



GL336: General Ledger Maintenance

Instructor Led Training



Welcome

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

In this course, we will show you the tasks that support General Ledger processing in Cardinal.

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

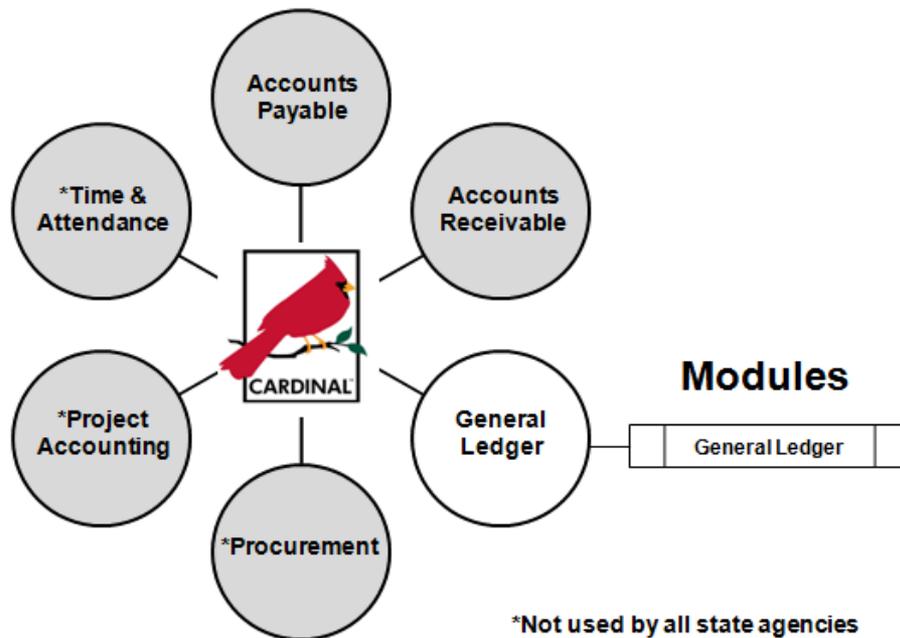


Introduction

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 General Ledger maintenance concepts
- Understand the overall General Ledger maintenance process
- Add or update Chart of Account values, and their associated attributes
- Understand Tree Structures
- Understand Combination Edits
- Create and update SpeedTypes and SpeedCharts
- Create and Maintain a Project
- Understand Summary Projects
- Understand budget structures
- Navigate to key reports and queries



Agenda

Today, we will cover the following lessons:

- Lesson 1: General Ledger Maintenance Overview
- Lesson 2: ChartField Maintenance
- Lesson 3: Creating and Maintaining Projects
- Lesson 4: Budget Structures
- Lesson 5: Reports and Queries



Lesson 1: General Ledger Maintenance Overview

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

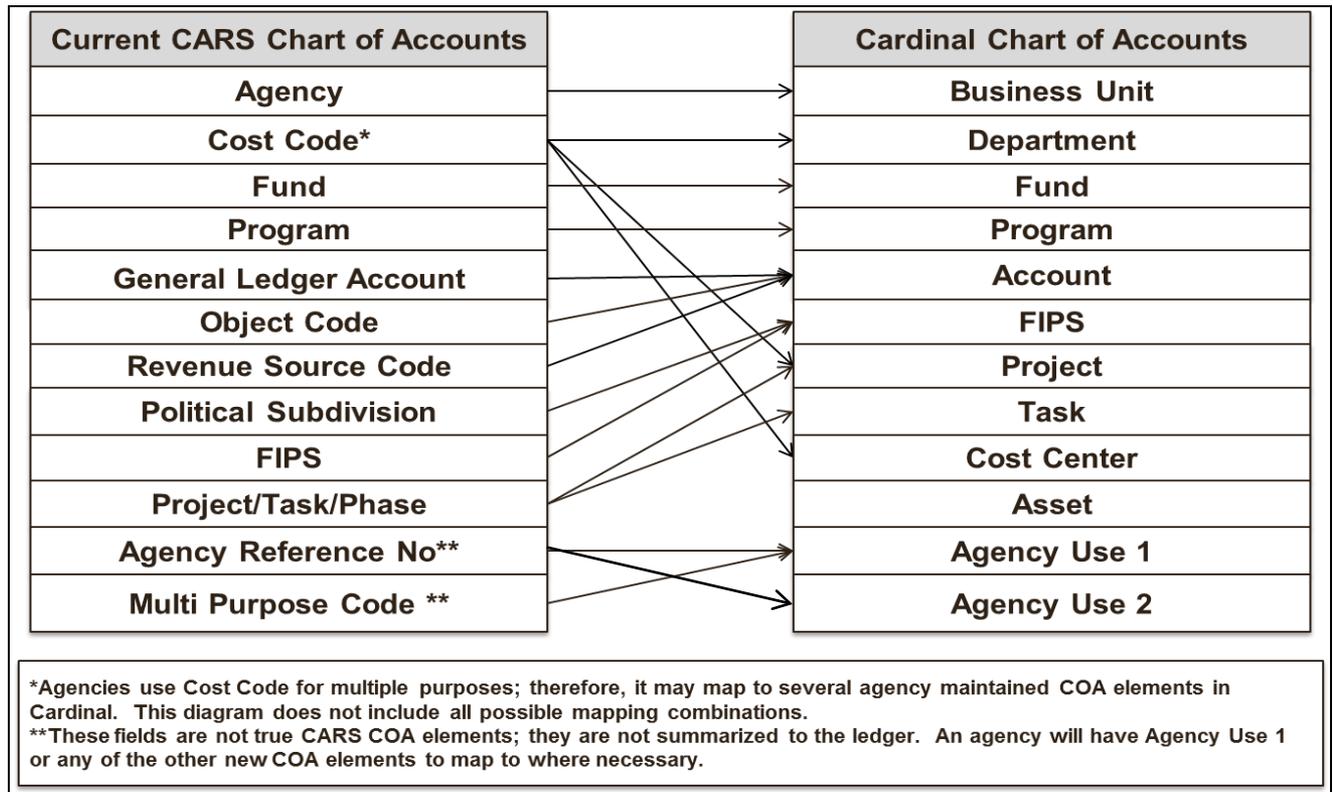
- Key Concepts
- System Setup and ChartFields



Key Concepts

Some key concepts in General Ledger Maintenance include:

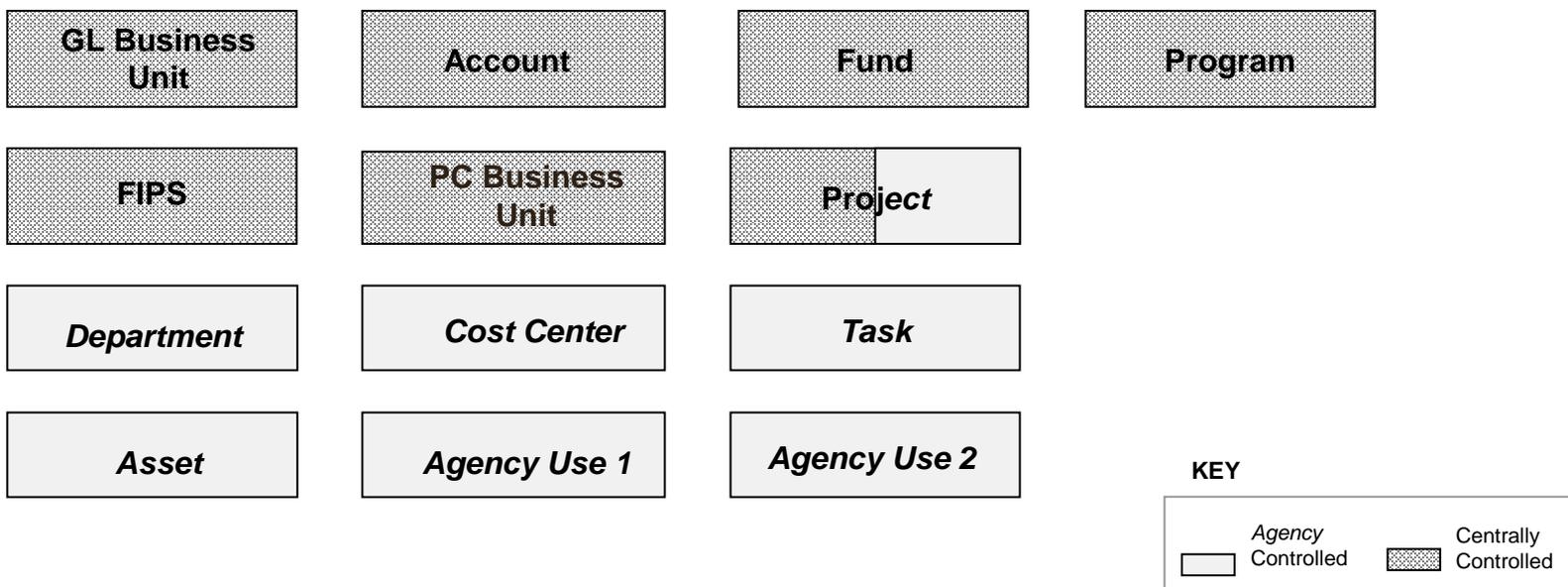
- The Chart of Accounts (COA) structure and values, maintained in General Ledger, aid in recording and reporting of accounting information.





Key Concepts (continued)

- Centrally controlled COA Elements are maintained by the Department of Accounts in Cardinal.
- Agencies are responsible for maintaining Agency Controlled COA Elements in Cardinal.



- The Project ChartField is agency controlled except for Capital Outlay and Commonwealth-wide initiatives.
- The PC Business Unit is a required ChartField when using the Project ChartField on a transaction and is the same as your GL Business Unit.



Key Concepts (continued)

Other key concepts in General Ledger maintenance include:

- **Trees** are used to group ChartFields for various purposes, such as reporting, budgeting, etc.
- Tree structures are maintained in the General Ledger module by Cardinal Post Production Support (PPS).
- A SpeedType is a code that auto-populates specified ChartFields on an accounting distribution line. SpeedTypes can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries.
- SpeedCharts provide similar functionality for Accounts Payable except that multiple accounting distributions can be configured for an individual SpeedChart.
- SpeedTypes are maintained in the General Ledger module and SpeedCharts are maintained in the Accounts Payable module.
- **Commitment Control** is used in Cardinal to track and control expenditures against budgets and revenues against estimates.



Cardinal System Setup and ChartFields

One of the main processes in General Ledger is Cardinal System Setup and ChartFields.

The Cardinal System Setup and ChartFields process establishes some of the key data structures used to support General Ledger processing in Cardinal.

During this process, Chart of Accounts (COA) ChartFields are added, updated and maintained. These ChartFields provide the basic structure used to record and report financial and budgetary transactions. ChartFields are the key component in defining the accounting distribution.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

1. What agency is responsible for maintaining centrally owned COA fields?
2. In what Cardinal module are SpeedTypes maintained?



Lesson 1: Summary

In this lesson, you learned:

- Centrally controlled COA Elements are maintained by the Department of Accounts in Cardinal.
- Agencies are responsible for maintaining Agency Controlled COA Elements in Cardinal.
- Tree structures are maintained in the General Ledger module by Cardinal Post Production Support (PPS).
- In Cardinal, SpeedTypes are maintained by agencies in the General Ledger functional area and SpeedCharts are maintained by agencies in the Accounts Payable functional area.
- The Cardinal System Setup and ChartFields process establishes some of the key data used to support processing in Cardinal.



Lesson 2: ChartField Maintenance

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

- Adding, updating and maintaining Chart of Account values and their associated attributes
- Understanding tree structures
- Understanding combination edits
- Creating and updating SpeedTypes and SpeedCharts



ChartField Maintenance

ChartField maintenance includes the adding and updating of:

- Chart of Account values and attributes
- Reporting Trees
- Combination Edits
- SpeedTypes / SpeedCharts



Adding, Updating and Maintaining COA values

Below are the steps in the Cardinal System Setup and ChartFields process. This topic focuses on maintaining COA values.

