

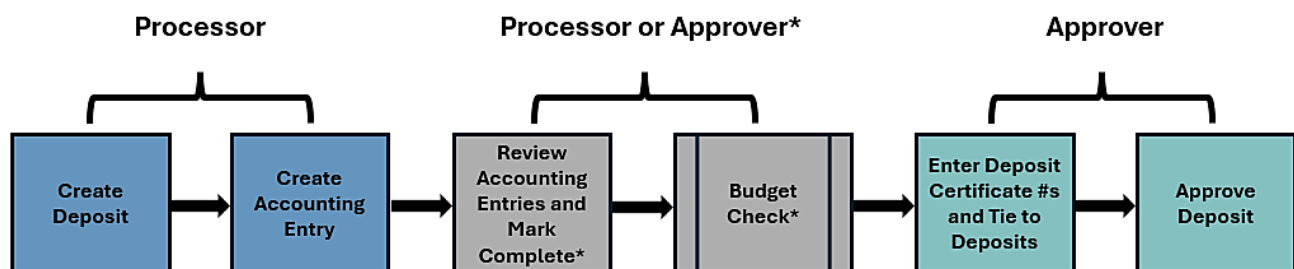
Managing Accounts Receivable Transactions Overview

The Accounts Receivable (AR) 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 Accounts Receivable process which are 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. Only users with the appropriate security roles can approve a Deposit. For more information pertaining to Approving and Finalizing Deposits, refer to the Job Aid titled **AR325 Accounts Receivable Approvals (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

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 yccc@vita.virginia.gov 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 posts the Journal Entries in Accounts Receivable
- 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.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

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Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Revision History

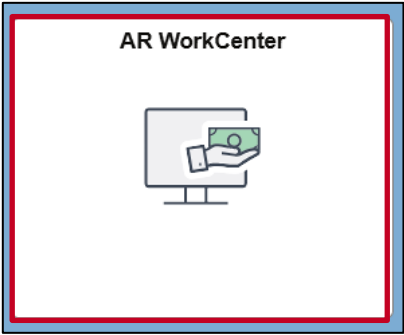
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/15/2025	Baseline.



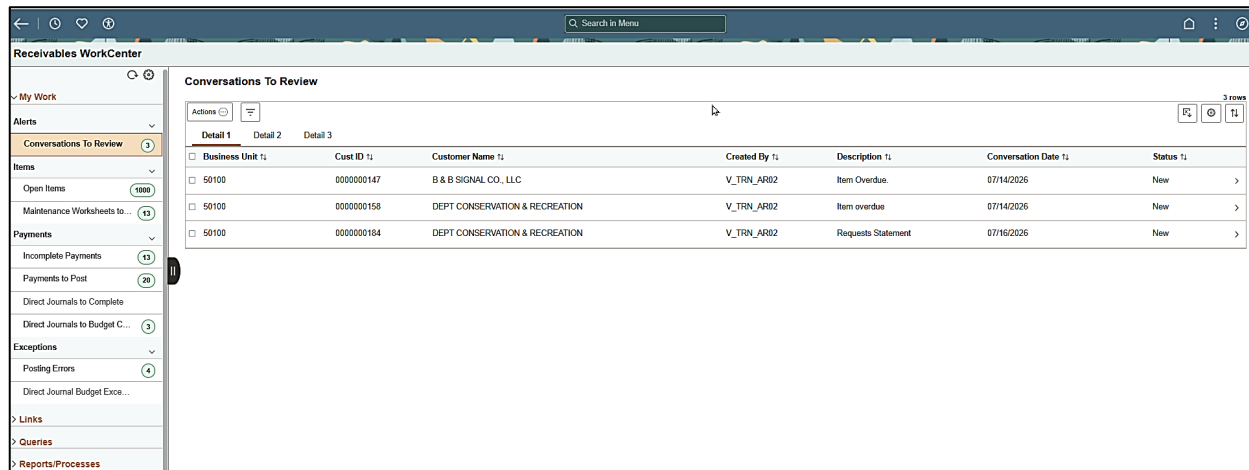
Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Creating Item Payments

Step	Action
1.	From the Financials homepage, click the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

The **Receivables WorkCenter** page displays.



Receivables WorkCenter						
Conversations To Review						
Detail 1	Detail 2	Detail 3				
☐ Business Unit 1:	Cust ID 1:	Customer Name 1:	Created By 1:	Description 1:	Conversation Date 1:	Status 1:
☐ 50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New
☐ 50100	0000000158	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Item overdue	07/14/2026	New
☐ 50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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. Regular Deposit ↺ ⚙ > My Work ∨ Links Enter & Apply Payments ∨ Regular Deposit Create Direct Journal Acctg Entries Modify Direct Journal Acctg Entries Apply Payments Worksheet Update Apply Payment Worksheet Finalize Payment Worksheet Approve Deposit Review and Maintain Items ∨ Customer and Correspondence ∨ Other Links ∨ > Queries > Reports/Processes
	Users can also access the Regular Deposit page using the following navigation path: NavBar > Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit



Accounts Receivable Job Aid

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Step	Action
	The Regular Deposit Find an Existing Value 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 = ▼ Q Deposit ID begins with ▼ User ID begins with ▼ Q Assigned Operator ID begins with ▼ Q ^ 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.
3.	Click the Add a New Value button. ⊕ Add a New Value
	The Add a New Value page displays. Regular Deposit Add a New Value 🔍 Find an Existing Value *Deposit Unit Q *Deposit ID NEXT Add



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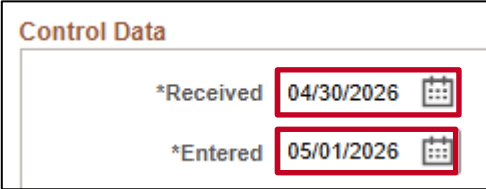
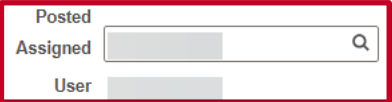
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																
	The Regular Deposit page displays with the Totals tab displayed by default. TotalsPayments Unit 50100Deposit ID NEXTDelete Deposit *Accounting Date05/01/2026 *Bank Code *Bank Account *Deposit Type Control Currency Format Currency Rate Type Exchange Rate Control Totals <table><tr><td>Control Total Amount</td><td>0.000</td><td>*Count</td><td>0</td></tr><tr><td>Entered Total Amount</td><td>0.000</td><td>Count</td><td>1</td></tr><tr><td>Difference Amount</td><td>0.000</td><td>Count</td><td>-1</td></tr><tr><td>Posted Total Amount</td><td>0.000</td><td>Count</td><td>0</td></tr><tr><td>Journalled Total Amount</td><td>0.000</td><td>Count</td><td>0</td></tr></table> Control Data *Received04/30/2026 *Entered05/01/2026 Posted Assigned User SaveNotifyRefresh AddUpdate/Display TotalsPayments <tr><td> i </td><td> The information on this tab, 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. *Accounting Date05/01/2026 </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. *Bank Code1100 </td></tr> <tr><td> i </td><td> 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. </td></tr> <tr><td>7.</td><td> Click the Bank Account Look up icon and select the applicable Bank Account. *Bank AccountTR01 </td></tr>	Control Total Amount	0.000	*Count	0	Entered Total Amount	0.000	Count	1	Difference Amount	0.000	Count	-1	Posted Total Amount	0.000	Count	0	Journalled Total Amount	0.000	Count	0	i	The information on this tab, 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. *Accounting Date05/01/2026	i	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. *Bank Code1100	i	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. *Bank AccountTR01
Control Total Amount	0.000	*Count	0																														
Entered Total Amount	0.000	Count	1																														
Difference Amount	0.000	Count	-1																														
Posted Total Amount	0.000	Count	0																														
Journalled Total Amount	0.000	Count	0																														
i	The information on this tab, 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.																																
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7.	Click the Bank Account Look up icon and select the applicable Bank Account. *Bank AccountTR01																																



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Bank Code selected determines which Bank Accounts are available for selection.
8.	Click the Deposit Type Look up icon and select the applicable Deposit Type. 
	The Deposit Type field defaults based upon the Bank Code and Bank Account selected and can be changed as needed.
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 field and Entered field within the Control Data section default to the current date. Update as needed. 
	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. 

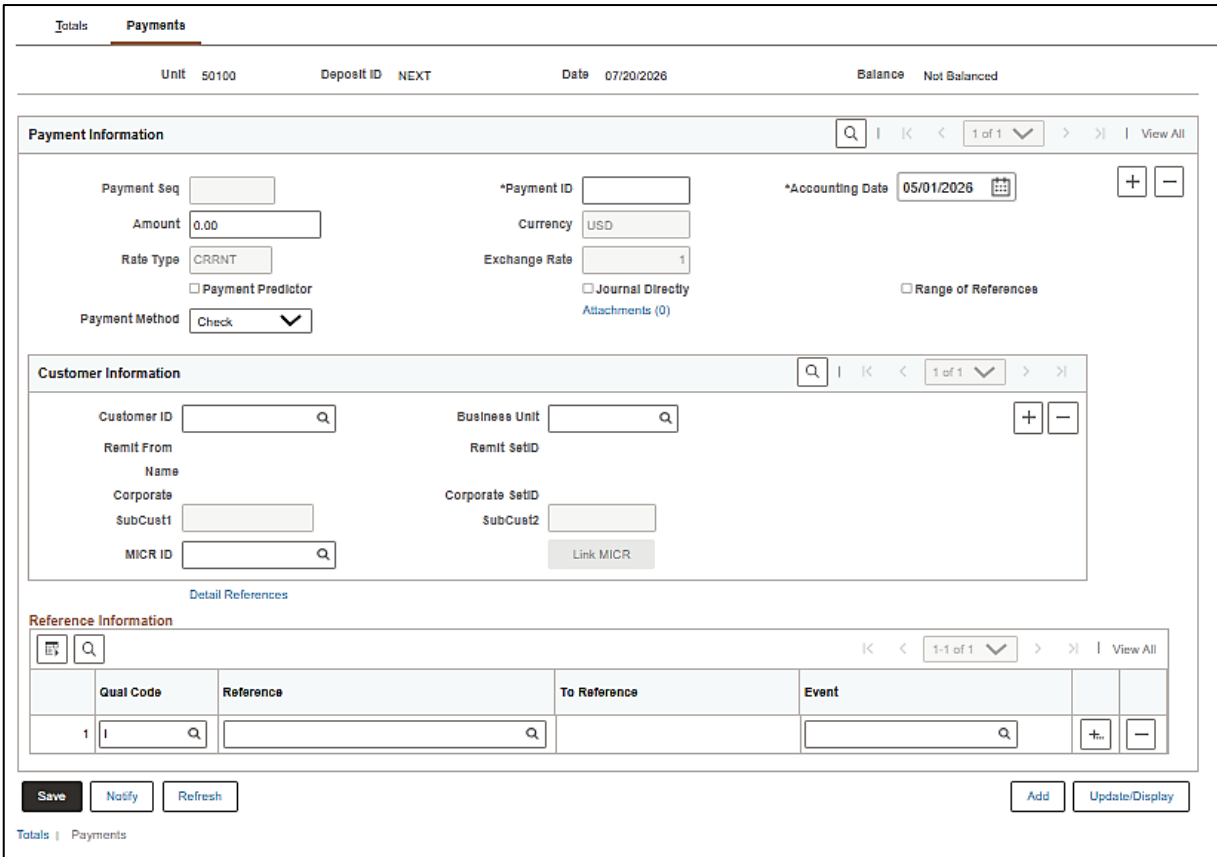


Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
13.	Click the Payments tab. 

The **Payments** tab displays.



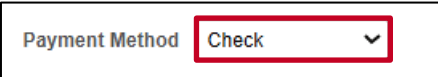
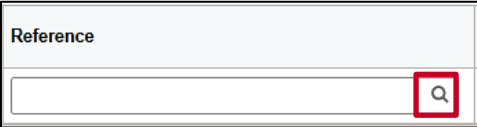
The screenshot shows the 'Payments' tab interface. At the top, there are tabs for 'Totals' and 'Payments', with 'Payments' being the active tab. Below the tabs, there are fields for 'Unit' (50100), 'Deposit ID' (NEXT), 'Date' (07/20/2026), and 'Balance' (Not Balanced). The main section is divided into three parts: 'Payment Information', 'Customer Information', and 'Reference Information'. 'Payment Information' includes fields for 'Payment Seq', 'Amount' (0.00), 'Rate Type' (CRRNT), 'Payment Method' (Check), '*Payment ID', 'Currency' (USD), 'Exchange Rate' (1), and '*Accounting Date' (05/01/2026). 'Customer Information' includes fields for 'Customer ID', 'Business Unit', 'Remit From' (Name), 'Remit SetID', 'Corporate', 'Corporate SetID', 'SubCust1', 'SubCust2', and 'MICR ID'. 'Reference Information' includes a table with columns for 'Qual Code', 'Reference', 'To Reference', and 'Event'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

	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. 



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Step	Action
15.	Enter the Payment amount in the Amount field. 
	The Payment Predictor checkbox option may display as “checked” by default depending upon bank account setup. Do not update. 
16.	Click the Payment Method dropdown button and select the payment method (e.g., “Check”, “Cash”). 
17.	Click the Customer ID Look up icon and select the applicable Customer ID. 
18.	Click the Business Unit Look up icon and select the Agency Business Unit. 
19.	Click the Reference Look up icon. 



Accounts Receivable Job Aid

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Step	Action																																										
	The Look Up Reference page displays in a pop-up window. Look Up Reference Help Item ID begins with Business Unit begins with Customer ID begins with Search Clear Cancel Basic Lookup Search Results Only the first 300 results of a possible 3144 can be displayed. View 100 << < 1-300 of 300 > >> <table><tr><th>Item ID</th><th>Item Line</th><th>Business Unit</th><th>Customer ID</th><th>Item Balance</th><th>Accounting Date</th></tr><tr><td>000412184</td><td>0</td><td>50100</td><td>0000104002</td><td>25049818.3</td><td>06/14/2002</td></tr><tr><td>000774918</td><td>18</td><td>50100</td><td>0000050107</td><td>-13.86</td><td>09/11/2006</td></tr><tr><td>000774918</td><td>19</td><td>50100</td><td>0000050107</td><td>-185.54</td><td>09/11/2006</td></tr><tr><td>000774918</td><td>17</td><td>50100</td><td>0000050107</td><td>-78.76</td><td>09/11/2006</td></tr><tr><td>001011082</td><td>0</td><td>50100</td><td>0000050351</td><td>9884.37</td><td>11/26/2008</td></tr><tr><td>001016086</td><td>0</td><td>50100</td><td>0000050351</td><td>88.45</td><td>12/15/2008</td></tr></table>	Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date	000412184	0	50100	0000104002	25049818.3	06/14/2002	000774918	18	50100	0000050107	-13.86	09/11/2006	000774918	19	50100	0000050107	-185.54	09/11/2006	000774918	17	50100	0000050107	-78.76	09/11/2006	001011082	0	50100	0000050351	9884.37	11/26/2008	001016086	0	50100	0000050351	88.45	12/15/2008
Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date																																						
000412184	0	50100	0000104002	25049818.3	06/14/2002																																						
000774918	18	50100	0000050107	-13.86	09/11/2006																																						
000774918	19	50100	0000050107	-185.54	09/11/2006																																						
000774918	17	50100	0000050107	-78.76	09/11/2006																																						
001011082	0	50100	0000050351	9884.37	11/26/2008																																						
001016086	0	50100	0000050351	88.45	12/15/2008																																						
20.	Use any of the relevant Search fields to locate the applicable Item ID. Look Up Reference Help Item ID begins with Business Unit begins with Customer ID begins with 0000136246 Search Clear Cancel Basic Lookup Search Results Only the first 300 results of a possible 3144 can be displayed.																																										
21.	Click the Search button. Search Clear Cancel Basic Lookup																																										



