



# **GL336: General Ledger Maintenance**

*Instructor Led Training*



# Welcome

---

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 tasks that support General Ledger processing 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.

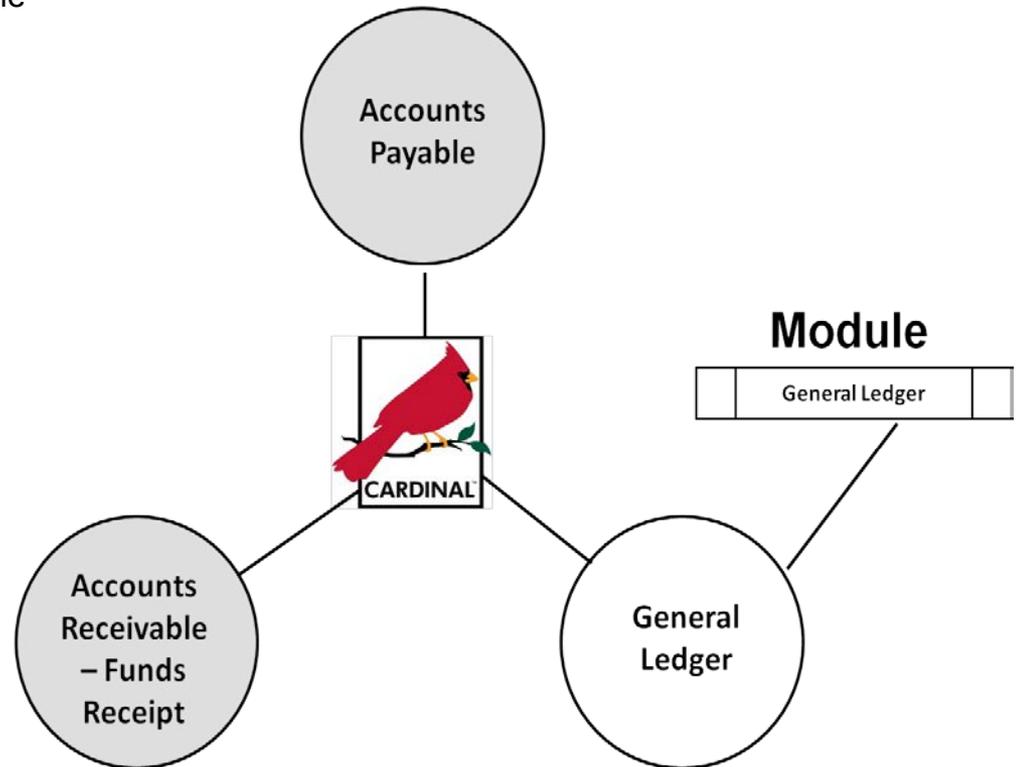


# Introduction

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 General Ledger maintenance concepts
- Describe the overall General Ledger maintenance process
- Explain how General Ledger maintenance integrates with other Cardinal modules and interfaces with external systems
- Add or update Chart of Account values, and their associated attributes
- Create and update SpeedTypes and SpeedCharts
- Understand Tree Structures
- Understand Combination Edits
- Understand budget structures
- Amend the Journal Entry Template
- Describe key reports, queries, and online inquiries



# Agenda

---

Today, we will cover the following topics:

- Lesson 1: General Ledger Maintenance Overview
- Lesson 2: ChartField Maintenance
- Lesson 3: General Ledger Setup
- Lesson 4: Reports, Queries, and Online Inquiries



# Lesson 1: General Ledger Maintenance Overview

---

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

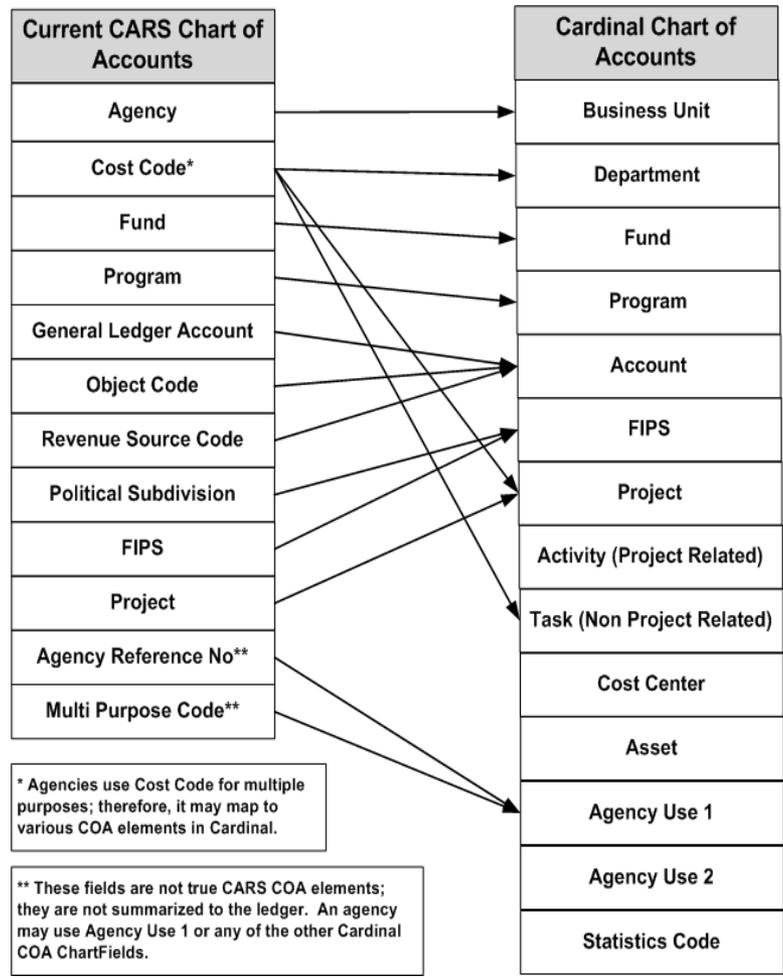
- Key Concepts
- General Ledger Maintenance Process
- Integration and Interfaces



# Key Concepts

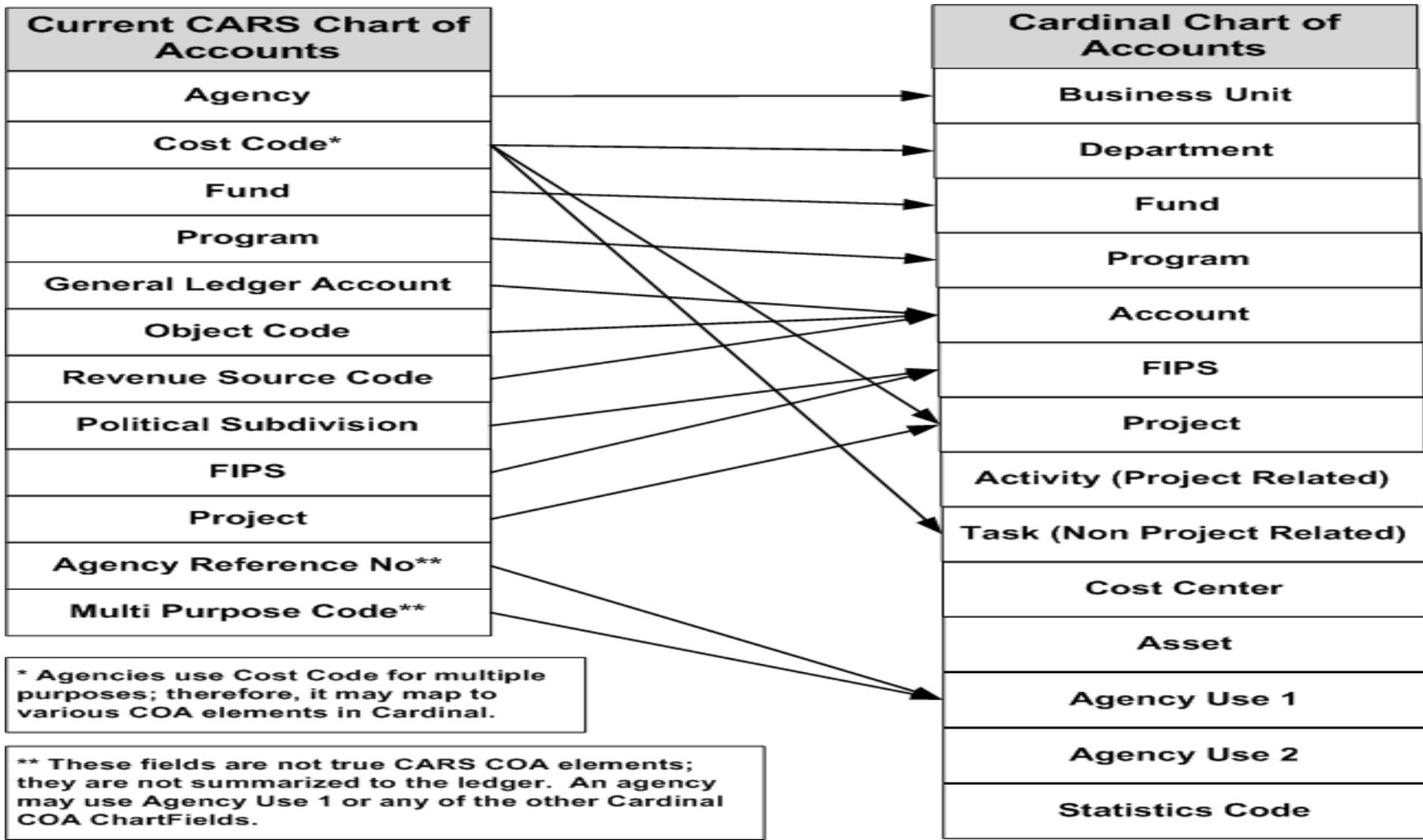
Some key concepts in General Ledger Maintenance include:

- The Chart of Accounts (COA) structure and values, maintained in General Ledger, aid in recording and reporting of accounting information.
- For centrally owned COA fields, each agency works closely with the Department of Accounts (DOA) and the Department of Planning and Budget (DBP) to ensure values are in alignment with the enterprise application.





# CARS Chart of Accounts to Cardinal Chart of Accounts





# Key Concepts (continued)

Other key concepts in General Ledger maintenance include:

- Tree structures are maintained in General Ledger.
- SpeedTypes are maintained in the General Ledger module and SpeedCharts are maintained in the Accounts Payable module.
- Various types of reports use reporting trees to roll up values to desired data levels. Trees are validated when COA values are created or modified, using tree audit functionality. The tree audit process compares the value table with the associated tree and identifies missing values. The COA maintenance resource has this tool available when reviewing trees.



# Cardinal System Setup and ChartFields

---

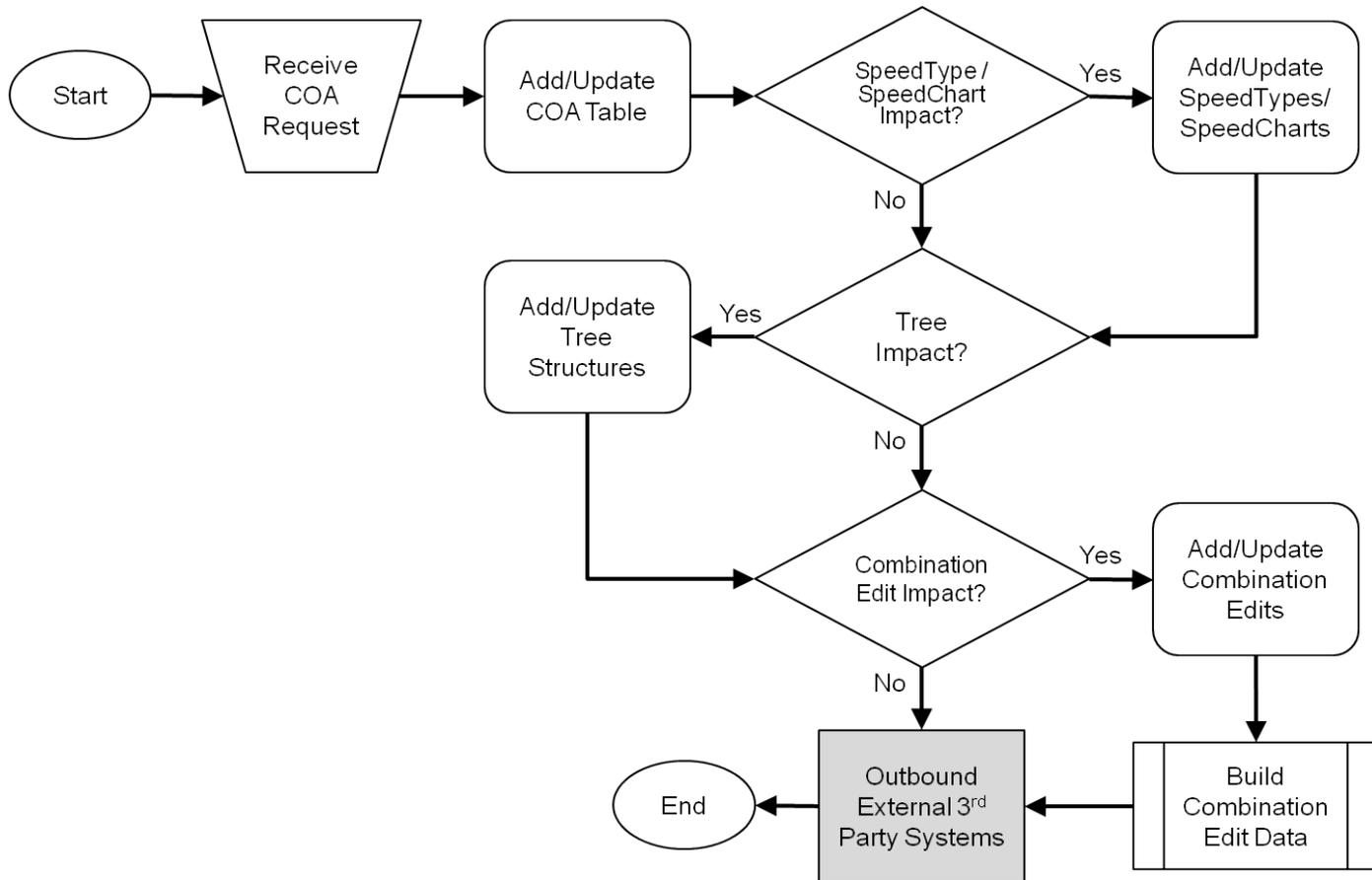
One of the main processes in General Ledger is Cardinal System Setup and ChartFields

The Cardinal System Setup and ChartFields process establishes some of the key data used to support General Ledger processing in Cardinal.



# Cardinal System Setup and ChartFields (continued)

During the Cardinal Setup and ChartFields process, fields that store the Chart of Accounts (COA) and provide Cardinal with the basic structure for transactional and budget data are added, updated and maintained. ChartFields are the key component in defining the accounting distribution.

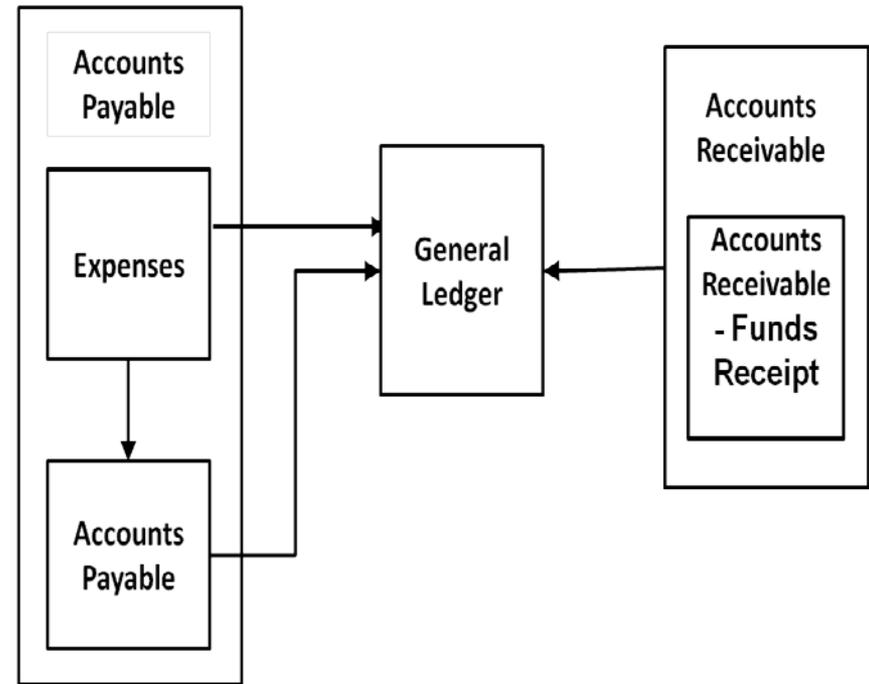




# Integration with Commitment Control

Each Cardinal module feeds financial data to General Ledger. Various modules use Commitment Control, which resides in General Ledger, for budget check.

