Welcome

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

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

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

After completing this course, you will be able to:

• Define key journal entry terms
• Describe key journal entry concepts
• Describe the overall journal entry process and the roles involved in it
• Explain how journal processing integrates with other Cardinal modules and interfaces with external systems
• Create journal entries in Cardinal
• Use the journal entry template
• Create and upload a spreadsheet journal
• Review and correct edit check errors
• Review and correct budget check errors
• Submit journal entries for approval and monitor
• Describe the key reports and online inquiries
Today, we will cover the following lessons:

- Lesson 1: Understanding Journals
- Lesson 2: Creating Journal Entries
- Lesson 3: Processing Journal Entries
- Lesson 4: Journal Entry Reports and Online Inquires
In this lesson, we will learn about the following topics:

- Key Concepts
- Process
- Integration and Interfaces
Key Concepts

Some key concepts in journal entry processing include:

- **Commitment Control** enables you to create budgets and to budget check source transactions originating in various Cardinal modules, such as Accounts Receivable or Accounts Payable. This means that budget checking checks multiple ledgers at the same time.

- **Cardinal** allows for full accrual, modified accrual, and cash bases of accounting for the Comprehensive Annual Financial Report (CAFR). Funds that operate on a statutory basis must convert their accounting activity to the modified accrual and/or accrual basis of accounting for the CAFR. Proprietary and Fiduciary funds that do not operate on a statutory basis use the accrual basis of accounting throughout the year.

- A journal can be saved in an incomplete status if a journal is not ready to be posted. Select the **Save Journal Incomplete Status** checkbox to save journal transactions that can be completed at a later time. These journals will not go through the batch edit or budget check processes until the incomplete status is updated.

- **Cardinal** uses SpeedTypes to auto populate some ChartFields on journal entries. A SpeedType consists of a predetermined Chart of Accounts (COA) value string (such as fund, program, department), which auto populates some ChartFields in the accounting distribution line when entered on a transaction. A SpeedType provides the ability to define codes for frequently used ChartField combinations. When a SpeedType is entered, users can still enter additional COA values on the associated distribution line. In Cardinal, SpeedType values are created for project and cost center combinations. SpeedTypes can be used in General Ledger, Expenses, Time & Labor, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries.

- **SpeedCharts** provide similar functionality for Accounts Payable and Purchasing except that multiple accounting distributions can be configured for an individual SpeedChart.
• Combination editing defines rules about which ChartField values and combinations are required for accounting entries that are posted in Cardinal. Combination editing rules apply to all modules in the validation of transactions. Combination editing helps to ensure accuracy of data.
• General Ledger journal entries that are not pre-approved will need to be manually submitted for approval after they pass edit check and budget check.
• Denied journals should be corrected or deleted. Deleting a journal prompts Cardinal to update budgets automatically.
• Audit logs provide users with the ability to audit documents and events that affect journals. Example events are: create journal, delete journal, mark to post journal, and update journals.
Create and Process Journals is the main function within General Ledger. During this process, financial and statistical transactions post to the General Ledger.

This process involves:
1. Create Journals
2. Edit Check Journals
3. Budget Check Journals
4. Submit Journals for Approval
5. Run Journal Post
Journals can be created in several different ways in Cardinal:

- **Manually:** Manual journals are created online through the journal header and journal line pages.
- **From other Cardinal Modules:** Module journals are created and processed through batch jobs. Some journals processed in other modules are sent to General Ledger budget checked. Other journals are budget checked in General Ledger, since this functionality is not available in their module. The Journal Generator process takes the accounting entries from Cardinal modules and formats them to create journal entries in General Ledger.
- **From Inbound External 3rd Party Systems:** External 3rd party systems create a file that is staged for batch processing to create a journal in General Ledger. External 3rd party system journals are created and processed through batch jobs.
- **From a Spreadsheet:** Spreadsheets can be used to load journal data into Cardinal. Accounting data used to create journals can be copied into the spreadsheet template. After entering the journal header and journal lines into a spreadsheet, an Excel macro is run to create a file that can be loaded into Cardinal. The build process uploads this spreadsheet and creates a journal within Cardinal. The journal can then be edit and budget checked in General Ledger.
The edit check process verifies whether the journal has header or ChartField errors. A journal must pass edit check before it can be budget checked. Journals from the following are edit checked in General Ledger:

- Accounts Payable module (in the Accounts Payable functional area)
- Expenses module (in the Accounts Payable functional area)
- Accounts Receivable module (in the Accounts Receivable functional area)
- Billing module (in the Accounts Receivable functional area)
- Journals created from project split and revenue and billing transactions in the Project Costing module (in the Project Accounting functional area)
- Customer Contracts module (in the Project Accounting functional area)
- Purchasing module (in the Procurement functional area)
- General Ledger Journals (Online, Spreadsheet, Allocation, External)

Journals that fail combination editing or have invalid values must be corrected before they can be budget checked. Once corrected, journals are edit checked again.
Budget Check Journals

Journal lines from the Purchasing, Project Costing (revenue and billing) and Time & Labor modules must pass checks against the established Commitment Control budgets in General Ledger for valid combinations and amounts. Online journals, allocation journals, journals created from external third party systems and spreadsheet journals are also budget checked in General Ledger.

