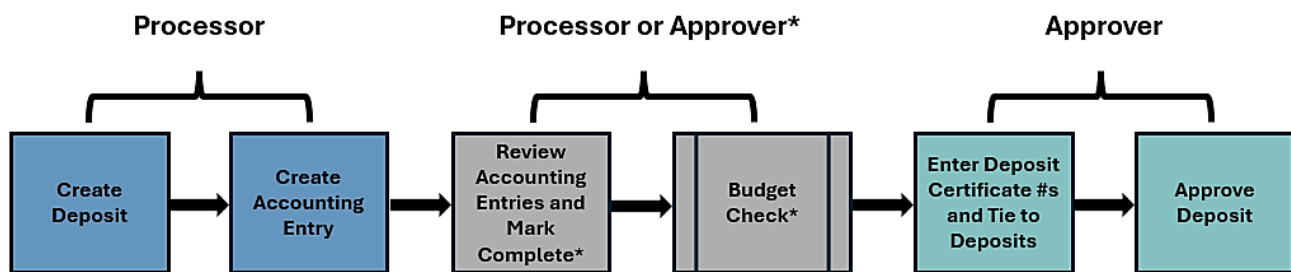


Managing Accounts Receivable Funds Receipts Overview

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.



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Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds 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.



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Creating Regular Deposits

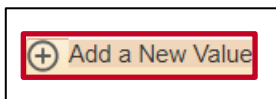
Step	Action
1.	Navigate to the Regular Deposits page using the following path: Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

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.

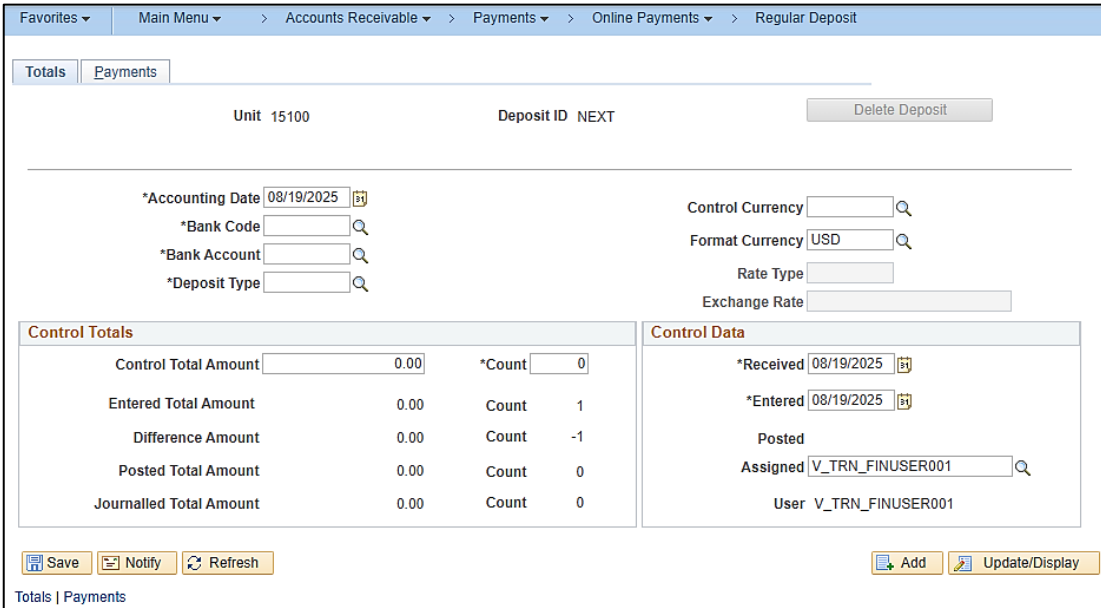
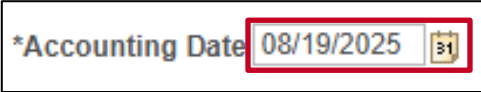


The **Add a New Value** page displays.



Accounts Receivable Job Aid

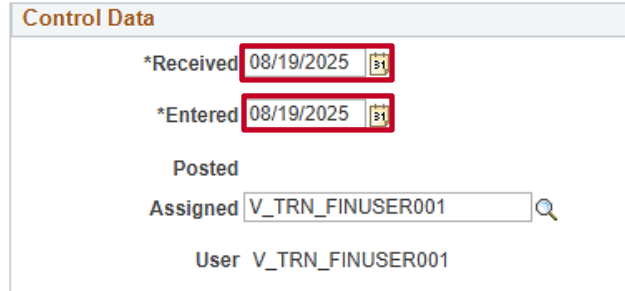
AR326_Managing Accounts Receivable Funds Receipts

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. 	
	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. 



Accounts Receivable Job Aid

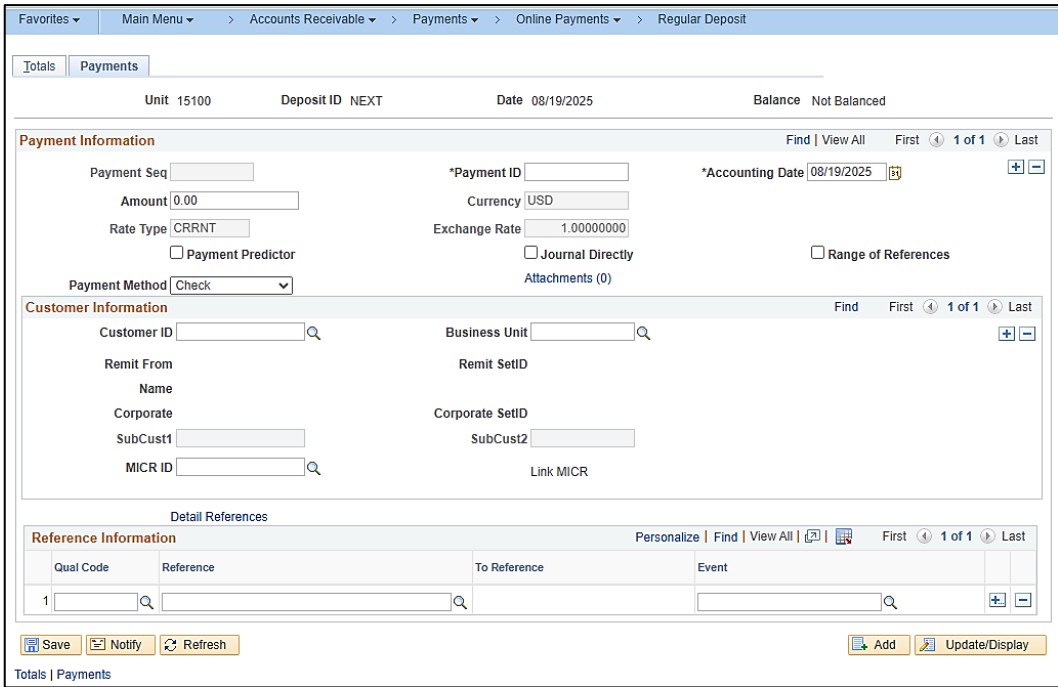
AR326_Managing Accounts Receivable Funds Receipts

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.



Accounts Receivable Job Aid

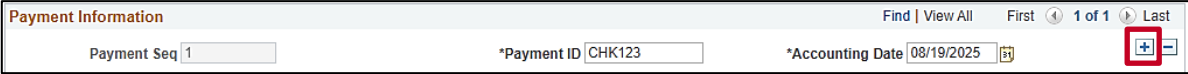
AR326_Managing Accounts Receivable Funds Receipts

Step	Action
12.	Click the Payments tab. 
The Payments tab displays. 	
	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.
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. 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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. 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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.



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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.



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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.

	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 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.



