



GL332: Processing Journal Entries

Instructor Led Training



Welcome

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

In this course, we will show you the journal 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.

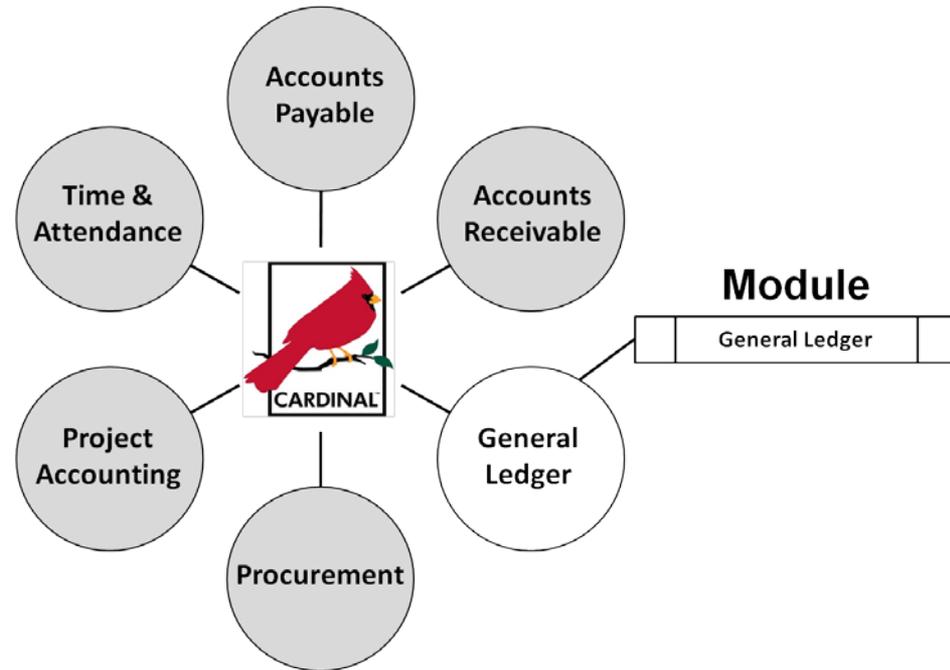


Introduction

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

Cardinal Functional Areas





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



Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Journals
- Lesson 2: Creating Journal Entries
- Lesson 3: Processing Journal Entries
- Lesson 4: Journal Entry Reports and Online Inquires
- Lesson 5: Processing Journal Entries Hands-On Practices



Lesson 1: Understanding Journals

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 pre-determined 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.



Key Concepts (continued)

- Combination editing defines rules about which ChartField values and combinations are required for accounting entries that are posted in Cardinal. Combination editing rules apply to all modules in the validation of transactions. Combination editing helps to ensure accuracy of data.
- 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.

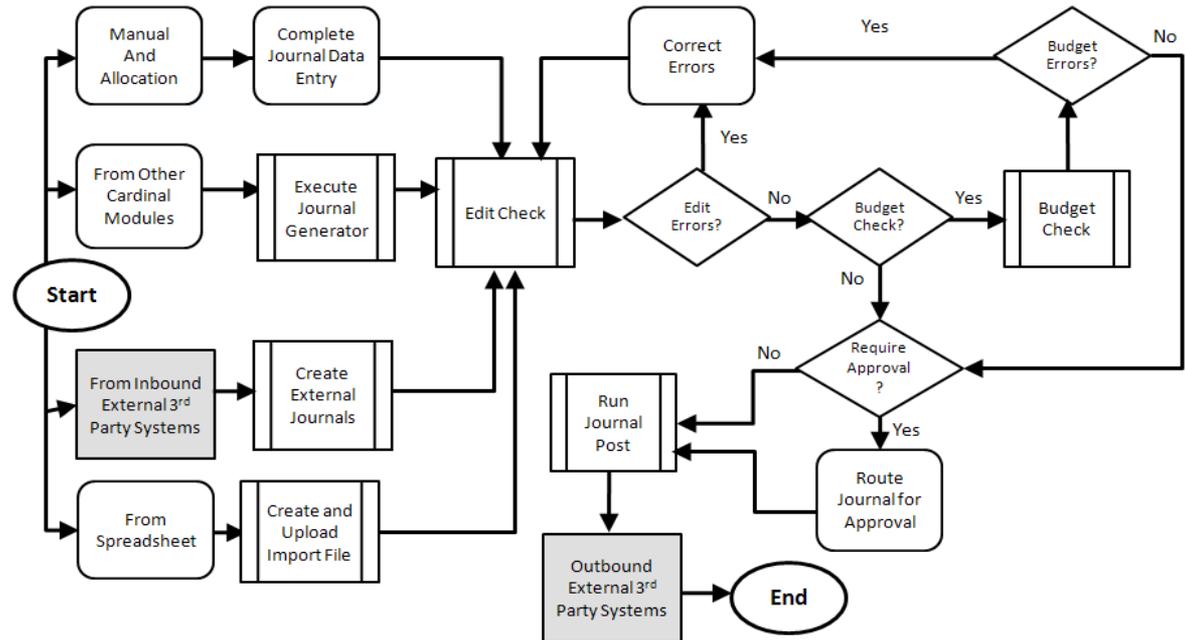


Create and Process Journals

Create and Process Journals is the main function within General Ledger. During this process, financial and statistical transactions post to the General Ledger.

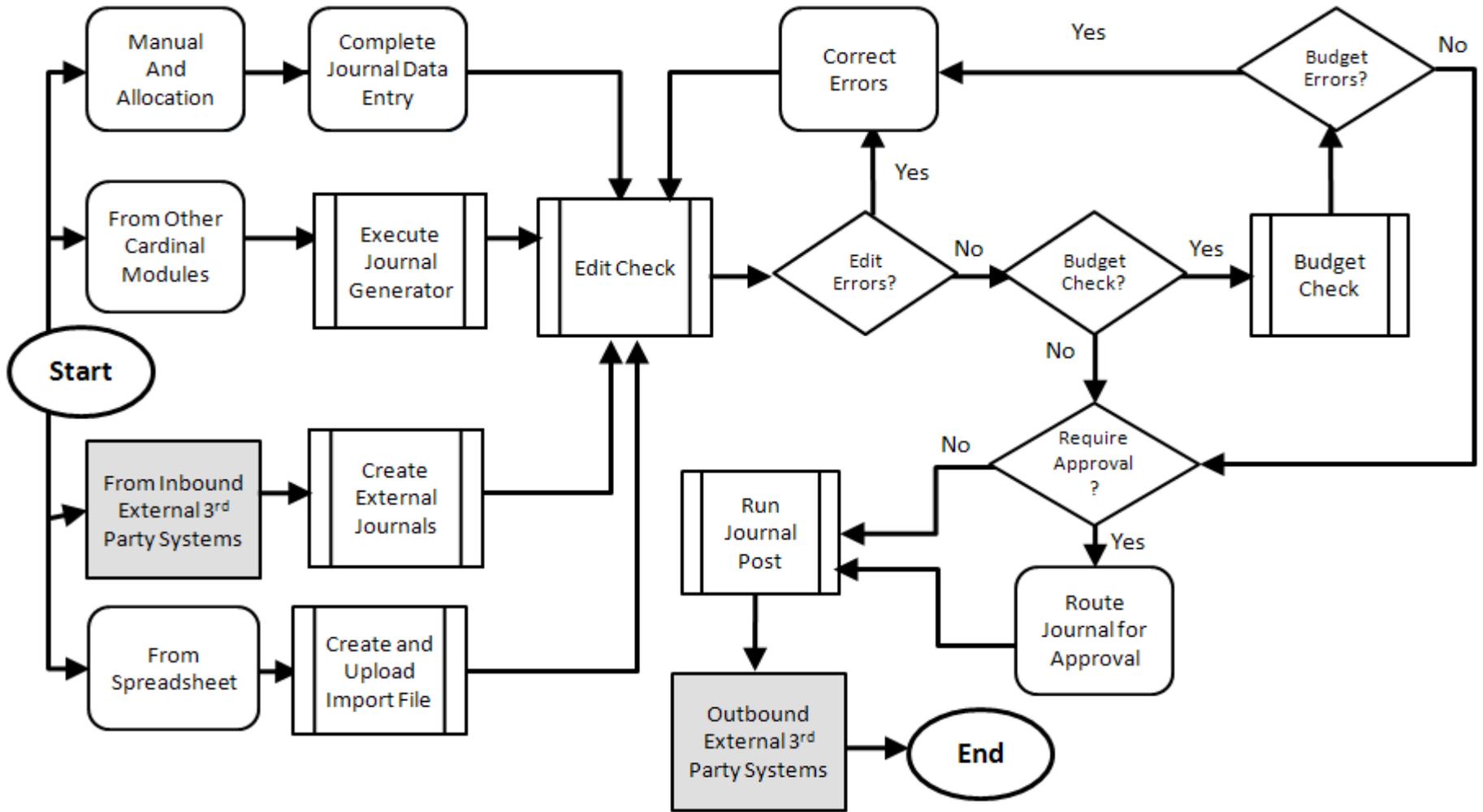
This process involves:

