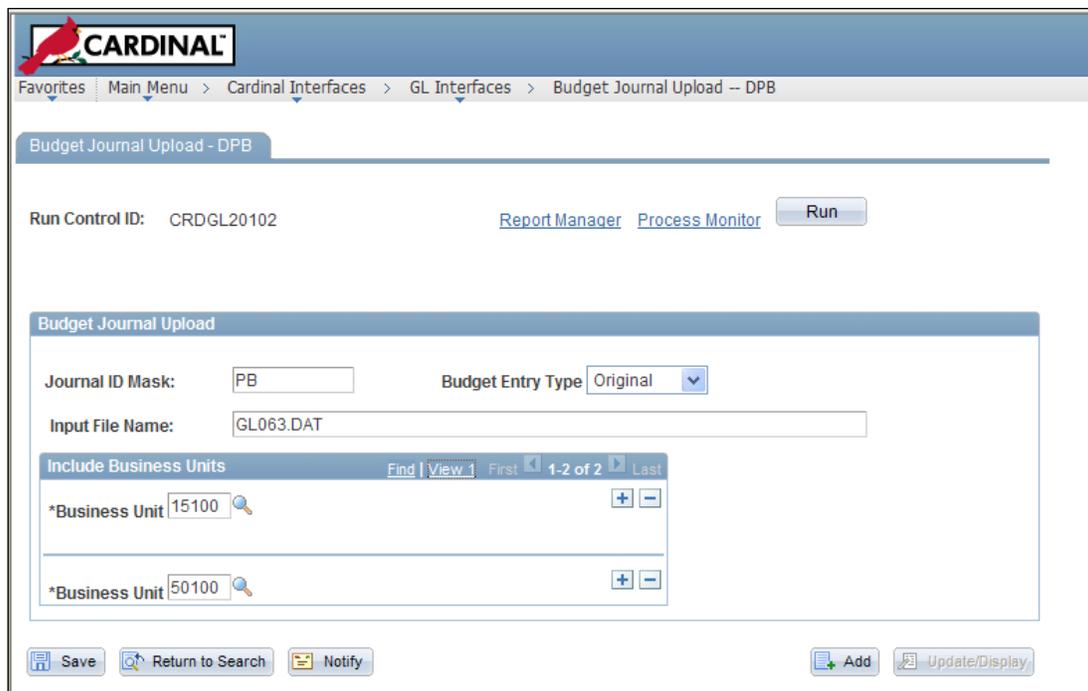


About DPB Budget Journal Upload

A Cardinal interface receives budget information from the Department of Planning and Budget (DPB) nightly and creates budget journals within Cardinal. The file from DPB contains Appropriation, Allotment and Operating Plan budget transactions. During nightly batch processing the file is uploaded and budget journals are created. The budget journals are then reviewed and posted by Department of Accounts-General Accounting.

To Run the Budget Journal Upload – DPB interface:

The interface is run during the nightly batch process by the GL Batch Processor. The process may also be run by users with the State Budget Approver role on an ad hoc basis, if necessary.



- 1 Navigate to **Cardinal Interfaces > GL Interfaces > Budget Journal Upload - DPB**. The **Find an Existing Value** page appears.
- 2 Enter an existing **Run Control ID** and click on **Search**. If this is the first time you have to run this process, you will need to create a Run Control ID. Be sure to give it a name easily remembered (e.g., Budget_Journal_Upload), because once you create a Run Control ID, it can never be deleted. **Add a New Value** and enter a new **Run Control ID** and click on **Add**.
- 3 **Enter/Update** the Run Control parameters as follows:
Journal ID Mask: All budget journals begin with PB.

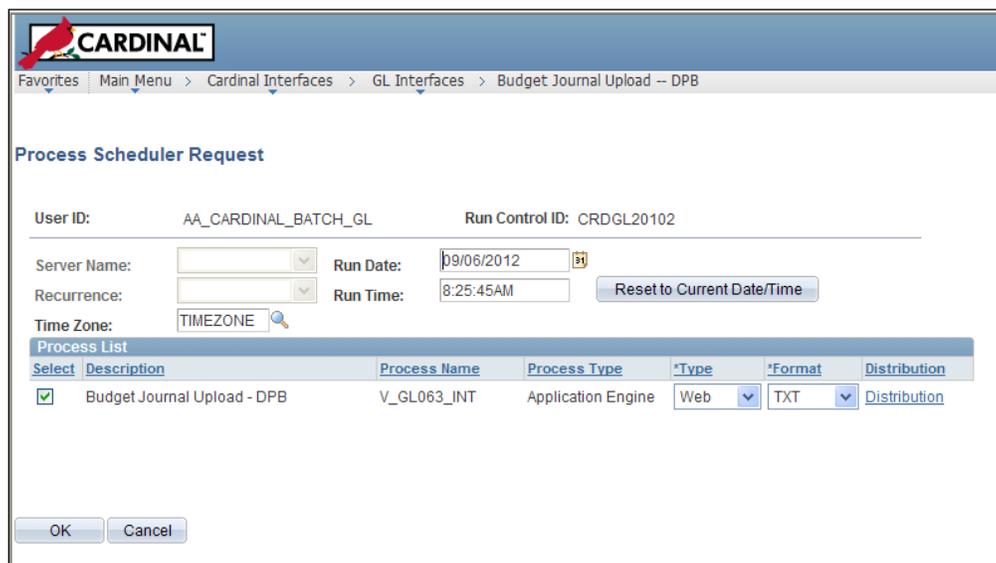
Budget Entry Type: Original or Adjustment Enter **Original** unless you are processing the Official Revenue Estimate transactions at the end of the Fiscal Year; in that case select **Adjustment**. The Entry Type for other budget types is created by the interface logic based upon CARS Transaction Code.

Input File Name: GL063.DAT or the **file name** for the specific Official Revenue Estimate budget transactions. The file created to load revenue estimates into CARS as a .prn file can be copied and the extension changed to .dat. This must be a text file with a .dat extension.

Include Business Units: Insert a row for each Business Unit being processed in Cardinal at the time of execution. For FY 2013, this will be 50100 and 15100 except for Official Revenue Estimate runs; in that case only enter 15100.

4 Click on **Save**.

5 Click on **Run**.



Process Scheduler Request

User ID: AA_CARDINAL_BATCH_GL Run Control ID: CRDGL20102

Server Name: Run Date: 09/06/2012

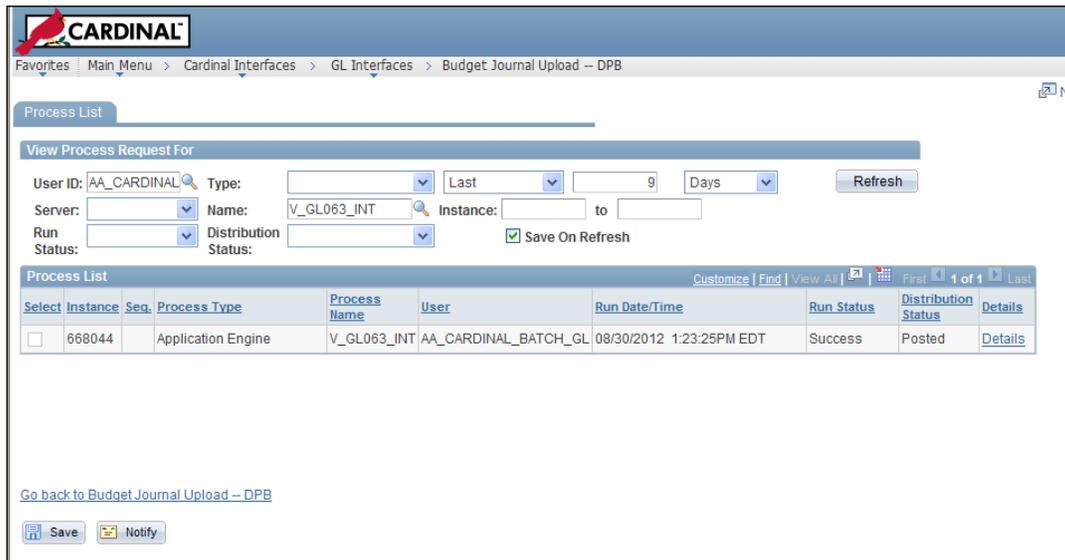
Recurrence: Run Time: 8:25:45AM

Time Zone: TIMEZONE

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Journal Upload - DPB	V_GL063_INT	Application Engine	Web	TXT	Distribution

