

# **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 the Cardinal Security Handbook for a list of all available role descriptions.



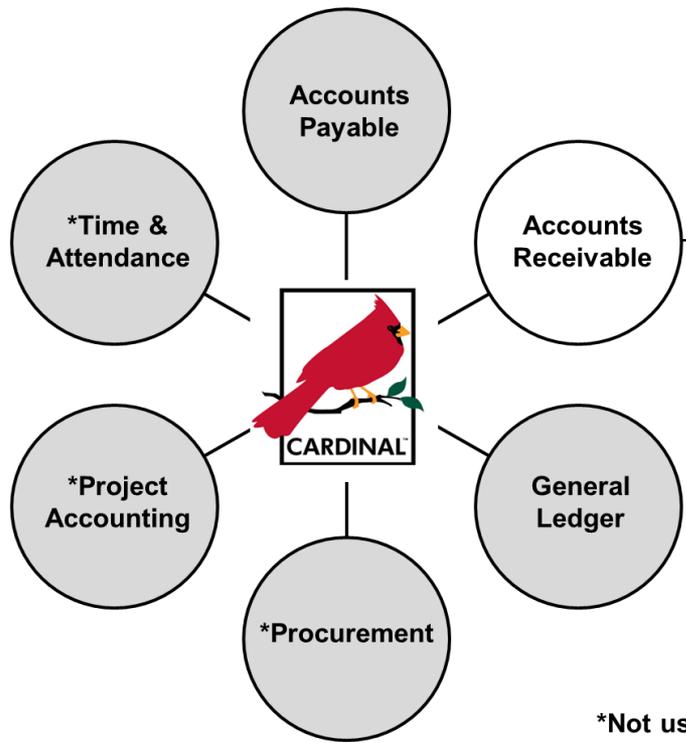
# Introduction

The Funds Receipts module is part of the Accounts Receivable (AR) functional area of Cardinal.

The Funds Receipts module is used to enter, process, and finalize payments and fund transfers received.

In this lesson, you will learn about key concepts within the Funds Receipt module of Cardinal.

## Cardinal Functional Areas



## Modules

	*Billing & Receivables	
	Funds Receipts	

\*Not used by all state agencies



# Course Objectives

---

After completing this course, you will be able to:

- Understand key Accounts Receivable - Funds Receipts concepts
- Understand how Accounts Receivable - Funds Receipts integrates with the General Ledger module in Cardinal
- Enter and finalize a direct journal deposit in Cardinal
- Understand the process for interfaced direct journal deposits
- Navigate to 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 the General Ledger module. The General Ledger module 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.
- Funds Receipts is also referred to as Cash Receipts.
- Deposits can be entered in the Funds Receipt module online, as well as through the Funds Receipt Upload process for interfacing agencies.

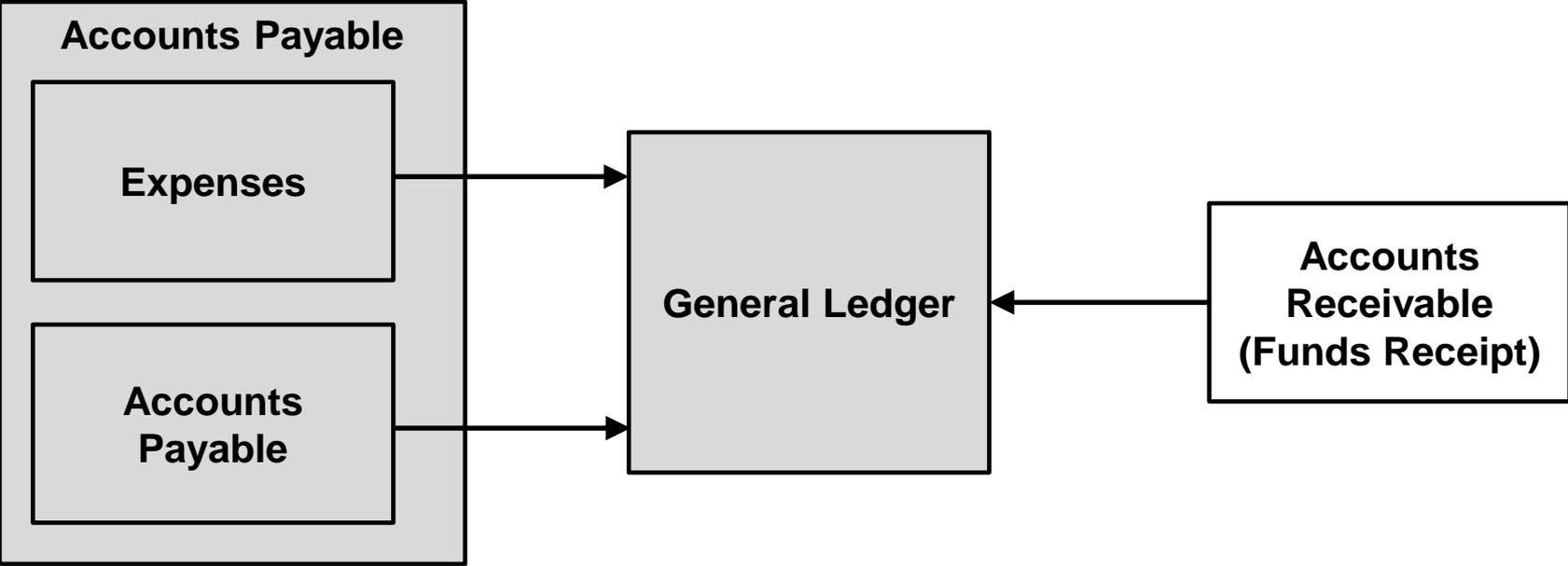


# The Accounts Receivable Functional Area in Cardinal

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

Enter **Funds Receipts** is the key process in the Accounts Receivable functional area.

The diagram below shows the business process 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).

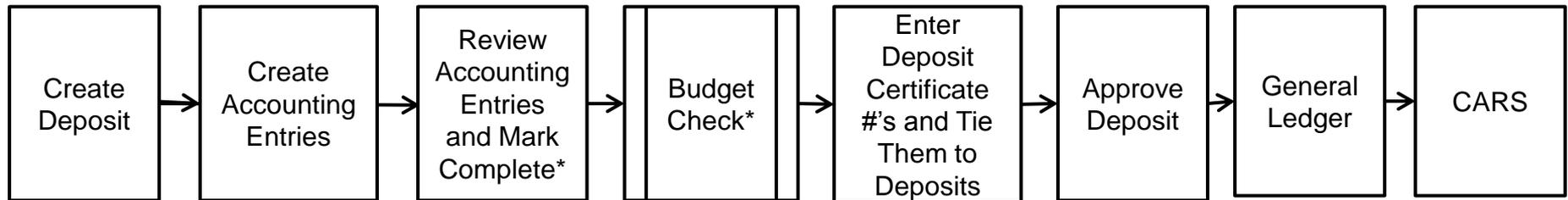
Cardinal Accounts Receivable - Funds Receipts sends accounting entries to the General Ledger through the Journal Generator process. Transaction data is sent to the General Ledger once finalized in the Accounts Receivable – Funds Receipts module.





