

### About Combination Edits

**Combination Editing** is a feature in Cardinal that helps to maintain data integrity across all modules. Combinations of ChartField values can be established to be used in editing journal entry lines in General Ledger and the other Cardinal modules.

The three components of the ChartField editing configuration are the Combination Definitions, Combination Rules and Combination Groups. The **Combination Definition** defines the ChartFields that are required or optional in the combination edit. For example, a Combination Definition may require an Account and a FIPS code be defined on each journal line. The **Combination Rule** defines the valid values of the ChartFields that are named in the Combination Definition. In other words, the Combination Rule defines the specific values of each ChartField that will or will not pass the editing process for a Combination Definition. A **Combination Group** links the Combination Rules that are to be applied as a group during the edit process. All rules within a group must have the same Combination Definition. ChartField combination editing compares the values entered in Cardinal to the Combination Definitions and Combination Rules that are defined.

Typically the Combination Edits in Cardinal for all agencies are set up under the "STATE" SetID; however, there could be exceptions. For example, the Combination Edits that are set up for Virginia Department of Transportation (VDOT) are all established under the SetID of "50100".

In Cardinal there are two tools that can be used to review the Combination Rules and help identify the cause of a Combination Edit Error.

These tools are the **Review Combination Data** inquiry page and the **ChartField Combination Editing Rule Report**.



### Receiving a Combination Edit Error

When users receive a Combination Edit Error on a transaction, within the error message the Combination Group in which the chartfield string is in violation of is provided. Users can use the Combination Group to identify the associated Combination Rule.

### **Combination Edit Error Example**

Using an online journal entry error only as an example, Line Number 96841 of this journal has a Combination Edit Error relating to the "Cost Center/Task in group CSCTSKCMB0". This message gives us the specific Combination Group but not the Combination Rule.

The screenshot displays the CARDINAL system interface for reviewing journal entry errors. The breadcrumb trail is: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The current view is the 'Errors' tab, showing details for Unit: 50100, Journal ID: TE00029155, and Date: 12/31/2013.

Two error sections are visible:

- Header Errors:** A table with 1 row showing an error for Unit 50100, Field Name JRNL\_HDR\_STATUS, Field Long Name Journal Header Status, Set 5860, Msg 53, and Message Text 'Journal line errors exist for this header.'
- Line Errors:** A table with 4 rows showing errors for various line numbers:
 

Line #	Field Name	Field Long Name	Set	Msg	Message Text
29747	CHARTFIELD1	Cost Center	9600	31	Combo error for fields Cost Center/FIPS in group CSCREQFIPS.
53693	CHARTFIELD1	Cost Center	9600	31	Combo error for fields Cost Center/FIPS in group CSCREQFIPS.
61486	CHARTFIELD3	Agency Use 1	9600	32	ChartField error for value RI00000012 fieldname Agency Use 1, (prompt table CHARTFIELD3_TBL).
96841	CHARTFIELD1	Cost Center	9600	31	Combo error for fields Cost Center/Task in group CSCTSKCMB0.

At the bottom of the interface, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

