



# **GL334: Processing Budget Journals**

*Instructor Led Training*



# Welcome

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Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you the budget journal processes in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security handbook for a list of available roles and descriptions.

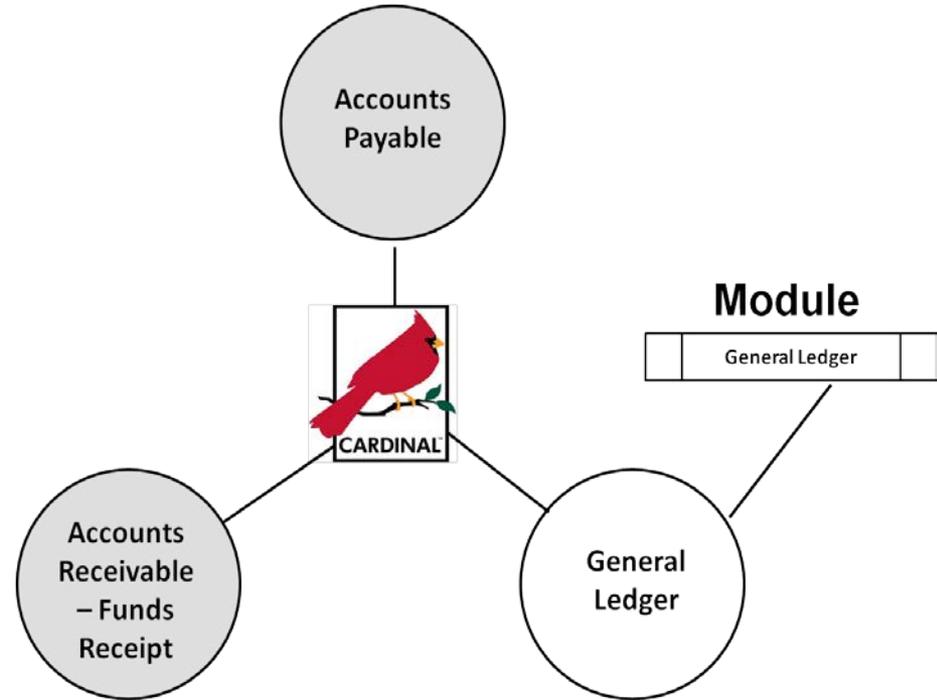


# Introduction

In the Cardinal Overview course, you learned that the General Ledger is the functional area that establishes the financial accounts used to:

- Accumulate the results of transaction processing
- Create budgets
- Generate financial statements
- Provide source financial data for reporting purposes.

## Cardinal Functional Areas





# Course Objectives

After completing this course, you will be able to:

- Describe key budget journal concepts
- Describe the overall budget journal process
- Explain how budget journal processing integrates with other Cardinal modules and interfaces with external systems
- Create manual budget journals in Cardinal
- Upload a spreadsheet budget journal in Cardinal
- Review Budget Journal Errors
- Correct Budget Journal Errors
- Create and process budget journals in Cardinal
- Describe the key budget journal reports and online inquiries



# Agenda

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Today, we will cover the following lessons:

- Lesson 1: Understanding Budget Journals
- Lesson 2: Creating Budget Journals
- Lesson 3: Processing Budget Journals
- Lesson 4: Budget Journal Reports and Online Inquiries
- Lesson 5: Processing Budget Journals Hands-On Practice



# Lesson 1: Understanding Budget Journals

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In this lesson, you will learn about the following topics:

- Key Concepts
- Budget Process
- Integration and Interfaces



# Key Concepts – Statewide Budget Structures

The Cardinal budget structure uses parent/child budget relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget.

Statewide budget structures are established as the parent budget level. They are:

- Appropriation budget structure is the highest level of budgetary control established for the Commonwealth. The Appropriation budget is established at a summary level of the ChartFields, while agency budgets are typically established at a lower level of detail. All appropriations authorized by the General Assembly are controlled by this budget structure and include the executive budget, capital budget, and other special appropriations. This budget structure assures that spending does not exceed the amount authorized by the General Assembly.
- Allotment budget structure is used to limit spending level authority. The structure is configured as a “child” of the appropriation budget so that the total of the allotment budget lines cannot exceed the “parent” budget. The difference between the appropriation budget and the related allotment budgets is the unallotted amount.
- Operating Plan budget structure is used to budget to a lower level than the Appropriation budget structure. Agencies are required to submit their operating plan budgets to the Department of Planning and Budget (DPB).
- Cash Control budget structure is used to meet the requirement of the Commonwealth to verify cash is available prior to disbursement.
- Statewide Revenue Estimate budget is used to track the recognition and collection of revenues against the Commonwealth’s Official Revenue Estimate.



# Key Concepts - Agency Budget Structure

Agency budgets are established as the child budget level to the statewide budget. Agencies' annual budget calendars are aligned with the fiscal calendar. Multiple child agency budgets need to be manually summed to verify they do not exceed the parent budget.

Agency budget structures may include:

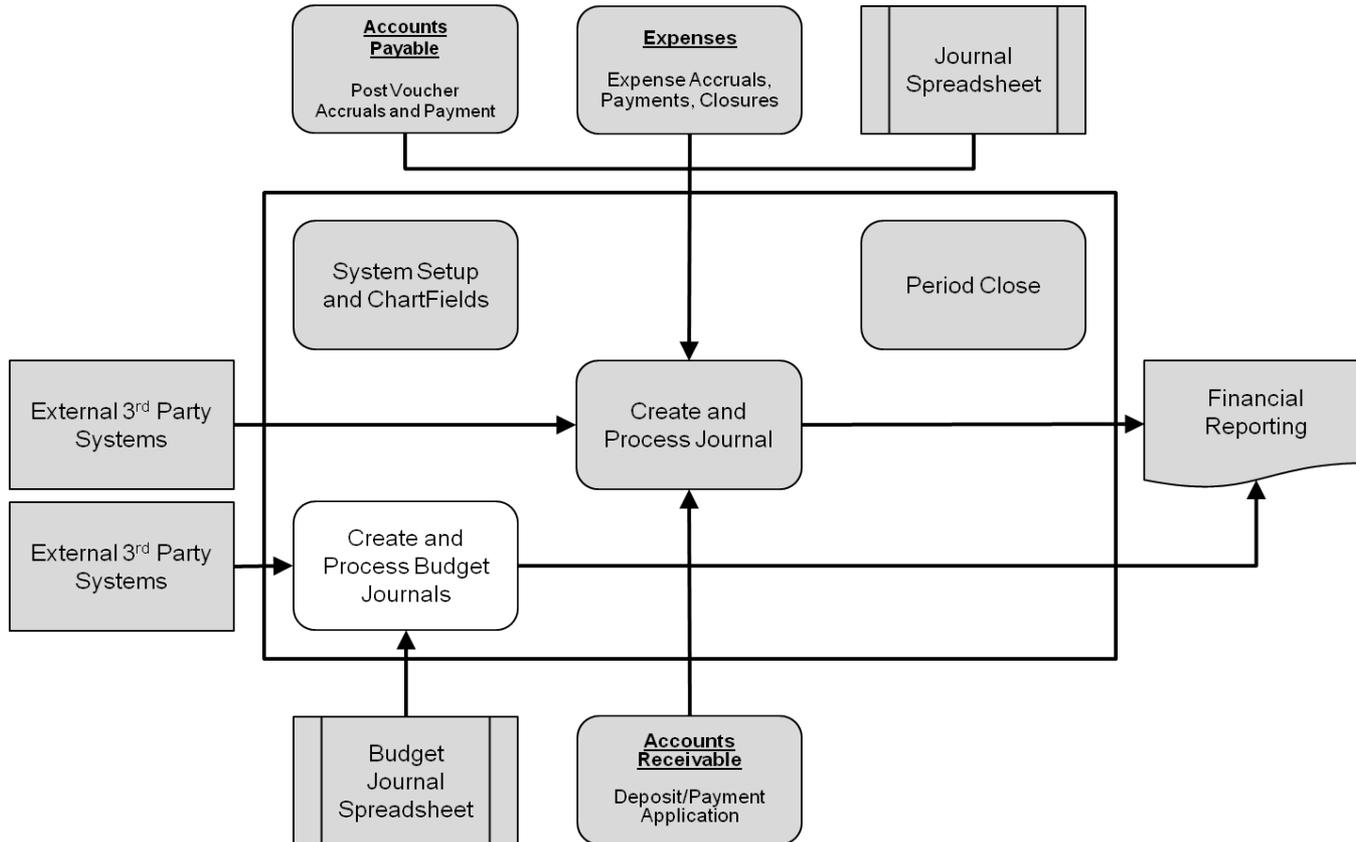
- Lower level budget (expenditure budget) is a breakdown of the appropriation budget that can be used by agencies to manage or control agency budgets.
- Operational budget (expenditure budget) is the detailed agency operating budget structure.
- Revenue budget (revenue budget) is used to track the recognition and collection of revenues against a revenue estimate at an agency level.
- Transfer budget (transfer budget) is used to track amounts of ingoing and outgoing transfers against an estimated amount.



# General Ledger Process

The diagram below shows where Create and Process Budget Journals fits in the overall General Ledger process.

The Create and Process Budget Journals process provides budgetary control for predefined and authorized budgets within the General Ledger. Budget adjustments are received from the Department of Planning and Budget (DPB) throughout the year. Lower level (child) operational budgets are created at the agency's discretion.

