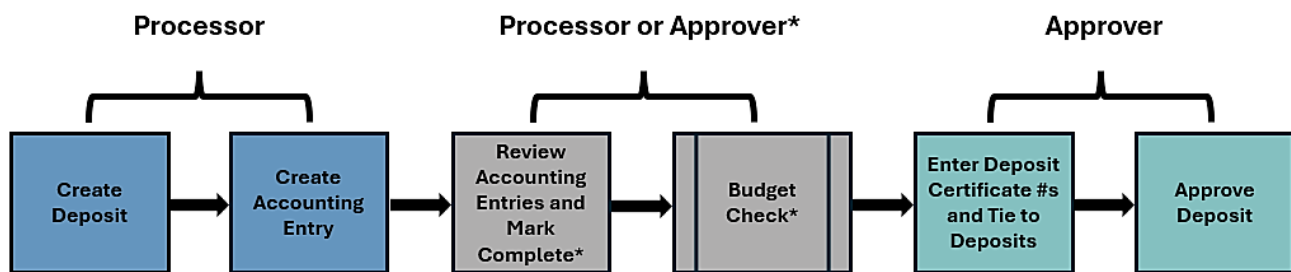


Managing Accounts Receivable Funds Receipts Overview

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

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



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

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

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

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

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

- The **Deposit Post Processor** batch process 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 Funds Receipts

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Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Revision History

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



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Creating Regular Deposits

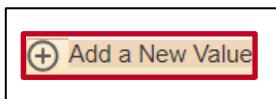
Step	Action
1.	Navigate to the Regular Deposits page using the following path: Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

The **Regular Deposit 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**.

2. Click the **Add a New Value** button.



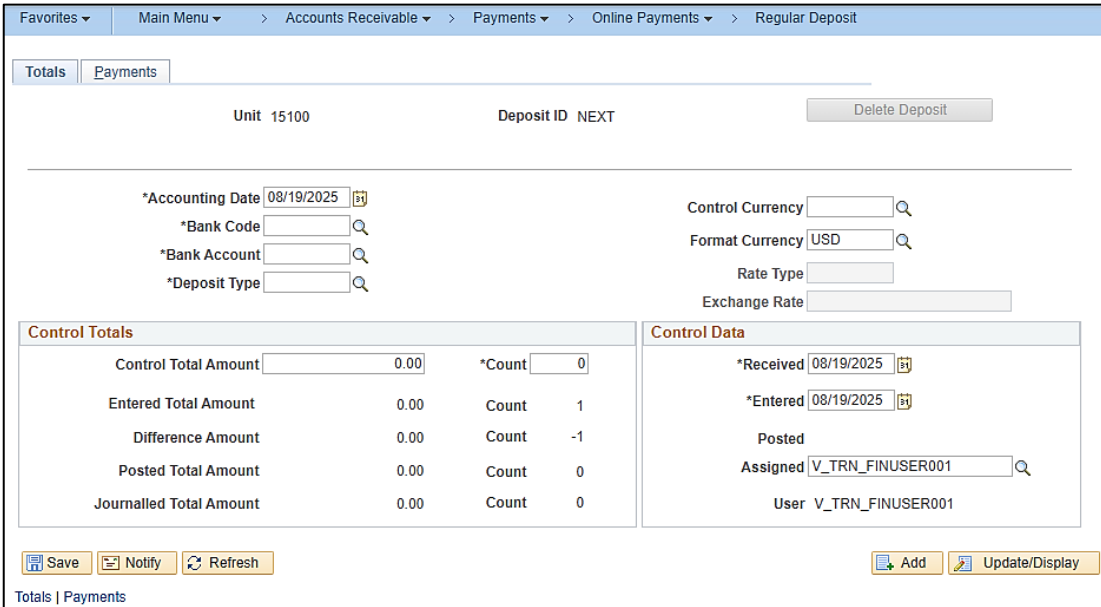

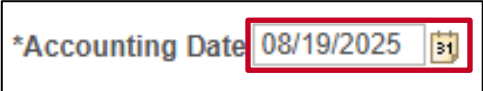




The **Add a New Value** page displays.



Accounts Receivable Job Aid









AR326_Managing Accounts Receivable Funds Receipts

Step	Action
	<p>The Deposit Unit field defaults based on the Business Unit but can be changed if users have access to multiple Business Units.</p> <p>The Deposit ID field defaults to "NEXT" and cannot be changed.</p>
3.	<p>Click the Add button.</p> 
<p>The Regular Deposit page displays with the Totals tab displayed by default.</p> 	
	<p>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.</p>
4.	<p>Click the Accounting Date Calendar icon and select the applicable accounting date.</p> 
	<p>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.</p>
5.	<p>Enter or select the applicable Bank Code using the Bank Code Look up icon.</p> 



Accounts Receivable Job Aid


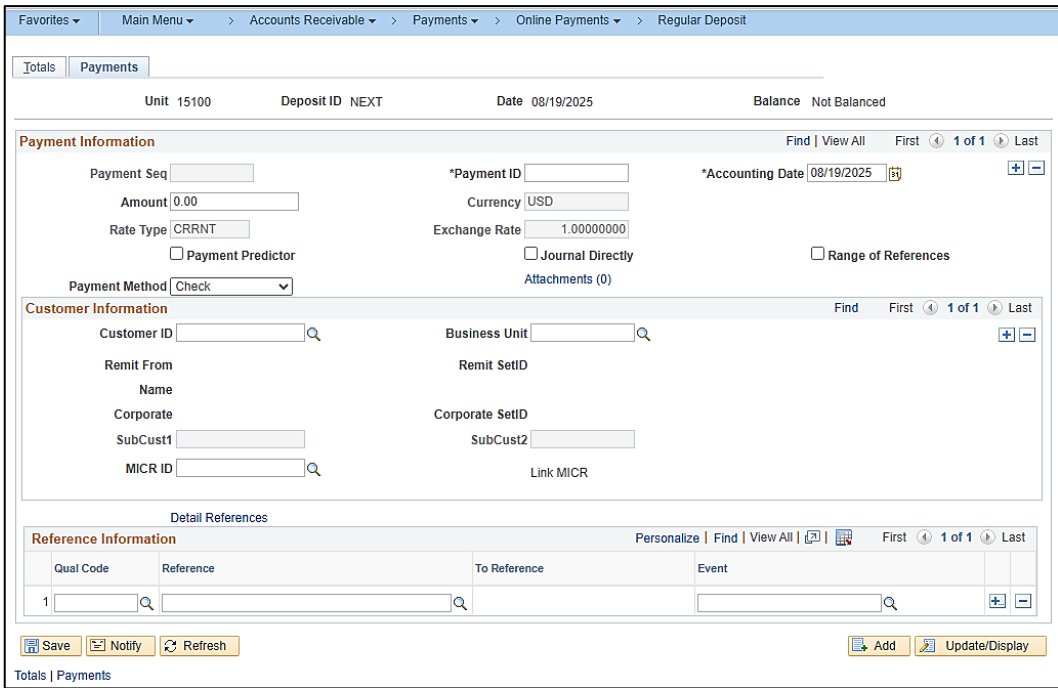




AR326_Managing Accounts Receivable Funds Receipts

Step	Action
	For more information pertaining to Cardinal Bank Codes, see the Job Aid titled AR326_Bank Code Crosswalk . This Job Aid is located on the Cardinal website in Job Aids under Learning .
6.	Enter or select the applicable Bank Account using the Bank Account Look up icon. <div> <div>*Bank Account</div> <input type="text"/>  </div>
	The Bank Code previously selected determines which bank accounts are available for selection.
7.	Enter or select the applicable Deposit type using the Deposit Type Look up icon. <div> <div>*Deposit Type</div> <input type="text"/>  </div>
8.	Click the Control Currency Look up icon and select "USD". <div> <div>Control Currency</div> <input type="text"/>  </div>
9.	Enter the sum of all Payments to be included in the Deposit in the Control Total Amount field. <div> <div>Control Total Amount</div> <input type="text"/> <div>0.00</div> </div>
10.	Enter the total number of Payments in the Count field. <div> <div>*Count</div> <input type="text"/> <div>0</div> </div>
11.	The Received and Entered fields default to the current date. Update these dates as needed using the corresponding Calendar icon. <div> <div>Control Data</div> <div> <div>*Received</div> <div>08/19/2025</div>  </div> <div> <div>*Entered</div> <div>08/19/2025</div>  </div> <div> <div>Posted</div> <div></div> </div> <div> <div>Assigned</div> <div>V_TRN_FINUSER001</div>  </div> <div> <div>User</div> <div>V_TRN_FINUSER001</div> </div> </div>



Accounts Receivable Job Aid







AR326_Managing Accounts Receivable Funds Receipts

Step	Action
12.	<p>Click the Payments tab.</p> 
<p>The Payments tab displays.</p> 	
	<p>This tab is where specific information about each Payment in the Deposit is entered.</p> <p>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.</p>
13.	<p>Enter a unique identifier (such as the Check Number) for the Payment in the Payment ID field.</p> 
14.	<p>Enter the payment amount in the Amount field.</p> 
15.	<p>De-select the Payment Predictor checkbox option.</p> 



