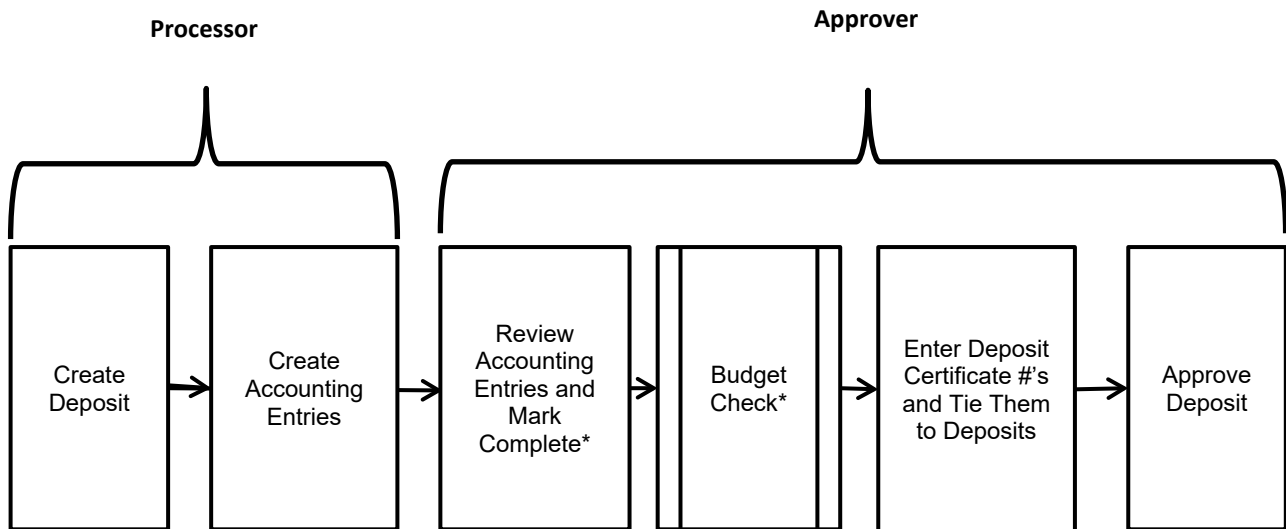


### Managing Accounts Receivable Funds Receipts Overview

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

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



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

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

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

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

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

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



# Accounts Receivable Job Aid

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## AR326\_Managing Accounts Receivable Funds Receipts

### Table of Contents

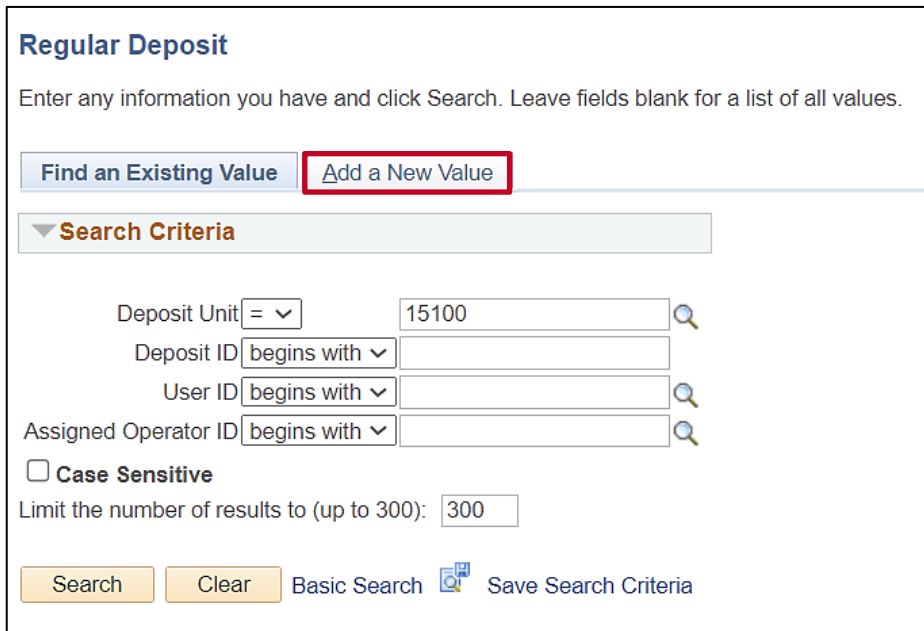
Entering Regular Deposits .....	3
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### Entering Regular Deposits

1. Navigate to the **Regular Deposits** page using the following path:

**Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit**

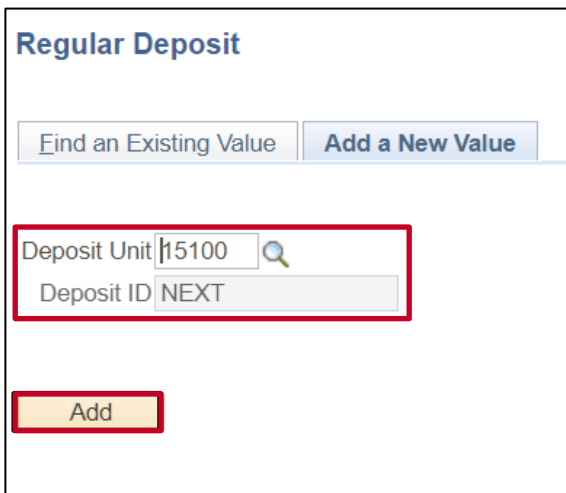
The **Regular Deposit** page displays.



The screenshot shows the 'Regular Deposit' search interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in red. Below the tabs is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Deposit Unit' with a dropdown menu set to '=' and a text input field containing '15100'; 'Deposit ID' with a dropdown menu set to 'begins with' and an empty text input field; 'User ID' with a dropdown menu set to 'begins with' and an empty text input field; and 'Assigned Operator ID' with a dropdown menu set to 'begins with' and an empty text input field. There are magnifying glass icons next to each text input field. Below the search criteria is a checkbox for 'Case Sensitive' and a text input field for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

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



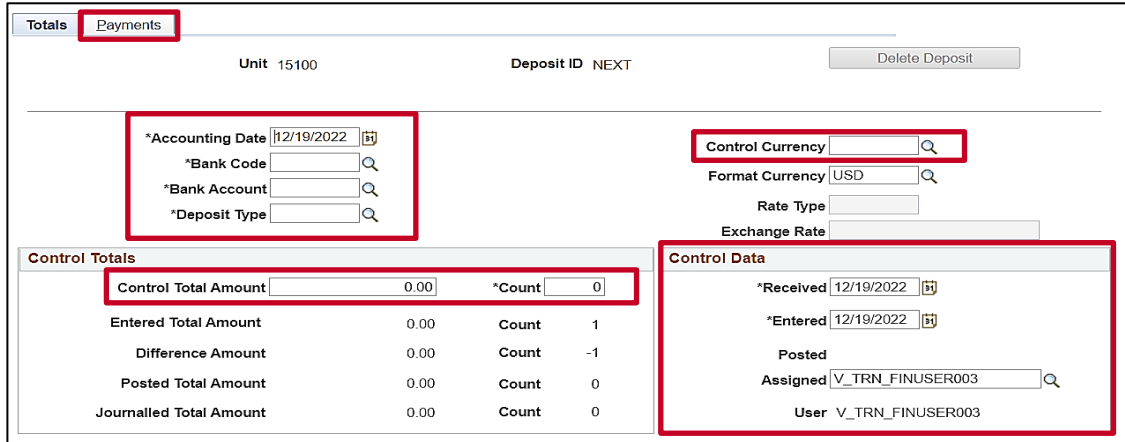
The screenshot shows the 'Regular Deposit' page with the 'Add a New Value' tab selected. The 'Find an Existing Value' tab is disabled. The search criteria section is highlighted with a red box. It shows 'Deposit Unit' with a dropdown menu set to '=' and a text input field containing '15100'; and 'Deposit ID' with a dropdown menu set to 'NEXT' and a text input field containing 'NEXT'. There is a magnifying glass icon next to the 'Deposit Unit' text input field. Below the search criteria is a red-bordered 'Add' button.

3. The **Deposit Unit** defaults based on your Organization but can be overridden if you have access to multiple Business Units.

4. The **Deposit ID** field defaults to "NEXT" and cannot be changed.

5. Click the **Add** button.

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



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

6. The **Accounting Date** field defaults to the current date but can be updated if needed using the **Calendar** icon.

**Note:** The **Accounting Date** field determines which Fiscal Period that the batch will post to. The accounting date is not necessarily the same as the Deposit date.

