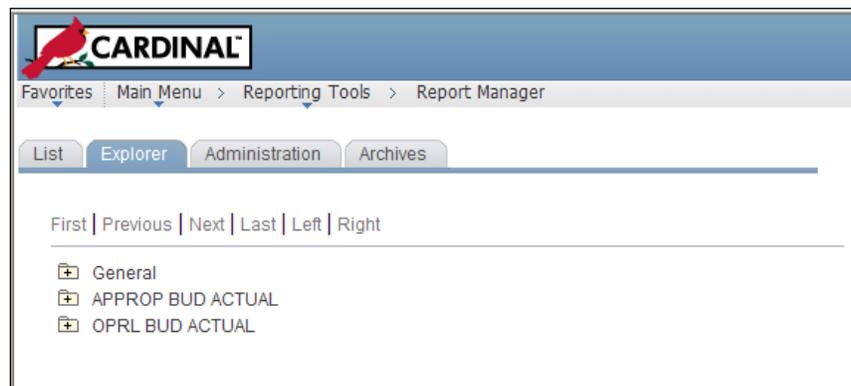


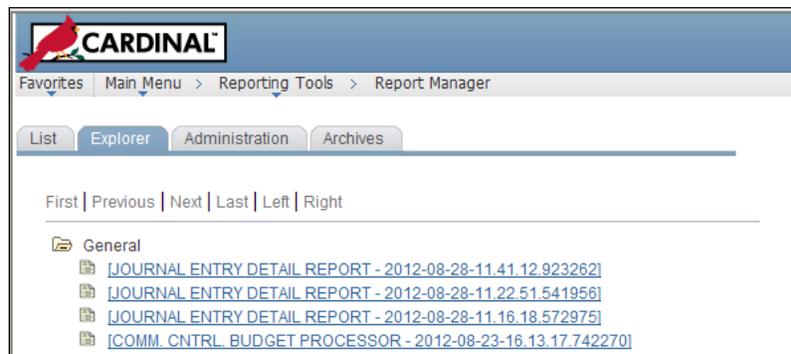
About CIPPS Journal Upload

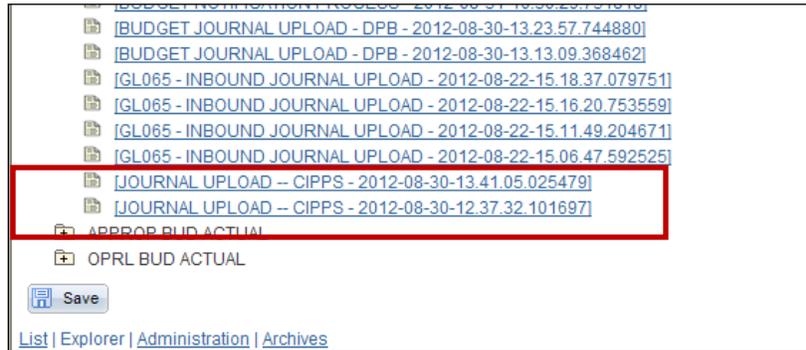
Cardinal provides an interface process to receive payroll data from CIPPS. Nightly, a file is received from Department of Accounts (DOA) with the general ledger transactions created from payroll certification/payment. During nightly batch processing the file is uploaded and General Ledger journals are created for the agencies using Cardinal. The journals do not require workflow approval within Cardinal, but must be edited, budget checked and marked to post. Department of Accounts-General Accounting will be responsible for reviewing the nightly interface process and marking the journals to post.

To Review the CIPPS Journal Upload process:

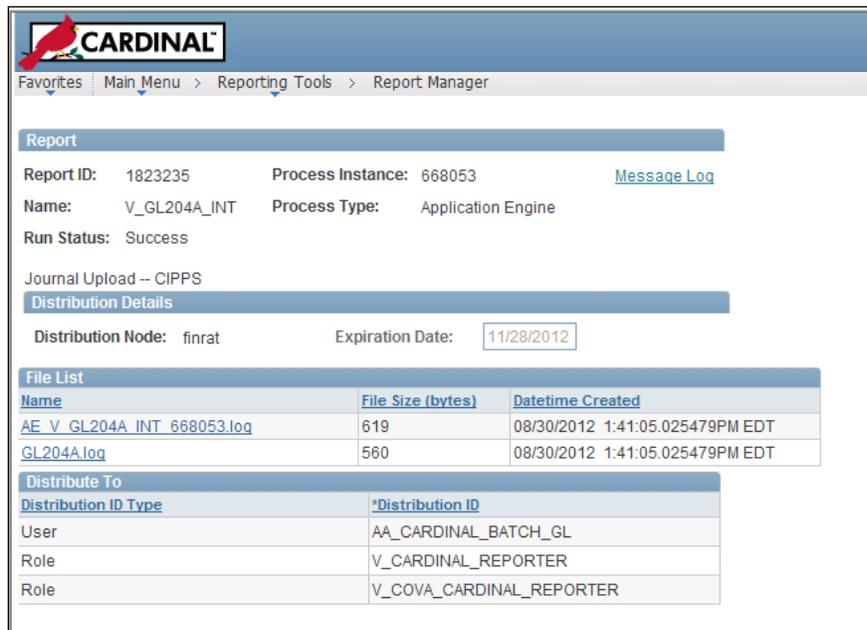


- 1 Navigate **Reporting Tools > Report Manger**. Click on the Explorer tab.