Some journals are budget checked in other modules rather than General Ledger:
- Journals from the Accounts Payable module (in the Accounts Payable functional area)
- Journals created in the Expenses module (in the Accounts Payable functional area)
- Journals from the Accounts Receivable module (in the Accounts Receivable functional area)
- Journals from Billing module (in the Accounts Receivable functional area)
- Journals created from split projects in the Project Costing module (in the Project Accounting functional area)
- Journals created from amount based customer contracts in the Customer Contracts module (in the Project Accounting functional area)
Submit Journals for Approval

Only journals that have passed edit and budget check can be routed for approval. Once approved, the journal is eligible to post to the ledger. Posted journals are summarized and the ledger table is updated.
Each Cardinal module feeds financial data that becomes journals to General Ledger. Various modules use Commitment Control, which resides in General Ledger, for budget check.
Integration and Interfaces (continued)

Journals requiring both edit check and budget check in General Ledger are created from the following modules:
- General Ledger (all online journals, spreadsheet journals, journals created from external third party systems, and allocation journals)
- Purchasing
- Time and Labor
- Project Costing (from revenue and billing)

Journals Requiring Edit Check Only
Some journals only need to pass an additional edit check in General Ledger, since they have already been edit and budget checked in their own modules. These journals are created from the following modules:
- Accounts Payable
- Expenses
- Accounts Receivable
- Billing
- Project Costing (from split projects)
- Contracts
Cardinal modules feed different types of financial data that become journals to General Ledger. Types of financial data received from these modules are shown in the diagram.
General Ledger journal processing also interfaces daily with several external systems:

- **Automatic Fuel Management Program (AFMP):** Detailed fuel ticket data is sent from AFMP to FleetFocus M5 (Equipment Management System). AFMP then sends balanced journal entries to Cardinal.
- **Commonwealth Accounting and Reporting System (CARS):** All journals posted to General Ledger that have the CARS status set to **Send to CARS** are extracted. Once extracted, these accounting entries are processed through a series of edits and are sorted and summed prior to the data being transmitted to CARS. Cardinal General Ledger also receives a history of all transactions that were transmitted to CARS, as well as any agency-specific accounting entries that were processed directly in CARS.
- **Commonwealth Integrated Payroll Personnel System (CIPPS):** This interface sends consolidated employee earnings balanced journal entries to Cardinal.
- **Annual Budget Development System (ABDS):** Creates a budget at the beginning of each budgeting cycle. Cardinal sends to ABDS financial data.
- **Operational Planning Division - Transportation Maintenance and Operations Committee (TMOC) database:** Cardinal sends financial data to TMOC.
- **Spreadsheet Upload:** Excel spreadsheets can be uploaded into Cardinal to create journals. They need to pass both edit and budget check.
In this lesson, you learned:

- Create and Process Journals is the main function within General Ledger. During this process, financial and statistical transactions post to the General Ledger.
- Commitment Control enables you to create budgets and to budget check source transactions originating in various Cardinal modules, such as Accounts Receivable or Accounts Payable.
- Some journals in General Ledger must pass either edit check-only or pass both edit check and budget check in order to post to the ledger.
- General Ledger journal entries that are not pre-approved must be manually submitted for approval after they pass edit check and budget check.
- General Ledger journal processing interfaces with AFMP, CARS, CIPPS, Spreadsheet Journals, ABDS, and TMOC.
Lesson 2: Creating Journal Entries

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

- Creating a Manual Journal Entry
- Using a Journal Entry Template
- Uploading a Spreadsheet Journal
Creating a Manual Journal Entry

When creating any journal entry, a number of elements are necessary:

- At a minimum, a journal in General Ledger consists of a header and entry lines.
- The header contains the information that uniquely identifies the journal (Business Unit, journal ID, and journal date). Journal entry lines record the monetary and statistical codes and the ChartField values associated with each transaction.
- A single journal entry must have at least two lines because total debits must equal total credits for a single journal entry.
- Journal entries must balance debits and credits by Fund and Business Unit.
- The account numbers you enter on the journal classify the nature of the transaction.
- In Cardinal, the journal process is defined by workflow, which is department specific. Once the GL Processor submits a journal, the department assigned GL Approver is notified through a worklist notification. The GL approver ensures the journal has no errors and approves the journal.
- Journals use Journal Workflow Approval functionality as part of the approval process. Journals are entered and edited by a Journal Processor and routed to the Journal Approver within their area. In some instances, journals with capital outlay or legal services-related transactions will need additional approval from the Department of Accounts.
A manual journal entry is a journal entry created directly in Cardinal.

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

You can navigate to the **Create/Update Journal Entries** page using the following path:
Key items of the journal header include:

- **Journal ID**: Cardinal assigns a sequentially generated number for online journals, journals from other modules, and interfaced transactions.

- **Date**: The date provides a means of determining the accounting period and fiscal year to which the system posts the journals.

- **Long Description**: This text field allows the user to provide a description/purpose for the journal entry.

- **Ledger Group**: Cardinal auto populates the **Ledger Group** and **Source** fields with default information based on the setup of your Cardinal User ID. The Ledger Group defines where to post the journal.

- **Source**: The **Source** field defaults to the journal’s originating location. If you are entering a journal online, the field defaults to **ONL**, indicating that this entry is for an online journal entry.
• Cardinal provides default data for the **Transaction Code** field.

• **SJE (Standard Journal Entry) Type**: Leave this field blank if this is not a standard journal. Select **Model** if this is a model journal that you use to create other standard journals. There are several process restrictions on a model SJE journal. It cannot be budget checked, posted, or submitted to workflow approval. In addition, once validated by the journal edit process, the model journal cannot be changed or deleted.

• **Reversal: Do Not Generate Reversal**: Cardinal can create automatically reversing entries in a pre-defined period.

• **Save Journal Incomplete Status**: You can save incomplete journals with the status of **T- Journal Entry Incomplete** and the journal will be bypassed during batch processing until the checkbox is cleared.

• **CARS Indicator**: This field indicates whether the journal should be sent to CARS. The choices are **Send to CARS** or **Do Not Send to CARS**. An example: if a user is entering a reconciling journal entry that should only affect the Cardinal ledger, the user should select **Do Not Send to CARS**.
Journal Attachments

Cardinal allows you to attach the necessary or relevant documents associated with a journal entry. The **Attachments** link allows you to archive documents with the journal entry.
Journal entry lines record the monetary amounts, statistical amounts, and the ChartField values associated with each transaction.

