



GL333: Approving Journals

Web Based 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 approvals in the General Ledger functional area and its modules.

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.



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INTRO101: Cardinal Overview

CARDINAL™

Web Based Training

Use the course outline to track progress and go to a specific slide via the Outline or Thumbnail tabs

Change the slide view to Standard or No Sidebar

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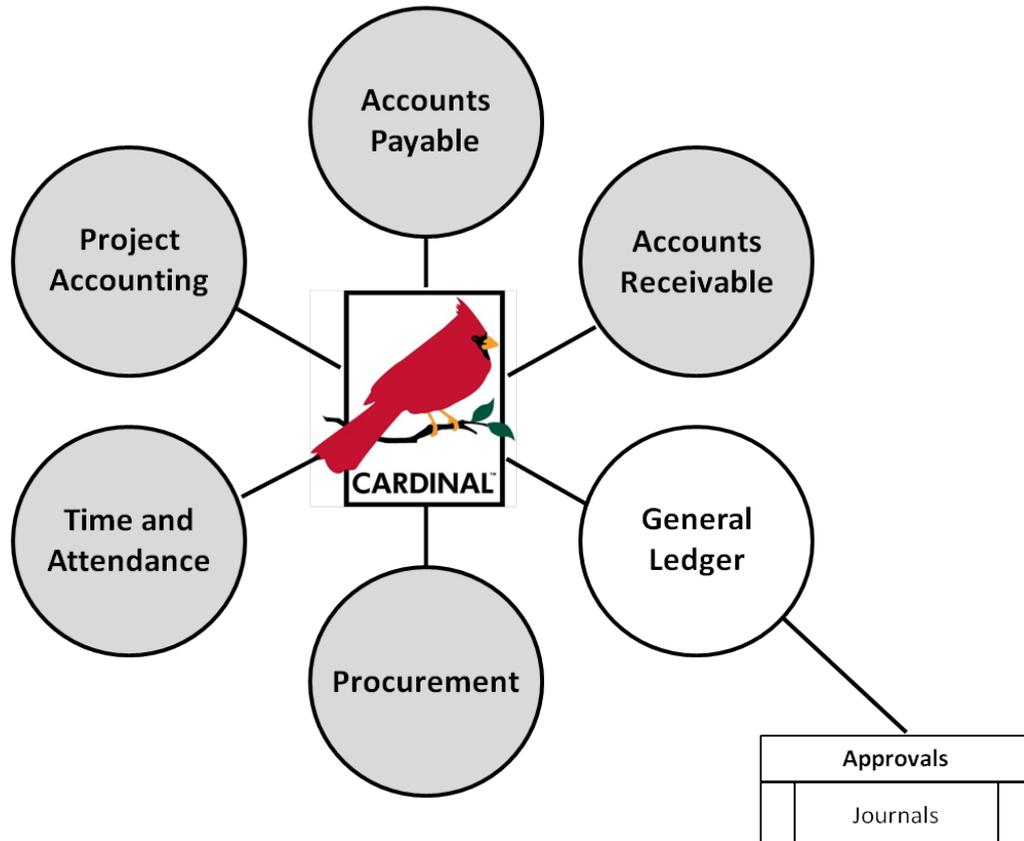
Rev 3/1/2012



Introduction

This course will focus on Journal Approvals.

Cardinal Functional Areas





Course Objectives

After completing this course, you will be able to:

- Approve journals in Cardinal
- Deny journals in Cardinal



Lesson 1: Journal Approval

Journals not requiring approval in General Ledger: Journals from Accounts Payable, Expenses, Purchasing, Time and Labor, Accounts Receivable, Billing, Project Costing (split transactions and revenue and billing), Contracts, and the Commonwealth Integrated Payroll Personnel System (CIPPS) are pre-approved in their module. As a result, they do not need to be approved again in General Ledger.

Journals requiring approval in General Ledger: Workflow routes allocation journals, journals from external sources (exclusive of CIPPS), spreadsheet journals and online source type journals for approval in General Ledger via workflow.

A request for approval is triggered once a journal successfully completes the edit and budget check processes (either online or batch) and the user manually clicks submit.

Journals that require approval processing appear on the journal approvers' worklists. Cardinal does not send email notifications for approval; therefore, you should check your worklist daily for journals requiring approval. Emails do get generated for denials.

