



GL334: Processing Budget Journals

Instructor Led Training



Welcome

Welcome to Cardinal Training!

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 budget 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 Statewide Security handbook for a list of available roles and descriptions.

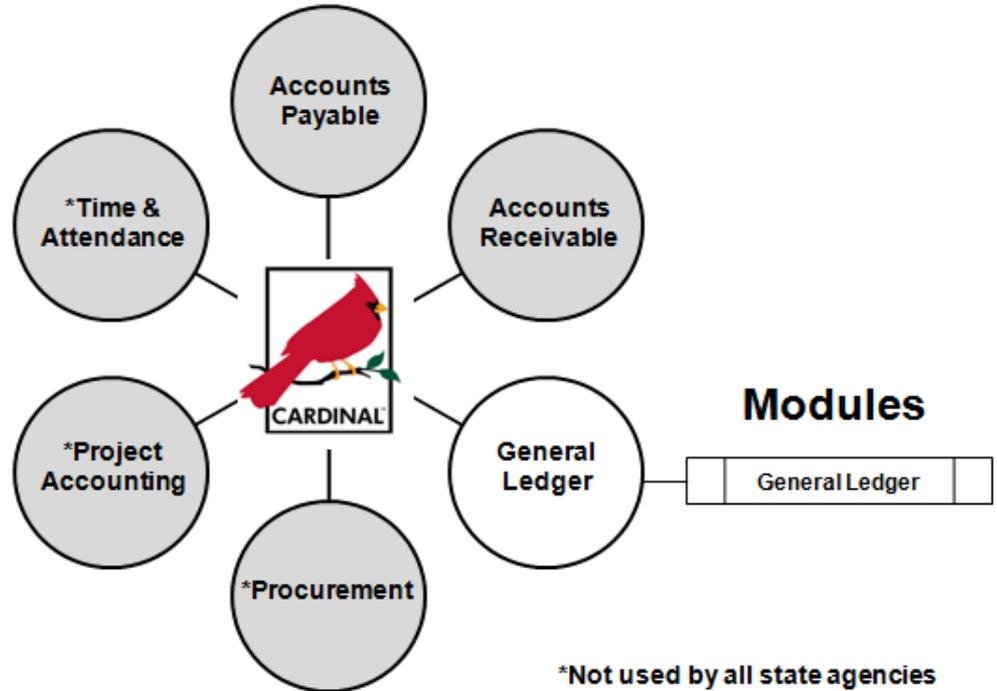


Introduction

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:

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



Agenda

Today, we will cover the following lessons:

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



Lesson 1: Understanding Budget Journals

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

- Key Concepts
- Budget Process
- Integration and Interfaces



Key Concepts – Statewide Budget Structures

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

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

- **Appropriation budget structure** - this is the highest level of budgetary control established for the Commonwealth. The Appropriation budget is established at a summary level of the ChartFields, while agency budgets are typically established at a lower level of detail. All appropriations authorized by the General Assembly are controlled by this budget structure and include the executive budget, capital budget, and other special appropriations. This budget structure assures that spending does not exceed the amount authorized by the General Assembly.
- **Allotment budget structure** – this is used to limit spending level authority. The structure is configured as a child of the appropriation budget so that the total of the allotment budget lines cannot exceed the parent budget. The difference between the appropriation budget and the related allotment budget is the unallotted amount.



Key Concepts – Statewide Budget Structures (continued)

- **Operating Plan budget structure** – used to budget to a lower level than the Appropriation budget structure. Agencies are required to submit their operating plan budgets to the Department of Planning and Budget (DPB).
- **Statewide Revenue Estimate budget** – used to track the recognition and collection of revenues against the Commonwealth’s Official Revenue Estimate.



Key Concepts - Agency Budget Structure

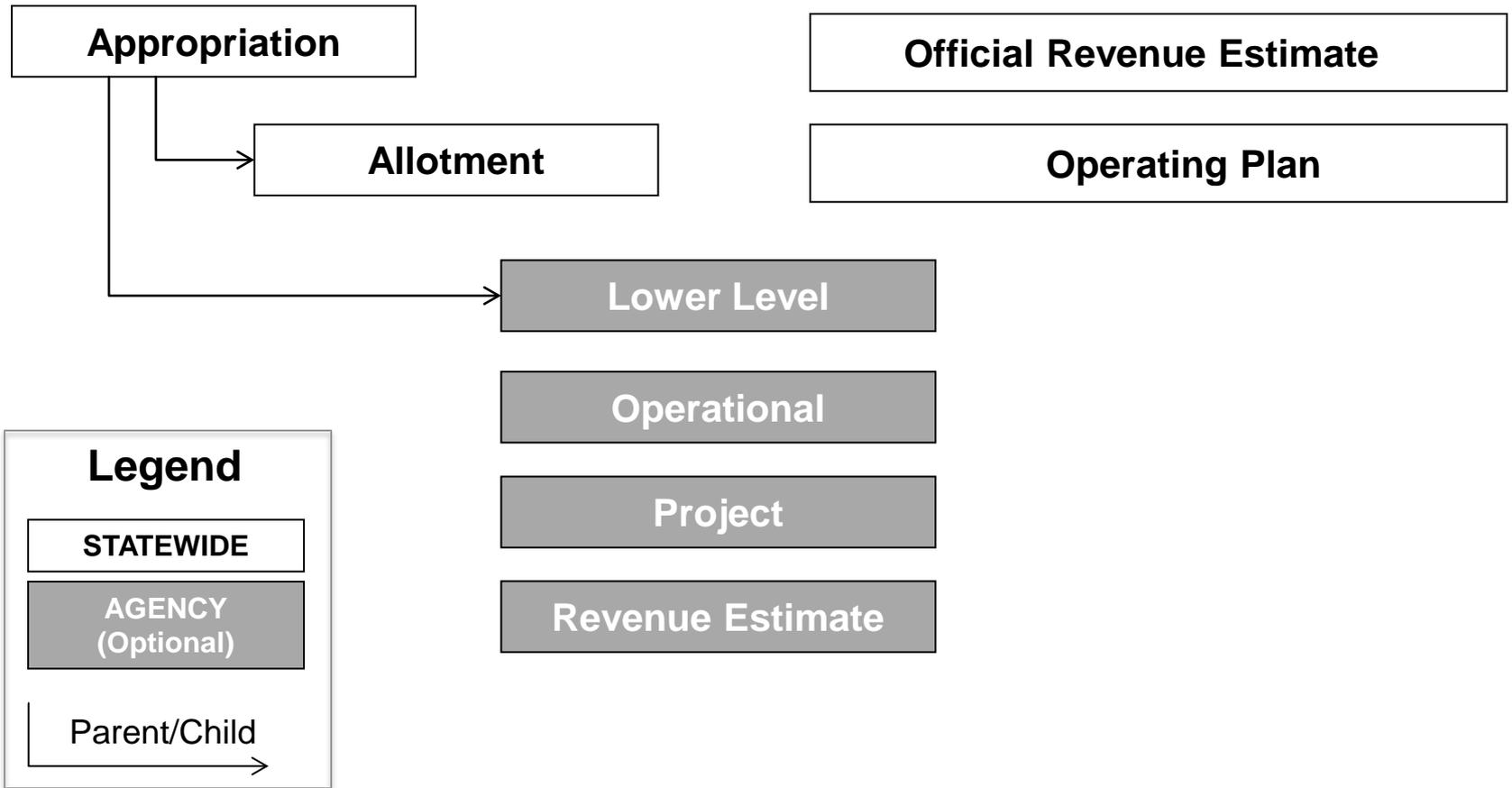
Agency budgets are established at a more detailed level than the statewide budgets. Agency annual budget calendars are aligned with the fiscal calendar.

Agency budget structures are created and maintained by the agency and may include:

- Agency lower level budget (expenditure budget) is a breakdown of the appropriation budget that can be used by agencies to manage or control agency budgets. This budget level is created as a child to the statewide parent budget.
- Agency operational budget (expenditure budget) is the detailed agency operating budget structure.
- Agency project budget (expenditure budget) is a project level budget, and optionally a task level budget
- Agency revenue estimate budget (revenue budget) is used to track the recognition and collection of revenues against a revenue estimate at an agency level.