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

A single journal entry must contain at least two lines and total debits must equal total credits.
The SJE Type field is available on the Create Standard Journals page. In General Ledger, standard journal entries (SJEs) enable you to automate the entry of similar or identical journals. There are three types of SJEs:

- A recurring journal entry is any entry that is periodically generated according to a schedule, such as monthly rent, lease payments, and depreciation expenses.
- A template journal entry is a data-entry model for other journals that you can automatically reproduce on a fixed schedule—like recurring SJEs—or use on request.
- A spread journal entry is an entry in which the entire journal's amount is spread proportionately across the different periods.
You are now about to view a simulation on creating a manual journal entry in Cardinal.
Journal entry templates assist with creating a journal by limiting the fields displayed to only those used by the agency. A journal entry template is used to define and maintain the fields that are displayed on the Journal Entry page grid.

The Journal Entry Template List page contains specific ChartField elements needed for the journal entry. Selecting the appropriate checkbox on this page identifies which fields are displayed on the journal entry page.
To display the **Journal Entry Template List** page, navigate to the **Create/Update Journal Entries** page using the following path:

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

The **Journal Entry Template List** page can be accessed from the journal **Lines** tab by clicking on the **Template List** link.

Although you cannot change the journal entry template itself, you can copy information from one journal line to another, which speeds up journal entry.
Journal Entry Template (continued)

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Selected | Template Type | Template ID | Default | Unit | Ledger | Speed Type | Event | Account | Fund | Program | Department | Cost Center
---|---|---|---|---|---|---|---|---|---|---|---|---
✓ | All | STANDARD | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | |

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Selected | Action | Template Type | Copy Down ID | Default | Unit | Ledger | Event | Account | Fund | Program | Department |
---|---|---|---|---|---|---|---|---|---|---|---|---
✓ | | All | STANDARD | ✓ | ✓ | ✓ | | | | | | |
Another way to create a journal is by uploading a spreadsheet journal from an Excel spreadsheet.

The JRNL1.XLS workbook is the Cardinal Spreadsheet Journal Import user interface. You can use it to prepare and enter journals, group and manage journals in journal sheets, and import them into your Cardinal database using various pages, dialog boxes, and buttons. This interface helps you create large journals more efficiently.

The Spreadsheet Journal Import document creates a flat file, in a Microsoft Excel format, which you can import into Cardinal. After importing a journal from a spreadsheet, you must edit the journal before viewing it. Because you are entering data offline in the spreadsheet, there is no validation of the values that you are entering. The Journal Edit process validates spreadsheet journals after you import them. If you have any issue with the spreadsheet upload, you can contact your System Administrator for assistance.
Prerequisites

You must set up Microsoft Excel to accept macros in your security settings.

There are four files used to import spreadsheet journals into General Ledger. The first two files must be placed in the same directory anywhere on your workstation. When downloading the JRNLMCRO file, make sure that it has an extension of .xla.

• JRNL1.XLS: This is the journal workbook that you use to create and import journals. You can rename this file, if you want.
• JRNLMCRO.XLA: This is the Visual Basic code library and dialog control.
• GLLOG.XLT: This is the Message log template.
• MSXML.DLL: Microsoft delivered XML library file used when importing online.

You can create multiple journal workbooks by saving a clean JRNL1.xls file as JRNL2.xls, JRNL3.xls, or GINA.xls or BIANCA.xls for example. However, the message log template, GLLOG.txt, and the macro sheet files, JRNLMCRO.xla, must not be changed or renamed.
To begin creating your journal spreadsheet, access the Spreadsheet Journal Import control page by opening JRNL1.XLS. Upon opening this folder, a security banner will display within the file. Click on the options box on the line that says, “Security Warning – Some active content has been disabled” at the top of the screen. Select “Enable this content;” click OK. Click on “Enable Macros” in the second box displayed.

Use the Setup button to access the Define Options and Defaults dialog box where you can set journal header defaults, message logging options, document sequencing options, and online import controls. Options set here will default to journal sheets and journals created within this workbook.
Creating a New Journal Sheet and Journal Header

Create a new journal sheet to begin entering data. You can insert as many journal sheets as needed. Each journal sheet can contain only one journal.

Use the spreadsheet journal header to populate journal header fields. The values from the Setup page inclusive of Business Unit, Journal Date, Ledger Group, and Source default to the journal header. The Journal ID defaults to Next. Select the Commitment Control Amount Type of Actuals, Recognize and Collect from the dropdown list.
Creating Journal Lines

Use the Journal Lines Section to enter the debit/credit lines. Enter in **Unit** (Business Unit) (e.g., 50100) and **Ledger** (e.g., ACTUALS in capital letters). Next, enter all the applicable ChartField values.

Data from another EXCEL spreadsheet can be copied and pasted into this EXCEL file. The copy requirements, such as formatting, are explained in the Uploading Spreadsheet ACTUAL and Budget Journals job aid located on the Cardinal website under **Toolbox > Job Aids**.

Use the +/- buttons for adding or removing journal lines. Be sure to conduct a manual balance check to verify the totals equal zero. To do so, simply manually calculate the total for the amount column and make sure the amounts net to zero. **Note:** If you are entering a project, you must enter **GLJ** in the **ANALYSIS_TYPE** field (scroll right to column AT) on the relevant line.
Once all required information is entered on your Excel spreadsheet, you can create the file to be uploaded as a spreadsheet journal into Cardinal General Ledger. This is done on the **Journal Spreadsheet Import Control** page shown earlier.
After the file is created, you can upload your spreadsheet journal into Cardinal by using the batch Spreadsheet Journal Import process.

Once your Excel spreadsheet file is ready for upload, close your Excel application and log into Cardinal. You can navigate to the **Spreadsheet Journal Import Request** page using the following path:

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

Enter the **Run Control ID** to run the Spreadsheet Journal Import process. You arrive on the **Spreadsheet Journal Import Request** page, which allows you to specify the parameters for the batch import of your journal worksheet. Select the file you created earlier in Excel in order to upload it into Cardinal.
Spreadsheet journal validation is limited and it is not intended to be as broad as the validation provided with journal entry using the **Journal Entry** page.

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

After importing a journal from a spreadsheet, you must run the Journal Edit process on the journal before you can make corrections using the **Create Journal Entries** pages.

