



INTRO130: General Ledger Overview

Web Based Training



Welcome

Welcome to Cardinal Training!

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

In this course, we will show you the General Ledger functional area and its module.

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



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intro_101_cardinal_overview

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INTRO101: Cardinal Overview

CARDINAL™

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Web Based Training

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Rev 3/1/2012



Course Objectives

After completing this course, you will be able to:

- Describe key General Ledger concepts
- Describe the overall General Ledger process
- Explain how General Ledger integrates with other Cardinal modules and interfaces with external systems

Assessment questions at the end of each topic and/or lesson will check for your understanding.



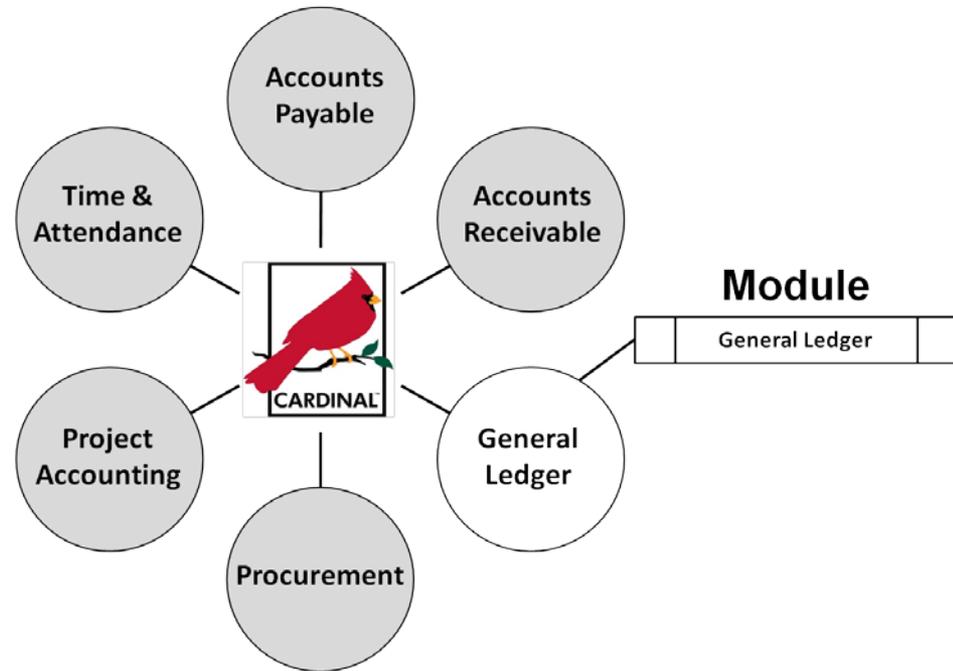
Lesson 1: Introduction to General Ledger

In the Cardinal Overview course, you learned that the General Ledger functional area is composed of one module which establishes the financial accounts used to:

- Accumulate the results of transaction processing
- Create budgets
- Generate financial statements
- Provide source financial data for reports

In this lesson, you will learn about some General Ledger key concepts.

Cardinal Functional Areas

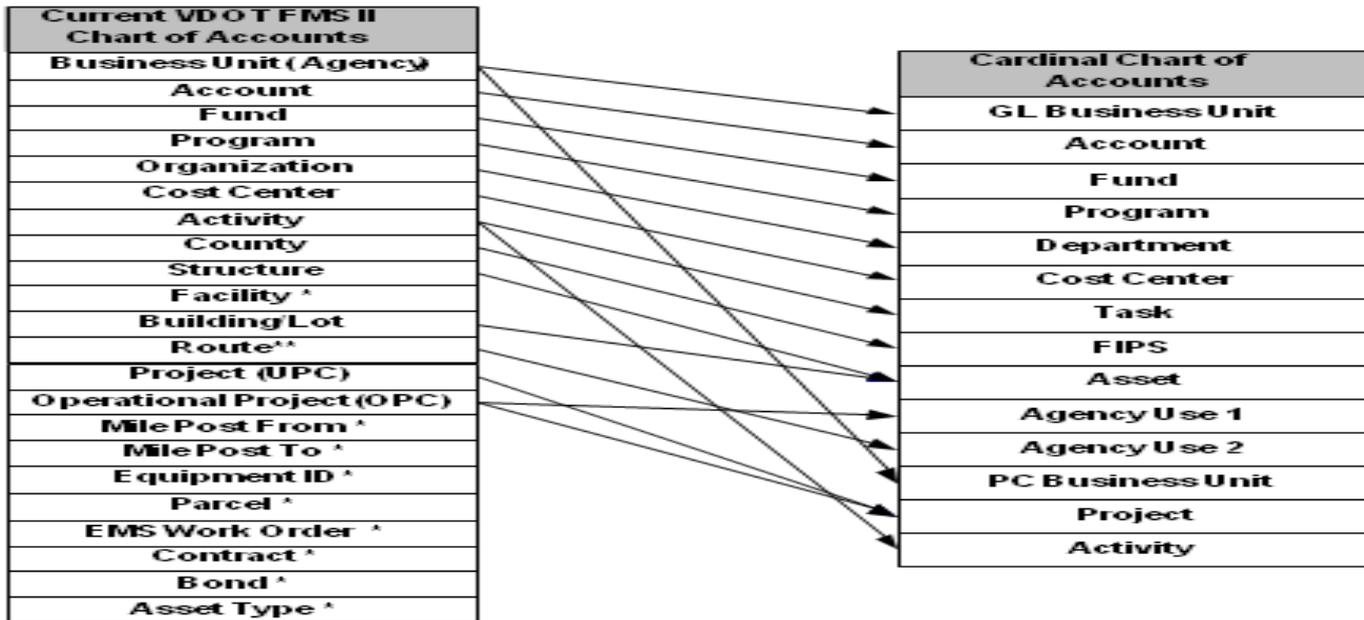




Key Concepts

Some key concepts in General Ledger include:

- The Chart of Accounts (COA) provides an accounting structure and sets hierarchies and rollups for financial data elements that are used by all modules in Cardinal. The COA structure and values are maintained in General Ledger to aid the recording and reporting of accounting information.
- The COA provides Cardinal with the basic structure to segregate and categorize transactional and budget data. (e.g., Fund, Program, Account, etc.). Multiple values are assigned to each ChartField.



Click on image to enlarge

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

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



Key Concepts (continued)

- Some transactions reflect a level of detail necessary for the Commonwealth of Virginia, but are too detailed for direct transmission to Commonwealth Accounting and Reporting System (CARS). Custom fields on the journal tables determine whether the transaction is sent to CARS. These accounting transactions are translated into the CARS format prior to exporting the data to Department of Accounts (DOA).
- ChartField values can be defined as specific values or as a range of values using trees. Most ChartFields have one or more associated tree structures to define hierarchies and provide summarization rules. ChartFields are added and maintained by SetID and associated with a Business Unit. The default ChartFields in Cardinal are shown below.

Status	Order	Field Long Name	Field Short Name	Relabel	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		
<input type="checkbox"/> Active ChartField	13	Activity	Activity	Relabel	15		
<input type="checkbox"/> Active ChartField	14	Source Type	Source Type	Relabel	5		
<input type="checkbox"/> Active ChartField	15	Category	Category	Relabel	5		

Click on image to enlarge



Key Concepts (continued)

- Cardinal Commitment Control enables the tracking and controlling of expenditures against budgets and revenues against estimates (i.e., budget structures). When control budgets are defined in Commitment Control, they are associated with a particular Business Unit and the designated amounts assigned to the designated ChartFields. The budget structure in Cardinal prevents the child budget from exceeding the parent budget.
- Cardinal uses SpeedTypes to 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 provides 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 values have been created for project and cost center combinations. SpeedTypes can be used in General Ledger, Expenses, Time & Labor, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries. SpeedCharts provide similar functionality for Accounts Payable and Purchasing except that multiple accounting distributions can be configured for an individual SpeedChart.
- Cardinal uses Trees to display the relationship between all accounting units (e.g., departments, projects, reporting groups, account numbers) and to determine roll-up hierarchies. In a tree, to roll up is to total sums based on information hierarchy. Trees organize and summarize Chart of Accounts for valid budget combinations, combination edits, and reporting purposes.



Lesson 1: Checkpoint

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



SpeedTypes are used in General Ledger, Time and Labor, and Accounts Receivable modules.

- True
- False

The Chart of Accounts structure and values are maintained in General Ledger and aid in recording and reporting of accounting information.

- True
- False



Lesson 1: Summary

In this lesson, you learned:

- ChartField values can be defined as specific values or as a range of values using trees.
- Cardinal Commitment Control enables the tracking and controlling of expenditures against budgets and revenues against estimates (i.e., budget structures).
- SpeedTypes can be used in General Ledger, Expenses, Time and 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.



Lesson 2: General Ledger Processes

In the previous lesson, you learned about key concepts associated with the General Ledger functional area within Cardinal.

In this lesson, we will describe the processes within the General Ledger functional area and you will learn about the following topics:

- General Ledger Functional Area
- Key Processes in General Ledger

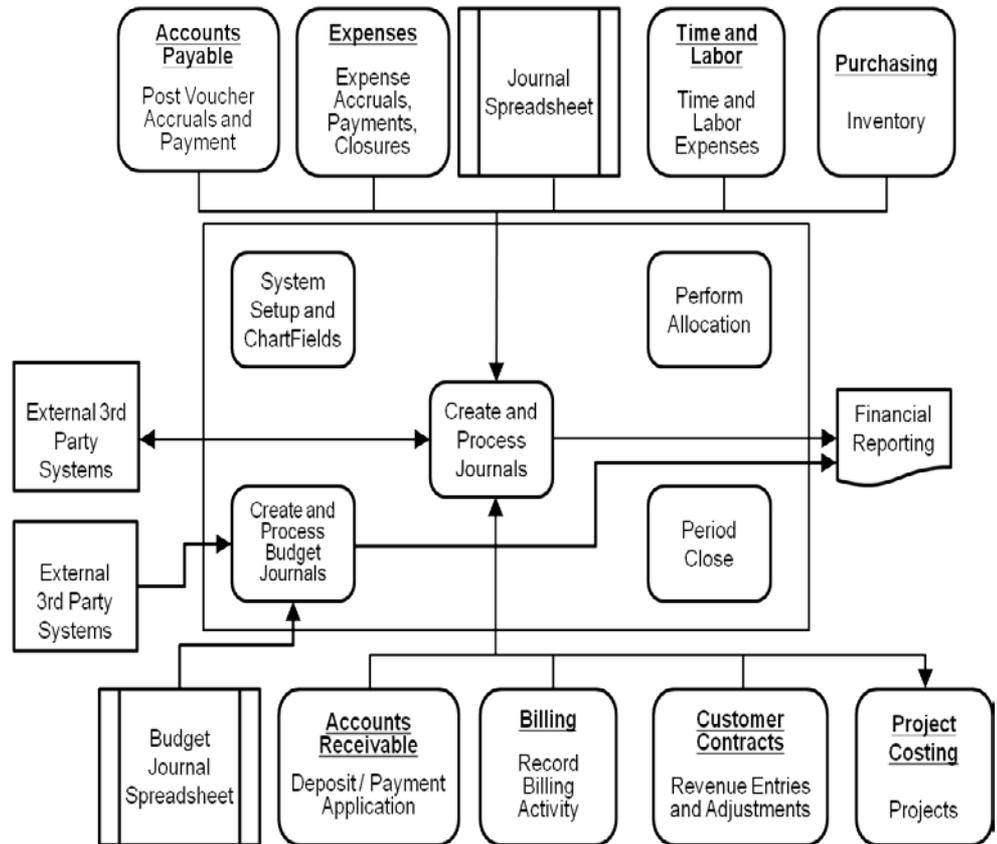


General Ledger Functional Area

Key processes in the General Ledger functional area are:

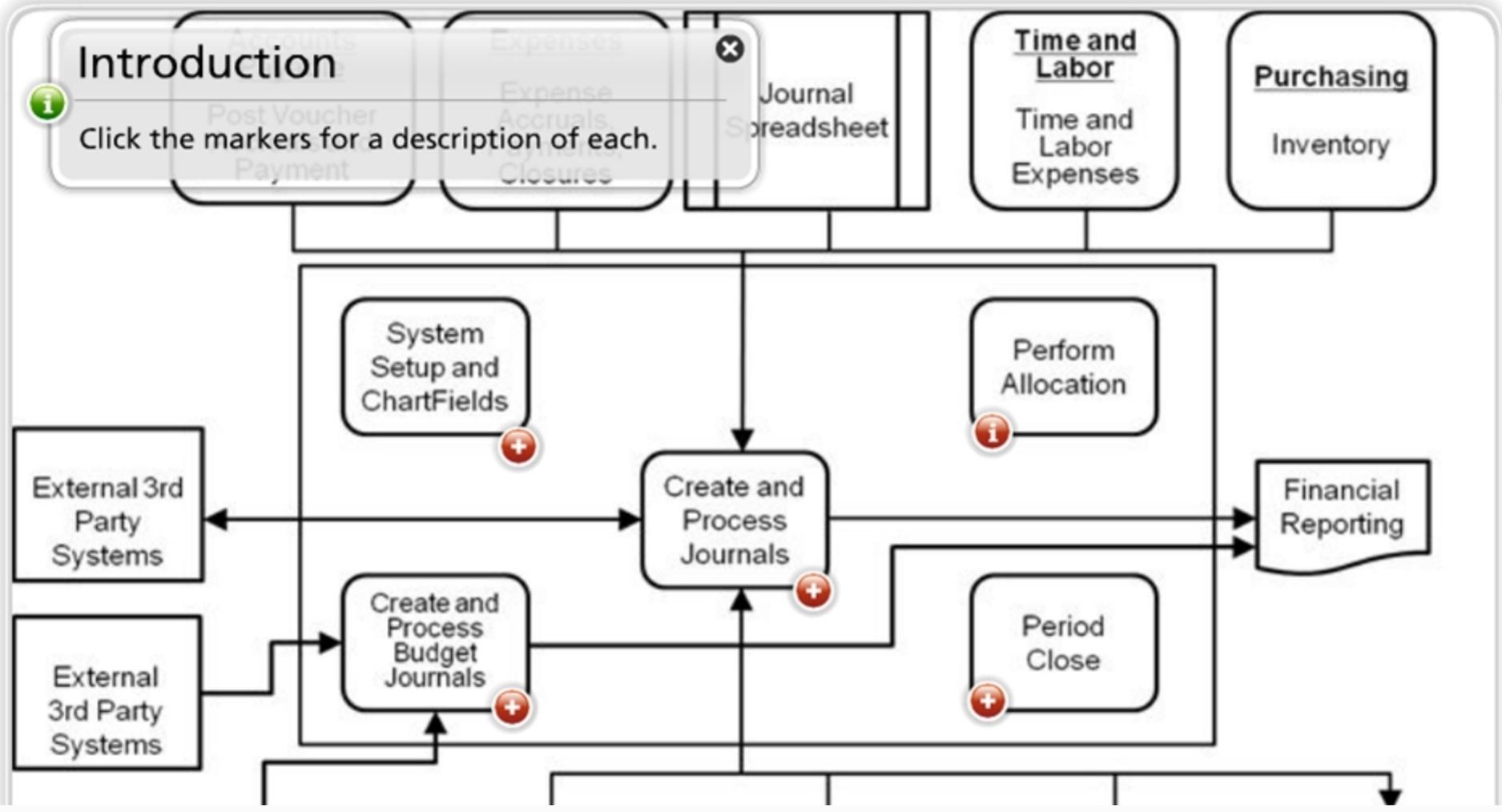
- Cardinal Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Perform Allocations
- Period Close

The diagram on the right shows some Cardinal General Ledger processes. The diagram also shows the business processes' relationships with each other, with other Cardinal functional areas, and with systems external to Cardinal.



Click on image to enlarge

General Ledger Functional Area (continued)





General Ledger Home Page

The **General Ledger** Home Page provides a central location to access all pages within the General Ledger application, as well as links to commonly used pages in other applications. You can navigate to this page using the following path:

Main Menu > General Ledger

The screenshot shows the CARDINAL application interface. At the top left is the CARDINAL logo. The navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign'. Below the navigation bar, the breadcrumb path is 'Favorites > Main Menu > General Ledger'. The main content area is titled 'General Ledger' and contains a grid of menu items:

- Journals**: Create, import, review, correct, and process journal entries.
 - Journal Entry
 - Standard Journals
 - Import Journals
 - 2 More...
- Ledgers**: Configure ledgers and ledger templates and groups; import/export ledger data.
 - Templates
 - Detail Ledgers
 - Ledger Groups
 - 7 More...
- Summary Ledgers**: Access summary ledgers.
 - Ledger Set for Summary Ledger
 - Define Summary Ledger
 - Build Summary Ledger
 - 3 More...
- Close Ledgers**: Configure ledger closing rules and request a process for closing.
 - Closing Rules
 - Closing Process Group
 - Closing Rule Report
 - 3 More...
- Average Daily Balance**: Configure average daily balance definitions and run the calculation process.
 - ADB Definition
 - ADB Process
 - ADB Definition Report
 - ADB Calculation Report
- Open Items**: Review and reconcile open items.
 - Open Item Listing Report
- Maintain Standard Budgets**: Review, copy, or update standard budgets.
 - Budget Copy Calculation Log
- Review Financial Information**: Run inquiries on journals, ledgers, or accounting entries.
 - Journals
 - Ledger
 - Ledger Group
 - 4 More...
- General Reports**: Access journal, ledger, trial balance, reconciliation, and InterUnit reports.
 - COVA Analysis of Appropriation
 - Cardinal Trial Balance Report
 - Expenditures by Agency Use 1
 - 22 More...

Click on image to enlarge

The screenshot shows the Cardinal General Ledger Home Page. At the top left is the Cardinal logo. Below it is a navigation bar with 'Favorites', 'Main Menu', and 'General Ledger'. A tooltip titled 'Introduction' is overlaid on the page, containing an information icon and the text 'Click the markers for a description of each.' The main content area is titled 'General Ledger' and contains a grid of nine categories, each with a folder icon, a title, a description, and a red circular '+' marker. The categories are: Journals, Ledgers, Summary Ledgers, Close Ledgers, Average Daily Balance, Open Items, Maintain Standard Budgets, Review Financial Information, and General Reports. Each category lists sub-items with document icons.

Introduction ✕
Click the markers for a description of each.

General Ledger

General Ledger

Access General Ledger.

