



# **AR326: Accounts Receivable - Funds Receipts**

*Instructor Led Training*



# Welcome

---

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

In this course, we will show you the **Accounts Receivable - Funds Receipts** module.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency Security Handbook for a list of all available role descriptions.

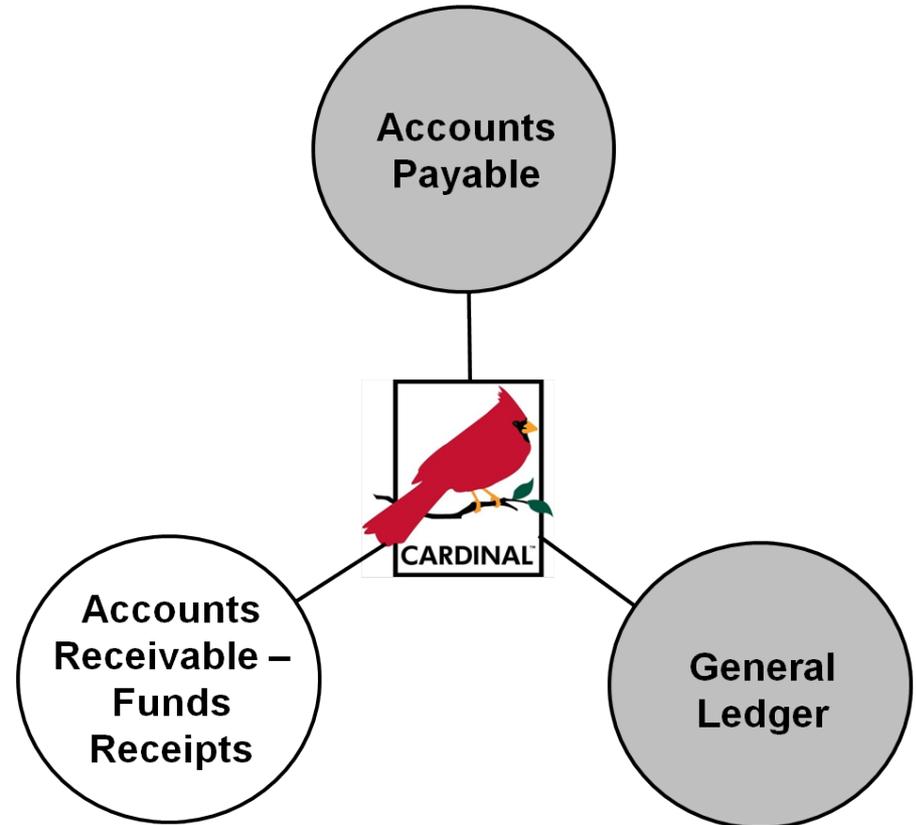


# Introduction

Your agency is implementing three Cardinal functional areas:

- **Accounts Payable:** Used to process payments to vendors for goods and/or services received.
- **General Ledger:** Used to establish financial accounts.
- **Accounts Receivable - Funds Receipts:** Used for the processing of payments received.

## Cardinal Functional Areas





# Course Objectives

After completing this course, you will be able to:

- Define key Accounts Receivable - Funds Receipts concepts
- Describe how Accounts Receivable - Funds Receipts integrates with the General Ledger module in Cardinal
- Enter and finalize a direct journal deposit in Cardinal
- Describe key reports and queries



# Agenda

---

Today, we will cover the following lessons:

- Lesson 1: Accounts Receivable - Funds Receipts Overview
- Lesson 2: Entering a Payment
- Lesson 3: Processing a Payment
- Lesson 4: Finalizing a Deposit
- Lesson 5: Deposits Reports and Queries



# Lesson 1: Accounts Receivable - Funds Receipts Overview

In this lesson, you will learn about the following topics:

- Key Concepts
- The Accounts Receivable Functional Area in Cardinal
- Accounts Receivable Process





# Key Concepts

Some key concepts in Accounts Receivable - Funds Receipts include:

- Deposits are entered into the **Accounts Receivable - Funds Receipts** module. Users enter accounting entries that post to General Ledger. General Ledger sends deposit information to the Commonwealth's Accounting and Reporting System (CARS).
- In Accounts Receivable–Funds Receipts, a deposit is a collection of one or more payments.

