



GL334: Processing Budget Journals

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 the budget journal processes in Cardinal.

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

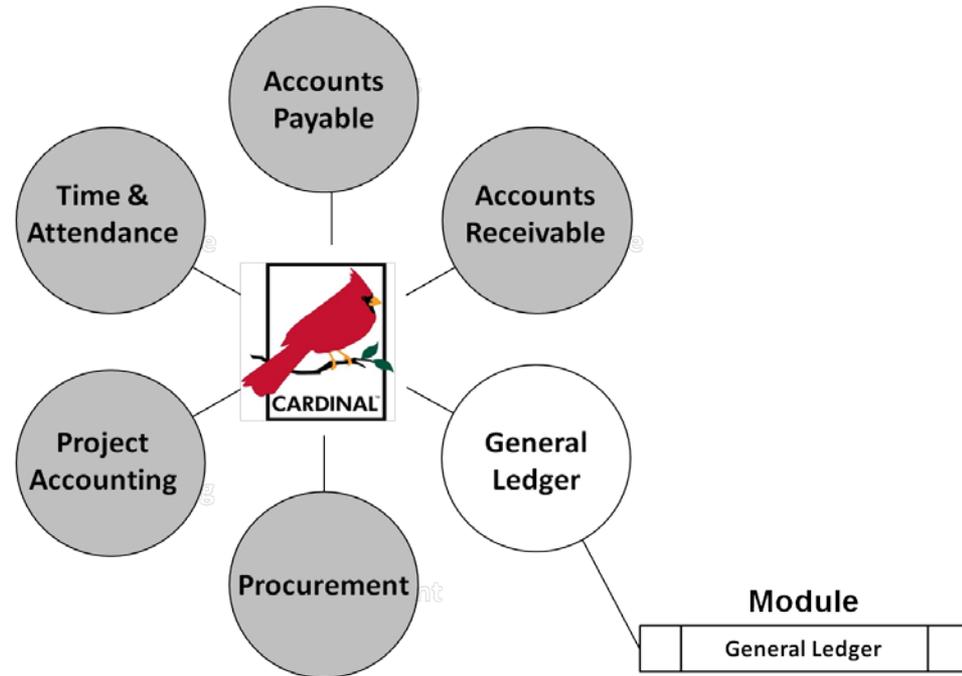


Introduction

In the Cardinal Overview course, you learned that 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 budget journal terms
- Describe key budget journal concepts
- Describe the overall budget journal process and the roles involved in it
- Explain how budget journal processing integrates with other Cardinal modules and interfaces with external systems
- Create manual budget journals in Cardinal
- Explain how to upload a spreadsheet budget journal in Cardinal
- Review Budget Journal Errors
- Correct Budget Journal Errors
- Explain how to create a funding source and allocate it to a project
- Upload a funding source allocation spreadsheet in Cardinal
- Create and process budget journals in Cardinal
- Describe the key budget journal reports and online inquiries



Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Budget Journals
- Lesson 2: Creating Budget Journals
- Lesson 3: Processing Budget Journals
- Lesson 4: Project Funding Source Allocations
- Lesson 5: Budget Journal Reports and Online Inquiries
- Lesson 6: Hands-On Practice



Lesson 1: Understanding Budget Journals

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

- Key Concepts
- Budget Process
- Integration and Interfaces



Key Concepts – Statewide Budget Structure

The Cardinal budget structure uses parent/child budget relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget.

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

- Appropriation budget structure is the highest level of budgetary control established for the Commonwealth. The Appropriation budget is established at a summary level of the ChartFields, while agency budgets are typically established at a lower level of detail. All appropriations authorized by the General Assembly are controlled by this budget structure and include the executive budget, capital budget, and other special appropriations. This budget structure assures that spending does not exceed the amount authorized by the General Assembly.
- Allotment budget structure is used to limit the spending level authority. The structure is configured as a “child” of the appropriation budget so that the total of the allotment budget lines cannot exceed the “parent” budget. The difference between the appropriation budget and the related allotment budgets is the unallotted amount.
- Operating Plan budget structure is used to budget to a lower level than the Appropriation budget structure. Agencies are required to submit their operating plan budgets to the Department of Planning and Budget (DPB).



Key Concepts – Agency Budget Structure

Agency budgets are established as the child budget level to the statewide budget. Agencies' annual budget calendars are aligned with the fiscal calendar. Multiple child agency budgets need to be manually summed to verify they do not exceed the parent budget.

Agency budget structures include:

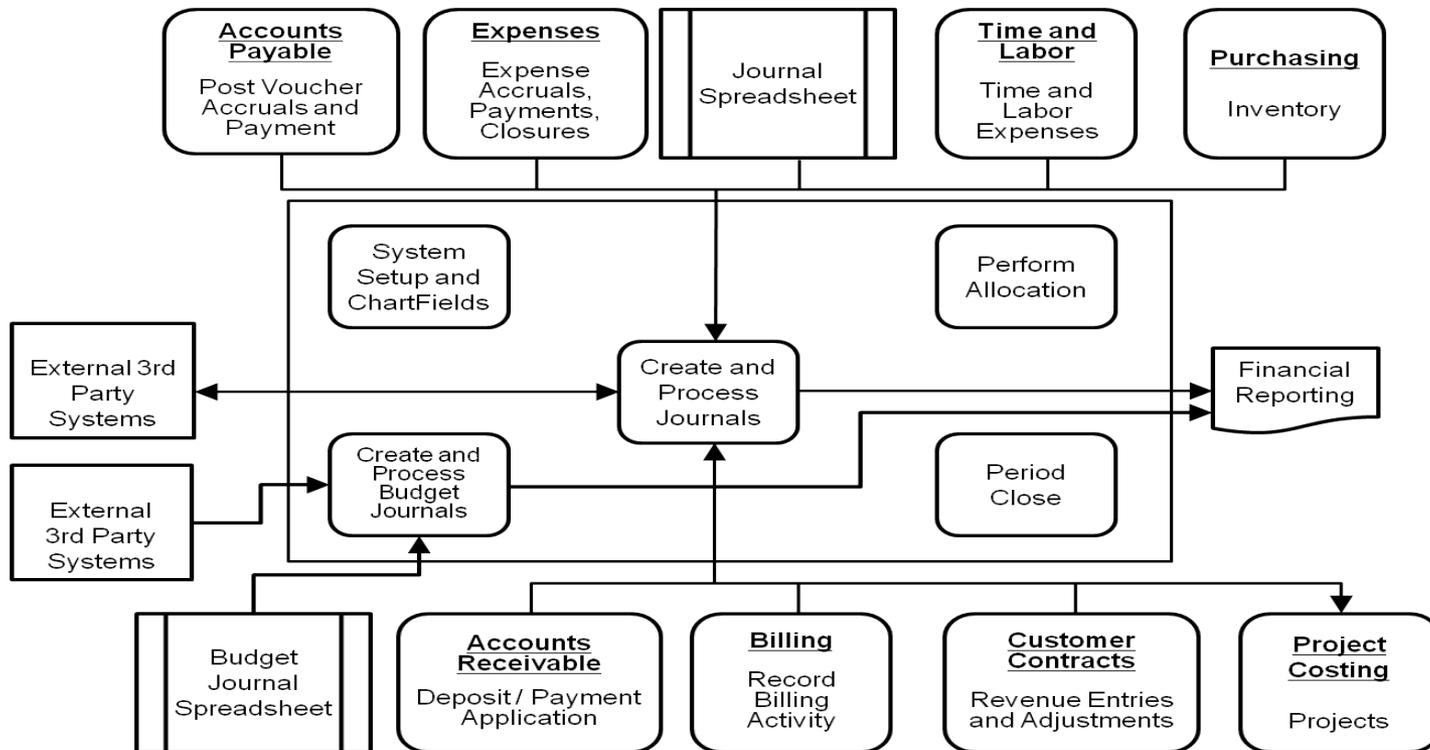
- Lower level budget (expenditure budget) is a breakdown of the appropriation budget that can be used by agencies to manage or control agency budgets.
- Operational summary budget (expenditure budget) establishes a budget structure between the lower level and the operational budget structure to maintain control of the amount budgeted at the operational budget structure for all non-project related budget dollars.
- Operational budget (expenditure budget) is the detailed agency operating budget structure configured as a child to operational summary budget.
- Project summary budget (expenditure budget) establishes a budget structure between the lower level and the project budget structure to maintain control over the amount budgeted at the project budget for all project related budget dollars.
- Project budget (expenditure budget) is configured as a child to the project summary budget.
- Funding source budget (expenditure budget) establishes funding sources to allocate to specific projects.
- Revenue budget (revenue budget) is used to track the recognition and collection of revenues against a revenue estimate.
- Transfer budget (transfer budget) is used to track amounts of ingoing and outgoing transfers against an estimated amount.



General Ledger Process

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

The Create and Process Budget Journals process provides budgetary control for predefined and authorized budgets within the General Ledger. Budget adjustments are received from the Department of Planning and Budget (DPB) throughout the year. Lower level (child) operational budgets are created at the agency's discretion.

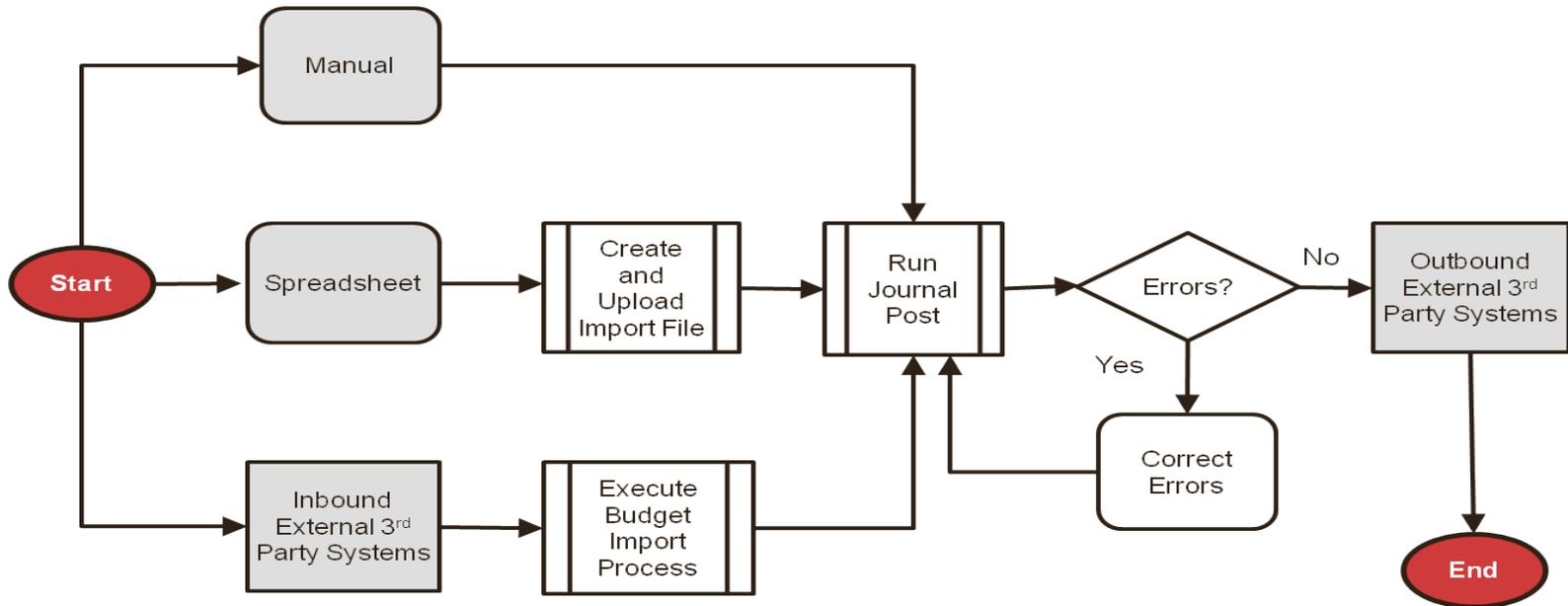




Create and Process Budget Journals

The Create and Process Budget Journals process involves a number of sub-processes and sub-processes steps detailed in the diagram below.

