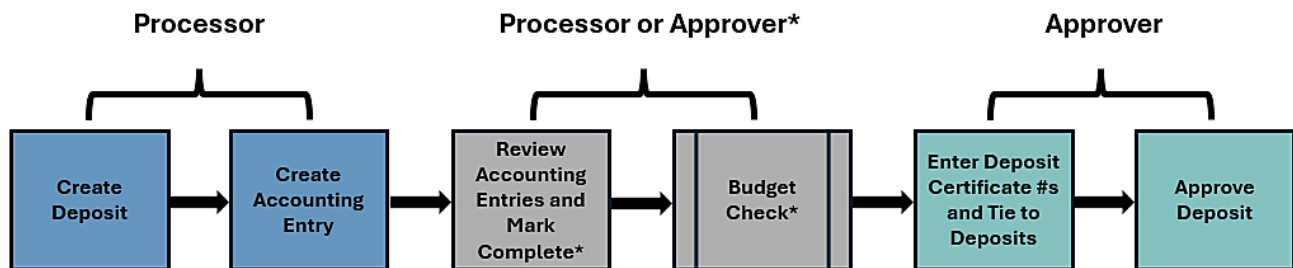


Managing Accounts Receivable Funds Receipts Overview

The Accounts Receivable (AR) Funds Receipt process includes creating, processing, and finalizing Deposits in Cardinal. A Deposit is a collection of one or more Payments, also referred to as Cash Receipts. Deposits are entered online in Cardinal or can be interfaced through the Funds Receipt Upload process for interfacing Agencies. During the processing of Deposits, accounting entries are entered and ultimately posted to the General Ledger.

There are two roles involved in the AR Funds Receipt process: the Processor and the Approver. There is no approval workflow in Cardinal for Accounts Receivable. The Processor must follow Agency guidelines regarding how to notify the approver that items are awaiting their review and approval. Below is a diagram depicting the recommended process for the online entry method.



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

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

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

Once a Deposit has been successfully budget checked, the Deposit and the accounting entry cannot be modified in the AR module. A Help Desk ticket must be submitted to determine if a correction can be made. Include “Cardinal AR” in the Subject line.

Once the Deposit has been approved, two batch processes run:

- The Deposit Post Processor batch process sets the approved transactions ready to be picked for Journal Generation.
- The Journal Generator batch process picks up the posted transactions and sends them to the General Ledger

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.



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Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Revision History

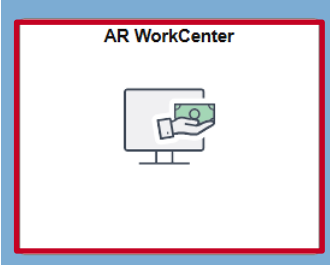
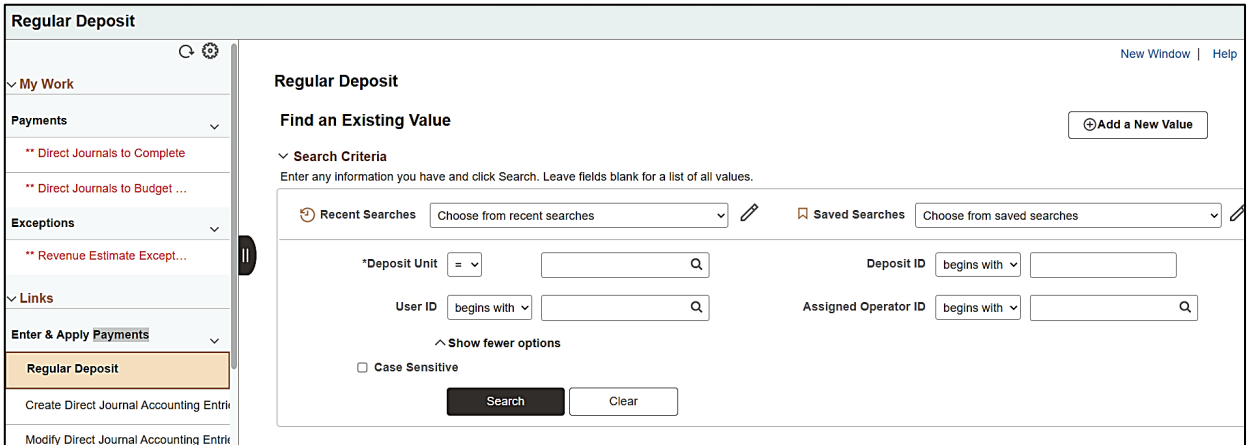
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1; Section 3 , after Step 1; Section 4 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Creating Regular Deposits

Step	Action
1.	Navigate to the Regular Deposits page by clicking the AR WorkCenter tile on the Cardinal Financials Homepage. 
	For more information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Regular Deposit Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles 



Accounts Receivable Job Aid

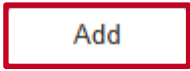
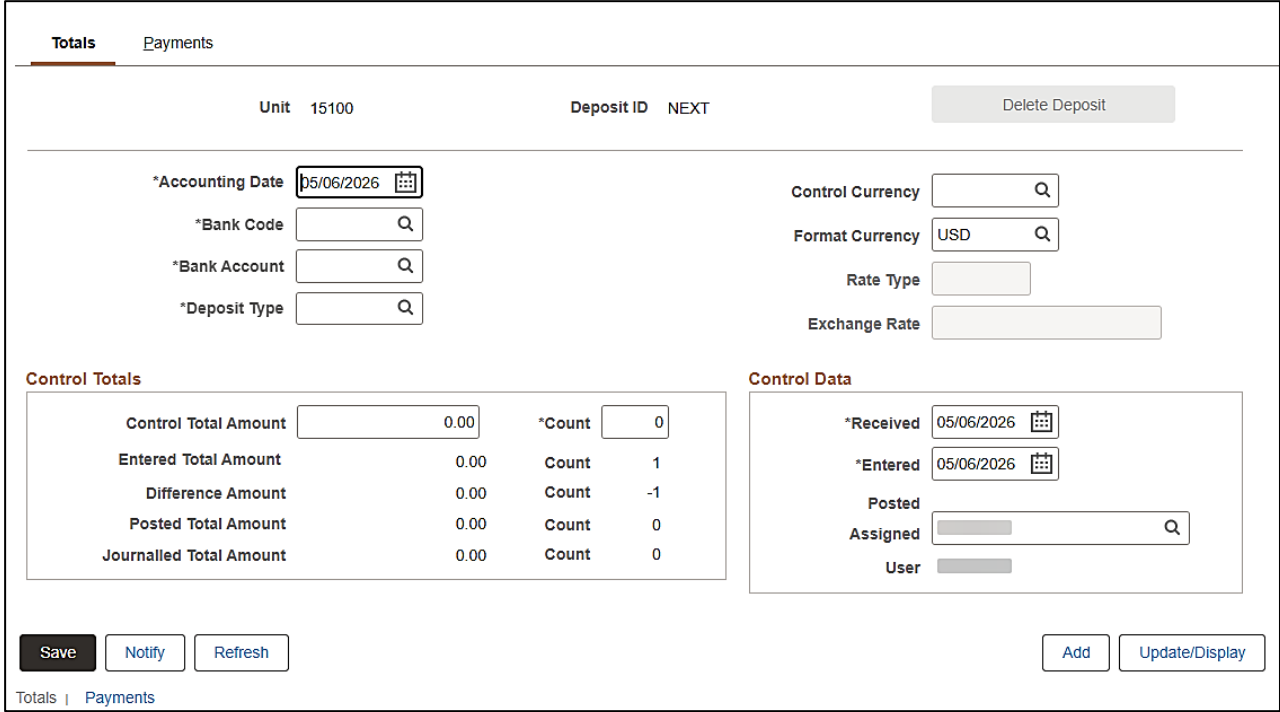
AR326 Managing Accounts Receivable Funds Receipts

Step	Action
	The Regular Deposit Find an Existing Value Search page displays. Regular Deposit Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ *Deposit Unit = ▼ 🔍 Deposit ID begins with ▼ User ID begins with ▼ 🔍 Assigned Operator ID begins with ▼ 🔍 ^ Show fewer options ☐ Case Sensitive Search Clear
	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.
	Users can also access the Create a Deposit page using the following path NavBar > Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit 
3.	Click the Add a New Value button. ⊕ Add a New Value
	The Regular Deposit Add a New Value page displays. Regular Deposit Add a New Value 🔍 Find an Existing Value *Deposit Unit H5100 🔍 *Deposit ID NEXT Add
	The Deposit Unit field defaults based on the Agency Business Unit but can be changed if users have access to multiple Business Units. The Deposit ID field defaults to “NEXT” and cannot be changed.