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

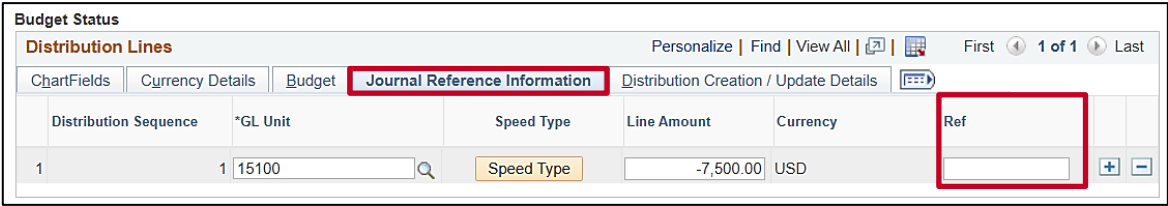
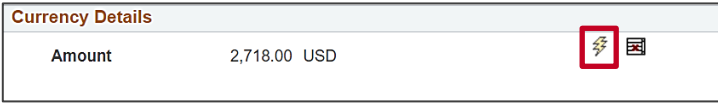
Step	Action																														
	The search results display in the Search Results section (each Payment associated with the Deposit ID). ▼ Search Results 2 results - Deposit Unit "15100" Deposit ID "1850" <table border="1"><thead><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</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>1850</td><td>1</td><td>CHK123</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>No Dist</td><td>08/19/2025</td><td>></td></tr><tr><td>15100</td><td>1850</td><td>4</td><td>CHK987</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>No Dist</td><td>08/19/2025</td><td>></td></tr></tbody></table>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1850	1	CHK123	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025	>	15100	1850	4	CHK987	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025	>			
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																								
15100	1850	1	CHK123	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025	>																							
15100	1850	4	CHK987	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025	>																							
	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.	Click the Drill in icon to open the first Payment associated with the Deposit. <table border="1"><thead><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>1850</td><td>1</td><td>CHK123</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>No Dist</td><td>08/19/2025</td><td>></td></tr><tr><td>15100</td><td>1850</td><td>4</td><td>CHK987</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>No Dist</td><td>08/19/2025</td><td>></td></tr></tbody></table>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1850	1	CHK123	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025	>	15100	1850	4	CHK987	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025	>			
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15100	1850	4	CHK987	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025	>																							
	Accounting entries will need to be individually created for each Payment in the Deposit.																														
	The Accounting Entries tab displays for the selected Payment. Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries Accounting Entries Deposit Control Unit 15100 Deposit ID 1850 Payment CHK123 Seq 1 Currency Details Amount 2,178.00 USD ☐ Complete Entry Event Budget Status Distribution Lines Personalize Find View All 1 of 1 First 1 of 1 Last ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table border="1"><thead><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>1</td><td>15100</td><td>Speed Type</td><td></td><td>USD</td><td></td><td></td><td></td><td></td></tr></tbody></table> Total <table border="1"><thead><tr><th>Lines</th><th>Total Debits</th><th>Currency</th><th>Total Credits</th><th>Currency</th><th>Net</th></tr></thead><tbody><tr><td>0</td><td>0.000</td><td></td><td>0.000</td><td></td><td>0.000</td></tr></tbody></table> Save Return to Search Previous in List Next in List Notify Refresh Accounting Entries Deposit Control	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	15100	Speed Type		USD					Lines	Total Debits	Currency	Total Credits	Currency	Net	0	0.000		0.000		0.000
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																							
1	15100	Speed Type		USD																											
Lines	Total Debits	Currency	Total Credits	Currency	Net																										
0	0.000		0.000		0.000																										

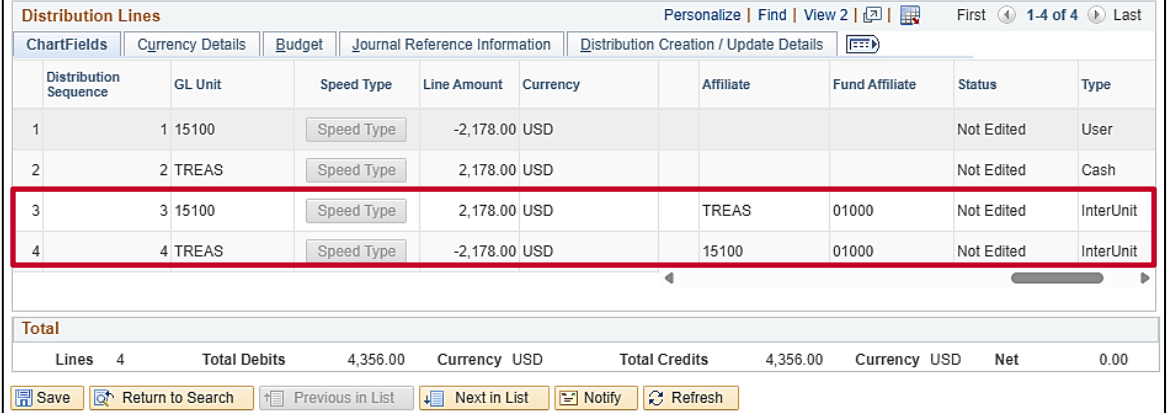


Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																														
5.	Enter the amount of the Payment in the Line Amount field. ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details FEED <table><thead><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td></td><td>USD</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type		USD																
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																							
1	1 15100	Speed Type		USD																											
i	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. Budget Status Distribution Lines Personalize Find View All First 1 of 1 Last ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details FEED <table><thead><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-2,178.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>91100</td></tr></tbody></table> Total <table><thead><tr><th>Lines</th><th>Total Debits</th><th>Currency</th><th>Total Credits</th><th>Currency</th><th>Net</th></tr></thead><tbody><tr><td>1</td><td>0.00</td><td>USD</td><td>2,178.00</td><td>USD</td><td>-2,178.00</td></tr></tbody></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type	-2,178.00	USD	4009060	01000		91100	Lines	Total Debits	Currency	Total Credits	Currency	Net	1	0.00	USD	2,178.00	USD	-2,178.00
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																							
1	1 15100	Speed Type	-2,178.00	USD	4009060	01000		91100																							
Lines	Total Debits	Currency	Total Credits	Currency	Net																										
1	0.00	USD	2,178.00	USD	-2,178.00																										
i	If the Agency uses Speed Types, click the Speed Type button to populate the corresponding ChartField fields. Budget Status Distribution Lines Personalize Find View All First 1 of 1 Last ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details FEED <table><thead><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-2,178.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>91100</td></tr></tbody></table> Total <table><thead><tr><th>Lines</th><th>Total Debits</th><th>Currency</th><th>Total Credits</th><th>Currency</th><th>Net</th></tr></thead><tbody><tr><td>1</td><td>0.00</td><td>USD</td><td>2,178.00</td><td>USD</td><td>-2,178.00</td></tr></tbody></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type	-2,178.00	USD	4009060	01000		91100	Lines	Total Debits	Currency	Total Credits	Currency	Net	1	0.00	USD	2,178.00	USD	-2,178.00
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																							
1	1 15100	Speed Type	-2,178.00	USD	4009060	01000		91100																							
Lines	Total Debits	Currency	Total Credits	Currency	Net																										
1	0.00	USD	2,178.00	USD	-2,178.00																										

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. 

Step	Action
	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.  
9.	Review the accounting entries for accuracy.
10.	Click the Complete checkbox option.  Complete
11.	Click the Save button.      



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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

The screenshot shows the 'Create Accounting Entries' screen. At the top, there's a breadcrumb trail: Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries. Below this, there are tabs for 'Accounting Entries' and 'Deposit Control'. The main area displays 'Unit 15100', 'Deposit ID 1612', 'Payment CHKXYZ', and 'Seq 1'. A 'Currency Details' section shows an amount of 2,718.00 USD. Below that, there's a 'Budget Status' section with a 'Distribution Lines' table. The table has columns for Distribution Sequence, GL Unit, Speed Type, Line Amount, Currency, Account, Fund, Program, Department, and Cost Center. It contains two entries: one for GL Unit 15100 with a line amount of -2,718.00 USD, and another for GL Unit 2 TREAS with a line amount of 2,718.00 USD. At the bottom, there's a 'Total' section showing a net of 0.00. Navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh' are at the bottom.



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.

This screenshot is a close-up of the 'Currency Details' section from the previous image. It shows the amount 2,718.00 USD. A red box highlights a small icon in the top right corner of the section, which is the 'Budget Check' icon.



