





The Processor:

- Creates the Deposit, deposit information (including the Amount) for one or more payments
- Creates the Deposit Accounting Entry

The Approver:

- Reviews the Deposit and Accounting Entries and marks them "Complete"
- After Budget Check runs, enters the DC #'s and ties them to their related Deposits
- Approves the Deposit, which then posts to General Ledger (GL)

Once the Accounting Entry is marked "Complete" (third box in the diagram above), it will be budget checked in the nightly batch process. Budget Check can also be run manually online (by selecting the **Budget Check** icon on the **Create/Modify Accounting Entries** page).

The Deposit and Accounting Entry information can only be modified before the Budget Check is successfully completed. Once the Budget Check is completed and the status indicates "Valid", the Deposit and the Accounting Entry information cannot be changed in the Accounts Receivable Module.

In the event that a Deposit requires modification after Budget Checking and the corresponding DC ticket has not been processed, submit a VCCC ticket to the PPS AR team to assist with Deposit Adjustments.

**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.



**Revision History** 

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <u>Section 2</u> , after Step 1 and Step 8). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



#### Accounts Receivable Job Aid

#### AR326\_Correcting Deposits and Accounting Entries

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#### Correct the Deposit/Accounting Entry prior to successful Budget Check

**Scenario:** Once the accounting entry for the Deposit is entered, marked as complete, and saved, the processor notices an error in the distribution lines. The processor can correct the error directly on the **Accounting Entries** page before continuing with the process.

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Acco	ounting	Entries pa	age display	ys.					
Ac	counting Entrie	Deposit Control	ł						
	Unit 15	100	Deposit ID 172	29	Payment	CHK001		Seq 1	
С	urrency Detail	ls							
	Amount	1,700.00	) USD	<i>\$</i> 7	E.				
Bu	V	Complete	Entry Event	Q					
D	istribution Lin	ies			Personalize	Find View All	2	First 🕢 1-2 of 4 (	East
(	ChartFields	Currency Details	Budget Journal R	Reference Information Distri	• bution Creation / Upd	ate Details			
	Distribution Sequence	GL Unit	Speed Type	Line Amount Currency	Account	Fund	Program	Department	Cost Cent
	1	1 15100	Speed Type	-1,700.00 USD	4009006	01000		91100	
	2	2 TREAS	Speed Type	1,700.00 USD	101010	01000		99999	Þ
	otal Lines 4	Total Debit: turn to Search 1	s 3,400.00	Currency USD	Total Credits	3,400.00	Currency USI	) Net	0.00
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	iotal Lines 4 Save Report Correct Checker Modify De-sel Click the Click the Cli	Total Debit turn to Search 1 Deposit Control ctions to the ed. After na r Accountin ect the <b>Co</b> Complete he <b>Save</b> bu	as 3,400.00 Previous in List e accounting avigating a ing Entries promplete ch utton. to Search	Currency USD	Total Credits	3,400.00 rior to th nodifica	Currency USI	sit being b ust be mad	o.oo



Accounting Entries	Deposit Cont	trol							
Unit 151	00	De	posit ID 1729			Payment CHK001		Seq 1	
Currency Details	3				<i>4</i> 🗖				
Amount	1,700	.00 USD			97 <b>25</b>				
udget Status	Complete	En	try Event	٩					
Distribution Line	es					Personalize   Find   Vie	w All 🛛 🗐 🔜	First 🕚 1 o	f 1 🕑 Last
ChartFields C	urrency Details	<u>B</u> udget	Journal Refe	rence Informatio	n <u>D</u> istributio	n Creation / Update Details	)		
Distribution Sequence	*GL Unit		Speed Type	Line Amount	Currency	*Account	Fund	Program	Department
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Step	Action									
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Ad	ccounting Entries	Deposit Control								
	Unit 1510	D	Deposit ID 17	729		Payment CH	IKPTH		Seq 1	
C	Currency Details									
	Amount	1,700.00	USD		<i>\$</i> <b>N</b>					
Bu	Co	omplete	Entry Event	্						
C	)istribution Lines	3				Personalize   Fin	d   View All   [	🛛   🔣 🛛 Fir	st 🕢 1-2 of 4 🥡	Last
	ChartFields Cu	rrency Details B	udget Journal R	eference Inform	nation <u>D</u> istribution	Creation / Update	e Details	•••		
	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Program	Department	Cost Cente
	1	1 15100	Speed Type	-1,700.00	USD	4009060	01000		91100	
	2	2 TREAS	Speed Type	1,700.00	USD	101010	01000		99999	
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	Lines 4	Total Debits	3,400.00	Currency l	USD Total	Credits 3	3,400.00 C	urrency USD	Net	0.00
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Acc	ounting Entries I De	posit Control								
6	Select th	e Comple	te checkh	ox ontic	าท					
0.										
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7.	Click the	Save but	ton.							
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The Cre	ate Accounting En	<b>tries</b> page refr	eshes.						
	Accounting Entries Deposit Control	ol							
	Unit 15100	Deposit ID 1729		Paymen	t снкртн		Seq	1	
	Currency Details								
	Amount 1,700.0	0 USD	4	T.					
	Complete	Entry Event	٩						
	Budget Status Not Chk'd			Personalize	Eind View A	II (7) 1 🖽	First (4) 1	2 of 4 🚯 1	act
	ChartFields Currency Details	Budget Journal Referen	ce Information Distr	ibution Creation / U	Indate Details		That 💮 I-	2014 🕑 L	151
	Distribution GL Unit	Speed Type Line A	mount Currency	Account	Fund	Program	Departm	ent	Cost
	Sequence 02 011	Speed Type		4009060	01000	. rogium	01100		Cent
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Step	Action
i	Once the Budget Check completes, the <b>Budget Status</b> field will display one of the following statuses ("Valid" in this example):
	<ul> <li>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</li> </ul>
	<ul> <li>Valid - The entry passed budget checking, and the process updated the commitment control ledger</li> </ul>
	Warning - The budget check process issued a Warning, but also updated the commitment control ledger