When a document passes budget check, it is marked with a **Valid** status and processing continues. If there are errors, further processing is suspended until the error is corrected.

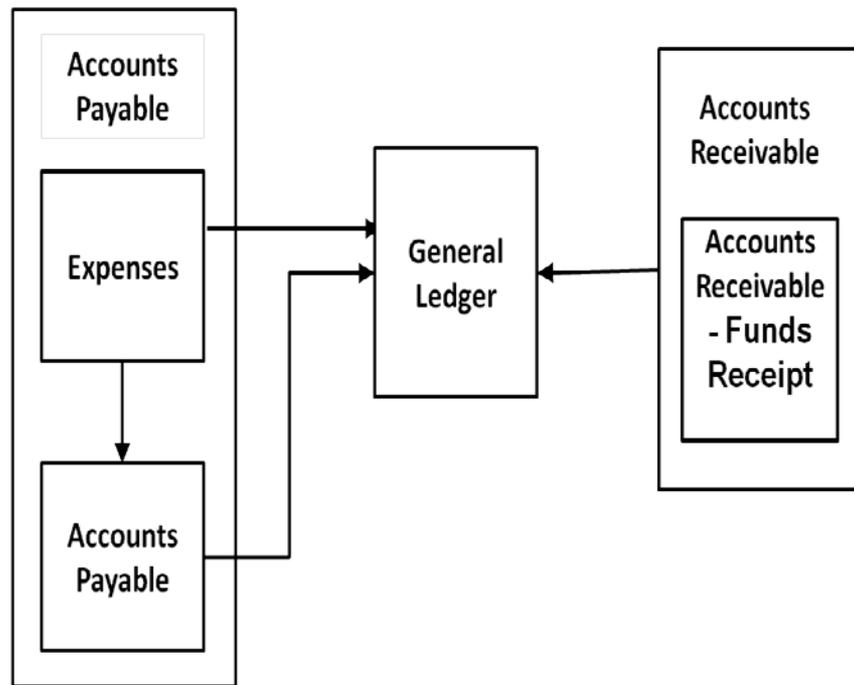




# Integration with Accounts Payable and Expenses

General Ledger maintenance integrates with Accounts Payable in many different ways, including the following:

- Accounts Payable and Expense transactions are edit checked using General Ledger combination edits and budget checked against Commitment Control.
- The Accounts Payable and Expenses modules create accounting entries that are journal generated to General Ledger for posting to the appropriate ledgers.

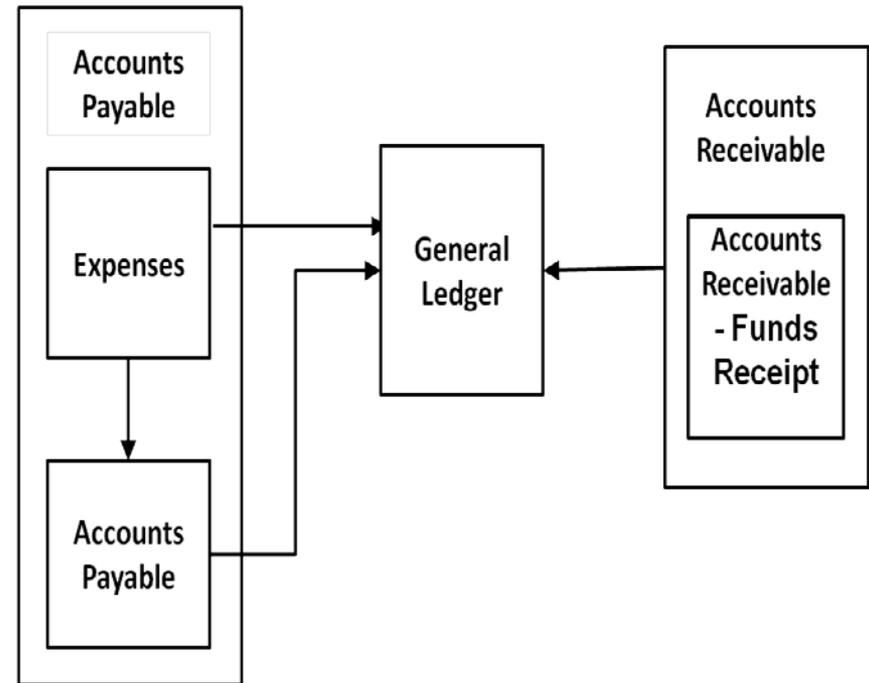




# Integration with Accounts Receivable

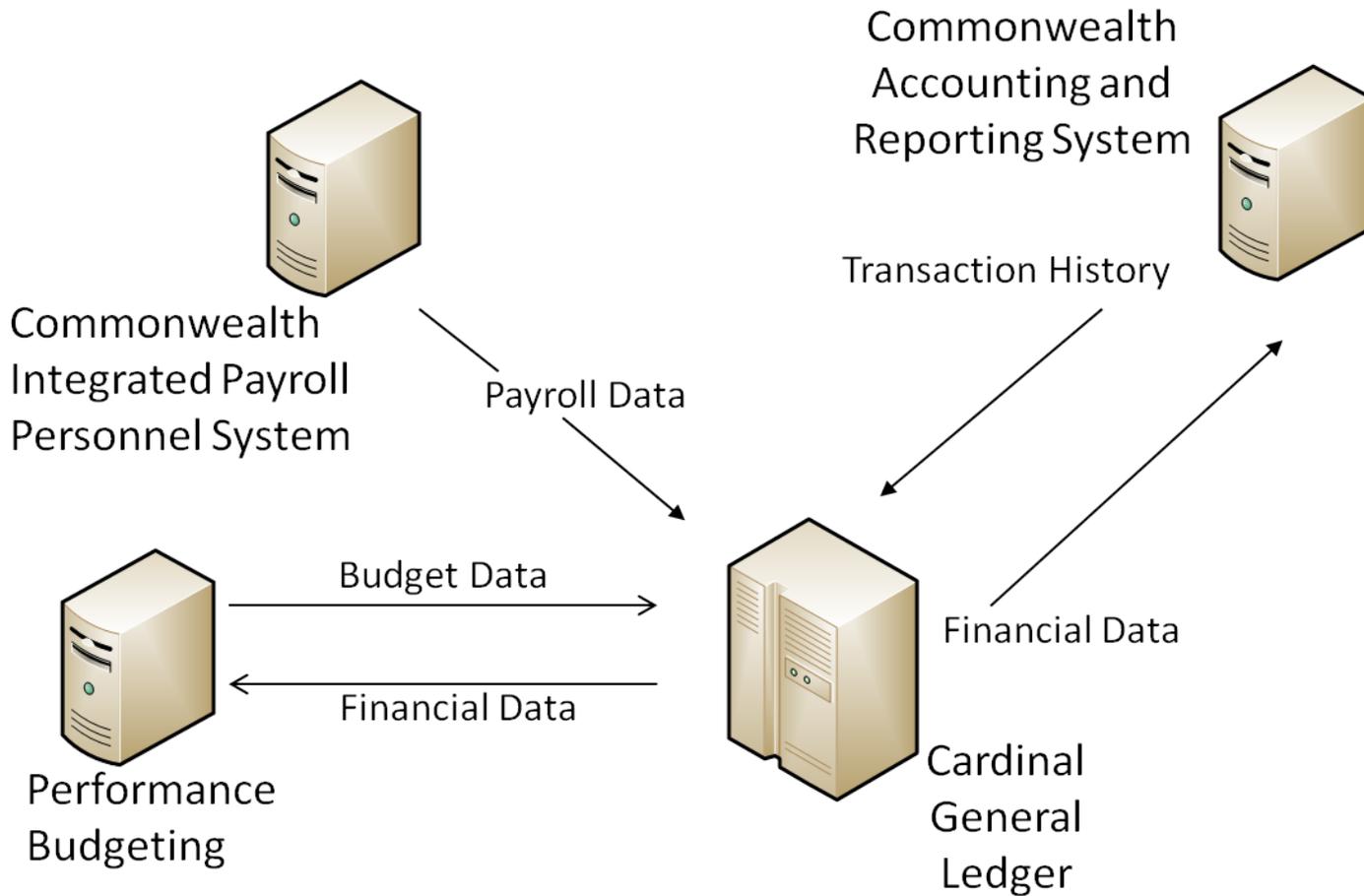
General Ledger maintenance integrates with Accounts Receivable in many different ways, including the following:

- Accounts Receivable transactions are edit checked using General Ledger combination edits and budget checked against Commitment Control.
- The Accounts Receivable module creates accounting entries that are journal generated to General Ledger for posting to the appropriate ledgers.





# Integration and Interfaces





# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

## Concepts

What agency is responsible for maintaining centrally owned COA fields? \_\_\_\_\_

In what Cardinal module are SpeedTypes maintained? \_\_\_\_\_

## Integration / Interfaces

What modules create accounting entries that are journal generated to GL? \_\_\_\_\_

What system send budget data to Cardinal? \_\_\_\_\_



# Lesson 1: Summary

In this lesson, you learned:

- For centrally owned COA fields, each agency works closely with the Department of Accounts (DOA) and the Department of Planning and Budget (DBP) to ensure values are in alignment with future enterprise application.
- In Cardinal the Financial application has tree structures that require maintenance.
- In Cardinal SpeedTypes are maintained in the General Ledger functional area and SpeedCharts are maintained in the Accounts Payable functional area.
- One of the main processes in General Ledger is Cardinal Setup and ChartFields.
- Each Cardinal module feeds financial data that becomes journals to General Ledger. Various modules use Commitment Control, which resides in General Ledger, for budget check.
- When a document passes budget check, it is marked with a **Valid** status and processing continues. If there are errors, further processing is suspended until errors are corrected.



# Lesson 2: ChartField Maintenance

---

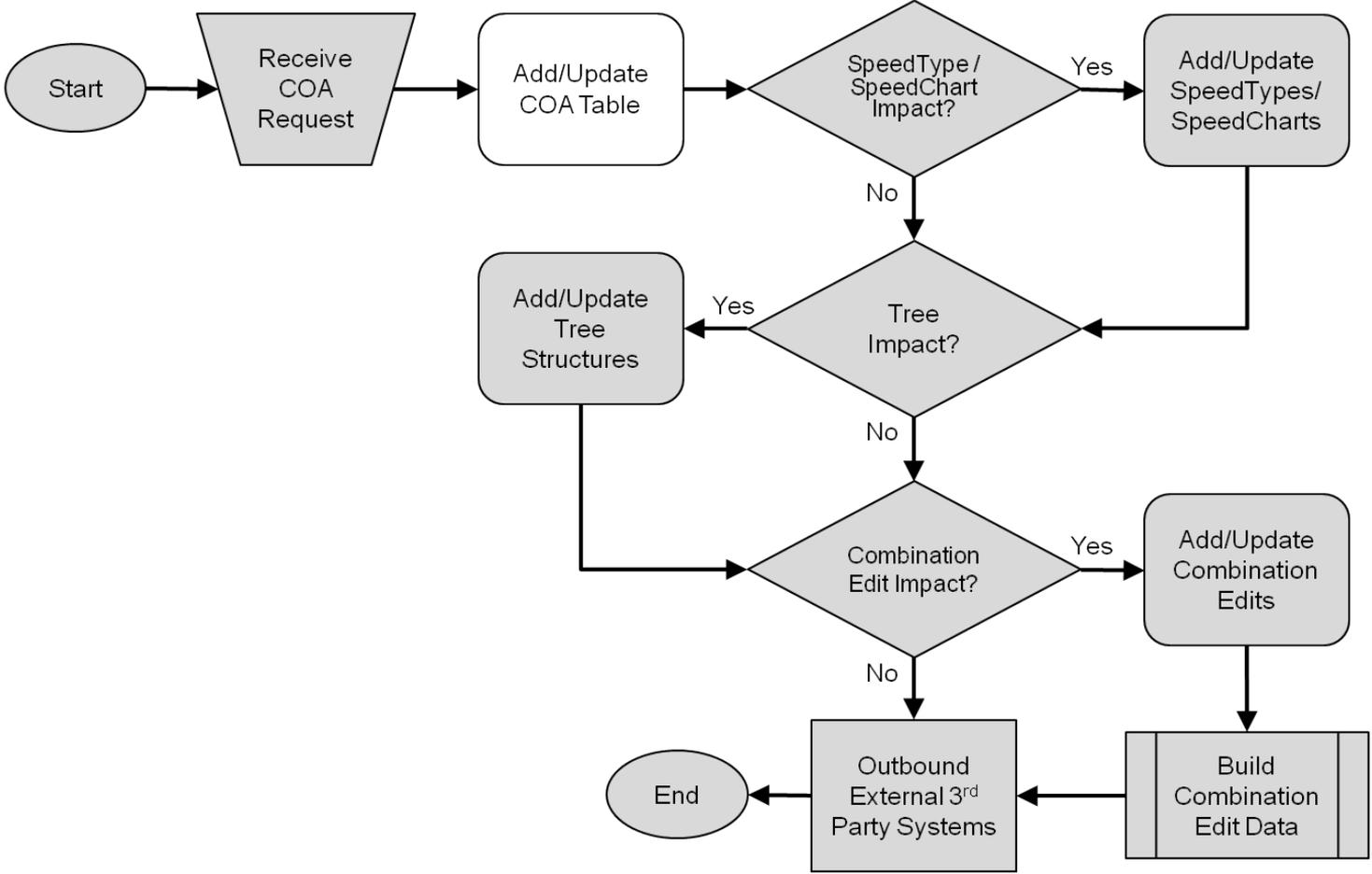
In this lesson, you will learn about the following topics:

- Adding or updating Chart of Account values and their associated attributes
- Creating and updating SpeedTypes and SpeedCharts
- Understanding and maintaining tree structures
- Understanding and defining combination edits



# Maintaining COA values

In this lesson we will discuss each step in the Cardinal Setup and ChartFields process. This topic focuses on maintaining COA values.





# ChartFields

ChartField values can be defined either as specific values or as a range of values using trees. ChartFields are added and maintained by SetID and associated with a Business Unit.

