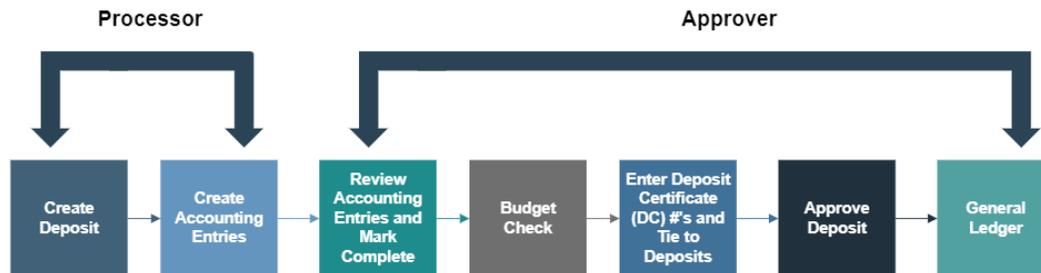## Correcting Deposits and Accounting Entries Process Overview

The Correcting Deposits and Accounting Entries process for online transactions requires input from both the Processor and the Approver.

The Processor:

- Creates the Deposit, deposit information (including the Amount) for one or more payments
- Creates the Deposit Accounting Entry

The Approver:

- Reviews the Deposit and Accounting Entries and marks them "Complete"
- After Budget Check runs, enters the DC #'s and ties them to their related Deposits
- Approves the Deposit, which then posts to General Ledger (GL)

Once the Accounting Entry is marked "Complete" (third box in the diagram above), it will be budget checked in the nightly batch process. Budget Check can also be run manually online (by selecting the **Budget Check** icon on the **Create/Modify Accounting Entries** page).

The Deposit and Accounting Entry information can only be modified before the Budget Check is successfully completed. Once the Budget Check is completed and the status indicates "Valid", the Deposit and the Accounting Entry information cannot be changed in the Accounts Receivable Module.

In the event that a Deposit requires modification after Budget Checking and the corresponding DC ticket has not been processed, submit a VCCC ticket to the PPS AR team to assist with Deposit Adjustments.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Revision History

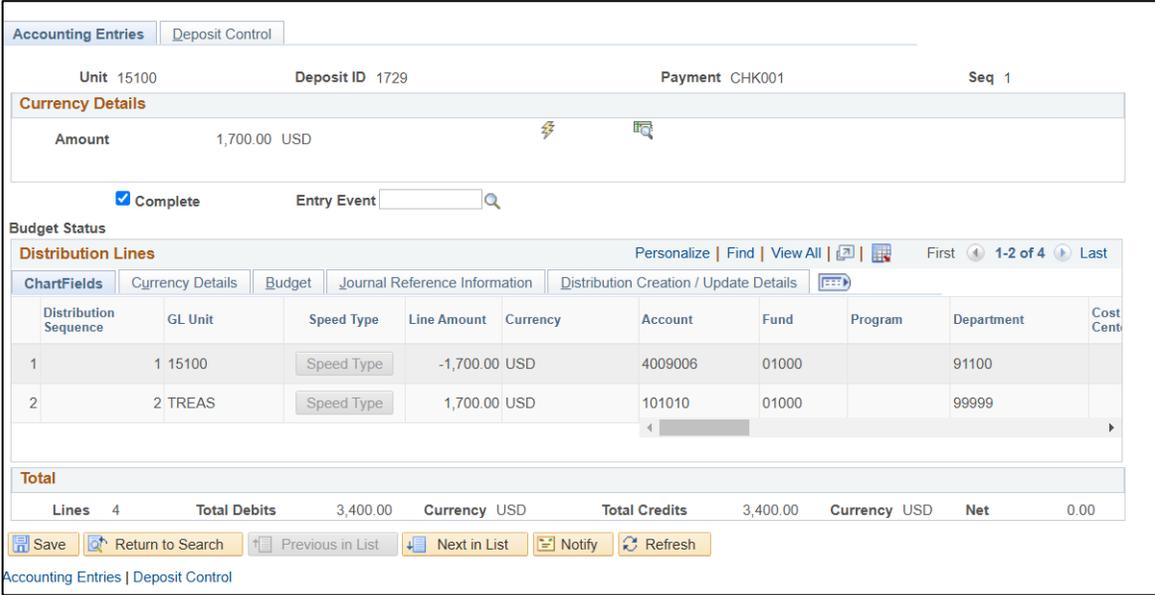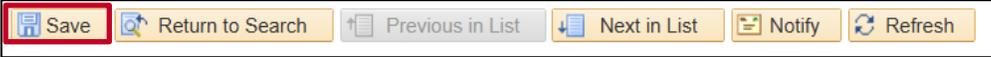| Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 2, after Step 1 and Step 8). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Table of Contents

Correct the Deposit/Accounting Entry prior to successful Budget Check

Scenario: Once the accounting entry for the Deposit is entered, marked as complete, and saved, the processor notices an error in the distribution lines. The processor can correct the error directly on the **Accounting Entries** page before continuing with the process.