7. Select the applicable Bank Code using the **Bank Code Look Up** icon.

**Note:** For information about Cardinal Bank Codes, see the Job Aid titled **SW AR326: Bank Code Crosswalk**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

8. Select the applicable Bank Account using the **Bank Account Look Up** icon.

**Note:** The Bank Code previously selected determines which Bank Account is available for selection.

9. Select the Deposit Type using the **Deposit Type Look Up** icon.

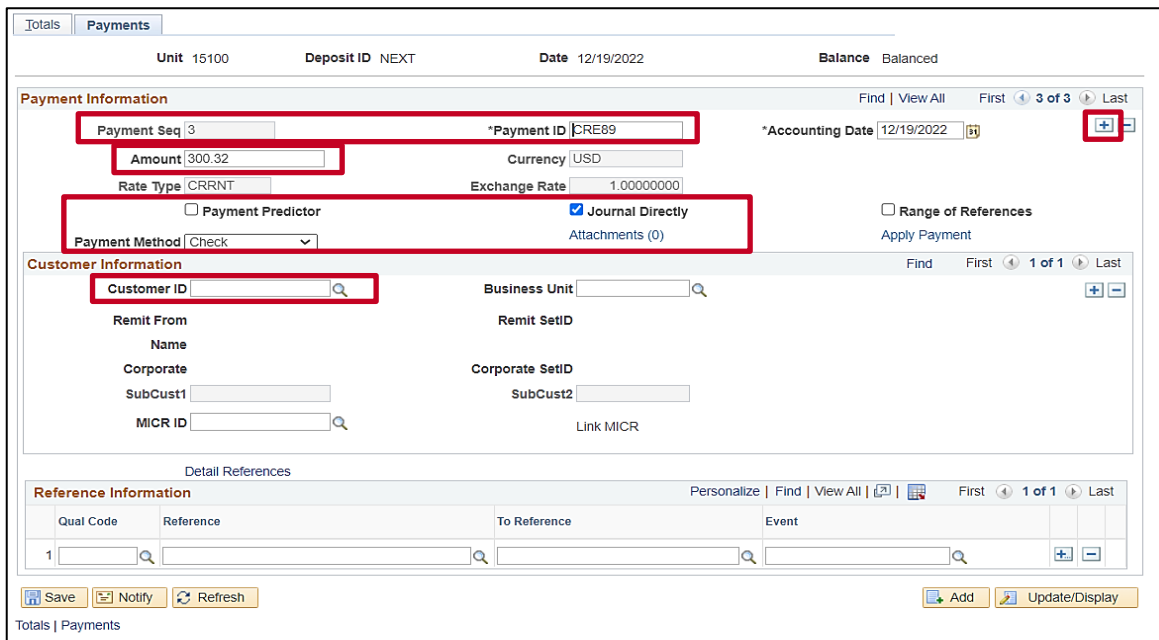
10. Click the **Control Currency Look Up** icon and select "USD". This is currently the only valid value.

11. Sum all the payments to be included in the Deposit and enter the total amount in the **Control Total Amount** field.

12. Enter the total number of payments in the **Count** field.

13. The information in the **Control Data** section defaults and should only be changed if needed. The Received Date is the date that the funds were received by the Agency or Bank and the Entered Date is the date the Deposit ID is created in Cardinal. The user ID of the person entering the transaction defaults in the **Assigned** and **User ID** fields.
14. Click the **Payments** tab.

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



The screenshot shows the 'Payments' tab in the Cardinal system. The form is titled 'Payment Information' and includes the following fields and sections:

- Payment Information:**
  - Payment Seq: 3 (highlighted)
  - \*Payment ID: CRE89 (highlighted)
  - \*Accounting Date: 12/19/2022
  - Amount: 300.32 (highlighted)
  - Currency: USD
  - Rate Type: CRRNT
  - Exchange Rate: 1.00000000
  - Payment Predictor
  - Journal Directly (highlighted)
  - Payment Method: Check (dropdown)
  - Attachments: (0)
  - Range of References
  - Apply Payment button
- Customer Information:**
  - Customer ID: (highlighted)
  - Business Unit: (dropdown)
  - Remit From Name: (dropdown)
  - Remit SetID: (dropdown)
  - Corporate: (dropdown)
  - Corporate SetID: (dropdown)
  - SubCust1: (dropdown)
  - SubCust2: (dropdown)
  - MICR ID: (dropdown)
  - Link MICR: (dropdown)
- Reference Information:**
  - Table with columns: Qual Code, Reference, To Reference, Event.
  - Row 1: 1, (dropdown), (dropdown), (dropdown)

Buttons at the bottom include Save, Notify, Refresh, Add, and Update/Display.

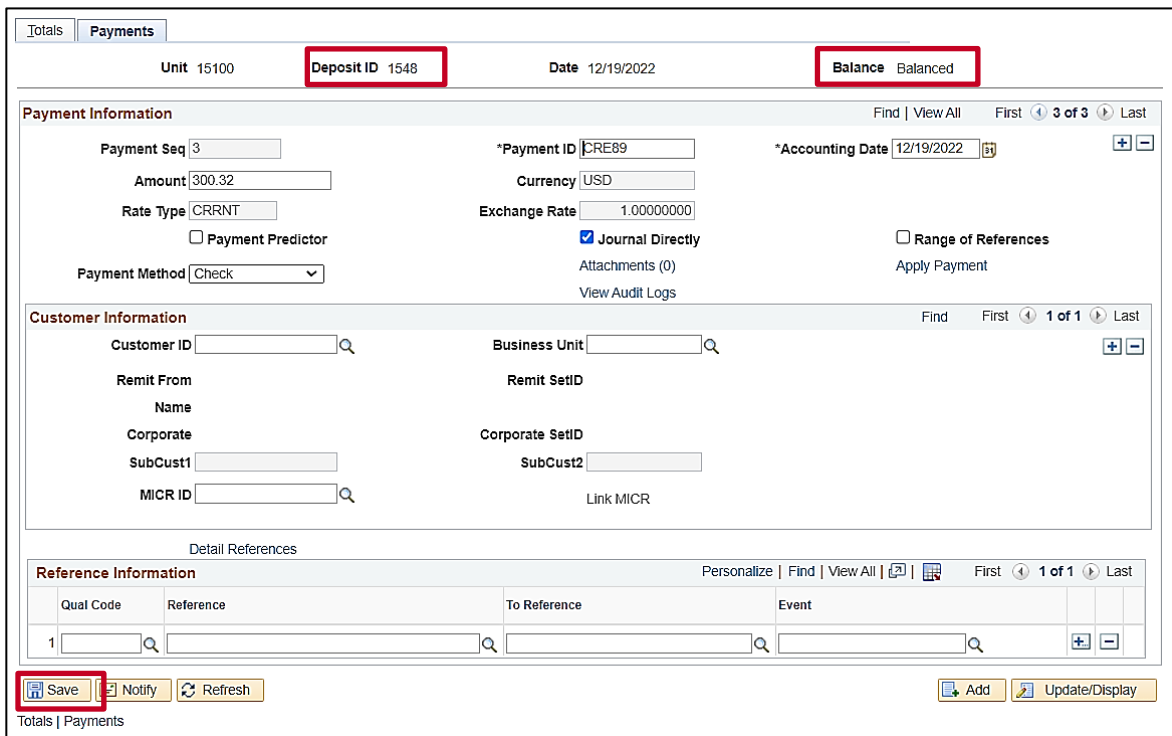
15. The **Payment Seq** (sequence) field is read-only. This number is assigned by Cardinal to track the order in which payments are entered when there is more than one payment in the Deposit.
16. Enter a unique identifier (such as the Check Number) for the payment in the **Payment ID** field.
17. Enter the payment amount in the **Amount** field.
18. De-select the **Payment Predictor** checkbox option.
19. Select the **Journal Directly** checkbox option.  
**Note:** If this checkbox option is not selected, accounting entries cannot be created.
20. The **Payment Method** field defaults to "Check". Update as needed using the dropdown button provided.

- 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/select the Customer ID for the Agency making the payment in the **Customer ID** field. The remaining required fields within this section will automatically default based on the Customer ID selected.

**Note:** For additional information about ATA transactions, see the Job Aid titled **SW Agency to Agency (ATA) Transactions Information Sheet**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

- To add another payment to the Deposit, click the **Add a New Row** icon (+) in the **Payment Information** section and repeat Steps 15 – 21 as applicable.

Sample completed **Payments** tab.