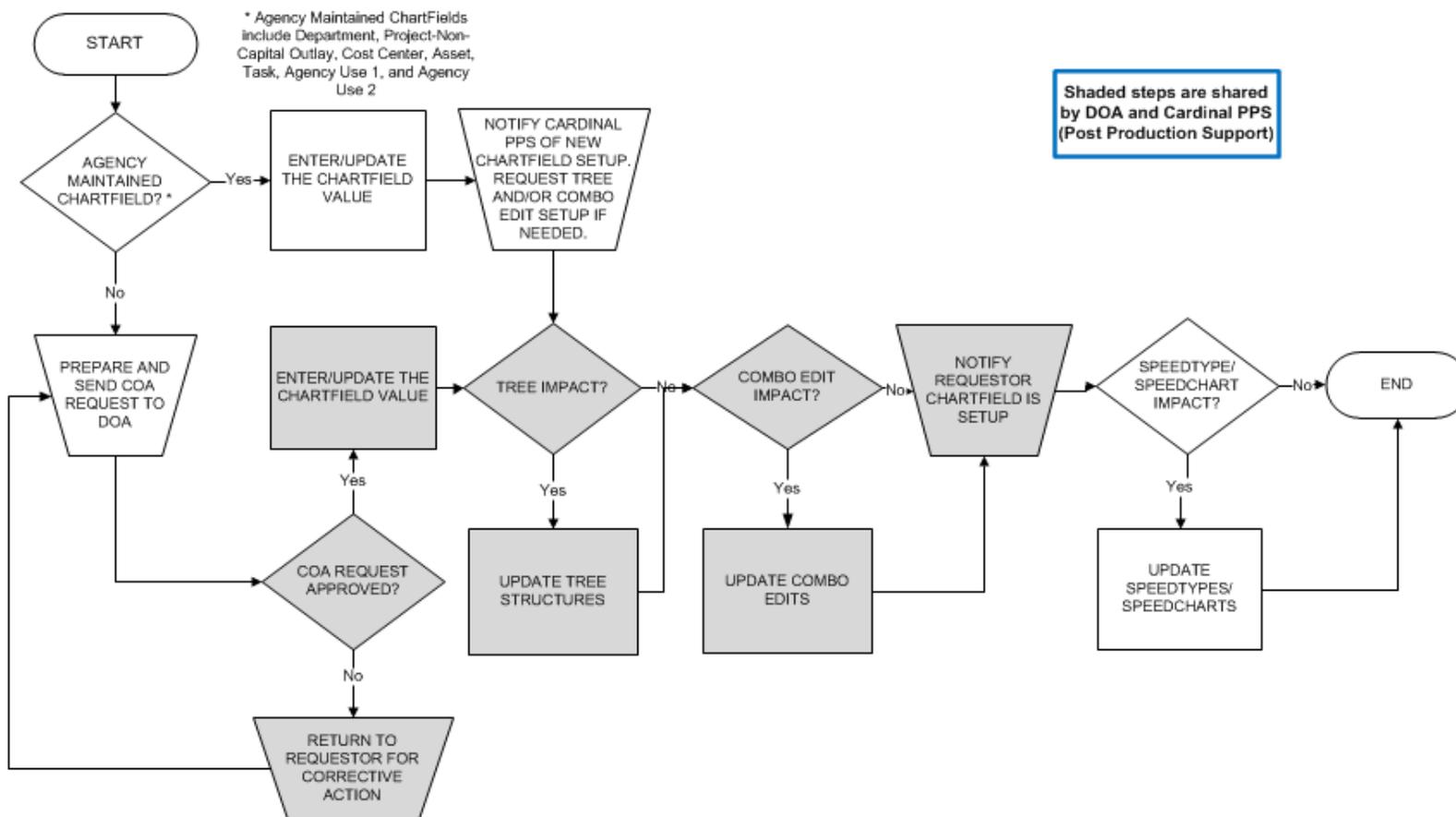




Chart of Account Values and Attributes

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

ChartField values can be identified either as specific values or as a range of values using trees.

ChartFields are added and maintained by SetID and associated with a Business Unit.

Attributes are characteristics, or features, of a ChartField that allow you to further classify or define a ChartField. For example:

- The Department ChartField may have an attribute to identify its location (Western Region, Northern Region, Tidewater Region, Southern Region, Central Region).
- A Cost Center may have an attribute that determines whether it is Human Resources or Buildings & Grounds.

Each ChartField can have its own attributes for maximum efficiency and flexibility in recording, reporting, and analyzing its intended category of data.



Adding a ChartField Value

To add a new **Department** ChartField value for your agency:

- Navigate to the **ChartField Values** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

- Click the link for the type of ChartField value you are adding. In this example we are selecting **Department**.

ChartField Values

ChartField Values

- [Account](#)
- [Fund](#)
- [Program](#)
- [Department](#)**
- [Cost Center](#)
- [Task](#)
- [FIPS](#)
- [Asset](#)
- [Agency Use 1](#)
- [Agency Use 2](#)
- [Project](#)
- [Book Code](#)
- [Adjustment Type](#)
- [Scenario](#)
- [Statistics Code](#)



Adding a ChartField Value (continued)

- Click the **Add a New Value** tab. Enter your **SetID**, which is the Business Unit for your agency.
- Next, enter the ChartField value that you are creating in the **Department** field.
- Click the **Add** button.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

New Window

Department

Find an Existing Value | **Add a New Value**

SetID: 15100

Department: 30000

Add

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



Adding a ChartField Value (continued)

The type of ChartField value that you are adding will determine what information you will be required to enter to create the value.

- The **Effective Date** defaults to the current date. For Department values, the initial **Effective Date** should be updated to 01/01/1901. For other agency ChartField values, the current date can be used.
- The **Status** defaults to **Active**.
- For a new Department, you must enter values in the **Description**, **Short Description**, **Company**, **Location Code** and **Location SetID** fields. Select **COV** as the **Company** and your agency business unit as the **Location Code** and **Location SetID**.
- If you select the **Budgetary Only** checkbox, the **ChartField** value will not be available for recording actual transactional entries.
- After entering all required information for the value, click the **Save** button.

The screenshot shows the 'Define Values' window for a 'Department' ChartField. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The window title is 'Department'. Below the title, it shows 'SetID: 15100' and 'Department: 30000'. The main form area contains several fields: '*Effective Date:' with a date picker set to '01/01/1901'; '*Status:' with a dropdown menu set to 'Active'; '*Description:' with the text 'Human Resources'; '*Short Description:' with the text 'HR'; 'Manager ID:' and 'Manager Name:' fields; '*Company:' with a dropdown set to 'COV'; '*Location Code' with the text '1510'; and '*Location SetID' with the text '15100'. To the right of these fields, there are tabs for 'Attributes' and 'Long Description', and a 'Budgetary Only' checkbox which is checked. At the bottom of the window, there are several buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include History'.



Adding a ChartField Value (continued)

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Department

SetID: 15100 Department: 30000

Effective Date Find | View All First 1 of 1 Last

*Effective Date:	01/01/1901	<input type="checkbox"/>	<u>Attributes</u>	<u>Long Description</u>	
*Status:	Active		<input type="checkbox"/> Budgetary Only		
*Description:	Human Resources				
*Short Description:	HR				
Manager ID:		<input type="text"/>	Manager Name:		
*Company:	COV	*Location Code	1510	*Location SetID	15100



Updating a ChartField Value

To update **Department 30000** for your agency:

Begin by navigating to **the ChartField Values** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values.

- Click **Department**.
- On the **Find an Existing Value** tab, enter your **SetID** (your agency Business Unit) and search criteria. In this example, enter the **Department** value, which is **30000**.
- Click the **Search** button.



Updating a ChartField Value (continued)

The fields displayed are determined by the type of ChartField you are updating.

- Click the **Add a new row (+)** button to add a new effective dated row for this value.
- The **Effective Date** for the new row defaults to the current date.
- To inactivate a ChartField value, select **Inactive** from the **Status** drop-down menu.

Once you have completed your updates, click the **Save** button.

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Department

SetID: 15100 Department: 30000

Effective Date Find | View All First 1 of 2 Last

*Effective Date:	04/23/2014	Attributes	Long Description	+ -	
*Status:	Inactive	<input type="checkbox"/> Budgetary Only			
*Description:	Human Resources				
*Short Description:	HR				
Manager ID:		Manager Name:			
*Company:	COV	*Location Code:	1510	*Location SetID:	15100

Save Return to Search Notify Add Update/Display Include History



ChartField History

Cardinal uses the **Effective Date** and **Status** fields to maintain a complete history of ChartField additions and changes. To view the history for the ChartField value, you can click the arrows to move from one record to another, or you can click the **View All** link to view all historical records at once.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Department

SetID: 15100 Department: 30000

Effective Date Find | View 1 First 1-2 of 2 Last

*Effective Date:	04/23/2014	Attributes	Long Description
*Status:	Inactive	<input type="checkbox"/> Budgetary Only	
*Description:	Human Resources		
*Short Description:	HR		
Manager ID:		Manager Name:	
*Company:	COV	*Location Code	1510
		*Location SetID	15100

*Effective Date:	01/01/1901	Attributes	Long Description
*Status:	Active	<input type="checkbox"/> Budgetary Only	
*Description:	Human Resources		
*Short Description:	HR		
Manager ID:		Manager Name:	
*Company:	COV	*Location Code	1510
		*Location SetID	15100



Creating a ChartField Attribute and Attaching to a ChartField

Generic ChartField attributes are optional features that support such things as reporting and payment processing.

- Use the **ChartField Attribute** page to create ChartField attributes.
- Use the **ChartField Value Attribute Configuration** page to delete an attribute value. After you attach an attribute value to a ChartField value, it cannot be deleted using the **ChartField Attribute** page.

Attributes share the effective dating of the ChartField values to which they are attached.

To create a generic ChartField attribute, navigate to the **ChartField Attributes** page using the following path:

Main Menu > Set Up Financial/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes



Step 1: Creating Generic ChartField Attributes

- Click the **Add a New Value** tab.
- Enter your agency's business unit in the **SetID** field.
- Enter the ChartField type in the **Field Name** field.
- Enter a name in the **ChartField Attribute** field to uniquely identify the attribute.
- Click the **Add** button.

In this example, **REGION** is being added as an attribute to the **DEPTID** ChartField value.

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes

Chartfield Attributes

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

SetID:

Field Name:

ChartField Attribute:

Add

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



Step 1 - Creating a Generic ChartField Attribute (continued)

- On the **ChartField Attribute** page, enter a description for the attribute.
- Select the **Allow Multiple Values per Attr** checkbox if you want to allow multiple values of the same attribute to be attached to a ChartField value. If you do not select this checkbox, only one attribute value can be attached to a ChartField value for a given attribute.
- You can define values in the **ChartField Attribute Values** grid. Use the **+** button to add attribute values. In this example, **Western, Northern, and Central Regions** are being added as new ChartField attribute values.
- When all information is entered, click the **Save** button.

ChartField Attribute

SetID: 15100 Field Name: DEPTID Attribute: REGION

Description: Region

Allow Multiple Values per Attr

*ChartField Attribute Value	Description		
WESTERN	Western Region	+	-
NORTHERN	Northern Region	+	-
CENTRAL	Central Region	+	-

Save Notify Add Update/Display



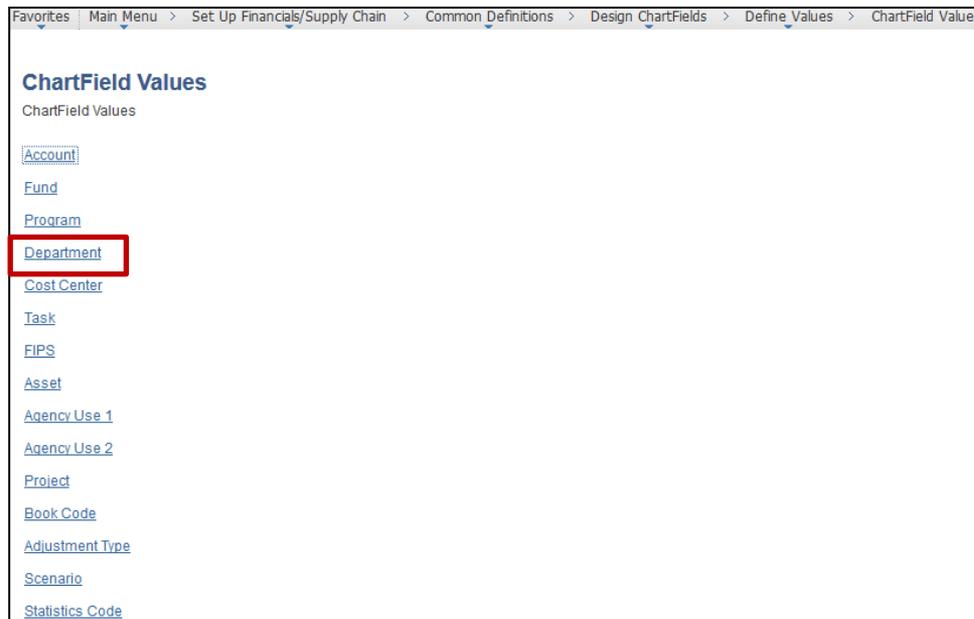
Step 2 – Attaching a ChartField Attribute to a ChartField

After defining your ChartField attribute, you can attach it to a ChartField value.

Navigate to the **ChartField Values** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Click the link for the ChartField type that you are adding an attribute for, in this example, **Department**.





Step 2 – Attaching a ChartField Attribute to a ChartField (continued)

In this example, we are adding **REGION** (the attribute) and **NORTHERN** (the attribute value) to the **DEPTID** ChartField value.

