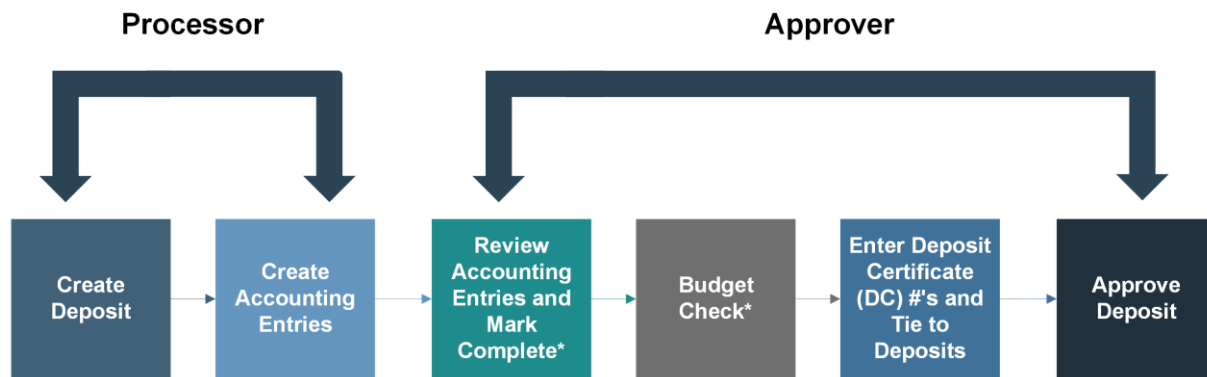


Managing Accounts Receivable Funds Receipts Overview

The Accounts Receivable (AR) Fund Receipts process includes creating, processing, and finalizing Deposits in Cardinal. A Deposit is a collection of one or more payments, also referred to as Cash Receipts. Deposits are entered online in Cardinal or can be interfaced through the Fund Receipts Upload process for interfacing Agencies. During the processing of Deposits, accounting entries are entered and ultimately posted to the General Ledger.

There are two roles involved in the AR Fund Receipts process: the Processor and the Approver. There is no approval workflow in Cardinal for Accounts Receivable. The Processor must follow Agency guidelines regarding how to notify the approver that items are awaiting their review and approval. Below is a diagram depicting the recommended process for the online entry method.



*Agency policy determines whether the Processor, or the Approver, will mark the entries complete and perform the manual Budget Check.

Once the accounting entry is marked “Complete”, the Deposit is:

- Automatically edit checked (ChartField values and combinations are verified)
- Placed in the queue for nightly Budget Check (budget check can also be initiated manually)

Once a Deposit has been successfully budget checked, the Deposit and the accounting entry cannot be modified in the AR module.

Once the Deposit has been approved, two batch processes run:

- Deposit Post Processor: posts the Journal Entries in Accounts Receivable
- Journal Generator picks up the posted transactions and sends them to the General Ledger

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Correcting Accounting Entries (Before Budget Check)	16
Approving and Finalizing Deposits	25



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Fund Receipts

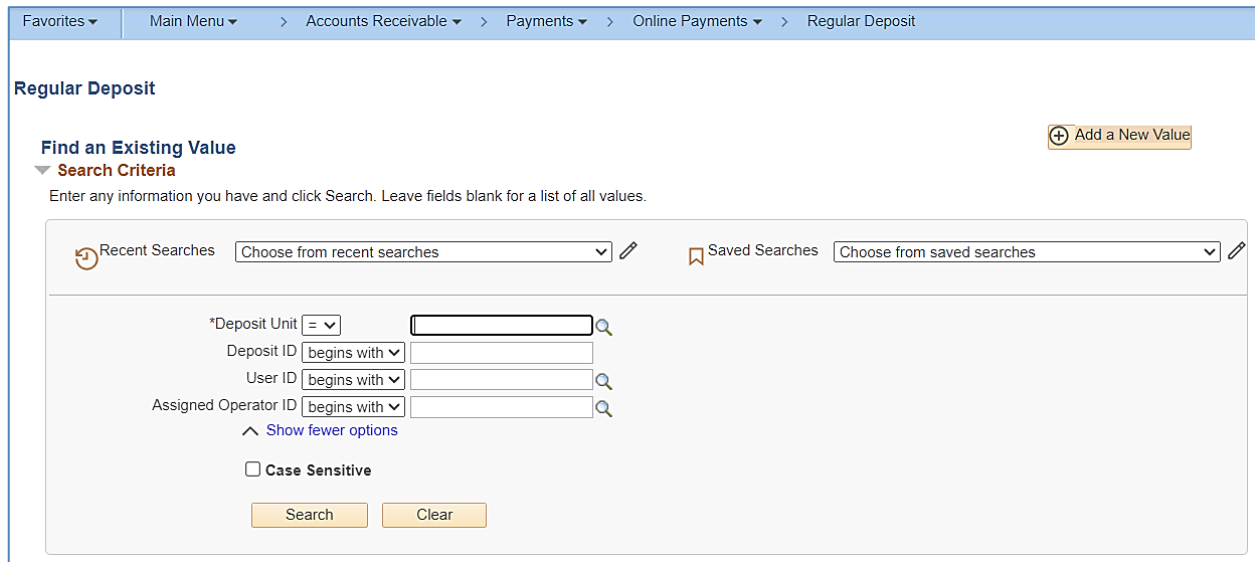
Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1; Section 3 , after Step 1; Section 4 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Entering Regular Deposits

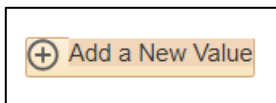
Step	Action
1.	Navigate to the Regular Deposits page using the following path: Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

The **Regular Deposit Search** page displays.



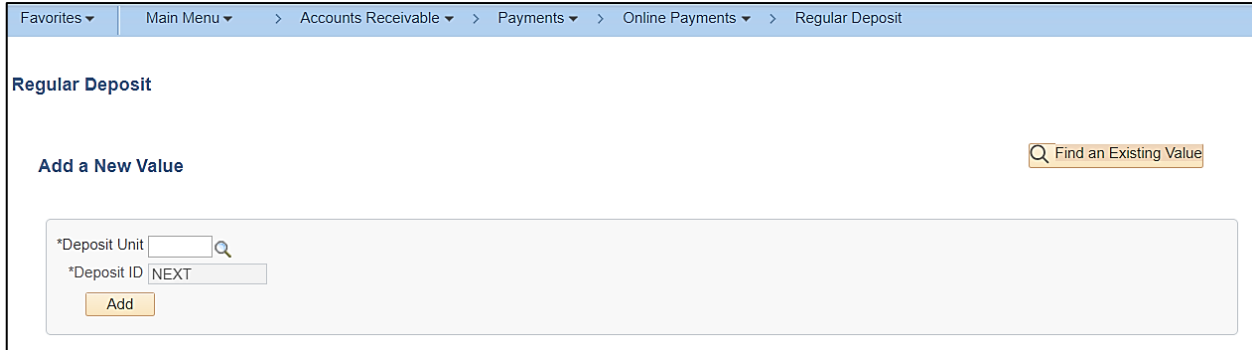

For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Click the **Add a New Value** button.



Step	Action
------	--------

The **Add a New Value** page displays.



