

Combination Edits Overview

Combination Editing is a feature in Cardinal that helps to maintain data integrity across all modules. Defined combinations of ChartField values are established and used to check journal entry lines in General Ledger and the other Cardinal modules.

The three components of the Combination Edits are:

1. **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.
2. **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.
3. **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 are set up under the **Set ID** of **STATE**. However, some combination edits are set up specifically for Virginia Department of Transportation (VDOT). These are all established under the **SetID** of **50100**.

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**.

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Receiving a Combination Edit Error

When users receive a Combination Edit Error on a transaction, the error is identified by Combination Group. Users can use the Combination Group to identify the associated Combination Rule.

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit 15100 Journal ID 0000346973 Date 12/29/2016

▼ **Header Errors** Personalize | Find | | First 1 of 1 Last

Unit	Field Name	Field Long Name	Set	Msg	Message Text
15100	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

▼ **Line Errors** Personalize | Find | | First 1 of 1 Last

Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund/Department in group DEPTREQ.

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) [Add](#) | [Update/Display](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

In this example, Line number 2 of this journal has a Combination Edit Error relating to the Account in group **DEPTREQ**. This message gives us the specific Combination Group but not the Combination Rule.

Identifying the Combination Rule

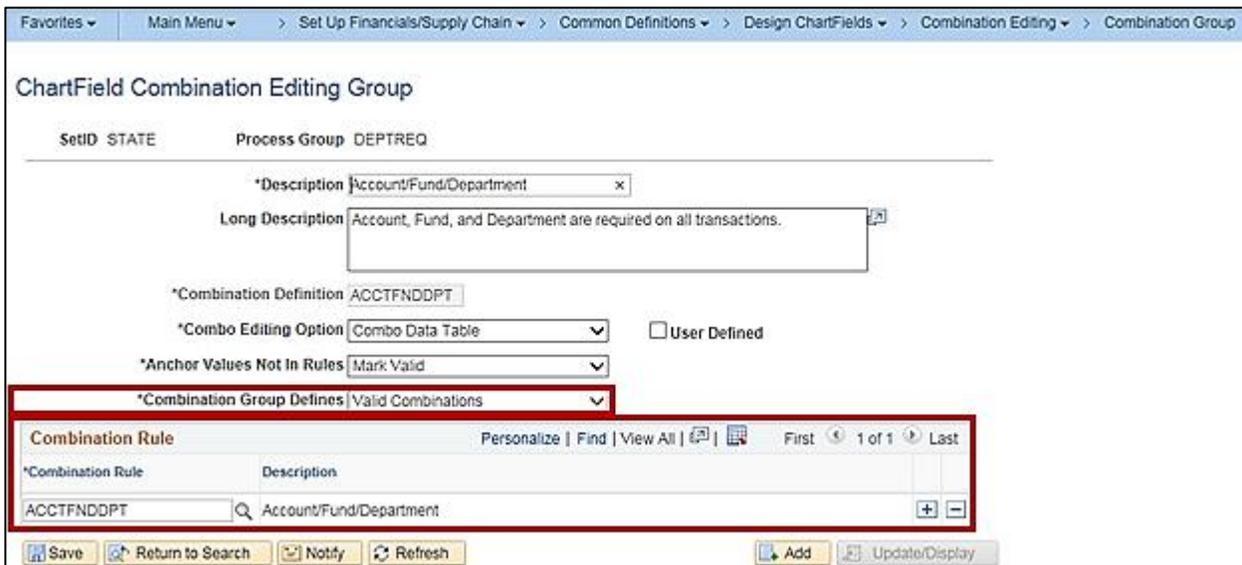
1. Navigate to the **Combination Group** page using the following path:

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



2. Enter the **SetID** value of **STATE**.
3. Enter the Combination Group in the **Process Group** field and select **Search**.

4. The **ChartField Combination Editing Group** page displays.



The screenshot shows the 'ChartField Combination Editing Group' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group. The main title is 'ChartField Combination Editing Group'. Below the title, there are several fields: '*Description' with a value of 'Account/Fund/Department', '*Long Description' with a text area containing 'Account, Fund, and Department are required on all transactions.', '*Combination Definition' with a value of 'ACCTFNDDPT', '*Combo Editing Option' with a dropdown menu set to 'Combo Data Table', and '*Anchor Values Not in Rules' with a dropdown menu set to 'Mark Valid'. A red box highlights the '*Combination Group Defines' dropdown menu, which is set to 'Valid Combinations'. Below this, there is a 'Combination Rule' section with a table. The table has two columns: '*Combination Rule' and 'Description'. The first row in the table has the value 'ACCTFNDDPT' in the first column and 'Account/Fund/Department' in the second column. There are also buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' at the bottom of the page.

