



GL336: General Ledger Maintenance

Instructor Led Training



Welcome

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

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

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

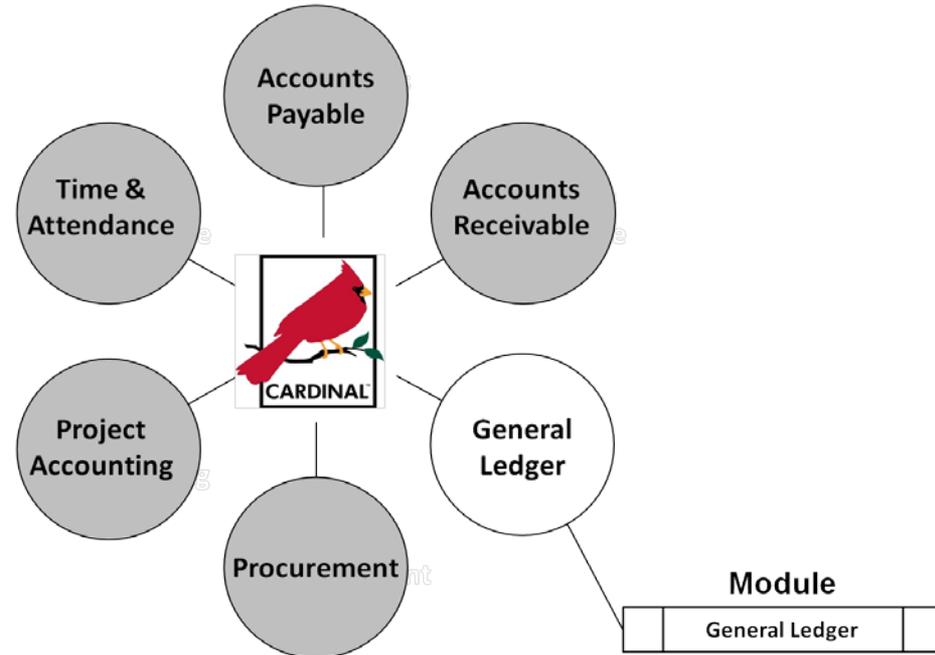


Introduction

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 General Ledger maintenance terms
- Describe key General Ledger maintenance concepts
- Describe the overall General Ledger maintenance process and the roles involved in it
- Explain how General Ledger maintenance integrates with other Cardinal modules and interfaces with external systems
- Add or update Chart of Account values, and their associated attributes
- Create and update SpeedTypes and SpeedCharts
- Understand tree structures
- Understand combination edits
- Understand budget structures
- Define allocations and allocation groups
- Amend the Journal Entry Template
- Describe the key General Ledger maintenance reports, queries, and online inquiries



Course Topics

Today, we will cover the following lessons:

- Lesson 1: General Ledger Maintenance Overview
- Lesson 2: ChartField Maintenance
- Lesson 3: General Ledger Setup
- Lesson 4: General Ledger Maintenance Reports, Queries, and Online Inquiries
- Lesson 5: General Ledger Maintenance Hands-On Practice



Lesson 1: General Ledger Maintenance Overview

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

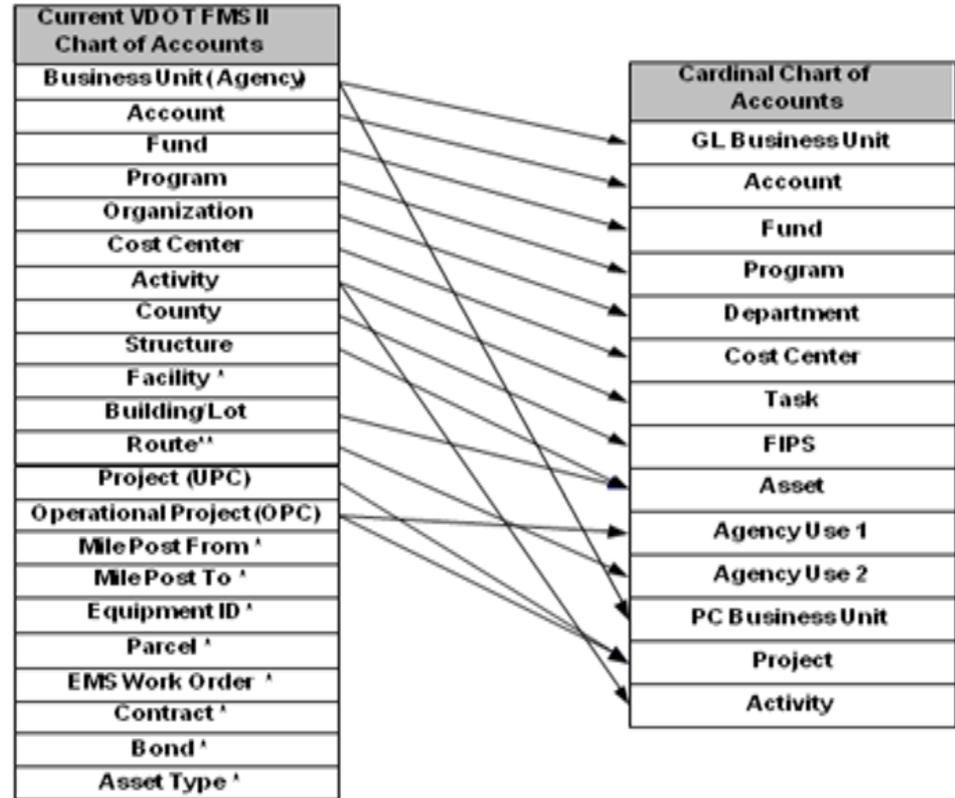
- Key Concepts
- General Ledger Process
- Integration and Interfaces



Key Concepts

Some key concepts in General Ledger Maintenance include:

- The Chart of Accounts (COA) structure and values, maintained in General Ledger, aid in recording and reporting of accounting information.
- For centrally owned COA fields, each agency works closely with the Department of Accounts (DOA) and the Department of Planning and Budget (DBP) to ensure values are in alignment with the enterprise application.



* The proposed Cardinal Chart of Account structure will not capture these fields

** Route will only be recorded during storm/disaster events.



Key Concepts (continued)

Other key concepts in General Ledger maintenance include:

- In Cardinal, maintaining tree structures is required for both Cardinal Financials and Cardinal Human Capital Management (HCM) applications. Cardinal's Time and Attendance Functional Area is located in the HCM application.
- In Cardinal, SpeedTypes are maintained in the General Ledger module and SpeedCharts are maintained in the Accounts Payable module.
- Various types of reports use reporting trees to roll up values to desired data levels. Trees are validated when COA values are created or modified, using tree audit functionality. The tree audit process compares the value table with the associated tree and identifies missing values. The COA maintenance resource has this tool available when reviewing trees.



General Ledger Process

Two of the two main processes in General Ledger are:

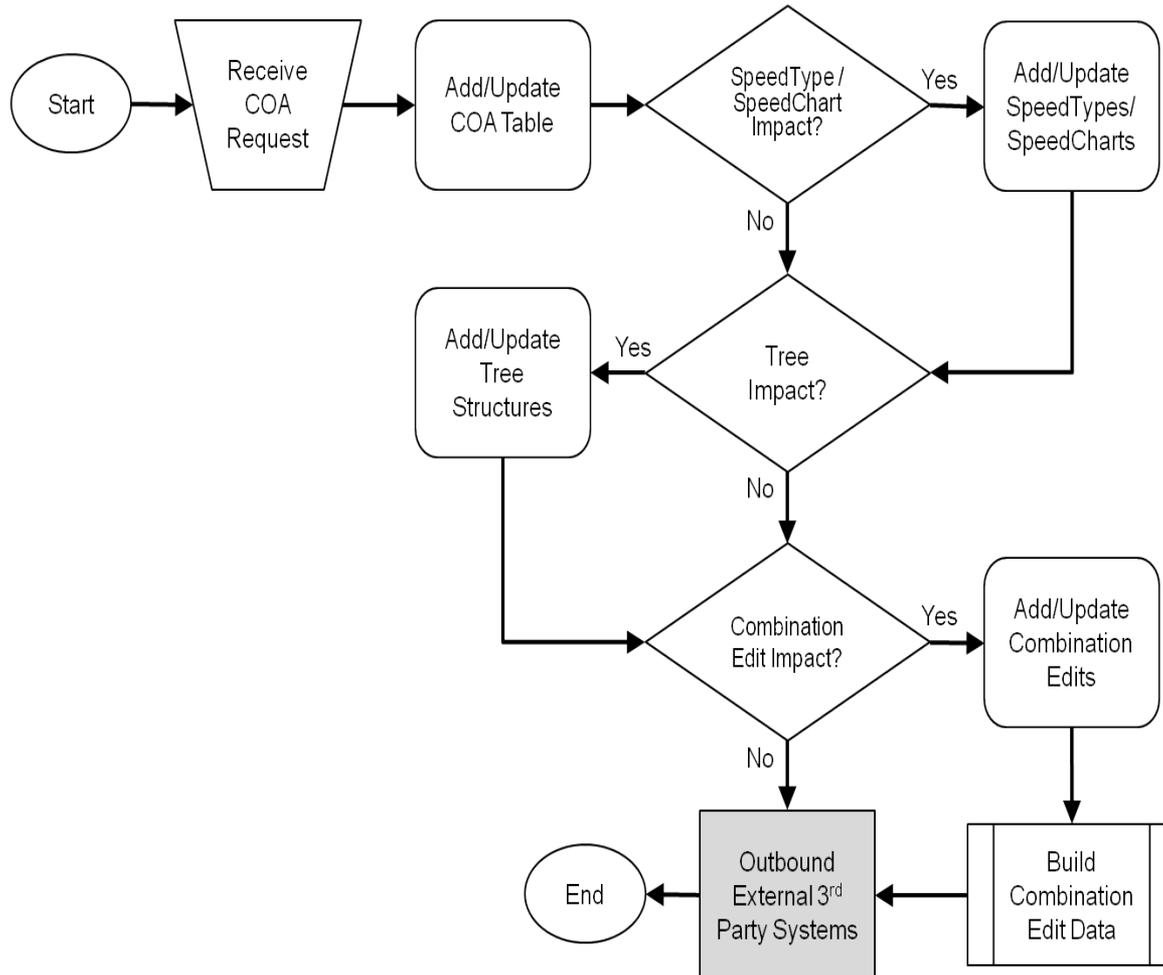
- Cardinal Setup and ChartFields
- Perform Allocation

The Cardinal Setup and ChartFields process and the Perform Allocation process establish some of the key data used to support General Ledger processing in Cardinal.



Cardinal Setup and ChartFields

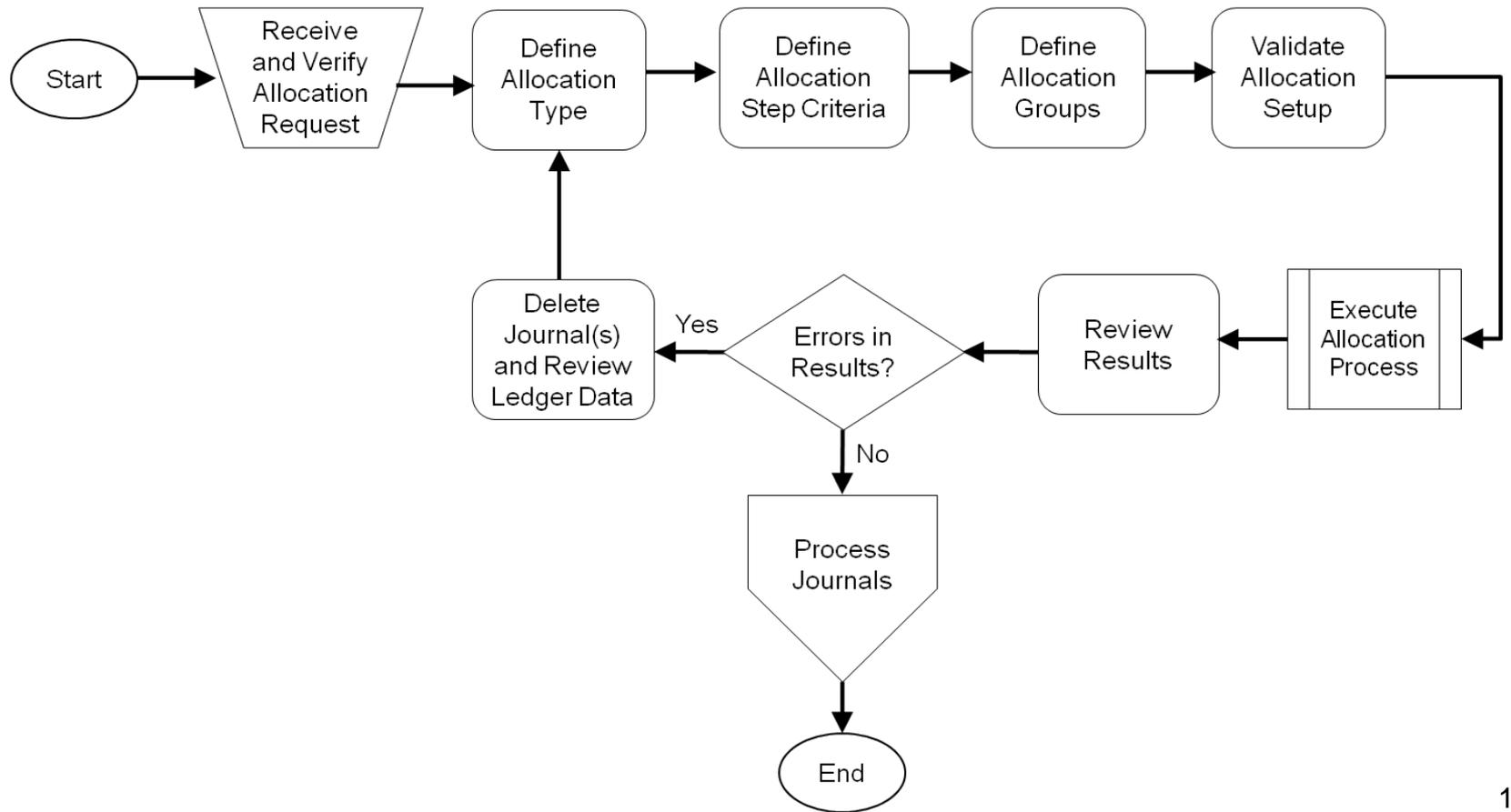
During the Cardinal Setup and ChartFields process, fields that store the Chart of Accounts (COA) and provide Cardinal with the basic structure for transactional and budget data are added, updated and maintained.





Perform Allocation

During the Allocation process, journal transactions, ledger balances or statistical quantities within a business unit or across business units are distributed so the appropriate entities (i.e., departments, divisions, cost centers) recognize a reasonable share of the amounts (i.e., overhead).

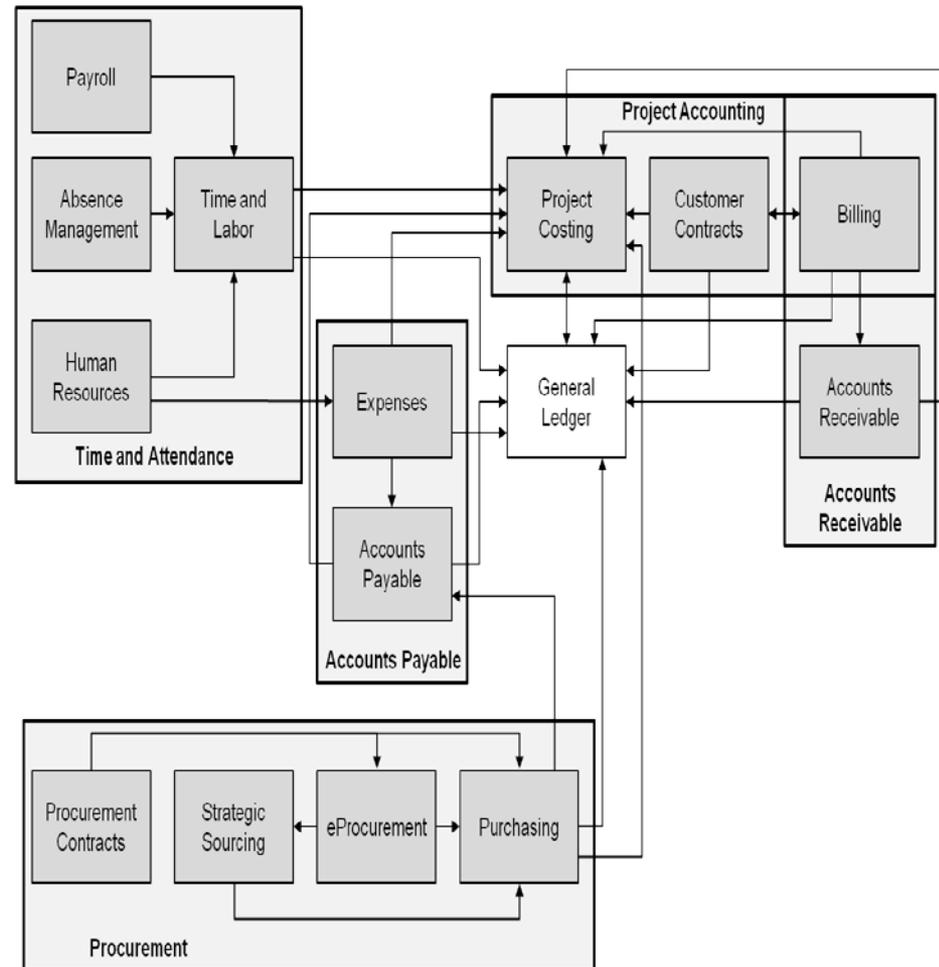




Integration with Commitment Control

Each Cardinal module feeds financial data to General Ledger. Various modules use Commitment Control, which resides in General Ledger, for budget check.

When a document passes budget check, it is marked with a **Valid** status and processing continues. If there are errors, further processing is suspended until the error is corrected.

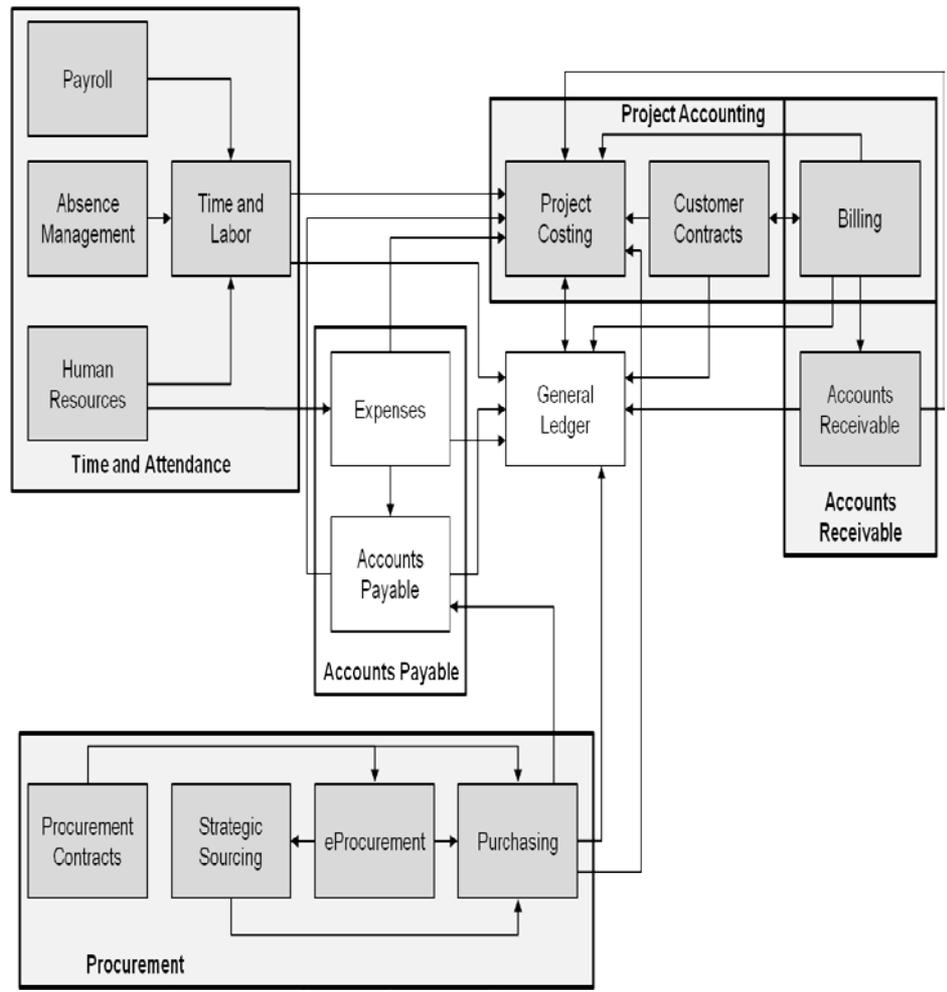




Integration with Accounts Payable and Expenses

General Ledger maintenance integrates with Accounts Payable in many different ways, including the following:

- Accounts Payable and Expense transactions are edit checked using General Ledger combination edits and budget checked against Commitment Control.
- The Accounts Payable and Expenses modules create accounting entries that are journal generated to General Ledger for posting to the appropriate ledgers.

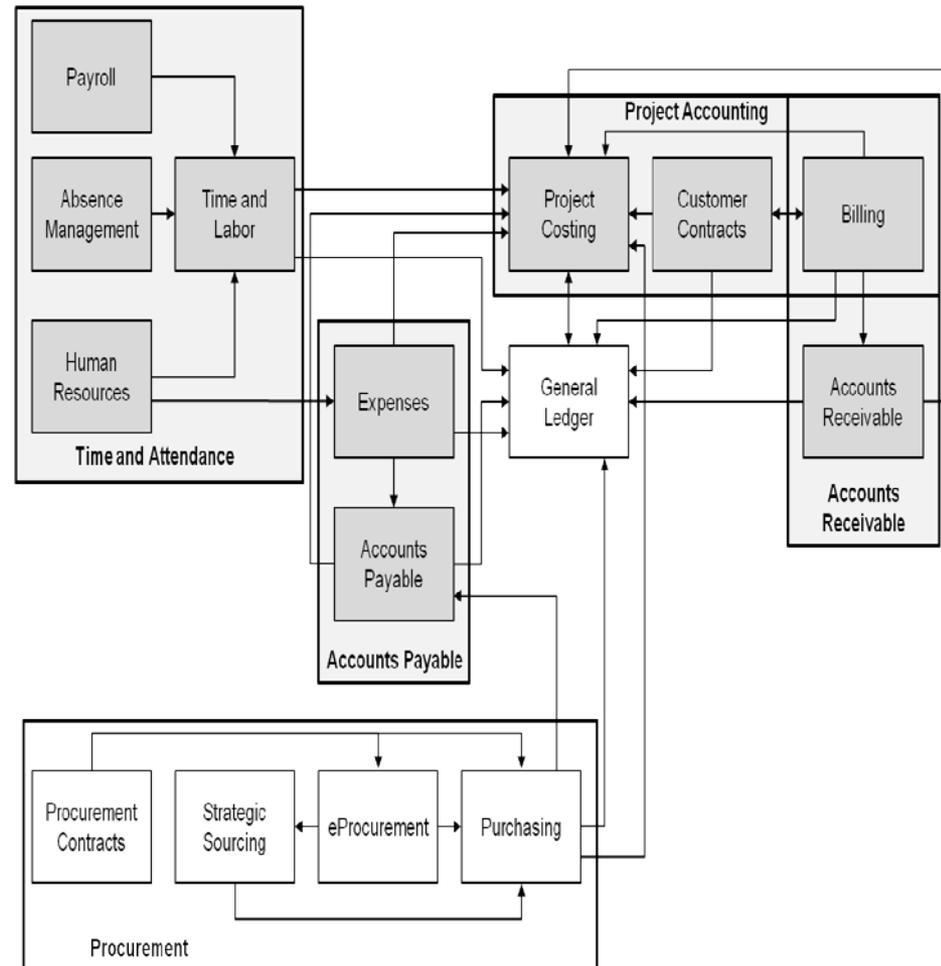




Integration with Purchasing

General Ledger maintenance integrates with Purchasing in many different ways, including the following:

- Purchase orders and requisitions from Procurement integrate with Commitment Control to verify the ChartField combination has been established within the budget ledgers.
- Inventory requisitions are edit checked using General Ledger combination edits and are budget checked against Commitment Control. This budget check only validates budget combinations, but does not reserve the budget. Inventory requisitions are journal generated to General Ledger for posting to the appropriate ledgers.

