

SW AR326 Accounts Receivable – Fund Receipts

Instructor Led Training

Rev 07/29/2023



Welcome to Cardinal Training

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

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

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web-based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

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

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



After completing this course, you will be able to:

Review Accounts Receivable - Fund Receipts key concepts

Review the process for interfaced deposits

Review the integration of Accounts Receivable - Fund Receipts with the General Ledger

Create, process and finalize a deposit in Cardinal







Accounts Receivable – Fund Receipts Overview

This lesson covers the following topics:

1

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



The Fund Receipts module is part of the Accounts Receivable (AR) functional area of Cardinal.

The Fund Receipts module is used to enter, process, and finalize payments and fund transfers received.

In this lesson, we will key concepts within the Fund Receipts module of Cardinal.

Cardinal Functional Areas





Some key concepts in Accounts Receivable - Fund Receipts include:

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

The Accounts Receivable Functional Area in Cardinal

Accounts Receivable - Fund Receipts in Cardinal enables the user to record receipts / deposits and their associated accounting entries.

Fund Receipts is the key process in the Accounts Receivable functional area.

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



Online Accounts Receivable Process (continued)

The Fund Receipts process for online transactions is diagrammed below.



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

The Approver reviews the accounting entry, initiates budget check, creates the deposit certificate, and approves the deposit.

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

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

Online Accounts Receivable Process (continued)

Once the accounting entry is marked Complete, it is:

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

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

For more detailed information about correcting deposit account entries, see the job aid entitled **SW AR326: Correcting Deposits and Accounting Entries** located on the Cardinal website in **Job Aids** under Learning.

A Help Desk ticket can be submitted to the Cardinal AR PPS Team to determine if this is a correction that can be made.

The Accounts Receivable Functional Area in Cardinal (continued)

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

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



Interface Accounts Receivable Process

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

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

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

For more detailed information about error processing for interfaced transactions, see the job aid entitled **SW AR326: Fund Receipts Interface Processing** located on the Cardinal website in **Job Aids** under Learning.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

- 1. Which module receives entries from Accounts Receivable Fund Receipts?
 - a. General Ledger
 - b. Accounts Payable
 - c. Expenses
- 2. In Cardinal, the Processor and the Approver roles can both do which of the following (select all that apply)



- a. Create a deposit
- b. Mark the entries as complete
- c. Perform manual budget check
- d. Enter the Deposit Certificate numbers
- e. Approve the Deposit

3. True or False. After a deposit is successfully budget checked, you cannot modify the deposit accounting entries in Accounts Receivable.



Accounts Receivable – Fund Receipts Overview

In this lesson, you learned:

1

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



Creating a Deposit

This lesson covers the following topics:

2

- Creating a deposit
- Agency to Agency Transactions (ATA)
- Saving a deposit



Creating a Deposit (continued)

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

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

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

When entering a deposit, the accounting date, bank code, bank account and deposit type must be the same for every deposit entered.



Creating a Deposit (continued)

To create an online deposit, go to the **Regular Deposit** page.

You can navigate to the **Regular Deposit** page using the following path:

Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

This is the same navigation that is used to search for deposits that are not marked **Complete**. This will be discussed later in the course.

Once the deposit is marked as **Complete** it will no longer display on the **Regular Deposit** search page.

To add a new deposit, click the Add a Value tab.

Favorites 🗸	Main Menu 🗸	>	Accounts Receivable 👻	>	Payments 🗸	\rightarrow	Online Payments -	>	Regular Deposit
Regular Dep	osit								
Enter any inform	ation you have and c	lick S	Search. Leave fields blank f	or a	a list of all value	es.			
Find an Exist	ing Value Add a	New	Value						
Search Cr	iteria								
Donos	it Unit = 🗸	15	100 Q						
	osit ID begins with 🗸								
	ser ID begins with 🗸		Q						
Assigned Opera	itor ID begins with 🗸	1	Q						
Case Sensit	ive								
Limit the number	r of results to (up to 3	00):	300						
Search	Clear Basic Sea	rch	🛱 Save Search Criteria						
Find an Existing	Value Add a New V	/alue)						



On the Regular Deposit Add a New Value tab:

- **Deposit Unit** defaults to your agency Business Unit. If you have access to multiple Business Units, you can edit this field as appropriate.
- **Deposit ID** displays as **NEXT** and cannot be changed. Cardinal assigns the next sequential number to the **Deposit ID** when it is saved.
- Click the **Add** button.

Favorites 🗸	Main Menu 🗸	> Accounts Receivable -	> Payments ->	Online Payments \checkmark >	Regular Deposit
Regular Dep	osit				
Find an Existin	ng Value Add a Ne	w Value			
Deposit Unit 15 Deposit ID NE	·				
Add					
Find an Existing	Value Add a New Va	lue			



The **Regular Deposit** page displays and defaults to the Totals tab. The information on this tab, including the **Unit**, **Deposit ID**, **Accounting Date**, **Bank Code**, **Bank Account**, and **Deposit Type** apply to and are the same for every payment included in the Deposit.

Favorites -	Main Menu 🗸 💦 >	Accounts Receivable ->	Payments 👻	> Online	Payments - Regular	r Deposit
Totals Payr	nents					
	Unit	15100	Deposit ID	NEXT		Delete Deposit
	*Accounting Date *Bank Code *Bank Account *Deposit Type	06/29/2018 🛐 Q Q			Control Currency Format Currency Rate Type Exchange Rate	
Control Tota	ls				Control Data	·
	Control Total Amount	0.00	*Count	0		06/29/2018
	ntered Total Amount	0.00	Count	1		06/29/2018
	Difference Amount	0.00	Count	-1	Posted	I
1	Posted Total Amount	0.00	Count	0	Assigned	FINUSER01
Jou	malled Total Amount	0.00	Count	0	Use	FINUSER01
Totals Payments	Notify C Refresh]				Add Update/Display



To create a deposit:

 In the first section, the Accounting Date defaults to the current date but can be changed if necessary. The Accounting Date field is what determines which fiscal period the batch will post to and in accordance with how the AR Deposit templates are set in the General Ledger at month end.

This is not necessarily the same as the deposit date. Cardinal validates the **Accounting Date** to make sure it falls within an open period for the business unit and transaction type.

• Select the **Bank Code**. **Bank Code** determines which **Bank Account** is available for selection.

For more detailed information about Cardinal Bank Codes, see the job aid entitled **SW AR326: Bank Code Crosswalk** located on the Cardinal website in **Job Aids** under Learning.

Favorites Main Menu Accounts Receivable	→ Payments → Online → Online → → →	Payments 🗸 🚿 Regular Deposit
Totals Payments Unit 15100	Deposit ID NEXT	Delete Deposit
*Accounting Date 06/29/2018 *Bank Code 1100 *Bank Account TR01 *Deposit Type 1 0 00000	51738929903 1	Control Currency USD Format Currency USD Rate Type CRRNT Exchange Rate 1.00000000 🗎
Control Totals		Control Data
Control Total Amount 7500.00	*Count 1	*Received 06/29/2018
Entered Total Amount 0.00	Count 1	*Entered 06/29/2018
Difference Amount 0.00	Count -1	Posted
Posted Total Amount 0.00	Count 0	Assigned FINUSER01
Journalled Total Amount 0.00	Count 0	User FINUSER01
Refresh		📑 Add 🛛 🖉 Update/Display

Creating a Deposit (continued)

- Select the **Bank Account**. When the **Bank Account** is selected, the **Deposit Type** choices populate.
- Select the appropriate **Deposit Type.** Do not automatically accept the default value. Values include:
 - 1 = Cash or checks
 - **2** = Lockbox
 - **3** = Wire
 - **4** = ACH
 - **5** = Credit Card
 - **6** = ZBA Transfers not typically used
 - **7** = Bank Credit Memos not typically used
 - 8 = Bank Debit Memos not typically used
- In the **Control Currency** field select **USD**. This is the only option currently available.