The default ChartFields in Cardinal are shown below:

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Configure > Standard Configuration

### Standard ChartField Configuration

List of Chartfields Customize | Find | 21 | First 1-21 of 21 Last

Status	Order	Field Long Name	Field Short Name		Display Length	Affiliate Type	IntraUnit Related ChartField
<input type="checkbox"/> Active ChartField	1	Account	Account	<a href="#">Relabel</a>	10		
<input type="checkbox"/> Active ChartField	2	Fund	Fund	<a href="#">Relabel</a>	5		
<input type="checkbox"/> Active ChartField	3	Program	Program		10		
<input type="checkbox"/> Active ChartField	4	Department	Department	<a href="#">Relabel</a>	10		
<input type="checkbox"/> Active ChartField	5	Cost Center	Cost Center	<a href="#">Relabel</a>	10		
<input type="checkbox"/> Active ChartField	6	Task	Task	<a href="#">Relabel</a>	6		
<input type="checkbox"/> Active ChartField	7	FIPS	FIPS		5		
<input type="checkbox"/> Active ChartField	8	Asset	Asset	<a href="#">Relabel</a>	8		
<input type="checkbox"/> Active ChartField	9	Agency Use 1	Agency Use 1		10		
<input type="checkbox"/> Active ChartField	10	Agency Use 2	Agency Use 2	<a href="#">Relabel</a>	8		
<input type="checkbox"/> Active ChartField	11	PC Business Unit	PC Bus Unit	<a href="#">Relabel</a>	5		
<input type="checkbox"/> Active ChartField	12	Project	Project	<a href="#">Relabel</a>	10		



# ChartField Maintenance

ChartField maintenance allows correct reporting and budgetary control on all transactions within the financial system. Maintenance includes the updating of chart of account values and attributes, budget structures, reporting trees, SpeedTypes, SpeedCharts and editing combinations.

Each ChartField has its own attributes for maximum efficiency and flexibility in recording, reporting, and analyzing its intended category of data.



# ChartField History

The **Effective Date** and **Status** fields maintain a complete history of ChartField changes and additions to provide a complete audit trail.

The screenshot shows the 'ChartField Values' configuration page in the CARDINAL system. The breadcrumb trail is: Home > Worklist > Add to Favorites > Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The page title is 'Account | Map to Alternate Account'. The SetID is 'STATE' and the Account is '101001'. The 'Effective Date' field is set to '01/01/1901' and the '\*Status' is 'Active'. The description is 'Cash Not With Treasurer'. The 'Save' button is highlighted with a red box. The '+' and '-' buttons in the top right of the form area are also highlighted with a red box.



# Updating a ChartField Value

When you receive a request to update a ChartField value, follow the steps below:

- Navigate to: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values.**
- Click on the type of ChartField value you would like to update.
- In the **Find an Existing Value** tab, enter your **SetID** and search criteria.
- Click the **Search** button.
- Click on the ChartField value you are updating.
- Click on the **Add a new row (+)** button to add a new effective dated row for this value. Enter a new effective date for this row.
- Update the ChartField attributes as necessary.
- Select the appropriate **Active** or **Inactive** status from the **Status** menu.

Click the **Save** button.

The screenshot displays the 'ChartField Values' screen in the CARDINAL software. The interface includes a navigation menu at the top with options like 'Home', 'Worklist', and 'Add to Favorites'. The main content area shows the 'Effective Date' tab, where the 'Effective Date' field is set to '01/01/1901' and the 'Status' is set to 'Active'. The 'Attributes' button is also visible. The 'Add a new row (+)' button is highlighted in the top right corner. The 'Save' button is highlighted in the bottom left corner. The form includes various fields for description, short description, monetary account type, balance sheet indicator, VAT account flag, and performance measurement options.



# Updating a ChartField Value (continued)

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

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

New Window | Help | Customize Page

Account | Map to Alternate Account

SetID: STATE Account: 101001

Effective Date Find | View All First 1 of 1 Last

**\*Effective Date:** 01/01/1901 **\*Status:** Active **Attributes** + -

**\*Description:** Cash Not With Treasurer  Control Account  Commitment Control Override

**\*Short Description:** Cash Nt Tr  Budgetary Only

Statistical Account UOM:

**Monetary Account Type:** Asset  Book Code:

**Balance Sheet Indicator:**   Allow Book Code Override

**\*VAT Account Flag:** Non-VAT Related  Physical Nature:

OpenItem Account  Reconcile on Base Amount VAT Default

**Edit Record:**

**Prompt Table:**

**Reconcile Tolerance:**

**Edit Field:**

**Description of OpenItem:**

**Reconcile Currency:**

**Performance Measurement**

General Ledger Account  Performance Measurement Acct  ABM Account

**Save** **Return to Search** **Notify** **Add** **Update/Display** **Include History** **Correct History**

Account | Map to Alternate Account



# Adding a ChartField Value

To add a ChartField value:

- Navigate to: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values.**
- Click on the type of ChartField value you are adding.
- Click on the **Add a New Value** tab. Enter your **SetID** and ChartField value and click the **Add** button.
- Enter the necessary data, such as description, short description, etc.
- Add the ChartField attributes as necessary.
- If this is a budgetary only value, select the **Budgetary Only** checkbox. If you select this checkbox, the value will not be available for recording actual transactional entries. Please note that budgetary only functionality is available for all fully configurable ChartFields.
- Select the appropriate **Active** or **Inactive** status from the **Status** menu.

Click the **Save** button.

The screenshot shows the 'ChartField Values' configuration screen in the CARDINAL system. The breadcrumb trail is: Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The 'Account' is 'STATE' and '101001'. The 'Effective Date' is '01/01/1901' and the '\*Status' is 'Active'. The '\*Description' is 'Cash Not With Treasurer' and the '\*Short Description' is 'Cash NT Tr'. The 'Monetary Account Type' is 'Asset'. The 'Balance Sheet Indicator' is empty. The '\*VAT Account Flag' is 'Non-VAT Related'. The 'OpenItem Account' and 'Reconcile on Base Amount' checkboxes are unchecked. The 'Edit Record', 'Prompt Table', and 'Reconcile Tolerance' fields are empty. The 'Performance Measurement' section has 'General Ledger Account', 'Performance Measurement Acct', and 'ABM Account' checkboxes, all of which are unchecked. The 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.



# Creating a ChartField Attribute and Attaching to a ChartField

Generic ChartField attributes are optional features that support such things as reporting and payment processing. The **ChartField Attribute** page is used to create ChartField attributes.

After you attach an attribute value to a ChartField value, it cannot be deleted using the **ChartField Attribute** page. However, using the **ChartField Value Attribute Configuration** page, you can delete any attribute value.

Attributes share the effective dating of the ChartField values to which they are attached.



# Step 1: Creating Generic ChartField Attributes

To create a generic ChartField attribute, use the following steps:

- Navigate to the **ChartField Attributes** page: **Main Menu > Set Up Financial/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes**.
- Click the **Add a New Value** tab. Enter your SetID in the **SetID** field (use **STATE** for statewide values). Enter any applicable ChartField in **Field Name** for which attribute functionality is available (such as ACCOUNT, DEPTID, etc.).
- The **ChartField Attribute** field is a user-defined field in which you name the attribute. Enter information in this field as appropriate. When all information on the page is entered, click the **Add** button.

In this example, we are adding **DOA CostCD** as an attribute to the **DEPTID** ChartField value.

The screenshot displays the CARDINAL software interface for configuring ChartField attributes. The breadcrumb navigation at the top reads: Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes. The page title is "Chartfield Attributes". There are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. The form contains the following fields:

- SetID:** 15100
- Field Name:** DEPTID
- ChartField Attribute:** DOA CostCD

An "Add" button is located below the fields. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".



# Step 1 - Creating a Generic ChartField Attribute (continued)

- On the **ChartField Attribute** page, enter a description for the attribute.
- Select the **Allow Multiple Values per Attr** checkbox if you want to allow multiple values of the same attribute to be attached to a ChartField value. If you do not select this checkbox, only one attribute value can be attached to a ChartField value.
- You can define values in the **ChartField Attribute Values** grid. Use the **+** button to add attribute values. In this example, we would like to add **Cost Codes 602, 911, and 912** as new ChartField attribute values.
- When all information is entered, click the **Save** button.

The screenshot shows the 'ChartField Attribute' configuration page in the CARDINAL system. The breadcrumb trail is: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes.

**ChartField Attribute**

SetID: 15100      Field Name: DEPTID      Attribute: DOA COSTCD

Description: DOA Cost Code

Allow Multiple Values per Attr

*ChartField Attribute Value	Description		
602	Cost Code 602	+	-
911	Cost Code 911	+	-
912	Cost Code 912	+	-

Buttons: Save, Return to Search, Notify, Add, Update/Display



# Step 2 – Attaching a ChartField Attribute to a ChartField

After defining your ChartField attribute, you need to attach it to a ChartField.

You can navigate to this page through the following path:

**Main Menu > Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values**

Then click the **Attributes** link from the applicable **ChartField Values** page.





# Step 2 – Attaching a ChartField Attribute to a ChartField (continued)

In this example, we are adding the **DOA CostCD** attribute with a **602** attribute value to the **DEPTID** ChartField value. Use the following steps:

- Click **Department** on the **ChartField Values** page to get to the **Department** page.
- The **Department** page has two tabs and defaults to the **Find an Existing Value** tab.
- Enter your **SetID** in the **SetID** field. Enter the relevant **Department ID** in the **Department** field. Click the **Search** button.

The screenshot shows the CARDINAL web application interface. At the top, there is a navigation breadcrumb: **Favorites** | **Main Menu** > **Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Define Values** > **ChartField Values**. On the right side of the breadcrumb, there are links for **Home** and **Worklist**. Below the breadcrumb, there is a **New** button with a plus icon. The main heading is **Department**. Below the heading, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: **Find an Existing Value** (selected) and **Add a New Value**. Below the tabs, there is a text input field for "Maximum number of rows to return (up to 300):" with the value "300". There are three search criteria fields: **SetID:** with a dropdown menu set to "=" and a text input field containing "5100"; **Department:** with a dropdown menu set to "begins with" and an empty text input field; and **Description:** with a dropdown menu set to "begins with" and an empty text input field. Below these fields are two checkboxes:  **Include History** and  **Case Sensitive**. At the bottom, there are four buttons: **Search**, **Clear**, [Basic Search](#), and [Save Search Criteria](#). At the very bottom of the page, there are two links: [Find an Existing Value](#) and [Add a New Value](#).



# Step 2 – Attaching a ChartField Attribute to a ChartField (continued)

- On the **Department** page, click the **Attributes** link.

**CARDINAL**

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

## Department

SetID: 15100      Department: 60200

Effective Date Find | View All First 1 of 1 Last

*Effective Date:	01/01/1901	<a href="#">Attributes</a>	<a href="#">Long Description</a>
*Status:	Active	<input type="checkbox"/> Budgetary Only	
*Description:	Commonwealth Health Research		
*Short Description:	CHRB		
Manager ID:		Manager Name:	
*Company:	COV	*Location Code	1510
		*Location SetID	15100



# Step 2 – Attaching a ChartField Attribute to a ChartField (continued)

- Use this page to select one or more of the ChartField attribute and attribute value combinations that apply to a specific ChartField value.
- Click the magnifying glass next to the **ChartField Attribute** field and select the **DOA CostCD** attribute.
- Click the magnifying glass next to the **ChartField Attribute Value** and select the relevant attribute value. In this example, we selected **602**.
- Then click the **OK** button.
- This takes you back to the **Department** page. Click the **Save** button on the **Department** page.

**Chartfield Attributes**

SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description
15100	60200	01/01/1901	DEPTID	DOA COSTCD	602	Cost Code 602



# Step 2 – Attaching a ChartField Attribute to a ChartField (continued)

**CARDINAL** Home

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values New Window

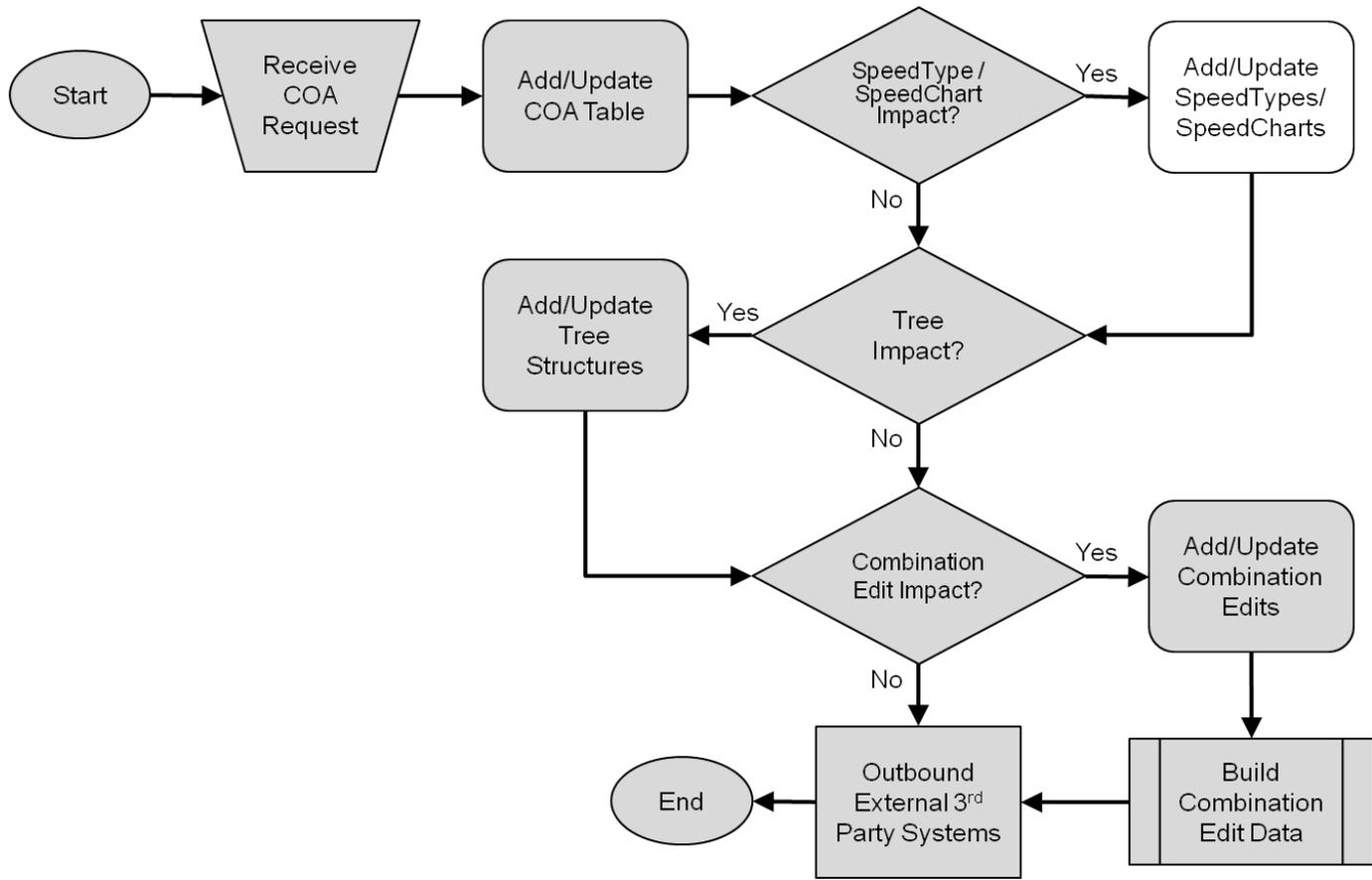
### Chartfield Attributes

ChartField Attribute Values							Customize	Find	View All	First	1 of 1	Last
SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description						
15100	60200	01/01/1901	DEPTID	DOA COSTCD	602	Cost Code 602						+ -



# Creating and Updating SpeedTypes and SpeedCharts

The second step in ChartField set up and maintenance relates to maintaining SpeedTypes and SpeedCharts.





# SpeedTypes and SpeedCharts

SpeedTypes and SpeedCharts consist of a pre-determined COA value strings (such as fund, program, department), which populate the accounting distribution lines when entered on a transaction. They provide the ability to define codes for frequently used ChartField combinations. When a SpeedType is entered, users still have the ability to add additional COA values on the associated distribution line.

SpeedTypes can be used in expenses transactions, General Ledger journal entries, Accounts Receivable direct journals and Commitment Control budget journal entries.

SpeedCharts provide similar functionality for Accounts Payable, except that multiple accounting distributions can be configured for an individual SpeedChart.

Please note that if you create a SpeedType, you will have to create a SpeedChart as well, and vice versa.