Accounts Receivable Job Aid

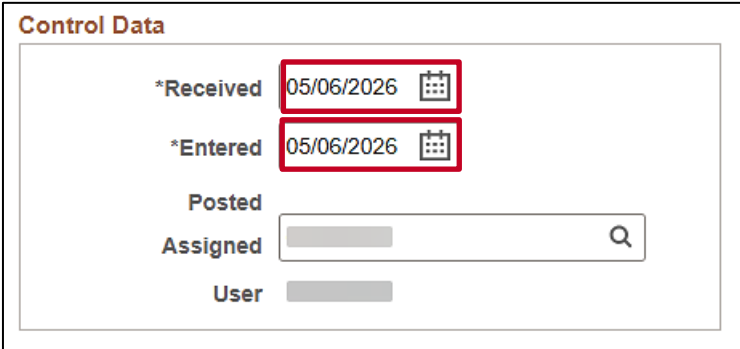
AR326 Managing Accounts Receivable Funds Receipts

Step	Action
4.	Click the Add button. 
The Regular Deposit page displays with the Totals tab displayed by default. 	
	The information on this page, including the Unit, Deposit ID, Accounting Date, Bank Code, Bank Account, and Deposit Type fields, is required for every Deposit entered. Multiple Payments can be included in a Deposit.
5.	Click the Accounting Date Calendar icon and select the applicable accounting date. 
	The Accounting Date field determines the Fiscal Period to which the batch will post and defaults to the current date. The accounting date is not necessarily the same as the deposit date.
6.	Click the Bank Code Look up icon and select the applicable Bank Code. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
	For more information pertaining to Cardinal Bank Codes, see the Job Aid titled AR326 Bank Code Crosswalk . This Job Aid is located on the Cardinal website in Job Aids under Learning .
7.	Click the Bank Account Look up icon and select the applicable Bank Account. 
	The Bank Code previously selected determines which Bank Accounts are available for selection.
8.	Click the Deposit Type Look up icon and select the applicable Deposit Type. 
9.	Click the Control Currency Look up icon and select "USD". 
10.	Enter the sum of all Payments to be included in the Deposit in the Control Total Amount field. 
11.	Enter the total number of Payments in the Count field. 
12.	The Received and Entered fields default to the current date. Update these dates as needed using the corresponding Calendar icon. 

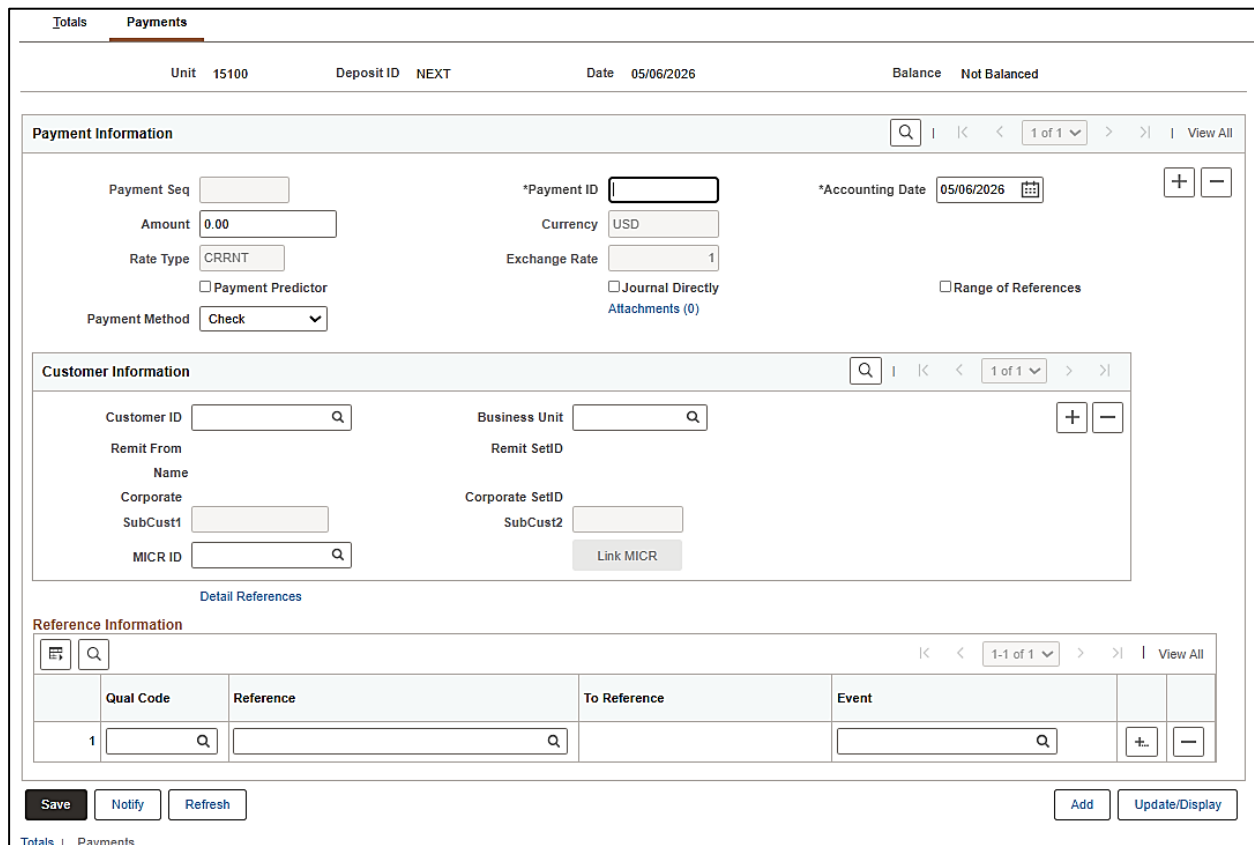


Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
	The Received field should be the date the funds were received by the Agency or Bank. The Entered field should be the date the Deposit ID is created in Cardinal. The User ID of the person entering the transaction defaults in the Assigned and User fields.
13.	Click the Payments tab. 

The **Payments** page displays.

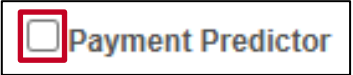


	This page is where specific information about each Payment in the Deposit is entered. The Payment Seq (sequence) field is read-only. This number is assigned by Cardinal to track the order in which Payments are entered when there is more than one Payment in the Deposit.
14.	Enter a unique identifier (such as the Check Number) for the Payment in the Payment ID field. 



Accounts Receivable Job Aid

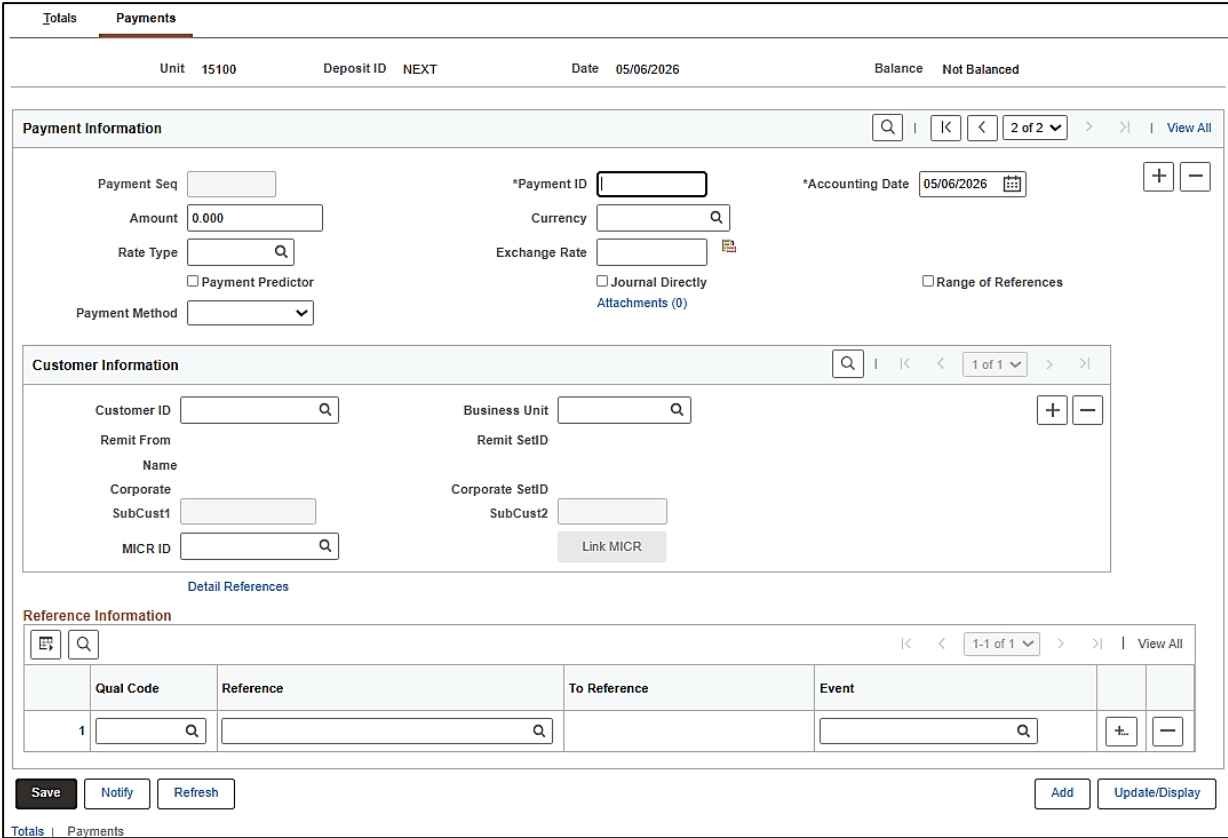
AR326 Managing Accounts Receivable Funds Receipts

