



SW GL332: Processing Journal Entries

Instructor Led Training



Welcome

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

In this course, we will show you the journal processes in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See the Cardinal Statewide Security handbook for a list of available roles and descriptions.

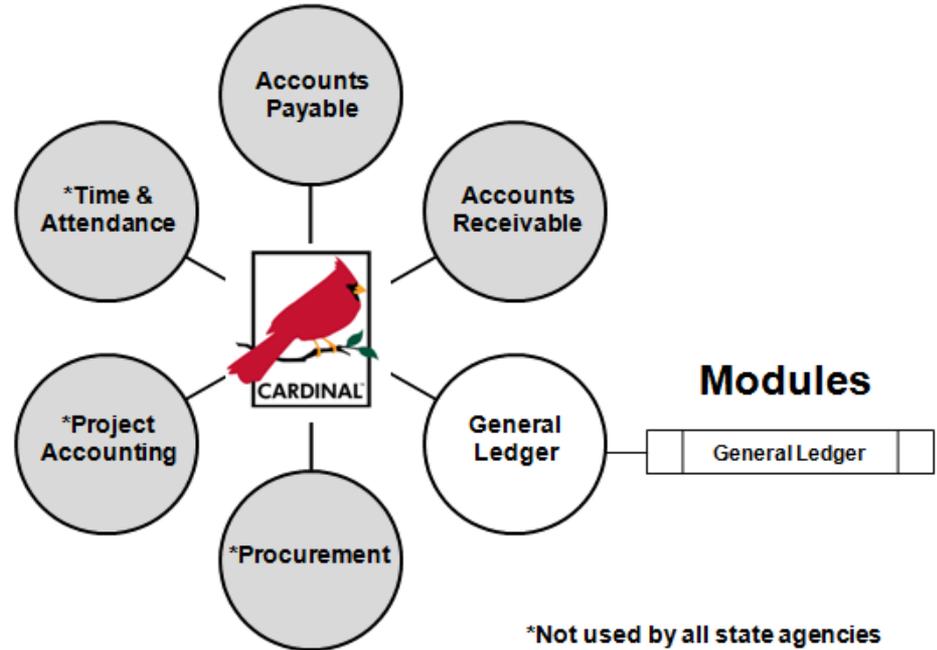


Introduction

General Ledger is the functional area that establishes the financial accounts used to:

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

Cardinal Functional Areas





Course Objectives

After completing this course, you will be able to:

- Identify key journal entry concepts
- Understand the overall journal entry process
- Enter Agency to Agency transfer (ATA) journals
- Understand how journal processing integrates with other Cardinal modules and interfaces with external systems
- Create journal entries in Cardinal
- Create and upload a spreadsheet journal
- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitor journal status
- Navigate to the key reports and online inquiries



Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Journals
- Lesson 2: Creating Journal Entries
- Lesson 3: Processing Journal Entries
- Lesson 4: Journal Entry Reports and Online Inquiries



Lesson 1: Understanding Journals

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

- Key Concepts
- Create and Process Journals
- Integration and Interfaces



Key Concepts

Some key concepts in journal entry processing include:

- **Commitment Control** enables you to create budgets and to budget check source transactions originating in various Cardinal modules, such as Accounts Receivable – Funds Receipts, General Ledger or Accounts Payable. Budget checking checks multiple budget ledgers at the same time.
- Cardinal allows for full accrual, modified accrual, and cash bases of accounting for the **Comprehensive Annual Financial Report (CAFR)**. Funds that operate on a statutory basis must convert their accounting activity to the modified accrual and/or accrual basis of accounting for the CAFR. Proprietary and Fiduciary funds that do not operate on a statutory basis use the accrual basis of accounting throughout the year.
- Cardinal allows users, with the necessary security access, to transfer funds across agencies (**Business Units**) by entering **Agency to Agency (ATA)** transfer journals. An ATA transfer journal is entered when the funds transfer is not for goods or services received or rendered between agencies. Users who lack security access to transfer funds between business units can create a spreadsheet journal and send it to DOA for upload into Cardinal.



Key Concepts (continued)

- An online journal (or a spreadsheet journal after it has been uploaded) can be saved in an incomplete status if it is not ready to be posted. Select the **Save Journal Incomplete Status** checkbox to save journal transactions and complete them later. **Incomplete** journals cannot be batch edited or budget checked.
- Cardinal uses **SpeedTypes** to auto-populate ChartFields on journal entries. A SpeedType is a single value that auto-populates a predetermined Chart of Accounts (COA) value string (such as fund, program, and department). A SpeedType provides a shortcut for frequently used ChartField combinations. When a SpeedType is entered, users can still enter additional COA values on the associated distribution line and / or modify populated values.
- SpeedTypes can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries.
- SpeedCharts provide similar functionality for Accounts Payable except that multiple accounting distributions can be configured for an individual SpeedChart.



Key Concepts (continued)

- Combination editing defines rules about which ChartField values and combinations are required for accounting entries that are posted in Cardinal. Combination editing rules apply to all modules in the validation of transactions. Combination editing helps to ensure accuracy of data.
- Cardinal also edit checks all General Ledger journals to verify that they balance by Business Unit, Fund, and Project, to ensure that debits equal credits, and to ensure that cash accounts and certain transfer accounts net to zero within the journal.
- After they pass edit check, budget check, and have been submitted for approval, regular online and spreadsheet journals are routed, by Cardinal, through Workflow for approval. Approvers may be notified by the users who enter the journals. They may run queries to identify items that have not yet been approved or review their worklist for journal listings. General Ledger budget journals, either entered online or uploaded, are not, however, routed through workflow for approval.
- An Audit Log is a list of events related to a journal. This log provide users with the ability to audit documents and events that affect journals. Example events are: create journal, delete journal, mark to post journal, and update journals.



Create and Process Journals

Create and Process Journals is one of the main functions within General Ledger. During this process, transactions post to the General Ledger.

This process involves:

1. Create Journals
2. Edit Check Journals
3. Budget Check Journals
4. Submit Journals for Approval
5. Post Journals



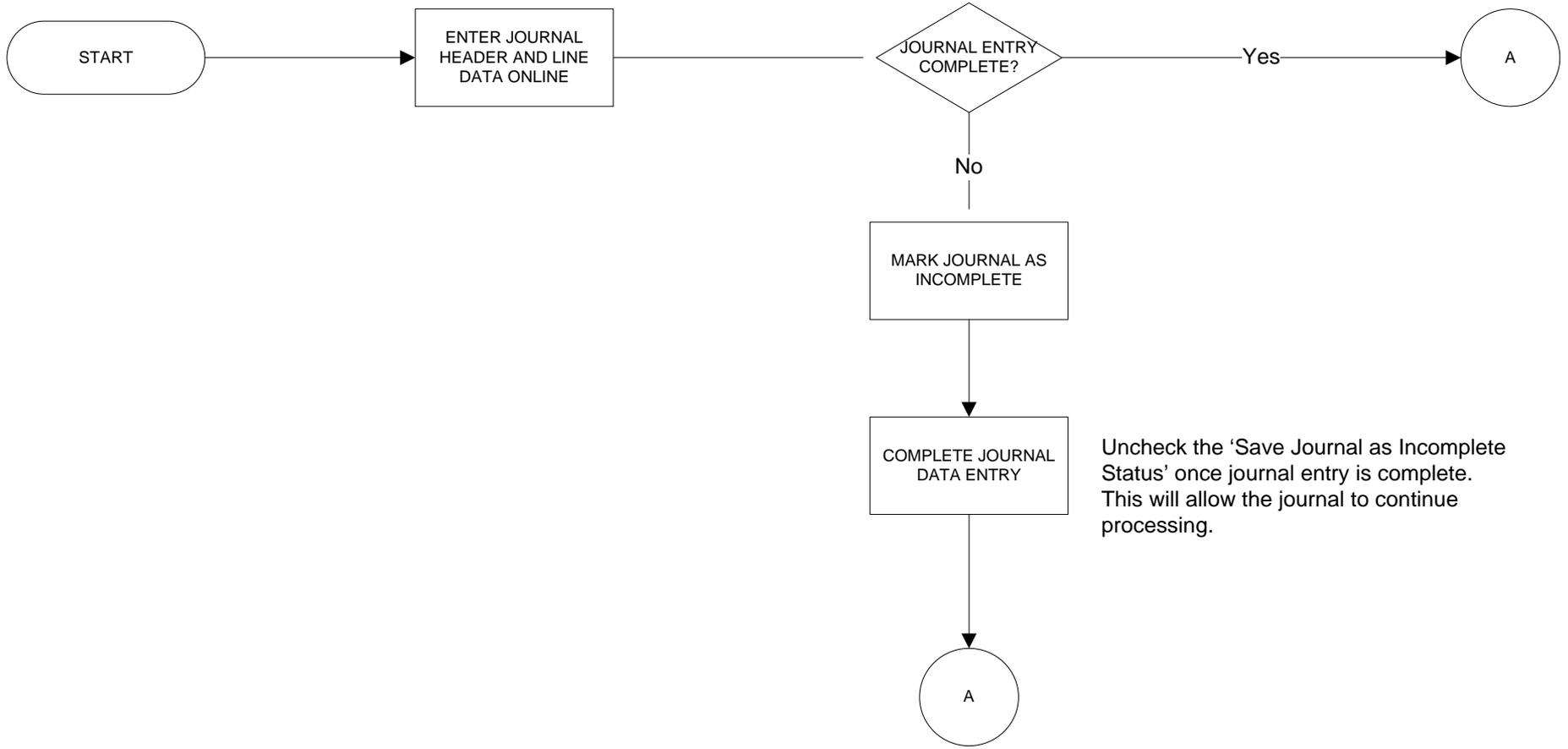
Create Journals

Journals can be created in several different ways in Cardinal:

- **Manually:** Manual journals are created online using the journal header and journal line pages.
- **From Inbound External 3rd Party and External Agency Systems:** External 3rd party systems such as the Commonwealth's Integrated Payroll / Personnel System (CIPPS), and external agencies' systems, create files that are staged for batch processing to create journals in General Ledger. External system journals are created and processed through batch jobs.
- **From a Spreadsheet:** Spreadsheets can be used to load journal data into Cardinal. Accounting data used to create journals can be copied into the spreadsheet template. An Excel macro then creates a file that can be loaded to create a journal in Cardinal.
- **From other Cardinal Modules:** Journals from other modules are created and processed through batch jobs. Accounting entries are created, processed, edit and budget checked in their respective modules before being sent to General Ledger. The **Journal Generator** process then formats the accounting entries, creates the journal(s) and then edit checks and posts in General Ledger.



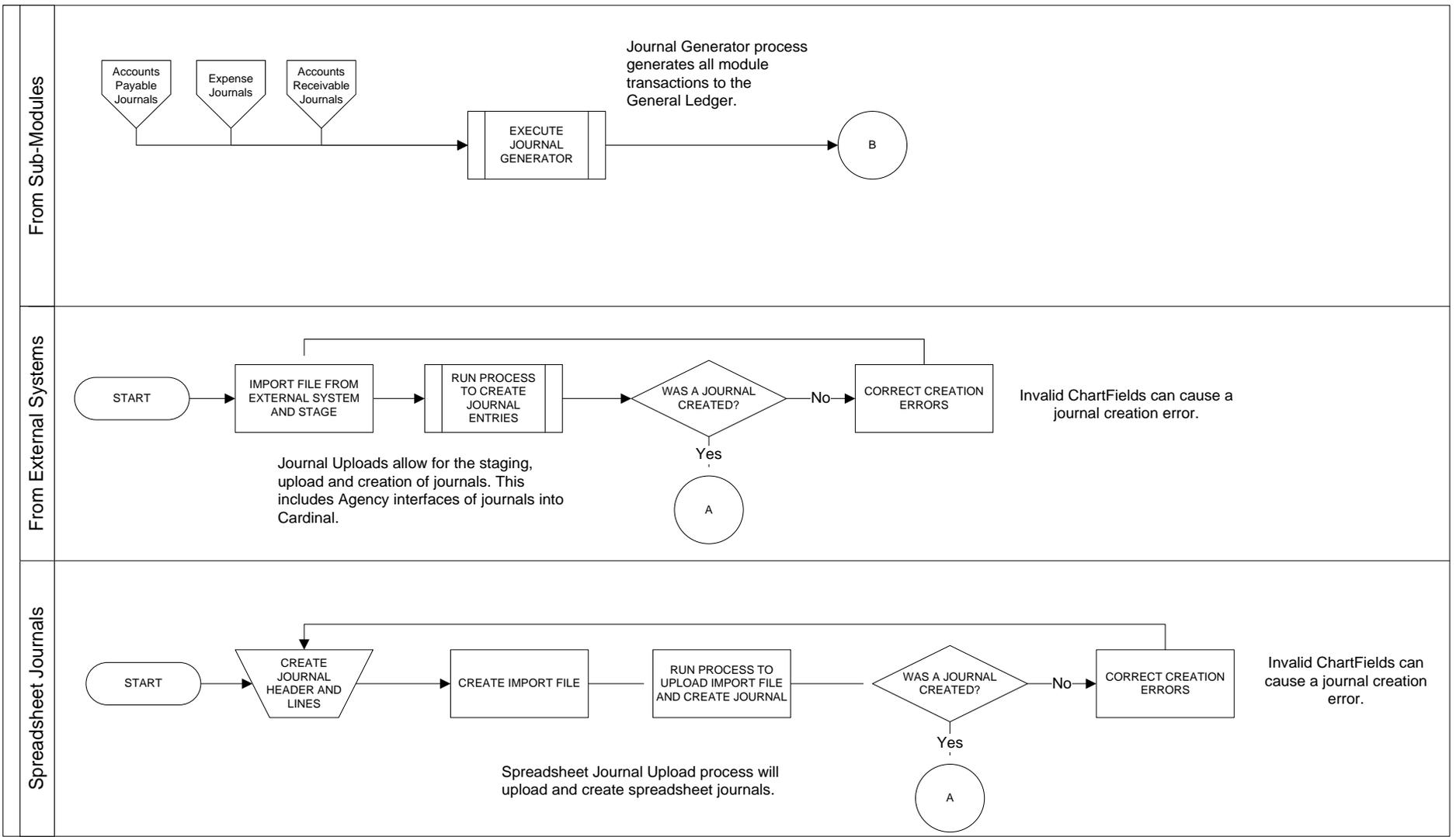
Create Manual Journals Online



Uncheck the 'Save Journal as Incomplete Status' once journal entry is complete. This will allow the journal to continue processing.



