



GL332: Processing Journal Entries

Instructor Led Training



Welcome

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

In this course, we will show you the journal processes in Cardinal.

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

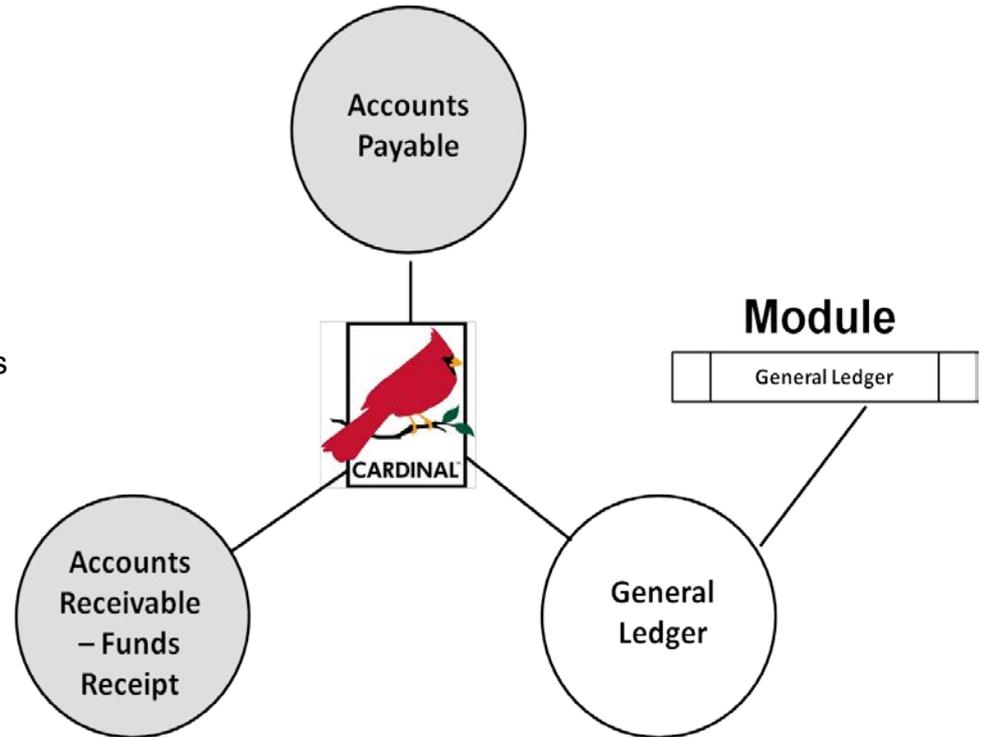


Introduction

General Ledger is the functional area that establishes the financial accounts used to:

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

Cardinal Functional Areas





Course Objectives

After completing this course, you will be able to:

- Describe key journal entry concepts
- Describe the overall journal entry process
- Explain how journal processing integrates with other Cardinal modules and interfaces with external systems
- Create journal entries in Cardinal
- Use the journal entry template
- Create and upload a spreadsheet journal
- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitoring journal status
- Describe key reports and online inquiries



Agenda

Today, we will cover the following lessons:

- Lesson 1: Understanding Journals
- Lesson 2: Creating Journal Entries
- Lesson 3: Processing Journal Entries
- Lesson 4: Journal Entry Reports and Online Inquires
- Lesson 5: Processing Journal Entries Hands-On Practice



Lesson 1: Understanding Journals

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

- Key Concepts
- Process
- Integration and Interfaces



Key Concepts

Some key concepts in journal entry processing include:

- Commitment Control enables you to create budgets and to budget check source transactions originating in various Cardinal modules, such as Accounts Receivable – Funds Receipts or Accounts Payable. This means that budget checking checks multiple ledgers at the same time.
- Cardinal allows for full accrual, modified accrual, and cash bases of accounting for the **Comprehensive Annual Financial Report (CAFR)**. Funds that operate on a statutory basis must convert their accounting activity to the modified accrual and/or accrual basis of accounting for the CAFR. Proprietary and Fiduciary funds that do not operate on a statutory basis use the accrual basis of accounting throughout the year.



Key Concepts (continued)

- A journal can be saved in an incomplete status if it is not ready to be posted. Select the **Save Journal Incomplete Status** checkbox to save journal transactions that can be completed at a later time. These journals will not go through the batch edit or budget check processes until the incomplete status is updated.
- Cardinal uses SpeedTypes to auto populate some ChartFields on journal entries. A SpeedType is a single value and when entered on a transaction, it populates a pre-determined Chart of Accounts (COA) value string (such as fund, program, and department). A SpeedType provides the ability to define codes for frequently used ChartField combinations. When a SpeedType is entered, users can still enter additional COA values on the associated distribution line. SpeedTypes can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries.
- SpeedCharts provide similar functionality for Accounts Payable except that multiple accounting distributions can be configured for an individual SpeedChart.



Key Concepts (continued)

- Combination editing defines rules about which ChartField values and combinations are required for accounting entries that are posted in Cardinal. Combination editing rules apply to all modules in the validation of transactions. Combination editing helps to ensure accuracy of data.
- General Ledger journal entries that are not pre-approved must be manually submitted for approval after they pass edit check and budget check.
- Denied journals should be corrected or deleted. Deleting a journal prompts Cardinal to update budgets automatically.
- Audit logs provide users with the ability to audit documents and events that affect journals. Example events are: create journal, delete journal, mark to post journal, and update journals.

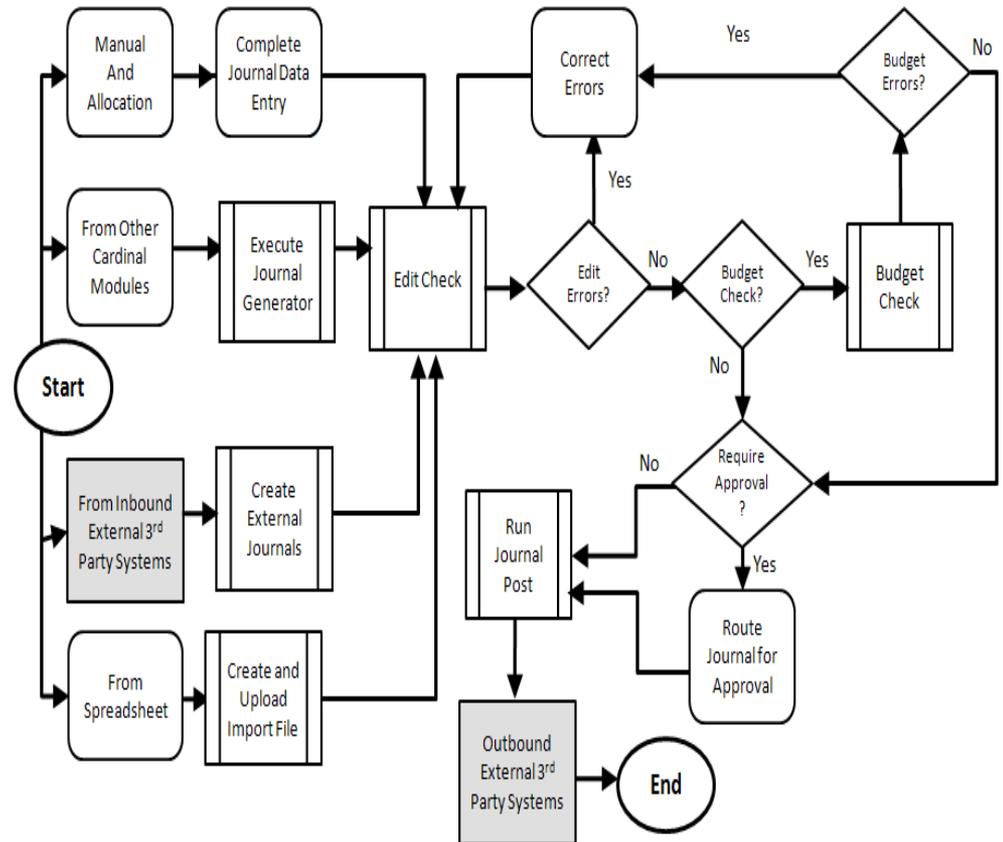


Create and Process Journals Process

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

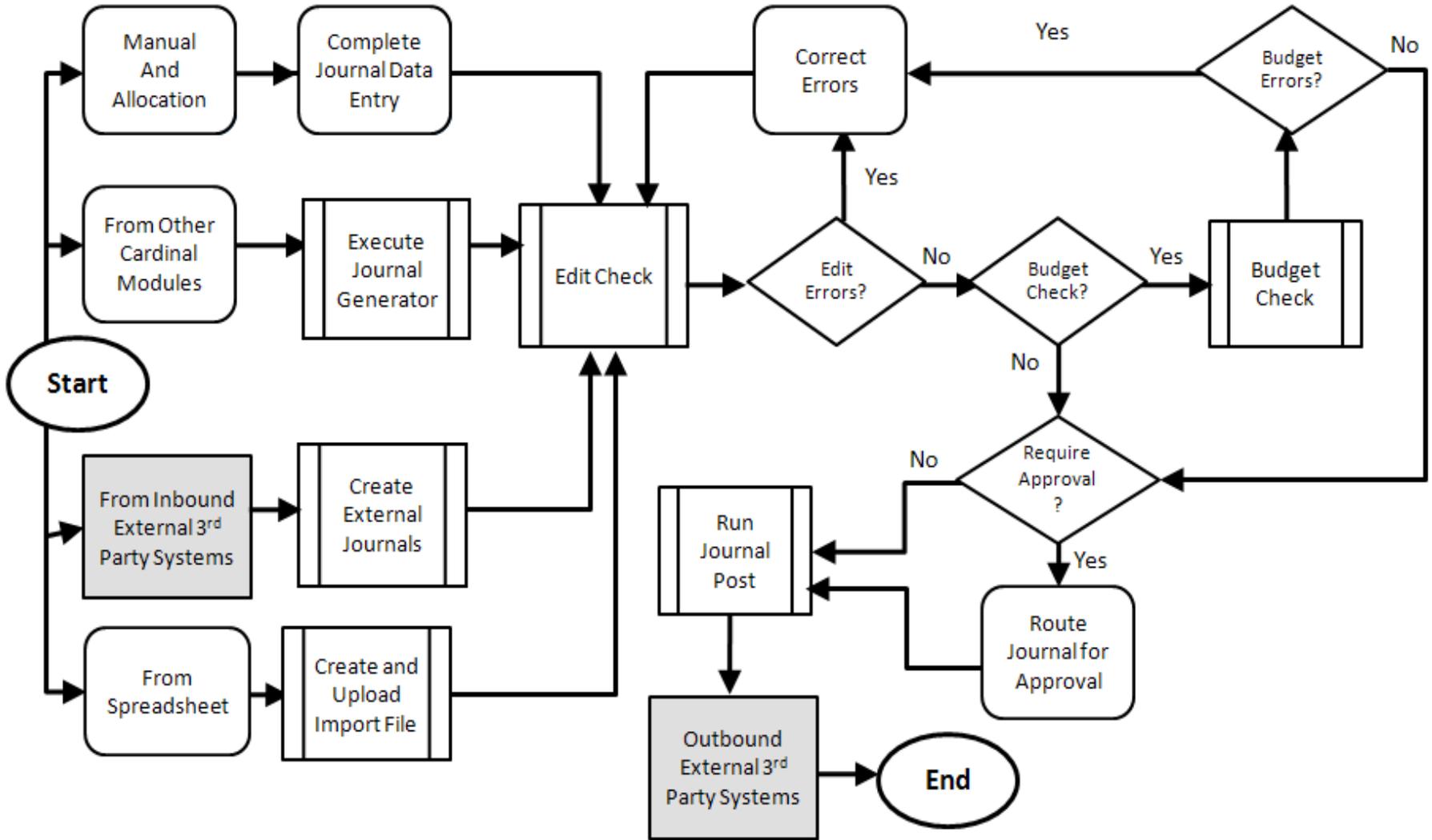
This process involves:

1. Create Journals
2. Edit Check Journals
3. Budget Check Journals
4. Submit Journals for Approval
5. Run Journal Post





Create and Process Journals Process (continued)





Create Journals

Journals can be created in several different ways in Cardinal:

- **Manually:** Manual journals are created online through the journal header and journal line pages.
- **From other Cardinal Modules:** Module journals are created and processed through batch jobs. Some journals are processed and budget checked in other modules before being sent to General Ledger. Other journals are budget checked in General Ledger, since this functionality is not available in their modules. The Journal Generator process takes the accounting entries from Cardinal modules and formats them to create journal entries in General Ledger.
- **From a Spreadsheet:** Spreadsheets can be used to load journal data into Cardinal. Accounting data used to create journals can be copied into the spreadsheet template. After entering the journal header and journal lines into 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 in Cardinal. The journal can then be edit and budget checked in General Ledger.
- **From Inbound External 3rd Party Systems:** External 3rd party systems create files that are staged for batch processing to create journals in General Ledger. External 3rd party system journals are created and processed through batch jobs.



