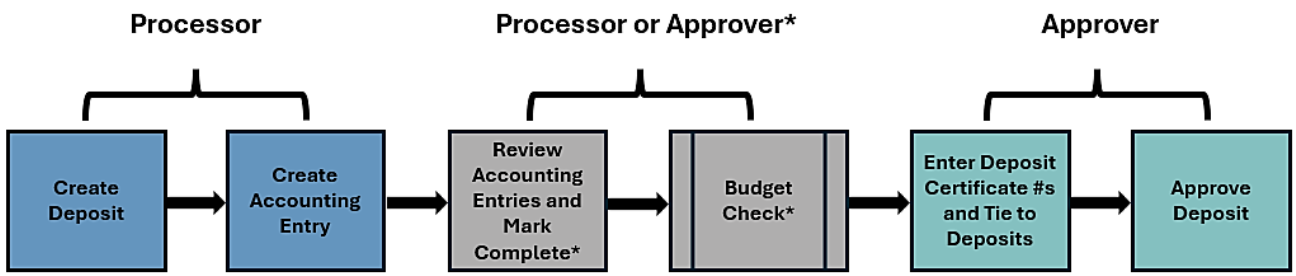
Managing Accounts Receivable Funds Receipts Overview

The Accounts Receivable (AR) Funds Receipt 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 Funds Receipt 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 Funds Receipt 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 the nightly Budget Check batch process but can also be initiated manually as needed

Once a Deposit has been successfully budget checked, the Deposit and the accounting entry cannot be modified in the AR module. A Help Desk ticket must be submitted to determine if a correction can be made. Include Cardinal AR in the Subject line.

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

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

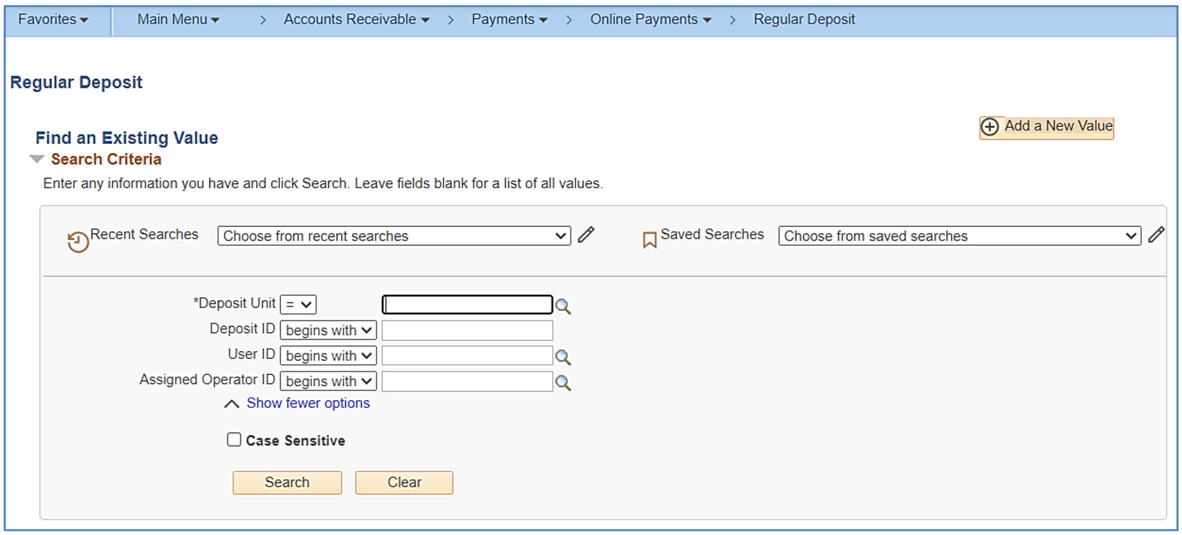
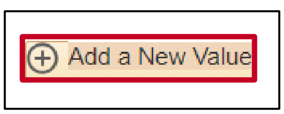
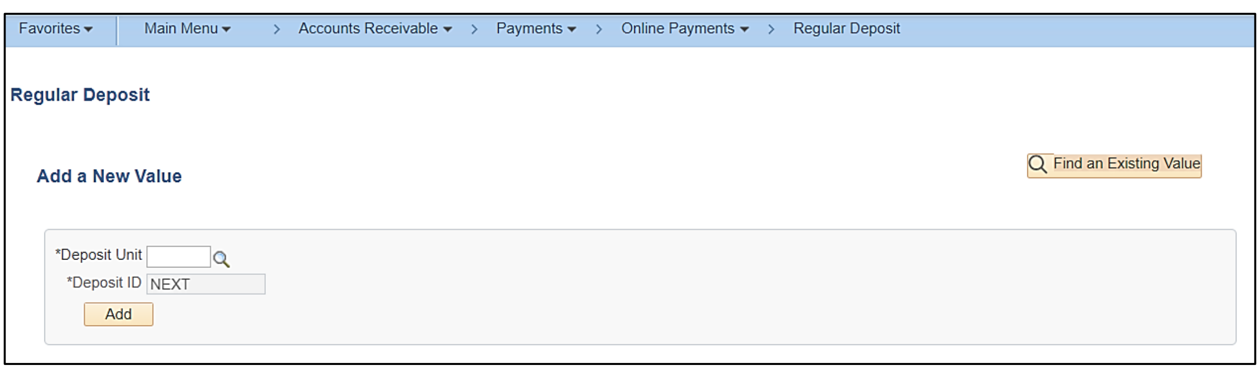
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History

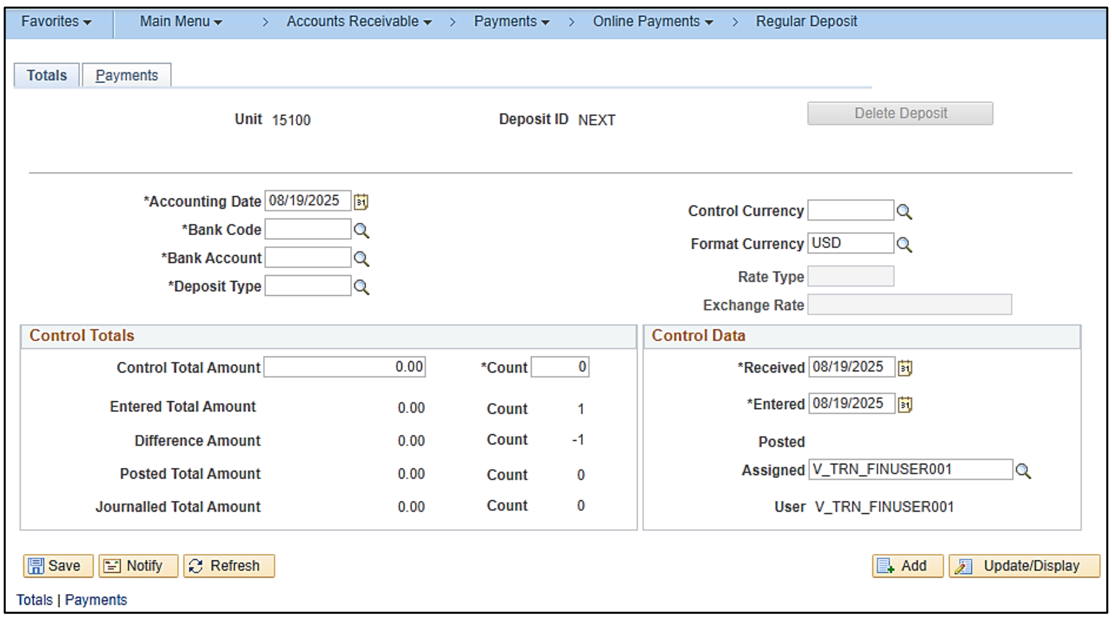
Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1; Section 4, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

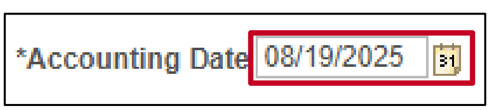
Creating Regular Deposits

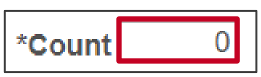
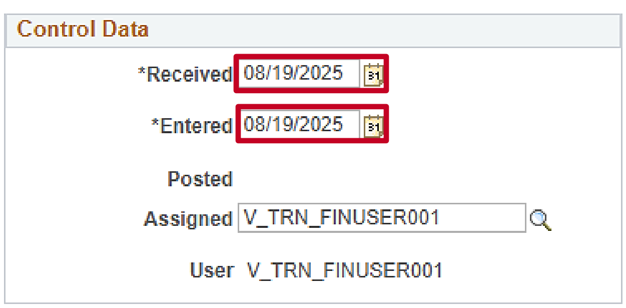
Step	Action
1.	Navigate to the **Regular Deposits** page using the following path: **Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit**
The **Regular Deposit Find an Existing Value Search** page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, 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. 
The **Add a New Value** page displays. 	

Step	Action
	The **Deposit Unit** field defaults based on the Agency Business Unit but can be changed if users have access to multiple Business Units. The **Deposit ID** field defaults to “NEXT” and cannot be changed.
3.	Click the **Add** button. 

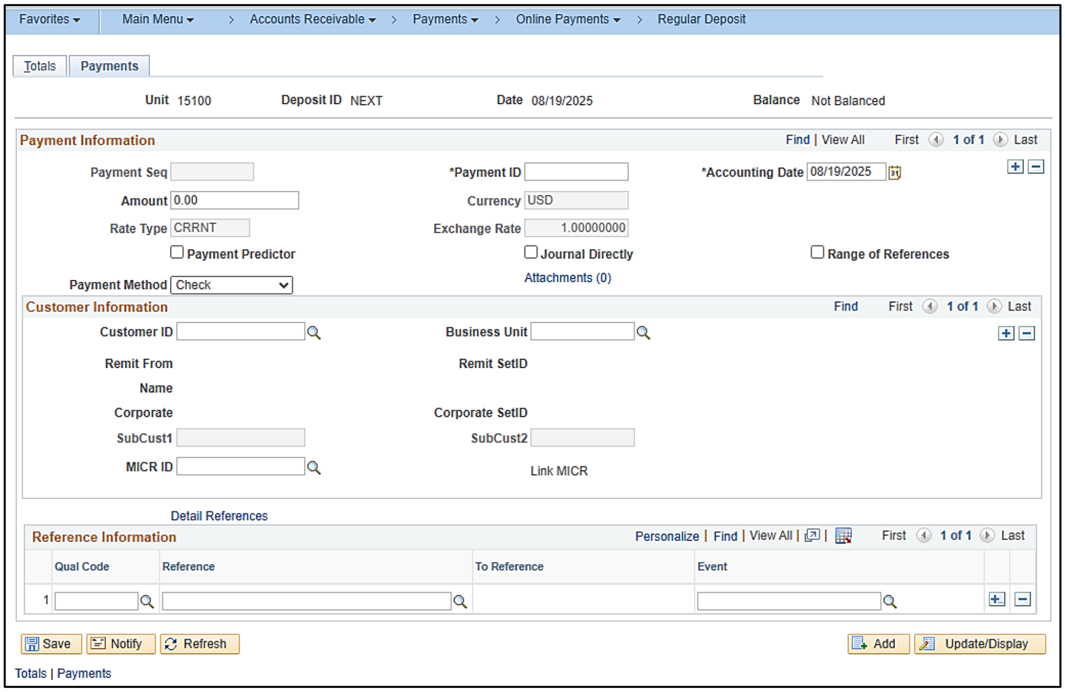
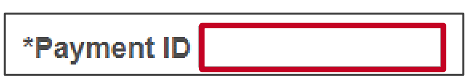
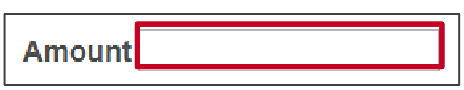
The **Regular Deposit** page displays with the **Totals** tab displayed by default.



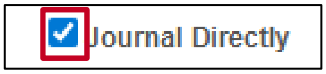
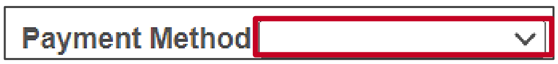
Step	Action
	The information on this tab, including the **Unit, Deposit ID, Accounting Date, Bank Code, Bank Account**, and **Deposit Type** fields, is required for every Deposit entered. Multiple Payments can be included in a Deposit.
4.	Click the **Accounting Date Calendar** icon and select the applicable accounting date. 
	The **Accounting Date** field determines the Fiscal Period to which the batch will post and defaults to the current date. The accounting date is not necessarily the same as the deposit date.
5.	Click the **Bank Code Look up** icon and select the applicable Bank Code. 