6 The **Process Scheduler Request** page is displayed. Verify the Process Name is V_GL063_INT and click on **OK**.

7 You are returned to the Run Control page. Click on the **Process Monitor** link.



Process List

View Process Request For

User ID: AA_CARDINAL Type: Last Instance: 9 Days Refresh

Server: Name: V_GL063_INT Instance: to

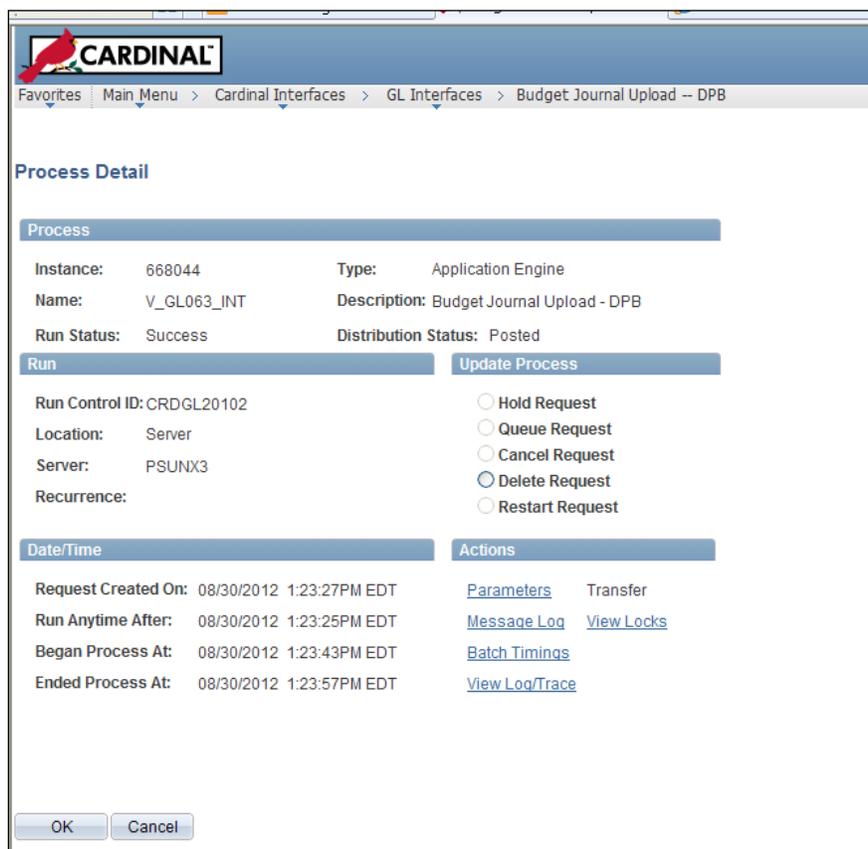
Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	668044		Application Engine	V_GL063_INT	AA_CARDINAL_BATCH_GL	08/30/2012 1:23:25PM EDT	Success	Posted	Details

Go back to Budget Journal Upload -- DPB

Save Notify

- On the **Process Monitor** page, click **Refresh** until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.



Process Detail

Process

Instance: 668044 Type: Application Engine

Name: V_GL063_INT Description: Budget Journal Upload - DPB

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: CRDGL20102

Location: Server

Server: PSUNX3

Recurrence:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time Actions

Request Created On: 08/30/2012 1:23:27PM EDT Parameters Transfer

Run Anytime After: 08/30/2012 1:23:25PM EDT Message Log View Locks

Began Process At: 08/30/2012 1:23:43PM EDT Batch Timings

Ended Process At: 08/30/2012 1:23:57PM EDT View Log/Trace

OK Cancel

- The **Process Detail** page is displayed. Click on the **View Log/Trace** link.



DPB Budget Journal Upload

Job Aid

View Log/Trace

Report

Report ID: 1823230 Process Instance: 668044 [Message Log](#)

Name: V_GL063_INT Process Type: Application Engine

Run Status: Success

Budget Journal Upload - DPB

Distribution Details

Distribution Node: finrat Expiration Date: 09/29/2012

File Name	File Size (bytes)	Datetime Created
AE V_GL063_INT_668044.log	227	08/30/2012 1:23:57.744880PM EDT
GL063_668044.LOG	6,919	08/30/2012 1:23:57.744880PM EDT

Distribution ID Type	*Distribution ID
User	AA_CARDINAL_BATCH_GL
Role	V_GL_COVA_ST_BUDGET_APPROVER
Role	V_GL_COVA_ST_BUDGET_PROCESSOR

10 Click on the **GL063_xxxxxx.LOG** link to open the log file. (xxxxx is the process instance number).

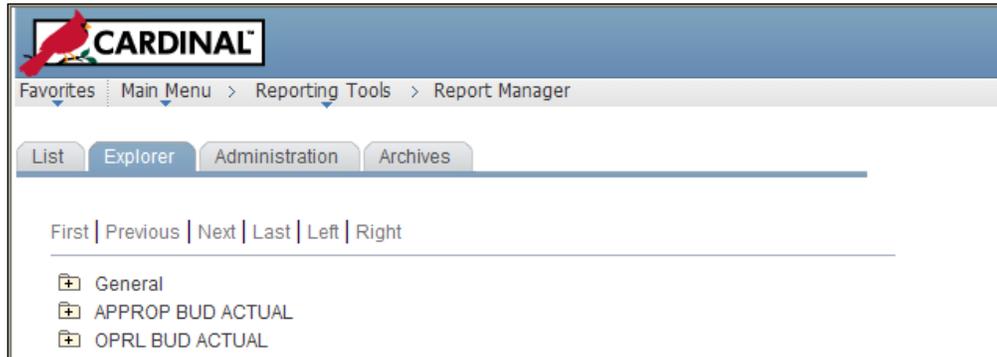
```

begin processing of DPB input fileErrors for AGENCY 151/Transaction Code 022/Fiscal Year 2013/Fiscal Month 0200Summary for DOA AGENCY 151/Transaction Code
022/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 10Lines Record Staged = 10Lines Records
Errored = 0*****g*****02012-08-30-13.23.44
End Staging Process00*****Errors for AGENCY 151/Transaction Code 039/Fiscal Year 2013/Fiscal Month
0200Summary for DOA AGENCY 151/Transaction Code 039/Fiscal Year 2013/Fiscal Month 0200*****g*****Records
Read = 10Lines Record Staged = 10Lines Records Errored = 0*****g*****02012-08-30-13.23.44 End Staging Process00
*****Errors for AGENCY 151/Transaction Code 051/Fiscal Year 2013/Fiscal Month 0200Summary for DOA
AGENCY 151/Transaction Code 051/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 10Lines
Record Staged = 10Lines Records Errored = 0*****g*****02012-08-30-13.23.44 End Staging Process00
*****Errors for AGENCY 151/Transaction Code 091/Fiscal Year 2013/Fiscal Month 0200Summary for DOA
AGENCY 151/Transaction Code 091/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 10Lines
Record Staged = 10Lines Records Errored = 0*****g*****02012-08-30-13.23.44 End Staging Process00
*****Errors for AGENCY 151/Transaction Code 881/Fiscal Year 2013/Fiscal Month 0200151 102
00007 ACCOUNT 8701 No crosswalk value found for object Code/Revenue source 8701. 00Summary for DOA AGENCY 151/Transaction Code 881/Fiscal Year
2013/Fiscal Month 0200*****g*****Records Read = 20Lines Record Staged = 10Lines Records Errored = 10
*****g*****02012-08-30-13.23.45 End Staging
Process00*****Errors for AGENCY 151/Transaction Code 882/Fiscal Year 2013/Fiscal Month 0200Summary
for DOA AGENCY 151/Transaction Code 882/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 20
Lines Record Staged = 20Lines Records Errored = 0*****g*****02012-08-30-13.23.45 End Staging Process00
*****Errors for AGENCY 501/Transaction Code 022/Fiscal Year 2013/Fiscal Month 0200Summary for DOA
AGENCY 501/Transaction Code 022/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 10Lines
Record Staged = 10Lines Records Errored = 0*****g*****02012-08-30-13.23.45 End Staging Process00
*****Errors for AGENCY 501/Transaction Code 038/Fiscal Year 2013/Fiscal Month 0200Summary for DOA
AGENCY 501/Transaction Code 038/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 10Lines
Record Staged = 10Lines Records Errored = 0*****g*****02012-08-30-13.23.45 End Staging Process00
*****Errors for AGENCY 501/Transaction Code 051/Fiscal Year 2013/Fiscal Month 0200Summary for DOA
AGENCY 501/Transaction Code 051/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 20Lines
Record Staged = 20Lines Records Errored = 0*****g*****02012-08-30-13.23.45 End Staging Process00
*****Errors for AGENCY 501/Transaction Code 881/Fiscal Year 2013/Fiscal Month 0200Summary for DOA
AGENCY 501/Transaction Code 881/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 50Lines
Record Staged = 50Lines Records Errored = 0*****g*****02012-08-30-13.23.45 End Staging Process00
*****Errors for AGENCY 501/Transaction Code 882/Fiscal Year 2013/Fiscal Month 0200Summary for DOA
AGENCY 501/Transaction Code 882/Fiscal Year 2013/Fiscal Month 0200*****g*****Records Read = 10Lines
Record Staged = 10Lines Records Errored = 0*****g*****02012-08-30-13.23.45 End Staging Process00
*****Import Staged Journals into KK_BUDGET_HDR & KK_BUDGET_LIN 02012-08-30 13.23.45.000000
-----Processing Business unit: 15100 Ledger Group: CC_APPROPProcessing Business unit: 15100 Ledger Group:
CC_APPROPProcessing Business unit: 15100 Ledger Group: CC_ALLOTProcessing Business unit: 15100 Ledger Group:
CC_ORPLANProcessing Business unit: 50100 Ledger Group: CC_APPROPProcessing Business unit: 50100 Ledger Group:
CC_ORPLANProcessing Business unit: 50100 Ledger Group: CC_ALLOTProcessing Business unit: 50100 Ledger Group:
CC_ORPLANProcessing Business unit: 50100 Ledger Group:
Imported these journals: system ID (Unit, Journal ID, Date) Reference, Description
15100, PB00008531, 2012-08-01 15100, PB00008532, 2012-08-01 15100, PB00008533, 2012-08-01 15100, PB00008534, 2012-08-01 15100, PB00008535, 2012-08-01
50100, PB00008536, 2012-08-01 50100, PB00008537, 2012-08-01 50100, PB00008538, 2012-08-01 50100, PB00008539, 2012-08-01 50100, PB00008540, 2012-08-01

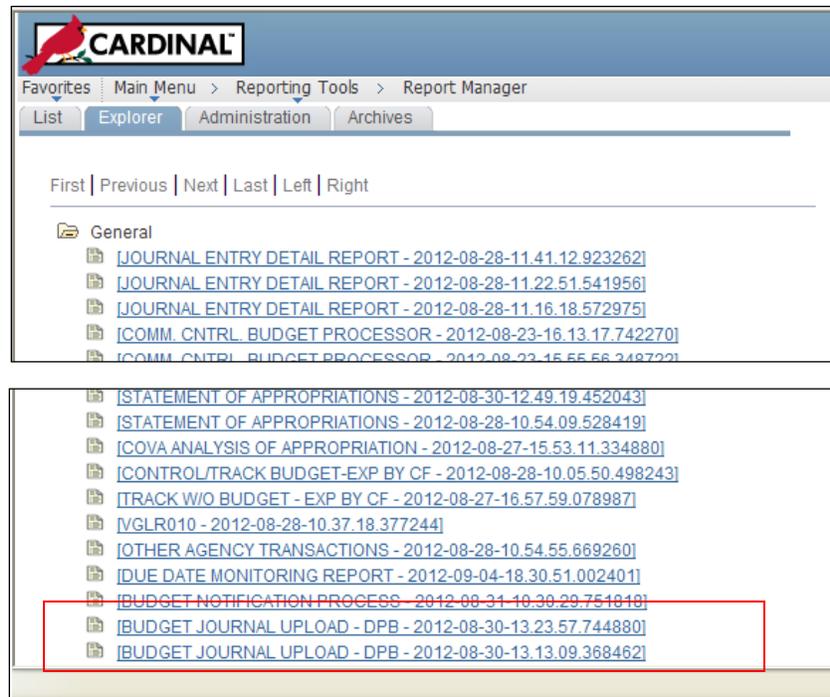
```