Step	Action
15.	Enter the payment amount in the Amount field. 
16.	De-select the Payment Predictor checkbox option, if selected. 
17.	Select the Journal Directly checkbox option. 
	If the Journal Directly checkbox option is not selected, accounting entries cannot be created.
18.	Click the Payment Method dropdown button and select the applicable payment method. 
	The Customer Information section is only used for Agency to Agency (ATA) transactions. These are Payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) Agency to another. For ATA transactions, enter or select the Customer ID using the Customer ID Look up icon for the Agency making the payment. The remaining required fields within this section will automatically populate based on the Customer ID selected.  For more information pertaining to ATA transactions, see the Job Aid titled Agency to Agency Transactions Information Sheet. This Job Aid is located on the Cardinal website in Job Aids under Learning.
19.	Click the Add a New Row (+) icon in top right corner of the Payment Information section to add another Payment to the Deposit as needed. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
	The Payments page refreshes with the additional row.  The screenshot shows the 'Payments' page with the following sections: Payment Information: Includes fields for Payment Seq, Amount (0.000), Rate Type, Payment Method, *Payment ID, Currency, Exchange Rate, *Accounting Date (05/06/2026), and checkboxes for Payment Predictor, Journal Directly, and Range of References. Customer Information: Includes fields for Customer ID, Business Unit, Remit From, Remit SetID, Name, Corporate, SubCust1, SubCust2, MICR ID, Corporate SetID, and a Link MICR button. Reference Information: Includes a table with columns: Qual Code, Reference, To Reference, and Event. The table has one row with a search icon in the Reference column. At the bottom of the page, there are buttons for Save, Notify, Refresh, Add, and Update/Display.
20.	Repeat Steps 14 – 19 until all the applicable Payments have been added to the Deposit.
	Once all Payments have been entered for the Deposit, ensure that the Balance field displays as “Balanced”. If the Balance field does not display as “Balanced”, check the individual Payment amounts against the amount entered in the Control Total Amount field on the Totals tab. Additionally, check the number of rows against the number entered in the Count field on the Totals tab. An unbalanced Deposit can be saved but cannot be processed further until it is balanced. 
21.	Click the Save button. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action						
22.	Take note of the assigned Deposit ID for further processing of this Deposit. <table><tr><td>Totals</td><td>Payments</td></tr><tr><td>Unit 15100</td><td>Deposit ID 1955</td></tr><tr><td>Date 05/06/2026</td><td>Balance Balanced</td></tr></table>	Totals	Payments	Unit 15100	Deposit ID 1955	Date 05/06/2026	Balance Balanced
Totals	Payments						
Unit 15100	Deposit ID 1955						
Date 05/06/2026	Balance Balanced						
	The Deposit ID field is systematically populated with the next available Deposit ID and is located at the top of the window beneath the Total and Payments Tab headers. Once all Deposits have been entered, accounting entries will need to be created for each Payment in the Deposit. Refer to the Processing Direct Journal Payments section of this Job Aid for additional information pertaining to this process.						



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Processing Direct Journal Payments

Step	Action
1.	Use the following navigation path in the Receivable WorkCenter: Links > Enter & Apply Payments > Create Direct Journaling Accounting Entry > Create Accounting Entries Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. ▼ Links Enter & Apply Payments ▼ Regular Deposit Create Direct Journal Accounting Entry Modify Direct Journal Accounting Entry Apply Payments Worksheet Update Apply Payment Worksheet Finalize Payment Worksheet Approve Deposit

The **Create Accounting Entries Find an Existing Value Search** page displays.

Create Accounting Entries
Find an Existing Value
▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches

*Deposit Unit = 15100

Deposit ID begins with 1955

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

^ Show fewer options

☐ Case Sensitive

Search Clear



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 the Agency Business Unit but can be changed if users have access to multiple Business Units.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

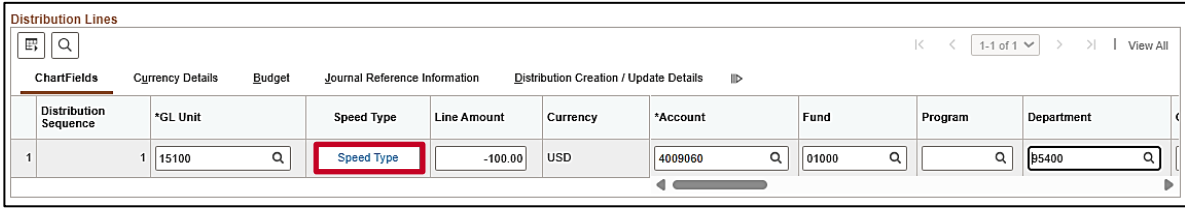
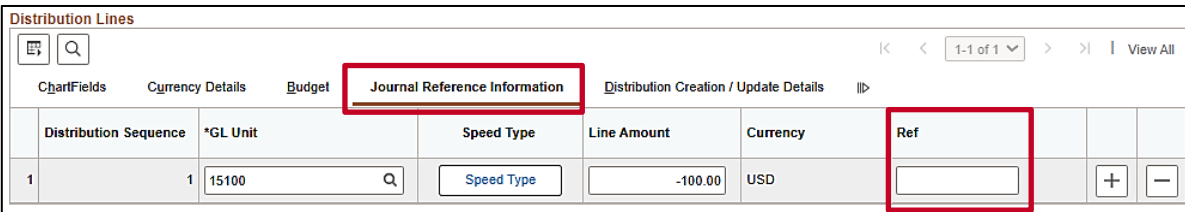
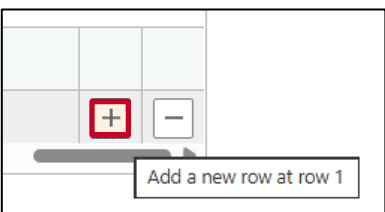
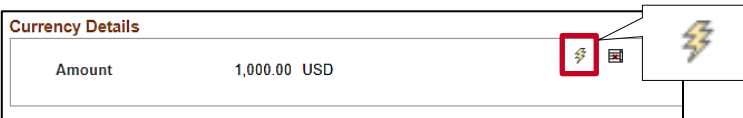
Step	Action																																				
2.	Click the Deposit ID Look up icon and select the applicable Deposit ID. Deposit ID begins with ▼ Q																																				
3.	Click the Search button. Search Clear																																				
The search results display in the Search Results section (each Payment associated with the Deposit ID). ▼ Search Results 2 results - Deposit Unit "15100" Deposit ID "1955" <table><tr><td colspan="9"> << < 1-2 of 2 ▼ > >> View All </td></tr><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>User ID</th><th>Assigned Operator ID</th><th>Non Customer Dist Balanced</th><th>Entered Date</th><th></th></tr><tr><td>15100</td><td>1955</td><td>1</td><td>CHK 621</td><td></td><td></td><td>No Dist</td><td>05/06/2026</td><td>></td></tr><tr><td>15100</td><td>1955</td><td>2</td><td>CHK 274</td><td></td><td></td><td>No Dist</td><td>05/06/2026</td><td>></td></tr></table>		<< < 1-2 of 2 ▼ > >> View All									Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1955	1	CHK 621			No Dist	05/06/2026	>	15100	1955	2	CHK 274			No Dist	05/06/2026	>
<< < 1-2 of 2 ▼ > >> View All																																					
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																														
15100	1955	1	CHK 621			No Dist	05/06/2026	>																													
15100	1955	2	CHK 274			No Dist	05/06/2026	>																													
i	If the Deposit only has one Payment, Cardinal will open the Create Accounting Entries page directly and will not display search results. In this case, proceed to Step 5.																																				
4.	Click the Drill in icon to open the first Payment associated with the Deposit. ▼ Search Results 2 results - Deposit Unit "15100" Deposit ID "1955" <table><tr><td colspan="9"> << < 1-2 of 2 ▼ > >> View All </td></tr><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>User ID</th><th>Assigned Operator ID</th><th>Non Customer Dist Balanced</th><th>Entered Date</th><th></th></tr><tr><td>15100</td><td>1955</td><td>1</td><td>CHK 621</td><td></td><td></td><td>No Dist</td><td>05/06/2026</td><td>></td></tr><tr><td>15100</td><td>1955</td><td>2</td><td>CHK 274</td><td></td><td></td><td>No Dist</td><td>05/06/2026</td><td>></td></tr></table>	<< < 1-2 of 2 ▼ > >> View All									Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1955	1	CHK 621			No Dist	05/06/2026	>	15100	1955	2	CHK 274			No Dist	05/06/2026	>
<< < 1-2 of 2 ▼ > >> View All																																					
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																														
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15100	1955	2	CHK 274			No Dist	05/06/2026	>																													
i	Accounting entries will need to be individually created for each Payment in the Deposit.																																				



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

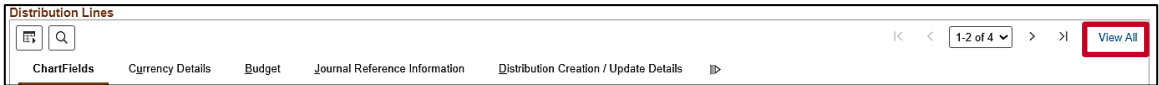
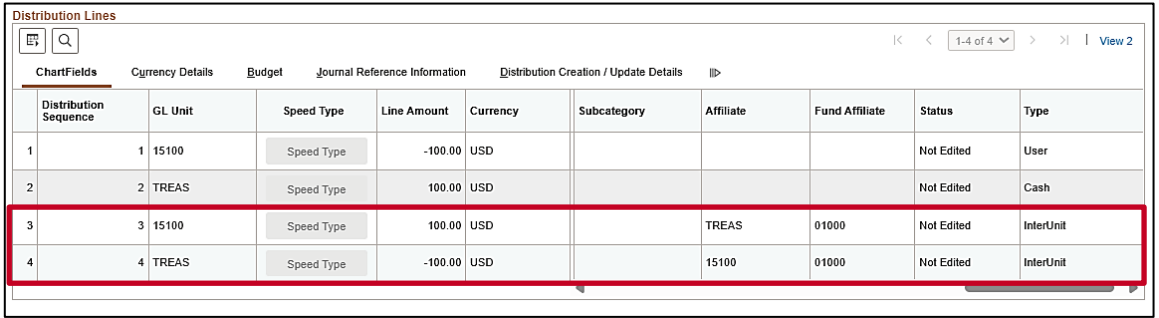
Step	Action
	The Accounting Entries page displays for the selected Payment.
5.	Enter the amount of the Payment in the Line Amount field.
	The Line Amount field value must offset the Payment (Deposit) amount. If the Payment (Deposit) amount was a positive number, then enter the amount in the Line Amount field as a negative number to record either an increase in revenues or a decrease in expenses. If the Payment (Deposit) amount was a negative number, then enter the amount in the Line Amount field as a positive number to record either a decrease in revenues or an increase in expenses.
6.	Enter the applicable accounting information in the corresponding ChartField fields.