Accounts Receivable Job Aid

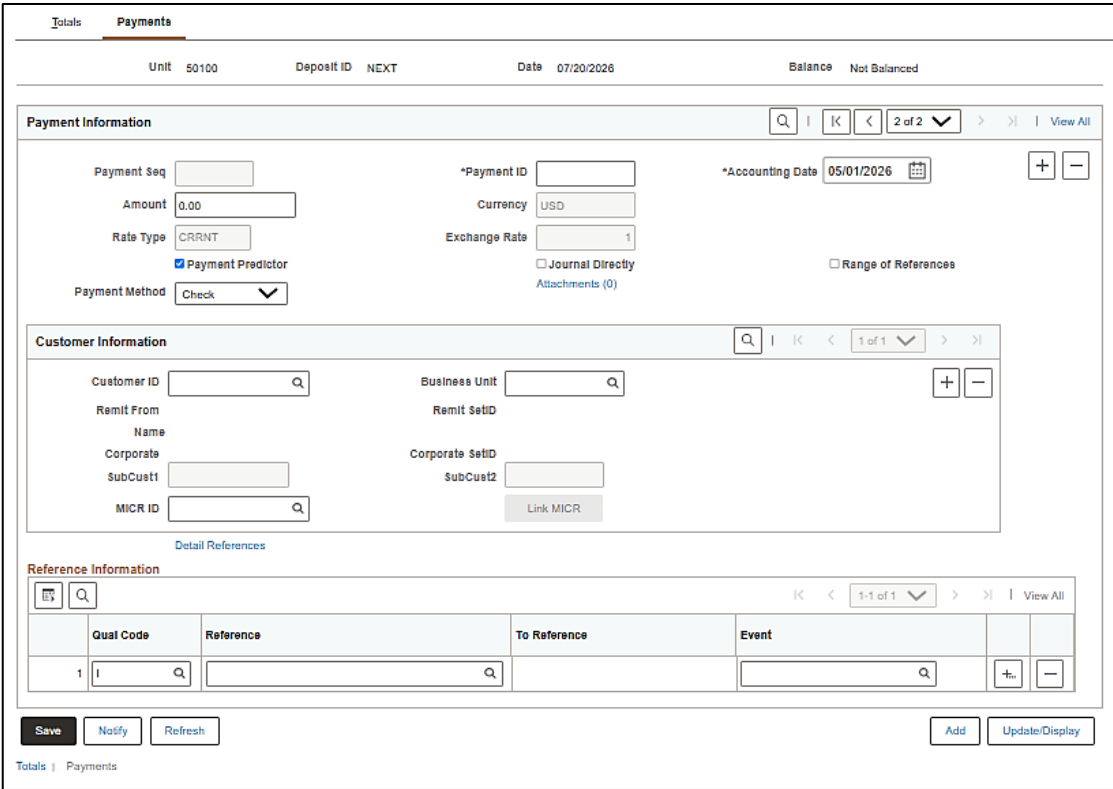
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																		
	The search results display. Look Up Reference Item ID begins with Business Unit begins with Q Customer ID begins with 0000136246 Search Clear Cancel Basic Lookup Search Results View 100 << < 1-2 of 2 > >> <table><tr><th>Item ID</th><th>Item Line</th><th>Business Unit</th><th>Customer ID</th><th>Item Balance</th><th>Accounting Date</th></tr><tr><td>GENE007135</td><td>0</td><td>50100</td><td>0000136246</td><td>365.3</td><td>11/17/2025</td></tr><tr><td>GENE007154</td><td>0</td><td>50100</td><td>0000136246</td><td>388.13</td><td>12/12/2025</td></tr></table>	Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date	GENE007135	0	50100	0000136246	365.3	11/17/2025	GENE007154	0	50100	0000136246	388.13	12/12/2025
Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date														
GENE007135	0	50100	0000136246	365.3	11/17/2025														
GENE007154	0	50100	0000136246	388.13	12/12/2025														
22.	Select the applicable Item by clicking the corresponding link in the Item ID column. <table><tr><th>Item ID</th><th>Item Line</th><th>Business Unit</th><th>Customer ID</th><th>Item Balance</th><th>Accounting Date</th></tr><tr><td>GENE007135</td><td>0</td><td>50100</td><td>0000136246</td><td>365.3</td><td>11/17/2025</td></tr><tr><td>GENE007154</td><td>0</td><td>50100</td><td>0000136246</td><td>388.13</td><td>12/12/2025</td></tr></table>	Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date	GENE007135	0	50100	0000136246	365.3	11/17/2025	GENE007154	0	50100	0000136246	388.13	12/12/2025
Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date														
GENE007135	0	50100	0000136246	365.3	11/17/2025														
GENE007154	0	50100	0000136246	388.13	12/12/2025														
	The Payments tab redispays and the Item ID displays in the Reference field. Reference Information Q <table><tr><th></th><th>Qual Code</th><th>Reference</th></tr><tr><td>1</td><td>I</td><td>GENE007135</td></tr></table>		Qual Code	Reference	1	I	GENE007135												
	Qual Code	Reference																	
1	I	GENE007135																	
23.	Click the Add a New Row icon in the Payment Information section to add another Payment to the Deposit as needed. Payment Information Q << < 1 of 1 > >> View All Payment Seq 1 *Payment ID CHK001 *Accounting Date 07/20/2026 + -																		



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Payments tab refreshes with the additional row. 
24.	Repeat Steps 13 – 22 until all the applicable Payments have been added to the Deposit.
25.	Click the Save button.
	Once all Payments have been entered for the Deposit, ensure that the Balance field at the top of the page 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. An unbalanced Deposit can be saved but cannot be processed further until it is balanced. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Payments tab refreshes with the assigned Deposit ID displayed in the Deposit ID field. TotalsPayments Unit50100Deposit ID141414Date05/01/2026BalanceBalanced Payment Information Payment Seq1 Amount2,000.00 Rate TypeCRRNT Payment Predictor☒ Payment MethodCheck *Payment IDCHK001 CurrencyUSD Exchange Rate1 Journal Directly☐ Attachments (0) View Audit Logs *Accounting Date05/01/2026 Range of References☐ Customer Information Customer ID0000136246 Business Unit50100 Remit From0000136246 Remit SetID50100 NameELIZABETH RIVER CROSSINGS, OPCO, LLC Corporate0000136246 Corporate SetID50100 MICR ID Link MICR Detail References Add Conversation View/Update Conversations Reference Information Qual Code Reference To Reference Event 1 1 GENE007135 Save Return to Search Notify Refresh Add Update/Display TotalsPayments
	The Deposit ID field is systematically populated by Cardinal with the next available Deposit ID.
26.	Take note of the assigned Deposit ID for further processing of this Deposit. TotalsPayments Unit50100Deposit ID141414Date07/20/2026BalanceBalanced
27.	Click the Totals tab to review the Deposit totals. TotalsPayments



Accounts Receivable Job Aid

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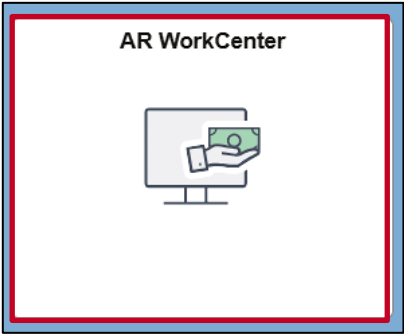
Step	Action
	The Totals tab redispays. TotalsPayments Unit 50100Deposit ID 141414Delete Deposit View Audit Logs *Accounting Date05/01/2026 *Bank Code11006303 *Bank AccountTR017770062758 *Deposit Type1000001 Control CurrencyUSD Format CurrencyUSD Rate TypeCRRNT Exchange Rate1.00000000 Control Totals Control Total Amount5,000.00 *Count2 Entered Total Amount5,000.00 Count2 Difference Amount0.00 Count0 Posted Total Amount0.00 Count0 Journalled Total Amount0.00 Count0 Control Data *Received *Entered Posted AssignedV_TRN_AR02 UserV_TRN_AR02 Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display
	The Control Totals section updates to reflect all Payments associated with the Deposit.
28.	Review the information in the Control Totals section for accuracy. The Difference Amount and Count fields must equal “0.00” and “0” for the Payments to be applied.
	Once all Deposits have been entered, accounting entries will need to be created for each Payment in the Deposit. Refer to the Processing Item Payments section of this Job Aid to proceed.



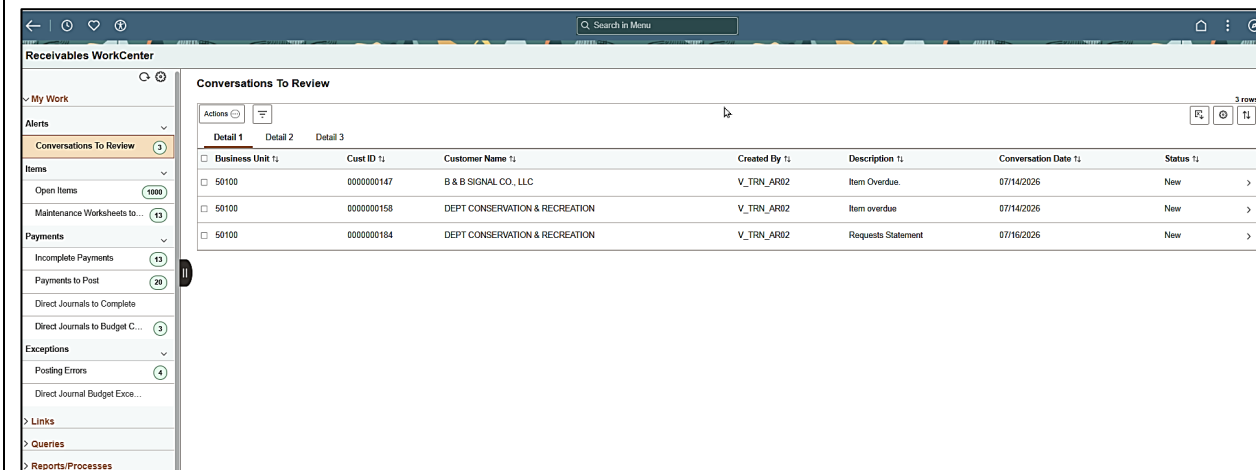
Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Creating Direct Journal Payments

Step	Action
1.	From the Financials homepage, click the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

The **Receivables WorkCenter** page displays.



The screenshot shows the 'Receivables WorkCenter' interface. On the left is a navigation menu with sections: 'My Work' (containing Alerts, Conversations To Review, Items, Maintenance Worksheets to Review, Payments, Incomplete Payments, Payments to Post, Direct Journals to Complete, Direct Journals to Budget C..., Exceptions, Posting Errors, Direct Journal Budget Exce...), 'Links', 'Queries', and 'Reports/Processes'. The main area is titled 'Conversations To Review' and contains a table with columns: Business Unit, Cust ID, Customer Name, Created By, Description, Conversation Date, and Status. The table lists three rows of data.

Business Unit 1	Cust ID 1	Customer Name 1	Created By 1	Description 1	Conversation Date 1	Status 1
50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New
50100	0000000158	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Item overdue	07/14/2026	New
50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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. Regular Deposit My Work Links Enter & Apply Payments Regular Deposit Create Direct Journal Acctg Entries Modify Direct Journal Acctg Entries Apply Payments Worksheet Update Apply Payment Worksheet Finalize Payment Worksheet Approve Deposit Review and Maintain Items Customer and Correspondence Other Links Queries Reports/Processes
	Users can also access the Regular Deposit page using the following navigation path: NavBar > Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

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

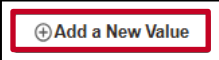
Search

Clear



Accounts Receivable Job Aid

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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 .
3.	Click the Add a New Value button. 
The Add a New Value page displays. 	
	The Deposit Unit field defaults based on the user's Business Unit but can be changed if the user has access to multiple Business Units. The Deposit ID field defaults to "NEXT" and cannot be changed.
4.	Click the Add button. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																														
	The Regular Deposit page displays with the Totals tab displayed by default. TotalsPayments Unit 50100Deposit ID NEXTDelete Deposit *Accounting Date07/20/2026 *Bank Code *Bank Account *Deposit Type Control Currency Format Currency Rate Type Exchange Rate Control Totals <table><tr><td>Control Total Amount</td><td>0.000</td><td>*Count</td><td>0</td></tr><tr><td>Entered Total Amount</td><td>0.000</td><td>Count</td><td>1</td></tr><tr><td>Difference Amount</td><td>0.000</td><td>Count</td><td>-1</td></tr><tr><td>Posted Total Amount</td><td>0.000</td><td>Count</td><td>0</td></tr><tr><td>Journalled Total Amount</td><td>0.000</td><td>Count</td><td>0</td></tr></table> Control Data *Received07/20/2026 *Entered07/20/2026 Posted AssignedV_TRN_AR02 UserV_TRN_AR02 SaveNotifyRefresh AddUpdate/Display TotalsPayments <tr><td></td><td> The information on this tab, 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. *Accounting Date06/01/2026 </td></tr> <tr><td></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. *Bank Code </td></tr> <tr><td></td><td> 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. </td></tr>	Control Total Amount	0.000	*Count	0	Entered Total Amount	0.000	Count	1	Difference Amount	0.000	Count	-1	Posted Total Amount	0.000	Count	0	Journalled Total Amount	0.000	Count	0		The information on this tab, 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. *Accounting Date06/01/2026		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. *Bank Code		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.
Control Total Amount	0.000	*Count	0																												
Entered Total Amount	0.000	Count	1																												
Difference Amount	0.000	Count	-1																												
Posted Total Amount	0.000	Count	0																												
Journalled Total Amount	0.000	Count	0																												
	The information on this tab, 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. *Accounting Date06/01/2026																														
	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. *Bank Code																														
	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.																														



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
7.	Click the Bank Account Look up icon and select the applicable Bank Account. 
	The selected Bank Code 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 field and Entered field within the Control Data section default to the current date. Update as needed. 
	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. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Payments** tab displays.



The **Payments** tab 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.

15.

Enter the Payment amount in the **Amount** field.

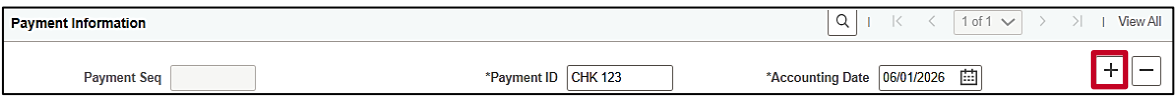
16.

De-select the **Payment Predictor** checkbox option if selected by default.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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 Payment Method. 
	The Payment Method field should be set to “Agency Transfer” if the Payment is an Agency to Agency (ATA) transaction. The Customer Information section is only used for ATA transactions. These are payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) Agency to another. For Agency to Agency (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 default 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 the Payment Information section to add another Payment to the Deposit as needed. 



Accounts Receivable Job Aid

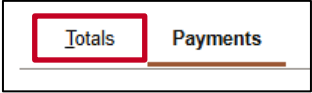
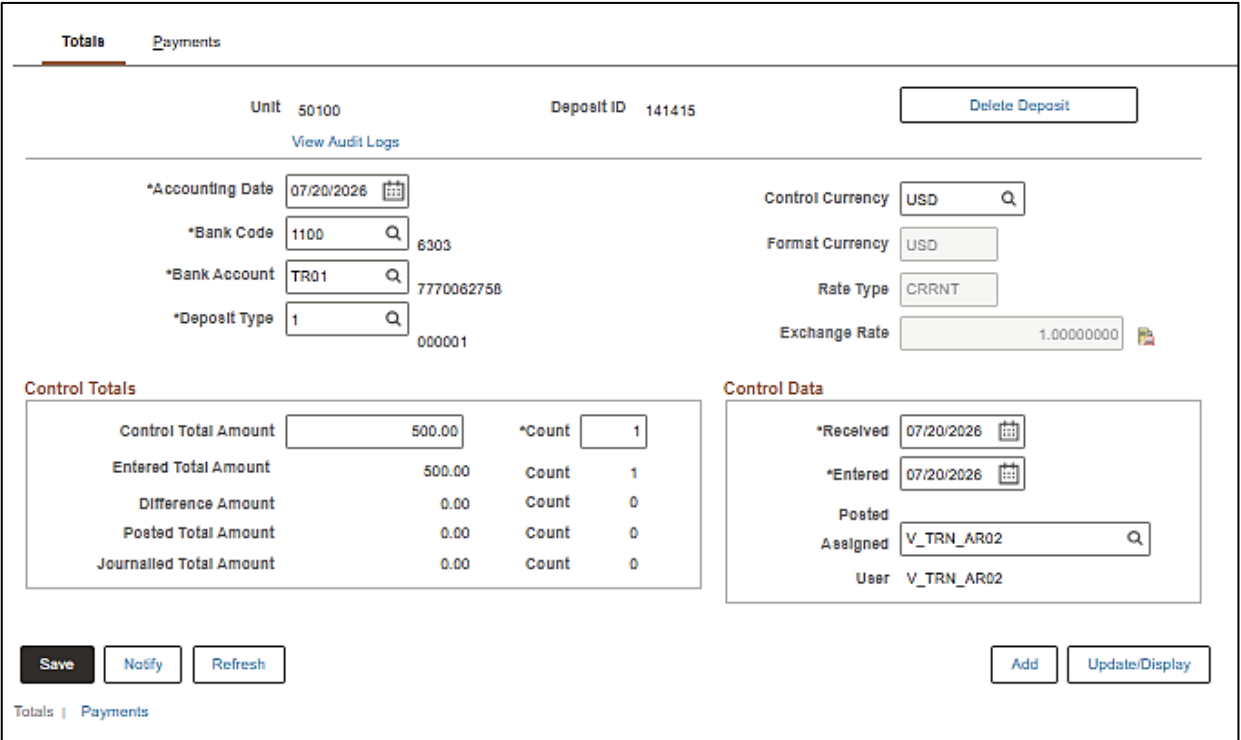
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Payments tab redispays with the additional row.
20.	Repeat Steps 14 – 18 until all the Payments have been added to the Deposit.
21.	Click the Save button.
	Once all Payments have been entered for the Deposit, ensure that the Balance field at the top of the page 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 page. An unbalanced Deposit can be saved but cannot be processed further until it is balanced.
22.	Take note of the assigned Deposit ID for further processing of this Deposit.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

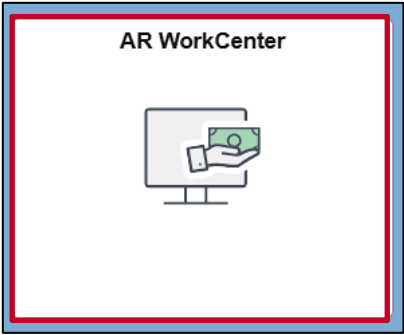
Step	Action
	The Deposit ID field is systematically populated with the next available Deposit ID by Cardinal.
23.	Click the Totals tab to review the Deposit totals. 
The Totals tab redispays.	
	
