AR326

Accounts Receivable – Fund Receipts

Instructor Led Training

Rev 3/1/2025

Revision History

Revision Date	Summary of Changes
3/1/2025	Updates screenshots on pages 23 and 31 based on Tech Upgrade updates to the Search pages.

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or Agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under **Learning**.

- Instructor led and web-based training course materials
- Job aids on topics across all functional areas

Cardinal Reports Catalogs are located on the Cardinal website under **Resources**.

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

- Review Accounts Receivable - Fund Receipts key concepts
- Review the process for interfaced Deposits
- Create, process, and finalize a deposit in Cardinal
- Review the integration of Accounts Receivable - Fund Receipts within the General Ledger

Agenda

1. Accounts Receivable – Fund Receipts Overview
2. Creating a Deposit
3. Processing a Deposit
4. Finalizing a Deposit

Lesson 1: Introduction

1 Accounts Receivable – Fund Receipts Overview

This lesson covers the following topics:

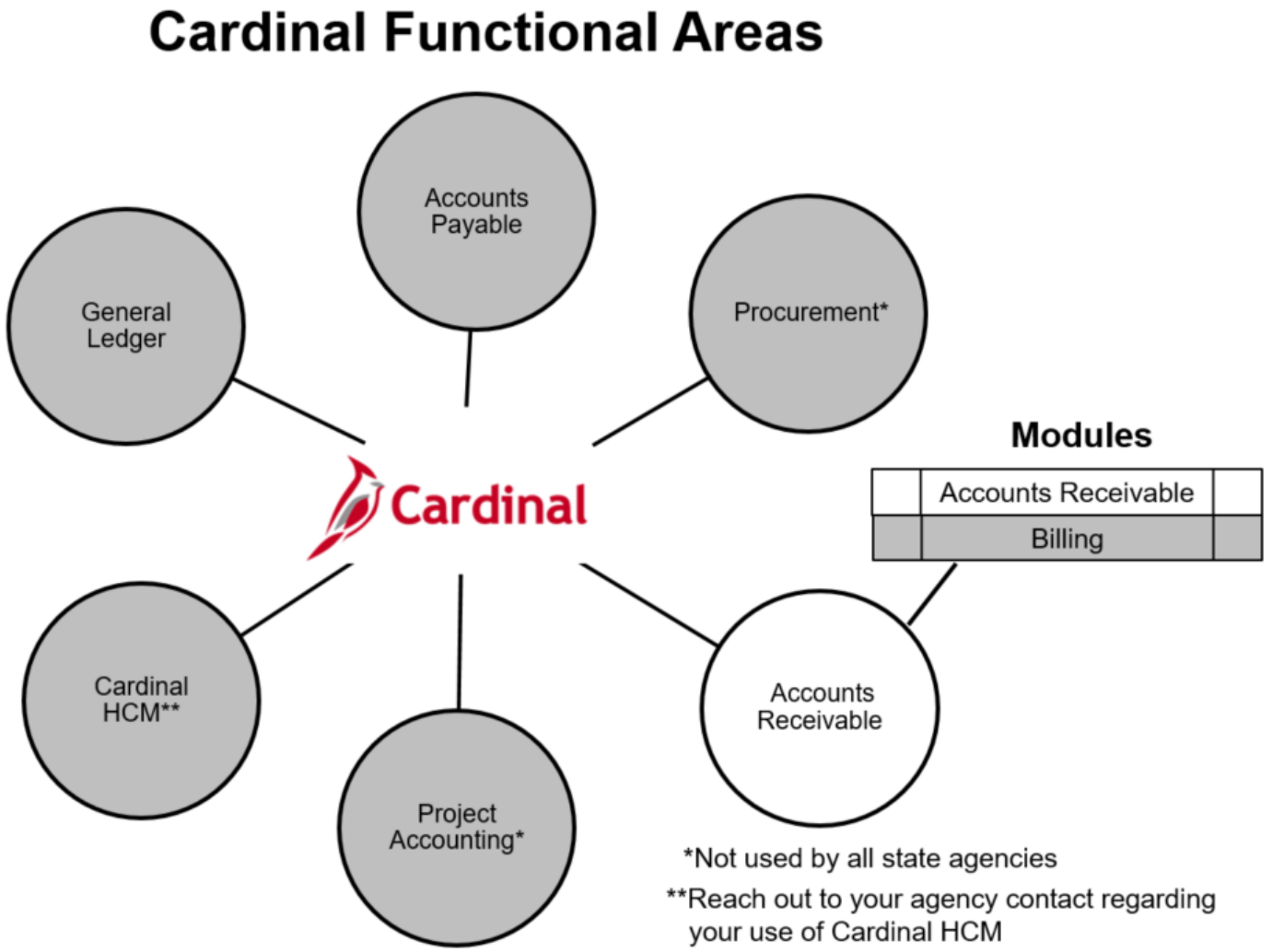
- Key Concepts
- Accounts Receivable process for online and interfacing Agencies

Introduction

The Fund Receipts module is part of the Accounts Receivable (AR) functional area of Cardinal.

The Fund Receipts module is used to enter, process, and finalize payments and fund transfers received (Deposits).

In this lesson, we will cover the key concepts within the Fund Receipts module of Cardinal.



Key Concepts

Some key concepts in Accounts Receivable - Fund Receipts include:

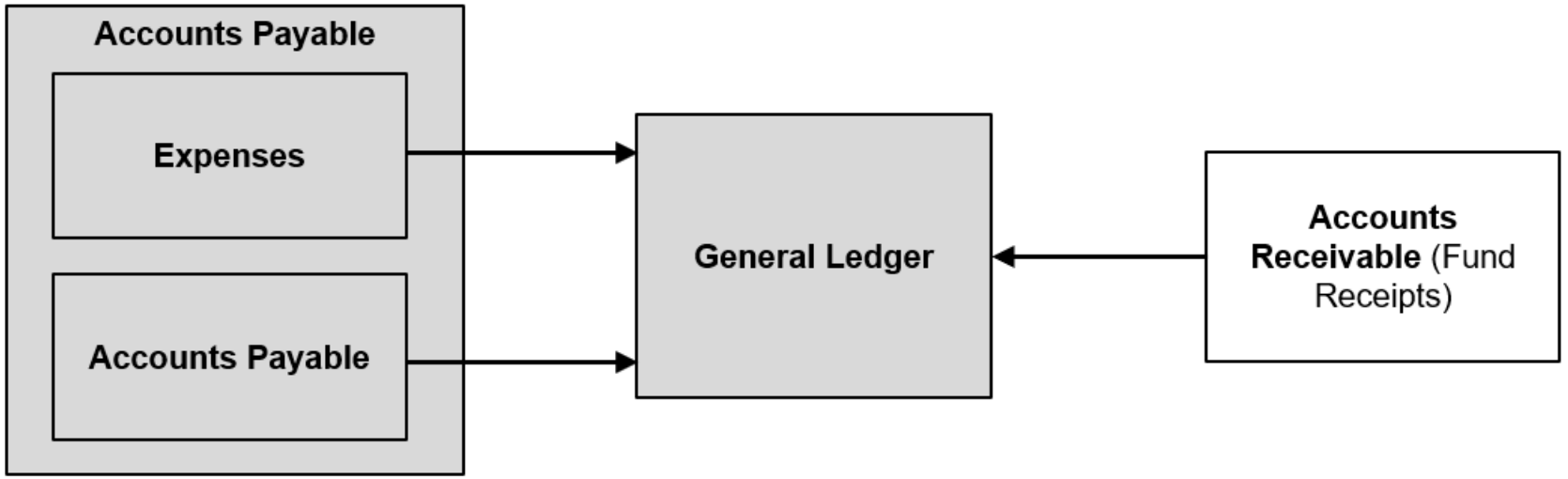
- Deposits are entered into the Accounts Receivable - Fund Receipts module. Users enter accounting entries that post to the General Ledger module.
- In Accounts Receivable - Fund Receipts, a Deposit is a collection of one or more payments.
- Fund Receipts is also referred to as Cash Receipts.
- Deposits can be entered in the Accounts Receivable module online, as well as through the Fund Receipts Upload process for interfacing Agencies.

The Accounts Receivable Functional Area in Cardinal

Accounts Receivable - Fund Receipts in Cardinal enables the user to record receipts / deposits and their associated accounting entries.

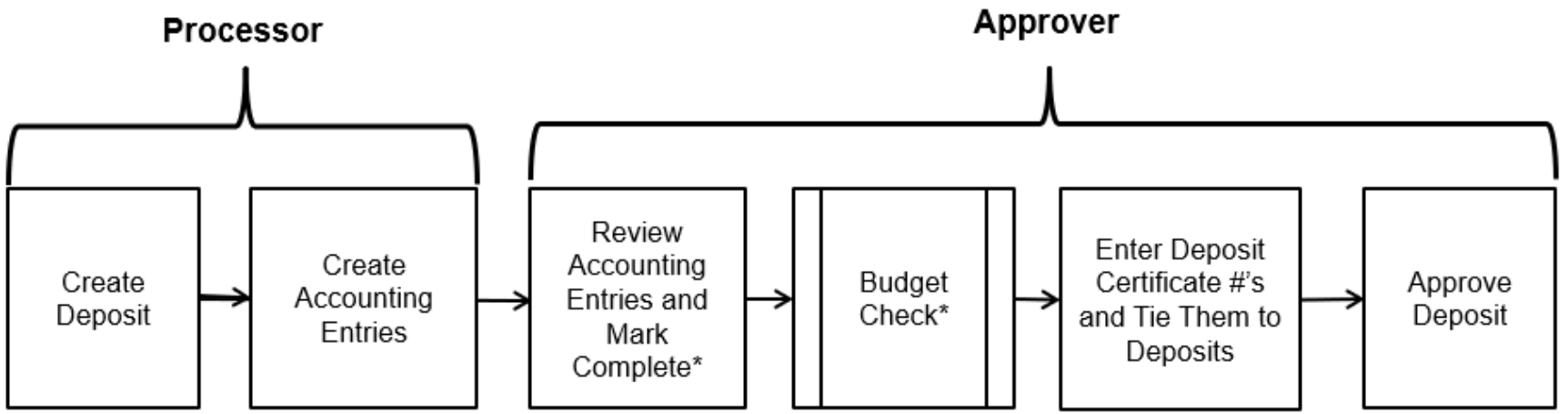
Fund Receipts is the key process in the Accounts Receivable functional area.