- Manual: Journals can be manually entered to establish or change the budgeted amount for a budget.
- Spreadsheet: Journals can be entered using spreadsheet budget journals to establish or change the budgeted amount for a budget.
- External Systems: External systems send budget entries in the designated file format. The files are staged and uploaded in a batch process to create budget journals.

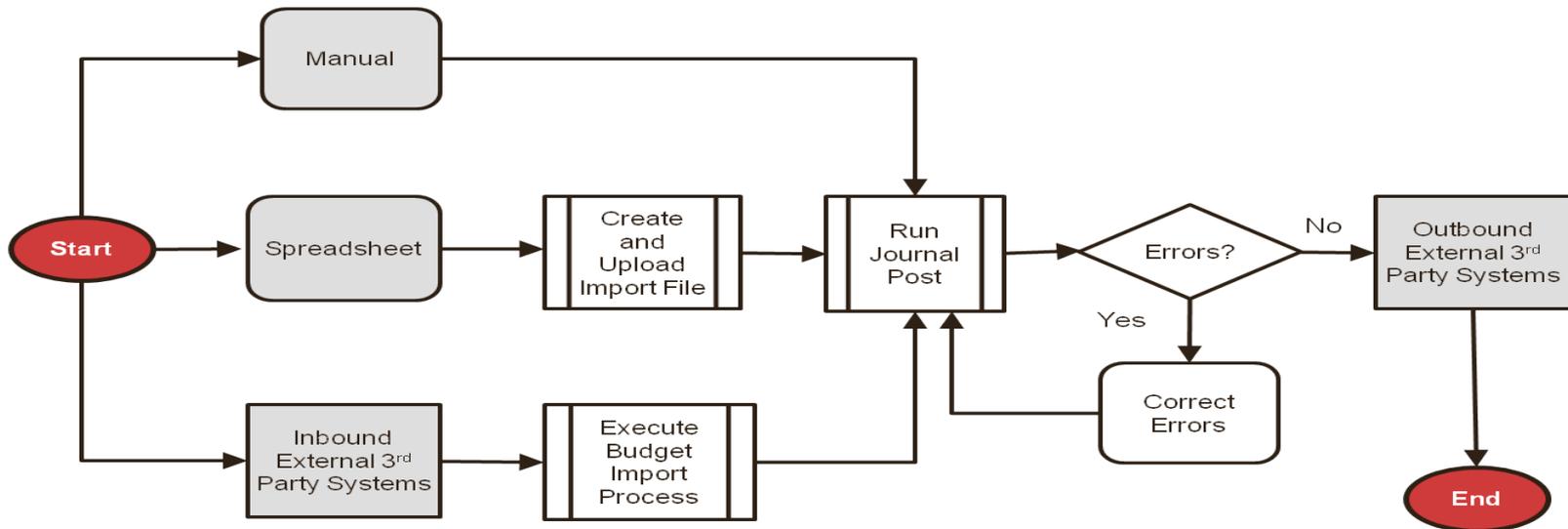




Create and Process Budget Journals (continued)

The Create and Process Budget Journals process involves a number of sub-processes and sub-processes steps detailed in the diagram below.

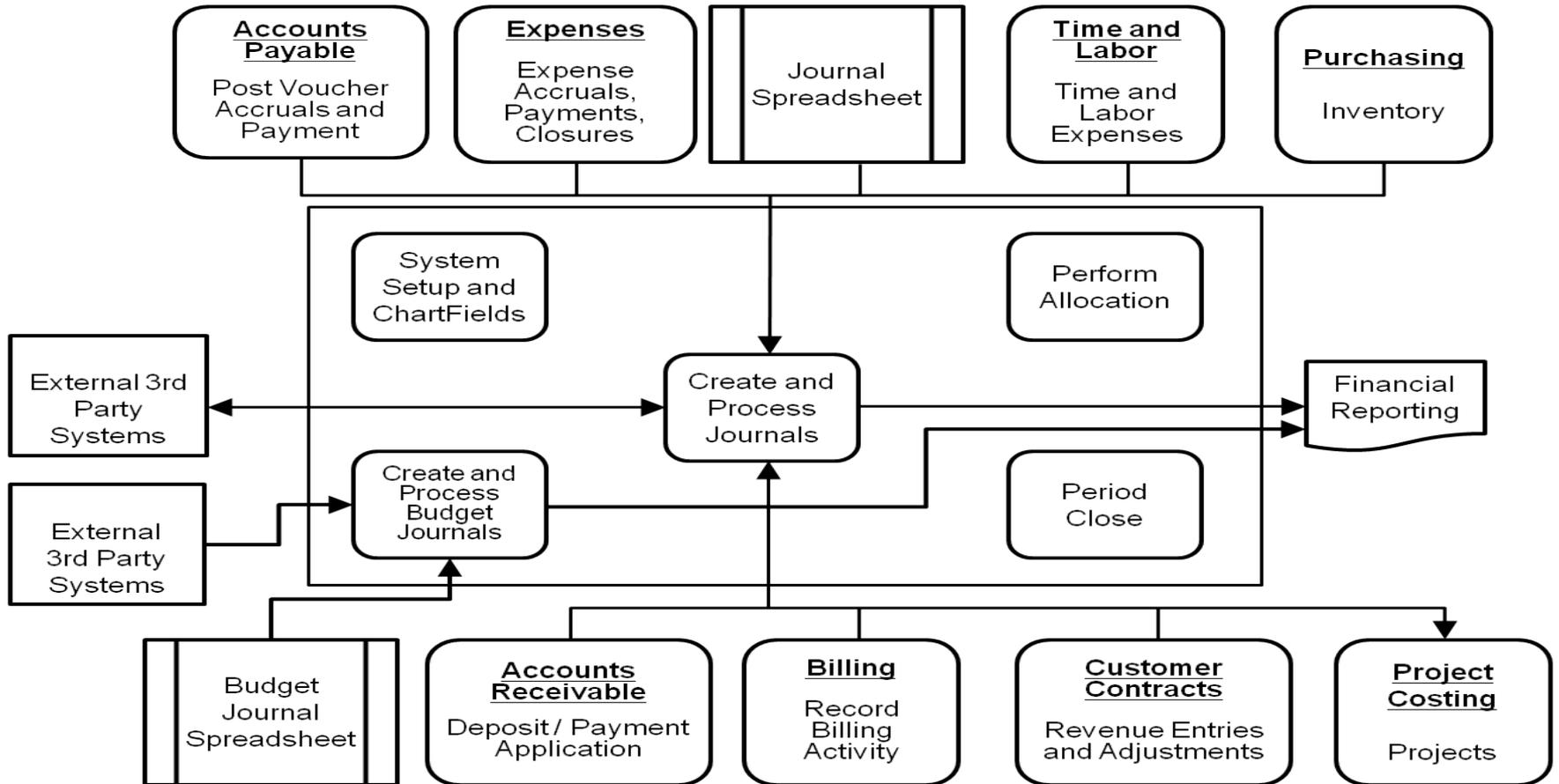
- Create and Upload Import File: An import file is created using an Excel macro to convert it into the correct format. The import file process is run to create budget journals
- Execute Budget Import Process: The staged files are uploaded and the budget import process runs to create the budget journals.
- Run Journal Post: A series of checks are performed and a journal is posted to the budget ledgers if there are no errors.
- Correct Errors: All errors must be corrected before a journal can be successfully posted in Cardinal. A budget journal can be edited (corrected) by either changing the ChartFields values or the journal amount.





Budget Journal Integration with Cardinal

Budget journal spreadsheets can be uploaded into Cardinal to create budget journals.

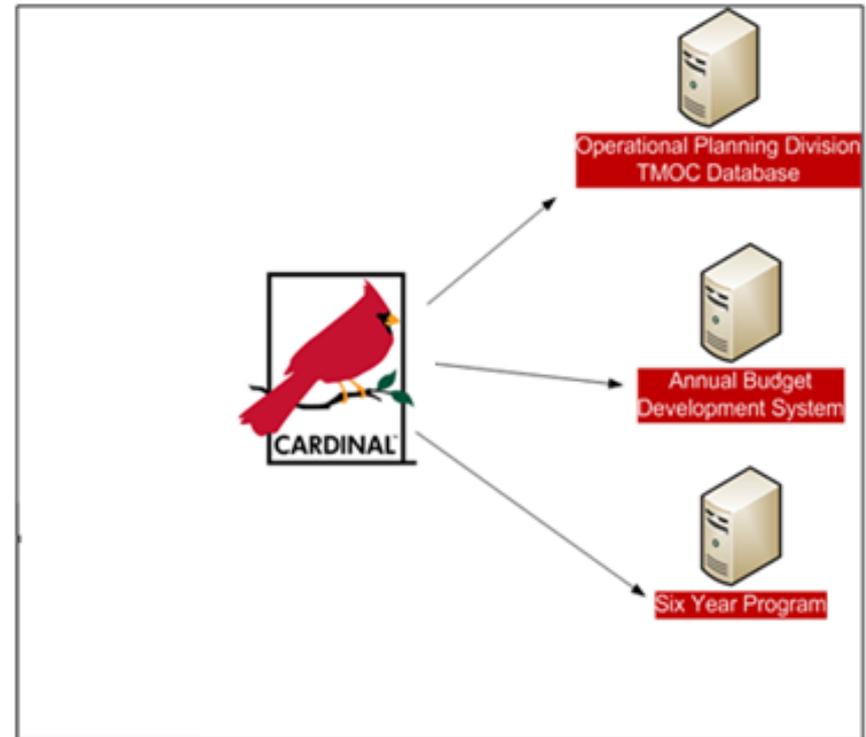




Interfaces with TMOC, ABDS, and SYP

General Ledger sends and receives budget information from various systems.