# Online Accounts Receivable Process (continued)

The Funds Receipts process for online transactions is diagrammed below.



- The Processor creates the deposit record and the accounting entry in Cardinal.
- The Processor or Approver can mark it Complete.
- The Processor or Approver can perform manual Budget Check or allow the entry to be budget checked during overnight batch processing.
- **\*Once the entry is successfully budget checked, it cannot be edited or deleted.**
- The Approver creates the deposit certificate, and approves the deposit.
- The journal entry posts to the General Ledger.
- The General Ledger sends the deposit information to CARS.



# Online Accounts Receivable Process (continued)

Once the accounting entry is marked **Complete**, it is automatically:

- Edit Checked (ChartField values and combinations are verified), and
- Placed in the queue for nightly Budget Check (if not budget checked manually)

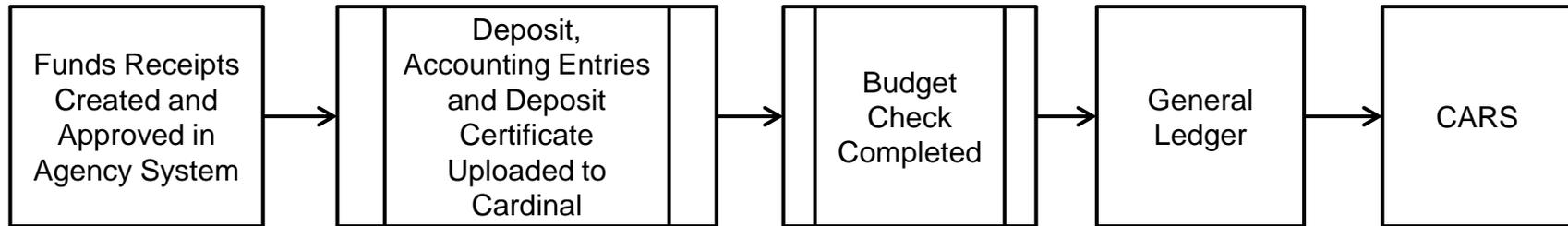
Once a deposit has been successfully budget checked, you **cannot** modify the deposit or the accounting entry in the AR module.

See Job Aid **SW AR326 Correcting Deposits and Accounting Entries** for further information.



# Interface Accounts Receivable Process

The Funds Receipts process for interfaced transactions is diagrammed below. Deposit transactions processed via interface are captured in a file and sent to Cardinal. The transactions in the file are edit checked for errors during upload, budget checked and then processed. Deposits that process successfully will post to the General Ledger and be sent to CARS.



If errors occur during the upload, they will appear on your Funds Receipts Upload Error Report.

Any errors that occur after a transaction is loaded into Cardinal, including all budget check errors, must be corrected online in Cardinal. If corrections are made online in Cardinal, the deposit requires agency approval online in Cardinal.

See the **Funds Receipt Interface Processing** job aid for additional details on error processing for interfaced transactions.



# 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
  
3. A deposit can be modified once it has been budget checked.
  - a) True
  - b) False



# Lesson 1: Summary

In this lesson, you learned:

- In Accounts Receivable – Funds Receipts, a deposit is a collection of one or more payments.
- Deposits can be entered online in Cardinal or uploaded through the Funds Receipts Upload interface.
- Entering deposits online in Cardinal is a multiple step process that includes:
  - Creating the deposit
  - Creating the accounting entries
  - Marking them as complete
  - Budget checking the accounting entries
  - Entering the deposit certificate number
  - Tying accounting entries to the deposit
  - Approving the deposit certificate
- Cardinal's Accounts Receivable - Funds Receipts module integrates with the General Ledger module. Cardinal's General Ledger module then uploads that 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.

The entry used to enter this deposit in Accounts Receivable is a **Direct Journal**.

Most state agencies use only the Funds Receipts module in Accounts Receivable. Payments received must be directly journalled. A **Direct Journal Payment** is a payment that does not correspond to a receivable established in Cardinal.

You may receive various forms of payment (e.g., cash, checks, electronic funds transfers, etc.).

Deposits are entered into Cardinal by **Deposit Unit**.

The **Deposit Unit** (or **Deposit Business Unit**) identifies the agency making the deposit.



# Entering a Direct Journal Payment (continued)

A deposit is entered directly into Cardinal.

To create an online deposit, go to the **Regular Deposit** page.

You can navigate to the **Regular Deposit** page using 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**. Once the deposit is marked as **Complete** it will no longer display on the **Regular Deposit** search page.

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

## Regular Deposit

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

Find an Existing Value | Add a New Value

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

Deposit Unit: [=] 15100

Deposit ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value



# Online Accounts Receivable Process

You can access Accounts Receivable by navigating to:

**Main Menu > Accounts Receivable**

**Payments:** Create and approve deposits and journal entries, and generate reports

The screenshot shows the CARDINAL web application interface. At the top left is the CARDINAL logo. The top right navigation bar includes links for Home, Worklist, and Add to Favorites. Below the navigation bar, the breadcrumb trail reads 'Favorites > Main Menu > Accounts Receivable'. The main content area is titled 'Accounts Receivable' and contains three primary sections:

- Payments**: A section highlighted with a red box, containing a description 'Enter, apply, and review payments and generate payment reports.' and a list of sub-links: [Online Payments](#), [Apply Payments](#), [Direct Journal Payments](#), [Review Payments](#), and [Reports](#).
- Receivables Analysis**: A section with a description 'Run the Receivables Aging process and generate reports.' and a sub-link [Receivables Reports](#).
- Receivables Update**: A section with a description 'Run Receivables Update process, correct posting results, and unpost groups.' and a sub-link [Posting Results-Payments](#).



# Creating a Deposit

To create a deposit:

- Click the **Add a New Value** tab on the **Regular Deposit** page.
- Your **Deposit Unit** defaults.
- The **Deposit ID** displays as **NEXT** and cannot be changed. Cardinal assigns the next sequential number to the **Deposit ID** when it is saved.
- Click the **Add** button.

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

## 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](#)



# Totals Tab

The **Regular Deposit** page displays and defaults to the **Totals** tab. The information on this tab, including the **Unit, Deposit ID, Accounting Date, Bank Code, Bank Account** and **Deposit Type** apply to and are the same for every payment you include in the Deposit.

To enter a deposit:

- In the first section, the **Accounting Date** defaults to the current date but can be changed if necessary. This date autopopulates the **Accounting Date** on the **Payments** tab, which in turn, determines the 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.
- Select the **Bank Code**. **Bank Code** determines which **Bank Account** is available for selection. See the **Bank Code Crosswalk Job Aid** on the Cardinal website for a listing of Cardinal-to-CARS bank codes. You cannot split one deposit between multiple banks.
- Select the **Bank Account**. When the **Bank Account** is selected, the **Deposit Type** choices will populate. You cannot split one deposit between multiple bank accounts.
- Select the **Deposit Type**. Do not automatically accept the default value. You cannot split one deposit between multiple Deposit Types.
- In the **Control Currency** field select **USD**. This is the only option currently available.



