



**501 AR326**  
**Creating and Maintaining Deposits**

Instructor Led Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:

- Understand key concepts for creating and maintaining receivables
- Understand how the Accounts Receivable Creating and Maintaining Deposits 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



# Agenda

1

Accounts Receivable Overview

2

Entering a Payment

3

Processing a Payment

4

Finalizing a Deposit



# Lesson 1: Introduction

1

## Accounts Receivable Overview

This lesson covers the following topics:

- Accounts Receivable Overview
- Key concepts
- Accounts Receivable functional area in Cardinal
- Accounts Receivable – Funds Receipts process



# Accounts Receivable Overview

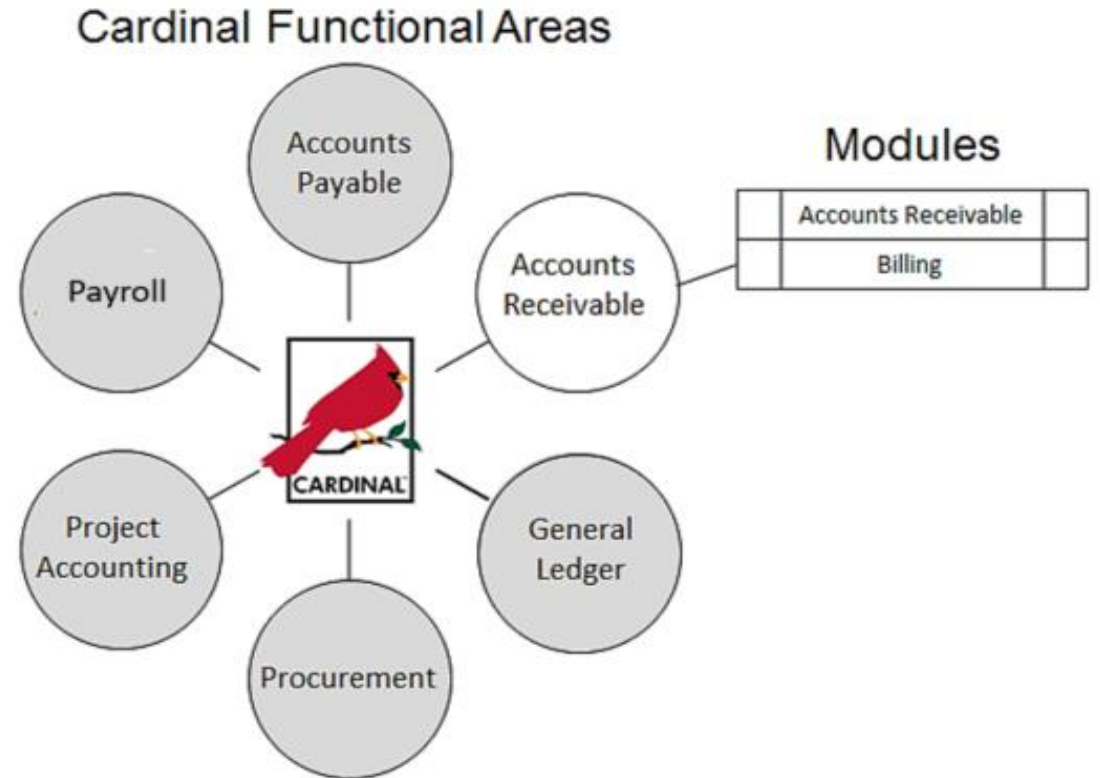
The Accounts Receivable functional area of Cardinal is composed of two modules:

## 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.





# Key Concepts

Some key concepts in Accounts Receivable include:

- Deposits are entered in Accounts Receivable for both **Item Payments** and **Direct Journal**
- **Item Payments** are deposits of funds entered against existing accounts receivable items. When item payments are processed, 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 direct journals are processed, 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: Creating and Maintaining Deposits Process

In the Accounts Receivable module, the Creating and Maintaining Deposits process allows the user to create deposits in Cardinal from payments received. The user can either credit existing accounts receivable items or create direct journal payments for miscellaneous receivables.

The Funds Receipt process includes creating, editing and budget checking, tying to a Deposition Certificate and approving of deposit accounting entries.

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

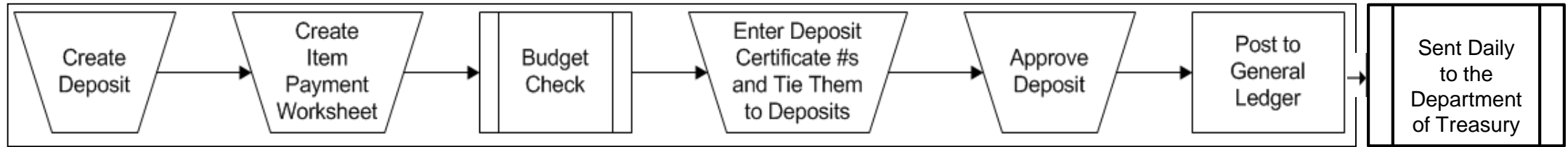






# Online Accounts Receivable Process: Item Payment

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



The processor creates the deposit and the **Item Payment Worksheet**. The 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**.

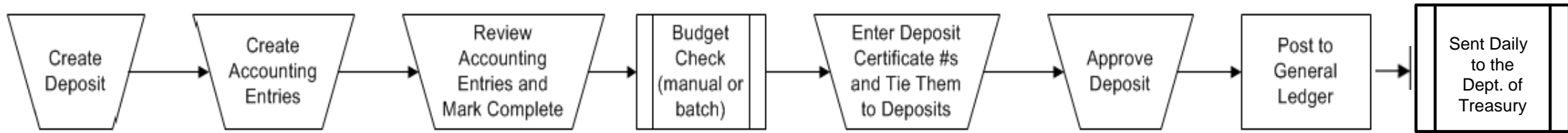
The **Deposit Certificate** is created for the deposit(s) and approved.

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 Creating and Maintaining Deposits 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, the user **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**, the entry may be budget checked before the approver has an opportunity to review.

For more detailed information about online accounts receivable processing, see the job aid entitled **SW AR326: Correcting Deposits and Accounting Entries** located on the Cardinal website in **Job Aids** under **Learning**.



# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



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.

True or False



# Lesson 1: Summary

1

## Accounts Receivable Overview

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: Introduction

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

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

### Regular Deposit

Find an Existing Value | **Add a New Value**

Deposit Unit 50100

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 included 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. The **Accounting Date** field is what determines which fiscal period the batch will post to and in accordance with how the AR Deposit templates are set in the General Ledger at month end. This 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 **Bank Code**. The **Bank Code** determines which **Bank Account** is available for selection.

The screenshot shows the 'Regular Deposit' page with the following details:

- Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit
- Unit: 50100, Deposit ID: NEXT, Delete Deposit button
- Accounting Date: 11/25/2019 (highlighted in red)
- \*Bank Code: 1100 (highlighted in red)
- \*Bank Account: TR01 (6303)
- \*Deposit Type: 1 (000001)
- Control Currency: USD
- Format Currency: USD
- Rate Type: CRRNT
- Exchange Rate: 1.00000000
- Control Totals:

Control Total Amount	750.00	*Count	1
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0
- Control Data:
  - \*Received: 11/25/2019
  - \*Entered: 11/25/2019
  - Posted
  - Assigned: PPS1\_ANGELA.GRAY
  - User: PPS1\_ANGELA.GRAY
- Buttons: Save, Notify, Refresh, Add, Update/Display



# Totals Tab

- Select **Bank Account**. When the **Bank Account** is selected, the **Deposit Type** choice(s) populate.
- Select **Deposit Type**. Do not automatically accept the default value that populates when **Bank Account** is selected. Options include:
  - 1 = Cash or checks
  - 2 = Lockbox
  - 3 = Wire
  - 4 = ACH
  - 5 = Credit Card
  - 6 = ZBA Transfers – not typically used
  - 7 = Bank Credit Memos – not typically used
  - 8 = Bank Debit Memos – not typically used
- In the **Control Currency** field select **USD**. This is the only option currently available.

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

Totals | Payments

Unit 50100 Deposit ID NEXT Delete Deposit

\*Accounting Date 11/25/2019

\*Bank Code 1100  6303

\*Bank Account TR01  4170488407790261

\*Deposit Type 1  000001

Control Currency USD

Format Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Control Totals			Control Data		
Control Total Amount	750.00	*Count 1	*Received	11/25/2019 <input type="text"/>	
Entered Total Amount	0.00	Count 1	*Entered	11/25/2019 <input type="text"/>	
Difference Amount	0.00	Count -1	Posted		
Posted Total Amount	0.00	Count 0	Assigned	PPS1_ANGELA.GRAY <input type="text"/>	
Journalled Total Amount	0.00	Count 0	User	PPS1_ANGELA.GRAY	

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.