5. The **Combination Group Defines** box is used to select whether the editing group identifies **Valid Combinations** or **Invalid Combinations** of ChartFields.

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 **Account/Fund/Department** (i.e., **Combination Rule: ACCTFNDDPT**).

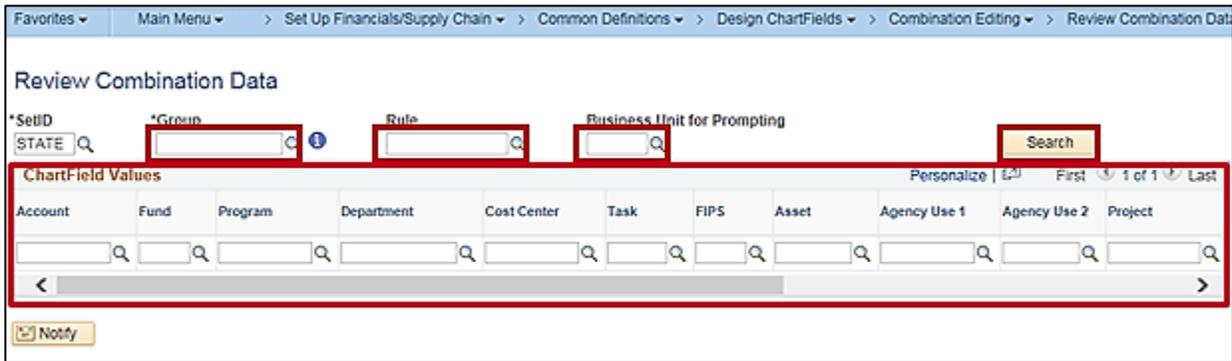
Knowing the Combination Rule will assist in narrowing the data that is pulled when running the **Review Combination Data** inquiry, and will enable users to use the **ChartField Combination Editing Rule Report**.

Review Combination Data Inquiry

This inquiry 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 until after the build process is run overnight in Cardinal.

1. Navigate to the **Review Combination Data** page using the following path:

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



2. Enter or select (via lookup) a **Group** name.
3. Enter or select (via lookup) a **Rule** or leave the field blank. When a **Rule** is not specified and is left blank, every **Rule** under that **Group** is retrieved.
4. Enter or select (via lookup) the **Business Unit for Prompting** (i.e., the Business Unit associated with the Group).
5. In the **ChartField Values** section, enter or select (via lookup) any ChartFields that will narrow the resulting data. This section does not need to be filled out if the desired output is to retrieve all combinations associated with a combination group/rule. The wildcard (a percent sign, %) can be used in concert with a series of numbers in any field to limit the number of ChartField values that are returned.
6. Click the **Search** button.

Review Combination Data

*SetID: STATE *Group: DEPTREQ Rule: ACCTFNDDPT Business Unit for Prompting: 15100 Search

ChartField Values Personalize | First 1 of 1 Last

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project

Combination Groups and Rules Find | View All First 1 of 1 Last

Group	Rule	Definition	From Date	To Date	Group Defines
DEPTREQ	ACCTFNDDPT	ACCTFNDDPT	01/01/1901	01/01/2099	Valid