- Search for the ChartField value using the **Find an Existing Value** tab.
- Enter your agency business unit in the **SetID** field. Enter the **Department ID** in the **Department** field.
- Click the **Search** button.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Department

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

Find an Existing Value | Add a New Value

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

SetID:	=	<input type="text" value="15100"/>	
Department:	begins with	<input type="text" value="30000"/>	
Description:	begins with	<input type="text"/>	

Include History Case Sensitive

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

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



Step 2 – Attaching a ChartField Attribute to a ChartField (continued)

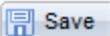
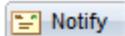
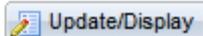
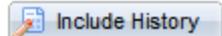
- Click the plus button to add a new effective dated row.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Department

SetID: 15100 Department: 30000

Effective Date		Find View All First 1 of 1 Last	
*Effective Date:	<input type="text" value="01/01/1901"/>	Attributes	Long Description  
*Status:	<input type="text" value="Active"/>	<input type="checkbox"/> Budgetary Only	
*Description:	<input type="text" value="Human Resources"/>		
*Short Description:	<input type="text" value="HR"/>		
Manager ID:	<input type="text"/>	Manager Name:	<input type="text"/>
*Company:	<input type="text" value="COV"/>	*Location Code	<input type="text" value="1510"/>
		*Location SetID	<input type="text" value="15100"/>



Step 2 – Attaching a ChartField Attribute to a ChartField (continued)

- Cardinal automatically assigns today's date as the **Effective Date**.
- On the **Department** page, click the **Attributes** link.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Department

SetID: 15100 Department: 30000

Effective Date Find | View All | First 1 of 2 Last

*Effective Date:	05/28/2014	Attributes	Long Description
*Status:	Active	<input type="checkbox"/> Budgetary Only	
*Description:	Human Resources		
*Short Description:	HR		
Manager ID:		Manager Name:	
*Company:	COV	*Location Code	1510
		*Location SetID	15100



Step 2 – Attaching a ChartField Attribute to a ChartField (continued)

- Use this page to select one or more of the ChartField attribute and attribute value combinations that apply to a specific ChartField value.
- Click the magnifying glass next to the **ChartField Attribute** field and select the **REGION** attribute.
- Click the magnifying glass next to the **ChartField Attribute Value** and select the relevant attribute value. In this example, we selected **NORTHERN**.
- Then click the **OK** button.
- This takes you back to the **Department** page. Click the **Save** button on the **Department** page.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Chartfield Attributes

ChartField Attribute Values							Customize	Find	View All	First	1 of 1	Last
SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description						
15100	30000	05/28/2014	DEPTID	REGION	NORTHERN	Northern Region					+	-



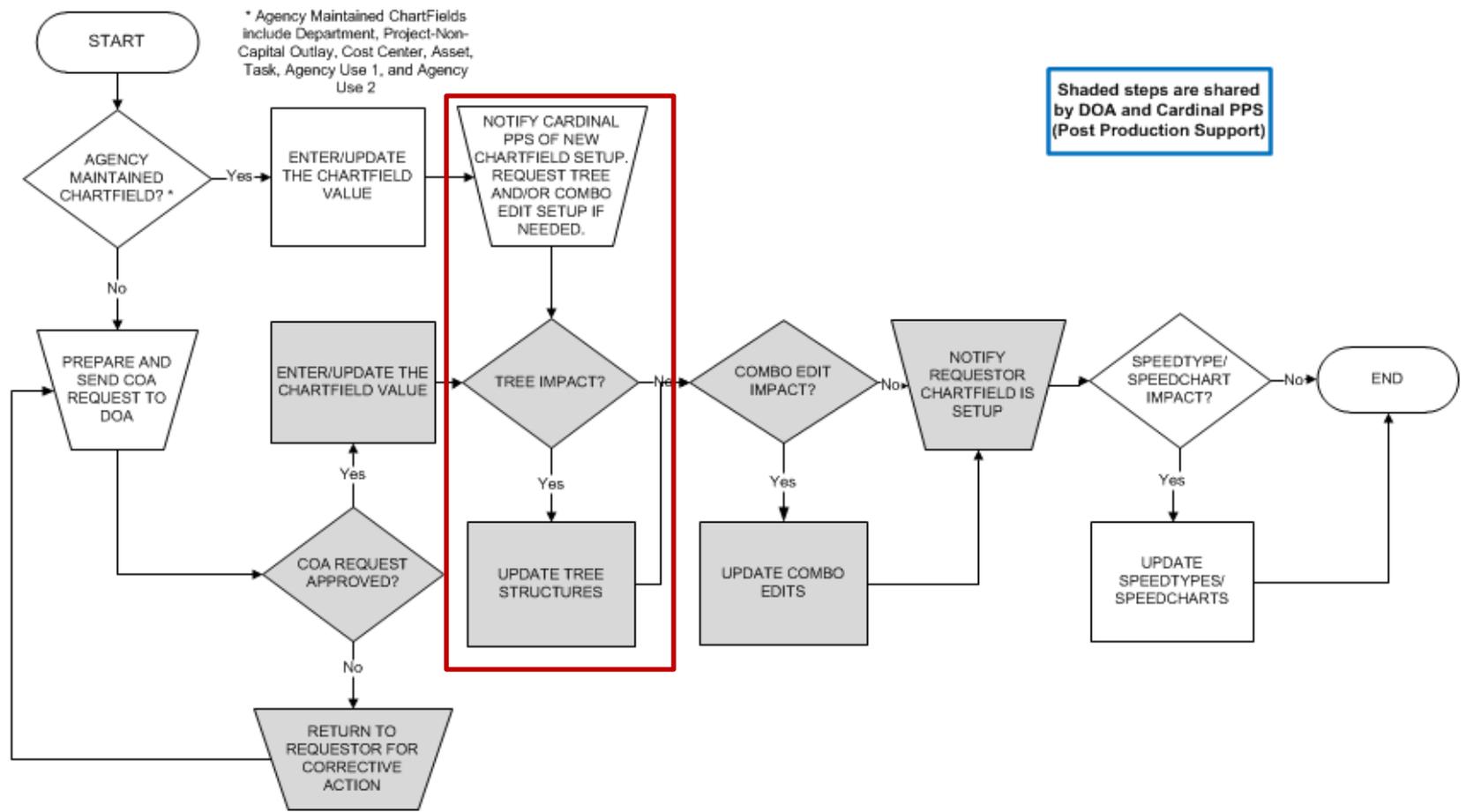
Hands On Practice – Adding ChartField Values

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



Understanding and Maintaining Tree Structures

The next step in ChartField set up and maintenance is maintaining tree structures.





Understanding Trees

A tree is the graphical hierarchy in Cardinal that displays the relationship between all accounting units (for example, departments, reporting groups, account numbers) and determines roll up hierarchies. Trees use rollups to sum values based on hierarchies.

Trees are built from the highest level of the hierarchy (root node) to the lowest level of the hierarchy (leaves). Every tree is based upon a structure. The structure defines the links between your tree and the underlying tables to which it refers.

All updates to tree structures in Cardinal are maintained by Post Production Support (PPS). You can view trees in Cardinal in order to identify any needed updates.



Viewing Trees

To view trees in Cardinal, navigate to the **Tree Viewer** page using the following path:

Main Menu > Tree Manager > Tree Viewer

To view all available search fields on the **Find an Existing Value** tab, click the **Advanced Search** link.

The screenshot shows a web browser window with the following elements:

- Navigation breadcrumb: Favorites | Main Menu > Tree Manager > Tree Viewer
- Section title: **Tree Viewer**
- Instructional text: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Active tab: Find an Existing Value
- Form fields:
 - Maximum number of rows to return (up to 300):
 - Search by: begins with
- Buttons: Search, **Advanced Search** (highlighted with a red box)



Viewing Trees (continued)

Enter your agency business unit in the **SetID** field to view trees for your agency or enter **STATE** to view statewide trees. Enter any additional search criteria required and click the **Search** button. A list of trees matching your search criteria will display in the **Search Results** section. Click the link for the tree that you would like to view.

Favorites | Main Menu > Tree Manager > Tree Viewer

Tree Viewer

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

Find an Existing Value

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

Tree Name: begins with

SetID: begins with

Set Control Value: begins with

Effective Date: =

Description: begins with

Category: begins with

Tree Structure ID: begins with

Valid Tree: =

Node Field: begins with

Detail Field: begins with

Case Sensitive

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

Search Results

View All First 1-3 of 3 Last

Tree Name	SetID	Set Control Value	Effective Date	Description	Category	Valid Tree
DEPT_15100	15100	(blank)	01/01/1901	Department Fund Combo Edit	DEFAULT	Valid Tree
DEPT_BUDGET	15100	(blank)	01/01/1901	DOA Dept Budget	COMMITMENT_CTRL	Valid Tree
DEPT_OVERALL	15100	(blank)	01/01/1901	DOA Dept Overall	DEFAULT	Valid Tree



Viewing Trees (continued)

The tree hierarchy is displayed using a folder structure. The top folder, in this example **99999 – DOA**, is referred to as the **Root Node** of the tree. The next level, in this example **10000 – DOA – All Non-GA Departments**, is referred to as a **Node**.

To expand a **Node** and view the hierarchical values beneath it, click the folder **+** (plus sign).

Favorites > Main Menu > Tree Manager > Tree Viewer

Tree Viewer

SetID: 15100 Last Audit: Valid Tree
Effective Date: 01/01/1901 Status: Active
Tree Name: DEPT_OVERALL DOA Dept Overall

[Close](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#) [Find](#) First Page 3 of 21 Last Page

- 99999 - DOA
 - 10000 - DOA - All Non-GA Departments
 - 10001 - DOA - GA Departments



Viewing Trees (continued)

Favorites Main Menu > Tree Manager > Tree Viewer

Tree Viewer

SetID: 15100 Last Audit: Valid Tree
Effective Date: 01/01/1901 Status: Active
Tree Name: DEPT_OVERALL DOA Dept Overall

[Close](#) [Display Options](#) [Print Format](#)

99999 > 10000

[Collapse All](#) | [Expand All](#) [Find](#) First Page 20 of 21 Last Page

- 99999 - DOA
 - 10000 - DOA - All Non-GA Departments
 - [60200] - Commonwealth Health Research
 - [91100] - Comptroller
 - [91200] - EDI Prenotes
 - [92100] - Admin Svcs & Public Records
 - [93100] - Personnel
 - [94100] - Internal Audit
 - [94400] - Disbursements Review
 - [95200] - Financial Reporting
 - [95500] - Commonwealth Vendor Group
 - [95700] - FSRI - Cardinal
 - [95800] - FSRI - Performance Budgeting
 - [95900] - SPCC and Quality Assurance
 - [97200] - Payroll Production
 - [97500] - Payroll Service Bureau
 - [98300] - Systems Analysis & Programming
 - [98400] - Chief Technology Officer & DBA
 - [99800] - Converted Blank Dept
 - 10001 - DOA - GA Departments

Sample Detail Values/Leaves

The hierarchical values displayed below each **Node** vary based on the type of tree. Some trees may have multiple levels of folders that can be expanded to drill down to a lower level of the hierarchy. These levels are referred to as sub-nodes and detail values/leaves.



Maintaining Trees

The activities in maintaining trees include:

- Adding, updating and deleting rollup values
- Adding, updating and deleting detail values
- Adding, updating and viewing a range of detail values

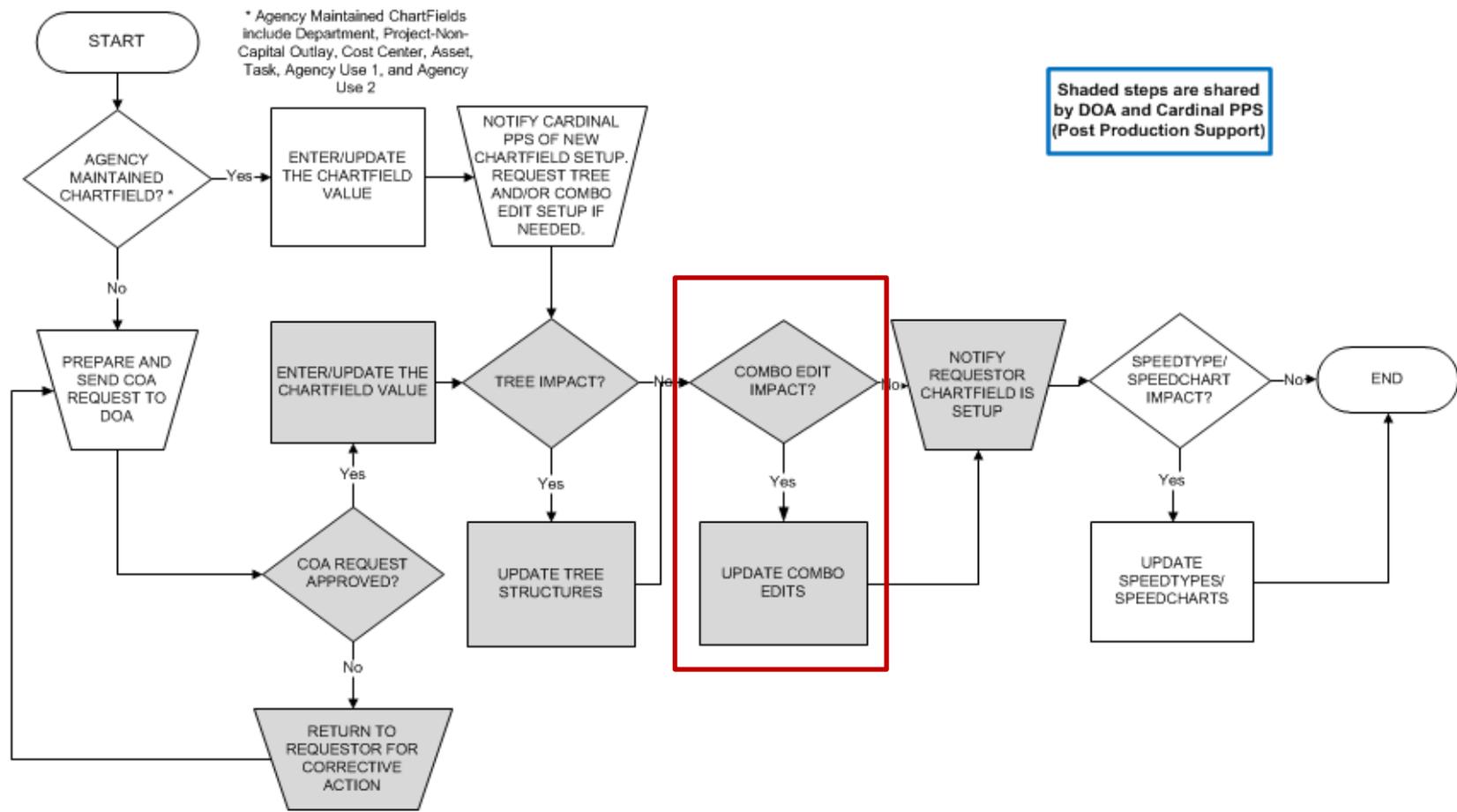
Submit requests for tree maintenance updates to Cardinal PPS via a help desk ticket to VCCC.

