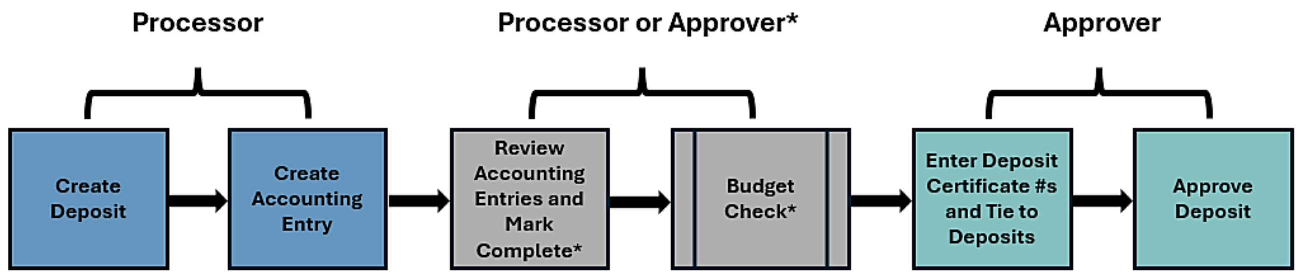
Managing Accounts Receivable Funds Receipts Overview

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

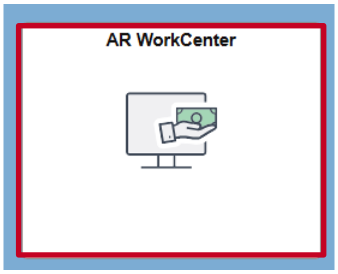
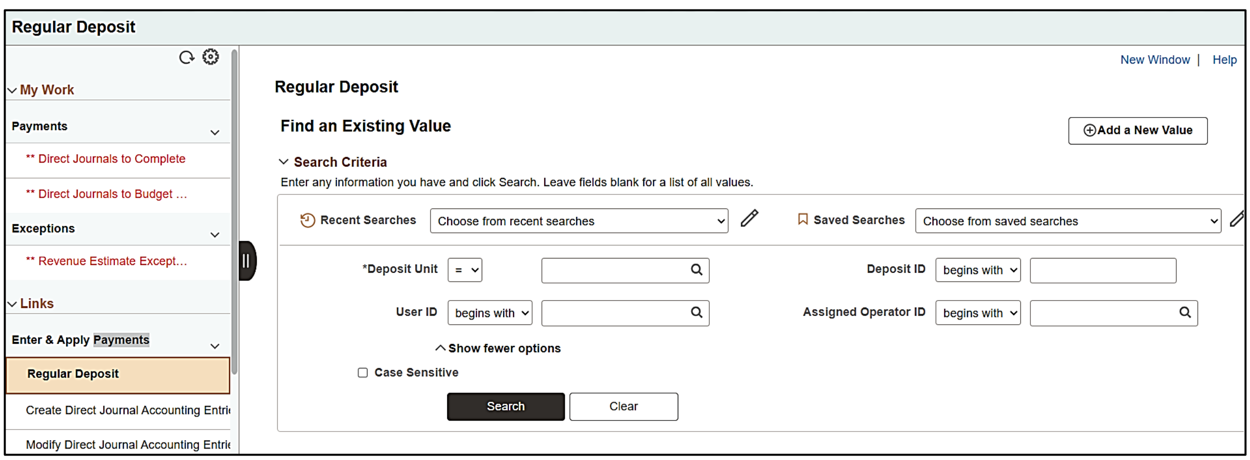
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History

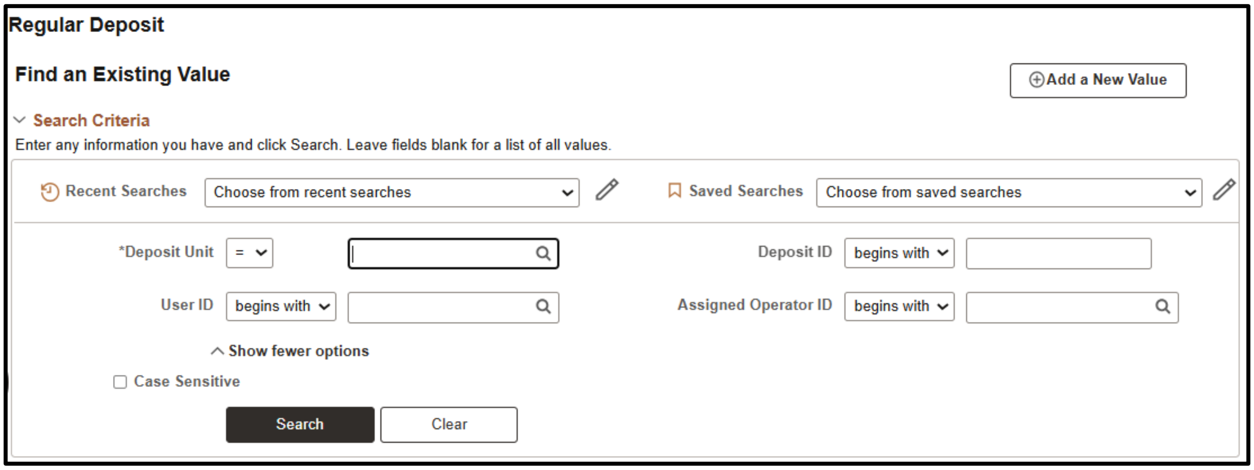
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1; Section 2, after Step 1; Section 3, after Step 1; Section 4, after Step 1). Added reference information to the Overview of the Cardinal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

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 

Step	Action

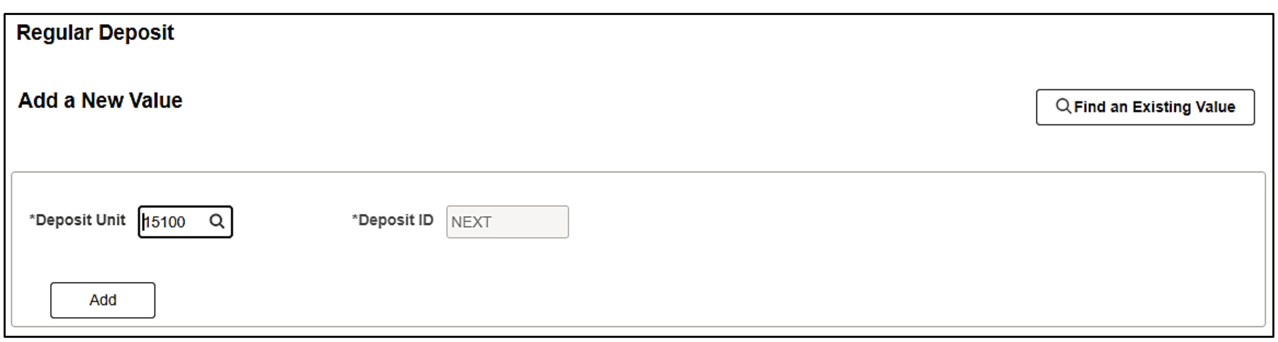
The **Regular Deposit Find an Existing Value Search** page displays.



(i)	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
(i)	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.

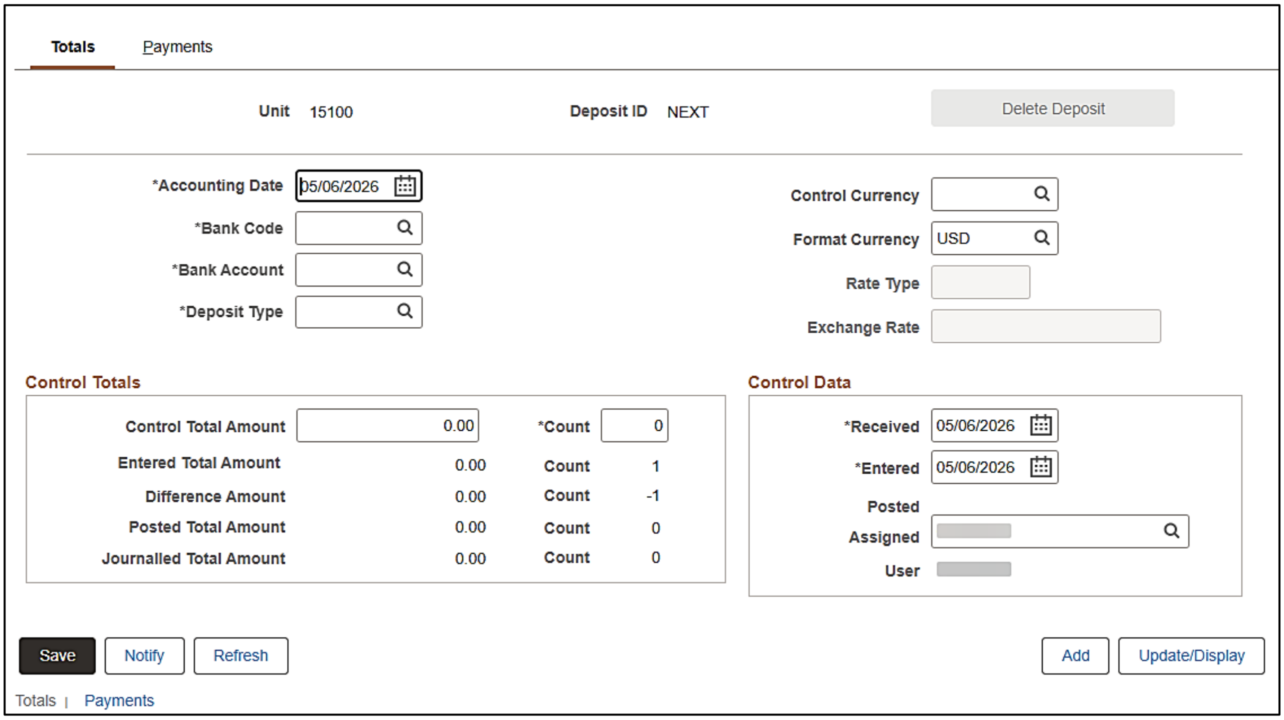
The **Regular Deposit Add a New Value** page displays.



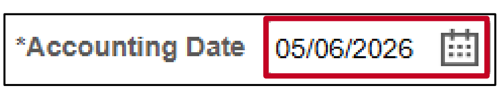
(i)	The **Deposit Unit** field defaults based on the Agency Business Unit but can be changed if users have access to multiple Business Units. The **Deposit ID** field defaults to “NEXT” and cannot be changed.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Click the Add button.

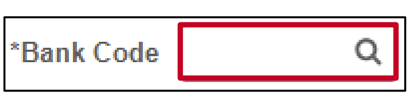
</td></tr>
<tr><td colspan="2">The Regular Deposit page displays with the Totals tab displayed by default.



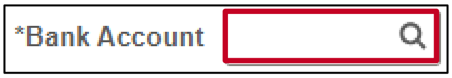
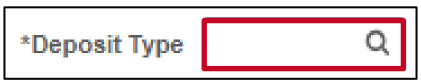
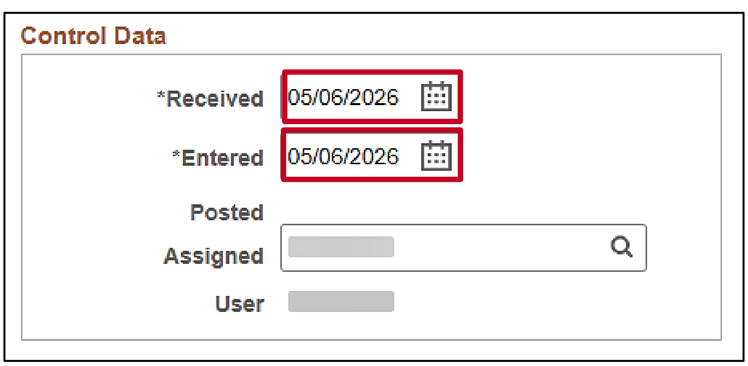
</td></tr>
<tr><td>i</td><td>The information on this page, including the Unit, Deposit ID, Accounting Date, Bank Code, Bank Account, and Deposit Type fields, is required for every Deposit entered. Multiple Payments can be included in a Deposit.</td></tr>
<tr><td>5.</td><td>Click the Accounting Date Calendar icon and select the applicable accounting date.



</td></tr>
<tr><td>i</td><td>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.</td></tr>
<tr><td>6.</td><td>Click the Bank Code Look up icon and select the applicable Bank Code.

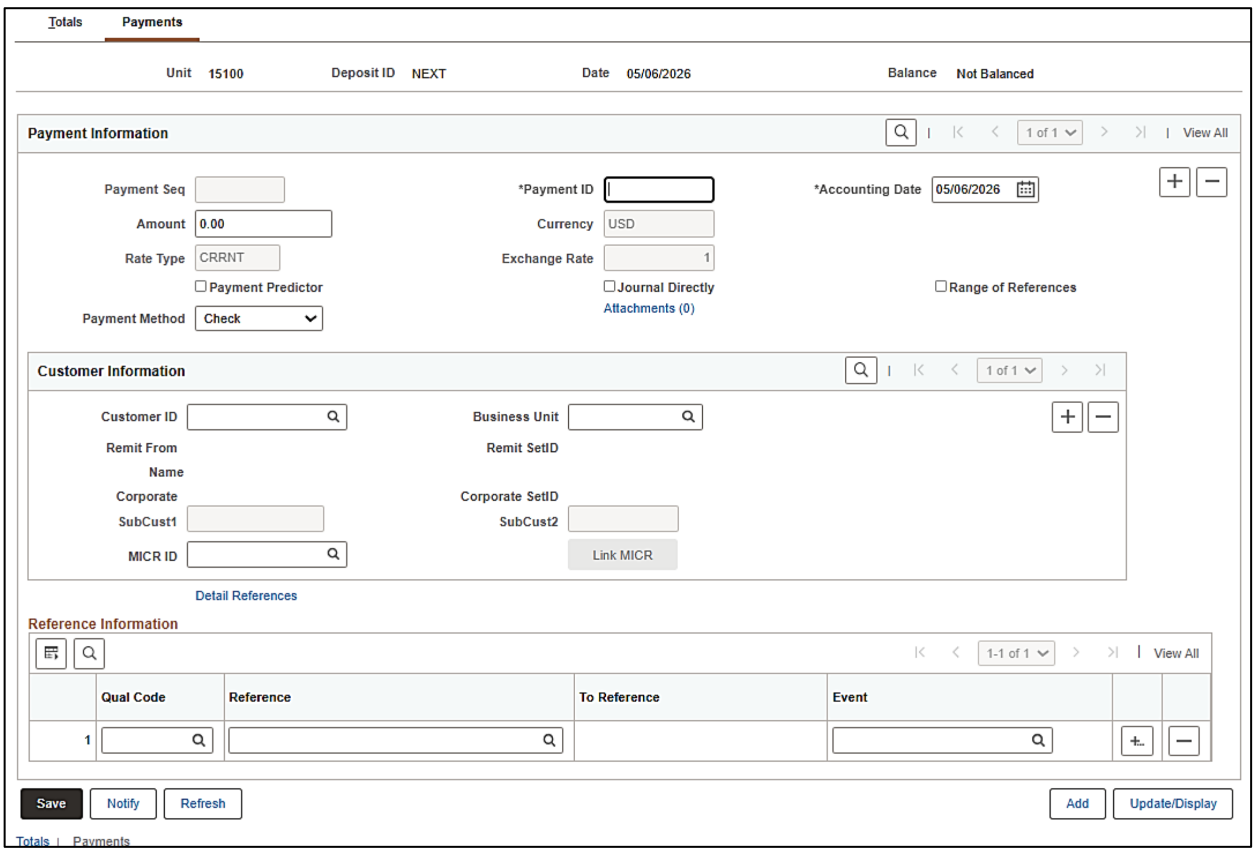


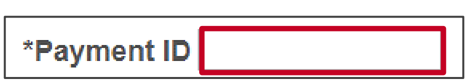
</td></tr>
</table>

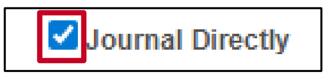
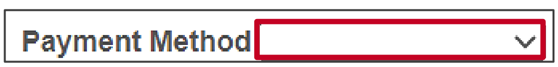
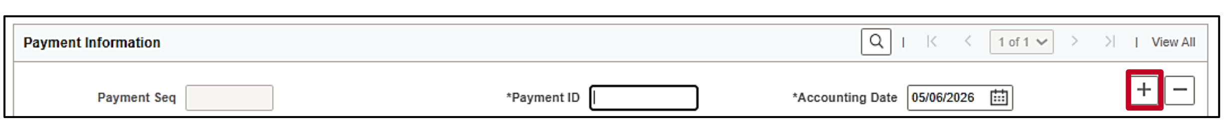
Step	Action
	For more information pertaining to Cardinal Bank Codes, see the Job Aid titled **AR326 Bank Code Crosswalk**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
7.	Click the **Bank Account Look up** icon and select the applicable Bank Account. 
	The Bank 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. 