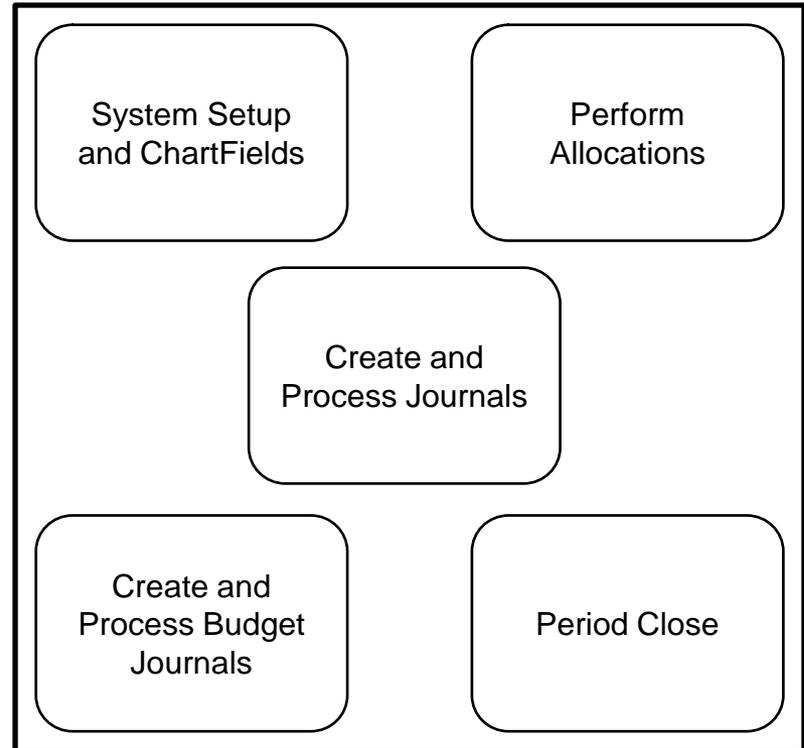
Journals Create, import, review, correct, and process journal entries. Journal Entry Standard Journals Import Journals 2 More...	Ledgers Configure ledgers and ledger templates and groups; import/export ledger data. Templates Detail Ledgers Ledger Groups 7 More...	Summary Ledgers Access summary ledgers. Ledger Set for Summary Ledger Define Summary Ledger Build Summary Ledger 3 More...
Close Ledgers Configure ledger closing rules and request a process for closing. Closing Rules Closing Process Group Closing Rule Report 3 More...	Average Daily Balance Configure average daily balance definitions and run the calculation process. ADB Definition ADB Process ADB Definition Report ADB Calculation Report	Open Items Review and reconcile open items. Open Item Listing Report
Maintain Standard Budgets Review, copy, or update standard budgets.	Review Financial Information Run inquiries on journals, ledgers, or accounting entries.	General Reports Access journal, ledger, trial balance, reconciliation, and



Key Processes in General Ledger

There are key processes in General Ledger:

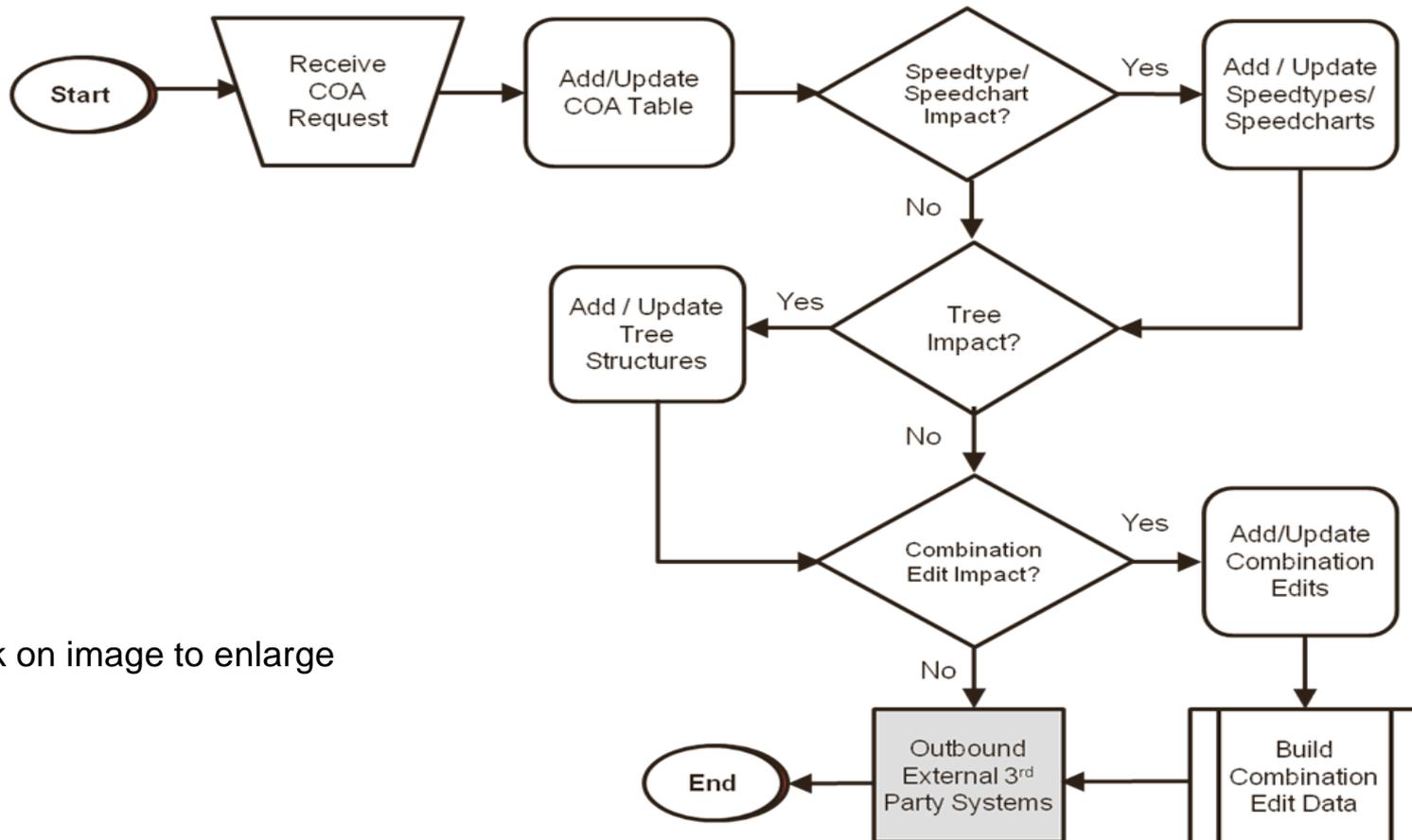
- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Perform Allocations
- Period Close





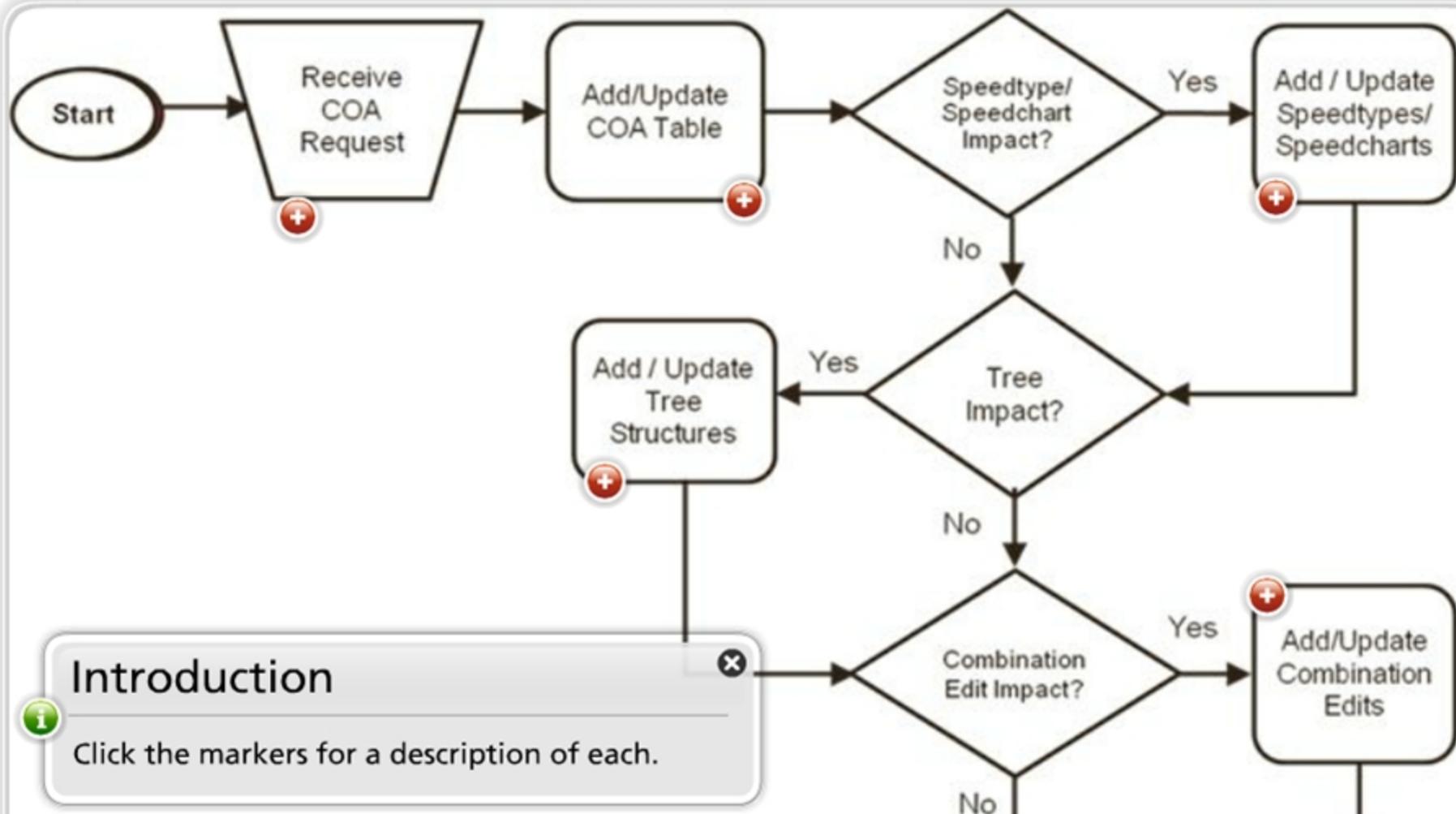
Cardinal Setup & ChartFields

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 established and maintained.



Click on image to enlarge

Cardinal Setup & ChartFields (continued)





Design ChartFields Page

ChartField values are created and modified on the **Design ChartFields** page in Cardinal. You can navigate to this page using the following path:

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

Design ChartFields

Design ChartFields.

Configure Configure ChartFields. Standard Configuration Advanced Configuration Attributes 7 More...	ChartField Audits Perform ChartField audits. Run Audits	Define Values Define ChartField values. ChartField Values Account Types SpeedTypes Mass Delete SpeedTypes
Combination Editing Create ChartField combination edit rules. ChartField Editing Template Combination Definition Combination Rule 10 More...	ChartField Value Sets Set up ChartField value sets. Setup ChartField Value Sets	Review Review configuration status/steps, alternate accounts and ChartField attributes. Configuration Status Configuration Steps Review Alt Account Mapping Review ChartField Attributes
Reports Report on ChartFields, alt accounts, configuration, SpeedTypes or account types. ChartField Reports ChartField Report Options Account Balancing Group 5 More...		

Click on image to enlarge

CARDINAL

Favorites | Main Menu > Set Up Financials/Suppl

Design ChartFields

Design ChartFields

Design ChartFields.

Configure (+)
Configure ChartFields.
[Standard Configuration](#)
[Advanced Configuration](#)
[Attributes](#)
[7 More...](#)

ChartField Audits (+)
Perform ChartField audits.
[Run Audits](#)

Define Values (+)
Define ChartField values.
[ChartField Values](#)
[Account Types](#)
[SpeedTypes](#)
[Mass Delete SpeedTypes](#)

Combination Editing (+)
Create ChartField combination edit rules.
[ChartField Editing Template](#)
[Combination Definition](#)
[Combination Rule](#)
[10 More...](#)

ChartField Value Sets (+)
Set up ChartField value sets.
[Setup ChartField Value Sets](#)

Review (+)
Review configuration status/steps, alternate accounts and ChartField attributes.
[Configuration Status](#)
[Configuration Steps](#)
[Review All Account Mappings](#)
[Review ChartField Attributes](#)

Reports (+)
Report on ChartFields, all accounts, configuration, SpeedTypes or account types.

Introduction (X)
Click the markers for a description of each.



Tree Utilities Page

The **Tree Utilities** page allows you to copy, export, modify and review trees. You can navigate to this page using the following path:

Main Menu > Tree Manager > Tree Utilities

The screenshot shows the CARDINAL web application interface. At the top left is the CARDINAL logo. A breadcrumb trail reads: Favorites | Main Menu > Tree Manager > Tree Utilities. The page title is "Tree Utilities". Below the title is a folder icon and the text "Tree Utilities". A subtitle reads: "Copy, export, import, repair, or review tree." The main content area contains four utility options, each with a document icon:

- Copy/Delete Tree**: Copy, delete, and audit Tree.
- Export Tree**: Export a tree to a file.
- Import Tree**: Import tree from a flat file.
- Repair Tree**: Audit and repair tree utility.
- Repair Tree Reports**: Review the results from repair tree utilities.

Click on image to enlarge

The screenshot shows the CARDINAL web interface. At the top left is the CARDINAL logo. Below it is a breadcrumb trail: Favorites | Main Menu > Tree Manager > Tree Utilities. A green information icon is positioned above the 'Tree Utilities' breadcrumb. The main content area is titled 'Tree Utilities' and contains a sub-header: 'Copy, export, import, repair, or review tree'. Below this are five utility links, each with a red plus icon in a circle:

- Copy/Delete Tree**: Copy, delete, and audit Tree.
- Export Tree**: Export a tree to a file.
- Import Tree**: Import tree from a flat file.
- Repair Tree**: Audit and repair tree utility.
- Repair Tree Reports**: Review the results from repair tree utilities.

An 'Introduction' tooltip is overlaid on the page, containing the text: 'Click the markers for a description of each.'



Combination Editing Page

The **Combination Editing** page allows you to create and edit rules for ChartField combinations. You can navigate to this page using the following path:

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

Design ChartFields		
Combination Editing Create ChartField combination edit rules.		
ChartField Editing Template Define a ChartField editing template.	Combination Definition Define combination ChartFields.	Combination Rule Define a combination rule.
Combination Group Define a combination group.	Combination Rule Report Create the Combination Rule report.	Combination Group Report Create the Combination Group report.
Build Combination Data Build combination data.	Combo Copy/Rename/Delete Copy, rename, or delete combination definitions, rules, and groups.	Review Budgets Combo Data Review Budgets combination data.
Review Combination Data Review combination data.	Review Combination Build Review a combination build.	Review Combo Selector Tbl Data Review combination selector table data.
Extract Budget Combo Data Extract Budget Combo Data		

CARDINAL

Home | Worklist

Favorites | Main Menu > Set Up Financials/Supply Chain > Contr

Design ChartFields

Combination Editing

Create ChartField combination edit rules.

ChartField Editing Template
Define a ChartField editing template.

Combination Definition
Define combination ChartFields.

Combination Rule
Define a combination rule.

Combination Group
Define a combination group.

Combination Rule Report
Create the Combination Rule report.

Combination Group Report
Create the Combination Group report.

Build Combination Data
Build combination data.

Combo Copy/Rename/Delete
Copy, rename, or delete combination definitions, rules, and groups.

Review Budgets Combo Data
Review Budgets combination data.

Review Combination Data
Review combination data.

Review Combination Build
Review a combination build.

Review Combo Selector Tbl Data
Review combination selector table data.

Extract Budget Combo Data
Extract Budget Combo Data

Introduction

Click the markers for a description of each.



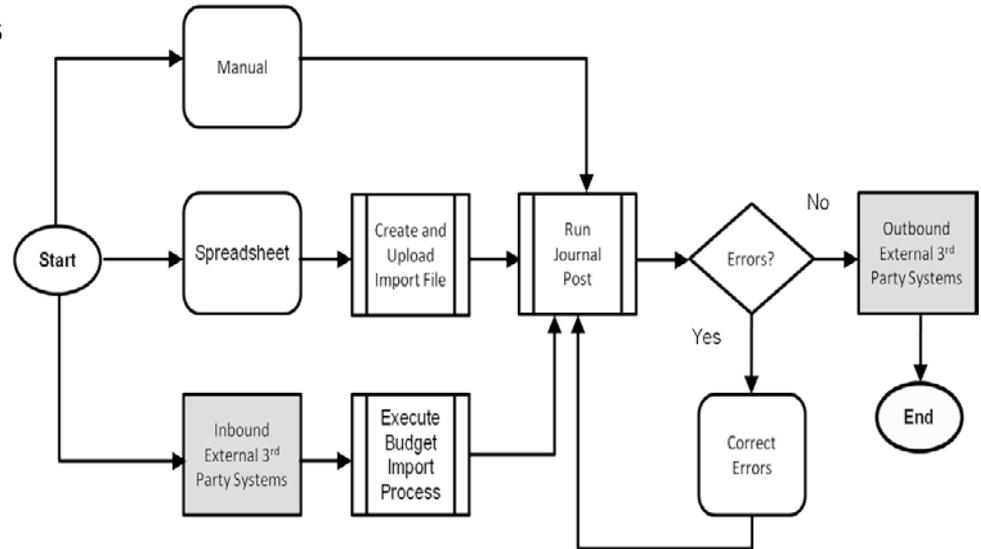
Create and Process Budget Journals

The Create and Process Budget Journals process provides budgetary control for predefined and authorized budgets within the General Ledger.

The Department of Planning and Budget (DPB) controls and sends budget adjustments for all legal budgets, Appropriation and Allotments, throughout the year.

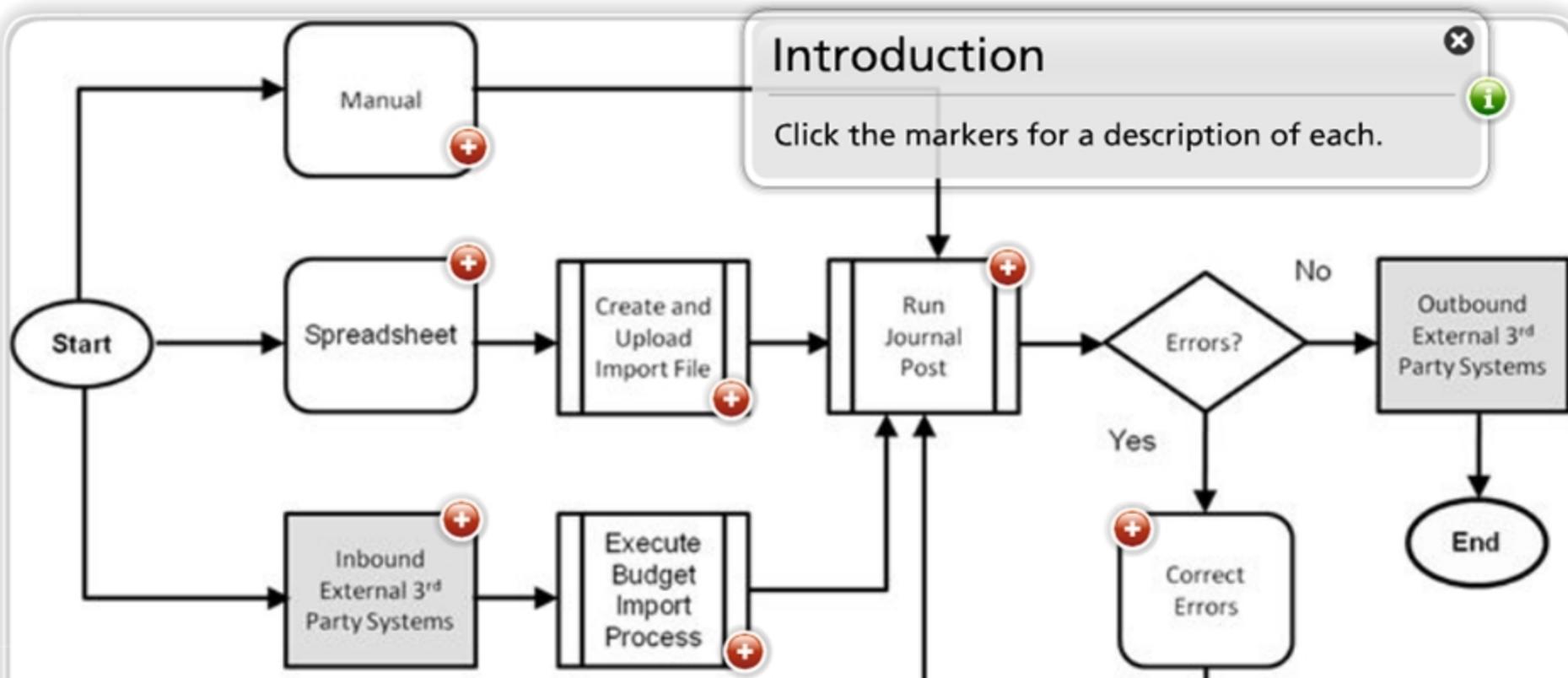
Agencies can create and adjust their budgets at their discretion.

Budget journals can be created using online pages or loaded into tables using a spreadsheet budget journal.



Click on image to enlarge

Create and Process Budget Journals (continued)





Commitment Control Page

The **Commitment Control** page allows you to define, create, maintain, and review Commitment Control budgets. You can navigate to this page using the following path:

Main Menu > Commitment Control

The screenshot shows the CARDINAL web application interface for the Commitment Control page. The page title is "Commitment Control" and the subtitle is "Define or maintain budgets, budget-check, and review budgets and exceptions." The page is organized into a grid of nine folders, each containing a list of sub-items:

- Define Control Budgets**: Create budget definitions for Commitment Control ledger groups. Sub-items: Budget Definitions, Copy Budget Definitions, Budget Attributes, 5 More...
- Define Budget Security**: Activate and configure security events for budget entry, inquiry, and override. Sub-items: Events, Field Setup, Rule Definitions, 7 More...
- Budget Journals**: Access Commitment Control budget journals. Sub-items: Enter Budget Journals, Enter Budget Transfer, Mass Delete Budget Journals, 2 More...
- Post Control Budget Journals**: Post control budget journals. Sub-items: Request Posting, Budget Ledger Details Report
- Review Budget Activities**: Review budget activities. Sub-items: Budget Details, Budgets Overview, Ledger Inquiry Set, 3 More...
- Close Budget**: Close a budget. Sub-items: Define Budget Period Set, Define Closing Rule, Define Closing Set, 9 More...
- Budget Reports**: Run budget reports. Sub-items: Budget Notification Process, Activity Log, Revenue Status Report, 12 More...
- Third Party Transactions**: View and budget-check generic third-party and payroll transactions. Sub-items: Generic Transaction Entry, Budget Check Generic Trans, Budget Check HR Payroll
- Review Budget Check Exceptions**: Review budget-check exceptions. Sub-items: Purchasing and Cost Management, Travel and Expenses, Accounts Payable, 6 More...

Click on image to enlarge

The screenshot shows the 'Commitment Control' page in the Cardinal system. The page title is 'Commitment Control' and the subtitle is 'Define or maintain budgets, budget-check, and review budgets and exceptions'. The page is organized into a grid of nine main sections, each with a folder icon and a red plus sign in a circle. A tooltip titled 'Introduction' is overlaid on the page, containing the text 'Click the markers for a description of each.' and a close button (X). The tooltip also has an information icon (i) in a green circle. The page header includes the 'CARDINAL' logo, navigation links for 'Favorites', 'Main Menu', and 'Commitment Control', and a top right navigation bar with 'Home', 'Worklist', and 'Add to Favorites'.