Cardinal Budget Structures





Budget Control Options

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

Control

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

Track With Budget

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

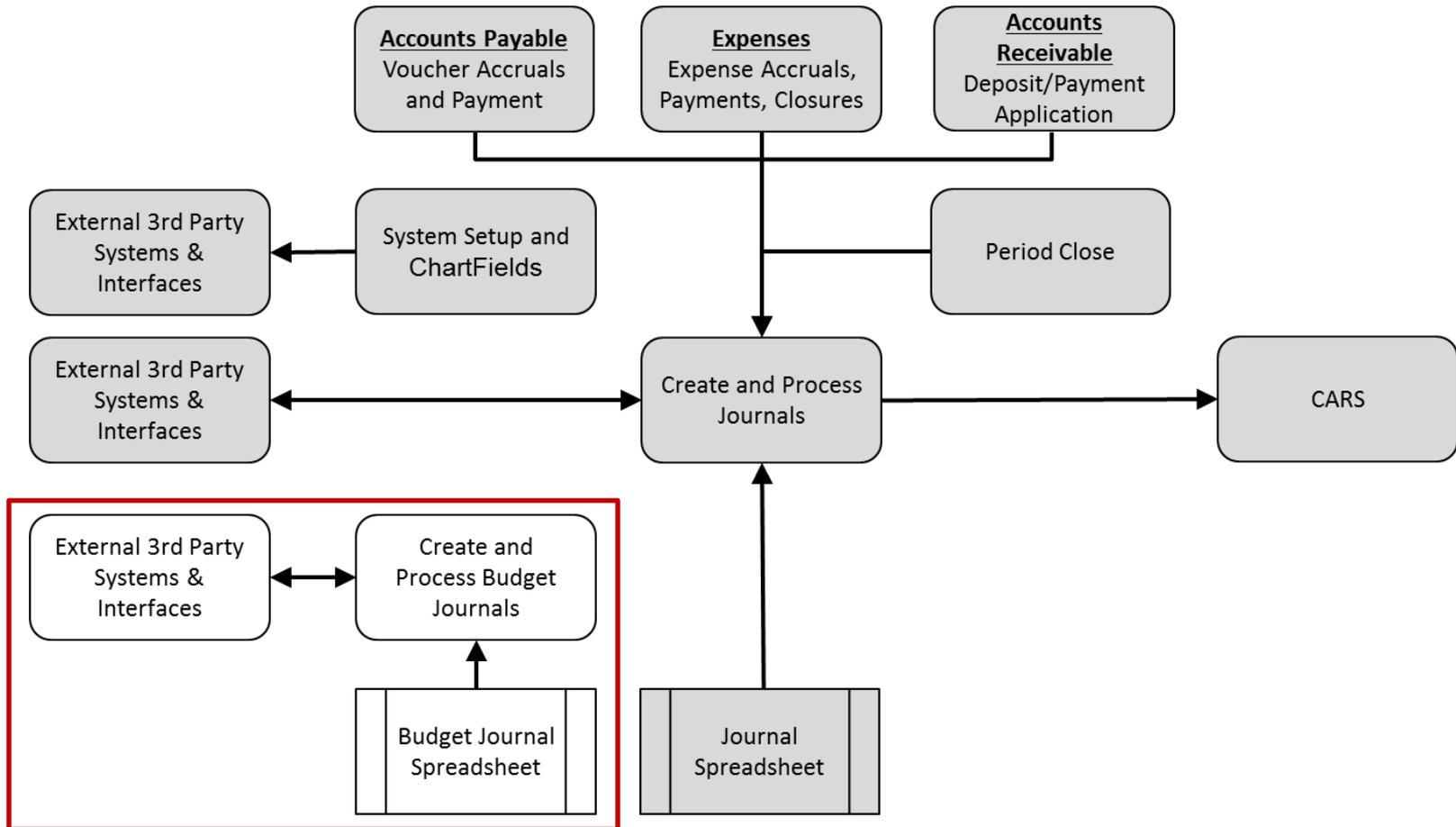
Track Without Budget

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



General Ledger End-to-End Process

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





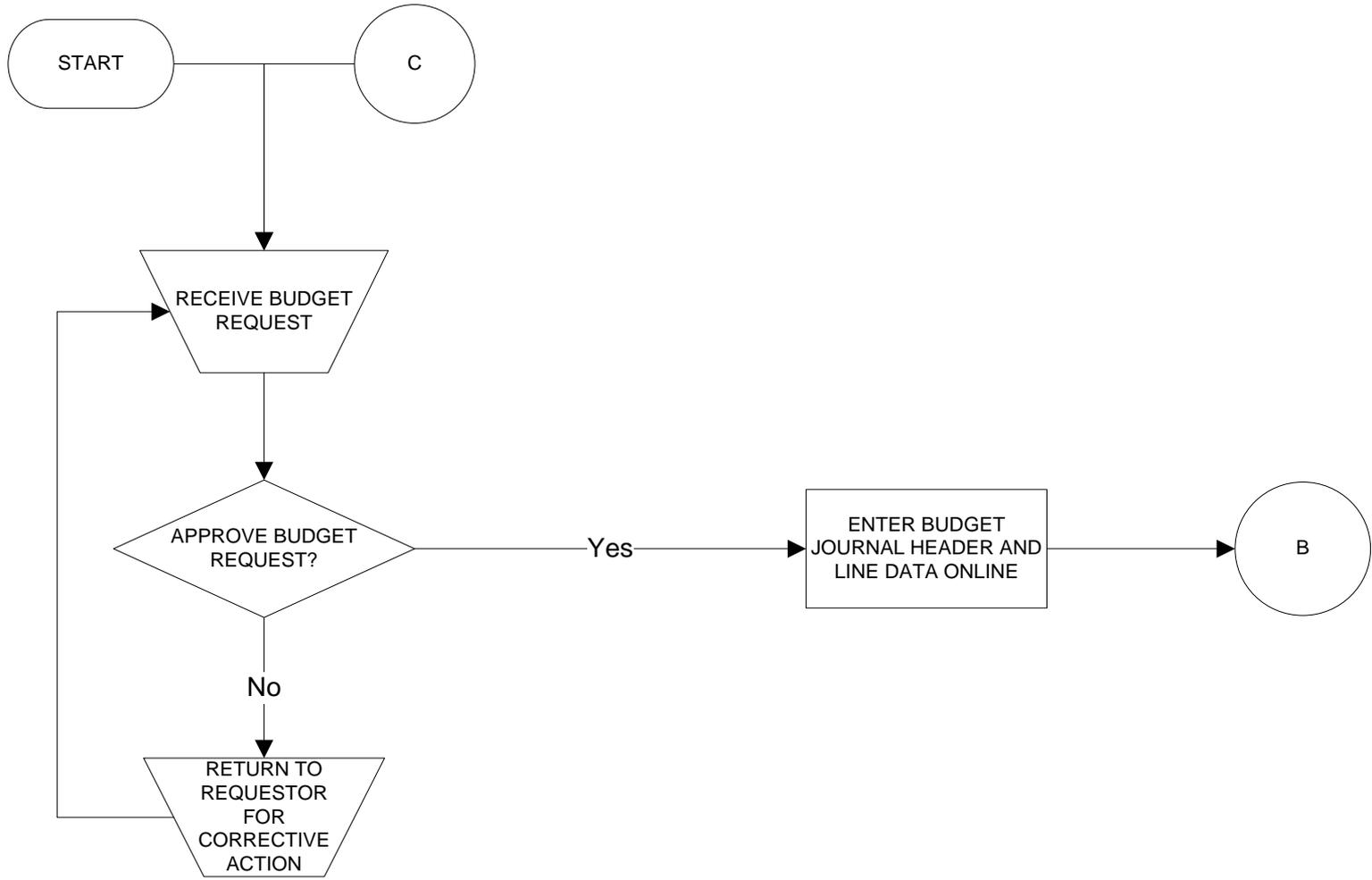
Create Budget Journals Process

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

- **Manually:** Journals can be manually entered online to establish or change the budgeted amount.
- **From a Spreadsheet:** Journals can be entered using a spreadsheet upload to establish or change the budgeted amount.
- **From Inbound External 3rd Party Systems:** DPB sends budget entries in the designated file format. The files are staged and uploaded in a batch process to create budget journals.



Create Manual Budget Journals Process

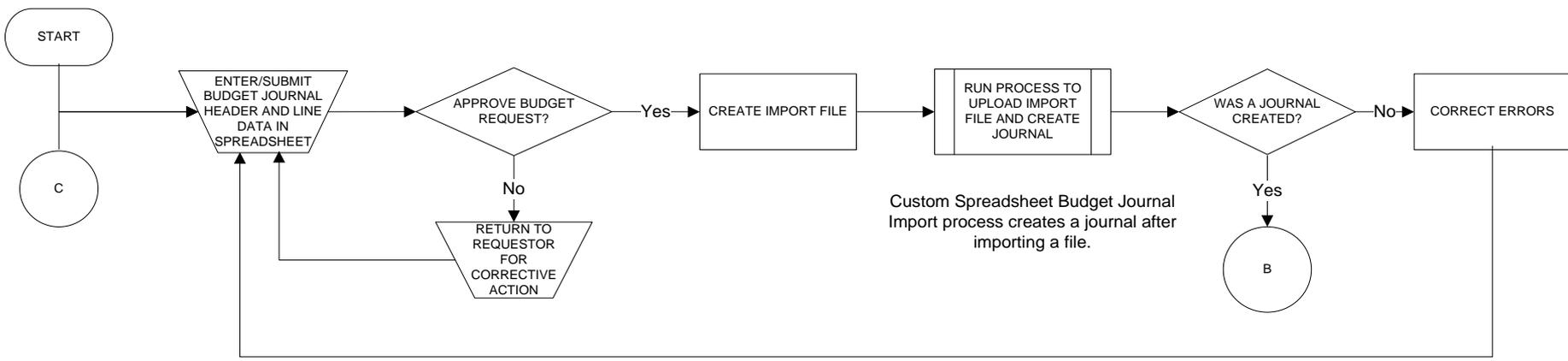


Budget requests will be manually approved prior to a budget journal being created.

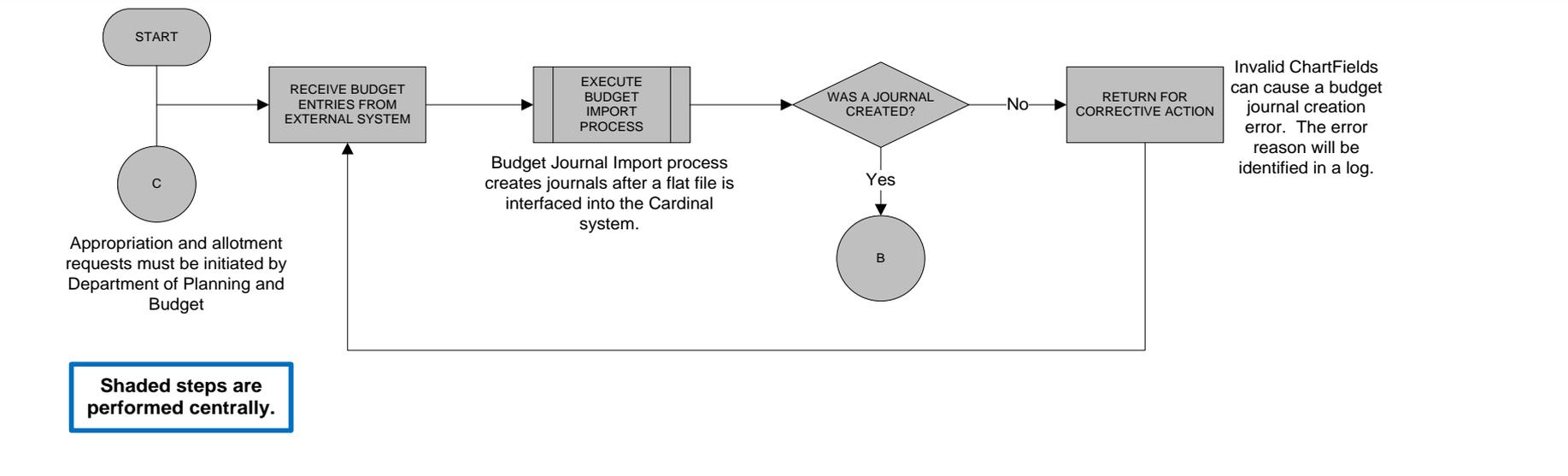


Create Batch Budget Journals Process

Spreadsheet Budget Journals

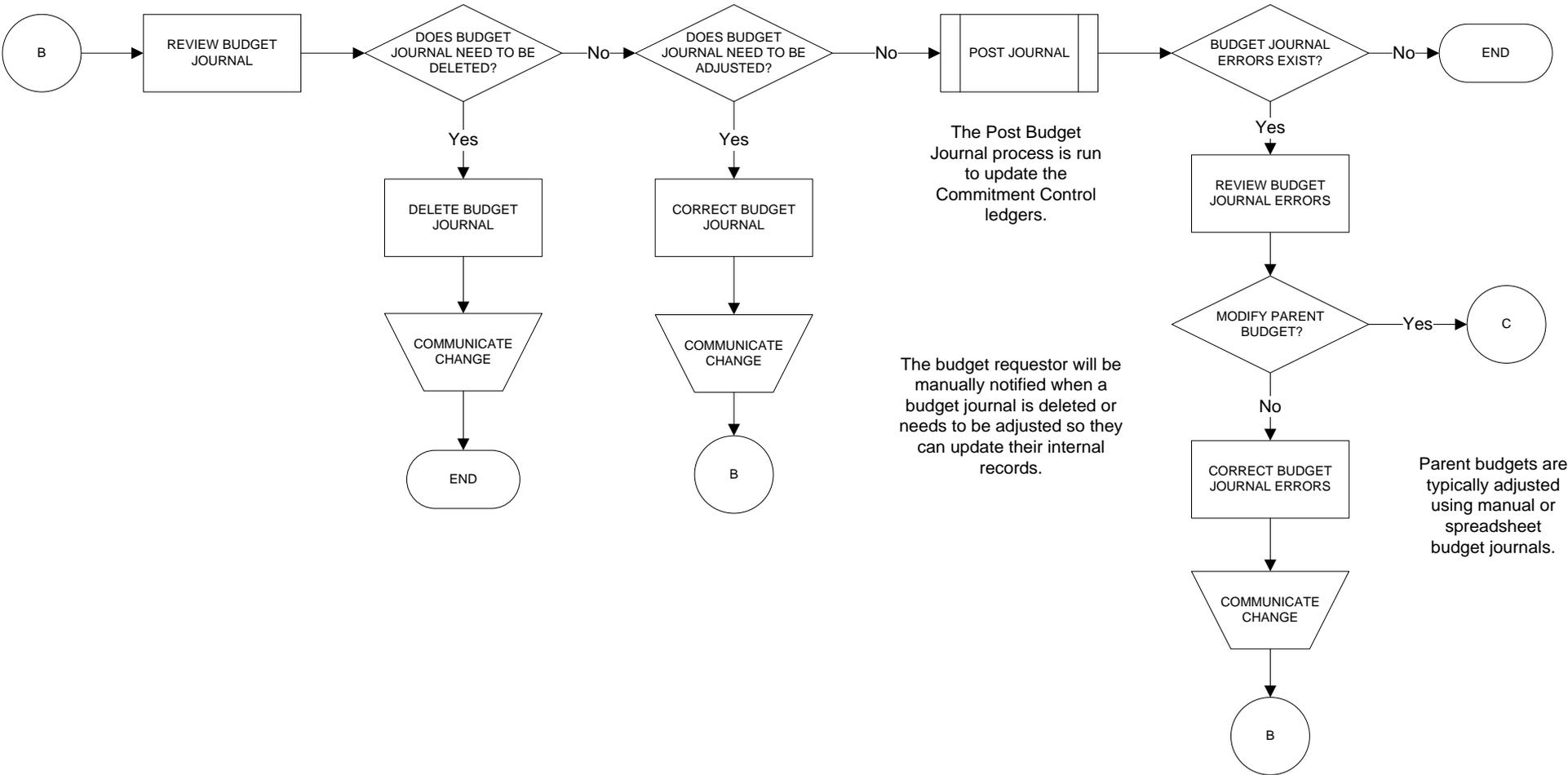


From External Systems (Performance Budgeting)