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

The most common errors are listed below.

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

After errors are corrected, you can then re-upload the corrected file into Cardinal General Ledger.
Simulation: Uploading a Spreadsheet Journal

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

In this lesson, you learned:

• A single journal entry must contain at least two lines, and total debits must equal total credits.
• The attachment link allows you to attach documents associated with a journal entry.
• Journals can be marked and saved as incomplete until all of the transactions are entered.
• A journal entry template identifies which fields are displayed on the journal entry page.
• Spreadsheet journal import streamlines the journal import process and simplifies journal data entry by using Microsoft Excel.
Lesson 3: Processing Journal Entries

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

- Reviewing and Correcting Edit Check Errors
- Reviewing and Correcting Budget Check Errors
- Submitting Journal Entries for Approval and Monitoring
After a journal is entered into Cardinal, it must be edited before it can be posted. The Journal Edit process ensures that the ChartField values and combinations are valid, and that debits equal credits.

Budget checking also occurs as part of the Edit process for journals not already budget checked in their own modules.

If errors are identified during the editing process, the journal must be corrected before it can continue in the Cardinal posting process.

Cardinal has automatic batch processes that run each night to edit and budget check journal entries.
The **Lines** tab on the **Create/Update Journal Entries** page gives you the ability to select the appropriate **Process** for the journal entries using the drop down menu.

You have three edit check functionalities available in Cardinal:

- **Edit/Pre-Check**: When selected, the journal is edited and run through the Budget Processor. However, the Budget Processor only checks the journal, and the funds are not reserved.
- **Edit ChartField**: Initiates the journal ChartField Edit process to verify whether the journal has any ChartField-related errors, including ChartField edit and combo ChartField edit.
- **Edit Journal**: Initiates the Edit Journal process. The Budget Check process is also run as part of this process if there is no edit check error.
To run the Edit Journal process:

1. Click the Lines tab. The Lines page appears.
3. Click the Process button.

The Edit Journal process runs and the Journal Status changes. When the journal edit is complete, the budget check is run as part of this process. If the Journal Status is anything but Valid (V), check the Errors tab and return to the Lines tab to correct the errors. Each time you make a change, you must save and re-run the Edit Journal process.

4. When the Journal Status is V, click the Save button. The edited journal is saved with its new status.
Run Edit Journal Process (continued)
During the Journal Edit process, Cardinal checks the journal for errors and validates it before it is posted to the ledger.

When a journal is edit checked, Cardinal verifies that:

- ChartField values are valid
- ChartField combinations are valid
- Debits equal credits
- The accounting period is open.
Following the Edit Check process, the Journal Status field is updated. Journal statuses include the following:

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

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

You must correct journal errors before the journal entry can proceed to the budget check process. Once corrected, the journal entry needs to complete the edit check process again.
A journal entry may not move on to budget check if:

- The accounting period is not currently open
- Total debits do not equal total credits, and the ledger is defined as a balanced ledger
- Control totals entered with the journal header do not match the actual totals for the journal (debits, credits, statistical units, number of lines)
- One or more journal lines use inactive or invalid ChartFields
- Invalid combinations of ChartFields are used
You are now about to view a simulation on reviewing and correcting edit check errors.
Once the journal edit is complete and set to **Valid**, the Budget Check is run. During the Budget Check process, Cardinal checks for valid budget combinations and amounts. Cardinal also validates that a sufficient control budget balance exists.

Transactions that exceed controlling budgets (such as Appropriation or Allotment), or do not have a budget combination previously established, will create an error and processing will be stopped until the error is corrected, or an authorized user overrides the error.

Please note that because the Budget Check process is also run as part of the Edit Check process, you do not need to run the Budget Check process separately if the Edit Check process was successful and did not result in errors. Only run the Budget Check process if the **Journal Status** field displays **Valid (V)** and the **Budget Check Status** field displays **Not Checked (N)** or **Error (E)**.
All journal lines must pass a check against the established commitment control budgets. Some journals have already completed this budget check in their own modules, and do not need to pass budget check again in the General Ledger module. Others need to pass budget check in the General Ledger module.

The **Lines** tab on the **Create/Update Journal Entries** page gives you the ability to select the appropriate process for the journal entries using the drop down menu.
To run the Journal Budget Check process:

1. Click the Lines tab. The Lines page appears.
2. Select Budget Check Journal in the Process field.
3. Click the Process button. The Budget Check Journal process runs and the Budget Status changes. If the Budget Status is anything but V, check the error by clicking the E located in the Budget Status box on the Lines page. After correcting the error on the journal, you need to save the journal. The journal status and budget status will then be updated to N. Finally, you need to re-run the Edit Journal process, which will perform an edit and budget check again.
4. When the Journal Status and Budget Status is V, click the Save button. The budget checked journal is saved with its new status.
The budget checking line status values include:

- **E (Error):** The entry failed to pass budget checking.
- **N (Not Checked):** The budget check process has not processed the entry or the invoice has changed and has not been budget checked again.
- **V (Valid):** The entry passed budget checking and the process updated the control budget ledger.
- **W (Warning):** The budget check process issued a warning, but also updated the control budget ledger. The journal is ready for approval.
Reviewing Budget Check Errors

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

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

Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal
Common budget check error messages are **No Budget Exists** and **Exceeds Budget Tolerance**. Security permissions determine who has ability to override budget errors.

