SW GL334
Processing Budget Journals

Instructor Led Training

Rev 11/19/2019

Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

- Recognize key budget journal concepts
- Understand the overall budget journal process
- See how budget journal processing integrates with other Cardinal modules and interfaces with external systems
- Create manual budget journals in Cardinal
- Create and upload a spreadsheet budget journal in Cardinal
- Review budget journal errors

Course Objectives (continued)

- Correct budget journal errors
- Create and process budget journals in Cardinal
- Identify key budget online inquiries

Agenda

1. Understanding Budget Journals
2. Creating Budget Journals
3. Processing Budget Journals
4. Budget Journal Online Inquiries

Lesson 1: Introduction

1 Understanding Budget Journals

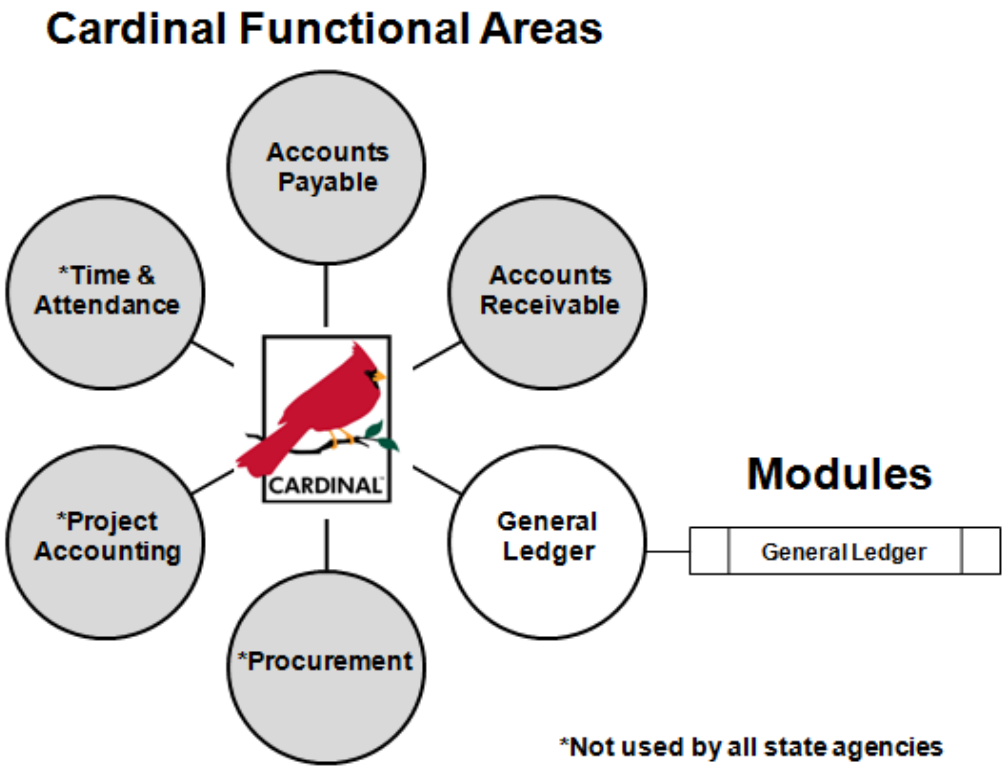
This lesson covers the following topics:

- General Ledger Overview
- Key Concepts
- Budget Process
- Integration and Interfaces

General Ledger Overview

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



Key Concepts: Statewide Budget Structures

The Cardinal budget structure uses parent/child budget relationships to link the various budget structures as appropriate.

Statewide budget structures are established at the parent budget level and are provided by and maintained by the Commonwealth's Department of Planning and Budget (DPB). They are:

- **Appropriation budget structure -** 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 -** This is used to limit spending level authority. The structure is configured as a child of the appropriation budget so that the total of the allotment budget lines cannot exceed the parent budget. The difference between the appropriation budget and the related allotment budget is the unallotted amount.

Key Concepts: Statewide Budget Structures (continued)

- **Operating Plan budget structure -** Used to budget to a lower level than the Appropriation budget structure. Agencies are required to submit their operating plan budgets to DPB.

- **Statewide Revenue Estimate budget -** Used to track the recognition and collection of revenues against the Commonwealth's Official Revenue Estimate.

Key Concepts: Agency Budget Structure

Agency budgets are established at a more detailed level than the statewide budgets. Agency annual budget calendars are aligned with the fiscal calendar.

Agency budgets are created and maintained by the agency and may include:

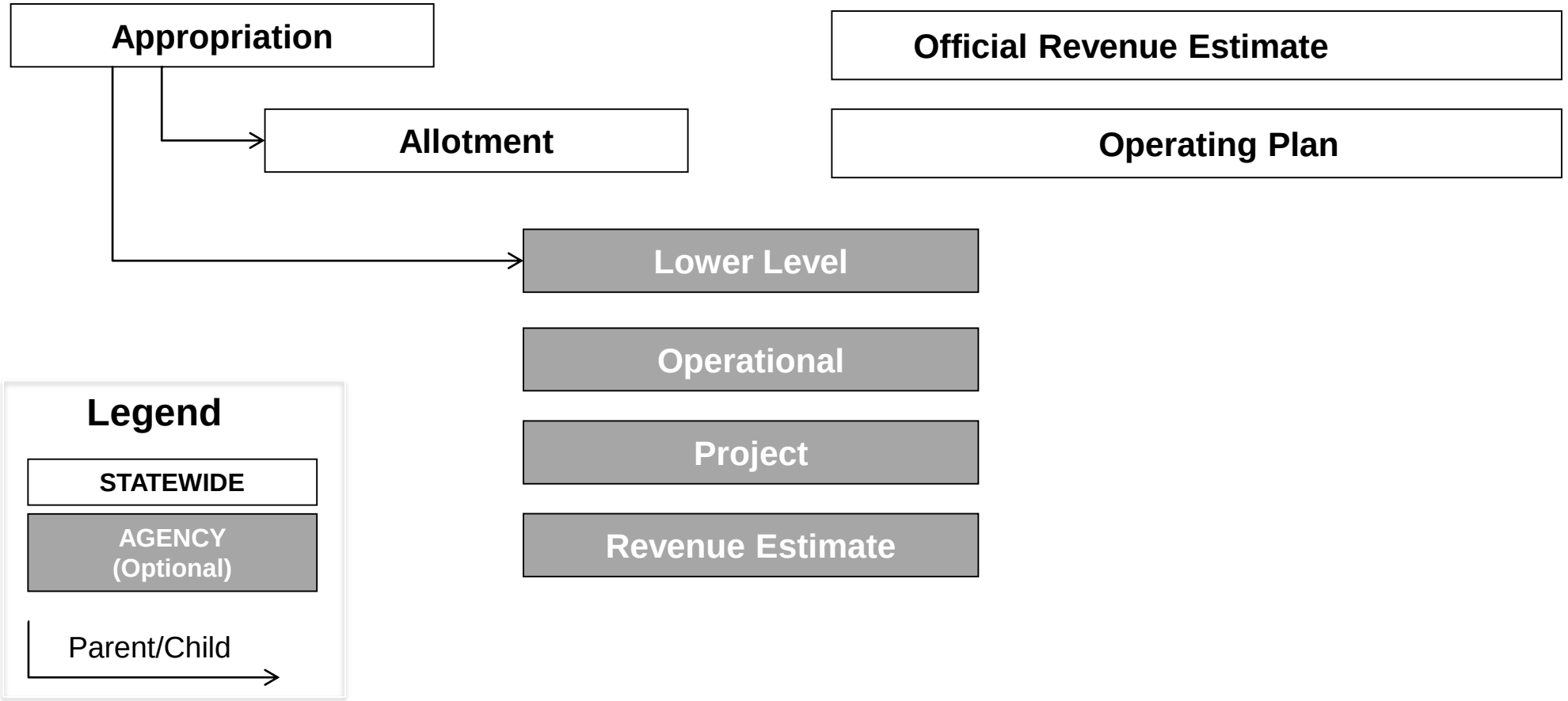
- **Agency Lower Level Budget** (expenditure budget) is a breakdown of the appropriation budget that can be used by agencies to manage or control agency budgets. This budget level is created as a child to the statewide appropriation parent budget.

- **Agency Operational Budget** (expenditure budget) is the detailed agency operating budget structure.

- **Agency Project Budget** (expenditure budget) is a project level budget, and optionally a task level budget.

- **Agency Revenue Estimate Budget** (revenue budget) is used to track the recognition and collection of revenues against a revenue estimate at an agency level.

Cardinal Budget Structures



Budget Control Options

Control Options define how restrictive budget structures are with respect to transactions. The control option of each budget structure is set depending on the purpose of the budget. The following options are available:

Control

- Verifies transactions based on valid ChartField combinations and monetary amounts.
- If the ChartField combination does not exist or the available budget amount is exceeded, the transaction will generate an error.
- No further processing can be performed until the error is corrected by an authorized agency user or the budget is overridden by an authorized user.

Track With Budget

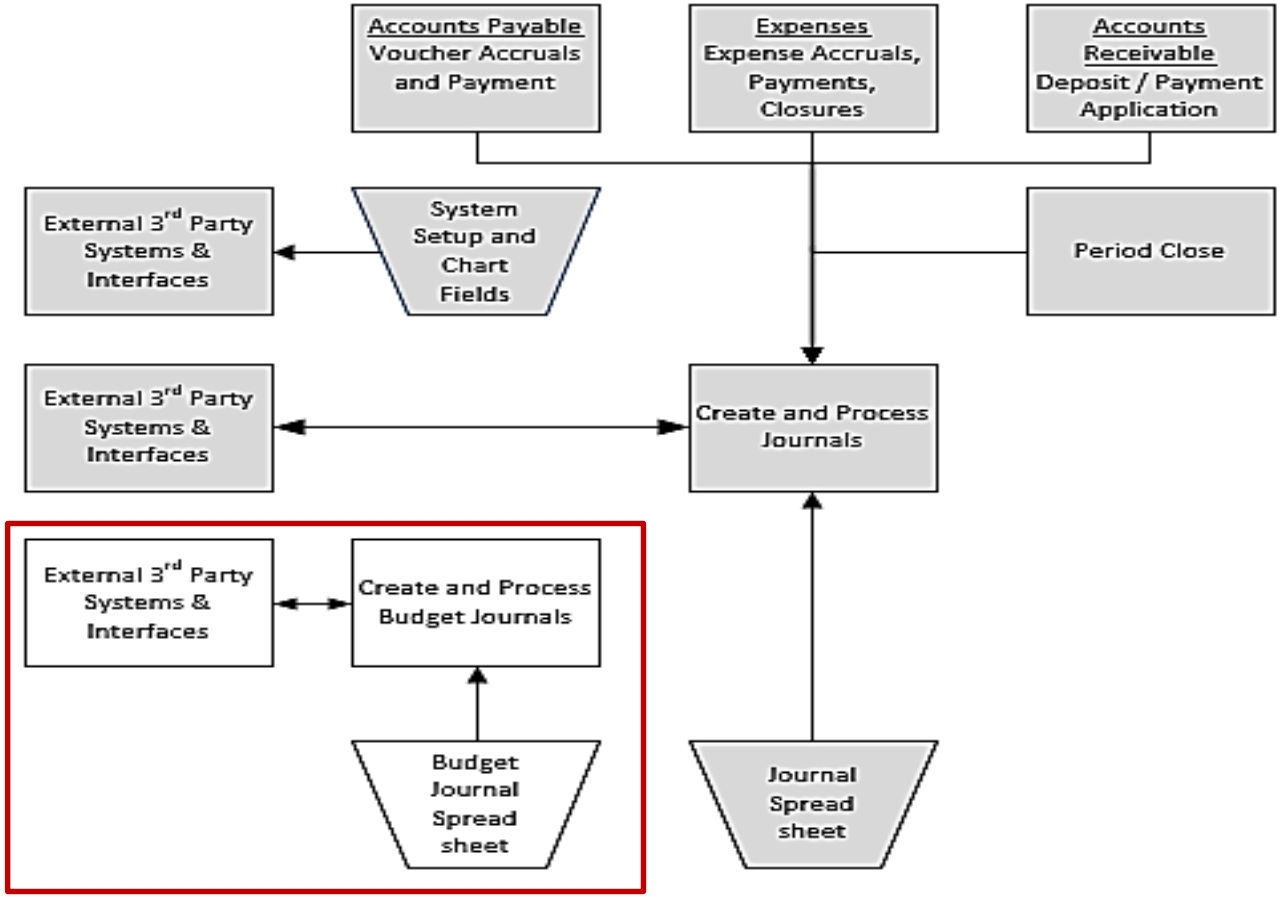
- Verifies transactions based on valid ChartField combinations, but not on monetary amounts.
- Tracks transaction amounts against available budgets and issues warning messages when they exceed budget amounts.
- If the budget combination does not exist, the transaction will generate an error.

Track Without Budget

- Tracks transactions even if there is no budget set up.
- All transactions pass without error.

General Ledger End-to-End Process

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



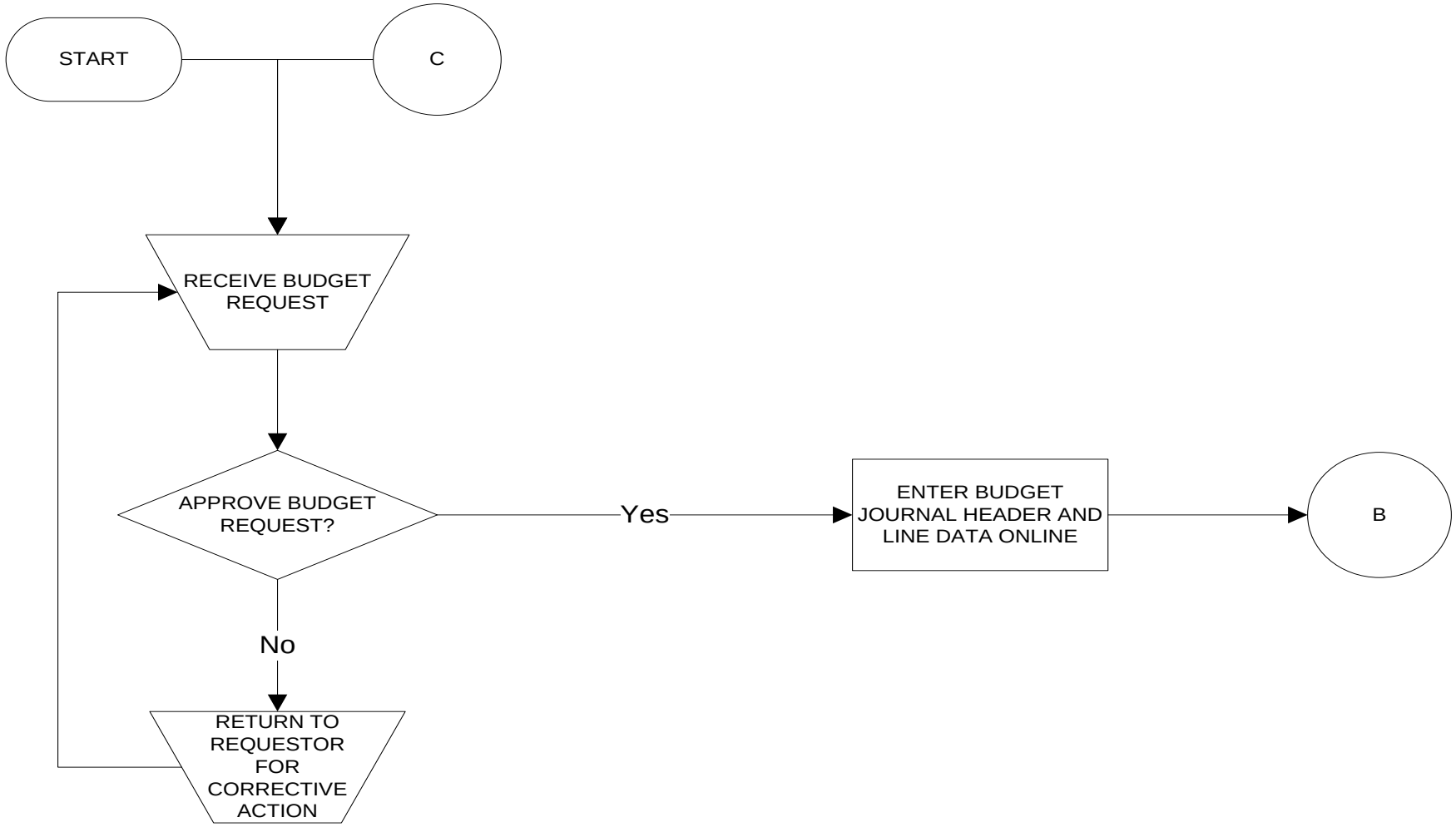
Create Budget Journals Process

Budget journals can be created in several different ways in Cardinal:

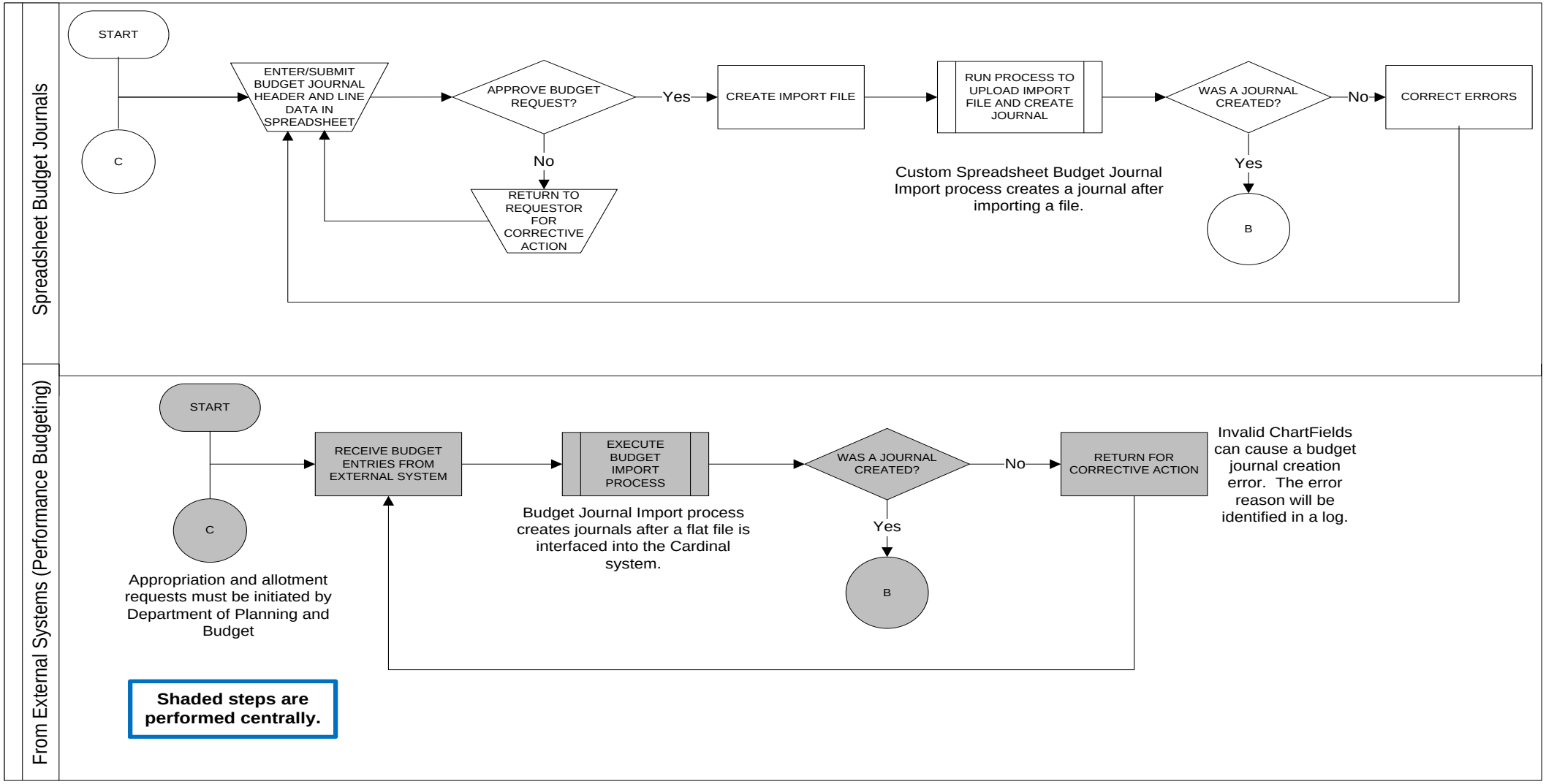
- **Manually -** entered online to establish or change the budgeted amount.
- **From a Spreadsheet -** Entered using a spreadsheet upload to establish or change the budgeted amount.
- **From Inbound External Third Party Systems -** DPB sends budget entries in the designated file format. The files are staged and uploaded in a batch process to create budget journals.

Create Manual Budget Journals Process

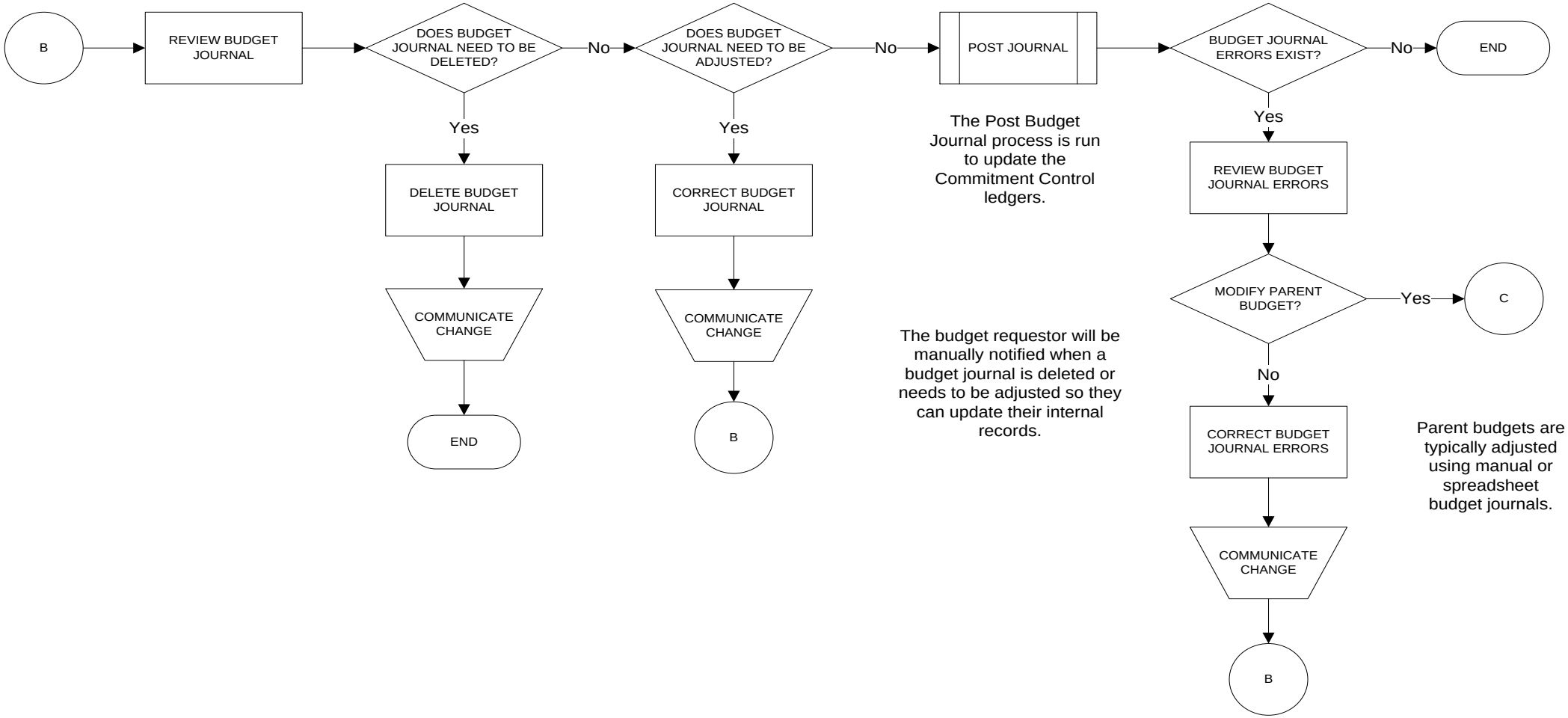
Budget requests will be manually approved prior to a budget journal being created.