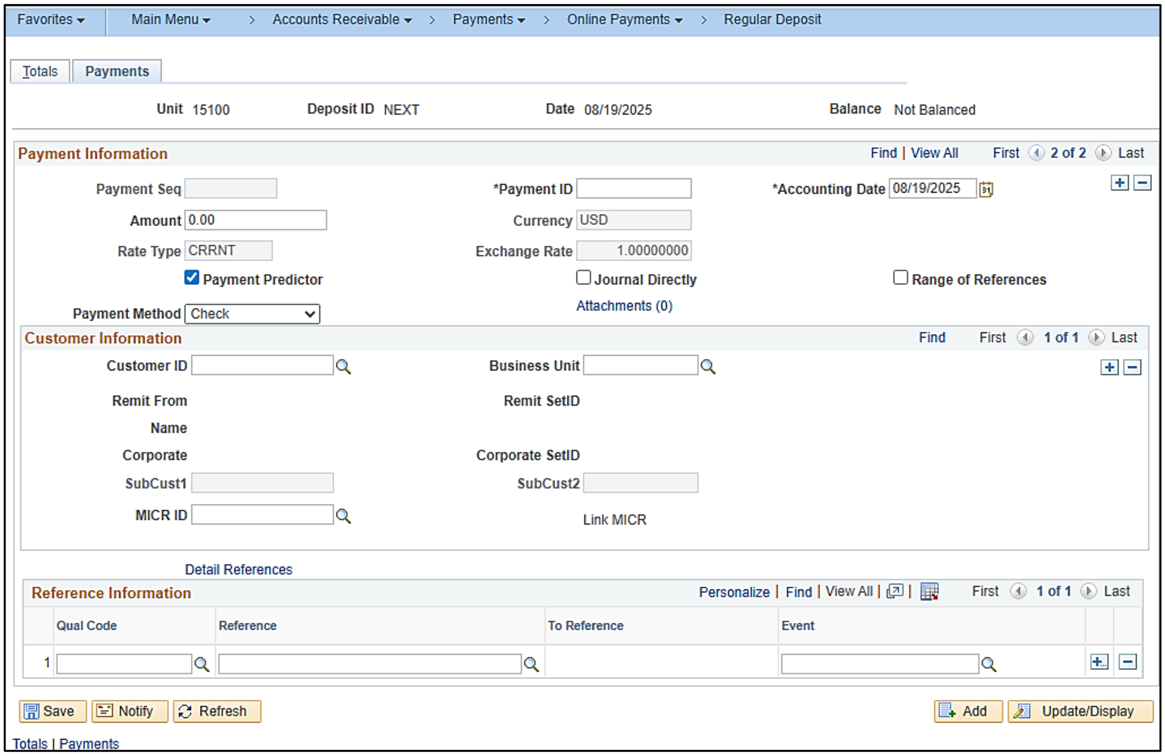
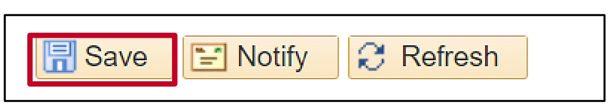
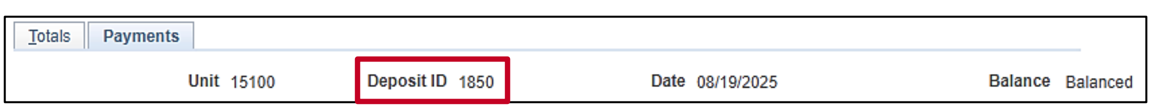
Step	Action
	For more information pertaining to Cardinal Bank Codes, see the Job Aid titled **AR326_Bank Code Crosswalk**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
6.	Click the **Bank Account Look up** icon and select the applicable Bank Account. 
	The Bank Code previously selected determines which Bank Accounts are available for selection.
7.	Click the **Deposit Type Look up** icon and select the applicable Deposit Type. 
8.	Click the **Control Currency Look up** icon and select "USD". 
9.	Enter the sum of all Payments to be included in the Deposit in the **Control Total Amount** field. 
10.	Enter the total number of Payments in the **Count** field. 
11.	The **Received** and **Entered** fields default to the current date. Update these dates as needed using the corresponding **Calendar** icon. 
	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.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>12.</td><td>Click the Payments tab.

</td></tr>
<tr><td colspan="2">The Payments tab displays.

</td></tr>
<tr><td></td><td>This tab is where specific information about each Payment in the Deposit is entered.
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.</td></tr>
<tr><td>13.</td><td>Enter a unique identifier (such as the Check Number) for the Payment in the Payment ID field.

</td></tr>
<tr><td>14.</td><td>Enter the payment amount in the Amount field.

</td></tr>
<tr><td>15.</td><td>De-select the Payment Predictor checkbox option.

</td></tr>
</table>

Step	Action
16.	Select the **Journal Directly** checkbox option. 
	If the **Journal Directly** checkbox option is not selected, accounting entries cannot be created.
17.	Click the **Payment Method** dropdown button and select the applicable payment method. 
	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 populate based on the Customer ID selected.  For more information pertaining to ATA transactions, see the Job Aid titled **Agency to Agency Transactions Information Sheet**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
18.	Click the **Add a New Row** icon in the **Payment Information** section to add another Payment to the Deposit as needed. 

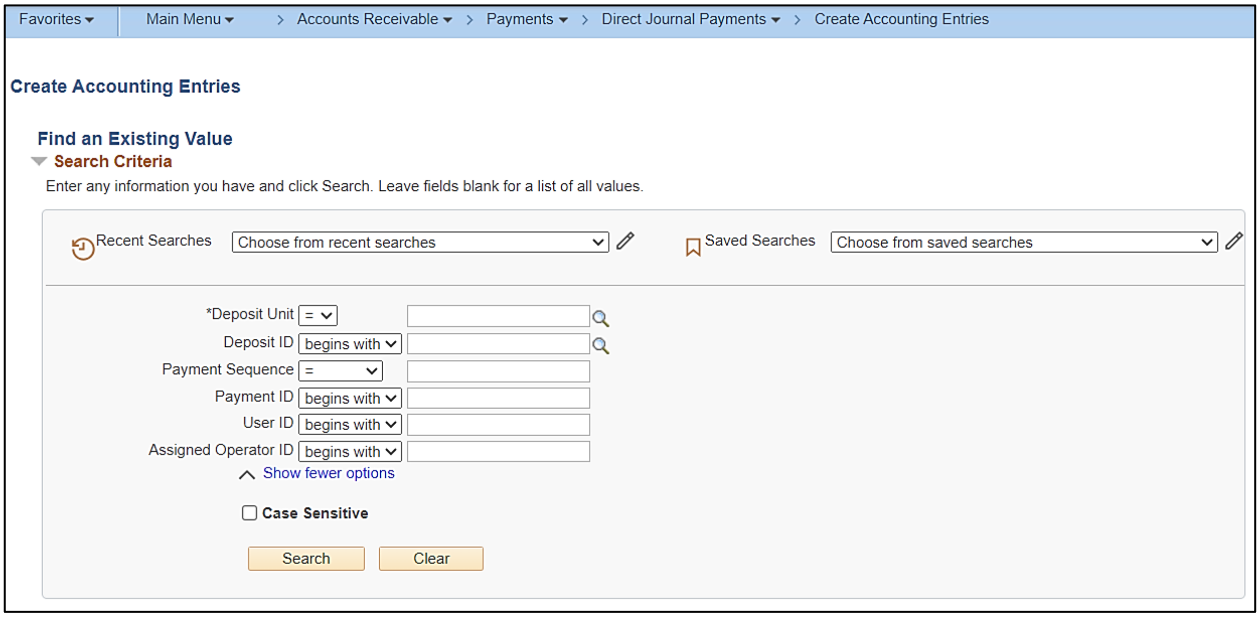
Step	Action
	The **Payments** tab refreshes with the additional row. 
19.	Repeat Steps 13 – 17 until all of the applicable Payments have been added to the Deposit.
	Once all Payments have been entered for the Deposit, ensure that the **Balance** field displays as “Balanced”. If the **Balance** field does not display as “Balanced”, check the individual Payment amounts against the amount 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. 
21.	Take note of the assigned Deposit ID for further processing of this Deposit. 

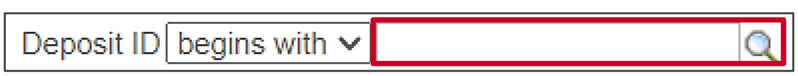
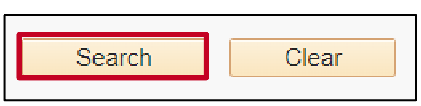
Step	Action
	The **Deposit ID** field is systematically populated with the next available Deposit ID. Once all Deposits have been entered, accounting entries will need to be created for each Payment in the Deposit. Refer to the Processing Direct Journal Payments section of this Job Aid for additional information pertaining to this process.

Processing Direct Journal Payments

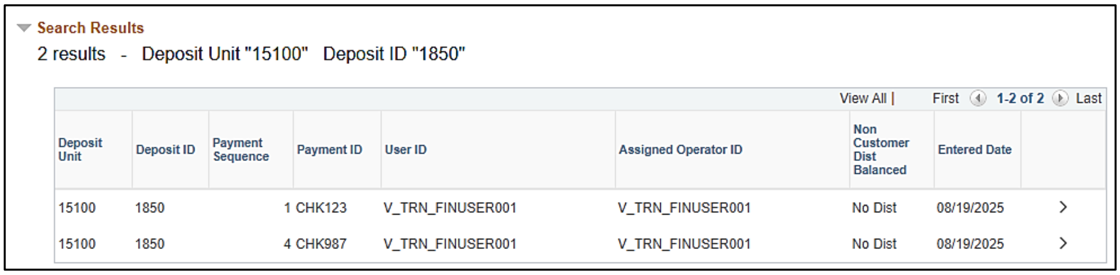
Step	Action
1.	Navigate to the **Create Accounting Entries** page using the following path: **Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**

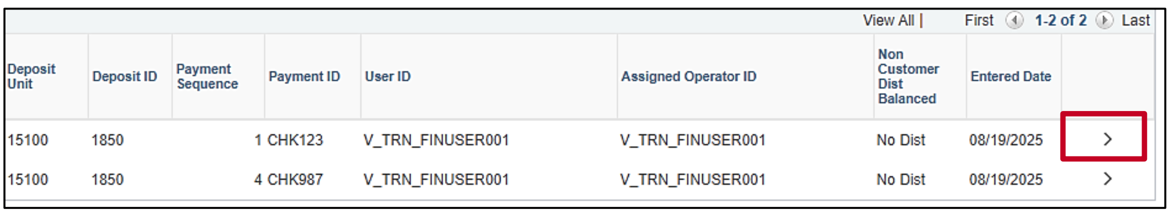
The **Create Accounting Entries Find an Existing Value Search** page displays.

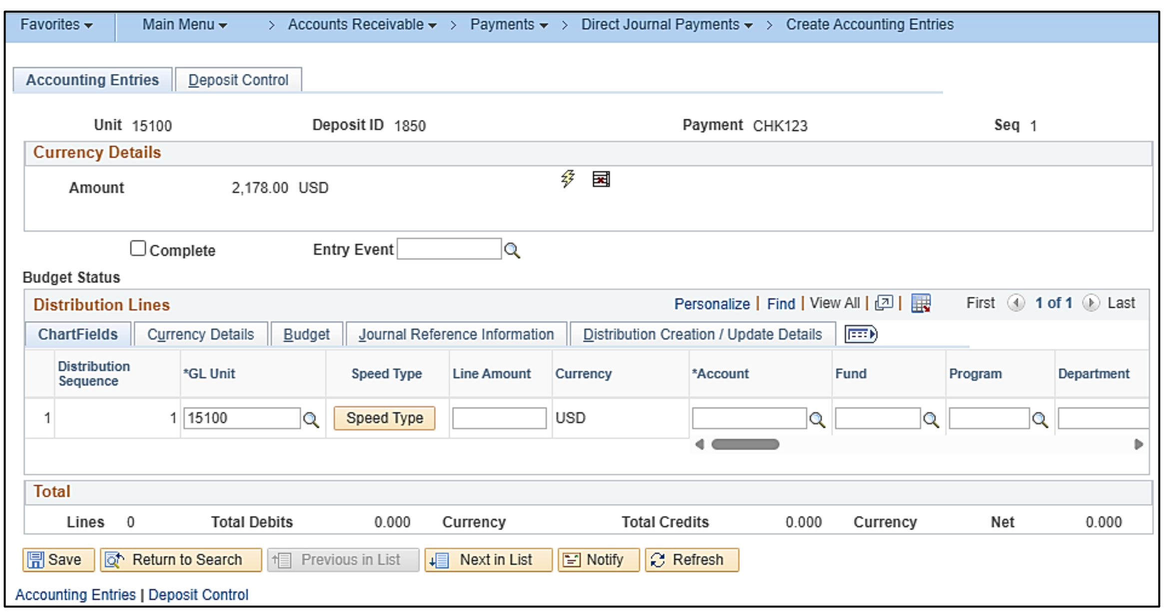


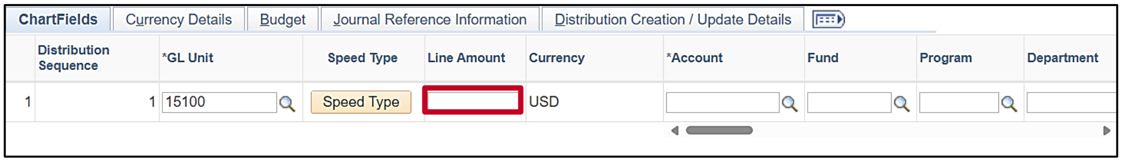
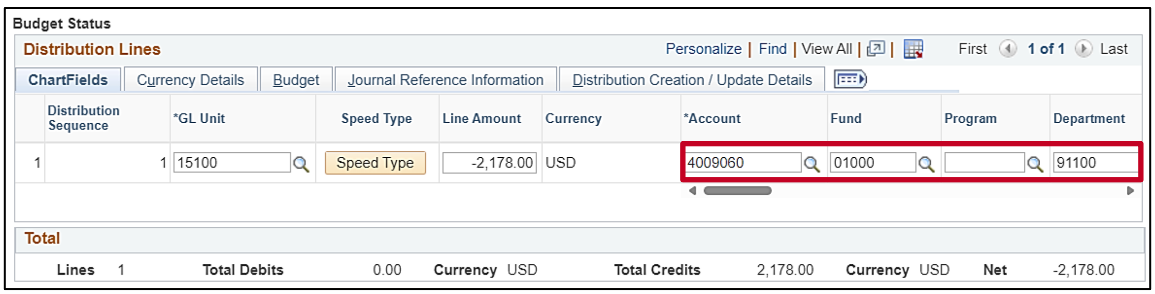
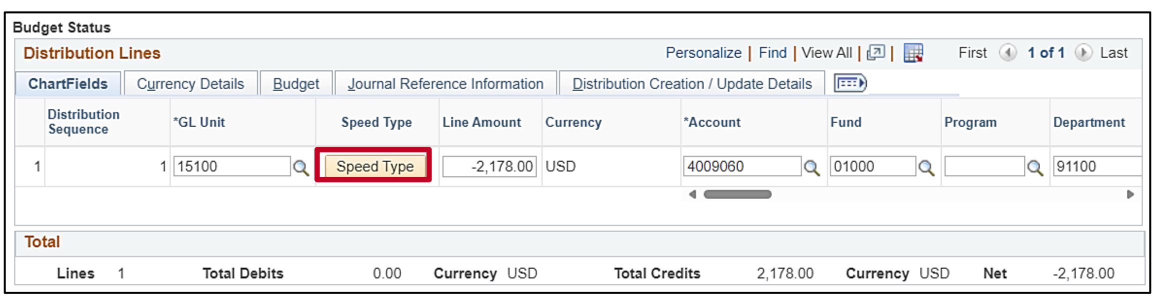
Step	Action
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
ℹ	The **Deposit Unit** field defaults based on the Agency Business Unit but can be changed if users have access to multiple Business Units.
2.	Click the **Deposit ID Look up** icon and select the applicable Deposit ID. 
3.	Click the **Search** button. 

