



# **501 GL334**

## **Processing Budget Journals**

Instructor Led Training



# 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](http://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

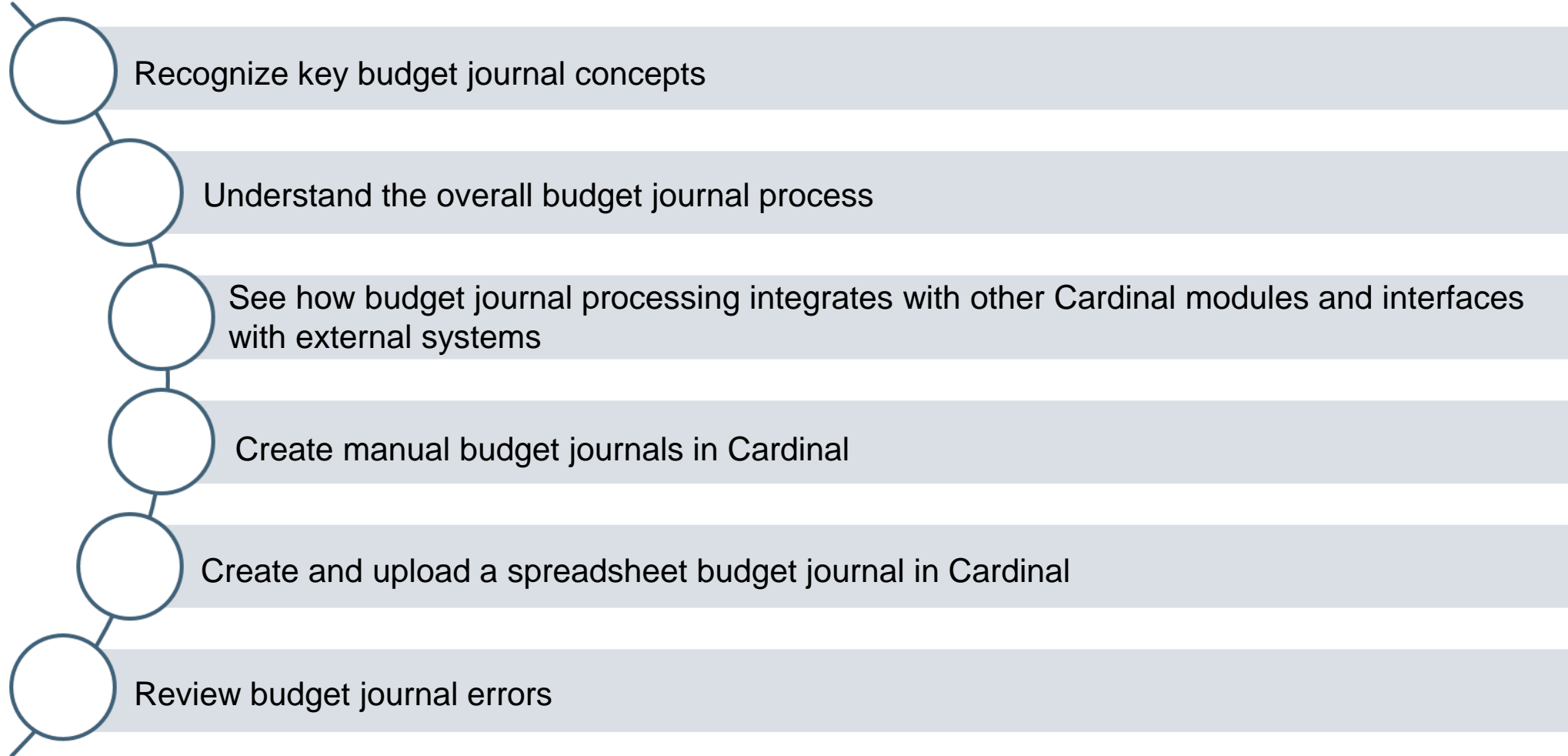
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

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



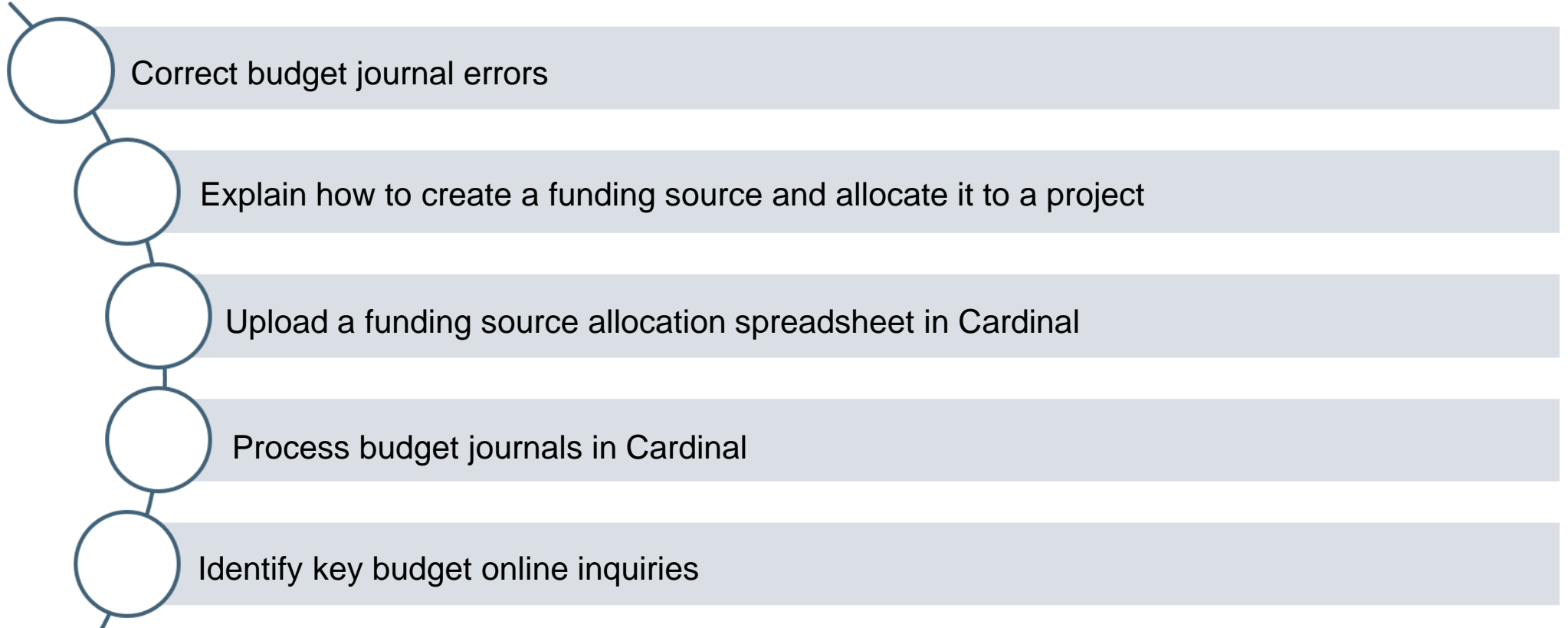
# Course Objectives

After completing this course, you will be able to:





## Course Objectives (continued)





# Agenda

1

Understanding Budget Journals

2

Creating Budget Journals

3

Processing Budget Journals

4

Project Funding Source Allocations

5

Budget Online Inquiries



# Lesson 1: Introduction

1

## Understanding Budget Journals

This lesson covers the following topics:

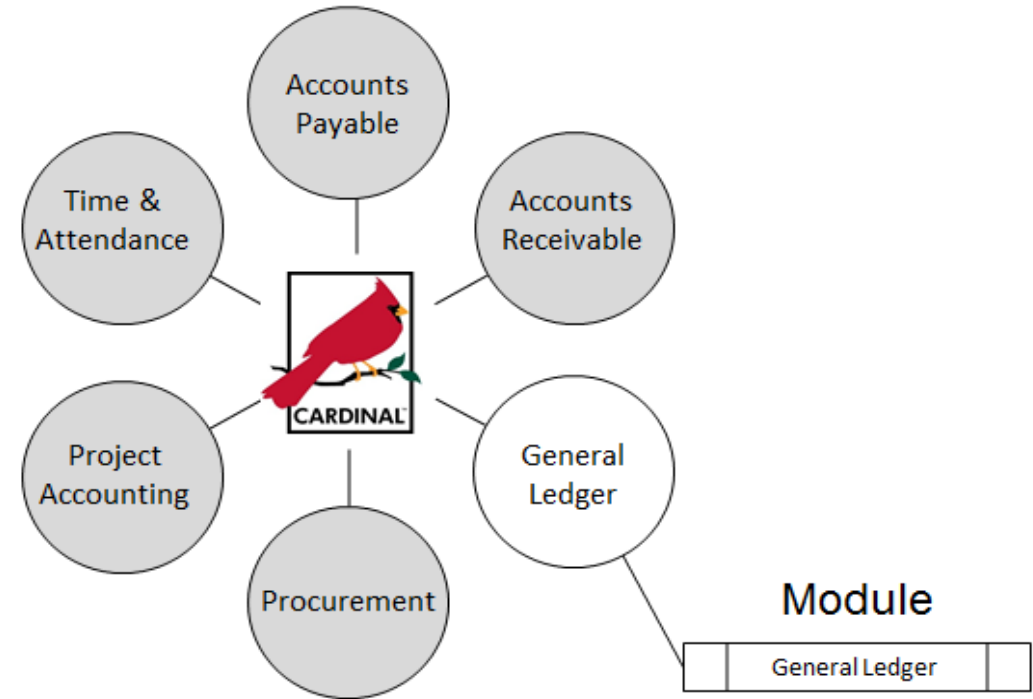
- General Ledger Overview
- Key Concepts
- Budget Process
- Integration and Interfaces



# General Ledger Overview

The General Ledger functional area is composed of one module which establishes the financial accounts used to:

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





# Key Concepts: Statewide Budget Structure

The Cardinal budget structure uses parent/child 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 and are provided by and maintained by the Commonwealth's Department of Planning and Budget (DPB).