Introduction (Close X)

Click the markers for a description of each.

Define Control Budgets (+)
Create budget definitions for Commitment Control ledger groups.
Budget Definitions
Copy Budget Definitions
Budget Attributes
4 More...

Define Budget Security (+)
Activate and configure security events for budget entry, inquiry, and override.
Events
Field Setup
Rule Definitions
4 More...

Budget Journals (+)
Access Commitment Control budget journals.
Enter Budget Journals
Enter Budget Transfer

Post Control Budget Journals (+)
Post control budget journals.
Budget Ledger Details Report

Review Budget Activities (+)
Review budget activities.
Budget Details
Budgets Overview
Ledger Inquiry Set
2 More...

Close Budget (+)
Close a budget.
Define Budget Period Set
Define Closing Rule
Define Closing Set
4 More...

Budget Reports (+)
Run budget reports.
Activity Log
Revenue Status Report
Associated Budgets Report
11 More...

Third Party Transactions (+)
View and budget-check generic third-party and payroll transactions.
Generic Transaction Entry
Budget Check Generic Trans

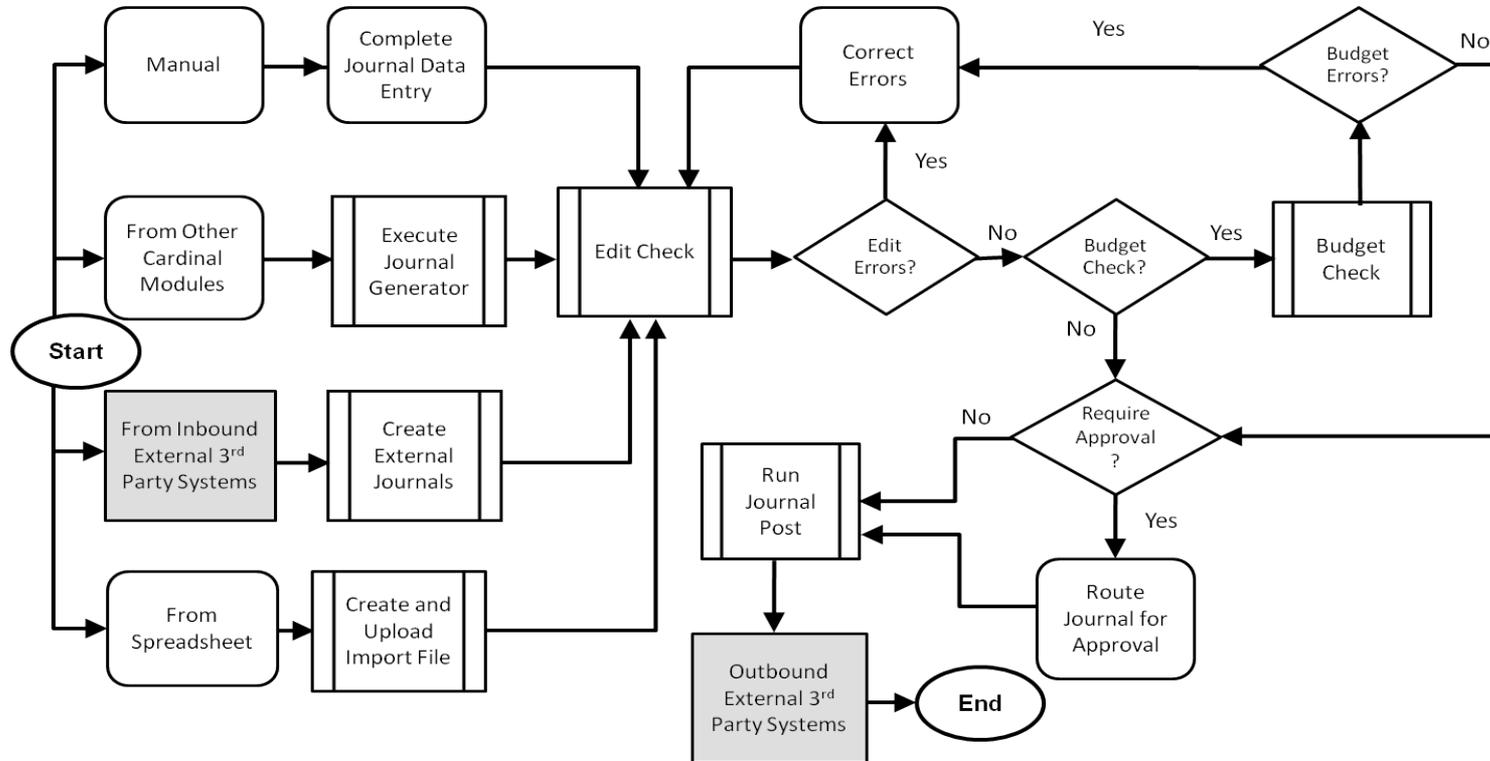
Review Budget Check Exceptions (+)
Review budget-check exceptions.
Purchasing and Cost Management
Travel and Expenses
Accounts Payable
5 More...



Create and Process Journals

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

Journal entries can be created from online pages, other Cardinal modules, interfaces, or an Excel spreadsheet.



Click on image to enlarge



Journals Page

On the **Journals** page you can create, import, review, process and archive journal entries. You can navigate to this page using the following path:

Main Menu > General Ledger > Journals

The screenshot shows the CARDINAL web application interface for the Journals page. At the top left is the CARDINAL logo. The breadcrumb navigation path is: Home | Worklist | Add to Favorites | S | Favorites | Main Menu > General Ledger > Journals. The main heading is "Journals" with a folder icon. Below it is a sub-heading: "Create, import, review, correct, and process journal entries." The page is organized into a grid of six sections, each with a folder icon and a title:

- Journal Entry**: Create, update, or copy journal entries.
 - [Create/Update Journal Entries](#)
 - [Copy Journals](#)
- Standard Journals**: Define, create, or review standard and recurring journals.
 - [Define Standard Journals](#)
 - [Create Standard Journals](#)
 - [Review Standard Journals](#)
- Import Journals**: Import journals from external flat files or the spreadsheet journal interface.
 - [External Flat Files](#)
 - [Spreadsheet Journals](#)
- Subsystem Journals**: Configure Journal Generator accounting entry definitions and templates.
 - [Accounting Entry Definition](#)
 - [Journal Generator Template](#)
 - [Generate Journals](#)
- Process Journals**: Review and submit journals for editing, budget-checking, and posting.
 - [GL to PC - WebIMS](#)
 - [Edit Journals](#)
 - [Budget Check Journals](#)
 - [6 More...](#)

Click on image to enlarge

CARDINAL

Home | Worklist | Add to Favorites | S

Favorites | Main Menu > General Ledger > Journals

Journals

Create, import, review, correct, and process journal entries.

 Journal Entry Create, update, or copy journal entries. Create/Update Journal Entries Copy Journals	 Standard Journals Define, create, or review standard and recurring journals. Define Standard Journals Create Standard Journals Review Standard Journals	 Import Journals Import journals from external flat files or the spreadsheet journal interface. External Flat Files Spreadsheet Journals
 Subsystem Journals Configure Journal Generator accounting entry definitions and templates.	 Process Journals Review and submit journals for editing, budget-checking, and posting.	

Introduction
Click the markers for a description of each.



Process Journals Page

From the **Process Journals** page you can review and submit journals for editing, budget checking and posting. You can navigate to this page using the following path:

Main Menu > General Ledger > Journals > Process Journals

CARDINAL Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Journals

Journals

Process Journals

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

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

Click on image to enlarge



CARDINAL

Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Journals

Introduction

Click the markers for a description of each.

Journals

Process Journals

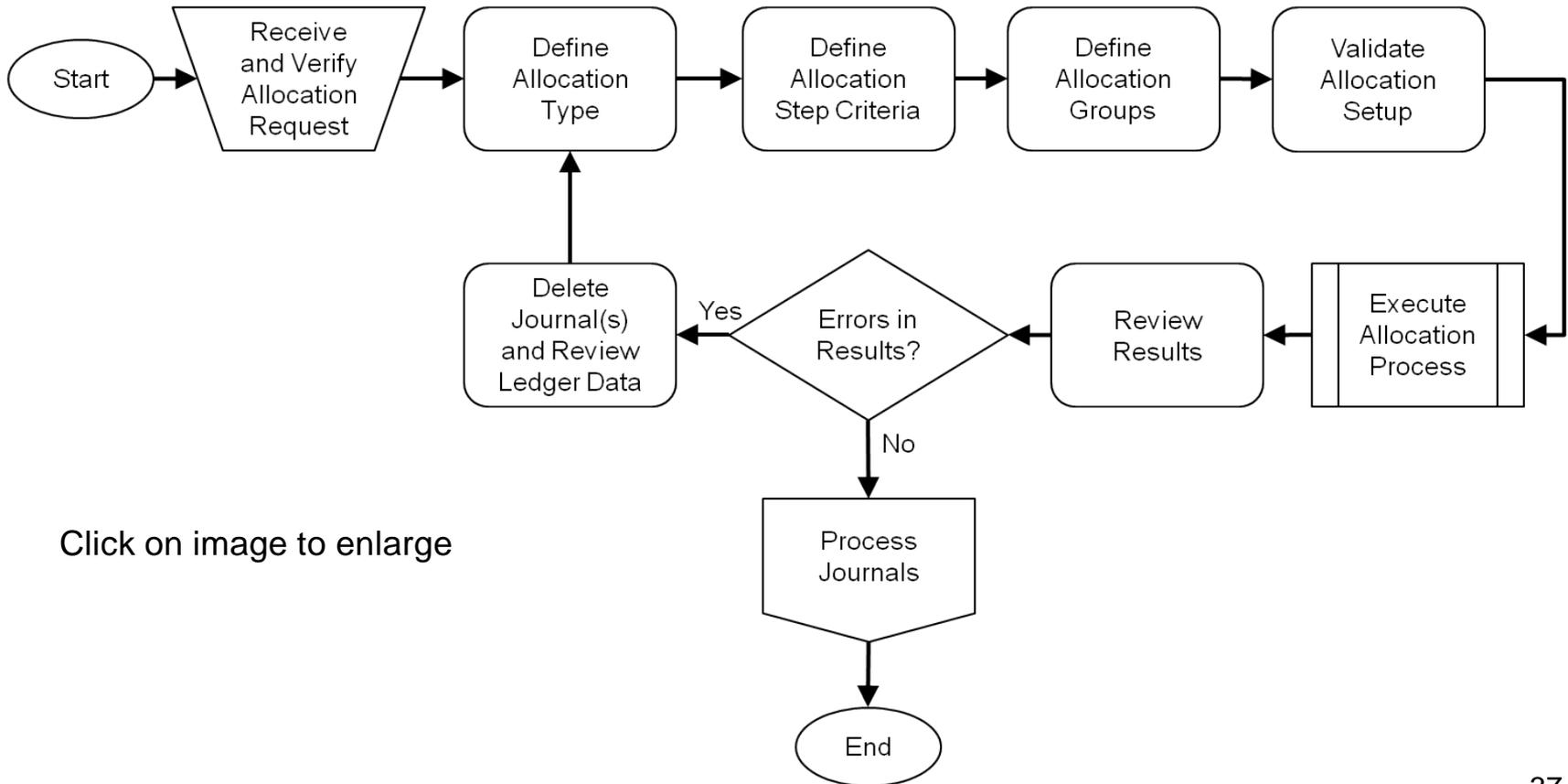
Review and submit journals for editing, budget-checking, and posting.

 GL to PC - WebMIS GL to PC - WebMIS	 Edit Journals Request a process to edit journals.	 Budget Check Journals Request a process to budget-check a journal against predefined budget criteria.
 Mark Journals for Override Mark journals for override after they fail budget checking.	 Mark Journals for Posting Identify journals that are ready to post and mark them for posting.	 Post Journals Request a process to post valid journal entries to the ledger.



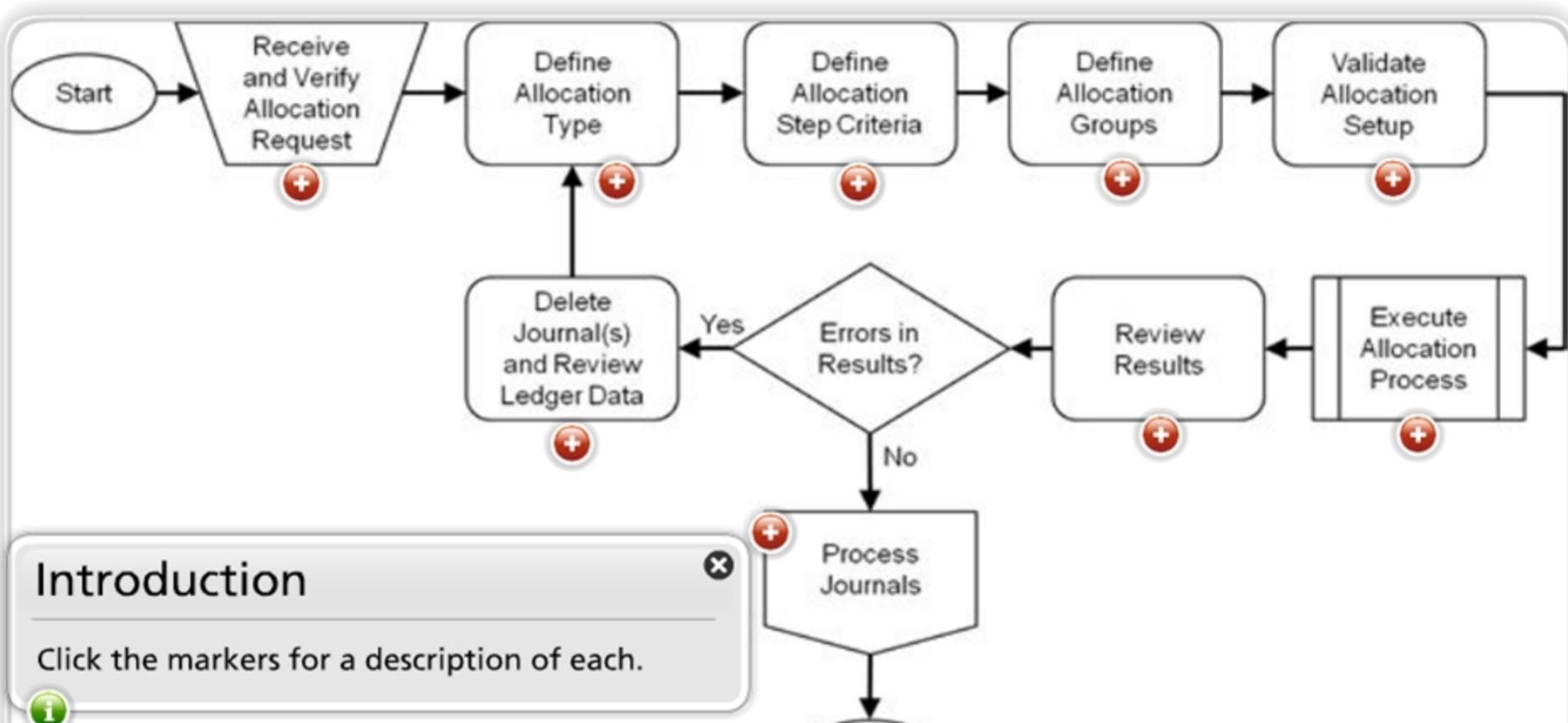
Allocations

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).



Click on image to enlarge

Allocations (continued)





Define and Perform Allocations

The **Define and Perform Allocations** page allows you to define, copy, and run allocation steps and groups. You can navigate to this page using the following path:

Main Menu > Allocations > Define and Perform Allocations

Click on image to enlarge



Period Close

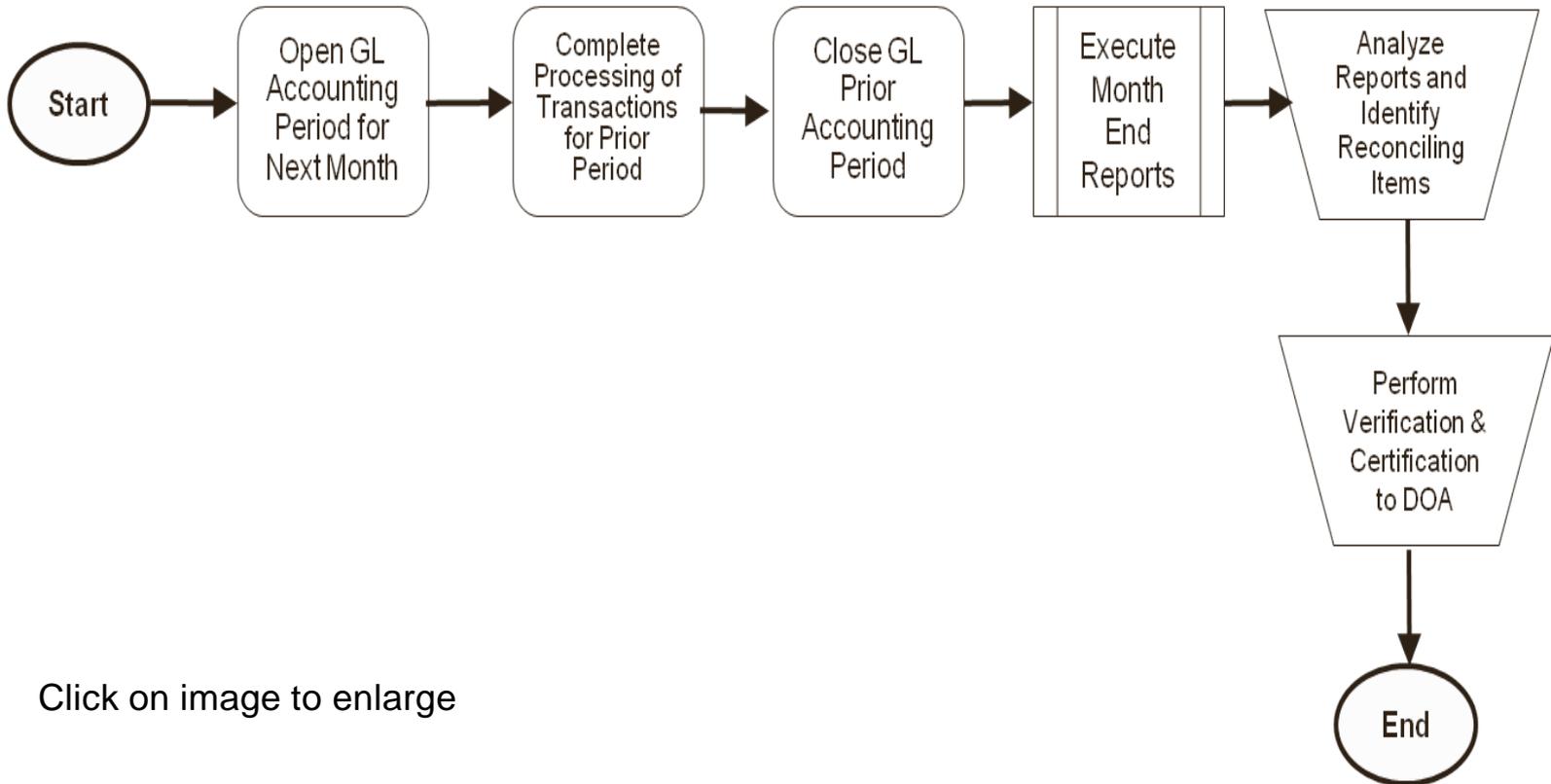
Period Close is initiated at calendar milestones (i.e., month end, fiscal year end, budget year end). The General Ledger and other Cardinal modules can close accounting periods on different dates for a given accounting period.





