



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) under Training.

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:

- 1 Understand key concepts for creating and maintaining receivables
- 2 Understand how the Accounts Receivable Creating and Maintaining Deposits process integrates with the General Ledger module in Cardinal
- 3 Enter, process, and finalize an Item Payment in Cardinal
- 4 Enter, process, and finalize a Direct Journal Payment in Cardinal
- 5 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:

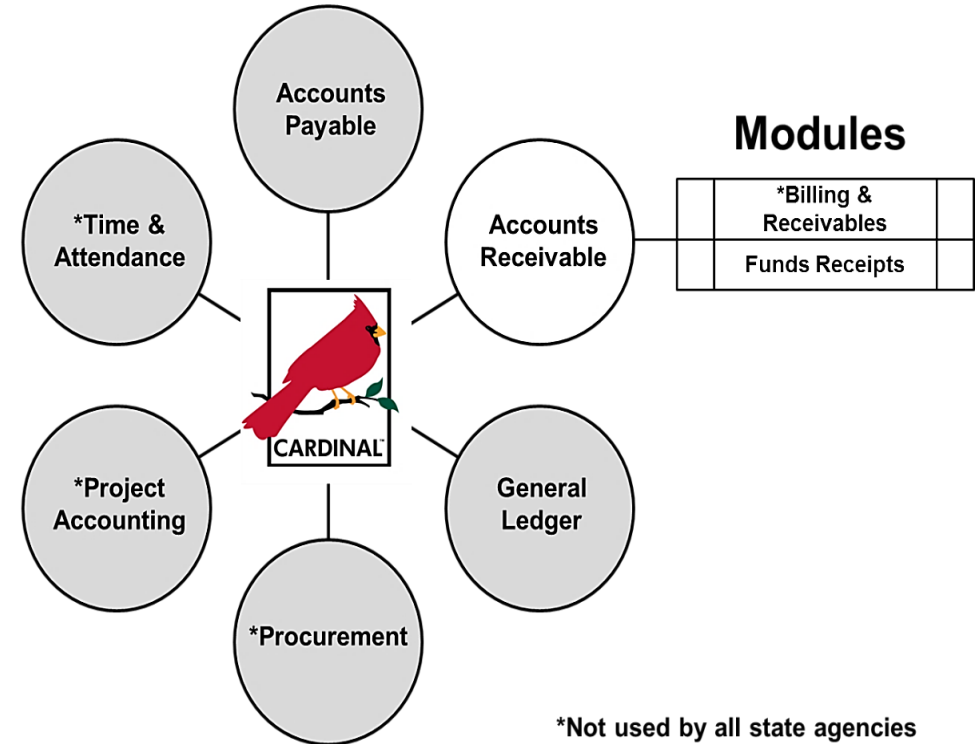
Accounts Receivable

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.

Cardinal Functional Areas





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. .

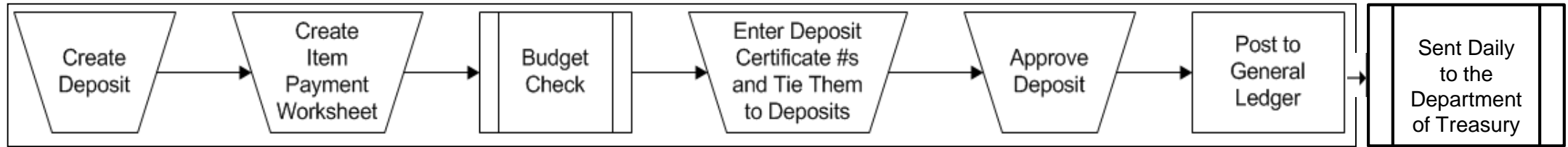
Cardinal sends that transaction data to the General Ledger through the Journal Generator process .





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**.

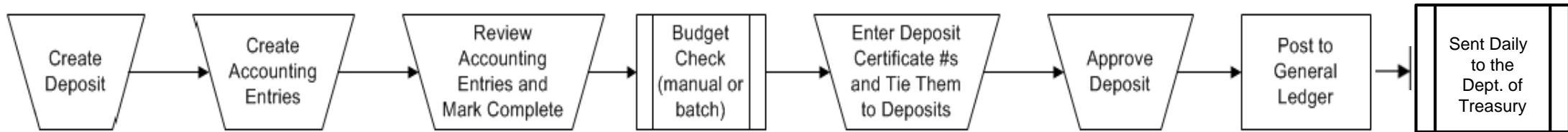
The **Deposit Certificate** is created for the deposit(s) and approved.

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 **Training**.