They are:

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





# Key Concepts: Statewide Budget Structure

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



# Key Concepts: Agency Budget Structure

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

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

- **Agency lower level budget** (expenditure budget) - breakdown of the appropriation budget that can be used by agencies to manage or control agency budgets
- **Operational summary budget** (expenditure budget) - establishes a budget structure between the lower level and the operational budget structure to maintain control of the amount budgeted at the operational budget structure for all non-project related budget dollars
- **Agency operational budget** (expenditure budget) - detailed agency operating budget structure configured as a child to operational summary budget
- **Project summary budget** (expenditure budget) - establishes a budget structure between the lower level and the project budget structure to maintain control over the amount budgeted at the project budget for all project related budget dollars



# Key Concepts: Agency Budget Structure (continued)

- **Agency project budget** (expenditure budget) - configured as a child to the project summary budget
- **Funding source budget** (expenditure budget) - establishes funding sources to allocate to specific projects
- **Agency revenue estimate budget** (revenue budget) - used to track the recognition and collection of revenues against a revenue estimate
- **Transfer budget** (transfer budget) - used to track amounts of ingoing and outgoing transfers against an estimated amount



# 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:

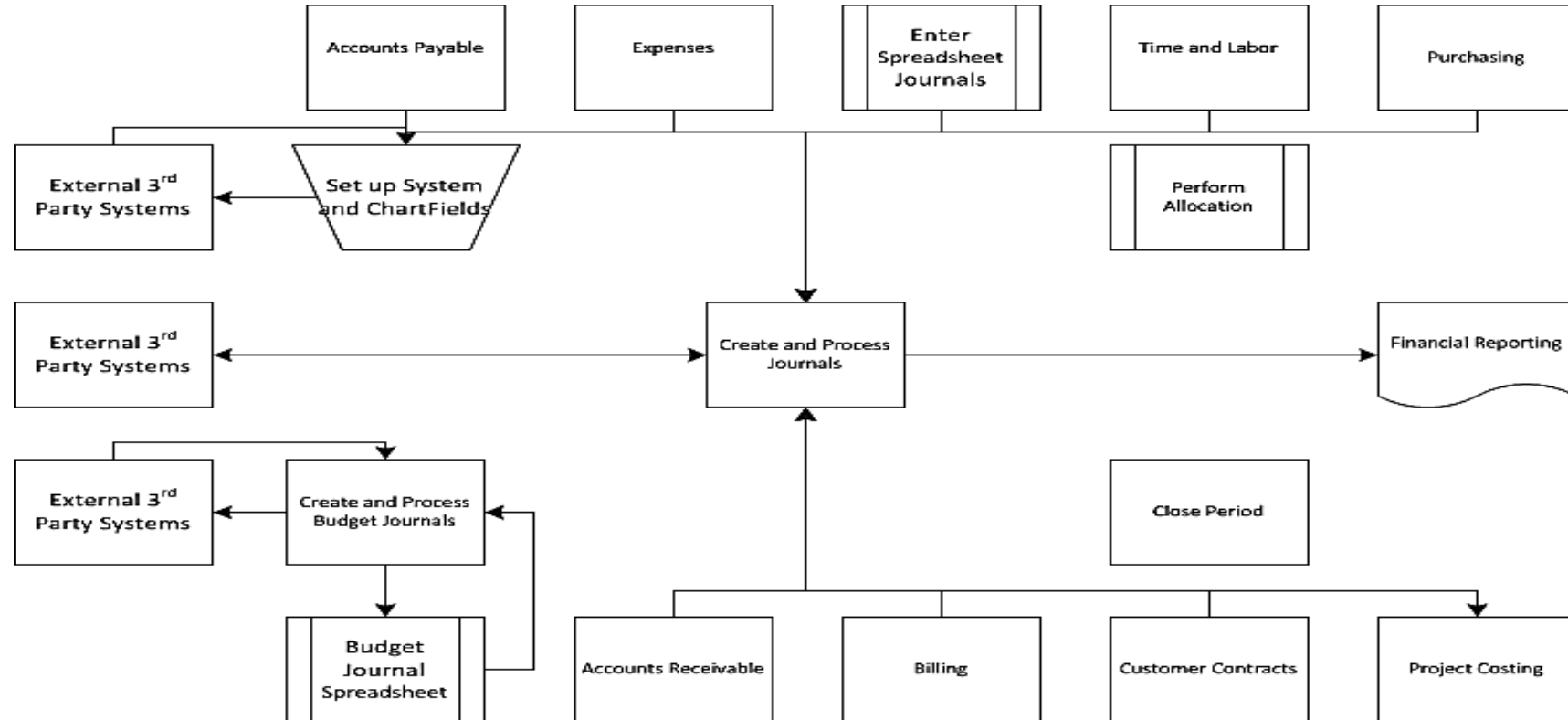
- **Control**
  - Verifies transactions based on valid ChartField combinations and monetary amounts.
  - If the ChartField combination does not exist or the available budget amount is exceeded, the transaction will generate an error.
  - No further processing can be performed until the error is corrected 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.
  - However, if the budget combination does not exist, the transaction will generate an error.
- **Track Without Budget**
  - Track transactions even if there is no budget set up.
  - All transactions pass without error.



# General Ledger Process

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

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

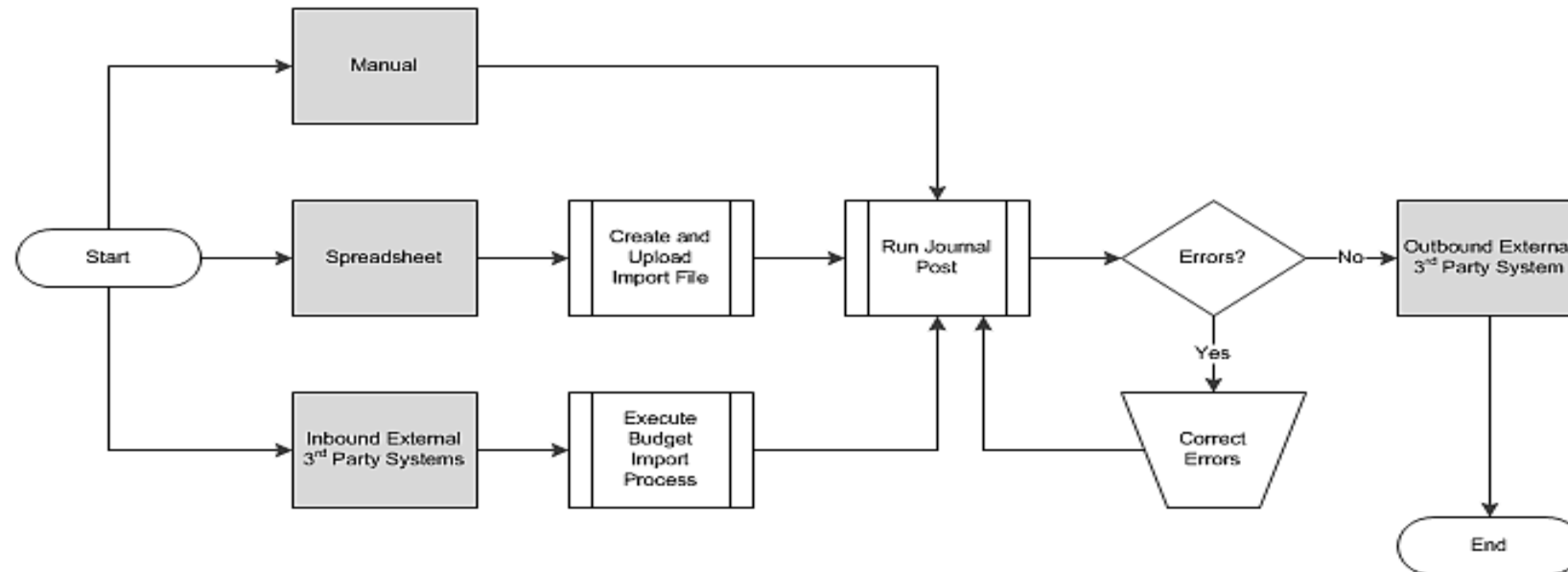




# Create and Process Budget Journals

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

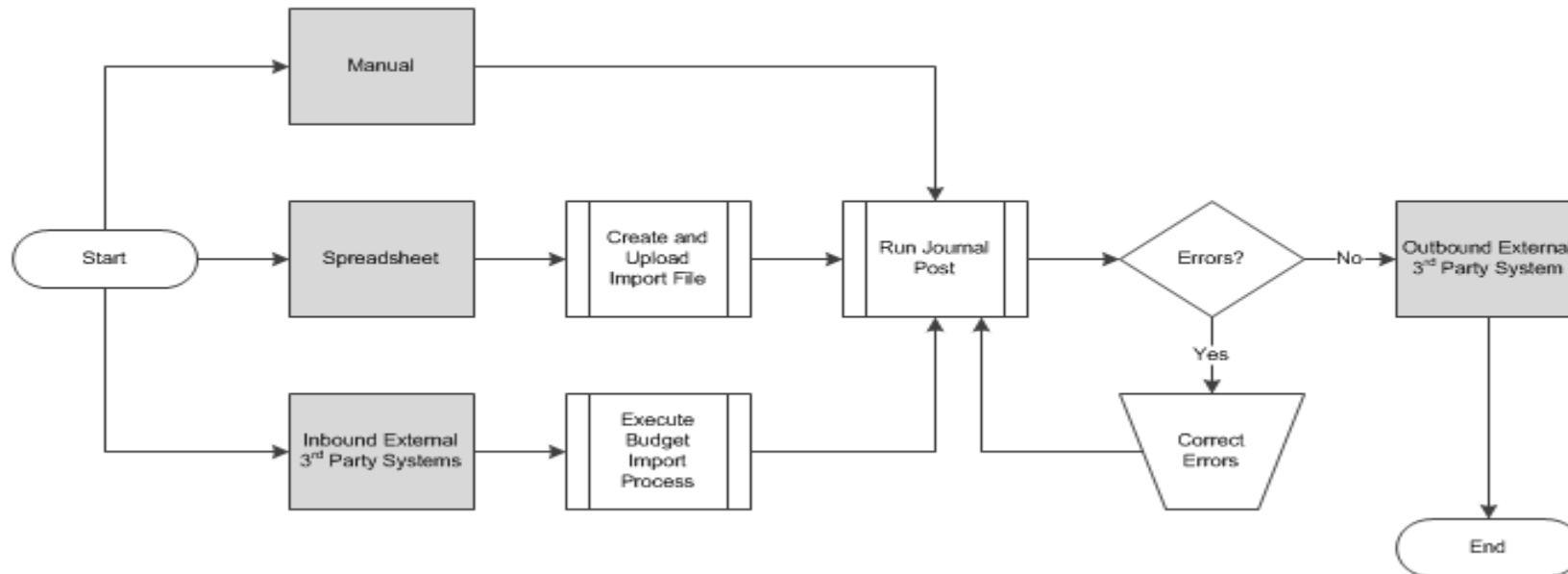
- Manual - Journals can be manually entered to establish or change the budgeted amount for a budget.
- Spreadsheet - Journals can be entered using spreadsheet budget journals to establish or change the budgeted amount for a budget.
- Inbound External 3<sup>rd</sup> Party Systems - External systems send budget entries in the designated file format. The files are staged and uploaded in a batch process to create budget journals.