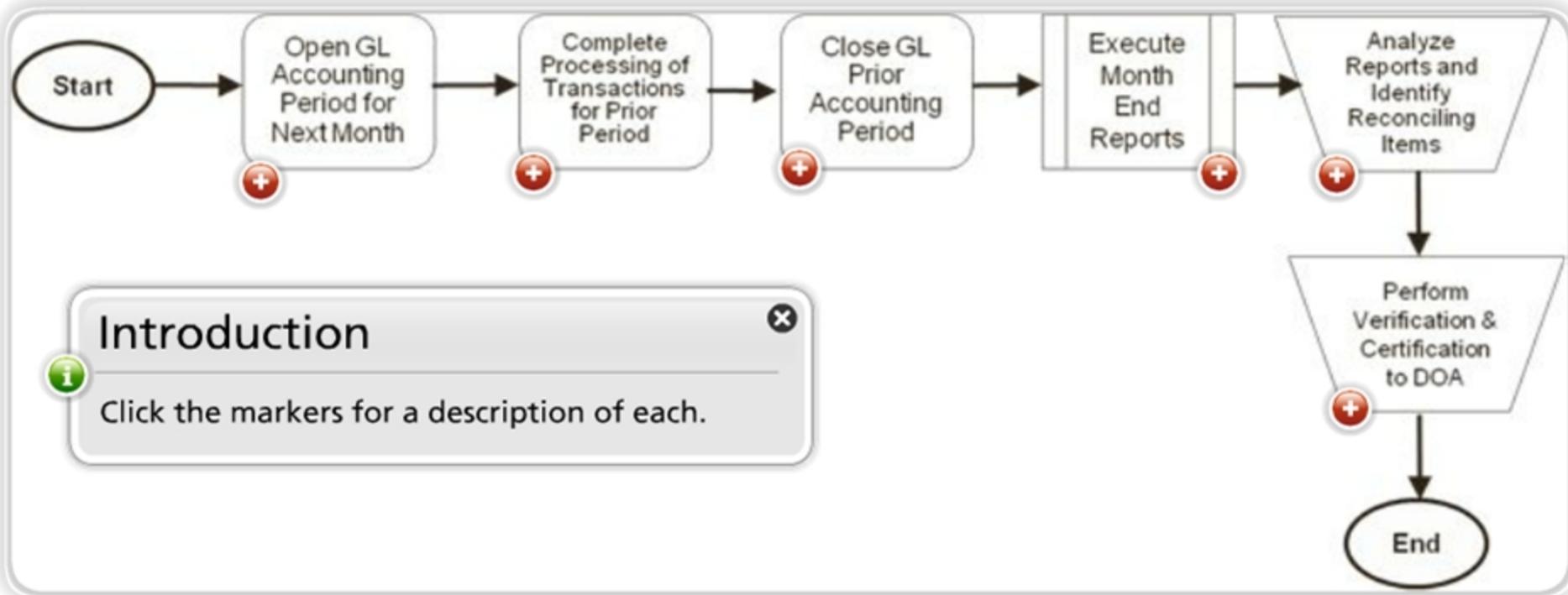
Period Close-Month End Close

Month End Close enables the closing of monthly accounting periods within a fiscal year by business unit. The Month End Close process finalizes transactions for the period.



Click on image to enlarge

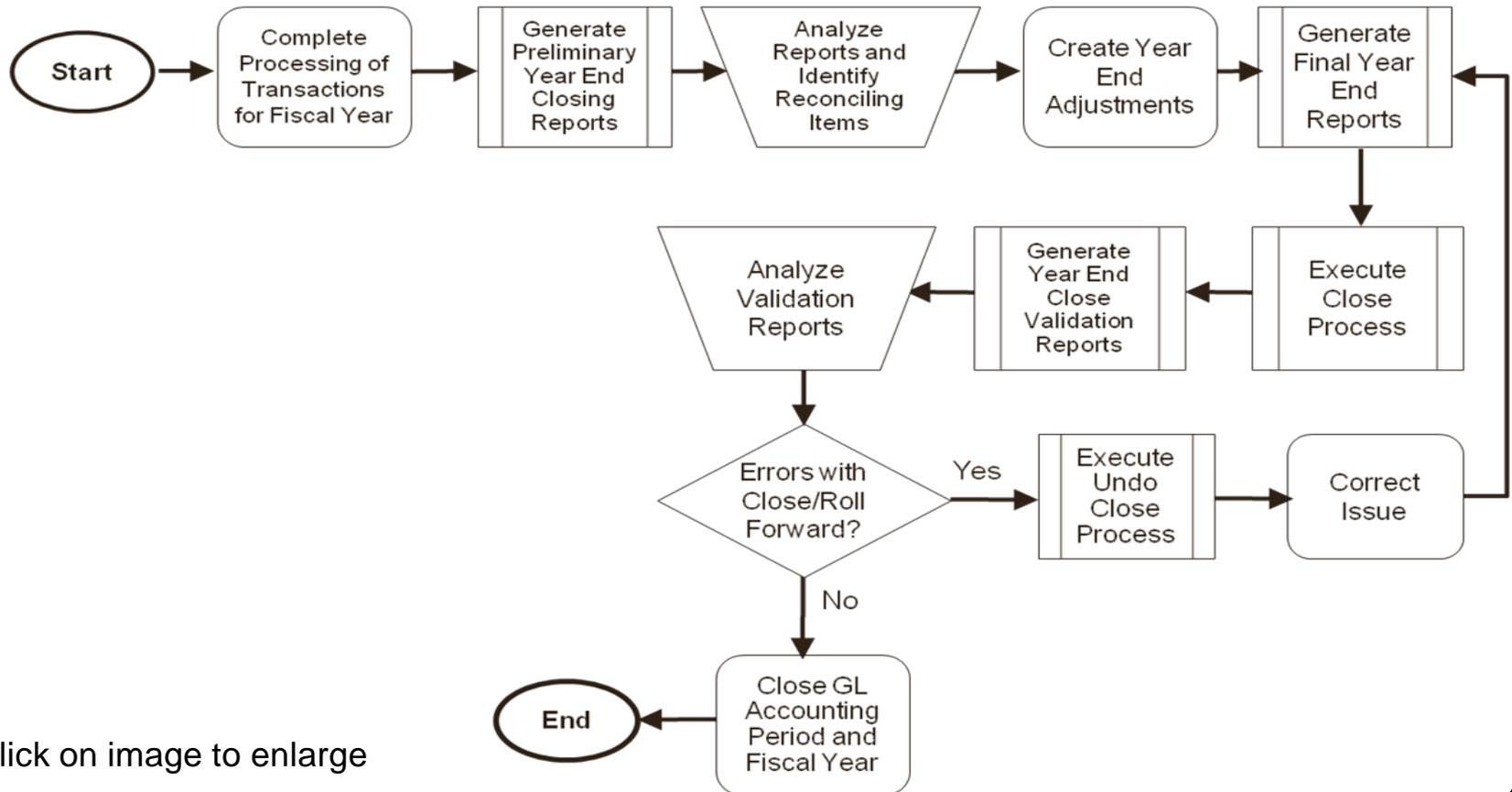
Period Close-Month End Close (continued)





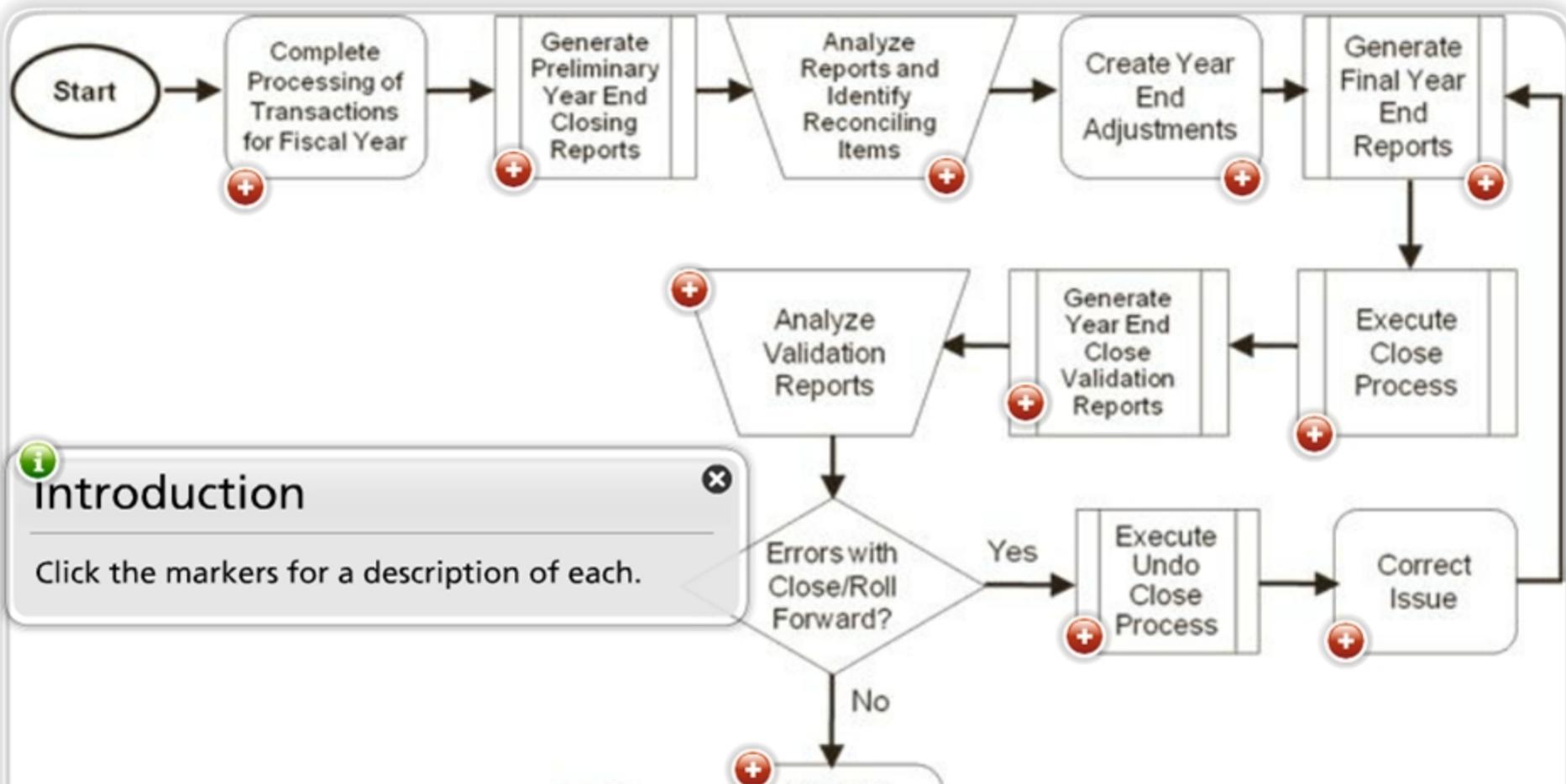
Period Close-Year End Close

Year End close processing activities include the recording of final journal entries for the fiscal year, the closing of operational account balances to fund balance, the reversion of general fund cash, and the roll forward of ledger balances to the new fiscal year.



Click on image to enlarge

Period Close-Year End Close (continued)



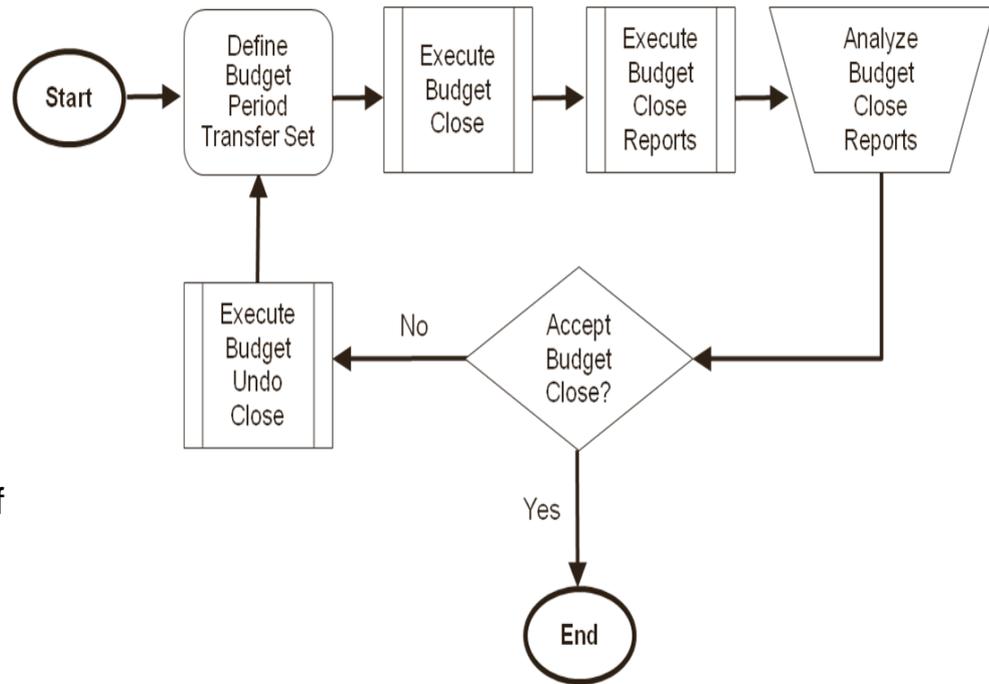


Period Close-Budget Year End Close

Closing a budget ledger reverses the remaining available budget and marks the budget with a closed status. The options for budget close are:

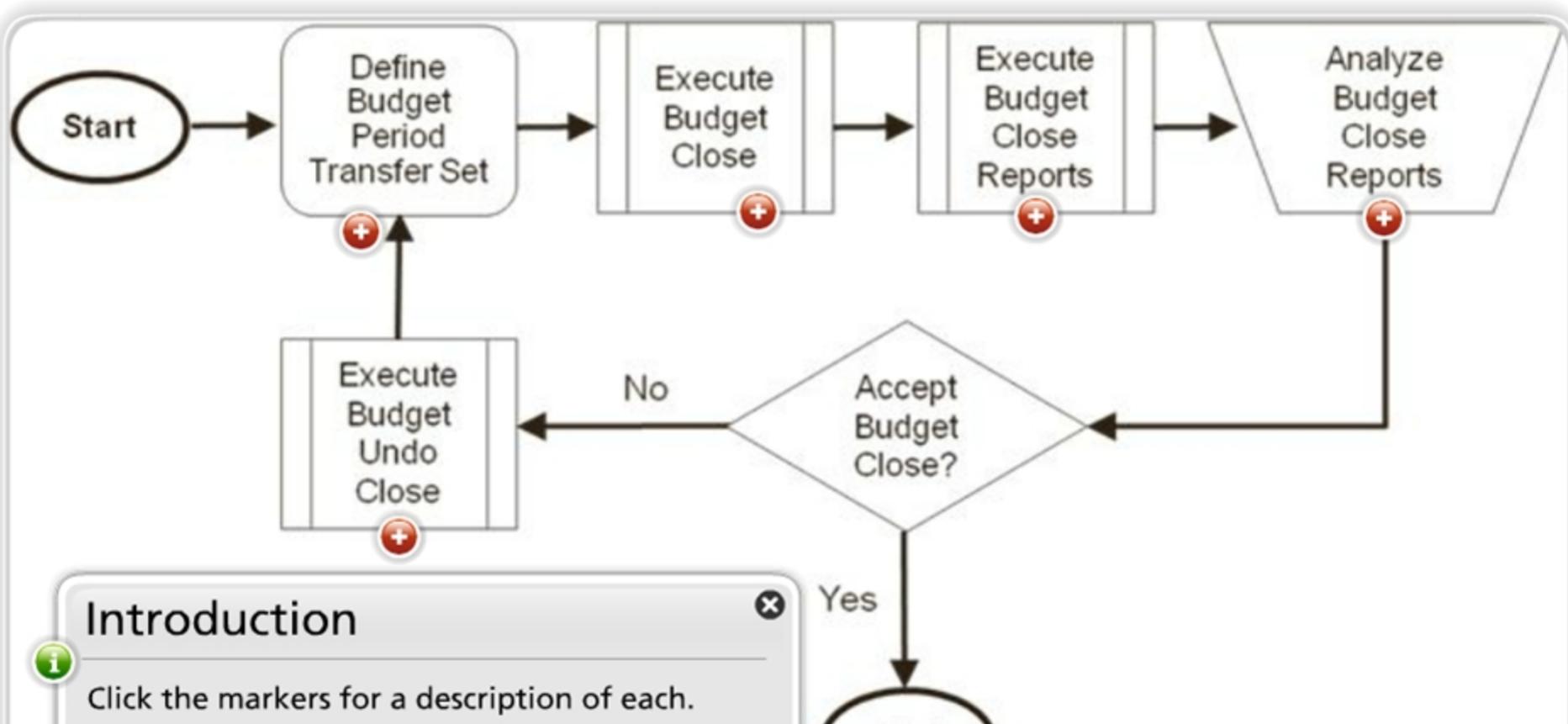
- Close the remaining budget
- Close and roll the available amount to the new fiscal year

Budget Year End processing carries the remaining Capital Outlay related budgets forward and closes Operating related budgets. The Budget Year End Close process is independent of the year end close process.



Click on image to enlarge

Period Close-Budget Year End Close (continued)





Close Ledgers Page

The **Close Ledgers** page allows you to configure the ledger closing rules and request a process for closing. You can navigate to this page using the following path:

Main Menu > General Ledger > Close Ledgers

The screenshot displays the 'Close Ledgers' page in the CARDINAL system. At the top left is the CARDINAL logo. The navigation breadcrumb shows 'Main Menu > General Ledger > Close Ledgers'. Below the breadcrumb is a folder icon labeled 'Close Ledgers' with the description 'Configure ledger closing rules and request a process for closing.' The main content area contains six tiles, each with an icon and a description:

- Closing Rules**: Define closing type, net income/retained earnings accounts, and journal options.
- Closing Process Group**: Define steps for closing process group.
- Closing Rule Report**: Create a closing rules report.
- Request Ledger Close**: Run interim/year-end close; calculate retained earnings/carry-forward balances.
- Closing Trial Balance**: Create and print a report listing detail and summary balance information.
- Journal Closing Status Report**: Create a report listing detailed information about journal closing status.

Click on image to enlarge

CARDINAL

Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Close Ledgers

Close Ledgers

Close Ledgers

Configure ledger closing rules and request a process for closing.

 Closing Rules Define closing type, net income/retained earnings accounts, and journal options.	 Closing Process Group Define steps for closing process group.	 Closing Rule Report Create a closing rules report.
 Request Ledger Close Run interim/year-end close; calculate retained earnings/carry-forward balances.	 Closing Trial Balance Create and print a report listing detail and summary balance information.	 Journal Closing Status Report Create a report listing detailed information about journal closing status.

Introduction ✕

Click the markers for a description of each.



Lesson 2: Checkpoint

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



Which processes are included in the General Ledger functional area?

- Cardinal Setup, Processing Budgets, Processing Journals, Processing Payments.
- Cardinal Setup and ChartFields, Creating and Processing Journals, Creating and Processing Budget Journals, Period Close.

One of the main functions within General Ledger is Creating and Processing Journals.

- True
- False

Journal entries can be created using online pages, other Cardinal modules, interfaces, or an Excel Spreadsheet.

- True
- False



Lesson 2: Summary

In this lesson, you learned:

- The General Ledger Process includes Cardinal Setup and ChartFields, Creating and Processing Journals, Creating and Processing Budget Journals, Allocations, and Period Close.
- One of the main functions within General Ledger is Creating and Processing Journals.



Lesson 3: General Ledger Integration and Interfaces

In this lesson, you will see how the General Ledger module discussed in previous lessons integrates with other modules of Cardinal. You will also learn about interfaces between Cardinal's General Ledger module and other systems.

The lesson has the following topics:

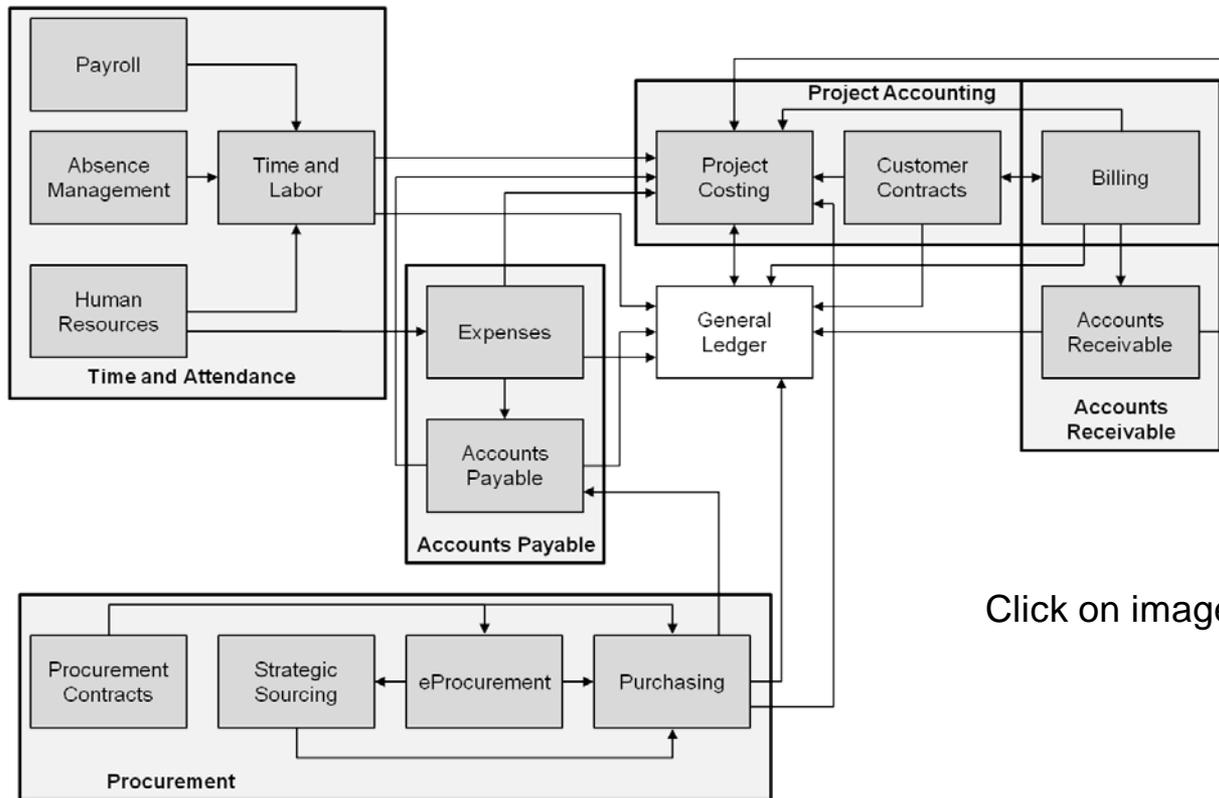
- General Ledger Integration
- Accounts Payable and Expenses Integration
- Purchasing Integration
- Accounts Receivable Integration
- General Ledger Interfaces



General Ledger Integration

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 transaction 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.