The diagram below shows the business process relationships with other Cardinal functional areas.



Online Accounts Receivable Process

The Fund Receipts process for online transactions is diagrammed below.



The Processor creates the deposit record and the accounting entry in Cardinal.

The Approver reviews the accounting entry, initiates budget check, creates the deposit certificate, and approves the deposit.

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

Note: There is no approval workflow process in Cardinal for Accounts Receivable. Follow your agency guidelines regarding how to notify the approver of transactions that require approval.

Online Accounts Receivable Process (continued)

Once the accounting entry is marked “Complete”, it 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 or the accounting entry **cannot be modified** in the AR module.

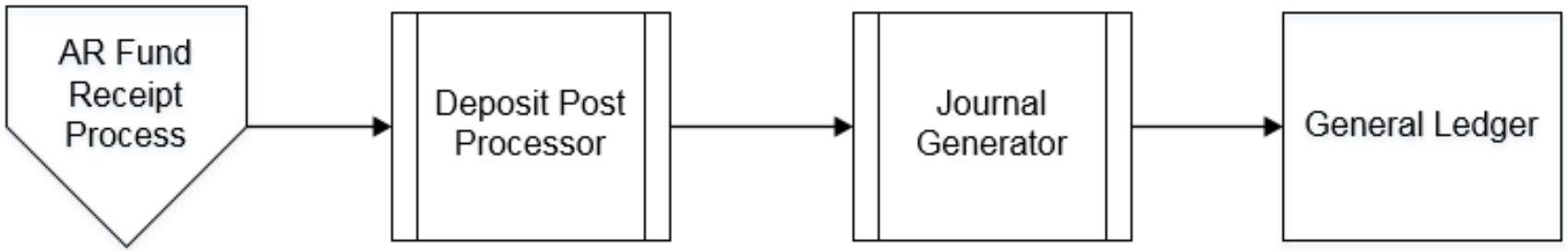
For more detailed information about correcting Deposit account entries, see the Job Aid titled **AR326_Correcting Deposits and Accounting Entries** located on the Cardinal website in **Job Aids** under **Learning**.

A Help Desk ticket can be submitted to the Cardinal AR PPS Team to determine if this is a correction that can be made.

Deposit Batch Processes

After the Deposit is approved, the following batch processes run:

- The Deposit Post Processor process runs first to post the journal entries in Accounts Receivable.
- The Journal Generator process runs next to pick up the posted transactions and sends them to the General Ledger.



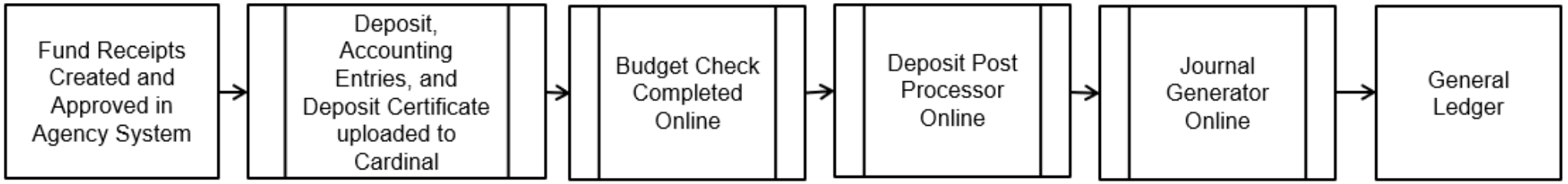
Interface Accounts Receivable Process

The Fund Receipts process for interface transactions is diagrammed below. Deposit transactions processed in the agency's system are captured in a file and sent to Cardinal. The transactions in the file are checked for errors during upload and then processed. Deposits that process successfully will post to the General Ledger.

If errors occur during the upload, they will appear on the Funds Receipts Upload Error Report.

Any errors that occur after a transaction is loaded into Cardinal, including all budget check errors, must be corrected online in Cardinal. If corrections are made online in Cardinal, the deposit requires agency approval online in Cardinal.

For more detailed information about error processing for interfaced transactions, see the Job Aid titled **AR326_Fund Receipts Interface Processing** located on the Cardinal website in **Job Aids** under **Learning**.



Lesson 1: Summary

1 Accounts Receivable – Fund Receipts Overview

In this lesson, you learned:

- An overview of the Key Concepts
- The Accounts Receivable process for online and interfacing Agencies

Lesson 2: Introduction

2 Creating a Deposit

This lesson covers the following topics:

- Creating a Deposit
- Agency to Agency Transactions (ATA)
- Saving a Deposit

Creating a Deposit Overview

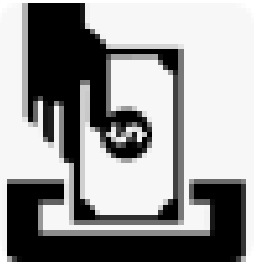
The receipt of payments initiates the creation of a deposit in Cardinal. The entry used to enter this deposit in Accounts Receivable is a **Direct Journal**. A **Direct Journal Payment** is a payment that does not correspond to a receivable established in Cardinal.

Various forms of payments may be received (e.g., cash, checks, electronic funds transfers, etc.).

Deposits are entered into Cardinal by **Deposit Unit** (Business Unit) which identifies the agency making the deposit.

When entering a deposit, the accounting date, bank code, bank account and deposit type must be the same for every deposit entered.

Note: For more detailed information about creating Deposits, refer to the Job Aid titled **AR326_Creating and Processing Deposits**. For more detailed information about Cardinal Bank Codes, refer to the Job Aid titled **AR326_Bank Code Crosswalk.** These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.



Agency to Agency (ATA) Transactions

Agency to Agency (ATA) transactions are payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) agency to another.

The Paying Agency:

- Creates a voucher to issue a payment to the receiving agency
- Is a Customer to the receiving agency

The Receiving Agency:

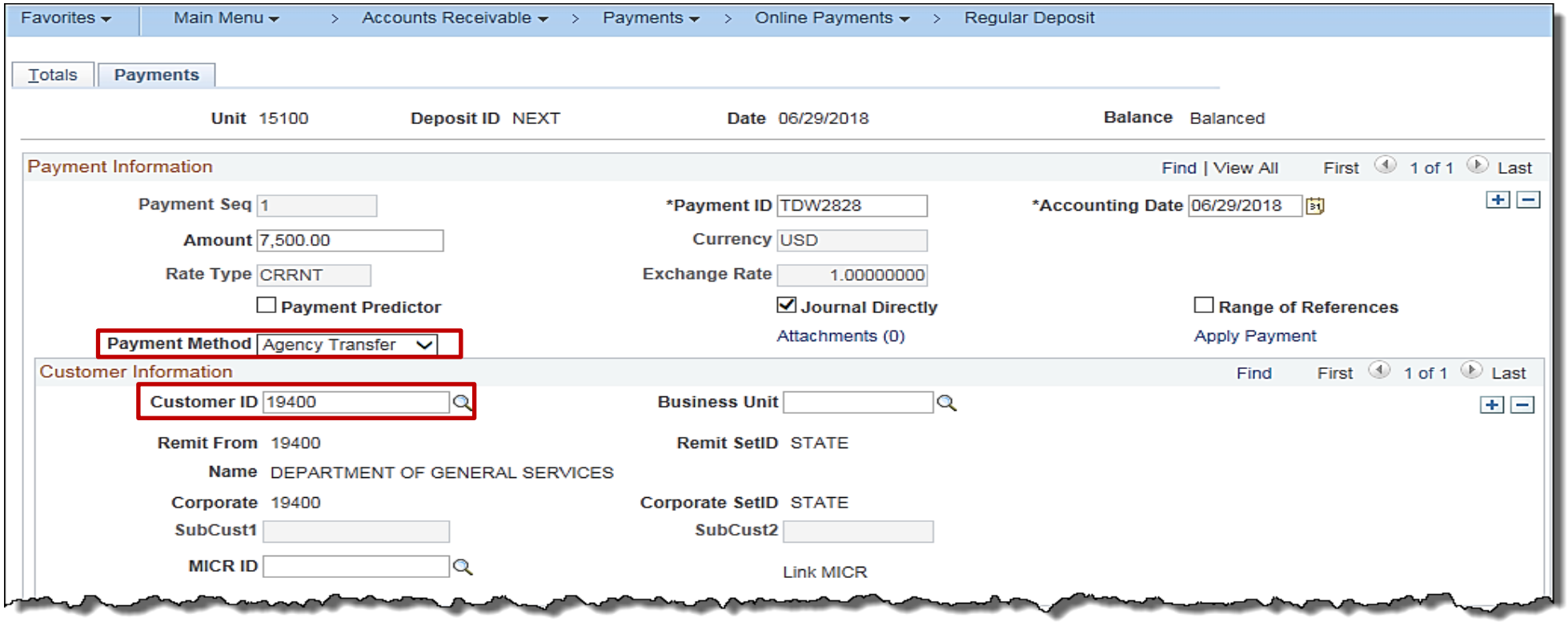
- Creates a Deposit and related accounting entries to record the payment from the paying agency
- Is a Supplier to the paying agency

For more detailed information about each agency Customer ID (Business Unit) and Supplier ID for ATA transactions, see the job aid entitled **SW Agency to Agency (ATA) Transactions Information Sheet** located on the Cardinal website in **Job Aids** under Learning.