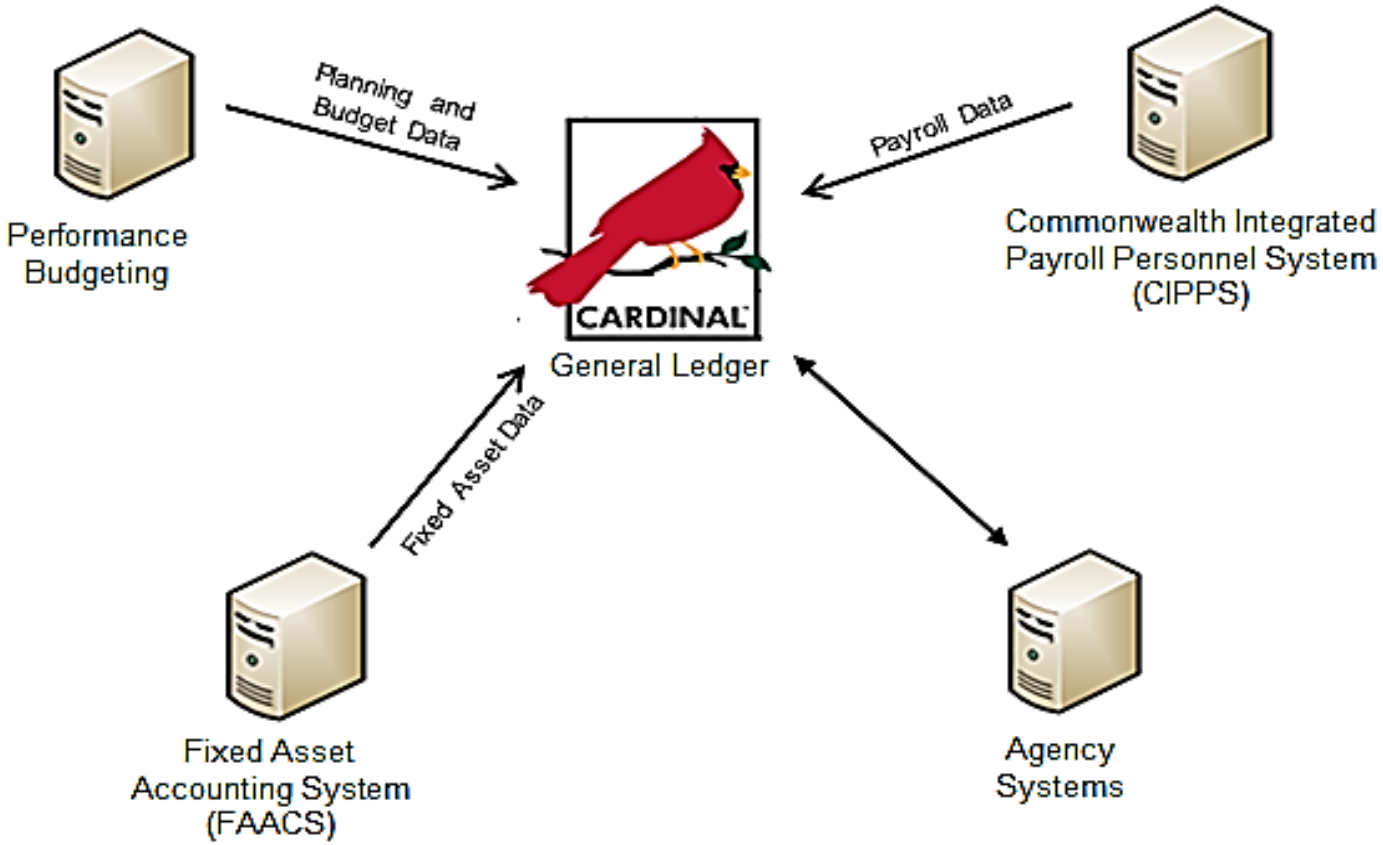
Create Batch Budget Journals Process



Process Budget Journals



Interfaces


Planning and Budget Data
Payroll Data
Performance Budgeting
CARDINAL
General Ledger
Commonwealth Integrated Payroll Personnel System (CIPPS)
Fixed Asset Data
Fixed Asset Accounting System (FAACS)
Agency Systems

Lesson 1: Summary

1 Understanding Budget Journals

In this lesson, you learned:

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

Lesson 2: Introduction

2 Creating Budget Journals

This lesson covers the following topics:

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

Creating a Manual Budget Journal

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

When creating a budget journal, a number of elements are necessary, including **Budget Header** and **Budget Lines** information.

- The **Budget Header** contains the information that uniquely identifies the budget journal (**Journal ID**, **Ledger Group**, **Budget Entry Type**, etc.). A budget journal can include budget journal lines for only one commitment control ledger group and business unit.

- **Budget Lines** contain the information that identifies the ChartField values and amount for the budget journal.

Upon saving, a number of checks are performed by Cardinal and if the budget journal contains errors, they will need to be corrected before posting

Creating a Manual Budget Journal (continued)

Budget Journals may be created and updated from the **Budget Journals** page.

Navigate to this page using the following path:

Main Menu > Commitment Control > Budget Journals

Enter the following information:

- **Business Unit -** Select the agency's business unit.
- **Journal ID -** Leave the default value of **NEXT**. Cardinal assigns a journal ID upon save.
- **Journal Date** - Defaults to the current date, override this default value as needed. The date on the journal must be within the same fiscal year as the open budget period.
- Click the **Add** button to access the **Enter Budget Journals** page

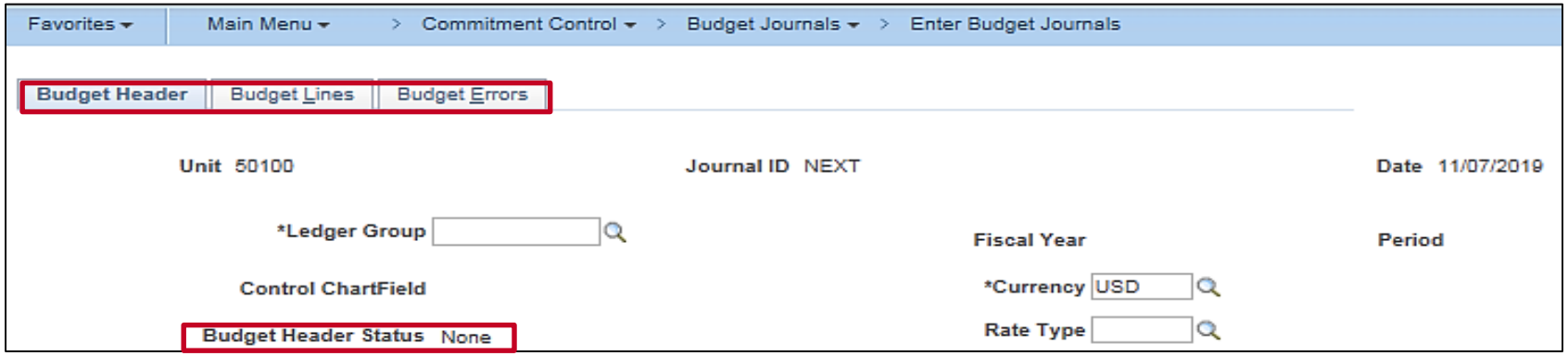
Entering Budget Journals: Budget Header

The **Enter Budget Journals** page allows budget entry or adjustment. The **Budget Header**, **Budget Lines**, and **Budget Errors** tabs are displayed.

In the **Budget Header** tab, the **Budget Header Status** field displays **None** when a new budget journal is created. **None** indicates that the budget journal has not been pre-budget checked or budget checked.

Other values can be:

- **Incomplete** - Only applies to copied journals when commitment control security is enabled.
- **Errors** - Editing has been run and the journal has errors.
- **Posted** - Editing has been run and the journal has been posted to the budget ledger.
- **Security Error** - The person entering the journal did not have security access to post.
- **Not Balanced** - Unbalanced transfer. When the budget is transferred using the Transfer option, the journal lines must balance.
- **Checked Only** - The budget journal has been successfully pre-budget checked.



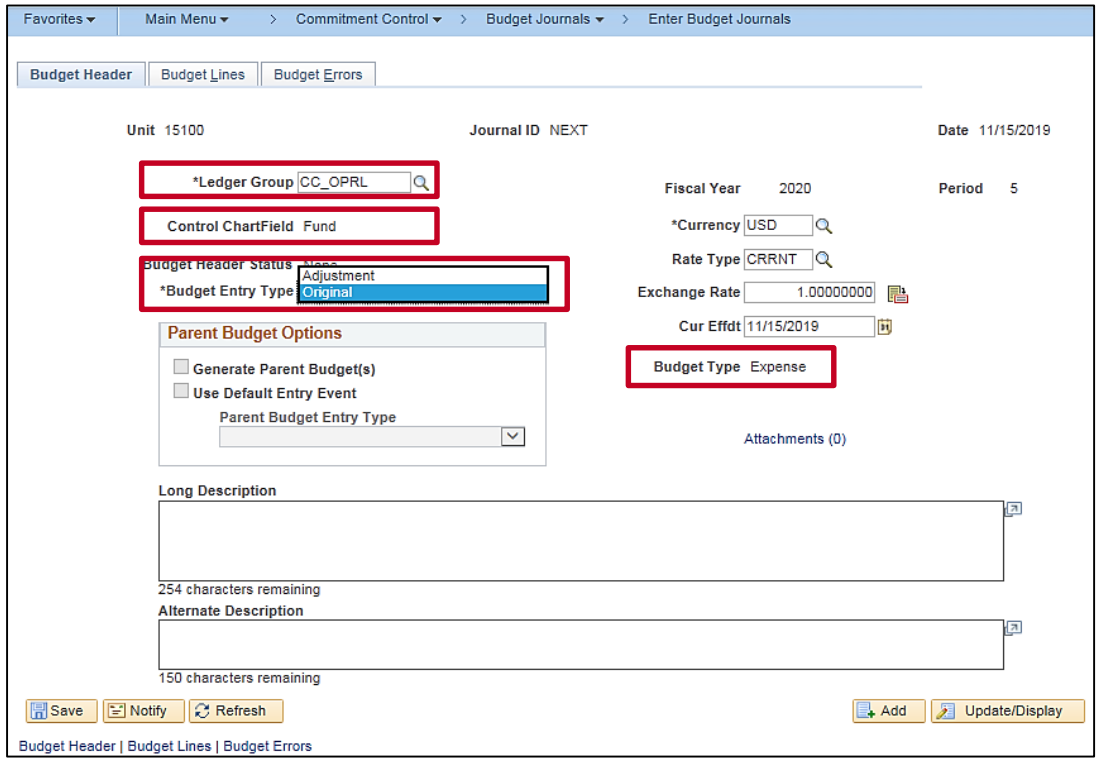
Entering Budget Journals: Budget Header (continued)

The **Ledger Group** identifies the budget level (e.g. Appropriation, Agency Operational, etc.).

The **Control ChartField** and **Budget Type** default based on the **Ledger Group** selected.

The **Budget Entry Type** identifies whether the budget journal is an original or adjusting entry:

- **Original -** Indicates the initial budget journal entry. This type is used to record adopted or approved budgets.
- **Adjustment -** Indicates an update to the original budget.

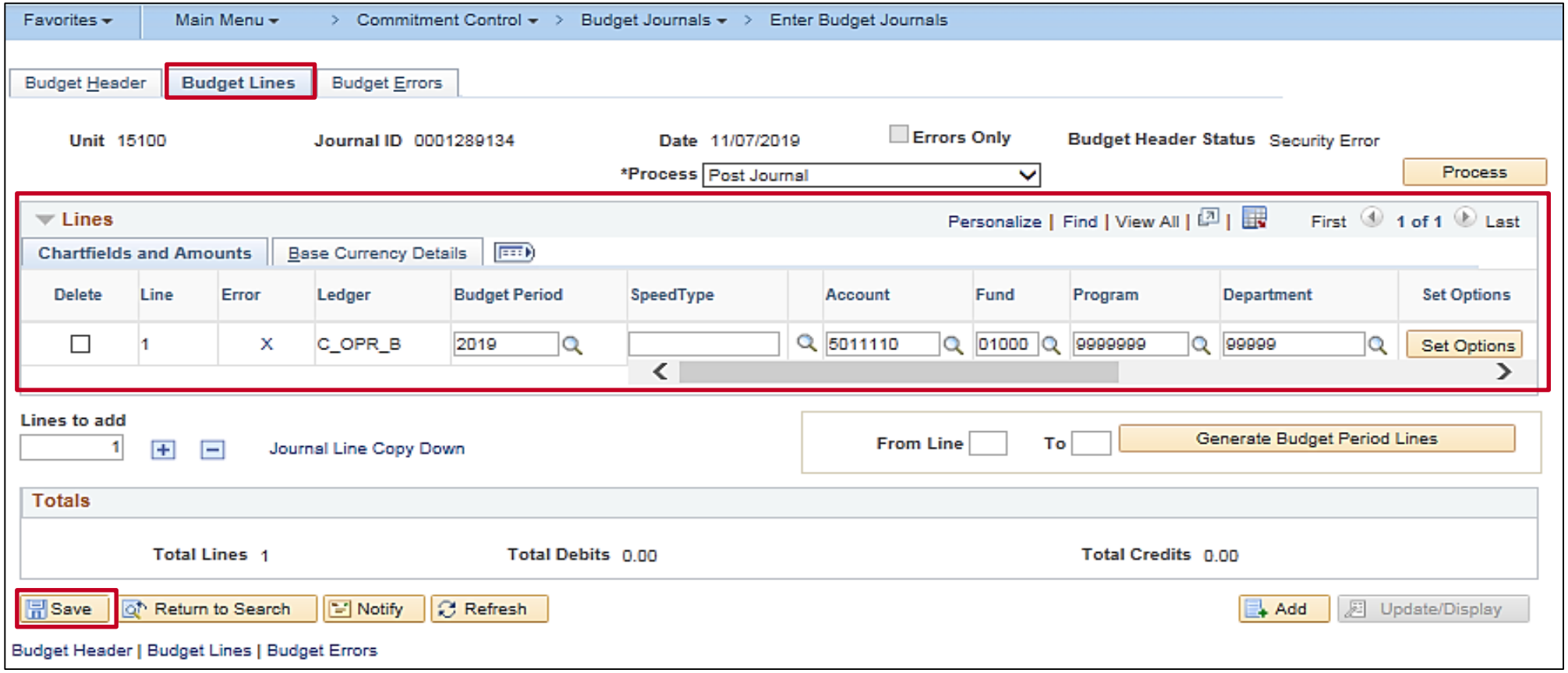


Entering Budget Journals: Budget Lines

On the **Budget Lines** tab, enter the ChartField distribution(s) and amount(s) for the entry. Use the scrollbar to view all fields.

Click the **Save** button to save your entry.

Budget journal lines do not need to balance (debits equal credits) when entered on this page.

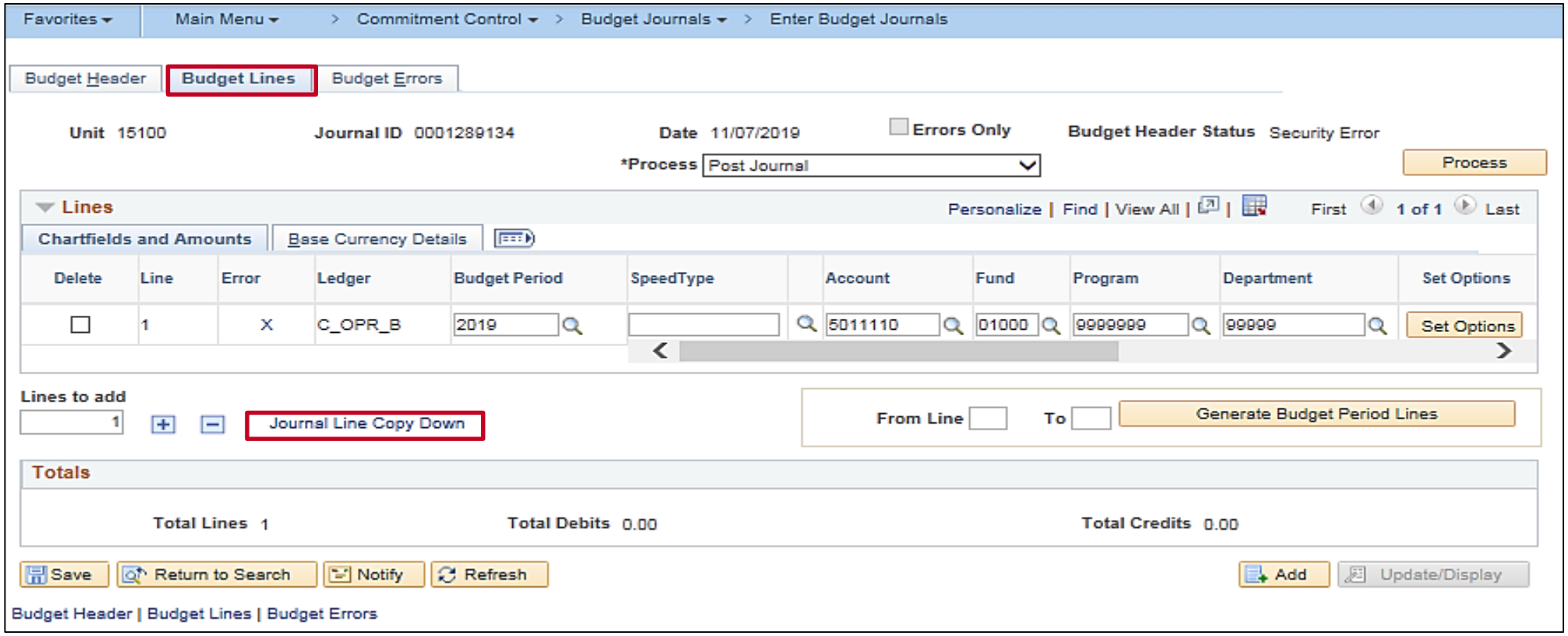


Using the Journal Line Copy Down Function

The **Journal Line Copy Down** function allows selection of the fields to be copied to the next journal entry line on the **Budget Lines** tab.

You can use this functionality to speed up data entry for all the budget lines to be entered on the budget journal.

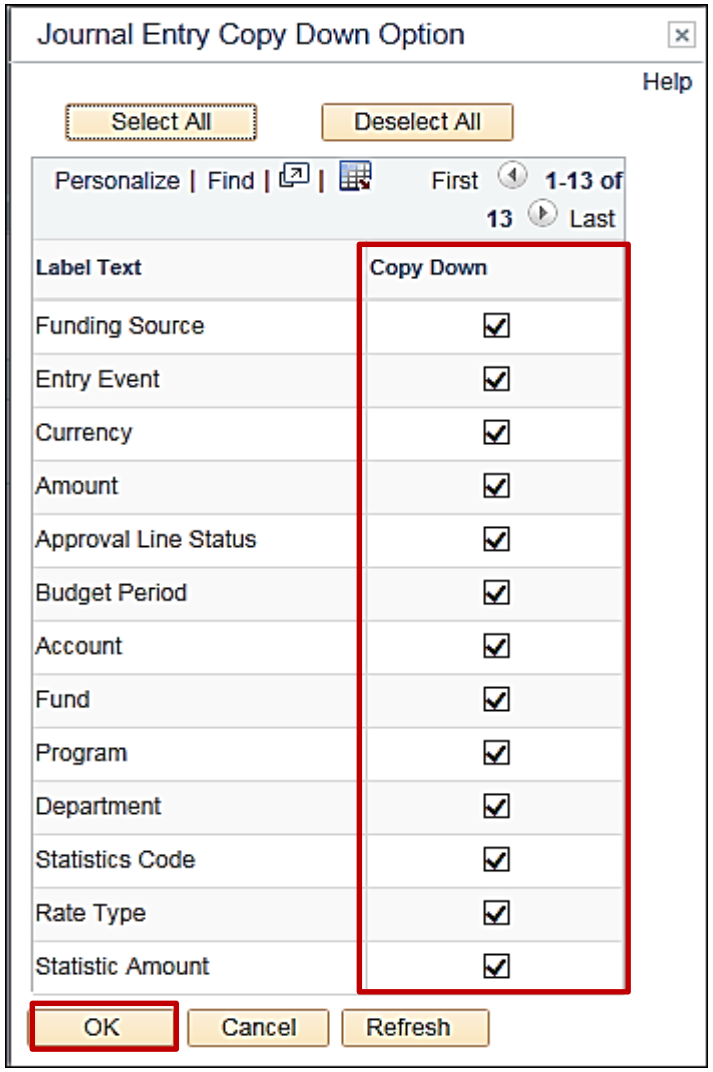
Click the **Journal Line Copy Down** link to access the **Journal Entry Copy Down Option** page.



Using the Journal Line Copy Down Function (continued)

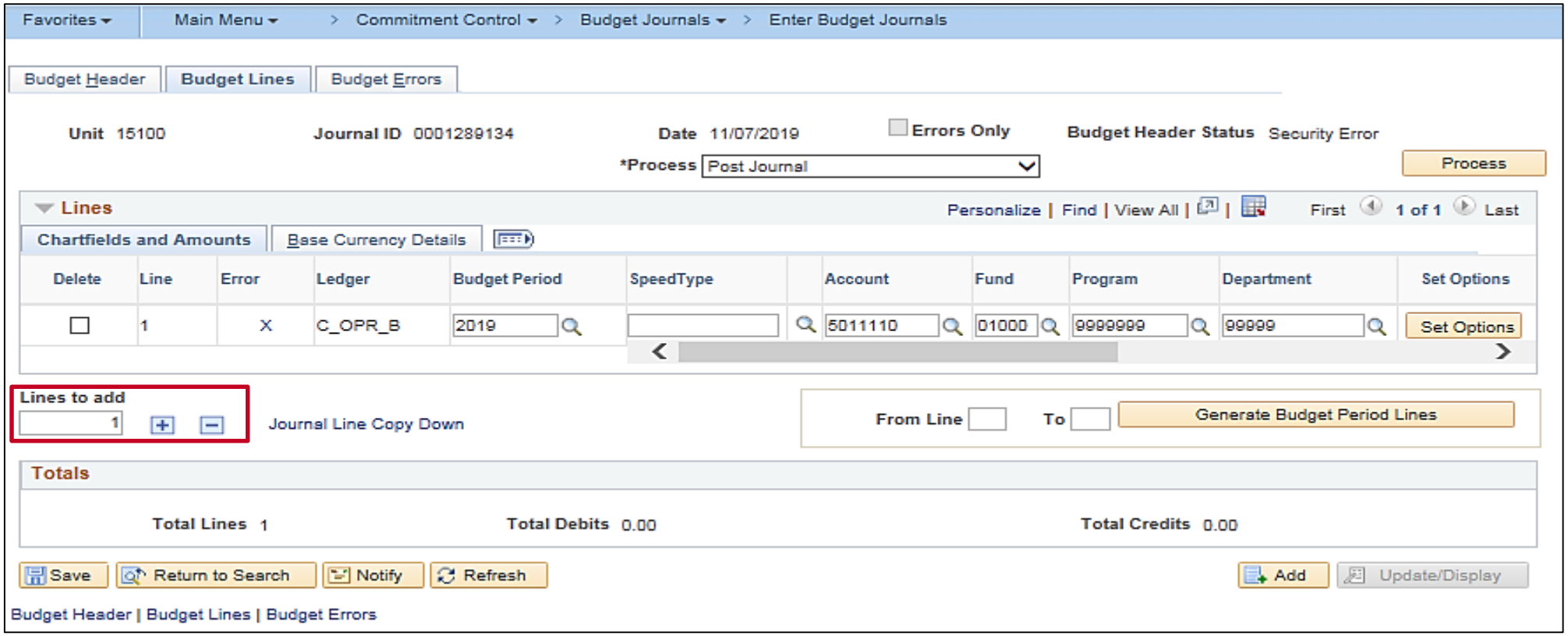
To copy down a budget journal line:

- Select the desired fields for copying.
- Click **OK** to return to the **Budget Lines** tab.