# Totals Tab (continued)

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

Totals Payments

Unit: 15100 Deposit ID: NEXT Delete Deposit

\*Accounting Date: 06/19/2015

\*Bank Code: 1105 0143

\*Bank Account: SCAN 4714346722394121

\*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:	06/19/2015
*Entered:	06/19/2015
Posted:	
Assigned:	VPH82737
User:	VPH82737

Save Notify Refresh
Add Update/Display

Totals | [Payments](#)



# Totals Tab (continued)

In the **Control Totals** section of the page, enter the **Control Total Amount**, i.e. the total amount of the deposit, and **Count**, i.e., the number of checks in the deposit.

In the **Control Data** section of the page, the **Received Date**, and the **Entered Date** default to the current date. These can be changed if necessary.

- The **Received** date should be the date when either the bank received the payment (e.g., wire transfer, EFT) or when your agency received the payment.
- **The Entered date should be the date the Payment is entered in Cardinal.**
- The **User** field tracks the creator of the deposit. If another user modifies the deposit, his/her ID is captured in the **Assigned** field.

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

Totals | Payments

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

\*Accounting Date: 06/19/2015  
\*Bank Code: 1105    0143  
\*Bank Account: SCAN    4714346722394121  
\*Deposit Type: 1    000001

Control Currency: USD  
Format Currency: USD  
Rate Type: CRRNT  
Exchange Rate: 1.00000000

Control Totals		Control Data	
Control Total Amount:	11,730.00	*Received:	06/19/2015
Entered Total Amount:	0.00	*Entered:	06/19/2015
Difference Amount:	11,730.00	Posted:	
Posted Total Amount:	0.00	Assigned:	VPH82737
Journalled Total Amount:	0.00	User:	VPH82737
*Count:	1		
Count:	1		
Count:	0		
Count:	0		
Count:	0		

Save    Notify    Refresh    Add    Update/Display

Totals | Payments



# Totals Tab (continued)

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

Totals | Payments

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

\*Accounting Date: 06/19/2015

\*Bank Code: 1105 0143      Control Currency: USD

\*Bank Account: SCAN 4714346722394121      Format Currency: USD

\*Deposit Type: 1 000001      Rate Type: CRRNT

Exchange Rate: 1.00000000

Control Totals				Control Data	
Control Total Amount:	11,730.00	*Count:	1	*Received:	06/19/2015
Entered Total Amount:	0.00	Count:	1	*Entered:	06/19/2015
Difference Amount:	11,730.00	Count:	0	Posted:	
Posted Total Amount:	0.00	Count:	0	Assigned:	VPH82737
Journalled Total Amount:	0.00	Count:	0	User:	VPH82737

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

Totals | [Payments](#)



# Payments Tab

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

The **Payments** tab contains specific information about each payment in the deposit:

- In the **Payment Information** section, enter the **Payment ID** and the payment **Amount**. The **Payment ID** is an identifier assigned by the agency, such as the payee's check number.
- Cardinal assigns the **Payment Seq** to track the order in which payments are entered in the deposit when there is more than one payment.
- The **Accounting Date** determines which open period the transaction posts to. It **initially** autopopulates from the **Accounting Date** on the **Totals** tab. However, if you later change the **Accounting Date** on the **Totals** tab, it will **not** then update the **Accounting Date** on the **Payments** tab.
- Make sure the **Payment Predictor box** is **unchecked**.
- The **Payment Method** will default to **Check**; use the **drop-down** to change to the appropriate **Payment Method**.
- Check the **Journal Directly** checkbox. This ensures the deposit is picked up for processing. It must be checked in order for the payment lines to be available to create accounting entries.
- If you have more than one payment, click the **+** sign in the upper right corner of the **Payment Information** section and repeat the same steps for each payment.



# Payments Tab (continued)

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

Totals | Payments

Unit: 15100    Deposit ID: NEXT    Date: 06/19/2015    Balance: Not Balanced

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

Payment Seq: 1    \*Payment ID: CHK001    \*Accounting Date: 06/19/2015 [B] [ + ] [ - ]

Amount: 11730.00    Currency: USD

Rate Type: CRRNT    Exchange Rate: 1.00000000

Payment Predictor     Journal Directly     Range of References

Payment Method: Check    [Attachments \(0\)](#)

**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**

Reference Information Customize | Find | View All | [ ] [ ] [ ] First 1 of 1 Last

Qual Code	Reference	To Reference	Event
1			

Save    Notify    Refresh    Add    Update/Display



# Saving Your 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.

You can **Save** an unbalanced deposit, but it cannot be processed further until it is balanced.

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

The screenshot shows the 'Regular Deposit' entry screen in the Cardinal software. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Totals' tab is active, showing 'Unit: 15100', 'Deposit ID: 397', 'Date: 06/19/2015', and 'Balance: Balanced'. The 'Payment Information' section includes fields for Payment Seq (1), Amount (11,730.00), Rate Type (CRRNT), Payment Method (Check), Payment ID (CHK001), Currency (USD), Exchange Rate (1.00000000), Accounting Date (06/19/2015), 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, Corporate, Corporate SetID, SubCust1, SubCust2, MICR ID, and Link MICR. Below this is a 'Detail References' section with a 'Reference Information' table. The table has columns for Qual Code, Reference, To Reference, and Event, with one row containing the number 1. At the bottom of the screen, there are buttons for Save, Notify, Refresh, Add, and Update/Display. The 'Save' button is highlighted with a red box.



# Agency to Agency (ATA) Transactions

Agency to Agency (ATA) transactions are payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) agency to another.

The Paying Agency:

- Creates a voucher to issue a payment to your agency
- Is a Customer to your Agency

Your Agency:

- Creates a Deposit and related accounting entries to record the payment from the paying agency
- Is a Vendor to the paying agency

The **Agency to Agency (ATA) Transactions Information Sheet** job aid located on the Cardinal website identifies each agency Customer ID (Business Unit) and Vendor ID for ATA transactions.



# Agency to Agency (ATA) Transactions (continued)

The following fields must be selected on the **Payments** tab when entering an ATA payment in Cardinal:

- In the Payment Information section, **Agency Transfer** should be selected as the **Payment Method**, even if the payment was a check, wire, etc.
- Select the paying agency in the **Customer ID** field. The Customer ID is the same as the paying agency business unit. This field should only be entered for ATA payments.
- It is critical that the **Customer ID** is accurate, as it is used for reporting and reconciliation purposes.

The screenshot shows the 'Payments' tab in the Cardinal software. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Totals' section shows: Unit: 15100, Deposit ID: NEXT, Date: 06/19/2015, Balance: Balanced. The 'Payment Information' section includes: Payment Seq: 1, Amount: 11,730.00, Rate Type: CRRNT, Payment ID: CHK001, Currency: USD, Exchange Rate: 1.00000000, Accounting Date: 06/19/2015. The 'Payment Method' is set to 'Agency Transfer'. The 'Customer Information' section shows: Customer ID: 19400, Business Unit: (empty), Remit From: 19400, Remit SetID: STATE, Name: DEPARTMENT OF GENERAL SERVICES, Corporate: 19400, Corporate SetID: STATE, SubCust1: (empty), SubCust2: (empty), MICR ID: (empty), Link MICR: (empty). A table at the bottom shows 'Reference Information' with one row: Qual Code: 1, Reference: (empty), To Reference: (empty), Event: (empty).