- The Operational Planning Division - Transportation Maintenance and Operations Committee (TMOC) database receives budget information from Cardinal.
- Annual Budget Development System (ABDS) is used to create a budget at the beginning of each budgeting cycle. This budget is extracted and loaded into Cardinal as budget journals.
- Six Year Program (SYP) receives budget information from Cardinal.





Lesson 1: Checkpoint

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

Concepts	Integration / Interfaces
<p style="text-align: center;"><u>1 pt</u></p> <p>These journals are captured outside of Cardinal in Excel and loaded into Cardinal.</p>	<p style="text-align: center;"><u>1 pt</u></p> <p>Statewide budget adjustments are received from this agency throughout the year.</p>
<p style="text-align: center;"><u>2 pts</u></p> <p>The Commonwealth of Virginia uses these three types of statewide budget structures in Cardinal.</p>	<p style="text-align: center;"><u>2 pts</u></p> <p>This agency maintains the statewide budget structure based on data received from Department of Planning and Budget (DPB).</p>
<p style="text-align: center;"><u>3 pts</u></p> <p>These are used to allow different kinds of budgetary structures to be housed in the same commitment control ledger group.</p>	<p style="text-align: center;"><u>3pts</u></p> <p>This system creates a budget at the beginning of each budgeting cycle. This budget is extracted and loaded into Cardinal as budget journals.</p>



Lesson 1: Summary

In this lesson, you learned:

- A budget journal establishes or updates budget amounts in Cardinal.
- A ruleset defines a group of ChartField values that share common budgetary attributes such as keys, calendars, and translation trees.
- The Cardinal budget structure uses parent/child budget relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget.
- Agency budgets are established as the child budget level to the statewide budget.
- The Create and Process Budget Journals process provides budgetary control for predefined and authorized budgets within the General Ledger. Budget adjustments are received from the Department of Planning and Budget (DPB) throughout the year. Lower level (child) operational budgets are created at the agency's discretion.
- Budget Journal processing interfaces with TMOC, ABDS, and SYP.



Lesson 2: Creating Budget Journals

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

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



Creating a Manual Budget Journal

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

When creating a budget journal, a number of elements are necessary:

- At a minimum, a budget journal in Cardinal consists of a header and budget lines.
- The header contains the information that uniquely identifies the budget journal (**Journal ID, Ledger Group, Budget Entry Type**, etc.). A journal can include budget journal lines for only one commitment control ledger group.
- Enter budget journal lines on the **Budget Lines** page.

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



Creating a Manual Budget Journal (continued)

Budget Journal functionality is accessible from the **Commitment Control** pages. You can navigate to this page using the following path:

Main Menu > Commitment Control > Budget Journals

You can create a manual budget journal by manually entering a new budget journal or by copying an existing budget journal. Let's review how to create a budget journal by entering a new budget journal first. To do this, click the **Enter Budget Journals** link on this page.

Favorites | Main Menu > Commitment Control

Commitment Control

 **Budget Journals**

Access Commitment Control budget journals.

 Enter Budget Journals Create and update budget journals.	 Enter Budget Transfer Enter information related to transferring budgets.	 Mass Delete Budget Journals Request process to delete unposted budget journals.
 Import Budget Journals Request the import of budget journals from a flat file.	 Upload Spreadsheet Budget Jrm Request the upload of budget journals from a spreadsheet	



Entering Budget Journals

You can enter budget journals by entering the following information:

- **Business Unit:** Select the agency's General Ledger business unit.
- **Journal ID:** Leave the default value of *NEXT* so that Cardinal can assign a **Journal ID** upon saving
- **Journal Date:** Defaults to the system date which you can override, as needed

Note: The date on the journal must be within the same fiscal year as the budget period.

- **Add:** Click the **Add** button to access the **Enter Budget Journals** page.

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

Enter Budget Journals

Find an Existing Value Add a New Value

Business Unit: 50100

Journal ID: NEXT

Journal Date: 07/18/2011

Add

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



Entering Budget Journals – Budget Header

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

In the **Budget Header** tab, the **Budget Header Status** field displays **None** when you create a new budget journal. Other values can be:

- **Incomplete:** Only applies to copied journals when commitment control security is enabled
- **Error:** Editing has been run and the journal has an error(s)
- **Posted:** Editing has been run and the journal has been posted to the budget ledger
- **Security Error:** The person entering the journal did not have security access to post.
- **Not Balanced:** Unbalanced transfer (When the budget is transferred using the Transfer option, the journal lines must balance.)
- **Checked Only:** The budget journal has been successfully pre-budget checked.
- **None:** The budget journal has not been pre-budget checked.



Entering Budget Journals – Budget Header (continued)

In the **Budget Header** tab, the **Budget Entry Type** field allows you to report on budget journal entry activity. Each budget journal header row and each budget ledger row carries one of the following budget entry types:

- **Original Budget Entry:** Indicates an original budget journal entry. This type is used to record adopted or approved budgets.
- **Adjustment Budget Entry:** Indicates an adjustment to an original budget.

For budget transfers using the **Enter Budget Transfer** page, these values are available:

- **Transfer Original Budget Entry:** Indicates a transfer of original budget amounts.
- **Transfer Adjustment Budget Entry:** Indicates a transfer of adjusted budget amounts.
- The **Parent Budget Entry Type** field in the **Parent Budget Options** box is available only if you have access to and have selected the **Generate Parent Budget(s)** checkbox.

The screenshot shows the 'Enter Budget Journals' application window with the 'Budget Header' tab selected. The form contains the following fields and values:

Unit:	50100	Journal ID:	NEXT	Date:	07/18/2011
*Ledger Group:	CC_PROJ	Fiscal Year:	2012	Period:	1
Control ChartField:	Project	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	07/18/2011
*Budget Entry Type:	Original	Budget Type:	Expense		

The 'Parent Budget Options' section includes:

- Generate Parent Budget(s)
- Use Default Entry Event
- Parent Budget Entry Type: [Dropdown]

The 'Long Description' field is empty. At the bottom of the window, there are buttons for Save, Notify, Refresh, Add, and Update/Display.



Entering Budget Journals – Budget Lines

On the **Budget Lines** page, you can enter and process the budget journals.

From this tab, enter the transaction lines making up the journal, which include the monetary amounts and the ChartField values for each transaction.

The screenshot shows the 'Enter Budget Journals' web application interface. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals. The interface has three tabs: Budget Header, Budget Lines (selected), and Budget Errors. The Budget Header section displays: Unit: 50100, Journal ID: NEXT, Date: 07/18/2011, Budget Header Status: None, and *Process: Post Journal (dropdown menu). A 'Process' button is visible. Below this is the 'Lines' section with sub-tabs for 'Chartfields and Amounts' and 'Base Currency Details'. A table lists the budget line details:

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	FIPS	PC Bus Unit	Project
<input type="checkbox"/>	1	C_PRJ_B	2011	0000000067	183700	04720	602003	17000		50100	0000000067

Below the table, there are controls for 'Lines to add' (input: 1, +, -) and 'Journal Line Copy Down'. A 'From Line:' and 'To:' section is present with a 'Generate Budget Period Lines' button. A 'Totals' section shows: Total Lines: 1, Total Debits: 0.00, Total Credits: 10,000.00. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display. The breadcrumb trail at the bottom is: Budget Header | Budget Lines | Budget Errors.



Using the Journal Line Copy Down Function

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

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

To copy down a budget journal line:

- Enter the number of lines to add in the **Lines to add** field and click the **Insert Lines (+)** button.
- All fields from the previous line are copied to the new line or lines. The fields that are copied can be limited by clicking the **Journal Line Copy Down** link to access the **Journal Entry Copy Down Option** page. Select the desired fields for copying.



Using the Journal Line Copy Down Function (continued)

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

New Window Help Customize Page http

Budget Header Budget Lines Budget Errors

Unit: 50100 Journal ID: NEXT Date: 07/18/2011 Budget Header Status: None

*Process: Post Journal Process

Lines Customize Find View All First 1-2 of 2 Last

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	FIPS	PC Bus Unit	Project
<input type="checkbox"/>	1	C_PRJ_B	2011	0000000067	183700	04720	602003	17000		50100	0000000067
<input type="checkbox"/>	2	C_PRJ_B	2011		183700	04720	602003	17000		50100	0000000067

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

From Line: To:

Totals

Total Lines:	2	Total Debits:	0.00	Total Credits:	20,000.00
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Save Notify Refresh Add Update/Display



Copying a Budget Journal

You can use this functionality to expedite data entry for your new budget journal or to correct amounts on a posted budget journal.

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

- Access the existing budget journal you want to copy to a new budget journal using this path: **Commitment Control > Budget Journals > Enter Budget Journals > Find an Existing Value.**
- Once you have accessed the budget journal, click the **Budget Lines** tab. Open the **Budget Journal Copy** page by selecting **Copy Journal** in the **Process** field and by clicking the **Process** button.
- On the **Budget Journal Copy** page, enter the date for the journal and select the budget entry type for the copied journal, which can be either **Original** or **Adjustment**. The value defaults from the budget entry type of the source journal, but can be changed for the newly copied journal here. Click the **OK** button to initiate the Budget Journal Copy process.
- The new budget journal will automatically open and appear in the view. You can edit, add or delete budget lines as required. The new budget journal is ready to post.