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

The screenshot shows the CARDINAL software interface. At the top is the CARDINAL logo. Below it is a navigation breadcrumb: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The main heading is "Regular Deposit". Below this heading are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected and highlighted with a red box. Below the tabs is a form with two fields: "Deposit Unit" with the value "50100" and a search icon, and "Deposit ID" with the value "NEXT". Both fields are highlighted with a red box. Below the form is an "Add" button, also highlighted with a red box. At the bottom of the form are two links: "Find an Existing Value" and "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. This date determines the accounting period in which the deposit posts to the General Ledger. The **Accounting Date** is not necessarily the same as the deposit date. Cardinal validates the **Accounting Date** to make sure it falls within an open period for the **Business Unit** and transaction type
- Select **Bank Code**. The **Bank Code** determines which **Bank Account** is available for selection
- Select **Bank Account**. When the **Bank Account** is selected, the **Deposit Type** choices will populate
- Select **Deposit Type**. Do not automatically accept the default value that populates when **Bank Account** is selected
- In the **Control Currency** field select **USD**



Totals Tab (continued)

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

TotalsPayments

Unit 50100Deposit ID NEXTDelete Deposit

*Accounting Date01/19/2017

*Bank Code11006303

*Bank AccountTR014949385709388501

*Deposit Type1000001

Control CurrencyUSD

Format CurrencyUSD

Rate TypeCRRNT

Exchange Rate1.00000000

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

*Received01/19/2017

*Entered01/19/2017

Posted

AssignedPPS1_STUART.HANDLAN

User PPS1_STUART.HANDLAN

SaveNotifyRefreshAddUpdate/Display

Totals | Payments



Totals Tab (continued)

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

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

- **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

Totals		Payments	
Unit 50100		Deposit ID NEXT	
		Delete Deposit	
*Accounting Date 01/19/2017		Control Currency USD	
*Bank Code 1100 6303		Format Currency USD	
*Bank Account TR01 4949385709388501		Rate Type CRRNT	
*Deposit Type 1 000001		Exchange Rate 1.00000000	
Control Totals		Control Data	
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
		*Received 01/19/2017	
		*Entered 01/19/2017	
		Posted	
		Assigned PPS1_STUART.HANDLAN	
		User PPS1_STUART.HANDLAN	



Totals Tab (continued)

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

TotalsPayments

Unit 50100Deposit ID NEXTDelete Deposit

*Accounting Date01/19/201731

*Bank Code11006303

*Bank AccountTR014949385709388501

*Deposit Type1000001

Control CurrencyUSD

Format CurrencyUSD

Rate TypeCRRNT

Exchange Rate1.00000000

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

*Received01/19/201731

*Entered01/19/201731

Posted

AssignedPPS1_STUART.HANDLAN

UserPPS1_STUART.HANDLAN

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

There is a key difference on the **Payments** tab between **Item Payments** and **Direct Journals**. For an **Item Payment** make sure that:

- The **Payment Predictor** box is checked for **Item Payments**
- The **Journal Directly** box must be 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.

The screenshot shows the Cardinal software interface. The top navigation bar includes 'Home' and 'Worklist'. Below it, a breadcrumb trail reads: 'Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit'. The 'Payments' tab is selected and highlighted with a red box. The 'Totals' section shows 'Unit 50100', 'Deposit ID NEXT', 'Date 03/10/2017', and 'Balance Balanced'. The 'Payment Information' section is highlighted with a red box and contains the following fields: 'Payment Seq 1', 'Amount 750.00', 'Rate Type CRRNT', 'Payment Method Check', '*Payment ID SCHDOT01', 'Currency USD', 'Exchange Rate 1.00000000', '*Accounting Date 03/10/2017', 'Journal Directly' (unchecked), 'Range of References' (unchecked), and 'Payment Predictor' (checked, highlighted with a red box). The 'Customer Information' section contains fields for 'Customer ID 0000000148', 'Business Unit', 'Remit From 0000000148', 'Remit SetID 50100', 'Name DEPT CONSERVATION & RECREATION', 'Corporate 0000000148', 'Corporate SetID 50100', 'SubCust1', 'SubCust2', 'MICR ID', and 'Link MICR'. The 'Reference Information' section is at the bottom, showing a table with columns 'Qual Code', 'Reference', 'To Reference', and 'Event'.

Qual Code	Reference	To Reference	Event
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Payments Tab: Direct Journal

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

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

- In the **Payment Information** section, enter the **Payment ID** and the payment **Amount**. The **Payment ID** is an identifier assigned by the agency, such as the payee's check number
- Cardinal assigns the **Payment Seq** to track the order in which payments are entered in the deposit when there is more than one payment

There is a key difference on the **Payments** tab between **Direct Journals** and **Item Payments**. For a **Direct Journal** make sure that:

- The **Journal Directly** box is checked for a **Direct Journal**. This ensures the deposit is picked up for processing
- The **Journal Directly** box must be checked in order for the payment lines to be available to create accounting entries
- The **Payment Predictor** box must be unchecked for a **Direct Journal**

The **Payment Method** will default 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.

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Favorites ▾

Main Menu ▾

>

Accounts Receivable ▾

>

Payments ▾

>

Online Payments ▾

>

Regular Deposit

Totals

Payments

Unit 50100

Deposit ID NEXT

Date 01/19/2017

Balance

Balanced

Payment Information

Find | View All

First

1 of 1

Last

Payment Seq 1

*Payment ID SCHDOT01 x

*Accounting Date 01/19/2017

+ -

Amount 750.00

Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

☐ Payment Predictor

☒ Journal Directly

☐ Range of References

Attachments (0)

Apply Payment

Payment Method Check ▾

Customer Information

Find

First

1 of 1

Last

Customer ID 19400

Business Unit

Remit From 19400

Remit SetID STATE

Name DEPARTMENT OF GENERAL SERVICES

Corporate 19400

Corporate SetID STATE

SubCust1

SubCust2

MICR ID

Link MICR

Detail References

Reference Information

Personalize | Find | View All |

First

1 of 1

Last

Qual Code	Reference	To Reference	Event
1 I			

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 **Training**.