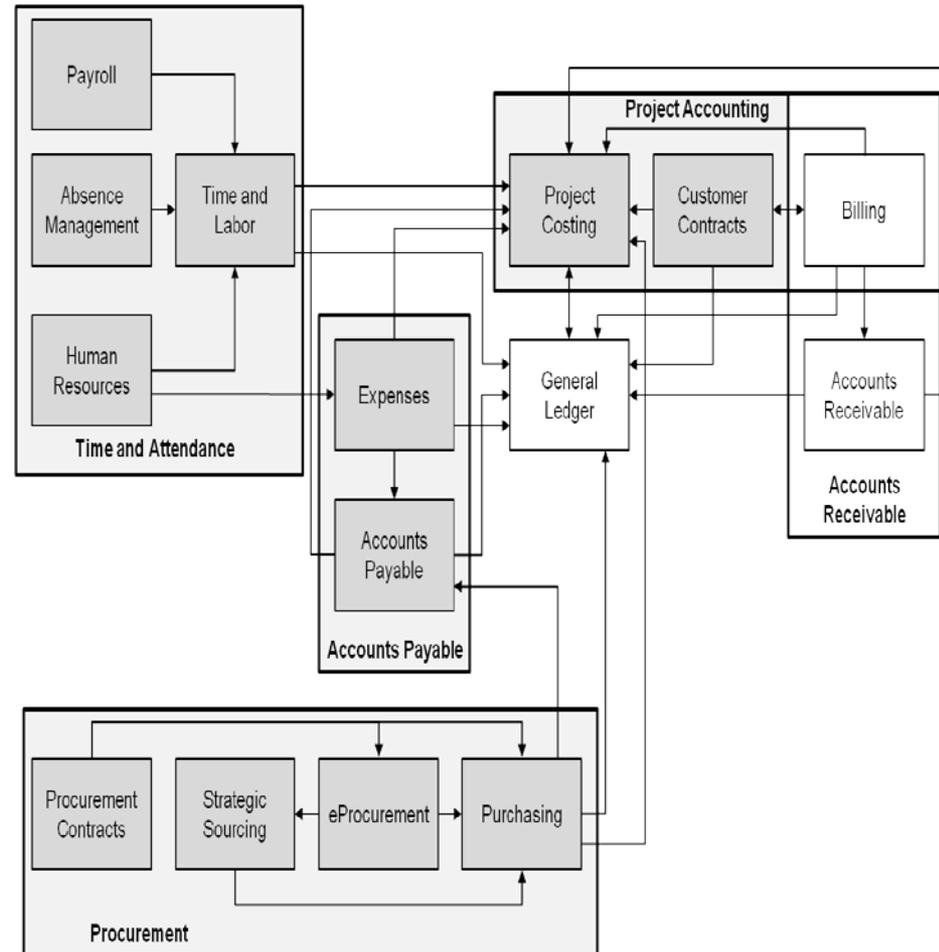




Integration with Accounts Receivable and Billing

General Ledger maintenance integrates with Accounts Receivable in many different ways, including the following:

- Accounts Receivable and Billing transactions are edit checked using General Ledger combination edits and budget checked against Commitment Control.
- The Accounts Receivable and Billing modules create accounting entries that are journal generated to General Ledger for posting to the appropriate ledgers.

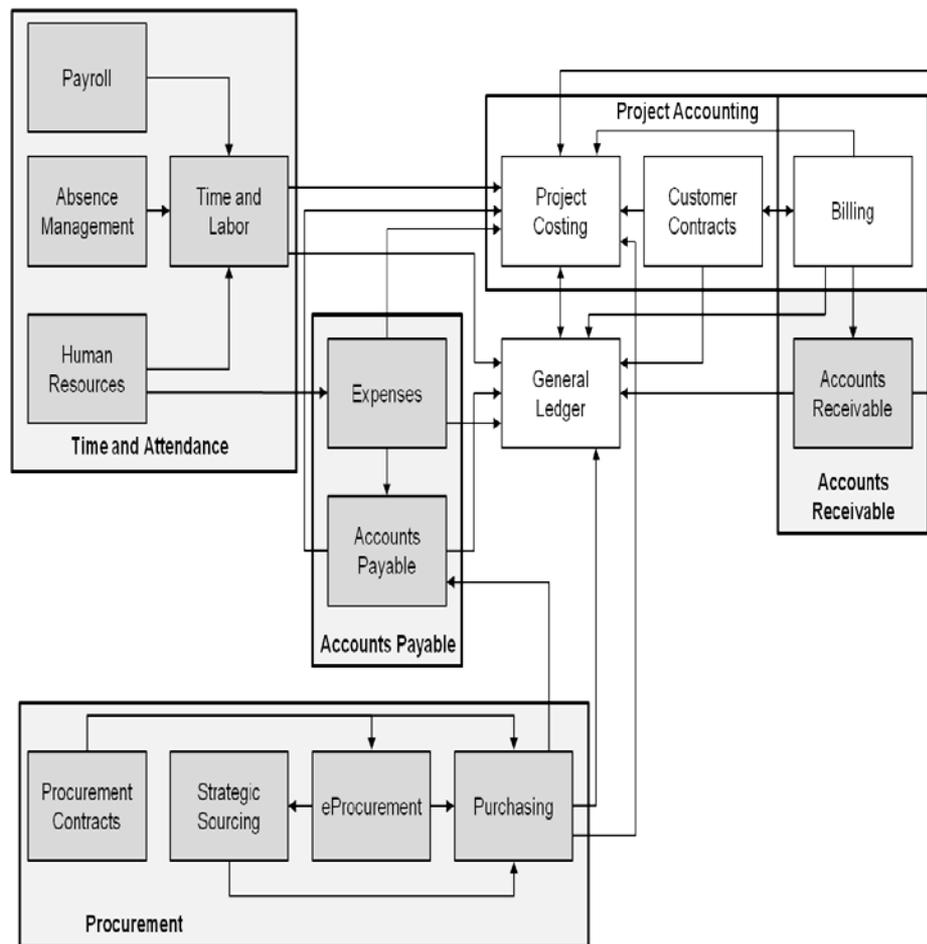




Integration with Project Costing & Customer Contracts

General Ledger maintenance integrates with Project Costing and Customer Contracts in many different ways, including the following:

- Project split transactions are edit checked using General Ledger combination edits and budget checked against Commitment Control. Customer Contract transactions are edit checked using General Ledger combination edits and budget checked against Commitment Control. Project Costing revenue billing is edit and budget checked in General Ledger. Project Costing and Customer Contract transactions are journal generated and sent to General Ledger for posting to the appropriate ledgers.
- Project budget journal entries and General Ledger project adjusting entries are sent to Project Costing and Customer Contracts.

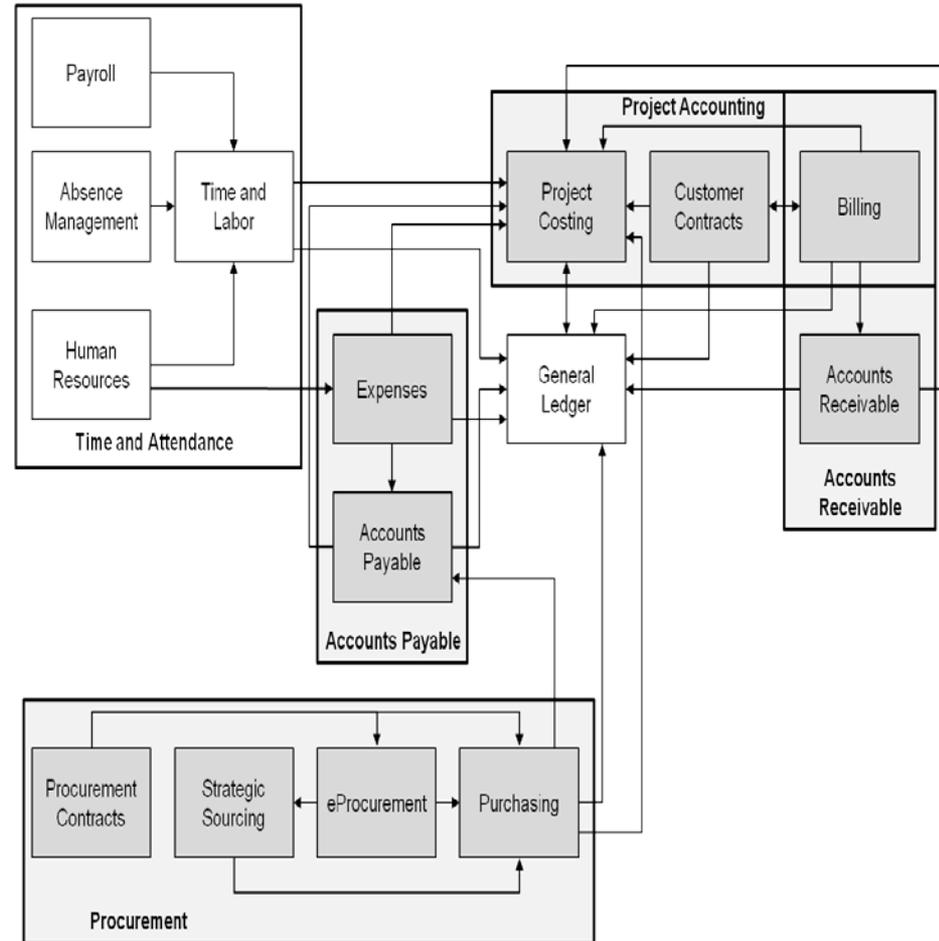




Integration with Time & Attendance

General Ledger maintenance integrates with Time & Attendance in many different ways, including the following:

- Time & Attendance transactions are edit checked using General Ledger combination edits and budget combinations.
- Time & Attendance transactions are journal generated and sent to General Ledger for posting to the appropriate ledgers after being budget checked.

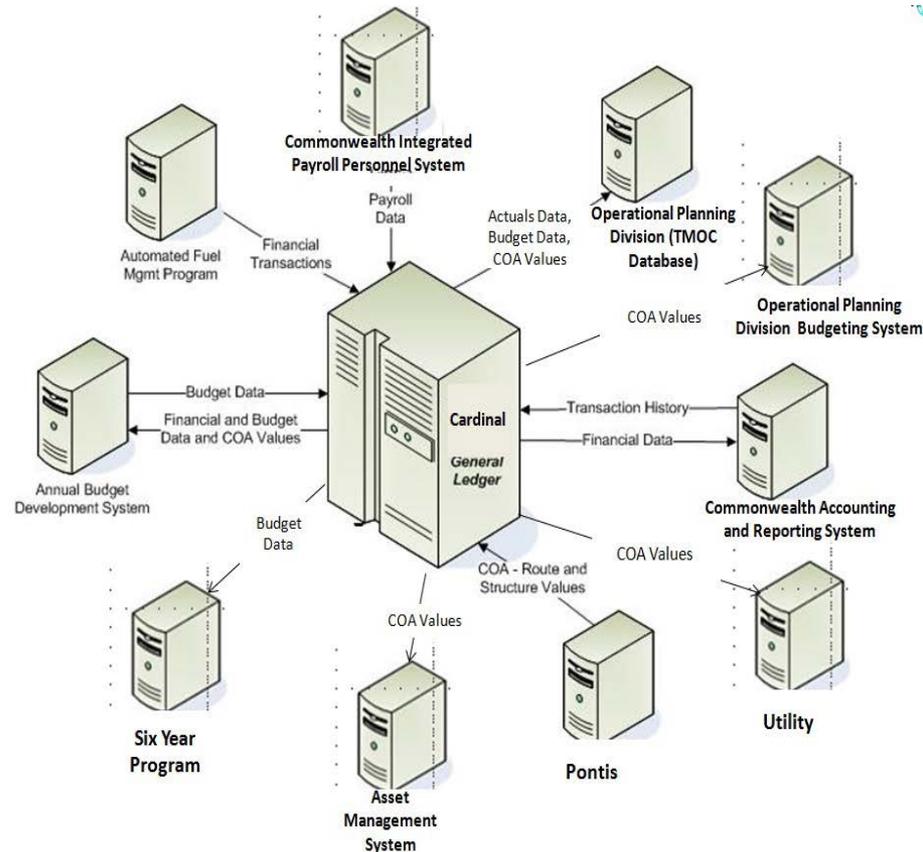




Interfaces with TMOC, OPDBS, Utility, Pontis, and ABDS

General Ledger maintenance also interfaces daily with several external systems:

- Operational Planning Division - Transportation Maintenance and Operations Committee (TMOC) database: Cardinal sends COA values to the Operational Planning Division database called TMOC.
- Operational Planning Division Budgeting System (OPDBS): Cardinal sends COA values to OPDBS.
- Utility: Cardinal sends COA values to Utility.
- Pontis: Cardinal receives structure values from Pontis, an FHWA (Federal Highway Administration) software application used to manage highway bridges and other structures.
- Annual Budget Development System (ABDS): Creates a budget at the beginning of each budgeting cycle. This budget is extracted and loaded into Cardinal as budget journals. Cardinal sends ABDS financial data, budget data, and COA values.





Lesson 1: Summary

In this lesson, you learned:

- For centrally owned COA fields, each agency works closely with the Department of Accounts (DOA) and the Department of Planning and Budget (DBP) to ensure values are in alignment with future enterprise application.
- In Cardinal, both the Financials and Human Capital Management (HCM) applications have tree structures that require maintenance. HCM houses the Time and Attendance functional area.
- In Cardinal, SpeedTypes are maintained in the General Ledger module and SpeedCharts are maintained in the Accounts Payable module.
- Two of the main processes in General Ledger are Cardinal Setup and ChartFields and Perform Allocation.
- 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.
- When a document passes budget check, it is marked with a Valid status and processing continues. If there are errors, further processing is suspended until errors are corrected.



Lesson 2: ChartField Maintenance

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

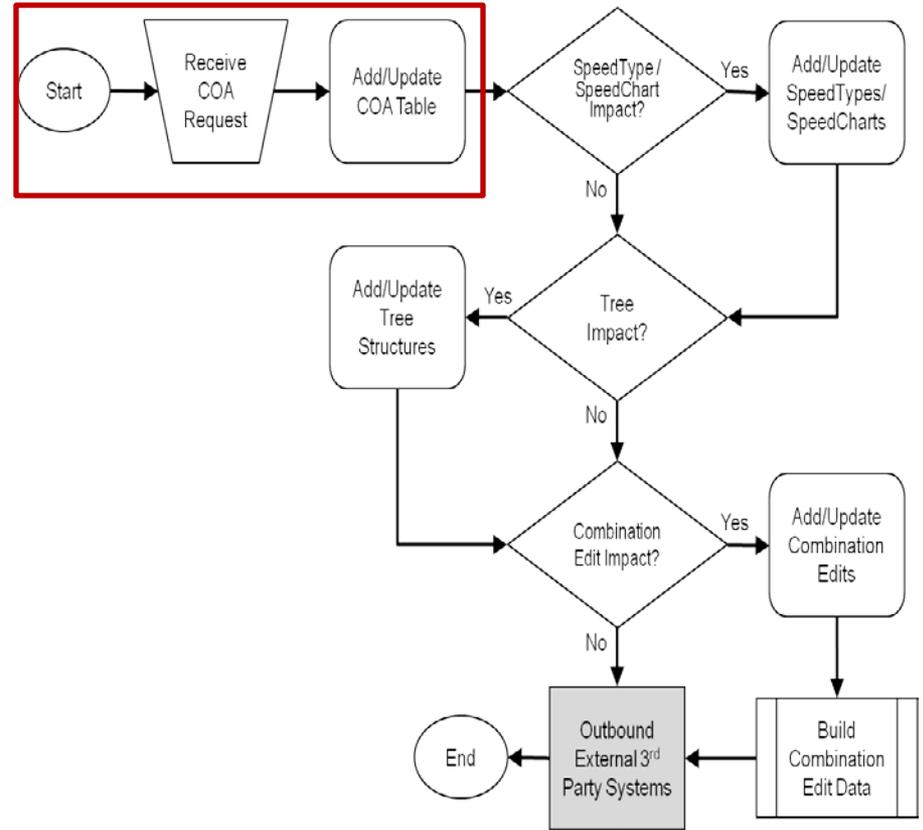
- Maintaining Chart of Account Values and Attributes
- Maintaining SpeedTypes and SpeedCharts
- Maintaining Tree Structures
- Defining Combination Edits



Maintaining Chart of Account Values and Attributes

In this lesson, we will discuss each step in the Cardinal Setup and ChartFields process.

This topic focuses on maintaining COA values.





ChartFields

ChartField values can be defined either as specific values or as a range of values using trees. ChartFields are added and maintained by SetIDs, and associated with a Business Unit.

The default ChartFields in Cardinal are shown below:

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Configure > Standard Configuration

Standard ChartField Configuration

List of Chartfields Customize | Find | 21 | First 1-21 of 21 Last

	Status	Order	Field Long Name	Field Short Name		Display Length	Affiliate Type	IntraUnit Related ChartField
<input type="checkbox"/>	Active ChartField	1	Account	Account	Relabel	10		
<input type="checkbox"/>	Active ChartField	2	Fund	Fund	Relabel	5		
<input type="checkbox"/>	Active ChartField	3	Program	Program		10		
<input type="checkbox"/>	Active ChartField	4	Department	Department	Relabel	10		
<input type="checkbox"/>	Active ChartField	5	Cost Center	Cost Center	Relabel	10		
<input type="checkbox"/>	Active ChartField	6	Task	Task	Relabel	6		
<input type="checkbox"/>	Active ChartField	7	FIPS	FIPS		5		
<input type="checkbox"/>	Active ChartField	8	Asset	Asset	Relabel	8		
<input type="checkbox"/>	Active ChartField	9	Agency Use 1	Agency Use 1		10		
<input type="checkbox"/>	Active ChartField	10	Agency Use 2	Agency Use 2	Relabel	8		
<input type="checkbox"/>	Active ChartField	11	PC Business Unit	PC Bus Unit	Relabel	5		
<input type="checkbox"/>	Active ChartField	12	Project	Project	Relabel	10		



ChartField Maintenance

ChartField maintenance allows correct reporting and budgetary control on all transactions within the financial system. Maintenance includes the updating of chart of account values and attributes, budget structures, reporting trees, SpeedTypes, SpeedCharts and editing combinations.

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



ChartField History

The **Effective Date** and **Status** fields maintain a complete history of ChartField changes and additions to provide a complete audit trail.

The effective date is not available for the **Project** ChartField. It is automatically assigned a default value of **01/01/1901**.

The screenshot displays the 'Define Values' screen for a ChartField in the CARDINAL system. The breadcrumb trail at the top indicates the path: Home > Worklist > Add to Favorites > Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The current account is 'STATE' (SetID) and '101001' (Account). The 'Effective Date' field is set to '01/01/1901' and the 'Status' is 'Active'. The description is 'Cash Not With Treasurer' and the short description is 'Cash Nt Tr'. The monetary account type is 'Asset' and the balance sheet indicator is 'Non-VAT Related'. The interface includes various checkboxes for 'Statistical Account', 'Control Account', 'Budgetary Only', 'OpenItem Account', 'Reconcile on Base Amount', 'General Ledger Account', 'Performance Measurement Acct', and 'ABM Account'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.



Updating a ChartField Value

When you receive a request to update a ChartField value, follow the steps below:

- Navigate to: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values.**
- Click on the type of ChartField value you would like to update.
- In the **Find an Existing Value** tab, enter your SetID and search criteria.
- Click the **Search** button.
- Click on the ChartField value you are updating.
- Click on the **Add a new row (+)** button to add a new effective dated row for this value. Enter a new effective date for this row.
- Update the ChartField attributes as necessary.
- Select the appropriate **Active** or **Inactive** status from the **Status** menu.
- Click the **Save** button.

The screenshot displays the 'Define Values' screen for ChartField Values in the CARDINAL software. The interface includes a navigation bar at the top with 'Home', 'Worklist', and 'Add to Favorites'. The breadcrumb trail shows: 'Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values'. The 'Account' tab is selected, and the 'Map to Alternate Account' button is visible. The 'SetID' is 'STATE' and the 'Account' is '101001'. The 'Effective Date' is '01/01/1901', and the 'Status' is 'Active'. The 'Description' is 'Cash Not With Treasurer' and the 'Short Description' is 'Cash NTTr'. The 'Monetary Account Type' is 'Asset', the 'Balance Sheet Indicator' is 'Non-VAT Related', and the 'VAT Account Flag' is 'Non-VAT Related'. The 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'Performance Measurement' section includes 'General Ledger Account', 'Performance Measurement Acct', and 'ABM Account'.



Updating a ChartField Value (continued)

CARDINAL Home | Worklist | Add to Favorites

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

New Window | Help | Customize Page

Account | Map to Alternate Account

SetID: STATE Account: 101001

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 ***Status: Active** **Attributes** [Long Description](#) + -

*Description: Cash Not With Treasurer Control Account Commitment Control Override

*Short Description: Cash Nt Tr Budgetary Only

Statistical Account UOM:

Monetary Account Type: Asset Book Code:

Balance Sheet Indicator: Allow Book Code Override

*VAT Account Flag: Non-VAT Related Physical Nature:

OpenItem Account Reconcile on Base Amount VAT Default

Edit Record:

Prompt Table:

Reconcile Tolerance:

Edit Field:

Description of OpenItem:

Reconcile Currency:

Performance Measurement

General Ledger Account Performance Measurement Acct ABM Account

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

Account | Map to Alternate Account



Adding a ChartField Value

When you receive a request to add a ChartField value, follow the steps below:

- Navigate to: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values.**
- Click on the type of ChartField value you are adding.
- Click on the **Add a New Value** tab. Enter your SetID and ChartField value and click the **Add** button.
- Enter the necessary data, such as description, short description, etc.
- Add the ChartField attributes as necessary.
- If this is a budgetary only value, select the **Budgetary Only** checkbox. If you select this checkbox, the value will not be available for recording actual transactional entries. Please note that budgetary only functionality is available for all fully configurable ChartFields, with the exception of Project.
- Select the appropriate **Active** or **Inactive** status from the **Status** menu.
- Click the **Save** button.

The screenshot displays the 'ChartField Values' configuration screen in the CARDINAL system. The breadcrumb trail at the top reads: 'Home | Worklist | Add to Favorites' and 'Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values'. The current page is titled 'Account | Map to Alternate Account'.

Key fields and controls visible include:

- SetID:** STATE, **Account:** 101001
- Effective Date:** 01/01/1901
- *Status:** Active (dropdown menu, highlighted with a red box)
- Attributes:** (text field, highlighted with a red box)
- *Description:** Cash Not With Treasurer
- *Short Description:** Cash Nt Tr
- Monetary Account Type:** Asset
- *VAT Account Flag:** Non-VAT Related
- Control Account:**
- Commitment Control Override:**
- Budgetary Only:**
- Allow Book Code Override:**
- Physical Nature:** (dropdown menu)
- Book Code:** (text field)
- VAT Default:** (text field)
- Edit Record:** (text field with search icon)
- Prompt Table:** (text field with search icon)
- Reconcile Tolerance:** (text field)
- Description of OpenItem:** (text field)
- Reconcile Currency:** (text field with search icon)

At the bottom of the form, the **Save** button is highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The status bar at the bottom indicates 'Account | Map to Alternate Account'.



Creating a ChartField Attribute and Attaching to a ChartField

Generic ChartField attributes are optional features that support such things as reporting and payment processing. The **ChartField Attribute** page is used to create ChartField attributes.

After you attach an attribute value to a ChartField value, it cannot be deleted using the ChartField Attribute page. However, using the ChartField value attribute secondary page, you can delete any attribute and attribute value.

Attributes share the effective dating of the ChartField values to which they are attached. The Project ChartField does not have effective dating. Project ChartField attributes are automatically assigned a default effective date of 01/01/1900.



Step 1 - Creating Generic ChartField Attributes

To create a generic ChartField attribute, use the following steps:

- Navigate to the **ChartField Attributes** page: **Main Menu > Set Up Financial/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes > ChartField Attributes.**
- Click the **Add a New Value** tab. Enter your SetID in the **SetID** field (this will be **STATE** for all statewide values). Enter any applicable ChartField in **Field Name** for which attribute functionality is available (such as ACCOUNT, DEPTID, etc.). The **ChartField Attribute** field is a user-defined field in which you name the attribute. Enter information in this field as appropriate. When all information on the page is entered, click the **Add** button.

In this example, we are adding **District** as an attribute to the **DEPTID** ChartField value.

