501 AR326
Creating and Maintaining Deposits

Instructor Led Training

Rev 11/24/2021

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) 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:

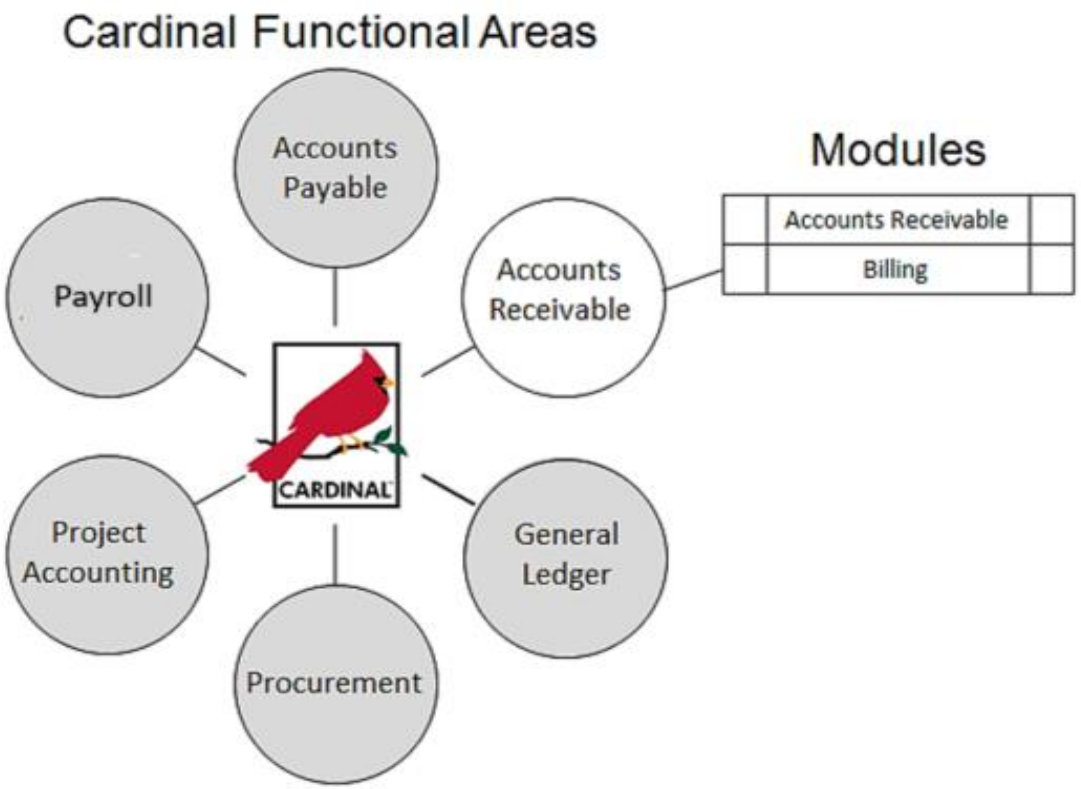
- Accounts Receivable Overview
- Key concepts
- Accounts Receivable functional area in Cardinal
- Accounts Receivable – Funds Receipts process

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

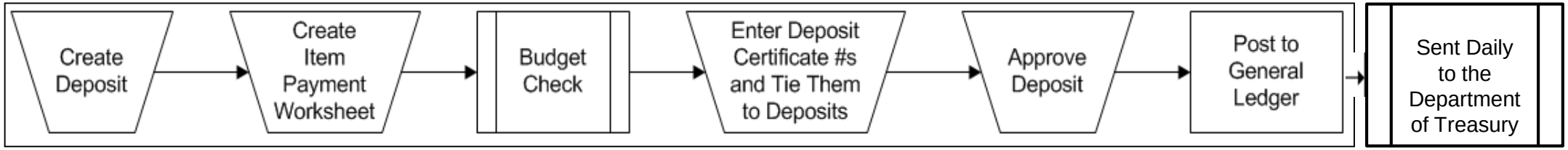
In the Accounts Receivable module, the Creating and Maintaining Deposits process allows the user to create deposits in Cardinal from payments received. The user can either credit existing accounts receivable items or create direct journal payments for miscellaneous receivables.

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.

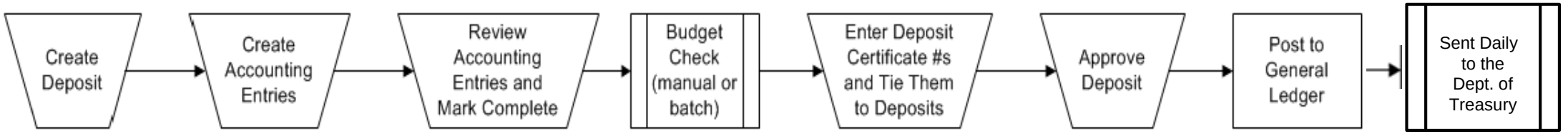
The approver reviews the accounting entry and initiates **Budget Check**.

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 r 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.

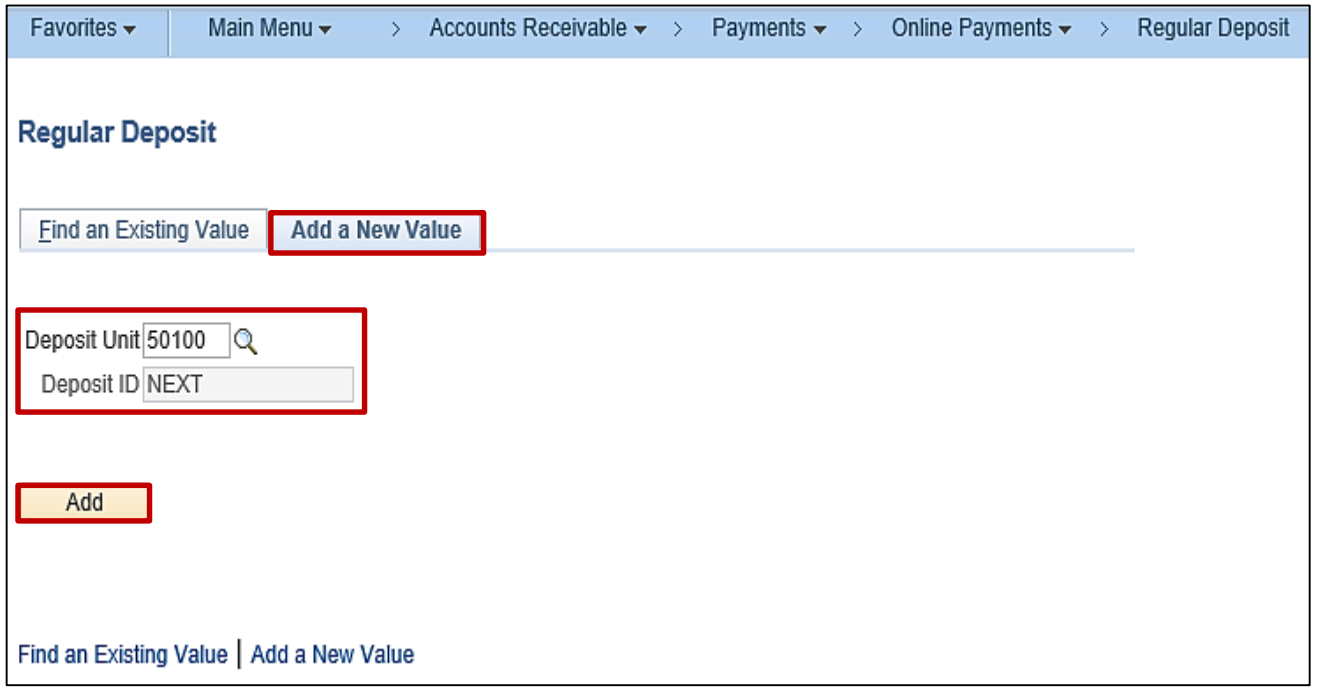
To enter a payment, navigate to the **Regular Deposit** page using the following path:

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



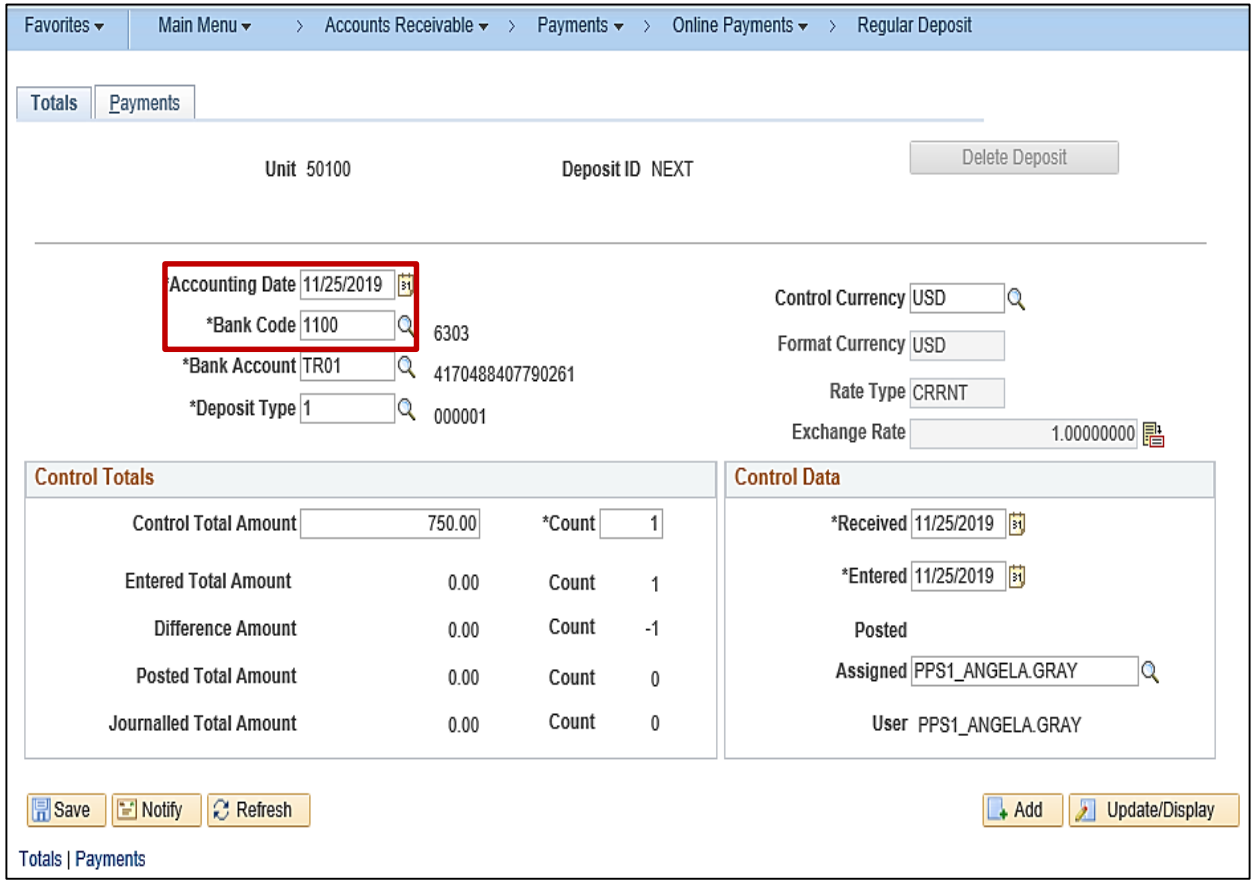
Totals Tab

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.

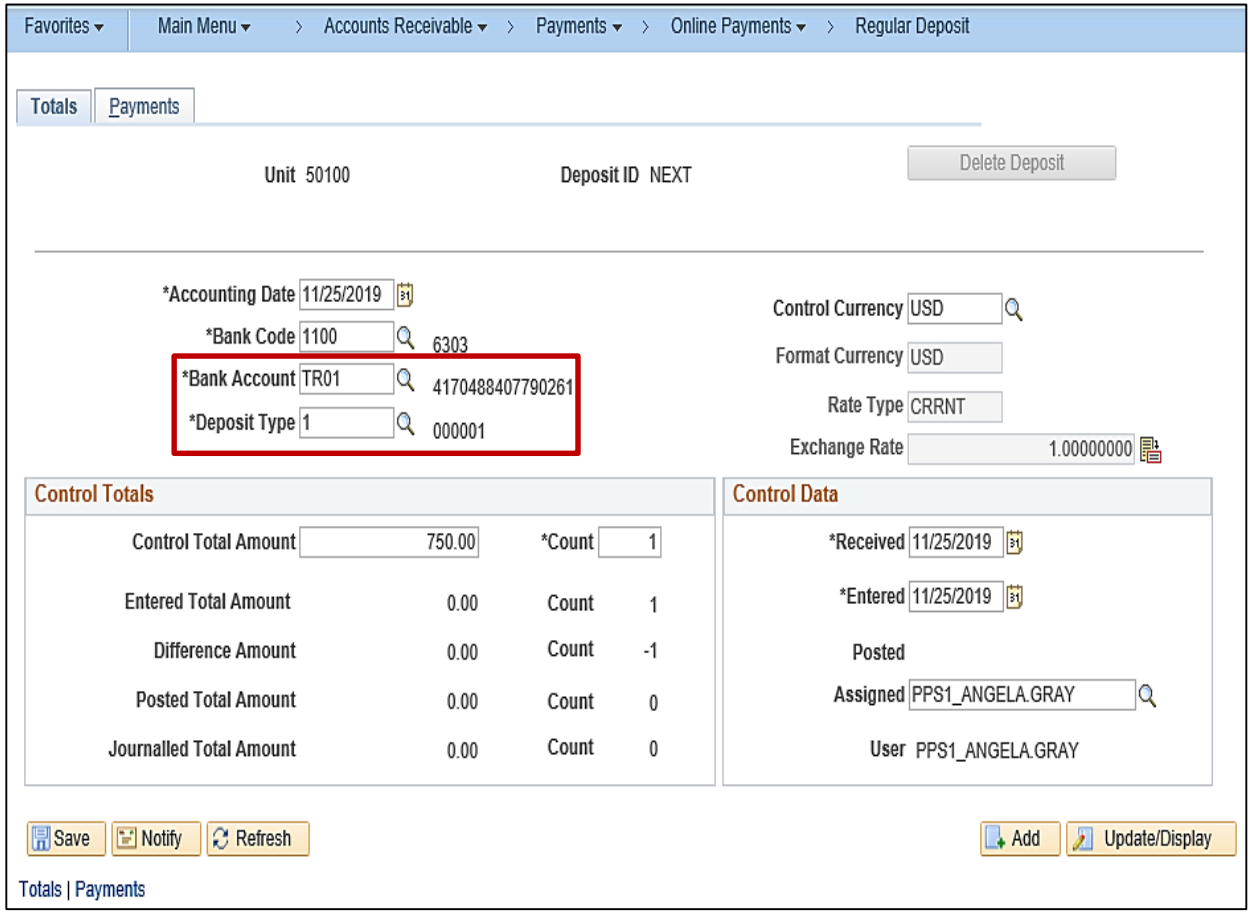
- Select **Bank Code**. The **Bank Code** determines which **Bank Account** is available for selection.



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.

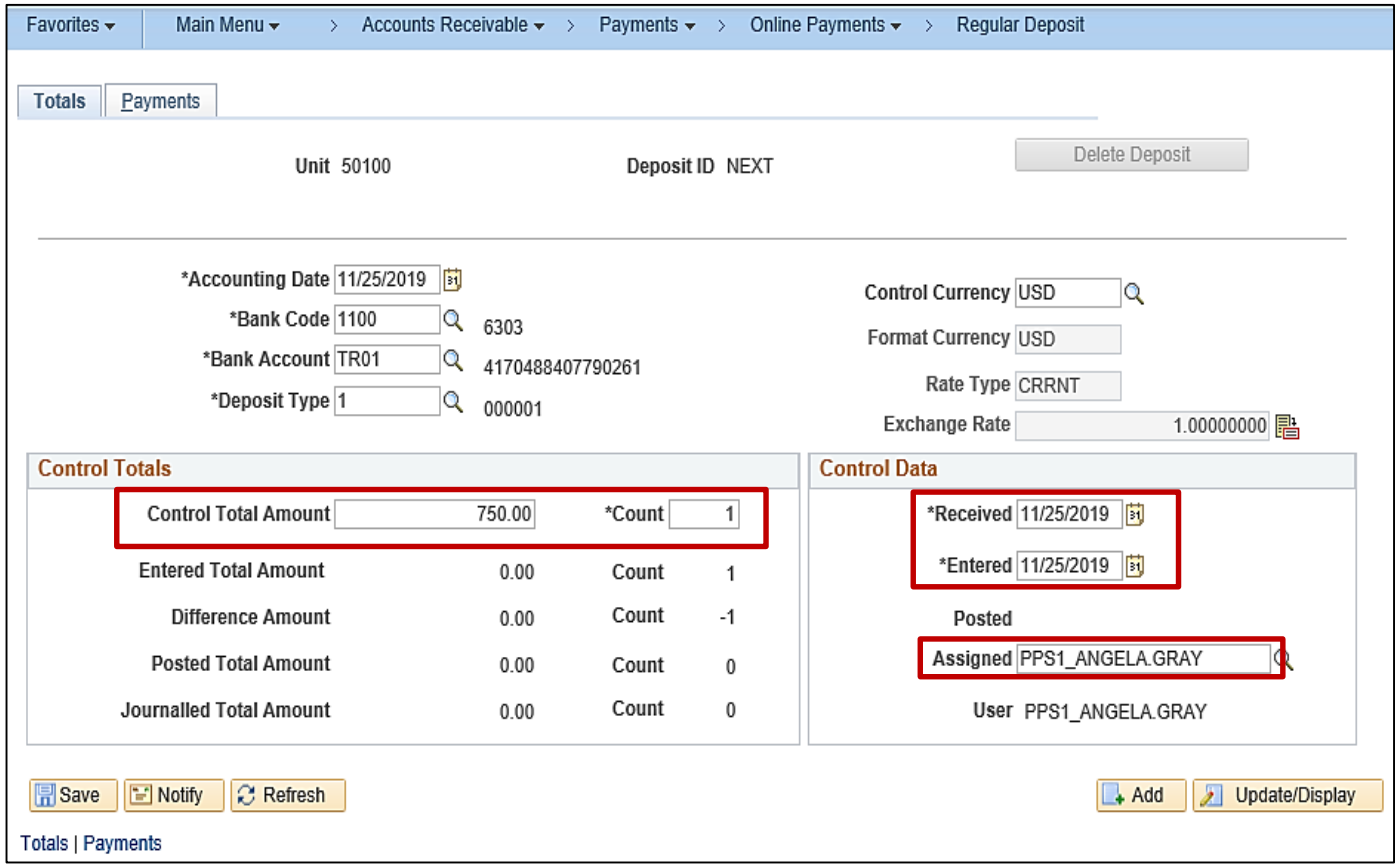


Totals Tab (continued)

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

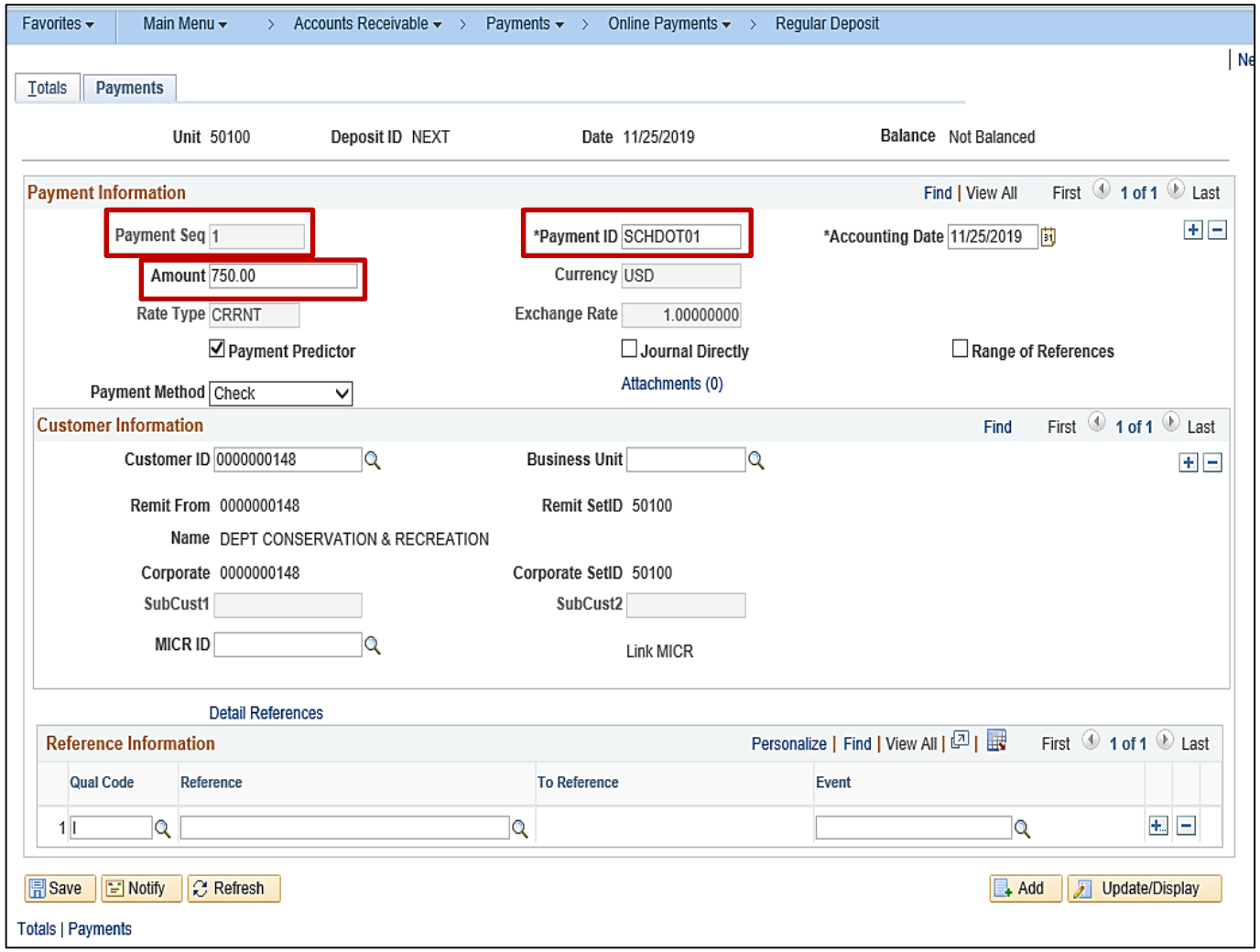


Payments Tab: Item Payment

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



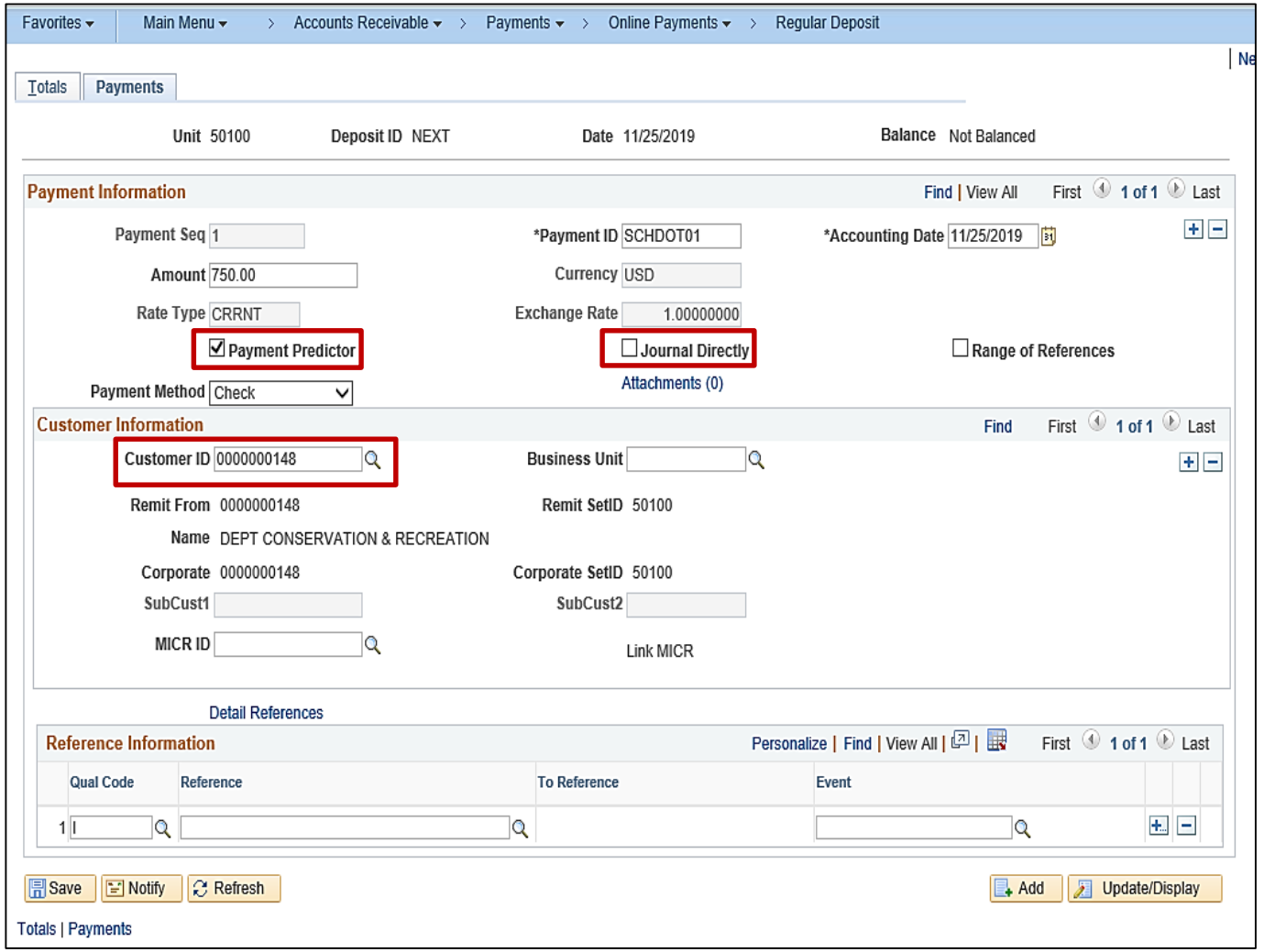
Payments Tab: Item Payment (continued)