## VDOT GL332 Combination Edits Review Tools

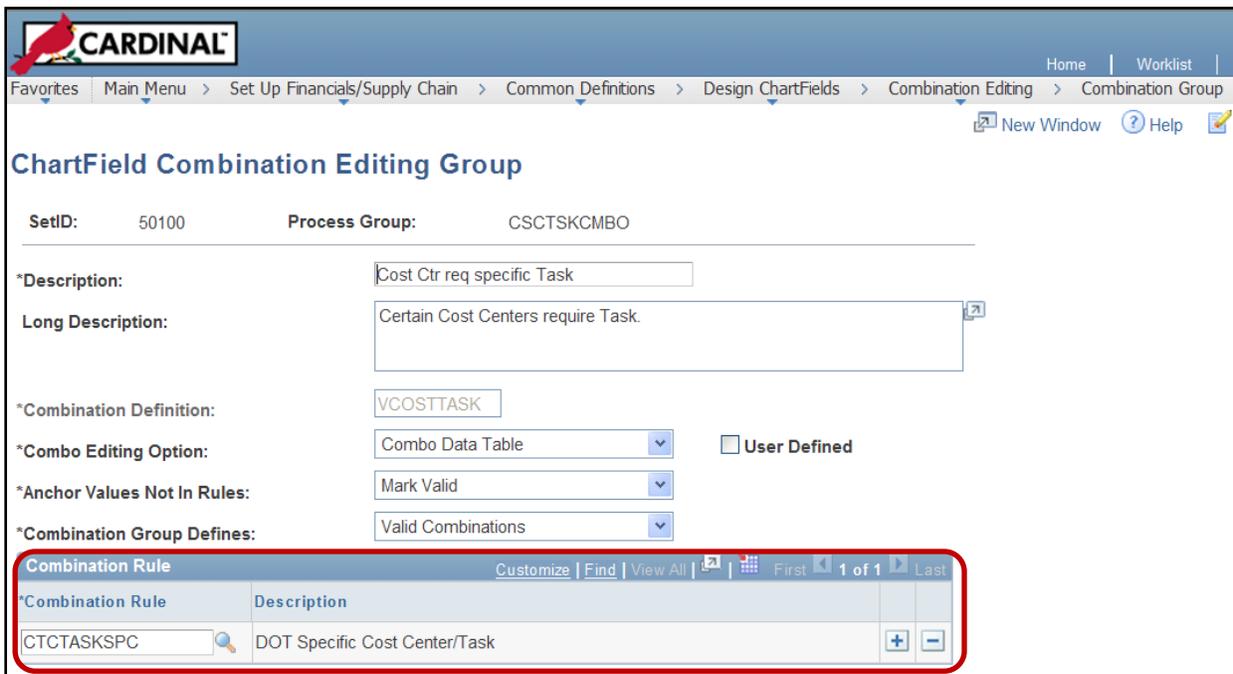
### Identifying the Combination Rule

Log into Cardinal and navigate to the following path:

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

**Note:** Your SetID should default based on your agency.

Enter the Combination Group in the Process Group field and select Search.

All of the associated Combination Rules are listed under the Combination Rule record. If there is more than one rule associated, a user may be able to narrow down the choices based upon the text that is found within the error message. In this example, the error relates to the Cost Center and Task (i.e. Combination Rule – CTCTASKSPC).

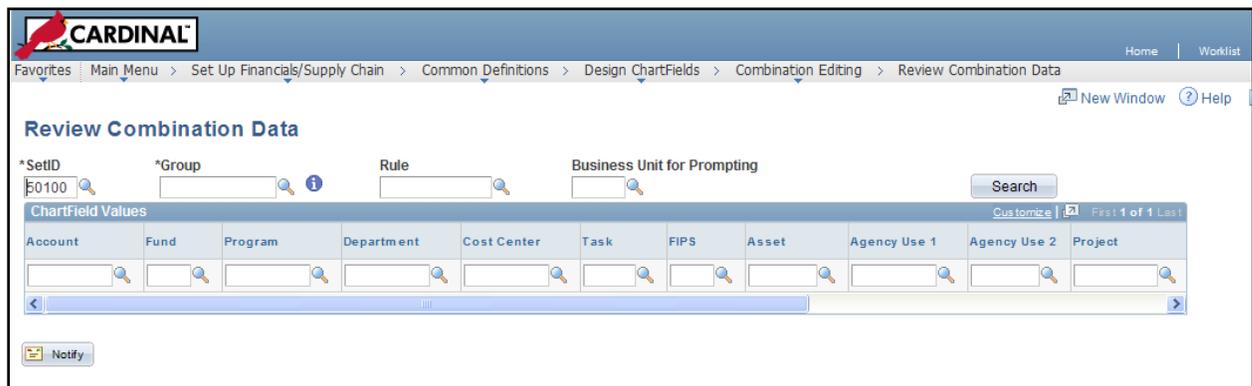
Knowing the Combination Rule will allow users to use of the ChartField Combination Editing Rule Report. It will also assist greatly in narrowing the data that is pulled when running the Review Combination Data Inquiry.