# Create and Process Budget Journals (continued)

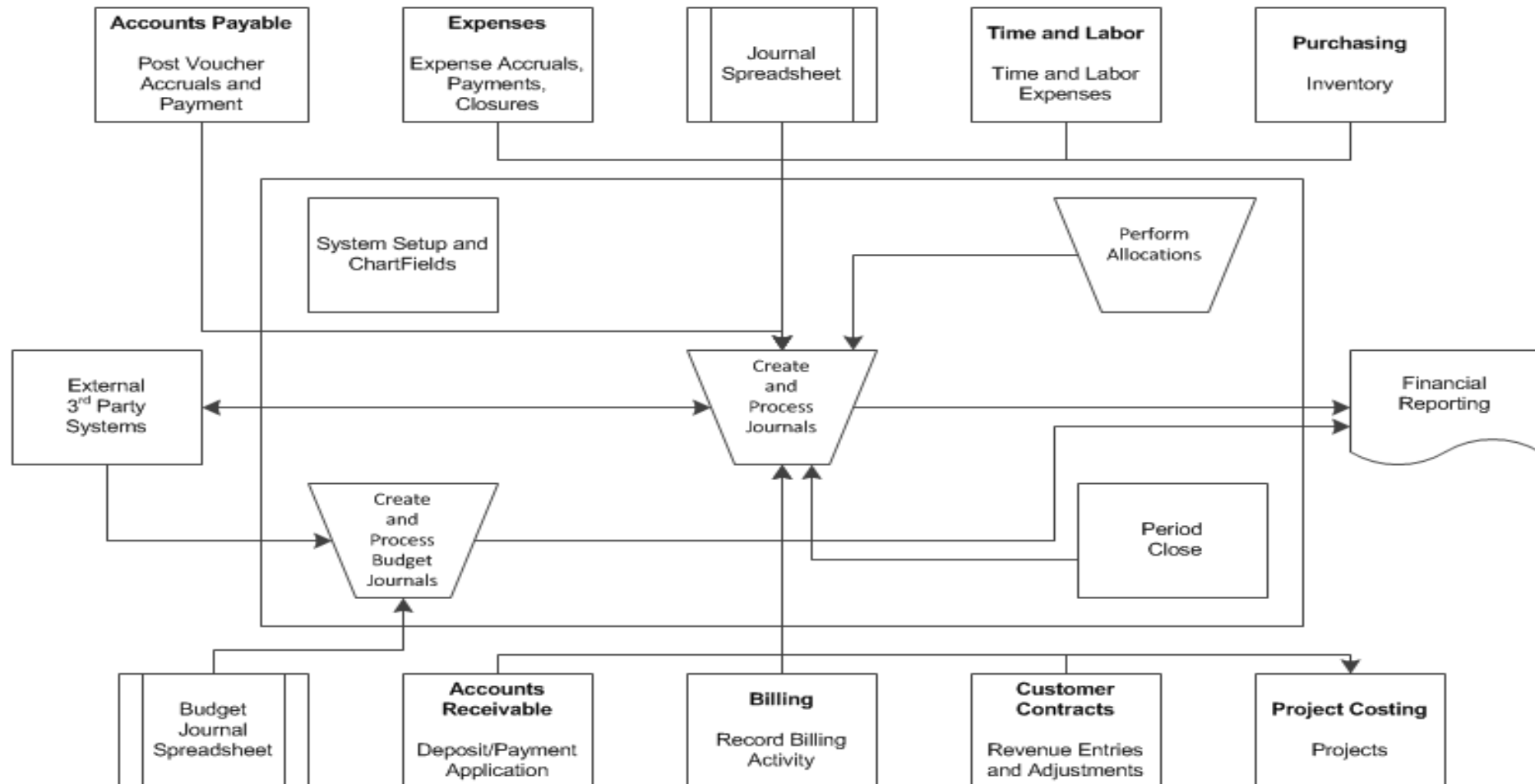
- Create and Upload Import File - An import file is created using a Microsoft Excel macro to convert it into the correct format. The import file process is run to create budget journals.
- Execute Budget Import Process - The staged files are uploaded and the budget import process runs to create the budget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





# Budget Journal Integration with Cardinal

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



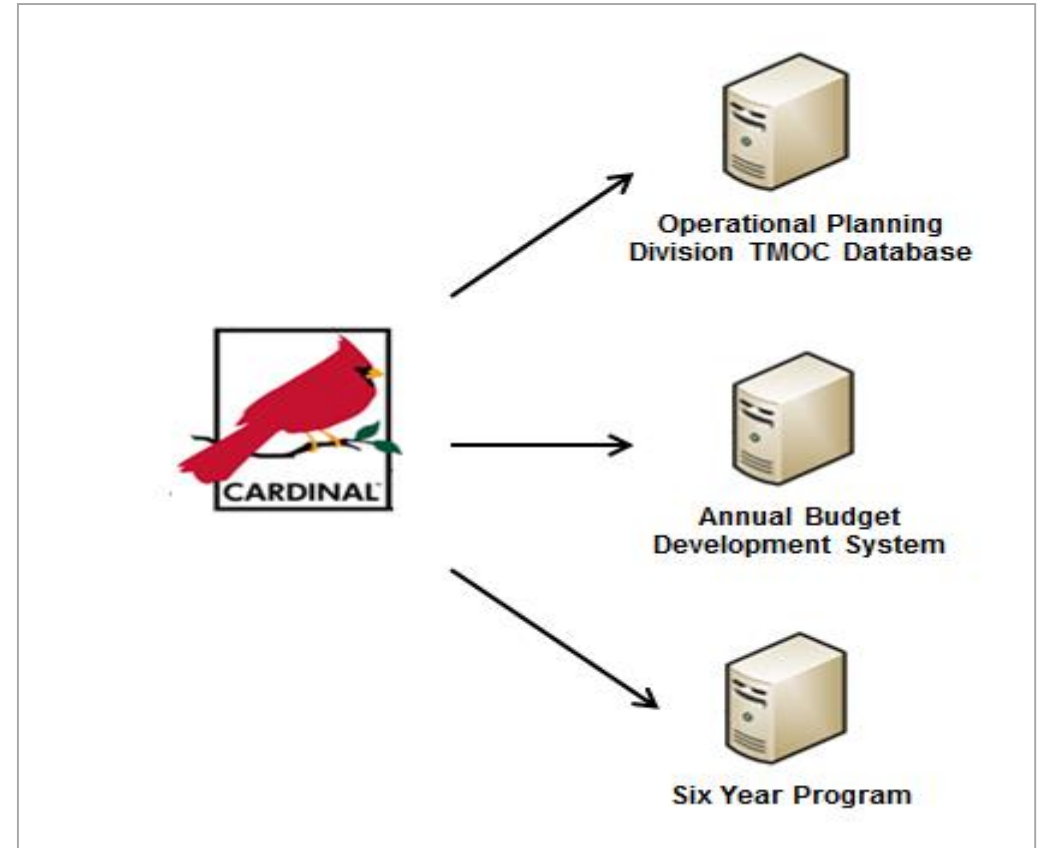




# Interfaces with TMOC, ABDS, and SYP

General Ledger sends and receives budget information from various systems:

- **Operational Planning Division - Transportation Maintenance and Operations Committee (TMOC) database:** receives budget information from Cardinal.
- **Annual Budget Development System (ABDS)** - used to create a budget at the beginning of each budgeting cycle. This budget is extracted and loaded into Cardinal as budget journals.
- **Six Year Program (SYP)** - receives budget information from Cardinal.





# 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 the Department of Planning and Budget (DPB); agency budgets are created and maintained by the agency.
- Agency budgets are established as the child budget level to the statewide budget.
- The Create and Process Budget Journals process provides budgetary control for predefined and authorized budgets within the General Ledger. Budget adjustments are received from the DPB throughout the year. Agency level budgets are created at the agency's discretion.
- Budget Journal processing interfaces with TMOC, ABDS, and SYP.



# 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, correct them before posting.



# Creating a Manual Budget Journal (continued)

Create and update budget journals on the **Budget Journals** page.

Navigate to this page using the following path:

**Main Menu > Commitment Control > Budget Journals > Enter 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 the default value if 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.

Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit 50100

Journal ID NEXT

Journal Date 11/13/2019

Add

Find an Existing Value | Add a New Value



# Entering Budget Journals: Budget Header

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

In the **Budget Header** tab, the **Budget Header Status** field displays **None** when creating a new budget journal. **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.
- **Error** - Editing has been run and the journal has an error(s).
- **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.

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

Budget HeaderBudget LinesBudget Errors

Unit 50100Journal ID NEXTDate 11/13/2019

\*Ledger Group

Fiscal Year 2020Period 5

Control ChartField Fund\*Currency USD

Rate Type CRRNT

Budget Header Status None

\*Budget Entry Type Original

Exchange Rate 1.00000000

21



# 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.

The screenshot shows the 'Enter Budget Journals' web form, specifically the 'Budget Header' tab. The form is titled 'Unit 15100 Journal ID NEXT Date 11/19/2019'. It contains several input fields and sections:

- \*Ledger Group:** CC\_OPRL (highlighted with a red box).
- Control ChartField:** Fund (highlighted with a red box).
- Budget Header Status:** None (highlighted with a red box).
- \*Budget Entry Type:** Original (highlighted with a red box).
- Parent Budget Options:** A section with checkboxes for 'Generate Parent Budget(s)' and 'Use Default Entry Event', and a dropdown for 'Parent Budget Entry Type'.
- Fiscal Year:** 2020.
- Period:** 5.
- \*Currency:** USD.
- Rate Type:** CRRNT.
- Exchange Rate:** 1.00000000.
- Cur Effdt:** 11/19/2019.
- Budget Type:** Expense (highlighted with a red box).
- Attachments:** (0).
- Long Description:** A text area with 254 characters remaining.
- Alternate Description:** A text area with 150 characters remaining.

At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The bottom navigation bar shows 'Budget Header | Budget Lines | Budget Errors'.



# Entering Budget Transfer: Budget Header

The **Enter Budget Transfer** page allows entry or adjusting of a budget entry. Use the path: **Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer**. The **Budget Header**, **Budget Lines**, and **Budget Errors** tabs are displayed.