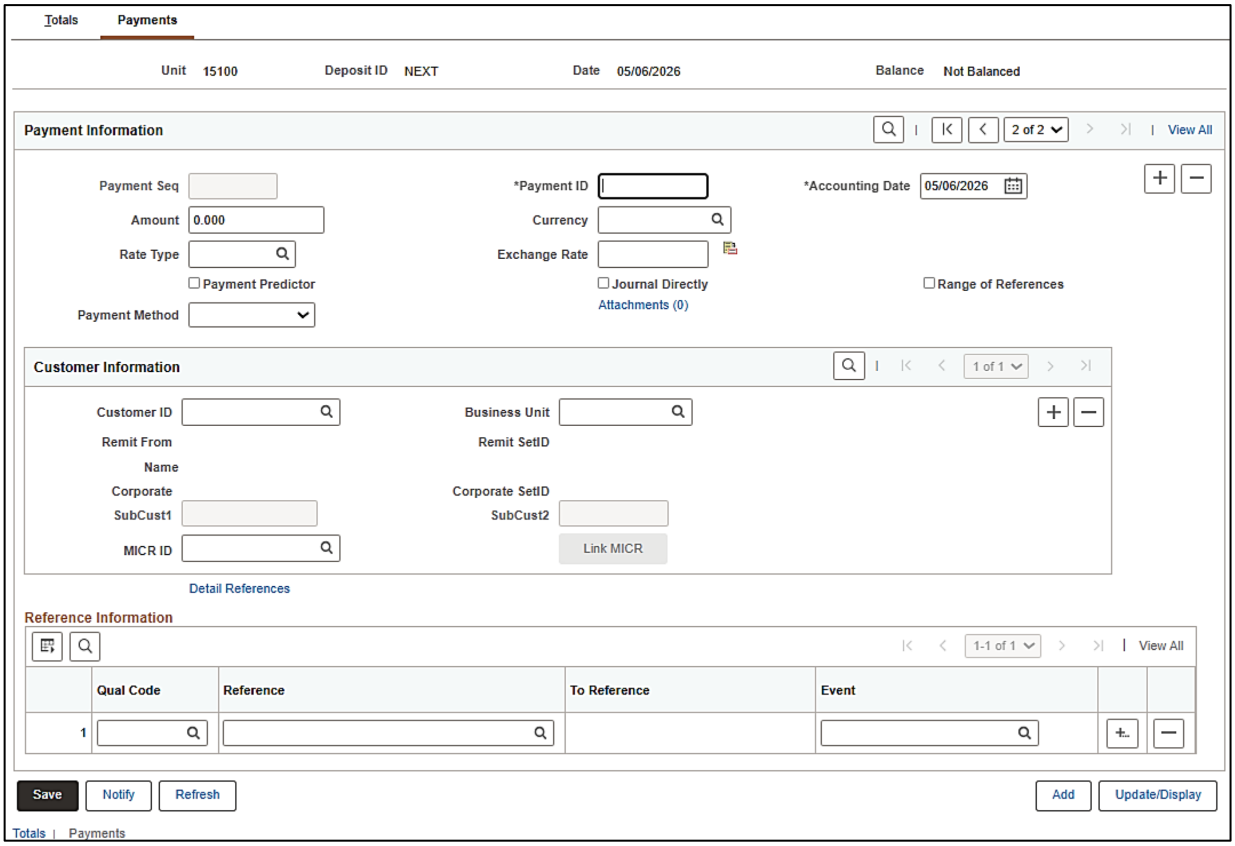
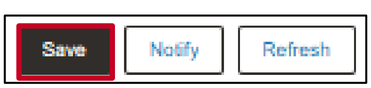
Step	Action
	The **Received** field should be the date the funds were received by the Agency or Bank. The **Entered** field should be the date the Deposit ID is created in Cardinal. The User ID of the person entering the transaction defaults in the **Assigned** and **User** fields.
13.	Click the **Payments**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

The **Payments** page displays.



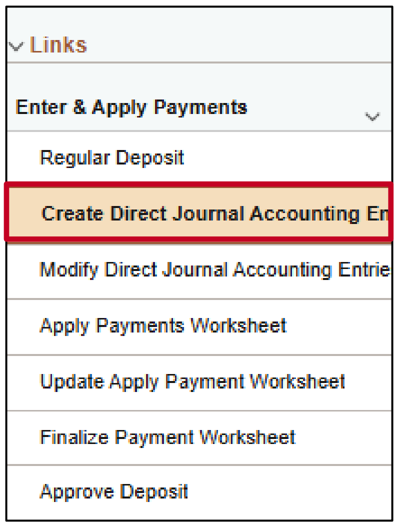
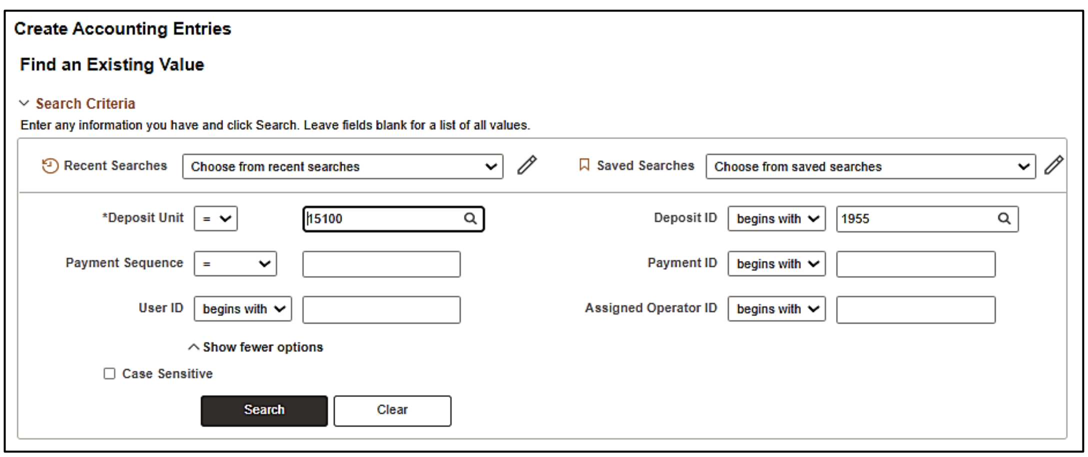
Step	Action
	This page is where specific information about each Payment in the Deposit is entered. The **Payment Seq** (sequence) field is read-only. This number is assigned by Cardinal to track the order in which Payments are entered when there is more than one Payment in the Deposit.
14.	Enter a unique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

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. 

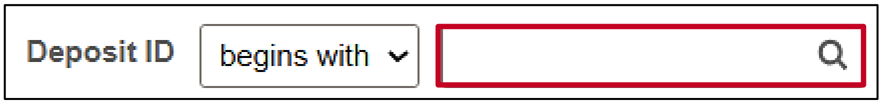
Step	Action
	The **Payments** page refreshes with the additional row. 
20.	Repeat **Steps 14 – 19** until all the applicable Payments have been added to the Deposit.
	Once all Payments have been entered for the Deposit, ensure that the **Balance** field displays as "Balanced". If the **Balance** field 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. 

Step	Action
22.	Take note of the assigned Deposit ID for further processing of this Deposit. 
	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.

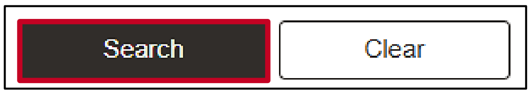
Processing Direct Journal Payments

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. 
	The **Create Accounting Entries Find an Existing Value Search** page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
	The **Deposit Unit** field defaults based on the Agency Business Unit but can be changed if users have access to multiple Business Units.

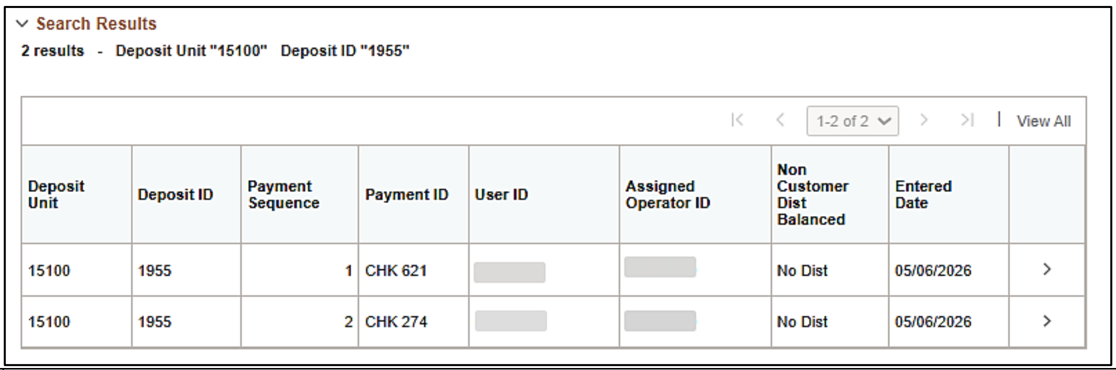
Step	Action
2.	Click the **Deposit ID Look up** icon and select the applicable Deposit ID.



Step	Action
3.	Click the **Search** button.



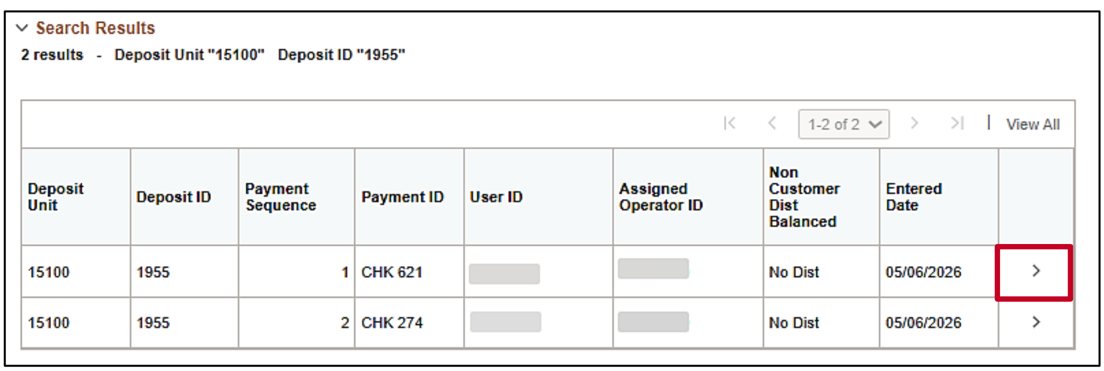
The search results display in the **Search Results** section (each Payment associated with the Deposit ID).


Search Results
2 results - Deposit Unit "15100" Deposit ID "1955"
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	>

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**.

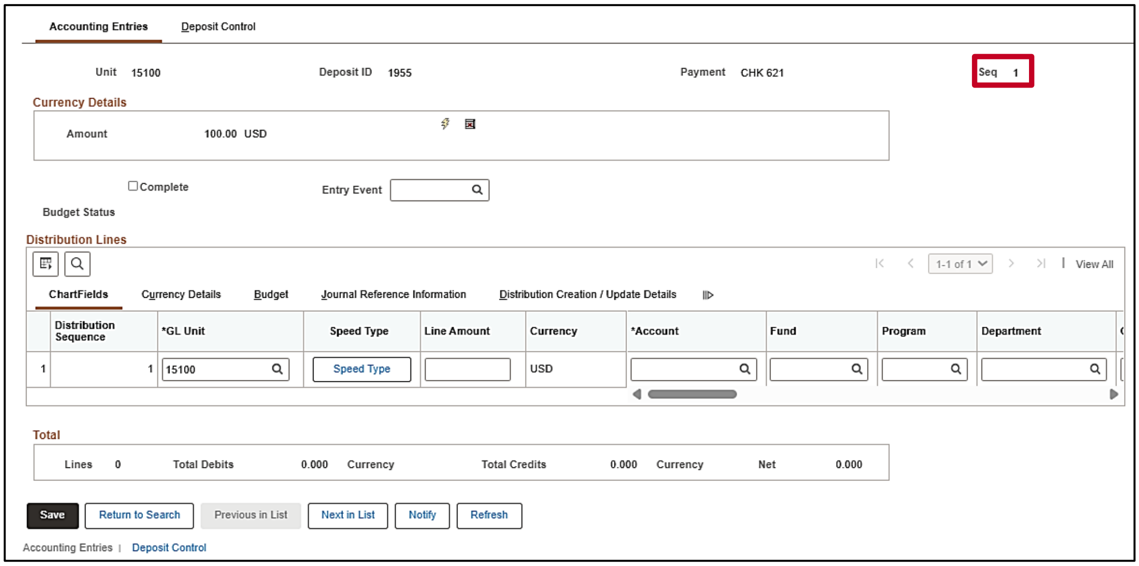
Step	Action
4.	Click the **Drill in** icon to open the first Payment associated with the Deposit.


Search Results
2 results - Deposit Unit "15100" Deposit ID "1955"
1-2 of 2 View All

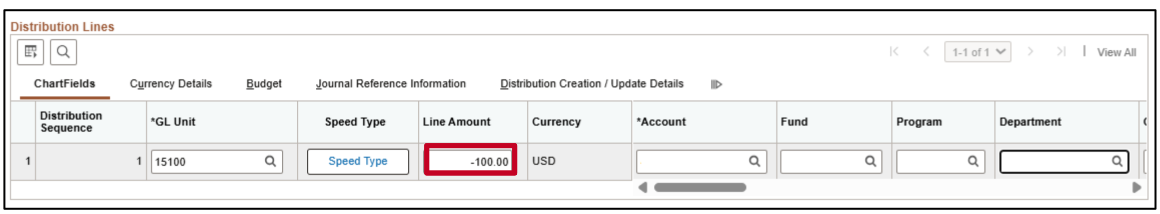
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1955	1	CHK 621			No Dist	05/06/2026	>
15100	1955	2	CHK 274			No Dist	05/06/2026	>

Accounting entries will need to be individually created for each Payment in the Deposit.