To Review Budget Journals created by DPB interface:

The Log file is distributed to users with the State Budget Processor or State Budget Approver roles. The file can be accessed through the Report Manager to review the results of nightly batch processing.



- 1 Navigate **Reporting Tools > Report Manager**. Click on the **Explorer** tab.



- 2 Click on the **General** folder to expand and display the contents. Scroll down or use the Next link, if necessary, to locate the **Budget Journal Upload – DPB** process instance.
- 3 Click on the process instance you need to review. The run date is included in the link.



DPB Budget Journal Upload

Job Aid

View Log/Trace

Report

Report ID: 1823230 Process Instance: 668044 [Message Log](#)
 Name: V_GL063_INT Process Type: Application Engine
 Run Status: Success

Budget Journal Upload - DPB

Distribution Details

Distribution Node: finrat Expiration Date: 09/29/2012

File List

Name	File Size (bytes)	Datetime Created
AE V_GL063_INT_668044.log	227	08/30/2012 1:23:57.744880PM EDT
GL063_668044.LOG	6,919	08/30/2012 1:23:57.744880PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	AA_CARDINAL_BATCH_GL
Role	V_GL_COVA_ST_BUDGET_APPROVER
Role	V_GL_COVA_ST_BUDGET_PROCESSOR

4 Click on the **GL063_xxxxxx.LOG** link to open the log file. (xxxxx is the process instance number).

GL063_668044[1].LOG - Notepad

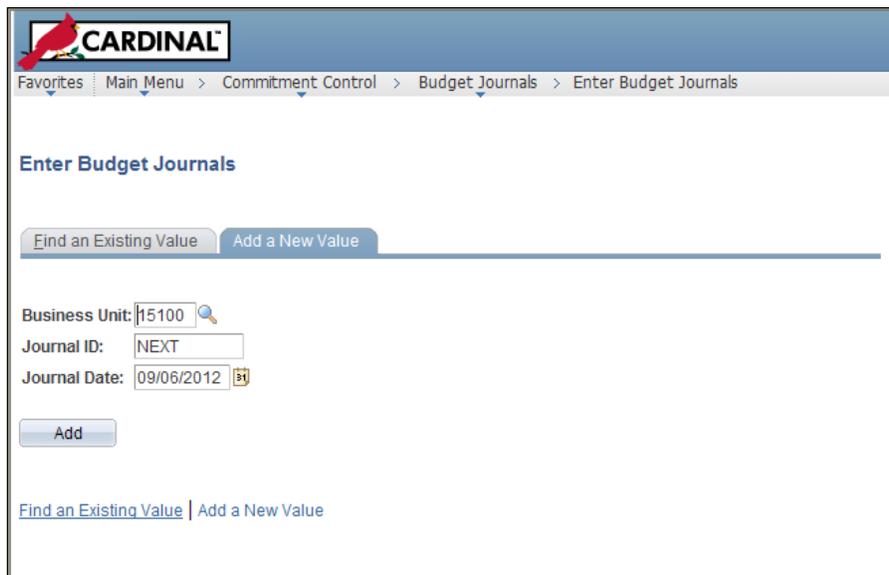
```

Begin processing of DPB input fileErrors for AGENCY 151/Transaction Code 022/Fiscal Year 2013/Fiscal Month 02Summary for DOA AGENCY 151/Transaction Code
022/Fiscal Year 2013/Fiscal Month 02Records Read = 10Lines Record Staged = 10Lines Records
Errored = 02012-08-30-13.23.44
End Staging ProcessSummary for AGENCY 151/Transaction Code 039/Fiscal Year 2013/Fiscal Month 02Summary for DOA AGENCY 151/Transaction Code 039/Fiscal Year 2013/Fiscal Month
02Records Read = 10Lines Record Staged = 10Lines Records Errored = 02012-08-30-13.23.44 End Staging Process
AGENCY 151/Transaction Code 051/Fiscal Year 2013/Fiscal Month 02Summary for DOA
AGENCY 151/Transaction Code 051/Fiscal Year 2013/Fiscal Month 02Records Read = 10Lines
Record Staged = 10Lines Records Errored = 02012-08-30-13.23.44 End Staging Process
AGENCY 151/Transaction Code 091/Fiscal Year 2013/Fiscal Month 02Summary for DOA
AGENCY 151/Transaction Code 091/Fiscal Year 2013/Fiscal Month 02Records Read = 10Lines
Record Staged = 10Lines Records Errored = 02012-08-30-13.23.44 End Staging Process
AGENCY 151/Transaction Code 881/Fiscal Year 2013/Fiscal Month 0200151 102
00007 ACCOUNT 8701 No crosswalk value found for object Code/Revenue Source 8701. Summary for DOA AGENCY 151/Transaction Code 881/Fiscal Year
2013/Fiscal Month 02Records Read = 20Lines Record Staged = 20Lines Records Errored = 10
2012-08-30-13.23.45 End Staging
ProcessSummary for AGENCY 151/Transaction Code 882/Fiscal Year 2013/Fiscal Month 02Summary for DOA
AGENCY 151/Transaction Code 882/Fiscal Year 2013/Fiscal Month 02Records Read = 20
Lines Record Staged = 20Lines Records Errored = 02012-08-30-13.23.45 End Staging Process
AGENCY 501/Transaction Code 022/Fiscal Year 2013/Fiscal Month 02Summary for DOA
AGENCY 501/Transaction Code 022/Fiscal Year 2013/Fiscal Month 02Records Read = 10Lines
Record Staged = 10Lines Records Errored = 02012-08-30-13.23.45 End Staging Process
AGENCY 501/Transaction Code 038/Fiscal Year 2013/Fiscal Month 02Summary for DOA
AGENCY 501/Transaction Code 038/Fiscal Year 2013/Fiscal Month 02Records Read = 10Lines
Record Staged = 10Lines Records Errored = 02012-08-30-13.23.45 End Staging Process
AGENCY 501/Transaction Code 051/Fiscal Year 2013/Fiscal Month 02Summary for DOA
AGENCY 501/Transaction Code 051/Fiscal Year 2013/Fiscal Month 02Records Read = 20Lines
Record Staged = 20Lines Records Errored = 02012-08-30-13.23.45 End Staging Process
AGENCY 501/Transaction Code 881/Fiscal Year 2013/Fiscal Month 02Summary for DOA
AGENCY 501/Transaction Code 881/Fiscal Year 2013/Fiscal Month 02Records Read = 50Lines
Record Staged = 50Lines Records Errored = 02012-08-30-13.23.45 End Staging Process
AGENCY 501/Transaction Code 882/Fiscal Year 2013/Fiscal Month 02Summary for DOA
AGENCY 501/Transaction Code 882/Fiscal Year 2013/Fiscal Month 02Records Read = 10Lines
Record Staged = 10Lines Records Errored = 02012-08-30-13.23.45 End Staging Process
-----Import Staged Journals into KK_BUDGET_HDR & KK_BUDGET_LNB 02012-08-30 13.23.45.000000
-----Processing Business unit: 15100 Ledger Group: CC_APPROPProcessing Business unit: 15100 Ledger Group:
CC_APPROPProcessing Business unit: 15100 Ledger Group: CC_ALLOTProcessing Business unit: 15100 Ledger Group:
CC_ALLOTProcessing Business unit: 15100 Ledger Group: CC_OPRPLANProcessing Business unit: 50100 Ledger Group:
CC_OPRPLANProcessing Business unit: 50100 Ledger Group: CC_ALLOTProcessing Business unit: 50100 Ledger Group:
CC_ALLOTProcessing Business unit: 50100 Ledger Group: CC_OPRPLANProcessing Business unit: 50100 Ledger Group:
CC_OPRPLANProcess completed successfully with 10 journals imported.0Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description
15100, PB00008531, 2012-08-01 15100, PB00008532, 2012-08-01 15100, PB00008533, 2012-08-01 15100, PB00008534, 2012-08-01 15100, PB00008535, 2012-08-01
50100, PB00008536, 2012-08-01 50100, PB00008537, 2012-08-01 50100, PB00008538, 2012-08-01 50100, PB00008539, 2012-08-01 50100, PB00008540, 2012-08-01
  