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																																								
	The Accounting Entries tab refreshes once the Budget Check is completed. Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries Accounting Entries Deposit Control Unit 15100 Deposit ID 1850 Payment CHK123 Seq 1 Currency Details Amount2,178.00 USD ☒ Complete Entry Event Budget Status Valid Distribution Lines Personalize Find View 2 First 1-4 of 4 Last ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Line Amount</th><th>Currency</th><th>Affiliate</th><th>Fund Affiliate</th><th>Status</th><th>Type</th></tr><tr><td>1</td><td>1 15100</td><td>-2,178.00</td><td>USD</td><td></td><td></td><td>Complete</td><td>User</td></tr><tr><td>2</td><td>2 TREAS</td><td>2,178.00</td><td>USD</td><td></td><td></td><td>Not Edited</td><td>Cash</td></tr><tr><td>3</td><td>3 15100</td><td>2,178.00</td><td>USD</td><td>TREAS</td><td>01000</td><td>Complete</td><td>InterUnit</td></tr><tr><td>4</td><td>4 TREAS</td><td>-2,178.00</td><td>USD</td><td>15100</td><td>01000</td><td>Not Edited</td><td>InterUnit</td></tr></table> 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	Distribution Sequence	GL Unit	Line Amount	Currency	Affiliate	Fund Affiliate	Status	Type	1	1 15100	-2,178.00	USD			Complete	User	2	2 TREAS	2,178.00	USD			Not Edited	Cash	3	3 15100	2,178.00	USD	TREAS	01000	Complete	InterUnit	4	4 TREAS	-2,178.00	USD	15100	01000	Not Edited	InterUnit
Distribution Sequence	GL Unit	Line Amount	Currency	Affiliate	Fund Affiliate	Status	Type																																		
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2	2 TREAS	2,178.00	USD			Not Edited	Cash																																		
3	3 15100	2,178.00	USD	TREAS	01000	Complete	InterUnit																																		
4	4 TREAS	-2,178.00	USD	15100	01000	Not Edited	InterUnit																																		
13.	Verify that the Budget Status field displays as “Valid”. Currency Details Amount2,178.00 USD ☒ Complete Entry Event Budget Status 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. Save Return to Search Previous in List Next in List Notify Refresh																																								



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.

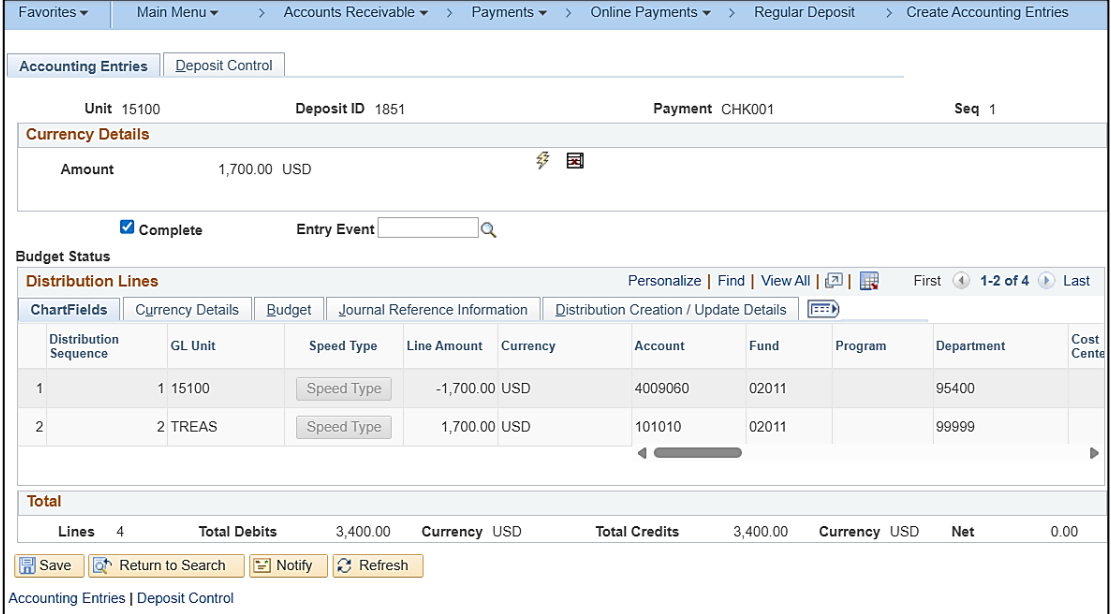
After navigating away from the **Create Accounting Entries** page and accounting entries are marked as "Complete", the Deposit will no longer display on the **Create Accounting Entries Search** page. To modify accounting entries after navigating away from this page, navigate to the **Modify Accounting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



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

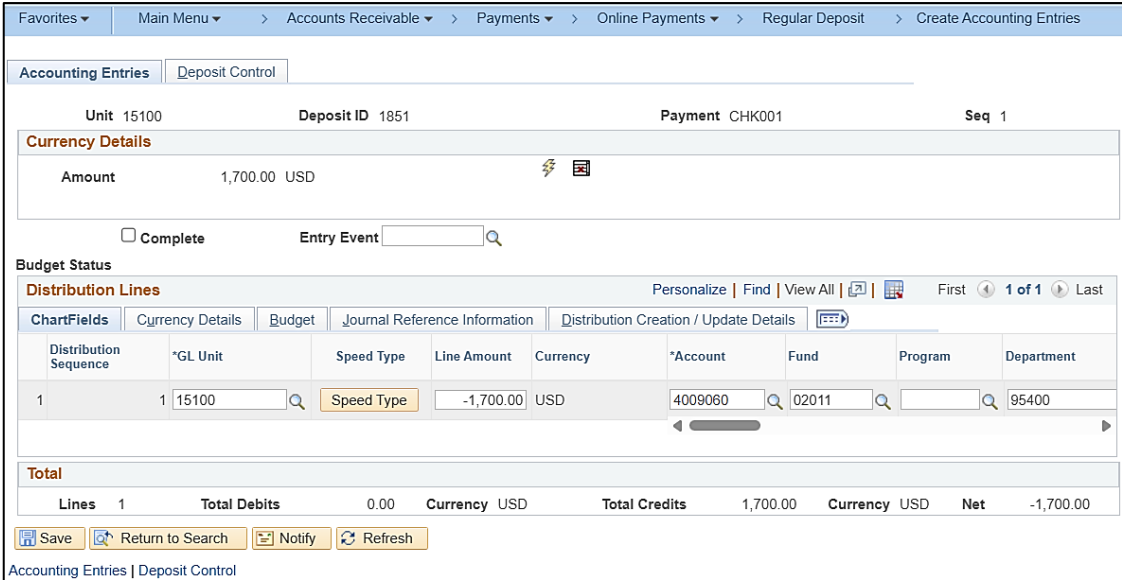
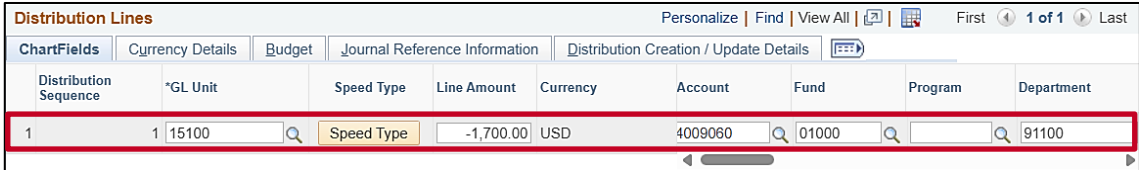
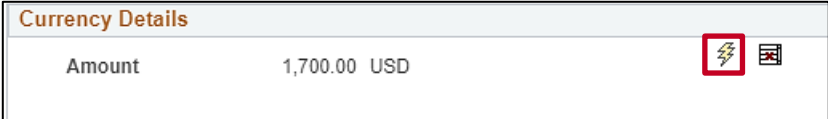
Corrections from the Create Accounting Entries Page

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. 