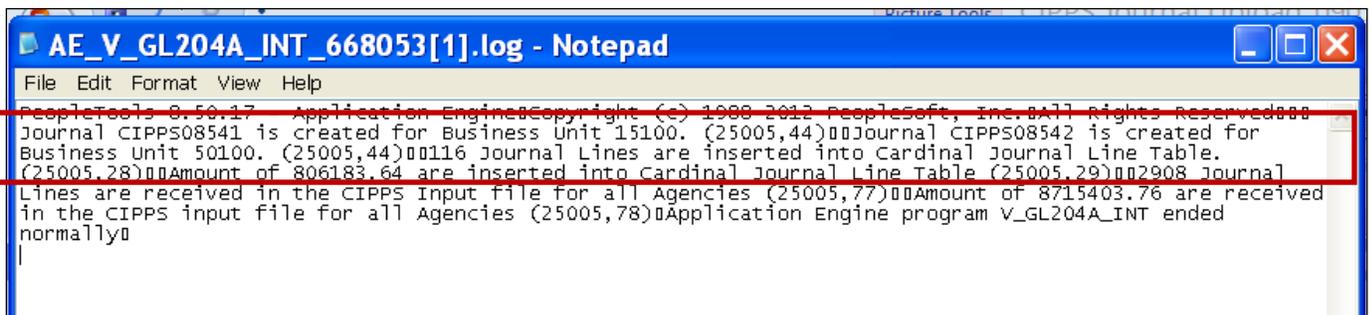




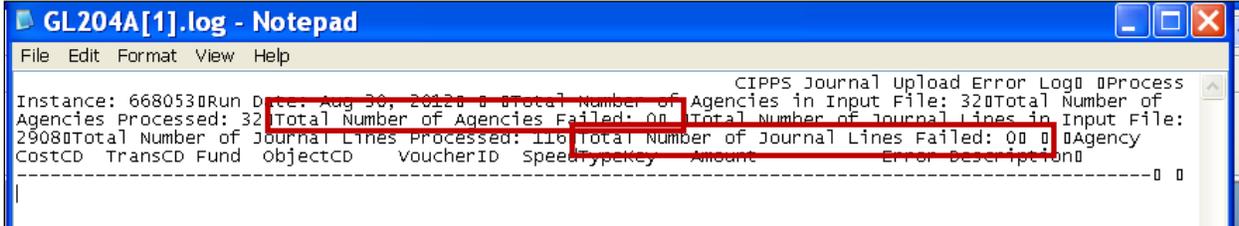
- 2 Click on the **General** folder to expand and display the contents. Scroll down or use the Next link, if necessary, to locate the **Journal Upload – CIPPS** process instance.
- 3 Click on the process instance you need to review. The run date is included in the link.



- 4 Click on the **AE_V_GL204A_INT_XXXXXX.log** link to open the log file. (XXXXXX is the process instance number.)



- 5 This log file will provide the Journal IDs created for each Business Unit. It also provides the number of journal lines and amount inserted into the Cardinal tables. (Note: the file from CIPPS includes every agency with activity in that payroll run; not all of these agencies will be in Cardinal until the system is fully implemented.)
- 6 Note the Journal IDs created and the Business Unit. Close the log file and return to Report Manager.



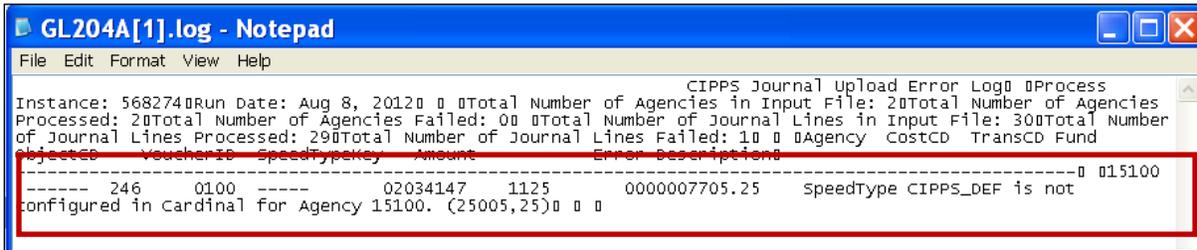
- 7 Click on the **GL204A.log** link to open the log file. This log file will provide information if a journal failed to be created. Review the log to verify no errors occurred. If an error does occur, note the error description and determine corrective action needed. Close the log file.

To Correct Journal creation errors:

The CIPPS Journal Upload process was developed to use SpeedTypes to map chartfield values from CARS to Cardinal. Journals that fail to be created are the result of a missing SpeedType value. A default SpeedType should be established for each agency so the likelihood of a journal failing to be created is very small. The following types of SpeedTypes are used by the CIPPS Journal Upload process:

- Expenditures: CARS Cost Code + CARS Object Code (ex. – 9541123)
- Cash: 'OFFSET' + CARS Fund (ex. – OFFSET0100)
- Misc: CARS TC + CARS Fund (ex. – 2280270)
- Default: 'CIPPS_DEF' (ex. – CIPPS_DEF)