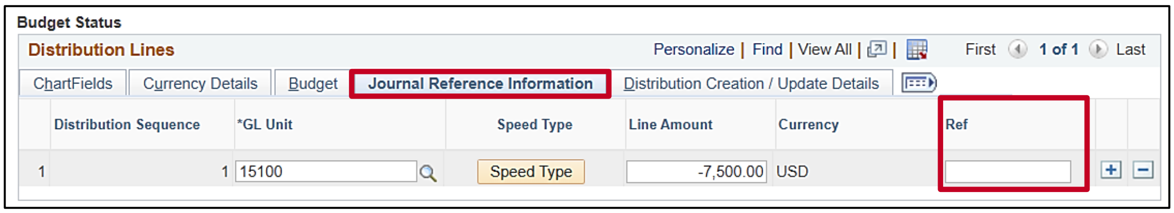
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The search results display in the Search Results section (each Payment associated with the Deposit ID).

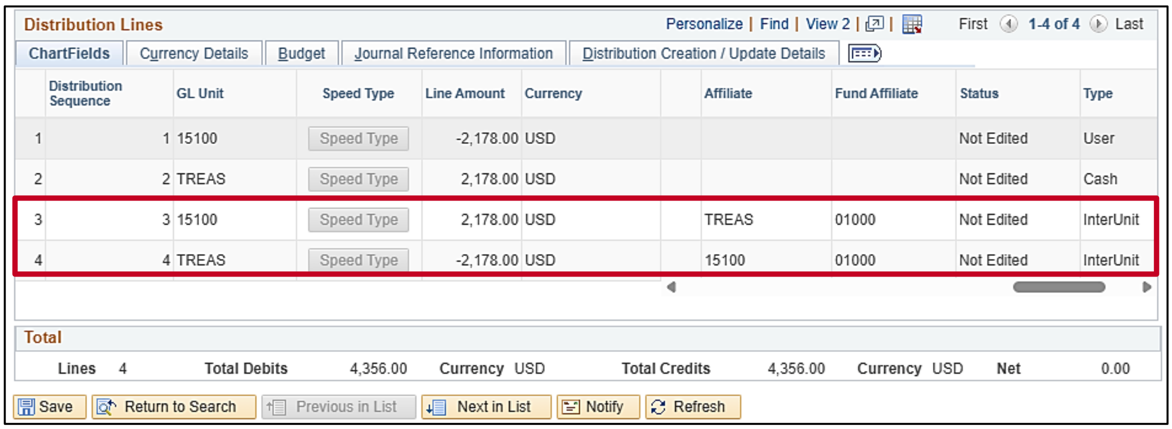

</td></tr>
<tr><td></td><td>If the Deposit only has one Payment, Cardinal will open the Create Accounting Entries page directly and will not display search results. In this case, proceed to Step 6.</td></tr>
<tr><td>4.</td><td>Click the Drill in icon to open the first Payment associated with the Deposit.


</td></tr>
<tr><td></td><td>Accounting entries will need to be individually created for each Payment in the Deposit.</td></tr>
<tr><td colspan="2">The Accounting Entries tab displays for the selected Payment.

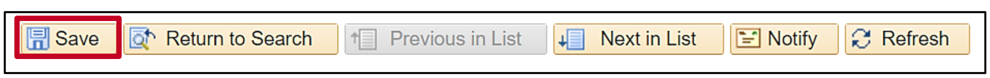

</td></tr>
</table>

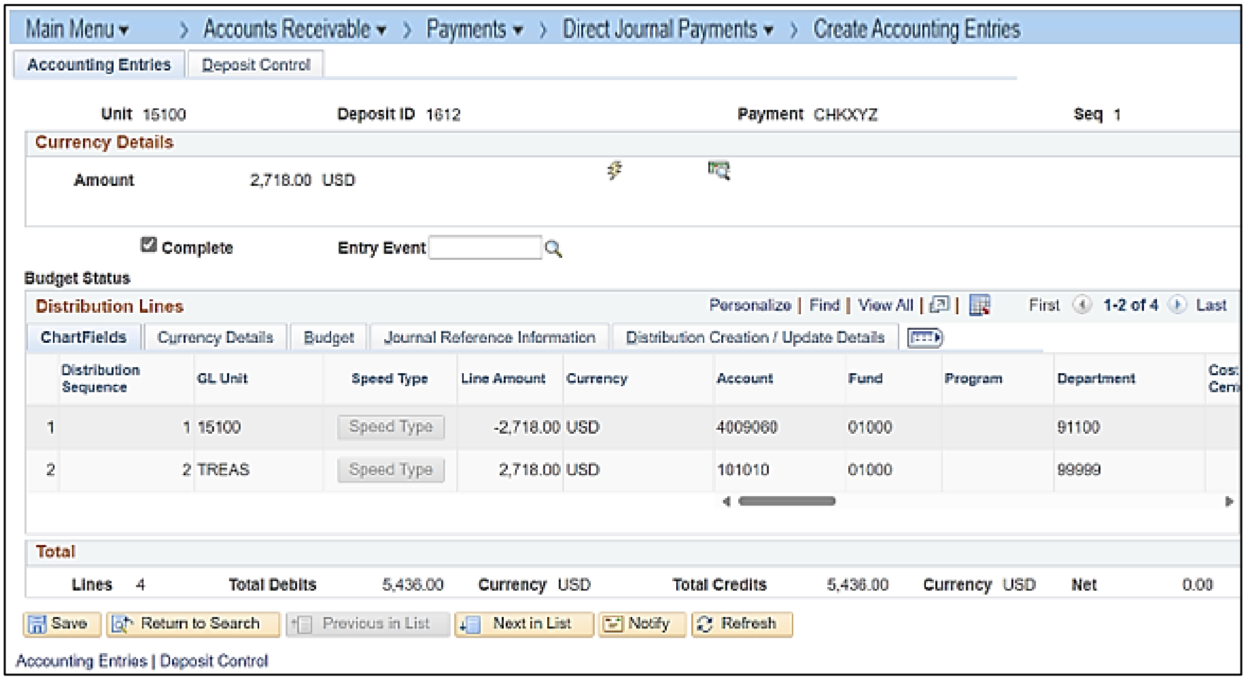
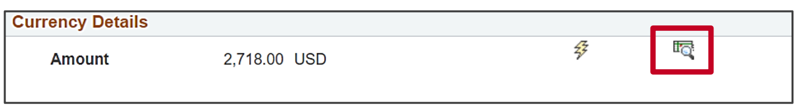
Step	Action
5.	Enter the amount of the Payment in the **Line Amount** field. 
	The **Line Amount** field value must offset the Payment (Deposit) amount. If the Payment (Deposit) amount was a positive number, then enter the amount in the **Line Amount** field as a negative number to record either an increase in revenues or a decrease in expenses. 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.
6.	Enter the applicable accounting information in the corresponding **ChartField** fields. 
	If the Agency uses Speed Types, click the **Speed Type** button to populate the corresponding **ChartField** fields. 

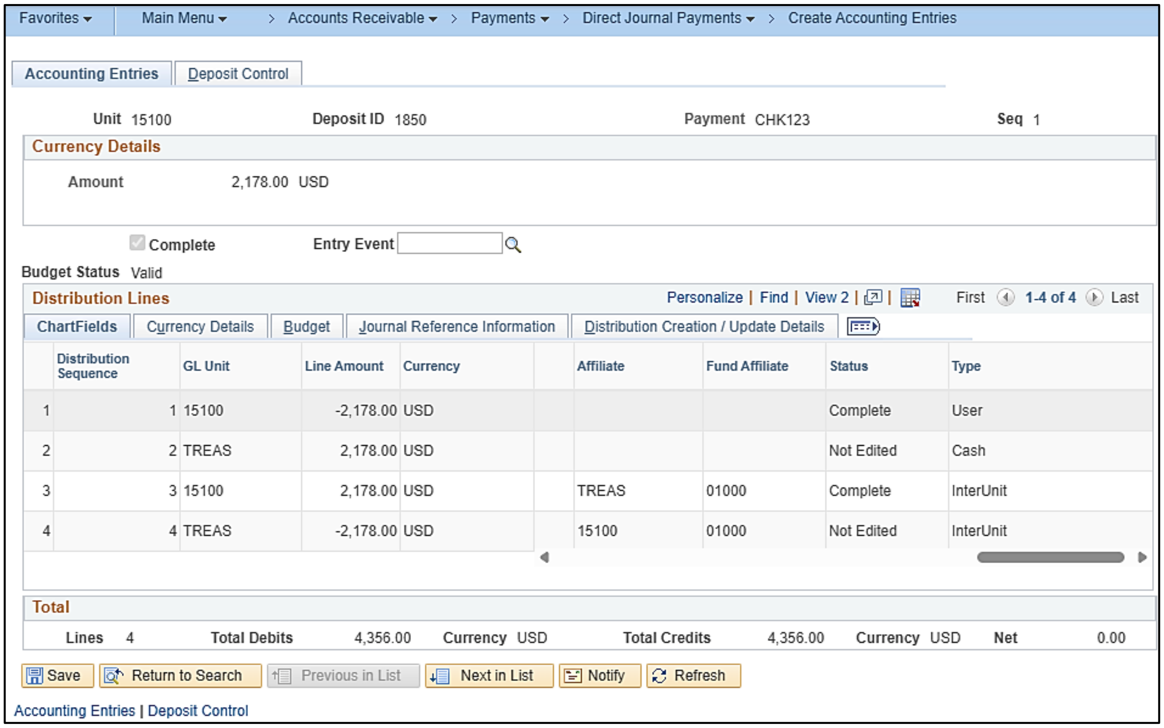
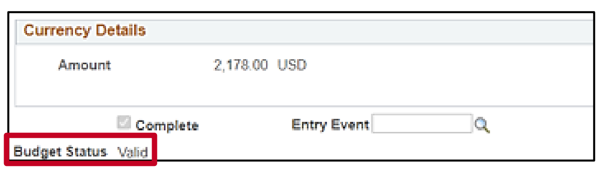
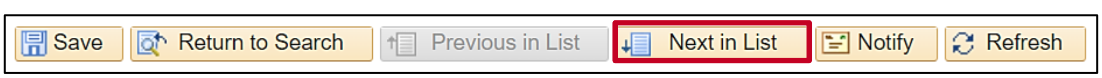
Step	Action
	The **Journal Reference Information** tab contains a **Ref** field that can be used to enter reference information such as License Numbers, Agency Invoice #s, etc. Do not enter any sensitive data such as a Social Security Number in this field. Although it is not a required field, the description entered here will be carried over to General Ledger and facilitates drill down. Up to 10 characters may be entered. There are currently two queries that will show the information entered in the **Ref** field: • **V_AR_POSTED_DEPOSITS – Posted Deposits** • **V_AR_JRNL_LINE_REF – Journal Line Reference** 
	If more than one Distribution Line needs to be created, scroll right as needed, click the **Add a New Row** icon, and then repeat Steps 5 and 6 until all of the required Distribution Lines have been entered.
7.	Click the **Create** icon (lightning bolt) to create the system generated cash and InterUnit Lines for the accounting entry after all the Distributions are entered for this Payment. 
8.	Click the **View All** link to view all of the Lines that were created. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
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 (e.g., “TREAS”) that differs from the General Ledger Business Unit where the revenue is recorded. This is the case for all Deposits except petty cash.
Follow 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 section of this Job Aid.


</td></tr>
<tr><td>9.</td><td>Review the accounting entries for accuracy.</td></tr>
<tr><td>10.</td><td>Click the Complete checkbox option.

</td></tr>
<tr><td>11.</td><td>Click the Save button.

</td></tr>
</table>

Step	Action
	The **Accounting Entries** tab refreshes. 
	Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries. Refer to the [Correcting Deposits and Accounting Entries]() section of this Job Aid for additional information pertaining to correcting deposits and accounting entries before running Budget Check.
12.	Click the **Budget Check** icon within the **Currency Details** section. 