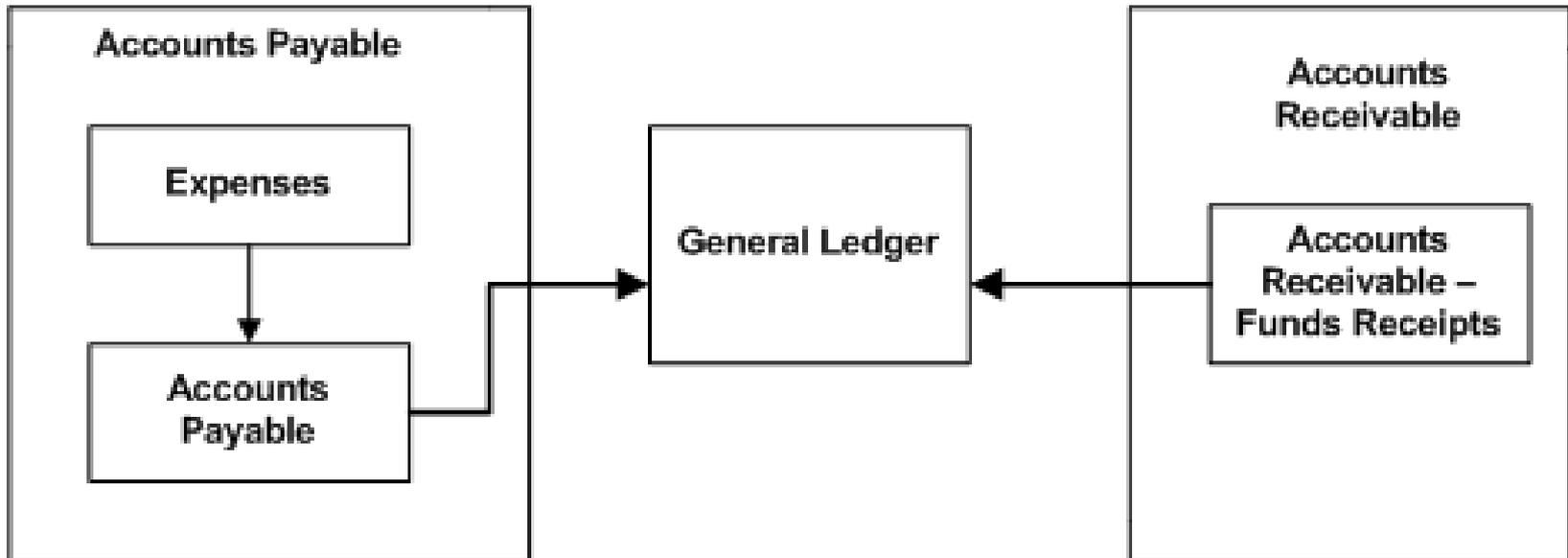


# The Accounts Receivable Functional Area in Cardinal

Accounts Receivable in Cardinal enables the user to record funds receipts and their associated accounting entries.

**Enter Funds Receipts** is one of the key processes in the Accounts Receivable functional area.

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





# The Accounts Receivable Functional Area in Cardinal (continued)

**Accounts Receivable - Funds Receipts:** This module allows you to create deposits in Cardinal from payments received. When you create deposit accounting entries, Cardinal sends them to the General Ledger. Cardinal's General Ledger sends deposit information to the Commonwealth's Accounting and Reporting System (CARS).

Cardinal Accounts Receivable - Funds Receipts sends accounting entries to the General Ledger through the Journal Generator process. Transaction data is sent to General Ledger when posted in the Receivables system.





# Accounts Receivable Process

You can access Accounts Receivable by navigating to:

**Main Menu > Accounts Receivable**

The screenshot displays the CARDINAL software interface. At the top left is the CARDINAL logo. Below it, a breadcrumb trail reads "Favorites | Main Menu > Accounts Receivable". The main heading is "Accounts Receivable" with a sub-heading "Access accounts receivable." Below this, two sections are highlighted with red boxes:

- Payments**: Enter, apply, and review payments and generate payment reports.
  - Online Payments
  - Apply Payments
  - Direct Journal Payments
  - 3 More...
- Receivables Update**: Run Receivables Update process, correct posting results, and unpost groups.
  - Revenue Estimates



# Accounts Receivable Process (continued)

**Payments:** Enter, apply, and review payments and generate payment reports.

**Receivables Update > Revenue Estimates:** Request a process to budget check transactions.

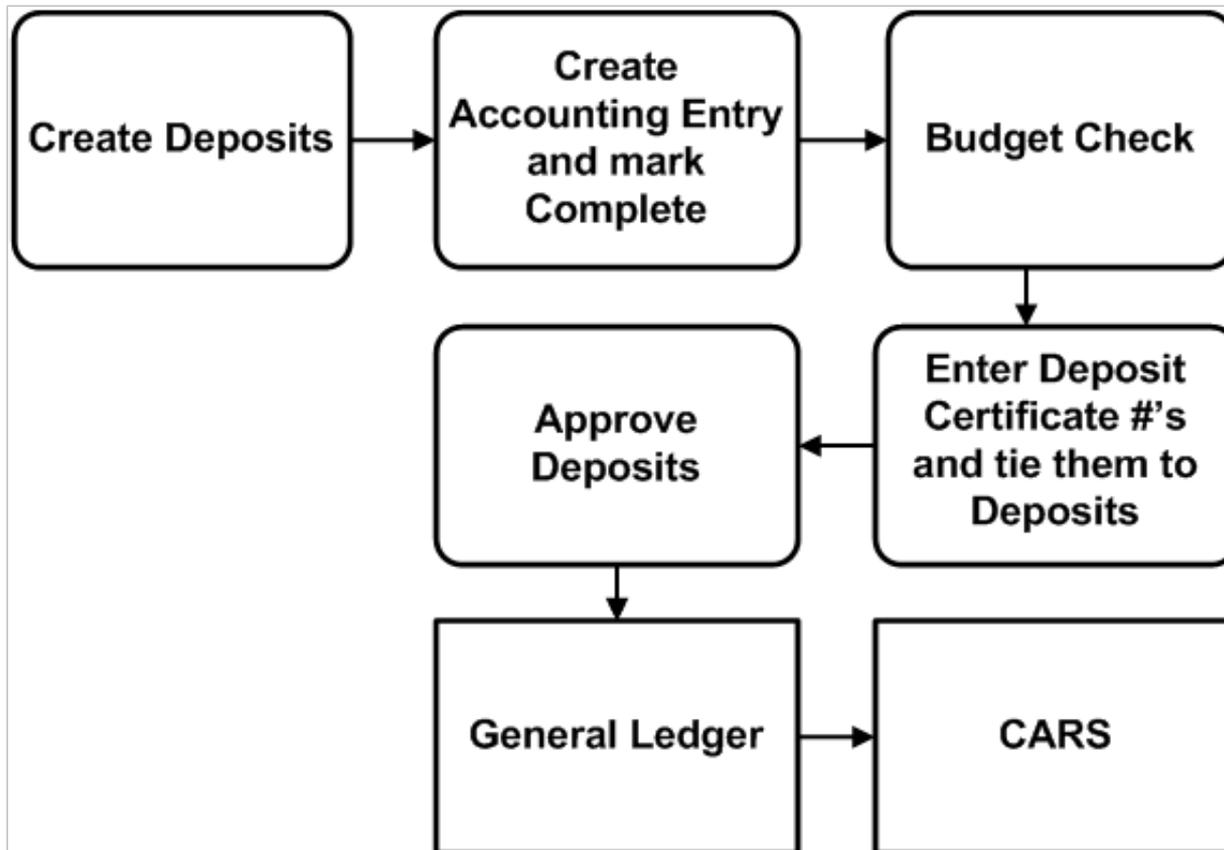
The screenshot displays the CARDINAL software interface. At the top left is the CARDINAL logo. Below it is a navigation bar with 'Favorites', 'Main Menu', and 'Accounts Receivable'. The main content area is titled 'Accounts Receivable' and contains a sub-section 'Accounts Receivable' with a description 'Access accounts receivable.' Below this are two main menu items, each enclosed in a red box:

- Payments**  
Enter, apply, and review payments and generate payment reports.
  - Online Payments
  - Apply Payments
  - Direct Journal Payments
  - 3 More...
- Receivables Update**  
Run Receivables Update process, correct posting results, and unpost groups.
  - Revenue Estimates



# Accounts Receivable Process (continued)

The Funds Receipts business process involves the processes diagrammed below. Deposit transaction information is sent from Accounts Receivable - Funds Receipts to the General Ledger module. The General Ledger module then transmits the information to CARS.





# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

1. Which module receives entries from Accounts Receivable - Funds Receipts?
  - a) General Ledger
  - b) Accounts Payable
  - c) Expenses
  
2. A deposit in Cardinal can only include one payment.
  - a) True
  - b) False



# Lesson 1: Summary

In this lesson, you learned :

- The Accounts Receivable - Funds Receipts module integrates with General Ledger.
- Accounts Receivable - Funds Receipts includes multiple steps and processes:
  - Create deposits
  - Create accounting entry and mark complete
  - Budget check
  - Enter Deposit Certificate numbers and tie them to deposits
  - Approve Deposits
  - Post to General Ledger
  - Send deposit information to CARS.



# Lesson 2: Entering a Payment

In this lesson, you will learn about the following topic:

- Entering a Direct Journal Payment





# Entering a Direct Journal Payment

---

The receipt of payments initiates the creation of a deposit in Cardinal. You may receive various forms of payment e.g., cash, checks, third party receipts, and electronic funds transfers. Deposits are entered into Cardinal by Deposit Unit.

The Deposit Unit is the agency that is making the deposit.



# Entering a Direct Journal Payment (continued)

A regular deposit is entered directly into Cardinal. To create an online miscellaneous cash deposit go to the **Regular Deposit** page.

You can navigate to the **Regular Deposit** page through the following path:

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

You can also use this navigation path to search for deposits that are not marked **Complete**.

Regular Deposit

Find an Existing Value Add a New Value

Deposit Unit: 15100

Deposit ID: NEXT

Add

Find an Existing Value | Add a New Value



# Entering a Direct Journal Payment (continued)

To create a regular deposit:

- On the **Regular Deposit** page, your **Deposit Unit** defaults.
- Click the **Add a New Value** tab.
- The **Deposit ID** displays as **NEXT**. Do not change that value. Cardinal assigns the next sequential number to the **Deposit ID** when it is saved.
- Click the **Add** button.

The screenshot shows the CARDINAL software interface for entering a regular deposit. The breadcrumb navigation at the top reads: Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The page title is "Regular Deposit". Below the title are two tabs: "Find an Existing Value" and "Add a New Value", with the latter highlighted in red. Below the tabs are two input fields: "Deposit Unit: 15100" with a search icon, and "Deposit ID: NEXT". Below these fields is an "Add" button, also highlighted in red. At the bottom of the page, there are two links: "Find an Existing Value" and "Add a New Value".



# Entering a Direct Journal Payment (continued)

On the **Totals** page:

- In the first section, **Accounting Date** defaults to the current date. **Bank Code** determines which **Bank Account** is available for selection. The **Deposit Type** in Cardinal equates to the CARS multi-purpose code and defaults onto the page from the bank configuration.
- In the **Control Totals** section of the page, enter the **Control Total Amount** , i.e. the total amount of the deposit, and Count, e.g., the number of checks in the deposit.
- In the **Control Data** section of the page, enter the **Received Date**, and the **Entered Date**.

**Totals** page information applies to all payments in the deposit. The **Unit**, **Deposit ID**, **Accounting Date**, **Bank Code**, **Bank Account** and **Deposit Type** are all the same for every payment you include in the Deposit.

The **Accounting Date** determines which accounting period in which the deposit posts to the General Ledger. Cardinal validates the **Accounting Date** to make sure it falls within an open period for the business unit and transaction type as defined on the **Open Period** page for the business unit.

**Control Data** section:

The **User** field tracks the creator of the deposit. If another user modifies the deposit, his/her ID is captured in the **Assigned** field.

You can delete the deposit before the accounting entries have been marked complete and successfully budget checked.



# Entering a Direct Journal Payment (continued)

**CARDINAL**

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | **Payments**

Unit: 15100      Deposit ID: NEXT      [Delete Deposit](#)

\*Accounting Date: 02/16/2012

\*Bank Code: 1100 6303

\*Bank Account: TR01 4162561932004836

\*Deposit Type: 1 000001

Control Currency: USD

Format Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Control Totals			
*Control Total Amount:	11,730.00	*Count:	1
Entered Total Amount:	0.00	Count:	1
Difference Amount:	11,730.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data	
*Received:	02/16/2012
*Entered:	02/16/2012
Posted:	
Assigned:	JOHN.DOE
User:	JOHN.DOE

[Save](#)   [Notify](#)   [Refresh](#)      [Add](#)   [Update/Display](#)

Totals | [Payments](#)



# Entering a Direct Journal Payment (continued)

Once you complete the Totals page, you can enter all the payments for the deposit. Payments are entered on the second **Payments** tab.

To enter payments for a deposit:

- Click the **Payments** Tab.
- Go to the **Payment Information** section of the Payment page.
- Enter the **Payment ID** and the payment **Amount**.
- Make sure the **Payment Predictor box** is **unchecked**, and check the **Journal Directly** checkbox.
- If you have more than one payment, click the **+** sign in the upper right corner of the **Payment Information** section
- Repeat these steps until all payments are entered.

Cardinal assigns the **Payment Seq** to track the order in which payments are entered in the deposit.

The **Journal Directly** checkbox ensures the deposit is processed as miscellaneous cash. It must be checked in order for the payment lines to be available to create accounting entries.

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

When you **Save** the deposit, Cardinal assigns a sequential **Deposit ID** number.



# Entering a Direct Journal Payment (continued)

**CARDINAL** Home | Wo

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals **Payments** New Window ?