# Example: Creating a SpeedType

Example: Create a SpeedType for **Department 94100**, **Fund 01000**, and **Program 737002** :

- Navigate to: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes**
- Click the **Add a New Value** tab and enter your **SetID** and SpeedType. If you enter a User ID, this User ID will have sole access to the SpeedType. You need to leave this field blank, as all SpeedTypes are universally accessible.
- Click the **Add** button.
- This takes you to the **SpeedType** page. Enter a description, select **Department 94100**, **Fund 01000**, and **Program 737002**.
- Click the **Save** button.



# Example: Creating a SpeedType

**CARDINAL** Home | Work

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

New Window ?

## SpeedType

SetID: 15100   Publish Data

SpeedType Key: 94100

Type of SpeedType: Universal (All Users)

Description: Internal Audit

Account:  

Fund:   General Fund

Program:   Disbursements Review

Department:   Internal Audit

Cost Center:  

Task:  

FIPS:  

Asset:  

Agency Use 1:  

Agency Use 2:  

PC Business Unit:  

Project:  



# Example: Creating a SpeedChart

Example: Create a SpeedChart to be used for vouchers in the Accounts Payable module for **Department 91100, Fund 01000** and **Program 799001**:

- Navigate to: **Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart.**
- Click the **Add a New Value** tab.
- Enter your **SetID** and **SpeedChart**. SpeedCharts are universally accessible at COVA so leave the **User ID** field blank.
- Enter an effective date.
- Click the **Add** button.

SpeedChart

Find an Existing Value | Add a New Value

SetID: 15100

SpeedChart Key:

User ID:

Primary Permission List:

Effective Date: 06/27/2012

Add

Find an Existing Value | Add a New Value



# Example: Creating a SpeedChart (continued)

On the **SpeedChart** page:

- **Total Percent** indicates the total of the proration percentages that you selected for the SpeedChart lines.
- Enter a description for your **SpeedChart**.
- Cardinal only uses **Universal**, so please select this option. The **Security Option** section defines security settings for the SpeedChart you are creating. (The **Universal** option allows all users access to the SpeedChart. The **One User** option allows access to the one user you can set up on this page. The **One Permission** option selects a permission level that users need to have to access the designated SpeedChart.)
- For the **Universal** option, you must enter at least one ChartField distribution.
- In the **Definition** section, there are two distribution options. The **Enter Percentages** option distributes cost by a percentage of the total amount. When you select this option, enter a proration percent for each SpeedChart line. The **Enter Weights** option distributes cost by item unit of measurement weight. When you select this option, enter a proration weight value for each SpeedChart line. Select a unit of measurement (**UOM**) for distributing cost by weight.
- In the **Speed Charts** section, select **Department 91100**, **Fund 01000**, and **Program 799001**.
- Click the **Save** button.



# Example: Creating a SpeedChart (continued)

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

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

New Window | Help | Customize Page | http

### SpeedChart

SetID: 15100    SpeedChart: 91100    Eff Date: 01/01/1901    \*Status: Active

Description: Comptroller

**Security Option**

- Universal (All Users)
- One User
- One Permission

**Definition**

- Enter Percentages
- Enter Weights

UOM:

Total Percent: 100.00

Description: Comptroller Gen Mgmt & Dir

**Speed Charts**

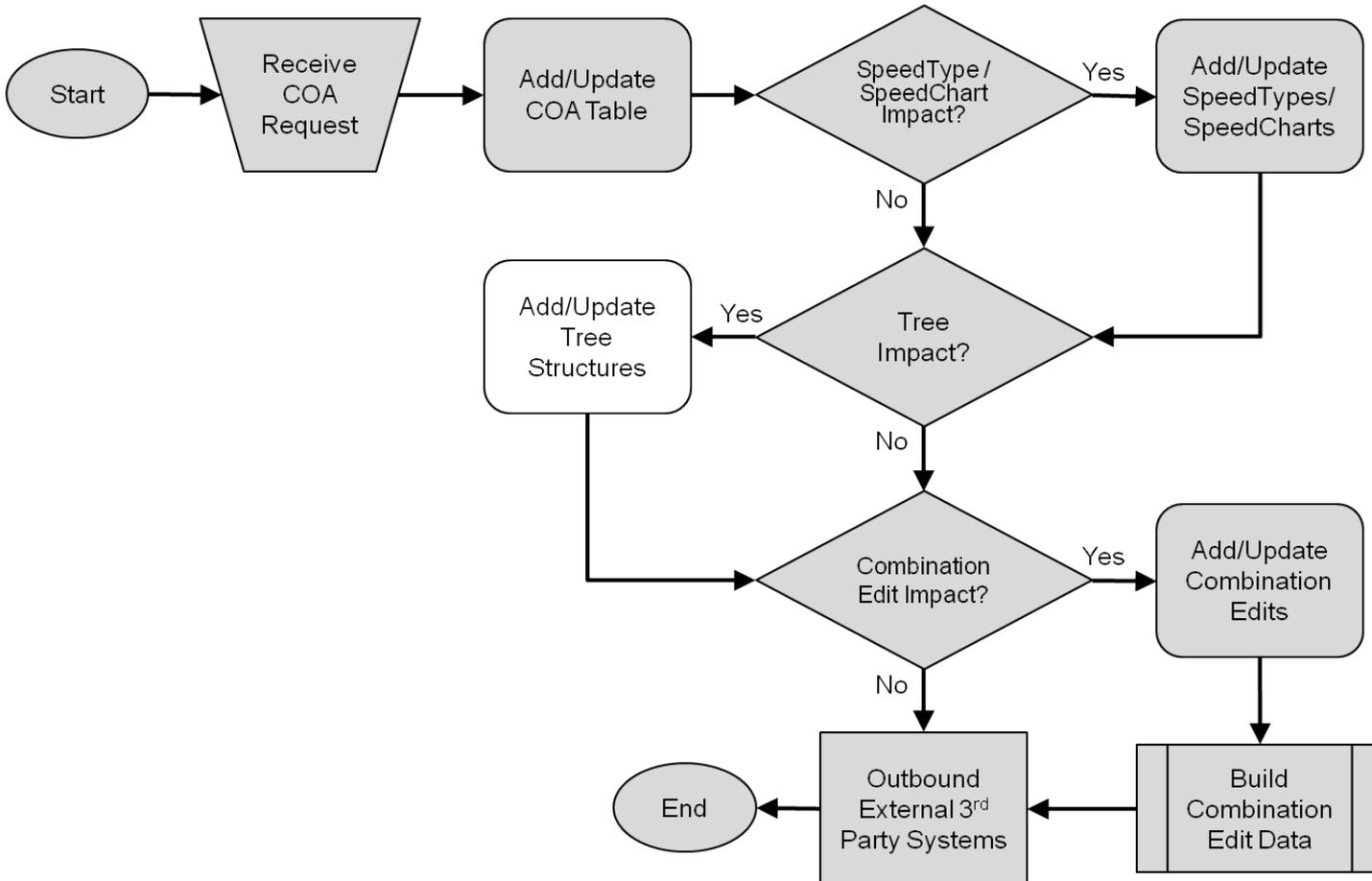
	Percent	Weight	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Age
1	100.00	0.00000	<input type="text"/>	<input type="text"/>	01000	799001	91100	<input type="text"/>				

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History



# Understanding and Maintaining Tree Structures

The third step in ChartField set up and maintenance relates to maintaining tree structures.





# Understanding Tree Types

A tree is the graphical hierarchy in Cardinal that displays the relationship between all accounting units (for example, departments, reporting groups, account numbers) and determines roll-up hierarchies. In trees, roll ups total sums based on information hierarchies.

Trees are built from the highest level of the hierarchy (root node) to the lowest level of the hierarchy (leaves). Every tree is based upon a structure. The structure defines the links between your tree and the underlying tables to which it refers.

There are two main kinds of tree structures:

1. Detail tree structures

There are three types of detail trees:

- Summer tree
- Winter tree
- Spring tree

2. Summary tree structures

Summary trees are not used in Cardinal.



# Summer Trees

Favorites | Main Menu > Tree Manager > Tree Viewer

Tree Name: FUND\_CAFR Fund CAFR Tree

[Close](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#) Find First Page 60 of 380 Last Page

- CAF~~R~~\_FUNDS - CAF~~R~~ FUNDS
- GOVERNMENTAL - Governmental
  - GENERAL - General
    - [01000] - General Fund
      - SR\_COMM\_TRANSPORT - Sr Comm Transport
        - SR\_VDOT - SR VA Dept of Transportation
          - HMO - Hwy Maintenance & Operating
            - [04000] - Commonwealth Transportation
            - [04100] - Hwy Maintenance & Operating Fd
          - TRAN\_FED - Federal
            - [04010] - Highway Federal
          - CONSTRUCTN - Construction
            - [04710] - Transportation Trust Fund
            - [04720] - Highway Construction Fund
          - PRIORITY - Priority Transportation Fund
            - [04730] - Priority Transportation Fund
          - TOLL - Toll Facilities Revolving
            - [04760] - Toll Facilities Revolving Fund
            - [04766 - 04769]
          - ROUTE\_58 - Route 58
            - [07580 - 07581]

Root Node

Node

Sub-nodes

Sample Detail Values/Leaves

A summer tree uses the PS\_TREE\_NODE table for nodes and a detail value table for leaves.

The tree displayed on this slide is a detail tree, with detail values. In a detail tree, the lowest level in the hierarchy consists of the detail values, which are represented by leaves. Because of this, such trees are sometimes called summer trees. You can use a detail tree to represent account hierarchies, product hierarchies, business unit hierarchies, and so on.



# Winter Trees

This slide depicts a detail tree structure for a winter tree. Winter trees use the detail value table and are node-oriented trees, therefore have no leaves. Because of this, such trees are sometimes called winter trees.

In standard detail trees, the detail values represent data values from a database field, and the tree nodes represent roll-up points for detail values. The nodes have no meaning outside the context of the tree. However, you can also create node-oriented trees.

Node-oriented trees are based on a detail structure, but the detail values are not used. For this type of tree, the tree nodes represent the data values from the database field. The system uses node-oriented trees for special purposes. For example, the **DEPT\_BUDGET** tree is a winter tree in Cardinal.

The screenshot shows the CARDINAL Tree Manager interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Tree Manager', and 'Tree Manager'. Below this, the title 'Tree Manager' is displayed. The main content area shows the following details:

SetID:	15100	Last Audit:	Valid Tree
Effective Date:	01/01/1901	Status:	Active
Tree Name:	DEPT_BUDGET		DOA Dept Budget

Below the details, there are links for 'Save As', 'Close', 'Tree Definition', 'Display Options', and 'Print Format'. A toolbar contains 'Collapse All', 'Expand All', 'Find', 'First Page', '17 of 17', and 'Last Page'. The main tree structure is displayed as follows:

- 99999 - DOA
  - 10000 - DOA - All Departments
    - 60200 - Commonwealth Health Research
    - 91100 - Comptroller
    - 91200 - EDI Prenotes
    - 92100 - Admin Svcs & Public Records
    - 93100 - Personnel
    - 94100 - Internal Audit
    - 95200 - Financial Reporting
    - 95400 - General Accounting
    - 95700 - FSRI - Cardinal
    - 95800 - FSRI - Performance Budgeting
    - 97200 - Payroll Production
    - 97500 - Payroll Service Bureau
    - 98300 - Systems Analysis & Programming
    - 98400 - Chief Technology Officer & DBA
    - 99800 - Converted Blank Dept

At the bottom left, there is a 'Notify' button.



# Spring Trees

This slide depicts a partial screenshot of a spring tree. A spring tree is a hybrid between a node-only winter tree and a summer tree. A spring tree uses a detail value table for the nodes as well as the leaves.

The screenshot shows the CARDINAL Tree Manager interface. At the top, there is a navigation bar with 'Home', 'Favorites', 'Main Menu', and 'Tree Manager'. The main content area displays the following information:

SetID:	15100	Last Audit:	Valid Tree
Effective Date:	01/01/1901	Status:	Active
Tree Name:	DEPT_OVERALL	DOA Dept Overall	

Below this information are links for 'Save As', 'Close', 'Tree Definition', 'Display Options', and 'Print Format'. A toolbar includes 'Collapse All', 'Expand All', 'Find', 'First Page', '17 of 17', and 'Last Page'. The tree structure is displayed as follows:

- 99999 - DOA
  - 10000 - DOA - All Departments
    - [60200] - Commonwealth Health Research
    - [91100] - Comptroller
    - [91200] - EDI Prenotes
    - [92100] - Admin Svcs & Public Records
    - [93100] - Personnel
    - [94100] - Internal Audit
    - [95200] - Financial Reporting
    - [95400] - General Accounting
    - [95700] - FSRI - Cardinal
    - [95800] - FSRI - Performance Budgeting
    - [97200] - Payroll Production
    - [97500] - Payroll Service Bureau
    - [98300] - Systems Analysis & Programming
    - [98400] - Chief Technology Officer & DBA
    - [99800] - Converted Blank Dept



# Creating or Editing a Tree Structure

---

When you define a tree structure, you specify the pages and the record definitions Cardinal Tree Manager uses to store data about the parts of a tree.

When you add a new node, level, or detail value to a tree, Cardinal Tree Manager uses this information to determine the component (pages) to capture the relevant application data.

When the specified component is displayed, all of the standard business logic that is part of that component is invoked.



# Creating or Editing a Tree Structure (continued)

Use these steps to access the **Tree Structure Properties** page:

- Navigate to: **Main Menu > Tree Manager > Tree Structure.**
- Search for an existing tree structure or create a new one.

The **Tree Structure Properties** page appears. This is an example of the **Tree Structure Properties** page:

Favorites > Main Menu > Tree Manager > Tree Structure

Structure | Levels | Nodes | Details

## Tree Structure Properties

Structure ID: ACCOUNT

\*Description: Account Trees

\*Type: Detail

**Additional Key Field**

- SetId Indirection
- Business Unit
- User Defined
- None

**Navigation Options**

- Node Multi-Navigation
- Detail Multi-Navigation

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

Structure | [Levels](#) | [Nodes](#) | [Details](#)



# Creating or Editing a Tree Structure (continued)

When you create a new level in a tree, Cardinal Tree Manager displays the page that you specify in the **Page Name** field on the **Tree Levels** page and stores the application data that you enter using the record definition in the **Record Name** field. The default values for these fields come from the standard **Tree Manager** page.

When using standard pages, you do not need to enter anything in the **Menu Name** or **Menu Bar Name** fields. However, if you want to store level information using something other than **TREE\_LEVEL\_TBL**, then you have to create a page and component that use that new record definition. You must also ensure that the component has been defined on a menu somewhere in your system and specify all of this information on this page.

Favorites Main Menu > Tree Manager > Tree Structure

Structure Levels Nodes Details

### Tree Levels

Structure ID: ACCOUNT

Record Name: TREE\_LEVEL\_TBL 🔍

Page Name: TREE\_LEVEL 🔍

Component Name:

Menu Name:

Menu Bar Name:

Menu Item Name:



# Creating or Editing a Tree Structure (continued)

On the **Tree Nodes** page, enter the record name, field name, and page name to use for entering and storing information about tree nodes.

Favorites Main Menu > Tree Manager > Tree Structure

Structure Levels **Nodes** Details

## Tree Nodes

Structure ID: ACCOUNT

\*Record Name:  🔍

\*Field Name:  🔍

\*Page Name:  🔍

Component Name:

Menu Name:

Menu Bar Name:

Menu Item Name:



# Creating or Editing a Tree Structure (continued)

The **Tree Details** page is used to define the application data and component used to maintain the detail values for your tree. This page is completed only for spring and summer trees.

Enter the name of the page, component, record name, and key field name that will be used when adding or updating the application data for a detail value. For example, if each detail value represents a department, use a page, component, and menu path that enables you to create and update department information.