Batch Journals





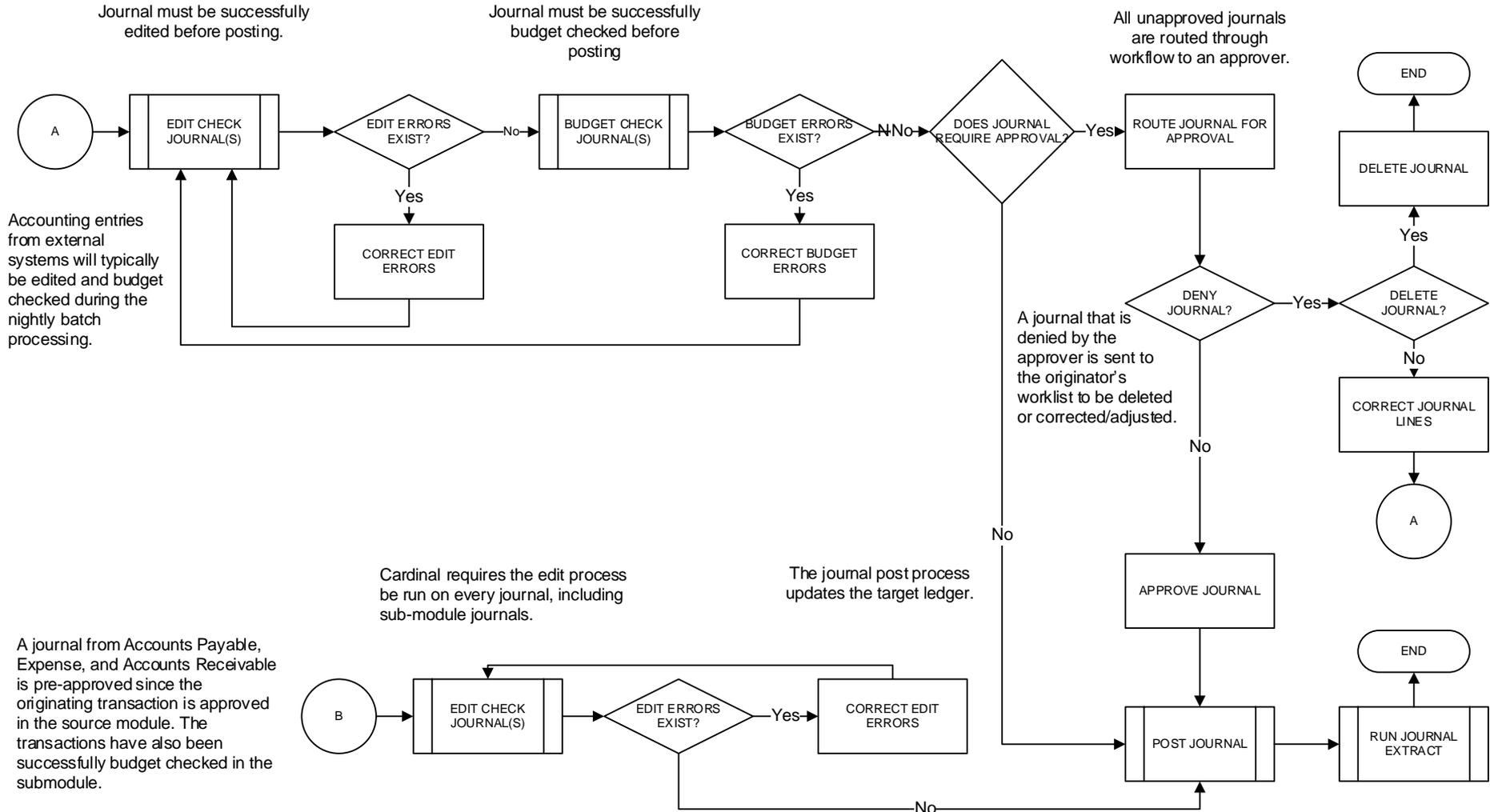
Process Journals

Once a journal has been created, journal processing begins and includes the following steps:

- Edit check journal
- Budget check journal (if not budget checked in originating Cardinal module)
- Submit journal for approval (for journals entered or updated online)
- Approve journal (for journals entered or updated online)
- Post journal



Process Journals (continued)





Edit Check Journals

The Journal Edit process ensures that the ChartField values and combinations are valid, that journals balance by Business Unit, Fund, and Project, that debits equal credits, and that cash accounts and certain transfer accounts net to zero within the journal.

All journals must pass edit check before they can be budget checked.

Journals from the following are first edit checked when processed in their modules, and again before they post to General Ledger:

- Accounts Payable module
- Expenses module
- Accounts Receivable – Funds Receipts module

Both online and interfaced journals that fail combination editing or have invalid values must be corrected before they can be budget checked. Once corrected, journals must be edit checked again to ensure all errors have been resolved and the journals are valid.



Budget Check Journals

Online journals, interfaced journals, journals created from external third party systems, and spreadsheet journals must pass checks against the established Commitment Control budgets in General Ledger for valid combinations and amounts.

The following online accounting entries are budget checked in their originating Cardinal modules prior to being journal generated to General Ledger:

- Journals from the Accounts Payable module
- Journals created in the Expenses module
- Journals from the Accounts Receivable – Funds Receipts module

Once they pass budget check in their originating Cardinal module, these online accounting entries are not budget checked again before posting to General Ledger.



Submit Online Journals for Approval and Run Journal Post

Only journals that pass edit and budget check can be routed for approval.

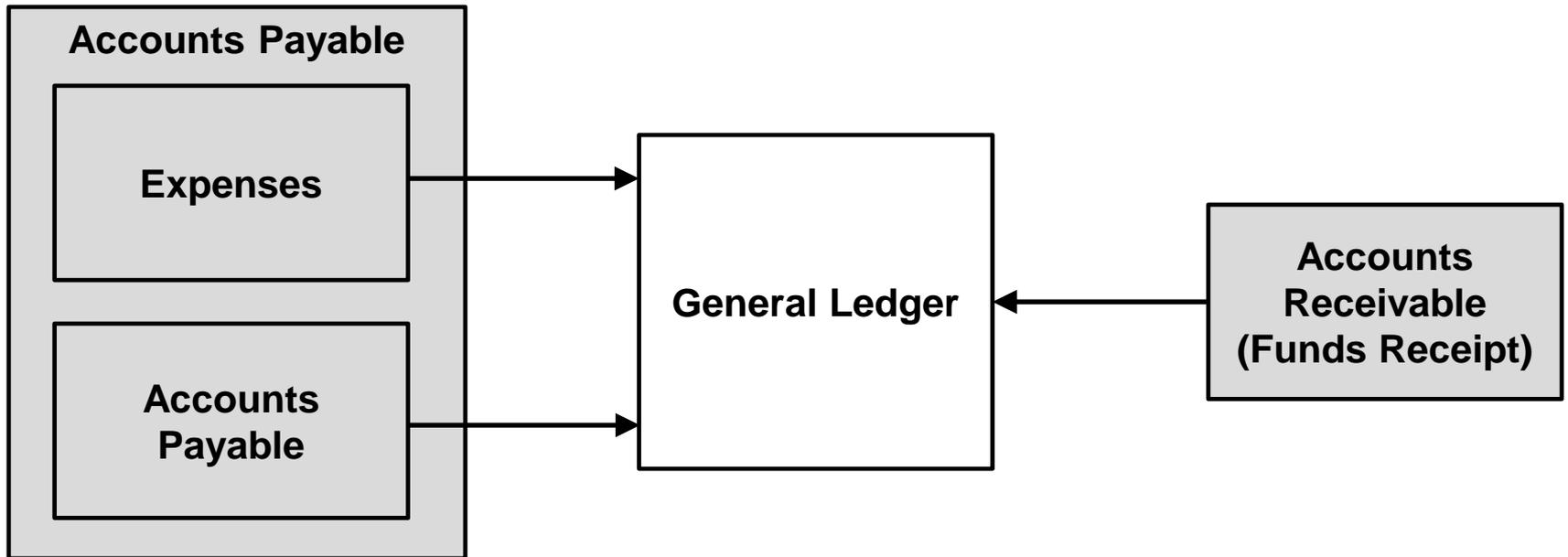
Cardinal Workflow routes journals entered or updated online to the worklist of the appropriate approver(s) for approval. Workflow determines the appropriate approver(s), based on the profile of the user who created the journal and the type of expense. The approver can view items awaiting approval by checking their worklist.

Some journals may require multiple levels of approval. Once all necessary approvals are complete, journals can be posted to the ledger by a batch process. Posted journals are summarized and General Ledger is updated.



Integration with Other Cardinal Modules

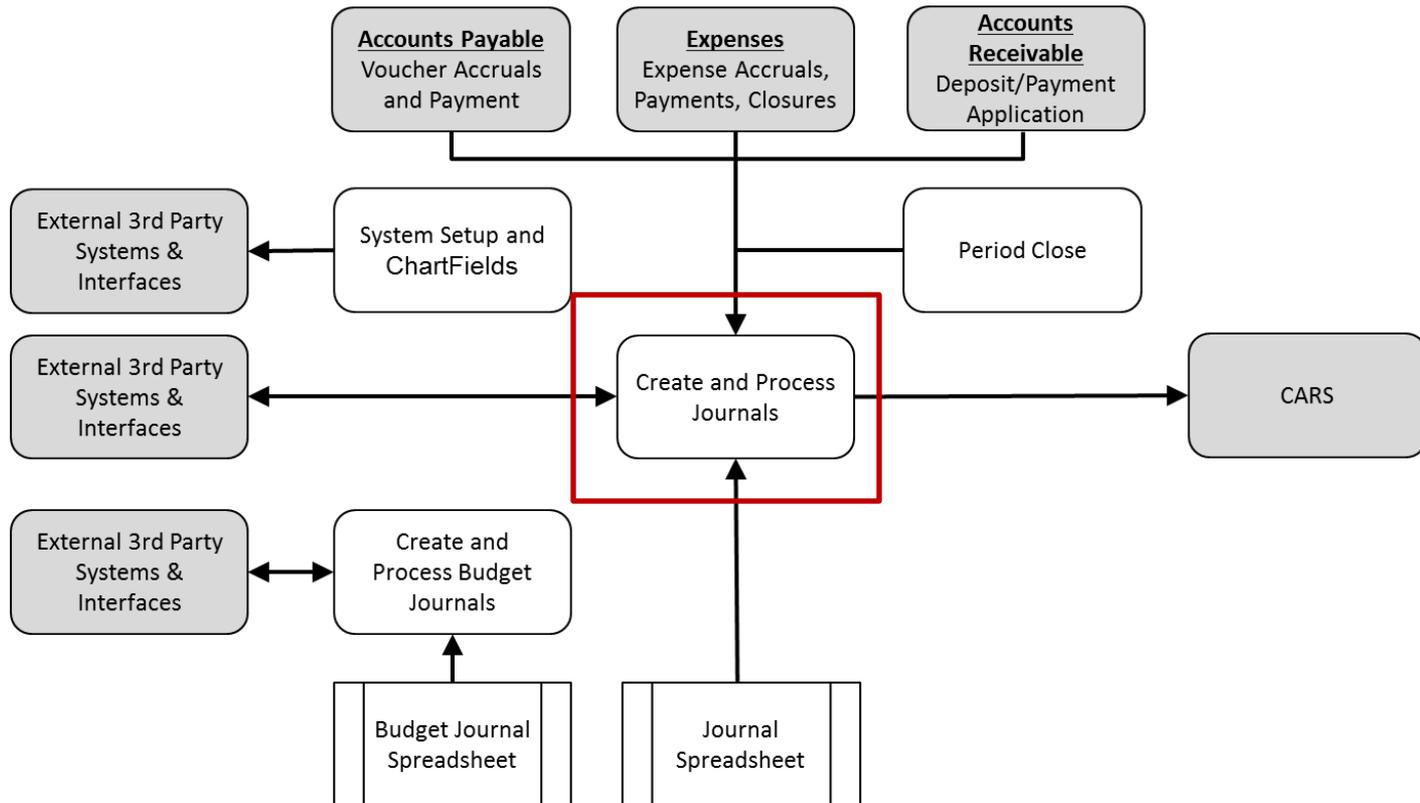
Each Cardinal module feeds financial data (which become journals) to General Ledger.





Integration and Interfaces

Cardinal modules feed different types of financial data that become journals to General Ledger. General Ledger interfaces with external 3rd Party Systems that also generate journals. The diagram below depicts both interfaces with external systems as well as integration within Cardinal with Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts. They all provide journal data to General Ledger.