The screenshot shows the 'Payments' tab in the software. At the top, 'Unit 15100', 'Deposit ID 1548', 'Date 12/19/2022', and 'Balance Balanced' are visible. The 'Payment Information' section contains fields for Payment Seq (3), Amount (300.32), Rate Type (CRRNT), Payment Method (Check), \*Payment ID (CRE89), Currency (USD), Exchange Rate (1.00000000), \*Accounting Date (12/19/2022), and checkboxes for Payment Predictor, Journal Directly, and Range of References. The 'Customer Information' section has fields for Customer ID, Business Unit, Remit From Name, Remit SetID, Corporate, Corporate SetID, SubCust1, SubCust2, MICR ID, and Link MICR. The 'Reference Information' section is at the bottom with a table for Qual Code, Reference, To Reference, and Event. At the bottom left, the 'Save' button is highlighted with a red box.

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

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

- Click the **Save** button.

25. The **Deposit ID** field is systematically populated with the next available Deposit ID by Cardinal. Take note of the assigned Deposit ID for further processing of this Deposit.

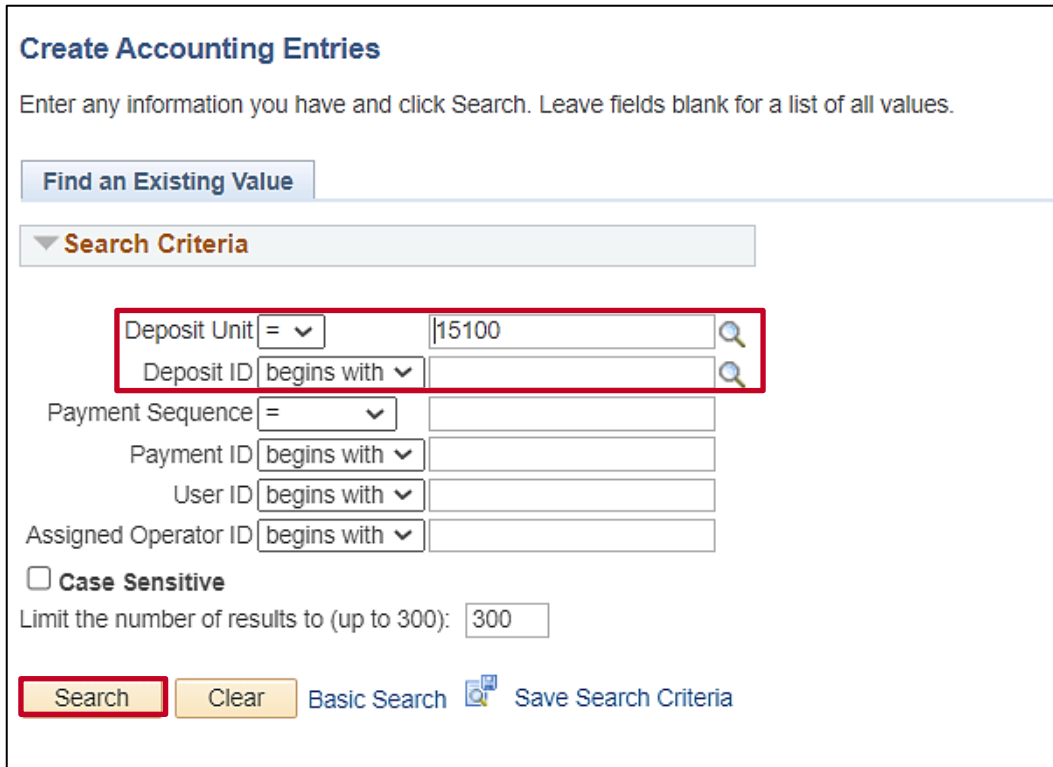
**Note:** Once Deposits have been entered, accounting entries will need to be created for each payment in the Deposit. See the next section of this Job Aid, [Creating Accounting Entries \(Processing Direct Journals\)](#), to proceed.

### Creating Accounting Entries (Processing Direct Journals)

1. Navigate to the **Create Accounting Entries** page using the following path:

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

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



2. The **Deposit Unit** defaults based on your Organization but can be overridden if you have access to multiple Business Units.
3. Enter or select the applicable Deposit ID in the **Deposit ID** field.
4. Click the **Search** button.



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

**Note:** 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.

### Create Accounting Entries

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

[Find an Existing Value](#)

**Search Criteria**

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

Limit the number of results to (up to 300):

**Search Results**

View All First 1-3 of 3 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
<a href="#">15100</a>	1548	1	AG908	V_TRN_FINUSER003	V_TRN_FINUSER003	No Dist		12/19/2022
15100	1548	2	CH83	V_TRN_FINUSER003	V_TRN_FINUSER003	No Dist		12/19/2022
15100	1548	3	CRE89	V_TRN_FINUSER003	V_TRN_FINUSER003	No Dist		12/19/2022

- Accounting Entries will need to be individually created for each payment in the Deposit. Open the first payment by clicking the **Deposit Unit** link for the corresponding row.

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

Accounting Entries | Deposit Control

Unit 15100
Deposit ID 1548
Payment AG908
Seq 1

**Currency Details**

Amount	2,000.00 USD	⚡ 🌐
--------	--------------	-----

Complete      Entry Event

**Budget Status**

**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		USD				

<b>Total</b>		<b>Lines</b> 0	<b>Total Debits</b> 0.000	<b>Currency</b>	<b>Total Credits</b> 0.000	<b>Currency</b>	<b>Net</b> 0.000
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Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | Deposit Control

6. Enter the amount of the payment as a credit (negative number) in the **Line Amount** field.  
**Note:** The line amount must offset the payment (deposit) amount. Enter the amount as a credit (-) to record either an increase in revenues or a decrease in expenses.
  
7. Enter the applicable accounting information in the ChartField fields. If your agency uses Speed Types, you can click the **Speed Type** button to populate the corresponding ChartField fields.  
**Note:** If more than one distribution needs to be created, scroll to the end of the row and click the **Add a New Row** icon (+) and then repeat Steps 6 and 7.

Accounting Entries
Deposit Control

Unit 15100
Deposit ID 1548
Payment AG908
Seq 1

**Currency Details**

Amount 2,000.00 USD

Complete    Entry Event

**Budget Status**

**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	-2,000.00	USD	4009060	01000		91100

**Total**

Lines	1	Total Debits	0.00	Currency	USD	Total Credits	2,000.00	Currency	USD	Net	-2,000.00
-------	---	--------------	------	----------	-----	---------------	----------	----------	-----	-----	-----------

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

Accounting Entries | Deposit Control

8. Once all of the distributions are entered for this payment, click the **Lightning Bolt** icon to create the system generated cash and interunit Lines for the accounting entry.

Accounting Entries
Deposit Control

Unit 15100
Deposit ID 1548
Payment AG908
Seq 1

**Currency Details**

Amount 2,000.00 USD

Complete    Entry Event

**Budget Status**

**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 Center
1	1 15100	Speed Type	-2,000.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	2,000.00	USD	101010	01000		99999	

**Total**

Lines	4	Total Debits	4,000.00	Currency	USD	Total Credits	4,000.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

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

Accounting Entries | Deposit Control

9. Click the **View All** link to view all the lines that were created.
- Note:** Interunit accounting entries are automatically created for direct Journal transactions where the Deposit is processed using a bank account that reflects a General Ledger Business Unit (“TREAS” in this example) that differs from the General Ledger Business Unit where the revenue is recorded. This is the case for all Deposits except petty cash.

Accounting Entries | Deposit Control

Unit 15100
Deposit ID 1548
Payment AG908
Seq 1

**Currency Details**  
 Amount 2,000.00 USD

Complete
Entry Event

**Budget Status**

**Distribution Lines**
Personalize | Find | View 2 | [2] | [3] | First 1-4 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	-2,000.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	2,000.00	USD	101010	01000		99999	
3	3 15100	Speed Type	2,000.00	USD	101010	01000		99999	
4	4 TREAS	Speed Type	-2,000.00	USD	101010	01000		99999	

**Total**  
 Lines 4    Total Debits 4,000.00    Currency USD    Total Credits 4,000.00    Currency USD    Net 0.00

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

**Note:** Follow your Agency guidelines regarding who (Processor or Approver) will complete the following steps for marking the accounting entry “Complete” and performing the Budget Check as outlined in the overview of this Job Aid.

10. Select the **Complete** checkbox option.
11. Click the **Save** button.

The **Create Accounting Entries** page refreshes with the **Budget Check** icon in the **Currency Details** section.