Unit: 15100    Deposit ID: NEXT    Date: 02/16/2012    Balance: Balanced

**Payment Information** Find | View All | First 1 of 1 Last

Payment Seq: 1    \*Payment ID: CHK001    \*Accounting Date: 02/16/2012

Amount: 11,730.00    Currency: USD

Rate Type: CRRNT    Exchange Rate: 1.00000000

Payment Predictor     Journal Directly     Range of References

Payment Method: Check    Attachments (0)    View Audit Logs

**Customer Information** Find | First 1 of 1 Last

Customer ID:    Business Unit:    Remit From:    Remit SetID:

Name:    Corporate:    Corporate SetID:

SubCust1:    SubCust2:    MICR ID:    Link MICR

**Detail References** Customize | Find | View All | First 1 of 1 Last

Qual Code	Reference	To Reference	Event
1			



# Simulation: Entering a Direct Journal Payment

You are now about to view a simulation on entering a direct journal payment in Cardinal.





# Lesson 2: Summary

In this lesson, you learned:

- The Funds Receipts business process involves entering payment information, processing payments and finalizing a deposit.
- A deposit may include multiple payments from more than one source.
- Control Totals on Cardinal deposit pages ensure balanced deposits are entered.
- Separate deposits are created for each bank and deposit type.



# Lesson 3: Processing a Payment

In this lesson, you will learn about the following topics:

- Creating or Correcting Accounting Entries for Direct Journal Payments
- Reviewing and Modifying Accounting Entries for Direct Journal Payments
- Reviewing and Correcting Budget Check Errors





# Creating or Correcting Accounting Entries for Direct Journal Payments

Processing payments involves the processing of funds that are received and recorded as part of the enter deposits process.

Once the payment information has been entered completely in a miscellaneous cash deposit, the associated accounting entries must be created. This process, called Direct Journaling in Cardinal, defines the accounting entry associated with the deposit.



# Creating or Correcting Accounting Entries for Direct Journal Payments (continued)

A direct journal payment is a payment in which the user creates the associated deposit accounting entries for posting to the General Ledger.

To create accounting entries for direct journal payment entries, go to the **Create Accounting Entries** page. This page allows you to create the accounting entries for the direct journal payments created on the **Regular Deposits** pages in Cardinal.

You can navigate to the **Create Accounting Entries** page through the following path:

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

The **Deposit Unit** defaults to your **Business Unit**.

Enter your **Deposit ID** and click **Search**.



# Creating or Correcting Accounting Entries for Direct Journal Payments (continued)

**CARDINAL**

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

## Create Accounting Entries

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Deposit Unit:	=	<input type="text" value="15100"/>	<input type="button" value="⊕"/>
Deposit ID:	begins with	<input type="text" value="54"/>	<input type="button" value="⊕"/>
Payment Sequence:	=	<input type="text"/>	<input type="button" value="⊕"/>
Payment ID:	begins with	<input type="text"/>	<input type="button" value="⊕"/>
User ID:	begins with	<input type="text"/>	<input type="button" value="⊕"/>
Assigned Operator ID:	begins with	<input type="text"/>	<input type="button" value="⊕"/>

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)



# Creating or Correcting Accounting Entries for Direct Journal Payments (continued)

Information that you entered on the **Create Accounting Entries** page (**Unit, Deposit ID, Payment and Seq**) autopopulates here, along with the **Amount** for the **Deposit ID**.

On the **ChartFields** tab under the **Distribution Lines** section of the page, enter your distribution. You can use **Speedtypes** to auto-populate some ChartFields on journal entries. The Speedtype field is available when first entering the user defined line.

Enter **Line Amounts** as a credit to record either an increase in revenues or a decrease in expenses. The line amount(s) must offset the payment amount.

When you have entered the distribution and amounts, click the **lightning bolt** icon to create the cash and interunit lines for the accounting entry.

Cardinal verifies that your total credits on the lines offset the payment amount before creating the cash line.

Check the **Complete** checkbox and **Save**. Cardinal then verifies ChartField combinations based on values entered on the **ChartFields** tab.

To correct accounting entries while on this page, clear the **Complete** checkbox, click **Save** and click the **delete** icon. When modifying the user entered line of the accounting entry, always delete the system defined entries first. The user defined ChartField line will then be available for edit.



# Processing a Payment

**CARDINAL**

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

Accounting Entries | Deposit Control

Unit: 15100      Deposit ID: 54      Payment: CHK001      Seq: 1

Amount: 11,730.00 USD  

Complete      Entry Event:

Budget Status:

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Program	Department	FIPS	Agency Use 2	Tax
1	1 15100	-11,730.00	USD	4009060		01000		91100			
2	201 TREAS	11,730.00	USD	101010		01000		91100			

Total

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

Accounting Entries | [Deposit Control](#)

Each payment in the deposit requires a corresponding accounting entry and must be budget checked separately.



# Reviewing and Modifying Accounting Entries for Direct Journal Payments

Once you **Complete** and **Save** the **Accounting Entries**, you cannot modify them on the **Create Accounting Entries** page. To review or change the accounting entry for a saved Direct Journal Payment, go the **Modify Accounting Entries** page.

You can navigate to the **Modify Accounting Entries** page through the following path:

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

**Deposit Unit** defaults to your **Business Unit**. Enter the **Deposit ID** of the entry you want to review and/or modify.

The screenshot shows the 'Modify Accounting Entries' page in the CARDINAL system. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries. The page title is 'Modify Accounting Entries'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. A text box for 'Maximum number of rows to return (up to 300):' contains the value '300'. The search criteria section includes the following fields:

Deposit Unit:	=	15100
Deposit ID:	begins with	54
Payment Sequence:	=	
Payment ID:	begins with	
User ID:	begins with	
Assigned Operator ID:	begins with	

There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.



# Reviewing and Modifying Accounting Entries for Direct Journal Payments (continued)

**CARDINAL**

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

## Modify Accounting Entries

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Deposit Unit:	=	<input type="text" value="15100"/>	
Deposit ID:	begins with	<input type="text" value="54"/>	
Payment Sequence:	=	<input type="text"/>	
Payment ID:	begins with	<input type="text"/>	
User ID:	begins with	<input type="text"/>	
Assigned Operator ID:	begins with	<input type="text"/>	

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



# Reviewing and Modifying Accounting Entries for Direct Journal Payments (continued)

On the **Directly Journalled Payments** page, ensure the **Complete** checkbox is **unchecked** and **Save**.

You can then return to the **Create Accounting Entries** page to modify the accounting entry.

