



AR326

Accounts Receivable – Funds Receipt

Instructor Led Training



Revision History

Revision Date	Summary of Changes
3/1/2025	Updated screenshots on pages 27 and 37 based on the Tech Upgrade changes to the Search pages.



Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under **Learning**.

- Instructor led and web-based training course materials
- Job aids on topics across all functional areas

Cardinal Reports Catalogs are located on the Cardinal website under **Resources**.

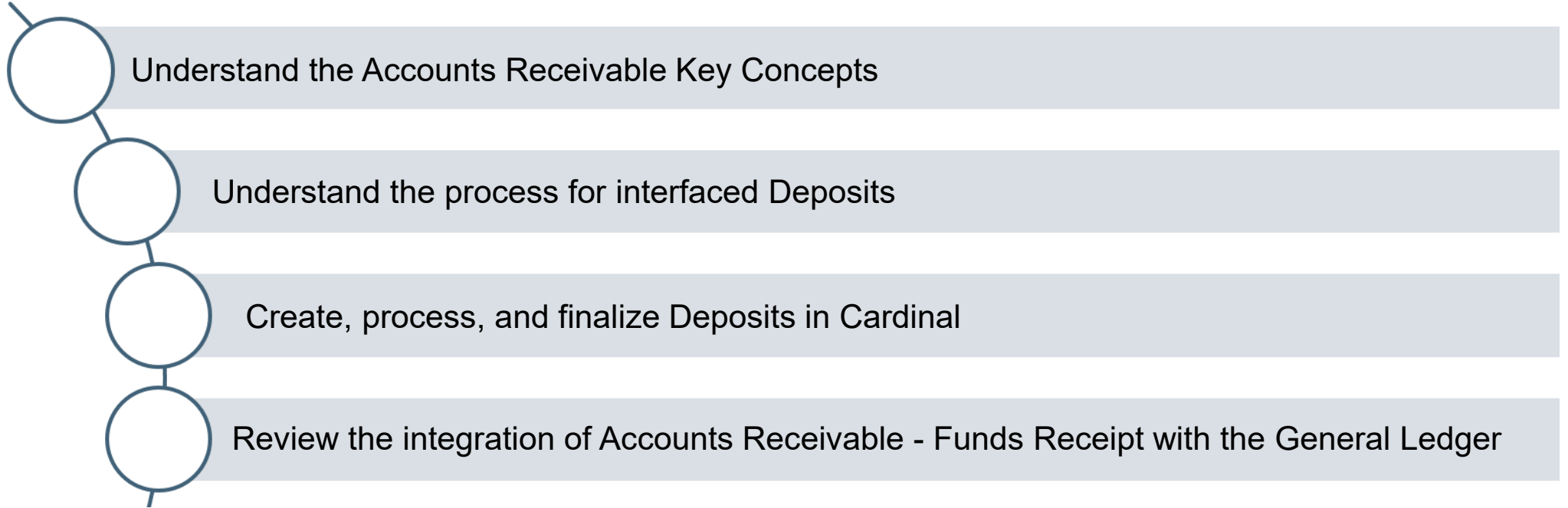
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

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:





Agenda

1

Accounts Receivable – Funds Receipt Overview

2

Creating a Deposit

3

Processing a Deposit

4

Finalizing a Deposit



Lesson 1: Introduction

1

Accounts Receivable – Funds Receipt Overview

This lesson covers the following topics:

