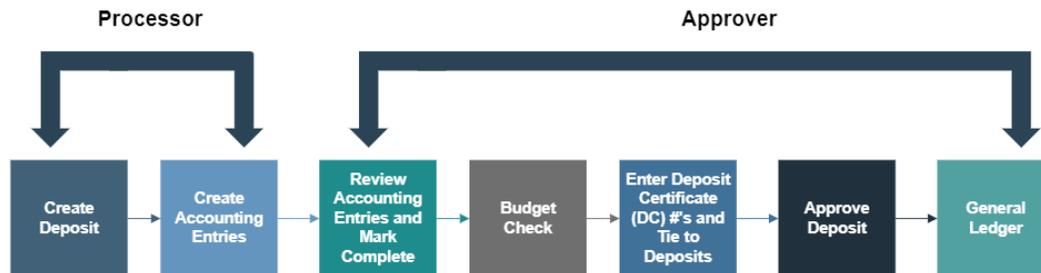


Correcting Deposits and Accounting Entries Process Overview

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.



Accounts Receivable Job Aid

AR326_Correcting Deposits and Accounting Entries

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.

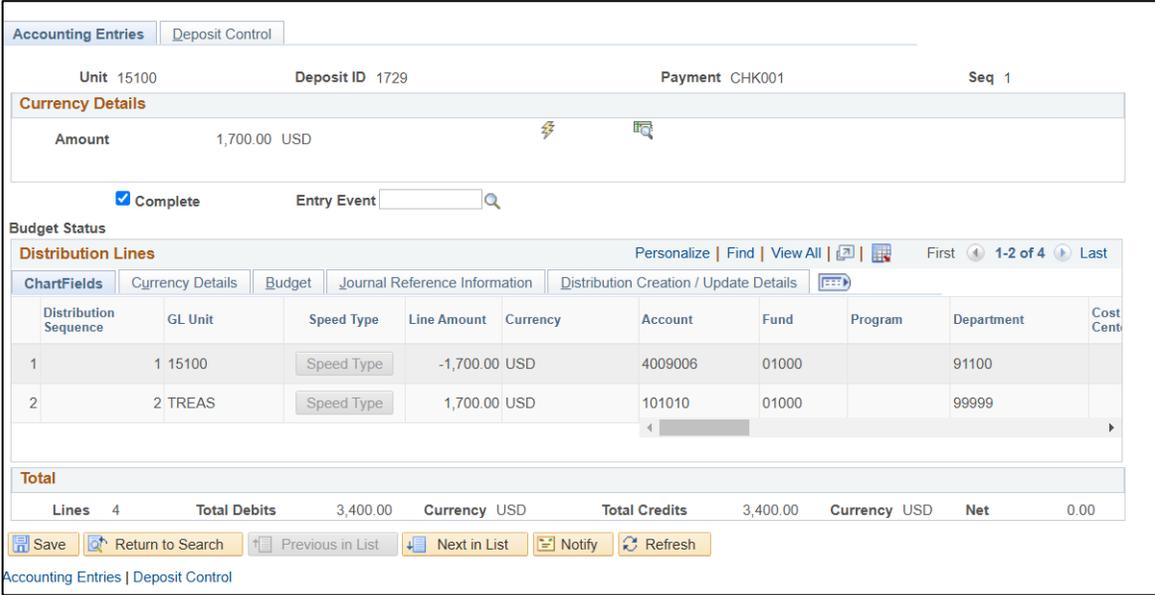
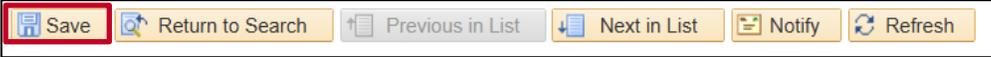


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Correct the Deposit/Accounting Entry prior to successful Budget Check

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
	<p>The Accounting Entries page displays.</p> 
	<p>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</p>
1.	<p>De-select the Complete checkbox option.</p> 
2.	<p>Click the Save button.</p> 
3.	<p>Click the Delete button. This will delete the system generated cash and interunit lines.</p> 

Step	Action
------	--------

The **Accounting Entries** page refreshes and the distribution lines can be edited.