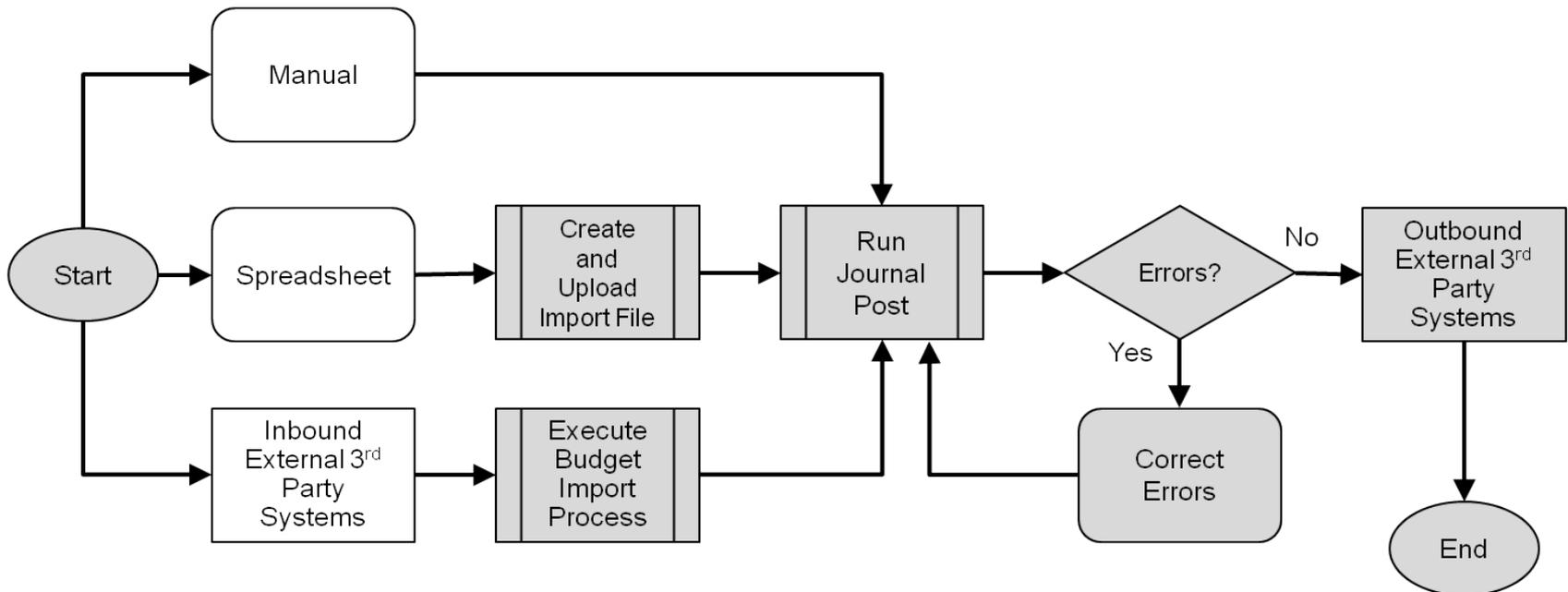




# Create and Process Budget Journals

The Create and Process Budget Journals process involves a number of sub-processes and sub-processes steps detailed in the diagram below.

- **Manual:** Journals can be manually entered to establish or change the budgeted amount for a budget.
- **Spreadsheet:** Journals can be entered using spreadsheet budget journals to establish or change the budgeted amount for a budget.
- **External Systems:** External systems send budget entries in the designated file format. The files are staged and uploaded in a batch process to create budget journals.

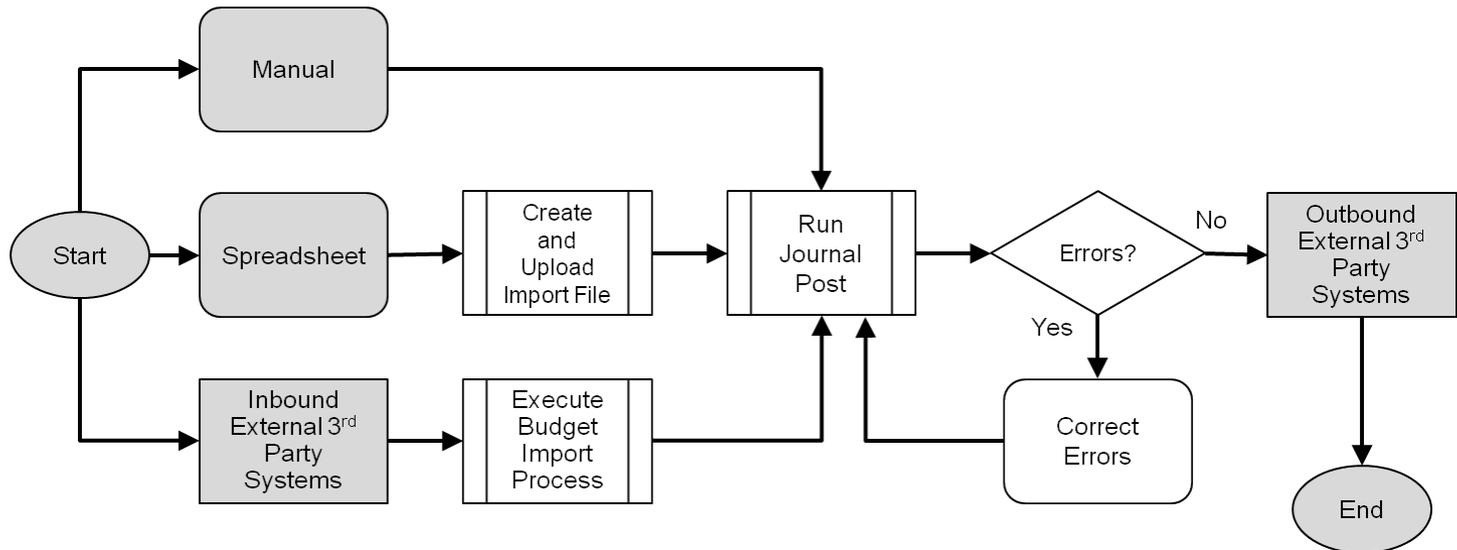




# Create and Process Budget Journals (continued)

The Create and Process Budget Journals process involves a number of sub-processes and sub-processes steps detailed in the diagram below.

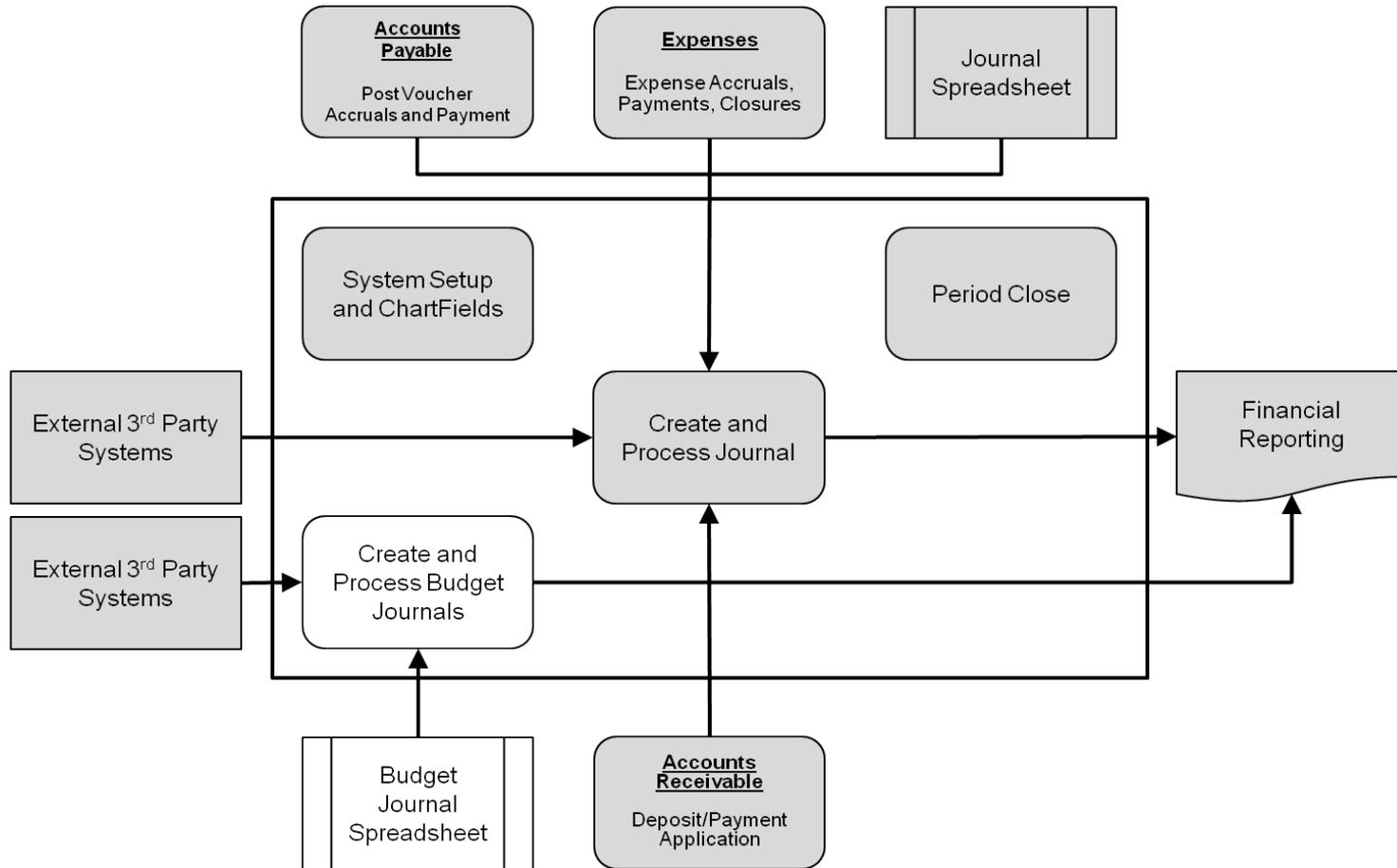
- **Create and Upload Import File:** An import file is created using an Excel macro to convert it into the correct format. The import file process is run to create budget journals
- **Execute Budget Import Process:** The staged files are uploaded and the budget import process runs to create the budget journals.
- **Run Journal Post:** A series of checks are performed and a journal is posted to the budget ledgers if there are no errors.
- **Correct Errors:** All errors must be corrected before a journal can be successfully posted in Cardinal. A budget journal can be edited (corrected) by either changing the ChartFields values or the journal amount.