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





Create and Process Journals (continued)





Create Journals

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.



Edit Check Journals

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)
- Time & Labor module (in the Time & Attendance 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)



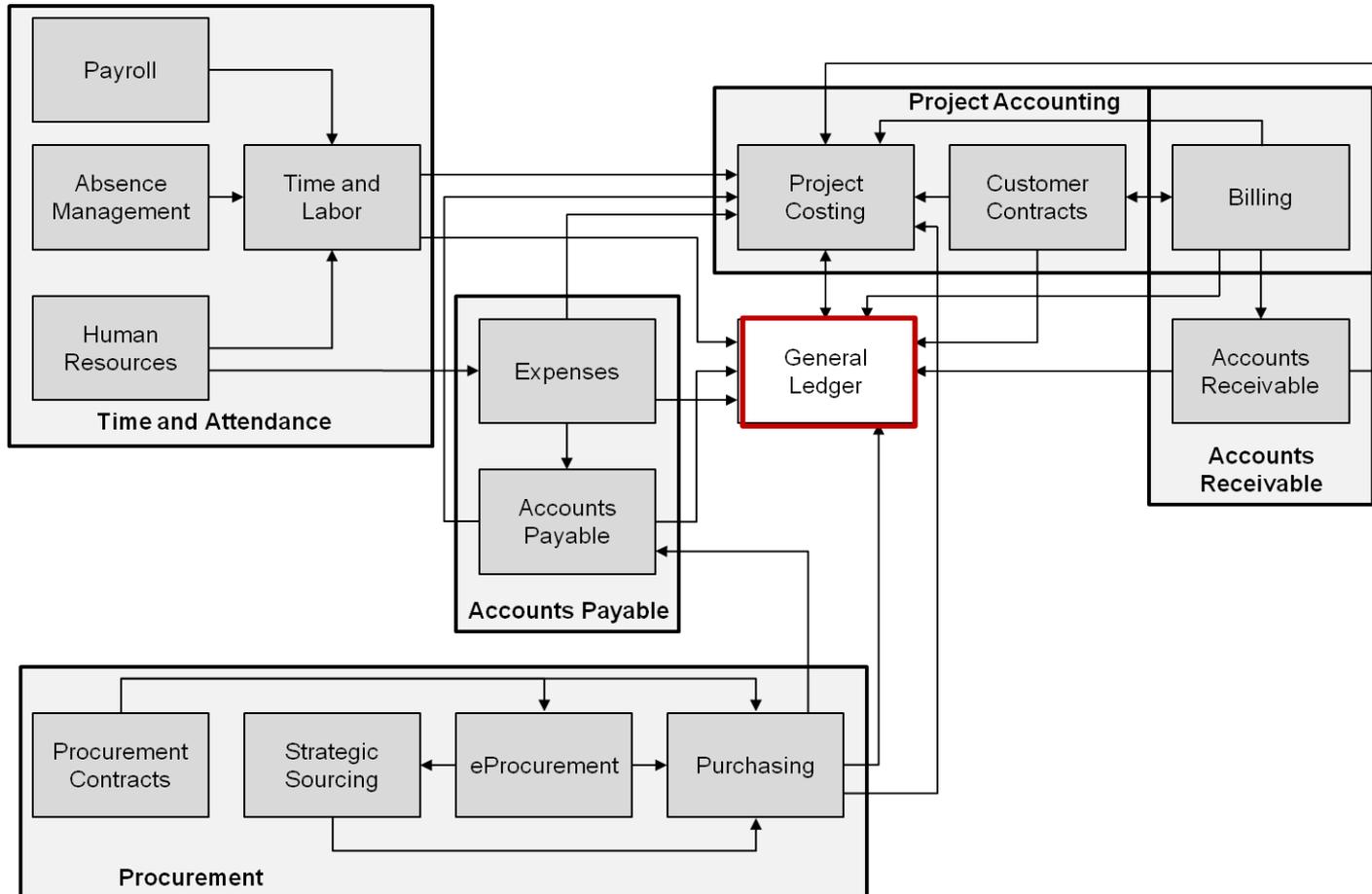
Submit Journals for Approval

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.



Integration and Interfaces

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

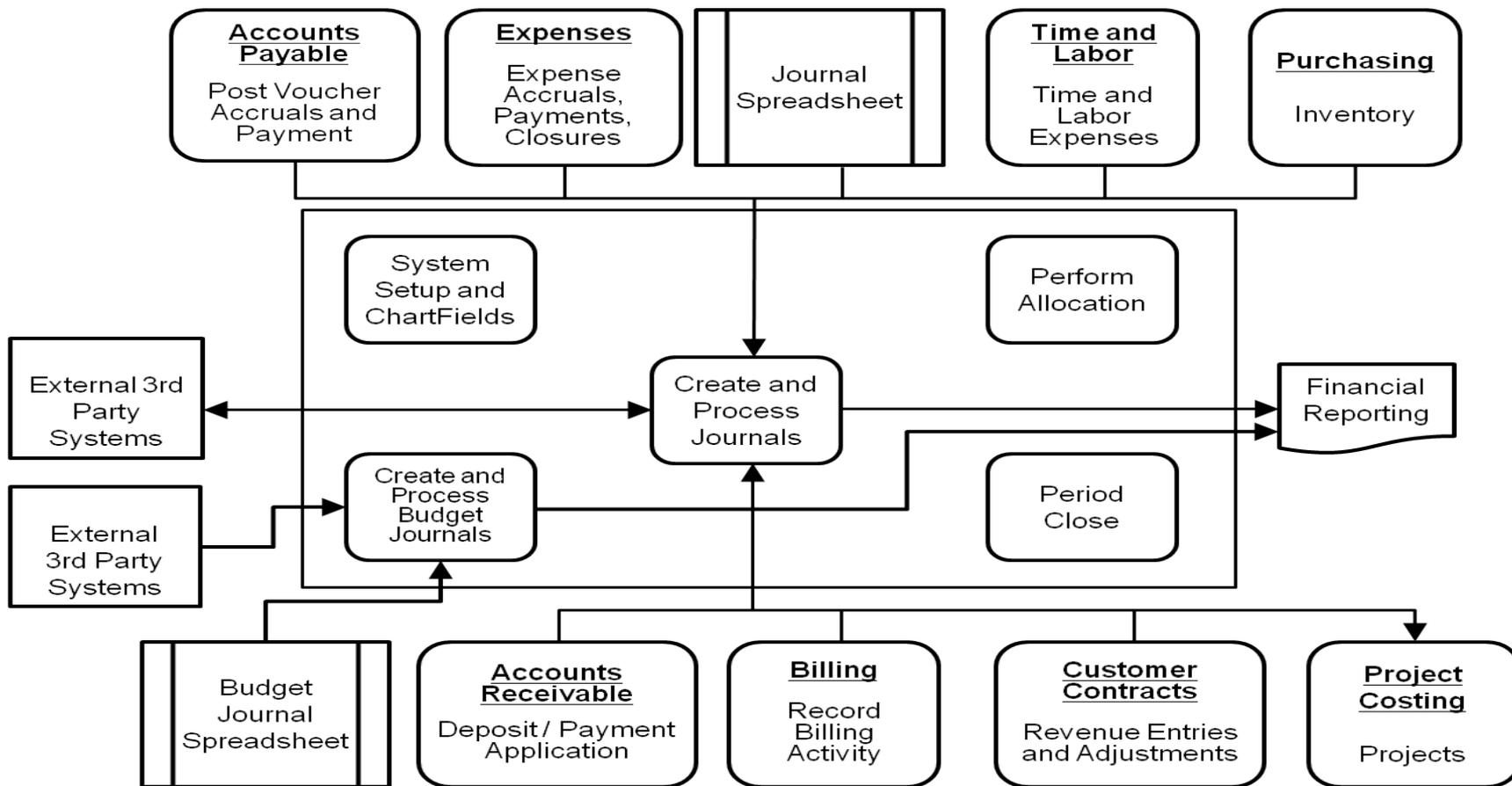
Some journals only need to pass an additional edit check in General Ledger, since they have already been edit and budget checked in their own modules. These journals are created from the following modules:

- Accounts Payable
- Expenses
- Accounts Receivable
- Billing
- Project Costing (from split projects)
- Contracts



Integration and Interfaces (continued)

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.





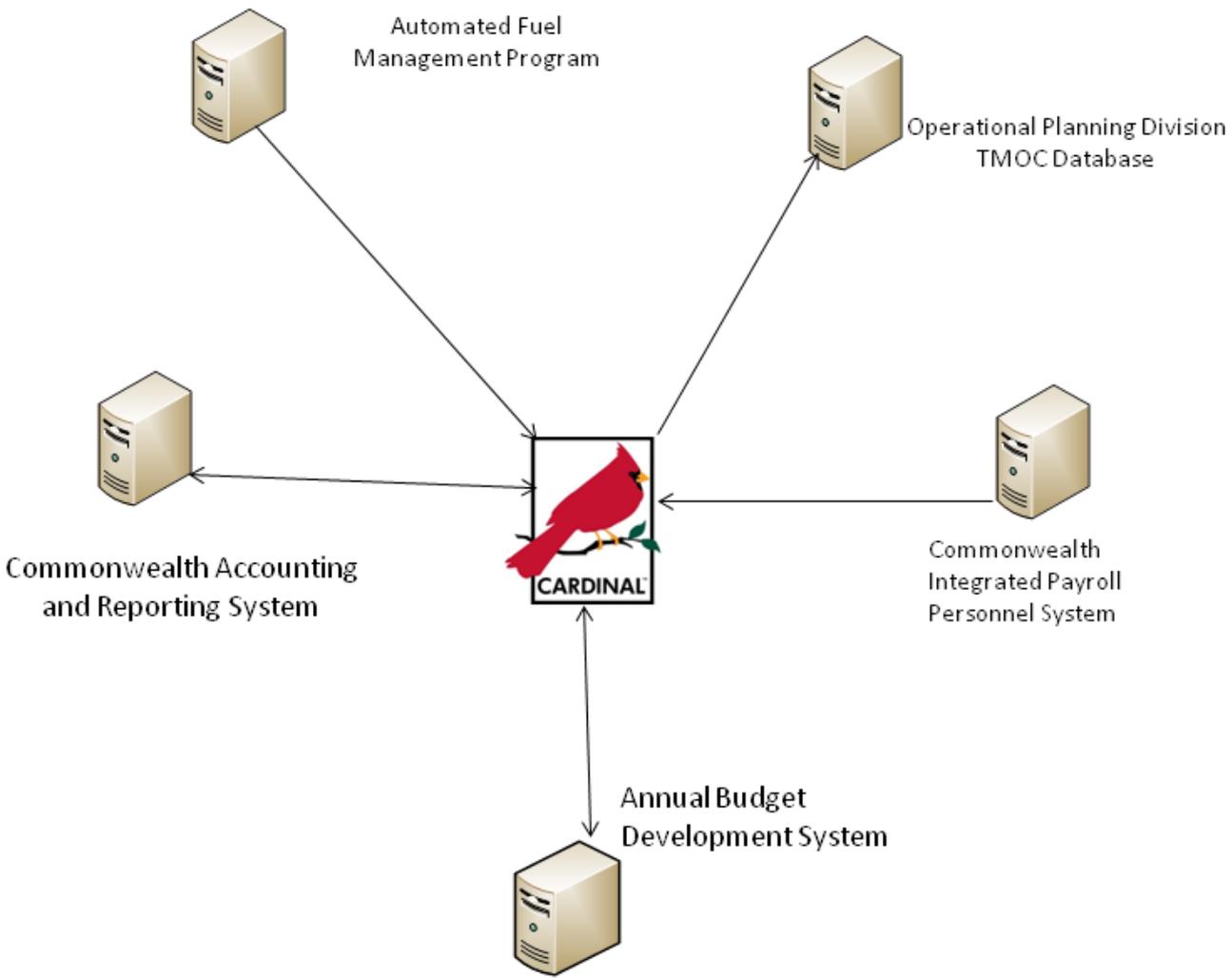
Integration and Interfaces (continued)

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.



Integration and Interfaces (continued)





Lesson 1: Summary

In this lesson, you learned:

- Create and Process Journals is the main function within General Ledger. During this process, financial 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.



Creating a Manual Journal Entry (continued)

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

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

You can navigate to the **Create/Update Journal Entries** page using the following path:

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

CARDINAL

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

Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit: 50100

Journal ID: NEXT

Journal Date: 07/01/2011

Add

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



Creating/Updating Journal Entries Page – Header

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.

The screenshot shows the 'Create/Update Journal Entries' page in the Cardinal system. The breadcrumb trail is: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page has tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' tab is active. The form contains the following fields and options:

- Unit: 50100
- Journal ID: NEXT
- Date: 07/05/2011
- Long Description: (empty text field)
- *Ledger Group: ACTUALS (with search icon)
- Adjusting Entry: Non-Adjusting Entry (dropdown menu)
- Ledger: (empty text field)
- Fiscal Year: 2012
- *Source: ONL (with search icon)
- Period: 1
- Reference Number: (empty text field)
- ADB Date: 07/05/2011
- Journal Class: (empty text field)
- Transaction Code: GENERAL (with search icon)
- SJE Type: (empty dropdown menu)
- CARS Indicator: Send to CARS (dropdown menu)

Additional options and links include:

- Auto Generate Lines
- Save Journal Incomplete Status
- Autobalance on 0 Amount Line
- [Currency Defaults: USD / CRRNT / 1](#)
- [Attachments \(0\)](#)
- [Reversal: Do Not Generate Reversal](#)
- [Commitment Control](#)

At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the very bottom reads: Header | Lines | Totals | Errors | Approval.



Creating/Updating Journal Entries Page – Header (continued)

- 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.

