



501 AR326: Creating and Maintaining Deposits

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 how to create and maintain deposits.

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's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.





Course Objectives

After completing this course, you will be able to:

- Understand key concepts for creating and maintaining receivables
- Understand how the Accounts Receivable funds receipt process integrates with the General Ledger module in Cardinal
- Enter, process, and finalize an Item Payment in Cardinal
- Enter, process, and finalize a Direct Journal Payment in Cardinal
- Create and approve a Deposit Certificate in Cardinal
- Navigate to key reports and queries



Assessment questions at the end of each topic and / or lesson will check for your understanding.



Lesson 1: Accounts Receivable Overview

This lesson covers the following topics:

- Accounts Receivable Overview
- Key concepts
- Accounts Receivable functional area in Cardinal
- Accounts Receivable process



Accounts Receivable Overview

The Accounts Receivable functional area of Cardinal is composed of two modules:

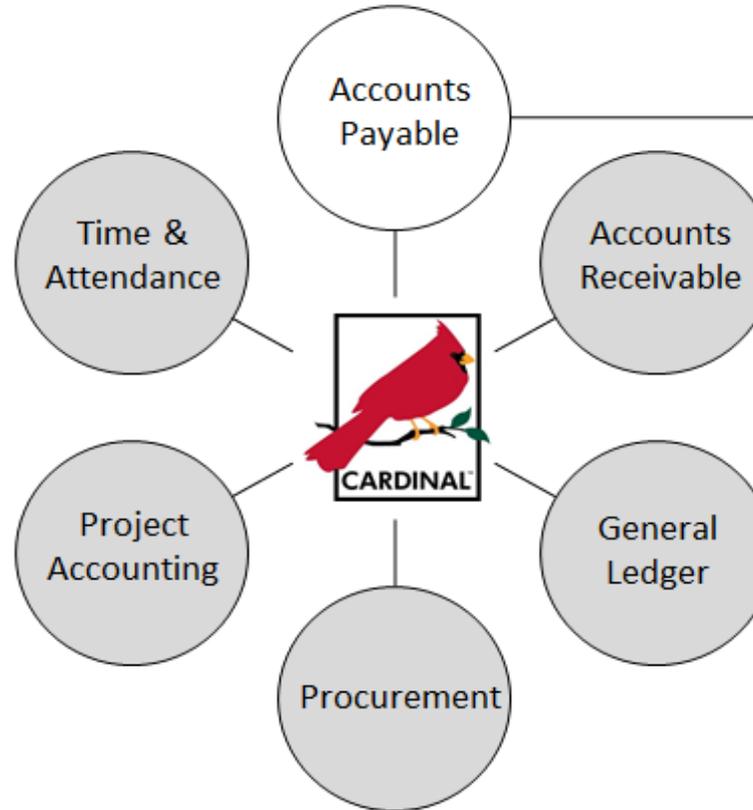
Accounts Receivable

The Accounts Receivable module manages the processing of payments that are due to the agency.

Billing

The Billing module involves creating invoices, reviewing and validating invoices, and managing billing and distribution cycles.

Cardinal Functional Areas



Modules

	Accounts Payable	
	Expenses	



Key Concepts

Some key concepts in Accounts Receivable include:

- Deposits are entered in Accounts Receivable for both **Item Payments** and **Direct Journals**.
- **Item Payments** are deposits of funds entered against existing accounts receivable items. When you process item payments, Cardinal automatically creates the accounting distribution based on the accounts receivable item number. The journals then post to the General Ledger module.
- **Direct Journals** are deposits of funds that are not related to an existing accounts receivable item. When you process direct journals, you manually enter the accounting entries that post to the General Ledger.
- A **Deposit** is a collection of one or more payments.
- A **Deposit Certificate** can include one or more deposits.
- **Funds Receipts** is also referred to as **Cash Receipts**.



The Accounts Receivable Module – Funds Receipt Process

In the Accounts Receivable module, the Funds Receipt process allows you to create deposits in Cardinal from payments received. You can either credit existing accounts receivable items or create direct journal payments for miscellaneous receivables.

When you create deposit accounting entries, they are reviewed, edit and budget checked, tied to a Deposit Certificate, and approved as part of the Funds Receipt process.

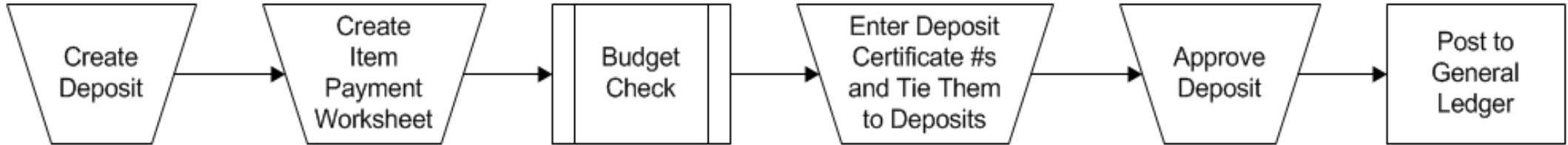
Cardinal sends that transaction data to the General Ledger through the Journal Generator process .