	The Control Totals section updates to reflect all Payments associated with the Deposit.
24.	Review the information in the Control Totals section for accuracy. The Difference Amount and Count fields must equal "0.00" and "0" for the Payments to be applied.
	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.



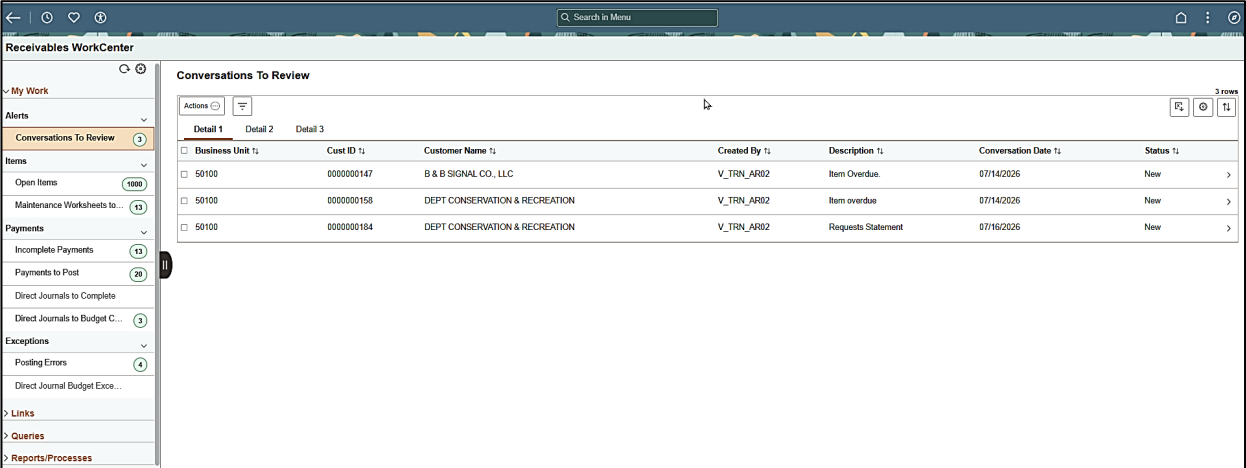
Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

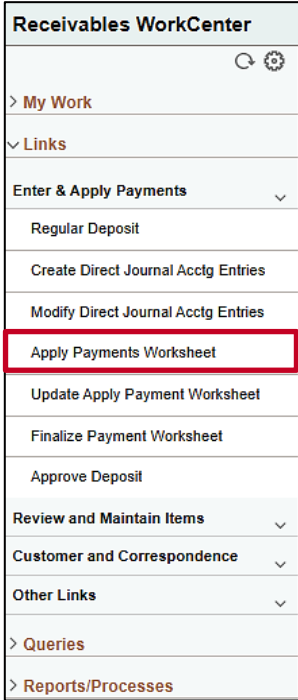
Processing Item Payments

Step	Action
1.	From the Financials homepage, click the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

The **Receivables WorkCenter** page displays.



Receivables WorkCenter							
Conversations To Review							
Business Unit 1:	Cust ID 1:	Customer Name 1:	Created By 1:	Description 1:	Conversation Date 1:	Status 1:	
50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New	>
50100	0000000158	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Item overdue	07/14/2026	New	>
50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New	>

Step	Action
2.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Apply Payments Worksheet Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles.  The screenshot shows the 'Receivables WorkCenter' interface. Under the 'Links' section, the 'Enter & Apply Payments' menu is expanded, showing several options. The 'Apply Payments Worksheet' option is highlighted with a red rectangular box.
	Users can also access the Create Payment Worksheet page using the following navigation path: NavBar > Menu > Accounts Receivable > Payments > Apply Payments > Apply Payments Worksheet



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Create Payment Worksheet Find an Existing Value Search page displays. Create Payment Worksheet Find an existing payment ▼ 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 = 50100 Deposit ID begins with Payment Sequence = Payment ID begins with Payment Status = User ID begins with Assigned Operator ID begins with Payment Predictor Method begins with Accounting Date = ^ 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 defaults based on the user's Business Unit but can be changed if the user has access to multiple Business Units.
3.	Click the Deposit ID Look up icon and select the applicable Deposit ID. Deposit ID begins with 1414
4.	Click the Search button. Search Clear



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step

Action

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

Search Results

5 results - Payment Worksheet Type "Payment Worksheet" Deposit Unit "50100" +1 more

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer	
50100	141400	1	TPS_C2399	30,000.00	USD	Worksheet			(blank)	(blank)	(blank)	04/16/2026	04/16/2026	(blank)	>
50100	141412	1	CHK 657	100.00	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	07/16/2026	06/30/2026	(blank)	>
50100	141414	1	CHK001	2,000.00	USD	Applied	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	05/01/2026	05/01/2026	(blank)	>
50100	141414	2	CHK 9081	3,000.00	USD	Worksheet	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	05/01/2026	05/01/2026	(blank)	>
50100	141416	1	CHK 2106	3,381.74	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	07/22/2026	06/30/2026	(blank)	>

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If the Deposit only has one Payment, Cardinal will open the **Create Payment Worksheet** page directly and will not display search results. In this case, proceed to Step 6.

5.

Click the **Drill in** icon (>) to open the first Payment associated with the Deposit.

Search Results

5 results - Payment Worksheet Type "Payment Worksheet" Deposit Unit "50100" +1 more

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer	
50100	141400	1	TPS_C2399	30,000.00	USD	Worksheet			(blank)	(blank)	(blank)	04/16/2026	04/16/2026	(blank)	>
50100	141412	1	CHK 657	100.00	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	07/16/2026	06/30/2026	(blank)	>
50100	141414	1	CHK001	2,000.00	USD	Applied	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	05/01/2026	05/01/2026	(blank)	>
50100	141414	2	CHK 9081	3,000.00	USD	Worksheet	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	05/01/2026	05/01/2026	(blank)	>
50100	141416	1	CHK 2106	3,381.74	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	07/22/2026	06/30/2026	(blank)	>

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



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Payment Worksheet Selection** page displays for the selected Payment.

Payment Worksheet Selection

Deposit Unit50100Payment IDCHK 2108Payment Predictor☒

Deposit ID141416Payment Amount3,361.74 USDPayment StatusIdentified

Deposit StatusNone Applied

Customer Criteria

Customer CriteriaCustomer Items

Customer Reference

Customer ID0000129837Business Unit50100NameCHESAPEAKE BAY BRIDGE TUNNELRemit SetID50100Corporate SetID50100MICR IDRemit From ID0000129837Corporate ID0000129837Link MICR

Reference Criteria

Reference CriteriaSpecific Value

Restrict toAll Customers

Match RuleExact Match

Detail ReferenceItem Status

Item Reference

Qual Code	Reference	To Reference	Event
I	GENE007159		

Item Inclusion Options

☒ All Items☐ Exclude Collection Items

☐ Deduction Items Only☐ Exclude Deduction Items

☐ Items in Dispute Only☐ Exclude Dispute Items

Advanced Inclusion Options

Worksheet Action

BuildClear

Created atItems0

Worksheet SelectionSaveReturn to SearchPrevious in ListNext in ListNotifyRefresh

Worksheet Application

Worksheet Action

6. Click the **Build** button.

Worksheet Action

BuildClear



Accounts Receivable Job Aid

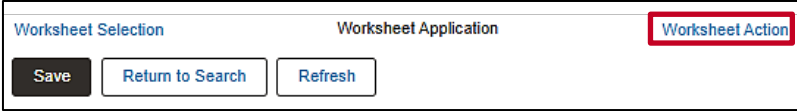
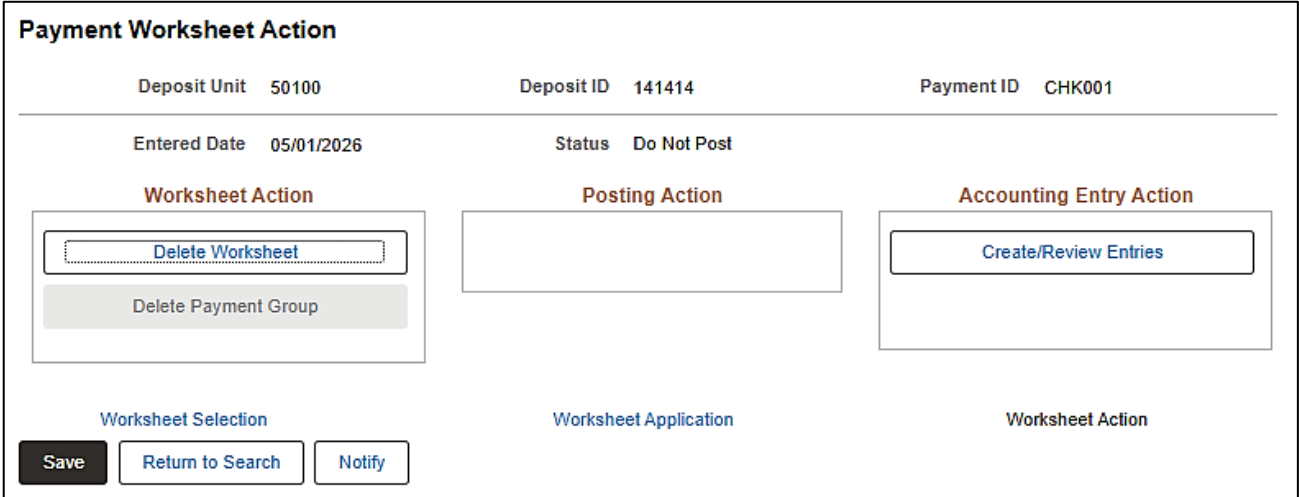
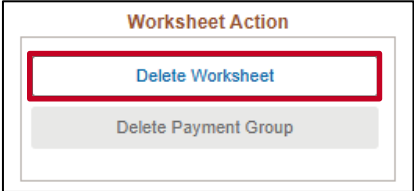
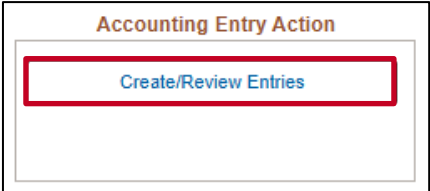
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Payment Worksheet Application page displays.
	The Item List section may list multiple items if the Customer has more than one outstanding balance. The Item ID for the Payment associated with the Deposit ID entered will be automatically selected (Select checkbox option selected). To access the Item List from the WorkCenter use the following navigation path: Links > Review and Maintain Items > Item List
7.	Verify the information in the Item ID and Customer fields for accuracy.
8.	Click the Save button.
	The Remaining field in the Balance section must equal “0.00” to proceed with the Payment Worksheet.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
9.	Click the Worksheet Action link. 
	The Payment Worksheet Action page displays. Only users in the Approver role will see the Posting Action section populated with the Action drop down menu. 
	The option to delete a Worksheet is available on this page. Clicking the Delete Worksheet button will delete the entire Worksheet that was created in the previous steps and should only be selected if the Worksheet should be deleted. 
10.	Click the Create/Review Entries button in the Accounting Entry Action section to create the accounting entries for review. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Accounting Entries** tab displays.

The screenshot shows the 'Accounting Entries' tab selected. At the top, there are fields for 'Deposit Unit' (50100), 'Deposit ID' (141416), and 'Payment ID' (CHK 2106). Below this is a search bar and navigation controls. The main area displays 'Accounting Entries' with a table showing details for Item ID GENE007159, Bus. Unit 50100, Amount -3,381.74, Line Customer 0000129837, Currency USD, Entry Type PY, SubCust1, and Reason SubCust2. A 'Complete' button and a 'Return To Previous Panel' button are visible. Below the accounting entries is a 'Distribution Lines' section with a table showing two lines: Line 100 (GL Unit 50100, Type AR, Amount -3,381.74, Account 112054, Fund 04769, Program 606004, Department 10074, Cost Center 13090010) and Line 102 (GL Unit TREAS, Type Cash, Amount 3,381.74, Account 101010, Fund 04769, Program 606004, Department 99999). At the bottom, there are summary fields for Lines (4), DR (6,763.48), Currency (USD), CR (6,763.48), Net (0.000), and buttons for Save, Return to Search, and Notify.

11. Review the Distribution Lines for accuracy and then click the **Return to Previous Panel** button.

A button labeled 'Return To Previous Panel' is highlighted with a red rectangular box.

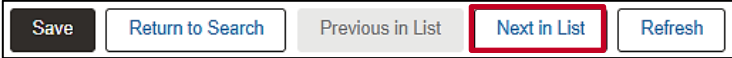
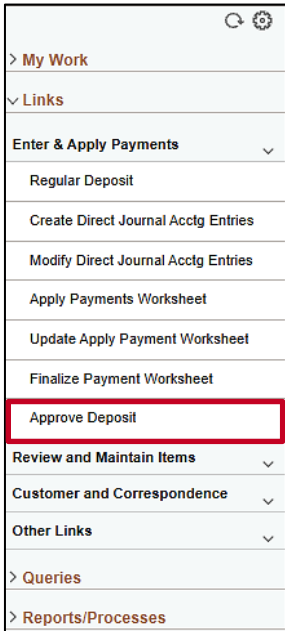
The **Payment Worksheet Action** page displays. Only users in the Approver role will see the Posting Action section populated with the Action drop down menu.

The screenshot shows the 'Payment Worksheet Action' page. At the top, there are fields for 'Deposit Unit' (50100), 'Deposit ID' (141416), and 'Payment ID' (CHK 2106). Below this is a section for 'Entered Date' (07/22/2026) and 'Status' (Do Not Post). The main area is divided into three sections: 'Worksheet Action' with buttons for 'Delete Worksheet' and 'Delete Payment Group'; 'Posting Action' with a dropdown menu; and 'Accounting Entry Action' with a button for 'Create/Review Entries'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
12.	Click the Save button. 
13.	Click the Next in List button if there is more than one Payment for this Deposit and repeat Steps 5-12 until all the Payment Worksheets are created. 
	From this point, the AR Processor has completed the creation of the Worksheets. However, the Worksheets must be reviewed prior to being Set to Post. This takes place on the Approve Deposit section. Supervisors can set Worksheets to post on the Approve Deposit section. Steps 14 – 16 below will be completed by a supervisor and are included here for reference.
14.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Approve Deposit 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action												
	The Approve Deposits Add a New Value page displays. Deposits will be associated with a Deposit Control Ticket Number here. Approve Deposits Add a New Value Find an Existing Value *Deposit Unit *Deposit control Ticket Number *Bank Deposit Date Add												
15.	Once all of the payments on the deposit have been processed successfully in Steps 5 – 12, the Set WS to Post button will be available for the Supervisor to set Worksheets to Post. Approve Deposits Approve Deposits Delete DC Ticket Deposit Unit: 50100 Deposit control Ticket Number: 2515412 Control Total Amount: 500.000 Control Count: 1 Bank Deposit Date: 08/06/2026 WS Posted By: WS Posted Date: Approved By: Approved Date: Q << < 1-1 of 1 > >> View All <table><tr><th></th><th>Deposit ID</th><th>Deposit Amount</th><th>Status</th><th>View Detail</th><th>Status</th></tr><tr><td>1</td><td>141415</td><td>500.000</td><td>Not Ready</td><td></td><td></td></tr></table> Set WS to Post Approve Save Return to Search Notify Add Update/Display		Deposit ID	Deposit Amount	Status	View Detail	Status	1	141415	500.000	Not Ready		
	Deposit ID	Deposit Amount	Status	View Detail	Status								
1	141415	500.000	Not Ready										
16.	Click the Next in List button, if applicable, and repeat Steps 14 and 15 to set the remaining Payments to “Batch Standard”. Save Return to Search Previous in List Next in List Refresh												
i	Once the transactions are set to “Batch Standard”, the nightly AR Batch Stream will process these transactions. The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. The Approver 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. For more information pertaining to Approving and Finalizing Deposits, refer to the Job Aid titled AR325 Accounts Receivable Approvals (VDOT Only). This Job Aid is located on the Cardinal website in Job Aids under Learning.												