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

The screenshot shows the 'Payments' tab in a financial system. The 'Payment Information' section is active, and the 'Customer Information' section is also visible. Red boxes highlight the following fields:

- Payment Predictor**: Unchecked checkbox.
- Journal Directly**: Checked checkbox.
- Payment Method**: Dropdown menu set to 'Agency Transfer'.
- Customer ID**: Text field containing '19400'.
- Business Unit**: Text field containing '19400'.

Other visible fields include:

- Payment Seq**: 1
- Amount**: 750.00
- Rate Type**: CRRNT
- *Payment ID**: SCHDOT01
- Currency**: USD
- *Accounting Date**: 01/19/2017
- Exchange Rate**: 1.00000000
- Range of References**: Unchecked checkbox.
- Attachments (0)**: Link.
- Apply Payment**: Button.
- Remit From**: 19400
- Remit SetID**: STATE
- Name**: DEPARTMENT OF GENERAL SERVICES
- Corporate**: 19400
- Corporate SetID**: STATE
- SubCust1**: Text field.
- SubCust2**: Text field.
- MICR ID**: Text field.
- Link MICR**: Link.



Agency to Agency (ATA) Transactions (continued)

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

Totals **Payments**

Unit 50100 Deposit ID NEXT Date 01/19/2017 Balance Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq *Payment ID *Accounting Date 31 + -

Amount Currency

Rate Type Exchange Rate

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method ▾ Attachments (0) Apply Payment

Customer Information Find First 1 of 1 Last

🔍 Business Unit 🔍 + -

Remit From 19400 Remit SetID STATE

Name DEPARTMENT OF GENERAL SERVICES

Corporate 19400 Corporate SetID STATE

SubCust1 SubCust2

MICR ID 🔍 Link MICR



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 page.

After the user has clicked on the **Save** action for the deposit, Cardinal assigns a sequential **Deposit ID** number.

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

The user can modify or delete the deposit before the accounting entries have been marked **Complete** and successfully budget checked.

The screenshot shows the 'Regular Deposit' entry screen in the Cardinal software. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Totals' tab is active, showing 'Unit 50100', 'Deposit ID 74266' (highlighted with a red box), 'Date 01/19/2017', and 'Balance Balanced' (also highlighted with a red box). Below this, the 'Payment Information' section contains fields for Payment Seq (1), Amount (750.00), Rate Type (CRRNT), Payment Method (Agency Transfer), Payment ID (SCHDOT01), Currency (USD), Accounting Date (01/19/2017), Exchange Rate (1.00000000), and checkboxes for Journal Directly, Range of References, and Attachments (0). The 'Customer Information' section includes Customer ID (19400), Business Unit (19400), Remit From (19400), Name (DEPARTMENT OF GENERAL SERVICES), Remit SetID (STATE), Corporate ID (19400), Corporate SetID (STATE), and MICR ID. A 'Detail References' table is shown below, with columns for Qual Code, Reference, To Reference, and Event. At the bottom, there are buttons for Save (highlighted with a red box), Notify, Refresh, Add, and Update/Display. The status bar at the very bottom shows '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



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.

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

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

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

Create Payment Worksheet

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

[Find an existing payment](#)