Edit Check Journals

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.

Journals from the following are edit checked in General Ledger:

- Accounts Payable module (in the Accounts Payable functional area)
- Expenses module (in the Accounts Payable functional area)
- Accounts Receivable – Funds Receipts module (in the Accounts Receivable functional area)
- General Ledger Journals (Online, Spreadsheet, External)

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



Budget Check Journals

Online journals, journals created from external third party systems, and spreadsheet journals must pass checks against the established Commitment Control budgets in General Ledger for valid combinations and amounts.

Some journals are budget checked in other modules rather than General Ledger:

- Journals from the Accounts Payable module (in the Accounts Payable functional area)
- Journals created in the Expenses module (in the Accounts Payable functional area)
- Journals from the Accounts Receivable – Funds Receipts module (in the Accounts Receivable functional area)



Submit Journals for Approval and Run Journal Post

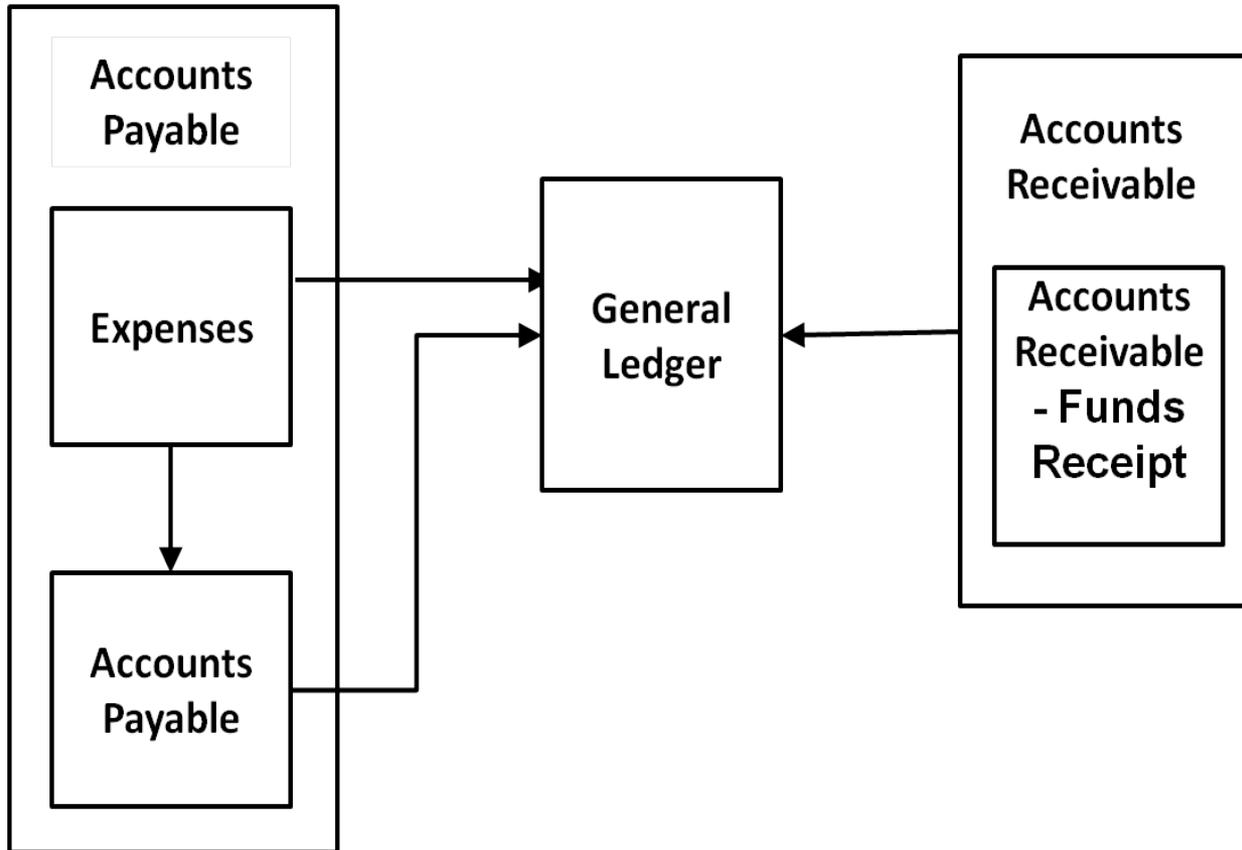
Only journals that have passed edit and budget check can be routed for approval.

Once approved, journals are eligible to post to the ledger. Posted journals are summarized and the ledger table is updated.



Integration with Other Cardinal

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.





Integration and Interfaces

Integration with Other Cardinal Modules and Interfaces with External Systems

Some journals in General Ledger must pass either edit check only, or pass both edit check and budget check in order to post to the ledger.

General Ledger Journals that require both edit check and budget check

- All online journals
- All spreadsheet journals
- All journals created from external third party systems

Journals requiring edit check-only

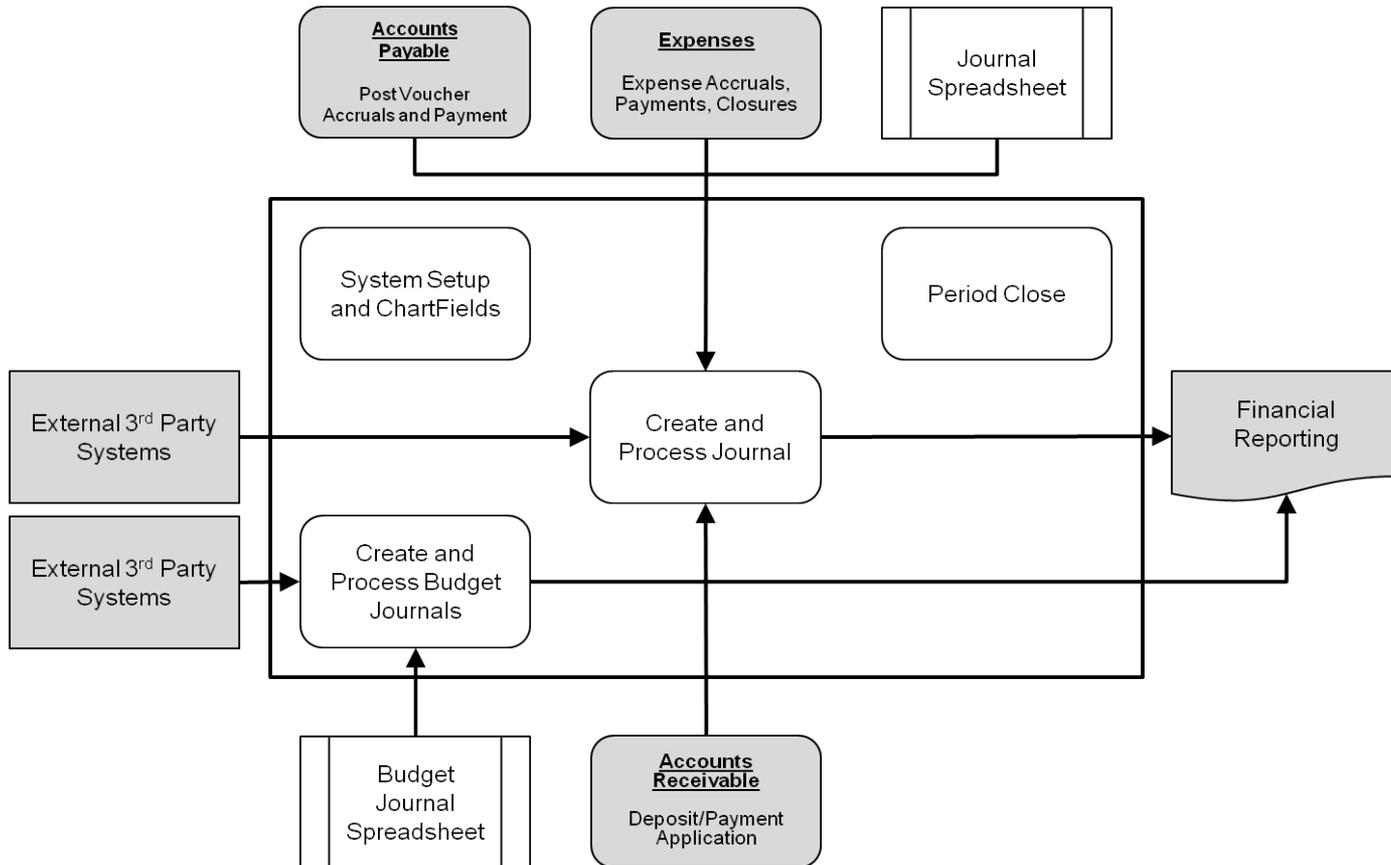
Some journals only need to pass an additional edit check in General Ledger, since they have already been edit and budget checked in their own modules. These journals are created from the following modules:

- Accounts Payable
- Expenses
- Accounts Receivable – Funds Receipts



Integration and Interfaces (continued)

Cardinal modules feed different types of financial data that become journals to General Ledger. General Ledger interfaces with external 3rd Party Systems that also generate journals. The diagram depicts both interfaces with external systems as well as integration within Cardinal as Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts all provide journal data to General Ledger.





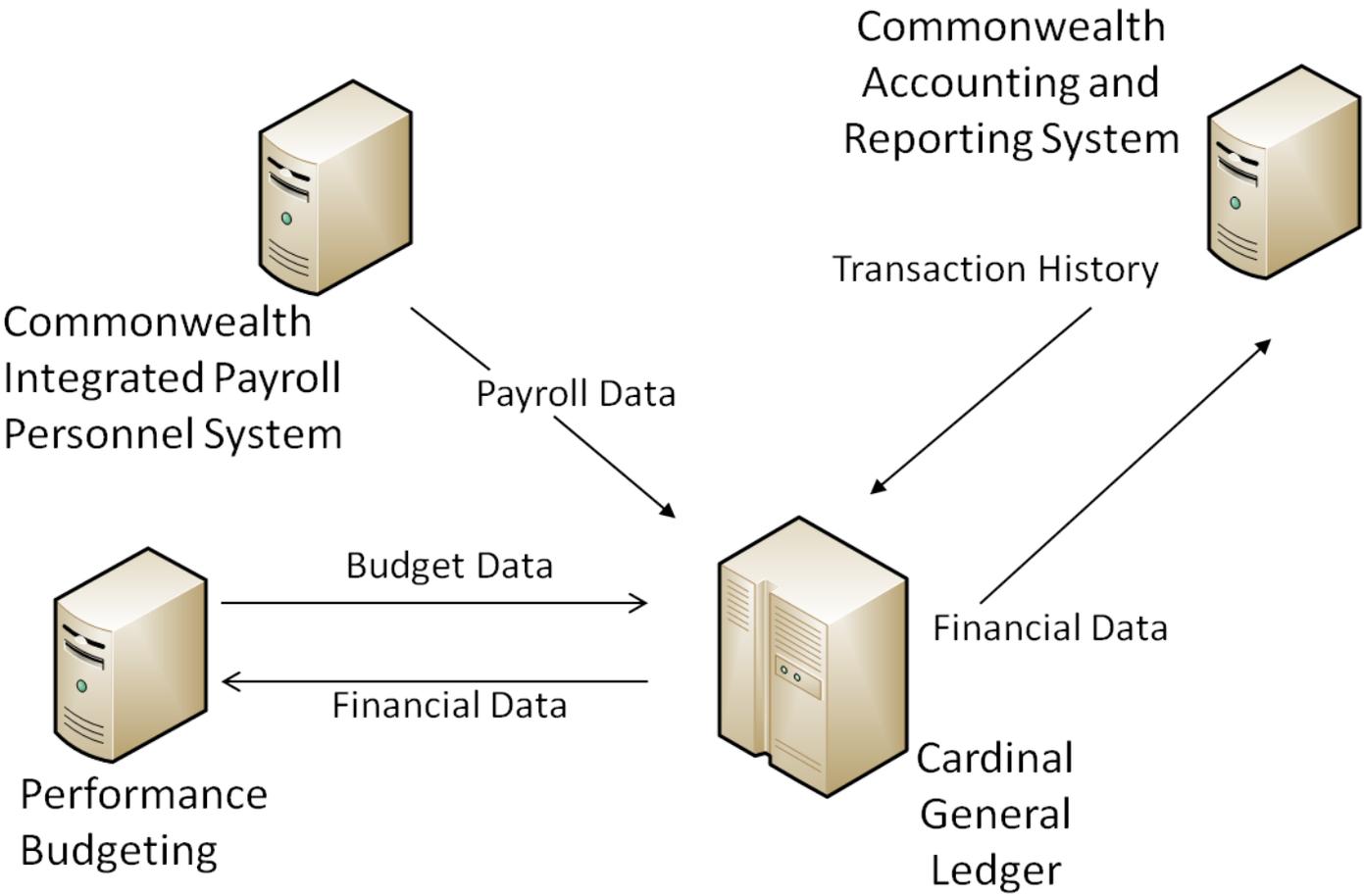
Integration and Interfaces (continued)