- Key Concepts
- Accounts Receivable process for online and interfacing Agencies

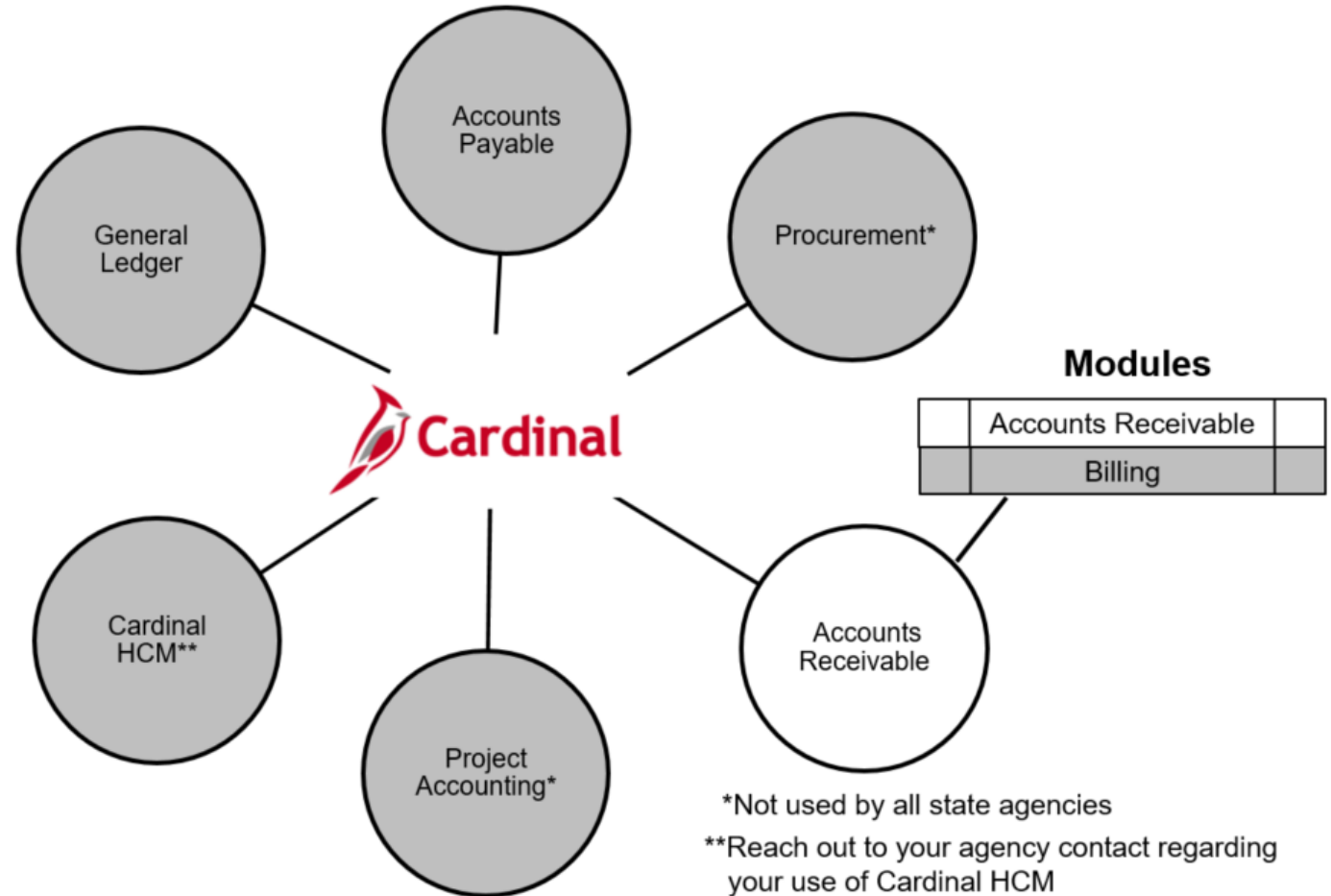


Introduction

The Funds Receipt module is part of the Accounts Receivable (AR) functional area of Cardinal.

The Funds Receipt module is used to enter, process, and finalize payments and fund transfers received (Deposits).