Online Accounts Receivable Process – Item Payment

The Funds Receipts process for online transactions for an **Item Payment** is diagrammed below.



The processor creates the deposit and the **Item Payment Worksheet**. Item Payment Worksheet is a tool used by Cardinal to apply payments to the related items and reduce the accounts receivable.

The approver reviews the accounting entry and initiates **Budget Check**.

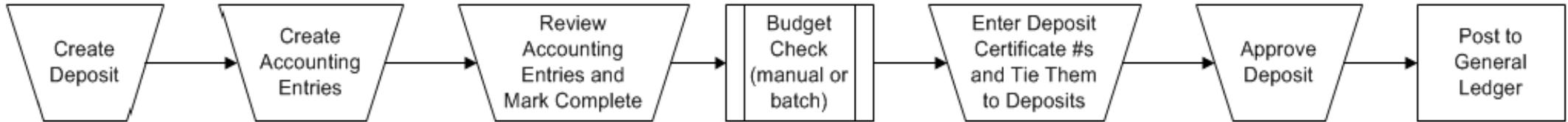
The **Deposit Certificate** is created for the deposit(s) and approved.

The journal entry posts to the **General Ledger**.



Online Accounts Receivable Process – Direct Journal Payment

Not all payments are applied against existing accounts receivable. Direct Journals are entered for deposits that do not relate to an accounts receivable item. The Funds Receipts process for online transactions for a **Direct Journal** is diagrammed below.



The processor creates the deposit record and the accounting entry in Cardinal.

The approver reviews the accounting entry and initiates **Budget Check**.

The **Deposit Certificate** is created and approved.

The journal entry posts to the **General Ledger**.



Online Accounts Receivable Process – Direct Journal Payment (continued)

Both the processor and the approver have access to mark the entries **Complete / Save** and both can perform manual **Budget Check**.

Once the **Direct Journal** accounting entry is marked **Complete** and **Saved**:

- It is automatically edit checked (ChartField values and combinations are verified).
- It is placed in the queue for nightly **Budget Check** (Budget Check can also be initiated manually.)

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

Generally the approver reviews, marks the entries **Complete / Save**, and initiates the budget check. If the processor marks the entry **Complete / Save**, it may be budget checked before the approver has an opportunity to review.

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

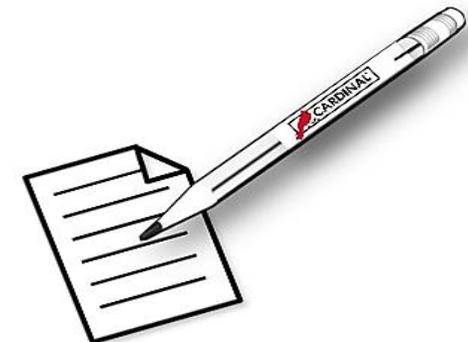


Lesson 1: Checkpoint

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

1. Which functional area receives journal entries from Accounts Receivable?
 - 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:

- A deposit is a collection of one or more payments.
- Entering item payments in Cardinal involves creating the deposit, creating an item payment worksheet, entering the deposit certificate number and tying it to the deposit, and approving the deposit certificate.
- Entering Direct Journals in Cardinal is a multiple step process that includes creating the deposit, creating the accounting entries and marking them as complete, budget checking, entering the deposit certificate number and tying it to the deposit, and approving the deposit certificate.
- The Accounts Receivable funds receipts process integrates with the General Ledger module.



Lesson 2: Entering a Payment

This lesson covers the following topics:

- Entering an Item Payment
- Entering a Direct Journal Payment



Entering a Payment

The receipt of payments initiates the creation of a deposit in Cardinal.

An **Item Payment** is a payment that corresponds to a receivable that has been entered in Cardinal.

A **Direct Journal Payment** is a payment that does not correspond to a receivable in Cardinal.

To enter a payment, navigate to the **Regular Deposit** page using the following path:

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



Entering a Payment (continued)

To create a deposit:

- Click the **Add a New Value** tab.
- 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 applies to (and is 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 determines the accounting period in which the deposit posts to the General Ledger. The **Accounting Date** is not necessarily the same as the deposit date. 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.
- Select the **Bank Account**. When the **Bank Account** is selected, the **Deposit Type** choices will populate.
- Select the **Deposit Type**. Do not automatically accept the default value that populated when you selected **Bank Account**.
- In the **Control Currency** field select **USD**.



Totals Tab (continued)

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

Totals | Payments

Unit: 15100 Deposit ID: NEXT Delete Deposit

*Accounting Date: 12/02/2013

*Bank Code: 1100 6303

*Bank Account: TR01 4595878272697129

*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:	12/02/2013
*Entered:	12/02/2013
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 is the date when either the bank received the payment (e.g., wire transfer, EFT) or when your agency received the payment.
- The **Entered** date is the date the **Deposit ID** is created 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.