For example, every time a new Department value is added, a request should be submitted to PPS to add the Department value to the Department tree(s). When this request is made, the tree name(s) (e.g. DEPT_OVERALL) as well as the location where the new value should be placed on the tree(s) must be provided.



Understanding and Defining Combination Edits

The next step in ChartField set up and maintenance is defining combination edits.





Combination Editing

ChartField combination editing is a feature in Cardinal that helps to maintain data integrity across all modules. Combinations of ChartField values can be edited to determine such things as:

- Which ChartFields are required on a transaction; for example, Account, Fund and Department must be defined on every journal line.
- Which ChartFields are not allowed based on values entered in other ChartFields; for example, defining which accounts are valid/invalid with a specific fund or program.

The number of ChartFields in a combination rule should be kept to a minimum.

- Three or fewer ChartFields are recommended for performance reasons.

Only define critical rules.

- The more rules that you implement, the more time that it takes to edit the transactions and maintain the rules.



Combination Edit Configuration

There are three configuration components for combination edits:

- **Combination Definition:** defines the ChartFields involved in the combination edit. For example, a Combination Definition may require an Account, Fund, and a Department be defined on each journal line.
- **Combination Rule:** defines the ChartField values for the Combination Definition. In our example, the Combination Rule might list the allowable Account, Fund and Department values so incorrect combinations will not pass combo edits.
- **Combination Group:** links the Combination Rules that are to be applied as a group during the edit process. All rules within a group must have the same Combination Definition.

ChartField combination editing compares the values entered on accounting distributions to the Combination Definitions and Combination Rules that are defined.

In our example, the editing process reviews the Account/Fund/Department code combinations (included in the Combination Definition) that are specified (in the Combination Rule).



Combination Edit Definition

To create a Combination Definition, two or more ChartFields are identified.

The first ChartField that is entered is the anchor ChartField.

The anchor ChartField is the driver of the Combination Edit.

- The Combination Editing process first searches for the anchor ChartField.
- Then it matches the other (non-anchor) ChartFields in the combination.

In the example, **Account** is the anchor ChartField, with **Department** and **Fund** as the other ChartField combinations that are associated with the anchor.

To view the ChartField Combination Editing page, navigate to:

Main Menu > Setup Financials / Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Definition

Enter **STATE** as your **SetID** and **Search**.

Select **ACCTFNDDPT**.



Combination Edit Definition (continued)

CARDINAL

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Definition

ChartField Combination Editing Definition

SetID: STATE Combination Definition: ACCTFNDDPT

*Description:

Long Description:

Combination ChartFields		Customize	Find	View All	First	1-3 of 3	Last
*ChartField	Anchor ChartField						
Account	<input checked="" type="checkbox"/>						+ -
Fund	<input type="checkbox"/>						+ -
Department	<input type="checkbox"/>						+ -



Combination Edit Rules

Combination Rules define the combinations of ChartField values that can be used on an accounting distribution.

The Combination Rule can define valid or invalid combinations.

Combination Edit Rules are defined on the **Combination Rule** page. To view this page, navigate to:

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

Click **Search** and select a **Combination Rule**.



Combination Edit Rules (continued)

For example the Combination rule **ACCTFNDDPT** states that Account, Fund and Department are required on all transactions.

The **Combination Rule** page has two tabs, **Rule Definition** and **ChartField Combinations**.

On the **Rule Definition** tab, the **Effective Date** range determines the time frame for which the rule is valid.

If the **Value Required** checkbox is selected, the rule does not have to specify values or tree nodes.

Navigation: Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule

Rule Definition | ChartField Combinations

SetID: STATE Combination Rule: ACCTFNDDPT

Description: Account/Fund/Department

Long Description: Account, Fund, and Department are required on all transactions.

Effective Date From: 01/01/1901 Open Effective Date To Effective Date To: 01/01/2099

Combination Definition: ACCTFNDDPT Effective Date for Prompting: 04/23/2014

Non-Anchor ChartField Option	
ChartField	Value Required
Fund	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>

Buttons: Save | Return to Search | Previous in List | Next in List | Notify

Rule Definition | ChartField Combinations



Combination Edit Rules – Rule Definition Tab

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

Rule Definition | ChartField Combinations

SetID: STATE Combination Rule: ACCTFNDDPT

Description: Account/Fund/Department

Long Description: Account, Fund, and Department are required on all transactions.

Effective Date From: 01/01/1901 Open Effective Date To Effective Date To: 01/01/2099

Combination Definition: ACCTFNDDPT Effective Date for Prompting: 04/23/2014

Non-Anchor ChartField Option	
ChartField	Value Required
Fund	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>

[Rule Definition](#) | [ChartField Combinations](#)



Combination Edit Rules – ChartField Combinations Tab

On the **ChartField Combinations** tab:

The **Anchor ChartFields** section shows the relevant anchors and associated values.

The **Non-Anchor ChartFields** section shows valid values for the other ChartFields associated to the combination edit rule.

The **Selected Detail Values** radio button allows you to apply the combination edit rule to specific allowable values. The **Selected Tree Node** radio button allows you to apply the combination edit rule to all valid values on a tree node.



Combination Edit Rules – ChartField Combinations Tab (continued)

Navigation: Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule

Rule Definition | **ChartField Combinations**

SetID: STATE Combination Rule: ACCTFNDDPT Descr: AccountFund/Department

Ascending Descending [Sort Anchor](#)

Anchor ChartFields Find | View All | First 1 of 1 | Last

ChartField:	Tree:	Level:	Seq:
Account	ACCOUNT_OVERALL		1

How Specified

Selected Detail Values
 Selected Tree Nodes

Chartfield values / Tree nodes Customize | Find | View All | [Grid] | First 1 of 1 | Last

Node/Value
ACCOUNTS_CAFR

Non-Anchor ChartFields Find | View 1 | First 1-2 of 2 | Last

Non-Anchor ChartField:	Tree:	Level:
Fund		

How Specified

Selected Detail Values
 Selected Tree Nodes

Chartfield values / Tree nodes Customize | Find | View All | [Grid] | First 1 of 1 | Last

Node/Value
%

Non-Anchor ChartField:	Tree:	Level:
Department		

How Specified

Selected Detail Values
 Selected Tree Nodes

Chartfield values / Tree nodes Customize | Find | View All | [Grid] | First 1 of 1 | Last

Node/Value
%

[Save](#) [Return to Search](#) [Notify](#)

[Rule Definition](#) | [ChartField Combinations](#)



Combination Edit Groups

The Combination Edit Group links the Combination Rules that are to be applied as a group during the edit process. All rules within a group must have the same Combination Definition.

The **ChartField Combination Editing Group** page allows you to associate combination rules with a combination group definition. Cardinal applies the rules as a group during the edit process.

This page is also used to indicate whether the combination edit is specifying valid or invalid combinations.

To view the ChartField Combination Editing Group page, navigate to:

Main Menu > Setup Financials / Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group.

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

Enter **DEPTREQ** in the **Process Group** field.

Click **Search**.



Combination Edit Groups (continued)

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

ChartField Combination Editing Group

SetID: STATE Process Group: DEPTREQ

Description:	Account/Fund/Department
Long Description:	Account, Fund, and Department are required on all transactions.
Combination Definition:	ACCTFNDDPT
Combo Editing Option:	Combo Data Table <input type="checkbox"/> User Defined
Anchor Values Not In Rules:	Mark Valid
Combination Group Defines:	Valid Combinations

Combination Rule		Customize Find View All First 1 of 1 Last
Combination Rule	Description	
ACCTFNDDPT	Account/Fund/Department	

Save Return to Search Notify Refresh



Attach Combination Edit Group to Target Ledger

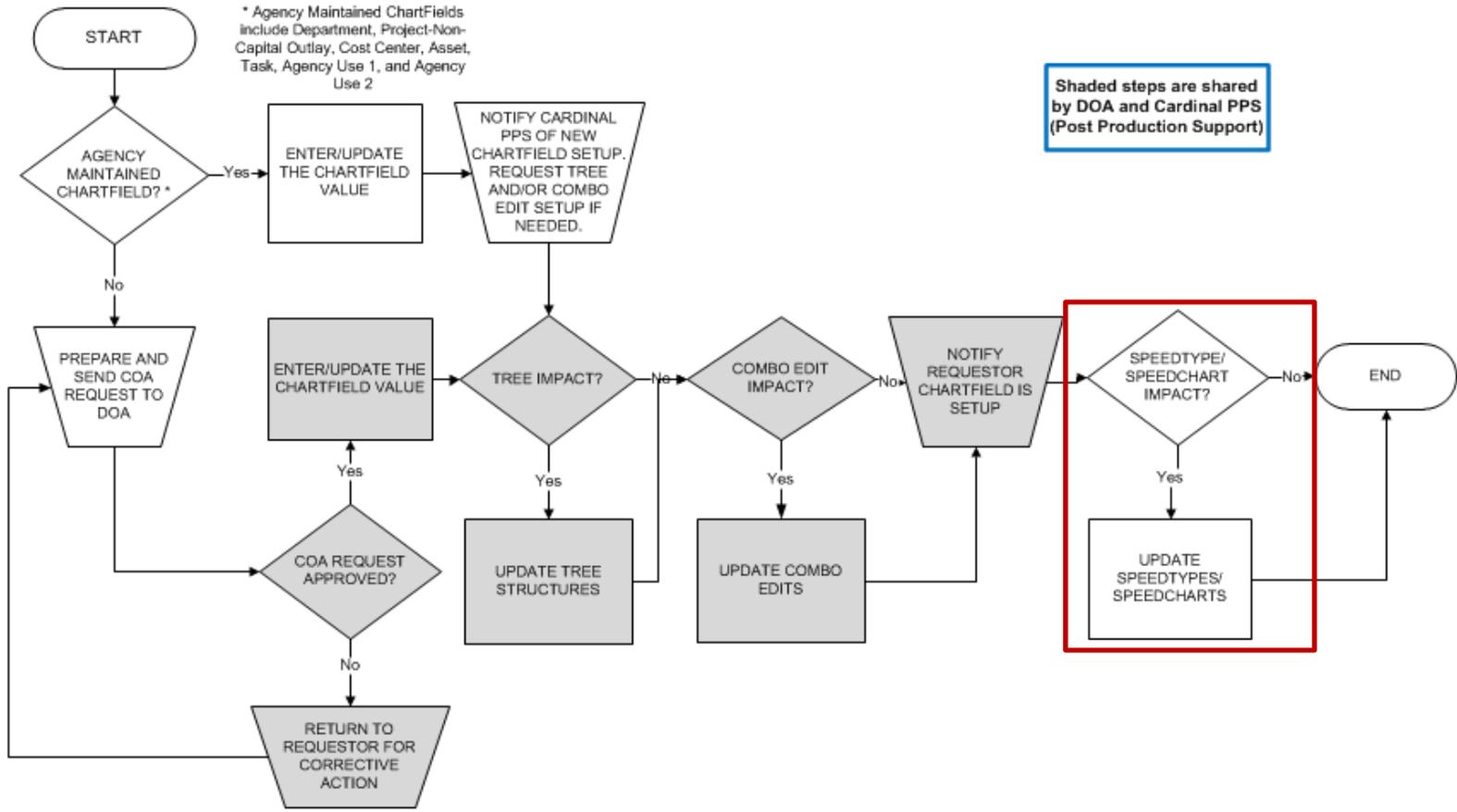
Once you establish your combination edit group, you attach it to a Ledger. Attaching the combination edit group to a ledger designates which Combination Editing rules apply to specific transactions.

During the edit process, Cardinal looks to the ledger group on the source transaction to see which rules apply. Typically, combination edit groups are only linked to the ACTUALS Ledger by Business Unit.



Creating and Updating SpeedTypes and SpeedCharts

The final step in ChartField set up and maintenance is maintaining SpeedTypes and SpeedCharts.





SpeedTypes and SpeedCharts

A SpeedType / SpeedChart is a predefined value that you can enter to auto-populate some ChartField values on the accounting distribution line (such as fund, program and department).

They allow you to define codes for frequently used ChartField combinations. When a SpeedType is entered, users still have the ability to add or modify additional COA values on the associated distribution line.

SpeedTypes can be used in Expense transactions, General Ledger journal entries, Accounts Receivable direct journals and Commitment Control budget journal entries.

