

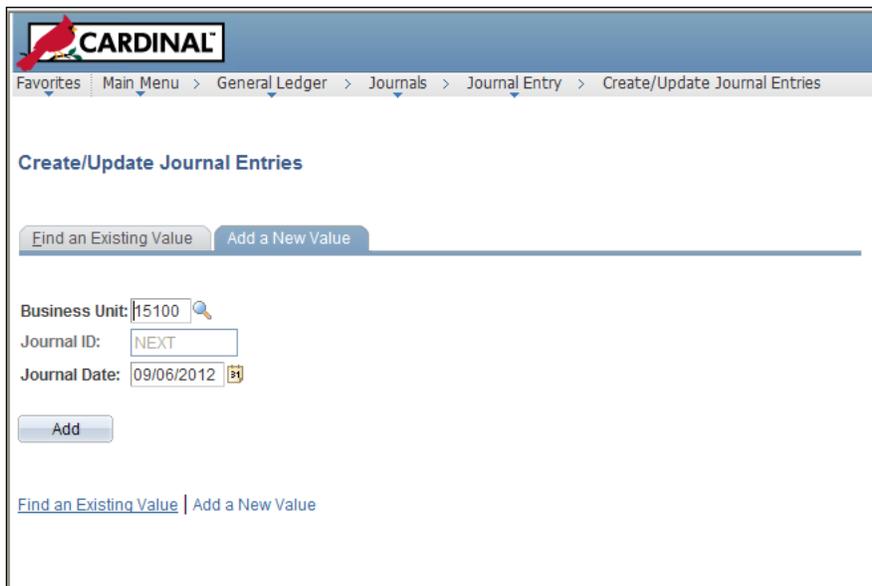
### About General Fund Cash Load

Cardinal provides an interface process to receive budget information from the Department of Planning and Budget (DPB) and create budget journals within Cardinal. The **DPB Budget Journal Upload Job Aid** contains information on that process.

Whenever appropriation budget journals are created that contain a transaction to the General Fund, a general ledger journal must be created to record the addition or reduction in cash for the agency. These journals are entered and posted by Department of Accounts-General Accounting.

### To Enter the General Ledger ACTUALS Journal:

A user with the State Budget Processor role has access in Cardinal to create General Ledger journals. A GL Journal to the ACTUALS ledger is required whenever a budget journal includes a transaction to the General Fund (01000). If there is a large volume of entries needed (such as at the beginning of the year), the Journal Spreadsheet upload process can be used. See the **Uploading Spreadsheet ACTUAL and Budget Journals Job Aid** for additional information on preparation.



The screenshot shows the 'Create/Update Journal Entries' page in the Cardinal system. The breadcrumb navigation is: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is 'Create/Update Journal Entries'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are input fields for 'Business Unit' (15100), 'Journal ID' (NEXT), and 'Journal Date' (09/06/2012). An 'Add' button is located below these fields. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

- 1 Navigate **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.  
*The **Add a New Value** page appears.*
- 2 The default values are displayed. The **Business Unit** must be **15100** for the journal to workflow correctly for approval. The **Journal Date** will default as the current date. **The Journal Date must**

**fall within the Fiscal Year and Period you need the journal to post.** For the majority of journals the current date will be correct. Care must be taken at the start of a new Fiscal Year to enter an appropriate Journal Date. Journals to record GF cash at the beginning of the year should be dated July 1.

- 3 Update the **Journal Date** if necessary and click on **Add**.

**CARDINAL**  
Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 15100      Journal ID: NEXT      Date: 09/06/2012

Long Description:

\*Ledger Group: ACTUALS      Adjusting Entry: Non-Adjusting Entry

Ledger:       Fiscal Year: 2013

\*Source: ONL      Period: 3

Reference Number:       ADB Date: 09/06/2012

Journal Class:

Transaction Code: GENERAL

SJE Type:       CARS Indicator: Send to CARS

[Currency Defaults: USD / CRRNT / 1](#)  
[Attachments \(0\)](#)      [Commitment Control](#)  
[Reversal: Do Not Generate Reversal](#)

Save    Notify    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval

- 4 The **Create/Update Journal Entries** page is displayed on the **Header** tab.