### Review Combination Data Inquiry

This inquiry page retrieves data relating to valid chartfield combinations that have been entered and built in the system during Cardinal's overnight batch processing. If a new combination is created, it will not appear in this inquiry screen until after the build process is run overnight in Cardinal.

Log into Cardinal and navigate to the following path:

**Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data**



**Note: The SetID will automatically populate based on the Agency of the user.**

- A. Enter or select (via look up) a Group Name (Required)
- B. Enter or select (via look up) a Rule or leave the field Blank  
 Note: When a Rule is not specified and is left blank then every Rule under that Group is retrieved.
- C. Enter or select (via look up) the Business Unit for Prompting (i.e., the Business Unit associated with the Group)
- D. Under Chartfield Values enter or select (via look up) any chartfields that will narrow the resulting data.  
 Note: This area does not need to be filled out if the desired output is to retrieve all combinations associated with a combination group/rule. You can use the wildcard in concert with a series of numbers in any field to limit the number of chartfield values that are returned
- E. Select Search
- F. The results will appear below the Chartfield Values under Combination Groups and Rules

**For a visual of steps (A) thru (F) see the screen shot on the following page.**

**Review Combination Data**

\*SetID: 50100  
 \*Group: CSCTSKCMB0  
 Rule: CTCTASKSPC  
 Business Unit for Prompting: 50100

ChartField Values: Account, Fund, Program, Department, Cost Center (11180020), Task, FIPS, Asset, Agency Use 1, Agency Use 2, Project

Group	Rule	Definition	From Date	To Date	Group Defines
CSCTSKCMB0	CTCTASKSPC	VCOSTTASK	12/01/2011	01/01/2099	Valid

Number of Rows Retrieved: 7

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate
				11180020	66107						
				11180020	66108						
				11180020	66111						
				11180020	66112						
				11180020	66113						
				11180020	66114						
				11180020	66115						

This data can be extracted into an excel spreadsheet (See pages 6-7)

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### Extract Data from the Review Combination Data option into Excel

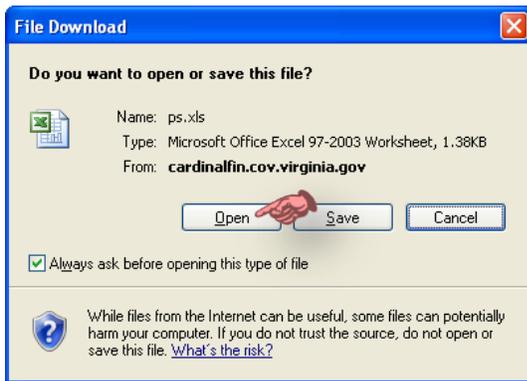
- A. Look to the Number of Rows Retrieved
  1. **If** it is more than the Max Rows Displayed then insert the cursor into the Max Rows Displayed number area
    - i. Update the number under Max Rows Displayed to equal the Number of Rows Retrieved
    - ii. Select Last Row
  2. **If** it is not more than the Max Rows Displayed then proceed to step (B)

The screenshot shows the 'Review Combination Data' window. At the top, there are search fields for \*SetID (50100), \*Group (CSCTSKCMBO), Rule (empty), and Business Unit for Prompting (50100). Below this is a 'ChartField Values' section with various dropdown menus. The main area is a table titled 'Combination Groups and Rules' with columns: Group, Rule, Definition, From Date, To Date, and Group Defines. Below the table, it says 'Number of Rows Retrieved: 1329'. To the right, there is a 'Max Rows Displayed' dropdown menu set to 1329. Below that is a 'Combination Data' table with columns: Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, Project, and Affiliate. A hand icon points to the 'Max Rows Displayed' dropdown.