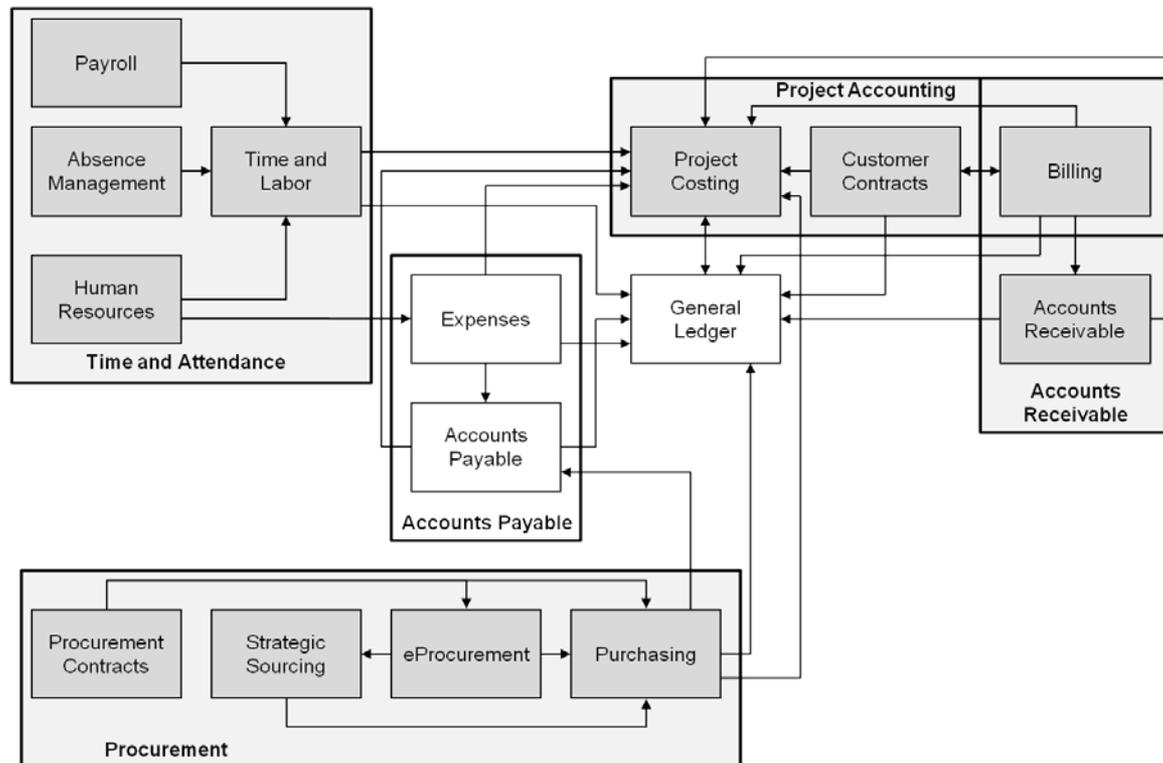
Click on image to enlarge



General Ledger - Accounts Payable Integration

General Ledger integrates with the Accounts Payable in the following ways:

- Accounts Payable and Expense transactions are edit checked using General Ledger combination edits, and then 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.

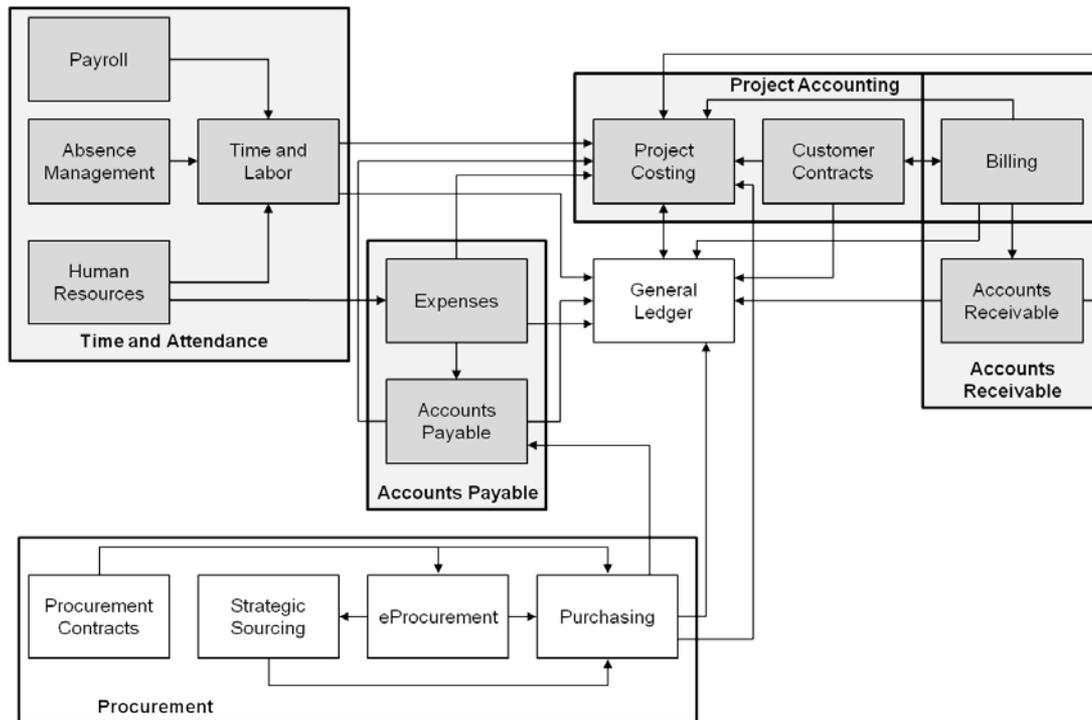




General Ledger - Procurement

General Ledger integrates with the Procurement in the following ways:

- Purchase orders and requisitions from Procurement are integrated 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 budget checked against Commitment Control. Inventory requisitions are journal generated to General Ledger for posting to the appropriate ledgers.

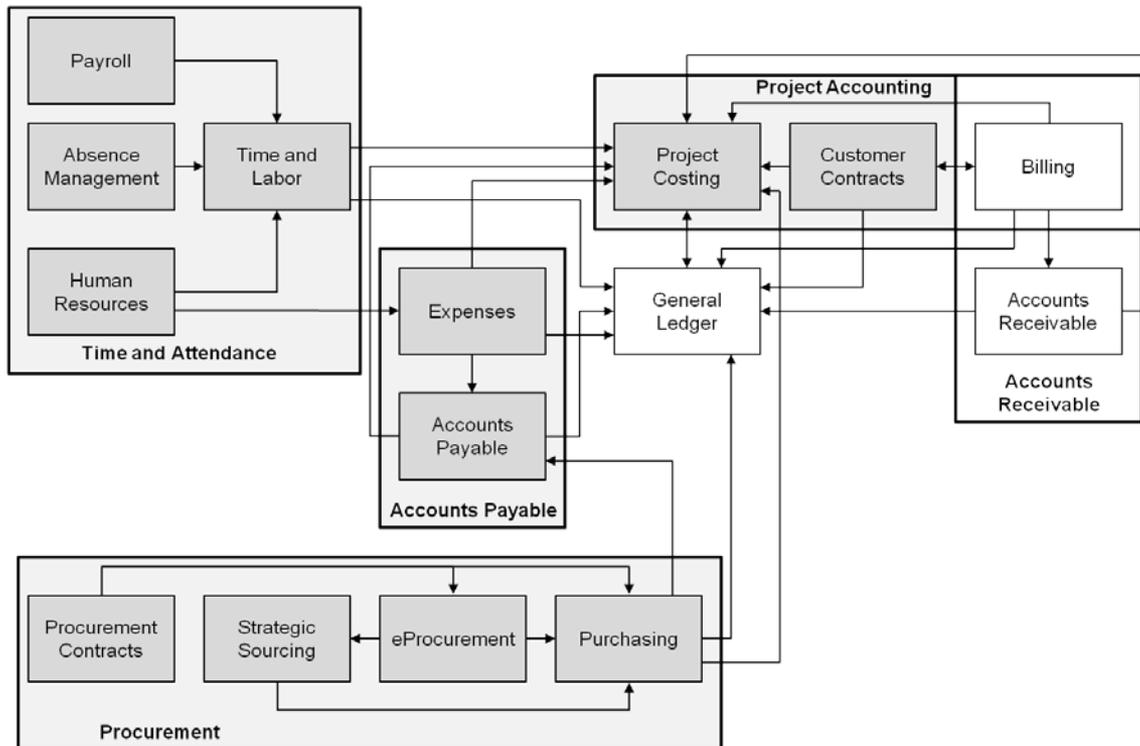




General Ledger - Accounts Receivable Integration

General Ledger integrates with the Accounts Receivable in the following ways:

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

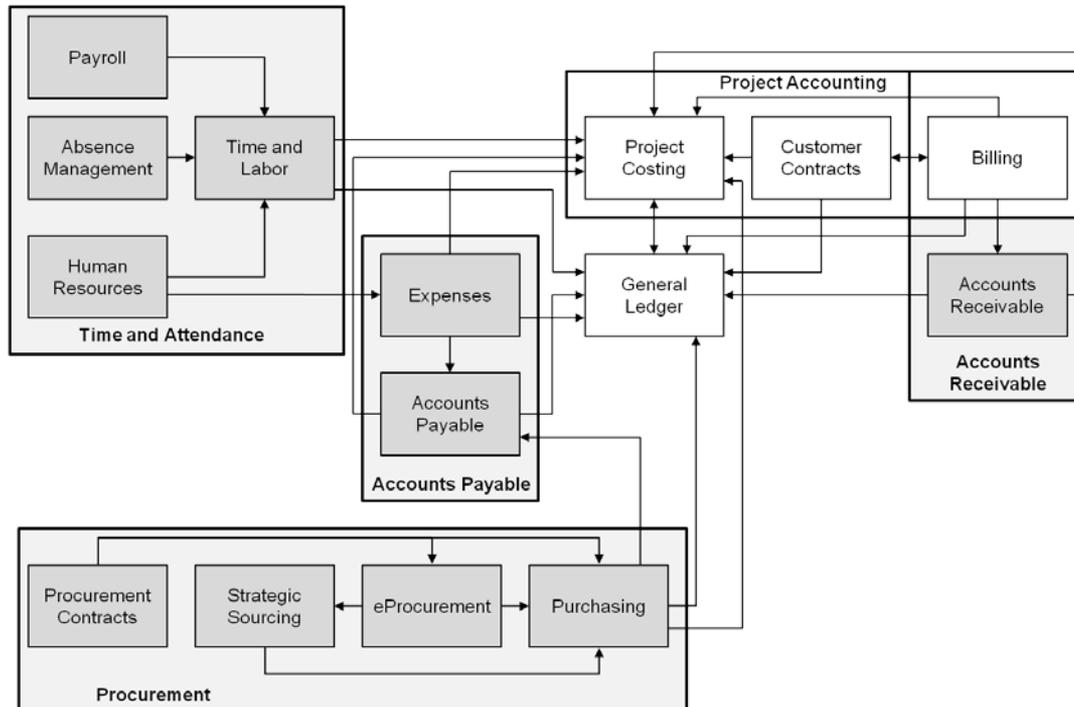




General Ledger – Project Accounting Integration

General Ledger integrates with the Project Accounting in the following ways:

- Project split transactions are edit checked using General Ledger combination edits and then budget checked against Commitment Control. Project Costing revenue billing is edit and budget checked in General Ledger. Project Costing 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.

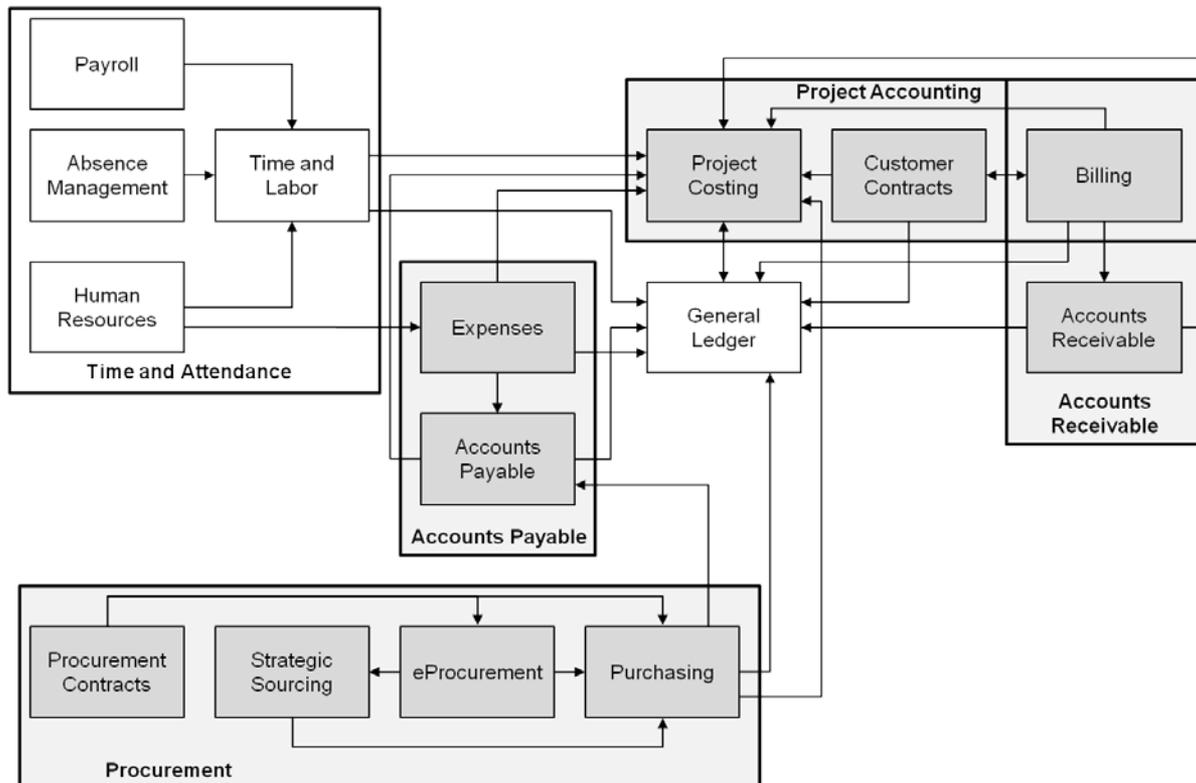




General Ledger – Time and Attendance Integration

General Ledger integrates with the Time & Attendance from the Time & Attendance Human Capital Management (HCM) functional area in the following ways:

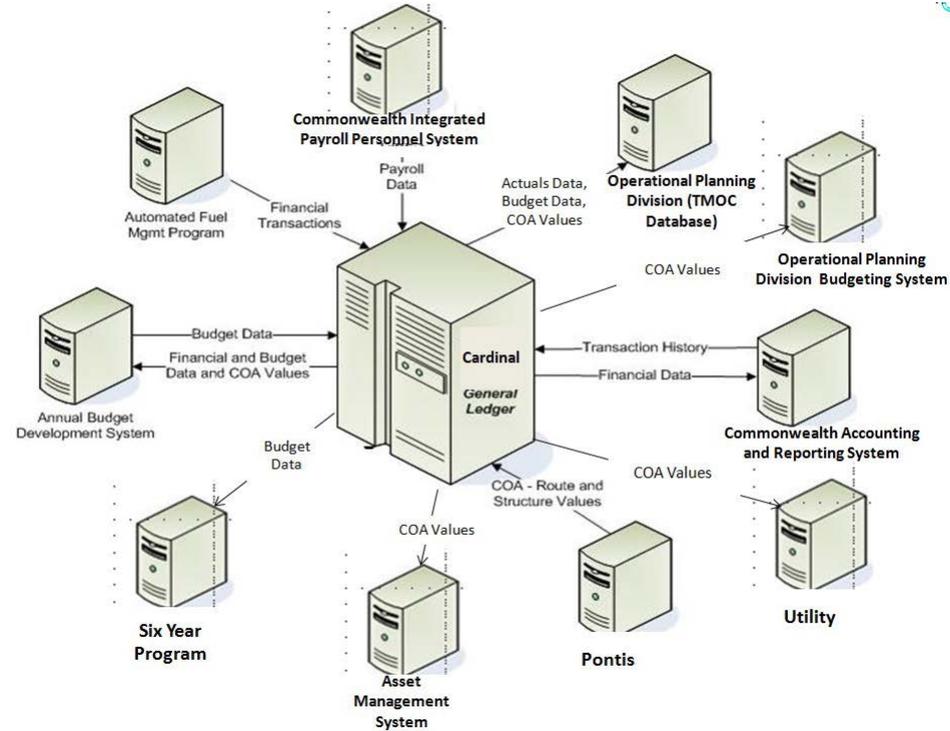
- Time entry data that is sent to General Ledger must be edit and budget checked prior to posting to the appropriate ledgers.





General Ledger Interfaces

General Ledger sends and receives information such as journal, ledger and Chart of Accounts information, from various modules within Cardinal and systems that are external. The following chart highlights the data flows in and out of General Ledger.



Click on image to enlarge



Lesson 3: Checkpoint

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



General Ledger integrates with Accounts Payable, Expenses, Procurement, Accounts Receivable, Project Accounting, and Time and Attendance. These areas provide financial data to General Ledger that then becomes journals.

- True
- False



Lesson 3: Summary

In this lesson, you learned:

- General Ledger integrates with the Accounts Payable, Expenses, Procurement, Accounts Receivable, Project Accounting, and Time and Attendance functional areas.
- Commitment Control integrates with General Ledger and each of the other Cardinal modules through the budget checking of transactions.
- General Ledger sends and receives information from various sources both within and external to Cardinal.



Course Summary

In this course, you learned to:

- Describe key General Ledger concepts
- Describe the overall General Ledger process
- Explain how General Ledger integrates with other Cardinal modules and interfaces with external systems



Course Evaluation

Congratulations! You successfully completed the **INTRO130: General Ledger Overview** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

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





Appendix

- Key Terms
- Diagrams and Screenshots



Key Terms

SetID – A SetID is an identification code that represents a set of control table information or TableSets. A SetID value is used to segregate a particular set of rules that are applicable to a Business Unit. It provides an efficient way for sharing business rules among Business Units.

TableSet – A TableSet is a group of tables (records) necessary to define an agency's structure and processing options.

Ledger and Ledger Group – A ledger is a record of monetary transactions by account (e.g., Budget, Actuals, Modified Accrual, Full Accrual, and Cash). A ledger group is a group that includes ledgers that have a common physical structure. Each ledger within the ledger group shares a common physical structure based on the ledger template. It has unique characteristics, such as its own base currency.

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

Budget Ledger – A 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 on the ledger.

Budget Structures – A budget structure defines the processing rules for each budget ledger.



Key Terms (continued)

Account Type – An account type designates a balance sheet or revenue/expenditure account. Account types in Cardinal include asset, expense, liability, transfer, equity, and revenue. These account types determine whether balances are carried forward during year-end processing.