Accounting Entries
Deposit Control

Unit 15100
Deposit ID 1729
Payment CHK001
Seq 1

Currency Details

Amount 1,700.00 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
1	1 15100	Speed Type	-1,700.00	USD	4009006	01000		91100

Total

Lines 1	Total Debits 0.00	Currency USD	Total Credits 1,700.00	Currency USD	Net -1,700.00
---------	-------------------	--------------	------------------------	--------------	---------------

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

Accounting Entries | Deposit Control

4. The Line(s) within the **Distribution Lines** section is now editable. Make the necessary updates to the accounting entries.

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
1	1 15100	Speed Type	-1,700.00	USD	4009006	01000		91100

5. Click the **Create** icon (Lightning Bolt) to create the system generated cash and/or Interunit Lines.

Currency Details

Amount 1,700.00 USD

Step	Action
------	--------

The **Create Accounting Entries** page refreshes.

Accounting Entries
Deposit Control

Unit 15100
Deposit ID 1729
Payment CHKPTH
Seq 1

Currency Details

Amount 1,700.00 USD ⚡ 🌐

Complete Entry Event

Budget Status Not Chk'd

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 Centre
1	1 15100	Speed Type	-1,700.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	1,700.00	USD	101010	01000		99999	

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save
Return to Search
Notify
Refresh

6. Select the **Complete** checkbox option.

Complete
Entry Event

7. Click the **Save** button.

Save
Return to Search
Notify
Refresh



Accounts Receivable Job Aid

AR326_Correcting Deposits and Accounting Entries

Step	Action
------	--------

The **Create Accounting Entries** page refreshes.

The screenshot shows the 'Create Accounting Entries' page for Unit 15100, Deposit ID 1729, and Payment CHKPTH. The 'Currency Details' section shows an amount of 1,700.00 USD. The 'Distribution Lines' table is as follows:

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Cent
1	1 15100	Speed Type	-1,700.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	1,700.00	USD	101010	01000		99999	

The 'Total' section shows: Lines 4, Total Debits 3,400.00, Currency USD, Total Credits 3,400.00, Currency USD, Net 0.00.

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

The close-up shows the 'Currency Details' section with the amount 1,700.00 USD. The Budget Check icon (a lightning bolt) is highlighted with a red box.

The **Create Accounting Entries** page refreshes once the Budget Check completes.

The screenshot shows the 'Create Accounting Entries' page after the Budget Check is complete. The 'Budget Status' is now 'Valid'. The 'Distribution Lines' table is as follows:

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	F
1	1 15100	-1,700.00	USD	4009060	01000		91100			
2	2 TREAS	1,700.00	USD	101010	01000		99999			

The 'Total' section shows: Lines 4, Total Debits 3,400.00, Currency USD, Total Credits 3,400.00, Currency USD, Net 0.00.

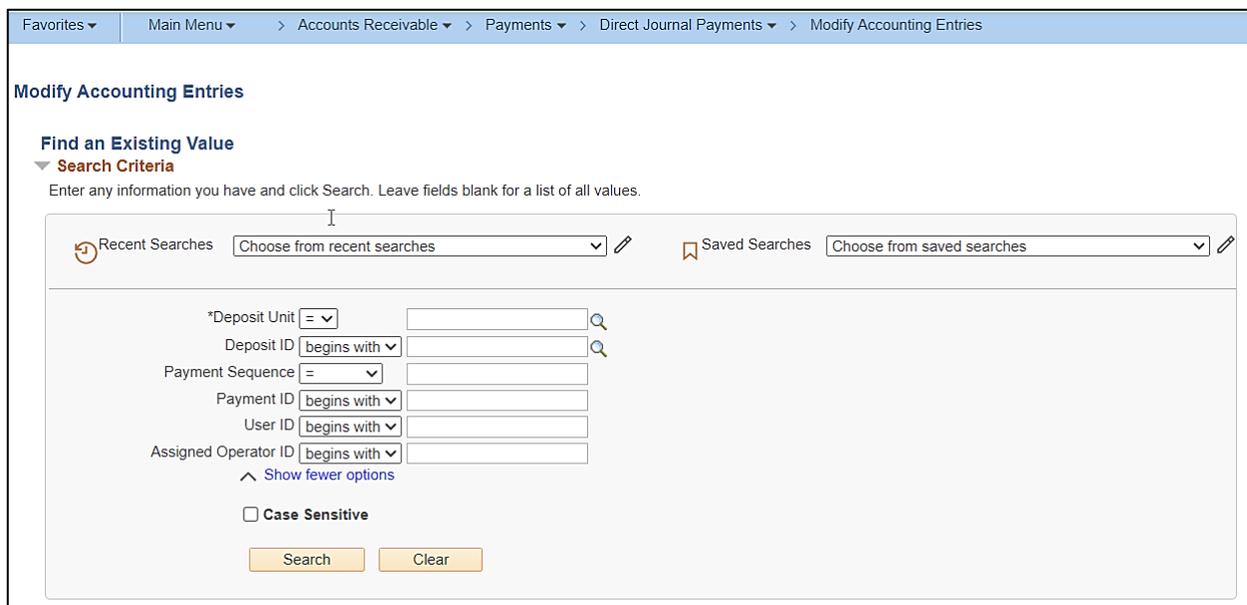
Step	Action
	<p>Once the Budget Check completes, the Budget Status field will display one of the following statuses (“Valid” in this example):</p> <ul style="list-style-type: none">• Error - The entry failed to pass budget checking. The transaction must be corrected before it will post to the commitment control ledger and the General Ledger• Valid - The entry passed budget checking, and the process updated the commitment control ledger <p>Warning - The budget check process issued a Warning, but also updated the commitment control ledger</p>