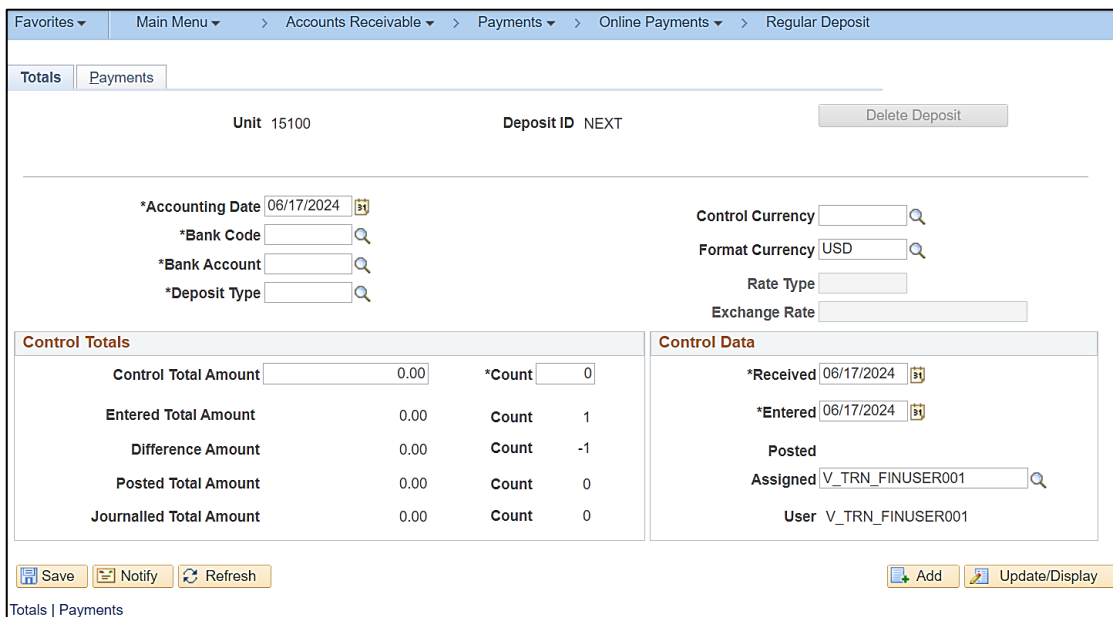

The **Deposit Unit** field defaults based on your Business Unit but can be changed if you have access to multiple Business Units.
 The **Deposit ID** field defaults to "NEXT" and cannot be changed.

3.

Click the **Add** button.











The **Regular Deposit** page displays with the **Totals** tab displayed by default.



Control Totals		Control Data	
Control Total Amount	0.00	*Count	0
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0




The information on this tab, including the **Unit**, **Deposit ID**, **Accounting Date**, **Bank Code**, **Bank Account**, and **Deposit Type** fields must be the same for every payment included in the Deposit.

Step	Action
4.	<p>The Accounting Date field defaults to the current date. Update as needed using the Calendar icon.</p> <div data-bbox="293 411 818 478" style="border: 1px solid black; padding: 2px;"> *Accounting Date <input type="text" value="06/10/2024"/>  </div>
	<p>The Accounting Date field determines which Fiscal Period that the batch will post to. The accounting date is not necessarily the same as the deposit date.</p>
5.	<p>Enter or select the applicable Bank Code using the Bank Code Look Up icon.</p> <div data-bbox="293 678 729 741" style="border: 1px solid black; padding: 2px;"> *Bank Code <input type="text"/>  </div>
	<p>For information about Cardinal Bank Codes, see the Job Aid titled AR326_Bank Code Crosswalk. This Job Aid is on the Cardinal website in Job Aids under Learning.</p>
6.	<p>Enter or select the applicable Bank Account using the Bank Account Look Up icon.</p> <div data-bbox="293 940 753 1003" style="border: 1px solid black; padding: 2px;"> *Bank Account <input type="text"/>  </div>
	<p>The Bank Code previously selected determines which bank accounts are available for selection.</p>
7.	<p>Enter or select the applicable Deposit Type using the Deposit Type Look Up icon.</p> <div data-bbox="293 1203 732 1266" style="border: 1px solid black; padding: 2px;"> *Deposit Type <input type="text"/>  </div>
8.	<p>Click the Control Currency Look Up icon and select “USD”. This is currently the only valid value.</p> <div data-bbox="293 1381 769 1444" style="border: 1px solid black; padding: 2px;"> Control Currency <input type="text"/>  </div>
9.	<p>Sum all payments to be included in the Deposit and enter the total amount in the Control Total Amount field.</p> <div data-bbox="293 1560 940 1623" style="border: 1px solid black; padding: 2px;"> Control Total Amount <input type="text" value="0.00"/> </div>
10.	<p>Enter the total number of payments in the Count field.</p> <div data-bbox="293 1707 542 1770" style="border: 1px solid black; padding: 2px;"> *Count <input type="text" value="0"/> </div>













Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Fund Receipts

Step	Action
11.	<p>The information in the Control Data section defaults to the current date. Update the Received field and Entered field as applicable.</p> <div data-bbox="290 409 1062 583" style="border: 1px solid black; padding: 5px;"> <p>Control Data</p> <p>*Received <input type="text" value="06/10/2024"/> <input type="button" value="31"/></p> <p>*Entered <input type="text" value="06/10/2024"/> <input type="button" value="31"/></p> </div>
	<p>The Received field should be the date the funds were received by the Agency or Bank. The Entered field should be the date the Deposit ID is created in Cardinal. The User ID of the person entering the transaction defaults in the Assigned and User fields.</p>
12.	<p>Click the Payments tab.</p> <div data-bbox="293 806 656 884" style="border: 1px solid black; padding: 5px;"> <p>Totals <input type="button" value="Payments"/></p> </div>

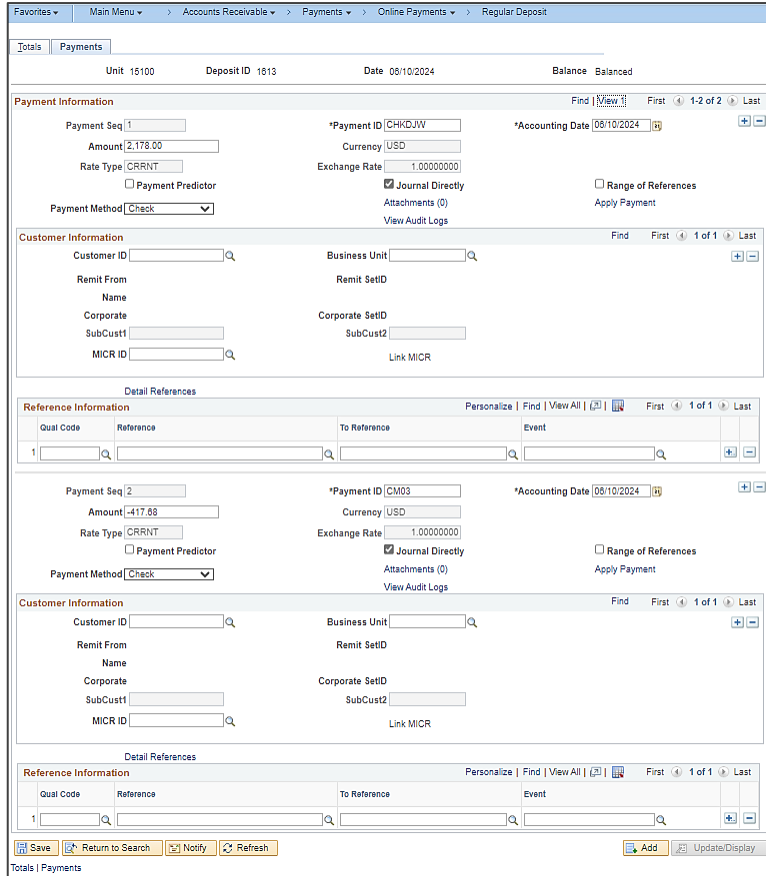
The **Payments** tab displays. This tab is where specific information about each payment in the Deposit is entered.

	<p>The Payment Seq (sequence) field is read-only. This number is assigned by Cardinal to track the order in which payments are entered when there is more than one payment in the Deposit.</p>
---	---

Step	Action
13.	Enter a unique identifier (such as the Check Number) for the payment in the Payment ID field. 
14.	Enter the payment amount in the Amount field. 
15.	De-select the Payment Predictor checkbox option if it is selected. 
16.	Select the Journal Directly checkbox option. 
	If the Journal Directly checkbox option is not selected, accounting entries cannot be created.
17.	Select the Payment Method using the dropdown button in the Payment Method field. 
18.	The Customer Information section is only used for Agency to Agency (ATA) transactions. These are payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) Agency to another. For ATA transactions, enter or select the Customer ID using the Customer ID Look Up icon for the Agency making the payment. The remaining required fields within this section will automatically default based on the Customer ID selected. 
	For additional information about ATA transactions, see the Job Aid titled Agency to Agency (ATA) Transactions Information Sheet . This Job Aid is located on the Cardinal website in Job Aids under Learning .
19.	To add another payment to the Deposit, click the Add a New Row icon (+) in the Payment Information section and repeat Steps 13 – 18 in this section as applicable. 