Cardinal Functional Areas





Key Concepts

Some of the key concepts in Accounts Receivable - Funds Receipt include:

- Deposits are entered into the Accounts Receivable - Funds Receipt module. Users enter accounting entries that post to the General Ledger module
- In Accounts Receivable - Funds Receipt, a Deposit is a collection of one or more Payments
- Funds Receipts are also referred to as Cash Receipts
- Deposits can be entered in the Accounts Receivable module online, as well as through the Funds Receipt Upload process for interfacing Agencies

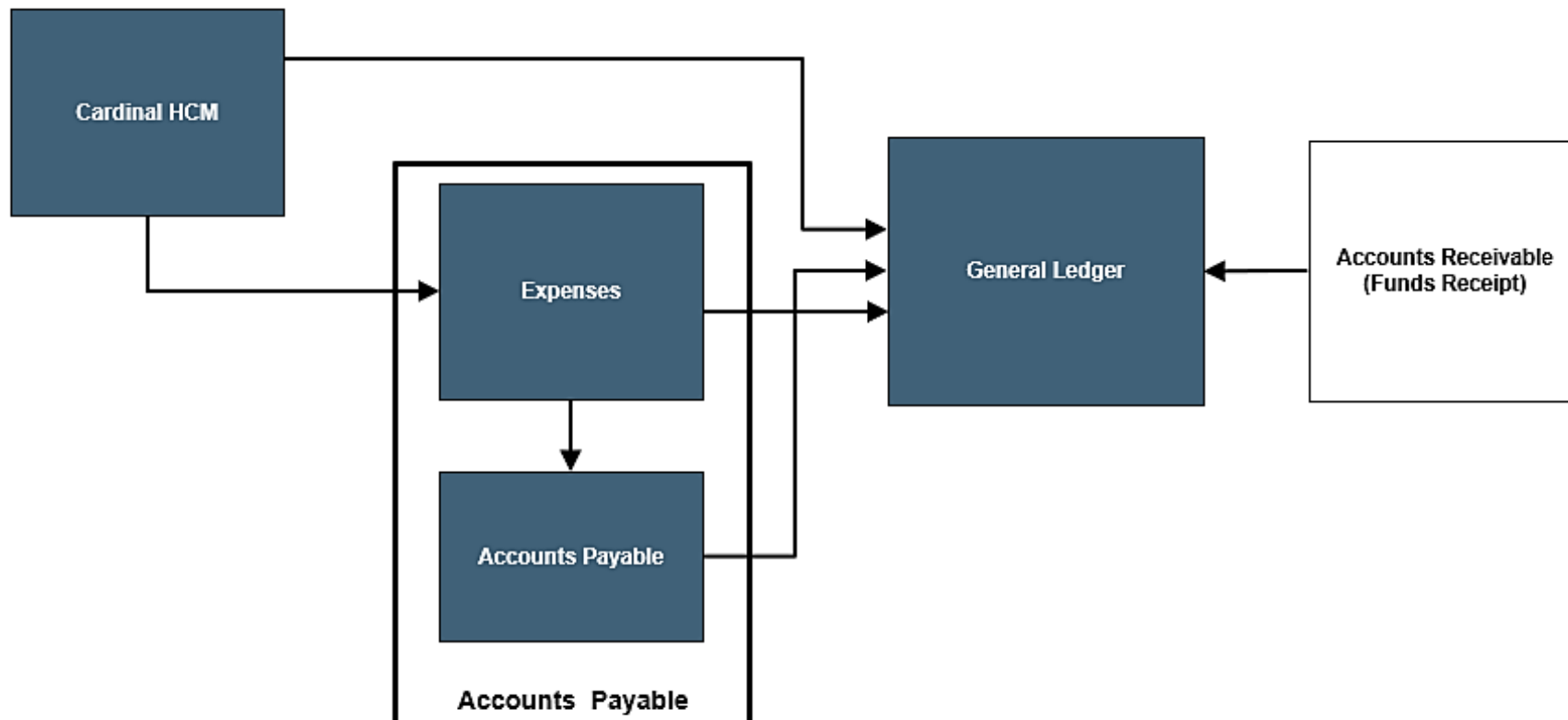


The Accounts Receivable Functional Area in Cardinal

The Accounts Receivable - Funds Receipt functional area in Cardinal enables the user to record Receipts / Deposits and their associated accounting entries.

Funds Receipt is the key process in the Accounts Receivable functional area.