Copying a Budget Journal (continued)

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

Budget Journal Copy

Business Unit:	50100	*New Journal ID:	NEXT
Ledger Group:	CC_CASH	*New Journal Date:	07/18/2011 
Journal ID:	0000000006	Currency Effective Date:	
Journal Date:	12/06/2010	*Budget Entry Type:	Original 

Parent Budget Options

*Parent Budget Entry Type: 

Save original journal and Copy

OK Cancel Refresh



Simulation: Creating a Manual Budget Journal

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





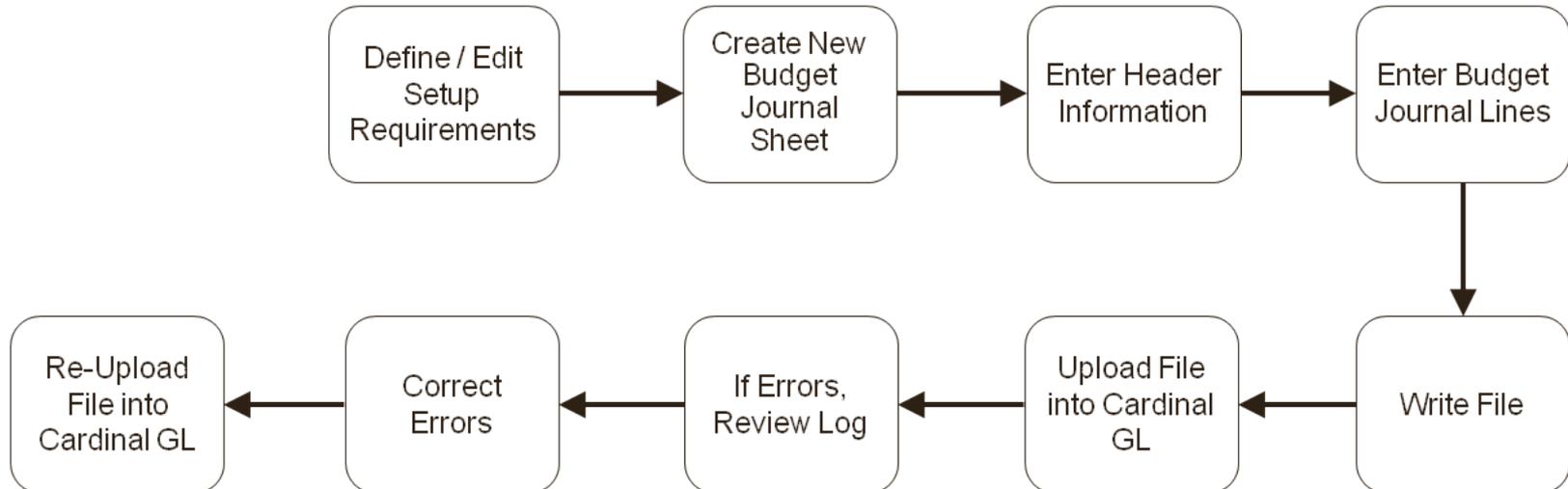
Spreadsheet Budget Journals

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

The Budget Spreadsheet Upload Tool is an Excel template designed for the Budget Processor to enter budget journals offline and then import the budget journals into Cardinal.

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

The diagram shows the spreadsheet journal process.





Uploading a Spreadsheet Budget Journal

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

- **V_BUDJRNL3.xls:** This is the budget journal workbook that you use to create and import budget journals. You can rename this file, if you want.
- **JrnImcro2.xla:** This is the Visual Basic code library and dialog control. You cannot rename this file. When downloading this file, make sure that it has an extension of .xla.

You can create multiple journal workbooks by saving a clean V_BUDJRNL3.xls file as V_BUDJRNL4.xls or GINA.xls or BIANCA.xls, for example. (However, remember the macro sheet file, JrnImcro2.xla, must not be changed.)

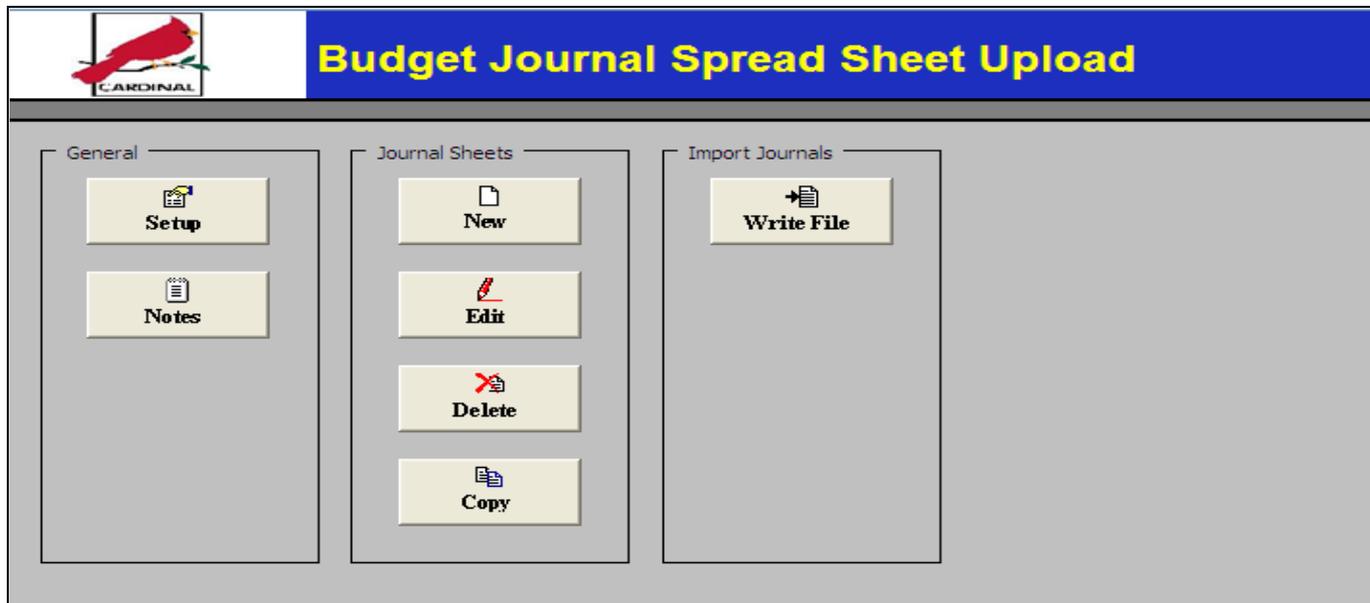


Define / Edit Setup Requirements

To begin creating your spreadsheet budget journal, access the **Budget Journal Spreadsheet Upload** control page by opening V_BUDJRNL3.xls. Choose to **Enable Macros** by clicking on the **Options** box on the **Security Warning** banner at the top of the page. Select **Enable this Content**; click **OK**; and click on **Enable Macros** in the second box.

The **Budget Journal Spread Sheet Upload** main menu appears.

Use the **Setup** button to access the **Define Options and Defaults** dialog box to set journal header defaults, message logging options, document sequencing options, and online import controls. Options set here will default to budget journal sheets and budget journals created within this workbook.



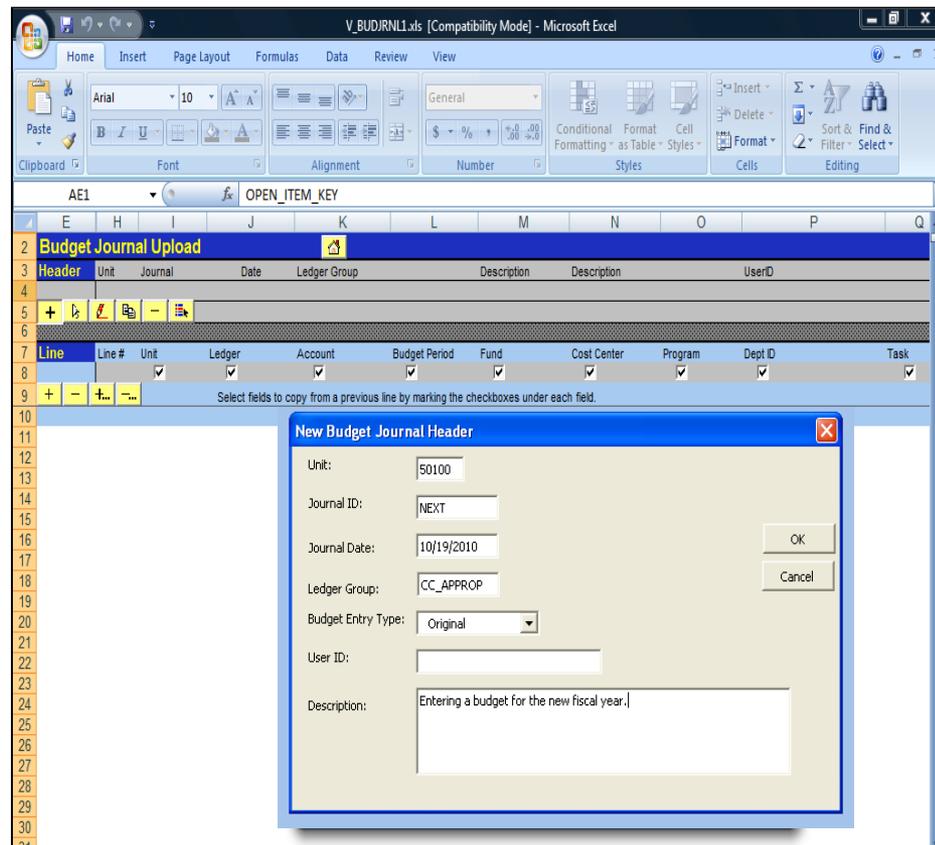


Creating a New Budget Journal Sheet - Journal Header

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

Use the +/- buttons under **Header** to add or remove a budget journal **Header**.

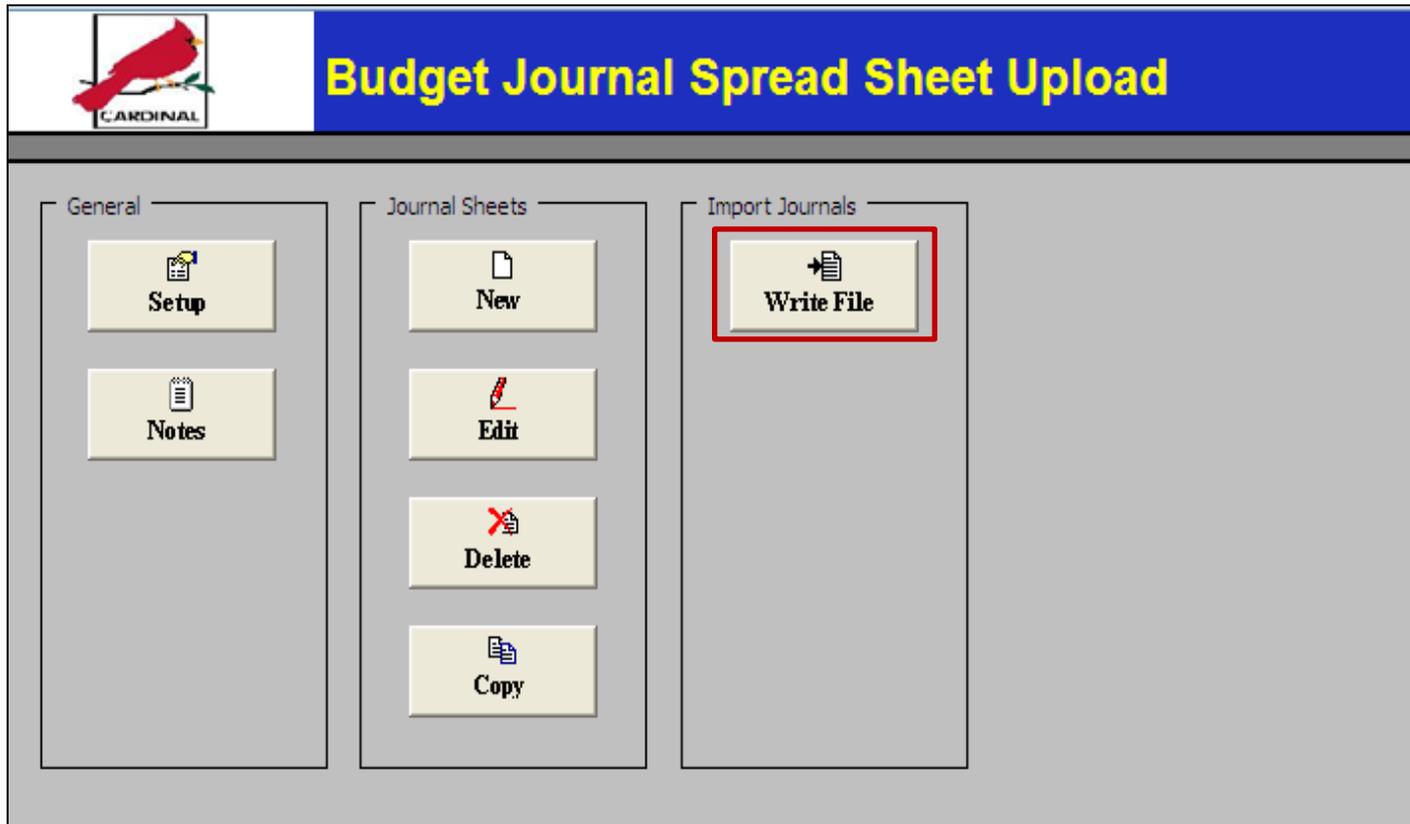
Use the spreadsheet budget journal **Header** to populate budget journal header fields. The required fields include **Business Unit, Journal ID, Journal Date, and Ledger Group**.