#### **Correct the Deposit on the Modify Accounting Entries Page**

**Scenario:** The processor notices an error in the accounting entry after navigating away from the **Create Accounting Entries** page. At this point in the process, changes prior to Budget Check must be made on the **Modify Accounting Entries** page.

Step	Action
1.	Navigate to this page using the following path:
	Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries
The <b>Mo</b>	dify Accounting Entries Search page displays.
Favori	tes   Main Menu   Accounts Receivable   Payments   Direct Journal Payments   Modify Accounting Entries
Modif	y Accounting Entries
Fir T	id an Existing Value learch Criteria
Er	Iter any information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches       Choose from recent searches       Image: Choose from saved searches       Image: Choose from saved searches         Image: Choose from saved searches       Image: Choose from saved searches       Image: Choose from saved searches       Image: Choose from saved searches
	*Deposit Unit = v
	Payment Sequence = v
	User ID begins with V
	Assigned Operator ID begins with
	Case Sensitive
	Search Clear
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
i	The <b>Deposit Unit</b> field defaults based on your Business Unit. However, the Business Unit can be updated using the <b>Deposit Unit Look Up</b> icon if you 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.
	*Deposit Unit = V



# Accounts Receivable Job Aid

### AR326\_Correcting Deposits and Accounting Entries

Step	Action
3.	Click the <b>Search</b> button.
	Search Clear
i	If the Deposit has more than one Payment, Open the first Payment by clicking the "Drill in" icon (>) on the line to open a specific Deposit.

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

Current	Unit 15100			Deposit ID 17	32	Payment CHKP	TH Se	<b>q</b> 1		
Current	y Details									
A	Bass	1,700	.00	Currency US	5D		4			
	Base	1,700	.00	Currency Us	50					
	Comp	lete		Budget Status						
Accoun	ting Line Displ	ау								
	Stand	ard		0	Supplemental (Entry I	Event) OBot	h	Displ	ау	
Distribu	tion Lines					Personalize	Find   🔁   🔣	First 🕚	1-4 of 4   I	Last
ChartFi	elds Currency	Details	<u>B</u> udget	Journal Reference	e Information Distrit	ution Creation / Updat	te Details			
Туре	Distribution Sequence	GL Unit	Debit	Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
sQ		1 15100			1,700	-1,700.00	0 USD	4009060	01000	
sQ		2 TREAS		1,700.00		1,700.00	0 USD	101010	01000	
s Q		3 15100		1,700.00		1,700.00	0 USD	101010	01000	
s Q		4 TREAS			1,700	-1,700.00	0 USD	101010	01000	
										•
Total										
Lines	4 To	otal Debits	3	3,400.00 Curre	ency USD To	al Credits 3,4	100.00 Currency	USD Net	t 0	.00
	ect the C	omple	ete c	heckbox (	option.					
e-sele	mplete			Bu	dget Status	;				
e-sele Co e (Wa	<b>mplete</b> rning) d essage	isplay	s in a	Bud a pop-up	dget Status window.	\$				