In the **Budget Header** tab, the **Budget Header Status** field displays **None** when creating a new budget journal. **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.
- **Error** - Editing has been run and the journal has an error(s).
- **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.

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

Budget HeaderBudget LinesBudget Errors

Unit 50100Journal ID NEXTDate 11/20/2019

\*Ledger Group

Fiscal YearPeriod

Control ChartField

\*CurrencyUSD

Rate Type

Budget Header Status None

\*Budget Entry TypeTransfer Original

Exchange Rate1.00000000

23





# Entering Budget Transfer: Budget Header (continued)

For budget transfers, the **Budget Entry Type** options are:

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

The **Parent Budget Entry Type** field in the **Parent Budget Options** box is available only if the user has access to and has selected the **Generate Parent Budget(s)** checkbox.

Unit 50100 Journal ID NEXT Date 11/20/2019

\*Ledger Group CC\_OPRL

Control ChartField Fund

Budget Header Status

\*Budget Entry Type **Transfer Adjustment**  
**Transfer Original**

Fiscal Year 2020 Period 5

\*Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Cur Effdt 11/20/2019

**Budget Type Expense**

Attachments (0)

Parent Budget Options

☐ Generate Parent Budget(s)

☐ Use Default Entry Event

Parent Budget Entry Type

Long Description

254 characters remaining

Alternate Description

150 characters remaining

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

# 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 the entry.

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

Budget Header



**Budget Lines**

Budget Errors


Unit 50100Journal ID NEXTDate 11/13/2019Budget Header Status None







\*Process Post JournalProcess

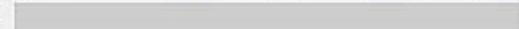
Lines

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



Chartfields and Amounts

Base Currency Details 

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020 	11120010	5012550 	04100 	699001 	10055 	11120010 	

<  >

Lines to add  

1   Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 1Total Debits 0.00Total Credits 0.00

Save

Notify

Refresh

Add

Update/Display

Budget Header | Budget Lines | Budget Errors



# Using the Journal Line Copy Down Function

The **Journal Line Copy Down** function allows selection of the fields to copy to the next journal entry line on the **Budget Lines** page. This functionality will speed up data entry for all the budget lines on budget journal.

To copy down a budget journal line:

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

Navigation: Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer

Tabs: Budget Header Budget Lines Budget Errors

Unit 50100 Journal ID 0001289146 Date 11/20/2019 ☐ Errors Only Budget Header Status None

\*Process Post Journal

Lines Personalize Find View All  1 of 1

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020		5012550	04100	699001	10055	11120010	

Lines to add:    [Journal Line Copy Down](#)

From Line  To

Totals

Total Lines	1	Total Debits	0.00	Total Credits	0.00
-------------	---	--------------	------	---------------	------

Budget Header | Budget Lines | Budget Errors



# 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.

Journal Entry Copy Down Option

Select All Deselect All

Personalize | Find | 13 | First 1-13 of 13 Last

Label Text	Copy Down
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Approval Line Status	<input checked="" type="checkbox"/>
Budget Period	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

OK Cancel Refresh



# Using the Journal Line Copy Down Function (continued)

**Favorites** ▾ **Main Menu** ▾ > **Commitment Control** ▾ > **Budget Journals** ▾ > **Enter Budget Transfer**

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

Unit 50100 Journal ID 0001289144 Date 11/14/2019 ☐ Errors Only Budget Header Status None

\*Process **Post Journal** **Process**

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

**Chartfields and Amounts** **Base Currency Details**

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020		5012550	04100	699001	10055	11120010	

**Lines to add**

**+** **-** Journal Line Copy Down

From Line  To  **Generate Budget Period Lines**

**Totals**

Total Lines 1 Total Debits 0.00 Total Credits 0.00

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

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



# Copying a Budget Journal

Cardinal allows the copying of existing budget journals. 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 copy using this path:  
**Main Menu > Commitment Control > Budget Journals > Enter Budget Journals**
- Click the **Find an Existing Value** tab and search for the **Journal ID** to copy.
- Once the budget journal is accessed, 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** (which must be within the open budget period).
- Select the **Budget Entry Type** for the copied journal, which can be either **Original** or **Adjustment**. This value defaults from the budget entry type of the source journal, but can be changed for the newly copied journal here.
- Click the **OK** button to initiate the Budget Journal Copy process.

Budget Journal Copy

Business Unit 50100

Ledger Group CC\_OPRL

Journal ID 0000003322

Journal Date 03/29/2012

\*New Journal ID NEXT

\*New Journal Date 11/20/2019

Currency Effective Date

\*Budget Entry Type

Adjustment

Original

Parent Budget Options

\*Parent Budget Entry Type

☐ Save original journal and Copy

OK

Cancel

Refresh



# Copying a Budget Journal (continued)

- The new budget journal will automatically open and appear in the view, with a Message reminding the user to save the Journal.
- Click **OK**.
- Editing, adding, or deleting budget lines as required is then completed. The new budget journal is then ready to **Save** or **Post**.

The screenshot displays the 'Enter Budget Journals' web application interface. At the top, there is a breadcrumb navigation path: 'Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals'. Below this, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors', with 'Budget Header' currently selected. The main area shows fields for 'Unit 50100', 'Journal ID 0001289149', 'Date 11/20/2019', and 'Budget Header Status Incomplete'. There is also a checkbox for 'Errors Only' and a dropdown menu for '\*Process' set to 'Post Journal'. A 'Process' button is visible on the right. Below these fields, there is a section for 'Lines' with a table containing columns for 'Delete', 'Line', 'Ledger', and 'Budget Period'. The table has one row with '1', 'C\_OPR\_B', and '2012'. To the right of the table are buttons for 'Personalize', 'Find', 'View All', and navigation controls 'First', '1 of 1', and 'Last'. Below the table, there is a 'Lines to add' section with a '1' in a box and buttons for '+', '-', and 'Journal Line Copy Down'. At the bottom, there is a 'Totals' section showing 'Total Lines 1', 'Total Debits 81,120.00', and 'Total Credits 0.00'. A 'Message' dialog box is overlaid on the interface, containing the text: 'Please save this newly copied journal to invoke security check (18021,982)' and 'The newly copied journal has an initial status of "Incomplete". Please save this journal to invoke commitment control security check.' with an 'OK' button highlighted by a red rectangle. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.





# 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.





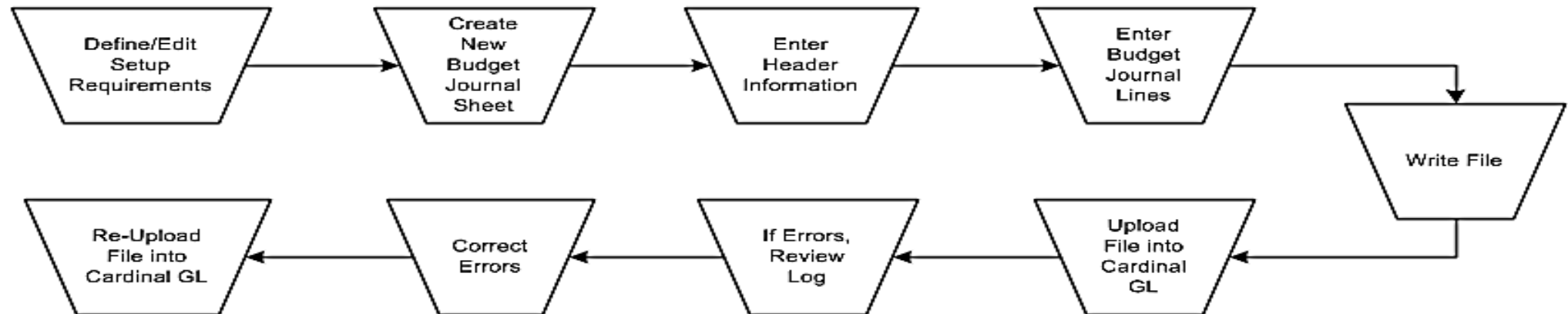
# Spreadsheet Budget Journals

Another way to create a budget journal is by uploading into Cardinal 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 budget journals offline and then import the budget journals into Cardinal.

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

The diagram shows the spreadsheet journal process.





# Uploading a Spreadsheet Budget Journal

The **Budget spreadsheet templates** are found on the Cardinal Website in the VDOT Toolbox under the Forms section. Before uploading a spreadsheet journal, set up Excel to accept macros using 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 the workstation:

- **V\_BUDJRNL4.xls** - This is the **Budget Journal Spread Sheet Upload Excel Template** that is used to create and import budget journals. If needed, rename this file.
- **BudMcro3.xla** - This is the Visual Basic code library and dialog control. Note: It is required for the extension to be changed from **.XLS** to **.XLA**.

See the **501 GL332 Uploading Spreadsheet ACTUAL and Budget Journals** job aid for more detailed information. Job aids are located on the Cardinal website in the VDOT Toolbox.

Create multiple journal workbooks 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.



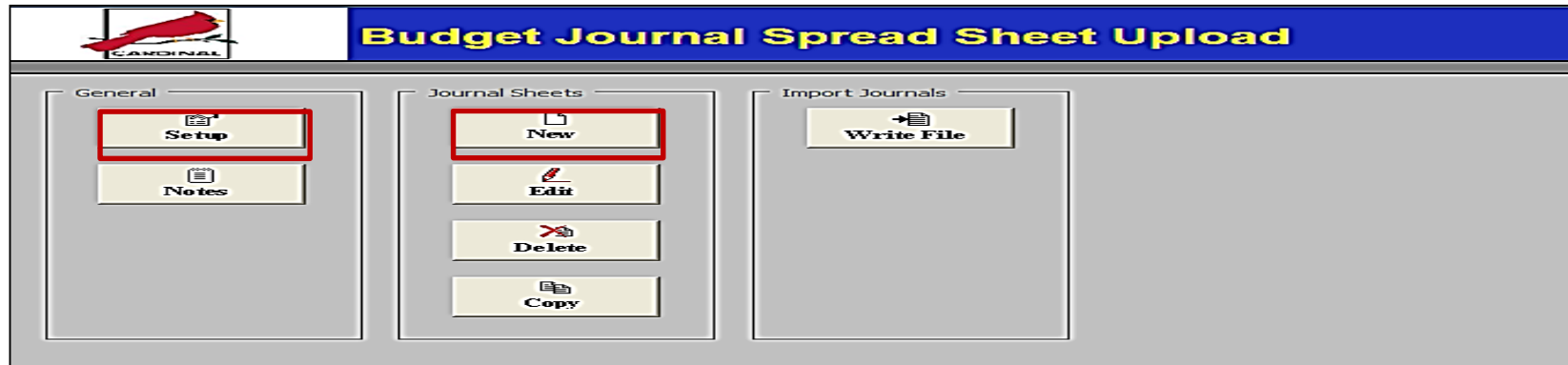
# Define/Edit Setup Requirements

To begin creating a spreadsheet budget journal, access the **Budget Journal Spread Sheet Upload** control page by opening V\_BUDJRN4.xls. Choose to **Enable Macros** by clicking on the **Options** box on the **Security Warning** banner at the top of the page. Select **Enable this Content**; click **OK**; and click on **Enable Macros** in the second box.