Writing File and Uploading File into Cardinal GL

Once all required information is entered on your Excel spreadsheet, you can create a file to upload the spreadsheet into Cardinal's General Ledger. This is done on the **Budget Journal Spread Sheet** main menu.





Uploading File into Cardinal GL

After the file is created, you can log into Cardinal and run the Budget Spreadsheet Journal Import process.

The Budget Spreadsheet journal import streamlines the budget journal import process and simplifies journal data entry by using Microsoft Excel.

To import a budget journal in Cardinal, select **Upload Spreadsheet Budget Jrnl** page from the **Commitment Control** page.

You can navigate to this page using the following path:

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

Home | Worklist | Add to Favorites | Sign

Favorites | Main Menu > Commitment Control

Commitment Control

Budget Journals

Access Commitment Control budget journals.

Enter Budget Journals Create and update budget journals.	Enter Budget Transfer Enter information related to transferring budgets.	Mass Delete Budget Journals Request process to delete unposted budget journals.
Upload Spreadsheet Budget Jrnl Request the upload of budget journals from a spreadsheet		



Reviewing and Correcting Errors

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

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

The most common errors are listed below.

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

After errors are corrected, you can reload the file into Cardinal General Ledger. Cardinal then re-validates the spreadsheet journal values.



Simulation: Uploading a Spreadsheet Budget Journal

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





Lesson 2: Summary

In this lesson, you learned:

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



Lesson 3: Processing Budget Journals

In this lesson, you will learn about reviewing and correcting budget journals.



Processing Budget Journals

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

The budget journal will not post with errors. You will need to correct any errors and try to post the journal again. To review and correct budget journals, you need to access the budget journal in error.

You can navigate to this page using the following path:

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



Processing Budget Journals (continued)

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

A successful check only budget entry will have a **Budget Hdr Status** of **Checked Only** to indicate a valid budget check only. A checked only budget journal is not yet posted. When the budget journal is posted after full processing, the **Budget Header Status** updates to **Posted**.

If the **Budget Header Status** is **Error**, the lines on the journal that are invalid have a status of **Error**; the lines on the journal that are valid have a status of **Not Checked**. You can click the hyperlinked **Error** to access the **Budget Exceptions** page.

Unit: 50100 Journal ID: 0000000376 Date: 01/18/2011 Budget Header Status: **Error** *Process: Post Journal Process

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Fund	Program	Project	Set Options	Currency
<input type="checkbox"/>	1	X	C_APPROP_B	2011		01GL0102K	04860	6040		Set Options	USD

Lines to add: 1 From Line: To: Generate Budget Period Lines

Totals			
Total Lines:	1	Total Debits:	0.00
		Total Credits:	10,900,000.00

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

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



Reviewing Budget Journal Errors

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

Budget journal errors can occur when:

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

You can access budget journal errors using two different pages:

- **Enter Budget Journals** page > **Budget Errors** tab. This tab displays budget journal errors related to combination edits and ChartField values.
- **Budget Journals** page > **Budget Lines** tab. Click the hyperlinked **Error** in the **Budget Hdr Status** and arrive at the **Budget Journal Exceptions** page. This page displays all budget check errors resulting from the budget pre-check process or from the attempted posting of the journal such as translation tree error, exceeding available budget and key ChartField errors.



Reviewing Budget Journal Errors (continued)

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

New Window | Customize Page | http

Budget Header | Budget Lines | Budget Errors

Unit: 50100 Journal ID: 0000000094 Date: 12/13/2010 Budget Header Status: Error

▼ Header Errors Customize | Find | [Print] | [Grid] | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.

▼ Line Errors Customize | Find | View All | [Print] | [Grid] | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line	1	PROJECT_ID	9600	32	ChartField error for value C16674 fieldname Project, (prompt table SP_PROJFS_NONWW).

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

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



Correcting Budget Journal Errors

Budget journals with errors must be corrected before posting to the commitment control ledger. Corrections can consist of changing ChartField values or the journal amount on the **Enter Budget Journals** page.

If a budget journal entry fails posting, use the **Budget Journal Exceptions** pages to view the exceptions and more details about the budget journals, journal lines and the associated exceptions.

Budget exceptions eligible for override:

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

Budget exceptions not eligible for override:

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



Correcting Budget Journal Errors (continued)

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Budget Journal

New Window | Customize Page | http

Budget Journal Exceptions | Budget Journal Line Exceptions

Business Unit: 50100 | Journal ID: 0000000094 | Journal Date: 12/13/2010

*Exception Type: Error | Override Transaction | More Budgets Exist

Maximum Rows: 100

Search | [Advanced Budget Criteria](#)

Budgets with Exceptions | Customize | Find | View All | First | 1-2 of 2 | Last

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		50100	CC_OPRPLAN	CF Value not at Tree Level	More Detail	<input type="checkbox"/>	Go To ...
2		50100	CC_OPRPLAN	Chartfield Errors Exist	More Detail	<input type="checkbox"/>	Go To ...

Save | Return to Search | Notify

[Budget Journal Exceptions](#) | [Budget Journal Line Exceptions](#)



Budget Journal Errors

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

Error Code	Overridable?	Description
E1	Y	Exceeds budget and is over tolerance
E3	N	Budget is closed
E4	Y	Budget is on hold
E35	N	Required key CF (ChartField) is blank
E48	N	CF (ChartField) value not at tree level
E49	N	Key ChartField is blank
E50	N	Child budget exceeds the parent budget (applies to child budget journal)
E51	N	Child budget exceeds the parent budget (applies to parent budget journal)



Posting a Budget Journal

Posting a budget journal is done on the **Budget Lines** page, using the **Process** field.

Click the drop down arrow, select ***Post Journal***, and click the **Process** button to post your budget journal.

If you run a budget pre-check prior to posting the budget journal and discover the budget journal did not contain errors, the budget journal will post. If you did not run a budget pre-check prior to posting, the posting process will identify whether the journal contains errors. You can then use the **Budget Journal Exceptions** pages to correct the errors. When the budget journal is free of errors, you can attempt to post the budget journal again.



Posting a Budget Journal (continued)

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

Budget Header Budget Lines Budget Errors

Unit: 50100 Journal ID: 0000001223 Date: 08/02/2011 Budget Header Status: None

*Process: **Post Journal** Process

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Chartfield	Amount	Set
<input type="checkbox"/>	1	C_PRJSUM_B	2011		5099001	04100	5140	314000		DISTRICT2

Lines to add: 1 + - Journal Line Copy Down

From Line: To: Generate Budget Period Lines

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	5,000,000.00
--------------	---	---------------	------	----------------	--------------

Save Return to Search Notify Refresh Add Update/Display

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



Posting a Budget Journal (continued)

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

- If you can enter a budget journal in Cardinal, you cannot post a budget journal. You will receive a security error message upon entering the budget journal.
- If you can approve budget journal in Cardinal, you can post a budget journal.



Simulation: Reviewing and Correcting Budget Journal Errors

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





Lesson 3: Summary

In this lesson, you learned:

- Errors identified during the budget pre-check or post processes are logged at the budget journal and journal line levels.
- Corrections can consist of changing ChartField values or the journal amount on the **Enter Budget Journals** page.
- A budget journal is posted on the **Budget Lines** page, using the **Post Journal** option in the **Process** field.



Lesson 4: Project Funding Source Allocations

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

- Creating a Funding Source
- Allocating a Funding Source to a Project Manually
- Uploading a Project Funding Source Spreadsheet



Funding Sources

Funding sources represent amounts received from federal, local, state, bonds, donations, etc. The funding source budget definition is set up to track transactions by funding source and project. Funding sources may provide a basis for reporting on related budgets and expenditures.

Funding sources are allocated to projects and business units as funding source allocations.

The screenshot displays the 'Commitment Control Funding Source' form in the CARDINAL web application. The form includes the following fields and values:

- Funding Source:** FSGL1
- *Funding Type:** Federal
- *Currency Code:** USD
- Date:** 12/15/2010
- Fed Aid:** (empty)
- CFDA Number:** (empty)
- Letter of Credit ID:** (empty)
- Char1:** (empty)
- Char2:** (empty)
- Description:** 01GL0104 - Funding Source Test
- Amount:** 1,000,000.00
- Applied Amount:** 10,400.00
- *Unit Option:** Specific Business Unit

Below the form, there are two data tables:

Business Unit

*Business Unit	Description
50100	VA Dept of Transportation

Funding Source Transaction Logs

DateTime Added	User ID	Description	Amount
12/15/2010 3:10:11.000000PM	V_GL_BUDGET_PROCESSOR	Initial Funding	1,000,000.00



Creating a Funding Source

To set up a funding source, you need to define your funding source, set up associated expenditure and revenue budgets, and allocate the funding sources to each project. Use the following setup procedure:

- Establish commitment control ledgers and ledger groups for a project funding source expenditure and revenue budget definition.
- Define the funding sources on the **Funding Source Definition** page.
- To display the **Funding Source Definition** page, navigate to:

Main Menu > Commitment Control > Define Control Budgets > Funding Source. Enter the funding source amounts and adjustments on the **Funding Source Transaction Logs** grid, as well as descriptive information about the funding source. The page calculates the total funding source from the amounts you enter on the grid.