Accounting Entries | Deposit Control

Unit 15100
Deposit ID 1548
Payment AG908
Seq 1

**Currency Details**  
 Amount 2,000.00 USD

Complete
Entry Event

**Budget Status**

**Distribution Lines**
Personalize | Find | View 2 | [2] | [3] | First 1-4 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	-2,000.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	2,000.00	USD	101010	01000		99999	
3	3 15100	Speed Type	2,000.00	USD	101010	01000		99999	
4	4 TREAS	Speed Type	-2,000.00	USD	101010	01000		99999	

**Total**  
 Lines 4    Total Debits 4,000.00    Currency USD    Total Credits 4,000.00    Currency USD    Net 0.00

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

12. Click the **Budget Check** icon.

**Note:** Once the payment is budget checked, it cannot be changed.

The page refreshes once the budget check completes.

Accounting Entries
Deposit Control

Unit 15100
Deposit ID 1548
Payment AG908
Seq 1

**Currency Details**

Amount	2,000.00 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

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task
1	1 15100	-2,000.00	USD	4009060	01000		91100		
2	2 TREAS	2,000.00	USD	101010	01000		99999		
3	3 15100	2,000.00	USD	101010	01000		99999		
4	4 TREAS	-2,000.00	USD	101010	01000		99999		

**Total**

Lines	4	Total Debits	4,000.00	Currency	USD	Total Credits	4,000.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

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

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

**Note:** If the **Budget Status** field displays as “Error”, see the [Reviewing and Correcting Budget Check Errors](#) section of this Job Aid.

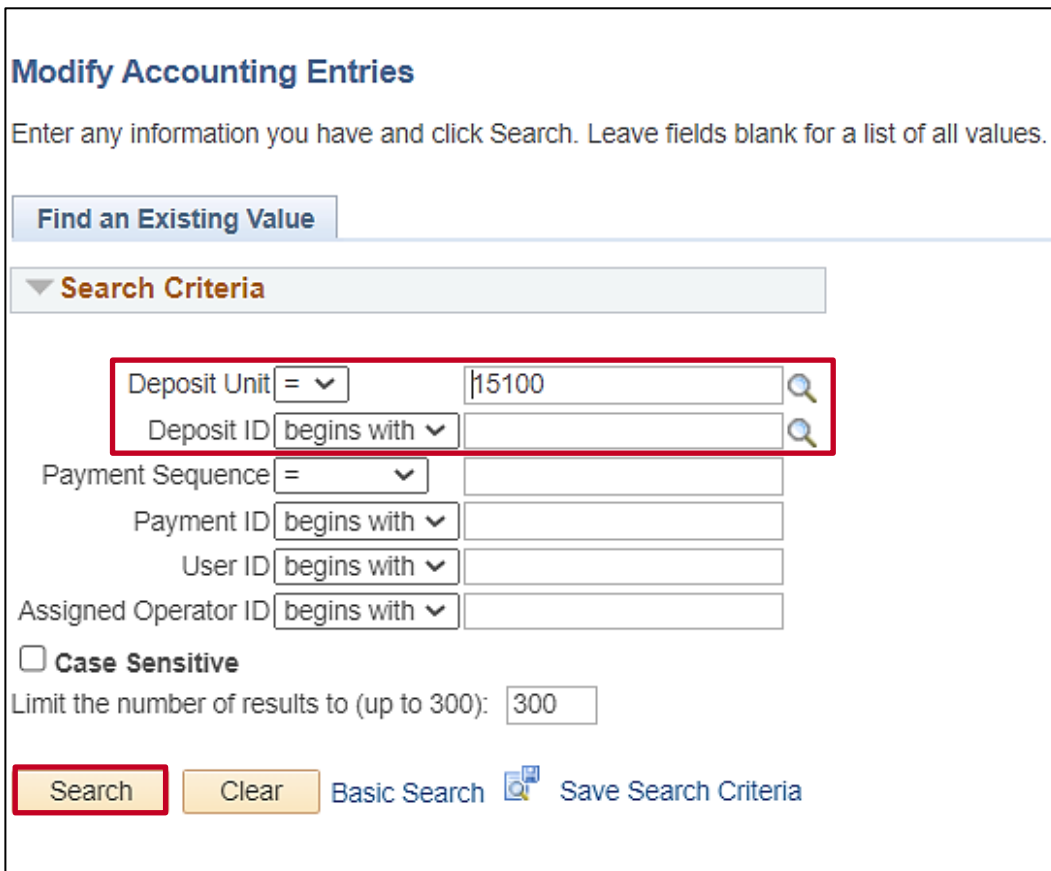
14. Click the **Next in List** button if you have more than one payment for this Deposit and repeat Steps 6 - 13 until all payments are processed.

### Correcting Accounting Entries (Before Budget Check)

1. Corrections can be made to accounting entries that have not already been budget checked. First, navigate to the **Modify Accounting Entries** page to de-select the applicable payment as "Complete". Navigate to this page using the following path:

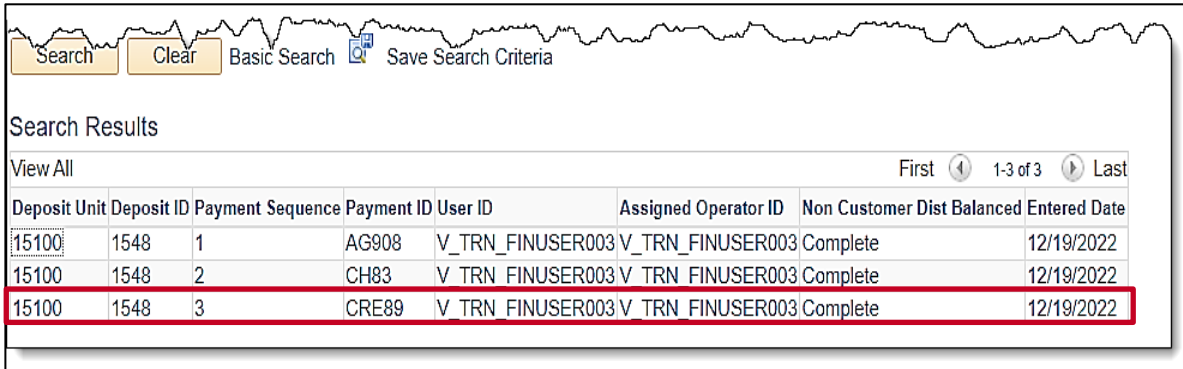
**Main Menu > Accounts Receivable > Payments > Payments > Direct Journal Payments > Modify Accounting Entries**

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



2. The **Deposit Unit** field defaults based on your Organization, but, can be updated using the **Deposit Unit Look Up** icon if you have access to multiple Business Units.
3. Enter the Deposit ID associated with the payment that requires accounting entries correction in the **Deposit ID** field.
4. Click the **Search** button.