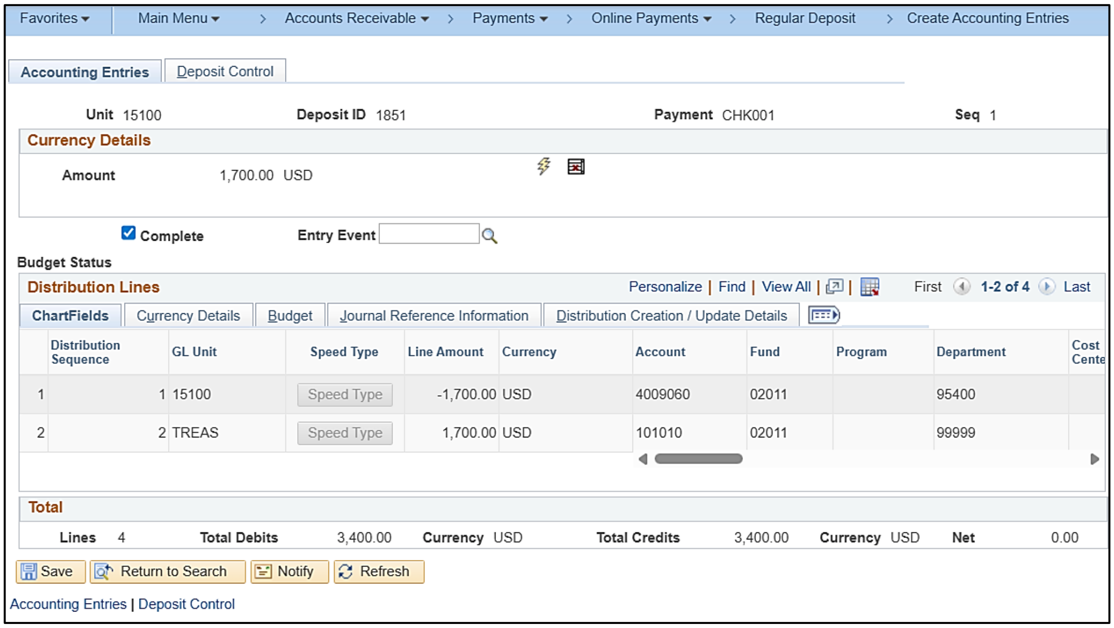
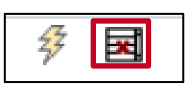
Step	Action
	The **Accounting Entries** tab refreshes once the Budget Check is completed. 
13.	Verify that the **Budget Status** field displays as "Valid". 
	If the **Budget Status** field displays as "Error", refer to the Job Aid titled **AR326_Reviewing and Correcting Budget Check Errors**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning.**
14.	Click the **Next in List** button if there is more than one Payment for this Deposit and repeat Steps 5 - 13 in this section until all Payments are processed. 

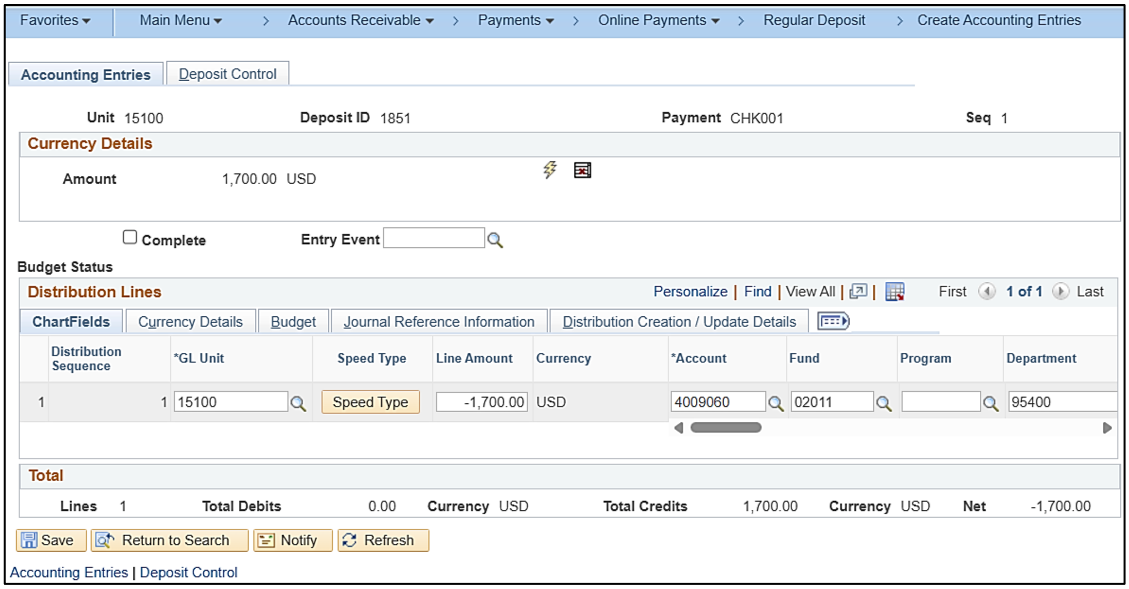
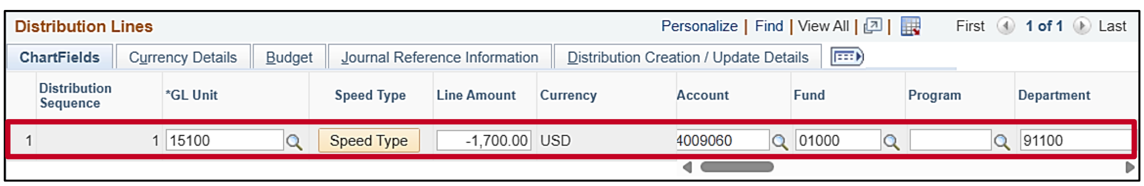
Correcting Deposits and Accounting Entries (Before Budget Check)

Corrections can be made to Deposits and accounting entries prior to successful Budget Check. The Processor can make corrections directly on the **Create Accounting Entries** page prior to continuing the process. Follow the steps in the Corrections from the Create Accounting Entries Page section of this Job Aid.

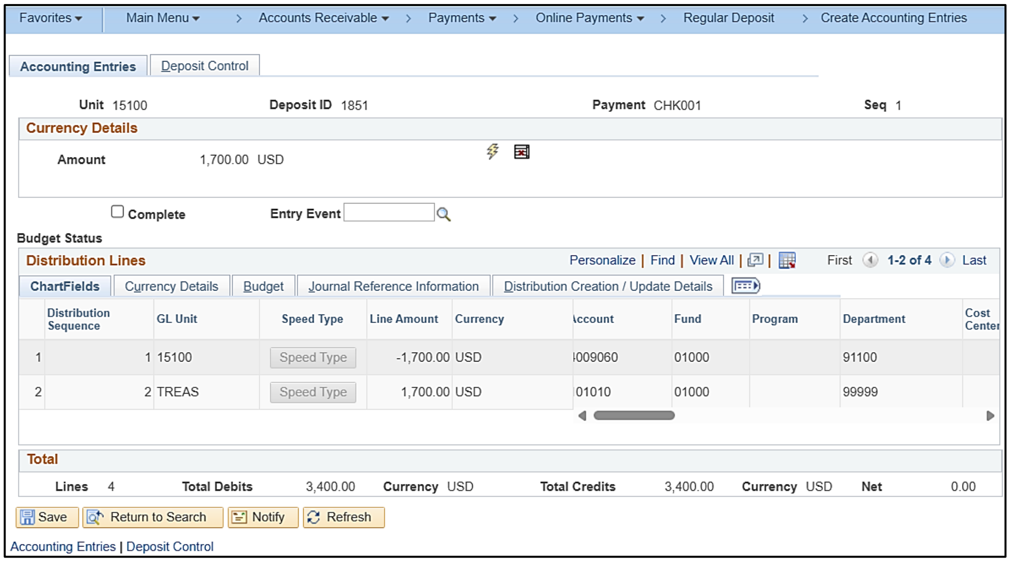
After navigating away from the **Create Accounting Entries** page and accounting entries are marked as “Complete”, the Deposit will no longer display on the **Create Accounting Entries Search** page. To modify accounting entries after navigating away from this page, navigate to the **Modify Accounting Entries Search** page and follow the steps in the Corrections from the Modify Accounting Entries Page section of this Job Aid.

Corrections from the Create Accounting Entries Page

Step	Action
	The **Create Accounting Entries** page displays with the **Accounting Entries** tab displayed by default. 
1.	De-select the **Complete** checkbox option. 
2.	Click the **Save** button. 
3.	Click the **Delete** icon to remove the system generated cash and/or InterUnit Lines. 

Step	Action
	The **Accounting Entries** tab refreshes. 
	The **Distribution Lines** section is now editable.
4.	Update the accounting entries as necessary in the **Distribution Lines** section. 
5.	Click the **Create** icon (lightning bolt) to create the system generated cash and/or InterUnit Lines. 

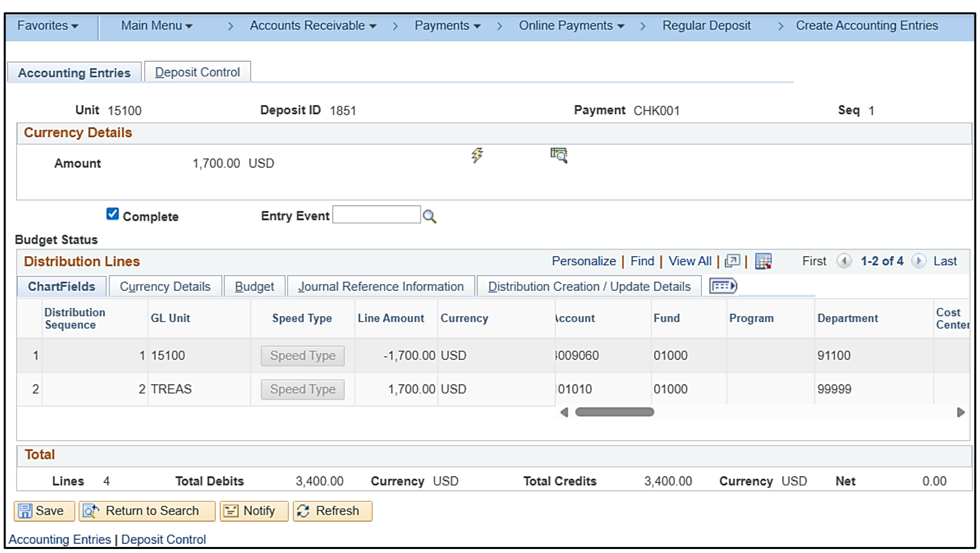
Step	Action
	The **Accounting Entries** tab refreshes.



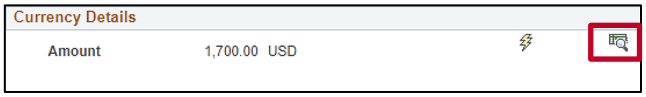
Step	Action
6.	Review the accounting entries for accuracy.
7.	Click the **Complete** checkbox option.

Step	Action
8.	Click the **Save** button.

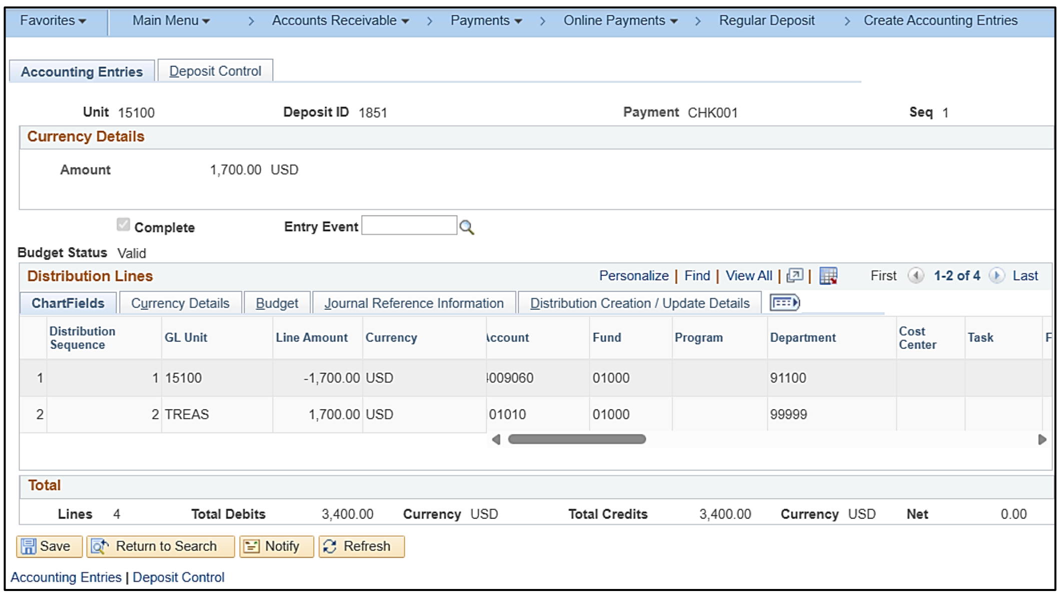
The **Accounting Entries** tab refreshes.



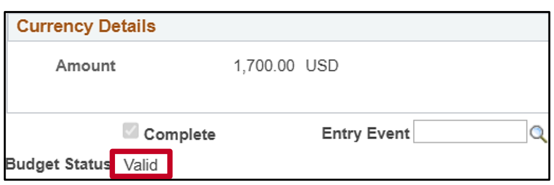
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries.</td></tr>
<tr><td>9.</td><td>Click the Budget Check icon.



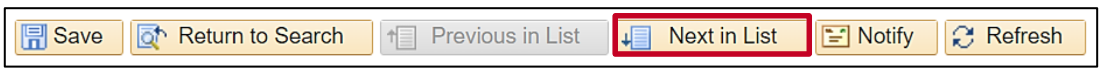
</td></tr>
<tr><td colspan="2">The Accounting Entries tab refreshes once the Budget Check is completed.



</td></tr>
<tr><td>10.</td><td>Verify that the Budget Status field displays as “Valid”.