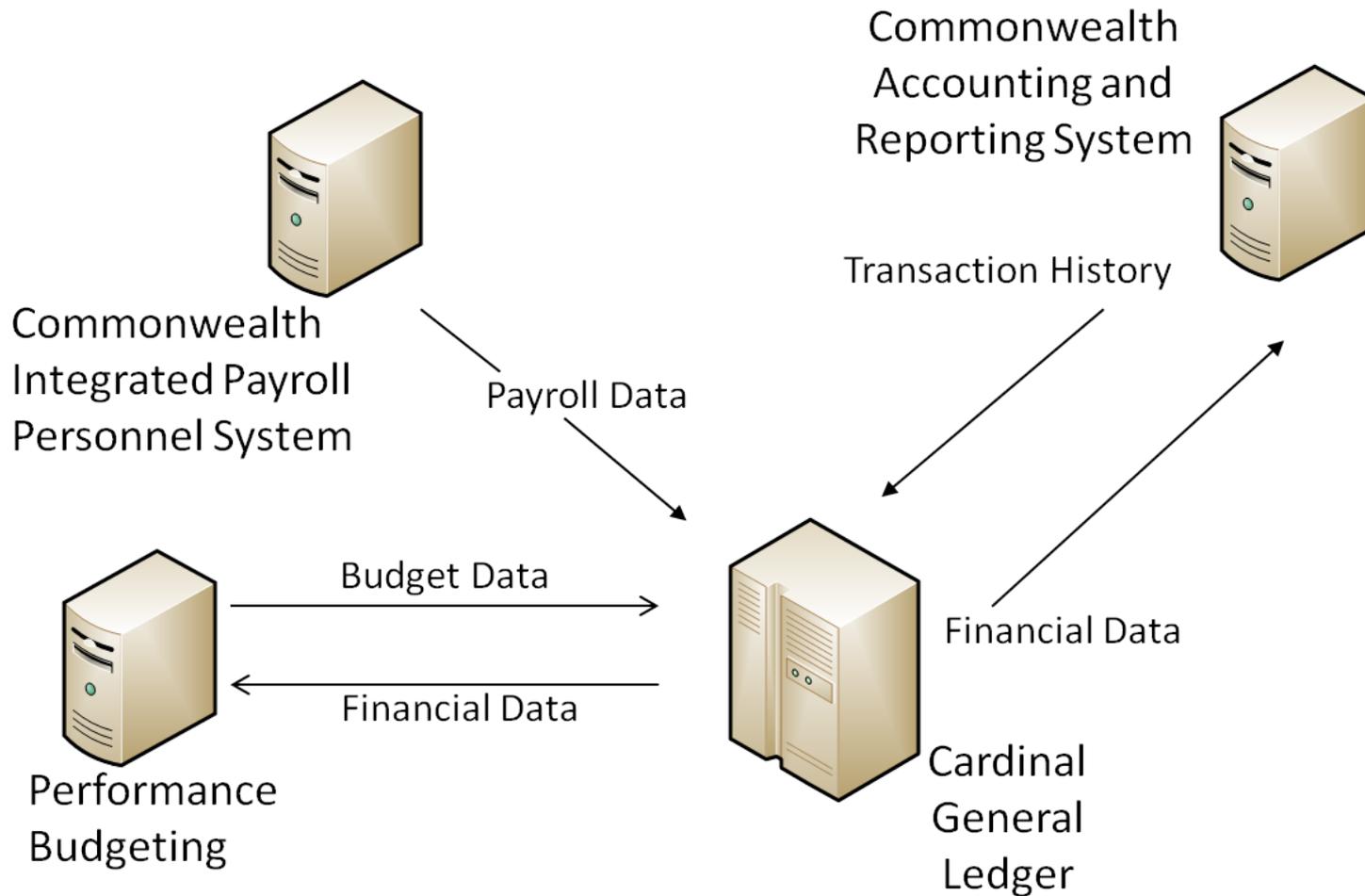
# Budget Journal Integration with Cardinal

Budget journal spreadsheets can be uploaded into Cardinal to create budget journals





# Interfaces





# Lesson 1: Summary

In this lesson, you learned:

- A budget journal establishes or updates budget amounts in Cardinal.
- The Cardinal budget structure uses parent/child budget relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget.
- Agency budgets are established as the child budget level to the statewide budget.
- The Create and Process Budget Journals process provides budgetary control for predefined and authorized budgets within the General Ledger. Budget adjustments are received from the Department of Planning and Budget (DPB) throughout the year. Lower level (child) operational budgets are created at the agency's discretion.
- Budget Journal processing interfaces with DPB.



# Lesson 2: Creating Budget Journals

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In this lesson, you will learn about the following topics:

- Creating a Manual Budget Journal
- Uploading a Spreadsheet Budget Journal



# Creating a Manual Budget Journal

Entering budgets and adjustments using journals is similar to entering General Ledger journals. Budget journals post to budget ledgers.

When creating a budget journal, a number of elements are necessary:

- At a minimum, a budget journal in Cardinal consists of a header and budget lines.
- The header contains the information that uniquely identifies the budget journal (**Journal ID, Ledger Group, Budget Entry Type**, etc.). A journal ID can include budget journal lines for only one commitment control ledger group.
- Enter budget journal lines on the **Budget Lines** page.

Upon saving, a number of checks are performed by Cardinal and if the budget journal contains errors, you will need to correct them before posting.



# Creating a Manual Budget Journal

Budget Journal functionality is accessible from the **Commitment Control** pages.

You can navigate to this page through the following path:

**Main Menu > Commitment Control > Budget Journals**

You can create a manual budget journal by manually entering a new budget journal or by copying an existing budget journal. To enter a new budget journal click the **Enter Budget Journals** link on this page.

The screenshot displays the CARDINAL web application interface. At the top left is the CARDINAL logo. The top right navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Commitment Control > Budget Journals. The main content area is titled "Budget Journals" and features a folder icon. Below the title, it says "Access Commitment Control budget journals." There are three main action buttons, each with a document icon: "Enter Budget Journals" (Create and update budget journals.), "Enter Budget Transfer" (Enter information related to transferring budgets.), and "Upload Spreadsheet Budget Jrn" (Request the upload of budget journals from a spreadsheet).



# Entering Budget Journals

You can enter budget journals by entering the following information:

- **Business Unit:** Select the agency's General Ledger business unit.
- **Journal ID:** Leave the default value of **NEXT** so that Cardinal can assign a journal ID upon saving
- **Journal Date:** Defaults to the system date. You can override this default value, as needed. The date on the journal must be within the same fiscal year as the budget period.
- **Add:** Click the **Add** button to access the **Enter Budget Journals** page.

The screenshot shows the 'Enter Budget Journals' page in the CARDINAL system. The page has a blue header with the CARDINAL logo and a breadcrumb trail: Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals. Below the header, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. The form contains three input fields: 'Business Unit' with the value '15100' and a search icon, 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '08/07/2012' and a calendar icon. Below these fields is an 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.



# Entering Budget Journals – Budget Header

The **Enter Budget Journals** page allows you to enter or adjust a budget entry. The **Budget Header**, **Budget Lines** and **Budget Errors** tabs are displayed.

In the **Budget Header** tab, the **Budget Header Status** field displays **None** when you create a new budget journal. Other values can be:

- **Incomplete:** Only applies to copied journals when commitment control security is enabled.
- **Errors:** Editing has been run and the journal has errors.
- **Posted:** Editing has been run and the journal has been posted to the budget ledger.
- **Security Error:** The person entering the journal did not have security access to post.
- **Not Balanced:** Unbalanced transfer. When the budget is transferred using the Transfer option, the journal lines must balance.
- **Checked Only:** The budget journal has been successfully pre-budget checked.
- **None:** The budget journal has not been pre-budget checked.



# Entering Budget Journals – Budget Header (continued)

In the **Budget Header** tab, the **Budget Entry Type** field allows you to report on budget journal entry activity. Each budget journal header row and each budget ledger row carries one of the following budget entry types:

- **Original Budget Entry:** Indicates an original budget journal entry. This type is used to record adopted or approved budgets.
- **Adjustment Budget Entry:** Indicates an adjustment to an original budget.

For budget transfers using the **Enter Budget Transfer** page, these values are available:

- **Transfer Original Budget Entry:** Indicates a transfer of original budget amounts.
- **Transfer Adjustment Budget Entry:** Indicates a transfer of adjusted budget amounts.

The screenshot shows the 'Enter Budget Journals' page in the CARDINAL system. The 'Budget Header' tab is active. The form contains the following fields and values:

- Unit: 15100
- Journal ID: NEXT
- Date: 08/07/2012
- \*Ledger Group: CC\_OPRL
- Fiscal Year: 2013
- Period: 2
- Control ChartField: Fund
- \*Currency: USD
- Rate Type: CRRNT
- Budget Header Status: None
- \*Budget Entry Type: Original
- Exchange Rate: 1.00000000
- Cur Effdt: 08/07/2012
- Budget Type: Expense

The 'Parent Budget Options' section includes:

- Generate Parent Budget(s)
- Use Default Entry Event
- Parent Budget Entry Type: [Dropdown]

At the bottom, there is a 'Long Description' text area and buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



# Entering Budget Journals – Budget Lines

On the **Budget Lines** page, you can enter and process the budget journals.

From this tab, enter the transaction lines making up the journal, which include the monetary amounts and the ChartField values for each transaction.

The screenshot shows the 'Enter Budget Journals' page in the CARDINAL system. The interface includes a navigation menu at the top with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. The main content area displays the following information:

- Unit:** 15100
- Journal ID:** NEXT
- Date:** 08/07/2012
- Budget Header Status:** None
- \*Process:** Post Journal (dropdown menu)
- Process** button

Below this information is a table with the following columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Program, Department, Set Options, Entry Event, and Currency. The table contains one row with the following values:

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Set Options	Entry Event	Currency
<input type="checkbox"/>	1	C_OPR_B	2013		5011110	01000	9999999	99999	Set Options		USD

Below the table, there are controls for 'Lines to add' (set to 1) and 'Journal Line Copy Down'. There is also a 'Generate Budget Period Lines' button with 'From Line' and 'To' fields.

At the bottom, there is a 'Totals' section showing:

Totals			
Total Lines:	1	Total Debits:	0.00
		Total Credits:	0.00

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The navigation menu at the bottom includes 'Budget Header', 'Budget Lines', and 'Budget Errors'.



# Using the Journal Line Copy Down Function

The Journal Line Copy Down function allows you to select the fields you want to copy to the next journal entry line on the **Budget Lines** page.

You can use this functionality to speed up data entry for all the budget lines you need to enter on your budget journal.

To copy down a budget journal line:

- Enter the number of lines to add in the **Lines to add** field and click the **Insert Lines (+)** button.
- All fields from the previous line are copied to the new line or lines. The fields that are copied can be limited by clicking the **Journal Line Copy Down** link to access the **Journal Entry Copy Down Option** page. Select the desired fields for copying.