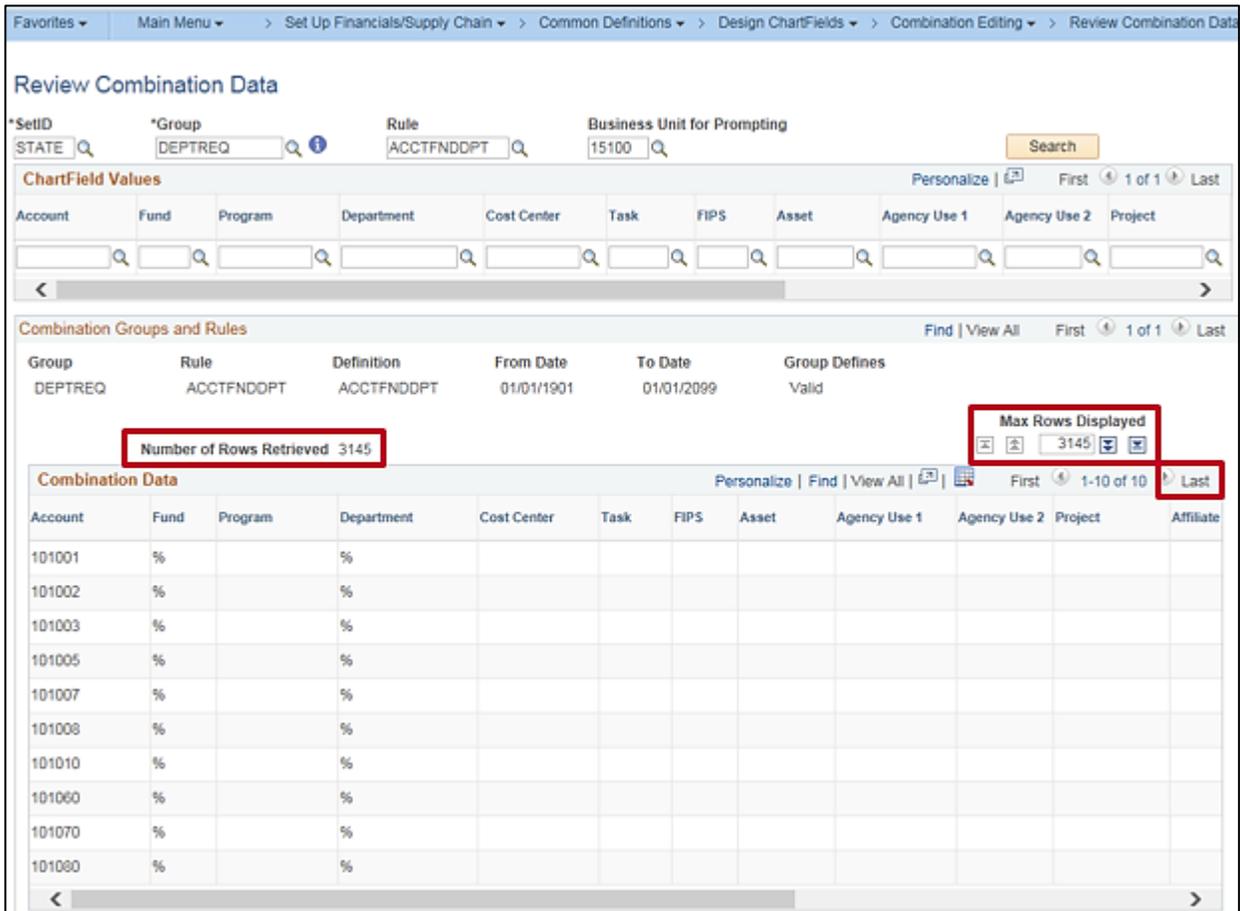
Number of Rows Retrieved: 3145 Max Rows Displayed: 10

Combination Data Personalize | Find | View All | First 1-10 of 10 Last

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate
101001	%		%								
101002	%		%								
101003	%		%								
101005	%		%								
101007	%		%								
101008	%		%								
101010	%		%								
101060	%		%								
101070	%		%								
101080	%		%								

7. The results are displayed in the **Combination Groups and Rules** section, and the **Combination Data** section.
8. The % sign in the **Combination Data** section means that a valid, non-blank value must be present for the **Fund** and **Department** ChartFields.

Extract Data from the Review Combination Data Option into Excel



Review Combination Data

*SetID: STATE | *Group: DEPTREQ | Rule: ACCTFNDDPT | Business Unit for Prompting: 15100

ChartField Values

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project

Combination Groups and Rules

Group	Rule	Definition	From Date	To Date	Group Defines
DEPTREQ	ACCTFNDDPT	ACCTFNDDPT	01/01/1901	01/01/2099	Valid

Combination Data

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate
101001	%		%								
101002	%		%								
101003	%		%								
101005	%		%								
101007	%		%								
101008	%		%								
101010	%		%								
101060	%		%								
101070	%		%								
101080	%		%								

9. Review the **Number of Rows Retrieved**.
 - a. If the **Number of Rows Retrieved** is greater than the **Max Rows Displayed**, insert the cursor into the **Max Rows Displayed** number area and update the number to equal the **Number of Rows Retrieved**. Click the **Last** link to update the row count.
 - b. If the **Number of Rows Retrieved** is equal to or less than the **Max Rows Displayed**, proceed to the next step.

