AgencyWeb Job Aid
When Will My Data Appear in the AgencyWeb?

Viewing Data on the AgencyWeb Displays and Reports

When you upload data into the AgencyWeb, it does **not** automatically appear in the AgencyWeb displays and reports.

Once data is posted in the Treasurer's General ledger, it will batch overnight and appear in the AgencyWeb data tabs and reports the next business day.

General Ledger / Transfer Uploads

When these files are uploaded into the AgencyWeb, a "success" message means that the entries have posted in the general ledger.

- They will appear in the AgencyWeb data tabs and reports the next business day

Warrant Uploads

When these files are uploaded into the AgencyWeb, a "success" message means that the entries have posted in the Warrant Master (in "Issued" status).

- They will appear in the AgencyWeb data tabs and reports the next business day

As issued warrants change status (to "Paid", "Void", "Stop", or "Stale"), those updates will appear in the AgencyWeb data tabs and reports the next business day after that status is updated..

Revenue Uploads

Depository Accounts

When these files are uploaded into the AgencyWeb, a "success" message means that the entries have posted in the general ledger.

- They will appear in the AgencyWeb data tabs and reports the next business day

Revenue Processing Accounts

When these files are uploaded into the AgencyWeb, a "success" message means that the entries have posted to a clearing account and are waiting for the Treasurer's Office to perform their "match and post" process (matching the deposit against the bank statement)

- They will appear in the AgencyWeb data tabs and reports the next business day after the "match and post"
  - *Note: Processing times ma increase during Holiday or month-end periods*