A direct deposit journal entry can only be modified before its **Budget Status** updates to **Valid**. If the **Budget Status** is **Valid**, the **Complete** button will be grayed out.

The screenshot shows the 'Directly Journalled Payments' page in the CARDINAL system. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries. The page displays payment details for Unit 15100, Deposit ID 54, and Payment CHK001. The amount is 11,730.00 USD. A red box highlights the 'Complete' checkbox, which is currently unchecked. Below this is the 'Accounting Line Display' section with radio buttons for 'Standard', 'Supplemental (Entry Event)', and 'Both', and a 'Display' button. The 'Distribution Lines' section contains a table with columns: Type, Distribution Sequence, GL Unit, Debit Amount, Credit Amount, Line Amount, Foreign Currency, Account, Fund, and Program. The table lists four lines with a total debit of 23,460.00 and a total credit of 23,460.00. A red box highlights the 'Save' button at the bottom left of the interface.

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program
S	1	15100			-11,730.00	USD	4009060	01000	
S	201	TREAS			11,730.00	USD	101010	01000	
S	203	15100			11,730.00	USD	101010	01000	
S	204	TREAS			-11,730.00	USD	101010	01000	



# Reviewing and Modifying Accounting Entries for Direct Journal Payments (continued)

**CARDINAL**

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

Directly Journalled Payments | Deposit Control

Unit: 15100      Deposit ID: 54      Payment: CHK001      Seq: 1

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

Complete      Budget Status:

Accounting Line Display

Standard       Supplemental (Entry Event)       Both      Display

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

ChartFields | Currency Details | Budget | Journal Reference Information

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program
S	1	15100			-11,730.00	USD	4009060	01000	
S	201	TREAS			11,730.00	USD	101010	01000	
S	203	15100			11,730.00	USD	101010	01000	
S	204	TREAS			-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



# Reviewing and Correcting Budget Check Errors

Once you **Create** a direct journal deposit and **Save** as **Complete**, it is budget checked. Budget checking usually occurs during the nightly batch processing, but can also be done on line.

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

All accounting entry lines must pass a check against the established commitment control budget.



# Reviewing and Correcting Budget Check Errors (continued)

The Budget Check process runs nightly in batch. You can also budget check online. To budget check online, go to the **Create Accounting Entries** or **Modify Accounting Entries** page and click the **Budget Check** icon. The budget check icon becomes available on the page once the entry passes edit checks.

The Budget Status for the entire payment is displayed on the header of the direct journal accounting entry and on the Budget tab for each distribution line.

The budget checking status values include:

- **Error:** The entry failed to pass budget checking. The transaction must be corrected before it will post to commitment control ledgers 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.

You can research budget check Error and Warning message from two pages:

- **Directly Journalled Payments**
- **Misc Payment Exceptions**



# Reviewing and Correcting Budget Check Errors (continued)

On the **Directly Journalled Payments** tab, click the **Budget Check Options** button to view the error.

The screenshot displays the CARDINAL software interface for reviewing a payment entry. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries. The 'Directly Journalled Payments' tab is active, and the 'Deposit Control' sub-tab is selected. The entry details are: Unit: 15100, Deposit ID: 54, Payment: TEST\_DOA1, Seq: 1. A red box highlights the 'Seq: 1' field. Below this, the amount is 200.00 USD, and the base amount is 200.00 USD. A red box highlights the 'Budget Status: Error' field. The 'Accounting Line Display' section shows 'Standard' selected. The 'Distribution Lines' section shows a table with one line item.

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program
S		1 15100			-200.00	USD	5012210	01000	737002



# Reviewing and Correcting Budget Check Errors (continued)

On the **Review Budget Exceptions** page enter the **Deposit ID** with the error and click **Search** to view the exception..

You can navigate to the Review Budget Check Exceptions page though the following path:

**Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal**

The screenshot shows the CARDINAL web application interface. At the top, there is a navigation breadcrumb: Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal. Below this, the page title is "Direct Journal". A message reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. Below that, there are several search criteria fields: "Maximum number of rows to return (up to 300):" with a value of 300; "Commitment Control Tran ID:" with a dropdown set to "begins with" and an empty text box; "Commitment Control Tran Date:" with a dropdown set to "=", a text box, and a calendar icon; "Deposit Unit:" with a dropdown set to "begins with" and the value "15100"; "Deposit ID:" with a dropdown set to "begins with" and the value "51", which is highlighted with a red box; "Payment Sequence:" with a dropdown set to "=" and an empty text box; "Process Instance:" with a dropdown set to "=" and an empty text box; and "Process Status:" with a dropdown set to "=" and an empty text box. At the bottom, there are buttons for "Search" (highlighted with a red box), "Clear", "Basic Search", and "Save Search Criteria".



# Reviewing and Correcting Budget Check Errors (continued)

**CARDINAL**

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal

Misc. Payment Exceptions | **Line Exceptions**

Deposit Unit: 15100    Deposit ID: 51    Payment Sequence: 1

\*Exception Type: Warning      Override Transaction

Maximum Rows: 100     More Budgets Exist

   [Advanced Budget Criteria](#)

**Budgets with Exceptions** [Customize](#) | [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_OFCREV	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...

Misc. Payment Exceptions | [Line Exceptions](#)



# Reviewing and Correcting Budget Check Errors (continued)

To correct a budget check error, you may need to do one of the following:

- Correct the direct journal distribution lines that caused a budget error, if the distribution is incorrect.
- Have the budget modified if the ChartField distribution is correct.

To correct the ChartField distribution on the direct journal accounting entry:

- Go to the **Modify Accounting Entries** page.
- Uncheck the **Complete** box.
- **Save** your changes on the page.
- Return to the **Create Accounting Entries** page.
- Delete the system generated lines.
- Enter your changes to the user defined distribution line.

The nightly batch process will re-budget check the journal, or you can re-budget check online by clicking the Budget Check icon.



# Simulation: Entering a Direct Journal Accounting Entry

You are now about to view a simulation on entering a direct journal accounting entry in Cardinal.





# Lesson 3: Summary

---

In this lesson, you learned:

- Accounting entries are created for direct journal payments.
- The accounting entry must pass edit checks before it can be saved as Complete.
- A direct journal accounting entry can be modified until it is successfully budget checked.
- Direct Journal Accounting entries are budget checked within the Accounts Receivable module either online or through a batch process.