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.



	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 .
	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. <div style="border: 1px solid black; padding: 5px; display: inline-block;"> *Deposit Unit [v]  </div>

Step	Action
3.	Click the Search button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 10px;">Search</div> <div style="padding: 2px 10px;">Clear</div> </div> </div>
	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.

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

Accounting Line Display

Standard
 Supplemental (Entry Event)
 Both

Display

Distribution Lines

Personalize | Find | [Print Icon]
First 1-4 of 4 Last

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
S	1	15100			-1,700.00	USD	4009060	01000	
S	2	TREAS	1,700.00		1,700.00	USD	101010	01000	
S	3	15100	1,700.00		1,700.00	USD	101010	01000	
S	4	TREAS		1,700.00	-1,700.00	USD	101010	01000	

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

5.	De-select the Complete checkbox option. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> Complete </div> <div style="padding-left: 20px;">Budget Status</div> </div> </div>
----	--

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.

Step	Action
6.	Click the OK button to close the Warning message. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">OK</div>

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 | [?] | [x] | First 1-4 of 4 Last

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
<input type="checkbox"/>	1	15100			-1,700.00	USD	4009060	01000	
<input type="checkbox"/>	2	TREAS			1,700.00	USD	101010	01000	
<input type="checkbox"/>	3	15100			1,700.00	USD	101010	01000	
<input type="checkbox"/>	4	TREAS			-1,700.00	USD	101010	01000	

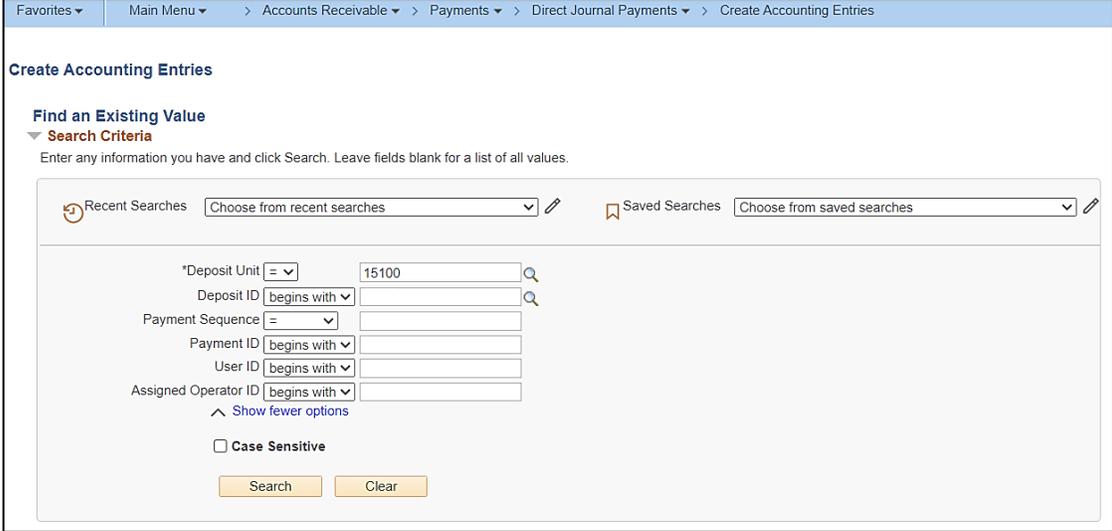
Total

Lines	8	Total Debits	6,800.00	Currency	USD	Total Credits	6,800.00	Currency	USD	Net	0.00
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	The Budget Status field updates to “Not Chk’d”.
---	--