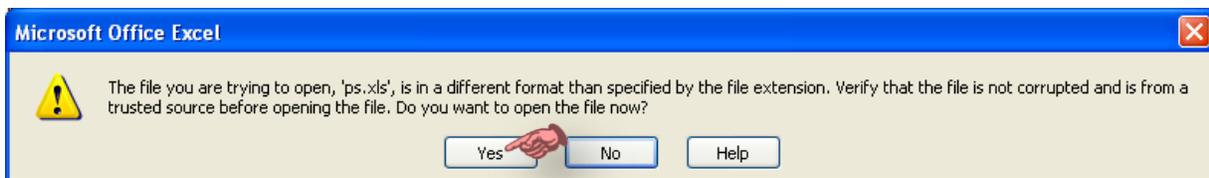
### B. Select Download

Note: Some users will have to hold down the CTRL key while selecting Download until a subsequent window opens and the File Download message appears because on some computers the Internet Explorer will try to block the site.

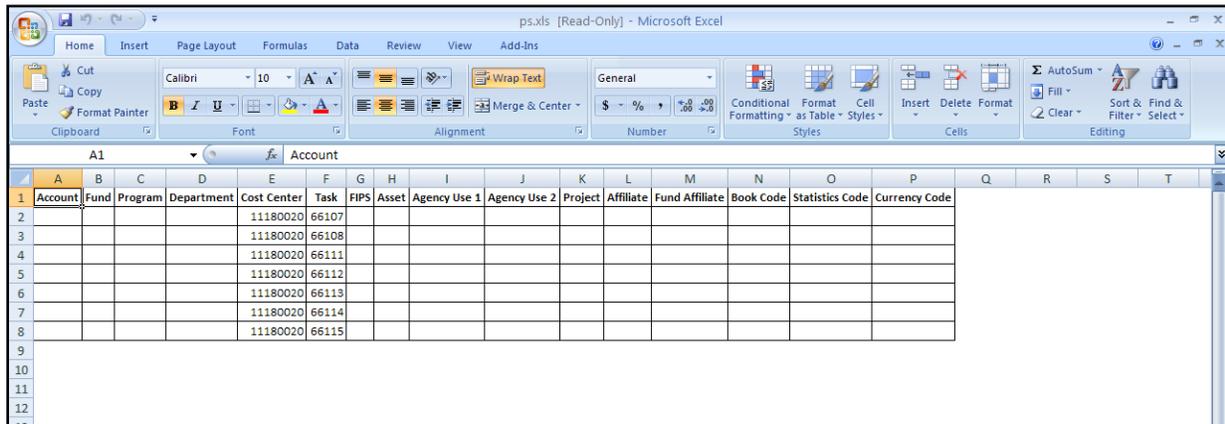
This screenshot is similar to the previous one but shows a different state. In the 'Number of Rows Retrieved' field, the value is 7. The 'Max Rows Displayed' dropdown menu is now set to 10. The 'Combination Data' table below shows only one row of data: Account 11180020, Task 66107. A hand icon points to the 'Max Rows Displayed' dropdown.



C. Select Open and the following message will prompt in Excel



D. Select Yes and the data will generate into an Excel worksheet



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Book Code	Statistics Code	Currency Code				
2					11180020	66107														
3					11180020	66108														
4					11180020	66111														
5					11180020	66112														
6					11180020	66113														
7					11180020	66114														
8					11180020	66115														
9																				
10																				
11																				
12																				
13																				