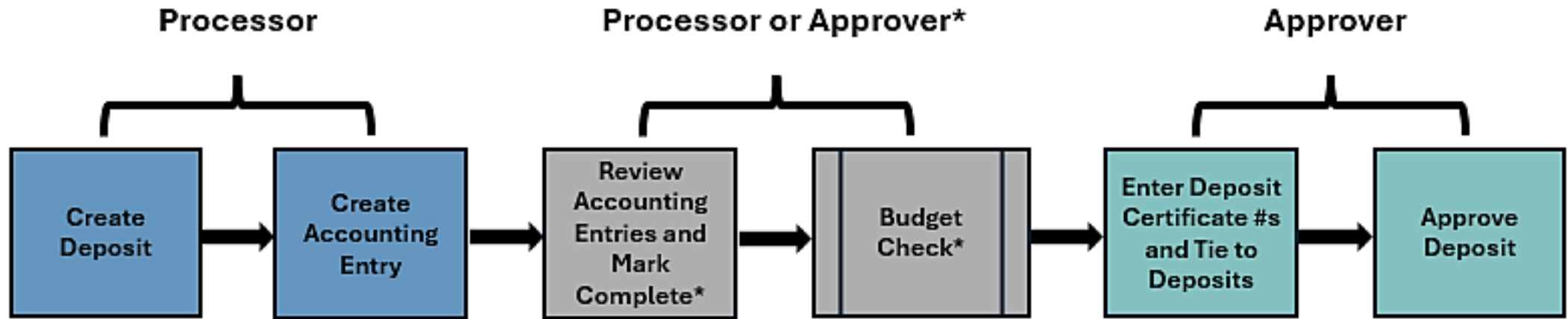
The diagram below shows the business process relationships with the other Cardinal functional areas.





Online Accounts Receivable Process

The Funds Receipt process:



The Processor creates the Deposit record and the accounting entry in Cardinal.

The Approver reviews the accounting entry, initiates Budget Check, creates the Deposit Certificate, and approves the Deposit.

*Agency policy determines whether the Processor, or the Approver, will mark the entries complete and perform the manual Budget Check.

Note: There is no approval workflow process in Cardinal for Accounts Receivable. Follow Agency guidelines regarding how to notify the approver of transactions that require approval.



Online Accounts Receivable Process (continued)

Once the accounting entry is marked “Complete”, it is:

- Automatically edit checked (ChartField values and combinations are verified)
- Placed in the queue for nightly Budget Check (Budget Check can also be initiated manually)

Once a Deposit has been successfully budget checked, the Deposit or the accounting entry cannot be modified in the AR module.

For more detailed information pertaining to creating accounting entries, see the Job Aid titled **AR326 Managing Accounts Receivable Funds Receipts** located on the Cardinal website in **Job Aids** under **Learning**.

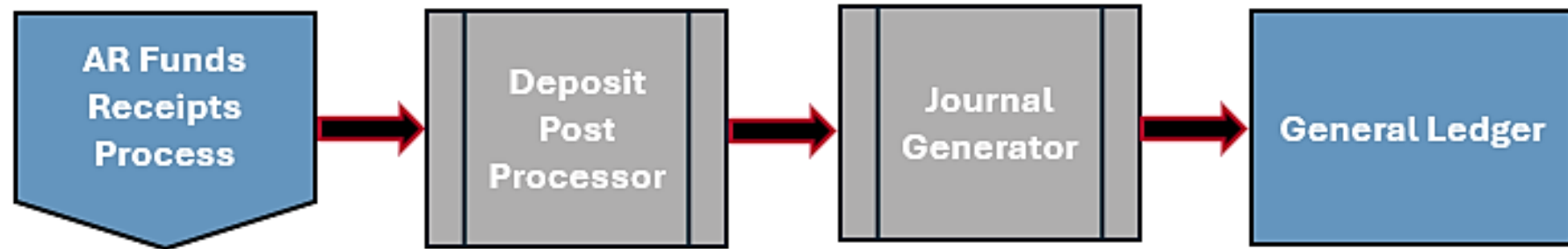
A Help Desk ticket can be submitted to determine if this is a correction that can be made. Include Cardinal AR in the Subject line.