```

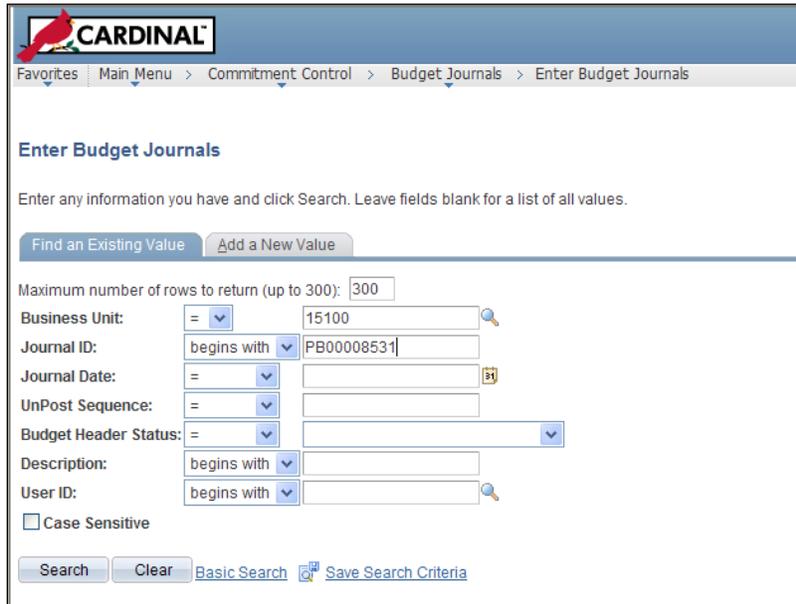
5 Note the journal ids created by the interface process. Verify the **Lines Records Errored** is 0.

```
*****02012-08-27-14.45.40 End Staging Process*****
*****Errors for AGENCY 151/Transaction Code 881/Fiscal Year 2013/Fiscal Month 0200151 102
00007 ACCOUNT 8701 No crosswalk value found for Object Code/Revenue Source 8701. Summary for DOA AGENCY 151/Transaction Code 881/Fiscal Year
2013/Fiscal Month 0200*****Records Read = 20Lines Record Staged = 10Lines Records Errored = 10
*****02012-08-27-14.45.41 End Staging
Process*****Errors for AGENCY 151/Transaction Code 882/Fiscal Year 2013/Fiscal Month 0200Summary
for DOA AGENCY 151/Transaction Code 882/Fiscal Year 2013/Fiscal Month 0200*****Records Read = 20
Lines Record Staged = 20Lines Records Errored = 00*****
*****02012-08-27-14.45.41 End Staging Process*****
*****Errors for AGENCY 501/Transaction Code 022/Fiscal Year 2013/Fiscal Month 0200Summary for DOA
AGENCY 501/Transaction Code 022/Fiscal Year 2013/Fiscal Month 0200*****Records Read = 10Lines
Record Staged = 10Lines Records Errored = 00*****
*****02012-08-27-14.45.41 End Staging Process*****
```

- An example of an error message is displayed above. If errors occur for a crosswalk value, determine whether the transaction from DPB is correct. Updates or additions to the crosswalk table must be handled through a Help Desk ticket. Once the crosswalk table is updated, the file can be run through the interface process again to create the necessary budget journals.



- Navigate **Commitment Control > Budget Journals > Enter Budget Journals**. Click on **Find an Existing Value** tab.



Enter Budget Journals

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

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 15100

Journal ID: begins with PB00008531

Journal Date: =

UnPost Sequence: =

Budget Header Status: =

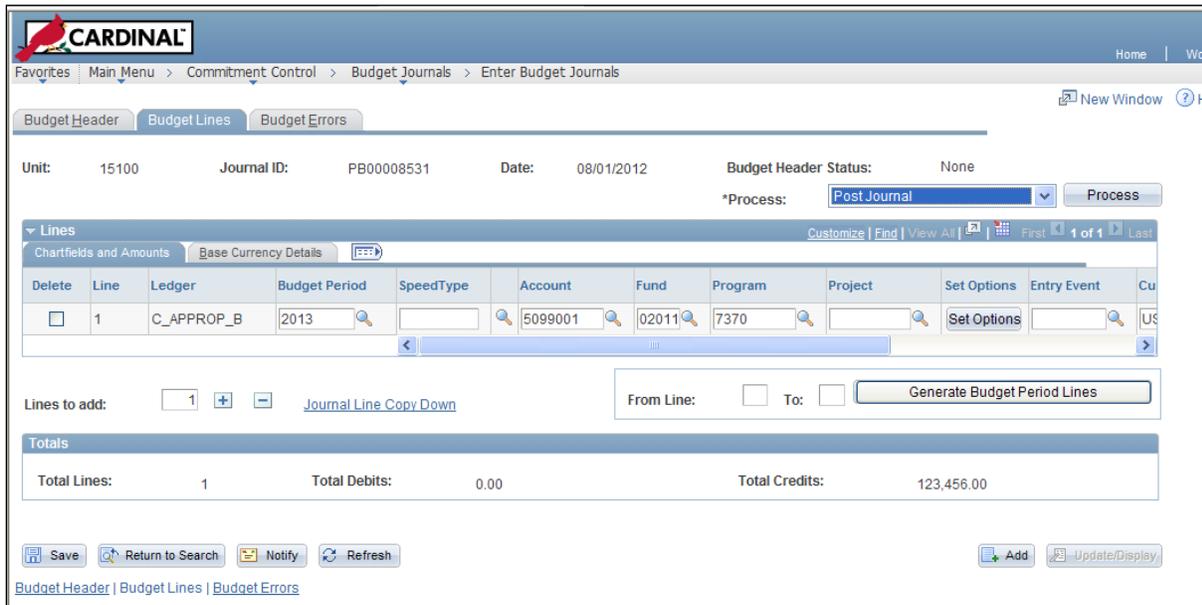
Description: begins with

User ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Enter the **Business Unit** and **Journal ID** for the journal to be reviewed. Click on **Search**. The Budget Journal is displayed. Be sure to clear the User ID prompt which is auto populated with your User ID.



Budget Header Budget Lines Budget Errors

Unit: 15100 Journal ID: PB00008531 Date: 08/01/2012 Budget Header Status: None

*Process: Post_Journal Process

Lines

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Project	Set Options	Entry Event	Cu
<input type="checkbox"/>	1	C_APPROP_B	2013		5099001	02011	7370		Set Options		US

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals			
Total Lines:	1	Total Debits:	0.00
		Total Credits:	123,456.00

Save Return to Search Notify Refresh Add Update/Display

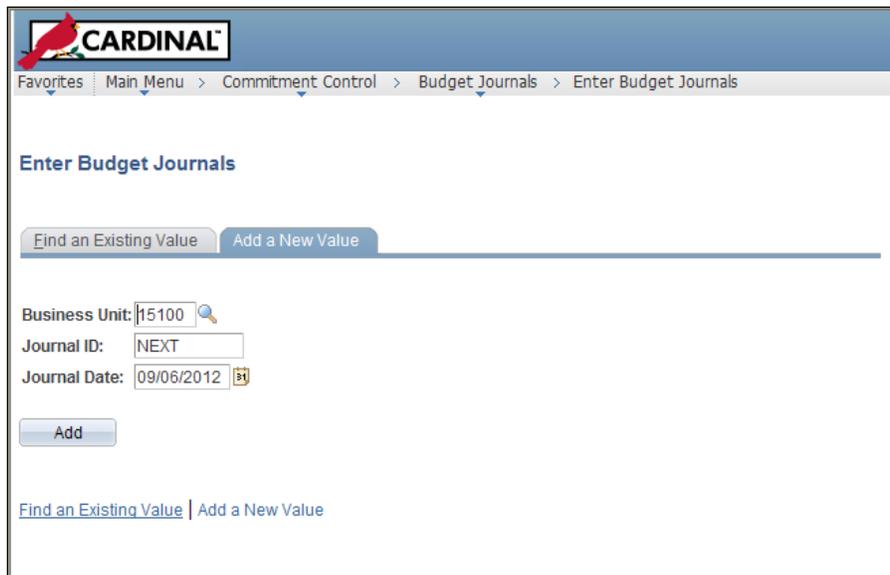
Budget Header | Budget Lines | Budget Errors

- Click on the **Budget Lines** tab and verify the journal lines to the DPB budget listing or other appropriate source documentation. Repeat **Steps 8-9** for all journals created by the interface. Click on the "View all Columns" icon to display the **Journal Class** field for Appropriation Journals to verify the appropriate Journal Class. (Information on Cardinal Journal Class is provided at the end of this document.) If an Appropriation budget journal is created with a transaction to Fund 01000, see the **General Fund Cash Load Job Aid** for additional processing.