# Lesson 4: Finalizing a Deposit

---

In this lesson, you will learn about the following topics:

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



# Creating and Approving a Deposit Certificate

Complete deposits are batched together under a **Deposit Certificate** before the entries are sent to the General Ledger.

The **Deposit Certificate** is initiated from the **Approve Deposits** page. This page allows you to batch one or more deposits under a deposit certificate ticket for transmission to General Ledger and subsequently to CARS.

The Deposit Certificate /Ticket Number and associated Deposit IDs are entered directly into Cardinal.



# Creating and Approving a Deposit Certificate (continued)

You can navigate to the **Approve Deposits** page through the following path:

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

Enter your **Deposit Unit** and **Deposit control Ticket Number**.

Then click the **Add** button to open the **Approved Deposits** page.

**CARDINAL**

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

### Approve Deposits

Find an Existing Value | **Add a New Value**

Deposit Unit: 15100

Deposit control Ticket Number: DCT15100

**Add**

[Find an Existing Value](#) | [Add a New Value](#)



# Creating and Approving a Deposit Certificate (continued)

The **Deposit Unit** and **Deposit control Ticket Number** default from values entered on the **Search** page.

Enter the **Control Total Amount** and **Count** for the Deposit Certificate. (There is a Deposit Summary Report - Deposit Control by Entry Date Report – that helps with calculating the Control Total Amount).

Enter the CARS deposit date in the **Entered on** field, and select the individual **Deposit IDs** on the **Approve Deposits** page.

Cardinal ensures all deposits have a valid budget check status and that the control amounts match the related totals before the Deposit Control Ticket can be approved.

A **Do Not Send to CARS** checkbox is available for deposit certificates that should not post to CARS.

The WS (Worksheet) buttons are used for deposit tickets containing customer receivable deposits, if applicable to your agency.

A **Status** of Completed in the **Deposit ID** grid on the **Approve Deposit** page indicates the individual deposit has a valid edit and budget status and is ready for approval.

If the **Status** is Error, the user can click the **View Detail Status** icon and determine whether the deposit has edit errors and/or budget check errors.



# Creating and Approving a Deposit Certificate (continued)

**CARDINAL**

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

## Approve Deposits

Deposit Unit: 15100

Deposit control Ticket Number: DCT15100

Control Total Amount: 162,859.000

Control Count: 3

\*Entered on: 07/19/2012

Do Not Send to CARS

WS Posted By: \_\_\_\_\_ WS Posted Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Approved Date: \_\_\_\_\_

Deposit ID	Deposit Amount	Status	View Detail Status
1 20	2599.000	Completed	
2 21	50.000	Completed	
3 22	160210.000	Completed	

Set WS to Post    Approve

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update



# Creating and Approving a Deposit Certificate (continued)

The **View Detail Status** icon links you to the **Deposit Details Status** page. This page displays the **Deposit ID** and **Bank Code** so you can ensure that all the deposits in the Deposit Certificate are for the same bank account.

The screenshot shows the CARDINAL web application interface. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit. On the right side of the navigation bar, there are icons for New Window, Help, Customize Page, and http.

## Deposit Detail Status

Deposit ID: 20  
Bank Code: 1100

Deposit Detail Status | Customize | Find | View All | First | 1 of 1 | Last

Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status	
1	1	2,599.000	Complete	Valid	Journalled

Return



# Creating and Approving a Deposit Certificate (continued)

Once the page is complete and balanced, click **Approve** to finalize. The **Approved By** and **Approved Date** fields on the page will update with the user's ID and the current date.

**CARDINAL**

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

Approve Deposits

### Approve Deposits

\*Deposit Unit:

Deposit control Ticket Number: DCT15100

Control Total Amount:  Control Count:

\*Entered on:   Do Not Send to CARS

WS Posted By: **MIKE.HALL** WS Posted Date:

Approved By: **MIKE.HALL** Approved Date:

Deposit ID	Deposit Amount	Status	View Detail Status
1 20	2599.000	Approved	
2 21	50.000	Approved	
3 22	160210.000	Approved	

Set WS to Post

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display



# Reviewing General Ledger Journal Information

Once you approve the deposit, it can be processed further during nightly batch processing. One nightly batch process (Deposit Post Process) prepares the batched and approved direct journal deposit for posting to the General Ledger. Another nightly batch processes (Journal Generator) then creates journal entries from the Accounts Receivable module and posts them to the General Ledger. The Direct Journal accounting entry in the Accounts Receivable module is then updated with the GL journal information.

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

The screenshot shows the 'Modify Accounting Entries' screen in the CARDINAL system. The 'ChartFields' tab is selected, displaying a table of distribution lines. The 'Journal ID' and 'Journal Date' columns are highlighted in red. The table contains the following data:

Source type	Category	Subcategory	Affiliate	Fund Affiliate	Short Name	Status	Stat	Journal ID	Journal Date
					User	Complete		AR00006226	07/26/2012
					Cash	Not Edited		AR00006227	07/26/2012
			TREAS	01000	InterUnit	Complete		AR00006226	07/26/2012
			15100	01000	InterUnit	Not Edited		AR00006227	07/26/2012

Below the table, the 'Total' section shows: Lines: 4 Total Debits: 86.00 Currency: USD Total Credits: 86.00 Currency: USD Net: 0.00



# Reviewing General Ledger Journal Information (continued)

The deposit date and deposit ID are written to the **Line Desc** field on the **Currency Details** tab. The CARS interface process uses this information to extract the required data for CARS from the Cardinal Accounts Receivable module tables.

The screenshot displays the CARDINAL software interface. At the top, the breadcrumb trail reads: Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries. The current view is for 'Directly Journalled Payments' with the 'Deposit Control' sub-tab selected. The main data area shows: Unit: 15100, Deposit ID: 29, Payment: TEST123, Seq: 1. Below this, it shows Amount: 43.00 and Base: 43.00, both with Currency: USD. A 'Complete' checkbox is checked, and the Budget Status is 'Valid'. The 'Accounting Line Display' section has 'Standard' selected. The 'Distribution Lines' section is active, with the 'Currency Details' sub-tab selected. A table with the following content is highlighted with a red box:

Line Desc
2012-07-2629
2012-07-2629
2012-07-2629
2012-07-2629

At the bottom, a 'Total' summary shows: Lines: 4, Total Debits: 86.00, Total Credits: 86.00, and Net: 0.00. Navigation buttons for Save, Return to Search, Previous in List, Next in List, and Notify are visible at the bottom of the interface.