Favorites | Main Menu > Tree Manager > Tree Structure

Structure | Levels | Nodes | **Details**

### Tree Details

Structure ID:	ACCOUNT
Record Name:	<input type="text" value="GL_ACCOUNT_TBL"/>
Field Name:	<input type="text" value="ACCOUNT"/>
Page Name:	<input type="text" value="GL_ACCOUNT"/>
Component Name:	<input type="text" value="GL_ACCOUNT"/>
Menu Name:	<input type="text" value="DESIGN_CHARTFIELDS"/>
Menu Bar Name:	<input type="text" value="USE"/>
Menu Item Name:	<input type="text" value="ACCOUNT"/>



# Creating a New Tree

---

To create a new tree:

- Navigate to: **Main Menu > Tree Manager > Tree Manager.**
- Click on the **Create New Tree** tab, name your new tree and click the **Add** button.
- On the **Tree Definition and Properties** page, name the tree you want to create.
- Choose a tree structure ID. The structure ID defines the field or ChartField upon which the tree is based. You can define structures using the **Tree Structure Properties** page shown earlier in this topic.



# Creating a New Tree (continued)

- Select or enter the **Category**, a user-defined way of organizing trees so that they are easier to find when using the tree search pages. Most trees are **Default** or **Commitment Control**.
- Select a method for enforcing levels. Choose between **Strictly Enforced** or **Loosely Enforced** to enforce levels.
- Enter the appropriate SetID for the tree. For trees built on agency controlled chartfields this will normally be the agency specific SetID.
- When the **All Detail Values in this Tree** checkbox is selected, all values in the detail value table are included in the tree.
- Select the **Allow Duplicate Detail Values** radio button if you want to skip the audit that checks for duplicate detail values in the tree. When selected, you can have the same detail value appear under different parent nodes. This option is not available for use with winter trees.
- Click the **OK** button.



# Creating a New Tree (continued)

**CARDINAL**

Favorites Main Menu > Tree Manager > Tree Manager

### Tree Definition and Properties

\*Tree Name:

\*Structure ID:  🔍

\*Effective Date:  📅 \*Status:  ▼

\*Description:

\*Category:  🔍

\*Use of Levels:  ▼ [Performance Options](#)

\*SetID:  🔍

Audits	
<input type="checkbox"/>	All Detail Values in this Tree
<input type="checkbox"/>	Allow Duplicate Detail Values

Item Counts	
Node Count:	0
Leaf Count:	0
Level Count:	0
Branch Count:	0



# Creating a New Tree (continued)

Clicking the **OK** button takes you to the **Enter Root Node for Tree** page. On this page, you can add levels as needed, and define a root node for your tree.

Add levels by clicking the **Add Level** button and choosing the appropriate level. Click the **Save** button.

The screenshot shows the CARDINAL Tree Manager interface. The main window has a blue header with the CARDINAL logo and a breadcrumb trail: Favorites | Main Menu > Tree Manager > Tree Manager. The main content area is titled 'Tree Levels' and contains a 'Level Name' input field with a search icon, a checked checkbox for 'All Values', and 'Save' and 'Close' buttons. A 'Look Up' dialog box is open, titled 'Look Up Level Name'. It has a 'Search by:' dropdown set to 'Level Name' and a 'begins with' input field. Below the search field are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The 'Search Results' section shows a table with 3 results:

Level Name	Description
LEVEL_0	Level 0
LEVEL_1	Level 1
LEVEL_2	Level 2



# Creating a New Tree (continued)

Insert the tree nodes that define the hierarchy of the tree by clicking on the magnifying glass next to the **Root Node** field and by selecting the appropriate value.

Click the **OK** button when you have finished completing the page.

The screenshot shows the CARDINAL Tree Manager interface. The main window is titled "Enter Root Node for Tree" and displays "Tree Name: FUND\_COMBO\_EDITSR". It is divided into two steps: "Step 1: Set Up Tree Levels" and "Step 2: Define Root Node".

**Step 1: Set Up Tree Levels**

Level Name	All Values	Description	View Detail	Delete Level
LEVEL_1	<input checked="" type="checkbox"/>	Level 1	View Detail	Delete Level

**Step 2: Define Root Node**

\*Root Node:

**Look Up Root Node Dialog Box**

Search by:  Tree Node  begins with

[Advanced Lookup](#)

**Search Results**

Tree Node	Description
FUND 01000	Fund 0100 Departments
FUND 01000	Fund 01000 Departments
FUND 02011	Fund 02011 Departments
FUND 02054	Fund 02054 Departments
FUND 02111	Fund 02111 Departments
FUND 02700	Fund 02700 Departments
FUND 06080	Fund 06080 Departments
FUND 06090	Fund 06090 Departments
FUND 06150	Fund 06150 Departments
FUND 09362	Fund 09362 Departments



# Maintaining Trees

The activities in maintaining trees include:

- adding a rollup value
- correcting the description of a rollup value
- deleting a rollup value
- adding a detail value
- adding a range of detail values
- changing a range of detail values
- reviewing the detail values within a range
- deleting a detail value
- copying and deleting trees

To maintain trees, access the **Tree Maintenance** page. You can navigate to this page through the following path:

**Main Menu > Tree Manager > Tree Utilities > Copy/Delete Tree**

On the next slide is an example of the **Tree Maintenance** page.



# Maintaining Trees (continued)

**CARDINAL**

Favorites Main Menu > Tree Manager > Tree Utilities > Copy/Delete Tree

Tree Maintenance Tree Structure Maintenance

### Tree Maintenance

Tree Definitions Customize | Find | View All | First 1-20 of 38 Last

Select	Key Type	User Key	Tree Name	Effective Date	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCNT ALLOWUNALLOW	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	ACCOUNT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	ACCOUNT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITYEQUIPALLOC	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_ALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_BUDG_RPRT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_CE	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	ALL_PURCH_ITEMS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	BUS_UNIT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_COMBO	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_EDITS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT NVISION	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_15100	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_OVERALL	01/01/1901	Valid Tree

Perform Audits Copy Delete View



# Tree Maintenance Page

---

You can perform tree audits on the **Tree Maintenance** page. The tree audit process compares the value table with the associated tree, and identifies missing values. Please note that you can only perform tree audits when the **All Detail Values in this Tree** checkbox has been selected on the **Tree Definition and Properties** page.

You also have the ability to copy trees. To do this, you can use the **Copy** button on this page in order to speed up the creation process. You can also use the **Delete** button to delete a tree.



# Tree Maintenance Page (continued)

## Tree Maintenance

Customize | Find | View All | First 1-20 of 39 Last

Select	Key Type	User Key	Tree Name	Effective Date	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCNT ALLOWUNALLOW	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	ACCOUNT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	ACCOUNT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITYEQUIPALLOC	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_ALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_BUDG_RPRT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_CE	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	ALL_PURCH_ITEMS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	BUS_UNIT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_COMBO	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_EDITS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT NVISION	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_15100	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_OVERALL	01/01/1901	Valid Tree



# Auditing a Tree

When using the **Perform Audits** button from the **Tree Maintenance** page, trees that contain errors remain in **Draft** format and an error message pops up. The message guides you to the **Tree Auditor** functionality, which allows you to obtain more detail on the reasons for the error.

The screenshot shows the CARDINAL Tree Manager interface. The breadcrumb navigation is: Favorites | Main Menu > Tree Manager > Tree Utilities > Copy/Delete Tree. A table lists various tree nodes with columns for selection, SetId, STATE, BUS\_UNIT, date, and status. One node, 'FUND\_COMBO\_EDITSR', is highlighted in green and has a checked checkbox, with a status of 'Draft Tree'. A 'Message' dialog box is overlaid on the table, displaying the error: 'FUIND 01000 has no specified range. (25,11) The specified leaf-node does not contain a range value specification.' with an 'OK' button.

	SetId	STATE	BUS_UNIT		
<input type="checkbox"/>	SetId	STATE	BUS_UNIT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_COMBO	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_EDITS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_NVISION	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_15100	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	DEPT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_REG_OPER_		
<input type="checkbox"/>	SetId	50100	FIPS_COMBO_EDIT		
<input type="checkbox"/>	SetId	STATE	FUNDS_FOR_BU		
<input type="checkbox"/>	SetId	STATE	FUND_APPROP_LEV		
<input type="checkbox"/>	SetId	STATE	FUND_CAFR		
<input type="checkbox"/>	SetId	STATE	FUND_CAFR_GW		
<input type="checkbox"/>	SetId	50100	FUND_COMBO_EDITS	01/01/1901	Valid Tree
<input checked="" type="checkbox"/>	SetId	15100	FUND_COMBO_EDITSR	06/28/2012	Draft Tree
<input type="checkbox"/>	SetId	STATE	FUND_DASHBOARD	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	PROGRAM_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	PROGRAM_COMBO_EDIT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	PROGRAM_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	PROJECT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	PROJECT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	PROJECT_CAP_OUTLAY	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	PROJECT_COMBO	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	15100	PROJECT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	TASK_ALLOCATIONS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	TASK_EQUIP_ALLOC	01/01/1901	Valid Tree

**Message**

FUIND 01000 has no specified range. (25,11)  
The specified leaf-node does not contain a range value specification.

OK



# Auditing Trees – Tree Auditor Page

To view the error(s) for the tree(s) you audited, navigate to the **Tree Auditor** page through the following path:

**Main Menu > Tree Manager > Tree Auditor**

Click the **Add a New Value** tab, enter a **Run Control ID** and click the **Add** button.

The screenshot shows the 'Tree Auditor' page within a web browser. The breadcrumb navigation at the top reads 'Favorites > Main Menu > Tree Manager > Tree Auditor'. The page title is 'Audit Tree'. Below the title, there is a text instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (which is active) and 'Add a New Value'. Below the tabs, there is a text input field for 'Maximum number of rows to return (up to 300):' with the value '300' entered. Below that is a 'Search by:' section with the text 'Run Control ID begins with' followed by an empty text input field. There is a checkbox labeled 'Case Sensitive' which is currently unchecked. At the bottom of the search section, there is a 'Search' button and a link for 'Advanced Search'. At the very bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.



# Auditing Trees – Tree Auditor Page (continued)

This opens the **Tree Auditor** page. To run the **Tree Auditor**, use the following steps:

- To audit a single tree, select the **Single Tree** radio button in the **Audit Scope** box. Then click the magnifying glass next to the **Tree Name** field and select the desired tree to audit.
- To audit multiple trees, select the **Multiple Trees** radio button in the **Audit Scope** box.
- Select the relevant date. Available options are:
  - **Effective Date of Tree**: Select an effective date to run the audit on a single instance of the tree.
  - **As of Current Date**: Select to audit trees that have the most recent effective date. If you select **Single Tree** in the **Audit Scope** box and select a specific tree, only the instance of the tree with the most recent effective date is audited. If you select the **Multiple Trees** option in the **Audit Scope** box, all trees whose effective dates are current are audited. This option is only available for the Tree Audits utility.
  - **As of Specific Date**: Select to enter a specific date. If you select the **Single Tree** option in the **Audit Scope** box and select a specific tree, only the instance of the tree whose effective date matches the specified date is audited. If you select the **Multiple Trees** option in the **Audit Scope** box, all trees whose effective dates match the specified date are audited. This option is only available for the Tree Audits utility.
- **All Trees**: Select to audit all trees. If you select the **Single Tree** option in the **Audit Scope** box and select a specific tree, all instances of this tree are audited, regardless of effective dates. If you select the **Multiple Trees** option in the **Audit Scope** box, all instances of all trees are audited. When you select **Multiple Trees**, fields in the **Tree Definition** box become unavailable. This option is only available for the Tree Audits utility.
- Click the **Run** button.



# Auditing Trees – Tree Auditor Page (continued)



Favorites Main Menu > Tree Manager > Tree Auditor

## Tree Auditor

Run Control ID: GL336 [Report Manager](#) [Process Monitor](#)

**Audit Scope**

Single Tree  Multiple Trees

**Tree Definition**

Tree Name:   SetId:

**Date Selection**

Effective Date of Tree

As of Current Date

As of Specific Date

All Trees

[View Results](#)



# Auditing Trees – Tree Auditor Page (continued)

The **Process Scheduler Request** page opens. Click the **OK** button.

The screenshot shows the 'Process Scheduler Request' dialog box. At the top left is the 'CARDINAL' logo. Below it is a breadcrumb trail: 'Favorites > Main Menu > Tree Manager > Tree Auditor'. The main title is 'Process Scheduler Request'. The 'User ID' is 'V\_GL\_COVA\_TREE\_COMBO\_MAINT' and the 'Run Control ID' is 'GL336'. There are input fields for 'Server Name', 'Recurrence', and 'Time Zone'. The 'Run Date' is '06/28/2012' and the 'Run Time' is '11:54:31AM'. A 'Reset to Current Date/Time' button is next to the run time. Below these fields is a 'Process List' table with columns: 'Select', 'Description', 'Process Name', 'Process Type', '\*Type', '\*Format', and 'Distribution'. The table contains one row for 'TREEMAINT' with a checked checkbox, 'TREEMAINT' as the process name, 'Application Engine' as the process type, 'Web' as the type, 'TXT' as the format, and 'Distribution' as the distribution method. At the bottom are 'OK' and 'Cancel' buttons.

**Process Scheduler Request**

User ID: V\_GL\_COVA\_TREE\_COMBO\_MAINT      Run Control ID: GL336

Server Name:       Run Date: 06/28/2012

Recurrence:       Run Time: 11:54:31AM     

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TREEMAINT	TREEMAINT	Application Engine	Web	TXT	Distribution



# Auditing Trees – Tree Auditor Page (continued)

Clicking the **OK** button on the **Process Scheduler Request** page takes you back to the **Tree Auditor** page.

To access the report regarding your audited tree, click the **View Results** link at the bottom of the **Tree Auditor** page. This takes you to the **Batch Report** page.

Click the **Open Report** link in the **Report List** box to open the report regarding the errors in your audited tree. If there are no errors, the system generates a report output on the Batch Report page with Open Report (not hyperlinked) under Report List with nothing in Report Content and “0” for Total Row Count.

**CARDINAL**  
Favorites | Main Menu > Tree Manager > Tree Utilities > Repair Tree Reports

### Batch Report

Process Instance: 546887      Run Control ID: GL336  
User ID: V\_GL\_COVA\_TREE\_COMBO\_MAINT      Run Date/Time: 06/28/12 11:55:07AM

Show Reports Criteria  
 Reports with Data       All Reports

Report List      Customize | Find | View All | [Icons]      First 1 of 1 Last

Open Report	Report Content	Total Row Count
<a href="#">Open Report</a>	Node has no child nodes or detail values specified	1

[Return to Search](#)      [Notify](#)



# Auditing Trees – Analyzing Results

This page helps you analyze the audit results. You can select a repair program as indicated by the audit results.

(In this example, the node has no child nodes or detail values specified. You can either access the tree directly and correct the errors, or you can use the Repair Tree program to repair the tree.)

The screenshot displays the CARDINAL software interface. At the top, there is a navigation breadcrumb: [Favorites](#) | [Main Menu](#) > [Tree Manager](#) > [Tree Utilities](#) > [Repair Tree Reports](#). Below this, a blue header bar contains the text "Node has no child nodes or detail values specified".

A text box below the header contains the following text: "Reports on nodes on a detail value tree (summer) that has neither child nodes under it, nor detail values. For summer trees, all nodes should either have child node(s) and/or child detail value(s)."

Below the text box is a blue bar labeled "Audit Report" on the left and "Find | View All | First 1 of 1 Last" on the right. Underneath this bar, the following text is displayed: "SetId: 15100 SetCtrIValue: <NONE> Tree Name: FUND\_COMBO\_EDITSR Eff Date: 2012-06-28".