Accounts Receivable Job Aid

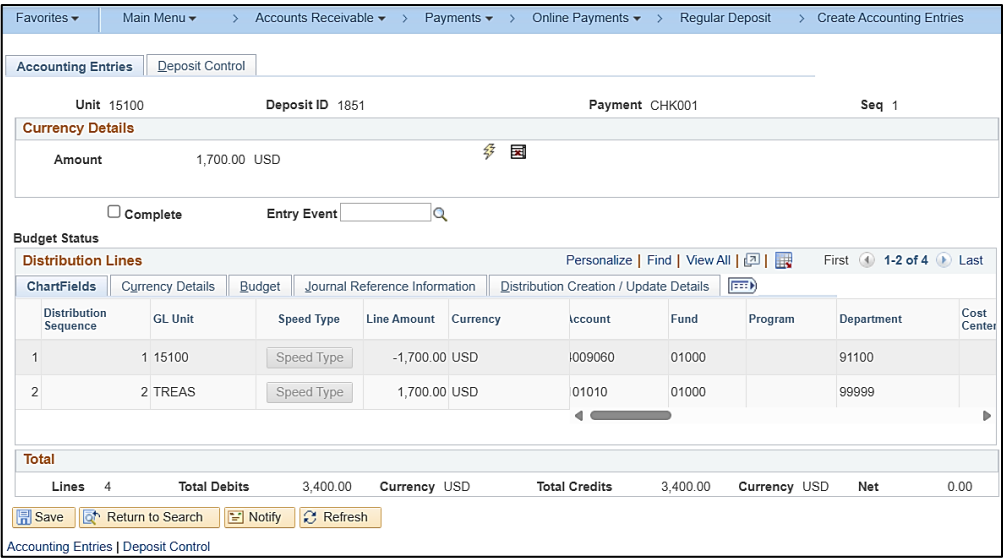
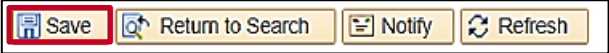
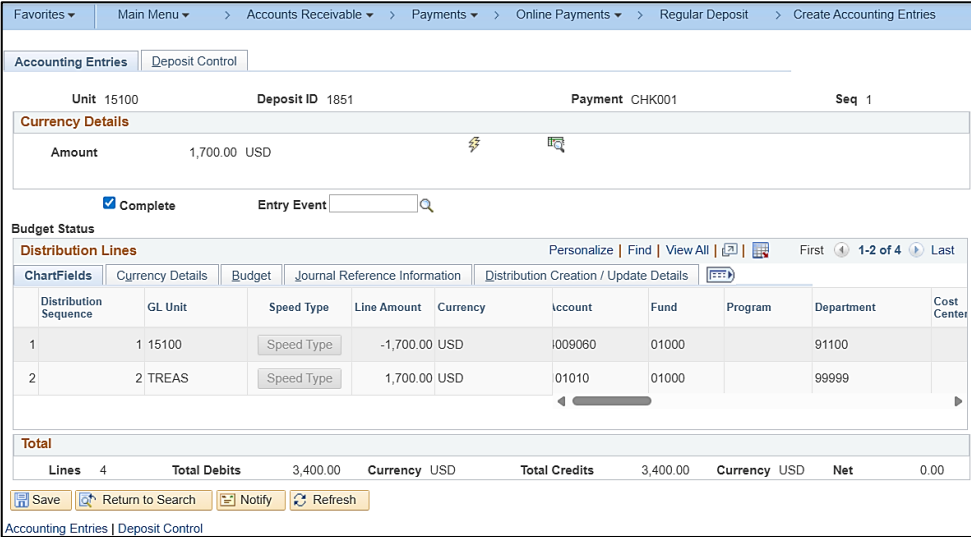
AR326_Managing Accounts Receivable Funds Receipts

Step	Action
	The Accounting Entries tab refreshes.  The screenshot shows the 'Accounting Entries' tab with the 'Currency Details' section displaying an amount of 1,700.00 USD. Below it, the 'Distribution Lines' section is visible, showing a table with columns for Distribution Sequence, *GL Unit, Speed Type, Line Amount, Currency, *Account, Fund, Program, and Department. The first line shows a debit of -1,700.00 USD to account 4009060, fund 02011, and department 95400. A 'Total' section at the bottom shows a net of -1,700.00. Navigation buttons like 'Save', 'Return to Search', 'Notify', and 'Refresh' are at the bottom.
	The Distribution Lines section is now editable.
4.	Update the accounting entries as necessary in the Distribution Lines section.  The screenshot shows the 'Distribution Lines' section with the first line highlighted in red. The line details are: Distribution Sequence 1, *GL Unit 15100, Speed Type, Line Amount -1,700.00, Currency USD, *Account 4009060, Fund 01000, and Department 91100.
5.	Click the Create icon (lightning bolt) to create the system generated cash and/or InterUnit Lines.  The screenshot shows the 'Currency Details' section with the 'Amount' field set to 1,700.00 USD. A red box highlights the 'Create' icon (lightning bolt) next to the amount field.



Accounts Receivable Job Aid

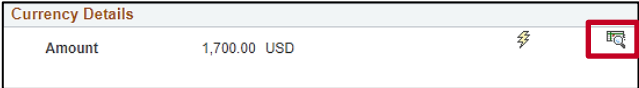
AR326_Managing Accounts Receivable Funds Receipts

Step	Action
	The Accounting Entries tab refreshes.  The screenshot shows the 'Accounting Entries' tab in the 'Create Accounting Entries' window. The 'Complete' checkbox is unchecked. The 'Distribution Lines' table shows two lines: Line 1 with a debit of 1,700.00 USD to account 1009060, and Line 2 with a credit of 1,700.00 USD to account 01010. The total debits and credits are 3,400.00 USD each, resulting in a net of 0.00.
6.	Review the accounting entries for accuracy.
7.	Click the Complete checkbox option.
	 The screenshot shows a close-up of the 'Complete' checkbox, which is now checked. The 'Entry Event' search field is also visible.
8.	Click the Save button.
	 The screenshot shows a close-up of the bottom buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'Save' button is highlighted with a red box.
	The Accounting Entries tab refreshes.  The screenshot shows the 'Accounting Entries' tab after the 'Save' button was clicked. The 'Complete' checkbox is now checked. The 'Distribution Lines' table and the total summary remain the same as in the previous screenshot.

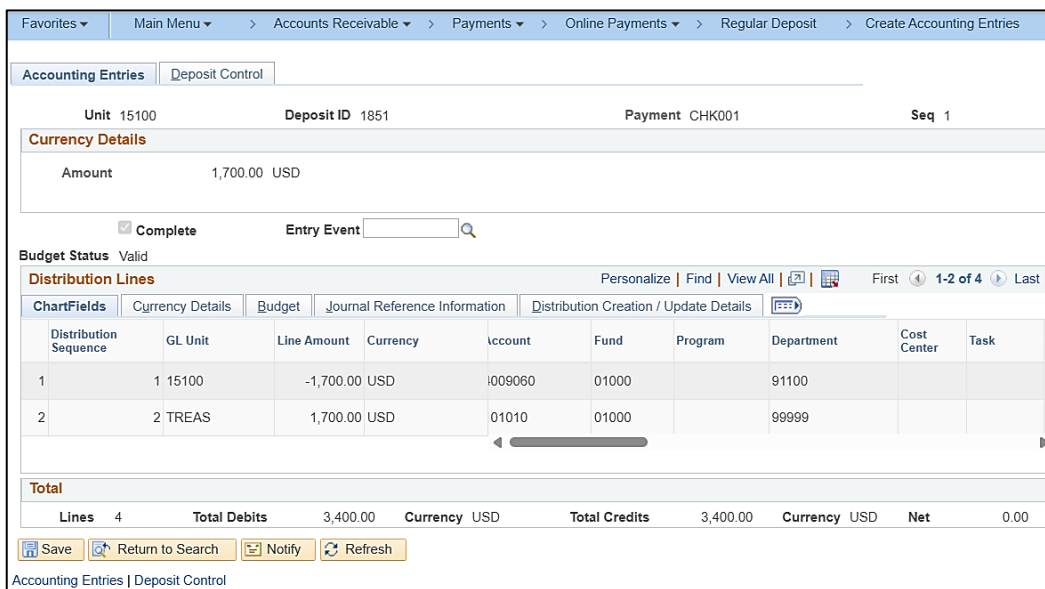


Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
	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.
9.	Click the Budget Check icon. 

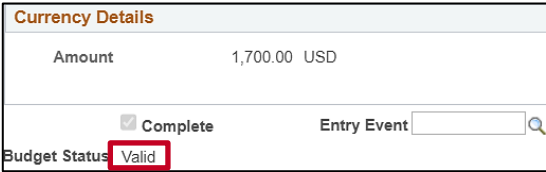
The **Accounting Entries** tab refreshes once the Budget Check is completed.