General Ledger journal processing also interfaces daily with external systems:

- **Commonwealth Accounting and Reporting System (CARS):** All journals posted to General Ledger that have the CARS status set to **Send to CARS** are extracted. Once extracted, these accounting entries are processed through a series of edits and are sorted and summed prior to the data being transmitted to CARS. Cardinal General Ledger also receives a history of all transactions that were transmitted to CARS, as well as any agency-specific accounting entries that were processed directly in CARS.
- **Commonwealth Integrated Payroll Personnel System (CIPPS):** This interface sends consolidated employee earnings balanced journal entries to Cardinal.
- **Spreadsheet Upload:** Excel spreadsheets can be uploaded into Cardinal to create journals. They need to pass both edit and budget check.
- **Department of Planning and Budget:** Creates Appropriation, Allotment, Operating Plan and Revenue Estimate budget journals to send to Cardinal.



Integration and Interfaces (continued)





Lesson 1: Summary

In this lesson, you learned:

- Create and Process Journals is the main function within General Ledger. During this process, financial and statistical transactions post to the General Ledger.
- Commitment Control enables you to create budgets and to budget check source transactions originating in various Cardinal modules, such as Accounts Receivable – Funds Receipts or Accounts Payable.
- Some journals in General Ledger must pass either edit check-only or pass both edit check and budget check in order to post to the ledger.
- General Ledger journal entries that are not pre-approved must be manually submitted for approval after they pass edit check and budget check.
- General Ledger journal processing interfaces with CARS, CIPPS, Spreadsheet Journals, and DPB.



Lesson 2: Creating Journal Entries

After completing this lesson, you will be able to:

- Create journal entries in Cardinal
- Use the journal entry template
- Create and upload a spreadsheet journal in Cardinal



Creating a Manual Journal Entry

When creating any journal entry, a number of elements are necessary:

- At a minimum, a journal in General Ledger consists of a header and entry lines.
- The header contains the information that uniquely identifies the journal (Business Unit, journal ID, and journal date). Journal entry lines record the monetary and statistical codes and the ChartField values associated with each transaction.
- A single journal entry must have at least two lines because total debits must equal total credits for a single journal entry.
- Journal entries must balance debits and credits by Fund and Business Unit.
- The account numbers you enter on the journal classify the nature of the transaction.
- In Cardinal, the journal approval process is defined by workflow, which is department specific. Once a journal processor submits a journal, the department assigned journal approver is notified through a worklist notification. A journal approver ensures the journal has no errors and approves the journal.
- Journals use Journal Workflow Approval functionality as part of the approval process. Journals are entered and edited by a journal processor and routed to a journal approver within their area. In some instances, journals with capital outlay or legal services related transactions will need additional approval from the Department of Accounts.



Creating a Manual Journal Entry (continued)

A manual journal entry is a journal entry created directly in Cardinal.

Manual journal entries are initiated from the **Create/Update Journal Entries** page. This page allows the Journal Processor to create manual journals online using the **Header** and **Lines** tabs.

You can navigate to the **Create/Update Journal Entries** page through the following path:

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

CARDINAL

Favorites : Main Menu > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

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

Business Unit:

Journal ID:

Journal Date:

[Add](#)

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



Creating/Updating Journal Entries Page – Header

Key items of the journal header include:

- **Journal ID:** Cardinal assigns a sequentially generated number for online journals, journals from other modules, and interfaced transactions.
- **Date:** The date provides a means of determining the accounting period and fiscal year to which the system posts the journals.
- **Long Description:** This text field allows the user to provide a description/purpose for the journal entry.
- **Ledger Group:** Cardinal auto populates the **Ledger Group** and **Source** fields with default information based on the setup of your Cardinal User ID. The Ledger Group defines where to post the journal.
- **Source:** The **Source** field defaults to the journal's originating location. If you are entering a journal online, the field defaults to **ONL**, indicating that this entry is for an online journal entry.

The screenshot shows the 'Create/Update Journal Entries' page in the Cardinal system. The 'Header' tab is active, displaying various fields for journal entry creation. The 'Unit' is set to 15100, 'Journal ID' is NEXT, and 'Date' is 07/19/2012. The 'Long Description' field is empty. The 'Ledger Group' is set to ACTUALS, and the 'Adjusting Entry' is set to Non-Adjusting Entry. The 'Ledger' field is empty, and the 'Fiscal Year' is 2013. The 'Source' is set to ONL, and the 'Period' is 1. The 'Reference Number' and 'ADB Date' (07/19/2012) are also visible. The 'Journal Class' and 'Transaction Code' (GENERAL) are set. There are checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', and 'Autobalance on 0 Amount Line'. The 'SJE Type' is set to a dropdown menu, and the 'CARS Indicator' is set to 'Send to CARS'. The page includes navigation links for 'Currency Defaults: USD / CRRNT / 1', 'Attachments (0)', and 'Commitment Control'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Create/Update Journal Entries Page – Header (continued)

- Cardinal provides default data for the **Transaction Code** field.
- **Standard Journal Entry (SJE) Type:** Leave this field blank if this is not a standard journal. Select **Model** if this is a model journal that you use to create other standard journals. There are several process restrictions on a model SJE journal. It cannot be budget checked, posted, or submitted to workflow approval. In addition, once validated by the journal edit process, the model journal cannot be changed or deleted.
- **Reversal: Do Not Generate Reversal:** Cardinal can create automatically reversing entries in a pre-defined period.
- **Save Journal Incomplete Status:** You can save incomplete journals with the status of **T- Journal Entry Incomplete** and the journal will be bypassed during batch processing until the checkbox is cleared.
- **CARS Indicator:** This field indicates whether the journal should be sent to CARS. The choices are **Send to CARS** or **Do Not Send to CARS**. An example: if a user is entering a reconciling journal entry that should only affect the Cardinal ledger, the user should select **Do Not Send to CARS**.



Journal Attachments

Cardinal allows you to attach the necessary or relevant documents associated with a journal entry. The **Attachments** link allows you to archive documents with the journal entry.

The screenshot shows the 'Create/Update Journal Entries' screen in the Cardinal system. The interface includes a header with navigation tabs (Header, Lines, Totals, Errors, Approval) and a breadcrumb trail: Favorites > Main Menu > Journals > Journal Entry > Create/Update Journal Entries. The main form contains the following fields and options:

- Unit: 15100
- Journal ID: NEXT
- Date: 07/19/2012
- Long Description: [Empty text box]
- *Ledger Group: ACTUALS
- Adjusting Entry: Non-Adjusting Entry
- Ledger: [Empty text box]
- Fiscal Year: 2013
- *Source: ONL
- Period: 1
- Reference Number: [Empty text box]
- ADB Date: 07/19/2012
- Journal Class: [Empty text box]
- Transaction Code: GENERAL
- SJE Type: [Empty dropdown]
- CARS Indicator: Send to CARS
- Currency Defaults: USD / CRRNT / 1
- Attachments (0)** (highlighted with a red box)
- Commitment Control
- Reversal: Do Not Generate Reversal

At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display. The footer shows the navigation tabs: Header | Lines | Totals | Errors | Approval.



Create/Update Journal Entries Page – Lines

Journal entry lines record the monetary amounts, statistical amounts, and ChartField values associated with each transaction.

You can use SpeedTypes to automatically populate some ChartFields in a predefined accounting string. SpeedTypes can be defined for any number of valid ChartField combinations and help reduce data entry errors.

A single journal entry must contain at least two lines and total debits must equal total credits.

The screenshot shows the 'Create/Update Journal Entries' page in the CARDINAL system. The interface includes a header with navigation tabs (Header, Lines, Totals, Errors, Approval) and a breadcrumb trail: Journals > Journal Entry > Create/Update Journal Entries. The main area displays the following information:

- Unit: 15100, Journal ID: NEXT, Date: 07/19/2012
- Template List: Inter/IntraUnit, *Process: Edit Journal (dropdown), Process button
- Change Values link
- Lines table with columns: Select, Line, *Unit, *Ledger, SpeedType, Account, Fund, Program, Department, FIPS, Affiliate
- Lines to add: 1 (with +, -, and calculator icons)
- Totals table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, Budget Status
- Buttons: Save, Notify, Refresh, Add, Update

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	FIPS	Affiliate
<input type="checkbox"/>	1	15100	ACTUALS							

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.000	0.000	N	N



Standard Journal Entries (SJEs)

The **SJE Type** field is available on the **Create Standard Journals** page. In General Ledger, standard journal entries (SJEs) enable you to automate the entry of similar or identical journals. There are three types of SJEs:

- **A recurring journal entry** is any entry that is periodically generated according to a schedule, such as a depreciation expense.
- **A template journal entry** is a data-entry model for other journals that you can automatically reproduce on a fixed schedule - like recurring SJEs - or use on request.
- **A spread journal entry** is an entry in which the entire journal's amount is spread proportionately across the different periods.



Simulation: Creating a Manual Journal Entry

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





Using a Journal Entry Template

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

The **Journal Entry Template List** page contains specific ChartField elements needed for the journal entry. Selecting the appropriate checkbox on this page identifies which fields are displayed on the journal entry page.



Using a Journal Entry Template (continued)

To display the **Journal Entry Template List** page, navigate to the **Create/Update Journal Entries** page through the following path:

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

The **Journal Entry Template List** page can be accessed from the journal **Lines** tab by clicking on the **Template List** link.

Although you cannot change the journal entry template itself, you can copy information from one journal line to another, which speeds up journal entry.