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

- The **Payment Predictor** box is checked
- The **Journal Directly** box is unchecked

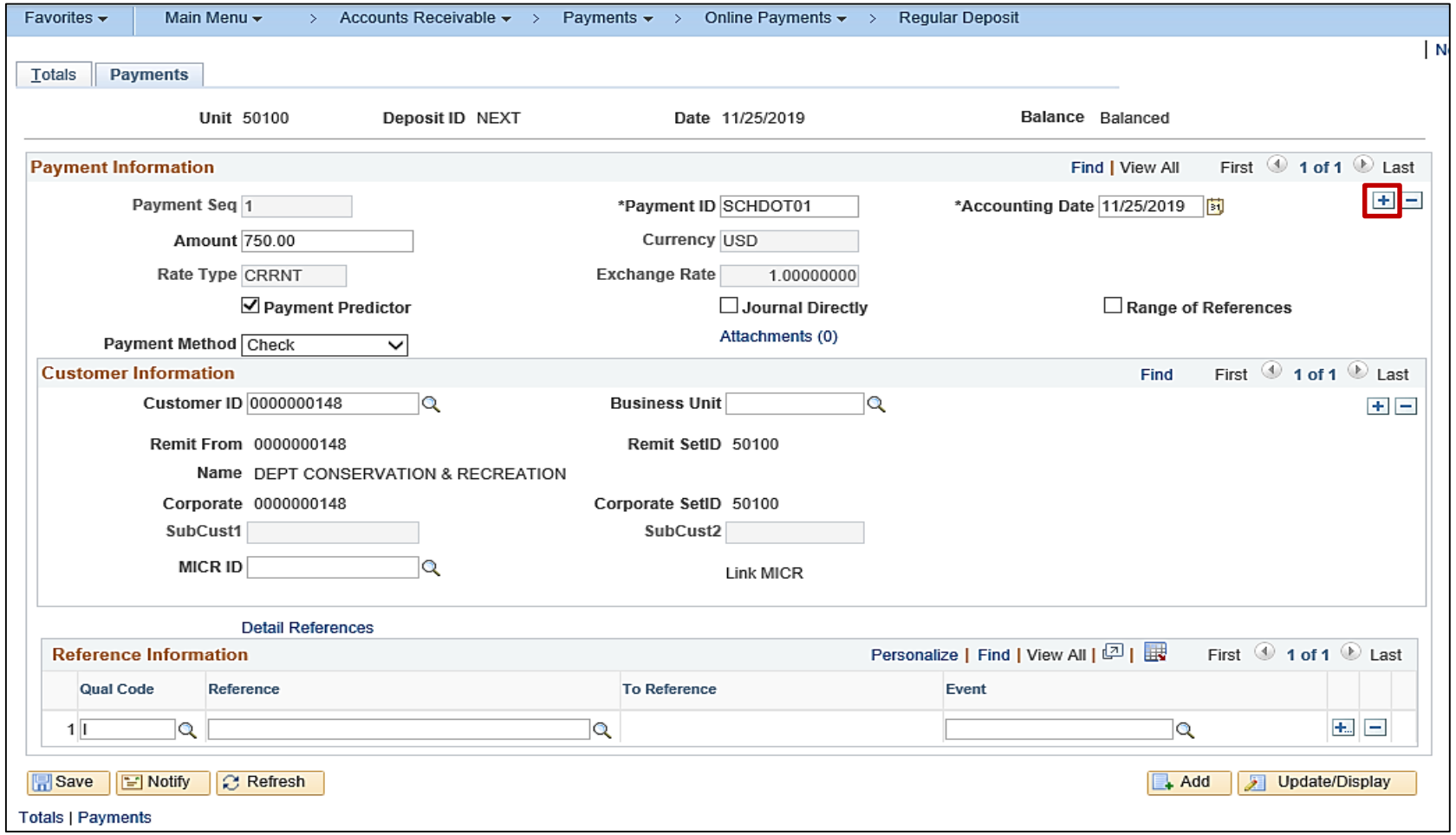
The **Payment Method** will default to **Check**. Use the drop-down to change to the appropriate **Payment Method**.

Enter the **Customer ID** in the **Customer Information** section to help ensure payments are applied against the appropriate receivable balances.



Payments Tab: Item Payment (continued)

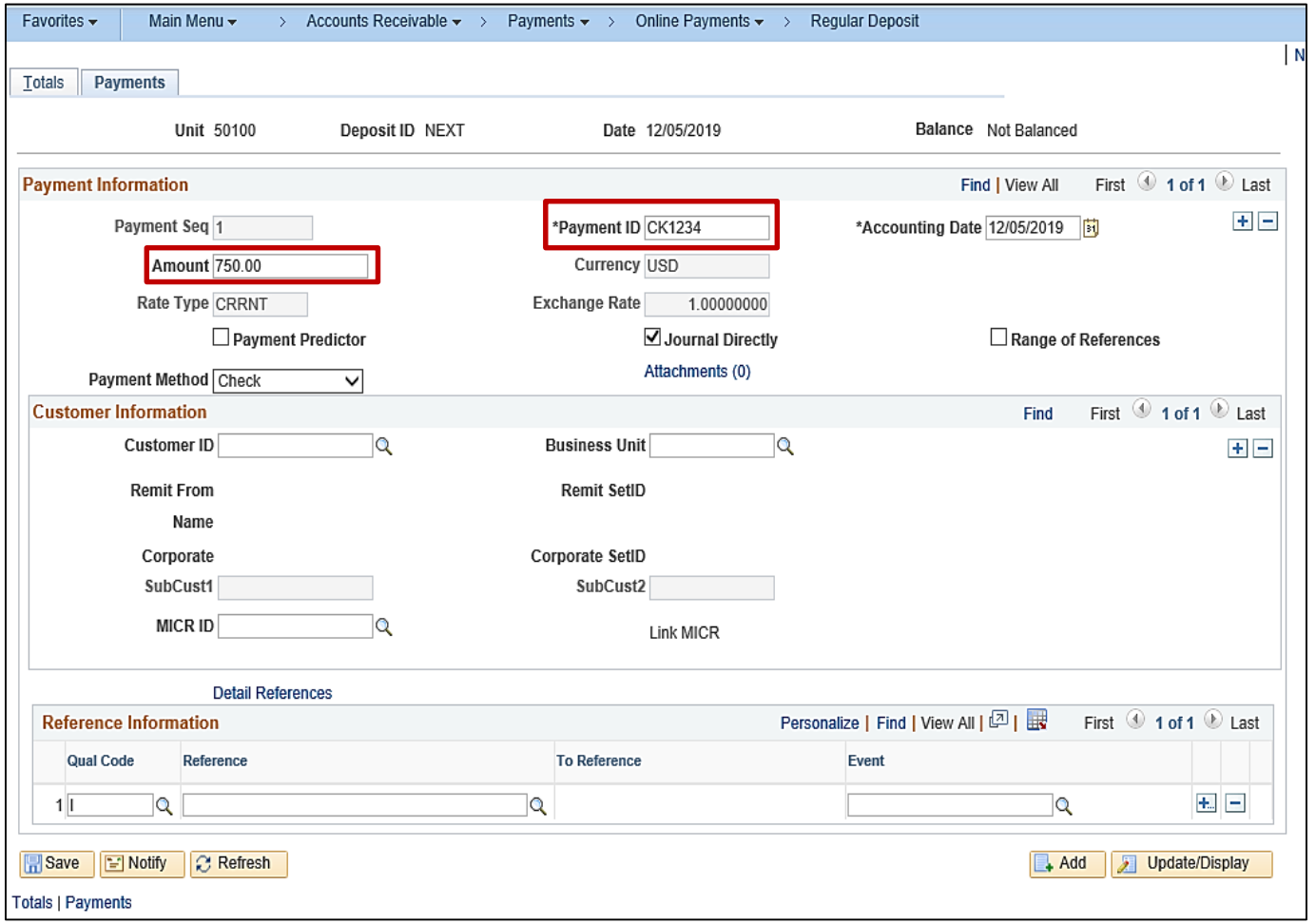
If more than one payment is required, click the **+** sign in the upper right corner of the **Payment Information** section and repeat the same steps for each payment.



Payments Tab: Direct Journal Payment

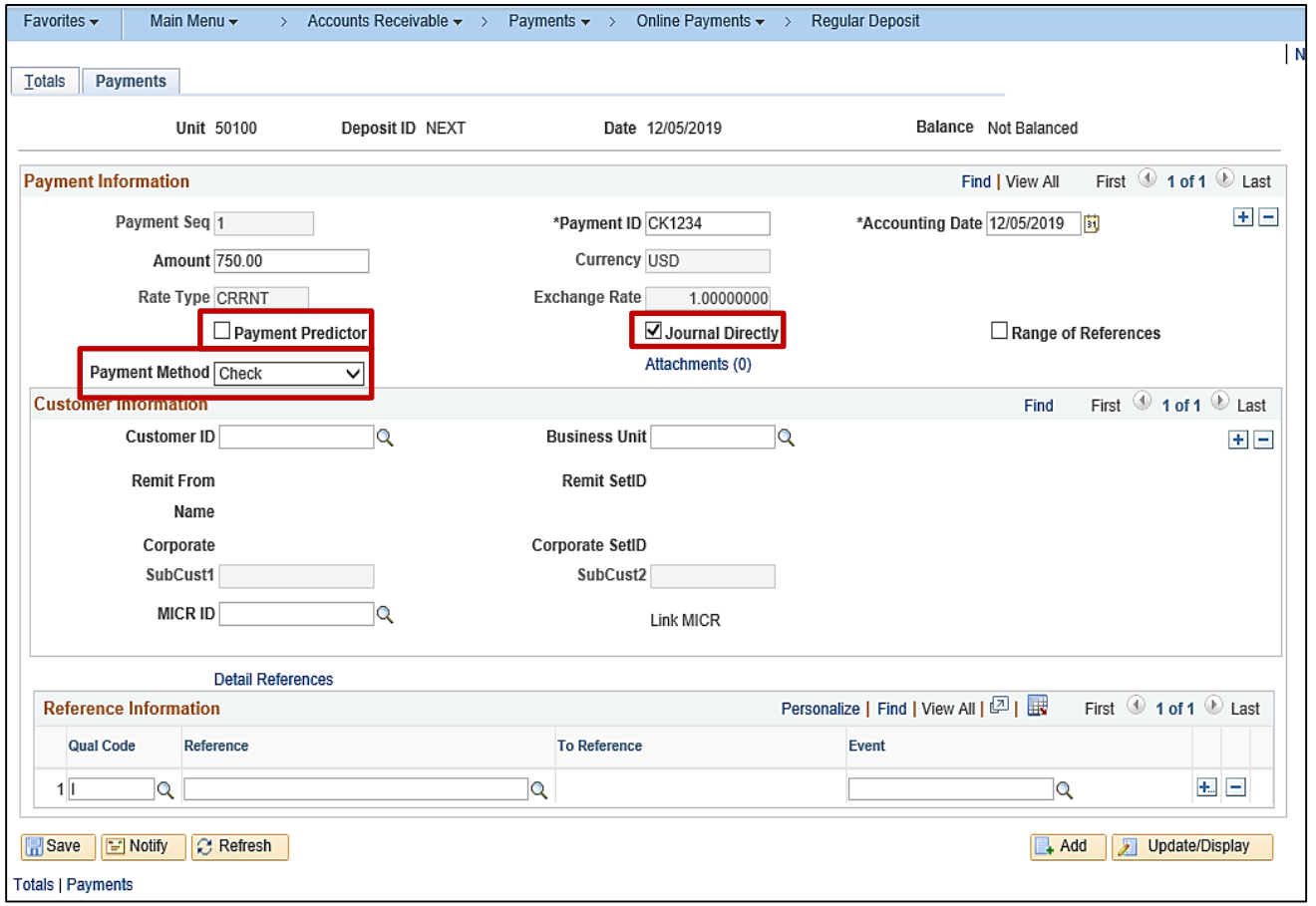
Follow the steps below to enter information on the **Payments** tab for a **Direct Journal Payment:**

- 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



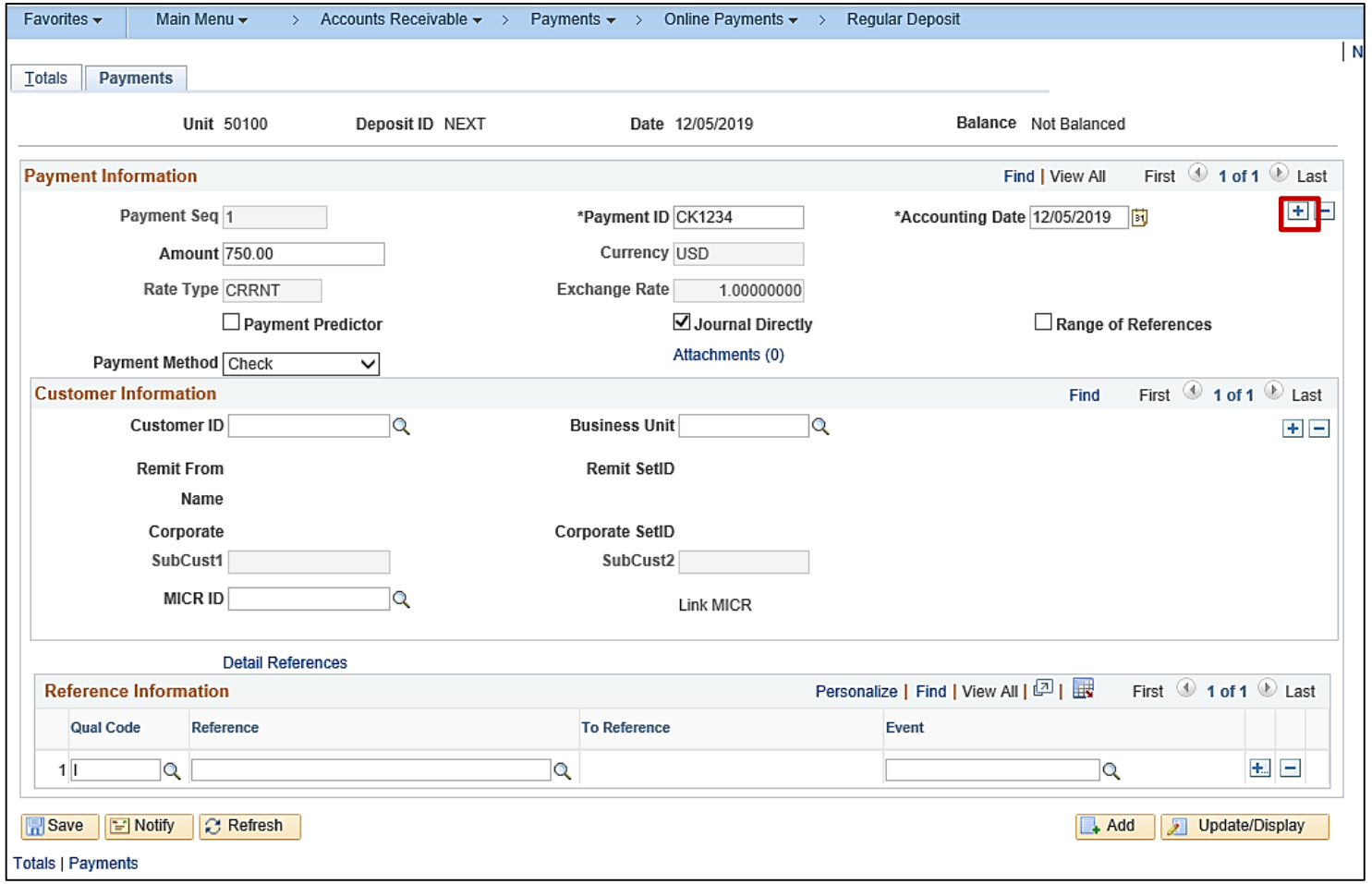
Payments Tab: Direct Journal Payment (continued)

- 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**.



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.



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

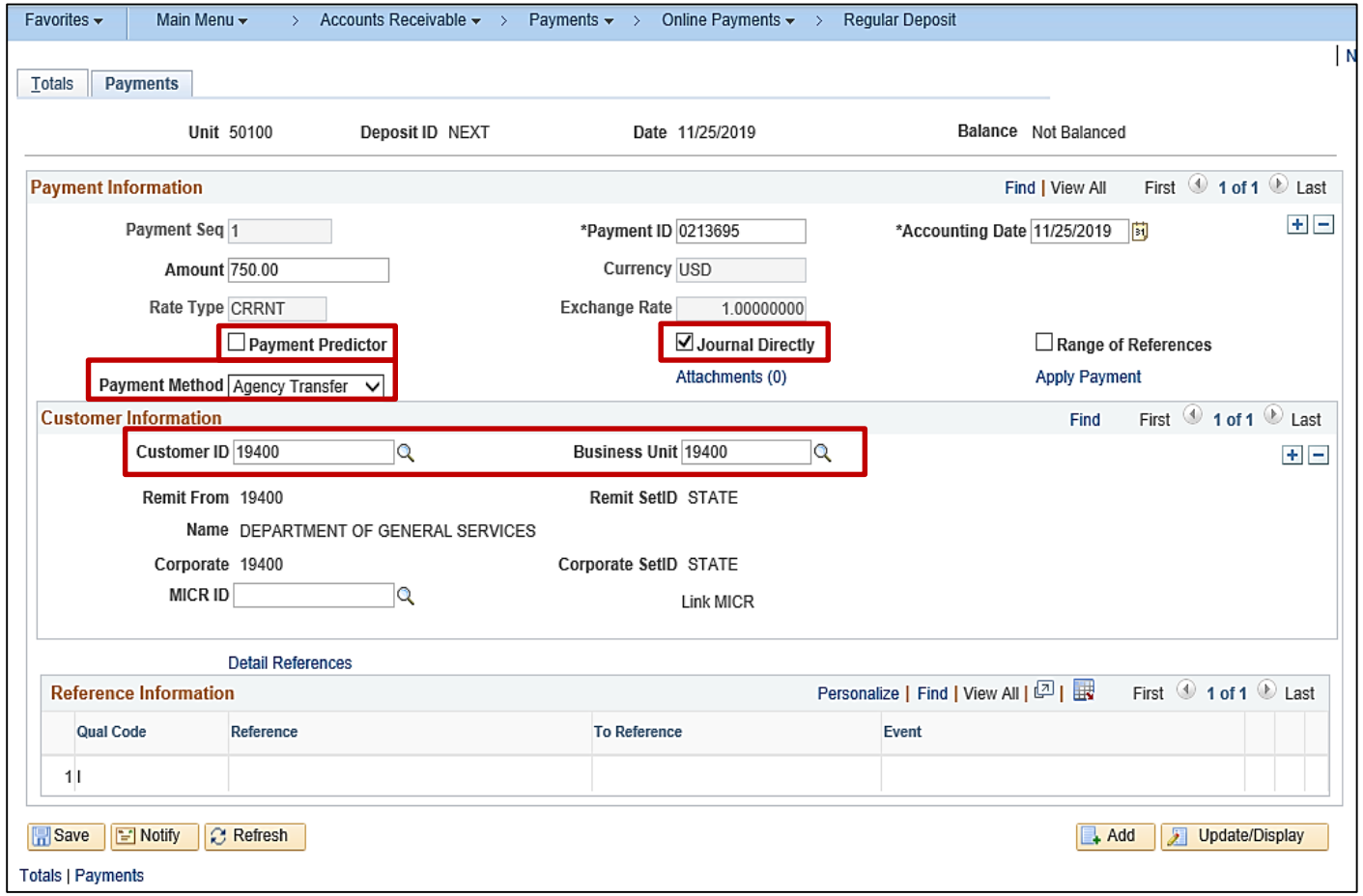
For a list of each agency's Customer ID (Business Unit) and Supplier ID numbers for ATA transactions, see the job aid entitled **SW Agency to Agency (ATA) Transactions** Information Sheet located on the Cardinal website in **Job Aids** under **Learning**.

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

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

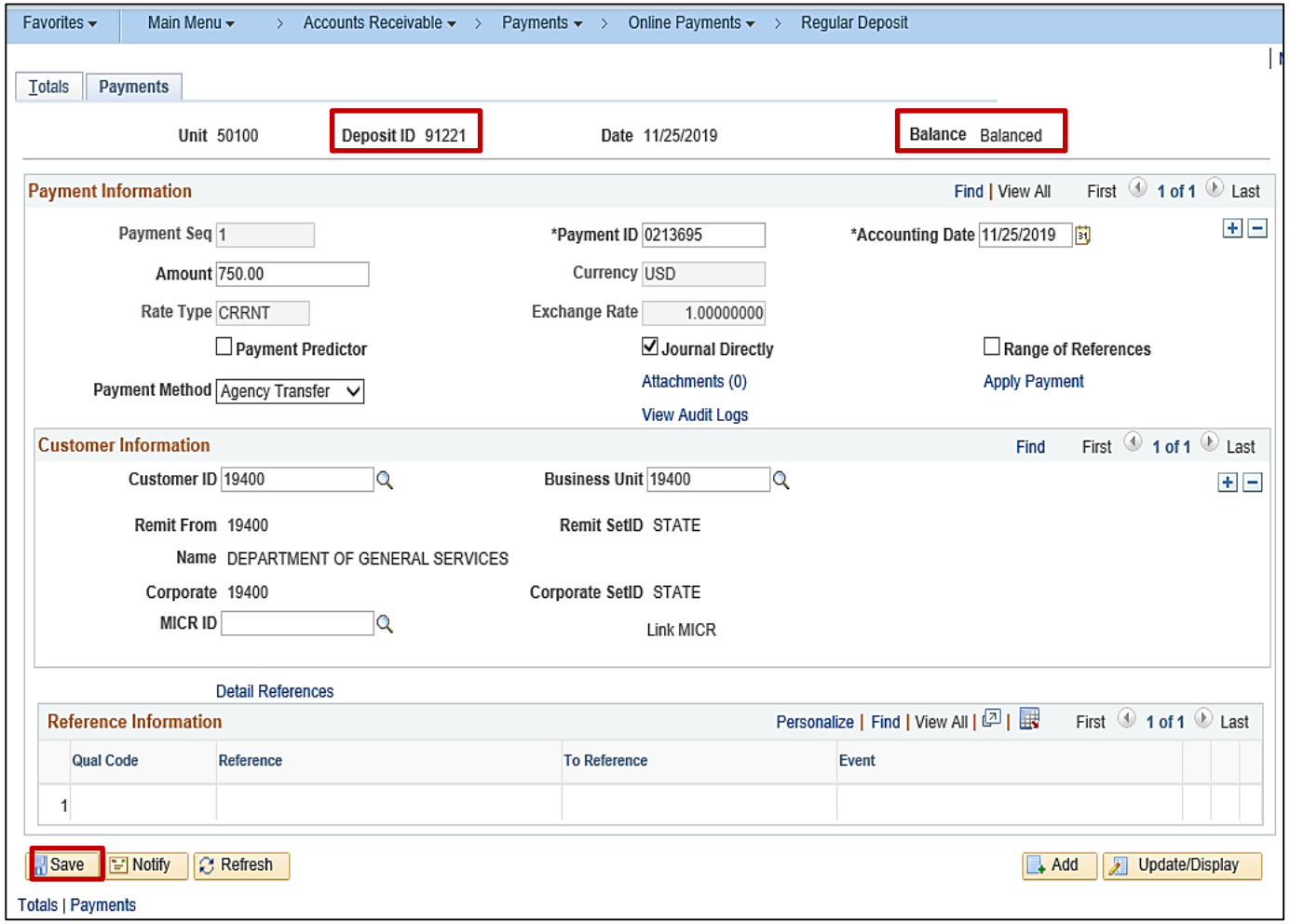


Saving Entries

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.