# Agency to Agency (ATA) Transactions (continued)

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

Totals | Payments

Unit: 15100    Deposit ID: NEXT    Date: 06/19/2015    Balance: Balanced

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

Payment Seq:     \*Payment ID:     \*Accounting Date:

Amount:     Currency:

Rate Type:     Exchange Rate:

Payment Predictor     Journal Directly     Range of References

**Payment Method:**      [Attachments \(0\)](#)

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

**Customer ID:**      Business Unit:

Remit From: 19400    Remit SetID: STATE

Name: DEPARTMENT OF GENERAL SERVICES

Corporate: 19400    Corporate SetID: STATE

SubCust1:     SubCust2:

MICR ID:      Link MICR

**Detail References**

**Reference Information** 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.





# Hands-On Practice: Enter a Payment

---

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



## Lesson 2: Summary

In this lesson, you learned:

- The first step in the Funds Receipts business process involves entering payment information for your deposit.
- A deposit may include multiple payments from more than one source.
- Cardinal validates that the total of all payments entered for a deposit match the Control Totals to ensure balanced deposits are entered.
- Separate deposits are created for each bank and deposit type.
- The Customer ID field is used in Cardinal to identify the paying COVA agency for an ATA payment.



# Lesson 3: Processing a Payment

---

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

- Creating accounting entries for direct journal payments
- Reviewing and modifying accounting entries for direct journal payments
- Reviewing and correcting budget check errors
- Processing of interfaced deposit transactions



# Creating Accounting Entries for Direct Journal Payments

Once the direct journal payment information has been entered completely in the Cardinal deposit, the corresponding accounting entries can be created. These entries will post to the General Ledger. This process, called Direct Journaling in Cardinal, defines deposit accounting entries.

To create accounting entries for direct journal payments, go to the **Create Accounting Entries** page.

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

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



# Creating Accounting Entries for Direct Journal Payments (continued)

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

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

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"/>	
Deposit ID:	begins with	<input type="text" value="397"/>	
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](#)



# Creating Accounting Entries for Direct Journal Payments (continued)

On the **Accounting Entries** tab, the information you entered when you created the deposit (**Unit**, **Deposit ID**, **Payment** and **Seq**) will auto-populate, along with the **Amount** for the **Deposit ID**.

On the **ChartFields** tab under the **Distribution Lines** section of the page, enter your distribution. If your agency uses SpeedTypes, you can enter one here to autopopulate some of the ChartFields in the accounting distribution.

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

You can record agency specific information (such as license numbers, agency invoice #s, etc.) in the Ref Field on the **Journal Reference Information** tab. Do not enter sensitive data, such as social security numbers, in this field.



# Creating Accounting Entries for Direct Journal Payments (continued)

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

Accounting Entries | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: CHK001      Seq: 1

Amount: 11,730.00 USD

Complete      Entry Event:

Budget Status:

Distribution Lines      Customize | Find | View All | First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Asset	Fund	Department	Program	Agency Use 1
1	1 15100	Speed Type	-11,730.00	USD	4009060		01000	91100		

Total

Lines: 0    Total Debits: 11,730.00    Currency: USD    Total Credits: 0.00    Currency: USD    Net: 11,730.00

Save    Return to Search    Notify    Refresh

Accounting Entries | [Deposit Control](#)



# Creating Accounting Entries for Direct Journal Payments (continued)

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

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

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

Accounting Entries | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: CHK001      Seq: 1

Amount: 11,730.00 USD  

Complete      Entry Event:

Budget Status:

Distribution Lines Customize | Find | View All | First 1-2 of 4 Last

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	Program	Agency Use 1	Affiliate	Fund Affiliat
1	1 15100	-11,730.00	USD	4009060		01000	91100				
2	201 TREAS	11,730.00	USD	154601		01000	91100				

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    Refresh

Accounting Entries | Deposit Control



# Creating Accounting Entries for Direct Journal Payments (continued)

After the cash lines are generated, check the **Complete** checkbox and click the **Save** button.

Upon save, Cardinal verifies the ChartField values in the entries, based on the combination edit rules configured.

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

Accounting Entries | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: CHK001      Seq: 1

Amount: 11,730.00 USD

Complete      Entry Event:

Budget Status:

Distribution Lines Customize | Find | View All | First | 1-2 of 4 | Last

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	Program	Agency Use 1	Affiliate	Fund Affiliat
1	15100	-11,730.00	USD	4009060		01000	91100				
2	201 TREAS	11,730.00	USD	154601		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



# Creating Accounting Entries for Direct Journal Payments (continued)

Before you navigate off this page, you can deselect the complete checkbox, and make changes.

- Deselect the **Complete** checkbox
- Click the **Save** button
- Click the **delete** icon (next to the lightning bolt icon) to remove the system generated cash and interunit lines.

The system generated lines must always be deleted prior to modifying the user entered line of the accounting entry. The ChartField line(s) that you entered and need to modify will then be available for edit.

**Once you navigate off this page, you can no longer directly access the Deposit from the Create Accounting Entries Page.**

Accounting Entries | Deposit Control

Unit: 15100    Deposit ID: 397    Payment: CHK001    Seq: 1

Amount: 11,730.00 USD

Complete    Entry Event:

Budget Status:

Distribution Lines

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	Program	Agency Use 1	Affiliate	Fund Affiliat
1	15100	-11,730.00	USD	4009060		01000	91100				
2	201 TREAS	11,730.00	USD	154601		01000	91100				

Total

Lines: 0    Total Debits: 23,460.00    Currency: USD    Total Credits: 23,460.00    Currency: USD    Net: 0.00

Accounting Entries | Deposit Control



# Creating Accounting Entries for Direct Journal Payments (continued)

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

Accounting Entries | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: CHK001      Seq: 1

Amount: 11,730.00 USD  

Complete      Entry Event:

Budget Status:

Distribution Lines Customize | Find | View All | First 1-2 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	Program	Agency Use 1	Affiliate	Fund Affiliat
1	1 15100	-11,730.00	USD	4009060		01000	91100				
2	201 TREAS	11,730.00	USD	154601		01000	91100				

Total

Lines: 0    Total Debits: 23,460.00    Currency: USD    Total Credits: 23,460.00    Currency: USD    Net: 0.00

[Accounting Entries](#) | [Deposit Control](#)



# Interfaced Funds Receipt Transactions

Interfacing Agencies send their funds receipts transactions to Cardinal using the Funds Receipt Upload process.

An inbound interface file with funds receipt data is submitted by the agencies to Cardinal. The file includes deposit information such as the deposit business unit, deposit type, banking information, payment amount, deposit certificate number and accounting information.

The Cardinal Funds Receipt Upload process validates that all required fields are populated, valid values are provided, detail level counts and amounts are in sync with header level counts and amounts, and that Chartfield combinations are valid. Transactions that pass these checks are loaded into Cardinal.

Transactions that do not pass these checks are rejected. Cardinal generates a **Funds Receipt Error Report** nightly that displays details for all rejected transactions.

Rejected transactions are reviewed and corrected by the agency, before being re-sent to Cardinal.

See the **Funds Receipt Interface Processing** job aid for additional details.