The screenshot displays the 'Create/Update Journal Entries' page in the CARDINAL system. The breadcrumb path is 'Journals > Journal Entry > Create/Update Journal Entries'. The 'Lines' tab is selected, and the 'Template List' link is highlighted in a red box. The page shows a form for journal entry details, including Unit (15100), Journal ID (NEXT), and Date (07/19/2012). Below the form is a table for journal lines, and a 'Totals' section at the bottom.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.000	0.000	N	N



Using a Journal Entry Template (continued)

CARDINAL Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page | http

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns Customize | Find | View All | First 1-2 of 2 Last

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Account	Fund	Program	Department	Cos Cent
<input checked="" type="checkbox"/>	Permission	TEMPLATEA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Journal Line Copy Down - Copy Journal Line Columns to New Lines Customize | Find | View All | First 1-2 of 2 Last

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Account	Fund	Program	Department
<input checked="" type="checkbox"/>	<input type="text"/>	Permission	TEMPLATEA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="text"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

OK | Cancel | Refresh

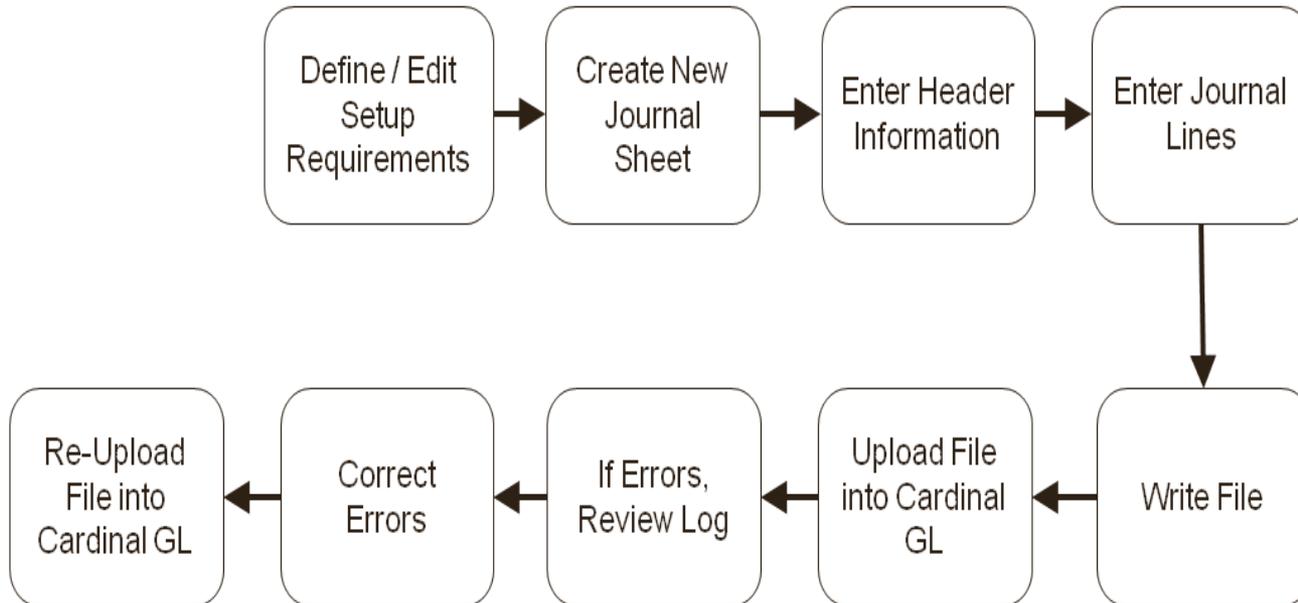


Spreadsheet Journals

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

The JRNL1.XLS workbook is the Cardinal Spreadsheet Journal Import user interface. You can use it to prepare and enter journals, group and manage journals in journal sheets, and import them into your Cardinal database using various pages, dialog boxes, and buttons. This interface helps you create large journals more efficiently.

The Spreadsheet Journal Import document creates a flat file, in a Microsoft Excel format, which you can import into Cardinal. After importing a journal from a spreadsheet, you must edit the journal. Because you are entering data offline in the spreadsheet, there is no validation of the values that you are entering. The Journal Edit process validates spreadsheet journals after you import them. If you have any issue with the spreadsheet upload, you can contact your System Administrator for assistance.





Prerequisites

Before you can upload a spreadsheet journal, you must set up Microsoft Excel to accept macros in your security settings.

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

- **JRNL1.XLS**: This is the journal workbook that you use to create and import journals. You can rename this file, if you want.
- **JRNLMCRO.XLA**: This is the Visual Basic code library and dialog control.
- **GLLOG.XLT**: This is the Message log template.
- **MSXML.DLL**: Microsoft delivered XML library file used when importing online.

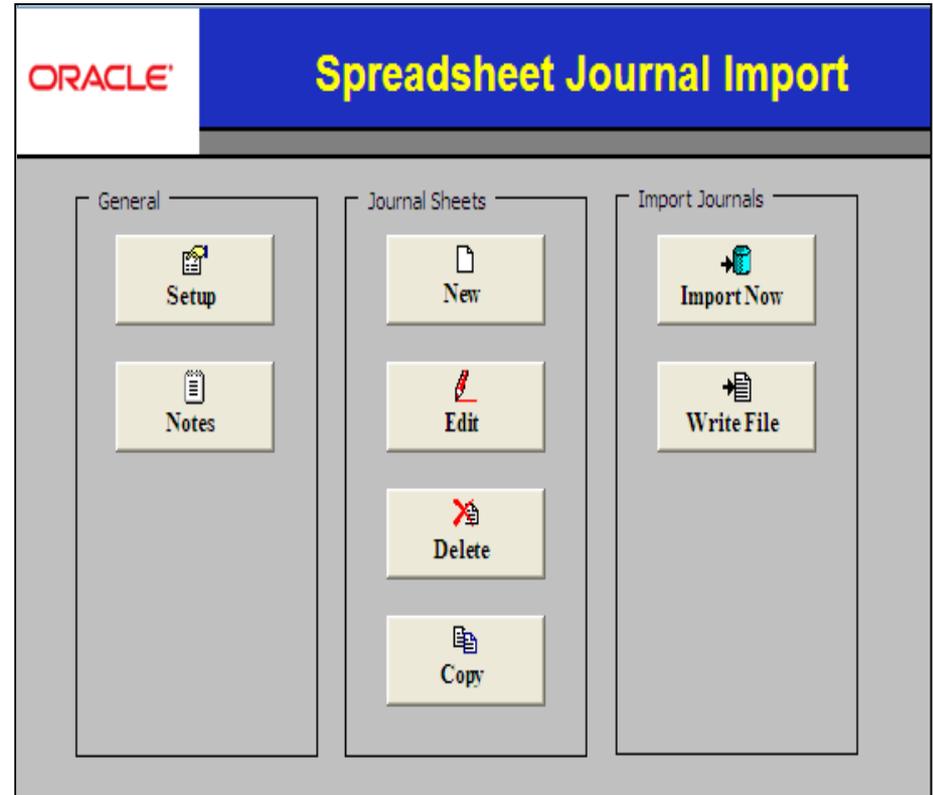
You can create multiple journal workbooks by saving a clean JRNL1.xls file as JRNL2.xls, JRNL3.xls, or GINA.xls or BIANCA.xls for example. However, the message log template, GLLOG.txt, and the macro sheet files, JRNLMCRO.xla, must not be changed or renamed.



Define/Edit Setup Requirements

To begin creating your journal spreadsheet, access the **Spreadsheet Journal Import control** page by opening JRNL1.XLS. If prompted, choose to **Enable Macros**.

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





Creating a New Journal Sheet and Enter Journal Header and Lines

Create a new journal sheet for your journal. You can insert as many journal sheets as needed. Each journal sheet can contain only one journal.

Use the spreadsheet journal header to populate journal header fields. The required fields include **Business Unit, Journal ID, Journal Date, Ledger Group, Source, and Commitment Control Amount Type (Actuals, Recognize, and Collect)**.

Use the Journal Lines Section to enter the debit/credit lines.

Use the +/- buttons for adding or removing journal lines. Be sure to conduct a manual balance check to verify the totals equal zero. To do so, simply manually calculate the total for the amount column and make sure the amounts net to zero.

Journal Header				
Sys ID	Unit	Journal ID	Date	Description
1001	US001	NEXT	12/2/2009	

Journal Lines																		
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount	InR	Rate Type	Rate	Base Amount	Stat Code	Entry Event	Stat Amount	Reference	Description
Select fields to copy from a previous line by marking the checkboxes under each field																		

New Journal Header

System ID: _____

Unit:

Journal ID:

Journal Date:

Reference Number:

Ledger Group:

Ledger:

Source:

User ID:

Journal Class:

Transaction Code:

Currency Information

Foreign Currency:

Effective Date:

Rate Type:

Exchange Rate:

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

Document Type:

Doc Sequence:

Adjustment Type:

Commitment Control Amount Type:

Agency Location Code:

AutoGen Lines:

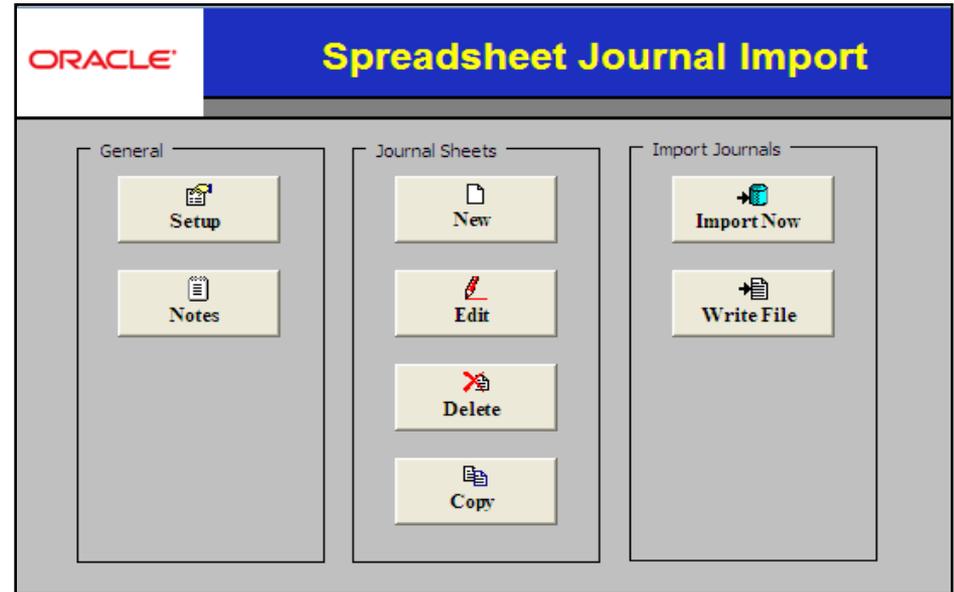
Adjusting Entry:

OK Cancel



Writing File and Uploading File into Cardinal GL

Once all required information is entered on your Excel spreadsheet, you can create the file to be uploaded as a spreadsheet journal into Cardinal General Ledger. This is done on the **Spreadsheet Journal Import Control** page.





Uploading File into Cardinal GL

After the file is created, you can upload your spreadsheet journal into Cardinal by using the batch Spreadsheet Journal Import process.

Once your Excel spreadsheet file is ready for upload, close your Excel application and log into Cardinal. You can navigate to the **Spreadsheet Journal Import Request** page through the following path:

Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals

Enter the **Run Control ID** to run the Spreadsheet Journal Import process to access the **Spreadsheet Journal Import Request** page. Specify the parameters for the batch import of your journal worksheet. Select the file you created earlier in Excel in order to upload it into Cardinal. The Report Request Parameters include:

- **Number of Data Files:** Single data file, Index File to other data files
- **Character Set:** valid values include extensive list of character sets, e.g., ISO_8859-1, ANSI, ASCII
- **If Journal already exist:** Abort, Skip, or Update
- **If Journal is invalid:** Skip, Abort
- Add / Delete / View Attached File

Favorites > Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals

New Window Help Customize Page http

Spreadsheet Journal Import Request

Run Control ID: ImportJournals Report Manager Process Monitor Run

Report Request Parameters

*Number of Data Files: Single data file

*Character Set: ISO_8859-1

*If Journal Already Exists: Skip

*If Journal is Invalid: Skip

Add Delete View Attached File:

Save Notify Add Update/Display



Uploading File into Cardinal GL (continued)

The key feature of the Upload Spreadsheet Journal process is the Add / Run / Delete Attached File functionality.

First, you select Add which enables a browse function.

Second, you browse to the location of your Excel file that you want to upload and select it. The selected file then will be displayed on this page as the Attached File.

Third, you click the Run button to execute the process. This takes you to the Process Monitor.

Fourth, you submit the process which reads the uploaded spreadsheet and creates the journal(s). Upon successful completion of that process, you are returned to the Spreadsheet Journal page.

Fifth, you click the Delete button to remove the current Attached file.

Last, when the Attached File is deleted, this either concludes your batch upload process or you can repeat the same process with the next Excel spreadsheet that is ready for upload.

Favorites | Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals

New Window Help Customize Page http

Spreadsheet Journal Import Request

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

Report Request Parameters

*Number of Data Files:

*Character Set:

*If Journal Already Exists:

*If Journal is Invalid:

Attached File:



Reviewing and Correcting Errors

Spreadsheet journal validation is limited and is not as broad as the validation provided with journal entry using the online **Journal Entry** page.

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

After importing a journal from a spreadsheet, you must run the Journal Edit process on the journal before you can make corrections using the **Create Journal Entries** pages.

Spreadsheet Journals imported into Cardinal must be edited. This is important because imported journals do not yet have all journal lines and values populated by the various automatic features. If you open journals immediately after importing them, a warning message tells you that they must be edited first. It is only after the edit process that imported journals display final entries for such things as balancing by fund.



Reviewing and Correcting Errors (continued)

The most common errors are listed below.

