

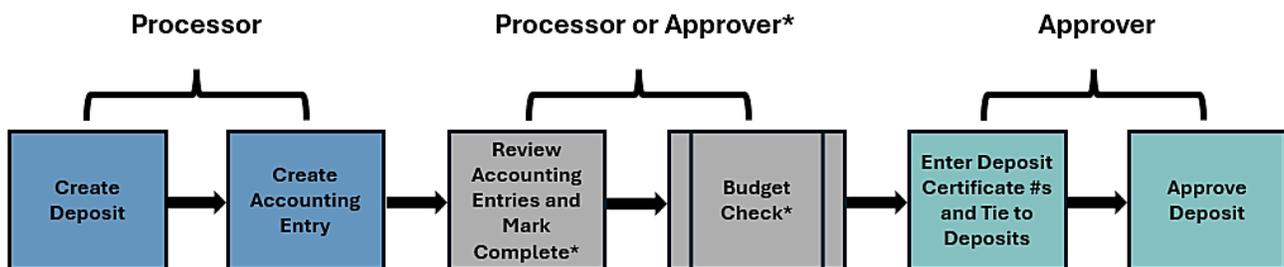
### Managing Accounts Receivable Transactions Overview

The Accounts Receivable (AR) process includes creating, processing, and finalizing Deposits in Cardinal. A Deposit is a collection of one or more Payments, also referred to as Cash Receipts.

Deposits are entered online in Cardinal or can be interfaced through the Funds Receipt Upload process for interfacing Agencies. During the processing of Deposits, accounting entries are entered and ultimately posted to the General Ledger.

There are two roles involved in the Accounts Receivable process which are the Processor and the Approver. There is no approval workflow in Cardinal for Accounts Receivable. The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting their review and approval. Only users with the appropriate security roles can approve a Deposit. For more information pertaining to Approving and Finalizing Deposits, refer to the Job Aid titled **AR325\_Accounts Receivable Approvals (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Below is a diagram depicting the recommended process for the online entry method.



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

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

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

Once a Deposit has been successfully budget checked, the Deposit and the accounting entry cannot be modified in the AR module. A Help Desk ticket must be submitted to 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.



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# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

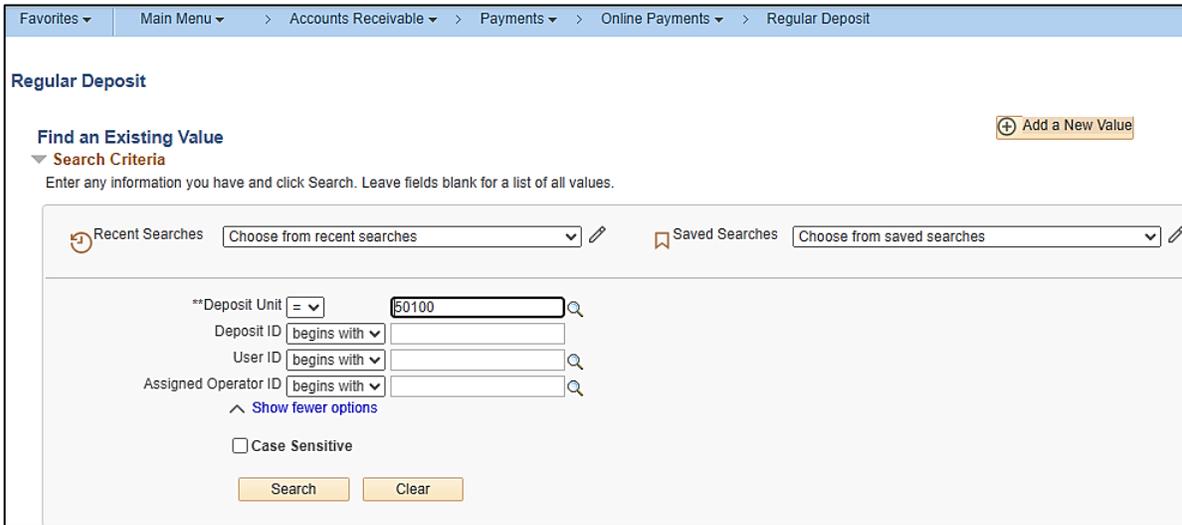
### Revision History

Revision Date	Summary of Changes
10/15/2025	Baseline.

### Creating Item Payments

Step	Action
1.	Navigate to the <b>Regular Deposits</b> page using the following path: <b>Main Menu &gt; Accounts Receivable &gt; Payments &gt; Online Payments &gt; Regular Deposit</b>

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



Regular Deposit

**Find an Existing Value** + Add a New Value

▼ Search Criteria

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

Recent Searches: Choose from recent searches  Saved Searches: Choose from saved searches

\*\*Deposit Unit:

Deposit ID:

User ID:

Assigned Operator ID:

[^ Show fewer options](#)

Case Sensitive

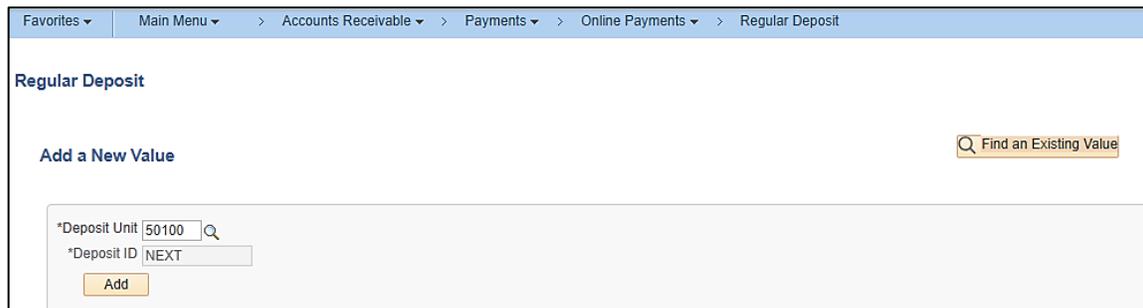


For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.	Click the <b>Add a New Value</b> button.
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The **Add a New Value** page displays.

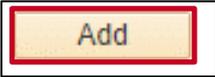
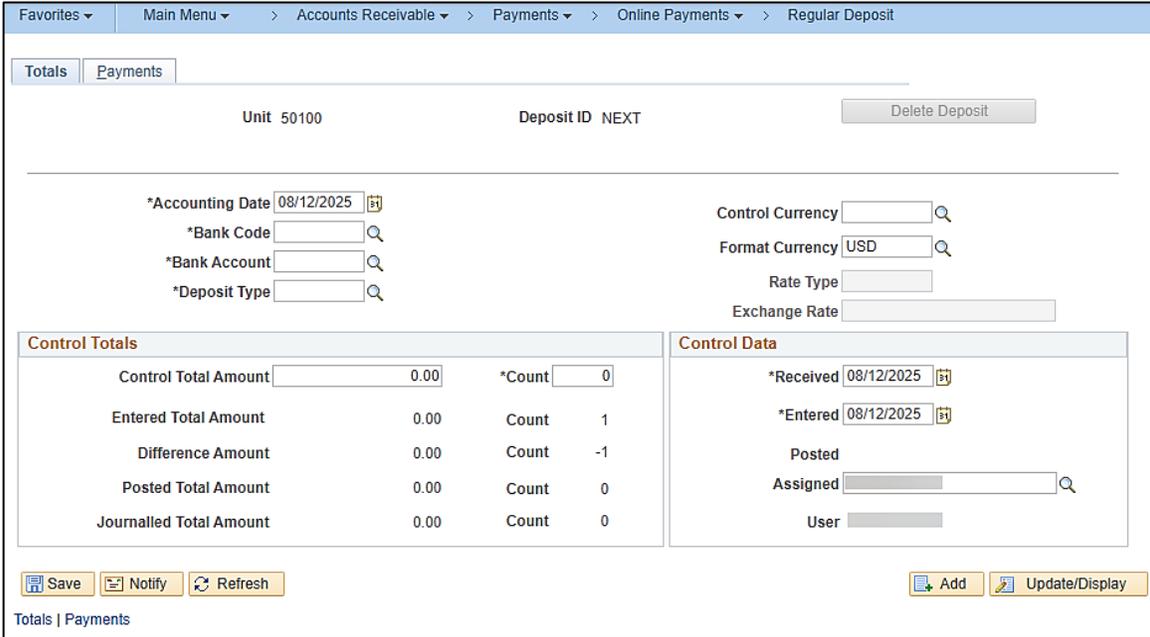


Regular Deposit

**Add a New Value** Q Find an Existing Value

\*Deposit Unit:

\*Deposit ID:

Step	Action
	<p>The <b>Deposit Unit</b> field defaults based on the user’s Business Unit but can be changed if user has access to multiple Business Units.</p> <p>The <b>Deposit ID</b> field defaults to “NEXT” and cannot be changed.</p>
3.	<p>Click the <b>Add</b> button.</p> <div data-bbox="293 569 508 646" style="border: 1px solid red; padding: 5px; display: inline-block;">  </div>
<p>The <b>Regular Deposit</b> page displays with the <b>Totals</b> tab displayed by default.</p> <div data-bbox="243 730 1393 1367" style="border: 1px solid gray; padding: 10px;">  </div>	
	<p>The information on this tab, including the <b>Unit, Deposit ID, Accounting Date, Bank Code, Bank Account, and Deposit Type</b> fields is required for every Deposit entered.</p> <p>Multiple Payments can be included in a Deposit.</p>
4.	<p>Click the <b>Accounting Date Calendar</b> icon and select the applicable accounting date.</p> <div data-bbox="293 1604 833 1677" style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>*Accounting Date <span style="border: 1px solid red; padding: 2px;">08/12/2025</span> </p> </div>
	<p>The <b>Accounting Date</b> 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>



# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
5.	Click the <b>Bank Code Look up</b> icon and select the applicable Bank Code. 
	For more information pertaining to Cardinal Bank Codes, see the Job Aid titled <b>AR326_Bank Code Crosswalk</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
6.	Click the <b>Bank Account Look up</b> icon and select the applicable Bank Account. 
	The Bank Code selected determines which Bank Accounts are available for selection.
7.	Click the <b>Deposit Type Look up</b> icon and select the applicable Deposit Type. 
	The <b>Deposit Type</b> field defaults based upon the Bank Code and Bank Account selected and can be changed as needed.
8.	Click the <b>Control Currency Look up</b> icon and select "USD". 
9.	Enter the sum of all Payments to be included in the Deposit in the <b>Control Total Amount</b> field. 
10.	Enter the total number of Payments in the <b>Count</b> field. 

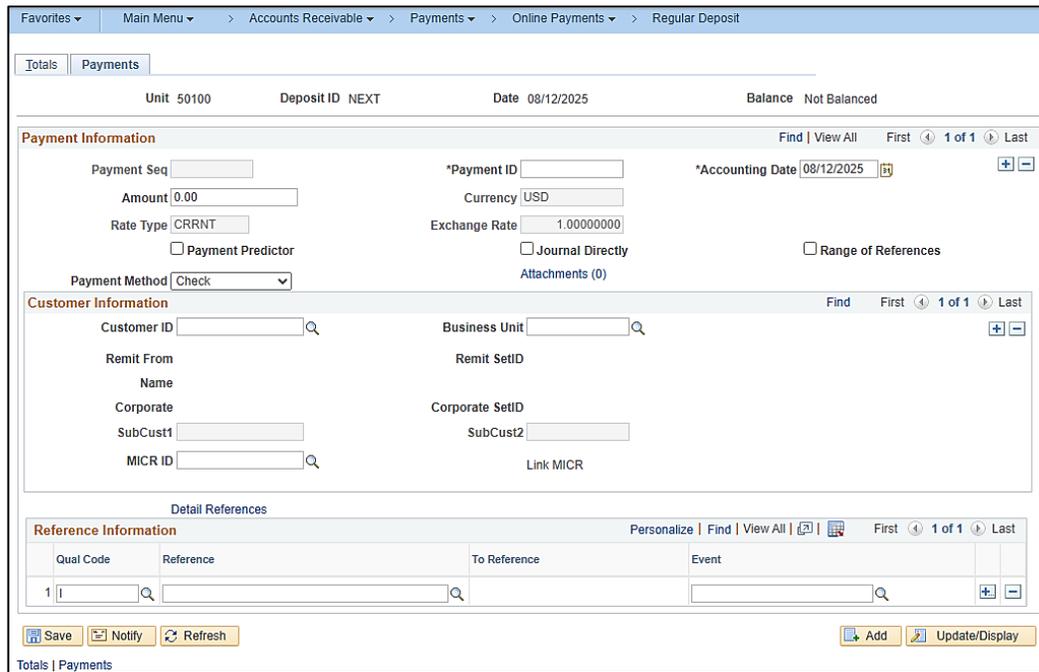


# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
11.	<p>The <b>Received</b> field and <b>Entered</b> field within the <b>Control Data</b> section default to the current date. Update as needed.</p> 
	<p>The <b>Received</b> field should be the date the funds were received by the Agency or bank.  The <b>Entered</b> field should be the date the Deposit ID is created in Cardinal.  The User ID of the person entering the transaction defaults in the <b>Assigned</b> and <b>User</b> fields.</p> 
12.	<p>Click the <b>Payments</b> tab.</p> 

The **Payments** tab displays.





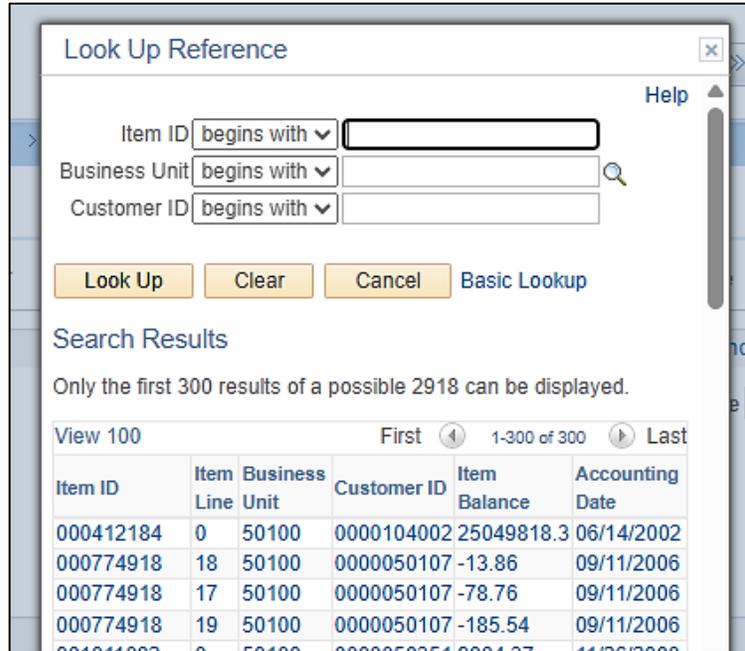
# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	<p>This page is where specific information about each Payment in the Deposit is entered.</p> <p>The <b>Payment Seq</b> (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 <b>Payment ID</b> field.</p> <p><b>*Payment ID</b> <input type="text" value="CHK001"/></p>
14.	<p>Enter the Payment amount in the <b>Amount</b> field.</p> <p><b>Amount</b> <input type="text" value="562.41"/></p>
	<p>The <b>Payment Predictor</b> checkbox option may display as “checked” by default depending upon bank account setup. Do not update.</p> <p><input checked="" type="checkbox"/> <b>Payment Predictor</b></p>
15.	<p>Click the <b>Payment Method</b> dropdown button and select the payment method (e.g., “Check”, “Cash”, etc.)</p> <p><b>Payment Method</b> <input type="text" value="Check"/></p>
16.	<p>Click the <b>Customer ID Look up</b> icon and select the applicable Customer ID.</p> <p><b>Customer ID</b> <input type="text" value="0000136246"/> </p>
17.	<p>Click the <b>Business Unit Look up</b> icon and select the Agency Business Unit.</p> <p><b>Business Unit</b> <input type="text" value="50100"/> </p>
18.	<p>Click the <b>Reference Look up</b> icon.</p> <p><b>Reference</b> <input type="text"/> </p>

Step	Action
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The **Look Up Reference** page displays in a pop-up window.



**Look Up Reference**

Item ID begins with

Business Unit begins with

Customer ID begins with

Look Up Clear Cancel Basic Lookup

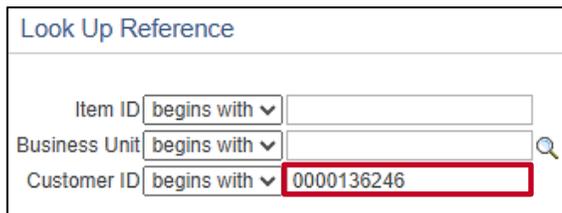
**Search Results**

Only the first 300 results of a possible 2918 can be displayed.

View 100 First 1-300 of 300 Last

Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date
000412184	0	50100	0000104002	25049818.3	06/14/2002
000774918	18	50100	0000050107	-13.86	09/11/2006
000774918	17	50100	0000050107	-78.76	09/11/2006
000774918	19	50100	0000050107	-185.54	09/11/2006

19. Use any of the relevant **Search** fields to locate the applicable Item ID.



**Look Up Reference**

Item ID begins with

Business Unit begins with

Customer ID begins with

20. Click the **Look Up** button.



Look Up Clear Cancel Basic Lookup



# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The search results display.

**Look Up Reference**

Item ID begins with

Business Unit begins with

Customer ID begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-2 of 2 Last

Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date
GENE007032	0	50100	0000136246	562.41	06/16/2025
GENE007048	0	50100	0000136246	548.99	07/09/2025

21. Select the applicable Item by clicking the corresponding link in the **Item ID** column.

**Search Results**

View 100 First 1-2 of 2 Last

Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date
<a href="#">GENE007032</a>	0	50100	0000136246	562.41	06/16/2025
GENE007048	0	50100	0000136246	548.99	07/09/2025

The **Payments** tab redisplay and the Item ID displays in the **Reference** field.

**Reference Information**

Qual Code	Reference
1	<input type="text" value="GENE007032"/>

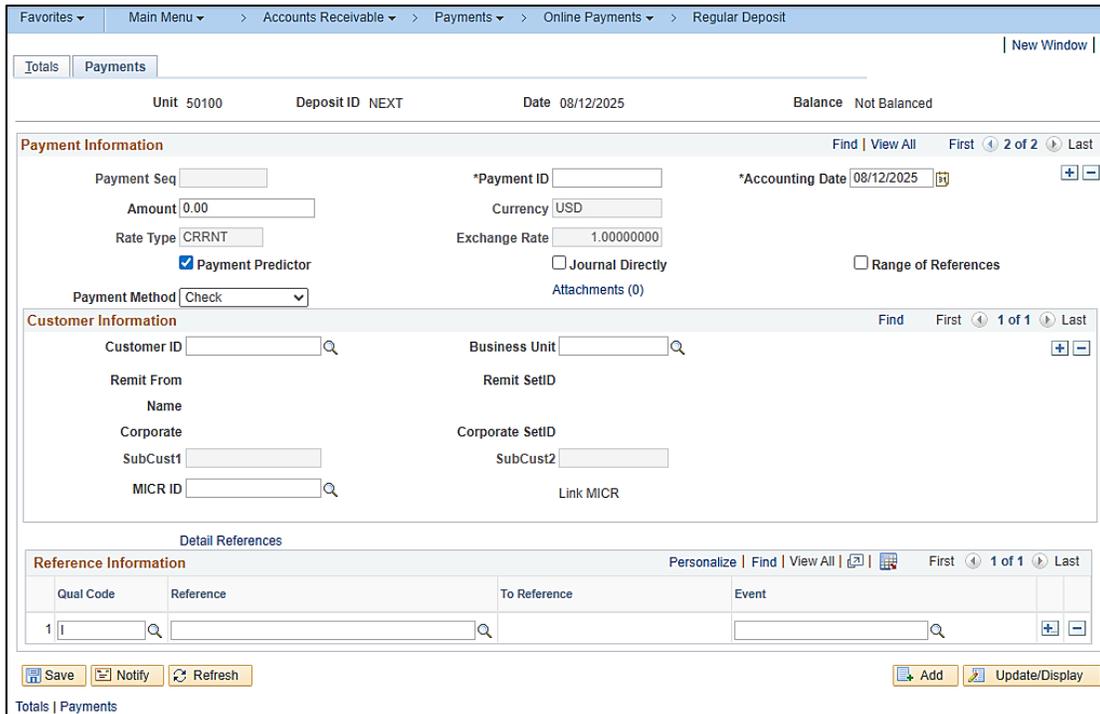
22. Click the **Add a New Row** icon in the **Payment Information** section to add another Payment to the Deposit as needed.

**Payment Information** Find | View All First 1 of 1 Last

Payment Seq  \*Payment ID  \*Accounting Date

Step	Action
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The **Payments** tab refreshes with the additional row.