Chartfield Attributes

Find an Existing Value | Add a New Value

SetID: 50100

Field Name: DEPTID

ChartField Attribute: DISTRICT

Add

Find an Existing Value | Add a New Value



Step 1 - Creating a Generic ChartField Attribute (continued)

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

ChartField Attribute

SetID: 50100 Field Name: DEPTID Attribute: DISTRICT

Description: VDOT District

Allow Multiple Values per Attr

*ChartField Attribute Value	Description		
10	Central Office	+	-
11	Bristol	+	-
12	Salem	+	-

Save Return to Search Notify Add Update/Display



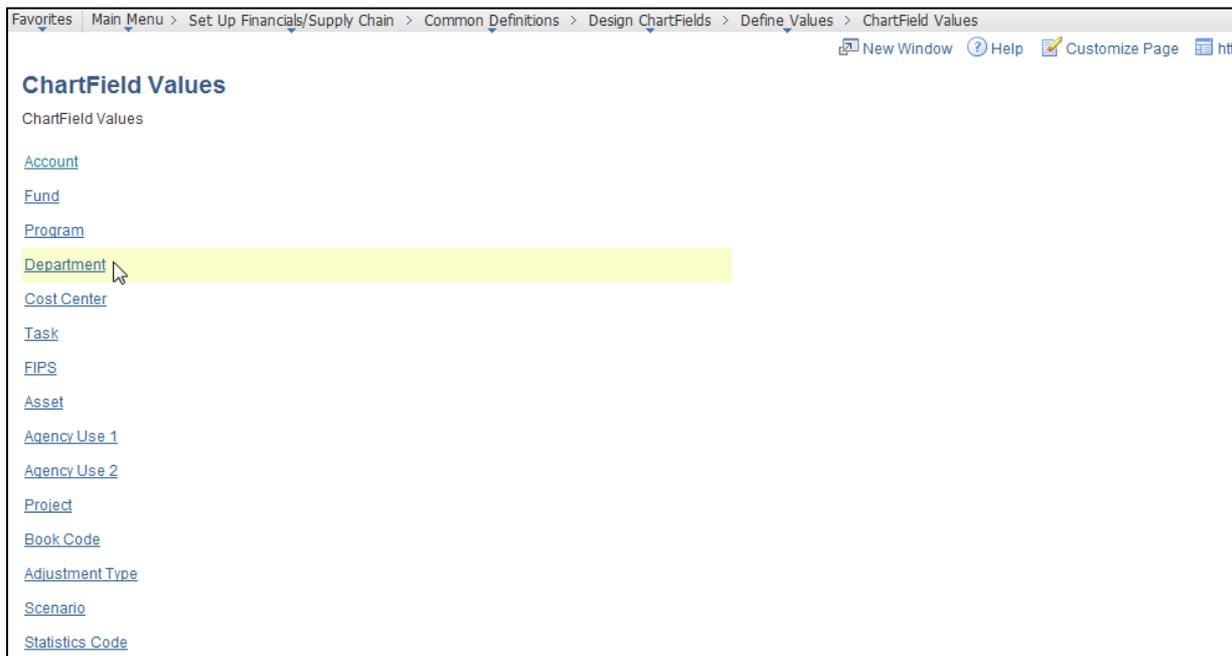
Step 2 – Attaching a ChartField Attribute to a ChartField

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

You can navigate to this page through the following path:

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

Then click the **Attributes** link from the applicable **ChartField Values** page.





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

In this example, we are adding the district attribute with a **Bristol** attribute value to the **DEPTID** ChartField value. Use the following steps:

- Click **Department** on the **ChartField Values** page to get to the **Department** page.
- The **Department** page has two tabs and defaults to the **Find an Existing Value** tab.
- Enter your SetID in the **SetID** field. Enter the relevant Department ID in the **Department** field. Click the **Search** button.

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

New Window Help http

Department

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

Find an Existing Value Add a New Value

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

SetID: = 50100

Department: begins with

Description: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value



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

- On the **Department** page, click the **Attributes** link.

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

New Window | Help | Customize Page | http

Department

SetID: 50100 Department: 11036

Effective Date: 01/01/1901 [Attributes](#) [Long Description](#)

*Status: Active Budgetary Only

*Description: North Bristol Area Hdqtrs

*Short Description: North Bris

Manager ID: Manager Name:

*Company: *Location Code: *Location SetID:



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

- Use this page to select one or more of the ChartField attribute and attribute value combinations that apply to a specific ChartField value.
- In this example, this Department already has an attribute (Department Type). Click the **+** button to add a second attribute to the ChartField value. Click the magnifying glass next to the **ChartField Attribute** field and select the ***DISTRICT*** attribute.
- Click the magnifying glass next to the **ChartField Attribute** Value and select the relevant district attribute value. In this example, we selected **11** for Bristol.
- Then click the **OK** button.
- This takes you back to the **Department** page. Click the **Save** button on the **Department** page.



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

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

Tools: New Window | Help | Customize Page | http

Chartfield Attributes

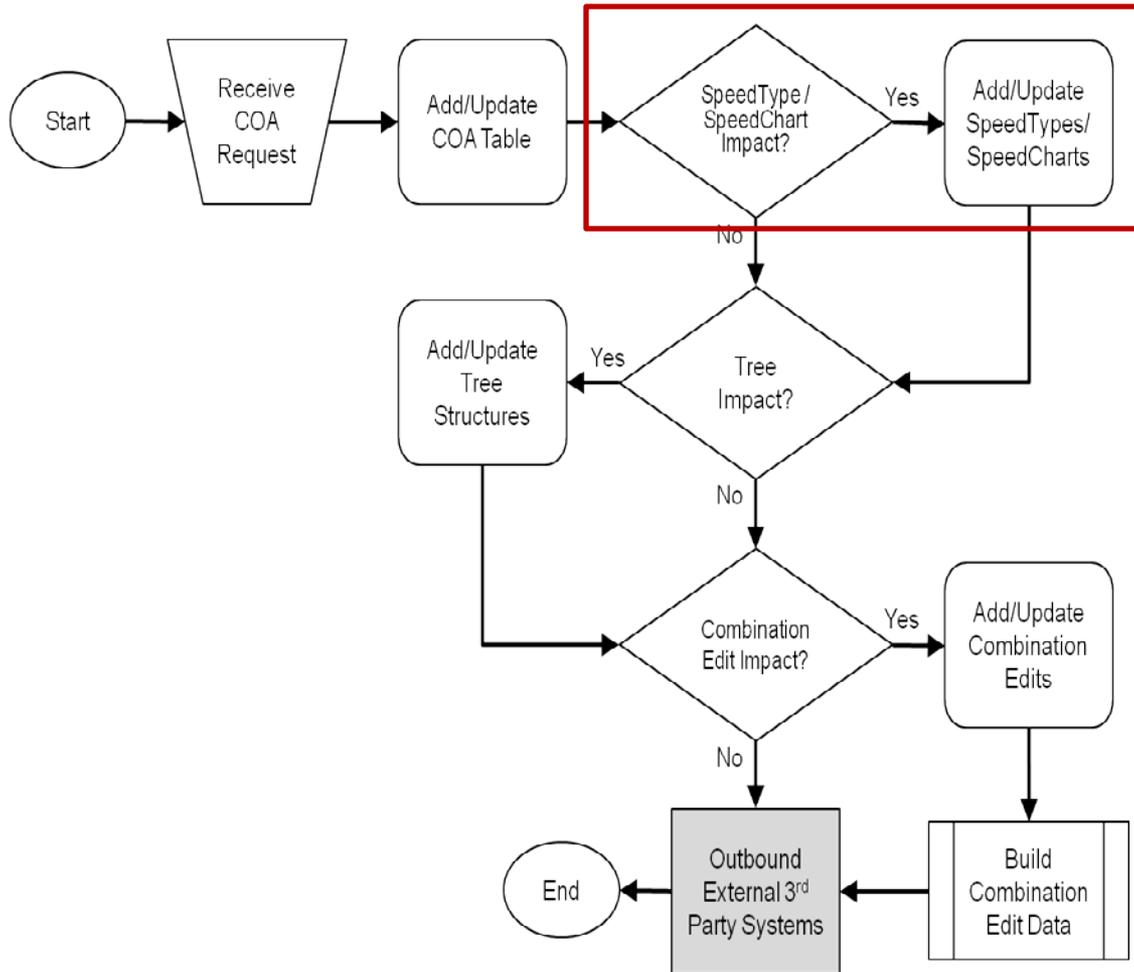
SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description		
50100	11036	01/01/1901	DEPTID	DEPARTMENT TYP	AREA HEADQUARTERS	Area Headquarters	+	-
50100	11036	01/01/1901	DEPTID	DISTRICT	11	Bristol	+	-

Buttons: OK | Cancel



Maintaining SpeedTypes and SpeedCharts

The second step in ChartField set up and maintenance relates to maintaining SpeedTypes and SpeedCharts.





SpeedTypes and SpeedCharts

SpeedTypes and SpeedCharts consist of a pre-determined COA value strings (such as fund, program, department), which populate the accounting distribution lines when entered on a transaction. They provide the ability to define codes for frequently used ChartField combinations. When a SpeedType is entered, users still have the ability to add additional COA values on the associated distribution line. In Cardinal, SpeedType and SpeedChart values have been created for project and cost center combinations. Please note that project-related SpeedTypes and SpeedCharts are created and maintained automatically.

SpeedTypes can be used in Time & Attendance entries, Expenses transactions, General Ledger journal entries, 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.

Please note that if you create a SpeedType, you will have to create a SpeedChart as well, and vice versa. There is one exception to this rule: SpeedTypes established for use by the Commonwealth Integrated Payroll and Personnel System's (CIPPS) Journal Interface do not require a corresponding SpeedChart.



Creating and Maintaining SpeedTypes

To demonstrate how SpeedTypes are created, imagine you need to create a SpeedType for Cost Center **12020200**, Fund **04720**, and Department **10030**:

- Navigate to: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes**
- Click the **Add a New Value** tab and enter your **SetID** and **SpeedType**. If you enter a User ID, this User ID will have sole access to the SpeedType. You need to leave this field blank, as all SpeedTypes are universally accessible.
- Click the **Add** button.
- This takes you to the **SpeedType** page. Enter a description, select **Cost Center 12020200**, **Fund 04720**, and **Department 10030**.
- Select the **Publish Data** checkbox to ensure the SpeedType is sent to the Cardinal Time & Attendance (HCM) application.
- Click the **Save** button.



Creating and Maintaining SpeedTypes (continued)

CARDINAL

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

SpeedType

SetID: 50100 Publish Data

SpeedType Key: TEST123

Type of SpeedType: Universal (All Users)

Description:

Account:

Fund:

Program:

Department:

Cost Center:

Task:

FIPS:

Asset:

Agency Use 1:

Agency Use 2:

PC Business Unit:

Project:

Activity:

Source Type:

Category:



Creating and Maintaining SpeedCharts

To demonstrate how SpeedCharts are created, imagine you need to create a SpeedChart to be used for requisitions in the Purchasing module for **Cost Center 12020200, Fund 04720 and Department 10030**:

- Navigate to: **Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart.**
- Click the **Add a New Value** tab.
- Enter your **SetID** and **SpeedChart**. SpeedCharts are universally accessible at COVA so leave the **User ID** field blank.
- Enter an effective date.
- Click the **Add** button.

SpeedChart

Find an Existing Value | Add a New Value

SetID: 50100

SpeedChart Key:

User ID:

Primary Permission List:

Effective Date: 07/05/2011

Add

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



Creating and Maintaining SpeedCharts (continued)

- This takes you to the **SpeedChart** page.
- **Total Percent** indicates the total of the proration percentages that you selected for the SpeedChart lines.
- Enter a description for your SpeedChart.

The **Security Option** section defines security settings for the SpeedChart you are creating. The **Universal** option allows all users access to the SpeedChart. The **One User** option allows access to the one user you can set up on this page. The **One Permission** option selects a permission level that users need to have to access the designated SpeedChart. Cardinal only uses **Universal**, so please select this option.

For the **Universal** option, you must enter at least one ChartField distribution.

In the **Definition** section, there are two distribution options. The **Enter Percentages** option distributes cost by a percentage of the total amount. When you select this option, enter a proration percent for each SpeedChart line. The **Enter Weights** option distributes cost by item unit of measurement weight. When you select this option, enter a proration weight value for each SpeedChart line. Select a unit of measurement (UOM) for distributing cost by weight.

- In the **Speed Charts** section, select **Cost Center 12020200**, **Fund 04720**, and **Department 10030**.
- Click the **Save** button.



Creating and Maintaining SpeedCharts (continued)

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

Tools: New Window | Help | Customize Page | http

SpeedChart

SetID: 50100 SpeedChart: TEST123 Eff Date: 07/05/2011 *Status: Active

Description: Total Percent: 100.00

Security Option

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

Definition

- Enter Percentages
- Enter Weights

UOM:

Description:

Speed Charts Customize | Find | View All | First 1 of 1 Last

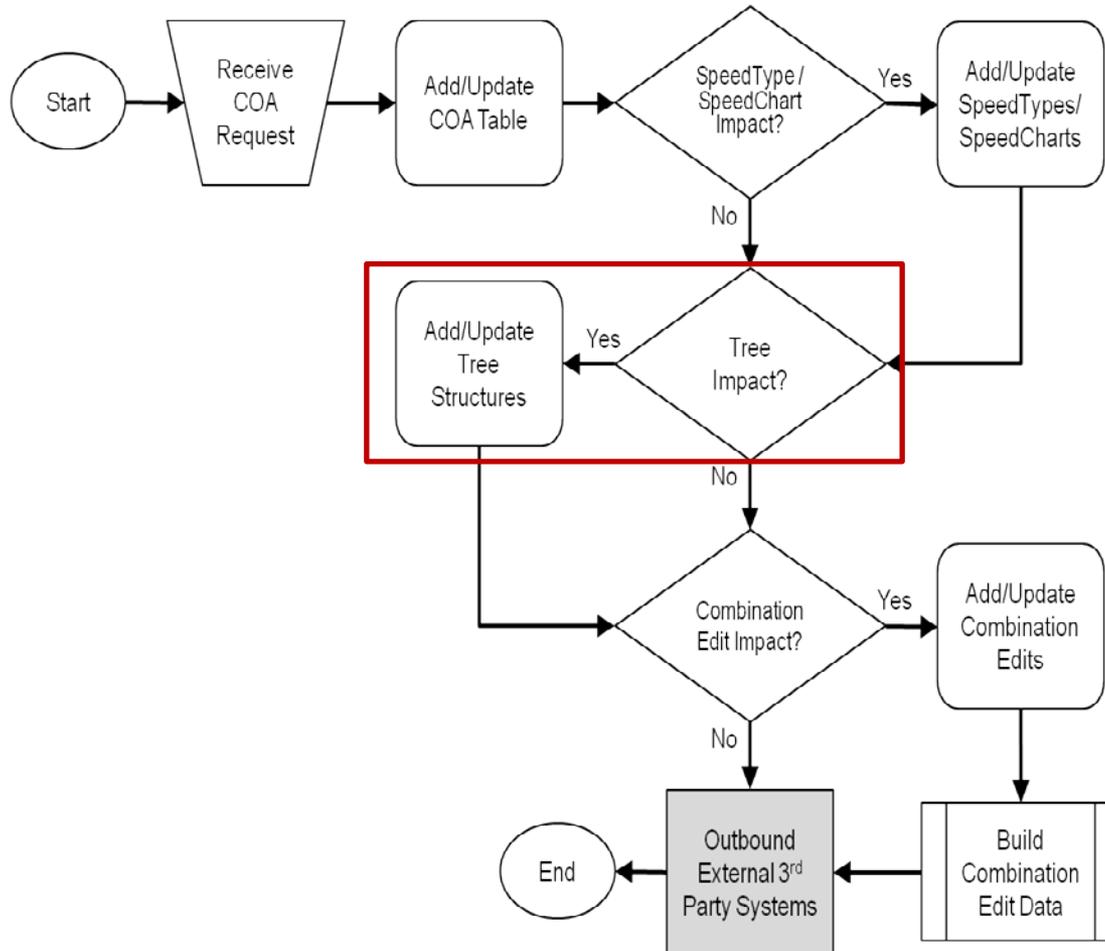
	Percent	Weight	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Age
1	100.00	0.00000	<input type="text"/>									

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



Maintaining Tree Structures

The third step in ChartField set up and maintenance relates to maintaining tree structures.





Understanding Tree Types

A tree is the graphical hierarchy in Cardinal that displays the relationship between all accounting units (for example, departments, projects, reporting groups, account numbers) and determines roll-up hierarchies. In a tree, to roll up is to total sums based on information hierarchy.

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

1. Detail tree structures

There are three types of detail trees:

- Summer tree
- Winter tree
- Spring tree

2. Summary tree structures

These are used for PeopleSoft nVision reporting using summary ledgers. Summary trees are not used in Cardinal.



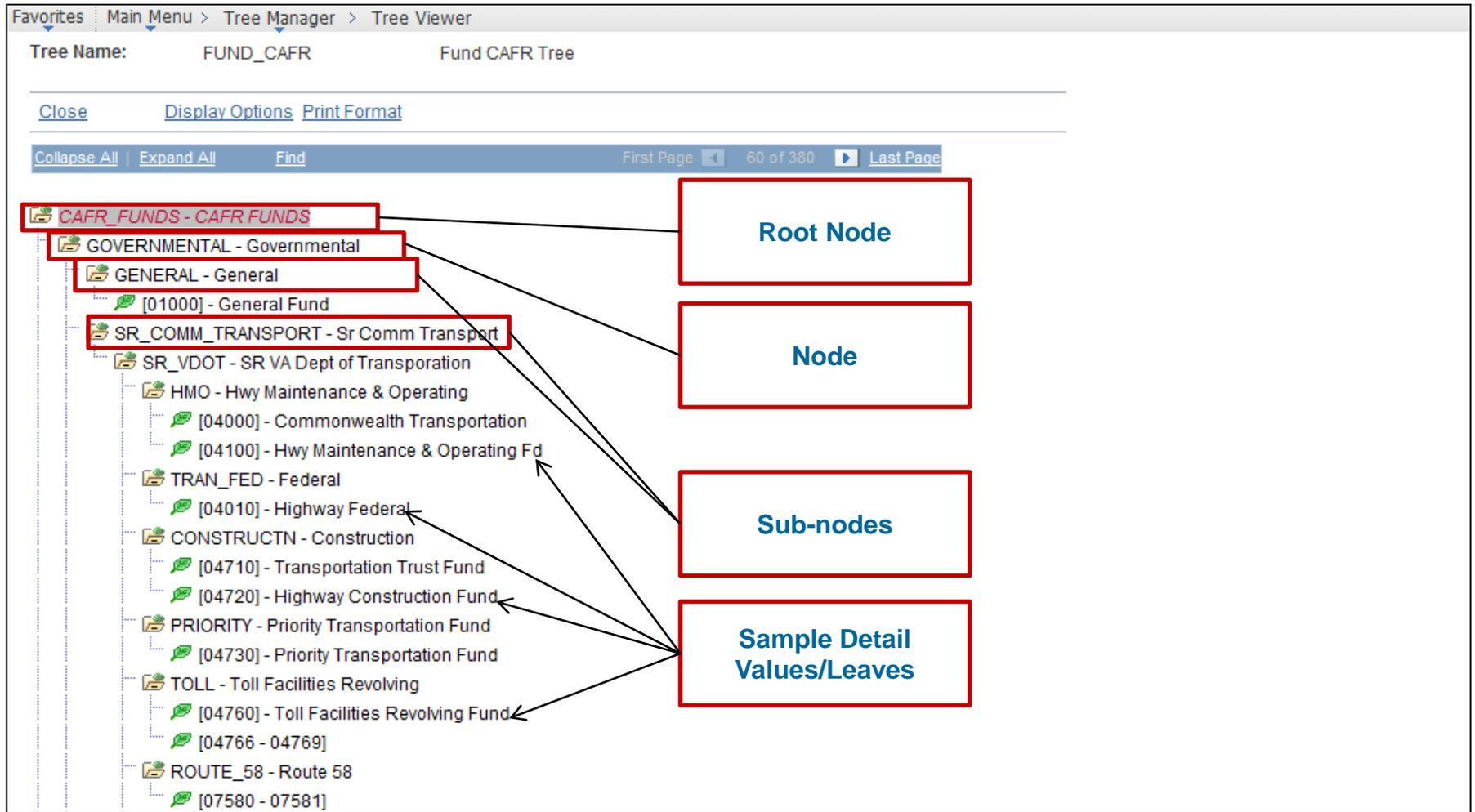
Summer Trees

A summer tree uses the PS_TREE_NODE table for nodes and a detail value table for leaves.

The tree displayed on the next slide is a detail tree, with detail values. In a detail tree, the lowest level in the hierarchy consists of the detail values, which are represented by leaves. Because of this, such trees are sometimes called summer trees. You can use a detail tree to represent account hierarchies, product hierarchies, business unit hierarchies, and so on.



Summer Trees (continued)





Winter Trees

On the next slide is a detail tree structure for a winter tree. Winter trees use the detail value table and are node-oriented trees, therefore have no leaves. Because of this, such trees are sometimes called winter trees.

In standard detail trees, the detail values represent data values from a database field, and the tree nodes represent roll-up points for detail values. The nodes have no meaning outside the context of the tree. However, you can also create node-oriented trees.

Node-oriented trees are based on a detail structure, but the detail values are not used. For this type of tree, the tree nodes represent the data values from the database field. The system uses node-oriented trees for special purposes. For example, the DEPT_BUDGET tree is a winter tree in Cardinal.



Detail Trees – Winter Trees (continued)

Favorites Main Menu > Tree Manager > Tree Viewer

Tree Viewer

SetID: 50100 Last Audit: Valid Tree
Effective Date: 01/01/1901 Status: Active
Tree Name: DEPT_BUDGET VDOT DEPT BUDGET

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

[Collapse All](#) [Expand All](#) [Find](#) First Page 60 of 1027 Last Page

- 99999A - All Orgs
 - 910049 - Maintenance Wide
 - 910109 - State Infrastructure Mgr-Wide
 - 910108 - State Equipment Manager - Wide
 - 910103 - State Infrastructure Sys Wide
 - 910098 - State Infrastructure Manager
 - 10113 - Asst Mgmt - Special Facilities
 - 10112 - Asst Mgmt - Roadside Operation
 - 10111 - Maintenance Services & Perform
 - 10110 - Performance Improvements
 - 10109 - State Infrastructure Manager
 - 10108 - State Equipment Manager
 - 10107 - Asst Mgmt-Infrastr Network Anal
 - 10106 - Asst Mgmt -Highway Safety Mgmt
 - 10105 - Asst Mgmt - Infrastructure Sys
 - 10104 - State Infrastructure Sys Mgr
 - 10101 - Asset Management - Regulations
 - 10099 - Asst Mgmt - Land Use Permits
 - 10098 - State Land Development Manager
 - 10049 - Maintenance Division
 - 910012 - Civil Rights Wide
 - 10012 - Civil Rights
 - 10089 - Civil Rights - Bristol Section
 - 10090 - Civil Rights - Salem Section
 - 10091 - Civil Rights - Lynchburg Sect
 - 10092 - Civil Rights - Richmond Sect
 - 10093 - Civil Rights - HamptonRd Sect
 - 10094 - Civil Rights - Fredburg Sect
 - 10095 - Civil Rights - Culpeper Sect
 - 10096 - Civil Rights - Staunton Sect
 - 10097 - Civil Rights - NOVA Section
 - 10058 - Investigation Division
 - 910056 - OperationsSecurityDivisionWide
 - 10086 - CyberAdmin&Personnel Security
 - 10085 - Infrastructure&Facility Security
 - 10056 - Operations & Security Division
 - 10043 - Inspector General
 - 910044 - IFRO Reporting
 - 10044 - Innovative Finance & Revnue Op
 - 10087 - Powhite Parkway Extension
 - 10088 - Coleman Bridge
 - 910003 - Administrative Services Wide
 - 10075 - Admin Serv - Field Procurement



Spring Trees

A spring tree is a hybrid between a node-only winter tree and a summer tree. A spring tree uses a detail value table for the nodes as well as the leaves. On the next slide is a partial screenshot of a spring tree:



Spring Trees (continued)

Favorites | Main Menu > Tree Manager > Tree Viewer

Tree Viewer

SetID: 50100 Last Audit: Valid Tree
Effective Date: 01/01/1901 Status: Active
Tree Name: ACCT_BUDGET_KIM ACCOUNT BUDGET

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

[Collapse All](#) | [Expand All](#) [Find](#) First Page 60 of 266 Last Page

- 9999999 - All Accounts
 - 4099999 - All Revenue Accounts
 - [4001000 - 4001999]
 - [4002100 - 4002172]
 - [4002173] - Highway Permit Fees
 - [40021731] - Public R/W Use Fees
 - [4002174 - 4002299]
 - [4002300 - 4002399]
 - [4002400 - 4002499]
 - [4002500 - 4002506]
 - [4002507] - Highway Toll Revenue
 - [40025071 - 40025079]
 - [4002508] - Bridge & Ferry Tolls
 - [40025081] - AVI Bridge & Ferry Toll
 - [4002509 - 4002599]
 - [4002600 - 4002659]
 - [4002660] - Administrative Fees
 - [40026601 - 40026604]
 - [4002661 - 4002699]
 - [4002700] - Fees For Admin Services
 - [40027001] - Pri Sector Adm Street Recovery
 - [4002701 - 4002799]
 - [4003000 - 4003012]
 - [4003013] - Sales Of Land And Buildings
 - [40030131 - 40030132]
 - [4003014 - 4003019]
 - [4003020] - Miscellaneous Sales
 - [40030201 - 40030202]



Creating or Editing a Tree Structure

When you define a tree structure, you specify the pages and record definitions Cardinal Tree Manager uses to store data about the parts of a tree.

When you add a new node, level, or detail value to a tree, Cardinal Tree Manager uses this information to determine the component (pages) to capture the relevant application data.

When the specified component is displayed, all of the standard business logic that is part of that component is invoked.



Creating or Editing a Tree Structure (continued)

Use these steps to access the **Tree Structure Properties** page:

- Navigate to: **Main Menu > Tree Manager > Tree Structure.**
- Search for an existing tree structure or create a new one.