The screenshot shows the 'Create/Update Journal Entries' screen in the CARDINAL system. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' tab is active, displaying the following fields:

- Unit: 50100
- Journal ID: NEXT
- Date: 07/05/2011
- Long Description: (empty text box)
- *Ledger Group: ACTUALS
- Adjusting Entry: Non-Adjusting Entry
- Ledger: (empty text box)
- Fiscal Year: 2012
- *Source: ONL
- Period: 1
- Reference Number: (empty text box)
- ADB Date: 07/05/2011
- Journal Class: (empty text box)
- Transaction Code: GENERAL
- SJE Type: (empty dropdown)
- CARS Indicator: Send to CARS

Additional options include checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', and 'Autobalance on 0 Amount Line'. The 'Currency Defaults' are set to USD / CRRNT / 1. A red box highlights the 'Attachments (0)' link. Other links include 'Commitment Control' and 'Reversal: Do Not Generate Reversal'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Create/Update Journal Entries Page – Lines

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.

Unit: 50100 Journal ID: NEXT Date: 07/05/2011

Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	50100	ACTUALS		5011120					
<input type="checkbox"/>	2	50100	ACTUALS		5011130					

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	0.00	0.00	N	N

Save Notify Refresh Add Update/Display



Standard Journal Entries (SJE)

The **SJE Type** field is available on the **Create Standard Journals** page. In General Ledger, standard journal entries (SJE) enable you to automate the entry of similar or identical journals. There are three types of SJE:

- 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 SJE—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.



Simulation: Creating a Manual Journal Entry

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





Using a Journal Entry Template

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.



Using a Journal Entry Template (continued)

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.

Unit: 50100 Journal ID: NEXT Date: 07/05/2011

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

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	'Unit	'Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	50100	ACTUALS		5011120					
<input type="checkbox"/>	2	50100	ACTUALS		5011130					

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



Journal Entry Template (continued)

CARDINAL Home | Worklist | Add to Favorites

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

New Window | Help | Customize Page

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Chartfield | Amount | Miscellaneous

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Account	Fund	Program	Department	Cost Center
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

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

Chartfield | Amount | Miscellaneous

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

OK | Cancel | Refresh

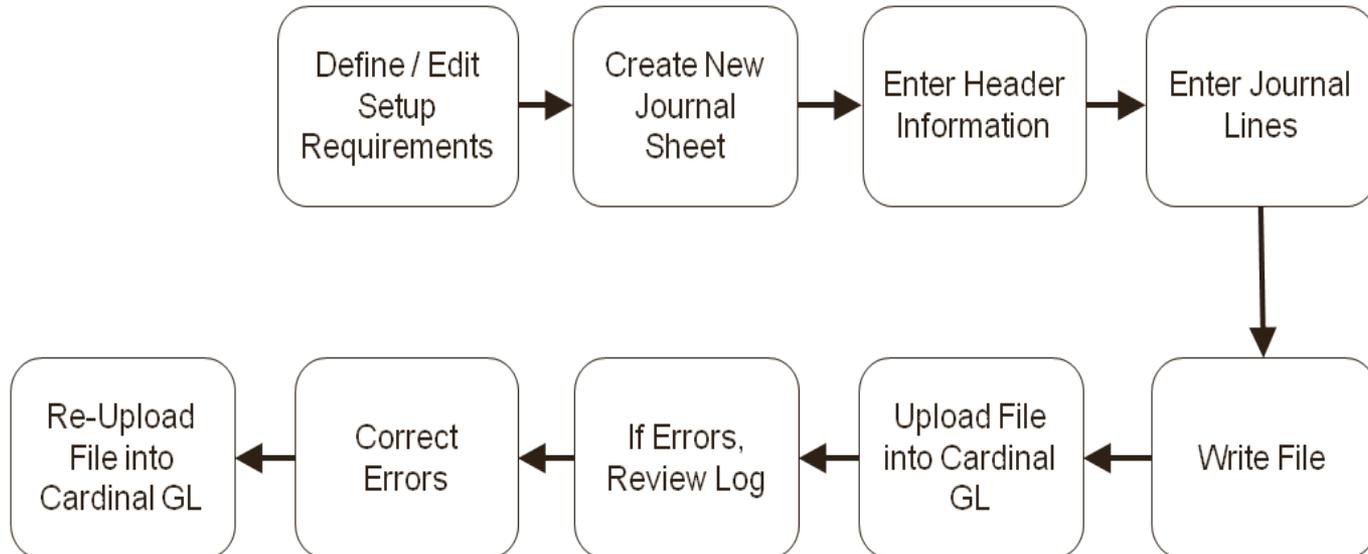


Uploading a Spreadsheet Journal

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.

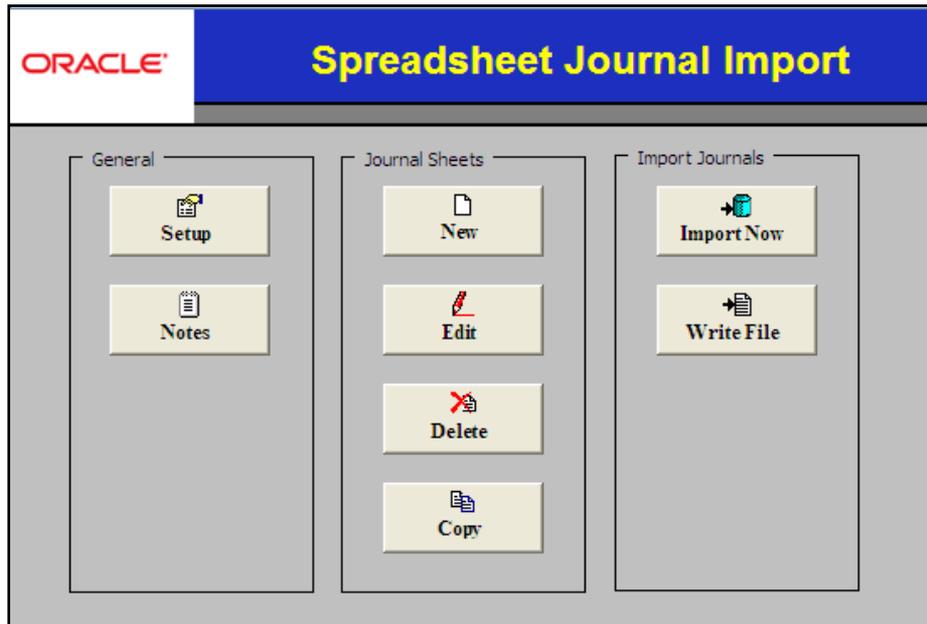
You can create multiple journal workbooks by saving a clean JRNL1.xls file as JRNL2.xls, JRNL3.xls, or GINA.xls or BIANCA.xls for example. However, the message log template, GLLOG.txt, and the macro sheet files, JRNLMCRO.xla, must not be changed or renamed.



Define/Edit Setup Requirements

To begin creating your journal spreadsheet, access the **Spreadsheet Journal Import control** page by opening JRNLI.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.

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

- System ID: 1001
- Unit: 50100
- Journal ID: NEXT
- Journal Date: 12/4/2011
- Reference Number: (empty)
- Ledger Group: ACTUALS
- Ledger: (empty)
- Source: SPJ
- User ID: (empty)
- Journal Class: (empty)
- Transaction Code: (empty)
- Description: (empty)
- AutoGen Lines:
- Adjusting Entry:
- Document Type: (empty)
- Doc Sequence: (empty)
- Adjustment Type: (empty)
- Commitment Control Amount Type: Actuals, Recognize and Collect
- Agency Location Code: (empty)
- Currency Information:
 - Foreign Currency:
 - Effective Date: 12/4/2011
 - Rate Type: (empty)
 - Exchange Rate: 0
- Reversal:
 - None
 - Beginning of Next Period
 - End of Next Period
 - Next Day
 - Specified Date

The background spreadsheet shows the following data:

Sys ID	Journal ID	Line #	Unit	Ledger	Account	S
1001	NEXT	1	50100	ACTUALS	5012120	



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.