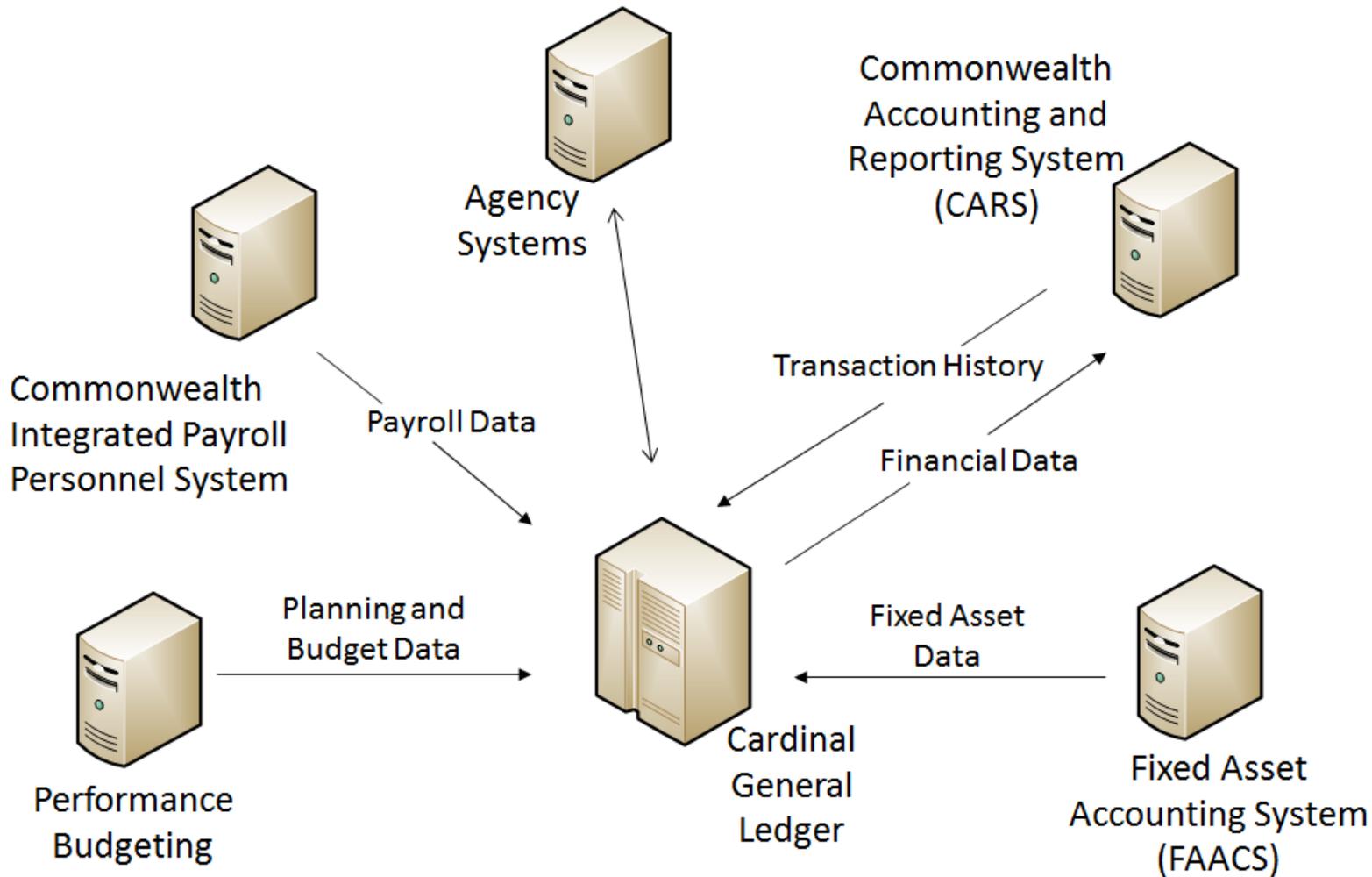


Process Budget Journals





Interfaces





Lesson 1: Summary

In this lesson, you learned:

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



Lesson 2: Creating Budget Journals

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

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



Creating a Manual Budget Journal

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

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

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

Upon saving, a number of checks are performed by Cardinal and if the budget journal contains errors, you will need to correct them before posting.



Creating a Manual Budget Journal (continued)

You can create and update budget journals from the **Commitment Control Budget Journals** page.

You can navigate to this page using the following path:

Main Menu > Commitment Control > Budget Journals

You can create an online budget journal by either entering the data manually or by copying an existing budget journal. To enter a new budget journal click the **Enter Budget Journals** link.

The screenshot displays the CARDINAL web application interface. At the top left is the CARDINAL logo. The top right navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar is a breadcrumb trail: Favorites | Main Menu > Commitment Control > Budget Journals. The main content area is titled 'Budget Journals' and features a folder icon. Below the title, there is a section for 'Access Commitment Control budget journals.' containing three links: 'Enter Budget Journals' (highlighted with a red box), 'Enter Budget Transfer', and 'Upload Spreadsheet Budget Jrm'. Each link includes a brief description of its function.



Entering Budget Journals

Enter the following information:

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

CARDINAL

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

Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit: 15100

Journal ID: NEXT

Journal Date: 08/07/2012

Add

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



Entering Budget Journals – Budget Header

The **Enter Budget Journals** page allows you to enter or adjust a budget entry. The **Budget Header**, **Budget Lines** and **Budget Errors** tabs are displayed.

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

Other values can be:

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

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

Budget Header | Budget Lines | Budget Errors

Unit:	15100	Journal ID:	NEXT	Date:	08/07/2012
*Ledger Group:	<input type="text"/>	Fiscal Year:	2013	Period:	2
Control ChartField:		*Currency:	USD	Rate Type:	<input type="text"/>
Budget Header Status:	None				



Entering Budget Journals – Budget Header (continued)

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

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

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

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

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

Budget Header | Budget Lines | Budget Errors

Unit: 15100 Journal ID: NEXT Date: 08/07/2012

*Ledger Group: CC_OPRL Fiscal Year: 2013 Period: 2

Control ChartField: Fund *Currency: USD

Budget Header Status: None Rate Type: CRRNT

*Budget Entry Type: Original Exchange Rate: 1.00000000

Cur Effdt: 08/07/2012

Budget Type: Expense

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type: [Dropdown]

Long Description: [Text Area]

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors



Entering Budget Journals – Budget Lines

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

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

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

The screenshot shows the 'Enter Budget Journals' page in the CARDINAL system. The 'Budget Lines' tab is selected and highlighted with a red box. The page displays the following information:

- Unit:** 15100
- Journal ID:** NEXT
- Date:** 08/07/2012
- Budget Header Status:** None
- *Process:** Post Journal (dropdown menu)
- Process** button

The 'Lines' section is highlighted with a red border and contains a table with the following data:

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Set Options	Entry Event	Currency
<input type="checkbox"/>	1	C_OPR_B	2013		5011110	01000	9999999	99999	Set Options		USD

Below the table, there are controls for 'Lines to add' (set to 1), 'Journal Line Copy Down', 'From Line', 'To', and a 'Generate Budget Period Lines' button.

The 'Totals' section shows:

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
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At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Notify', 'Refresh', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom reads: Budget Header | Budget Lines | Budget Errors.



Using the Journal Line Copy Down Function

The **Journal Line Copy Down** function allows you to select the fields you want to copy to the next journal entry line on the **Budget Lines** tab.

You can use this functionality to speed up data entry for all the budget lines you need to enter on your budget journal.

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

The screenshot displays the CARDINAL web application interface. At the top, there is a navigation bar with the CARDINAL logo and the text 'Home | Worklist | Add to Favorites | Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals'. The main content area has three tabs: 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Lines' tab is active and highlighted with a red box. Below the tabs, there are fields for 'Unit: 15100', 'Journal ID: NEXT', 'Date: 08/07/2012', and 'Budget Header Status: None'. There is also a '*Process:' dropdown menu set to 'Post Journal' and a 'Process' button. A 'Lines' section is visible, containing a table with columns: 'Delete', 'Line', 'Ledger', 'Budget Period', 'SpeedType', 'Account', 'Fund', 'Program', 'Department', 'Set Options', 'Entry Event', and 'Currency'. The table has one row with the following values: '1', 'C_OPR_B', '2013', '5011110', '01000', '9999999', '99999', 'Set Options', and 'USD'. Below the table, there is a 'Lines to add:' section with a '1' in a box, a '+' button, a '-' button, and a 'Journal Line Copy Down' link highlighted with a red box. To the right of this is a 'From Line:' and 'To:' section with empty boxes and a 'Generate Budget Period Lines' button. At the bottom, there is a 'Totals' section with a table showing 'Total Lines: 1', 'Total Debits: 0.00', and 'Total Credits: 0.00'. At the very bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Using the Journal Line Copy Down Function (continued)

To copy down a budget journal line:

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

Journal Entry Copy Down Option

Select All Deselect All

Customize | Find | First 1-12 of 12 Last

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

OK Cancel Refresh



Using the Journal Line Copy Down Function (continued)

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

The screenshot displays the 'Enter Budget Journals' page in the CARDINAL system. The interface includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area shows 'Budget Header' and 'Budget Lines' tabs. The 'Budget Lines' tab is active, displaying a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Program, Department, Set Options, Entry Event, and Currency. A single line is visible with Line ID 1, Ledger C_OPR_B, Budget Period 2013, Account 5011110, Fund 01000, Program 9999999, and Department 99999. Below the table, the 'Lines to add' field is highlighted with a red box, containing the value '1' and '+' and '-' buttons. To the right of this field is a link labeled 'Journal Line Copy Down'. Further right, there are 'From Line:' and 'To:' fields, and a 'Generate Budget Period Lines' button. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.



Copying a Budget Journal

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

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

- Access the existing budget journal you want to copy to a new budget journal using this path: **Commitment Control > Budget Journals > Enter Budget Journals**
- Click the **Find an Existing Value** tab and search for the **Journal ID** you want to copy.
- Once you have accessed the budget journal, click the **Budget Lines** tab. Select **Copy Journal** from the **Process** drop-down menu and click the **Process** button to open the **Budget Journal Copy** page.

Navigation: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Tab: Budget Header | **Budget Lines** | Budget Errors

Unit: 15100 Journal ID: 0000029513 Date: 05/20/2014 Budget Header Status: Posted

*Process: Copy Journal Process

Lines

Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Set Options	Entry Event	Currency	Amount
1	C_OPR_B	2014		5015550	01000	9999999	99999	Set Options		USD	318.00

From Line: To: Generate Budget Period Lines



Copying a Budget Journal (continued)

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

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

Budget Journal Copy

Business Unit:	15100	*New Journal ID:	NEXT
Ledger Group:	CC_OPRL	*New Journal Date:	05/27/2014
Journal ID:	0000029513	Currency Effective Date:	
Journal Date:	05/20/2014	*Budget Entry Type:	Original

Parent Budget Options

*Parent Budget Entry Type:

Save original journal and Copy

OK Cancel Refresh



Copying a Budget Journal (continued)

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

The screenshot displays the CARDINAL web application interface for entering budget journals. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals. The interface includes tabs for Budget Header, Budget Lines, and Budget Errors. The Budget Header section shows: Unit: 15100, Journal ID: 0000098845, Date: 07/24/2015, Budget Header Status: Incomplete, and *Process: Post Journal (with a Process button). A message dialog box is open, displaying the following text: "Please save this newly copied journal to invoke security check (18021,982). The newly copied journal has an initial status of 'Incomplete'. Please save this journal to invoke commitment control security check." with an OK button. Below the message, the Budget Lines table is visible with two lines:

Delete	Line	X	Ledger	Budget Per
<input type="checkbox"/>	1	X	C_OPR_B	2015
<input type="checkbox"/>	2	X	C_OPR_B	2015

At the bottom of the interface, there is a Totals section showing: Total Lines: 2, Total Debits: 0.00, and Total Credits: 800.00. A Save button is highlighted with a red box. Other buttons include Return to Search, Notify, Refresh, Add, and Update/Display.