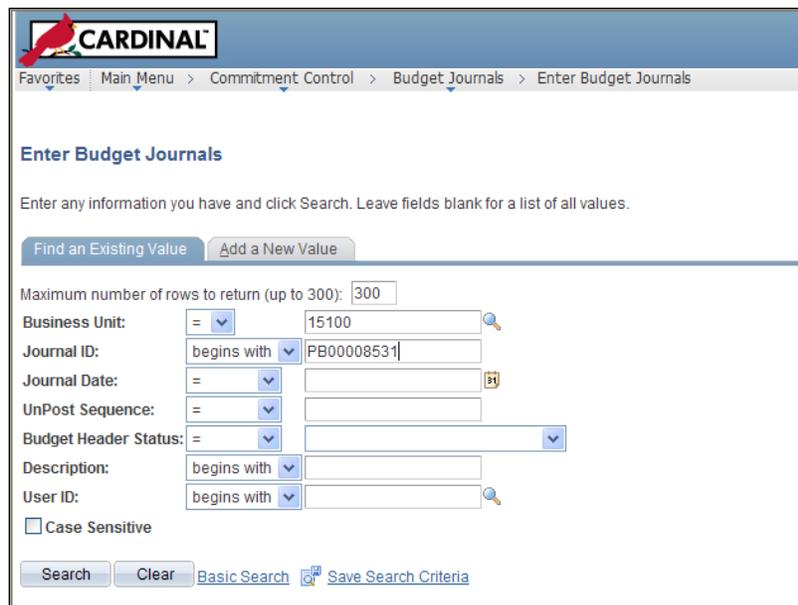
To Post Budget Journals created by DPB interface:

The State Budget Approver must post the Budget journals created by the interface once the review process is complete. The posting can be done through the online page on a journal by journal basis or through a batch process which will post multiple journals at one time.

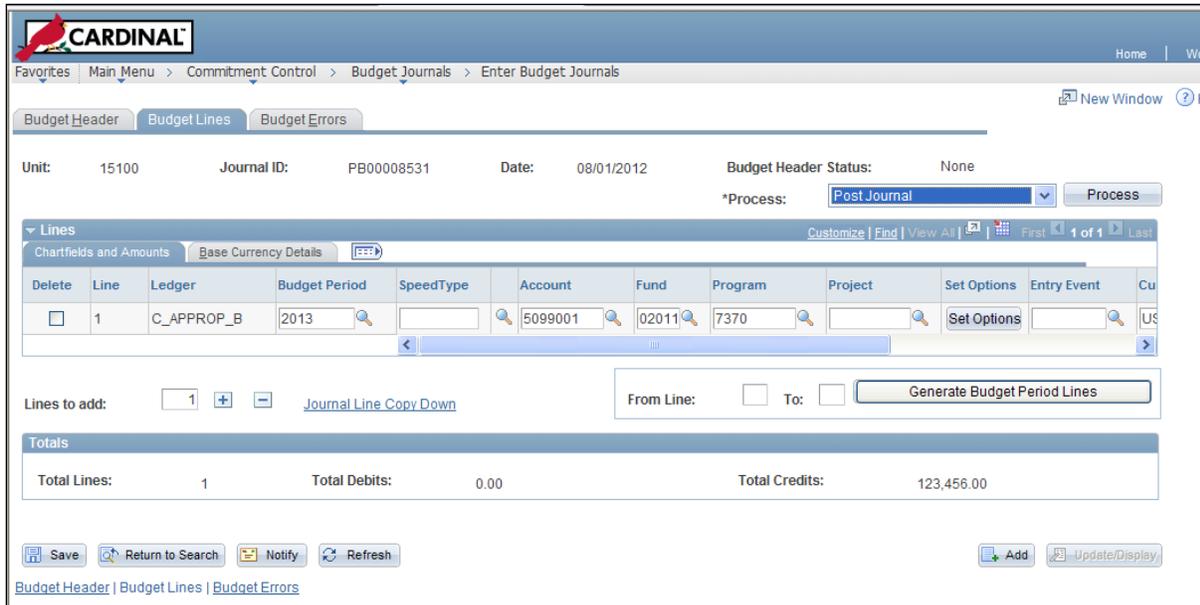
To Post Budget Journals through the online page:



1. Navigate **Commitment Control > Budget Journals > Enter Budget Journals**. Click on **Find an Existing Value** tab.



- 2 Enter the **Business Unit** and **Journal ID** for the journal to be reviewed. Click on **Search**. The Budget Journal is displayed. Be sure to clear the User ID prompt which is auto populated with your User ID.

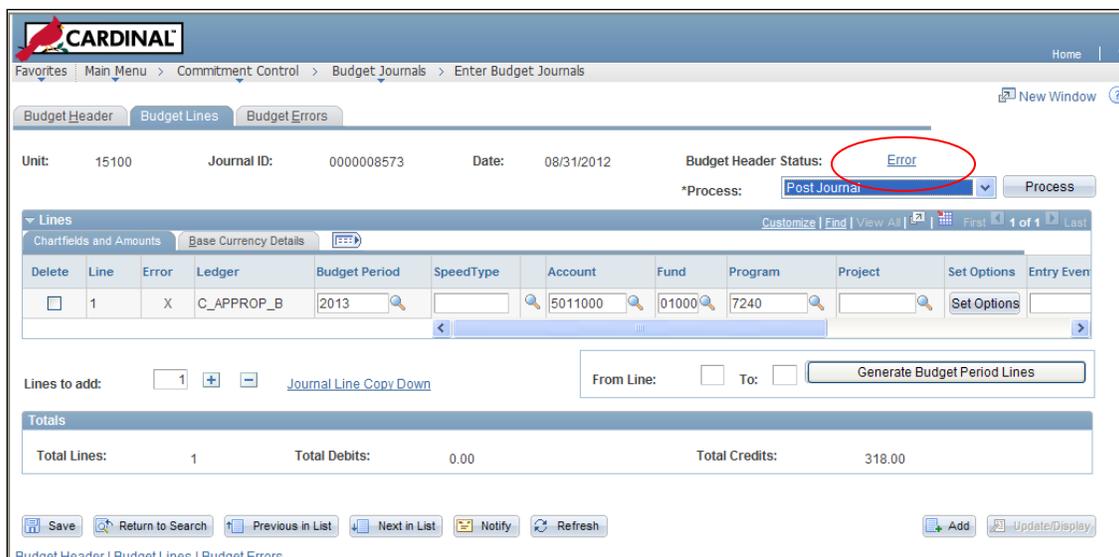


The screenshot shows the 'Enter Budget Journals' screen in the CARDINAL system. The 'Budget Header' tab is active. The 'Unit' is 15100, 'Journal ID' is PB00008531, and 'Date' is 08/01/2012. The 'Budget Header Status' is 'None'. The '*Process' dropdown is set to 'Post Journal'. Below the header, there is a table with one line item:

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Project	Set Options	Entry Event	Cu
<input type="checkbox"/>	1	C_APPROP_B	2013		5099001	02011	7370		Set Options		US

Below the table, there are controls for 'Lines to add' (set to 1) and a 'Generate Budget Period Lines' button. The 'Totals' section shows: Total Lines: 1, Total Debits: 0.00, Total Credits: 123,456.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

- 3 Click on the **Budget Lines** tab. If the **Budget Header Status** is **Security Error**, click on **Save**. Select **Post Journal** in the **Process** dropdown and click the **Process** button. The budget journal will go through the Cardinal edit process and the **Budget Header Status** will be updated to **Posted** or **Error**. If an Appropriation budget journal is created with a transaction to Fund 01000, see the **General Fund Cash Load Job Aid** for additional processing.