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

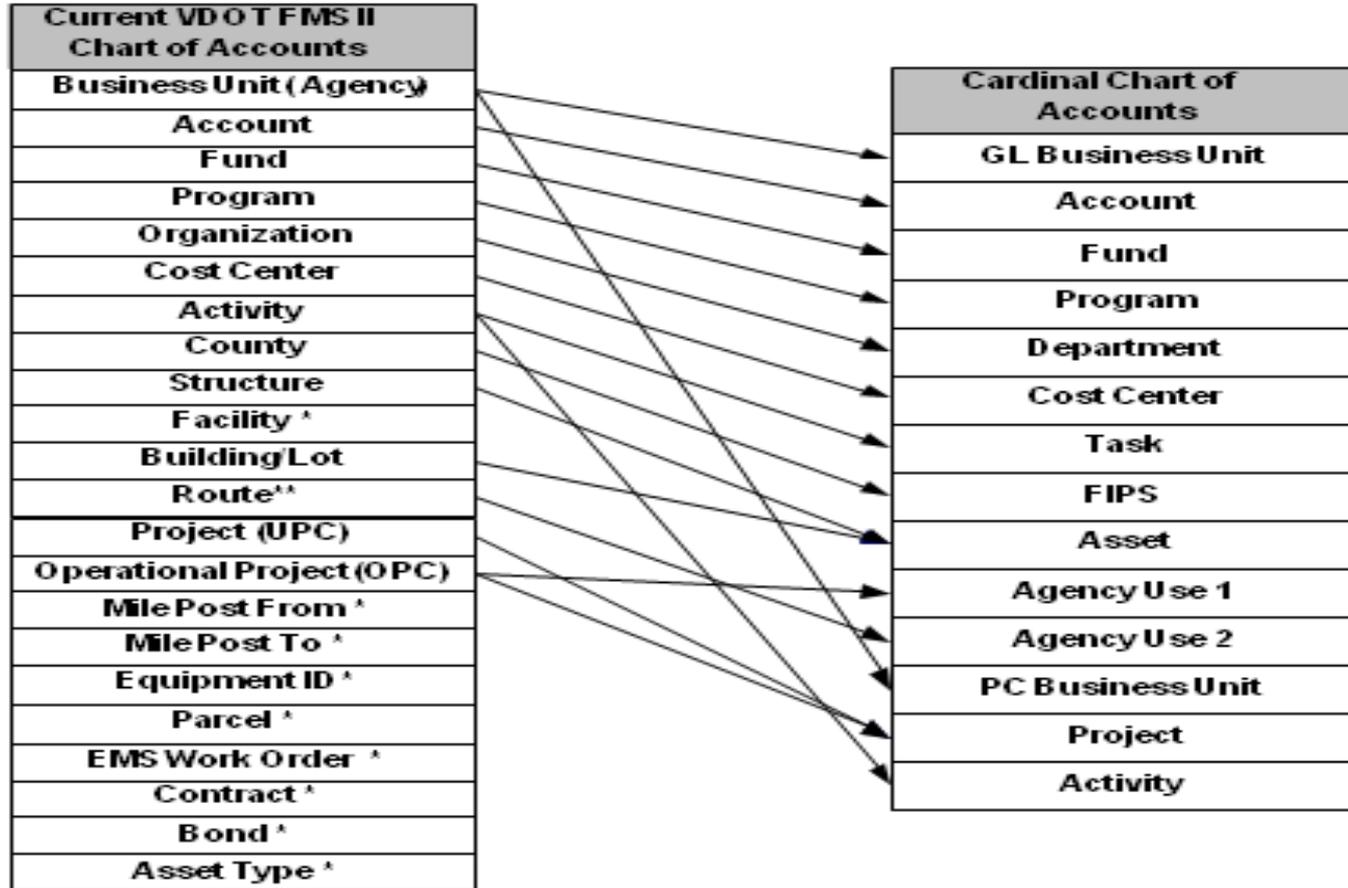
Tree – A tree is used to setup hierarchical structures in Cardinal. Trees can depict the relationships of the business entities in a hierarchical structure or represent a group of summarization rules (roll ups) for a particular ChartField.

Budget Checking – Budget Checking is the process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is run via a batch process. Typically, once a Valid budget check status is achieved, the budget balances are updated.

Tree Structure – A tree structure defines the groupings and hierarchical relationships between ChartField values in the same database table.



Mapping of DOA Chart of Accounts to Cardinal Chart of Accounts



[^] The proposed Cardinal Chart of Account structure will not capture these fields

^{^^} Route will only be recorded during storm/disaster events.



Standard ChartField Configuration

CARDINAL

[Favorites](#) |
 [Main Menu](#) >
 [Set Up Financials/Supply Chain](#) >
 [Common Definitions](#) >
 [Design ChartFields](#) >
 [Configure](#) >
 Standard Configuration

Standard ChartField Configuration

List of Chartfields [Customize](#) | [Find](#) | [First](#) | [1-21 of 21](#) | [Last](#)

<input type="checkbox"/>	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		
<input type="checkbox"/>	Active ChartField	13	Activity	Activity	Relabel	15		
<input type="checkbox"/>	Active ChartField	14	Source Type	Source Type	Relabel	5		
<input type="checkbox"/>	Active ChartField	15	Category	Category	Relabel	5		

Click on image to return



General Ledger Home Page

 Home | Worklist | Add to Favorites | Sign

Favorites | Main Menu > General Ledger

General Ledger

Access General Ledger.

 Journals Create, import, review, correct, and process journal entries. <ul style="list-style-type: none">Journal EntryStandard JournalsImport Journals2 More...	 Ledgers Configure ledgers and ledger templates and groups; import/export ledger data. <ul style="list-style-type: none">TemplatesDetail LedgersLedger Groups7 More...	 Summary Ledgers Access summary ledgers. <ul style="list-style-type: none">Ledger Set for Summary LedgerDefine Summary LedgerBuild Summary Ledger3 More...
 Close Ledgers Configure ledger closing rules and request a process for closing. <ul style="list-style-type: none">Closing RulesClosing Process GroupClosing Rule Report3 More...	 Average Daily Balance Configure average daily balance definitions and run the calculation process. <ul style="list-style-type: none">ADB DefinitionADB ProcessADB Definition ReportADB Calculation Report	 Open Items Review and reconcile open items. <ul style="list-style-type: none">Open Item Listing Report
 Maintain Standard Budgets Review, copy, or update standard budgets. <ul style="list-style-type: none">Budget Copy Calculation Log	 Review Financial Information Run inquiries on journals, ledgers, or accounting entries. <ul style="list-style-type: none">JournalsLedgerLedger Group4 More...	 General Reports Access journal, ledger, trial balance, reconciliation, and InterUnit reports. <ul style="list-style-type: none">COVA Analysis of AppropriationCardinal Trial Balance ReportExpenditures by Agency Use 122 More...

Click on image to return



General Ledger Home Page (continued)

Journals: Create, import, review, correct, and process journal entries.

Close Ledgers: Configure ledger closing rules and request a process for closing.

Maintain Standard Budgets: Review, copy or update standard budgets.

General Reports: Access journal, ledger, trial balance, reconciliation, and InterUnit reports.

Ledgers: configure ledgers and ledger templates and groups; import/export ledger data.

Average Daily Balance: Configure average daily balance definitions and run the calculation process.

General Reports: Access journal, ledger, trial balance, reconciliation, and InterUnit reports.

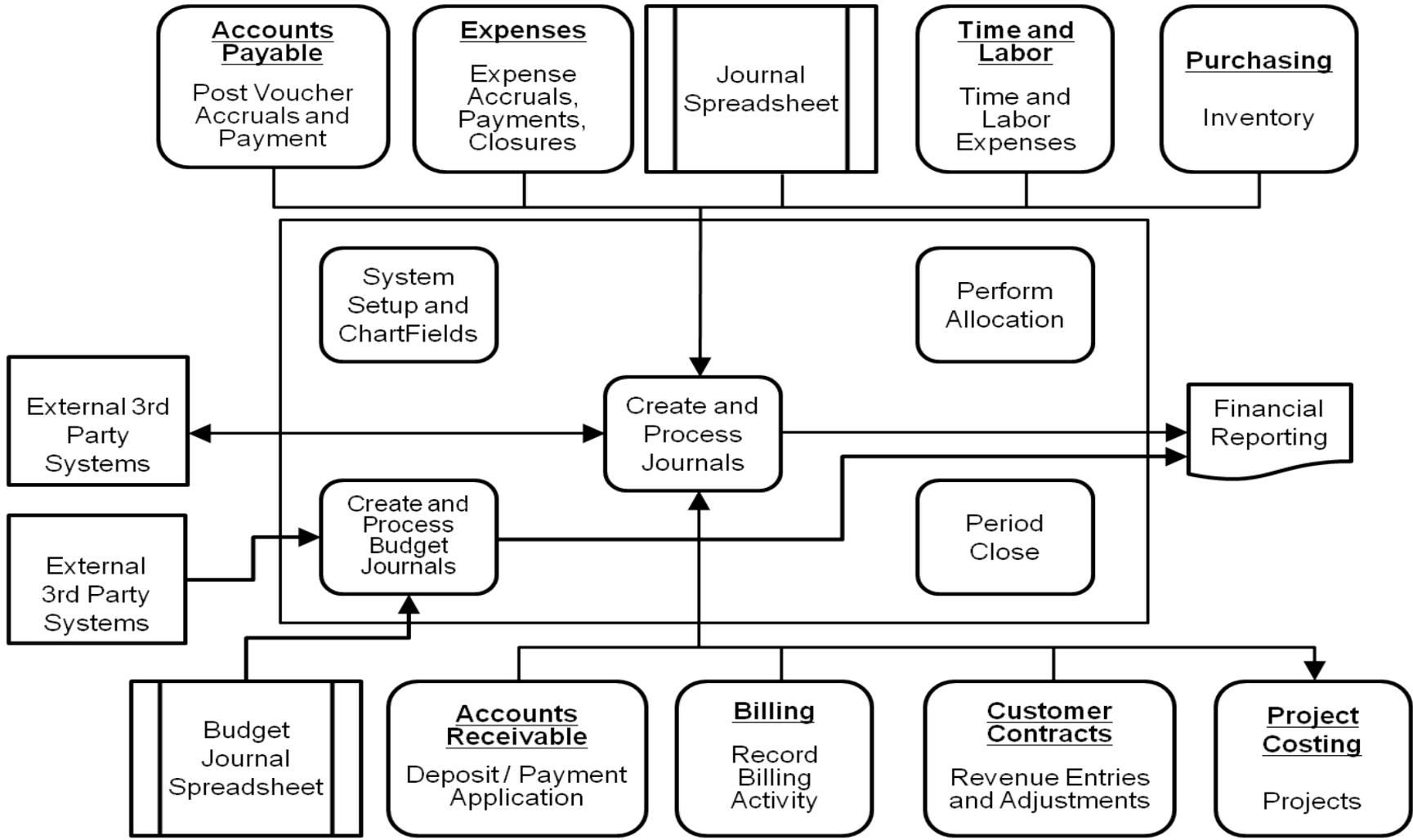
Summary Ledgers: Access summary ledgers.

Open Items: Review and reconcile open items.

Review Financial Information: Run inquiries on journals, ledgers, or accounting entries.



General Ledger Functional Area



Click on image to return



General Ledger Functional Area (continued)

Create and Process Journals: This process is the main function within General Ledger. During this process, financial and statistical transactions post to the General Ledger. Journal entries can be created using online pages, other modules, interfaces, or an Excel spreadsheet.

System Setup and ChartFields: Within the System Setup and ChartFields process, a number of items are maintained, such as COA values, tree structures, SpeedTypes/SpeedCharts, and combination edits.

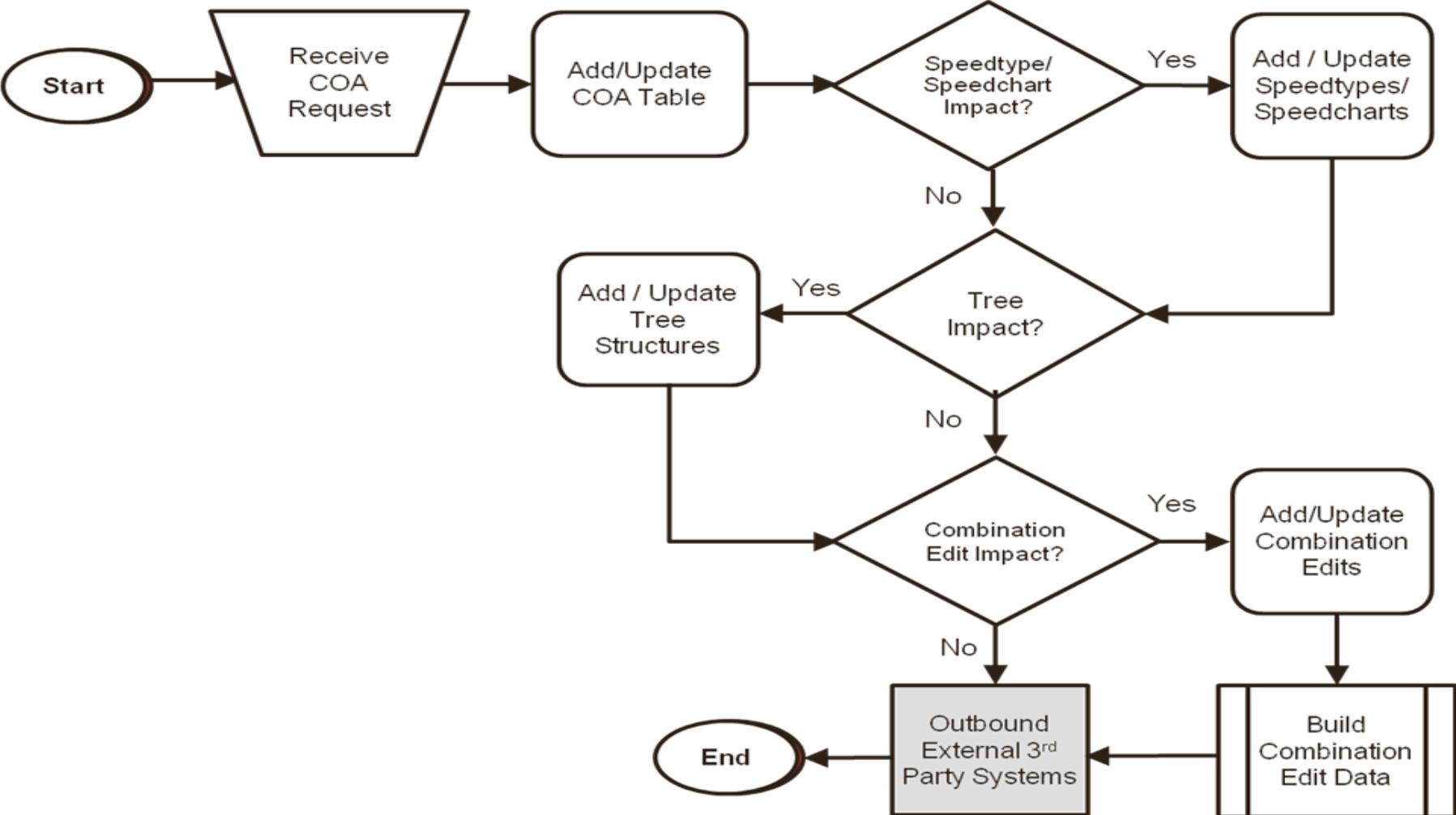
Create and Process Budget Journals: This process provides budgetary control against predefined and authorized budgets within the General Ledger. The Department of Planning and Budget (DPB) controls budget adjustments for all legal budgets, appropriations and allotments. Agencies can create and adjust agency-level budgets at their discretion. Budget journals can be created using online pages, or loaded into Cardinal using a spreadsheet budget journal or a budget import tool.

Perform Allocations: During allocations, ledger balances and statistical quantities within a business unit or across business units are distributed to the appropriate entities (i.e., departments, divisions, cost centers) and recognize a reasonable share of the amounts (e.g., overhead).

Period Close: This process is initiated at calendar milestones (i.e. month end, year end, budget year end). The General Ledger and other Cardinal modules can close accounting periods on different dates for a given accounting period.



Cardinal Setup & ChartFields



Click on image to return



Cardinal Setup & ChartFields (continued)

Receive COA Request: The ChartField Administrator receives a request regarding the addition or modification of a ChartField value.

Add/Update COA Table: The ChartField Administrator changes the Chart of Accounts value to reflect the request.

Add/Update SpeedTypes/SpeedCharts: The ChartField Administrator updates SpeedTypes / SpeedCharts.

Add/Update Tree Structures: The ChartField Administrator adds/modifies the table or trees as necessary. Trees are validated using tree audit functionality. The tree audit process compares the value table with the associated tree and identifies missing values.

Add/Update Combination Edits: Combination edits use combination edit definitions to specify the ChartFields that are used in combination. Combination edits also use a set of rules to define valid or invalid ChartField values for the combination definitions.

Build Combination Edit Data: The Build Combination Edit Data process 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.



Design ChartFields Page

CARDINAL Home | Worklist | Add to Favorites | Sign

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

Design ChartFields

Design ChartFields

Design ChartFields.

Configure Configure ChartFields. Standard Configuration Advanced Configuration Attributes 7 More...	ChartField Audits Perform ChartField audits. Run Audits	Define Values Define ChartField values. ChartField Values Account Types SpeedTypes Mass Delete SpeedTypes
Combination Editing Create ChartField combination edit rules. ChartField Editing Template Combination Definition Combination Rule 10 More...	ChartField Value Sets Set up ChartField value sets. Setup ChartField Value Sets	Review Review configuration status/steps, alternate accounts and ChartField attributes. Configuration Status Configuration Steps Review Alt Account Mapping Review ChartField Attributes
Reports Report on ChartFields, all accounts, configuration, SpeedTypes or account types. ChartField Reports ChartField Report Options Account Balancing Group 5 More...		

Click on image to return



Design ChartFields Page (continued)

Configure: Configure ChartFields and ChartField attributes.

Combination Editing: Create ChartField combination edit rules.

Review: Review configuration status/steps, alternate accounts and ChartField attributes.

ChartField Audits: Perform ChartField audits on a ChartField.

ChartField Value Sets: Setup ChartField value sets.

Reports: Report on ChartFields, alternate accounts, configuration, SpeedTypes or account types.

Define Values: Define ChartField values.



Tree Utilities Page

The screenshot shows the CARDINAL web application interface. At the top left is the CARDINAL logo. The top right corner contains navigation links for "Home" and "W". Below the logo is a breadcrumb trail: "Favorites | Main Menu > Tree Manager > Tree Utilities". The main content area is titled "Tree Utilities" and contains a folder icon labeled "Tree Utilities". Below this is a descriptive text: "Copy, export, import, repair, or review tree." The interface is divided into a grid of utility options, each with a document icon and a description:

 Copy/Delete Tree Copy, delete, and audit Tree.	 Export Tree Export a tree to a file.	 Import Tree Import tree from a flat file.
 Repair Tree Audit and repair tree utility.	 Repair Tree Reports Review the results from repair tree utilities	

Click on image to return



Tree Utilities Page (continued)

Copy/Delete Tree: Use this link to copy, delete and audit a tree. 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.

Repair Tree: The repair tree utility allows a tree in error to be repaired and audited. Every tree is based upon a structure. The structure defines the links between your tree and the underlying tables to which it refers. Tree audit is a process that compares the value table with the associated tree, and identifies missing values.

Export Tree: Export tree enables you to export Cardinal trees to a single file.

Repair Tree Reports: These reports provide the results from repair tree utilities to determine the correct solution for repairing a tree.

Import Tree: Import tree enables you to import Cardinal trees from a flat file.



Combination Editing Page

Home | Worklist

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

Design ChartFields

Combination Editing

Create ChartField combination edit rules.

ChartField Editing Template Define a ChartField editing template.	Combination Definition Define combination ChartFields.	Combination Rule Define a combination rule.
Combination Group Define a combination group.	Combination Rule Report Create the Combination Rule report.	Combination Group Report Create the Combination Group report.
Build Combination Data Build combination data.	Combo Copy/Rename/Delete Copy, rename, or delete combination definitions, rules, and groups.	Review Budgets Combo Data Review Budgets combination data.
Review Combination Data Review combination data.	Review Combination Build Review a combination build.	Review Combo Selector Tbl Data Review combination selector table data.
Extract Budget Combo Data Extract Budget Combo Data		

Click on image to return



Combination Editing Page (continued)

ChartField Editing Template: Define a ChartField editing template. The **ChartField Editing Template** page defines the structure for each module's transaction record that uses the online or batch ChartField Combination Editing process.

Combination Group: Define a combination group. 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.

Build Combination Data: Run the Build Combination Data process to build and populate the Combination Data Table. This 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.

Review Combination Data: Query the contents of the combination tables to review valid combinations.

Extract Budget Combo Data: A process to build valid budget combinations based upon posted budgets.

Combination Definition: Define the combination of ChartFields to edit.

Combination Rule Report: Create the Combination Rule report, which lists information on a combination edit rule for a selected SETID.



Combination Editing Page (continued)

Combo Copy/Rename Delete: Copy, rename, or delete combination definitions, rules, and groups.

Review Combination Build: Review a listing of the combination groups that you have created for a business unit and ledger group that use the Combination Data Table.

Combination Rule: Define a combination rule. Rules allow for the generation of distinct ChartField value combinations.