Deposit Batch Processes

After the Deposit is approved, the following batch processes run:

- The Deposit Post Processor process runs first to post the Journal entries in Accounts Receivable
- The Journal Generator process runs next to pick up the posted transactions and sends them to the General Ledger





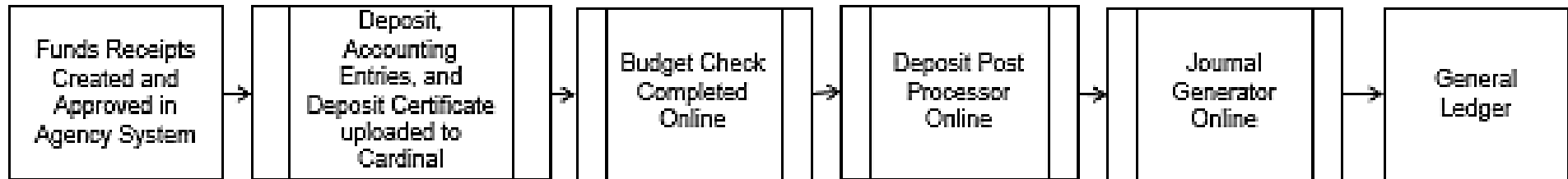
Interface Accounts Receivable Process

The Funds Receipt process for interface transactions is diagrammed below. Deposit transactions processed in the Agency's system are captured in a file and sent to Cardinal. The transactions in the file are checked for errors during upload and then processed. Deposits that process successfully will post to the General Ledger.

If errors occur during the upload, they will appear on the **Funds Receipt Upload Error Report**.

Any errors that occur after a transaction is loaded into Cardinal, including all budget check errors, must be corrected online in Cardinal. If corrections are made online in Cardinal, the Deposit requires Agency approval online in Cardinal.

For more detailed information pertaining to error processing for interfaced transactions, see the Job Aid titled **AR326_Funds Receipt Interface Processing** located on the Cardinal website in **Job Aids** under **Learning**.





Lesson 1: Summary

1

Accounts Receivable – Funds Receipt Overview

In this lesson, you learned:

- An overview of the Key Concepts
- The Accounts Receivable process for online and interfacing Agencies



Lesson 2: Introduction

2

Creating a Deposit

This lesson covers the following topics:

- Creating and Saving a Deposit
- Agency to Agency Transactions (ATA)



Creating a Deposit Overview

The receipt of payments initiates the creation of a Deposit in Cardinal. The entry used to enter this Deposit in Accounts Receivable is a Direct Journal. A Direct Journal Payment is a payment that does not correspond to a receivable established in Cardinal.

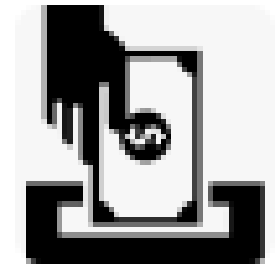
Various forms of payments may be received (e.g., cash, checks, electronic funds transfers, etc.).

Deposits are entered into Cardinal by Deposit Unit (Business Unit) which identifies the Agency making the Deposit.

When entering a Deposit, the **Unit**, **Deposit ID**, **Accounting Date**, **Bank Code**, **Bank Account**, and **Deposit Type** fields are required for every Deposit entered.

Multiple Payments can be included in a Deposit.

For more detailed information pertaining to creating Deposits and Cardinal Bank Codes, see the Job Aids titled **AR326 Managing Accounts Receivable Funds Receipts** and **AR326 Bank Code Crosswalk** located on the Cardinal website in **Job Aids** under **Learning**.





Saving Deposits Overview

In order for the transaction to be processed, the **Balance** field value must display as “Balanced”.

The Deposit is balanced when the total amount and number of entered payments equal the control amount and count from the **Regular Deposit - Totals** tab.