Accounts Receivable Job Aid


AR326_Managing Accounts Receivable Funds Receipts

Step	Action
16.	Select the Journal Directly checkbox option. 
	If the Journal Directly checkbox option is not selected, accounting entries cannot be created.
17.	Select the Payment Method using the Payment Method dropdown button. 
	<p>The Customer Information section is only used for Agency to Agency (ATA) transactions. These are Payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) Agency to another.</p> <p>For ATA transactions, enter or select the Customer ID using the Customer ID Look up icon for the Agency making the payment. The remaining required fields within this section will automatically default based on the Customer ID selected.</p>  <p>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.</p>
18.	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 Funds Receipts

Step	Action
	<p>The Payments tab refreshes with the additional row.</p> <div></div>
19.	Repeat Steps 13 – 17 in the Payment Information section as needed.
	<p>Once all Payments have been entered for the Deposit, ensure that the Balance field displays as “Balanced”.</p> <p>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.</p> <div></div>
20.	<p>Click the Save button.</p> <div></div>
21.	<p>Take note of the assigned Deposit ID for further processing of this Deposit.</p> <div></div>



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
	<p>The Deposit ID field is systematically populated with the next available Deposit ID.</p> <p>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.</p>



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Processing Direct Journal Payments

Step	Action
1.	Navigate to the Create Accounting Entries page using the following path: Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting 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 .
	The Deposit Unit defaults based on the Business Unit but can be changed if users have access to multiple Business Units.
2.	Enter or select the applicable Deposit ID in the Deposit ID field.
3.	Click the Search button.



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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

The **Search Results** display at the bottom of the page with each Payment associated with the Deposit ID.

▼ Search Results
2 results - Deposit Unit "15100" Deposit ID "1850"

View All First 1-2 of 2 Last							
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
15100	1850	1	CHK123	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025
15100	1850	4	CHK987	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025



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.

4.

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

View All First 1-2 of 2 Last							
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
15100	1850	1	CHK123	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025
15100	1850	4	CHK987	V_TRN_FINUSER001	V_TRN_FINUSER001	No Dist	08/19/2025



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

The **Accounting Entries** tab displays for the selected Payment.

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

Accounting Entries Deposit Control

Unit 15100 Deposit ID 1850 Payment CHK123 Seq 1

Currency Details

Amount 2,178.00 USD

☐ 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
1	15100	Speed Type		USD				

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

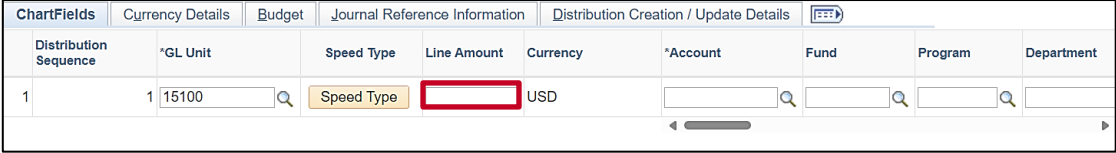

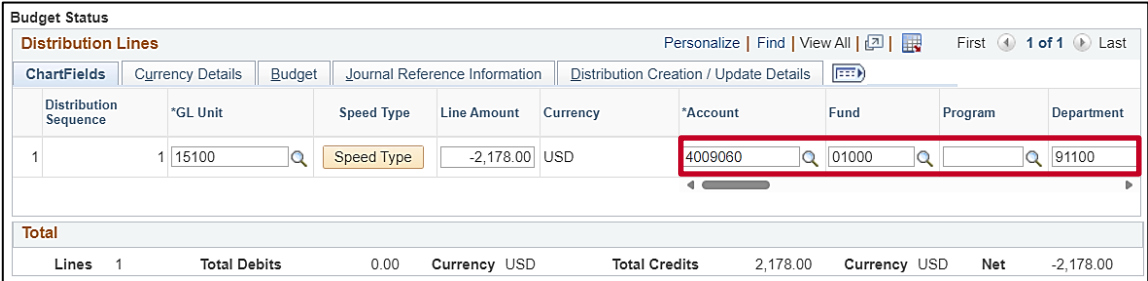

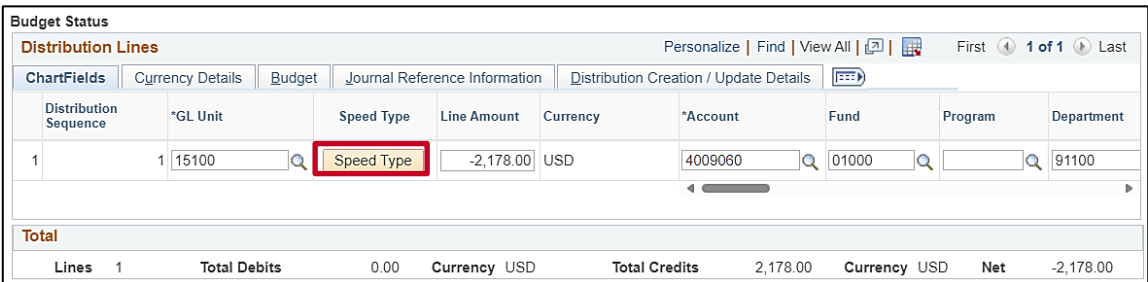
Save Return to Search Previous in List Next in List Notify Refresh


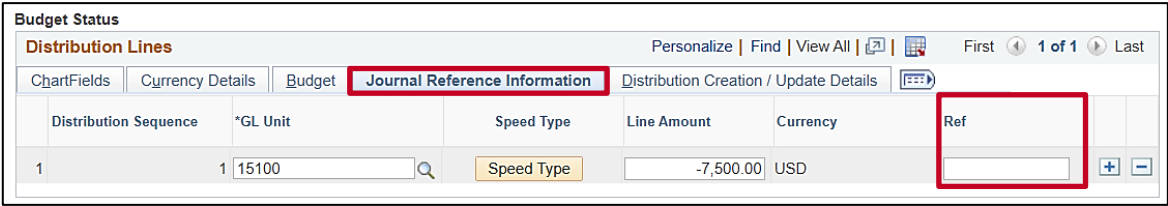

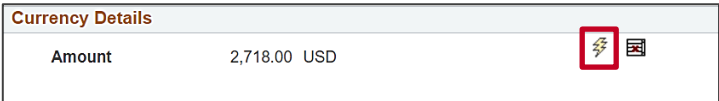

Accounting Entries | Deposit Control

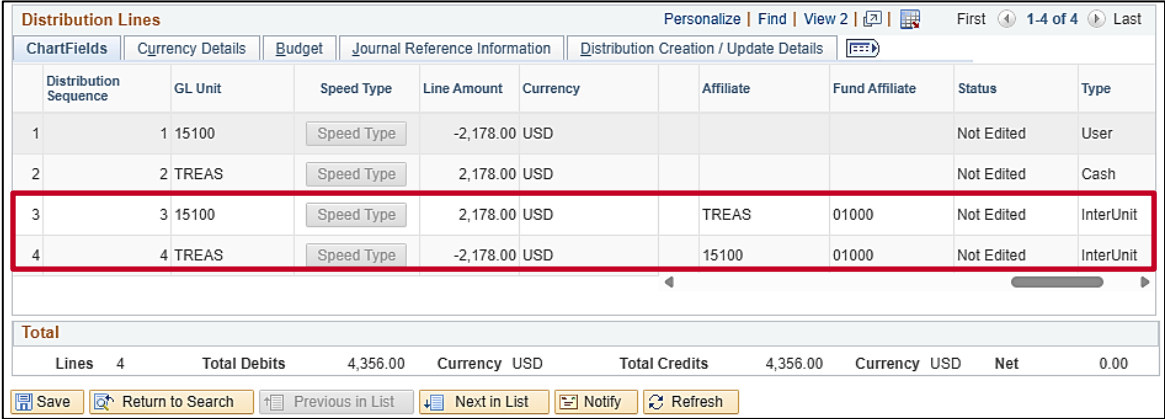


Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
5.	<p>Enter the amount of the Payment as a credit (negative number) in the Line Amount field.</p> 
	<p>The Line Amount field value must offset the Payment (Deposit) amount.</p> <p>If the Payment (Deposit) amount was a positive number, then enter the amount in the Line Amount field as a negative number to record either an increase in revenues or a decrease in expenses.</p> <p>If the Payment (Deposit) amount was a negative number, then enter the amount in the Line Amount field as a positive number to record either a decrease in revenues or an increase in expenses.</p>
6.	<p>Enter the applicable accounting information in the ChartField fields.</p> 
	<p>If the Agency uses Speed Types, click the Speed Type button to populate the corresponding ChartField fields.</p> 