23.	Repeat Steps 13 – 21 until all of the applicable Payments have been added to the Deposit.
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24.	Click the <b>Save</b> button.
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	<p>Once all Payments have been entered for the Deposit, ensure that the <b>Balance</b> field at the top of the page displays as “Balanced”.</p> <p>If the <b>Balance</b> field does not display as “Balanced”, check the individual Payment amounts against the amount entered in the <b>Control Total Amount</b> field on the <b>Totals</b> tab.</p> <p>An unbalanced Deposit can be saved but cannot be processed further until it is balanced.</p>
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# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Payments** tab refreshes with the assigned Deposit ID displayed in the **Deposit ID** field.

The screenshot shows the 'Payments' tab in the Accounts Receivable system. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Totals' and 'Payments' tabs are visible at the top. The main area displays the following information:

- Unit:** 50100
- Deposit ID:** 138299
- Date:** 08/12/2025
- Balance:** Balanced

The **Payment Information** section includes:

- Payment Seq: 2
- \*Payment ID: CHK002
- \*Accounting Date: 08/12/2025
- Amount: 4,852.31
- Currency: USD
- Rate Type: CRRNT
- Exchange Rate: 1.00000000
- Payment Predictor
- Journal Directly
- Range of References
- Payment Method: Check
- Attachments (0)
- View Audit Logs

The **Customer Information** section includes:

- Customer ID: 0000129837
- Business Unit: 50100
- Remit From: 0000129837
- Remit SetID: 50100
- Name: CHESAPEAKE BAY BRIDGE TUNNEL
- Corporate: 0000129837
- Corporate SetID: 50100
- MICR ID: [Searchable]
- Link MICR

The **Reference Information** section includes:

- Qual Code: 1
- Reference: GENE007021
- To Reference: [Searchable]
- Event: [Searchable]

Buttons at the bottom include Save, Notify, Refresh, Add, and Update/Display.



The **Deposit ID** field is systematically populated with the next available Deposit ID by Cardinal.

Once all Deposits have been entered, accounting entries will need to be created for each Payment in the Deposit.

Refer to the [Processing Item Payments](#) section of this Job Aid to proceed.

25.

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

This screenshot is similar to the previous one, but the **Deposit ID** field (138299) is highlighted with a red rectangular box to draw attention to it.

26.

Click the **Totals** tab to review the Deposit totals.

This screenshot shows the 'Totals' and 'Payments' tabs at the top of the screen. The **Totals** tab is highlighted with a red rectangular box.



# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Totals** tab redisplay.



The **Control Totals** section updates to reflect all Payments associated with the Deposit.

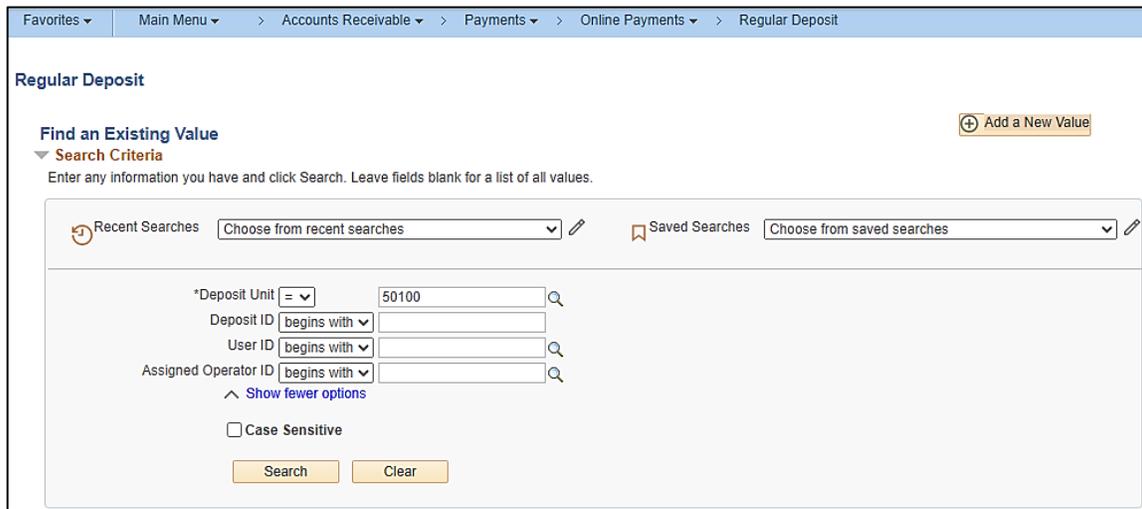
27.

Review the information in the **Control Totals** section for accuracy. The **Difference Amount** and **Count** fields must equal "0.00" and "0" for the Payments to be applied.

### Creating Direct Journal Payments

Step	Action
1.	Navigate to the <b>Regular Deposits</b> page using the following path: <b>Main Menu &gt; Accounts Receivable &gt; Payments &gt; Online Payments &gt; Regular Deposit</b>

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



The screenshot shows the 'Regular Deposit' page with the 'Find an Existing Value' section. It includes a breadcrumb trail: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. Below the breadcrumb, there is a search criteria section with the following fields:
 

- \*Deposit Unit: [50100]
- Deposit ID: [begins with]
- User ID: [begins with]
- Assigned Operator ID: [begins with]

 There are also 'Recent Searches' and 'Saved Searches' dropdowns, a 'Case Sensitive' checkbox, and 'Search' and 'Clear' buttons.

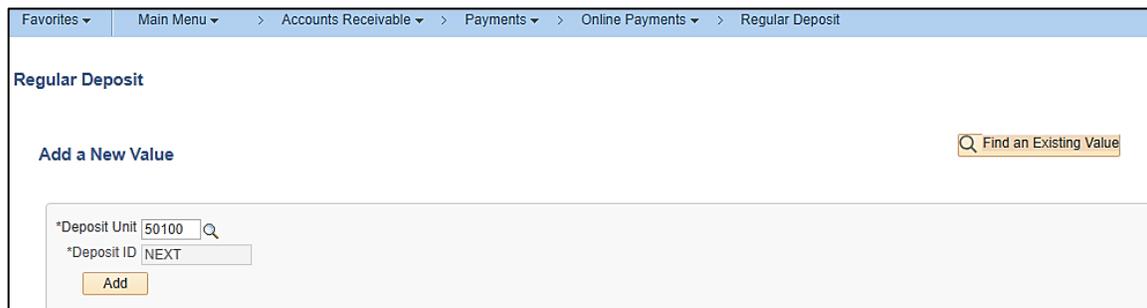


For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

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



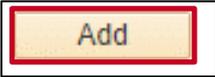
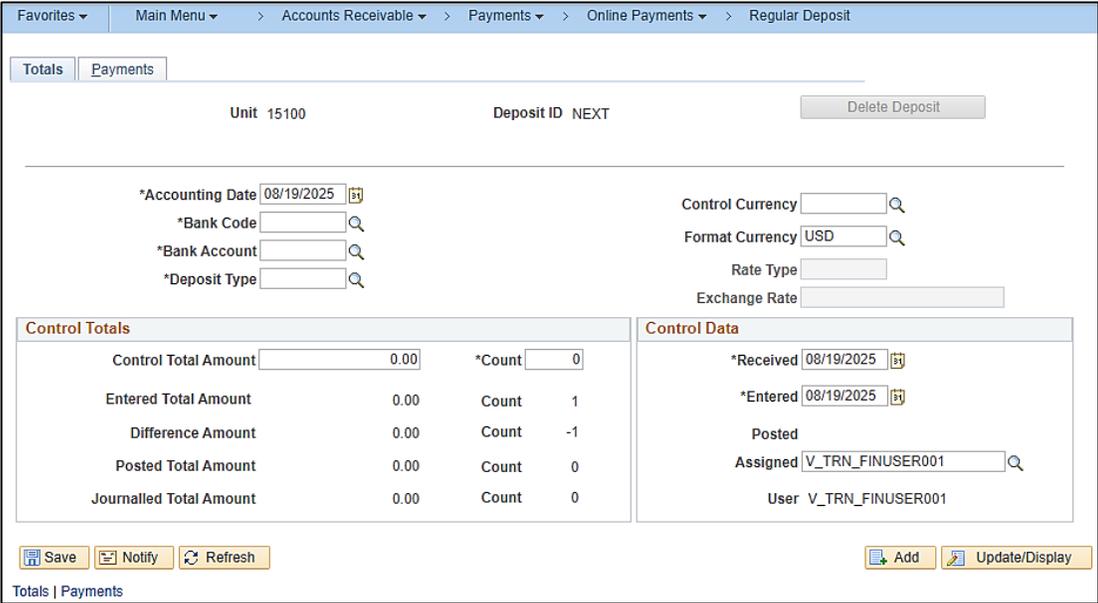
The **Add a New Value** page displays.



The screenshot shows the 'Regular Deposit' page with the 'Add a New Value' section. It includes the same breadcrumb trail as the previous screenshot. Below the breadcrumb, there is an 'Add a New Value' section with the following fields:
 

- \*Deposit Unit: [50100]
- \*Deposit ID: [NEXT]

 There is an 'Add' button below the fields.

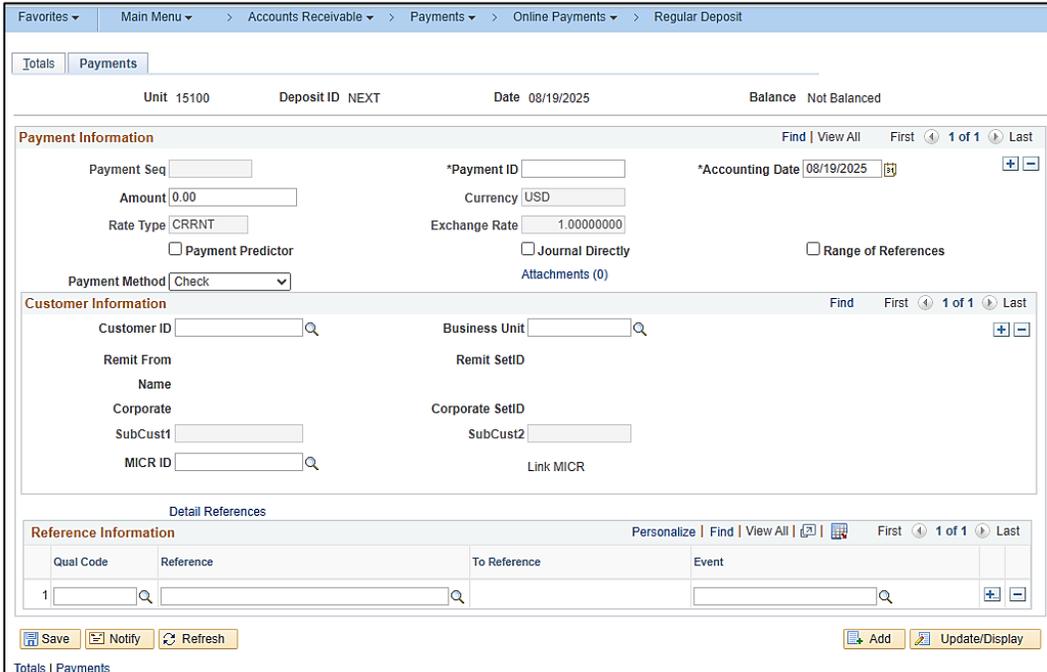
Step	Action
	<p>The <b>Deposit Unit</b> field defaults based on the user’s Business Unit but can be changed if the user has access to multiple Business Units.</p> <p>The <b>Deposit ID</b> field defaults to “NEXT” and cannot be changed.</p>
3.	<p>Click the <b>Add</b> button.</p> 
<p>The <b>Regular Deposit</b> page displays with the <b>Totals</b> tab displayed by default.</p> 	
	<p>The information on this tab, including the <b>Unit</b>, <b>Deposit ID</b>, <b>Accounting Date</b>, <b>Bank Code</b>, <b>Bank Account</b>, and <b>Deposit Type</b> fields is required for every Deposit entered.</p> <p>Multiple Payments can be included in a Deposit.</p>
4.	<p>Click the <b>Accounting Date Calendar</b> icon and select the applicable accounting date.</p> 
	<p>The <b>Accounting Date</b> 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>

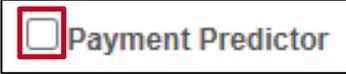
Step	Action
5.	Click the <b>Bank Code Look up</b> icon and select the applicable Bank Code. 
	For more information pertaining to Cardinal Bank Codes, see the Job Aid titled <b>AR326_Bank Code Crosswalk</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
6.	Click the <b>Bank Account Look up</b> icon and select the applicable Bank Account. 
	The selected Bank Code determines which Bank Accounts are available for selection.
7.	Click the <b>Deposit Type Look up</b> icon and select the applicable Deposit type. 
8.	Click the <b>Control Currency Look up</b> icon and select "USD". 
9.	Enter the sum of all Payments to be included in the Deposit in the <b>Control Total Amount</b> field. 
10.	Enter the total number of Payments in the <b>Count</b> field. 
11.	The <b>Received</b> field and <b>Entered</b> field within the <b>Control Data</b> section default to the current date. Update as needed. 

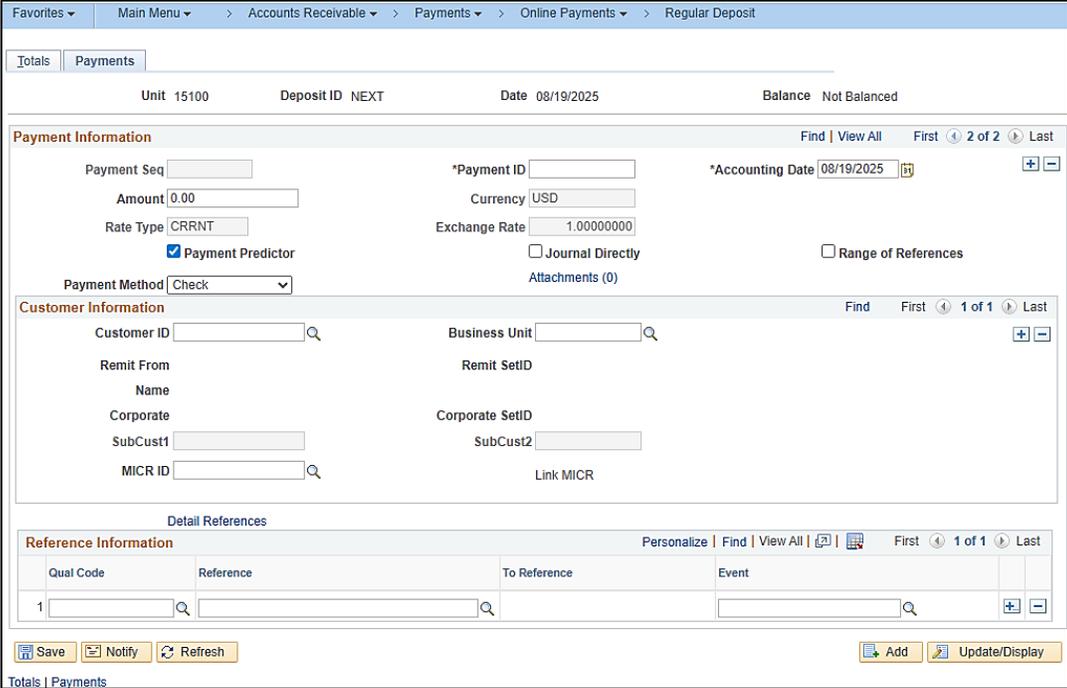
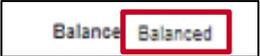


# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

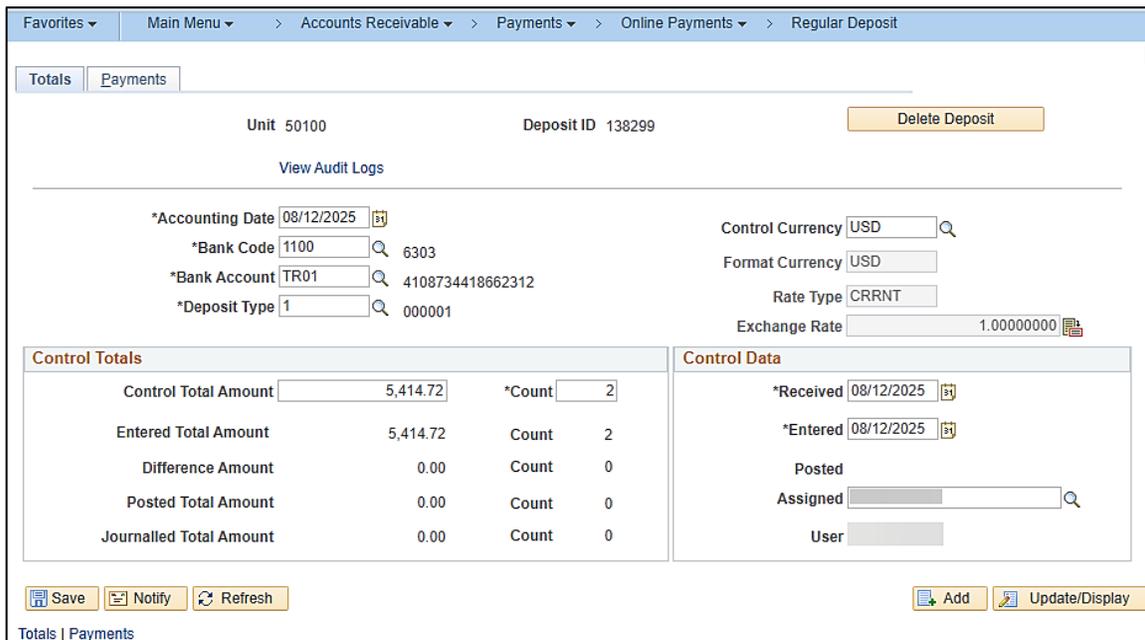
Step	Action
	<p>The <b>Received</b> field should be the date the funds were received by the Agency or bank.</p> <p>The <b>Entered</b> field should be the date the Deposit ID is created in Cardinal.</p> <p>The User ID of the person entering the transaction defaults in the <b>Assigned</b> and <b>User</b> fields.</p>
12.	<p>Click the <b>Payments</b> tab.</p> 
<p>The <b>Payments</b> tab displays.</p> 	
	<p>The <b>Payments</b> tab is where specific information about each Payment in the Deposit is entered.</p> <p>The <b>Payment Seq</b> (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 <b>Payment ID</b> field.</p> 

Step	Action
14.	Enter the Payment amount in the <b>Amount</b> field. 
15.	De-select the <b>Payment Predictor</b> checkbox option if selected by default. 
16.	Select the <b>Journal Directly</b> checkbox option. 
	If the <b>Journal Directly</b> checkbox option is not selected, accounting entries cannot be created.
17.	Click the <b>Payment Method</b> dropdown button and select the Payment Method. 
	<p>The <b>Payment Method</b> field should be set to “Agency Transfer” if the Payment is an Agency to Agency (ATA) transaction.</p> <p>The <b>Customer Information</b> section is only used for ATA transactions. These are payments received for goods and/or services provided by one Commonwealth of Virginia (COVA) Agency to another.</p> <p>For Agency to Agency (ATA) transactions, enter or select the Customer ID using the <b>Customer ID Look up</b> 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 <b>Agency to Agency Transactions Information Sheet</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
18.	Click the <b>Add a New Row</b> icon in the <b>Payment Information</b> section to add another Payment to the Deposit as needed. 

Step	Action
	<p>The <b>Payments</b> tab redisplays with the additional row.</p> 
19.	Repeat Steps 13 – 17 until all of the Payments have been added to the Deposit.
20.	<p>Click the <b>Save</b> button.</p> 
	<p>Once all Payments have been entered for the Deposit, ensure that the <b>Balance</b> field at the top of the page displays as “Balanced”.</p> <p>If the <b>Balance</b> field does not display as “Balanced”, check the individual Payment amounts against the amount entered in the <b>Control Total Amount</b> field on the <b>Totals</b> page. An unbalanced Deposit can be saved but cannot be processed further until it is balanced.</p> 
21.	<p>Take note of the assigned Deposit ID for further processing of this Deposit.</p> 

Step	Action
	<p>The <b>Deposit ID</b> field is systematically populated with the next available Deposit ID by Cardinal.</p> <p>Once all Deposits have been entered, accounting entries will need to be created for each Payment in the Deposit. Refer to the <a href="#">Processing Direct Journal Payments</a> section of this Job Aid for additional information pertaining to this process.</p>
26.	<p>Click the <b>Totals</b> tab to review the Deposit totals.</p> 

The **Totals** tab redispays.