Using the Journal Line Copy Down Function (continued)

- Enter the number of lines to add in the **Lines to add** field.
- Click the **Insert Lines (+)** button.
- The selected fields from the previous line are copied to the new line or lines.



Copying a Budget Journal

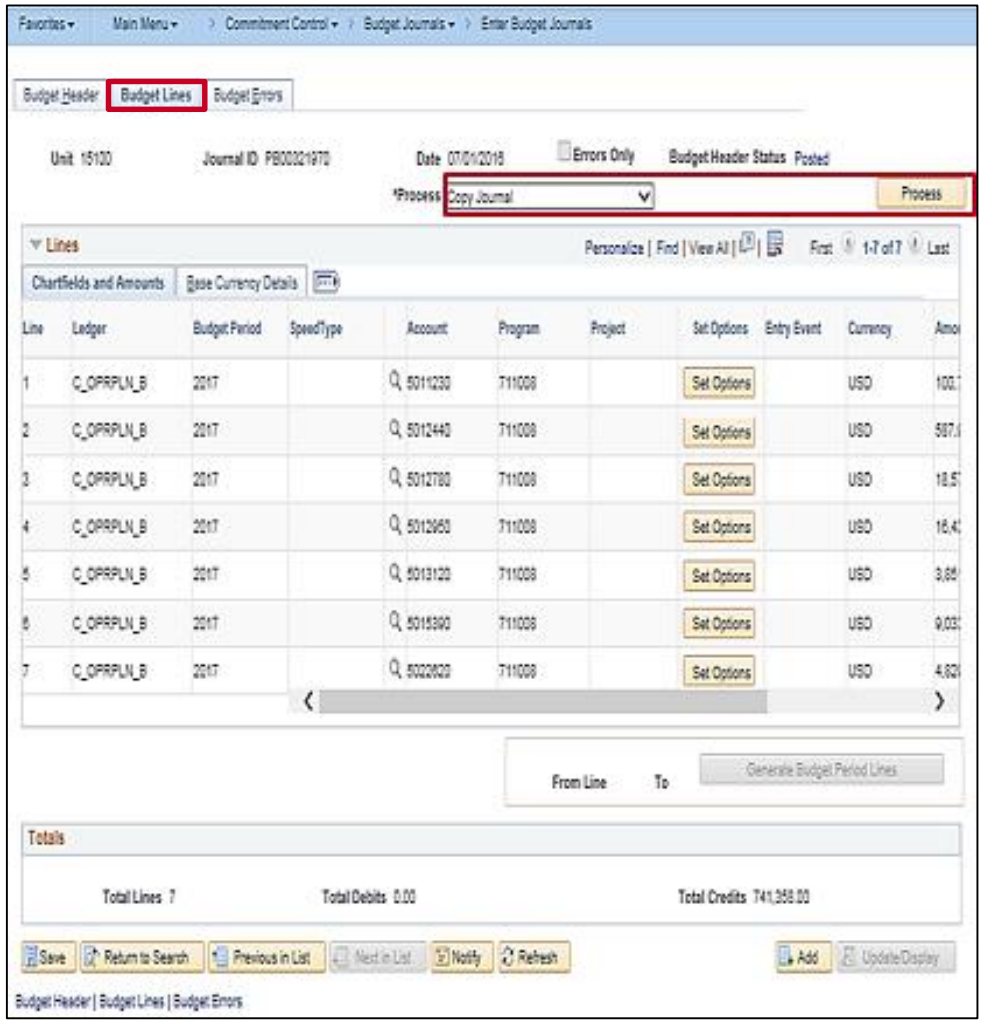
An existing budget journal can also be copied. The **Copy Journal** functionality is used to expedite data entry for a new budget journal or to correct amounts on a budget journal that has previously been posted.

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

- Access the existing budget journal to be copied to a new budget journal using this path:
  Commitment Control > Budget Journals > Enter Budget Journals

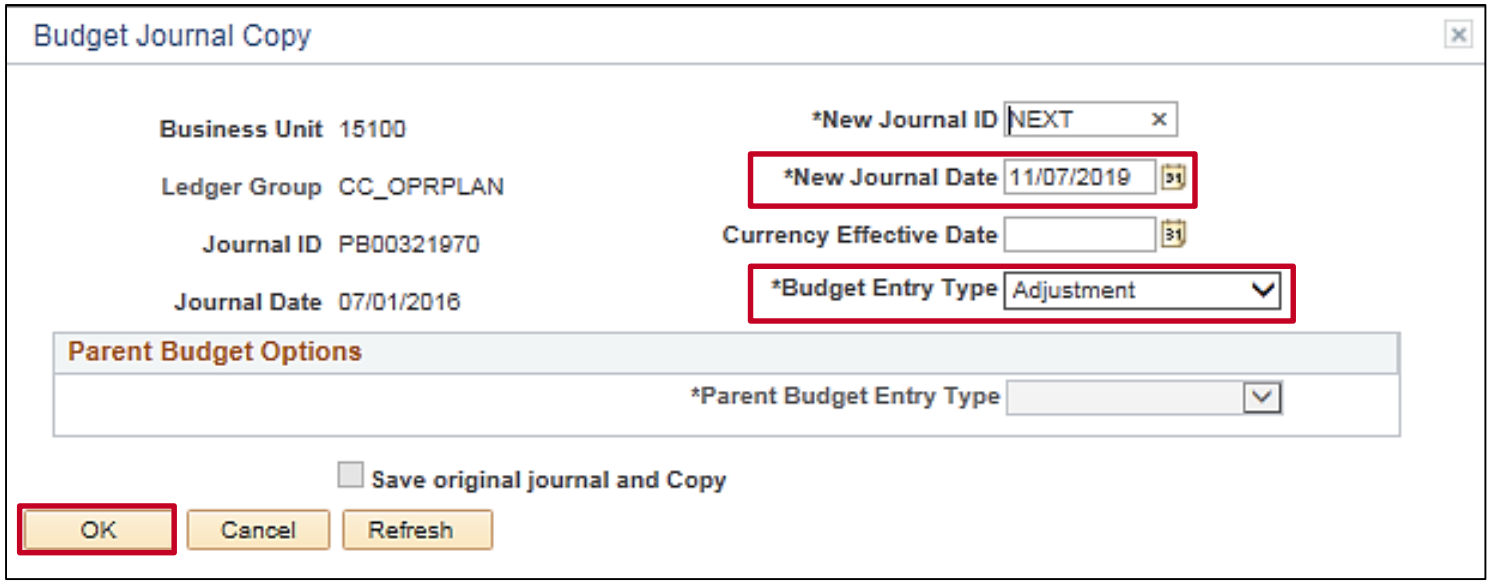
- Click the **Find an Existing Value tab** and search for the **Journal ID** to be copied.

- After accessing the budget journal, click the **Budget Lines** tab. Select **Copy Journal** from the **Process** drop-down menu and click the **Process** button to open the **Budget Journal Copy** page.



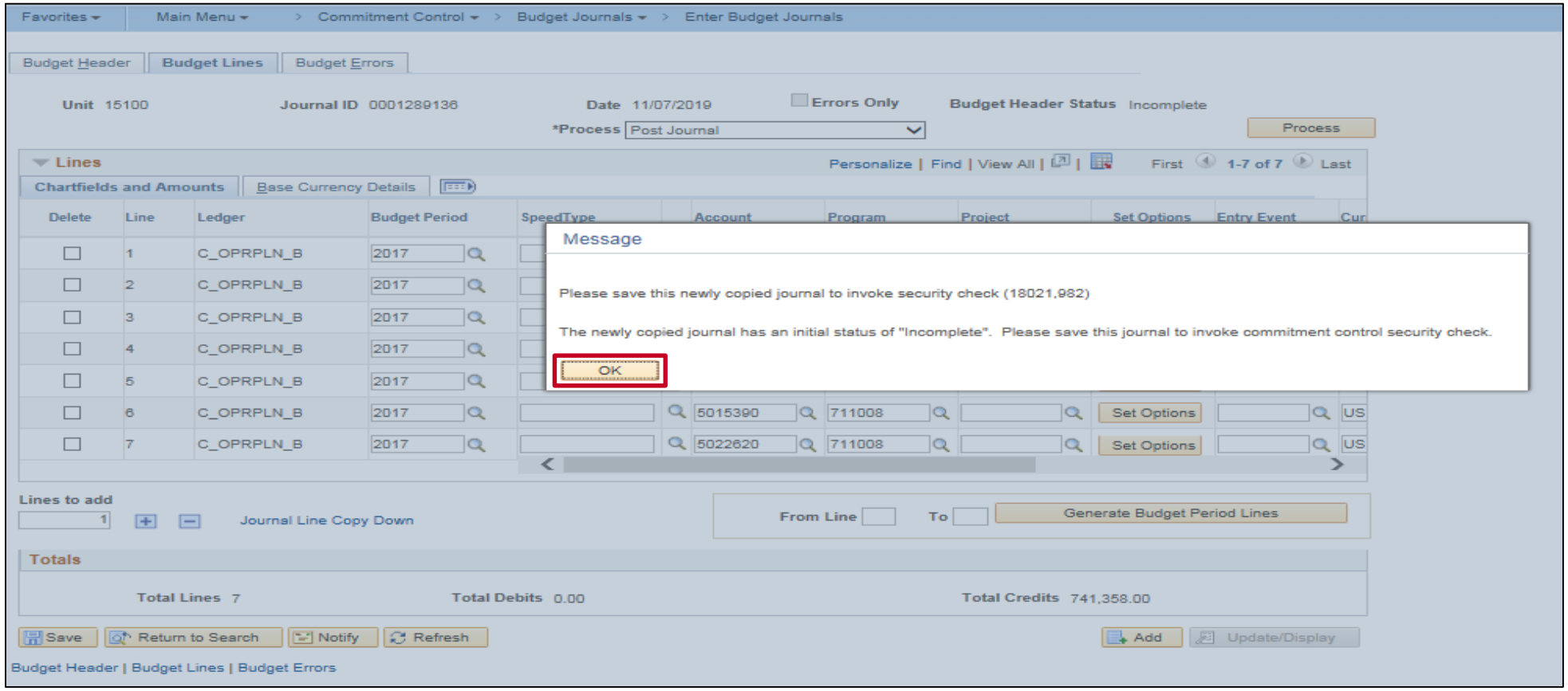
Copying a Budget Journal (continued)

- On the **Budget Journal Copy** page, enter the **New Journal Date** (must be within the open budget period).
- Select the **Budget Entry Type** for the copied journal, which can be either **Original** or **Adjustment**. The value of the **Budget Entry Type** defaults from the source journal, but can be changed for the newly copied journal here.
- Click the **OK** button to initiate the Budget Journal Copy process.



Copying a Budget Journal (continued)

- The new budget journal will automatically open and appear in the view, with a Message reminder to save the Journal.
- Click **OK.**
- Edit add, or delete budget lines as required. The new budget journal is then ready to **Save** or **Post**.



Entering a Budget Transfer

Entering a budget transfer is similar to entering a budget journal in Cardinal.

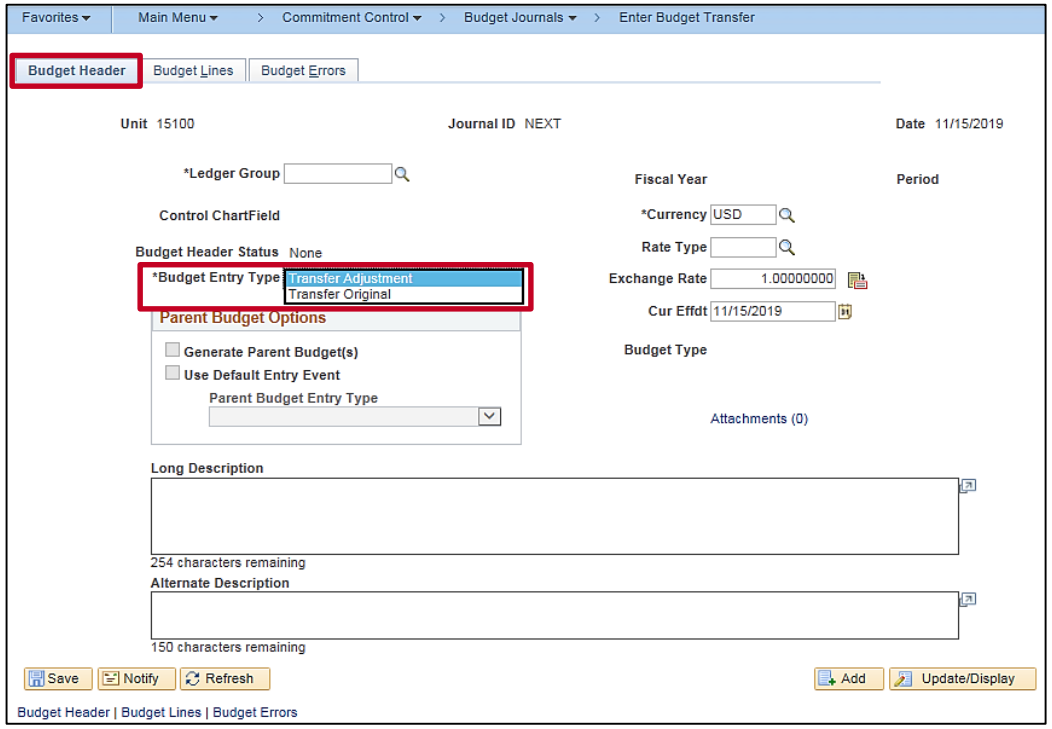
Navigate to the **Enter Budget Transfer** page using the following path:

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

Entering a Budget Transfer (continued)

The **Enter Budget Transfer** page has the same fields as the **Enter Budget Journals** page. Transfers are processed and posted like regular budget entries, with the following exceptions:

- The **Budget Header** page for **Enter Budget Transfer** has different **Budget Entry Type** options:
  - **Transfer Original**
  - **Transfer Adjustment**
- Journal lines must be balanced across debit and credit lines for a budget transfer.
- Transfer amounts may only be completed between budgets within a single ledger group and business unit combination.



Lesson 2: Creating a Manual Budget Journal Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

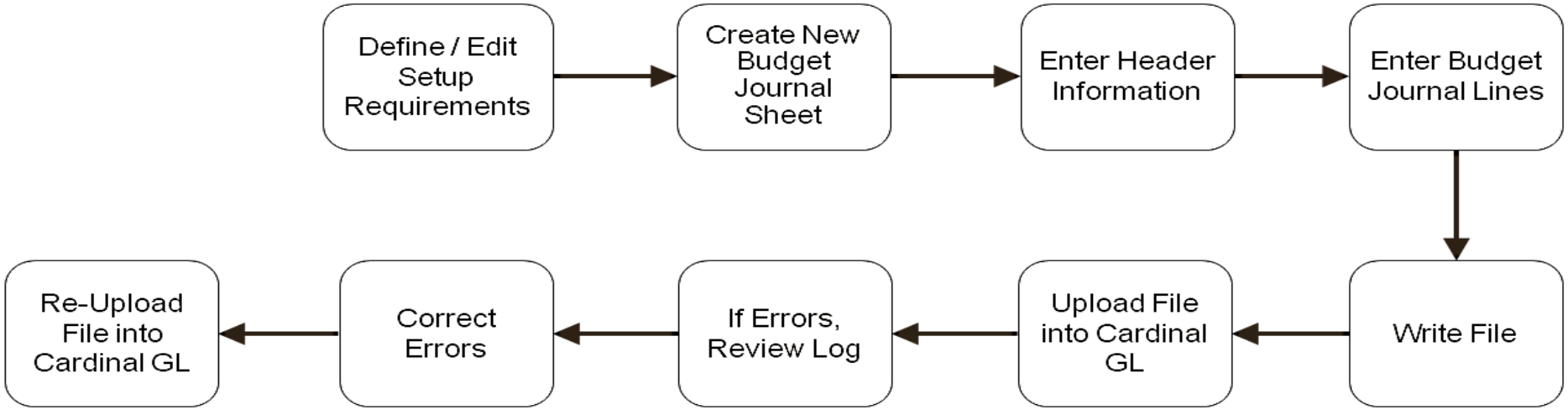
Spreadsheet Budget Journals

Another way to create a budget journal is by uploading a spreadsheet budget journal from a Microsoft Excel spreadsheet.

The **Budget Journal Spread Sheet Upload** tool is an Excel template that allows budget journals to be entered offline and then imported into Cardinal.

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

This diagram shows the spreadsheet journal process.



Prerequisites

The **Budget spreadsheet templates** are found on the Cardinal website in **Forms** under **Resources**.

Before uploading a spreadsheet journal, Excel must first be set up to accept macros in your workstation security settings.

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

- **V_BUDJRNL4.xls**: This is the **Budget Journal Spread Sheet Upload** workbook that will be used to create and import budget journals. Rename this file, if you want.

- **BudMcro3.xla:** This is the Visual Basic code library and dialog control. Rename this file from XLS to XLA.

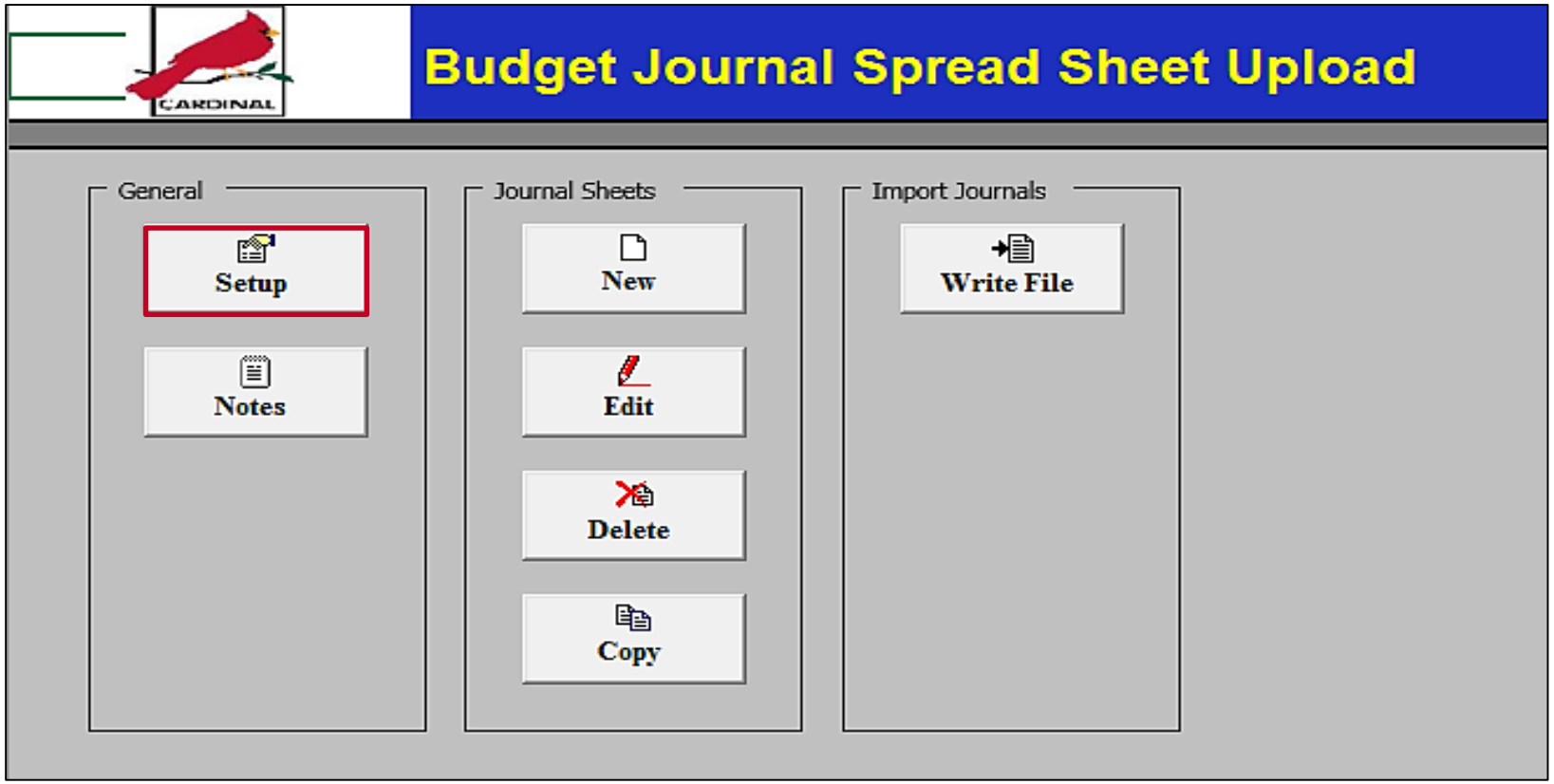
For more detailed information about uploading spreadsheet budget journals, see the job aid entitled **SW GL334: Uploading Budget Spreadsheet Journals** located on the Cardinal website in **Job Aids** under **Training**.

Multiple journal workbooks may be created by saving a clean V_BUDJRNL4.xls file as V_BUDJRNL_XX.xls, David.xls, or Taylor.xls, for example. However, the macro sheet file, BudMcro3.xla, must not be changed or renamed, and must be placed in the same folder as the V_BUDJRNL4.xls budget journal workbook and any renamed copies.

Define/Edit Setup Requirements

To begin creating a spreadsheet budget journal, access the **Budget Journal Spread Sheet Upload** control page by opening **V_BUDJRNL4.xls.** If prompted, choose to **Enable Macros**.

Click on the **Setup** button.