▼ **Search Criteria**

Deposit Unit = ▾ 50100 🔍

Deposit ID begins with ▾ 74278 🔍

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

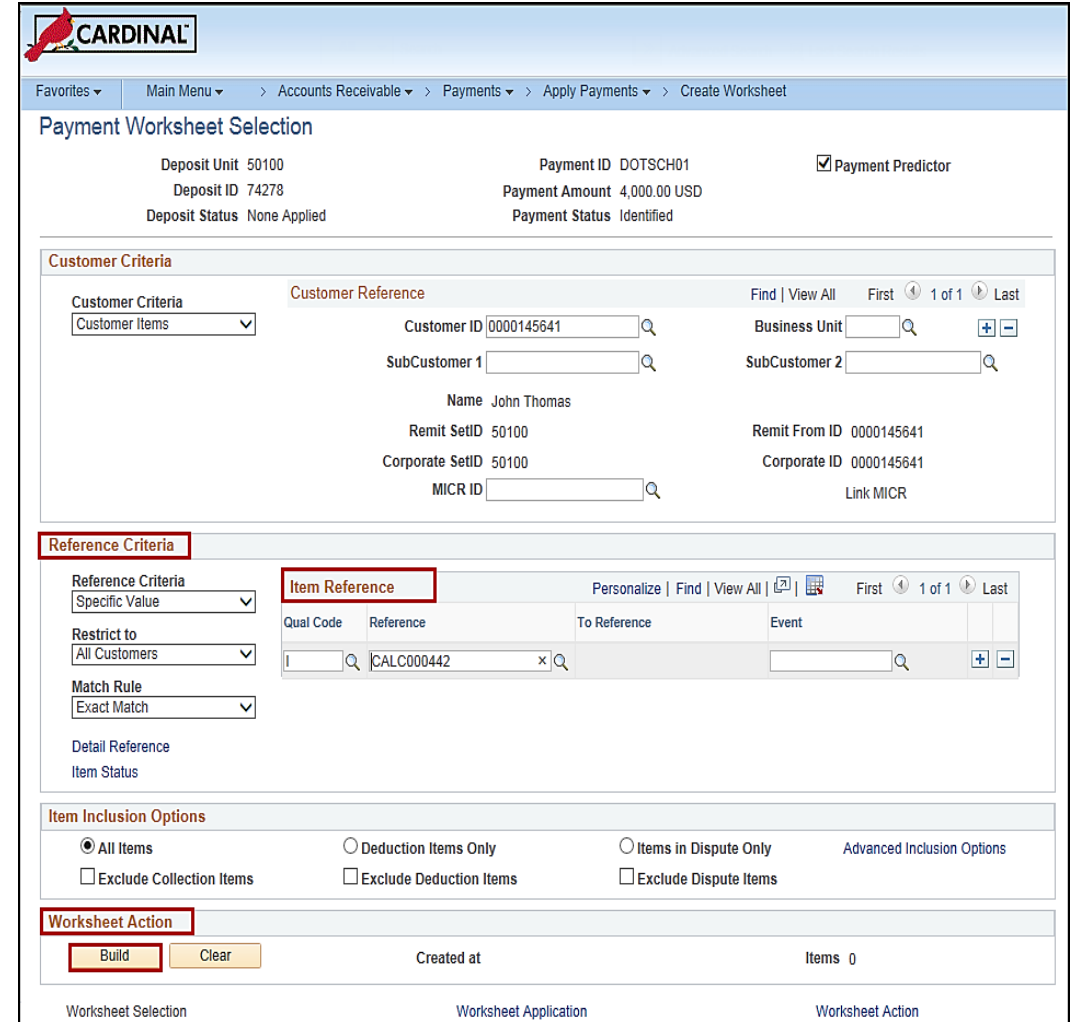
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



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.

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



The screenshot displays the CARDINAL Payment Worksheet Selection interface. The top navigation bar includes links for Favorites, Main Menu, Accounts Receivable, Payments, Apply Payments, and Create Worksheet. The main section is titled "Payment Worksheet Selection" and contains fields for Deposit Unit (50100), Deposit ID (74278), Deposit Status (None Applied), Payment ID (DOTSCH01), Payment Amount (4,000.00 USD), and Payment Status (Identified). A checkbox for "Payment Predictor" is checked.

The "Customer Criteria" section includes a dropdown for "Customer Criteria" (set to "Customer Items") and a "Customer Reference" section with fields for Customer ID (0000145641), SubCustomer 1, Name (John Thomas), Remit SetID (50100), Corporate SetID (50100), MICR ID, Business Unit, SubCustomer 2, Remit From ID (0000145641), Corporate ID (0000145641), and Link MICR.

The "Reference Criteria" section includes a dropdown for "Reference Criteria" (set to "Specific Value"), a dropdown for "Restrict to" (set to "All Customers"), and a dropdown for "Match Rule" (set to "Exact Match"). The "Item Reference" section includes a table with columns for Qual Code, Reference, To Reference, and Event. The Reference field contains the value "CALC000442".

The "Item Inclusion Options" section includes radio buttons for "All Items" (selected), "Deduction Items Only", and "Items in Dispute Only", and checkboxes for "Exclude Collection Items", "Exclude Deduction Items", and "Exclude Dispute Items".

The "Worksheet Action" section includes buttons for "Build" and "Clear", and a "Created at" field. The "Items" count is 0.

The bottom of the interface shows three tabs: "Worksheet Selection", "Worksheet Application", and "Worksheet Action".

Processing an Item Payment (continued)