Unit 15100		Deposi	t ID NEXT	Delete Deposit
*Accounting Date 06/29/20 *Bank Code 1100 *Bank Account TR01 *Deposit Type 1	118 🗊 Q 6303 Q 457305173 Q 000001	38929903		Control Currency USD Q Format Currency USD Rate Type CRRNT Exchange Rate 1.00000000 P
ontrol Totals				Control Data
Control Total Amount	7500.00	*Count	1	*Received 06/29/2018
Entered Total Amount	0.00	Count	1	*Entered 06/29/2018
Difference Amount	0.00	Count	-1	Posted
Posted Total Amount	0.00	Count	0	Assigned FINUSER01
Journalled Total Amount	0.00	Count	0	User FINUSER01

Creating a Deposit – Example with One Payment

In the **Control Totals** section of the page, enter the **Control Total Amount** (i.e. the total amount of the deposit), and **Count** (i.e., the number of checks in the deposit.)

For this scenario, there is one.

Favorites - Main Menu - Accour	ts Receivable 👻 >	Payments 🗸	> Online	e Payments 🗸 > Regular Deposit
Totals Payments				
Unit 15100		Deposit	ID NEXT	Delete Deposit
*Accounting Date 06/29/201 *Bank Code 1100 *Bank Account TR01 *Deposit Type 1	8 5 Q 6303 Q 4573051738 Q 000001	3929903		Control Currency USD Format Currency USD Rate Type CRRNT Exchange Rate 1.00000000
Control Totals				Control Data
Control Total Amount	7500.00	*Count	1	*Received 06/29/2018
Entered Total Amount	0.00	Count	1	*Entered 06/29/2018
Difference Amount	0.00	Count	-1	Posted
Posted Total Amount	0.00	Count	0	Assigned FINUSER01
Journalled Total Amount	0.00	Count	0	User FINUSER01
Totals Payments				📑 Add 🛛 🖉 Update/Display

Creating a Deposit – Example with Multiple Payments

If the deposit has multiple payments (multiple checks), then the count would change. For this example, there are 3 payments that make up this deposit.

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Totals Payments					
	Unit 15100	Deposit	ID NEXT		Delete Deposit
		07573163		Control Currency Format Currency Rate Type Exchange Rate	USD
Control Totals				Control Data	
Control Total Am	ount 5000.00	*Count	3	*Received	08/15/2018
Entered Total Amo	unt 0.00	Count	1	*Entered	08/15/2018
Difference Ame	ount 1,200.35	Count	0	Posted	
Posted Total Ame	ount 0.00	Count	0	Assigned	PPS1_ANGELA.GRAY
Journalled Total Amo	ount 0.00	Count	0	User	PPS1_ANGELA.GRAY
Totals Payments	esh				Add Update/Display

Creating a Deposit – Control Data Section

In the **Control Data** section of the page, the **Received Date**, and the **Entered Date** default to the current date. These can be changed if necessary.

- The **Received** date is the date when the agency received the payment or the date when the bank received the payment (e.g., wire transfer, EFT).
- The **Entered** date should be the date the **Deposit ID** is created in Cardinal.
- The **User** field tracks the creator of the deposit. If another user modifies the deposit, his/her ID is captured in the **Assigned** field.

Totals Payments Unit 15100		Deposit	ID NEXT	Delete Deposit
*Accounting Date 06/29/20 *Bank Code 1100 *Bank Account TR01 *Deposit Type 1	118 10 Q 6303 Q 457305173 Q 000001	8929903		Control Currency USD Format Currency USD Rate Type CRRNT Exchange Rate 1.00000000
Control Totals				Control Data
Control Total Amount Entered Total Amount Difference Amount Posted Total Amount Journalled Total Amount	7500.00 0.00 0.00 0.00 0.00	*Count Count Count Count Count	1 -1 0	*Received 06/29/2018



Once the **Totals** page is complete, all the payments for the deposit can be entered.

Click the **Payments** tab.

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Totals Pa	yments						Ν
	Unit 15100	Deposit ID NEXT	Date 07/25/201	8	Balance Not Balanced		
Payment Info	ormation				Find View All	First 🕙 1 of 1	🕑 Last
	Payment Seq		*Payment ID		*Accounting Date 07/25/2018	B	+ -
	Amount 0.000		Currency	Q			
	Rate Type	_⊂Ex	change Rate				
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🖶 Save 🖺	Notify 2 Refresh				— A	vdd 🕖 🕖 Update/	Display
Totals Paymer	nts						



The **Payments** tab is where specific information about each payment in the deposit is entered:

- Cardinal assigns the **Payment Seq** to track the order in which payments are entered in the deposit when there is more than one payment.
- The **Payment ID** is an identifier assigned by the agency, such as the payee's check number.
- Enter the amount of the deposit associated with the **Payment ID** that was entered.

otals Payme	ents			
	Unit 15100	Deposit ID NEXT	Date 11/25/2019	Balance Not Balanced
ayment Inforr	nation			Find View All First 🕢 1 of 1 🕑
Pay	rment Seq 1		*Payment ID CK3169	*Accounting Date 07/25/2018
	Amount 7,500.00		Currency USD	
I	Rate Type CRRNT		Exchange Rate 1.0000	0000
	🗆 Payment	Predictor	🗹 Journal D	irectly 🗌 Range of References
Payme	nt Method Check	~	Attachments ((0) Apply Payment
Customer Infe	ormation			Find First 🕚 1 of 1 👀
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R	lemit From		Remit SetID	
	Name			
	Corporate		Corporate SetID	
	SubCust1		SubCust2	
	MICR ID	Q	Link MICR	
	Detail Refere	ences		
Reference Ir	formation			Personalize Find View All 🗁 🔣 🛛 First 🕚 1 of 1 🕑 L
Qual Code	Reference		To Reference	Event
1				



- **Payment Predictor**: Uncheck this box.
- **Journal Directly** checkbox: Check this box. This ensures the deposit is picked up. It must be checked in order for the payment lines to be available to create accounting entries.