Commitment Control Funding Source

Funding Source: CMAQ

*Funding Type: Federal

*Currency Code: USD

Fed Aid: []

CFDA Number: []

Letter of Credit ID: []

Char1: []

Description: Discretionary CMAQ

Amount: 1,100,000.00

*Unit Option: Specific Business Unit

Applied Amount: 10,000.00

Reimbursable Authority: []

Customer SetID: []

Customer ID: []

Reimb Agr Num: []

Char2: []

*Business Unit	Description
50100	VA Dept of Transportation

DateTime Added	User ID	Description	Amount
03/02/2011 3:24:49.000000PM	V_SUPER_GL	Initial Amount	1,100,000.00



Allocating a Funding Source to a Project

Funding sources can be allocated to multiple projects.

Once you define the expenditure and revenue budget definitions, you can set up the funding source functionality to track transactions by funding source.

To do this, you can use the **Funding Source Allocation** page. You can navigate to this page using the following path:

Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation

Favorites | Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation

New Window Customize Page http

Commitment Control Funding Source Allocation

Business Unit: 50100 Ledger Group: CC_PROJFSE Project: 0000000052

Project Status: Proposed Start Date: 12/15/2010 End Date: 12/14/2011

Overall Amount: 80,000.00 USD Manager: 0000000001

Allocated Amount: 80,000.00 USD Funding Source Error [Projects](#)

*Allocation Method: Percentage

Please review your key chartfield setup for revenue types to insure consistency with the allocations below. It is important that the key chartfields are populated below if the budget setup requires them.

Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %		
URBAN2	Collected	80,000.00	0.00	100.000000	100.00	+	-

[Transfer to Budget Entry](#) [Review Fund Source Activities](#)

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



Allocating a Funding Source to a Project (continued)

To allocate a funding source to a ChartField online in Cardinal, you need to:

1. On the **Funding Source** Allocation page, enter the **Overall Amount** approved for the project. Then allocate **Funding Source** and amounts for each **Project** that requires funding source tracking. You can specify the **Allocation Method** as a **Percentage** or **Priority** method.

Each row on the Funding Source Allocation Details grid must have a unique funding source, even if the **Spend Option** is different. The **Spend Option** field determines the funding amount available for spending.

- For the **Percentage Allocation Method**, you can define funding source amounts as a percentage of the overall spending amount for the project or as a flat spending cap amount.
- For the **Priority Allocation Method**, assign each funding source a unique non-zero priority number. If you do not assign a unique non-zero priority number for the **Priority Allocation Method**, you will receive an error message and the **Funding Source Error** flag will be turned on. All transactions using this allocation will fail budget checking until all priority numbers have non-zero values. Transactions will continue processing once all priority numbers have non-zero and non-duplicate values.
- You also need to define whether a **Funding Source** can be spent immediately by selecting a **Budgeted Spend Option**.



Allocating a Funding Source to a Project (continued)

2. When allocating a **Funding Source** to a project, it is important to keep the **Overall Amount** in sync with the total of the **Sending Caps** identified in the **Funding Source Allocation Details**. If the total of the **Sending Caps** is less than the **Overall Amount**, you will receive a warning but you will still be able to save the page. The **Funding Source Error** flag will then be checked, which will result in a budget checking error when a user attempts to use this project on an **Actuals** transaction.

Favorites | Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation

New Window | Customize Page | http

Commitment Control Funding Source Allocation

Business Unit: 50100 Ledger Group: CC_PROJFSE Project: 0000000105

Project Status: Proposed Start Date: 01/28/2011 End Date: 01/27/2012

Overall Amount: USD Manager: 0000000001

Allocated Amount: USD Funding Source Error Projects

*Allocation Method:

Please review your key chartfield setup for revenue types to insure consistency with the allocations below. It is important that the key chartfields are populated below if the budget setup requires them.

Funding Source Allocation Details							Customize	Find	View All	First	1 of 1	Last
Priority	Funding Source	*Spend Option	Spending Cap	Available Amt	Revenue %							
<input type="text" value="1"/>	<input type="text" value="STP"/>	<input type="text" value="Budgeted"/>	<input type="text" value="4,000.00"/>	<input type="text" value="0.00"/>								

[Transfer to Budget Entry](#) [Review Fund Source Activities](#)

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



Simulation: Creating a Funding Source and Allocating It to a Project Manually

You are now about to view a simulation on creating a funding source and allocating a funding source to a project manually.

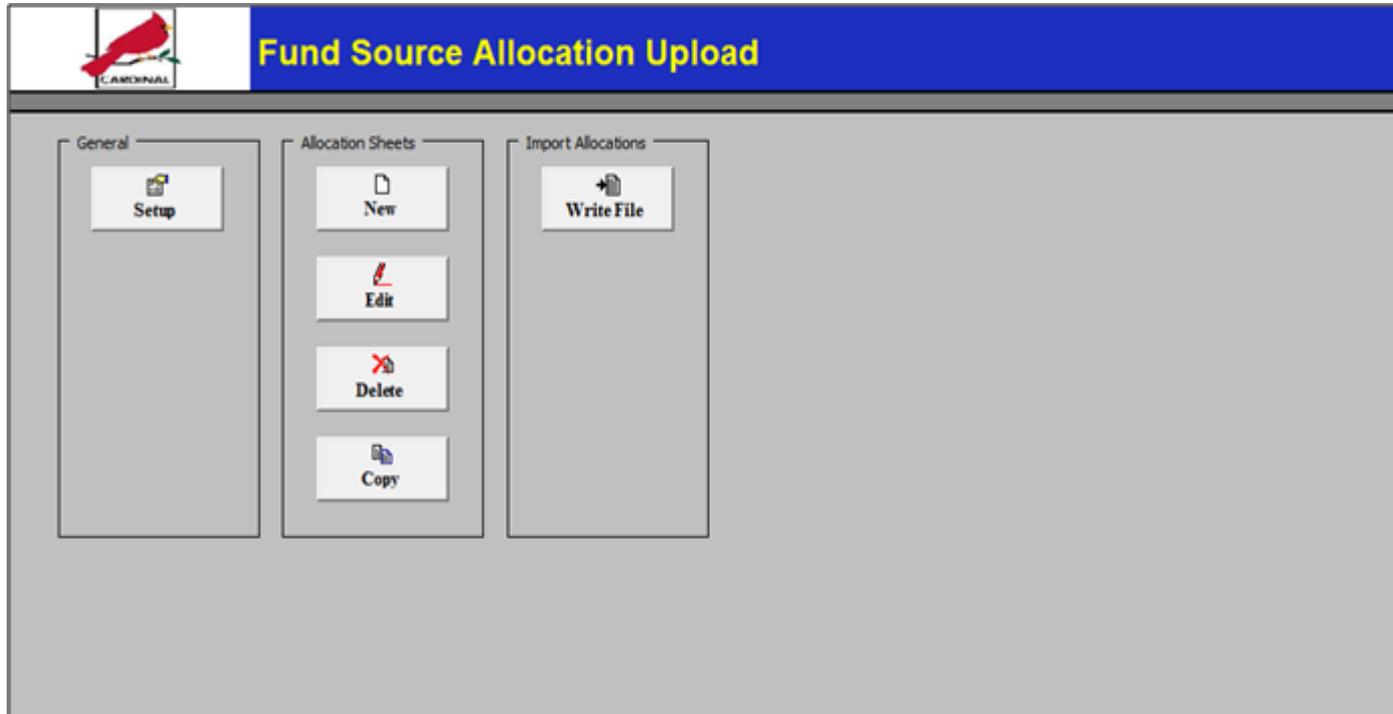




Project Funding Source Allocation Tool

Budget Processors can use the Funding Source Allocation Tool, an Excel template, to enter funding source allocations offline. The transactions can then be imported into Cardinal's General Ledger. Before using this tool, the funding source must first be created as the spreadsheet can only be used for allocations. It cannot be used to create a funding source.

The transactions are validated against the **Project, Funding Source, Ledger Group, and Business Unit.**





Simulation: Uploading a Project Funding Source Allocation Spreadsheet

You are now about to view a simulation on uploading a project funding source spreadsheet.





Lesson 4: Summary

In this lesson, you learned:

- **Funding Sources** represent amounts received from federal, local, state, bonds, donations, etc. The funding source budget definition is set up to track transactions by **Funding Source** and **Project**. **Funding Sources** assist in reporting of the budgets and expenditures.
- **Funding Sources** are allocated to projects and business units as funding source allocations. **Funding Sources** can be allocated to multiple projects.
- The Funding Source Allocation Tool is an Excel template designed for Budget Processors to enter their funding source allocations offline and then import them into Cardinal's General Ledger. Before using this tool, you need to create a funding source first, as this spreadsheet can only be used for allocations. It cannot be used to create a **Funding Source**.



Lesson 5: Budget Journal Reports and Online Inquiries

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

- Reports
- Online inquiries



Budget Journal Reports

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

- Commitment Control Budget Status Report
- Commitment Control Activity Log Report
- Commitment Control Budget Key Translations Report



Commitment Control Budget Status Report

The Commitment Control Budget Status Report displays all commitment control ledger amounts and the available balance for the budgets selected.

You can navigate to this report through the following path:

Main Menu > Commitment Control > Budget Reports > Budget Status

Report ID: GLS9020 Bus. Unit: 50100--VA Dept of Transportation Ledger Grp: CC_PROJSEUM-- CC Project Summary Currency : USD Chartfields Criteria Budget Period: 2013										
PeopleSoft GL BUDGET STATUS REPORT										
Page No. 1 Run Date 11/28/2012 Run Time 14:17:02										
Program: 604001 to 604005 Fund: 04100 Department: 911000 Account: 5099001										
<u>Budget Period</u>	<u>Program</u>	<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Budget</u>	<u>Assoc Revenue</u>	<u>PreEncumbrance</u>	<u>Encumbrance</u>	<u>Expense</u>	<u>Remaining</u>
2013	604001	04100	911000	5099001	27,628,295.15	0.00	0.00	27,901,790.13	8,876,233.74	18,752,061.41
2013	604002	04100	911000	5099001	2,875,646.53	0.00	0.00	26,947,075.41	5,522,328.22	-2,646,681.69
2013	604003	04100	911000	5099001	10,564,606.01	0.00	0.01	11,305,176.85	1,900,957.14	8,663,648.87
2013	604004	04100	911000	5099001	1,249,542.72	0.00	28,000.00	622,938.67	359,713.40	889,829.32
2013	604005	04100	911000	5099001	-2,130.29	0.00	0.00	0.00	0.00	-2,130.29
Grand Total :					42,315,960.12	0.00	28,000.01	66,776,981.06	16,659,232.50	25,656,727.62



Commitment Control Activity Log Report

This report displays budget-checking activity by commitment control transaction date, commitment control transaction ID, source transaction type, commitment control ledger group, and ledger type (amount type).