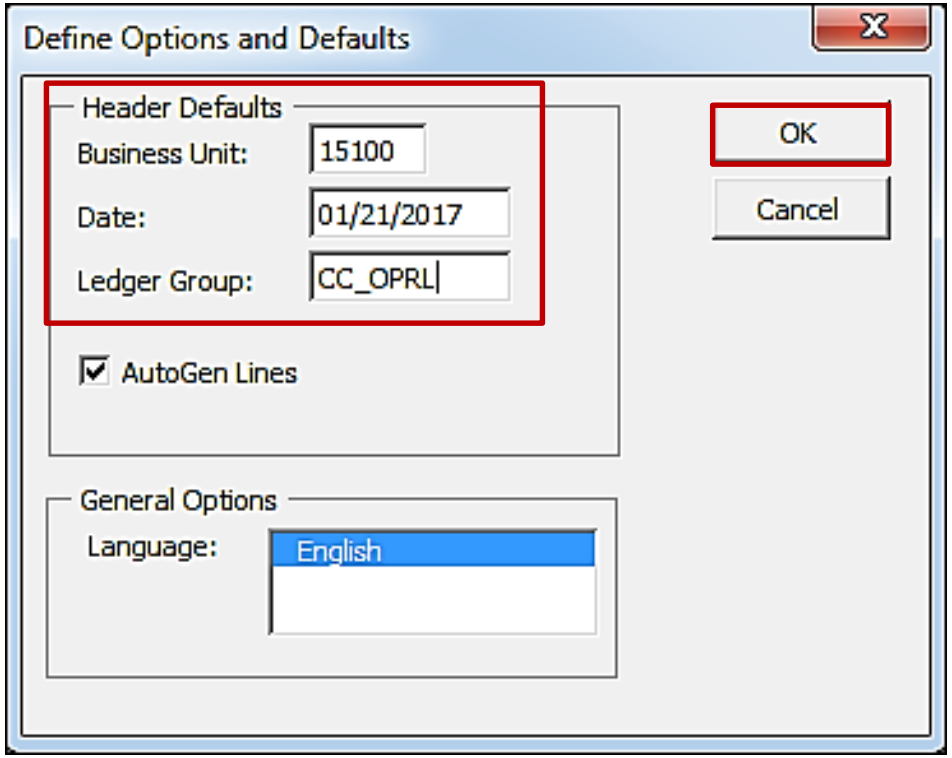
Define/Edit Setup Requirements (continued)

The **Define Options and Defaults** dialog box displays.

In the **Header Defaults** section, enter the **Business Unit**, **Date**, and **Ledger Group**.

AutoGen Lines and **General Options** will auto-populate.

Click the **OK** button.

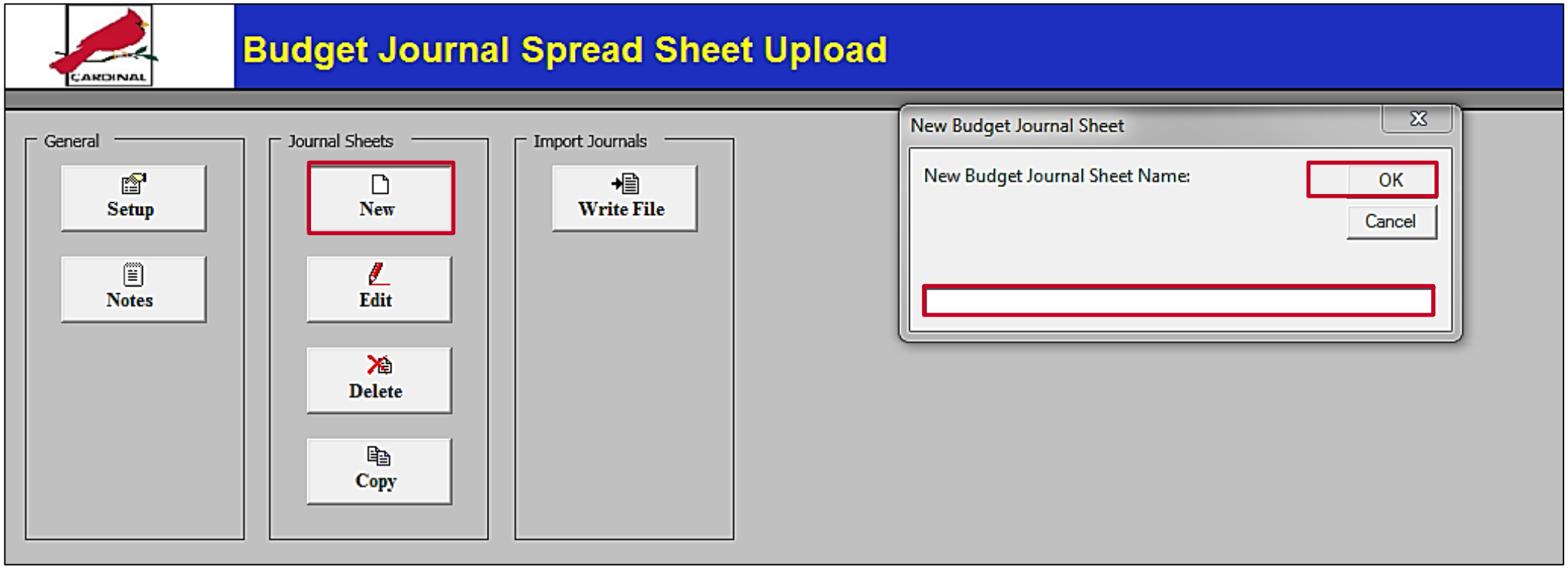


Creating a New Budget Journal Sheet

The **Budget Journal Spread Sheet Upload** page displays.

Click the **New** button to create a new journal sheet.

The **New Budget Journal Sheet** box displays. Enter a name and click the **OK** button.



Creating a New Budget Journal Sheet: Journal Header

The **Budget Journal Upload** page displays.

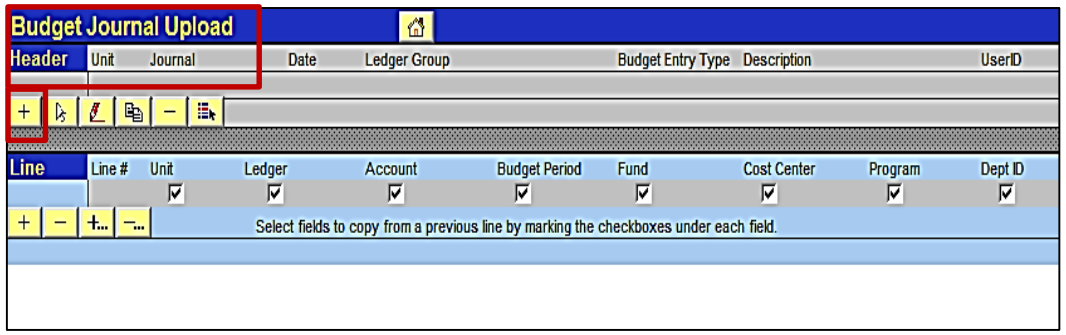
Click the **+** button in the **Header** section to create the journal header.

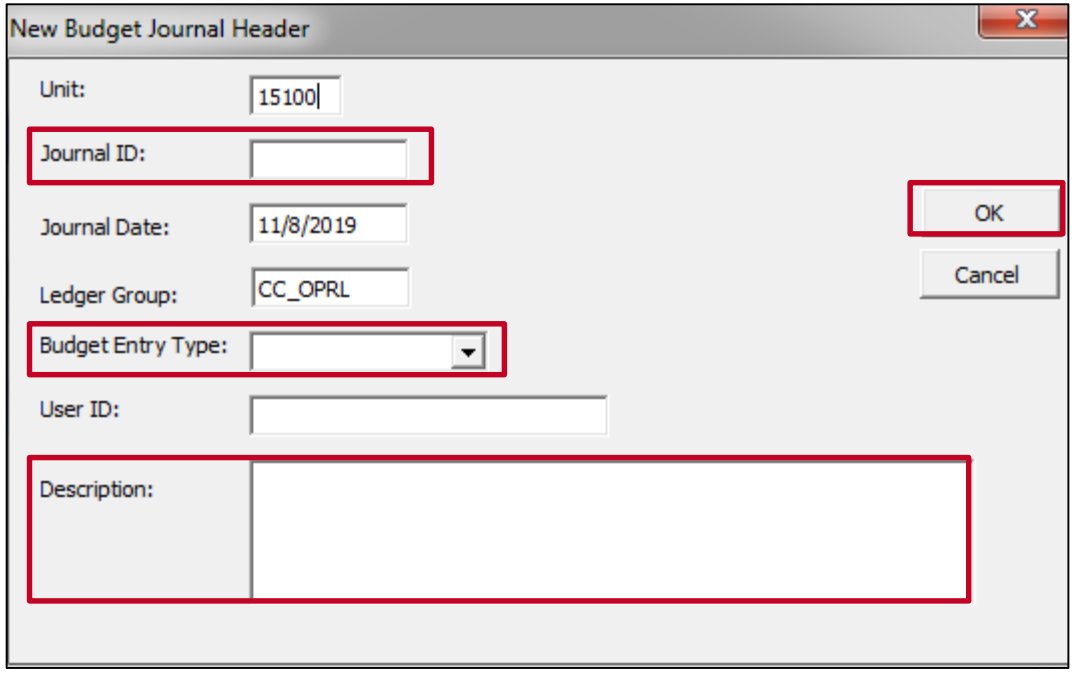
The **New Budget Journal Header** box displays.

The **Unit**, **Journal Date**, **and Ledger Group** auto-populate based on the data that was entered on the **Define Options and Default** page under **Setup**.

Enter **NEXT** for the **Journal ID**. Enter the **Budget Entry Type** and **Description**.

Click the **OK** button.

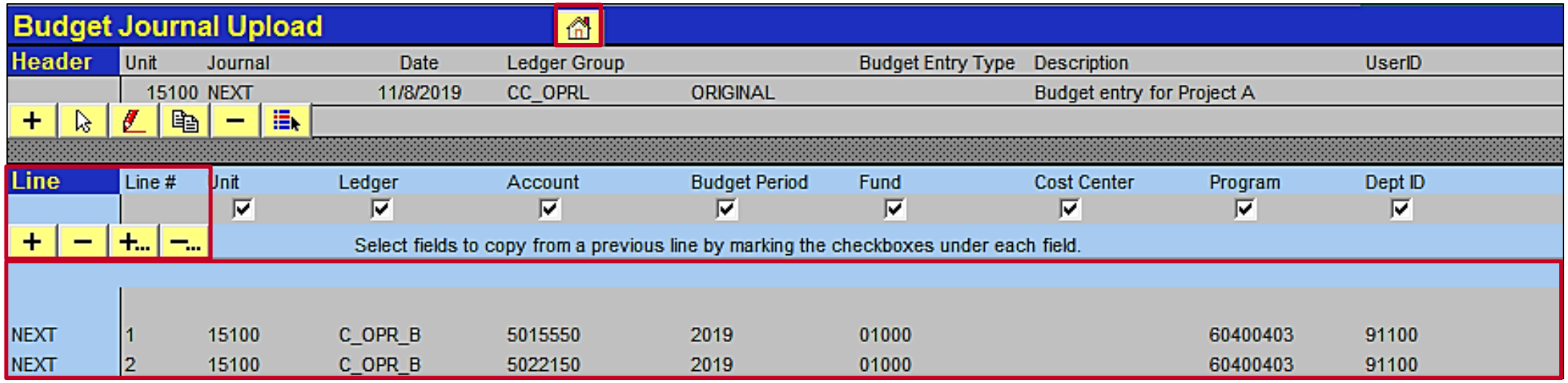




Creating a New Budget Journal Sheet: Journal Lines

Use the **Line** section to enter the journal lines.

Use the **+ / -** buttons to add or remove journal lines. Enter the information for each journal line.



After having successfully entered all the lines for the journal, select **File – Save** in Excel to save the file.

Click the **Home** icon to return to the **Budget Journal Spread Sheet Upload** main menu.

Writing Budget Journals to File and Uploading into Cardinal GL

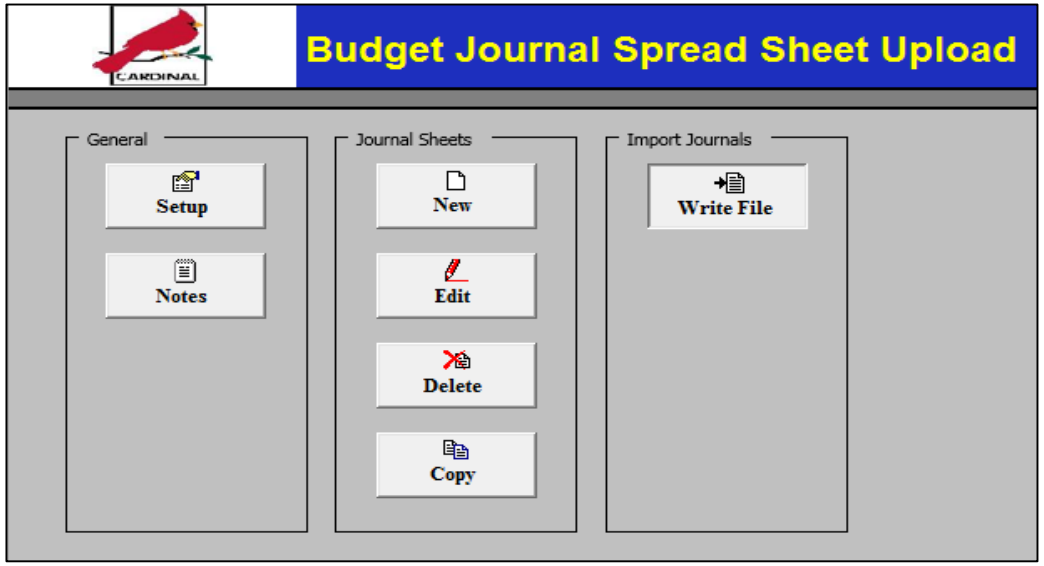
Once all required information is entered on the Excel spreadsheet, create the file to be uploaded as a spreadsheet journal into Cardinal's General Ledger.

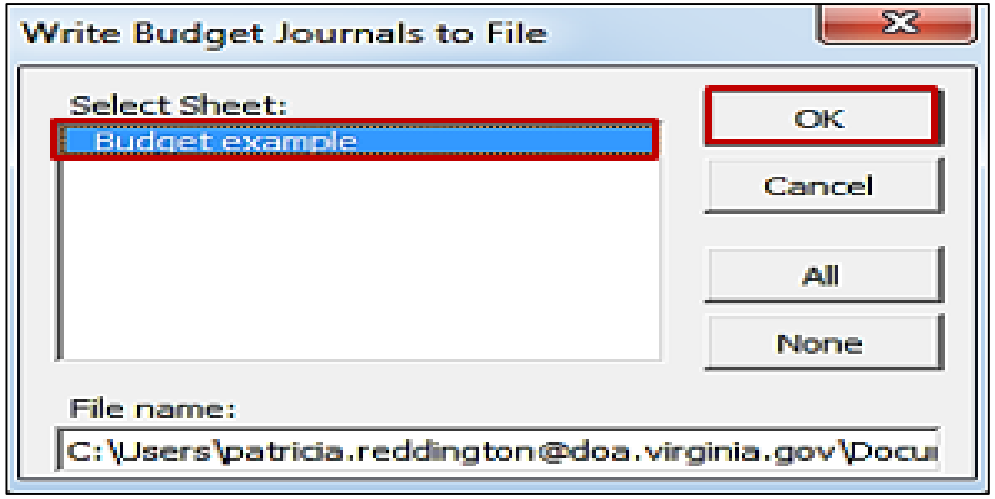
This is done on the **Budget Journal Spread Sheet Upload** page by clicking the **Write File** button.

The **Write Budget Journals to File** dialog box is displayed.

Highlight the desired sheet. Once the sheet is selected, the background color will be blue.

Click **OK**.





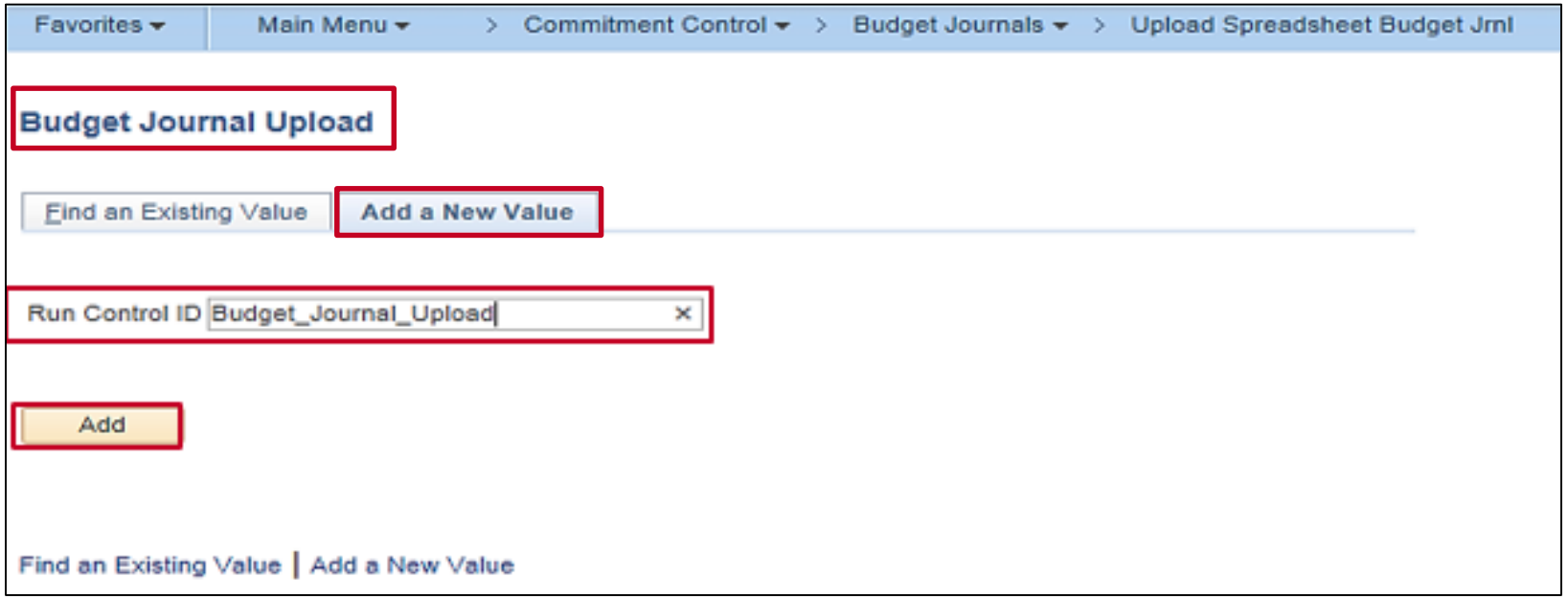
Uploading File into Cardinal GL

Now that the file is created, log into Cardinal and run the Upload Spreadsheet Budget Journal process.

Navigate to the **Budget Journal Upload** page using the following path:

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

Enter a Run Control ID and select **Add** to access the **Budget Upload** page.



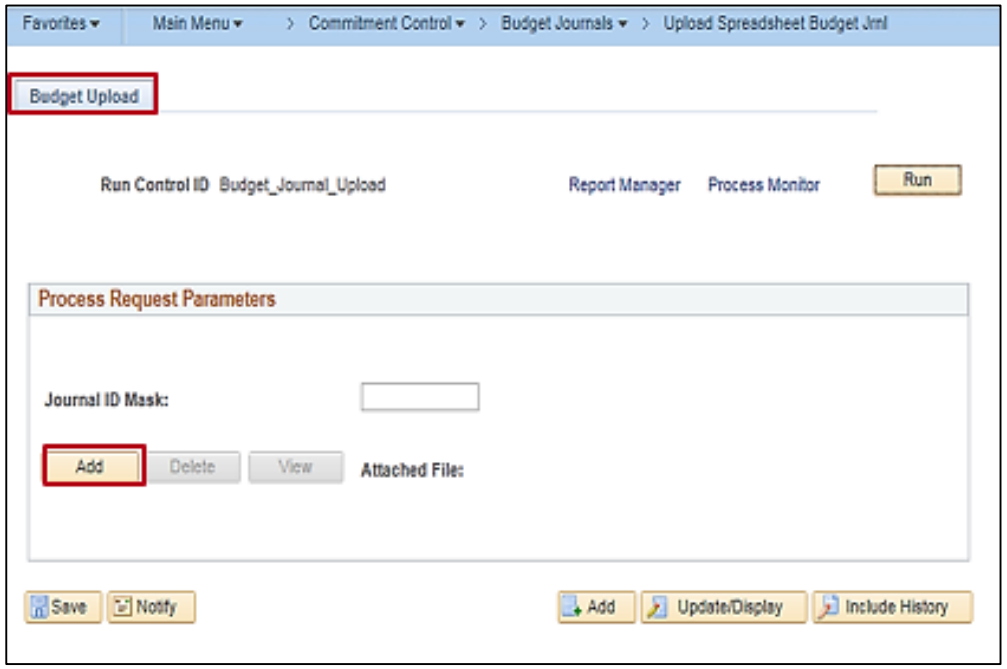
Uploading File into Cardinal GL (continued)

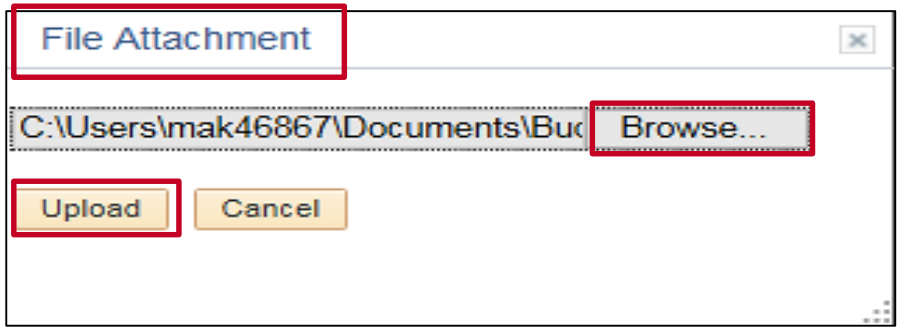
The **Budget Upload** page displays. Click the **Add** button.

The **File Attachment** box displays.

Click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the Excel file to be uploaded, and select the file.

Click the **Upload** button.

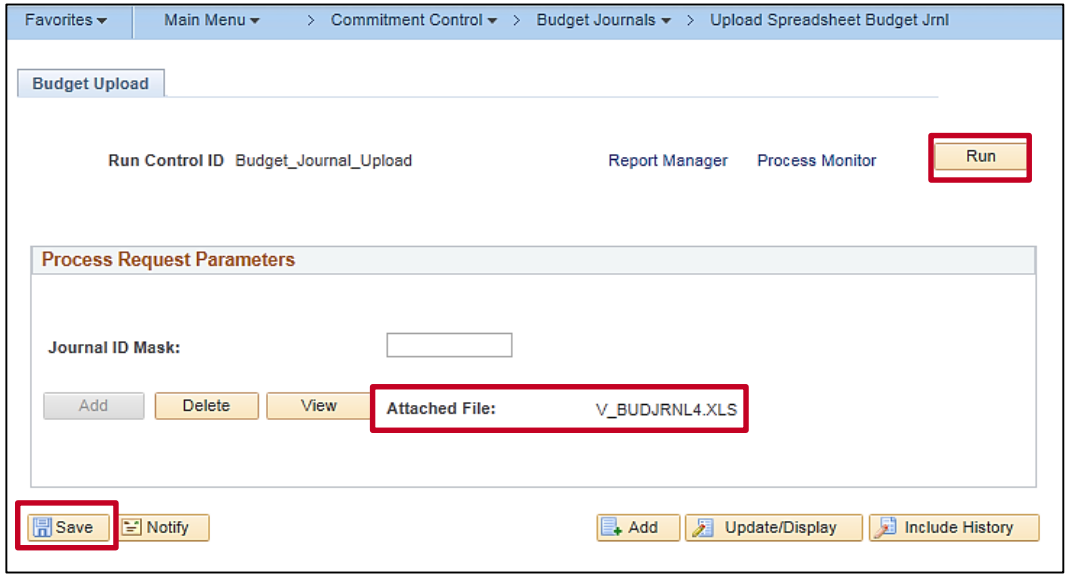


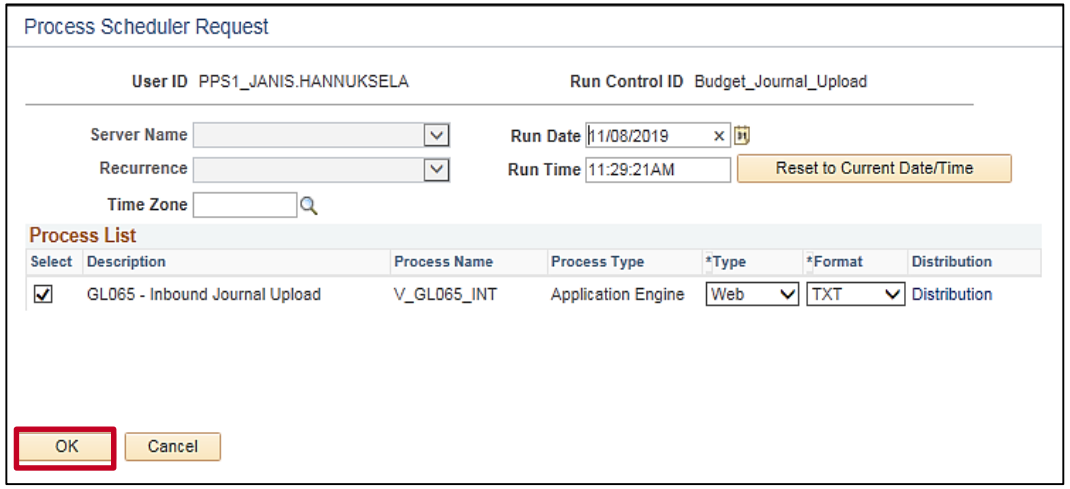


Uploading File into Cardinal GL (continued)

The **Budget Upload** page displays with the Excel file now showing in the **Attached File** field. Click **Save**, then click **Run**.