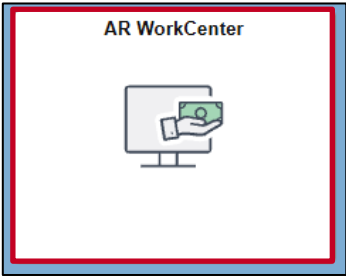
Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

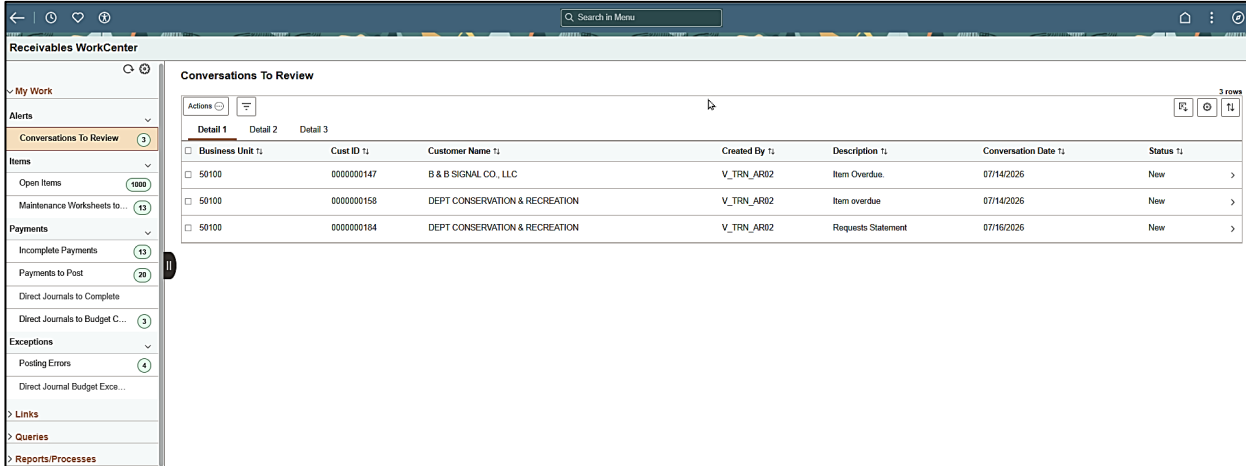
Processing Partial Payments

Occasionally, a partial Payment is received. The initial steps for entering a partial Payment in Cardinal are the same as those for entering a regular Payment. The user must change the Payment amount on the Payment Application Worksheet to the actual amount of the Payment. Cardinal will automatically create another Line for the difference.

Scenario: A Customer has a balance of \$753.43 and has made a payment of \$200.00 toward the balance. A partial Payment will be applied. First, the Processor must create an Item Payment. The steps below begin once the Deposit is created. For further information pertaining to creating Item Payments, see the [Creating Item Payments](#) section of this Job Aid.

Step	Action
1.	Navigate to the Create Payment Worksheet page by clicking on the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning .

The **Receivables WorkCenter** page displays.



Receivables WorkCenter							
Conversations To Review							
Detail 1 Detail 2 Detail 3							
Business Unit 1:	Cust ID 1:	Customer Name 1:	Created By 1:	Description 1:	Conversation Date 1:	Status 1:	
50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New	>
50100	0000000158	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Item overdue	07/14/2026	New	>
50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New	>



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
2.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Apply Payments Worksheet Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. Receivables WorkCenter  > My Work v Links Enter & Apply Payments v Regular Deposit Create Direct Journal Acctg Entries Modify Direct Journal Acctg Entries Apply Payments Worksheet Update Apply Payment Worksheet Finalize Payment Worksheet Approve Deposit Review and Maintain Items v Customer and Correspondence v Other Links v > Queries > Reports/Processes

The **Create Payment Worksheet Find an Existing Payment Search** page displays.

Create Payment Worksheet
Find an existing payment
v 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 v   Saved Searches Choose from saved searches v 

*Deposit Unit = v

Deposit ID begins with v

Payment Sequence = v

Payment ID begins with v

Payment Status = v

User ID begins with v

Assigned Operator ID begins with v

Payment Predictor Method begins with v

Accounting Date = v

^ Show fewer options

☐ Case Sensitive

Search

Clear

 Save Search

v Search Results
No matching values were found.



Accounts Receivable Job Aid

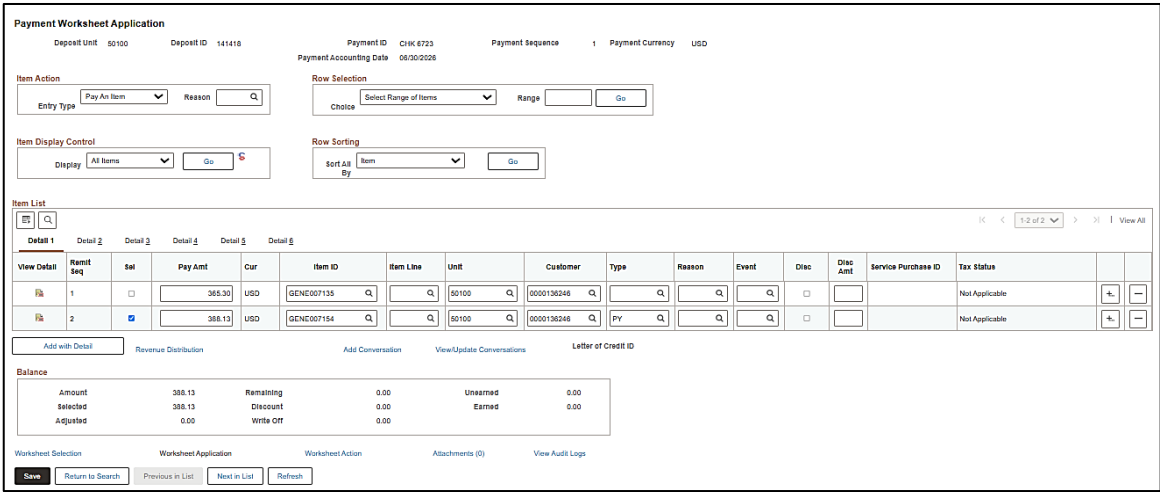
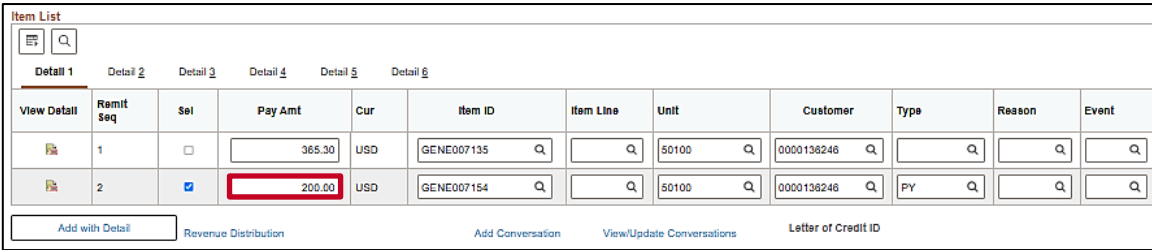
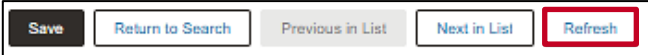
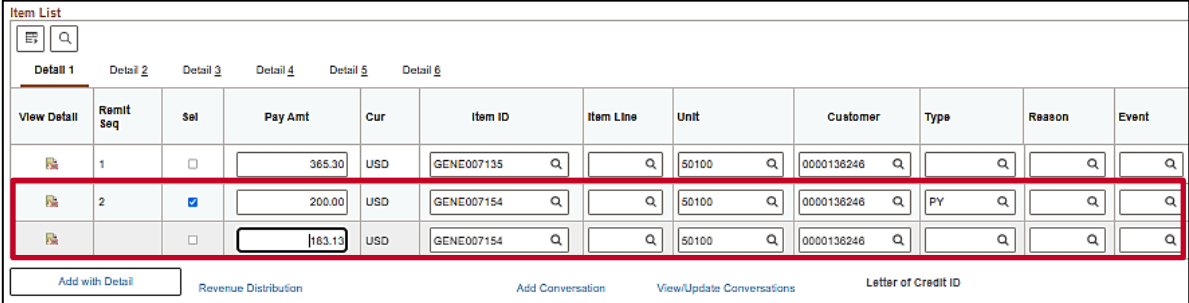
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																																
3.	Enter the Deposit Unit and Deposit ID in the applicable fields. Create Payment Worksheet Find an existing payment ▼ 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 = 50100 Deposit ID begins with 141418 Payment Sequence = Payment ID begins with Payment Status = User ID begins with Assigned Operator ID begins with Payment Predictor Method begins with Accounting Date = ^ Show fewer options ☐ Case Sensitive Search Clear																																																
4.	Click the Search button. Search Clear																																																
The Search Results display. ▼ Search Results 2 results - Payment Worksheet Type "Payment Worksheet" Deposit Unit "50100" +1 more <table border="1"><thead><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>Payment Amount</th><th>Payment Currency</th><th>Payment Status</th><th>User ID</th><th>Assigned Operator ID</th><th>Payment Predictor Method</th><th>Algorithm Group ID</th><th>Algorithm Identifier</th><th>Entered Date</th><th>Accounting Date</th><th>Bill To Customer</th><th></th></tr></thead><tbody><tr><td>50100</td><td>141418</td><td>1</td><td>CHK 6723</td><td>388.13</td><td>USD</td><td>Ident</td><td>V_TRN_AR02</td><td>V_TRN_AR02</td><td>(blank)</td><td>(blank)</td><td>(blank)</td><td>06/30/2026</td><td>06/30/2026</td><td>(blank)</td><td>></td></tr><tr><td>50100</td><td>141418</td><td>2</td><td>4672-12</td><td>365.30</td><td>USD</td><td>Ident</td><td>V_TRN_AR02</td><td>V_TRN_AR02</td><td>(blank)</td><td>(blank)</td><td>(blank)</td><td>06/30/2026</td><td>06/30/2026</td><td>(blank)</td><td>></td></tr></tbody></table>		Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer		50100	141418	1	CHK 6723	388.13	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	06/30/2026	06/30/2026	(blank)	>	50100	141418	2	4672-12	365.30	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	06/30/2026	06/30/2026	(blank)	>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer																																			
50100	141418	1	CHK 6723	388.13	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	06/30/2026	06/30/2026	(blank)	>																																		
50100	141418	2	4672-12	365.30	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	06/30/2026	06/30/2026	(blank)	>																																		
5.	From the results list, click the corresponding Drill in icon (>). ▼ Search Results 2 results - Payment Worksheet Type "Payment Worksheet" Deposit Unit "50100" +1 more <table border="1"><thead><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>Payment Amount</th><th>Payment Currency</th><th>Payment Status</th><th>User ID</th><th>Assigned Operator ID</th><th>Payment Predictor Method</th><th>Algorithm Group ID</th><th>Algorithm Identifier</th><th>Entered Date</th><th>Accounting Date</th><th>Bill To Customer</th><th></th></tr></thead><tbody><tr><td>50100</td><td>141418</td><td>1</td><td>CHK 6723</td><td>388.13</td><td>USD</td><td>Ident</td><td>V_TRN_AR02</td><td>V_TRN_AR02</td><td>(blank)</td><td>(blank)</td><td>(blank)</td><td>06/30/2026</td><td>06/30/2026</td><td>(blank)</td><td>></td></tr><tr><td>50100</td><td>141418</td><td>2</td><td>4672-12</td><td>365.30</td><td>USD</td><td>Ident</td><td>V_TRN_AR02</td><td>V_TRN_AR02</td><td>(blank)</td><td>(blank)</td><td>(blank)</td><td>06/30/2026</td><td>06/30/2026</td><td>(blank)</td><td>></td></tr></tbody></table>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer		50100	141418	1	CHK 6723	388.13	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	06/30/2026	06/30/2026	(blank)	>	50100	141418	2	4672-12	365.30	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	06/30/2026	06/30/2026	(blank)	>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer																																			
50100	141418	1	CHK 6723	388.13	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	06/30/2026	06/30/2026	(blank)	>																																		
50100	141418	2	4672-12	365.30	USD	Ident	V_TRN_AR02	V_TRN_AR02	(blank)	(blank)	(blank)	06/30/2026	06/30/2026	(blank)	>																																		
6.	Click the Build button. Worksheet Action Build Clear																																																



Accounts Receivable Job Aid

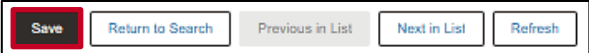
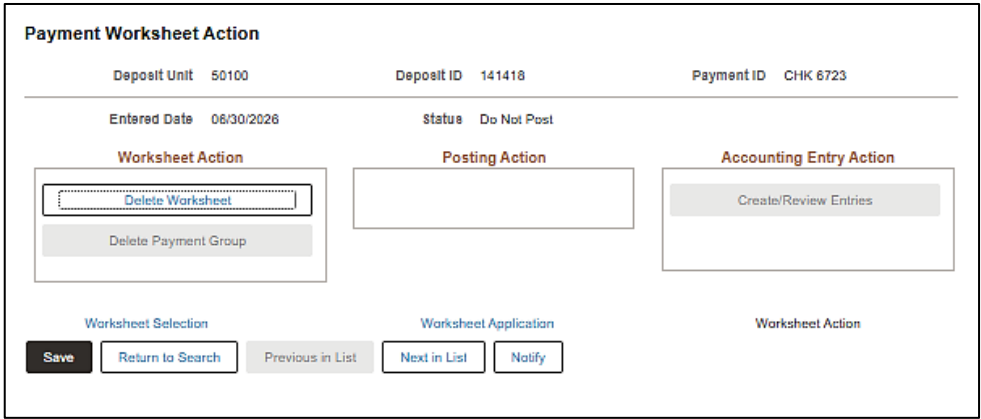
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Payment Worksheet Application page displays.  The screenshot shows the 'Payment Worksheet Application' page. At the top, there are fields for Deposit Unit (50100), Deposit ID (141418), Payment ID (CHW 6723), Payment Accounting Date (08/30/2026), Payment Sequence (1), and Payment Currency (USD). Below these are sections for 'Item Action' (Entry Type: Pay An Item, Reason: [search]), 'Row Selection' (Select Range of Items, Range: [input], Go), 'Item Display Control' (Display: All Items, Go), and 'Row Sorting' (Sort All By: Item, Go). The main 'Item List' table has columns: View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Event, Disc, Disc Amt, Service Purchase ID, and Tax Status. It contains two rows: Row 1 (Remit Seq 1, Pay Amt 365.30, USD, Item ID GENE007135, Item Line [blank], Unit 50100, Customer 0000136246, Type [blank], Reason [blank], Event [blank], Disc [blank], Disc Amt [blank], Service Purchase ID [blank], Tax Status Not Applicable) and Row 2 (Remit Seq 2, Pay Amt 288.13, USD, Item ID GENE007154, Item Line [blank], Unit 50100, Customer 0000136246, Type PY, Reason [blank], Event [blank], Disc [blank], Disc Amt [blank], Service Purchase ID [blank], Tax Status Not Applicable). Below the table is a 'Balance' section with Amount (388.13), Selected (388.13), Adjusted (0.00), Remaining (0.00), Discount (0.00), Unearned (0.00), and Earned (0.00). At the bottom are buttons: Save, Return to Search, Previous in List, Next in List, and Refresh.
7.	Update the Payment amount to the applicable partial Payment amount in the Pay Amt field.  The screenshot shows the 'Item List' table with the same columns as the previous screenshot. Row 2 is highlighted, and the 'Pay Amt' field (288.13) is highlighted with a red box. The 'Sel' checkbox for Row 2 is checked. Below the table are buttons: Add with Detail, Revenue Distribution, Add Conversation, View/Update Conversations, and Letter of Credit ID.
8.	Click the Refresh button.  The screenshot shows the bottom buttons: Save, Return to Search, Previous in List, Next in List, and Refresh. The 'Refresh' button is highlighted with a red box.
	If a partial Payment is received, the process will be the same as Processing an Item Payment. However, the Payment Worksheet Application page will show one Line with the partial Payment amount received and another Line with the balance amount for the same Item.  The screenshot shows the 'Item List' table with the same columns as the previous screenshots. Row 2 is highlighted with a red box, showing a partial payment of 200.00. Row 3 is also highlighted with a red box, showing a balance amount of 183.13. The 'Sel' checkbox for Row 2 is checked. Below the table are buttons: Add with Detail, Revenue Distribution, Add Conversation, View/Update Conversations, and Letter of Credit ID.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
9.	Click the Save button. 
	The Remaining field in the Balance section must equal “0.00” to proceed with the Payment Worksheet.
10.	Click the Worksheet Action link. 
The Payment Worksheet Action page displays. 	
	From this point, the process is the same as covered in the Processing Item Payments section of this Job Aid. Complete Steps 10 – 16 in the Processing Item Payments section of this Job Aid to complete the process.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

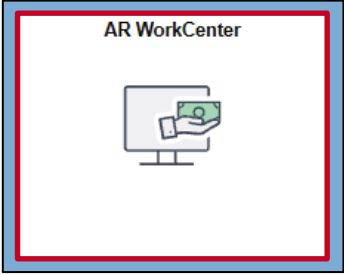
Processing Prepayments and On Account Payments

An On Account Payment is used when an overpayment is received or if a Customer payment is received for an Item that does not exist in Cardinal.