- **Received** date is the date when either the bank received the payment (e.g., wire transfer, EFT) or when the agency received the payment
- **Entered** date is the date the **Deposit ID** is created in Cardinal
- **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 50100 Deposit ID NEXT Delete Deposit

---

\*Accounting Date

\*Bank Code   6303

\*Bank Account   4170488407790261

\*Deposit Type   000001

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals			Control Data		
Control Total Amount	<input type="text" value="750.00"/>	*Count <input type="text" value="1"/>	*Received	<input type="text" value="11/25/2019"/> <input type="button" value="B1"/>	
Entered Total Amount	0.00	Count 1	*Entered	<input type="text" value="11/25/2019"/> <input type="button" value="B1"/>	
Difference Amount	0.00	Count -1	Posted		
Posted Total Amount	0.00	Count 0	Assigned	<input type="text" value="PPS1_ANGELA.GRAY"/> <input type="button" value="Q"/>	
Journalled Total Amount	0.00	Count 0	User	PPS1_ANGELA.GRAY	

Totals | Payments



# Payments Tab: Item Payment

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

**Payments** tab contains specific information about each payment in the deposit. For an **Item Payment** make sure that:

- 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

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

Totals | Payments

Unit 50100    Deposit ID NEXT    Date 11/25/2019    Balance Not Balanced

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

Payment Seq 1    \*Payment ID SCHDOT01    \*Accounting Date 11/25/2019

Amount 750.00    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 000000148    Business Unit

Remit From 000000148    Remit SetID 50100

Name DEPT CONSERVATION & RECREATION

Corporate 000000148    Corporate SetID 50100

SubCust1    SubCust2

MICR ID    Link MICR

Detail References

**Reference Information** Personalize | Find | View All | First 1 of 1 Last

Qual Code	Reference	To Reference	Event
1			

Save    Notify    Refresh    Add    Update/Display

Totals | Payments

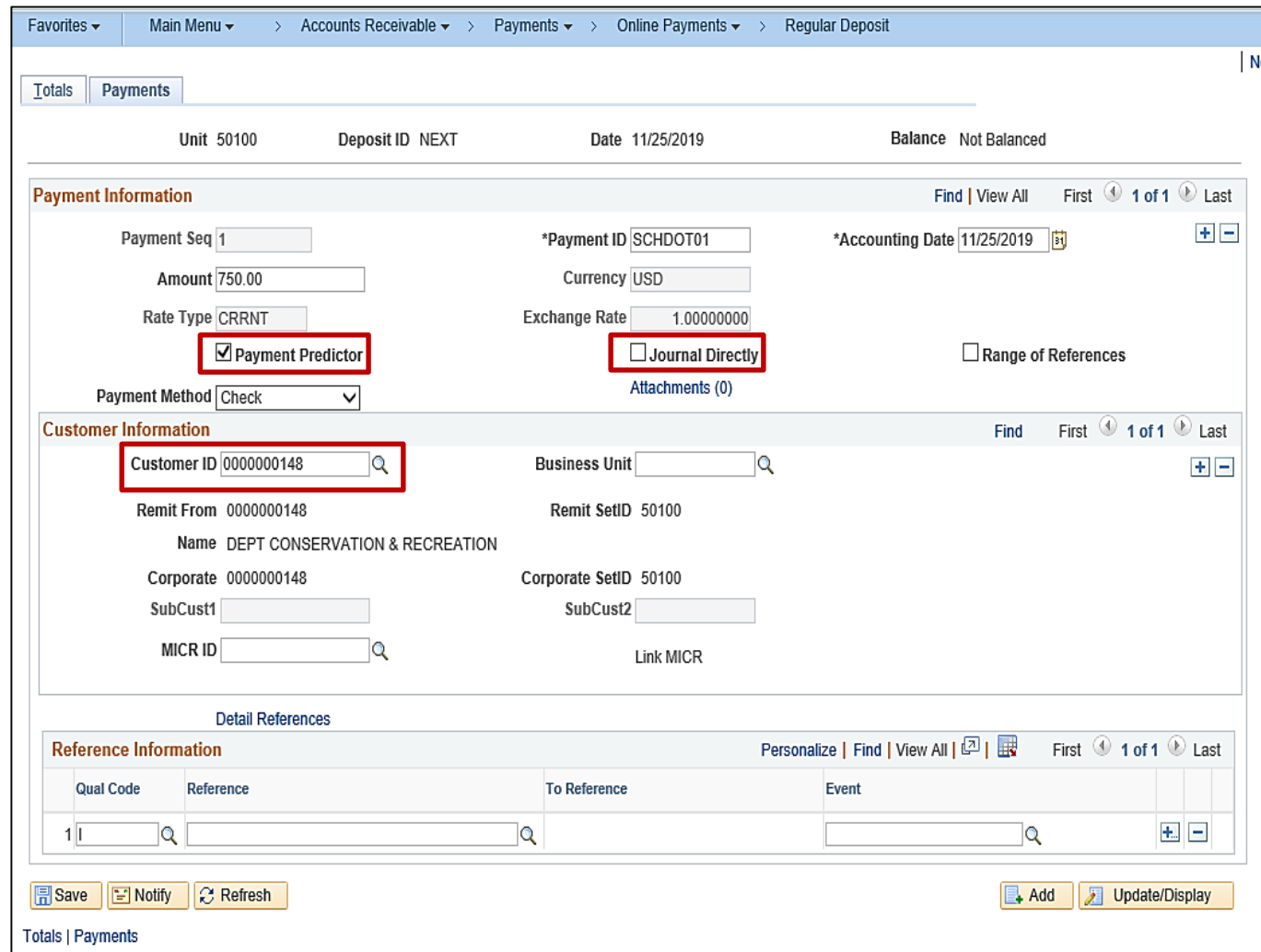
# Payments Tab: Item Payment (continued)

For an **Item Payment** make sure that:

- The **Payment Predictor** box is checked
- 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.



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

Totals | Payments

Unit 50100    Deposit ID NEXT    Date 11/25/2019    Balance Not Balanced

### Payment Information

Find | View All    First 1 of 1 Last

Payment Seq 1    \*Payment ID SCHDOT01    \*Accounting Date 11/25/2019

Amount 750.00    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 0000000148    Business Unit

Remit From 0000000148    Remit SetID 50100

Name DEPT CONSERVATION & RECREATION

Corporate 0000000148    Corporate SetID 50100

SubCust1    SubCust2

MICR ID    Link MICR

### Reference Information

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

Qual Code	Reference	To Reference	Event
1			

Save    Notify    Refresh    Add    Update/Display

Totals | Payments



# Payments Tab: Item Payment (continued)

If more than one payment is required, 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 NEXT      Date 11/25/2019      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 0000000148      Remit SetID 50100  
 Name DEPT CONSERVATION & RECREATION  
 Corporate 0000000148      Corporate SetID 50100  
 SubCust1       SubCust2   
 MICR ID  🔍      Link MICR

---

Detail References

**Reference Information** Personalize | Find | View All | 📄 📅    First ◀ 1 of 1 ▶ Last

Qual Code	Reference	To Reference	Event
1   <input type="text"/> 🔍	<input type="text"/> 🔍		<input type="text"/> 🔍 <span style="float: right;"><b>+</b> -</span>

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

Totals | Payments



# Payments Tab: Direct Journal Payment

Follow the steps below to enter information on the **Payments** tab for a **Direct Journal Payment**:

- In the **Payment Information** section:
  - Enter the **Payment ID** –this is an identifier assigned by the agency, such as the payee’s check number.
  - Enter the **Amount**.
- 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 screenshot shows the 'Payments' tab in a software application. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The interface is divided into several sections:

- Payment Information:** Fields include Payment Seq (1), Amount (750.00), \*Payment ID (CK1234), \*Accounting Date (12/05/2019), Currency (USD), Rate Type (CRRNT), Exchange Rate (1.00000000), Payment Predictor (unchecked), Journal Directly (checked), Payment Method (Check), and Attachments (0).
- Customer Information:** Fields include Customer ID, Business Unit, Remit From Name, Remit SetID, Corporate SubCust1, Corporate SetID, SubCust2, MICR ID, and Link MICR.
- Reference Information:** A table with columns: Qual Code, Reference, To Reference, and Event. The first row shows '1' in the Qual Code field.

At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display. The status bar at the bottom left shows 'Totals | Payments'.



# Payments Tab: Direct Journal Payment (continued)

- The **Payment Predictor** box must be unchecked.
- The **Journal Directly** box is checked. This ensures the deposit is picked up for and that payment lines are available to create accounting entries
- The **Payment Method** defaults to **Check**. Use the drop-down to change to the appropriate **Payment Method**.

The screenshot shows the 'Payments' tab in a software application. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Totals' tab is selected, showing Unit 50100, Deposit ID NEXT, Date 12/05/2019, and Balance Not Balanced.

**Payment Information**

Payment Seq: 1, Amount: 750.00, Rate Type: CRRNT, \*Payment ID: CK1234, \*Accounting Date: 12/05/2019, Currency: USD, Exchange Rate: 1.00000000. The **Payment Predictor** checkbox is unchecked, and the **Journal Directly** checkbox is checked. The **Payment Method** is set to 'Check'.

**Customer Information**

Customer ID, Business Unit, Remit From Name, Remit SetID, Corporate SubCust1, Corporate SubCust2, MICR ID, Link MICR.