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

After errors are corrected, you can then re-upload the corrected file into Cardinal General Ledger.



Simulation: Uploading a Spreadsheet Journal

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





Lesson 2: Summary

In this lesson, you learned:

- A single journal entry must contain at least two lines, and total debits must equal total credits.
- The attachment link allows you to attach documents associated with a journal entry.
- Journals can be marked and saved as incomplete until all of the transactions are entered.
- A journal entry template identifies which fields are displayed on the journal entry page.
- Spreadsheet journal import streamlines the journal import process and simplifies journal data entry by using Microsoft Excel.



Lesson 3: Processing Journal Entries

After completing this lesson, you will be able to:

- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitoring journal status



Reviewing and Correcting Edit Check Errors

After a journal is entered into Cardinal, it must be edited before it can be posted. The Journal Edit process ensures that the ChartField values and combinations are valid, and that debits equal credits.

Budget checking also occurs as part of the Edit process for journals not already budget checked in their own modules.

If errors are identified during the editing process, the journal must be corrected before it can continue in the Cardinal posting process.

Cardinal has automatic batch processes that run each night to edit and budget check journal entries.



Three Edit Check Functionalities

The **Lines** tab on the **Create/Update Journal Entries** page allows you to select the appropriate **Process** for the journal entries using the drop down menu.

You have three edit check functionalities available in Cardinal:

- **Edit/Pre-Check:** When selected, the journal is edited and run through the Budget Processor. However, the Budget Processor only checks the journal, and the funds are not reserved.
- **Edit ChartField:** Initiates the journal ChartField Edit process to verify whether the journal has any ChartField-related errors, including ChartField edit and combo ChartField edit.
- **Edit Journal:** Initiates the Edit Journal process. The Budget Check process is also run as part of this process if there is no edit check error.

The screenshot displays the 'Create/Update Journal Entries' page in the Cardinal software. The 'Lines' tab is selected, and a dropdown menu is open for the '*Process:' field. The dropdown menu lists several options, with 'Edit / Pre-Check', 'Edit Chartfield', and 'Edit Journal' highlighted in a red box. The interface also shows a table with columns for Unit, Line, *Unit, *Ledger, Fund, Program, Department, FIPS, and Affil. The table has one row with Unit 15100, Line 1, *Unit 15100, and *Ledger ACTUALS. The Totals section shows Unit 15100, Total Lines 1, Total Debits 0.000, Total Credits 0.000, Journal Status N, and Budget Stat N.



Run Edit Journal Process

To run the Edit Journal process:

1. Click the **Lines** tab. The **Lines** page appears.
2. Select **Edit Journal** in the **Process** field.
3. Click the **Process** button.

The Edit Journal process runs and the **Journal Status** changes. When the journal edit is complete, the budget check is run as part of this process. If the **Journal Status** is anything but **Valid (V)**, check the **Errors** tab and return to the **Lines** tab to correct the errors. Each time you make a change, you must save and re-run the Edit Journal process.

4. When the **Journal Status** is **V**, click the **Save** button. The edited journal is saved with its new status.



Run Edit Journal Process

CARDINAL Home | Worklist | Add to Favorites

Favorites | Main Menu | Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Custom

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: NEXT Date: 07/19/2012

[Template List](#) [Change Values](#)

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

Select	Line	*Unit	*Ledger	Fund	Program	Department	FIPS	Affil
<input type="checkbox"/>	1	15100	ACTUALS					

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	0.000	0.000	N	N

Save | Notify | Refresh Add | Up

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

- Edit Journal
- Budget Check Journal
- Copy Journal
- Delete Journal
- Edit / Pre-Check
- Edit Chartfield
- Edit Journal**
- Post Journal
- Print Journal (Crystal)
- Print Journal (XMLP)
- Refresh Journal
- Submit Journal



Run Edit Journal Process (continued)

During the Journal Edit process, Cardinal checks the journal for errors and validates it before it is posted to the ledger.

When a journal is edit checked, Cardinal verifies that:

- ChartField values are valid
- ChartField combinations are valid
- Debits equal credits
- The accounting period is Open.



Journal Statuses

Following the Edit Check process, the **Journal Status** field is updated. Journal statuses include the following:

Status	Description	Functional Description
T	Journal Entry Incomplete	Journal is incomplete.
N	No Status - Needs to be Edited	Journal needs to be edited.
E	Errors	Journal has errors from edit check.
V	Valid Journal	Journal has successfully completed edit check.
D	Deleted	Journal was deleted.
P	Posted to Ledger(s)	Journal has posted to the ledger.
U	Unposted	Journal was unposted from the ledger.
I	Posting Incomplete	Journal posting is incomplete. A problem occurred and the journal needs to be resubmitted for posting as soon as possible.
M	Valid SJE Model - No not Post	As mentioned earlier, a SJE Type field (Standard Journal Entry Type field) indicates the standard journal entry type. A Model journal is a journal that you use to create other standard journals. There are several process restrictions on a model SJE journal. It cannot be budget checked, posted, or submitted to workflow approval. In addition, once validated by the journal edit process, the model journal cannot be changed or deleted.



Reviewing Edit Check Errors

Journals marked with errors are saved but not posted until the errors are corrected.

The **Errors** tab on the **Create/Update Journal Entries** page allows you to view edit check errors by journal header and journal line.

You must correct journal errors before the journal can proceed to the budget check process. Once corrected, the journal entry needs to complete the edit check process again.

The screenshot shows the 'CARDINAL' software interface. The 'Errors' tab is highlighted with a red box. The page displays the following information:

Unit: 15100 Journal ID: 0000005960 Date: 07/03/2012

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
1	FUND_CODE	Fund	9600	31	Combo error for fields Fund/Account in group INVFD15100.
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund/Department in group DEPTREQ.

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



Reviewing Edit Check Errors (continued)

A journal entry may not move on to budget check if:

- The accounting period is not currently open.
- Total debits do not equal total credits, and the ledger is defined as a balanced ledger.
- Control totals entered with the journal header do not match the actual totals for the journal (debits, credits, statistical units, number of lines).
- One or more journal lines use inactive or invalid ChartFields.
- Invalid combinations of ChartFields are used.



Simulation: Reviewing and Correcting Edit Check Errors

You are now about to view a simulation on reviewing and correcting edit check errors.





Journal Budget Check

Once the journal edit is complete and set to **Valid**, the Budget Check is run. During the Budget Check process, Cardinal checks for valid budget combinations and amounts. Cardinal also validates that a sufficient control budget available balance exists.

Transactions that exceed controlling budgets (such as Appropriation or Allotment), or do not have a budget combination previously established, create errors and processing is stopped until the errors are corrected, or an authorized user overrides them.

Because the Budget Check process is also run as part of the Edit Check process, you do not need to run the Budget Check process separately if the Edit Check process was successful and did not result in errors. Only run the Budget Check process if the **Journal Status** field displays **Valid (V)** and the **Budget Check Status** field displays **Not Checked (N)** or **Error (E)**.



Journal Budget Check (continued)

All journal lines must pass a check against the established commitment control budgets. Some journals have already completed this budget check in their own modules, and do not need to pass budget check again in the General Ledger module. Others need to pass budget check in the General Ledger module.

The **Lines** tab on the **Create/Update Journal Entries** page gives you the ability to select the appropriate process for the journal entries using the drop down menu.

The screenshot displays the 'Create/Update Journal Entries' page in the CARDINAL system. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page includes navigation links for Home, Worklist, Add to Favorites, and Sign out. The main content area has tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is selected, showing a table with columns for Select, Line, *Unit, *Ledger, and *Process. A dropdown menu is open over the '*Process:' field, listing options: Budget Check Journal (selected), Copy Journal, Delete Journal, Edit / Pre-Check, Edit Chartfield, Edit Journal, Post Journal, Print Journal (Crystal), Print Journal (XMLP), Refresh Journal, and Submit Journal. Below the table, there are 'Lines to add:' controls with a value of 1. The 'Totals' section shows a table with columns for Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The data row shows Unit 15100 with 2 total lines, a total debit of 13,982,450.69, and a total credit of 13,982,450.69. The Journal Status is 'N' and the Budget Status is 'N'. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. The breadcrumb trail at the bottom is: Header | Lines | Totals | Errors | Approval.



Journal Budget Check (continued)

To run the Journal Budget Check process:

1. Click the **Lines** tab. The **Lines** page appears.
2. Select **Budget Check Journal** in the **Process** field.
3. Click the **Process** button. The Budget Check Journal process runs and the **Budget Status** changes. If the **Budget Status** box on the **Lines** page is **E**, click the **E** link to view the error. After correcting the error on the journal, you need to save the journal. The journal status and budget status will then be updated to **N**. Finally, you need to re-run the Edit Journal process, which will perform an edit and budget check again.
4. When the **Journal Status** and **Budget Status** are **V**, click the **Save** button. The budget checked journal is saved with its new status.



Budget Check Status

The budget checking line status values include:

- **E (Error):** The entry failed to pass budget checking.
- **N (Not Checked):** The budget check process has not processed the entry or the entry has changed and has not been budget checked again.
- **V (Valid):** The entry passed budget checking and the process updated the control budget ledger.
- **P (Provisionally Valid):** The budget check is valid but the funds are not reserved.



Reviewing Budget Check Errors

To review budget check errors, you can use two methods. You can either click the **E** in the **Budget Status** box, or you can also use the **Review Budget Check Exceptions** page.

You can navigate to the **Review Budget Check Exceptions** page through the following path:

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

The screenshot shows the 'Review Budget Check Exceptions' page in the CARDINAL system. The page header includes the CARDINAL logo and navigation links like 'Home', 'Worklist', and 'Add to Favorites'. The breadcrumb trail is 'Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal'. The page is titled 'GL Journal Exceptions' and 'Line Exceptions'. It displays the following information:

- Business Unit: 15100
- Journal ID: 0000006137
- Journal Date: 04/30/2012
- Exception Type: Error
- Maximum Rows: 100
- Options: Override Transaction, More Budgets Exist
- Search button and Advanced Budget Criteria link.

Below this information is a table titled 'Budgets with Exceptions' showing 9 rows of data. The table has columns for Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	15100	CC_ALLOT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	15100	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
3	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
4	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
5	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
6	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
7	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
8	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
9	15100	CC_CASH	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...



Common Budget Check Errors

Common budget check error messages are **No Budget Exists** and **Exceeds Budget Tolerance**. Security permissions determine who has ability to override budget errors.

Error Code	Overridable?	Description	Notes
E1	Y	Exceeds budget and is over tolerance.	N/A
E2	N	No budget exists.	N/A
E3	N	Budget is closed.	N/A
E4	Y	Budget is on hold.	N/A

Warning Code	Description	Notes
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed.
W2	Exceeds budget, but is a track or non-initial transaction.	Transaction exceeds budget, but the control option for the control budget definition is Tracking with Budget, Tracking without Budget, or Control Initial Document. For tracking without budget, no warning issued for detail tracking ledger groups. If it is not a detail tracking ledger group and a budget row exists, even if it is for a zero amount, a W2 warning is issued if the transaction exceeds the available spending. If no budget row exists, no warning is issued.



Correcting Budget Check Errors

You can correct the journal lines that create a budget error, or if the COA distribution is correct, have the budget modified. Example corrections you can make to a journal may be:

- Correct a transaction amount
- Modify ChartField values
- Request an override

Once corrected, the journal needs to complete edit check and budget check processes again.



Simulation: Viewing and Correcting Budget Check Errors

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





Journal Approval

After a journal successfully completes the edit check and budget check processes, it must be manually submitted for approval and posting. Journals successfully created have a status of **Valid** until the journal is posted in General Ledger. Once posted, the **Journal Status** changes to **Posted**.

The screenshot displays the CARDINAL software interface for journal approval. The top navigation bar includes the CARDINAL logo, a breadcrumb trail (Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries), and utility links (Home, Worklist, Add to Favorites). Below the navigation bar are tabs for Header, Lines, Totals, Errors, and Approval, with the Approval tab selected. The main form area shows the following fields:

Unit:	15100	Journal ID:	000006174	Date:	07/24/2012	<input type="button" value="Submit"/>
-------	-------	-------------	-----------	-------	------------	---------------------------------------

Below the form is the 'Approval Status' section, which includes:

- Unit: 15100
- Approval Check Active: Y
- Approval Status:
- Approval Action:
- Deny Comments:

At the bottom of the section is a link for 'Approval History'.