# Using the Journal Line Copy Down Function (continued)

**CARDINAL** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

New Window | Help | Customize Page | http

Budget Header | Budget Lines | Budget Errors

Unit: 15100    Journal ID: NEXT    Date: 08/07/2012    Budget Header Status: None

\*Process:

Lines Customize | Find | View All | First 1-2 of 2 Last

Chartfields and Amounts

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Set Options	Entry Event	Currency
<input type="checkbox"/>	1	C_OPR_B	2013		5011110	01000	9999999	99999	<input type="button" value="Set Options"/>		USD
<input type="checkbox"/>	2	C_OPR_B	2013		5011110	01000	9999999	99999	<input type="button" value="Set Options"/>		USD

Lines to add:

From Line:  To:

Totals

Total Lines:	2	Total Debits:	0.00	Total Credits:	0.00
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[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



# Copying a Budget Journal

You can use this functionality to expedite data entry for your new budget journal or to correct amounts on a budget journal that has previously been posted.

To create a new budget journal by copying an existing budget journal:

- Access the existing budget journal you want to copy to a new budget journal using this path: **Commitment Control > Budget Journals > Enter Budget Journals > Find an Existing Value**.
- Once you have accessed the budget journal, click the **Budget Lines** tab. Open the **Budget Journal Copy** page by selecting **Copy Journal** in the **Process** field and by clicking the **Process** button.
- On the **Budget Journal Copy** page, enter the date for the journal and select the budget entry type for the copied journal, which can be either **Original** or **Adjustment**. The value defaults from the budget entry type of the source journal, but can be changed for the newly copied journal here. Click the **OK** button to initiate the Budget Journal Copy process.
- The new budget journal will automatically open and appear in the view. You can edit, add or delete budget lines as required. The new budget journal is then ready to post.



# Copying a Budget Journal (continued)

**CARDINAL™**

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

New W

### Budget Journal Copy

Business Unit:	15100	*New Journal ID:	<input type="text" value="NEXT"/>
Ledger Group:	CC_OPRL	*New Journal Date:	<input type="text" value="08/07/2012"/> 31
Journal ID:	0000006405	Currency Effective Date:	<input type="text"/> 31
Journal Date:	08/07/2012	*Budget Entry Type:	<input type="text" value="Original"/> ▼

Parent Budget Options

\*Parent Budget Entry Type:  ▼

Save original journal and Copy



# Simulation: Creating a Manual Budget Journal

You are now about to view a simulation on creating a manual budget journal in Cardinal.





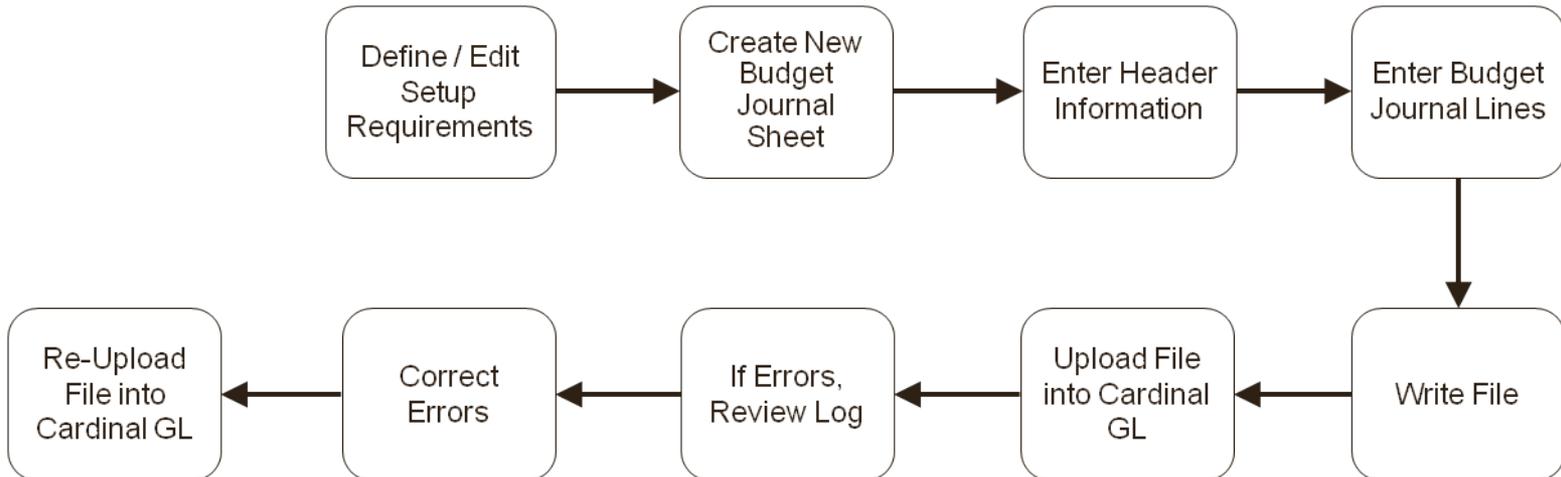
# Spreadsheet Budget Journals

Another way to create a budget journal is by uploading into Cardinal a spreadsheet budget journal from an Excel spreadsheet.

The Budget Spreadsheet Upload Tool is an Excel template that allows you to enter budget journals offline and then import them into Cardinal.

The spreadsheet contains all of the journal line and header fields contained on the **Enter Budget Journals** page. A budget journal can only have one business unit.

The diagram shows the spreadsheet journal process.





# Uploading a Spreadsheet Budget Journal

There are two files used to import spreadsheet budget journals into General Ledger. The files must be placed in the same directory anywhere on your workstation:

- **V\_BUDJRNL3.xls**: This is the budget journal workbook that you use to create and import budget journals. You can rename this file, if you want.
- **JrnImcro2.xla**: This is the Visual Basic code library and dialog control. You cannot rename this file.

You can create multiple journal workbooks by saving a clean V\_BUDJRNL3.xls file as V\_BUDJRNL4.xls, GINA.xls or BIANCA.xls, for example. However, the macro sheet file, JrnImcro2.xla, must not be changed or renamed.



# Define/Edit Setup Requirements

To begin creating your spreadsheet budget journal, access the **Budget Journal Spreadsheet Upload** control page by opening V\_BUDJRN3.xls. If prompted, choose to **Enable Macros** by clicking on the Options box on the Security Warning banner at the top of the page. Select **Enable this Content**; click **OK**; and click on **Enable Macros** in the second box.

**Budget Journal Spread Sheet Upload**

**General**

- Setup
- Notes

**Journal Sheets**

- New
- Edit
- Delete
- Copy

**Import Journals**

- Write File



# Define/Edit Setup Requirements (continued)

Use the **Setup** button to access the **Define Options and Defaults** dialog box to set journal header defaults, message logging options, document sequencing options, and online import controls. Options set here will default to budget journal sheets and budget journals created within this workbook.

The screenshot displays the 'Budget Journal Spread Sheet Upload' application. The main interface is divided into two sections: 'General' and 'Journal Sheets'. The 'General' section contains 'Setup' and 'Notes' buttons. The 'Journal Sheets' section contains 'New', 'Edit', 'Delete', and 'Copy' buttons. A 'Define Options and Defaults' dialog box is open, showing the following settings:

- Header Defaults:
  - Business Unit: 15100
  - Date: 10/19/2010
  - Ledger Group: CC\_APPROP
  - AutoGen Lines
- General Options:
  - Language: English

The dialog box also features 'OK' and 'Cancel' buttons.



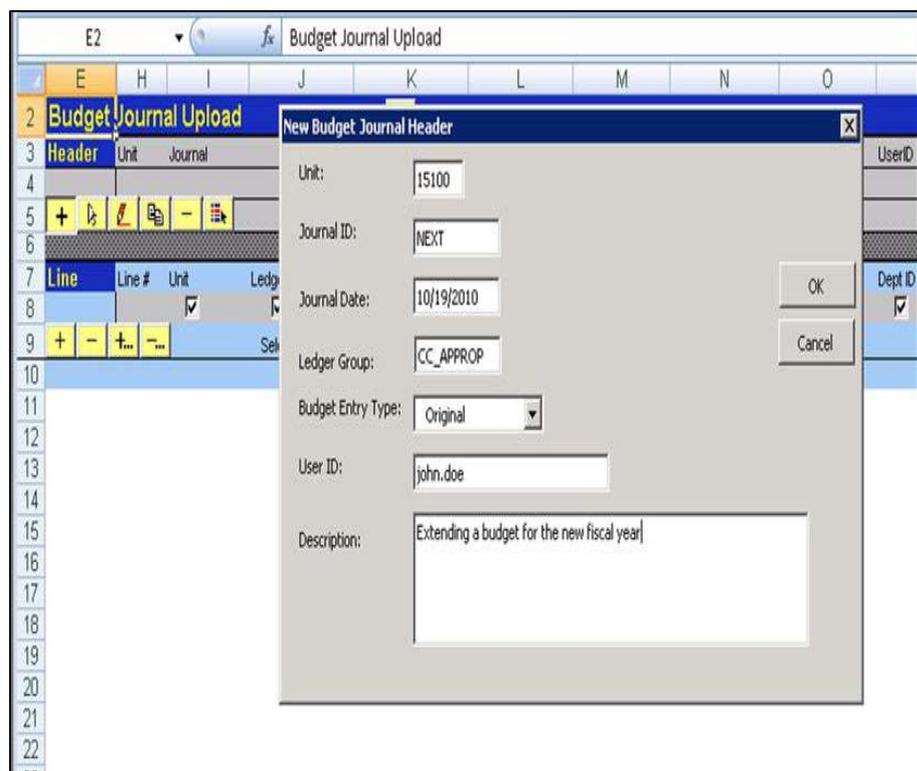
# Creating a New Budget Journal Sheet - Journal Header

Use the **New** button under **Journal Sheets** on the **Main Menu** to insert a new budget journal sheet.

Create a new budget journal sheet to begin entering data. You can insert as many budget journal sheets as needed. Each budget journal sheet can contain only one budget journal.

Use the **+/-** buttons under **Header** to add or remove a budget journal **Header**.

Use the spreadsheet budget journal header to populate budget journal header fields. The required fields include **Business Unit**, **Journal ID**, **Journal Date**, and **Ledger Group**.





# Creating a New Budget Journal Sheet - Journal Sheet

Use the +/- buttons under **Line** to add or remove a budget journal **Line**. Enter all applicable ChartField values. You may use the +... or -... to add or delete multiple lines, respectively.

Data from another EXCEL spreadsheet can be copied and pasted into this EXCEL file. The copy requirements, such as formatting, are explained in the [Uploading Spreadsheet ACTUAL and Budget Journals](#) job aid located on the Cardinal website under **Toolbox > Job Aids**.

After you have successfully entered all the lines for the journal, select **File – Save** to save the file.

Click the Home icon (displayed as a house) to return to the **Budget Journal Spread Sheet Upload** main menu.

Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task
4		15100 NEXT			10/19/2010		CC_APPROP	ORIGINAL		
7		<input checked="" type="checkbox"/>								
12		NEXT	1	15100	CC_APPROP_E	101010	2011	01000	7220	



# Writing File and Uploading File into Cardinal GL

Once all required information is entered on your Excel spreadsheet, you can create a file to upload the spreadsheet into Cardinal's General Ledger. This is done on the **Budget Journal Spreadsheet control** page.

The screenshot shows the 'Budget Journal Spread Sheet Upload' control page. The page has a blue header with the Cardinal logo and the title 'Budget Journal Spread Sheet Upload'. Below the header are three panels: 'General' with 'Setup' and 'Notes' buttons; 'Journal Sheets' with 'New', 'Edit', 'Delete', and 'Copy' buttons; and 'Import Journals' with a 'Write File' button highlighted by a red box.



# Uploading File into Cardinal GL

After the file is created, you can log into Cardinal and run the Upload Spreadsheet Budget Journal process.

The Budget Spreadsheet journal import streamlines the budget journal import process and simplifies journal data entry by using Microsoft Excel.

To import a budget journal in Cardinal, select the **Upload Spreadsheet Budget Jrnl** page from the **Commitment Control** page.

You can navigate to this page through the following path:

**Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jrnl**

The screenshot shows the Cardinal GL web interface. At the top left is the Cardinal logo. The breadcrumb navigation path is: Favorites | Main Menu > Commitment Control > Budget Journals. Below this, there is a section titled 'Budget Journals' with a folder icon. Underneath, it says 'Access Commitment Control budget journals.' There are three main menu items: 'Enter Budget Journals' (Create and update budget journals.), 'Enter Budget Transfer' (Enter information related to transferring budgets.), and 'Upload Spreadsheet Budget Jrnl' (Request the upload of budget journals from a spreadsheet). The 'Upload Spreadsheet Budget Jrnl' item is highlighted with a red border.



# Reviewing and Correcting Errors

Spreadsheet budget journal validation is not as comprehensive as the validation provided with an online budget journal entry.

Error messages are provided in a separate log file and are not part of the message log. However, the message log provides reference to the log file and incorporates the **Reference ID** field value in all the messages logged.

Some common error messages you might encounter:

- Budget journal header validation errors. Example: the header does not contain a valid Business Unit and Ledger Group.
- Budget journal line validation errors. Example: a budget journal line contains an invalid ChartField value.
- Skipped budget journal headers. Example: the budget journal ID and date already exist (skip journal would need to be selected on the run control).
- Skipped invalid budget journals.
- Specified SpeedType value does not exist.

After you correct the errors, you can reload the file. Cardinal then re-validates the spreadsheet journal values.



# Simulation: Uploading a Spreadsheet Budget Journal

You are now about to view a simulation on uploading a spreadsheet budget journal.





# Lesson 2: Summary

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In this lesson, you learned:

- Budget journal functionality is accessible from the Commitment Control pages. Entering budgets and adjustments using journals is similar to entering General Ledger journals. Budget journals post to budget ledgers.
- Another way to create a budget journal is by uploading a spreadsheet budget journal from an Excel spreadsheet. The Budget Spreadsheet Upload Tool is an Excel template designed for the Budget Processor to enter their budget journals offline and then import the budget journals into Cardinal.



# Lesson 3: Processing Budget Journals

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In this lesson, you will learn about the following topics:

- Reviewing and Correcting Budget Journals



# Processing Budget Journals

After you create a manual budget journal or upload a spreadsheet budget journal, you may edit ChartFields or run a budget pre-check to see if errors exist. You can also just post the budget journal without running a budget pre-check.

The budget journal will not post with errors. You will need to correct any errors and try to post the journal again. To review and correct budget journals, you need to access the budget journal in error.

You can navigate to this page through the following path:

**Main Menu > Commitment Control > Budget Journals > Enter Budget Journals**



# Processing Budget Journals (continued)

The budget pre-check option validates a transaction against the budget. This pre-check does not commit the budget amounts to the budget ledger.

If you pre-check a budget entry successfully, its **Budget Hdr Status** updates to **Checked Only** to indicate a valid budget check only. A **Checked Only** budget journal is not yet posted. When the budget journal is posted, the **Budget Hdr Status** updates to **Posted**.

Journal **Budget Header Status** may be:

- **Checked Only** – Budget Journal is checked but not posted
- **Posted** – Budget Journal has been successfully budget checked and is posted.
- **Error** – Budget Journal has errors. The lines on the journal that are invalid have a status of **Error**; the lines on the journal that are valid have a status of **Not Checked**.

You can click the hyperlinked **Error** to access the **Budget Exceptions** page.

The screenshot shows the 'Enter Budget Journals' screen in the Cardinal system. The 'Budget Header Status' is highlighted in red and shows 'Error'. The interface includes a table of budget lines and a 'Totals' section.

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Fund	Program	Project	Set Options	Entry Even
<input type="checkbox"/>	1	X	C_APPROP_B	2012				7240		Set Options	

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	318.00
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# Reviewing Budget Journal Errors

Errors identified during the budget pre-check process are logged at the budget journal header and journal line levels.

Budget journal errors can occur when:

- Budget is already closed
- Budget Period is not valid for the budget ledger
- Key ChartField values are blank or need to be modified
- Ledger is not valid for the business unit
- Child budget exceeds parent budget
- Budget is on hold for referenced row
- Budget reduction exceeds available budget and is over tolerance

You can access budget journal errors using two different pages:

- **Enter Budget Journals > Budget Errors** tab: This tab displays budget journal errors related to combination edits and ChartField values.
- **Budget Journals** page > **Budget Lines** tab: Click the hyperlinked **Error** in the **Budget Hdr Status** and arrive at the **Budget Journal Exceptions** page. This page displays all budget check errors resulting from the budget pre-check process or from the attempted posting of the journal such as translation tree error, exceeding available budget and key ChartField errors.



# Reviewing Budget Journal Errors (continued)

**CARDINAL™** Home | Worklist | Add to Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

New Window | Help | Custom

Budget Header | Budget Lines | **Budget Errors**

Unit: 15100    Journal ID: 000005917    Date: 06/29/2012    Budget Header Status: Error

▼ Header Errors Customize | Find | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
<a href="#">Go To Header</a>				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.

▼ Line Errors Customize | Find | View All | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
<a href="#">Go To Line</a>					

Save | Return to Search | Notify | Refresh | Add | Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



# Correcting Budget Journal Errors

Budget journals with errors must be corrected before posting to the commitment control ledger. Correcting a budget journal may require changing a ChartField value, journal amount, etc.

If a budget journal entry fails posting, use the **Budget Journal Exceptions** pages to view the exceptions and more details about the budget journals, journal lines and the associated exceptions.

Budget exceptions eligible for override:

- Exceeds budget and is over tolerance.
- Budget is on hold for referenced row.

Budget exceptions not eligible for override:

- Child budget exceeds the parent budget.
- Key ChartField value is blank.



# Correcting Budget Journal Errors (continued)

**CARDINAL** Home | Worklist | Add to Favorites

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Budget Journal

New Window | Help | Customization

Budget Journal Exceptions | Budget Journal Line Exceptions

Business Unit: 15100 | Journal ID: 0000005917 | Journal Date: 06/29/2012

\*Exception Type: **Error** |  Override Transaction  
Maximum Rows: 100 |  More Budgets Exist

Search | [Advanced Budget Criteria](#)

**Budgets with Exceptions** Customize | Find | View All | First 1-2 of 2 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		15100	CC_APPROP	Key Chartfield is Blank	<a href="#">More Detail</a>	<input type="checkbox"/>	Go To ...
2		15100	CC_APPROP	Key Chartfield is Blank	<a href="#">More Detail</a>	<input type="checkbox"/>	Go To ...

Save | Return to Search | Notify

[Budget Journal Exceptions](#) | [Budget Journal Line Exceptions](#)



# Budget Journal Errors

Below are sample budget journal errors you may encounter and whether those errors are overridable:

<b>Error Code</b>	<b>Overridable?</b>	<b>Description</b>
E1	Y	Exceeds budget and is over tolerance
E3	N	Budget is closed
E4	Y	Budget is on hold
E35	N	Required key CF (ChartField) is blank
E48	N	CF (ChartField) value not at tree level
E49	N	Key ChartField is blank
E50	N	Child budget exceeds the parent budget (applies to child budget journal)
E51	N	Child budget exceeds the parent budget (applies to parent budget journal)



# Posting a Budget Journal

Posting a budget journal is done on the **Budget Lines** page, using the **Process** field.

Click the drop down arrow, select **Post Journal**, and click the **Process** button to post your budget journal.

If you have run a budget pre-check prior to posting the budget journal, and discovered that the budget journal did not contain errors, the budget journal will post. If you did not run a budget pre-check prior to posting, the posting process will identify whether the journal contains errors. You can then use the **Budget Journal Exceptions** pages to correct the errors. When the budget journal is free of errors, you can attempt to post the budget journal again.

Posting a budget journal can also be done as a batch process if you have a large volume of journals to post. You can navigate to this page through the following path:

**Main Menu > Commitment Control > Post Control Budget Journal > Request Posting**



# Posting a Budget Journal (continued)

**CARDINAL** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

New Window ? Help Customize Page http

Budget Header | Budget Lines | Budget Errors

Unit: 15100 Journal ID: 0000006176 Date: 07/25/2012 Budget Header Status: None

\*Process: **Post Journal** Process

- Budget Pre-Check
- Copy Journal
- Delete Journal
- Edit Chartfields
- Post Journal**
- Refresh Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Dept	Account	Currency
<input type="checkbox"/>	1	C_OPR_B	2013		101001	01000	1000			USD

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:	1,000.00
--------------	---	---------------	------	----------------	----------

Save | Return to Search | Notify | Refresh | Add | Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



# Posting a Budget Journal (continued)

There is no workflow associated with the budget journal posting process in Cardinal.

- If you can enter a budget journal in Cardinal, you cannot post a budget journal. You will receive a security error message upon entering the budget journal.
- If you can approve budget journals in Cardinal, you can post a budget journal.



# Simulation: Reviewing and Correcting Budget Journal Errors

You are now about to view a simulation on reviewing and correcting budget journal errors.





# Lesson 3: Summary

In this lesson, you learned:

- Errors identified during the budget pre-check or post processes are logged at the budget journal header and journal line levels.
- Corrections can consist of changing ChartField values or the journal amount on the **Enter Budget Journals** page.
- A budget journal is posted on the **Budget Lines** page, using the **Post Journal** option in the **Process** field.