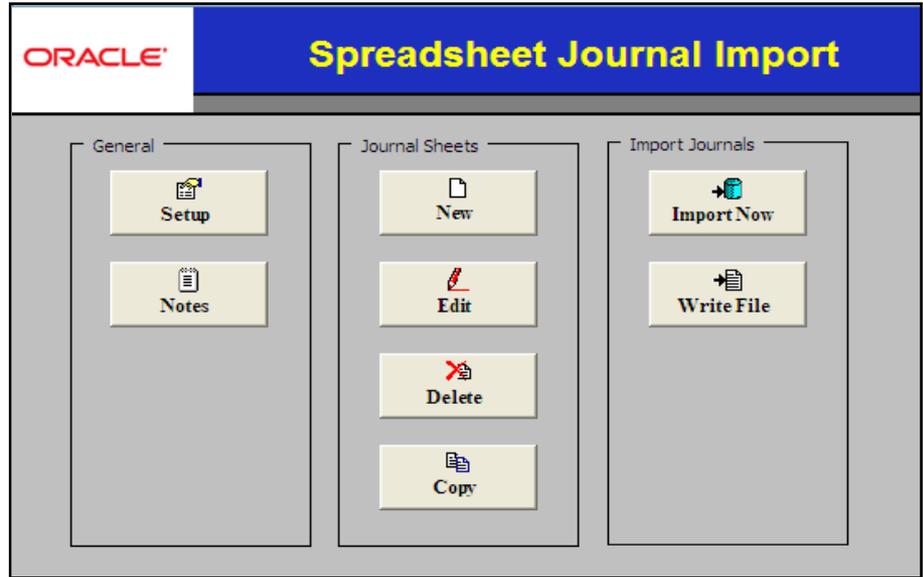
Note: If you are entering a project, you must enter **GLJ** in the **ANALYSIS_TYPE** field (scroll right to column AT) on the relevant line.

Sys ID	Journal ID	Line#	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy Use 1	Agy Use 2	PC Bus Unit	Project	Activity	An Type	Source
1002	NEXT	1																		



Writing File and Uploading File into Cardinal GL

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.





Uploading File into Cardinal GL

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.

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

New Window Help Customize Page http

Spreadsheet Journal Import Request

Run Control ID: ImportJournals Report Manager Process Monitor Run

Report Request Parameters

*Number of Data Files: Single data file

*Character Set: ISO_8859-1

*If Journal Already Exists: Skip

*If Journal is Invalid: Skip

Add Delete View Attached File:

Save Notify Add Update/Display



Reviewing and Correcting Errors

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



Reviewing and Correcting Edit Check Errors

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.



Three Edit Check Functionalities

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.

The screenshot displays the 'Create/Update Journal Entries' page in the Cardinal system. The 'Lines' tab is selected, and a dropdown menu is open over the '*Process:' field, highlighting 'Edit Journal'. The interface includes a header with navigation links, a main content area with input fields for Unit (50100), Journal ID (NEXT), and Date (07/05/2011), and a table for journal lines. A totals table at the bottom shows 2 total lines with 0.00 debits and credits.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	0.00	0.00	N	N



Run Edit Journal Process

To run the Edit Journal process:

1. Click the **Lines** tab. The **Lines** page appears.
2. Select **Edit Journal** in the **Process** field.
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)

CARDINAL Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

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

Unit: 50100 Journal ID: NEXT Date: 07/05/2011

Template List Change Values

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

Select	Line	*Unit	*Ledger	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	50100	ACTUALS					
<input type="checkbox"/>	2	50100	ACTUALS					

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	0.00	0.00	N	N

Save | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval



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.



Journal Status

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

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



Reviewing Edit Check Errors

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.

Unit: 50100 Journal ID: 000010063 Date: 09/14/2012

▼ Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
50100	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

▼ Line Errors

Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	CHARTFIELD1	Cost Center	9600	31	Combo error for fields Cost Center/Task in group CSCNOTASK.



Reviewing Edit Check Errors (continued)

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



Simulation: Reviewing and Correcting Edit Check Errors

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





Reviewing and Correcting Budget 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)**.



Journal Budget Check

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.

The screenshot shows the 'Create/Update Journal Entries' page in the CARDINAL system. The interface includes a header with navigation tabs (Header, Lines, Totals, Errors, Approval) and a breadcrumb trail: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main area displays journal details: Unit: 50100, Journal ID: NEXT, Date: 07/05/2011. A dropdown menu is open, showing options like 'Budget Check Journal', 'Copy Journal', 'Delete Journal', etc. The 'Lines' table has two entries, both with Unit 50100 and Ledger ACTUALS. A 'Totals' table at the bottom shows 2 total lines with 0.00 debits and credits. Navigation buttons (Save, Notify, Refresh, Add, Update/Display) are at the bottom.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	0.00	0.00	N	N



Journal Budget Check (continued)

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.



Budget Check Status

The budget checking line status values include:

- **E (Error):** The entry failed to pass budget checking.
- **N (Not Checked):** The budget check process has not processed the entry or the 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

The screenshot shows the 'Review Budget Check Exceptions' page. At the top, there is a breadcrumb trail: 'Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal'. Below this, there are tabs for 'GL Journal Exceptions' and 'Line Exceptions'. The search criteria section includes: Business Unit: 50100, Journal ID: 0000000085, Journal Date: 05/01/2009, *Exception Type: Error (dropdown), Maximum Rows: 100, and checkboxes for 'Override Transaction' and 'More Budgets Exist'. A 'Search' button and a link to 'Advanced Budget Criteria' are also present. Below the search criteria is a table titled 'Budgets with Exceptions' with columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. The table contains 10 rows of data.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	50100	CC_ALLOT	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...
2	50100	CC_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
3	50100	CC_APPROP	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...
4	50100	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
5	50100	CC_CASH	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...
6	50100	CC_CASH	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
7	50100	CC_CSH_REV	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...
8	50100	CC_DETAIL	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...
9	50100	CC_LOWLVL	Budget period not found	More Detail	<input type="checkbox"/>	Go To ...
10	50100	CC_LOWLVL	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...



Common Budget Check Errors

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

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

<i>Warning Code</i>	<i>Description</i>	<i>Notes</i>
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed.

W2	Exceeds budget, but is a track or non-initial transaction.	Transaction exceeds budget, but the control option for the control budget definition is <i>Tracking with Budget, Tracking without Budget, or Control Initial Document</i> . 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.
----	--	--



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.



Simulation: Viewing and Correcting Budget Check Errors

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





Submitting Journal Entries for Approval and Monitoring

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**.

The screenshot displays the 'Approval' tab in the CARDINAL software. The breadcrumb trail is: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Approval' tab is active, showing the following details:

- Unit: 50100
- Journal ID: 000012326
- Date: 11/14/2012
- Submit button (highlighted with a red box)

The 'Approval Status' section includes:

- Unit: 50100
- Approval Check Active: Y
- Approval Status: None
- Approval Action: Approve (dropdown menu)
- Deny Comments: (text input field)

At the bottom, there is an 'Approval History' section and a row of navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, and Refresh. The footer shows the navigation path: Header | Lines | Totals | Errors | Approval.



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.



Journal Post

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



Journal Post (continued)

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.