**Reference Information**

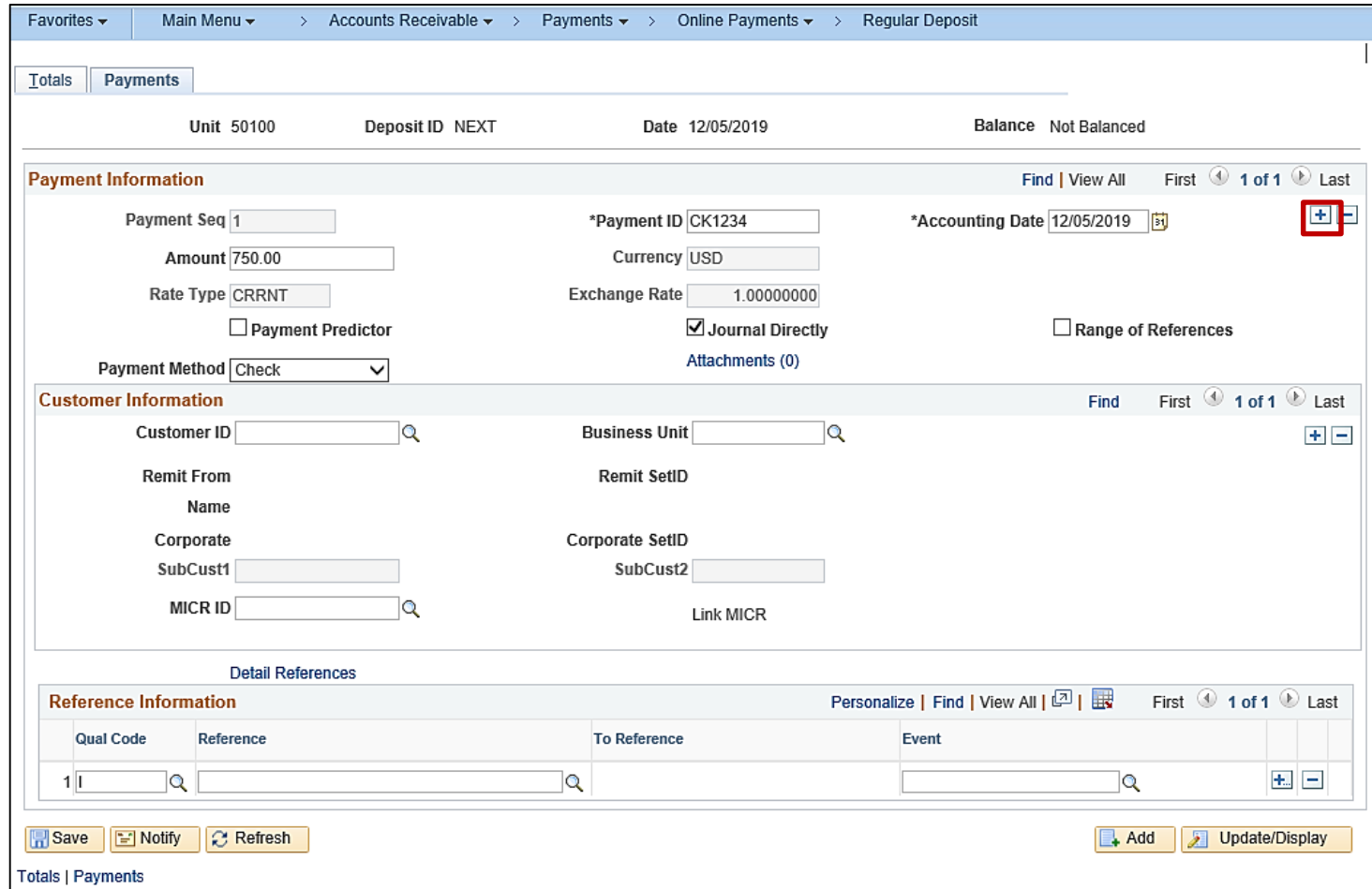
Table with columns: Qual Code, Reference, To Reference, Event. Row 1: 1, [Search], [Search], [Search].

Buttons: Save, Notify, Refresh, Add, Update/Display.



# Payments Tab: Direct Journal (continued)

If more than one payment is required, click the + sign in the upper right corner of the **Payment Information** section and repeat the same steps for each payment.



The screenshot displays the 'Payments' tab in a software application. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The interface is divided into several sections:

- Payment Information:** This section contains fields for Payment Seq (1), Amount (750.00), Rate Type (CRRNT), Payment Method (Check), \*Payment ID (CK1234), Currency (USD), \*Accounting Date (12/05/2019), Exchange Rate (1.00000000), and checkboxes for Payment Predictor, Journal Directly (checked), and Range of References. A red box highlights a '+' sign in the top right corner of this section.
- Customer Information:** This section includes fields for Customer ID, Business Unit, Remit From Name, Corporate SubCust1, MICR ID, Remit SetID, Corporate SetID, SubCust2, and Link MICR.
- Reference Information:** This section features a table with columns for Qual Code, Reference, To Reference, and Event. The first row shows a '1' in the Qual Code column.

At the bottom of the interface, there are buttons for Save, Notify, Refresh, Add, and Update/Display. The status bar at the very bottom shows 'Totals | Payments'.



# 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 the agency
- Is a Customer to the Agency

The Agency:

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

For a list of each agency's Customer ID (Business Unit) and Supplier ID numbers for ATA transactions, see the job aid entitled **SW Agency to Agency (ATA) Transactions** Information Sheet located on the Cardinal website in **Job Aids** under **Learning**.



# 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 payment

Unit 50100      Deposit ID NEXT      Date 11/25/2019      Balance Not Balanced

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

Payment Seq 1      \*Payment ID 0213695      \*Accounting Date 11/25/2019

Amount 750.00      Currency USD

Rate Type CRRNT      Exchange Rate 1.00000000

Payment Predictor       Journal Directly       Range of References

Payment Method Agency Transfer      Attachments (0)      Apply Payment

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

Customer ID 19400      Business Unit 19400

Remit From 19400      Remit SetID STATE

Name DEPARTMENT OF GENERAL SERVICES

Corporate 19400      Corporate SetID STATE

MICR ID      Link MICR

Detail References

**Reference Information** Personalize | Find | View All | First 1 of 1 Last

Qual Code	Reference	To Reference	Event
1			

Save    Notify    Refresh    Add    Update/Display

Totals | Payments

It is critical that the **Customer ID** is accurate, as it is used for reporting and reconciliation purposes



# Saving 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** tab.

Click the **Save** button for the deposit and Cardinal assigns a sequential **Deposit ID** number.

**Note:** You can **Save** an unbalanced deposit, but it will not be processed further until it is balanced.

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

Totals | Payments

Unit 50100    **Deposit ID 91221**    Date 11/25/2019    **Balance**    **Balanced**

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

Payment Seq 1    \*Payment ID 0213695    \*Accounting Date 11/25/2019

Amount 750.00    Currency USD

Rate Type CRRNT    Exchange Rate 1.00000000

Payment Predictor     Journal Directly     Range of References

Payment Method Agency Transfer    Attachments (0)    Apply Payment

View Audit Logs

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

Customer ID 19400    Business Unit 19400

Remit From 19400    Remit SetID STATE

Name DEPARTMENT OF GENERAL SERVICES

Corporate 19400    Corporate SetID STATE

MICR ID    Link MICR

Detail References

**Reference Information**    Personalize | 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 an Item Payment

You will now view a simulation that demonstrates how to **Enter an Item Payment**.





## Lesson 2: Enter a Payment Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Lesson 2: Summary

2

## Entering a Payment

In this lesson, you learned:

- How to enter an Item Payment
- How to enter a Direct Journal Payment
- How to enter and Agency to Agency (ATA) Transaction



# Lesson 3: Introduction

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. You need to navigate to the Create Payment Worksheet page.

There are two ways to access this page depending how many item payments make up your deposit and whether the **Payment Predictor** checkbox is checked or not.

The next few slides will walk through the options.



# Accessing the Create Worksheet Page – Deposit Count is 1

If Deposit **Count** has one item payment:

- On the Payments tab, leave the **Payment Predictor** checkbox unchecked.
- **Save** the Deposit
- The **Apply Payment** link displays.
- Click the **Apply Payment** link.
- The **Payment Worksheet Select** page displays.

Regular Deposit

Unit 50100    Deposit ID 91222    Date 11/25/2019    Balance Balanced

Payment Information

Payment Seq 1    \*Payment ID SCHDOT01    \*Accounting Date 11/25/2019

Amount 750.00    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

Customer ID 0000000148    Business Unit

1 |    Add    Update/Display

Save    Notify    Refresh

Payment Worksheet Selection

Deposit Unit 50100    Payment ID SCHDOT01     Payment Predictor

Deposit ID 91222    Payment Amount 250.00 USD

Deposit Status None Applied    Payment Status Identified

Customer Criteria

Customer Criteria Customer Items

Customer Reference

Customer ID 0000000148    Business Unit

SubCustomer 1    SubCustomer 2

Name DEPT CONSERVATION & RECREATION

Remit SetID 50100    Remit From ID 0000000148

Corporate SetID 50100    Corporate ID 0000000148

MICR ID    Link MICR

Reference Criteria

Reference Criteria None

Restrict to All Customers

Match Rule

Item Reference

Qual Code	Reference	To Reference	Event
1			



# Accessing the Create Worksheet Page – Deposit Count is 2 or More

If the Deposit has more than one item payment, navigate to the **Create Payment Worksheet** using the following path:

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

The **Create Payment Worksheet Search** page displays.

Enter the **Deposit ID**.

Click the **Search** button.



# Accessing the Create Worksheet Page – Deposit Count is 2 or More

When the **Deposit ID** has multiple item payments, the **Search Results** displays one line for each **Payment Sequence** that makes up the deposit.

For this scenario, there are two.

Click the first line listed to begin entering the accounting distribution information.

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

New Window | Help | [icon]

### Create Payment Worksheet

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

Find an existing payment

Search Criteria

Deposit Unit = 50100

Deposit ID begins with 91222

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

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

### Search Results

View All First 1-2 of 2 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer
50100	91222	1	SCHDOT01 250	USD	Ident	PPS1_ANGELA.GRAY	PPS1_ANGELA.GRAY	(blank)	(blank)	(blank)	(blank)	11/25/2019	11/25/2019	(blank)
50100	91222	2	SCHDOT01 500	USD	Ident	PPS1_ANGELA.GRAY	PPS1_ANGELA.GRAY	(blank)	(blank)	(blank)	(blank)	11/25/2019	11/25/2019	(blank)



# Processing an Item Payment (continued)

In the **Reference Criteria** section, enter the **Item Reference** to select the item that is associated with that payment. The user can leave this section blank if there is a need to pull all the open items for the customer. For this scenario, the field is left blank.