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Overridable?</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Y</td>
<td>Exceeds budget and is over tolerance.</td>
<td>N/A</td>
</tr>
<tr>
<td>E2</td>
<td>N</td>
<td>No budget exists.</td>
<td>N/A</td>
</tr>
<tr>
<td>E3</td>
<td>N</td>
<td>Budget is closed.</td>
<td>N/A</td>
</tr>
<tr>
<td>E4</td>
<td>Y</td>
<td>Budget is on hold.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Warning Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1</td>
<td>Exceeds budget but is within tolerance.</td>
<td>Transaction exceeds available budget balance, but is within the tolerance allowed.</td>
</tr>
<tr>
<td>W2</td>
<td>Exceeds budget, but is a track or non-initial transaction.</td>
<td>Transaction exceeds budget, but the control option for the control budget definition is Tracking with Budget, Tracking without Budget, or Control Initial Document. For tracking without budget, no warning is issued for detail tracking ledger groups. If it is not a detail tracking ledger group and a budget row exists, even if it is for a zero amount, a W2 warning is issued if the transaction exceeds the available spending. If no budget row exists, no warning is issued.</td>
</tr>
</tbody>
</table>
Correcting Budget Check Errors

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

- Correct a transaction amount
- Modify ChartField values
- Request an override

Once corrected, the journal needs to complete edit check and budget check processes again.
You are now about to view a simulation on reviewing and correcting budget check errors.
After a journal successfully completes the edit check and budget check processes, it must be manually submitted for approval and posting. Journals successfully created have a status of **Valid** until the journal is posted in General Ledger. Once posted, the **Journal Status** changes to **Posted**.
Additional Journal Approvals

If necessary, some journals will go through multiple steps of approval.

Approval from DOA is required on capital outlay projects with a Program Code of 998000 that have not received their environmental impact study.

DOA approval is required for journals with an Account value of 5012430 (legal services).
Journal Approval Required

Journals from Accounts Payable, Expenses, Purchasing, Time & Labor, Accounts Receivable, Billing, Contracts, CIPPS, and Project Costing (journals from split transactions and revenue and billing) are pre-approved, since the originating transactions are approved in their modules. As a result, they do not need to be approved again in General Ledger.

Allocation journals, journals from external sources (exclusive of CIPPS), spreadsheet journals and online journals will need to be approved in General Ledger via workflow.
Once approved, a journal is eligible to post to the ledger.

The Journal Post process:
- Posts valid, edited, budget checked, and journals
- Posts each journal and summarizes in the appropriate ledger
- Changes the journal's status to posted
You can request posting at the time you enter journal entries or at a later time. Most journal entries will be posted in a background batch process that typically occurs on a daily basis.

General Ledger verifies that there are no edit or budget errors that would render the journal invalid for posting. If the journal has passed edit and budget check successfully and has been approved, it can be sent for posting.

There are times, however, when an immediate request to post is warranted. Posting from the Journal Entry - Lines page provides you with that flexibility. However, a journal must be approved before it can be posted. To initiate a journal post without going to the Post Journals Request page, select Post Journal in the Process field on the Journal Lines page.
A journal cannot post if one or more of the following have occurred:
- Total debits do not equal total credits
- The accounting period is closed
- Any control totals entered with the journal header do not match the actual totals for the journal
- One or more journal lines use inactive or invalid ChartFields
- The edit check and/or budget check process fails
- The journal status is Denied.
Deleting Journals

Denied journals need to be corrected or deleted by the originator to update the commitment control amount that was reserved during the budget check process.

You can also delete journals that have passed the budget check process but have not successfully posted. You cannot delete a journal after it has posted.

The budget check process runs automatically as part of the delete process.

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

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

**Set Up Financials/Supply Chain > Common Definitions > Audit Logging > Search Audit Logs**
Deleting Journals (continued)
Cardinal enables you to copy information in an existing journal to use for a new journal entry. You can copy posted or unposted journals and change the header and lines as needed.
You have the ability to search for and review the status of various journals after they have been entered and saved in Cardinal. To do this, you can access the **Review Journal Status** page. You can navigate to this page using the following path:

**Main Menu > General Ledger > Journals > Process Journals > Review Journal Status**
Monitoring Journal Status (continued)

![Review Journal Status](image)

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):** 300
- **Business Unit:**
  - Value: 50100
- **Journal ID:**
  - Value: (blank)
- **Journal Date:**
  - Value: (blank)
- **UnPost Sequence:**
  - Value: (blank)
- **Document Sequence Number:**
  - Value: (blank)
- **Journal Header Status:**
  - Value: (blank)

#### Search Results

Only the first 300 results of a possible 336 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust more rows.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>UnPost Sequence</th>
<th>Document Sequence Number</th>
<th>Journal Header Status</th>
<th>Budget Checking Header Status</th>
<th>Ledger Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>50100</td>
<td>00000000051</td>
<td>12/07/2010</td>
<td>0</td>
<td>(blank)</td>
<td>Errors</td>
<td>Not Chk'd</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>50100</td>
<td>00000000052</td>
<td>12/07/2010</td>
<td>0</td>
<td>(blank)</td>
<td>Valid</td>
<td>Error</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>50100</td>
<td>00000000053</td>
<td>12/07/2010</td>
<td>0</td>
<td>(blank)</td>
<td>Valid</td>
<td>Valid</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>50100</td>
<td>00000000054</td>
<td>12/07/2010</td>
<td>0</td>
<td>(blank)</td>
<td>Edit Req’d</td>
<td>Not Chk’d</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>50100</td>
<td>00000000055</td>
<td>10/07/2010</td>
<td>0</td>
<td>(blank)</td>
<td>Errors</td>
<td>Not Chk’d</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>50100</td>
<td>00000000056</td>
<td>10/27/2011</td>
<td>0</td>
<td>(blank)</td>
<td>Edit Req’d</td>
<td>Not Chk’d</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>50100</td>
<td>00000000057</td>
<td>12/07/2010</td>
<td>0</td>
<td>(blank)</td>
<td>Edit Req’d</td>
<td>Not Chk’d</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>50100</td>
<td>00000000058</td>
<td>12/08/2010</td>
<td>0</td>
<td>(blank)</td>
<td>Errors</td>
<td>Not Chk’d</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>50100</td>
<td>00000000059</td>
<td>12/08/2010</td>
<td>0</td>
<td>(blank)</td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS</td>
</tr>
</tbody>
</table>
After a journal is saved you have the ability to view the audit log which provides a list of events related to the journal. The Lines tab of the Create/Update Journal Entries page enables you the ability to search and view audit logs.
In this lesson, you learned:

- Journals from Accounts Payable, Expenses, Time & Labor, Purchasing, Accounts Receivable, Billing, CIPPS, Contracts, and Project Costing (journals from split transactions and revenue and billing) are pre-approved, since the originating transactions are approved in their modules.