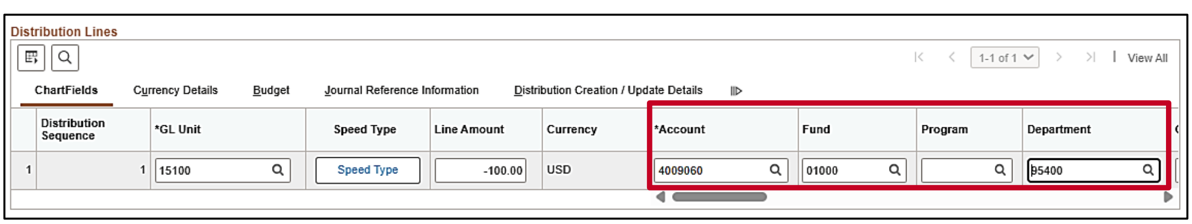
Step	Action
	The **Accounting Entries** page displays for the selected Payment.



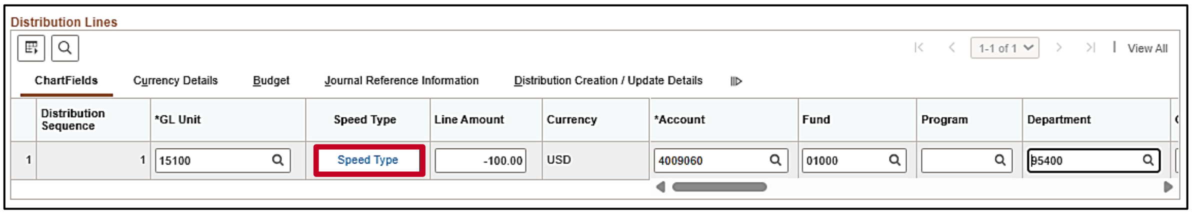
Step	Action
5.	Enter the amount of the Payment in the **Line Amount** field.



Step	Action
	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.



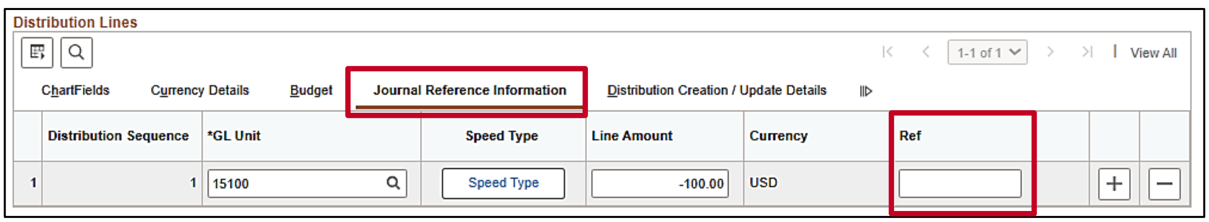
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>
If the Agency uses Speed Types, click the Speed Type button to populate the corresponding ChartField fields.



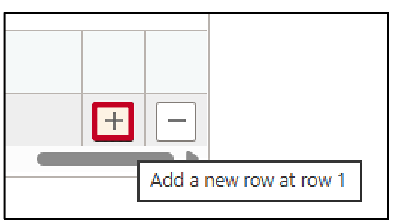
</td></tr>
<tr><td></td><td>
The Journal Reference Information tab contains a Ref field that can be used to enter reference information such as License Numbers, Agency Invoice #s, etc. Do not enter any sensitive data such as a Social Security Number in this field. Although it is not a required field, 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:

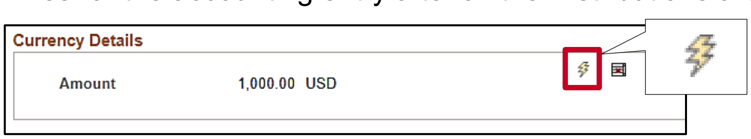
- V_AR_POSTED_DEPOSITS – Posted Deposits
- V_AR_JRNL_LINE_REF – Journal Line Reference



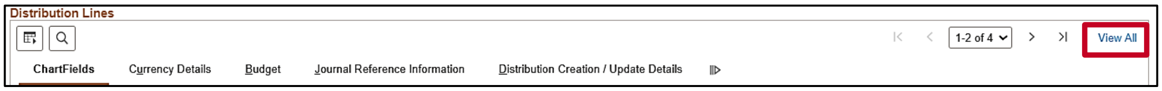
</td></tr>
<tr><td></td><td>
If more than one Distribution Line needs to be created, scroll right as needed, click the Add a New Row icon, and then repeat Steps 5 and 6 until all of the required Distribution Lines have been entered.

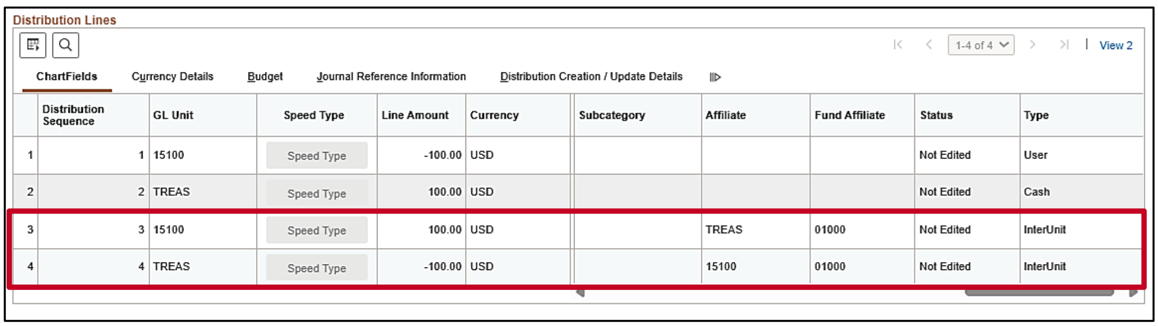


</td></tr>
<tr><td>7.</td><td>
Click the Create icon (lightning bolt) to create the system generated cash and InterUnit Lines for the accounting entry after all the Distributions are entered for this Payment.



</td></tr>
</table>

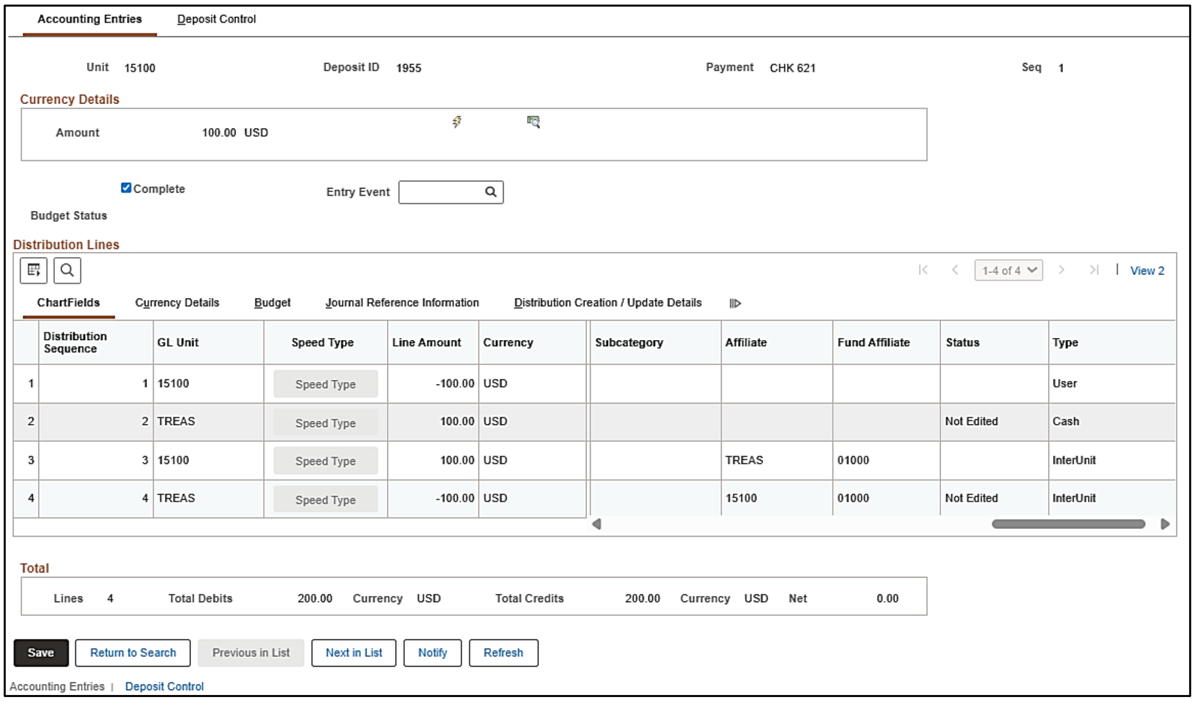
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8.</td><td>Click the View All link to view all of the Lines that were created.

</td></tr>
<tr><td></td><td>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.

Distribution Lines
1-4 of 4 | View 2
ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details
<table>
<tr><th></th><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>
<tr><td>1</td><td>1</td><td>15100</td><td>Speed Type</td><td>-100.00</td><td>USD</td><td></td><td></td><td></td><td>Not Edited</td><td>User</td></tr>
<tr><td>2</td><td>2</td><td>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</td><td>15100</td><td>Speed Type</td><td>100.00</td><td>USD</td><td></td><td>TREAS</td><td>01000</td><td>Not Edited</td><td>InterUnit</td></tr>
<tr><td>4</td><td>4</td><td>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>
</table></td></tr>
<tr><td>9.</td><td>Review the accounting entries for accuracy.</td></tr>
<tr><td>10.</td><td>Click the Complete checkbox option.

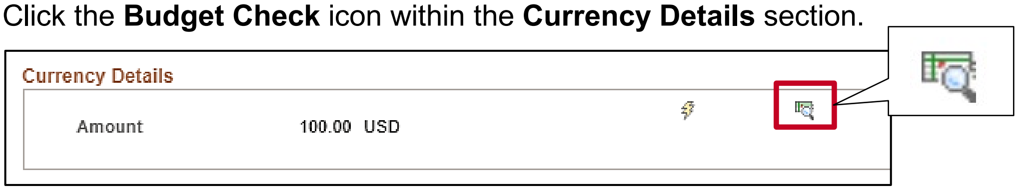
</td></tr>
<tr><td>11.</td><td>Click the Save button.

</td></tr>
</table>

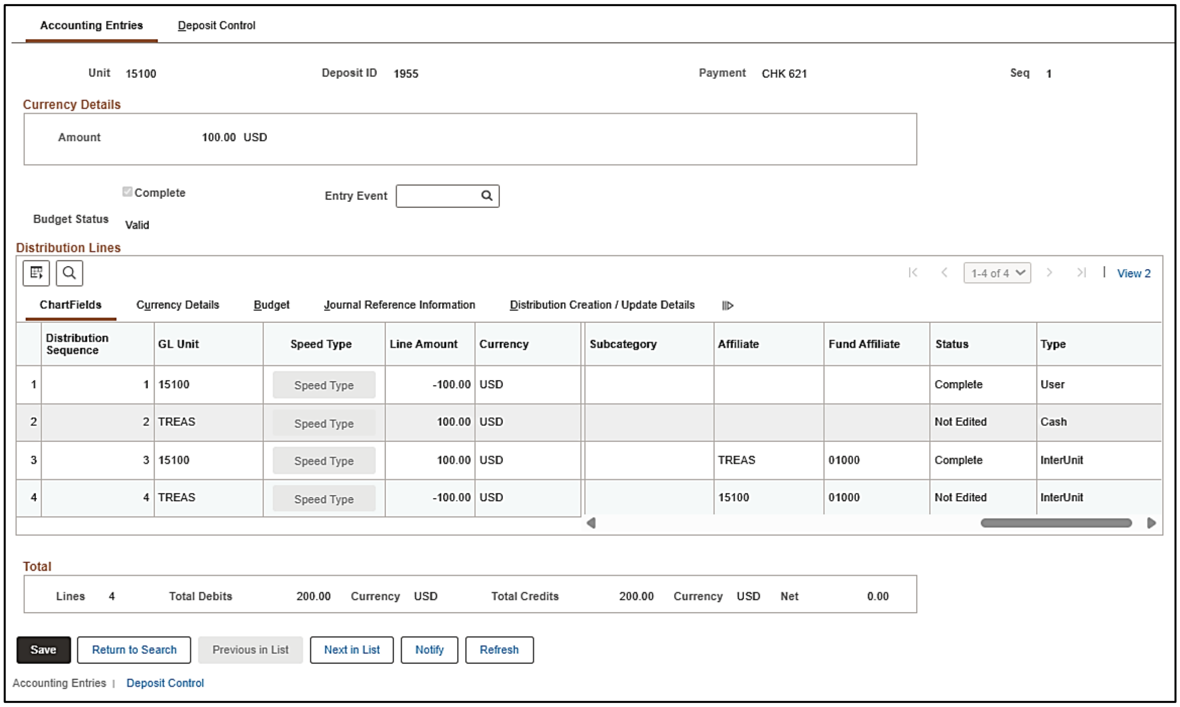
Step	Action
	The **Accounting Entries** page refreshes.



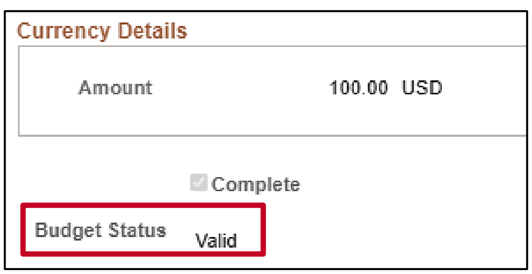
ℹ	Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries. Refer to the Correcting Deposits and Accounting Entries section of this Job Aid for additional information pertaining to correcting deposits and accounting entries before running Budget Check.
12.	Click the **Budget Check** icon within the **Currency Details** section.



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



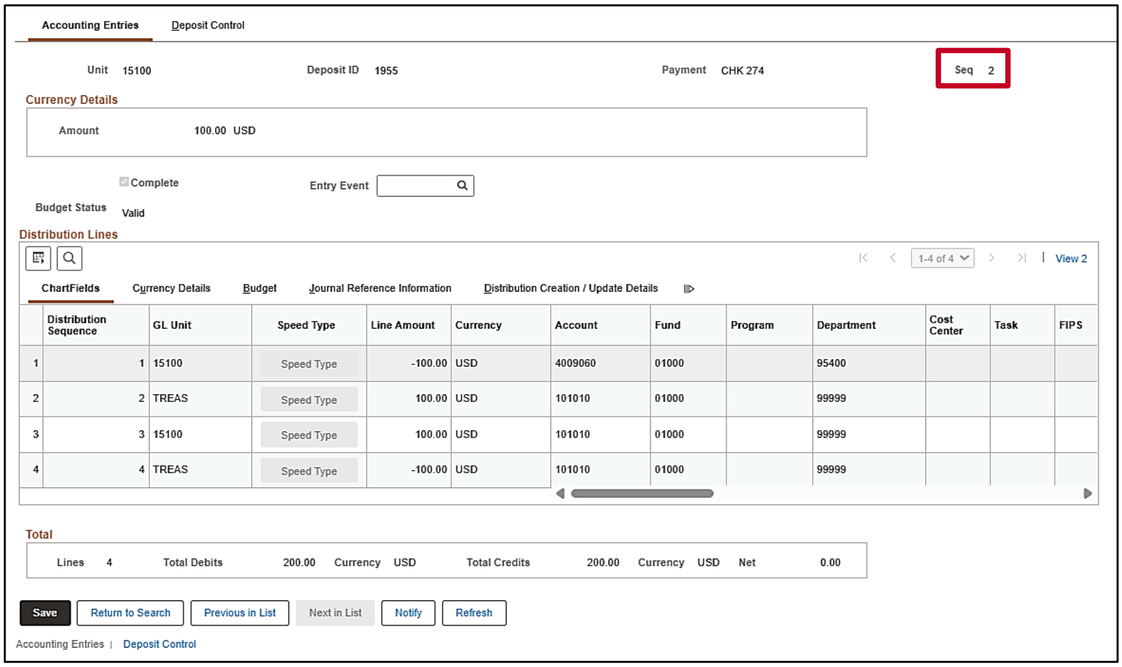
13.	Verify that the **Budget Status** field displays as "Valid".