The **Tree Structure Properties** page appears. This is an example of the **Tree Structure Properties** page:

Favorites | Main Menu > Tree Manager > Tree Structure

New Window Help Customize Page http

Structure Levels Nodes Details

Tree Structure Properties

Structure ID: ACCOUNT

*Description: Account Trees

*Type: Detail

Additional Key Field

- SetId Indirection
- Business Unit
- User Defined
- None

Navigation Options

- Node Multi-Navigation
- Detail Multi-Navigation

Save Return to Search Notify Add Update/Display

Structure | [Levels](#) | [Nodes](#) | [Details](#)



Creating or Editing a Tree Structure (continued)

When you create a new level in a tree, Cardinal Tree Manager displays the page that you specify in the **Page Name** field on the **Tree Levels** page and stores the application data that you enter using the record definition in the **Record Name** field. The default values for these fields come from the standard **Tree Manager** page.

When using standard pages, you do not need to enter anything in the **Menu Name** or **Menu Bar Name** fields. However, if you want to store level information using something other than **TREE_LEVEL_TBL**, then you have to create a page and component that use that new record definition. You must also ensure that the component has been defined on a menu somewhere in your system and specify all of this information on this page.

Structure ID: ACCOUNT

Record Name: TREE_LEVEL_TBL

Page Name: TREE_LEVEL

Component Name:

Menu Name:

Menu Bar Name:

Menu Item Name:

Save Return to Search Notify Add Update/Display

Structure | Levels | Nodes | Details



Creating or Editing a Tree Structure (continued)

On the **Tree Nodes** page, enter the record name, field name, and page name to use for entering and storing information about tree nodes.

Favorites | Main Menu > Tree Manager > Tree Structure

New Window Help Customize Page http

Structure Levels **Nodes** Details

Tree Nodes

Structure ID: ACCOUNT

*Record Name: 🔍

*Field Name: 🔍

*Page Name: 🔍

Component Name:

Menu Name:

Menu Bar Name:

Menu Item Name:

[Structure](#) | [Levels](#) | [Nodes](#) | [Details](#)



Creating or Editing a Tree Structure (continued)

The **Tree Details** page is used to define the application data and component used to maintain the detail values for your tree. This page is completed only for spring and summer trees.

Enter the name of the page, component, record name, and key field name that will be used when adding or updating the application data for a detail value. For example, if each detail value represents a department, use a page, component, and menu path that enables you to create and update department information.

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

- Browser address bar: Favorites | Main Menu > Tree Manager > Tree Structure
- Page navigation: New Window, Help, Customize Page, http
- Page tabs: Structure, Levels, Nodes, Details (selected)
- Section title: Tree Details
- Form fields:
 - Structure ID: ACCOUNT
 - Record Name: GL_ACCOUNT_TBL
 - Field Name: ACCOUNT
 - Page Name: GL_ACCOUNT
 - Component Name: GL_ACCOUNT
 - Menu Name: DESIGN_CHARTFIELDS
 - Menu Bar Name: USE
 - Menu Item Name: ACCOUNT
- Buttons: Save, Return to Search, Notify, Add, Update/Display
- Footer: Structure | Levels | Nodes | Details



Creating a New Tree

To create a new tree:

- Navigate to: **Main Menu > Tree Manager > Tree Manager**. Click on the **Create New Tree** tab, name your new tree and click the **Add** button.
- On the **Tree Definition and Properties** page, name the tree you want to create.
- Choose a tree structure ID. The structure ID defines the field or ChartField upon which the tree is based. You can define structures using the **Tree Structure Properties** page shown earlier in this topic.
- Fill in all remaining information.
- **Category** is a user-defined way of organizing trees so that they are easier to find when using the tree search pages. Most trees are **Default** or **Commitment Control**.
- Select a method for enforcing levels. Choose between **Strictly Enforced** or **Loosely Enforced** to enforce levels.
- When the **All Detail Values in this Tree** checkbox is selected, all values in the detail value table are included in the tree.
- Select the **Allow Duplicate Detail Values** radio button if you want to skip the audit that checks for duplicate detail values in the tree. When selected, you can have the same detail value appear under different parent nodes. This option is not available for use with winter trees.
- Click the **OK** button.



Creating a New Tree (continued)

Favorites | Main Menu > Tree Manager > Tree Manager

New Window Help Customize Page http

Tree Definition and Properties

*Tree Name:

*Structure ID:

*Effective Date: *Status:

*Description:

*Category:

*Use of Levels: [Performance Options](#)

*SetID:

Audits	Item Counts
<input checked="" type="checkbox"/> All Detail Values in this Tree	Node Count: 0
<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 0
	Level Count: 0
	Branch Count: 0

OK Return to Search



Creating a New Tree (continued)

Clicking the **OK** button takes you to the **Enter Root Node for Tree** page. On this page, you can add levels as needed, and define a root node for your tree.

Add levels by clicking the **Add** button and choosing the appropriate level. Click the **Save** button.

The screenshot shows a web browser window with the address bar displaying 'Favorites | Main Menu > Tree Manager > Tree Manager'. The page title is 'Tree Levels'. On the left side, there is a form with a 'Level Name:' input field, a search icon, a checked checkbox for 'All Values', and 'Save' and 'Close' buttons. A 'Look Up' dialog box is open in the center, titled 'Look Up Level Name'. It has a 'Search by:' dropdown set to 'Level Name' and a 'begins with' input field. Below the search field are buttons for 'Look Up', 'Cancel', and a link for 'Advanced Lookup'. The 'Search Results' section shows a table with 8 rows of results:

Level Name	Description
LEVEL_3	Level 3
LEVEL_4	Level 4
LEVEL_0	LEVEL_0
LEVEL_1	LEVEL_1
LEVEL_2	LEVEL_2
LEVEL_3	LEVEL_3
LEVEL_4	LEVEL_4
LEVEL_5	LEVEL_5



Creating a New Tree (continued)

Insert the tree nodes that define the hierarchy of the tree by clicking on the magnifying glass next to the **Root Node** field and by selecting the appropriate value.

Click the **OK** button when you have finished completing the page.

Enter Root Node for Tree

Tree Name: TESTING

Step 1: Set Up Tree Levels

Level Name	All Values	Description
LEVEL_1	<input checked="" type="checkbox"/>	LEVEL_1

Step 2: Define Root Node

*Root Node:

Look Up

Look Up Root Node

Search by: Tree Node begins with

Look Up Cancel Advanced Lookup

Search Results

Only the first 300 results of a possible 386 can be displayed. Enter more search key information and search again to reduce the number of search results.

View 100 First 1-300 of 300 Last

Tree Node	Description
4099999	All Revenue
5030	Land and Resource Management
5140	Environmental Monitor/Evaluatn
6020	Grnd Transportatn Plan & Rsrch
6030	Hwy Sys Acquisitn & Constructn
6040	Hwy Sys Maintenance & Operatns
6050	Grnd Transportatn Sys Safe Svc
6060	Commonwealth Toll Facilities



Maintaining Trees

The activities included in maintaining trees include: adding a rollup value; correcting the description of a rollup value; deleting a rollup value; adding a detail value; adding a range of detail values; changing a range of detail values; reviewing the detail values within a range; deleting a detail value; and copying and deleting trees.

To maintain trees, access the **Tree Maintenance** page. To display this page navigate to:

Main Menu > Tree Manager > Tree Utilities > Copy/Delete Tree

On the next slide is an example of the **Tree Maintenance** page.



Maintaining Trees (continued)

Favorites | Main Menu > Tree Manager > Tree Utilities > Copy/Delete Tree

New Window ? Help Customize Page http

Tree Maintenance | Tree Structure Maintenance

Tree Maintenance

Tree Definitions Customize | Find | View All | First 1-20 of 42 Last

Select	Key Type	User Key	Tree Name	Effective Date	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCNT ALLOWUNALLOW	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_BUDGET2	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCT_BUDGET_KIM	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCT_OVERALL_KIM	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_ALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_BUDG_RPRT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_CE	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	CONSL	BTF_USD_EQTZ	01/01/2000	Valid Tree
<input type="checkbox"/>	SetId	STATE	BUS_UNIT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_COMBO	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_EDITS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUDGETV2	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUD_TEST	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_REG_OPER_CNTR	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_TRAIN	01/01/1901	Valid Tree

Perform Audits Copy Delete View



Tree Maintenance Page

You can perform tree audits on the **Tree Maintenance** page. Tree audit is a process that compares the value table with the associated tree, and identifies missing values. Please note that you can only perform tree audits when the ***All Detail Values in this Tree*** checkbox has been selected on the **Tree Definition and Properties** page.

You also have the ability to copy trees. To do this, you can use the **Copy** button on this page in order to speed up the creation process. You can also use the **Delete** button to delete a tree.



Tree Maintenance Page (continued)

Favorites Main Menu > Tree Manager > Tree Utilities > Copy/Delete Tree

New Window Help Customize Page http

Tree Maintenance Tree Structure Maintenance

Tree Maintenance

Tree Definitions Customize | Find | View All | First 1-20 of 42 Last

Select	Key Type	User Key	Tree Name	Effective Date	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCNT ALLOWUNALLOW	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_BUDGET2	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCOUNT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCT_BUDGET_KIM	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACCT_OVERALL_KIM	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_ALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_BUDG_RPRT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	ACTIVITY_CE	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	CONSL	BTF_USD_EQTZ	01/01/2000	Valid Tree
<input type="checkbox"/>	SetId	STATE	BUS_UNIT	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_COMBO	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	COST_CENTER_EDITS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUDGET	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUDGETV2	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_BUD_TEST	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_OVERALL	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_REG_OPER_CNTR	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	50100	DEPT_TRAIN	01/01/1901	Valid Tree

Perform Audits Copy Delete View



Auditing a Tree

When using the **Perform Audits** button from the **Tree Maintenance** page, trees that contain errors remain in **Draft** format and an error message pops up. The message guides you to the Tree Auditor functionality, which allows you to obtain more detail on the reasons for the error.

The screenshot shows the 'Tree Maintenance' page with a table of tree definitions. A modal message box is displayed over the table, providing details about an error in the 'TREE_AUDIT_TEST' tree.

Select	Key Type	User Key			
<input type="checkbox"/>	SetId	STATE			
<input type="checkbox"/>	SetId	50100			
<input type="checkbox"/>	SetId	50100			
<input type="checkbox"/>	SetId	50100			
<input type="checkbox"/>	SetId				
<input type="checkbox"/>	SetId	50100			
<input type="checkbox"/>	SetId	50100			
<input type="checkbox"/>	SetId	STATE			
<input type="checkbox"/>	SetId	50100	TLO_50100_ITEMS	01/01/1901	Valid Tree
<input type="checkbox"/>	SetId	STATE	TLO_PURCH_ITEMS	01/01/1901	Valid Tree
<input checked="" type="checkbox"/>	SetId	STATE	TREE_AUDIT_TEST	01/01/1901	Draft Tree
<input type="checkbox"/>	SetId	50100	V_PC_ACT_ALLOC_TST	01/01/2010	Valid Tree
<input type="checkbox"/>	SetId	50100	V_PC_ALLOC_TEST	01/01/2010	Valid Tree

Message

Some detail not in tree: Please run tree audit to find out the missing details. (25,12)

Some detail value(s) has not been entered as a value within the tree; therefore the tree does not include all possible data values. Add the missing detail value(s) to the tree.

OK

Buttons at the bottom: Perform Audits, Copy, Delete, View



Auditing Trees – Tree Auditor Page

To view the error(s) for the tree(s) you audited, navigate to the **Tree Auditor** page through the following path:

Main Menu > Tree Manager > Tree Auditor

Click the **Add a New Value** tab, enter a **Run Control ID** and click the **Add** button.

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

- Browser address bar: Favorites | Main Menu > Tree Manager > Tree Auditor
- Page title: Audit Tree
- Navigation tabs: Find an Existing Value (selected), Add a New Value
- Text: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Form fields:
 - Maximum number of rows to return (up to 300):
 - Search by: Run Control ID begins with
 - Case Sensitive
- Buttons: Search, [Advanced Search](#)
- Footer: [Find an Existing Value](#) | [Add a New Value](#)



Auditing Trees – Tree Auditor Page (continued)

This opens the **Tree Auditor** page. To run the Tree Auditor, use the following steps:

- To audit a single tree, select the **Single Tree** radio button in the **Audit Scope** box. Then click the magnifying glass next to the **Tree Name** field and select the desired tree to audit.
- To audit multiple trees, select the **Multiple Trees** radio button in the **Audit Scope** box.
- Select relevant date. Available options are:
 - **Effective Date of Tree:** Select an effective date to run the audit on a single instance of the tree.
 - **As of Current Date:** Select to audit trees that have the most recent effective date. If you select **Single Tree** in the **Audit Scope** box and select a specific tree, only the instance of the tree with the most recent effective date is audited. If you select the **Multiple Trees** option in the **Audit Scope** box, all trees whose effective dates are current are audited. This option is only available for the Tree Audits utility.
 - **As of Specific Date:** Select to enter a specific date. If you select the **Single Tree** option in the **Audit Scope** box and select a specific tree, only the instance of the tree whose effective date matches the specified date is audited. If you select the **Multiple Trees** option in the **Audit Scope** box, all trees whose effective dates match the specified date are audited. This option is only available for the Tree Audits utility.
- **All Trees:** Select to audit all trees. If you select the **Single Tree** option in the **Audit Scope** box and select a specific tree, all instances of this tree are audited, regardless of effective dates. If you select the **Multiple Trees** option in the **Audit Scope** box, all instances of all trees are audited. When you select **Multiple Trees**, fields in the **Tree Definition** box become unavailable. This option is only available for the Tree Audits utility.
- Click the **Run** button.



Auditing Trees – Tree Auditor Page (continued)

Favorites | Main Menu > Tree Manager > Tree Auditor

New Window Help Customize Page http

Tree Auditor

Run Control ID: Tree_Auditor [Report Manager](#) [Process Monitor](#)

Audit Scope

Single Tree Multiple Trees

Tree Definition

Tree Name: Setid:

Date Selection

Effective Date of Tree
 As of Current Date
 As of Specific Date
 All Trees

[View Results](#)



Auditing Trees – Tree Auditor Page (continued)

The **Process Scheduler Request** page opens. Click the **OK** button.

Favorites | Main Menu > Tree Manager > Tree Auditor

New Window ? Help Customize Page http

Process Scheduler Request

User ID: V_GL_SUPERUSER Run Control ID: Tree_Auditor

Server Name: Run Date: 07/05/2011

Recurrence: Run Time: 5:17:42PM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TREEMAINT	TREEMAINT	Application Engine	Web ▼	TXT ▼	Distribution



Auditing Trees – Tree Auditor Page (continued)

This takes you back to the **Tree Auditor** page.

To access the report regarding your audited tree, click the **View Results** link at the bottom of the **Tree Auditor** page. This takes you to the **Batch Report** page.

Click the **Open Report** link in the **Report List** box to open the report regarding the errors in your audited tree.

Batch Report

Process Instance: 76825 Run Control ID: Tree_Auditor

User ID: V_GL_SUPERUSER Run Date/Time: 07/05/11 5:20:26PM

Show Reports Criteria

Reports with Data All Reports

Report List

Open Report	Report Content	Total Row Count
Open Report	Detail Value Not Found in Tree	17

Return to Search Notify



Auditing Trees – Analyzing Results

This page helps you with your analysis of the audit results. You can select a repair program as indicated by the audit results.

In this example, the tree contains many errors and some detail values are missing. You can either access the tree directly and correct the errors, or you can use the Repair Tree program to repair the tree.



Auditing Trees – Analyzing Results (continued)

Favorites | Main Menu > Tree Manager > Tree Utilities > Repair Tree Reports

New Window Help Customize Page http

Detail Value Not Found in Tree

Tree does not contain all detail values found in the application table. Following are a list of keys of detail values that are in the application table, but are not defined in the tree

Note : The report lists out only the first 300 values that are not found in the tree

Audit Report Find | View All First 1 of 1 Last

SetId: STATE SetCntrlValue: <NONE> Tree Name: TREE_AUDIT_TEST Eff Date: 1901-01-01

Results Customize | Find | View All | First 1-17 of 17 Last

Detail Value Key Field
501596
501600
502196
502201
501301
501396
501496
501501
501196
501201
501296
502296
502396
503196
508700
CNVR
CNVT

OK Cancel



Simulation: Maintaining a Tree Structure

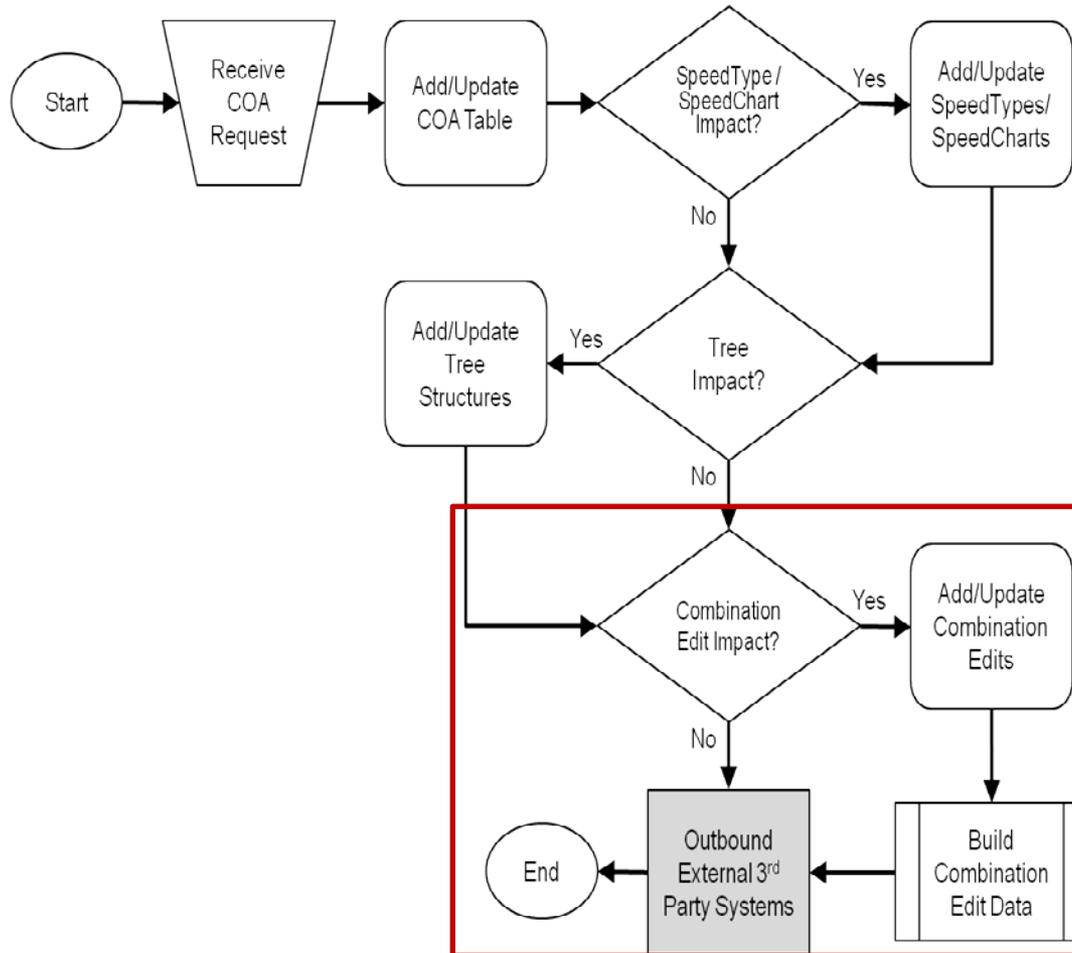
You are now about to view a simulation on maintaining a tree structure in Cardinal.





Defining Combination Edits

The final step in ChartField set up and maintenance relates to defining combination edits.





Combination Editing

The use of ChartField combination editing helps to maintain data integrity across all modules. Combinations of ChartField values can be edited to determine such things as:

- Which accounts are valid/invalid with which programs or funds
- Which ChartFields are required on a transaction
- Which ChartFields are not allowed based on values entered in other ChartFields



Guidelines for ChartFields in Combination Editing

It is best to limit the number of ChartFields you use for combination edit rules. For example, you might be required to limit the departments that can post to asset, liability, and equity accounts as well as the departments that can post only to revenue and expense accounts. In the first instance, you can define editing rules for a combination that includes two ChartFields: Account and Department for department values that are limited to the balance sheet accounts. In the second instance, you can define editing rules for a combination that includes two ChartFields: Account and Department for department values that are limited to the revenue and expense accounts.

While any number of combinations is possible, limiting the combinations to three or fewer ChartFields optimizes performance.



Guidelines for Rules in Combination Editing

Analyze the proposed combination rules and decide which are critical and which are not.

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



Guidelines for Trees in Combination Editing

Trees can be used to set up combination edit rules that have ranges of ChartField values rather than static values. Ranges of values can make it easier to keep ChartField combination edit rules current with changes in the ChartField values.

When creating or modifying a new tree, the ChartField Administrator needs to validate the inclusion of all required ChartField values. This can be accomplished using tree audit functionality.

You can use spring, summer and winter trees with combination editing, and you can further restrict values available from these trees through the use of tree levels and nodes.



Combination Editing Process

A Statewide General Ledger System Administrator or the General Ledger System Administrator may receive a request to add or modify a combination edit via an email or a standard form.

To add or update a combination edit, follow the steps below:

- Set up a Combination Definition that specifies the ChartFields you are editing.
- Define the Combination Edit Rules.
- Define the Combination Edit Groups.
- Attach the Combination Edit Group to a Target Ledger.
- Run the Build Combination Edit Process.
- Run the Extract Budget Combination Process.



Combination Edit Definition

Combination definitions define the ChartFields that are involved in Combination Editing. The Statewide General Ledger System Administrator or the General Ledger System Administrator creates a new combination definition for each new combination of COA fields. The Combination Editing process first searches for the defined anchor ChartField in the combination definition and then matches the other non-anchor ChartFields in the combination. The first ChartField listed in the definition is the anchor ChartField.

For example, define Account as the anchor ChartField for the definition, with Department and Fund as valid ChartField combinations that are associated with the anchor. The same combination definition can be used on multiple rules and groups, although for better performance it is recommended to only have one definition per group.



Combination Edit Definition (continued)

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

New Window Help Customize Page http

ChartField Combination Editing Definition

SetID: 50100 Combination Definition: ACCTFNDDPT

*Description: VDOT Account/Fund/Department

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

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

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



Combination Edit Rules

Combination rules define valid or invalid ChartField values for the combination definitions.

Rules allow for the generation of distinct ChartField value combinations using the same anchor and required fields setup on the **ChartField Combination Editing Definition** page. An example of a combination edit rules is when identifying certain ChartFields which are required on all transactions such as the Fund ChartField.

Effective date range determines the time frame the rule is valid for. If the **Value Required** checkbox is turned on, the rule does not have to specify values or tree nodes.



Combination Edit Rules (continued)

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

New Window | Help | Customize Page | http

Rule Definition | ChartField Combinations

SetID: 50100 Combination Rule: COST_FUND

*Description: Cost Center/Fund

Long Description: Specific ranges of Cost Centers require specific Fund values

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

*Combination Definition: COST_FUND Effective Date for Prompting: 07/05/2011

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

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

Rule Definition | [ChartField Combinations](#)



Combination Edit Rules – ChartField Combinations Tab

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

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

The **Selected Detail Values** radio button lists values in detail. The **Selected Tree Node** radio button refers the combination edit rule to a tree node.



Combination Edit Rules – ChartField Combinations Tab (continued)

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

Rule Definition | **ChartField Combinations**

SetID: 50100 Combination Rule: COST_FUND Descr: Cost CenterFund

Ascending Descending [Sort Anchor](#)

Anchor ChartFields [Find](#) | [View All](#) | First 1 of 48 Last

ChartField: Cost Center Tree: COST_CENTER_ED ITS Level: Seq: 1

How Specified

- Selected Detail Values
- Selected Tree Nodes

Chartfield values / Tree nodes [Customize](#) | [Find](#) | [View All](#) | 1 of 1 Last

Node/Value		
FUND 02700 ASSOC CSC	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Non-Anchor ChartFields [Find](#) | [View All](#) | First 1 of 1 Last

Non-Anchor ChartField: Fund Tree: Level: Seq: 1

How Specified

- Selected Detail Values
- Selected Tree Nodes

Chartfield values / Tree nodes [Customize](#) | [Find](#) | [View All](#) | 1 of 1 Last

Node/Value		
02700	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

[Rule Definition](#) | ChartField Combinations



Combination Edit Groups

Combination Editing groups define a set of combination rules.

The **Combination Group** page allows association of multiple combination rules with a combination group definition. Cardinal applies the rules as a group during the edit process. All the rules that have the same combination definition should be kept within the same group. This increases performance of the Combination Editing process, because it reduces the number of groups being processed.

Note: If the transaction meets one of the edit rules within a group, it is marked as **Valid**, even if it does not meet another rule within the group.