Below the text is another blue bar labeled "Results" on the left and "Customize | Find | View All | First 1 of 1 Last" on the right. Underneath this bar is a table with one row:

Node Name
FUIND 01000



# Simulation: Maintaining a Tree Structure

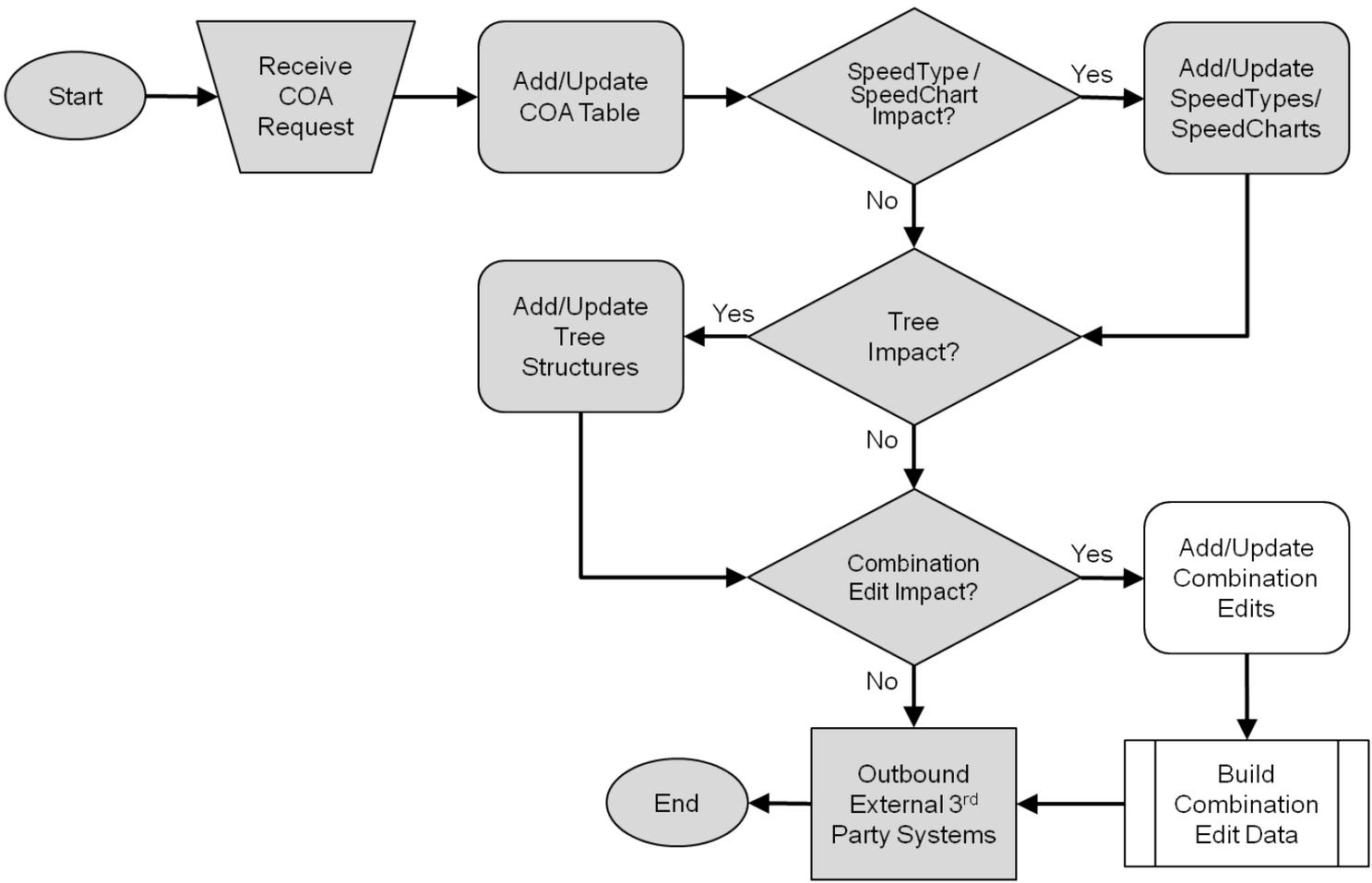
You are now about to view a simulation on maintaining a tree structure in Cardinal.





# Understanding and Defining Combination Edits

The final step in ChartField set up and maintenance relates to defining combination edits.





# Combination Editing

The use of ChartField combination editing helps to maintain data integrity across all modules. Combinations of ChartField values can be edited to determine such things as:

- Which accounts are valid/invalid with which programs or funds
- Which ChartFields are required on a transaction
- Which ChartFields are not allowed based on values entered in other ChartFields



# Guidelines for ChartFields in Combination Editing

It is best to limit the number of ChartFields you use for combination edit rules. For example, you might be required to limit the departments that can post to asset, liability, and equity accounts as well as the departments that can post only to revenue and expense accounts. In the first instance, you can define editing rules for a combination that includes two ChartFields: **Account** and **Department** for department values that are limited to the balance sheet accounts. In the second instance, you can define editing rules for a combination that includes two ChartFields: **Account** and **Department** for department values that are limited to the revenue and expense accounts.

While any number of combinations is possible, limiting the combinations to three or fewer ChartFields optimizes performance.



# Guidelines for Rules in Combination Editing

---

Analyze the proposed combination rules and decide which are critical and which are not.

The more rules that you implement, the more time that it takes to edit the transactions and maintain the rules.



# Guidelines for Trees in Combination Editing

Trees can be used to set up combination edit rules that have ranges of ChartField values rather than static values. Ranges of values can make it easier to keep ChartField combination edit rules current with changes in the ChartField values.

When creating or modifying a new tree, the ChartField Administrator needs to validate the inclusion of all required ChartField values. This can be accomplished using tree audit functionality.

Use spring, summer and winter trees with combination editing. Through the use of tree levels and nodes, values available from these trees can be further restricted.



# Add or Update a Combination Edit

The General Ledger Tree/ Combo Edit Administrator may receive a request to add or modify a combination edit via an email or a standard form.

To add or update a combination edit, follow the steps below:

- Set up a Combination Definition that specifies the ChartFields you are editing.
- Define the Combination Edit Rules.
- Define the Combination Edit Groups.
- Attach the Combination Edit Group to a Target Ledger.
- Run the Build Combination Edit Process.
- Run the Extract Budget Combination Process.



# Combination Edit Definition

Combination definitions define the ChartFields that are involved in Combination Editing. The General Ledger Tree Combo / Edit Administrator creates a new combination definition for each new combination of COA fields. The Combination Editing process first searches for the defined anchor ChartField (the required ChartField that drives the combination edit rule) in the combination definition and then matches the other non-anchor ChartFields in the combination. The first ChartField listed in the definition is the anchor ChartField.

For example, define Account as the anchor ChartField for the definition, with Department and Fund as valid ChartField combinations that are associated with the anchor. The same combination definition can be used on multiple rules and groups, although for better performance it is recommended to only have one definition per group.

To access the Chartfield Combination Editing page, navigate to:

**Main Menu > Setup Financials / Supply Chain > Common Definitions > Design Chartfields > Combination Editing > Combination Definition**



# Combination Edit Definition (continued)

**CARDINAL**

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Definition

## ChartField Combination Editing Definition

SetID: STATE      Combination Definition: ACCTFNDDPT

\*Description:

Long Description:

Combination ChartFields		Customize	Find	View All	First	1-3 of 3	Last
*ChartField	Anchor ChartField						
Account	<input checked="" type="checkbox"/>						+ -
Fund	<input type="checkbox"/>						+ -
Department	<input type="checkbox"/>						+ -



# Combination Edit Rules

Combination Edit Rules are defined on the **Rule Definition** page. You can navigate to this page through the following path:

**Main Menu > Set Up financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule**

Combination Rules define the combinations of distinct ChartField values that can be used on an accounting distribution. For example the Combination rule **ACCT\_FUND** states that Account and Fund is required on all transactions.

Effective date range determines the time frame the rule is valid for. If the **Value Required** checkbox is turned on, the rule does not have to specify values or tree nodes.



# Combination Edit Rules (continued)

**CARDINAL**

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule

Rule Definition | ChartField Combinations

SetID: STATE      Combination Rule: ACCT\_FUND

\*Description: Account/Fund

Long Description: Account and Fund is required on all transactions.

Effective Date From: 01/01/1901       Open Effective Date To      Effective Date To: 01/01/2099

\*Combination Definition: ACCT\_FUND      Effective Date for Prompting: 06/30/2012

Non-Anchor ChartField Option	
ChartField	Value Required
Fund	<input checked="" type="checkbox"/>

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

[Rule Definition](#) | [ChartField Combinations](#)



# Combination Edit Rules – ChartField Combinations Tab

The **Anchor ChartFields** section shows the relevant anchors and associated values.

The **Non-Anchor ChartFields** section shows valid values for the other ChartFields associated to the combination edit rule.

The **Selected Detail Values** radio button lists values in detail. The **Selected Tree Node** radio button refers the combination edit rule to a tree node.

To access the Chartfield Combination Editing page, navigate to: **Main Menu > Setup Financials / Supply Chain > Common Definitions > Design Chartfields > Combination Editing > Combination Rule** which includes two tabs, the Rule Definition and the Chartfield Combinations.



# Lesson 2: ChartField Maintenance

**CARDINAL**

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule

Rule Definition | **ChartField Combinations**

SetID: STATE    Combination Rule: ACCT\_FUND    Descr: Account/Fund

Ascending     Descending    [Sort Anchor](#)

**Anchor ChartFields** [Find](#) | [View All](#) | First 1 of 1 Last

ChartField:     Tree:     Level:     Seq: 1

Account

**How Specified**

Selected Detail Values

Selected Tree Nodes

**Chartfield values / Tree nodes** [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

Node/Value		
<input type="text" value="ACCOUNTS_CAFR"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Non-Anchor ChartFields** [Find](#) | [View All](#) | First 1 of 1 Last

Non-Anchor ChartField:     Tree:     Level:

Fund

**How Specified**

Selected Detail Values

Selected Tree Nodes

**Chartfield values / Tree nodes** [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

Node/Value		
<input type="text" value="%"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Save](#)    [Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)    [Add](#)    [Update/Display](#)

[Rule Definition](#) | [ChartField Combinations](#)



# Combination Edit Groups

Combination Editing groups define a set of combination rules.

The **Chartfield Combination Editing Group** page allows association of multiple combination rules with a combination group definition. Cardinal applies the rules as a group during the edit process. All the rules that have the same combination definition should be kept within the same group. This increases performance of the Combination Editing process, because it reduces the number of groups being processed.

If the transaction meets one of the edit rules within a group, it is marked as **Valid**, even if it does not meet another rule within the group.

To access the Chartfield Combination Editing Group page, navigate to: **Main Menu > Setup Financials / Supply Chain > Common Definitions > Design Chartfields > Combination Editing > Combination Group.**



# Combination Edit Groups (continued)

**CARDINAL**

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group

## ChartField Combination Editing Group

SetID: STATE      Process Group: DEPTREQ

\*Description: Account/Fund/Department

Long Description: Account, Fund, and Department are required on all transactions.

\*Combination Definition: ACCTFNDDPT

\*Combo Editing Option: Combo Data Table  User Defined

\*Anchor Values Not In Rules: Mark Valid

\*Combination Group Defines: Valid Combinations

Combination Rule		Customize	Find	View All	First	1 of 1	Last
*Combination Rule	Description						
ACCTFNDDPT	VDOT Account/Fund/Department						

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display



# Attach Combination Edit Group to Target Ledger

This process designates which Combination Editing rules apply to specific transactions by tying Combination Editing groups to ledgers on the **Ledgers for a Unit** page.

During the edit process, Cardinal looks to the ledger group on the source transaction to see which rules apply.

For example, the heading line in the **Detail Ledgers** section of the page indicates that this **Business Unit** has 17 ledgers. To see all 17, click on **View All**. A scroll bar will become available.

**CARDINAL**  
Favorites | Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Ledgers For A Unit

Definition | Journal Edit Options | Currency Options | Journal Post Options | Approval Options | Commitment Control Options

**Business Unit:** 15100

**Detail Ledgers** Find | View All First 1 of 17 Last

<b>Ledger:</b>	SACTCSCDEP	
<b>Document Type:</b>	<input type="text"/>	
<b>*Journal Balance Option:</b>	Default to Higher Level Value	Balance Suspense ChartFields
<b>*Journal Edit Errors Option:</b>	Default to Higher Level Value	Edit Suspense ChartFields
<b>*Journal Amount Errors Option:</b>	Default to Higher Level Value	Amount Suspense ChartFields
<b>*Control Total Option:</b>	Default to Higher Level Value	
<b>Position Accounting:</b>	<input type="text"/>	
<b>*Journal Date &lt; Open From Date:</b>	Default to Higher Level Value	
<b>*Journal Date &gt; Open To Date:</b>	Default to Higher Level Value	



# Attach Combination Edit Group to Target Ledger (continued)

For this example, the **ACTUALS** ledger is one of the group of ledgers displayed.

The **Combination Edit** groups are attached to the **ACTUALS** ledger in the **ChartField Combo Edit** grid.

The screenshot shows the CARDINAL software interface. At the top left is the CARDINAL logo. Below it is a navigation breadcrumb: Favorites | Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Ledgers For A Unit. The main content area is divided into two sections. The upper section is for configuring the 'ACTUALS' ledger group. It includes fields for 'Ledger Group' (set to ACTUALS), 'Document Type' (empty), and several options with dropdown menus: '\*Journal Balance Option', '\*Journal Edit Errors Option', '\*Journal Amount Errors Option', '\*Control Total Option', 'Position Accounting', '\*Journal Date < Open From Date', and '\*Journal Date > Open To Date'. All dropdowns are set to 'Default to Higher Level Value'. To the right of these options are three links: 'Balance Suspense ChartFields', 'Edit Suspense ChartFields', and 'Amount Suspense ChartFields'. The lower section is titled 'ChartField Combo Edit' and contains a table with one row: 'ACCTACTUAL'. The table has a search icon and '+' '-' buttons. The table header includes 'Process Group' and 'Customize | Find | View All | First 1 of 10 Last'.



# Run the Build Combination Edit Process

Run the **Extract Budget Combo Data** and the **Build Combination Data** processes to build and populate the **COMBO\_DATA\_TBL** in a batch process.

The build data table option analyzes the rules for a business unit and ledger group to produce all possible combinations of ChartField values and inserts these combinations into the data table. The benefit of exploding the combination rules can be an increase in performance when editing a source transaction.



# Run the Build Combination Edit Process (continued)

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

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Build Combination Data

New Window | Help | Customize Page | http

## Build Combination Data Request

Run Control ID: RC\_02GL0413A      [Report Manager](#)   [Process Monitor](#)  

As of Date:

Process Request Parameters								
Request Number	Process Frequency	*Business Unit	*Ledger Group	Build Option	As of Date	Use Wildcard in Combination	Use Active Values Only	Run Publish Only
1	Always	15100	ACTUALS	Build Data Table	01/01/1901	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Simulation: Defining Combination Edits

You are now about to view a simulation on defining combination edits.





# Lesson 2: Summary

In this lesson, you learned:

- ChartField maintenance allows correct reporting and budgetary control on all transactions within the financial system. Maintenance includes the updating of chart of account values and attributes, budget structures, reporting trees, SpeedTypes, SpeedCharts and combination edits.
- Generic ChartField attributes are optional features that support such things as reporting and payment processing.
- SpeedTypes can be used in Expenses, General Ledger journal entries, Accounts Receivable direct journals and Commitment Control Budget journal entries.
- SpeedCharts provide similar functionality for Accounts Payable, except that multiple accounting distributions can be configured for an individual SpeedChart.
- A tree is the graphical hierarchy in Cardinal that displays the relationship between all accounting units (for example, departments, reporting groups, account numbers) and determines roll-up hierarchies. A tree allows for ChartField values to roll up in both reporting and commitment control (for example, a district may have multiple department values underneath the district). There are three types of detail trees: summer tree, winter tree, and spring tree.
- The tree audit process compares the value table with the associated tree, and identifies missing values.
- The use of ChartField Combination Editing helps to maintain data integrity across all modules. It is best to limit the number of ChartFields you are using for combination edit rules.



# Lesson 3: General Ledger Setup

---

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

- Understanding budget structures
- Amending the Journal Entry template



# Understanding Budget Structures

The budget structure (ledger group) defines the processing rules for each budget ledger. The Commonwealth of Virginia has Statewide and Agency budget structures that are used in Cardinal. Agency budgets are established as the lower level/child budget to the Statewide budget.