Agency to Agency (ATA) Transactions (continued)

The following fields must be selected on the **Payments** tab when entering an ATA payment in Cardinal:

- In the **Payment Information** section, **Agency Transfer** must be selected as the **Payment Method,** even if the payment was a check, wire, etc**.**
- Select the paying agency in the **Customer ID** field. The **Customer ID** is the same as the paying agency business unit. This field should only be entered for ATA payments.
- It is critical that the **Customer ID** is accurate, as it is used for reporting and reconciliation purposes.



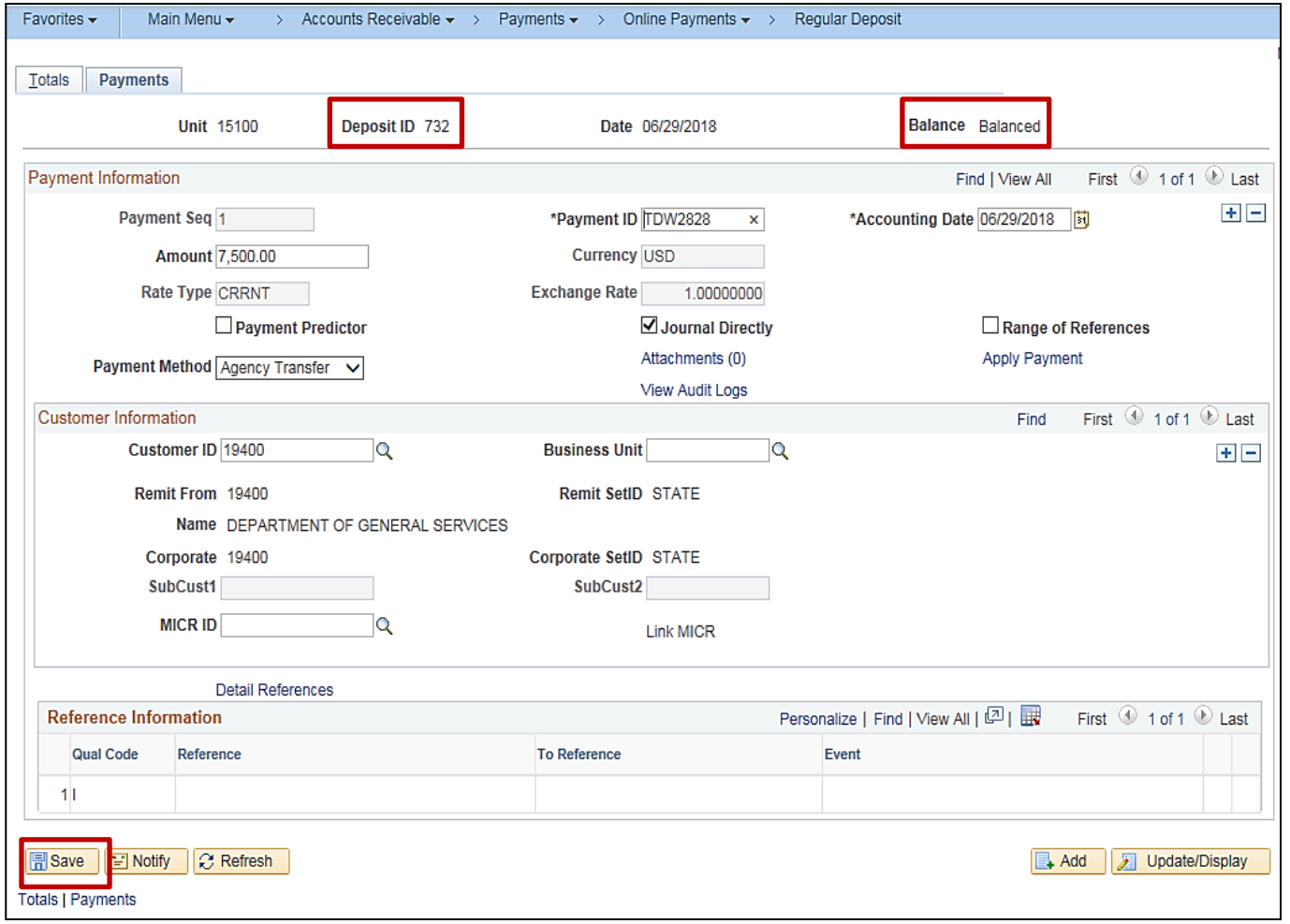
Saving Your Entries

In order for the transaction to be processed, the **Balance** field value must display as “Balanced”.

The deposit is balanced when the total amount and number of entered payments equal the control amount and count from the **Regular Deposit - Totals** tab.

Note: An unbalanced deposit, can be saved but it cannot be processed further until it is balanced.

After entering all information, click the **Save** button to save the deposit. Cardinal assigns a sequential **Deposit ID** number.



Lesson 2: Summary

2 Creating a Deposit

In this lesson, you learned:

- How to create a Deposit
- How to manage Agency to Agency Transactions (ATAs)
- How to save a Deposit

Lesson 3: Introduction

3 Processing a Deposit

This lesson covers the following topics:

- Creating accounting entries for Deposits
- Reviewing and modifying accounting entries for Deposits
- Reviewing and correcting budget check errors
- Processing interfaced Deposit transactions

Accessing the Create Accounting Entries Page

Once the Deposit information has been entered and saved, the corresponding accounting entries can be created. These entries will post to the General Ledger.

This process, called Direct Journaling in Cardinal, defines Deposit accounting entries.

To create accounting entries for Deposits, go to the **Create Accounting Entries** page.

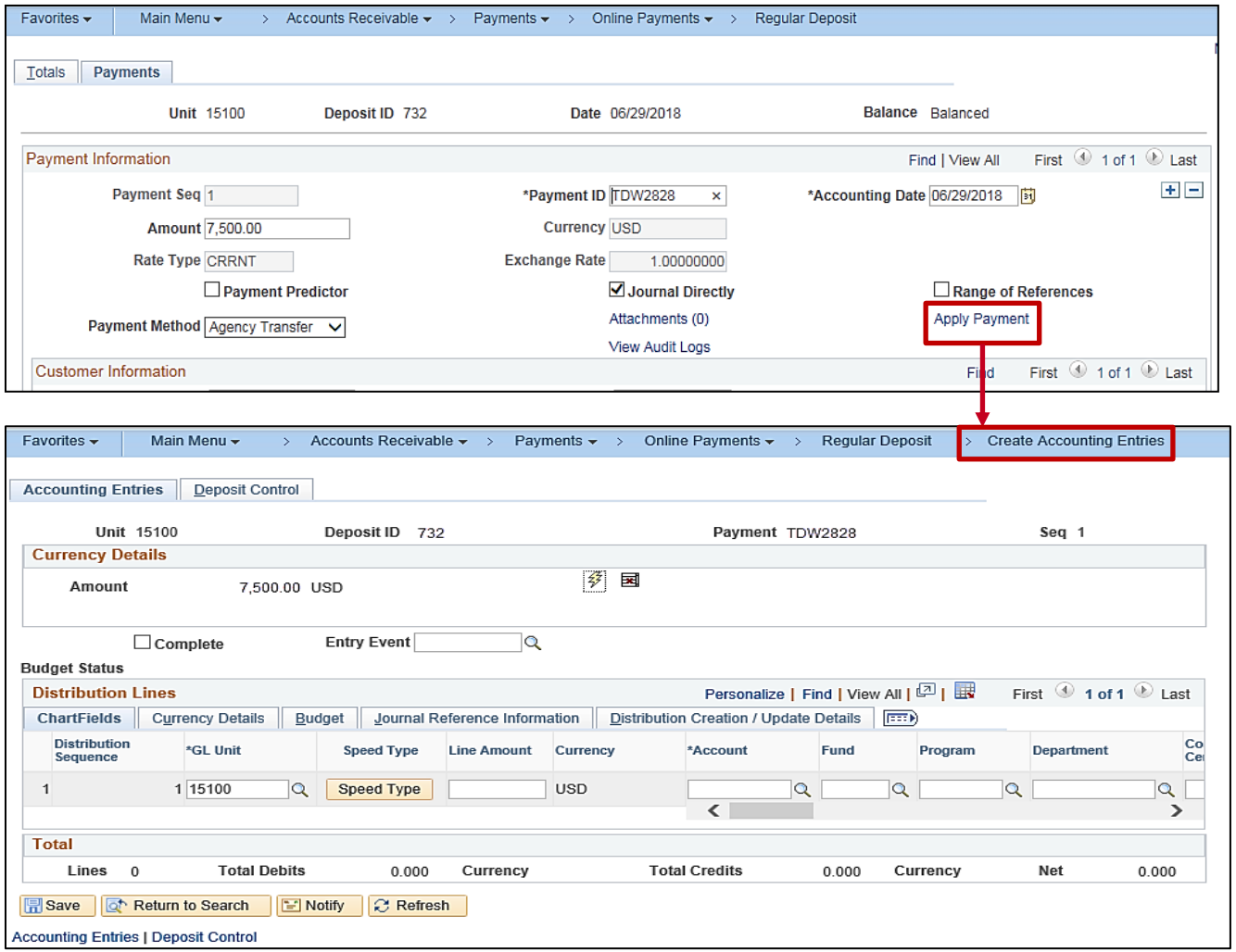
There are two ways to access this page depending on how many payments (Count) make up the Deposit:

- Deposit Count equals 1: Use the **Apply Payment** link on the **Payments** tab.
- Deposit Count equals 2 or more: Navigate to the **Create Accounting Entries** page.

Navigating to the Create Accounting Entries Page – Deposit Count of One

If the Deposit **Count** is equal to 1, access the **Create Accounting Entries** page by clicking the **Apply Payment** link on the **Payments** tab under the **Payment Information** section.