Entering a Budget Transfer

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

You can navigate to the **Enter Budget Transfer** page using the following path:

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

The screenshot displays the Cardinal web application interface. At the top left is the 'CARDINAL' logo with a red cardinal bird. To the right of the logo are navigation links: 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the logo is a breadcrumb trail: 'Favorites', 'Main Menu >', 'Commitment Control >', and 'Budget Journals'. The main content area is titled 'Budget Journals' and contains a folder icon and the text 'Budget Journals'. Below this, it says 'Access Commitment Control budget journals.' There are three main options listed, each with a document icon: 'Enter Budget Journals' (Create and update budget journals.), 'Enter Budget Transfer' (Enter information related to transferring budgets.), and 'Upload Spreadsheet Budget Jrn' (Request the upload of budget journals from a spreadsheet). The 'Enter Budget Transfer' option is highlighted with a red rectangular box.



Entering a Budget Transfer (continued)

The **Enter Budget Transfer** page has the same fields as the **Enter Budget Journals** page. You process and post transfers just as you do regular budget entries, with the following exceptions:

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

The screenshot shows the 'Enter Budget Transfer' page in the CARDINAL system. The page is divided into three tabs: 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Header' tab is active. The form contains the following fields and values:

- Unit: 15100
- Journal ID: NEXT
- Date: 02/04/2014
- *Ledger Group: (empty)
- Fiscal Year: (empty)
- Period: (empty)
- Control ChartField: (empty)
- *Currency: USD
- Rate Type: (empty)
- Budget Header Status: None
- *Budget Entry Type: Transfer Adjustment (highlighted with a red box)
- Exchange Rate: 1.00000000
- Cur Effdt: 02/04/2014
- Budget Type: (empty)

Below these fields is a section for 'Parent Budget Options' with the following options:

- Generate Parent Budget(s)
- Use Default Entry Event
- Parent Budget Entry Type: (empty)

A 'Long Description' field is located at the bottom of the form. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom reads: Budget Header | Budget Lines | Budget Errors.



Simulation: Creating a Manual Budget Journal

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





Hands on Practice – Creating a Manual Budget Journal

This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



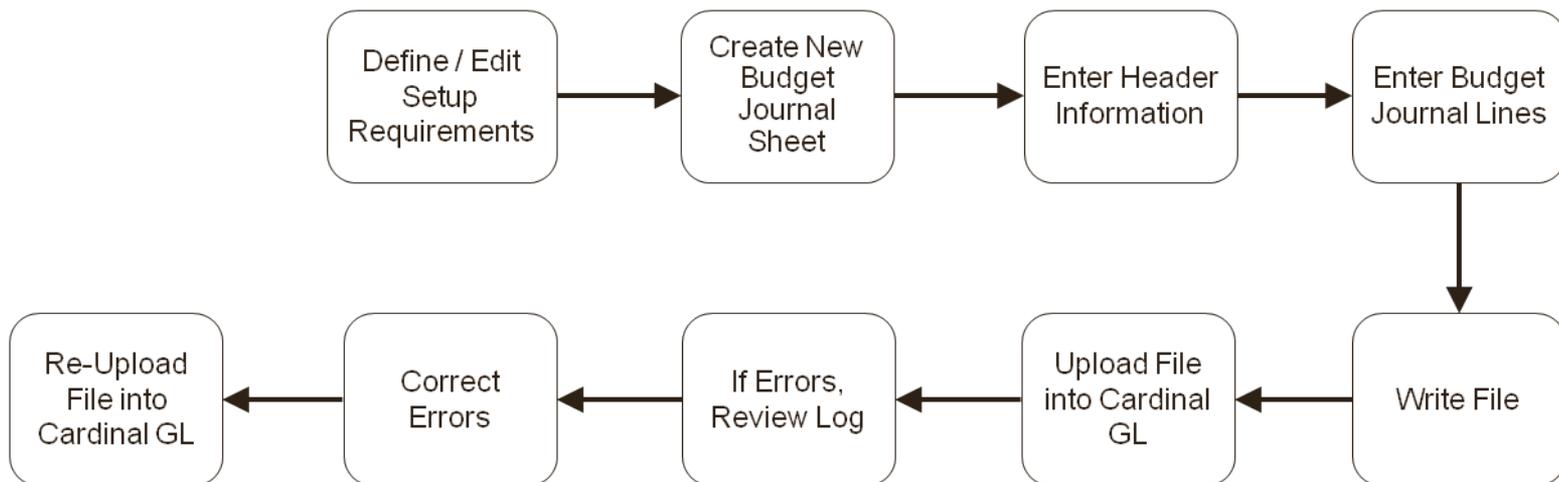
Spreadsheet Budget Journals

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

The Budget Spreadsheet Upload Tool is an Excel template that allows you to enter budget journals offline and then import them into Cardinal.

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

The diagram shows the spreadsheet journal process.





Prerequisites

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

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

- **V_BUDJRNL4.xls:** This is the budget journal workbook that you use to create and import budget journals. You can rename this file, if you want.
- **BudMcro3.xla:** This is the Visual Basic code library and dialog control.

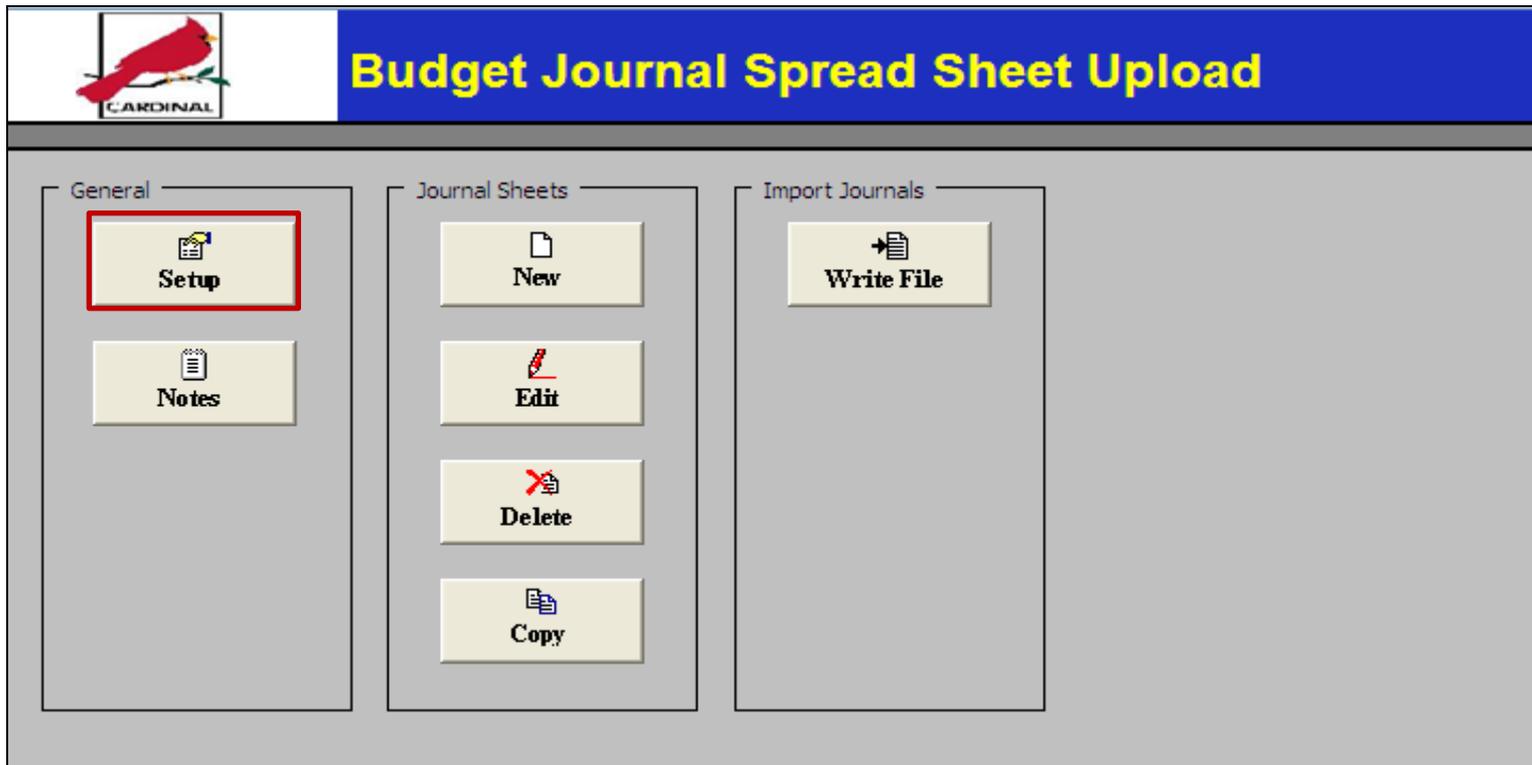
You can create multiple journal workbooks by saving a clean V_BUDJRNL4.xls file as V_BUDJRNL_XX.xls, David.xls or Taylor.xls, for example. However, the macro sheet file, BudMcro3.xla, must not be changed or renamed, and must be placed in the same folder as the V_BUDJRNL4.xls budget journal workbook and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



Define/Edit Setup Requirements

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

Click on the **Setup** button.





Define/Edit Setup Requirements (continued)

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

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

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

Click the **OK** button.

The screenshot shows a dialog box titled "Define Options and Defaults" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Header Defaults:** This section is highlighted with a red border. It contains three text input fields: "Business Unit" with the value "15100", "Date" with the value "12/11/2014", and "Ledger Group" with the value "CC_OPRL".
- AutoGen Lines:** A checkbox labeled "AutoGen Lines" is checked.
- General Options:** A section containing a "Language" dropdown menu currently set to "English".
- Buttons:** "OK" and "Cancel" buttons are located on the right side of the dialog. The "OK" button is highlighted with a red border.



Creating a New Budget Journal Sheet

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

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

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

The screenshot shows the 'Budget Journal Spread Sheet Upload' application window. The title bar is blue with the Cardinal logo and the text 'Budget Journal Spread Sheet Upload'. The main area is divided into three panels: 'General' with 'Setup' and 'Notes' buttons; 'Journal Sheets' with 'New', 'Edit', 'Delete', and 'Copy' buttons; and 'Import Journals' with a 'Write File' button. The 'New' button in the 'Journal Sheets' panel is highlighted with a red box. A dialog box titled 'New Budget Journal Sheet' is open in the foreground, featuring a text input field for the name, an 'OK' button, and a 'Cancel' button. The 'OK' button and the text input field are also highlighted with red boxes.



Creating a New Budget Journal Sheet - Journal Header

The **Budget Journal Upload** page displays.

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

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

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

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

Click the **OK** button.

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

New Budget Journal Header

Unit: 15100

Journal ID: []

Journal Date: 12/11/2014

Ledger Group: CC_OPRL

Budget Entry Type: []

User ID: []

Description: []

OK

Cancel



Creating a New Budget Journal Sheet - Journal Lines

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

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

Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID
1	15100	C_OPR_B	5015550	2015	01000		60400403	91100
2	15100	C_OPR_B	5022150	2015	01000		60400403	91100

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

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



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 Cardinal's General Ledger.