Additional Journal Approval

Some journals require multiple steps of approval.

Approval from DOA is required on capital outlay projects with a **Program** Code of **998000** that have not received their environmental impact study.

DOA approval is required for journals with an **Account** value of **5012430 (Legal Services)**.



Journal Source and Approval

Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are pre-approved, since the originating transaction is approved in their modules. As a result, they do not need to be approved again in General Ledger.

Journals from external sources, spreadsheet journals and online journals must be approved in General Ledger via workflow.



Journal Post

Once approved, a journal is eligible to post to the ledger.

The Journal Post process:

- Posts valid, edited, budget checked, and approved journals
- Posts each journal and summarizes in the appropriate ledger
- Changes the journal's status to posted



Journal Post (continued)

You can request posting at the time you enter journal entries or at a later time. Most journal entries are posted in a background batch process that typically occurs on a daily basis.

General Ledger verifies that there are no edit or budget errors that would render the journal invalid for posting. If the journal has passed edit and budget check successfully and has been approved, it can be sent for posting.

There are times, however, when an immediate request to post is warranted. Posting from the **Journal Entry - Lines** page provides you with that flexibility. However, a journal must be approved before it can be posted. To initiate a journal post without going to the **Post Journals Request** page, select **Post Journal** in the **Process** field on the **Journal Lines** page.

The screenshot displays the CARDINAL software interface for the 'Journal Entry - Lines' page. The top navigation bar includes 'Home', 'Worklist', and 'Add to Favorites'. The breadcrumb trail shows 'General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The page has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval', with 'Lines' currently selected. The main area shows journal details: Unit: 15100, Journal ID: 000003736, Date: 05/17/2012, and 'Errors Only' checkbox. A 'Process' button is visible, and a dropdown menu is open, listing options such as 'Post Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal', 'Print Journal (Crystal)', 'Print Journal (XMLP)', 'Refresh Journal', and 'Submit Journal'. The 'Post Journal' option is highlighted. Below the dropdown is a table with columns: Select, Line, *Unit, *Ledger, Fund, Program, Department, Cost Center, and Task. The table contains two rows of journal lines. At the bottom, there is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Totals' row shows Unit 15100, Total Lines 2, Total Debits 100.00, Total Credits 100.00, Journal Status with a checkmark, and Budget Status with a checkmark. The footer contains buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Journal Post (continued)

A journal cannot post if one or more of the following have occurred:

- Total debits do not equal total credits.
- The accounting period is closed.
- Any control totals entered with the journal header do not match the actual totals for the journal.
- One or more journal lines use inactive or invalid ChartFields.
- The edit check and/or budget check process fails.
- The journal status is **Denied**.



Deleting Journals

Denied journals need to be corrected or deleted by the originator.

You can delete journals that have passed the budget check process but have not successfully posted. **You cannot delete journals after they have posted.**

The budget check process runs automatically as part of the delete process to update the commitment control amount that was reserved during the budget check process. .

To delete a journal, select **Delete Journal** in the **Process** field on the **Journal Entry - Lines** page and click **Process**. The system prompts you with a message before deleting the journal.

Note: Cardinal creates an audit trail of the deletion, along with other enabled journal events. You can view the audit log by accessing the **Search Audit Logs** page. You can navigate to this page through the following path:

Set Up Financials > Supply Chain > Common Definitions > Audit Logging > Search Audit Logs



Deleting Journals (continued)

CARDINAL Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page

Header | Lines | Totals | Errors | Approval

Unit: 15100 Journal ID: 000005890 Date: 05/21/2012 Errors Only

[Template List](#) [Search Criteria](#) [Change Values](#) [View Audit Logs](#)

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

Select	Line	*Unit	*Ledger	Fund	Program	Department	FIPS	Affiliate
<input type="checkbox"/>	1	15100	ACTUALS	01000	826001	97200		
<input type="checkbox"/>	2	15100	ACTUALS	02011		99999		
<input type="checkbox"/>	3	15100	ACTUALS	02700		99999		
<input type="checkbox"/>	4	15100	ACTUALS	01000		99999		15100
<input type="checkbox"/>	5	15100	ACTUALS	101010	02011	99999		15100
<input type="checkbox"/>	6	15100	ACTUALS	101010	01000	99999		15100
<input type="checkbox"/>	7	15100	ACTUALS	101010	02700	99999		15100

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	7	210.50	210.50	√	√



Copying Journals

Cardinal enables you to copy information in an existing journal to use for a new journal entry. You can copy posted or unposted journals and change the header and lines as needed.

The screenshot shows the 'Create/Update Journal Entries' screen in the CARDINAL system. The interface includes a navigation bar with 'Home', 'Worklist', and 'Add to Favorites'. Below the navigation bar, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The main area displays journal details: Unit: 15100, Journal ID: 000005890, Date: 05/21/2012. A dropdown menu is open, showing options: Edit Journal, Budget Check Journal, Copy Journal (highlighted), Delete Journal, Edit / Pre-Check, Edit Chartfield, Edit Journal, Post Journal, Print Journal (Crystal), Print Journal (XMLP), Refresh Journal, and Submit Journal. Below the dropdown is a table with columns: Select, Line, *Unit, *Ledger, Fund, Program, Department, FIPS, and Affiliate. The table contains 7 rows of journal lines. At the bottom, there is a 'Lines to add:' section with a value of 1, and a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status.

Select	Line	*Unit	*Ledger	Fund	Program	Department	FIPS	Affiliate
<input type="checkbox"/>	1	15100	ACTUALS	01000	826001	97200		
<input type="checkbox"/>	2	15100	ACTUALS	02011		99999		
<input type="checkbox"/>	3	15100	ACTUALS	02700		99999		
<input type="checkbox"/>	4	15100	ACTUALS	01000		99999		15100
<input type="checkbox"/>	5	15100	ACTUALS	02011		99999		15100
<input type="checkbox"/>	6	15100	ACTUALS	01000		99999		15100
<input type="checkbox"/>	7	15100	ACTUALS	02700		99999		15100

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	7	210.50	210.50	✓	✓



Copying Journals (continued)

Check the **Recalculate Budget Date** box to ensure the correct budget date. After reviewing the **Journal Entry Copy** page, click **OK** to access the newly copied journal.

CARDINAL Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize P...

Journal Entry Copy

Business Unit: 15100 Copy From ID: 000005926 Copy From Date: 06/29/2012

Journal ID: Ledger:

Journal Date: New Ledger:

ADB Date: Document Type:

Currency Effective Date:

Reverse Signs

Recalculate Budget Date

Save Journal Incomplete Status

Reversal Date

Do Not Generate Reversal

Beginning of Next Period

End of Next Period

Next Day

Adjustment Period

On Date Specified By User

Adjustment Period:

Reversal Date:

ADB Reversal Date

Same As Journal Reversal

On Date Specified By User

ADB Reversal Date:

OK Cancel Refresh



Monitoring Journal Status

You can search for and review the status of various journals after they have been entered and saved in Cardinal on the **Review Journal Status** page. You can navigate to this page through the following path:

Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

CARDINAL Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals

Journals

Process Journals

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

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.	



Monitoring Journal Status (continued)

CARDINAL
Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Journals > Process Journals > Review Journal Status
New Window ?

Review Journal Status

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

Find an Existing Value

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

Business Unit: =

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Document Sequence Number: begins with

Journal Header Status: =

[Basic Search](#)

Search Results

View All First 1-100 of 117 Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0000005890	05/21/2012	0	(blank)	Valid	Valid	ACTUALS
15100	0000005891	06/27/2012	0	(blank)	Posted	Valid	CASH
15100	0000005892	06/27/2012	0	(blank)	Posted	Valid	MODACRL
15100	0000005893	06/27/2012	0	(blank)	Posted	Valid	FULLACRL
15100	0000005900	06/28/2012	0	(blank)	Valid	Error	ACTUALS
15100	0000005902	06/28/2012	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000005907	06/29/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000005908	06/29/2012	0	(blank)	Valid	Error	ACTUALS
15100	0000005909	06/29/2012	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
15100	0000005921	06/29/2012	0	(blank)	Posted	Valid	ACTUALS
15100	0000005922	06/29/2012	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
15100	0000005924	04/29/2012	0	(blank)	Edit Req'd	Not Chk'd	ACTUALS
15100	0000005926	06/29/2012	0	(blank)	Valid	Valid	ACTUALS

74



Audit Logs

After a journal is saved you can view the audit log which provides a list of events related to the journal. The **Lines** tab of the **Create/Update Journal Entries** page provides a hyperlink to the Search Audit logs page.

Search Audit Logs

Application Name: General Ledger Document Name: GL JOURNAL

Search Criteria

- * Business Unit: is equal to 15100
- GL Journal ID: is equal to 0000005891
- Journal Date: =
- Journal Process: is equal to
- Event Code: is equal to
- Event Date: is equal to
- User ID: is equal to
- Process Instance: is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Results

Business Unit	GL Journal ID	Journal Date	InPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
15100	0000005891	2012-06-27	0	01	CREATE	Create Journal	06/27/2012 4:07:29.000000PM	V_GL_COVA_JRNL_PROCESSOR_CAFR		Journal has been created by Create/Update Journal Entries component.
15100	0000005891	2012-06-27	0	01	UPDATE	Update Journal	06/27/2012 4:09:36.000000PM	V_GL_COVA_JRNL_PROCESSOR_CAFR		Journal has been updated by Create/Update Journal Entries component.
15100	0000005891	2012-06-27	0	01	UPDATE	Update Journal	06/27/2012 4:21:20.000000PM	V_GL_COVA_JRNL_PROCESSOR_CAFR		Journal has been updated by Create/Update Journal Entries component.



Lesson 3: Summary

In this lesson, you learned:

- Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are pre-approved, since the originating transaction is approved in their modules.
- Journals from the Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts do not have to go through budget check in General Ledger, since they have already been budget checked in their respective modules. They will be edit checked again in General Ledger.
- Journals created manually online, journals created from external sources and spreadsheet journals must be both edit and budget checked in General Ledger.
- Journals may be approved or denied. Only journals without errors that have been edited and budget checked can be approved.
- Denied journals need to be corrected or deleted to release the funds reserved during the budget check process.
- Cardinal allows you to copy journal information from an existing journal to a new journal.



Lesson 4: Journal Entry Reports and Online Inquires

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

- Reports
- Online Inquiries



Journal Entry Reports

Journal entry reports can run at various intervals during the processing of journal entries. There are numerous reports available. Journal entry reports include:

- Journal Entry Detail Report
- Journal Entry Detail Report with Attributes
- Standard Journals Report
- Journal Edit Errors Report
- Posted Journal Summary Report
- GL Transaction Report



Journal Entry Detail Report

The Journal Entry Detail report displays all journal entries for a business unit and ledger within a specified date range.

You can navigate to this report through the following path:

Main Menu > General Ledger > General Reports > Journal Entry Detail

<u>Line</u>		<u>Description</u>		<u>Reference</u>							
<u>Account</u>		<u>Fund</u>				<u>Entry</u>	<u>Event</u>	<u>Cur</u>	<u>Debit</u>	<u>Credit</u>	
<u>Program</u>		<u>Department</u>									
Report ID: FIN2001 Bus. Unit: 15100--VA Department of Accounts Ledger Grp: ACTUALS --ACTUALS Ledger: ACTUALS --Actuals For the period 07/16/2012 through 07/25/2012 Source: ALL Journal ID: ALL Status: ALL											
						PeopleSoft Financials			Page No. 2		
						JOURNAL ENTRY DETAIL REPORT			Run Date 07/26/2012		
									Run Time 13:36:59		
Journal ID: AP00006076 Journal Date: 07/16/2012 Source: AP --Accounts Payable						Reversal: N--None					
Status: V--Valid											
Description Accounts Payable											
1	Accounts Payable		00000050								
205025	Accts Payable-AP/EX Accruals	01000	General Fund								
		99999	DOA								
								USD	0.00	730.89	
2	Accounts Payable		00000051								
205025	Accts Payable-AP/EX Accruals	01000	General Fund								
		99999	DOA								



Journal Entry Detail Report (continued)

Report ID: FIN2001 JOURNAL ENTRY DETAIL REPORT Page No. 2
 Bus. Unit: 15100--VA Department of Accounts Run Date 07/26/2012
 Ledger Grp: ACTUALS --ACTUALS Run Time 13:36:59
 Ledger: ACTUALS --Actuals
 For the period 07/16/2012 through 07/25/2012
 Source: ALL Journal ID: ALL Status: ALL

<u>Line</u>	<u>Description</u>	<u>Reference</u>		<u>Entry Event</u>	<u>Cur</u>	<u>Debit</u>	<u>Credit</u>
<u>Account</u>		<u>Fund</u>					
<u>Program</u>		<u>Department</u>					
Journal ID: AP00006076 Journal Date: 07/16/2012 Source: AP --Accounts Payable Reversal: N--None							
Status: V--Valid							
Description Accounts Payable							
1	Accounts Payable	00000050					
205025	Accts Payable-AP/EX Accruals	01000	General Fund				
		99999	DOA				
					USD	0.00	730.89
2	Accounts Payable	00000051					
205025	Accts Payable-AP/EX Accruals	01000	General Fund				
		99999	DOA				
					USD	0.00	5,000.00
3	Accounts Payable	00000052					
205025	Accts Payable-AP/EX Accruals	06150	Enterprise App-Perf Budgeting				
		99999	DOA				
					USD	0.00	1,100.00
4	Accounts Payable	00000053					
205025	Accts Payable-AP/EX Accruals	01000	General Fund				
		99999	DOA				
					USD	0.00	439.10



Journal Entry with ChartField Attributes Report

The Journal Entry with ChartField Attributes report displays the same detail as the journal entry detail report and also lists the ChartField attribute values.