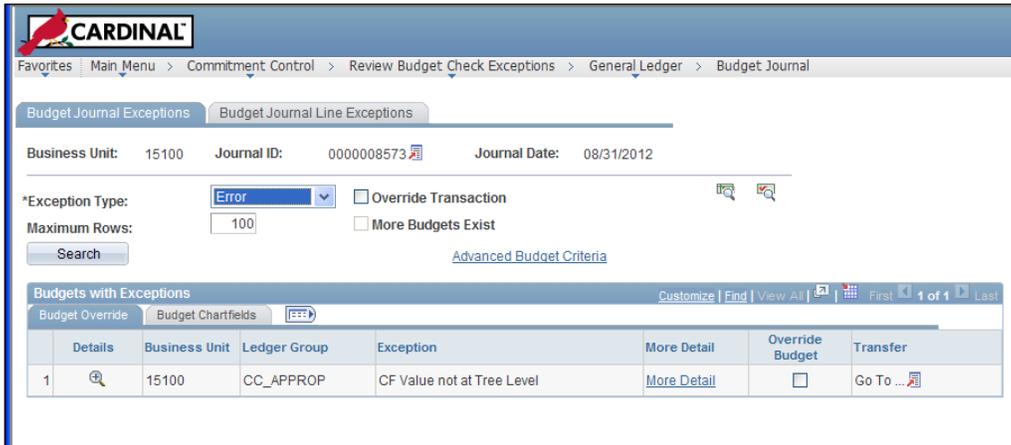


The screenshot shows the 'Enter Budget Journals' screen in the CARDINAL system. The 'Budget Lines' tab is active. The 'Unit' is 15100, 'Journal ID' is 000008573, and 'Date' is 08/31/2012. The 'Budget Header Status' is 'Error', which is circled in red. The '*Process' dropdown is set to 'Post Journal'. Below the header, there is a table with one line item:

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Fund	Program	Project	Set Options	Entry Event
<input type="checkbox"/>	1	X	C_APPROP_B	2013		5011000	01000	7240		Set Options	

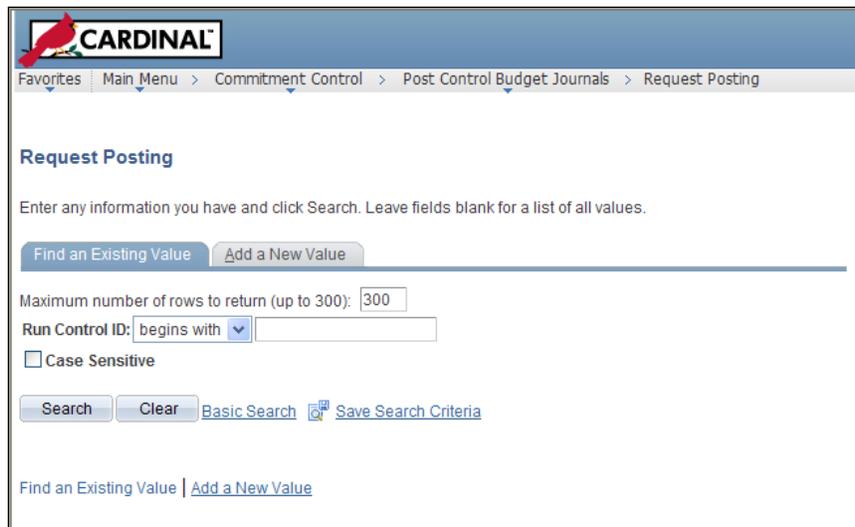
Below the table, there are controls for 'Lines to add' (set to 1) and a 'Generate Budget Period Lines' button. The 'Totals' section shows: Total Lines: 1, Total Debits: 0.00, Total Credits: 318.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

- 4 If the Budget Journal has a **Budget Header Status** of **Error**, click on the **Error** link to research the errors.

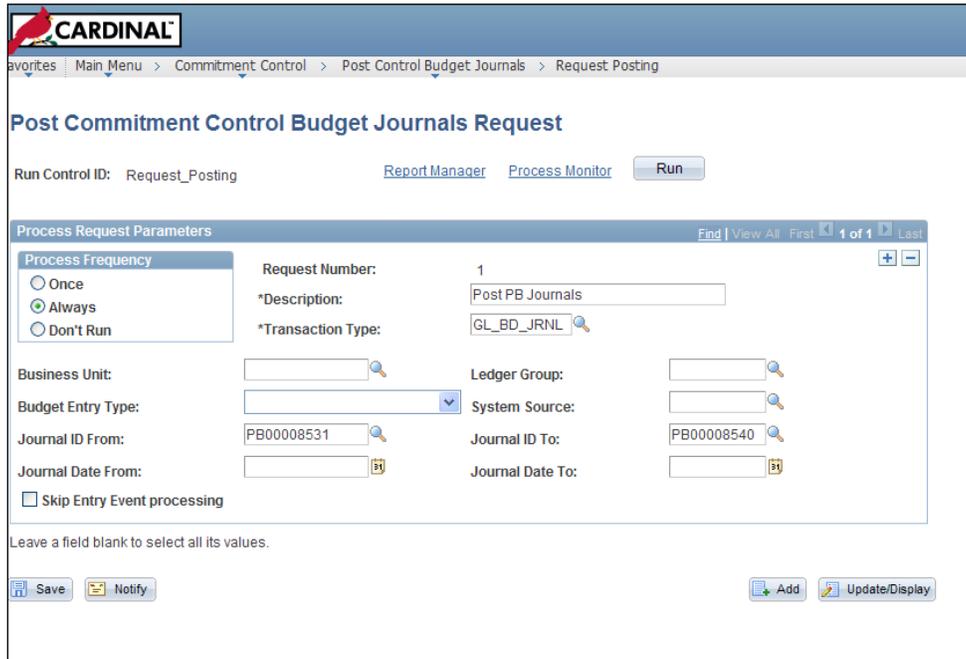


- 5 The **Budget Journal Exceptions** page will provide information on the budget errors.

To Post Budget Journals through a batch process:



- 1 Navigate to **Commitment Control > Post Control Budget Journals > Request Posting**. The **Find an Existing Value** page is displayed.
- 2 Enter an existing **Run Control ID** and click on **Search**. If this is the first time you have to run this process, you will need to create a Run Control ID. Be sure to give it a name easily remembered (e.g., Budget_Journal_Upload), because once you create a Run Control ID, it can never be deleted. **Add a New Value** and enter a new **Run Control ID** and click on **Add**.



Post Commitment Control Budget Journals Request
 Run Control ID: Request_Posting [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency: Once Always Don't Run

Request Number: 1

***Description:** Post PB Journals

***Transaction Type:** GL_BD_JRNL

Business Unit:

Ledger Group:

Budget Entry Type:

System Source:

Journal ID From: PB00008531

Journal ID To: PB00008540

Journal Date From:

Journal Date To:

Skip Entry Event processing

Leave a field blank to select all its values.

- 3 **Enter/Update** the Run Control parameters as follows:

Process Frequency: Always

Description: Enter a description such as shown

Transaction Type: GL_BD_JRNL

Business Unit: Leave blank to process for multiple Business Units or enter a Business Unit

Ledger Group: Leave blank to process for all budget ledgers or enter a Ledger Group

Budget Entry Type: Leave blank to process for all entry types or enter a Budget Entry Type

System Source: Leave blank

Journal ID From: Enter the journal id for the first journal in the range journals you wish to post

Journal ID To: Enter the journal id of the last journal in the range of journals you wish to post

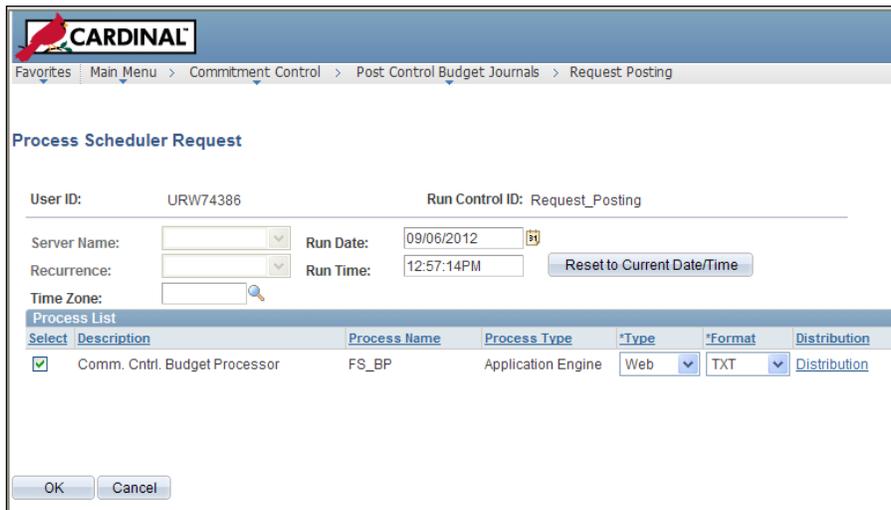
Journal Date From: Leave blank or enter a journal date

Journal Date To: Leave blank or enter a journal date

Skip Entry Event processing: Not checked

- 4 Click on Save.

- 5 Click on Run.