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



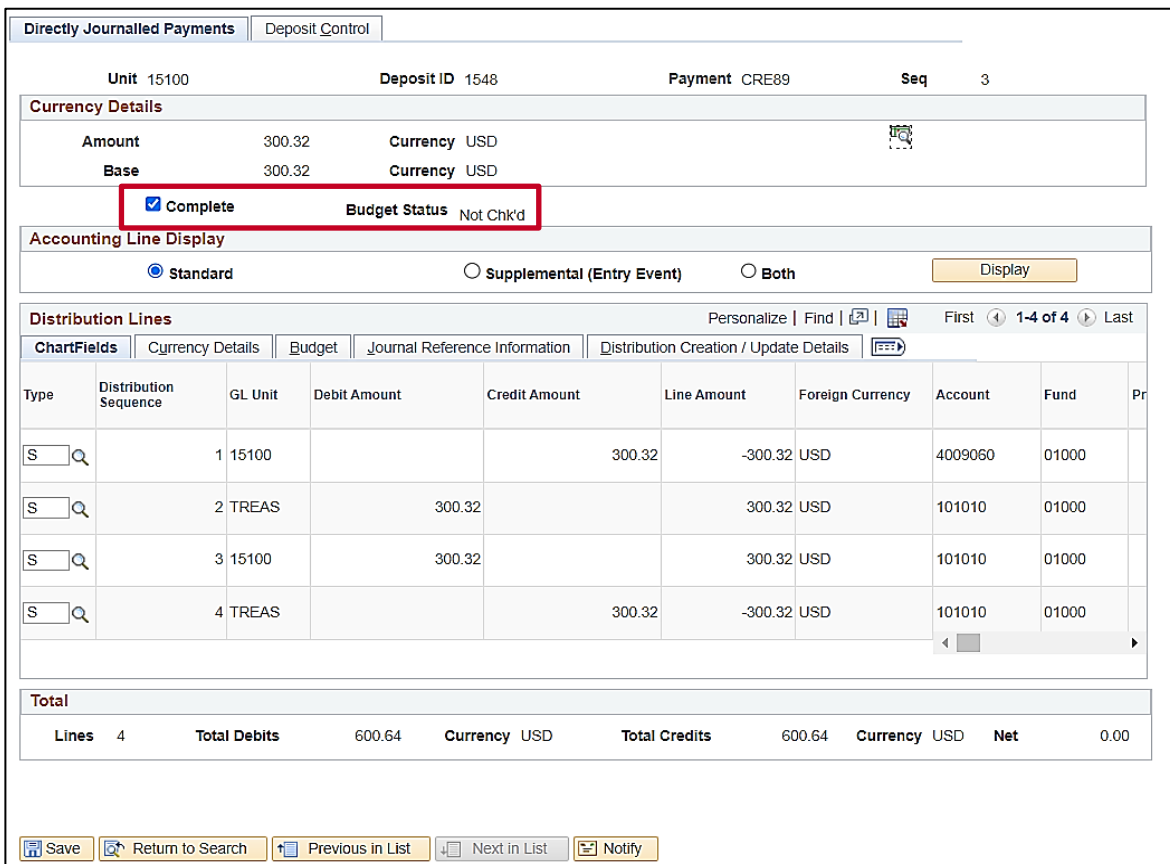
Search Results

View All First 1-3 of 3 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
15100	1548	1	AG908	V_TRN_FINUSER003	V_TRN_FINUSER003	Complete		12/19/2022
15100	1548	2	CH83	V TRN FINUSER003	V TRN FINUSER003	Complete		12/19/2022
15100	1548	3	CRE89	V TRN FINUSER003	V TRN FINUSER003	Complete		12/19/2022

5. Open the applicable payment by clicking any of the links in the corresponding row.

The **Modify Accounting Entries** page displays with the **Directly Journalled Payments** tab displayed by default. Notice that the **Budget Status** field displays as “Not Checked” (Not Chk’d).



Directly Journalled Payments | Deposit Control

Unit 15100      Deposit ID 1548      Payment CRE89      Seq 3

**Currency Details**

Amount	300.32	Currency	USD
Base	300.32	Currency	USD

Complete      Budget Status Not Chk'd

**Accounting Line Display**

Standard       Supplemental (Entry Event)       Both      Display

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

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
S	1	15100		300.32	-300.32	USD	4009060	01000	
S	2	TREAS	300.32		300.32	USD	101010	01000	
S	3	15100	300.32		300.32	USD	101010	01000	
S	4	TREAS		300.32	-300.32	USD	101010	01000	

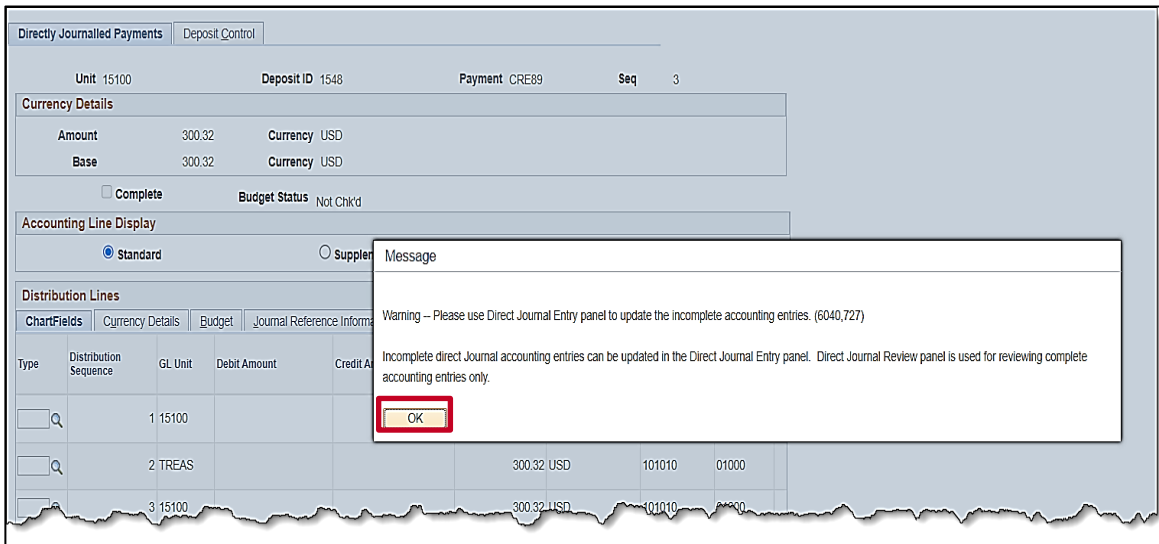
**Total**

Lines	4	Total Debits	600.64	Currency	USD	Total Credits	600.64	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Save    Return to Search    Previous in List    Next in List    Notify

6. De-select the **Complete** checkbox option.

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



7. Click the **OK** button to close the **Warning** message.

The **Modify Accounting Entries** page redispays.



8. Scroll down to the bottom of the page as needed and click the **Save** button.

9. Next, navigate to the **Create Accounting Entries** page to modify the accounting entry using the following path:

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



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

**Create Accounting Entries**

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

Find an Existing Value

▼ **Search Criteria**

Deposit Unit = ▾ 15100 🔍  
 Deposit ID begins with ▾ 1548 🔍

Payment Sequence = ▾

Payment ID begins with ▾

User ID begins with ▾

Assigned Operator ID begins with ▾

**Case Sensitive**

Limit the number of results to (up to 300):

Search
Clear
Basic Search 
Save Search Criteria

10. The **Deposit Unit** field defaults based on your Organization, but, can be updated using the **Deposit Unit Look Up** icon if you have access to multiple Business Units.
11. Enter the Deposit ID associated with the payment that requires accounting entries correction in the **Deposit ID** field.
12. Click the **Search** button.

The **Create Accounting Entries Search** page refreshes with the specified Deposit and associated payments that have not been marked complete or budget checked in the search results.

**Note:** If there is only one payment, it may open directly to the **Accounting Entries** tab on the **Create Accounting Entries** page.

Search
Clear
Basic Search 
Save Search Criteria

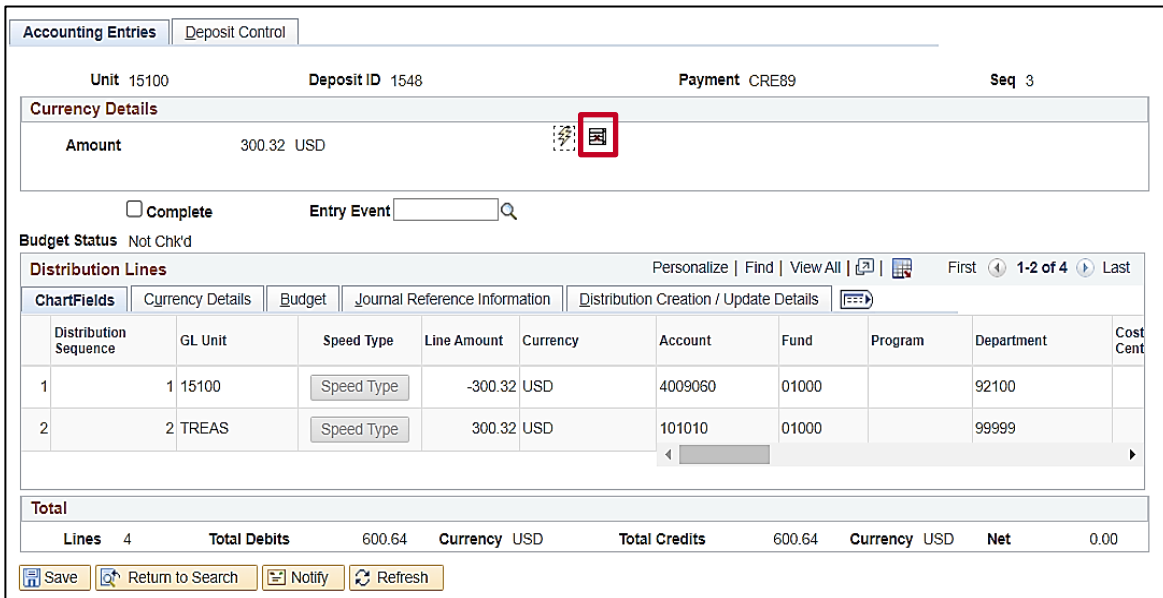
**Search Results**

View All First ⏪ 1 of 1 ⏩ Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
15100	1548	3	CRE89	V TRN FINUSER003	V TRN FINUSER003	Balanced		12/19/2022