# Simulation: Finalizing a Deposit

You are now about to view a simulation on finalizing a deposit in Cardinal.





# Lesson 4: Summary

---

In this lesson, you learned:

- Once deposits are approved, they are grouped and approved on the **Approve Deposits** page in Cardinal under a user defined deposit certificate ticket.
- A nightly batch process validates deposits related to an approved deposit certificate for processing to General Ledger, and prepares information for interface with CARS.
- General Ledger then sends information to CARS for posting.



# Lesson 5: Deposits Reports and Queries

In this lesson, you will learn about the following topics:

- Reports
- Queries





# Reports

---

Three frequently used reports include:

- Deposit Summary
- Payment Summary
- Payment Detail



# Deposit Summary Report

This report lists detailed information for deposits. It displays the data found on the Deposit Control page.

You can navigate to this report through the following path:

**Accounts Receivable > Payments > Reports > Deposit Control by Entry Date**

PeopleSoft Receivables										Page No. 1			
DEPOSIT SUMMARY										Run Date 08/28/2012			
For 01-APR-2012 through 28-AUG-2012										Run Time 15:04:30			
Report ID:	AR20001												
Business Unit:	151004												
Report Currency:	Base Amount												
Operator:	ALL VALUES												
Deposit Type:	ALL VALUES												
Bank Account:	ALL VALUES												
Post Status:	Not Posted												
Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank Acct	Bal	Post	Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt
06/27/2012	15100	6	TORREY.BEAT	TORREY.BEATTY	1	1101 POTL	Yes	Not	Posted	2,449.25	2,449.25	0.00	0.00
		7	TORREY.BEAT	TORREY.BEATTY	1	1102 COTL	Yes	Not	Posted	5,750.00	5,750.00	0.00	0.00
Total For 15100										8,199.25	8,199.25	0.00	0.00 USD
Total For 06/27/2012										8,199.25	8,199.25	0.00	0.00 USD



# Payment Summary Report

This report lists status for all payments within a deposit. It displays the data from the Payments tab of the deposit.

You can navigate to this report through the following path:

**Accounts Receivable > Payments > Reports > Payment Summary**

PeopleSoft Receivables										
PAYMENT SUMMARY										
For 01-APR-2012 through 28-AUG-2012										
Report ID: AR20003										Page No. 1
Deposit BU: 151004										Run Date 08/28/2012
Report Currency: Base Amount										Run Time 15:14:40
Deposit ID: ALL VALUES										
OPRID: ALL VALUES										
Post Status: All										
Entry Dt	Dep BU	Deposit ID	OPRID	Asen OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
06/15/2012	15100	1	TORREY.BEATTY	TORREY.BEATTY	Complete	1	06/15/2012	TRST2	Journalled	30.00 USD
									TOTAL FOR 1	30.00 USD
									TOTAL FOR 15100	30.00 USD
									TOTAL FOR 06/15/2012	30.00 USD



# Payment Detail Report

This report provides detailed information for all payments within a deposit, such as the payment status and entered amount. The payment details are unavailable if the posting status is unavailable. This report is used mainly for agencies that apply deposits to customer receivables.

You can navigate to this report through the following path:

**Accounts Receivable > Payments > Reports > Payment Detail**

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason Post	Pending Item Amount
Report ID: AR20002 Deposit BU: 501004 Report Currency: Base Amount Report ID: ALL VALUES OPID: ALL VALUES Post Status: ALL VALUES								
PeopleSoft Receivables PAYMENT DETAIL For 01-MAR-2012 through 28-APR-2012					Page No. 1 Run Date 08/28/2012 Run Time 14:27:01			
Entry Date: 03/01/2012								
Deposit: 50100 1193		Operator: DAMNA.FRANK						
1	03/01/2012	61898	125.00 USD	J			YES	
2	03/01/2012	6827	110.00 USD	J			YES	
3	03/01/2012	6828	110.00 USD	J			YES	
TOTALS FOR 1193			345.00 USD					0.00
Deposit: 50100 1194		Operator: DAMNA.FRANK						
1	02/29/2012	6501A150	6.00 USD	J			YES	
TOTALS FOR 1194			6.00 USD					0.00
Deposit: 50100 1195		Operator: DAMNA.FRANK						
1	03/01/2012	054112	110.00 USD	J			YES	
2	03/01/2012	439	100.00 USD	J			YES	
3	03/01/2012	67	50.00 USD	J			YES	
4	03/01/2012	66	50.00 USD	J			YES	
TOTALS FOR 1195			310.00 USD					0.00
Deposit: 50100 1196		Operator: DAMNA.FRANK						
1	03/01/2012	8501A327	95,916.54 USD	C	50100 0000133052	MCAA CENR000087	Payment	YES -95,916.54 USD
TOTALS FOR 1196			95,916.54 USD					-95,916.54 USD



# Payment Detail Report (continued)

PeopleSoft Receivables									
PAYMENT DETAIL									
For 01-MAR-2012 through 28-AUG-2012									
Report ID:	50100%						Page No. 1		
Deposit BU:	Base Amount						Run Date 08/28/2012		
Report Currency:	ALL VALUES						Run Time 14:27:01		
Deposit ID:	ALL VALUES								
OPRID:	ALL VALUES								
Post Status:	ALL VALUES								
Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason	Post	Pending Item Amount
Entry Date: 03/01/2012									
Deposit: 50100 1193		Operator: DAMNA.FRANK							
1	03/01/2012	61898	125.00 USD	J				YES	
2	03/01/2012	6827	110.00 USD	J				YES	
3	03/01/2012	6828	110.00 USD	J				YES	
TOTALS FOR 1193			345.00 USD						0.00
-----									
Deposit: 50100 1194		Operator: DAMNA.FRANK							
1	02/29/2012	6501A150	6.00 USD	J				YES	
TOTALS FOR 1194			6.00 USD						0.00
-----									
Deposit: 50100 1195		Operator: DAMNA.FRANK							
1	03/01/2012	054112	110.00 USD	J				YES	
2	03/01/2012	439	100.00 USD	J				YES	
3	03/01/2012	67	50.00 USD	J				YES	
4	03/01/2012	66	50.00 USD	J				YES	
TOTALS FOR 1195			310.00 USD						0.00
-----									
Deposit: 50100 1196		Operator: DAMNA.FRANK							
1	03/01/2012	8501A327	95,916.54 USD	C	50100 0000133052	MMAA	GENB000087	Payment	YES -95,916.54 USD
TOTALS FOR 1196			95,916.54 USD						-95,916.54 USD
-----									
Deposit: 50100 1197		Operator: DAMNA.FRANK							