Note: An unbalanced Deposit can be saved but it cannot be processed further until it is balanced.

After entering all information, click the **Save** button to save the Deposit. Cardinal assigns the next sequential Deposit ID Number.

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

Totals | Payments

Unit 15100 **Deposit ID 732** Date 06/29/2018 **Balance Balanced**

Payment Information Find | View All First 1 of 1 Last

Payment Seq 1 *Payment ID ITDW2828 x *Accounting Date 06/29/2018 [B]

Amount 7,500.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method Agency Transfer v Attachments (0) Apply Payment

View Audit Logs

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 | [Print] [Export] First 1 of 1 Last

Qual Code	Reference	To Reference	Event
11			

Save Notify Refresh Add Update/Display

Totals | Payments



Agency to Agency (ATA) Transactions Overview

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 receiving Agency
- Is a Customer to the receiving Agency

The Receiving Agency:

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

The following fields must be selected on the **Payments** tab when entering an ATA payment in Cardinal:

- In the **Payment Information** section, “Agency Transfer” must be selected in the **Payment Method** field 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 Payments

Note: It is critical that the Customer ID is accurate as it is used for reporting and reconciliation purposes.

For more detailed information pertaining to Agency Customer ID (Business Unit) and Supplier ID for ATA transactions, see the Job Aid titled **Agency to Agency Transactions Information Sheet** located on the Cardinal website in **Job Aids** under **Learning**.



Lesson 2: Summary

2

Creating a Deposit

In this lesson, you learned:

- How to create and save a Deposit
- How to create Agency to Agency Transactions (ATAs)



Lesson 3: Introduction

3

Processing a Deposit

This lesson covers the following topics:

- Creating accounting entries for Deposits
- Reviewing and correcting budget check errors
- Processing interfaced Deposit transactions



Creating Accounting Entries for Deposits Overview

Once the Deposit information has been entered and saved, the corresponding accounting entries can be created. These entries will post to the General Ledger. This process, called Direct Journaling in Cardinal, defines Deposit accounting entries and is completed on the **Create Accounting Entries** page.

There are two ways to access this page depending on how many payments (Count) make up the Deposit:

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

An accounting entry must be created for each payment sequence that is part of the Deposit ID.

For more detailed information pertaining to creating accounting entries, see the Job Aid titled **AR326 Managing Accounts Receivable Funds Receipts** located on the Cardinal website in **Job Aids** under **Learning**.



Completing and Saving the Accounting Distribution

Once the transaction is entered, the Processor should follow Agency guidelines as to whether to:

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

Or

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

To mark the accounting entries as complete (this step can be performed by the Processor or Approver):

- Verify the accounting Distribution is accurate
- Check the **Complete** checkbox option
- Click the **Save** button

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

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

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 732 Payment TDW2828 Seq 1

Currency Details

Amount 7,500.00 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 15100	Speed Type	-7,500.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	7,500.00	USD	101010	01000		99999	
3	3 15100	Speed Type	7,500.00	USD	101010	01000		99999	
4	4 TREAS	Speed Type	-7,500.00	USD	101010	01000		99999	

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	15,000.00	USD	15,000.00	USD	0.00

Return to Search Notify Refresh

Accounting Entries | Deposit Control



Budget Checking the Deposit Overview

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.

Interfacing Agencies

Budget check errors for Deposits uploaded by interfacing Agencies will be identified during the nightly batch process and must be corrected online.

Once budget check errors are corrected online, the Budget Check process can be run manually online to validate that the errors were successfully corrected. Otherwise, the Budget Check process will run again during the nightly batch to check for errors.

If changes are made to the Deposit online, the Deposit must be approved online.

For more detailed information pertaining to reviewing and correcting budget check errors, see the Job Aid titled **AR326_Reviewing and Correcting Budget Check Errors** located on the Cardinal website in **Job Aids** under **Learning**.



Reviewing and Modifying Accounting Entries for Deposits

On the **Directly Journalled Payments** tab:

- Deselect the **Complete** checkbox option
- Click the **Save** button

Return to the **Create Accounting Entries** page and modify the accounting entry.