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

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

### Payment Worksheet Selection

Deposit Unit 50100      Payment ID SCHDOT01      Payment Predictor  
Deposit ID 91222      Payment Amount 250.00 USD  
Deposit Status None Applied      Payment Status Identified

---

#### Customer Criteria

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

Customer ID       Business Unit       SubCustomer 1       SubCustomer 2

Name DEPT CONSERVATION & RECREATION  
Remit SetID 50100      Remit From ID 0000000148  
Corporate SetID 50100      Corporate ID 0000000148  
MICR ID       Link MICR

---

#### Reference Criteria

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

Restrict to:       Match Rule:

Qual Code	Reference	To Reference	Event
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Detail Reference  
Item Status

---

#### Item Inclusion Options

All Items       Deduction Items Only       Items in Dispute Only      [Advanced Inclusion Options](#)  
 Exclude Collection Items       Exclude Deduction Items       Exclude Dispute Items

---

#### Worksheet Action

           Created at      Items 0

---

Worksheet Selection      Worksheet Application      Worksheet Action

# Processing an Item Payment (continued)

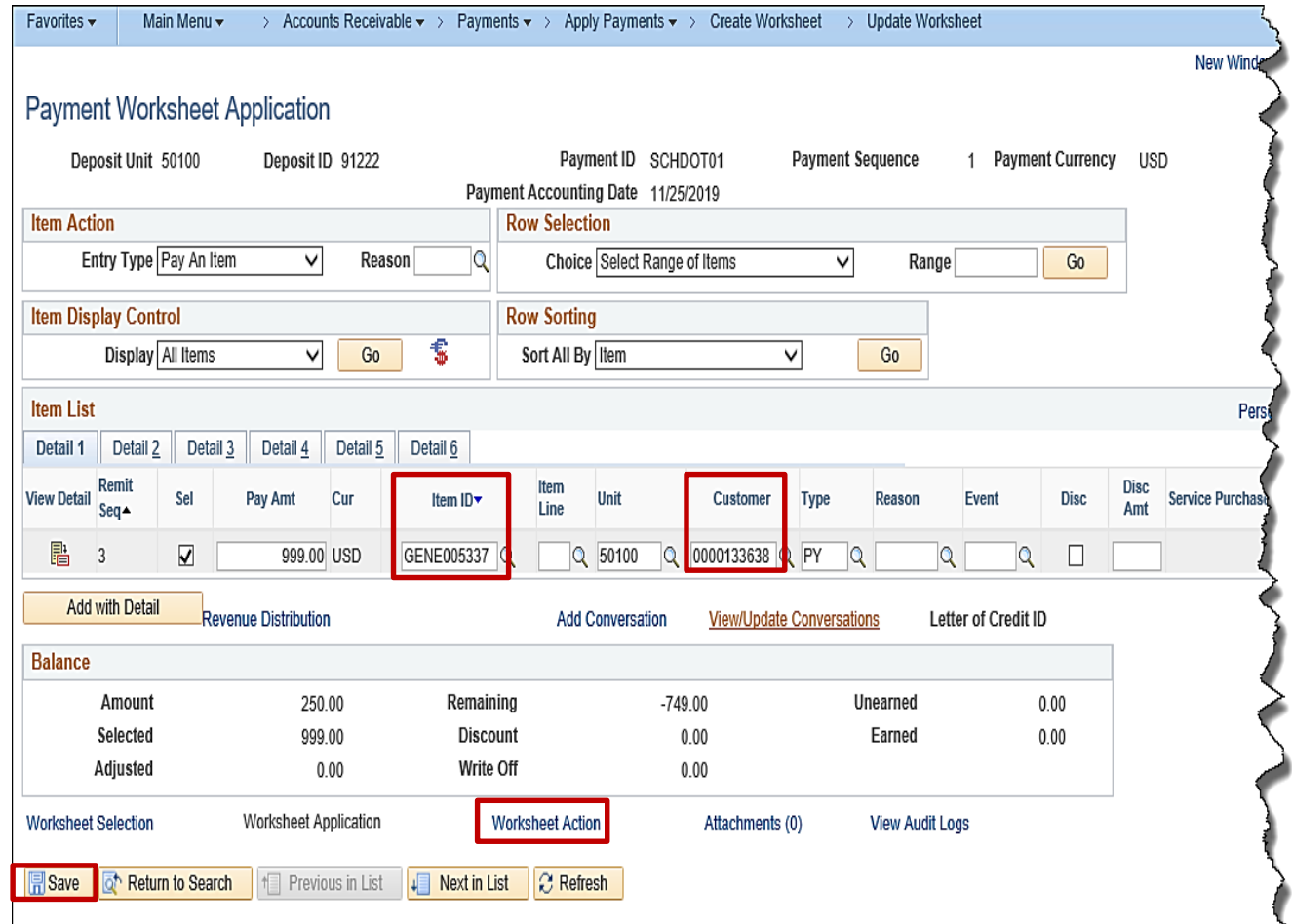
The **Payment Worksheet Application** page displays.

Review this page and make sure the item the user is crediting has been selected.

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

Click **Save**.

Click on **Worksheet Action** at the bottom of the page.



The screenshot shows the 'Payment Worksheet Application' interface. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet > Update Worksheet'. The page title is 'Payment Worksheet Application'. Below the title, there are fields for 'Deposit Unit 50100', 'Deposit ID 91222', 'Payment ID SCHDOT01', 'Payment Sequence 1', and 'Payment Currency USD'. The 'Payment Accounting Date' is '11/25/2019'. There are two control panels: 'Item Action' with 'Entry Type' set to 'Pay An Item' and a 'Reason' field; and 'Row Selection' with 'Choice' set to 'Select Range of Items' and a 'Range' field. Below these are 'Item Display Control' (set to 'All Items') and 'Row Sorting' (set to 'Item'). The main section is the 'Item List' table. The first row is highlighted, and the 'Item ID' and 'Customer' columns are highlighted with red boxes. Below the table are buttons for 'Add with Detail', 'Revenue Distribution', 'Add Conversation', 'View/Update Conversations', and 'Letter of Credit ID'. A 'Balance' table is shown below that. At the bottom, there are buttons for 'Worksheet Selection', 'Worksheet Application', 'Worksheet Action' (highlighted with a red box), 'Attachments (0)', and 'View Audit Logs'. A row of action buttons at the very bottom includes 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', 'Next in List', and 'Refresh'.

Payment Worksheet Application

Deposit Unit 50100    Deposit ID 91222    Payment ID SCHDOT01    Payment Sequence 1    Payment Currency USD

Payment Accounting Date 11/25/2019

**Item Action**    **Row Selection**

Entry Type     Reason     Choice     Range    

**Item Display Control**    **Row Sorting**

Display         Sort All By    

**Item List**

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6	View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Service Purchase
							3	<input checked="" type="checkbox"/>	999.00	USD	GENE005337		50100	0000133638	PY			<input type="checkbox"/>		

   Revenue Distribution            Letter of Credit ID

**Balance**

Amount	250.00	Remaining	-749.00	Unearned	0.00
Selected	999.00	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

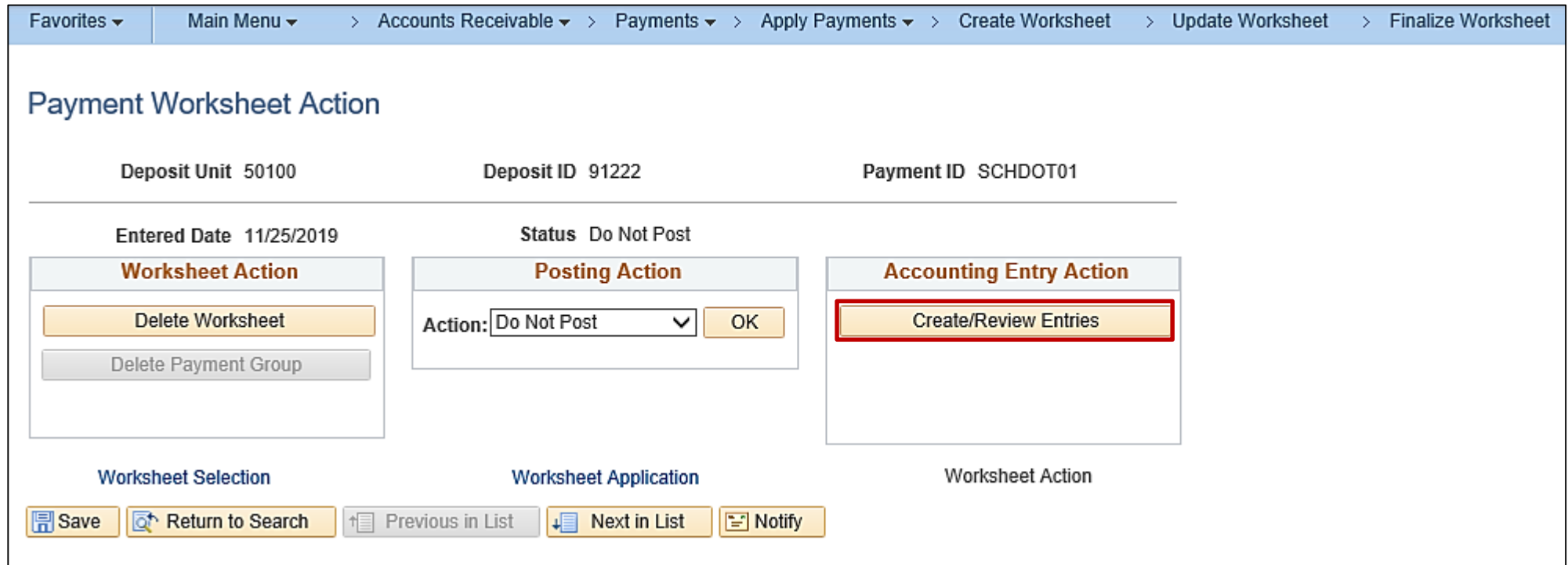
Worksheet Selection    Worksheet Application        Attachments (0)    View Audit Logs



# Processing an Item Payment (continued)

The **Payment Worksheet Action** page displays.