13. Open the applicable payment by clicking any of the links in the corresponding row.


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



Accounting Entries | Deposit Control

Unit 15100      Deposit ID 1548      Payment CRE89      Seq 3

**Currency Details**

Amount      300.32      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	-300.32	USD	4009060	01000		92100	
2	2 TREAS	Speed Type	300.32	USD	101010	01000		99999	

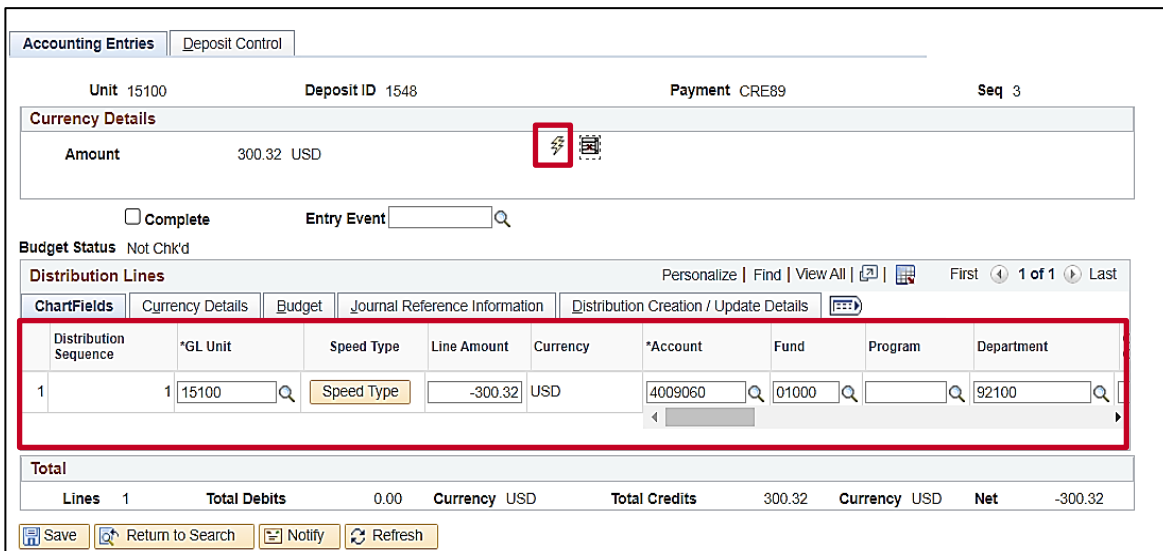
**Total**

Lines	4	Total Debits	600.64	Currency	USD	Total Credits	600.64	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Save | Return to Search | Notify | Refresh

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


The **Create Accounting Entries** page refreshes.



Accounting Entries | Deposit Control

Unit 15100      Deposit ID 1548      Payment CRE89      Seq 3

**Currency Details**

Amount      300.32      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	-300.32	USD	4009060	01000		92100

**Total**

Lines	1	Total Debits	0.00	Currency	USD	Total Credits	300.32	Currency	USD	Net	-300.32
-------	---	--------------	------	----------	-----	---------------	--------	----------	-----	-----	---------

Save | Return to Search | Notify | Refresh

15. The Line(s) within the **Distribution Lines** section are now editable. Make the necessary updates to the accounting entries.


16. Click the **Lightning Bolt** icon to create the system generated cash and/or interunit Lines.

The **Create Accounting Entries** page refreshes.

Accounting Entries
Deposit Control

Unit 15100
Deposit ID 1548
Payment CRE89
Seq 3



**Currency Details**

Amount	300.32	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 Center
1	1 15100	<span style="border: 1px solid black; padding: 2px;">Speed Type</span>	-300.32	USD	4009060	01000		92100	
2	2 TREAS	<span style="border: 1px solid black; padding: 2px;">Speed Type</span>	300.32	USD	101010	01000		99999	

**Total**

Lines	4	Total Debits	600.64	Currency	USD	Total Credits	600.64	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Save
Return to Search
Notify
Refresh

17. Select the **Complete** checkbox option.


18. Click the **Save** button.

The **Create Accounting Entries** page refreshes.

Accounting Entries
Deposit Control

Unit 15100
Deposit ID 1548
Payment CRE89
Seq 3



**Currency Details**

Amount	300.32	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 Center
1	1 15100	<span style="border: 1px solid black; padding: 2px;">Speed Type</span>	-300.32	USD	4009060	01000		92100	
2	2 TREAS	<span style="border: 1px solid black; padding: 2px;">Speed Type</span>	300.32	USD	101010	01000		99999	

19. Click the **Budget Check** icon.

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

Accounting Entries
Deposit Control

Unit 15100
Deposit ID 1548
Payment CRE89
Seq 3

**Currency Details**  
 Amount 300.32 USD

Complete      Entry 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
FEED

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task
1	1 15100	-300.32	USD	4009060	01000		92100		
2	2 TREAS	300.32	USD	101010	01000		99999		

**Total**  

Lines	4	Total Debits	600.64	Currency	USD	Total Credits	600.64	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Once the Budget Check completes, the **Budget Status** field will display one of the following statuses (“Valid” in this example):

- **Error** - The entry failed to pass budget checking. The transaction must be corrected before it will post to the commitment control ledger and the General Ledger.
- **Valid** - The entry passed budget checking and the process updated the commitment control ledger.
- **Warning** - The budget check process issued a warning, but also updated the commitment control ledger.

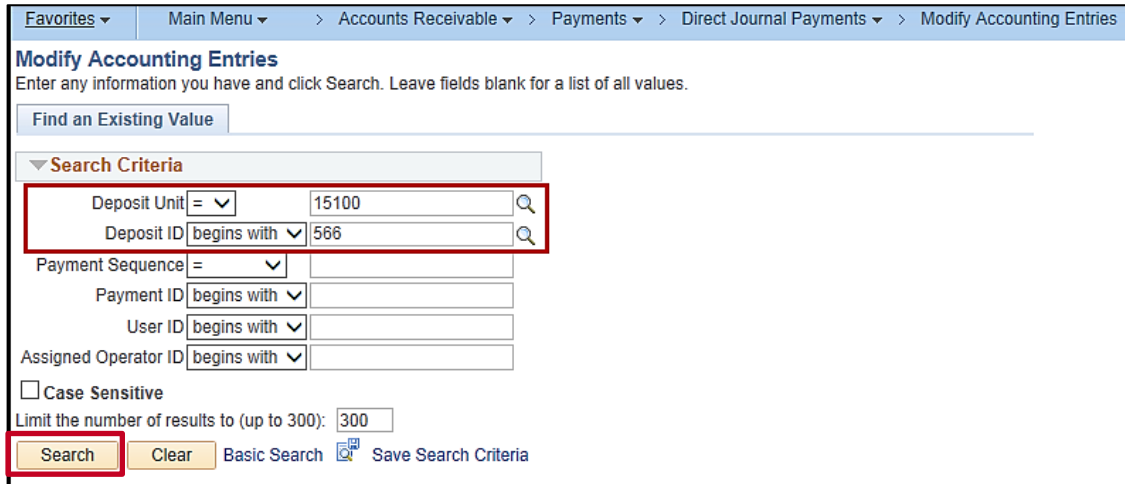
Refer to the next section of this Job Aid titled [Reviewing and Correcting Budget Check Errors](#) if the Budget Check results in an “Error” status.