Favorites -	Main Menu 👻 🔷 >	Accounts Receivable ->	Payments - Online Payments -	→ Regular Deposit	
Totals Pay	/ments				
	Unit 15100	Deposit ID NEXT	Date 11/25/2019	Balance Not Balanced	
Payment Inf	ormation			Find View All First 🕚 1 of 1 🕑 L	.ast
1	Payment Seq 1		*Payment ID CK3169	*Accounting Date 07/25/2018	
	Amount 7,500.00		Currency USD		
	Rate Type CRRNT		Exchange Rate 1.0000000	00	
	Payment	t Predictor	Journal Direct		
Pay	ment Method Check	~	Attachments (0)		
Customer	Information			Find First 🕙 1 of 1 🕑 La	ast
	Customer ID	Q	Business Unit	Q +	
	Remit From		Remit SetID		
	Name				
	Corporate		Corporate SetID		
	SubCust1		SubCust2		
	MICR ID	Q	Link MICR		
	Detail Refer	ences			
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Qual Co	de Reference		To Reference	Event	
1					
🔚 Save 🔚	Notify 2 Refresh			Add Display	′
Totals Paymer	nts				



- Payment Method: Select the appropriate Payment Method. This field defaults with the method of Check.
- Use the **drop-down** to change to the appropriate **Payment Method**.
- Methods include:
 - Agency Transfer
 - Check
 - Clearing House
 - Credit Card
 - Electronic Fund Transfer
 - Giro EFT
 - Lockbox
 - Money Order
 - Wire Transfer

Unit 15100 Deposit ID N	IEXT Date 11/25/2019	Balance Not Bala	nced
yment Information		Find View /	All First 🛈 1 of 1 🕑 I
Payment Seq 1	*Payment ID CK3169	*Accounting Date 07/25/20	18 🛐 🖪
Amount 7,500.00	Currency USD		
Rate Type CRRNT	Exchange Rate 1.00000000		
□ Payment Predictor	✓ Journal Directly	r 🗌 Rang	e of References
Payment Method Check 🗸	Attachments (0)	Apply Pa	ayment
Customer Information		Fin	d 🛛 First 🕙 1 of 1 🕑 L
Customer ID	Business Unit	Q	+
Remit From	Remit SetID		
Name			
Corporate	Corporate SetID		
SubCust1	SubCust2		
	Link MICR		
Detail References			
Reference Information		Personalize Find View All 🔄	First 🕚 1 of 1 🕑 La
Qual Code Reference	To Reference	Event	
1			



If there is more than one payment, click the + sign in the upper right corner of the **Payment Information** section and repeat the same steps for each payment.

Where there are multiple payments that make up the deposit, Cardinal automatically increments the **Payment Seq** number by one for each deposit added.

	Favorites -	Main Men	u 🔻 > Acco	ounts Receivable $ imes$ >	Payments -	> Online Pay	ments 🔻 > Regular	Deposit			
	Totals Payn	nents									
		Unit	15100	Deposit ID NEXT		Date 07/2	5/2018	Balance	Not Balanced		
	Payment Infor	mation						F	ind View All F	irst 🕚 1 of 1	🕑 Last
	Pa	ayment Seq	1		*F	Payment ID TDV	V2828	*Accounting Dat	te 07/25/2018 関		+-
		Amount	1,500.00			Currency USE					
		Rate Type			Excl	nange Rate	1.00000000		_		
			Payment Pre	dictor			ournal Directly chments (0)		Range of Refe	erences	
	Paym Customer Inf	ent Method	Check	~		Alla	annenta (0)				<u></u>
avorites -			Accounts Receivat	ole 🗸 > Payments 🗸	> Online	Payments 🗸 🚿	Regular Deposit		Eind Ei	ret (1) of 1	
otals	Payments									N	+ -
	Unit 1	5100	Deposit ID	NEXT	Date 08/1	5/2018	Ba	lance Balanced			
ayment	Information							Find View All	First 🕙 2 of 3 🕑	Last	
	Payment Seq 2			*Pay	ment ID 395	6	*Accountin	g Date 08/15/2018	j [+-	
	Amount 2	,000.00		С	urrency USE)				of 1	🕑 Last
	Rate Type (RRNT	1	Exchan	ge Rate	1.00000000					
	1										
										/Display	
	Totals Payments	i									

Agency to Agency (ATA) Transactions

Agency to Agency (ATA) transactions are payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) agency to another.

The Paying Agency:

- Creates a voucher to issue a payment to the receiving agency
- Is a Customer to the receiving agency

The Receiving Agency:

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

For more detailed information about each agency Customer ID (Business Unit) and Supplier ID for ATA transactions, see the job aid entitled **SW Agency to Agency (ATA) Transactions Information Sheet** located on the Cardinal website in **Job Aids** under Learning.

Agency to Agency (ATA) Transactions (continued)

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

- In the **Payment Information** section, **Agency Transfer** must be selected as the **Payment Method**, even if the payment was a check, wire, etc.
- Select the paying agency in the Customer ID field. The Customer ID is the same as the paying agency business unit. <u>This field should only be entered for ATA payments</u>.
- It is critical that the **Customer ID** is accurate, as it is used for reporting and reconciliation purposes.

Favorites - Main Me	nu 🗸 🔰 Accounts	Receivable 👻 >	Payments -> Onl	line Payments 👻 >	Regular Deposit				
Totals Payments									
Uni	15100 Deg	posit ID NEXT	Date (06/29/2018	Balance E	Balanced			
Payment Information					Find	I View All	First 🕙 1	of 1 🕑 Last	
Payment Se	q 1		*Payment ID	TDW2828	*Accounting Date	06/29/2018	Ħ	+ -	
Amour	t 7,500.00]	Currency	USD					
Rate Typ	e CRRNT		Exchange Rate	1.00000000					
	Payment Predictor	r	E	Journal Directly		Range of I	References		
Payment Metho	d Agency Transfer 🗸		,	Attachments (0)		Apply Paymer	nt		
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In order for the transaction to be processed, the **Balance** field value must display as **Balanced**.

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

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

After entering all information, click the **Save** button to save the deposit. Cardinal assigns a sequential **Deposit ID** number.

Favorites -	Main Menu	u ▼ > /	Accounts Receivable $ imes$ >	Payments -> On	line Payments - R	egular Deposit				
<u>T</u> otals Payments										
	Unit	15100	Deposit ID 732	Date	06/29/2018	Balance	Balanced			
Payment Info	Payment Information Find View All First 🕚 1 of 1 🕑 Las									
F	ayment Seq	1		*Payment ID	TDW2828 ×	*Accounting Date	06/29/2018	Ħ	+ -	
	Amount	7,500.00		Currency	USD					
	Rate Type	CRRNT]	Exchange Rate	1.0000000					
	Payment Predictor				✓ Journal Directly	Range of References				
Payr	nent Method	Agency Tran	sfer 🗸	L.	Attachments (0)	Apply Payment				
					View Audit Logs					
Customer In	formation						Find	First 🕚	1 of 1 🕑 Last	
	Customer ID	19400	Q	Business Unit	Q				+ -	
	Remit From 19400			Remit SetID	STATE					
	Name	DEPARTME	ENT OF GENERAL SERVICE	ES						
	Corporate 19400				STATE					
	SubCust1									
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📑 Save 🔛	Notify 🕄	Refresh					I	Add 🗾	Update/Display	
Totals Paymen	ts									



Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. True or False. When entering a deposit, the accounting date, bank code, bank account and deposit type must be the same for every deposit entered.



2. True or False. ATAs payments are entered the exact same as any other payments.



Creating a Deposit

In this lesson, you learned:

2

- Creating a deposit
- Agency to Agency Transactions (ATAs)
- Saving a deposit



Processing a Deposit

This lesson covers the following topics:

3

- Creating accounting entries for deposits
- Reviewing and modifying accounting entries for deposits
- Reviewing and correcting budget check errors
- Processing of interfaced deposit transactions
Accessing the Create Accounting Entries Page

Once the deposit information has been entered and saved, the corresponding accounting entries can be created. These entries will post to the General Ledger.

This process, called Direct Journaling in Cardinal, defines deposit accounting entries.

To create accounting entries for deposits, go to the Create Accounting Entries page.

There are two ways to access this page depending how many payments (Count) make up your deposit:

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

The next slides will walk through each option as noted above.