Create and review the accounting entries on this page.



The screenshot shows the 'Payment Worksheet Action' page with the following details:

- Navigation:** Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > Create Worksheet > Update Worksheet > Finalize Worksheet
- Payment Information:**
  - Deposit Unit: 50100
  - Deposit ID: 91222
  - Payment ID: SCHDOT01
- Entered Date:** 11/25/2019
- Status:** Do Not Post
- Worksheet Action:**
  - Delete Worksheet
  - Delete Payment Group
- Posting Action:** Action: Do Not Post ▾ OK
- Accounting Entry Action:** Create/Review Entries (highlighted with a red box)

At the bottom, there are three sections: **Worksheet Selection** (Save, Return to Search), **Worksheet Application** (Previous in List, Next in List), and **Worksheet Action** (Notify).





# 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.

The user 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 74396    Payment ID TESTCUST    Payment Sequence 1    Payment Currency USD

Payment Accounting Date 02/28/2017

**Item Action**    Entry Type     Reason     **Row Selection**    Choice     Range    

**Item Display Control**    Display         **Row Sorting**    Sort All By    

**Item List**

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Service Purchase ID
	1	<input checked="" type="checkbox"/>	50.00	USD	MISC000169	<input type="text"/>	50100	0000000028	PY	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	2	<input type="checkbox"/>	71.36	USD	MISC000169	<input type="text"/>	50100	0000000028	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

Revenue Distribution    Letter of Credit ID

**Balance**

Amount	121.36	Remaining	71.36	Unearned	0.00
Selected	50.00	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

**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.

To store the funds on the payment worksheet, create an **On-Account (OA)** line **Type**..

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

Is this the right screenshot for this? It does not match the one on the next page.

The screenshot shows the Cardinal software interface for processing an item payment. The top navigation bar includes 'Home', 'Worklist', and 'Add to Favorites'. The breadcrumb trail is: 'Accounts Receivable > Payments > Apply Payments > Create Worksheet > Update Worksheet'. The main header displays: 'Deposit Unit 50100', 'Deposit ID 74398', 'Payment ID OAPAYMENT', 'Payment Sequence 1', and 'Payment Currency USD'. Below this, the 'Payment Accounting Date' is set to '03/01/2017'. The interface is divided into several sections: 'Item Action' with 'Entry Type' set to 'Pay An Item' and a search field for 'Reason'; 'Row Selection' with a 'Choice' dropdown set to 'Select Range of Items' and a 'Range' field; 'Item Display Control' with 'Display' set to 'All Items'; and 'Row Sorting' with 'Sort All By' set to 'Item'. The 'Item List' section is active, showing a table with columns: 'View Detail', 'Remit Seq', 'Sel', 'Pay Amt', 'Cur', 'Item ID', 'Item Line', 'Unit', 'Customer', 'Type', 'Reason', 'Event', 'Disc', 'Disc Amt', and 'Service Purchase ID'. The table contains six rows. Row 6 is highlighted with a red border and contains the following data: '6', '1', checked, '-100.00', 'USD', 'OA-551', '50100', '000000028', 'OA', 'DAHMO'. Below the table, there are buttons for 'Add with Detail', 'Revenue Distribution', 'Add Conversation', 'View/Update Conversations', and 'Letter of Credit ID'. A 'Balance' summary table is also present, showing 'Amount Selected' of 221.36, 'Adjusted' of -100.00, 'Remaining Discount Write Off' of 0.00, 'Unearned Earned' of 0.00, and 'Disc' of 0.00. At the bottom, there are links for 'Worksheet Selection', 'Worksheet Application', 'Worksheet Action', 'Attachments (0)', and 'View Audit Logs'.

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Service Purchase ID
	1	<input type="checkbox"/>	327.00	USD	CALC006276		50100	000000028				<input type="checkbox"/>		
	2	<input type="checkbox"/>	175.00	USD	CALC006277		50100	000000028				<input type="checkbox"/>		
	3	<input type="checkbox"/>	121.36	USD	MISC000165		50100	000000028				<input type="checkbox"/>		
	4	<input type="checkbox"/>	121.36	USD	MISC000166		50100	000000028				<input type="checkbox"/>		
	5	<input checked="" type="checkbox"/>	121.36	USD	MISC000169		50100	000000028	PY			<input type="checkbox"/>		
	6	<input checked="" type="checkbox"/>	-100.00	USD	OA-551		50100	000000028	OA	DAHMO		<input type="checkbox"/>		

Balance					
Amount	221.36	Remaining	0.00	Unearned	0.00
Selected	121.36	Discount	0.00	Earned	0.00
Adjusted	-100.00	Write Off	0.00		



# Accessing the Create Accounting Entries Page

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.

There are two ways to access this page depending how many payments (Count) make up your deposit:

- Deposit **Count** equals 1- Use the **Apply Payment** link on the **Payments** tab.
- Deposit Count equals **2** or more - Navigate to the **Create Accounting Entries** page.

The next slides will walk through each option as noted above.



# Navigating to the Create Accounting Entries Page – Deposit Count of One

If your Deposit **Count** is equal to 1, you can access the **Create Accounting Entries** page by clicking the **Apply Payment** link on the **Payments** tab under the **Payment Information** section.

After you click the link, Cardinal automatically opens the **Create Accounting Entries** page.

The screenshot shows the 'Regular Deposit' page with the following details:

- Unit: 50100, Deposit ID: 91226, Date: 12/05/2019, Balance: Balanced
- Payment Information** section:
  - Payment Seq: 1, Amount: 750.00, Rate Type: CRRNT, Payment Method: Check
  - \*Payment ID: CK1234, Currency: USD, Exchange Rate: 1.00000000
  - \*Accounting Date: 12/05/2019
  - Journal Directly:  (highlighted)
  - Attachments (0), View Audit Logs
  - Range of References:  (highlighted)
  - Apply Payment** link (highlighted in a red box)
- Customer Information** section: Customer ID, Business Unit

The screenshot shows the 'Create Accounting Entries' page with the following details:

- Unit: 50100, Deposit ID: 91226, Payment: CK1234, Seq: 1
- Currency Details**: Amount: 750.00 USD
- Complete, Entry Event: [ ]
- Budget Status**
- Distribution Lines** table:

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	Cos Cen
1	1 50100	Speed Type		USD					
- Total** table:

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000
- Buttons: Save, Return to Search, Notify, Refresh
- Page Footer: Accounting Entries | Deposit Control



# Navigating to the Create Accounting Entries Page – Deposit Count Greater than One

When the Deposit **Count** is greater than 1, navigate to the **Create Accounting Entries** page using the following path:

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

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

▼ Search Criteria

Deposit Unit = ▾ 50100 🔍

Deposit ID begins with ▾ 🔍

Payment Sequence = ▾

Payment ID begins with ▾

User ID begins with ▾

Assigned Operator ID begins with ▾

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria



# Creating Accounting Entries for Deposits (continued)

The **Find an Existing Value** tab displays.

Enter the deposit id number in the **Deposit ID** field.

Click the **Search** button.

When the Deposit count is greater than one, the **Search Results** displays one line for each **Payment Sequence** that makes up the deposit.

For this scenario, there are three.

Click the first line listed to begin entering the accounting distribution information.