### ChartField Combination Editing Rule Report

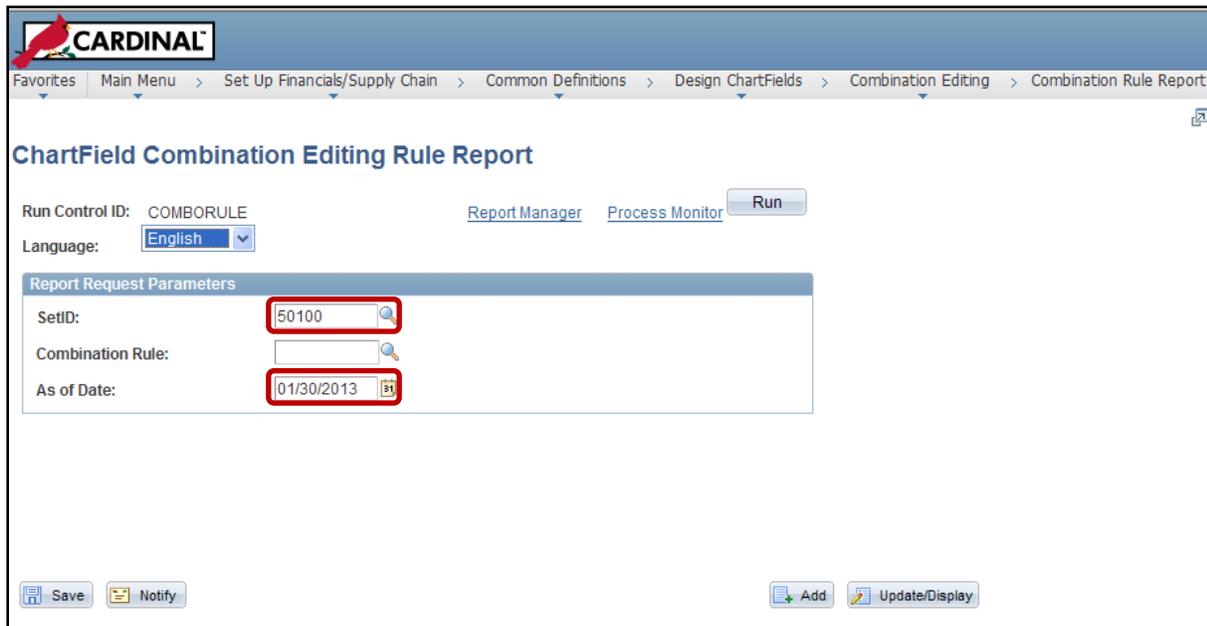
Unlike the Review Combination Inquiry page, this report includes all data relating to valid chartfield combinations that have been entered in Cardinal, whether they have been built during the nightly batch process or not. If a new combination is created, it will appear in this report even if the build process has not been run in Cardinal.

Log into Cardinal and Navigate to the following path:

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

A. Either create a new or open an existing Run Control ID

**Note: The SetID will automatically populate based on the Agency of the user and the As of Date will also populate automatically based on the current date**



The screenshot displays the 'ChartField Combination Editing Rule Report' interface in the Cardinal system. At the top, the breadcrumb trail reads: 'Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report'. The main title is 'ChartField COMBINATION Editing Rule Report'. Below the title, the 'Run Control ID' is set to 'COMBORULE', and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains three fields: 'SetID' with the value '50100', 'Combination Rule' (empty), and 'As of Date' with the value '01/30/2013'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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- B. Enter or select (via look up) a Combination Rule
- C. Select Save

**ChartField Combination Editing Rule Report**

Run Control ID: COMBORULE... Report Manager Process Monitor **Run**

Language: English

**Report Request Parameters**

SetID: 50100

Combination Rule: **CTCTASKSPC**

As of Date: 01/30/2013

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

- D. Select Run which will update the window to the Process Scheduler Request page (**See screen shot below**)

**Process Scheduler Request**

User ID: PPS\_SHAUNTELL.COX Run Control ID: COMBORULERPT

Server Name: Run Date: 01/30/2013

Recurrence: Run Time: 4:07:24PM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Combination Rule Report	GLS4002	SQR Report	Web	<b>PDF</b>	Distribution

OK Cancel

- E. Check to ensure that the process is formatted as a PDF file and then select OK
  1. This will bring the window back to the Chartfield Combination Editing Rule Report page
  2. There should now be a Process Instance number below the "Run" box.