Navigating to the Create Accounting Entries Page – Deposit Count of One

If your Deposit **Count** is equal to **1**, you can access the **Create Accounting Entries** page by clicking the **Apply Payment** link on the **Payments** tab under the **Payment Information** section.

After you click the link, Cardinal automatically opens the **Create Accounting Entries** page.

Favorites	
Totals Payments	
Unit 15100 Deposit ID 732 Date 06/29/2018 Balance Balanced	
Payment Information Find View All First 🕚 1 of 1	
Payment Seq 1 *Payment ID TDW2828 × *Accounting Date 06/29/2018	+ -
Amount 7,500.00 Currency USD	
Rate Type CRRNT Exchange Rate 1.00000000	
Payment Predictor Journal Directly	
Payment Method Agency Transfer V Attachments (0) Apply Payment	
View Audit Logs	
Customer Information Fild First ③ 1 of 1	▷ Last
Favorites Main Menu Accounts Receivable Payments Payments Create Accounting Entry Create Accounting Entry	ies
Accounting Entries Deposit Control	
Unit 15100 Deposit ID 732 Payment TDW2828 Seq 1	
Amount Z 500 00 USD Ø Ist	
Amount 7,500.00 USD 22 22	
Complete Entry Event	
Budget Status	
Distribution Lines Personalize Find View All 🖾 👪 First 🕚 1 of 1 🖗	Last
ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details	
Distribution Sequence *GL Unit Speed Type Line Amount Currency *Account Fund Program Department	Co Ce
1 1 15100 Q Speed Type USD Q Q Q	Q 🗌
<	>
Total	
Lines 0 Total Debits 0.000 Currency Total Credits 0.000 Currency Net 0	.000
Refresh	
ccounting Entries Deposit Control	

Navigating to the Create Accounting Entries Page – Deposit Count Greater than One

When the Deposit **Count** is greater than 1, navigate to the **Create Accounting Entries** page using the following path:

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Favorites 🔻	Main Menu Accounts Receivable Payments Direct Journal Payments Create Accounting Entries
	ounting Entries nation you have and click Search. Leave fields blank for a list of all values.
Find an Exist	ting Value
▼Search Ci	riteria
Dep Payment Sec Paym	sit Unit = v 15100 Q posit ID begins with v 0 Q quence = v 0 nent ID begins with v 0 Jser ID begins with v 0 rator ID begins with v 0
Case Sensi	
Search	Clear Basic Search 🖾 Save Search Criteria

Creating Accounting Entries for Deposits (continued)

The **Find an Existing Value** tab displays.

Enter the deposit id number in the **Deposit ID** field.

Click the Search button.

When the Deposit count is greater than one, the **Search Results** displays one line for each **Payment Sequence** that makes up the deposit.

For this scenario, there are three.

Click the first line listed to begin entering the accounting distribution information.

Favorites	-	Main Menu 👻	> Account	s Receivable 👻 🗧	> Payments ->	Direct Journal Payments	s
Create /	Account	ting Entries					
Enter any	informatio	vou have and (rlick Search 1	eave fields blank t	for a list of all value	00	
Inter any	monnauv	Il you have and t	UNICK OCATON, L	cave neros prente		55.	
Find an	Existing	Value					
Thrutun	LAisting	Value					
▼Sear	ch Criter	ria					
	Deposit U	init = 🗸	15100	×Q	ı		
		ID begins with N			•		
Dauma	2		• 002		•		
	nt Sequen						
		ID begins with N					
		ID begins with N					
Assigned	Operator	ID begins with 🔪					
Case	Sensitive						
imit the n	umber of	results to (up to 3	300): 300				
Search	C	lear Basic Sea	arch 📴 Sav	e Search Criteria			
Search F	Results						
/iew All							First 🕙 1-3 of 3 🕑 Last
	ait Donooit	t ID Payment Sequ	ionao Doumont	ID User ID	Assigns	d Operator ID Nep Custon	her Dist Balanced Entered Date
15100	882	1 10 Payment Sequ	2139		_	VGELA.GRAY No Dist	08/15/2018
15100	882	2	3956	_		NGELA.GRAY No Dist	08/15/2018
15100	882	3	925	_	_	NGELA.GRAY No Dist	08/15/2018



On the **Accounting Entries** tab, the information entered when the deposit was created (**Unit**, **Deposit ID**, **Payment**, and **Seq**) auto-populate, along with the **Amount** for the **Deposit ID**.

On the **ChartFields** tab under the **Distribution Lines** section of the page, enter the **Line Amount** as a credit (-) to record either an increase in revenues or a decrease in expenses, for example. The line amount(s) must offset the payment (deposit) amount.

Favorites -	Main Menu 🗸 🔰 🔸 Ad	counts Receivable -> Payments -	Direct Journal Payments - >	Create Accou	nting Entries		
Accounting E	Entries Deposit Control						
	it 15100	Deposit ID 732	Payment TD	W2828		Seq 1	
Currency D Amoun		JSD	<i>₿</i> №				
Budget Status	Complete s	Entry Event					
Distribution	n Lines		Personalize	Find View All	고 🔣 🛛 Firs	st 🕙 1 of 1	🕑 Last
ChartFields	Currency Details Bu	dget Journal Reference Information	Distribution Creation / Update	Details FIII)		
Distributio Sequence		Speed Type Line Amount Currer	cy *Account	Fund	Program	Department	Ca Ce
1	1 15100 🔍	Speed Type -7,500.00 USD	4009060	Q 01000 Q	Q.	91100	
			<				>
Total							
Lines	0 Total Debits	0.00 Currency USD	Total Credits 7	,500.00 Cu	rrency USD	Net -7,8	500.00
	Return to Search 📔 N	otify 2 Refresh					

Creating Accounting Entries for Deposits

An accounting entry must be created for each payment sequence that is part of **the Deposit ID**. For this example, there is only one.

On the **ChartFields** tab under the **Distribution Lines** section of the page, enter the distribution.

If the agency uses SpeedTypes, click the **SpeedType** button to enter it.

If more than one distribution needs to be credited, use the scrollbar to scroll to the end of the line and click the + (plus) button.