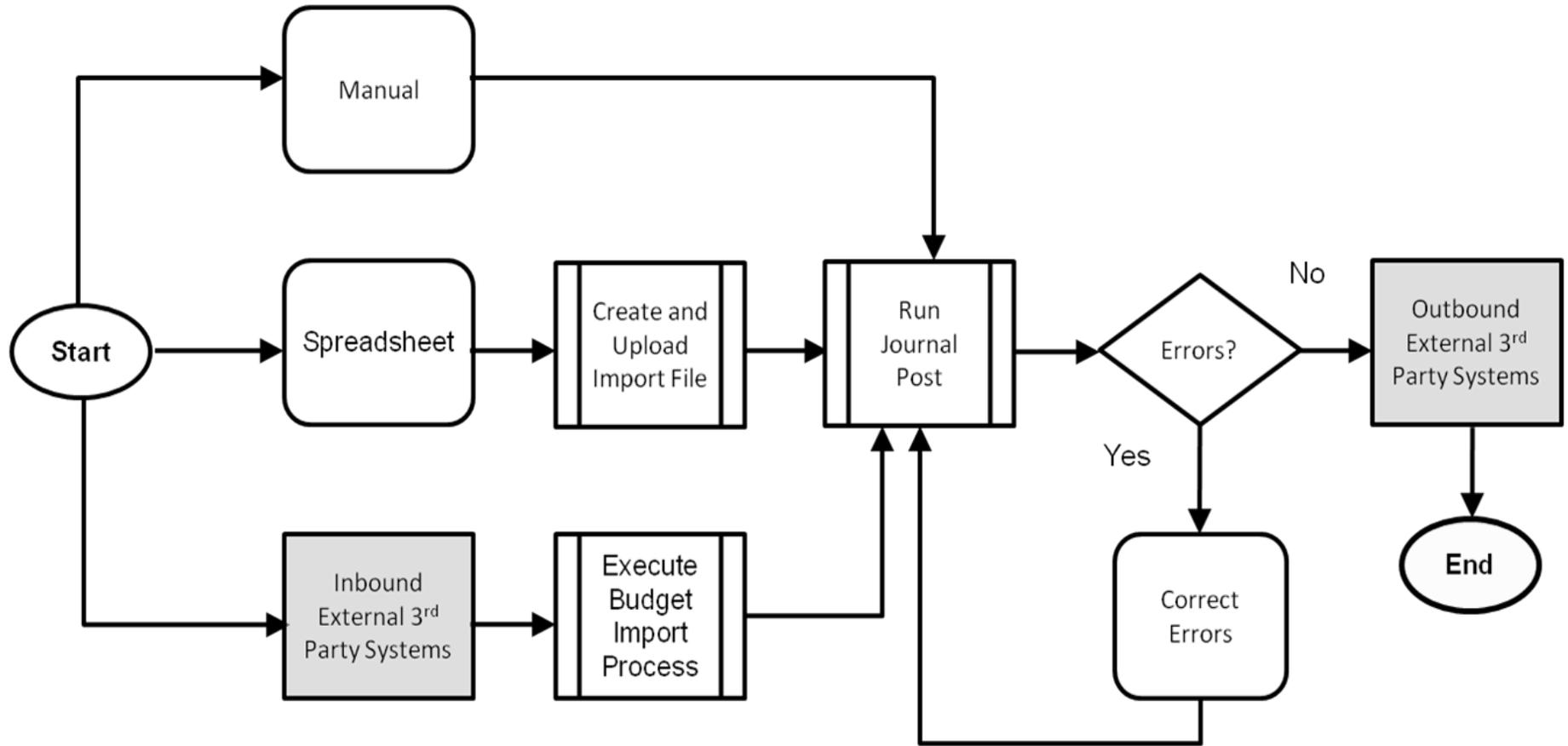
Combination Group Report: Create the Combination Group report, which lists information on combination edit groups for a selected SETID.

Review Budgets Combo Data: Query the contents of the Commitment Control combination tables to review valid combinations.

Review Combo Selector Tbl Data: Cardinal does not use the Combination Selector Table. The Combination Data Table is used in Cardinal.



Create and Process Budget Journals



Click on image to return



Create and Process Budget Journals (continued)

Manual: Journals can be manually entered online to establish or change the budgeted amount for a budget.

Spreadsheet: Journals can be entered using spreadsheet budget journals to establish or change the budget amount for a project.

Create and Upload Import File: An import file is created using an Excel macro to convert it into the correct format. The import file process is run to create budget journals.

External System: External Systems send budget entries in the designated file format. The file(s) are staged and uploaded to create budget journals by the Journal Processor.

Execute Budget Import Process: Staged files are uploaded and the budget import process runs to create the budget journals.

Run Journal Post: A series of checks are performed and a journal is posted to the budget ledgers if there are no errors.

Correct Errors: All errors must be corrected before a journal can be successfully posted in Cardinal. A budget journal can be corrected by either changing the ChartFields values or budget amounts.



Commitment Control Page

CARDINAL Home | Worklist

Favorites | Main Menu > Commitment Control

Commitment Control

Commitment Control

Define or maintain budgets, budget-check, and review budgets and exceptions.

<p> Define Control Budgets Create budget definitions for Commitment Control ledger groups.</p> <ul style="list-style-type: none"> Budget Definitions Copy Budget Definitions Budget Attributes 5 More... 	<p> Define Budget Security Activate and configure security events for budget entry, inquiry, and override.</p> <ul style="list-style-type: none"> Events Field Setup Rule Definitions 7 More... 	<p> Budget Journals Access Commitment Control budget journals.</p> <ul style="list-style-type: none"> Enter Budget Journals Enter Budget Transfer Mass Delete Budget Journals 2 More...
<p> Post Control Budget Journals Post control budget journals.</p> <ul style="list-style-type: none"> Request Posting Budget Ledger Details Report 	<p> Review Budget Activities Review budget activities.</p> <ul style="list-style-type: none"> Budget Details Budgets Overview Ledger Inquiry Set 3 More... 	<p> Close Budget Close a budget.</p> <ul style="list-style-type: none"> Define Budget Period Set Define Closing Rule Define Closing Set 9 More...
<p> Budget Reports Run budget reports.</p> <ul style="list-style-type: none"> Budget Notification Process Activity Log Revenue Status Report 12 More... 	<p> Third Party Transactions View and budget-check generic third-party and payroll transactions.</p> <ul style="list-style-type: none"> Generic Transaction Entry Budget Check Generic Trans Budget Check HR Payroll 	<p> Review Budget Check Exceptions Review budget-check exceptions.</p> <ul style="list-style-type: none"> Purchasing and Cost Management Travel and Expenses Accounts Payable 6 More...

Click on image to return



Commitment Control Page (continued)

Define Control Budgets: Define Control Budgets creates budget definitions for Commitment Control ledger groups.

Post Control Budget Journals: Use this link to run Posting Process in Batch mode, although you can post budget journals using the Commitment Control Posting process directly from the **Enter Budget Journals and Enter Budget Transfer** pages.

Budget Reports: This link allows you to run budget reports. Budget Journal reports can run at various intervals during the processing of budget journal entries. Example budget reports are: Budget Status Report, Activity Log, Budget Key Translations Report.

Define Budget Security: This links activates and configure security events for budget entry, inquiry and override.

Review Budget Activities: This feature allows you to review budget activities (budget details, activity log, ledger inquiry set, etc.).

Budget Journals: Use this link to access Commitment Control budget journals.



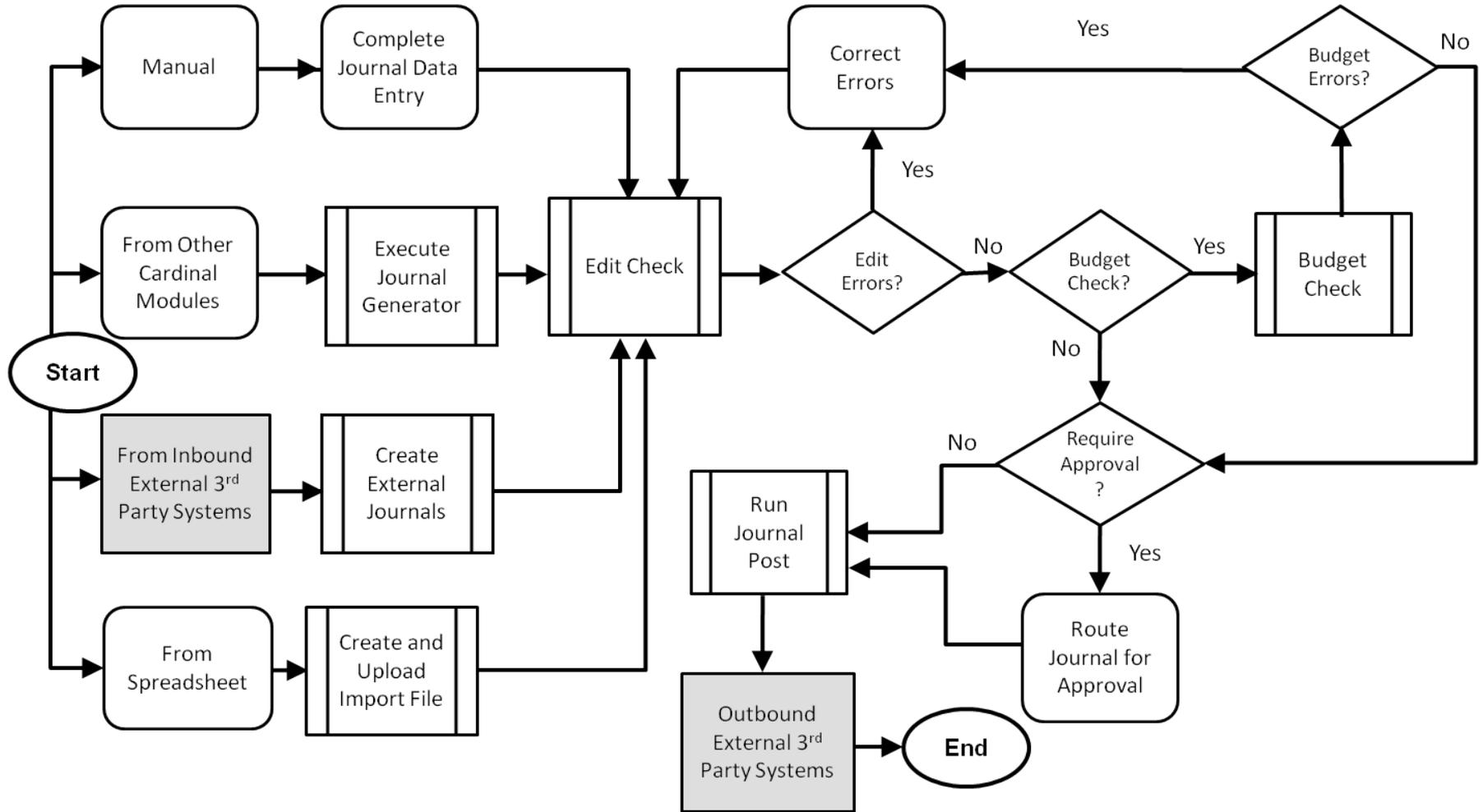
Commitment Control Page (continued)

Close Budget: Use this link to close a budget. When you close Commitment Control budgets, the budget closing process creates budget journals that are posted to the budget ledger. When you set up your budget closing, you have the option to close only, or to close and roll the remaining available budget balance forward to the new budget period or new fiscal year.

Review Budget Check Exceptions: This link allows you to review budget check exceptions. Budget check exceptions are errors identified during the Budget Checking process.



Create and Process Journals



Click on image to return



Create and Process Journals (continued)

Manual: Manual journals are created online through the journal header and journal line pages.

Complete Journal Data Entry: The journal header contains information that uniquely identifies the journal (business unit, journal ID, and journal date) and options that enable quick set up of adjusting and reversing entries.

From Other Cardinal Modules: Journals from Accounts Payable, Expenses, Accounts Receivable, Billing, Project Costing, and Customer Contracts do not have to go through budget check but are re-edit checked in General Ledger.

Execute Journal Generator: The Journal Generator process takes accounting entries from other Cardinal modules and formats them to create journal entries in General Ledger.

Inbound External 3rd Party Systems: External 3rd party systems create a file that will be staged for batch processing to create a journal in General Ledger.

Create External Journals: The external system will create a file that will be staged for batch processing to create a journal.

Spreadsheet: Spreadsheets can be used to load journal data into Cardinal. Accounting data used to create journals can be copied into the spreadsheet template.



Create and Process Journals (continued)

Create and Upload Import File: After inputting the journal header and journal lines in a spreadsheet, an Excel macro is run to create a file that can be loaded into Cardinal. The build process uploads this spreadsheet and creates a journal within Cardinal. The journal can then be edit and budget checked in General Ledger.

Edit Check: The edit check process verifies whether the journal has header or ChartField errors. A journal must pass edit check before it can be budget checked.

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

Budget Check: Online journals, journals created from external third party systems, and spreadsheet journals need to be budget checked.

Route Journal for Approval: Only journals that have passed edit and budget check can be routed for approval.

Run Journal Post: Once approved, the journal is eligible to post to the ledger. Posted journals are summarized and the ledger table is updated.



Journals Page

 Home | Worklist | Add to Favorites | S

Favorites | Main Menu > General Ledger > Journals

Journals

 **Journals**

Create, import, review, correct, and process journal entries.

<p> Journal Entry Create, update, or copy journal entries.</p> <ul style="list-style-type: none">  Create/Update Journal Entries  Copy Journals 	<p> Standard Journals Define, create, or review standard and recurring journals.</p> <ul style="list-style-type: none">  Define Standard Journals  Create Standard Journals  Review Standard Journals 	<p> Import Journals Import journals from external flat files or the spreadsheet journal interface.</p> <ul style="list-style-type: none">  External Flat Files  Spreadsheet Journals
<p> Subsystem Journals Configure Journal Generator accounting entry definitions and templates.</p> <ul style="list-style-type: none">  Accounting Entry Definition  Journal Generator Template  Generate Journals 	<p> Process Journals Review and submit journals for editing, budget-checking, and posting.</p> <ul style="list-style-type: none">  GL to PC - WebIMS  Edit Journals  Budget Check Journals 6 More... 	

Click on image to return



Journals Page (continued)

Journal Entry: Create, update, or copy journal entries.

Standard Journals: Define, create or review standard and recurring journals. A recurring journal entry is an entry that is periodically generated according to a schedule, such as monthly rent, lease payments, and depreciation expenses.

Import Journals: Import journals from external flat files or the spreadsheet journal interface.

Process Journals: Edit journals, budget check journals, mark journals for override, mark journals for posting, post journals, review journal status, journal edit errors report, and posted journal summary report.

Subsystem Journals: Define Journal Generator accounting entry definitions and templates to generate journals from other Cardinal modules.



Process Journals Page

Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Journals

Journals

Process Journals

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

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

Click on image to return



Process Journals Page (continued)

Mark Journals for Override: Mark journals for override after they fail budget checking.

Review Journal Status: Specify search criteria to review the status of journals.

Edit Journals: Request a process to edit journals.

Mark Journals for Posting: Identify journals that are ready to post and mark them for posting.

Journal Edit Errors Report: Print a report listing detail information on journal edit errors.

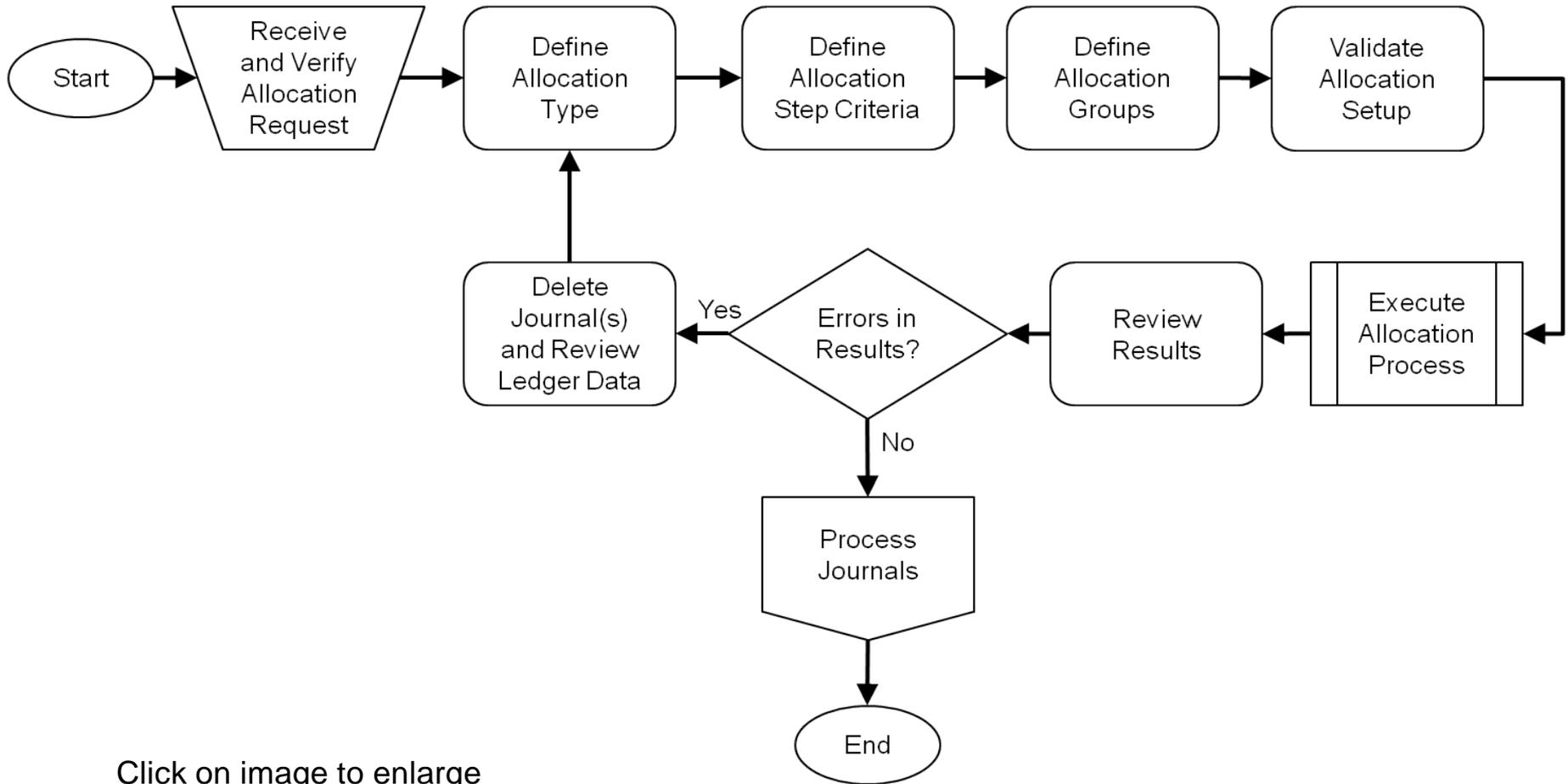
Budget Check Journals: Request a process to budget check a journal against predefined budget criteria.

Post Journals: Request a process to post valid journal entries to the ledger.

Posted Journal Summary Report: Create a report summarizing posted journal information.



Allocations



Click on image to enlarge



Allocations (continued)

Receive and Verify Allocation Request: A request for an allocation setup or modification is received to add or modify allocation groups that have been created.

Define Allocation Type: The five allocation types include copy, spread evenly, allocate on a fixed basis, prorate with a recorded basis, and arithmetic operation.

Define Allocation Step Criteria: The criteria defines the allocation pool, basis, target, offset, and amount fields.

Define Allocation Groups: Allocation groups are created to execute one or more allocation steps. If a step in the sequence fails, the continuing operation determines if the process continues.

Validate Allocation Setup: Allocation setup is validated by reviewing online pages or by running the allocation step and group reports.

Delete Journal and Review Ledger Data: After the allocation process is run, the ledgers are queried to validate the data and if there are errors, determine the cause of the data errors. If there are system or data errors, the journals should be deleted and the allocation process should be re-run.



Allocations (continued)

Review Results: Reports are available to list the allocation steps and allocation calculations within a process instance. The Message Log can be used to help troubleshoot allocations.

Process Journals: During the Process Journals, journals are edit and budget checked, approved and posted.



Define and Perform Allocations

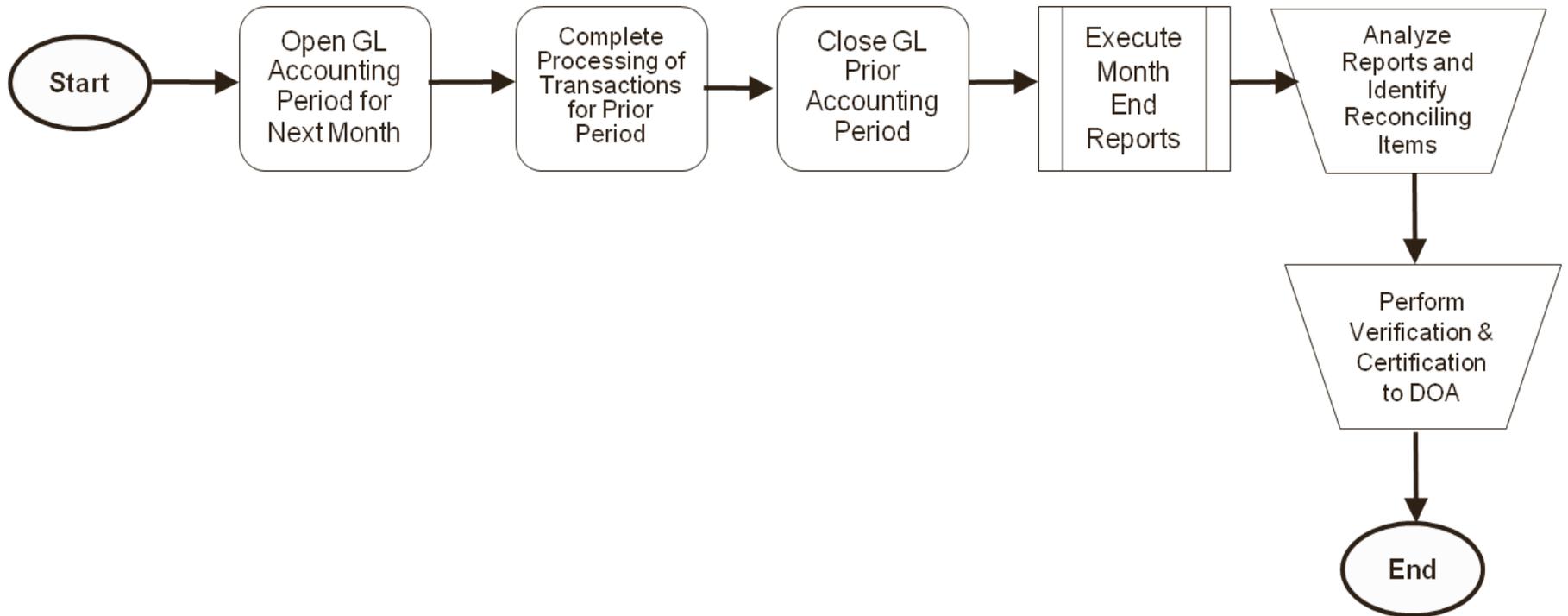
The screenshot displays the CARDINAL web application interface. At the top left is the CARDINAL logo. The top right navigation bar includes links for Home, Worklist, Add to Favorites, and Sign. Below the navigation bar is a breadcrumb trail: Favorites | Main Menu > Allocations. The main content area is titled 'Allocations' and features a folder icon next to the heading 'Define and Perform Allocations'. A descriptive text below the heading reads: 'Define, copy, and run allocation steps and groups.' The interface contains four task cards, each with a document icon and a title:

- Define Allocation Step**: Define an allocation step.
- Copy / Rename / Delete Step**: Request a process to copy, rename, or delete allocation steps.
- Define Allocation Group**: Identify allocation steps of an allocation group for processing.
- Request Allocation**: Request a process to run allocations.