Unit 50100      Deposit ID 138299      [Delete Deposit](#)

[View Audit Logs](#)

\*Accounting Date       Control Currency

\*Bank Code   6303      Format Currency

\*Bank Account   4108734418662312      Rate Type

\*Deposit Type   000001      Exchange Rate

Control Totals			Control Data		
Control Total Amount	<input type="text" value="5,414.72"/>	*Count <input type="text" value="2"/>	*Received	<input type="text" value="08/12/2025"/>	<input type="button" value="Q"/>
Entered Total Amount	5,414.72	Count 2	*Entered	<input type="text" value="08/12/2025"/>	<input type="button" value="Q"/>
Difference Amount	0.00	Count 0	Posted		
Posted Total Amount	0.00	Count 0	Assigned	<input type="text"/>	<input type="button" value="Q"/>
Journalled Total Amount	0.00	Count 0	User	<input type="text"/>	

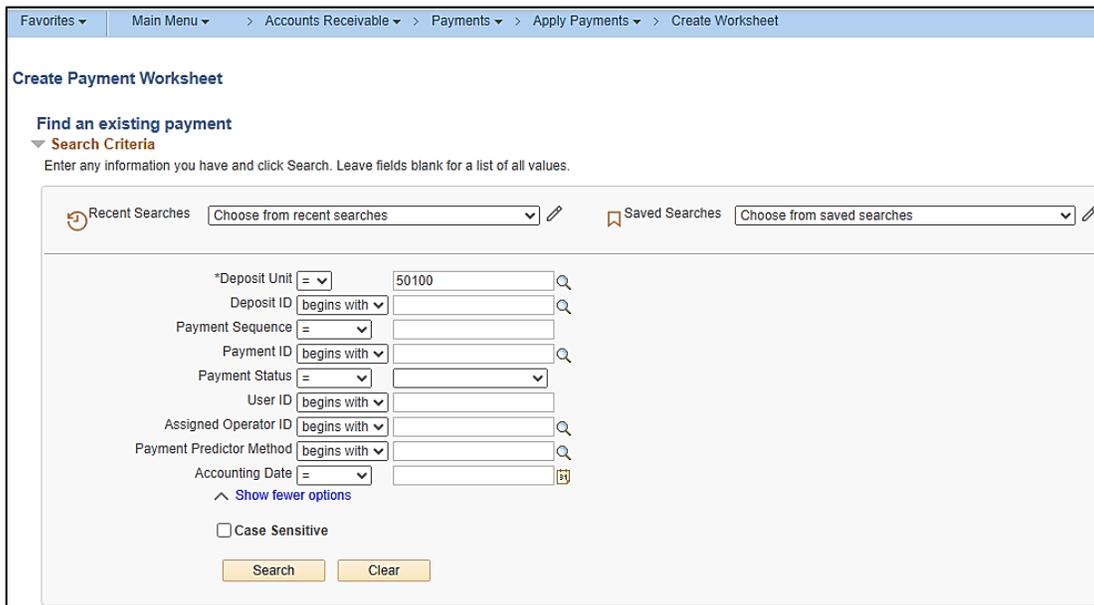
Totals | Payments

	The <b>Control Totals</b> section updates to reflect all Payments associated with the Deposit.
27.	Review the information in the <b>Control Totals</b> section for accuracy. The <b>Difference Amount</b> and <b>Count</b> fields must equal "0.00" and "0" for the Payments to be applied.

### Processing Item Payments

Step	Action
1.	Navigate to the <b>Create Worksheet</b> page using the following path: <b>Main Menu &gt; Accounts Receivable &gt; Payments &gt; Apply Payments &gt; Create Worksheet</b>

The **Create Payment Worksheet Find an existing payment 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 user's Business Unit but can be changed if the user has access to multiple Business Units.

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



3. Click the **Search** button.





# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

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

▼ Search Results  
2 results - Payment Worksheet Type "Payment Worksheet" Deposit Unit "50100" +1 more

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer	
50100	138299	1	CHK001	562.41 USD		Ident			(blank)	(blank)	(blank)	08/12/2025	08/12/2025	(blank)	>
50100	138299	2	CHK002	4,852.31 USD		Ident			(blank)	(blank)	(blank)	08/12/2025	08/12/2025	(blank)	>



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

4.

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

▼ Search Results  
2 results - Payment Worksheet Type "Payment Worksheet" Deposit Unit "50100" +1 more

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer	
50100	138299	1	CHK001	562.41 USD		Ident			(blank)	(blank)	(blank)	08/12/2025	08/12/2025	(blank)	>
50100	138299	2	CHK002	4,852.31 USD		Ident			(blank)	(blank)	(blank)	08/12/2025	08/12/2025	(blank)	>



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

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

Payment Worksheet Selection

Deposit Unit 50100      Payment ID CHK001       Payment Predictor  
 Deposit ID 138299      Payment Amount 562.41 USD  
 Payment Status None Applied      Payment Status Identified

**Customer Criteria**

Customer Criteria: Customer Items  
 Customer Reference: Customer ID 0000136246      Business Unit 50100  
 Name ELIZABETH RIVER CROSSINGS, OPCC, LLC  
 Remit SetID 50100      Remit From ID 0000136246  
 Corporate SetID 50100      Corporate ID 0000136246  
 MICR ID      Link MICR

**Reference Criteria**

Reference Criteria: Specific Value  
 Restrict to: All Customers  
 Match Rule: Exact Match  
 Detail Reference: Item Status

**Item Inclusion Options**

All Items       Deduction Items Only       Items in Dispute Only      Advanced Inclusion Options  
 Exclude Collection Items       Exclude Deduction Items       Exclude Dispute Items

**Worksheet Action**

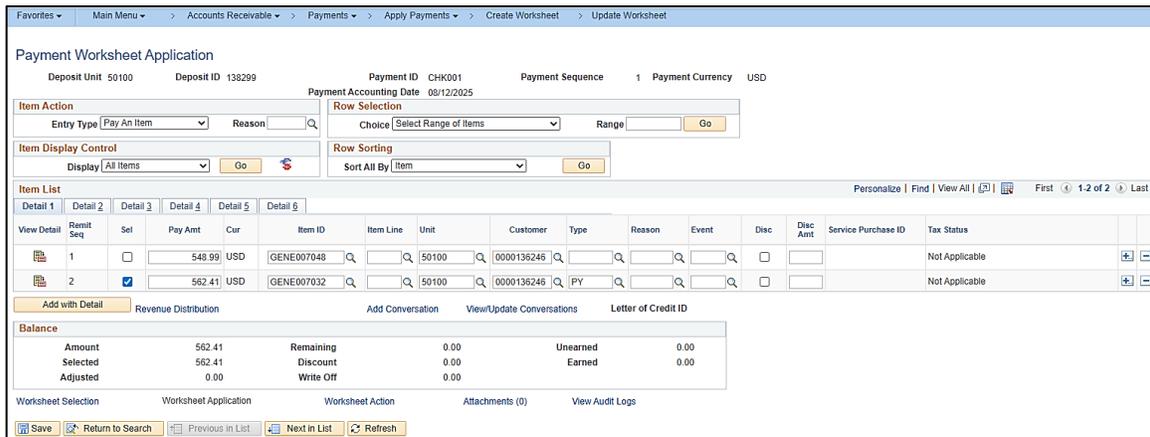
Build      Clear      Created at      Items 0

Worksheet Selection      Worksheet Application      Worksheet Action

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

Step	Action
5.	Click the <b>Build</b> button. 

The **Payment Worksheet Application** page displays.



Payment Worksheet Application

Deposit Unit 50100 Deposit ID 138299 Payment ID CHK001 Payment Sequence 1 Payment Currency USD  
 Payment Accounting Date 08/12/2025

Item Action: Entry Type [Pay An Item] Reason [ ] Row Selection: Choice [Select Range of Items] Range [ ] Go [ ]

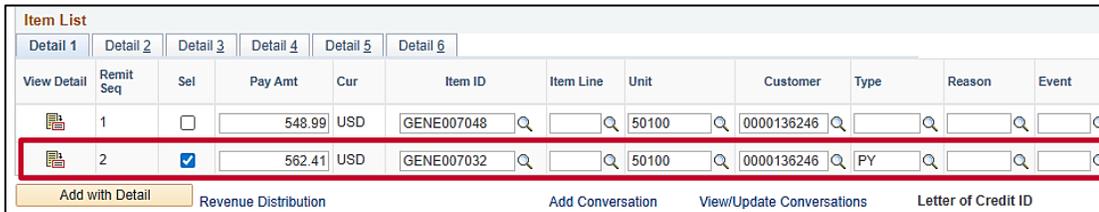
Item Display Control: Display [All Items] Go [ ] Row Sorting: Sort All By [Item] Go [ ]

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Service Purchase ID	Tax Status
1	1	<input type="checkbox"/>	548.99	USD	GENE007048		50100	0000136246							Not Applicable
2	2	<input checked="" type="checkbox"/>	562.41	USD	GENE007032		50100	0000136246	PY						Not Applicable

Balance:

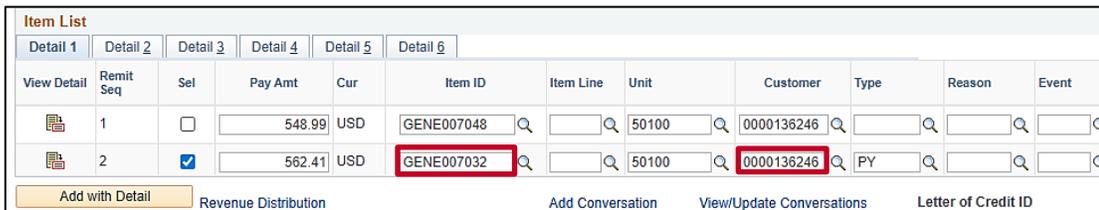
Amount	562.41	Remaining	0.00	Unearned	0.00
Selected	562.41	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

The **Item List** section may list multiple items if the Customer has more than one outstanding balance. The Item ID for the Payment associated with the Deposit ID entered will be automatically selected (**Select** checkbox option selected).

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event
1	1	<input type="checkbox"/>	548.99	USD	GENE007048		50100	0000136246			
2	2	<input checked="" type="checkbox"/>	562.41	USD	GENE007032		50100	0000136246	PY		

6. Verify the information in the **Item ID** and **Customer** fields for accuracy.

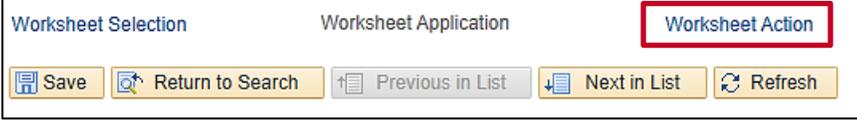
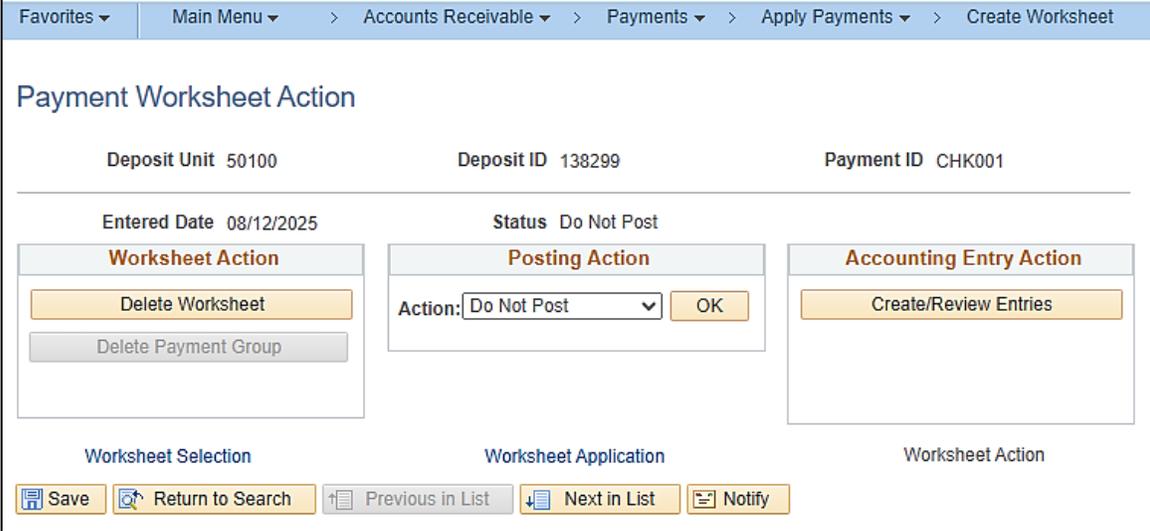
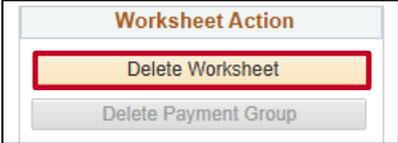


View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event
1	1	<input type="checkbox"/>	548.99	USD	GENE007048		50100	0000136246			
2	2	<input checked="" type="checkbox"/>	562.41	USD	GENE007032		50100	0000136246	PY		

7. Click the **Save** button.



Save Return to Search Previous in List Next in List Refresh

Step	Action
	<p>The <b>Remaining</b> field in the <b>Balance</b> section must equal “0.00” to proceed with the Payment worksheet.</p>
8.	<p>Click the <b>Worksheet Action</b> link.</p> 
<p>The <b>Payment Worksheet Action</b> page displays.</p>	
	
	<p>The option to delete a Worksheet is available on this page. Clicking the <b>Delete Worksheet</b> button will delete the entire Worksheet that was created in the previous steps and should only be selected if the Worksheet should be deleted.</p> 
9.	<p>Click the <b>Create/Review Entries</b> button in the <b>Accounting Entry Action</b> section to create the accounting entries for review.</p> 



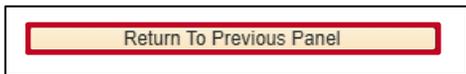
# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

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

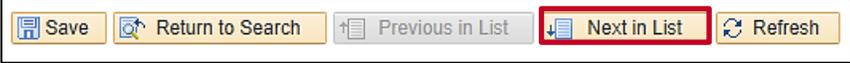
- Review the Distribution Lines for accuracy and then click the **Return to Previous Panel** button.



The **Payment Worksheet Action** page redispays.

- Click the **Save** button.



Step	Action
12.	<p>Click the <b>Next in List</b> button if there is more than one Payment for this Deposit and repeat Steps 4 - 11 until all of the Payment Worksheets are created.</p> 
	<p>From this point, the AR Processor has completed the creation of the Worksheets. However, the Worksheets must be reviewed prior to being set to “Batch Standard”. Only a Supervisor can set Worksheets to “Batch Standard”. Steps 13 – 15 below will be completed by a Supervisor and are included here for reference.</p>
13.	<p>Click the <b>Action</b> dropdown button in the <b>Posting Action</b> section and select “Batch Standard”.</p> 
14.	<p>Click the <b>OK</b> button.</p> 
15.	<p>Click the <b>Next in List</b> button, if applicable, and repeat Steps 13 and 14 to set the remaining Payments to “Batch Standard”.</p> 
	<p>Once the transactions are set to “Batch Standard”, the nightly AR Batch Stream will process these transactions.</p> <p>The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. The Approver must add the Deposit on the Approve Deposit page and create the Deposit Control Ticket prior to approval. Only users with the appropriate security roles can approve a Deposit. For more information pertaining to Approving and Finalizing Deposits, refer to the Job Aid titled <b>AR325_Accounts Receivable Approvals (VDOT Only)</b>. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>



# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

### Processing Partial Payments

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

**Scenario:** A Customer has a balance of \$750 and has made a payment of \$500 toward the balance. A partial Payment will be applied. First, the Processor must create an Item Payment. The steps below begin once the Deposit is created. For further information pertaining to creating Item Payments, see the [Creating Item Payments](#) section of this Job Aid.

Step	Action
	<p>The <b>Payment Worksheet Selection</b> page for the Deposit is displayed.</p>

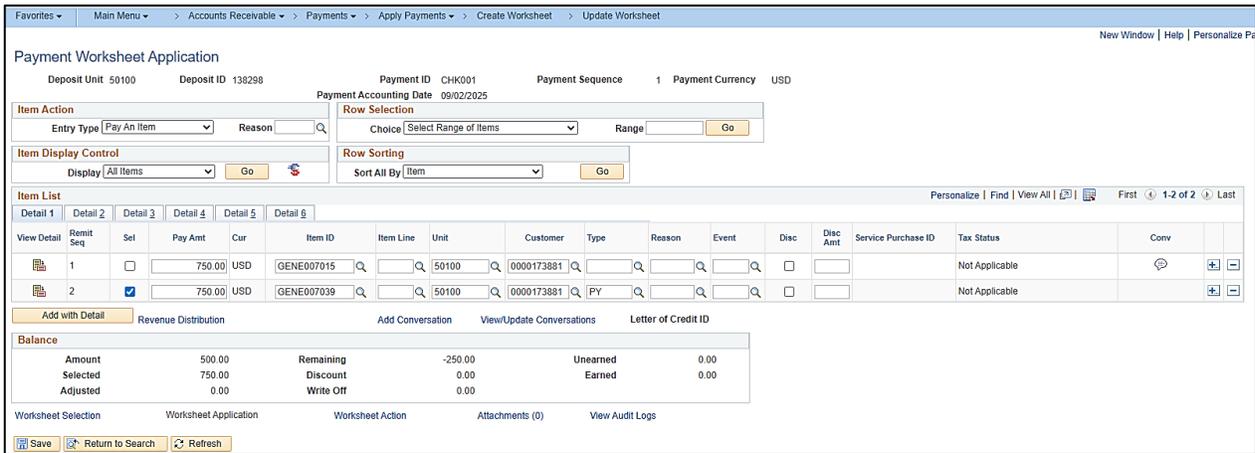


# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
1.	Click the <b>Build</b> button. 

The **Payment Worksheet Application** page displays.



Payment Worksheet Application

Deposit Unit 50100 Deposit ID 138298 Payment ID CHK001 Payment Sequence 1 Payment Currency USD

Payment Accounting Date 09/02/2025

Item Action: Entry Type **Pay An Item** Reason  Row Selection: Choice **Select Range of Items** Range  Go

Item Display Control: Display **All Items** Go Row Sorting: Sort All By **Item** Go

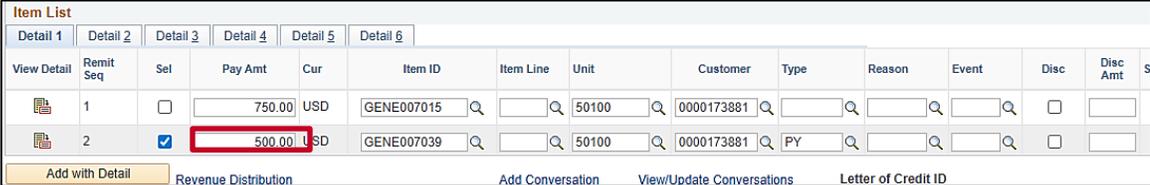
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Service Purchase ID	Tax Status	Conv
1		<input type="checkbox"/>	750.00	USD	GENE007015		50100	0000173881							Not Applicable	
2		<input checked="" type="checkbox"/>	750.00	USD	GENE007039		50100	0000173881	PY						Not Applicable	

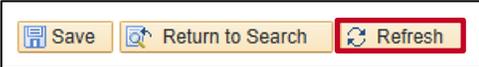
Balance

Amount	Selected	Adjusted	Remaining	Discount	Write Off	Unearned	Earned
500.00	750.00	0.00	-250.00	0.00	0.00	0.00	0.00