7.	Scroll down to the bottom of the page and click the Save button. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  Save  Return to Search  Previous in List  Next in List  Notify </div> <p style="margin: 0;">Directly Journalled Payments Deposit Control</p>
----	---

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
----	---

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



Accounts Receivable Job Aid

AR326_Correcting Deposits and Accounting Entries

Step	Action
------	--------

The **Create Accounting Entries** page displays with the **Accounting Entries** tab displayed by default.

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

- Unit: 15100, Deposit ID: 1732, Payment: CHKPETH, Seq: 1
- Currency Details: Amount 1,700.00 USD
- Budget Status: Not Chk'd
- Distribution Lines Table:

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Centre
1	15100	Speed Type	-1,700.00	USD	4009060	01000		91100	
2	TREAS	Speed Type	1,700.00	USD	101010	01000		99999	
- Total: Lines 4, Total Debits 3,400.00, Total Credits 3,400.00, Net 0.00

11. Click the **Delete** icon to remove the cash and/or interunit Lines.

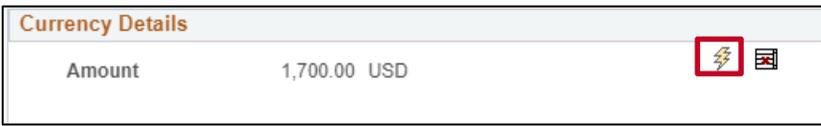
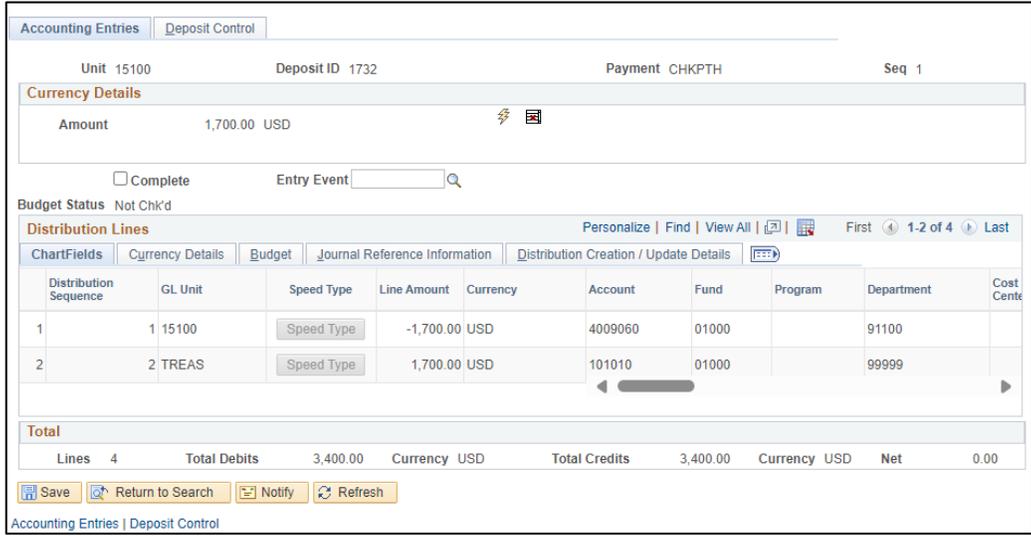
This close-up shows the 'Currency Details' section with the amount 1,700.00 USD. A red box highlights the delete icon (a trash can) located to the right of the amount.

The **Create Accounting Entries** page refreshes.

The screenshot shows the 'Accounting Entries' page after refreshing. The details are:

- Unit: 15100, Deposit ID: 1732, Payment: CHKPETH, Seq: 1
- Currency Details: Amount 1,700.00 USD
- Budget Status: Not Chk'd
- Distribution Lines Table:

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department
1	15100	Speed Type	-1,700.00	USD	4009060	01000		91100
- Total: Lines 1, Total Debits 0.00, Total Credits 1,700.00, Net -1,700.00

Step	Action
12.	<p>The Line(s) within the Distribution Lines section is now editable. Make the necessary updates to the accounting entries.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  </div>
13.	<p>Click the Create icon (Lightning Bolt) to create the system generated cash and/or interunit Lines.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  </div>
<p>The Create Accounting Entries page refreshes.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  </div>	
14.	<p>Select the Complete checkbox option.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <input type="checkbox"/> Complete Entry Event <input type="text"/> </div>
15.	<p>Click the Save button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </div>



Accounts Receivable Job Aid

AR326_Correcting Deposits and Accounting Entries

Step	Action
------	--------

The **Create Accounting Entries** page refreshes.