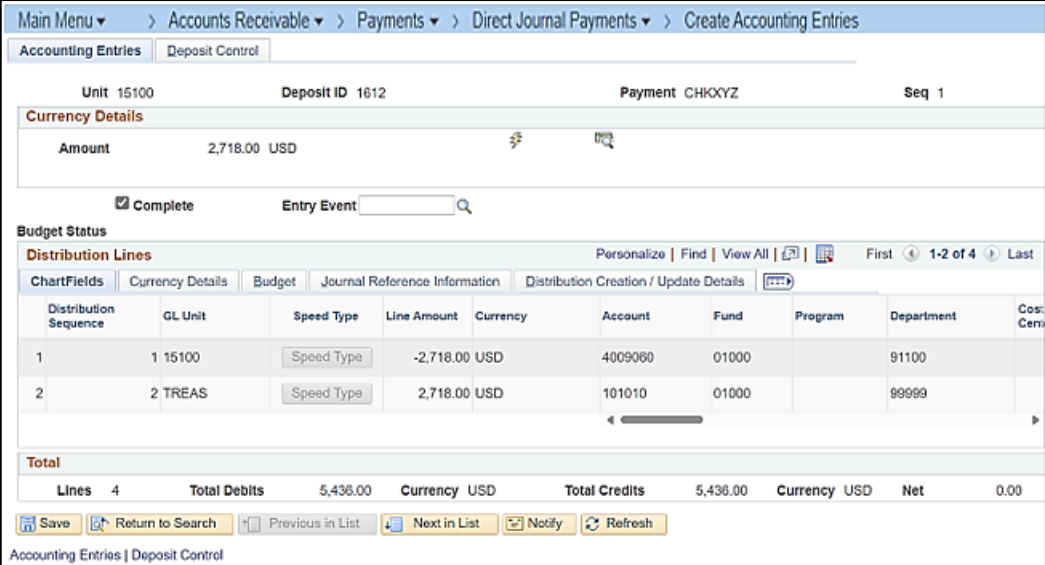

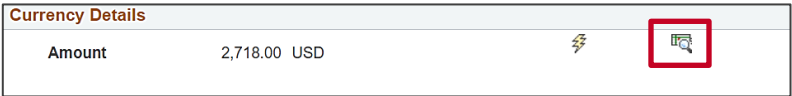
Step	Action
	<p>The Journal Reference Information tab contains a Ref field that can be used to enter such things as License Numbers, Agency Invoice #s, etc. Do not enter any sensitive data such as a Social Security Number in this field. Although it is not a required field, the description entered here will be carried over to General Ledger and facilitates drill down. Up to 10 characters may be entered.</p> <p>There are currently 2 queries that will show the information entered in the Ref field:</p> <ul style="list-style-type: none"> • V_AR_POSTED_DEPOSITS – Posted Deposits • V_AR_JRNL_LINE_REF – Journal Line Reference 
	<p>If more than one Distribution needs to be created, scroll to the end of the row and click the Add a New Row icon (+) and then repeat Steps 5 and 6 in this section.</p>
7.	<p>Click the Create icon (Lightning Bolt) to create the system generated cash and InterUnit Lines for the accounting entry after all the Distributions are entered for this Payment.</p> 
8.	<p>Click the View All link to view all the Lines that were created.</p> 

Step	Action
<div style="text-align: center; font-size: 2em; color: #0070C0; border: 1px solid #0070C0; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; line-height: 30px;">i</div>	<p>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 ("TREAS" in this example) that differs from the General Ledger Business Unit where the revenue is recorded. This is the case for all Deposits except petty cash.</p> <p>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 of this Job Aid.</p>
	
9.	<p>Select the Complete checkbox option.</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input checked="" type="checkbox"/> Complete </div>
10.	<p>Click the Save button.</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <input checked="" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </div>



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
	<p>The Accounting Entries tab refreshes.</p> 
11.	Review the accounting entries for accuracy.
	<p>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.</p>
12.	<p>Click the Budget Check icon within the Currency Details section.</p> 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																																																				
	<p>The Accounting Entries tab refreshes once the Budget Check is completed.</p> <div><div><div>Favorites ▾Main Menu ▾>Accounts Receivable ▾>Payments ▾>Direct Journal Payments ▾>Create Accounting Entries</div><div><div>Accounting EntriesDeposit Control</div><div>Unit 15100Deposit ID 1850Payment CHK123Seq 1</div><div>Currency Details</div><div>Amount2,178.00 USD</div><div><input checked="" type="checkbox"/> CompleteEntry Event <input type="text"/></div><div>Budget Status Valid</div><div><div>Distribution Lines</div><div>Personalize Find View 2 First 1-4 of 4 Last</div><div>ChartFieldsCurrency DetailsBudgetJournal Reference InformationDistribution Creation / Update Details</div><table><tr><th>Distribution Sequence</th><th>GL Unit</th><th>Line Amount</th><th>Currency</th><th>Affiliate</th><th>Fund Affiliate</th><th>Status</th><th>Type</th></tr><tr><td>1</td><td>1 15100</td><td>-2,178.00</td><td>USD</td><td></td><td></td><td>Complete</td><td>User</td></tr><tr><td>2</td><td>2 TREAS</td><td>2,178.00</td><td>USD</td><td></td><td></td><td>Not Edited</td><td>Cash</td></tr><tr><td>3</td><td>3 15100</td><td>2,178.00</td><td>USD</td><td>TREAS</td><td>01000</td><td>Complete</td><td>InterUnit</td></tr><tr><td>4</td><td>4 TREAS</td><td>-2,178.00</td><td>USD</td><td>15100</td><td>01000</td><td>Not Edited</td><td>InterUnit</td></tr></table><div>Total</div><table><tr><td>Lines</td><td>4</td><td>Total Debits</td><td>4,356.00</td><td>Currency</td><td>USD</td><td>Total Credits</td><td>4,356.00</td><td>Currency</td><td>USD</td><td>Net</td><td>0.00</td></tr></table><div><div> Save</div><div> Return to Search</div><div> Previous in List</div><div> Next in List</div><div> Notify</div><div> Refresh</div></div><div>Accounting Entries Deposit Control</div></div></div></div></div>	Distribution Sequence	GL Unit	Line Amount	Currency	Affiliate	Fund Affiliate	Status	Type	1	1 15100	-2,178.00	USD			Complete	User	2	2 TREAS	2,178.00	USD			Not Edited	Cash	3	3 15100	2,178.00	USD	TREAS	01000	Complete	InterUnit	4	4 TREAS	-2,178.00	USD	15100	01000	Not Edited	InterUnit	Lines	4	Total Debits	4,356.00	Currency	USD	Total Credits	4,356.00	Currency	USD	Net	0.00
Distribution Sequence	GL Unit	Line Amount	Currency	Affiliate	Fund Affiliate	Status	Type																																														
1	1 15100	-2,178.00	USD			Complete	User																																														
2	2 TREAS	2,178.00	USD			Not Edited	Cash																																														
3	3 15100	2,178.00	USD	TREAS	01000	Complete	InterUnit																																														
4	4 TREAS	-2,178.00	USD	15100	01000	Not Edited	InterUnit																																														
Lines	4	Total Debits	4,356.00	Currency	USD	Total Credits	4,356.00	Currency	USD	Net	0.00																																										
13.	<p>Verify that the Budget Status field displays as “Valid”.</p> <div><div><div>Currency Details</div><div>Amount2,178.00 USD</div><div><input checked="" type="checkbox"/> CompleteEntry Event <input type="text"/></div><div>Budget Status Valid</div></div></div>																																																				
<div></div>	<p>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.</p>																																																				
14.	<p>Click the Next in List button if there is more than one Payment for this Deposit and repeat Steps 5 - 13 in this section until all Payments are processed.</p> <div><div><div> Save</div><div> Return to Search</div><div> Previous in List</div><div> Next in List</div><div> Notify</div><div> Refresh</div></div></div>																																																				



Correcting Deposits and Accounting Entries (Before Budget Check)

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

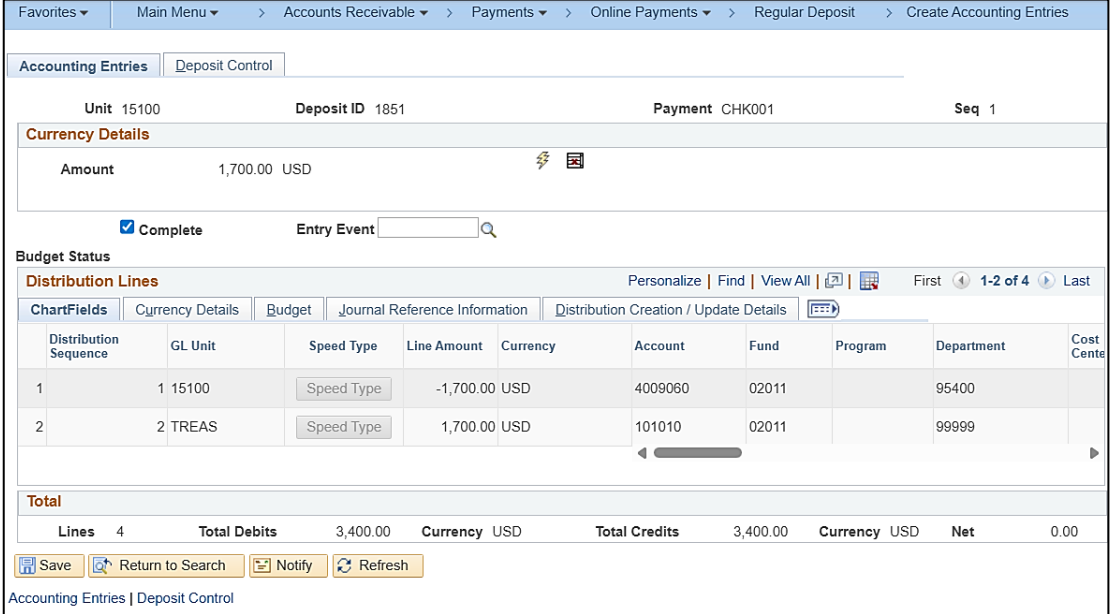



After navigating away from the **Create Accounting Entries** page and accounting entries are marked as "Complete", the Deposit will no longer display on the **Create Accounting Entries Search** page. To modify accounting entries after navigating away from this page, navigate to the **Modify Accounting Entries 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 Funds Receipts