The screenshot shows the 'Regular Deposit' page in the Cardinal software. The 'Totals' tab is active, and the 'Control Data' section is highlighted with a red border. The 'Control Totals' section contains the following data:

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

The 'Control Data' section contains the following data:

*Received:	12/02/2013
*Entered:	12/02/2013
Posted:	
Assigned:	VPH82737
User:	VPH82737

Other fields visible in the interface include: Unit: 15100, Deposit ID: NEXT, *Accounting Date: 12/02/2013, *Bank Code: 1100, *Bank Account: TR01, *Deposit Type: 1, Control Currency: USD, Format Currency: USD, Rate Type: CRRNT, and Exchange Rate: 1.00000000.



Totals Tab (continued)

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

Totals | Payments

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

*Accounting Date: 12/02/2013
*Bank Code: 1100 6303
*Bank Account: TR01 4595878272697129
*Deposit Type: 1 000001

Control Currency: USD
Format Currency: USD
Rate Type: CRRNT
Exchange Rate: 1.0000000

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:	12/02/2013
*Entered:	12/02/2013
Posted:	
Assigned:	VPH82737
User:	VPH82737

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

Totals | [Payments](#)



Payments Tab –Item Payment

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. For an **Item Payment**:

- In the **Payment Information** section, enter the **Payment ID** and the **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.
-
- Make sure the **Payment Predictor** box is checked for Item Payments.
- Make sure the **Journal Directly** box is unchecked.
- The **Payment Method** will default to **Check**; use the **drop-down** to change to the appropriate **Payment Method**.
- Enter the **Customer ID** in the **Customer Information** section to help ensure payments are applied against the appropriate receivable balances.



Payments Tab –Item Payment (continued)

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.

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

Totals | **Payments**

Unit: 50100 Deposit ID: 58818 Date: 05/30/2014 Balance: Not Balanced

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

Payment Seq: 1 ***Payment ID:** CHK001 ***Accounting Date:** 05/30/2014

Amount: 0.00 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: 0000000004 **Business Unit:** 50100

Remit From: 0000000004 Remit SetID: 50100

Name: BOWMAN CONSULTING

Corporate: 0000000004 Corporate SetID: 50100

SubCust1: SubCust2: Link MICR

MICR ID:

Detail References Add Conversation

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

Qual Code	Reference	To Reference	Event
1			

Save Notify Refresh Add Update/Display



Payments Tab – Direct Journal

The **Payments** tab contains specific information about each payment in the deposit. For a **Direct Journal**:

- 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.
- Make sure the **Payment Predictor box** is **unchecked**.
- Make sure the **Journal Directly** box is checked for a **Direct Journal**. 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.
- The **Payment Method** will default to **Check**; use the **drop-down** to change to the appropriate **Payment Method**.
- 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 –Direct Journal (continued)

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

Totals | **Payments**

Unit: 15100 Deposit ID: NEXT Date: 01/02/2014 Balance: Not 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: 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			



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.

- Make sure the **Payment Predictor** box is unchecked.
- Make sure the **Journal Directly** box is checked.
- In the **Payment Information** section, select **Agency Transfer** 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.

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

Totals | Payments

Unit: 15100 Deposit ID: NEXT Date: 06/19/2014 Balance: Not Balanced

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

Payment Seq: 1 *Payment ID: CHK001 *Accounting Date: 06/19/2014

Amount: 11,730.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Agency Transfer Attachments (0)

Customer Information Find | First | 1 of 1 | Last

Customer ID: 19400 Business Unit: Remit SetID: STATE

Remit From: 19400 Name: Department of General Services

Corporate: 19400 Corporate SetID: STATE

SubCust1: SubCust2: Link MICR

MICR ID: Link MICR

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

Qual Code	Reference	To Reference	Event
1			



Agency to Agency (ATA) Transactions (continued)

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

Totals | **Payments**

Unit: 15100 Deposit ID: NEXT Date: 06/19/2014 Balance: Not 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			<input type="button" value="+..."/> <input type="button" value="-"/>



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 before the accounting entries have been marked **Complete** and successfully budget checked.

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

Totals | Payments

Unit: 15100 **Deposit ID:** 172 Date: 09/30/2013 Balance: Balanced

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

Payment Seq: 1 *Payment ID: CHK001 *Accounting Date: 09/30/2013

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: SubCust2: Link MICR

MICR ID: Link MICR

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

Qual Code	Reference	To Reference	Event
1			

Save **Notify** **Refresh** **Add** **Update/Display**

Totals | Payments



Simulation: Entering a Payment

You are now about to view a simulation on entering a 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:

- How to enter an Item Payment
- How to enter a Direct Journal Payment



Lesson 3: Processing a Payment

This lesson covers the following topics:

- Processing an Item Payment
- Processing a Direct Journal Payment
- Reviewing and correcting Budget Check errors



Processing a Payment

Processing payments involves the processing and applying of payments received and recorded as part of the enter deposits process.

The information included when entering a payment into Cardinal determines how a payment should be processed.