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

Review Combination Data

*SetID: STATE *Group: DEPTREQ Rule: ACCTFNDDPT Business Unit for Prompting: 15100

ChartField Values Personalize | 1 of 1

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project
<input type="text"/>										

Combination Groups and Rules Find | View All | 1 of 1

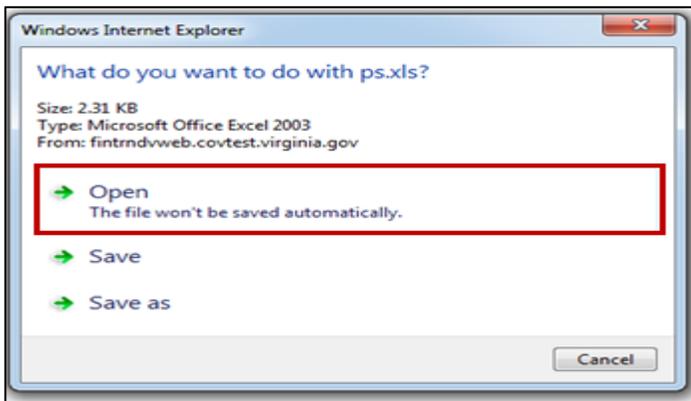
Group	Rule	Definition	From Date	To Date	Group Defines
DEPTREQ	ACCTFNDDPT	ACCTFNDDPT	01/01/1901	01/01/2099	Valid

Number of Rows Retrieved: 3145 Max Rows Displayed:

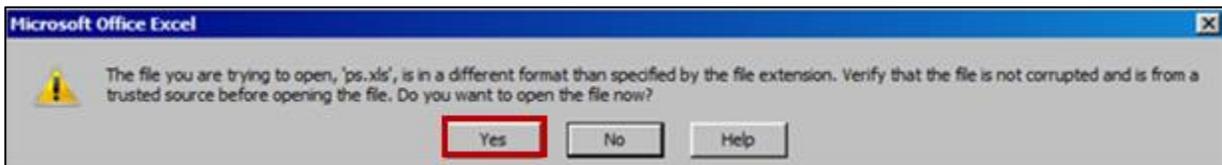
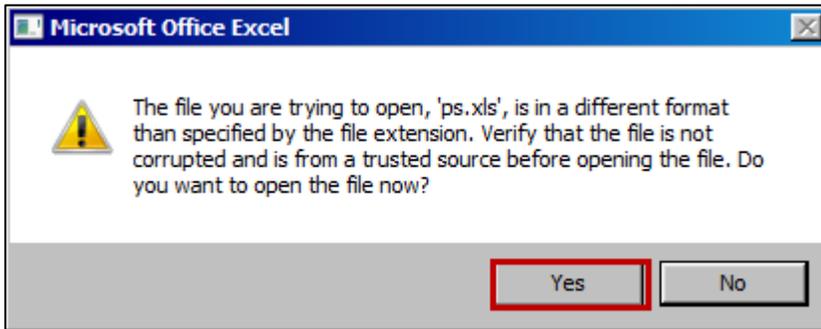
Combination Data Personalize | Find | View All | 1-10 of 10

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate
101001	%		%								
101002	%		%								
101003	%		%								
101005	%		%								
101007	%		%								
101008	%		%								
101010	%		%								
101060	%		%								
101070	%		%								
101080	%		%								