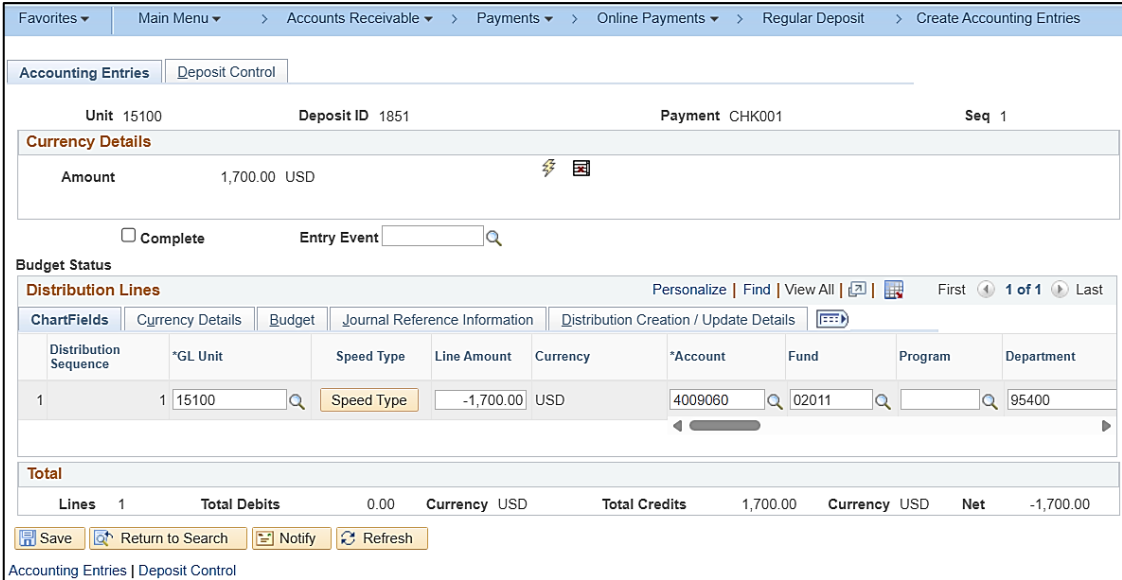
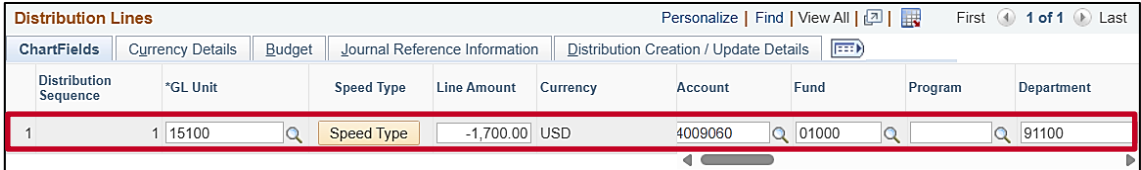
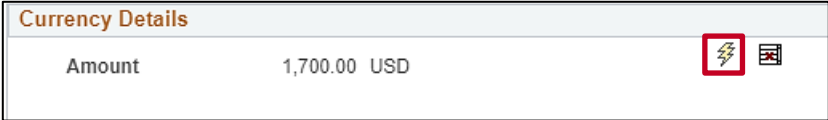
Corrections from the Create Accounting Entries Page

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



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
	<p>The Accounting Entries tab refreshes.</p>  <p>The Distribution Lines section is now editable.</p> <p>4. Update the accounting entries as necessary in the Distribution Lines section.</p>  <p>5. Click the Create icon (Lightning Bolt) to create the system generated cash and/or InterUnit Lines.</p> 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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

The **Accounting Entries** tab refreshes.

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit > Create Accounting Entries

Accounting Entries Deposit Control

Unit 15100 Deposit ID 1851 Payment CHK001 Seq 1

Currency Details

Amount 1,700.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines Personalize Find View All First 1-2 of 4 Last

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 15100	Speed Type	-1,700.00	USD	009060	01000		91100	
2	2 TREAS	Speed Type	1,700.00	USD	01010	01000		99999	

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

6. Select the **Complete** checkbox option.

☒ Complete Entry Event

7. Click the **Save** button.

Save Return to Search Notify Refresh

The **Accounting Entries** tab refreshes.

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit > Create Accounting Entries

Accounting Entries Deposit Control

Unit 15100 Deposit ID 1851 Payment CHK001 Seq 1

Currency Details

Amount 1,700.00 USD

☒ Complete Entry Event

Budget Status

Distribution Lines Personalize Find View All First 1-2 of 4 Last

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 15100	Speed Type	-1,700.00	USD	009060	01000		91100	
2	2 TREAS	Speed Type	1,700.00	USD	01010	01000		99999	

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------


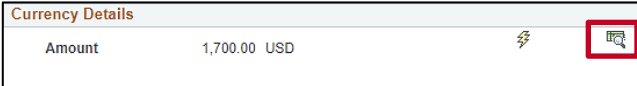
Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

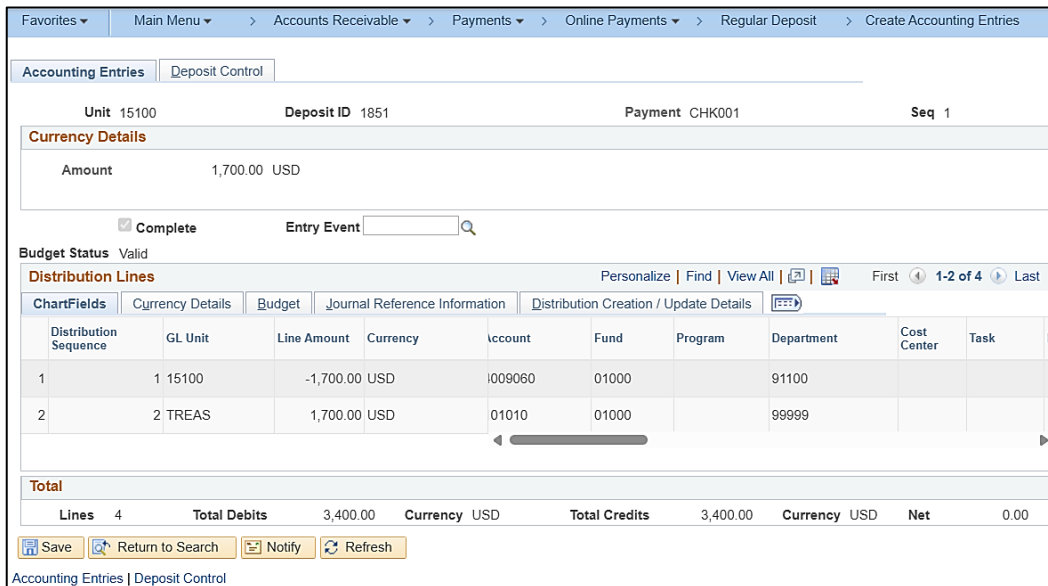


Accounts Receivable Job Aid

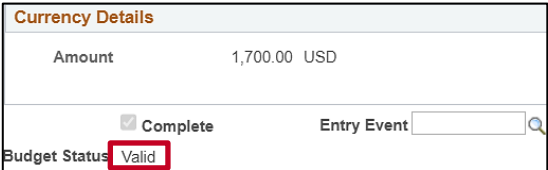
AR326_Managing Accounts Receivable Funds Receipts


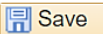
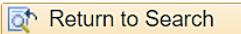
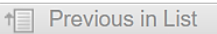
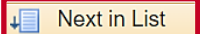
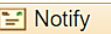
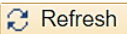
Step	Action
8.	Review the accounting entries for accuracy.
	Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries .
9.	Click the Budget Check icon. 