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs

Save Return to Search Refresh

2.	Update the Payment amount to the applicable partial Payment amount in the <b>Pay Amt</b> field. 
----	---

3.	Click the <b>Refresh</b> button. 
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Step	Action																																																																																					
	<p>If a partial Payment is received, the process will be the same as Processing an Item Payment. However, the <b>Payment Worksheet Application</b> page will show one Line with the partial Payment amount received and another Line with the balance amount for the same Item.</p> <div data-bbox="305 520 1421 760" style="border: 1px solid black; padding: 5px;"> <p><b>Item List</b></p> <table border="1"> <thead> <tr> <th>Detail 1</th> <th>Detail 2</th> <th>Detail 3</th> <th>Detail 4</th> <th>Detail 5</th> <th>Detail 6</th> <th></th> </tr> <tr> <th>View Detail</th> <th>Remit Seq</th> <th>Set</th> <th>Pay Amt</th> <th>Cur</th> <th>Item ID</th> <th>Item Line</th> <th>Unit</th> <th>Customer</th> <th>Type</th> <th>Reason</th> <th>Event</th> <th>Disc</th> <th>Disc Amt</th> <th>Sev</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td><input type="checkbox"/></td> <td>750.00</td> <td>USD</td> <td>GENE007015</td> <td></td> <td>50100</td> <td>0000173881</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td></td> <td>2</td> <td><input checked="" type="checkbox"/></td> <td>500.00</td> <td>USD</td> <td>GENE007039</td> <td></td> <td>50100</td> <td>0000173881</td> <td>PY</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td>250.00</td> <td>USD</td> <td>GENE007039</td> <td></td> <td>50100</td> <td>0000173881</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> <a href="#">Add with Detail</a>   <a href="#">Revenue Distribution</a>   <a href="#">Add Conversation</a>   <a href="#">View/Update Conversations</a>   <a href="#">Letter of Credit ID</a> </p> </div>	Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6												View Detail	Remit Seq	Set	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Sev				1	<input type="checkbox"/>	750.00	USD	GENE007015		50100	0000173881				<input type="checkbox"/>						2	<input checked="" type="checkbox"/>	500.00	USD	GENE007039		50100	0000173881	PY			<input type="checkbox"/>							<input type="checkbox"/>	250.00	USD	GENE007039		50100	0000173881				<input type="checkbox"/>				
Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6																																																																																	
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		<input type="checkbox"/>	250.00	USD	GENE007039		50100	0000173881				<input type="checkbox"/>																																																																										
4.	<p>Click the <b>Save</b> button.</p> <div data-bbox="305 844 787 913" style="border: 1px solid black; padding: 5px;"> <span> Save</span>   <span> Return to Search</span>   <span> Refresh</span> </div>																																																																																					
	<p>The <b>Remaining</b> field in the <b>Balance</b> section must equal "0.00" to proceed with the Payment Worksheet.</p>																																																																																					
5.	<p>Click the <b>Worksheet Action</b> link.</p> <div data-bbox="305 1113 1161 1165" style="border: 1px solid black; padding: 5px;"> <span><a href="#">Worksheet Selection</a></span>   <span><a href="#">Worksheet Application</a></span>   <span style="border: 2px solid red; padding: 2px;"><a href="#">Worksheet Action</a></span> </div>																																																																																					
<p>The <b>Payment Worksheet Action</b> page displays.</p> <div data-bbox="341 1249 1291 1690" style="border: 1px solid black; padding: 10px;"> <p style="font-size: small; margin-bottom: 10px;"> <a href="#">Favorites</a> &gt; <a href="#">Main Menu</a> &gt; <a href="#">Accounts Receivable</a> &gt; <a href="#">Payments</a> &gt; <a href="#">Apply Payments</a> &gt; <a href="#">Create Worksheet</a> &gt; Up         </p> <p><b>Payment Worksheet Action</b></p> <p style="margin-bottom: 10px;">           Deposit Unit 50100      Deposit ID 138298      Payment ID CHK001         </p> <hr/> <p style="margin-bottom: 10px;">           Entered Date 09/02/2025      Status Do Not Post         </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; font-weight: bold; margin-bottom: 5px;">Worksheet Action</p> <p style="text-align: center; margin-bottom: 5px;"><a href="#">Delete Worksheet</a></p> <p style="text-align: center; margin-bottom: 5px;"><a href="#">Delete Payment Group</a></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; font-weight: bold; margin-bottom: 5px;">Posting Action</p> <p style="text-align: center; margin-bottom: 5px;">Action: <span style="border: 1px solid #ccc; padding: 2px;">Do Not Post</span> <a href="#">OK</a></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; font-weight: bold; margin-bottom: 5px;">Accounting Entry Action</p> <p style="text-align: center; margin-bottom: 5px;"><a href="#">Create/Review Entries</a></p> </div> </div> <p style="font-size: small; margin-top: 10px;"> <a href="#">Worksheet Selection</a>      <a href="#">Worksheet Application</a>      <a href="#">Worksheet Action</a> </p> <p style="font-size: small; margin-top: 5px;"> <a href="#">Save</a>   <a href="#">Return to Search</a>   <a href="#">Notify</a> </p> </div>																																																																																						
	<p>From this point, the process is the same as covered in the <a href="#">Processing Item Payments</a> section of this Job Aid.</p> <p>Complete Steps 11 – 15 in the <a href="#">Processing Item Payments</a> section of this Job Aid to complete the process.</p>																																																																																					



### Processing Prepayments and On Account Payments

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

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

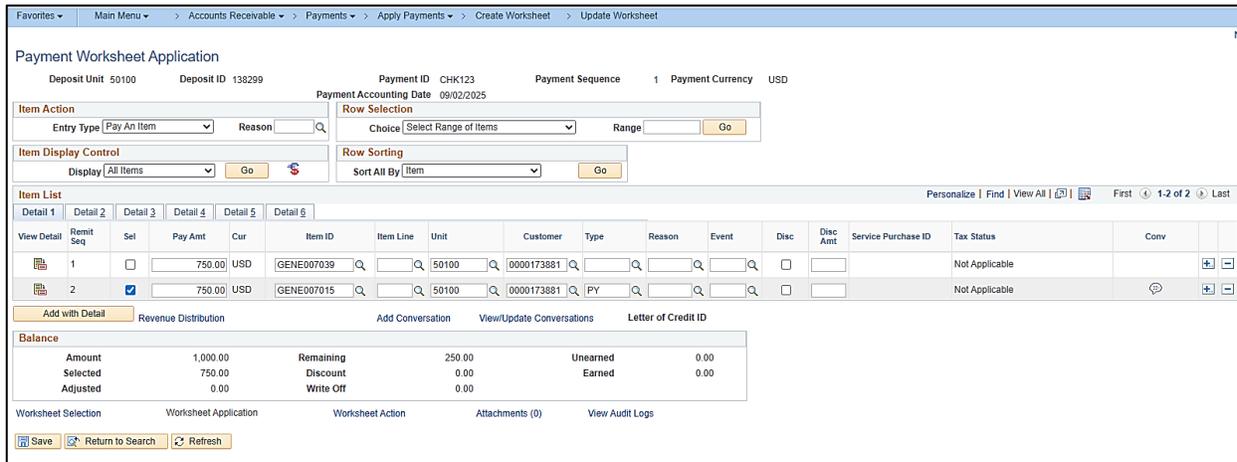
**Scenario:** A Payment of \$1000 is received. An overpayment of \$250 is being applied to an existing Item which has a current balance of \$750. First, the Processor must create a Deposit. The steps below begin once the Deposit is created. For further information pertaining to creating Item Payments, see the [Creating Item Payments](#) section of this Job Aid.

Step	Action
	<p>The <b>Payment Worksheet Selection</b> page with the Deposit is displayed.</p>

Step	Action
1.	Click the <b>Build</b> button.



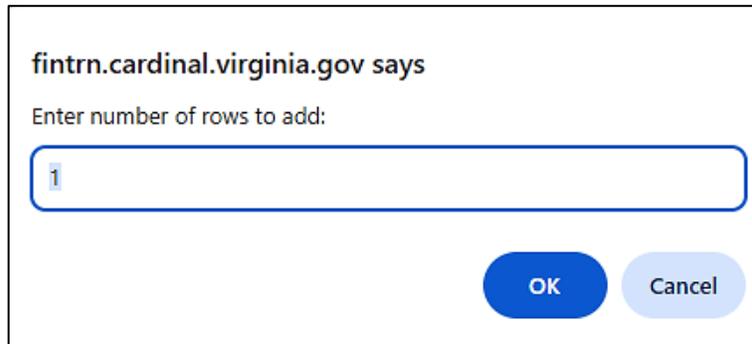
The **Payment Worksheet Application** page displays.

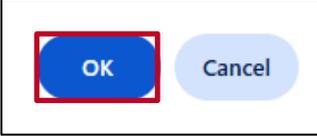
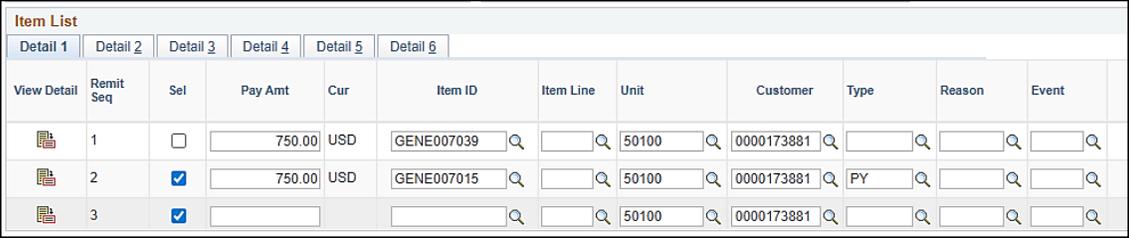
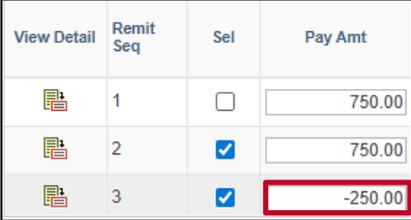


2.	Click the <b>Add a New Row</b> icon.
----	--------------------------------------



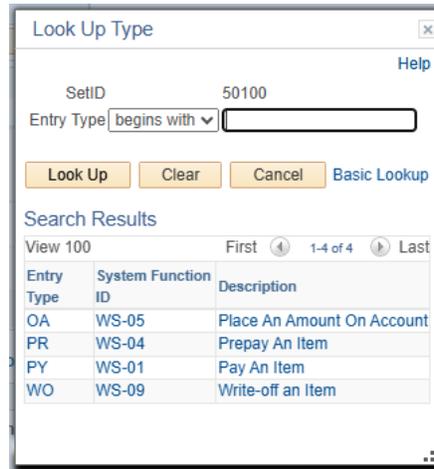
A **Message** displays in a pop-up window.



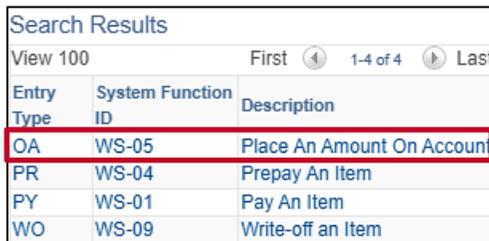
Step	Action																																																												
3.	<p>Click the <b>OK</b> button to add one row.</p> 																																																												
	<p>The <b>Item List</b> section displays an additional row.</p>  <table border="1" data-bbox="256 646 1385 884"> <thead> <tr> <th colspan="12">Item List</th> </tr> <tr> <th>View Detail</th> <th>Remit Seq</th> <th>Sel</th> <th>Pay Amt</th> <th>Cur</th> <th>Item ID</th> <th>Item Line</th> <th>Unit</th> <th>Customer</th> <th>Type</th> <th>Reason</th> <th>Event</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td><input type="checkbox"/></td> <td>750.00</td> <td>USD</td> <td>GENE007039</td> <td></td> <td>50100</td> <td>0000173881</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td><input checked="" type="checkbox"/></td> <td>750.00</td> <td>USD</td> <td>GENE007015</td> <td></td> <td>50100</td> <td>0000173881</td> <td>PY</td> <td></td> <td></td> </tr> <tr> <td></td> <td>3</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td>50100</td> <td>0000173881</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Item List												View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event		1	<input type="checkbox"/>	750.00	USD	GENE007039		50100	0000173881					2	<input checked="" type="checkbox"/>	750.00	USD	GENE007015		50100	0000173881	PY				3	<input checked="" type="checkbox"/>					50100	0000173881			
Item List																																																													
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	2	<input checked="" type="checkbox"/>	750.00	USD	GENE007015		50100	0000173881	PY																																																				
	3	<input checked="" type="checkbox"/>					50100	0000173881																																																					
4.	<p>Enter the applicable amount of the overpayment as a negative value in the <b>Pay Amt</b> field.</p>  <table border="1" data-bbox="293 972 704 1192"> <thead> <tr> <th>View Detail</th> <th>Remit Seq</th> <th>Sel</th> <th>Pay Amt</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td><input type="checkbox"/></td> <td>750.00</td> </tr> <tr> <td></td> <td>2</td> <td><input checked="" type="checkbox"/></td> <td>750.00</td> </tr> <tr> <td></td> <td>3</td> <td><input checked="" type="checkbox"/></td> <td>-250.00</td> </tr> </tbody> </table>	View Detail	Remit Seq	Sel	Pay Amt		1	<input type="checkbox"/>	750.00		2	<input checked="" type="checkbox"/>	750.00		3	<input checked="" type="checkbox"/>	-250.00																																												
View Detail	Remit Seq	Sel	Pay Amt																																																										
	1	<input type="checkbox"/>	750.00																																																										
	2	<input checked="" type="checkbox"/>	750.00																																																										
	3	<input checked="" type="checkbox"/>	-250.00																																																										
5.	<p>Click the <b>Type Look up</b> icon for the additional Item.</p> 																																																												

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

The **Look Up Type** page displays in a pop-up window.

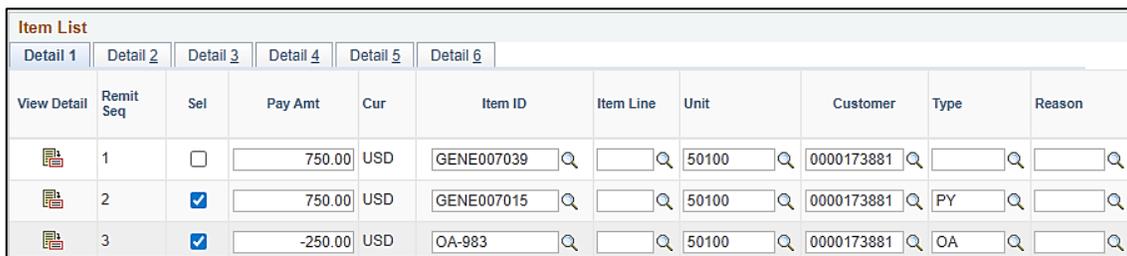


6. Click the **OA** link (Place an Amount On Account).



Entry Type	System Function ID	Description
OA	WS-05	Place An Amount On Account
PR	WS-04	Prepay An Item
PY	WS-01	Pay An Item
WO	WS-09	Write-off an Item

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



Item List										
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason
	1	<input type="checkbox"/>	750.00	USD	GENE007039		50100	0000173881		
	2	<input checked="" type="checkbox"/>	750.00	USD	GENE007015		50100	0000173881	PY	
	3	<input checked="" type="checkbox"/>	-250.00	USD	OA-983		50100	0000173881	OA	



The **Item ID** field auto-populates as "OA-XXX" using the next available sequential number.

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

7. Click the **Reason Look up** icon.

Reason	Event
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

The **Look Up Reason** page displays in a pop-up window.

**Look Up Reason** Help

SetID: 50100  
 Entry Type: OA  
 Entry Reason: begins with

[Basic Lookup](#)

**Search Results**

View 100    First ◀ 1-7 of 7 ▶ Last

Entry Reason	Description
<a href="#">OACON</a>	On Account Construction
<a href="#">OACOT</a>	On Account Const-Other
<a href="#">OACST</a>	On Account Const-State Entity
<a href="#">OAFED</a>	On Account Federal
<a href="#">OAHCC</a>	On Account Highway Maint CCC
<a href="#">OAHMO</a>	On Account Highway Maint.
<a href="#">OAHST</a>	On Account Highway Maint State

8. Select the applicable reason by clicking the corresponding link.

Entry Reason	Description
<a href="#">OACON</a>	On Account Construction
<a href="#">OACOT</a>	On Account Const-Other
<a href="#">OACST</a>	On Account Const-State Entity
<a href="#">OAFED</a>	On Account Federal
<a href="#">OAHCC</a>	On Account Highway Maint CCC
<a href="#">OAHMO</a>	On Account Highway Maint.
<a href="#">OAHST</a>	On Account Highway Maint State



# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
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The **Item List** section redisplay.

Item List										
Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6					
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason
	1	<input type="checkbox"/>	750.00	USD	GENE007039		50100	0000173881		
	2	<input checked="" type="checkbox"/>	750.00	USD	GENE007015		50100	0000173881	PY	
	3	<input checked="" type="checkbox"/>	-250.00	USD	OA-983		50100	0000173881	OA	OAHMO

9. Click the **Save** button.

Save
 Return to Search
 Refresh



The **Remaining** field in the **Balance** section must equal "0.00" to proceed with the Payment Worksheet.

10. Click the **Worksheet Action** link.

Worksheet Selection
Worksheet Application
Worksheet Action

The **Payment Worksheet Action** page displays.

Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet > Up

### Payment Worksheet Action

Deposit Unit 50100

Deposit ID 138299

Payment ID CHK123

---

Entered Date 09/02/2025

Status Do Not Post

**Worksheet Action**

Delete Worksheet
Delete Payment Group

**Posting Action**

Action: Do Not Post OK

**Accounting Entry Action**

Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

Save
 Return to Search
 Notify



## Accounts Receivable Job Aid

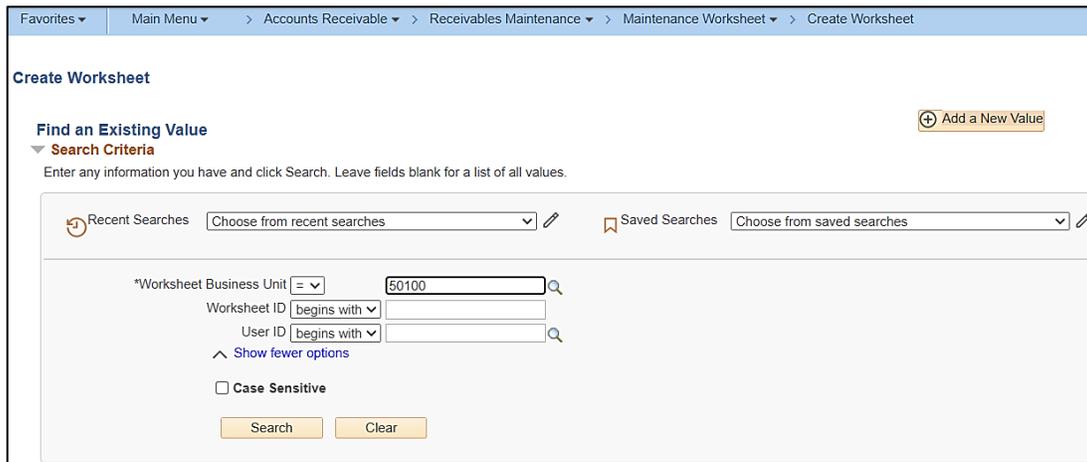
### AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
	<p>From this point, the process is the same as indicated in the <a href="#">Processing Item Payments</a> section of this Job Aid.</p> <p>Complete Steps 11 – 15 in the <a href="#">Processing Item Payments</a> section of this Job Aid to complete the process.</p>

### Processing Credit Memos

Step	Action
1.	Navigate to the <b>Worksheet Selection</b> page using the following path: <b>Main Menu &gt; Accounts Receivable &gt; Receivables Maintenance &gt; Maintenance Worksheet &gt; Create Worksheet</b>

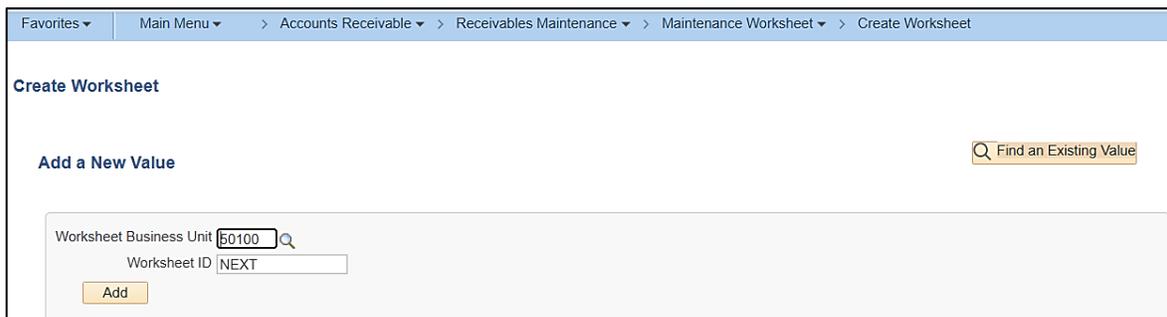
The **Create Worksheet Find an Existing Value Search** page displays.




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**.