ccounting Entries												
Unit 151	100	Depos	it ID 732				Payment	TDW2	828		Seq 1	
Currency Detail	s											
Amount	7,500	.00 USD			\$	* 💌						
	Complete	Entry	Event		Q							
udget Status		-										
Distribution Lin												
Distribution Lin	es						Personalize	E Eine	d I View A	🖓 🔣 -	First 🕚 1	lof1 🕑 La
		Budget	Journal F	Reference Info	ormation	Distribution				@ 🔣 	First 🕚 1	l of 1 🕑 La
ChartFields (C <u>u</u> rrency Details	<u>B</u> udget	<u>J</u> ournal F	Reference Info	ormation	<u>D</u> istribution	Personalize				First 🕙 1	l of 1 🕑 La
			<u>J</u> ournal F I Type	Reference Info		_		late De			First 🕚 1	
ChartFields C	C <u>u</u> rrency Details *GL Unit	Speed	d Type	Line Amount	Currenc	_	n Creation / Upd	late De	etails 📧	•	Departm	ent
ChartFields C Distribution Sequence	C <u>u</u> rrency Details	Speed	-		Currenc	_	*Account 4009060	late De	etails 📧 Fund	Program		ent
ChartFields C Distribution Sequence 1	C <u>u</u> rrency Details *GL Unit	Speed	d Type	Line Amount	Currenc	_	Creation / Upd	late De	etails 📧	Program	Departm	ent
ChartFields C Distribution Sequence 1	C <u>u</u> rrency Details *GL Unit	Speed	d Type	Line Amount	Currenc	_	*Account 4009060	late De	etails 📧	Program	Departm	ent
ChartFields C Distribution Sequence 1 Total Budget Status	C <u>u</u> rrency Details *GL Unit 1 15100	Speed	d Type	Line Amount	Currenc	y	Account	late De	etails (E	Program	Departm Q 91100	ent
ChartFields C Distribution Sequence 1 Total Budget Status Distribution Line	Currency Details *GL Unit 1 15100	Speed	i Type	Line Amount	Currenc	y Perso	Account 4009060	ew All	etails F und 01000	Program	Departm	ent
ChartFields C Distribution Sequence 1 Total Budget Status Distribution Line ChartFields C	Currency Details *GL Unit 1 15100 es Currency Details	Speed Q Speed Budget Jou	1 Type	Line Amount -7,500.0	Currenc O USD	y Perso	Account	ew All	etails F und 01000	Program	Departm Q 91100	ent
ChartFields C Distribution Sequence 1 Total Budget Status Distribution Line	Currency Details *GL Unit 1 15100	Speed	1 Type	Line Amount	Currenc O USD	y Perso	Account 4009060	ew All	etails F und 01000	Program	Departm Q 91100	ent
ChartFields (Distribution Sequence 1 Total Budget Status Distribution Line ChartFields (Distribution	Currency Details *GL Unit 1 15100 es Currency Details	Speed Q Speed Budget Jou Speed Typ	1 Type	Line Amount -7,500.0	Currenc D USD	y Perso ution Creation	Account 4009060 Account Acc	ew All	etails F und 01000	Program	Departm Q 91100	ent

Entering Projects on the Distribution Line

In order to enter a value in the Project field on the distribution line, the Project Costing Business Unit (PCBU) must be entered in the **PC Bus Unit** field first. The **PC Bus Unit** is the same value as the agency's Business Unit.

Select the appropriate **Activity** associated to the project entered.





Agency specific information (such as license numbers, agency invoice #s, etc.) can be recorded in the **Ref** field on the **Journal Reference Information** tab. Do not enter sensitive data, such as a Social Security number, in this field. This field holds a maximum of 10 characters.

Favorites - Main Menu - > A	counts Receivable -> Payments -	 Direct Journal Payments -> Creation 	te Accounting Entries
Accounting Entries Deposit Control			
Unit 15100	Deposit ID 732	Payment TDW2828	Seq 1
Currency Details			
Amount 7,500.00	USD	<i>夺</i> 国	
	Entry Event		
Budget Status			
Distribution Lines		Personalize Find	
ChartFields Currency Details Bu	dget Journal Reference Information	Distribution Creation / Update Detail	s [===•
Distribution Sequence *GL Unit	Speed Type Line Amount Cu	rency *Account Fun	d Program Department Co
Budget Status			
Distribution Lines		Personalize Find View All 🕗	🔣 First 🕙 1 of 1 🕑 Last
ChartFields Currency Details Budget	Journal Reference Information		(111)
Distribution Sequence *GL Unit	Speed Type L	ine Amount Currency	→ Ref
1 15100	Q Speed Type	-7,500.00 USD	• -
Total			
Lines 0 Total Debits	0.00 Currency USD	Total Credits 7,500.00	Currency USD Net -7,500.00

Generating the Cash Line and Interunit Lines

When the distribution and amounts have been entered, click the **lightning bolt** icon to create the system generated cash and interunit lines for the accounting entry.

Cardinal verifies that the total credits on the journal lines offset the payment amount before creating the cash and interunit lines.

Click the Save button.

	ies Deposit Contro)							
Unit 1		Deposit ID 732	2		Payment	TDW2828		Seq 1	
Currency Deta	ails								
Amount	7,500.0	0 USD		<i>\$</i> 2					
[Complete	Entry Event	٩						
idget Status									
Distribution L						Find View		First 🕚 1-4 of	4 🕑 l
ChartFields	Currency Details	Budget Journal	Reference Inform	nation Distribution (Creation / Up	date Details			
Distribution Sequence	GL Unit	Speed Type	Line Amount C	Currency	Fu	ind Affiliate	Status	Туре	
1	1 15100	Speed Type	-7,500.00 L	JSD			Not Edited	User	
2	2 TREAS	Speed Type	7,500.00 L	JSD			Not Edited	Cash	
3	3 15100	Speed Type	7,500.00 U	JSD	01	000	Not Edited	InterUnit	
4	4 TREAS	Speed Type	-7,500.00 U	JSD	01	000	Not Edited	InterUnit	
					<				
「otal									
otai		ts 15,000.00	Currency (IOD Total (Credits	15,000.00	Currency US	D Net	0.0

Creating Accounting Entries with Multiple Payments

If the Deposit has a count greater than one, complete this process for each one.

Click the **Next in List** button to move to the next deposit.

When the last deposit is reached, the **Next in List** button is grayed out.

avorites 🗸 🛛 Ma	ain Menu 🔻 🔷 >	Accounts Receivab	le 🔻 👌 Payme	ents 🔻 👌 Di	rect Journal Payments 🗸	 Create A 	Accounting Entrie	S	
Accounting Entries	Deposit Control	I							
Unit 151	DO	Deposit ID 882	2		Payment	2139		Seq 1	
Currency Details	3								
Amount	1,000.00) USD		<i>4</i> 7	R				
	Complete	Entry Event	0	۱.					
Budget Status Distribution Line	s				Personalize	Find View A	AI I 🖾 I 🔜	First 🕙 1-2 of	4 🕑 Last
ChartFields C	urrency Details	Budget Journal I	Reference Infor	mation <u>D</u> i	istribution Creation / Upo				
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Cent
1	1 15100	Speed Type	-1,000.00	USD	4009060	02011		95400	
2	2 TREAS	Speed Type	1,000.00	USD	101010	02011		99999	
					<				>
Total									
Lines 4	Total Debit	s 2,000.00	Currency	USD	Total Credits	2,000.00	Currency US	D Net	0.00
Save 💽 Retu	Irn to Search	Previous in List	↓ Next in I	.ist 🔛 N	otify 2 Refresh				

Completing and Saving the Accounting Distribution (continued)

At this point the Processor should follow agency guidelines as to whether to:

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

<u>Or</u>

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

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

- Verify the accounting distribution is accurate
- Check the Complete checkbox
- Click the **Save** button.