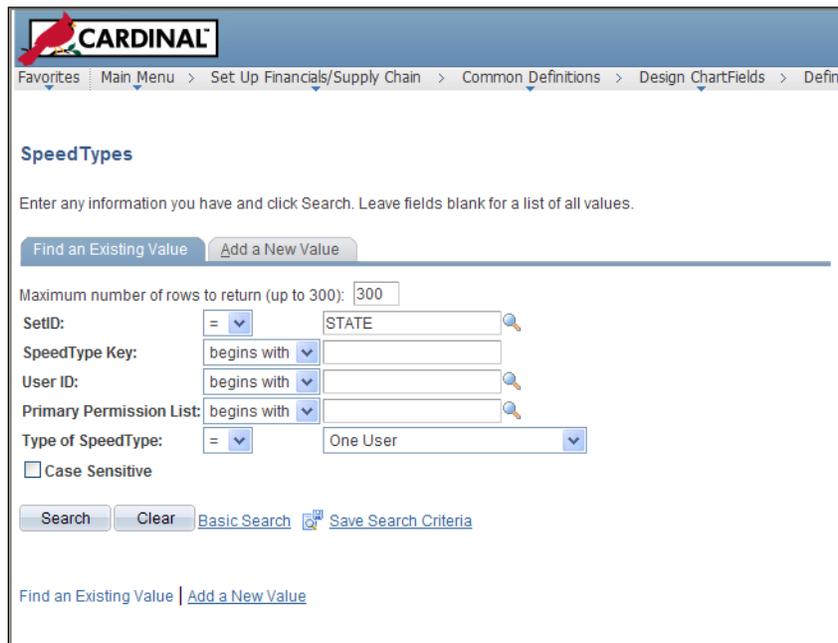
The process was designed to use the Default SpeedType when there is no appropriate SpeedType found. This prevents journals from failing to be created and limits the need to rerun the process. Each agency's SpeedTypes are configured during implementation planning. New SpeedTypes will be required if new object codes or cost codes are added in CARS.



```

GL204A[1].log - Notepad
File Edit Format View Help
CIPPS Journal Upload Error Log Process
Instance: 568274 Run Date: Aug 8, 2012 Total Number of Agencies in Input File: 20 Total Number of Agencies
Processed: 20 Total Number of Agencies Failed: 00 Total Number of Journal Lines in Input File: 300 Total Number
of Journal Lines Processed: 290 Total Number of Journal Lines Failed: 10 Agency CostCD TransCD Fund
ObjectID VoucherID SpeedTypeKey Amount Error Description
----- 246 0100 ----- 02034147 1125 0000007705.25 SpeedType CIPPS_DEF is not
configured in Cardinal for Agency 15100. (25005,25)
  
```

- 1 The above is an example of a GL204A.log file with an error message. The error message provides the missing SpeedType value.



CARDINAL

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

SpeedTypes

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: = STATE

SpeedType Key: begins with

User ID: begins with

Primary Permission List: begins with

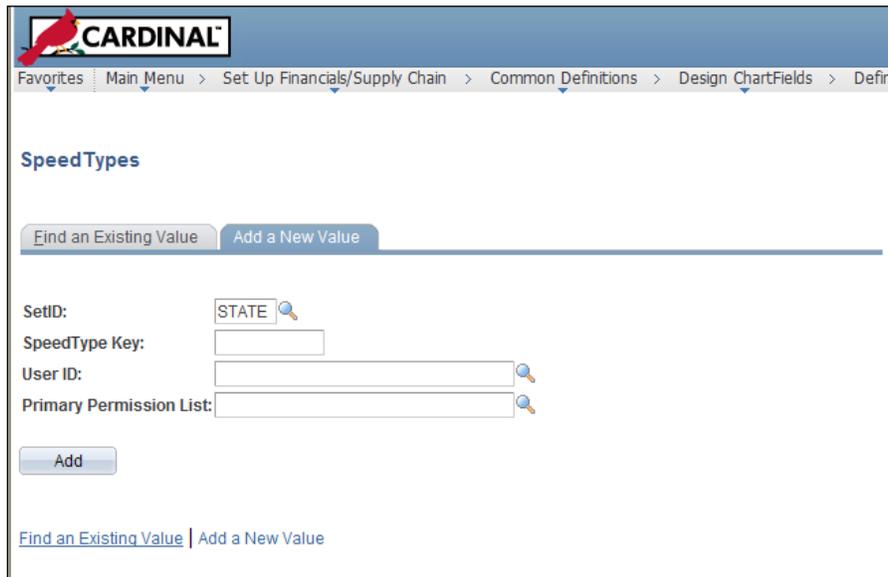
Type of SpeedType: = One User

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

- 2 Navigate **Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define SpeedTypes**. The **Find an Existing Value** page is displayed. (This will be a user with the State ChartField Administrator role.) Click on the **Add a New Value** tab.



Enter the following:

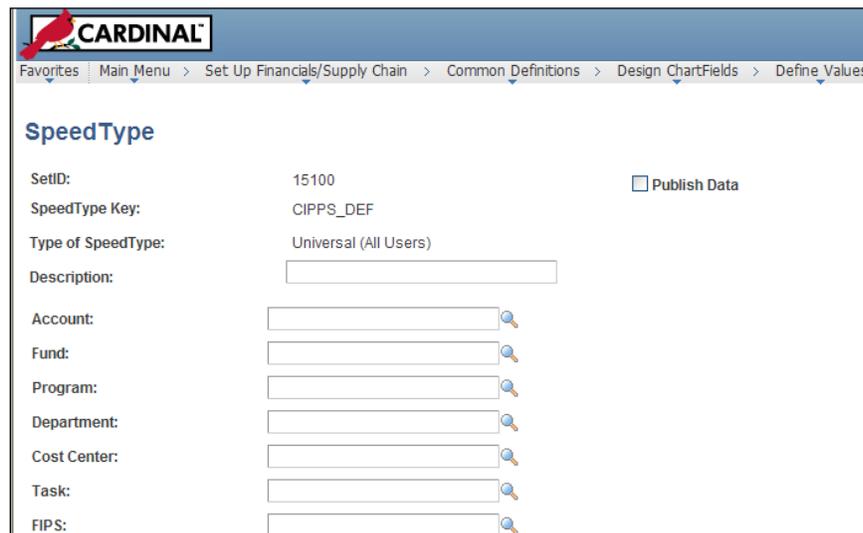
SetID: Business Unit that is missing the SpeedType

SpeedType Key: Appropriate value for the missing SpeedType

User ID: Blank

Primary Permission List: Blank

Click on **Add**.



- 3 The SpeedType configuration page is displayed with the SetID and SpeedType Key entered on the Add a New Value tab. The information entered is dependent on the agency and which ChartFields they utilize in Cardinal. Review other CIPPS related SpeedTypes to determine the ChartFields that need to be populated. **Enter** the ChartField information.