**CARDINAL**  
Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 15100      Journal ID: NEXT      Date: 09/06/2012

Long Description: General Fund Cash Load for PB0000XXXX

\*Ledger Group: ACTUALS      Adjusting Entry: Non-Adjusting Entry

Ledger:       Fiscal Year: 2013

\*Source: ONL      Period: 3

Reference Number:       ADB Date: 09/06/2012

Journal Class:

Transaction Code: GENERAL

SJE Type:       CARS Indicator: Do Not Send to CARS

[Currency Defaults: USD / CRRNT / 1](#)  
[Attachments \(0\)](#)      [Commitment Control](#)  
[Reversal: Do Not Generate Reversal](#)

Save    Notify    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval

**5 Enter/update** the following:

**Long Description:** Enter a **description** for the journal

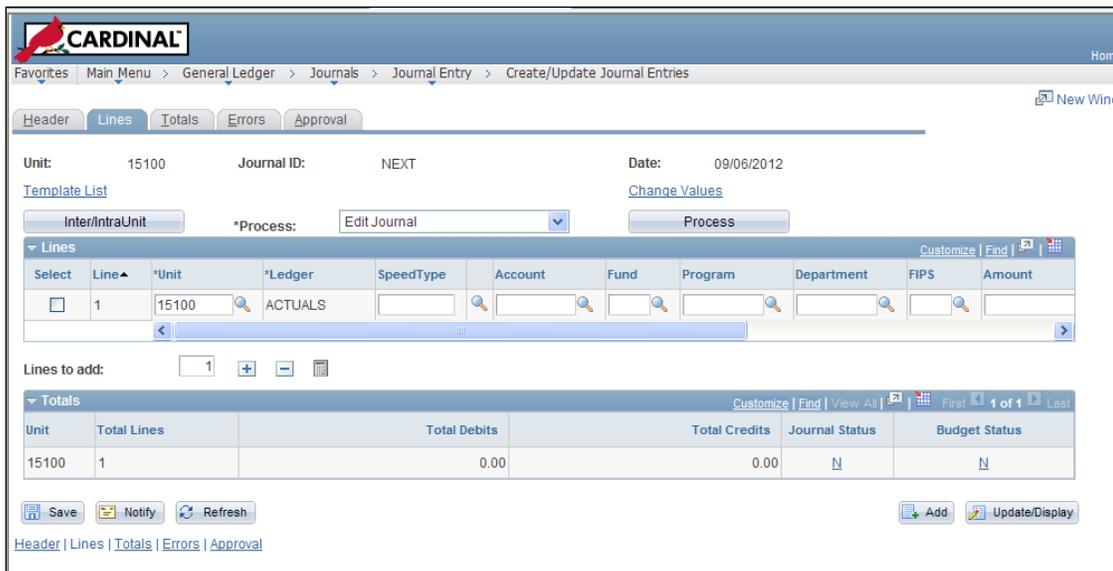
**Ledger Group:** ACTUALS

**Adjusting Entry:** Non-Adjusting Entry

**Source:** ONL

**CARS Indicator:** Do Not Send to CARS (this is critical as this journal has a one-sided impact on cash)

Leave any other fields as defaulted.



**6 Click on the Lines tab.** Enter transaction(s) to increase or decrease cash for Fund 01000 to correspond to the Appropriation budget transaction(s). Complete the ChartField values as follows:

(Note: If the entry is for 50100, click on the Template List link and select the STANDARD journal entry template so all ChartFields are available.)

**Unit:** Enter appropriate Business Unit (this will be the agency the budget transaction posted to)

**Account:** **609560** for increases to cash or **609570** for decreases to cash

**Fund:** 01000

**Department:** 99999

**Cost Center:** If the journal is to 50100, enter 99999999, otherwise leave blank.

**Amount:** Enter amount of the appropriation entry. For transactions to **609560**, enter a **credit** (negative) amount. For transactions to **609570**, enter a **debit** (positive) amount.