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

Unit	15100	Deposit ID 73	2			Paymen	t TDW2828		Seq 1	
Currency De		Depositio 13	<i></i>			Tuymon	1 10112020		504 1	
Amount		.00 USD		\$: [<u>,</u>				
Budget Status	Complete	Entry Event	C	λ						
Distribution	Lines					Personaliz	e Find View 2	2 🖉 🔜	First 🕚 1-4 of 4	🕑 La
ChartFields	Currency Details	<u>B</u> udget <u>J</u> ournal	Reference Infor	mation	<u>D</u> istribution	Creation / U	pdate Details			
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency		Account	Fund	Program	Department	Ci Ci
1	1 15100	Speed Type	-7,500.00	USD		4009060	01000		91100	
2	2 TREAS	Speed Type	7,500.00	USD		101010	01000		99999	
3	3 15100	Speed Type	7,500.00	USD		101010	01000		99999	
4	4 TREAS	Speed Type	-7,500.00	USD		101010	01000		99999	
						<				
						101010				



To correct accounting entries while on this page:

- Deselect the **Complete** checkbox
- Click the **Save** button
- Click the **delete** icon (next to the lightning bolt icon) to remove the system generated cash and interunit lines

ccounting Ent	tries Deposit Contro	bl							
Unit	15100	Deposit ID 73	2		Pavr	nent TDW2828		Seg 1	
Currency Det	tails	•						•	
Amount	7,500.0	0 USD		3	ž 🖬				
[Complete	Entry Event	C	2					
udget Status									
Distribution I						alize Find View	7	First 🕚 1-4 of 4	🛯 🕑 Lasi
ChartFields	Currency Details	Budget Journal	Reference Infor	mation	Distribution Creation	/ Update Details			
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cos Cen
1	1 15100	Speed Type	-7,500.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	7,500.00	USD	101010	01000		99999	
3	3 15100	Speed Type	7,500.00	USD	101010	01000		99999	
4	4 TREAS	Speed Type	-7,500.00	USD	101010	01000		99999	
					<				>
Total									

Correcting Accounting Entries (continued)

The system generated lines must always be deleted prior to modifying the user entered line of the accounting entry.

After clicking the **Delete** icon, the cash and Treasury (Interunit) lines are removed and the **Distribution Lines** are open to edit.

To make edits:

- 1. Make any necessary updates.
- 2. Click the **Lightning Bolt** to create the system generated cash and interunit lines.
- 3. Click the **Save** button.

Accounting Entrie	s <u>D</u> eposit Control					
Unit 151	100	Deposit ID 732		Payment	TW6259	Seq 1
Currency Detail	S					
Amount	7,500.00	USD	\$	3 3		
Dudget Status	Complete	Entry Event	٩			
Distribution Lin	es			Personaliz	e Find View All 💷	First 🛈 1 of 1 🕑 Las
ChartFields (Currency Details Bu	idget <u>J</u> ournal Re	eference Information	Distribution Creation / Up	date Details	
Distribution Sequence	*GL Unit	Speed Type	ine Amount Currenc	y *Account	Fund Prog	jram Department
1	1 15100 Q	Speed Type	-7,500.00 USD	4009060	Q 02011 Q	Q 95400 Q
				<		>
Total						
Lines 1	Total Debits	0.00	Currency USD	Total Credits	7,500.00 Currency	/ USD Net -7,500.00

Interfaced Fund Receipts Transaction

Interfacing agencies send their fund receipts transactions to Cardinal using the Fund Receipts Upload process. An inbound interface file with fund receipts data is submitted by the agencies to Cardinal. The file contains Deposit information such as:

- Deposit business unit
- Deposit type
- Banking information
- Payment amount
- Deposit certificate number
- Accounting information

The Cardinal Fund Receipts Upload process will validate:

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

Transactions that pass these checks are loaded into Cardinal.

Transactions that do not pass these checks are rejected. Cardinal generates a **Fund Receipts Error Report** nightly that displays details for all rejected transactions.

Rejected transactions are reviewed and corrected by the agency, before being re-sent to Cardinal. For more detailed information about the Cardinal Funds Receipts Upload process, see the job aid titled **SW AR326: Funds Receipts Interface Processing** located on the Cardinal website in **Job Aids** under **Learning**.

Navigating to the Modifying Accounting Entries for Deposits

Once Accounting Entries have been saved and marked complete, if you navigate away from the **Create Accounting Entries** page, they can no longer be modified on the **Create Accounting Entries** page.

To review or change the accounting entries for a completed and saved Deposits, go to the **Modify Accounting Entries** page.

Navigate to the **Modify Accounting Entries** page using the following path:

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

	Favorites 🗸	Main Menu
-		ounting Entries nation you have and click Search. Leave fields blank for a list of all values.
	Find an Exist	ting Value
	▼Search Ci	riteria
	Depos	sit Unit = 🗸 15100 🔍
	Dep	posit ID begins with 🗸
	Payment Sec	quence = V
	Paym	nent ID begins with 🗸
	l	Jser ID begins with 🗸
	Assigned Operation	ator ID begins with 🗸
	Case Sensi	itive
	Limit the numbe	er of results to (up to 300): 300
	Search	Clear Basic Search 🖾 Save Search Criteria



On the Modify Accounting Entries search page, Deposit Unit defaults to the Business Unit.

Enter the **Deposit ID** of the entry to be reviewed and/or modified, and click the **Search** button.

Favorites 🗸	Main Menu 👻	> Accounts Receivable	 Payments 	Direct Journal Payments ->	Modify Accounting Entries
-	unting Entries ation you have and cl	lick Search. Leave fields bla	nk for a list of all value	es.	
Find an Exist	ing Value				
Search Cr	iteria				
	it Unit = 🗸	15100 732	a a		
Payment Seq Paym	uence = 🗸 🗸 ent ID begins with 🗸	 ח]		
U	ser ID begins with 🗸		_]]		
Case Sensit	itor ID begins with 🗸				
Limit the number	r of results to (up to 3	00): 300			
Search	Clear Basic Sea	rch 📴 Save Search Crite	ria		

Reviewing and Modifying Accounting Entries for Deposits

On the Directly Journalled Payments tab:

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

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

Note:

A deposit entry can only be modified before its **Budget Status** updates to **Valid**.

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

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

Favorites •	 Main Menu 	l▼ → Ac	counts Receivable 👻	Payments 🗸 🔿	Direct Journa	al Payments -	> Modify Accounting	ng Entries	
Directly J	ournalled Payment	ts Deposit	t Control						
	Unit 15100		Deposit ID 7	32	Pa	yment TW62	59 Seq	1	
Currenc	y Details								
A	mount	7,500.00	-						
	Base	7,500.00	Currency (JSD					
	Comple		Budget Status _N	ot Chk'd					
Accoun	ting Line Display	/							
	Standar	rd	(Supplemental	(Entry Event)	OBO	th	Display	/
Distribu	tion Lines					Personaliz	:e Find 💷 🔣	First 🕚 1	I-4 of 4 🕑 Last
ChartFie	elds Currency D	Details <u>B</u> uc	lget Journal Referer	nce Information	Distribution (Creation / Upda	ate Details		
Туре	Distribution Sequence	GL Unit D	Debit Amount	Credit Amount	Line /	Amount	Foreign Currency	Account	Fund Pro
Q	1	15100				-7,500.00	USD	4009060	02011
Q	2	TREAS				7,500.00	USD	101010	02011
 Q	3	15100				7,500.00	USD	101010	02011
Q	4	TREAS				-7,500.00	USD	101010	02011
				1				<	>
Total									
Lines	s O Tota	al Debits	30,000.00 Cur	rency USD	Total Cre	dits 30,	000.00 Currency	USD Net	0.00
🔒 Save	Return to Sea	arch 🔛 Ne	otify						
Directly Jour	rnalled Payments (Deposit Contro	l						

Budget Checking the Deposit

After **Creating** accounting entries for a deposit, mark it **Complete** and click **Save**, it is ready to be budget checked.

Budget checking occurs during the nightly batch processing but can also be done manually online.

Once the deposit has been successfully budget checked, the Deposit or the Accounting entries **CANNOT** be modified.

To manually run budget check, click the **Budget check** icon on the **Create** or **Modify Accounting Entries** page.