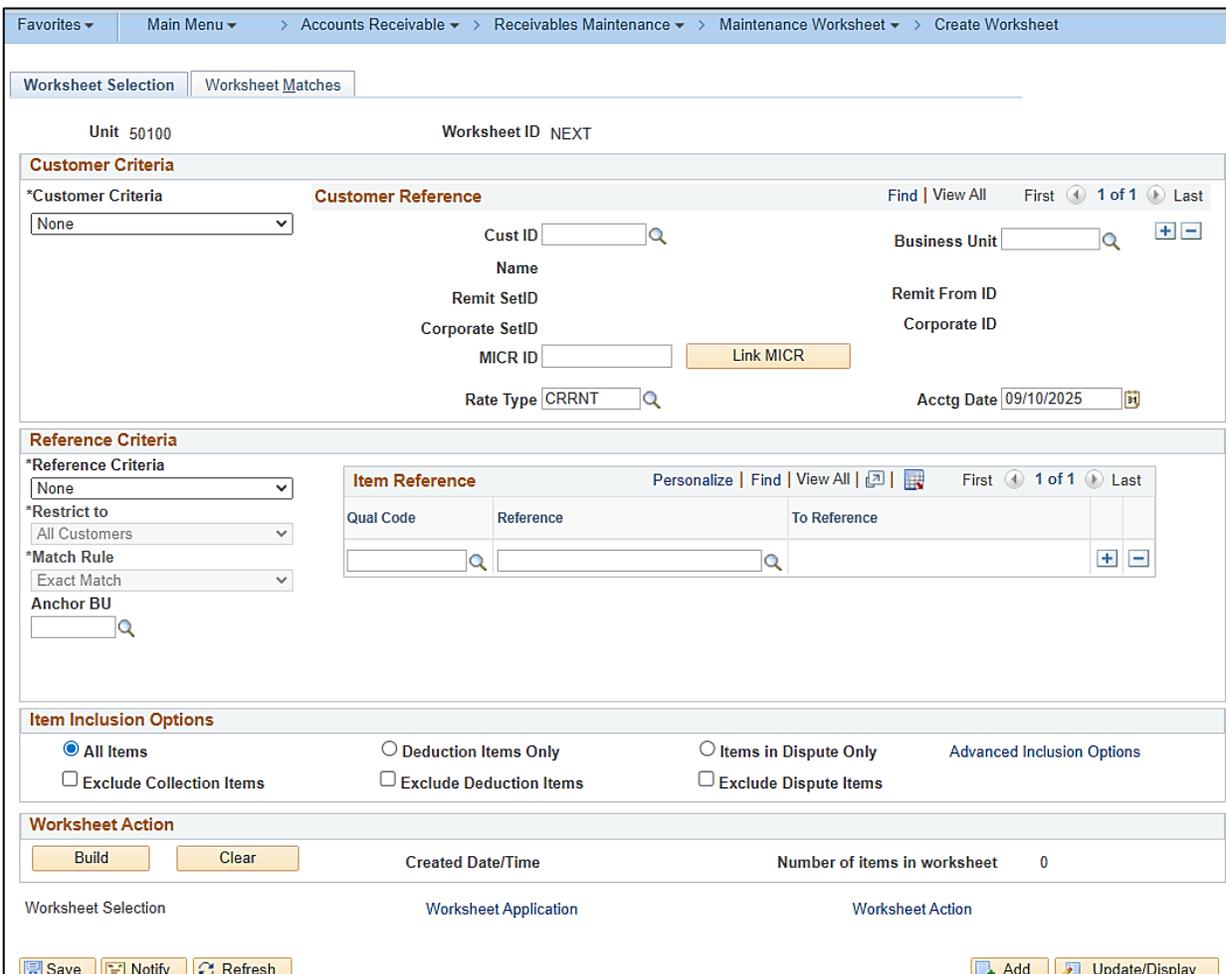
2.	Click the <b>Add a New Value</b> button. 
----	---

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



Step	Action
	<p>The <b>Deposit Unit</b> field defaults based on the user's Business Unit but can be changed if user has access to multiple Business Units.</p> <p>The <b>Deposit ID</b> field defaults to "NEXT" and cannot be changed.</p>
3.	<p>Click the <b>Add</b> button.</p> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin: 10px 0;">Add</div>

The **Create Worksheet** page displays with **Worksheet Selection** tab displayed by default.



Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Receivables Maintenance ▾ > Maintenance Worksheet ▾ > Create Worksheet

Worksheet Selection Worksheet Matches

Unit 50100 Worksheet ID NEXT

**Customer Criteria**

\*Customer Criteria **Customer Reference** Find | View All First 1 of 1 Last

None Cust ID [ ] Business Unit [ ]

Name Remit SetID Remit From ID

Corporate SetID Corporate ID

MICR ID [ ] Link MICR

Rate Type CRRNT Acctg Date 09/10/2025

**Reference Criteria**

\*Reference Criteria Personalize | Find | View All | First 1 of 1 Last

None

\*Restrict to All Customers

\*Match Rule Exact Match

Anchor BU [ ]

**Item Reference**

Qual Code	Reference	To Reference
[ ]	[ ]	[ ]

**Item Inclusion Options**

All Items   
  Deduction Items Only   
  Items in Dispute Only   
 Advanced Inclusion Options  
 Exclude Collection Items   
 Exclude Deduction Items   
 Exclude Dispute Items

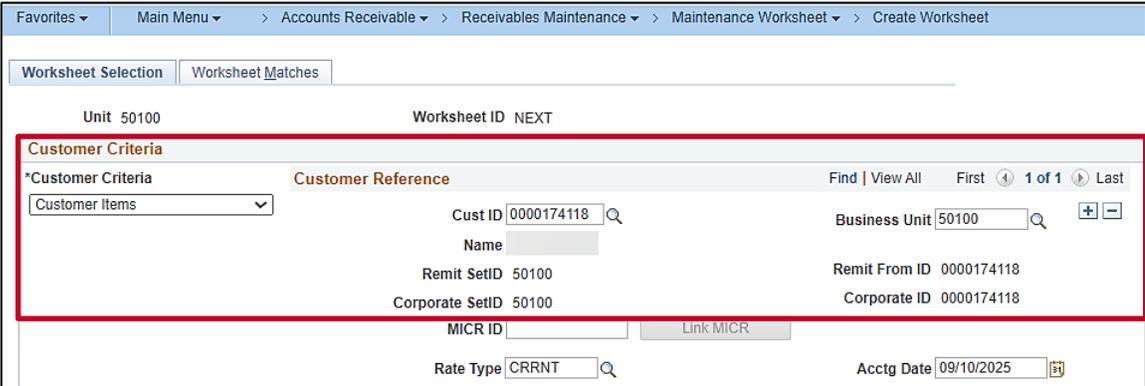
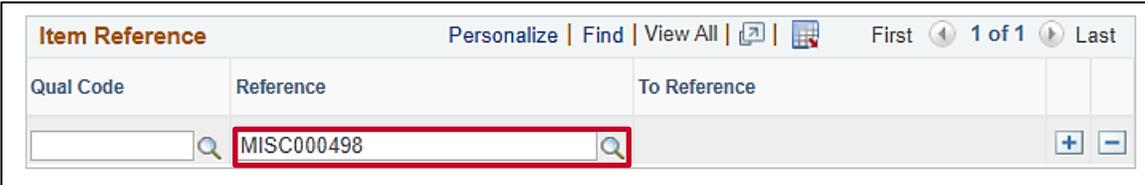
**Worksheet Action**

Build Clear Created Date/Time Number of items in worksheet 0

Worksheet Selection Worksheet Application Worksheet Action

Save Notify Refresh Add Update/Display

	<p>The <b>Worksheet Selection</b> tab is used to specify the Customer and Item information that should appear on the Worksheet.</p>
---	---

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

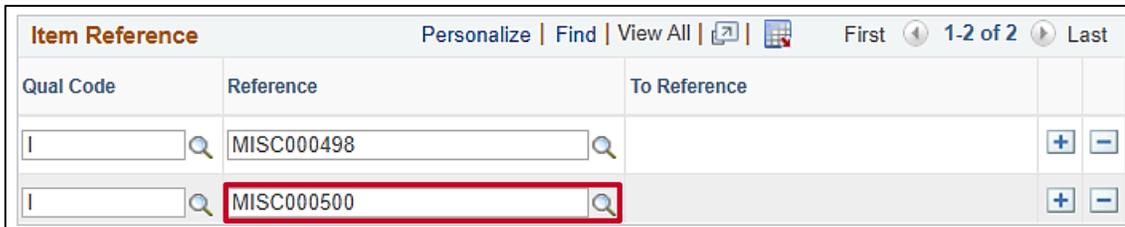
Step	Action
------	--------

The page refreshes with a new row in the **Item Reference** section.



Qual Code	Reference	To Reference
<input type="text"/>	<input type="text" value="MISC000498"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Click the **Reference Look up** icon and select the applicable Item ID.



Qual Code	Reference	To Reference
<input type="text"/>	<input type="text" value="MISC000498"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="MISC000500"/>	<input type="text"/>



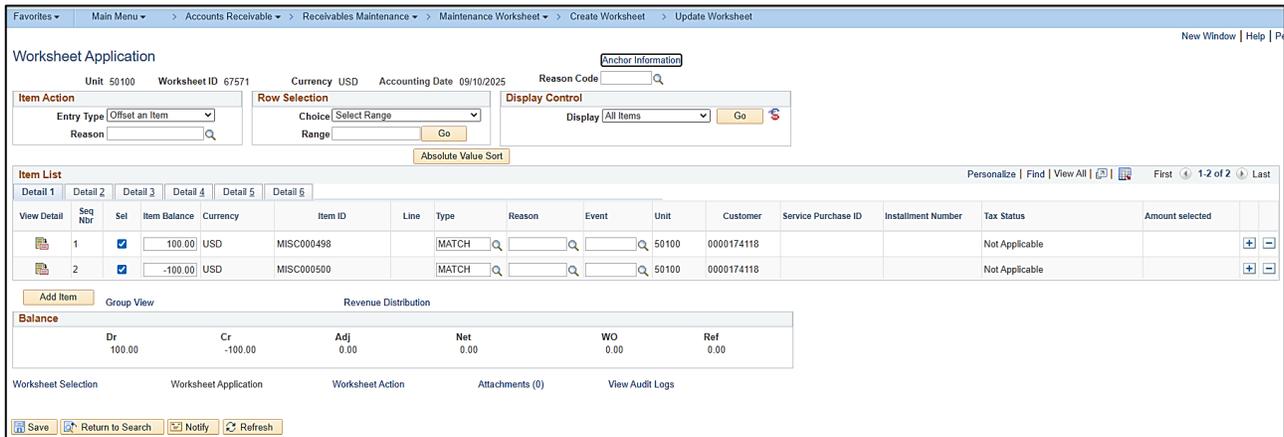
The **Qual Code** field auto-populates.

8. Click the **Build** button in the **Worksheet Action** section.



**Worksheet Action**

The **Worksheet Application** page displays.



Worksheet Application

Unit: 50100 | Worksheet ID: 67571 | Currency: USD | Accounting Date: 09/10/2025 | Reason Code: [ ]

**Item Action** | **Row Selection** | **Display Control**

Entry Type: [Offset an Item] | Choice: [Select Range] | Display: [All Items]

Reason: [ ] | Range: [ ] | Go

**Item List**

View Detail	Seq	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Event	Unit	Customer	Service Purchase ID	Installment Number	Tax Status	Amount selected
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	100.00	USD	MISC000498		MATCH			50100	0000174118			Not Applicable	
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	-100.00	USD	MISC000500		MATCH			50100	0000174118			Not Applicable	

**Balance**

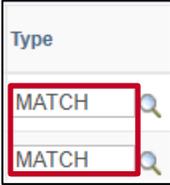
Dr	Cr	Adj	Net	WO	Ref
100.00	-100.00	0.00	0.00	0.00	0.00

Worksheet Selection | Worksheet Application | Worksheet Action | Attachments (0) | View Audit Logs

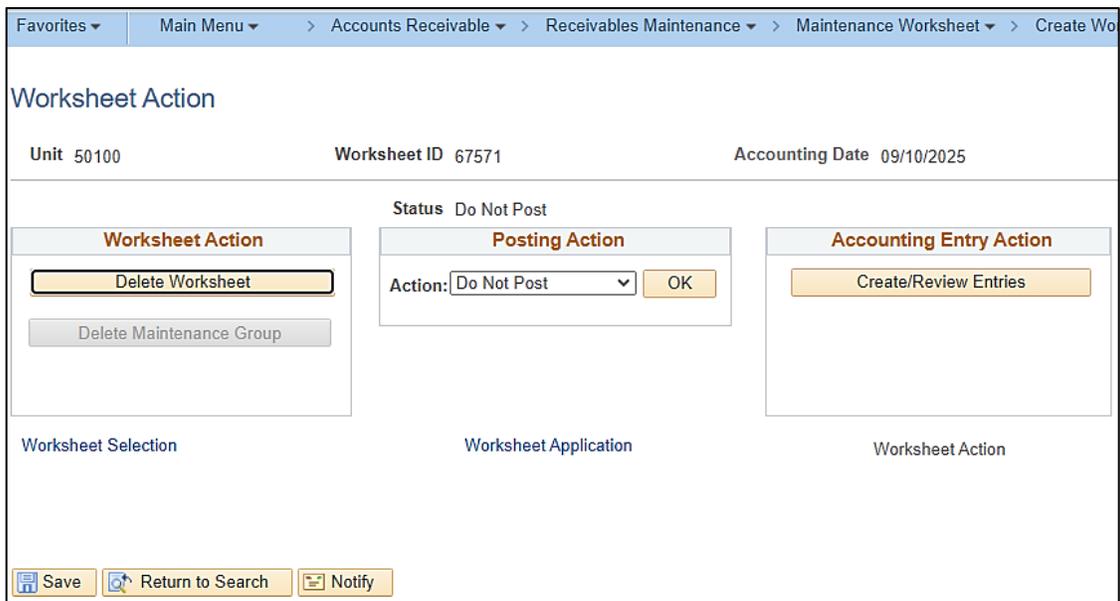
Save | Return to Search | Notify | Refresh



The **Worksheet Application** page is used to offset items, create write-offs, or adjust posted items.

Step	Action
	<p>The <b>Type</b> field automatically updates to “MATCH” when Item IDs have been entered. If Item IDs were selected rather than entered, click the <b>Refresh</b> button at the bottom of the page for “MATCH” to display.</p> 
9.	<p>Click the <b>Save</b> button.</p> 
	<p>The <b>Net</b> field in the <b>Balance</b> section must equal “0.00” to proceed with the Payment Worksheet.</p>
10.	<p>Click the <b>Worksheet Action</b> link.</p> 

The **Worksheet Action** page displays.



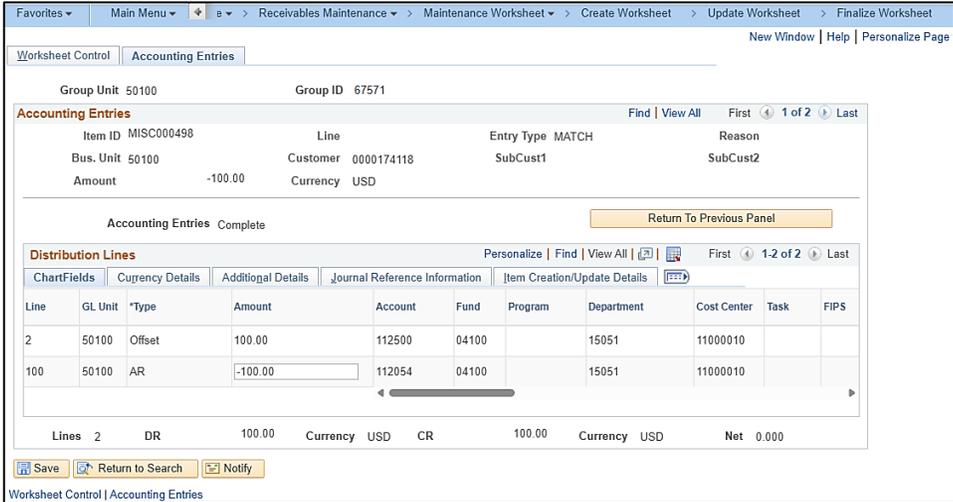


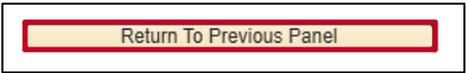
# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

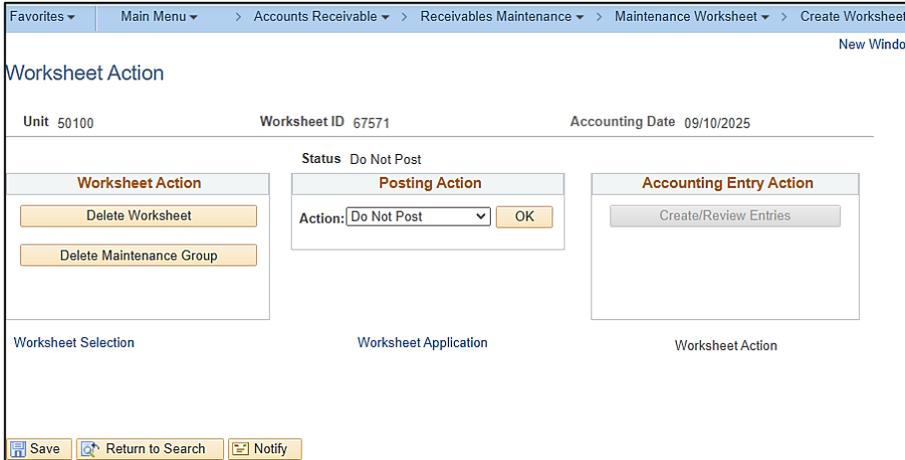
Step	Action
11.	Click the <b>Create/Review Entries</b> button in the <b>Accounting Entry Action</b> section. 

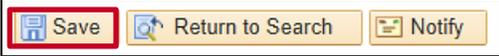
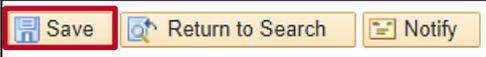
The **Accounting Entries** tab displays.



12.	Review the Distribution Lines for accuracy and then click the <b>Return to Previous Panel</b> button. 
-----	--

The **Worksheet Action** page redispays.

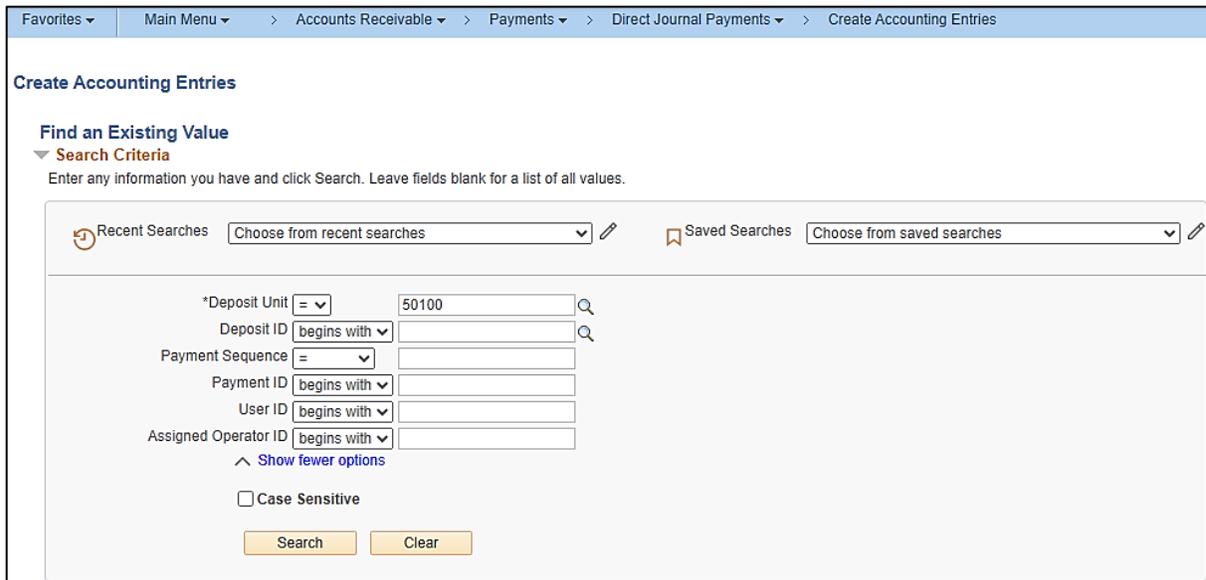


Step	Action
13.	Click the <b>Save</b> button. 
	<p>From this point, the AR Processor has completed the creation of the Worksheets. However, the Worksheets must be reviewed prior to being set to “Batch Standard”.</p> <p>Only a Supervisor can set Worksheets to “Batch Standard”. Steps 14 – 16 below will be completed by a Supervisor and are included below for reference.</p>
14.	Click the <b>Action</b> dropdown button and select “Batch Standard”. 
15.	Click the <b>OK</b> button. 
16.	Click the <b>Save</b> button. 
	<p>The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. The Approver must add the Deposit on the Approve Deposit page and create the Deposit Control Ticket prior to approval. Only users with the appropriate security roles can approve a Deposit. For more information pertaining to Approving and Finalizing Deposits, refer to the Job Aid titled <b>AR325_Accounts Receivable Approvals (VDOT Only)</b>. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>

### Processing Direct Journals Payments

Step	Action
1.	Navigate to the <b>Create Accounting Entries</b> page using the following path: <b>Main Menu &gt; Accounts Receivable &gt; Payments &gt; Direct Journal Payments &gt; Create Accounting Entries</b>

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 <b>Overview of the Cardinal FIN Search Pages</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
	The <b>Deposit Unit</b> field defaults based on the user's Business Unit but can be changed if the user has access to multiple Business Units.
2.	Click the <b>Deposit ID Look up</b> icon and select the applicable Deposit ID. 
3.	Click the <b>Search</b> button. 



# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

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

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

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

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.