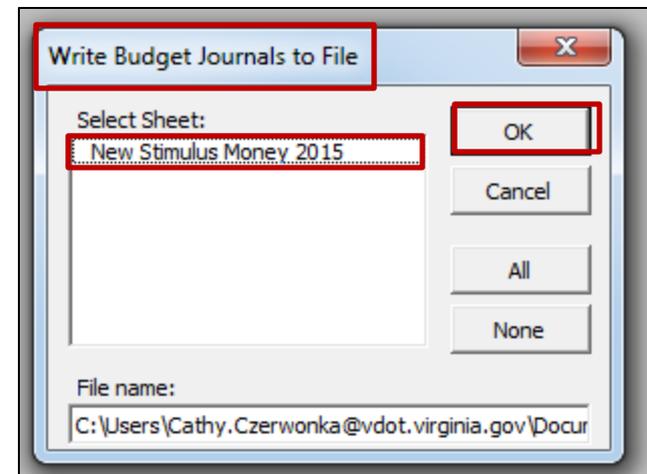
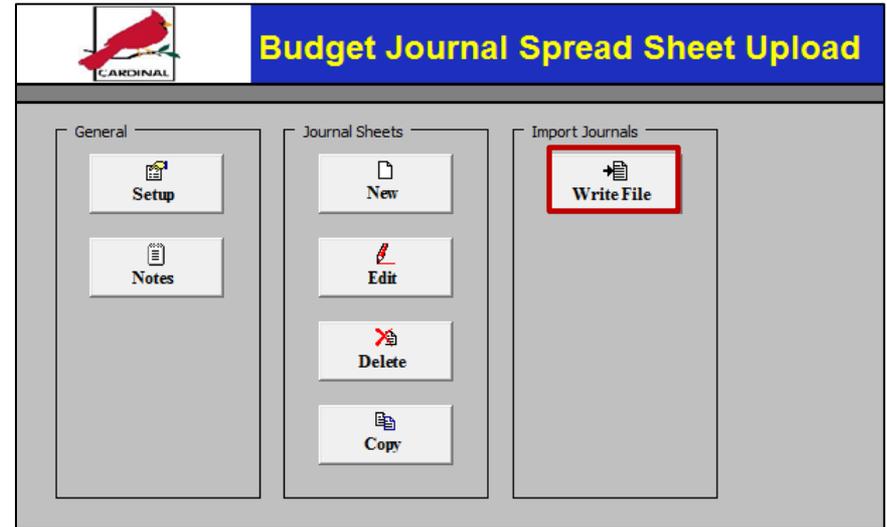
This is done on the **Budget Journal Spread Sheet Upload** page by clicking the **Write File** button.

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

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

Click **OK**.

Click the **Close** button to close the Excel spreadsheet.





Uploading File into Cardinal GL (continued)

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

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

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

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

CARDINAL

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

Budget Journal Upload

Find an Existing Value | Add a New Value

Run Control ID: Budget_Journal_Upload

Add

Find an Existing Value | Add a New Value



Uploading File into Cardinal GL (continued)

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

The **File Attachment** box displays.

Click the **Browse** button to find the location of the Excel file you want to upload, and select it.

Click the **Upload** button.

The screenshot shows the CARDINAL web application interface. The breadcrumb navigation is: Favorites | Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jml. The 'Budget Upload' tab is selected and highlighted with a red box. Below the tab, the 'Run Control ID' is 'Budget_Journal_Upload'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Process Request Parameters' section contains a 'Journal ID Mask' input field. Below this, there are 'Add', 'Delete', and 'View' buttons, with the 'Add' button highlighted by a red box. An 'Attached File:' label is present. At the bottom, there are 'Save', 'Notify', '+ Add', 'Update/Display', and 'Include History' buttons.

The screenshot shows a 'File Attachment' dialog box. The title bar is highlighted with a red box. The text field contains the file path: 'C:\Users\Cathy.Czerwonka@vdot.virginia.gov\Documents'. The 'Browse...' button is highlighted with a red box. Below the text field, the 'Upload' button is highlighted with a red box, and the 'Cancel' button is also visible.



Uploading File into Cardinal GL (continued)

The **Budget Upload** tab displays. Click **Save**, then click **Run**.

The screenshot shows the 'Budget Upload' tab in the CARDINAL application. The breadcrumb trail is 'Favorites | Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jml'. The 'Run Control ID' is 'Budget_Journal_Upload'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red box. Below this is the 'Process Request Parameters' section with a 'Journal ID Mask' field and 'Add', 'Delete', and 'View' buttons. The 'Attached File' is 'V_BUDJRN3.xml'. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Notify', 'Add', 'Update/Display', and 'Include History'.

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

The screenshot shows the 'Process Scheduler Request' dialog box in the CARDINAL application. The breadcrumb trail is 'Favorites | Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jml'. The dialog title is 'Process Scheduler Request'. The 'User ID' is 'FINUSER25' and the 'Run Control ID' is 'Budget_Journal_Upload'. There are fields for 'Server Name', 'Run Date' (12/11/2014), 'Recurrence', and 'Run Time' (10:55:24AM), along with a 'Reset to Current Date/Time' button. Below this is a 'Process List' table with columns for 'Select', 'Description', 'Process Name', 'Process Type', '*Type', '*Format', and 'Distribution'. The table contains one entry: 'GL065 - Inbound Journal Upload' with process name 'V_GL065_JNT', process type 'Application Engine', type 'Web', format 'TXT', and distribution 'Distribution'. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL065 - Inbound Journal Upload	V_GL065_JNT	Application Engine	Web	TXT	Distribution



Uploading File into Cardinal GL (continued)

The **Budget Upload** tab displays providing the process instance number below the **Run** button and **Process Monitor** link. Click the **Process Monitor** link.

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

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

Click the **Details** link.

Budget Upload

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

Process Instance: 1707235

Process Request Parameters

Journal ID Mask:

[Add](#) [Delete](#) [View](#) Attached File: V_BUDJRN3.xml

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#)

Process List

View Process Request For

User ID: FINUSER25 Type: Last 1 Days [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1707235		Application Engine	V_GL065_INT	FINUSER25	12/11/2014 10:55:24AM EST	Success	Posted	Details

[Go back to Budget Journal Upload](#)

[Save](#) [Notify](#)



Uploading File into Cardinal GL (continued)

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

Process Detail

Process

Instance:	1707235	Type:	Application Engine
Name:	V_GL065_INT	Description:	GL065 - Inbound Journal Upload
Run Status:	Success	Distribution Status:	Posted

Run **Update Process**

Run Control ID:	Budget_Journal_Upload	<input type="radio"/> Hold Request
Location:	Server	<input type="radio"/> Queue Request
Server:	PSUNX3	<input type="radio"/> Cancel Request
Recurrence:		<input checked="" type="radio"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On:	12/11/2014 10:55:44AM EST	Parameters	Transfer
Run Anytime After:	12/11/2014 10:55:24AM EST	Message Log	View Locks
Began Process At:	12/11/2014 10:56:02AM EST	Batch Timings	
Ended Process At:	12/11/2014 10:56:16AM EST	View Log/Trace	

OK Cancel

The **View Log/Trace** page displays. Click the **GL065...LOG** link under **File List**.

View Log/Trace

Report

Report ID:	7008706	Process Instance:	1707235	Message Log
Name:	V_GL065_INT	Process Type:	Application Engine	
Run Status:	Success			

GL065 - Inbound Journal Upload

Distribution Details

Distribution Node:	fintrndv	Expiration Date:	01/10/2015
--------------------	----------	------------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE V_GL065_INT_1707235.log	295	12/11/2014 10:56:16.011985AM EST
GL065_1707235.LOG	319	12/11/2014 10:56:16.011985AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	FINUSER25

Return



Uploading File into Cardinal GL (continued)

The **Notepad** displays.

Record the Journal ID that was created.

```
GL065_1707235.LOG - Notepad
File Edit Format View Help
GL065 Journal Import 2014-12-11 10.56.02.000000-----Processing Business unit: 15100
Ledger Group: CC_OPRLProcess completed successfully with 1 journals imported.Imported these journals: system ID (Unit,
Journal ID, Date) Reference, Description 15100, 0000029849, 2014-12-11
```

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



Reviewing and Correcting Errors

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

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

Some common error messages you might encounter:

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

After you correct the errors, you can reload the file. Cardinal then re-validates the spreadsheet journal values.



Simulation: Uploading a Spreadsheet Budget Journal

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





Hands on Practice - Uploading a Spreadsheet Budget Journal

This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



Lesson 2: Summary

In this lesson, you learned:

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



Lesson 3: Processing Budget Journals

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

- Processing Budget Journals
- Reviewing and Correcting Budget Journals



Processing Budget Journals

After you create a manual budget journal or upload a spreadsheet budget journal, you may edit ChartFields or run a budget pre-check to see if errors exist. If you are a Budget Approver, you can post the budget journal without running a budget pre-check.

The budget journal will not post with errors. You will need to correct any errors and try to post the journal again. To run budget pre-check and / or review and correct budget journals, you need to access the budget journal.

You can navigate to this page using the following path:

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

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

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

Select the Budget Journal that you want to Post.



Processing Budget Journals (continued)

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

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

Journal **Budget Header Status** may be:

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

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

The screenshot shows the 'Enter Budget Journals' screen in the CARDINAL system. The 'Budget Header Status' is highlighted in red and set to 'Error'. The interface includes a table for budget lines and a totals section.

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Fund	Program	Project	Set Options	Entry Even
<input type="checkbox"/>	1	X	C_APPROP_B	2012				7240		Set Options	

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	318.00
--------------	---	---------------	------	----------------	--------



Processing Budget Journals (continued)

CARDINAL Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

Budget Header | Budget Lines | Budget Errors

Unit: 15100 Journal ID: 0000005917 Date: 06/29/2012 **Budget Header Status: Error**

*Process: Post Journal [v] Process

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

Chartfields and Amounts Base Currency Details

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Fund	Program	Project	Set Options	Entry Even
<input type="checkbox"/>	1	X	C_APPROP_B	2012				7240		Set Options	

Lines to add: 1 [+] [-] [Journal Line Copy Down](#) From Line: [] To: [] [Generate Budget Period Lines](#)

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	318.00
--------------	---	---------------	------	----------------	--------

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

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



Reviewing Budget Journal Errors

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

Budget journal errors can occur when:

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



Reviewing Budget Journal Errors (continued)

From the **Budget Lines** tab, click the **Error** hyperlink.

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

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

Unit: 15100 Journal ID: 0000100236 Date: 09/15/2015 **Budget Header Status:** [Error](#)

*Process: **Post Journal** Process

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Set Options	Entry Event	Currency
	1	C_OPR_B	2016		5015550	01000	9999999		Set Options		USD

Lines to add: [Journal Line Copy Down](#) From Line: To: [Generate Budget Period Lines](#)

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	50.00
--------------	---	---------------	------	----------------	-------

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

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



Reviewing Budget Journal Errors (continued)

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

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

Budget Journal Exceptions | Budget Journal Line Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	15100	CC_OPRL	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To ...



Correcting Budget Journal Errors (continued)

Budget exceptions eligible for override:

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

Budget exceptions not eligible for override:

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

Cardinal does not send automated notifications when updates are made. The budget approver and budget processor should discuss any adjustments or corrections they make to budget journals with appropriate staff.



Budget Journal Errors

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

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



Deleting a Budget Journal

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

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

Click the **Process** button.

The screenshot shows the CARDINAL web application interface. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals'. The page title is 'Budget Header | Budget Lines | Budget Errors'. The 'Budget Lines' tab is active. The main content area shows the following details:

- Unit: 15100
- Journal ID: NEXT
- Date: 02/04/2014
- Budget Header Status: None
- *Process: Post Journal (dropdown menu is open)

The dropdown menu for *Process is open, showing the following options:

- Post Journal
- Budget Pre-Check
- Delete Journal** (highlighted)
- Edit Chartfields
- Post Journal
- Refresh Journal

The 'Process' button is highlighted with a red box. Below the dropdown menu, there is a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Program, Depart, Currency. The first row shows: [checkbox], 1, C_OPR_B, [search], [search], [search], [search], [search], [search], [search], USD.