- Journals from Accounts Payable, Expenses, Accounts Receivable, Billing, Contracts, and Project Costing (journals from split transactions) do not have to go through budget check in General Ledger, since they have already been budget checked in their respective modules. They will be edit checked again in General Ledger.

- Journals created manually online, journals created from external sources, spreadsheet journals and allocation journals must be both edit and budget checked in General Ledger. Journal lines from the Purchasing, Project Costing (revenue and billing) and Time & Labor modules must also be edit and budget checked in General Ledger.

- Journals may be approved or denied. Only journals without errors that have been edited and budget checked can be approved.

- Denied journals need to be corrected or deleted to release the funds reserved during the budget check process.

- Cardinal allows you to copy journal information from an existing journal to a new journal.
In this lesson, you will learn about the following topics:

- Reports
- Online Inquiries
Reports

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

- Journal Entry Detail Report
- Journal Entry Detail Report with ChartField Attributes
- Standard Journals Report
- Journal Edit Errors Report
- Posted Journal Summary Report
- GL Transaction Report
This report displays all journal entries for a business unit and ledger within a specified date range.

You can navigate to this report using the following path:

Main Menu > General Ledger > General Reports > Journal Entry Detail
Journal Entry Detail Report (continued)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Account</th>
<th>Fund</th>
<th>Department</th>
<th>Entry Event</th>
<th>Cur</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employer Retire Contrib-Def Ben</td>
<td>5011110</td>
<td>04860</td>
<td>Recyclable Matl -NonGF-NonHE</td>
<td>01GL0101F 01GL0101 - Test3</td>
<td>10000</td>
<td>All Central Office Orgs</td>
<td>USD</td>
</tr>
<tr>
<td>2</td>
<td>Recording Deeds &amp; Contracts</td>
<td>4001039</td>
<td>04860</td>
<td>Recyclable Matl -NonGF-NonHE</td>
<td>01GL0101F 01GL0101 - Test3</td>
<td>10000</td>
<td>All Central Office Orgs</td>
<td>USD</td>
</tr>
</tbody>
</table>

Total USD 462.25 462.25
This report displays the same detail as the journal entry detail report and also lists the ChartField attribute values.

You can navigate to this report using the following path:

Main Menu > General Ledger > General Reports > Journal Entry with Attributes
### Journal Entry Detail Report with ChartField Attributes (continued)

**PeopleSoft Financials**

**JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT**

**Account** | **Funding** | **Department** | **Currency** | **Debit** | **Credit**
---|---|---|---|---|---

<table>
<thead>
<tr>
<th>Journal Id</th>
<th>Journal Date</th>
<th>Source</th>
<th>ONL--Online Journal Entry</th>
<th>Reversal</th>
<th>None</th>
<th>Status</th>
<th>Valid</th>
</tr>
</thead>
</table>

**1. Employee Retire Contr Def Benefit**

<table>
<thead>
<tr>
<th>Description</th>
<th>Employee Retire Contr Def Benefit</th>
<th>04860</th>
<th>Recyclable Matl - NonGF-NonResHk</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>01GL0101F</th>
<th>01GL0101 - Test3</th>
<th>10000</th>
<th>All Central Office Orgs</th>
</tr>
</thead>
</table>

**Attributes**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DOA GLA</th>
<th>901</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DOA OBJ RS</th>
<th>1111</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>SWIM REPORTABLE NON - SWIM REPORTABLE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>CAPR FD CLASS</th>
<th>110</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>CAPR FUND GROUP</th>
<th>SPECIAL REVENUE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>CAPR FUND TYPE</th>
<th>GOVERNMENTAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>DOA FUND</th>
<th>0486</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>MCI CLASS</th>
<th>UNRESTRICTED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPT ID</th>
<th>DEPARTMENT TYPE</th>
<th>OTHER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPT ID</th>
<th>DISTRICT</th>
<th>10</th>
</tr>
</thead>
</table>

**2. Recording Deeds & Contracts**

<table>
<thead>
<tr>
<th>Description</th>
<th>Recording Deeds &amp; Contracts</th>
<th>04860</th>
<th>Recyclable Matl - NonGF-NonResHk</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>01GL0101F</th>
<th>01GL0101 - Test3</th>
<th>10000</th>
<th>All Central Office Orgs</th>
</tr>
</thead>
</table>

**Attributes**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DOA GLA</th>
<th>941</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DOA OBJ RS</th>
<th>01039</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>CAPR FD CLASS</th>
<th>110</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>CAPR FUND GROUP</th>
<th>SPECIAL REVENUE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>CAPR FUND TYPE</th>
<th>GOVERNMENTAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>DOA FUND</th>
<th>0486</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUND CODE</th>
<th>MCI CLASS</th>
<th>UNRESTRICTED</th>
</tr>
</thead>
</table>

---

**Page No.** 1  
**Run Date:** 07/22/2011  
**Run Time:** 10:41:49
Standard Journals Report

This report lists standard journal entries and their status.