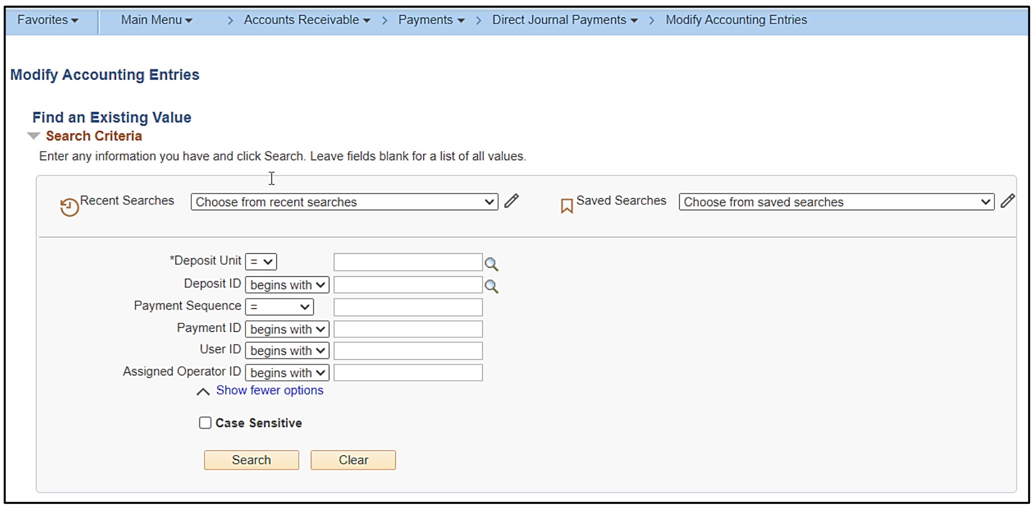
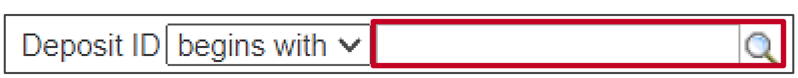


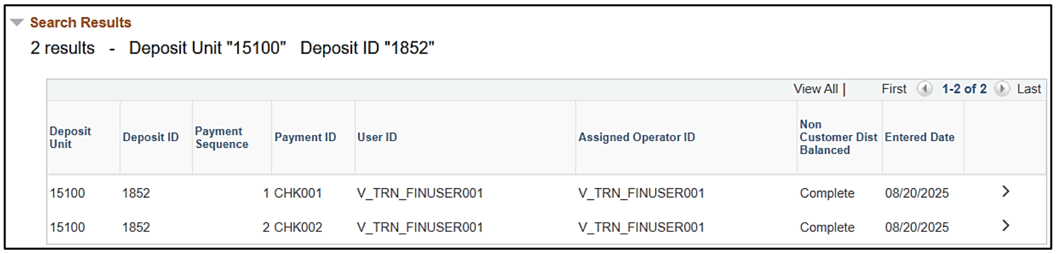
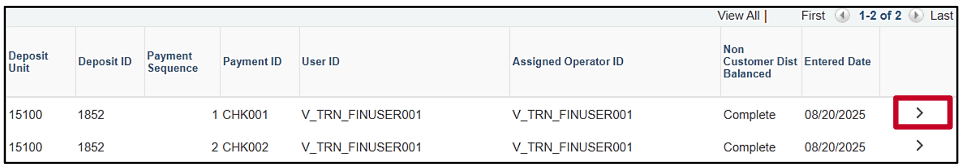
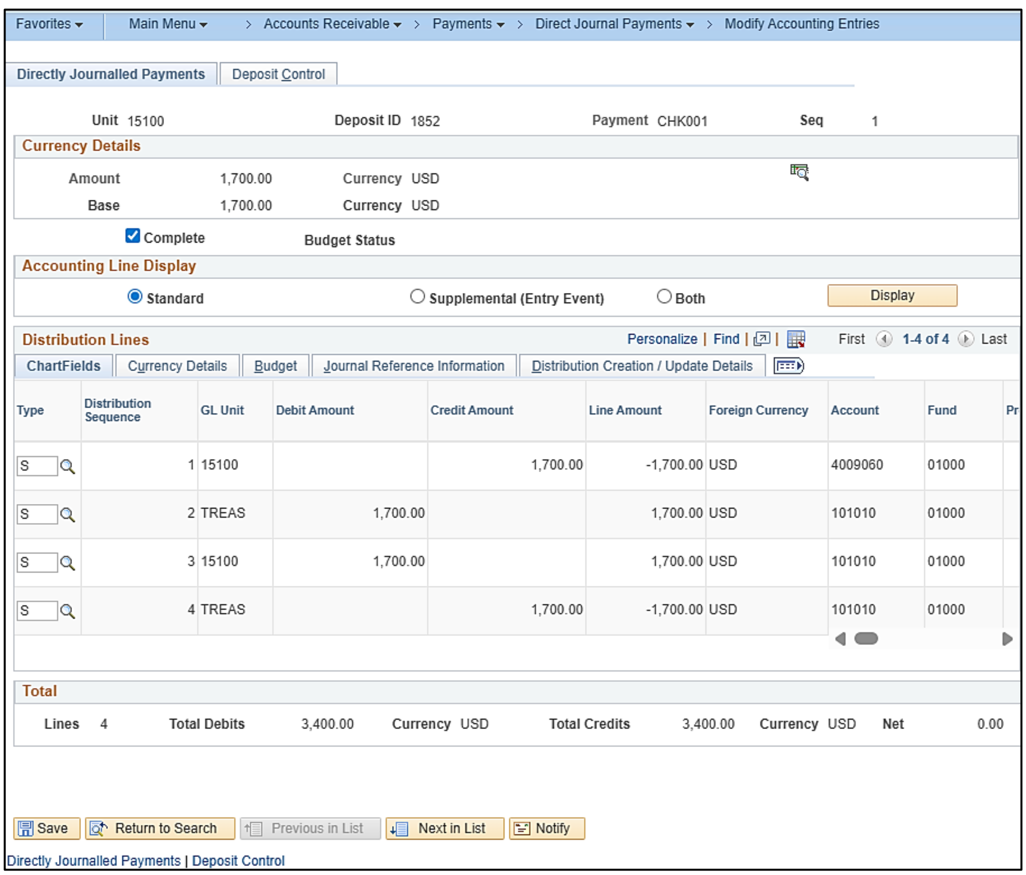
</td></tr>
</table>

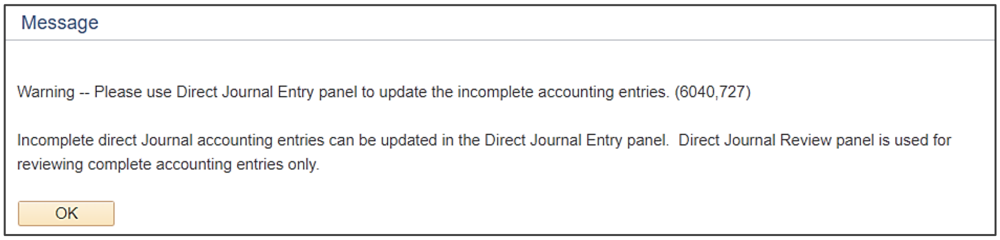
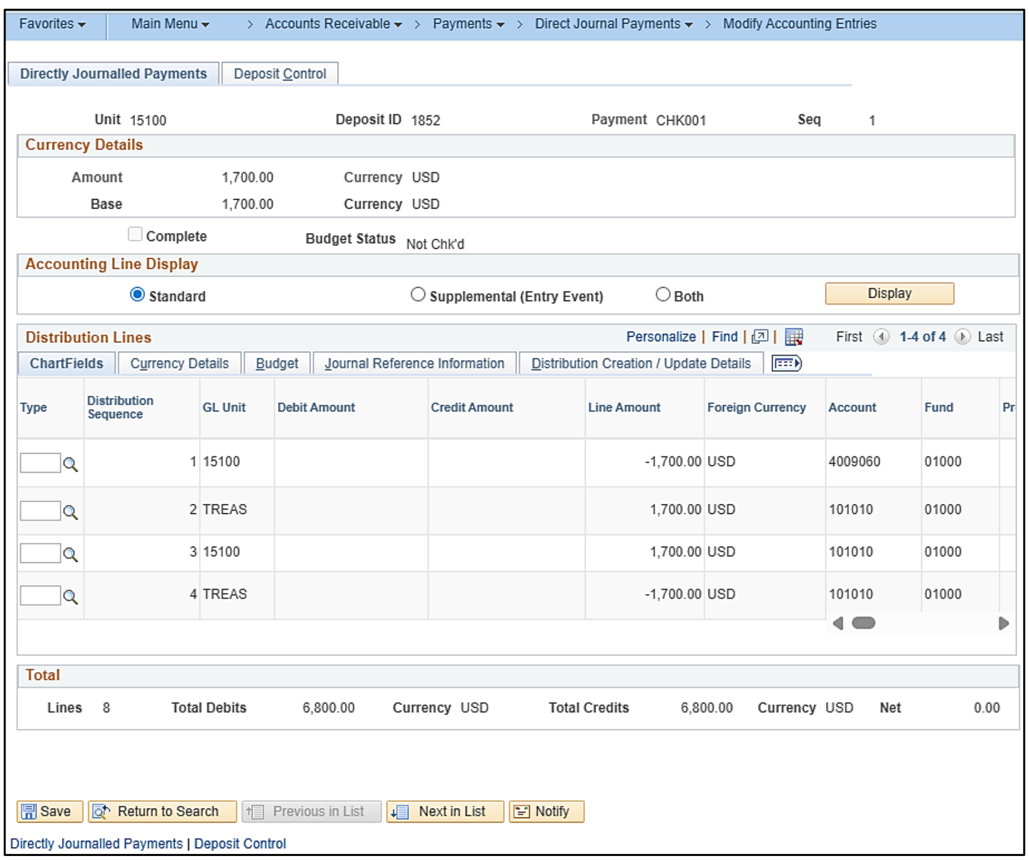
Step	Action
	Once the Budget Check completes, the **Budget Status** field will display one of the following statuses or a **Warning** message: • **Valid**: The entry passed budget checking and the process updated the Commitment Control Ledger • **Error**: The entry failed to pass budget checking. The transaction must be corrected before it will post to the Commitment Control Ledger and the General Ledger. 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** • **Warning** message: The budget check process issued a Warning, but also updated the Commitment Control Ledger
11.	Click the **Next in List** button if there is more than one Payment for this Deposit that needs to be modified and repeat the process until all Payments are processed. 

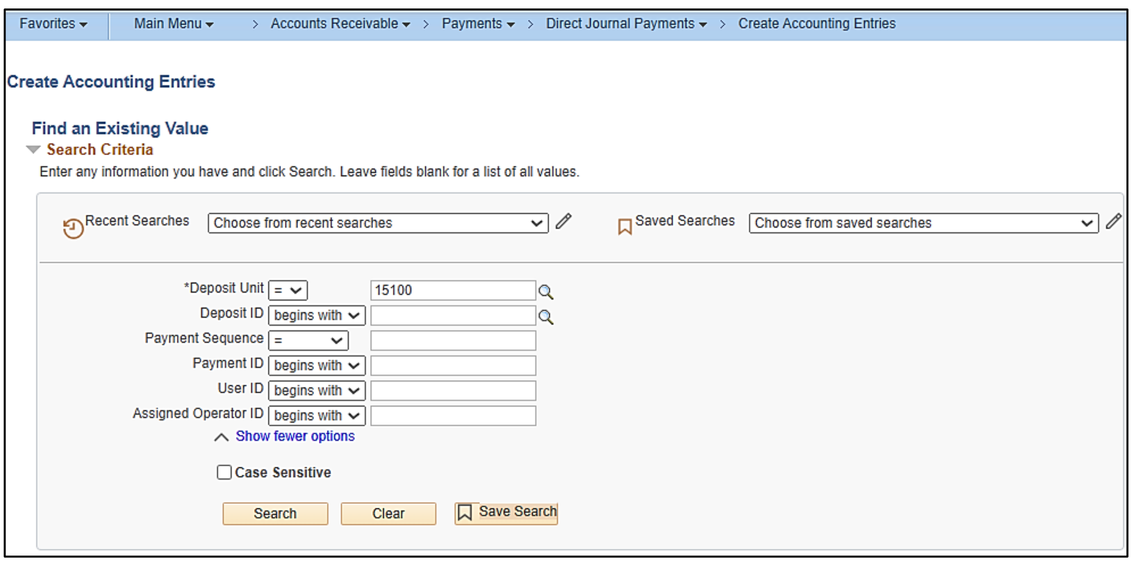
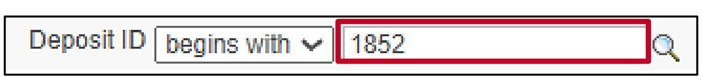
Corrections from the Modify Accounting Entries Page

After navigating away from the **Create Accounting Entries** page, corrections can still be made to Deposits and 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”. Then, navigate to the **Create Accounting Entries** page to modify the accounting entry.

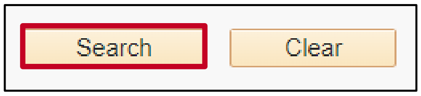
Step	Action
1.	Navigate to **Modify Accounting Entries** page using the following path: **Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries**
	The **Modify Accounting Entries Find an Existing Value Search** page displays. 
	For more information pertaining 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 the Agency Business Unit. However, the Business Unit can be updated using the **Deposit Unit Look up** icon if users have access to multiple Business Units.
2.	Enter the Deposit ID associated with the Payment that requires accounting entries correction in the **Deposit ID** field. 
3.	Click the **Search** button. 

Step	Action
	The **Modify Accounting Entries Find an Existing Value Search** page refreshes with the search results in the **Search Results** section. 
4.	Click the **Drill in** icon to open the Payment associated with the Deposit. 
	The **Modify Accounting Entries** page displays with the **Directly Journalled Payments** tab displayed by default. 

