Online Payments** link.
6.	Click the **Regular Deposit** link.
7.	Click the **Add a New Value** tab.
8.	Enter "**27000**" in the **Deposit Unit** field.
9.	Click the **Add** button.
10.	Enter "**MBOPR**" in the **Bank Code** field.
11.	Click the **Look up Bank Account (Alt+5)** button.
12.	Click an entry in the **Bank Account** column.
13.	Enter "**450.00**" in the **Control Total Amount** field.
14.	Enter "**1**" in the **Count** field.
15.	Click the **Payments** tab.
16.	Enter "**9357412**" in the **Payment ID** field.
17.	Enter "**450.00**" in the **Amount** field.
18.	Enter "**USD**" in the **Currency** field.
19.	Click the **Journal Directly** checkbox.
20.	Select the **Payment Method**. For this example "Check" is selected.
21.	Click the **Save** button.
22.	Click the **Totals** tab.