The screenshot shows the 'Accounting Entries' tab in the system. The 'Budget Status' is 'Valid'. The 'Distribution Lines' table shows two lines: Line 1 with a debit of 1,700.00 USD to account 009060, and Line 2 with a credit of 1,700.00 USD to account 01010. The 'Total' row shows a net of 0.00.

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task
1	1 15100	-1,700.00	USD	009060	01000		91100		
2	2 TREAS	1,700.00	USD	01010	01000		99999		

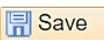
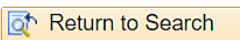
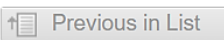
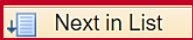
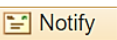
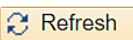
Lines	Total Debits	Currency	Total Credits	Currency	Net
4	3,400.00	USD	3,400.00	USD	0.00

10.	Verify that the Budget Status field displays as "Valid". 
-----	--



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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

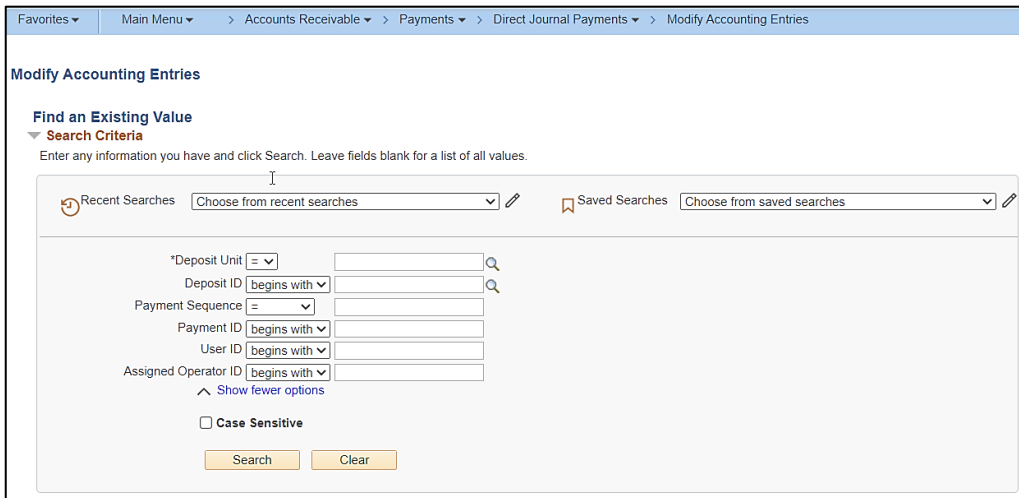


Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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. 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
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The **Modify Accounting Entries Find an Existing Value Search** page refreshes with the search results in the **Search Results** section.

▼ Search Results
2 results - Deposit Unit "15100" Deposit ID "1852"

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Complete	08/20/2025	>
15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Complete	08/20/2025	>

4.

Click the **Drill in** icon to open the Payment associated with the Deposit.

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Complete	08/20/2025	>
15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Complete	08/20/2025	>

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

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

Directly Journalled Payments | Deposit Control

Unit 15100 Deposit ID 1852 Payment CHK001 Seq 1

Currency Details

Amount	1,700.00	Currency	USD
Base	1,700.00	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
\$	1	15100		1,700.00	-1,700.00	USD	4009060	01000	
\$	2	TREAS	1,700.00		1,700.00	USD	101010	01000	
\$	3	15100	1,700.00		1,700.00	USD	101010	01000	
\$	4	TREAS		1,700.00	-1,700.00	USD	101010	01000	

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
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Save Return to Search Previous in List Next in List Notify

Directly Journalled Payments | Deposit Control



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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

A **Warning** message 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.

OK

6.	Click the OK button to close the Warning message. OK
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The **Directly Journalled Payments** tab redispays.

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

Directly Journalled Payments Deposit Control

Unit 15100 Deposit ID 1852 Payment CHK001 Seq 1

Currency Details

Amount	1,700.00	Currency	USD
Base	1,700.00	Currency	USD

☐ Complete Budget Status Not Chk'd

Accounting Line Display

☒ Standard ☐ Supplemental (Entry Event) ☐ Both

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

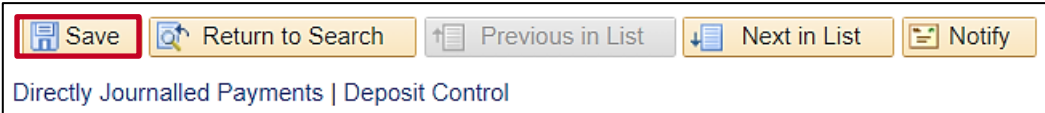
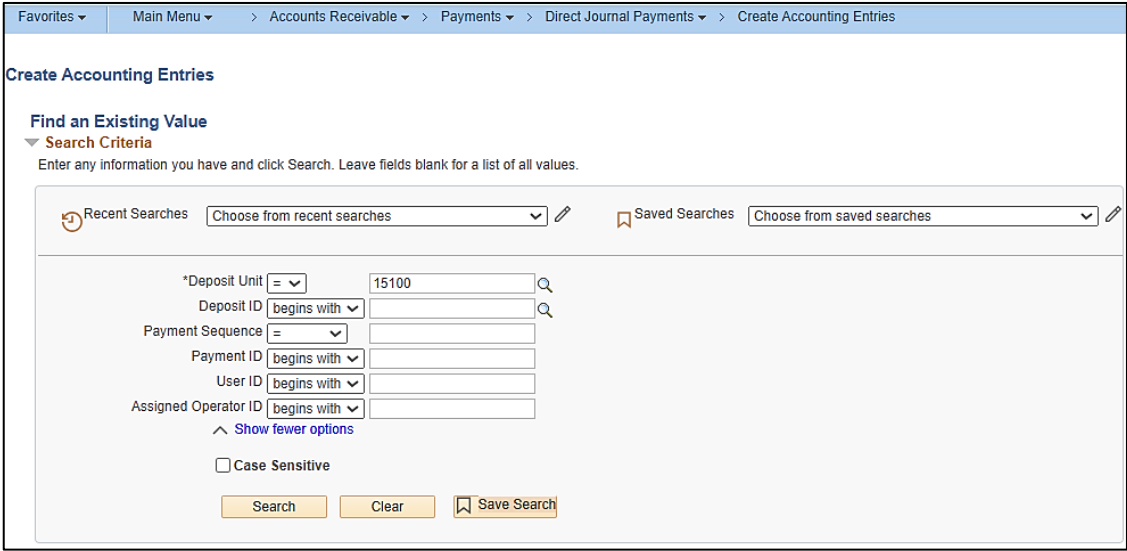
ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
☐	1	15100			-1,700.00	USD	4009060	01000	
☐	2	TREAS			1,700.00	USD	101010	01000	
☐	3	15100			1,700.00	USD	101010	01000	
☐	4	TREAS			-1,700.00	USD	101010	01000	

Total

Lines	8	Total Debits	6,800.00	Currency	USD	Total Credits	6,800.00	Currency	USD	Net	0.00
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Directly Journalled Payments | Deposit Control

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. 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
10.	Click the Search button. Search Clear

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.

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

Create Accounting Entries

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ▾

Saved Searches Choose from saved searches ▾

*Deposit Unit ▾ 15100

Deposit ID ▾ begins with 1852

Payment Sequence ▾

Payment ID ▾ begins with

User ID ▾ begins with

Assigned Operator ID ▾ begins with

^ Show fewer options

☐ Case Sensitive

Search

Clear

Save Search

▼ **Search Results**

2 results - Deposit Unit "15100" Deposit ID "1852"

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	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>	
15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>	



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

11.

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

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	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>	
15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>	



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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

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

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1852 Payment CHK001 Seq 1

Currency Details

Amount 1,700.00 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 Cent
1	1 15100	Speed Type	-1,700.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	1,700.00	USD	101010	01000		99999	

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
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Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | Deposit Control

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



The **Accounting Entries** tab refreshes.

