



501 GL334
Processing Budget Journals

Instructor Led Training



Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will be able to:

- 1 Recognize key budget journal concepts
- 2 Understand the overall budget journal process
- 3 See how budget journal processing integrates with other Cardinal modules and interfaces with external systems
- 4 Create manual budget journals in Cardinal
- 5 Create and upload a spreadsheet budget journal in Cardinal
- 6 Review budget journal errors



Course Objectives (continued)

- Correct budget journal errors
- Explain how to create a funding source and allocate it to a project
- Upload a funding source allocation spreadsheet in Cardinal
- Process budget journals in Cardinal
- Identify key budget online inquiries



Agenda

1

Understanding Budget Journals

2

Creating Budget Journals

3

Processing Budget Journals

4

Project Funding Source Allocations

5

Budget Online Inquiries



Lesson 1: Introduction

1

Understanding Budget Journals

This lesson covers the following topics:

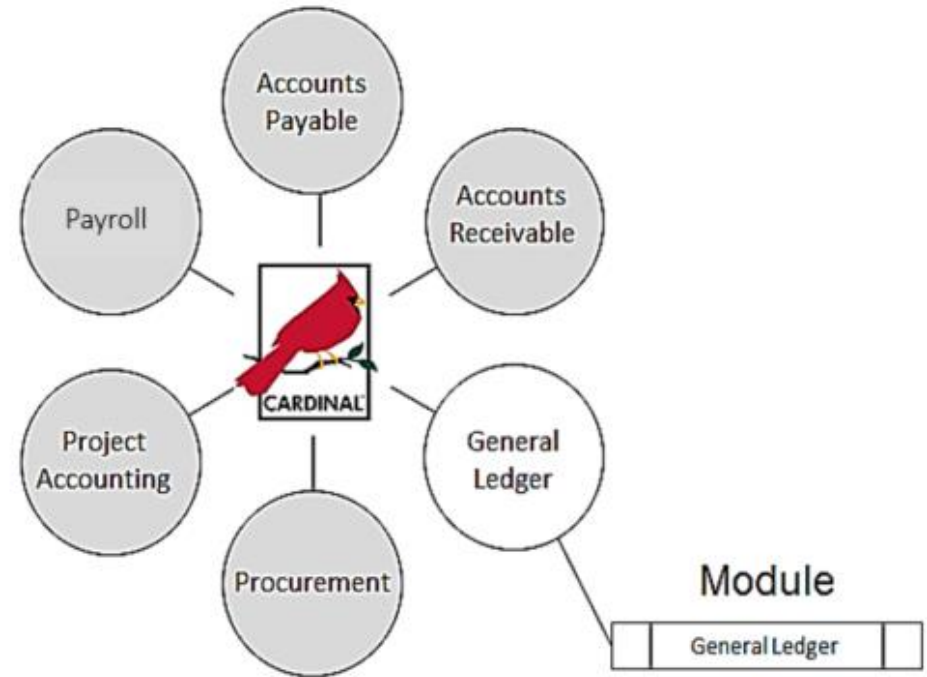
- General Ledger Overview
- Key Concepts
- Budget Process
- Integration and Interfaces



General Ledger Overview

The General Ledger functional area is composed of one module which establishes the financial accounts used to:

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





Key Concepts: Statewide Budget Structure

The Cardinal budget structure uses parent/child relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget.

Statewide budget structures are established as the parent budget level and are provided by and maintained by the Commonwealth's Department of Planning and Budget (DPB).

They are:

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



Key Concepts: Statewide Budget Structure

- **Operating Plan budget structure** - used to budget to a lower level than the Appropriation budget structure. Agencies are required to submit their operating plan budgets to the DPB.
- **Statewide Revenue Estimate budget structure** - used to track the recognition and collection of revenues against the Commonwealth's Official Revenue Estimate.