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.

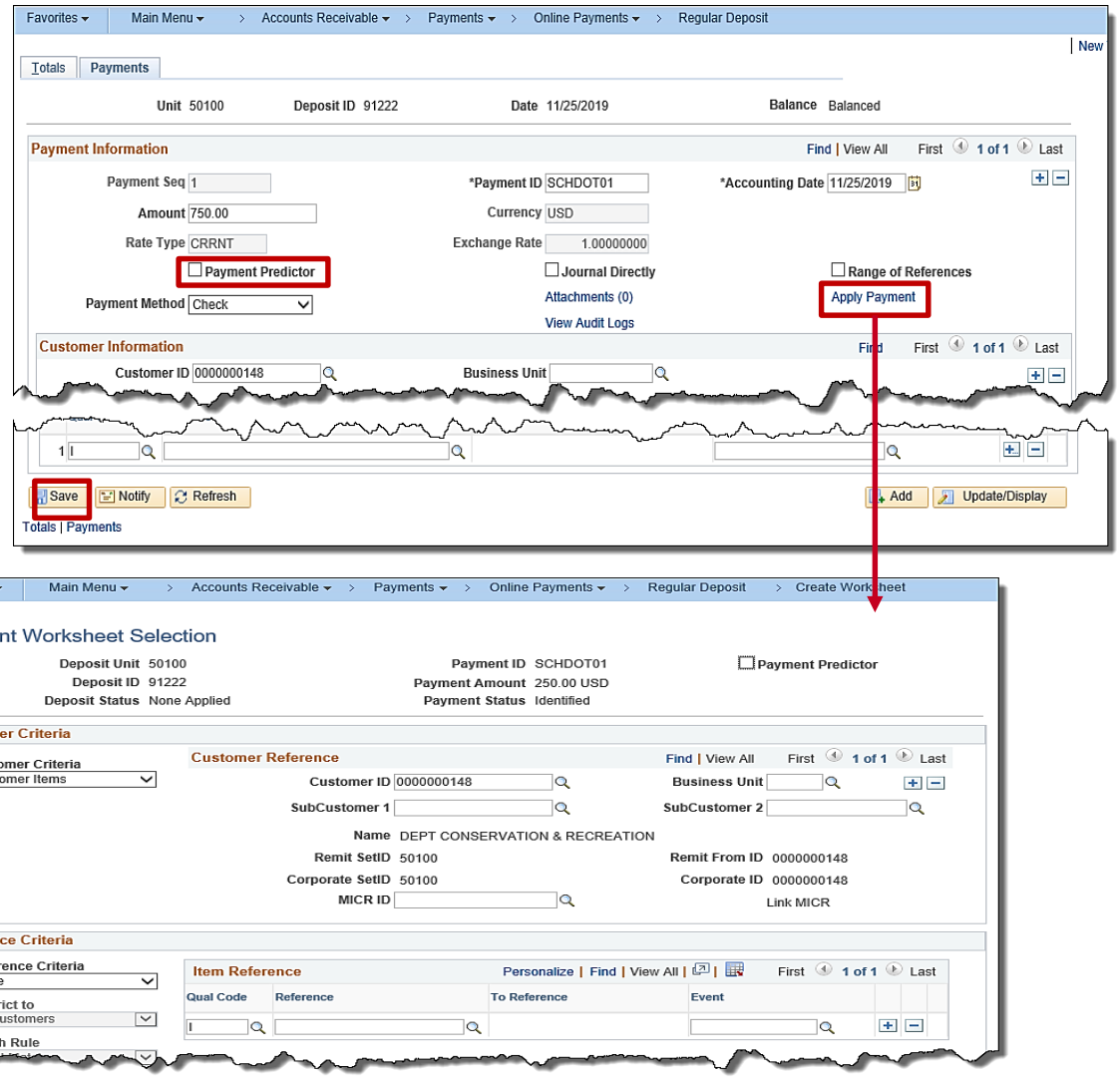
There are two ways to access this page depending how many item payments make up your deposit and whether the **Payment Predictor** checkbox is checked or not.

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.



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

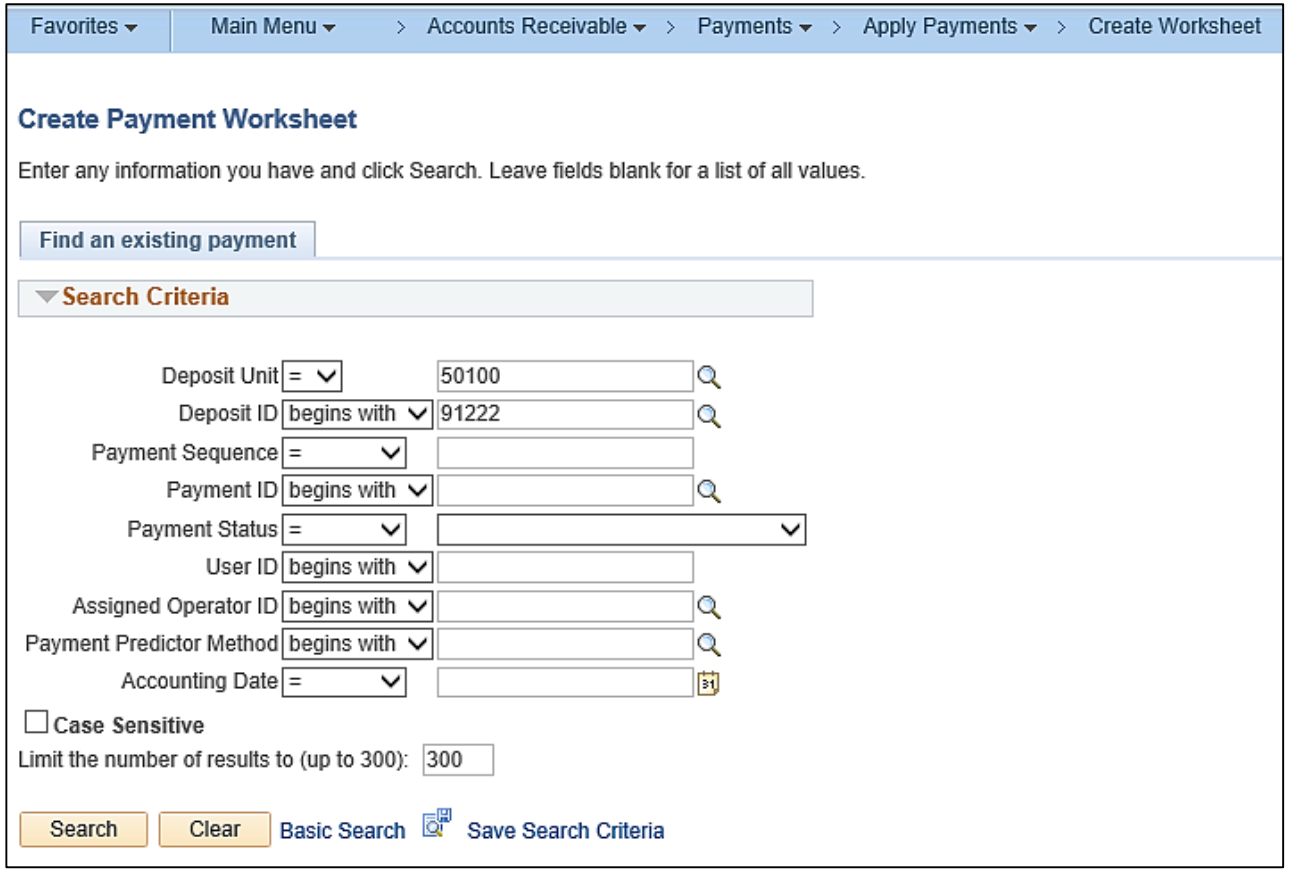
If the Deposit has more than one item payment, navigate to the **Create Payment Worksheet** using the following path:

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

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

Enter the **Deposit ID**.

Click the **Search** button.

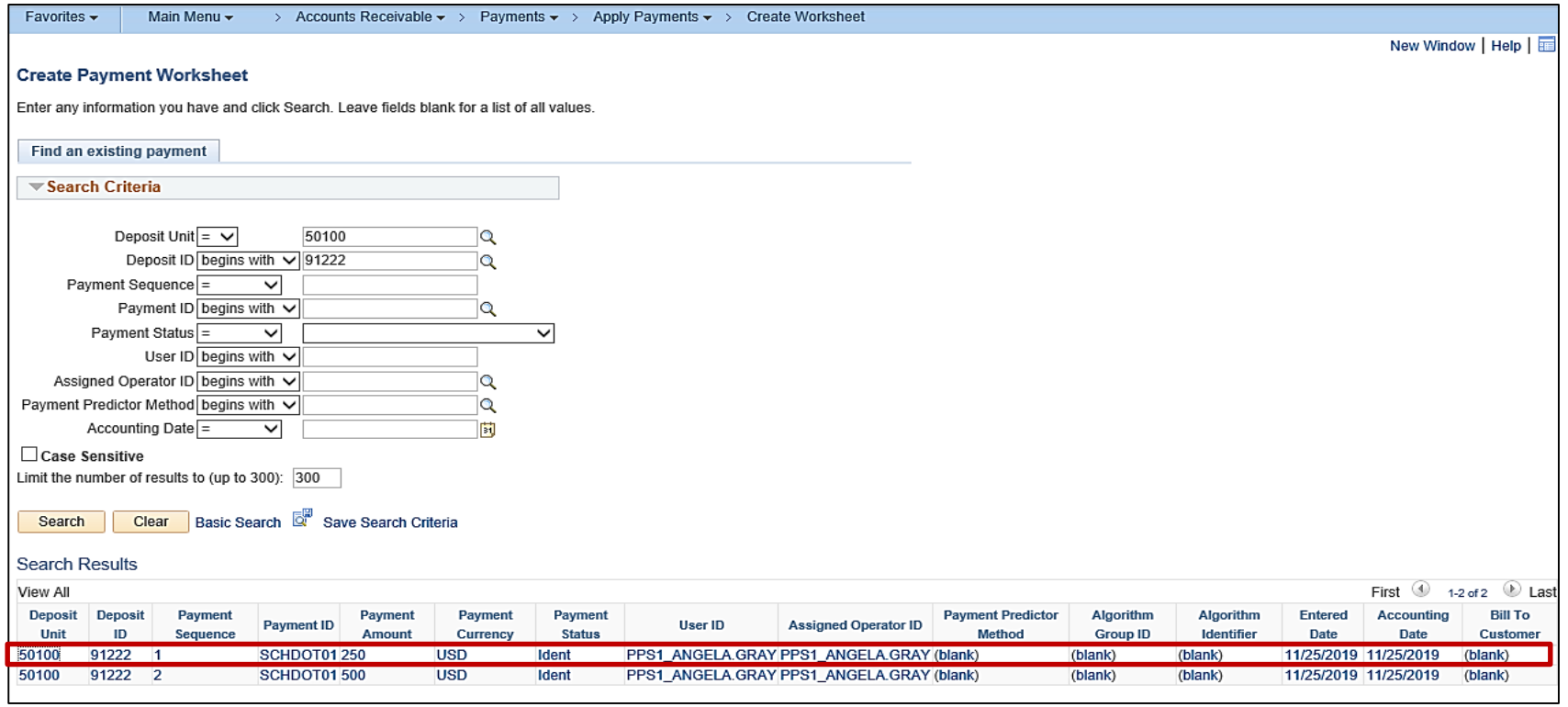


Accessing the Create Worksheet Page – Deposit Count is 2 or More

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.

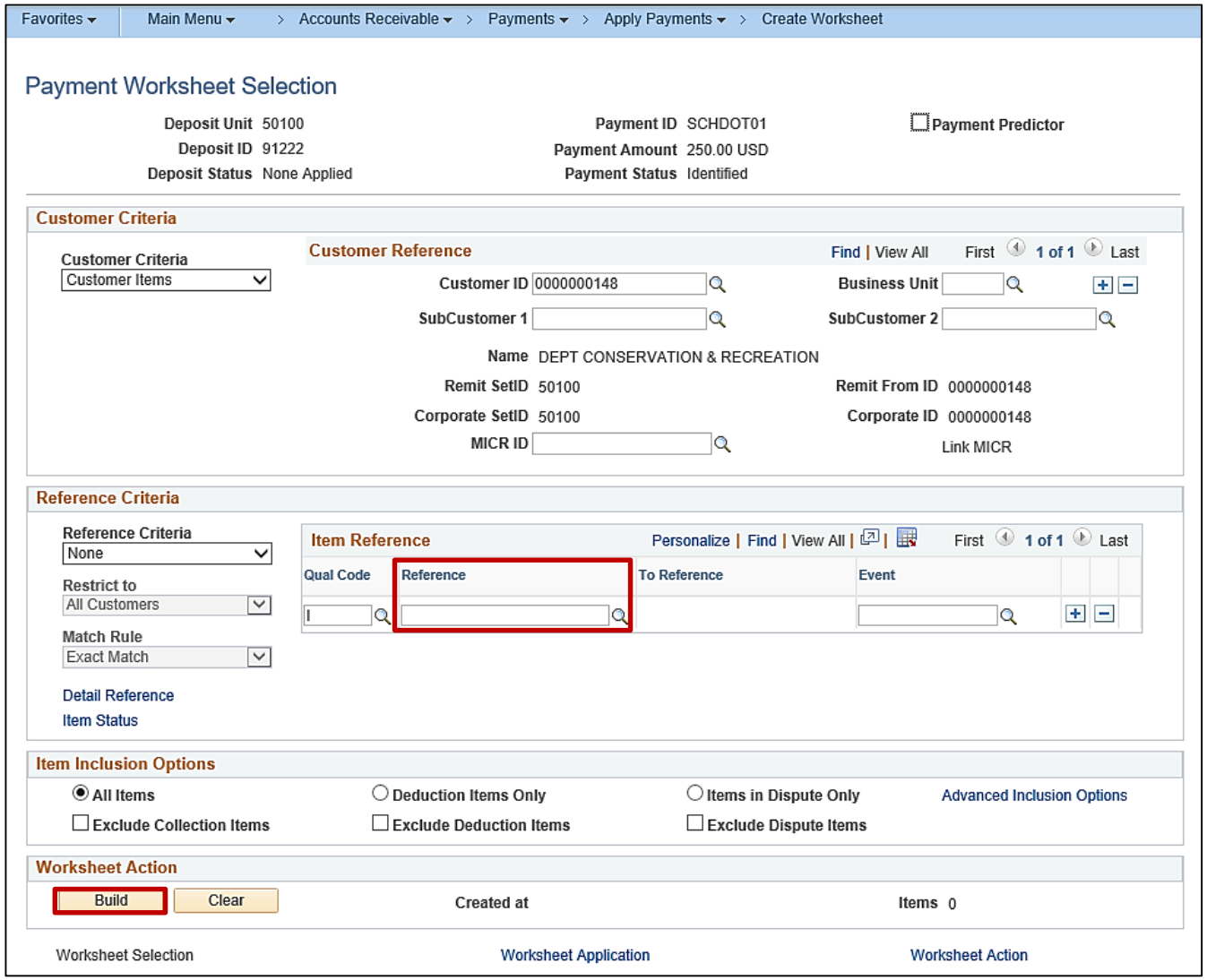
Click the first line listed to begin entering the accounting distribution information.



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**.



Processing an Item Payment (continued)

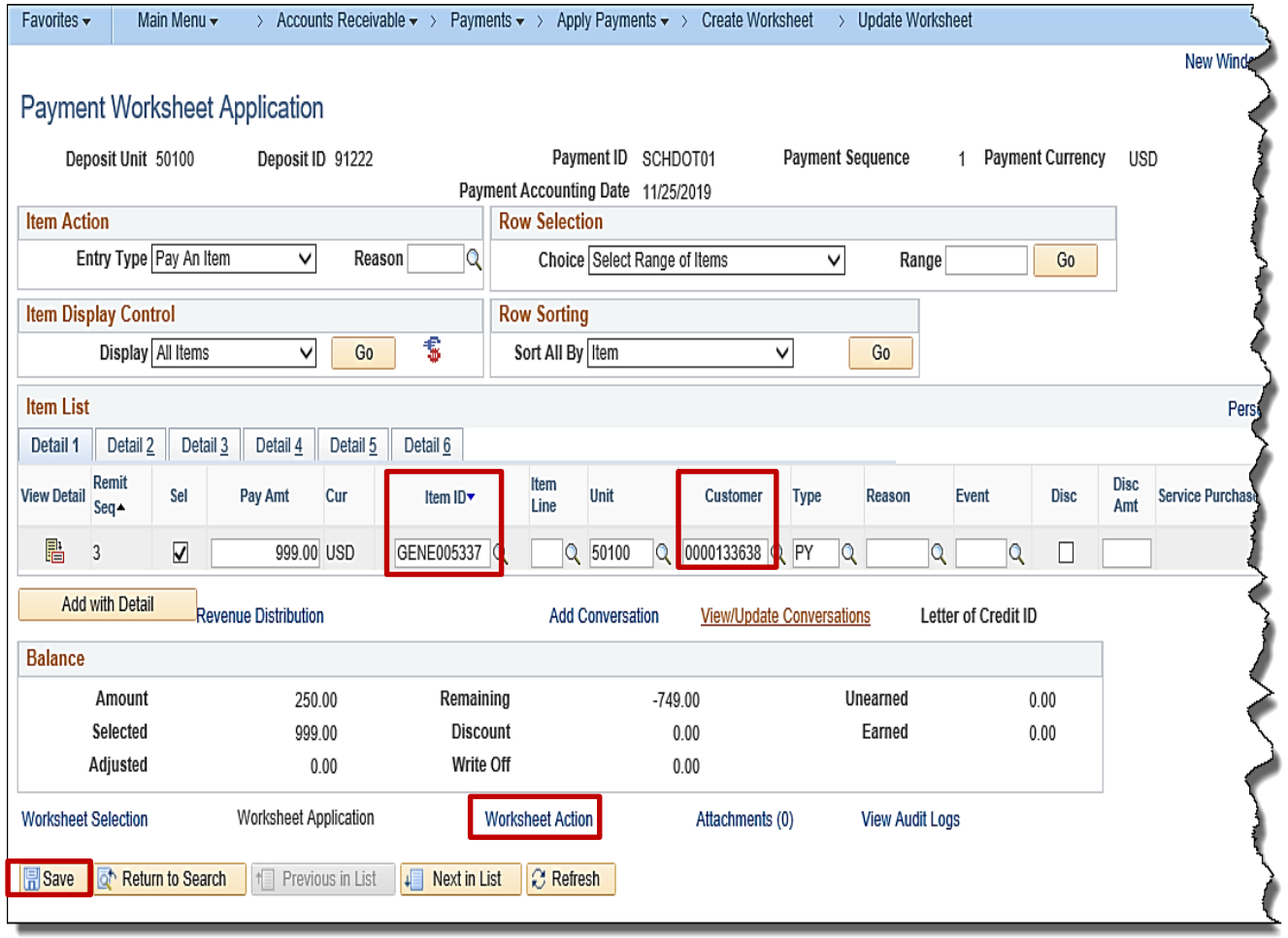
The **Payment Worksheet Application** page displays.

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**.

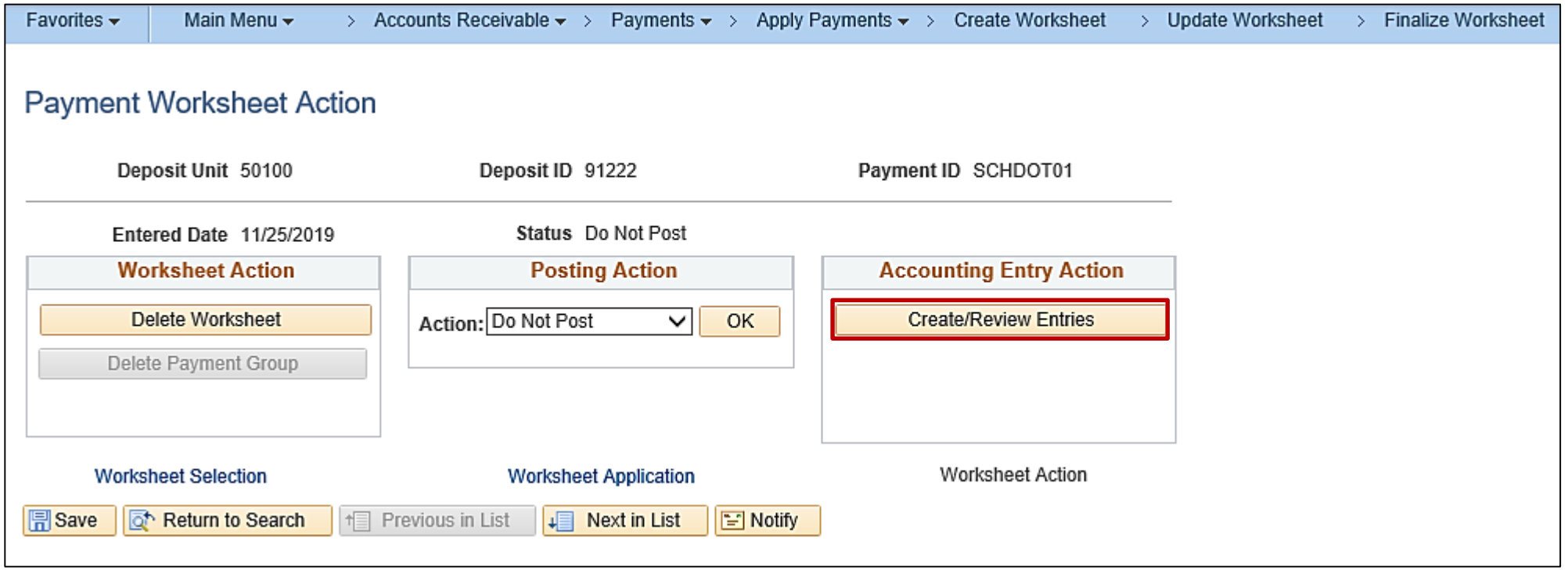
Click on **Worksheet Action** at the bottom of the page.



Processing an Item Payment (continued)

The **Payment Worksheet Action** page displays.

Create and review the accounting entries on this page.