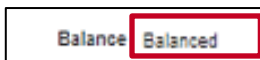
Step	Action
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The **Payments** tab displays.



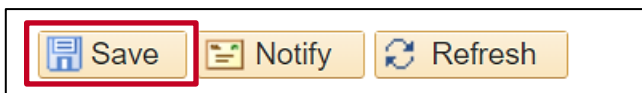

Once all payments have been entered for the Deposit, ensure that the **Balance** field displays as “Balanced”.


If the **Balance** field does not display as “Balanced”, check your individual payment amounts against the amount you entered in the **Control Total Amount** field on the **Totals** tab. An unbalanced Deposit can be saved but cannot be processed further until it is balanced.



20.

Click the **Save** button.

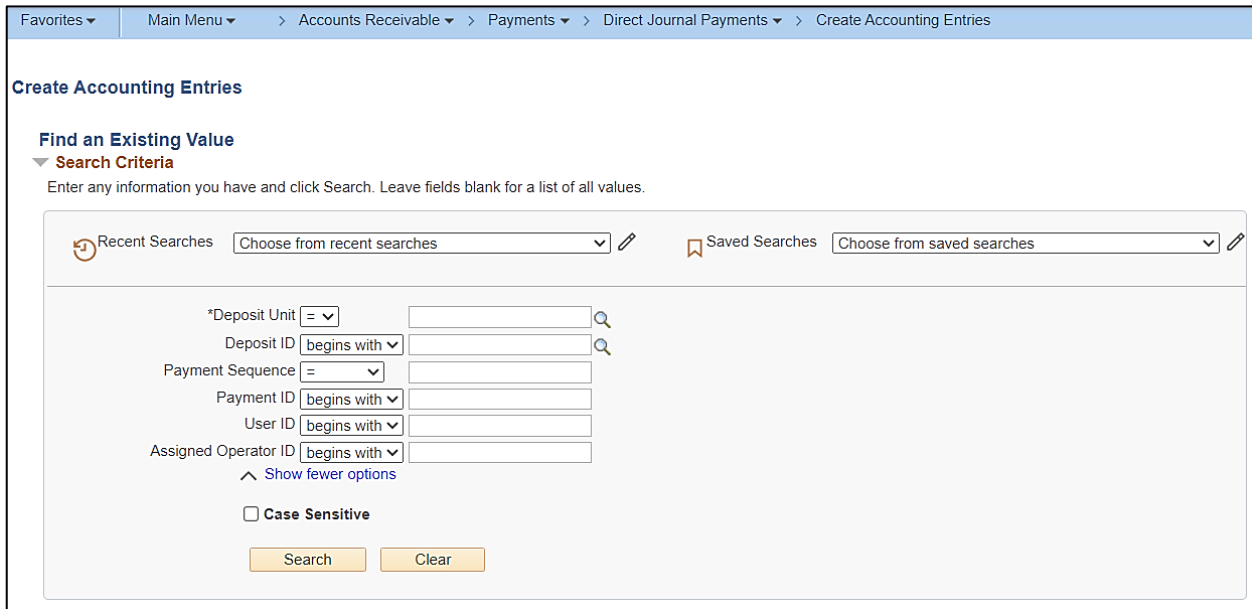






Step	Action
21.	<p>The Deposit ID field is systematically populated with the next available Deposit ID by Cardinal. Take note of the assigned Deposit ID for further processing of this deposit.</p> <div data-bbox="292 411 1445 501" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Totals Payments </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Unit 15100 Deposit ID 1613 Date 06/10/2024 Balance Balanced </div> </div>
	<p>Once all Deposits have been entered, accounting entries will need to be created for each payment in the deposit. Refer to the next section of this Job Aid, Creating Accounting Entries (Processing Direct Journals), to proceed.</p>

Creating Accounting Entries (Processing Direct Journals)

Step	Action
1.	Navigate to the Create Accounting Entries page using the following path: Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

The **Create Accounting Entries Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
	The Deposit Unit defaults based on your Business Unit but can be changed if you have access to multiple Business Units.
2.	Enter or select the applicable Deposit ID in the Deposit ID field. 
3.	Click the Search button. 



Step	Action
------	--------

The search results display at the bottom of the page with each Payment associated with the Deposit ID.

▼ Search Results
2 results - Deposit Unit "15100"

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1613	1	CHKDJW	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>
15100	1613	1	CM03	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>



If the Deposit only has one Payment, Cardinal will open the **Create Accounting Entries** page directly and will not display search results. In this case, proceed to Step 6.

4.

Accounting Entries will need to be individually created for each Payment in the Deposit. Open the first Payment by clicking the "Drill in" icon (>) on the line to open a specific Deposit.

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1613	1	CHKDJW	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>
15100	1613	1	CM03	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>

The **Accounting Entries** tab displays for the selected Payment.

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1613 Payment CHKD JW Seq 1

Currency Details

Amount 2,178.00 USD

Complete Entry Event

Budget Status

Distribution Lines

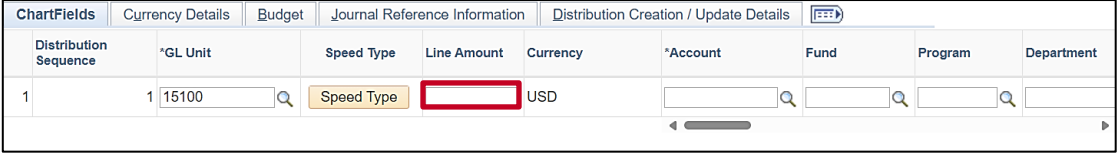

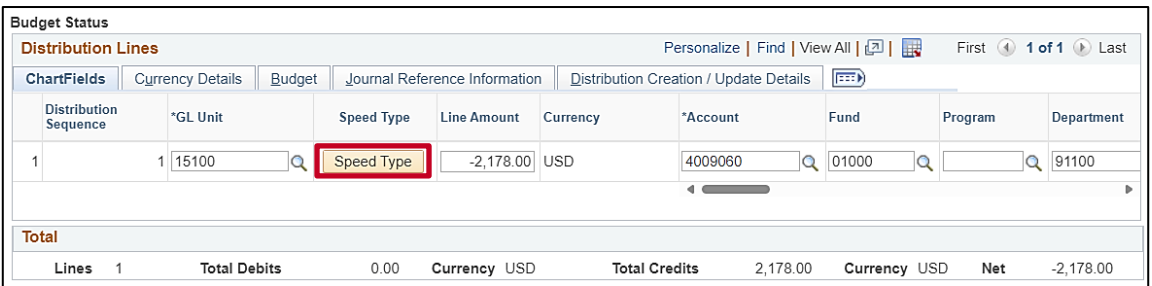

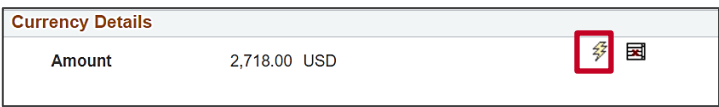

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department
1	1 15100	Speed Type		USD				