Process Scheduler Request

User ID: URW74386 Run Control ID: Request_Posting

Server Name: Run Date: 09/06/2012

Recurrence: Run Time: 12:57:14PM [Reset to Current Date/Time](#)

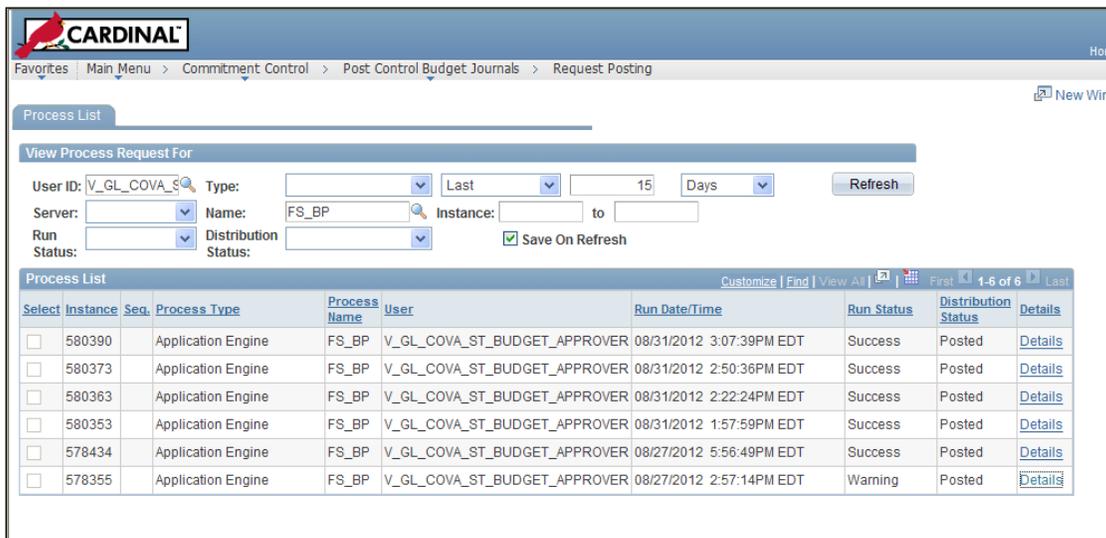
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK Cancel

6 The **Process Scheduler Request** page is displayed. Verify the Process Name is FS_BP and click **OK**.

7 You are returned to the Run Control page. Click on the **Process Monitor** link.



Process List

View Process Request For

User ID: V_GL_COVA Type: Last 15 Days [Refresh](#)

Server: Name: FS_BP Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	580390		Application Engine	FS_BP	V_GL_COVA_ST_BUDGET_APPROVER	08/31/2012 3:07:39PM EDT	Success	Posted	Details
<input type="checkbox"/>	580373		Application Engine	FS_BP	V_GL_COVA_ST_BUDGET_APPROVER	08/31/2012 2:50:36PM EDT	Success	Posted	Details
<input type="checkbox"/>	580363		Application Engine	FS_BP	V_GL_COVA_ST_BUDGET_APPROVER	08/31/2012 2:22:24PM EDT	Success	Posted	Details
<input type="checkbox"/>	580353		Application Engine	FS_BP	V_GL_COVA_ST_BUDGET_APPROVER	08/31/2012 1:57:59PM EDT	Success	Posted	Details
<input type="checkbox"/>	578434		Application Engine	FS_BP	V_GL_COVA_ST_BUDGET_APPROVER	08/27/2012 5:56:49PM EDT	Success	Posted	Details
<input type="checkbox"/>	578355		Application Engine	FS_BP	V_GL_COVA_ST_BUDGET_APPROVER	08/27/2012 2:57:14PM EDT	Warning	Posted	Details

8 The **Process Monitor** page is displayed. Click on **Refresh** until the **Run Status** is **Success** or **Warning** and the **Distribution Status** is **Posted**. Warning will indicate that a budget journal within the range processed had an error.

9 Click on the **Details** link.



Process Detail

Process

Instance: 578355 Type: Application Engine
 Name: FS_BP Description: Comm. Cntrl. Budget Processor
 Run Status: Warning Distribution Status: Posted

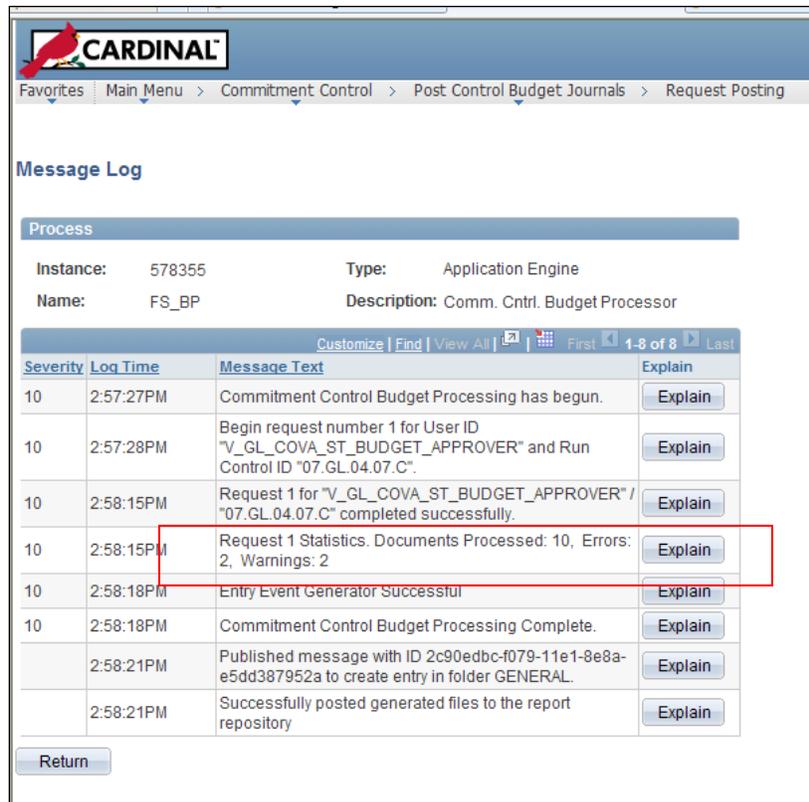
Run **Update Process**

Run Control ID: 07.GL.04.07.C Hold Request
 Location: Server Queue Request
 Server: PSUNX3 Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 08/27/2012 2:57:18PM EDT [Parameters](#) Transfer
 Run Anytime After: 08/27/2012 2:57:14PM EDT [Message Log](#) [View Locks](#)
 Began Process At: 08/27/2012 2:57:21PM EDT [Batch Timings](#)
 Ended Process At: 08/27/2012 2:58:19PM EDT [View Log/Trace](#)

10 The Process Detail page is displayed. Click on the **Message Log** link.



Message Log

Process

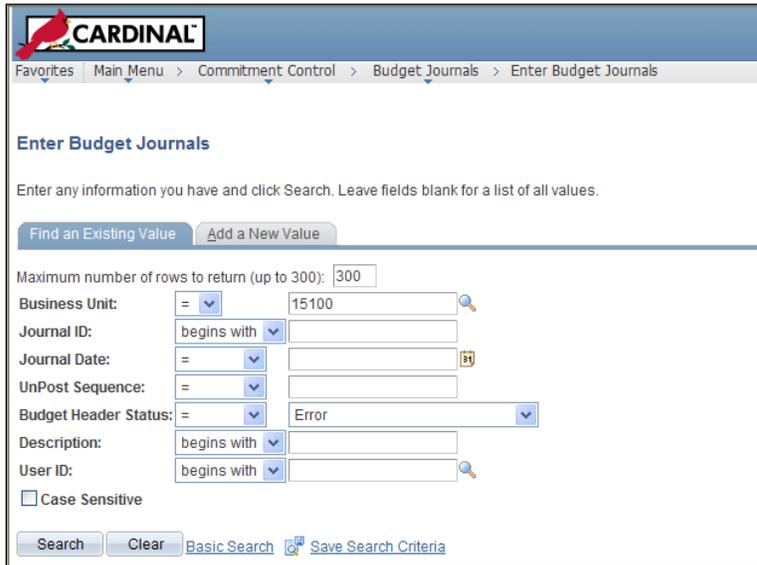
Instance: 578355 Type: Application Engine
 Name: FS_BP Description: Comm. Cntrl. Budget Processor

Customize | Find | View All | First 1-8 of 8 Last

Severity	Log Time	Message Text	Explain
10	2:57:27PM	Commitment Control Budget Processing has begun.	Explain
10	2:57:28PM	Begin request number 1 for User ID "V_GL_COVA_ST_BUDGET_APPROVER" and Run Control ID "07.GL.04.07.C".	Explain
10	2:58:15PM	Request 1 for "V_GL_COVA_ST_BUDGET_APPROVER" / "07.GL.04.07.C" completed successfully.	Explain
10	2:58:15PM	Request 1 Statistics. Documents Processed: 10, Errors: 2, Warnings: 2	Explain
10	2:58:18PM	Entry Event Generator Successful	Explain
10	2:58:18PM	Commitment Control Budget Processing Complete.	Explain
	2:58:21PM	Published message with ID 2c90edbc-f079-11e1-8e8a-e5dd387952a to create entry in folder GENERAL.	Explain
	2:58:21PM	Successfully posted generated files to the report repository	Explain

[Return](#)

- 11 The **Message Log** is displayed. Verify the processing results: correct number of journals were processed, number of journals with errors, etc.
- 12 If there are errors, you will need to determine which journals failed to post. Navigate **Commitment Control > Budget Journals > Enter Budget Journals**. Click on **Find an Existing Value** tab.