Step	Action
	The **Accounting Entries** page displays.
(i)	Corrections to the accounting entries can be made prior to the Deposit being budget checked. After navigating away from this page, any modifications must be made on the Modify Accounting Entries page
1.	De-select the **Complete** checkbox option. ☐ Complete
2.	Click the **Save** button. [Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]
3.	Click the **Delete** button. This will delete the system generated cash and interunit lines. [⚡] [🗑]

Step	Action
	The **Accounting Entries** page refreshes and the distribution lines can be edited.
4.	The Line(s) within the **Distribution Lines** section is now editable. Make the necessary updates to the accounting entries.
5.	Click the **Create** icon (Lightning Bolt) to create the system generated cash and/or Interunit Lines.

Step	Action
	The **Create Accounting Entries** page refreshes.
6.	Select the **Complete** checkbox option.
7.	Click the **Save** button.

Step	Action
	The **Create Accounting Entries** page refreshes.

8.	Click the **Budget Check** icon.

The **Create Accounting Entries** page refreshes once the Budget Check completes.
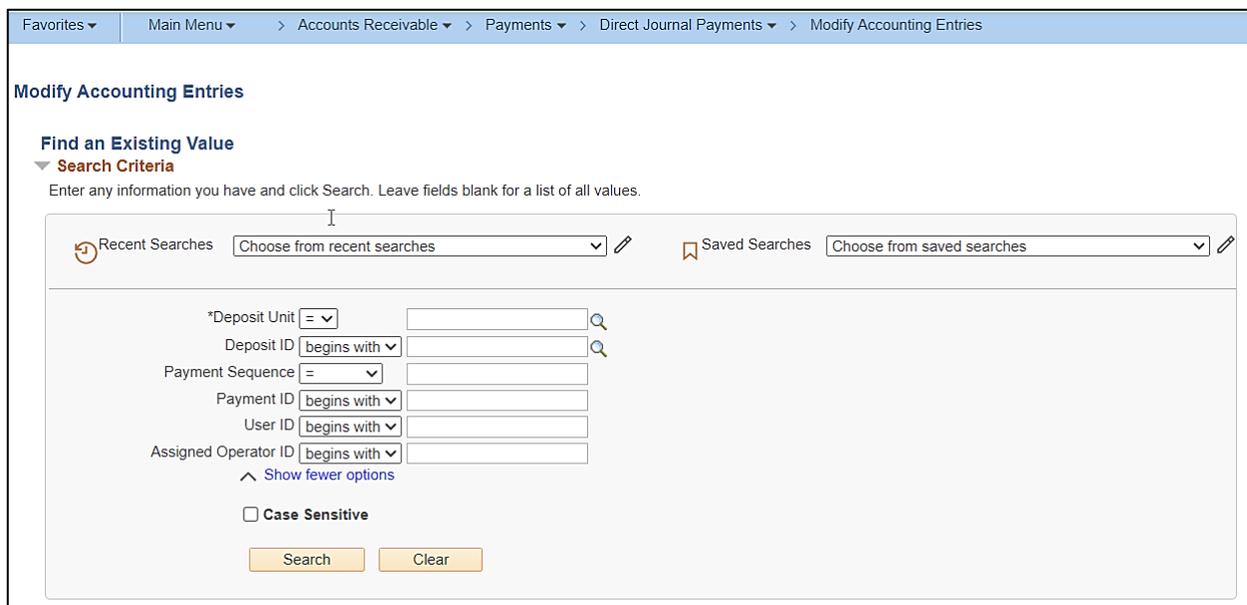
Step	Action
ⓘ	Once the Budget Check completes, the **Budget Status** field will display one of the following statuses ("Valid" in this example): • **Error** - The entry failed to pass budget checking. The transaction must be corrected before it will post to the commitment control ledger and the General Ledger • **Valid** - The entry passed budget checking, and the process updated the commitment control ledger **Warning** - The budget check process issued a Warning, but also updated the commitment control ledger

Correct the Deposit on the Modify Accounting Entries Page

Scenario: The processor notices an error in the accounting entry after navigating away from the **Create Accounting Entries** page. At this point in the process, changes prior to Budget Check must be made on the **Modify Accounting Entries** page.

Step	Action
1.	Navigate to this page using the following path: **Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries**

The **Modify Accounting Entries Search** page displays.

ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
ℹ	The **Deposit Unit** field defaults based on your Business Unit. However, the Business Unit can be updated using the **Deposit Unit Look Up** icon if you have access to multiple Business Units.
2.	Enter the Deposit ID associated with the Payment that requires accounting entries correction in the **Deposit ID** field.

Step	Action
3.	Click the **Search** button.
(i)	If the Deposit has more than one Payment, Open the first Payment by clicking the "Drill in" icon **(>)** on the line to open a specific Deposit.

The **Modify Accounting Entries** page displays with the **Directly Journalled Payments** tab displayed by default.

Step	Action
5.	De-select the **Complete** checkbox option.

A **Message (Warning)** displays in a pop-up window.

Message

Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)

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

[OK]

Step	Action
6.	Click the **OK** button to close the **Warning** message. ![OK]

	The **Modify Accounting Entries** page redisplays.

Directly Journalled Payments	Deposit Control

Unit 15100   Deposit ID 1732   Payment CHKPTH   Seq 1

Currency Details

Amount 1,700.00   Currency USD
Base 1,700.00   Currency USD

☐ Complete   Budget Status Not Chk'd

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	Account	Fund	Pr
🔍	1	15100			-1,700.00	USD	4009060	01000	
🔍	2	TREAS			1,700.00	USD	101010	01000	
🔍	3	15100			1,700.00	USD	101010	01000	
🔍	4	TREAS			-1,700.00	USD	101010	01000	

Total

Lines 8   Total Debits 6,800.00   Currency USD   Total Credits 6,800.00   Currency USD   Net 0.00

ℹ️	The **Budget Status** field updates to "Not Chk'd".

7.	Scroll down to the bottom of the page and click the **Save** button. [🖫 Save] [⟳ Return to Search] [⬆ Previous in List] [⬇ Next in List] [✉ Notify] Directly Journalled Payments	Deposit Control

8.	Next, navigate to the **Create Accounting Entries** page to modify the accounting entry using the following path: **Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**

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Step	Action
	The **Create Accounting Entries Search** page displays.
(i)	The **Deposit Unit** field defaults based on your Business Unit but can be updated as applicable if you have access to multiple Business Units.
9.	Enter the **Deposit ID** associated with the Payment that requires accounting entries correction in the **Deposit ID** field.
10.	Click the **Search** button.
(i)	If the Deposit has more than one Payment, Accounting Entries will need to be individually created for each Payment in the Deposit. Open the first Payment by clicking the "Drill in" icon **(>)** on the line to open a specific Deposit.

Step	Action
	The **Create Accounting Entries** page displays with the **Accounting Entries** tab displayed by default.
11.	Click the **Delete** icon to remove the cash and/or interunit Lines.
	The **Create Accounting Entries** page refreshes.

Step	Action
12.	The Line(s) within the **Distribution Lines** section is now editable. Make the necessary updates to the accounting entries.
13.	Click the **Create** icon (Lightning Bolt) to create the system generated cash and/or interunit Lines.

The **Create Accounting Entries** page refreshes.

Step	Action
14.	Select the **Complete** checkbox option.
15.	Click the **Save** button.

Step	Action
	The **Create Accounting Entries** page refreshes.

Step	Action
16.	Click the **Budget Check** icon.