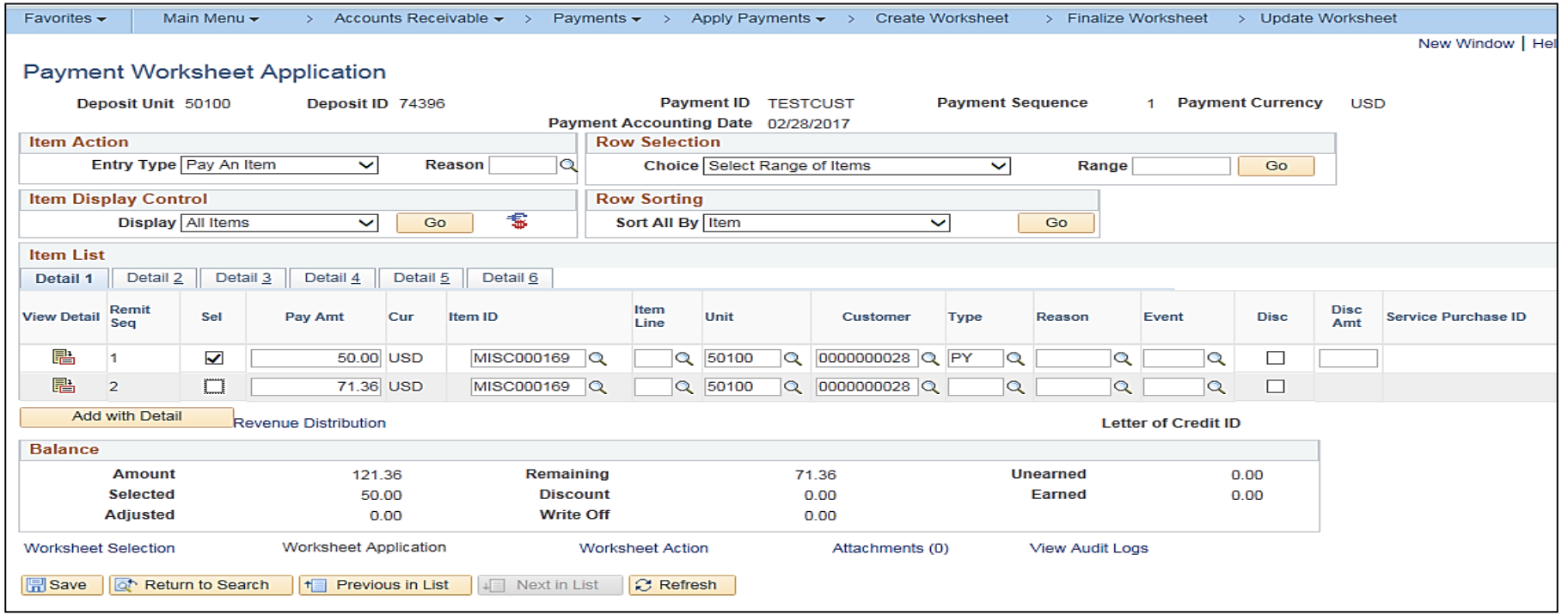


Processing an Item Payment: Partial Payment

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.



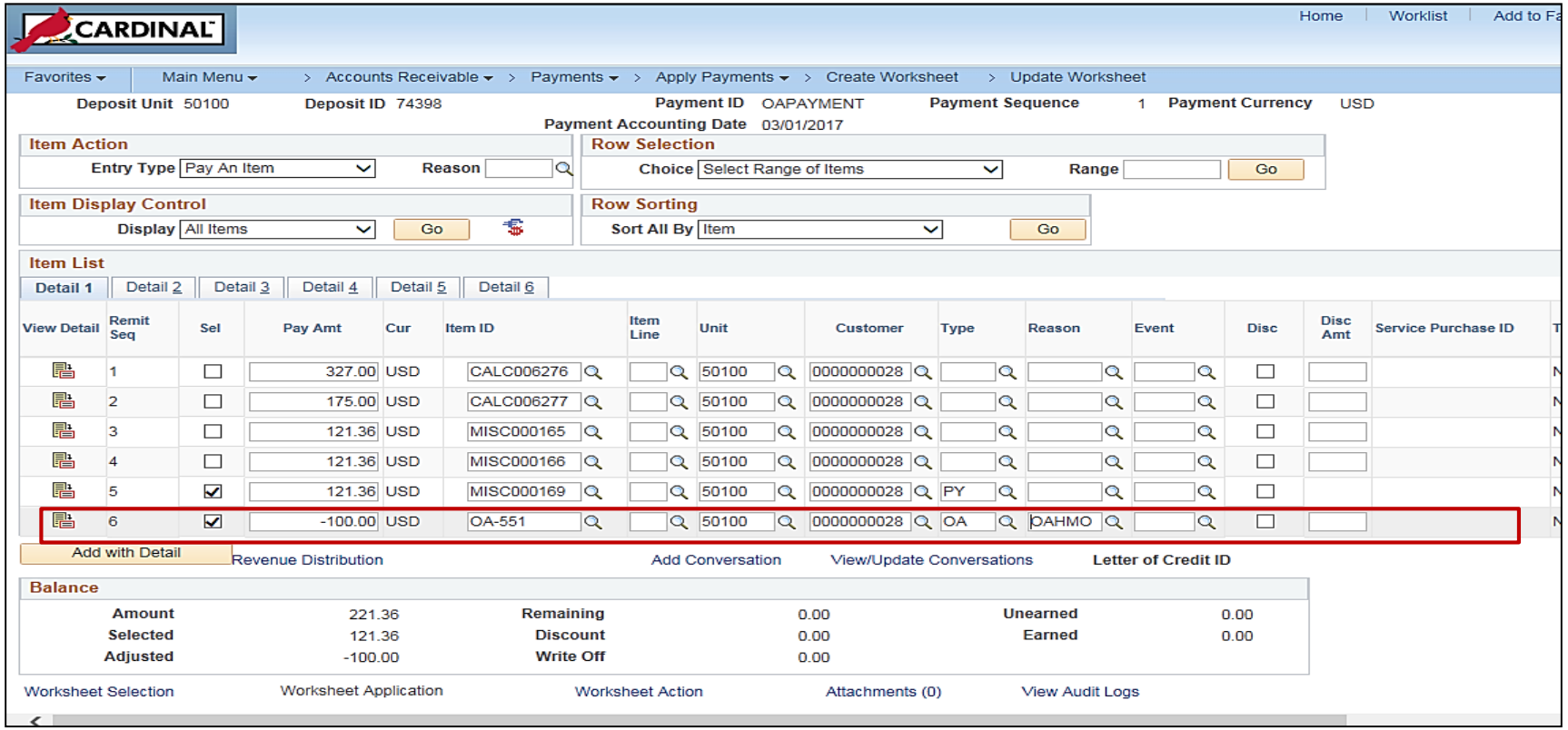
Processing an Item Payment: On-Account Payment

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.



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:

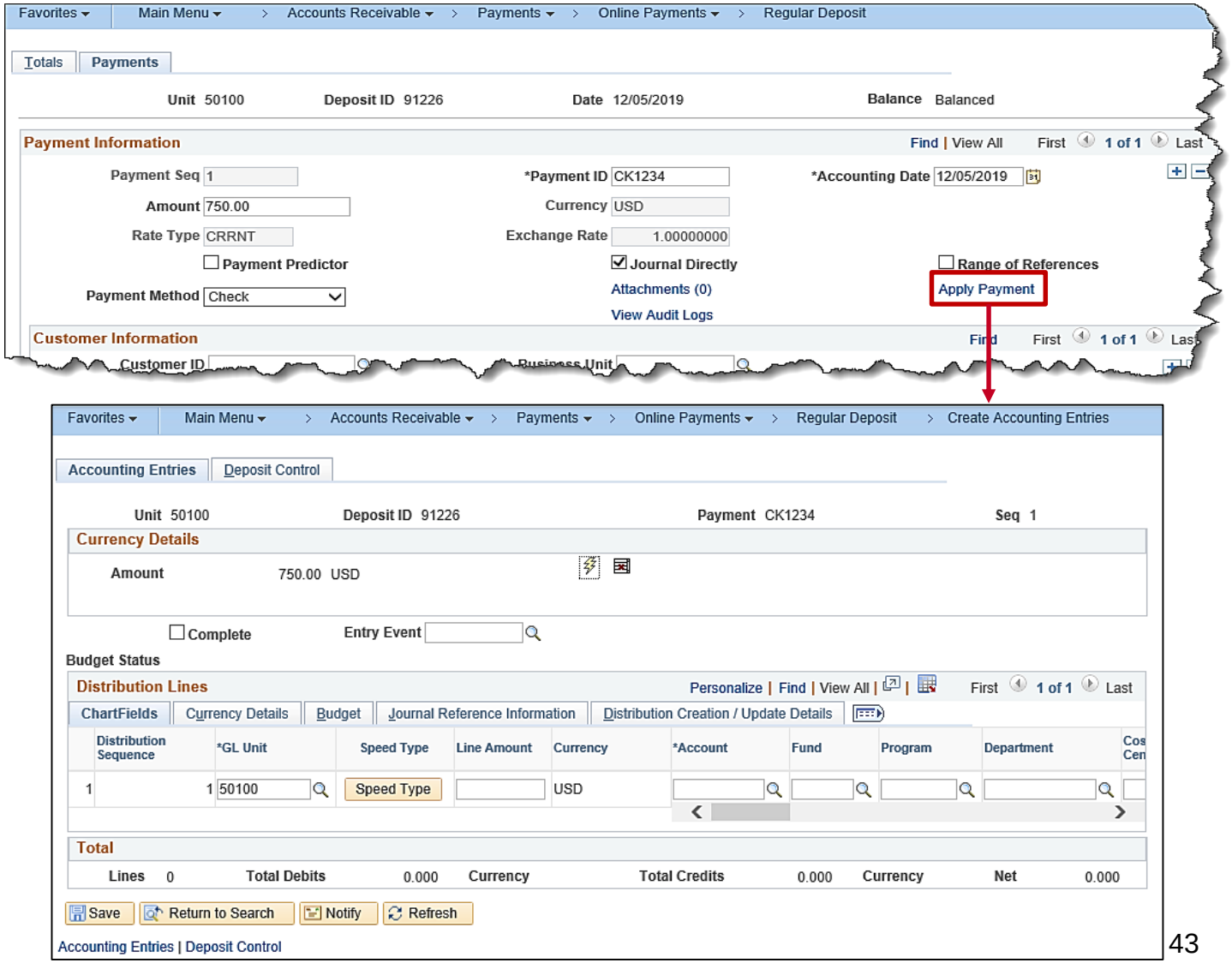
- Deposit **Count** equals 1- Use the **Apply Payment** link on the **Payments** tab.
- Deposit Count equals **2** or more - Navigate to the **Create Accounting Entries** page.

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.

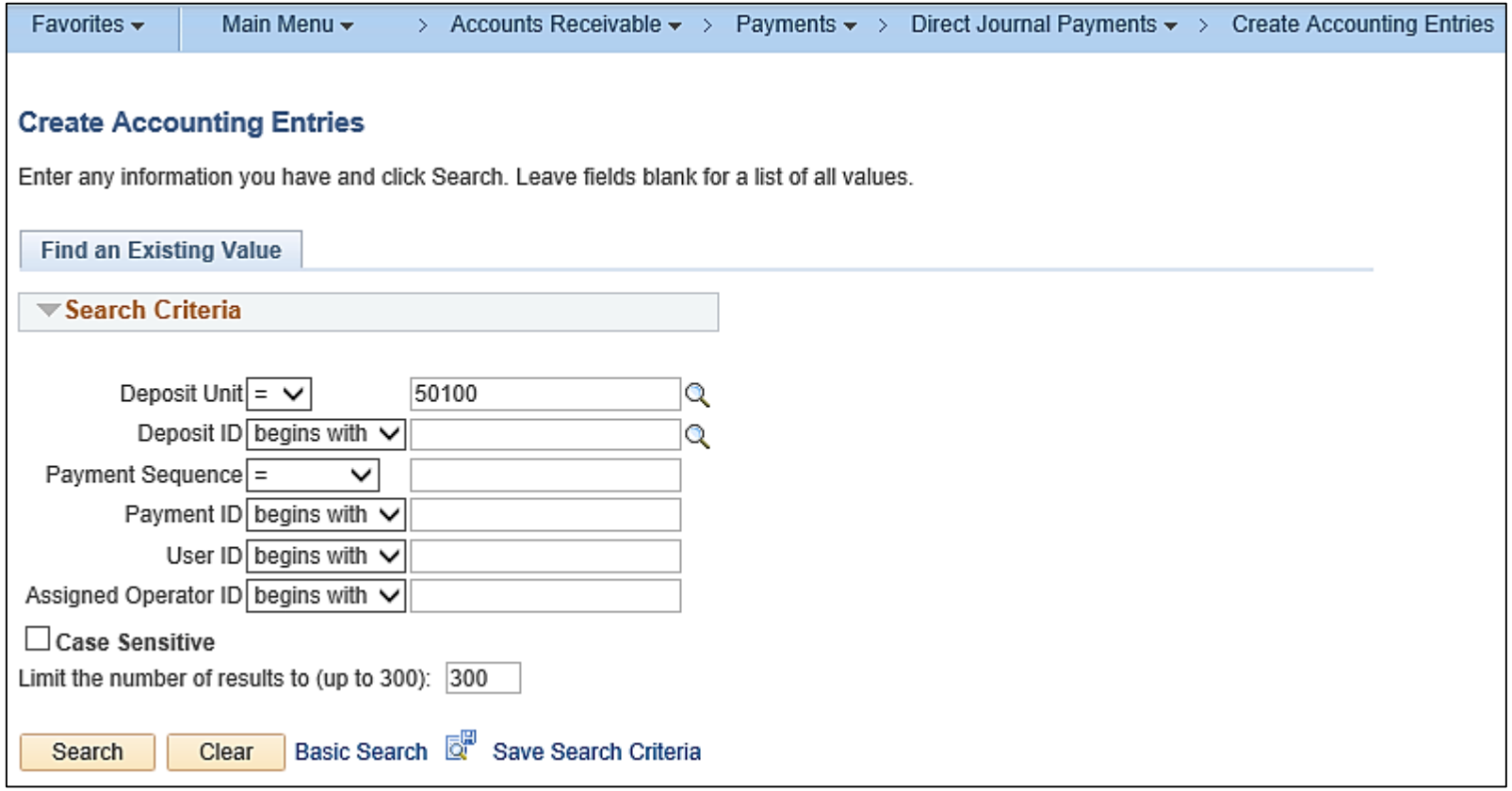
After you click the link, Cardinal automatically opens the **Create Accounting Entries** page.



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



Creating Accounting Entries for Deposits (continued)

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

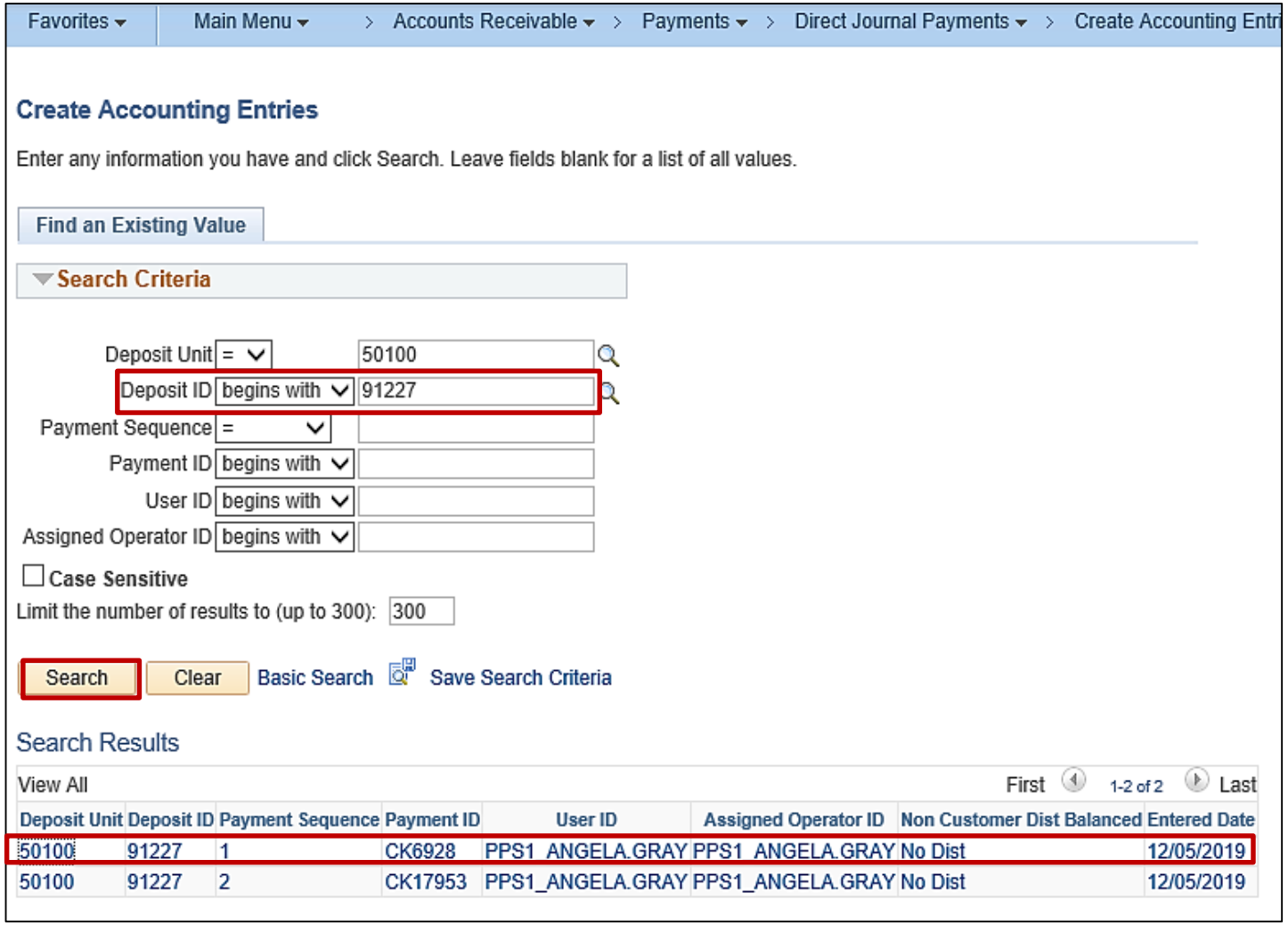
Enter the deposit id number in the **Deposit ID** field.

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.

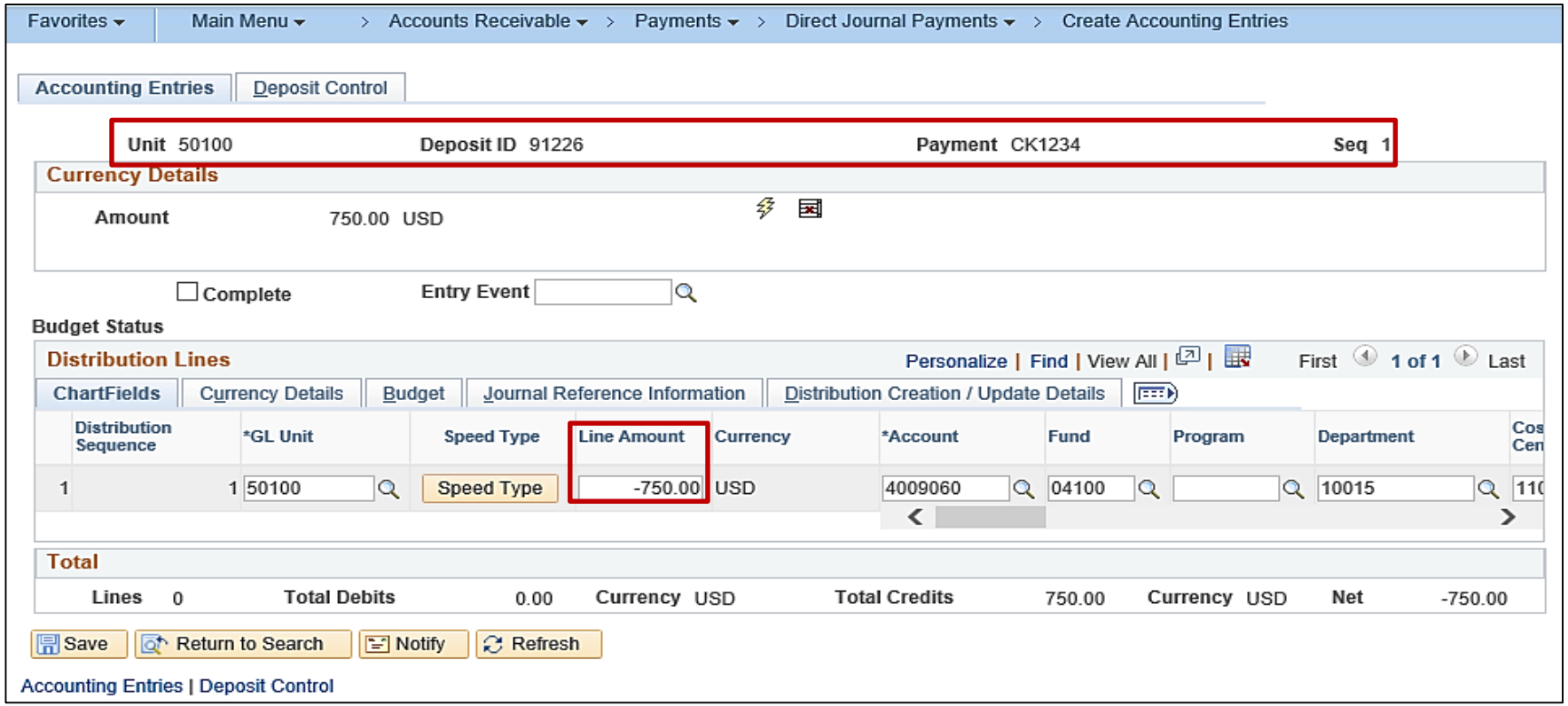
Click the first line listed to begin entering the accounting distribution information.



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.

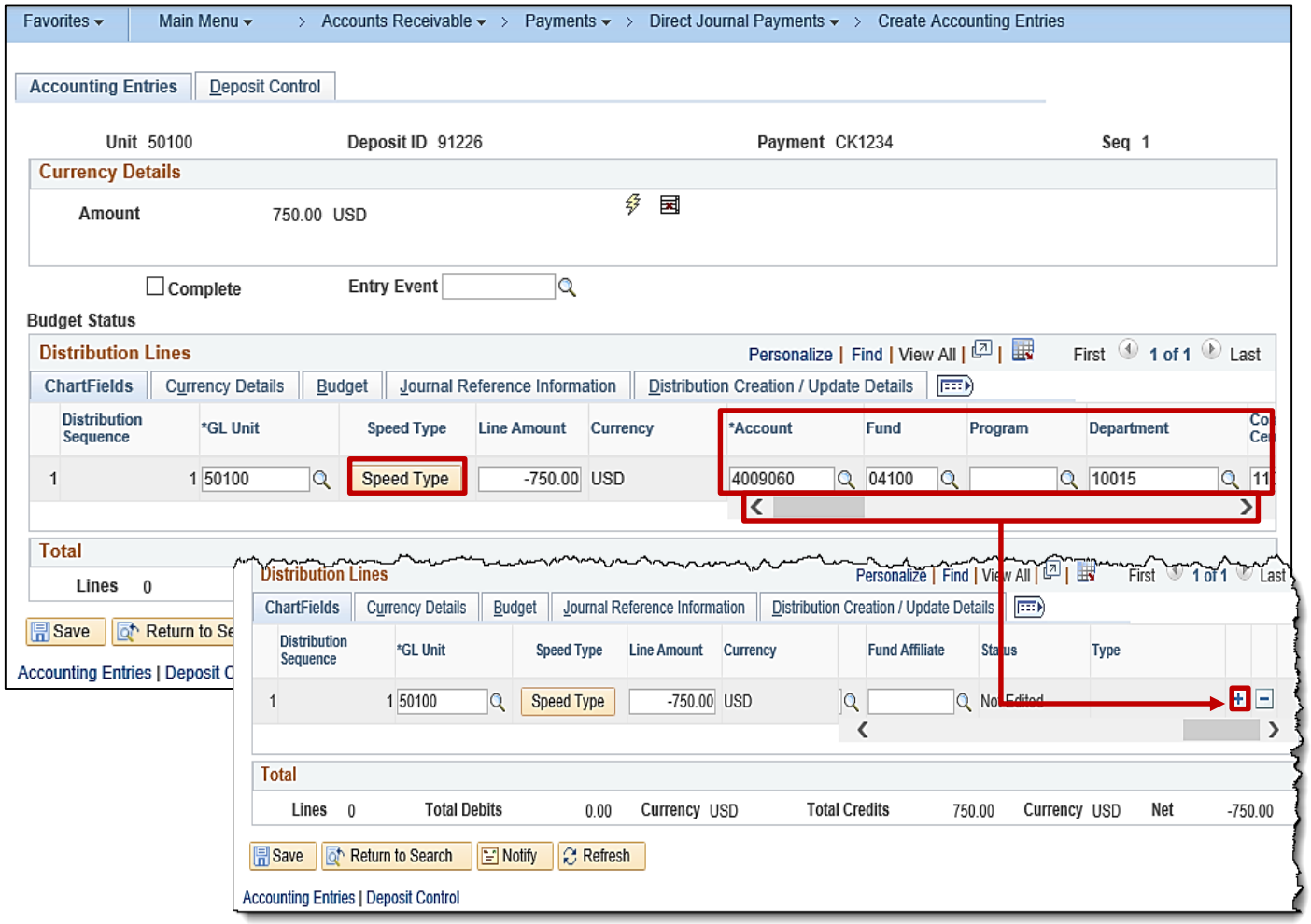


Processing a Direct Journal Payment

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.