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





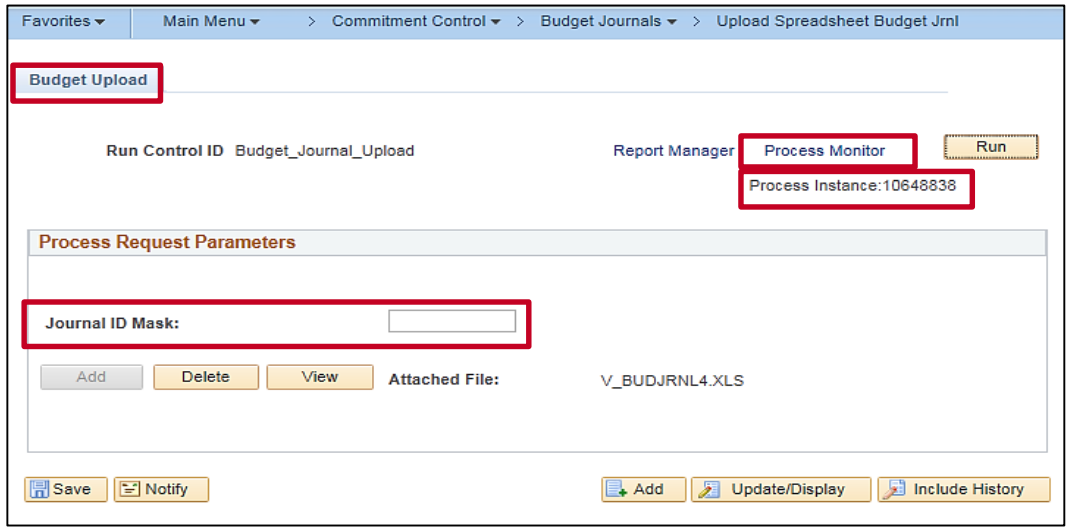
Uploading File into Cardinal GL (continued)

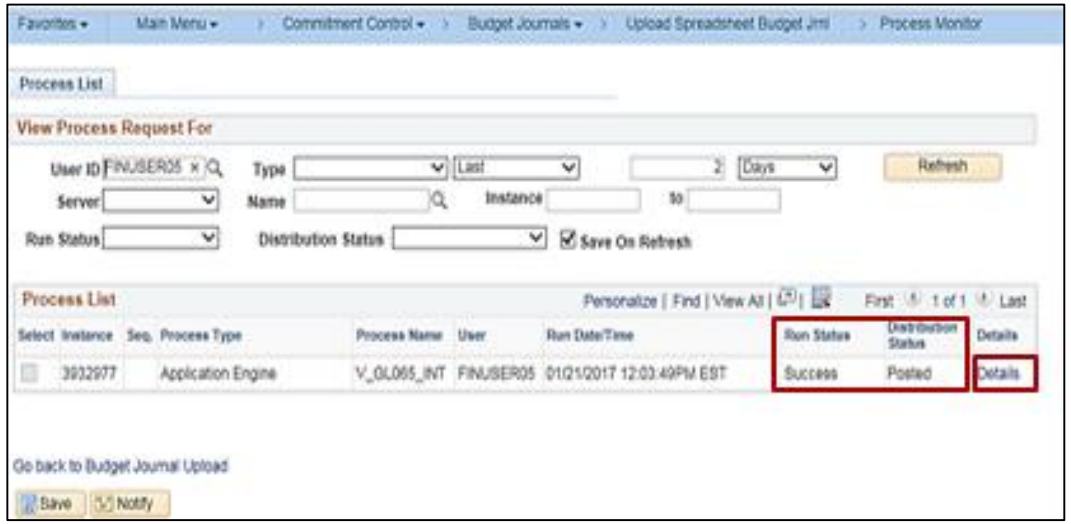
The **Budget Upload** page displays providing the **Process Instance** number below the **Process Monitor** link.

Journal ID Mask identifies the source of the journal. For example, journals uploaded from the Department of Planning and Budget are labeled **PB**.

Click the **Process Monitor** link. The **Process List** page displays. Click the **Refresh** button until the **Run Status** is **Success**, and the **Distribution Status** is **Posted.**

Click the **Details** link.



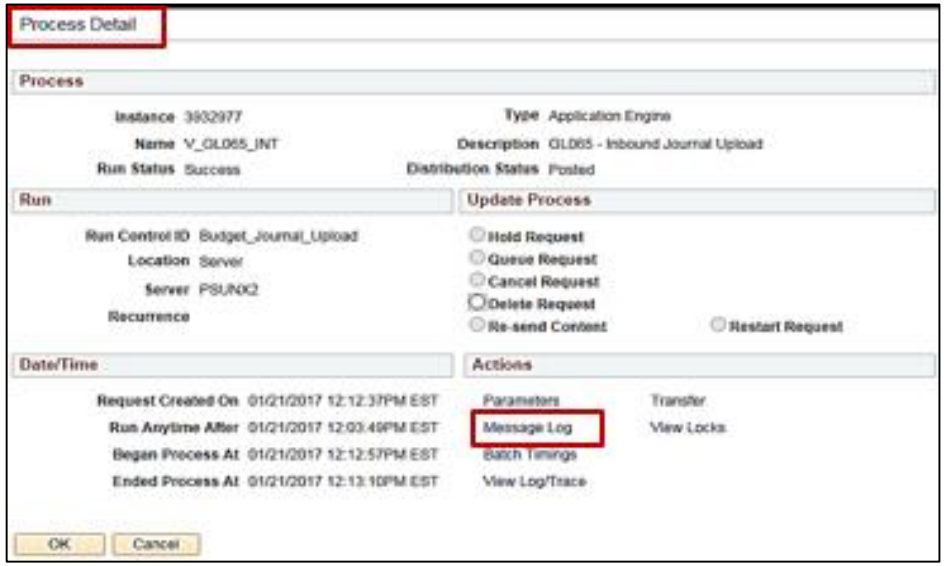


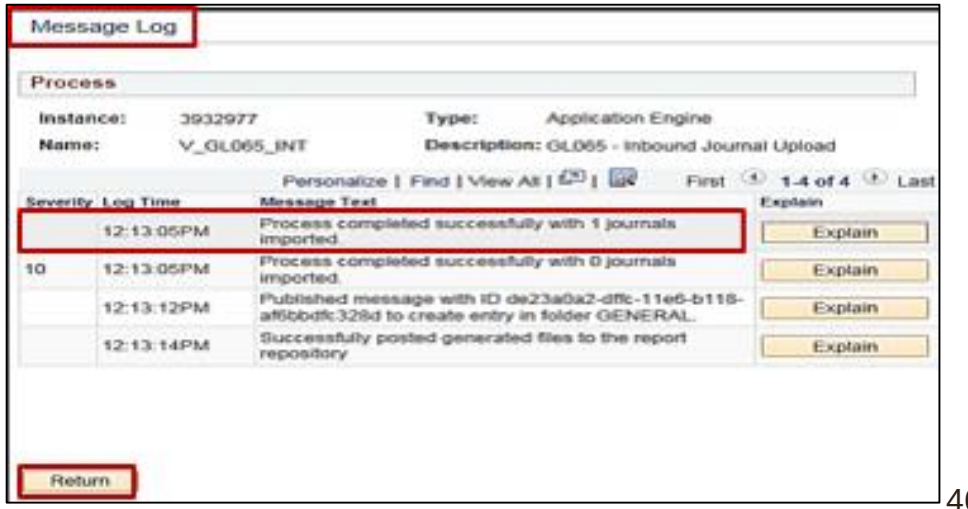
Uploading File into Cardinal GL (continued)

The **Process Detail** page displays. Click the **Message Log** link in the **Actions** section.

The **Message Log** page displays. Verify that the process completed successfully.

Click the **Return** button.

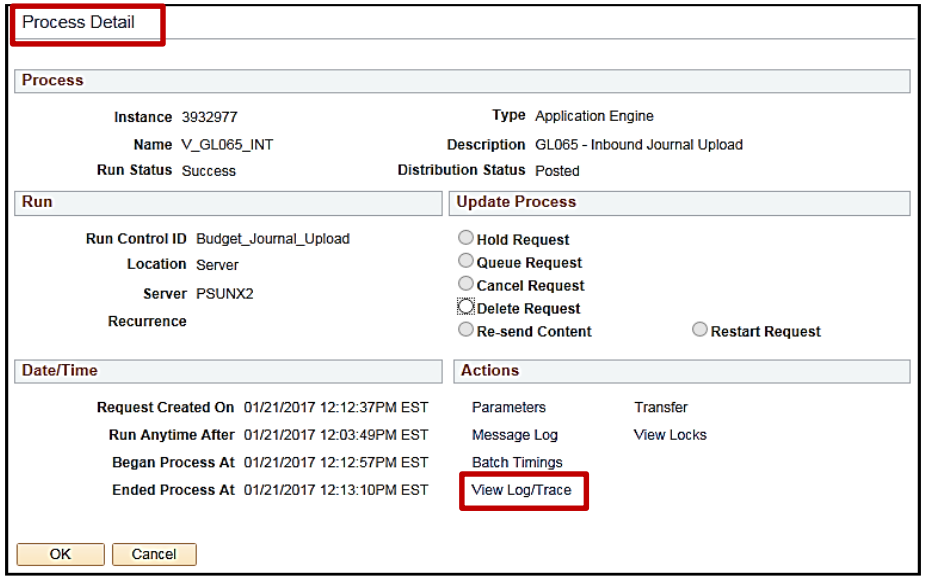


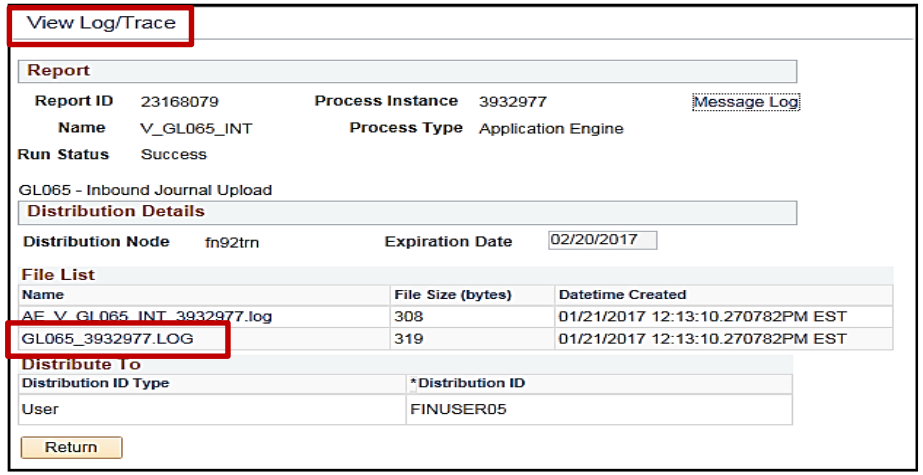


Uploading File into Cardinal GL (continued)

The **Process Detail** page displays. Click the **View Log/Trace** link.

The **View Log/Trace** page displays. Click the **GL065_(process instance number).LOG** link in the **File List** section.

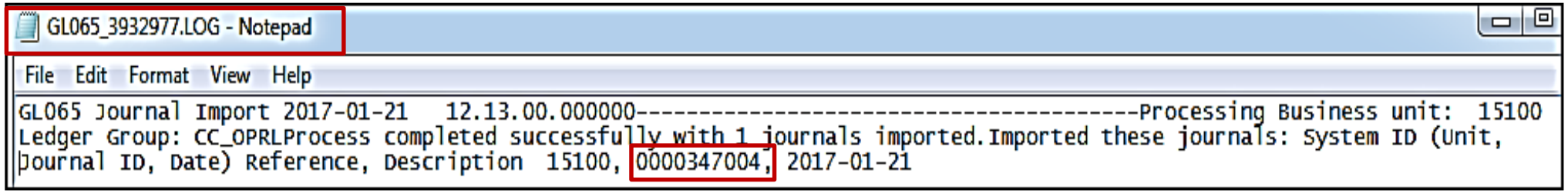




Uploading File into Cardinal GL (continued)

The **Notepad** displays.

Record the Journal ID that was created.



After importing the budget journal from a spreadsheet, you must view it in Cardinal before it can be posted.

Reviewing and Correcting Errors

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

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

Some common error messages you might encounter:

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

After correcting the errors, the file can be reloaded. Cardinal then re-validates the spreadsheet journal values.

Lesson 2: Uploading a Spreadsheet Budget Journal Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Lesson 2: Summary

2 Creating Budget Journals

In this lesson, you learned:

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

Lesson 3: Introduction

3 Processing Budget Journals

This lesson covers the following topics:

- Processing Budget Journals
- Reviewing and Correcting Budget Journals

Processing Budget Journals

After a manual budget journal is created or a spreadsheet budget journal uploaded, ChartFields may be edited or a budget pre-check can be run to see if errors exist A Budget Approver can post the budget journal without running a budget pre-check.

The budget journal will not post with errors. All errors need to be corrected and then re-posted. To run budget pre-check and/or review and correct budget journals, the budget journal must be accessed.

Navigate to this page using the following path:

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

Select the **Find an Existing Value** tab.

Use the search parameters to identify a specific journal (**Journal ID**) or search for journals by **Budget Header Status** that have errors or have not yet been posted.

Select the Budget Journal to be posted.

Processing Budget Journals (continued)

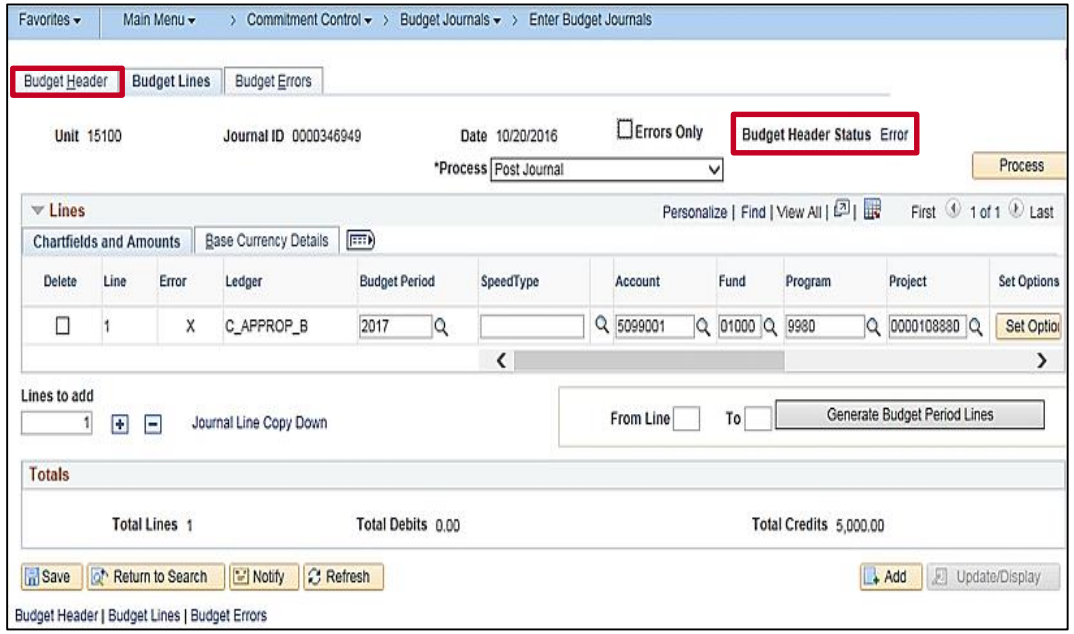
The budget pre-check option validates a transaction against the budget. This pre-check does not commit the budget amounts to the budget ledger.

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

Journal **Budget Header Status** may be:

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

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



Processing Budget Journals (continued)

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

Budget Header | Budget Lines | Budget Errors

Unit 15100 | Journal ID 0000346949 | Date 10/20/2016 | ☐ Errors Only | Budget Header Status Error

*Process Post Journal | Process

Lines | Personalize | Find | View All | First 1 of 1 Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Fund	Program	Project	Set Options
☐	1	X	C_APPROP_B	2017		5099001	01000	9980	0000108880	Set Optio

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

Totals

Total Lines 1 | Total Debits 0.00 | Total Credits 5,000.00

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

Budget Header | Budget Lines | Budget Errors

Reviewing Budget Journal Errors

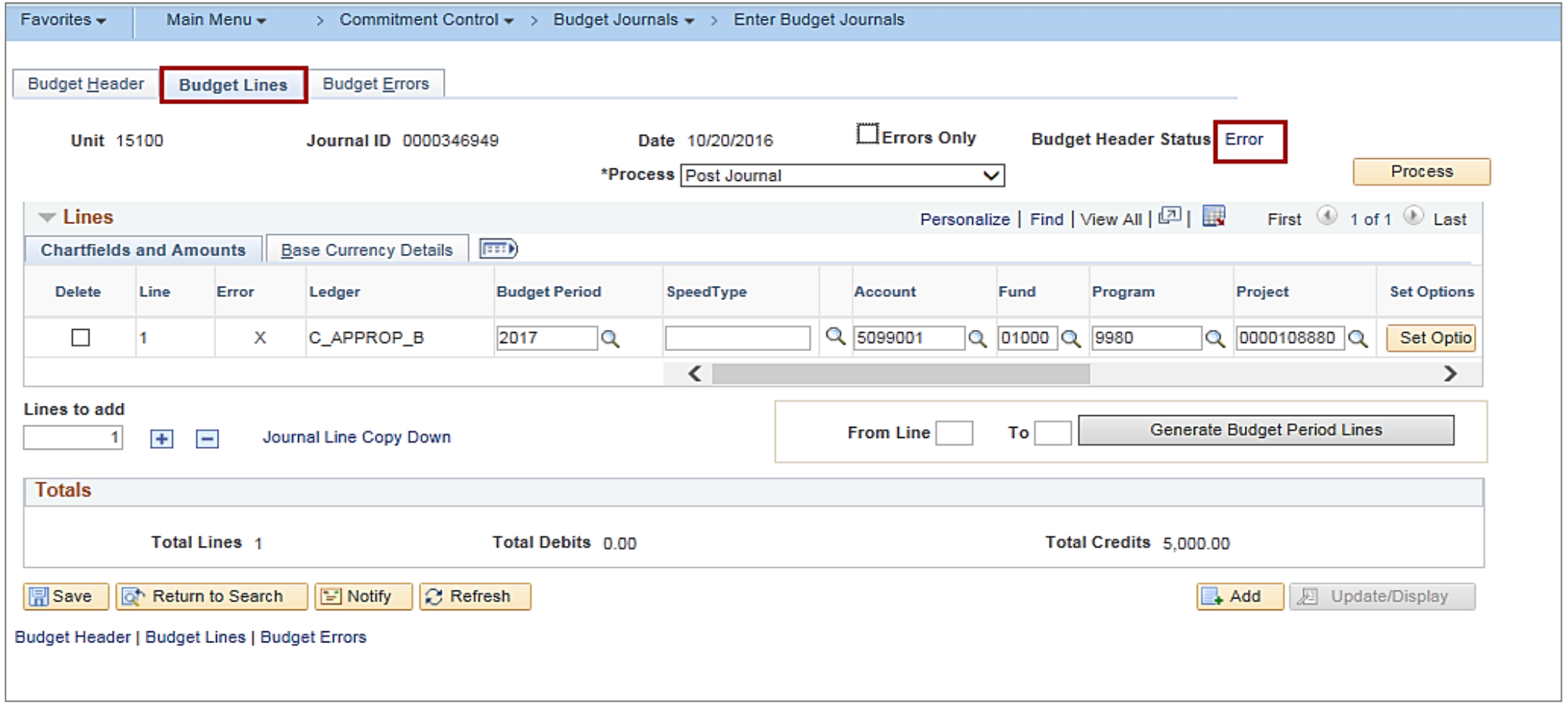
Errors identified during the budget pre-check process are logged at the budget journal header and journal line levels.

Budget journal errors can occur when:

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

Reviewing Budget Journal Errors (continued)

From the **Budget Lines** tab, click the **Error** link next to the **Budget Header Status** field.



Reviewing Budget Journal Errors (continued)

The **Budget Journal Exceptions** page displays**.** This page displays all budget check errors resulting from the budget pre-check process or from the attempted posting of the journal.

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

Reviewing Budget Journal Errors (continued)

Budget exceptions eligible for override:

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

Budget exceptions not eligible for override:

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

Cardinal does not send automated notifications when updates are made.

The Budget Approver and Budget Processor should discuss any adjustments or corrections they make to budget journals with appropriate staff.

Budget Journal Errors

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

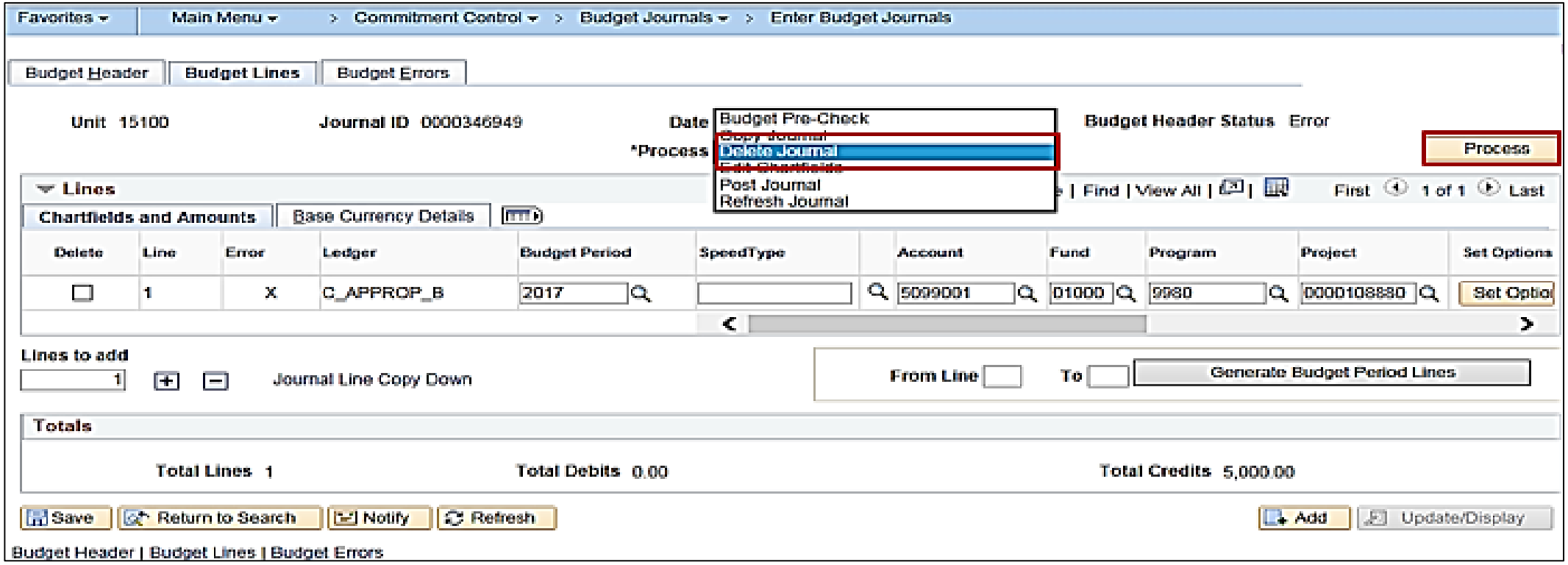
Overridable?	Description
Y	Exceeds budget and is over tolerance
N	Budget is closed
Y	Budget is on hold
N	Required key CF (ChartField) is blank
N	CF (ChartField) value not at tree level
N	Key ChartField is blank
N	Child budget exceeds the parent budget (applies to child budget journal)
N	Child budget exceeds the parent budget (applies to parent budget journal)

Deleting a Budget Journal

A budget journal that has not yet been posted can be deleted. This may be necessary if the journal was entered in error or is a duplicate of another journal. Deleting a budget journal is done from the **Budget Lines** tab.