Note:

A Deposit entry can only be modified before its Budget Status updates to “Valid”.

Once the status is “Valid”, the entry cannot be changed or deleted.

If the Budget Status is “Valid”, the **Complete** checkbox option will be grayed out.

Unit 15100 Deposit ID 732 Payment TW6259 Seq 1

Currency Details

Amount	7,500.00	Currency	USD
Base	7,500.00	Currency	USD

☐ Complete Budget Status Not Chkd

Accounting Line Display

☒ Standard ☐ Supplemental (Entry Event) ☐ Both Display

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

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pro
<input type="checkbox"/>	1	15100			-7,500.00	USD	4009060	02011	
<input type="checkbox"/>	2	TREAS			7,500.00	USD	101010	02011	
<input type="checkbox"/>	3	15100			7,500.00	USD	101010	02011	
<input type="checkbox"/>	4	TREAS			-7,500.00	USD	101010	02011	

Total

Lines	0	Total Debits	30,000.00	Currency	USD	Total Credits	30,000.00	Currency	USD	Net	0.00
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Save Return to Search Notify

Directly Journalled Payments | Deposit Control

For more detailed information pertaining to creating accounting entries, see the Job Aid titled **AR326 Managing Accounts Receivable Funds Receipts** located on the Cardinal website in **Job Aids** under **Learning**.



Interfaced Funds Receipt Transactions Overview

Interfacing Agencies send their funds receipt transactions to Cardinal using the Funds Receipt Upload process. An inbound interface file with funds receipt data is submitted by the Agencies to Cardinal. The file contains Deposit information such as:

- Deposit Business Unit
- Deposit type
- Banking information
- Payment amount
- Deposit Certificate number
- Accounting information

The Cardinal Funds Receipt Upload process will validate that:

- All required fields are populated
- Valid values are provided
- Detail level counts and amounts are in sync with header level counts and amounts
- ChartField combinations are valid

Transactions that pass these checks are loaded into Cardinal. Transactions that do not pass these checks are rejected. Cardinal generates a **Funds Receipt Error Report** nightly that displays details for all rejected transactions.

Rejected transactions are reviewed and corrected by the Agency before being resent to Cardinal.

For more detailed information pertaining to the Cardinal Funds Receipt Upload process, see the Job Aid titled **AR326_Funds Receipt Interface Processing** located on the Cardinal website in **Job Aids** under **Learning**.



Lesson 3: Summary

3

Processing a Deposit

In this lesson, you learned:

- How to create accounting entries for Deposits
- How to review and correct budget check errors
- An overview on how to process interfaced Deposit transactions



Lesson 4: Introduction

4

Finalizing a Deposit

This lesson covers the following topics:

- Creating and Approving a Deposit Certificate
- Reviewing General Ledger Journal information



Finalizing a Payment Overview

The process for finalizing a Payment is completed by creating and approving a Deposit Certificate (DC).

Completed Deposits are batched together under a DC before the entries are sent to the General Ledger.

The DC is created on the **Approve Deposits** page. This page allows batching one or more Deposits under a DC ticket for transmission to the General Ledger and subsequently to Treasury.

The DC/Ticket Number is entered directly into Cardinal and the associated Deposit IDs are selected.

A DC/Ticket Number can be used more than once, however, the Bank Deposit Date must be different for the DC to be processed. If the same DC Number and date are used, Cardinal displays an error message.

For interfaced transactions, the DC is approved automatically unless manual intervention is required and the DC is modified online.



Reviewing General Ledger Journal Information

Once the Deposit is approved, it will be processed further during nightly batch processing.

- The **Deposit Post Processor** process prepares the batched and approved direct Journal Deposit for posting to the General Ledger
- A subsequent nightly batch process, Journal Generator, then creates Journal entries from the Accounts Receivable module and posts them to the General Ledger

The Deposit (Direct Journal) accounting entry in the Accounts Receivable module is then updated with the GL Journal information.