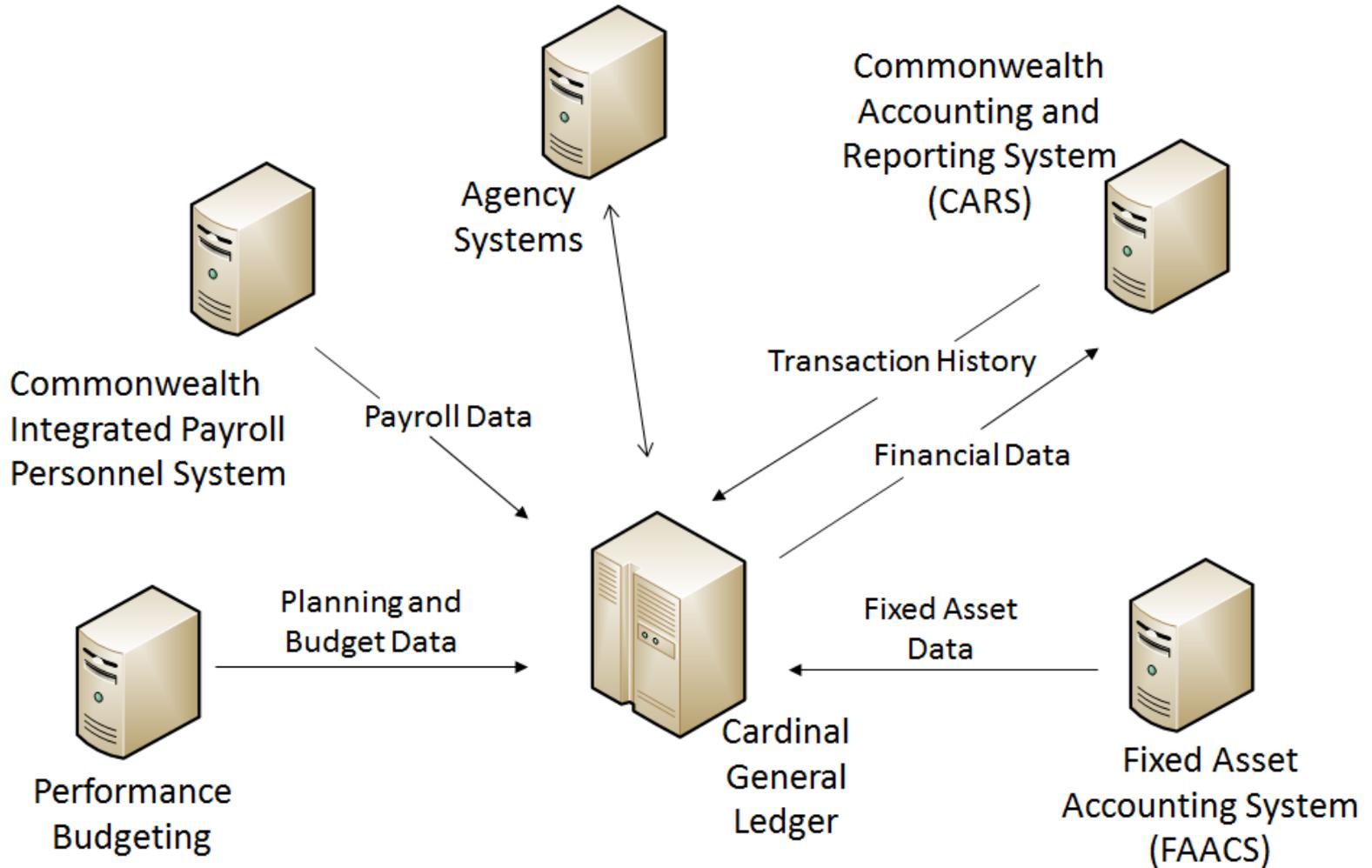
Integration and Interfaces (continued)

General Ledger journal processing also interfaces with external systems:

- **Commonwealth Accounting and Reporting System (CARS):** All journals posted to General Ledger that have the CARS status set to **Send to CARS** are transmitted to CARS.
- **Commonwealth Integrated Payroll Personnel System (CIPPS):** This interface sends payroll data to Cardinal.
- **Spreadsheet Upload:** Excel spreadsheets can be uploaded into Cardinal to create journals. They are edit and budget checked once they are uploaded.
- **Agency Financial Systems:** Cardinal receives journal data from external agency financial systems through a nightly batch process. Agencies will receive journal data from Cardinal through a nightly batch process. They can use the journal data to reconcile back to their agency system.
- **Department of Planning and Budget:** Creates Appropriation, Allotment, Operating Plan and Revenue Estimate budget journals to send to Cardinal.



Integration and Interfaces (continued)





Lesson 1: Summary

In this lesson, you learned:

- Create and Process Journals is the main function within General Ledger. During this process, financial transactions post to the General Ledger.
- Commitment Control enables you to create budgets and to budget check source transactions originating in various Cardinal modules, such as Accounts Receivable – Funds Receipts, General Ledger or Accounts Payable.
- Transactions must pass edit check and budget check in order to post to the ledger. Some journals are budget checked in the originating modules prior to integrating to General Ledger.
- General Ledger journal entries that are not pre-approved are routed for approval after they pass edit check, budget check and have been submitted for approval.
- General Ledger journal processing interfaces with external systems such as CARS, CIPPS and agency financial systems.



Lesson 2: Creating Online Journal Entries

In this lesson, you will learn how to:

- Create journal entries online in Cardinal
- Create and upload a spreadsheet journal in Cardinal
- Understand the process for entering Agency to Agency transfer (ATA) journals



Creating a Manual Online Journal Entry

A journal must meet certain requirements:

- It must have a header.
 - The header contains the information that uniquely identifies the journal (Business Unit, Journal ID, and Journal Date).
- It must have at least two entry lines.
 - It must have at least two lines because total debits must equal total credits for a single journal entry.
- It must balance, i.e., debits must equal credits.
- It must have an accounting distribution. The accounting distribution classifies the transaction.
- It must be approved. In Cardinal, workflow routes the journal to the appropriate approver(s) for review. Workflow is department specific. Once you submit a journal, Workflow routes it to the approver assigned for the department. Some journals (e.g., legal services, capital outlay, etc.) require multiple approvals.



Creating a Manual Online Journal Entry (continued)

A manual journal entry is a journal entry created directly in Cardinal.

Manual journal entries are initiated from the **Create/Update Journal Entries** page. This page allows the Journal Processor to create manual journals online using the **Header** and **Lines** tabs.

Navigate to the **Create/Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit: 15100

Journal ID: NEXT

Journal Date: 05/09/2014

Add

[Find an Existing Value](#) | [Add a New Value](#)



Creating a Manual Online Journal Entry (continued)

The following fields are entered on the **Add a New Value** tab:

- **GL Business Unit** identifies the Agency. For example, DOA is BU 15100.
- **Journal ID** defaults to **NEXT** and cannot be changed.** When you **Save** the journal, Cardinal automatically updates the **NEXT** value to a sequentially assigned number.
- **The Journal Date** defaults to the current date but can be changed. This date determines the accounting period and fiscal year to which the system posts the journal.

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit: 15100
Journal ID: NEXT
Journal Date: 05/09/2014

Add

Find an Existing Value | Add a New Value

Interfacing Agencies only

The **Journal ID defaults to **NEXT**, but can be changed. Entering the **Journal ID** from the agency system here will enable you to reconcile a journal in Cardinal back to your agency system.



Create / Update Online Journal Entries Page - Header Tab

Key items of the journal header include:

- **Long Description:** Use this text field to provide a description / purpose for the journal entry.
- **Ledger Group:** This field auto-populates based on the setup of your Cardinal User ID. The Ledger Group defines where to post the journal.
- **Source:** This field auto-populates based on the setup of your Cardinal User ID. The **Source** field identifies the journal's originating location. If you are entering a journal online, the field defaults to **ONL**, indicating that this entry is for an online journal entry.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: NEXT Date: 05/09/2014

Long Description:

*Ledger Group: ACTUALS

Ledger:

*Source: ONL

Adjusting Entry: Non-Adjusting Entry

Fiscal Year: 2014

Period: 11

Reference Number:

Journal Class:

Transaction Code: GENERAL

ADB Date: 05/09/2014

SJE Type:

CARS Indicator: Send to CARS

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

Header | Lines | Totals | Errors | Approval



Create / Update Online Journal Entries Page - Header Tab

- The **Transaction Code** for all journals in Cardinal defaults to **General** and should not be changed.
- The **Adjusting Entry** field defaults to **Non-Adjusting Entry** and should not be changed.
- The **Fiscal Year** and **Period** default from the **Journal Date** entered on the previous screen.
- **Standard Journal Entry (SJE) Type:** This field is left blank unless you are creating a model journal. These are not commonly used in Cardinal.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: NEXT Date: 05/09/2014

Long Description:

*Ledger Group: ACTUALS **Adjusting Entry:** Non-Adjusting Entry

Ledger:

*Source: ONL Fiscal Year: 2014

Reference Number: Period: 11

Journal Class: ADB Date: 05/09/2014

Transaction Code: GENERAL Auto Generate Lines

SJE Type: Save Journal Incomplete Status

Currency Defaults: USD / CRRNT / 1 Autobalance on 0 Amount Line

Attachments (0) Commitment Control CARS Indicator: Send to CARS

Reversal: Do Not Generate Reversal

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



Create / Update Online Journal Entries Page – Header Tab (continued)

- **Reversal: Do Not Generate Reversal:** Cardinal can create automatically reversing entries in a pre-defined period. This is not commonly used.
- **Save Journal Incomplete Status:** You can save incomplete journals with the status of **T - Journal Entry Incomplete** and the journal will be bypassed during batch processing until the checkbox is cleared.
- **CARS Indicator:** This field indicates whether the journal should be sent to CARS. The choices are **Send to CARS** or **Do Not Send to CARS**. An example: if a user is entering a reconciling journal entry that should only affect the Cardinal ledger, the user should select **Do Not Send to CARS**.

The screenshot shows the 'Create/Update Journal Entries' page in the Cardinal system. The 'Header' tab is selected. The form contains the following fields and values:

- Unit: 15100
- Journal ID: NEXT
- Date: 05/09/2014
- Long Description: (empty)
- *Ledger Group: ACTUALS
- Adjusting Entry: Non-Adjusting Entry
- Ledger: (empty)
- Fiscal Year: 2014
- *Source: ONL
- Period: 11
- Reference Number: (empty)
- ADB Date: 05/09/2014
- Journal Class: (empty)
- Transaction Code: GENERAL
- SJE Type: (empty)

Additional options and links:

- Auto Generate Lines:
- Save Journal Incomplete Status: (highlighted with a red box)
- Autobalance on 0 Amount Line:
- CARS Indicator: Send to CARS (highlighted with a red box)
- Reversal: Do Not Generate Reversal (highlighted with a red box)
- Commitment Control: (link)
- Attachments (0): (link)
- Currency Defaults: USD / CRRNT / 1

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.



Create / Update Online Journal Entries Page – Header Tab (continued)

Cardinal allows you to attach the necessary or relevant documents associated with a journal entry. The **Attachments** link allows you to associate copies of documents with the journal entry.

The screenshot shows the 'Create/Update Journal Entries' page in the Cardinal system. The 'Header' tab is selected, and the following fields are visible:

- Unit: 15100
- Journal ID: NEXT
- Date: 05/09/2014
- Long Description: (empty)
- *Ledger Group: ACTUALS
- Ledger: (empty)
- *Source: ONL
- Reference Number: (empty)
- Journal Class: (empty)
- Transaction Code: GENERAL
- SJE Type: (empty)
- Adjusting Entry: Non-Adjusting Entry
- Fiscal Year: 2014
- Period: 11
- ADB Date: 05/09/2014
- Auto Generate Lines:
- Save Journal Incomplete Status:
- Autobalance on 0 Amount Line:
- CARS Indicator: Send to CARS

Additional links and options include:

- Currency Defaults: USD / CRRNT / 1
- Attachments (0)** (highlighted with a red box)
- Commitment Control
- Reversal: Do Not Generate Reversal
- Buttons: Save, Notify, Refresh, Add, Update/Display



Create / Update Online Journal Entries Page – Lines Tab

Journal entry lines record the monetary amounts and ChartField values associated with each transaction.

You can use **SpeedTypes** to automatically populate some ChartFields in a predefined accounting string. SpeedTypes can be defined for any number of valid ChartField combinations and help reduce data entry errors.

A single journal entry must contain at least two lines, and total debits must equal total credits.

The **Customize** link enables you to change the order in which the ChartFields display.

Unit: 15100 Journal ID: NEXT Date: 05/09/2014

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS							

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.000	0.000	N	N

Save Notify Refresh Add Update/Display



Using Journal Line Copy Down

The journal line copy down feature allows you to copy specific ChartFields from one line to the next to speed up online journal entry.

To display the **Journal Entry Template List** page, select the **Template List** link.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entry

Header | **Lines** | Totals | Errors | Approval

Unit: 15100 Journal ID: NEXT Date: 05/09/2014
[Template List](#) [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS							

Lines to add: + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.000	0.000	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



Using Journal Line Copy Down (continued)

The **Journal Entry Template** grid fields cannot be edited.

The **Journal Line Copy Down** grid can be used to select the ChartFields that you would like to copy down from one line to the next as you are entering your online journal lines.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns Customize | Find | View All | First 1 of 1 Last

Chartfield	Amount	Miscellaneous										
Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Account	Fund	Program	Department	Cos Cent
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Journal Line Copy Down - Copy Journal Line Columns to New Lines Customize | Find | View All | First 1 of 1 Last

Chartfield	Amount	Miscellaneous									
Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Account	Fund	Program	Department
<input checked="" type="checkbox"/>		All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

OK Cancel Refresh



Create / Update Journal Entries Page – Other Tabs

The **Totals** tab allows you to verify amounts in a journal entry. As you enter the journal lines, Cardinal displays a running total of the actual debits, credits, and lines, as well as the net difference between the amounts entered and the control totals.

The **Errors** and **Approval** tabs are not used during the create a journal entry process. These tabs are used only when your journal is ready for processing.

Unit: 15100 Journal ID: 0000035235 Date: 05/15/2014 Errors Only
Template List Search Criteria View Audit Logs
Process: Edit Journal Process Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task	FIPS
<input type="checkbox"/>	1	15100	ACTUALS		111220	02700		93100			
<input type="checkbox"/>	2	15100	ACTUALS		5015450	01000	799001	93100			
<input type="checkbox"/>	3	15100	ACTUALS		5015450	01000	799001	93100			
<input type="checkbox"/>	4	15100	ACTUALS		101010	02700		99999			
<input type="checkbox"/>	5	15100	ACTUALS		101010	01000		99999			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	5	10,927.00	10,927.00	P	√

Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | **Totals** | Errors | Approval



Simulation: Creating a Manual Journal Entry

You are now about to view a simulation on creating a manual journal entry in Cardinal.





Hands on Practice

Exercise 1: Create a Manual Journal Entry

Your instructor will provide handouts with details regarding this activity.

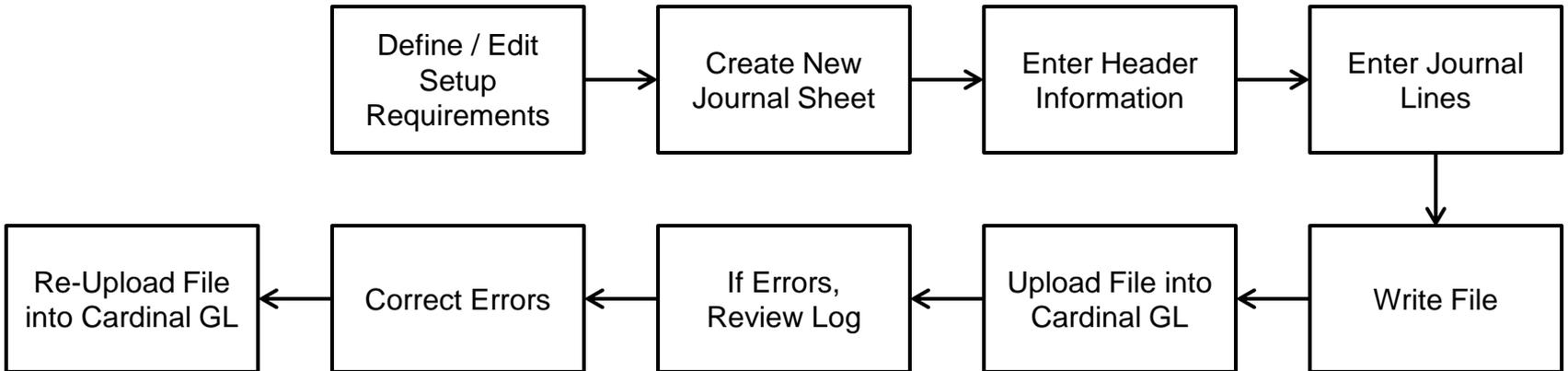


Spreadsheet Journals

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

The **JRNL1.XLS** workbook is the Cardinal Spreadsheet Journal Import user interface. You can use this spreadsheet to prepare and enter journals, group and manage journals in journal sheets, and import into Cardinal. This interface helps you create large journals more efficiently.