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

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1852 Payment CHK001 Seq 1

Currency Details

Amount 1,700.00 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	-1,700.00	USD	4009060	01000		91100

Total

Lines	1	Total Debits	0.00	Currency	USD	Total Credits	1,700.00	Currency	USD	Net	-1,700.00
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Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | Deposit Control

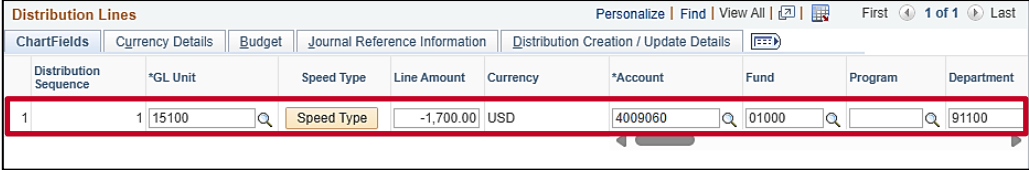
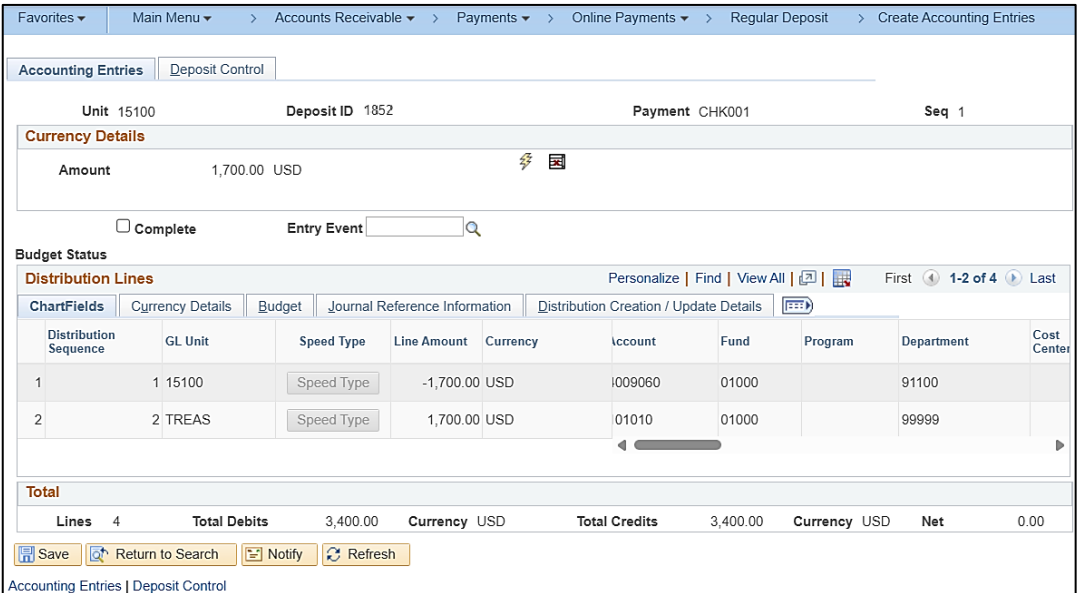


The **Distribution Lines** section is now editable.



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																																										
	The Accounting Entries tab refreshes. Favorites ▾Main Menu ▾>Accounts Receivable ▾>Payments ▾>Online Payments ▾>Regular Deposit >Create Accounting Entries Accounting EntriesDeposit Control Unit 15100Deposit ID 1852Payment CHK001Seq 1 Currency Details Amount1,700.00 USD ☒ CompleteEntry Event Budget Status Distribution Lines Personalize Find View All First 1-2 of 4 Last ChartFieldsCurrency DetailsBudgetJournal Reference InformationDistribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-1,700.00</td><td>USD</td><td>1009060</td><td>01000</td><td></td><td>91100</td><td></td></tr><tr><td>2</td><td>2 TREAS</td><td>Speed Type</td><td>1,700.00</td><td>USD</td><td>01010</td><td>01000</td><td></td><td>99999</td><td></td></tr></table> Total <table><tr><td>Lines</td><td>4</td><td>Total Debits</td><td>3,400.00</td><td>Currency</td><td>USD</td><td>Total Credits</td><td>3,400.00</td><td>Currency</td><td>USD</td><td>Net</td><td>0.00</td></tr></table> SaveReturn to SearchNotifyRefresh Accounting Entries Deposit Control	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	1	1 15100	Speed Type	-1,700.00	USD	1009060	01000		91100		2	2 TREAS	Speed Type	1,700.00	USD	01010	01000		99999		Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center																																		
1	1 15100	Speed Type	-1,700.00	USD	1009060	01000		91100																																			
2	2 TREAS	Speed Type	1,700.00	USD	01010	01000		99999																																			
Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00																																
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. Currency Details Amount1,700.00 USD																																										



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																																										
	The Accounting Entries tab refreshes once the Budget Check is completed. Favorites ▾Main Menu ▾>Accounts Receivable ▾>Payments ▾>Online Payments ▾>Regular Deposit >Create Accounting Entries Accounting Entries Deposit Control Unit 15100Deposit ID 1852Payment CHK001Seq 1 Currency Details Amount1,700.00 USD ☒ CompleteEntry Event Budget Status Valid Distribution Lines Personalize Find View All First 1-2 of 4 Last ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Line Amount</th><th>Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr><tr><td>1</td><td>1 15100</td><td>-1,700.00</td><td>USD</td><td>009060</td><td>01000</td><td></td><td>91100</td><td></td><td></td></tr><tr><td>2</td><td>2 TREAS</td><td>1,700.00</td><td>USD</td><td>01010</td><td>01000</td><td></td><td>99999</td><td></td><td></td></tr></table> Total <table><tr><td>Lines</td><td>4</td><td>Total Debits</td><td>3,400.00</td><td>Currency</td><td>USD</td><td>Total Credits</td><td>3,400.00</td><td>Currency</td><td>USD</td><td>Net</td><td>0.00</td></tr></table> Save Return to Search Notify Refresh Accounting Entries Deposit Control	Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	1	1 15100	-1,700.00	USD	009060	01000		91100			2	2 TREAS	1,700.00	USD	01010	01000		99999			Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task																																		
1	1 15100	-1,700.00	USD	009060	01000		91100																																				
2	2 TREAS	1,700.00	USD	01010	01000		99999																																				
Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00																																
19.	Verify that the Budget Status field displays as “Valid”. Currency Details Amount1,700.00 USD ☒ CompleteEntry Event Budget StatusValid																																										
	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. Save Return to Search Previous in List Next in List Notify Refresh																																										

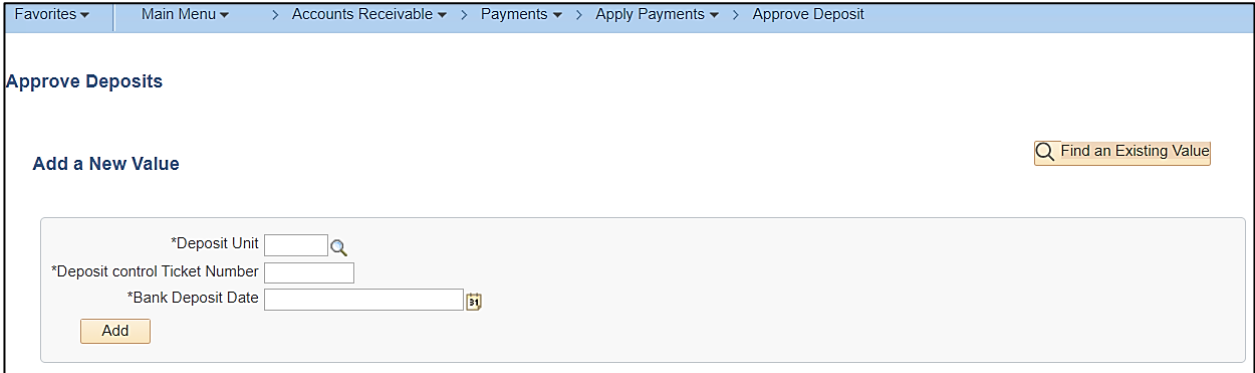
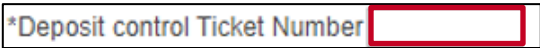
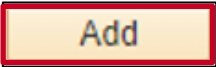


Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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. 