**ChartField Combination Editing Rule Report**

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

Language: English

Process Instance: 1036641

Report Request Parameters

SetID: 50100

Combination Rule: CTCTASKSPC

As of Date: 01/30/2013

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

F. Select Process Monitor which will update the window to the Process List page

**Process List**

View Process Request For

User ID: PPS\_SHAUNT Type: Last 3 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1036641		SQR Report	GLS4002	PPS_SHAUNTELL.COX	01/30/2013 4:07:24PM EST	Success	Posted	Details
<input type="checkbox"/>	1034795		SQR Report	GLS4002	PPS_SHAUNTELL.COX	01/30/2013 10:09:57AM EST	Success	Posted	Details

Go back to Combination Rule Report

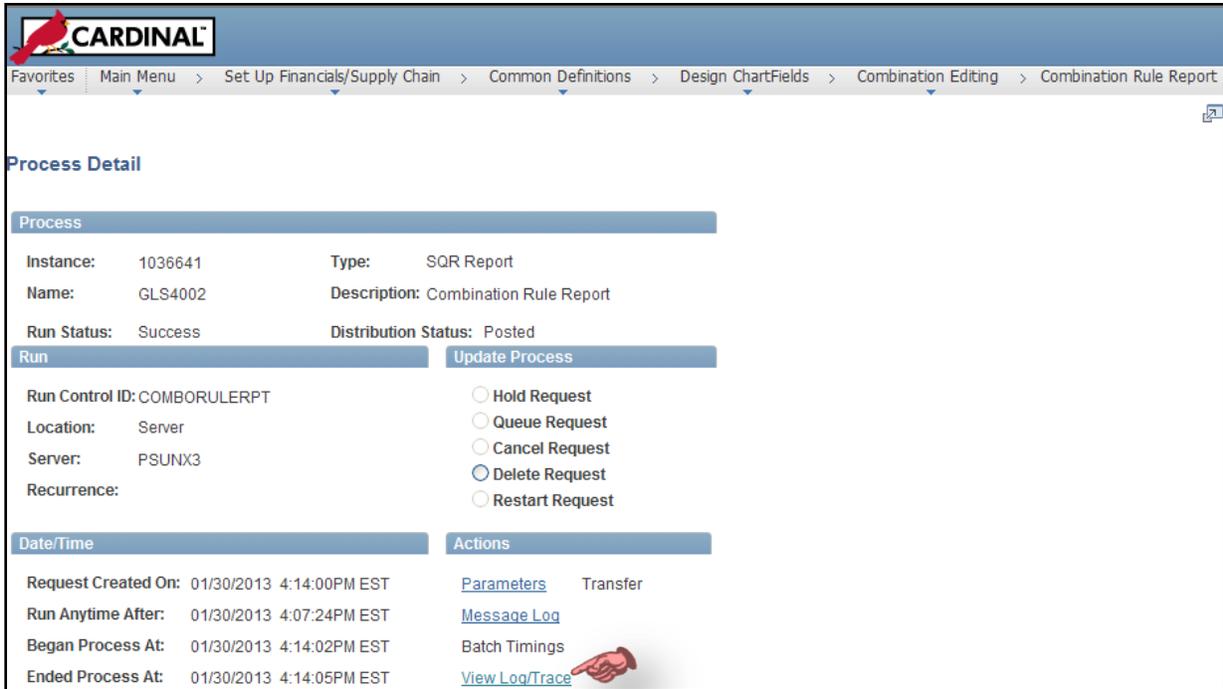
Save Notify

G. Refresh until the Run Status is Success and the Distribution Status is Posted

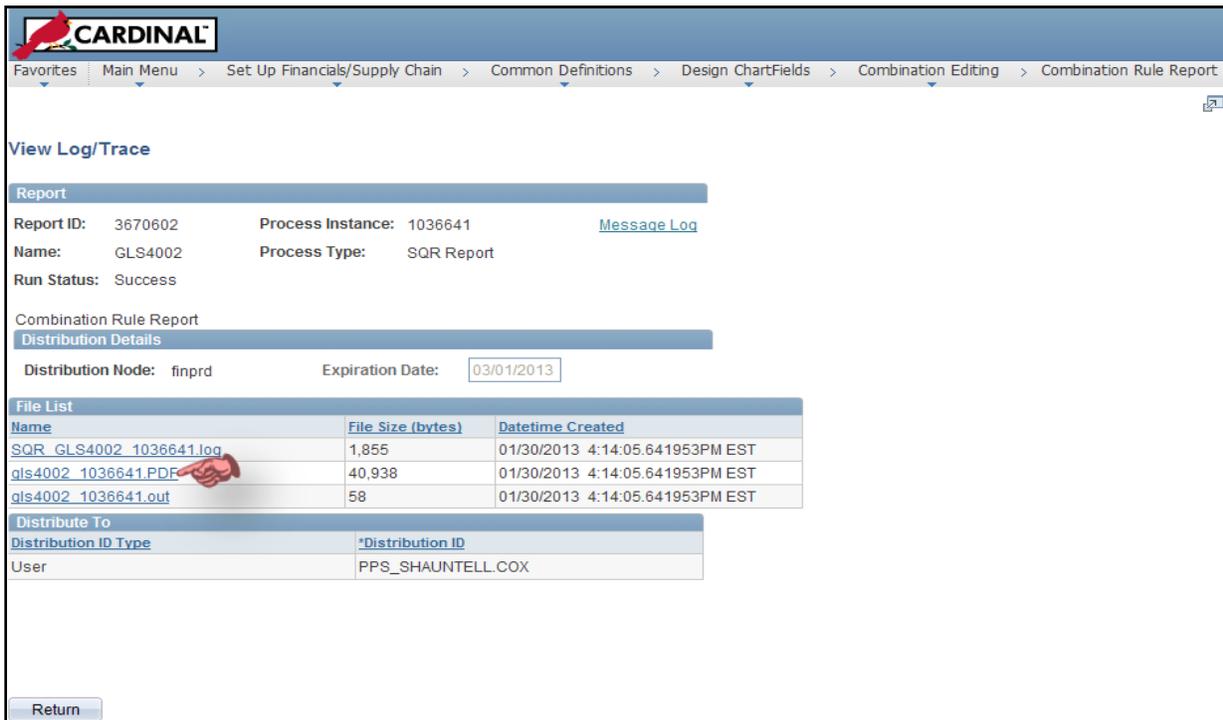
H. Go to the Process Detail panel by selecting Details

## VDOT GL332 Combination Edits Review Tools

I. Select View Log/Trace which will update the window to the View Log/Trace page