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1732 Payment CHKPTH Seq 1

Currency Details

Amount 1,700.00 USD

Complete Entry Event

Budget Status Not Chk'd

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 Cent
1	1 15100	Speed Type	-1,700.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	1,700.00	USD	101010	01000		99999	

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

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

Currency Details

Amount 1,700.00 USD

Complete Entry Event

The **Create Accounting Entries** page refreshes once the Budget Check completes.

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1732 Payment CHKPTH Seq 1

Currency Details

Amount 1,700.00 USD

Complete Entry Event

Budget Status Valid

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

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	F
1	1 15100	-1,700.00	USD	4009060	01000		91100			
2	2 TREAS	1,700.00	USD	101010	01000		99999			

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

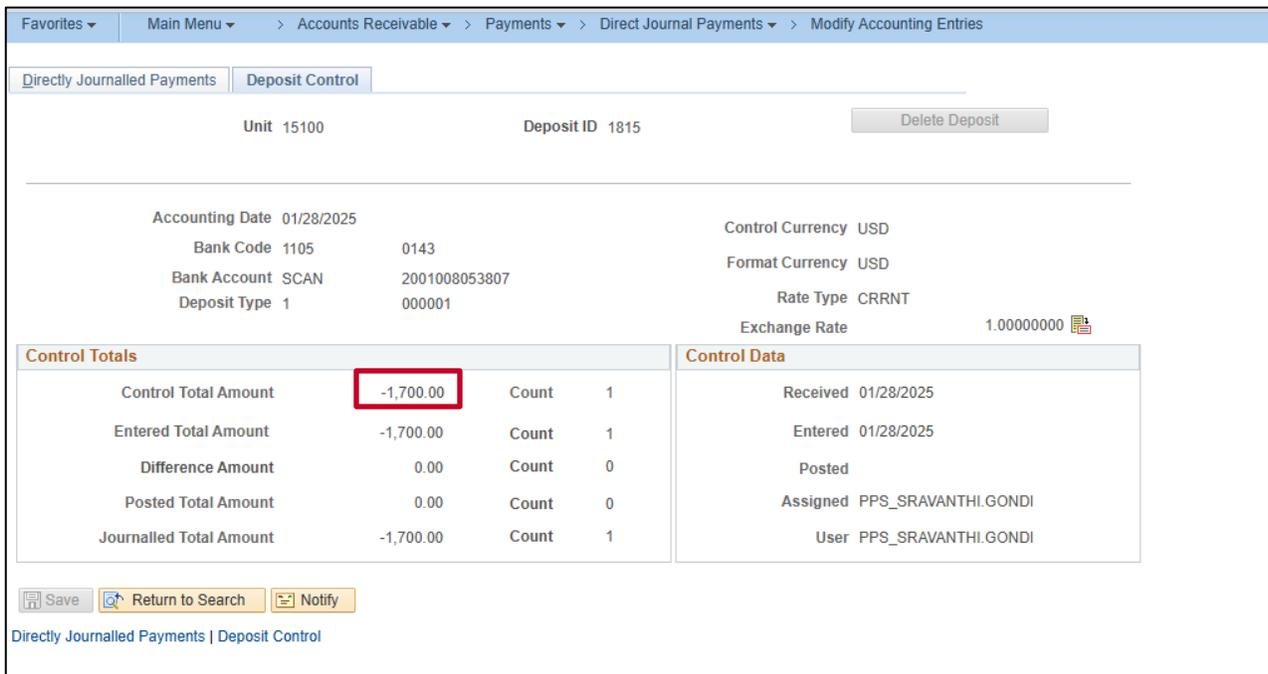
Step	Action
	<p>Once the Budget Check completes, the Budget Status field will display one of the following statuses ("Valid" in this example):</p> <ul style="list-style-type: none">• Error - The entry failed to pass budget checking. The transaction must be corrected before it will post to the commitment control ledger and the General Ledger• Valid - The entry passed budget checking, and the process updated the commitment control ledger <p>Warning - The budget check process issued a Warning, but also updated the commitment control ledger</p>