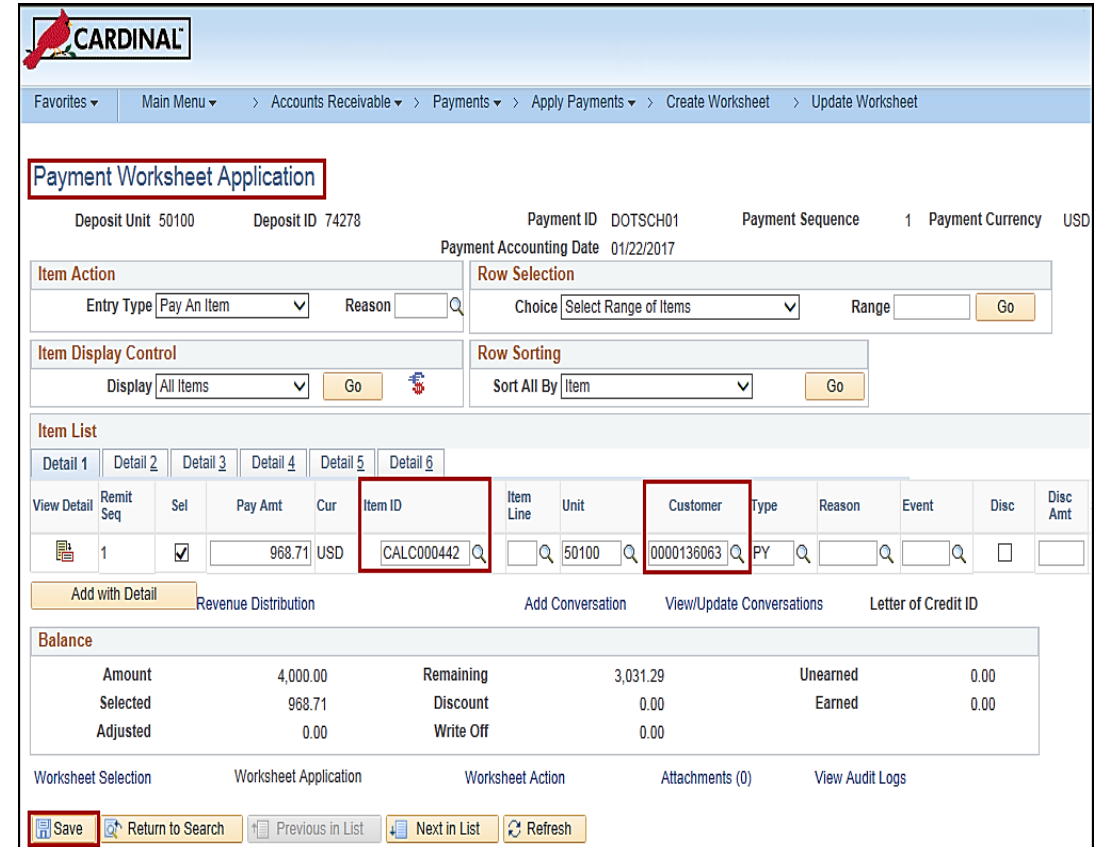
The **Payment Worksheet Application** page displays.

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.



Payment Worksheet Application

Deposit Unit 50100 Deposit ID 74278 Payment ID DOTSCH01 Payment Sequence 1 Payment Currency USD
Payment Accounting Date 01/22/2017

Item Action
Entry Type Reason

Row Selection
Choice Range

Item Display Control
Display

Row Sorting
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
							1	<input checked="" type="checkbox"/>	968.71	USD	CALC000442		50100	0000136063	PY			<input type="checkbox"/>	

Revenue Distribution

Balance

Amount	4,000.00	Remaining	3,031.29	Unearned	0.00
Selected	968.71	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

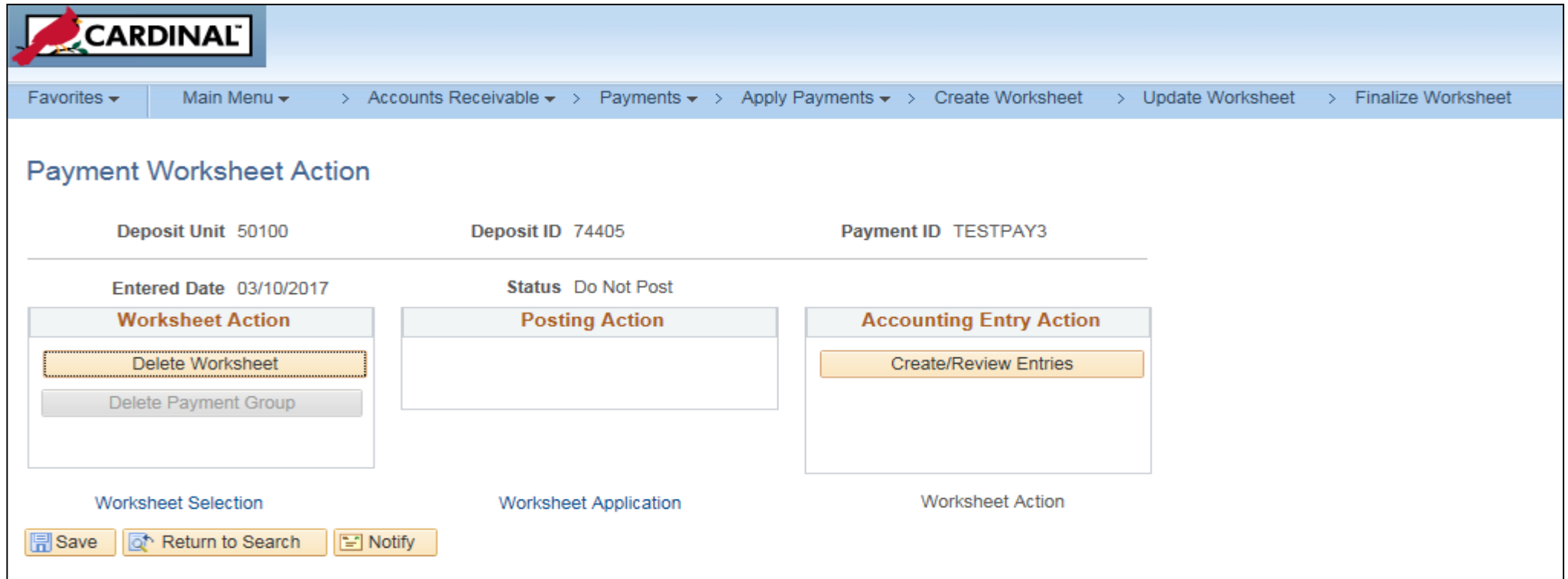
Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs



Processing an Item Payment (continued)

The **Payment Worksheet Action** page displays.