Step	Action
	If the Agency uses Speed Types, click the Speed Type button to populate the corresponding ChartField fields. 
	The Journal Reference Information tab contains a Ref field that can be used to enter reference information such as License Numbers, Agency Invoice #s, etc. Do not enter any sensitive data such as a Social Security Number in this field. Although it is not a required field, the description entered here will be carried to the General Ledger and facilitate drill down. Up to 10 characters may be entered. There are currently two queries that will show the information entered in the Ref field: • V_AR_POSTED_DEPOSITS – Posted Deposits • V_AR_JRNL_LINE_REF – Journal Line Reference 
	If more than one Distribution Line needs to be created, scroll right as needed, click the Add a New Row icon, and then repeat Steps 5 and 6 until all of the required Distribution Lines have been entered. 
7.	Click the Create icon (lightning bolt) to create the system generated cash and InterUnit Lines for the accounting entry after all the Distributions are entered for this Payment. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
8.	Click the View All link to view all of the Lines that were created. 
	InterUnit accounting entries are automatically created for Direct Journal transactions where the Deposit is processed using a bank account that reflects a General Ledger Business Unit (e.g., "TREAS") that differs from the General Ledger Business Unit where the revenue is recorded. This is the case for all Deposits except petty cash. Follow Agency guidelines regarding who (Processor or Approver) will complete the following steps for marking the accounting entry "Complete" and performing the Budget Check as outlined in the Overview section of this Job Aid. 
9.	Review the accounting entries for accuracy.
10.	Click the Complete checkbox option. 
11.	Click the Save button. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

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

The **Accounting Entries** page refreshes.

Accounting Entries

Deposit Control

Unit 15100 Deposit ID 1955 Payment CHK 621 Seq 1

Currency Details

Amount 100.00 USD

☒ Complete Entry Event

Budget Status

Distribution Lines

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Subcategory	Affiliate	Fund Affiliate	Status	Type
1	1 15100	Speed Type	-100.00	USD					User
2	2 TREAS	Speed Type	100.00	USD				Not Edited	Cash
3	3 15100	Speed Type	100.00	USD		TREAS	01000		InterUnit
4	4 TREAS	Speed Type	-100.00	USD		15100	01000	Not Edited	InterUnit

Total

Lines 4 Total Debits 200.00 Currency USD Total Credits 200.00 Currency USD Net 0.00

Save

Return to Search

Previous in List

Next in List

Notify

Refresh



Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries. Refer to the [Correcting Deposits and Accounting Entries](#) section of this Job Aid for additional information pertaining to correcting deposits and accounting entries before running Budget Check.

12.

Click the **Budget Check** icon within the **Currency Details** section.

Currency Details

Amount 100.00 USD







Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

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

The **Accounting Entries** page refreshes once the Budget Check is completed.

Accounting Entries | **Deposit Control**

Unit 15100 Deposit ID 1955 Payment CHK 621 Seq 1

Currency Details

Amount 100.00 USD

☒ Complete Entry Event

Budget Status **Valid**

Distribution Lines

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Subcategory	Affiliate	Fund Affiliate	Status	Type
1	15100	Speed Type	-100.00	USD				Complete	User
2	TREAS	Speed Type	100.00	USD				Not Edited	Cash
3	15100	Speed Type	100.00	USD		TREAS	01000	Complete	InterUnit
4	TREAS	Speed Type	-100.00	USD		15100	01000	Not Edited	InterUnit

Total

Lines	4	Total Debits	200.00	Currency	USD	Total Credits	200.00	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

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

Accounting Entries | Deposit Control

13. Verify that the **Budget Status** field displays as “Valid”.

Currency Details

Amount 100.00 USD

☒ Complete

Budget Status **Valid**



Once the Budget Check completes, the **Budget Status** field will display one of the following statuses or a **Warning** message:

- **Valid:** The entry passed budget checking, and the process updated the Commitment Control Ledger
- **Error:** The entry failed to pass budget checking. The transaction must be corrected before it is posted to the Commitment Control Ledger and the General Ledger. If the **Budget Status** field displays as “Error”, see the Job Aid titled **AR326 Reviewing and Correcting Budget Check Errors**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**
- **Warning** message: The budget check process issued a Warning, but also updated the Commitment Control Ledger



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action																																																												
14.	Click the Next in List button if there is more than one Payment for this Deposit and repeat Steps 5 - 13 in this section until all Payments are processed. Save Return to Search Previous in List Next in List Notify Refresh Accounting Entries Deposit Control Unit 15100 Deposit ID 1955 Payment CHK 274 Seq 2 Currency Details Amount 100.00 USD ☒ Complete Entry Event Budget Status Valid Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><thead><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th></tr></thead><tbody><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-100.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td><td></td><td></td><td></td></tr><tr><td>2</td><td>2 TREAS</td><td>Speed Type</td><td>100.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td><td></td><td></td><td></td></tr><tr><td>3</td><td>3 15100</td><td>Speed Type</td><td>100.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td><td></td><td></td><td></td></tr><tr><td>4</td><td>4 TREAS</td><td>Speed Type</td><td>-100.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td><td></td><td></td><td></td></tr></tbody></table> Total Lines 4 Total Debits 200.00 Currency USD Total Credits 200.00 Currency USD Net 0.00 Save Return to Search Previous in List Next in List Notify Refresh Accounting Entries Deposit Control	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS	1	1 15100	Speed Type	-100.00	USD	4009060	01000		95400				2	2 TREAS	Speed Type	100.00	USD	101010	01000		99999				3	3 15100	Speed Type	100.00	USD	101010	01000		99999				4	4 TREAS	Speed Type	-100.00	USD	101010	01000		99999			
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS																																																		
1	1 15100	Speed Type	-100.00	USD	4009060	01000		95400																																																					
2	2 TREAS	Speed Type	100.00	USD	101010	01000		99999																																																					
3	3 15100	Speed Type	100.00	USD	101010	01000		99999																																																					
4	4 TREAS	Speed Type	-100.00	USD	101010	01000		99999																																																					



Correcting Deposits and Accounting Entries (Before Budget Check)

Corrections can be made to Deposits and accounting entries prior to successful Budget Check. The Processor can make corrections directly on the **Create Accounting Entries** page prior to continuing the process. Follow the steps in the [Corrections from the Create Accounting Entries Page](#) section of this Job Aid.

After navigating away from the **Create Accounting Entries** page and accounting entries are marked as "Complete", the Deposit will no longer display on the **Create Accounting Entries Search** page. To modify accounting entries after navigating away from this page, navigate to the **Modify Direct Journal Accounting Entries Search** page and follow the steps in the [Corrections from the Modify Direct Journal Accounting Entries Page](#) section of this Job Aid.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Corrections from the Create Accounting Entries Page

Step	Action																																																		
	The Create Accounting Entries page displays with the Accounting Entries tab displayed by default. Accounting Entries Deposit Control Unit 15100 Deposit ID 1955 Payment CHK274 Seq 1 Currency Details Amount 100.00 USD ☒ Complete Entry Event Budget Status Distribution Lines < < 1-4 of 4 > > View 2 ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details ID <table><thead><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>Subcategory</th><th>Affiliate</th><th>Fund Affiliate</th><th>Status</th><th>Type</th></tr></thead><tbody><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-100.00</td><td>USD</td><td></td><td></td><td></td><td></td><td>User</td></tr><tr><td>2</td><td>2 TREAS</td><td>Speed Type</td><td>100.00</td><td>USD</td><td></td><td></td><td></td><td>Not Edited</td><td>Cash</td></tr><tr><td>3</td><td>3 15100</td><td>Speed Type</td><td>100.00</td><td>USD</td><td></td><td>TREAS</td><td>01000</td><td></td><td>InterUnit</td></tr><tr><td>4</td><td>4 TREAS</td><td>Speed Type</td><td>-100.00</td><td>USD</td><td></td><td>15100</td><td>01000</td><td>Not Edited</td><td>InterUnit</td></tr></tbody></table> Total Lines 4 Total Debits 200.00 Currency USD Total Credits 200.00 Currency USD Net 0.00 Save Return to Search Previous in List Next in List Notify Refresh Accounting Entries Deposit Control	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Subcategory	Affiliate	Fund Affiliate	Status	Type	1	1 15100	Speed Type	-100.00	USD					User	2	2 TREAS	Speed Type	100.00	USD				Not Edited	Cash	3	3 15100	Speed Type	100.00	USD		TREAS	01000		InterUnit	4	4 TREAS	Speed Type	-100.00	USD		15100	01000	Not Edited	InterUnit
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Subcategory	Affiliate	Fund Affiliate	Status	Type																																										
1	1 15100	Speed Type	-100.00	USD					User																																										
2	2 TREAS	Speed Type	100.00	USD				Not Edited	Cash																																										
3	3 15100	Speed Type	100.00	USD		TREAS	01000		InterUnit																																										
4	4 TREAS	Speed Type	-100.00	USD		15100	01000	Not Edited	InterUnit																																										
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 icon to remove the system generated cash and/or InterUnit Lines. Currency Details Amount 100.00 USD																																																		