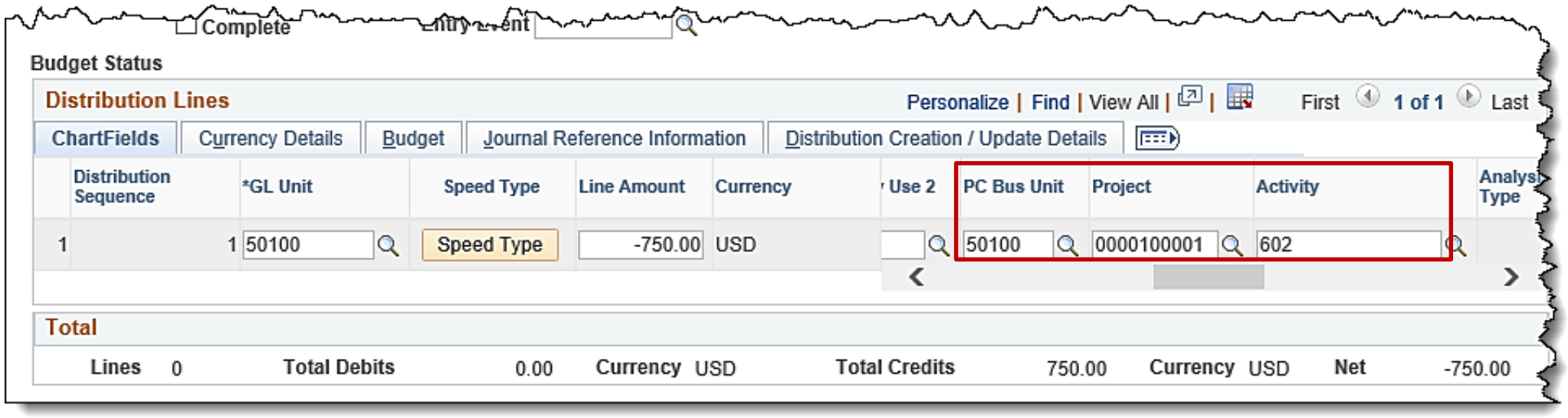
If more than one distribution needs to be created, use the scrollbar to scroll to the end of the line and click the **+** (plus) button to add a line.



Entering Projects on the Distribution Line

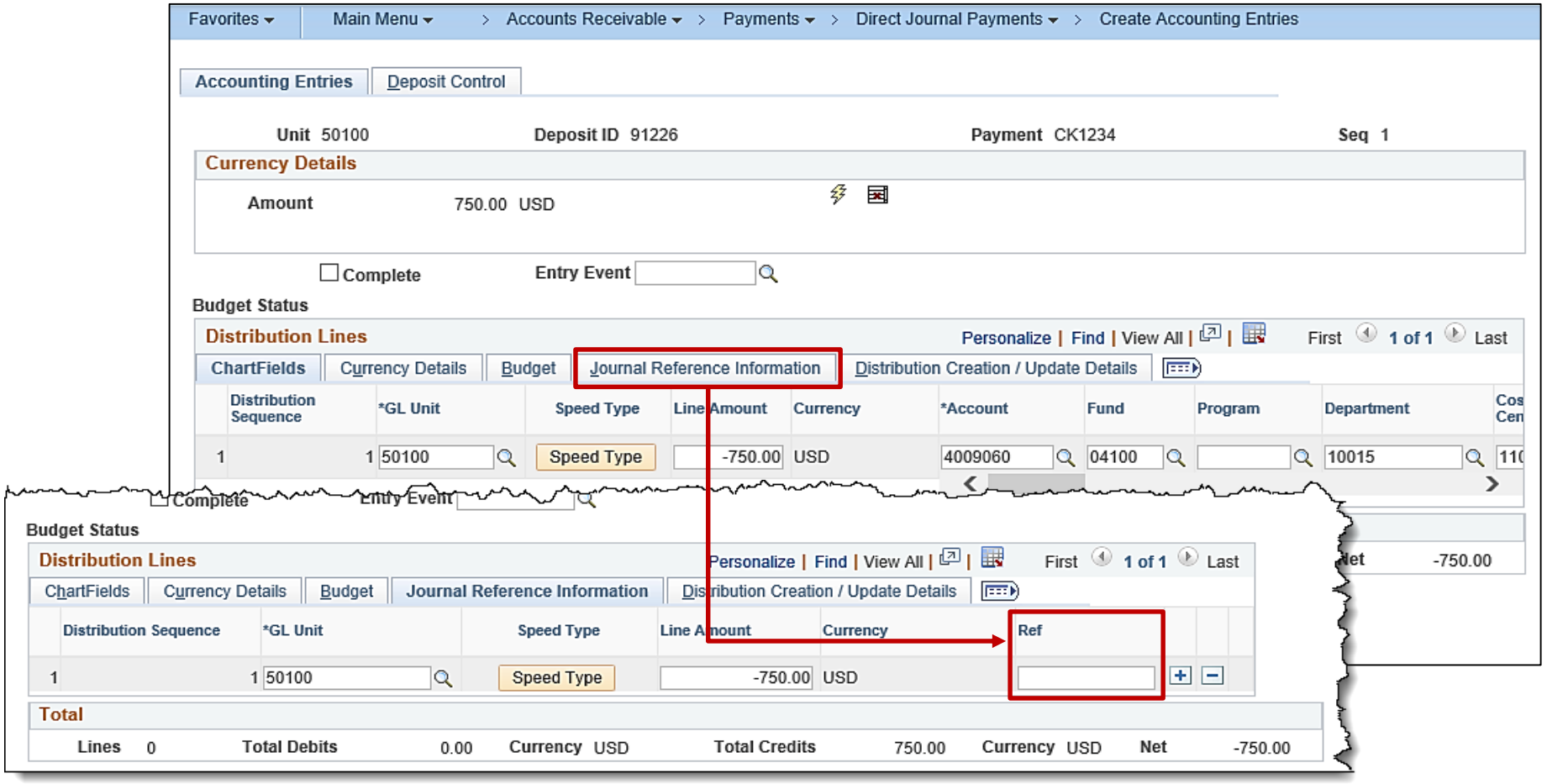
In order to enter a value in the **Project** field on the distribution line, the Project Costing Business Unit (PCBU) must be entered in the **PC Bus Unit** field first. The **PC Bus Unit** is the same value as the agency's Business Unit.

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



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.



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.

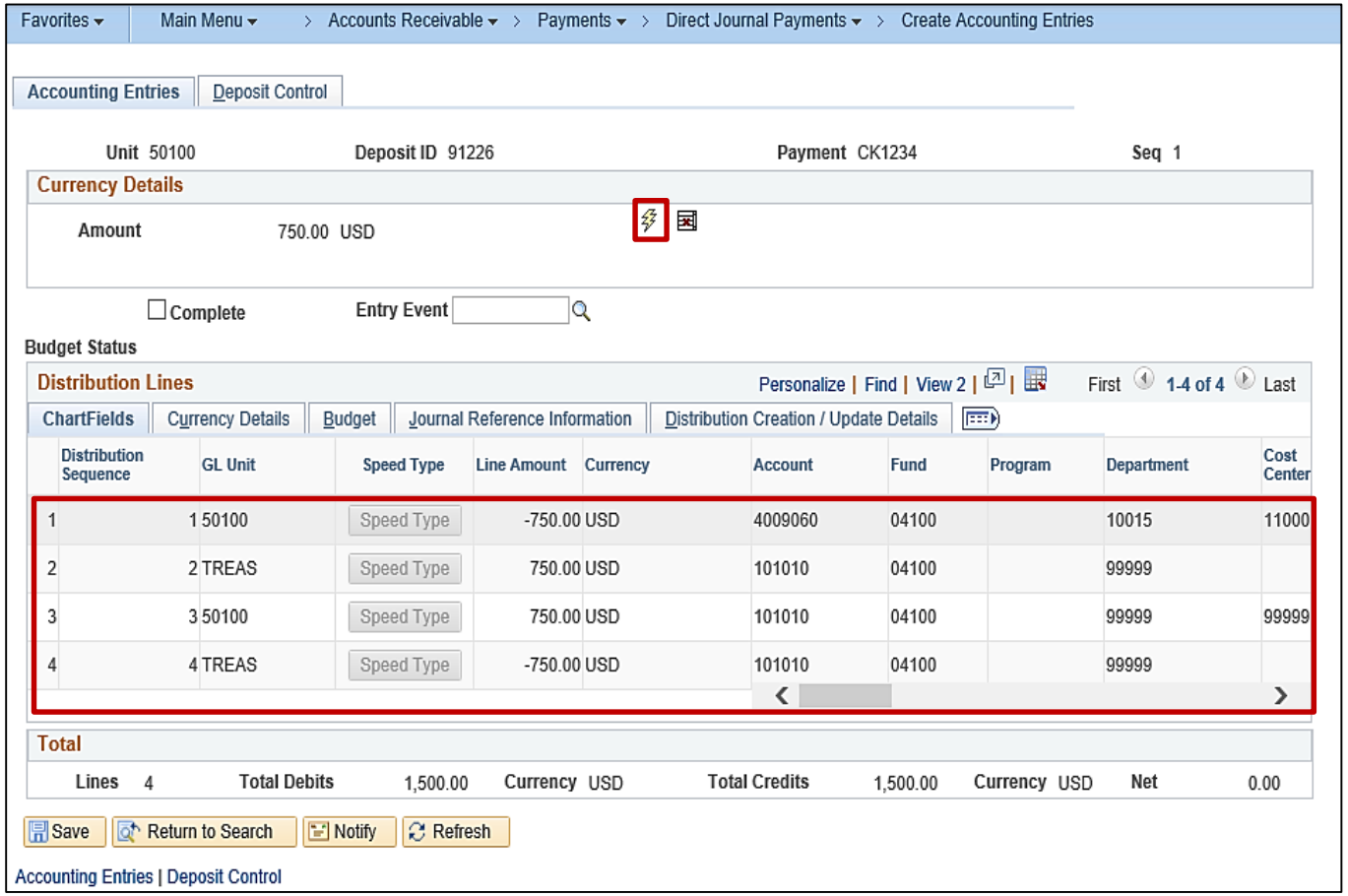
Click the **Save** button.

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

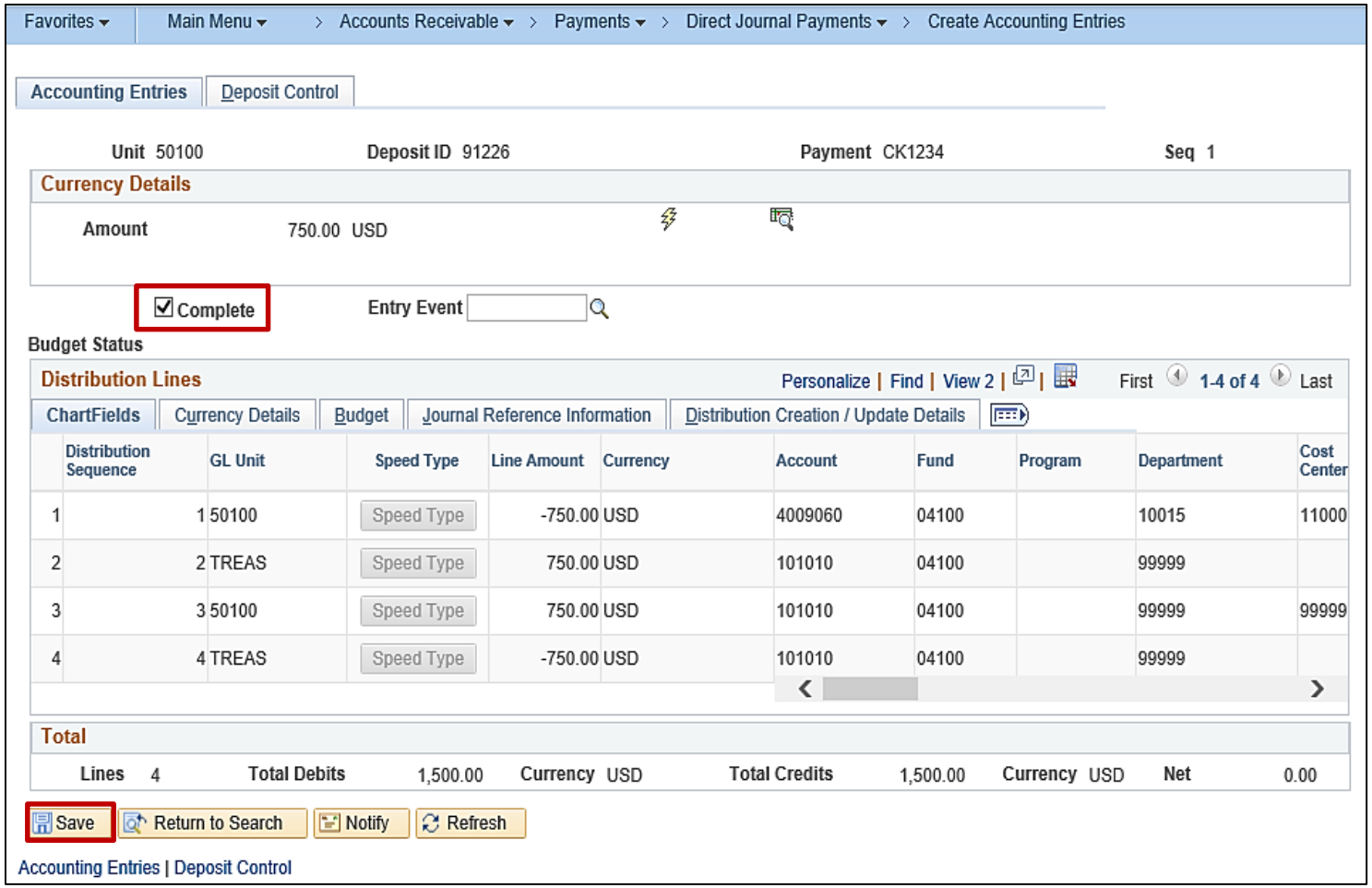
- Continue to the next step in the process to mark the accounting entries complete and save.



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.

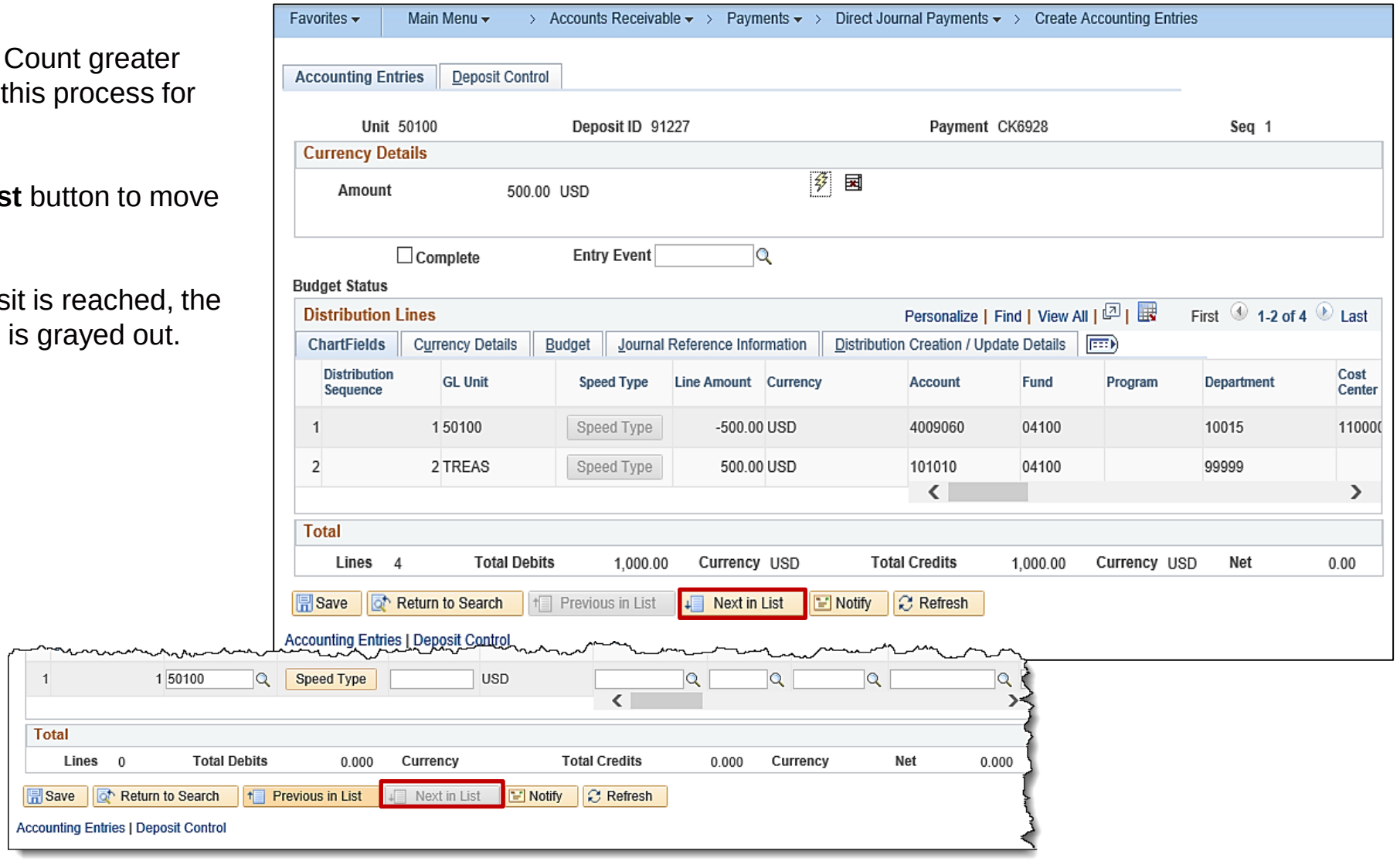


Completing and Saving the Accounting Distribution (continued)

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.

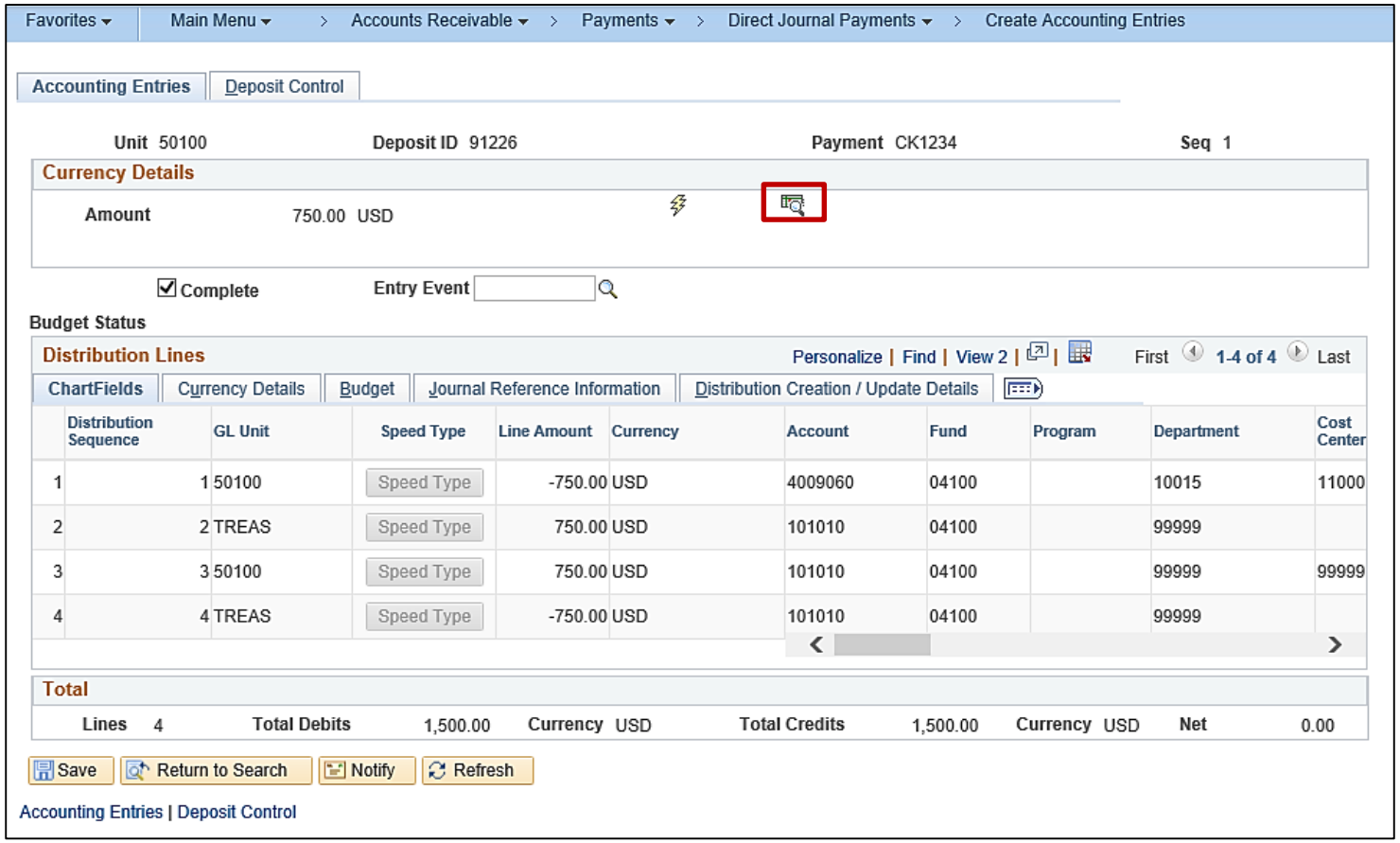
When the last deposit is reached, the **Next in List button** is grayed out.



Processing a Direct Journal Payment (continued)

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

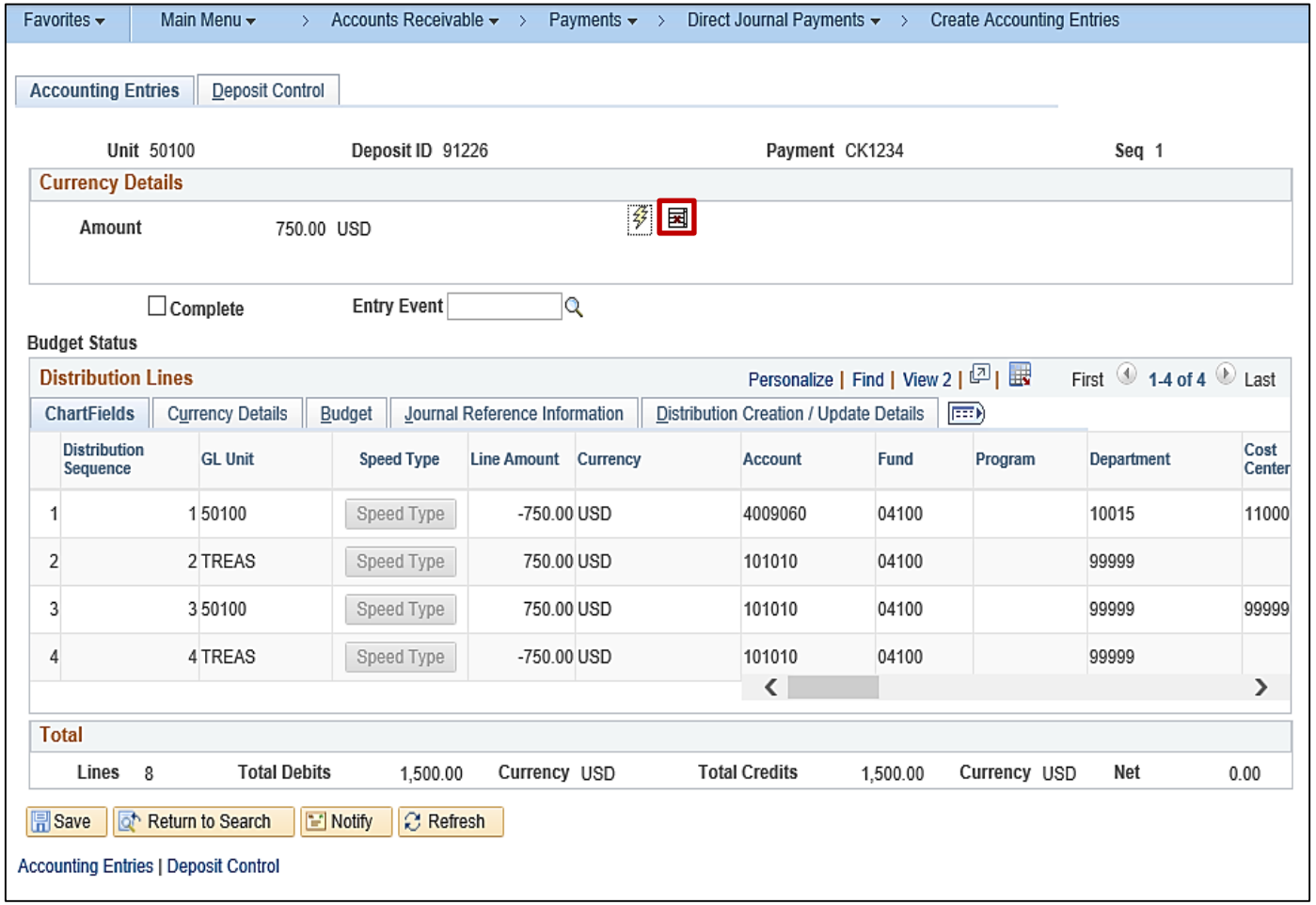
Upon **Save**, Cardinal verifies the ChartField values and combinations are valid. The Budget Check icon becomes available for online budget checking. If not selected, the transaction will be budget checked in the nightly batch process.