Create and review the accounting entries on this page.



The screenshot shows the 'Payment Worksheet Action' page in the Cardinal system. The page has a blue header with the 'CARDINAL' logo and a breadcrumb trail: Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet > Update Worksheet > Finalize Worksheet. The main content area is titled 'Payment Worksheet Action' and displays the following information:

- Deposit Unit: 50100
- Deposit ID: 74405
- Payment ID: TESTPAY3
- Entered Date: 03/10/2017
- Status: Do Not Post

Below this information are three main action panels:

- Worksheet Action:** Contains 'Delete Worksheet' (highlighted with a dashed border) and 'Delete Payment Group' (disabled).
- Posting Action:** Currently empty.
- Accounting Entry Action:** Contains 'Create/Review Entries' (highlighted).

At the bottom, there are three tabs: 'Worksheet Selection', 'Worksheet Application', and 'Worksheet Action'. Below these tabs are three buttons: 'Save', 'Return to Search', and '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.

The screenshot displays the CARDINAL Payment Worksheet Application interface. The top navigation bar includes links for Home, Worklist, and Add to. The main menu shows a path: Accounts Receivable > Payments > Apply Payments > Create Worksheet > Finalize Worksheet > Update Worksheet. The application title is "Payment Worksheet Application".

Key fields at the top include: Deposit Unit (50100), Deposit ID (74396), Payment ID (TESTCUST), Payment Sequence (1), and Payment Currency (USD). The Payment Accounting Date is 02/28/2017.

The interface is divided into several sections:

- Item Action:** Entry Type (Pay An Item), Reason (searchable).
- Row Selection:** Choice (Select Range of Items), Range (input field), and a Go button.
- Item Display Control:** Display (All Items), a Go button, and a US flag icon.
- Row Sorting:** Sort All By (Item), a Go button.

The **Item List** section shows a table with columns: View Detail, Remit Seq, Set, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Event, Disc, Disc Amt, and Service Purchase ID. Two rows are visible:

View Detail	Remit Seq	Set	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"/>		

Below the table are buttons for "Add with Detail" and "Revenue Distribution".

The **Balance** section shows a summary table:

		Letter of Credit ID	
Amount	121.36	Remaining	71.36
Selected	50.00	Discount	0.00
Adjusted	0.00	Write Off	0.00
		Unearned	0.00
		Earned	0.00

At the bottom, there are links for Worksheet Selection, Worksheet Application, Worksheet Action, Attachments (0), and View Audit Logs. A row of buttons includes Save, Return to Search, Previous in List, Next in List, and Refresh.



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

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

Payment Worksheet Application

Deposit Unit 50100 Deposit ID 74284 Payment ID DOTTRNG50 Payment Sequence 1 Payment Currency USD

Payment Accounting Date 01/23/2017

Item Action
Entry Type: Pay An Item Reason:

Row Selection
Choice: Select Range of Items Range: Go

Item Display Control
Display: All Items Go

Row Sorting
Sort All By: Item Go

Item List

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
	1	<input checked="" type="checkbox"/>	-100.00	USD	000003676		50100	0000136063	OA	OACON		<input type="checkbox"/>	

Add with Detail Revenue Distribution Letter of Credit ID

Balance

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

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

Save Return to Search Refresh



Processing a Direct Journal Payment

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

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

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

Navigate to the **Create Accounting Entries** page using the following path:

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



Processing a Direct Journal Payment (continued)

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

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

CARDINAL

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 ▾	74280	🔍
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):

Search Clear Basic Search Save Search Criteria



Processing a Direct Journal Payment (continued)

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 the distribution. If the agency uses SpeedTypes, enter one here to automatically populate some of the ChartFields in the accounting distribution.

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

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

After entering the distribution and amounts, click the **lightning bolt** icon to create the system generated cash and interunit lines for the accounting entry.