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**

▼ Search Criteria

Deposit Unit = ▾ 50100 🔍

**Deposit ID begins with ▾ 91227 🔍**

Payment Sequence = ▾

Payment ID begins with ▾

User ID begins with ▾

Assigned Operator ID begins with ▾

Case Sensitive

Limit the number of results to (up to 300): 300

**Search** Clear Basic Search 📄 Save Search Criteria

### Search Results

View All First 1-2 of 2 Last

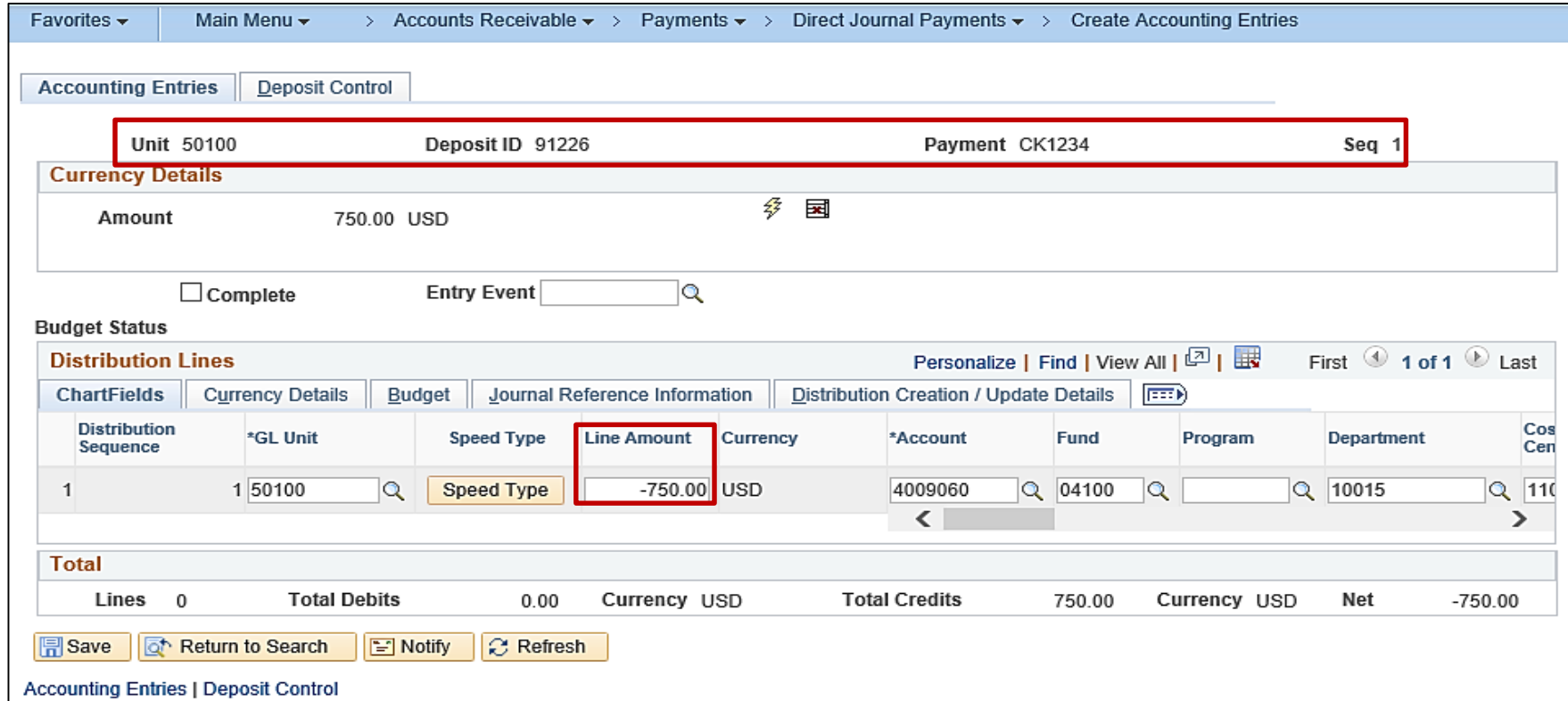
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
50100	91227	1	CK6928	PPS1_ANGELA.GRAY	PPS1_ANGELA.GRAY	No Dist		12/05/2019
50100	91227	2	CK17953	PPS1_ANGELA.GRAY	PPS1_ANGELA.GRAY	No Dist		12/05/2019



# Processing a Direct Journal Payment

On the **Accounting Entries** tab, the information entered when the Deposit (**Unit**, **Deposit ID**, **Payment**, and **Seq**) was created automatically populates, along with the **Amount** for the **Deposit ID**.

On the **ChartFields** tab under the **Distribution Lines** section of the page, 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.



The screenshot displays the 'Accounting Entries' interface. At the top, a breadcrumb trail shows: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries. Below this, there are tabs for 'Accounting Entries' and 'Deposit Control'. A red box highlights the header information: Unit 50100, Deposit ID 91226, Payment CK1234, and Seq 1. Under 'Currency Details', the Amount is 750.00 USD. There is a 'Complete' checkbox and an 'Entry Event' field. The 'Budget Status' section includes a 'Distribution Lines' table with various tabs: 'ChartFields', 'Currency Details', 'Budget', 'Journal Reference Information', and 'Distribution Creation / Update Details'. The 'ChartFields' tab is active. The table has columns: Distribution Sequence, \*GL Unit, Speed Type, Line Amount, Currency, \*Account, Fund, Program, Department, and Cos Cen. The first row shows: 1, 1, 50100, Speed Type, -750.00, USD, 4009060, 04100, [blank], 10015, 110. A red box highlights the 'Line Amount' cell containing '-750.00'. Below the table is a 'Total' summary row: Lines 0, Total Debits 0.00, Currency USD, Total Credits 750.00, Currency USD, Net -750.00. At the bottom, there are buttons for Save, Return to Search, Notify, and Refresh. The footer text reads 'Accounting Entries | Deposit Control'.



# Processing a Direct Journal Payment

An accounting entry must be created for each payment sequence that is part of the Deposit ID. For this example, there is only one. On the **ChartFields** tab under the **Distribution Lines** section of the page, enter the distribution.

If the agency uses SpeedTypes, click the **SpeedType** button to enter it.

If more than one distribution needs to be created, use the scrollbar to scroll to the end of the line and click the **+** (plus) button to add a line.

Accounting Entries | Deposit Control

Unit 50100      Deposit ID 91226      Payment CK1234      Seq 1

**Currency Details**

Amount 750.00 USD

Complete      Entry Event

**Budget Status**

**Distribution Lines**      Personalize | Find | View All | First 1 of 1 Last

ChartFields    Currency Details    Budget    Journal Reference Information    Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	Co Ce
1	1 50100	Speed Type	-750.00	USD	4009060	04100		10015	11

**Total**

Lines 0      Total Debits 0.00      Currency USD      Total Credits 750.00      Currency USD      Net -750.00

Save    Return to Search    Notify    Refresh

Accounting Entries | Deposit Control





# Entering Projects on the Distribution Line

In order to enter a value in the **Project** field on the distribution line, the Project Costing Business Unit (PCBU) must be entered in the **PC Bus Unit** field first. The **PC Bus Unit** is the same value as the agency's Business Unit.

Select the appropriate **Activity** associated to the project entered.

Complete    Entry Point

**Budget Status**

**Distribution Lines**    Personalize | Find | View All |    First 1 of 1 Last

ChartFields    Currency Details    Budget    Journal Reference Information    Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Use 2	PC Bus Unit	Project	Activity	Analysis Type
1	1 50100	Speed Type	-750.00	USD	<input type="checkbox"/>	50100	0000100001	602	

**Total**

Lines	0	Total Debits	0.00	Currency	USD	Total Credits	750.00	Currency	USD	Net	-750.00
-------	---	--------------	------	----------	-----	---------------	--------	----------	-----	-----	---------



# Recording Reference Information

Agency specific information (such as license numbers, agency invoice #s, etc.) can be recorded in the **Ref** field on the **Journal Reference Information** tab. **Do not enter sensitive data, such as a Social Security number. This field holds a maximum of 10 characters.**

The screenshot shows a software interface for recording accounting entries. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries. The interface includes tabs for Accounting Entries and Deposit Control. Key information displayed includes Unit 50100, Deposit ID 91226, Payment CK1234, and Seq 1. The Currency Details section shows an amount of 750.00 USD. The Budget Status section includes a 'Complete' checkbox and an 'Entry Event' field. The Distribution Lines section is active, showing a table with columns: Distribution Sequence, \*GL Unit, Speed Type, Line Amount, Currency, \*Account, Fund, Program, Department, and Cos Cen. The first row shows: 1, 1 50100, Speed Type, -750.00, USD, 4009060, 04100, and 10015. The 'Journal Reference Information' tab is selected and highlighted with a red box. A red arrow points from this tab to the 'Ref' field in the 'Journal Reference Information' sub-tab, which is also highlighted with a red box. The 'Ref' field is currently empty. Below the table, there is a 'Total' section with the following data: Lines 0, Total Debits 0.00, Currency USD, Total Credits 750.00, Currency USD, Net -750.00.



# Generating the Cash Line and Interunit Lines

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

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

Click the **Save** button.

At this point the Processor should follow agency guidelines as to whether to:

- Notify the approver that the Deposit(s) are ready for review, marked complete and saved (there is no workflow in Cardinal for this process).

Or


- Continue to the next step in the process to mark the accounting entries complete and save.

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

Accounting Entries | Deposit Control


Unit 50100      Deposit ID 91226      Payment CK1234      Seq 1


**Currency Details**

Amount      750.00 USD      

Complete      Entry Event

Budget Status





**Distribution Lines**      Personalize | Find | View 2 |       First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details 

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 50100	<input type="text" value="Speed Type"/>	-750.00	USD	4009060	04100		10015	11000
2	2 TREAS	<input type="text" value="Speed Type"/>	750.00	USD	101010	04100		99999	
3	3 50100	<input type="text" value="Speed Type"/>	750.00	USD	101010	04100		99999	99999
4	4 TREAS	<input type="text" value="Speed Type"/>	-750.00	USD	101010	04100		99999	

**Total**

Lines	4	Total Debits	1,500.00	Currency	USD	Total Credits	1,500.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

 Save    Return to Search    Notify    Refresh

Accounting Entries | Deposit Control



# Completing and Saving the Accounting Distribution (continued)

- Verify the accounting distribution is accurate
- Check the **Complete** checkbox
- Click the **Save** button.

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

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

Accounting Entries | Deposit Control

Unit 50100      Deposit ID 91226      Payment CK1234      Seq 1

**Currency Details**

Amount	750.00 USD	⚡	🔍
--------	------------	---	---

Complete      Entry Event

Budget Status

**Distribution Lines**      Personalize | Find | View 2 | 📄 | 📅      First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 50100	Speed Type	-750.00	USD	4009060	04100		10015	11000
2	2 TREAS	Speed Type	750.00	USD	101010	04100		99999	
3	3 50100	Speed Type	750.00	USD	101010	04100		99999	99999
4	4 TREAS	Speed Type	-750.00	USD	101010	04100		99999	

**Total**

Lines	4	Total Debits	1,500.00	Currency	USD	Total Credits	1,500.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Accounting Entries | Deposit Control



# Completing and Saving the Accounting Distribution (continued)

If the Deposit has a Count greater than one, complete this process for each one.

Click the **Next in List** button to move to the next deposit.