On the **Budget Lines** tab, in the **Process** drop-down menu, select **Delete Journal**.

Click the **Process** button.



Posting a Budget Journal

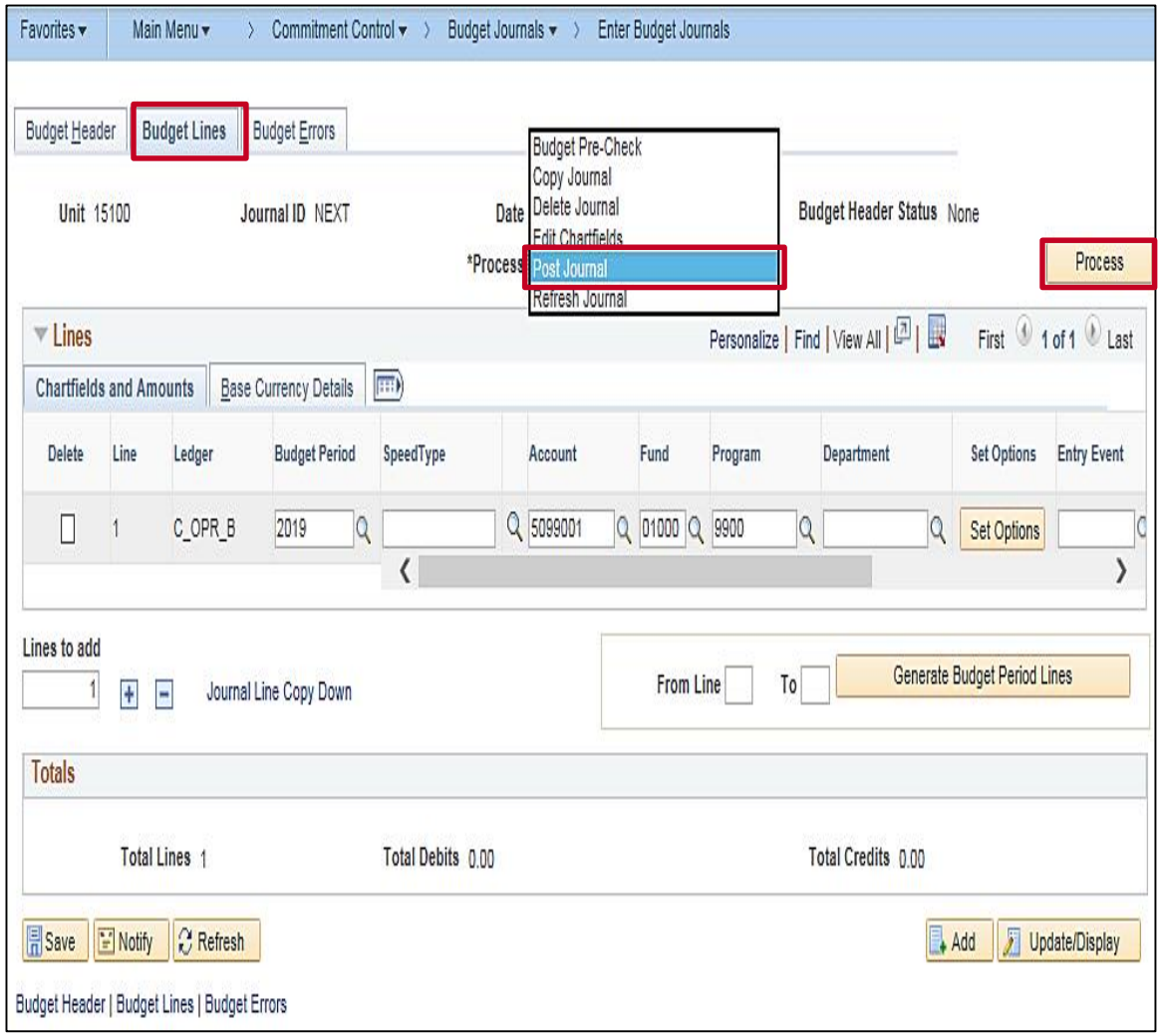
If you have run a budget pre-check, and the budget journal did not contain errors, the budget journal can be posted.

If you did not run a budget pre-check prior to posting, the posting process will identify whether the journal contains errors. You will need to correct the errors listed on the **Budget Journal Exceptions** page. When the budget journal is free of errors, you can attempt to post the budget journal again.

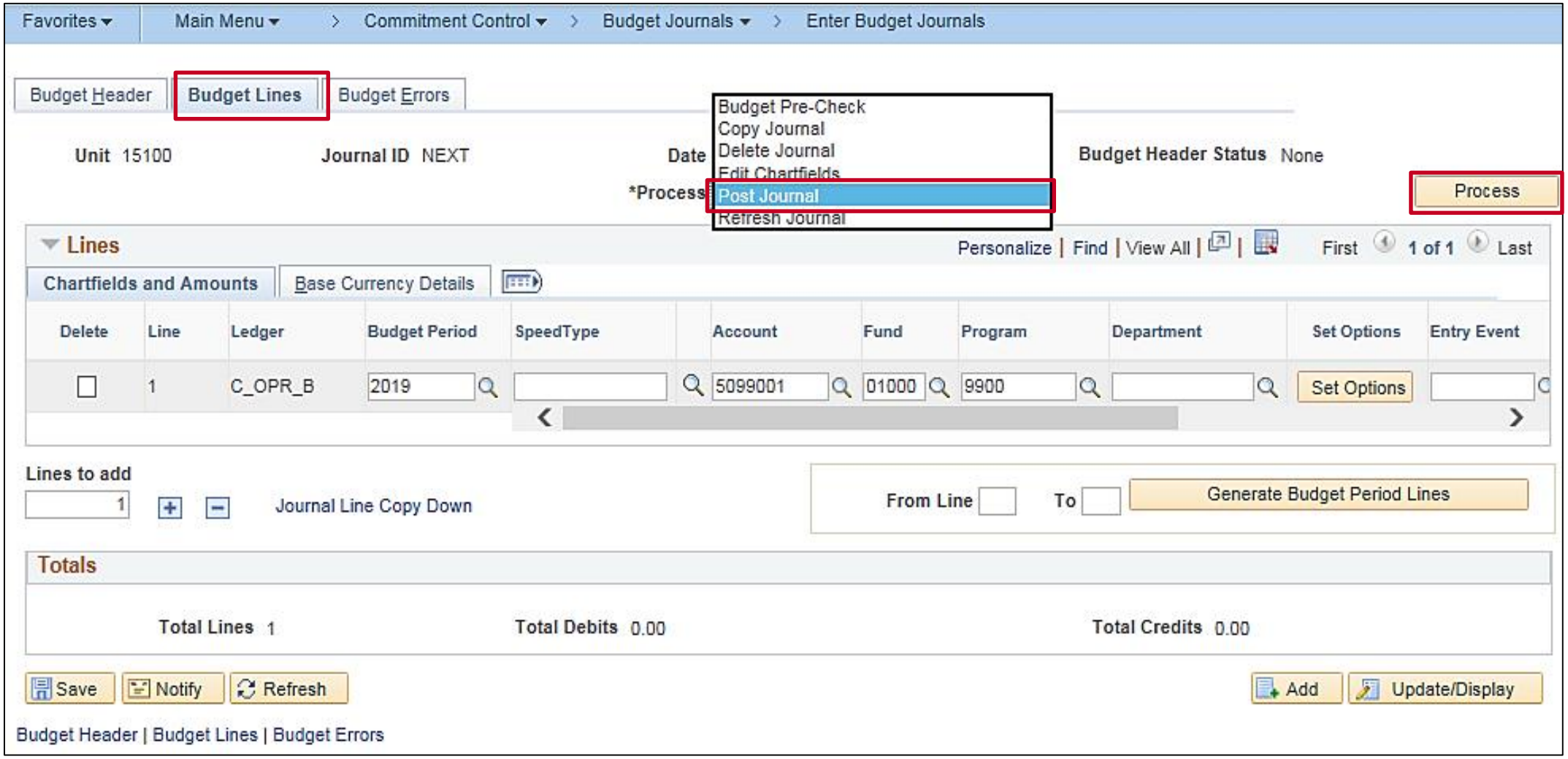
Posting a budget journal is done on the **Budget Lines** page, using the **Process** drop-down menu. You can access this page using the following path:

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

Click the **Process** drop-down menu, select **Post Journal**, and click the **Process** button to post your budget journal. In the dialogue box that appears, click **Yes** to confirm that you want to post the journal.



Posting a Budget Journal (continued)

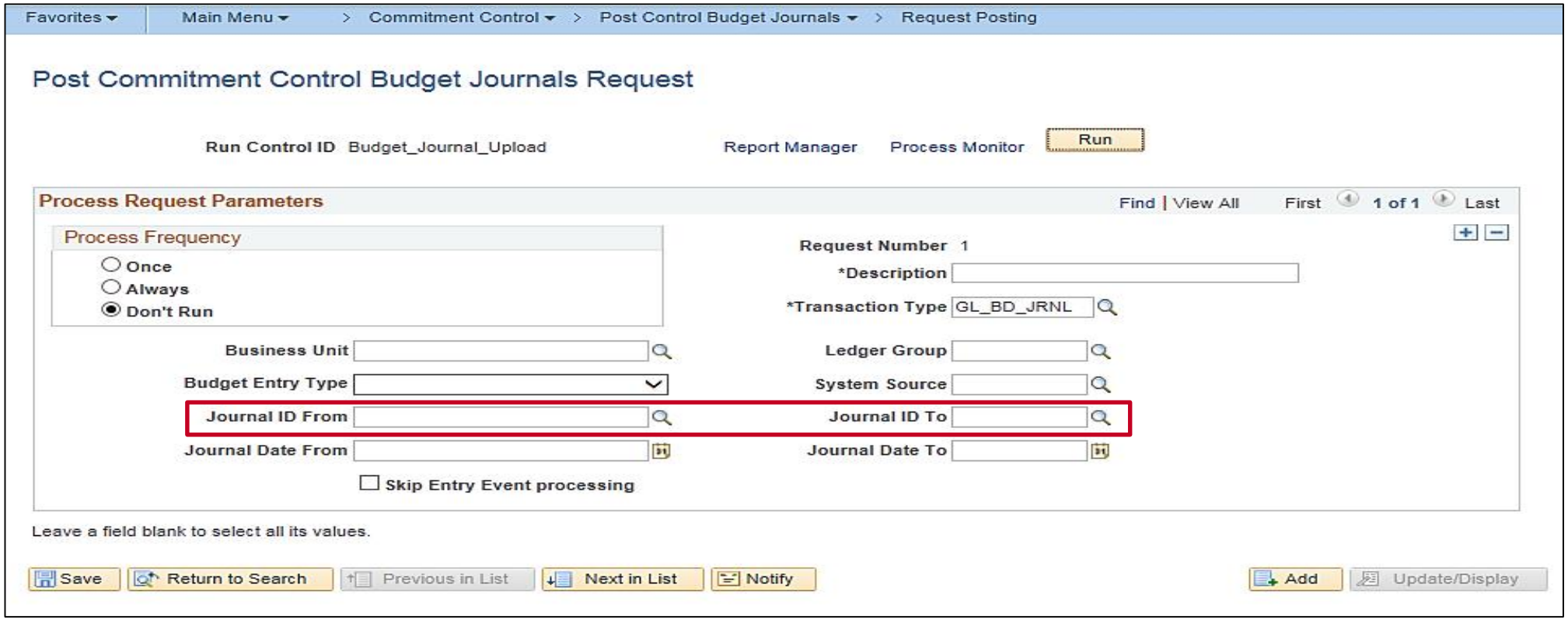


Posting a Budget Journal (continued)

Posting a budget journal can also be done as a batch process if there are a large volume of journals to post. Navigate to this page using the following path:

Main Menu > Commitment Control > Post Control Budget Journals > Request Posting

Enter the **Run Control ID**, if it has already been created, and click **Search** or create a **Run Control ID** and select **Add**.



Posting a Budget Journal (continued)

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

- The role of Budget Processor can enter a budget journal but cannot post it. A security error message will display upon saving the budget journal.

- The role of Budget Approver can enter and post a budget journal.

Lesson 3: Viewing and Correcting Budget Journal Errors Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Lesson 3: Summary

3 Processing Budget Journals

In this lesson, you learned:

- Errors during the budget pre-check or post processes are identified at the budget journal header and journal line levels.
- All errors must be corrected before posting the budget journal.
- A budget journal is posted on the **Budget Lines** page, using the **Post Journal** option in the **Process** drop-down menu.
- A budget journal can be deleted if it has not yet been posted.

Lesson 4: Introduction

4 Budget Online Inquiries

This lesson covers the following topics:

- Online Inquiries

Budget Online Inquiries

There are three types of inquiries available for budget information:

- Budget Details
- Budget Overview
- Commitment Control Activity Log

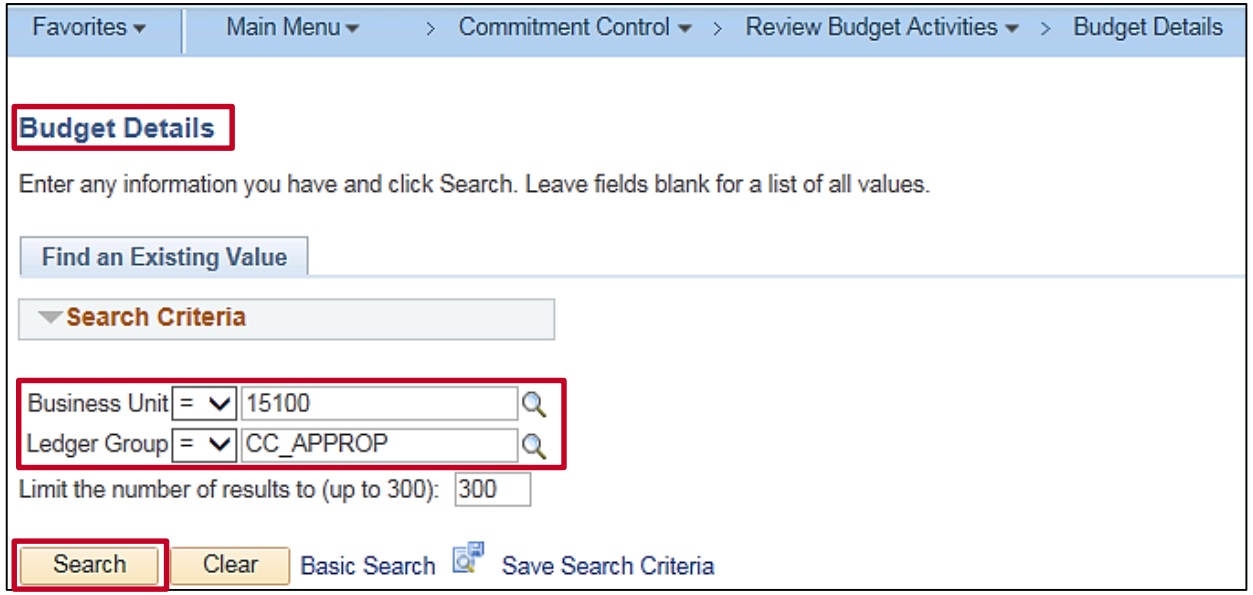
Budget Details

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

To view the **Budget Details** page, use the following path:

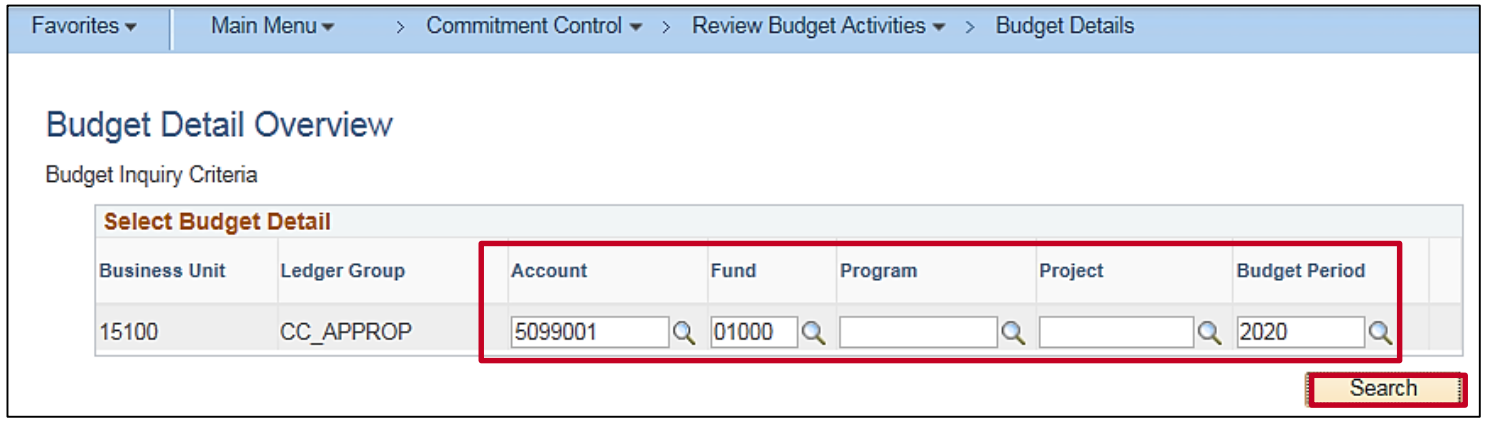
Main Menu > Commitment Control > Review Budget Activities > Budget Details

Enter the **Ledger Group** in the **Find an Existing Value** fields, then click the **Search** button.

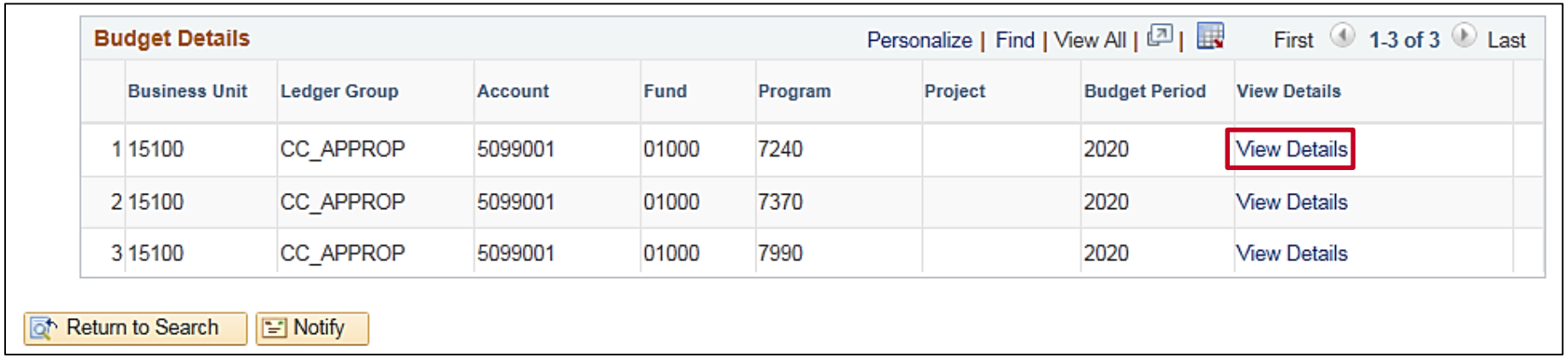


Budget Details (continued)

In the **Select Budget Detail** section, select the ChartField values and Budget Period to define the search. The inquiry results are displayed at the bottom of the page.



In the **Budget Details** section, click the **View Details** link in the search results to access the **Commitment Control Budget Details** page.



Budget Details (continued)

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

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
15100	CC_APPROP	5099001	01000	7990		2020

Display Chart | Previous | Next | Return to Inquiry Criteria

Ledger Amounts

Max Rows 100

Budget:	1,614,099.00	USD
Expense:	211,778.20	USD
Associate Revenue	0.00	USD

Attributes
Parent / Children
Associated Budgets

Available Budget

Without Tolerance	1,402,320.80	USD	Percent	(86.88%)	Forecasts
With Tolerance	1,402,320.80	USD	Percent	(86.88%)	

Budget Exceptions

Exception Errors 0 | Exception Warnings 0 | Budget Exceptions

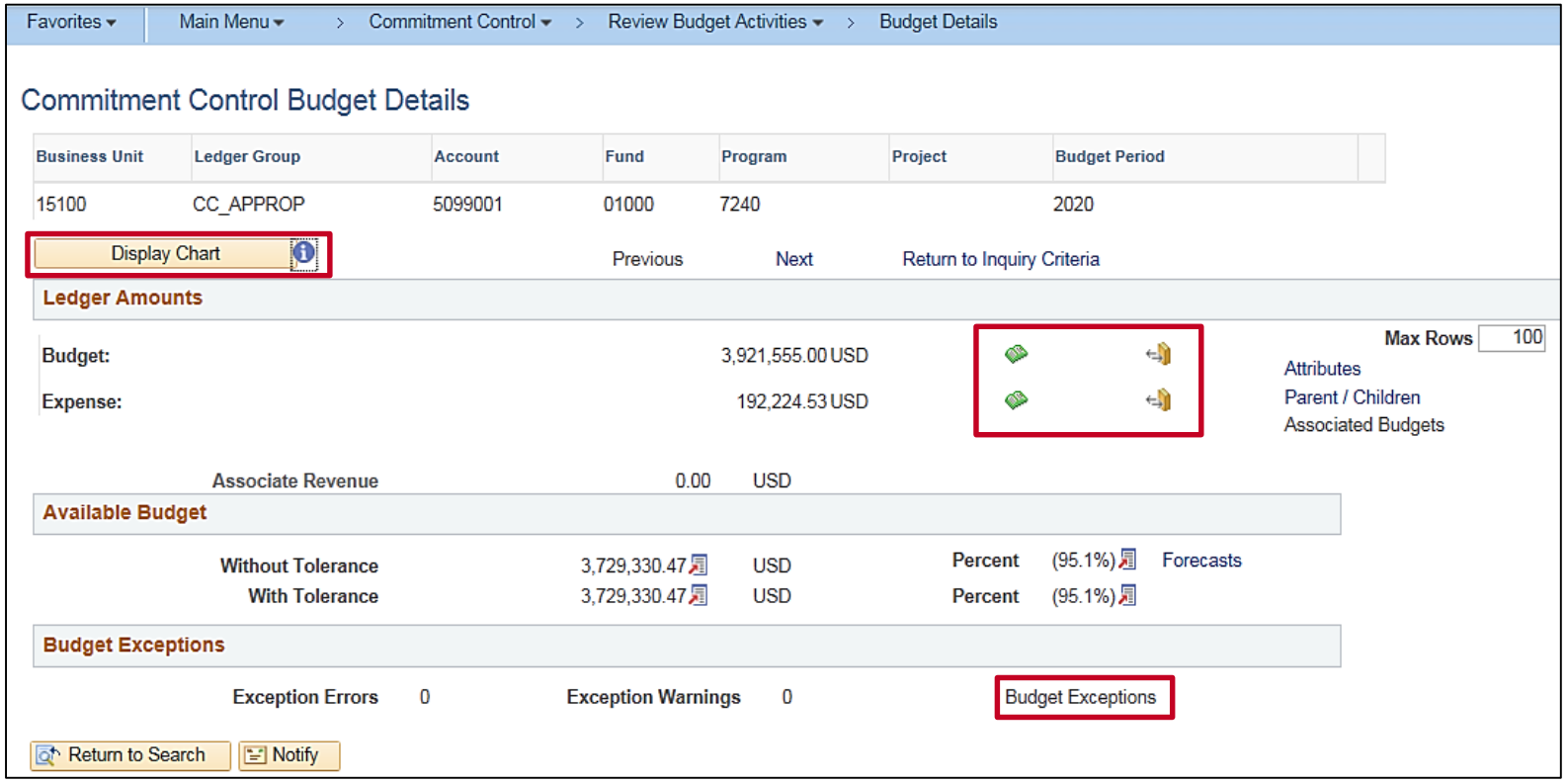
Return to Search | Notify

Budget Details (continued)

From this page there are many options for researching detailed budget information:

- **Drill to Ledger** (open book icon)
- **Drill to Activity Log** (closed book icon) for budget and expense journals.