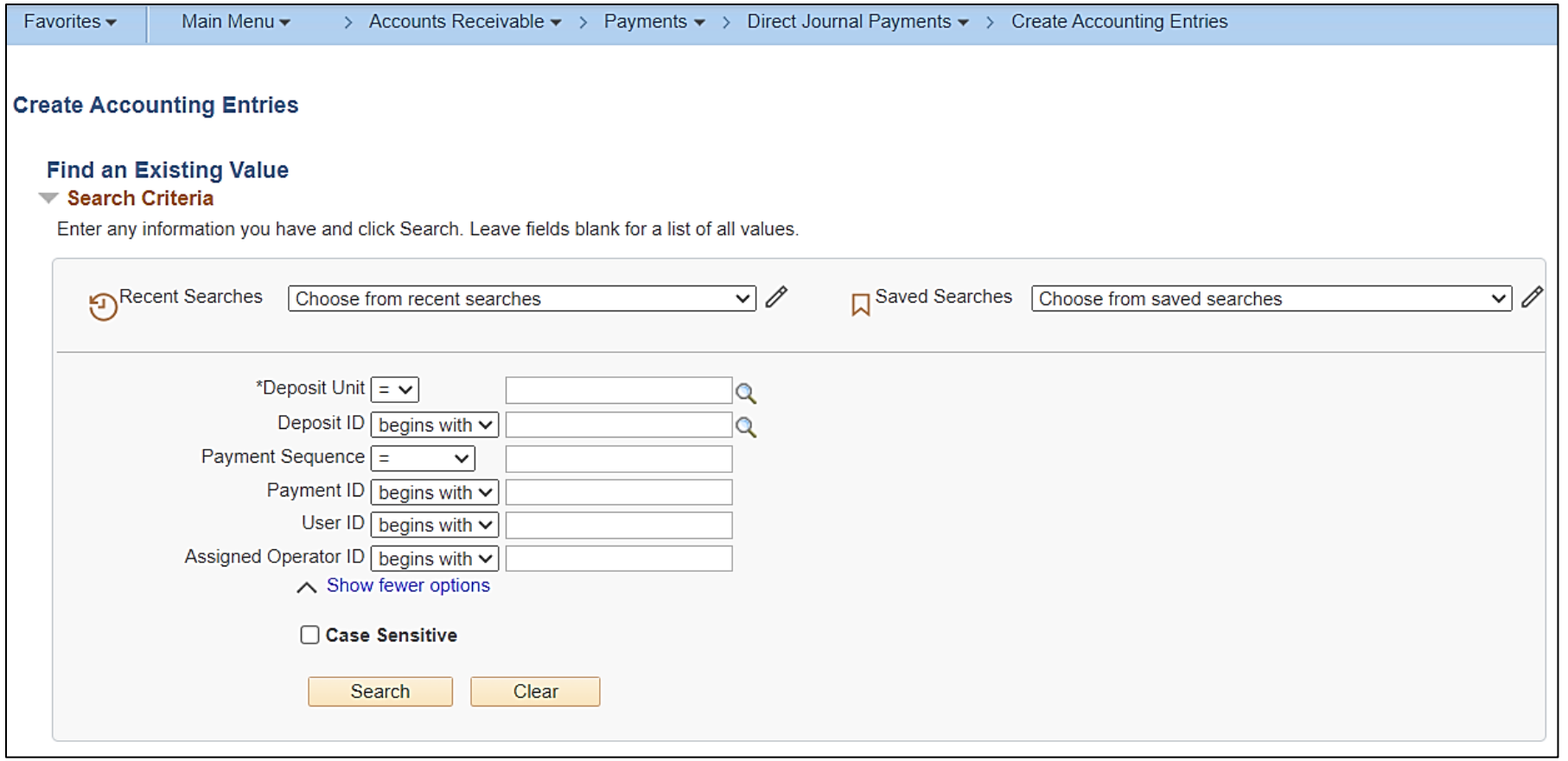
After clicking the link, Cardinal automatically opens the **Create Accounting Entries** page.



Navigating to the Create Accounting Entries Page – Deposit Count Greater than One

When the Deposit Count is greater than 1, navigate to the **Create Accounting Entries** page using the following path:

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries



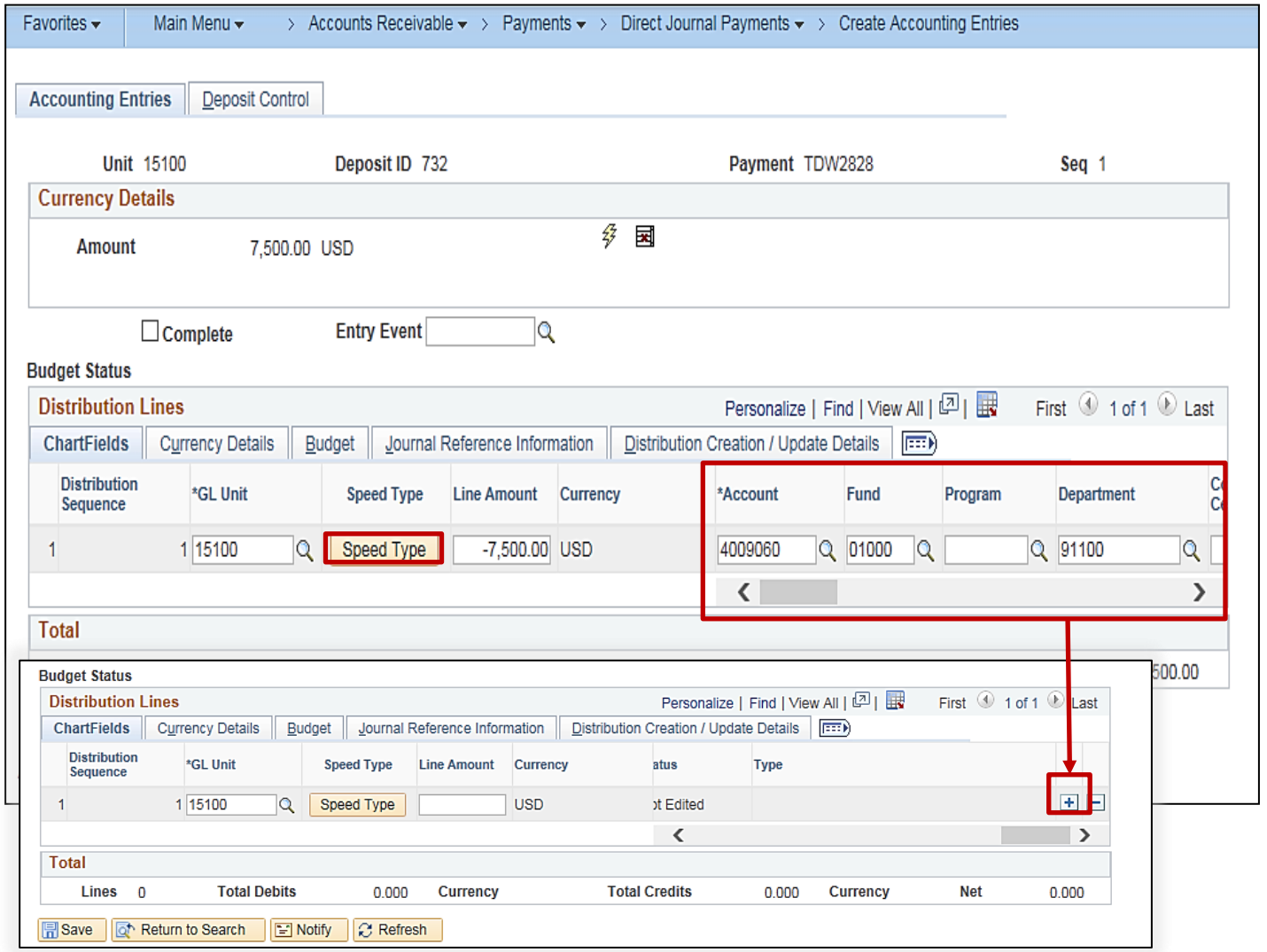
Creating Accounting Entries for Deposits

An accounting entry must be created for each payment sequence that is part of the Deposit ID.

On the **ChartFields** tab under the **Distribution Lines** section of the page, enter the distribution.

If the agency uses SpeedTypes, click the **SpeedType** button to enter it.

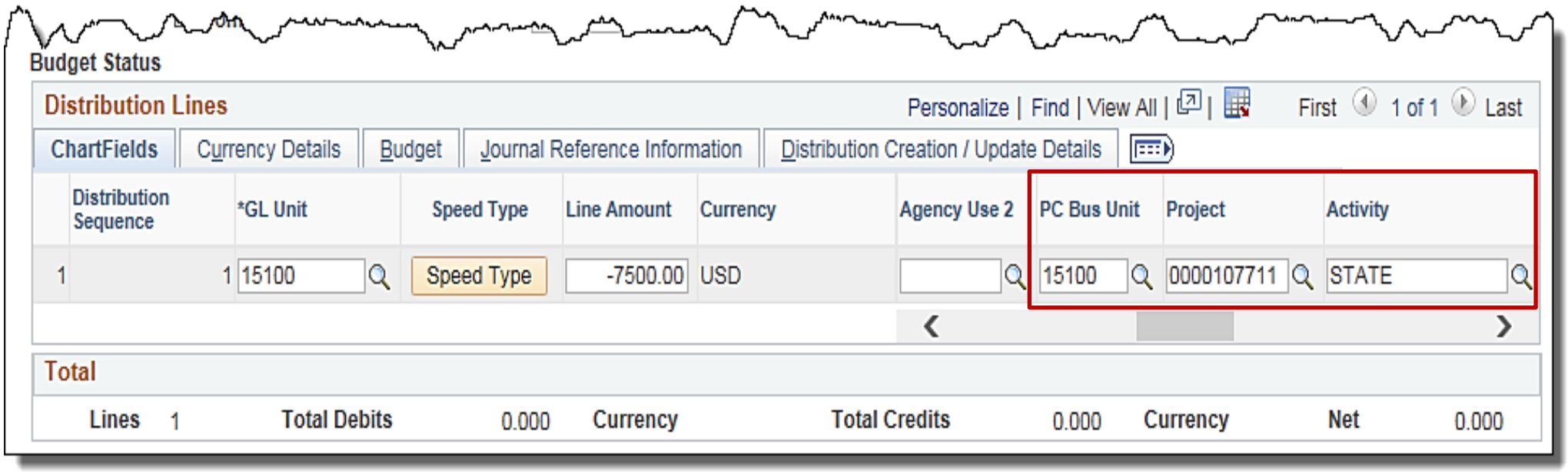
If more than one distribution needs to be credited, use the scrollbar to scroll to the end of the line and click the + (plus) button.