The GL Journal ID and Journal Date are then updated and display on the **ChartFields** tab.

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

Directly Journalled Payments | Deposit Control

Unit 15100 Deposit ID 732 Payment TDW2828 Seq 1

Currency Details

Amount	7,500.00	Currency	USD
Base	7,500.00	Currency	USD

☒ Complete Budget Status Valid

Accounting Line Display

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

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

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

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Journal ID	Jour
S		1 15100		7,500.00	-7,500.00	USD	AR00965988	08/1
S		2 TREAS	7,500.00		7,500.00	USD	AR00965989	08/1
S		3 15100	7,500.00		7,500.00	USD	AR00965988	08/1
S		4 TREAS		7,500.00	-7,500.00	USD	AR00965989	08/1

Total

Lines	4	Total Debits	15,000.00	Currency	USD	Total Credits	15,000.00	Currency	USD	Net	0.00
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Reviewing General Ledger Journal Information (continued)

The accounting date and Deposit ID are written to the **Line Desc** field on the **Currency Details** tab. Cardinal uses this and other information for reporting and reconciliation purposes.

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

Directly Journalled Payments

Deposit Control

Unit 15100

Deposit ID 732

Payment TDW2828

Seq 1

Currency Details

Amount7,500.00

Currency USD

Base7,500.00

Currency USD

732

☒ Complete

Budget Status Valid

Accounting Line Display

☒ Standard☐ Supplemental (Entry Event)☐ Both

Display

Distribution Lines

Personalize | Find | First1-4 of 4Last

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
<input type="text"/>	1	15100		7,500.00	-7,500.00	USD	18-08-10AR_DIRJRN732
<input type="text"/>	2	TREAS	7,500.00		7,500.00	USD	18-08-10AR_DIRJRN732
<input type="text"/>	3	15100	7,500.00		7,500.00	USD	18-08-10AR_DIRJRN732
<input type="text"/>	4	TREAS		7,500.00	-7,500.00	USD	18-08-10AR_DIRJRN732

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Total

Lines	4	Total Debits	15,000.00	Currency USD	Total Credits	15,000.00	Currency USD	Net	0.00
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Lesson 4: Summary

4

Finalizing a Deposit

In this lesson, you learned:

- Creating and Approving a Deposit Certificate
- Reviewing General Ledger Journal information



Course Summary

AR326

Accounts Receivable - Fund Receipts

In this course, you learned:

- Key Accounts Receivable - Funds Receipt concepts
- How Accounts Receivable - Funds Receipt integrates with the General Ledger module in Cardinal
- How to enter, process, and finalize a Deposit in Cardinal
- An overview of the Interfaced Deposits process



Course Evaluation

Congratulations! You successfully completed the **AR326_Accounts Receivable - Funds Receipt** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





Appendix

- Key Terms



Key Terms

Accounts Payable: The functional area that handles Cardinal Commonwealth of Virginia (COVA) payments and consists of two modules, the Accounts Payable module and the Expenses module.

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 funds receipts (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.

Commitment Control: Tool that enables the tracking or controlling of expenses against budgets and revenues against estimates.



Key Terms (continued)

Customer ID: The number that identifies the COVA Agency submitting the payment.

Deposit Certificate Number (DC Number): A number keyed into Cardinal to identify the Deposit when entering a funds receipt / payment Deposit transaction. This number is usually derived from a list provided to the Agency by Treasury. The DC number can be used again however the Deposit date must be different.

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.

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 journaled entry payments and treats them as miscellaneous cash receipts.

Electronic Payment: Payments from EDI (Electronic Data Interchange) transmissions and EFT (Electronic Funds Transfer) payment files that are routed to the Treasury.



Key Terms (continued)

Funds Receipt: The process that allows COVA agencies to record funds received through Deposit creation and the recording of cash, revenue, and other funds receipts / Deposits (e.g., petty cash) by creating direct journal entries for payments that will be sent to the General Ledger.

General Ledger: The module 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.

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

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.

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.