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



The screenshot shows the 'Accounting Entries' tab in the software. At the top, there's a breadcrumb trail: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit > Create Accounting Entries. Below this, there are tabs for 'Accounting Entries' (selected) and 'Deposit Control'. The main area displays details for Unit 15100, Deposit ID 1851, Payment CHK001, and Seq 1. A 'Currency Details' section shows an amount of 1,700.00 USD. Below that, there's a 'Complete' checkbox and an 'Entry Event' field. The 'Budget Status' is displayed as 'Valid'. A 'Distribution Lines' table is shown with columns for Distribution Sequence, GL Unit, Line Amount, Currency, Account, Fund, Program, Department, Cost Center, and Task. The table has two rows: Line 1 with GL Unit 15100 and Line 2 with GL Unit TREAS. At the bottom, there's a 'Total' section showing Lines 4, Total Debits 3,400.00, Total Credits 3,400.00, and Net 0.00. There are also buttons for Save, Return to Search, Notify, and Refresh.

10.	Verify that the Budget Status field displays as "Valid". 
-----	--

Step	Action
	<p>Once the Budget Check completes, the Budget Status field will display one of the following statuses or a Warning message:</p> <ul style="list-style-type: none"> • Valid status - The entry passed budget checking and the process updated the commitment control ledger • Error status- 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
11.	<p>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.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  Save  Return to Search  Previous in List  Next in List  Notify  Refresh </div>

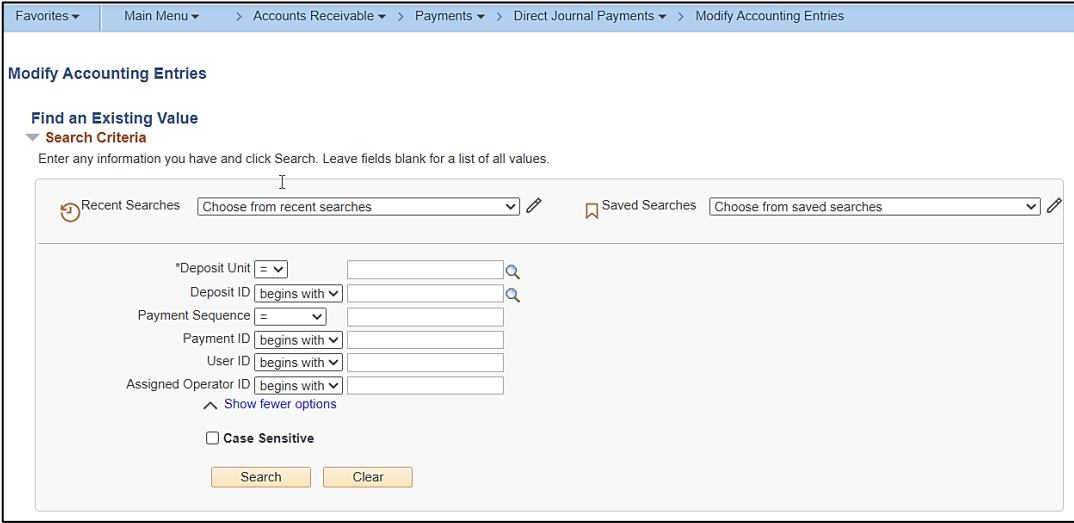





Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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. The steps below begin on the **Modify Accounting Entries** page.

Step	Action
1.	<p>Navigate to Modify Accounting Entries page using the following path:</p> <p>Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries</p>
<p>The Modify Accounting Entries Find an Existing Value Search page displays.</p> 	
	<p>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.</p>
	<p>The Deposit Unit field defaults based on the Business Unit. However, the Business Unit can be updated using the Deposit Unit Look up icon if users have access to multiple Business Units.</p>
2.	<p>Enter the Deposit ID associated with the Payment that requires accounting entries correction in the Deposit ID field.</p> 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step

Action

3.

Click the **Search** button.

Search

Clear

The **Modify Accounting Entries Find an Existing Value Search** page refreshes with the Search Results at the bottom of the page.

▼ Search Results

2 results - Deposit Unit "15100" Deposit ID "1852"

View All |

First

1-2 of 2

Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Complete	08/20/2025	>
15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Complete	08/20/2025	>

4.

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

View All |

First

1-2 of 2

Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date	
15100	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Complete	08/20/2025	>
15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Complete	08/20/2025	>



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																																																		
	<p>The Directly Journalled Payments tab displays.</p> <div><div><div><div><div>Favorites ▾</div><div>Main Menu ▾</div><div>> Accounts Receivable ▾</div><div>> Payments ▾</div><div>> Direct Journal Payments ▾</div><div>> Modify Accounting Entries</div></div><div>Directly Journalled Payments</div><div>Deposit Control</div></div><div><div>Unit 15100</div><div>Deposit ID 1852</div><div>Payment CHK001</div><div>Seq 1</div></div><div><div>Currency Details</div><div><div>Amount1,700.00</div><div>CurrencyUSD</div><div>Base1,700.00</div><div>CurrencyUSD</div></div></div><div><div><input checked="" type="checkbox"/> Complete</div><div>Budget Status</div></div><div><div>Accounting Line Display</div><div><div><input checked="" type="radio"/> Standard</div><div><input type="radio"/> Supplemental (Entry Event)</div><div><input type="radio"/> Both</div><div>Display</div></div></div><div><div>Distribution Lines</div><div><div>PersonalizeFindFindFirst1-4 of 4Last</div><div>ChartFieldsCurrency DetailsBudgetJournal Reference InformationDistribution Creation / Update Details</div><table><thead><tr><th>Type</th><th>Distribution Sequence</th><th>GL Unit</th><th>Debit Amount</th><th>Credit Amount</th><th>Line Amount</th><th>Foreign Currency</th><th>Account</th><th>Fund</th><th>Pr</th></tr></thead><tbody><tr><td>S</td><td>1</td><td>15100</td><td></td><td>1,700.00</td><td>-1,700.00</td><td>USD</td><td>4009060</td><td>01000</td><td></td></tr><tr><td>S</td><td>2</td><td>TREAS</td><td>1,700.00</td><td></td><td>1,700.00</td><td>USD</td><td>101010</td><td>01000</td><td></td></tr><tr><td>S</td><td>3</td><td>15100</td><td>1,700.00</td><td></td><td>1,700.00</td><td>USD</td><td>101010</td><td>01000</td><td></td></tr><tr><td>S</td><td>4</td><td>TREAS</td><td></td><td>1,700.00</td><td>-1,700.00</td><td>USD</td><td>101010</td><td>01000</td><td></td></tr></tbody></table><div><div>Total</div><div><div>Lines4</div><div>Total Debits3,400.00</div><div>CurrencyUSD</div><div>Total Credits3,400.00</div><div>CurrencyUSD</div><div>Net0.00</div></div></div><div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Notify</div></div><div>Directly Journalled Payments Deposit Control</div></div></div></div></div>	Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr	S	1	15100		1,700.00	-1,700.00	USD	4009060	01000		S	2	TREAS	1,700.00		1,700.00	USD	101010	01000		S	3	15100	1,700.00		1,700.00	USD	101010	01000		S	4	TREAS		1,700.00	-1,700.00	USD	101010	01000	
Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr																																										
S	1	15100		1,700.00	-1,700.00	USD	4009060	01000																																											
S	2	TREAS	1,700.00		1,700.00	USD	101010	01000																																											
S	3	15100	1,700.00		1,700.00	USD	101010	01000																																											
S	4	TREAS		1,700.00	-1,700.00	USD	101010	01000																																											
5.	<p>De-select the Complete checkbox option.</p> <div><div><input type="checkbox"/> Complete</div></div>																																																		
	<p>A Warning message displays in a pop-up window.</p> <div><div><div>Message</div><div>Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)</div><div>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.</div><div>OK</div></div></div>																																																		



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
6.	Click the OK button to close the Warning message. 

The **Directly Journalled Payments** tab redispays.

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

Directly Journalled Payments | Deposit Control

Unit 15100 Deposit ID 1852 Payment CHK001 Seq 1

Currency Details

Amount	1,700.00	Currency	USD
Base	1,700.00	Currency	USD

☐ Complete Budget Status Not Chk'd

Accounting Line Display

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

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

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

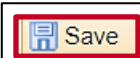
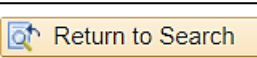
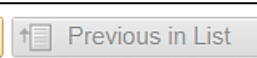
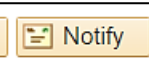
Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
		1 15100			-1,700.00	USD	4009060	01000	
		2 TREAS			1,700.00	USD	101010	01000	
		3 15100			1,700.00	USD	101010	01000	
		4 TREAS			-1,700.00	USD	101010	01000	