The **Budget Journal Spread Sheet Upload** main menu appears.

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

Then click the **New** button and enter a new spreadsheet name in the **New Budget Journal Sheet** dialog box.





# Creating a New Budget Journal Sheet: Journal Header

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

On the new **Budget Journal Upload** spreadsheet, use the **+/-** buttons under **Header** to add or remove a budget journal header.

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

Budget Journal Upload									
Header			Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID
<div><div>+</div><div></div><div></div><div></div><div></div><div>-</div><div></div></div>									
Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<div><div>+</div><div>-</div><div>+...</div><div>-...</div></div>		Select fields to copy from a previous line by marking the checkboxes under each field.							

New Budget Journal Header

Unit: 50100

Journal ID:

Journal Date: 01/21/2017

Ledger Group: CC\_OPRL

Budget Entry Type:

User ID:

Description:

OK

Cancel



# Creating a New Budget Journal Sheet: Journal Sheet

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

Data from another Excel spreadsheet can be copied and pasted into this Excel file. The copy requirements, such as formatting, are explained in the **Uploading Spreadsheet ACTUAL and Budget Journals** job aid.

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

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

**Budget Journal Upload**

Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID
	NEXT		1/21/2017	CC_OPRL	ORIGINAL	Budget entry for project A	

**Line**

Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID
50100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select fields to copy from a previous line by marking the checkboxes under each field.

NEXT	1	50100	C_OPR_B	5015550	2017	01000	60400403	91100
NEXT	2	50100	C_OPR_B	5022150	2017	01000	60400403	91100



# Writing File and Uploading File into Cardinal General Ledger

Once all required information is entered on the Excel spreadsheet, create a file to upload the spreadsheet into Cardinal's General Ledger. This is done on the **Budget Journal Spread Sheet Upload** main menu using the **Write File** button.

The screenshot displays the 'Budget Journal Spread Sheet Upload' main menu. The interface has a blue header bar with the title in yellow text. On the left, there is a logo of a red cardinal bird with the word 'CARDINAL' below it. The main content area is divided into three vertical panels: 'General', 'Journal Sheets', and 'Import Journals'. The 'General' panel contains 'Setup' and 'Notes' buttons. The 'Journal Sheets' panel contains 'New', 'Edit', 'Delete', and 'Copy' buttons. The 'Import Journals' panel contains a 'Write File' button, which is highlighted with a red rectangular border. Each button features an icon representing its function: a document with a plus sign for 'Setup', a document with lines for 'Notes', a document with a plus sign for 'New', a document with a pencil for 'Edit', a document with a red X for 'Delete', a document with a plus sign for 'Copy', and a document with a plus sign and an arrow for 'Write File'.

General	Journal Sheets	Import Journals
Setup	New	Write File
Notes	Edit	
	Delete	
	Copy	



# Uploading File into Cardinal General Ledger

After the file is created, log into Cardinal and run the Budget Spreadsheet Journal Import process. The Budget Spreadsheet Journal Import streamlines the budget journal import process and simplifies journal data entry by using Excel.

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

Navigate to this page using the following path:

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

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





# Reviewing and Correcting Errors

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

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

Some common error messages include:

- Budget journal header validation errors. Example: the header does not contain a valid Business Unit, Ledger Group, and Source.
- 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 errors are corrected, reload the file into Cardinal General Ledger. 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

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### 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 Spreadsheet Upload tool is an Excel template designed for the Budget Processor to enter their budget journals offline and then import the budget journals into Cardinal.



# Lesson 3: Introduction

3

## Processing Budget Journals

This lesson covers the following topics:

- Processing Budget Journals
- Reviewing and Correcting Budget Journals



# Processing Budget Journals

After creating a manual budget journal or uploading a spreadsheet budget journal, edit ChartFields or run a budget pre-check to see if errors exist. Budget Approvers can post the budget journal without running a budget pre-check.

The budget journal will not post with errors. Correct any errors and try to post the journal again.

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

To run budget pre-check, navigate using the following path:

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

Select the **Find an Existing Value** tab and enter the **Journal ID**.



# Processing Budget Journals (continued)

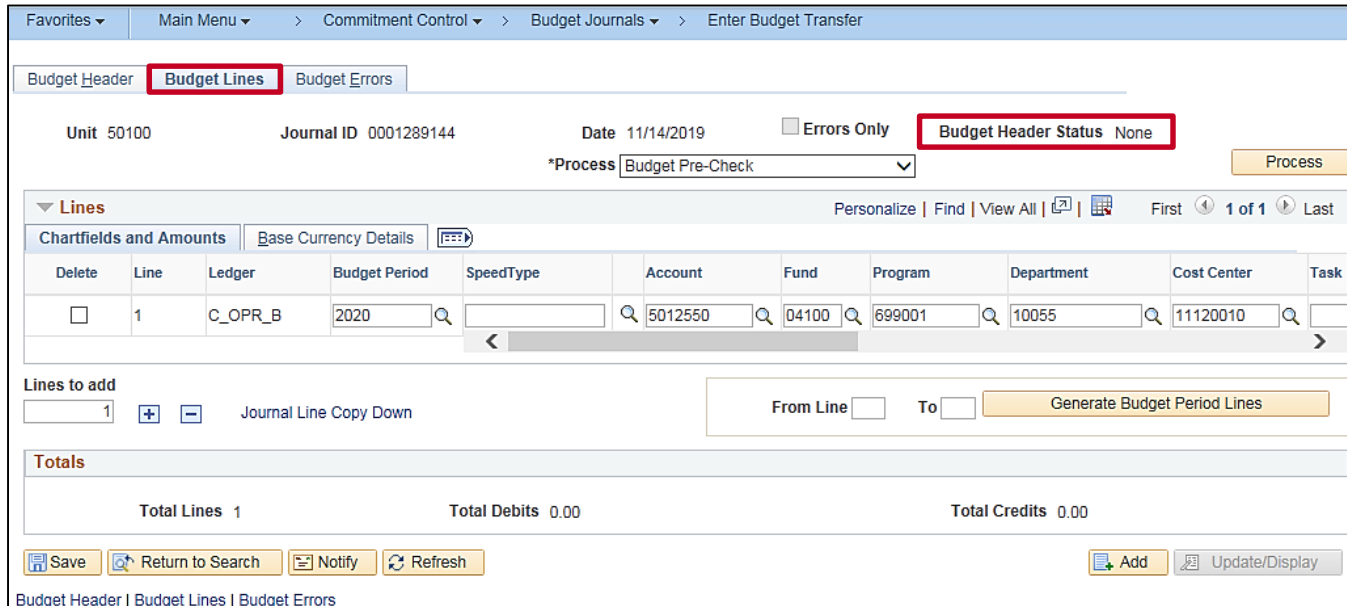
On the **Budget Lines** tab, use the **Process** drop-down to select **Pre-Check**.

Click the **Process** Button.

If the budget journal pre-check is successful, the **Budget Header Status** will update to **Checked Only**.

Journal **Budget Header Status** can be:

- **None** - no processes have been run
- **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 screenshot shows the 'Budget Journals' interface with the 'Budget Lines' tab selected. The 'Budget Header Status' is 'None'. The 'Process' dropdown is set to 'Budget Pre-Check'. The 'Process' button is visible. Below the table, there are 'Lines to add' and 'Totals' sections.

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

Unit 50100 Journal ID 0001289144 Date 11/14/2019 ☐ Errors Only **Budget Header Status None**

\*Process Budget Pre-Check

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

**Chartfields and Amounts** | **Base Currency Details**

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020		5012550	04100	699001	10055	11120010	

Lines to add:    Journal Line Copy Down

From Line  To

**Totals**

Total Lines	1	Total Debits	0.00	Total Credits	0.00
-------------	---	--------------	------	---------------	------

Budget Header | Budget Lines | Budget Errors



# Reviewing Budget Journal Errors

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

Budget journal errors (exceptions) 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
- Transaction exceeds available budget and is over tolerance



# Reviewing Budget Journal Errors (continued)

On the **Enter Budget Journals** page, click the **Error** link next to the Budget Header Status field.

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

Budget HeaderBudget LinesBudget Errors

Unit 50100Journal ID 0000014249Date 01/01/2013Budget Header Status **Error**

▼ Header ErrorsPersonalize | Find | First ◀ 1 of 1 ▶ Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.

▼ Line ErrorsPersonalize | Find | View All | First ◀ 1 of 1 ▶ Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					

SaveReturn to SearchPrevious in ListNext in ListNotifyRefreshAddUpdate/Display

Budget Header | Budget Lines | Budget Errors





# Reviewing Budget Journal Errors (continued)

The **Budget Journal Exceptions** page displays. Review the budget check exceptions resulting from the budget pre-check process or from the attempted posting of the journal. Make changes/corrections to the budget journal as needed.

Favorites ▾Main Menu ▾>Commitment Control ▾>Budget Journals ▾>Enter Budget Transfer>Budget Journal

Budget Journal Exceptions

Budget Line Exceptions

Business Unit 50100Journal ID 0000014249Journal Date 01/01/2013

\*Exception Type Error

Maximum Rows 100

☐ Override Transaction

☐ More Budgets Exist

Search

Advanced Budget Criteria

Budgets with Exceptions

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

Budget Override

Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		50100	CC_PROJ	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Save

Return to Search

Notify

Budget Journal Exceptions | Budget Line Exceptions

48



# Correcting Budget Journal Errors

Budget journals with errors must be corrected before posting to the commitment control ledger.

Common corrections include modifying ChartField values or changing the journal amount.

After receiving a budget journal error, assess whether this is a genuine error or whether an override is needed.

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 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 **Enter Budget Journals** page.

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

Click the **Process** button.