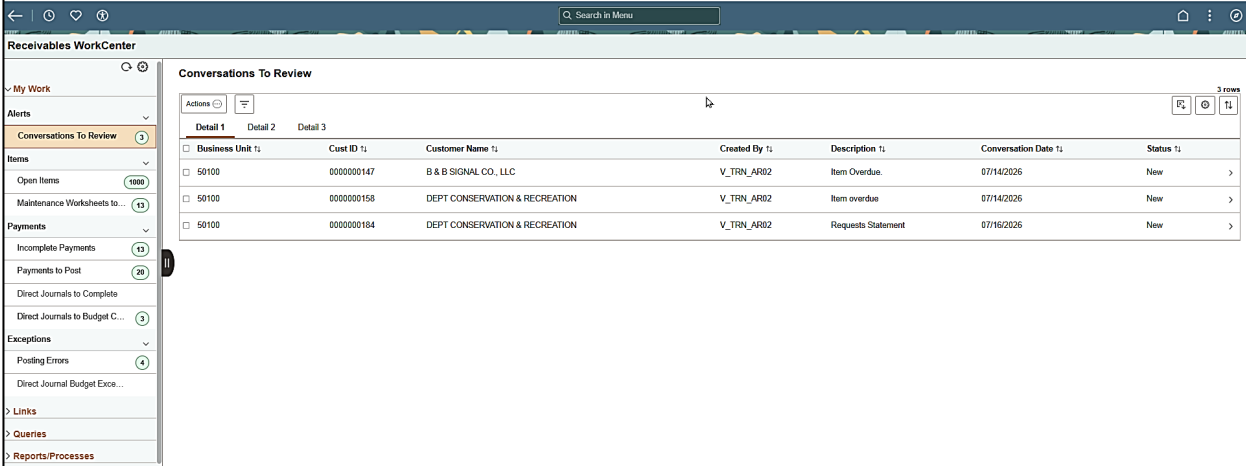
To store the funds on the Payment Worksheet and create the accounting entry, an On Account (OA) Line Type must be created and the appropriate reason for the transaction must be selected.

Scenario: A Payment of \$2,000.00 is received. An overpayment of \$1,500.00 is being applied to an existing Item which has a current balance of \$500.

First, the Processor must create a Deposit. The steps below begin once the Deposit is created. For further information pertaining to creating Item Payments, see the [Creating Item Payments](#) section of this Job Aid.

Step	Action
1.	Navigate to the Create Payment Worksheet page by clicking on the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning .

The **Receivables WorkCenter** page displays.

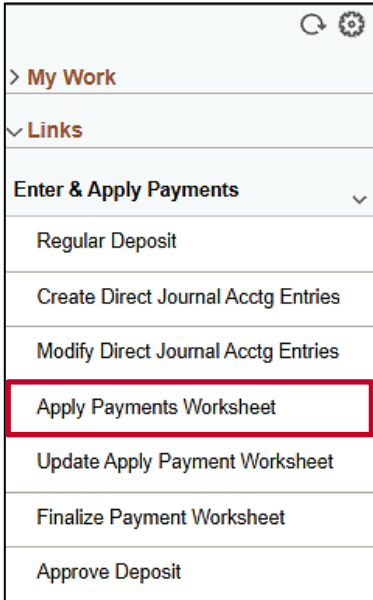


Detail 1	Detail 2	Detail 3
☐ Business Unit 1:	Cust ID 1:	Customer Name 1:
☐ 50100	0000000147	B & B SIGNAL CO., LLC
☐ 50100	0000000156	DEPT CONSERVATION & RECREATION
☐ 50100	0000000184	DEPT CONSERVATION & RECREATION

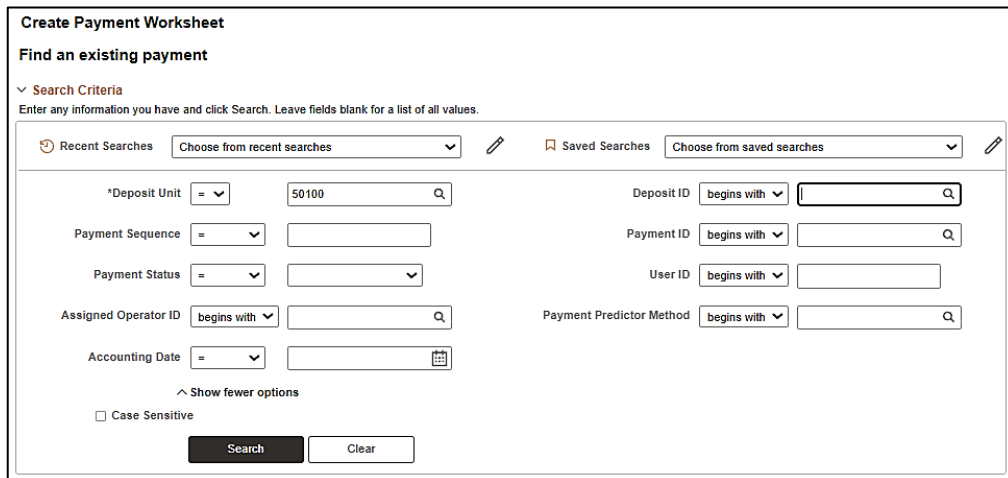


Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
2.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Apply Payments Worksheet Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

The **Create Payment Worksheet Find an existing payment Search** page displays.



3.	Enter the Deposit Unit ID in the Deposit Unit field. 
----	--



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
4.	Enter the Deposit ID in the Deposit ID field. Deposit ID begins with
5.	Click the Search button. Search Clear

The **Payment Worksheet Selection** displays.

Payment Worksheet Selection

Deposit Unit50100Payment ID21055Payment Predictor☐

Deposit ID141423Payment Amount25,000.00 USD

Deposit StatusPartially AppliedPayment StatusWorksheet

Customer Criteria

Customer Criteria

Customer Items

Customer Reference

Business Unit

50100

NameMWAA

Remit SetID50100Remit From ID0000133052

Corporate SetID50100Corporate ID0000133052

MICR ID

Link MICR

Reference Criteria

Reference Criteria

Specific Value

Item Reference

Qual CodeReferenceTo ReferenceEvent

Restrict to

All Customers

Match Rule

Exact Match

Detail Reference

Item Status

Item Inclusion Options

☒ All Items☐ Exclude Collection Items

☐ Deduction Items Only☐ Exclude Deduction Items

☐ Items In Dispute Only☐ Exclude Dispute Items

Advanced Inclusion Options

Worksheet Action

Created at08/06/2026 9:02AMItems1

Worksheet Selection

Worksheet Application

Worksheet Action

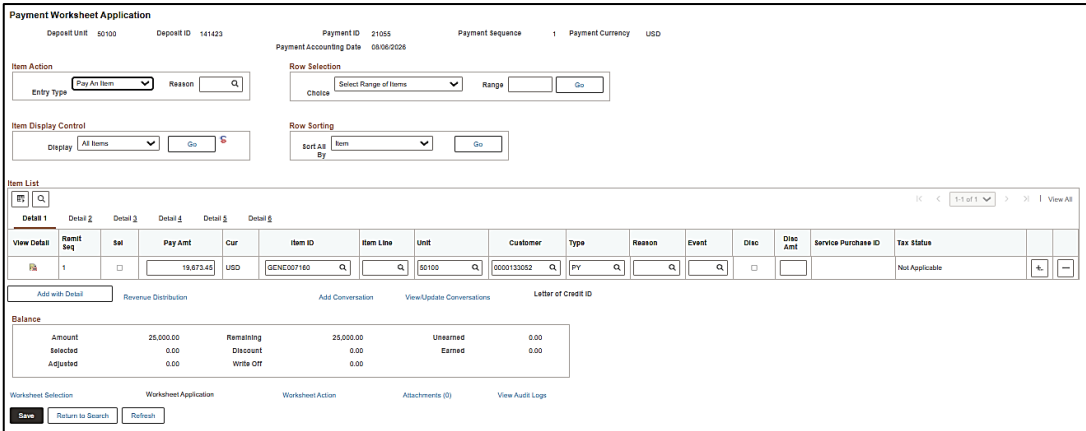
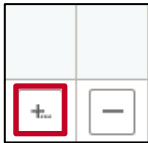
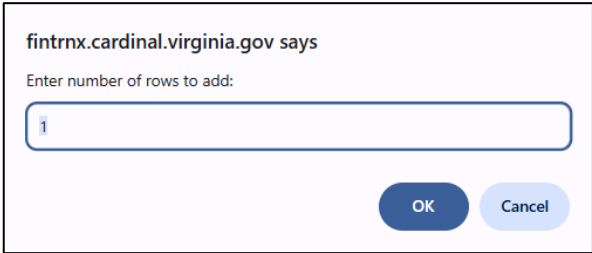
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Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
6.	Click the Build button. 
The Payment Worksheet Application page displays. 	
7.	Click the Add a New Row icon. 
A Message displays in a pop-up window. 	
8.	Click the OK button to add one row. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Item List** section displays an additional row.

Item List															
Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6															
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Service Purchase ID	Tax Status
	1	☒	19,873.45	USD	GENC007160		50100	0000133062	PY						Not Applicable
	2	☒					50100	0000133062							Not Applicable

9. Enter the applicable amount of the overpayment as a negative value in the **Pay Amt** field.

Sel	Pay Amt
☒	500.00
☒	-1,500.00

10. Click the **Type Look up** icon for the additional Item.

Type

11. Click the **OA** link (Place an Amount On Account).

Search Results		
View 100 < > 1-4 of 4		
Entry Type	System Function ID	Description
OA	WS-05	Place An Amount On Account
PR	WS-04	Prepay An Item
PY	WS-01	Pay An Item
WO	WS-09	Write-off an Item

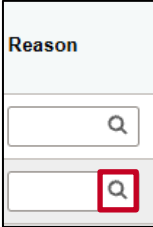
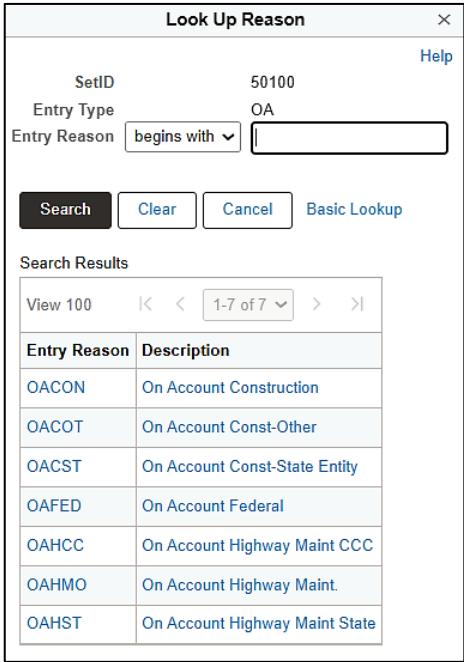
The **Item List** section displays with the **Item ID** field for the On Account (overpayment) amount populated.

Item List															
Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6															
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event				
	1	☒	500.00	USD	GENE007003		50100	0000173867	PY						
	2	☒	-1,500.00	USD	OA-1011		50100	0000173867	OA						



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Item ID field auto-populates as "OA-XXX" using the next available sequential number.
12.	Click the Reason Look up icon. 
The Look Up Reason page displays in a pop-up window. 	



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

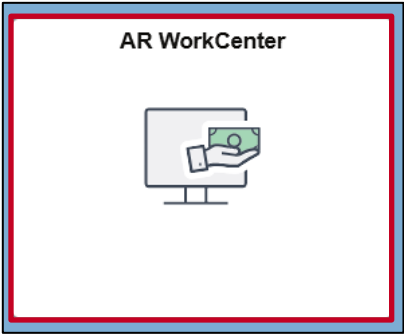
Step	Action																																	
13.	Select the applicable reason by clicking the corresponding link. Search Results View 100 << < 1-7 of 7 > >> <table><tr><th>Entry Reason</th><th>Description</th></tr><tr><td>OACON</td><td>On Account Construction</td></tr><tr><td>OACOT</td><td>On Account Const-Other</td></tr><tr><td>OACST</td><td>On Account Const-State Entity</td></tr><tr><td>OAFED</td><td>On Account Federal</td></tr><tr><td>OAHCC</td><td>On Account Highway Maint CCC</td></tr><tr><td>OAHMO</td><td>On Account Highway Maint.</td></tr><tr><td>OAHST</td><td>On Account Highway Maint State</td></tr></table>	Entry Reason	Description	OACON	On Account Construction	OACOT	On Account Const-Other	OACST	On Account Const-State Entity	OAFED	On Account Federal	OAHCC	On Account Highway Maint CCC	OAHMO	On Account Highway Maint.	OAHST	On Account Highway Maint State																	
Entry Reason	Description																																	
OACON	On Account Construction																																	
OACOT	On Account Const-Other																																	
OACST	On Account Const-State Entity																																	
OAFED	On Account Federal																																	
OAHCC	On Account Highway Maint CCC																																	
OAHMO	On Account Highway Maint.																																	
OAHST	On Account Highway Maint State																																	
The Item List section redisplay. Item List Detail 1Detail 2Detail 3Detail 4Detail 5Detail 6 <table><tr><th>View Detail</th><th>Remit Seq</th><th>Sel</th><th>Pay Amt</th><th>Cur</th><th>Item ID</th><th>Item Line</th><th>Unit</th><th>Customer</th><th>Type</th><th>Reason</th></tr><tr><td></td><td>1</td><td>☒</td><td>19,673.45</td><td>USD</td><td> GENE007160 </td><td> </td><td> 50100 </td><td> 0000133052 </td><td> PY </td><td> </td></tr><tr><td></td><td>2</td><td>☒</td><td>-25,000.00</td><td>USD</td><td> OA-1003 </td><td> </td><td> 50100 </td><td> 0000133052 </td><td> OA </td><td> DAHMO </td></tr></table>		View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason		1	☒	19,673.45	USD	GENE007160		50100	0000133052	PY			2	☒	-25,000.00	USD	OA-1003		50100	0000133052	OA	DAHMO
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason																								
	1	☒	19,673.45	USD	GENE007160		50100	0000133052	PY																									
	2	☒	-25,000.00	USD	OA-1003		50100	0000133052	OA	DAHMO																								
14.	Click the Save button. Save Return to Search Refresh																																	
	The Remaining field in the Balance section must equal “0.00” to proceed with the Payment Worksheet.																																	
	From this point, the process is the same as indicated in the Processing Item Payments section of this Job Aid. Complete Steps 9-16 in the Processing Item Payments section of this Job Aid to complete the process.																																	