# Reviewing and Modifying Accounting Entries for Direct Journal Payments

Once you **Complete** and **Save** the **Accounting Entries**, and navigate away from the **Create Accounting Entries** page, you cannot modify them on the **Create Accounting Entries** page.

To review or change the accounting entry for a completed and saved Direct Journal Payment, go to the **Modify Accounting Entries** page.

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

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

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): 300

Deposit Unit: = 15100

Deposit ID: begins with 397

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria



# Reviewing and Modifying Accounting Entries for Direct Journal Payments

On the **Modify Accounting Entries** search page, **Deposit Unit** defaults to your **Business Unit**.

Enter the **Deposit ID** of the entry you want to review and/or modify, and click the **Search** button.

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="397"/>	
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** tab of the **Modify Accounting Entries** page, deselect the **Complete** checkbox and click the **Save** button.

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

A direct deposit journal entry can only be modified before its **Budget Status** updates to **Valid**. Once the status is **Valid**, the entry cannot be changed or deleted. If the **Budget Status** is **Valid**, the **Complete** checkbox will be grayed out.

Unit: 15100      Deposit ID: 397      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

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	154601	01000	
S		203 15100			11,730.00	USD	101010	01000	
S		204 TREAS			-11,730.00	USD	101010	01000	

Total  
Lines: 0    Total Debits: 23,460.00    Currency: USD    Total Credits: 23,460.00    Currency: USD    Net: 0.00



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

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

Directly Journalled Payments | Deposit Control

Unit: 15100      Deposit ID: 172      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 | [Grid Icon]      First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information [Filter Icon]

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

Save       Return to Search       Notify

Directly Journalled Payments | Deposit Control



# Budget Checking the Direct Journal Deposit

After you **Create** a direct journal deposit and **Save** and mark it **Complete**, it is budget checked. Budget checking occurs during the nightly batch processing, but can also be done manually online.

Once the journal has been successfully budget checked, you **cannot** modify the Deposit or the Accounting Entry.

To manually run budget check, click the **budget check** icon on the **Create / Modify Accounting Entries** page. This icon is only available if the direct journal deposit is saved as **Complete**.

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

Accounting Entries | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: CHK001      Seq: 1

Amount: 11,730.00 USD      

Complete      Entry Event:

Budget Status:

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	Program	Agency Use 1	Affiliate	Fund Affiliat
1	1 15100	-11,730.00	USD	4009060		01000	91100				
2	201 TREAS	11,730.00	USD	154601		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



# Budget Checking the Direct Journal Deposit

Once the journal has been successfully budget checked the **Budget Status** updates to **Valid**.

A direct deposit journal entry can only be modified before its **Budget Status** is **Valid**. Once the **Status** is **Valid**, the entry cannot be changed or deleted.

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

Accounting Entries | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: CHK001      Seq: 1

Amount: 11,730.00 USD

Complete      Entry Event:

**Budget Status:** Valid

Distribution Lines Customize | Find | View All | First 1-2 of 4 Last

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	Program	Agency Use 1	Affiliate	Fund Affiliat
1	15100	-11,730.00	USD	4009060		01000	91100				
2	201 TREAS	11,730.00	USD	154601		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](#)



# Reviewing and Correcting Budget Check Errors

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. An error will be received if the accounting distribution includes an expenditure account and does not have a corresponding commitment control budget.

Budget check errors for deposits uploaded by interfacing agencies will be identified during the nightly batch process and must be corrected online.

Once budget check errors are corrected online, the budget check process can be run manually online to validate the errors were successfully corrected. Otherwise the budget check process will run again during the nightly batch to check for errors.



# Reviewing and Correcting Budget Check Errors (continued)

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:

- **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.
- **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.

You can research the budget check **Error** and **Warning** messages using two different tabs:

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



# Reviewing and Correcting Budget Check Errors (continued)

To view the error using the **Directly Journalled Payments** tab, use the following path:

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

Enter the **Deposit ID** and click the **Search** button.

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: =

**Deposit ID: begins with**

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

**Search** Clear Basic Search Save Search Criteria



# Reviewing and Correcting Budget Check Errors (continued)

The search page displays. Click the **Budget Check Options** icon to view the error.

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

Directly Journalled Payments | Deposit Control

Unit: 15100      Deposit ID: 398      Payment: CHK123      Seq: 1

Amount: 200.00      Currency: USD  
Base: 200.00      Currency: USD

Complete      Budget Status: **Error**

Accounting Line Display

Standard       Supplemental (Entry Event)       Both      Display

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

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program
S	1	15100			-200.00	USD	5011160	01000	103060
S	201	TREAS			200.00	USD	154601	01000	103060
S	203	15100			200.00	USD	101010	01000	
S	204	TREAS			-200.00	USD	101010	01000	

Total

Lines: 4      Total Debits: 400.00      Currency: USD      Total Credits: 400.00      Currency: USD      Net: 0.00

Save      Return to Search      Notify

Directly Journalled Payments | Deposit Control



# Reviewing and Correcting Budget Check Errors (continued)

The **Commitment Control Details** display. Click the hyperlink **Go to Transaction Exceptions**.

**Commitment Control**

**Commitment Control Details**

Source Transaction Type: Miscellaneous Payment  
Budget Checking Header Status: Error in Budget Check  
Commitment Control Amount Type: Actuals, Recognize and Collect  
Commitment Control Tran ID: 0001624365  
Commitment Control Tran Date: 06/22/2015  
 Override Transaction

[Budget Check](#) ⓘ

[Go to Transaction Exceptions](#) Go To Activity Log

OK Cancel

The **Misc. Payment Exceptions** tab displays, and the **Exception** is detailed.

**Misc. Payment Exceptions** | **Line Exceptions**

Deposit Unit: 15100 Deposit ID: 398 Payment Sequence: 1

\*Exception Type: Error  Override Transaction ⓘ  
Maximum Rows: 100  More Budgets Exist

[Search](#) [Advanced Budget Criteria](#)

**Budgets with Exceptions** Customize | Find | View All | First 1-2 of 2 Last

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	15100	CC_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	15100	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

[Save](#) [Return to Search](#) [Notify](#)

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



# Reviewing and Correcting Budget Check Errors (continued)

To view the error on the **Miscellaneous Payment Exceptions** Tab use the following path:

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

On the **Direct Journal** search page enter the **Deposit ID** with the error and click **Search** to view the exception.

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

### Direct Journal

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):

Commitment Control Tran ID: begins with

Commitment Control Tran Date: =

Deposit Unit: begins with

**Deposit ID: begins with**

Payment Sequence: =

Process Instance: =

Process Status: =

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



# Reviewing and Correcting Budget Check Errors (continued)

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

Misc. Payment Exceptions Line Exceptions

Deposit Unit: 15100 Deposit ID: 398 Payment Sequence: 1

\*Exception Type: Error  Override Transaction  More Budgets Exist

Maximum Rows: 100 [Advanced Budget Criteria](#)

Search

Budgets with Exceptions [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Budget Override Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		15100	CC_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		15100	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Save Return to Search Notify

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.



# Reviewing and Correcting Budget Check Errors (continued)

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

- Navigate to the **Modify Accounting Entries** page using the following path:  
**Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries**
- Uncheck the **Complete** box.
- Click the **Save** button.