Entering Projects on the Distribution Line

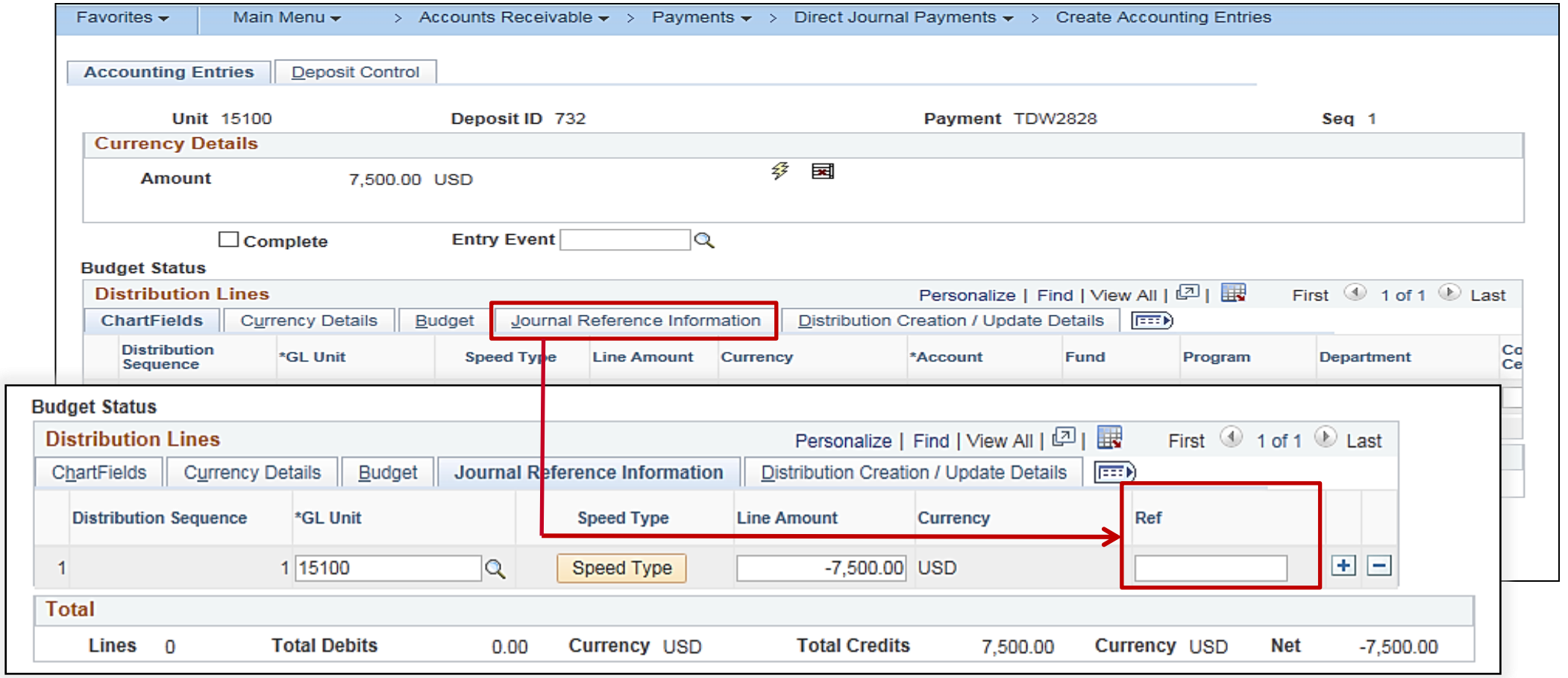
In order to enter a value in the Project field on the distribution line, the Project Costing Business Unit (PCBU) must be entered in the **PC Bus Unit** field first. The **PC Bus Unit** is the same value as the agency's Business Unit.

Select the appropriate **Activity** associated to the project entered.



Recording Reference Information

Agency specific information (such as license numbers, agency invoice #s, etc.) can be recorded in the **Ref** field on the **Journal Reference Information** tab. Do not enter sensitive data, such as a Social Security number, in this field. This field holds a maximum of 10 characters.



Completing and Saving the Accounting Distribution

At this point the Processor should follow Agency guidelines as to whether to:

- Notify the approver that the Deposit(s) are ready for review, mark complete and save (there is no workflow in Cardinal for this process).

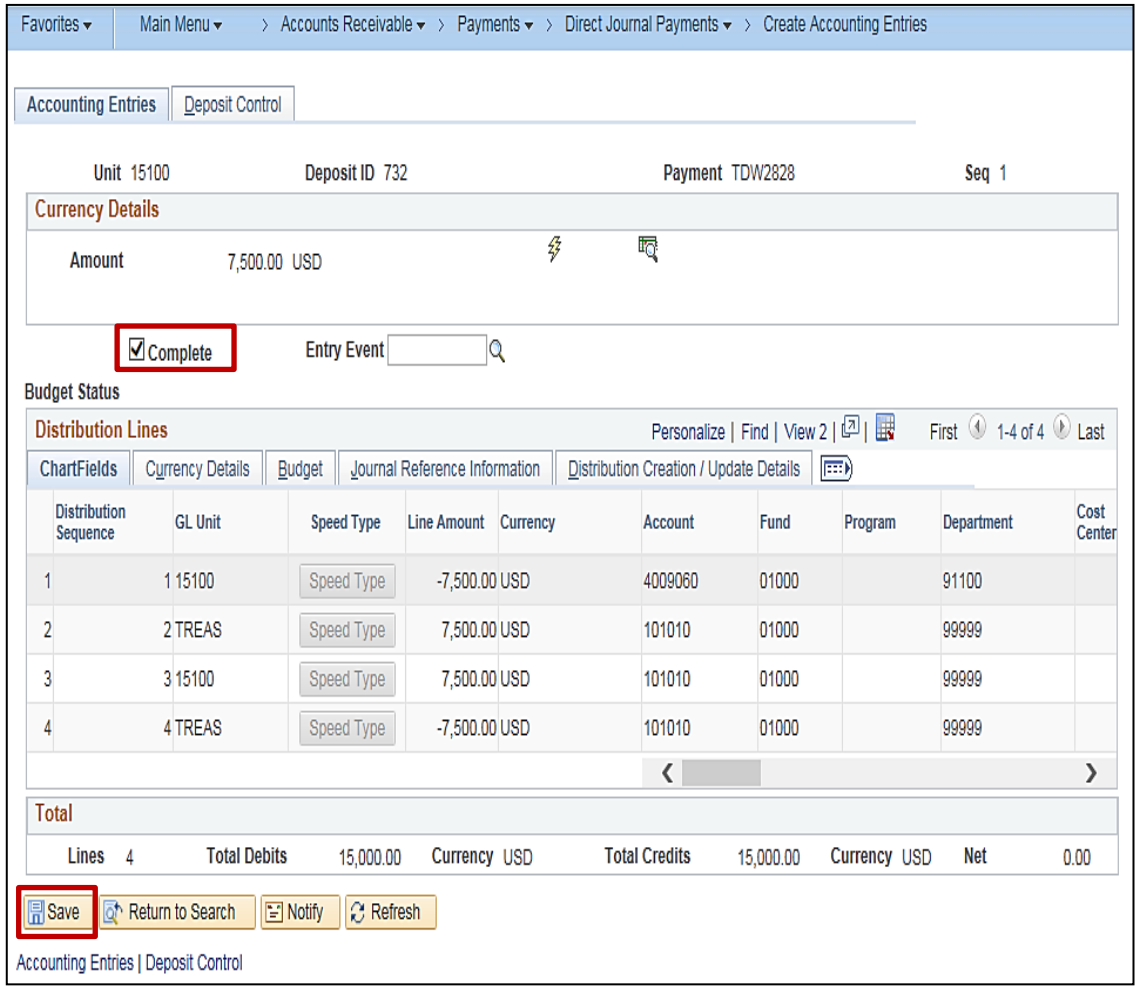
Or

- Continue to the next step in the process to mark the accounting entries complete and save.

To mark the accounting entries as complete (this step can be performed by the Processor or Approver):

- Verify the accounting distribution is accurate
- Check the **Complete** checkbox
- Click the **Save** button.