Accounts Receivable Job Aid

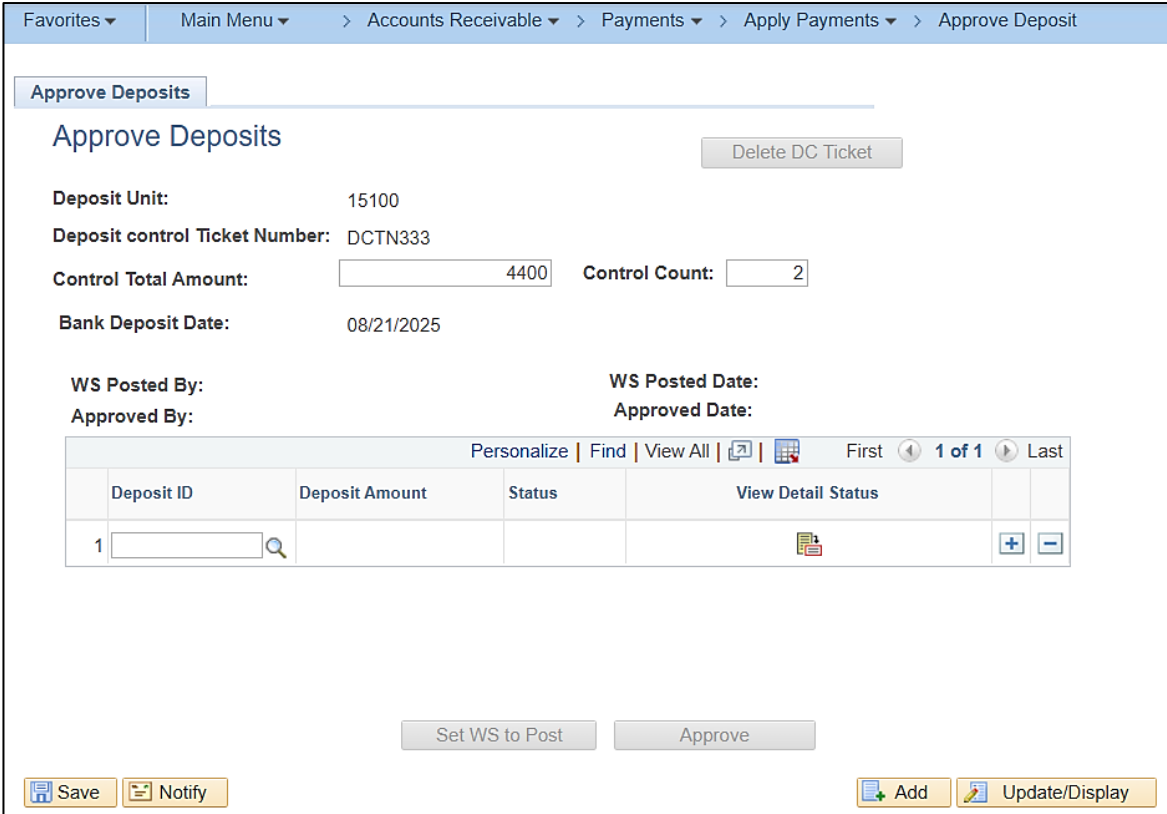
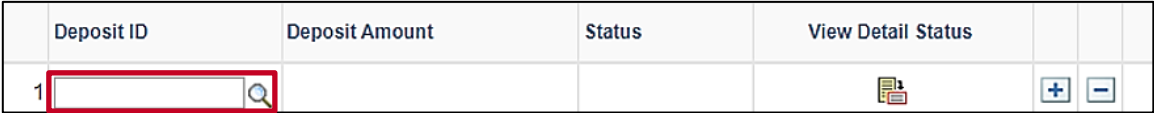
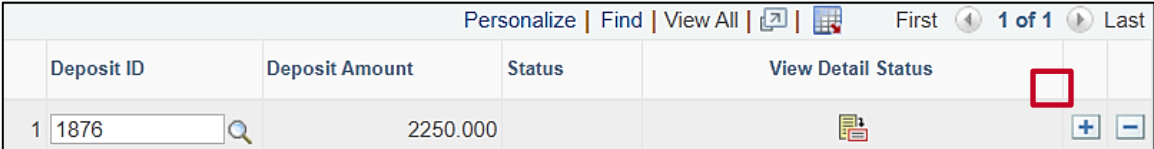
AR326_Managing Accounts Receivable Funds Receipts

Step	Action								
	The Approve Deposits page displays. Favorites ▾Main Menu ▾Accounts Receivable ▾Payments ▾Apply Payments ▾Approve Deposit Approve Deposits Approve Deposits Delete DC Ticket Deposit Unit: 15100 Deposit control Ticket Number: DCKHZ33 Control Total Amount: 0.000Control Count: 0 Bank Deposit Date: 08/21/2025 WS Posted By:WS Posted Date: Approved By:Approved Date: PersonalizeFindView All1 of 1FirstLast <table><tr><th>Deposit ID</th><th>Deposit Amount</th><th>Status</th><th>View Detail Status</th></tr><tr><td>1</td><td></td><td></td><td></td></tr></table> Set WS to PostApprove SaveNotifyAddUpdate/Display	Deposit ID	Deposit Amount	Status	View Detail Status	1			
Deposit ID	Deposit Amount	Status	View Detail Status						
1									
6.	Enter the total sum amount for all of the Deposits being included in the Control Total Amount field. Control Total Amount: 0.000Control Count: 0								
7.	Enter the total number of Deposits (Deposit IDs) being included in the Control Count field. Control Total Amount: 0.000Control Count: 0								



Accounts Receivable Job Aid

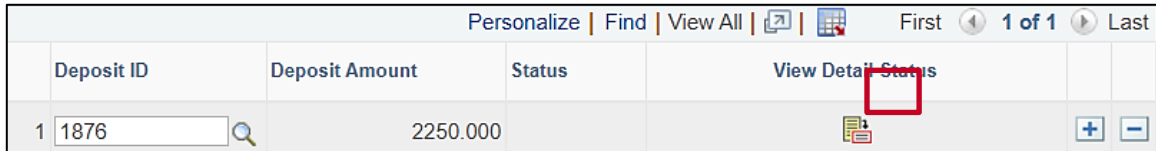
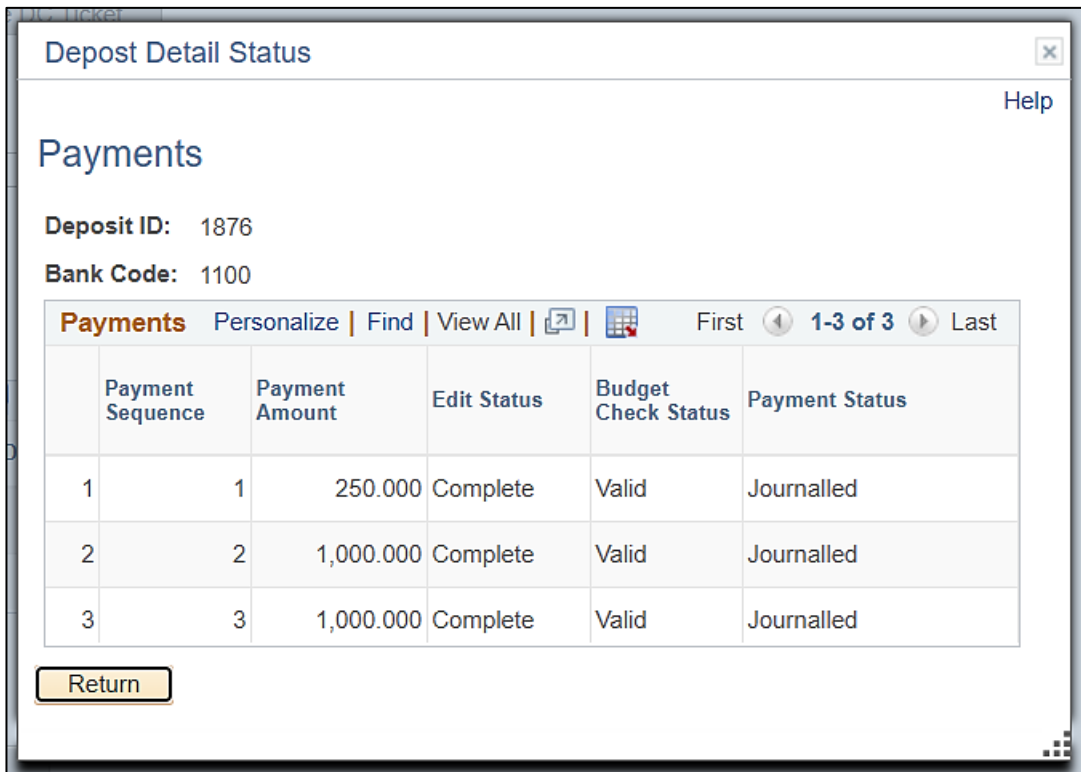
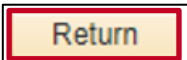
AR326_Managing Accounts Receivable Funds Receipts