Unit 50100 Journal ID 0000013740 Date Budget Header Status Error

\*Process

Budget Header Budget Lines Budget Errors

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	X	C_OPR_B	2013		9999999	04100	604003	14003	11163450
<input type="checkbox"/>	2	X	C_OPR_B	2013		9999999	04100	604003	14018	11161000
<input type="checkbox"/>	3	X	C_OPR_B	2013		9999999	04100	604003	14024	11161000



# Posting a Budget Journal

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

If a budget pre-check was not run prior to posting, the posting process will identify whether the journal contains errors. Correct the errors listed on the **Budget Journal Exceptions** page. When the budget journal is free of errors, post the budget journal again.

Posting a budget journal is done on the **Budget Lines** page, using the **Process** drop-down menu.

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 budget journals. In the dialogue box that appears, click **Yes** to confirm to post the journal.



# Posting a Budget Journal (continued)

Favorites ▾

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

Budget Header

Budget Lines

Budget Errors

Unit 50100

Journal ID 0001289145

Date

Budget Header Status None

\*Process

Budget Pre-Check

Copy Journal

Delete Journal

Edit Chartfields

Post Journal

Refresh Journal

Process

▼ Lines

Personalize | Find | View All | First 1-2 of 2 Last

Chartfields and Amounts

Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020	<input type="text"/>	<input type="text"/>	01000	60400403	10008	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	C_OPR_B	2020	<input type="text"/>	<input type="text"/>	01000	60400403	10008	<input type="text"/>	<input type="text"/>

< >

Lines to add

1

Journal Line Copy Down

From Line  To 

Generate Budget Period Lines

Totals

Total Lines 2

Total Debits 0.00

Total Credits 0.00

Save

Return to Search

Notify

Refresh

Add

Update/Display

Budget Header | Budget Lines | Budget Errors



# Posting a Budget Journal (continued)

Posting a budget journal can also be done as a batch process if a large volume of journals is to be posted.

Navigate to this page using the following path:

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

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

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

### Post Commitment Control Budget Journals Request

Run Control ID PostControlBudgetJournal Report Manager Process Monitor **Run**

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

**Process Frequency**  
☐ Once  
☒ Always  
☐ Don't Run

Request Number 1  
\*Description  
\*Transaction Type GL\_BD\_JRNL

Business Unit  
Budget Entry Type  
**Journal ID From**  
Journal Date From

Ledger Group  
System Source  
**Journal ID To**  
Journal Date To

☐ Skip Entry Event processing

Leave a field blank to select all its values.

**Save** **Notify** **Add** **Update/Display**



# Posting a Budget Journal (continued)

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

- If the user can enter a budget journal in Cardinal, the user cannot post a budget journal. A security error message will be received upon entering the budget journal.
- If the user can approve budget journals in Cardinal, the user cannot 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 identified during the budget pre-check or post processes are logged at the budget journal and journal line levels.
- Corrections can consist of changing ChartField values or the journal amount on the Enter Budget Journals page.
- A budget journal is posted on the Budget Lines page, using the Post Journal option in the Process field.
- All errors must be corrected before posting the budget journal.
- A budget journal can be deleted if it has not yet been posted.



# Lesson 4: Introduction

4

## Project Funding Source Allocations

This lesson covers the following topics:

- Creating a Funding Source
- Allocating a Funding Source to a Project Manually
- Uploading a Project Funding Source Spreadsheet



# Funding Sources

The user can establish funding sources, such as appropriations, grants, donations, endowments, bonds, etc. and allocate amounts from those funding sources to multiple project budgets. When performing budget checking on project transactions, the system checks the transaction amount against the sum of the allocations in the project budget.

Funding sources represent amounts received from federal, local, state bonds, donations, etc. The funding source budget definition is set up to track transactions by funding source and project. Funding sources provide a basis for reporting on related budgets and expenditures.

Funding sources are allocated to projects and business units as funding source allocations.

To set up a funding source:

- define funding source
- set up associated expenditure and revenue budgets
- allocate the funding sources to each project



# Creating a Funding Source

Use the following setup procedure to create a funding source:

- Establish commitment control ledgers and ledger groups for a project funding source expenditure and revenue budget definition.
- Define the funding sources on the **Commitment Control Funding Source** definition page.
- Navigate to this screen using the following path:  
**Main Menu > Commitment Control > Define Control Budgets > Funding Source**
- Enter the funding source amounts and adjustments on the **Funding Source Transaction Logs** grid, as well as descriptive information about the funding source. The page calculates the total funding source from the amounts entered on the grid.

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Define Control Budgets ▾ > Funding Source

**Commitment Control Funding Source**

Funding Source CNS601

\*Funding Type  Date

\*Currency Code  ☐ Reimbursable Authority

Fed Aid

Customer SetID

CFDA Number

Customer ID

Letter of Credit ID

Reimb Agr Num

Char1

Char2

Description

Amount 1,317,131,172.06 Applied Amount 1,317,088,415.66

\*Unit Option

Business Unit Personalize | Find | View All | First 1 of 1 Last

*Business Unit	Description
<input type="text" value="50100"/>	VA Dept of Transportation

Funding Source Transaction Logs Personalize | Find | View All | First 1 of 1 Last

DateTime Added	User ID	Description	Amount
02/02/2012 3:16:48.000000PM	CHRISTY.EPPS	Secondary Co/Proj Allocations	1,317,131,172.06

Save Return to Search Notify Add Update/Display

# Allocating a Funding Source to a Project

Funding sources can be allocated to multiple projects.

Once defined the expenditure and revenue budget definitions, can be set up to reflect the funding source functionality to track transactions by funding source using the **Commitment Control Funding Source Allocation** page.

Navigate to this page using the following path:

**Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation**

Favorites ▾Main Menu ▾ > Commitment Control ▾ > Define Control Budgets ▾ > Funding Source Allocation

New

Commitment Control Funding Source Allocation

Business Unit 50100Ledger Group CC\_PROJFSEProject 0000100202

Project Status OpenStart Date 03/01/2011End Date 05/30/2036

Overall Amount 34,914.00 × USDManager 00173393000MITCHELL, DIANE L

Allocated Amount 34,914.00 USD☐ Funding Source ErrorProjects

\*Allocation Method Percentage ▾

Please review your key chartfield setup for revenue types to insure consistency with the allocations below.  
It is important that the key chartfields are populated below if the budget setup requires them.

Funding Source Allocation DetailsPersonalize | Find | View All | First 1-2 of 2 Last

Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %		
CNS601	Budgeted ▾	29,914.00	0.00	85.679097			
CNS606	Budgeted ▾	5,000.00	0.00	14.320903			

Transfer to Budget EntryReview Fund Source Activities

Save Return to Search Notify

Add Update/Display

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# Allocating a Funding Source to a Project (continued)

To allocate a funding source to a ChartField online in Cardinal:

- On the **Funding Source Allocation** page, enter the **Overall Amount** approved for the project. Then allocate **Funding Source** and amounts for each **Project** that requires funding source tracking. Specify the **Allocation Method** as a **Percentage** or **Priority** method.

Each row on the **Funding Source Allocation Details** grid must have a unique funding source, even if the **Spend Option** is different. The **Spend Option** field determines the funding amount available for spending.

- For the **Percentage Allocation Method**, define funding source amounts as a percentage of the overall spending amount for the project or as a flat spending cap amount.
- For the **Priority Allocation Method**, assign each funding source a unique non-zero priority number. If not assigning a unique non-zero priority number for the **Priority Allocation Method**, an error message will be received and the **Funding Source Error** flag will be turned on. All transactions using this allocation will fail budget checking until all priority numbers have non-zero values. Transactions will continue processing once all priority numbers have non-zero and non-duplicate values.
- Define whether a **Funding Source** can be spent immediately by selecting a **Budgeted Spend Option**.



# Allocating a Funding Source to a Project (continued)

When allocating a **Funding Source** to a project, it is important to keep the **Overall Amount** in sync with the total of the **Spending Cap** identified in the **Funding Source Allocation Details** section. If the total of the **Spending Caps** is less than the **Overall Amount**, a warning will be received but the page can still be saved. The **Funding Source Error** flag will then be checked, which will result in a budget checking error when a user attempts to use this project on an **Actuals** transaction.

Favorites ▾Main Menu ▾ > Commitment Control ▾ > Define Control Budgets ▾ > Funding Source Allocation

Commitment Control Funding Source Allocation

Business Unit 50100Ledger Group CC\_PROJFSEProject 0000100202

Project Status OpenStart Date 03/01/2011End Date 05/30/2036

Overall Amount 34,914.00 × USD

Manager 00173393000MITCHELL,DIANE L

Allocated Amount 34,914.00 USD

☐ Funding Source Error

Projects

\*Allocation Method Percentage ▾

Please review your key chartfield setup for revenue types to insure consistency with the allocations below.  
It is important that the key chartfields are populated below if the budget setup requires them.

▼ Funding Source Allocation Details

Personalize | Find | View All | 1-2 of 2 | First | Last

Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %		
CNS601	Budgeted ▾	29,914.00	0.00	85.679097		+	-
CNS606	Budgeted ▾	5,000.00	0.00	14.320903		+	-

Transfer to Budget EntryReview Fund Source Activities

SaveReturn to SearchNotify

AddUpdate/Display





# Project Funding Source Allocation Upload Tool

Budget Processors can use the **Fund Source Allocation Upload** tool, an Excel template, to enter funding source allocations offline. The transactions can then be imported into Cardinal's General Ledger. The funding source must first be created in Cardinal before using the spreadsheet upload tool for the allocations. This tool cannot be used to create a funding source.

Once loaded into Cardinal, the transactions are validated against the Project, Funding Source, Ledger Group, and Business Unit.

The **Fund Source Allocation Upload** tool is found on the **Cardinal website** in the **VDOT Toolbox** in the **Forms** section. Both files are needed to perform the upload. After downloading the **Funding Source Spreadsheet Upload XLA Macro File**, change the file extension from .xls to .xla.

The screenshot shows the 'Fund Source Allocation Upload' tool interface. At the top, there is a blue header bar with the Cardinal logo on the left and the title 'Fund Source Allocation Upload' in yellow text. Below the header, the interface is divided into three main sections: 'General', 'Allocation Sheets', and 'Import Allocations'. The 'General' section contains a 'Setup' button with a document icon. The 'Allocation Sheets' section contains four buttons: 'New' (document icon), 'Edit' (pencil icon), 'Delete' (trash can icon), and 'Copy' (document icon). The 'Import Allocations' section contains a 'Write File' button with a document icon and a right-pointing arrow.