Description: Enter appropriate description such as 'Default Payroll Coding' or 'CIPPS – 986 – 1111'

Account: Appropriate Cardinal account (for a Default SpeedType this is normally left blank)

Fund: Appropriate Fund

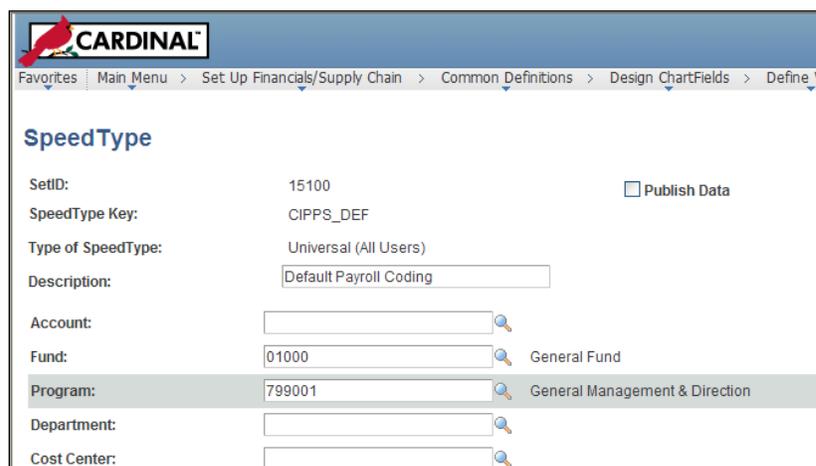
Program: Appropriate Program

Department: Appropriate Department (for a Default SpeedType this is normally left blank)

Cost Center: Appropriate Cost Center if used

All Other Fields: Appropriate value if the ChartField is used by the agency to record payroll costs

Click on **Save**.



CARDINAL

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

SpeedType

SetID: 15100 Publish Data

SpeedType Key: CIPPS_DEF

Type of SpeedType: Universal (All Users)

Description: Default Payroll Coding

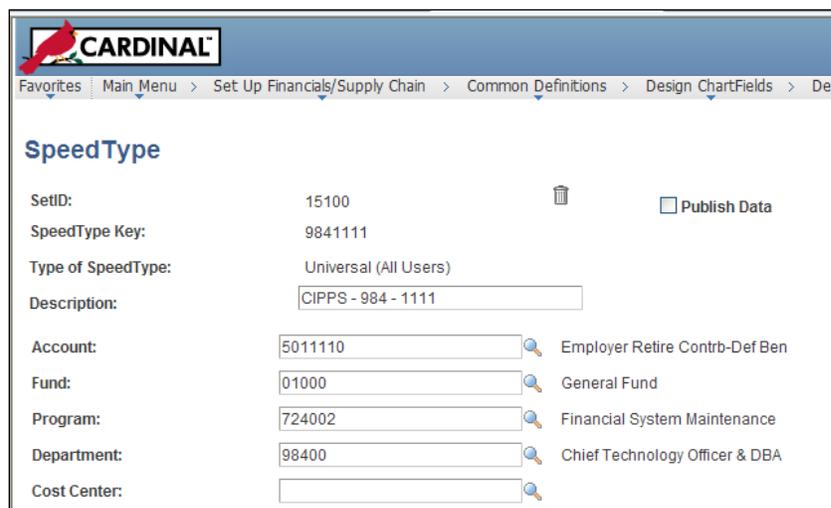
Account:

Fund: 01000 General Fund

Program: 799001 General Management & Direction

Department:

Cost Center:



CARDINAL

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

SpeedType

SetID: 15100 Publish Data

SpeedType Key: 9841111

Type of SpeedType: Universal (All Users)

Description: CIPPS - 984 - 1111

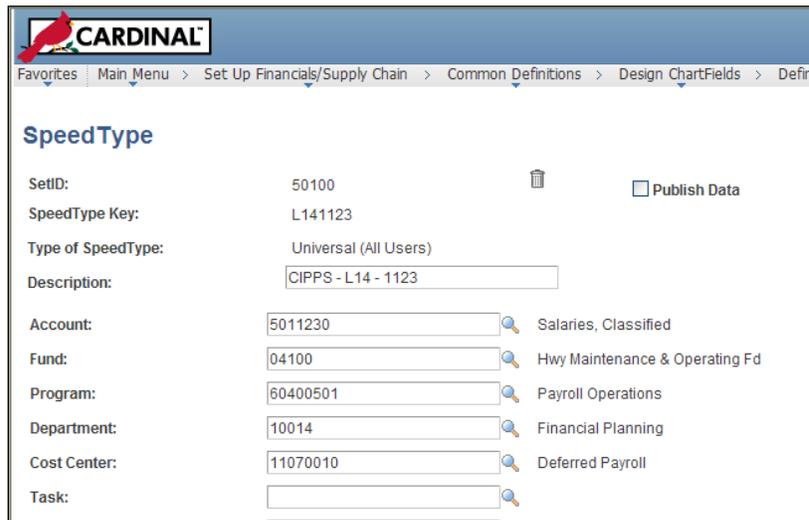
Account: 5011110 Employer Retire Contrib-Def Ben

Fund: 01000 General Fund

Program: 724002 Financial System Maintenance

Department: 98400 Chief Technology Officer & DBA

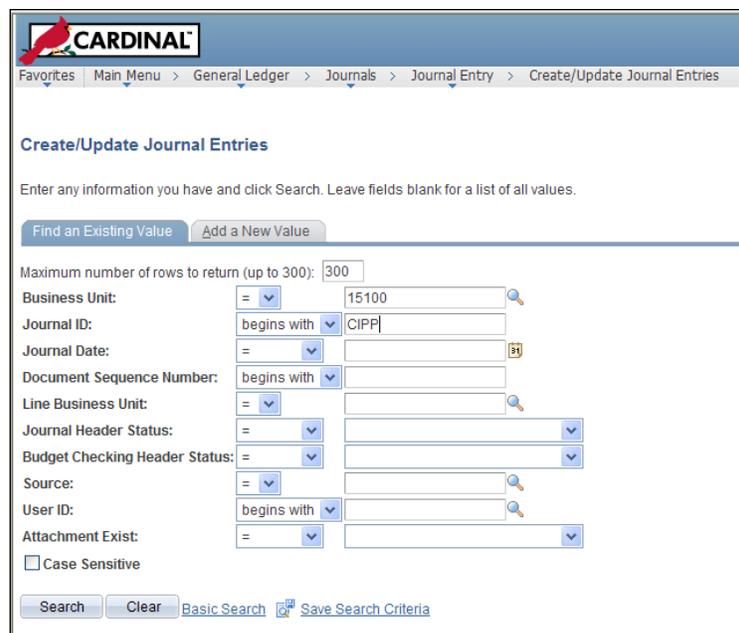
Cost Center:



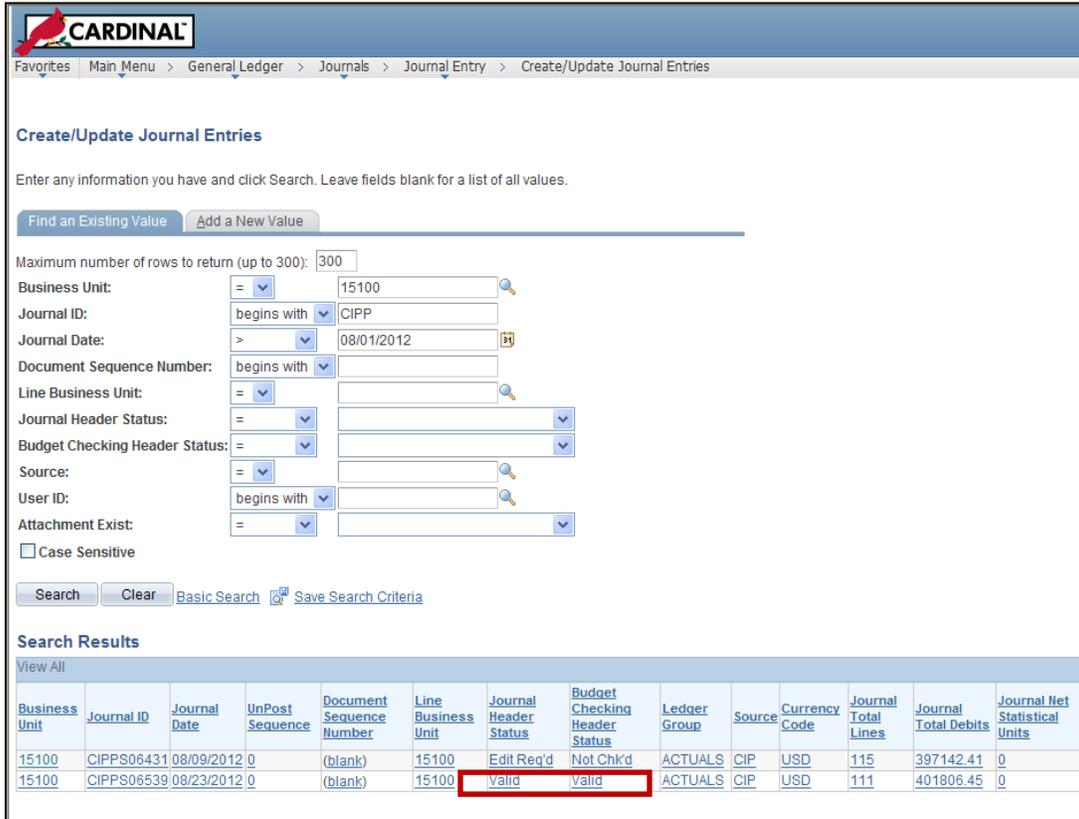
- 4 Several example SpeedTypes are shown above. Once the missing SpeedType is added the CIPPS Journal Upload process must be rerun for only the Business Unit that had the journal fail. This will require a **Help Desk ticket** as the job must be run by the General Ledger Batch Processor.

To Process CIPPS Journals created by the Upload:

Once the CIPPS Journals are created they must be edited, budget checked, marked to post and posted. It is recommended to let the nightly batch processes perform the edit, budget check and post process. The mark to post process must be performed manually by a General Accounting user.



- 1 Navigate to **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. Click on the **Find an Existing Value** tab. Click on the **Clear** button. Enter the Business Unit and CIPP in the Journal ID field. Click on **Search**. (Additional Search criteria can be added to limit the number of journals returned if desired.)



Create/Update Journal Entries

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

Business Unit: = 15100

Journal ID: begins with CIPP

Journal Date: > 08/01/2012

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

User ID: begins with

Attachment Exist: =

Case Sensitive

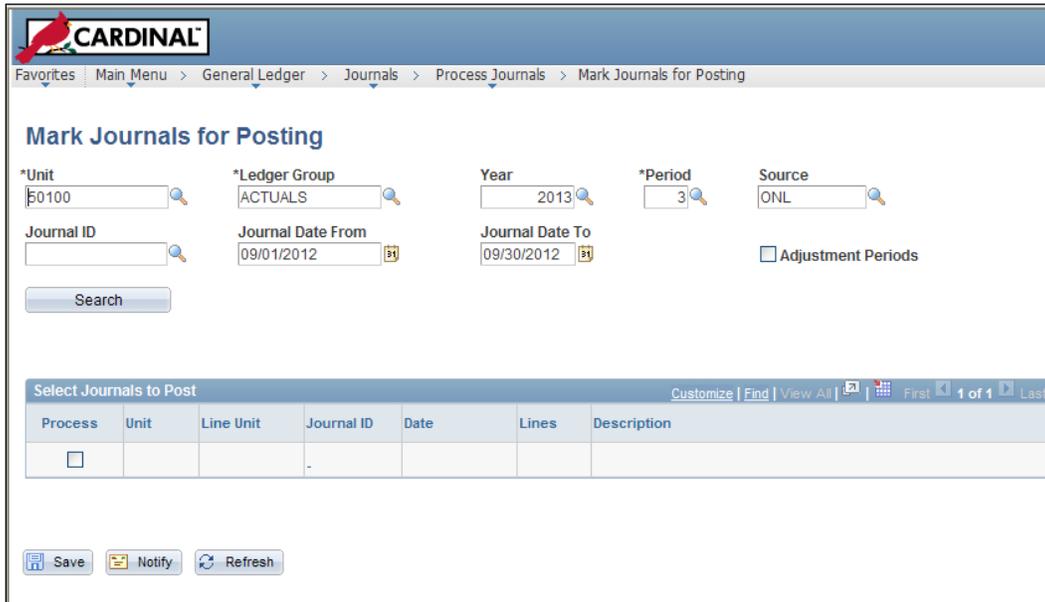
Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units
15100	CIPPS06431	08/09/2012	0	(blank)	15100	Edit Req'd	Not Chk'd	ACTUALS	CIP	USD	115	397142.41	0
15100	CIPPS06539	08/23/2012	0	(blank)	15100	Valid	Valid	ACTUALS	CIP	USD	111	401806.45	0