You can navigate to this report through the following path:

Main Menu > General Ledger > General Reports > Journal Entry with Attributes

<u>Line</u>	<u>Description</u>	<u>Account</u>	<u>Fund</u>
PeopleSoft Fi JOURNAL ENTRY WITH CHARTF			
Report ID: FIN2005			
Bus. Unit: 15100--VA Department of Accounts			
Ledger Grp: ACTUALS --ACTUALS			
Ledger: ACTUALS --Actuals			
For the period 07/16/2012 through 07/25/2012			
Source: ALL Journal ID: ALL Status: ALL			
Journal ID: 000006064 Journal Date: 07/16/2012 Source: ONL--Online Journal Entry			
Description 02GL0408 - Step 77			
1	Outbound Freight Services		
5012120	Outbound Freight Services	01000	General Fund
91100	Comptroller		
<u>Attributes</u>			
ACCOUNT	1099 CLASS	07	
ACCOUNT	1099 FORM	M	
ACCOUNT	1099 REPORTABLE	YES	
ACCOUNT	DOA GLA	901	
ACCOUNT	DOA OBJ RE	1212	
ACCOUNT	SWAM REPORTABLE	SWAM REPORTABLE	
FUND_CODE	CAFR FD CLASS	100	
FUND_CODE	CAFR FUND GROUP	GENERAL	
FUND_CODE	CAFR FUND TYPE	GOVERNMENTAL	
FUND_CODE	DOA FUND	0100	
FUND_CODE	MCI CLASS	GENERAL	
DEPTID	DOA COSTCD	911	



Journal Entry with ChartField Attributes Report (continued)

<u>Line</u>		<u>Description</u>		<u>Account</u>	<u>Fund</u>	<u>Cur</u>	<u>Debit</u>
Report ID: FIN2005 PeopleSoft Financials Bus. Unit: 15100--VA Department of Accounts JOURNAL ENTRY WITH CHARTFIELD ATTRIBUTES REPORT Ledger Grp: ACTUALS --ACTUALS Ledger: ACTUALS --Actuals For the period 07/16/2012 through 07/25/2012 Source: ALL Journal ID: ALL Status: ALL							
Journal ID: 0000006064 Journal Date: 07/16/2012 Source: ONL--Online Journal Entry Reversal: N--None Status: V--Valid Description 02GL0408 - Step 77							
1		Outbound Freight Services					
5012120		Outbound Freight Services	01000	General Fund			
91100		Comptroller				USD	25.25
<u>Attributes</u>							
ACCOUNT	1099	CLASS	07				
ACCOUNT	1099	FORM	M				
ACCOUNT	1099	REPORTABLE	YES				
ACCOUNT	DOA	GLA	901				
ACCOUNT	DOA	OBJ_RS	1212				
ACCOUNT	SWAM	REPORTABLE	SWAM REPORTABLE				
FUND_CODE	CAFR	FD CLASS	100				
FUND_CODE	CAFR	FUND GROUP	GENERAL				
FUND_CODE	CAFR	FUND TYPE	GOVERNMENTAL				
FUND_CODE	DOA	FUND	0100				
FUND_CODE	MCI	CLASS	GENERAL				
DEPTID	DOA	COSTCD	911				



Standard Journals Report (continued)

The Standard Journals report lists standard journal entries and their status.

You can navigate to this report through the following path:

Main Menu > General Ledger > General Reports > Standard Journals

Report ID: GLS7001	Pec				
Bus. Unit: 15100--VA Department of Accounts	STANDARD JO				
For the period 07/21/2009 through 07/21/2011					
SJE ID: ALL					
Journal ID: ALL					
<hr/>					
SJE ID: 01GL0202E 01g10202 Template Journal					
<hr/>					
<u>SJE Detail 1</u> - Template Journal					
Status :	Active	Type:	Template		
Model Journal:	0000000451	Date:	01/19/2011	Unpost:	0
Standard Journal:	01GL0202E2	Allow Change:	Yes		
Scheduled:	DAIL	Creation Lead Days:	0		
**** No Standard Journals Created ****					
<hr/>					
SJE ID: 01GL0202F 01g10202 Recurring Journal					
<hr/>					
<u>SJE Detail 1</u> - Recurring Journal					



Standard Journals Report (continued)

Report ID: GLS7001
Bus. Unit: 50100--VA Dept of Transportation
For the period 07/21/2009 through 07/21/2011
SJE ID: ALL
Journal ID: ALL

PeopleSoft GL
STANDARD JOURNAL ENTRIES STATUS

Page No. 1
Run Date 07/22/2011
Run Time 12:39:04

SJE ID: 01GL0202E 01gl0202 Template Journal

SJE Detail 1 - Template Journal

Status : Active Type: Template
Model Journal: 0000000451 Date: 01/19/2011 Unpost: 0
Standard Journal: 01GL0202E Allow Change: Yes

Scheduled: DAIL Creation Lead Days: 0

**** No Standard Journals Created ****

SJE ID: 01GL0202F 01gl0202 Recurring Journal

SJE Detail 1 - Recurring Journal

Status : Active Type: Recurring
Model Journal: 0000000451 Date: 01/19/2011 Unpost: 0
Standard Journal: GL_SJE3 Allow Change: Yes

Scheduled: DAIL Creation Lead Days: 0

**** No Standard Journals Created ****



Journal Edit Errors Report

The Journal Edit Errors report provides detailed information about journal edit errors.

You can navigate to this report through the following path:

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

PeopleSoft GL										
JOURNAL EDIT ERRORS										
Report ID: GLS7011								Page No. 1		
Bus. Unit: 15100--VA Department of Accounts								Run Date 07/26/2012		
Ledger Grp: ACTUALS -- ACTUALS								Run Time 15:10:51		
Fiscal Year:2013										
Request 1--Journal Edit Errors										
Source:ALL Journal ID:ALL Journal Date:07/16/2012 through 07/19/2012										
Business Unit IU: 15100										
<u>Pd</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Src</u>	<u>Ref No.</u>	<u>Error Type</u>	<u>Line</u>	<u>Line Description</u>	<u>Field Name</u>	<u>Entry Event</u>	<u>Error message</u>
1	0000006115	07/18/2012	CNV		HEADER			JRNL_HDR_STATUS		Journal line errors exist for this header. (5860
					LINE	1	Cash With The Treasurer OF VA	ACCOUNT		Combo error for fields Account/Fund/Department in group %2DEPTREQ. (9600/31)
						2	Employee Trainng/Workshop/Conf	ACCOUNT		Combo error for fields Account/Program in group %2EXPREQPROG. (9600/31)
						341		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						342		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						371		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						372		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)



Journal Edit Errors Report (continued)

PeopleSoft GL										
JOURNAL EDIT ERRORS										
Report ID: GLS7011					Page No. 1					
Bus. Unit: 15100--VA Department of Accounts					Run Date 07/26/2012					
Ledger Grp: ACTUALS -- ACTUALS					Run Time 15:10:51					
Fiscal Year:2013										
Request 1--Journal Edit Errors										
Source:ALL Journal ID:ALL Journal Date:07/16/2012 through 07/19/2012										
Business Unit IU: 15100										
<u>Pd</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Src</u>	<u>Ref No.</u>	<u>Error Type</u>	<u>Line</u>	<u>Line Description</u>	<u>Field Name</u>	<u>Entry Event</u>	<u>Error message</u>
1	0000006115	07/18/2012	CNV		HEADER			JRNL_HDR_STATUS		Journal line errors exist for this header. (5860)
					LINE	1	Cash With The Treasurer OF VA	ACCOUNT		Combo error for fields Account/Fund/Department in group %2DEPTREQ. (9600/31)
						2	Employee Trainng/Workshop/Conf	ACCOUNT		Combo error for fields Account/Program in group %2EXPREQPROG. (9600/31)
						341		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						342		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						371		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)
						372		FUND_CODE		Combo error for fields Fund/Department in group %2INVDEPTFD. (9600/31)



Posted Journal Summary Report

The Posted Journal Summary report provides a list of all posted journals.

You can navigate to this report through the following path:

Main Menu > General Ledger > Journals > Process Journals > Posted Journal Summary Report

PeopleSoft GL										
Report ID: GLS7009			POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419				Page No. 1			
Bus. Unit: 15100--VA Department of Accounts						Run Date 07/26/2012				
Ledger Grp: ACTUALS -- Actuals						Run Time 16:10:00				
Ledger: ACTUALS -- Actuals										
Fiscal Year:2012										
<u>Period</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Unpost</u>	<u>Src</u>	<u>Descr</u>	<u>Lines</u>	<u>Debit</u>	<u>Credit</u>	<u>Stat Amount</u>	
10	0000006136	04/30/2012	0	CNV	05.GL.02.01-Converted data, Do	1236	1,399,368.34	USD	1,399,368.34	0.00
Period 10 Total						1236	1,399,368.34	USD	1,399,368.34	



Posted Journal Summary Report (continued)

PeopleSoft GL

Report ID: GLS7009

POSTED JOURNAL SUMMARY BY JOURNAL ID FOR PROCESS INSTANCE 558419

Page No. 1

Bus. Unit: 15100--VA Department of Accounts

Run Date 07/26/2012

Ledger Grp: ACTUALS -- Actuals

Run Time 16:10:00

Ledger: ACTUALS -- Actuals

Fiscal Year: 2012

<u>Period</u>	<u>Journal ID</u>	<u>Jrnl Date</u>	<u>Unpost</u>	<u>Src</u>	<u>Descr</u>	<u>Lines</u>	<u>Debit</u>		<u>Credit</u>	<u>Stat</u>	<u>Amount</u>
10	0000006136	04/30/2012	0	CNV	05.GL.02.01-Converted data, Do	1236	1,399,368.34	USD	1,399,368.34		0.00
Period 10 Total						1236	1,399,368.34	USD	1,399,368.34		



GL Transaction Report

The GL Transaction report processes all accounts for the specified ledger and each row is read and summarized at the ChartField level. The summarized totals can be printed by Fund, Account and they will also have Beginning Balance, Total Activity and Ending Balance by Account type.