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

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.

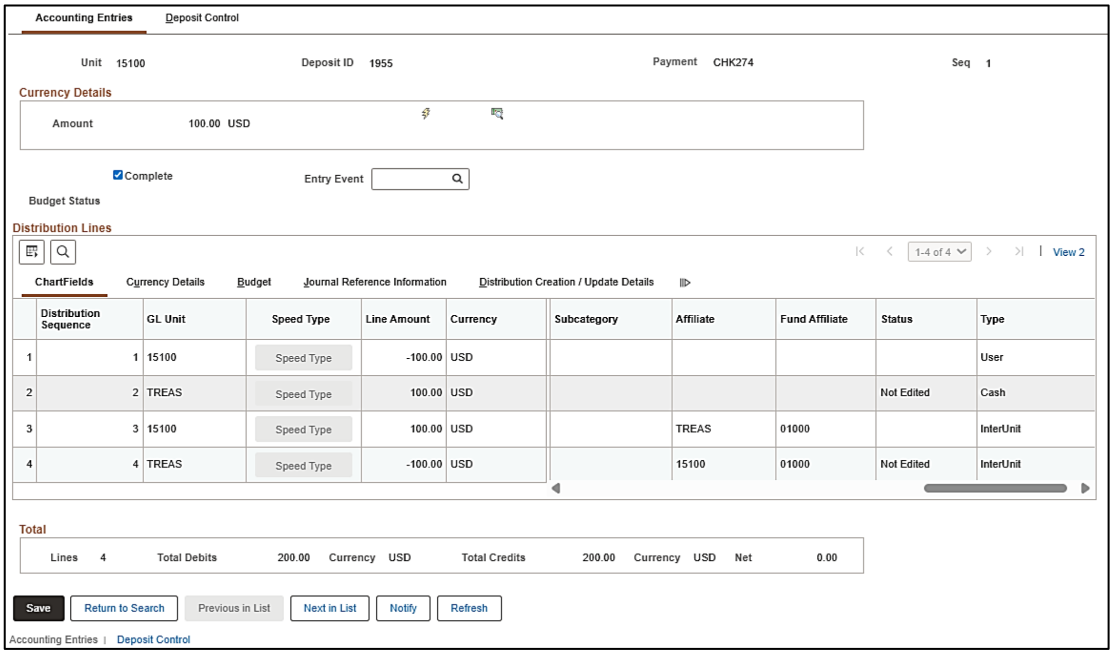
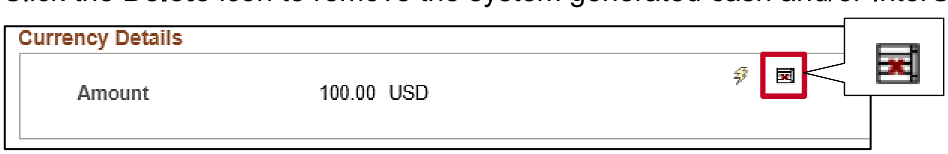


Correcting Deposits and Accounting Entries (Before Budget Check)

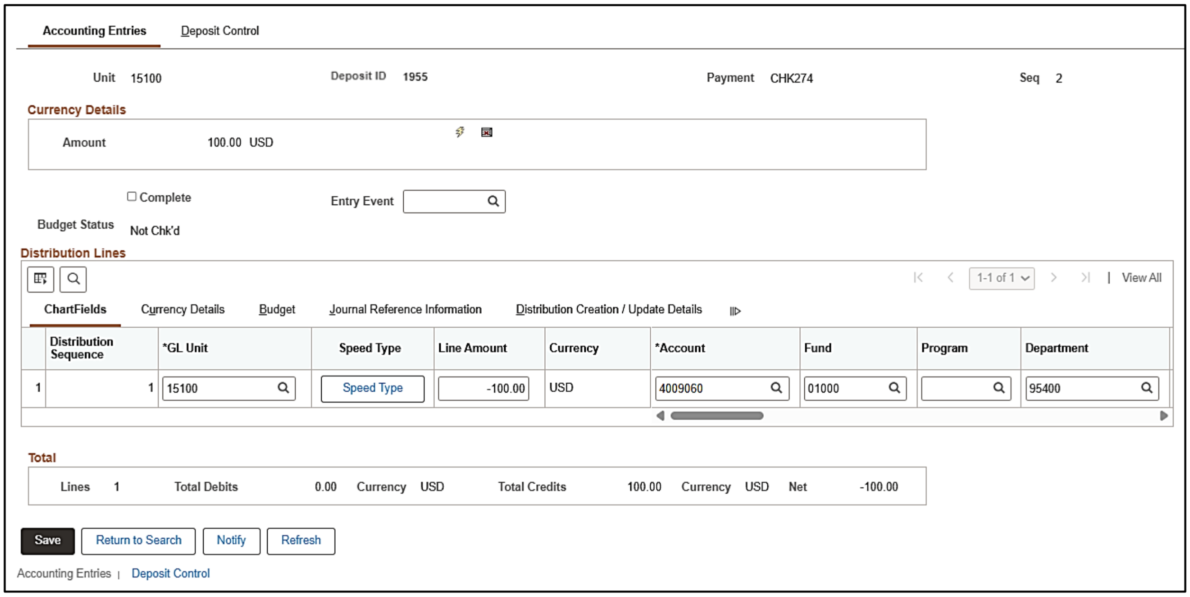
Corrections can be made to Deposits and accounting entries prior to successful Budget Check. The Processor can make corrections directly on the **Create Accounting Entries** page prior to continuing the process. Follow the steps in the Corrections from the Create Accounting Entries Page section of this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

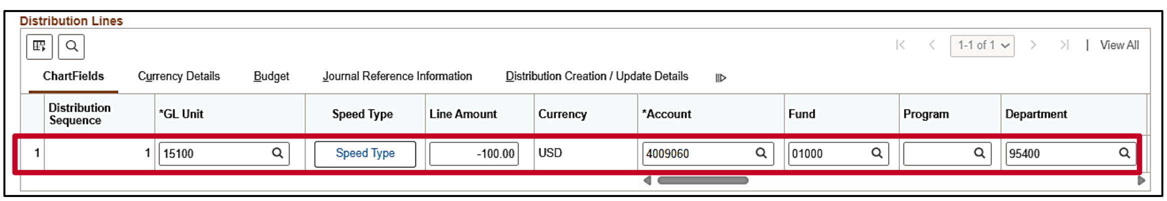
After navigating away from the **Create Accounting Entries** page and accounting entries are marked as "Complete", the Deposit will no longer display on the **Create Accounting Entries Search** page. To modify accounting entries after navigating away from this page, navigate to the **Modify Direct Journal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

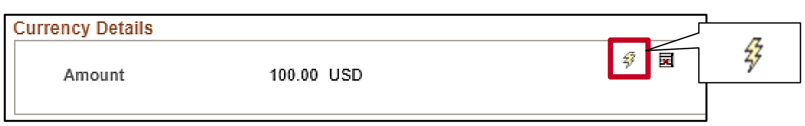
Corrections from the Create Accounting Entries Page

Step	Action
	The **Create Accounting Entries** page displays with the **Accounting Entries** tab displayed by default. 
1.	De-select the **Complete** checkbox option. 
2.	Click the **Save** button. 
3.	Click the **Delete** icon to remove the system generated cash and/or InterUnit Lines. 

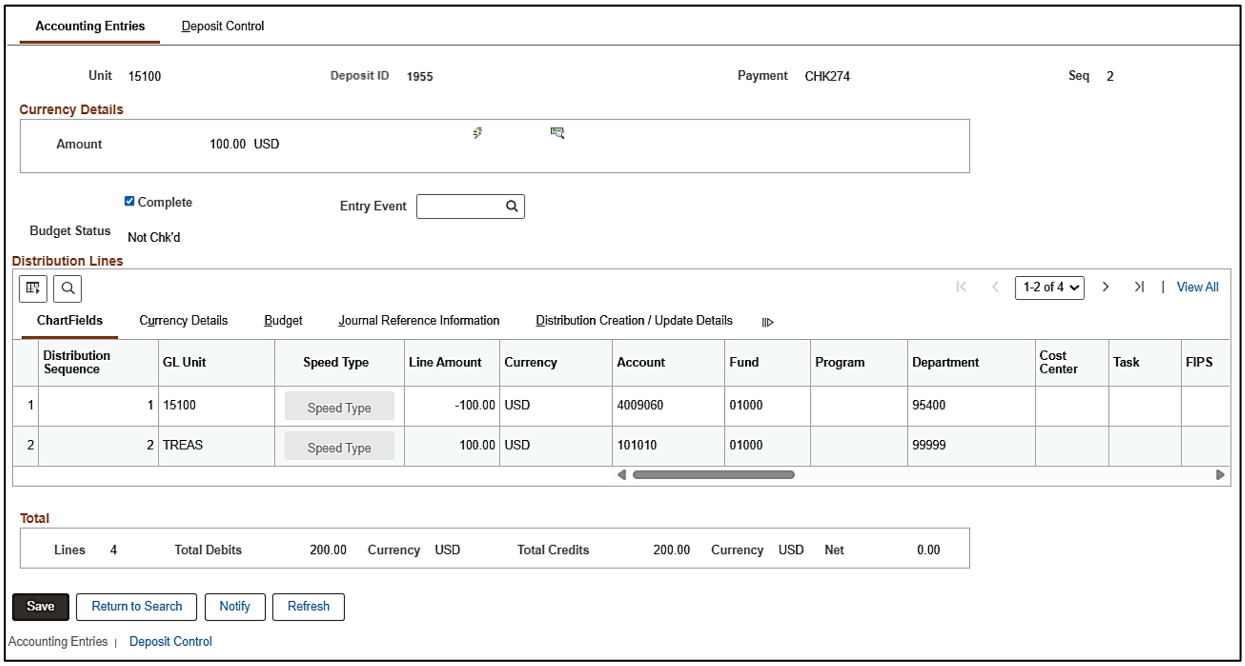
Step	Action
The **Accounting Entries** page refreshes.	
	The **Distribution Lines** section is now editable.
4.	Update the accounting entries as necessary in the **Distribution Lines** section.
5.	Click the **Create** icon (lightning bolt) to create the system generated cash and/or InterUnit Lines.





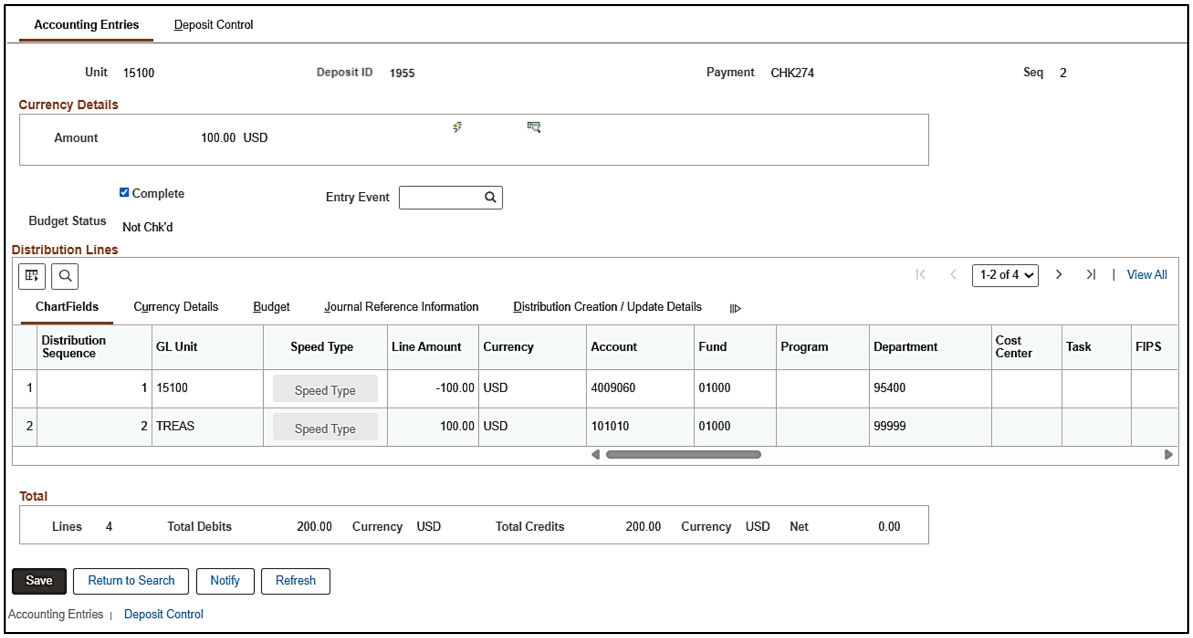
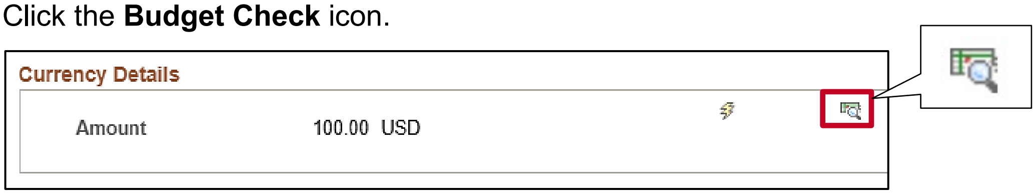


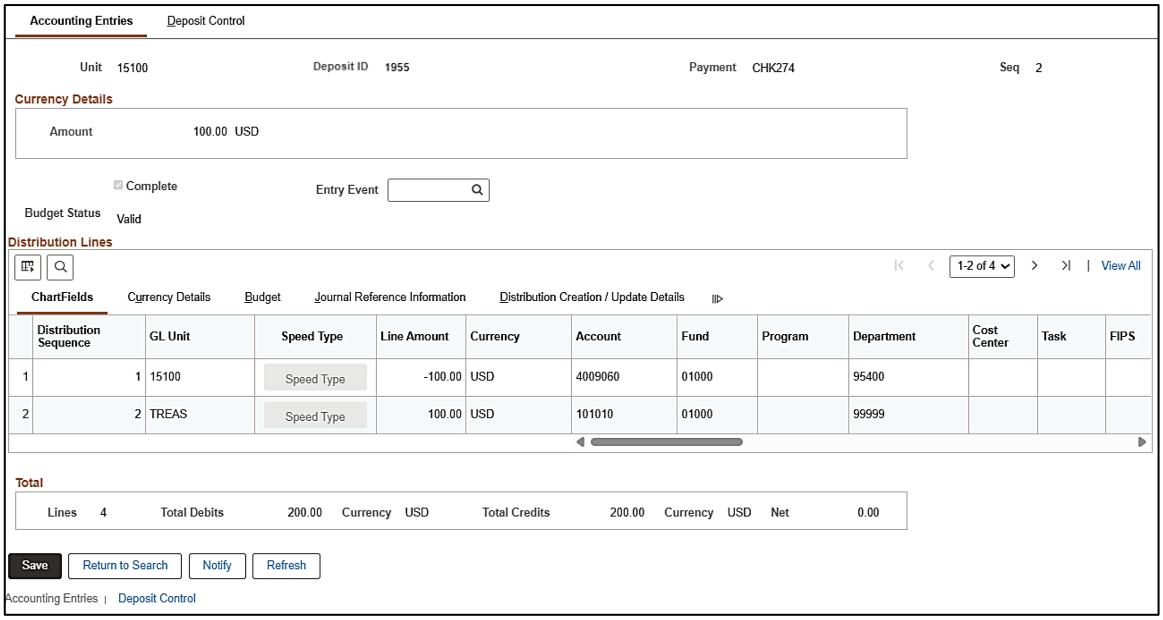
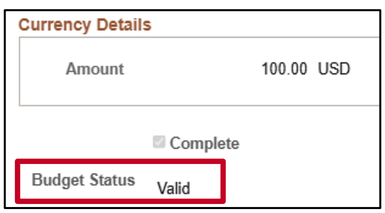
Step	Action
	The **Accounting Entries** page refreshes.