Key Concepts: Agency Budget Structure

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

Agency budgets are created and maintained by the agency and may include:

- **Agency lower level budget** (expenditure budget) - breakdown of the appropriation budget that can be used by agencies to manage or control agency budgets
- **Operational summary budget** (expenditure budget) - establishes a budget structure between the lower level and the operational budget structure to maintain control of the amount budgeted at the operational budget structure for all non-project related budget dollars
- **Agency operational budget** (expenditure budget) - detailed agency operating budget structure configured as a child to operational summary budget
- **Project summary budget** (expenditure budget) - establishes a budget structure between the lower level and the project budget structure to maintain control over the amount budgeted at the project budget for all project related budget dollars



Key Concepts: Agency Budget Structure (continued)

- **Agency project budget** (expenditure budget) - configured as a child to the project summary budget
- **Funding source budget** (expenditure budget) - establishes funding sources to allocate to specific projects
- **Agency revenue estimate budget** (revenue budget) - used to track the recognition and collection of revenues against a revenue estimate
- **Transfer budget** (transfer budget) - used to track amounts of ingoing and outgoing transfers against an estimated amount



Budget Control Options

Control Options define how restrictive budget structures are with respect to transactions. The control option of each budget structure is set depending on the purpose of the budget. The following options are available:

- **Control**
 - Verifies transactions based on valid ChartField combinations and monetary amounts.
 - If the ChartField combination does not exist or the available budget amount is exceeded, the transaction will generate an error.
 - No further processing can be performed until the error is corrected by an authorized agency user or the budget is overridden by an authorized user.

- **Track With Budget**
 - Verifies transactions based on valid ChartField combinations, but not on monetary amounts.
 - Tracks transaction amounts against available budgets and issues warning messages when they exceed budget amounts.
 - However, if the budget combination does not exist, the transaction will generate an error.

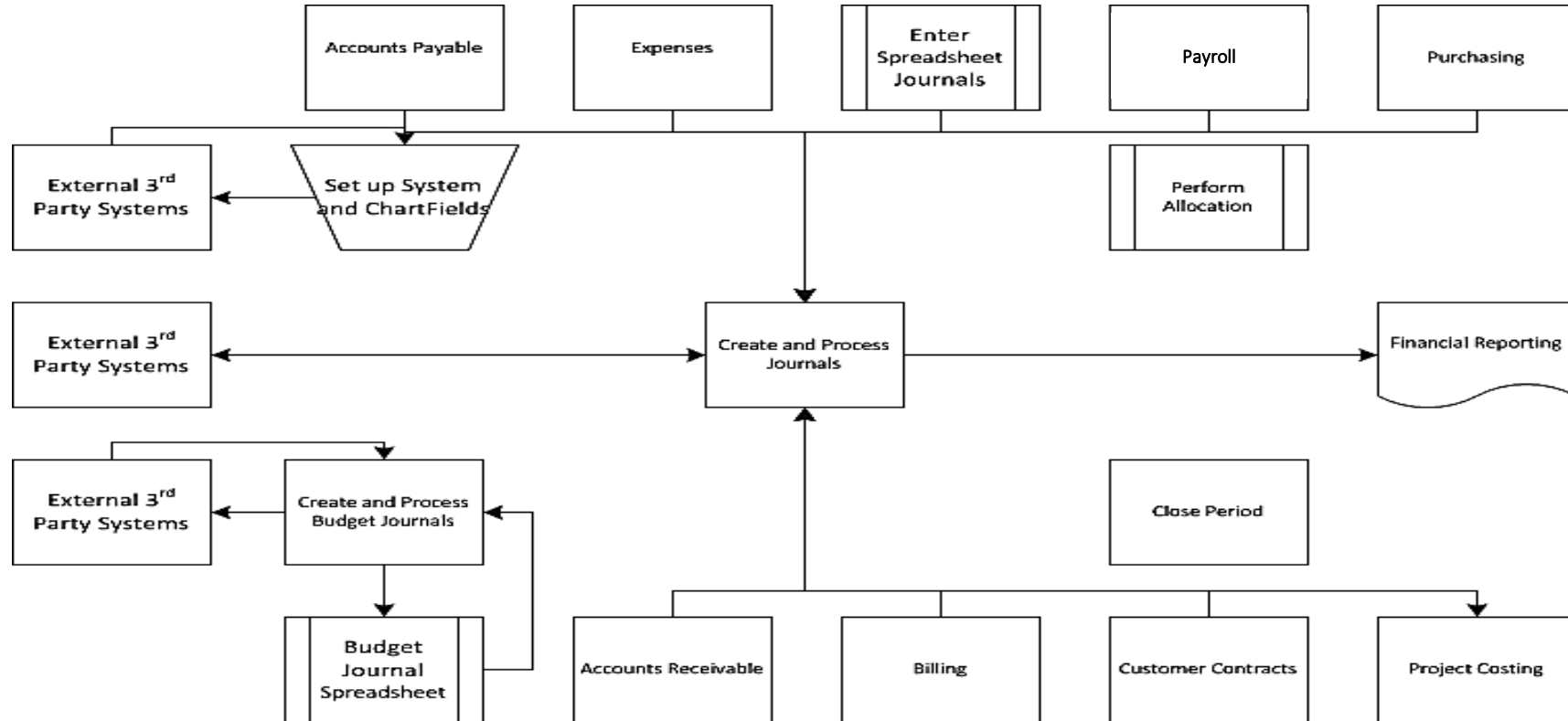
- **Track Without Budget**
 - Track transactions even if there is no budget set up.
 - All transactions pass without error.