The **Budget Journals** course explains the creation, processing, and correction of budget journals. In this topic, we will focus on how to maintain budget definitions for different budget structures.



# 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: The 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: The allotment budget structure limits 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: The Operating Plan budget structure is used to budget to a lower level than the Appropriation budget structure, and agencies are required to submit their Operating Plan Budget to DPB.
- Cash Control budget structure: The Cash Control budget structure is used to meet the requirement of the Commonwealth to verify cash is available prior to disbursement.
- Statewide Revenue Estimate: The Statewide Revenue estimate budget is used to track the recognition and collection of revenues against the Commonwealth's Official Revenue Estimate.



# Agency Budgets

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

Agency budget structures may include:

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



# Maintaining Budget Definitions

Use the **Budget Definitions** page to maintain budget definitions. Navigate to this page through the following path:

**Main Menu > Commitment Control > Define Control Budgets > Budget Definitions**

In the **Find an Existing Value** tab, enter your Set ID and Ledger Group you would like to maintain. For example, to access the Appropriation budget structure enter **CC\_APPROP** in the Ledger Group field.

Click the **Search** button.

**CARDINAL**

Favorites > Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

## Budget Definitions

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):

SetID Value: = [v] STATE 🔍

Ledger Group: = [v] CC\_APPROP 🔍

Include History  Correct History



# Maintaining Budget Definitions – Control Budget Options

Some key fields are explained below.

**Associated Expenditure Budget:** For a revenue ledger group, select the expenditure ledger group whose limits are increased by revenue budgets in this budget definition (optional). You specify associated revenue and expenditure budgets on the **Associated Budgets** page.

**Tolerance Percent:** The percentage variance over budget allowed before the system creates an exception. You can override this value at lower definition levels.

**Parent Control Budget:** If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition here. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.



# Maintaining Budget Definitions – Control Budget Options (continued)

**CARDINAL**

Favorites | Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Control Budget Options | Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control Chartfield | Offsets

SetID: STATE      Ledger Group: CC\_APPROP

**Effective Date** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1901        \*Status: Active

\*Description: CC Appropriation       Definition Status: Valid

Budget Type: Expense      Associated Expenditure Budget:

Tolerance Percent:       Parent Control Budget:

**Ruleset and Control Chartfield**

\*Ruleset CF: Program       Tree Name: PROGRAM\_BUDGET       Level Name: LEVEL\_1

\*Control CF: Fund       Expiration CF:       Default Ruleset: DEFAULT

**Commitment Control Options**

\*Control Option: Control       \*Budget Status: Open

Entries Must Balance       Enable Funding Source

Enable Statistical Budgeting

Child Budgets Exceed Option

[Control Budget Options](#) | [Ruleset Chartfield](#) | [Keys and Translations](#) | [Expiration Chartfield](#) | [Budget Period Status](#) | [Control Chartfield](#) | [Offsets](#) | [Excluded Account Types](#)



# Maintaining Budget Definitions – Ruleset ChartField

Ruleset: Enter the ruleset name. Select **Default** for the ruleset to be used as the default for any ruleset ChartField values that you do not specify on this page. If you only require one ruleset for your budget definition, you do not need to enter any values on this page.

Ruleset Keys: Enter the **SetID** for each range of Ruleset ChartField values to which the Ruleset applies.

The screenshot shows the 'Define Control Budgets > Budget Definitions' page. The breadcrumb trail is 'Favorites | Main Menu > Commitment Control > Define Control Budgets > Budget Definitions'. The page has several tabs: 'Control Budget Options', 'Ruleset Chartfield', 'Keys and Translations', 'Expiration Chartfield', and 'Budget Period Status'. The 'Ruleset Chartfield' tab is active.

At the top, the 'SetID:' is 'STATE' and the 'Ledger Group:' is 'CC\_APPROP'. Below this is the 'Effective Date' section with a date of '01/01/1901' and a description of 'CC Appropriation'. The status is set to 'Active' and 'Definition Status' is 'Valid'.

The 'Ruleset ChartField:' is 'Program'. Below that is the 'Ruleset' section where the 'RuleSet:' is 'CAPITAL' and the 'Default' checkbox is unchecked.

The 'Ruleset Keys' table is shown below:

*SetID	*Range From	*Range To	Status
STATE	9980	9980	Valid

At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A footer navigation bar contains links for 'Control Budget Options', 'Ruleset Chartfield', 'Keys and Translations', 'Expiration Chartfield', 'Budget Period Status', 'Control ChartField', 'Offsets', and 'Excluded Account Types'.



# Maintaining Budget Definitions – Keys and Translations

**Reset:** When you click the Reset button, all existing budget key and translation, ruleset, and control ChartField data is overridden on the child budget definition and replaced with data from the specified parent budget definition. If you have changed a parent since you established the parent and child relationship, you must update its children. Also, click Reset if you changed the child but want to set it back to the definition values of the parent.

**Calendar ID:** Select the primary budget period calendar to specify the budget periods that are valid for the ruleset. If you do not specify a calendar ID for the ruleset, the entire budget is viewed as a single period.

**ChartField:** Add a row for each key ChartField for the ruleset. If you do not intend to translate budget keys, clear the rest of the fields in the grid. You can limit the ChartField values that are valid for budgeting on the **Control ChartField** page and the **Excluded Account Types** page.



# Maintaining Budget Definitions – Keys and Translations (continued)

**CARDINAL**

Favorites | Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Control Budget Options | Ruleset Chartfield | **Keys and Translations** | Expiration Chartfield | Budget Period Status | Control ChartField

SetID: STATE      Ledger Group: CC\_APPROP

**Effective Date** Find | View All | First | 1 of 1 | Last

\*Effective Date: 01/01/1901        \*Status: Active

\*Description: CC Appropriation       Definition Status: Valid

**Ruleset** Find | View All | First | 1 of 2 | Last

\*Ruleset: CAPITAL        Default       Enable Cumulative Budgeting

Calendar ID: AN         Derive Dates      Cumulative Calendar:

**Keys and Translations** Customize | Find | View All | 1-4 of 4 | First | 1-4 of 4 | Last

*ChartField	Tree Name	Level Name	*Value Required		
Account	ACCOUNT_BUDGET <input type="text"/> <input type="button" value="m"/>	LEVEL_2 <input type="text"/> <input type="button" value="m"/>	Required	<input type="button" value="+"/>	<input type="button" value="-"/>
Program	PROGRAM_BUDGET	LEVEL_1	Required <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Fund	<input type="text"/> <input type="button" value="m"/>	<input type="text"/> <input type="button" value="m"/>	Required <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Project	PROJECT_BUDGET <input type="text"/> <input type="button" value="m"/>	LEVEL_1 <input type="text"/> <input type="button" value="m"/>	Required <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



# Maintaining Budget Definitions – Budget Period Status

Calendar ID: Select the budget period calendar encompassing the budget periods for which you are setting a manual budget status.

Budget Status: You can set the budget status manually on the **Control Options** page, the **Budget Period Status** page, the **Control ChartField** page, or the **Budget Attributes** page.

The screenshot displays the CARDINAL software interface for the 'Budget Period Status' configuration page. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Define Control Budgets > Budget Definitions. The page has several tabs: Control Budget Options, Ruleset Chartfield, Keys and Translations, Expiration Chartfield, and Budget Period Status (which is active). The configuration details are as follows:

- SetID: STATE
- Ledger Group: CC\_APPROP
- Effective Date: 01/01/1901
- \*Effective Date: 01/01/1901
- \*Description: CC Appropriation
- \*Status: Active
- Definition Status: Valid

Below these details is a section for 'Budget Period Calendars' with a search box for 'Calendar ID'. Underneath is a 'Budget Period Values' table with one entry:

Budget Period	Budget Status		
	Open		



# Maintaining Budget Definitions – Control ChartField

Enter ChartField values to specify values for budget checking (if you deselected the **All Control Values** checkbox), and to override the default tolerance, status, or other attributes for a specific ChartField value, whether or not you selected **All Control Values**.

The options you select here override the defaults you defined on the **Control Budget Options** page. You can, in turn, override these for specific business unit or budget combinations in the Budget Attributes component.



# Maintaining Budget Definitions – Control ChartField (continued)

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

New Window | Help | Customize Page | http

Keys and Translations
Expiration Chartfield
Budget Period Status
Control ChartField
Offsets
Excluded Account Types

SetID: STATE      Ledger Group: CC\_APPROP

Effective Date Find | View All | First 1 of 1

\*Effective Date: 01/01/1901 \*Status: Active [v] [+ -]

\*Description: CC Appropriation      Definition Status: Valid [i]

Control ChartField: Fund       All Control Values       Bypass Blank Values

SetIDs for ChartField Find | View All | First 1 of 1

\*SetID:  [+]

ChartField Values Customize | Find | View All | First 1 of 1 | Last

Control Values [...]

*Range From	*Range To	Control Option	Status	Dflt Tol.	Tolerance %	Begin Date	End Date	*Derive Dates	Cumulative Cal	FS Required	Dflt Entry Event	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Control [v]	Open [v]	[x]		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	Default [v]	<input style="width: 50px;" type="text"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	[+ -]



# SetIDs for Excluded Account Types and Excluded Accounts

## Maintaining Budget Definitions – Excluded Account Types

SetID: Select a SetID for which you want to exclude **all** accounts for an account type for budget processing.

Excluded Account Types: Select the account types that you want to exclude from budget processing against this Commitment Control ledger group.

Exceptions: Click this link to access the **Exclude Account Type Exceptions** page where you can include ranges of account values that would otherwise be excluded from budget checking.

## SetIDs for Excluded Accounts

SetID: Select a SetID for which you want to exclude just some accounts from among the included account types from budget processing.

Excluded Accounts: Specify the ranges of account values for a particular SetID in the **From Account** and **To Account** fields that are to be excluded from budget checking.



# SetIDs for Excluded Account Types and Excluded Accounts (continued)

**CARDINAL**

Favorites | Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | **Excluded Account Types**

SetID: STATE      Ledger Group: CC\_APPROP

Effective Date: 01/01/1901      \*Status: Active

\*Description: CC Appropriation      Definition Status: Valid

**SetIDs for Excluded Account Types**

\*SetID: STATE

*Account Type	Description	Exceptions
A	Asset	Exceptions
L	Liability	Exceptions
Q	Equity	Exceptions
R	Revenue	Exceptions
T	Transfers	Exceptions

**SetIDs for Excluded Accounts**

\*SetID: STATE

*From Account	Description	*To Account	Description
518110	Fd Balance Adjustmnt-Pr Yr Dec	539280	Adv Refunding-Pymt Escrow Agt
59TEDF	TE System Default Account	59TEDF	TE System Default Account



# Amending the Journal Entry Template

Journal entry templates assist with creating a journal by limiting the fields displayed to only those used by the agency. Journal entry templates are used to define and maintain the fields that are displayed on the **Journal Entry** page grid.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Journals > Entry Template

New Window | Help | Customize Page | http

## Journal Entry Template

Template Type: All      User:      Primary Permission List:

Journal Entry Template - Show Journal Line Grid Columns												
Chartfield	Amount	Miscellaneous										
*Template ID	Action	Default	Unit	Ledger	Speed Type	Event	Account	Fund	Program	Department	Cost Center	Task
STANDARD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Journal Line Copy Down - Copy Journal Line Columns to New Lines													
Chartfield	Amount	Miscellaneous											
Copy Down ID	Action	Default	Unit	Ledger	Event	Account	Fund	Program	Department	Cost Center	Task	FIPS	As
STANDARD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								



# Amending the Journal Entry Template (continued)

The **Journal Entry Template List** page contains specific ChartField elements needed for the journal entry. Selecting the appropriate checkbox on this page identifies which fields are displayed on the journal entry page.

End users will not be able to change the journal entry template, but will be able to copy down information from one journal line to another in order to speed up journal entry.

This functionality can be accessed from the journal **Lines** tab by clicking on **the Template List** link.



# Lesson 3: Summary

In this lesson, you learned:

- The budget structure (ledger group) defines the processing rules for each budget ledger. The Commonwealth of Virginia has Statewide and Agency budget structures that are used 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.
- Journal entry templates assist with creating a journal by limiting the fields displayed to only those used by the agency. Journal entry templates define and maintain the fields that are displayed on the Journal Entry page grid.
- You can configure the Standard Journal Entry template to control which ChartFields appear in your journal entry transactions. End users will not be able to change the journal entry template, but will be able to copy down information from one journal line to another in order to speed up journal entry.



# Lesson 4: Reports, Queries and Online Inquiries

---

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

- Key reports
- Queries
- Online inquiries



# General Ledger Maintenance Reports

General Ledger Maintenance reports can be run at various intervals. There are numerous General Ledger Maintenance Reports available. General Ledger Maintenance reports include:

- ChartField Report
- Commitment Control Budget Control Report
- Journal Edit Errors Report



# ChartField Report

---

This report lists all valid values and related information for the ChartField you want to review.

This report is available for the following ChartFields: **Account, Fund, Program, Department, FIPS, Agency Use 1, Statistics Code.**

You can navigate to this report through the following path:

**Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports**

Then select the ChartField you want from the list of ChartFields. The **Department** ChartField is shown on the next slide.



# ChartField Report (continued)

Report ID: FIN0011

PeopleSoft Financials  
VALID DEPARTMENT CODES

Page No. 1  
Run Date 7/5/2012  
Run Time 3:29:52PM

Set ID: 15100  
As Of Date: 05.Jul.2012

Department	Description	Short Description	Budgetary Only	Manager Name
10000	DOA - All Departments	All Dept	Y	
60200	Commonwealth Health Research	CHRB	N	
91100	Comptroller	Comprtl	N	
91200	EDI Prenotes	EDI	N	
92100	Admin Svcs & Public Records	Admin	N	
93100	Personnel	Personnel	N	
94100	Internal Audit	Int Audit	N	
95200	Financial Reporting	Fin Rpt	N	
95400	General Accounting	Gen Acctg	N	
95700	FSRI - Cardinal	Cardinal	N	
95800	FSRI - Performance Budgeting	Perf Budg	N	
97200	Payroll Production	PayProd	N	
97500	Payroll Service Bureau	PSB	N	
98300	Systems Analysis & Programming	S &P	N	
98400	Chief Technology Officer & DBA	CTO&DBA	N	
99800	Converted Blank Dept	CNV	N	
99999	DOA	DOA All	N	



# Commitment Control Budget Control Report

---

The budgetary control report is used to display the commitment control ledger configuration.

You can navigate to this report through the following path:

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



# Commitment Control Budget Control Report

Report ID: GLC8051

PeopleSoft General Ledger  
CONTROL BUDGET OPTION

Page No. 1  
Run Date 7/6/2011  
Run Time 12:13:08PM

Sold: 50100  
As of Date: All  
Ledger Option: All CC\_ALLOT

**Ledger Group CC\_ALLOT**

Effective Date: 1/1/1901      Effective Status: Active      Description: CC Allotment  
Budget Type: Expense      Associated Expenditure Budget:  
Tolerant Percent: 0.00      Parent Control Budget: CC\_APPROP

**RuleSet and Control Chartfields**

RuleSet ChartField: Program      Tree Name: PROGRAM\_BUDGET      Level Name: LEVEL\_1  
Control ChartField: Fund      Default Ruleset: DEFAULT

**Commitment Control Options**

Enable Statistical Budgeting: N      Control Option: Control      Enable Funding Source: N  
Entries Must Balance: N      Budget Status: Open      Revenue Track:  
Child Budgets Exceed Option: N

Effective Date: 7/1/2010      Effective Status: Active      Description: CC Allotment  
Budget Type: Expense      Associated Expenditure Budget:  
Tolerant Percent: 0.00      Parent Control Budget: CC\_APPROP

**RuleSet and Control Chartfields**

RuleSet ChartField: Program      Tree Name: PROGRAM\_BUDGET      Level Name: LEVEL\_1  
Control ChartField: Fund      Default Ruleset: DEFAULT

**Commitment Control Options**

Enable Statistical Budgeting: N      Control Option: Control      Enable Funding Source: N  
Entries Must Balance: N      Budget Status: Open      Revenue Track:



# Journal Edit Errors Report

---

Provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message.