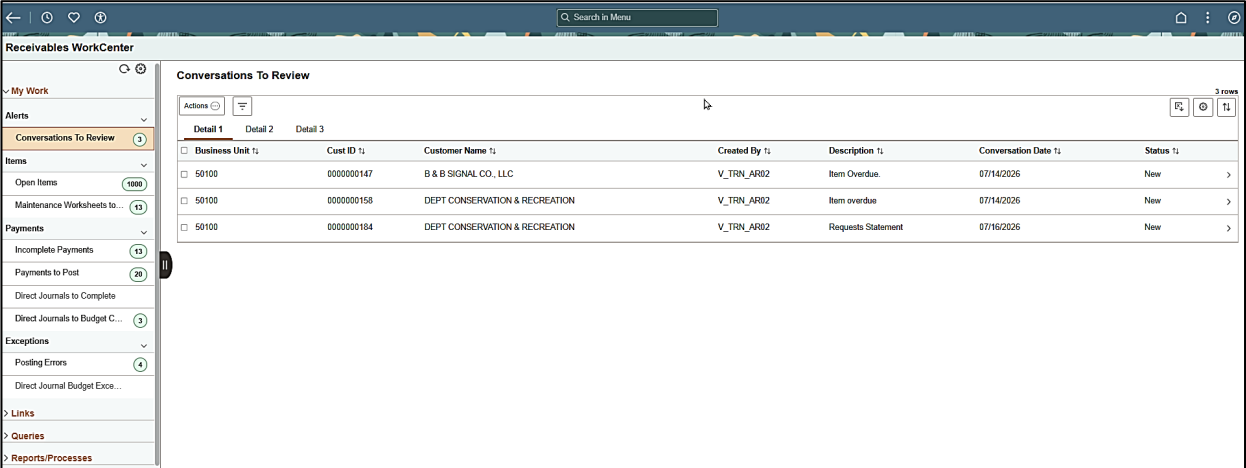
Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

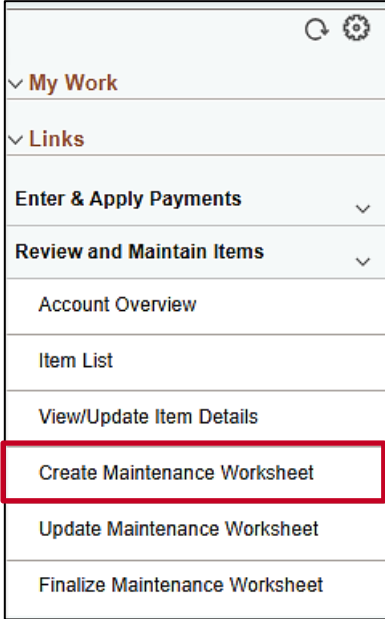
Processing Credit Memos

Step	Action
1.	From the Financials homepage, click the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

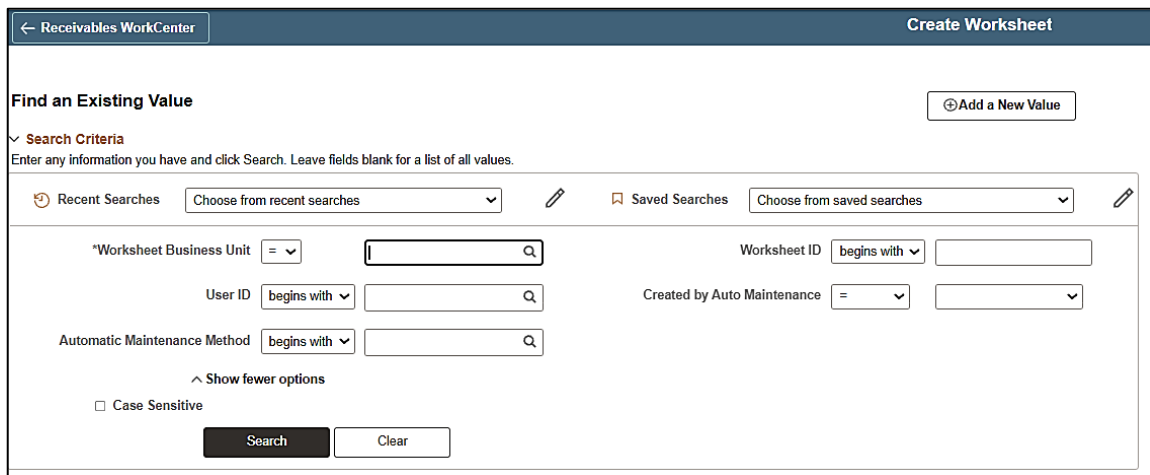
The **Receivables WorkCenter** page displays.



Receivables WorkCenter							
Conversations To Review							
☐ Business Unit 1 ☐ Cust ID 1 ☐ Customer Name 1 ☐ Created By 1 ☐ Description 1 ☐ Conversation Date 1 ☐ Status 1							
☐	50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New
☐	50100	0000000158	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Item overdue	07/14/2026	New
☐	50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New

Step	Action
2.	Navigate to the Create Worksheet page using the following navigation path from the WorkCenter: Links > Review and Maintain Items > Create Maintenance Worksheet Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Alternatively, users can navigate to the Create Worksheet page from the NavBar: NavBar > Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Maintenance Worksheet

The **Create Worksheet Find an Existing Value Search** page displays.



← Receivables WorkCenter Create Worksheet

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 ✎

*Worksheet Business Unit = Worksheet ID begins with

User ID begins with Created by Auto Maintenance =

Automatic Maintenance Method begins with

^ Show fewer options

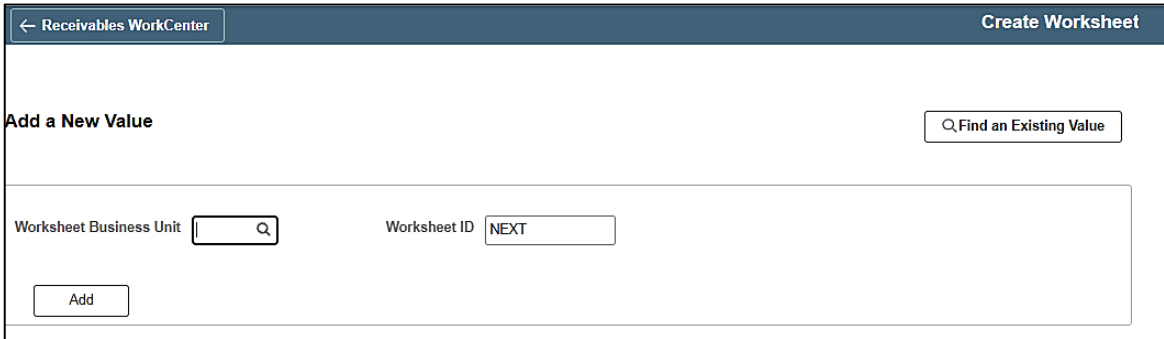
☐ Case Sensitive

Search Clear



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

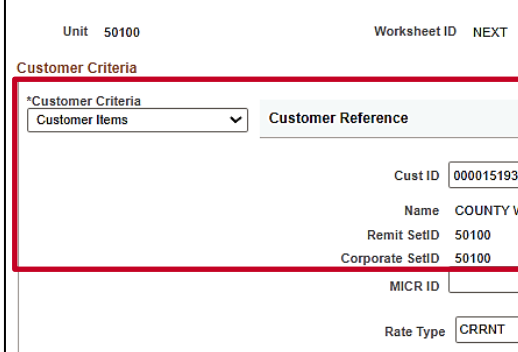
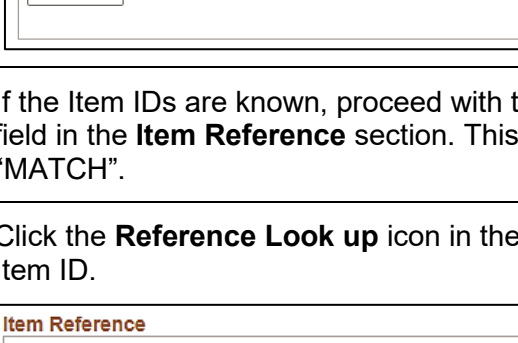
Step	Action
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
3.	Click the Add a New Value button. 
The Create Worksheet Add a New Value page displays. 	
	The Deposit Unit field defaults based on the user's Business Unit but can be changed if user has access to multiple Business Units. The Deposit ID field defaults to "NEXT" and cannot be changed.
4.	Click the Add button. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

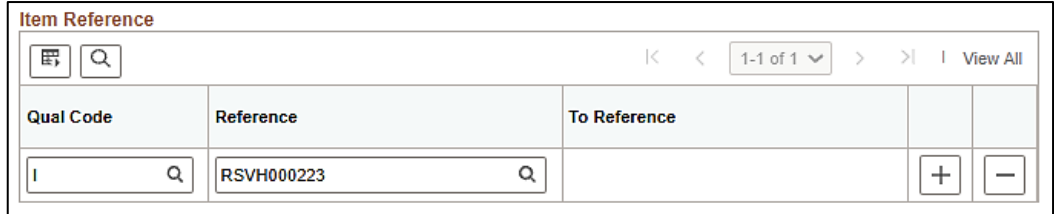
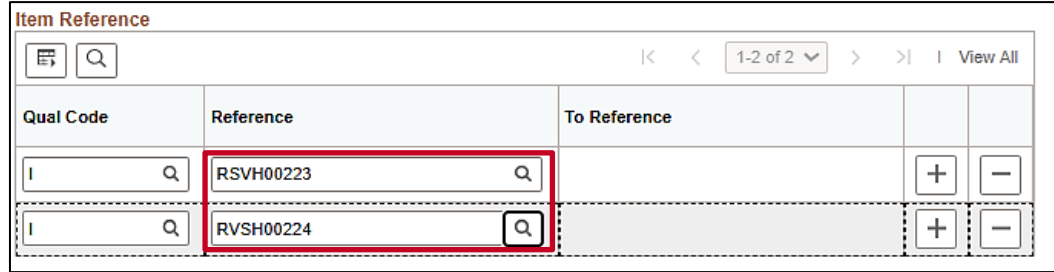
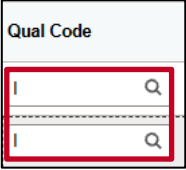
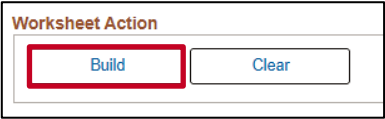
Step	Action	
	The Create Worksheet page displays with Worksheet Selection tab displayed by default. Worksheet SelectionWorksheet Matches Unit 50100Worksheet ID NEXT Customer Criteria *Customer Criteria None Customer Reference Cust ID Business Unit Name Remit SetID Corporate SetID MICR ID Rate Type Link MICR Business Unit Remit From ID Corporate ID Accgt Date Reference Criteria *Reference Criteria None *Restrict to All Customers *Match Rule Exact Match Anchor BU Item Reference Qual Code Reference To Reference Item Inclusion Options All Items Deduction Items Only Items In Dispute Only Exclude Collection Items Exclude Deduction Items Exclude Dispute Items Advanced Inclusion Options Worksheet Action Build Clear Created Date/Time Number of Items In worksheet 0 Worksheet Selection Worksheet Application Worksheet Action Save Notify Refresh Add Update/Display Worksheet Selection Worksheet Matches <td> The Worksheet Selection tab is used to specify the Customer and Item information that should appear on the Worksheet. </td>	The Worksheet Selection tab is used to specify the Customer and Item information that should appear on the Worksheet.

Step	Action
5.	Click the Cust ID Look up icon and select the applicable Customer ID. Note: Once selected, tab out of the field to populate the Customer information. 
	The Name, Remit SetID, Corporate SetID, Business Unit, Remit from ID, and Corporate ID fields display in the Customer Criteria section once the Customer is selected. 
	If the Item IDs are known, proceed with the Steps below to select them in the Reference field in the Item Reference section. This can prevent selecting the wrong Item ID for “MATCH”.
6.	Click the Reference Look up icon in the Item Reference section and select the applicable Item ID. 



Accounts Receivable Job Aid

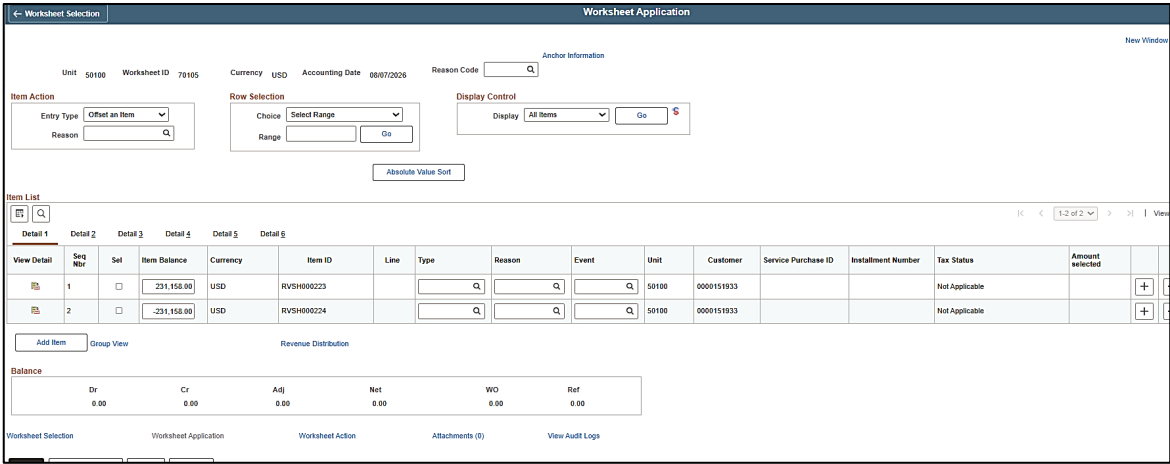
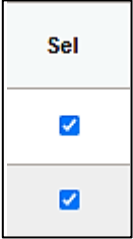
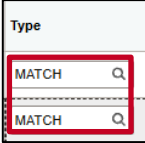
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
7.	If a new row is needed, click the Add a New Row icon to add a new Reference row. 
	The page refreshes with a new row in the Item Reference section. 
8.	Click the Reference Look up icon and select the applicable Item ID. 
	The Qual Code field auto-populates. 
9.	Click the Build button in the Worksheet Action section. 



Accounts Receivable Job Aid

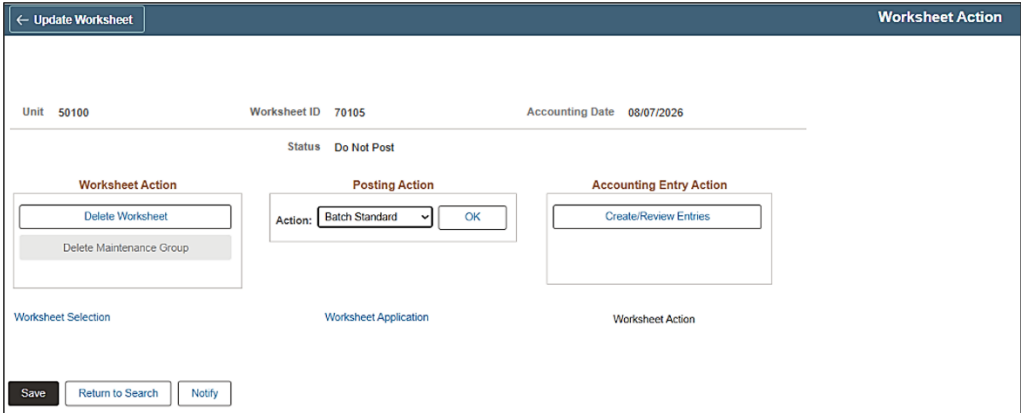
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Worksheet Application page displays.  The screenshot shows the 'Worksheet Application' interface. At the top, there are filters for Unit (50100), Worksheet ID (70105), Currency (USD), Accounting Date (08/07/2026), and Reason Code. Below these are sections for 'Item Action' (Entry Type: Offset an Item, Reason: [search]), 'Row Selection' (Choice: Select Range, Range: [input], Go), and 'Display Control' (Display: All Items, Go). An 'Absolute Value Sort' button is also present. The 'Item List' section shows a table with columns: View Detail, Seq Nbr, Sel, Item Balance, Currency, Item ID, Line, Type, Reason, Event, Unit, Customer, Service Purchase ID, Installment Number, Tax Status, and Amount selected. Two rows are visible, both with 'Sel' checkboxes. Below the table are 'Add Item' and 'Group View' buttons. The 'Balance' section at the bottom shows fields for Dr (0.00), Cr (0.00), Adj (0.00), Net (0.00), WO (0.00), and Ref (0.00). Navigation links at the bottom include Worksheet Selection, Worksheet Application, Worksheet Action, Attachments (0), and View Audit Logs.
	The Worksheet Application page is used to offset items, create write-offs, or adjust posted items.
10.	Click the checkboxes in the Sel column, if they are not already selected.  The image shows a close-up of the 'Sel' column in the item list. It contains two checkboxes, both of which are checked with blue checkmarks.
	The Type field automatically updates to “MATCH” when Item IDs have been entered. If Item IDs were selected rather than entered, click the Refresh button at the bottom of the page for “MATCH” to display.  The image shows a close-up of the 'Type' field. It contains two dropdown menus, both of which are set to 'MATCH'. The field is highlighted with a red border.
11.	Click the Save button.  The image shows a close-up of the bottom of the page. It contains four buttons: 'Save' (highlighted with a red border), 'Return to Search', 'Notify', and 'Refresh'.
	The Net field in the Balance section must equal “0.00” to proceed with the Payment Worksheet.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
12.	Click the Worksheet Action link. Worksheet Action
The Worksheet Action page displays. Only those in the Approver role will see the Posting Action section populated with the Action drop down menu. 	
13.	Click the Create/Review Entries button in the Accounting Entry Action section. Accounting Entry Action Create/Review Entries



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The Accounting Entries tab displays.
14.	Review the Distribution Lines for accuracy and then click the Return to Previous Panel button.
	The Worksheet Action page redisplay. Only those in the Approver role will see the Posting Action section populated with the Action drop down menu.
15.	Click the Save button.