J. Select to view the PDF file





# General Ledger Job Aid

## VDOT GL332 Combination Edits Review Tools

Report ID: GLS4002  
 Set ID: 50100--VA Dept of Transportation  
 As Of Date: 01/30/2013

PeopleSoft Financials  
 CHARTFIELD COMBINATION RULES

Page No. 1  
 Run Date 01/30/2013  
 Run Time 16:14:02

Combination Rule: CTCTASKSPC

Description: DOT Specific Cost Center/Task Effective Date From: 12/01/2011 To: 01/01/2099 Combo CF Definition: VCOSTTASK

Require Valid ChartField Value

<u>ChartField</u>	<u>How Specified</u>	<u>SetID</u>	<u>Tree Name</u>	<u>Tree Level</u>	<u>Selected Value</u>
CHARTFIELD1	Selected Detail Values				11000101
PRODUCT	Selected Detail Values				921
					922
					924
					925
					927
CHARTFIELD1	Selected Detail Values				11070020
PRODUCT	Selected Detail Values				909
					910
					912
					913
					914
					915
					916
					917
					919
CHARTFIELD1	Selected Detail Values				11070030
PRODUCT	Selected Detail Values				906
					913
					914
					915
CHARTFIELD1	Selected Detail Values				11070050
PRODUCT	Selected Detail Values				906
					907
					908