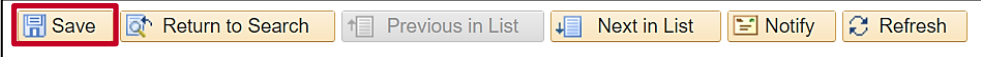
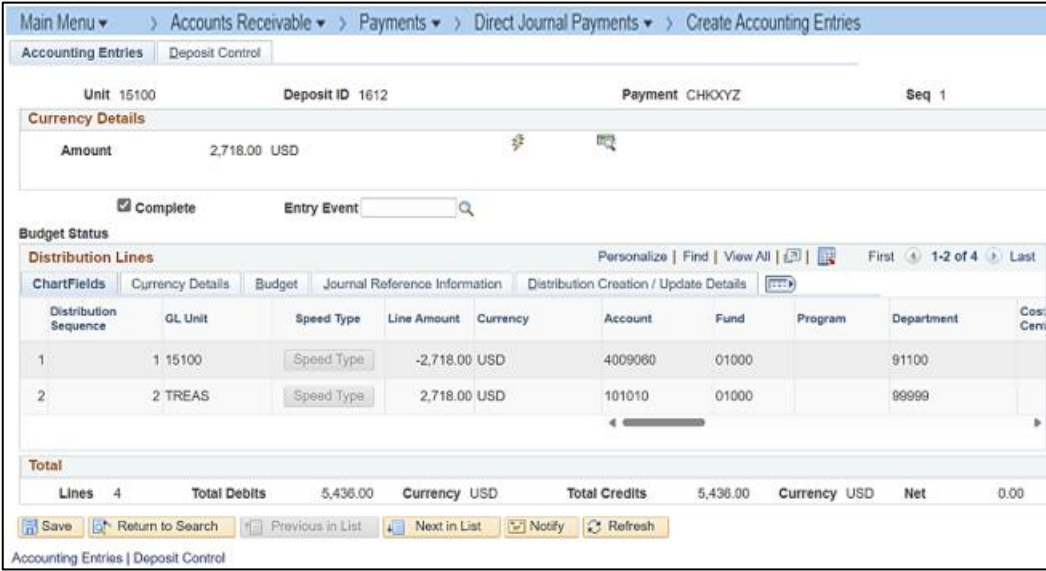


Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

Save Return to Search Previous in List Next in List Notify Refresh

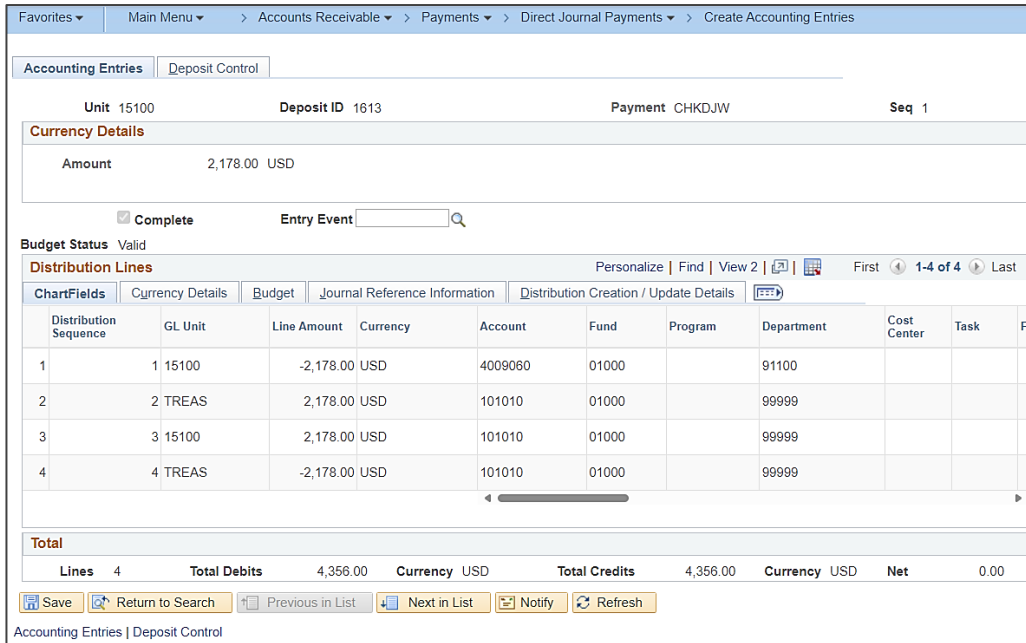
Accounting Entries | Deposit Control

Step	Action
5.	<p>Enter the amount of the Payment as a credit (negative number) in the Line Amount field.</p> 
	<p>The Line Amount must offset the Payment (deposit) amount.</p> <p>If the Payment (deposit) amount was a positive number, then enter the amount in the Line Amount field as a negative number to record either an increase in revenues or a decrease in expenses.</p> <p>If the Payment (deposit) amount was a negative number, then enter the amount in the Line Amount field as a positive number to record either a decrease in revenues or an increase in expenses.</p>
6.	<p>Enter the applicable accounting information in the ChartField fields. If your Agency uses Speed Types, you can click the Speed Type button to populate the corresponding ChartField fields.</p> 
	<p>If more than one distribution needs to be created, scroll to the end of the row and click the Add a New Row icon (+) and then repeat Steps 5 and 6 in this section.</p>
7.	<p>Once all the distributions are entered for this Payment, click the Create icon (Lightning Bolt) to create the system generated cash and interunit Lines for the accounting entry.</p> 
8.	<p>Click the View All link to view all the lines that were created.</p> 

Step	Action
	<p>Interunit accounting entries are automatically created for Direct Journal transactions where the Deposit is processed using a bank account that reflects a General Ledger Business Unit ("TREAS" in this example) that differs from the General Ledger Business Unit where the revenue is recorded. This is the case for all Deposits except petty cash.</p> <p>Follow your Agency guidelines regarding who (Processor or Approver) will complete the following steps for marking the accounting entry "Complete" and performing the Budget Check as outlined in the overview of this Job Aid.</p>
9.	<p>Select the Complete checkbox option.</p> 
10.	<p>Click the Save button.</p> 
<p>The Create Accounting Entries page refreshes.</p>	
	
11.	<p>Click the Budget Check icon within the Currency Details section.</p> 
	<p>Once the Payment is budget checked, it cannot be changed.</p>

Step	Action
------	--------

The **Create Accounting Entries** page refreshes once the budget check completes.



Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1613 Payment CHKDJW Seq 1

Currency Details

Amount 2,178.00 USD

Complete Entry Event

Budget Status Valid

Distribution Lines Personalize | Find | View 2 | | First 1-4 of 4 Last

Distribution Sequence	GL Unit	Line	Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	F
1	15100		-2,178.00	USD	4009060	01000		91100			
2	TREAS		2,178.00	USD	101010	01000		99999			
3	15100		2,178.00	USD	101010	01000		99999			
4	TREAS		-2,178.00	USD	101010	01000		99999			

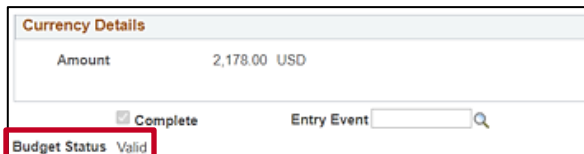
Total

Lines	4	Total Debits	4,356.00	Currency	USD	Total Credits	4,356.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

Accounting Entries | Deposit Control

12. Verify that the **Budget Status** field displays as “Valid”.



Budget Status Valid



If the **Budget Status** field displays as “Error”, see the Job Aid titled **AR326_Reviewing and Correcting Budget Check Errors**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

13. Click the **Next in List** button if you have more than one Payment for this Deposit and repeat Steps 5 - 12 in this section until all Payments are processed.