- 2 The day following creation of the journals, use the **Find an Existing Value** search to verify the journal has a **Valid Journal Header Status** and **Valid Budget Checking Header Status**. The journals were picked up in the nightly edit and budget check jobs. See the **To Correct Edit and Budget Check Errors for CIPPS Journals** section if the journal has an Error Status.



The screenshot shows the 'Mark Journals for Posting' page in the CARDINAL system. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Process Journals > Mark Journals for Posting. The page title is 'Mark Journals for Posting'. There are several input fields: '*Unit' (50100), '*Ledger Group' (ACTUALS), 'Year' (2013), '*Period' (3), and 'Source' (ONL). There are also fields for 'Journal ID', 'Journal Date From' (09/01/2012), and 'Journal Date To' (09/30/2012). A checkbox for 'Adjustment Periods' is present and unchecked. A 'Search' button is located below the input fields. Below the search area is a table titled 'Select Journals to Post' with columns: Process, Unit, Line Unit, Journal ID, Date, Lines, and Description. The table currently contains one row with a checkbox in the 'Process' column. At the bottom of the page are three buttons: 'Save', 'Notify', and 'Refresh'.

- 3 Navigate **General Ledger > Journals > Process Journals > Mark Journals for Posting**. **Enter/Update** the following:

Unit: Business Unit

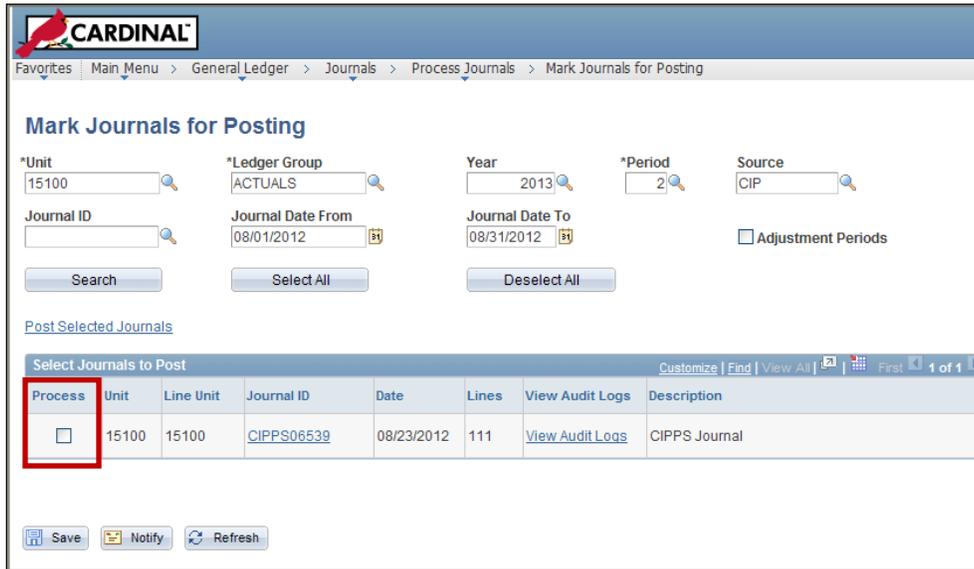
Year: Fiscal Year

Period: Period the journal falls in

Source: CIP

Leave other fields as defaulted.

Click on **Search**.



Mark Journals for Posting

*Unit: 15100 *Ledger Group: ACTUALS Year: 2013 *Period: 2 Source: CIP

Journal ID: Journal Date From: 08/01/2012 Journal Date To: 08/31/2012 Adjustment Periods

Buttons: Search, Select All, Deselect All

Post Selected Journals

Process	Unit	Line Unit	Journal ID	Date	Lines	View Audit Logs	Description
<input type="checkbox"/>	15100	15100	CIPPS06539	08/23/2012	111	View Audit Logs	CIPPS Journal

Buttons: Save, Notify, Refresh

- 4 Only journals with a Valid Edit and Budget status are returned by the Search. Check the **Process** checkbox for each journal you are ready to post. Click on **Save**. (Note: Currently, the Mark Journals for Posting page can only be used for one Business Unit at a time. During Cardinal Part 3 implementation, a modification to this page will be pursued to be able to use a wildcard for Unit.)
- 5 The journals marked to post will be picked up in the nightly post process. Verify the next business day the journal has a posted header status by repeating Step 1. (Note: If it is the end of the month and time is a factor, the journal may be posted from the Lines tab by selecting **Post Journal** from the **Process** dropdown.)

To Correct Edit and Budget Errors for CIPPS Journals:

CIPPS Journals may fail the edit or budget check processes. If this occurs DOA-General Accounting may need to work with the agency to determine the proper corrective action.