Processing a Direct Journal Payment (continued)

To correct accounting entries while on this page, deselect the **Complete** checkbox and then click **Save**.

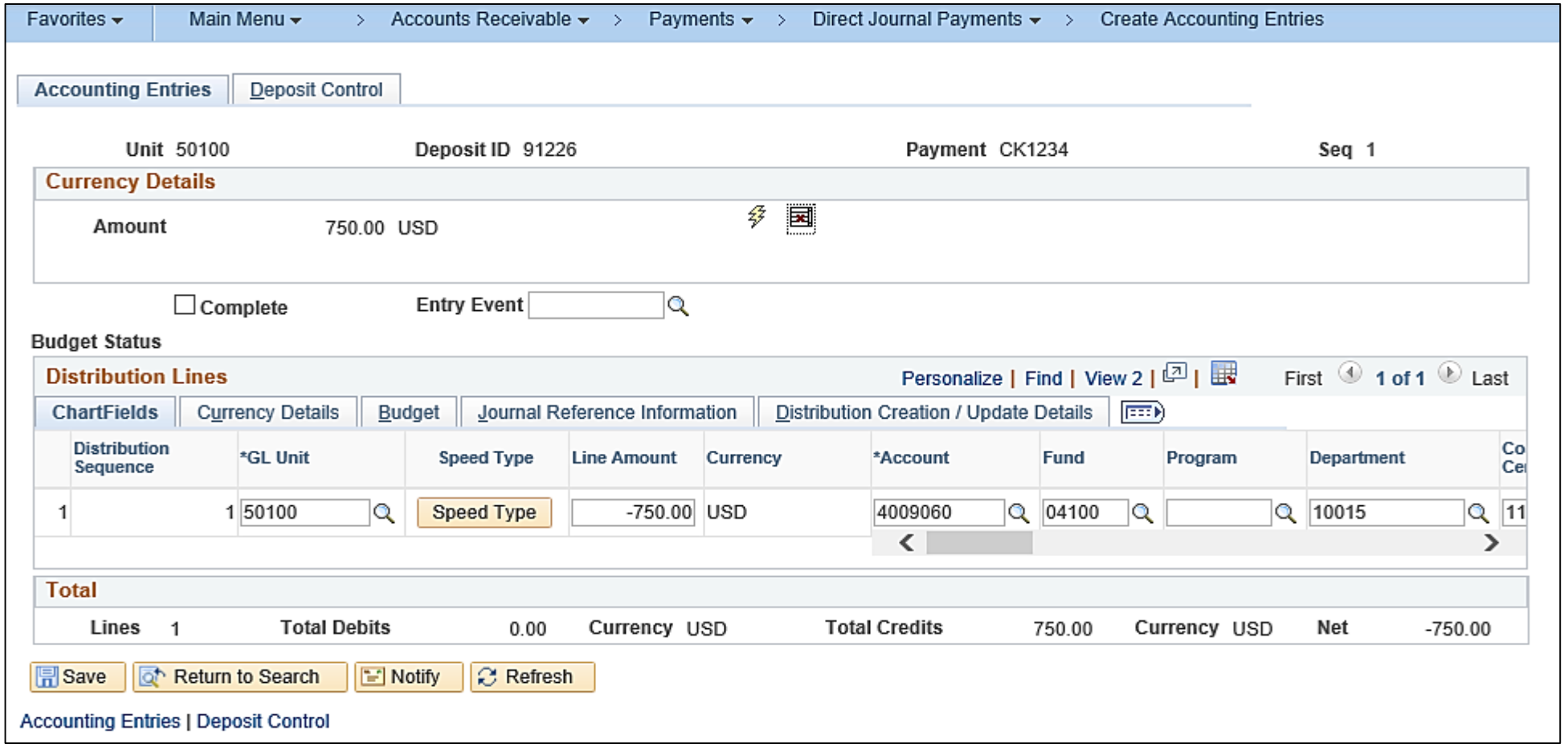
Next, click the **Delete** icon (next to the **lightning bolt** icon) to remove the system generated cash and interunit lines.



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.

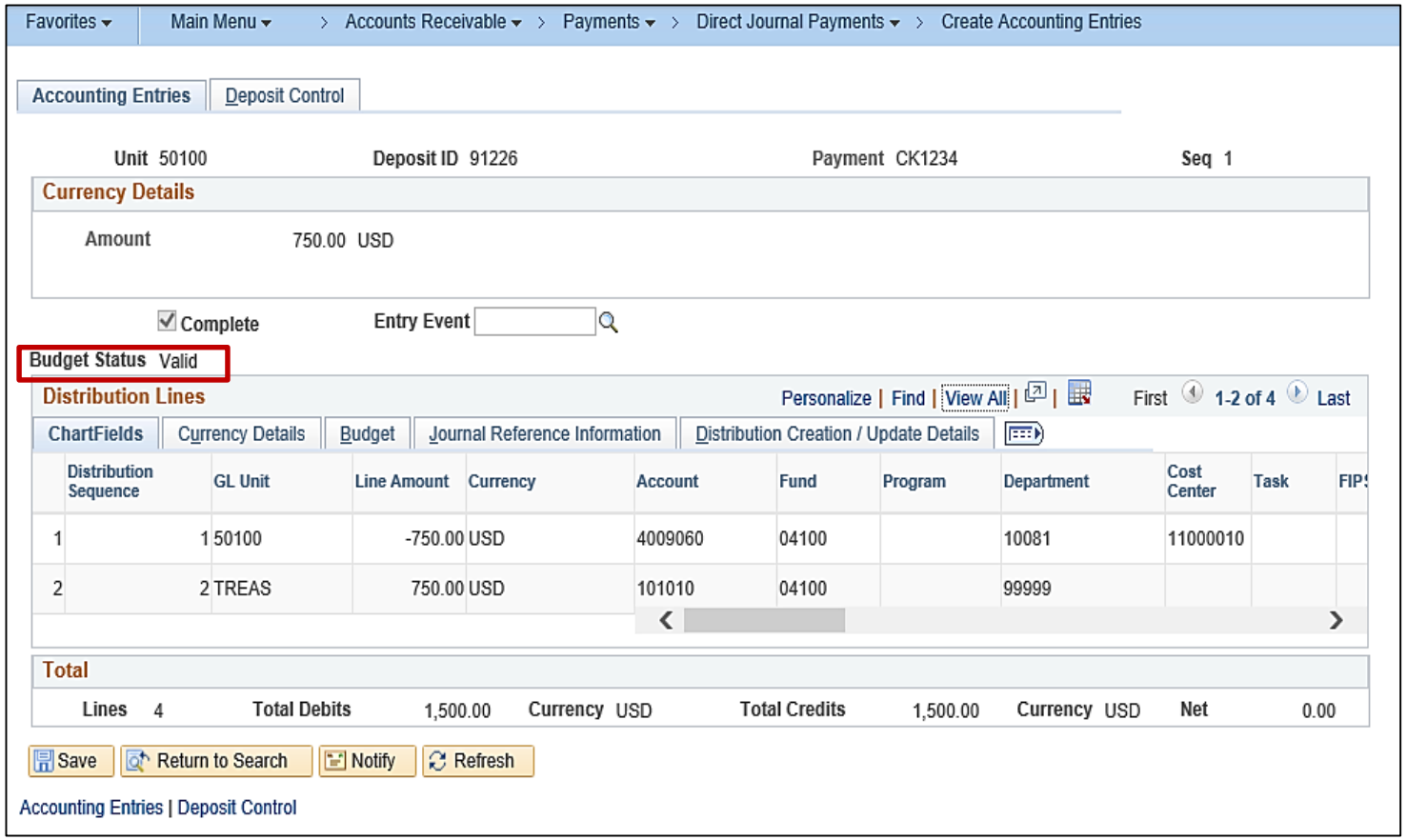


Processing a Direct Journal Payment (continued)

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**.



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:

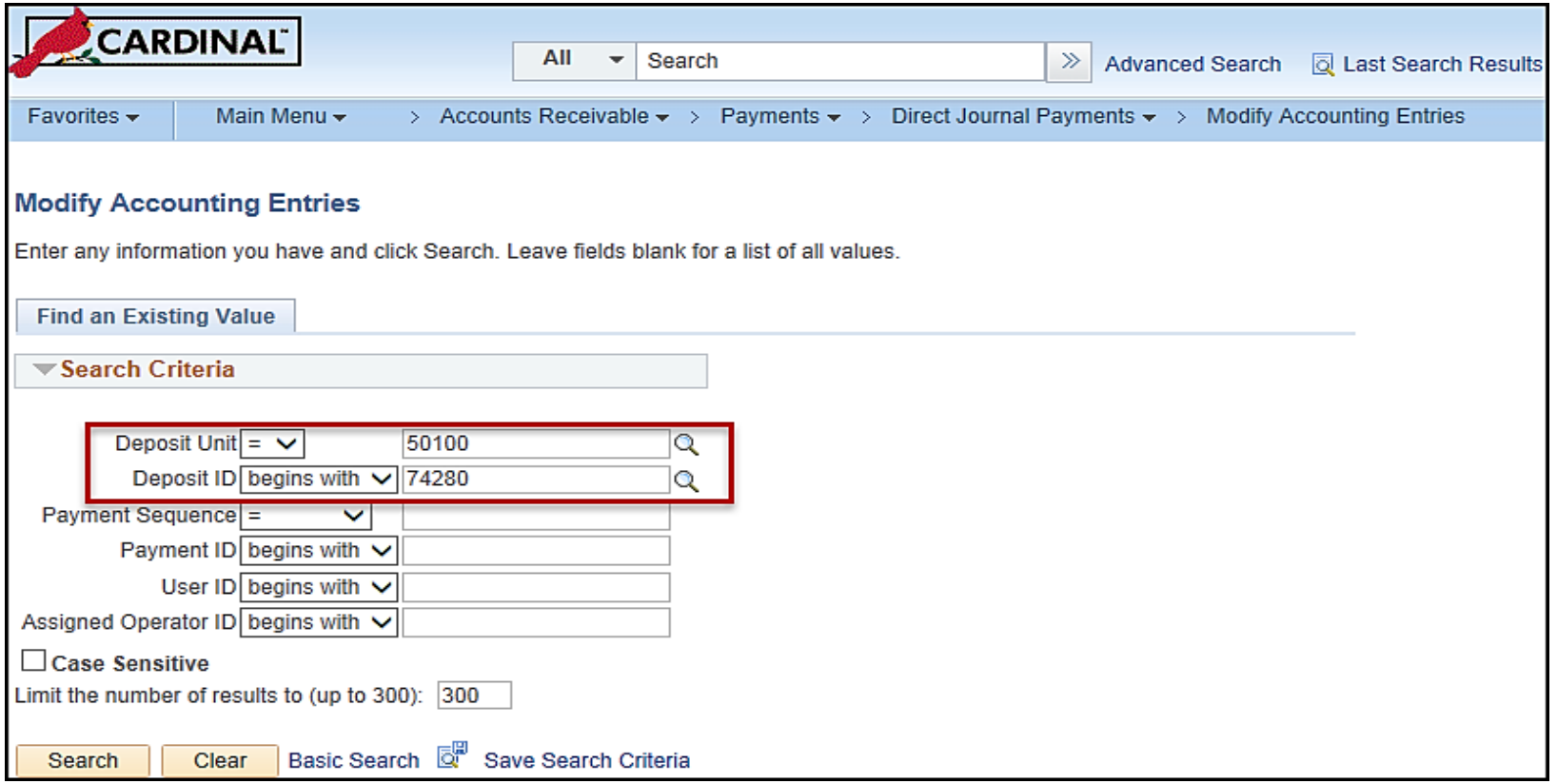
- **Directly Journalled Payments** tab
- **Misc Payment Exceptions** tab

Reviewing and Correcting Budget Check Errors (continued)

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

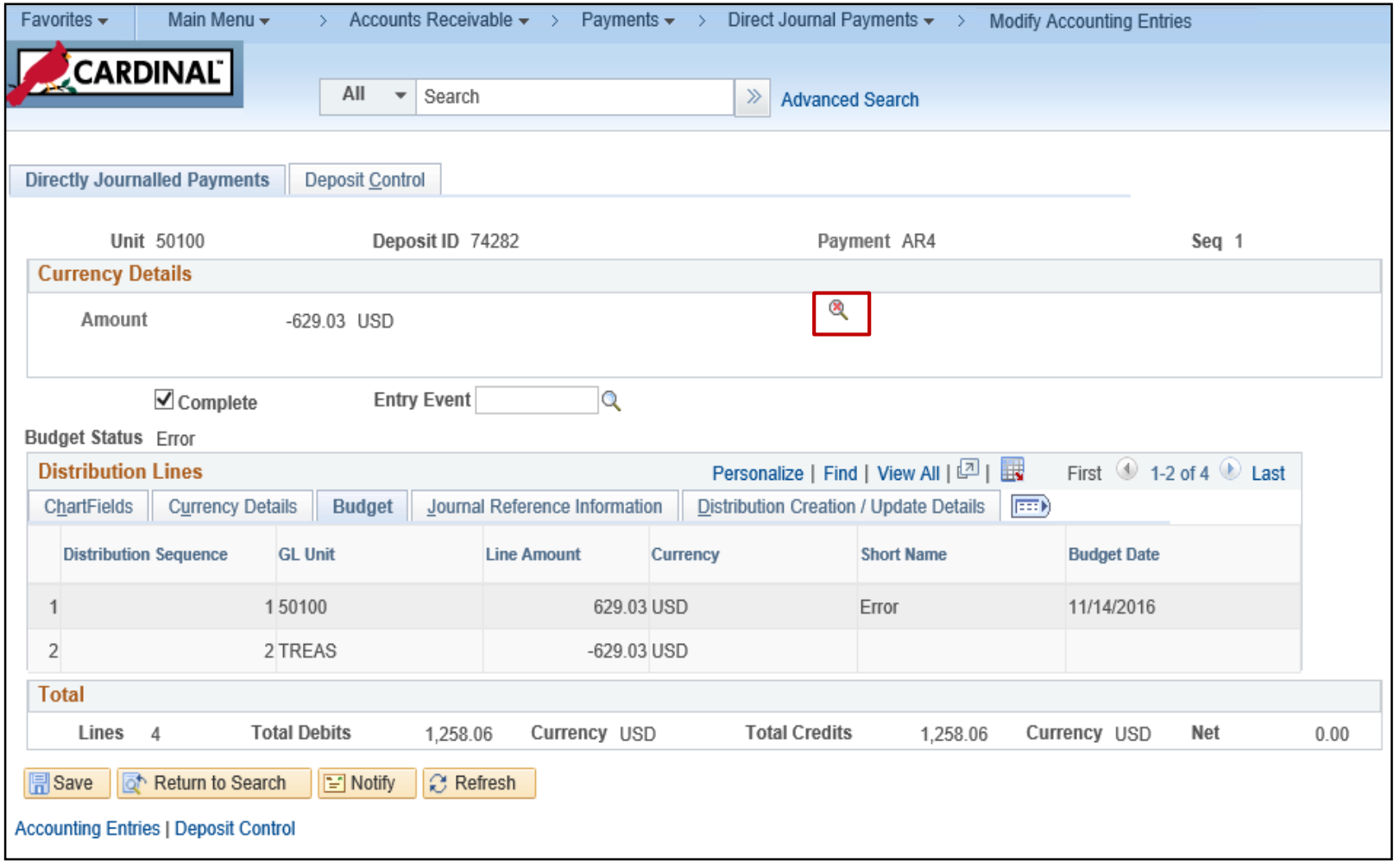
Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

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



Reviewing and Correcting Budget Check Errors (continued)

The **Directly Journaled Payments** page displays. Click the **Budget Check Options** icon to view the error.

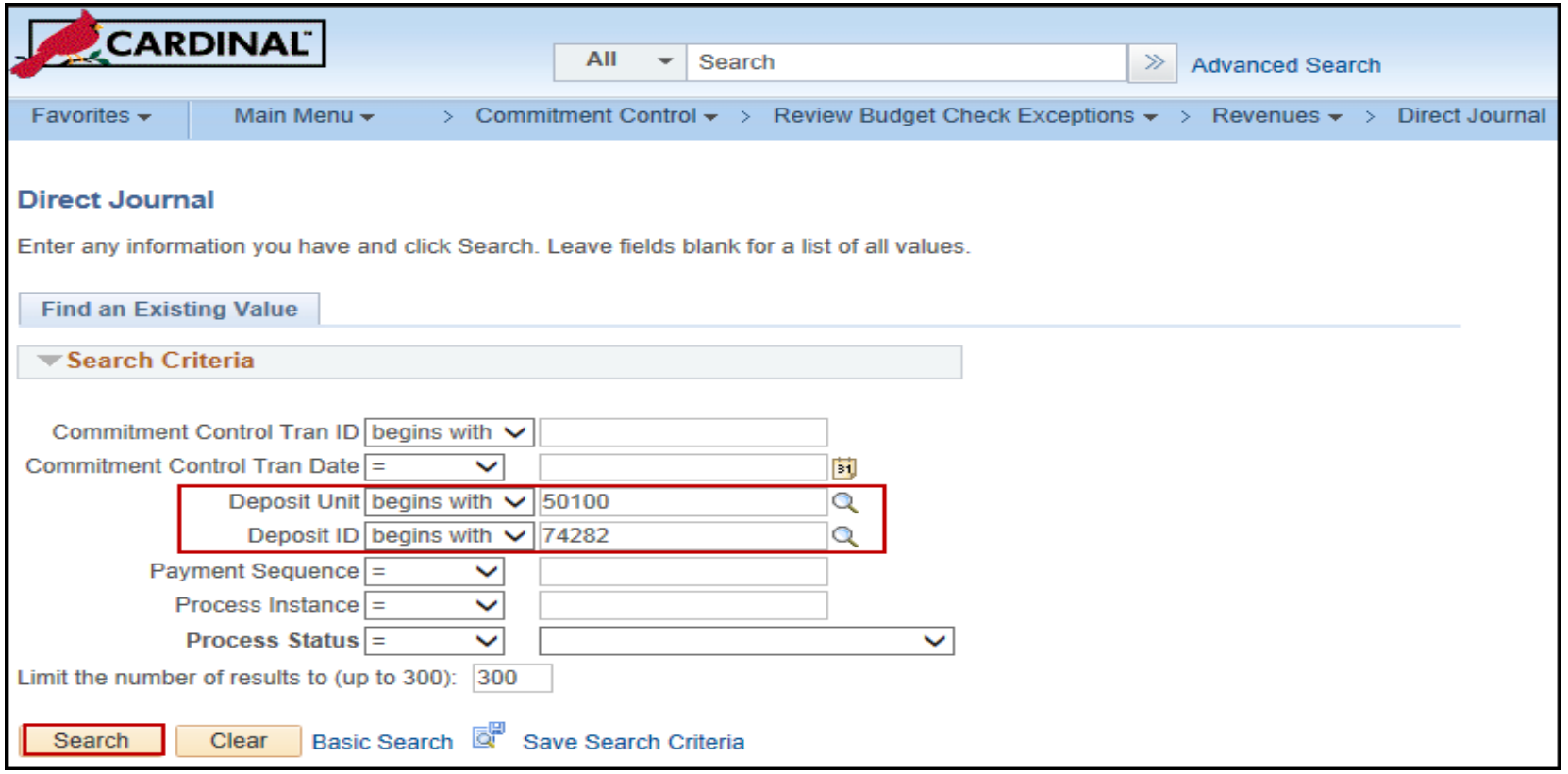


Reviewing and Correcting Budget Check Errors (continued)

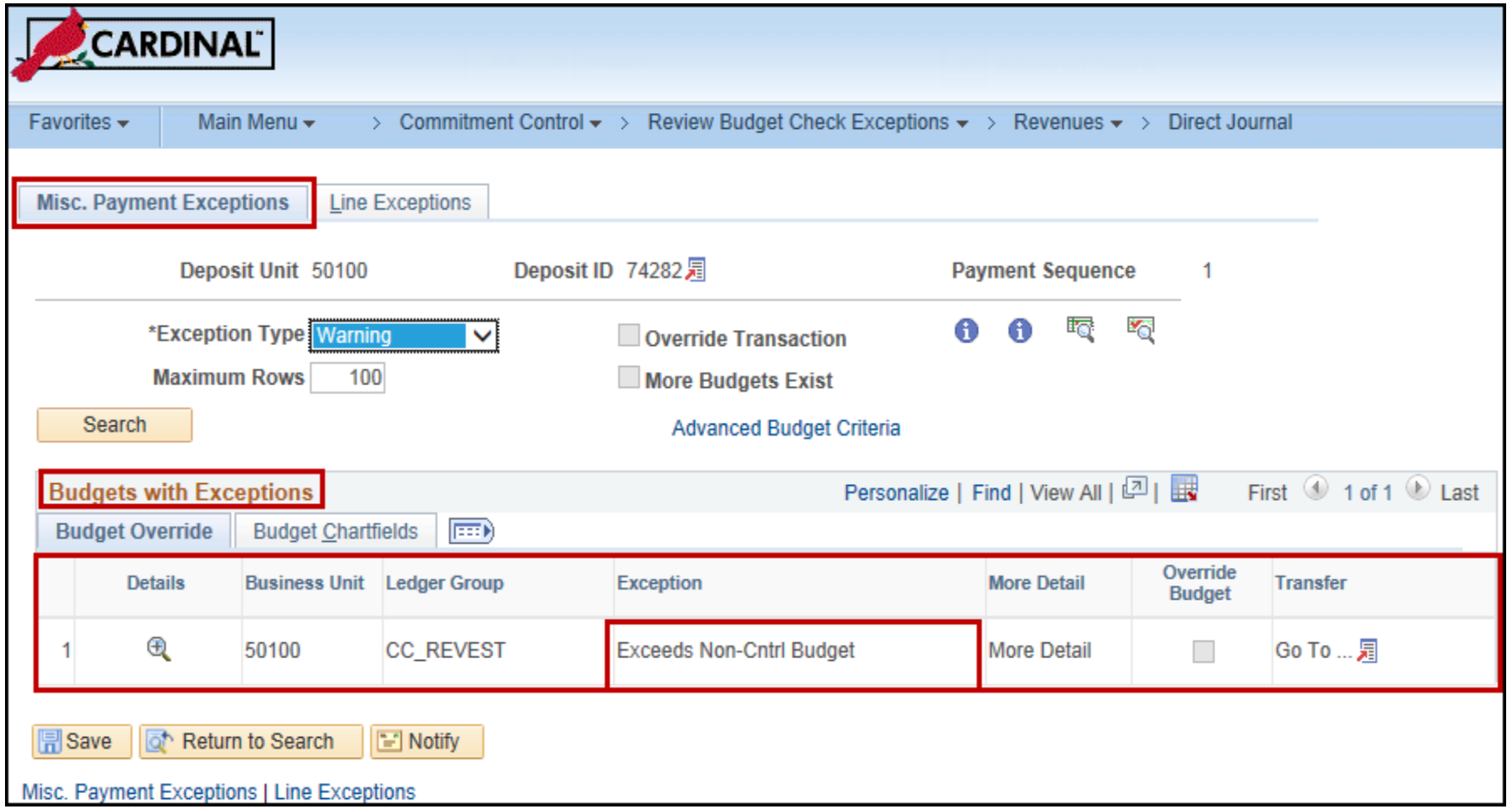
To view the error on the **Miscellaneous Payment Exceptions** tab, navigate using the following path:

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.