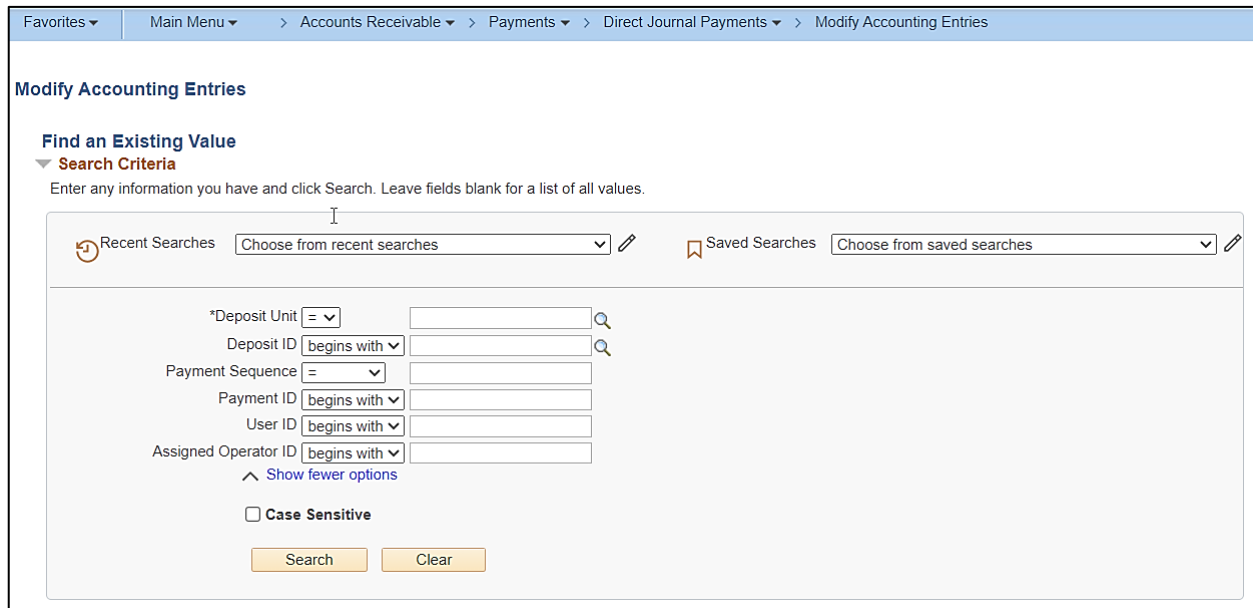



Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh


Correcting Accounting Entries (Before Budget Check)


Step	Action
1.	<p>Corrections can be made to accounting entries that have not already been budget checked. First, navigate to the Modify Accounting Entries page to de-select the applicable Payment as “Complete”. Navigate to this page using the following path:</p> <p>Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries</p>

The **Modify Accounting Entries Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning .
---	---

	The Deposit Unit field defaults based on your Business Unit. However, the Business Unit can be updated using the Deposit Unit Look Up icon if you have access to multiple Business Units.
---	---

2.	<p>Enter the Deposit ID associated with the Payment that requires accounting entries correction in the Deposit ID field.</p> 
----	--

3.	<p>Click the Search button.</p> 
----	--



Step	Action
------	--------

The **Modify Accounting Entries Search** page refreshes with the search results at the bottom of the page.

Search Results
2 results - Deposit Unit "15100"

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1613	1	CHKDJW	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>
15100	1613	1	CM03	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>

- Open the applicable Payment by clicking the "Drill in" icon (>) on the line to open the specific Deposit.

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1613	1	CHKDJW	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>
15100	1613	1	CM03	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>

The **Modify Accounting Entries** page displays with the **Directly Journalled Payments** tab displayed by default.

Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

Tab: Directly Journalled Payments | Deposit Control

Unit 15100 Deposit ID 1613 Payment CM03 Seq 2

Currency Details

Amount	-417.68	Currency	USD
Base	-417.68	Currency	USD

Complete Budget Status

Accounting Line Display

Standard Supplemental (Entry Event) Both Display

Distribution Lines Personalize | Find | First 1-4 of 4 Last

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
S	1	15100	417.68		417.68	USD	4009060	02011	
S	2	TREAS		417.68	-417.68	USD	101010	02011	
S	3	15100		417.68	-417.68	USD	101010	02011	
S	4	TREAS	417.68		417.68	USD	101010	02011	

Total

Lines	4	Total Debits	835.36	Currency	USD	Total Credits	835.36	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Step	Action
5.	De-select the Complete checkbox option.

Complete **Budget Status**

A **Message (Warning)** displays in a pop-up window.

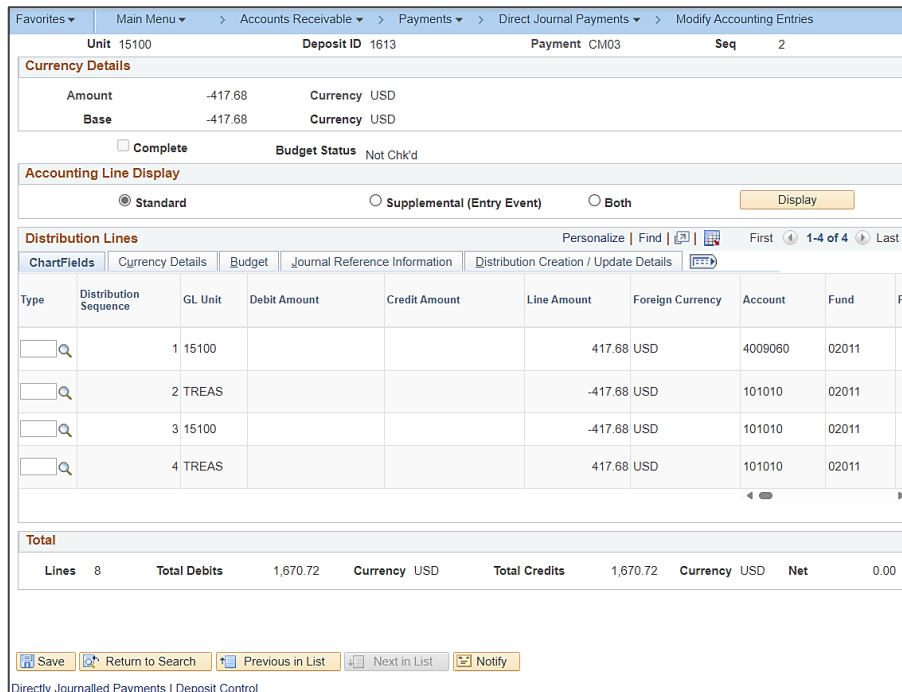
Message

Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)

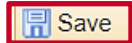
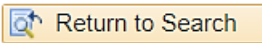
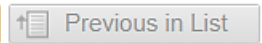
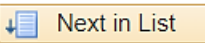
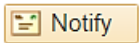

Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review panel is used for reviewing complete accounting entries only.


6.	Click the OK button to close the Warning message.
----	---

The **Modify Accounting Entries** page redisplay.



	The Budget Status field updates to "Not Chk'd".
---	--

Step	Action
7.	Scroll down to the bottom of the page and click the Save button. <div data-bbox="292 378 1331 493" style="border: 1px solid black; padding: 5px; margin-top: 10px;">      <p>Directly Journalled Payments Deposit Control</p> </div>
8.	Next, navigate to the Create Accounting Entries page to modify the accounting entry using the following path: Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries
<p>The Create Accounting Entries Search page displays.</p> <div data-bbox="259 756 1372 1291" style="border: 1px solid black; padding: 10px;"> <p>Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries</p> <p>Create Accounting Entries</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Recent Searches <input type="text" value="Choose from recent searches"/> Saved Searches <input type="text" value="Choose from saved searches"/> </div> <p>*Deposit Unit <input type="text" value="15100"/> <input type="button" value="Q"/></p> <p>Deposit ID begins with <input type="text" value="1613"/> <input type="button" value="Q"/></p> <p>Payment Sequence <input type="text"/></p> <p>Payment ID begins with <input type="text"/></p> <p>User ID begins with <input type="text"/></p> <p>Assigned Operator ID begins with <input type="text"/></p> <p>Show fewer options</p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>	
	<p>The Deposit Unit field defaults based on your Business Unit but can be updated as applicable if you have access to multiple Business Units.</p>
9.	Enter the Deposit ID associated with the Payment that requires accounting entries correction in the Deposit ID field. <div data-bbox="292 1522 1096 1585" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Deposit ID begins with <input type="text" value="1613"/> <input type="button" value="Q"/> </div>
10.	Click the Search button. <div data-bbox="292 1669 706 1753" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div>