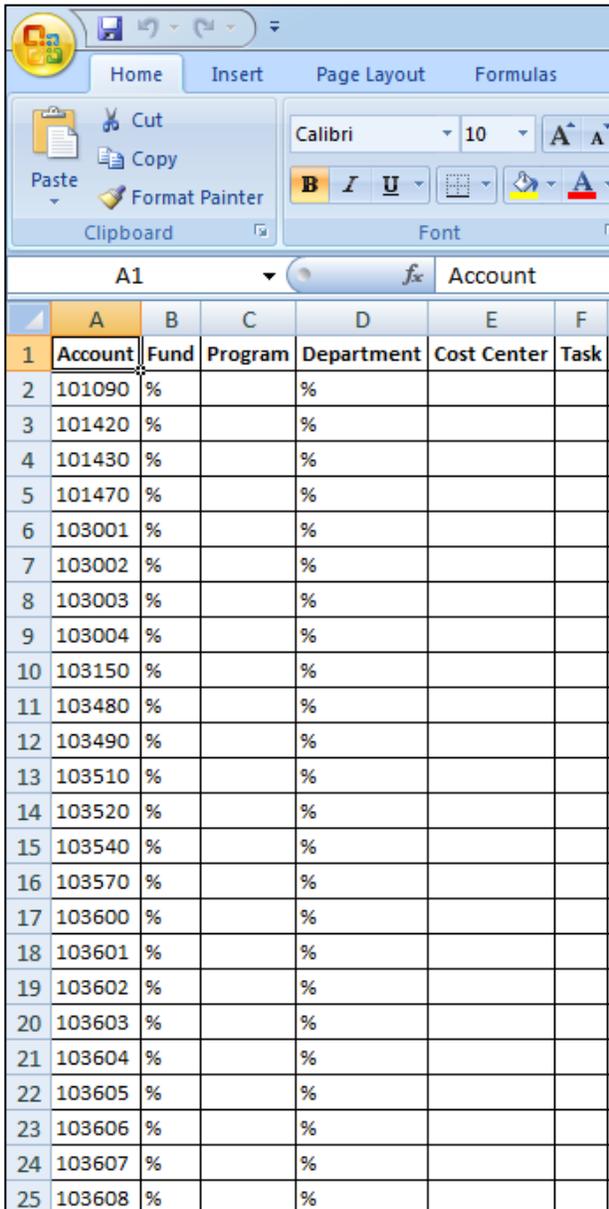
10. Click the **Download** icon. 
11. The following message displays:



12. Select **Open**.
13. Depending on the **Excel** version, one of the following messages may display:



14. Select the **Yes** button.
15. The **Excel** Spreadsheet opens.



	A	B	C	D	E	F
1	Account	Fund	Program	Department	Cost Center	Task
2	101090	%		%		
3	101420	%		%		
4	101430	%		%		
5	101470	%		%		
6	103001	%		%		
7	103002	%		%		
8	103003	%		%		
9	103004	%		%		
10	103150	%		%		
11	103480	%		%		
12	103490	%		%		
13	103510	%		%		
14	103520	%		%		
15	103540	%		%		
16	103570	%		%		
17	103600	%		%		
18	103601	%		%		
19	103602	%		%		
20	103603	%		%		
21	103604	%		%		
22	103605	%		%		
23	103606	%		%		
24	103607	%		%		
25	103608	%		%		

- By comparing the ChartFields used in the transaction to those on the Spreadsheet, the transaction error can be identified.

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.

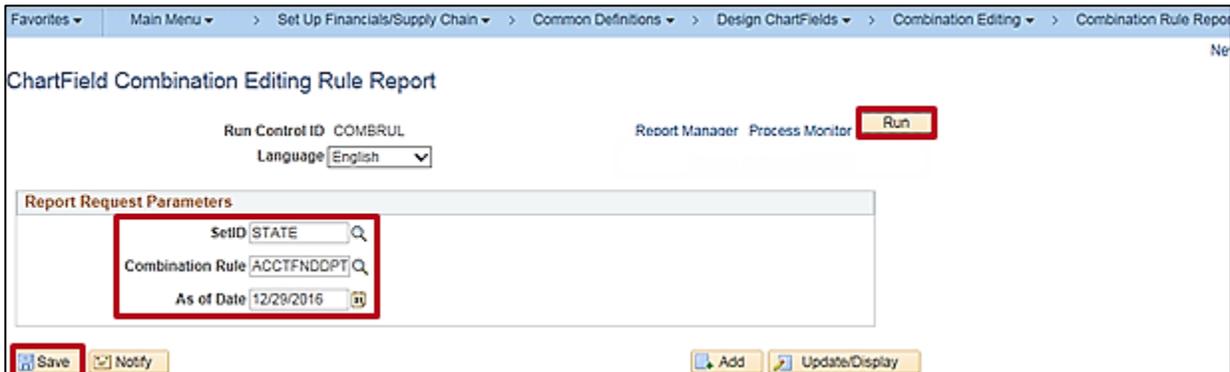
1. Navigate to the **Combination Rule Report** using the following path:

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

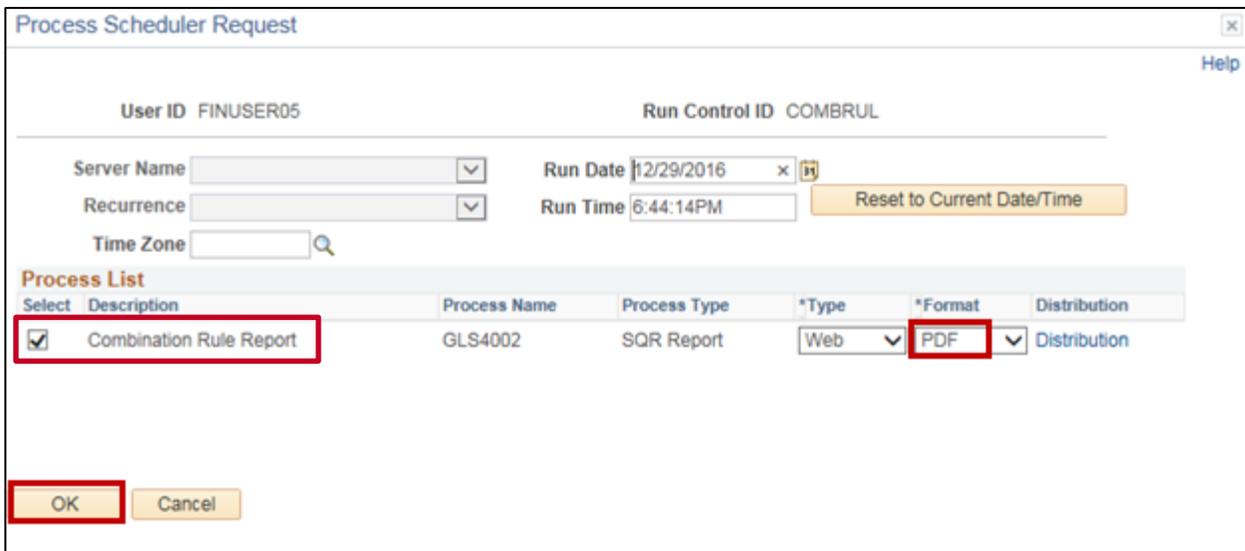


2. Either create a new or open an existing **Run Control ID**. Select **Add** or **Search**.

3. The **ChartField Combination Editing Rule Report** page displays.



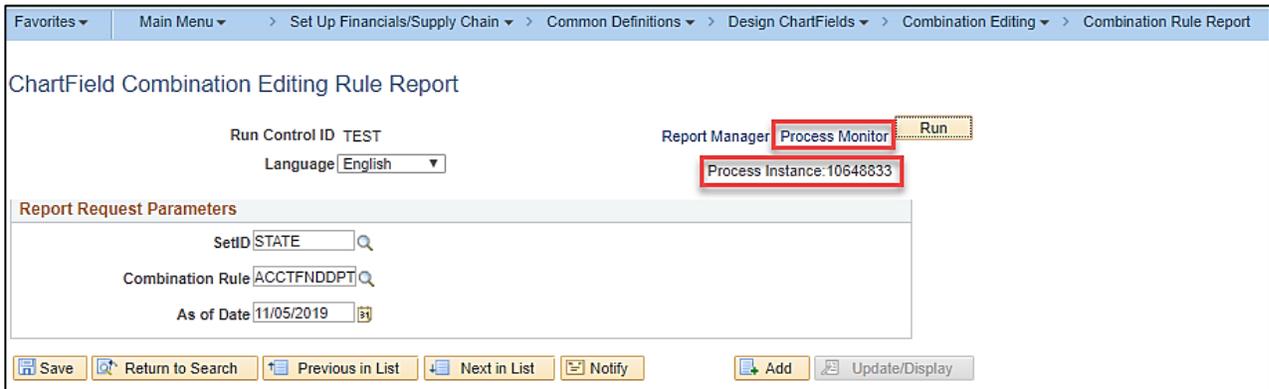
4. Enter or select (via lookup) a **SetID** for prompting valid Combination Rules.
5. Enter or select (via lookup) a **Combination Rule**.
6. Enter or select (via lookup) an **As of Date** to extract valid combinations as of a specific date. This field defaults to the current date.
7. Click the **Save** button.
8. Click the **Run** button.
9. The **Process Scheduler Request** page displays.



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

10. Check to ensure that the **Combination Rule Report** check-box is selected and that the process is formatted as a **PDF** file and then select the **OK** button.