SpeedCharts provide similar functionality for Accounts Payable, except that multiple accounting distributions can be configured for an individual SpeedChart.

Please note that if you create a SpeedType (other than CIPPS related), you will need to create a corresponding SpeedChart as well, and vice versa.



Example: Creating a SpeedType

Example: Create a SpeedType for **Department 94100**, **Fund 01000**, and **Program 737002** :

- Navigate to the **SpeedType** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

- Click the **Add a New Value** tab.

Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

SpeedTypes

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

Find an Existing Value **Add a New Value**

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

SetID: = STATE

SpeedType Key: begins with

User ID: begins with

Primary Permission List: begins with

Type of SpeedType: = One User

Case Sensitive

Search Clear Basic Search Save Search Criteria

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



Example: Creating a SpeedType (continued)

- Enter your **Business Unit** in the **SetID** field.
- The **SpeedType Key** will be the value that you enter on transactions to select the SpeedType. Enter **94100** as the **SpeedType Key**.
- If you enter a **User ID** or **Primary Permission List**, only the specified user(s) will have access to the SpeedType. Leave these fields blank, as all SpeedTypes are universally accessible.
- Click the **Add** button.

SpeedTypes

Find an Existing Value Add a New Value

SetID: 15100

SpeedType Key: 94100

User ID:

Primary Permission List:

Add

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



Example: Creating a SpeedType

- The **SpeedType** page displays. Enter a description, select **Department 94100**, **Fund 01000**, and **Program 737002**.
- Leave the **Publish Data** checkbox unchecked.
- Click the **Save** button.

CARDINAL

Home | Wor

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

New Window ?

SpeedType

SetID: 15100

SpeedType Key: 94100 Publish Data

Type of SpeedType: Universal (All Users)

Description: Internal Audit

Account:

Fund: General Fund

Program: Disbursements Review

Department: Internal Audit

Cost Center:

Task:

FIPS:

Asset:

Agency Use 1:

Agency Use 2:

PC Business Unit:

Project:



Example: Creating a SpeedType (continued)

CARDINAL Home | Work

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

New Window ?

SpeedType

SetID: 15100

SpeedType Key: 94100 Publish Data

Type of SpeedType: Universal (All Users)

Description: Internal Audit

Account:

Fund: 01000 General Fund

Program: 737002 Disbursements Review

Department: 94100 Internal Audit

Cost Center:

Task:

FIPS:

Asset:

Agency Use 1:

Agency Use 2:

PC Business Unit:

Project:



Example: Creating a SpeedChart

Now that we have entered the SpeedType for DeptID 94100 that populates Program 737002 and Fund 01000, we will enter a matching SpeedChart:

- Navigate to the SpeedChart page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart.**
- Click the **Add a New Value** tab.
- Enter your **Business Unit** in the **SetID** field. The **SpeedChart Key** used should match the corresponding **SpeedType Key** for consistency. Leave the **User ID** and **Primary Permission List** fields blank.
- The **Effective Date** defaults to the current date, but this can be changed to an earlier date.
- Click the **Add** button.

SpeedChart

Find an Existing Value | Add a New Value

SetID: 15100

SpeedChart Key: 94100

User ID:

Primary Permission List:

Effective Date: 04/17/2014

Add

Find an Existing Value | Add a New Value



Example: Creating a SpeedChart (continued)

On the **SpeedChart** page:

- **Total Percent** indicates the total of the proration percentages that you selected for the SpeedChart lines.
- Enter a description for your SpeedChart.
- The **Status** field defaults to **Active**. Once the SpeedChart is saved, it cannot be deleted. The **Status** can be updated to **Inactive** if the SpeedChart is no longer needed.
- Select **Universal** as the **Security Option** so all users can access the **SpeedChart**. The **One User** option allows access to a single user. The **One Permission** option allows access to users who are on a specific Permission List.
- In the **Definition** section, there are two distribution options. The **Enter Percentages** option distributes cost by a percentage of the total amount. When you select this option, enter a proration percent for each SpeedChart line. The **Enter Weights** option distributes cost by item unit of measurement weight. When you select this option, enter a proration weight value for each SpeedChart line. Select a unit of measurement (**UOM**) for distributing cost by weight.
- In the **Speed Charts** section, select **Department 94100**, **Fund 01000**, and **Program 737002**.
- Click the **Save** button.



Example: Creating a SpeedChart (continued)

Favorites Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

New Window Help Customize Page http

SpeedChart

SetID: 15100 SpeedChart: 94100 Eff Date: 04/17/2014 *Status: Active

Description: Internal Audit Total Percent: 100.00

Security Option

- Universal (All Users)
- One User
- One Permission

Definition

- Enter Percentages
- Enter Weights

UOM:

Description:

Speed Charts												
	Percent	Weight	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Age
1	100.00	0.00000	<input type="text"/>	<input type="text"/>	01000	737002	94100	<input type="text"/>				

Save Notify Add Update/Display Include History



Example: Updating a SpeedChart

To update a SpeedChart, you must enter the same **SetID** and **SpeedChart Key** with a new **Effective Date**.

You may need to update a SpeedChart to:

- Change the status (e.g., inactivate)
- Update the Description
- Change ChartField value(s)

Navigate to the SpeedChart page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart**.



Example: Updating a SpeedChart (continued)

- Click the **Add a New Value** tab.
- Enter your **Business Unit** in the **SetID** field. The **SpeedChart Key** used should match the existing **SpeedChart Key**. Leave the **User ID** and **Primary Permission List** fields blank.
- The **Effective Date** defaults to the current date but can be changed.
- Click the **Add** button.

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

SpeedChart

Find an Existing Value | **Add a New Value**

SetID:	<input type="text" value="15100"/>
SpeedChart Key:	<input type="text" value="94100"/>
User ID:	<input type="text"/>
Primary Permission List:	<input type="text"/>
Effective Date:	<input type="text" value="05/29/2014"/>

Add

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



Example: Updating a SpeedChart (continued)

- On the **SpeedChart** page, make any necessary updates and click the **Save** button.

SpeedChart

SetID: 15100 SpeedChart: 94100 Eff Date: 05/29/2014 *Status: Inactive

Description: Internal Audit Total Percent: 100.00

Security Option

- Universal (All Users)
- One User
- One Permission

Definition

- Enter Percentages
- Enter Weights

UOM:

Description:

Percent	Weight	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Ag
100.00	0.00000			01000	737002	94100					

Save **Notify** **Add** **Update/Display** **Include History**



CIPPS SpeedTypes

The Commonwealth's Integrated Payroll / Personnel System (CIPPS) sends payroll data to both CARS and Cardinal to record related accounting entries.

CIPPS uses the CARS Chart of Accounts.

Cardinal SpeedTypes are used to translate CARS Cost Codes from CIPPS into the corresponding Cardinal ChartField values for the accounting distribution.

In order for CIPPS data to successfully upload into Cardinal, a SpeedType has to exist for any Cost Code used in CIPPS.



Hands On Practice – Adding SpeedTypes and SpeedCharts

This practice will reinforce the concepts learned in this 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:

- ChartField maintenance facilitates reporting on all transactions within the financial system.
- Maintenance includes the updating of ChartField values and attributes, reporting trees, combination edits, and SpeedTypes and SpeedCharts.
- ChartField attributes are optional features that support such things as reporting and payment processing.
- A tree is the graphical hierarchy in Cardinal that displays the relationship between all accounting units (for example, departments, reporting groups, account numbers) and determines roll up hierarchies. A tree allows for ChartField values to roll up in both reporting and commitment control.
- The use of ChartField Combination Editing helps to maintain data integrity across all modules. It is best to limit the number of ChartFields you are using for combination edit rules.



Lesson 2: Summary (continued)

In this lesson, you learned:

- There are three components of combination edit configuration: Combination Definitions, Combination Rules and Combination Groups.
- SpeedTypes can be used in Expenses, General Ledger journal entries, Accounts Receivable direct journals and Commitment Control Budget journal entries.
- SpeedCharts provide similar functionality for Accounts Payable, except that multiple accounting distributions can be configured for an individual SpeedChart.



Lesson 3: Entering and Maintaining Projects

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

- Creating and Maintaining a Project
- Creating Reporting Categories
- Creating a Summary Project



Creating a Project Overview

A project is a planned undertaking with a finite beginning and a finite end, usually crossing fiscal years. Cardinal project IDs can be used to track project related expenditures / costs and revenue.

Projects are useful in tracking project and grant financial activity, which can cross budget years, funds and departments.

Some Projects, including Capital Outlay Projects, are created and maintained in Cardinal by the Department of Accounts (DOA). Other agency specific Projects are created and maintained by the agency.



Creating a Project

To create a new Project, begin by navigating to the **General Information** page using the following navigation path:

Main Menu > Project Costing > Project Definitions > General Information

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information

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

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

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

Business Unit: =

Project: begins with

Description: begins with

Program: =

Processing Status: =

Include History Case Sensitive

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

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



Creating a Project (continued)

- Click the **Add a New Value** tab. The fields on this page include:
 - **Business Unit:** This value identifies your agency.
 - **Project:** This field defaults to **NEXT**. Cardinal assigns a project ID once you create the project.
 - **Create:** This field defines how the project is created. This field defaults to **Blank Project**. Keep the defaulted value.
- Click the **Add** button.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information

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

Business Unit: 15100

Project: NEXT

Create: Blank Project

[Add](#)

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



General Information Page

The **General Information** tab displays.

- Enter a description for the Project in the **Description** field.
- The **Integration** field is the **Business Unit** for your agency. This will default and should not be changed.
- The **Project Type** field is not currently used.

Project: NEXT Add to My Projects

*Description: Information Technology Upgrade Program Processing Status: Active
*Integration: 15100 Department of Accounts Project Status: A Active
Project Type:

Percent Complete: 0.00 As Of:
Project Health: As Of:

Project Schedule

*Start Date: 05/27/2014 *End Date: 05/27/2019 [Additional Dates](#)

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

Date/Time Stamp: 05/27/14 12:57:00PM User ID: V_PA_PROJ_MAN_NONPCBU
Description: Replace IT Equipment
Long Description:

Save as Template Copy Project

[Return to Project Costing](#)

Save Refresh Add Update/Display



General Information Page (continued)

- The **Percent Complete** and **Project Health** fields are not used in Cardinal.
- The **Start Date** and **End Date** fields in the **Project Schedule** section default to the current date. Modify these fields as appropriate for the project.
- The **Additional Dates** link provides access to additional date fields that are used for informational purposes only.

Favorites Main Menu > Project Costing > Project Definitions > General Information

General Information Projects User Fields Attachments

Project: NEXT [Add to My Projects](#)

*Description: Information Technology Upgrade Program Processing Status: Active

*Integration: 15100 Department of Accounts Project Status: A Active

Project Type:

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 05/27/2014 *End Date: 05/27/2019 [Additional Dates](#)

Description	Date/Time Stamp	User ID
Replace IT Equipment	05/27/14 12:57:00PM	V_PA_PROJ_MAN_NONPCBU

[Save as Template](#) [Copy Project](#)

[Return to Project Costing](#)

[Save](#) [Refresh](#) [Add](#) [Update/Display](#)



General Information Page (continued)

- The **Description** field in the **Description** section is used to capture a more detailed description of the project.
- The **Long Description** field is available to capture additional descriptive detail for the project.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Projects | User Fields | Attachments

Project: NEXT Add to My Projects

*Description: Information Technology Upgrade Program Processing Status: Active

*Integration: 15100 Department of Accounts Project Status: A Active

Project Type:

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 05/27/2014 *End Date: 05/27/2019 [Additional Dates](#)

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

Date/Time Stamp: 05/27/14 12:57:00PM User ID: V_PA_PROJ_MAN_NONPCBU

Description:

Long Description:

Save as Template Copy Project

[Return to Project Costing](#)

Save Refresh Add Update/Display



Project and Processing Status

A project's status can be **Active**, **Pending** or **Closed**.

A project's processing status can be **Pending**, **Active**, or **Inactive**.

The project status and processing status are connected.

- For example, when a project is created, both the project status and processing status default to **Active**.
- When a project is **Closed**, its processing status is **Inactive**.
- As the project progresses, you can change project status accordingly, but the processing status automatically updates based on the project status.

You should only set the project's status to **Closed** when the project is complete and all transactions are completely processed. When you close a project, Cardinal effective-dates the transaction, which makes it easy to track/report against.



Projects Page

Use the **Projects** tab to provide additional project details.

The **Projects** tab is divided into five sections:

- Project Information
- Project Reporting Categories
- Project Route (Not currently used Statewide)
- Budget Information
- Project Budget (Not currently used)
- Grant Information

The screenshot shows a web browser window with the following content:

- Navigation:** Favorites, Main Menu > Project Costing > Project Definitions > General Information. Browser tabs include New Window, Help, Customize Page, and http.
- General Information:** Business Unit: 15100, Project: NEXT, Information: Technology Grant, Project Type: Technology Grant.
- Project Information:** External Project Number, Responsible Dept, Disaster Number, Disaster Indicator, Property Damage Indicator.
- Project Reporting Categories:** Reporting Category.
- Project Route:** Route.
- Budget Information:** Overall Project Budget, Project Amount.
- Project Budget:** Phase, Amount.
- Grant Information:** Grant ID Prefix, Sub-Grant Number, Fed Catalog Number, Grant Amount, Grantor, Progress Report Status, Progress Report Date, Obligation Date, Obligation Deadline, Grantor Grant ID, Fed Declaration Number, Grant In/Outbound Indicator, Sub-Grant Indicator.
- Buttons:** Save, Refresh, Add, Update/Display, Include History.