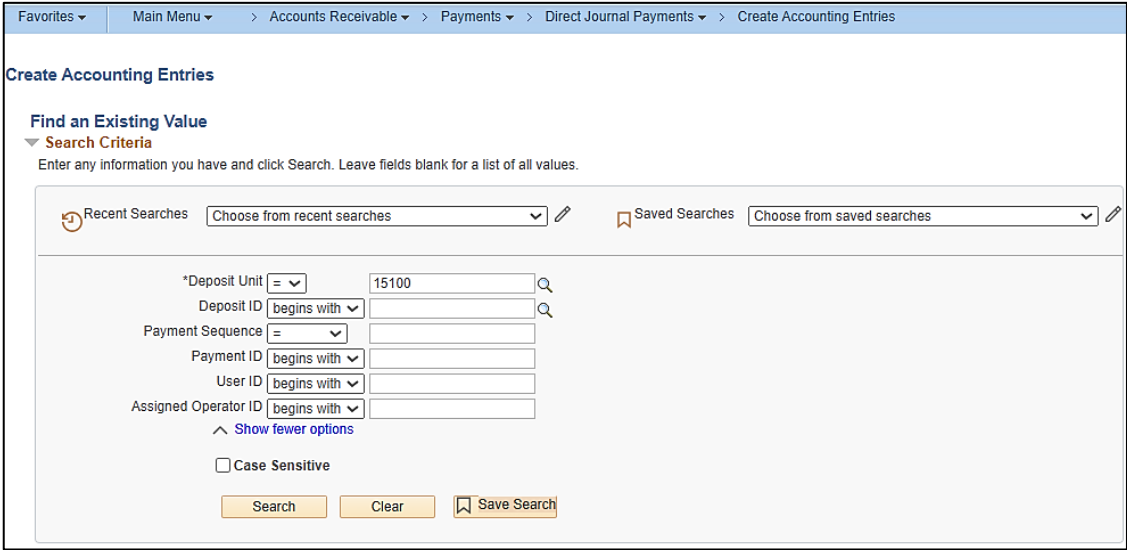



Total

Lines	8	Total Debits	6,800.00	Currency	USD	Total Credits	6,800.00	Currency	USD	Net	0.00
-------	---	--------------	----------	----------	-----	---------------	----------	----------	-----	-----	------

Save Return to Search Previous in List Next in List Notify

Directly Journalled Payments | Deposit Control

	The Budget Status field updates to "Not Chk'd". <input type="checkbox"/> Complete Budget Status Not Chk'd
7.	Click the Save button.      Directly Journalled Payments Deposit Control

Step	Action
8.	<p>Navigate to the Create Accounting Entries page to modify the accounting entry using the following path:</p> <p>Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries</p>
	<p>If navigating to the Create Accounting Entries page directly from Step 7, and only one Payment is not marked complete, the Accounting Entries tab will display the Payment being modified. Skip to Step 12.</p>
<p>The Create Accounting Entries Find an Existing Value Search page displays.</p> 	
	<p>The Deposit Unit field defaults based on the Business Unit but can be updated as applicable if users have access to multiple Business Units.</p>
9.	<p>Enter the Deposit ID associated with the Payment that requires accounting entries correction in the Deposit ID field.</p> 
10.	<p>Click the Search button.</p> 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																											
	<p>The Create Accounting Entries Find an Existing Value Search page refreshes with the specified Deposit and associated Payments that have not been marked complete or budget checked in the Search Results section.</p> <div><div><div><div><div>Favorites</div><div>Main Menu</div><div>> Accounts Receivable</div><div>> Payments</div><div>> Direct Journal Payments</div><div>> Create Accounting Entries</div></div><div>Create Accounting Entries</div><div>Find an Existing Value</div><div>▼ Search Criteria</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Recent Searches</div><div>Choose from recent searches</div><div>Saved Searches</div><div>Choose from saved searches</div></div><div><div>*Deposit Unit</div><div>=</div><div>15100</div><div>Deposit ID</div><div>begins with</div><div>1852</div><div>Payment Sequence</div><div>=</div><div>Payment ID</div><div>begins with</div><div>User ID</div><div>begins with</div><div>Assigned Operator ID</div><div>begins with</div><div>Show fewer options</div><div>Case Sensitive</div><div>Search</div><div>Clear</div><div>Save Search</div></div><div>▼ Search Results</div><div>2 results - Deposit Unit "15100" Deposit ID "1852"</div><div><div>View All</div><div>First</div><div>1-2 of 2</div><div>Last</div><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>1852</td><td>1</td><td>CHK001</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>Balanced</td><td>08/20/2025</td><td>></td></tr><tr><td>15100</td><td>1852</td><td>2</td><td>CHK002</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>Balanced</td><td>08/20/2025</td><td>></td></tr></table></div></div></div></div>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>	15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																					
15100	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>																				
15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>																				
<div><div>i</div></div>	If there is only one Payment, it will open directly to the Accounting Entries tab.																											
11.	<p>Click the Drill in icon (>) to open the first Payment associated with the Deposit.</p> <div><div><div><div>View All</div><div>First</div><div>1-2 of 2</div><div>Last</div></div><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>1852</td><td>1</td><td>CHK001</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>Balanced</td><td>08/20/2025</td><td>></td></tr><tr><td>15100</td><td>1852</td><td>2</td><td>CHK002</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>Balanced</td><td>08/20/2025</td><td>></td></tr></table></div></div>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date		15100	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>	15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date																					
15100	1852	1	CHK001	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>																				
15100	1852	2	CHK002	V_TRN_FINUSER001	V_TRN_FINUSER001	Balanced	08/20/2025	>																				



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

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

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

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1852 Payment CHK001 Seq 1

Currency Details

Amount 1,700.00 USD ⚡ 🇺🇸

☐ Complete Entry Event

Budget Status Not Chk'd

Distribution Lines Personalize | Find | View All | 📄 | 📅 First 1-2 of 4 Last

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Cent
1	1 15100	Speed Type	-1,700.00	USD	4009060	01000		91100	
2	2 TREAS	Speed Type	1,700.00	USD	101010	01000		99999	

Total

Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
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Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | Deposit Control

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



The **Accounting Entries** tab refreshes.

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

Accounting Entries | Deposit Control

Unit 15100 Deposit ID 1852 Payment CHK001 Seq 1

Currency Details

Amount 1,700.00 USD ⚡ 🇺🇸

☐ Complete Entry Event

Budget Status Not Chk'd

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
1	1 15100	Speed Type	-1,700.00	USD	4009060	01000		91100

Total

Lines	1	Total Debits	0.00	Currency	USD	Total Credits	1,700.00	Currency	USD	Net	-1,700.00
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Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | Deposit Control

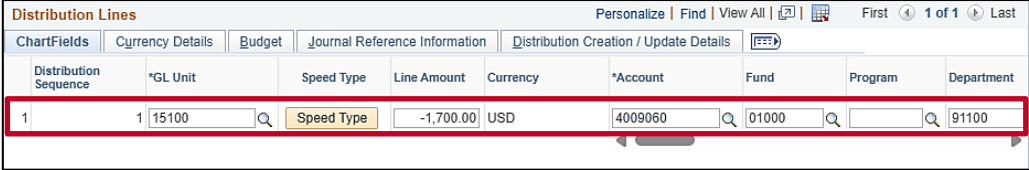

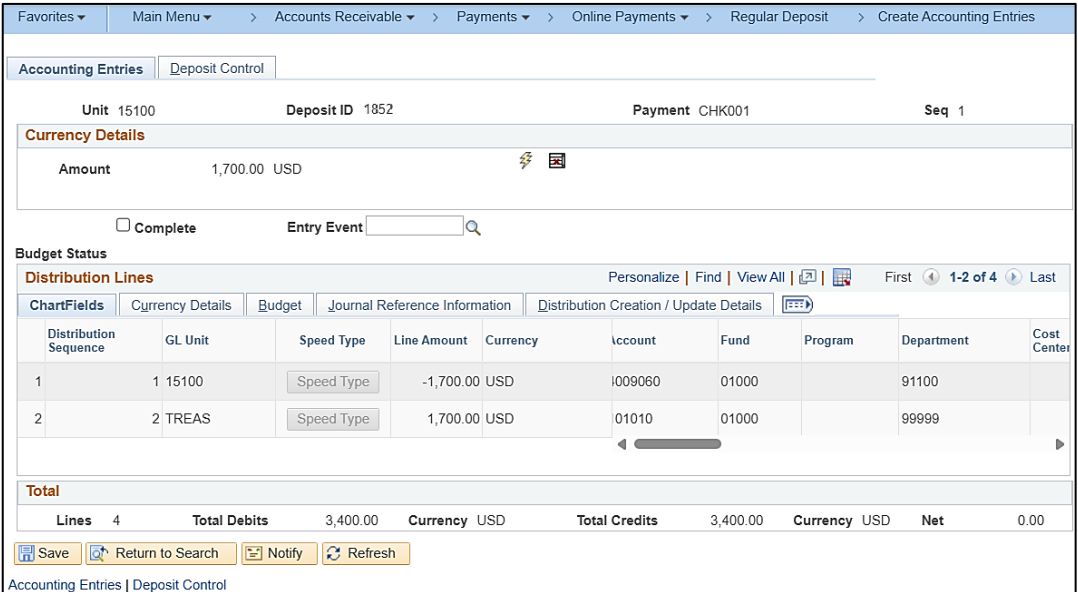




The **Distribution Lines** section is now editable.