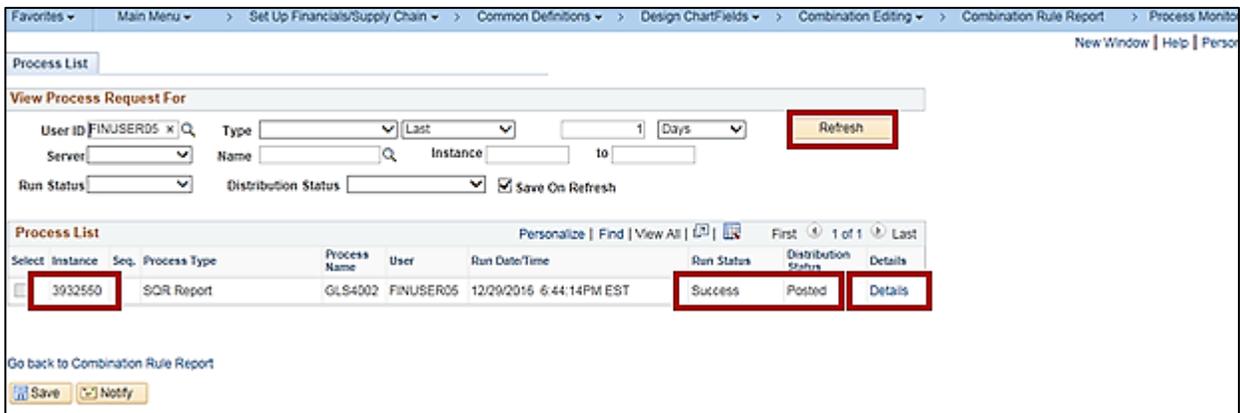
11. The **ChartField Combination Editing Rule Report** page displays.



12. A **Process Instance** number displays below the **Run** button.

13. Select the **Process Monitor** link located right above the **Process Instance** number.

14. The **Process List** page displays.



Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3932550		SQR Report	GLS4002	FINUSER05	12/29/2016 6:44:14PM EST	Success	Posted	Details

15. Click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

16. Select the **Details** link. The **Process Detail** page displays.

Process Detail x Help

Process

Instance	3932550	Type	SQR Report
Name	GLS4002	Description	Combination Rule Report
Run Status	Success	Distribution Status	Posted

Run **Update Process**

Run Control ID	COMBRUL	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX2	<input type="radio"/> Cancel Request
Recurrence		<input type="checkbox"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On	12/29/2016 6:46:04PM EST	Parameters	Transfer
Run Anytime After	12/29/2016 6:44:14PM EST	Message Log	
Began Process At	12/29/2016 6:46:29PM EST	Batch Timings	
Ended Process At	12/29/2016 6:46:33PM EST	View Log/Trace	

OK Cancel

17. Select the **View Log/Trace** link.

18. The **View Log/Trace** page displays.

View Log/Trace
✕

[Help](#)

Report

Report ID	23167880	Process Instance	3932550	Message Log
Name	GLS4002	Process Type	SQR Report	
Run Status	Success			

Combination Rule Report

Distribution Details

Distribution Node	fn92trn	Expiration Date	01/28/2017
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File List

Name	File Size (bytes)	Datetime Created
SQR_GLS4002_3932550.log	2,050	12/29/2016 6:46:33.748095PM EST
gls4002_3932550.PDF	3,140	12/29/2016 6:46:33.748095PM EST
gls4002_3932550.out	58	12/29/2016 6:46:33.748095PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	FINUSER05

Return

19. Select the link to the **PDF** file.

Report ID: GLS4002
PeopleSoft Financials
CHARTFIELD COMBINATION RULES
Page No. 1

Set ID: STATE--Statewide SetID
Run Date 12/29/2016

As Of Date: 12/29/2016
Run Time 18:46:29

Combination Rule: ACCTFNDDPT

Description: Account/Fund/Department Effective Date From: 01/01/1901 To: 01/01/2099 Combo CF Definition: ACCTFNDDPT

Require Valid ChartField Value

DEPTID

FUND_CODE

ChartField	How Specified	SetID	Tree Name	Tree Level	Selected Value
ACCOUNT	Selected Tree Nodes	STATE	ACCOUNT_OVERALL		ACCOUNTS_CAFR
DEPTID	Selected Detail Values				%
FUND_CODE	Selected Detail Values				%

20. The % sign in the **Selected Value** column means that a valid, non-blank value must be present for the **Fund** and **Department** ChartFields.