Projects Page

Favorites | Main Menu > Project Costing > Project Definitions > General Information

New Window | Help | Customize Page | http

General Information | **Projects** | User Fields | Attachments

Business Unit: 15100 Project: NEXT Information Project Type: Technology Grant

Project Information

External Project Number Responsible Dept

Disaster Number

Disaster Indicator Property Damage Indicator

Project Reporting Categories Find | View All | First | 1 of 1 | Last

Reporting Category

Project Route Find | View All | First | 1 of 1 | Last

Route

Budget Information

Overall Project Budget

Project Amount

Project Budget Find | View All | First | 1 of 1 | Last

Phase Amount

Grant Information

Grant ID Prefix Progress Report Status Grant In/Outbound Indicator

Sub-Grant Number Progress Report Date Sub-Grant Indicator

Fed Catalog Number Obligation Date Grantor Grant ID

Grant Amount Obligation Deadline Fed Declaration Number

Grantor Grantee



Project Information Section

The **Project Information** section allows you to capture the following identifying information:

- **External Project Number:** This field is the project's number in an external system (for example, the project number used by the federal agency that is providing funding).
- **Responsible Dept:** This field identifies the Department responsible for the management of the project, and is used as part of the criteria on various reports.
- **Disaster Number:** This field captures an externally generated disaster number that associates all projects related to that disaster. If this field is populated, you must also select the **Disaster Indicator** checkbox.
- **Disaster Indicator:** This field facilitates disaster reporting. If this indicator is selected, you must enter a disaster number in the **Disaster Number** field.
- **Property Damage Indicator:** This field indicates that the project is related to property damage.



Project Reporting Categories

The **Project Reporting Categories** section allows you to associate one or more reporting categories to a project.

- **Reporting Category:** This field can be used to facilitate reporting. Agencies can create their own Reporting Categories in Cardinal.

The **Project Route** section allows you to associate one or more Agency Use 2 values to a project, if your agency uses this field.

- **Route:** This field is not currently being used statewide.



Budget Information Section

The **Budget Information** section allows you to enter project related budget data. The data you enter here is for informational purposes and does not relate to budget journal transactions.

- **Overall Project Budget:** Use the **Project Amount** field to enter the overall project budget.
- **Project Budget:** The fields in this section are not currently used.



Grant Information Section

If a project relates to a grant, the Grant Information section allows the user to enter additional identifying information about the grant.

- **Grant ID Prefix:** Use this field to enter the abbreviation of the grantor agency.

If you have the information, enter the values in the following fields or select the following checkboxes:

- **Sub-Grant Number**
- **Fed Catalog Number (CFDA)**
- **Grant Amount**
- **Grantor**
- **Progress Report Status**
- **Progress Report Date**
- **Obligation Date**
- **Obligation Deadline**
- **Grantee**
- **Grant In/Outbound Indicator** checkbox
- **Sub-Grantor Indicator** checkbox
- **Fed Declaration Number**
- **Grantor Grant ID**



User Fields and Attachments Pages

Click the **Save** button before navigating to the **User Fields** tab.

Use the **User Fields** tab to provide additional information about the project in several free form, user defined fields.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Projects | **User Fields** | Attachments

Project: 0000105465 Description: Information Technology Upgrade

User Fields

Field 1:	<input type="text"/>	User Currency:	<input type="text"/> 🔍
Field 2:	<input type="text"/>	Amount 1:	<input type="text"/>
Field 3:	<input type="text"/>	Amount 2:	<input type="text"/>
Field 4:	<input type="text"/>	Amount 3:	<input type="text"/>
Field 5:	<input type="text"/>	Date 1:	<input type="text"/> 📅
		Date 2:	<input type="text"/> 📅

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)

[Return to Project Costing](#)



User Fields and Attachments Pages

Use the **Attachments** tab to attach supporting documentation to the project.

Navigation: Favorites | Main Menu > Project Costing > Project Definitions > General Information

Tabs: General Information | Projects | User Fields | **Attachments**

Project: 0000105465 Description: Information Technology Upgrade

Document Attachments Customize | Find | View All | First | 1 of 1 | Last

Requests	Attached File		
1			

Buttons: Save as Template | Copy Project

Go To: [My Projects](#) | [Project Valuation](#) | [Project Team](#) | [Project Activities](#) | More

[Return to Project Costing](#)

Footer: Save | Refresh | Add | Update/Display | Include History



Update Project Status

A project's status can be updated from **Active** to **Closed** and from **Closed** to **Active**.

When updating the project status, it is important to correctly update the **Effective Date** and **Sequence** as this controls when transactions can be posted to a project. A project status can be updated by navigating to the following path:

Main Menu > Project Costing > Project Definitions > General Information

Enter the Project ID in the **Project** field and click **Search**.



Update Project Status (continued)

- In the **General Information** tab, click the **Active** link.
- The **Status** page displays. Add a new effective-dated row by clicking the add button (+).
- After you click the (+) button, the next sequence number displays.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Location | Phases | Approval | Projects | Projects Distribution | Justification | User Fields

Project: VDH45007 [Add to My Projects](#)

*Description: MULTIVITAMIN INITIATIVE Program Processing Status: Active
Project Status: **Active**

*Integration: 60100 Department of Health

Project Type:

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 01/21/2011 *End Date: 06/30/2030 [Additional Dates](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 09/16/15 11:17:12AM User ID: PPS_TIM.BRANCH

Description:

Favorites | Main Menu > Project Costing > Project Definitions > General Information

Status

Project: VDH45007 Description: MULTIVITAMIN INITIATIVE

Project Status Find | View All First 1 of 1 Last

Effective Date:	01/21/2011	Sequence:	0
*Status:	A	Active	
Priority:	0		
Interest Calculation Factor:	0.0		
Comments:	<input type="text"/>		



Update Project Status (continued)

- Enter the **Effective Date**. This date must be prior to the date the first expenditure must be posted to the project. If you add a future date, the project status is not effective until the date is reached.
- Notice that a new **Sequence** defaults. The **Sequence** allows you to enter multiple rows for the same **Effective Date**. This number defaults to one greater than the previous row.
- Enter or select **C** (Closed) in the **Status** field to close a project.
- Click the **Save** button.

Project Status	
Effective Date:	09/16/2015
*Status:	C
Sequence:	0
Priority:	0
Interest Calculation Factor:	0.0
Comments:	



Update Project Status (continued)

If the project is closed and needs to be temporarily opened, a new sequence should be added to the current **Effective Date** instead of adding a new effective dated row.

Temporary changes to a project's status should be made by adding a new **Sequence** to the current **Effective Date**.

For example, if a project status is closed effective 10/3/2015, **Sequence 0**, but charges need to be processed for 10/1/2015, add **Sequence 1** to the 10/3/2015 row. To close the project after the expense finishes processing, add **Sequence 2** to the 10/3/2015 row.

The screenshot shows a web application interface for updating project status. The breadcrumb trail is: Favorites > Main Menu > Project Costing > Project Definitions > General Information. The page title is 'Status'. The project details are: Project: VDH45007, Description: MULTIVITAMIN INITIATIVE. The 'Project Status' section has a table with one row. The 'Effective Date' is 09/16/2015. The '*Status' is 'A' (Active). The 'Priority' is 0. The 'Interest Calculation Factor' is 0.0. The 'Sequence' field is highlighted with a red box and contains the value '1'. The 'Comments' field is empty. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, and Include History.



Adding Projects to Project Trees

All projects in Cardinal must exist on project trees.

- The Project Reporting Tree is designed to capture all existing and future projects for a Business Unit.
- The Project Budget Tree must be updated, using a VCCC help desk ticket, if your Business Unit wants to associate a project to a Capital Outlay Project.



Creating Reporting Categories

You can use the Reporting Category functionality to support reporting on Projects.

Reporting Categories are maintained by the agency on the **Define Reporting Categories** page.

Once a Reporting Category is defined, it is associated to a Project on the **Projects** tab of the **General Information** page.

To create a new Reporting Category, navigate to the **Define Reporting Categories** page using the following navigation path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Project Options > Define Reporting Categories



Creating Reporting Categories (continued)

- Click the **Add a New Value** tab. Enter your **SetID**.
- Next, enter the **Reporting Category** value that you are creating. For this example, enter **TECH**.
- Click the **Add** button.

The screenshot shows the 'Define Reporting Categories' screen in the CARDINAL software. The breadcrumb trail at the top reads: Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Project Options > Define Reporting Categories. Below the breadcrumb trail, the title 'Define Reporting Categories' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there are two input fields: 'SetID:' with the value '15100' and a search icon, and 'Reporting Category:' with the value 'TECH'. Both input fields are highlighted with a red box. Below the input fields is an 'Add' button, also highlighted with a red box. At the bottom of the screen, there are two links: 'Find an Existing Value' and 'Add a New Value'.



Creating Reporting Categories (continued)

- The **SetID** and **Reporting Category** default from the previous page.
- Enter a **Short Description**.
- Enter additional identifying information for the Reporting Category in the **Description** and **Comments** fields.
- Click the **Save** button. The **Reporting Category** can now be associated with the appropriate projects for reporting purposes.

The screenshot displays the 'Define Reporting Categories' form in the CARDINAL software. The breadcrumb trail at the top reads: 'Favourites | Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Project Options > Define Reporting Categories'. The form contains the following fields and values:

- *SetID: 15100
- *Reporting Category: TECH
- Short Description: TECH
- Description: IT Related Projects
- Comments: This reporting category provides the ability to report on all IT related projects.

At the bottom of the form, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red rectangular box.



Associating Reporting Categories to Projects

To associate a **Reporting Category** to an existing Project, navigate to the **General Information** page using the following path:

Main Menu > Project Costing > Project Definitions > General Information

- Search for the Project on the **Find an Existing Value** tab.
- Click the **Projects** tab.
- Enter the **Reporting Category** in the **Project Reporting Categories** section.

The screenshot displays the 'General Information' page for a project. The breadcrumb path is 'Favorites > Main Menu > Project Costing > Project Definitions > General Information'. The 'Projects' tab is selected. The page shows the following information:

- Business Unit: 15100
- Project: 0000105470
- Information: Technology Grant
- Project Type: Technology Grant

The 'Project Information' section contains the following fields:

- External Project Number:
- Responsible Dept:
- Disaster Number:
- Disaster Indicator
- Property Damage Indicator

The 'Project Reporting Categories' section is highlighted with a red box. It contains a search field with 'TECH' entered and a search icon. The search results show '1 of 1' items. There are '+', '-', and 'Find' buttons.



Creating a Summary Project

Summary Projects are used in Cardinal to identify project relationships and track costs.

Summary Projects are used for budgeting and reporting purposes and cannot be used on transactions.

Detail projects are created to enter expenditure transactions. Each detailed project is associated to a predefined Summary Project through the use of trees. The project expenditures roll up to the Summary Project for reporting purposes.

An example of a Summary Project is Capital Outlay. In the case of Capital Outlay projects, DOA staff will have to create the project in Cardinal because only DOA staff have the ability to override the NEXT Project ID when creating a project in Cardinal.



Creating a Summary Project (continued)

- Summary projects are created by using a blank project, entering a description, and then selecting the **Program** checkbox in the **Project Definitions—General Information** page. No other tabs need to be filled out.
- You cannot charge project expenditures to summary projects.

Association of each capital outlay project to the project budget tree is required for the budget checking process.

The screenshot shows a web application interface for project management. The breadcrumb trail at the top reads: Favorites | Main Menu > Project Costing > Project Definitions > General Information. The page title is 'General Information' and it has tabs for 'General Information', 'Projects', 'User Fields', and 'Attachments'. The main content area is for project 'NEXT'. Fields include: 'Description' (Construction), 'Integration' (15100), 'Project Type' (Department of Accounts), 'Percent Complete' (0.00), and 'Project Health'. A 'Processing Status' dropdown is set to 'Active'. A 'Project Status' dropdown is set to 'A'. A 'Project Schedule' section shows 'Start Date' (04/08/2014) and 'End Date' (04/08/2015). A 'Description' table shows a single entry with 'Date/Time Stamp' (04/08/14 1:18:47PM) and 'User ID' (V_PA_PROJ_MAN_NONPCBU). At the bottom, there are buttons for 'Save as Template', 'Copy Project', 'Save', 'Refresh', 'Add', and 'Update/Display'. The 'Program' checkbox is highlighted with a red box.



Creating a Summary Project (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information

New Window | Help | Customize Page | http

General Information | Projects | User Fields | Attachments

Project: NEXT Add to My Projects

***Description:** Construction **Program** **Processing Status:** Active

***Integration:** 15100 Department of Accounts **Project Status:** A Active

Project Type:

Percent Complete: 0.00 **As Of:**

Project Health: **As Of:**

Project Schedule

***Start Date:** 04/08/2014 ***End Date:** 04/08/2015 [Additional Dates](#)

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

Date/Time Stamp: 04/08/14 1:18:47PM **User ID:** V_PA_PROJ_MAN_NONPCBU

Description:

Long Description:

Save as Template Copy Project

Save Refresh Add Update/Display



Lesson 3: Summary

In this lesson, you learned:

- Projects are created and used to track expenditures / costs and revenue for a planned undertaking of something to be accomplished or produced, having a finite beginning and a finite ending date.
- Reporting Category is an optional feature that supports reporting on projects.
- Summary projects are created to identify project relationships, as well as to provide a way to track costs and represent a single project to which one or more detail projects roll up.