Processing an Item Payment

After information is entered on the **Payments** tab, a worksheet is created to apply the item payments.

Navigate to the **Create Payment Worksheet** using the following path:

Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Favorites Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Create Payment Worksheet

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

Find an existing payment

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

Deposit Unit: =

Deposit ID: begins with

Payment Sequence: =

Payment ID: begins with

Payment Status: =

User ID: begins with

Assigned Operator ID: begins with

Payment Predictor Method: begins with

Accounting Date: =

Case Sensitive

[Basic Search](#)



Processing an Item Payment (continued)

In the **Reference Criteria** section, enter the **Item Reference** to select the item that is associated with that payment. You can leave this section blank if you want to pull all the open items for the customer.

In the **Worksheet Action** section, select **Build** to build the **Payment Worksheet Application**.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Payment Worksheet Selection

Deposit Unit: 50100 Payment ID: 1312 Payment Predictor
Deposit ID: 66421 Payment Amount: 200.00 USD
Deposit Status: Partially Applied Payment Status: Applied

Customer Criteria

Customer Criteria: **Customer Reference** Find | View All | First | 1 of 1 | Last

Customer Items Customer ID: 0000141068 Business Unit: 50100 + -

Name: TAYLOR, TYSON, DEVON
Remit SetID: 50100 Remit From ID: 0000141068
Corporate SetID: 50100 Corporate ID: 0000141068
MICR ID: Link MICR

Reference Criteria

Reference Criteria: None **Item Reference** Customize | Find | View All | First | 1 of 1 | Last

Restrict to: All Customers
Match Rule: Exact Match
[Detail Reference](#)
[Item Status](#)

Qual Code	Reference	To Reference	Event
			+ -

Item Inclusion Options

All Items Deduction Items Only Items in Dispute Only
 Exclude Deduction Items Exclude Collection Items Exclude Dispute Items

Worksheet Action

 Created at: 04/07/2015 11:24AM Items: 1

Worksheet Selection [Worksheet Application](#) [Worksheet Action](#)



Processing an Item Payment (continued)

The **Payment Worksheet Application** page displays.

Review this page and make sure the item you are crediting has been selected.

Verify the **Customer ID** and the **Item ID**.

Click **Save**.

CARDINAL

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Payment Worksheet Application

Deposit Unit: 50100 Deposit ID: 66421 Payment ID: 1312 Payment Sequence: 1
Payment Accounting Date: 04/07/2015 Payment Currency: USD

Item Action: Entry Type: **Pay An Item** Reason:

Item Display Control: Display: All Items

Row Selection: Choice: Select Range of Items Range:

Row Sorting: Sort All By: Item

Item List: Customize | Find | View All | First 1 of 1 Last

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	200.00	USD	CALC004072		50100	0000141068	PY			<input type="checkbox"/>	

[Revenue Distribution](#) [View/Update Conversations](#) Letter of Credit ID:

Balance

Amount:	200.00	Remaining:	0.00	Unearned:	0.00
Selected:	200.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#) [Attachments \(0\)](#) [View Audit Logs](#)



Processing an Item Payment (continued)

The **Payment Worksheet Action** page displays.

Here you can create and review the accounting entries.

After review, change the **Posting Action** to **Batch Standard** and select **Save**.

The screenshot shows the 'Payment Worksheet Action' page in the CARDINAL system. The breadcrumb trail is: Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet. The page title 'Payment Worksheet Action' is highlighted with a red box. The form contains the following fields and actions:

- Deposit Unit:** 50100
- Deposit ID:** 66421
- Payment ID:** 1312
- Entered Date:** 04/07/2015
- Status:** Do Not Post

There are three main action panels:

- Worksheet Action:** Contains 'Delete Worksheet' and 'Delete Payment Group' buttons.
- Posting Action:** Contains an 'Action:' dropdown menu set to 'Do Not Post' and an 'OK' button. This panel is highlighted with a red box.
- Accounting Entry Action:** Contains a 'Create/Review Entries' button.

At the bottom, there are three buttons: 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'. Below the buttons are links for 'Worksheet Selection', 'Worksheet Application', and 'Worksheet Action'.



Processing an Item Payment - Partial Payment

Occasionally, a partial payment or an overpayment is received and needs to be entered into Cardinal.

The initial steps for entering a partial payment are the same as those for entering a regular payment.

You must change the payment amount to the actual amount of the payment. Cardinal will automatically create another line for the difference.