Step	Action
6.	Review the accounting entries for accuracy.
7.	Click the **Complete** checkbox option.

Step	Action
8.	Click the **Save** button.

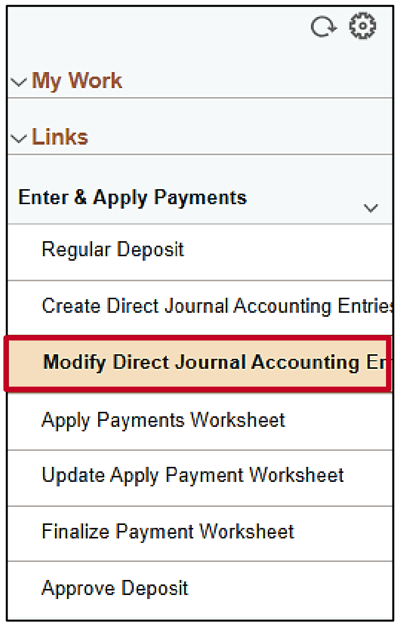
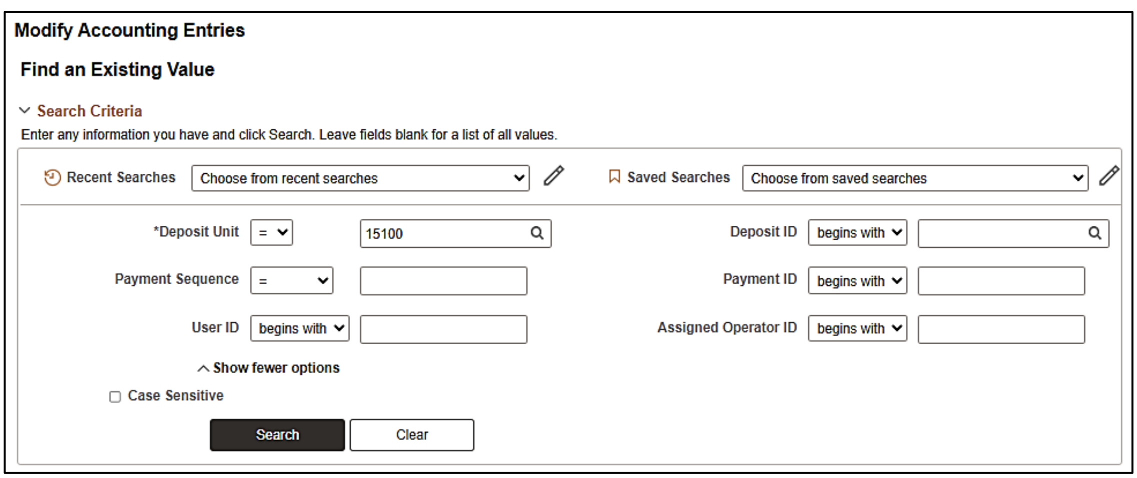
Step	Action
The **Accounting Entries** page refreshes.	
	
ℹ	Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries.
9.	Click the **Budget Check** icon. 

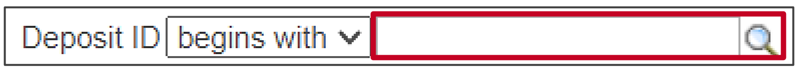
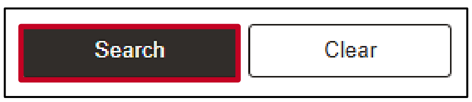
Step	Action
	The **Accounting Entries** page refreshes once the Budget Check is completed. 
10.	Verify that the **Budget Status** field displays as "Valid". 
	Once the Budget Check completes, the **Budget Status** field will display one of the following statuses or a **Warning** message: • **Valid**: 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.

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. 

Corrections from the Modify Direct Journal Accounting Entries Page

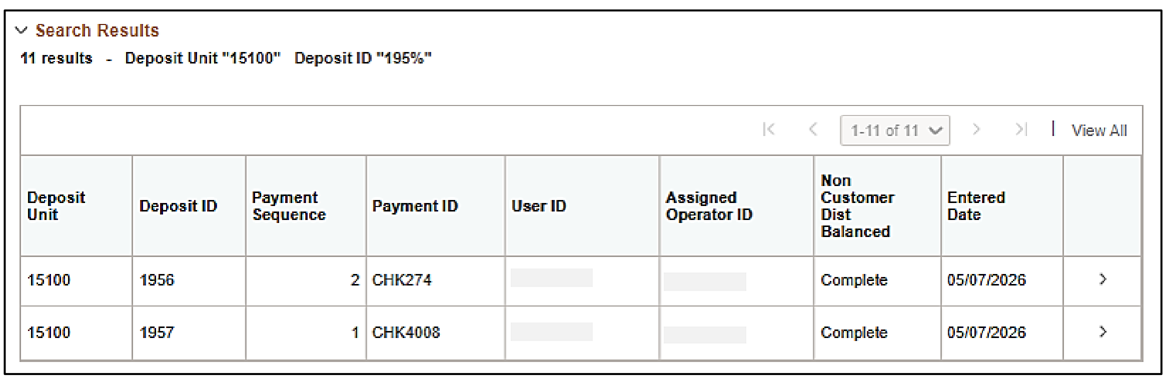
After navigating away from the **Create Accounting Entries** page, corrections can still be made to Deposits and accounting entries that have not already been budget checked. First, navigate to the **Modify Direct Journal Accounting Entries** link under the **Links** menu, located on the left margin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

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.

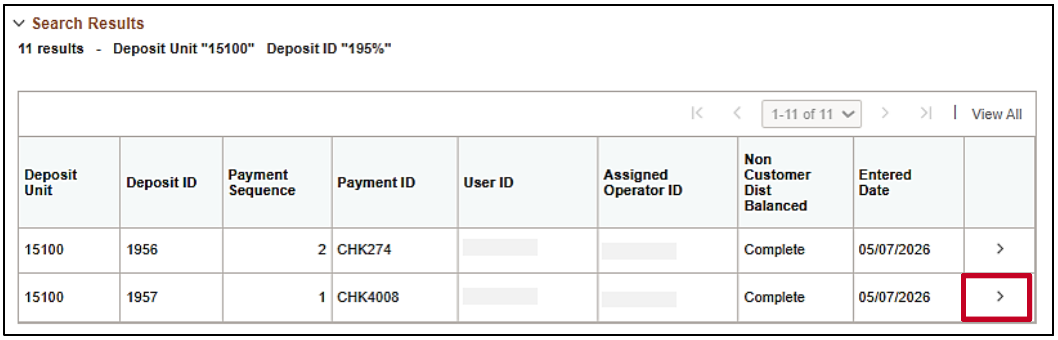
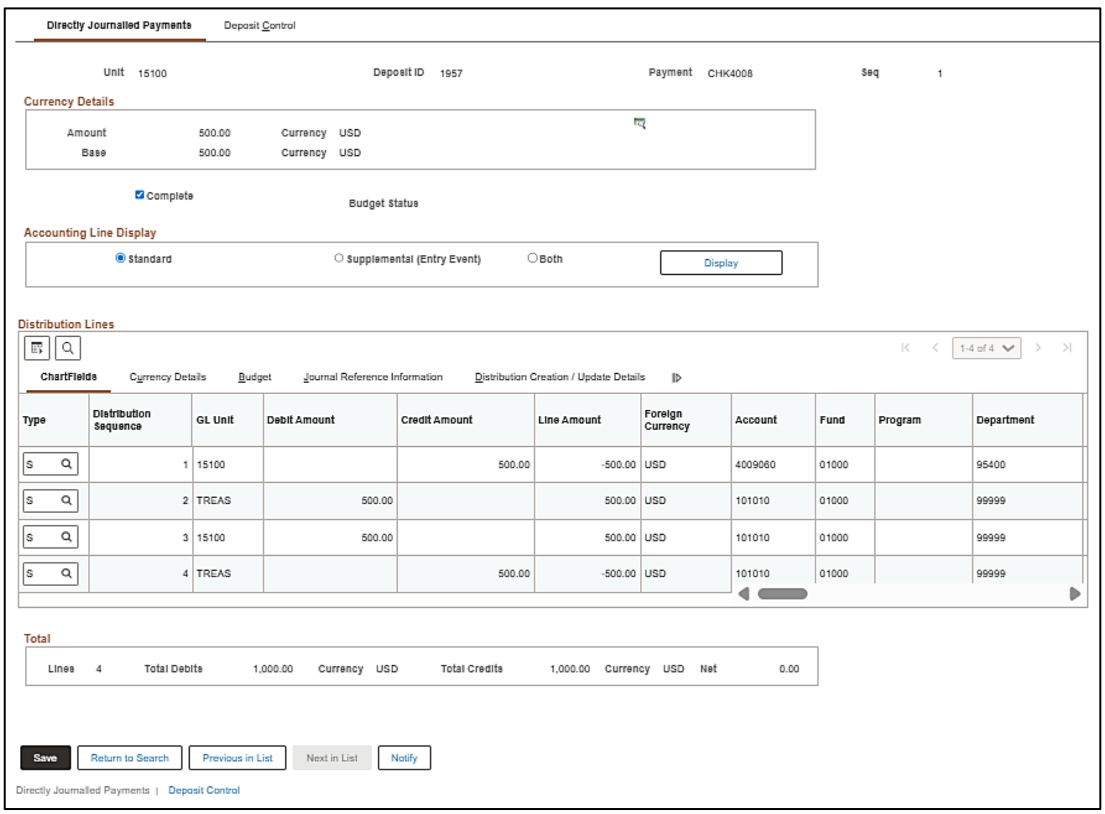
Note: The use of the wildcard (%) search term for the Deposit ID. For more details about wildcard searching, view the Job Aid titled **Navigation Tips for Cardinal Financials** on the Cardinal website in **Job Aids** under **Learning**.

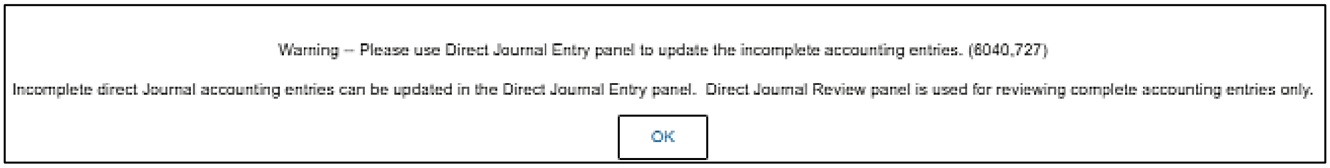
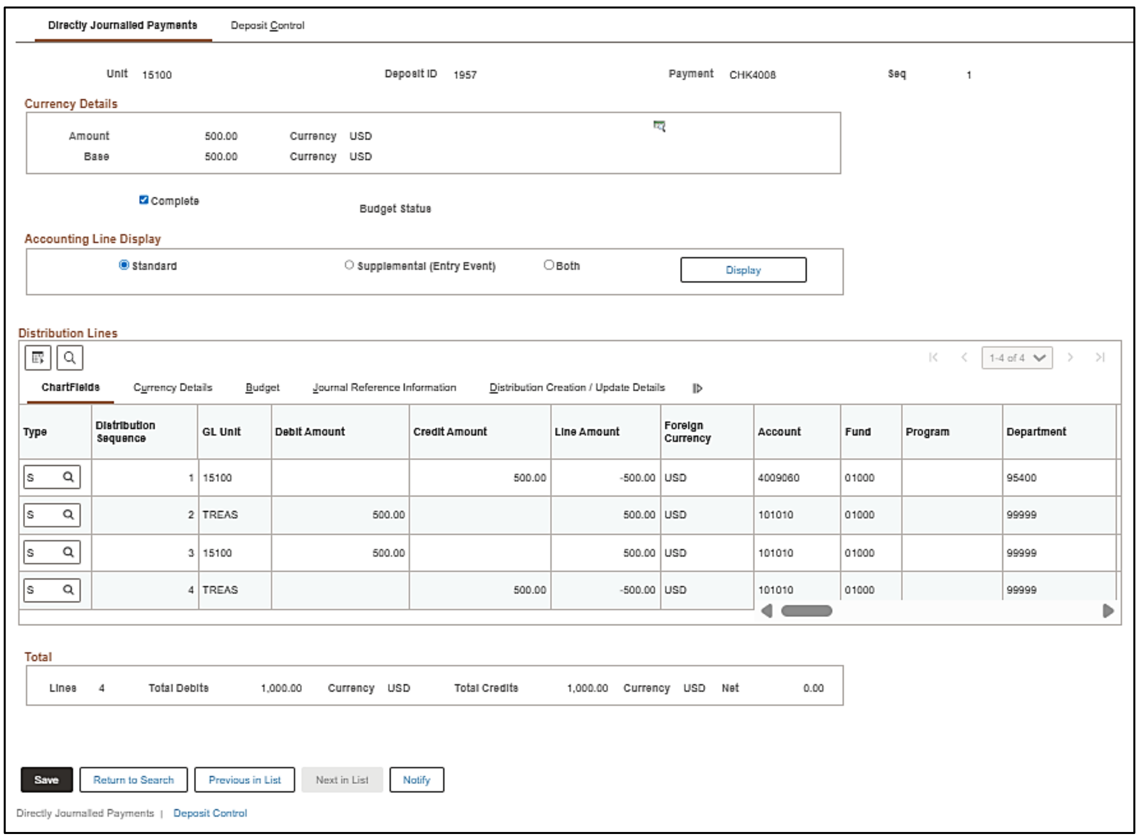
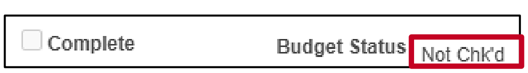

Search Results

11 results - Deposit Unit "15100" Deposit ID "195%"

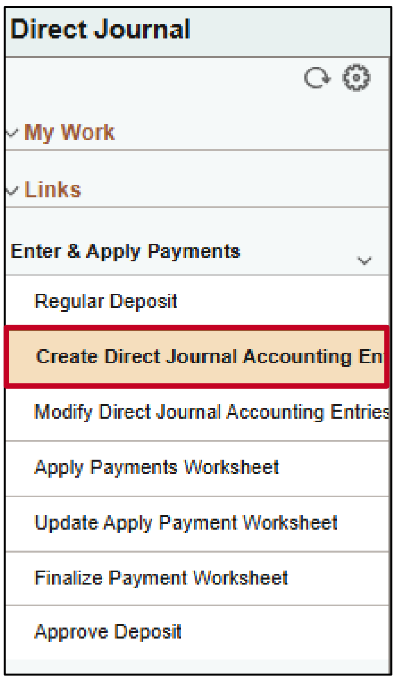
1-11 of 11 View All

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	>

Step	Action
4.	Click the **Drill in** icon to open the Payment associated with the Deposit. 
The **Modify Accounting Entries** page displays with the **Directly Journalled Payments** tab displayed by default. 	
5.	De-select the **Complete** checkbox option. 

