

Monitoring AR Entries

The Cardinal tools identified below can be used to monitor AR transactions. These tools are helpful to use daily, monthly and at year end.

Regular Deposit Inquiry Page: This page is used to view all the deposits which are not complete in AR.

These deposits should be marked completed and either budget checked online or they will be budget checked during the nightly batch process. If the deposits should not be posted in Cardinal, they should be deleted prior to being marked complete and budget checked.

Navigation: Main Menu > Account Receivable > Payments > Online Payments > Regular Deposit

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.

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

Deposit Unit: =

Deposit ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

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

Search Results

View All First 1-3 of 3 Last

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
22200	419	LUF99361	LUF99361	1700	TRST	Yes	04/09/2015	(blank)
22200	420	LUF99361	LUF99361	1700	TRST	Yes	04/08/2015	(blank)
22200	421	LUF99361	LUF99361	1700	TRST	Yes	04/08/2015	(blank)

Query: V_AR_DEPOSITS_NOT_APPROVED

This query lists all deposits which have not been attached to a Deposit Certificate (DC) and/or the DC has not been approved.

If a deposit is displayed in the results that has not been attached to a DC then it will need to be linked to a DC and approved. If the completed and budget checked deposit was entered in error and will not be linked to a DC, please send the deposit information to the GLO team along with an explanation of why it will not be attached to a DC.

If a deposit is displayed in the results and has been attached to a DC, this indicates the DC is waiting to be approved. It will need to be approved in order to be sent to GL by Cardinal batch. If a DC was entered in error and will not have a deposit attached, no further action is needed since it cannot be deleted.

Navigation: Main Menu > Reporting Tools > Query > Query Viewer

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)

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	Business Unit	Deposit Ticket Number	Deposit ID	Deposit Amount	Deposit Count	Date Entered	Accounting Date
1	22200		419	45950.120	1	04/09/2015	2015-04-09
2	22200		420	34630.000	1	04/08/2015	2015-04-08
3	22200		421	32593.210	1	04/08/2015	2015-04-08
4	22200	419DEP		34630.000	1	06/02/2015	