Click on the **Budget Exceptions** link to review exception errors. Click on **Display Chart** to review ledger amounts in chart format. Examples of each are in subsequent slides.

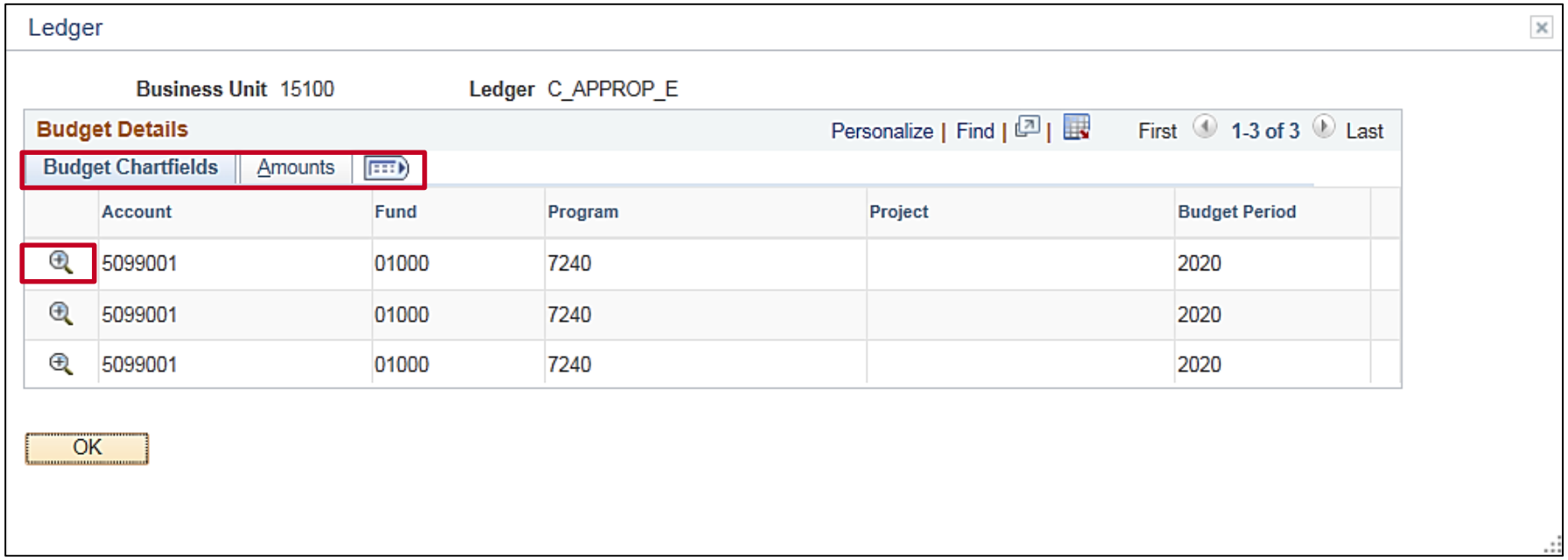


Budget Details: Ledger

Under the **Ledger Amounts** section, click the **Drill to Ledger** icon (open book) for either **Budget** or **Expense** to view:

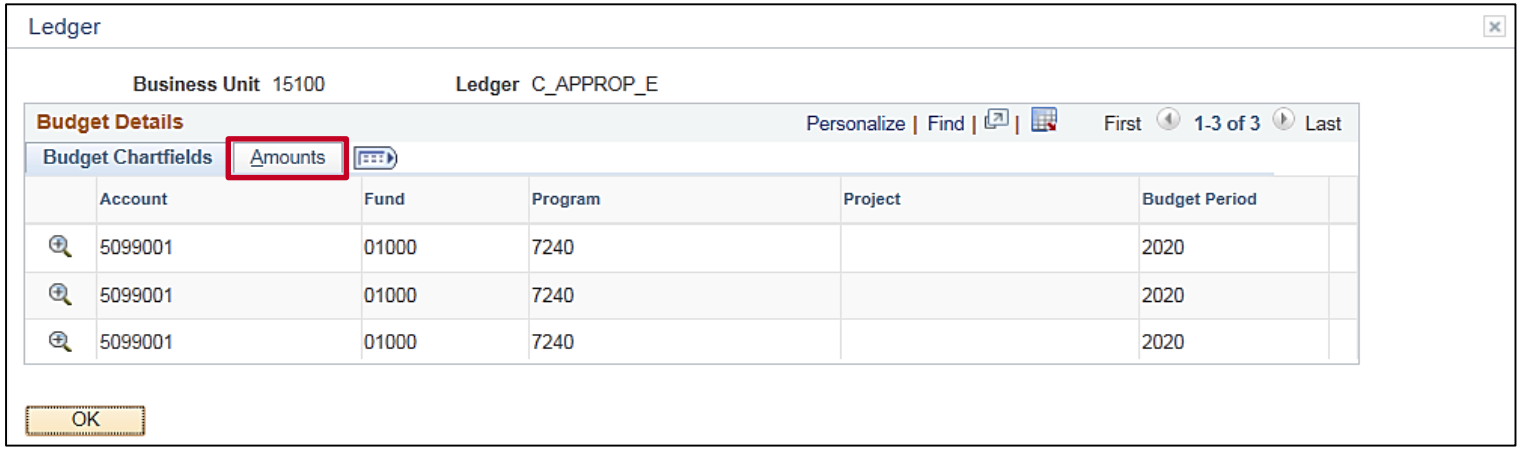
- For **Budget** and **Expense,** a panel of **Budget ChartFields** from which further drill down to related budget journals is available
- An **Amounts** tab from which one can drill down further and choose to see further budget journal detail
- A **Show All Columns** button

With any of the above, the option to view details of the transaction is available by clicking on the magnifying glass icon at the beginning of the line.

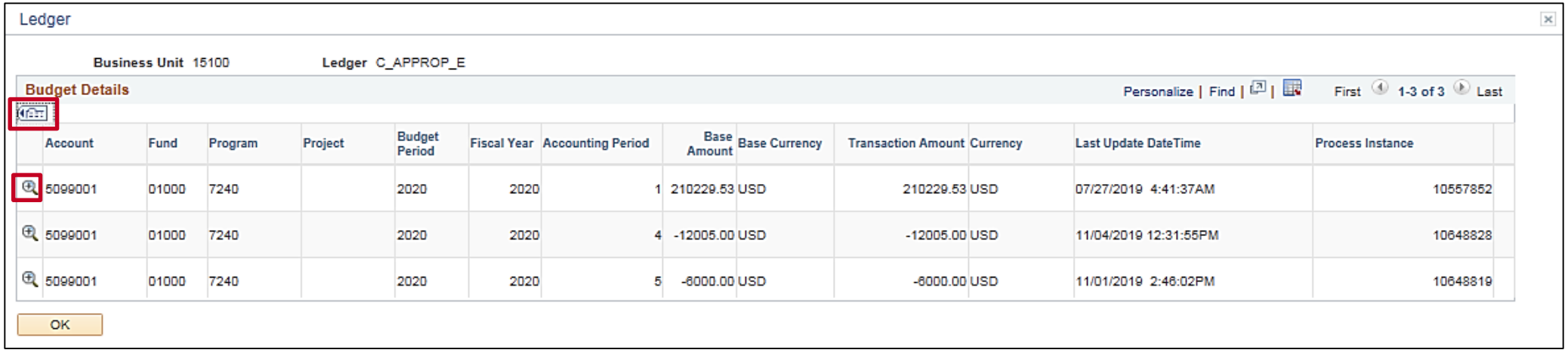


Budget Details: Amounts and Show All Columns

Click on the **Amounts** tab.



Click on the **Show All Columns** icon and notice the **Budget Chartfields** and **Amounts** tabs have merged into one row.



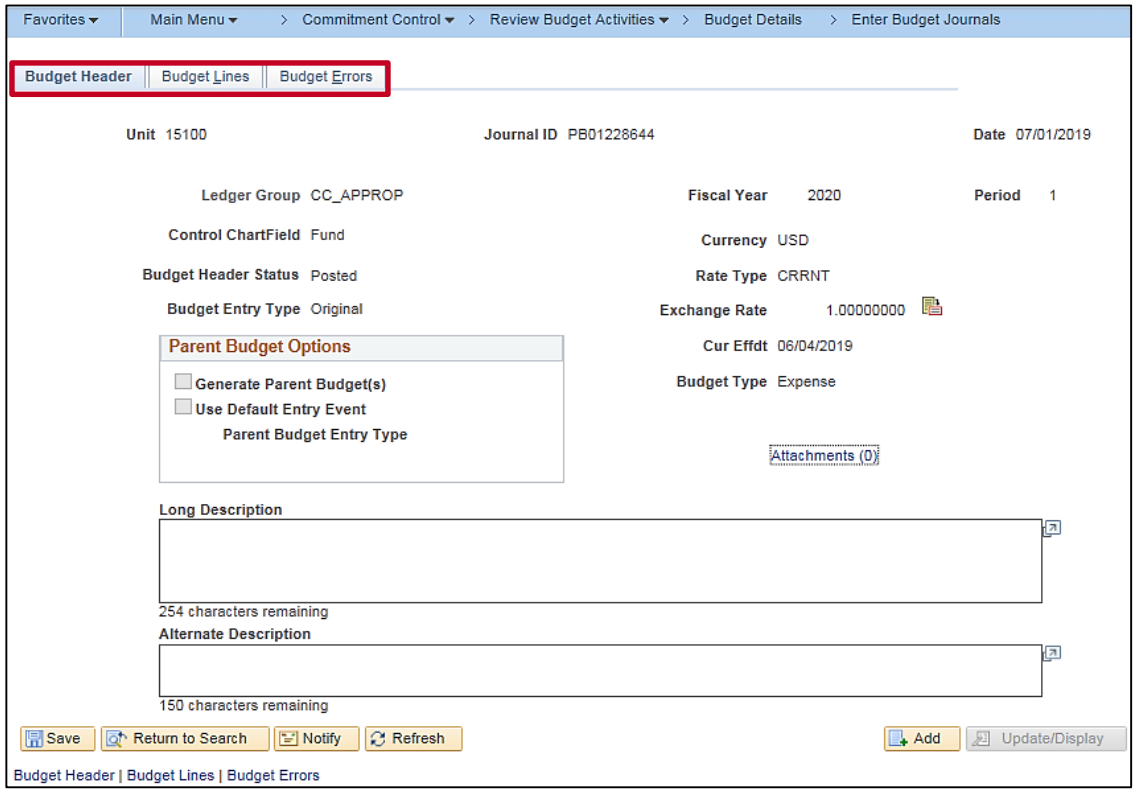
Budget Details: Drill to Budget Journal Detail

The following is an example of the Drill to Budget Journal Detail from **C_APPROP_B** which appears on the **Enter Budget Journals** page.

There are three tabs:

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

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



Budget Details: Drill to Budget Journal Detail (continued)

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

Budget Header | Budget Lines | Budget Errors

Unit 15100 Journal ID PB01228644 Date 07/01/2019

Ledger Group CC_APPROP Fiscal Year 2020 Period 1

Control ChartField Fund Currency USD

Budget Header Status Posted Rate Type CRRNT

Budget Entry Type Original Exchange Rate 1.00000000

Cur Effdt 06/04/2019

Budget Type Expense

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event

Parent Budget Entry Type

Attachments (0)

Long Description

254 characters remaining

Alternate Description

150 characters remaining

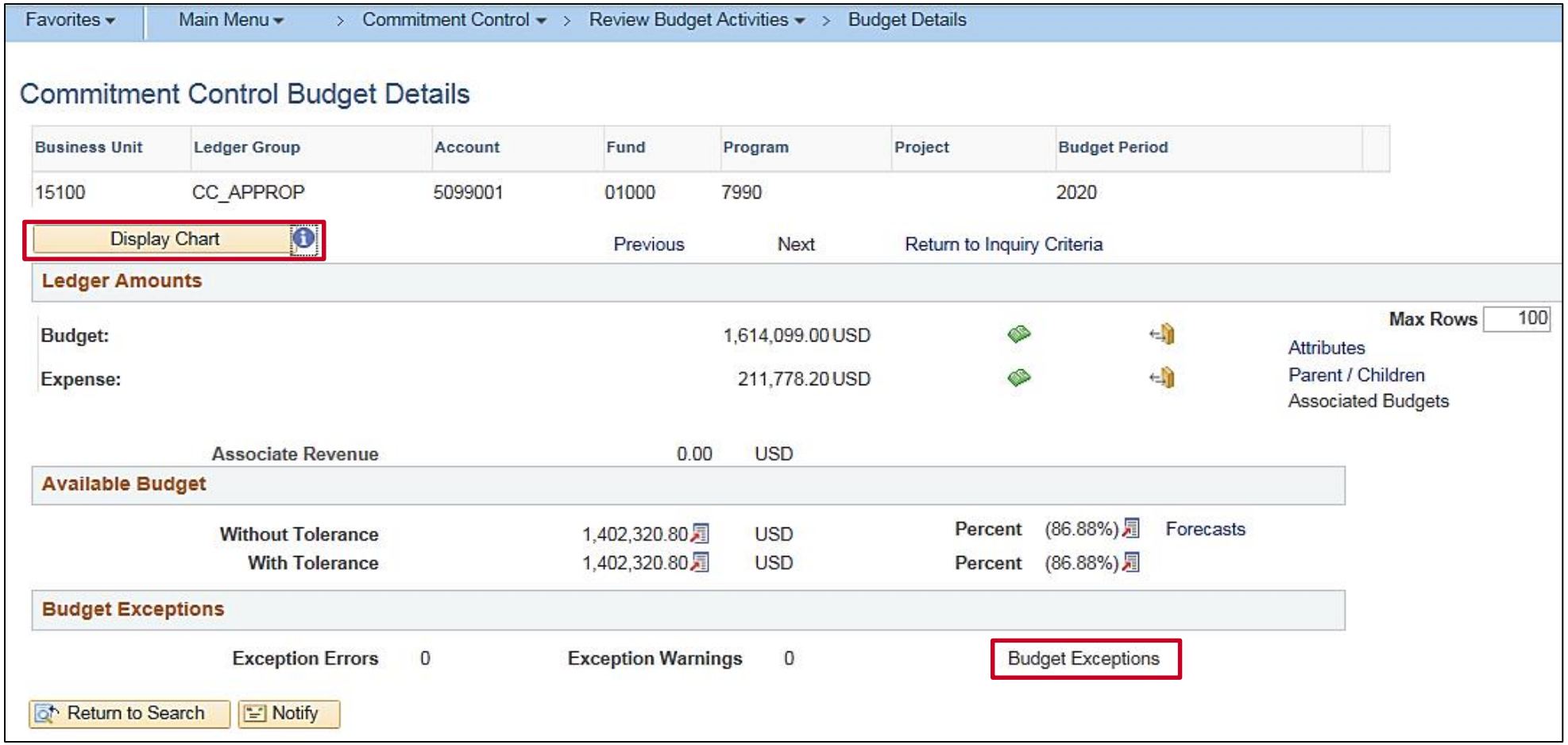
Save | Return to Search | Notify | Refresh | Add | Update/Display

Budget Header | Budget Lines | Budget Errors

Budget Details: Budget Exceptions and Display Chart

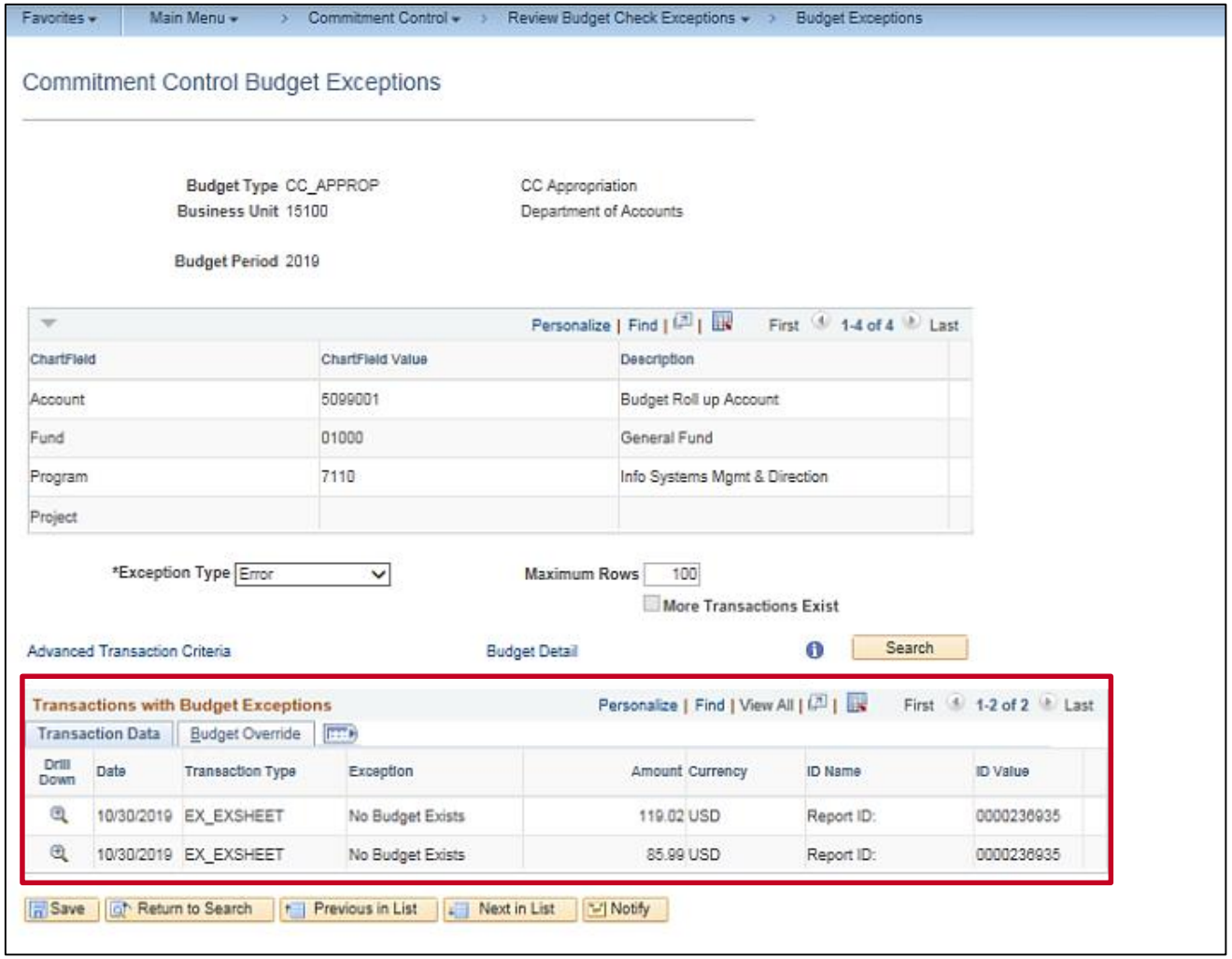
Two additional inquiry functions are available on the **Commitment Control Budget Details** page:

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



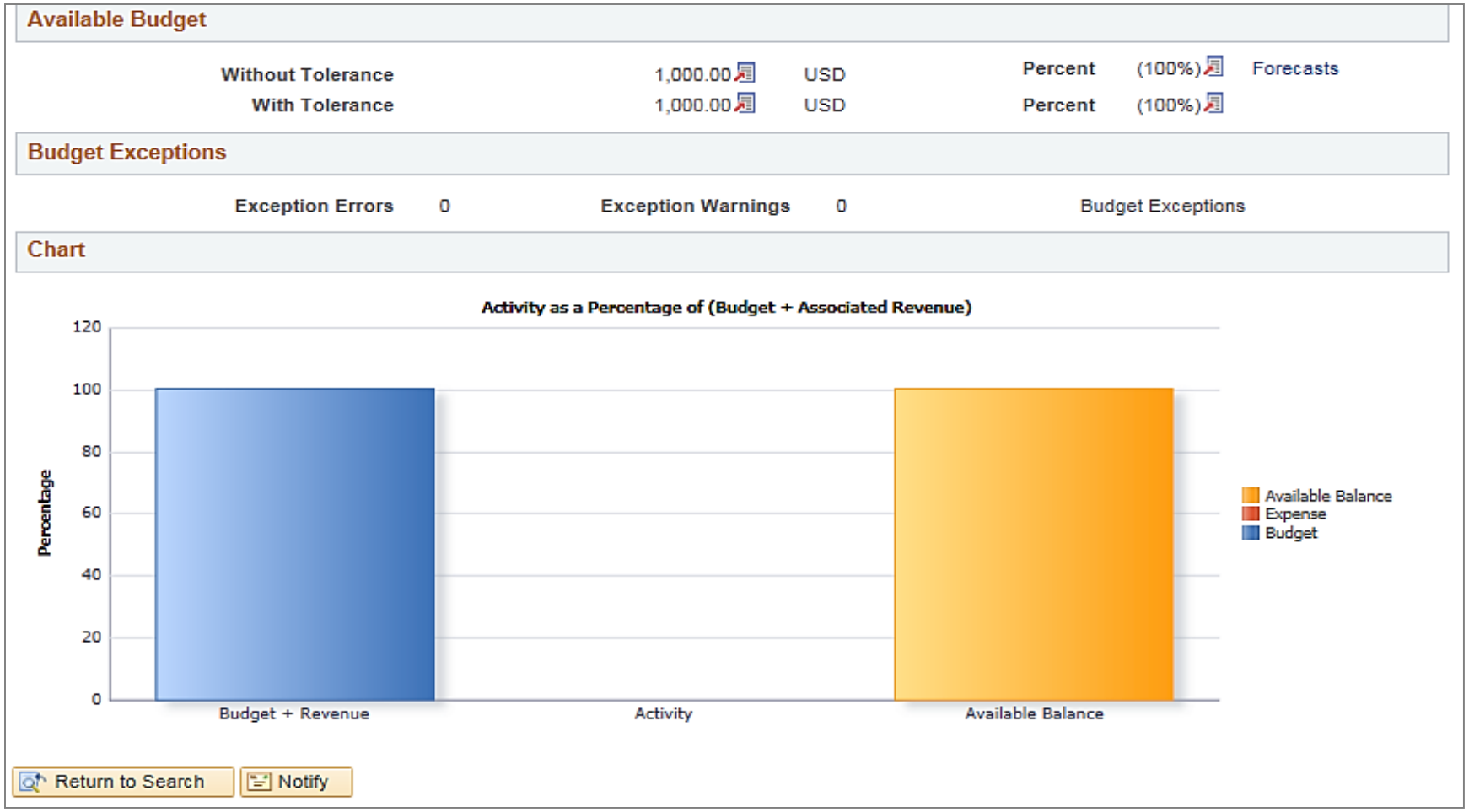
Budget Details: Budget Exceptions

Click on the **Budget Exceptions** link from the **Commitment Control Budget Detail** page to view the **Commitment Control Budget Exceptions** page.