This icon is only available if the deposit is saved as **Complete**.

ccounting Ent	100	Deposit Cont										
Unit	15100		Depos	sit ID 73	2			Payment	TW6259		Seq 1	
Currency De	tails						_	_				
Amount		7,500	.00 USD			Ź	ž 5	<u>.</u>				
	Cor	nplete	Entry	/ Event	C	2						
udget Status	Not Ch	nk'd										
Distribution	Lines							Personalize	e Find View 2	2 🖓 🔣	First 🕚 1-4 of 4	🕑 Las
ChartFields	Curr	rency Details	<u>B</u> udget	<u>J</u> ournal	Reference Infor	mation	Distribution (Creation / Up	odate Details			
Distribution Sequence		GL Unit	Spee	ed Type	Line Amount	Currency		Account	Fund	Program	Department	Cos Cer
1	1	15100	Spee	ed Type	-7,500.00	USD	2	1009060	02011		95400	
2	2	TREAS	Spee	ed Type	7,500.00	USD	1	01010	02011		99999	
3	3	15100	Spee	ed Type	7,500.00	USD	1	01010	02011		99999	
4	4	TREAS	Spee	ed Type	-7,500.00	USD	1	01010	02011		99999	
								<				>
Total												
Lines 4		Total De	hits	15.000.00	Currency	USD	Total C	Credits	15,000.00	Currency US	D Net	0.00

Budget Checking the Deposit (continued)

During the budget check process, Cardinal validates that a control budget exists.

All accounting entry lines must pass a check against the established commitment control budget. An error will be received if the accounting distribution includes an expenditure account and does not have a corresponding commitment control budget.

Interfacing Agencies

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

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

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

Note: For steps to review and correct budget check errors in Cardinal, please refer to the job aid titled **AR326 Reviewing and Correcting Budget Check Errors**.



Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



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



2. True or False. Once the deposit has been successfully budget checked, the Deposit or the Accounting entries **CAN** be modified.



Processing a Deposit

In this lesson, you learned:

3

- Creating accounting entries for deposits
- Reviewing and modifying accounting entries for deposits
- Reviewing and correcting budget check errors
- Processing of interfaced deposit transactions





This lesson covers the following topics:

4

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

Creating and Approving a Deposit Certificate

Completed deposits are batched together under a **Deposit Certificate** before the entries are sent to the General Ledger.

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

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

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

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

Creating and Approving a Deposit Certificate (continued)

Navigate to the **Approve Deposits** page using the following path:

Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

- Click the Add a New Value tab
- Enter the **Deposit Unit** (the Agency to which a deposit will be credited)
- Enter the **Deposit Control Ticket Number** (also referred to as the Deposit Certificate Number)
- Enter or select the **Bank Deposit Date** (the date that funds were deposited in the bank)
- Click the Add button to open the Approve
 Deposits page

Favorites 🔻	Main Men		Account	s Receivable 🗸	>	Payments -	>	Apply Payments -	>	Approve Deposit
Approve Dep	osits									
Find an Existir	ng Value 🛛 A	dd a New	Value							
	Deposit Uni	15100	_							
Deposit control Ban	-		1							
Add										
Find an Existing	Value Add a	New Valu	е							

Creating and Approving a Deposit Certificate (continued)

The **Deposit Unit**, **Deposit Control Ticket Number**, and the **Bank Deposit Date** default from values entered on the **Add a New Value** tab.

Enter the total sum of all deposits in the **Control Total Amount** field and the total number of deposits (**Deposit IDs**) in the **Control Count** field.

Enter the **Deposit ID** in the **Deposit ID** field. A Deposit Control Ticket can have one or more Deposit IDs associated with the DC number.

If there is more than one deposit, click the plus (+) icon to enter additional Deposit IDs.

The sum of all **Deposit Amount(s)** must equal the **Control Total Amount**.

Favorites - Main Men	u	 Payments -> Apply Pa 	yments 🗸 > Approve Deposit
Approve Deposits			
Approve Deposi	S		
Deposit Unit:	15100		
Deposit control Ticket N	lumber: DCTDW01		_
Control Total Amount:	7,500.000	Control Count: 1	
Bank Deposit Date:	06/29/2018		
WS Posted By: Approved By:		WS Posted Date: Approved Date:	
-	Personalize Find View All	Approved Date:	Last
-	Personalize Find View All Deposit Amount Status	Approved Date:	Last
Approved By:		Approved Date:	Last
Approved By: Deposit ID		Approved Date:	

Creating and Approving a Deposit with Multiple Deposit IDs

If the Deposit Certificate contains more than one **Deposit ID**:

- Enter the Control Total Amount for all Deposit IDs
- Enter the **Control Count** (based on the number of Deposit IDs). For this example, there are two
- In the Deposit ID field, enter or select the first Deposit ID
- Click the + (plus) to add a new row
- Enter or select the next Deposit ID
- Repeat this until all **Deposit ID**s are added

Favorites -	Main Menu	u ▼ → A	ccounts Re	ceivable 👻	> Payme	ents 👻 🔿	Apply Pa	yments 👻	> App	orove
Approve Depo	osits									
Approve	e Deposit	S								
Deposit Un	it:	151	00							
Deposit cor	ntrol Ticket N	umber: 1DC	:15173							
Control Tot	al Amount:		12	,500.000	Control	Count: [2			
Bank Depo	sit Date:	08/2	3/2018							
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Approved	l By:				Appr	oved Da	te:			
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Depo	sit ID	Deposit Amou	int	Status	View De	etail Statu	IS			
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2 883	্		5000.000			ļ.	[+ -		
			Set \	NS to Post		Appro	ve			
🔚 Save 📔	Notify					📑 Ado	d 🗾 l	Jpdate/Dis	play	

Deposit Detail Status

Click the **View Detail Status** icon to verify the status of deposit.

The **Deposit Detail Status** pop-up window displays.

The **Deposit ID** and **Bank Code** values display so to ensure that all the deposits in the Deposit Certificate have the same bank account.

It also provides information to indicate if the deposit is ready for approval.

A deposit must have the following statuses to be approved:

- Edit Status: Complete
- Budget Check Status: Valid
- Payment Status: Journalled

Click the **Return** button to return to the **Approve Deposits** page.

Favorite	es 👻 🛛 M	ain Menu	u ▼ > A	ccounts Red	ceivable 👻 🚿	Paymen	ts 👻 > 🗛	pply Pay	ments 👻	> Approve Deposit
Appro	ve Deposits									
	prove De	onocit	-							
Ab	prove D	eposit	3							
Dep	osit Unit:		151	00						
Dep	osit control	Ticket N	umber: DC	rdw01						
Con	ntrol Total Ar	nount:		7,	,500.000 C	ontrol C	ount:	1		
Bai	nk Deposit D	ate:	06/2	29/2018						
	/S Posted By						sted Date:			
A	pproved By:						ved Date:			
					View All 🔄			1 of 1	Last	
	Deposit ID		Deposit Amou	int	Status	View Det	ail Status			
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	1	1	7,500.000	Complete	Valid	Journ	alled			
(Return									
		• <u> </u>								
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Approving a Deposit Certificate

After selecting the **Deposit ID**(s), click the **Save** button.

A **Status** of **Complete** on the **Approve Deposit** page indicates the individual **Deposit ID**(s) have valid edit, budget, and payment status and are ready for approval.

If the **Status** is **Error**, click the **View Detail Status** icon to determine whether the deposit has edit errors and/or budget check errors.