Lesson 4: Budget Structures

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

- Understanding budget structures
- Budget Definitions



Understanding Budget Structures

The budget structure (ledger group) defines the processing rules for each budget ledger.

The Commonwealth of Virginia has Statewide and Agency budget structures that are used in Cardinal.

Agency budgets are established as the lower level budget to the Statewide budget.

The **Processing Budget Journals** course explains the creation, processing, and correction of budget journals.



Statewide Budget Structures

Statewide budget structures are established as the parent budget level. They are:

- **Appropriation budget structure:** The appropriation budget structure 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:** The allotment budget structure limits spending level authority. The structure is configured as a child of the appropriation budget so that the total of the allotment budget lines cannot exceed the parent budget. The difference between the appropriation budget and the related allotment budgets is the unallotted amount.
- **Operating Plan budget structure:** The Operating Plan budget structure is used to budget to a lower level than the Appropriation budget structure, and agencies are required to submit their Operating Plan Budget to DPB.
- **Statewide Revenue Estimate:** The Statewide Revenue estimate budget is used to track the recognition and collection of revenues against the Commonwealth's Official Revenue Estimate.



Agency Level Budgets

Agency level budgets may be established as the child budget level to the statewide budget. Agencies' annual budget calendars are aligned with their fiscal calendars.

Agency level budget structures may include:

- Lower level budget (expenditure budget): The lower level budget establishes a budget structure that is a further breakdown of the Appropriation budget. The Lower Level budget is a child of the Appropriation budget and can be used by agencies to manage or control agency budgets.
- Operational budget (expenditure budget): The operational budget is the detailed agency operating budget structure.
- Revenue budget (revenue budget): Revenue budgets track the recognition and collection of revenues against an agency revenue estimate.
- Agency Project budget (expenditure budget): The Project budget tracks expenditures by project.



Budget Definitions

Use the **Budget Definitions** page to view budget definitions. Navigate to this page through the following path:

Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

On the **Find an Existing Value** tab, select the appropriate **SetID Value**. Enter the **Ledger Group** you would like to view. For example, to access the Agency Operational budget structure enter **CC_OPRL** in the Ledger Group field.

Click the **Search** button.

Favorites | Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Budget Definitions

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

Find an Existing Value | Add a New Value

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

SetID Value: = [dropdown] 50100

Ledger Group: = [dropdown] CC_OPRL

Include History Correct History

Search | Clear | Basic Search | Save Search Criteria



Budget Definitions – Control Budget Options

Some key fields on the **Control Budget Options** tab are explained below.

Tolerance Percent: The percentage variance over budget allowed before the system creates an exception. You can override this value at lower definition levels.

Parent Control Budget: If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition here. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.

Ruleset CF: Used to define rules for the budget calendar, budget key ChartFields, and translation trees. RuleSets provide flexibility without creating additional budget structures and ledgers.

Control CF: Used to determine whether or not transactions will be subject to a Budget Structure. For example, for an Agency Operational Budget Structure, Fund may be the Control ChartField.



Budget Definitions – Control Budget Options (continued)

Control Options define how restrictive budget structures are with respect to transactions. 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 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 and 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



Budget Definitions – Control Budget Options (continued)

Favorites Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Control Budget Options | Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets

SetID: 50100 Ledger Group: CC_OPRL

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 07/01/2010 *Status: Active

*Description: CC Operational Definition Status: Valid

Budget Type: Expense Associated Expenditure Budget:

Tolerance Percent: **Parent Control Budget:** CC_OPRLSUM

Ruleset and Control ChartField

*Ruleset CF: Program Tree Name: Level Name:

*Control CF: Fund Expiration CF: Default Ruleset: DEFAULT

Commitment Control Options

***Control Option:** Track w/o Budget *Budget Status: Open

Entries Must Balance Enable Funding Source

Enable Statistical Budgeting

Child Budgets Exceed Option

Save Return to Search Notify Add Update/Display Include History Correct History

[Control Budget Options](#) | [Ruleset Chartfield](#) | [Keys and Translations](#) | [Expiration Chartfield](#) | [Budget Period Status](#) | [Control ChartField](#) | [Offsets](#) | [Excluded Account Types](#)



Budget Definitions – Ruleset ChartField

Rulesets are used when there are different processing rules for a budget definition that are dependent on specific ChartField values. For example, Project is required for the Capital Outlay Program in the Appropriation and Allotment budgets.

Ruleset: If there are no rulesets for specific ChartField values, the **Default** ruleset will display.

Navigation: Favorites | Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Tabs: Control Budget Options | **Ruleset Chartfield** | Keys and Translations | Expiration Chartfield | Budget Period Status

SetID: 50100 Ledger Group: CC_OPRL

Effective Date: Find | View All | First | 1 of 1 | Last

*Effective Date: 07/01/2010 *Status: Active

*Description: CC Operational Definition Status: Valid

Ruleset ChartField: Program

Ruleset: Find | View All | First | 1 of 2 | Last

*Ruleset: DEFAULT Default Parent Ruleset: DEFAULT

Ruleset Keys: Customize | Find | View All | First | 1 of 1 | Last

*SetID *Range From *Range To

Buttons: Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Footer: Control Budget Options | Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | Excluded Account Types



Budget Definitions – Keys and Translations

Calendar ID: The primary budget period calendar used to specify the budget periods that are valid for the ruleset. If a calendar ID is not specified for the ruleset, the entire budget is viewed as a single period.

ChartField: A row displays for each key ChartField for the ruleset. ChartField values that are valid for budgeting can be limited on the **Control ChartField** page and the **Excluded Account Types** page.

Effective Date: 50100 Ledger Group: CC_OPRL

*Effective Date: 07/01/2010 *Status: Active

*Description: CC Operational Definition Status: Valid

Ruleset: DEFAULT [checked] Default [unchecked] Enable Cumulative Budgeting

Calendar ID: AN [checked] Derive Dates [unchecked] Cumulative Calendar:

*ChartField	Tree Name	Level Name	*Value Required
Account	ACCOUNT_BUDGET		Required
Agency Use 2			Optional
Cost Center			Optional
Program			Required
Agency Use 1			Optional
FIPS			Optional
Department	DEPT_BUDGET	LEVEL_2	Required



Budget Definitions – Budget Period Status

Budget Status: Indicates whether the Budget Period is Open or Closed.

The screenshot shows a web-based configuration interface for budget definitions. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Define Control Budgets > Budget Definitions. The 'Budget Period Status' tab is selected and highlighted with a red box. The configuration details are as follows:

- SetID: 50100
- Ledger Group: CC_OPRL
- Effective Date: 07/01/2010
- *Status: Active
- *Description: CC Operational
- Definition Status: Valid
- Calendar ID: AN

The 'Budget Period Values' section contains a table with the following data:

Budget Period	Budget Status		
2012	Closed	+	-
2013	Closed	+	-
2014	Closed	+	-
2015	Open	+	-
2016	Open	+	-

At the bottom of the screen, there are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History. A footer navigation bar includes links for Control Budget Options, Ruleset Chartfield, Keys and Translations, Expiration Chartfield, Budget Period Status, Control ChartField, Offsets, and Excluded Account Types.



SetIDs for Excluded Account Types and Excluded Accounts

Budget Definitions – Excluded Account Types

SetID: Select a SetID for which you want to exclude **all** accounts for an account type for budget processing.

Excluded Account Types: Select the account types that you want to exclude from budget processing against this Commitment Control ledger group.

Exceptions: Click this link to access the **Exclude Account Type Exceptions** page to identify ranges of account values that are exceptions to the exclusion.

SetIDs for Excluded Accounts

SetID: Select a SetID for which you want to exclude just some accounts from among the included account types from budget processing.

Excluded Accounts: Specify the ranges of account values for a particular SetID in the **From Account** and **To Account** fields that are to be excluded from budget checking.



SetIDs for Excluded Account Types and Excluded Accounts (continued)

Favorites | Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | **Excluded Account Types**

SetID: 50100 Ledger Group: CC_OPRL

Effective Date: 07/01/2010 *Status: Active
*Description: CC Operational Definition Status: Valid

SetIDs for Excluded Account Types

*SetID: STATE

*Account Type	Description	Exceptions		
A	Asset	Exceptions	+	-
L	Liability	Exceptions	+	-
Q	Equity	Exceptions	+	-
R	Revenue	Exceptions	+	-
T	Transfers	Exceptions	+	-

SetIDs for Excluded Accounts

*SetID: STATE

*From Account	Description	*To Account	Description		
518110	Fd Balance Adjustmnt-Pr Yr Dec	539280	Adv Refunding-Pymt Escrow Agt	+	-
59TEDF	TE System Default Account	59TEDF	TE System Default Account	+	-



Lesson 4: Summary

In this lesson, you learned:

- The budget structure (ledger group) defines the processing rules for each budget ledger. The Commonwealth of Virginia has Statewide and Agency budget structures that are used in Cardinal.
- The Cardinal budget structure uses parent/child budget relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget. Agency budgets are established as a lower level budget to the statewide budget.



Lesson 5: Reports and Queries

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

- Key reports
- Queries



General Ledger Maintenance Reports

General Ledger Maintenance reports can be run at various intervals. There are numerous General Ledger Maintenance Reports available. General Ledger Maintenance reports include:

- ChartField Report
- Commitment Control Budget Control Report
- Combination Rule Report



ChartField Report

This report lists all valid values and related information for the ChartField you want to review.

This report is available for all COA values.

You can navigate to this report through the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Reports

Then select the ChartField you want from the list of ChartFields. The **Department** ChartField is shown on the next slide.



ChartField Report (continued)

Report ID: FIN0011

PeopleSoft Financials
VALID DEPARTMENT CODES

Page No. 1
Run Date 7/5/2012
Run Time 3:29:52PM

Set ID: 15100
As Of Date: 05.Jul.2012

Department	Description	Short Description	Budgetary Only	Manager Name
10000	DOA - All Departments	All Dept	Y	
60200	Commonwealth Health Research	CHRB	N	
91100	Comptroller	Comprtl	N	
91200	EDI Prenotes	EDI	N	
92100	Admin Svcs & Public Records	Admin	N	
93100	Personnel	Personnel	N	
94100	Internal Audit	Int Audit	N	
95200	Financial Reporting	Fin Rpt	N	
95400	General Accounting	Gen Acctg	N	
95700	FSRI - Cardinal	Cardinal	N	
95800	FSRI - Performance Budgeting	Perf Budg	N	
97200	Payroll Production	PayProd	N	
97500	Payroll Service Bureau	PSB	N	
98300	Systems Analysis & Programming	S &P	N	
98400	Chief Technology Officer & DBA	CTO&DBA	N	
99800	Converted Blank Dept	CNV	N	
99999	DOA	DOA All	N	



Commitment Control Budget Control Report

The Budget Control Report is used to display the commitment control ledger configuration.

You can navigate to this report through the following path:

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



Commitment Control Budget Control Report

ORACLE Report ID: GLC8051

PeopleSoft General Ledger
CONTROL BUDGET OPTION

Page No. 1
Run Date 5/28/2014
Run Time 1:34:25 PM

Setid: STATE
As of Date: All 5/28/2014
Ledger Option: All CC_ALLOT

Ledger Group CC_ALLOT

Effective Date: 1/1/1901 Effective Status: Active Description: CC Allotment
Budget Type: Expense Associated Expenditure Budget:
Tolerant Percent: 0.00 Parent Control Budget: CC_APPROP

RuleSet and Control Chartfields

RuleSet ChartField: Program Tree Name: PROGRAM_BUDGET Level Name: LEVEL_1
Control ChartField: Fund Default Ruleset: DEFAULT

Commitment Control Options

Enable Statistical Budgeting: N Control Option: Control Enable Funding Source: N
Entries Must Balance: N Budget Status: Open Revenue Track:
Child Budgets Exceed Option: N



Combination Rule Report

The Combination Rule Report lists information on combination edit rules for a specific Business Unit (Set ID).

You can navigate to this report using the following path:

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

Report ID: GLS4002		PeopleSoft Financials		Page No. 1	
Set ID: STATE--Statewide SetID		CHARTFIELD COMBINATION RULES		Run Date 04/23/2014	
As Of Date: 04/23/2014				Run Time 17:31:32	
Combination Rule: ACCTFNDDPT					
Description: Account/Fund/Department		Effective Date From: 01/01/1901 To: 01/01/2099		Combo CF Definition: ACCTFNDDPT	
<u>Require Valid ChartField Value</u>					
DEPTID					
FUND_CODE					
<u>ChartField</u>	<u>How Specified</u>	<u>SetID</u>	<u>Tree Name</u>	<u>Tree Level</u>	<u>Selected Value</u>
ACCOUNT	Selected Tree Nodes	STATE	ACCOUNT_OVERALL		ACCOUNTS_CAFR
DEPTID	Selected Detail Values				%
FUND_CODE	Selected Detail Values				%



Queries

General Ledger maintenance queries can be run at various intervals. There are numerous General Ledger Maintenance queries available. Some of the key General Ledger maintenance queries include:

- ChartField queries
- SpeedTypes query
- SpeedCharts query



ChartField Queries

To run queries on the COA values, access the Query Viewer.