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

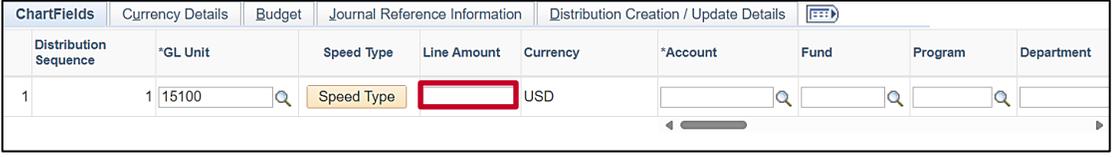
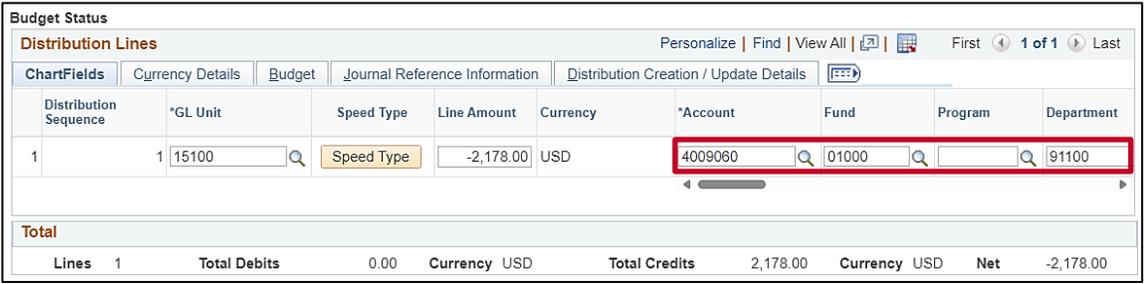
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department
1	15100	Speed Type		USD				

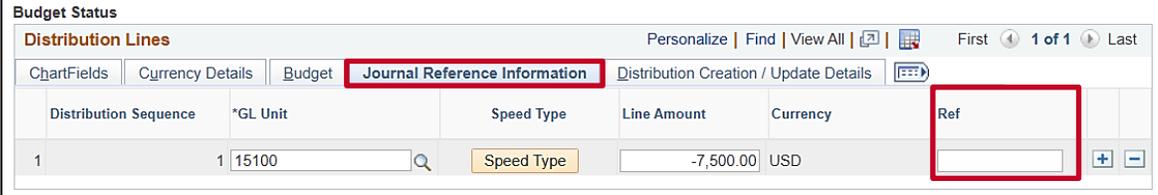
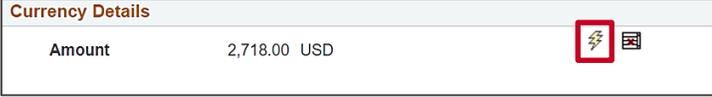
**Total**

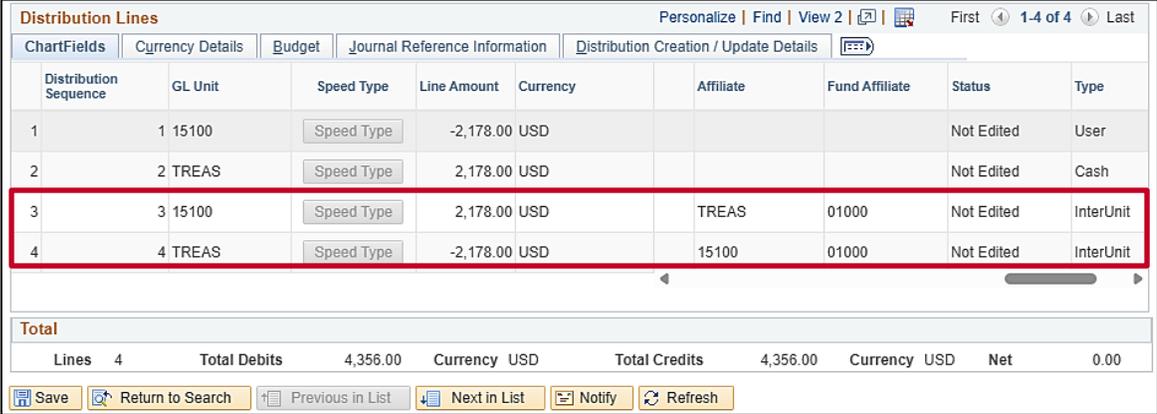
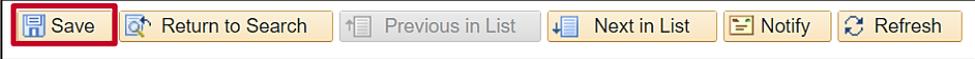
Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

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

Accounting Entries | Deposit Control

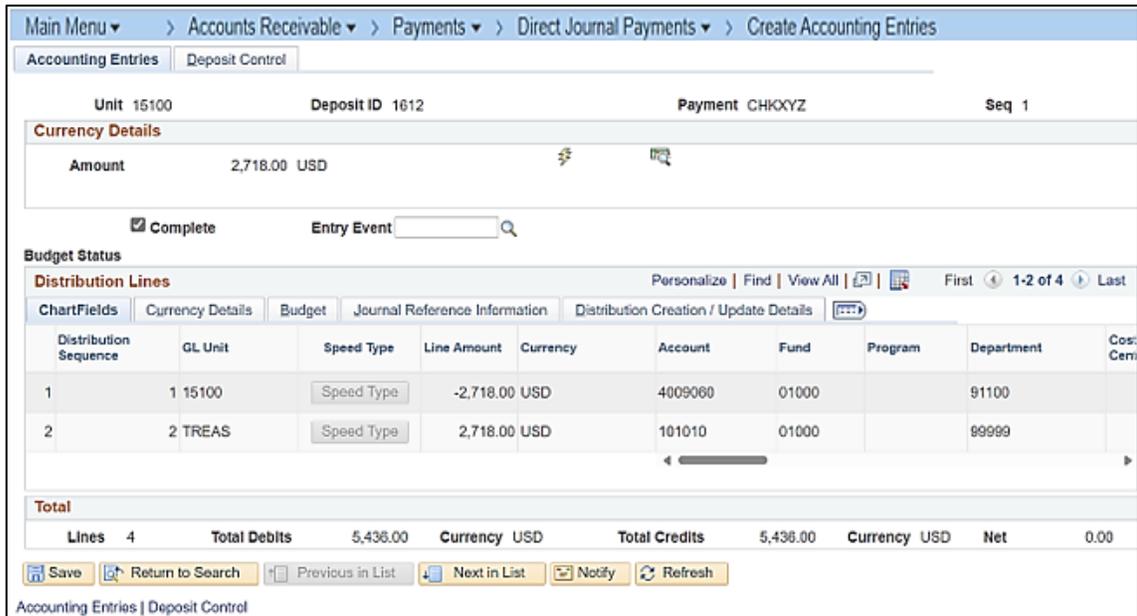
Step	Action																																																			
5.	<p>Enter the applicable amount of the Payment in the <b>Line Amount</b> field.</p>  <table border="1"> <thead> <tr> <th>ChartFields</th> <th>Currency Details</th> <th>Budget</th> <th>Journal Reference Information</th> <th>Distribution Creation / Update Details</th> <th>FFTD</th> </tr> <tr> <th>Distribution Sequence</th> <th>*GL Unit</th> <th>Speed Type</th> <th>Line Amount</th> <th>Currency</th> <th>*Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 15100</td> <td>Speed Type</td> <td></td> <td>USD</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details	FFTD	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type		USD																															
ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details	FFTD																																															
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																																												
1	1 15100	Speed Type		USD																																																
	<p>The amount entered must offset the Payment (Deposit) amount.</p> <p>If the Payment (Deposit) amount was a positive number, then enter the amount in the <b>Line Amount</b> 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 <b>Line Amount</b> 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 corresponding <b>ChartField</b> fields.</p>  <table border="1"> <thead> <tr> <th>ChartFields</th> <th>Currency Details</th> <th>Budget</th> <th>Journal Reference Information</th> <th>Distribution Creation / Update Details</th> <th>FFTD</th> </tr> <tr> <th>Distribution Sequence</th> <th>*GL Unit</th> <th>Speed Type</th> <th>Line Amount</th> <th>Currency</th> <th>*Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 15100</td> <td>Speed Type</td> <td>-2,178.00</td> <td>USD</td> <td>4009060</td> <td>01000</td> <td></td> <td>91100</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="9">Total</th> </tr> <tr> <th>Lines</th> <th>1</th> <th>Total Debits</th> <th>0.00</th> <th>Currency USD</th> <th>Total Credits</th> <th>2,178.00</th> <th>Currency USD</th> <th>Net</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-2,178.00</td> </tr> </tbody> </table>	ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details	FFTD	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type	-2,178.00	USD	4009060	01000		91100	Total									Lines	1	Total Debits	0.00	Currency USD	Total Credits	2,178.00	Currency USD	Net									-2,178.00
ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details	FFTD																																															
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department																																												
1	1 15100	Speed Type	-2,178.00	USD	4009060	01000		91100																																												
Total																																																				
Lines	1	Total Debits	0.00	Currency USD	Total Credits	2,178.00	Currency USD	Net																																												
								-2,178.00																																												
	<p>If the Agency uses Speed Types, click the <b>Speed Type</b> button to populate the corresponding <b>ChartField</b> fields.</p>  <table border="1"> <thead> <tr> <th>ChartFields</th> <th>Currency Details</th> <th>Budget</th> <th>Journal Reference Information</th> <th>Distribution Creation / Update Details</th> <th>FFTD</th> </tr> <tr> <th>Distribution Sequence</th> <th>*GL Unit</th> <th>Speed Type</th> <th>Line Amount</th> <th>Currency</th> <th>*Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 15100</td> <td>Speed Type</td> <td>-2,178.00</td> <td>USD</td> <td>4009060</td> <td>01000</td> <td></td> <td>91100</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="9">Total</th> </tr> <tr> <th>Lines</th> <th>1</th> <th>Total Debits</th> <th>0.00</th> <th>Currency USD</th> <th>Total Credits</th> <th>2,178.00</th> <th>Currency USD</th> <th>Net</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-2,178.00</td> </tr> </tbody> </table>	ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details	FFTD	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Program	Department	1	1 15100	Speed Type	-2,178.00	USD	4009060	01000		91100	Total									Lines	1	Total Debits	0.00	Currency USD	Total Credits	2,178.00	Currency USD	Net									-2,178.00
ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details	FFTD																																															
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Lines	1	Total Debits	0.00	Currency USD	Total Credits	2,178.00	Currency USD	Net																																												
								-2,178.00																																												

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

Step	Action
	<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 (e.g., "TREAS") that differs from the General Ledger Business Unit where the revenue is recorded. This is the case for all Deposits except petty cash.</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 section of this Job Aid.</p> 
9.	Review the accounting entries for accuracy.
10.	Click the <b>Complete</b> checkbox option. 
11.	Click the <b>Save</b> button. 

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

The page refreshes.




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

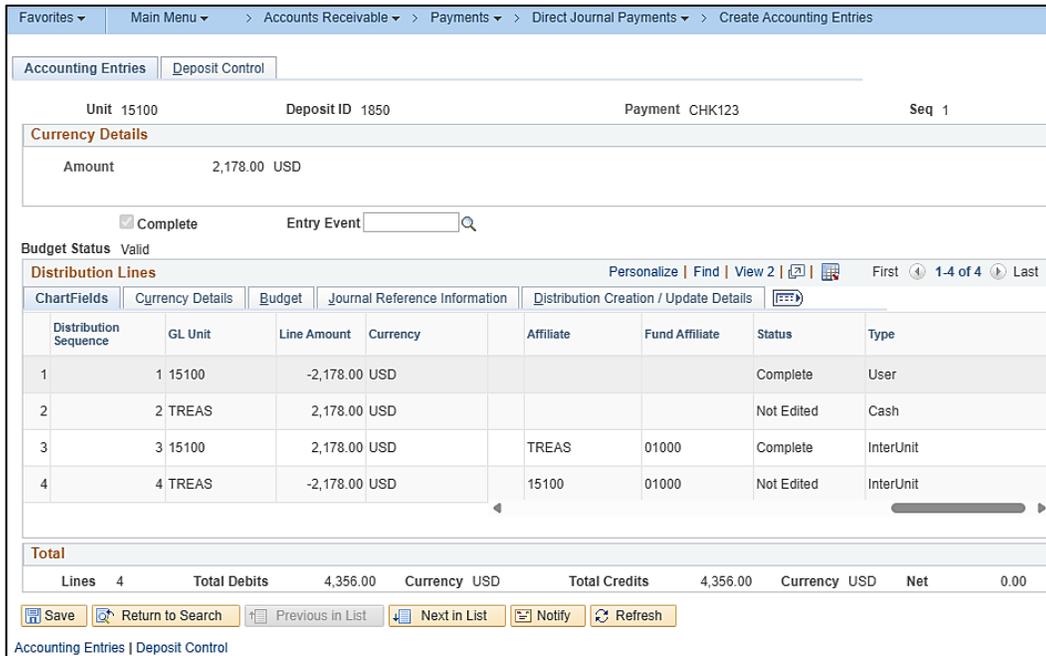
12.

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



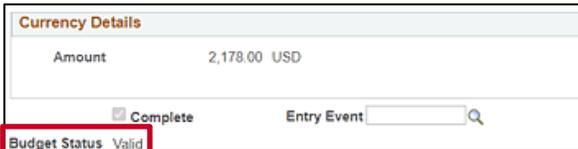
Step	Action
------	--------

The page refreshes once the Budget Check is completed.



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

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




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**.

14. Click the **Next in List** button if there is more than one Payment for this Deposit and repeat Steps 5 - 13 in this section until all Payments are processed.




The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. The Approver must add the Deposit on the Approve Deposit page and create the Deposit Control Ticket prior to approval. Only users with the appropriate security roles can approve a Deposit. For more information pertaining to Approving and Finalizing Deposits, refer to the Job Aid titled **AR325\_Accounts Receivable Approvals (VDOT Only)**. This Job Aid is located on the Cardinal website in Job Aids under Learning.

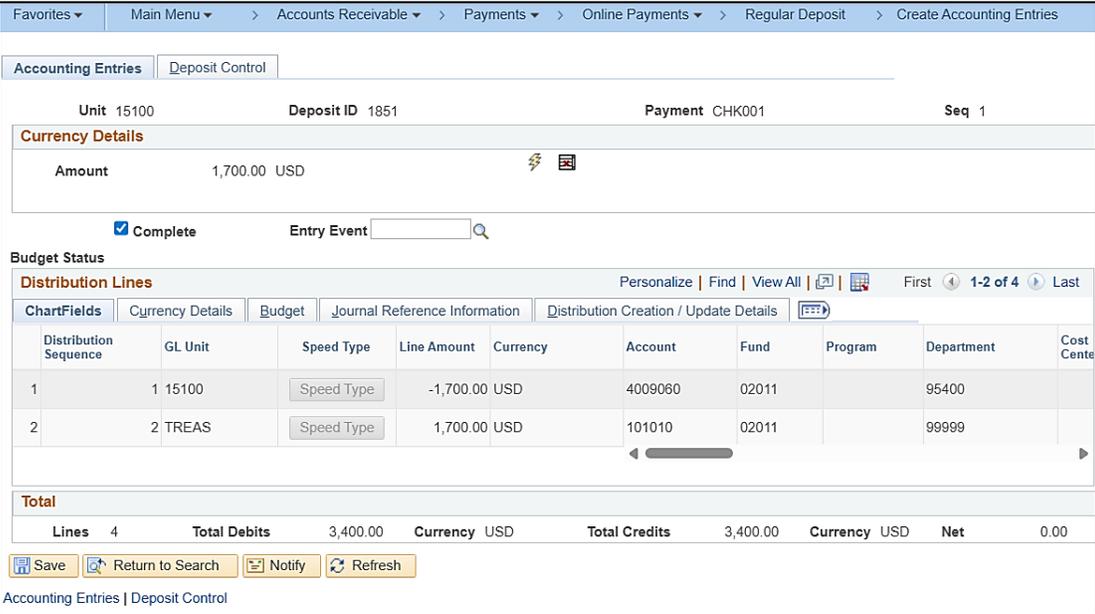


### **Correcting Deposits and Accounting Entries (Before Budget Check)**

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

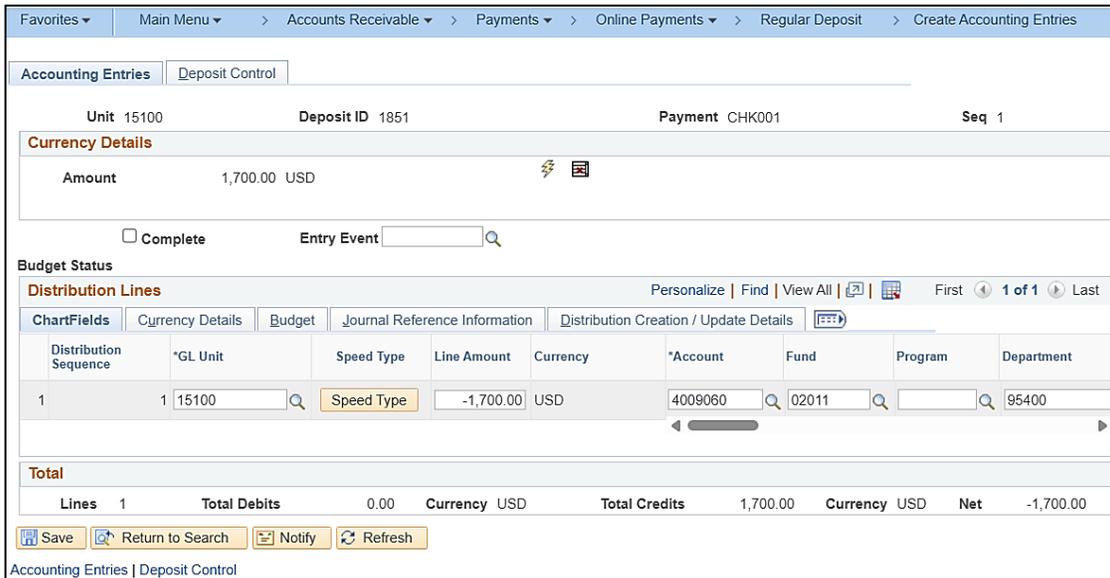
After navigating away from the **Create Accounting Entries** page and accounting entries are marked as "Complete", the Deposit will no longer display in the search results of the **Create Accounting Entries Find an Existing Value Search** page. To modify accounting entries after navigating away from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

### Corrections from the Create Accounting Entries Page

Step	Action																														
	<p>The <b>Create Accounting Entries</b> page displays with the <b>Accounting Entries</b> tab displayed by default.</p>  <p>The screenshot shows the 'Create Accounting Entries' page with the following details:</p> <ul style="list-style-type: none"> <li>Unit: 15100, Deposit ID: 1851, Payment: CHK001, Seq: 1</li> <li>Currency Details: Amount 1,700.00 USD</li> <li><input checked="" type="checkbox"/> Complete</li> <li>Budget Status: Distribution Lines table with 2 rows:             <table border="1" data-bbox="284 787 1356 934"> <thead> <tr> <th>Distribution Sequence</th> <th>GL Unit</th> <th>Speed Type</th> <th>Line Amount</th> <th>Currency</th> <th>Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 15100</td> <td>Speed Type</td> <td>-1,700.00</td> <td>USD</td> <td>4009060</td> <td>02011</td> <td></td> <td>95400</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>101010</td> <td>02011</td> <td></td> <td>99999</td> <td></td> </tr> </tbody> </table> </li> <li>Total: Lines 4, Total Debits 3,400.00, Total Credits 3,400.00, Net 0.00</li> <li>Buttons: Save, Return to Search, Notify, Refresh</li> </ul>	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	1	1 15100	Speed Type	-1,700.00	USD	4009060	02011		95400		2	2 TREAS	Speed Type	1,700.00	USD	101010	02011		99999	
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center																						
1	1 15100	Speed Type	-1,700.00	USD	4009060	02011		95400																							
2	2 TREAS	Speed Type	1,700.00	USD	101010	02011		99999																							
1.	<p>De-select the <b>Complete</b> checkbox option.</p> 																														
2.	<p>Click the <b>Save</b> button.</p> 																														
3.	<p>Click the <b>Delete</b> icon to remove the system generated cash and/or InterUnit Lines.</p> 																														

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

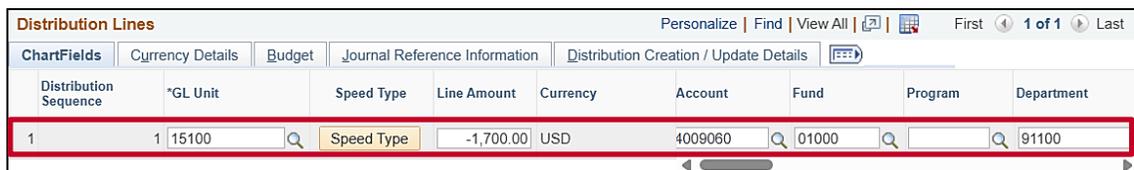


The screenshot shows the 'Create Accounting Entries' screen. At the top, there are navigation tabs: 'Accounting Entries' (selected) and 'Deposit Control'. Below this, the 'Currency Details' section shows an amount of 1,700.00 USD. There is a 'Complete' checkbox and an 'Entry Event' search field. The 'Budget Status' section includes a 'Distribution Lines' table with columns for Distribution Sequence, \*GL Unit, Speed Type, Line Amount, Currency, \*Account, Fund, Program, and Department. The table contains one row with values: 1, 15100, Speed Type, -1,700.00, USD, 4009060, 02011, and 95400. Below the table is a 'Total' summary row showing Total Debits of 0.00, Total Credits of 1,700.00, and a Net of -1,700.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.