Step	Action																																				
	<p>The Create Accounting Entries Search page refreshes with the specified Deposit and associated Payments that have not been marked complete or budget checked in the search results.</p> <div data-bbox="269 411 1367 751" style="border: 1px solid black; padding: 5px;"> <p>▼ Search Results 2 results - Deposit Unit "15100"</p> <table border="1" data-bbox="341 512 1334 718"> <thead> <tr> <th colspan="9" style="text-align: right;">View All First 1-2 of 2 Last</th> </tr> <tr> <th>Deposit Unit</th> <th>Deposit ID</th> <th>Payment Sequence</th> <th>Payment ID</th> <th>User ID</th> <th>Assigned Operator ID</th> <th>Non Customer Dist Balanced</th> <th>Entered Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>15100</td> <td>1613</td> <td>1</td> <td>CHKDJW</td> <td>V_TRN_FIN</td> <td>V_TRN_FIN</td> <td>No Dist</td> <td>06/10/2024</td> <td>></td> </tr> <tr> <td>15100</td> <td>1613</td> <td>1</td> <td>CM03</td> <td>V_TRN_FIN</td> <td>V_TRN_FIN</td> <td>No Dist</td> <td>06/10/2024</td> <td>></td> </tr> </tbody> </table> </div>	View All First 1-2 of 2 Last									Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1613	1	CHKDJW	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>	15100	1613	1	CM03	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>
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15100	1613	1	CM03	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>																													
	<p>If there is only one Payment, it will open directly to the Accounting Entries tab on the Create Accounting Entries page.</p>																																				
<p>11.</p>	<p>Open the applicable Payment by clicking the "Drill in" icon (>) on the line to open a specific Deposit.</p> <div data-bbox="300 984 1305 1199" style="border: 1px solid black; padding: 5px;"> <table border="1" data-bbox="300 984 1305 1199"> <thead> <tr> <th colspan="9" style="text-align: right;">View All First 1-2 of 2 Last</th> </tr> <tr> <th>Deposit Unit</th> <th>Deposit ID</th> <th>Payment Sequence</th> <th>Payment ID</th> <th>User ID</th> <th>Assigned Operator ID</th> <th>Non Customer Dist Balanced</th> <th>Entered Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>15100</td> <td>1613</td> <td>1</td> <td>CHKDJW</td> <td>V_TRN_FIN</td> <td>V_TRN_FIN</td> <td>No Dist</td> <td>06/10/2024</td> <td>></td> </tr> <tr> <td>15100</td> <td>1613</td> <td>1</td> <td>CM03</td> <td>V_TRN_FIN</td> <td>V_TRN_FIN</td> <td>No Dist</td> <td>06/10/2024</td> <td style="border: 2px solid red;">></td> </tr> </tbody> </table> </div>	View All First 1-2 of 2 Last									Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1613	1	CHKDJW	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>	15100	1613	1	CM03	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>
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15100	1613	1	CM03	V_TRN_FIN	V_TRN_FIN	No Dist	06/10/2024	>																													



Step	Action
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The **Create Accounting Entries** page displays with the **Accounting Entries** tab displayed by default.

Unit 15100 Deposit ID 1613 Payment CM03 Seq 2

Currency Details

Amount -417.68 USD

Complete Entry Event

Budget Status Not Chk'd

Distribution Lines Personalize | Find | View All | First 1-2 of 4 Last

ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details					
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Cente
1	1 15100	Speed Type	417.68	USD	4009060	02011		95400	
2	2 TREAS	Speed Type	-417.68	USD	101010	02011		99999	

Total

Lines	4	Total Debits	835.36	Currency	USD	Total Credits	835.36	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

12. Click the **Delete** icon to remove the cash and/or interunit Lines.

Currency Details

Amount -417.68 USD

The **Create Accounting Entries** page refreshes.

Unit 15100 Deposit ID 1613 Payment CM03 Seq 2

Currency Details

Amount -417.68 USD

Complete Entry Event

Budget Status Not Chk'd

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

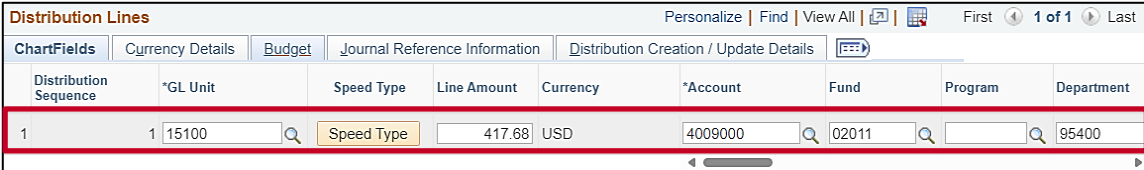
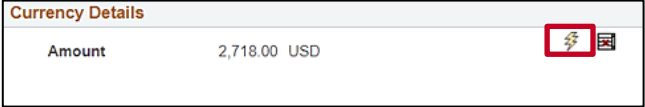
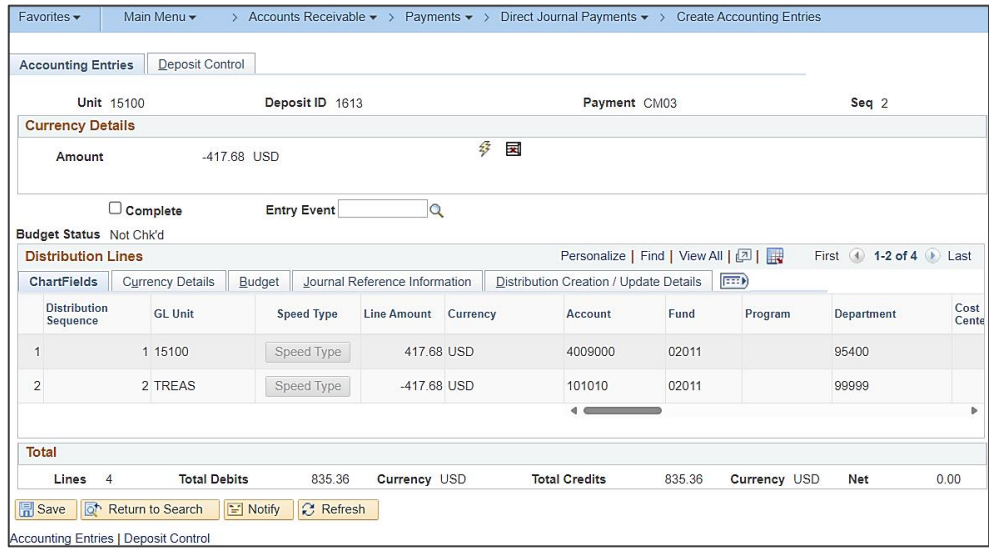


ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details				
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department
1	1 15100	Speed Type	417.68	USD	4009060	02011		95400

Total

Lines	1	Total Debits	417.68	Currency	USD	Total Credits	0.00	Currency	USD	Net	417.68
-------	---	--------------	--------	----------	-----	---------------	------	----------	-----	-----	--------

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

Step	Action
13.	<p>The Line(s) within the Distribution Lines section is now editable. Make the necessary updates to the accounting entries.</p> 
14.	<p>Click the Create icon (Lightning Bolt) to create the system generated cash and/or interunit Lines.</p> 
<p>The Create Accounting Entries page refreshes.</p> 	
15.	<p>Select the Complete checkbox option.</p> 
16.	<p>Click the Save button.</p> 



Step	Action
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The **Create Accounting Entries** page refreshes.

Unit 15100 Deposit ID 1613 Payment CM03 Seq 2

Currency Details

Amount -417.68 USD

Complete Entry Event

Budget Status Not Chk'd

Distribution Lines

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Cent
1	1 15100	Speed Type	417.68	USD	4009000	02011		95400	
2	2 TREAS	Speed Type	-417.68	USD	101010	02011		99999	

Total

Lines	4	Total Debits	835.36	Currency	USD	Total Credits	835.36	Currency	USD	Net	0.00
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Accounting Entries | Deposit Control

17. Click the **Budget Check** icon.

Currency Details

Amount 2,718.00 USD

The **Create Accounting Entries** page refreshes once the Budget Check completes.

