

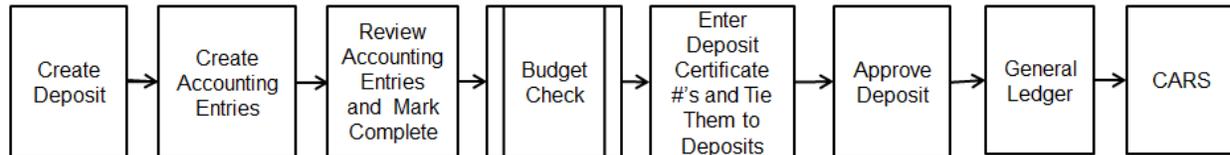


Accounts Receivable (AR) Job Aid

SW AR326 Correcting Deposits and Accounting Entries

About the AR - Funds Receipts Process

The funds receipts process for online transactions is diagrammed below:



To Create the Deposit, deposit information (including the Amount) is entered for one or more payments

Next the Deposit Accounting Entry is created.

The Deposit and Accounting Entry are reviewed.

Once the Accounting Entry is marked Complete, it will be budget checked in the nightly batch process. Budget Check can also be run manually online (by selecting the **Budget Check** icon on the **Create / Modify Accounting Entries** page).

The Deposit and Accounting Entry information can be modified until the Budget Check has been successfully completed; once the Budget Check is completed and the status indicates **Valid**, the Deposit and the Accounting Entry information **cannot** be changed in the Accounts Receivable Module.

To Modify the Deposit / Accounting Entry prior to successful Budget Check:

Refer to the steps outlined in the Accounts Receivable course presentation (SW AR326, Accounts Receivable – Funds Receipt) located on the Cardinal Website.

To Modify the Deposit / Accounting Entry following successful Budget Check:

First, determine whether the Deposit has been Approved

Then determine if the error involves the Amount, or another Chartfield



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If the Deposit is Not Approved, and
1) The Error Involves the Amount:
Complete the process in the AR module: <ol style="list-style-type: none">1. Enter and tie Deposit Certificate2. Approve Deposit3. Send to General Ledger (mark the entry "Do Not Send to CARS")
Create a reversing Deposit / Accounting Entry, and complete the process in the AR module: <ol style="list-style-type: none">1. Enter and tie Deposit Certificate (use the same Deposit Certificate number and add a suffix to indicate it has been modified)2. Approve Deposit3. Send to General Ledger (mark the entry "Do Not Send to CARS")
Process the correct Deposit / Accounting Entry and complete the process in the AR module : <ol style="list-style-type: none">1. Enter and tie Deposit Certificate (use the same Deposit Certificate number and add a suffix to indicate it has been modified)2. Approve Deposit3. Send to General Ledger
2) The Error Involves any other ChartFields:
Complete the process in the AR module: <ol style="list-style-type: none">1. Enter and tie Deposit Certificate2. Approve Deposit3. Send to General Ledger
Create a correcting journal entry in the General Ledger



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2) The Error Involves any other ChartFields:
Create a correcting journal entry in the General Ledger