Budget Details: Display Chart

Click on the **Display Chart** button from the **Commitment Control Budget Detail** page to view the **Commitment Control Budget Exceptions** page.



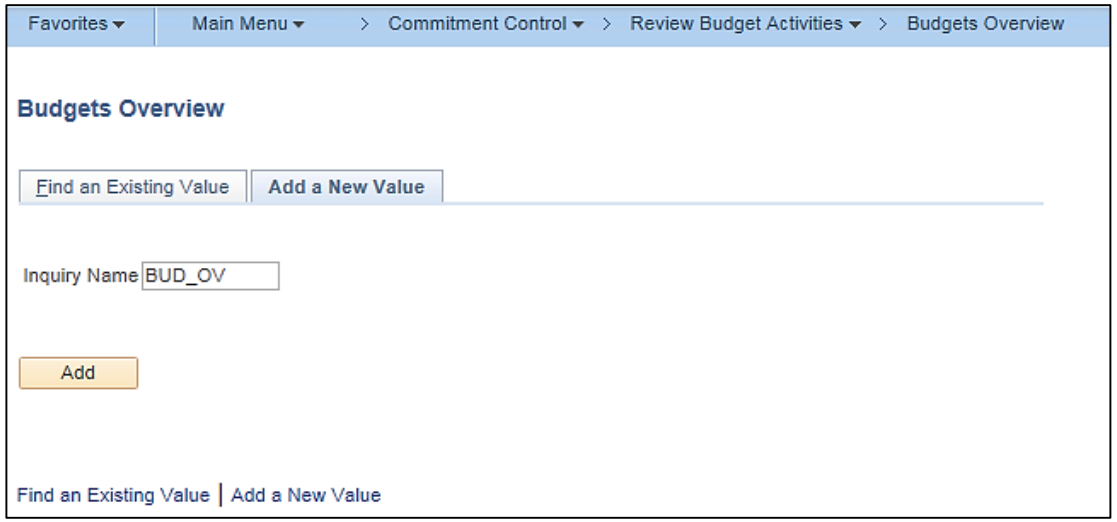
Budgets Overview

The **Budgets Overview** inquiry enables drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and budget attributes.

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

Access the **Budgets Overview** page using the following path:

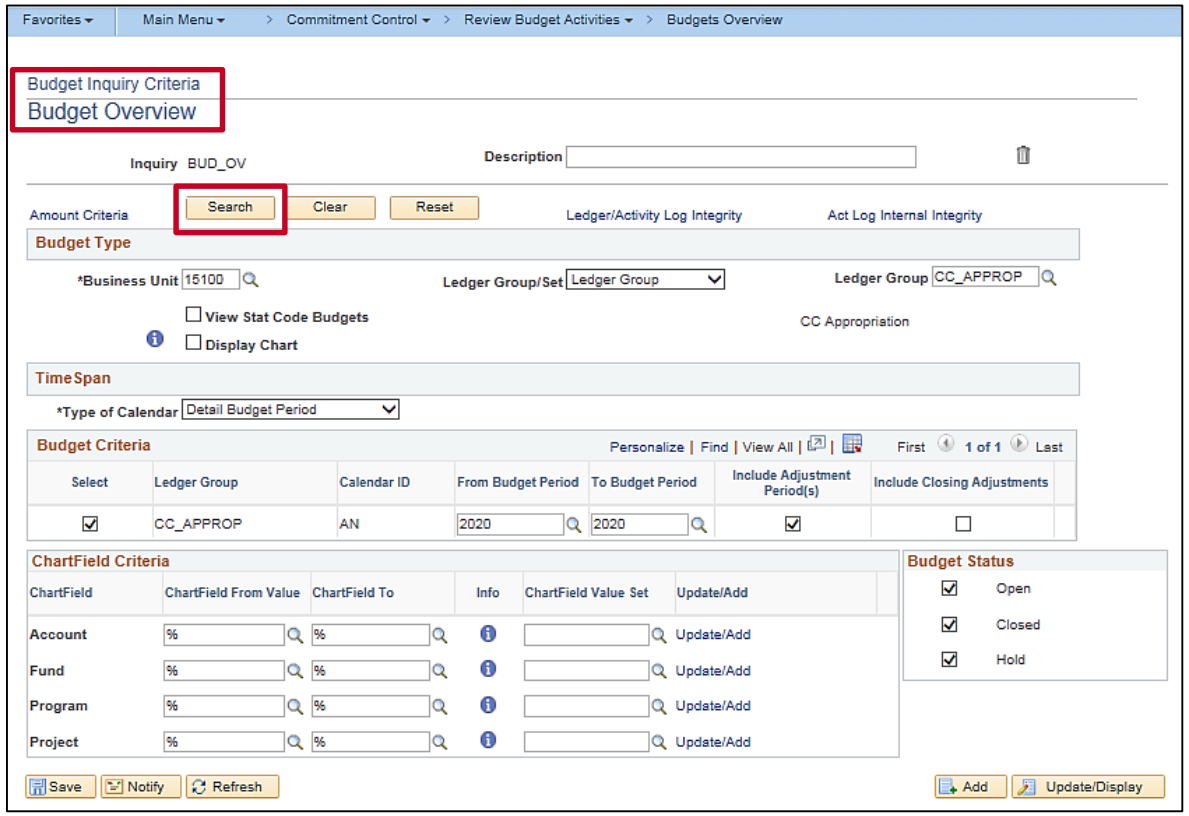
Main Menu > Commitment Control > Review Budget Activities > Budgets Overview



Budgets Overview (continued)

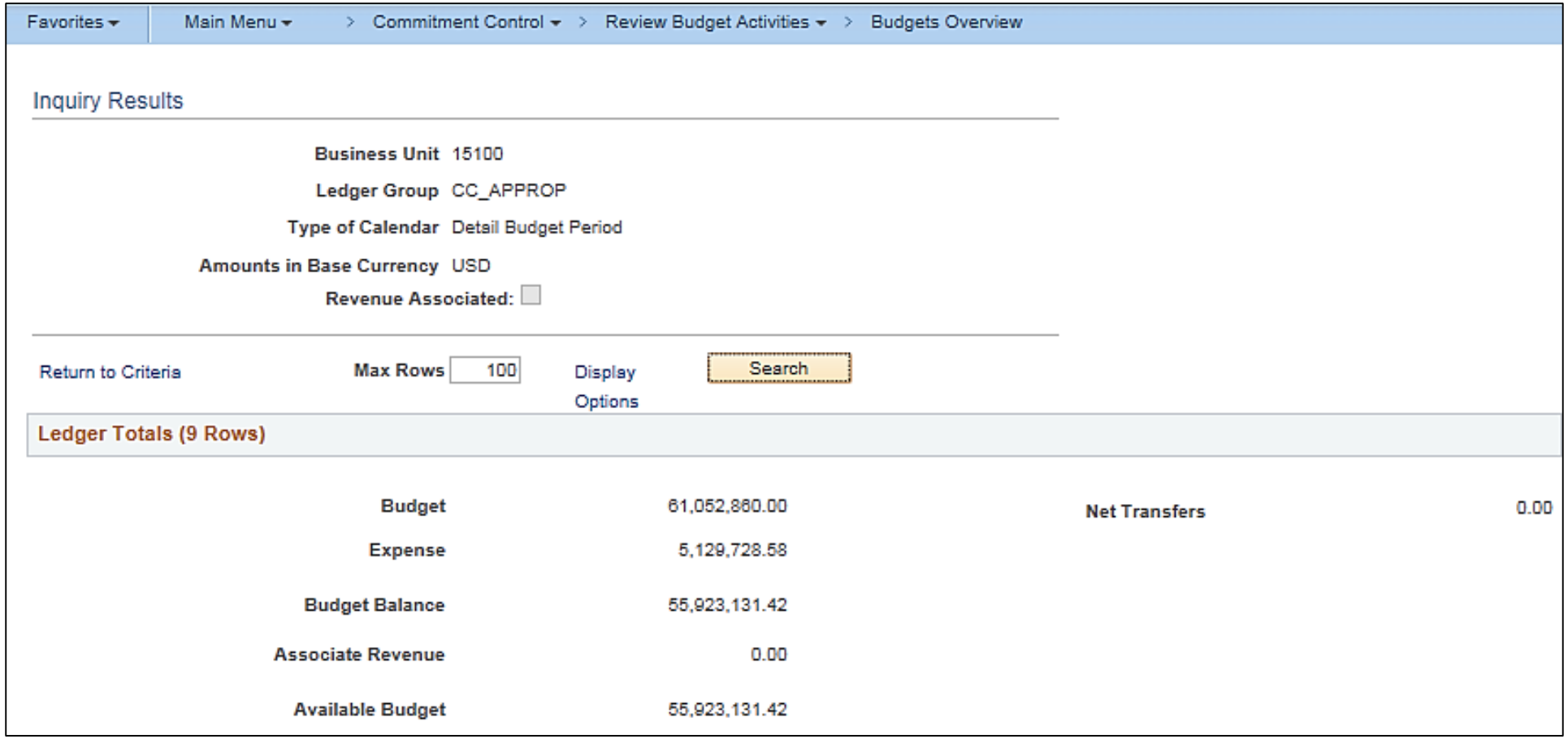
The **Budget Overview** provides summarized and detailed information about activity across several budgets.

Enter selection criteria on the **Budget Inquiry Criteria** page. Click the **Search** button to drill down based on selected ChartField criteria.



Budgets Overview: Budget Inquiry Results

The summary level results are displayed on the top half of the **Inquiry Results** page.



Budgets Overview: Budget Inquiry Drilldown Results

The detailed results are displayed at the bottom of the **Inquiry Results** page in the **Budget Overview Results** section. Double click on any amount for further journal drilldown. The **Expense** column represents budget checked expenditures which may or may not have already been posted to General Ledger.

Budget Overview Results

Personalize | Find | View All | First 1-9 of 9 Last

	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Program	ChartField2 Description	Project	Project Description	Budget Period	Budget	Expense	Available Budget*	Percent Available
1			CC_APPROP	5099001	Budget Roll up Account	01000	General Fund	7240	Fin Sys Development & Mgmt			2020	3,921,555.00	192,224.53	3,729,330.47	95.10
2			CC_APPROP	5099001	Budget Roll up Account	01000	General Fund	7370	Accounting Services			2020	8,080,478.00	1,040,702.04	7,039,775.96	87.12
3			CC_APPROP	5099001	Budget Roll up Account	01000	General Fund	7990	Administrative & Support Svcs			2020	1,614,099.00	211,778.20	1,402,320.80	86.88
4			CC_APPROP	5099001	Budget Roll up Account	02011	DOA Statewide Accounting Svcs	7370	Accounting Services			2020	433,726.00	0.00	433,726.00	100.00

After clicking the link for the expense amount for which detail information is requested the message below may display. If so, click **OK** to proceed.

Message

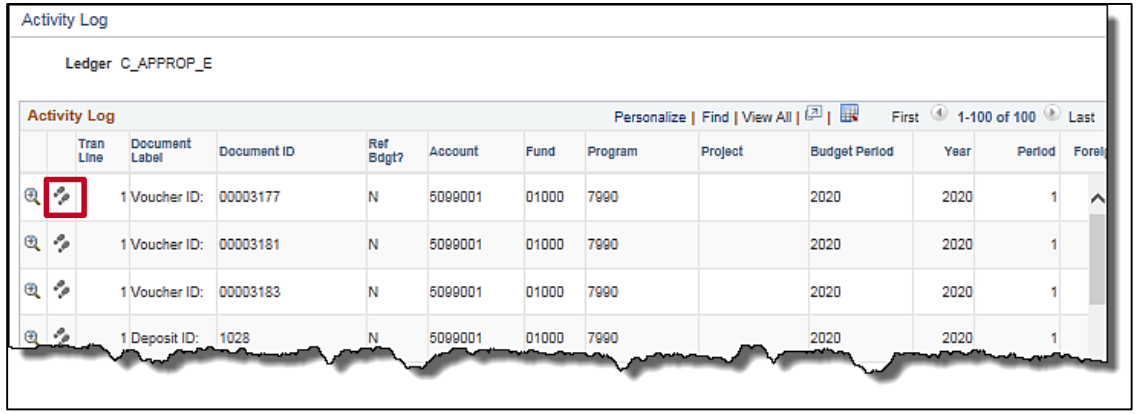
More rows are available. The number of rows retrieved exceeds the Maximum Row criteria. (18021,342)

The number of selected rows exceeds the Max Rows criteria. Modify your selection criteria or increase the Max Rows criteria.

OK

Budgets Overview: Journal Drilldown on Expense Results

The journal drilldown results for the selected row appear on the **Budget Overview - Activity Log** page.



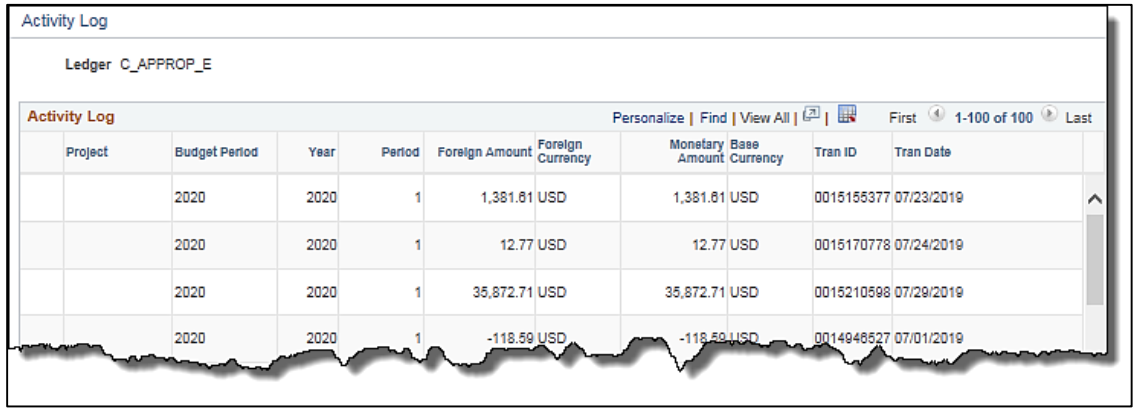
Activity Log

Ledger C_APPROP_E

Activity Log — Personalize | Find | View All | First 1-100 of 100 Last

Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Program	Project	Budget Period	Year	Period	Forei
1	Voucher ID:	00003177	N	5099001	01000	7990		2020	2020	1	
1	Voucher ID:	00003181	N	5099001	01000	7990		2020	2020	1	
1	Voucher ID:	00003183	N	5099001	01000	7990		2020	2020	1	
1	Deposit ID:	1028	N	5099001	01000	7990		2020	2020	1	

Same rows continued, scrolling to the right…



Activity Log

Ledger C_APPROP_E

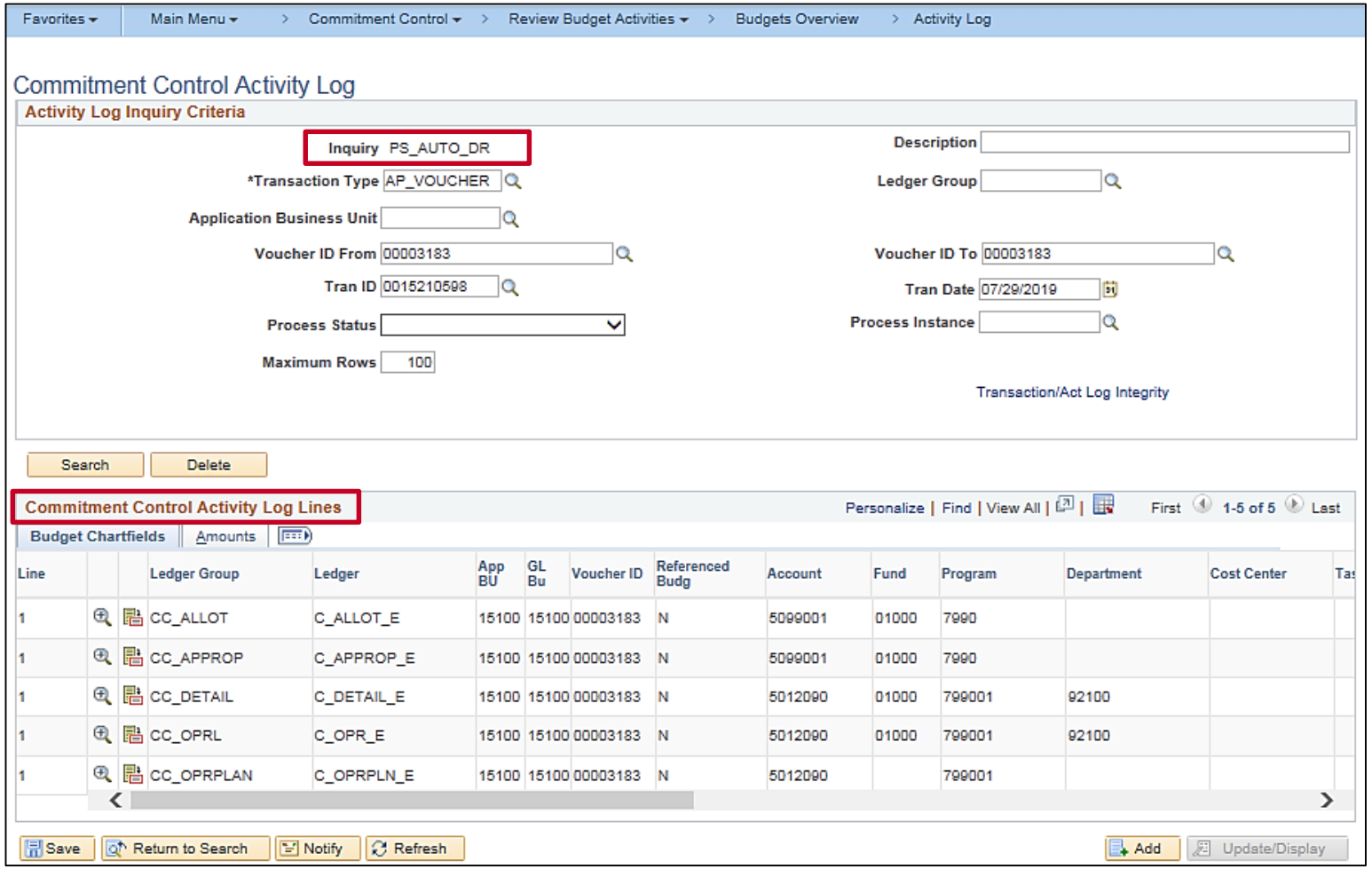
Activity Log — Personalize | Find | View All | First 1-100 of 100 Last

Project	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Monetary Amount	Base Currency	Tran ID	Tran Date
	2020	2020	1	1,381.61	USD	1,381.61	USD	0015155377	07/23/2019
	2020	2020	1	12.77	USD	12.77	USD	0015170778	07/24/2019
	2020	2020	1	35,872.71	USD	35,872.71	USD	0015210598	07/29/2019
	2020	2020	1	-118.59	USD	-118.59	USD	0014946527	07/01/2019

Click the **Drill to Activity Log Inquiry** (footprint) icon on the **Activity Log Drill Down** page from either the **Budget Overview** or **Budget Detail** pages.

Commitment Control Activity Log

The **Commitment Control Activity Log** is used to research which budget ledgers the budget checking transactions updated as well as the nature of the source transaction lines making up the transactions. A system generated activity log inquiry, named **PS_AUTO_DR**, is created for the specific line.



Line	Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Account	Fund	Program	Department	Cost Center
1	CC_ALLOT	C_ALLOT_E	15100	15100	00003183	N	5099001	01000	7990		
1	CC_APPROP	C_APPROP_E	15100	15100	00003183	N	5099001	01000	7990		
1	CC_DETAIL	C_DETAIL_E	15100	15100	00003183	N	5012090	01000	799001	92100	
1	CC_OPRL	C_OPR_E	15100	15100	00003183	N	5012090	01000	799001	92100	
1	CC_OPRPLAN	C_OPRPLN_E	15100	15100	00003183	N	5012090		799001		

Lesson 4: Summary

4 Budget Online Inquiries

In this lesson, you learned:

- Navigate to key budget online inquiries

Course Summary

GL334 Processing Budget Journals

In this course, you learned:

- Recognize key budget journal concepts
- Understand the overall budget journal process
- See how budget journal processing integrates with other Cardinal modules and interfaces with external systems
- Create manual budget journals in Cardinal
- Create and upload a spreadsheet budget journal in Cardinal
- Review budget journal errors
- Correct budget journal errors
- Create and process budget journals in Cardinal
- Identify key budget online inquiries

Course Evaluation

Congratulations! You successfully completed the **SW GL334: Processing Budget Journals** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.

Appendix

- Key Terms
- Flowchart Key

Key Terms

Budget Checking: The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

Budget Journal: A transaction that establishes or updates budget amounts in Cardinal.

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

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

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

Budget Translation Tree: Structure that relates transactions to their proper budget level. It also provides a convenient way to budget at a high level while using detail-level ChartFields in transactions.

ChartField: A field on the Chart of Accounts. It represents one category of data (e.g., Fund, Department, Account, etc.), with various values that further define a transaction. A combination of ChartFields defines an accounting distribution used on a transaction.

Commitment Control: Enables the tracking or controlling of expenses against budgets and revenues against estimates.

Key Terms (continued)

Control ChartField: ChartField used to determine whether or not the transaction will be subject to a Budget Structure. A Budget Structure can have only one Control ChartField. For example, for the Appropriation Budget Structure, Fund is the Control ChartField.

Control Options: tools that allow you to describe the degree of budgetary control

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

Key Terms (continued)

Ledger and **Ledger Group:** A Ledger is a record of monetary transactions by account (e.g. Budget, Actuals, Modified Accrual, Full Accrual, and Cash). A Ledger Group is a group that includes ledgers that have a common physical structure. Each ledger within the ledger group shares a common physical structure based on the ledger template.

Parent/Child Budget: A tool used to define a budget hierarchy between higher and lower level budgets. A parent budget has one or more child budgets. The budget amounts for all child budgets together cannot exceed the amount of their parent's budget.

Post Production Support (PPS): Cardinal Team responsible for maintaining the Cardinal system.

Posting: Process that creates the accounting entries for journals. When an entry is free of errors, it can be posted.

Key Terms (continued)

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

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

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

Spreadsheet Budget Journal Import: A process that allows you to enter journals offline using Excel and then import the journals into Cardinal.

Flowchart Key

Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process step that is preformed manually.	Document	Depicts a document of any kind, either electronic or hard copy.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Entity Name	Represents an entity (person, organization, etc.).	Step/ Process	Connects steps between business processes.