The **Create Accounting Entries** page refreshes once the Budget Check completes.
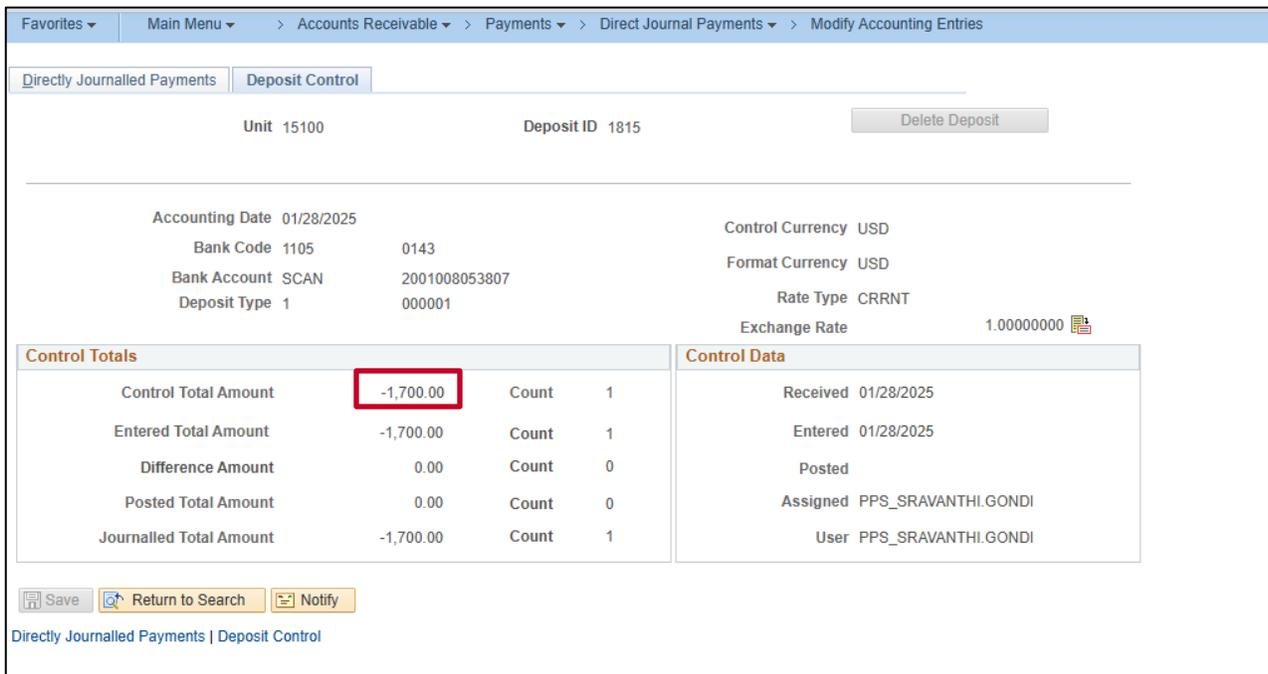
Step	Action
ℹ	Once the Budget Check completes, the **Budget Status** field will display one of the following statuses ("Valid" in this example): • **Error** - The entry failed to pass budget checking. The transaction must be corrected before it will post to the commitment control ledger and the General Ledger • **Valid** - The entry passed budget checking, and the process updated the commitment control ledger **Warning** - The budget check process issued a Warning, but also updated the commitment control ledger

Correct the Deposit/Accounting Entry following successful Budget Check

Scenario: The approver identifies an error in the amount after the Deposit has been successfully budget checked and journaled. To correct this, a new Deposit must be created to offset the original one. The approver enters the new Deposit, links the corresponding Deposit Certificate, and approves the new Deposit (as a reversal entry). The Deposit Certificate number for the new Deposit can either use the original number with a different bank Deposit date, or it can include a suffix added to the original DC ticket number to indicate the modification.

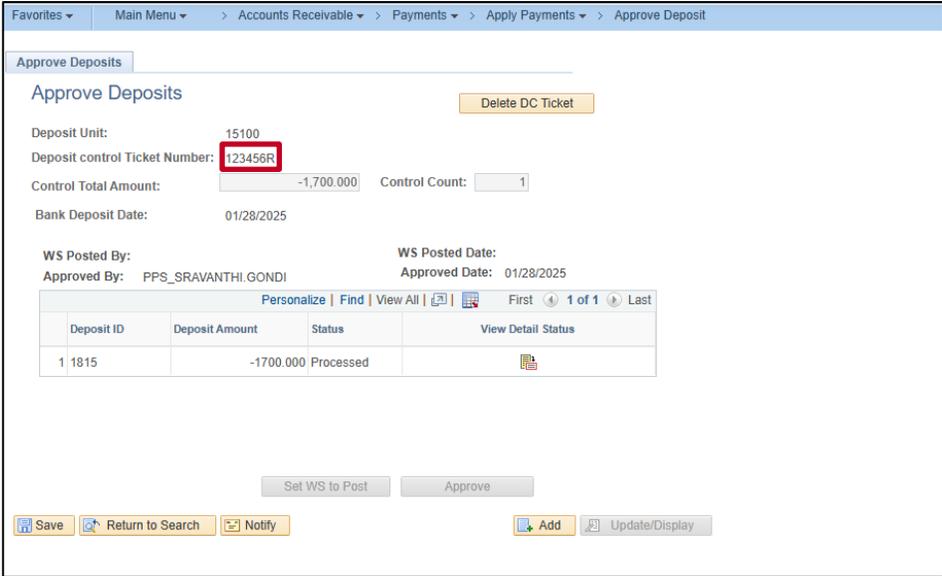| Step	Action
ℹ	A reversal Deposit will now need to be created as a Regular Deposit with a negative control amount.
	Refer to the Job Aid titled **AR326_Managing Accounts receivable Fund Receipts** for more information on creating a Regular Deposit. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning.**

The **Regular Deposit** page displays with an example of a reversal entry.

| | A new DC ticket has been created to include the reversal Deposit. In this scenario, a suffix has been added to the original DC ticket number to indicate the reversal entry. |

Step	Action
	The **Approve Deposit** page displays with the reversal suffix.
	Once the DC ticket has been processed, the original Deposit amount nets to zero. A new Deposit can now be created with the correct amount and accounting distribution.