Combination Edit Groups

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

New Window ?p Customize Page http

ChartField Combination Editing Group

SetID: 50100 Process Group: DEPTREQ

*Description: VDOT Account/Fund/Department

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

*Combination Definition: ACCTFNDDPT

*Combo Editing Option: Combo Data Table User Defined

*Anchor Values Not In Rules: Mark Valid

*Combination Group Defines: Valid Combinations

Combination Rule		Customize	Find	View All	First of 1	LL
*Combination Rule	Description					
ACCTFNDDPT	VDOT Account/Fund/Department				+	-

Save Return to Search Notify Refresh Add Update/Display



Attach Combination Edit Group to Target Ledger

This process designates which Combination Editing rules apply to specific transactions by tying Combination Editing groups to ledgers on the **Ledgers for a Unit** page.

During the edit process, Cardinal looks to the ledger group on the source transaction to see which rules apply.



Run the Build Combination Edit Process

Run the Extract Budget and the Build Combination Data processes to build and populate the COMBO_DATA_TBL or a static set of master selector tables in a batch process.

The build data table option analyzes the rules for a business unit and ledger group to produce all possible combinations of ChartField values and inserts these combinations into the data table. The benefit of exploding the combination rules can be an increase in performance when editing a source transaction.

The build selector tables option analyzes the rules and trees to produce valid ranges of ChartField values and stores the ranges in the master selector tables. The master selector tables are smaller and easier to maintain.



Run the Build Combination Edit Process (continued)

CARDINAL Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

Build Combination Data Request

Run Control ID: RC_02GL0413A [Report Manager](#) [Process Monitor](#)

As of Date:

Process Request Parameters								
Request Number	Process Frequency	*Business Unit	*Ledger Group	Build Option	As of Date	Use Wildcard in Combination	Use Active Values Only	Run Publish Only
1	Always	50100	ACTUALS	Build Data Table	01/01/1901	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Simulation: Defining Combination Edits

You are now about to view a simulation on defining combination edits.





Lesson 2: Summary

In this lesson, you learned:

- ChartField maintenance allows correct reporting and budgetary control on all transactions within the financial system. Maintenance includes the updating of chart of account values and attributes, budget structures, reporting trees, SpeedTypes, SpeedCharts and combination edits.
- Generic ChartField attributes are optional features that support such things as reporting and payment processing.
- SpeedTypes can be used in Time & Attendance, Expenses, General Ledger journal entries, 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.
- A tree is the graphical hierarchy in Cardinal that displays the relationship between all accounting units (for example, departments, projects, reporting groups, account numbers) and determines roll-up hierarchies. A tree allows for ChartField values to roll up in both reporting and commitment control (for example, a district may have multiple department values underneath the district). There are three types of detail trees: summer tree, winter tree, and spring tree.
- Tree audit is a process that compares the value table with the associated tree, and identifies missing values.
- The use of ChartField Combination Editing helps to maintain data integrity across all modules. It is best to limit the number of ChartFields you are using for combination edit rules.



Lesson 3: General Ledger Setup

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

- Maintaining Budget Structures
- Defining Allocations
- Amending the Journal Entry Template



Maintaining Budget Structures

The budget structure (ledger group) defines the processing rules for each budget ledger. The Commonwealth of Virginia has Statewide and Agency budget structures used in Cardinal. Agency budgets are established as the lower level/child budget to the Statewide budget.

The Budget Journals course explains the creation, processing, and correction of budget journals. In this topic, we will focus on how to maintain budget definitions for different budget structures.



Statewide Budget Structures

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



Agency Budgets

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

Agency budget structures include:

- Lower level budget (expenditure budget): The lower level budget establishes a budget structure that is a further breakdown of the Appropriation budget. The Lower Level budget is a child of the Appropriation budget and can be used by agencies to manage or control agency budgets.
- Operational summary budget (expenditure budget): The operational summary 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): The detailed agency operating budget structure is configured as a child to operational summary budget.
- Project summary budget (expenditure budget): The project summary 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): The detailed agency project budget structure is configured as a child to the project summary budget.
- Funding source budget (expenditure budget): The funding source budget establishes funding sources to allocate to specific projects.
- Revenue budget (revenue budget): Revenue budgets track the recognition and collection of revenues against a revenue estimate.
- Transfer budget (transfer budget): Transfer budgets track amounts of ingoing and outgoing transfers against an estimated amount.



Maintaining Budget Definitions

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

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

In the **Find an Existing Value** tab, enter your Set ID and ledger group you would like to maintain. Let's use the Appropriation budget structure as an example. In the Ledger Group field, enter **CC_APPROP**.

Click the **Search** button.

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

New Window Help http

Budget Definitions

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

Find an Existing Value Add a New Value

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

SetID Value: = 50100

Ledger Group: = CC_APPROP

Include History Correct History

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value



Maintaining Budget Definitions – Control Budget Options

You can modify this page as needed. Some key fields are explained below.

Associated Expenditure Budget: For a revenue ledger group, select the expenditure ledger group whose limits are increased by revenue budgets in this budget definition (optional). You specify associated revenue and expenditure budgets on the **Associated Budgets** page.

Tolerance Percent: The percentage variance over budget allowed before the system creates an exception. You can override this value at lower definition levels. Please note negative tolerances are not supported.

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



Maintaining Budget Definitions – Control Budget Options (continued)

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

New Window | Help | Customize Page | http

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

SetID: 50100 Ledger Group: CC_APPROP

Effective Date Find | View All First 1 of 1 Last

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

*Description: CC Appropriation Definition Status: Valid

Budget Type: Expense Associated Expenditure Budget:

Tolerance Percent: Parent Control Budget:

Ruleset and Control ChartField

*Ruleset CF: Program Tree Name: PROGRAM_BUDGET Level Name: LEVEL_1

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

Commitment Control Options

*Control Option: Control *Budget Status: Open

Entries Must Balance Enable Funding Source

Enable Statistical Budgeting

Child Budgets Exceed Option

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

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



Maintaining Budget Definitions – Ruleset ChartField

Ruleset: Enter the ruleset name. Select **Default** for the ruleset to be used as the default for any ruleset ChartField values that you do not specify on this page. If you only require one ruleset for your budget definition, you do not need to enter any values on this page.

Ruleset Keys: Enter the SetID for each range of Ruleset ChartField values to which the Ruleset applies.

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

New Window | Help | Customize Page | http

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

SetID: 50100 Ledger Group: CC_APPROP

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

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

*Description: CC Appropriation Definition Status: Valid

Ruleset ChartField: Program

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

*Ruleset: CAPITAL Default

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

*SetID	*Range From	*Range To	Status
STATE	9980	9980	Valid

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

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



Maintaining Budget Definitions – Keys and Translations

Reset: When you click the Reset button, all existing budget key and translation, ruleset, and control ChartField data is overridden on the child budget definition and replaced with data from the specified parent budget definition. If you have changed a parent since you established the parent and child relationship, you must update its children. Also, click Reset if you changed the child but want to set it back to the definition values of the parent.

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

ChartField: Add a row for each key ChartField for the ruleset. If you do not intend to translate budget keys, clear the rest of the fields in the grid. You can limit the ChartField values that are valid for budgeting on the **Control ChartField** page and the **Excluded Account Types** page.



Maintaining Budget Definitions – Keys and Translations (continued)

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

New Window | Help | Customize Page | http

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

SetID: 50100 Ledger Group: CC_APPROP

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

*Description: CC Appropriation Definition Status: Valid

Ruleset: CAPITAL *Enable Cumulative Budgeting

Calendar ID: AN *Derive Dates Cumulative Calendar:

Keys and Translations

*ChartField	Tree Name	Level Name	*Value Required		
Account	ACCOUNT_BUDGET	LEVEL_2	Required	+	-
Program	PROGRAM_BUDGET	LEVEL_1	Required	+	-
Fund			Required	+	-
Project	PROJECT_BUDGET	LEVEL_1	Required	+	-

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

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



Maintaining Budget Definitions – Expiration ChartField

The **Expiration ChartField** tab is not used in Cardinal. You do not need to enter anything on this page.

SetID: 50100 Ledger Group: CC_APPROP

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

*Description: CC Appropriation Definition Status: Valid

Expiration ChartField: No Expiration ChartField Specified

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



Maintaining Budget Definitions – Budget Period Status

Calendar ID: Select the budget period calendar encompassing the budget periods for which you are setting a manual budget status.

Budget Status: You can set the budget status manually on the **Control Options** page, the **Budget Period Status** page, the **Control ChartField** page, or the **Budget Attributes** page.

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

Page Actions: New Window | Help | Customize Page | http

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

SetID: 50100 Ledger Group: CC_APPROP

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

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

*Description: CC Appropriation Definition Status: Valid

Budget Period Calendars Find | View All | First 1 of 1 Last

Calendar ID: [Search]

Budget Period Values Customize | Find | View All | First 1 of 1 Last

Budget Period	Budget Status
2011	Open

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

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



Maintaining Budget Definitions – Control ChartField

Enter ChartField values to specify values for budget checking (if you deselected the **All Control Values** checkbox), and to override the default tolerance, status, or other attributes for a specific ChartField value, whether or not you selected **All Control Values**.

The options you select here override the defaults you defined on the **Control Budget Options** page. You can, in turn, override these for specific business unit or budget combinations in the Budget Attributes component.



Maintaining Budget Definitions – Control ChartField (continued)

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

New Window | Customize Page | http

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

SetID: 50100 Ledger Group: CC_APPROP

Effective Date Find | View All | First | Last

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

*Description: CC Appropriation Definition Status: Valid

Control ChartField: Fund All Control Values Bypass Blank Values

SetIDs for ChartField Find | View All | First | Last

*SetID: []

ChartField Values Customize | Find | View All | First | Last

Control Values

*Range From	*Range To	Control Option	Status	Dflt Tol.	Tolerance %	Begin Date	End Date	*Derive Dates	Cumulative Cal	FS Required	Dflt Entry Event
[]	[]	Control	Open	<input checked="" type="checkbox"/>		[]	[]	Default	[]	<input type="checkbox"/>	[]

Save | Return to Search | Notify

Add | Update/Display | Include History | Correct History

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



Maintaining Budget Definitions – Offsets

The **Offsets** tab is not used in Cardinal. You do not need to enter anything on this page.

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

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

New Window | Help | Customize Page | http

SetID: 50100 Ledger Group: CC_APPROP

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

*Description: CC Appropriation Definition Status: Valid

No Offsets Required

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

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



Maintaining Budget Definitions – Excluded Account Types

SetIDs for Excluded Account Types

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

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

Exceptions: Click this link to access the **Exclude Account Type Exceptions** page where you can include ranges of account values that would otherwise be excluded from budget checking.

SetIDs for Excluded Accounts

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

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



Maintaining Budget Definitions – Excluded Account Types (continued)

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

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

SetID: 50100 Ledger Group: CC_APPROP

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

*Description: CC Appropriation

SetIDs for Excluded Account Types

*SetID: STATE

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

SetIDs for Excluded Accounts

*SetID: STATE

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

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

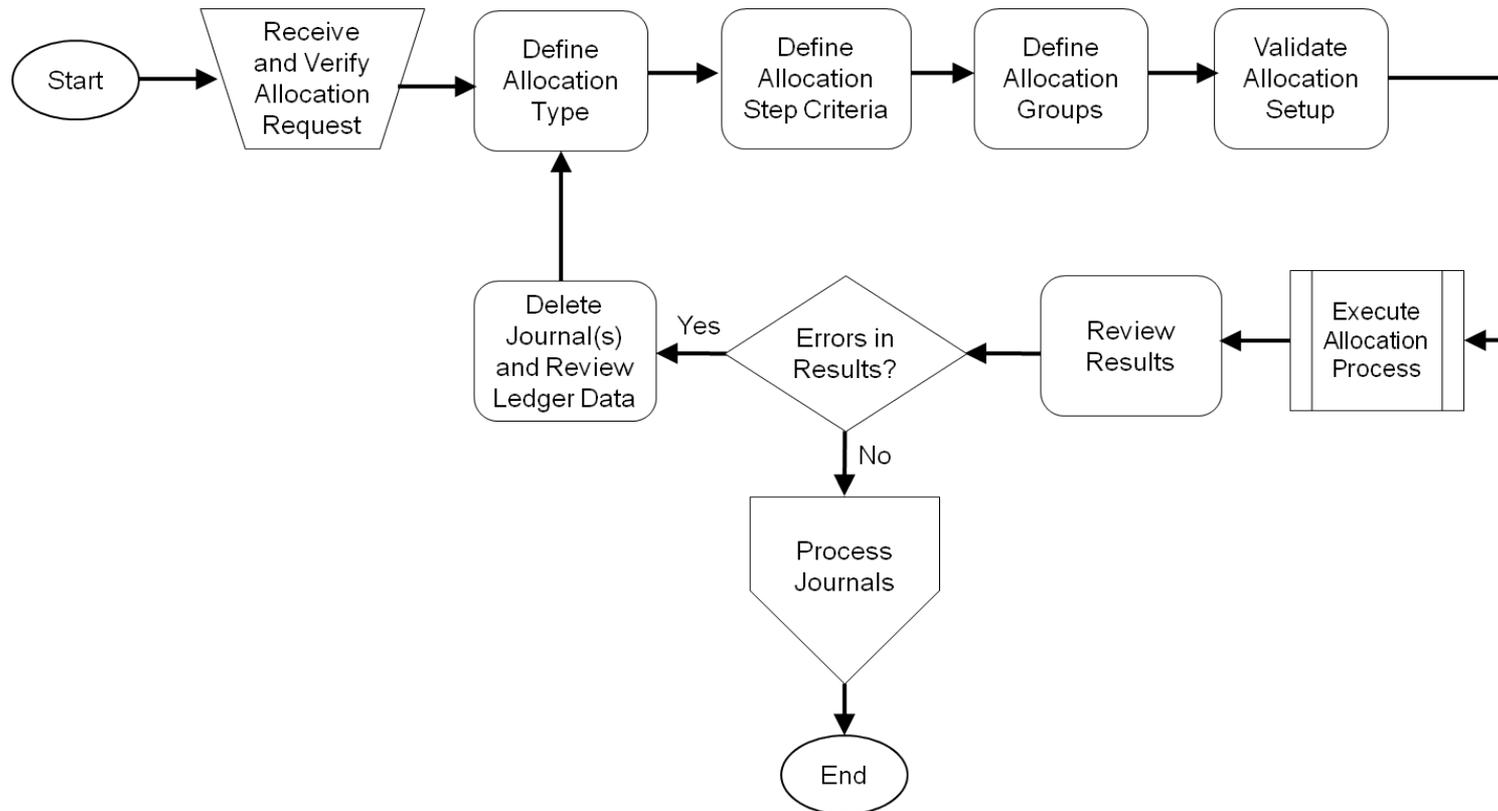
[Control Budget Options](#) | [Ruleset Chartfield](#) | [Keys and Translations](#) | [Expiration Chartfield](#) | [Budget Period Status](#) | [Control ChartField](#) | [Offsets](#) | [Excluded Account Types](#)



Allocation Process

During the Allocation process, journal transactions, ledger balances or statistical quantities within a business unit or across business units are distributed so the appropriate entities (i.e., departments, divisions, cost centers) recognize a reasonable share of the amounts (i.e., overhead).

In this topic, we will focus on each step of the Allocation process.





Defining Allocations

Most businesses have some expenses or assets that are held or accumulated by one entity, but must be shared by more than one business unit, department, or other entity. Typically, you allocate these balances and statistical quantities across the entities within the organization so that they recognize an appropriate share of the amounts.

Using the Cardinal Allocation process, you can define multiple allocation steps or step-down allocations when amounts must be applied according to a hierarchy and in a precise order. Step-down allocations are used to determine not only how much general and administrative expense to charge to each business unit and department, but also what portion of that expense to attribute to individual projects or products.



Prerequisites

When you are defining an allocation, first determine the desired end result. For example, the cost of renting an office building might be shared among the departments that are housed in that building. If rent is paid as a single amount and is initially charged to one department, you can allocate the expense to each department in proportion to its share of office space, personnel head count, or any other fixed, percentage, or statistical criteria.

After you determine the purpose of the allocation, gain a working knowledge of the records or tables that are involved and identify which ChartFields are affected.



Allocation Concepts

These are important considerations as you establish the following basic elements of the allocation:

- **Allocation type:** This is the calculation method for the pool and basis and describes how the basis is used to distribute the pool amounts to the target.
- **Pool:** The amount or amounts to be allocated. This amount can originate from a ledger or table, or you can specify a fixed amount. If it comes from a ledger, allocations use the ledger definition to determine its table name and other characteristics (such as calendar, multibook, and base currency). If the pool record is a table, specify the table name.
- **Basis:** Determines how and in what proportion the pool amounts are distributed to the various targets. This field is located under the **Batch Records** tab.
- **Target:** This is the destination where the amounts are allocated.
- **Offset:** Entries that balance the targets. These entries reflect the clearing of pool amounts as they are transferred to the targets or amounts that offset the target.
- **Amount fields:** Determine the mapping of the amount fields between the pool, basis, and target records.



Allocation Concepts (continued)

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

New Window Help Customize Page http

Type Pool Target Offset Output Options Batch Records Amount Fields

SetID: 50100 Step: V_PC_TEST1

Effective Date Find | View All First 1 of 1 Last

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

*Description: 3rd Party Billing Alloc - CN1

*Allocation Type: Copy Extension opcode: Add

Transaction Code: GENERAL Cardinal Transaction Code

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

Type | Pool | Target | Offset | Output Options | Batch Records | Amount Fields

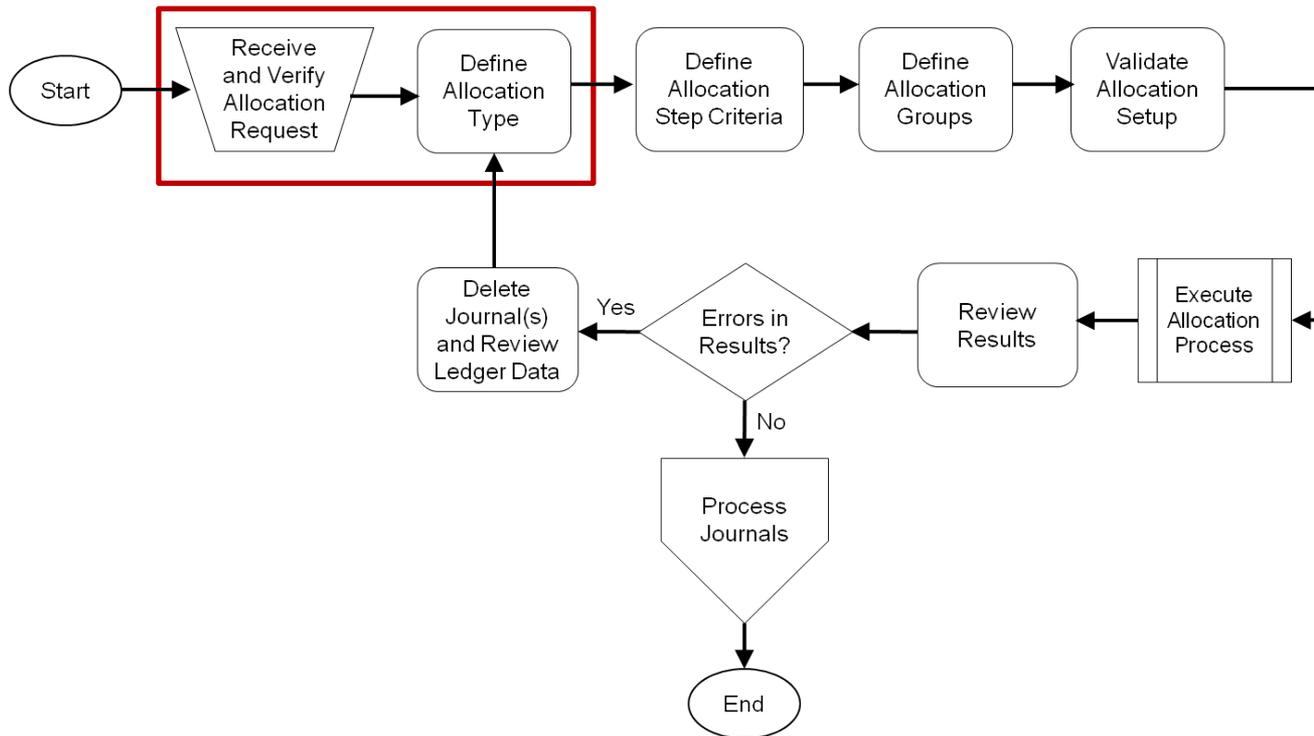


Defining an Allocation Type and Step

You must define an allocation step before you start the Allocation process and you can use any account type: asset, liability, revenue, expense, or equity, in an allocation step.

Use the **Define Allocation Step** page to define an allocation step. You can navigate to this page through the following path:

Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step





Defining an Allocation Type

To define your allocation type:

- Enter an effective date.
- Select a status.
- Select an allocation type in the **Allocation Type** field.

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

New Window ? Help Customize Page http

Type Pool Target Offset Output Options Batch Records Amount Fields

SetID: 50100 Step: V_PC_TEST1

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 01/01/2010 [calendar icon] Status: Active [dropdown arrow] [+ -]

*Description: 3rd Party Billing Alloc - CN1

*Allocation Type: Copy [dropdown arrow] Extension opcode: Add [dropdown arrow]

Transaction Code: GENERAL [magnifying glass icon] Cardinal Transaction Code

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

Type | Pool | Target | Offset | Output Options | Batch Records | Amount Fields



Defining an Allocation Type (continued)

The **Allocation Type** field selects a calculation option to determine the pool amounts that are going to the targets from one of the following allocation types:

- **Copy:** Copies pool amounts to the target or offset with possible percentage changes.
- **Spread Evenly:** Divides pool amounts equally by the specified basis fields to derive the target amounts. For example, this type can be used to divide the pool equally in thirds among department IDs 0100, 0200, and 0300.
- **Allocate on Fixed Basis:** Allocates on a fixed basis and percentage of pro rata allocation. It is based on the fixed allocation percentage that you specify in the % field in the **Value/Node** scroll area on the **Basis** page.
- **Prorata with Record Basis:** Divides the pool amount among the targets based on amounts that are stored in the basis record.
- **Arithmetic Operation:** Defines the allocation calculation as a mathematical operation between the pool and basis.



Defining an Allocation Type (continued)

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

Type | Pool | **Basis** | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 50100 Step: 1

Effective Date: 08/10/2011 Status: Active

*Description:

*Allocation Type: **Prorata with Record Basis** Extension opcode: Add

Transaction Code:

- Prorata with Record Basis
- Allocate on Fixed Basis
- Arithmetic Operation
- Copy
- Prorata with Record Basis**
- Spread Evenly

Save Notify Add Update/Display Include History

Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields



Defining an Allocation Type – Example Spread Evenly

For example, assume that you want to allocate office expense that is originally debited against the office supplies account 640000 to four departments (Departments 14000, 28000, 36000, and 43000) in equal amounts. The pool is the sum of the amounts that are in the ledger rows for that ChartField combination.

The pool is divided among the ChartField values that are specified as the target according to the basis. As the target accounts are debited, Cardinal generates an offset to balance them. **Note:** You would exclude an offset when the ledger you are allocating to is not balanced. Cardinal ledgers are balanced except for Commitment Control budget ledgers.

Pool – \$15,000 (Rent Expense)

Basis – Department 14000 (25%)

Department 28000 (25%)

Department 36000 (25%)

Department 43000 (25%)

Target – Rent Account (640000 Account)

Offset – Rent Account, Fund 04100, Department (Pool), Cost Center (Pool)



Defining an Allocation Pool

After the Allocation Type has been defined, you can specify the pool.

- If you are specifying the pool record for General Ledger, select a table value in the **Pool Record Type** field (such as **JRNL_LN**, or **Any Table**) or select the Ledger table (in the **Table** field).
- If you are defining the pool record for Project Costing, select **Any Table** and enter the table name. **Note:** If you specify the value **Any Table** in the **Pool Record Type** field, add any additional fields that might be required to the ALC_GL_P_TAO table.
- If you want to pool a specific amount, select **Fixed Amount**. While the pool amount is typically based on amounts from the ledger, you can choose to base it on any fixed amount, such as equipment cost of 40000.00 USD allocated across departments. Specify the fixed amount on the **Amounts Field** page.



Defining an Allocation Pool (continued)

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

New Window | Help | Customize Page | http

Type | **Pool** | Target | Offset | Output Options | Batch Records | Amount Fields

SetID: 50100 Step: V_PC_TEST1

Effective Date: 01/01/2010 Status: Active Description: 3rd Party Billing Alloc - CN1

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

Pool Record

*Pool Record Type: Any Table Table: PROJ_RESOURCE

Time Span: *Pool factor: 100.0000

Zero Pool Amount Option: Select Next Pool

Pool Fields

*Field Name: Activity

Find | View All | First | 1 of 5 | Last

How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Set Control Value: Tree Name: V_PC_ACT_ALLOC_TST Level Name: LEVEL_2

Specify Values/Range of Values/Tree Nodes

Find | View All | First | 1-2 of 2 | Last

Value	To		
9164		+	-
9174		+	-



Defining an Allocation Pool (continued)

You also need to enter a percentage to apply to the pool amount in the **Pool Factor** field. This option provides the flexibility to allocate a percentage of the pool amount.