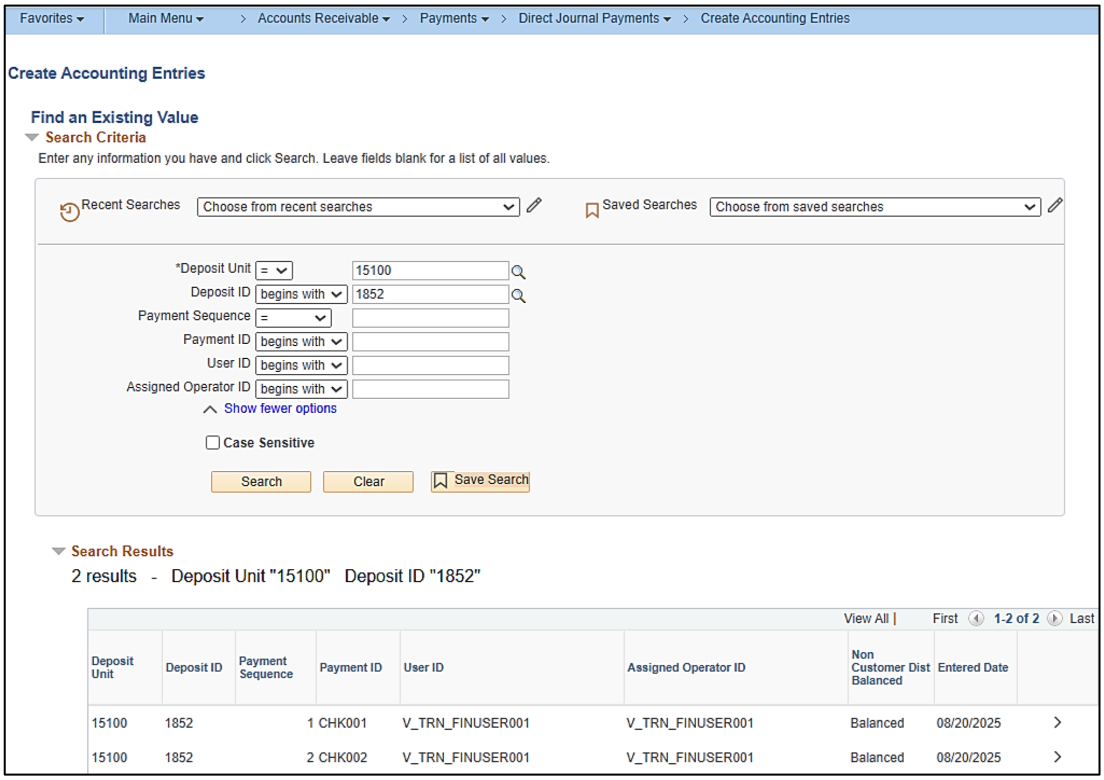
Step	Action
5.	De-select the **Complete** checkbox option. 
A **Warning** message displays in a pop-up window. 	
6.	Click the **OK** button to close the **Warning** message. 
The **Directly Journalled Payments** tab redisplays. 	

Step	Action
	The **Budget Status** field updates to "Not Chk'd" (Not Checked). 
7.	Click the **Save** button. 
8.	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**
	If navigating to the **Create Accounting Entries** page directly from Step 7, and only one Payment is not marked complete, the **Accounting Entries** tab will display the Payment being modified. Proceed to Step 12.
The **Create Accounting Entries Find an Existing Value Search** page displays.  	
	The **Deposit Unit** field defaults based on the Agency Business Unit but can be updated as applicable if users have access to multiple Business Units.
9.	Enter the **Deposit ID** associated with the Payment that requires accounting entries correction in the **Deposit ID** field. 

Step	Action
10.	Click the **Search** button.

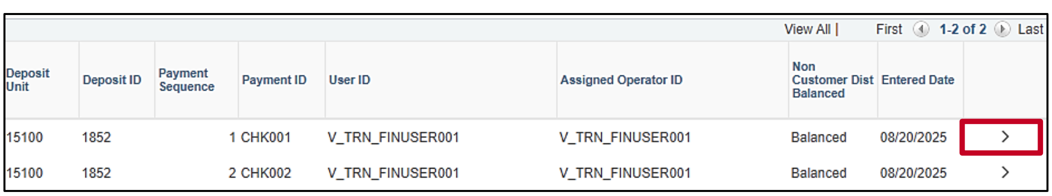


The **Create Accounting Entries Find an Existing Value Search** page refreshes with the specified Deposit and associated Payments that have not been marked complete or budget checked in the **Search Results** section.

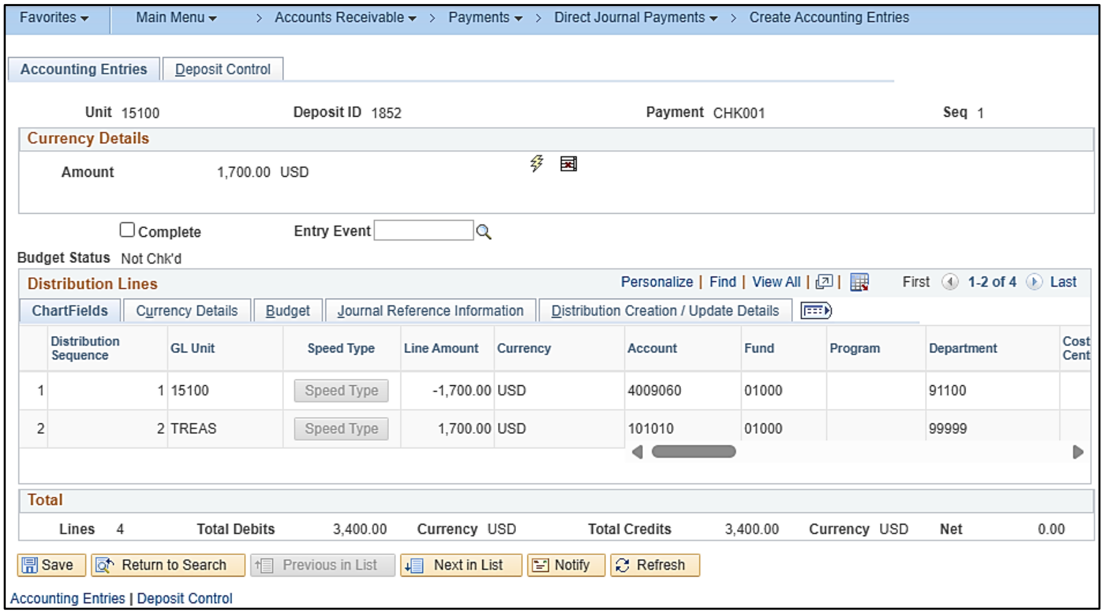


If there is only one Payment, it will open directly to the **Accounting Entries** tab.

Step	Action
11.	Click the **Drill in** icon to open the first Payment associated with the Deposit.

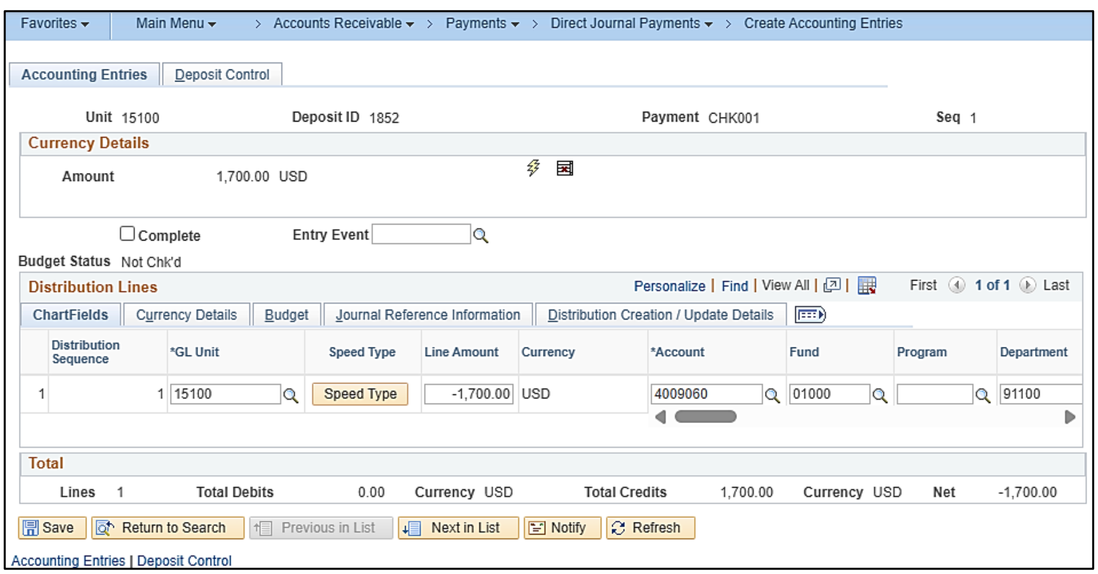


Step	Action
The **Accounting Entries** tab displays.	

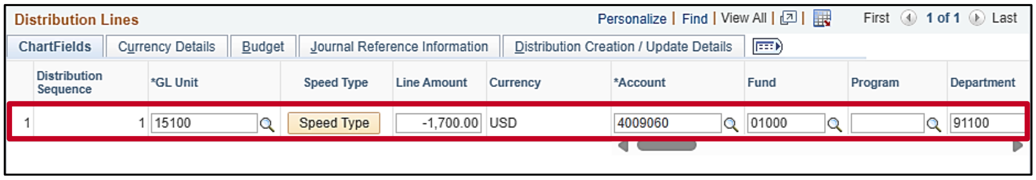


Step	Action
12.	Click the **Delete** icon to remove the system generated cash and/or InterUnit Lines.

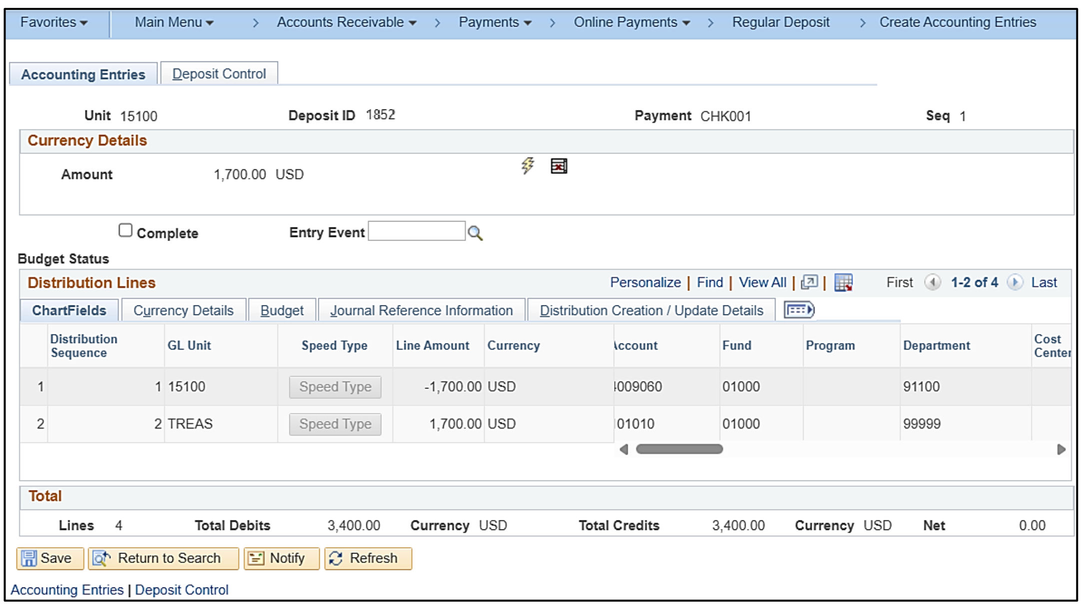
The **Accounting Entries** tab refreshes.



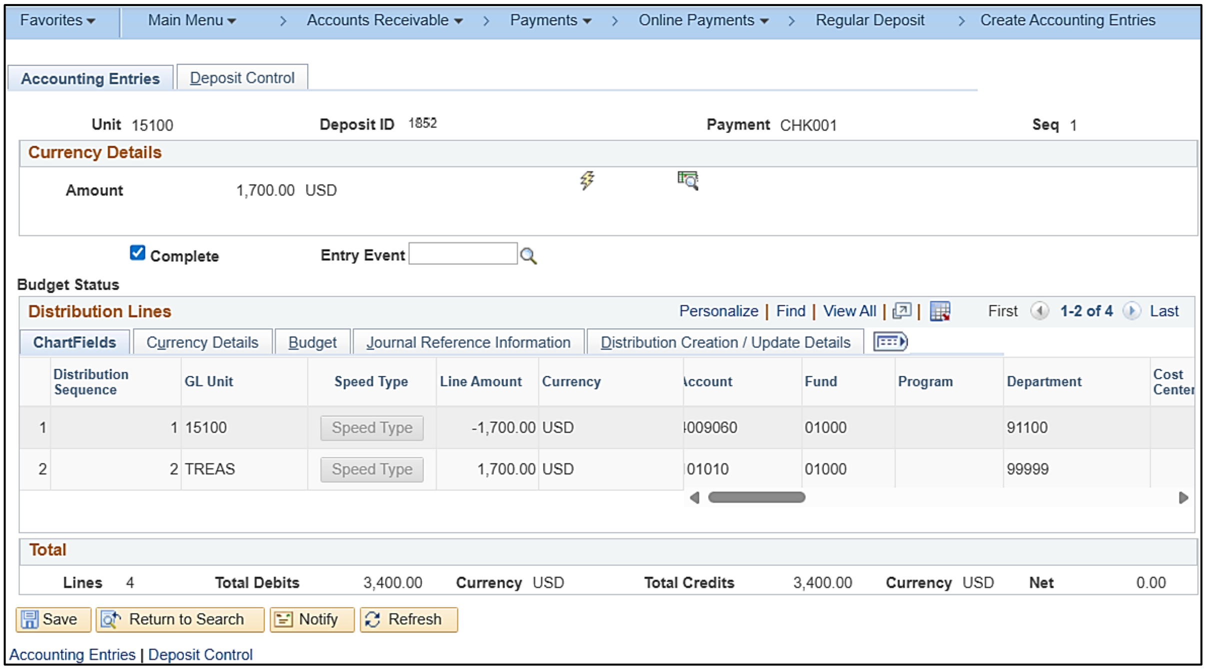
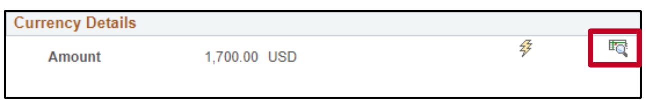
Step	Action
i	The **Distribution Lines** section is now editable.