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action																		
	The Accounting Entries page refreshes. Accounting Entries Deposit Control Unit 15100 Deposit ID 1955 Payment CHK274 Seq 2 Currency Details Amount 100.00 USD ☐ Complete Entry Event Budget Status Not Chk'd Distribution Lines << < 1-1 of 1 > >> View All ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-100.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td></tr></table> Total Lines 1 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	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type	-100.00	USD	4009060	01000		95400
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department											
1	1 15100	Speed Type	-100.00	USD	4009060	01000		95400											
i	The Distribution Lines section is now editable.																		
4.	Update the accounting entries as necessary in the Distribution Lines section. Distribution Lines << < 1-1 of 1 > >> View All ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-100.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td></tr></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type	-100.00	USD	4009060	01000		95400
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department											
1	1 15100	Speed Type	-100.00	USD	4009060	01000		95400											
5.	Click the Create icon (lightning bolt) to create the system generated cash and/or InterUnit Lines. Currency Details Amount 100.00 USD																		



Accounts Receivable Job Aid

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Step	Action
	The Accounting Entries page refreshes. Accounting Entries Deposit Control Unit 15100 Deposit ID 1955 Payment CHK274 Seq 2 Currency Details Amount100.00 USD ☒ Complete Entry Event Budget Status Not Chk'd Distribution Lines

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Accounts Receivable Job Aid

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Step	Action																																				
	The Accounting Entries page refreshes once the Budget Check is completed. Accounting Entries Deposit Control Unit 15100 Deposit ID 1955 Payment CHK274 Seq 2 Currency Details Amount 100.00 USD ☒ Complete Entry Event Budget Status Valid Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th></tr><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-100.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td><td></td><td></td><td></td></tr><tr><td>2</td><td>2 TREAS</td><td>Speed Type</td><td>100.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td><td></td><td></td><td></td></tr></table> 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	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS	1	1 15100	Speed Type	-100.00	USD	4009060	01000		95400				2	2 TREAS	Speed Type	100.00	USD	101010	01000		99999			
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS																										
1	1 15100	Speed Type	-100.00	USD	4009060	01000		95400																													
2	2 TREAS	Speed Type	100.00	USD	101010	01000		99999																													
10.	Verify that the Budget Status field displays as “Valid”. Currency Details Amount 100.00 USD ☒ Complete Budget Status Valid																																				
i	Once the Budget Check completes, the Budget Status field will display one of the following statuses or a Warning message: • Valid: The entry passed budget checking, and the process updated the Commitment Control Ledger. • Error: The entry failed to pass budget checking. The transaction must be corrected before it is posted to the Commitment Control Ledger and the General Ledger. If the Budget Status field displays as “Error”, see the Job Aid titled AR326 Reviewing and Correcting Budget Check Errors. This Job Aid is located on the Cardinal website in Job Aids under Learning. • Warning message: The budget check process issued a Warning but also updated the Commitment Control Ledger.																																				



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
11.	Click the Next in List button if there is more than one Payment for this Deposit that needs to be modified and repeat the process until all Payments are processed. Save Return to Search Previous in List Next in List Notify Refresh

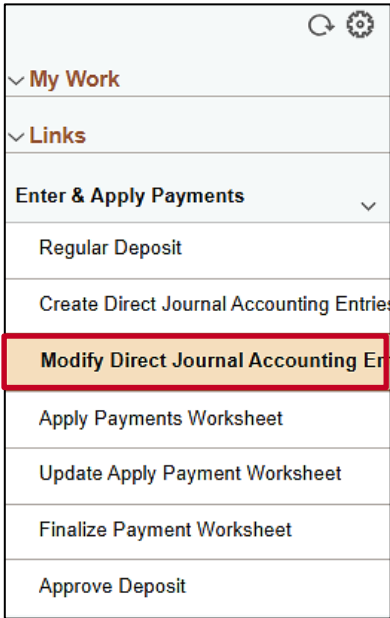


Accounts Receivable Job Aid

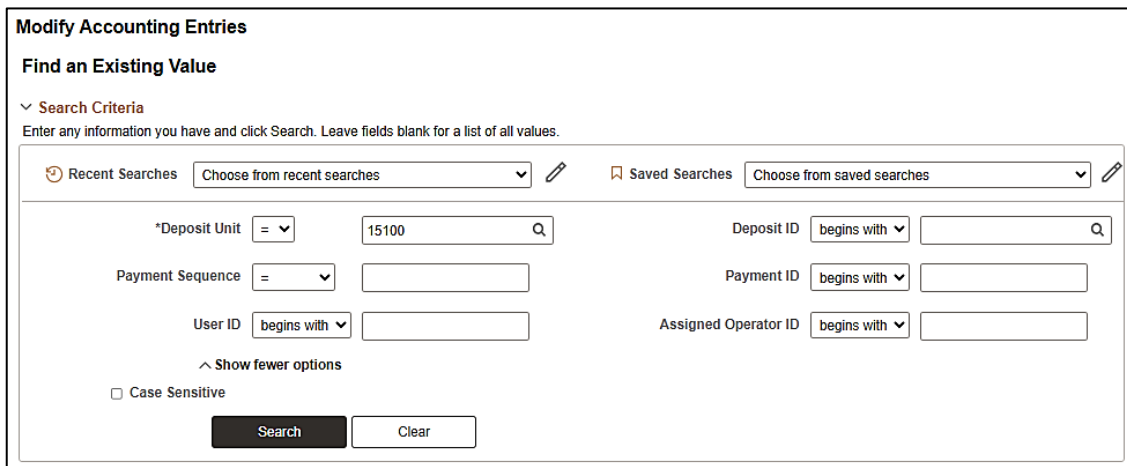
AR326 Managing Accounts Receivable Funds Receipts

Corrections from the Modify Direct Journal Accounting Entries Page

After navigating away from the **Create Accounting Entries** page, corrections can still be made to Deposits and accounting entries that have not already been budget checked. First, navigate to the **Modify Direct Journal Accounting Entries** link under the **Links** menu, located on the left margin of the screen. Click on **Modify Direct Journal Accounting Entries**.

Step	Action
1.	Navigate to Modify Accounting Entries page using the following path: Links > Enter & Apply Payments > Modify Direct Journaling Accounting Entries 

The **Modify Accounting Entries Find an Existing Value Search** page displays.





Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
	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 the Agency Business Unit. However, the Business Unit can be updated using the Deposit Unit Look up icon if users 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. 
3.	Click the Search button. 

The **Modify Accounting Entries Find an Existing Value Search** page refreshes with the search results in the **Search Results** section.

Note: The use of the wildcard (%) search term for the Deposit ID. For more details about wildcard searching, view the Job Aid titled **Navigation Tips for Cardinal Financials** on the Cardinal website in **Job Aids** under **Learning**.

▼ Search Results																																			
11 results - Deposit Unit "15100" Deposit ID "195%"																																			
1-11 of 11 View All <table><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>User ID</th><th>Assigned Operator ID</th><th>Non Customer Dist Balanced</th><th>Entered Date</th><th></th></tr><tr><td>15100</td><td>1956</td><td>2</td><td>CHK274</td><td></td><td></td><td>Complete</td><td>05/07/2026</td><td>></td></tr><tr><td>15100</td><td>1957</td><td>1</td><td>CHK4008</td><td></td><td></td><td>Complete</td><td>05/07/2026</td><td>></td></tr></table>									Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1956	2	CHK274			Complete	05/07/2026	>	15100	1957	1	CHK4008			Complete	05/07/2026	>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																												
15100	1956	2	CHK274			Complete	05/07/2026	>																											
15100	1957	1	CHK4008			Complete	05/07/2026	>																											