Select a time span to specify a period that is relative to the current period: the fiscal year and accounting period that are to be used to retrieve pool records. Enter a single or multiple period time span to determine the accounting periods that are used for the pool.

In the **Zero Pool Amount Option**, select an option to tell Cardinal how to proceed when the amount of the pool record retrieved is zero.

- **Calculate This Pool:** Proceed to calculate the amount when the pool is zero.
- **Select Next Pool:** Skip the zero amount pool record and select the next pool record for processing.
- **Stop Processing:** Issue an error message to indicate a zero amount pool record is selected, and stop the allocation step due to this error.
- **Calc No Rows as Zero** (calculate no rows as zero): If no pool rows are selected based on the time span and selection criteria that is specified in the Pool fields, the Allocation process processes these rows as zero pool amounts. For rows that exist in the database, Cardinal processes these rows the same as **Calculate This Pool**. When you use this option, any selection criteria field that you use for the pool must be explicitly defined. For example, if on the **Target/Offset** pages one of the fields has a source defined as group by pool and basis, then this field must also be defined in the pool.



Defining an Allocation Pool (continued)

Use the **Pool Fields** grid to specify the field name that the Allocation process uses to select specific pool rows from the pool record.

Use the **Field Name** field to enter the field name that the Allocation process uses to select specific rows from the pool record. If the pool record type is a ledger group, then the pool record name is the ledger record name defined in the ledger template for the ledger group. The **Field Name** prompt table lists all fields that are in the pool record.

In the **How Specified** section

- Use the **Selected Detail Values** radio button to activate the first **Specify Values/Range of Values/Tree Nodes** edit box so that you can list individual pool field values, such as specific departments or accounts.
- Use the **Selected Tree Nodes** option to activate the tree information fields, where you specify a tree from which to select nodes.
- Use the **Range of Values** option to activate the **Specify Values/Range of Values/Tree Nodes** edit box, where you enter beginning and ending pool field values. If you leave the **Value** field blank, Cardinal selects all pool field values that are less than or equal to the **To** field value. You cannot leave the **To** field blank because the blank value is always the smallest value. You can insert multiple ranges of values.



Defining an Allocation Basis – Copy

Use the **Basis** page to determine the basis of the allocation or how to allocate the pool amount to the target. This selection depends on the type of allocation you selected on the **Type** page.

If you select the **Copy** allocation type, you will not be able to see the **Basis** page as shown on the screenshot below.

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

New Window Help Customize Page http

Type Pool Target Offset Output Options Batch Records Amount Fields

SetID: 50100 Step: V_PC_TEST1

Effective Date Find | View All First 1 of 1 Last

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

*Description: 3rd Party Billing Alloc - CN1

*Allocation Type: Copy Extension opcode: Add

Transaction Code: GENERAL Cardinal Transaction Code

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

Type | Pool | Target | Offset | Output Options | Batch Records | Amount Fields



Defining an Allocation Basis – Spread Evenly

If **Spread Evenly** is the selected allocation type, the pool amount is divided evenly across the basis field values that are specified in the basis. No basis rows are required to exist in the basis record that is specified.

You must still specify a value in the **Basis Record Type** field so that Cardinal can provide a prompt table listing for the **Field Name** field in the **Basis Fields** group box.

In the **How Specified** group box, you can use **Selected Detail Values**, **Selected Tree Nodes**, or **Range of Values** fields to specify field values. You can specify more than one field name; Cardinal divides the pool amount evenly across all basis field value combinations.



Defining an Allocation Basis – Spread Evenly (continued)

Navigation: Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

Buttons: New Window | Help | Customize Page | http

Tabs: Type | Pool | **Basis** | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 50100 Step: V_PC_TEST1

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

Effective Date: 01/01/2010 Status: Active Description: 3rd Party Billing Alloc - CN1

▼ Basis Record

Basis Record Type: Ledger Group Basis Ledger:

Time Span: *Basis factor: 100.0000

Zero Basis: Stop Processing

Basis Fields Find | View All | First | 1 of 1 | Last

*Field Name:

▼ How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Specify Values/Range of Values/Tree Nodes Find | View All | | First | 1 of 1 | Last



Defining an Allocation Basis - Allocate on Fixed Basis

The **Allocate on Fixed Basis** allocation type is a variation of prorata allocation, where the percentage of the prorata is fixed. As with **Spread Evenly**, no basis rows are required to exist in the basis record that is specified. You must still specify the basis record type so that the system can provide a prompt table listing on the basis field name.

You can use only the **Selected Detail Values** field to specify basis field values, and you can specify more than one value in the **Field Name** field.

You must also specify the fixed % (percent) for each field value in the **Specify Value/Range of Values/Tree Nodes** edit box. The total of the percentage for one field does not have to add up to 100 percent, but Cardinal uses the percentages to calculate the actual percent-to-total for each value.

For example, if you specify 10% for DeptID 0100 and 40% for DeptID 0200, Cardinal allocates 10% of the pool amount to DeptID 0100 and 40% to DeptID 0200.



Defining an Allocation Basis - Allocate on Fixed Basis (continued)

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

New Window | Help | Customize Page | http

Type | Pool | **Basis** | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 50100 Step: V_PC_TEST1

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

Effective Date: 01/01/2010 Status: Active Description: 3rd Party Billing Alloc - CN1

▼ Basis Record

Basis Record Type: Ledger Group Basis Ledger:

Time Span: *Basis factor: 100.0000

Zero Basis: Stop Processing

Basis Fields Find | View All | First | 1 of 1 | Last

*Field Name:

▼ How Specified

Selected Detail Values Selected Tree Nodes Range of Values

Specify Values/Range of Values/Tree Nodes Find | View All | | | First | 1 of 1 | Last



Defining an Allocation Basis – Other Allocation Types

If other allocation types are selected on the **Type** page:

- **Prorata with Record Basis:** Specify basis fields in the same way that you do the pool. Basis rows are selected from the basis record, and their amounts are used to calculate a percent-to-total to distribute the pool amount to each target.
- **Arithmetic Operation:** Like Prorata with Record Basis, basis rows are selected from the basis record, and you specify basis in the same way that you do the pool. Target amounts are calculated by performing the mathematical operation between each pool and basis amount.



Defining an Allocation Target

Use the **Target** page to define the destination for the allocation or the target record (journal or any table) and target field values.

The screenshot shows the 'Define Allocation Step' window with the 'Target' tab selected. The interface includes a breadcrumb trail: Favorites > Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The 'SetID' is 50100 and the 'Step' is V_PC_TEST1. The 'Effective Date' is 01/01/2010, 'Status' is Active, and 'Description' is 3rd Party Billing Alloc- CN1. The 'Target Record' section shows 'Target Record Type' as 'Any Table' and 'Table' as 'PROJ_RESOURCE'. The 'Time Span' is empty, 'Basis Span Opt' is 'Combine Periods for Basis', and 'Target Span Opt' is 'Divide Target Across Periods'. The 'Specify Field Values' table is as follows:

*Field Name	*Source	Field Mapping	Value /Mask		
Account	Pool	Account		+	-
Accounting Date	Pool	Accounting Date		+	-
Activity	Value		LC1_CN	+	-
Detail Activity	Pool	Activity		+	-
Adjustment Line Type	Pool	Adjustment Line Type		+	-
Affiliate	Pool	Affiliate		+	-
Fund Affiliate	Pool	Fund Affiliate		+	-
AM Distribution Status	Pool	AM Distribution Status		+	-
Analysis Type	Value		LC1	+	-
Journal Template	Pool	Journal Template		+	-

At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. A breadcrumb trail at the very bottom reads: Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields.



Defining an Allocation Target (continued)

Choose a **Target Record Type** and the relevant **Time Span**. If you use a multiperiod time span for the basis and target, you can choose a basis span option in the **Basis Span Opt** field.

If the target record is journals, the target record name is actually the journal line record name that is defined on the ledger template for the ledger group. The **Field Name** prompt table lists all fields that are in the target record.



Defining an Allocation Target (continued)

The **Source** field identifies the location of the target field values for each field name that are available for the Allocation process. This provides a convenient way to populate the target field values, particularly if the values are from the pool or basis records. You need not reenter them here, just prompt for the appropriate option.

If the source is from **Pool**, **Basis**, or **Group by**, you can specify **Field Mapping** field for those occasions when the field name for the pool or basis record differs from the field name that is in the target record. For example, this could occur if the **Product** field value for the target record must come from the **Project** field value of the pool record.

If you specify a fixed value in the **Source** field, use the **Value/Mask** field for character or date-type fields. You can enter a fixed date in one of the following formats: mmddyy, mm/dd/yy, or mm/dd/yyyy.



Defining an Allocation Offset

Use the **Offset** page to define the offset entry that will balance the target. Offset entries usually reflect the clearing of pool amounts as they are transferred to targets. However, if the target record is not a balanced ledger, such as a budget ledger, then usually no offset exists.

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

New Window ? Help Customize Page http

Type Pool Basis Target **Offset** Output Options Round Options Batch Records Amount Fields

SetID: 50100 Step: V_PC_TEST1

Effective Date Find | View All First 1 of 1 Last

Effective Date: 01/01/2010 Status: Active Description: 3rd Party Billing Alloc - CN1

Offset Record

Offset Record Type:

Specify Field Values Customize | Find | View All | First 1 of 1 Last

*Field Name	*Source	Field Mapping	Value / Mask

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

Type | Pool | Basis | Target | **Offset** | Output Options | Round Options | Batch Records | Amount Fields



Defining an Allocation Offset (continued)

Select **Journal Records** or **Any Table** in the **Offset Record Type** field and specify the offset field values.

Use the **Source** field to identify the location of values for the offset entry used by the Allocation process. The offset fields can be directed to the pool record or a particular target table, but the purpose of the offset is always to prevent double counting.



Selecting Output Options

Use the **Output Options** page to define journal options if the target or offset record is **Journals**.

If the target or offset is a journal that is located on the **Allocations Target** or **Allocations Offset** pages, you must define the journal options.



Selecting Output Options – Journal Options

Use the **Journal ID Mask** field to specify a prefix for naming allocation journals. A 10- character alphanumeric ID identifies journals. Cardinal automatically appends the prefix that you specify to the journal IDs.

For example, if you specify the Journal ID Mask to be **ALLOC**, the allocation journal IDs might be **ALLOC00001**, **ALLOC00002**, and so on. Alternatively, the value **NEXT** causes Cardinal to assign the next available journal ID number automatically.

Reserve a unique mask value for allocations to ensure that no other process creates the same journal ID.

Also enter the **Journal Date Code** and **Source**. Unless you specify otherwise, the journal source moves by default to **ALO** (allocations).



Selecting Output Options – Journal Options (continued)

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

New Window | Help | Customize Page | http

Type | Pool | Basis | Target | Offset | **Output Options** | Round Options | Batch Records | Amount Fields

SetID: 50100 Step: V_PC_TEST1

Effective Date: 01/01/2010 Status: Active Description: 3rd Party Billing Alloc - CN1

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

Table Output Option

Table Output Option: Update Existing Amounts

Currency Conversion

Rate Type: CRRNT Currency Effective Date Code: Req Date

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

[Type](#) | [Pool](#) | [Basis](#) | [Target](#) | [Offset](#) | [Output Options](#) | [Round Options](#) | [Batch Records](#) | [Amount Fields](#)



Selecting Output Options – Journal Options (continued)

Use the **Post Journal(s)** option to post the journals. If you select this option, Cardinal automatically selects the **Edit Journal(s)** and **Budget Check Journal(s)** options. You can deselect the **Budget Check Journal(s)** option if you want to run the Budget Processor later to update the commitment control ledgers.

Use the **Edit Journal(s)** checkbox to edit the journals that the Cardinal Allocation process creates so that you do not have to edit them later in a separate process. Select this option when you want to edit journals without posting them. Typically, you select this option in a multiple-step Allocation process, where the pool amount for the next step comes from the target of the previous step. If journals are not posted, then the ledger is not updated. The next multiple step then draws erroneous data from the ledger. If you select this option, the Allocation process calls the Journal Edit process (GL_JEDIT) first to edit the journals.



Selecting Output Options – Journal Options (continued)

If the journals fail in the Journal Edit process, Cardinal does not post them to the ledger and the Allocation process issues this error message: “Allocation step ... is complete with journal created but not posted.”

Journals can fail the Journal Edit process for many reasons, including invalid ChartFields, balancing by ChartField, or ChartField combination edit. After you determine the cause of the problem, you may have to change the allocation step definition to avoid it.

Use the **Budget Check Journal(s)** checkbox to run the Budget Processor to budget check journals for the commitment control ledgers. This option is available only if you enable the commitment control option. If you select this option, Cardinal automatically selects **Edit Journal(s)**. You must edit journals before you budget check them.



Selecting Rounding and Distribution of Odd Cents Options

Use the **Round Options** page to define the method for rounding the allocation amount and distributing odd cents. This option is valid only for the **Allocate on Fixed Basis**, **Prorata with Record Basis**, and **Spread Evenly** allocation types.

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

New Window | Help | Customize Page | http

Type | Pool | Basis | Target | Offset | Output Options | **Round Options** | Batch Records | Amount Fields

SetID: 50100 Step: V_PC_TEST1

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

Effective Date: 01/01/2010 Status: Active Description: 3rd Party Billing Alloc - CN1

*Round Options: Normal

Distribute Odd Cents: First Target Line

Specify Field Values Customize | Find | First | 1 of 1 | Last

*Field Name	Field Value

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

Type | Pool | Basis | Target | Offset | Output Options | **Round Options** | Batch Records | Amount Fields



Selecting Rounding and Distribution of Odd Cents Options (continued)

Use the **Round Options** field to specify the method to use to round the allocation amount. Select from these values:

- **Normal:** The default value. This method rounds the allocated amount based on the decimal precision of the currency control value. For example, 104.495 rounds to 104.50 USD.
- **Round Down:** This method rounds the allocated amount down to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 rounds to 104.49 USD.
- **Round Up:** This method rounds the allocated amount up to the nearest decimal based on the decimal precision of the currency control value. For example, both 104.495 and 104.494 round to 104.50 USD.
- **Truncate:** This method truncates the allocated amount after the decimal precision of the currency control value. For example, 104.495 and 104.494 truncate to 104.49 USD.



Selecting Rounding and Distribution of Odd Cents Options (continued)

Use the **Distribute Odd Cents** field to designate where to distribute odd cents. Because allocation processing is set-based rather than row-by-row to improve performance, this option is required for allocation types of prorata, spread evenly, and fixed basis.

For these allocation types, the process balances the target and offset amounts to the allocated pool amount. That is, the process attempts to allocate 100 percent of the pool amount to the target and offset amounts, sometimes resulting in odd cents.



Specifying Batch Records

Use the **Batch Records** page to specify the batch temporary tables used in the Allocation process.

The **Calculation Log Record** field specifies to create a calculation log for a complete audit trail for debugging.

The **Temporary Table** box specifies the temporary table for the pool data, basis data, target detail data, etc.

The screenshot shows a web application interface for configuring batch records. The breadcrumb trail is: Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step. The page has several tabs: Type, Pool, Basis, Target, Offset, Output Options, Round Options, Batch Records (selected), and Amount Fields. The main content area shows the following configuration:

- SetID: 50100 Step: V_PC_TEST1
- Effective Date: 01/01/2010 Status: Active Description: 3rd Party Billing Alloc - CN1
- Calculation Log Record: PC_ALLOC_CALC
- Temporary Tables section:
 - Pool: V_ALC_PCP_TAO (Default)
 - Basis: V_ALC_PCP_TAO
 - Target Detail: V_ALC_PCT_TAO
 - Offset Detail: V_ALC_PCT_TAO
 - Target Balance: V_ALC_PTB_TAO
 - Calculation Log: ALC_CLOG_TAO
 - Basis Summary: V_ALC_PTS_TAO
 - Target Summary: V_ALC_PTS_TAO
 - Offset Summary: V_ALC_PTS_TAO

At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. A footer menu contains links for Type, Pool, Basis, Target, Offset, Output Options, Round Options, Batch Records, and Amount Fields.



Defining Amount Fields

Use the **Amount Fields** page to define the fields in the chosen pool record that store the pool amounts, the fields in the chosen basis record that store the basis amounts, and the fields used for the calculated amounts in the chosen target and offset records.

You can specify many sets of amount fields to perform allocations. For example, Project Costing can allocate on both resource amount and resource quantity fields in the same allocations. You can allocate pool resource amounts by using the basis resource amount percentage-to-total ratio and the pool resource quantity by using the basis resource quantity percentage-to-total ratio. You can also allocate both the pool resource amount and resource quantity using the basis resource amount percentage-to-total ratio. This page gives you the flexibility to define how the amounts are distributed from the fields in the pool record to the fields in the target and offset record.



Defining Amount Fields (continued)

Navigation: Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step

Buttons: New Window | K? | Customize Page | http

Tabbed Interface: Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 50100 Step: V_PC_TEST1

Effective Date: 01/01/2010 Status: Active Description: 3rd Party Billing Alloc- CN1

Allocation Amount Field Mappings

Field Name	Pool	Basis	Target	Offset
Amount	Foreign Amount		Foreign Amount	
Base Amount	Projects Business Unit Amount		Projects Business Unit Amount	
Transaction Amount				
Log Amount	Allocations Pool Amount	Alloc Basis Amt	Alloc Target/Offset Amount	
Log Base Amount	Allocations Pool PBA Amount		Alloc Target/Offset PBA Amt	
Log Transaction Amount				
Log Basis Total Amount		Alloc Basis Total		

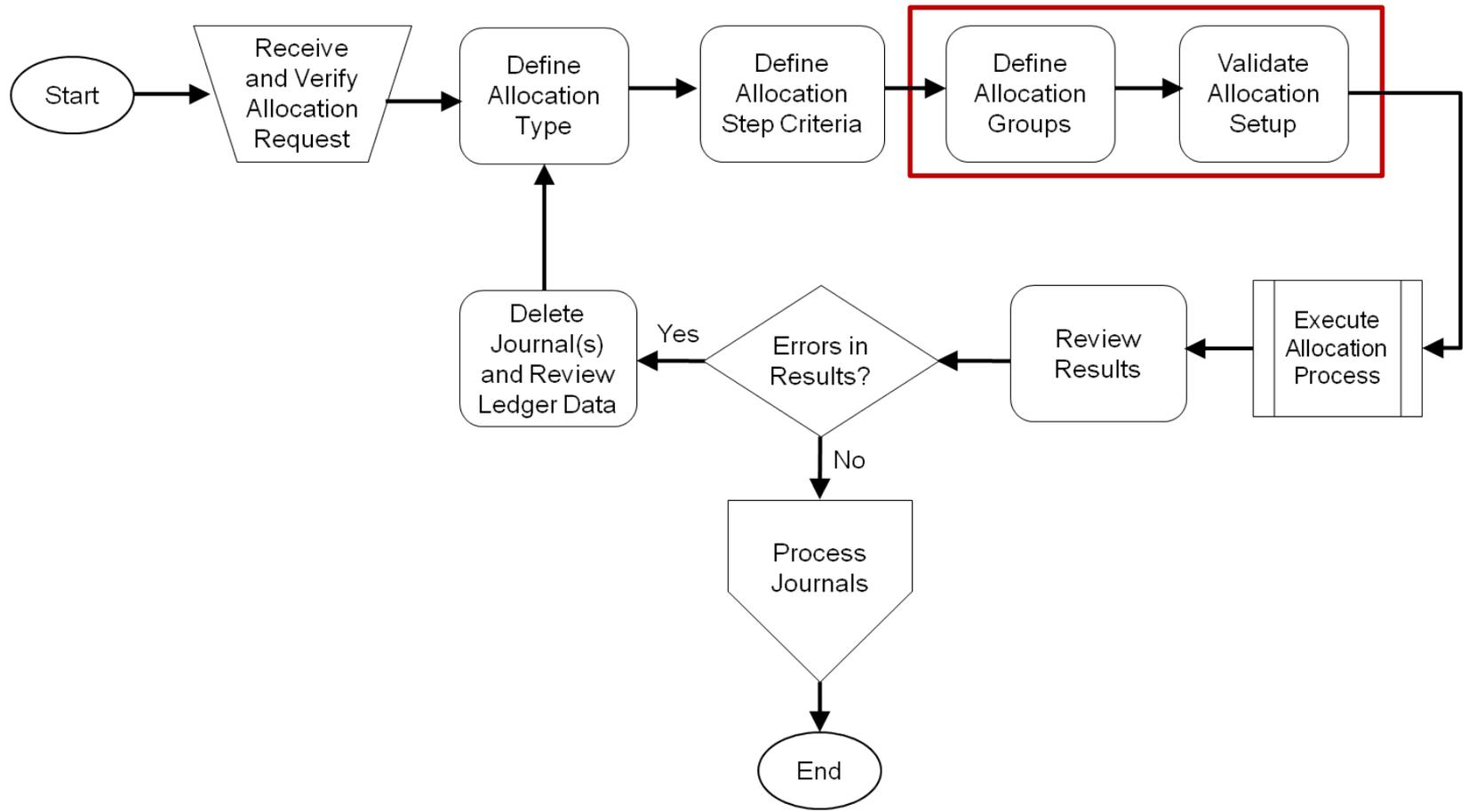
Buttons: Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Navigation: Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields



Defining an Allocation Group and Validating Allocation Setup

The next step in the Allocation process is Define Allocation Group and Validate Allocation Setup.





Defining an Allocation Group and Validating Allocation Setup (continued)

You can define multiple allocation steps for step-down allocations across ChartFields. The target for each step can become the next step's pool or basis. You define an allocation group for these steps and then process the allocation on the group. If a step in the sequence fails, the **Continue** option determines if processing continues for the next step.

The allocation group is effective-dated, allowing you to track the historical basis of the financial data that results from allocation processing. Even if there is only one step in an allocation, you must define an allocation group.

To define an allocation group, use the **Allocation Group** page. You can navigate to this page through the following path:

Main Menu > Allocations > Define and Perform Allocations > Define Allocation Group



Defining an Allocation Group and Validating Allocation Setup (continued)

Use the icons in the upper right corner of the page to copy, rename, or delete the allocation group.

Use the **Step** field to enter the name of the process step that determines the various allocation processing options (in addition to the pool, basis, target, and offset ChartFields). Define each allocation step in a series of pages. You must define a step before you can select it in the allocation process group sequence. After defining it, you can use a step in any number of allocations.

The sequence determines the order in which the Cardinal Allocation process performs the steps. You must enter the correct sequence because the target of each step becomes the pool for the next step, or the basis if the journals are posted.

Use the **Continue** checkbox to indicate that you want Cardinal to continue processing even if the allocation step fails.