# Lesson 4: Budget Journal Reports and Online Inquiries

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In this lesson, you will learn about the following topics:

- Reports
- Online Inquiries



# Budget Journal Reports

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Budget Journal reports can run at various intervals during the processing of budget journal entries. Some frequently used reports for budget journal entries include:

- Commitment Control Budget Status Report
- Commitment Control Budget Key Translations Report



# Commitment Control Budget Status Report

This report displays all commitment control ledger amounts and the available balance for the budgets you select. You can navigate to this report through the following path:

**Main Menu > Commitment Control > Budget Reports > Budget Status**

PeopleSoft GL BUDGET STATUS REPORT									
Report ID: GLS8020				Page No. 1				Run Date 08/08/2012	
Bus. Unit: 15100--VA Department of Accounts								Run Time 12:06:07	
Ledger Grp: CC_APPROP -- CC Appropriation									
Currency : USD									
Chartfields Criteria									
Account: All values		Fund: All values		Program: All values		Department: All values			
Account	Fund	Program	Department	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
5099001	01000	6990		2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00
5099001	01000	7240		11,476,196.00	0.00	0.00	0.00	5,098,914.79	6,377,281.21
5099001	01000	7370		25,721,706.00	0.00	0.00	0.00	9,010,819.28	16,710,886.72
5099001	01000	7990		20,193,849.00	0.00	0.00	3,036.32	11,275,914.84	8,917,934.16
5099001	01000	8260		4,016,311.00	0.00	0.00	0.00	104,464.75	3,911,846.25
5099001	01000	9980		4,020,000.00	0.00	0.00	0.00	1,466.00	4,018,534.00
5099001	02011	6990		2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00
5099001	02011	7370		4,825,434.00	0.00	0.00	0.00	0.00	4,825,434.00
5099001	02011	7990		2,500,000.00	0.00	0.00	0.00	1,710.00	2,498,290.00
5099001	02111	7370		884,956.00	0.00	0.00	122.10	1,210.00	883,746.00
5099001	02700	7370		2,000.00	0.00	0.00	0.00	0.00	2,000.00
5099001	02870	7370		212.00	0.00	0.00	0.00	0.00	212.00
5099001	06080	6990		2,000,000.00	0.00	0.00	0.00	-96.20	2,000,096.20
5099001	06080	8260		5,855,001.00	0.00	0.00	0.00	1,690,761.26	4,164,239.74
5099001	06090	7110		4,000,000.00	0.00	0.00	0.00	0.00	4,000,000.00
5099001	06150	7110		2,000.00	0.00	0.00	0.00	1,100.00	900.00
5099001	09362	4070		6,275,331.00	0.00	0.00	0.00	1,226,143.83	5,049,187.17
5099001	09362	7990		1,871.00	0.00	0.00	0.00	4,401,100.00	-4,399,229.00
Grand Total :				95,774,867.00	0.00	0.00	3,158.42	32,813,508.55	62,961,358.45



# Commitment Control Budget Key Translation Report

This report displays each key ChartField for each ruleset in each commitment control ledger group in a setID, along with the ChartField's translation tree name and budgetary tree level.

You can navigate to this report through the following path:

**Main Menu > Commitment Control > Budget Reports > Budget Key Translations Report**



# Commitment Control Budget Key Translation Report (continued)

ORACLE

Report ID: GLC8050

PeopleSoft General Ledger  
BUDGET KEY TRANSLATION

Page No.  
Run Date 8/8/2012  
Run Time 2:16:55PM

Setid: STATE  
As of Date: All  
Ledger Option: All CC\_ALLOT

Ledger Group CC\_ALLOT

Effective Date 1/1/1901      Effective Status Active      Description CC Allotment  
RuleSet ChartField Program      Budget Type Expense

<u>RuleSet</u>	<u>Default</u>	<u>Calendar ID</u>	<u>Cumulative Budg</u>	<u>Derive Dates</u>	<u>Cumulative Cal</u>	<u>ChartField</u>	<u>Tree Name</u>	<u>Tree Level</u>	<u>Value Required</u>
CAPITAL	N	AN	N	Derive No		Account	ACCOUNT_BUDGET	LEVEL_2	Y
						Fund			Y
						Program	PROGRAM_BUDGET	LEVEL_1	Y
						Project	PROJECT_BUDGET	LEVEL_1	Y
DEFAULT	Y	AN	N	Derive No		Account	ACCOUNT_BUDGET	LEVEL_2	Y
						Fund			Y
						Program	PROGRAM_BUDGET	LEVEL_1	Y



# Budget Journal Online Inquiries

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There are three types of inquiries available for budget journal entries:

- Budget Details
- Budget Overview
- Commitment Control Activity Log



# Commitment Control Budget Details

To inquire about a specific control budget, use either the Commitment Control **Budget Details** page or the **Budgets Overview - Budget Details** page.

To display the Commitment Control **Budget Details** page, you can navigate to this page through the following path:

**Main Menu > Commitment Control > Review Budget Activities > Budget Details**

The Commitment Control **Budget Details** selection criteria page is shown in the screen shot on the right hand side of this page and continues on the next page. The inquiry results are displayed at the bottom of the screen shot on the next page.

The screenshot displays the 'CARDINAL' logo at the top left. Below it is a navigation breadcrumb: 'Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details'. The main heading is 'Budget Details'. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A text input field contains '300' with the label 'Maximum number of rows to return (up to 300):'. Below this are several search criteria fields, each with a dropdown menu and a search icon:

- Business Unit: = [dropdown] 15100
- Ledger Group: = [dropdown] CC\_APPROP
- Account: begins with [dropdown]
- Department: begins with [dropdown]
- Asset: begins with [dropdown]
- Task: begins with [dropdown]
- Fund: begins with [dropdown] 01000
- FIPS: begins with [dropdown]
- Agency Use 2: begins with [dropdown]
- Affiliate: begins with [dropdown]
- Fund Affiliate: begins with [dropdown]
- Cost Center: begins with [dropdown]
- Program: begins with [dropdown]
- Agency Use 1: begins with [dropdown]
- PC Business Unit: begins with [dropdown]
- Project: begins with [dropdown]
- Activity: begins with [dropdown]



# Commitment Control Budget Details (continued)

The remainder of the **Commitment Control Budget Details** selection criteria page is shown in the upper half of the screen shot below, followed by an example of **Commitment Control Budget Details Search Results**.

Home | Worklist | Add to Favorites | Sign o

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

Source Type:

Budget Period:

Statistics Code:

Basic Search Save Search Criteria

### Search Results

View All First 1-14 of 14 Last

Business Unit	Ledger Group	Account	Department	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	6990	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	6990	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7240	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7240	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7370	(blank)	(blank)	(blank)	(blank)	(blank)	2011	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7370	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7370	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7990	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7990	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7990	(blank)	(blank)	(blank)	(blank)	(blank)	2014	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	8260	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	8260	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	9980	(blank)	(blank)	C22222	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	9980	(blank)	(blank)	C22222	(blank)	(blank)	2013	(blank)



# Commitment Control Budget Details (continued)

At this point, the **Search Results** are just the beginning of different options for obtaining detailed budget information. The next step is to select a row to drilldown on. In this example, the row with **Program 6990** will be selected. To select a row simply click on any field in the row that is a hyperlink.

The detailed budget information is displayed on the **Commitment Controls Budget Details** page. (See next slide.)

Search Results																						
View All																	First		1-14 of 14		Las	
Business Unit	Ledger Group	Account	Department	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code			
<a href="#">15100</a>	<a href="#">CC_APPROP</a>	<a href="#">5099001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">01000</a>	<a href="#">(blank)</a>	<a href="#">6990</a>	<a href="#">(blank)</a>	<a href="#">2012</a>	<a href="#">(blank)</a>											
<a href="#">15100</a>	<a href="#">CC_APPROP</a>	<a href="#">5099001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">01000</a>	<a href="#">(blank)</a>	<a href="#">6990</a>	<a href="#">(blank)</a>	<a href="#">2013</a>	<a href="#">(blank)</a>											
<a href="#">15100</a>	<a href="#">CC_APPROP</a>	<a href="#">5099001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">01000</a>	<a href="#">(blank)</a>	<a href="#">7240</a>	<a href="#">(blank)</a>	<a href="#">2012</a>	<a href="#">(blank)</a>											
<a href="#">15100</a>	<a href="#">CC_APPROP</a>	<a href="#">5099001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">01000</a>	<a href="#">(blank)</a>	<a href="#">7240</a>	<a href="#">(blank)</a>	<a href="#">2013</a>	<a href="#">(blank)</a>											
<a href="#">15100</a>	<a href="#">CC_APPROP</a>	<a href="#">5099001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">01000</a>	<a href="#">(blank)</a>	<a href="#">7370</a>	<a href="#">(blank)</a>	<a href="#">2011</a>	<a href="#">(blank)</a>											
<a href="#">15100</a>	<a href="#">CC_APPROP</a>	<a href="#">5099001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">01000</a>	<a href="#">(blank)</a>	<a href="#">7370</a>	<a href="#">(blank)</a>	<a href="#">2012</a>	<a href="#">(blank)</a>											
<a href="#">15100</a>	<a href="#">CC_APPROP</a>	<a href="#">5099001</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">(blank)</a>	<a href="#">01000</a>	<a href="#">(blank)</a>	<a href="#">7370</a>	<a href="#">(blank)</a>	<a href="#">2013</a>	<a href="#">(blank)</a>											



# Commitment Control Budget Details (continued)

From this page there are many options for researching detail budget information. You can either **Drill to Ledger** (open book icon) or **Drill to Activity Log** (closed book icon) for Budget and Expense journals. Click on **Budget Exceptions** to review exception errors. Click on **Display Chart** to review ledger amounts in chart format. Examples follow.

The screenshot displays the 'Commitment Control Budget Details' page in the CARDINAL system. The breadcrumb trail is: Home > Worklist > Add to Favorites > Favorites > Main Menu > Commitment Control > Review Budget Activities > Budget Details. The page title is 'Commitment Control Budget Details'. A table shows the following details:

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
15100	CC_APPROP	5099001	01000	6990		2012

Below the table is a 'Display Chart' button with an information icon. The 'Ledger Amounts' section shows:

- Budget: 1,000,000.00 USD
- Expense: 0.00 USD

There are also icons for 'Associate Revenue' (0.00 USD) and 'Available Budget'. The 'Budget Exceptions' section shows:

- Exception Errors: 0
- Exception Warnings: 0
- Budget Exceptions: (link)

On the right side, there are links for 'Max Rows: Attributes', 'Parent / Children', and 'Associated Budgets'.