You can navigate to this report through the following path:

**Main Menu > General Ledger > Journals > Process Journals > Journal Edit Errors Report**



# Journal Edit Errors Report (continued)

PeopleSoft GL  
JOURNAL EDIT ERRORS

Page No. 1  
Run Date 07/05/2012  
Run Time 15:58:09

Report ID: GLS7011  
Bus. Unit: 15100--VA Department of Accounts  
Ledger Grp: ACTUALS -- DO NOT USE  
Fiscal Year:2012  
Request 1--Journal Edit Errors Report  
Source:ONL Journal ID:ALL Journal Date:ALL  
Business Unit IU: 15100

<u>Pd</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Src</u>	<u>Ref No.</u>	<u>Error Type</u>	<u>Line</u>	<u>Line Description</u>	<u>Field Name</u>	<u>Entry Event</u>	<u>Error message</u>
12	0000005902	06/28/2012	ONL		HEADER			JRNL_HDR_STATUS		Journal line errors exist for this header. (5860/53)
					HEADER			JRNL_HDR_STATUS		Journal is not balanced on journal totals or balancing ChartField totals. (5860/48)
					LINE	1	Outbound Freight Services	ACCOUNT		Combo error for fields Account/Fund/Department in group %2DEPTREQ. (9600/31)



# Queries

---

There are three General Ledger maintenance queries available:

- ChartField queries
- SpeedTypes query
- SpeedCharts query



# ChartField Queries

To run queries on ChartFields, access the Query Viewer.

- The query name for **Account** is **FIN0010\_GL\_ACCOUNTS**.
- The query name for **Department** is **FIN0011\_DEPARTMENT\_CODES**.

You can navigate to this query through the following path:

**Main Menu > Reporting Tools > Query > Query Viewer**

Click the **Excel** link next to the relevant Query to view results in Excel.



# Queries-Account

1	FIN0010-GL Accounts	7730					
2	SetID	Account	Descr	Short Desc	Type	Stat Acct	UOM
3	STATE	101001	Cash Not With Treasurer_test_4	Cash Nt Tr	A	N	N
4	STATE	101002	Cash Equiv Not w/Treasurer	Csh Eq Not	A	N	N
5	STATE	101003	Cash Equiv With Treasurer-LGIP	Csh Eq Lgp	A	N	N
6	STATE	101005	Cash Equiv With Treasurer	Csh Eq Trs	A	N	N
7	STATE	101007	Cash And Cash Equivalents	Csh&Equiv	A	N	N
8	STATE	101008	Cash&Equ-Collaterl Hld Securty	Collat Sec	A	N	N
9	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N	N
10	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N	N
11	STATE	101060	Cash Advances - Courts	Adv Court	A	N	N
12	STATE	101060	Cash Advances - Courts	Adv Court	A	N	N
13	STATE	101070	Cash Of Lottery Revolving Acct	Cash Ltry	A	N	N
14	STATE	101070	Cash Of Lottery Revolving Acct	Cash Ltry	A	N	N
15	STATE	101080	Cash With Paying Agent	Csh Py Agt	A	N	N
16	STATE	101080	Cash With Paying Agent	Csh Py Agt	A	N	N
17	STATE	101090	Cash With Fiscal Agent	Csh Fs Agt	A	N	N
18	STATE	101090	Cash With Fiscal Agent	Csh Fs Agt	A	N	N
19	STATE	101420	Amt Held By Trustee-Treasury	Amt Truste	A	N	N
20	STATE	101420	Amt Held By Trustee-Treasury	Amt Truste	A	N	N
21	STATE	101430	Amt Held By Outside Trustee	Amt Outsd	A	N	N
22	STATE	101430	Amt Held By Outside Trustee	Amt Outsd	A	N	N
23	STATE	101470	Funds Held In Escrow	Fd Escrow	A	N	N
24	STATE	101470	Funds Held In Escrow	Fd Escrow	A	N	N
25	STATE	103001	Investments Not w/Treasurer	Inv Not Tr	A	N	N
26	STATE	103002	Investmnt w/Treasurer-SEC Lend	Inv SEC Ld	A	N	N
27	STATE	103003	Investmnt w/Treasurer-LGIP	Inv LGIP	A	N	N
28	STATE	103004	LGIP-To Be Divided	LGIP	A	N	N
29	STATE	103150	Securities Held In Escrow	Secr Escrw	A	N	N
30	STATE	103150	Securities Held In Escrow	Secr Escrw	A	N	N
31	STATE	103480	Investments - Other	Invest Oth	A	N	N
32	STATE	103480	Investments - Other	Invest Oth	A	N	N
33	STATE	103490	Investments-Local School Bonds	Invest Sch	A	N	N
34	STATE	103490	Investments-Local School Bonds	Invest Sch	A	N	N
35	STATE	103510	Investments - Bonds	Invest Bds	A	N	N
36	STATE	103510	Investments - Bonds	Invest Bds	A	N	N



# Queries-Department

FIN0011-Department Codes	18				
SetID	Department	Description	As Of Date	Short Desc	Budgeta
15100	10000	DOA - All Non-GA Departments	10/4/2012	All NonGA	Y
15100	10001	DOA - GA Departments	10/4/2012	All GA	Y
15100	60200	Commonwealth Health Research	10/4/2012	CHRB	N
15100	91100	Comptroller	10/4/2012	Comptrl	N
15100	91200	EDI Prenotes	10/4/2012	EDI	N
15100	92100	Admin Svcs & Public Records	10/4/2012	Admin	N
15100	93100	Personnel	10/4/2012	Personnel	N
15100	94100	Internal Audit	10/4/2012	Int Audit	N
15100	95200	Financial Reporting	10/4/2012	Fin Rpt	N
15100	95400	General Accounting	10/4/2012	Gen Acctg	N
15100	95700	FSRI - Cardinal	10/4/2012	Cardinal	N
15100	95800	FSRI - Performance Budgeting	10/4/2012	Perf Budg	N
15100	97200	Payroll Production	10/4/2012	PayProd	N
15100	97500	Payroll Service Bureau	10/4/2012	PSB	N
15100	98300	Systems Analysis & Programming	10/4/2012	S &P	N
15100	98400	Chief Technology Officer & DBA	10/4/2012	CTO&DBA	N
15100	99800	Converted Blank Dept	10/4/2012	CNV	N
15100	99999	DOA	10/4/2012	DOA All	N



# Query on SpeedTypes and SpeedCharts

To run query on SpeedTypes and SpeedCharts, access the Query Viewer.

- The query name for **SpeedType** is **FIN0007\_SPEEDTYPES**.
- The query name for **SpeedChart** is **APY0005\_SPEEDCHARTS**.

You can navigate to this query through the following path:

**Main Menu > Reporting Tools > Query > Query Viewer**

Click the **Excel** link next to the relevant Query to view results in Excel.



# Queries-SpeedTypes

	A	B	E	F	G	I	K	Q	T
1	<b>FIN0007-SpeedTypes</b>	272							
2	<b>SetID</b>	<b>SpeedType</b>	<b>Description</b>	<b>Type</b>	<b>Account</b>	<b>Department</b>	<b>Fund</b>	<b>Program</b>	<b>Currency</b>
3	15100	2280270	CIPPS - 228 - 0270	Universal	111220	93100	02700		USD
4	15100	6021112	CIPPS - 602 - 1112	Universal	5011120	60200	09362	407001	USD
5	15100	6021123	CIPPS - 602 - 1123	Universal	5011230	60200	09362	407001	USD
6	15100	91100	Comptroller	Universal		91100	01000	799001	USD
7	15100	9111111	CIPPS - 911 - 1111	Universal	5011110	91100	01000	799001	USD
8	15100	9111112	CIPPS - 911 - 1112	Universal	5011120	91100	01000	799001	USD
9	15100	9111113	CIPPS - 911 - 1113	Universal	5011130	91100	01000	799001	USD
10	15100	9111114	CIPPS - 911 - 1114	Universal	5011140	91100	01000	799001	USD
11	15100	9111115	CIPPS - 911 - 1115	Universal	5011150	91100	01000	799001	USD
12	15100	9111116	CIPPS - 911 - 1116	Universal	5011160	91100	01000	799001	USD
13	15100	9111117	CIPPS - 911 - 1117	Universal	5011170	91100	01000	799001	USD
14	15100	9111122	CIPPS - 911 - 1122	Universal	5011220	91100	01000	799001	USD
15	15100	9111123	CIPPS - 911 - 1123	Universal	5011230	91100	01000	799001	USD
16	15100	9111125	CIPPS - 911 - 1125	Universal	5011250	91100	01000	799001	USD
17	15100	9111128	CIPPS - 911 - 1128	Universal	5011280	91100	01000	799001	USD
18	15100	9111129	CIPPS - 911 - 1129	Universal	5011290	91100	01000	799001	USD
19	15100	9111131	CIPPS - 911 - 1131	Universal	5011310	91100	01000	799001	USD
20	15100	9111138	CIPPS - 911 - 1138	Universal	5011380	91100	01000	799001	USD
21	15100	9111141	CIPPS - 911 - 1141	Universal	5011410	91100	01000	799001	USD
22	15100	9111143	CIPPS - 911 - 1143	Universal	5011430	91100	01000	799001	USD
23	15100	9111153	CIPPS - 911 - 1153	Universal	5011530	91100	01000	799001	USD
24	15100	9111162	CIPPS - 911 - 1162	Universal	5011620	91100	01000	799001	USD
25	15100	9111163	CIPPS - 911 - 1163	Universal	5011630	91100	01000	799001	USD
26	15100	9111164	CIPPS - 911 - 1164	Universal	5011640	91100	01000	799001	USD



# Queries-SpeedCharts

	A	B	C	D	E	F	G	J	K
1	APY000	24							
2	SetID	Setid_Descr	:2	SpeedChart	Description	Speedtype_short	Type	Eff Date	Accour
3	15100	Department of Accounts	10/4/2012	91100	Comptroller	U	Universal	1/1/1901	
4	15100	Department of Accounts	10/4/2012	91200	EDI Prenotes Administration	U	Universal	1/1/1901	
5	15100	Department of Accounts	10/4/2012	92100	Administration	U	Universal	1/1/1901	
6	15100	Department of Accounts	10/4/2012	93100	Human Resources	U	Universal	1/1/1901	
7	15100	Department of Accounts	10/4/2012	94100	Internal Audit	U	Universal	1/1/1901	
8	15100	Department of Accounts	10/4/2012	95200	Financial Reporting	U	Universal	1/1/1901	
9	15100	Department of Accounts	10/4/2012	9540001	General Accounting	U	Universal	1/1/1901	
10	15100	Department of Accounts	10/4/2012	9540002	General Accounting Disburs Rev	U	Universal	1/1/1901	
11	15100	Department of Accounts	10/4/2012	95700	FSRI - Cardinal	U	Universal	1/1/1901	
12	15100	Department of Accounts	10/4/2012	95800	FSRI - Perf Budgeting	U	Universal	1/1/1901	
13	15100	Department of Accounts	10/4/2012	97200	Payroll Operations	U	Universal	1/1/1901	
14	15100	Department of Accounts	10/4/2012	97500	Payroll Service Bureau	U	Universal	1/1/1901	
15	15100	Department of Accounts	10/4/2012	9830001	Financial Systems Development	U	Universal	1/1/1901	
16	15100	Department of Accounts	10/4/2012	9830002	Financial Systems Maintenance	U	Universal	1/1/1901	
17	15100	Department of Accounts	10/4/2012	9830004	Computer Services	U	Universal	1/1/1901	
18	15100	Department of Accounts	10/4/2012	9840001	CTO DBA FS Development	U	Universal	1/1/1901	
19	15100	Department of Accounts	10/4/2012	9840002	CTO DBA FS Maintenance	U	Universal	1/1/1901	
20	15100	Department of Accounts	10/4/2012	AdminPSB	Fees for Admin Services-PSB	U	Universal	1/1/1901	4002700
21	15100	Department of Accounts	10/4/2012	CCRebate	Charge Card Rebate Fees	U	Universal	1/1/1901	4009026
22	15100	Department of Accounts	10/4/2012	FAACSDep	FAACS Equip Dep	U	Universal	1/1/1901	183730
23	15100	Department of Accounts	10/4/2012	FAACSLnv	FAACS Offset	U	Universal	1/1/1901	257980
24	15100	Department of Accounts	10/4/2012	MiscRevGen	Miscellaneous Revenue-General	U	Universal	1/1/1901	4009060
25	15100	Department of Accounts	10/4/2012	MiscRevSW	Miscellaneous Revenue-DOA SW	U	Universal	1/1/1901	4009060
26	15100	Department of Accounts	10/4/2012	PrYearExp	Recovery Prior Yr Expenditures	U	Universal	1/1/1901	4009084



# Online Inquiries

---

Several inquiries are available for General Ledger maintenance. The Audit Tree Inquiry may be available depending on your individual security role.



# Audit Tree Inquiry

You can audit trees by using the **Tree Auditor** page. Tree audit is a process that compares the value table with the associated tree, and identifies missing values.

To display the **Tree Auditor** page and view the error(s) for the tree(s) you audited, you can navigate to through the following path:

**Main Menu > Tree Manager > Tree Auditor**

The screenshot shows the 'Tree Auditor' page in the CARDINAL system. The breadcrumb trail is 'Favorites > Main Menu > Tree Manager > Tree Auditor'. The page title is 'Tree Auditor'. Below the title, the 'Run Control ID' is 'treeAuditor'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Audit Scope' section has radio buttons for 'Single Tree' (selected) and 'Multiple Trees'. The 'Tree Definition' section has input fields for 'Tree Name' and 'SetId'. The 'Date Selection' section has radio buttons for 'Effective Date of Tree' (selected), 'As of Current Date', 'As of Specific Date', and 'All Trees'. The 'Effective Date of Tree' field contains '07/05/2012'.



# Lesson 4: Summary

---

In this lesson, you learned how to describe key reports, queries, and online inquiries.



# Course Summary

In this course, you learned to:

- Describe key General Ledger maintenance concepts
- Describe the overall General Ledger maintenance process
- Explain how General Ledger maintenance integrates with other Cardinal modules and interfaces with external systems
- Add or update Chart of Account values, and their associated attributes
- Create and update SpeedTypes and SpeedCharts
- Understand Tree Structures
- Understand Combination Edits
- Understand budget structures
- Amend the Journal Entry Template
- Describe the key General Ledger maintenance reports, queries, and online inquiries



# Course Evaluation

---

This page left intentionally blank.



# Appendix

---

- Key Terms



# Key Terms

**Budget Ledger:** Defines the type of budget (i.e. expenditure or revenue) and the type of transaction (i.e. budget, encumbrance, expense, or collected revenue) that will be recorded in the ledger.

**Budget Structure:** Defines the processing rules for each budget ledger.

**Combination Edits:** Defines rules about which ChartField values can be used together on an accounting entry in Cardinal.

**Tree:** A tree is used to setup hierarchical structures in Cardinal. Trees can depict the relationships of the business entities in a hierarchical structure or represent a group of summarization rules (roll ups) for a particular ChartField.

**Tree Structure:** Defines the groupings and hierarchical relationships between ChartField values in the same database table.

**SpeedTypes and SpeedCharts:** Populate pre-defined ChartFields on journal entries. A SpeedType consists of a pre-determined Chart of Accounts (COA) value string (such as fund, program, department), which populates the accounting distribution line when entered on a transaction. A SpeedType allows you to define codes for frequently used ChartField combinations. When a SpeedType is entered, you can add additional COA values on the associated distribution line. SpeedTypes are used in General Ledger, Expenses, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries. SpeedCharts provide similar functionality for Accounts Payable except that multiple accounting distributions can be configured for an individual SpeedChart.