You can navigate to this report through the following path:

Main Menu > General Ledger > General Reports > GL Transaction Report

CARDINAL		Commonwealth of Virginia GL TRANSACTION REPORT						Run Date: 07/26/2012 Run Time: 04:20 00			
Report ID: RGL010								Page No. 1 of 1			
Business Unit:	15100	VA Department of Accounts									
Ledger:	ACTUALS										
Fiscal Year:	2012	Period:	11								
Account Type:	T										
Adjustment Period:											
FUND	PROGRAM	ACCOUNT	ACCT DESC	DEPTID	COST CENTER	PROJECT	ASSET	AGENCY USE1	DEBIT	CREDIT	
02111		609870	Cash Transfer Out-App Act Pt 3	99800					3,626.00	0.00	
01000	799001	609960	Cash Transfer In - GF	99800					0.00	350,000.00	
01000	724001	609970	Cash Transfer Out - GF	99800					350,000.00	0.00	
By Account Type: Transfers				BEGINING BALANCE						\$	(10,380,497.86)
				TOTAL ACTIVITY						\$	3,626.00
				ENDING BALANCE						\$	(10,376,871.86)



GL Transaction Report (continued)



Commonwealth of Virginia
GL TRANSACTION REPORT

Report ID: RGL010

Run Date: 07/26/2012
Run Time: 04:20 00

Page No. 1 of 1

Business Unit: 15100 VA Department of Accounts
Ledger: ACTUALS
Fiscal Year: 2012 Period: 11
Account Type: T
Adjustment Period:

<u>FUND</u>	<u>PROGRAM</u>	<u>ACCOUNT</u>	<u>ACCT DESC</u>	<u>DEPTID</u>	<u>COST CENTER</u>	<u>PROJECT</u>	<u>ASSET</u>	<u>AGENCY USE1</u>	<u>DEBIT</u>	<u>CREDIT</u>
02111		609870	Cash Transfer Out-App Act Pt 3	99800					3,626.00	0.00
01000	799001	609960	Cash Transfer In - GF	99800					0.00	350,000.00
01000	724001	609970	Cash Transfer Out - GF	99800					350,000.00	0.00
By Account Type: Transfers										
									BEGINING BALANCE	\$ (10,380,497.86)
									TOTAL ACTIVITY	\$ 3,626.00
									ENDING BALANCE	\$ (10,376,871.86)



Online Inquiries

There are two types of inquiries available for journal entries:

- Review Journal Status
- Journal Inquiry

In this topic, we will also discuss the ledger inquiry.



Review Journal Status

At any time during journal processing, you can view the status of journals and the journal line details on the **Review Journal Status** pages.

You can navigate to this inquiry through the following path:

Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

The screenshot shows the 'Review Journal Status' web application interface. At the top, there is a navigation breadcrumb: 'Home | Worklist | Add to F' and a path: 'Favorites | Main Menu > General Ledger > Journals > Process Journals > Review Journal Status'. Below the breadcrumb is the title 'Review Journal Status' and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A search bar labeled 'Find an Existing Value' is present. Below the search bar, there are several search criteria fields: 'Maximum number of rows to return (up to 300): 300', 'Business Unit: = 15100', 'Journal ID: begins with', 'Journal Date: =', 'UnPost Sequence: =', 'Document Sequence Number: begins with', and 'Journal Header Status: ='. Below these fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with columns: 'Business Unit', 'Journal ID', 'Journal Date', 'UnPost Sequence', 'Document Sequence Number', 'Journal Header Status', 'Budget Checking Header Status', and 'Ledger Group'. The table contains 7 rows of data.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0000005890	05/21/2012	0	(blank)	Valid	Valid	ACTUALS
15100	0000005891	06/27/2012	0	(blank)	Posted	Valid	CASH
15100	0000005892	06/27/2012	0	(blank)	Posted	Valid	MODACRL
15100	0000005893	06/27/2012	0	(blank)	Posted	Valid	FULLACRL
15100	0000005900	06/28/2012	0	(blank)	Valid	Error	ACTUALS
15100	0000005902	06/28/2012	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000005907	06/29/2012	0	(blank)	Posted	Valid	ACTUALS



Journal Inquiry

You can view detail journal header and journal lines using the **Journal Inquiry – Journal Inquiry Details** page.

You can navigate to this inquiry through the following path:

Main Menu > General Ledger > Review Financial Information > Journal

The screenshot shows the 'Journal Inquiry' web application interface. At the top left is the 'CARDINAL' logo. The breadcrumb navigation path is 'Main Menu > General Ledger > Review Financial Information > Journals'. The page title is 'Journal Inquiry'. Below the title is a 'Journal Criteria' section with various search filters:

Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status
02GL0205	15100	ACTUALS	2013	1	12	
Journal ID	Date	Status	Source	Currency	Stat	Document Type
			EX			
User	Document Sequence	Sort By	Max Rows	Attachment Exist		
		Journal Id	100			

At the bottom of the criteria section are three buttons: 'Search', 'Delete', and 'Clear'. The interface also includes utility buttons for 'New Window', 'Help', and 'Customize F'.



Journal Inquiry Details (with Drill to Source)

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Review Financial Information](#) > [Journals](#)

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

Journal Inquiry

Journal Inquiry Details

▶ Ledger Criteria

Go To: [Journal Criteria](#)

Journal Header

Journal ID:	EX00006145	Date:	07/23/2012	Schedule:	
Ledger Group:	ACTUALS	Original Date:	07/23/2012	Process:	No Request
Source:	EX	Date Posted:		Total Lines:	4
Journal Status:	Valid	Reversal Date:		User ID:	AA_CARDINAL_BATCH_GL
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	15100
Doc Seq:		Budget Status:	Valid	View Attachment (0)	

Long Description:

All Lines
 From/To
 From Line:
To Line:
Query Journal Lines

Totals by Currency [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Currency:	USD Debit Amount:	144.93	Credit Amount:	144.93	Net:	0.00
------------------	--------------------------	---------------	-----------------------	---------------	-------------	-------------

Journal Line [Customize](#) | [Find](#) | [View All](#) | [First](#) 1-4 of 4 [Last](#)

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Task
	1	Expense Sheet Close	-74.93	USD	5012820	01000	737004	95200		
	2	Expense Sheet Close	74.93	USD	205025	01000		99999		
	3	Expense Sheet Close	-70.00	USD	5012850	01000	737004	95200		
	4	Expense Sheet Close	70.00	USD	205025	01000		99999		



Drill to Source – ChartFields

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Process Expenses > Review Payments > Journal Entries
New Window | Help | Customize Page | http

Journal Entries

Journal ID

Business Unit	15100	Journal	EX00006145	Date	07/23/2012
Ledger	ACTUALS	Line	1	Line Descr	Expense Sheet Close GL Journal

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

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project
5012820	01000	737004	95200								

Base Currency	USD	Base Amount		-74.93
Currency	USD	Transaction Amount		-74.93
Statistics Code		Statistic Amount		

Journal Entry Detail

Unit	Type	ID	Line Nbr	Details	Acctg Date	Fund	Program	Department	Cost Center	Task	FIPS	Asse
15100	Expense Report	0000007344	1		06/25/2012	01000	737004	95200				



Ledger Inquiry Page

The **Ledger Inquiry page** is used to review ledger information. Please note that commitment control and summary ledgers are not available for ledger inquiry.

You can navigate to this inquiry through the following path:

Main Menu > General Ledger > Review Financial Information > Ledger

The screenshot shows the CARDINAL web application interface for the Ledger Inquiry page. The breadcrumb navigation is: Home > Worklist > Add to Favorites > Sign out > Favorites > Main Menu > General Ledger > Review Financial Information > Ledger. The page title is "Ledger Inquiry". Below the title, there is a search instruction: "Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query." The "Ledger Criteria" section contains the following fields and options:

- Inquiry Name: 02GL0205
- *Unit: 15100
- *Ledger: ACTUALS
- *Fiscal Year: 2013
- *From Period: 1
- *To Period: 12
- Currency: (empty)
- Stat Code: (empty)
- Show YTD Balance
- Show Transaction Details
- Include Closing Adjustments
- Only in Base Currency
- Max Ledger Rows: 100

Buttons: Search, Clear, Delete.

The "Chartfield Criteria" table is as follows:

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Asset			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Task			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
FIPS			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Agency Use 2			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

The "Include Adjustment Periods" table is as follows:

Sel	Period
<input type="checkbox"/>	998



Ledger Inquiry Page (continued)

The **Ledger Inquiry** page fields are explained below.

Fields	Description
Show YTD Balance	If you select this checkbox, the inquiry returns year-to-date balances for specified ChartFields for a period. Do not select this checkbox and the inquiry returns individual balances for period and account that are displayed in order by period.
Show Transaction Details	Select to see the ledger data along with the journal transactions that contributed to the balance.
Include Closing Adjustments	Select this option to include closing balances (period 999) along with the current open period amounts.
Max Ledger Rows	Indicates the maximum number of rows to display. You can override the default of "100" with any number <=300 rows of data that you can display in a scroll area.
Delete	Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry.
ChartField	Enter a ChartField value for one or more Chartfields to review specific data in a ledger.
ChartField Value Set	Select a predefined set of selection criteria for a given Chartfield.
Sum By	You are required to select at least one ChartField to sum by. If you do no, you receive an error message when you select the Search button. Period is always included in the sum by and is always the first column in the inquiry results. If you select all ChartFields available in the ChartField Criteria for Sum By and the Show Transaction Details checkbox is not checked, the result is a display of each row in the ledger that meets your criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code.
Value Required	Select this check box to filter out ChartFields with blank values. This check box is available only when the Sum By checkbox is selected. It is also unavailable for selection but is automatically selected by Cardinal if the ChartField Account has Sum By selected.
Order By	Determine the sort order of the ChartFields in the result page by the order in which you select Sum By for each ChartField.
Sel (select)	Select specific adjustment periods by checking its checkbox from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year.
Period	Adjustment periods are displayed based on those available for the selected ledger and fiscal year.



Ledger Inquiry – Ledger Summary Page

The Ledger Summary displays results from the Ledger Inquiry.

CARDINAL Home | Worklist | Add to Favorites

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

New Window | Help | Customize Pa

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

▶ Ledger Criteria

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Summary Find | View All First 1 of 1 Last

Ledger Amount by Currency Customize | Find First 1-21 of 21 Last

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base Currency
1	Activity	Detail	101010	Cash With The Treasurer Of VA	290,259.58	USD	290,259.58	USD
1	Activity	Detail	111220	Parking Fee Suspense Account	-2,527.00	USD	-2,527.00	USD
1	Activity	Detail	131030	Petty Cash Advances	1,000.00	USD	1,000.00	USD
1	Activity	Detail	182720	Construction In Progress	1,200,000.00	USD	1,200,000.00	USD
1	Activity	Detail	183700	Equipment	34,823.00	USD	34,823.00	USD
1	Activity	Detail	183730	Accm Depreciation - Equipment	-26,983.21	USD	-26,983.21	USD
1	Activity	Detail	205025	Accts Payable-AP/EX Accruals	-133.99	USD	-133.99	USD



Ledger Inquiry – Ledger Summary Page

The **Ledger Summary** page fields are explained below.

Fields	Description
Ledger Detail Drill - Down ChartField Display	Click this link to select the ChartFields that you want to display when you drill into the Ledger Detail .
Activity	Click this link to view transaction details on the Ledger Inquiry - Transaction Details page.
Detail	Click this link to view ledger details on the Ledger Inquiry - Ledger Details page.



Lesson 4: Summary

In this lesson, you learned:

- The key journal entry reports are: Journal Entry Detail Report, Journal Entry Detail Report with attributes, Standard Journals Report, Journal Edit Errors Report, Posted Journal Summary Report, and GL Transaction Report.
- The key journal entry inquiries are: Review Journal Status and Journal Inquiry.



Lesson 5: Processing Journal Entries Hands-On Practice

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



Course Summary

In this course, you learned to:

- Describe key journal entry concepts
- Describe the overall journal entry process
- Explain how journal processing integrates with other Cardinal modules and interfaces with external systems
- Create journal entries in Cardinal
- Use the journal entry template
- Create and upload a spreadsheet journal
- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitor
- Describe key reports and online inquiries



Course Evaluation

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Appendix

- Key Terms



Key Terms

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

Journal Header: Includes the overall journal information such as the ledger, the journal source, long and short descriptions, and more.

Journal Date: The date of the journal transaction which drives the accounting period and fiscal year.

Business Unit: A business unit is an operational subset of an organization. In Virginia, each state agency is an operational subset (or business unit) of the Commonwealth. The business unit number identifies each operational subset or agency of the Commonwealth. For example, DOA is business unit 15100.

Journal ID: A sequentially generated number for online journals, sub-module journals, and interfaced transactions.

Business Unit, Journal ID, and Journal Date: These three fields uniquely identify a journal in Cardinal. They can be found in the journal header.

Journal Lines: A reference to each accounting line entered in the General Ledger **Create Journal Entries** page, consisting of appropriate ChartField and accounting values.



Key Terms (continued)

Ledger and Ledger Group: 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.

Combination Edit: Defines rules about which ChartField values are required in combination for all accounting entries. Combination editing happens before the transaction is posted to Cardinal.

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