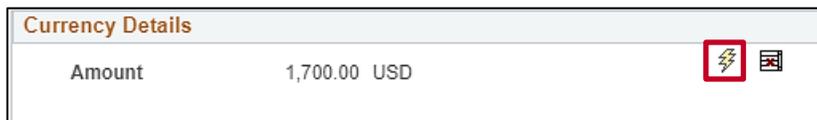
The **Distribution Lines** section is now editable.

- Update the accounting entries as necessary in the **Distribution Lines** section.

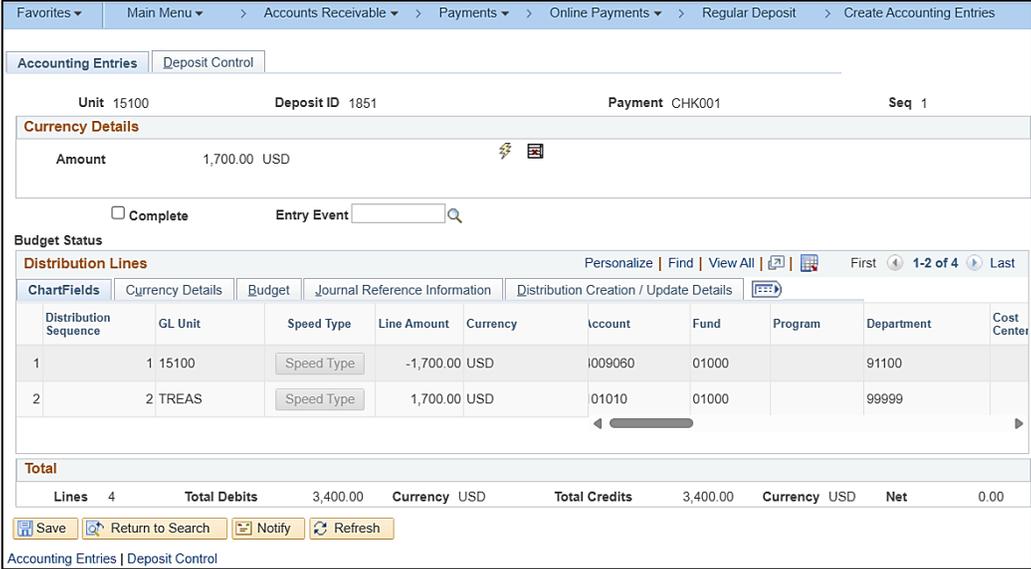
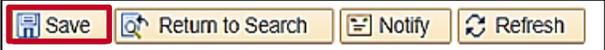


This screenshot shows the 'Distribution Lines' table from the previous screenshot. A red rectangular box highlights the first row, which contains the following data: Distribution Sequence: 1, \*GL Unit: 15100, Speed Type: Speed Type, Line Amount: -1,700.00, Currency: USD, \*Account: 4009060, Fund: 01000, Program: (blank), and Department: 91100.

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

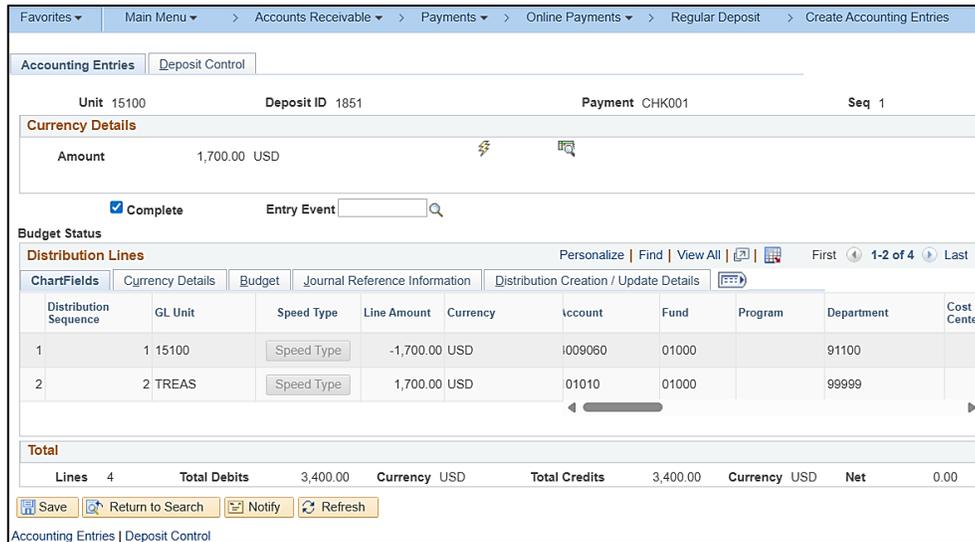


This screenshot shows the 'Currency Details' section. It displays the amount 1,700.00 USD. A red rectangular box highlights a lightning bolt icon (the 'Create' icon) located to the right of the amount.

Step	Action
	<p>The page refreshes.</p> 
6.	Review the accounting entries for accuracy.
7.	<p>Select the <b>Complete</b> checkbox option.</p> 
8.	<p>Click the <b>Save</b> button.</p> 

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

The page refreshes.



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      Valid

**Distribution Lines**

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Center
1	1 15100	Speed Type	-1,700.00	USD	1009060	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



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.

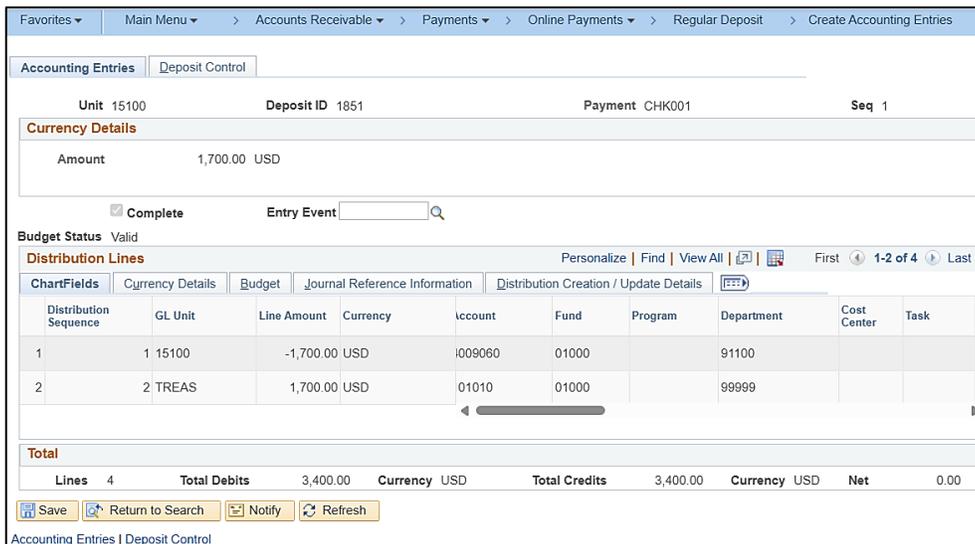
Click the **Budget Check** icon.



**Currency Details**

Amount      1,700.00 USD

The page refreshes once the Budget Check is completed.



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      Valid

**Distribution Lines**

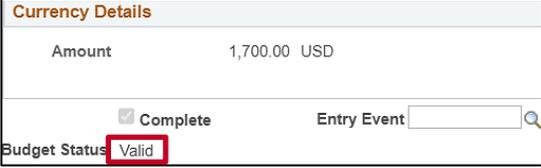
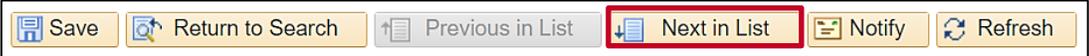
Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Program	Department	Cost Center	Task
1	1 15100	-1,700.00	USD	1009060	01000		91100		
2	2 TREAS	1,700.00	USD	01010	01000		99999		

**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

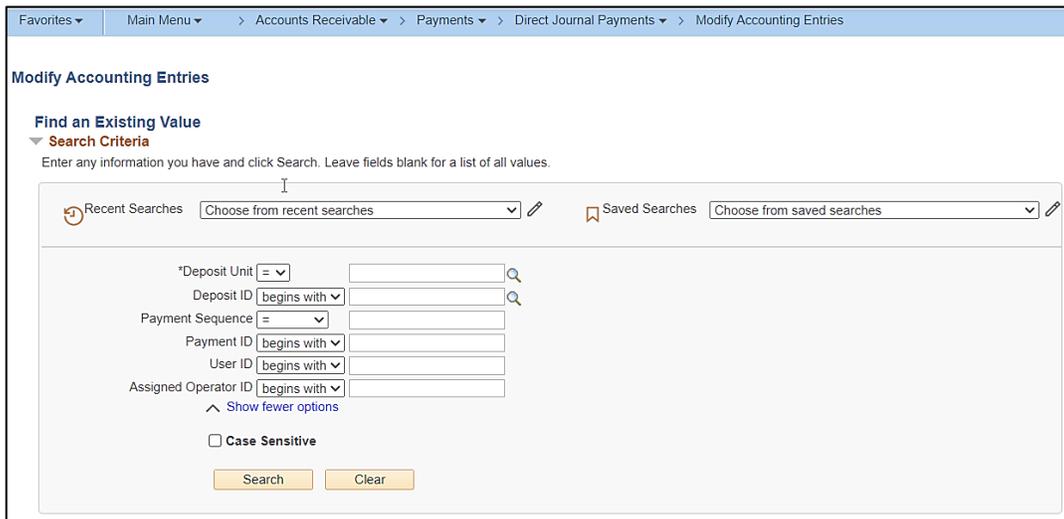
Step	Action
10.	<p>Verify that the <b>Budget Status</b> field displays as “Valid”.</p>  <p>The screenshot shows a 'Currency Details' form with the following fields: Amount (1,700.00 USD), a checked 'Complete' checkbox, an 'Entry Event' search field, and a 'Budget Status' field containing the text 'Valid'.</p>
	<p>Once the Budget Check completes, the <b>Budget Status</b> field will display one of the following statuses or a <b>Warning</b> message:</p> <ul style="list-style-type: none"> <li>• <b>Valid:</b> The entry passed budget checking and the process updated the Commitment Control Ledger</li> <li>• <b>Error:</b> 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 <b>Budget Status</b> field displays as “Error”, see the Job Aid titled <b>AR326_Reviewing and Correcting Budget Check Errors</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b></li> <li>• <b>Warning</b> message: The budget check process issued a Warning, but also updated the Commitment Control Ledger</li> </ul>
11.	<p>Click the <b>Next in List</b> 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>  <p>The screenshot shows a row of navigation buttons: Save, Return to Search, Previous in List, Next in List (highlighted with a red box), Notify, and Refresh.</p>

### Corrections from the Modify Accounting Entries Page

After navigating away from the **Create Accounting Entries** page, corrections can still be made to Deposits and accounting entries that have not already been budget checked. First, navigate to the **Modify Accounting Entries** page to de-select the applicable Payment as “Complete”. Then, navigate to the **Create Accounting Entries** page to modify the accounting entry.

Step	Action
1.	Navigate to the <b>Modify Accounting Entries</b> page using the following path: <b>Main Menu &gt; Accounts Receivable &gt; Payments &gt; Direct Journal Payments &gt; Modify Accounting Entries</b>

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



The screenshot shows the 'Modify Accounting Entries' page with a 'Find an Existing Value' section. Under 'Search Criteria', there is a prompt to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The search criteria fields include:
 

- \*Deposit Unit (dropdown)
- Deposit ID (dropdown with 'begins with' and search icon)
- Payment Sequence (dropdown)
- Payment ID (dropdown with 'begins with')
- User ID (dropdown with 'begins with')
- Assigned Operator ID (dropdown with 'begins with')

 There is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons.

	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>Overview of the Cardinal FIN Search Pages</b> . This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
	The <b>Deposit Unit</b> field defaults based on the Agency Business Unit. However, the Business Unit can be updated using the <b>Deposit Unit Look up</b> icon if users have access to multiple Business Units.
2.	Enter the Deposit ID associated with the Payment that requires accounting entries correction in the <b>Deposit ID</b> field. 



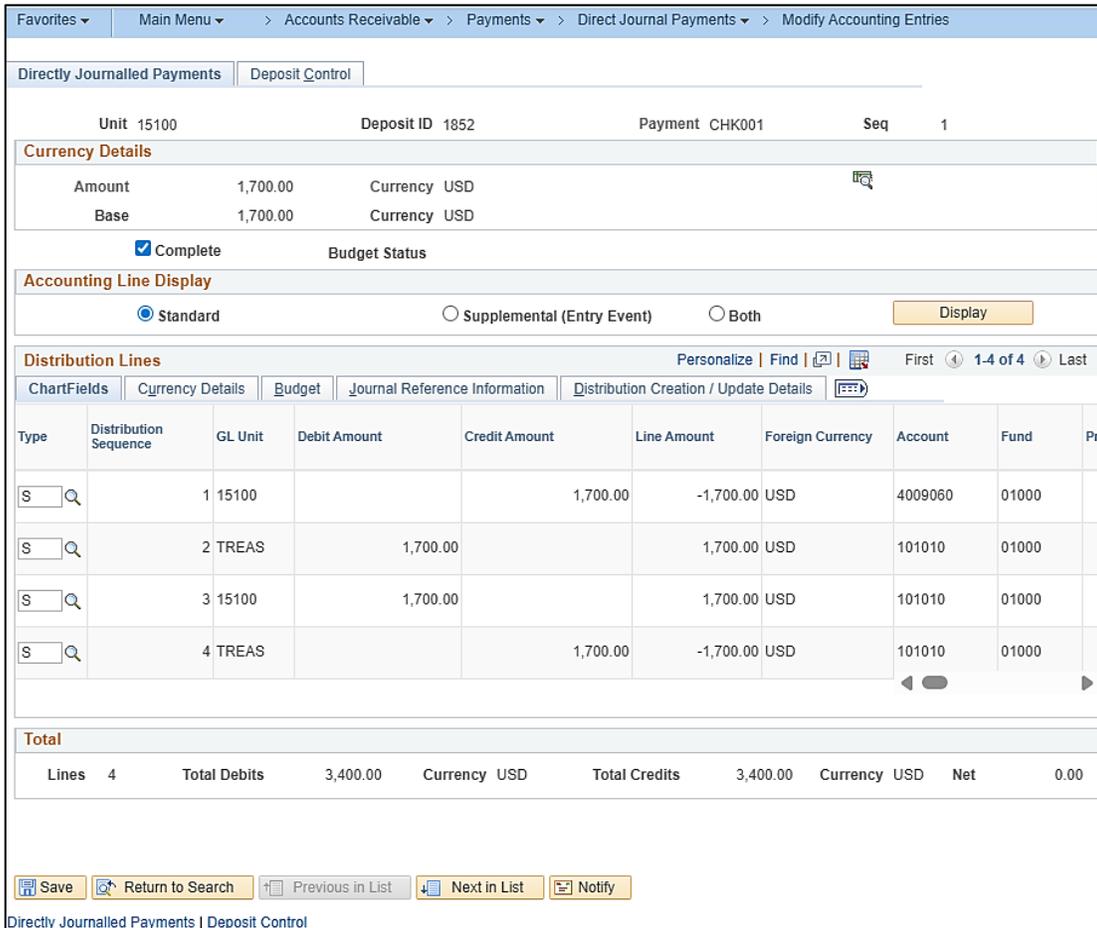
# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action																																																				
3.	<p>Click the <b>Search</b> button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"><input style="border: 1px solid red; padding: 2px 10px;" type="button" value="Search"/> <input style="padding: 2px 10px;" type="button" value="Clear"/></div>																																																				
<p>The page refreshes with the search results displayed in the <b>Search Results</b> section.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%;"><p><b>Search Results</b> 2 results - Deposit Unit "15100" Deposit ID "1852"</p><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="9"></th><th style="text-align: right;">View All  </th><th>First</th><th>1-2 of 2</th><th>Last</th></tr><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>User ID</th><th>Assigned Operator ID</th><th>Non Customer Dist Balanced</th><th>Entered Date</th><th></th><th></th><th></th><th></th><th></th></tr></thead><tbody><tr><td>15100</td><td>1852</td><td>1</td><td>CHK001</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>Complete</td><td>08/20/2025</td><td></td><td></td><td></td><td></td><td style="text-align: right;">&gt;</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>Complete</td><td>08/20/2025</td><td></td><td></td><td></td><td></td><td style="text-align: right;">&gt;</td></tr></tbody></table></div>											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					>
									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.	<p>Click the <b>Drill in</b> icon to open the Payment associated with the Deposit.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%;"><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="9"></th><th style="text-align: right;">View All  </th><th>First</th><th>1-2 of 2</th><th>Last</th></tr><tr><th>Deposit Unit</th><th>Deposit ID</th><th>Payment Sequence</th><th>Payment ID</th><th>User ID</th><th>Assigned Operator ID</th><th>Non Customer Dist Balanced</th><th>Entered Date</th><th></th><th></th><th></th><th></th><th></th></tr></thead><tbody><tr><td>15100</td><td>1852</td><td>1</td><td>CHK001</td><td>V_TRN_FINUSER001</td><td>V_TRN_FINUSER001</td><td>Complete</td><td>08/20/2025</td><td></td><td></td><td></td><td></td><td style="border: 1px solid red; text-align: right;">&gt;</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>Complete</td><td>08/20/2025</td><td></td><td></td><td></td><td></td><td style="text-align: right;">&gt;</td></tr></tbody></table></div>										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					>
									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					>																																									

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



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

**Accounting Line Display**

Standard       Supplemental (Entry Event)       Both     

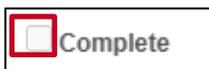
**Distribution Lines**      Personalize | Find |      First 1-4 of 4 Last

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
S	1	15100			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	

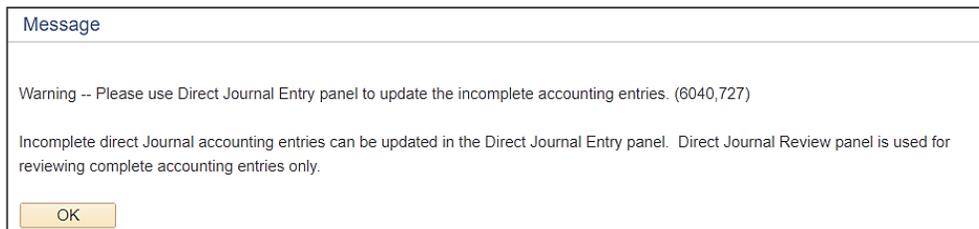
**Total**

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

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



A **Warning** message displays in a pop-up window.



Message

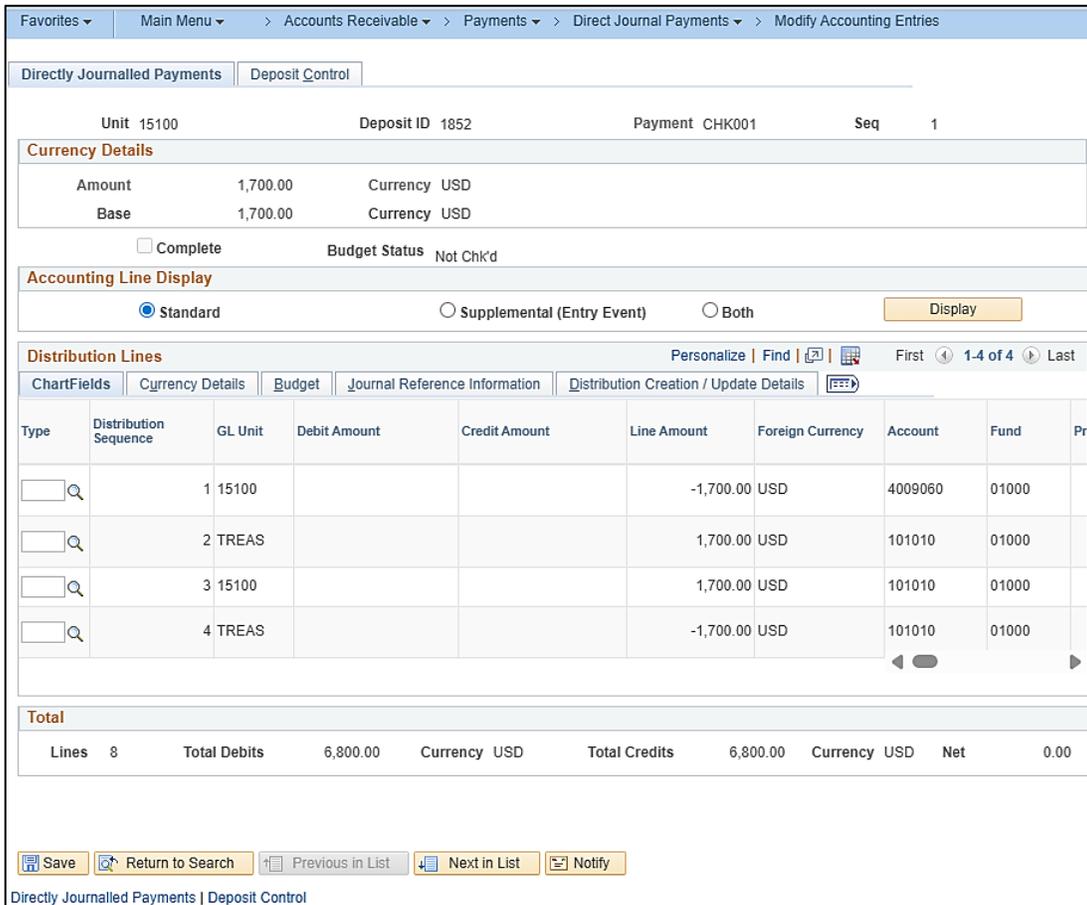
Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)

Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review panel is used for reviewing complete accounting entries only.