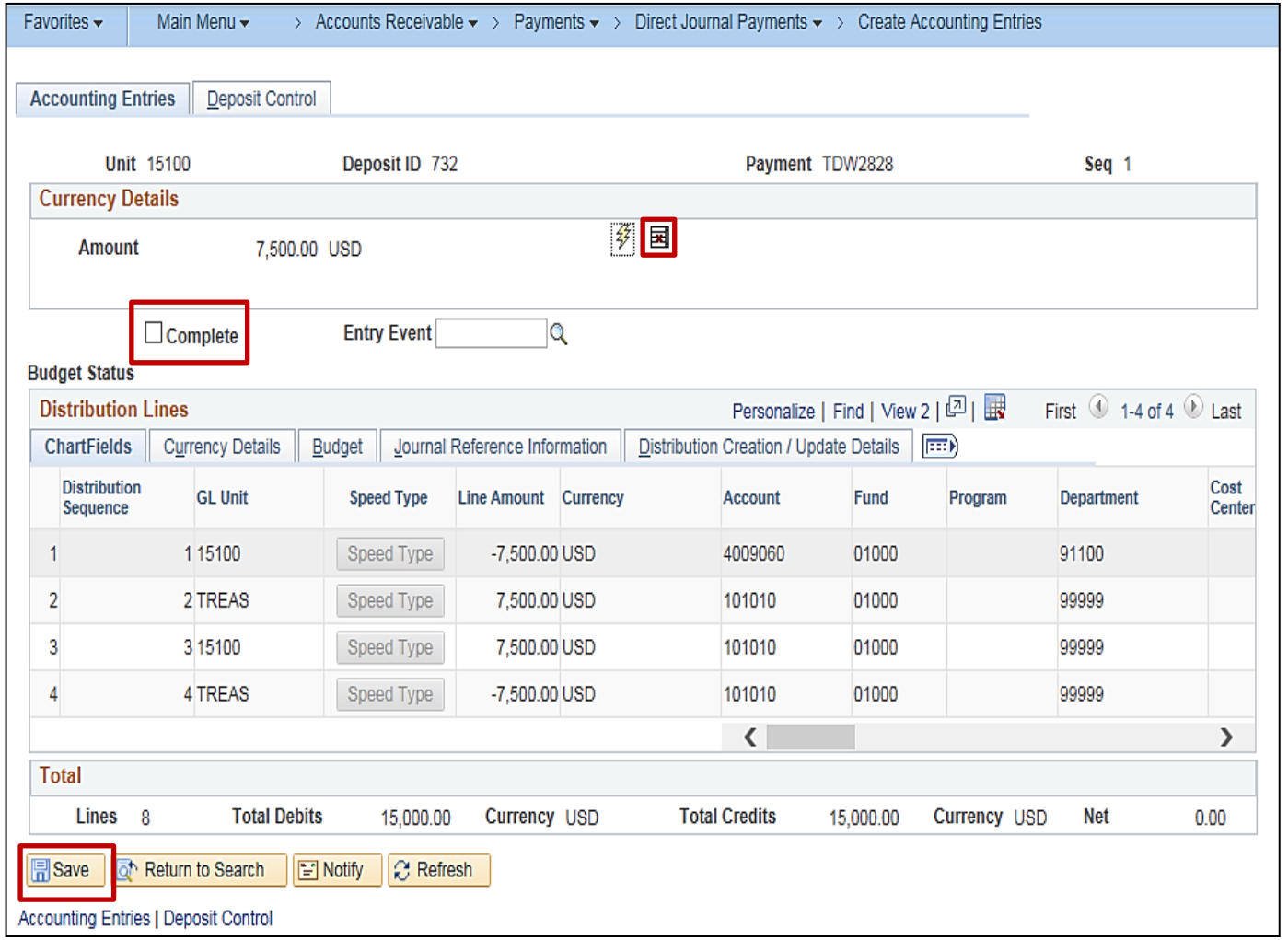
Upon save, Cardinal verifies the ChartField values in the entries, based on the combination edit rules configured.



Correcting Accounting Entries

To correct accounting entries while on this page:

- Deselect the **Complete** checkbox
- Click the **Save** button
- Click the **delete** icon (next to the lightning bolt icon) to remove the system generated cash and interunit lines



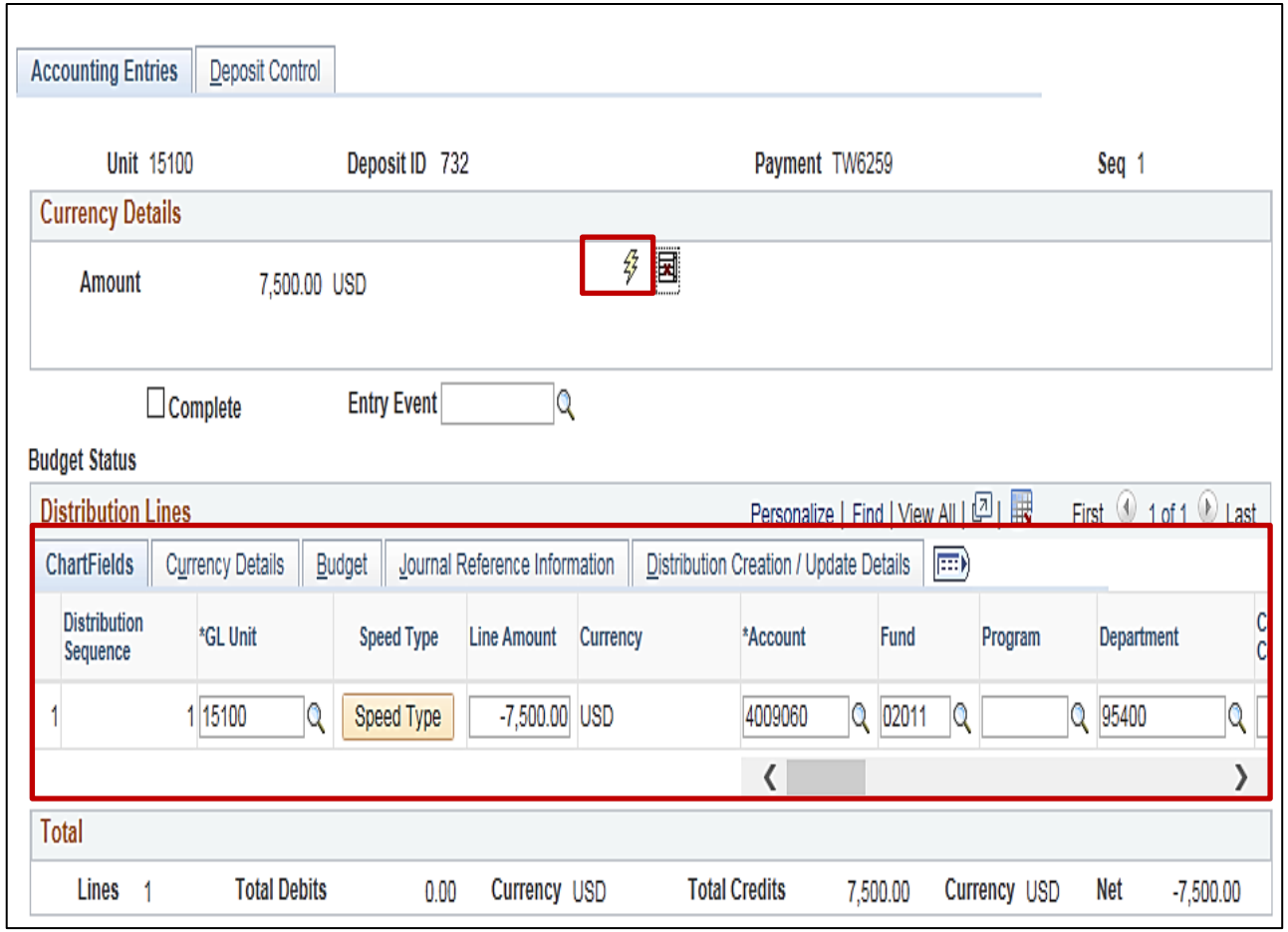
Correcting Accounting Entries (continued)

The system generated lines must always be deleted prior to modifying the user entered line of the accounting entry.

After clicking the **Delete** icon, the cash and Treasury (Interunit) lines are removed and the **Distribution Lines** are open to edit.

To make edits:

- Make any necessary updates.
- Click the **Lightning Bolt** to create the system generated cash and interunit lines.
- Click the **Save** button.



Budget Checking the Deposit

During the budget check process, Cardinal validates that a control budget exists.

All accounting entry lines must pass a check against the established commitment control budget. An error will be received if the accounting distribution includes an expenditure account and does not have a corresponding commitment control budget.

Interfacing Agencies

Budget check errors for deposits uploaded by interfacing agencies will be identified during the nightly batch process and must be corrected online.

Once budget check errors are corrected online, the budget check process can be run manually online to validate the errors were successfully corrected. Otherwise, the budget check process will run again during the nightly batch to check for errors.

If changes are made to the deposit online, the deposit must be approved online.

Note: For steps to review and correct budget check errors in Cardinal, please refer to the job aid titled **AR326 Reviewing and Correcting Budget Check Errors**.

Navigating to the Modifying Accounting Entries for Deposits

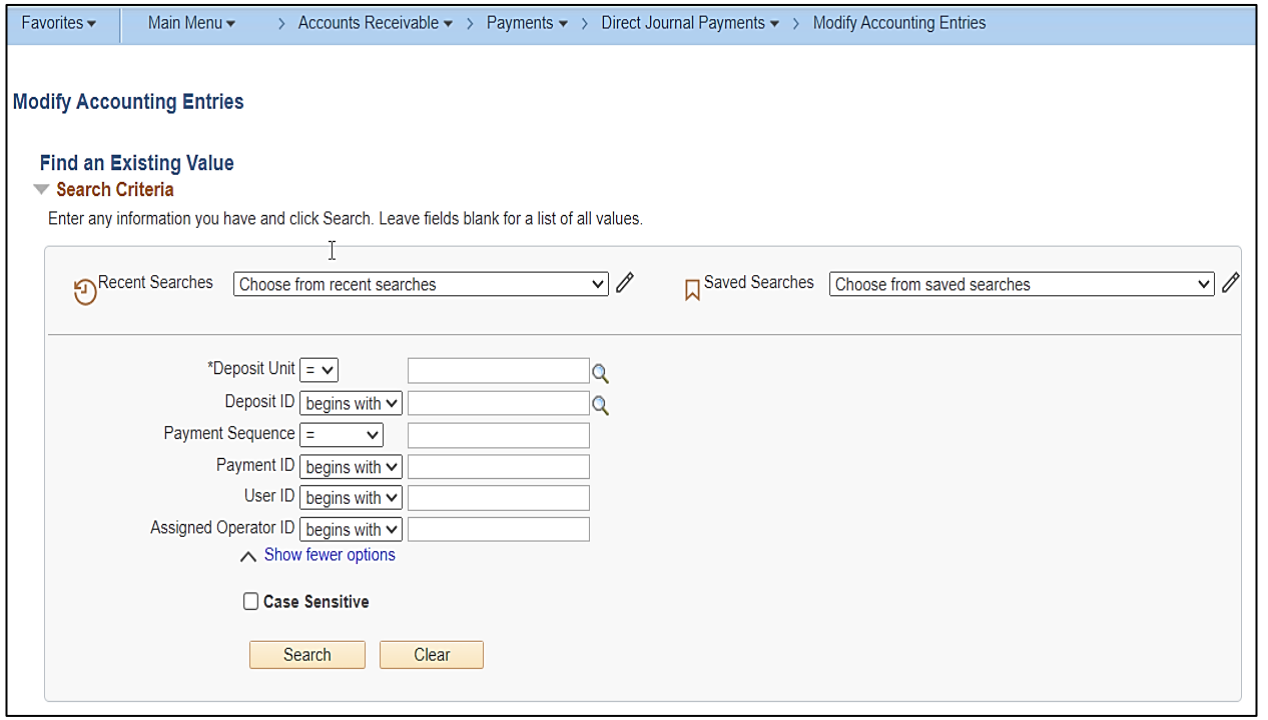
Once Accounting Entries have been saved and marked complete, if you navigate away from the **Create Accounting Entries** page, they can no longer be modified on the **Create Accounting Entries** page.