General Ledger Process

The diagram below shows where the Create and Process Budget Journals process fits in the overall General Ledger process.

The Create and Process Budget Journals process provides budgetary control for predefined and authorized budgets within the General Ledger. Budget adjustments are received from DPB throughout the year. Lower level (child) operational budgets are created at the agency's discretion.

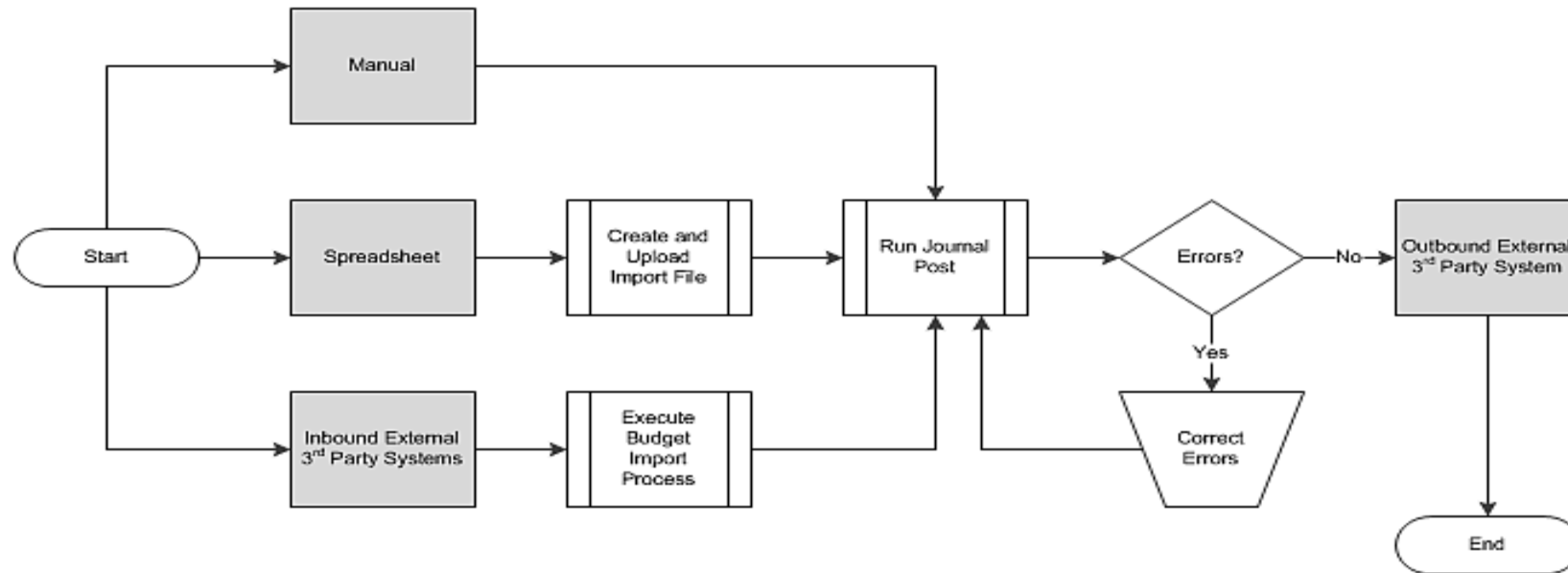




Create and Process Budget Journals

The Create and Process Budget Journals process involves a number of sub-processes and sub-process steps detailed in the diagram below.