# Ledger

Under the section **Ledger Amounts**, when you click on **Drill to Ledger / Budget**, the system displays a panel group that contains :

- 1) a panel of **Budget Chartfields** from which you can further drilldown to related budget journals,
- 2) an **Amounts** tab from which you can also drilldown and then choose to see further complete budget journal detail, and
- 3) a **Show All Columns** tab.

On any of the three tabs, you have the option of viewing the detail budget journal pages.

Note the spyglass at the beginning of the line. Click on the spyglass to view related budget journal detail.

**CARDINAL** Home | Worklist | A

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

New Window | Help | C

### Ledger

Business Unit: 15100 Ledger: C\_APPROP\_B

Budget Details Customize | Find | First 1 of 1 Last

Account	Fund	Program	Project	Budget Period
 5099001	01000	6990		2012

OK



# Amounts and Show All Columns

Click on the **Amounts** tab.

The screenshot shows the CARDINAL application interface. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. The 'Ledger' section displays 'Business Unit: 15100' and 'Ledger: C\_APPROP\_B'. The 'Budget Details' section has tabs for 'Budget Chartfields' and 'Amounts', with 'Amounts' selected. A table below shows the following data:

Account	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	1000000.00	USD	1000000.00	USD	06/18/2012 7:51:16AM	541726

Click on the **Show All Columns** tab.

The screenshot shows the CARDINAL application interface with the 'Show All Columns' tab selected. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. The 'Ledger' section displays 'Business Unit: 15100' and 'Ledger: C\_APPROP\_B'. The 'Budget Details' section has tabs for 'Budget Chartfields' and 'Show All Columns', with 'Show All Columns' selected. A table below shows the following data:

Account	Fund	Program	Project	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	01000	6990		2012	1000000.00	USD	1000000.00	USD	06/18/2012 7:51:16AM	541726



# Drill to Budget Journal Detail

The following is an example of the drill to budget journal detail from **C\_APPROP\_B** which is the “Enter Budget Journals” page. There are three tabs:

- **Budget Header**
- **Budget Lines**
- **Budget Errors**

These are the same budget journal pages seen when entering a journal.

**CARDINAL**

Home | Favorites | Main Menu | Commitment Control > Budget Journals > Enter Budget Journals | New Window

**Budget Header** | Budget Lines | Budget Errors

<b>Unit:</b>	15100	<b>Journal ID:</b>	0000005878	<b>Date:</b>	07/01/2011
<b>Ledger Group:</b>	CC_APPROP	<b>Fiscal Year:</b>	2012	<b>Period:</b>	1
<b>Control ChartField:</b>	Fund	<b>Currency:</b>	USD	<b>Rate Type:</b>	CRRNT
<b>Budget Header Status:</b>	Posted	<b>Exchange Rate:</b>	1.00000000	<b>Cur Effdt:</b>	07/01/2011
<b>Budget Entry Type:</b>	Original	<b>Budget Type:</b>	Expense		

**Parent Budget Options**

Generate Parent Budget(s)  
 Use Default Entry Event  
**Parent Budget Entry Type:**

**Long Description:**  
Load budgets for testing

Save | Return to Search | Notify | Refresh

**Budget Header** | Budget Lines | Budget Errors



# Budget Exceptions and Display chart

Returning to the Commitment Control Budget Detail page, there are two more inquiry functions to be performed:

- **Budget Exceptions**
- **Display Chart**

**Commitment Control Budget Details**

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
15100	CC_APPROP	5099001	01000	7240		2012

**Display Chart**

**Ledger Amounts**

Budget:	8,456,096.00 USD			<b>Max Rows:</b> <a href="#">Attributes</a> <a href="#">Parent / Children</a> Associated Budgets
Expense:	2,880,117.84 USD			
Encumbrance:	0.00 USD			
Pre-Encumbrance:	0.00 USD			

Associate Revenue: 0.00 USD

**Available Budget**

Without Tolerance:	5,575,978.16	USD	Percent:	(65.94%)
With Tolerance:	5,575,978.16	USD	Percent:	(65.94%)

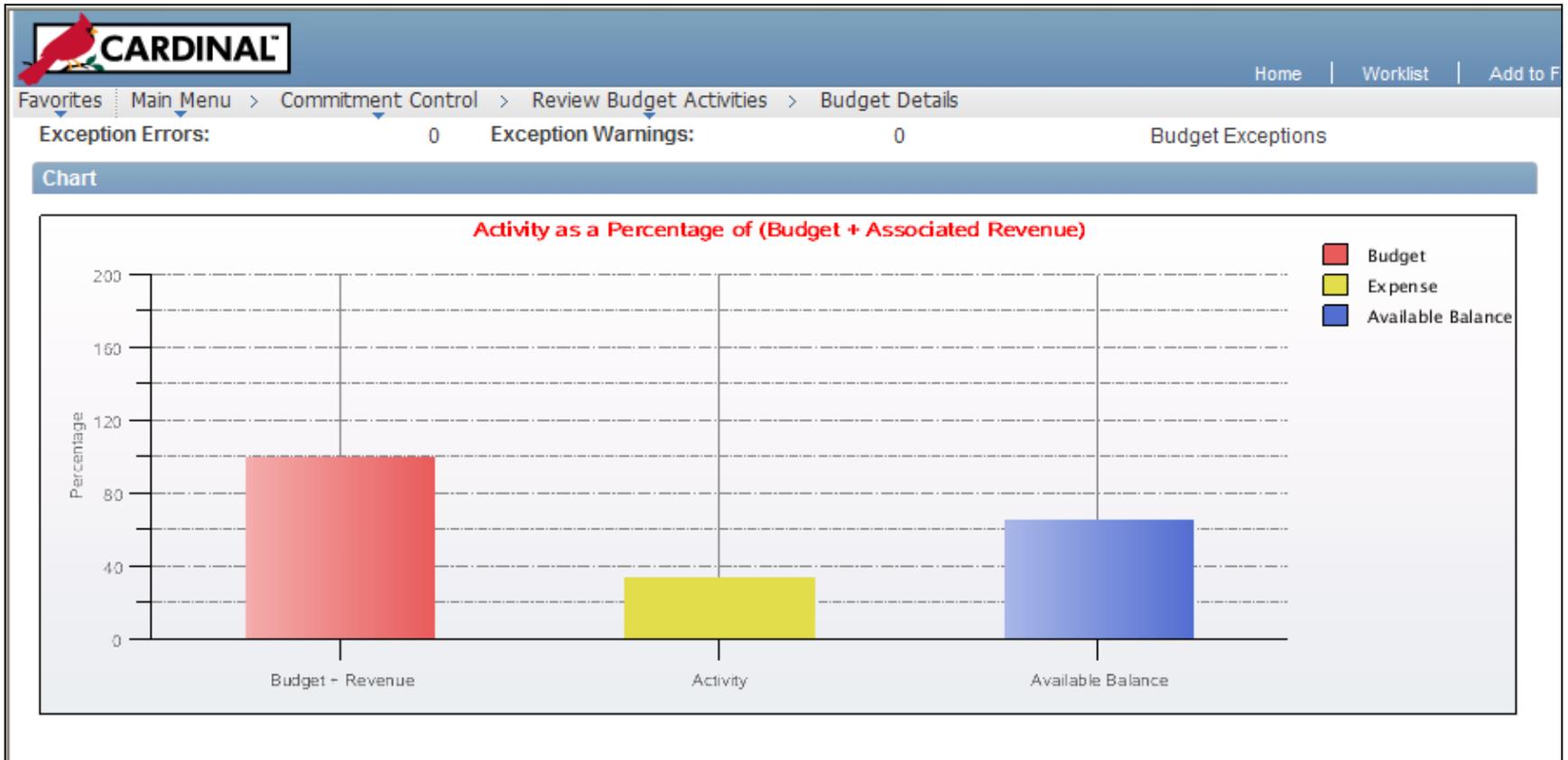
**Budget Exceptions**

Exception Errors:	0	Exception Warnings:	0	<b>Budget Exceptions</b>
-------------------	---	---------------------	---	--------------------------



# Display Chart

Click on the **Display Chart** button. Summary budget ledger data can be presented graphically.





# Budget Exceptions

Click on the **Budget Exceptions** link.

**CARDINAL** Home

Favorites Main Menu > Commitment Control > Review Budget Check Exceptions > Budget Exceptions New Window

## Commitment Control Budget Exceptions

**Budget Type:** CC\_APPROP      CC Appropriation  
**Business Unit:** 15100      VA Department of Accounts  
**Budget Period:** 2012

ChartField	ChartField Value	Description
Account:	5011280	Salaries, Info Techn Employees
Fund:	01000	General Fund
Program:	7240	Fin Sys Development & Mgmt
Department:		
Cost Center:		
Task:		
FIPS:		
Asset:		
Agency Use 1:		
Agency Use 2:		

Customize | Find | First 1-16 of 16 Last



# Budget Overview

The **Budgets Overview** is shown on the following pages.

These pages enable you to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and budget attributes.

Some of these pages are also accessible directly from the **Budgets Overview – Inquiry Results** page.

You must first create a run control to access the **Budgets Overview**. The run control used in this example is named **BUD\_OVER**.

The screenshot displays the CARDINAL web application interface. At the top left is the CARDINAL logo. A breadcrumb navigation bar shows the path: Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview. The main heading is "Budgets Overview". Below this, there are two tabs: "Find an Existing Value" (selected) and "Add a New Value". An "Inquiry Name:" label is followed by a text input field containing "BUD\_OVER". Below the input field is an "Add" button. At the bottom of the page, there are two links: "Find an Existing Value" and "Add a New Value".



# Budget Overview (continued)

The Budget Overview inquiry component provides summarized and detailed information about activity across several budgets.

Use this page to enter your inquiry selection criteria. Click on Search to execute drilldown based on selected ChartField criteria. Results are displayed on the next slide.