The Spreadsheet Journal Import document creates a text file that you can import into Cardinal.





Prerequisites

Before you can upload a spreadsheet journal, you must set up Microsoft Excel to accept macros in your security settings.

There are two files used to import spreadsheet journals into General Ledger. These files must be copied into the same directory anywhere on your workstation:

- **JRNL1.XLS:** This is the journal workbook that you use to create and import journals. You can rename this file, if you want.
- **JRNLMCRO.XLS:** This is the Visual Basic code library and dialog control. It must be copied and pasted. Note that you will need to change the extension from **.XLS** to **.XLA**.

See the **GL332 Uploading Spreadsheet Journals Job Aid** for more detailed information.

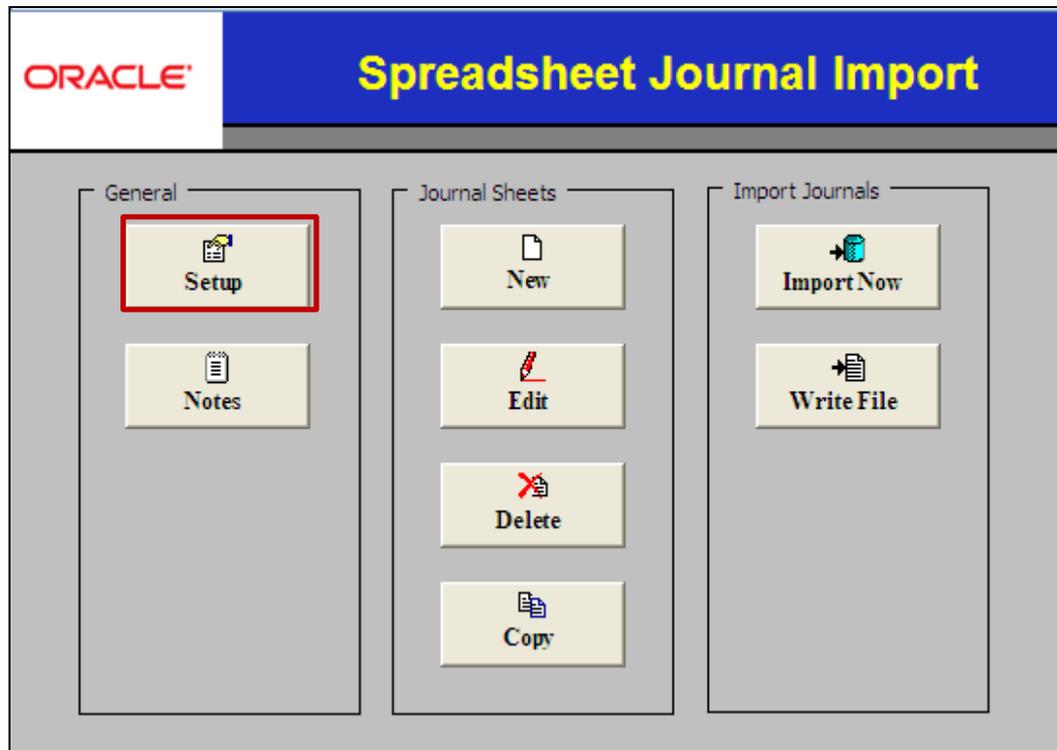
You can create multiple journal workbooks by saving a clean JRNL1.xls file as JRNL2.xls, JRNL3.xls, or GINA.xls or BIANCA.xls for example. However, the macro sheet file, JRNLMCRO.xla, must not be changed or renamed.



Define / Edit Setup Requirements

To begin creating your journal spreadsheet, access the **Spreadsheet Journal Import** control page by opening **JRNL1.XLS**. If prompted, choose to **Enable Macros**.

Click the **Setup** button.





Define / Edit Setup Requirements (continued)

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

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

Source, **AutoGen Lines**, **General Options**, **Message Options** and **Online Import Control** will auto-populate.

Information in the **Online Import Control** section should not be changed.

Click the **OK** button.

The message **This is not a secured web address. Use it anyway?** will display. Click the **Yes** button.

Define Options and Defaults

Header Defaults

Business Unit: 15100

Date: 11/4/2014

Ledger Group: ACTUALS

Source: SPJ

User ID:

Enable Multibook

AutoGen Lines

Message Options

Log Error Message only

Log Successful and Error Message

Display Messages Online

Online Import Control

Address: http://<server>/xmlink/<site>/

User ID:

After successful import

Change import status to Do Not Import

Keep import status as Import

Skip if Journal already exists

Skip if Journal has error

OK

Cancel

Configure

Define Options and Defaults

? This is not a secured web address. Use it anyway?

Yes

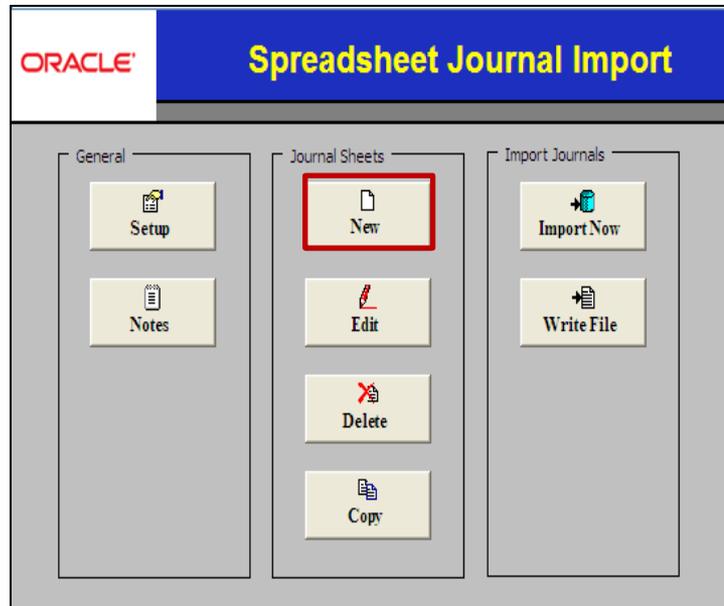
No



Creating a New Journal Sheet

The **Spreadsheet Journal Import** control page displays.

Click the **New** button to create a new journal sheet. You can insert as many journal sheets as needed. A journal sheet can contain multiple journals.





Creating a New Journal Sheet - Enter Journal Header and Lines

The **Spreadsheet Journal Import** page displays.

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

Use the **New Journal Header** dialog box to enter the journal header fields.

The following fields will auto-populate:

- **Business Unit**
- **Journal ID**
- **Journal Date**
- **Ledger Group**
- **Source**

Enter the **Commitment Control Amount Type** (always select **Actuals, Recognize, and Collect**)

Enter a journal **Description**.
Click **OK**.

The screenshot shows the 'New Journal Header' dialog box with the following fields and values:

System ID:		Description:	Correction Entry
Unit:	15100	<input type="checkbox"/> AutoGen Lines	OK
Journal ID:	NEXT	<input type="checkbox"/> Adjusting Entry:	Cancel
Journal Date:	11/4/2014	Document Type:	
Reference Number:		Doc Sequence:	
Ledger Group:	ACTUALS	Adjustment Type:	
Ledger:		Commitment Control Amount Type:	Actuals, Recognize and Collect
Source:	SPJ	Agency Location Code:	
User ID:		Currency Information:	
Journal Class:		Foreign Currency:	
Transaction Code:		Effective Date:	11/4/2014
		Rate Type:	
		Exchange Rate:	
		Reversal:	<input checked="" type="radio"/> None
			<input type="radio"/> Beginning of Next Period
			<input type="radio"/> End of Next Period
			<input type="radio"/> Next Day
			<input type="radio"/> Specified Date



Creating a New Journal Sheet - Enter Journal Header and Lines

Use the **Journal Lines** section to enter the debit/credit lines.

Use the **+ / -** buttons for adding or removing journal lines. Enter the information for each journal line.

Validation of the journal data is not performed until the file is uploaded into Cardinal. Be sure to conduct a manual balance check to verify the totals equal zero. To do so, simply manually calculate the total for the amount column and make sure the amounts net to zero.

Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy Use 1	Agy Use 2	PC Bus Unit
1011	NEXT	1	15100	ACTUALS	5011230		01000	724001	98300							
1011	NEXT	2	15100	ACTUALS	5011230		01000	724001	98400							

After all the lines have been entered for the journal, save the Excel workbook.

Click the **Home** icon to return to the **Spreadsheet Journal Import** page.



Writing File and Uploading File into Cardinal GL

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

This is done on the **Spreadsheet Journal Import** home page by clicking the **Write File** button.

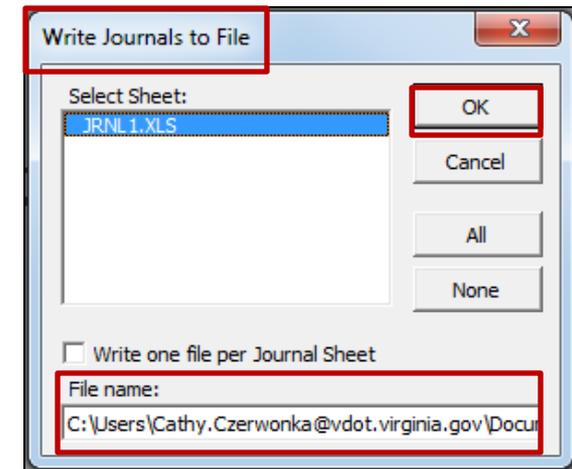
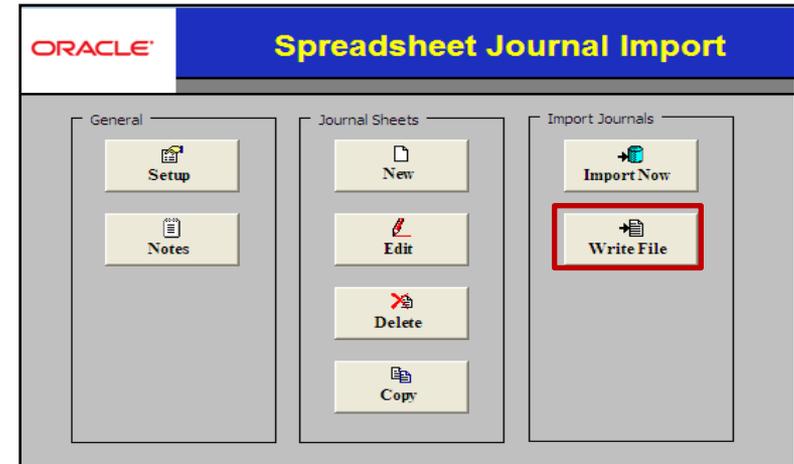
The **Import Now** button is not used.

After the **Write File** button is clicked, the **Write Journals to File** box is displayed.

Highlight the sheet(s) you want to select. Once the sheet(s) is selected, the background color will be blue.

The location of the file is listed under **File name**. The file extension, “.txt,” should not be changed. Note that you can rename the text file here.

Click **OK**.





Uploading File into Cardinal GL

After the file is created, upload the spreadsheet journal into Cardinal using the batch Spreadsheet Journal Import process.

To do this, close the Excel application and log into Cardinal. Navigate to the **Spreadsheet Journal Import Request** page using the following path:

Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals

Enter the **Run Control ID** to access the **Spreadsheet Journal Import Request** page.

Favorites | Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals

Spreadsheet Journal Import

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

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Run Control ID: begins with | JournalUploadKC

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value



Uploading File into Cardinal GL (continued)

Specify the parameters for the batch import of the journal worksheet. Select the file created earlier in Excel in order to upload it into Cardinal. The Report Request Parameters include:

- **Number of Data Files:** Single data file, Index File to other data files
- **Character Set:** defaults to ISO_8859-1, do not update this value
- **If Journal Already Exists:** Abort, Skip, or Update (Skip is the default)
- **If Journal is Invalid:** Skip, Abort (Skip is the default)

Click the **Add** button.

The screenshot shows the 'Spreadsheet Journal Import Request' page in the Cardinal GL system. The breadcrumb trail is 'Favorites > Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals'. The page title is 'Spreadsheet Journal Import Request'. Below the title, there is a 'Run Control ID: JournalUploadKC' and three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Report Request Parameters' section is highlighted with a red box and contains the following fields:

- *Number of Data Files: Single data file (dropdown menu)
- *Character Set: ISO_8859-1 (text input with search icon)
- *If Journal Already Exists: Skip (dropdown menu)
- *If Journal is Invalid: Skip (dropdown menu)

Below these fields are three buttons: 'Add', 'Delete', and 'View'. The 'Add' button is highlighted with a red box. To the right of these buttons is the label 'Attached File:'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

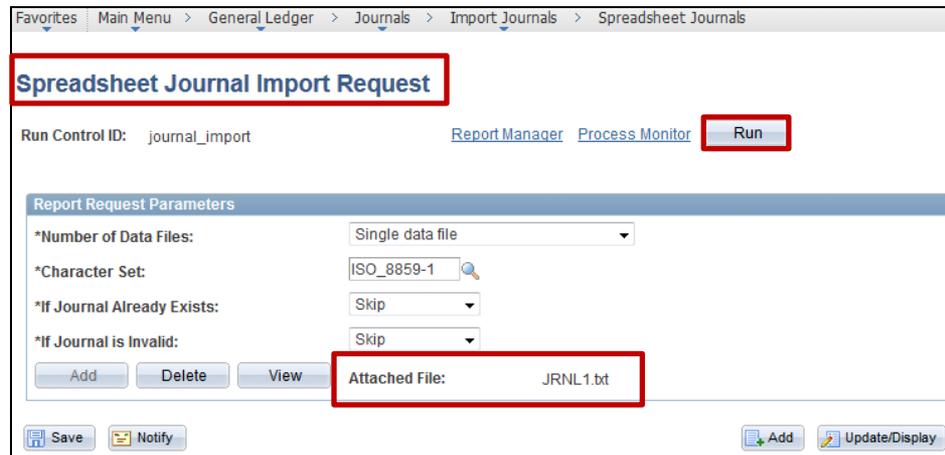


Uploading File into Cardinal GL (continued)

- The **File Attachment** box displays.