Create/Update Journal Entries

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

Business Unit: = 15100

Journal ID: begins with CIPP

Journal Date: > 07/01/2012

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

User ID: begins with

Attachment Exist: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
15100	CIPPS06332	07/30/2012	0	(blank)	15100	Valid	Valid	ACTUALS	CIP	USD	27	170537.52	0	CIPPS Journal 02GL0210A2
15100	CIPPS06419	07/31/2012	0	(blank)	15100	Posted	Valid	ACTUALS	CIP	USD	27	170537.52	0	CIPPS Journal 02GL0210A2
15100	CIPPS06431	08/09/2012	0	(blank)	15100	Edit Req'd	Not Chk'd	ACTUALS	CIP	USD	115	397142.41	0	CIPPS Journal
15100	CIPPS06436	08/01/2012	0	(blank)	15100	Posted	Valid	ACTUALS	CIP	USD	115	397142.41	0	CIPPS Journal PPE 08/01/20
15100	CIPPS06438	08/01/2012	0	(blank)	15100	Errors	Not Chk'd	ACTUALS	CIP	USD	115	397142.41	0	CIPPS Journal PPE 08/01/20
15100	CIPPS06539	08/23/2012	0	(blank)	15100	Valid	Valid	ACTUALS	CIP	USD	111	401806.45	0	CIPPS Journal

- 1 Navigate to **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. Click on the **Find an Existing Value** tab. Click on the **Clear** button. Enter the Business Unit and CIPP in the Journal ID field. Click on **Search**. (Additional Search criteria can be added to limit the number of journals returned if desired.)
- 2 Click on the Journal ID with **Journal Header Status** of **Errors**.

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

Unit: 15100 Journal ID: CIPPS06438 Date: 08/01/2012

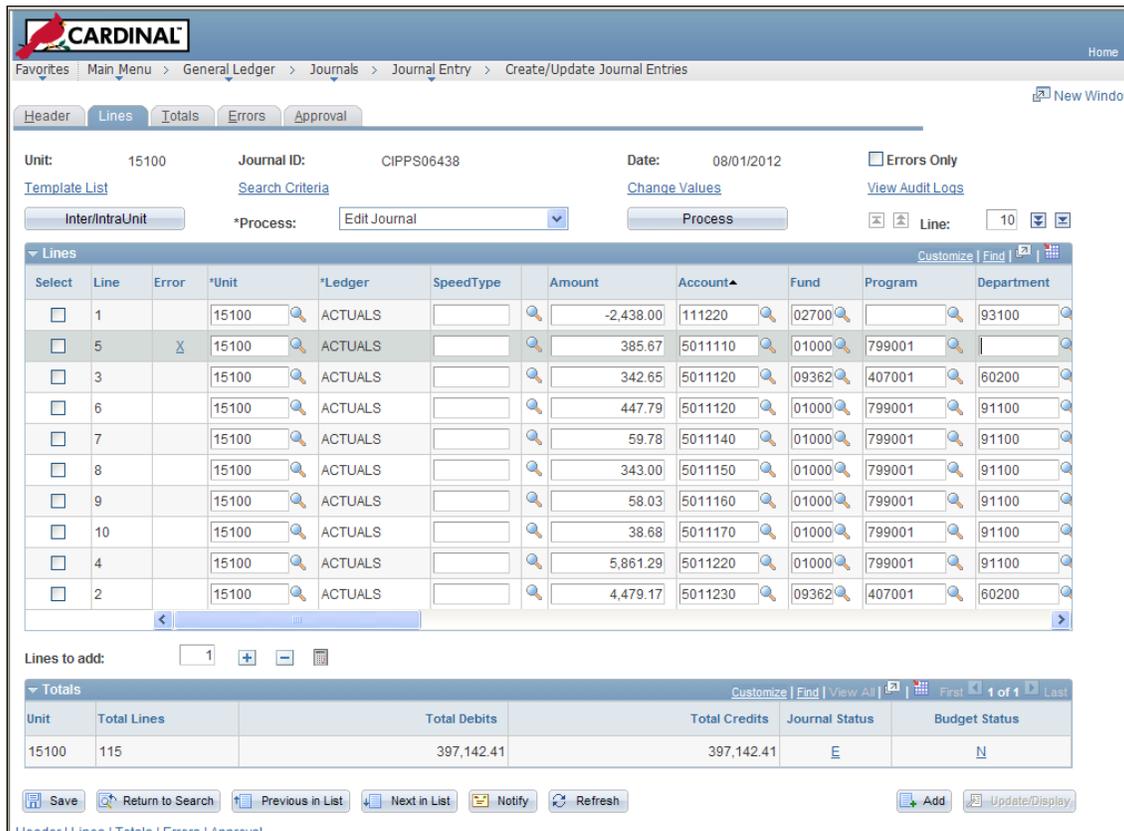
Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
15100	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors

Line #	Field Name	Field Long Name	Set	Msg	Message Text
5	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund/Department in group DEPTREQ.

- 3 The Journal is displayed. Click on the Errors tab to review the Edit Errors. In the example above, the journal failed edit for a Combo Edit 'DEPTREQ' on Line 5. Return to the journal and view line 5 to verify the Department field is blank. Edit errors will occur when the Default SpeedType is used.



The screenshot shows the 'Create/Update Journal Entries' screen in the CARDINAL system. The interface includes a navigation menu, a header section with tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The main area displays journal details for Unit 15100, Journal ID CIPPS06438, and Date 08/01/2012. Below this is a table of journal lines with columns for Select, Line, Error, *Unit, *Ledger, SpeedType, Amount, Account, Fund, Program, and Department. A 'Totals' table at the bottom summarizes the journal's status, showing 115 total lines, a total debit of 397,142.41, and a total credit of 397,142.41. The Journal Status is 'E' and the Budget Status is 'N'.