Payment Worksheet Application

Deposit Unit: 50100 Deposit ID: 121 Payment ID: 1 Payment Sequence: 1
 Payment Accounting Date: 07/12/2011 Payment Currency: USD

Item Action: Entry Type: Pay An Item Reason: [] Choice: Select Range of Items Range: [] Go

Item Display Control: Display: All Items Go Row Sorting: Sort All By: Item Go

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt		
[]	1	<input type="checkbox"/>	1,000.00	USD	0004	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[+]	[-]
[]	2	<input type="checkbox"/>	1,000.00	USD	001	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[+]	[-]
[]	3	<input type="checkbox"/>	1,000.00	USD	002	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[+]	[-]
[]	4	<input type="checkbox"/>	1,000.00	USD	004	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[+]	[-]
[]	5	<input type="checkbox"/>	1,000.00	USD	007	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[+]	[-]
[]	6	<input type="checkbox"/>	1,500.00	USD	008	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[+]	[-]
[]	7	<input type="checkbox"/>	2,000.00	USD	009	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[+]	[-]
[]	8	<input type="checkbox"/>	150.00	USD	010	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[+]	[-]

Balance

Amount:	1,000.00	Remaining:	1,000.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		



Processing an Item Payment – On-Account Payment

On-Account Payment is used when a customer overpayment is received or if a customer payment is received for an item that does not exist in Cardinal.

You will need to create an **On-Account (OA)** line **Type** to store the funds on the payment worksheet.

Select the appropriate entry **Reason** for the transaction. This will create the accounting entry.

Payment Worksheet Application

Deposit Unit: 50100 Deposit ID: 121 Payment ID: 1 Payment Sequence: 1
 Payment Accounting Date: 07/12/2011 Payment Currency: USD

Item Action: Entry Type: Pay An Item Reason: []
 Row Selection: Choice: Select Range of Items Range: [] Go

Item Display Control: Display: All Items Go
 Row Sorting: Sort All By: Item Go

Item List

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt		
[]	1	<input type="checkbox"/>	1,000.00	USD	0004	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[]	[]
[]	2	<input type="checkbox"/>	1,000.00	USD	001	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[]	[]
[]	3	<input type="checkbox"/>	1,000.00	USD	002	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[]	[]
[]	4	<input type="checkbox"/>	1,000.00	USD	004	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[]	[]
[]	5	<input type="checkbox"/>	1,000.00	USD	007	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[]	[]
[]	6	<input type="checkbox"/>	1,500.00	USD	008	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[]	[]
[]	7	<input type="checkbox"/>	2,000.00	USD	009	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[]	[]
[]	8	<input type="checkbox"/>	150.00	USD	010	[]	50100	00000000	[]	[]	[]	<input type="checkbox"/>	[]	[]	[]

Revenue Distribution Add Conversation View/Update Conversations Letter of Credit ID:

Balance															
Amount:			1,000.00		Remaining:		1,000.00		Unearned:			0.00			
Selected:			0.00		Discount:		0.00		Earned:			0.00			
Adjusted:			0.00		Write Off:		0.00								

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs



Processing an Item Payment – On-Account Payment (continued)

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

Payment Worksheet Application

Deposit Unit: 50100 Deposit ID: 121 Payment ID: 1 Payment Sequence: 1
 Payment Accounting Date: 07/12/2011 Payment Currency: USD

Item Action

Entry Type: Reason:

Item Display Control

Display:

Row Selection

Choice: Range:

Row Sorting

Sort All By:

Item List Customize | Find | View All | First 1-3 of 45 Last

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt		
	1	<input type="checkbox"/>	1,000.00	USD	0004		50100	00000000				<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	2	<input type="checkbox"/>	1,000.00	USD	001		50100	00000000				<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	3	<input type="checkbox"/>	1,000.00	USD	002		50100	00000000				<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	4	<input type="checkbox"/>	1,000.00	USD	004		50100	00000000				<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	5	<input type="checkbox"/>	1,000.00	USD	007		50100	00000000				<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	6	<input type="checkbox"/>	1,500.00	USD	008		50100	00000000				<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	7	<input type="checkbox"/>	2,000.00	USD	009		50100	00000000				<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
	8	<input type="checkbox"/>	150.00	USD	010		50100	00000000				<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

[Revenue Distribution](#) [Add Conversation](#) [View/Update Conversations](#) [Letter of Credit ID:](#)

Balance					
Amount:	1,000.00	Remaining:	1,000.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#) [Attachments \(0\)](#) [View Audit Logs](#)



Processing a Direct Journal Payment

When there is no accounts receivable item related to a payment, the accounting entries are created manually through direct journals.

Once the direct journal payment information has been completed on the Cardinal deposit, the corresponding accounting entries are created. These entries then post to the General Ledger.

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



Processing a Direct Journal Payment (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="172"/>
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](#)



Processing a Direct Journal Payment (continued)

On the **Accounting Entries** tab, the information you entered when you created the Deposit (**Unit, Deposit ID, Payment, and Seq**) automatically populates, 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 automatically populate some of the ChartFields in the accounting distribution.

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

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

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.



Processing a Direct Journal Payment (continued)

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

Accounting Entries | Deposit Control

Unit: 15100 Deposit ID: 172 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	FIPS	Agency Use	Task	PC
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

Save | Return to Search | Notify | Refresh

Accounting Entries | Deposit Control



Processing a Direct Journal Payment (continued)

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

Upon **Save**, Cardinal verifies the ChartField values and combinations are valid.