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



Posting a Budget Journal

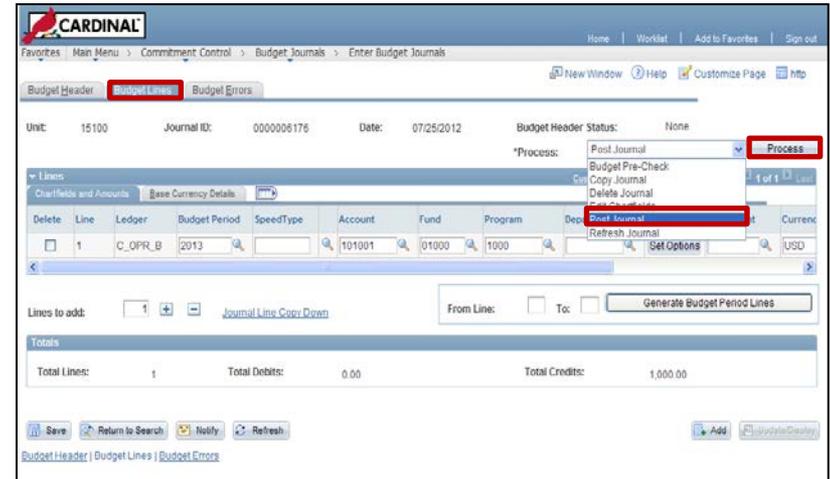
If you have run a budget pre-check, and the budget journal did not contain errors, the budget journal can be posted.

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

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

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

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





Posting a Budget Journal (continued)

CARDINAL Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

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

Unit: 15100 Journal ID: 0000006176 Date: 07/25/2012 Budget Header Status: None

*Process: **Process**

- Post Journal
- Budget Pre-Check
- Copy Journal
- Delete Journal
- Edit Charfields
- Post Journal**
- Refresh Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Dept	Account	Current
<input type="checkbox"/>	1	C_OPR_B	2013		101001	01000	1000			USD

Lines to add: 1 + - [Journal Line Copy Down](#)

From Line: To: [Generate Budget Period Lines](#)

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	1,000.00
--------------	---	---------------	------	----------------	----------

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

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



Posting a Budget Journal (continued)

Posting a budget journal can also be done as a batch process if you have a large volume of journals to post. You can navigate to this page using the following path:

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

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

Post Commitment Control Budget Journals Request

Run Control ID: PostBudget [Report Manager](#) [Process Monitor](#) **Run**

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

Process Frequency

- Once
- Always
- Don't Run

Request Number: 1

*Description: Post Budget Journals

*Transaction Type: GL_BD_JRNL

Business Unit: 15100 Ledger Group: System Source: Journal ID To: Journal Date To: Journal Date From: Journal ID From:

Skip Entry Event processing

Leave a field blank to select all its values.

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



Posting a Budget Journal (continued)

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

- If you have the role of budget processor, you can enter a budget journal but you cannot post it. You will receive a security error message upon saving the budget journal.
- If you have the role of budget approver, you can enter and post a budget journal.



Simulation: Viewing and Correcting Budget Journal Errors

You are now about to view a simulation on viewing and correcting budget journal errors.





Hands on Practice - Viewing and Correcting Budget Journal Errors

This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.



Lesson 3: Summary

In this lesson, you learned:

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



Lesson 4: Budget Journal Reports and Online Inquiries

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

- Reports
- Online Inquiries



Budget Journal Reports

Budget Journal reports can be run at various intervals during the processing of budget journal entries. Some frequently used reports for budget journal entries include:

- Statement of Appropriations, Allotments and Expenditures Report
- Revenue Status Report
- Track Without Budget – Expenditures by ChartField



Statement of Appropriations, Allotments and Expenditures Report

This report is used to monitor and administer the agency's Appropriation and Allotment budget at the Program level as well as for Capital Outlay projects.

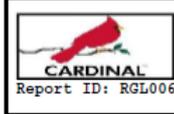
You can navigate to this report using the following path:

Main Menu > General Ledger > General Reports > Appr, Allot & Expense Report

CARDINAL		Commonwealth of Virginia STATEMENT OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES REPORT							Run Date: 06/10/2014 Run Time: 02:45 00	
Report ID: RGL006									Page No. 1 of 2	
Business Unit : 15100										
Appr. Ledger : C APPROP_B										
Allt. Ledger : C ALLOT_B										
Fiscal Year : 2014										
		Period: 1								
Business Unit	Program	Project	Fund	Appropriation	Allotment	Unallotted	Expended MTD	Expended YTD	Available Appropriation	
15100	7110		06090	17,620,483.00	17,620,483.00	0.00	1,266,454.00	1,266,454.00	16,354,029.00	
			06150	3,961,775.00	3,961,775.00	0.00	228,560.00	228,560.00	3,733,215.00	
Program 7110 Total				21,582,258.00	21,582,258.00	0.00	1,495,014.00	1,495,014.00	20,087,244.00	
	7240		01000	3,370,456.00	3,370,456.00	0.00	200,531.43	200,531.43	3,169,924.57	
Program 7240 Total				3,370,456.00	3,370,456.00	0.00	200,531.43	200,531.43	3,169,924.57	
	7370		01000	6,550,494.00	6,550,494.00	0.00	652,819.71	652,819.71	5,897,674.29	
			02011	412,717.00	412,717.00	0.00	0.00	0.00	412,717.00	
			02111	409,239.00	409,239.00	0.00	0.00	0.00	409,239.00	
Program 7370 Total				7,372,450.00	7,372,450.00	0.00	652,819.71	652,819.71	6,719,630.29	
	7990		01000	926,748.00	926,748.00	0.00	141,856.02	141,856.02	784,891.98	
Program 7990 Total				926,748.00	926,748.00	0.00	141,856.02	141,856.02	784,891.98	
	8260		06080	2,495,148.00	2,495,148.00	0.00	213,786.64	213,786.64	2,281,361.36	
Program 8260 Total				2,495,148.00	2,495,148.00	0.00	213,786.64	213,786.64	2,281,361.36	



Statement of Appropriations, Allotments and Expenditures Report (continued)



Commonwealth of Virginia
STATEMENT OF APPROPRIATIONS, ALLOTMENTS AND EXPENDITURES REPORT

Run Date: 06/10/2014
Run Time: 02:45 00

Page No. 1 of 2

Business Unit : 15100
 Appr. Ledger : C APPROP B
 Allt. Ledger : C ALLOT B
 Fiscal Year : 2014 Period: 1

<u>Business Unit</u>	<u>Program</u>	<u>Project</u>	<u>Fund</u>	<u>Appropriation</u>	<u>Allotment</u>	<u>Unallotted</u>	<u>Expended MTD</u>	<u>Expended YTD</u>	<u>Available Appropriation</u>
15100	7110		06090	17,620,483.00	17,620,483.00	0.00	1,266,454.00	1,266,454.00	16,354,029.00
			06150	3,961,775.00	3,961,775.00	0.00	228,560.00	228,560.00	3,733,215.00
Program 7110 Total				<u>21,582,258.00</u>	<u>21,582,258.00</u>	<u>0.00</u>	<u>1,495,014.00</u>	<u>1,495,014.00</u>	<u>20,087,244.00</u>
	7240		01000	3,370,456.00	3,370,456.00	0.00	200,531.43	200,531.43	3,169,924.57
Program 7240 Total				<u>3,370,456.00</u>	<u>3,370,456.00</u>	<u>0.00</u>	<u>200,531.43</u>	<u>200,531.43</u>	<u>3,169,924.57</u>
	7370		01000	6,550,494.00	6,550,494.00	0.00	652,819.71	652,819.71	5,897,674.29
			02011	412,717.00	412,717.00	0.00	0.00	0.00	412,717.00
			02111	409,239.00	409,239.00	0.00	0.00	0.00	409,239.00
Program 7370 Total				<u>7,372,450.00</u>	<u>7,372,450.00</u>	<u>0.00</u>	<u>652,819.71</u>	<u>652,819.71</u>	<u>6,719,630.29</u>
	7990		01000	926,748.00	926,748.00	0.00	141,856.02	141,856.02	784,891.98
Program 7990 Total				<u>926,748.00</u>	<u>926,748.00</u>	<u>0.00</u>	<u>141,856.02</u>	<u>141,856.02</u>	<u>784,891.98</u>
	8260		06080	2,495,148.00	2,495,148.00	0.00	213,786.64	213,786.64	2,281,361.36
Program 8260 Total				<u>2,495,148.00</u>	<u>2,495,148.00</u>	<u>0.00</u>	<u>213,786.64</u>	<u>213,786.64</u>	<u>2,281,361.36</u>



Revenue Status Report

This report is used to compare estimated revenue with current and prior year actual revenue.

You can navigate to this report using the following path:

Main Menu > Commitment Control > Budget Reports > Revenue Status Report

CARDINAL		Commonwealth of Virginia REVENUE STATUS REPORT		Run Date: 06/10/2014 Run Time: 02:51 00			
Report ID: RGL008				Page No. 1 of 2			
Business Unit: 15100 : Department of Accounts							
Revenue Budget Ledger: CC OFCREV							
Fiscal Year: 2014							
Accounting Period To: 6							
Bus Unit	Fund Account	Description	Estimated Revenue	Year to Date Current Year	Year to Date Last Year	Month - 06 Current Year	Month - 06 Last Year
15100	01000 4009060	Miscellaneous Revenues	0.00	100.80	0.00	0.00	0.00
	Total for Fund 01000		\$ 0.00	\$ 100.80	\$ 0.00	\$ 0.00	\$ 0.00
02011	4009060	Miscellaneous Revenues	412,717.00	0.00	0.00	0.00	0.00
	Total for Fund 02011		\$ 412,717.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
02081	4009019	Non-Tax Debt Collections	0.00	14,271.54	0.00	0.00	0.00
	Total for Fund 02081		\$ 0.00	\$ 14,271.54	\$ 0.00	\$ 0.00	\$ 0.00
02111	4009026	Charge Card Rebate Fees	409,239.00	7,428,475.72	7,444,699.05	0.00	0.00
	4009084	Refund-Exp/Misc Disburse Pr Yr	0.00	1,252.02	0.00	0.00	0.00
	Total for Fund 02111		\$ 409,239.00	\$ 7,429,727.74	\$ 7,444,699.05	\$ 0.00	\$ 0.00
06080	4002700	Fees For Admin Services	0.00	2,068,476.67	1,101,348.00	198,632.50	0.00
	Total for Fund 06080		\$ 0.00	\$ 2,068,476.67	\$ 1,101,348.00	\$ 198,632.50	\$ 0.00
06150	4002700	Fees For Admin Services	0.00	2,303,778.00	0.00	0.00	0.00
	Total for Fund 06150		\$ 0.00	\$ 2,303,778.00	\$ 0.00	\$ 0.00	\$ 0.00
Total for Business Unit 15100			\$ 821,956.00	\$ 11,816,354.75	\$ 8,546,047.05	\$ 198,632.50	\$ 0.00



Track Without Budget – Expenditures by ChartField

This report summarizes expenditures by selected ChartFields, month to date and fiscal year to date. The report is run only for budget ledgers set to track without budget.

