

From : Cardinal Project

Date: 1/6/16

Subject: New GL Journal Edits

Effective Monday, February 1, 2016 additional custom edits will be put in place for Cardinal GL Journals. The new edits will require that within a journal there be no net impact to cash and that certain transfer account pairs have no net dollar impact and the correct pair of accounts is used together. The new custom edits replace some of the CARS batch level edits to ensure a journal has no cash impact and that certain transfer in and out accounts remain in balance.

The biggest impact to agencies currently using Cardinal will be posting all necessary January journals for transactions processed directly in CARS. Agencies should monitor CARS reports closely in January and post the necessary Cardinal entries during the month and not wait until January close. Any journal that is not entered and posted before February 1, 2016 will require the agency to contact the Department of Accounts General Accounting unit. Agencies will need to enter the journal and then request DOA edit, budget check and post the journal for the agency. There will be situations where this cannot be avoided when the transaction does not post to CARS until late in January.

Beginning with February (Accounting Period 8), all transactions will originate in Cardinal eliminating the need for the majority of 'Do Not Send to CARS' journals. Please share the below processing information with your Journal Processors and Approvers.

When a journal does not meet the new edit criteria, the Journal Status will be set to 'T' which indicates the journal is incomplete. An error message will be indicated on the 'Error' tab of the journal. The new error messages are:

- 'The sum of amounts for Cash account 101010 does not net to \$0'
- 'The sum of amounts for Transfer Pair accounts does not net to \$0 or invalid pair'

In order to complete processing:

- 1) Update the lines of the journal to correct the error(s)
- 2) Go the Journal Header tab and uncheck the 'Save Journal Incomplete Status' checkbox
- 3) Save the journal
- 4) Run the Journal Edit process - if all errors were corrected the journal will have a 'V' (Valid) status

The transfer accounts that must be used in pairs and have a net impact of \$0 for the pair are:

- 609500 and 609510
- 609560 and 609570
- 609690 and 609700
- 609780 and 609790
- 609820, 609821, 609825, 609830, 609831, 609835 and 609837
- 609840 and 609850
- 609860 and 609870
- 609880 and 609890
- 609960 and 609970

You may wish to have staff review the updated SW GL332: Processing Journal Entries course materials on the Cardinal Project website for additional reference. ([http://www.cardinalproject.virginia.gov/Statewide%20Training/GeneralLedger/SW\\_GL332\\_Processing\\_Journal\\_Entries.pdf](http://www.cardinalproject.virginia.gov/Statewide%20Training/GeneralLedger/SW_GL332_Processing_Journal_Entries.pdf))