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

Accounting Entries Deposit Control

Unit: 15100 Deposit ID: 172 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	FIPS	Agency Use 2	Task	PC I
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

Return to Search Notify Refresh

Accounting Entries | Deposit Control



Processing a Direct Journal Payment (continued)

To correct accounting entries while on this page, deselect the **Complete** checkbox and then click **Save**. Next, 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 are then available for edit.

Accounting Entries | Deposit Control

Unit: 15100 Deposit ID: 172 Payment: CHK001 Seq: 1

Amount: 11,730.00 USD  

Complete Entry Event:

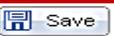
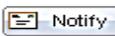
Budget Status:

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

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

Total

Lines: 0 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



Processing a Direct Journal Payment (continued)

After you create a direct journal deposit, mark it **Complete** and click **Save**, it is ready for budget check. Budget check occurs during the nightly batch processing but can also be done manually online.

Remember, 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**.

Accounting Entries | Deposit Control

Unit: 15100 Deposit ID: 172 Payment: CHK001 Seq: 1

Amount: 11,730.00 USD

Complete Entry Event:

Budget Status:

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	PC
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](#)



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.

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



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:

- **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 still updated the Commitment Control Ledger.

You can research the Budget Check **Error** and **Warning** message 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, navigate using 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 **Directly Journalled Payments** 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: 226 Payment: 13578 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

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			-200.00	USD	5011160	01000	103060
S	201	TREAS			200.00	USD	101010	01000	103060



Reviewing and Correcting Budget Check Errors (continued)

To view the error on the **Miscellaneous Payment Exceptions** tab, navigate using 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	<input type="text"/>
Commitment Control Tran Date:	=	<input type="text"/>
Deposit Unit:	begins with	15100
Deposit ID:	begins with	226
Payment Sequence:	=	<input type="text"/>
Process Instance:	=	<input type="text"/>
Process Status:	=	<input type="text"/>

[Basic Search](#)



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: 226 Payment Sequence: 1

*Exception Type: Error Override Transaction More Budgets Exist

Maximum Rows: 100

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 Previous in List Next in List 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: 50100 Deposit ID: 57150 Payment: USER CHECK#1234 Seq: 1

Amount: 100.00 USD

Complete Entry Event:

Budget Status:

Distribution Lines

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	PC Bu
1	1 50100	-100.00	USD	4009060		01000	10008				
2	201 TREAS	100.00	USD	101010		01000	10008				

Total

Lines: 4 Total Debits: 200.00 Currency: USD Total Credits: 200.00 Currency: USD Net: 0.00



Reviewing and Correcting Budget Check Errors (continued)

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

Accounting Entries

Unit: 50100 Deposit ID: 57150 Payment: USER CHECK#1234 Seq: 1

Amount: 100.00 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	FIPS	Agency Use 2	Task	PC Bu
1	1 50100	-100.00	USD	4009060		01000	10008				
2	201 TREAS	100.00	USD	101010		01000	10008				

Total

Lines: 4 Total Debits: 200.00 Currency: USD Total Credits: 200.00 Currency: USD Net: 0.00



Reviewing and Correcting Budget Check Errors (continued)

Next, navigate to the **Create Accounting Entries** page using the following path:

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

- 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 edit check 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.

Accounting Entries

Unit: 50100 Deposit ID: 57150 Payment: USER CHECK#1234 Seq: 1

Amount: 100.00 USD

Complete Entry Event:

Budget Status:

Distribution Lines

Distribution Sequence	'GL Unit	Speed Type	Line Amount	Currency	'Account	Asset	Fund	Department	FIPS	Agency Us
1	1 50100	Speed Type	-100.00	USD	4009060		01000	10008		

Total

Lines: 1 Total Debits: 0.00 Currency: USD Total Credits: 100.00 Currency: USD Net: -100.00

Save Return to Search Notify Refresh



Reviewing and Correcting Budget Check Errors (continued)

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

Accounting Entries

Unit: 50100 Deposit ID: 57150 Payment: USER CHECK#1234 Seq: 1

Amount: 100.00 USD  

Complete Entry Event:

Budget Status:

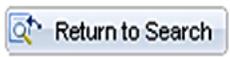
Distribution Lines Customize | Find | View All | First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Asset	Fund	Department	FIPS	Agency Us
1	1 50100	Speed Type	-100.00	USD	4009060		01000	10008		

Total

Lines: 1 Total Debits: 0.00 Currency: USD Total Credits: 100.00 Currency: USD Net: -100.00

 Save  Return to Search  Notify  Refresh



Simulation: Processing a Direct Journal Payment

You are now about to view a simulation on Processing a Direct Journal Payment.





Lesson 3: Summary

In this lesson, you learned how to:

- Process an Item Payment
- Process a Direct Journal Payment
- Review and correct Budget Check errors



Lesson 4: Finalizing a Deposit

This lesson covers 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 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.

The Deposit Certificate information is entered directly into Cardinal and the associated Deposit IDs are selected.

For interfaced transactions, the Deposit Certificate is approved automatically unless manual intervention is required and the Deposit Certificate is modified online.



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:

Deposit control Ticket Number:

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.