# General Fund Cash Load

## Job Aid

Unit: 15100 Journal ID: NEXT Date: 09/06/2012

Inter/IntraUnit \*Process: Edit Journal Process

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	FIPS	Amount
<input type="checkbox"/>	1	15100	ACTUALS		609560	01000		99999		-100,000.00

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

- Click on the + to add a second journal line. Complete the ChartField values as follows:  
**Unit:** Enter appropriate Business Unit (this will be the agency the budget transaction posted to)  
**Account:** 101010  
**Fund:** 01000  
**Department:** 99999  
**Cost Center:** If the journal is to 50100, enter 99999999, otherwise leave blank.  
**Amount:** Enter amount of the appropriation entry. For transactions where journal line one is **609560**, enter a **debit** (positive) amount. For transactions where journal line one is to **609570**, enter a **credit** (negative) amount.  
Click on **Save**. Warning message appears when the specified Business Unit in the header section does not match the Business Unit associated with the journals. If message appears, click OK.

Message

Warning -- The Header BU 15100 does not have any line transactions. (5010,257)

The Header BU of the journal you just entered does not have any line transactions.  
Click "OK" to continue the Save.  
Click "Cancel" to cancel the process. After canceling, you may either enter line transactions for Header BU, or exit the page to discard this journal.

OK Cancel

Unit: 15100 Journal ID: NEXT

Inter/IntraUnit \*Process: Edit Journal

Select	Line	Unit	Source Type	Category	Subcate
<input type="checkbox"/>	1				
<input type="checkbox"/>	2				

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.00	0.00	N	N
50100	2	0.00	10,000.00	N	N

Save Notify Refresh Add Update/Display

Unit: 15100    Journal ID: 000006574    Date: 09/06/2012

Inter/IntraUnit    \*Process: Edit Journal    Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	FIPS	Amount
<input type="checkbox"/>	1	15100	ACTUALS		609560	01000		99999		-100,000.00
<input type="checkbox"/>	2	15100	ACTUALS		101010	01000		99999		100,000.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	100,000.00	100,000.00	N	N

- The Journal is saved and the next journal id is assigned. Verify the Total Debits equals the Total Credits. Select **Edit Journal** from the **Process** dropdown and click on the **Process** button. The journal will go through the edit and budget check processes.

Unit: 15100    Journal ID: 000006574    Date: 09/06/2012     Errors Only

Inter/IntraUnit    \*Process: Edit Journal    Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	FIPS	Amount
<input type="checkbox"/>	1	15100	ACTUALS		609560	01000		99999		-100,000.00
<input type="checkbox"/>	2	15100	ACTUALS		101010	01000		99999		100,000.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	100,000.00	100,000.00	V	V

- Verify the **Journal Status** is **V** and the **Budget Status** is **V**. Research and correct any errors received and edit the journal again until Valid statuses are received.

- 10 Select **Submit Journal** from the **Process** dropdown and click on the **Process** button to submit the journal for approval.

### To Approve the General Ledger ACTUALS Journal:

Users with the State Budget Approver role have access in Cardinal to approve and post General Ledger journals. Once a journal has been entered and submitted, the journal will appear on the Approver's worklist.

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Journal Processor	09/06/2012	Approval Error	Approval Workflow	3-Low	<a href="#">GL JournalApproval_17751_50100_1901-01-01_N_0_BUSINESS_UNIT-15100_JOURNAL_ID:0000006574_JOURNAL_DATE:2012-09-06_BUSINESS_UNIT_LN:15100_RDCFE:0.S</a>	Mark Worked	Reassign
Journal Processor	09/04/2012	Approval Error	Approval Workflow	3-Low	<a href="#">GL JournalApproval_17741_50100_1901-01-01_N_0_BUSINESS_UNIT-15100_JOURNAL_ID:0000006565_JOURNAL_DATE:2012-09-04_BUSINESS_UNIT_LN:15100_RDCFE:0.S</a>	Mark Worked	Reassign
Journal Processor	09/04/2012	Approval Error	Approval Workflow	3-Low	<a href="#">GL JournalApproval_17731_50100_1901-01-01_N_0_BUSINESS_UNIT-15100_JOURNAL_ID:0000006564_JOURNAL_DATE:2012-09-04_BUSINESS_UNIT_LN:15100_RDCFE:0.S</a>	Mark Worked	Reassign