The screenshot shows the 'Journal Entry - Lines' page in the CARDINAL system. The page includes a header with navigation tabs (Header, Lines, Totals, Errors, Approval) and a breadcrumb trail: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main content area displays journal details: Unit: 50100, Journal ID: 0000012326, Date: 11/14/2012. A 'Process' dropdown menu is open, listing options such as 'Post Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal', 'Print Journal (Crystal)', 'Print Journal (XMLP)', 'Refresh Journal', and 'Submit Journal'. The 'Post Journal' option is highlighted. Below the dropdown is a table with columns: Select, Line, *Unit, *Ledger, Fund, Program, Department, Cost Center, Task. Two lines are visible, both with Unit 50100 and Ledger ACTUALS. A 'Totals' section at the bottom shows: Unit 50100, Total Lines 2, Total Debits 31.40, Total Credits 31.40, Journal Status Y, Budget Status Y. The footer contains buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.



Journal Post (continued)

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)

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

New Window Customize Page http

Header Lines Totals Errors Approval

Unit: 50100 Journal ID: 0000000073 Date: 12/09/2010 Errors Only

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

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

Delete Journal

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

Select	Line	*Unit	*Ledger	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	2	50100	ACTUALS	04860		10000	01GL0101A	
<input type="checkbox"/>	1	50100	ACTUALS	04860		10000	01GL0101A	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	96.20	96.20	✓	✓

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

Header | Lines | Totals | Errors | Approval



Copying Journals

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

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

New Window | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: 50100 Journal ID: 000000073 Date: 12/09/2010 Errors Only

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

Inter/IntraUnit *Process: Edit Journal
Budget Check Journal
Copy Journal
Delete Journal
Edit / Pre-Check
Edit Chartfield
Edit Journal
Post Journal
Print Journal (Crystal)
Print Journal (XMLP)
Refresh Journal
Submit Journal Process Line: 10

Select	Line	*Unit	*Ledger	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	2	50100	ACTUALS	04860		10000	01GL0101A	
<input type="checkbox"/>	1	50100	ACTUALS	04860		10000	01GL0101A	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	96.20	96.20	✓	✓

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

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



Monitoring Journal Status

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

CARDINAL

Home | Worklist | Add to Favorites | Sign Out

Favorites | Main Menu > General Ledger > Journals

Journals

Process Journals

Review and submit journals for editing, budget-checking, and posting.

 GL to PC - WebIMS GL to PC - WebIMS	 Edit Journals Request a process to edit journals.	 Budget Check Journals Request a process to budget-check a journal against predefined budget criteria.
 Mark Journals for Override Mark journals for override after they fail budget checking.	 Mark Journals for Posting Identify journals that are ready to post and mark them for posting.	 Post Journals Request a process to post valid journal entries to the ledger.
 Review Journal Status Specify search criteria to review the status of journals.	 Journal Edit Errors Report Print a report listing detailed information on journal edit errors.	 Posted Journal Summary Report Create a report summarizing posted journal information.



Monitoring Journal Status (continued)

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Process Journals](#) > [Review Journal Status](#)

Review Journal Status

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):

Business Unit: =

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Document Sequence Number: begins with

Journal Header Status: =

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

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.

[View All](#) First 1-100 of 300 [Last](#)

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
50100	0000000051	12/07/2010	0	(blank)	Errors	Not Chk'd	ACTUALS
50100	0000000052	12/07/2010	0	(blank)	Valid	Error	ACTUALS
50100	0000000053	12/07/2010	0	(blank)	Valid	Valid	ACTUALS
50100	0000000054	12/07/2010	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
50100	0000000058	10/07/2010	0	(blank)	Errors	Not Chk'd	ACTUALS
50100	0000000059	10/27/2011	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
50100	0000000060	12/07/2010	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
50100	0000000066	12/08/2010	0	(blank)	Errors	Not Chk'd	ACTUALS
50100	0000000067	12/08/2010	0	(blank)	Posted	Valid	ACTUALS



Audit Logs

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.

Search Audit Logs

Application Name: General Ledger Document Name: GL JOURNAL

Search Criteria

- Business Unit: is equal to 50100
- GL Journal ID: is equal to 0000000965
- Journal Date: = 2011-06-29
- Journal Process: is equal to
- Event Code: is equal to
- Event Date: is equal to
- User ID: is equal to
- Process Instance: is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Clear

Search Results

Business Unit	GL Journal ID	Journal Date	UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
50100	0000000965	2011-06-29	0	08	CREATE	Create Journal	06/29/2011 5:50:39.000000PM	V_GL_SUPERUSER	75785	Journal has been created by Spreadsh



Lesson Summary

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.



Lesson 4: Journal Entry Reports and Online Inquiries

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**



Journal Entry Detail 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

PeopleSoft
JOURNAL ENTRY

Report ID: FIN2001
 Bus. Unit: 50100--VA Dept of Transportation
 Ledger Grp: ACTUALS --Actuals
 Ledger: ACTUALS --Actuals
 For the period 07/21/2009 through 07/21/2011
 Source: ALL Journal ID: ALL Status: ALL

<u>Line</u>	<u>Description</u>	<u>Reference</u>	
<u>Account</u>		<u>Fund</u>	
<u>Program</u>		<u>Department</u>	
Journal ID: 0000000084 Journal Date: 12/09/2009 Source: ONL--Online Journal Entry Status: V--Valid Description 01.GL.02.06			
1	Employer Retire Contrb-Def Ben		
5011110	Employer Retire Contrb-Def Ben	04860	Recyclable Matl -NonGF-NonHE
01GL0101F	01GL0101 - Test3	10000	All Central Office Orgs
2	Recording Deeds & Contracts		
4001039	Recording Deeds & Contracts	04860	Recyclable Matl -NonGF-NonHE
01GL0101F	01GL0101 - Test3	10000	All Central Office Orgs



Journal Entry Detail Report (continued)

Report ID: FIN2001
 Bus. Unit: 50100--VA Dept of Transportation
 Ledger Grp: ACTUALS --Actuals
 Ledger: ACTUALS --Actuals
 For the period 07/21/2009 through 07/21/2011
 Source: ALL Journal ID: ALL Status: ALL

PeopleSoft Financials
 JOURNAL ENTRY DETAIL REPORT

Page No. 1
 Run Date 07/21/2011
 Run Time 21:42:29

<u>Line</u>	<u>Description</u>	<u>Reference</u>	<u>Entry Event</u>	<u>Cur</u>	<u>Debit</u>	<u>Credit</u>
<u>Account</u>		<u>Fund</u>				
<u>Program</u>		<u>Department</u>				
Journal ID: 0000000084 Journal Date: 12/09/2009 Source: ONL--Online Journal Entry Reversal: N--None						
Status: V--Valid						
Description 01.GL.02.06						
1	Employer Retire Contrb-Def Ben					
5011110	Employer Retire Contrb-Def Ben	04860	Recyclable Mat1 -NonGF-NonHE			
01GL0101F	01GL0101 - Test3	10000	All Central Office Orgs			
				USD	462.25	0.00
2	Recording Deeds & Contracts					
4001039	Recording Deeds & Contracts	04860	Recyclable Mat1 -NonGF-NonHE			
01GL0101F	01GL0101 - Test3	10000	All Central Office Orgs			
				USD	0.00	462.25
				Total USD	462.25	462.25