Unit: 15100      Deposit ID: 398      Payment: CHK123      Seq: 1

Amount: 200.00      Currency: USD  
Base: 200.00      Currency: USD

Complete      Budget Status: Not Ch'kd

Accounting Line Display  
Standard      Supplemental (Entry Event)      Both      Display

Distribution Lines  
ChartFields      Currency Details      Budget      Journal Reference Information      Customize | Find | First | 1-4 of 4 | Last

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program
S	1	15100			-200.00	USD	5011160	01000	103060
S	201	TREAS			200.00	USD	154601	01000	103060
S	203	15100			200.00	USD	101010	01000	
S	204	TREAS			-200.00	USD	101010	01000	

Total  
Lines: 0      Total Debits: 400.00      Currency: USD      Total Credits: 400.00      Currency: USD      Net: 0.00

Save      Return to Search      Notify



# Reviewing and Correcting Budget Check Errors (continued)

Next, navigate to the **Create Accounting Entries** page.

- Click the **delete** icon to delete the system generated lines.
- Enter your changes to the user defined distribution line.
- Click the **lightning bolt** icon to rebuild your accounting entries.
- Select the **Complete** checkbox, then the **Save** button.
- The combination edit process will run again.

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

**Remember, once the entry is successfully budget checked you cannot modify or delete.**

Accounting Entries | Deposit Control

Unit: 15100    Deposit ID: 398    Payment: CHK123    Seq: 1

Amount: 200.00 USD

Complete    Entry Event:

Budget Status: Not Chk'd

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	*Account	Asset	Fund	Department	Program	Agency Use 1
1	15100	Speed Type	-200.00	USD	14009060		01000	95200		

Total  
Lines: 1    Total Debits: 0.00    Currency: USD    Total Credits: 200.00    Currency: USD    Net: -200.00



# Reviewing and Correcting Budget Check Errors (continued)

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

Accounting Entries | Deposit Control

Unit: 15100      Deposit ID: 398      Payment: CHK123      Seq: 1

Amount: 200.00 USD  

Complete      Entry Event:  

Budget Status: Not Chk'd

Distribution Lines Customize | Find | View All |  |  First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information 

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Asset	Fund	Department	Program	Agency Use 1
1	1 15100 	Speed Type	-200.00	USD	4009060 	<input type="text"/> 	01000 	95200 	<input type="text"/> 	<input type="text"/> 

Total

Lines: 1    Total Debits: 0.00    Currency: USD    Total Credits: 200.00    Currency: USD    Net: -200.00

 Save     Return to Search     Notify     Refresh

Accounting Entries | [Deposit Control](#)



# Simulation: Entering a Direct Journal Accounting Entry

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





# Hands-On Practice: Processing Direct Journals

---

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



# 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**.
- Direct Journal Accounting entries are budget checked within the Accounts Receivable module either online or through a batch process.
- A deposit, and / or a direct journal accounting entry can be modified until it is successfully budget checked.
- Interfacing agencies send deposit information and accounting entries to Cardinal through the Funds Receipt Upload file.



# 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

Completed deposits are batched together under a **Deposit Certificate (provided by the bank)** before the entries are sent to the General Ledger.

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

The Deposit Certificate / Ticket Number is entered directly into Cardinal, and the associated Deposit IDs are selected.

For interfaced transactions, the **Deposit Certificate** is presumed approved by the agency. It only requires additional approval if it is modified online in Cardinal.



# Creating and Approving a Deposit Certificate (continued)

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

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

Click the **Add a New Value** tab. Enter your **Deposit Unit** and **Deposit Control Ticket Number** (also referred to as the Deposit Certificate Number).

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

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: DC062215

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 **Add a New Value** tab.

Enter the total sum of all deposits in the **Control Total Amount** field.

Enter the total number of deposits for the Deposit Certificate in the **Control Count** field.

Enter the date that funds were deposited in the bank in the **Bank Deposit Date** field, and select the individual **Deposit IDs** in the deposit detail section.

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

Click the **Save** button.

Approve Deposits

\*Deposit Unit: 15100  
Deposit control Ticket Number: DC062215  
Control Total Amount: 11,730.000  
Control Count: 1  
\*Bank Deposit Date: 06/19/2015  
 Do Not Send to CARS

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

Deposit ID	Deposit Amount	Status	View Detail Status
397	11730.000	Complete	

Set WS to Post Approve

Save Notify Add Update/Display



# Creating and Approving a Deposit Certificate (continued)

Cardinal requires that all deposits have a valid **ChartField** combination, pass budget check, and that their control **amounts** and **counts** match the related details before the **Deposit Control Ticket** can be approved.

A **Status** of **Complete** on the **Approve Deposits** page indicates the individual deposit has a valid edit and budget status and is ready for approval.

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

Approve Deposits

\*Deposit Unit: 15100  
Deposit control Ticket Number: DC062215  
Control Total Amount: 11,730,000 Control Count: 1  
\*Bank Deposit Date: 06/19/2015  Do Not Send to CARS

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

Deposit ID	Deposit Amount	Status	View Detail Status
1 397	11730.00	Complete	

Set WS to Post Approve

Save Notify Add Update/Display



# Creating and Approving a Deposit Certificate (continued)

The **View Detail Status** link opens the **Deposit Detail Status** page. It provides information to indicate if the deposit is ready for approval. The status of the deposit is displayed. The **Deposit ID** and **Bank Code** values display so you can ensure that all the deposits in the **Deposit Certificate** have the same bank account. A deposit must be complete, valid, and journalled in order to be approved.

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

## Deposit Detail Status

Deposit ID: 397  
Bank Code: 1105

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

	Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status
	1	11,730.000	Complete	Valid	Journalled

Return



# Creating and Approving a Deposit Certificate (continued)

Once the deposit is complete, click **Approve** to finalize. The **Approved By** and **Approved Date** fields on the page will auto-populate with your User ID and the current date.

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

Approve Deposits

### Approve Deposits

\*Deposit Unit:   
Deposit control Ticket Number: DC062215  
Control Total Amount:  Control Count:   
\*Bank Deposit Date:   Do Not Send to CARS

WS Posted By:  WS Posted Date:   
**Approved By: UHK37558** **Approved Date: 06/22/2015**

Deposit ID	Deposit Amount	Status	View Detail Status
1 397	11730.000	Approved	

Customize | Find | View All | First 1 of 1 Last



# Reviewing General Ledger Journal Information

Once you approve the deposit, it will be processed further during nightly batch processing:

- **Deposit Post Processor** prepares the batched and approved direct journal deposits for posting to the General Ledger.
- **Journal Generator** 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 updated with the GL journal information.
- The GL **Journal ID** and **Journal Date** are updated on the **ChartFields** tab.
- Interfacing agencies can see the journal ID on the **Funds Receipt Extract**.