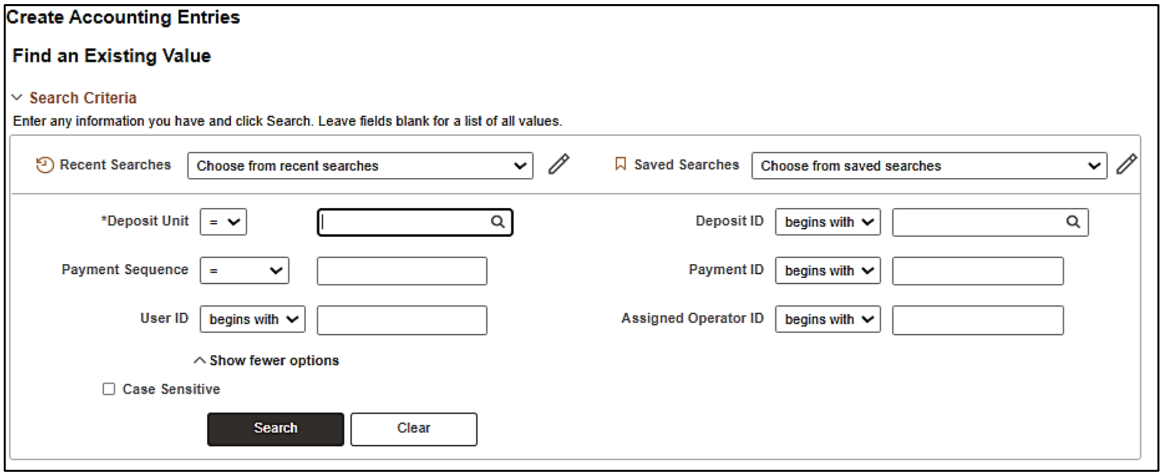
Step	Action
A **Warning** message displays in a pop-up window.	
	
6.	Click the **OK** button to close the **Warning** message. 
The **Directly Journalled Payments** page redisplays.	
	
ℹ	The **Budget Status** field updates to “Not Chk’d” (Not Checked). 

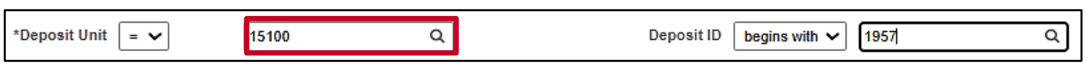
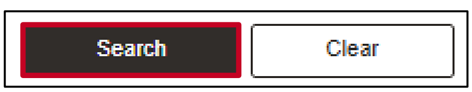
Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Program	Department
S	1	15100		500.00	-500.00	USD	4009060	01000		95400
S	2	TREAS	500.00		500.00	USD	101010	01000		99999
S	3	15100	500.00		500.00	USD	101010	01000		99999
S	4	TREAS		500.00	-500.00	USD	101010	01000		99999

Step	Action
7.	Click the **Save** button. 
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. 
	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**.

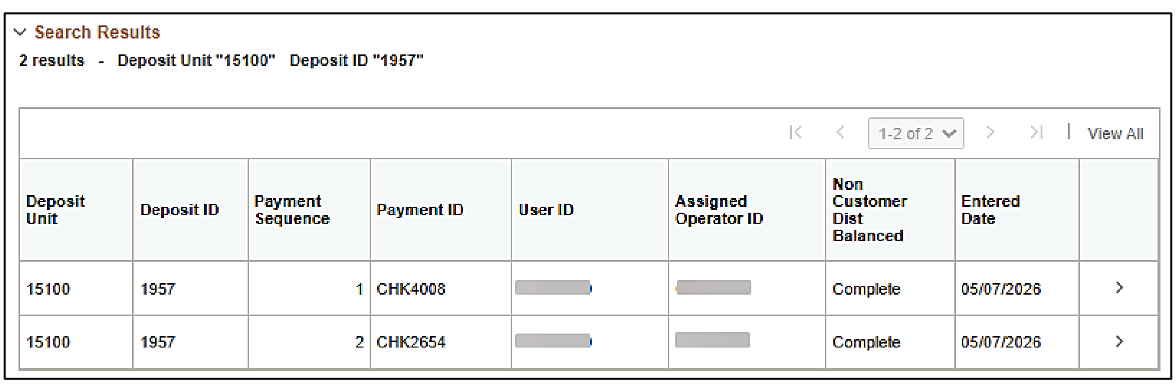
Step	Action

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

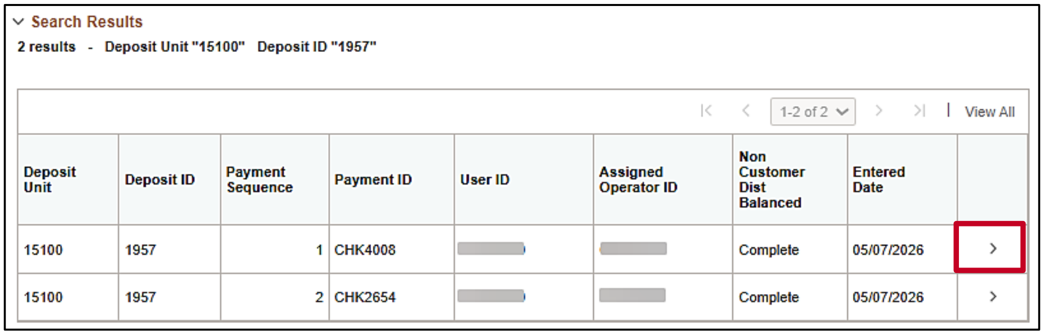


(info)	The **Deposit Unit** field defaults based on the Agency Business Unit but can be updated as applicable if users have access to multiple Business Units.
9.	Enter the **Deposit ID** associated with the Payment that requires accounting entries correction in the **Deposit ID** field. 
10.	Click the **Search** button. 

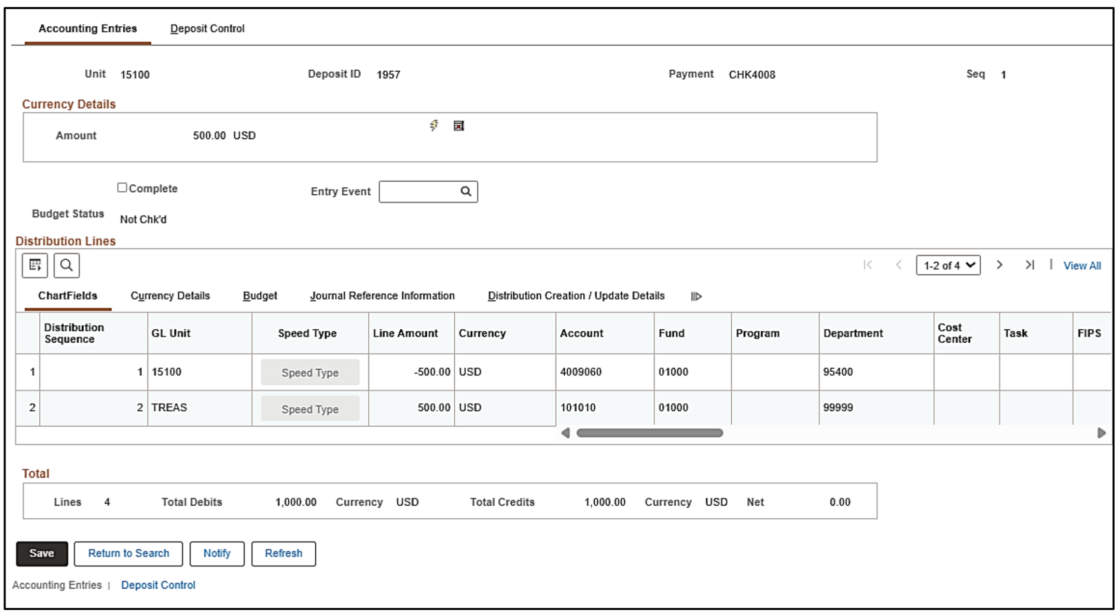
The **Create Accounting Entries Find an Existing Value Search** page refreshes with the specified Deposit and associated Payments that have not been marked complete, or budget checked in the **Search Results** section.



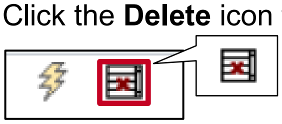
Step	Action
	If there is only one Payment, it will open directly to the **Accounting Entries** page.
11.	Click the **Drill in** icon to open the first Payment associated with the Deposit.



The **Accounting Entries** page displays.

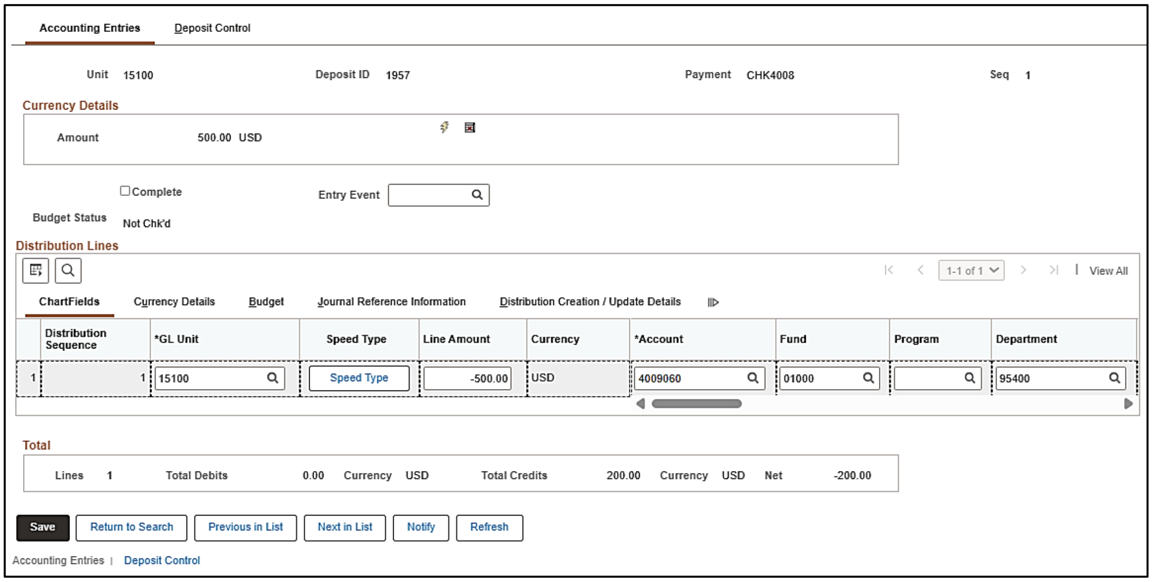


Step	Action
12.	Click the **Delete** icon to remove the system generated cash and/or InterUnit Lines.

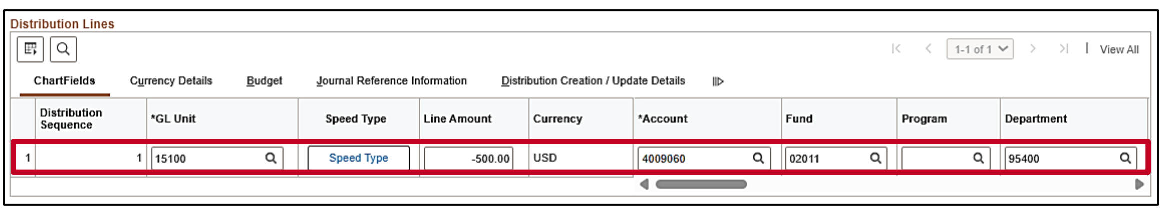


Step	Action

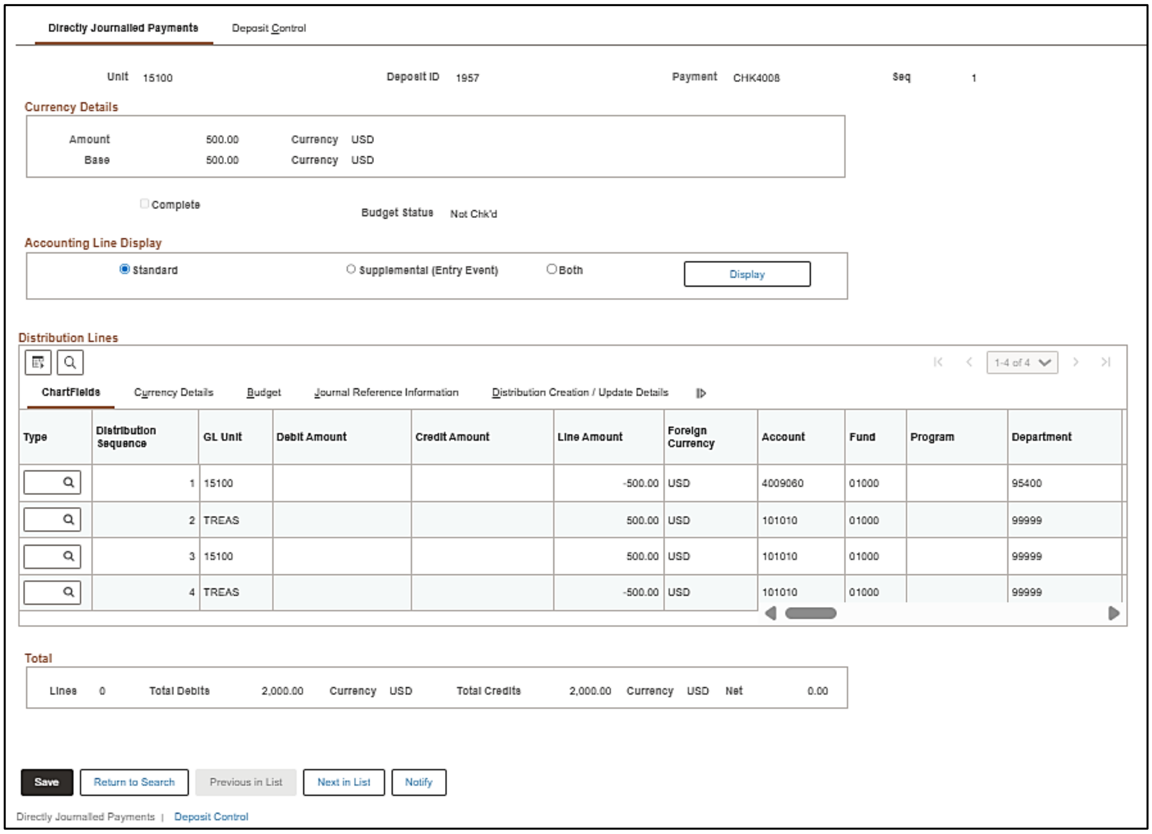
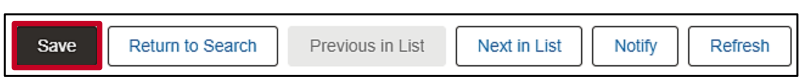
The **Accounting Entries** page refreshes.