Defining an Allocation Group and Validating Allocation Setup (continued)

Favorites | Main Menu > Allocations > Define and Perform Allocations > Define Allocation Group

New Window | Help | Customize Page | http

Allocation Group

SetID: 50100 Group: V_PC_TEST

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

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

Description: Test Using PC Allocations

Comments: For 3rd Party Billing Puposes - Test Script # 02.PA.04.03 - 3rd Party Allocations

Steps

Customize | Find | View All | First | 1-6 of 6 | Last

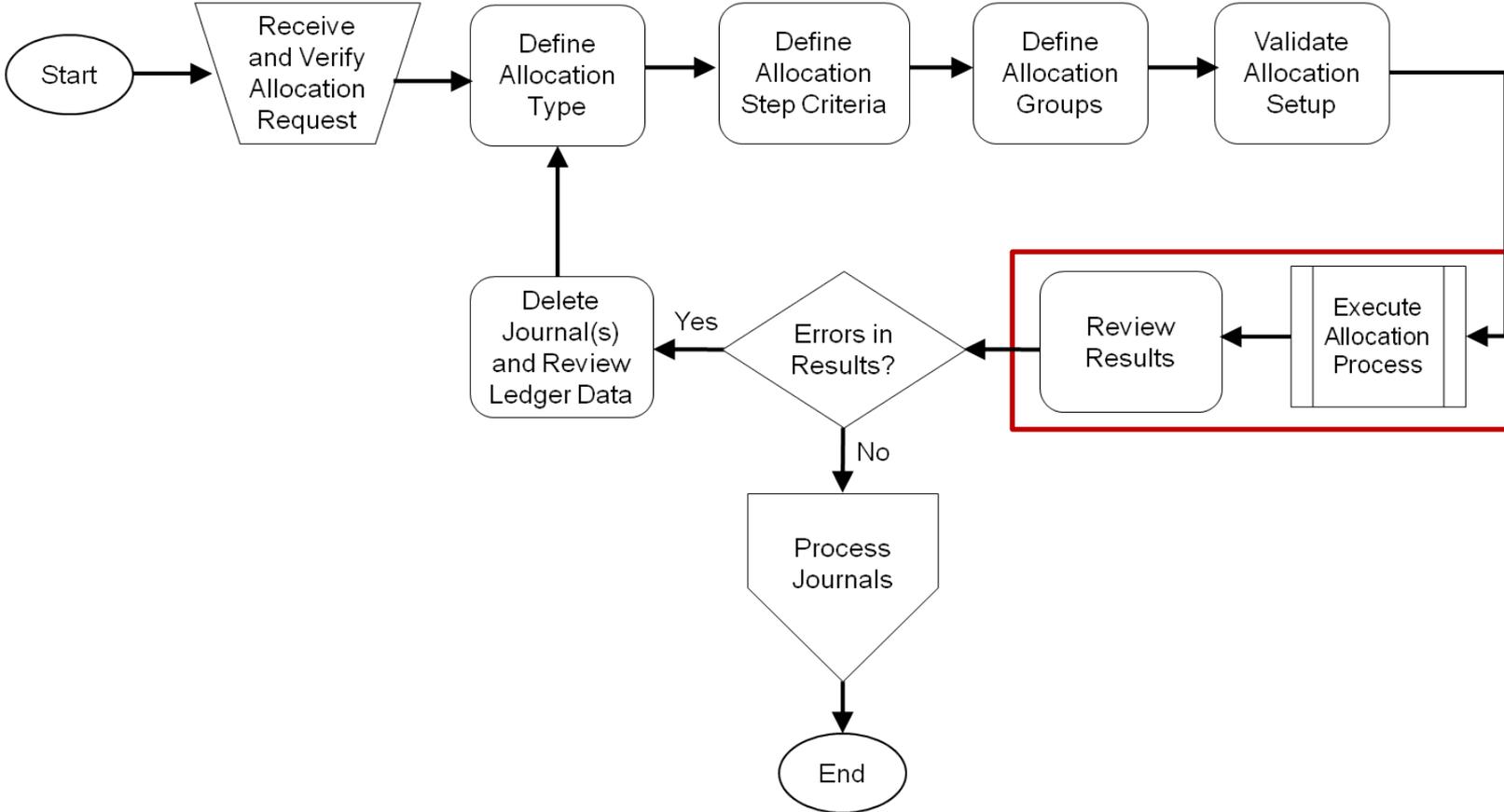
*Step	Description	Continue		
V_PC_TEST1	3rd Party Billing Alloc - CN1	<input checked="" type="checkbox"/>	+	-
V_PC_TEST2	3rd Party Billing Alloc - CN2	<input checked="" type="checkbox"/>	+	-
V_PC_TEST3	3rd Party Billing Alloc - CN3	<input checked="" type="checkbox"/>	+	-
V_PC_TEST4	3rd Party Billing Alloc - CN4	<input checked="" type="checkbox"/>	+	-
V_PC_TEST5	3rd Party Billing Alloc - CN5	<input checked="" type="checkbox"/>	+	-
V_PC_TEST6	3rd Party Billing Alloc - PE1	<input checked="" type="checkbox"/>	+	-

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



Executing Allocation Process and Reviewing Results

The next step in the Allocation process is Execute Allocation Process and Review Results.





Executing Allocation Process

You must define allocation steps and allocation groups before you process a request. You need to indicate the request parameters and process group allocations that you want processed. Next, you need to identify the process group that you want processed. You have the option of generating an Allocation Calculation Log report, which creates a report showing the allocation calculations that the specified process step performed within a process instance. You can also test the allocation process by creating a calculation log without outputting journals to the appropriate ledgers.

To do this, access the **Allocation Request** page and add a Run Control ID. You can navigate to this page through the following path:

Main Menu > Allocations > Define and Perform Allocations > Request Allocation



Specifying the Allocation Process Request Parameters

Use the **Allocation Request** page to enter the request parameters. These parameters are used to define the processing rules and data to be included when the process is run.

Use the **Process Frequency** field to determine the frequency of the process.

- **Once:** Select to process the current request the next time that the allocation processing is executed.
- **Don't:** Once executed, the process changes frequency to this value.
- **Always:** Select to process each time that build combination data is executed.

Favorites | Main Menu > Allocations > Define and Perform Allocations > Request Allocation

New Window | Help | Customize Page | http

Allocation Request

Run Control ID: Allocation_Request Report Manager Process Monitor Run

Process Request Parameters				
*Process Frequency	*Unit	*Allocation Group	*Request Date Option	*Output Options
Don't	50100		Process Date	No Calc Log - Create Output

Save Notify Add Update/Display



Executing Allocation Process (continued)

Use the **Allocation Group** field to specify the name of the allocation process group that you created in a previous activity.

Enter the desired information into the **Output Options** field:

- **Create Calc Log - No Output** (create calculation log - no output): Serves as a dry run by creating a calculation log but no journals and ledger entries.
- **Create Calc Log and Output** (create calculation log and output): Creates a calculation log and generates journals and ledger entries.
- **No Calc Log - Create Output** (no calculation log - create output): Creates journals and ledger entries, but no calculation log. This is the system default value.

Note: Calculation logs are cleared using SQL scripts.



Executing Allocation Process (continued)

When parameters are set, click the **Run** button.

When errors occur and processing aborts, you can restart processing at the step that failed by selecting **Start Step**. This option appears only if an error occurred during processing.



Executing Allocation Process (continued)

Clicking the **Run** button takes you to the **Process Scheduler Request** page.

Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

The **Server Name** is already populated and should not be changed.

When you have finished updating parameters, click the **OK** button.

Favorites | Main Menu > Allocations > Define and Perform Allocations > Request Allocation

New Window Help Customize Page http

Process Scheduler Request

User ID: V_GL_SYSTEM_PROCESSOR Run Control ID: Allocation_Request

Server Name: [dropdown] Run Date: 07/06/2011 [calendar icon]

Recurrence: [dropdown] Run Time: 10:25:36AM [Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/FS Allocations	FS_ALLC	Application Engine	Web	TXT	Distribution

OK Cancel



Executing Allocation Process (continued)

Clicking the **OK** button takes you back to the **Allocation Request** page. A Process Instance number appears. This number helps you identify the process you have run when you check its status.

Clicking the **Process Monitor** link takes you to the **Process List** page, where you can view the status of submitted process requests.

If the run status is not yet complete, you can click the **Refresh** button. The status for your process instance should be **Success**.



Executing Allocation Process (continued)

Favorites Main Menu > Allocations > Define and Perform Allocations > Request Allocation

New Window Help Customize Page http

Process List

View Process Request For

User ID: Type: Last Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	77822		Application Engine	FS_ALLC	V_GL_SYSTEM_PROCESSOR	07/06/2011 10:25:36AM EDT	Warning	Posting	Details

[Go back to Allocation Request](#)

Save Notify



Reviewing Results

Now that you have completed the process request, you need to review the Allocation Calculation Log report.

You can navigate to this page through the following path:

Main Menu > Allocations > Reports > Allocation Calculation Logs

Then search for your run control ID.



Reviewing Results (continued)

This takes you to the **Allocation Calculation Logs Report** page. This page enables you to specify parameters to print a report showing details of the allocation calculation.

Use the **Allocation Step** field to specify the name of the process step that you want calculated in the Allocation Calculation Log report.

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

- Navigation: Favorites | Main Menu > Allocations > Reports > Allocation Calculation Logs
- Page Actions: New Window, Help, Customize Page, http
- Page Title: Allocation Calculation Logs Report
- Run Control ID: Alloc_Calc_Log
- Language: English (dropdown)
- Buttons: Report Manager, Process Monitor, Run
- Section: Report Request Parameters
- Fields: SetID (50100), Allocation Step, Begin Process Instance, End Process Instance
- Checkbox: Display Full Numeric Field
- Button: Refresh
- Section: ChartField Selection
- Table:

Sequence	ChartField Name	Include CF	Value
		<input type="checkbox"/>	
- Page Navigation: Customize | Find | First | 1 of 1 | Last
- Bottom Buttons: Save, Notify, Add, Update/Display



Reviewing Results (continued)

Use the **Begin Process Instance** field to specify the process instance number of the process for which you want to create a log report.

You only want to view the calculation log from the process group with a single step that you created. The same value will appear automatically in the **End Process Instance** field when you click in the field.

Click the **Refresh** button.



Reviewing Results (continued)

This expands the ChartField Selection grid.

Select the **Include CF** checkbox to specify the **ChartField Names** that you want to appear in the report.

Click the **Run** button when you have made all of your selections.



Reviewing Results (continued)

Favorites | Main Menu > Allocations > Reports > Allocation Calculation Logs

Allocation Calculation Logs Report

Run Control ID: Alloc_Calc_Log [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

SetID:

Allocation Step:

Begin Process Instance:

End Process Instance:

Display Full Numeric Field

ChartField Selection [Customize](#) | [Find](#) | | First | 1-25 of 25 | Last

Sequence	ChartField Name	Include CF	Value
<input type="text" value="1"/>	Account	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="2"/>	Fund	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="3"/>	Program	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="4"/>	Department	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="5"/>	Cost Center	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="6"/>	Task	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="7"/>	FIPS	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="8"/>	Asset	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="9"/>	Agency Use 1	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="10"/>	Agency Use 2	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="11"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="12"/>	Project	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="13"/>	Activity	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="14"/>	Source Type	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="15"/>	Category	<input type="checkbox"/>	<input type="text"/>



Reviewing Results (continued)

Clicking the **Run** button takes you to the **Process Scheduler Request** page. Click the **OK** button. This takes you back to the **Allocation Calculation Logs Report** page. Note the new Process Instance number.

Click the **Process Monitor** link.



Reviewing Results (continued)

Favorites | Main Menu > Allocations > Reports > Allocation Calculation Logs New Window ? H

Allocation Calculation Logs Report

Run Control ID: Alloc_Calc_Log [Report Manager](#) [Process Monitor](#)
 Language: English Process Instance: 77825

Report Request Parameters

SetID:

Allocation Step:

Begin Process Instance:

End Process Instance:

Display Full Numeric Field

ChartField Selection Customize Find First 1-25 of 25 Last			
Sequence	ChartField Name	Include CF	Value
<input type="text" value="1"/>	Account	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text" value="2"/>	Activity	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text" value="3"/>	Affiliate	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text"/>	Fund Affiliate	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Currency Code	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Department	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Budget Period	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Agency Use 2	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	PC Business Unit	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Cost Center	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Analysis Type	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Book Code	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	FIPS	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Project	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Category	<input type="checkbox"/>	<input type="text"/>



Reviewing Results (continued)

Note that the status is **Success** for your process instance.

Now you are ready to view your Allocation Calculation Log. Click the **Go back to Allocation Calculation Log** link.



Reviewing Results (continued)

Favorites | Main Menu > Allocations > Reports > Allocation Calculation Logs

New Window | Help | Customize Page | http

Process List

View Process Request For

User ID: Type: Last Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	77825		SQR Report	GLS6002	V_GL_SYSTEM_PROCESSOR	07/06/2011 10:44:01AM EDT	Success	Posted	Details
<input type="checkbox"/>	77824		SQR Report	GLS6002	V_GL_SYSTEM_PROCESSOR	07/06/2011 10:41:32AM EDT	Success	Posted	Details
<input type="checkbox"/>	77822		Application Engine	FS_ALLC	V_GL_SYSTEM_PROCESSOR	07/06/2011 10:25:36AM EDT	Warning	Posted	Details

[Go back to Allocation Calculation Log](#)



Reviewing Results (continued)

On the **Allocation Calculation Logs Report** page, click the **Report Manager** link. **Note:** You will be able to access this link if you also have a Reporter role.

Click the **Administration** tab on the Report Manager pages. Click the **Allocation Calculation Log Rep** link.

Allocation Calculation Logs Report

Run Control ID: Alloc_Calc_Log [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

SetID: 50100

Allocation Step: V_PC_TEST1

Begin Process Instance: 77822

End Process Instance: 77822

Display Full Numeric Field [Refresh](#)

ChartField Selection Customize | Find | First | 1-25 of 25 | Last

Sequence	ChartField Name	Include CF	Value
1	Account	<input type="checkbox"/>	
2	Fund	<input type="checkbox"/>	
3	Program	<input type="checkbox"/>	
4	Department	<input type="checkbox"/>	
5	Cost Center	<input type="checkbox"/>	
6	Task	<input type="checkbox"/>	
7	FIPS	<input type="checkbox"/>	
8	Asset	<input type="checkbox"/>	
9	Agency Use 1	<input type="checkbox"/>	
10	Agency Use 2	<input type="checkbox"/>	
11	PC Business Unit	<input type="checkbox"/>	
12	Project	<input type="checkbox"/>	
13	Activity	<input type="checkbox"/>	
14	Source Type	<input type="checkbox"/>	
15	Category	<input type="checkbox"/>	

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



Reviewing Results (continued)

Select the link of the report name that you would like to view. Once you click the link, a new window will open and you will be asked to sign in to view your report.

Navigation: Favorites | Main Menu > Allocations > Reports > Allocation Calculation Logs

Actions: [New Window](#) [Help](#) [Customize Page](#) [http](#)

View Log/Trace

Report

Report ID: 22692 Process Instance: 77825 [Message Log](#)
Name: GLS6002 Process Type: SQR Report
Run Status: Success

Allocation Calculation Log Rep

Distribution Details

Distribution Node: fintrn Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS6002_77825.log	1,833	07/06/2011 10:44:35.480204AM EDT
qls6002_77825.out	32	07/06/2011 10:44:35.480204AM EDT

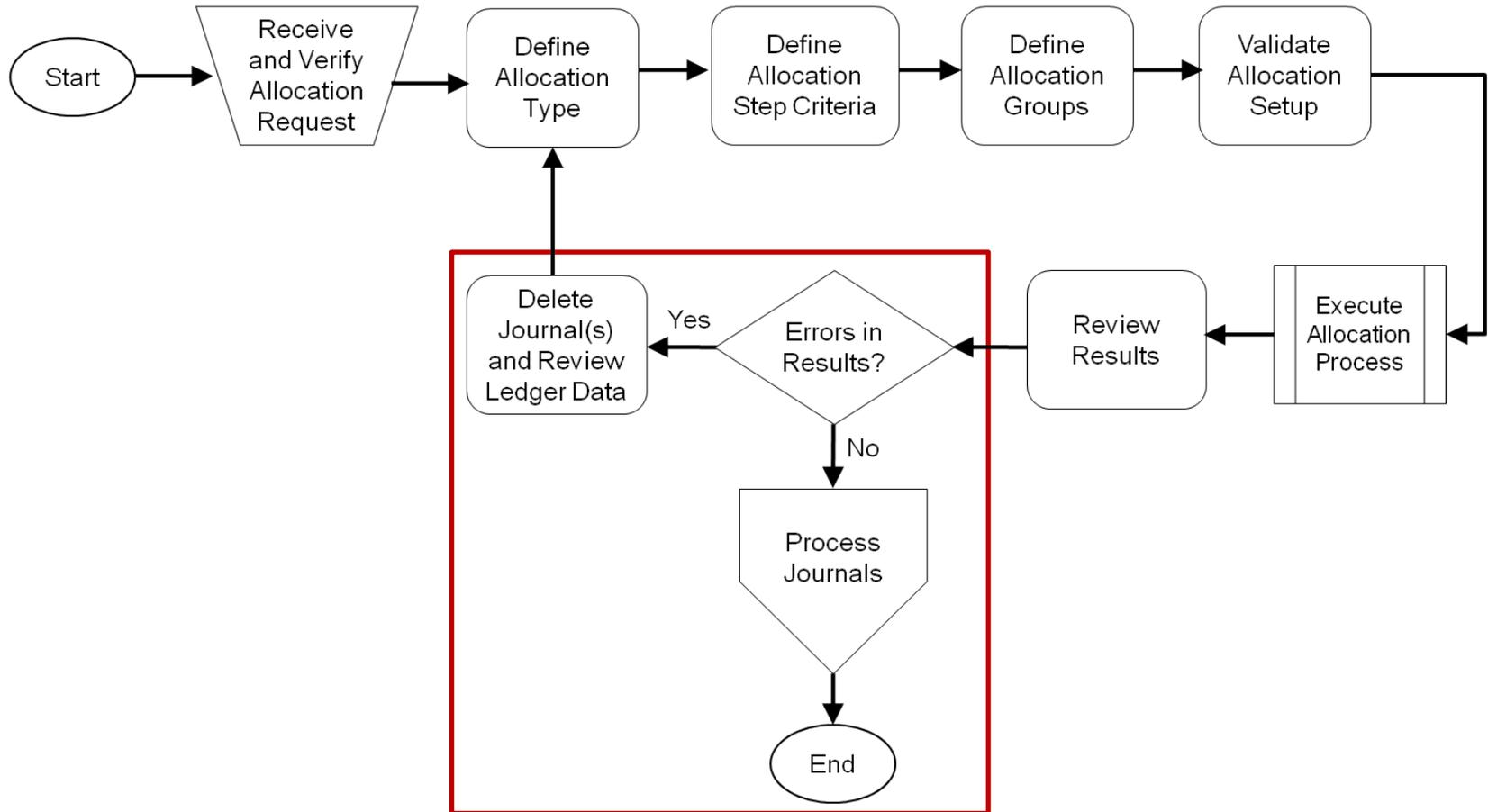
Distribute To

Distribution ID Type	*Distribution ID
User	V_GL_SYSTEM_PROCESSOR



Process Journals / Delete Journals

The last step in the Allocation process is Process Journals and Delete Journal(s) and Review Data.





Process Journals

The allocation steps that executed successfully, per the Allocation Calculation Log and Allocation Calculation Logs Report, must be submitted for approval once they pass edit and budget checks. After the allocation journals are approved, they can be posted to the ledger.

Allocations typically run at the end of the month after all possible current activity for the month has posted. The allocation journals are posted prior to the accounting period closing.



Delete Journals

For allocations that failed the Execute Allocation process, there are two options:

- The Journal Processor needs to delete the journals that were created.
- Errors can be identified and corrected. Then the General Ledger System Processor needs to run the allocation process again.



Amending the Journal Entry Template

Journal entry templates assist with creating a journal by limiting the fields displayed to only those used by the agency. Journal entry templates are used to define and maintain the fields that are displayed on the **Journal Entry** page grid.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Journals > Entry Template

New Window | Help | Customize Page | http

Journal Entry Template

Template Type: All User:

Primary Permission List:

Journal Entry Template - Show Journal Line Grid Columns Customize | Find | View All | First 1 of 1 Last

Chartfield | Amount | Miscellaneous

*Template ID	Action	Default	Unit	Ledger	Speed Type	Event	Account	Fund	Program	Department	Cost Center	Task
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 Customize | Find | View All | First 1 of 1 Last

Chartfield | Amount | Miscellaneous

Copy Down ID	Action	Default	Unit	Ledger	Event	Account	Fund	Program	Department	Cost Center	Task	FIPS	As
STANDARD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>								

Save | Return to Search | Notify | Refresh | Add | Update/Display



Amending the Journal Entry Template (continued)

You can configure the Standard Journal Entry template to control which ChartFields appear in your journal entry transactions.

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.

End users will not be able to change the journal entry template, but will be able to copy down information from one journal line to another in order to speed up journal entry.

This functionality can be accessed from the journal **Lines** tab by clicking on **the Template List** link.



Lesson 3: Summary

In this lesson, you learned:

- The budget structure (ledger group) defines the processing rules for each budget ledger. The Commonwealth of Virginia has Statewide and Agency budget structures used in Cardinal.
- The Cardinal budget structure uses parent/child budget relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget. Agency budgets are established as the child budget level to the statewide budget.
- During the Allocation process, journal transactions, ledger balances or statistical quantities within a business unit or across business units are distributed so the appropriate entities (i.e., departments, divisions, cost centers) recognize a reasonable share of the amounts (i.e., overhead).
- Journal entry templates assist with creating a journal by limiting the fields displayed to only those used by the agency. Journal entry templates define and maintain the fields that are displayed on the Journal Entry page grid.
- You can configure the Standard Journal Entry template to control which ChartFields appear in your journal entry transactions. End users will not be able to change the journal entry template, but will be able to copy down information from one journal line to another in order to speed up journal entry.



Lesson 4: General Ledger Maintenance Reports, Queries, and Online Inquiries

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

- Reports
- Queries
- Online Inquiries



Reports

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

- ChartField Report
- SpeedTypes Report
- SpeedCharts Report
- Allocation Calculation Logs Report
- Commitment Control Budget Control Report
- Journal Edit Errors Report



ChartField Report

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

This report is available for the following ChartFields: **Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, Project, Statistics Code.**

You can navigate to this report through the following path:

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

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



ChartField Report (continued)

ORACLE

Report ID: FIN0011

PeopleSoft Financials
VALID DEPARTMENT CODES

Set ID: 60100
As Of Date: 06.Jul.2011

Department	Description	Short Description	Budgetary Only	Manager Name
10000	All Central Office Orgs	All Centra	N	
10001	Commissioner's Office	Commission	N	
10002	Commw/ith Trans Board (CTB)	Commw/ith	N	
10003	Administrative Services	Administra	N	
10004	Structure & Bridges	Structure	N	
10005	Workforce Safety & Health	Workforce	N	
10007	Public Affairs	Public Aff	N	
10008	VDOT Enterprise Appl. Office	VDOT Enter	N	
10011	Environmental	Environmen	N	
10012	Civil Rights	Civil Righ	N	
10014	Financial Planning	Financial	N	
10015	Fiscal	Fiscal	N	
10017	Human Resources	Human Reso	N	
10018	H/R Severance - Central Office	H/R Severa	N	
10020	Internal Audit	Internal A	N	
10021	Location & Design	Location &	N	
10024	Materials	Materials	N	
10025	Safety & Performance Division	Safety & P	N	
10029	Research Council	Research C	N	
10030	Right of Way - Central Office	Right of W	N	
10038	Transportation Planning	Transporta	N	
10040	ITech Applications&Data Mgmt	ITech Appl	N	
10042	External & Construction Audit	External &	N	
10043	Inspector General	Inspector	N	
10044	Innovative Finance & Revnue Op	Innovative	N	
10049	Maintenance Division	Maintenanc	N	
10050	Construction Management	Constructi	N	
10051	Innovative Project Delivery	Innovative	N	
10053	Traffic Engineering & Safety	Traffic En	N	
10054	Policy and Legislative Coord	Policy and	N	
10055	Scheduling & Contract Develop	Scheduling	N	
10056	Operations & Security Division	Operations	N	
10057	VDOT Learning Center	VDOT Learn	N	
10058	Investigation Division	Investigat	N	
10059	Local Assistance	Local Assl	N	
10060	Program Management	Program Ma	N	
10071	Operations Planning Divsion	Operations	N	
10072	Admin Servs Div - Cen Wrhse	Admin Serv	N	
10073	PPTA Program Office	PPTA	N	



SpeedTypes Report

Displays a valid list of SpeedTypes. For each SpeedType, the report prints a description, the User ID or class, and associated ChartField values such as cost center, FIPS, account, department, product, and project. (Crystal).

You can navigate to this report through the following path:

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



SpeedTypes Report (continued)

ORACLE

Report ID: FIN0007

PeopleSoft Financials
SPEEDTYPES

Page No. 1
Run Date 7/6/2011
Run Time 11:51:19AM

Set ID: 50100

<u>SpeedType Key</u>	<u>Type</u>	<u>Operator ID</u>	<u>Account</u>	<u>Alternate Acct</u>	<u>Operating Unit</u>	<u>Fund Code</u>	<u>Department</u>	<u>Program Code</u>	<u>Class</u>	<u>Budget Ref</u>	<u>Product</u>
<u>Description</u>		<u>Operator Class</u>	<u>Project Id</u>	<u>Affiliate</u>	<u>Affiliate Intra1</u>					<u>Currency</u>	<u>Stat Code</u>
TESTCHRIS	Universal					01000					
TEST123456 Blah	Universal		5099001			04311				USD	
QWERTY	Universal		5011160								
EXPENSE	User	V_AP_EXPENS				04750	10001				
			0000000044								
01GL0411	User	V_GL_BUDGET	5099001			01000					
CHAR2	Universal					04860	911000				
CHAR5	Universal		5011330			04860					
0002PA0403 02PA0403	Universal					04100	10044		063		
			02PA0403								
TESTCSL test	Universal					04100					
02TA0401 speedtype for 02.TA.04.01	Universal					07754	10021		049		05703



SpeedCharts Report

Displays a valid list of SpeedCharts. For each SpeedChart, the report prints a description, the User ID or class, and associated ChartField values such as cost center, FIPS, account, department, product, and project. (Crystal).

You can navigate to this report through the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Reports > SpeedCharts



SpeedCharts Report (continued)

ORACLE	Report ID: APY0005	PeopleSoft Accounts Payable SPEEDCHARTS	Page No. 1
			Run Date 7/6/2011
			Run Time 11:56:51 AM

Set ID: 50100 VA Dept of Transportation
 As Of Date: 06.Jul.2011
 SpeedChart: 00000046 SpeedChart 046
 Speed Type: U Universal
 Operator ID:
 Operator Class:
 Effective Date : 22.Jun.2011

<u>GL Unit</u>	<u>Account</u>	<u>Ait Account</u>	<u>Operating Unit</u>	<u>Fund Code</u>	<u>Dept ID</u>	<u>Program</u>	<u>Class</u>	<u>Budget Ref</u>	<u>Product</u>	<u>Project</u>
	<u>Affiliate</u>	<u>Affiliate Intra 1</u>	<u>Statistics</u>	<u>Percentage</u>						
50100	5013960			04100	10058		100.0			



Allocation Calculation Logs Report

Lists the allocation calculations that were performed for a given process step within a specified process instance. Displays the pool, basis, and target amounts. (SQR).