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 journalled. 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
	<p>A reversal Deposit will now need to be created as a Regular Deposit with a negative control amount.</p> <p>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.</p>

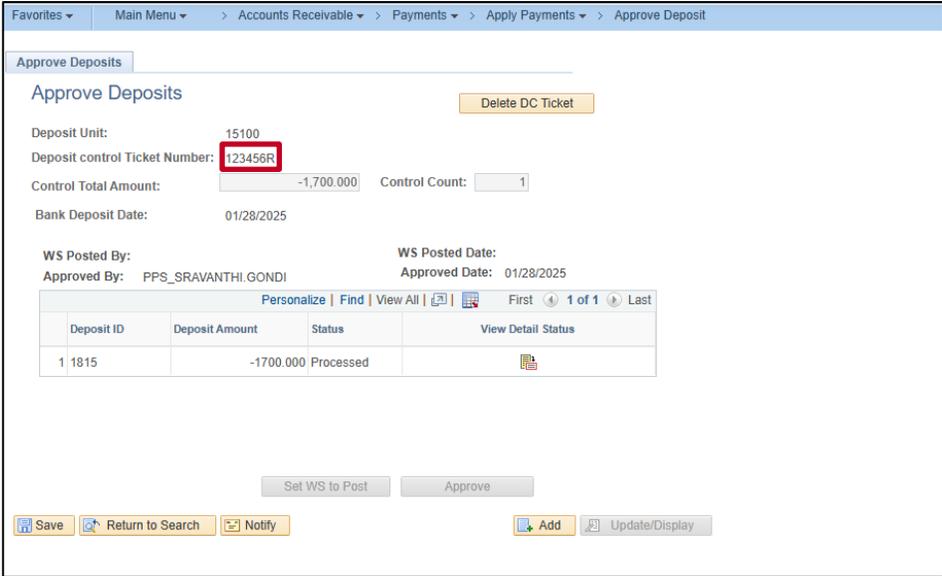
The **Regular Deposit** page displays with an example of a reversal entry.



The screenshot shows the 'Modify Accounting Entries' page for a Regular Deposit. The deposit details include Unit 15100 and Deposit ID 1815. The Accounting Date is 01/28/2025. The Control Currency is USD. The Bank Code is 1105, Bank Account is SCAN, and Deposit Type is 1. The Control Total Amount is -1,700.00, which is highlighted with a red box. The Control Data section shows the entry was received, entered, and posted on 01/28/2025, assigned to PPS_SRAVANTHI.GONDI.

Control Totals				Control Data	
Control Total Amount	-1,700.00	Count	1	Received	01/28/2025
Entered Total Amount	-1,700.00	Count	1	Entered	01/28/2025
Difference Amount	0.00	Count	0	Posted	
Posted Total Amount	0.00	Count	0	Assigned	PPS_SRAVANTHI.GONDI
Journalled Total Amount	-1,700.00	Count	1	User	PPS_SRAVANTHI.GONDI

	<p>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.</p>
---	---

Step	Action								
<p>The Approve Deposit page displays with the reversal suffix.</p>	 <p>The screenshot shows the 'Approve Deposits' page with the following details:</p> <ul style="list-style-type: none"> Deposit Unit: 15100 Deposit control Ticket Number: 123456R (highlighted with a red box) Control Total Amount: -1,700.000 Control Count: 1 Bank Deposit Date: 01/28/2025 WS Posted By: PPS_SRAVANTHI.GONDI WS Posted Date: 01/28/2025 Approved Date: 01/28/2025 <p>A table below these details shows one record:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Deposit ID</th> <th>Deposit Amount</th> <th>Status</th> <th>View Detail Status</th> </tr> </thead> <tbody> <tr> <td>1 1815</td> <td>-1700.000</td> <td>Processed</td> <td></td> </tr> </tbody> </table> <p>Buttons at the bottom include: Save, Return to Search, Notify, Set WS to Post, Approve, Add, and Update/Display.</p>	Deposit ID	Deposit Amount	Status	View Detail Status	1 1815	-1700.000	Processed	
Deposit ID	Deposit Amount	Status	View Detail Status						
1 1815	-1700.000	Processed							
<div style="background-color: #cccccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">i</div>	<p>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.</p>								