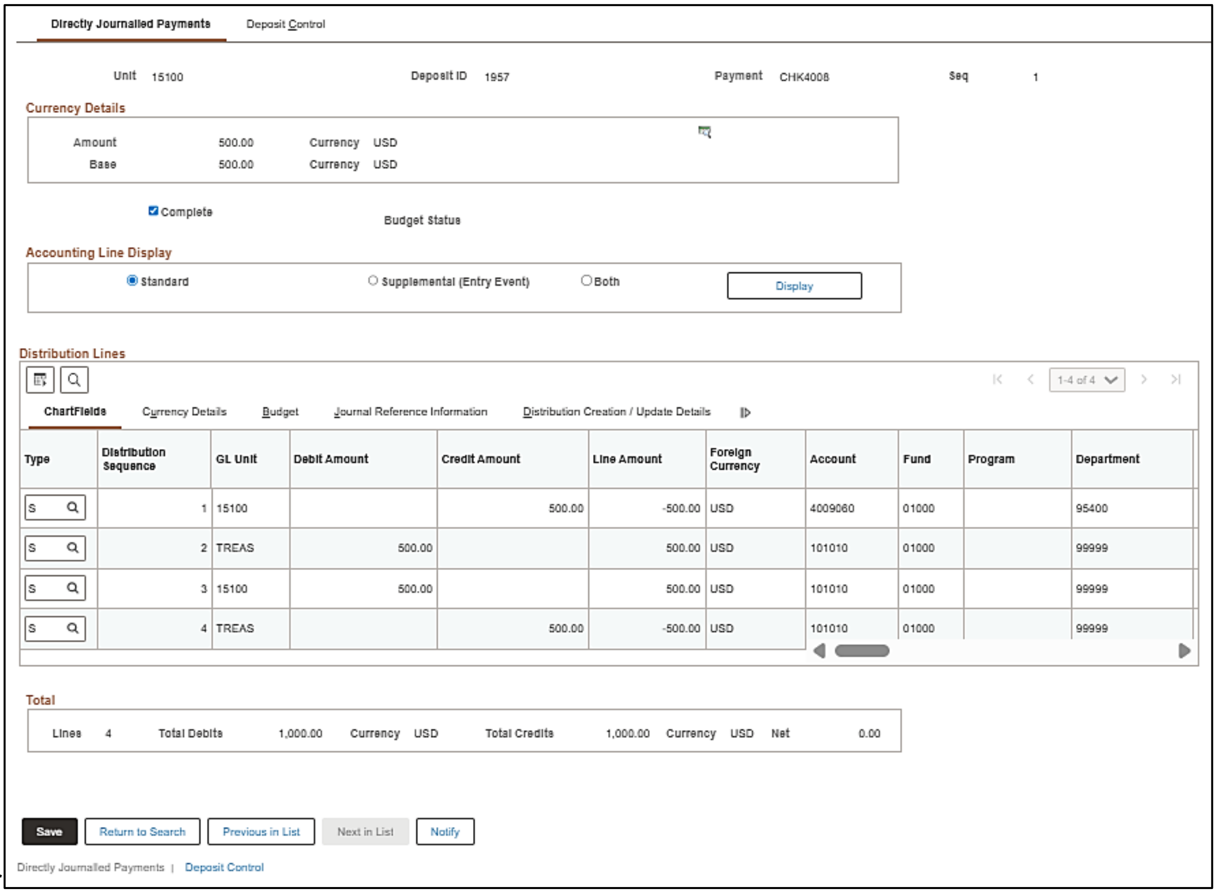
(i)	The **Distribution Lines** section is now editable.
13.	Update the accounting entries as necessary in the **Distribution Lines** section.



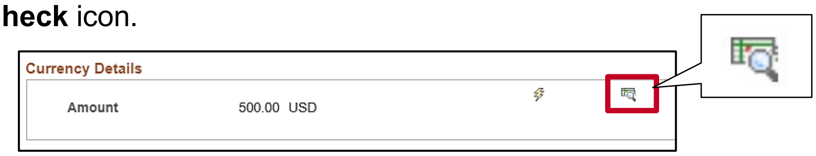
14.	Click the **Create** icon (lightning bolt) to create the system generated cash and/or InterUnit Lines.

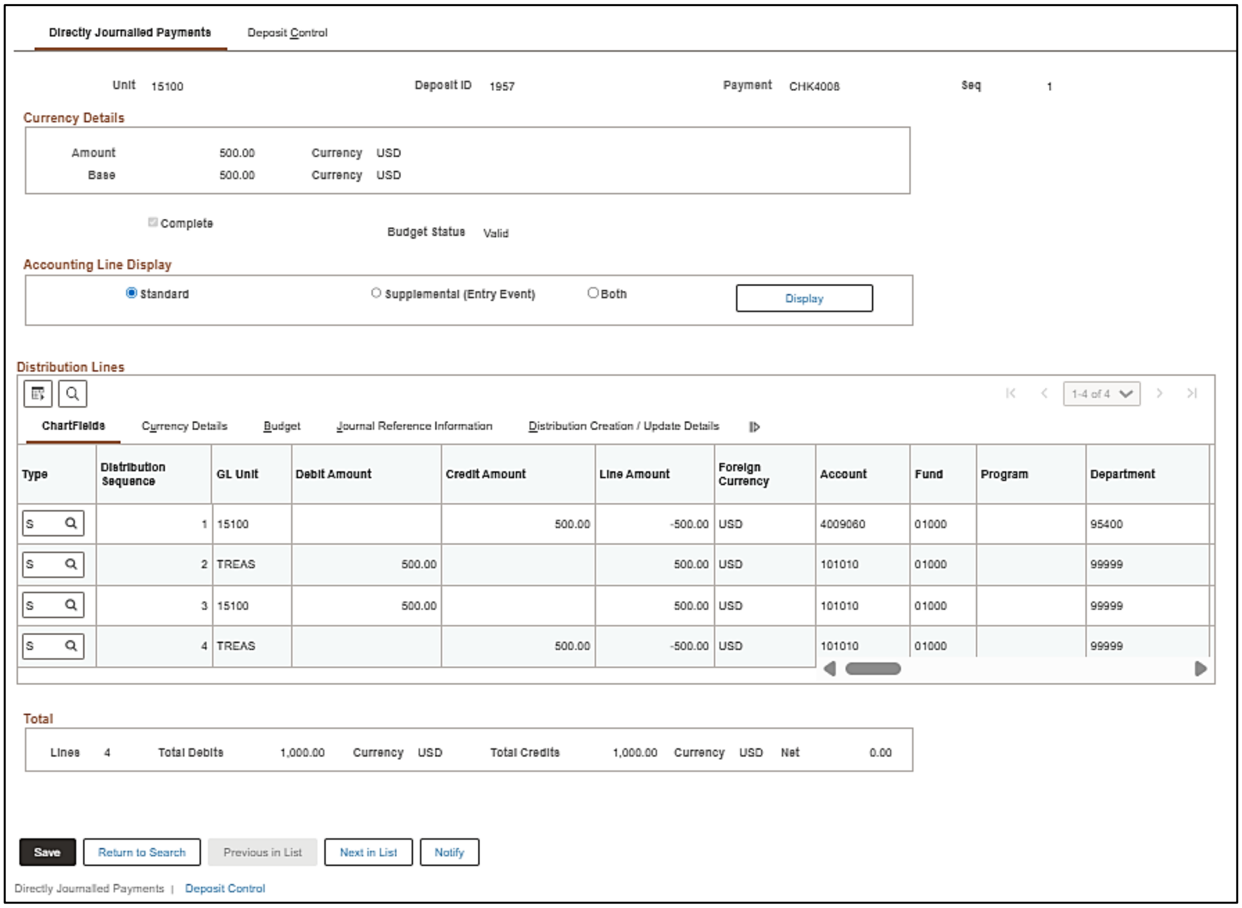
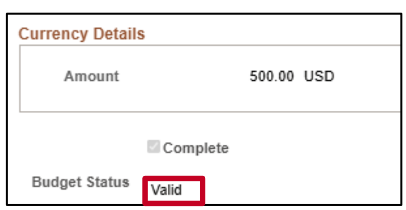
Step	Action
	The **Directly Journalled Payments** page displays. 
15.	Review the accounting entries for accuracy.
16.	Select the **Complete** checkbox option. 
17.	Click the **Save** button. 

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



ℹ	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.



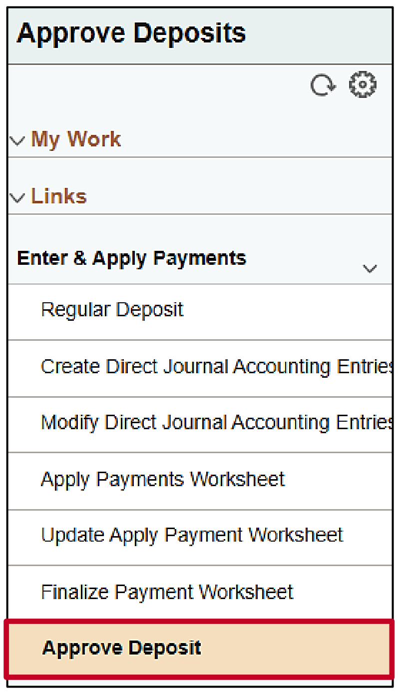
Step	Action
The **Directly Journalled Payments** page refreshes once the Budget Check is completed. 	
19.	Verify that the **Budget Status** field displays as "Valid". 

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. 

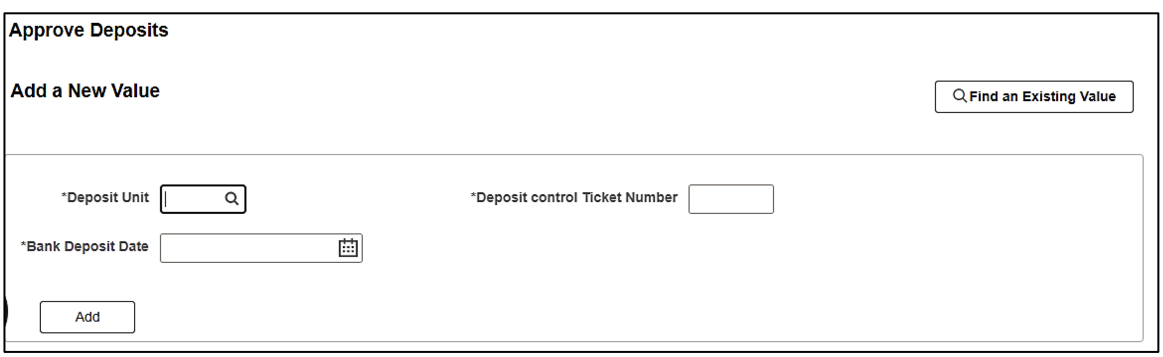
Approving and Finalizing Deposits

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.

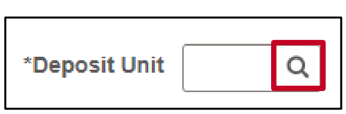
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Create Accounting Entries page by clicking on Links > Enter & Apply Payments > Approve Deposit



</td></tr>
<tr><td colspan="2">The Approve Deposits Add a New Value page displays.



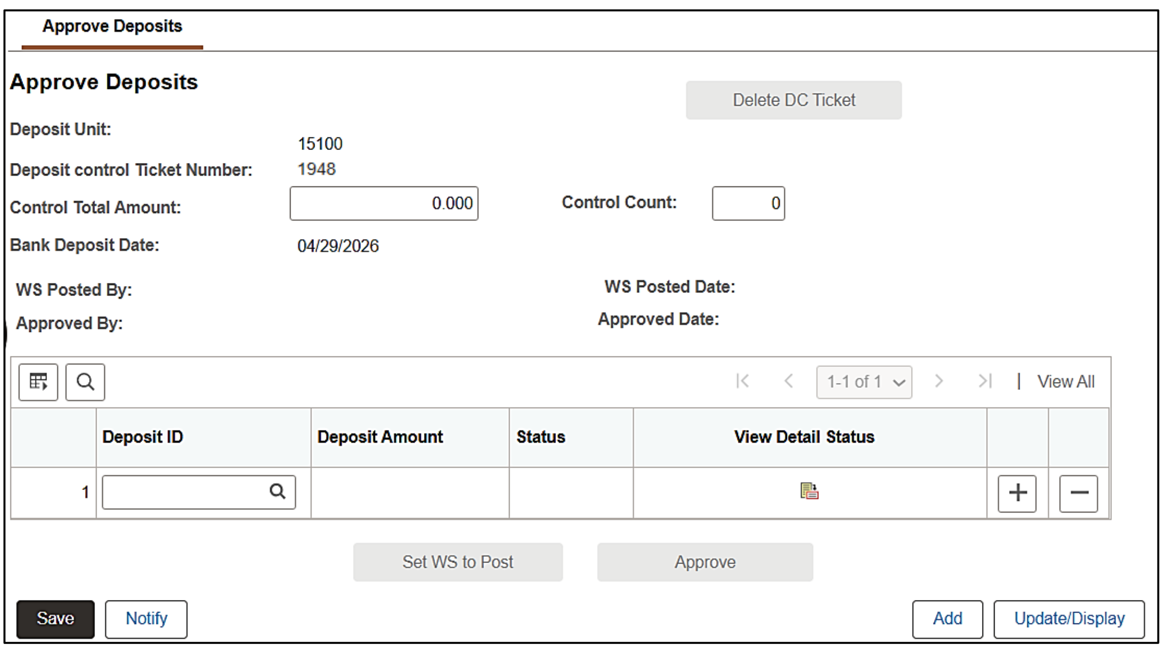
</td></tr>
<tr><td>2.</td><td>Click the Deposit Unit Look up icon and select the applicable Deposit Unit if it does not default.



</td></tr>
</table>

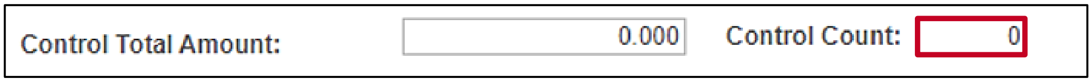
Step	Action
3.	Enter a Deposit Control Ticket Number in the **Deposit control Ticket Number** field. 
4.	Click the **Bank Deposit Date Calendar** icon and select the applicable Bank deposit date. 
ℹ	A Deposit Control Ticket Number can be used more than once. However, the bank deposit date must be different 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.