You can select journals to approve two ways:

- From your worklist link
- From navigating directly to the **Create/Update Journal Entries** page (on the **Approval** tab)



Journal Approval Levels

Most journals require only one level of approval in General Ledger. The Journal Approver role is assigned at the Department level.

As a Journal Approver, you can either approve or deny a journal. If you deny a journal, Cardinal sends both an email and a worklist notification to the Journal Processor. The Journal Processor can either delete the journal or correct it. If corrected, the Journal Processor submits the journal again for your approval after it passes edit and budget check.

Additional approval is required for some journals. Statewide Journal Approvers approve or deny the following journals at the State level:

- Journals for Capital Outlay projects with a **Program Code** of **998000** that have not received their environmental impact study.
- Journals with a Legal Services **Account** value of **5012430**.



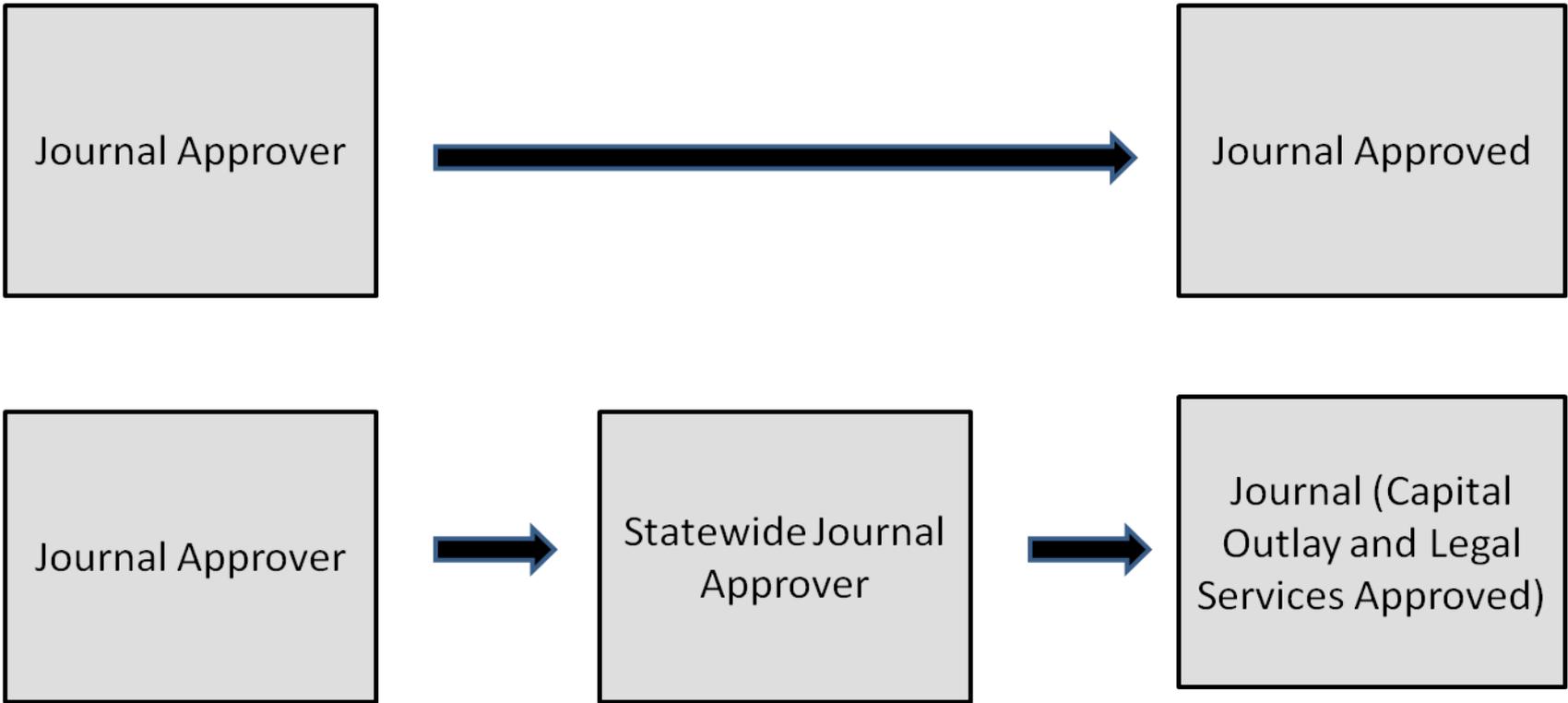
Journal Approval Levels (continued)

Cardinal does not escalate unaddressed approval items in General Ledger. If you do not approve or deny a journal, it stays on your worklist indefinitely. Cardinal does not route it to another approver. On the **Create/Update Journal Entries** page (**Find** tab), you can use the **Journal Header Status** to locate journals not posted.