You can navigate to this report through the following path:

Main Menu > Commitment Control > Budget Reports > Activity Log



Commitment Control Activity Log Report (continued)

ORACLE Report ID: GLC8570 PeopleSoft Financials Page No. 1
 Commitment Control Activity Log Run Date: 8/2/2011
 Run Time: 10:29:57 AM

Operator ID: JOHN_BIRD Run Control: ActivityLog Source Tran Type Option: All
 Transaction ID Option: All Ledger Group Option: All
 Transaction Date Option: All Ledger Type Option: All

Transaction Date: 12/2/2010 Transaction ID: 0000001125 Source Transaction Type: General Ledger Journal

Business Unit: 50100 Journal ID: CAREV00002 Journal Date: 12/1/2010

Ledger Group: **CC_PROJFSR** Project Funding Source Revenue Ledger: **C_PRJFS_RR** Ledger Type: **Recognized Revenue**

Tran-Line	GL Unit	Account Program	Oper Unit Bud Ref	Deptid	Product	Fund Code	Class	PC BU Activity ID	Resource	BudgPeriod	FY	Period Project ID	Trans:Base Debit	Trans:Base Credit	Statistic Code	Statistic Amount	Balance
1	50100									2011		6	0.00	800.00	USD	0.00	N
												0000000001					
	50100	599099								2011		6	800.00	0.00	USD	0.00	Y
Subtotal Base Currency Amount:													800.00	800.00	USD		

Ledger Group: **CC_REVEST** Revenue Estimate Ledger: **C_REVEST_R** Ledger Type: **Recognized Revenue**

Tran-Line	GL Unit	Account Program	Oper Unit Bud Ref	Deptid	Product	Fund Code	Class	PC BU Activity ID	Resource	BudgPeriod	FY	Period Project ID	Trans:Base Debit	Trans:Base Credit	Statistic Code	Statistic Amount	Balance
1	50100	4020205				04010				2011	2011	6	0.00	800.00	USD	0.00	N
	50100	599099								2011	2011	6	800.00	0.00	USD	0.00	Y
Subtotal Base Currency Amount:													800.00	800.00	USD		



Commitment Control Budget Key Translation Report

This report displays each key ChartField for each ruleset in each commitment control ledger group in a setID, along with the ChartField's translation tree name and budgetary tree level.

You can navigate to this report through the following path:

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



Commitment Control Budget Key Translation Report (continued)

ORACLE Report ID: GLC8050

PeopleSoft General Ledger
BUDGET KEY TRANSLATION

Page No. 1
Run Date 11/28/2012
Run Time 2:58:56PM

Setid: 50100
As of Date: All 7/2/2012
Ledger Option: All CC_ALLOT

Ledger Group CC_ALLOT

Effective Date 1/1/1901 Effective Status Active Description CC Allotment
RuleSet ChartField Program Budget Type Expense

<u>RuleSet</u>	<u>Default</u>	<u>Calendar ID</u>	<u>Cumulative Budg</u>	<u>Derive Dates</u>	<u>Cumulative Cal</u>	<u>ChartField</u>	<u>Tree Name</u>	<u>Tree Level</u>	<u>Value Required</u>
CAPITAL	N	AN	N	Derive No		Account	ACCOUNT_BUDGET	LEVEL_2	Y
						Fund			Y
						Program	PROGRAM_BUDGET	LEVEL_1	Y
						Project	PROJECT_BUDGET	LEVEL_1	Y
DEFAULT	Y	AN	N	Derive No		Account	ACCOUNT_BUDGET	LEVEL_2	Y
						Fund			Y
							PROGRAM_BUDGET	LEVEL_1	Y

Effect tion CC Allotment



Budget Journal Online Inquiries

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

- Budget Details
- Budget Overview
- Commitment Control Activity Log
- Review Funding Source Allocations



Commitment Control Budget Details

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

To display the commitment control **Budget Details** page, You can navigate to this page using the following path:

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

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

CARDINAL

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

Budget Details

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:	=	▼	<input type="text" value="50100"/>	
Ledger Group:	=	▼	<input type="text" value="CC_APPROP"/>	
Account:		begins with ▼	<input type="text"/>	
Department:		begins with ▼	<input type="text"/>	
Asset:		begins with ▼	<input type="text"/>	
Task:		begins with ▼	<input type="text"/>	
Fund:		begins with ▼	<input type="text" value="04769"/>	
FIPS:		begins with ▼	<input type="text"/>	
Agency Use 2:		begins with ▼	<input type="text"/>	
Affiliate:		begins with ▼	<input type="text"/>	
Fund Affiliate:		begins with ▼	<input type="text"/>	
Cost Center:		begins with ▼	<input type="text"/>	
Program:		begins with ▼	<input type="text"/>	
Agency Use 1:		begins with ▼	<input type="text"/>	



Budget Detail Search Results

The remainder of the Commitment Control **Budget Details** selection criteria page is shown in the upper half of the screen shot below, followed by an example of the Commitment Control **Budget Details Search Results**. The **Search Results** are just the beginning of different options for obtaining detailed budget information. The next step is to select a row upon which to drilldown. We will drilldown on the row with Program 6060 and Budget Period 2012 by simply clicking on any field in the row that is a hyperlink. The detailed information is displayed on the next slide.

PC Business Unit:
 Project:
 Activity:
 Source Type:
 Budget Period:
 Statistics Code:

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

Search Results

View All First 1-3 of 3 Last

Business Unit	Ledger Group	Account	Department	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code
50100	CC_APPROP	5099001	(blank)	(blank)	(blank)	04769	(blank)	(blank)	(blank)	(blank)	(blank)	6060	(blank)	(blank)	(blank)	(blank)	(blank)	2011	(blank)
50100	CC_APPROP	5099001	(blank)	(blank)	(blank)	04769	(blank)	(blank)	(blank)	(blank)	(blank)	6060	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
50100	CC_APPROP	5099001	(blank)	(blank)	(blank)	04769	(blank)	(blank)	(blank)	(blank)	(blank)	6060	(blank)	(blank)	(blank)	(blank)	(blank)	2013	(blank)



Commitment Control Budget Details

From this page there are many options for researching detail budget information. You can either **Drill to Ledger** (open book icon) or **Drill to Activity Log** (closed book icon) for budget and expense journals. Click on **Budget Exceptions** to review exception errors. Click on **Display Chart** to review ledger amounts in chart format. Examples follow.

The screenshot displays the 'Commitment Control Budget Details' page in the CARDINAL system. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. The page title is 'Commitment Control Budget Details'. A table shows the following details:

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
50100	CC_APPROP	5099001	04769	6060		2012

Below the table is a 'Display Chart' button and an information icon. The 'Ledger Amounts' section shows:

Budget:	11,000,000.00 USD			Max Rows: <input type="text" value="100"/>
Expense:	10,935,021.87 USD			Attributes
				Parent / Children
				Associated Budgets

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance:	64,978.13	USD	Percent:	(0.59%)
With Tolerance:	64,978.13	USD	Percent:	(0.59%)

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
-------------------	---	---------------------	---	-------------------



Ledger

Under the section **Ledger Amounts**, when you click on **Drill to Ledger/Budget**, the system displays a panel group that contains 1) a panel of **Budget ChartFields** from which you can further drilldown to related budget journals, 2) an **Amounts** tab from which you can also drilldown and then choose to see further complete budget journal detail, and 3) a **Show All Columns** tab. On any of the three tabs, you have the option of viewing the detail budget journal pages. Note the spyglass at the beginning of the line. Click on the spyglass to view related budget journal detail.

The screenshot displays the CARDINAL web application interface. At the top, there is a navigation bar with the CARDINAL logo and the text "CARDINAL". Below this, there is a breadcrumb trail: "Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details". On the right side of the navigation bar, there are links for "Home", "Worklist", "Add to Favorites", and "Sign out". Below the navigation bar, there are utility icons for "New Window", "Help", "Customize Page", and "http".

The main content area is titled "Ledger". Below this, there are two fields: "Business Unit: 50100" and "Ledger: C_APPROP_B".

Below these fields is a "Budget Details" section. It has a tabbed interface with "Budget Chartfields" and "Amounts" tabs. The "Amounts" tab is currently selected. Above the table, there are options for "Customize", "Find", and "First 1 of 1 Last".

	Account	Fund	Program	Project	Budget Period
	5099001	04769	6060		2012

At the bottom left of the interface, there is an "OK" button.



Amounts and Show All Columns

Click on the Amounts tab.

The screenshot shows the CARDINAL web application interface. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. The page title is 'Ledger'. The Business Unit is 50100 and the Ledger is C_APPROP_B. The 'Budget Details' section has two tabs: 'Budget Chartfields' and 'Amounts' (which is selected). The 'Amounts' tab displays a table with the following data:

Account	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	11000000.00	USD	11000000.00	USD	11/19/2011 3:44:41PM	113588

Click on the Show All Columns tab.

The screenshot shows the CARDINAL web application interface. The breadcrumb trail is: Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details. The page title is 'Ledger'. The Business Unit is 50100 and the Ledger is C_APPROP_B. The 'Budget Details' section has two tabs: 'Budget Chartfields' and 'Show All Columns' (which is selected). The 'Show All Columns' tab displays a table with the following data:

Account	Fund	Program	Project	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	04769	6060		2012	11000000.00	USD	11000000.00	USD	11/19/2011 3:44:41PM	113588



Drill to Budget Journal Detail

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

- **Budget Header**
- **Budget Lines**
- **Budget Errors**

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

The screenshot displays the CARDINAL web application interface. At the top left is the CARDINAL logo. The breadcrumb navigation path is: Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals. The page title is 'Enter Budget Journals' and there is a 'Home' link in the top right. Below the breadcrumb is a 'New Window' icon. The main content area has three tabs: 'Budget Header', 'Budget Lines' (which is selected), and 'Budget Errors'. The 'Budget Lines' tab displays the following information:

Unit:	50100	Journal ID:	CNVAPR0701	Date:	07/01/2011		
Ledger Group:		CC_APPROP		Fiscal Year:	2012	Period:	1
Control ChartField:		Fund		Currency:	USD		
Budget Header Status:		Posted		Rate Type:	CRRNT		
Budget Entry Type:		Original		Exchange Rate:	1.00000000		
Parent Budget Options				Cur Effdt:	07/01/2011		
<input type="checkbox"/> Generate Parent Budget(s)				Budget Type:	Expense		
<input type="checkbox"/> Use Default Entry Event							
Parent Budget Entry Type:							

Below the form fields is a 'Long Description:' text area. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. The breadcrumb navigation at the bottom of the page is: Budget Header | Budget Lines | Budget Errors.