Click on image to enlarge



Period Close-Month End Close



Click on image to return



Period Close-Month End Close (continued)

Open GL Accounting Period for Next Month: Accounting periods are opened centrally within the General Ledger module using the mass update functionality to open the next month's accounting periods in the selected Cardinal modules. Transaction Types allow you to control which transactions within a module are opened for processing.

Complete Processing of Transactions for Prior Period: This process ensures that all required journals for the period have been processed and posted prior to the closing of the period and creation of monthly reports.

Close GL Prior Accounting Period: This function controls the closing of periods with General ledger using the mass update functionality with the option to close the accounting periods for other Cardinal modules. Transaction Types allow you to control which transactions within a module are closed for processing.

Run Month End Reports: This process creates the scheduled month end reports for Central and Agency use. Ad hoc reports/inquiries are used to assist with month end reconciliation and verification of GL and other Cardinal modules financial data.



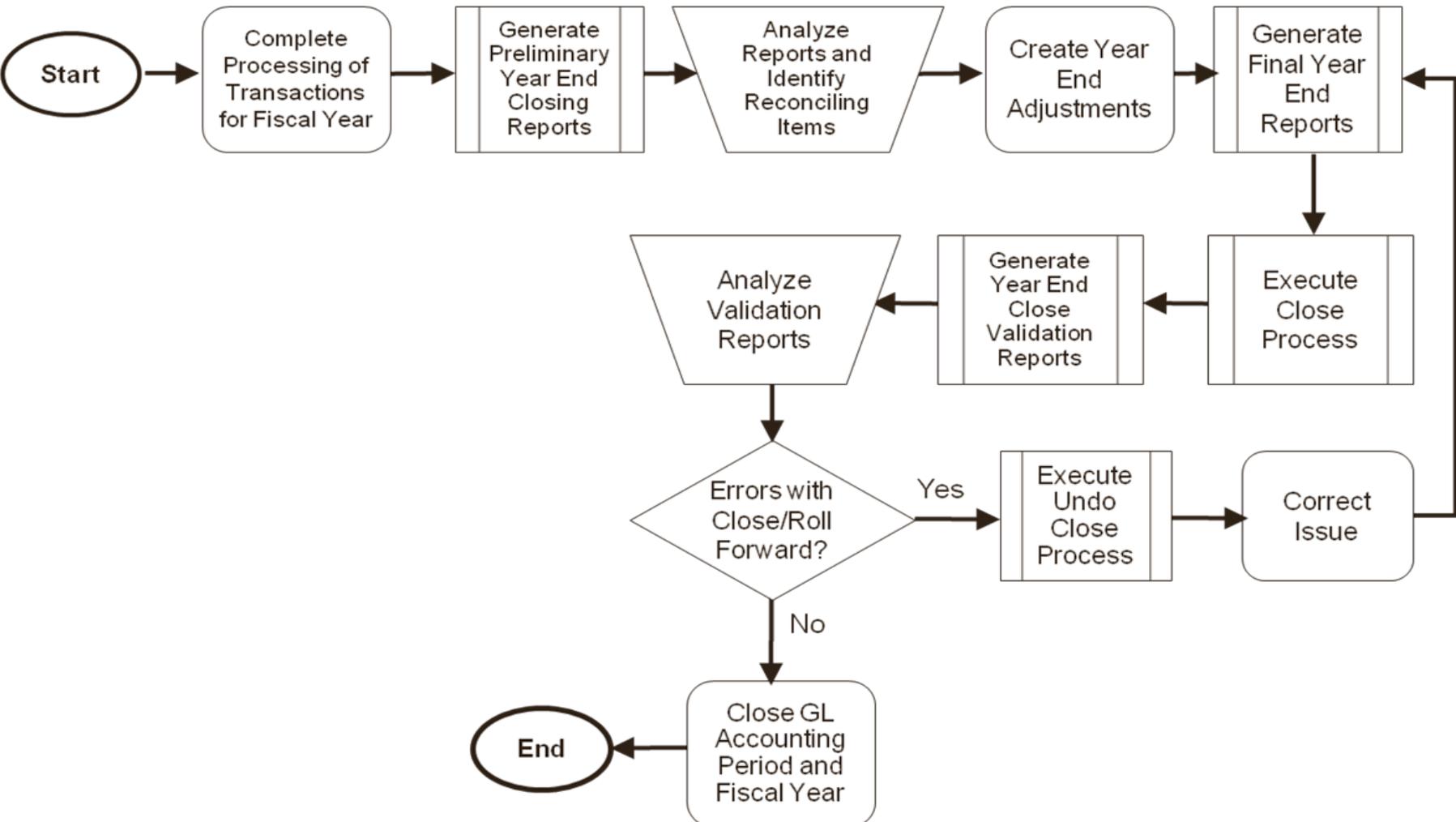
Period Close-Month End Close (continued)

Analyze Reports and Identify Reconciling Items: General Ledger and other Cardinal module balances are reviewed and reconciled to ensure they are in sync and are accurate.

Perform Verification and Certification to DOA: Results of the reconciliation are reviewed by management and a monthly certification is submitted to the Department of Accounts.



Period Close-Year End Close



Click on image to return



Period Close-Year End Close (continued)

Complete Processing of Transactions for Fiscal Year: Ensures all required transactions for the year have been processed and posted prior to the closing of the fiscal year.

Generate Preliminary Year End Closing Reports: Creates year end closing reports.

Analyze Reports and Identify Reconciling Items: Provides review of General Ledger and other Cardinal modules balances for accuracy and reconciled at the Central and Agency level.

Create Year End Adjustments: Prepares the journals necessary for correcting or adjusting journal entries.

Generate Fiscal Year-End Reports: Creates the scheduled year-end closing reports.

Execute Close Process: Returns the general fund cash balances from the Agencies, closes operational accounts to fund balance, and rolls the balance sheet account balances forward to the new fiscal year.

Generate Year End Close Validation Reports: Creates reports necessary to validate the close process ran successfully.



Period Close-Year End Close (continued)

Analyze Validation Reports: Ensures the close process was successful and balances have rolled forward.

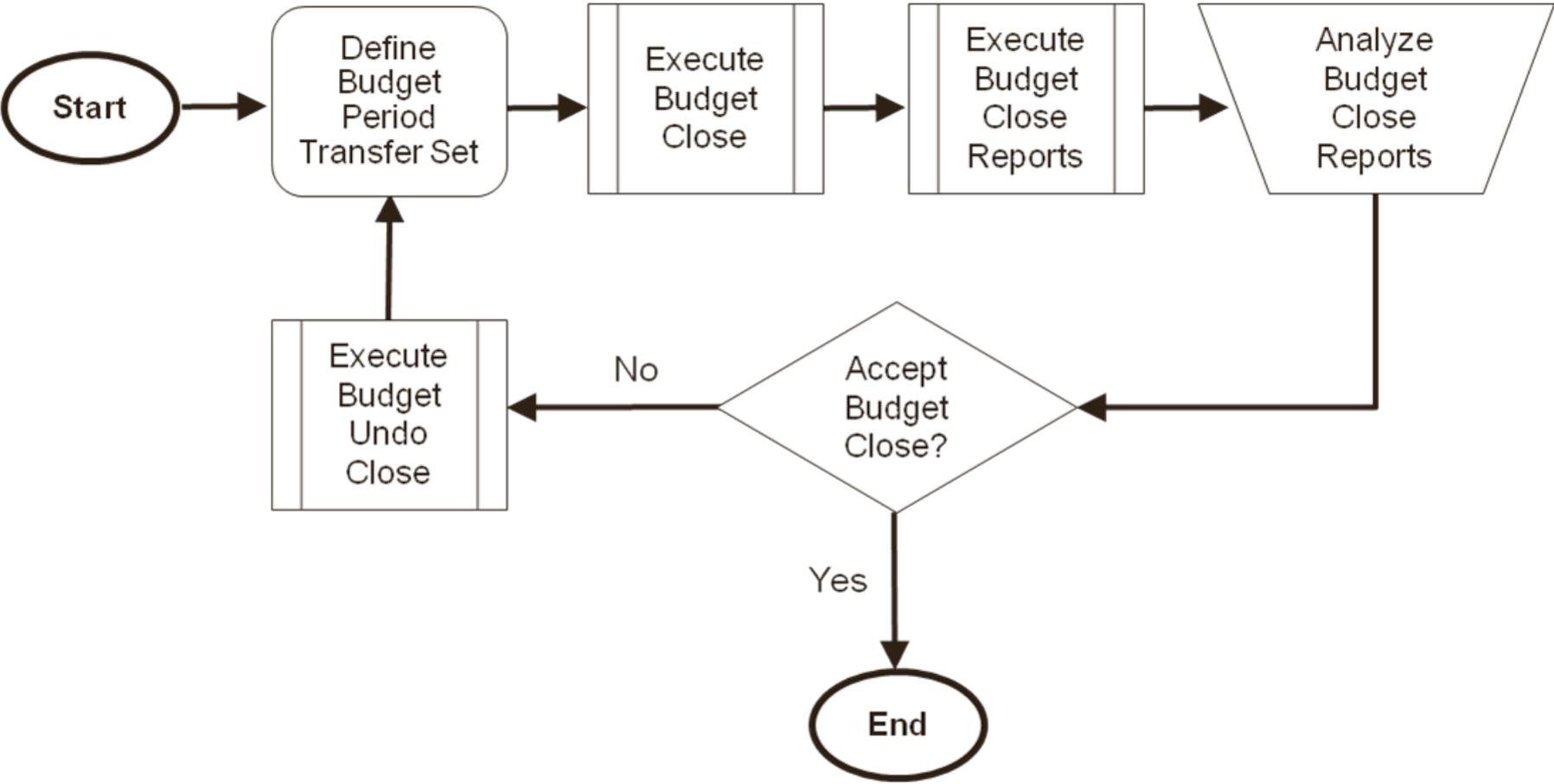
Run Undo Close Process: The Undo Close Process reverses the Close Process.

Correct Issue: Corrects any issues identified during close validation.

Close GL Accounting Period and Fiscal Year: Controls the close of periods within General Ledger. Closing the accounting period prevents the creating and posting of additional transactions.



Period Close-Budget Year End Close



Click on image to return



Period Close-Budget Year End Close (continued)

Define Budget Period Transfer Set: Determines which budget periods should be closed and maps the closing period to the period in the new fiscal year for budgets that carry forward.

Execute Budget Close: Runs the closing set validation report to ensure all closing sets are valid. Closing sets combine budget periods to budget rules for specified budgets. Subsequently executes actual budget close.

Execute Budget Close Reports: Runs the Budget Close Calculation Log report which reflects the results of the budget close process.

Analyze Budget Close Reports: Reviews and validates the reports to ensure all of the budgets required to be closed, were closed correctly.

Execute Budget Undo Close: If necessary, performs an “undo” of the budget close process so corrections can be made and the budget close process is repeated.



Close Ledgers Page

The screenshot shows the CARDINAL software interface. At the top left is the CARDINAL logo. On the right side of the top bar are links for Home, Worklist, and Add to Favorites. Below the top bar is a breadcrumb trail: Favorites > Main Menu > General Ledger > Close Ledgers. The main content area is titled 'Close Ledgers' and contains a folder icon and the text 'Close Ledgers'. Below this is a subtitle: 'Configure ledger closing rules and request a process for closing.' The main area is divided into six tiles, each with an icon and a description:

Closing Rules Define closing type, net income/retained earnings accounts, and journal options.	Closing Process Group Define steps for closing process group.	Closing Rule Report Create a closing rules report.
Request Ledger Close Run interim/year-end close; calculate retained earnings/carry-forward balances.	Closing Trial Balance Create and print a report listing detail and summary balance information.	Journal Closing Status Report Create a report listing detailed information about journal closing status.

Click on image to return



Close Ledgers Page (continued)

Closing Rules: Define closing type, net income/retained earnings accounts, and journal options.

Request Ledger Close: Run interim or year end close, calculate retained earnings and carry-forward balances.

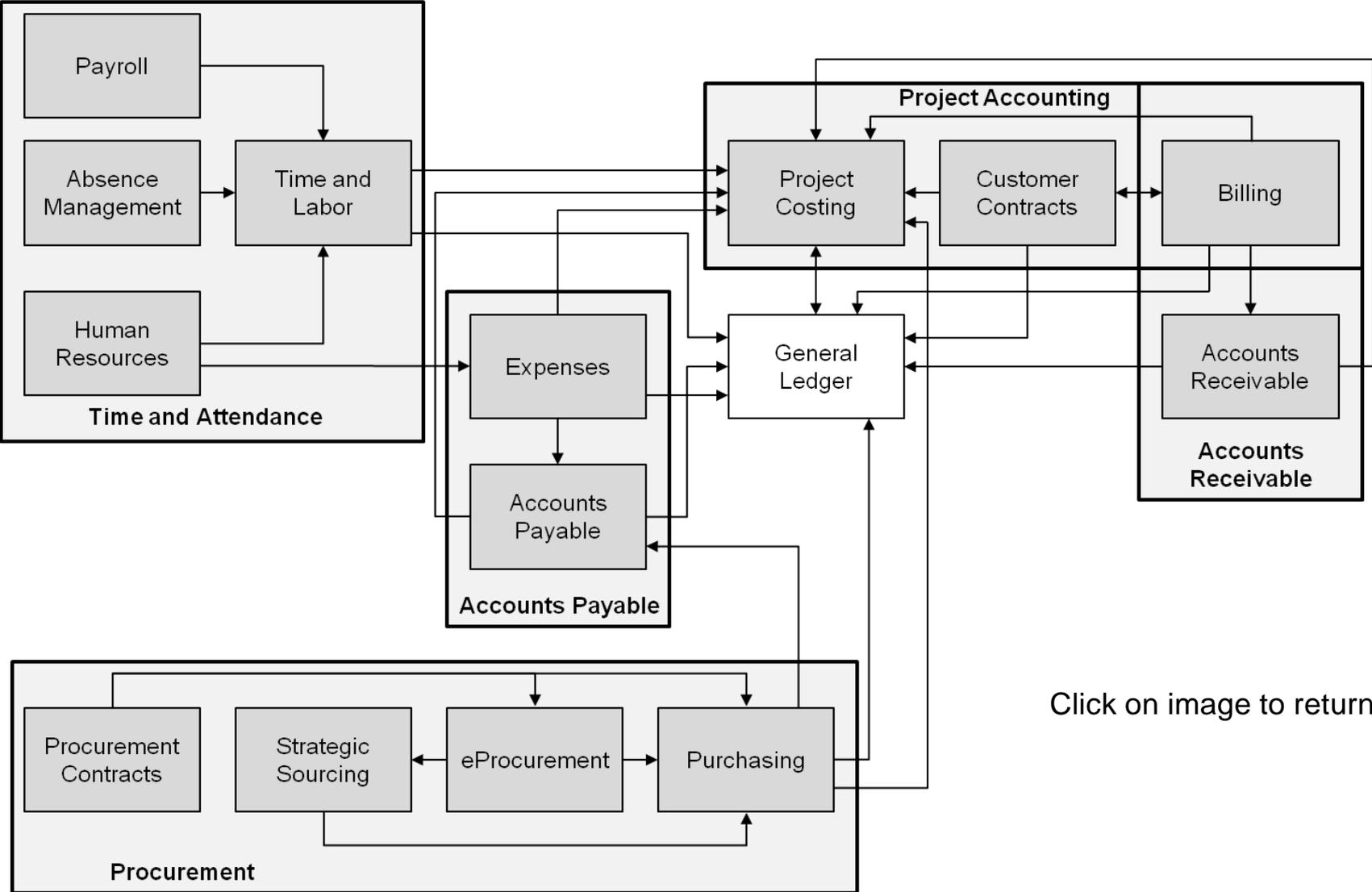
Closing Process Group: Define steps for closing process group.

Closing Rule Report: Create a closing rules report.

Journal Closing Status Report: Create a report listing detailed information about journal closing status.



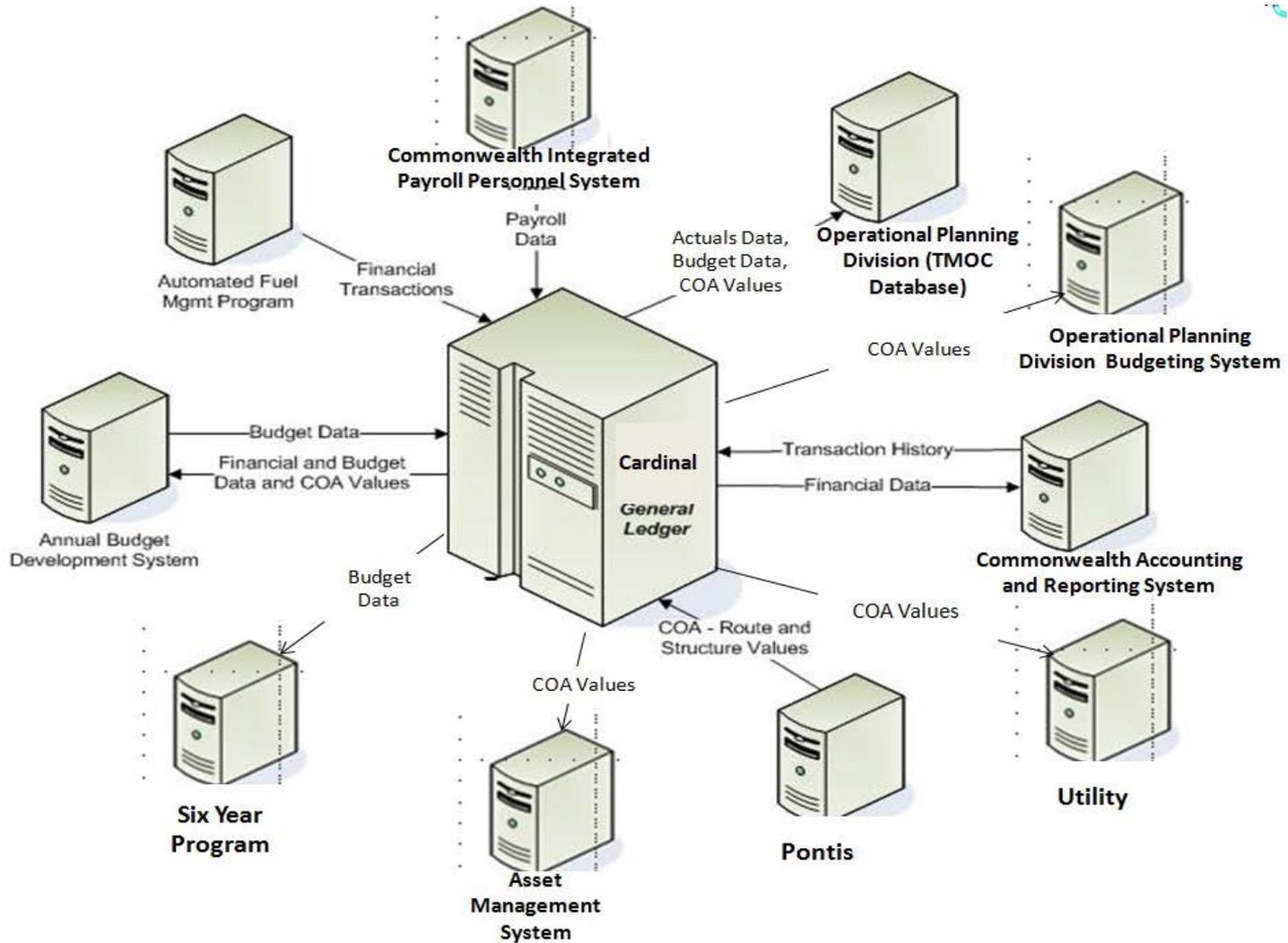
General Ledger Integration



Click on image to return



Interfaces



Click on image to return