- Click the **Browse** button to find the location of the Excel file that you want to upload and select it. The selected file then will be displayed on the **Spreadsheet Journal Import Request** page as the **Attached File**. Click the **Open** button, then the **Upload** button, then the **Save** button.
- Click the **Run** button to execute the process.





Uploading File into Cardinal GL (continued)

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

Process Scheduler Request

User ID: FINUSER25 Run Control ID: JournalUploadKC

Server Name: [] Run Date: 11/04/2014
Recurrence: [] Run Time: 1:55:26PM [Reset to Current Date/Time]

Time Zone: []

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

OK Cancel

- This returns you to the **Spreadsheet Journal Import Request** page.
- Click the **Process Monitor** link.

Spreadsheet Journal Import Request

Run Control ID: JournalUploadKC Report Manager **Process Monitor** Run

Process Instance: 1706768

Report Request Parameters

*Number of Data Files: Single data file
*Character Set: ISO_8859-1
*If Journal Already Exists: Skip
*If Journal is Invalid: Skip

Attached File: JRNL1.txt

Save Notify Add Update/Display



Uploading File into Cardinal GL (continued)

- The **Process List** tab displays.
- Click the **Refresh** button until the Run Status is Success and the Distribution Status is Posted.

Process List

View Process Request For

User ID: Type: Last Days **Refresh**

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1706768		Application Engine	GL_EXCL_JRNL	FINUSER25	11/04/2014 10:58:12AM EST	Success	Posted	Details

- Click the **Details** link.



Uploading File into Cardinal GL (continued)

- The **Notepad** displays.
- Record the Journal ID that was created.

```
GL_EXCL_JRNL_1706774.LOG - Notepad
File Edit Format View Help
Spreadsheet Journal Import (GL_EXCL_JRNL) 2014-11-04| 10.26.52.000000-----Processing
file JRNL1.txt ...Process completed successfully with 1 journals imported.Imported these journals: system ID (Unit, Journal
ID, Date) Reference, Description 1010 (15100, 0000029849, 2014-11-04) , journal uploadUpdated these journals: system ID
(Unit, Journal ID, Date) Reference, Description
```

- Now you continue processing the journal in Cardinal by navigating to the **Create / Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries



Reviewing and Correcting Spreadsheet Journal Errors

Spreadsheet journal validation is limited and is not as broad as the validation provided with journal entries using the online **Journal Entry** page.

For batch import, 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.

After importing a journal from a spreadsheet, you must run the Journal Edit process in Cardinal before making corrections using the **Create/Update Journal Entries** pages.

Spreadsheet Journals imported into Cardinal must be edited. This is important because imported journals do not yet have all journal lines and values populated by the various automatic features. If you open journals immediately after importing them, a warning message tells you that they must be edited first. It is only after the edit process that imported journals display final entries for such things as balancing by fund.



Reviewing and Correcting Spreadsheet Journal Errors (continued)

The most common Spreadsheet Journal errors are listed below.

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

After errors are corrected, the previous file can be deleted and the corrected file can be uploaded into Cardinal General Ledger.



Simulation: Uploading a Spreadsheet Journal

You are now about to view a simulation on uploading a spreadsheet journal.





Hands on Practice

Exercise 2: Uploading a Spreadsheet Journal

Your instructor will provide handouts with details regarding this activity.



ATA Transactions

Agency to Agency (ATA) transactions involve:

- Payments for goods / services received from another COVA agency
- Funds transfer between COVA agencies

Online ATA journals are entered in General Ledger when the transaction does **not** involve goods / services, or federal pass-throughs.

For transactions involving goods / services, or federal pass-throughs:

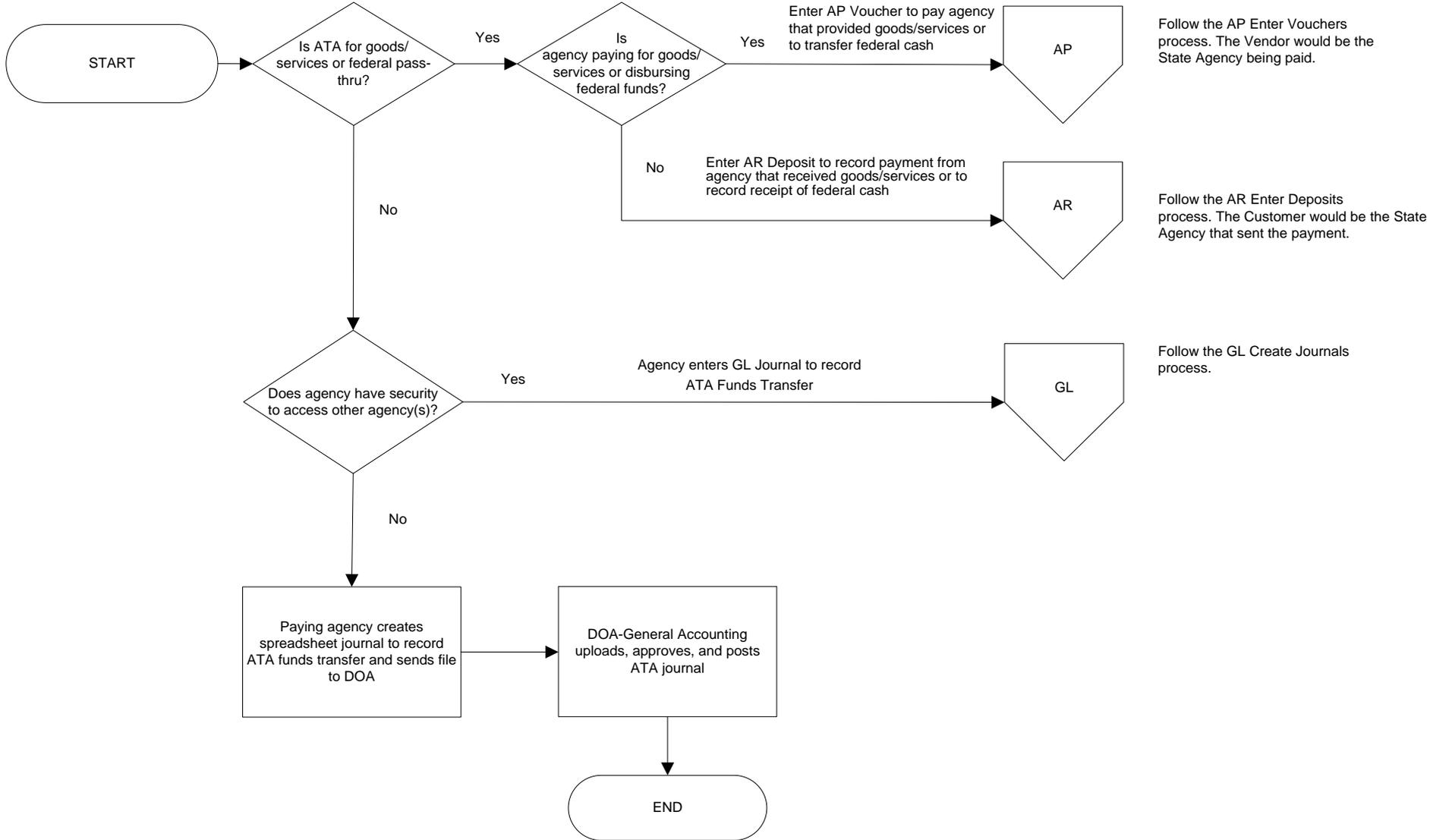
- If you are disbursing funds, a voucher is entered in Accounts Payable
- If you are receiving funds, a deposit is entered in Accounts Receivable

For transactions not involving goods / services, or federal pass-throughs:

- If you have security access to other agencies, enter a journal to record the funds transfer
- If you do not have security access to other agencies, the originating agency creates a spreadsheet journal to record the transfer and sends the file to DOA for uploading and processing



Processing ATA Journals





Lesson 2: Summary

In this lesson, you learned:

- A single journal entry must contain at least two lines, and total debits must equal total credits.
- The attachment link allows you to attach copies of documents associated with a journal entry.
- Journals can be marked and saved as incomplete until all of the transactions are entered.
- When you have a large number of journal lines, spreadsheet journals streamline the journal entry process and simplify journal data entry by using Microsoft Excel.
- Agency to Agency (ATA) transaction journals are entered in General Ledger for funds transfers when the transfer does **not** involve goods or services received or rendered between agencies, or federal pass-thru.



Lesson 3: Processing Journal Entries

After completing this lesson, you will be able to:

- Review and correct edit check errors
- Review and correct budget check errors
- Submit online journal entries for approval and monitor journal status



Reviewing and Correcting Edit Check Errors – Online Journals

Cardinal has automatic batch processes that run each night to edit and budget check journal entries. Edit and budget checking can also be performed manually online.

After a journal is entered into Cardinal, it must be edited before it can be posted. The Journal Edit process ensures that the ChartField values and combinations are valid, that journals balance by Business Unit, Fund, and Project, that debits equal credits, and that cash accounts and certain transfer accounts net to zero within the journal.

Budget checking also occurs, after a journal has a valid edit status, for journals not already budget checked in their own Cardinal modules.

If errors are identified during the edit / budget checking processes, the journal must be corrected before it can continue in the Cardinal posting process.



Reviewing and Correcting Edit Check Errors – Interfaced Journals

Cardinal generates a **Journal Upload Error Report** nightly. If the file processes successfully then the report will provide the file name, upload date and a file success status that states that the **File is Processed Successfully With No Errors**. If the file has errors then the report will display details for all rejected transactions.

Rejected transactions are reviewed and corrected by the agency, before being re-sent to Cardinal.



Three Online Edit Check Processes

The **Lines** tab on the **Create / Update Journal Entries** page allows you to select the appropriate **Process** for online journal entries using the drop down menu.

You have three edit check processes available in Cardinal:

- **Edit / Pre-Check:** Checks availability of funds but does not reserve them.
- **Edit ChartField:** Initiates the journal ChartField Edit process to identify any ChartField and combination edit errors.
- **Edit Journal:** Initiates the Edit Journal process and then the Budget Check process if there is no edit check error.

The screenshot displays the 'Create/Update Journal Entries' page in the Cardinal system. The 'Lines' tab is selected, and a dropdown menu for the '*Process:' field is open. The menu options are: Edit Journal (highlighted), Budget Check Journal, Copy Journal, Delete Journal, Edit / Pre-Check, Edit Chartfield, and Submit Journal. The main interface shows a table with one line item (Line 1, Unit 15100, Ledger ACTUALS) and a 'Process' button. The 'Totals' section shows a total of 1 line with 0.000 debits and 0.000 credits.



Three Online Edit Check Processes (continued)

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: 15100 Journal ID: NEXT Date: 05/09/2014
[Template List](#) [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

▼ Lines

Select	Line	*Unit	*Ledger	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS					

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.000	0.000	N	N

Lines to add: 1 + -

Save Notify Refresh Add Update/Display

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

Process Menu:
Edit Journal
Budget Check Journal
Copy Journal
Delete Journal
Edit / Pre-Check
Edit Chartfield
Edit Journal
Post Journal
Print Journal (Crystal)
Print Journal (XMLP)
Refresh Journal
Submit Journal



Run Online Edit Journal Process

The Edit Journal process initiates both edit check and budget check.

To run the Edit Journal process:

- Select **Edit Journal** in the **Process** field.
- Click the **Process** button. The Edit Journal process runs and the **Journal Status** changes. When the journal edit is complete, the budget check is run as part of this process. If the **Journal Status** is anything but **Valid (V)**, check the **Errors** tab and return to the **Lines** tab to correct the errors. Each time you make a change, you must save and re-run the Edit Journal process.
- When the **Journal Status** is **V**, click the **Save** button. The edited journal is saved with its new status.

The screenshot shows the 'Create/Update Journal Entries' window. The 'Process' dropdown menu is set to 'Edit Journal' and the 'Process' button is highlighted with a red box. Below, the 'Totals' table shows 'Journal Status' and 'Budget Status' both as 'V', also highlighted with a red box. The 'Save' button is highlighted with a red box at the bottom left.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.00	0.00	V	V



Run Online Edit Journal Process (continued)

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit: 15100 Journal ID: 0000029514 Date: 05/27/2014 Errors Only

[Template List](#) [Search Criteria](#) [Change Values](#)

 *Process: Edit Journal Line: 10

▼ Lines Customize | Find | [?] | [grid]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100		

Lines to add: 1

▼ Totals Customize | Find | View All | [?] | [grid] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.00	0.00	√	√

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



Run Online Edit Journal Process (continued)

During the online Journal Edit process, Cardinal verifies that:

- ChartField values are valid
- ChartField combinations are valid
- Journals balance by Business Unit, Fund, and Project
- Debits equal credits
- Cash accounts and certain transfer accounts net to zero within the journal
- The accounting period is open



Journal Statuses

Following the **Edit Check** process, the **Journal Status** field is updated. Journal statuses include the following:

Status	Description	Functional Description
T	Journal Entry Incomplete	Journal is incomplete, or the journal failed the cash account or transfer account net to zero edit.
N	No Status - Needs to be Edited	Journal needs to be edited.
E	Errors	Journal has errors from edit check.
V	Valid Journal	Journal has successfully completed edit check.
D	Deleted	Journal was deleted.
P	Posted to Ledger(s)	Journal has posted to the ledger.
U	Unposted	Journal was unposted from the ledger.
I	Posting Incomplete	Journal posting is incomplete. A problem occurred and the journal needs to be resubmitted for posting as soon as possible.
M	Valid SJE Model - Do not Post	As mentioned earlier, a SJE Type field (Standard Journal Entry Type field) indicates the standard journal entry type. A Model journal is a journal that you use to create other standard journals. There are several process restrictions on a model SJE journal. It cannot be budget checked, posted, or submitted to workflow approval. In addition, once validated by the journal edit process, the model journal cannot be changed or deleted.



Reviewing Edit Check Errors

There are two different functional descriptions for **Journal Status T** (Journal Entry Incomplete):

The journal is incomplete - In this situation, a journal is partially entered but cannot be completed. In this case the journal processor will save the journal using a **T** status, and when the journal is reopened to be finished the processor will remove the **T** status.

The journal failed the cash account or transfer account net to zero edit - In this situation, the journal failed the edit check and was assigned a **T** status. In this case the journal processor will correct the journal, then the processor will remove the **T** status.



Reviewing Edit Check Errors (continued)

Journals marked with errors are saved but do not post until the errors are corrected.

The **Errors** tab on the **Create / Update Journal Entries** page allows you to view edit check errors by journal header and journal line.