Select	Line	Error	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Program	Department
<input type="checkbox"/>	1		15100	ACTUALS		-2,438.00	111220	02700		93100
<input type="checkbox"/>	5	X	15100	ACTUALS		385.67	5011110	01000	799001	
<input type="checkbox"/>	3		15100	ACTUALS		342.65	5011120	09362	407001	60200
<input type="checkbox"/>	6		15100	ACTUALS		447.79	5011120	01000	799001	91100
<input type="checkbox"/>	7		15100	ACTUALS		59.78	5011140	01000	799001	91100
<input type="checkbox"/>	8		15100	ACTUALS		343.00	5011150	01000	799001	91100
<input type="checkbox"/>	9		15100	ACTUALS		58.03	5011160	01000	799001	91100
<input type="checkbox"/>	10		15100	ACTUALS		38.68	5011170	01000	799001	91100
<input type="checkbox"/>	4		15100	ACTUALS		5,861.29	5011220	01000	799001	91100
<input type="checkbox"/>	2		15100	ACTUALS		4,479.17	5011230	09362	407001	60200

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	115	397,142.41	397,142.41	E	N

- 4 If there are journal lines with no account value or department value, the Default SpeedType was used to create the line. Use the CARS ACTR0710 report to locate the CARS posting of this data. This will provide the chartfield values that came from CIPPS. Contact the agency to determine the proper chartfield values if needed. The CARS object code can be cross-walked to the appropriate Cardinal account. (Note: If there are many errors, select the Errors Only checkbox. This will display only the journal lines in error status.)
- 5 Make the corrections and Save the journal. To verify all corrections were made, select **Edit Journal** from the Process dropdown and click on the **Process** button.
- 6 If all of the errors were corrected the journal will have a Valid Journal Header Status. The Edit Journal process will also run Budget Check if the journal passes the Edit check.



CREATE/UPDATE JOURNAL ENTRIES

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

Business Unit: = 15100

Journal ID: begins with CIPP

Journal Date: > 07/01/2012

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

User ID: begins with

Attachment Exist: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description
15100	CIPPS06332	07/30/2012	0	(blank)	15100	Valid	Valid	ACTUALS	CIP	USD	27	170537.52	0	CIPPS Journal 02GL
15100	CIPPS06419	07/31/2012	0	(blank)	15100	Posted	Valid	ACTUALS	CIP	USD	27	170537.52	0	CIPPS Journal 02GL
15100	CIPPS06431	08/09/2012	0	(blank)	15100	Edit Req'd	Not Chk'd	ACTUALS	CIP	USD	115	397142.41	0	CIPPS Journal
15100	CIPPS06436	08/01/2012	0	(blank)	15100	Posted	Valid	ACTUALS	CIP	USD	115	397142.41	0	CIPPS Journal PPE 0
15100	CIPPS06438	08/01/2012	0	(blank)	15100	Valid	Error	ACTUALS	CIP	USD	115	397142.41	0	CIPPS Journal PPE 0
15100	CIPPS06539	08/23/2012	0	(blank)	15100	Valid	Valid	ACTUALS	CIP	USD	111	401806.45	0	CIPPS Journal

- 7 Journals may also fail Budget Check. Select the Journal ID of the journal that has a Budget Checking Header Status of Error.

Unit: 15100 Journal ID: CIPPS06438 Date: 08/01/2012

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

Select	Line	*Unit	*Ledger	SpeedType	Amount	Account	Fund	Program	Department	Cost C
<input type="checkbox"/>	1	15100	ACTUALS		-2,438.00	111220	02700		93100	
<input type="checkbox"/>	5	15100	ACTUALS		385.67	5011110	01000	799001	91100	
<input type="checkbox"/>	3	15100	ACTUALS		342.65	5011120	09362	407001	60200	
<input type="checkbox"/>	6	15100	ACTUALS		447.79	5011120	01000	101030	91100	
<input type="checkbox"/>	7	15100	ACTUALS		59.78	5011140	01000	799001	91100	
<input type="checkbox"/>	8	15100	ACTUALS		343.00	5011150	01000	799001	91100	
<input type="checkbox"/>	9	15100	ACTUALS		58.03	5011160	01000	799001	91100	
<input type="checkbox"/>	10	15100	ACTUALS		38.68	5011170	01000	799001	91100	
<input type="checkbox"/>	4	15100	ACTUALS		5,861.29	5011220	01000	799001	91100	
<input type="checkbox"/>	2	15100	ACTUALS		4,479.17	5011230	09362	407001	60200	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	115	397,142.41	397,142.41	✓	E

- The journal is displayed. Click on the 'E' link under Budget Status to be able to view the budget errors.

Business Unit: 15100 Journal ID: CIPPS06438 Journal Date: 08/01/2012

*Exception Type: Error Override Transaction

Maximum Rows: 100 More Budgets Exist

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	15100	CC_APPROP	Translation Tree error	More Detail	<input type="checkbox"/>	Go To ...
2	15100	CC_OPRL	Translation Tree error	More Detail	<input type="checkbox"/>	Go To ...

- The Budget Exceptions page is displayed. Review the budget errors using the More Detail link as necessary. There are many different budget errors that could occur. The most likely error would be Exceeds Budget Tolerance, i.e. there is not enough budget available for the transactions to process.
- If the journal fails budget check for exceeding budget tolerance for CC_APPROP, CC_ALLOT or CC_CASH budget ledgers, a budget Override can be done by a user with the State Budget Approver

role. To override the transaction, check the **Override Budget** checkbox for each transaction/ledger combination that should be overridden and Click on **Save**. Current DOA policy would apply for determining when an override is appropriate.

- 11 Other errors could be use of a Fund or Program where budget no longer exists for the agency (likely at the beginning of a fiscal year when programmatic updates have not been made in CIPPS). The types of errors would be very similar to what occurs in CARS.
- 12 General Accounting will need to contact the agency to resolve budget errors. The journal will get run through the budget check batch process every night or budget check can be run from the online page by selecting **Budget Check Journal** from the **Process** dropdown and clicking on the **Process** button.
- 13 Once the journal has a Valid Edit and Budget check status, follow the steps to mark it to post in the **To Process CIPPS Journals created by Upload** section.