To review or change the accounting entries for a completed and saved Deposits, go to the **Modify Accounting Entries** page.

Navigate to the **Modify Accounting Entries** page using the following path:

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

Note: For more detailed information about correcting Deposits and Accounting Entries, refer to the Job Aid titled **AR326_Correcting Deposits and Accounting Entries**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



Reviewing and Modifying Accounting Entries for Deposits

On the **Directly Journalled Payments** tab:

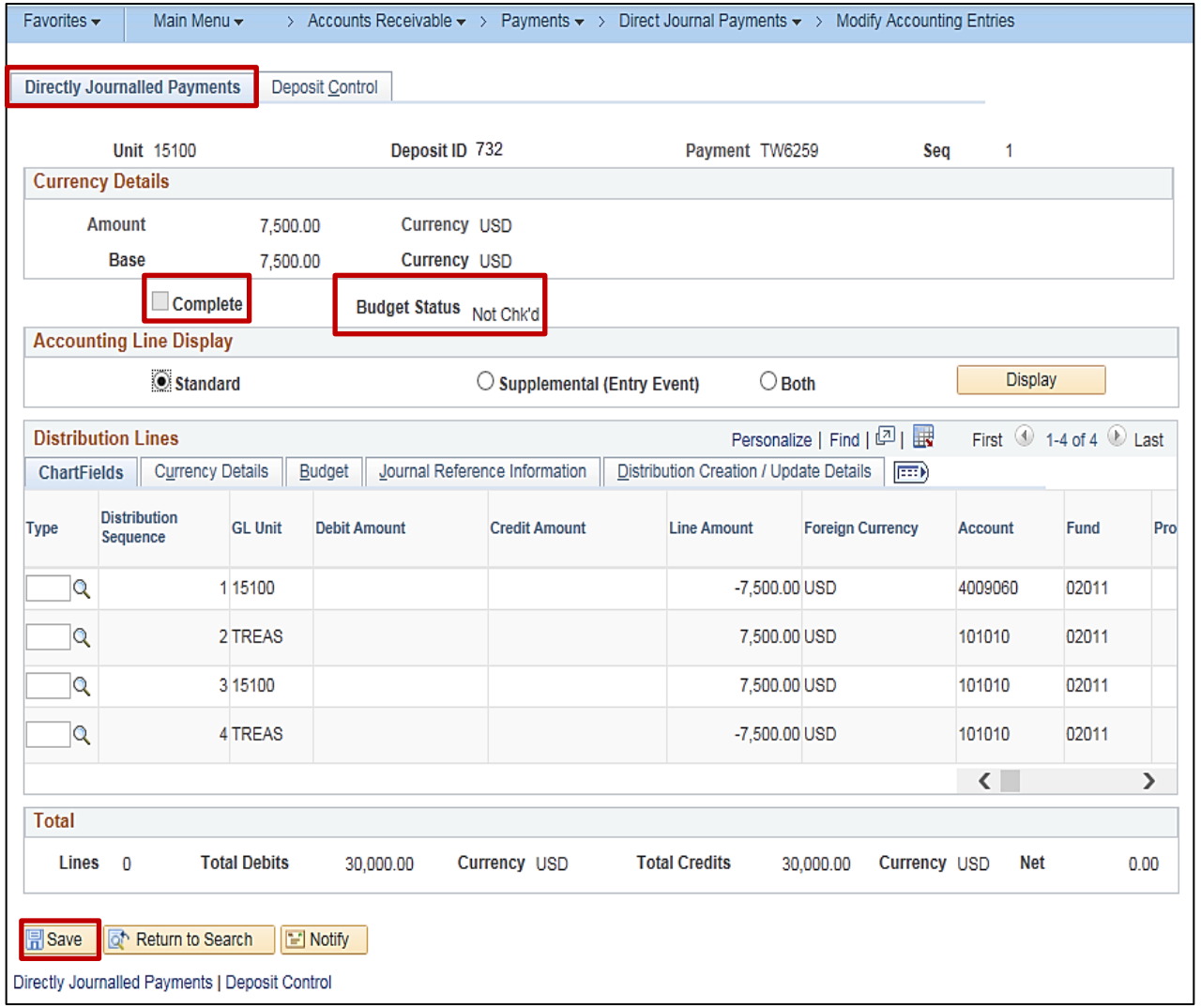
- Deselect the **Complete** checkbox
- Click the **Save** button

Return to the **Create Accounting Entries** page and modify the accounting entry.

Note:
A deposit entry can only be modified before its **Budget Status** updates to **Valid**.

Once the status is **Valid**, the entry cannot be changed or deleted.

If the **Budget Status** is **Valid**, the **Complete** checkbox will be grayed out.



Interfaced Fund Receipts Transaction

Interfacing Agencies send their fund receipts transactions to Cardinal using the Fund Receipts Upload process.
An inbound interface file with fund receipts data is submitted by the agencies to Cardinal. The file contains Deposit information such as:

- Deposit business unit
- Deposit type
- Banking information
- Payment amount
- Deposit certificate number
- Accounting information

The Cardinal **Fund Receipts Upload** process will validate:

- All required fields are populated
- Valid values are provided
- Detail level counts and amounts are in sync with header level counts and amounts
- ChartField combinations are valid

Transactions that pass these checks are loaded into Cardinal.
Transactions that do not pass these checks are rejected. Cardinal generates a **Fund Receipts Error Report** nightly that displays details for all rejected transactions.

Rejected transactions are reviewed and corrected by the agency, before being re-sent to Cardinal.
For more detailed information about the Cardinal Funds Receipts Upload process, see the job aid titled **AR326_Funds Receipts Interface Processing** located on the Cardinal website in **Job Aids** under **Learning**.

Lesson 3: Summary

3 Processing a Deposit

In this lesson, you learned:

- How to create accounting entries for Deposits
- How to review and modify accounting entries for Deposits
- How to review and correct budget check errors
- An overview on how to process interfaced Deposit transactions

Lesson 4: Introduction

4 Finalizing a Deposit

This lesson covers the following topics:

- Creating and Approving a Deposit Certificate
- Reviewing General Ledger Journal information

Creating and Approving a Deposit Certificate

Completed Deposits are batched together under a Deposit Certificate before the entries are sent to the General Ledger.

The Deposit Certificate (DC) is created on the **Approve Deposits** page. This page allows batching one or more Deposits under a DC ticket for transmission to the General Ledger and subsequently to Treasury.

The Deposit Certificate/Ticket Number is entered directly into Cardinal, and the associated Deposit IDs are selected.

A Deposit Certificate/Ticket Number can be used more than once, however, the Bank Deposit Date has to be different for the DC to be processed. If the same DC number and date are used, Cardinal displays an error message.

For interfaced transactions, the Deposit Certificate is approved automatically unless manual intervention is required and the Deposit Certificate is modified online.