Step	Action
Sample Approve Deposits page with the Header section completed:	
	
8.	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. 
9.	Click the Add a New Row icon and then repeat Step 8 as needed until all of the Deposit IDs have been added. 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																				
10.	Click the View Detail Status icon for the applicable Deposit ID to view the Payments associated with the Deposit ID with status information.  The screenshot shows a table with the following data: <table><tr><th>Deposit ID</th><th>Deposit Amount</th><th>Status</th><th>View Detail Status</th></tr><tr><td>1 1876</td><td>2250.000</td><td></td><td></td></tr></table>	Deposit ID	Deposit Amount	Status	View Detail Status	1 1876	2250.000														
Deposit ID	Deposit Amount	Status	View Detail Status																		
1 1876	2250.000																				
The Deposit Detail Status page displays in a pop-up window.  The screenshot shows the Deposit Detail Status pop-up window with the following data: Deposit ID: 1876 Bank Code: 1100 <table><tr><th>Payment Sequence</th><th>Payment Amount</th><th>Edit Status</th><th>Budget Check Status</th><th>Payment Status</th></tr><tr><td>1</td><td>250.000</td><td>Complete</td><td>Valid</td><td>Journalled</td></tr><tr><td>2</td><td>1,000.000</td><td>Complete</td><td>Valid</td><td>Journalled</td></tr><tr><td>3</td><td>1,000.000</td><td>Complete</td><td>Valid</td><td>Journalled</td></tr></table> Return		Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status	1	250.000	Complete	Valid	Journalled	2	1,000.000	Complete	Valid	Journalled	3	1,000.000	Complete	Valid	Journalled
Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status																	
1	250.000	Complete	Valid	Journalled																	
2	1,000.000	Complete	Valid	Journalled																	
3	1,000.000	Complete	Valid	Journalled																	
11.	Review the status information to ensure that: - The Edit Status field for each Payment displays “Complete”. All Payments must be complete in order to approve the Deposit - The Budget Check Status field for each Payment displays “Valid”. All Payments must be valid in order to approve the Deposit - The Payment Status field for each Payment displays “Journalled”. All Payments must be journalled in order to approve the Deposit																				
12.	Click the Return button once the review is complete. 																				

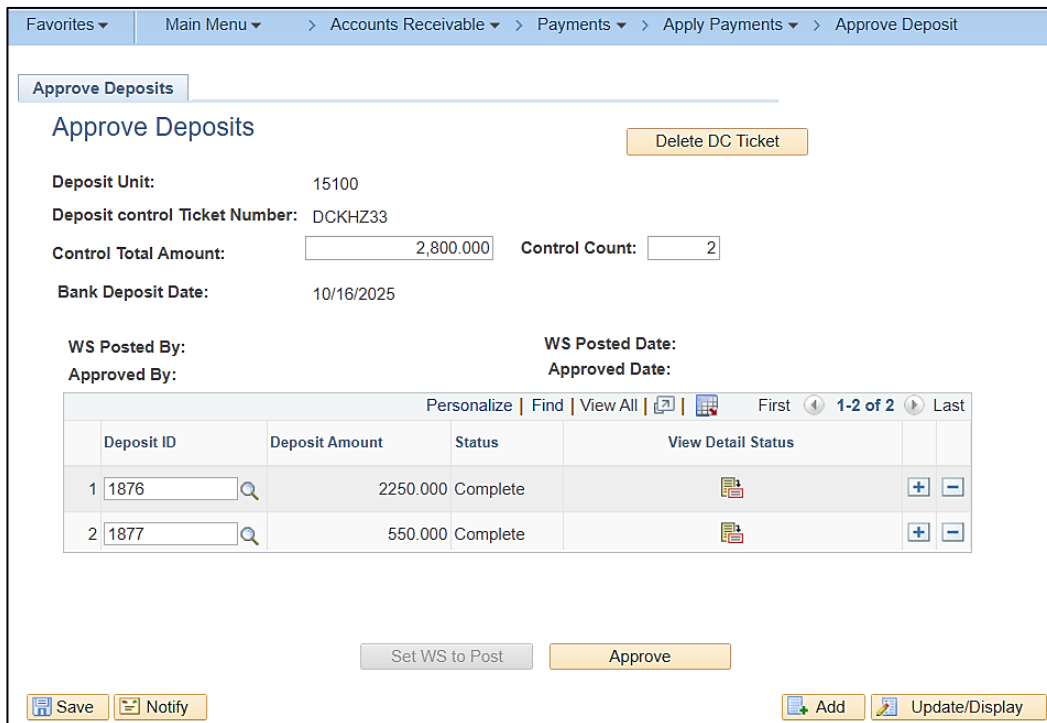


Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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. 

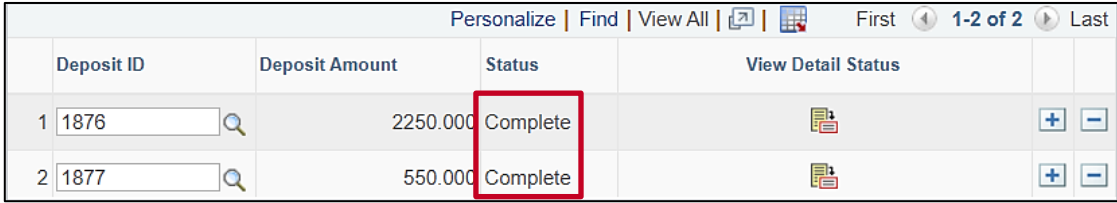
The **Approve Deposits** page redisplay.



The screenshot shows the 'Approve Deposits' page. At the top, there's a breadcrumb trail: Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit. Below this, the page title 'Approve Deposits' is displayed. A 'Delete DC Ticket' button is in the top right. The form contains the following fields: Deposit Unit: 15100; Deposit control Ticket Number: DCKHZ33; Control Total Amount: 2,800.000; Control Count: 2; Bank Deposit Date: 10/16/2025. Below these, there are fields for 'WS Posted By:' and 'WS Posted Date:', and 'Approved By:' and 'Approved Date:'. A table lists two deposits: Deposit ID 1876 with amount 2250.000 and status 'Complete', and Deposit ID 1877 with amount 550.000 and status 'Complete'. Each row has a 'View Detail Status' link and '+'/'-' buttons. At the bottom, there are buttons for 'Set WS to Post', 'Approve', 'Save', 'Notify', 'Add', and 'Update/Display'.



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". 
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Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action												
16.	Click the Approve button. Set WS to Post Approve												
A Message displays in a pop-up window confirming that the Deposit is approved. Message Deposit is approved (25007,4) OK													
17.	Click the OK button to close the Message. OK												
The Approve Deposits page redispays. Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > Approve Deposit Approve Deposits Approve Deposits Delete DC Ticket Deposit Unit: 15100 Deposit control Ticket Number: DCKHZ33 Control Total Amount: 2,800.000 Control Count: 2 Bank Deposit Date: 10/16/2025 WS Posted By: Approved By: V_TRN_FINUSER001 WS Posted Date: Approved Date: 10/16/2025 Personalize Find View All First 1-2 of 2 Last <table><thead><tr><th>Deposit ID</th><th>Deposit Amount</th><th>Status</th><th>View Detail Status</th></tr></thead><tbody><tr><td>1 1876</td><td>2250.000</td><td>Approved</td><td></td></tr><tr><td>2 1877</td><td>550.000</td><td>Approved</td><td></td></tr></tbody></table> Set WS to Post Approve Save Notify Add Update/Display		Deposit ID	Deposit Amount	Status	View Detail Status	1 1876	2250.000	Approved		2 1877	550.000	Approved	
Deposit ID	Deposit Amount	Status	View Detail Status										
1 1876	2250.000	Approved											
2 1877	550.000	Approved											

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