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action																																																							
4.	Click the Drill in icon to open the Payment associated with the Deposit. ▼ Search Results 11 results - Deposit Unit "15100" Deposit ID "195%" << < 1-11 of 11 > >> View All <table><thead><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>User ID</th><th>Assigned Operator ID</th><th>Non Customer Dist Balanced</th><th>Entered Date</th><th></th></tr></thead><tbody><tr><td>15100</td><td>1956</td><td>2</td><td>CHK274</td><td></td><td></td><td>Complete</td><td>05/07/2026</td><td>></td></tr><tr><td>15100</td><td>1957</td><td>1</td><td>CHK4008</td><td></td><td></td><td>Complete</td><td>05/07/2026</td><td>></td></tr></tbody></table>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1956	2	CHK274			Complete	05/07/2026	>	15100	1957	1	CHK4008			Complete	05/07/2026	>																												
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15100	1957	1	CHK4008			Complete	05/07/2026	>																																																
	The Modify Accounting Entries page displays with the Directly Journalled Payments tab displayed by default. Directly Journalled Payments Deposit Control Unit 15100 Deposit ID 1957 Payment CHK4008 Seq 1 Currency Details Amount500.00 CurrencyUSD Base500.00 CurrencyUSD ☒ Complete Budget Status Accounting Line Display ☒ standard ☐ Supplemental (Entry Event) ☐ Both Display Distribution Lines << < 1-4 of 4 > >> ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><thead><tr><th>Type</th><th>Distribution Sequence</th><th>GL Unit</th><th>Debit Amount</th><th>Credit Amount</th><th>Line Amount</th><th>Foreign Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>S</td><td>1</td><td>15100</td><td></td><td></td><td>500.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td></tr><tr><td>S</td><td>2</td><td>TREAS</td><td>500.00</td><td></td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr><tr><td>S</td><td>3</td><td>15100</td><td>500.00</td><td></td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr><tr><td>S</td><td>4</td><td>TREAS</td><td></td><td>500.00</td><td>-500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr></tbody></table> Total Lines4 Total Debits1,000.00 CurrencyUSD Total Credits1,000.00 CurrencyUSD Net0.00 Save Return to Search Previous in List Next in List Notify Directly Journalled Payments Deposit Control	Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department	S	1	15100			500.00	USD	4009060	01000		95400	S	2	TREAS	500.00		500.00	USD	101010	01000		99999	S	3	15100	500.00		500.00	USD	101010	01000		99999	S	4	TREAS		500.00	-500.00	USD	101010	01000		99999
Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department																																														
S	1	15100			500.00	USD	4009060	01000		95400																																														
S	2	TREAS	500.00		500.00	USD	101010	01000		99999																																														
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S	4	TREAS		500.00	-500.00	USD	101010	01000		99999																																														
5.	De-select the Complete checkbox option. ☐ Complete																																																							



Accounts Receivable Job Aid

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Step	Action																																																							
	A Warning message displays in a pop-up window. 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																																																							
6.	Click the OK button to close the Warning message. OK																																																							
The Directly Journalled Payments page redispays. Directly Journalled Payments Deposit Control Unit 15100 Deposit ID 1957 Payment CHK4008 Seq 1 Currency Details Amount500.00 CurrencyUSD Base500.00 CurrencyUSD ☒ Complete Budget Status Accounting Line Display ☒ Standard ☐ Supplemental (Entry Event) ☐ Both Display Distribution Lines 1-4 of 4 ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><thead><tr><th>Type</th><th>Distribution Sequence</th><th>GL Unit</th><th>Debit Amount</th><th>Credit Amount</th><th>Line Amount</th><th>Foreign Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>S</td><td>1</td><td>15100</td><td></td><td>500.00</td><td>-500.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td></tr><tr><td>S</td><td>2</td><td>TREAS</td><td>500.00</td><td></td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr><tr><td>S</td><td>3</td><td>15100</td><td>500.00</td><td></td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr><tr><td>S</td><td>4</td><td>TREAS</td><td></td><td>500.00</td><td>-500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr></tbody></table> Total Lines4 Total Debits1,000.00 CurrencyUSD Total Credits1,000.00 CurrencyUSD Net0.00 Save Return to Search Previous in List Next in List Notify Directly Journalled Payments Deposit Control		Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department	S	1	15100		500.00	-500.00	USD	4009060	01000		95400	S	2	TREAS	500.00		500.00	USD	101010	01000		99999	S	3	15100	500.00		500.00	USD	101010	01000		99999	S	4	TREAS		500.00	-500.00	USD	101010	01000		99999
Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department																																														
S	1	15100		500.00	-500.00	USD	4009060	01000		95400																																														
S	2	TREAS	500.00		500.00	USD	101010	01000		99999																																														
S	3	15100	500.00		500.00	USD	101010	01000		99999																																														
S	4	TREAS		500.00	-500.00	USD	101010	01000		99999																																														
	The Budget Status field updates to “Not Chk’d” (Not Checked). ☐ Complete Budget Status Not Chk'd																																																							

Step	Action
7.	Click the Save button. Save Return to Search Notify
8.	Navigate to the Create Accounting Entries page to modify the accounting entry. Click on Links > Enter & Apply Payments > Create Direct Journal Accounting Entries link under the Links menu. Direct Journal My Work Links Enter & Apply Payments Regular Deposit Create Direct Journal Accounting En Modify Direct Journal Accounting Entries Apply Payments Worksheet Update Apply Payment Worksheet Finalize Payment Worksheet Approve Deposit
	If navigating to the Create Direct Journal Accounting Entries page directly from Step 7, and only one Payment is not marked complete, the Accounting Entries tab will display the Payment being modified. Proceed to Step 12.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step

Action

The **Create Accounting Entries Find an Existing Value Search** page displays.

Create Accounting Entries

Find an Existing Value

▼ Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

*Deposit Unit

=

Deposit ID

begins with

Payment Sequence

=

Payment ID

begins with

User ID

begins with

Assigned Operator ID

begins with

^ Show fewer options

☐ Case Sensitive

Search

Clear

i

The **Deposit Unit** field defaults based on the Agency Business Unit but can be updated as applicable if users 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.

*Deposit Unit

=

15100

Deposit ID

begins with

1957

10.

Click the **Search** button.

Search

Clear

The **Create Accounting Entries Find an Existing Value Search** page refreshes with the specified Deposit and associated Payments that have not been marked complete, or budget checked in the **Search Results** section.

▼ Search Results

2 results - Deposit Unit "15100" Deposit ID "1957"

<<

<

1-2 of 2

>

>>

View All

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1957	1	CHK4008			Complete	05/07/2026	>
15100	1957	2	CHK2654			Complete	05/07/2026	>

Step	Action																																																
	If there is only one Payment, it will open directly to the Accounting Entries page.																																																
11.	Click the Drill in icon to open the first Payment associated with the Deposit. ▼ Search Results 2 results - Deposit Unit "15100" Deposit ID "1957" <table><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>User ID</th><th>Assigned Operator ID</th><th>Non Customer Dist Balanced</th><th>Entered Date</th><th></th></tr><tr><td>15100</td><td>1957</td><td>1</td><td>CHK4008</td><td></td><td></td><td>Complete</td><td>05/07/2026</td><td></td></tr><tr><td>15100</td><td>1957</td><td>2</td><td>CHK2654</td><td></td><td></td><td>Complete</td><td>05/07/2026</td><td></td></tr></table>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1957	1	CHK4008			Complete	05/07/2026		15100	1957	2	CHK2654			Complete	05/07/2026																						
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Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS																																						
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Lines	4	Total Debits	1,000.00	Currency	USD	Total Credits	1,000.00	Currency	USD	Net	0.00																																						
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Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action																		
	The Accounting Entries page refreshes. Accounting Entries Deposit Control Unit 15100 Deposit ID 1957 Payment CHK4008 Seq 1 Currency Details Amount500.00 USD ☐ Complete Entry Event Budget StatusNot Chk'd Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>1</td><td>15100</td><td>Speed Type</td><td>-500.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td></tr></table> Total Lines 1Total Debits0.00Currency USDTotal Credits200.00Currency USDNet-200.00 Save Return to Search Previous in List Next in List Notify Refresh Accounting Entries Deposit Control	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	15100	Speed Type	-500.00	USD	4009060	01000		95400
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department											
1	15100	Speed Type	-500.00	USD	4009060	01000		95400											
i	The Distribution Lines section is now editable.																		
13.	Update the accounting entries as necessary in the Distribution Lines section. Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Distribution Sequence</th><th>*GL Unit</th><th>Speed Type</th><th>Line Amount</th><th>Currency</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>1</td><td>15100</td><td>Speed Type</td><td>-500.00</td><td>USD</td><td>4009060</td><td>02011</td><td></td><td>95400</td></tr></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	15100	Speed Type	-500.00	USD	4009060	02011		95400
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department											
1	15100	Speed Type	-500.00	USD	4009060	02011		95400											
14.	Click the Create icon (lightning bolt) to create the system generated cash and/or InterUnit Lines. Currency Details Amount500.00 USD																		



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action																																																							
	The Directly Journalled Payments page displays. Directly Journalled Payments Deposit Control Unit 15100 Deposit ID 1957 Payment CHK4008 Seq 1 Currency Details Amount 500.00 Currency USD Base 500.00 Currency USD ☐ Complete Budget Status Not Chkd Accounting Line Display ☒ Standard ☐ Supplemental (Entry Event) ☐ Both Display Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Type</th><th>Distribution Sequence</th><th>GL Unit</th><th>Debit Amount</th><th>Credit Amount</th><th>Line Amount</th><th>Foreign Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td> </td><td>1</td><td>15100</td><td></td><td></td><td>-500.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td></tr><tr><td> </td><td>2</td><td>TREAS</td><td></td><td></td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr><tr><td> </td><td>3</td><td>15100</td><td></td><td></td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr><tr><td> </td><td>4</td><td>TREAS</td><td></td><td></td><td>-500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr></table> Total Lines 0 Total Debits 2,000.00 Currency USD Total Credits 2,000.00 Currency USD Net 0.00 Save Return to Search Previous in List Next in List Notify Directly Journalled Payments Deposit Control	Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department		1	15100			-500.00	USD	4009060	01000		95400		2	TREAS			500.00	USD	101010	01000		99999		3	15100			500.00	USD	101010	01000		99999		4	TREAS			-500.00	USD	101010	01000		99999
Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department																																														
	1	15100			-500.00	USD	4009060	01000		95400																																														
	2	TREAS			500.00	USD	101010	01000		99999																																														
	3	15100			500.00	USD	101010	01000		99999																																														
	4	TREAS			-500.00	USD	101010	01000		99999																																														
15.	Review the accounting entries for accuracy.																																																							
16.	Select the Complete checkbox option.																																																							
	☒ Complete Entry Event																																																							
17.	Click the Save button.																																																							
	Save Return to Search Previous in List Next in List Notify Refresh																																																							

Step	Action
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The **Directly Journalled Payments** page refreshes.