Journal Entry Detail Report with ChartField Attributes

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

Report ID: FIN2005	Peop
Bus. Unit: 50100--VA Dept of Transportation	JOURNAL ENTRY WI
Ledger Grp: ACTUALS --Actuals	
Ledger: ACTUALS --Actuals	
For the period 07/21/2009 through 07/21/2011	
Source: ALL Journal ID: ALL Status: ALL	
<u>Line</u>	<u>Description</u>
<u>Account</u>	<u>Fund</u>
<u>Program</u>	<u>Department</u>
<u>Cost Center</u>	
Journal ID: 0000000084 Journal Date: 12/09/2009 Source: ONL--Online Journal Entry	
Description 01.GL.02.06	
1	Employer Retire Contrb-Def Ben
5011110	Employer Retire Contrb-Def Ben 04860 Recyclable Mat1 -NonGP-NonHE
01GL0101F	01GL0101 - Test3 10000 All Central Office Orgs
01GL0101A	
<u>Attributes</u>	
ACCOUNT	DOA GLA 901
ACCOUNT	DOA OBJ_RS 1111
ACCOUNT	SWAM REPORTABLE NON - SWAM REPORTABL
FUND_CODE	CAFR PD CLASS 110
FUND_CODE	CAFR FUND GROUP SPECIAL REVENUE
FUND_CODE	CAFR FUND TYPE GOVERNMENTAL
FUND_CODE	DOA FUND 0486
FUND_CODE	MCI CLASS UNRESTRICTED
DEPTID	DEPARTMENT TYPE OTHER
DEPTID	DISTRICT 10



Journal Entry Detail Report with ChartField Attributes (continued)

PeopleSoft Financials
 JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT

Report ID: FIN2005
 Bus. Unit: 50100--VA Dept of Transportation
 Ledger Grp: ACTUALS --Actuals
 Ledger: ACTUALS --Actuals
 For the period 07/21/2009 through 07/21/2011
 Source: ALL Journal ID: ALL Status: ALL

Page No. 1
 Run Date 07/22/2011
 Run Time 10:43:49

Line Description

<u>Account</u>	<u>Fund</u>		<u>Cur</u>	<u>Debit</u>	<u>Credit</u>
<u>Program</u>	<u>Department</u>				
<u>Cost Center</u>					

Journal ID: 0000000084 Journal Date: 12/09/2009 Source: ONL--Online Journal Entry Reversal: N--None Status: V--Valid
 Description 01.GL.02.06

1	Employer Retire Contrb-Def Ben				
5011110	Employer Retire Contrb-Def Ben	04860			
01GL0101F	01GL0101 - Test3	10000			
01GL0101A			USD	462.25	0.00

Attributes

ACCOUNT	DOA GLA	901
ACCOUNT	DOA OBJ_RS	1111
ACCOUNT	SWAM REPORTABLE	NON - SWAM REPORTABL
FUND_CODE	CAFR FD CLASS	110
FUND_CODE	CAFR FUND GROUP	SPECIAL REVENUE
FUND_CODE	CAFR FUND TYPE	GOVERNMENTAL
FUND_CODE	DOA FUND	0486
FUND_CODE	MCI CLASS	UNRESTRICTED
DEPTID	DEPARTMENT TYPE	OTHER
DEPTID	DISTRICT	10

2	Recording Deeds & Contracts				
4001039	Recording Deeds & Contracts	04860			
01GL0101F	01GL0101 - Test3	10000			
			USD	0.00	462.25

Attributes

ACCOUNT	DOA GLA	961
ACCOUNT	DOA OBJ_RS	01039
FUND_CODE	CAFR FD CLASS	110
FUND_CODE	CAFR FUND GROUP	SPECIAL REVENUE
FUND_CODE	CAFR FUND TYPE	GOVERNMENTAL
FUND_CODE	DOA FUND	0486
FUND_CODE	MCI CLASS	UNRESTRICTED



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

Report ID: GLS7001	Pec				
Bus. Unit: 50100--VA Dept of Transportation	STANDARD JO				
For the period 07/21/2009 through 07/21/2011					
SJE ID: ALL					
Journal ID: ALL					
<hr/>					
SJE ID: 01GL0202E 01g10202 Template Journal					
<hr/>					
<u>SJE Detail 1</u> - Template Journal					
Status :	Active	Type:	Template		
Model Journal:	0000000451	Date:	01/19/2011	Unpost:	0
Standard Journal:	01GL0202E2	Allow Change:	Yes		
Scheduled:	DAIL	Creation Lead Days:	0		
**** No Standard Journals Created ****					
<hr/>					
SJE ID: 01GL0202F 01g10202 Recurring Journal					
<hr/>					
<u>SJE Detail 1</u> - Recurring Journal					



Standard Journals Report (continued)

Report ID: GLS7001
Bus. Unit: 50100--VA Dept of Transportation
For the period 07/21/2009 through 07/21/2011
SJE ID: ALL
Journal ID: ALL

PeopleSoft GL
STANDARD JOURNAL ENTRIES STATUS

Page No. 1
Run Date 07/22/2011
Run Time 12:39:04

SJE ID: 01GL0202E 01gl0202 Template Journal

SJE Detail 1 - Template Journal

Status : Active Type: Template
Model Journal: 0000000451 Date: 01/19/2011 Unpost: 0
Standard Journal: 01GL0202E2 Allow Change: Yes

Scheduled: DAIL Creation Lead Days: 0

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

SJE ID: 01GL0202F 01gl0202 Recurring Journal

SJE Detail 1 - Recurring Journal

Status : Active Type: Recurring
Model Journal: 0000000451 Date: 01/19/2011 Unpost: 0
Standard Journal: GL_SJE3 Allow Change: Yes

Scheduled: DAIL Creation Lead Days: 0

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



Journal Edit Errors Report

This report provides detailed information about journal edit errors.

You can navigate to this report using the following path:

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

PeopleSoft
JOURNAL EDI

Report ID: GLE7011
Bus. Unit: 50100--VA Dept of Transportation
Ledger Grp: ACTUALS -- Actuals
Fiscal Year:2010
Request 1--Edit Errors Report
Source:ALL Journal ID:ALL Journal Date:07/21/2009 through 07/21/2011
Business Unit IU: 50100

<u>Pd</u>	<u>Journal ID</u>	<u>Jrnl</u>	<u>Date</u>	<u>Src</u>	<u>Ref No.</u>	<u>Error Type</u>	<u>Line</u>	<u>Line Description</u>
12	0000000329	06/15/2010	ALO			HEADER		
						LINE	1	FB-Resrv Inventory
							2	FB-Unresv Rpt Spec Rev
							5	Net Asset-Rest NonExp Other
							6	Net Asset-Unrestricted



Journal Edit Errors Report (continued)

Report ID: GLS7011
 Bus. Unit: 50100--VA Dept of Transportation
 Ledger Grp: ACTUALS -- Actuals
 Fiscal Year:2010
 Request 1--Edit Errors Report
 Source:ALL Journal ID:ALL Journal Date:07/21/2009 through 07/21/2011
 Business Unit IU: 50100

PeopleSoft GL
 JOURNAL EDIT ERRORS

Page No. 1
 Run Date 07/22/2011
 Run Time 12:01:27

<u>Pd</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Src</u>	<u>Ref No.</u>	<u>Error Type</u>	<u>Line</u>	<u>Line Description</u>	<u>Field Name</u>	<u>Entry Event</u>	<u>Error message</u>
12	0000000329	06/15/2010	ALO		HEADER			JRNL_HDR_STATUS		Journal line errors exist for this header. (5860/53)
					LINE	1	FB-Resrv Inventory	ACCOUNT		Combo error for fields Account/Fund in group %2ACCTACTUAL. (9600/31)
						2	FB-Unresv Rpt Spec Rev	ACCOUNT		Combo error for fields Account/Fund in group %2ACCTACTUAL. (9600/31)
						5	Net Asset-Rest NonExp Other	ACCOUNT		Combo error for fields Account/Fund in group %2ACCTACTUAL. (9600/31)
						6	Net Asset-Unrestricted	ACCOUNT		Combo error for fields Account/Fund in group %2ACCTACTUAL. (9600/31)