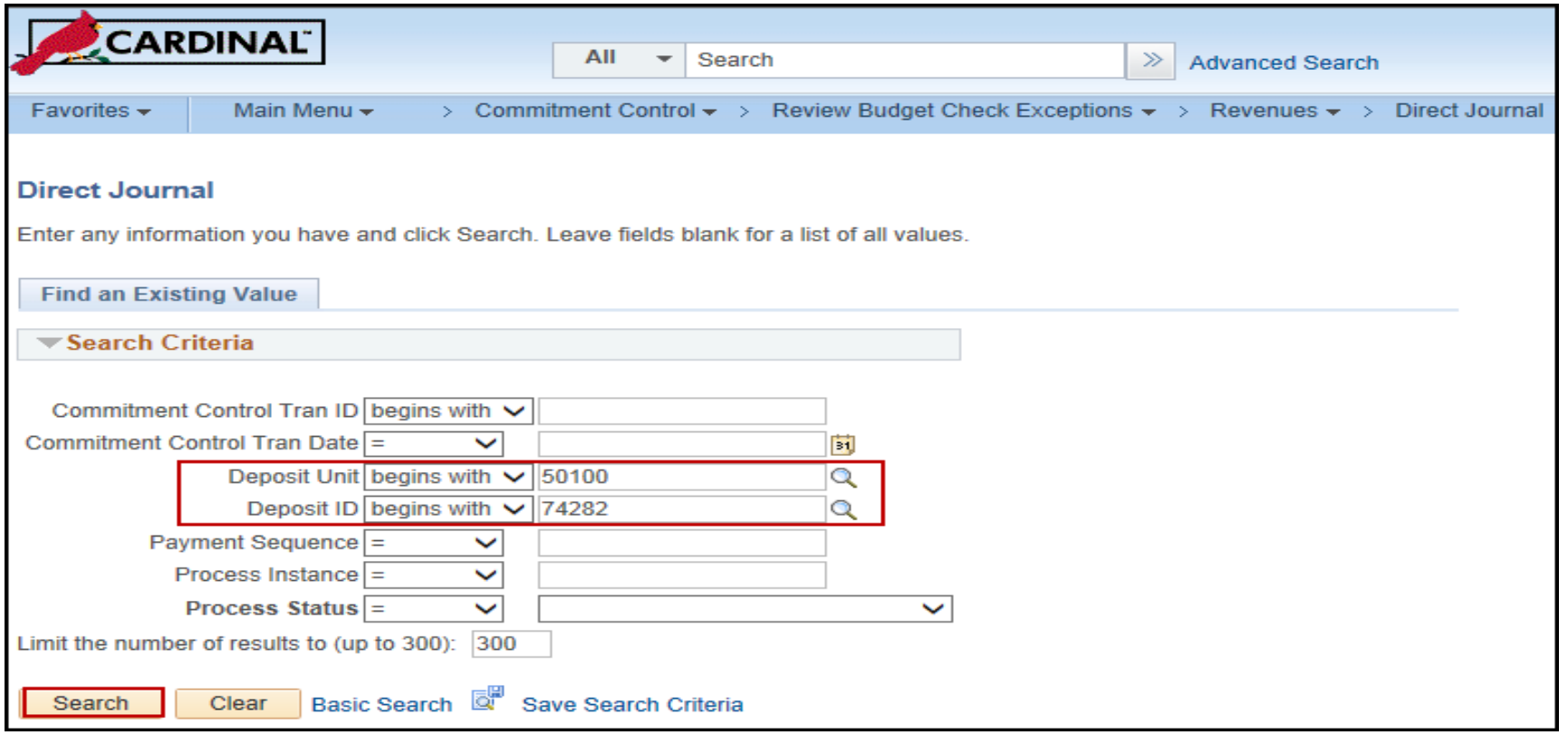
Reviewing and Correcting Budget Check Errors (continued)



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

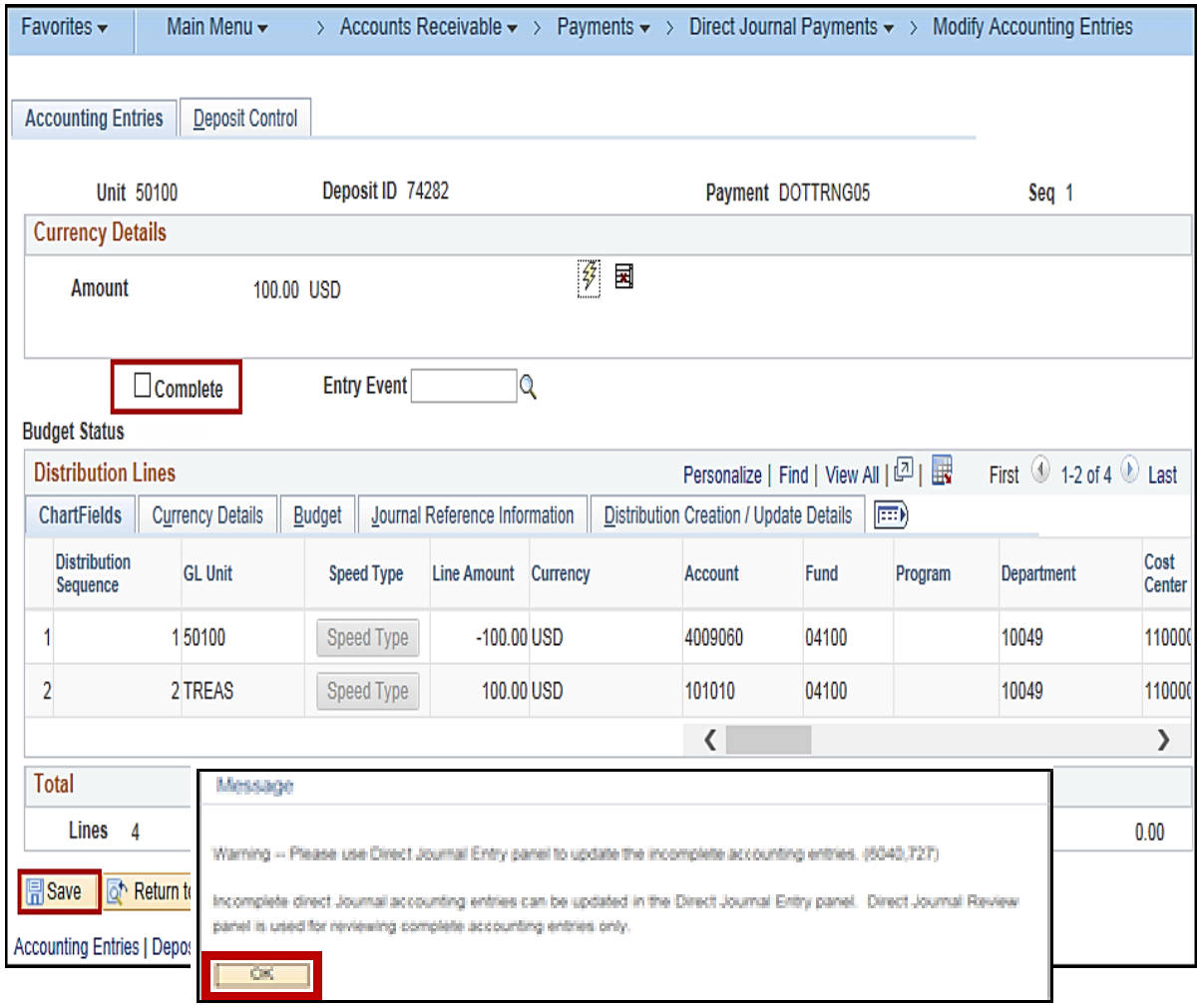


Reviewing and Correcting Budget Check Errors (continued)

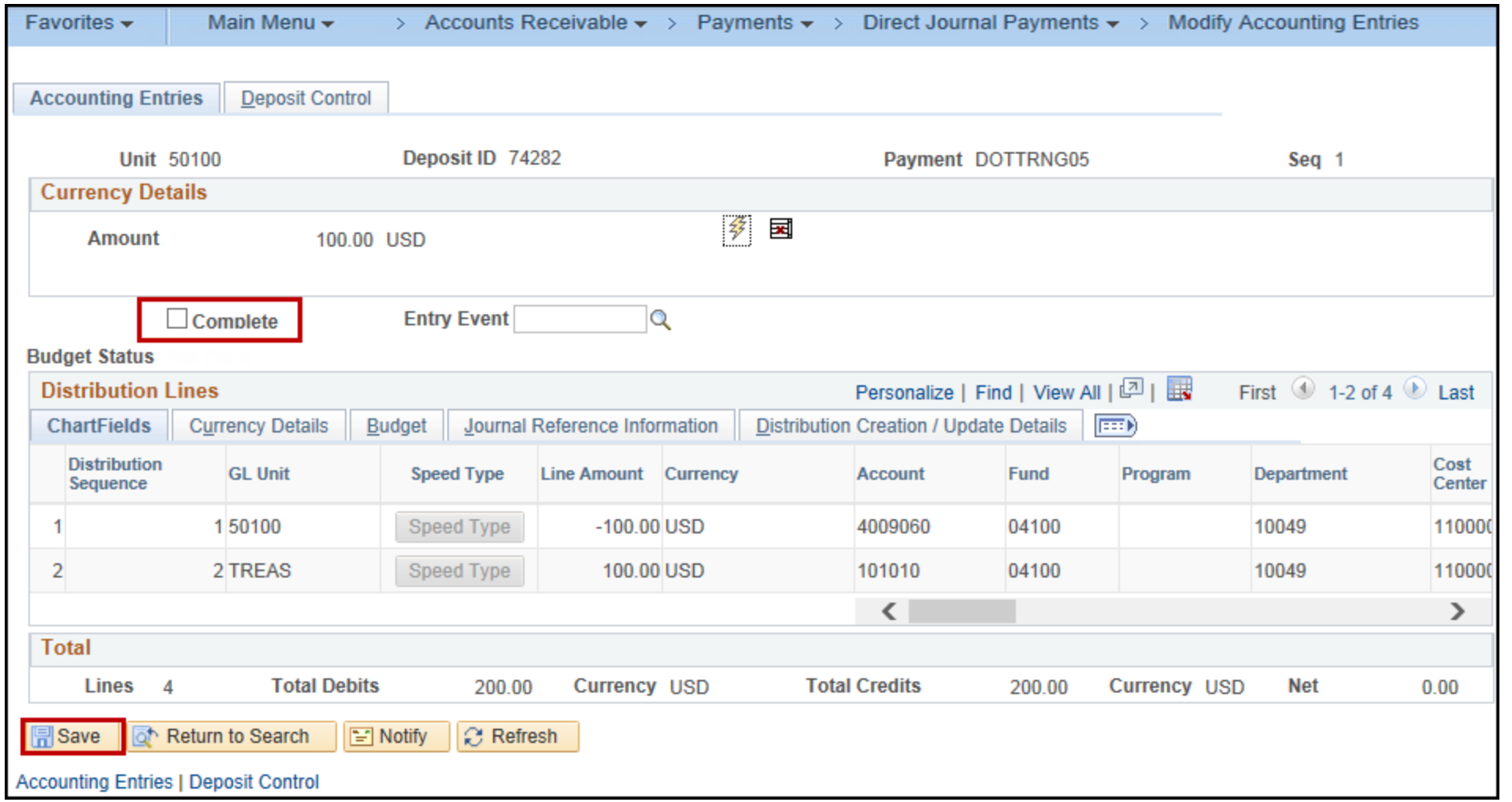
To correct the ChartField distribution on the direct journal accounting entry, navigate to the **Modify Accounting Entries** page using the following path:

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



Reviewing and Correcting Budget Check Errors (continued)



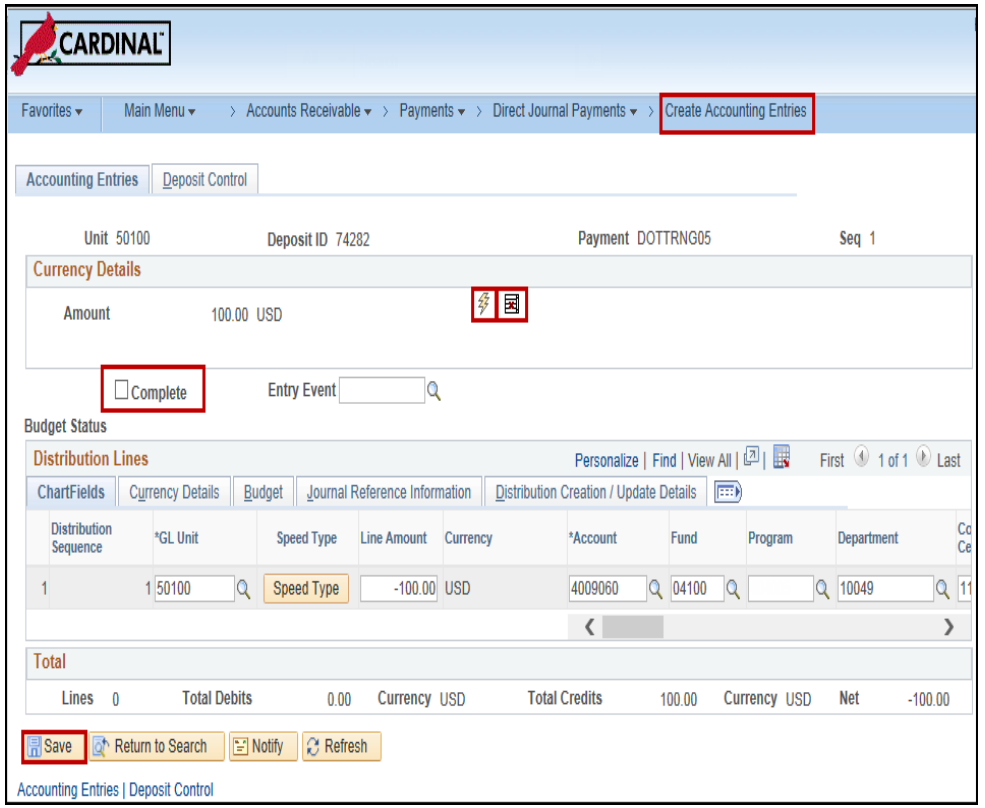
Reviewing and Correcting Budget Check Errors (continued)

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

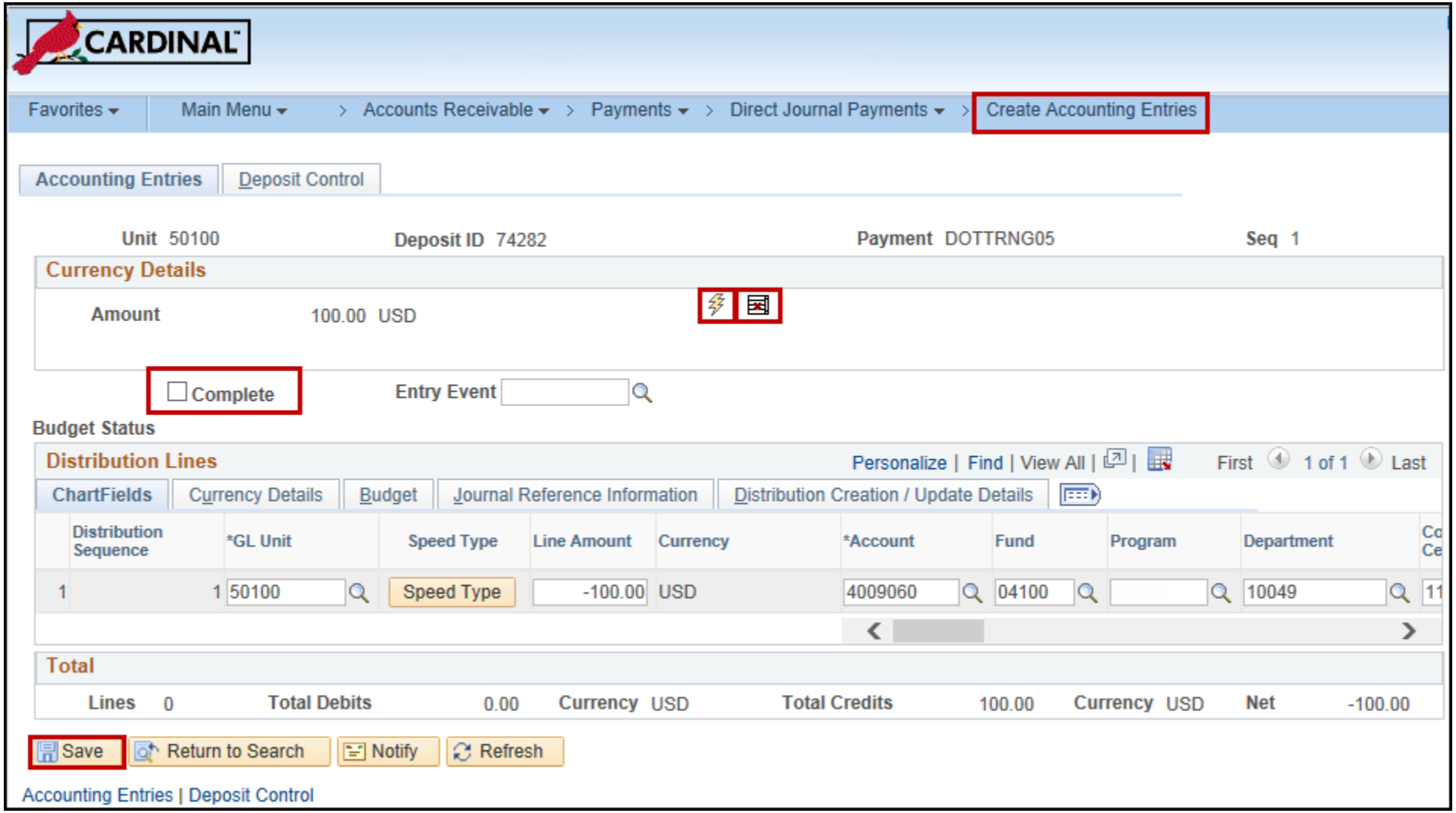
Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

- 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.



Reviewing and Correcting Budget Check Errors (continued)



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:

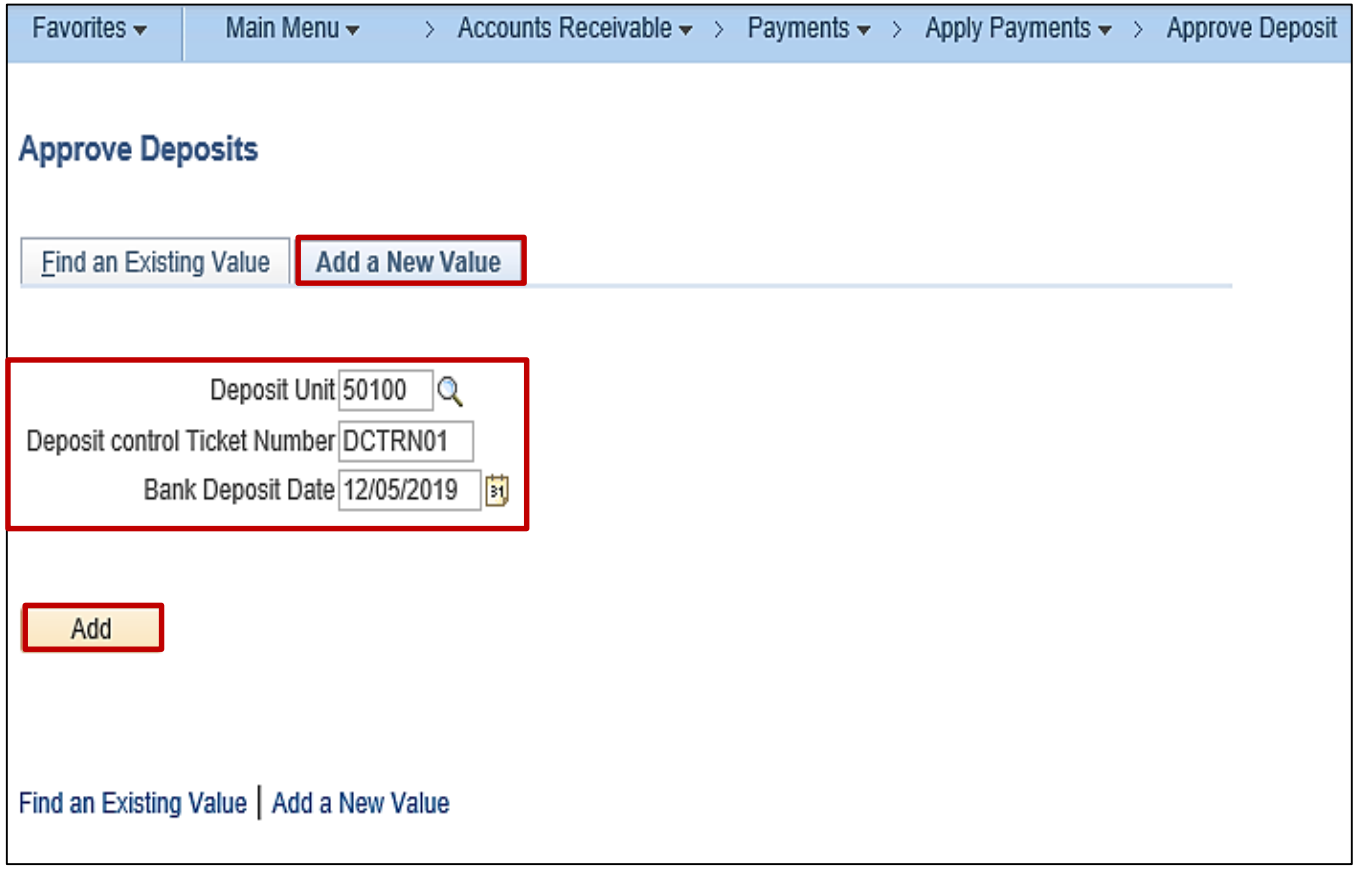
Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

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.