Once the deposit status is **Complete**, the deposit is now ready for approval. The **Approve** button becomes active.

Click the **Approve** button to approve the deposit.

Favorites 🗸 Main Menu 🗸	> Accounts Receivable -> Payments -> Apply Payments -> Approve Deposit
Approve Deposits	
Approve Deposits	
Deposit Unit:	15100
Deposit control Ticket Num	ber: DCTDW01
Control Total Amount:	7,500.000 Control Count: 1
Bank Deposit Date:	06/29/2018
WS Posted By: Approved By:	WS Posted Date: Approved Date:
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Deposit ID Dep	posit Amount Status View Detail Status
1 732 Q	7500.000 Complete
Save Return to Searc	Set WS to Post Approve h E Notify Image: Notify Image: Notify Image: Notify Image: Notify

Approving a Deposit Certificate (continued)

A Message displays indicating the **Deposit is approved**. The **Approved By** and **Approved Date** fields on the page are auto-populated. The **Approve** button grays out.

The Approved By and Approved Date fields on the page auto-populate with the User ID and the current date.

Favorites • Main Menu • > Accounts Receivable • > Payments • > Apply Payments • > Approve Deposit	Favorit
Approve Deposits	Appro
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Deposit Unit: 15100	Dej
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Control Total Amount: 7,500.000 Control Count: 1	Co
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Control T	otal Amount:			7,500.000	Control Co	ount:	1		
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Reviewing General Ledger Journal Information

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

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

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

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

Favorites •	Main Me	nu 👻 🔿	Accounts	Receivable 🗸 >	Payments -	> Direct J	ournal Payments -	> Modify Ac	counting En	tries	
Directly	lournelled Deum	anta Da	nacit Oant								
Directly J	lournalled Paym	ents De	eposit <u>C</u> onti	01							
	Unit 15100			Deposit ID 7	32		Payment TDW2	2828	Seq	1	
Curren	cy Details										
4	Amount	7,50	0.00	Currency (JSD						
	Base	7,50	0.00	Currency (JSD						
	Com	plete	E	Budget Status 🗸	alid						
Accourt	nting Line Disp	lay									
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_	Distribution								ſ		1.
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s Q		1 15100				7,500.00	-7,500.00	USD		AR00965988	08/1
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										(>
Total											
Line	s 4 T	otal Debits	15	,000.00 Cur	rency USD	Tota	al Credits 15	,000.00 Cu	rrency USI	D Net	0.00

Reviewing General Ledger Journal Information (continued)

Directly J	ournalled Paymen	ts Dep	osit <u>C</u> ontrol					
	Unit 15100		Deposit ID	720	Payment TDW2	828 Sea	1	
Currend	cy Details		Deposit ID	132	Payment 1002	.ozo 3eq	I	
	Amount	7,500.	00 Currency	USD				
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уре	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Journal ID	Jou
s Q	1	15100		7,500.00	-7,500.00	USD	AR00965988	08/
3 Q	2	TREAS	7,500.0	D	7,500.00	USD	AR00965989	08/
s Q	3	15100	7,500.0	D	7,500.00	USD	AR00965988	08/
s Q	4	TREAS		7,500.00	-7,500.00	USD	AR00965989	08/
							<	>
Total							< <u> </u>	/

Reviewing General Ledger Journal Information (continued)

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

Favorites 👻	Main Menu	→ Acc	counts Receivable 👻 >	Payments -> Direct J	ournal Payments 👻	> Modify Accounting E	ntries	
Directly Journalled Payments Deposit Control								
	Unit 15100		Deposit ID	732	Payment TDW2	828 Seq	1	
Currency Details								
A	mount	7,500.00	Currency (USD				
	Base	7,500.00	Currency (USD		700		
Complete Budget Status Valid								
Accounting Line Display								
Standard O Supplemental (Entry Event) O Both Display							Display	
Distribution Lines Personalize Find 🔄 👪 First 🕙 1-4 of 4 🕑 Last								
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s q	1	15100		7,500.00	-7,500.00	USD 18	3-08-10AR_DIRJRNL732	
s Q	2	TREAS	7,500.00)	7,500.00	USD 18	3-08-10AR_DIRJRNL732	
s Q	3	15100	7,500.00)	7,500.00	USD 18	3-08-10AR_DIRJRNL732	
sQ	4	TREAS		7,500.00	-7,500.00	USD 18	8-08-10AR_DIRJRNL732	
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Total								
Lines 4 Total Debits 15,000.00 Currency USD Total Credits 15,000.00 Currency USD Net 0.00								



Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. True or False. A Deposit Certificate/Ticket Number can be used more than once.

2. True or False. A Deposit can be approved even if the deposit Status is Error.



3. True or False. The GL Journal information for the deposit can be viewed as soon as it is saved.



Finalizing a Deposit

In this lesson, you learned:

4

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



Accounts Receivable - Fund Receipts

In this course, you learned:

AR326

- Key Accounts Receivable Fund Receipts concepts
- How Accounts Receivable Fund Receipts integrates with the General Ledger module in Cardinal
- How to enter, process and finalize a deposit in Cardinal
- Interfaced Deposits process



Congratulations! You successfully completed the SW AR326: Accounts Receivable - Fund Receipts course.

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





- Key Terms
- Flowchart Key



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

Accounts Receivable: The module in Cardinal which allows COVA agencies to manage funds received through deposit creation and the recording of cash, revenue, and other fund receipts (e.g., petty cash).

Agency to Agency (ATA) Transactions: Includes payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of appropriations, transfer of cash collected on behalf of another agency, etc. In Cardinal, ATA transactions are handled in one of three different ways depending on the type of transaction. Transfer of funds are handled in the General Ledger. Inter-agency payments are handled in Accounts Payable. Inter-agency deposits are handled in Accounts Receivable.

Budget Checking: The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

Business Unit: An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

Combination Edits: Rules that determine which ChartField values are required, or not allowed, in combination, in order for an accounting entry to be posted.

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



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

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

Deposit Control: Tool that establishes the control totals and amounts for each deposit.

Deposit ID: The unique key reference for deposits in Cardinal. This number is associated with one deposit and can be used as a lookup to view details of a deposit, including control totals and status.

Deposit Type: Value that is used to categorize different types of deposits in the system (e.g., cash, checks, wire, etc). In Cardinal, the deposit type defaults from the bank configuration.

Deposit Unit: Element that defines the agency to which a deposit will be credited.

Direct Journals: Entry used to enter payments in the Accounts Receivable module.

Direct Journal Payments: Payments that do not correspond to receivables established in Cardinal. Cardinal refers to these payments as directly journaled entry payments and treats them as miscellaneous cash receipts.

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

Key Terms (continued)

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

General Ledger: The module that contains all the accounts (e.g. Budget, Actuals, Modified Accrual, Full Accrual, and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

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

Payment Status: Code that identifies a payment's status as it is processed. A direct journal has a payment status of "unidentified" when entered, but the status changes to "Directly Journalled" when the accounting entries are created and marked complete.

Posting: Process that creates the accounting entries for vouchers, cash advances, expense reports, and payments. When an entry is free of errors, it can be posted.

SpeedType: A predetermined chart of accounts value string which populates or partially populates the accounting distribution line when entered on a transaction.



Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process step that is preformed manually.	Document	Depicts a document of any kind, either electronic or hard copy.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	x	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Entity Name	Represents an entity (person, organization, etc.).	Step/ Process	Connects steps between business processes.