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



Processing a Direct Journal Payment (continued)

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

Accounting Entries

Deposit Control

Unit 50100

Deposit ID 74280

Payment DOTTRNG02

Seq 1

Currency Details

Amount3,000.00 USD

☐ Complete

Entry Event

Budget Status

Distribution Lines

Personalize | Find | View All |

First1-2 of 4Last

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	-3,000.00	USD	4009060	04100		10015	11000
2	2 TREAS	Speed Type	3,000.00	USD	101010	04100		10015	11000

< >

Total

Lines	4	Total Debits	6,000.00	Currency	USD	Total Credits	6,000.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save

Return to Search

Notify

Refresh

Accounting Entries | Deposit Control



Processing a Direct Journal Payment (continued)

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

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


All Search >> Advanced Search Last Search Results

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

Accounting Entries Deposit Control

Unit 50100 Deposit ID 74280 Payment DOTTRNG02 Seq 1

Currency Details

Amount 3,000.00 USD 

☒ Complete Entry Event

Budget Status

Distribution Lines Personalize Find View 2 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	-3,000.00	USD	4009060	04100		10015	11000
2	2 TREAS	Speed Type	3,000.00	USD	101010	04100		10015	11000
3	3 50100	Speed Type	3,000.00	USD	101010	04100		99999	99999
4	4 TREAS	Speed Type	-3,000.00	USD	101010	04100		99999	

Total

Lines	4	Total Debits	6,000.00	Currency	USD	Total Credits	6,000.00	Currency	USD	Net	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. The system generated lines must always be deleted prior to modifying the user entered line of the accounting entry. The ChartField line(s) entered and need to modify are then available for edit.



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



Accounting Entries

Deposit Control

Unit 50100Deposit ID 74280Payment DOTTRNG02Seq 1

Currency Details

Amount3,000.00 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"/>	-3,000.00 USD		4009060	04100		10015	11000
2	2 TREAS	<input type="text" value="Speed Type"/>	3,000.00 USD		101010	04100		10015	11000
3	3 50100	<input type="text" value="Speed Type"/>	3,000.00 USD		101010	04100		99999	99999
4	4 TREAS	<input type="text" value="Speed Type"/>	-3,000.00 USD		101010	04100		99999	


< >


Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
8	6,000.00	USD	6,000.00	USD	0.00

 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**.

FavoritesMain MenuAccounts ReceivablePaymentsDirect Journal PaymentsModify Accounting Entries

Directly Journalled PaymentsDeposit Control

Unit 50100Deposit ID 74280Payment DOTTRNG02Seq 1

Currency Details

Amount3,000.00Currency USDBase3,000.00Currency USD

☒ Complete

Budget StatusValid

Distribution Lines

PersonalizeFind1-4 of 4FirstLast

ChartFieldsCurrency DetailsBudgetJournal Reference InformationDistribution Creation / Update Details

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pro
S		1 50100		3,000.00	-3,000.00	USD	4009060	04100	
S		2 TREAS	3,000.00		3,000.00	USD	101010	04100	

Total

Lines	4	Total Debits	6,000.00	Currency	USD	Total Credits	6,000.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

SaveReturn to SearchNotify



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 web application interface. At the top, there is a navigation bar with the CARDINAL logo, a search bar, and links for 'Advanced Search' and 'Last Search Results'. Below the navigation bar is a breadcrumb trail: 'Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries'. The main heading is 'Modify Accounting Entries'. Below this, there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. The search criteria section is highlighted with a red box and contains the following fields: 'Deposit Unit' (dropdown menu), 'Deposit ID' (text input), 'Payment Sequence' (dropdown menu), 'Payment ID' (text input), 'User ID' (text input), and 'Assigned Operator ID' (text input). The 'Deposit ID' field is set to '74280'. Below the search criteria, there is a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' set to '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.



Reviewing and Correcting Budget Check Errors (continued)

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

Favorites ▾


Main Menu ▾

> Accounts Receivable ▾

> Payments ▾

> Direct Journal Payments ▾

> Modify Accounting Entries

CARDINAL™

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.

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)



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

100

☐ More Budgets Exist

Search

Advanced Budget Criteria

Budgets with Exceptions

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

Budget Override

Budget Chartfields 

 Save

 Return to Search

 Notify

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

The screenshot shows the CARDINAL system interface. At the top, there is a navigation bar with the CARDINAL logo, a search bar with a dropdown menu set to 'All', and a search button. Below the navigation bar, there is a breadcrumb trail: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal. The main heading is 'Direct Journal'. Below the heading, there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. Below this, there is a section titled 'Search Criteria' with a dropdown arrow. The search criteria fields are: Commitment Control Tran ID (dropdown: begins with), Commitment Control Tran Date (dropdown: =), Deposit Unit (dropdown: begins with, value: 50100), Deposit ID (dropdown: begins with, value: 74282), Payment Sequence (dropdown: =), Process Instance (dropdown: =), and Process Status (dropdown: =). A red box highlights the Deposit Unit and Deposit ID fields. Below the search criteria, there is a text prompt: 'Limit the number of results to (up to 300):' followed by a text input field containing '300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

Accounting Entries | Deposit Control

Message

Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6045,727)

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.



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	<div>Speed Type</div>	-100.00	USD	4009060	04100		10049	110000
2	2 TREAS	<div>Speed Type</div>	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
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

 Save

 Return to Search

 Notify

 Refresh

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.

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

Save 🔄 Return to Search 📧 Notify 🔄 Refresh

Accounting Entries | Deposit Control



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 **Training**.

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 **Deposit Unit**, **Deposit Control Ticket Number**, and **Bank Deposit Date**. Then click **Add** button to open **Approve Deposits** page.