Budget journals do not require formal approval in Cardinal. Budget Approvers and Statewide Budget Approvers review budget journals and post them to the General Ledger.



Journal Approval Levels (continued)





Journal Approval Steps

You can approve journals from either the worklist link or from the **Create/Update Journal Entries** page (on the **Approval** tab).

To approve via the **Create/Update Journal Entries** page, use the following path:

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

To approve via the worklist, use the following path:

Main Menu > Worklist > Worklist



Journal Approval Steps (continued)

To **Approve** or **Deny** a journal on your worklist:

- Click on the **Worklist** link for the journal you need to approve.
- Review all details based on relevant policies.
- To **Approve** or **Deny** a journal, click the **Approval** tab.
- The Approval Status field contains the current status of the journal.
- To approve, click the **Approval Action** drop down arrow, select **Approve**, and click the **Submit** button.
- To **Deny** the journal, click the **Approval Action** drop down arrow, select **Deny**, and click the **Submit** button. If you deny a journal, you have to enter comments in the **Deny Comments** field.
- If you **Deny** the journal, the Journal Processor can edit and re-submit if necessary; otherwise the journal should be deleted.



Journal Approval Steps (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: 000009789 Date: 09/07/2012 **Submit**

Approval Status

Unit: 50100
 Approval Check Active: Y
Approval Status: Pending Approval
Approval Action: Approve (dropdown)
 Deny Comments:

Jrnl Approval

← BUSINESS_UNIT=50100, JOURNAL_ID=000009789, JOURNAL_DATE=2012-09-07, BUSINESS_UNIT_LN=50100:Pending

Jrnl Approval

Pending
 Multiple Approvers
 GL Journal Approver

▶ Approval History

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

Header | Lines | Totals | Errors | Approval



Approval History

The **Approval History** section identifies the requestor, approver, approval status, and date / time stamp of the various activities and users involved in the approval process.

The screenshot displays the CARDINAL software interface for the Approval History section. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The current page is titled 'Approval' and shows details for Unit: 50100, Journal ID: 000009789, and Date: 09/07/2012. A 'Submit' button is visible.

Approval Status

Unit: 50100
Approval Check Active: Y
Approval Status: Pending Approval
Approval Action: Approve (dropdown menu)
Deny Comments: [Text Area]

Jrnl Approval

BUSINESS_UNIT=50100, JOURNAL_ID=000009789, JOURNAL_DATE=2012-09-07, BUSINESS_UNIT_LN=50100: Pending

Jrnl Approval
Pending
Multiple Approvers
GL Journal Approver

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval	Datetime
29201	50100	01/01/1901	IA.SMITH	10	1	1.00	Pending	IYA.RICE	Pending	09/07/2012
29201	50100	01/01/1901	IA.SMITH	10	1	1.00	Pending	IYA.RICE	Pending	09/07/2012
29201	50100	01/01/1901	IA.SMITH	10	1	1.00	Pending	IYA.RICE	Pending	09/07/2012
29201	50100	01/01/1901	IA.SMITH	10	1	1.00	Pending	IYA.RICE	Pending	09/07/2012

Buttons at the bottom: Save, Return to Search, Previous in List, Next in List, Notify, Refresh.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



The following journals require approval in General Ledger: journals from external sources, spreadsheet journals and online journals.

- True
- False



Lesson 1: Summary

In this lesson, you learned:

Journal Processor	Creates and submits a journal for approval in Cardinal.
Journal Approver	Verifies and approves the journal.
Statewide Journal Approver	Approves journals with Capital Outlay projects and Program Code of 998000 that have not received their environmental impact study.
Statewide Journal Approver	Approves journals with a Legal Services Account value of 5012430 .



Lesson 1: Summary (continued)

In this lesson, you learned:

- Journals are pre-approved or require approval based on the journal source.
- Journal transactions for Capital Outlay and Legal Services require additional levels of approval.



Course Evaluation

Congratulations! You have completed the **GL333: Approving Journals** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the window. To close the web based training course, click the Exit Course button.