You must correct all errors before the journal can be budget checked. Once you correct the journal, it is edit checked again.

The screenshot shows the 'Create/Update Journal Entries' window in the CARDINAL system. The 'Errors' tab is selected and highlighted with a red box. The window displays the following information:

Unit: 15100 Journal ID: 0000005960 Date: 07/03/2012

Header Errors

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

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	FUND_CODE	Fund	9600	31	Combo error for fields Fund/Account in group INVFD15100.
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund/Department in group DEPTREQ.

At the bottom of the window, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update. The breadcrumb trail at the bottom reads: Header | Lines | Totals | Errors | Approval.



Reviewing Edit Check Errors (continued)

A journal entry may not move on to budget check if:

- The accounting period is not currently open.
- It does not balance by Business, Fund and Project.
- Total debits do not equal total credits.
- Control totals entered on the Totals tab do not match the actual totals for the journal (debits, credits, number of lines).
- Cash accounts do not net to zero.
- Certain transfer accounts do not net to zero.
- A journal line contains an inactive or invalid ChartField.
- A journal line contains an invalid ChartField combination.



Simulation: Reviewing and Correcting Edit Check Errors

You are now about to view a simulation on reviewing and correcting edit check errors.





Hands on Practice

Exercise 3: Viewing and Correcting Edit Errors

Your instructor will provide handouts with details regarding this activity.



Journal Budget Check

Online Journals

All journal lines must pass a check against the established commitment control budgets. Some journals are budget checked in their own modules, and do not need to pass budget check again in the General Ledger module. Others need to pass budget check in the General Ledger module.

Because the **Budget Check** process is also run as part of the **Edit Journal** process, you do not need to run the **Budget Check** process separately. Only run the Budget Check process if the **Journal Status** field displays **Valid (V)** and the **Budget Check Status** field displays **Not Checked (N)** or **Error (E)**.

Transactions that exceed controlling budgets, such as Appropriation or Allotment, or do not have a budget combination previously established, cannot pass **Budget Check** until the errors are corrected, or an authorized user overrides them.

Interfaced Journals

Journals uploaded into Cardinal through the **Journal Upload** process are edit and budget checked during the nightly batch processing.

All budget check errors must be corrected online in Cardinal.



Journal Budget Check – Online Journals

From the **Lines** tab on the **Create / Update Journal Entries** page you can budget check the journal entry.

Navigate to the **Create / Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value

To run the Journal Budget Check process:

- Click the **Lines** tab.
- Select **Budget Check Journal** in the **Process** field.
- Click the **Process** button. The **Budget Check Journal** process runs and the **Budget Status** changes.
- If the **Budget Status** box on the **Lines** page is **E**, click the **E** link to view the error. Correct the error and save the journal. The **Journal Status** and **Budget Status** will then be updated to **N**.
- Re-run the **Edit Journal** process, which will perform an edit and budget check again.
- When the **Journal Status** and **Budget Status** are **V**, click the **Save** button. The budget checked journal is saved with its new status.

The screenshot shows the 'Create/Update Journal Entries' page in the CARDINAL system. The 'Process' dropdown menu is open, and 'Budget Check Journal' is selected and highlighted with a red box. The 'Process' button is visible to the right of the dropdown. Below the process selection, there is a table with columns for 'Fund', 'Program', 'Department', 'FIPS', and 'Amount'. The 'Totals' section at the bottom shows a summary of the journal entry.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	13,982,450.69	13,982,450.69	V	



Journal Budget Check – Interfaced Journals

To review interfaced journals in Cardinal, navigate to the **Create / Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value

Select the **Clear** button.

Enter **Business Unit**.

Select **Journal Header Status**:

- Select **Not =**
- Select **Posted to Ledger(s)**
- Select **Search**.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: 50100

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: not = Posted to Ledger(s)

Budget Checking Header Status: =

Source: =

User ID: begins with

Attachment Exist: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

Only the first 300 results of a possible 337 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

[View All](#)

Business Unit	Journal ID	Journal Date	Unit Post Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Details	Journal Net Statistical Units	Description
50100	0000013870	11/17/2012	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	SPJ	USD	1078	94543.13	0	Federal to State
50100	0000019880	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity
50100	0000019887	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity
50100	0000019888	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity
50100	0000019889	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity
50100	0000019898	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity
50100	0000019989	04/17/2013	0	(blank)	50100	Errors	Not Chk'd	ACTUALS	ONL	USD	12	226477.11	0	Correct Cost Center & Activity



Budget Check Status

The budget checking line status values include:

- **E (Error):** The entry failed to pass budget checking.
- **N (Not Checked):** The budget check process has not processed the entry or the entry has changed and has not been budget checked again.
- **V (Valid):** The entry passed budget checking and the process updated the control budget ledger.
- **P (Provisionally Valid):** The budget check is valid but the funds are not reserved.



Reviewing Budget Check Errors

To review budget check errors, you can use two methods. You can either click the **E** in the **Budget Status** box, or you can also use the **Review Budget Check Exceptions** page.

You can navigate to the **Review Budget Check Exceptions** page using the following path:

Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal

The screenshot shows the 'Review Budget Check Exceptions' page in the CARDINAL system. The breadcrumb path is: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal. The page title is 'GL Journal Exceptions' and 'Line Exceptions'. The Business Unit is 15100, Journal ID is 000006137, and Journal Date is 04/30/2012. The Exception Type is Error, and the Maximum Rows is 100. There are checkboxes for 'Override Transaction' (unchecked) and 'More Budgets Exist' (checked). A 'Search' button and 'Advanced Budget Criteria' link are also visible. Below the search area, there is a table titled 'Budgets with Exceptions' with columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. The table contains 9 rows of data.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	15100	CC_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	15100	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
3	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
4	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
5	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
6	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
7	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
8	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
9	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...



Common Budget Check Errors

Common budget check error messages are **No Budget Exists** and **Exceeds Budget Tolerance**. Security permissions determine who has ability to override budget errors.

Overridable?	Error Description	Notes
Y	Exceeds budget and is over tolerance.	N/A
N	No budget exists.	N/A
N	Budget is closed.	N/A
Y	Budget is on hold.	N/A

Warning Code	Warning Description	Notes
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed.
W2	Exceeds budget, but is a track or non-initial transaction.	Transaction exceeds budget, but the control option for the control budget definition is Tracking with Budget or Tracking without Budget. For tracking without budget, no warning issued for detail tracking ledger groups. If it is not a detail tracking ledger group and a budget row exists, even if it is for a zero amount, a W2 warning is issued if the transaction exceeds the available spending. If no budget row exists, no warning is issued.



Correcting Budget Check Errors

You can correct the journal lines that create a budget error, or if the COA distribution is correct, have the budget modified. Example corrections you can make to a journal may be:

- Correct a transaction amount
- Modify ChartField values
- Request an override from the Department of Accounts
- Request additional budget (Appropriation or Allotment)

Once corrected, the journal needs to complete edit check and budget check processes again.



Simulation: Viewing and Correcting Budget Check Errors

You are now about to view a simulation on reviewing and correcting budget check errors.





Hands on Practice

Exercise 4: Reviewing and Correcting Budget Check Errors

Your instructor will provide handouts with details regarding this activity.



Journal Source and Approval

Online Journals

Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are pre-approved in their modules. As a result, they do not need to be approved again in General Ledger.

Spreadsheet journals and online journals must be approved by an agency approver in General Ledger.

Interfaced Journals

Interfaced journals are assumed to have been already approved in the agency external system per the agency's specific business processes.

If online corrections are made to an interfaced journal online in Cardinal, the journal will route for agency approval in Cardinal. If the journal contains capital outlay or non-exempt legal services, the journal will route for online approval by DOA.



Submitting Journal for Approval

After a journal successfully completes the edit check and budget check processes, it must be submitted for approval and posting. The **Journal Status** and **Budget Status** must be **V** (valid) before submitting the journal for approval.

Journals are submitted for approval from the **Lines** tab on the **Create / Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create / Update Journal Entries > Find an Existing Value

The screenshot shows the 'Create/Update Journal Entries' page with the following details:

- Unit: 15100, Journal ID: 0000029472, Date: 05/10/2014
- Process: Edit Journal
- Line: 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100		
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	250.00	250.00	V	V



Submitting Journal for Approval (continued)

To run the Submit Journal process:

- Select **Submit Journal** from the **Process** drop-down menu.
- Click the **Process** button.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: 0000029472 Date: 05/10/2014 Errors Only
[Template List](#) [Search Criteria](#) [Change Values](#) [View Audit Logs](#)

 *Process: Submit Journal Line: 10

▼ Lines Customize | Find | [Grid Icon]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100		
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100		

Lines to add:

▼ Totals Customize | Find | View All | [Grid Icon] | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	250.00	250.00	√	√

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



Journal Approval

Journals successfully created have a status of **Valid** until the journal is posted in General Ledger. Once posted, the **Journal Status** changes to **Posted**.

Some journals require multiple approvals. Examples include:

- Approval from DOA is required on capital outlay projects with a **Program Code** of **998000** that have not received their environmental impact study.
- DOA approval is required for journals with an **Account** value of **5012430 (Legal Services)**.



Journal Post

Once approved, a journal is eligible to post to the ledger.

The Journal Post process:

- Posts valid, edited, budget checked, and approved journals
- Posts each journal and summarizes in the appropriate ledger
- Changes the journal's status to posted



Journal Post (continued)

Once the journal passes edit check, budget check, and is approved, it can be posted.

Most journal entries are posted during the nightly batch process. Journals can also be posted manually by the journal approver.

To post the journal manually, select **Post Journal** in the **Process** field on the Journal **Lines** page and click the **Process** button.

The screenshot shows the CARDINAL software interface for the 'Journal Lines' page. The 'Process' dropdown menu is open, showing options: Post Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit / Pre-Check, Edit Chartfield, Edit Journal, Post Journal (highlighted), Print Journal (Crystal), Print Journal (XMLP), Refresh Journal, and Submit Journal. The 'Process' button is highlighted with a red box. The 'Lines' table shows two lines with Unit 15100 and Ledger ACTUALS. The 'Totals' table shows a total of 2 lines, 100.00 debits, and 100.00 credits.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	100.00	100.00	✓	✓



Deleting Journals

An approver can deny and / or delete a journal. Denying a journal does not release the funds that were reserved during the journal's initial budget check process. Be sure to either correct or delete journals that are denied.

When you correct a journal, the budget check process runs automatically and releases the corrected amounts and funds reserved, if appropriate.

When you delete a journal, the budget check process runs automatically and releases the funds reserved. You can delete journals that have passed the budget check process but have not posted.

You cannot delete journals after they post.

To delete a journal, select **Delete Journal** in the **Process** field on the **Journal Entry - Lines** page and click **Process**. The system prompts you with a message before deleting the journal.



Deleting Journals (continued)

CARDINAL Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: 000005890 Date: 05/21/2012 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process: **Edit Journal** Process Line: 10

Lines

Select	Line	*Unit	*Ledger	Fund	Program	Department	FIPS	Affiliate
<input type="checkbox"/>	1	15100	ACTUALS	01000	826001	97200		
<input type="checkbox"/>	2	15100	ACTUALS	02011		99999		
<input type="checkbox"/>	3	15100	ACTUALS	02700		99999		
<input type="checkbox"/>	4	15100	ACTUALS	01000		99999		15100
<input type="checkbox"/>	5	15100	ACTUALS	101010	02011	99999		15100
<input type="checkbox"/>	6	15100	ACTUALS	101010	01000	99999		15100
<input type="checkbox"/>	7	15100	ACTUALS	101010	02700	99999		15100

Lines to add: 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	7	210.50	210.50	√	√

Cardinal creates an audit trail of the deletion, along with other enabled journal events.



Copying Journals

Cardinal enables you to copy information in an existing journal to use for a new journal entry. You can copy posted or unposted journals and change the header and lines as needed.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: 0000094744 Date: 05/22/2015 Errors Only

[Template List](#) [Search Criteria](#) [Change Values](#) [View Audit Logs](#)

 *Process: **Copy Journal** Line: 10

▼ Lines Customize | Find | [Grid Icon]

Select	Line	*Unit	SpeedType	*Ledger	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	15100		ACTUALS	5013110	01000	799001	91100	
<input type="checkbox"/>	2	15100		ACTUALS	5013120	01000	799001	91100	

Lines to add: 1

▼ Totals Customize | Find | View All | [Grid Icon] | First | 1 of 1 | Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	100.00	100.00	✓	✓

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



Copying Journals (continued)

The **Journal Date** will default to the current date but can be changed to a date within an open accounting period. After reviewing the **Journal Entry Copy** page, click **OK** to access the newly copied journal.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Copy

Business Unit:	15100	Copy From ID:	0000094744	Copy From Date:	05/22/2015
Journal ID:	NEXT	Ledger:	<input type="text"/>	<input type="checkbox"/> Reverse Signs	
Journal Date:	06/29/2015	New Ledger:	<input type="text"/>	<input checked="" type="checkbox"/> Recalculate Budget Date	
ADB Date:	<input type="text"/>	Document Type:	<input type="text"/>	<input type="checkbox"/> Save Journal Incomplete Status	
Currency Effective Date:	<input type="text"/>				

Reversal Date

- Do Not Generate Reversal
- Beginning of Next Period
- End of Next Period
- Next Day
- Adjustment Period
- On Date Specified By User

Adjustment Period:

Reversal Date:

ADB Reversal Date

- Same As Journal Reversal
- On Date Specified By User

ADB Reversal Date:

OK Cancel Refresh



Copying Journals (continued)

On the Header page, the Source code must be changed to reflect the correct type of journal entry.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: 0000094943 Date: 06/29/2015

Long Description:

*Ledger Group: Adjusting Entry:

Ledger:

Fiscal Year: 2015

Source: Period:

Reference Number: ADB Date:

Journal Class:

Transaction Code:

SJE Type:

CARS Indicator:

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(0\)](#) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Header | Lines | Totals | Errors | Approval



Reviewing Journal Status

You can search for and review the status of various journals after they have been entered and saved in Cardinal on the **Create / Update Journal Entries** page using the **Find an Existing Value** tab. You can navigate to this page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create / Update Journal Entries

The **Journal Header Status** and **Budget Checking Header Status** search fields can be used to search for journals with a specific status (e.g., Journal Has Errors).