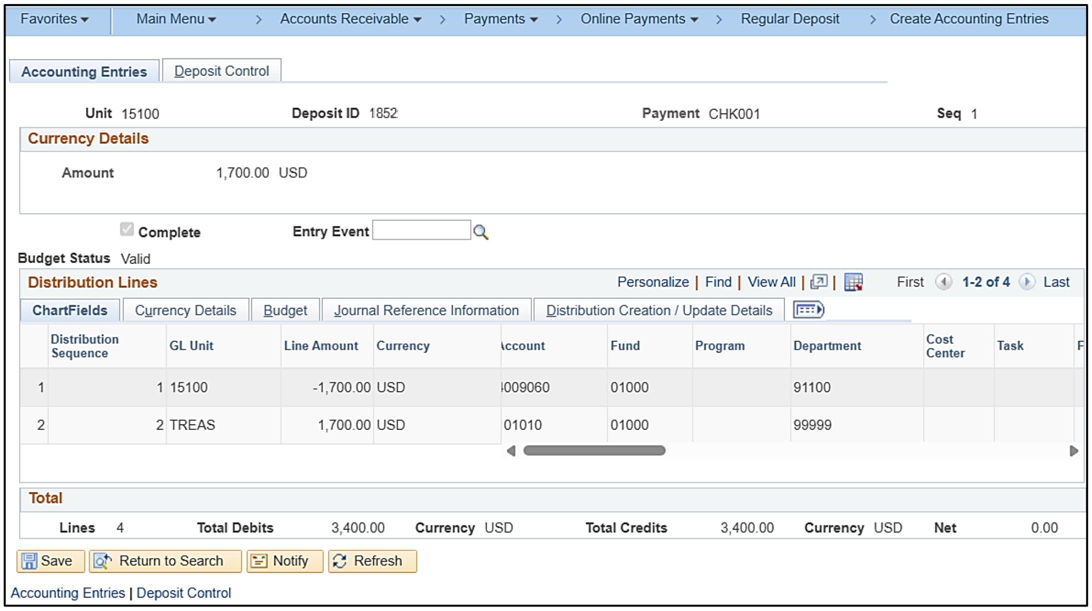
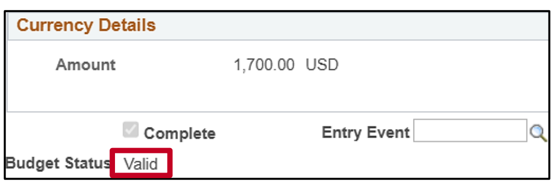
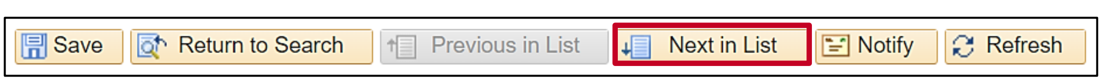
Step	Action
13.	Update the accounting entries as necessary in the **Distribution Lines** section. 
14.	Click the **Create** icon (lightning bolt) to create the system generated cash and/or InterUnit Lines. 

The **Accounting Entries** tab refreshes.



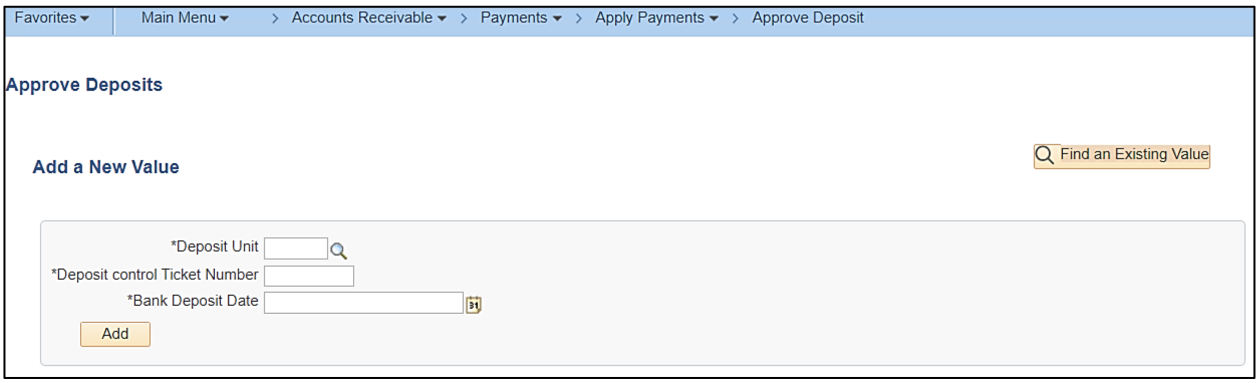
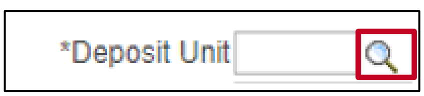
Step	Action
15.	Review the accounting entries for accuracy.
16.	Select the **Complete** checkbox option. 
17.	Click the **Save** button. 

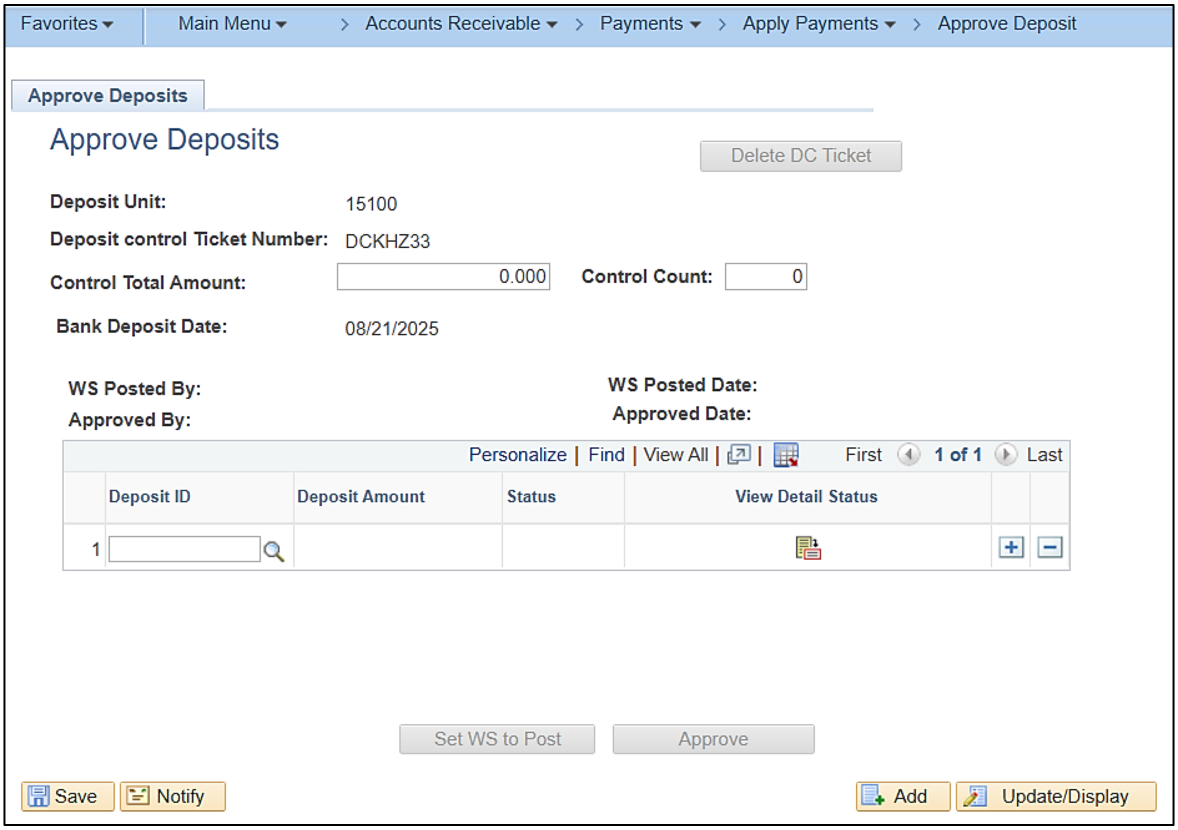
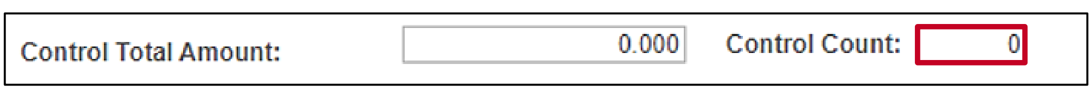
Step	Action
The **Accounting Entries** tab refreshes. 	
ℹ	Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries.
18.	Click the **Budget Check** icon. 

Step	Action
	The **Accounting Entries** tab refreshes once the Budget Check is completed. 
19.	Verify that the **Budget Status** field displays as "Valid". 
ℹ	Once the Budget Check completes, the **Budget Status** field will display one of the following statuses or a **Warning** message: • **Valid**: The entry passed budget checking and the process updated the Commitment Control Ledger • **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. 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** • **Warning** message: The budget check process issued a Warning, but, also updated the Commitment Control Ledger
19.	Click the **Next in List** button if there is more than one Payment for this Deposit that needs to be modified and repeat the process until all Payments are processed. 

Approving and Finalizing Deposits

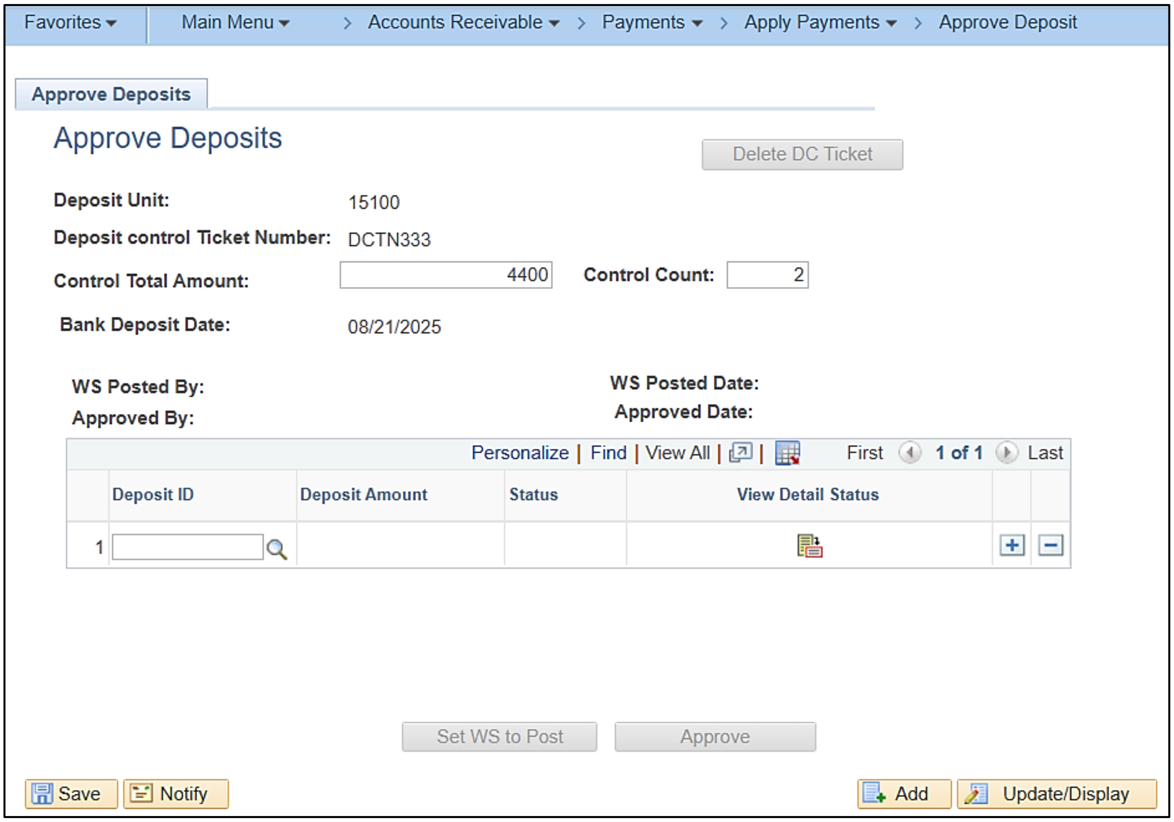
The Processor must add the Deposit on the **Approve Deposit** page and create the Deposit Control Ticket prior to approval. Only users with the appropriate security roles can approve a Deposit.