Directly Journalled Payments

Deposit Control

Unit 15100
Deposit ID 1957
Payment CHK4008
Seq 1

Currency Details

Amount	500.00	Currency	USD
Base	500.00	Currency	USD

☒ Complete

Budget Status

Accounting Line Display

☒ Standard
☐ Supplemental (Entry Event)
☐ Both

Display

Distribution Lines

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	Program	Department
S	1	15100		500.00	-500.00	USD	4009060	01000		95400
S	2	TREAS	500.00		500.00	USD	101010	01000		99999
S	3	15100	500.00		500.00	USD	101010	01000		99999
S	4	TREAS		500.00	-500.00	USD	101010	01000		99999

Total

Lines	4	Total Debits	1,000.00	Currency	USD	Total Credits	1,000.00	Currency	USD	Net	0.00
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Save

Return to Search

Previous in List

Next in List

Notify



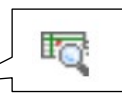
Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries.

18.

Click the **Budget Check** icon.

Currency Details

Amount	500.00	USD
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Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action																																																							
	The Directly Journalled Payments page refreshes once the Budget Check is completed. Directly Journalled Payments Deposit Control Unit 15100 Deposit ID 1957 Payment CHK4008 Seq 1 Currency Details Amount500.00CurrencyUSD Base500.00CurrencyUSD ☒ Complete Budget StatusValid Accounting Line Display ☒ Standard☐ Supplemental (Entry Event)☐ Both Display Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details <table><tr><th>Type</th><th>Distribution Sequence</th><th>GL Unit</th><th>Debit Amount</th><th>Credit Amount</th><th>Line Amount</th><th>Foreign Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>S</td><td>1</td><td>15100</td><td></td><td>500.00</td><td>-500.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td><td>95400</td></tr><tr><td>S</td><td>2</td><td>TREAS</td><td>500.00</td><td></td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr><tr><td>S</td><td>3</td><td>15100</td><td>500.00</td><td></td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr><tr><td>S</td><td>4</td><td>TREAS</td><td></td><td>500.00</td><td>-500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td></tr></table> Total Lines4 Total Debits1,000.00 CurrencyUSD Total Credits1,000.00 CurrencyUSD Net0.00 Save Return to Search Previous in List Next in List Notify Directly Journalled Payments Deposit Control	Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department	S	1	15100		500.00	-500.00	USD	4009060	01000		95400	S	2	TREAS	500.00		500.00	USD	101010	01000		99999	S	3	15100	500.00		500.00	USD	101010	01000		99999	S	4	TREAS		500.00	-500.00	USD	101010	01000		99999
Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department																																														
S	1	15100		500.00	-500.00	USD	4009060	01000		95400																																														
S	2	TREAS	500.00		500.00	USD	101010	01000		99999																																														
S	3	15100	500.00		500.00	USD	101010	01000		99999																																														
S	4	TREAS		500.00	-500.00	USD	101010	01000		99999																																														
19.	Verify that the Budget Status field displays as “Valid”. Currency Details Amount500.00USD ☒ Complete Budget StatusValid																																																							

Step	Action
	Once the Budget Check completes, the Budget Status field will display one of the following statuses or a Warning message: • Valid: The entry passed budget checking and the process updated the Commitment Control Ledger. • Error: The entry failed to pass budget checking. The transaction must be corrected before it is posted to the Commitment Control Ledger and the General Ledger. If the Budget Status field displays as "Error", see the Job Aid titled AR326_Reviewing and Correcting Budget Check Errors. This Job Aid is located on the Cardinal website in Job Aids under Learning. • Warning message: The budget check process issued a Warning, but also updated the Commitment Control Ledger.
20.	Click the Next in List button if there is more than one Payment for this Deposit that needs to be modified and repeat the process until all Payments are processed. Save Return to Search Previous in List Next in List Notify Refresh



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Approving and Finalizing Deposits

The Processor must add the Deposit on the **Approve Deposit** page and create the Deposit Control Ticket prior to approval. Only users with the appropriate security roles can approve a Deposit.

Step	Action
1.	Navigate to the Create Accounting Entries page by clicking on Links > Enter & Apply Payments > Approve Deposit Approve Deposits ↺ ⚙ ✓ My Work ✓ Links Enter & Apply Payments Regular Deposit Create Direct Journal Accounting Entries Modify Direct Journal Accounting Entries Apply Payments Worksheet Update Apply Payment Worksheet Finalize Payment Worksheet Approve Deposit
The Approve Deposits Add a New Value page displays. Approve Deposits Add a New Value Find an Existing Value *Deposit Unit *Deposit control Ticket Number *Bank Deposit Date Add	
2.	Click the Deposit Unit Look up icon and select the applicable Deposit Unit if it does not default. *Deposit Unit

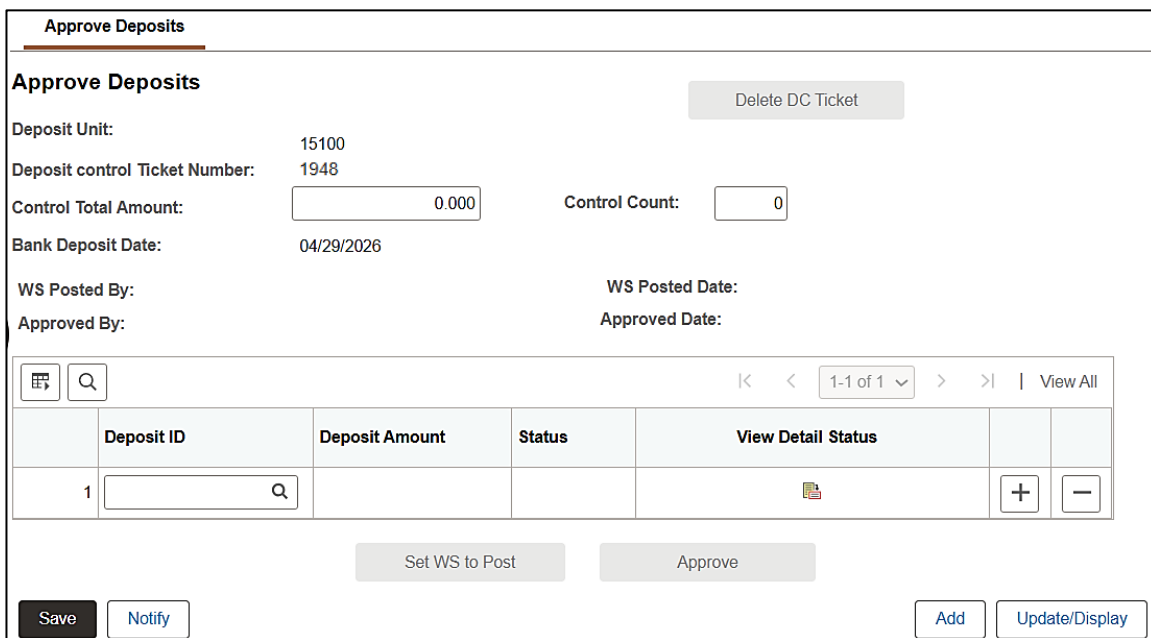


Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
3.	Enter a Deposit Control Ticket Number in the Deposit control Ticket Number field. 
4.	Click the Bank Deposit Date Calendar icon and select the applicable Bank deposit date. 
	A Deposit Control Ticket Number can be used more than once. However, the bank deposit date must be different for the Deposit Control Ticket Number to be processed. If the same Deposit Control Ticket Number and bank deposit date are used, Cardinal displays an error message.
5.	Click the Add button. 

The **Approve Deposits** page displays.



6.	Enter the total sum amount for all of the Deposits being included in the Control Total Amount field. 
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Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
7.	Enter the total number of Deposits (Deposit IDs) being included in the Control Count field. Control Total Amount: 0.000 Control Count: 0

Sample **Approve Deposits** page with the **Header** section completed:

Approve Deposits

Approve Deposits Delete DC Ticket

Deposit Unit: 15100

Deposit control Ticket Number: 1957

Control Total Amount: Control Count:

Bank Deposit Date: 05/08/2026

WS Posted By: WS Posted Date:

Approved By: Approved Date:

<

>

1-1 of 1

>

>

View All

	Deposit ID	Deposit Amount	Status	View Detail Status		
1	1957				+	-

Set WS to Post

Approve

Save

Notify

Add

Update/Display

8. Click the **Deposit ID Look up** icon for row 1 and select the applicable Deposit ID. The **Deposit Amount** field will default based on the Deposit ID.