You can navigate to this report using the following path:

Main Menu > General Ledger > General Reports > Standard Journals
### Standard Journals Report (continued)

<table>
<thead>
<tr>
<th>Report ID: GL07000</th>
<th>Standard Journal Entries Static</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Unit: 50100--VA Dept of Transportation</td>
<td></td>
</tr>
<tr>
<td>For the period 07/21/2009 through 07/21/2011</td>
<td></td>
</tr>
<tr>
<td>SJE ID: ALL</td>
<td></td>
</tr>
<tr>
<td>Journal ID: ALL</td>
<td></td>
</tr>
</tbody>
</table>

#### SJE ID: 01gl0202E 01gl0202 Template Journal

**Status:** Active  **Type:** Template  **Template:**

- **Model Journal:** 000000451  **Date:** 01/16/2011  **Unpost:** 0
- **Standard Journal:** 01gl0202E  **Allow Change:** Yes

**Scheduled:** DAIL  **Creation Lead Days:** 0

**** No Standard Journals Created ****

#### SJE ID: 01gl0202F 01gl0202 Recurring Journal

**Status:** Active  **Type:** Recurring  **Recurring:**

- **Model Journal:** 000000451  **Date:** 01/16/2011  **Unpost:** 0
- **Standard Journal:** GL0202  **Allow Change:** Yes

**Scheduled:** DAIL  **Creation Lead Days:** 0

**** No Standard Journals Created ****
This report provides detailed information about journal edit errors.

You can navigate to this report using the following path:

<table>
<thead>
<tr>
<th>Pd</th>
<th>Journal ID</th>
<th>Jrnl Date</th>
<th>Src</th>
<th>Ref No.</th>
<th>Error Type</th>
<th>Line</th>
<th>Line Description</th>
<th>Field Name</th>
<th>Entry Event</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>000000329</td>
<td>06/15/2010</td>
<td>ALO</td>
<td></td>
<td>HEADER</td>
<td></td>
<td>JRNL_HDR_STATUS</td>
<td>Journal line errors exist for this header. (5860/53)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LINE</td>
<td>1</td>
<td>FB-Resrv Inventory</td>
<td>ACCOUNT</td>
<td></td>
<td>Combo error for fields Account/Fund in group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LINE</td>
<td>2</td>
<td>FB-Unresv Rpt Spec Rev</td>
<td>ACCOUNT</td>
<td></td>
<td>$2ACCTACTUAL. (9600/31)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LINE</td>
<td>3</td>
<td>Net Asset-Rest NonExp Other</td>
<td>ACCOUNT</td>
<td></td>
<td>Combo error for fields Account/Fund in group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LINE</td>
<td>4</td>
<td>Net Asset-Unrestricted</td>
<td>ACCOUNT</td>
<td></td>
<td>$2ACCTACTUAL. (9600/31)</td>
</tr>
</tbody>
</table>
This report provides a list of all posted journals.

You can navigate to this report using the following path:

**Main Menu > General Ledger > Journals > Process Journals > Posted Journal Summary Report**
# Posted Journal Summary Report (continued)

<table>
<thead>
<tr>
<th>Period</th>
<th>Journal ID</th>
<th>Jrnl Date</th>
<th>Unpost</th>
<th>Src Descr</th>
<th>Lines</th>
<th>Debit</th>
<th>Credit</th>
<th>Stat Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>BI00001015</td>
<td>03/21/2011</td>
<td>0</td>
<td>BI BI Billing</td>
<td>9</td>
<td>93,130.45</td>
<td>93,130.45</td>
<td>0.00</td>
</tr>
<tr>
<td>Period 9 Total</td>
<td></td>
<td></td>
<td>9</td>
<td></td>
<td></td>
<td>93,130.45</td>
<td>93,130.45</td>
<td></td>
</tr>
</tbody>
</table>
GL Transaction Report

This report processes all accounts for the specified ledger and each row is read and summarized at the ChartField level. The summarized totals can be printed by Fund, Account and they will also have Beginning Balance, Total Activity and Ending Balance by Account type.

You can navigate to this report using the following path:

Main Menu > General Ledger > Custom Reports > GL Transaction Report
### GL Transaction Report (continued)

**Commonwealth of Virginia**  
**GL TRANSACTION REPORT**  
Run Date: 07/21/2011  
Run Time: 09:35:00

**Business Unit:** 50100  
**LEDGER:** ACTUALS  
**FISCAL YEAR:** 2010  
**PERIOD:** 9

<table>
<thead>
<tr>
<th>FUND</th>
<th>PROGRAM</th>
<th>ACCOUNT</th>
<th>ACCT DESC</th>
<th>DEPTID</th>
<th>COST CENTER</th>
<th>PROJECT</th>
<th>ASSET</th>
<th>AGENCY USE1</th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>07754</td>
<td>603007</td>
<td>5031960</td>
<td>Ind Cost Rcvry Aux Obligations</td>
<td>10021</td>
<td>12040070</td>
<td></td>
<td></td>
<td></td>
<td>464.25</td>
<td></td>
</tr>
</tbody>
</table>

By Account Type: Expense  
- BEGINING BALANCE: $0  
- TOTAL ACTIVITY: $464.25  
- ENDING BALANCE: $464.25

| 07754 | 4001000 | Taxes   | 10021  | 12040070 |         |       |             | 464.25  |          |

By Account Type: Revenue  
- BEGINING BALANCE: $0  
- TOTAL ACTIVITY: $464.25  
- ENDING BALANCE: $464.25

<p>| | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BEGINING BALANCE:</td>
<td>$0</td>
<td>464.25</td>
<td>$464.25</td>
<td>928.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BEGINING BALANCE:</td>
<td>$0</td>
<td>-464.25</td>
<td>-464.25</td>
<td>-928.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Online Inquiries

There are two types of inquiries available for journal entries. Different inquiries may be available depending on your individual security role:

- Review Journal Status
- Journal Inquiry

In this topic, we will also discuss the ledger inquiry.
At any time during journal processing, you can view the status of journals and the journal line details on the Review Journal Status pages.

You can navigate to this inquiry using the following path:

Main Menu > General Ledger > Journals > Process Journals > Review Journal Status
You can view detail journal header and journal lines using the **Journal Inquiry – Journal Inquiry Details** page.

You can navigate to this inquiry using the following path:

**Main Menu > General Ledger > Review Financial Information > Journal**
Journal Inquiry (continued)

Journal Inquiry Details (with Drill to Source).