You can navigate to this report using the following path:

Main Menu > General Ledger > General Reports > Track W/O Budget – Exp by CF

Business Unit		Fiscal Year		As of Period		Budget Ledger		Commonwealth of Virginia TRACK WITHOUT BUDGET - EXPENDITURES BY CHARTFIELD				
15100		2014		3		C_OPR_B		Run Date: 04/16/2014 Run Time: 01:14 00				
Report ID: RGL007B								Page No. 1 of 2				
Business Unit	Fund	Account	Budgeted Amount	Month Expended	Year-to-Date Expended	Unexpended Amount						
15100		5011110	0.00	57,999.38	193,002.18	(193,002.18)						
		5011120	0.00	48,905.99	162,967.71	(162,967.71)						
		5011130	0.00	437.79	1,732.95	(1,732.95)						
		5011140	0.00	7,878.98	26,218.38	(26,218.38)						
		5011150	0.00	90,500.00	304,911.50	(304,911.50)						
		5011160	0.00	6,621.10	22,032.62	(22,032.62)						
		5011170	0.00	3,036.46	10,095.02	(10,095.02)						
		5011220	0.00	13,528.66	46,713.44	(46,713.44)						
		5011230	0.00	525,925.80	1,781,606.77	(1,781,606.77)						
		5011250	0.00	5,222.05	9,025.89	(9,025.89)						
		5011280	0.00	108,968.12	367,880.28	(367,880.28)						
		5011310	0.00	163.20	4,878.05	(4,878.05)						
		5011380	0.00	3,200.00	10,820.00	(10,820.00)						
		5011410	0.00	5,820.50	22,995.90	(22,995.90)						
		5011530	0.00	13,893.11	16,749.85	(16,749.85)						
		5011620	0.00	0.00	1,022.87	(1,022.87)						
		5011640	0.00	0.00	84.36	(84.36)						
		5012090	0.00	0.00	0.00	0.00						
		5012110	0.00	54.99	72.87	(72.87)						
		5012140	0.00	236.07	701.71	(701.71)						
		5012170	0.00	62.19	98.58	(98.58)						
		5012190	0.00	20.15	1,587.74	(1,587.74)						
		5012210	0.00	150.00	7,910.00	(7,910.00)						
		5012240	0.00	2,374.00	3,289.00	(3,289.00)						
		5012440	0.00	0.00	117,900.70	(117,900.70)						
		5012660	0.00	0.00	258.40	(258.40)						
		5012740	0.00	0.00	47,386.43	(47,386.43)						
		5012750	0.00	0.00	12,294.50	(12,294.50)						
		5012780	0.00	17,101.73	34,559.16	(34,559.16)						
		5012790	0.00	1,685,000.00	3,588,062.34	(3,588,062.34)						
		5012820	0.00	0.00	140.17	(140.17)						
		5012830	0.00	4,117.89	4,574.09	(4,574.09)						
		5012850	0.00	504.00	1,184.37	(1,184.37)						
		5012880	0.00	311.93	422.43	(422.43)						
		5013120	0.00	4,315.33	9,204.37	(9,204.37)						
		5013350	0.00	0.00	110.00	(110.00)						



Budget Journal Online Inquiries

There are three types of inquiries available for budget journal entries:

- Budget Details
- Budget Overview
- Commitment Control Activity Log



Commitment Control Budget Details

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

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

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

The Commitment Control **Budget Details** selection criteria page is shown in the screen shot on the right hand side of this page and continues on the next page. The inquiry results are displayed at the bottom of the screen shot on the next page.

The screenshot shows the 'Budget Details' page in the CARDINAL system. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. The page title is 'Budget Details'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. The search criteria section includes a 'Maximum number of rows to return (up to 300):' field with the value '300'. Below this are various selection criteria fields, each with a dropdown menu and a search icon:

- Business Unit: = [dropdown] 15100
- Ledger Group: = [dropdown] CC_APPROP
- Account: begins with [dropdown]
- Department: begins with [dropdown]
- Asset: begins with [dropdown]
- Task: begins with [dropdown]
- Fund: begins with [dropdown] 01000
- FIPS: begins with [dropdown]
- Agency Use 2: begins with [dropdown]
- Affiliate: begins with [dropdown]
- Fund Affiliate: begins with [dropdown]
- Cost Center: begins with [dropdown]
- Program: begins with [dropdown]
- Agency Use 1: begins with [dropdown]
- PC Business Unit: begins with [dropdown]
- Project: begins with [dropdown]
- Activity: begins with [dropdown]



Commitment Control Budget Details (continued)

The remainder of the **Commitment Control Budget Details** selection criteria page is shown in the upper half of the screen shot below, followed by an example of **Commitment Control Budget Details Search Results**.

Home | Worklist | Add to Favorites | Sign o

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

Source Type:

Budget Period:

Statistics Code:

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All First 1-14 of 14 Last

Business Unit	Ledger Group	Account	Department	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	6990	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	6990	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7240	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7240	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7370	(blank)	(blank)	(blank)	(blank)	(blank)	2011	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7370	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7370	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7990	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7990	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	7990	(blank)	(blank)	(blank)	(blank)	(blank)	2014	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	8260	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	8260	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	9980	(blank)	(blank)	C22222	(blank)	(blank)	2012	(blank)
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	(blank)	(blank)	(blank)	(blank)	9980	(blank)	(blank)	C22222	(blank)	(blank)	2013	(blank)



Commitment Control Budget Details (continued)

At this point, the **Search Results** are just the beginning of different options for obtaining detailed budget information. The next step is to select a row you which to view. In this example, the row with **Program 6990, Budget Period 2012** will be selected. To select a row simply click on any field in the row that is a hyperlink.

The detailed budget information is displayed on the **Commitment Controls Budget Details** page. (See next slide.)

Search Results																					
View All																	First			1-14 of 14	Las
Business Unit	Ledger Group	Account	Department	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code		
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	6990	(blank)	2012	(blank)										
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	6990	(blank)	2013	(blank)										
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	7240	(blank)	2012	(blank)										
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	7240	(blank)	2013	(blank)										
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	7370	(blank)	2011	(blank)										
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	7370	(blank)	2012	(blank)										
15100	CC_APPROP	5099001	(blank)	(blank)	(blank)	01000	(blank)	7370	(blank)	2013	(blank)										



Commitment Control Budget Details (continued)

From this page there are many options for researching detail budget information. In the **Ledger Amounts** section, you can **Drill to Ledger** (open book icon) to view the details for the **Budget** and **Expense** journals. You can also drill to **Activity Log** (closed book icon) for **Budget** and **Expense** journals. Click on **Budget Exceptions** to review exception errors. Click on **Display Chart** to review ledger amounts in chart format. Examples will follow.

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
15100	CC_APPROP	5099001	01000	6990		2012

Ledger Amounts

Budget:	1,000,000.00 USD			Max Rows: <input type="checkbox"/>
Expense:	0.00 USD			Attributes

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance:	1,000,000.00 USD	Percent:	(100%)
With Tolerance:	1,000,000.00 USD	Percent:	(100%)

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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Commitment Control Budget Details - Ledger

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

1. For **Budget** and **Expense**, a panel of **Budget ChartFields** from which you can further drill down to related budget journals
2. An **Amounts** tab from which you can also drill down and then choose to see further complete budget journal detail
3. A **Show All Columns** button

With any of the three, you have the option of viewing the details of the transaction(s) by clicking on the magnifying glass icon at the beginning of the line.

The screenshot shows the CARDINAL software interface. The breadcrumb trail is: Home > Worklist > A > Favorites > Main Menu > Commitment Control > Review Budget Activities > Budget Details. The 'Ledger' section is active, showing Business Unit: 15100 and Ledger: C_APPROP_B. Below this, there are tabs for 'Budget Chartfields' and 'Amounts'. The 'Budget Chartfields' tab is selected, and a table displays the following data:

	Account	Fund	Program	Project	Budget Period
	5099001	01000	6990		2012

An 'OK' button is visible at the bottom left of the interface.



Commitment Control Budget Details - Amounts and Show All Columns

Click on the **Amounts** tab.

The screenshot shows the CARDINAL application interface. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. The page title is "Ledger". Below the title, it shows "Business Unit: 15100" and "Ledger: C_APPROP_B". The "Budget Details" section has two tabs: "Budget Chartfields" and "Amounts". The "Amounts" tab is selected and highlighted with a red box. Below the tabs is a table with the following data:

Account	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	1000000.00	USD	1000000.00	USD	06/18/2012 7:51:16AM	541726

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

The screenshot shows the CARDINAL application interface. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. The page title is "Ledger". Below the title, it shows "Business Unit: 15100" and "Ledger: C_APPROP_B". The "Budget Details" section has two tabs: "Budget Chartfields" and "Amounts". The "Amounts" tab is selected and highlighted with a red box. Below the tabs is a table with the following data:

Account	Fund	Program	Project	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	01000	6990		2012	1000000.00	USD	1000000.00	USD	06/18/2012 7:51:16AM	541726



Commitment Control Budget Details - Drill to Budget Journal Detail

The following is an example of the drill to budget journal detail from **C_APPROP_B** which is the **Enter Budget Journals** page. There are three tabs:

- Budget Header
- Budget Lines
- Budget Errors

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

CARDINAL

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

Home | New Window

Budget Header | Budget Lines | Budget Errors

Unit: 15100 Journal ID: 0000005878 Date: 07/01/2011

Ledger Group: CC_APPROP Fiscal Year: 2012 Period: 1

Control ChartField: Fund Currency: USD

Budget Header Status: Posted Rate Type: CRRNT

Budget Entry Type: Original Exchange Rate: 1.00000000

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Cur Effdt: 07/01/2011

Budget Type: Expense

Long Description:
Load budgets for testing

Save | Return to Search | Notify | Refresh

Budget Header | Budget Lines | Budget Errors



Commitment Control Budget Details - Drill to Budget Journal Detail (continued)

CARDINAL Home

Favorites Main Menu Commitment Control > Budget Journals > Enter Budget Journals New Window

Budget Header Budget Lines Budget Errors

Unit:	15100	Journal ID:	0000005878	Date:	07/01/2011
Ledger Group:	CC_APPROP	Fiscal Year:	2012	Period:	1
Control ChartField:	Fund	Currency:	USD		
Budget Header Status:	Posted	Rate Type:	CRRNT		
Budget Entry Type:	Original	Exchange Rate:	1.00000000		
		Cur Effdt:	07/01/2011		
		Budget Type:	Expense		

Parent Budget Options

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

Parent Budget Entry Type:

Long Description:
Load budgets for testing

Save Return to Search Notify Refresh

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



Commitment Control Budget Details - Budget Exceptions and Display chart

Returning to the Commitment Control Budget Detail page, there are two more inquiry functions available

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

CARDINAL Home | Worklist | Add to Favorites

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

New Window | Help | Customize Pa

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
15100	CC_APPROP	5099001	01000	7240		2012

Display Chart

Ledger Amounts

Budget:	8,456,096.00 USD			Max Rows:
Expense:	2,880,117.84 USD			Attributes
Encumbrance:	0.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance:	5,575,978.16	USD	Percent:	(65.94%)
With Tolerance:	5,575,978.16	USD	Percent:	(65.94%)

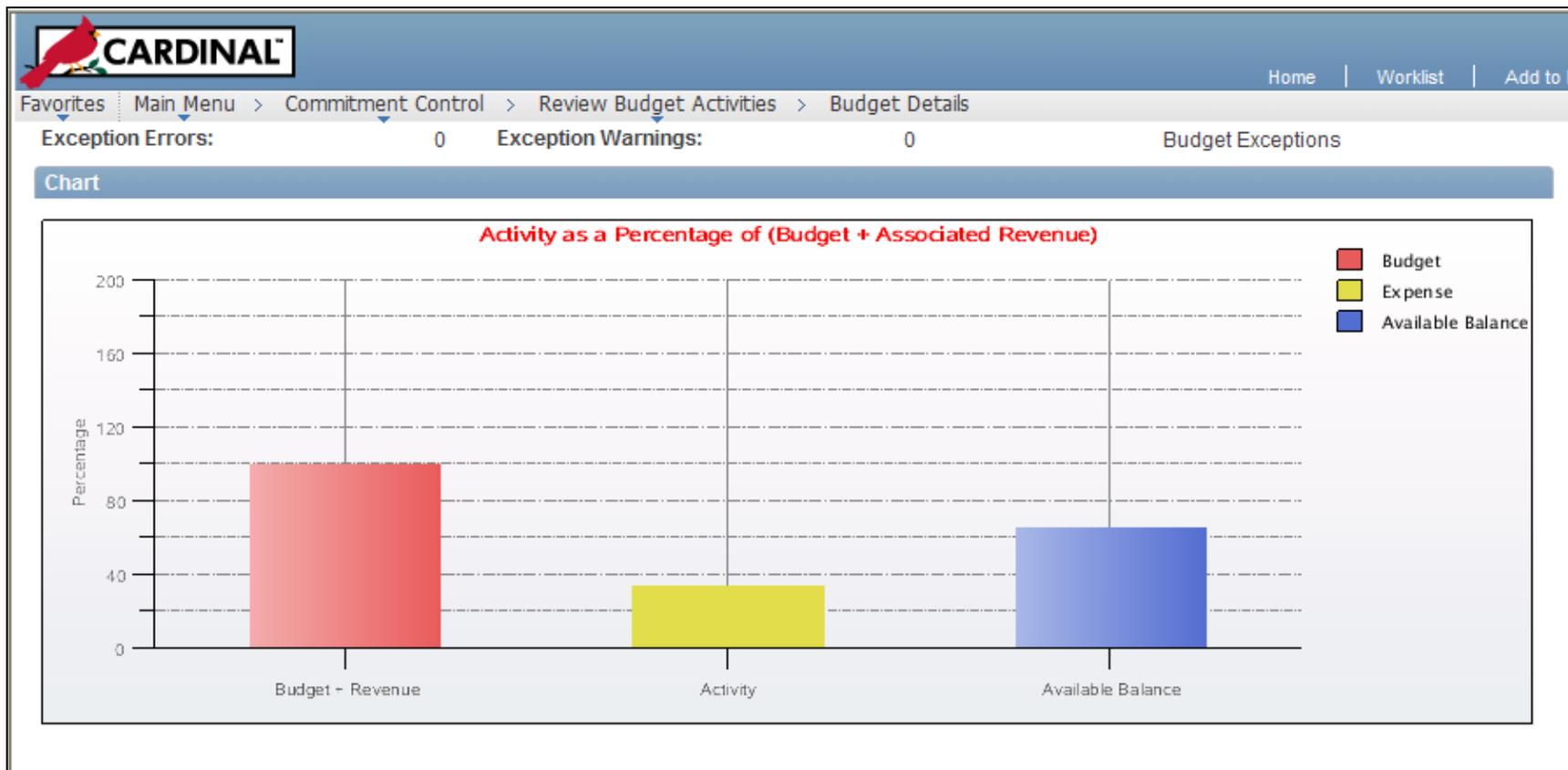
Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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Commitment Control Budget Details - Display Chart

Click on the **Display Chart** button. Summary budget ledger data is presented graphically.