Unit 15100 Deposit ID 1613 Payment CM03 Seq 2

Currency Details

Amount -417.68 USD

Complete Entry Event

Budget Status Valid



Distribution Lines

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	F
1	1 15100	417.68	USD	4009000	02011		95400			
2	2 TREAS	-417.68	USD	101010	02011		99999			

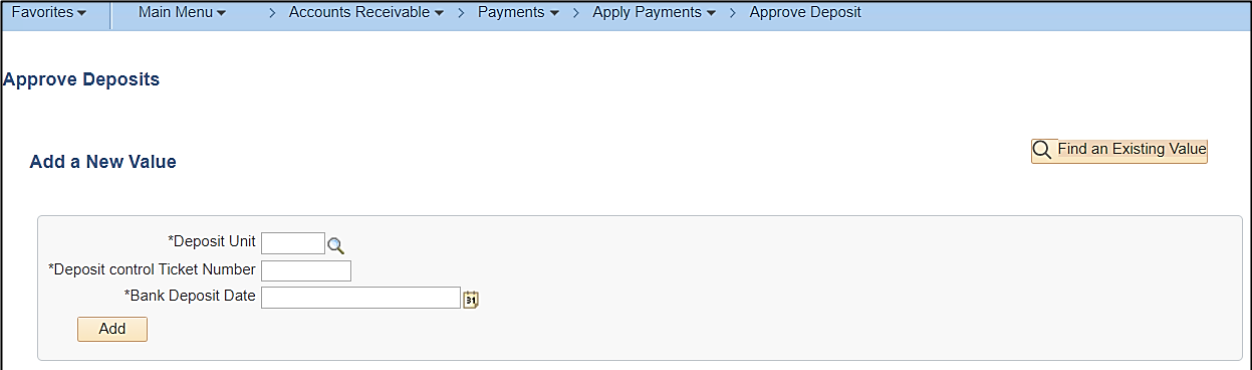


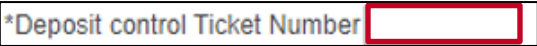


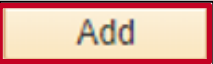
Total

Lines	4	Total Debits	835.36	Currency	USD	Total Credits	835.36	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Accounting Entries | Deposit Control

Step	Action
	<p>Once the Budget Check completes, the Budget Status field will display one of the following statuses (“Valid” in this example):</p> <ul style="list-style-type: none"> • Error - The entry failed to pass budget checking. The transaction must be corrected before it will post to the commitment control ledger and the General Ledger • Valid - The entry passed budget checking, and the process updated the commitment control ledger <p>Warning - The budget check process issued a Warning, but also updated the commitment control ledger</p>
	<p>Refer to the Job Aid titled AR326_Reviewing and Correcting Budget Check Errors if the Budget Check results in an “Error” status. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>

Approving and Finalizing Deposits

Step	Action
1.	<p>Only users with the appropriate security roles can approve a Deposit.</p> <p>Navigate to the Create Accounting Entries page using the following path: Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit</p>
<p>The Approve Deposits Search page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter or select a Deposit Unit using the Deposit Unit Look Up icon if it does not default.</p> 
3.	<p>Enter a Deposit Control Ticket Number in the Deposit control Ticket Number field.</p> 
4.	<p>Enter or select the applicable Bank Deposit Date using the Bank Deposit Date Calendar icon.</p> 
	<p>A Deposit Control Ticket Number can be used more than once; however, the bank deposit date must be different for the Deposit Control Ticket Number to be processed. If the same Deposit Control Ticket Number and bank deposit date are used, Cardinal displays an error message.</p>
5.	<p>Click the Add button.</p> 



Step	Action
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The **Approve Deposits** page displays.

Approve Deposits

Deposit Unit: 15100
Deposit control Ticket Number: 1613
Control Total Amount: Control Count:
Bank Deposit Date: 06/12/2024

WS Posted By: _____ WS Posted Date: _____
Approved By: _____ Approved Date: _____

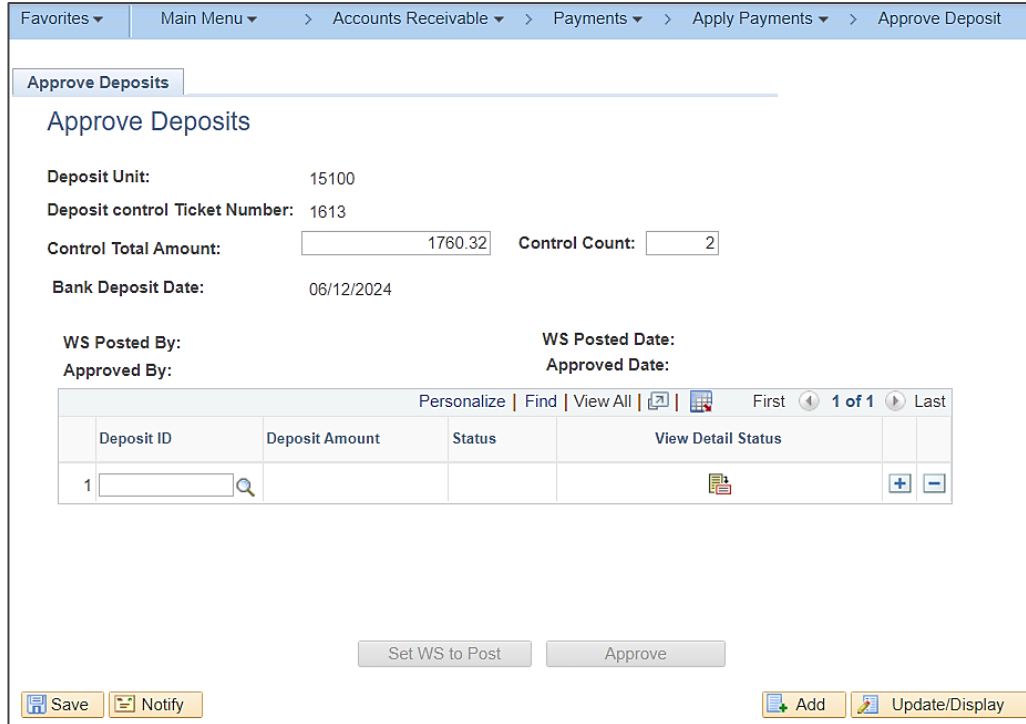
Deposit ID	Deposit Amount	Status	View Detail Status
1			

Buttons: Save, Notify, Set WS to Post, Approve, Add, Update/Display

6.	Enter the total sum amount for all of the Deposits being included in the Control Total Amount field.	<input type="text" value="0.000"/> Control Count: <input type="text" value="0"/>
7.	Enter the total number of Deposits (Deposit IDs) being included in the Control Count field.	Control Total Amount: <input type="text" value="0.000"/> Control Count: <input type="text" value="0"/>

Step	Action
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Sample **Approve Deposits** page with the **Header** section completed:



Approve Deposits

Deposit Unit: 15100
 Deposit control Ticket Number: 1613
 Control Total Amount: 1760.32 Control Count: 2
 Bank Deposit Date: 06/12/2024

WS Posted By: Approved By:
 WS Posted Date: Approved Date:

Deposit ID	Deposit Amount	Status	View Detail Status
1			

Buttons: Save, Notify, Add, Update/Display, Set WS to Post, Approve

8. Enter the applicable Deposit ID in the **Deposit ID** field. The **Deposit Amount** field will default based on the Deposit ID.

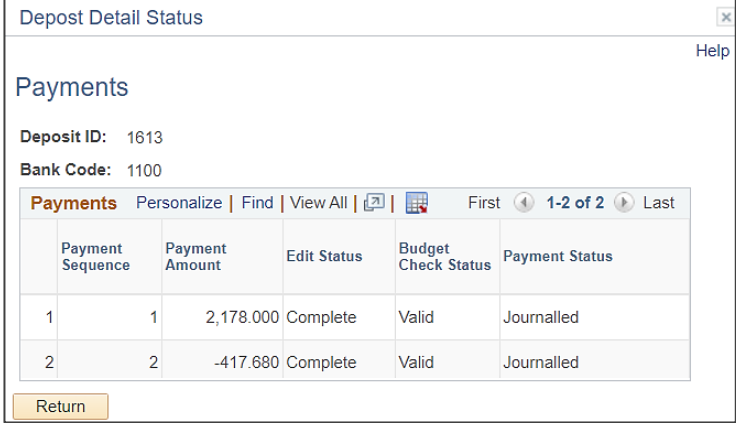


Deposit ID	Deposit Amount	Status	View Detail Status
1			

9. If you are including more than one Deposit, click the **Add a New Row (+)** icon and then enter the additional Deposit IDs.

