

# CREATE AND MAINTAIN DEPOSITS

*These procedures are not meant to override any current Agency or Departmental policies (i.e.: record retention, etc.).*

## Steps

**The Funds Receipts section of the Central Office Fiscal division records deposits.**

1. Record the deposit control information in Cardinal.
2. Record the payment information in Cardinal.
3. Create the payment worksheet.
4. Funds Receipts Manager approves the deposit.
5. Funds Receipts Manager runs request receivables update and runs the deposit post processor. The deposit post processor also runs in a batch process nightly.

## Features

- The payment predictor process can be used to create and save a worksheet. If a payment cannot be matched using payment predictor, a manual payment worksheet is used.
- Worksheets only need to be created for payments that cannot be matched by payment predictor.
- The deposit certificate process batches and records deposit certificate numbers in Cardinal. Cardinal sends deposit information to CARS.
- The deposit certificate process does not allow deposits to be posted in CARS before being posted in Cardinal. The approval process posts payments and sends deposits to CARS via interface.
- The person who approves deposits, also completes the deposit certificate page in Cardinal and sends the payments/deposits to post.

## Process

A batch process runs nightly to post deposits to CARS.

## Approvals

The funds receipts manager approves the deposits through the custom deposit process.

## Reports

[Deposit Summary Report](#)

[Payment Summary Report](#)

[Payment Detail Report](#)

Note: See the Reports Job Aid for a complete listing of Reports.

## References

Cardinal Job Aids: [http://www.cardinalproject.vi.virginia.gov/job\\_aids.shtml](http://www.cardinalproject.vi.virginia.gov/job_aids.shtml)

Fiscal Division Policies: <http://insidevdot/sites/bs/default.aspx>