Budget Exceptions and Display Chart

Returning to the **Commitment Control Budget Detail** page, there are two more inquiry functions to be performed:

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

CARDINAL Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
50100	CC_APPROP	5099001	04769	6060		2012

Display Chart ⓘ

Ledger Amounts

Budget:	11,000,000.00 USD	↔	←	Max Rows: <input type="text" value="100"/>
Expense:	10,935,021.87 USD	↔	←	Attributes
Encumbrance:	0.00 USD	↔	←	Parent / Children
Pre-Encumbrance:	191,782.00 USD	↔	←	Associated Budgets

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance:	64,978.13 USD	Percent:	(0.59%)
With Tolerance:	64,978.13 USD	Percent:	(0.59%)

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
-------------------	---	---------------------	---	--------------------------



Display Chart

Click on the Display Chart button. Summary Budget Ledger data can be presented graphically.





Budget Exceptions

Click on the **Budget Exceptions** link. (There were no budget exceptions for this example and therefore the page from another example is displayed below.)

CARDINAL Home

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Budget Exceptions [New Window](#)

Commitment Control Budget Exceptions

Budget Type: CC_APPROP CC Appropriation
Business Unit: 15100 VA Department of Accounts
Budget Period: 2012

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

Customize | Find | First 1-16 of 16 Last



Budget Overview

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

To create an inquiry, you need to access the **Budgets Overview - Budget Inquiry Criteria** page. You can navigate to this inquiry through the following path:

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview > Budget Inquiry Criteria

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

The screenshot shows the 'Budget Overview' page in the CARDINAL system. The breadcrumb trail is: Home > Worklist > Add to Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview. The page title is 'Budget Inquiry Criteria' and 'Budget Overview'. There is an 'Inquiry' field with the value 'TEST' and a 'Description' field. Below these are 'Search', 'Clear', and 'Reset' buttons. The 'Amount Criteria' section includes a 'Budget Type' dropdown, a '*Business Unit' field with '50100', a 'Ledger Group/Set' dropdown with 'Ledger Group', and a 'Ledger Group' field with 'CC_OPRLSUM'. There are checkboxes for 'View Stat Code Budgets' (labeled 'CC Operational Summary') and 'Display Chart'. The 'TimeSpan' section has a '*Type of Calendar' dropdown set to 'Detail Budget Period'. Below this is a 'Budget Criteria' table with columns: Select, Ledger Group, Calendar ID, From Budget Period, To Budget Period, Include Adjustment Period(s), and Include Closing Adjustments. The table contains one row with values: [checked], CC_OPRLSUM, AN, 2012, 2012, [checked], [unchecked]. Below the table is a 'ChartField Criteria' section with columns: ChartField, ChartField From Value, ChartField To, Info, ChartField Value Set, and Update/Add. It has rows for Account, Department, and Fund. The Fund row has values 04310 and 04311. To the right of the ChartField Criteria is a 'Budget Status' section with checkboxes for Open, Closed, and Hold, all of which are checked.

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

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Department	%	%	i		Update/Add
Fund	04310	04311	i		Update/Add

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



Budget Overview Search Results

These results can be further drilled down to budget details, in a sense coming full circle with the Commitment Control **Budget Detail** data.

Home

Favorites
Main Menu >
Commitment Control >
Review Budget Activities >
Budgets Overview
New Window

Inquiry Results

Business Unit: 50100

Ledger Group: CC_OPRLSUM CC Operational Summary

Type of Calendar: Detail Budget Period

Amounts in Base Currency: USD

Revenue Associated:

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

Ledger Totals (2 Rows)

Budget:	0.00	Net Transfers:
Expense:	18,009,728.61	
Encumbrance:	0.00	
Pre-Encumbrance:	0.00	
Budget Balance:	-18,009,728.61	
Associate Revenue:	0.00	
Available Budget:	-18,009,728.61	

Budget Overview Results
Customize | Find | View All | First 1-2 of 2 Last

	roup	Account	Fund	Department	FIPS	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
1	LSUM	5099001	04311	914000		603004	2012	0.000	15,461,728.610	0.000	0.000	-15,461,728.610
2	LSUM	5099001	04311	914000	760	603007	2012	0.000	2,548,000.000	0.000	0.000	-2,548,000.000



Budget Overview Search Results

The results of double clicking on the **2,548,000** are displayed below.

CARDINAL Home | Worklist | Add to Favorites

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

New Window | Help | Customize Page

Activity Log

Ledger: C_OPRSUM_E

Activity Log													
Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Program	Department	FIPS	Budget Period	Year	Period	Foreign Amount	
2	Journal ID:	0000007667	N	5099001	04311	603007	914000	760	2012	2012	12	2,548,000.0	

OK



Commitment Control Activity Log

Use the commitment control activity log component when you want to know which budgets the budget-checking transactions updated, as well as the nature of the source transaction lines making up the transactions.

You can navigate to this inquiry through the following path:

Commitment Control > Review Budget Activities > Activity

The inquiry and results are displayed on the next slide.

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



Commitment Control Activity Log (continued)

Home | Worklist | Add to Favorites

Favorites | Main Menu > Commitment Control > Review Budget Activities > Activity Log
New Window | Help | Customize Page

Commitment Control Activity Log

Activity Log Inquiry Criteria

<p>Inquiry: TEST</p> <p>*Transaction Type: <input type="text" value="GL_BD_JRNL"/> </p> <p>Application Business Unit: <input type="text"/></p> <p>Journal ID From: <input type="text" value="0000000032"/> </p> <p>Journal Date From: <input type="text"/> </p> <p>Tran ID: <input type="text"/> </p> <p>Process Status: <input type="text"/></p> <p>Maximum Rows: <input type="text" value="100"/></p>	<p>Description: <input type="text"/></p> <p>Ledger Group: <input type="text"/> </p> <p>Journal ID To: <input type="text" value="0000000032"/> </p> <p>Journal Date To: <input type="text"/> </p> <p>Tran Date: <input type="text"/> </p> <p>Process Instance: <input type="text"/> </p>
---	---

Commitment Control Activity Log Lines

Customize | Find | View All | First 1-11 of 11

Line	Budget Chartfields	Amounts	Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Account	Fund	Program	Project
1			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	04100	5140	
2			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	07600	6030	
3			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	10940	6030	
4			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	01000	6120	
5			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	10940	6990	
6			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	04720	9980	C15732
7			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	04720	9980	C16130
8			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	04720	9980	C16140
9			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	04720	9980	C16369
10			CC_APPROP	C_APPROP_B	50100	50100	0000000032	2011-12-04	N	5099001	04720	9980	C16676



Review Funding Source Allocation

Use the **Review Funding Source Allocation** inquiry page to view the allocation of funding sources for expenditure budgets and recognized and collected revenue by funding source or control ChartField. You can navigate to this inquiry through the following path:

Main Menu > Commitment Control > Review Budget Activities > Review Fund Source Allocations



Review Funding Source Allocation (continued)

Favorites | Main Menu > Commitment Control > Review Budget Activities > Review Fund Source Allocations

New Window | Customize Page | http

Review Funding Source Allocation

Selection Criteria

Inquiry: FSOURCEALL **View By:** Funding Source

Funding Source: CMAQ **Max Rows:** 100

Chartfield Criteria

Unit for Chartfield and Value: 50100

Control ChartField: Project

ChartField Value: 0000000052

Search

Funding Source Find | View All First 1 of 1 Last

Funding Source:	CMAQ	Amount:	1,100,000.00 USD
Funding Type:	Federal	Amount Not Allocated:	1,090,000.00 USD

Save | Notify | Add | Update/Display



Lesson 5: Summary

In this lesson, you learned:

- Key budget journal reports include: the Commitment Control Budget Status Report, the Commitment Control Activity Log Report, and the Commitment Control Budget Key Translations Report.
- Key budget journal inquiries include: Budget Details, Budget Overview, Commitment Control Activity Log, and Review Funding Source Allocations.



Lesson 6: Budget 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 budget journal terms
- Describe key budget journal concepts
- Describe the overall budget journal process and the roles involved in it
- Explain how budget journal processing integrates with other Cardinal modules and interfaces with external systems
- Create manual budget journals in Cardinal
- Explain how to upload a spreadsheet budget journal in Cardinal
- Review Budget Journal Errors
- Correct Budget Journal Errors
- Explain how to create a funding source and allocate it to a project
- Upload a funding source allocation spreadsheet in Cardinal
- Create and process budget journals in Cardinal
- Describe the key budget journal reports and online inquiries



Course Evaluation

Congratulations! You successfully completed the **GL334: Processing Budget Journals** course. Please use the evaluation link to assess this course.



Appendix

- Key Terms
- Flow Chart Key



Key Terms

Budget Check: Budget Checking compares transactions against budget ledgers to ensure that budget combinations are valid and, if a controlling budget, that amounts do not exceed the budget. Transactions may pass, fail or pass with a warning. The budget check process may be run directly online or via a batch process. Typically, once a **Valid** budget check status is achieved, the budget balances are updated depending on the module in which the budget check process occurred.

Budget Journal: A budget journal establishes or updates budget amounts in Cardinal.

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

Budget Ledger Group: A budget ledger group is a group of budget ledgers that have a common physical structure. Budget ledgers are grouped by budget structures defined by the Commonwealth (e.g., appropriation, allotment, lower level) with a ledger for each type of transaction that will be processed by the structure (e.g., revenue, expenditure). The budget ledger groups are attached to the budget structures. The control ChartField defined for each budget structure tells the Budget Processor which ChartField values are subject to commitment control by the structure.

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

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



Key Terms (continued)

Budget Translation Trees: Budget translations relate transactions to their proper budget. They also provide a convenient way to budget at a high level while using detail-level ChartFields in transactions.

Commitment Control: Commitment control enables the tracking or controlling of expenses against budgets and revenues against estimates.

Control Options describe the degree of budgetary control:

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



Key Terms (continued)

Parent/child budgets: In commitment control, you can build a hierarchy between budget definitions. A parent budget has one or more child budgets. The budget amounts for all child budgets together represent the amount in their parent's budget. For example, if you have an appropriation budget that is a parent to multiple organization budgets, you set up an appropriation budget definition as a parent to the organization budget definition.

Posting: Posting is the final step in the budget journal entry process. When a budget journal is free of errors, it can be posted to the budget ledger. Cardinal does not require balanced budget journal entries, therefore offsetting entries are not generated upon posting.

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

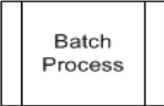
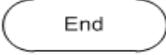
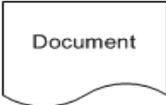
- Key ChartFields required for budget journals and source transactions
- Translation tree and level at which you budget for the key ChartFields
- Budget period calendar, which specifies valid budget periods

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

Spreadsheet Budget Journal Import: You can enter journals offline using Microsoft Excel and then import the journals into Cardinal.



Flow Chart Key

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