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

Approve Deposits

*Deposit Unit: 15100
Deposit control Ticket Number: DC120213
Control Total Amount: 11,730,000
Bank Deposit Date: 09/30/2013
Control Count: 1
 Do Not Send to CARS

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

Deposit ID	Deposit Amount	Status	View Detail Status
172	11730.000	Completed	

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 **Completed** 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

Approve Deposits

*Deposit Unit: 15100
Deposit control Ticket Number: DC120213
Control Total Amount: 11,730,000 Control Count: 1
Bank Deposit Date: 09/30/2013 Do Not Send to CARS

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

Deposit ID	Deposit Amount	Status	View Detail Status
1 172	11730.000	Completed	

Set WS to Post Approve

Save Notify Add UpdateDisplay



Creating and Approving a Deposit Certificate (continued)

The **View Detail Status** link opens the **Deposit Detail Status** page and indicates if the deposit is ready for approval. A deposit must be **Complete**, **Valid**, and **Journalled** in order to be approved.

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.

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

Deposit Detail Status

Deposit ID: 172
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	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 automatically populate with your **User ID** and the current date.

Approve Deposits

*Deposit Unit:
Deposit control Ticket Number: DC15100
Control Total Amount: Control Count:
Bank Deposit Date: Do Not Send to CARS

WS Posted By: _____ WS Posted Date: _____
Approved By: LHK37558 **Approved Date: 09/30/2013**

Deposit ID	Deposit Amount	Status	View Detail Status
1 172	11730,000	Approved	



Reviewing General Ledger Journal Information

Once you approve the deposit, it is processed further during nightly batch processing.

The nightly batch process posts the approved Direct Journal Deposit to the General Ledger.

GL then updates the direct journal accounting entry in the Accounts Receivable module with the GL **Journal ID** and **Journal Date** which are shown on the **ChartField** tab.

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

Directly Journalled Payments | Deposit Control

Unit: 15100 Deposit ID: 159 Payment: 1 Seq: 1

Amount: 352.00 Currency: USD
Base: 352.00 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

Source type	Category	Subcategory	Affiliate	Fund Affiliate	Short Name	Status	Stat	Journal ID	Journal Date
					User	Complete		AR00023292	08/01/2013
					Cash	Not Edited		AR00023293	08/01/2013
			TREAS	01000	InterUnit	Complete		AR00023292	08/01/2013
			15100	01000	InterUnit	Not Edited		AR00023293	08/01/2013

Total
Lines: 4 Total Debits: 704.00 Currency: USD Total Credits: 704.00 Currency: USD Net: 0.00

Save Return to Search Previous in List Next in List 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:** 159 **Payment:** 1 **Seq:** 1

Amount: 352.00 **Currency:** USD
Base: 352.00 **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](#)

Source type	Category	Subcategory	Affiliate	Fund Affiliate	Short Name	Status	Stat	Journal ID	Journal Date
					User	Complete		AR00023292	08/01/2013
					Cash	Not Edited		AR00023293	08/01/2013
			TREAS	01000	InterUnit	Complete		AR00023292	08/01/2013
			15100	01000	InterUnit	Not Edited		AR00023293	08/01/2013

Total
Lines: 4 **Total Debits:** 704.00 **Currency:** USD **Total Credits:** 704.00 **Currency:** USD **Net:** 0.00

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Directly Journalled Payments | [Deposit Control](#)



Reviewing General Ledger Journal Information (continued)

The Accounting Date and Deposit ID are written to the **Line Descr** field on the **Currency Details** tab.

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

Directly Journalled Payments | Deposit Control

Unit: 15100 Deposit ID: 159 Payment: 1 Seq: 1

Amount: 352.00 Currency: USD
Base: 352.00 Currency: USD

Complete Budget Status: Valid

Accounting Line Display
 Standard Supplemental (Entry Event) Both Display

Distribution Lines
ChartFields | **Currency Details** | Budget | Journal Reference Information | [Filter Icon] | Customize | Find | [Print Icon] | [Grid Icon] | First | 1-4 of 4 | Last

Line Descr
2013-08-01159
2013-08-01159
2013-08-01159
2013-08-01159

Total
Lines: 4 Total Debits: 704.00 Currency: USD Total Credits: 704.00 Currency: USD Net: 0.00

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Directly Journalled Payments | Deposit Control



Simulation: Finalizing a Deposit

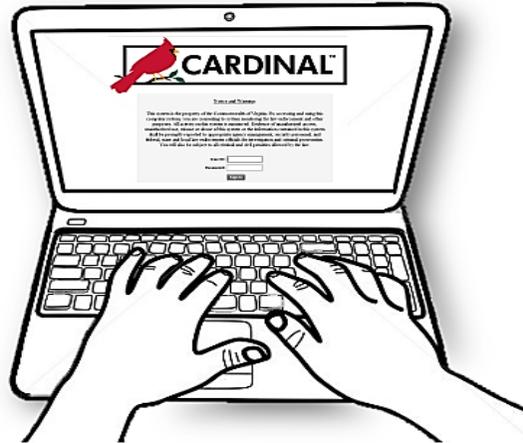
You are now about to view a simulation on Finalizing a Deposit in Cardinal.