You can navigate to this report through the following path:

Main Menu > Allocations > Reports > Allocation Calculation Logs



Allocation Calculation Logs Report (continued)

Report ID: GLS6002 GLS6002

Process Instances: 0000000001 to 9999999999

Allocation Step: HEALTH_INS

PeopleSoft GL
ALLOCATIONS CALCULATION LOG

Page No. 1

Run Date 07/06/2011

Run Time 12:05:47

Process Instance: 0000053010 Allocation Step: HEALTH_INS

<u>Unit</u>	<u>Account</u>	<u>Fund</u>	<u>Program</u>	<u>Year</u>	<u>Per</u>	Pool Amount	<u>Basis Amount</u>	<u>Target Amount</u>		
							<u>Basis Total</u>	<u>Target Base</u>	<u>Curr Amt</u>	
50100	5011100	04860	604005	2011	7		99.85	0.00 <	99.85> USD	
								0.00 <	99.85> USD	
50100	5011100	04740	514008	2011	7	<	10.80>	0.00	10.80 USD	
								0.00	10.80 USD	
50100	5011150	04860	604005	2011	7		99.85	0.00	99.85 USD	
								0.00	99.85 USD	
50100	5011150	04740	514008	2011	7	<	10.80>	0.00 <	10.80> USD	
								0.00 <	10.80> USD	
Total								89.05 USD		
								<	89.05> USD	



Commitment Control Budget Control Report

The budgetary control report is used to display the commitment control ledger configuration.

You can navigate to this report through the following path:

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



Commitment Control Budget Control Report (continued)

ORACLE Report ID: GLC8051

PeopleSoft General Ledger
CONTROL BUDGET OPTION

Page No. 1
Run Date 7/8/2011
Run Time 12:13:08PM

Selid: 50100
As of Date: All
Ledger Option: All CC_ALLOT

Ledger Group CC_ALLOT

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

RuleSet and Control Chartfields

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

Commitment Control Options

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

Effective Date: 7/1/2010 Effective Status: Active Description: CC Allotment
Budget Type: Expense Associated Expenditure Budget:
Tolerant Percent: 0.00 Parent Control Budget: CC_APPROP

RuleSet and Control Chartfields

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

Commitment Control Options

Enable Statical Budgeting: N Control Option: Control Enable Funding Source: N
Entries Must Balance: N Budget Status: Open Revenue Track:



Journal Edit Errors Report

Provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message. (SQR)

You can navigate to this report through the following path:

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



Journal Edit Errors Report

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

PeopleSoft GL
 JOURNAL EDIT ERRORS

Page No. 1
 Run Date 07/06/2011
 Run Time 12:18:37

<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)



Queries

There is one type of General Ledger Maintenance query available:

- ChartField Queries



ChartField Queries

To run queries on ChartFields, access the Query Viewer.

You can navigate to this query through the following path:

Main Menu > Reporting Tools > Query > Query Viewer

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



ChartField Queries (continued)

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



Online Inquiries

Several inquiries are available for General Ledger Maintenance. The Audit Tree inquiry is an inquiry which may be available depending on your individual security role.



Audit Tree Inquiry

As explained in Lesson 2, you can audit trees by using the **Tree Auditor** page. Tree audit is a process that compares the value table with the associated tree, and identifies missing values.

To display the **Tree Auditor** page and view the error(s) for the tree(s) you audited, you can navigate to through the following path:

Main Menu > Tree Manager > Tree Auditor

The screenshot shows the 'Tree Auditor' web application interface. The browser's address bar displays 'Favorites | Main Menu > Tree Manager > Tree Auditor'. The page title is 'Tree Auditor'. The interface includes a 'Run Control ID' field with the value 'Audit_Tree', a 'Run' button, and links for 'Report Manager' and 'Process Monitor'. The 'Audit Scope' section has radio buttons for 'Single Tree' (selected) and 'Multiple Trees'. The 'Tree Definition' section has input fields for 'Tree Name' and 'Setid'. The 'Date Selection' section has radio buttons for 'Effective Date of Tree' (selected), 'As of Current Date', 'As of Specific Date' (with a date field containing '07/06/2011'), and 'All Trees'. At the bottom, there are buttons for 'View Results', 'Save', 'Notify', 'Add', and 'Update/Display'. The top right corner of the application has links for 'New Window', 'Help', 'Customize Page', and 'http'.



Lesson 4: Summary

In this lesson, you learned how to:

- Describe the key General Ledger maintenance reports
- Describe General Ledger maintenance queries
- Describe General Ledger maintenance online inquiries



Lesson 5: General Ledger Maintenance 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 General Ledger maintenance terms
- Describe key General Ledger maintenance concepts
- Describe the overall General Ledger maintenance process and the roles involved in it
- Explain how General Ledger maintenance integrates with other Cardinal modules and interfaces with external systems
- Add or update Chart of Account values, and their associated attributes
- Create and update SpeedTypes and SpeedCharts
- Understand Tree Structures
- Understand Combination Edits
- Understand budget structures
- Define allocations and allocation groups
- Amend the Journal Entry Template
- Describe the key General Ledger maintenance reports, queries, and online inquiries



Course Evaluation

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



Appendix

- Key Terms
- Diagrams and Screenshots
- Flow Chart Key



Key Terms

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

Budget Structure: Defines the processing rules for each budget ledger.

Combination Edits: Defines rules about which ChartField values are required in combination for accounting entries that are posted in Cardinal.

SpeedTypes and SpeedCharts: Populate pre-defined ChartFields on journal entries. A SpeedType consists of a pre-determined Chart of Accounts (COA) value string (such as fund, program, department), which populates the accounting distribution line when entered on a transaction. A SpeedType allows you to define codes for frequently used ChartField combinations. When a SpeedType is entered, you can add additional COA values on the associated distribution line. In Cardinal, SpeedType values are created for project and cost center combinations. SpeedTypes are 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.

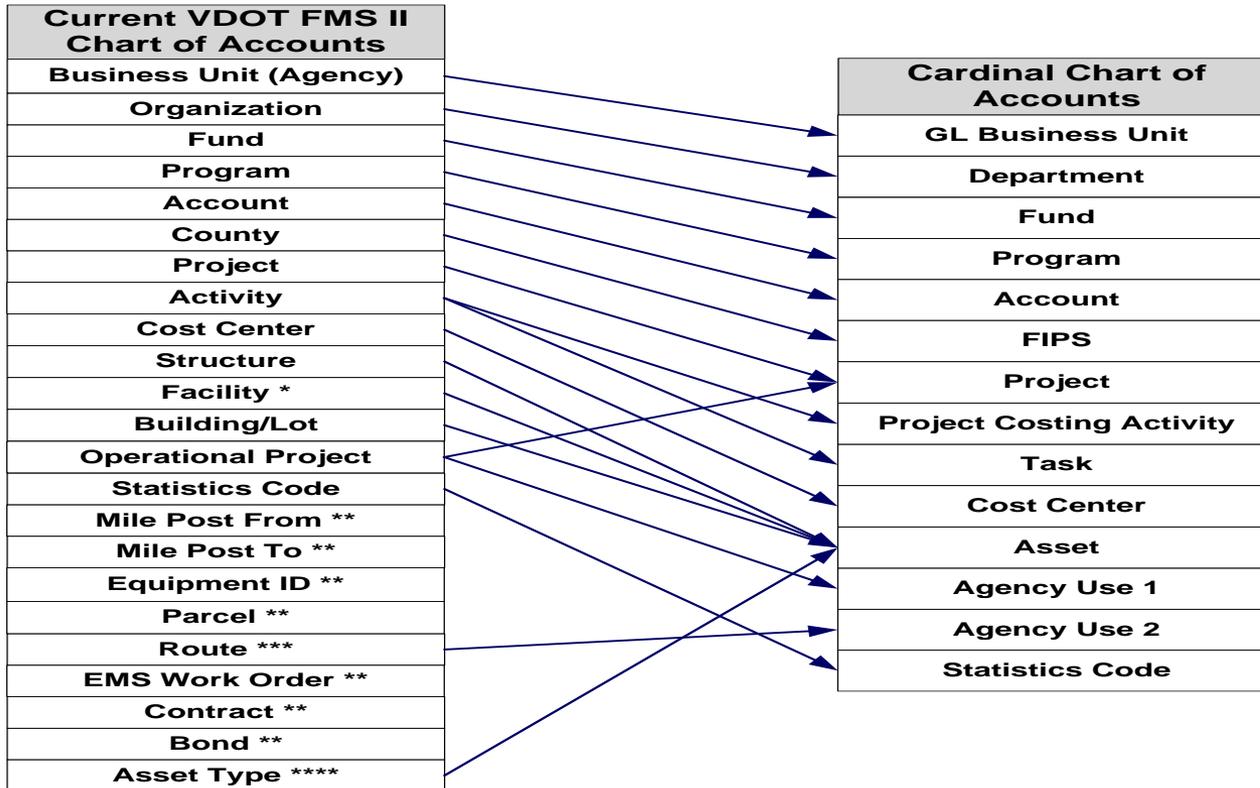
Tree: A tree is used to setup hierarchical structures in Cardinal. Trees can depict the relationships of the business entities in a hierarchical structure or represent a group of summarization rules (roll ups) for a particular ChartField.

Tree Structure: Defines the groupings and hierarchical relationships between ChartField values in the same database table.



Chart of Accounts

Mapping of VDOT FMS II Chart of Accounts to Cardinal Chart of Accounts



* There may not be a need to capture VDOT's Facility data (either at a detailed level or consolidated level) in Cardinal. If there is a need, the Asset COA Element will be utilized.

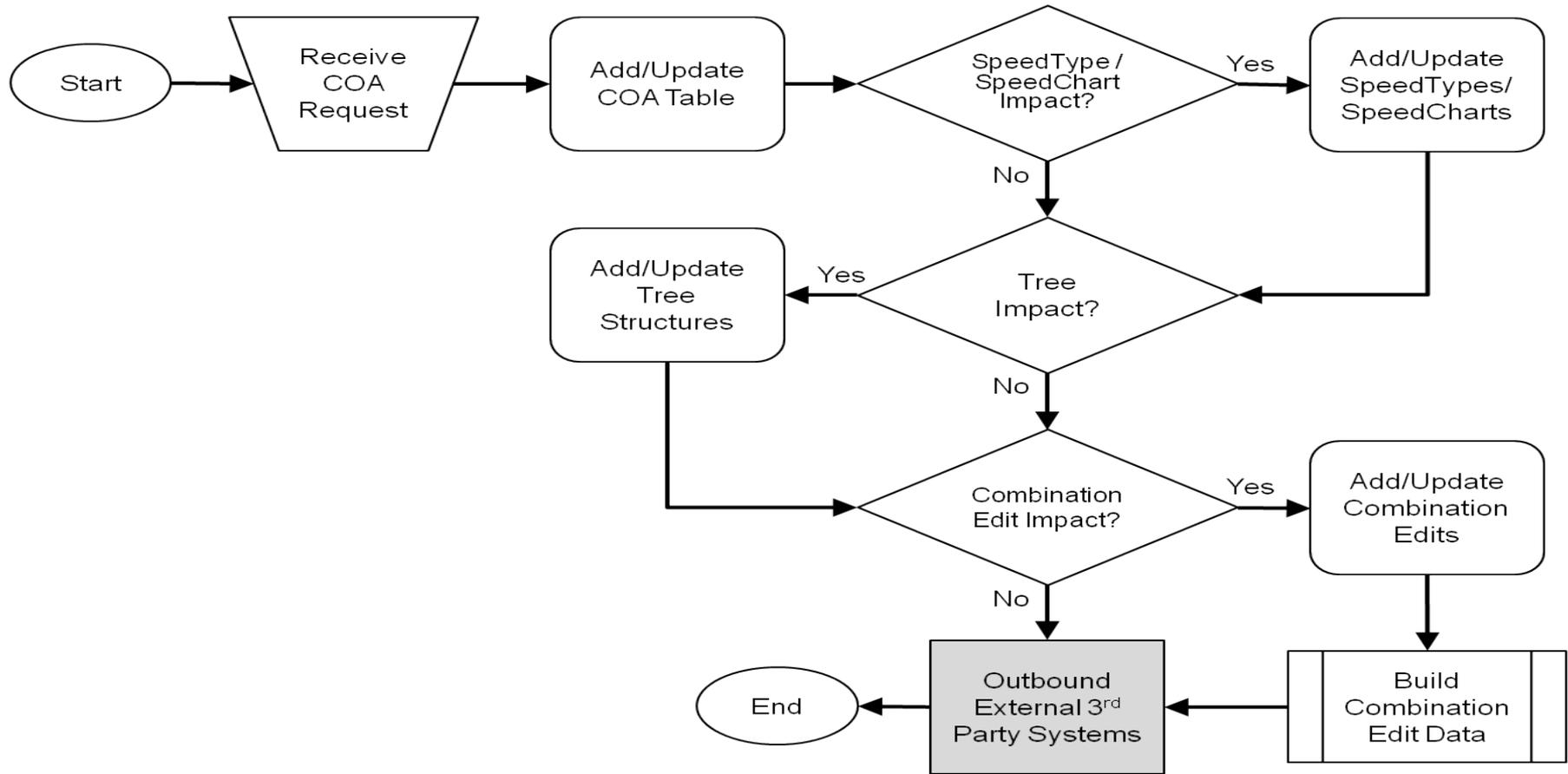
** The proposed Cardinal Chart of Account structure will not capture these fields.

*** Route will only be recorded during storm/disaster events.

**** If VDOT determines it is necessary to track financial transactions at the asset type level, asset types will need to be incorporated into the Asset field.

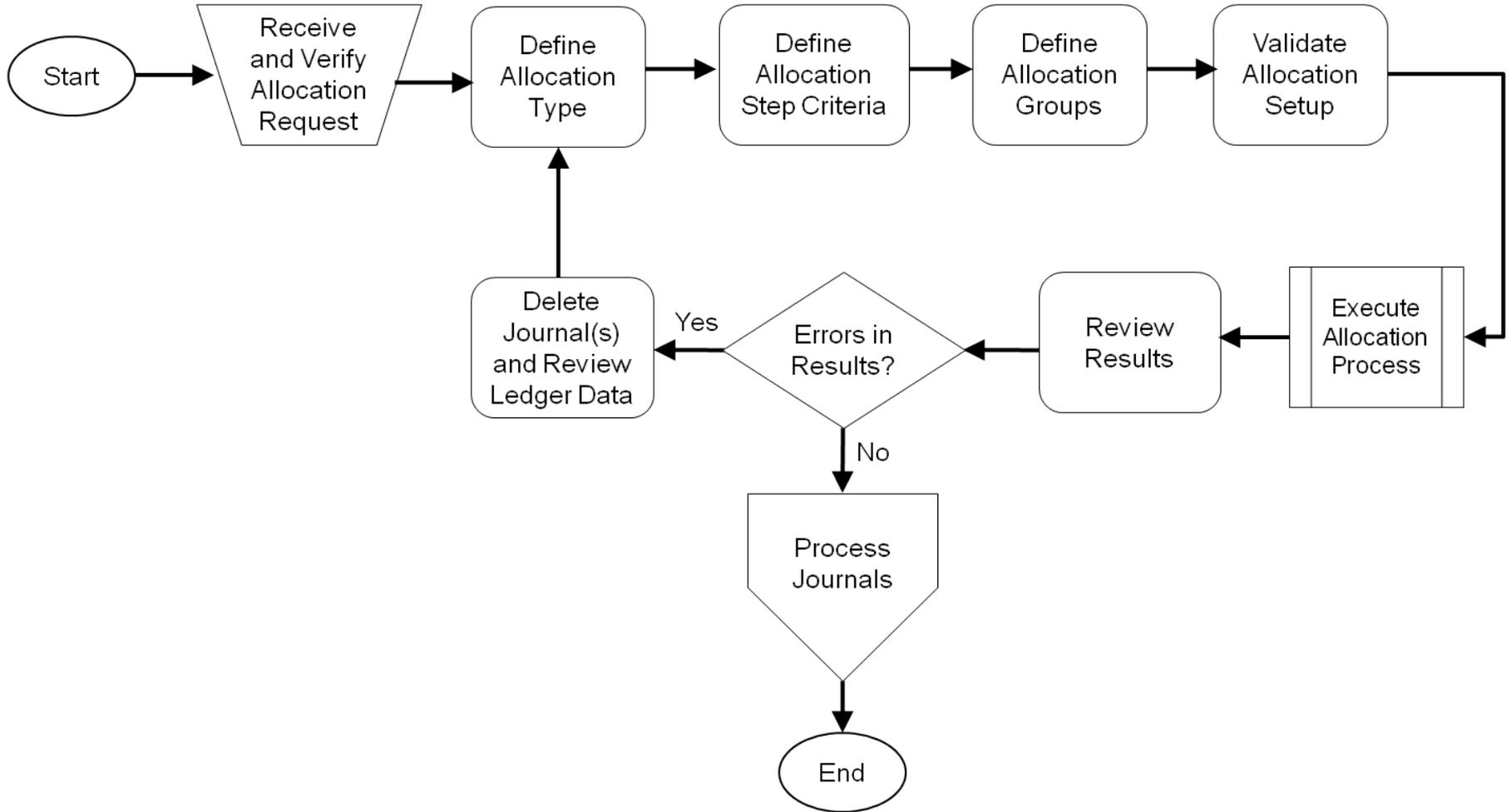


Cardinal Setup



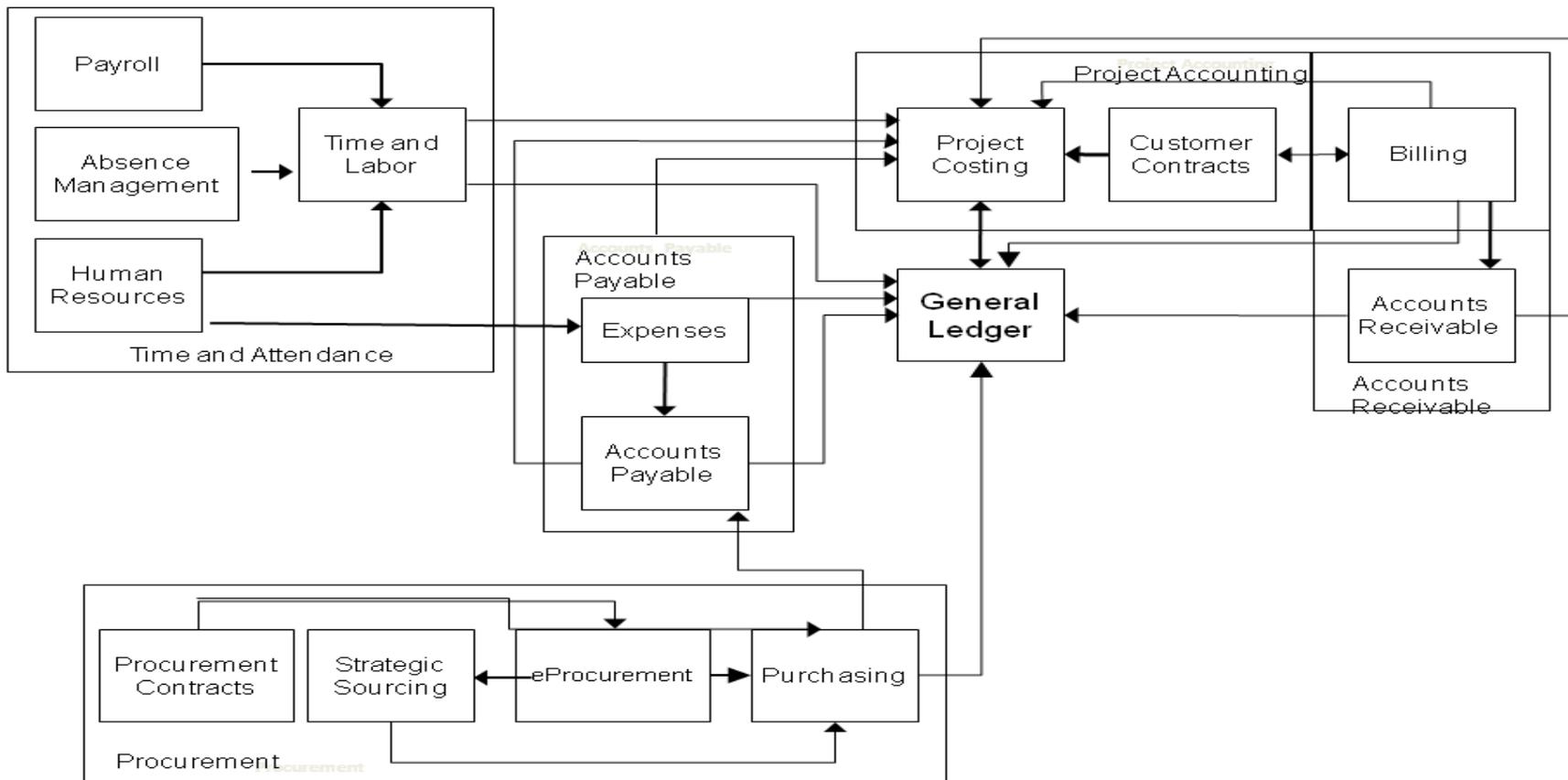


Process Allocations



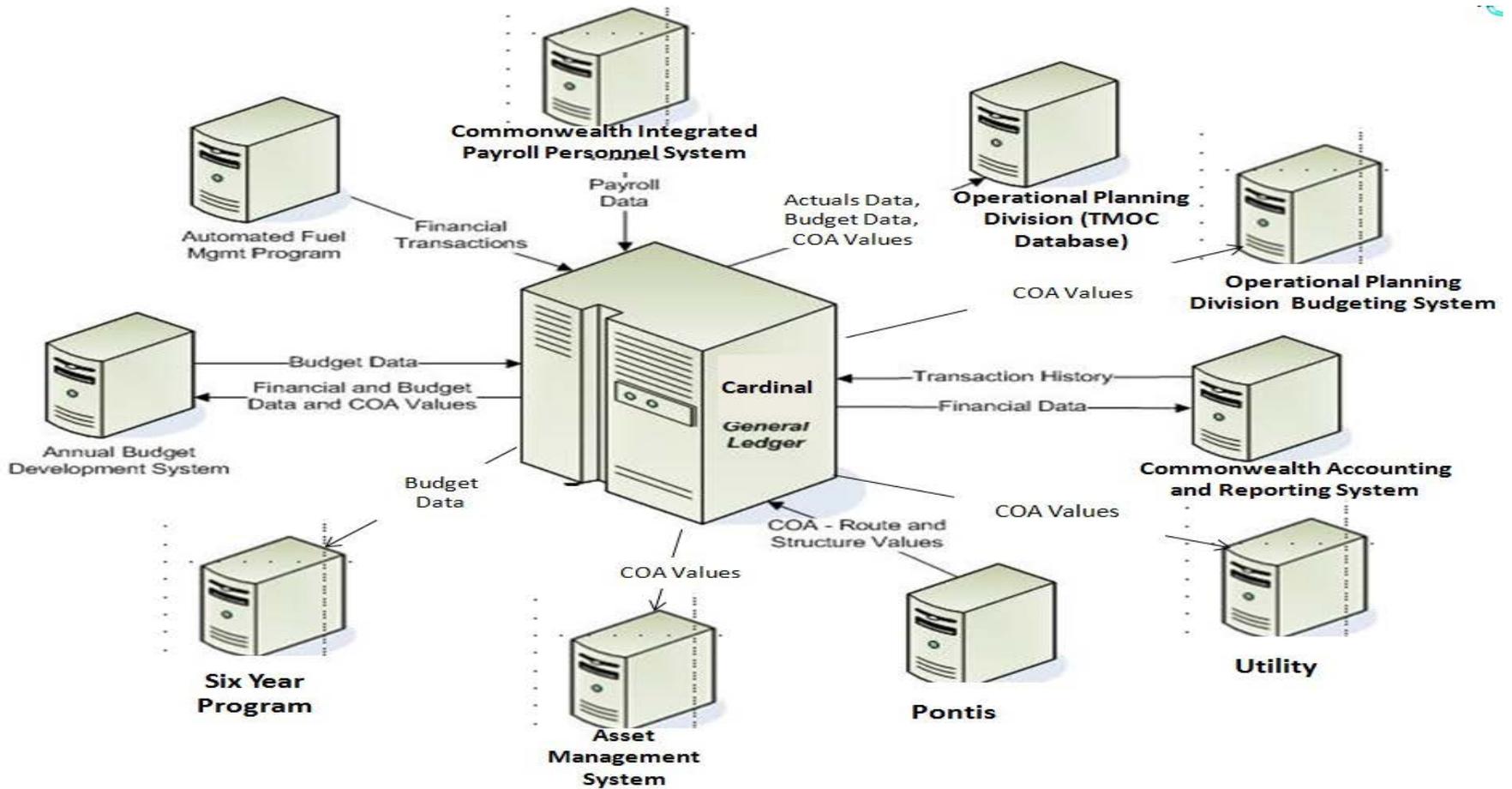


Integration





Interfaces





Flow Cart 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>		