![Journal Inquiry Details](image)

- **Journal ID:** AFO0000016
- **Date:** 02/04/2011
- **Schedule:** No Request
- **Process:** None
- **Total Lines:** 120
- **User ID:** KIM.WHITEN
- **InterUnit BU:** 50100
- **View Attachment:**

**AP Payments**

<table>
<thead>
<tr>
<th>Line</th>
<th>Amount</th>
<th>Account</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>250.00</td>
<td>205025</td>
<td>01000</td>
</tr>
<tr>
<td>2</td>
<td>250.00</td>
<td>205025</td>
<td>01000</td>
</tr>
<tr>
<td>3</td>
<td>250.00</td>
<td>205025</td>
<td>01000</td>
</tr>
<tr>
<td>4</td>
<td>250.00</td>
<td>205025</td>
<td>01000</td>
</tr>
<tr>
<td>5</td>
<td>400.00</td>
<td>205025</td>
<td>01000</td>
</tr>
<tr>
<td>6</td>
<td>1,200.00</td>
<td>205025</td>
<td>01000</td>
</tr>
<tr>
<td>7</td>
<td>1,350.00</td>
<td>205025</td>
<td>01000</td>
</tr>
<tr>
<td>8</td>
<td>118.00</td>
<td>205025</td>
<td>01000</td>
</tr>
</tbody>
</table>
Drill to Source – ChartFields.
The Ledger Inquiry page is used to review ledger information. Please note that commitment control and summary ledgers are not available for ledger inquiry.

You can navigate to this inquiry using the following path:

Main Menu > General Ledger > Review Financial Information > Ledger
The **Ledger Inquiry** page fields are explained below.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show YTD Balance</strong></td>
<td>If you select this checkbox, the inquiry returns year-to-date balances for specified ChartFields for a period. Do not select this checkbox and the inquiry returns individual balances for period and account that are displayed in order by period.</td>
</tr>
<tr>
<td><strong>Show Transaction Details</strong></td>
<td>Select to see the ledger data along with the journal transactions that contributed to the balance.</td>
</tr>
<tr>
<td><strong>Include Closing Adjustments</strong></td>
<td>Select this option to include closing balances (period 999) along with the current open period amounts.</td>
</tr>
<tr>
<td><strong>Max Ledger Rows</strong></td>
<td>Indicates the maximum number of rows to display. You can override the default of &quot;100&quot; with any number &lt;=300 rows of data that you can display in a scroll area.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry.</td>
</tr>
<tr>
<td><strong>ChartField</strong></td>
<td>Enter a ChartField value for one or more ChartFields to review specific data in a ledger.</td>
</tr>
<tr>
<td><strong>ChartField Value Set</strong></td>
<td>Select a predefined set of selection criteria for a given Chartfield.</td>
</tr>
<tr>
<td><strong>Sum By</strong></td>
<td>You are required to select at least one ChartField to sum by. If you do no, you receive an error message when you select the <strong>Search</strong> button. Period is always included in the sum by and is always the first column in the inquiry results. If you select all ChartFields available in the ChartField Criteria for <strong>Sum By</strong> and the <strong>Show Transaction Details</strong> checkbox is not checked, the result is a display of each row in the ledger that meets your criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code.</td>
</tr>
<tr>
<td><strong>Value Required</strong></td>
<td>Select this check box to filter out ChartFields with blank values. This check box is available only when the <strong>Sum By</strong> checkbox is selected. It is also unavailable for selection but is automatically selected by Cardinal if the ChartField <strong>Account has Sum By</strong> selected.</td>
</tr>
<tr>
<td><strong>Order By</strong></td>
<td>Determine the sort order of the ChartFields in the result page by the order in which you select <strong>Sum By</strong> for each ChartField.</td>
</tr>
<tr>
<td><strong>Sel (select)</strong></td>
<td>Select specific adjustment periods by checking its checkbox from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year.</td>
</tr>
<tr>
<td><strong>Period</strong></td>
<td>Adjustment periods are displayed based on those available for the selected ledger and fiscal year.</td>
</tr>
</tbody>
</table>
The Ledger Summary page displays results from the Ledger Inquiry.
The **Ledger Summary** page fields are explained below.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Detail Drill - Down ChartField Display</td>
<td>Click this link to select the ChartFields that you want to display when you drill into the <strong>Ledger Detail</strong>.</td>
</tr>
<tr>
<td>Activity</td>
<td>Click this link to view transaction details on the <strong>Ledger Inquiry - Transaction Details</strong> page.</td>
</tr>
<tr>
<td>Detail</td>
<td>Click this link to view ledger details on the <strong>Ledger Inquiry - Ledger Details</strong> page.</td>
</tr>
</tbody>
</table>
In this lesson, you learned:

- The key journal entry inquiries are: Review Journal Status and Journal Inquiry.
This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.
In this course, you learned to:

- Define key journal entry terms
- Describe key journal entry concepts
- Describe the overall journal entry process and the roles involved in it
- Explain how journal processing integrates with other Cardinal modules and interfaces with external systems
- Create journal entries in Cardinal
- Use the journal entry template
- Create and upload a spreadsheet journal
- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitor
- Describe the key Journal Entry reports
- Describe Journal Entry online inquiries
Course Completion

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

• Key Terms
**Business Unit**: A business unit is an operational subset of an organization. In Virginia, each state agency is an operational subset (or business unit) of the Commonwealth. The business unit number identifies each operational subset or agency of the Commonwealth. For example, VDOT is agency 50100.

**Business Unit, Journal ID, and Journal Date**: These three fields uniquely identify a journal in Cardinal. They can be found in the journal header.

**Combination Edit**: Defines rules about which ChartField values are required in combination for all accounting entries. Combination editing happens before the transaction is posted to Cardinal.

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

**Journal**: A journal is used to post accounting entries to a ledger.

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

**Journal Header**: Includes the overall journal information such as the ledger, the journal source, long and short descriptions, and more.
Journal ID: A sequentially generated number for online journals, sub-module journals, and interfaced transactions.

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

Ledger and Ledger Group: A record of monetary transactions by account (e.g. Budget, Actuals, Modified Accrual, Full Accrual, and Cash). A ledger group is a group that includes ledgers that have a common physical structure.