Search Results

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
15100	0000029313	03/21/2014	0	(blank)	15100	Errors	Not Chk'd	ACTUALS	ONL
15100	0000029501	05/14/2014	0	(blank)	15100	Errors	Not Chk'd	ACTUALS	SPJ
15100	AR00020519	04/02/2013	0	(blank)	15100	Errors	Valid	ACTUALS	AR



Reviewing Journal Status (continued)

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

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

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 15100

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: = Journal Has Errors

Budget Checking Header Status: =

Source: =

User ID: begins with

Attachment Exist: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source
15100	0000029313	03/21/2014	0	(blank)	15100	Errors	Not Ch'k'd	ACTUALS	ONL
15100	0000029501	05/14/2014	0	(blank)	15100	Errors	Not Ch'k'd	ACTUALS	SPJ
15100	AR00020519	04/02/2013	0	(blank)	15100	Errors	Valid	ACTUALS	AR



Audit Logs

After a journal is saved you can view the audit log which provides a list of events related to the journal. The **Lines** tab of the **Create / Update Journal Entries** page provides a hyperlink to the **Search Audit Logs** page.

Cardinal creates an audit trail of the deletion, along with other enabled journal events. You can view the audit log by accessing the **Search Audit Logs** page. You can navigate to this page using the following path:

Main Menu > Set Up Financials / Supply Chain > Common Definitions > Audit Logging > Search Audit Logs

Search Audit Logs

Application Name: General Ledger Document Name: GL JOURNAL

Search Criteria

- * Business Unit: is equal to 15100
- GL Journal ID: is equal to 000005891
- Journal Date: =
- Journal Process: is equal to
- Event Code: is equal to
- Event Date: is equal to
- User ID: is equal to
- Process Instance: is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Results

Business Unit	GL Journal ID	Journal Date	InPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
15100	000005891	2012-05-27	0	01	CREATE	Create Journal	05/27/2012 4:07:29.000000PM	V_GL_COVA_JRNL_PROCESSOR_CAFR		Journal has been created by Create/Update Journal Entries component.
15100	000005891	2012-05-27	0	01	UPDATE	Update Journal	05/27/2012 4:09:36.000000PM	V_GL_COVA_JRNL_PROCESSOR_CAFR		Journal has been updated by Create/Update Journal Entries component.
15100	000005891	2012-05-27	0	01	UPDATE	Update Journal	05/27/2012 4:21:20.000000PM	V_GL_COVA_JRNL_PROCESSOR_CAFR		Journal has been updated by Create/Update Journal Entries component.



Lesson 3: Summary

In this lesson, you learned:

- Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are pre-approved, since the originating transaction is approved in their modules.
- Journals from the Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are budget checked in their respective modules.
- Journals created manually online, journals created from external sources (e.g. agency systems) and spreadsheet journals must be both edit and budget checked in General Ledger. Journals may be approved or denied. Only journals without errors that have been edited and budget checked can be approved.
- Denied journals need to be corrected or deleted.



Lesson 3: Summary (continued)

In this lesson, you learned:

- Deleting a journal releases the funds that were reserved during the budget check process.
- Any errors identified after an interfaced journal is uploaded into Cardinal must be corrected online in Cardinal; if corrections are made online in Cardinal, the journal requires agency approval online in Cardinal.
- Cardinal allows you to copy journal information from an existing journal to a new journal.



Lesson 4: Journal Entry Reports, Queries and Online Inquiries

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

- Reports
- Queries
- Online Inquiries



Journal Entry Reports

Journal entry reports can run at various intervals during the processing of journal entries. There are numerous reports available. Some commonly used journal entry reports include:

- Journal Entry Detail Report
- Journal Edit Errors Report
- Posted Journal Summary Report
- GL Transaction Report
- Journal Upload Error Report



Journal Entry Detail Report

The Journal Entry Detail report displays all journal entries for a business unit and ledger within a specified date range.

You can navigate to this report using the following path:

Main Menu > General Ledger > General Reports > Journal Entry Detail

<u>Line</u>	<u>Description</u>	<u>Reference</u>	<u>Entry Event</u>	<u>Cur</u>	<u>Debit</u>	<u>Credit</u>
Report ID: FIN2001						
Bus. Unit: 70100--Dept of Corr - Central Admin						
Ledger Grp: ACTUALS --Actuals						
Ledger: ACTUALS --Actuals						
For the period 01/01/1900 through 04/03/2014						
Source: ALL Journal ID: ALL Status: ALL						
PeopleSoft Financials						
JOURNAL ENTRY DETAIL REPORT						
Page No. 1						
Run Date 04/03/2014						
Run Time 15:45:00						
Journal ID: 0000029046 Journal Date: 02/05/2014 Source: ONL--Online Journal Entry Reversal: N--None						
Status: V--Valid						
Description Test						
1	Outbound Freight Services					
				USD	1,000.00	0.00
2	Outbound Freight Services					
				USD	0.00	1,000.00
				Total USD	1,000.00	1,000.00



Journal Entry Detail Report (continued)

Report ID: FIN2001
 Bus. Unit: 15100--VA Department of Accounts
 Ledger Grp: ACTUALS --ACTUALS
 Ledger: ACTUALS --Actuals
 For the period 07/16/2012 through 07/25/2012
 Source: ALL Journal ID: ALL Status: ALL

JOURNAL ENTRY DETAIL REPORT

Page No. 2
 Run Date 07/26/2012
 Run Time 13:36:59

<u>Line</u>	<u>Description</u>	<u>Reference</u>		<u>Entry Event</u>	<u>Cur</u>	<u>Debit</u>	<u>Credit</u>
<u>Account</u>		<u>Fund</u>					
<u>Program</u>		<u>Department</u>					
Journal ID: AP00006076 Journal Date: 07/16/2012 Source: AP --Accounts Payable Reversal: N--None							
Status: V--Valid							
Description Accounts Payable							
1	Accounts Payable	00000050					
205025	Accts Payable-AP/EX Accruals	01000	General Fund				
		99999	DOA				
					USD	0.00	730.89
2	Accounts Payable	00000051					
205025	Accts Payable-AP/EX Accruals	01000	General Fund				
		99999	DOA				
					USD	0.00	5,000.00
3	Accounts Payable	00000052					
205025	Accts Payable-AP/EX Accruals	06150	Enterprise App-Perf Budgeting				
		99999	DOA				
					USD	0.00	1,100.00
4	Accounts Payable	00000053					
205025	Accts Payable-AP/EX Accruals	01000	General Fund				
		99999	DOA				
					USD	0.00	439.10



Journal Edit Errors Report

The Journal Edit Errors report provides detailed information about journal edit errors.

You can navigate to this report using the following path:

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

PeopleSoft GL										
JOURNAL EDIT ERRORS										
Report ID: GLS7011								Page No. 1		
Bus. Unit: 15100--VA Department of Accounts								Run Date 07/26/2012		
Ledger Grp: ACTUALS -- ACTUALS								Run Time 15:10:51		
Fiscal Year:2013										
Request 1--Journal Edit Errors										
Source:ALL Journal ID:ALL Journal Date:07/16/2012 through 07/19/2012										
Business Unit IU: 15100										
<u>Pd</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Src</u>	<u>Ref No.</u>	<u>Error Type</u>	<u>Line</u>	<u>Line Description</u>	<u>Field Name</u>	<u>Entry Event</u>	<u>Error message</u>
1	0000006115	07/18/2012	CNV		HEADER			JRNL_HDR_STATUS		Journal line errors exist for this header. (5860
					LINE	1	Cash With The Treasurer OF VA	ACCOUNT		Combo error for fields Account/Fund/Department in group %2DEPTREQ. (9600/31)
						2	Employee Trainng/Workshop/Conf	ACCOUNT		Combo error for fields Account/Program in group %2EXPREQPROG. (9600/31)
						341		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						342		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						371		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						372		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)



Journal Edit Errors Report (continued)

PeopleSoft GL										
JOURNAL EDIT ERRORS										
Report ID: GLS7011								Page No. 1		
Bus. Unit: 15100--VA Department of Accounts								Run Date 07/26/2012		
Ledger Grp: ACTUALS -- ACTUALS								Run Time 15:10:51		
Fiscal Year:2013										
Request 1--Journal Edit Errors										
Source:ALL Journal ID:ALL Journal Date:07/16/2012 through 07/19/2012										
Business Unit IU: 15100										
<u>Pd</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Src</u>	<u>Ref No.</u>	<u>Error Type</u>	<u>Line</u>	<u>Line Description</u>	<u>Field Name</u>	<u>Entry Event</u>	<u>Error message</u>
1	0000006115	07/18/2012	CNV		HEADER			JRNL_HDR_STATUS		Journal line errors exist for this header. (5860)
					LINE	1	Cash With The Treasurer OF VA	ACCOUNT		Combo error for fields Account/Fund/Department in group %2DEPTREQ. (9600/31)
						2	Employee Trainng/Workshop/Conf	ACCOUNT		Combo error for fields Account/Program in group %2EXPREQPROG. (9600/31)
						341		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						342		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						371		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						372		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)



Posted Journal Summary Report

The Posted Journal Summary report provides a list of all posted journals.

You can navigate to this report using the following path:

Main Menu > General Ledger > Journals > Process Journals > Posted Journal Summary Report

PeopleSoft GL										
Report ID: GLS7009			POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419				Page No. 1			
Bus. Unit: 15100--VA Department of Accounts						Run Date 07/26/2012				
Ledger Grp: ACTUALS -- Actuals						Run Time 16:10:00				
Ledger: ACTUALS -- Actuals										
Fiscal Year:2012										
<u>Period</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Unpost</u>	<u>Src</u>	<u>Descr</u>	<u>Lines</u>	<u>Debit</u>	<u>Credit</u>	<u>Stat Amount</u>	
10	0000006136	04/30/2012	0	CNV	05.GL.02.01-Converted data, Do	1236	1,399,368.34	USD	1,399,368.34	0.00
Period 10 Total						1236	1,399,368.34	USD	1,399,368.34	



Posted Journal Summary Report (continued)

PeopleSoft GL

Report ID: GLS7009

POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419

Page No. 1

Bus. Unit: 15100--VA Department of Accounts

Run Date 07/26/2012

Ledger Grp: ACTUALS -- Actuals

Run Time 16:10:00

Ledger: ACTUALS -- Actuals

Fiscal Year: 2012

<u>Period</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Unpost</u>	<u>Src</u>	<u>Descr</u>	<u>Lines</u>	<u>Debit</u>		<u>Credit</u>	<u>Stat</u>	<u>Amount</u>
10	0000006136	04/30/2012	0	CNV	05.GL.02.01-Converted data, Do	1236	1,399,368.34	USD	1,399,368.34		0.00
Period 10 Total						1236	1,399,368.34	USD	1,399,368.34		



GL Transaction Report

The GL Transaction report displays summarized ChartField data. This report gives the user the flexibility to select parameters such as ChartFields, Ledger, Accounting Period Range and Account Type to be included on the report.

You can navigate to this report using the following path:

Main Menu > General Ledger > General Reports > GL Transaction Report

		Commonwealth of Virginia GL TRANSACTION REPORT		Run Date: 04/03/2014
Report ID: RGL010				Run Time: 03:55 00
				Page No. 1 of 1
Business Unit:	15100	Department of Accounts		
Ledger:	ACTUALS			
Fiscal Year:	2013	Period: 1 to 10		
Source:	All			
Account Type:	A			
Adjustment Period:				
<u>Account</u>				<u>AMOUNT</u>
101010				14,720,890.33
111220				(7,140.00)
131050				0.00
154601				0.00
183690				(18,793.20)
183730				(19,968.44)
Total				\$ 14,674,988.69



Journal Upload Error Report

The Journal Upload Error Report provides details on all errors, including missing and invalid data, encountered when loading data from agency systems into Cardinal.

You can navigate to this report using the following path:

Main Menu > General Ledger > General Reports > Journal Upload Error Report

		Commonwealth of Virginia JOURNAL UPLOAD ERROR REPORT		Run Date: 05/12/2014 Run Time: 02:31 00
Report ID: GL593				
Page No. 1 of 13				
Submitting GL BU: 13600				
Upload Date Range: 01-APR-2014 to 30-APR-2014				
File Name: 13600_GL600_IN_04162014_1200_019.dat				
Upload Date: 17-APR-2014				
GL Journal BU: 13600				
Journal ID	Journal Line	Error Field Name	Field Value	Error Description
02GL021101	1	DEPTID	XYZ	ChartField error for: XYZ, Field Name: Department, Prompt Table: DEPT_TBL
02GL021101	1	CHARTFIELD2	512345	ChartField error for: 512345, Field Name: Program, Prompt Table: CHARTFIELD2_TBL
02GL021101	2	CHARTFIELD2	512345	ChartField error for: 512345, Field Name: Program, Prompt Table: CHARTFIELD2_TBL
02GL021103	1	MONETARY_AMOUNT	-250.14	This Journal has not been balanced by Business Unit and Fund Code.
02GL021103	2	MONETARY_AMOUNT	250.14	This Journal has not been balanced by Business Unit and Fund Code.
02GL021104	1	MONETARY_AMOUNT	-700	This Journal does not balance by total debits and credits.
02GL021104	1	MONETARY_AMOUNT	-700	This Journal has not been balanced by Business Unit and Fund Code.
02GL021104	2	MONETARY_AMOUNT	700	This Journal has not been balanced by Business Unit and Fund Code.
02GL021104	2	MONETARY_AMOUNT	700	This Journal does not balance by total debits and credits.



Queries

Some frequently used queries include:

- GL COA Journal Query
- Do Not Send to CARS Query
- Posted Journal Details Query



GL COA Journal Query

This query provides detailed accounting distribution information and description, by Fund, Program, Account, Department, Cost Center, and/or Project.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_GL_JRNL_INQ_BY_COA

V_GL_JRNL_INQ_BY_COA - GL COA Journal Query

Business Unit:

Fund (% for all):

Program (% for all):

Account (% for all):

Department (% for all):

Cost Center (% for all):

Project (% for all):

Journal Date From:

Journal Date To:

Include Long Description?