### Reviewing and Correcting Budget Check Errors

1. To review and correct Budget Check Errors, navigate to the **Modify Accounting Entries** page using the following path:

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

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



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


Find an Existing Value

**Search Criteria**

Deposit Unit	=	15100	🔍
Deposit ID	begins with	566	🔍
Payment Sequence	=		
Payment ID	begins with		
User ID	begins with		
Assigned Operator ID	begins with		

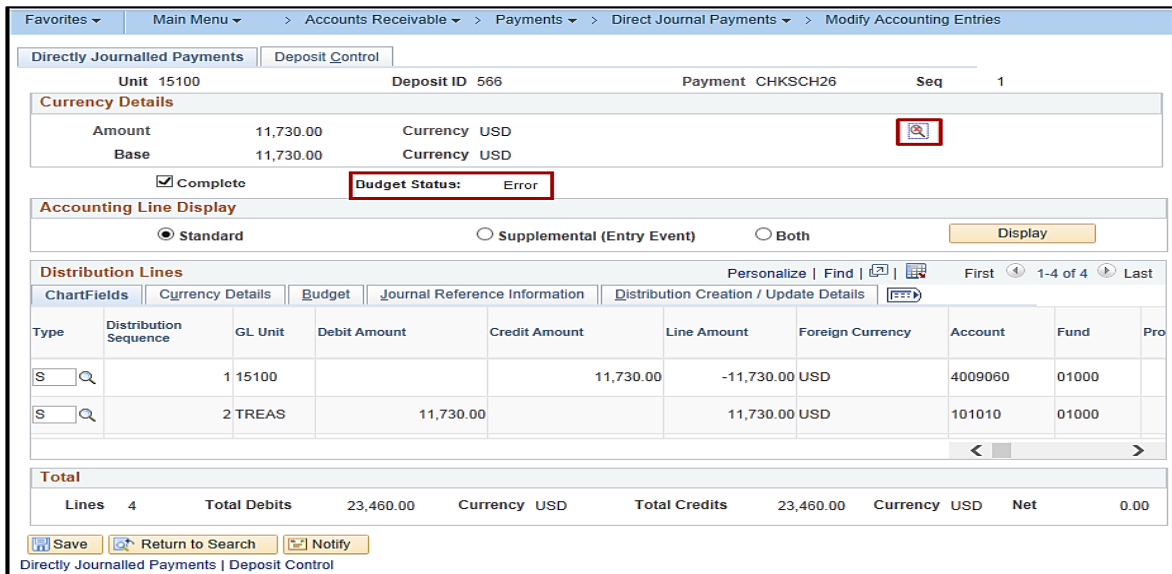
Case Sensitive

Limit the number of results to (up to 300):

**Search** Clear Basic Search  Save Search Criteria

2. The **Deposit Unit** field defaults based on your Organization, but, can be updated using the **Deposit Unit Look Up** icon if you have access to multiple Business Units.
3. Enter the Deposit ID associated with the applicable payment in the **Deposit ID** field.
4. Click the **Search** button.

The **Modify Accounting Entries** page displays with the **Directly Journalled Payments** tab displayed by default. Note the Budget Status of “Error”.



Unit 15100      Deposit ID 566      Payment CHKSCH26      Seq 1

**Currency Details**

Amount	11,730.00	Currency	USD
Base	11,730.00	Currency	USD

Complete      **Budget Status: Error**

**Accounting Line Display**

Standard       Supplemental (Entry Event)       Both      **Display**

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

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pro
S	1	15100		11,730.00	-11,730.00	USD	4009060	01000	
S	2	TREAS	11,730.00		11,730.00	USD	101010	01000	

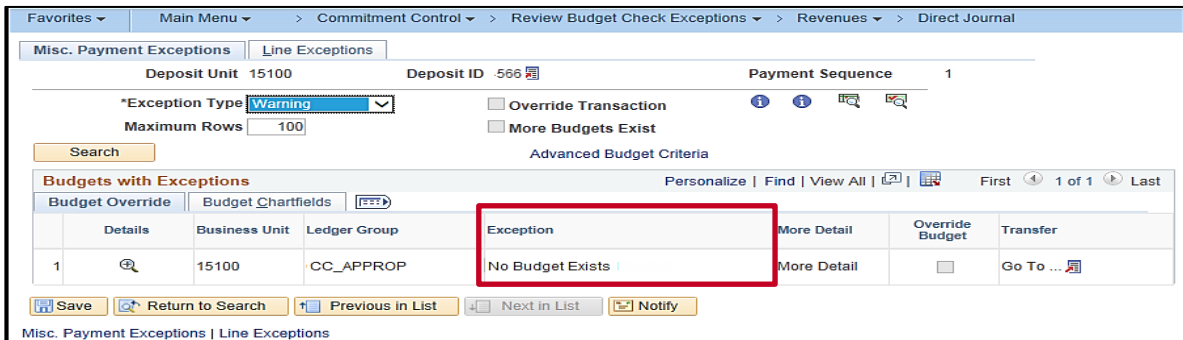
**Total**

Lines	4	Total Debits	23,460.00	Currency	USD	Total Credits	23,460.00	Currency	USD	Net	0.00
-------	---	--------------	-----------	----------	-----	---------------	-----------	----------	-----	-----	------

**Save**   **Return to Search**   **Notify**

5. Click the **Budget Check** icon to view additional information pertaining to the error.

The **Direct Journal** page displays with the **Misc. Payment Exceptions** tab displayed by default.



Deposit Unit 15100      Deposit ID 566      Payment Sequence 1

\*Exception Type **Warning**       Override Transaction       More Budgets Exist

Maximum Rows 100

**Budgets with Exceptions**      Personalize | Find | View All | First 1 of 1 Last

Budget Override	Budget Chartfields	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1			15100	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

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

6. Review the **Exception** field to identify the reason for the Budget Check Error.

One of the following actions may be required to correct the Budget Check Error:

- Correct the direct journal distribution Lines that caused the error. If the distribution is incorrect, refer to the [Correcting Accounting Entries](#) section of this Job Aid
- Work with your Budget Officer to have the Budget modified if the ChartField distribution is correct

**Note:** For agencies that do not have control budgets for revenues, this Budget Check Error applies to ChartField combinations for Expenditure accounts. A Budget must exist in Cardinal for all Expenditure accounts.

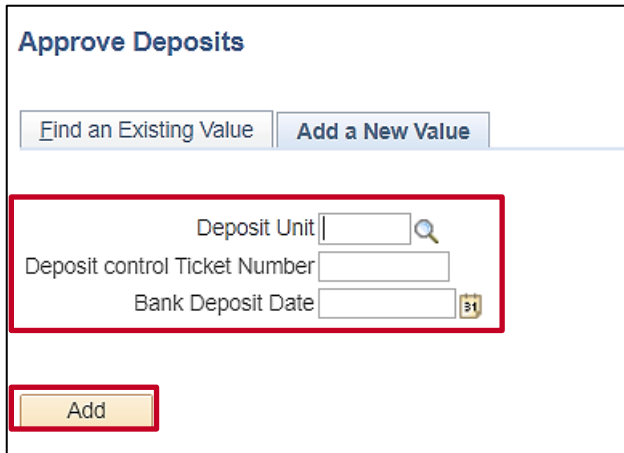
### Approving and Finalizing Deposits

Only users with the appropriate security roles can approve a Deposit.

1. Navigate to the **Create Accounting Entries** page using the following path:

**Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit**

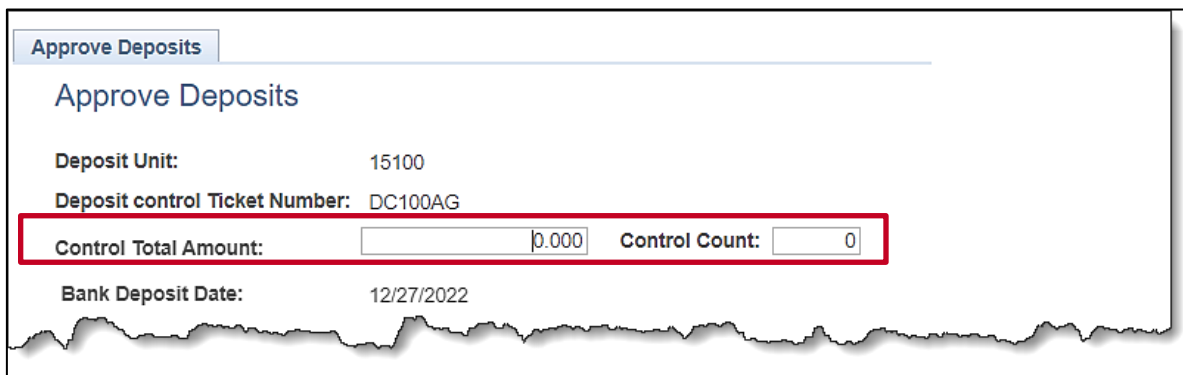
The **Approve Deposits Search** page displays with the **Add a New Value** tab displayed by default.



The screenshot shows the 'Approve Deposits' search interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs, there are three input fields: 'Deposit Unit' with a magnifying glass icon, 'Deposit control Ticket Number', and 'Bank Deposit Date' with a calendar icon. A red box highlights these three fields. Below the input fields is an 'Add' button, also highlighted with a red box.