Reviewing General Ledger Journal Information

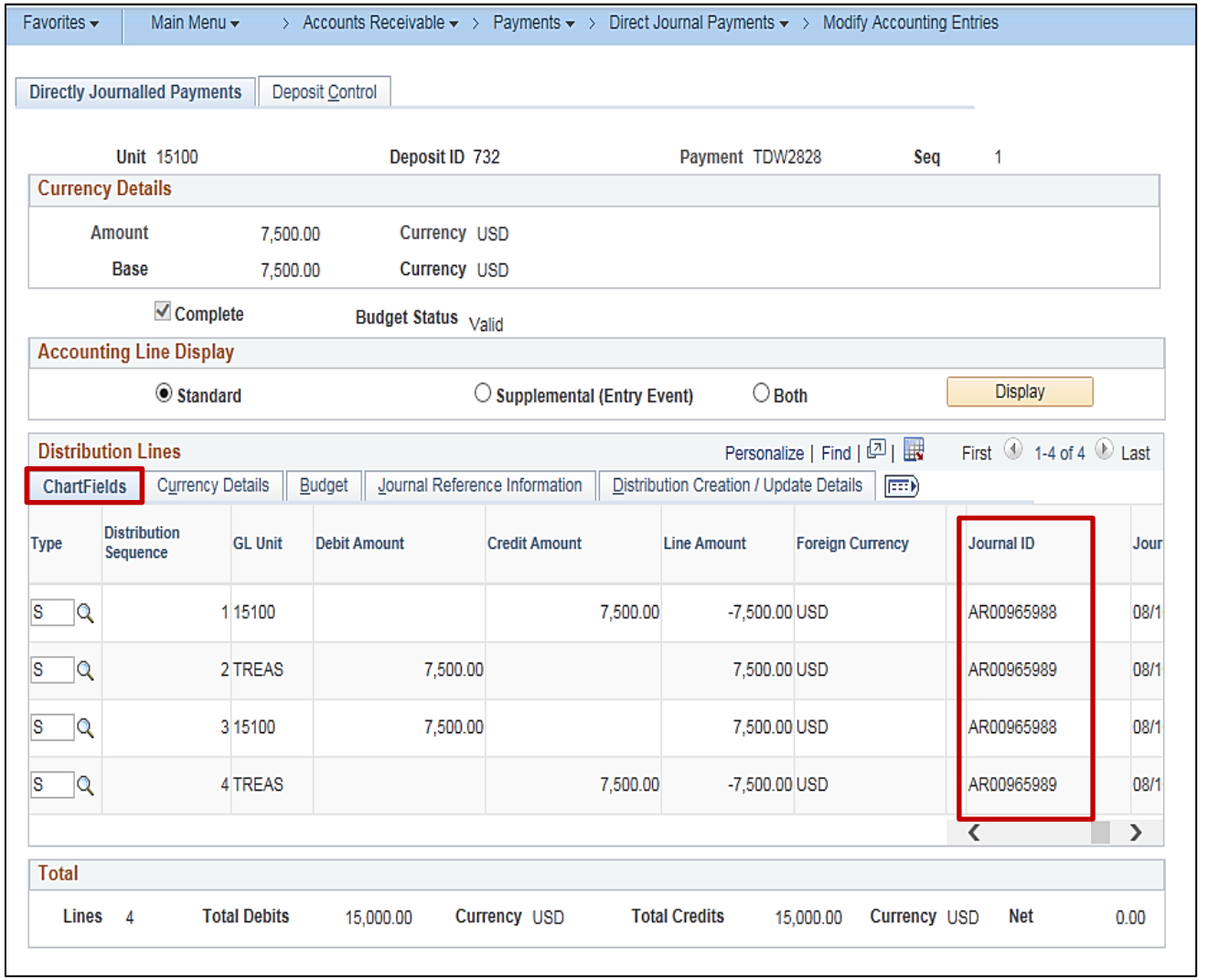
Once the Deposit is approved, it will be processed further during nightly batch processing.

- The **Deposit Post Processor** prepares the batched and approved direct Journal Deposit 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.

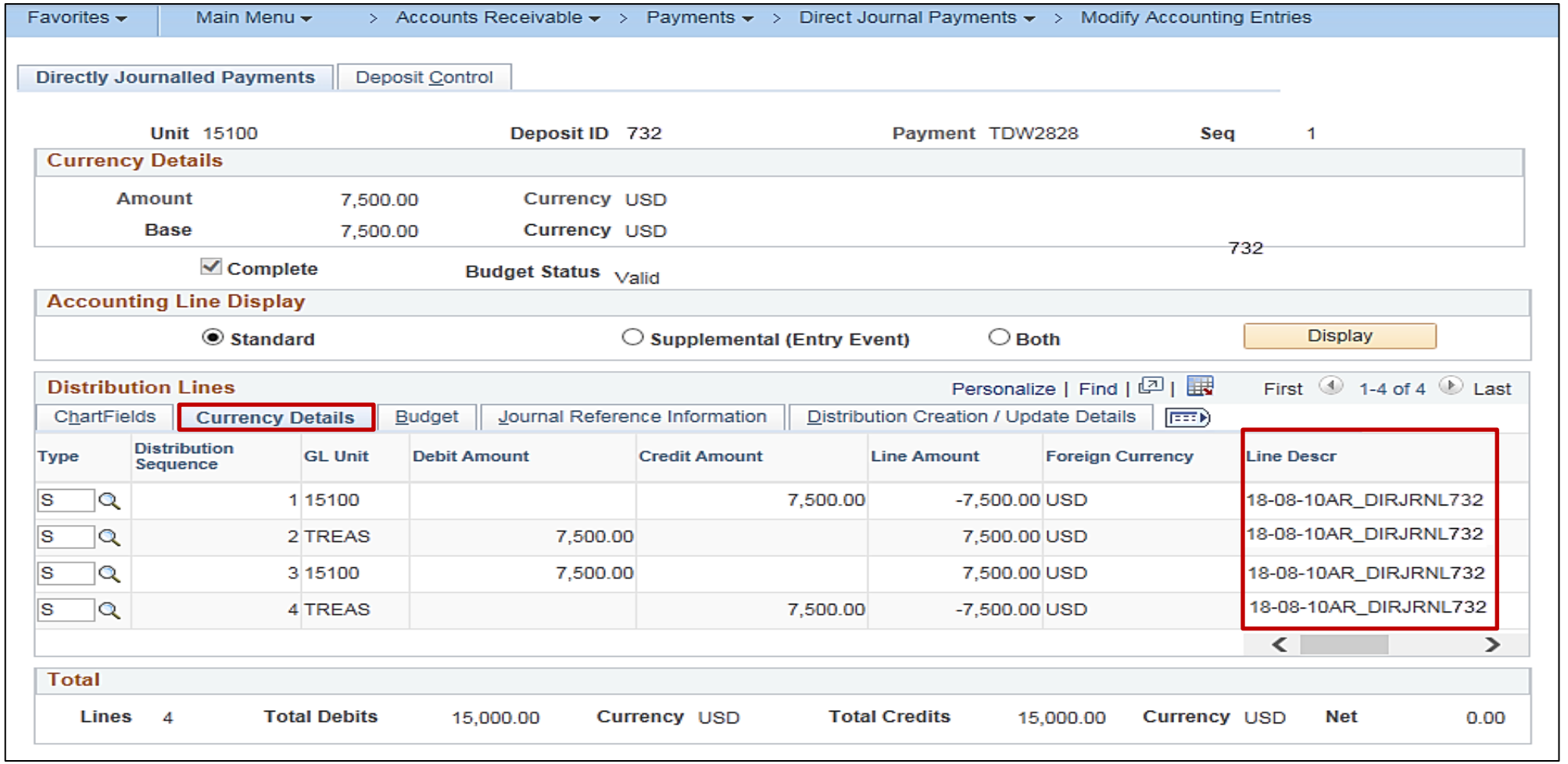
The Deposit (Direct Journal) accounting entry in the Accounts Receivable module is then updated with the GL journal information.

The GL **Journal ID** and **Journal Date** are then updated and display on the **ChartFields** tab.



Reviewing General Ledger Journal Information (continued)

The accounting date and deposit ID are written to the **Line Desc** field on the **Currency Details** tab. Cardinal uses this and other information for reporting and reconciliation purposes.



Lesson 4: Summary

4 Finalizing a Deposit

In this lesson, you learned:

- Creating and Approving a Deposit Certificate
- Reviewing General Ledger Journal information

Course Summary

AR326 Accounts Receivable - Fund Receipts

In this course, you learned:

- Key Accounts Receivable - Fund Receipts concepts
- How to enter, process, and finalize a Deposit in Cardinal
- An overview of the Interfaced Deposits process
- How Accounts Receivable - Fund Receipts integrates with the General Ledger module in Cardinal

Appendix

- Key Terms

Key Terms

Accounts Payable: The functional area that handles Cardinal Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

Accounts Receivable: The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other fund receipts (e.g., petty cash).

Agency to Agency (ATA) Transactions: Includes payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of appropriations, transfer of cash collected on behalf of another agency, etc. In Cardinal, ATA transactions are handled in one of three different ways depending on the type of transaction. Transfer of funds are handled in the General Ledger. Inter-agency payments are handled in Accounts Payable. Inter-agency deposits are handled in Accounts Receivable.

Budget Checking: The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

Business Unit: An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

Combination Edits: Rules that determine which ChartField values are required, or not allowed, in combination, in order for an accounting entry to be posted.

Commitment Control: Tool that enables the tracking or controlling of expenses against budgets and revenues against estimates.

Key Terms (continued)

Customer ID: The number that identifies the COVA agency submitting the payment.

Deposit Certificate Number (DC Number): A number keyed into Cardinal to identify the deposit when entering a fund receipts / payment deposit transaction. This number is usually derived from a list provided to the agency by Treasury. The DC number can be used again however the Deposit date must be different.

Deposit Control: Tool that establishes the control totals and amounts for each deposit.

Deposit ID: The unique key reference for deposits in Cardinal. This number is associated with one deposit and can be used as a lookup to view details of a deposit, including control totals and status.

Deposit Type: Value that is used to categorize different types of deposits in the system (e.g., cash, checks, wire, etc). In Cardinal, the deposit type defaults from the bank configuration.

Deposit Unit: Element that defines the agency to which a deposit will be credited.

Direct Journals: Entry used to enter payments in the Accounts Receivable module.

Direct Journal Payments: Payments that do not correspond to receivables established in Cardinal. Cardinal refers to these payments as directly journaled entry payments and treats them as miscellaneous cash receipts.

Electronic Payment: Payments from EDI (Electronic Data Interchange) transmissions and EFT (Electronic Funds Transfer) payment files that are routed to the Treasury.

Key Terms (continued)

Fund Receipts: The process that allows COVA agencies to record funds received through deposit creation and the recording of cash, revenue, and other fund receipts / deposits (e.g. petty cash) by creating direct journal entries for payments that will be sent to the General Ledger.

General Ledger: The module that contains all the accounts (e.g. Budget, Actuals, Modified Accrual, Full Accrual, and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

Payments: In the Accounts Receivable module, this term refers to funds received by the agency.

Payment Status: Code that identifies a payment's status as it is processed. A direct journal has a payment status of "unidentified" when entered, but the status changes to "Directly Journalled" when the accounting entries are created and marked complete.

Posting: Process that creates the accounting entries for vouchers, cash advances, expense reports, and payments. When an entry is free of errors, it can be posted.

SpeedType: A predetermined chart of accounts value string which populates or partially populates the accounting distribution line when entered on a transaction.