Step	Action	۱									
6.	Click th	he C	<b>)K</b> butto	n to cl	ose the Wa	arning mea	ssage.				
		OK									
The Mo	dify Aco	coui	nting Er	ntries	page redis	plays.					
	D	)irectly J	ournalled Payme	nts Depo	sit <u>C</u> ontrol						$\neg$
			Unit 15100		Deposit ID	1732	Payment CHKPT	'H Seq	1		
		Currenc	cy Details	1 700 0	0 Currency	USD					
			Base	1,700.0	0 Currency	USD					
		Account	Compl	ete	Budget Status	Not Chk'd					
		Account	Standa	ard		O Supplemental (Entry	y Event) O Both	1	Display		
		Distribu	tion Lines				Personalize	Find   🔄   🔜	First 🕧 1-4	lof4 🕑 La	ast
		ChartFie	elds Currency	Details <u>B</u>	udget Journal Referen	ence Information Dist	ribution Creation / Update	e Details ா			
	Ţ	уре	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund	Pr
		Q		1 15100			-1,700.00	USD	4009060	01000	
		Q		2 TREAS			1,700.00	USD	101010	01000	
		٩		3 15100			1,700.00	USD	101010	01000	
		Q		4 TREAS			-1,700.00	USD	101010	01000	
									••		
		Total	- 0 T-	tel Debite	6 000 00 00		Tatal Cardita C 0	00.00 Currenter	110D Not	0.0	
		Lines	6 8 10	tai Debits	6,800.00 Ct	Intency USD	Iotal Credits 0,8	00.00 Currency	USD Net	0.0	
i	The <b>B</b>	udgo	et Statu	<b>s</b> field	l updates to	o "Not Chk'	d".				
7.	Scroll	dow	n to the	bottor	n of the pa	ge and clic	k the <b>Save</b>	button.			
		ave	🗟 Ret	urn to 9	Search	Previous ir	list 🔲	Next in Lis	t 🖃	Notify	
	mo	ave				Trevious II	+ <u>−</u>	TROAT IT EIS		rtoury	
	Directly	y Jou	irnalled Pa	ayment	s   Deposit Co	ontrol					
8.	Next, r the foll	navię owir	gate to tl ng path:	he Cro	eate Acco	unting Ent	<b>ries</b> page to	o modify	the acc	countir	ng entry using
	Main M Accou	<b>Nen</b> Intin	u > Acc ng Entrie	ounts es	Receivab	le > Paym	ents > Dire	ect Journ	nal Pay	ment	s > Create



Step	Action
The Cre	ate Accounting Entries Search page displays.
	Favorites •     Main Menu •     > Accounts Receivable •     > Payments •     > Create Accounting Entries
	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.
	PRecent Searches Choose from recent searches V Raved Searches Choose from saved searches V
	"Deposit Unit =        15100         Deposit ID       begins with          Payment Sequence          Payment ID       begins with          User ID       begins with          Assigned Operator ID       begins with              Assigned Operator ID       begins with
	Case Sensitive Search Clear
i	The <b>Deposit Unit</b> field defaults based on your Business Unit but can be updated as applicable if you have access to multiple Business Units.
9.	Enter the <b>Deposit ID</b> associated with the Payment that requires accounting entries correction in the <b>Deposit ID</b> field.
	*Deposit Unit = V
10.	Click the <b>Search</b> button.
	Search Clear
i	If the Deposit has more than one Payment, Accounting Entries will need to be individually created for each Payment in the Deposit.
-	Open the first Payment by clicking the "Drill in" icon (>) on the line to open a specific Deposit.