Commitment Control Budget Details - Budget Exceptions

Click on the **Budget Exceptions** link.

The screenshot displays the 'Commitment Control Budget Exceptions' page in the CARDINAL system. The breadcrumb trail is: Home > Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Budget Exceptions. The page title is 'Commitment Control Budget Exceptions'. The details shown are:

- Budget Type:** CC_APPROP (CC Appropriation)
- Business Unit:** 15100 (VA Department of Accounts)
- Budget Period:** 2012

Below the details is a table with 16 rows. The first row is highlighted. The table columns are ChartField, ChartField Value, and Description.

ChartField	ChartField Value	Description
Account:	5011280	Salaries, Info Techn Employees
Fund:	01000	General Fund
Program:	7240	Fin Sys Development & Mgmt
Department:		
Cost Center:		
Task:		
FIPS:		
Asset:		
Agency Use 1:		
Agency Use 2:		



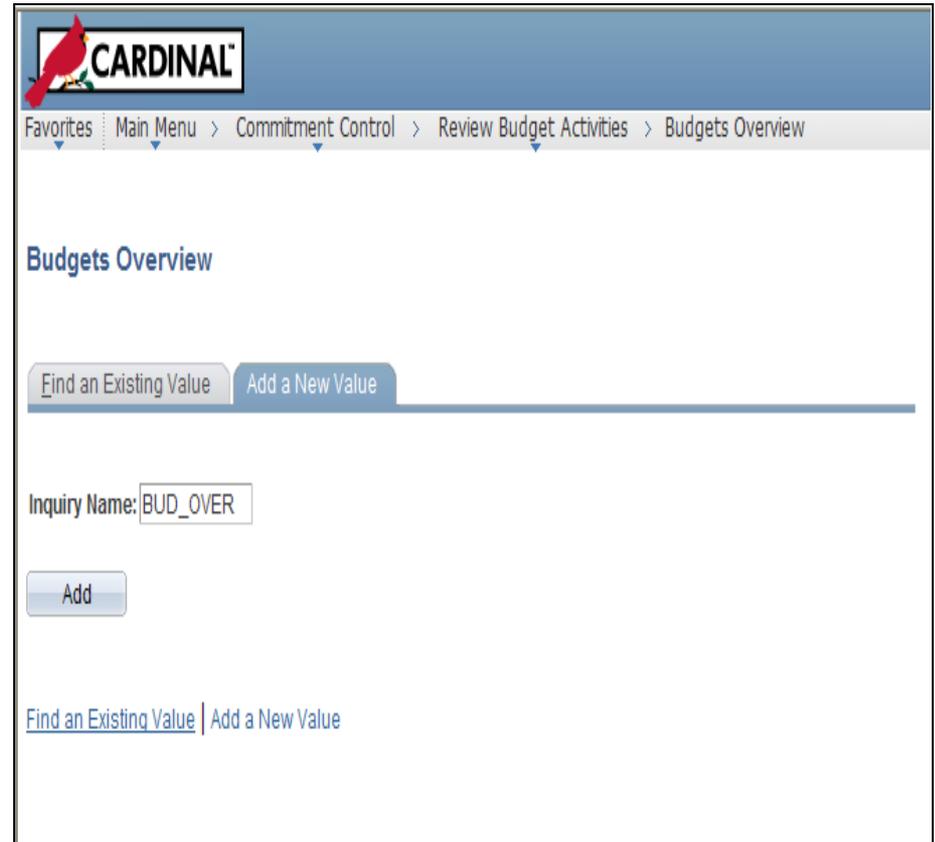
Budget Overview

The **Budgets Overview** is shown on the following pages.

These pages enable you to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and budget attributes.

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

You can access the **Budgets Overview** page, using the following path: **Main Menu > Commitment Control > Review Budget Activities > Budgets Overview**





Budget Overview (continued)

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

Use this page to enter your inquiry selection criteria. Click the **Search** button to drilldown based on selected ChartField criteria. Results are displayed on the next slide.

Budget Inquiry Criteria
Budget Overview

Inquiry: BUD_OVER Description:

[Amount Criteria](#)

Budget Type

*Business Unit: 15100 Ledger Group/Set: Ledger Group Ledger Group: CC_APPROP
 View Stat Code Budgets CC Appropriation
 Display Chart

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_APPROP	AN	2012	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i	<input type="text"/>	Update/Add
Fund	01000	01000	i	<input type="text"/>	Update/Add
Program	%	%	i	<input type="text"/>	Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold



Budget Overview / Budget Inquiry Results

The Budget Overview **Inquiry Results** displayed below are the top half of the inquiry results page. The second half, displayed on the next page, are the detail overview results.

Home | Worklist | Add to Favorites
Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview
New Window | Help | Customize Page

Inquiry Results

Business Unit: 15100
Ledger Group: CC_APPROP CC Appropriation
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated:

[Return to Criteria](#) **Max Rows:** [Display Options](#)

Ledger Totals (6 Rows)		Net Transfers:
Budget:	53,297,018.00	
Expense:	22,780,036.92	
Encumbrance:	2,088.32	
Pre-Encumbrance:	0.00	
Budget Balance:	30,516,981.08	
Associate Revenue:	0.00	
Available Budget:	30,516,981.08	



Budget Overview / Budget Inquiry Drilldown Results

The detailed overview results display at the bottom of the page. Double click on any amount for further journal drilldown. See results of drilldown on Expense **2,880,117,840**. The **Expense** column represents budget checked expenditures which may or may not have already been posted to General Ledger.

Budget Overview Results											
		Ledger Group	Account	Fund	Project	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance
1		CC_APPROP	5099001	01000		6990	2012	1,000,000.000	0.000	0.000	0.000
2		CC_APPROP	5099001	01000		7240	2012	8,456,096.000	2,880,117,840	0.000	0.000
3		CC_APPROP	5099001	01000		7370	2012	23,720,762.000	8,782,458.720	0.000	0.000
4		CC_APPROP	5099001	01000		7990	2012	16,093,849.000	11,116,034.110	2,088.320	0.000
5		CC_APPROP	5099001	01000		8260	2012	2,016,311.000	1,180.250	0.000	0.000
6		CC_APPROP	5099001	01000	C22222	9980	2012	2,010,000.000	246.000	0.000	0.000

[Return to Criteria](#)

*Notes



Budget Overview / Results of Journal Drilldown on Expense

Budget Overview / Results of Journal Drilldown on Expense **2,880,117,840.**

CARDINAL Home | Worklist | Add to Favorites

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

New Window | Help | Customize Page

Activity Log

Ledger: C_APPROP_E

Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Program	Project	Budget Period	Year	Period	Foreign Amount
2	Voucher ID:	00000005	N	5099001	01000	7240		2012	2012	12	200.00
1	Voucher ID:	00000036	N	5099001	01000	7240		2012	2012	12	57.00
1	Deposit ID:	5	N	5099001	01000	7240		2012	2012	12	-500.00

CARDINAL Home | Worklist | Add to Favorites

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

New Window | Help | Customize Page

Activity Log

Ledger: C_APPROP_E

Program	Project	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Monetary Amount	Base Currency	Tran ID	Tran Date
7240		2012	2012	12	200.00	USD	200.00	USD	0000263287	06/20/2012
7240		2012	2012	12	57.00	USD	57.00	USD	0000263330	06/27/2012
7240		2012	2012	12	-500.00	USD	-500.00	USD	0000263318	06/26/2012



Commitment Control Activity Log

Use the commitment control activity log component to research which budget ledgers the budget-checking transactions updated, and the nature of the source transaction lines making up the transactions.

You can navigate to this inquiry using the following path:

Commitment Control > Review Budget Activities > Activity Log > Commitment Control Activity Log

Click the **Drill to Activity Log Inquiry** on the **Activity Log Drill Down** page from either the **Budget Overview** or **Budget Detail** pages. When you click the icon, a system generated Activity Log Inquiry, named PS_AUTO, is created for the specific line.

The screenshot shows the 'Commitment Control Activity Log' inquiry screen. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign'. The breadcrumb trail is 'Commitment Control > Review Budget Activities > Activity Log'. The main title is 'Commitment Control Activity Log' with a sub-title 'Activity Log Inquiry Criteria'. Below this, there are several input fields for search criteria:

- Inquiry: PS_AUTO_DR
- Transaction Type: GL_BD_JRNL
- Application Business Unit: (empty)
- Journal ID From: 0000005878
- Journal Date From: (empty)
- Tran ID: 0000263246
- Process Status: (dropdown menu)
- Maximum Rows: 100
- Description: (empty)
- Ledger Group: (empty)
- Journal ID To: 0000005878
- Journal Date To: (empty)
- Tran Date: 06/15/2012
- Process Instance: (empty)

Buttons for 'Search' and 'Delete' are located below the criteria. Below the criteria is a table titled 'Commitment Control Activity Log Lines' with columns: Line, Ledger Group, Ledger, App BU, GL Bu, Journal ID, Journal Date, Referenced Budg, Account, Fund, Program, and Project. The table contains two rows of data:

Line	Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Account	Fund	Program	Project
10	CC_APPROP	C_APPROP_B	15100	15100	0000005878	2011-07-01	N	5099001	06090	7110	
11	CC_APPROP	C_APPROP_B	15100	15100	0000005878	2011-07-01	N	5099001	06080	6990	



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:

- Recognize key budget journal concepts
- Understand the overall budget journal process
- See how budget journal processing integrates with other Cardinal modules and interfaces with external systems
- Create manual budget journals in Cardinal
- Explain how to upload a spreadsheet budget journal in Cardinal
- Review Budget Journal Errors
- Correct Budget Journal Errors
- Create and process budget journals in Cardinal
- Use the key budget journal reports and online inquiries



Course Evaluation

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

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

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

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

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



Key Terms (continued)

Budget Translation Trees – Structure that relates transactions to their proper budget. They also provide a convenient way to budget at a high level while using detail-level ChartFields in transactions.

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

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

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



Key Terms (continued)

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

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



Key Terms (continued)

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

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

Post Production Support (PPS) – Cardinal Team responsible for maintaining the Cardinal system after go-live.

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



Key Terms (continued)

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

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

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

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

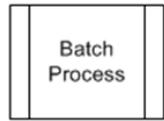


Flow Chart Key

FLOW CHART KEY



Depicts a process step or interface.



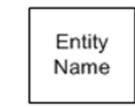
Specifies a batch process.



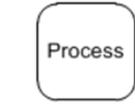
Depicts a process or step that is performed manually.



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



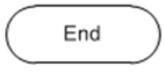
Specifies an entity (person, organization, etc.).



Depicts a process.



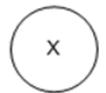
Indicates point at which the process begins. Does not represent any activity.



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.