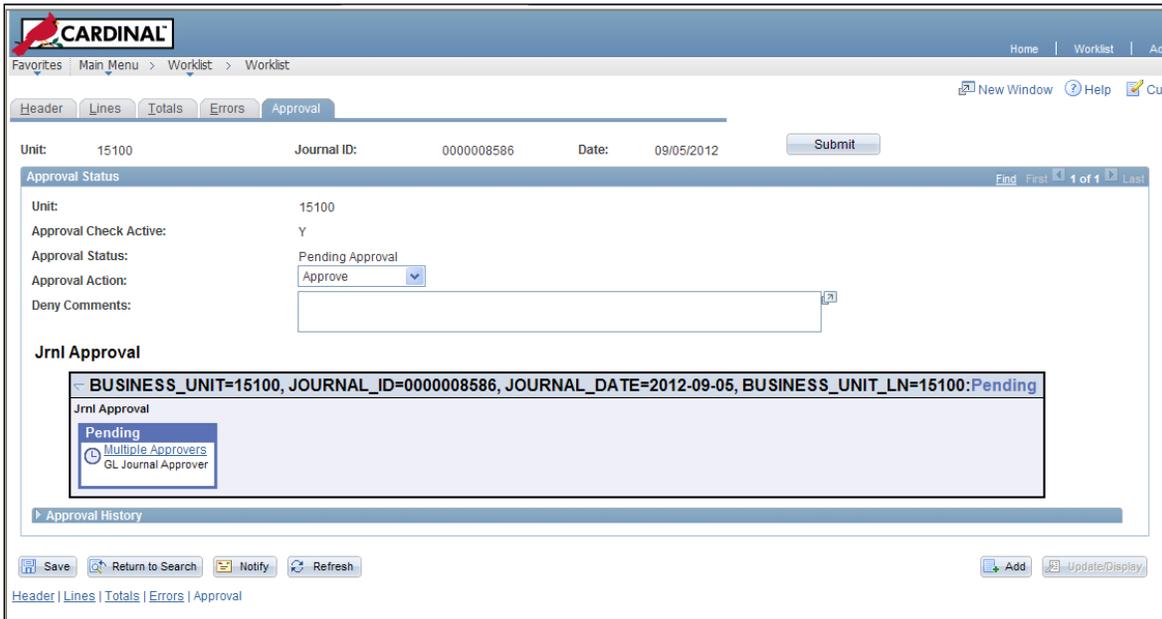
- 1 Navigate to **Worklist**. Select the link for the journal that needs to be approved.

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Program	Department	Cost C
<input type="checkbox"/>	2	15100	ACTUALS		100,000.00	101010	01000		99999	
<input type="checkbox"/>	1	15100	ACTUALS		-100,000.00	609560	01000		99999	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	100,000.00	100,000.00	√	√

- 2 The Journal will be displayed on the Lines tab. **Complete** the necessary review steps. Click on the **Approval** tab.



Unit: 15100      Journal ID: 0000008586      Date: 09/05/2012     

**Approval Status** Find First 1 of 1 Last

Unit: 15100  
Approval Check Active: Y  
Approval Status: Pending Approval  
Approval Action:   
Deny Comments:

**Jrnl Approval**

BUSINESS_UNIT=15100, JOURNAL_ID=0000008586, JOURNAL_DATE=2012-09-05, BUSINESS_UNIT_LN=15100: Pending
<input type="button" value="Pending"/> <input type="button" value="Multiple Approvers"/> <input type="button" value="GL Journal Approver"/>

Header | Lines | Totals | Errors | Approval

- 3 Select **Approve** or **Deny** from the **Approval Action** dropdown. Entries that are **Approved** are marked to post by Cardinal and will be posted during the next batch posting process.  
  
Entries that are **Denied** are returned to the Processor for correction/deletion. A comment must be entered in the Deny Comments box.
- 4 If immediate posting is required, click on the **Lines** tab and select **Post Journal** from the **Process** dropdown and click on the **Process** button. Click on **OK** when asked if you want to post the journal. The **Journal Status** is updated to P (posted).