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: BUD\_OVER Description:

[Amount Criteria](#)

**Budget Type**

\*Business Unit: 15100 Ledger Group/Set: Ledger Group Ledger Group: CC\_APPROP  
 View Stat Code Budgets CC Appropriation  
 Display Chart

**Time Span**

\*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_APPROP	AN	2012	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria						Budget Status	
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add	<input checked="" type="checkbox"/>	Open
Account	%	%	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>	<input checked="" type="checkbox"/>	Closed
Fund	01000	01000	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>	<input checked="" type="checkbox"/>	Hold
Program	%	%	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>		



# Budget Overview / Budget Inquiry Results

Note: The Budget Inquiry Results displayed below are actually just the top half of the inquiry results. The second half, displayed on the next page, are the detail overview results. In addition, those budget overview results can be further drilled down to budget details; in a sense coming full circle with the Commitment Control Budget Detail data.

Home | Worklist | Add to Favorites  
Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview  
New Window | Help | Customize Page

### Inquiry Results

**Business Unit:** 15100  
**Ledger Group:** CC\_APPROP      CC Appropriation  
**Type of Calendar:** Detail Budget Period  
**Amounts in Base Currency:** USD  
**Revenue Associated:**

[Return to Criteria](#)      **Max Rows:**       [Display Options](#)     

Ledger Totals (6 Rows)

		Net Transfers:
<b>Budget:</b>	53,297,018.00	
<b>Expense:</b>	22,780,036.92	
<b>Encumbrance:</b>	2,088.32	
<b>Pre-Encumbrance:</b>	0.00	
<b>Budget Balance:</b>	30,516,981.08	
<b>Associate Revenue:</b>	0.00	
<b>Available Budget:</b>	30,516,981.08	



# Budget Overview/Budget Inquiry Drilldown Results

Double click on any amount for further journal drilldown. See results of drilldown on Expense **2,880,117,840**.

The screenshot shows the CARDINAL web application interface. At the top left is the CARDINAL logo. The navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar is a breadcrumb trail: Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview. The main content area is titled "Budget Overview Results" and contains a table with columns: Ledger Group, Account, Fund, Project, Program, Budget Period, Budget, Expense, Encumbrance, Pre-Encumbrance, and a final unlabeled column. The table lists six rows of budget data for the year 2012. The second row, corresponding to Program 7240, has an Expense value of 2,880,117,840, which is highlighted with a red box. At the bottom of the table, there are navigation controls including "Return to Criteria" and "\*Notes".

		Ledger Group	Account	Fund	Project	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	
1		CC_APPROP	5099001	01000		6990	2012	<a href="#">1,000,000.000</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	1,000
2		CC_APPROP	5099001	01000		7240	2012	<a href="#">8,456,096.000</a>	<b>2,880,117,840</b>	<a href="#">0.000</a>	<a href="#">0.000</a>	5,571
3		CC_APPROP	5099001	01000		7370	2012	<a href="#">23,720,762.000</a>	<a href="#">8,782,458.720</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	14,913
4		CC_APPROP	5099001	01000		7990	2012	<a href="#">16,093,849.000</a>	<a href="#">11,116,034.110</a>	<a href="#">2,088.320</a>	<a href="#">0.000</a>	4,975
5		CC_APPROP	5099001	01000		8260	2012	<a href="#">2,016,311.000</a>	<a href="#">1,180.250</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	2,016
6		CC_APPROP	5099001	01000	C22222	9980	2012	<a href="#">2,010,000.000</a>	<a href="#">246.000</a>	<a href="#">0.000</a>	<a href="#">0.000</a>	2,010



# Budget Overview / Results of Journal Drilldown on Expense

Budget Overview / Results of Journal Drilldown on Expense **2,880,117,840.**

**CARDINAL**

Home | Worklist | Add to Favorites

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

New Window | Help | Customize Page

**Activity Log**

Ledger: C\_APPROP\_E

Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Program	Project	Budget Period	Year	Period	Foreign Amount
2	Voucher ID:	00000005	N	5099001	01000	7240		2012	2012	12	200.00
1	Voucher ID:	00000036	N	5099001	01000	7240		2012	2012	12	57.00
1	Deposit ID:	5	N	5099001	01000	7240		2012	2012	12	-500.00

**CARDINAL**

Home | Worklist | Add to Favorites

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

New Window | Help | Customize Page

**Activity Log**

Ledger: C\_APPROP\_E

Program	Project	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Monetary Amount	Base Currency	Tran ID	Tran Date
7240		2012	2012	12	200.00	USD	200.00	USD	0000263287	06/20/2012
7240		2012	2012	12	57.00	USD	57.00	USD	0000263330	06/27/2012
7240		2012	2012	12	-500.00	USD	-500.00	USD	0000263318	06/26/2012



# Commitment Control Activity Log

Use the commitment control activity log component when you want to know which budgets the budget-checking transactions updated, as well as the nature of the source transaction lines making up the transactions.

You can navigate to this inquiry through the following path:

**Commitment Control > Review Budget Activities > Activity Log > Commitment Control Activity Log**

Click the **Drill to Activity Log Inquiry** on the **Activity Log Drill Down** page from either the **Budget Overview** or **Budget Detail** pages. When you click the icon, a system generated Activity Log Inquiry, named PS\_AUTO, is created for the specific line.

Line	Ledger Group	Ledger	App Bu	GL Bu	Journal ID	Journal Date	Referenced Budg	Account	Fund	Program	Project
10	CC_APPROP	C_APPROP_B	15100	15100	0000005878	2011-07-01	N	5099001	06090	7110	
11	CC_APPROP	C_APPROP_B	15100	15100	0000005878	2011-07-01	N	5099001	06080	6990	



# Lesson 4: Summary

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In this lesson, you learned:

- Key budget journal reports include: the Commitment Control Budget Status report and the Commitment Control Budget Key Translations report.
- Key budget journal inquiries include: Budget Details, Budget Overview, and Commitment Control Activity Log.



# Lesson 5: Processing Budget Journals Hands-On Practice

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



# Course Summary

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In this course you learned to:

- Describe key budget journal concepts
- Describe the overall budget journal process
- Explain how budget journal processing integrates with other Cardinal modules and interfaces with external systems
- Create manual budget journals in Cardinal
- Explain how to upload a spreadsheet budget journal in Cardinal
- Review Budget Journal Errors
- Correct Budget Journal Errors
- Create and process budget journals in Cardinal
- Describe the key budget journal reports and online inquiries



# Course Evaluation

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# Appendix

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- Key Terms



# Key Terms

**Budget Check:** Budget Checking compares transactions against budget ledgers to ensure that budget combinations are valid and, if a controlling budget, that amounts do not exceed the budget. Transactions may pass, fail or pass with a warning. The budget check process may be run directly online or via a batch process. Typically, once a **Valid** budget check status is achieved, the budget balances are updated depending on the module in which the budget check process occurred.

**Budget journal:** A budget journal establishes or updates budget amounts in Cardinal.

**Budget ledger:** A budget ledger defines the type of budget (i.e. expenditure or revenue) and the type of transaction (i.e. budget, expense, or collected revenue) that will be recorded on the ledger.

**Budget ledger group:** A budget ledger group is a group of budget ledgers that have a common physical structure. Budget ledgers are grouped by budget structures defined by the Commonwealth (e.g., appropriation, allotment, lower level) with a ledger for each type of transaction that will be processed by the structure (e.g., revenue, expenditure). The budget ledger groups are attached to the budget structures. The control ChartField defined for each budget structure tells the Budget Processor which ChartField values are subject to commitment control by the structure.

**Budget Period:** A budget period is used to divide budgets. Budget periods can be defined by creating budget period calendars.

**Budget Keys:** Key ChartFields are required for budget journals and define the ChartFields that are recorded on the commitment control ledgers. Additional ChartFields may be coded on transactions and are posted to the Actuals ledger, but are not posted to the commitment control ledger.



# Key Terms (continued)

**Budget Translation Trees:** Budget translations relate transactions to their proper budget. They also provide a convenient way to budget at a high level while using detail-level ChartFields in transactions.

**Commitment Control:** Commitment control enables the tracking or controlling of expenses against budgets and revenues against estimates.

**Control Options** describe the degree of budgetary control:

- **Default from Higher Level:** Commitment control is set to default from a higher level - either the budget attributes, control ChartField, or control budget definition level.
- **Control:** Transactions that cause budget exceptions generate errors .
- **Tracking w/ Budget** (tracking with budget): Tracking w/ Budget tracks transaction amounts against a budget, but does not issue error exceptions for amounts. However, an error exception will occur if there is no corresponding budget row. Transaction amounts will pass if a budget row exists, even for a zero amount, but issue warnings for exceptions.
- **Track w/o Budget** (tracking without budget): Tracking w/o Budget tracks transactions even if there is no budget set up. If a budget row exists and there are exceptions, Cardinal will issue warnings.
- **Control Initial Document:** Transactions are stopped and error messages issued only if budget constraints would be exceeded when the initial document is processed. Transactions that pass budget checking on the initial document, such as a purchase requisition, are automatically passed on all subsequent related documents, such as a purchase order or payment voucher related to that purchase requisition, even if budget constraints are exceeded at the time they are processed. However, if the ChartFields are changed in subsequent documents from those values in the initial document, the transaction can fail if the ChartField combination does not exist as a budget.



# Key Terms (continued)

**Parent/child budgets:** In commitment control, you can build a hierarchy between budget definitions. A parent budget has one or more child budgets. The budget amounts for all child budgets together represent the amount in their parent's budget. For example, if you have an appropriation budget that is a parent to multiple organization budgets, you set up an appropriation budget definition as a parent to the organization budget definition.

**Posting:** Posting is the final step in the budget journal entry process. When a budget journal is free of errors, it can be posted to the budget ledger. Cardinal does not require balanced budget journal entries, therefore offsetting entries are not generated upon posting.

**Ruleset:** A ruleset defines a group of ChartField values that share common budgetary attributes such as keys, calendars, and translation trees. Rulesets are used to allow different kinds of budgetary structures to be housed in the same commitment control ledger group. A commitment control budget definition must have at least one default ruleset but may have many rulesets defined based on the requirements for budget accounts. A ruleset ChartField is the ChartField that the budget process considers when determining if a given transaction line is subject to the rules associated with the budget definition. Some organizations require that a budget definition include more than one set of the following:

- Key ChartFields required for budget journals and source transactions
- Translation tree and level at which you budget for the key ChartFields
- Budget period calendar, which specifies valid budget periods

For example, you can budget at a higher translation level for a few of the budgets in your budget definition. You can also have some budgets in a budget definition that require an additional key ChartField, such as program ID or project ID, for tracking purposes.

**Spreadsheet Budget Journal Import:** You can enter journals offline using Microsoft Excel and then import the journals into Cardinal.