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4 kb\)](#)

View All First [1](#) [1-4 of 4](#) Last

	GL Business Unit	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center	Task	PC Bus Unit	Project	Activity	FIPS	Asset	Agency Use 1	Agency Use 2	Amount	Journal Line Reference	Jrnl Line Description	Long Description (if included)
1	15100	2015	12	AR	AR00094910	06/25/2015	06/25/2015	1	01000		4009060	91100										-	DC062215	15-06-19AR_DIRJRN397	Not included
2	15100	2015	12	AR	AR00094910	06/25/2015	06/25/2015	2	06150		4002700	95800										23621.000	4092015	15-04-09AR_DIRJRN390	Not included
3	15100	2015	12	AR	AR00094910	06/25/2015	06/25/2015	3	06150		101010	99999										23621.000	4092015	15-04-09AR_DIRJRN390	Not included
4	15100	2015	12	AR	AR00094910	06/25/2015	06/25/2015	4	01000		101010	99999										11730.000	DC062215	15-06-19AR_DIRJRN397	Not included



CARS Do Not Send List Query

This query provides journal data on transactions that were marked Do not send to CARS.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_GL_CARS_DO_NOT_SEND

V_GL_CARS_DO_NOT_SEND - CARS Do Not Send List

Business Unit:

Fiscal Year:

Accounting Period:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (111 kb)

[View All](#) First 1-100 of 262 Last

	Business Unit	Journal ID	DOA Send	DOA Ln Status	Jrnl Hdr Status	Source	Oprid	Jrnl Date	Jrnl Descr	Fiscal Year	Period	Jrnl Ln Ref	Jrnl Ln Descr	Fund Code	Account	Program	Total Monetary Amt
1	15100	0000041281	C	N	P	SPJ	UHK37558	09/04/2014	To correct program code for en	2015	3		clear incorrect pgm	06090	101010	711006	311662.310
2	15100	0000041281	C	N	P	SPJ	UHK37558	09/04/2014	To correct program code for en	2015	3		clear incorrect pgm	06090	206240	711006	-311662.310
3	15100	0000041281	C	N	P	SPJ	UHK37558	09/04/2014	To correct program code for en	2015	3		record to correct pgm	06090	101010	711008	-311662.310
4	15100	0000041281	C	N	P	SPJ	UHK37558	09/04/2014	To correct program code for en	2015	3		record to correct pgm	06090	206240	711008	311662.310



Posted Journal Details Query

This query displays Journal and COA information related to particular Fund, Program, Department and Account criteria for the ACTUALS ledger

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_GL_POSTED_JRNL_DTL

V_GL_POSTED_JRNL_DTL - GL COA Journal Query

Business Unit (% for all): 15100

Fund (% for all): %

Program (% for all): %

Account (% for all): %

Department (% for all): %

Cost Center (% for all): %

Project (% for all): %

Journal Date From: 10/01/2014

Journal Date To: 10/15/2014

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (263 kb)

[View All](#) First 1-100 of 565 Last

	GL Business Unit	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	Fund	Program	Account	Department	Cost Center	Task	PC Bus Unit	Project	Activity	FIPS	Asset	Agency Use 1	Agency Use 2	Amount	Journal Line Reference
1	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	1	02111		101010	99999										-22.49	00000805
2	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	2	02111		101010	99999										-14481.21	00000813
3	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	3	02111		101010	99999										-25148.30	00000820
4	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	4	02111		101010	99999										-14582.25	00000814
5	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	5	02111		101010	99999										-461.61	00000821
6	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	6	02111		101010	99999										-545.56	00000815
7	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	7	02111		101010	99999										-36478.83	00000816
8	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	8	02111		101010	99999										-2298.03	00000817
9	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	9	02111		101010	99999										-947.57	00000818
10	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	10	02111		101010	99999										-4731.39	00000819
11	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	11	02111		101010	99999										-257.31	00000822
12	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	12	02111		101010	99999										-317.27	00000823
13	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	13	02111		101010	99999										-4900.61	00000824
14	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	14	02111		101010	99999										-7525.15	00000825
15	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	15	02111		101010	99999										-1895.59	00000806
16	15100	2015		4 AP	AP00043138	10/01/2014	10/01/2014	16	02111		101010	99999										-7465.89	00000807



Online Inquiries

Below are three inquiries available for journal entries:

- Review Journal Status
- Journal Inquiry
- Ledger Inquiry



Review Journal Status

At any time during journal processing, you can view the status of journals and the journal line details on the **Review Journal Status** pages.

You can navigate to this inquiry using the following path:

Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

The screenshot shows the 'Review Journal Status' web application interface. At the top, there is a navigation breadcrumb: 'Home | Worklist | Add to Favorites | Main Menu > General Ledger > Journals > Process Journals > Review Journal Status'. Below the breadcrumb, the page title is 'Review Journal Status'. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a search bar labeled 'Find an Existing Value'. Below the search bar, there are several search criteria fields: 'Maximum number of rows to return (up to 300): 300', 'Business Unit: = 15100', 'Journal ID: begins with', 'Journal Date: =', 'UnPost Sequence: =', 'Document Sequence Number: begins with', and 'Journal Header Status: ='. Below these fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with columns: 'Business Unit', 'Journal ID', 'Journal Date', 'UnPost Sequence', 'Document Sequence Number', 'Journal Header Status', 'Budget Checking Header Status', and 'Ledger Group'. The table contains 7 rows of data.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0000005890	05/21/2012	0	(blank)	Valid	Valid	ACTUALS
15100	0000005891	06/27/2012	0	(blank)	Posted	Valid	CASH
15100	0000005892	06/27/2012	0	(blank)	Posted	Valid	MODACRL
15100	0000005893	06/27/2012	0	(blank)	Posted	Valid	FULLACRL
15100	0000005900	06/28/2012	0	(blank)	Valid	Error	ACTUALS
15100	0000005902	06/28/2012	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000005907	06/29/2012	0	(blank)	Posted	Valid	ACTUALS



Journal Inquiry

You can view details for journal header and journal lines using the **Journal Inquiry – Journal Inquiry Details** page.

You can navigate to this inquiry using the following path:

Main Menu > General Ledger > Review Financial Information > Journals

The screenshot shows the 'Journal Inquiry' web application interface. At the top, there is a blue header with the 'CARDINAL' logo on the left and navigation links for 'Home', 'Worklist', and 'Add to Favorites' on the right. Below the header is a breadcrumb trail: 'Favorites | Main Menu > General Ledger > Review Financial Information > Journals'. On the right side of the breadcrumb trail, there are icons for 'New Window', 'Help', and 'Customize P'. The main content area is titled 'Journal Inquiry' and contains a 'Journal Criteria' section. This section has a grid of input fields for various search criteria, each with a magnifying glass icon. The fields are: Inquiry (02GL0205), *Unit (15100), *Ledger (ACTUALS), *Year (2013), *From Period (1), *To Period (12), Suspense Status, Journal ID, Date, Status, Source (EX), Currency, Stat, Document Type, User, Document Sequence, Sort By (Journal Id), Max Rows (100), and Attachment Exist. At the bottom of the criteria section are three buttons: 'Search', 'Delete', and 'Clear'.

Journal Criteria						
Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
02GL0205	15100	ACTUALS	2013	1	12	
Journal ID	Date	Status	Source	Currency	Stat	Document Type
			EX			
User	Document Sequence		Sort By	Max Rows	Attachment Exist	
			Journal Id	100		

Search Delete Clear



Journal Inquiry Details (with Drill to Source)

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Review Financial Information](#) > [Journals](#)

[New Window](#) [Help](#) [Customize Page](#) [http](#)

Journal Inquiry

Journal Inquiry Details

[Ledger Criteria](#)

Go To: [Journal Criteria](#)

Journal Header

Journal ID:	EX00006145	Date:	07/23/2012	Schedule:	
Ledger Group:	ACTUALS	Original Date:	07/23/2012	Process:	No Request
Source:	EX	Date Posted:		Total Lines:	4
Journal Status:	Valid	Reversal Date:		User ID:	AA_CARDINAL_BATCH_GL
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	15100
Doc Seq:		Budget Status:	Valid	View Attachment (0)	

Long Description:

All Lines
 From/To

 From Line: To Line:
Query Journal Lines

Totals by Currency [Find](#) | [View All](#) | [First](#) [Last](#)

Currency:	USD Debit Amount:	144.93	Credit Amount:	144.93	Net:	0.00
------------------	--------------------------	---------------	-----------------------	---------------	-------------	-------------

Journal Line [Customize](#) | [Find](#) | [View All](#) | [First](#) [Last](#)

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Task
	1	Expense Sheet Close	-74.93	USD	5012820	01000	737004	95200		
	2	Expense Sheet Close	74.93	USD	205025	01000		99999		
	3	Expense Sheet Close	-70.00	USD	5012850	01000	737004	95200		
	4	Expense Sheet Close	70.00	USD	205025	01000		99999		



Drill to Source – ChartFields

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Process Expenses > Review Payments > Journal Entries
New Window | Help | Customize Page | http

Journal Entries

Journal ID

Business Unit	15100	Journal	EX00006145	Date	07/23/2012
Ledger	ACTUALS	Line	1	Line Descr	Expense Sheet Close GL Journal

Chartfields Customize | Find | View All | First 1 of 1 Last

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project
5012820	01000	737004	95200								

Base Currency	USD	Base Amount		-74.93
Currency	USD	Transaction Amount		-74.93
Statistics Code		Statistic Amount		

Journal Entry Detail

Unit	Type	ID	Line Nbr	Details	Acctg Date	Fund	Program	Department	Cost Center	Task	FIPS	Asse
15100	Expense Report	0000007344	1		06/25/2012	01000	737004	95200				



Ledger Inquiry Page

The **Ledger Inquiry page** is used to review ledger information. Please note that commitment control and summary ledgers are not available on this page.

You can navigate to this inquiry using the following path:

Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: 02GL0205

*Unit: 15100

*Ledger: ACTUALS

*Fiscal Year: 2013

*From Period: 1

*To Period: 12

Currency: []

Stat Code: []

Show YTD Balance

Show Transaction Details

Include Closing Adjustments

Only in Base Currency

Max Ledger Rows: 100

Buttons: Search, Clear, Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	[]	[]	Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Asset	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Task	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
FIPS	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Agency Use 2	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate	[]	[]	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998



Ledger Inquiry Page (continued)

The **Ledger Inquiry** page fields are explained below:

Fields	Description
Show YTD Balance	If you select this checkbox, the inquiry returns year-to-date balances for specified ChartFields for a period. Do not select this checkbox and the inquiry returns individual balances for period and account that are displayed in order by period.
Show Transaction Details	Select to see the ledger data along with the journal transactions that contributed to the balance.
Include Closing Adjustments	Select this option to include closing balances (period 999) along with the current open period amounts.
Max Ledger Rows	Indicates the maximum number of rows to display. You can override the default of "100" with any number <=300 rows of data that you can display in a scroll area.
Delete	Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry.
ChartField	Enter a ChartField value for one or more ChartFields to review specific data in a ledger.
ChartField Value Set	Select a predefined set of selection criteria for a given ChartField.
Sum By	You are required to select at least one ChartField to sum by. If you do not, you receive an error message when you select the Search button. Period is always included in the sum by and is always the first column in the inquiry results. If you select all ChartFields available in the ChartField Criteria for Sum By and the Show Transaction Details checkbox is not checked, the result is a display of each row in the ledger that meets your criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code.
Value Required	Select this check box to filter out ChartFields with blank values. This check box is available only when the Sum By checkbox is selected. It is also unavailable for selection but is automatically selected by Cardinal if the ChartField Account has Sum By selected.
Order By	Determine the sort order of the ChartFields in the result page by the order in which you select Sum By for each ChartField.
Sel (select)	Select specific adjustment periods by checking its checkbox from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year.
Period	Adjustment periods are displayed based on those available for the selected ledger and fiscal year.



Ledger Inquiry – Ledger Summary Page

The **Ledger Summary** page fields are explained below.

Fields	Description
Ledger Detail Drill - Down ChartField Display	Click this link to select the ChartFields that you want to display when you drill into the Ledger Detail .
Activity	Click this link to view transaction details on the Ledger Inquiry - Transaction Details page.
Detail	Click this link to view ledger details on the Ledger Inquiry - Ledger Details page.



Ledger Inquiry – Ledger Summary Page

The **Ledger Summary** displays results from the Ledger Inquiry.

CARDINAL Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

New Window | Help | Customize Pa

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

▶ Ledger Criteria

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Summary Find | View All First 1 of 1 Last

Ledger Amount by Currency Customize | Find First 1-21 of 21 Last

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	Activity	Detail	101010	Cash With The Treasurer Of VA	290,259.58	USD	290,259.58	USD
1	Activity	Detail	111220	Parking Fee Suspense Account	-2,527.00	USD	-2,527.00	USD
1	Activity	Detail	131030	Petty Cash Advances	1,000.00	USD	1,000.00	USD
1	Activity	Detail	182720	Construction In Progress	1,200,000.00	USD	1,200,000.00	USD
1	Activity	Detail	183700	Equipment	34,823.00	USD	34,823.00	USD
1	Activity	Detail	183730	Accm Depreciation - Equipment	-26,983.21	USD	-26,983.21	USD
1	Activity	Detail	205025	Accts Payable-AP/EX Accruals	-133.99	USD	-133.99	USD



Lesson 4: Summary

In this lesson, you learned how to:

- Navigate to the key reports and online inquiries



Course Summary

In this course, you learned to:

- Identify key journal entry concepts
- Understand the overall journal entry process
- Enter Agency to Agency transfer (ATA) journals
- Understand how journal processing integrates with other Cardinal modules and interfaces with external systems
- Create journal entries in Cardinal
- Create and upload a spreadsheet journal
- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitoring journal status
- Navigate to the key reports and online inquiries



Course Evaluation

Congratulations! You have successfully completed the **GL332: Processing Journal Entries** course. Please use the evaluation link to assess this course.



Appendix

- Key Terms
- Flow Chart Key



Key Terms

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

Business Unit – An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

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

Combination Edits – Rules that determine which ChartField values are required, or not allowed, in combination, in order for an accounting entry to be posted.

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

Journal – An entry used to post accounting entries to a ledger.



Key Terms (continued)

Journal Date: The date of the journal transaction which drives the accounting period and fiscal year.

Journal Header: Includes the overall journal information such as the ledger, the journal source, long and short descriptions, and more.

Journal ID: A sequentially generated number for online journals, sub-module journals, and interfaced transactions.

Journal Lines: A reference to each accounting line entered in the General Ledger **Create Journal Entries** page, consisting of appropriate ChartField and accounting values.

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

Run Control – An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run.

Workflow – A tool in Cardinal that routes a transaction electronically for approval via a Worklist.

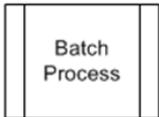


Flow Chart Key

FLOW CHART KEY



Depicts a process step or interface.



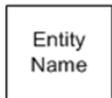
Specifies a batch process.



Depicts a process or step that is performed manually.



Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.



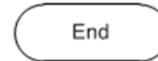
Specifies an entity (person, organization, etc.).



Depicts a process.



Indicates point at which the process begins. Does not represent any activity.



Indicates point at which the process ends. Does not represent any activity.



Depicts a document of any kind, either electronic or hard copy



Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.



Connects steps between business processes.