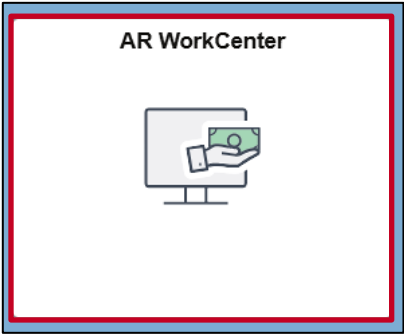
Step	Action
	From this point, the AR Processor has completed the creation of the Worksheets. However, the Worksheets must be reviewed prior to being set to "Batch Standard". Only a Supervisor can set Worksheets to "Batch Standard". Steps 16 – 18 below will be completed by a Supervisor and are included below for reference.
16.	Click the Action dropdown button and select "Batch Standard". 
17.	Click the OK button. 
18.	Click the Save button. 
	The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. The Approver 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. For more information pertaining to Approving and Finalizing Deposits, refer to the Job Aid titled AR325 Accounts Receivable Approvals (VDOT Only). This Job Aid is located on the Cardinal website in Job Aids under Learning.



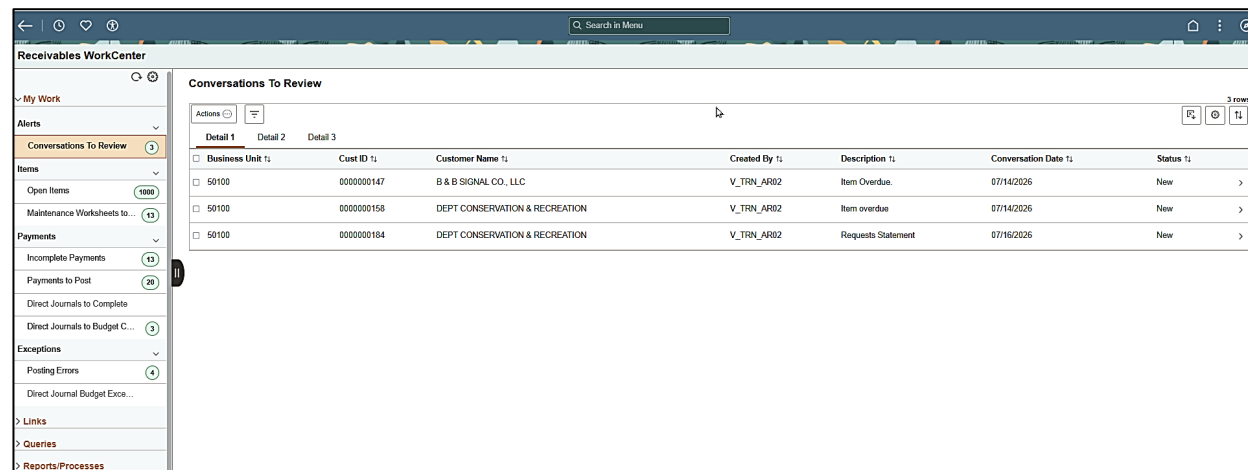
Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Processing Direct Journals Payments

Step	Action
1.	From the Financials homepage, click the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

The **Receivables WorkCenter** page displays.

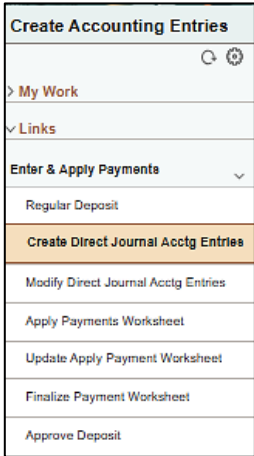
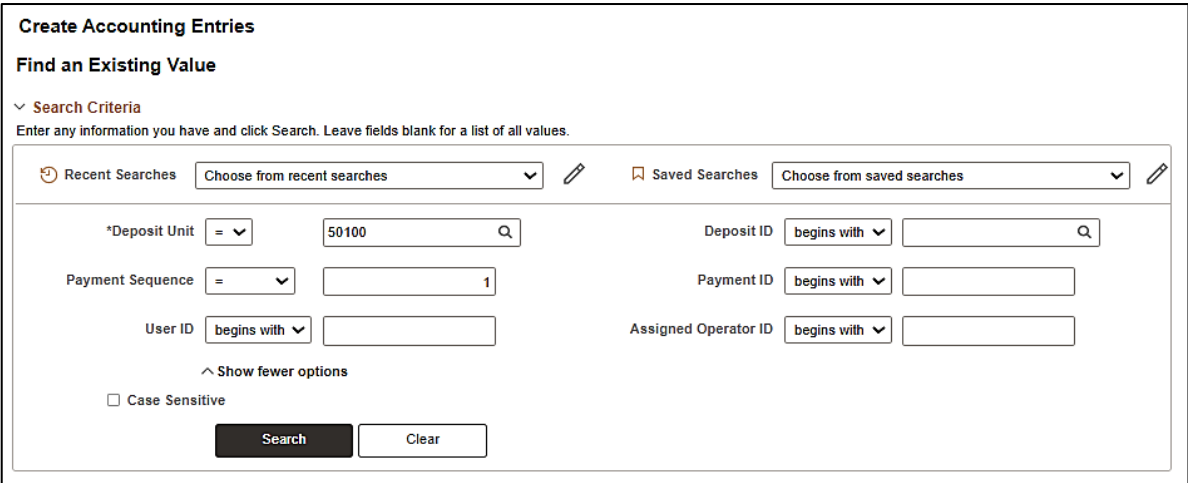


Receivables WorkCenter							
Conversations To Review							
Business Unit 1:	Cust ID 1:	Customer Name 1:	Created By 1:	Description 1:	Conversation Date 1:	Status 1:	
50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New	>
50100	0000000158	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Item overdue	07/14/2026	New	>
50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New	>



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
2.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Create Direct Journal Acctg Entries Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Alternatively, users can navigate to the Create Accounting Entries page from the NavBar: NavBar > Menu > Accounts Receivable > Payments > Direct Journal Payments > Direct Journal Acctg Entries
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.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

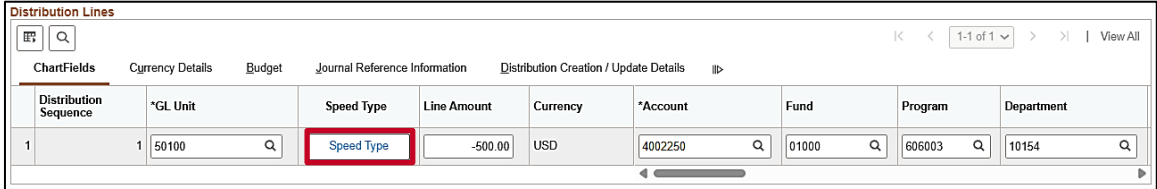
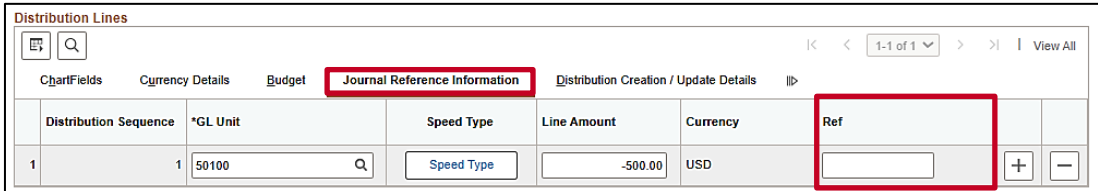
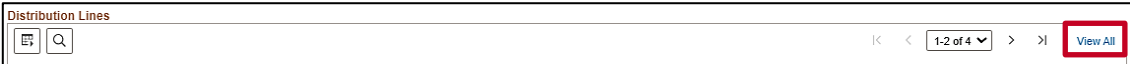
Step	Action																											
	The Deposit Unit field defaults based on the user's Business Unit but can be changed if the user has access to multiple Business Units.																											
3.	Click the Deposit ID Look up icon and select the applicable Deposit ID. Deposit ID begins with ▾ Q																											
4.	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 "50100" Deposit ID "1414" +1 more < > 1-2 of 2 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>50100</td><td>141413</td><td>1</td><td>100</td><td></td><td></td><td>OOB</td><td>07/17/2026</td><td>></td></tr><tr><td>50100</td><td>141415</td><td>1</td><td>CHK 123</td><td></td><td></td><td>No Dist</td><td>07/20/2026</td><td>></td></tr></table>		Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		50100	141413	1	100			OOB	07/17/2026	>	50100	141415	1	CHK 123			No Dist	07/20/2026	>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																					
50100	141413	1	100			OOB	07/17/2026	>																				
50100	141415	1	CHK 123			No Dist	07/20/2026	>																				
	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 6.																											
5.	Click the Drill in icon (>) to open the first Payment associated with the Deposit. <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>50100</td><td>141413</td><td>1</td><td>100</td><td></td><td></td><td>OOB</td><td>07/17/2026</td><td>></td></tr><tr><td>50100</td><td>141415</td><td>1</td><td>CHK 123</td><td></td><td></td><td>No Dist</td><td>07/20/2026</td><td>></td></tr></table>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		50100	141413	1	100			OOB	07/17/2026	>	50100	141415	1	CHK 123			No Dist	07/20/2026	>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																					
50100	141413	1	100			OOB	07/17/2026	>																				
50100	141415	1	CHK 123			No Dist	07/20/2026	>																				
	Accounting Entries will need to be individually created for each Payment in the Deposit.																											



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																												
	The Accounting Entries tab displays for the selected Payment. Accounting Entries Unit 50100 Deposit ID 141415 Payment CHK 123 Seq 1 Currency Details Amount 500.00 USD ☐ Complete Entry Event Budget Status 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></tr></thead><tbody><tr><td>1</td><td>50100</td><td>Speed Type</td><td></td><td>USD</td><td></td><td></td><td></td><td></td></tr></tbody></table> Total <table><tr><td>Lines</td><td>0</td><td>Total Debits</td><td>0.000</td><td>Currency</td><td>Total Credits</td><td>0.000</td><td>Currency</td><td>Net</td><td>0.000</td></tr></table> Save Return to Search Previous in List Next in List Notify Refresh	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	50100	Speed Type		USD					Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																					
1	50100	Speed Type		USD																									
Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000																				
6.	Enter the applicable amount of the Payment in the Line Amount field. 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></tr></thead><tbody><tr><td>1</td><td>50100</td><td>Speed Type</td><td>-500.00</td><td>USD</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	50100	Speed Type	-500.00	USD														
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																					
1	50100	Speed Type	-500.00	USD																									
i	The amount entered 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 revenue 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 revenue or an increase in expenses.																												
7.	Enter the applicable accounting information in the corresponding ChartField fields. 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></tr></thead><tbody><tr><td>1</td><td>50100</td><td>Speed Type</td><td>-500.00</td><td>USD</td><td>4002250</td><td>01000</td><td>606003</td><td>10154</td></tr></tbody></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	50100	Speed Type	-500.00	USD	4002250	01000	606003	10154										
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																					
1	50100	Speed Type	-500.00	USD	4002250	01000	606003	10154																					

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 numbers, 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 over to 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 6 - 7 until all of the required Distribution Lines have been entered.
8.	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 the Payment. 
9.	Click the View All link to view all the Lines that were created. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																																												
i	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>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 50100</td><td>Speed Type</td><td>-500.00</td><td>USD</td><td>4002250</td><td>01000</td><td>606003</td><td>10154</td><td>10000001</td><td></td><td></td></tr><tr><td>2</td><td>2 TREAS</td><td>Speed Type</td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td>606003</td><td>99999</td><td></td><td></td><td></td></tr><tr><td>3</td><td>3 50100</td><td>Speed Type</td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td><td>99999999</td><td></td><td></td></tr><tr><td>4</td><td>4 TREAS</td><td>Speed Type</td><td>-500.00</td><td>USD</td><td>101010</td><td>01000</td><td></td><td>99999</td><td></td><td></td><td></td></tr></table>	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS	1	1 50100	Speed Type	-500.00	USD	4002250	01000	606003	10154	10000001			2	2 TREAS	Speed Type	500.00	USD	101010	01000	606003	99999				3	3 50100	Speed Type	500.00	USD	101010	01000		99999	99999999			4	4 TREAS	Speed Type	-500.00	USD	101010	01000		99999			
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS																																																		
1	1 50100	Speed Type	-500.00	USD	4002250	01000	606003	10154	10000001																																																				
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3	3 50100	Speed Type	500.00	USD	101010	01000		99999	99999999																																																				
4	4 TREAS	Speed Type	-500.00	USD	101010	01000		99999																																																					
10.	Review the accounting entries for accuracy.																																																												
11.	Click the Complete checkbox option. Complete																																																												
12.	Click the Save button. Save Return to Search Previous in List Next in List Notify Refresh																																																												



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	The page refreshes. Accounting Entries Unit 50100 Deposit ID 141415 Payment CHK 123 Seq 1 Currency Details Amount 500.00 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 Account Fund Program Department Cost Center Task FIPS 1 1 50100 Speed Type -500.00 USD 4002250 01000 606003 10154 10000001 2 2 TREAS Speed Type 500.00 USD 101010 01000 606003 99999 Total Lines 4 Total Debits 1,000.00 Currency USD Total Credits 1,000.00 Currency USD Net 0.00 Save Return to Search 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.
13.	Click the Budget Check icon within the Currency Details section. Currency Details Amount 500.00 USD 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																				
	The page refreshes once the Budget Check is completed. Accounting Entries Unit 50100 Deposit ID 141415 Payment CHK 123 Seq 1 Currency Details Amount 500.00 USD ☒ Complete Entry Event Budget Status Error Distribution Lines 1-2 of 4 > > View All 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 50100</td><td>Speed Type</td><td>-500.00</td><td>USD</td><td>4002250</td><td>01000</td><td>606003</td><td>10154</td><td>10000001</td><td></td><td></td></tr><tr><td>2</td><td>2 TREAS</td><td>Speed Type</td><td>500.00</td><td>USD</td><td>101010</td><td>01000</td><td>606003</td><td>99999</td><td></td><td></td><td></td></tr></tbody></table> Total Lines 4 Total Debits 1,000.00 Currency USD Total Credits 1,000.00 Currency USD Net 0.00 Save Return to Search Notify Refresh	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS	1	1 50100	Speed Type	-500.00	USD	4002250	01000	606003	10154	10000001			2	2 TREAS	Speed Type	500.00	USD	101010	01000	606003	99999			
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS																										
1	1 50100	Speed Type	-500.00	USD	4002250	01000	606003	10154	10000001																												
2	2 TREAS	Speed Type	500.00	USD	101010	01000	606003	99999																													
14.	Verify that the Budget Status field displays as “Valid”. Currency Details Amount 500.00 USD ☒ Complete Budget Status Valid																																				
i	If the Budget Status field displays as “Error”, refer to 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.																																				
15.	Click the Next in List button if there is more than one Payment for this Deposit and repeat Steps 5 - 14 in this section until all Payments are processed. Save Return to Search Previous in List Next in List Notify Refresh																																				
i	The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. The Approver 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. For more information pertaining to Approving and Finalizing Deposits, refer to the Job Aid titled AR325 Accounts Receivable Approvals (VDOT Only). This Job Aid is located on the Cardinal website in Job Aids under Learning.																																				



Correcting Deposits and Accounting Entries (Before Budget Check)

Corrections can be made to Deposits and accounting entries prior to running the Budget Check process. 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 in the search results of the **Create Accounting Entries Find an Existing Value Search** page. To modify accounting entries after navigating away from this page, navigate to the **Modify Accounting Entries Find an Existing Value Search** page and follow the steps in the [Corrections from the Modify Accounting Entries Page](#) section of this Job Aid.