Directly Journalled Payments | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: 1      Seq: 1

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

Complete      Budget Status: Valid

Accounting Line Display  
 Standard     Supplemental (Entry Event)     Both    Display

ChartFields    Currency Details    Budget    Journal Reference Information

Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Short Name	Status	Stat	Journal ID	Journal Date
					User	Complete		AR00094401	06/22/2015
					Cash	Not Edited		AR00094433	06/22/2015
			TREAS	01000	InterUnit	Complete		AR00094401	06/22/2015
			15100	01000	InterUnit	Not Edited		AR00094433	06/22/2015

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

Directly Journalled Payments | Deposit Control



# Reviewing General Ledger Journal Information (continued)

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

Directly Journalled Payments | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: 1      Seq: 1

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

Complete      Budget Status: Valid

Accounting Line Display  
 Standard       Supplemental (Entry Event)       Both     

Distribution Lines      Customize | Find | [Grid Icon]      First 1-4 of 4 Last

**ChartFields** | Currency Details | Budget | Journal Reference Information [Filter Icon]

Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Short Name	Status	Stat	Journal ID	Journal Date
					User	Complete		AR00094401	06/22/2015
					Cash	Not Edited		AR00094433	06/22/2015
			TREAS	01000	InterUnit	Complete		AR00094401	06/22/2015
			15100	01000	InterUnit	Not Edited		AR00094433	06/22/2015

Total

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

[Directly Journalled Payments](#) | [Deposit Control](#)



# Reviewing General Ledger Journal Information (continued)

The accounting date and deposit ID are written to the **Line Desc** field on the **Currency Details** tab. Cardinal uses this information to extract Accounts Receivable data that is sent to CARS.

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

Directly Journalled Payments | Deposit Control

Unit: 15100      Deposit ID: 397      Payment: 1      Seq: 1

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

Complete      Budget Status: Valid

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

Line Desc
15-06-22AR_DIRJRN397
15-06-22AR_DIRJRN397
15-06-22AR_DIRJRN397
15-06-22AR_DIRJRN397

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

Directly Journalled Payments | Deposit Control



# Simulation: Finalizing a Deposit

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





# Hands-On Practice: Finalizing a Payment

---

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



# Lesson 4: Summary

---

In this lesson, you learned:

- Corrections or updates made in Cardinal to interfaced deposits, require online approval in Cardinal.
- Deposits 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 posting to the General Ledger.
- Deposit information is sent from the General Ledger 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
- Funds Receipt Upload Error Report



# 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 using the following path:

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

PeopleSoft Receivables											Page No. 1	
DEPOSIT SUMMARY											Run Date 12/03/2013	
For 01-JUL-2013 through 03-DEC-2013											Run Time 08:58:39	
Report ID:	AR20001											
Business Unit:	15100%											
Report Currency:	Base Amount											
Operator:	ALL VALUES											
Deposit Type:	ALL VALUES											
Bank Account:	ALL VALUES											
Post Status:	Complete											
Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank Acct	Bal	Post Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt
07/03/2013	15100	157	VPH82737	VPH82737	1	1105 SCAN	Yes	Complete	49.00	49.00	0.00	49.00
Total For 15100									49.00	49.00	0.00	49.00 USD
Total For 07/03/2013									49.00	49.00	0.00	49.00 USD



# Payment Summary Report

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

You can navigate to this report using the following path:

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

Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
07/03/2013	15100	157	VPH82737	VPH82737	Complete	1	07/02/2013	1	Journalled	49.00 USD
TOTAL FOR 157										49.00 USD
TOTAL FOR 15100										49.00 USD
TOTAL FOR 07/03/2013										49.00 USD



# Funds Receipt Upload Error Report

This report provides details on all errors, including missing and invalid data, encountered when loading Funds Receipt data from agency systems into Cardinal.

You can navigate to this report using the following path:

**Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Report**



Report ID: AR731

Commonwealth of Virginia  
FUNDS RECEIPT UPLOAD ERROR REPORT

Run Date: 05/12/2014  
Run Time: 11:38 00

Page No. 1 of 2

Submitting AR BU: 50500  
Upload Date Range: 01-MAR-2013 to 31-MAR-2014

File Name: 50500\_AR039\_IN\_03122014\_1244\_001.dat  
Upload Date: 14-MAR-2014

Deposit BU: 50500

Acc Date	Agency Dep	Cert Nbr	Pymnt ID	Pymnt Seq Nbr	Dist Line Nbr	Error Field Name	Field Value	Error Description
12-MAR-2014				0	0	V_DC_TICKET_NBR		
12-MAR-2014		02AR031A		0	0	CONTROL_AMT	200	
10-MAR-2014		02AR031B		0	0	BANK_CD	2999	
		02AR031B	ATA1	1	0	CUST_ID		
30-JUN-2013		02AR031F		0	0	ACCOUNTING_DT	06/30/2013	
		02AR031G	CHECK4	1	0	PAYMENT_METHOD	CH	

Summary totals not displayed on the report as transactions were received under controlling business unit, please run report for controlling business unit for summary totals.



# Queries

---

Six frequently used queries include:

- Deposits Not Posted to GL
- Deposits Not Approved
- Deposits Not Sent to CARS
- Posted Deposit Extract
- Cash Receipts Deposit
- ATA Receiving Agency Query



# Deposits Not Posted To GL Query

This query shows a listing of all direct journal deposits that were not posted to the General Ledger. It can be used to monitor Deposit Certificates to ensure all deposits were posted to the General Ledger. The query requires user inputs for Deposit Business Unit, and date range. Bank Code is an optional user input field.

You can navigate to this report using the following path:

**Main Menu > 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:

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

View All First 1-5 of 5 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	1100	15100	168	1	09/28/2013	1	400.000	N	Y	PPS_LONGFELLOW.TESSA	CARS_151
2	1100	15100	168	1	09/28/2013	2	400.000	N	Y	PPS_LONGFELLOW.TESSA	CARS_151
3	1100	15100	169	1	09/28/2013	1	300.000	N	Y	PPS_LONGFELLOW.TESSA	CARS151T
4	1100	15100	169	1	09/28/2013	2	300.000	N	Y	PPS_LONGFELLOW.TESSA	CARS151T
5	1100	15100	172	1	09/30/2013	1	11730.000	N	Y	PPS_LONGFELLOW.TESSA	DC15100



# Deposits Not Approved Query

This query shows deposit IDs and deposit certificates that have not been approved (finalized). The query requires user inputs for Business Unit and date range.

You can navigate to this report using the following path:

**Main Menu > 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:

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

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

	Business Unit	Deposit Ticket Number	Deposit ID	Deposit Amount	Deposit Count	Date Entered	Accounting Date
1	15100		167	100.000	1	09/30/2013	2013-09-30
2	15100		170	500.000	1	09/20/2013	2013-09-20
3	15100		171	11730.000	1	11/18/2013	2013-09-18



# Deposits Not Sent to CARS Query

This query lists the deposit certificates that were marked Do Not Send To CARS. The query requires user inputs for Business Unit and date range.

You can navigate to this report using the following path:

**Main Menu > 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 [1-1 of 1](#) Last

	Unit	Deposit Tkt Nbr	CARS Indicator	Control	Count	Entered	Approved
1	15100	CARDOA4	N	425.000	1	09/24/2013	Y



# Cash Receipts Deposit Query

This query displays cash receipt deposits where the Created By User ID and Approved By User ID are the same. This is for audit purposes, since the same user should not both create and approve deposits. The query requires user inputs for Deposit Business Unit, and date range.