Accounts Receivable Job Aid



AR326_Managing Accounts Receivable Funds Receipts

Step	Action
13.	<p>Update the accounting entries as necessary in the Distribution Lines section.</p> 
14.	<p>Click the Create icon (Lightning Bolt) to create the system generated cash and/or InterUnit Lines.</p> 
<p>The Accounting Entries tab refreshes.</p> 	
15.	<p>Select the Complete checkbox option.</p> 
16.	<p>Click the Save button.</p> 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																																										
	<p>The Accounting Entries tab refreshes.</p> <div><div><div>Favorites ▾Main Menu ▾>Accounts Receivable ▾>Payments ▾>Online Payments ▾>Regular Deposit >Create Accounting Entries</div><div>Accounting EntriesDeposit Control</div><div>Unit 15100Deposit ID 1852Payment CHK001Seq 1</div><div>Currency Details</div><div>Amount1,700.00 USD</div><div><input checked="" type="checkbox"/> CompleteEntry Event</div><div>Budget Status</div><div>Distribution Lines</div><div>Personalize Find View All 1-2 of 4 Last</div><div>ChartFieldsCurrency DetailsBudgetJournal Reference InformationDistribution Creation / Update Details</div><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></tr><tr><td>1</td><td>1 15100</td><td>Speed Type</td><td>-1,700.00</td><td>USD</td><td>009060</td><td>01000</td><td></td><td>91100</td><td></td></tr><tr><td>2</td><td>2 TREAS</td><td>Speed Type</td><td>1,700.00</td><td>USD</td><td>01010</td><td>01000</td><td></td><td>99999</td><td></td></tr></table><div>Total</div><table><tr><td>Lines</td><td>4</td><td>Total Debits</td><td>3,400.00</td><td>Currency</td><td>USD</td><td>Total Credits</td><td>3,400.00</td><td>Currency</td><td>USD</td><td>Net</td><td>0.00</td></tr></table><div>SaveReturn to SearchNotifyRefresh</div><div>Accounting Entries Deposit Control</div></div></div>	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	1	1 15100	Speed Type	-1,700.00	USD	009060	01000		91100		2	2 TREAS	Speed Type	1,700.00	USD	01010	01000		99999		Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center																																		
1	1 15100	Speed Type	-1,700.00	USD	009060	01000		91100																																			
2	2 TREAS	Speed Type	1,700.00	USD	01010	01000		99999																																			
Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00																																
17.	Review the accounting entries for accuracy.																																										
	Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries.																																										
18.	<p>Click the Budget Check icon.</p> <div><div>Currency Details</div><div>Amount1,700.00 USD</div><div></div></div>																																										



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action																														
	<p>The Accounting Entries tab refreshes once the Budget Check is completed.</p> <div><div><div><div><div>Favorites</div><div>Main Menu</div><div>Accounts Receivable</div><div>Payments</div><div>Online Payments</div><div>Regular Deposit</div><div>Create Accounting Entries</div></div><div>Accounting Entries</div><div>Deposit Control</div></div><div><div>Unit 15100</div><div>Deposit ID 1852</div><div>Payment CHK001</div><div>Seq 1</div></div><div><div>Currency Details</div><div>Amount1,700.00 USD</div></div><div><div><input checked="" type="checkbox"/> Complete</div><div>Entry Event</div></div><div><div>Budget Status Valid</div><div>Distribution Lines</div><div>PersonalizeFindView AllFirst1-2 of 4Last</div><div><div>ChartFields</div><div>Currency Details</div><div>Budget</div><div>Journal Reference Information</div><div>Distribution Creation / Update Details</div></div><table><tr><th>Distribution Sequence</th><th>GL Unit</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></tr><tr><td>1</td><td>1 15100</td><td>-1,700.00</td><td>USD</td><td>009060</td><td>01000</td><td></td><td>91100</td><td></td><td></td></tr><tr><td>2</td><td>2 TREAS</td><td>1,700.00</td><td>USD</td><td>01010</td><td>01000</td><td></td><td>99999</td><td></td><td></td></tr></table><div><div>Total</div><div>Lines 4</div><div>Total Debits 3,400.00</div><div>Currency USD</div><div>Total Credits 3,400.00</div><div>Currency USD</div><div>Net 0.00</div></div><div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Refresh</div></div><div>Accounting Entries Deposit Control</div></div></div></div>	Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task	1	1 15100	-1,700.00	USD	009060	01000		91100			2	2 TREAS	1,700.00	USD	01010	01000		99999		
Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task																						
1	1 15100	-1,700.00	USD	009060	01000		91100																								
2	2 TREAS	1,700.00	USD	01010	01000		99999																								
<div><div>i</div></div>	<p>Once the Budget Check completes, the Budget Status field will display one of the following statuses or a Warning message:</p> <ul style="list-style-type: none">• Valid status - The entry passed budget checking and the process updated the commitment control ledger• Error status- 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																														
19.	<p>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.</p> <div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Notify</div><div>Refresh</div></div>																														

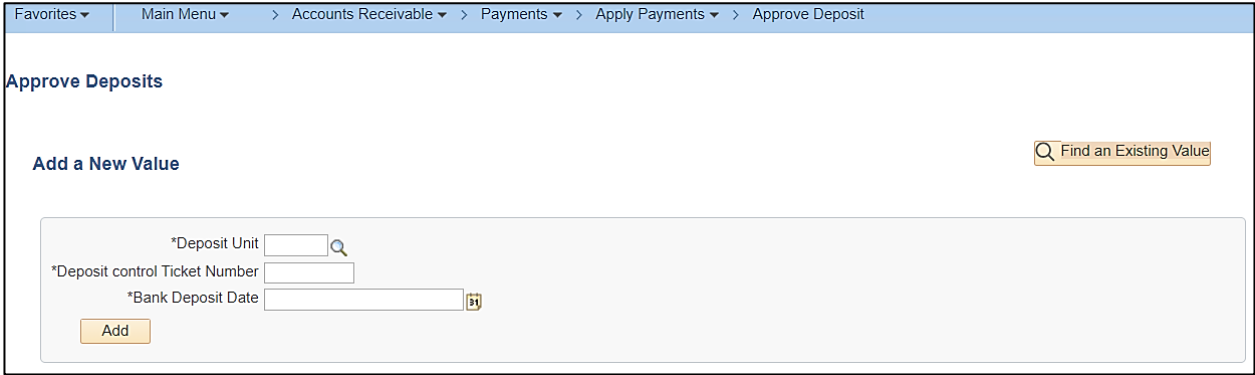

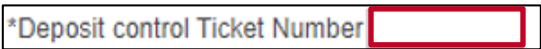


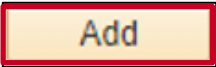


Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Approving and Finalizing Deposits

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

Step	Action
1.	Navigate to the Create Accounting Entries page using the following path: Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit
The Approve Deposits Add a New Value page displays. 	
2.	Enter or select a Deposit Unit using the Deposit Unit Look up icon if it does not default. 
3.	Enter a Deposit Control Ticket Number in the Deposit control Ticket Number field. 
4.	Select the applicable Bank Deposit Date using the Bank Deposit Date Calendar icon. 
	A Deposit Control Ticket Number can be used more than once. However, the bank deposit date must be different for the Deposit Control Ticket Number to be processed. If the same Deposit Control Ticket Number and bank deposit date are used, Cardinal displays an error message.
5.	Click the Add button. 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action								
	<p>The Approve Deposits page displays.</p> <div><div><div>Favorites ▾Main Menu ▾Accounts Receivable ▾Payments ▾Apply Payments ▾Approve Deposit</div><div><div>Approve Deposits</div><div>Approve Deposits</div><div>Delete DC Ticket</div><div>Deposit Unit: 15100</div><div>Deposit control Ticket Number: DCKHZ33</div><div>Control Total Amount: <input type="text" value="0.000"/>Control Count: <input type="text" value="0"/></div><div>Bank Deposit Date: 08/21/2025</div><div>WS Posted By:WS Posted Date:</div><div>Approved By:Approved Date:</div><div><div>Personalize Find View All </div><div>First ◀ 1 of 1 ▶ Last</div><table><tr><th>Deposit ID</th><th>Deposit Amount</th><th>Status</th><th>View Detail Status</th></tr><tr><td>1 <input type="text"/> </td><td></td><td></td><td> <input type="button" value="+"/> <input type="button" value="-"/></td></tr></table></div><div>Set WS to PostApprove</div><div><div> Save Notify</div><div> Add Update/Display</div></div></div></div></div>	Deposit ID	Deposit Amount	Status	View Detail Status	1 <input type="text"/>			<input type="button" value="+"/> <input type="button" value="-"/>
Deposit ID	Deposit Amount	Status	View Detail Status						
1 <input type="text"/>			<input type="button" value="+"/> <input type="button" value="-"/>						
6.	<p>Enter the total sum amount for all of the Deposits being included in the Control Total Amount field.</p> <div><div>Control Total Amount: <input type="text" value="0.000"/></div><div>Control Count: <input type="text" value="0"/></div></div>								
7.	<p>Enter the total number of Deposits (Deposit IDs) being included in the Control Count field.</p> <div><div>Control Total Amount: <input type="text" value="0.000"/></div><div>Control Count: <input type="text" value="0"/></div></div>								



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step

Action

Sample Approve Deposits page with the Header section completed:

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

Approve Deposits

Approve Deposits

Delete DC Ticket

Deposit Unit:15100

Deposit control Ticket Number:DCTN333

Control Total Amount:4400Control Count:2

Bank Deposit Date:08/21/2025

WS Posted By:WS Posted Date:

Approved By:Approved Date:

PersonalizeFindView All1 of 1Last

Deposit ID	Deposit Amount	Status	View Detail Status
1			

Set WS to PostApprove

SaveNotifyAddUpdate/Display

8.