Enter Budget Journals

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

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 15100

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Budget Header Status: = Error

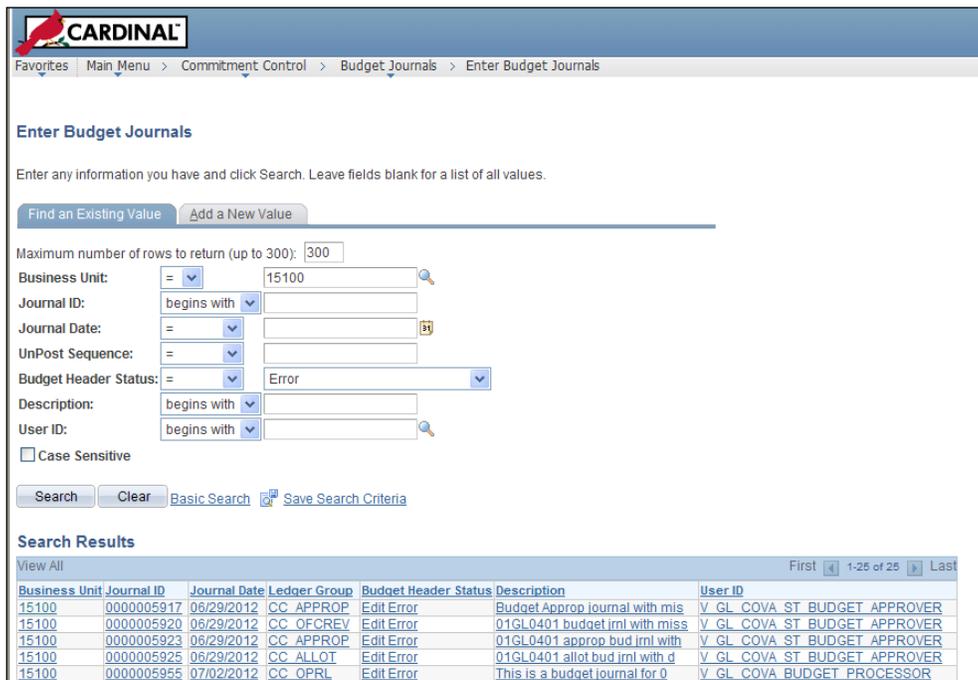
Description: begins with

User ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- 13 Enter Search criteria and click on **Search**. You may need to repeat for multiple Business Units to find all journals in error.



Enter Budget Journals

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

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 15100

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Budget Header Status: = Error

Description: begins with

User ID: begins with

Case Sensitive

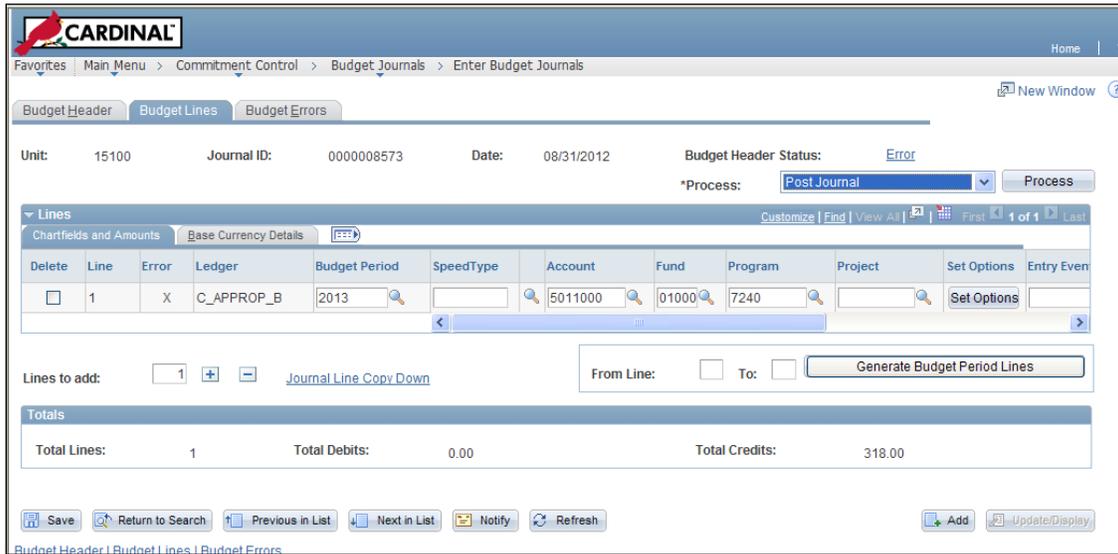
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-25 of 25 Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
15100	0000005917	06/29/2012	CC APPROP	Edit Error	Budget Approp Journal with mis	V GL COVA ST BUDGET APPROVER
15100	0000005920	06/29/2012	CC OFCREV	Edit Error	01GL0401 budget irml with miss	V GL COVA ST BUDGET APPROVER
15100	0000005923	06/29/2012	CC APPROP	Edit Error	01GL0401 approp bud irml with	V GL COVA ST BUDGET APPROVER
15100	0000005925	06/29/2012	CC ALLOT	Edit Error	01GL0401 allot bud irml with d	V GL COVA ST BUDGET APPROVER
15100	0000005955	07/02/2012	CC OPRL	Edit Error	This is a budget journal for 0	V GL COVA BUDGET PROCESSOR

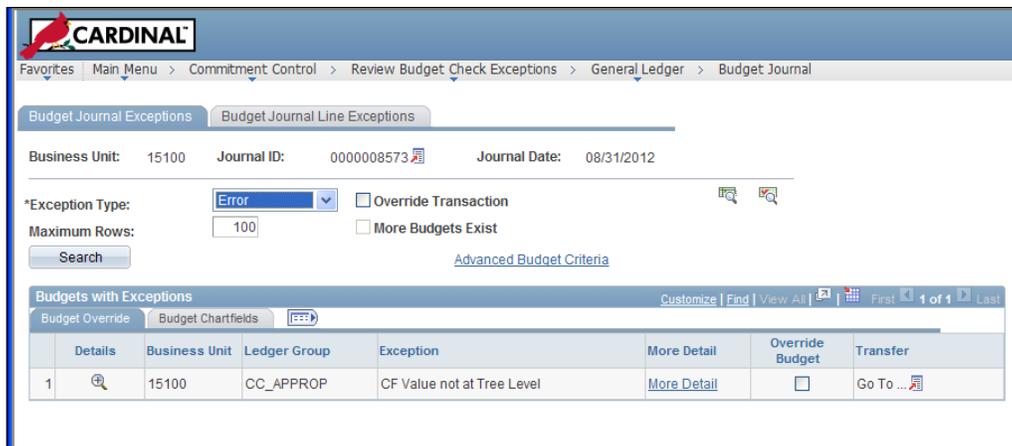
- 14 Select a Budget Journal from the Search results that is in the range of journals that were processed.



The screenshot shows the 'Enter Budget Journals' page in the CARDINAL system. The 'Budget Lines' tab is active. The interface displays the following information:

- Unit: 15100, Journal ID: 000008573, Date: 08/31/2012, Budget Header Status: Error
- *Process: Post Journal (dropdown menu), Process button
- Lines table with columns: Delete, Line, Error, Ledger, Budget Period, SpeedType, Account, Fund, Program, Project, Set Options, Entry Even.
- Line 1: Error X, Ledger C_APPROP_B, Budget Period 2013, Account 5011000, Fund 01000, Program 7240.
- Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display.
- Totals section: Total Lines: 1, Total Debits: 0.00, Total Credits: 318.00.

- 15 Click on the **Budget Lines** tab. Click on the **Error** link to research the errors.



The screenshot shows the 'Budget Journal Exceptions' page in the CARDINAL system. The interface displays the following information:

- Business Unit: 15100, Journal ID: 000008573, Journal Date: 08/31/2012
- *Exception Type: Error (dropdown menu), Override Transaction checkbox
- Maximum Rows: 100, More Budgets Exist checkbox
- Search button, Advanced Budget Criteria link
- Budgets with Exceptions table with columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, Transfer.
- Line 1: Details 1, Business Unit 15100, Ledger Group CC_APPROP, Exception CF Value not at Tree Level, More Detail link, Override Budget checkbox, Transfer Go To ... link.

- 16 The **Budget Journal Exceptions** page will provide information on the budget errors. Refer to Cardinal Budget Journal training documents for a list of errors with definitions.
- 17 Once the errors are resolved, the budget journal can be posted from the online page or through the batch posting process.

Use of Journal Class for Appropriation Budget Journals:

Cardinal has been configured for the use of **Journal Class** on all Appropriation Budget Journals. This provides additional detail as to the type of Appropriation and is used for reporting purposes. Appropriation Budget Journals interfaced from DPB have the appropriate Journal Class inserted into the Journal Class field. Any manual correction or line addition done directly in Cardinal must have a Journal Class added to the budget transaction.



DPB Budget Journal Upload

Job Aid

The following are the Journal Classes established for use on Appropriation Budget Journals:

Journal Class	Description
SUBEXEC	Subsequent Executive
REAPPROP	Re-appropriation
SUBLEG	Subsequent Legislative
ORIGINAL	Original
TRANSFER	Transfer
DEFICIT	Deficit
REVERSION	Reversion
RESTRICTED	Restricted

The following is the crosswalk of CARS Transaction Code to Cardinal Journal Class for Appropriation Budget Journals:

CARS Transaction Code	Cardinal Journal Class
018	ORIGINAL
019	ORIGINAL
020	ORIGINAL
021	ORIGINAL
022	REAPPROP
023	REAPPROP
024	SUBLEG
025	SUBLEG
026	SUBLEG
027	SUBLEG
028	SUBEXEC
029	SUBEXEC
030	SUBEXEC
031	SUBEXEC
032	SUBEXEC
033	SUBEXEC
034	SUBEXEC
035	SUBEXEC
036	DEFICIT
037	DEFICIT
038	TRANSFER
039	TRANSFER



DPB Budget Journal Upload

Job Aid

040	REVERSION
041	REVERSION
044	SUBEXEC
045	SUBEXEC
048	TRANSFER
049	TRANSFER
058	TRANSFER
059	TRANSFER
062	SUBEXEC
063	SUBEXEC
078	TRANSFER
079	TRANSFER
088	TRANSFER
089	TRANSFER
708	REAPPROP
712	RESTRICTED
718	REAPPROP