# Lesson 4: Summary

4

## Project Funding Source Allocations

In this lesson, you learned:

- Funding Sources represent amounts received from federal, local, state, bonds, donations, etc. The funding source budget definition is set up to track transactions by Funding Source and Project. Funding Sources assist in reporting of the budgets and expenditures.
- Funding Sources are allocated to projects and business units as funding source allocations. Funding Sources can be allocated to multiple projects.
- The Funding Source Allocation Upload tool is an Excel template designed for Budget Processors to enter their funding source allocations offline and then import them into Cardinal's General Ledger. Before using this tool, a funding source should be created, as this spreadsheet can only be used for allocations. It cannot be used to create a Funding Source.



# Lesson 5: Introduction

5

## Budget Online Inquiries

This lesson covers the following topics:

- Online budget inquiries



# Budget Online Inquiries

There are four types of inquiries available for budget information:

- Budget Details
- Budget Overview
- Commitment Control Activity Log
- Review Funding Source Allocations



# Budget Details

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

To display the **Budget Details** page, navigate to this page using the following path:

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

The **Budget Details** selection criteria page is shown in the screenshot on the right. First enter the **Ledger Group** and click **Search**.

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

**Budget Details**

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

Find an Existing Value

▼ Search Criteria

Business Unit = ▼ 50100

Ledger Group = ▼ CC\_APPROP

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria



# Budget Detail: Search Results

In the **Select Budget Detail** section, select the ChartField values and **Budget Period** to search. Click on **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.

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

### Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
50100	CC_APPROP	5099001	01000			2020

Search

Budget Details

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

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period	View Details
1 50100	CC_APPROP	5099001	01000	6120		2020	View Details

Return to Search

Notify



# Commitment Control Budget Details

From this page there are many options for researching detailed budget information. **Drill to Ledger** (open book icon) or **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.

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

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
50100	CC_APPROP	5099001	01000	6120		2020

Display Chart

PreviousNextReturn to Inquiry Criteria

Ledger Amounts

Budget:

Expense:

40,000,000.00 USD0.00 USD

Max Rows100

AttributesParent / ChildrenAssociated Budgets

Associate Revenue0.00 USD

Available Budget

Without Tolerance	40,000,000.00	USD	Percent	(100%)	Forecasts
With Tolerance	40,000,000.00	USD	Percent	(100%)	

Budget Exceptions

Exception Errors0Exception Warnings0

Budget Exceptions

Return to Search

Notify

70



# Budget Details: Budget ChartFields

Under the section **Ledger Amounts** on the **Commitment Control Budget Details** page, click on **Drill to Ledger/Budget**, and the system displays a panel group that contains:

- **Budget ChartFields** panel allows further drill down to related budget journals
- **Amounts** tab allows for drill down and then choosing to see further complete budget journal detail
- **Show All Columns** tab

From any of these, the user has the option of viewing the detailed budget journal pages. Click on the spyglass icon at the beginning of the line to view related budget journal detail.

Ledger

Business Unit 50100

Ledger C\_APPROP\_B

Budget Details

Personalize | Find |

First 1 of 1 Last

Budget Chartfields

Amounts

	Account	Fund	Program	Project	Budget Period
	5099001	01000	6120		2020

OK





# Budget Details: Amounts and Show All Columns

Amounts tab:

Ledger ✕

Business Unit 50100      Ledger C\_APPROP\_B

Budget Details

Personalize | Find | |

First 1 of 1 Last

Budget Chartfields

**Amounts**

	Account	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
	5099001	40000000.00	USD	40000000.00	USD	06/11/2019 11:46:14AM	10214391

OK

Show All Columns tab, to the right of the Amounts tab, will show all columns:

Ledger ✕

Business Unit 50100      Ledger C\_APPROP\_B

Budget Details

Personalize | Find | |

First 1 of 1 Last

	Account	Fund	Program	Project	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
	5099001	01000	6120		2020	40000000.00	USD	40000000.00	USD	06/11/2019 11:46:14AM	10214391

OK



# Drill to Budget Journal Detail

The following is an example of the Drill to Budget Journal Detail inquiry.

Click the **Drill Down** icon:

Ledger

Business Unit 50100      Ledger C\_APPROP\_B

Budget Details

Personalize | Find |

First 1 of 1 Last

Budget Chartfields

Amounts

Account	Fund	Program	Project	Budget Period
5099001	01000	6120		2020

OK

Click the **Show Journal Detail** icon:

Budget Journal

Business Unit 50100      Ledger C\_APPROP\_B

Budget Details

Personalize | Find |

First 1 of 1 Last

Budget Chartfields

Amounts

Show Journal Detail	Journal ID	Date	Status	Year	Period	Line #	Account	Fund	Program	Project
	PB01228954	07/01/2019	Posted	2020	1	1	5099001	01000	6120	

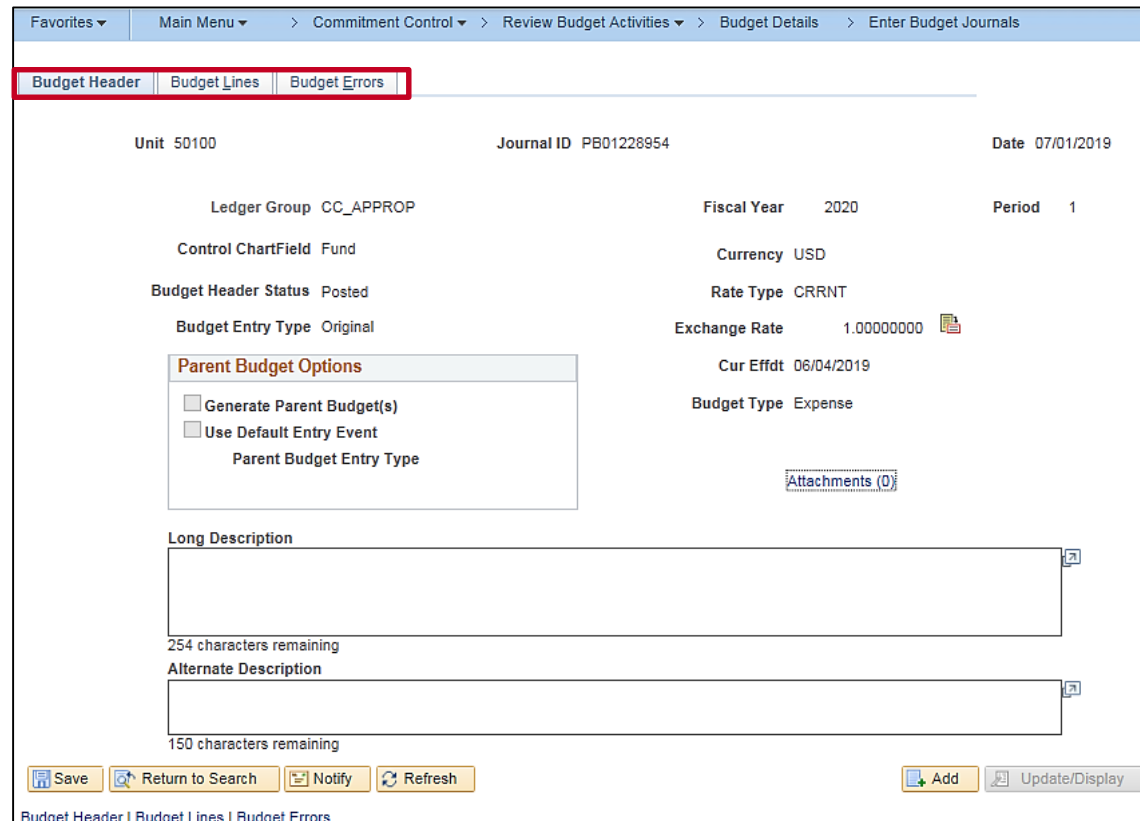
OK



# Drill to Budget Journal Detail (continued)

The example of the Drill to Budget Journal Detail inquiry from C\_APPROP\_B is the **Enter Budget Journals** page. These are the same budget journal pages seen when entering a budget journal. There are three tabs:

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



Unit 50100 Journal ID PB01228954 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 Exceptions and Display Chart

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

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

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

### Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
50100	CC_APPROP	5099001	01000	6120		2020

Display Chart

PreviousNextReturn to Inquiry Criteria

#### Ledger Amounts

Budget:40,000,000.00 USD

Expense:0.00 USD

Associate Revenue0.00 USD

Available Budget

Without Tolerance	40,000,000.00 USD	Percent	(100%)	Forecasts
With Tolerance	40,000,000.00 USD	Percent	(100%)	

#### Budget Exceptions

Exception Errors0Exception Warnings0

Budget Exceptions

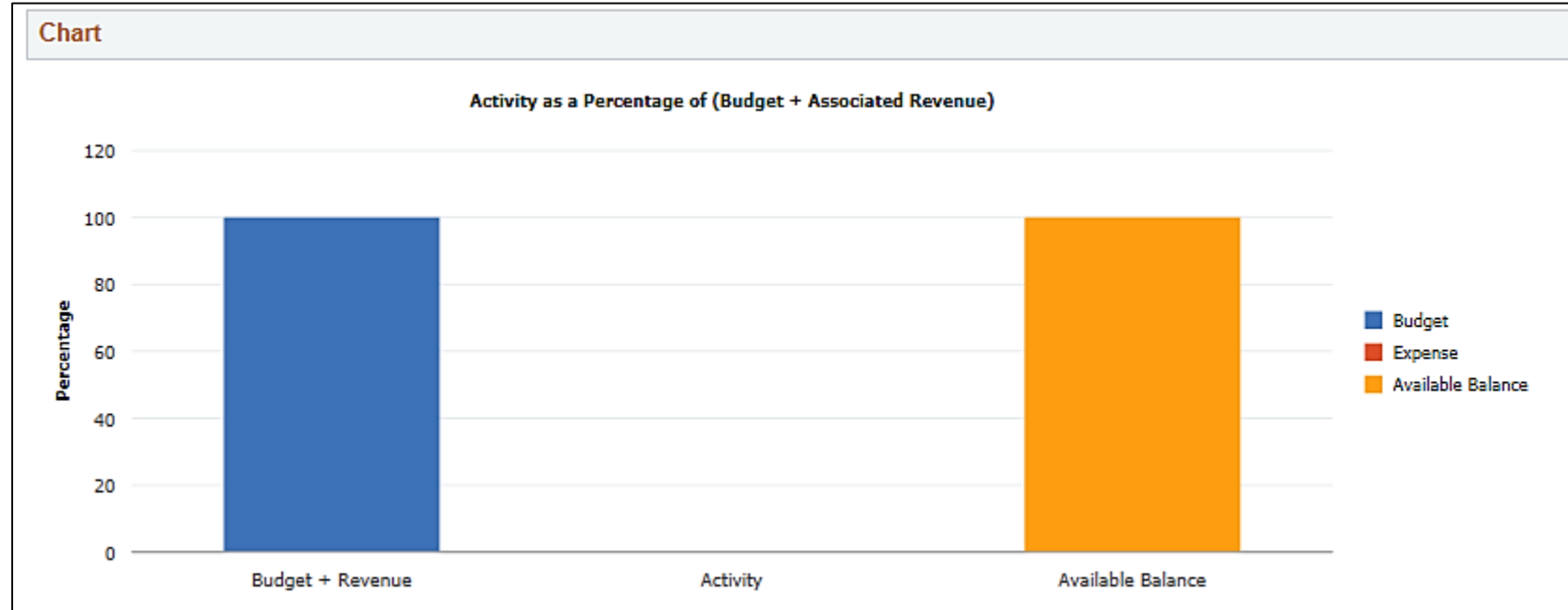
Return to Search

Notify



# Display Chart

Click on the **Display Chart** button from the Commitment Control Budget Detail page . Summary budget ledger data can be presented graphically.