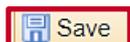
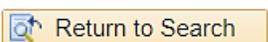
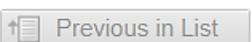
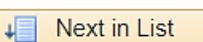
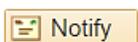
Step	Action
6.	Click the <b>OK</b> button to close the <b>Warning</b> message.

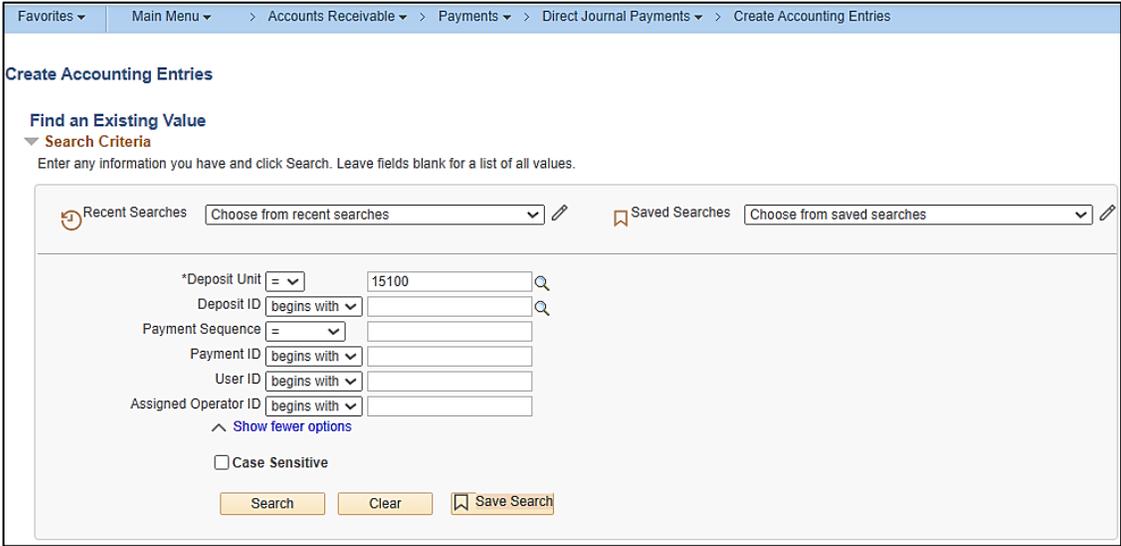


The **Directly Journalled Payments** tab redisplay.



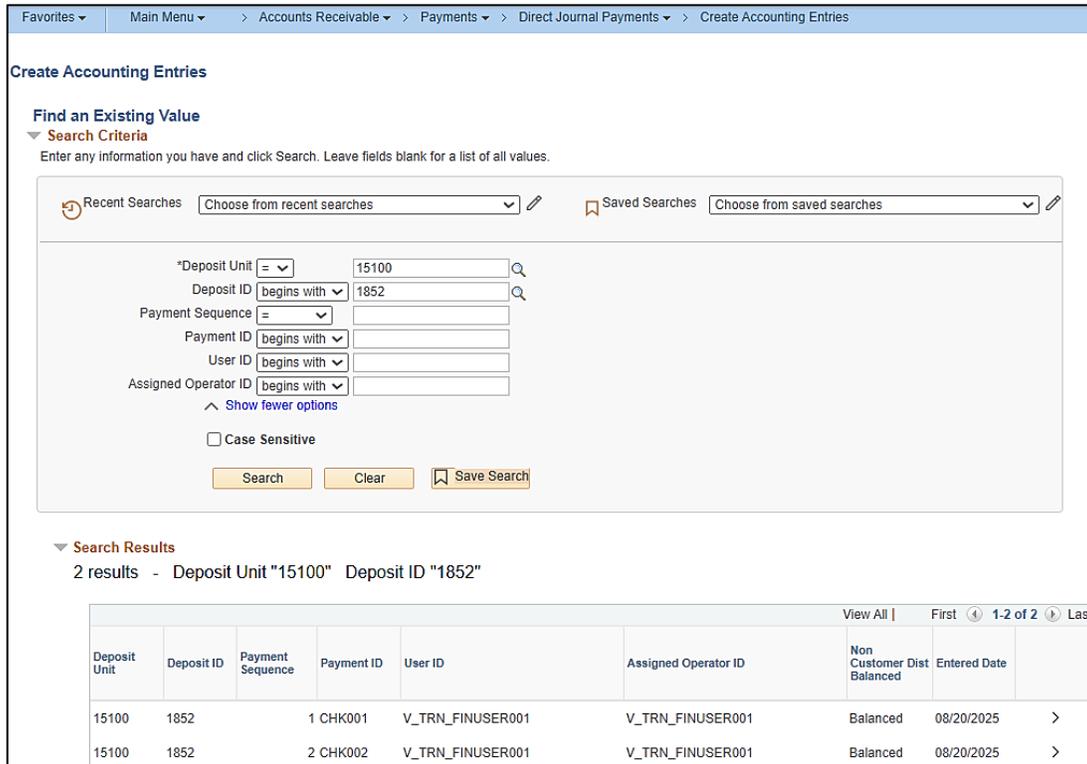
	<p>The <b>Budget Status</b> field updates to “Not Chk’d” (Not Checked).</p> <p><input type="checkbox"/> Complete      Budget Status <b>Not Chk'd</b></p>
---	--

7.	<p>Click the <b>Save</b> button.</p> <p>    </p> <p>Directly Journalled Payments   Deposit Control</p>
----	--

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

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

The page refreshes with the specified Deposit and associated Payments that have not been marked complete or budget checked in the **Search Results** section.



**Create Accounting Entries**

**Find an Existing Value**

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

\*Deposit Unit: 15100  
 Deposit ID: begins with 1852  
 Payment Sequence: =  
 Payment ID: begins with  
 User ID: begins with  
 Assigned Operator ID: begins with

Case Sensitive

Search Clear Save Search

**Search Results**  
2 results - Deposit Unit "15100" Deposit ID "1852"

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	>



If there is only one Payment, it will open directly to the **Accounting Entries** tab.

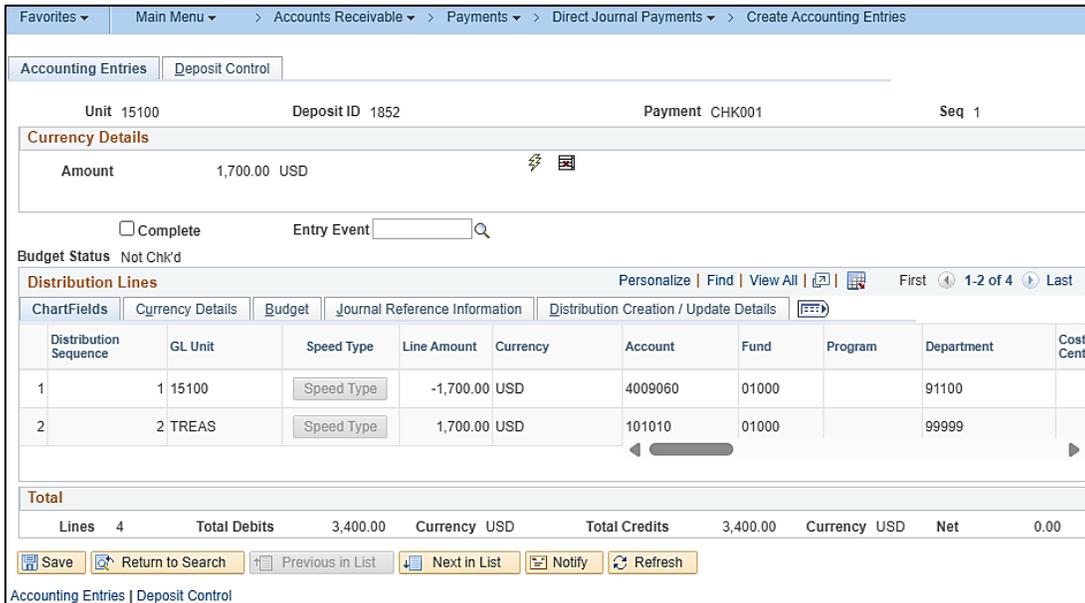
11.

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

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	>

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

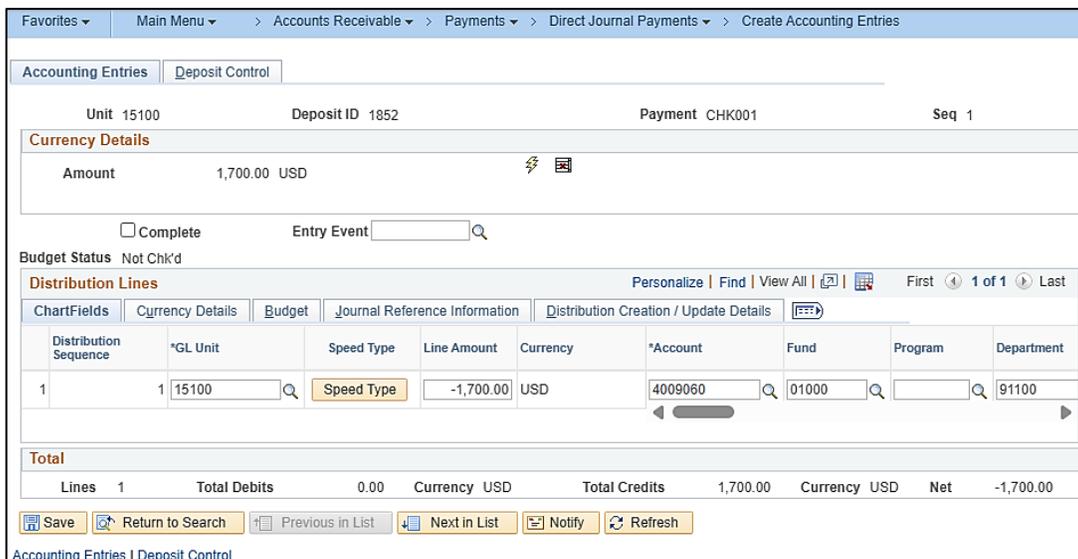
The Accounting Entries tab displays.



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



The page refreshes.

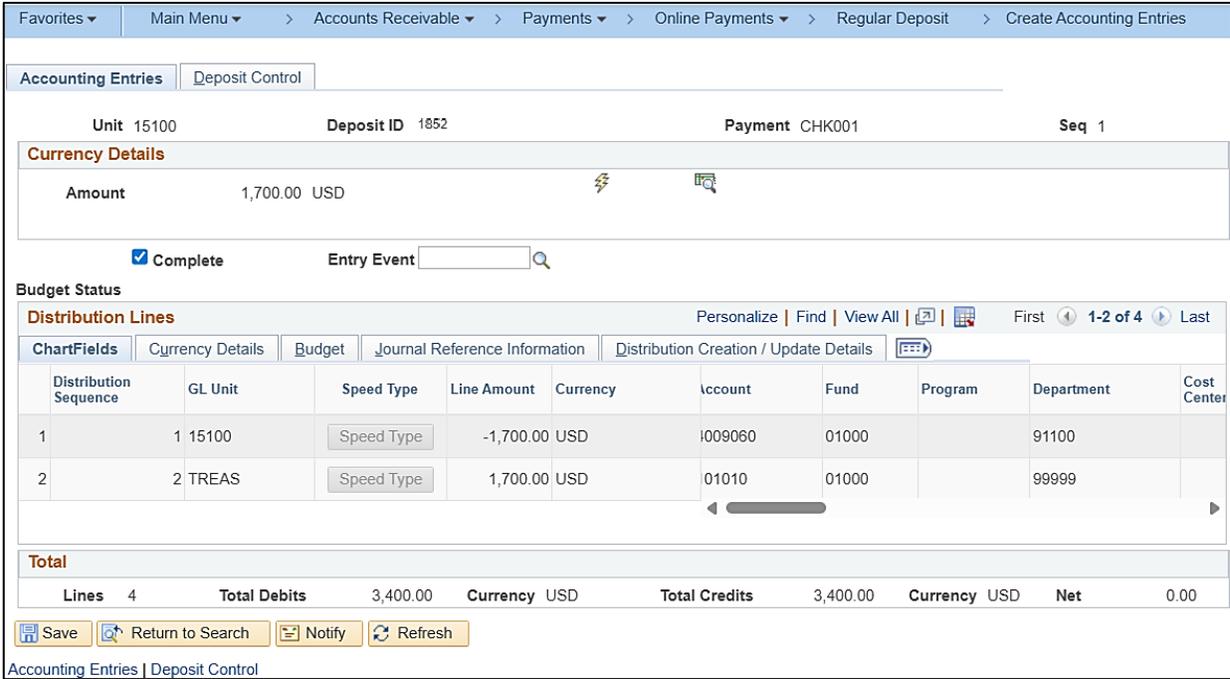


Step	Action																																													
	The <b>Distribution Lines</b> section is now editable.																																													
13.	Update the accounting entries as necessary in the <b>Distribution Lines</b> section. <div data-bbox="293 533 1317 701" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Distribution Lines</b> <span style="float: right;">Personalize   Find   View All   [Print]   First 1 of 1 Last</span></p> <p>ChartFields   Currency Details   Budget   Journal Reference Information   Distribution Creation / Update Details [FF]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Distribution Sequence</th> <th>*GL Unit</th> <th>Speed Type</th> <th>Line Amount</th> <th>Currency</th> <th>*Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 15100</td> <td>Speed Type</td> <td>-1,700.00</td> <td>USD</td> <td>4009060</td> <td>01000</td> <td></td> <td>91100</td> </tr> </tbody> </table> </div>	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																											
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1	1 15100	Speed Type	-1,700.00	USD	4009060	01000		91100																																						
14.	Click the <b>Create</b> icon (lightning bolt) to create the system generated cash and/or InterUnit Lines. <div data-bbox="293 827 1117 940" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Currency Details</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Amount</td> <td style="width: 30%;">1,700.00 USD</td> <td style="width: 20%; text-align: right;">   </td> </tr> </table> </div>	Amount	1,700.00 USD	 																																										
Amount	1,700.00 USD	 																																												
The page refreshes. <div data-bbox="285 1031 1354 1619" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Favorites &gt; Main Menu &gt; Accounts Receivable &gt; Payments &gt; Online Payments &gt; Regular Deposit &gt; Create Accounting Entries</p> <p>Accounting Entries   Deposit Control</p> <p>Unit 15100      Deposit ID 1852      Payment CHK001      Seq 1</p> <p><b>Currency Details</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Amount</td> <td style="width: 30%;">1,700.00 USD</td> <td style="width: 20%; text-align: right;">   </td> </tr> </table> <p><input type="checkbox"/> Complete      Entry Event <input type="text"/></p> <p>Budget Status</p> <p><b>Distribution Lines</b> <span style="float: right;">Personalize   Find   View All   [Print]   First 1-2 of 4 Last</span></p> <p>ChartFields   Currency Details   Budget   Journal Reference Information   Distribution Creation / Update Details [FF]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Distribution Sequence</th> <th>GL Unit</th> <th>Speed Type</th> <th>Line Amount</th> <th>Currency</th> <th>Account</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> </tr> </thead> <tbody> <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> </tbody> </table> <p><b>Total</b></p> <table style="width: 100%;"> <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> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </p> <p>Accounting Entries   Deposit Control</p> </div>		Amount	1,700.00 USD	 	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
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Lines	4	Total Debits	3,400.00	Currency	USD	Total Credits	3,400.00	Currency	USD	Net	0.00																																			
15.	Review the accounting entries for accuracy.																																													
16.	Select the <b>Complete</b> checkbox option. <div data-bbox="293 1772 987 1829" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><input checked="" type="checkbox"/> Complete      Entry Event <input type="text"/></p> </div>																																													

Step	Action
17.	Click the <b>Save</b> button.



The page refreshes.



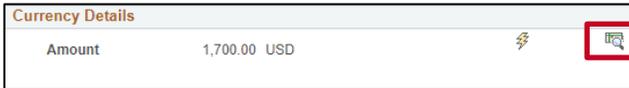
The screenshot shows the following details:

- Accounting Entries:** Unit 15100, Deposit ID 1852, Payment CHK001, Seq 1.
- Currency Details:** Amount 1,700.00 USD.
- Budget Status:** Complete checkbox checked, Entry Event field.
- Distribution Lines:**

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.

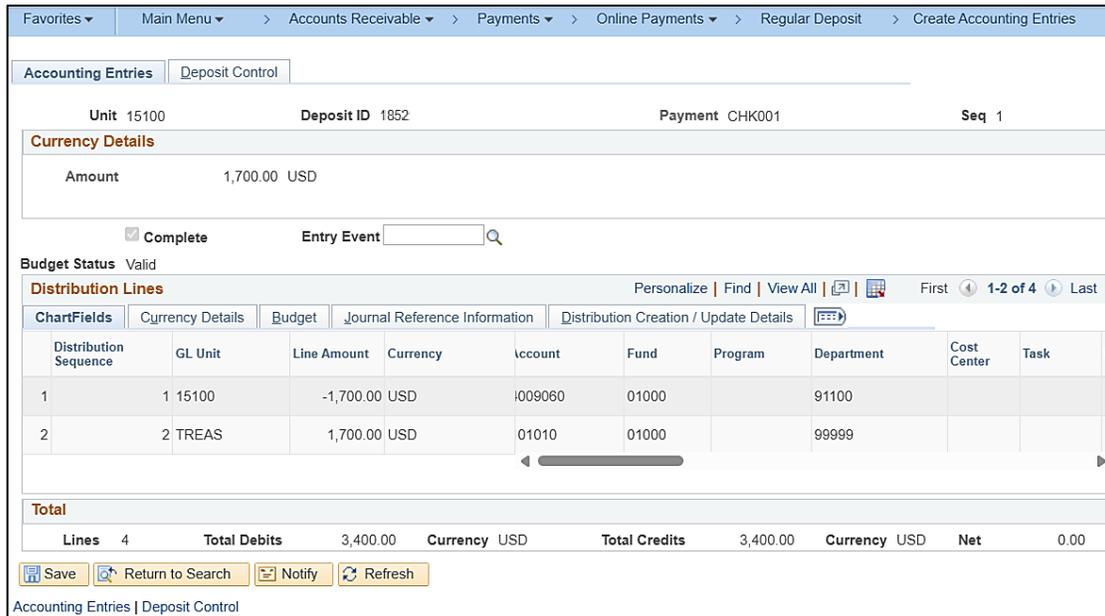
	Prior to running the Budget Check, always review the accounting entries for accuracy. Once Budget Check is complete, no updates can be made to the entries.
---	---

18.	Click the <b>Budget Check</b> icon.
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Step	Action
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The page refreshes once the Budget Check is completed.

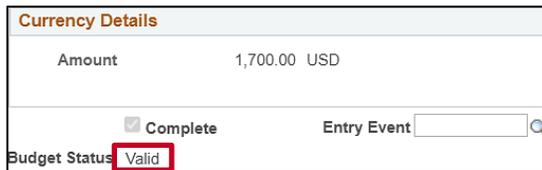


The screenshot shows the 'Create Accounting Entries' screen with the following details:

- Unit: 15100, Deposit ID: 1852, Payment: CHK001, Seq: 1
- Currency Details: Amount 1,700.00 USD
- Complete, Entry Event: [Search]
- Budget Status: Valid
- Distribution Lines table:
 

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		
- Total: Lines 4, Total Debits 3,400.00, Total Credits 3,400.00, Net 0.00

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



The close-up shows the 'Budget Status' field with the value 'Valid' highlighted by a red box.



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

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



# Accounts Receivable Job Aid

## AR326\_Managing Accounts Receivable Transactions (VDOT Only)

Step	Action
20.	<p>Click the <b>Next in List</b> 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 data-bbox="293 457 1382 512" style="border: 1px solid black; padding: 5px;"><span data-bbox="293 464 402 506">Save</span> <span data-bbox="407 464 659 506">Return to Search</span> <span data-bbox="664 464 889 506">Previous in List</span> <span data-bbox="894 464 1094 506" style="border: 2px solid red;">Next in List</span> <span data-bbox="1099 464 1224 506">Notify</span> <span data-bbox="1229 464 1382 506">Refresh</span></div>