Posted Journal Summary Report

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

Report ID: GLS7009	POSTED JOURNAL SUMMA					
Bus. Unit: 50100--VA Dept of Transportation						
Ledger Grp: ACTUALS -- Actuals						
Ledger: ACTUALS -- Actuals						
Fiscal Year:2011 From 07/21/2009 Through 07/21/2011						
<u>Period</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Unpost</u>	<u>Src</u>	<u>Descr</u>	<u>Lines</u>
9	BI00001015	03/21/2011	0	BI	BI Billing	9
Period 9 Total						9



Posted Journal Summary Report (continued)

Report ID: GLS7009
Bus. Unit: 50100--VA Dept of Transportation
Ledger Grp: ACTUALS -- Actuals
Ledger: ACTUALS -- Actuals
Fiscal Year:2011 From 07/21/2009 Through 07/21/2011

PeopleSoft GL
POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 57172

Page No. 1
Run Date 07/22/2011
Run Time 12:54:22

<u>Period</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Unpost</u>	<u>Src</u>	<u>Descr</u>	<u>Lines</u>	<u>Debit</u>	<u>Credit</u>	<u>Stat</u>	<u>Amount</u>
9	BI00001015	03/21/2011	0	BI	BI Billing	9	93,130.45	USD 93,130.45		0.00
Period 9 Total						9	93,130.45	USD 93,130.45		



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

CARDINAL		Commonwealth of Virginia GL TRANSACTION REPORT		Run Date: 07/21/2011 Run Time: 09:35 00						
Report ID: RGS010				Page No. 1 of 1						
Business Unit: 50100										
LEDGER:	ACTUALS	Actuals								
FISCAL YEAR:	2010	PERIOD:		9						
FUND	PROGRAM	ACCOUNT	ACCT DESC	DEPTID	COST CENTER	PROJECT	ASSET	AGENCY USE1	DEBIT	CREDIT
07754	603007	5031960	Ind Cost Rcvry Aux Obligations	10021	12040070				464.25	
By Account Type: Expense									\$	464.25
									\$	464.25
									\$	928.50
07754		4001000	Taxes	10021	12040070					464.25
By Account Type: Revenue									\$	-464.25
									\$	-464.25
									\$	-928.50



GL Transaction Report (continued)



Report ID: RGL010

Commonwealth of Virginia
GL TRANSACTION REPORT

Run Date: 07/21/2011
Run Time: 09:35 00

Page No. 1 of 1

Business Unit: 50100

LEDGER: ACTUALS Actuals
FISCAL YEAR: 2010 PERIOD: 9

<u>FUND</u>	<u>PROGRAM</u>	<u>ACCOUNT</u>	<u>ACCT DESC</u>	<u>DEPTID</u>	<u>COST CENTER</u>	<u>PROJECT</u>	<u>ASSET</u>	<u>AGENCY USE1</u>	<u>DEBIT</u>	<u>CREDIT</u>
07754	603007	5031960	Ind Cost Rcvry Aux Obligations	10021	12040070				464.25	
			By Account Type: Expense							
										BEGINING BALANCE \$ 464.25
										TOTAL ACTIVITY \$ 464.25
										ENDING BALANCE \$ 928.50
07754		4001000	Taxes	10021	12040070					464.25
			By Account Type: Revenue							
										BEGINING BALANCE \$ -464.25
										TOTAL ACTIVITY \$ -464.25
										ENDING BALANCE \$ -928.50



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.



Review Journal Status

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

You can navigate to this inquiry using the following path:

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

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

Review Journal Status

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):

Business Unit:

Journal ID: begins with

Journal Date:

UnPost Sequence:

Document Sequence Number: begins with

Journal Header Status:

[Basic Search](#)

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.

[View All](#) First Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
50100	0000000051	12/07/2010	0	(blank)	Errors	Not Chk'd	ACTUALS
50100	0000000052	12/07/2010	0	(blank)	Valid	Error	ACTUALS
50100	0000000053	12/07/2010	0	(blank)	Valid	Valid	ACTUALS
50100	0000000054	12/07/2010	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
50100	0000000058	10/07/2010	0	(blank)	Errors	Not Chk'd	ACTUALS
50100	0000000059	10/27/2011	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
50100	0000000060	12/07/2010	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
50100	0000000066	12/08/2010	0	(blank)	Errors	Not Chk'd	ACTUALS
50100	0000000067	12/08/2010	0	(blank)	Posted	Valid	ACTUALS



Journal Inquiry

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

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

Journal Inquiry

Journal Criteria

Inquiry TEST	*Unit <input type="text"/>	*Ledger <input type="text"/>	*Year <input type="text"/>	*From Period <input type="text"/>	*To Period <input type="text"/>	Suspense Status <input type="text"/>
Journal ID <input type="text"/>	Date <input type="text"/>	Status <input type="text"/>	Source <input type="text"/>	Currency <input type="text"/>	Stat <input type="text"/>	Document Type <input type="text"/>
User <input type="text"/>	Document Sequence <input type="text"/>		Sort By Journal Id	Max Rows 100	Attachment Exist <input type="text"/>	

Search

Save Notify

Add Update/Display



Journal Inquiry (continued)

Journal Inquiry Details (with Drill to Source).

Journal Inquiry
Journal Inquiry Details

Ledger Criteria

Go To: [Journal Criteria](#)

Journal Header		Journal ID: AP00000516		Date: 02/04/2011	Schedule:
Ledger Group:	ACTUALS	Original Date:	02/04/2011	Process:	No Request
Source:	AP	Date Posted:		Total Lines:	126
Journal Status:	Posted	Reversal Date:		User ID:	KIM.WHITE
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	50100
Doc Seq:		Budget Status:	Valid	View Attachment (0)	
Long Description:	AP Payments				

All Lines
 From/To

From Line: To Line: [Query Journal Lines](#)

Totals by Currency

Currency: USD Debit Amount: 203,342.00 Credit Amount: 203,342.00 Net: 0.00

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Task
	1	Accounts Payable	250.00	USD	205025	01000				
	2	Accounts Payable	250.00	USD	205025	01000				
	3	Accounts Payable	250.00	USD	205025	01000				
	4	Accounts Payable	250.00	USD	205025	01000				
	5	Accounts Payable	400.00	USD	205025	01000				
	6	Accounts Payable	1,200.00	USD	205025	01000				
	7	Accounts Payable	1,350.00	USD	205025	01000				
	8	Accounts Payable	118.00	USD	205025	01000				



Ledger Inquiry Page

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

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

Ledger Inquiry

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

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
TEST	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Show YTD Balance			<input type="checkbox"/> Include Closing Adjustments		Max Ledger Rows	
	<input type="checkbox"/> Show Transaction Details			<input type="checkbox"/> Only in Base Currency		<input type="text" value="100"/>	



Ledger Inquiry Page (continued)

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

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



Ledger Inquiry – Ledger Summary Page

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

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

Ledger Inquiry

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

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
TEST	50100	ACTUALS	2010	7	12		
		<input type="checkbox"/> Show YTD Balance	<input type="checkbox"/> Include Closing Adjustments		Max Ledger Rows		
		<input type="checkbox"/> Show Transaction Details	<input type="checkbox"/> Only in Base Currency		100		

Chartfield Criteria Customize | Find | First 1-14 of 14 Last

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



Ledger Summary Page

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

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



Lesson Summary

In this lesson, you learned:

- The key journal entry reports are: Journal Entry Detail report, Journal Entry ChartField with Attributes report , Standard Journals report, Journal Edit Errors report, Posted Journal Summary report, and GL Transaction Report.
- The key journal entry inquiries are: Review Journal Status and Journal Inquiry.



Lesson 5: Journal Processing Hands-On Practice

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.



Course Summary

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



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.



Key Terms (continued)

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.