Step	Action
1.	Navigate to the **Create Accounting Entries** page using the following path: **Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit**
The **Approve Deposits Add a New Value** page displays. 	
2.	Click the **Deposit Unit Look up** icon and select the applicable Deposit Unit if it does not default. 
3.	Enter a Deposit Control Ticket Number in the **Deposit control Ticket Number** field. 
4.	Click the **Bank Deposit Date Calendar** icon and select the applicable Bank deposit date. 
	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.
5.	Click the **Add** button. 

Step	Action
The **Approve Deposits** page displays. 	
6.	Enter the total sum amount for all of the Deposits being included in the **Control Total Amount** field. 
7.	Enter the total number of Deposits (Deposit IDs) being included in the **Control Count** field. 

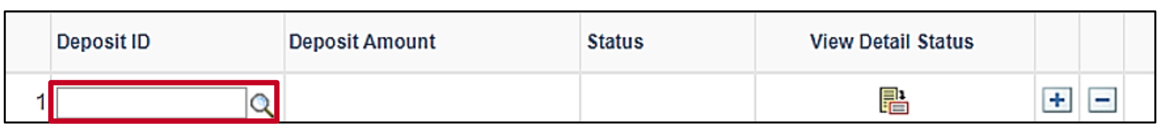
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

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



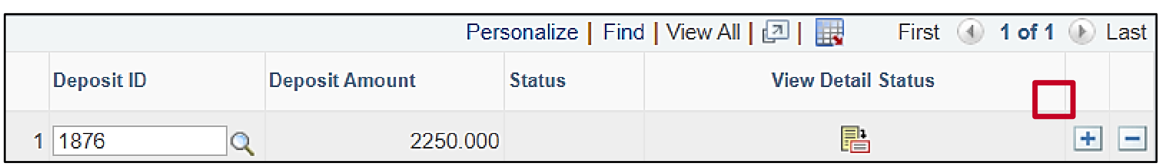
</td></tr>
<tr><td>8.</td><td>

Click the **Deposit ID Look up** icon for row 1 and select the applicable Deposit ID. The **Deposit Amount** field will default based on the Deposit ID.



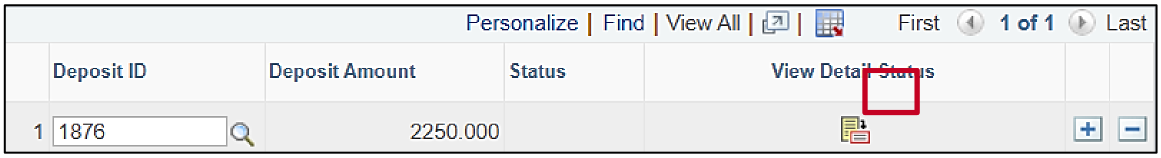
</td></tr>
<tr><td>9.</td><td>

Click the **Add a New Row** icon and then repeat Step 8 as needed until all of the Deposit IDs have been added.

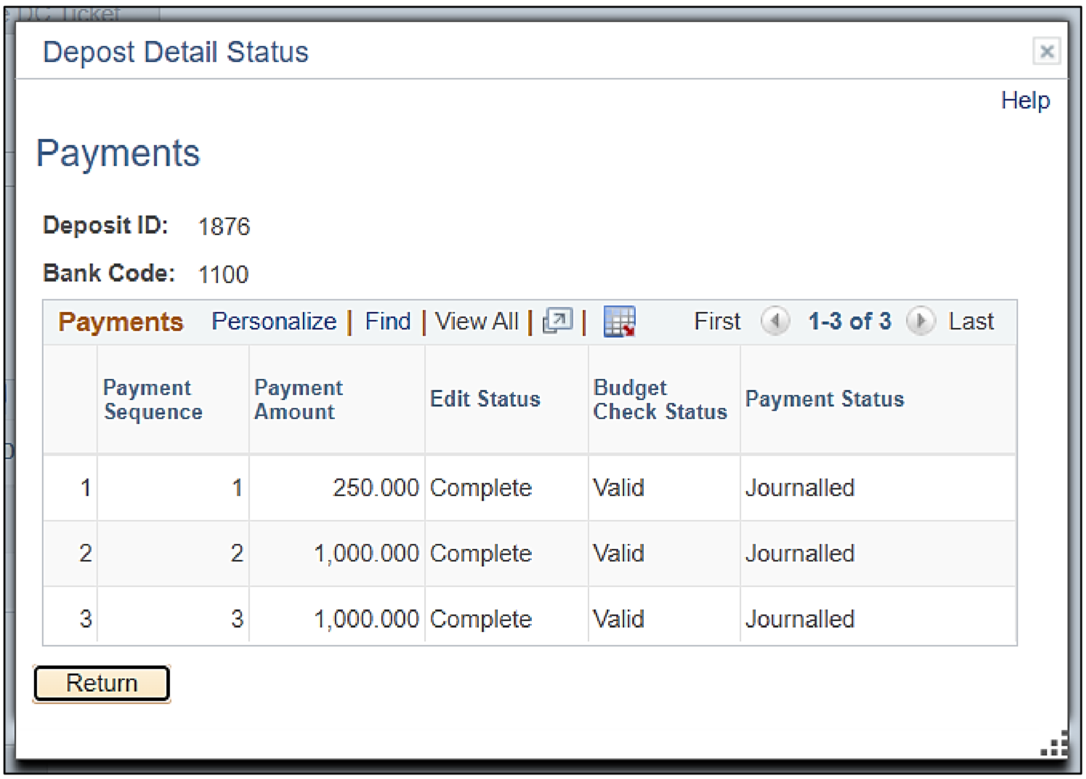


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Click the View Detail Status icon for the applicable Deposit ID to view the Payments associated with the Deposit ID with status information.

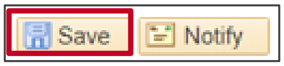
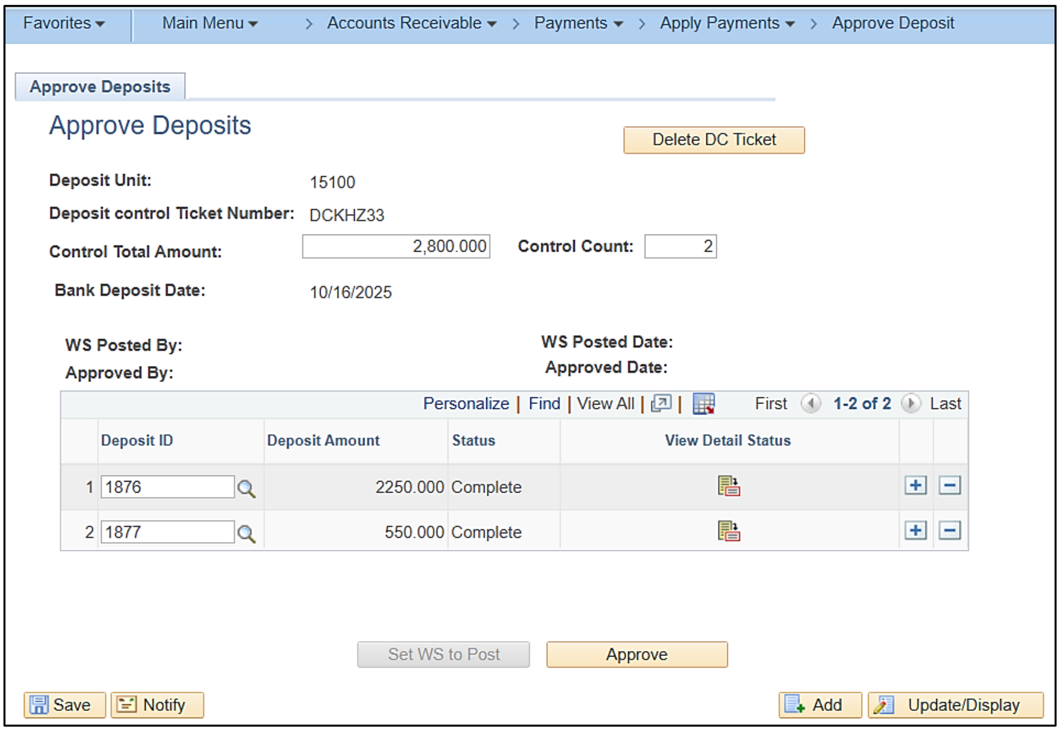
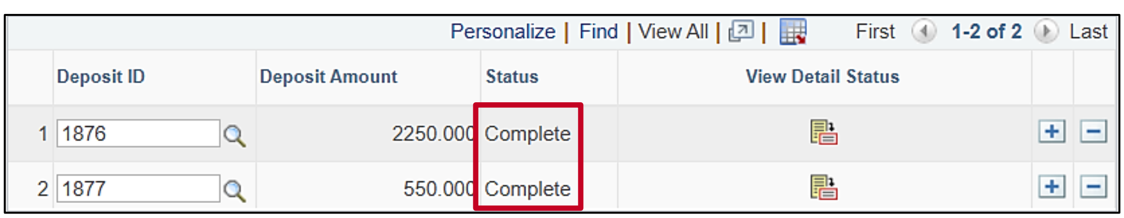


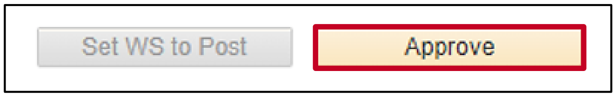
</td></tr>
<tr><td colspan="2">The Deposit Detail Status page displays in a pop-up window.



</td></tr>
<tr><td>11.</td><td>Review the status information to ensure that:
a. The Edit Status field for each Payment displays “Complete”. All Payments must be complete in order to approve the Deposit
b. The Budget Check Status field for each Payment displays “Valid”. All Payments must be valid in order to approve the Deposit
c. The Payment Status field for each Payment displays “Journalled”. All Payments must be journalled in order to approve the Deposit</td></tr>
<tr><td>12.</td><td>Click the Return button once the review is complete.

</td></tr>
</table>

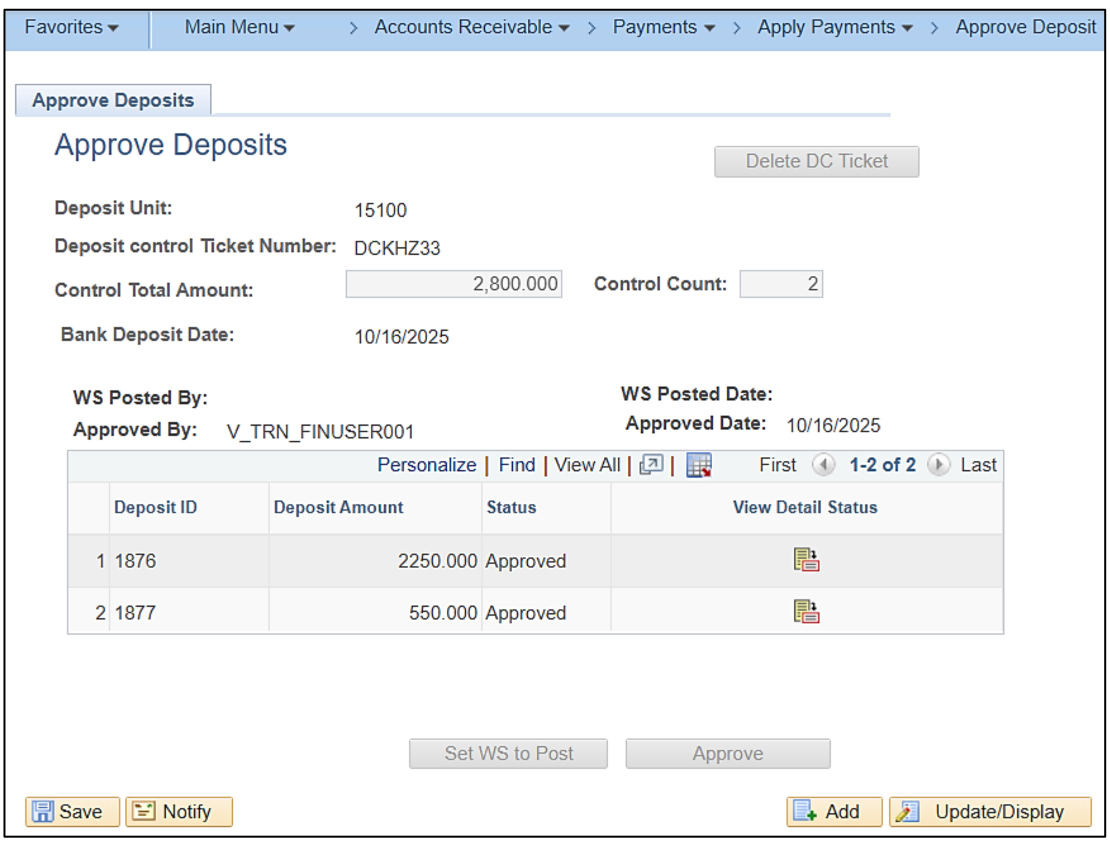
Step	Action
13.	Repeat Steps 10 – 12 as applicable to review the Deposit Detail Status information for each Deposit.
14.	Click the **Save** button to create the Deposit Control Ticket. 
The **Approve Deposits** page redisplays.	
	
	Users can delete a Deposit Control Ticket before it is approved. Deposits with a "Not Ready" or "Complete" status can be deleted if the user identifies incorrect information within the DC. For more information pertaining to deleting a DC Ticket, refer to the Job Aid titled **AR326_Deleting a Deposit Control Ticket**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
15.	Verify that the **Status** field for each Deposit ID is "Complete". 

Step	Action
16.	Click the **Approve** button. 

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

Step	Action
17.	Click the **OK** button to close the **Message**. 

The **Approve Deposits** page redisplays.



Step	Action
	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 nightly batch processing includes: • The Deposit Post Processor batch process prepares the batched and approved direct journal Deposits for posting to the General Ledger • The subsequent Journal Generator batch process then creates Journal Entries from the Accounts Receivable module and posts them to the General Ledger