Enter the applicable Deposit ID in the **Deposit ID** field. The **Deposit Amount** field will default based on the Deposit ID.

Deposit ID	Deposit Amount	Status	View Detail Status
1			

9.

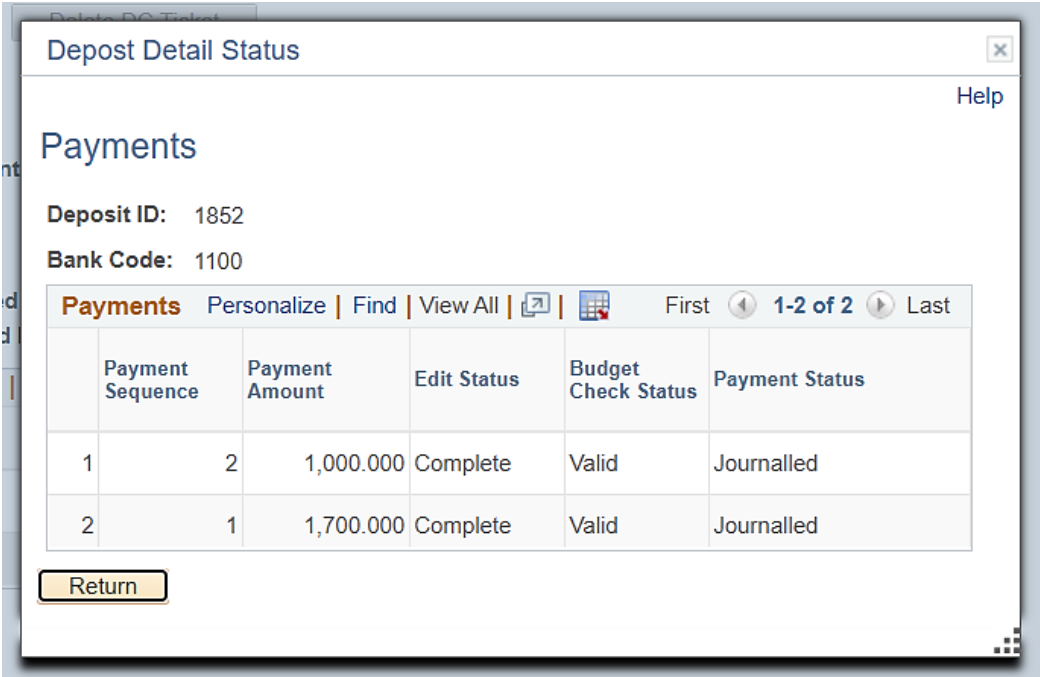
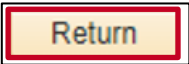

Click the **Add a New Row (+)** icon to enter additional Deposit IDs for the Deposit if applicable.

Deposit ID	Deposit Amount	Status	View Detail Status
1			

10.

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

Deposit ID	Deposit Amount	Status	View Detail Status
1			

Step	Action
	<p>The Deposit Detail Status page displays in a pop-up window.</p> 
11.	<p>Review the status information to ensure that:</p> <ol style="list-style-type: none"> The Edit Status field for each Payment displays “Complete”. All Payments must be complete in order to approve the Deposit The Budget Check Status field for each Payment displays “Valid”. All Payments must be valid in order to approve the Deposit The Payment Status field for each Payment displays “Journalled”. All Payments must be journalled in order to approve the Deposit
12.	<p>Click the Return button once the review is complete.</p> 
13.	<p>Repeat Steps 10 – 12 as applicable to review the Deposit Detail Status information for each Deposit.</p>
14.	<p>Click the Save button to approve.</p> 



Accounts Receivable Job Aid

AR326_Managing Accounts Receivable Funds Receipts

Step	Action
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The **Approve Deposits** page redispays.

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

Approve Deposits

Approve Deposits Delete DC Ticket

Deposit Unit: 15100

Deposit control Ticket Number: DCTN333

Control Total Amount: 4,400.000 Control Count: 2

Bank Deposit Date: 08/21/2025

WS Posted By: WS Posted Date:
Approved By: Approved Date:

Personalize Find View All [Print] [Refresh]				
First 1-2 of 2 Last				
Deposit ID	Deposit Amount	Status	View Detail Status	
1 1851	1700.000	Complete	[Icon]	+ -
2 1852	2700.000	Complete	[Icon]	+ -

Set WS to Post Approve

Save Notify Add Update/Display

15. Verify that the **Status** field for each Deposit ID is "Complete".

Personalize Find View All [Print] [Refresh]				
First 1-2 of 2 Last				
Deposit ID	Deposit Amount	Status	View Detail Status	
1 1851	1700.000	Complete	[Icon]	+ -
2 1852	2700.000	Complete	[Icon]	+ -

16. Click the **Approve** button.

Set WS to Post Approve

A **Message** displays in a pop-up window confirming that the Deposit is approved.

Message

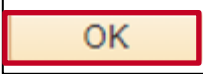
Deposit is approved (25007,4)

OK

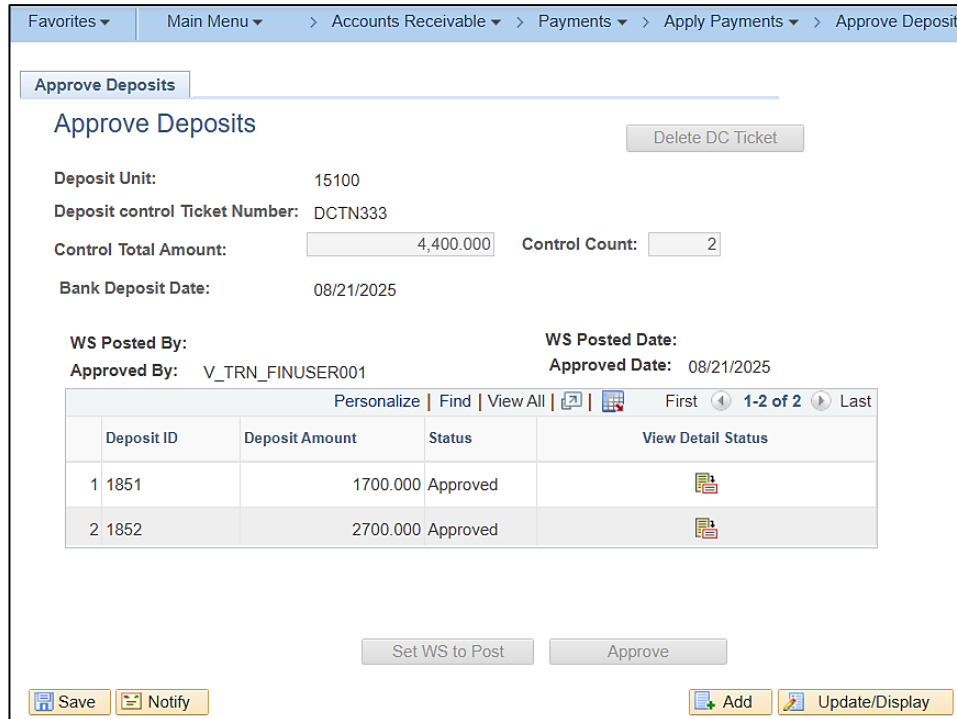


Accounts Receivable Job Aid


AR326_Managing Accounts Receivable Funds Receipts

Step	Action
17.	Click the OK button to close the Message . 

The **Approve Deposits** page redisplay.



The screenshot shows the 'Approve Deposits' page in a web application. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit. The page title is 'Approve Deposits'. There is a 'Delete DC Ticket' button. The form contains the following fields: Deposit Unit: 15100, Deposit control Ticket Number: DCTN333, Control Total Amount: 4,400.000, Control Count: 2, Bank Deposit Date: 08/21/2025, WS Posted By: V_TRN_FINUSER001, WS Posted Date: 08/21/2025, and Approved By: V_TRN_FINUSER001. Below these fields is a table with columns: Deposit ID, Deposit Amount, Status, and View Detail Status. The table has two rows: 1 1851 with a deposit amount of 1700.000 and status 'Approved', and 2 1852 with a deposit amount of 2700.000 and status 'Approved'. At the bottom of the page are buttons for 'Set WS to Post', 'Approve', 'Save', 'Notify', 'Add', and 'Update/Display'.

	<p>The Approved By and the Approved Date fields are automatically populated with the approval information and the Status field is updated to “Approved”.</p> <p>Once the Deposit is approved, it will be processed further during nightly batch processing.</p> <ul style="list-style-type: none">• The Deposit Post Processor batch process prepares the batched and approved direct journal Deposits for posting to the General Ledger• The subsequent Journal Generator batch process then creates Journal Entries from the Accounts Receivable module and posts them to the General Ledger
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