When the last deposit is reached, the **Next in List** button is grayed out.

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

Accounting Entries | Deposit Control

Unit 50100 Deposit ID 91227 Payment CK6928 Seq 1

**Currency Details**

Amount	500.00 USD
--------	------------

Complete Entry Event

Budget Status

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 50100	Speed Type	-500.00	USD	4009060	04100		10015	110000
2	2 TREAS	Speed Type	500.00	USD	101010	04100		99999	

**Total**

Lines	4	Total Debits	1,000.00	Currency	USD	Total Credits	1,000.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save Return to Search Previous in List **Next in List** Notify Refresh

Accounting Entries | Deposit Control

1	1 50100	Speed Type	USD
---	---------	------------	-----

**Total**

Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
-------	---	--------------	-------	----------	---------------	-------	----------	-----	-------

Save Return to Search Previous in List **Next in List** 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. The Budget Check icon becomes available for online budget checking. If not selected, the transaction will be budget checked in the nightly batch process.

Accounting Entries | Deposit Control





Unit 50100      Deposit ID 91226      Payment CK1234      Seq 1

**Currency Details**

Amount      750.00 USD      ⚡      

Complete      Entry Event





**Budget Status**

**Distribution Lines**      Personalize | Find | View 2 |  |       First  1-4 of 4  Last

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 50100	<input type="text" value="Speed Type"/>	-750.00	USD	4009060	04100		10015	11000
2	2 TREAS	<input type="text" value="Speed Type"/>	750.00	USD	101010	04100		99999	
3	3 50100	<input type="text" value="Speed Type"/>	750.00	USD	101010	04100		99999	99999
4	4 TREAS	<input type="text" value="Speed Type"/>	-750.00	USD	101010	04100		99999	

**Total**

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	1,500.00	USD	1,500.00	USD	0.00

 Save     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.

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

Accounting Entries | Deposit Control



Unit 50100      Deposit ID 91226      Payment CK1234      Seq 1


**Currency Details**

Amount	750.00 USD	 
--------	------------	---

Complete      Entry Event

**Budget Status**





**Distribution Lines**      Personalize | Find | View 2 |        First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details 

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 50100	<input type="button" value="Speed Type"/>	-750.00 USD		4009060	04100		10015	11000
2	2 TREAS	<input type="button" value="Speed Type"/>	750.00 USD		101010	04100		99999	
3	3 50100	<input type="button" value="Speed Type"/>	750.00 USD		101010	04100		99999	99999
4	4 TREAS	<input type="button" value="Speed Type"/>	-750.00 USD		101010	04100		99999	

**Total**

Lines	8	Total Debits	1,500.00	Currency	USD	Total Credits	1,500.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

 Save    Return to Search    Notify    Refresh

Accounting Entries | Deposit Control



# Processing a Direct Journal Payment (continued)

The system generated lines must always be deleted prior to modifying the user entered line of the accounting entry.

After clicking the **Delete** icon, cash and Treasury (Interunit) lines are removed and the **Distribution Lines** are open to edit.

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

Accounting Entries | Deposit Control

Unit 50100      Deposit ID 91226      Payment CK1234      Seq 1

**Currency Details**

Amount      750.00 USD      ⚡ 🇺🇸

Complete      Entry Event

**Budget Status**

**Distribution Lines**      Personalize | Find | View 2 | First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	Co Ce
1	1 50100	Speed Type	-750.00	USD	4009060	04100		10015	11

**Total**

Lines	1	Total Debits	0.00	Currency	USD	Total Credits	750.00	Currency	USD	Net	-750.00
-------	---	--------------	------	----------	-----	---------------	--------	----------	-----	-----	---------

Buttons: Save | Return to Search | Notify | Refresh

Accounting Entries | Deposit Control





# Processing a Direct Journal Payment (continued)

After creating 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, the user 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**. If the accounting entries pass budget check, the **Budget Status** will be **Valid**.

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

Accounting Entries | Deposit Control

Unit 50100      Deposit ID 91226      Payment CK1234      Seq 1

**Currency Details**

Amount	750.00 USD
--------	------------

Complete      Entry Event

**Budget Status** Valid

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

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIP
1	1 50100	-750.00	USD	4009060	04100		10081	11000010		
2	2 TREAS	750.00	USD	101010	04100		99999			

**Total**

Lines	4	Total Debits	1,500.00	Currency	USD	Total Credits	1,500.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save    Return to Search    Notify    Refresh

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

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.

The screenshot shows the CARDINAL software interface. At the top left is the CARDINAL logo. To its right is a search bar with a dropdown menu set to 'All' and a search button. Further right are links for 'Advanced Search' and 'Last Search Results'. Below this is a breadcrumb navigation path: 'Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries'. The main heading is 'Modify Accounting Entries'. Below the heading is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below that is a section titled 'Search Criteria' with a dropdown arrow. The search criteria fields are: 'Deposit Unit' (dropdown menu) with a value of '50100', 'Deposit ID' (dropdown menu) with a value of '74280', 'Payment Sequence' (dropdown menu) with a value of '=', 'Payment ID' (dropdown menu) with a value of 'begins with', 'User ID' (dropdown menu) with a value of 'begins with', and 'Assigned Operator ID' (dropdown menu) with a value of 'begins with'. There is a checkbox for 'Case Sensitive' which is unchecked. Below the search criteria is a text input field for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A red box highlights the 'Deposit ID' field and its value '74280'.



# 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

All ▾ Search >> [Advanced Search](#)

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

Unit 50100      Deposit ID 74282      Payment AR4      Seq 1

**Currency Details**

Amount	-629.03 USD	
--------	-------------	---

Complete      Entry Event

Budget Status Error

**Distribution Lines**      [Personalize](#) | [Find](#) | [View All](#) | |      First ◀ 1-2 of 4 ▶ Last

[ChartFields](#) | [Currency Details](#) | **Budget** | [Journal Reference Information](#) | [Distribution Creation / Update Details](#) |

Distribution Sequence	GL Unit	Line Amount	Currency	Short Name	Budget Date
1	1 50100	629.03 USD		Error	11/14/2016
2	2 TREAS	-629.03 USD			

**Total**

Lines	4	Total Debits	1,258.06	Currency	USD	Total Credits	1,258.06	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save   Return to Search   Notify   Refresh

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



# 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.

The screenshot shows the CARDINAL web application interface. At the top, there is a search bar with a dropdown menu set to 'All' and a search input field. Below the search bar is a breadcrumb navigation path: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal. The main heading is 'Direct Journal'. Below the heading is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing several search fields: 'Commitment Control Tran ID' (begins with), 'Commitment Control Tran Date' (=), 'Deposit Unit' (begins with, value: 50100), 'Deposit ID' (begins with, value: 74282), 'Payment Sequence' (=), 'Process Instance' (=), and 'Process Status' (=). The 'Deposit Unit' and 'Deposit ID' fields are highlighted with a red box. At the bottom, there is a 'Limit the number of results to (up to 300):' field with the value '300'. The 'Search' button is highlighted with a red box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.








# Reviewing and Correcting Budget Check Errors (continued)

**CARDINAL™**

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





**Misc. Payment Exceptions** | Line Exceptions


Deposit Unit 50100      Deposit ID 74282       Payment Sequence 1



\*Exception Type **Warning** ▾       Override Transaction         

Maximum Rows        More Budgets Exist

     [Advanced Budget Criteria](#)

**Budgets with Exceptions**      Personalize | Find | View All |  |       First  1 of 1  Last

Budget Override | Budget Chartfields 

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		50100	CC_REVEST	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ... 

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



# Reviewing and Correcting Budget Check Errors (continued)

To correct a budget check error 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

**CARDINAL** All Search >> Advanced Search

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

▼ Search Criteria

Commitment Control Tran ID begins with

Commitment Control Tran Date =

Deposit Unit begins with 50100

Deposit ID begins with 74282

Payment Sequence =

Process Instance =

Process Status =

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria





# 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 **OK** when the Message displays
- Click the **Save** button

Accounting Entries | Deposit Control

Unit 50100      Deposit ID 74282      Payment DOTTRNG05      Seq 1

**Currency Details**

Amount      100.00 USD

Complete      Entry Event

Budget Status

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	150100	Speed Type	-100.00	USD	4009060	04100		10049	110000
2	2 TREAS	Speed Type	100.00	USD	101010	04100		10049	110000

Total

Lines 4

Save      Return to

Accounting Entries | Deposits

**Message**

Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (5040,727)

Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review panel is used for reviewing complete accounting entries only.

OK



# Reviewing and Correcting Budget Check Errors (continued)

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

Accounting Entries | Deposit Control

Unit 50100      Deposit ID 74282      Payment DOTTRNG05      Seq 1

**Currency Details**

Amount      100.00 USD      ⚡ ⚠

Complete      Entry Event  🔍

**Budget Status**

**Distribution Lines**      Personalize | Find | View All | 📄 | 📅      First ⏪ 1-2 of 4 ⏩ Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details | ⋮

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 50100	Speed Type	-100.00	USD	4009060	04100		10049	110000
2	2 TREAS	Speed Type	100.00	USD	101010	04100		10049	110000

⏪      ⏩

**Total**

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

Accounting Entries | Deposit Control



# 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 changes to the user defined distribution line
- Click the **lightning bolt** icon to rebuild the 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 the user can re-budget check online by clicking the **Budget Check** icon.

The screenshot shows the 'Create Accounting Entries' page in the CARDINAL system. The breadcrumb path is: Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries. The page displays the following information:

- Unit: 50100, Deposit ID: 74282, Payment: DOTTRNG05, Seq: 1
- Currency Details**: Amount 100.00 USD. A lightning bolt icon is visible next to the amount.
- Complete, Entry Event: [Search]
- Budget Status**: Distribution Lines table with 1 line item.