# Budget Exceptions

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

Commitment Control Budget Exceptions

Budget Type CC\_APPROP CC Appropriation  
Business Unit 15100 Department of Accounts  
Budget Period 2017

ChartField	ChartField Value	Description
Account	5095001	Budget Roll up Account
Fund	01000	General Fund
Program	7240	Fin Sys Development & Mgmt
Project		

\*Exception Type  Maximum Rows   
☐ More Transactions Exist

Advanced Transaction Criteria Budget Detail

Transactions with Budget Exceptions

Transaction Data	Budget Override						
Drill Down	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value
	01/13/2017	AP_VOUCHER	Exceeds Budget Tolerance		100.00 USD	Voucher ID:	00001642



# Budgets Overview

The **Budget Overview** inquiry component provides summarized and detailed information about activity across several budgets. To create an inquiry, navigate to the **Budgets Overview - Budget Inquiry Criteria** page through the following path:

**Main Menu > Commitment Control > Review Budget Activities > Budgets Overview > Budget Inquiry Criteria**

Use this page to enter the inquiry selection criteria. Enter the **Ledger Group**. Click on **Search** to execute drilldown based on selected ChartField criteria.

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

Budget Inquiry Criteria

Budget Overview

Inquiry INQUIRY

Description

Amount Criteria

Search

Clear

Reset

Ledger/Activity Log Integrity

Act Log Internal Integrity

Budget Type

\*Business Unit

Ledger Group/Set

Ledger Group

☐ View Stat Code Budgets

☐ Display Chart

CC Appropriation

Time Span

\*Type of Calendar

Budget Criteria

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

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_APPROP	AN	<input type="text" value="2020"/>	<input type="text" value="2020"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="i"/>	<input type="text" value=""/>	<input type="text" value="Update/Add"/>
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="i"/>	<input type="text" value=""/>	<input type="text" value="Update/Add"/>
Program	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="i"/>	<input type="text" value=""/>	<input type="text" value="Update/Add"/>
Project	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="i"/>	<input type="text" value=""/>	<input type="text" value="Update/Add"/>

Budget Status

☒ Open

☒ Closed

☒ Hold

Save

Notify

Refresh

Add

Update/Display



# Budgets Overview: Search Results

The Budgets Overview search results can be further drilled down to budget details, in a sense coming full circle with the Commitment Control Budget Detail data.

Favorites ▾

Main Menu ▾

> Commitment Control ▾

> Review Budget Activities ▾

Budgets Overview

Inquiry Results

Business Unit 15100

Ledger Group CC\_APPROP

Type of Calendar Detail Budget Period

Amounts in Base Currency USD

Revenue Associated: ☐

Return to Criteria

Max Rows

Display Options

Search

Ledger Totals (9 Rows)

Budget	61,052,860.00	Net Transfers	0.00
Expense	5,129,728.58		
Budget Balance	55,923,131.42		
Associate Revenue	0.00		
Available Budget	55,923,131.42		





# Budgets Overview: Search Results (continued)

The results of further drill down:

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	Foreign
		1	Report ID:	0000106195	N	5099001	01000	7240		2017	2017	5	
		2	Report ID:	0000106195	N	5099001	01000	7240		2017	2017	5	
		1	Report ID:	0000106197	N	5099001	01000	7240		2017	2017	5	
		297	Journal ID:	CIP0312236	N	5099001	01000	7240		2017	2017	1	

Same rows, scrolling to the right...

Activity Log											
Ledger C_APPROP_E											
Activity Log											
Personalize   Find   View All       First 1-100 of 100 Last											
Program	Project	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Monetary Amount	Base Currency	Tran ID	Tran Date	
7240		2017	2017	5	40.50	USD	40.50	USD	0004411340	11/30/2016	
7240		2017	2017	5	64.80	USD	64.80	USD	0004411340	11/30/2016	
7240		2017	2017	5	11.88	USD	11.88	USD	0004411341	11/30/2016	
7240		2017	2017	1	9,330.16	USD	9,330.16	USD	0003894568	06/29/2016	



# Commitment Control Activity Log

Use the **Commitment Control Activity Log** inquiry when wanting to know which budgets the budget checking transactions updated, as well as the nature of the source transaction lines making up the transactions.

Navigate to this inquiry through the following path:

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

(The user may also click the **Drill to Activity Log Inquiry** on the **Activity Log Drill Down** page from either the **Budget Overview** or **Budget Detail** pages. Click the icon, a system generated Activity Log Inquiry, named **PS\_AUTO\_DR**, is created for the specific line.)



# Commitment Control Activity Log (continued)

Navigation: Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Activity Log

## Commitment Control Activity Log

### Activity Log Inquiry Criteria

Inquiry	PS_AUTO_DR	Description	
*Transaction Type	GL_BD_JRNL 🔍	Ledger Group	
Application Business Unit		Journal ID To	PB00290153 🔍
Journal ID From	PB00290153 🔍	Journal Date To	
Journal Date From		Tran Date	
Tran ID	0003705142 🔍	Process Instance	
Process Status			
Maximum Rows	100		

Transaction/Act Log Integrity

Search Delete

### Commitment Control Activity Log Lines

Personalize | Find | View All | 1-41 of 41 | First | Last

Budget Chartfields | Amounts

Line		Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Account	Fund	Program	Project
1	🔍 📄	CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	01000	6120	
2	🔍 📄	CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	04000	6030	
3	🔍 📄	CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	04000	6060	
4	🔍 📄	CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	04000	6990	
5	🔍 📄	CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	04010	6020	



# Review Funding Source Allocation

Use the **Review Funding Source Allocation** inquiry page to view the allocation of funding sources for expenditure budgets and recognized and collected revenue by funding source or control ChartField.

Navigate to this inquiry through the following path:

**Main Menu > Commitment Control > Review Budget Activities > Review Fund Source Allocations**



# Review Funding Source Allocation (continued)

Favorites ▾

Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Review Fund Source Allocations

Review Funding Source Allocation

Selection Criteria

Inquiry PS\_ALLOC

View By Funding Source ▾

Funding Source CNS772 🔍

Max Rows 100

Chartfield Criteria

Unit for Chartfield and Value 50100 🔍 ⓘ

Control ChartField Account 🔍

ChartField Value 101010 🔍

Search

Funding Source

Find | View All First 1 of 1 Last

Funding Source	CNS772	Amount	419,455,493.77 USD
Funding Type	State	Amount Not Allocated	12,426.00 USD

Save

Notify

Add

Update/Display



# Lesson 5: Summary

5

## Budget Online Inquiries

In this lesson, you learned:

- Key budget inquiries include Budget Details, Budget Overview, Commitment Control Activity Log, and Review Funding Source Allocations.



# Course Summary

GL334

## Processing Budget Journals

In this course, you learned:

- Recognize key budget journal concepts
- Understand the overall budget journal process
- 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
- How to create a funding source and allocate it to a project
- Upload a funding source allocation spreadsheet in Cardinal
- Process budget journals in Cardinal
- Identify key budget online inquiries



# Course Evaluation

Congratulations! You successfully completed the **501 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 Check:** Budget Checking compares transactions against budget ledgers to ensure that budget combinations are valid and, if a controlling budget, that amounts do not exceed the budget. Transactions may pass, fail, or pass with a warning. The budget check process may be run directly online or via a batch process. Typically, once a **Valid** budget check status is achieved, the budget balances are updated depending on the module in which the budget check process occurred.

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

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

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

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



# Key Terms (continued)

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

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

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

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

- **Default from Higher Level:** Commitment control is set to default from a higher level - either the budget attributes, control ChartField, or control budget definition level.
- **Control:** Transactions that cause budget exceptions generate errors.
- **Tracking w/ Budget** (tracking with budget): 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.



# Key Terms (continued)

## Control Options (continued):

- **Control Initial Document:** Transactions are stopped and error messages issued only if budget constraints would be exceeded when the initial document is processed. Transactions that pass budget checking on the initial document, such as a purchase requisition, are automatically passed on all subsequent related documents, such as a purchase order or payment voucher related to that purchase requisition, even if budget constraints are exceeded at the time they are processed. However, if the ChartFields are changed in subsequent documents from those values in the initial document, the transaction can fail if the ChartField combination does not exist as a budget.

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

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



## Key Terms (continued)

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



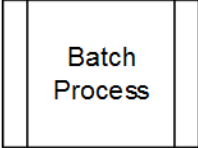
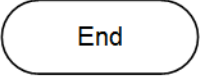
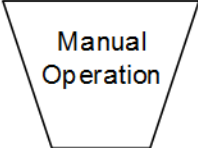
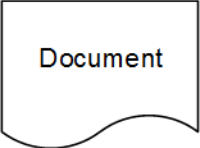
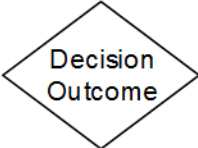
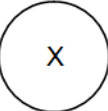
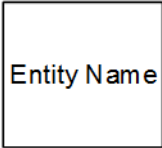
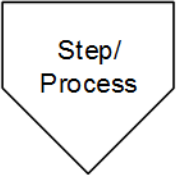
- Key ChartFields required for budget journals and source transactions
- Translation tree and level at which you budget for the key ChartFields
- Budget period calendar, which specifies valid budget periods

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

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



# Flowchart Key

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