Deposit ID	Deposit Amount	Status	View Detail Status
1			

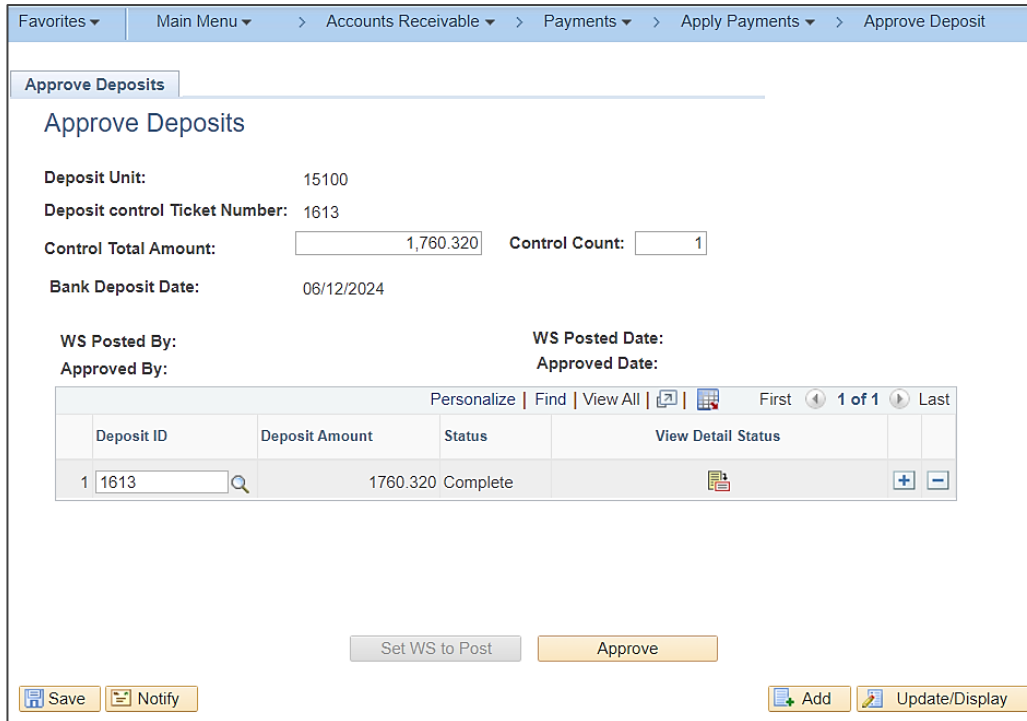
10. Click the **View Detail Status** icon for the applicable Deposit ID to view the Payments associated with the Deposit ID with status information.

Deposit ID	Deposit Amount	Status	View Detail Status
1			

Step	Action
	<p>The Deposit Detail Status page displays in a pop-up window.</p> 
11.	<p>Review the status information to ensure that:</p> <ol style="list-style-type: none"> The Edit Status for each Payment is “Complete”. All Payments must be complete in order to approve the Deposit The Budget Check Status for each Payment is “Valid”. All Payments must be valid in order to approve the Deposit The Payment Status for each Payment is “Journalled”. All Payments must be journalled in order to approve the Deposit
12.	<p>Once your review is complete, click the Return button.</p> 
13.	<p>Click the Save button to approve.</p> 

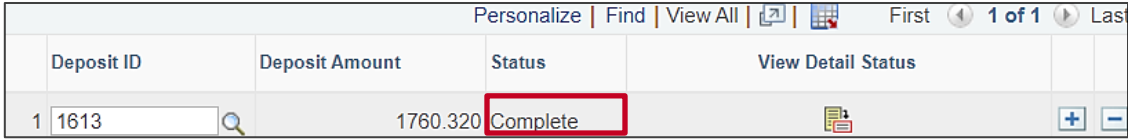
Step	Action
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The **Approve Deposits** page redisplay.




 Repeat Steps 8 – 13 for each additional Deposit ID as applicable.

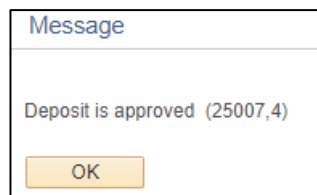
14. Verify that the **Status** field for each Deposit ID is “Complete”.

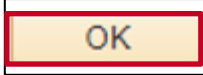


15. Click the **Approve** button.

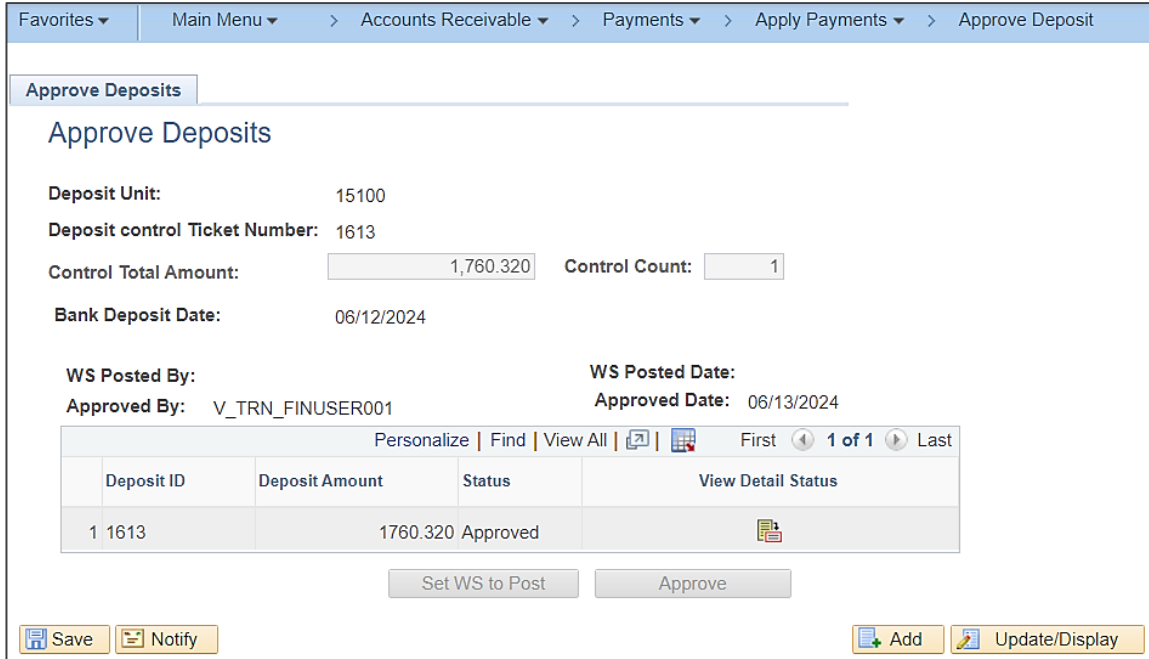


A **Message** displays in a pop-up window confirming that the Deposit is approved.




Step	Action
16.	Click the OK button to close the Message . 

The **Approve Deposits** page redisplay.



The screenshot shows the 'Approve Deposits' page with the following details:

- Deposit Unit:** 15100
- Deposit control Ticket Number:** 1613
- Control Total Amount:** 1,760.320
- Control Count:** 1
- Bank Deposit Date:** 06/12/2024
- WS Posted By:** V_TRN_FINUSER001
- WS Posted Date:** 06/13/2024
- Approved By:** V_TRN_FINUSER001
- Approved Date:** 06/13/2024

Deposit ID	Deposit Amount	Status	View Detail Status
1 1613	1760.320	Approved	

Buttons at the bottom: Save, Notify, Set WS to Post, Approve, Add, Update/Display.



The **Approved By** and the **Approved Date** fields are automatically populated with the approval information and the **Status** field is updated to "Approved".

Once the Deposit is approved, it will be processed further during nightly batch processing.

- The **Deposit Post Processor** prepares the batched and approved direct journal Deposits for posting to the General Ledger
- A subsequent nightly batch process, **Journal Generator**, then creates journal entries from the Accounts Receivable module and posts them to the General Ledger