ate Acco	unting Entrie	<b>es</b> page d	isplays v	with the	Accour	nting E	Intries	tab displa	ayed by
Accounting	Entries Deposit Control								
	nit 15100	Deposit ID 1723	,		Payment	CUKPTU		Sec. 1	
Currency	Details	Deposit iD 1752			Fuyment	CHRFTH		364 1	
Amou	Amount 1,700.00 USD								
	Complete Entry Event Q								
Budget State	us Not Chk'd								
Distributio	on Lines				Personalize	Find   View A	🖉   🔢	First 🕚 1-2 of 4	4 🕑 Last
ChartField	Is Currency Details	Journal R	eference Informat	tion <u>D</u> istribu	tion Creation / Upo	date Details			
Distribu Sequen	tion ce GL Unit	Speed Type	Line Amount C	Currency	Account	Fund	Program	Department	Cost Cente
1	1 15100	Speed Type	-1,700.00 U	JSD	4009060	01000		91100	
2	2 TREAS	Speed Type	1,700.00 U	JSD	101010	01000		99999	•
Total Lines	4 Total Debits	s 3,400.00	Currency US	SD To	otal Credits	3,400.00	Currency U	SD Net	0.00
🔚 Save		Notify C Refree	sh						
						47 <b>जि</b>			
Amou	unt unting Entrie	1,700.00 USD	efreshes			\$ <b>R</b>			
Amor	unt unting Entrie	1,700.00 USD	efreshes			\$ 2			
Amore Accoo	unt unting Entrie tries Deposit Control	1,700.00 USD	efreshes		Payment			Seq 1	
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Amou eate Accoo Accounting Ent Unit Currency Det Amount Budget Status Distribution I ChartFields Distribution	unt Unting Entrie Upposit Control 15100 tails 1,700.00 Complete Not Chk'd Lines Currency Details Bud "GL Unit	1,700.00 USD es page re Deposit ID 1732 ISD Entry Event IgetJournal Ref Speed Type	efreshes	• <i>¥</i> I	Payment Personalize ion Creation / Upo	Find     Vie	w Ali   [2]	Seq 1 First (4) 1 (1)	of 1 () Last
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Step	Action
i	Once the Budget Check completes, the <b>Budget Status</b> field will display one of the following statuses ("Valid" in this example):
	<ul> <li>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</li> </ul>
	<ul> <li>Valid - The entry passed budget checking, and the process updated the commitment control ledger</li> </ul>
	Warning - The budget check process issued a Warning, but also updated the commitment control ledger





#### Correct the Deposit/Accounting Entry following successful Budget Check

**Scenario**: The approver identifies an error in the amount after the Deposit has been successfully budget checked and journaled. To correct this, a new Deposit must be created to offset the original one. The approver enters the new Deposit, links the corresponding Deposit Certificate, and approves the new Deposit (as a reversal entry). The Deposit Certificate number for the new Deposit can either use the original number with a different bank Deposit date, or it can include a suffix added to the original DC ticket number to indicate the modification.

Step	Action						
i	A reversal Deposit will now need to be created as a Regular Deposit with a negative control amount.						
	Refer to the Job Aid titled <b>AR326_Managing Accounts receivable Fund Receipts</b> for more information on creating a Regular Deposit. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .						
The <b>Regular Deposit</b> page displays with an example of a reversal entry.							

Directly Journa	alled Payments	Depo	sit Contro							
		Unit	15100		Dep	osit ID 1815		Delete D	eposit	
	Accounting Bank Bank Acc Deposit	Date Code count Type	01/28/2025 1105 SCAN 1	0143 20010080 000001	953807		Control Currency Format Currency Rate Type Exchange Rate	USD USD CRRNT	1.0000000 🔡	
Control Tota	als						Control Data			
	Control Total An	nount		-1,700.00	Count	: 1	Received	01/28/2025		
	Entered Total Am	ount		-1,700.00	Count	: 1	Entered	01/28/2025		
	Difference An	nount		0.00	Count	t <b>O</b>	Posted			
	Posted Total An	nount		0.00	Count	t <b>O</b>	Assigned	PPS_SRAVAN	THI.GONDI	
Jo	urnalled Total An	nount		-1,700.00	Count	: 1	User	PPS_SRAVAN	THI.GONDI	
ि Save 🛛 🧕	Return to Searce led Payments   De	ch (	Notify Notify							-

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A new DC ticket has been created to include the reversal Deposit. In this scenario, a suffix has been added to the original DC ticket number to indicate the reversal entry.



Step	Action								
The Approve Deposit page displays with the reversal suffix.									
	Favorites - Main I	lenu - > Accounts Receivable - > P	ayments 🔹 > Apply Payments 🔹 > Approve	Deposit					
	Approve Deposits								
	Approve Depo	sits	Delete DC Ticket						
	Deposit Unit:	15100							
	Deposit control Tick	t Number: 123456R	ntrol Count: 1						
	Bank Deposit Date:	01/28/2025							
	WS Posted By:	1	WS Posted Date:						
	Approved By: F	PS_SRAVANTHI.GONDI Personalize   Find   View	Approved Date: 01/28/2025						
	Deposit ID     Deposit Amount     Status     View Detail Status								
	1 1815	-1700.000 Processed							
		Set WS to Post	Approve						
	🔚 Save 🔯 Return	Search 🔄 Notify	📑 Add 🖉 Update/D	Display					
i	Dnce the DC tic Deposit can nov	ket has been proce / be created with th	ssed, the original De e correct amount an	posit amount nets to d accounting distribu	zero. A new tion.				