CARDINAL™

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 DOTTRN05

Bank Deposit Date 01/23/2017

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

Deposit Unit: 50100

Deposit control Ticket Number: DOTTRN05

Control Total Amount: 100.000 x Control Count: 1

Bank Deposit Date: 01/23/2017

WS Posted By: WS Posted Date:

Approved By: Approved Date:

Deposit ID	Deposit Amount	Status	View Detail Status
1 74281	100.000	Complete	

Set WS to Post Approve

Save Notify Add Update/Display



Creating and Approving a Deposit Certificate (continued)

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

A **Status** of **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.

Approve Deposits

Deposit Unit: 50100
Deposit control Ticket Number: DOTTRN05
Control Total Amount: 100.000 Control Count: 1
Bank Deposit Date: 01/23/2017

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

Deposit ID	Deposit Amount	Status	View Detail Status
1 74281	100.000	Complete	

Set WS to Post Approve

Save Return to Search Notify Add Update/Display



Creating and Approving a Deposit Certificate (continued)

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



Deposit Detail Status



Payments

Deposit ID: 74281

Bank Code: 1100

Payments

Personalize | Find | View All |  

First  1 of 1  Last

Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status
1	100.000	Complete	Valid	Journalled

Return



Creating and Approving a Deposit Certificate (continued)

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

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

Approve Deposits

Approve Deposits

Deposit Unit: 50100
Deposit control Ticket Number: DOTTRN05
Control Total Amount: 100.000 Control Count: 1
Bank Deposit Date: 01/23/2017
WS Posted By: WS Posted Date:
Approved By: Approved Date:

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

Deposit ID	Deposit Amount	Status	View Detail Status
1 74281	100.000	Complete	

Set WS to Post Approve

Save Return to Search Notify Add Update/Display

Message

Deposit is approved (25007,4)

OK

WS Posted By: WS Posted Date:
Approved By: PPS1_STUART.HANDLAN Approved Date: 01/23/2017

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

Deposit ID	Deposit Amount	Status	View Detail Status
1 74281	100.000	Approved	

Set WS to Post Approve



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 74341 Payment PAY12212016 Seq 1

Currency Details

Amount	20.00	Currency	USD
Base	20.00	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▲	Journal
S		3 50100	20.00		20.00	USD	AR00347942	12/23/2
S		1 50100		20.00	-20.00	USD	AR00347942	12/23/2
S		4 TREAS		20.00	-20.00	USD	AR00347959	12/23/2
S		2 TREAS	20.00		20.00	USD	AR00347959	12/23/2

Total

Lines	4	Total Debits	40.00	Currency	USD	Total Credits	40.00	Currency	USD	Net	0.00
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Reviewing General Ledger Journal Information (continued)

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

Buttons: Directly Journalled Payments | Deposit Control

Unit 50100 Deposit ID 74341 Payment PAY12212016 Seq 1

Currency Details

Amount	20.00	Currency	USD
Base	20.00	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▲	Journal
S		3 50100	20.00		20.00	USD	AR00347942	12/23/2
S		1 50100		20.00	-20.00	USD	AR00347942	12/23/2
S		4 TREAS		20.00	-20.00	USD	AR00347959	12/23/2
S		2 TREAS	20.00		20.00	USD	AR00347959	12/23/2

Total

Lines	4	Total Debits	40.00	Currency	USD	Total Credits	40.00	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.

Home | Worklist | Add to Fav

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

New Window | Help | F

Directly Journalled Payments | Deposit Control

Unit 50100 | Deposit ID 74386 | Payment NTCPAY10 | Seq 2

Currency Details

Amount	173.00	Currency	USD
Base	173.00	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		173.00	-173.00	USD	17-02-03AR_DIRJRN74386
S		2 TREAS	173.00		173.00	USD	17-02-03AR_DIRJRN74386
S		3 50100	173.00		173.00	USD	17-02-03AR_DIRJRN74386
S		4 TREAS		173.00	-173.00	USD	17-02-03AR_DIRJRN74386

Total

Lines	4	Total Debits	346.00	Currency	USD	Total Credits	346.00	Currency	USD	Net	0.00
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Save | Return to Search | Previous in List | Next in List | Notify

Directly Journalled Payments | Deposit Control



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.



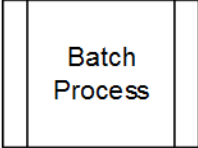
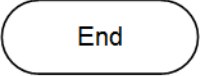
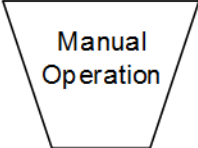
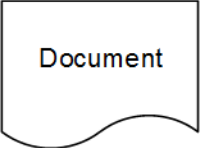
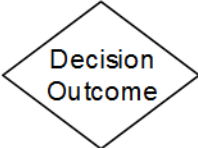
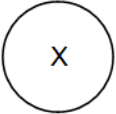
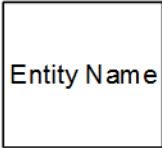
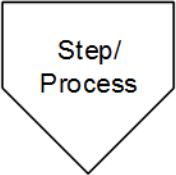
Payments: In the Accounts Receivable module, this term refers to funds received by the agency.

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.