<

>

1-1 of 1

>

>

View All

	Deposit ID	Deposit Amount	Status	View Detail Status		
1					+	-

9. Click the **Add a New Row** icon and then repeat **Step 8** as needed until all of the Deposit IDs have been added.

<

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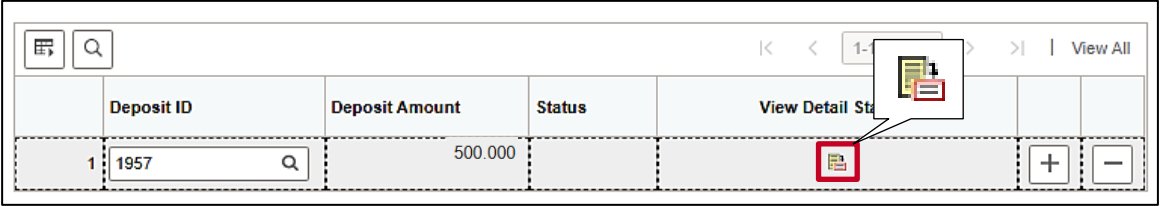
1-1 of 1

>

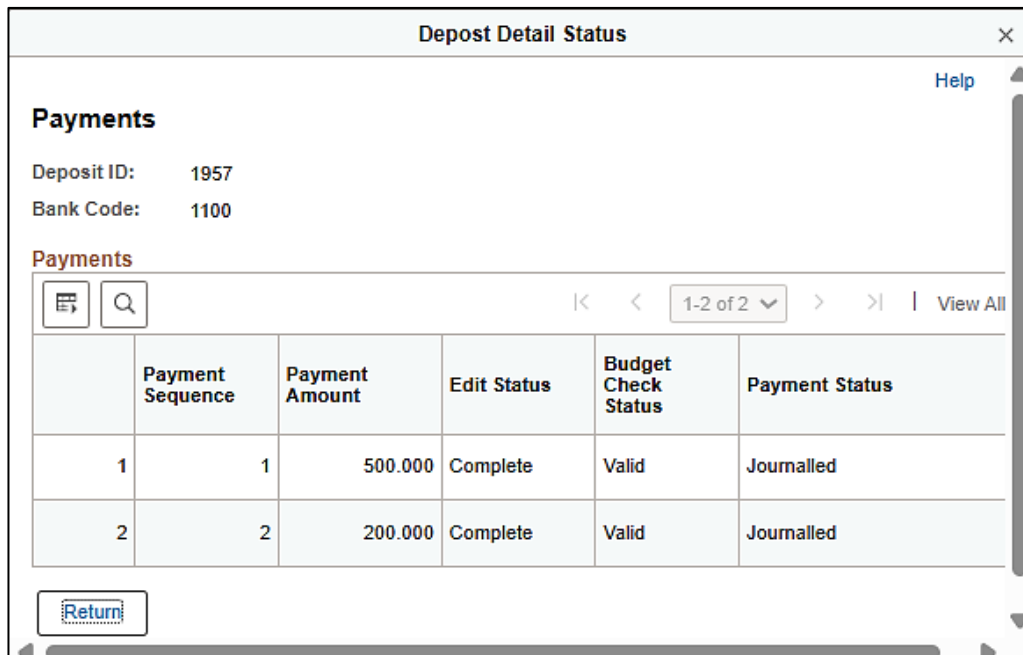
>

View All

	Deposit ID	Deposit Amount	Status	View Detail Status		
1					+	-

Step	Action
10.	Click the View Detail Status icon for the applicable Deposit ID to view the Payments associated with the Deposit ID with status information. 

The **Deposit Detail Status** page is displayed in a pop-up window.



Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status
1	500.000	Complete	Valid	Journalled
2	200.000	Complete	Valid	Journalled

11.	Review the status information to ensure that: - The Edit Status field for each Payment displays “Complete”. All Payments must be complete in order to approve the Deposit - The Budget Check Status field for each Payment displays “Valid”. All Payments must be valid in order to approve the Deposit - The Payment Status field for each Payment displays “Journalled”. All Payments must be journalled in order to approve the Deposit
12.	Click the Return button once the review is complete. 

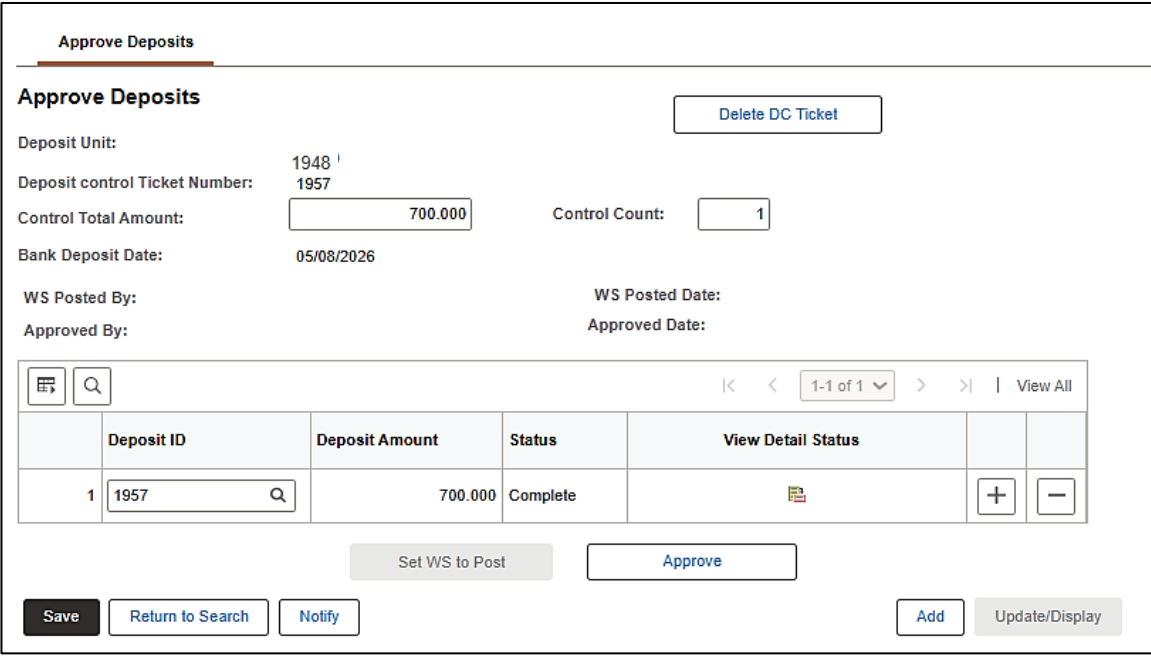


Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
13.	Repeat Steps 10 – 12 as applicable to review the Deposit Detail Status information for each Deposit.
14.	Click the Save button to create the Deposit Control Ticket. 

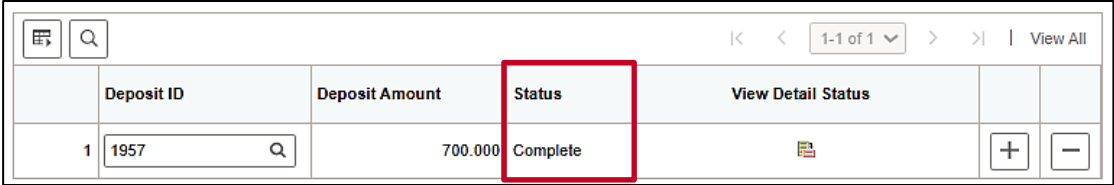
The **Approve Deposits** page redisplay.



The screenshot shows the 'Approve Deposits' page. At the top, there's a 'Delete DC Ticket' button. Below it, fields for 'Deposit Unit' (1948), 'Deposit control Ticket Number' (1957), 'Control Total Amount' (700.000), 'Control Count' (1), 'Bank Deposit Date' (05/08/2026), 'WS Posted By', 'WS Posted Date', 'Approved By', and 'Approved Date' are visible. A table below shows a single deposit with ID 1957, amount 700.000, and status 'Complete'. The table has columns for 'Deposit ID', 'Deposit Amount', 'Status', and 'View Detail Status'. At the bottom, there are buttons for 'Set WS to Post', 'Approve', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



Users can delete a Deposit Control Ticket before it is approved. Deposits with a "Not Ready" or "Complete" status can be deleted if the user identifies incorrect information within the DC. For more information pertaining to deleting a DC Ticket, refer to the Job Aid titled **AR326 Deleting a Deposit Control Ticket**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

15.	Verify that the Status field for each Deposit ID is "Complete". 
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Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action										
16.	Click the Approve button. Set WS to Post Approve										
	A Message displays in a pop-up window confirming that the Deposit is approved. Deposit is approved (25007,4) OK										
17.	Click the OK button. Deposit is approved (25007,4) OK										
	The Approve Deposits page redispays. Approve Deposits Approve Deposits Delete DC Ticket Deposit Unit: 15100 Deposit control Ticket Number: 1957 Control Total Amount: 700.000 Control Count: 1 Bank Deposit Date: 05/08/2026 WS Posted By: WS Posted Date: Approved By: Approved Date: 05/08/2026 1-1 of 1 View All <table><thead><tr><th></th><th>Deposit ID</th><th>Deposit Amount</th><th>Status</th><th>View Detail Status</th></tr></thead><tbody><tr><td>1</td><td>1957</td><td>700.000</td><td>Approved</td><td></td></tr></tbody></table> Set WS to Post Approve Save Return to Search Notify Add Update/Display		Deposit ID	Deposit Amount	Status	View Detail Status	1	1957	700.000	Approved	
	Deposit ID	Deposit Amount	Status	View Detail Status							
1	1957	700.000	Approved								



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Funds Receipts

Step	Action
	The Approved By and the Approved Date fields are automatically populated with the approval information, and the Status field is updated to "Approved". Once the Deposit is approved, it will be processed further during nightly batch processing. The nightly batch processing includes: • The Deposit Post Processor batch process prepares the batched and approved direct journal Deposits for posting to the General Ledger • The subsequent Journal Generator batch process then creates Journal Entries from the Accounts Receivable module and posts them to the General Ledger