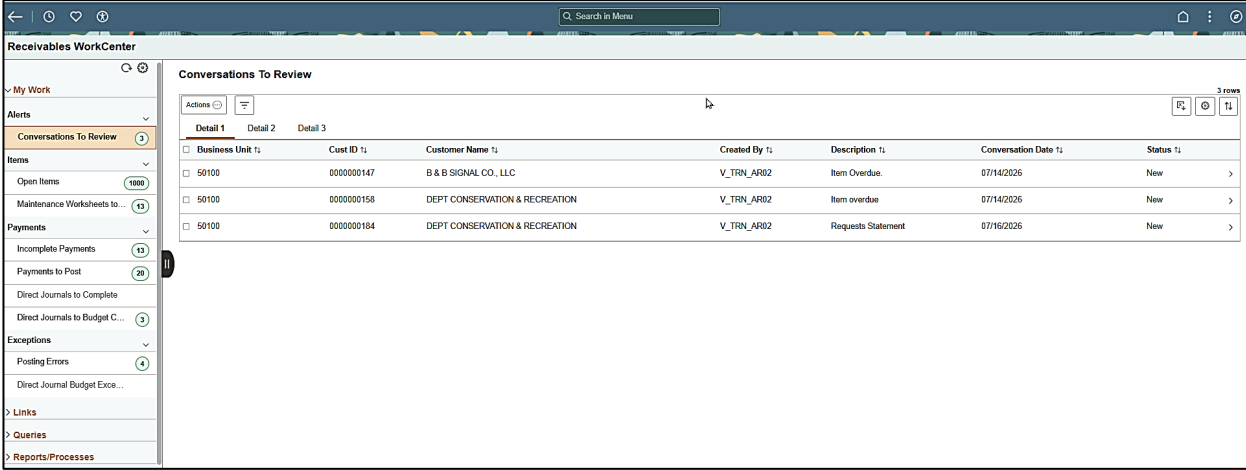
Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Corrections from the Create Accounting Entries Page

Step	Action
1.	From the Financials homepage, click the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

The **Receivables WorkCenter** page displays.



Receivables WorkCenter							
Conversations To Review							
Business Unit 1:	Cust ID 1:	Customer Name 1:	Created By 1:	Description 1:	Conversation Date 1:	Status 1:	
50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New	>
50100	0000000158	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Item overdue	07/14/2026	New	>
50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New	>



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
2.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Create Direct Journal Acctg Entries. Receivables WorkCenter My Work Links Enter & Apply Payments Regular Deposit Create Direct Journal Acctg Entries Modify Direct Journal Acctg Entries Apply Payments Worksheet Update Apply Payment Worksheet Finalize Payment Worksheet Approve Deposit Review and Maintain Items Customer and Correspondence Other Links Queries Reports/Processes
	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
3.	Enter the Deposit Unit ID. *Deposit Unit =



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																																		
4.	Enter the Deposit ID. Deposit ID begins with ▼																																																		
The Create Accounting Entries page displays on the Accounting Entries tab. 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 ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details ID <table><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><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></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																																										
5.	De-select the Complete checkbox option. ☐ Complete																																																		
6.	Click the Save button. Save Return to Search Previous in List Next in List Notify Refresh																																																		
7.	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 Transactions (VDOT Only)

Step	Action																		
	The Accounting Entries tab 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.																		
8.	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											
9.	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

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																				
	The 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 1-2 of 4 > < View All 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></tbody></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.	Review the accounting entries for accuracy.																																				
11.	Select the Complete checkbox option.																																				
	☒ Complete Entry Event																																				
12.	Click the Save button.																																				
	Save Return to Search Previous in List Next in List Notify Refresh																																				



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																				
	The 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 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></tbody></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																													



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
14.	Verify that the Budget Status field displays as "Valid". ☒ Complete Entry Event 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 will post 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.
15.	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

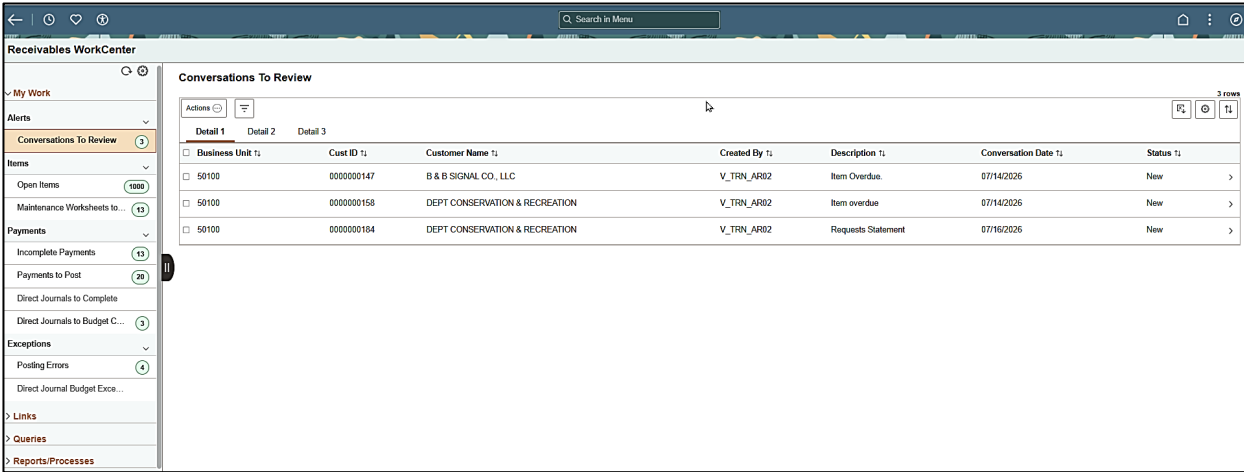
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Corrections from the Modify 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 Accounting Entries** page to de-select the applicable Payment as “Complete”. Then, navigate to the **Create Accounting Entries** page to modify the accounting entry.

Step	Action
1.	From the Financials homepage, click the AR WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

The **Receivables WorkCenter** page displays.



Receivables WorkCenter							
Conversations To Review							
Detail 1 Detail 2 Detail 3							
☐	Business Unit 1:	Cust ID 1:	Customer Name 1:	Created By 1:	Description 1:	Conversation Date 1:	Status 1:
☐	50100	0000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New >
☐	50100	0000000158	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Item overdue	07/14/2026	New >
☐	50100	0000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New >



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
2.	Navigate to Modify Accounting Entries page using the following path: Links > Enter & Apply Payments > Modify Direct Journal Accounting Entries ↻ ⚙ ▼ 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 **Modify Accounting Entries Find an Existing Value Search** page displays.

Modify Accounting Entries

Modify 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



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

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.																											
3.	Enter the Deposit ID associated with the Payment that requires accounting entries correction in the Deposit ID field. Deposit ID begins with ▾ 🔍																											
4.	Click the Search button. Search Clear																											
The page refreshes with the search results displayed in the Search Results section.																												
▼ Search Results 11 results - Deposit Unit "15100" Deposit ID "1956" << < 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	>																				
5.	Click the Drill in icon (>) to open the Payment associated with the Deposit. << < 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

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

Directly Journalled Payments | Deposit Control

Unit: 15100 | Deposit ID: 1557 | 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	4009500	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
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Directly Journalled Payments | Deposit Control

6. De-select the **Complete** checkbox option.



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](#)

7. Click the **OK** button to close the **Warning** message.





Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step

Action

The **Directly Journalled Payments** tab redisplays.

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

Save

Return to Search

Previous in List

Next in List

Notify

Directly Journalled Payments | Deposit Control

i

The **Budget Status** field updates to “Not Chk’d” (Not Checked).

☐ Complete

Budget Status

Not Chk'd

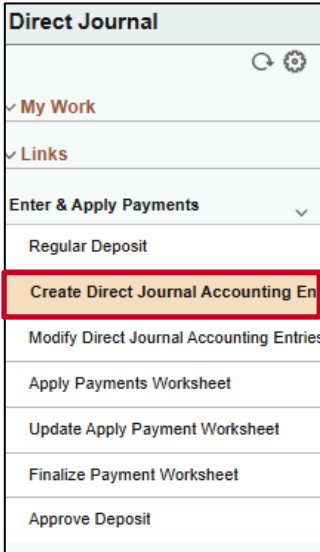
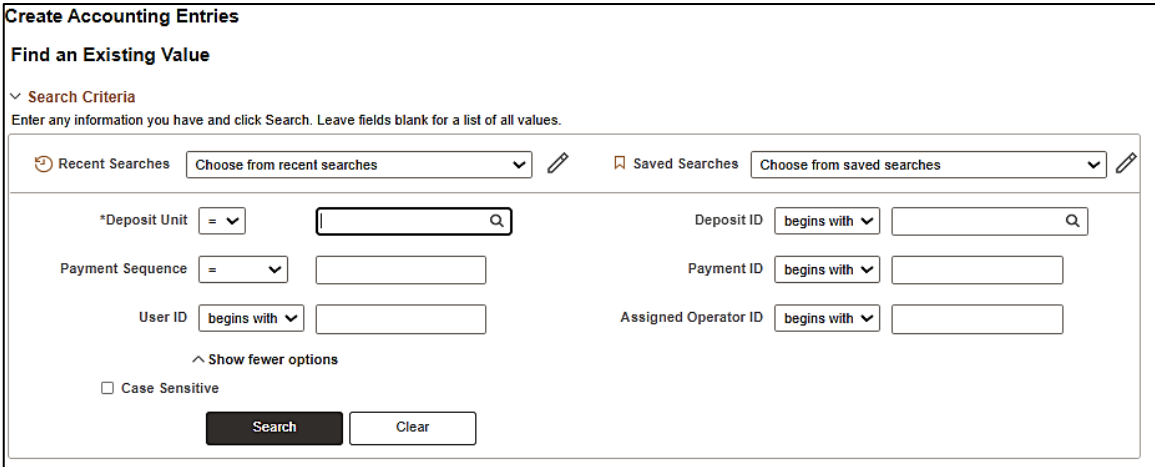
8.

Click the **Save** button.

Save

Return to Search

Notify

Step	Action
9.	Navigate to the Create Accounting Entries page to modify the accounting entry. Use the following navigation path: Links > Enter & Apply Payments > Create Direct Journal Accounting Entries 
	If navigating to the Create Accounting Entries page directly from Step 8, and only one Payment is not marked complete, the Accounting Entries page will display the Payment being modified. Proceed to Step 13.
The Create Accounting Entries Find an Existing Value Search page displays. 	
	The Deposit Unit field defaults based on the Agency Business Unit but can be updated as applicable if the user has access to multiple Business Units.



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																											
10.	Enter the Deposit ID associated with the Payment that requires accounting entries correction in the Deposit ID field. *Deposit Unit = 15100 Q Deposit ID begins with 1957 Q																											
11.	Click the Search button. Search Clear																											
The 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 <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	>
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	>																				
i	If there is only one Payment, it will open directly to the Accounting Entries tab.																											
12.	Click the Drill in icon (>) to open the first Payment associated with the Deposit. <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	>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																					
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Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Accounting Entries** tab displays.

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1957 Payment CHK4008 Seq 1

Currency Details

Amount 500.00 USD

☐ Complete Entry Event

Budget Status Not Chk'd

Distribution Lines

 < < 1-2 of 4 > > | View All

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	1 15100	Speed Type	-500.00	USD	4009060	01000		95400			
2	2 TREAS	Speed Type	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
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Accounting Entries | Deposit Control

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



The **Accounting Entries** page refreshes.

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1957 Payment CHK4008 Seq 1

Currency Details

Amount 500.00 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

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department
1	1 15100	Speed Type	-500.00	USD	4009060	01000		95400

Total

Lines	1	Total Debits	0.00	Currency	USD	Total Credits	200.00	Currency	USD	Net	-200.00
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Accounting Entries | Deposit Control



Accounts Receivable Job Aid

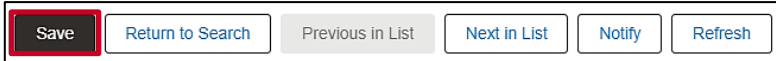
AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																																																															
	The Distribution Lines section is now editable.																																																																															
14.	Update the accounting entries as necessary in the Distribution Lines section. Distribution Lines ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details ID <table border="1"><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></tr></thead><tbody><tr><td>1</td><td>1 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></tbody></table>	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type	-500.00	USD	4009060	02011		95400																																																													
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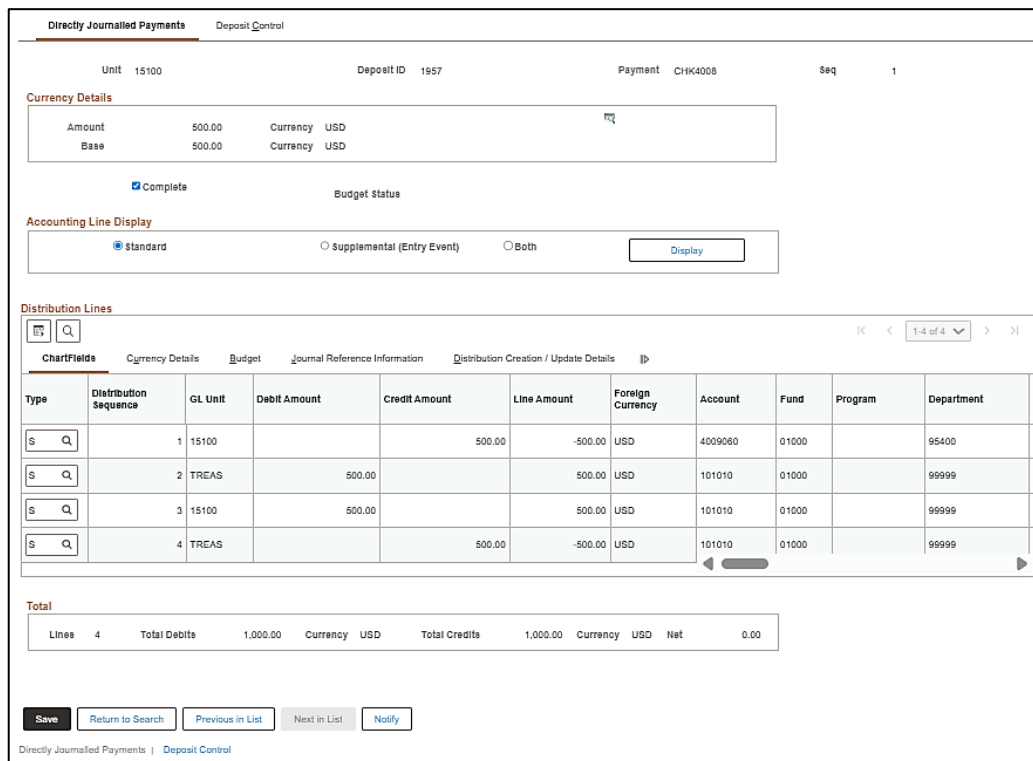


Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
16.	Review the accounting entries for accuracy.
17.	Select the Complete checkbox option. 
18.	Click the Save button. 

The **Directly Journalled Payments** page displays.



Directly Journalled Payments Deposit Control

Unit: 15100 Deposit ID: 1557 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

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	4009080	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](#)

Directly Journalled Payments | Deposit Control

	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.
19.	Click the Budget Check icon. 



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Directly Journalled Payments** page refreshes once the Budget Check is completed.

Directly Journalled Payments

Deposit Control

Unit15100

Deposit ID1957

PaymentCHK4008

Seq1

Currency Details

Amount500.00

CurrencyUSD

Base500.00

CurrencyUSD

☒ 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

DP

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	4009080	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

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

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

Currency Details

Amount500.00

USD

☒ Complete

Budget StatusValid



Accounts Receivable Job Aid

AR326 Managing Accounts Receivable Transactions (VDOT Only)

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 will post 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.
21.	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