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	Co Ce
1	150100	Speed Type	-100.00	USD	4009060	04100		10049	11

**Total**

Lines	0	Total Debits	0.00	Currency	USD	Total Credits	100.00	Currency	USD	Net	-100.00
-------	---	--------------	------	----------	-----	---------------	--------	----------	-----	-----	---------

Buttons: Save, Return to Search, Notify, Refresh



# Reviewing and Correcting Budget Check Errors (continued)



**CARDINAL**

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

Accounting Entries | Deposit Control





Unit 50100      Deposit ID 74282      Payment DOTTRNG05      Seq 1


**Currency Details**






Amount	100.00 USD	 
--------	------------	---

Complete      Entry Event

**Budget Status**

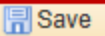



**Distribution Lines**      Personalize | Find | View All |        First  1 of 1  Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details 

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	Co Ce
1	1 50100 	Speed Type	-100.00	USD	4009060 	04100 		10049 	11

**Total**

Lines	0	Total Debits	0.00	Currency	USD	Total Credits	100.00	Currency	USD	Net	-100.00
-------	---	--------------	------	----------	-----	---------------	--------	----------	-----	-----	---------

 Save    Return to Search    Notify    Refresh

Accounting Entries | Deposit Control



# Simulation: Entering an Item Payment

You will now view a simulation that demonstrates how to **Enter an Item Payment**.





# Lesson 3: Summary

3

## Processing a Payment

In this lesson, you learned:

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



# Lesson 4: Introduction

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 the combination of the Deposit Certificate and the related Bank Deposit Date before the entries are sent to the General Ledger.

The Deposit Certificate and the Bank Deposit Date are both entered on the **Approve Deposits** page and can be sent to the General Ledger by batching one or more deposits under a Deposit Certificate ticket.

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

For more detailed information about approving deposits, see the course entitled **501 AR325: Accounts Receivable Approvals** located on the Cardinal website in **Course Materials** under **Learning**.

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)

Navigate to **Approve Deposits** page using the following path:

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

Click **Add a New Value** tab.

Enter the following:

- **Deposit Unit**
- **Deposit Control Ticket Number,**
- **Bank Deposit Date**

Click the **Add** button to open **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 50100 🔍

Deposit control Ticket Number DCTRN01

Bank Deposit Date 12/05/2019 📅

Add

Find an Existing Value | Add a New Value



# Creating and Approving a Deposit Certificate (continued)

The **Deposit Unit**, **Deposit Control Ticket Number**, and **Bank Deposit Date** 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.

Select the individual **Deposit IDs** in the deposit detail section.

Approve Deposits

Approve Deposits

Deposit Unit: 50100  
Deposit control Ticket Number: DCTRN01

Control Total Amount: 750.000 Control Count: 1

Bank Deposit Date: 12/05/2019

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

Deposit ID	Deposit Amount	Status	View Detail Status
91226	750.000		

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**, click the **View Detail Status** icon to determine whether the deposit has edit errors and/or **Budget Check** errors.

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

Approve Deposits

### Approve Deposits

Deposit Unit: 50100  
Deposit control Ticket Number: DCTRN01  
Control Total Amount:  Control Count:   
Bank Deposit Date: 12/05/2019

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

Personalize   Find   View All   [?]   [grid]				First	1 of 1	Last
Deposit ID	Deposit Amount	Status	View Detail Status			
1 91226	750.000		[icon]			

Set WS to Post    Approve

Save    Notify    Add    Update/Display



# Creating and Approving a Deposit Certificate (continued)

The **View Detail Status** pop-up window opens the **Deposit Detail Status** page. A deposit must be **Complete**, **Valid**, and **Journalled** in order to be approved for Direct Journals.

The **Deposit ID** and **Bank Code** values display to ensure that all the deposits in the Deposit Certificate have the same bank account.

The screenshot shows a window titled "Deposit Detail Status" with a "Help" link in the top right. Below the title is the heading "Payments". Two fields are highlighted with a red box: "Deposit ID: 91226" and "Bank Code: 1100". Below these is a table with columns: "Payment Sequence", "Payment Amount", "Edit Status", "Budget Check Status", and "Payment Status". The table contains one row with the following values: 1, 750.000, Complete, Valid, and Journalled. A "Return" button is located at the bottom left of the window.

Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status
1	750.000	Complete	Valid	Journalled



# Creating and Approving a Deposit Certificate (continued)

After entering the required information and reviewing the **Deposit Detail Status**, click **Save**. The **Approve** button becomes available. Click **Approve** to finalize. A pop up message displays indicating the **Deposit is approved**. Click the **OK** button.

The **Approved By** and **Approved Date** fields on the page will automatically populate with the **User ID** and the current date.

The screenshot shows the 'Approve Deposits' form with the following fields:

- Deposit Unit: 50100
- Deposit control Ticket Number: DCTR01
- Control Total Amount: 750.000
- Control Count: 1
- Bank Deposit Date: 12/05/2019
- WS Posted By: (empty)
- WS Posted Date: (empty)
- Approved By: (empty)
- Approved Date: (empty)

Deposit ID	Deposit Amount	Status	View Detail Status
1 91226	750.000	Complete	[icon]

Buttons: Set WS to Post, Approve (highlighted in red), Save, Notify.

The screenshot shows the 'Approve Deposits' form after approval. The 'Approved By' and 'Approved Date' fields are now populated and highlighted with a red box:

- Approved By: TINA.TURNER
- Approved Date: 12/11/2019

Deposit ID	Deposit Amount	Status	View Detail Status
1 91226	750.000	Approved	[icon]

Buttons: Set WS to Post, Approve, Add, Update/Display.

**Message**

Deposit is approved (25007,4)

OK



# Reviewing General Ledger Journal Information

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

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

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.

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

Directly Journalled Payments Deposit Control

Unit 50100 Deposit ID 91226 Payment CK1234 Seq 1

**Currency Details**

Amount	750.00	Currency	USD
Base	750.00	Currency	USD

Complete Budget Status Valid

**Accounting Line Display**

Standard  Supplemental (Entry Event)  Both Display

**Distribution Lines** Personalize | Find | First 1-4 of 4 Last

**ChartFields** Currency Details Budget Journal Reference Information Distribution Creation / Update Details

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Journal ID	Jour
S		1 50100		750.00	-750.00	USD	AR01289156	12/0
S		2 TREAS	750.00		750.00	USD	AR01289157	12/0
S		3 50100	750.00		750.00	USD	AR01289156	12/0
S		4 TREAS		750.00	-750.00	USD	AR01289157	12/0

**Total**

Lines	4	Total Debits	1,500.00	Currency	USD	Total Credits	1,500.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------



# Reviewing General Ledger Journal Information (continued)

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

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

Directly Journalled Payments | Deposit Control

Unit 50100      Deposit ID 91226      Payment CK1234      Seq 1

### Currency Details

Amount	750.00	Currency	USD
Base	750.00	Currency	USD

Complete      Budget Status Valid

### Accounting Line Display

Standard       Supplemental (Entry Event)       Both      [Display](#)

### Distribution Lines

Personalize | Find | |      First 1-4 of 4 Last

ChartFields | **Currency Details** | Budget | Journal Reference Information | Distribution Creation / Update Details

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Line Descr
S		1 50100		750.00	-750.00	USD	19-12-05AR_DIRJRNL91226
S		2 TREAS	750.00		750.00	USD	19-12-05AR_DIRJRNL91226
S		3 50100	750.00		750.00	USD	19-12-05AR_DIRJRNL91226
S		4 TREAS		750.00	-750.00	USD	19-12-05AR_DIRJRNL91226

<      >

### Total

Lines	4	Total Debits	1,500.00	Currency	USD	Total Credits	1,500.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------



# Simulation: Finalizing/Approving a Deposit

You will now view a simulation that demonstrates how to **finalize and approve a deposit**.







## Lesson 4: Finalizing a Deposit Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Lesson 4: Summary

4

Finalizing a Deposit

In this lesson, you learned:

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



# Course Summary

AR326

Creating and Maintaining Deposits

In this course, you learned:

- Understand key Accounts Receivable Creating and Maintaining Deposits concepts
- Understand how Accounts Receivable Creating and Maintaining Deposits 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



# Course Evaluation

Congratulations! You successfully completed the **501 AR326: Creating and Maintaining Deposits** course.

Your instructor will provide instructions on how to access the evaluation survey for 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 Creating and Maintaining Deposits (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.

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



## Key Terms (continued)

**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 (continued)

**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 Receipts:** 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 Creating and Maintaining Deposits (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.



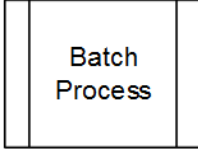
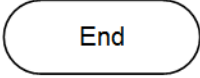
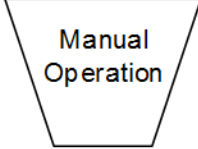
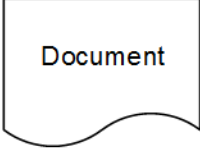
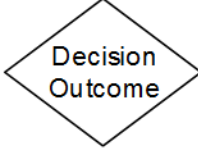
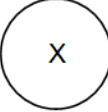
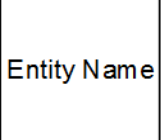
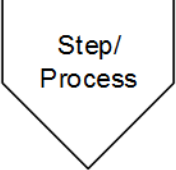
**Payments:** In the Accounts Receivable module, this term refers to funds received by the agency.

**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

	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 preformed manually.		Depicts a document of any kind, either electronic or hard 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.