2. Select your Business Unit using the **Deposit Unit Look Up** icon if it does not default.
3. Enter the applicable Deposit control Ticket Number per your Agency guidelines in the **Deposit control Ticket Number** field.
4. Select the applicable date using the **Bank Deposit Date Calendar** icon.
5. Click the **Add** button.

The **Approve Deposits** page displays.



The screenshot shows the 'Approve Deposits' summary page. It displays the following information: 'Deposit Unit: 15100', 'Deposit control Ticket Number: DC100AG', 'Control Total Amount: 0.000', 'Control Count: 0', and 'Bank Deposit Date: 12/27/2022'. A red box highlights the 'Control Total Amount' and 'Control Count' fields.

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.


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

Approve Deposits

### Approve Deposits

**Deposit Unit:** 15100  
**Deposit control Ticket Number:** DC100AG  
**Control Total Amount:**  **Control Count:**   
**Bank Deposit Date:** 12/27/2022

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

Deposit ID	Deposit Amount	Status	View Detail Status
1	<input type="text"/>		 <span style="margin-left: 10px;">+ -</span>

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


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

Approve Deposits

### Approve Deposits

**Deposit Unit:** 15100  
**Deposit control Ticket Number:** DC100AG  
**Control Total Amount:**  **Control Count:**   
**Bank Deposit Date:** 12/27/2022

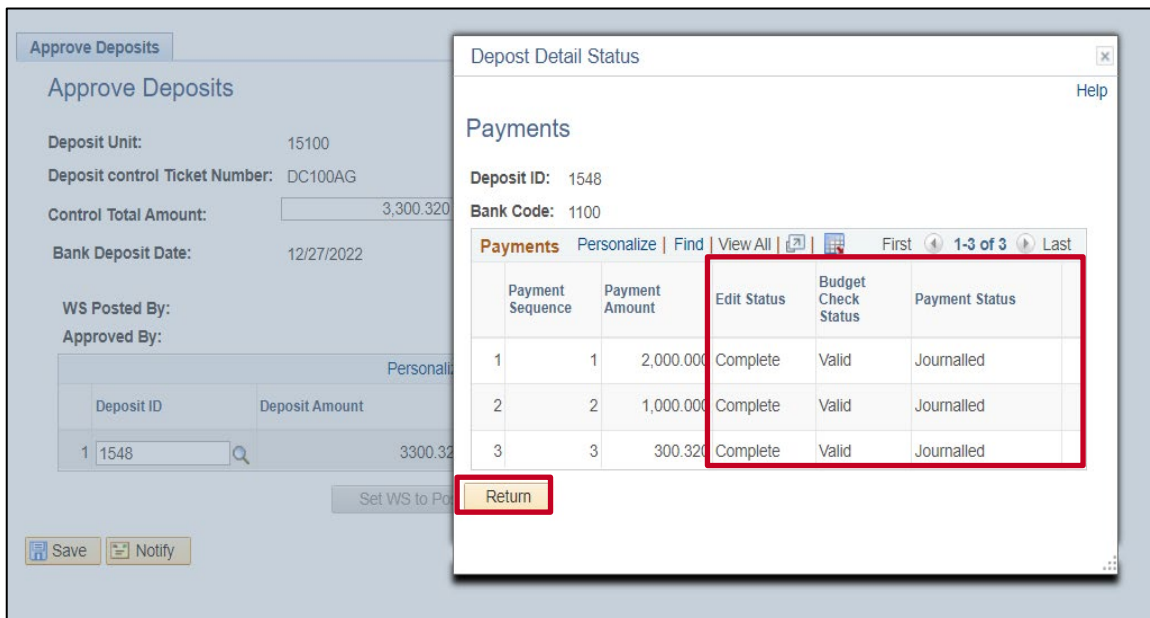
**WS Posted By:** **WS Posted Date:**  
**Approved By:** **Approved Date:**

Deposit ID	Deposit Amount	Status	View Detail Status
1	<input type="text" value="1548"/>	3300.320	 <span style="margin-left: 10px;">+ -</span>

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



The **Deposit Detail Status** page displays in a pop-up window.



10. Review the status information to ensure that:
  - a. The **Edit Status** for each payment is "Complete". All payments must be complete in order to approve the Deposit.
  - b. The **Budget Check Status** for each payment is "Valid". All payments must be valid in order to approve the Deposit.
  - c. The **Payment Status** for each payment is "Journalled". All payments must be journalled in order to approve the Deposit.
11. Once your review is complete, click the **Return** button.

The **Approve Deposits** page redisplay.

Approve Deposits

### Approve Deposits

**Deposit Unit:** 15100  
**Deposit control Ticket Number:** DC100AG  
**Control Total Amount:**  **Control Count:**   
**Bank Deposit Date:** 12/27/2022

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

Deposit ID	Deposit Amount	Status	View Detail Status
1 1548	3300.320	Complete	<input style="margin-left: 10px;" type="button" value="+"/> <input style="margin-left: 10px;" type="button" value="-"/>

12. Repeat Steps 9 – 11 for each additional Deposit ID as applicable.
13. Verify that the **Status** field for each Deposit ID is “Complete”.
14. Click the **Approve** button.

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

Approve Deposits

### Approve Deposits

**Deposit Unit:** 15100  
**Deposit control Ticket Number:** DC100AG  
**Control Total Amount:**  **Control Count:**   
**Bank Deposit Date:** 12/27/2022

**WS Posted By:** **WS Posted Date:**  
**Approved By:** V\_TRN\_FINUSER003 **Approved Date:** 12/27/2022

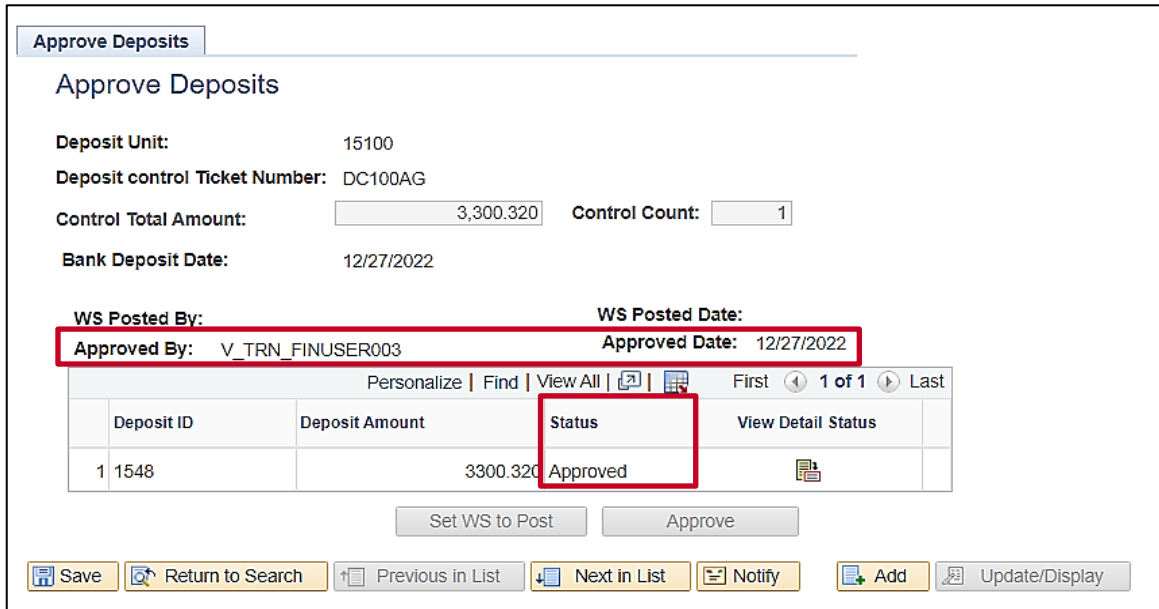
Deposit ID	Deposit Amount	Status	View Detail Status
1 1548	3300.320	Approved	

Message

Deposit is approved (25007,4)

15. Click the **OK** button to close the **Message**.

The **Approve Deposits** page redisplay.



The screenshot shows the 'Approve Deposits' interface. It includes fields for Deposit Unit (15100), Deposit control Ticket Number (DC100AG), Control Total Amount (3,300.320), Control Count (1), and Bank Deposit Date (12/27/2022). Below these are fields for WS Posted By, WS Posted Date, Approved By (V\_TRN\_FINUSER003), and Approved Date (12/27/2022). A table below shows a single deposit with ID 1 1548, amount 3300.320, and status 'Approved'. The 'Status' field in the table is highlighted with a red box. At the bottom, there are buttons for 'Set WS to Post', 'Approve', 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

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

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

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