You can navigate to this report using the following path:

**Main Menu > Reporting Tools > Query Viewer > V\_AR\_CASH\_RECEIPTS\_DEPOSITS**

**V\_AR\_CASH\_RECEIPTS\_DEPOSITS - Cash Receipts Deposits**

Deposit Business Unit:

Date Approved From:

Date Approved To:

[View Results](#)

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

View All First 1-1 of 1 Last

	Deposit BU	Deposit ID	DC Ticket Number	Posted By	Posted Date	Approved By	Approved Date	Created By
1	50100	53394	55018689			JOHN.DOE	12/14/2012	JOHN.DOE



# Posted Deposit Extract Query

This query displays deposits that have successfully posted to the General Ledger. The query requires user inputs for Deposit Business Unit and date range.

You can navigate to this report using the following path:

**Main Menu > Reporting Tools > Query Viewer > V\_AR\_POSTED\_DEPOSITS**

**V\_AR\_POSTED\_DEPOSITS - Posted Deposit Extract Query**

Deposit Business Unit:

Posted From Date:

Posted To Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#)

	Deposit Business Unit	Deposit Ticket Number	Deposit Ticket Amount	Deposit Ticket Count	Date Approved	Deposit Date	CARS Indicator	Approver's Oper ID	Deposit ID	Accounting Date	Deposit Amount	Deposit Count	Deposit Type	Bank Code	Payment Sequence Number	Paym ID
1	15100	135	223.500	1		05/28/2013	Y		135	05/28/2013	223.500	1	1	1200	1	1
2	15100	135	223.500	1		05/28/2013	Y		135	05/28/2013	223.500	1	1	1200	1	1
3	15100	138	160.000	1	05/31/2013	05/31/2013	Y	RIC36556	138	05/31/2013	160.000	1	4	1104	1	1
4	15100	138	160.000	1	05/31/2013	05/31/2013	Y	RIC36556	138	05/31/2013	160.000	1	4	1104	1	1



# ATA Receiving Agency Query

This query displays ATA deposits that have successfully posted to the General Ledger.

You can navigate to this report using the following path:

**Main Menu > Reporting Tools > Query Viewer > V\_AR\_ATA\_RECEIVING\_AGENCY**

**V\_AR\_ATA\_RECEIVING\_AGENCY - ATA Receiving Agency Query**

Deposit BU (% to run for all):

Customer ID (% to run for all):

Accounting Date From:

Accounting Date To:

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

View All First  Last

	Unit	Deposit ID	Customer ID	Cust Name	Payment ID	Payment Sequence	Acctg Date	Account	Dept	Fund	Program	Cost Center	FIPS	Agency Use 2	Agency Use 1	Asset	Task	PC Bus Unit	Project	DC Ticket Num	Line Amount	JRNL LN REF	Approve Date
1	50500	19	15200	Department of the Treasury	ATA1	1	05/06/2014	5012120	925	02505	602001									02AR038B	335.780		05/06/2014
2	50500	32	29500	Tidewater Community College	ATA1	1	05/07/2014	5012120	925	02505	602001									02AR030B	500.000		05/12/2014
3	50500	18	84800	INDIGENT DEFENSE COMMISSION	ATA1	1	05/02/2014	5012120	925	02505	602001									02AR037B	850.000		05/05/2014



# Lesson 6: Summary

---

In this lesson, you learned how to:

- Navigate to 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
- Understand the process for interfaced direct journal deposits
- Navigate to key reports and queries



# Course Evaluation

---

Congratulations! You successfully completed the **AR326: Accounts Receivable – Funds Receipts** course. Please use the evaluation link to assess this course.



# Appendix

---

- Key Terms
- Flow Chart Key



# Key Terms

**Accounts Payable** - The functional area that handles Cardinal Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

**Accounts Receivable** - The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g., petty cash).

**Agency to Agency (ATA) Transactions** – Includes payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of appropriations, transfer of cash collected on behalf of another agency, etc. In Cardinal, ATA transactions are handled in one of three different ways depending on the type of transaction. Transfer of funds are handled in the General Ledger. Inter-agency payments are handled in Accounts Payable. Inter-agency deposits are handled in Accounts Receivable

**Budget Checking** - The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

**Business Unit** - An operational subset of an organization. In Cardinal, each state agency is a Business Unit.



# Key Terms

**Combination Edits** - Rules that determine which ChartField values are required, or not allowed, in combination, in order for an accounting entry to be posted.

**Commitment Control** - Tool that enables the tracking or controlling of expenses against budgets and revenues against estimates.

**Customer ID** - The number that identifies the COVA agency submitting the payment.

**Deposit Certificate Number** - A unique number from the deposit slip provided by the bank. Keyed into Cardinal to uniquely identify the deposit when entering a funds receipt transaction.

**Deposit Control** - Tool that establishes the control totals and amounts for each deposit.

**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 (e.g., cash, checks, wire, etc). In Cardinal, the deposit type defaults from the bank configuration.



# Key Terms

**Deposit Unit** - Element that defines the agency to which a deposit will be credited.

**Direct Journals** - Entry used to enter payments in the Accounts Receivable module.

**Direct Journal Payments** - Payments that do not correspond to receivables established in Cardinal. Cardinal refers to these payments as directly journalled entry payments and treats them as miscellaneous cash receipts.

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

**Funds Receipt** - The process that allows the Commonwealth of Virginia (COVA) agencies to record funds received through deposit creation and the recording of cash, revenue, and other funds receipts (e.g. petty cash) by creating direct journal entries for payments that will be sent to the General Ledger.

**General Ledger** - The module that contains all the accounts (e.g. Budget, Actuals, Modified Accrual, Full Accrual and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.



## Key Terms (continued)

---

**Payments** - In the Accounts Receivable module this term refers to funds received by the agency.

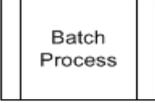
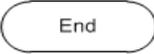
**Payment Status** - Code that identifies a payment's status as it is processed. A direct journal has a payment status of "unidentified" when entered, but the status changes to "Directly Journalled" when the accounting entries are created and marked complete.

**Posting** - Process that creates the accounting entries for vouchers, cash advances, expense reports and payments. When an entry is free of errors, it can be posted.

**SpeedType** - A predetermined chart of accounts value string which populates or partially populates the accounting distribution line when entered on a transaction.



# Flow Chart Key

FLOW CHART KEY			
 <p>Step Description</p>	<p>Depicts a process step or interface.</p>	 <p>Start</p>	<p>Indicates point at which the process begins. Does not represent any activity.</p>
 <p>Batch Process</p>	<p>Specifies a batch process.</p>	 <p>End</p>	<p>Indicates point at which the process ends. Does not represent any activity.</p>
 <p>Manual Operation</p>	<p>Depicts a process or step that is performed manually.</p>	 <p>Document</p>	<p>Depicts a document of any kind, either electronic or hard copy</p>
 <p>Decision Outcome</p>	<p>Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.</p>	 <p>X</p>	<p>Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.</p>
 <p>Entity Name</p>	<p>Specifies an entity (person, organization, etc.).</p>	 <p>Budget YE Close GL</p>	<p>Connects steps between business processes.</p>
 <p>Process</p>	<p>Depicts a process.</p>		