# Queries

---

Three frequently used queries include:

- Deposits Not Posted to GL
- Deposits Not Approved
- Deposits Not Sent to CARS



# Deposits Not Posted To GL Query

This query shows a listing of all item and direct journal deposits that were not posted to GL. This process can be used to audit the DC custom process to ensure all deposits were posted to GL. The query will accept user inputs of Business Unit, Bank Code, and date range.

You can navigate to this report through the following path:

**Reporting Tools > Query > Query Viewer > V\_AR\_DEP\_NOT\_POSTED\_TO\_GL**

**V\_AR\_DEP\_NOT\_POSTED\_TO\_GL - Deposits Not Posted to GL**

Deposit BU:

Bank Code (% for all values):

From Date:

To Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (26 kb)

[View All](#) First 1-100 of 108 Last

	Bank Cd	Deposit Unit	Deposit ID	Deposit Type	Accounting Date	Payment Sequence	Payment Amount	GL Distrib Status	Journal Directly	User ID	Deposit Control Ticket Number
1	1105	50100	1682	1	04/03/2012	1	0.480	N	Y	Canyon Bryce	55010518
2	1105	50100	1682	1	04/03/2012	2	17.870	N	Y	Canyon Bryce	55010518
3	1105	50100	1682	1	04/03/2012	3	4627.750	N	Y	Canyon Bryce	55010518



# Deposits Not Approved Query

This query shows deposit IDs and deposit certificates that have not been approved. The query will accept user inputs for Business Unit and/or date ranges.

You can navigate to this report through the following path:

**Reporting Tools > Query > Query Viewer > V\_AR\_DEPOSITS\_NOT\_APPROVED**

**V\_AR\_DEPOSITS\_NOT\_APPROVED - Deposits Not Approved**

Business Unit (% for All):

Accounting Date From:

Accounting Date To:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (11 kb)

View All First  Last

	Business Unit	Deposit Ticket Number	Deposit ID	Deposit Amount	Deposit Count	Date Entered	Accounting Date
1	50100		50252	250.000	1	05/14/2012	2012-05-14
2	50100		50420	5250.000	1	05/29/2012	2012-05-29
3	50100		50429	1529804.660	1	05/29/2012	2012-05-31
4	50100		50430	49.990	1	05/30/2012	2012-05-30
5	50100		50451	7298.500	1	05/30/2012	2012-05-30
6	50100		50459	599.000	1	05/30/2012	2012-05-30
7	50100		50472	174238.590	1	05/31/2012	2012-05-31
8	50100		50473	9104.650	1	05/31/2012	2012-05-23
9	50100		50474	21679.560	1	05/31/2012	2012-05-24
10	50100		50475	9436.050	1	05/31/2012	2012-05-25



# Deposits Not Sent to CARS Query

This query lists the deposit certificates that were marked Do Not Send To CARS. The query provides Business Unit and date range parameters to refine your search results.

You can navigate to this report through the following path:

**Reporting Tools > Query > Query Viewer > V\_AR\_DC\_NOT\_SENT\_TO\_CARS**

**V\_AR\_DC\_NOT\_SENT\_TO\_CARS - Deposits not sent to CARS**

Business Unit (% for all):

Date From:

Date To:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First [1-3 of 3](#) Last

	Unit	Deposit Tkt Nbr	CARS Indicator	Control	Count	Entered	Approved
1	50100	IAT022	N	24.000	1	03/28/2012	Y
2	50100	IAT0026	N	155.740	1	03/30/2012	Y
3	50100	IAT0025	N	10952.240	1	03/30/2012	Y



# Lesson 5: Summary

---

In this lesson, you learned how to:

- Describe the key reports and queries



# Course Summary

---

In this course, you learned how to:

- Define key Accounts Receivable concepts
- Describe how Accounts Receivable integrates with other modules in Cardinal
- Enter and finalize a direct journal deposit in Cardinal
- Describe key reports and queries



# Course Evaluation

---

This page left intentionally blank.



# Appendix

---

- Key Terms



# Key Terms

**Accounts Payable:** Used to process payments to vendors for goods and/or services received.

**Accounts Receivable - Funds Receipts:** Used for the processing of payments received.

**Budget Check:** Budget Checking is the process of comparing transaction to budget ledgers to ensure that amounts do not exceed the controlling budget. Transaction may pass, fail or pass with a warning. The budget check process is run via a batch process. Typically, once a Valid budget check status achieved, the budget balances are updated.

**Deposit Certificate Number:** This number is manually entered into the Custom Deposit Process page by a manager and is the number associated with a group of deposit IDs generated in Cardinal.

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

**Deposit Type:** Value that is used to categorize different types of deposits in the system. In Cardinal, the deposit type equates to the CARS multipurpose code and defaults from the bank configuration. Deposit Types must be specified when entering a deposit online.

**Deposit Unit:** Defines the Agency which a deposit will be credited.

**Funds Receipt:** Payments that are being processed.



# Key Terms (continued)

**Direct journal payments:** Payments that do not correspond to open items. Cardinal refers to these payments as directly journalled entry payments and treats them as miscellaneous cash receipts. These receipts are not associated with a customer and are not applied to any item.

**Electronic payment:** Payments from EDI transmissions and EFT payment files that are routed to the treasury.

**General Ledger:** Used to establish financial accounts.

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

**Run Control:** An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.

**Speed Type:** A predetermined chart of accounts value string which populates the accounting distribution line when entered on a transaction.