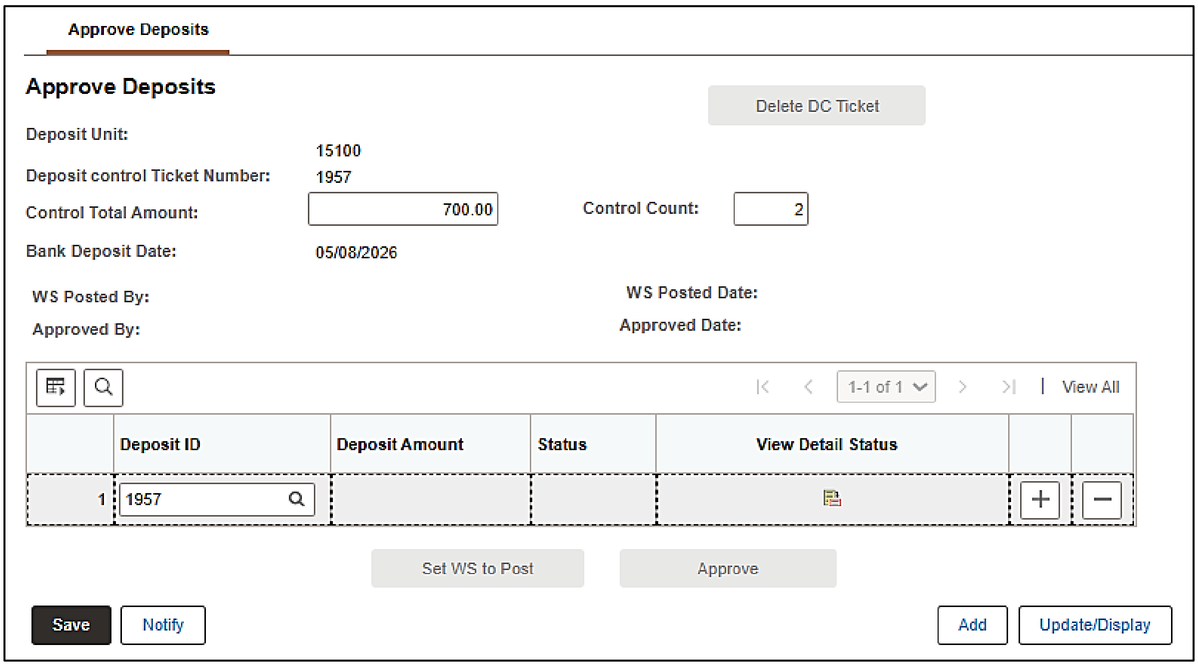


Step	Action
6.	Enter the total sum amount for all of the Deposits being included in the **Control Total Amount** field. 

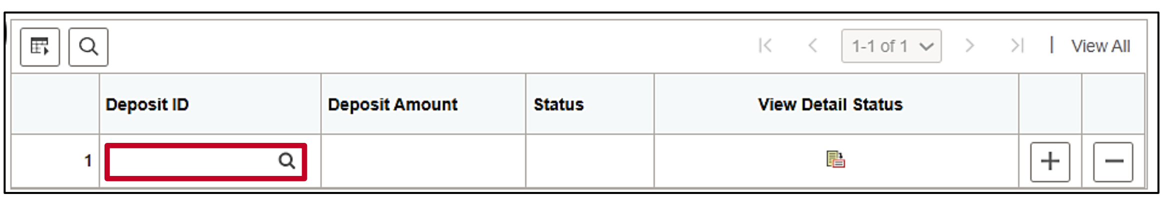
Step	Action
7.	Enter the total number of Deposits (Deposit IDs) being included in the **Control Count** field.



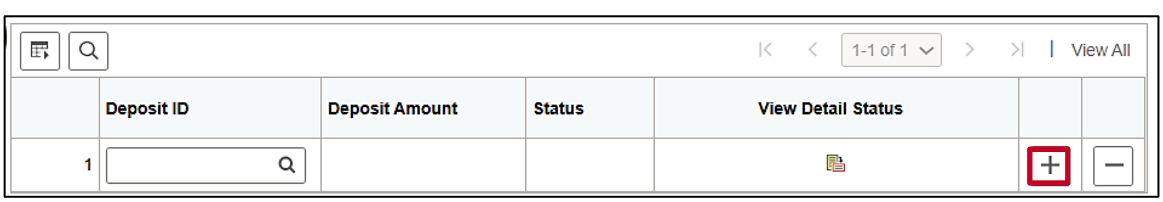
Sample **Approve Deposits** page with the **Header** section completed:

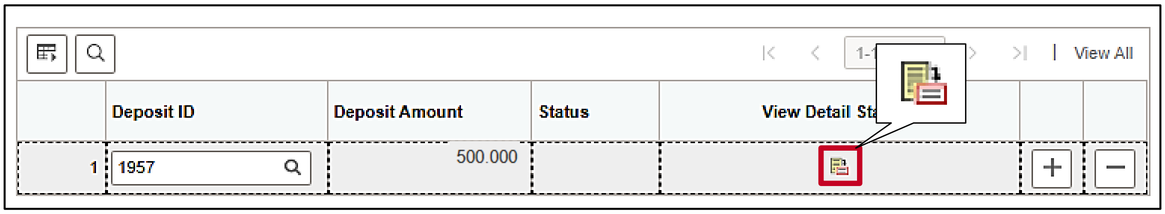
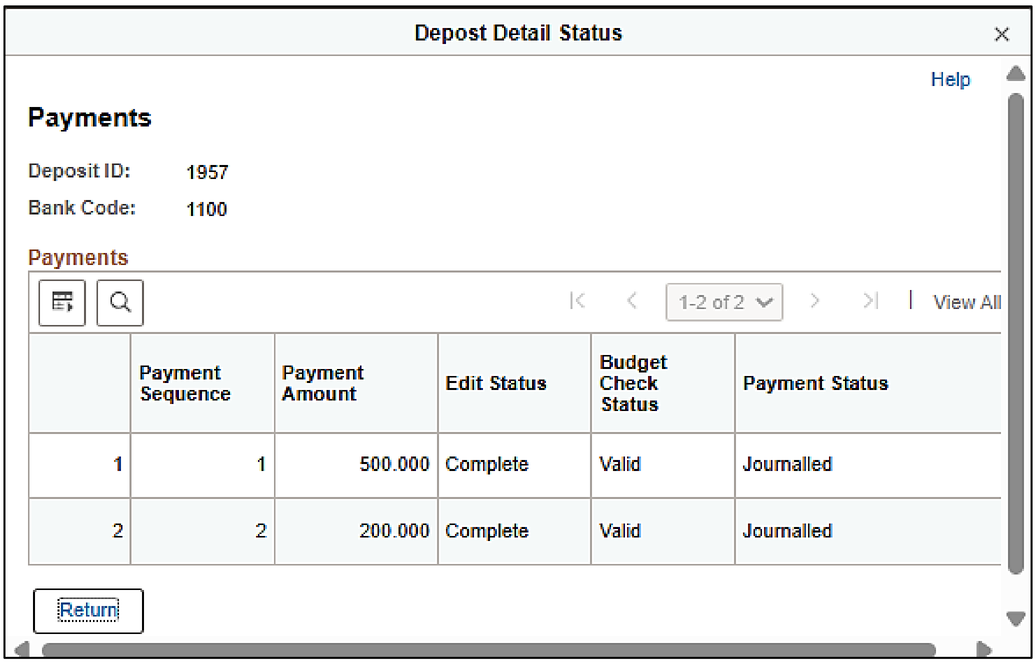


Step	Action
8.	Click the **Deposit ID Look up** icon for row 1 and select the applicable Deposit ID. The **Deposit Amount** field will default based on the Deposit ID.

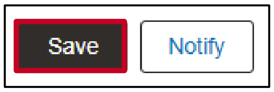


Step	Action
9.	Click the **Add a New Row** icon and then repeat **Step 8** as needed until all of the Deposit IDs have been added.

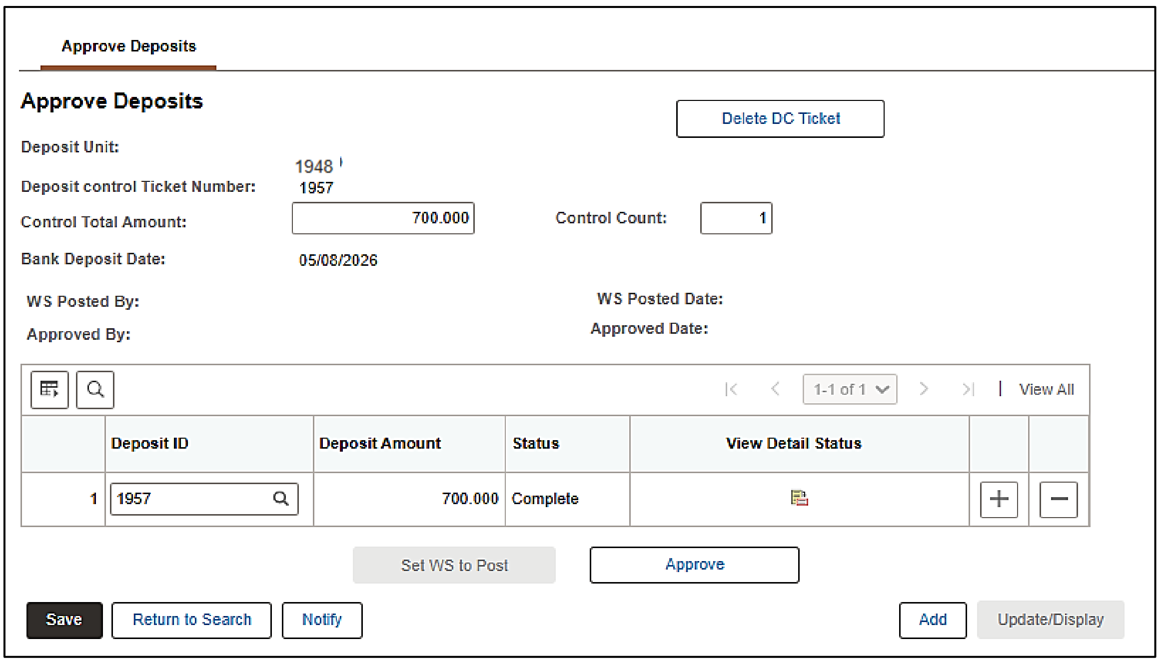


Step	Action
10.	Click the **View Detail Status** icon for the applicable Deposit ID to view the Payments associated with the Deposit ID with status information. 
	The **Deposit Detail Status** page is displayed in a pop-up window. 
11.	Review the status information to ensure that: a. The **Edit Status** field for each Payment displays “Complete”. All Payments must be complete in order to approve the Deposit b. The **Budget Check Status** field for each Payment displays “Valid”. All Payments must be valid in order to approve the Deposit c. 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. 

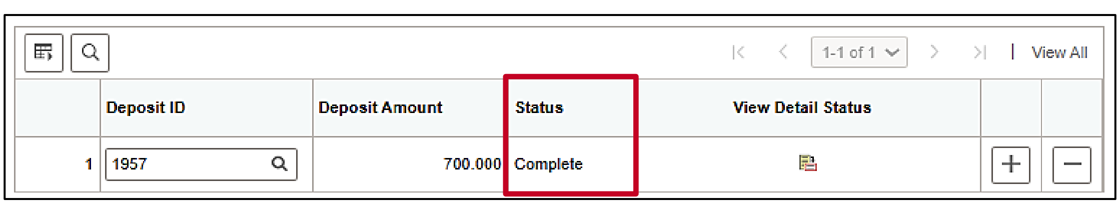
Step	Action
13.	Repeat **Steps 10 – 12** as applicable to review the Deposit Detail Status information for each Deposit.
14.	Click the **Save** button to create the Deposit Control Ticket.

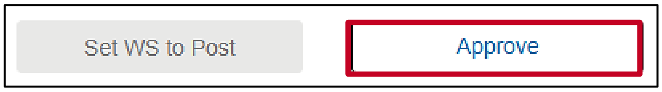
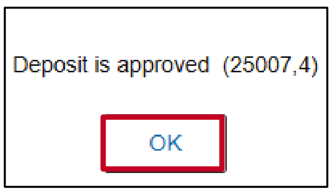
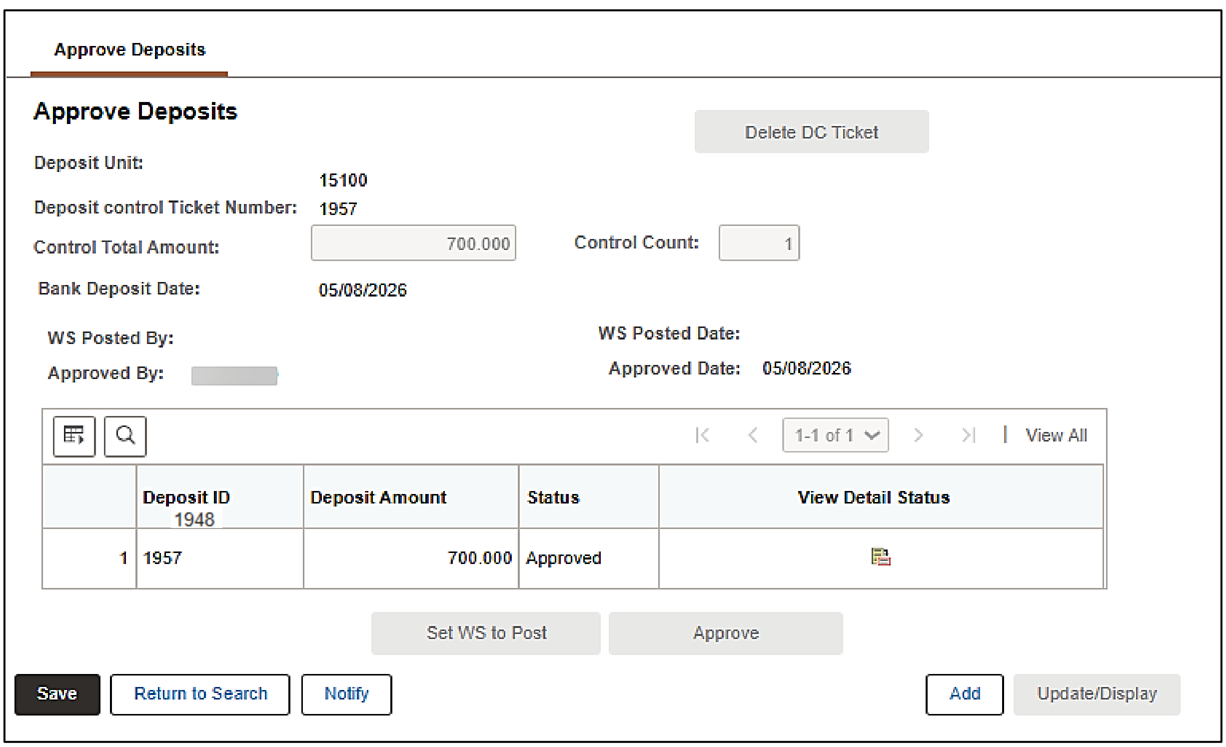


The **Approve Deposits** page redisplays.



	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”.



Step	Action
16.	Click the **Approve** button. 
	A **Message** displays in a pop-up window confirming that the Deposit is approved. 
17.	Click the **OK** button. 
	The **Approve Deposits** page redisplays. 

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