Two of the available queries are:

- **FIN0010_GL_ACCOUNTS**
- **FIN0011_DEPARTMENT_CODES**

You can navigate to these queries using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

Click the **Excel** link next to the relevant Query to view results in Excel.



Queries - Account

1	FIN0010-GL Accounts	7730					
2	SetID	Account	Descr	Short Desc	Type	Stat Acct	UOM
3	STATE	101001	Cash Not With Treasurer_test_4	Cash Nt Tr	A	N	N
4	STATE	101002	Cash Equiv Not w/Treasurer	Csh Eq Not	A	N	N
5	STATE	101003	Cash Equiv With Treasurer-LGIP	Csh Eq Lgp	A	N	N
6	STATE	101005	Cash Equiv With Treasurer	Csh Eq Trs	A	N	N
7	STATE	101007	Cash And Cash Equivalents	Csh&Equiv	A	N	N
8	STATE	101008	Cash&Equ-Collaterl Hld Securty	Collat Sec	A	N	N
9	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N	N
10	STATE	101010	Cash With The Treasurer Of VA	Cash Treas	A	N	N
11	STATE	101060	Cash Advances - Courts	Adv Court	A	N	N
12	STATE	101060	Cash Advances - Courts	Adv Court	A	N	N
13	STATE	101070	Cash Of Lottery Revolving Acct	Cash Ltry	A	N	N
14	STATE	101070	Cash Of Lottery Revolving Acct	Cash Ltry	A	N	N
15	STATE	101080	Cash With Paying Agent	Csh Py Agt	A	N	N
16	STATE	101080	Cash With Paying Agent	Csh Py Agt	A	N	N
17	STATE	101090	Cash With Fiscal Agent	Csh Fs Agt	A	N	N
18	STATE	101090	Cash With Fiscal Agent	Csh Fs Agt	A	N	N
19	STATE	101420	Amt Held By Trustee-Treasury	Amt Truste	A	N	N
20	STATE	101420	Amt Held By Trustee-Treasury	Amt Truste	A	N	N
21	STATE	101430	Amt Held By Outside Trustee	Amt Outs	A	N	N
22	STATE	101430	Amt Held By Outside Trustee	Amt Outs	A	N	N
23	STATE	101470	Funds Held In Escrow	Fd Escrow	A	N	N
24	STATE	101470	Funds Held In Escrow	Fd Escrow	A	N	N
25	STATE	103001	Investments Not w/Treasurer	Inv Not Tr	A	N	N
26	STATE	103002	Investmnt w/Treasurer-SEC Lend	Inv SEC Ld	A	N	N
27	STATE	103003	Investmnt w/Treasurer-LGIP	Inv LGIP	A	N	N
28	STATE	103004	LGIP-To Be Divided	LGIP	A	N	N
29	STATE	103150	Securities Held In Escrow	Secr Escrw	A	N	N
30	STATE	103150	Securities Held In Escrow	Secr Escrw	A	N	N
31	STATE	103480	Investments - Other	Invest Oth	A	N	N
32	STATE	103480	Investments - Other	Invest Oth	A	N	N
33	STATE	103490	Investments-Local School Bonds	Invest Sch	A	N	N
34	STATE	103490	Investments-Local School Bonds	Invest Sch	A	N	N
35	STATE	103510	Investments - Bonds	Invest Bds	A	N	N
36	STATE	103510	Investments - Bonds	Invest Bds	A	N	N



Queries - Department

FIN0011-Department Codes	18				
SetID	Department	Description	As Of Date	Short Desc	Budgeta
15100	10000	DOA - All Non-GA Departments	10/4/2012	All NonGA	Y
15100	10001	DOA - GA Departments	10/4/2012	All GA	Y
15100	60200	Commonwealth Health Research	10/4/2012	CHRB	N
15100	91100	Comptroller	10/4/2012	Comptrl	N
15100	91200	EDI Prenotes	10/4/2012	EDI	N
15100	92100	Admin Svcs & Public Records	10/4/2012	Admin	N
15100	93100	Personnel	10/4/2012	Personnel	N
15100	94100	Internal Audit	10/4/2012	Int Audit	N
15100	95200	Financial Reporting	10/4/2012	Fin Rpt	N
15100	95400	General Accounting	10/4/2012	Gen Acctg	N
15100	95700	FSRI - Cardinal	10/4/2012	Cardinal	N
15100	95800	FSRI - Performance Budgeting	10/4/2012	Perf Budg	N
15100	97200	Payroll Production	10/4/2012	PayProd	N
15100	97500	Payroll Service Bureau	10/4/2012	PSB	N
15100	98300	Systems Analysis & Programming	10/4/2012	S &P	N
15100	98400	Chief Technology Officer & DBA	10/4/2012	CTO&DBA	N
15100	99800	Converted Blank Dept	10/4/2012	CNV	N
15100	99999	DOA	10/4/2012	DOA All	N



Query on SpeedTypes and SpeedCharts

To run a query on SpeedTypes or SpeedCharts, access the Query Viewer.

- The query name for **SpeedType** is **FIN0007_SPEEDTYPES**.
- The query name for **SpeedChart** is **APY0005_SPEEDCHARTS**.

You can navigate to this query through the following path:

Main Menu > Reporting Tools > Query > Query Viewer

Click the **Excel** link next to the relevant Query to view results in Excel.



Queries - SpeedTypes

	A	B	E	F	G	I	K	Q	T
1	FIN0007-SpeedTypes	272							
2	SetID	SpeedType	Description	Type	Account	Department	Fund	Program	Currency
3	15100	2280270	CIPPS - 228 - 0270	Universal	111220	93100	02700		USD
4	15100	6021112	CIPPS - 602 - 1112	Universal	5011120	60200	09362	407001	USD
5	15100	6021123	CIPPS - 602 - 1123	Universal	5011230	60200	09362	407001	USD
6	15100	91100	Comptroller	Universal		91100	01000	799001	USD
7	15100	9111111	CIPPS - 911 - 1111	Universal	5011110	91100	01000	799001	USD
8	15100	9111112	CIPPS - 911 - 1112	Universal	5011120	91100	01000	799001	USD
9	15100	9111113	CIPPS - 911 - 1113	Universal	5011130	91100	01000	799001	USD
10	15100	9111114	CIPPS - 911 - 1114	Universal	5011140	91100	01000	799001	USD
11	15100	9111115	CIPPS - 911 - 1115	Universal	5011150	91100	01000	799001	USD
12	15100	9111116	CIPPS - 911 - 1116	Universal	5011160	91100	01000	799001	USD
13	15100	9111117	CIPPS - 911 - 1117	Universal	5011170	91100	01000	799001	USD
14	15100	9111122	CIPPS - 911 - 1122	Universal	5011220	91100	01000	799001	USD
15	15100	9111123	CIPPS - 911 - 1123	Universal	5011230	91100	01000	799001	USD
16	15100	9111125	CIPPS - 911 - 1125	Universal	5011250	91100	01000	799001	USD
17	15100	9111128	CIPPS - 911 - 1128	Universal	5011280	91100	01000	799001	USD
18	15100	9111129	CIPPS - 911 - 1129	Universal	5011290	91100	01000	799001	USD
19	15100	9111131	CIPPS - 911 - 1131	Universal	5011310	91100	01000	799001	USD
20	15100	9111138	CIPPS - 911 - 1138	Universal	5011380	91100	01000	799001	USD
21	15100	9111141	CIPPS - 911 - 1141	Universal	5011410	91100	01000	799001	USD
22	15100	9111143	CIPPS - 911 - 1143	Universal	5011430	91100	01000	799001	USD
23	15100	9111153	CIPPS - 911 - 1153	Universal	5011530	91100	01000	799001	USD
24	15100	9111162	CIPPS - 911 - 1162	Universal	5011620	91100	01000	799001	USD
25	15100	9111163	CIPPS - 911 - 1163	Universal	5011630	91100	01000	799001	USD
26	15100	9111164	CIPPS - 911 - 1164	Universal	5011640	91100	01000	799001	USD



Queries - SpeedCharts

	A	B	C	D	E	F	G	J	K
1	APY000	24							
2	SetID	Setid_Descr	:2	SpeedChart	Description	Speedtype_short	Type	Eff Date	Accour
3	15100	Department of Accounts	10/4/2012	91100	Comptroller	U	Universal	1/1/1901	
4	15100	Department of Accounts	10/4/2012	91200	EDI Prenotes Administration	U	Universal	1/1/1901	
5	15100	Department of Accounts	10/4/2012	92100	Administration	U	Universal	1/1/1901	
6	15100	Department of Accounts	10/4/2012	93100	Human Resources	U	Universal	1/1/1901	
7	15100	Department of Accounts	10/4/2012	94100	Internal Audit	U	Universal	1/1/1901	
8	15100	Department of Accounts	10/4/2012	95200	Financial Reporting	U	Universal	1/1/1901	
9	15100	Department of Accounts	10/4/2012	9540001	General Accounting	U	Universal	1/1/1901	
10	15100	Department of Accounts	10/4/2012	9540002	General Accounting Disburs Rev	U	Universal	1/1/1901	
11	15100	Department of Accounts	10/4/2012	95700	FSRI - Cardinal	U	Universal	1/1/1901	
12	15100	Department of Accounts	10/4/2012	95800	FSRI - Perf Budgeting	U	Universal	1/1/1901	
13	15100	Department of Accounts	10/4/2012	97200	Payroll Operations	U	Universal	1/1/1901	
14	15100	Department of Accounts	10/4/2012	97500	Payroll Service Bureau	U	Universal	1/1/1901	
15	15100	Department of Accounts	10/4/2012	9830001	Financial Systems Development	U	Universal	1/1/1901	
16	15100	Department of Accounts	10/4/2012	9830002	Financial Systems Maintenance	U	Universal	1/1/1901	
17	15100	Department of Accounts	10/4/2012	9830004	Computer Services	U	Universal	1/1/1901	
18	15100	Department of Accounts	10/4/2012	9840001	CTO DBA FS Development	U	Universal	1/1/1901	
19	15100	Department of Accounts	10/4/2012	9840002	CTO DBA FS Maintenance	U	Universal	1/1/1901	
20	15100	Department of Accounts	10/4/2012	AdminPSB	Fees for Admin Services-PSB	U	Universal	1/1/1901	4002700
21	15100	Department of Accounts	10/4/2012	CCRebate	Charge Card Rebate Fees	U	Universal	1/1/1901	4009026
22	15100	Department of Accounts	10/4/2012	FAACSDep	FAACS Equip Dep	U	Universal	1/1/1901	183730
23	15100	Department of Accounts	10/4/2012	FAACSLnv	FAACS Offset	U	Universal	1/1/1901	257980
24	15100	Department of Accounts	10/4/2012	MiscRevGen	Miscellaneous Revenue-General	U	Universal	1/1/1901	4009060
25	15100	Department of Accounts	10/4/2012	MiscRevSW	Miscellaneous Revenue-DOA SW	U	Universal	1/1/1901	4009060
26	15100	Department of Accounts	10/4/2012	PrYearExp	Recovery Prior Yr Expenditures	U	Universal	1/1/1901	4009084



Lesson 5: Summary

In this lesson, you learned how to navigate to key reports and queries.



Course Summary

In this course, you learned to:

- Recognize key General Ledger maintenance concepts
- Understand the overall General Ledger maintenance process
- Add or update Chart of Account values, and their associated attributes
- Understand Tree Structures
- Understand Combination Edits
- Create and update SpeedTypes and SpeedCharts
- Create and Maintain a Project
- Create a Summary Project
- Understand budget structures
- Navigate to key reports and queries



Course Evaluation

Congratulations! You have completed the **GL336: General Ledger Maintenance** course. Please use the evaluation link to assess this course.



Appendix

- Key Terms
- Flow Chart Key



Key Terms

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 Structures – A budget structure defines the processing rules for each budget ledger.

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

Project: A planned undertaking with a finite beginning and a finite end. Typically, it requires both fiscal year and life to date budget and actual reporting.

Tree – A tool used to set up hierarchical structures in Cardinal. Trees can depict the relationships of the business entities in a hierarchical structure or represent a group of summarization rules (roll ups) for a particular ChartField.

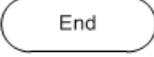
Tree Structure – A tree structure defines the groupings and hierarchical relationships between ChartField values in the same database table.

SpeedType / SpeedChart – A predetermined Chart of Accounts value string which populates the accounting distribution line when entered on a transaction.



Flow Chart Key

FLOW CHART KEY

 <p>Step Description</p>	Depicts a process step or interface.	 <p>Start</p>	Indicates point at which the process begins. Does not represent any activity.
 <p>Batch Process</p>	Specifies a batch process.	 <p>End</p>	Indicates point at which the process ends. Does not represent any activity.
 <p>Manual Operation</p>	Depicts a process or step that is performed manually.	 <p>Document</p>	Depicts a document of any kind, either electronic or hard copy
 <p>Decision Outcome</p>	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	 <p>X</p>	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.
 <p>Entity Name</p>	Specifies an entity (person, organization, etc.).	 <p>Budget YE Close GL</p>	Connects steps between business processes.
 <p>Process</p>	Depicts a process.		