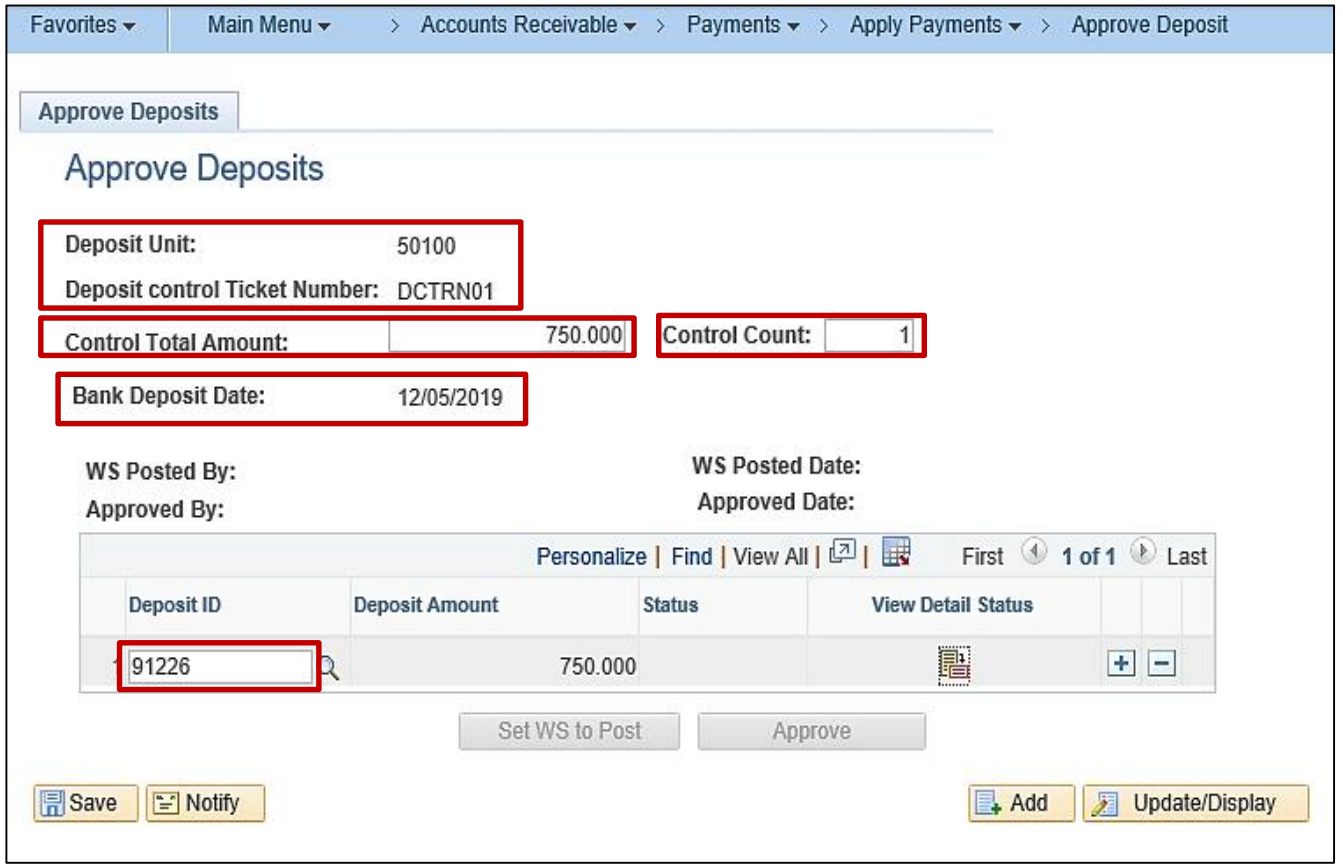
Creating and Approving a Deposit Certificate (continued)

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.

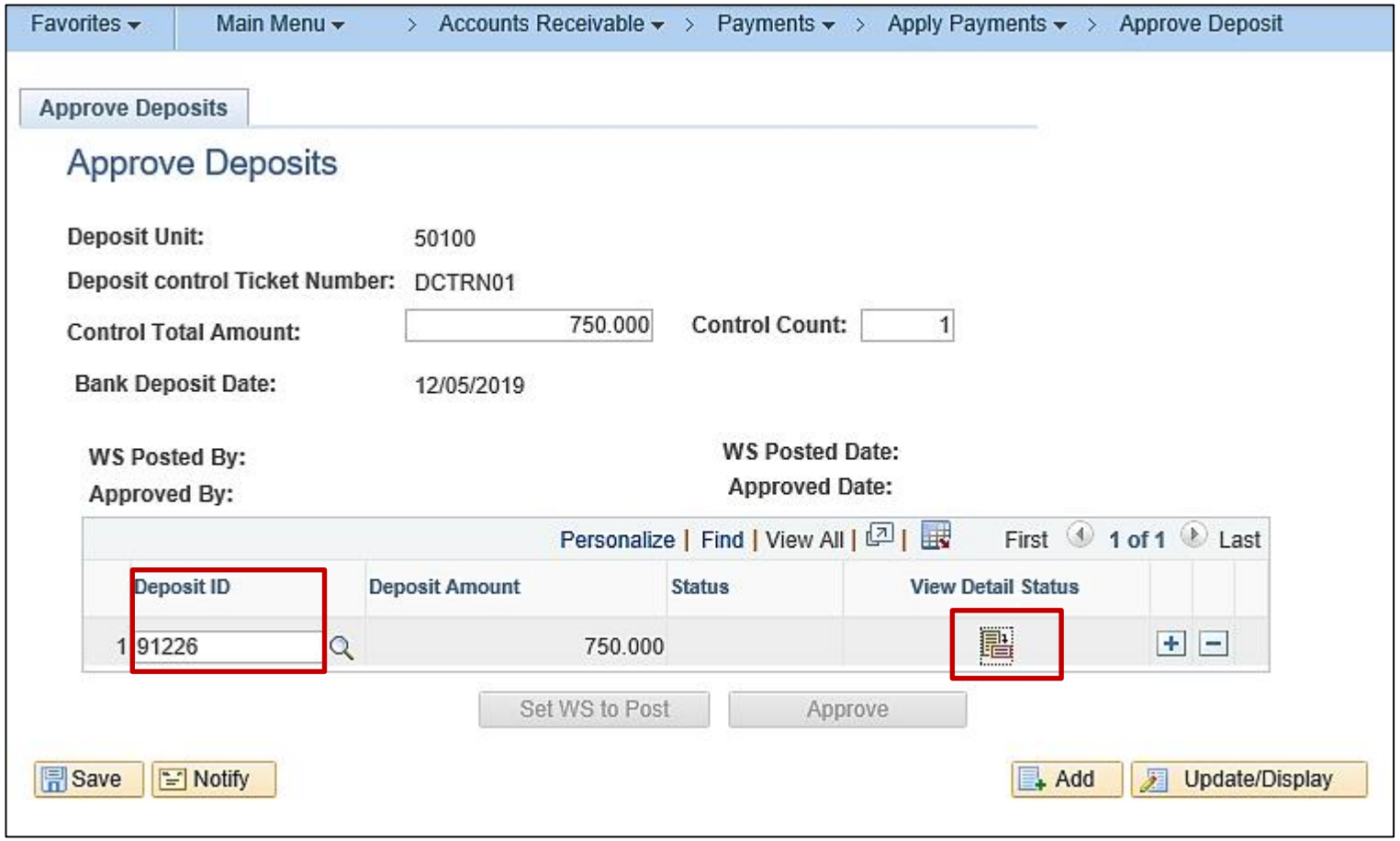


Creating and Approving a Deposit Certificate (continued)

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.

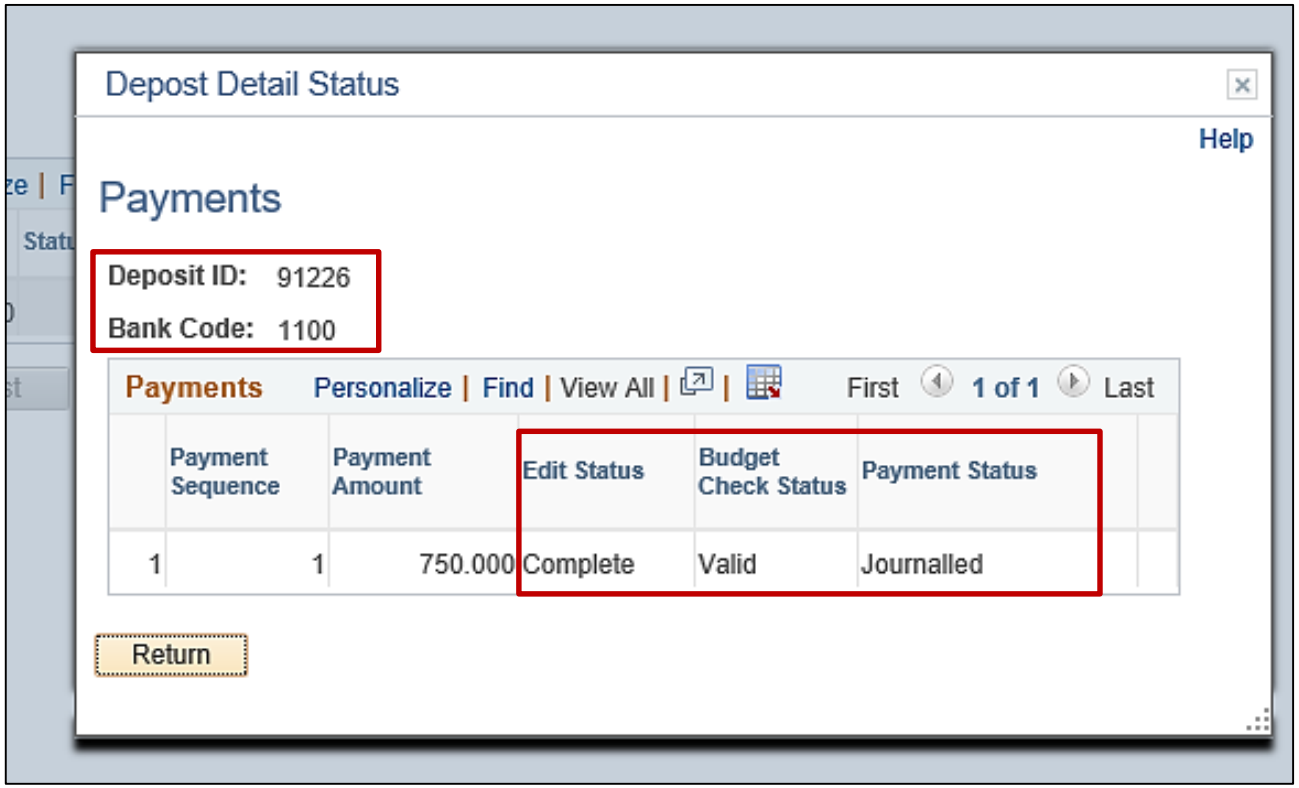
If the **Status** is **Error**, click the **View Detail Status** icon to determine whether the deposit has edit errors and/or **Budget Check** errors.



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.

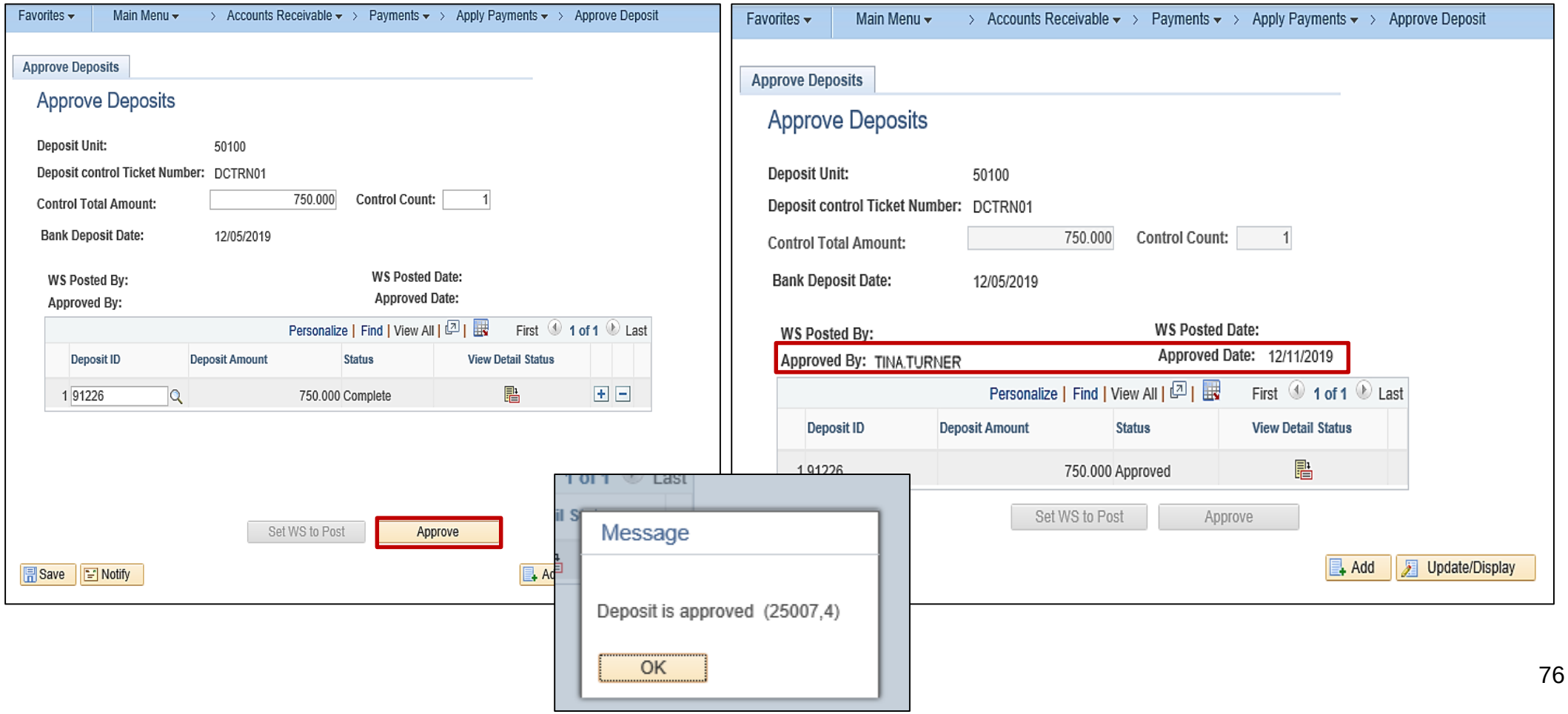
The **Deposit ID** and **Bank Code** values display to ensure that all the deposits in the Deposit Certificate have the same bank account.



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.

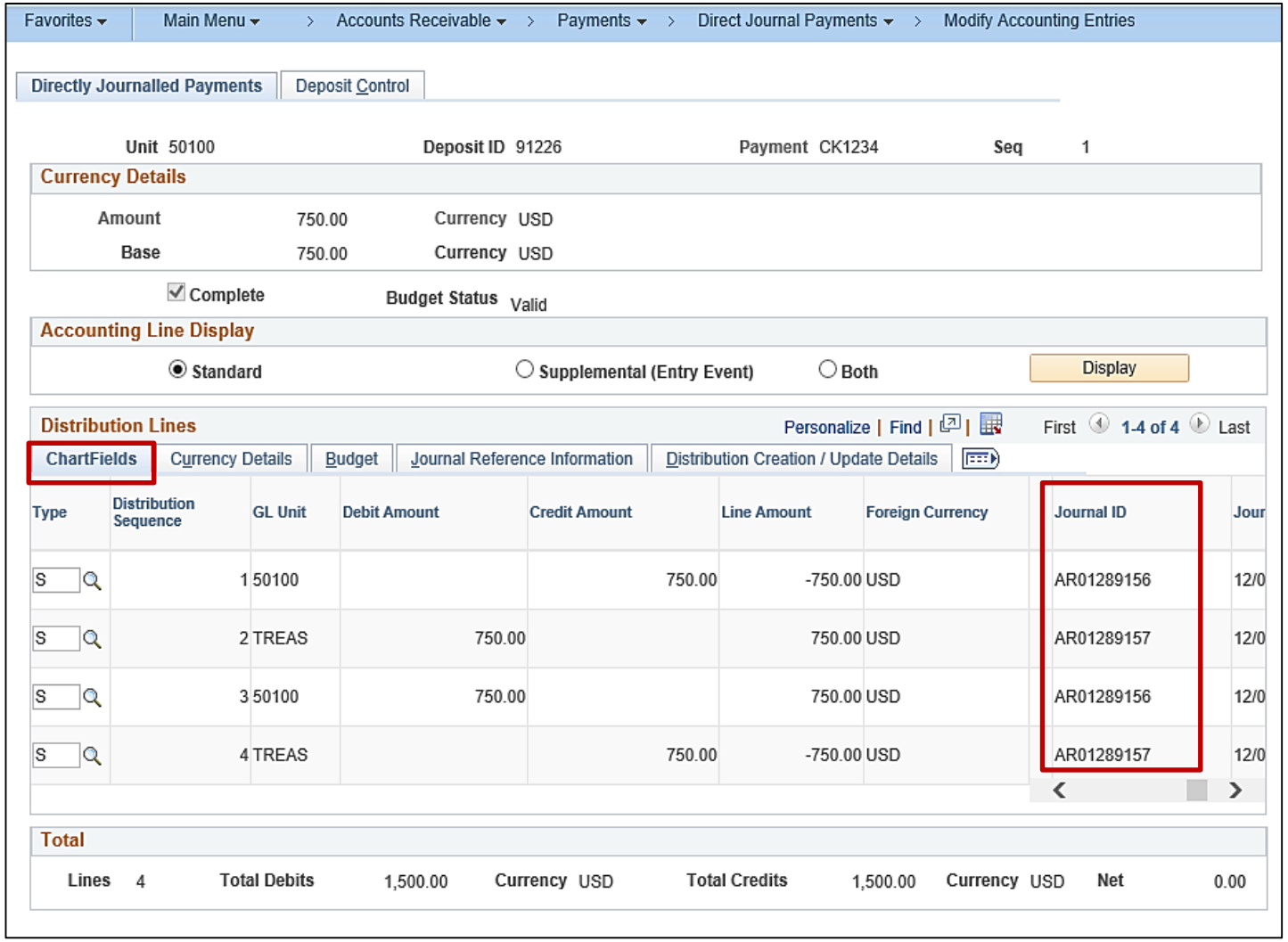


Reviewing General Ledger Journal Information

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

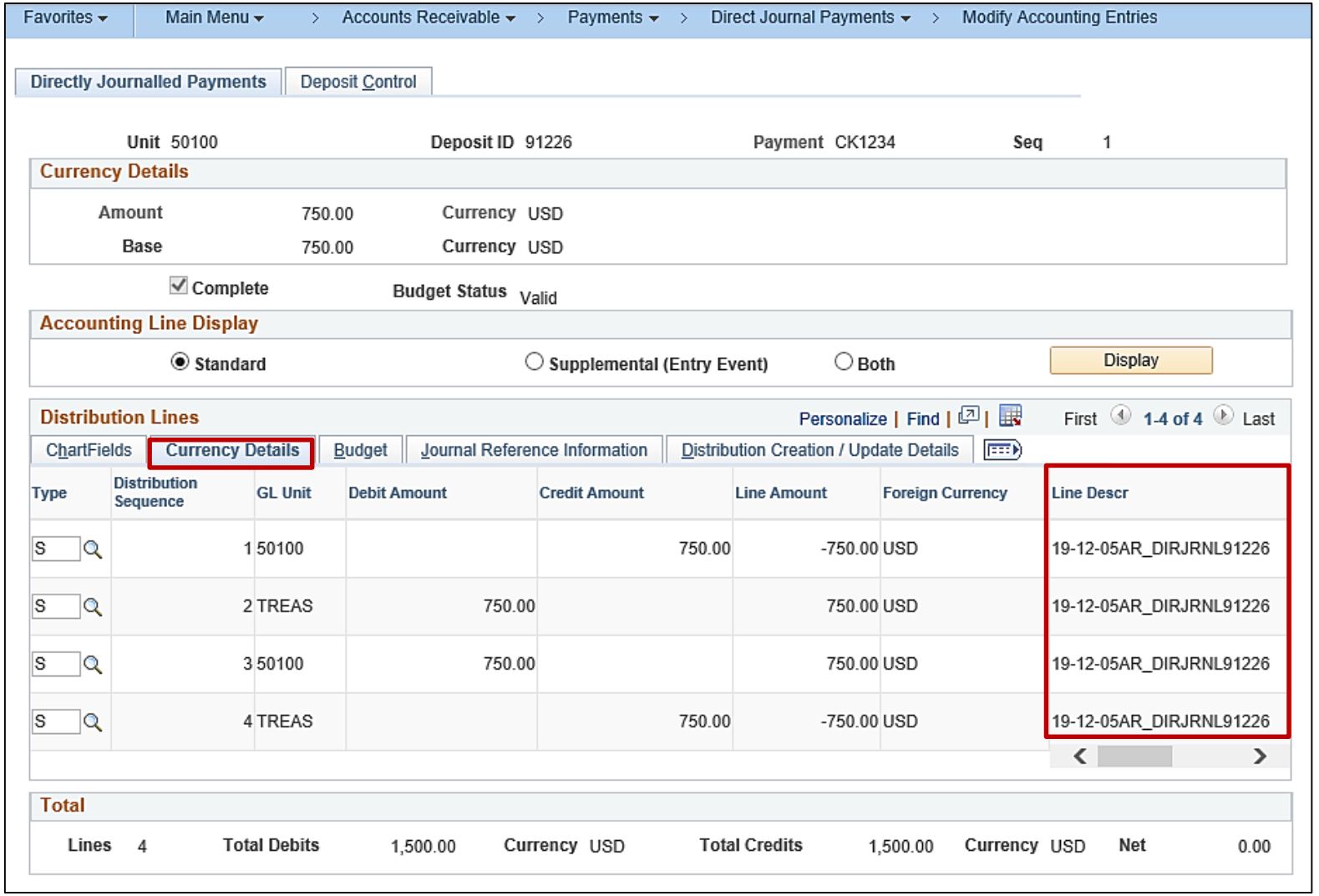
The nightly batch process posts the approved Direct Journal Deposit to the General Ledger.

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.



Reviewing General Ledger Journal Information (continued)

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



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.

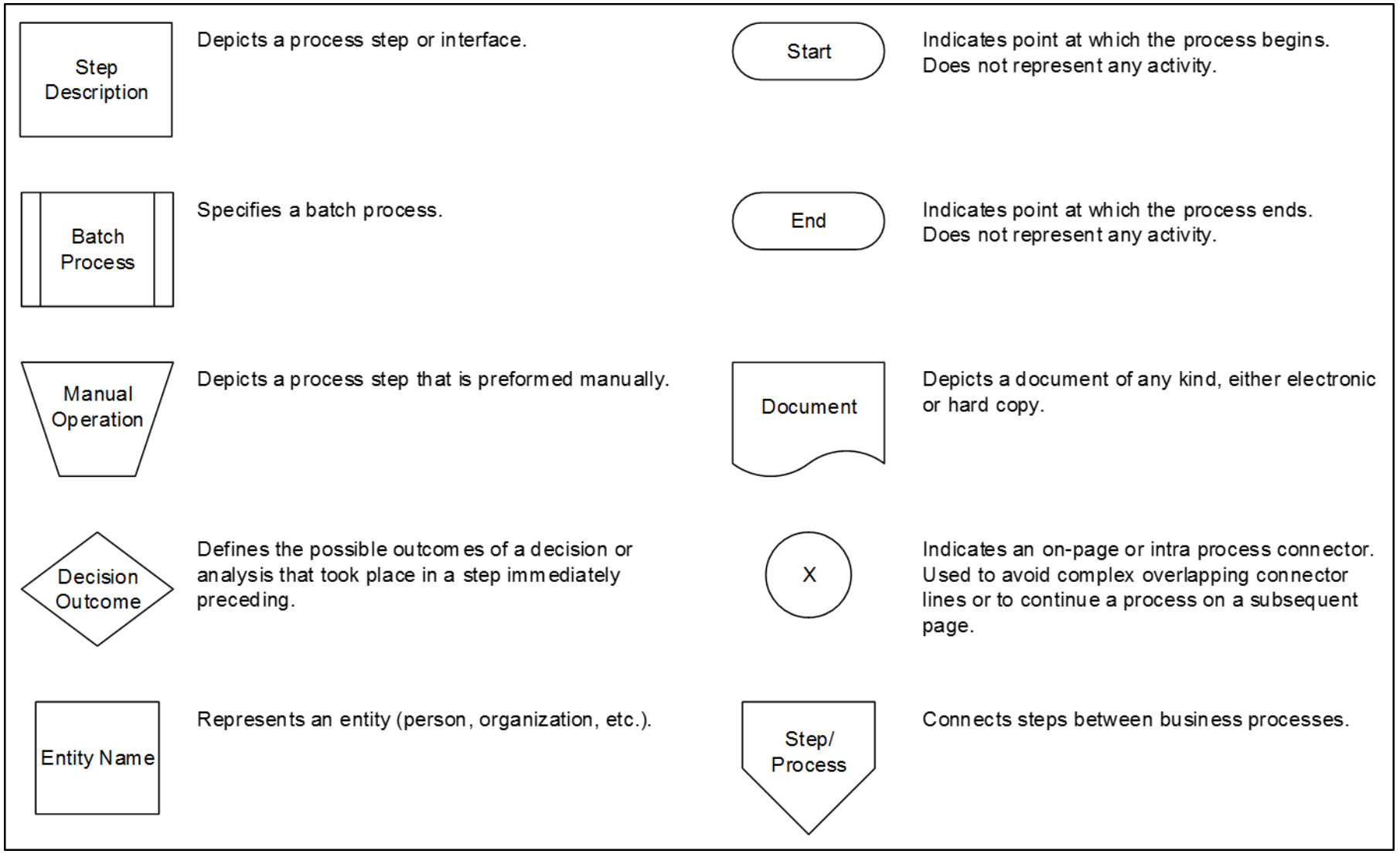
Key Terms (continued)

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