Hands-On Practice: Finalizing a Deposit

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 how to:

- Create and Approve a Deposit Certificate
- Review General Ledger Journal Information



Lesson 5: Deposits Reports and Queries

This lesson covers the following topics:

- Reports
- Queries



Reports

Two frequently used reports are:

- Deposit Summary
- Payment Summary



Deposit Summary

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

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

PeopleSoft Receivables										Page No. 1
PAYMENT SUMMARY										Run Date 12/03/2013
For 01-JUL-2013 through 03-DEC-2013										Run Time 09:26:46
Report ID: AR20003										
Deposit BU: 15100%										
Report Currency: Base Amount										
Deposit ID: ALL VALUES										
OPRID: ALL VALUES										
Post Status: All										
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



Other Accounts Receivable Reports

Other reports are also available. Below is a list of widely used AR reports:

- **AR20002P Point in Time - Payment Detail:** List detailed information for all payments within a deposit.
Navigate using the following path:
Main Menu > Accounts Receivable > Payments > Reports > Payment Detail - Point in Time
- **AR20003P Point in Time – Payment Summary:** List the status for all payments within a deposit.
Navigate using the following path:
Main Menu > Account Receivables > Payments > Reports > Payment Summary - Point in Time
- **AR50001P Point In Time – Accounting Entries:** Create a report for accounting entries for all the payments.
Navigate using the following path:
Main Menu > Account Receivables > Payments > Reports > Acctg Entries – Point In Time
- **AR50002P Point In Time Accounting Entries Summary:** Create a report for Accounting Entries for all the payments, in summary form.
Navigate using the following path:
Main Menu > Account Receivables > Payments > Reports > Acctg Entries – Point In Time
- **VARR0731: Fund Receipt Upload Error Report:** Lists detail about upload file and transaction level deposit transactions in error.
Navigate using the following path:
Main Menu > Accounts Receivable > Payments > Reports > Funds Receipt Upload Error Report



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

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 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

This query shows Deposit IDs and Deposit Certificates that have not been approved. The query requires user inputs for **Business Unit**, **Accounting Date From**, and **Accounting Date To**.

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



Cash Receipts Deposit

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**, **Date Approved From**, and **Date Approved To**.

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:

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**, **Posted Date From**, and **Posted To Date**.

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. The query requires user inputs for **Deposit Business Unit**, **Customer ID**, **Accounting Date From**, and **Accounting Date To**.

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 1-3 of 3 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



Other Accounts Receivable Queries

Other queries are also available. Below is a list of widely used AR queries.

- **V_ATA_RECEIVING_AGENCY:** ATA payment information
- **V_AR_CASH_RECEIPTS_DEPOSITS:** Information on who created and approved deposit
- **V_AR_DC_NOT_SENT_TO_CARS:** DC ticket number information for deposits not sent to CARS
- **V_AR_DEPOSITS_NOT_APPROVED:** Deposit information for deposits not approved
- **V_AR_DEPOSIT_BY_ACCTG_ENTRY:** Accounting information for deposit
- **V_AR_DEPOSIT_BY_DOLLAR_AMOUNT:** Deposit information for a given dollar amount
- **V_AR_DEPOSIT_TO_GL:** Deposit and journal information sent to GL
- **V_AR_DEP_NOT_POSTED_TO_GL:** Information on deposits not posted to GL
- **V_AR_POSTED_DEPOSITS:** Deposit information posted

To navigate to queries, use the following path:

Main Menu > Reporting Tools > Query > Query Viewer



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:

- Understand key Accounts Receivable funds receipts concepts
- Understand how Accounts Receivable funds receipts integrates with the General Ledger module in Cardinal
- Enter, process and finalize an Item Payment in Cardinal
- Enter, process and finalize a Direct Journal Payment in Cardinal
- Create a Deposit in Cardinal
- Navigate to key reports and queries



Course Evaluation

Congratulations! You successfully completed the **501 AR326: Accounts Receivable – Funds Receipts** course. Please use the evaluation link to assess this course.





Appendix

- Key Terms
- Flowchart Key



Key Terms

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 journal entries for payments that will be sent to the General Ledger.

General Ledger - The functional area 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)

Item Payment – Payment that corresponds to a receivable established in Cardinal.

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.

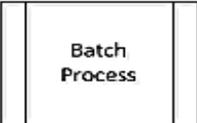
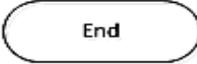
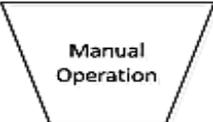
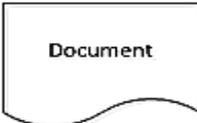
Payments - In the Accounts Receivable module, this term refers to funds received by the agency.

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.



Flowchart Key

Flowchart Key			
	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is performed manually.		Depicts a document of any kind, either electronic or had copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.