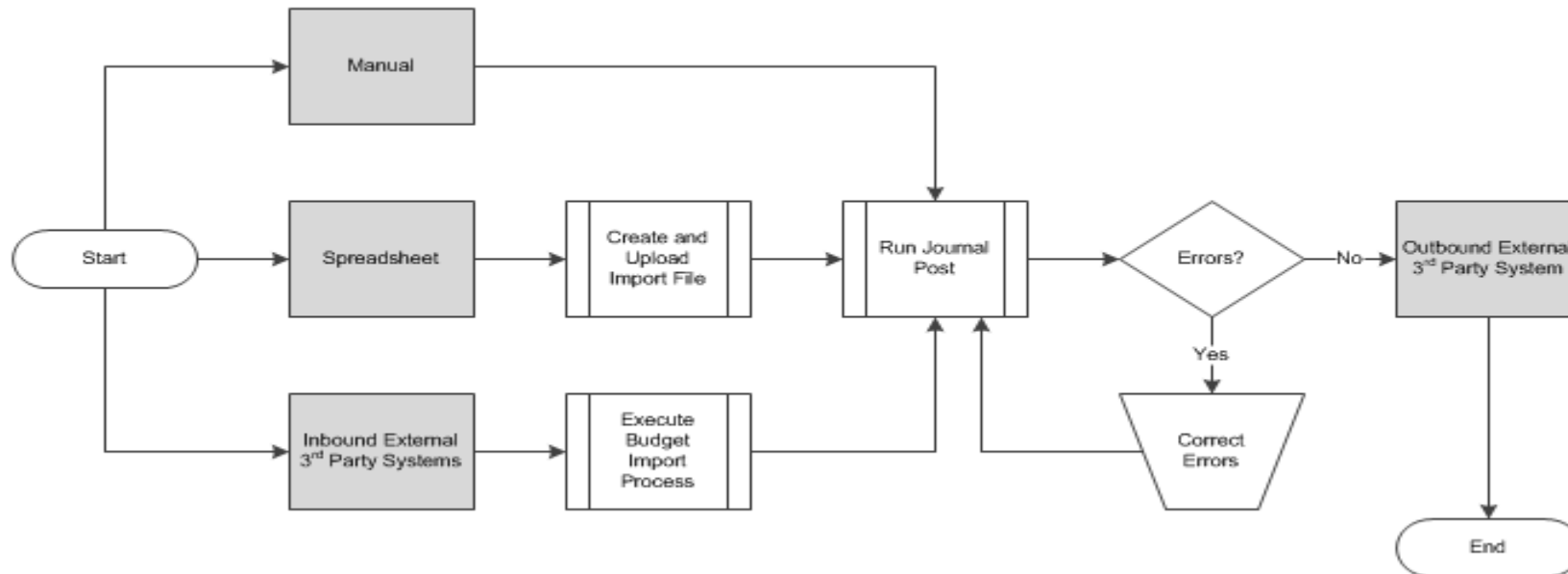
- Manual - Journals can be manually entered to establish or change the budgeted amount for a budget.
- Spreadsheet - Journals can be entered using spreadsheet budget journals to establish or change the budgeted amount for a budget.
- Inbound External 3rd Party Systems - External systems send budget entries in the designated file format. The files are staged and uploaded in a batch process to create budget journals.





Create and Process Budget Journals (continued)

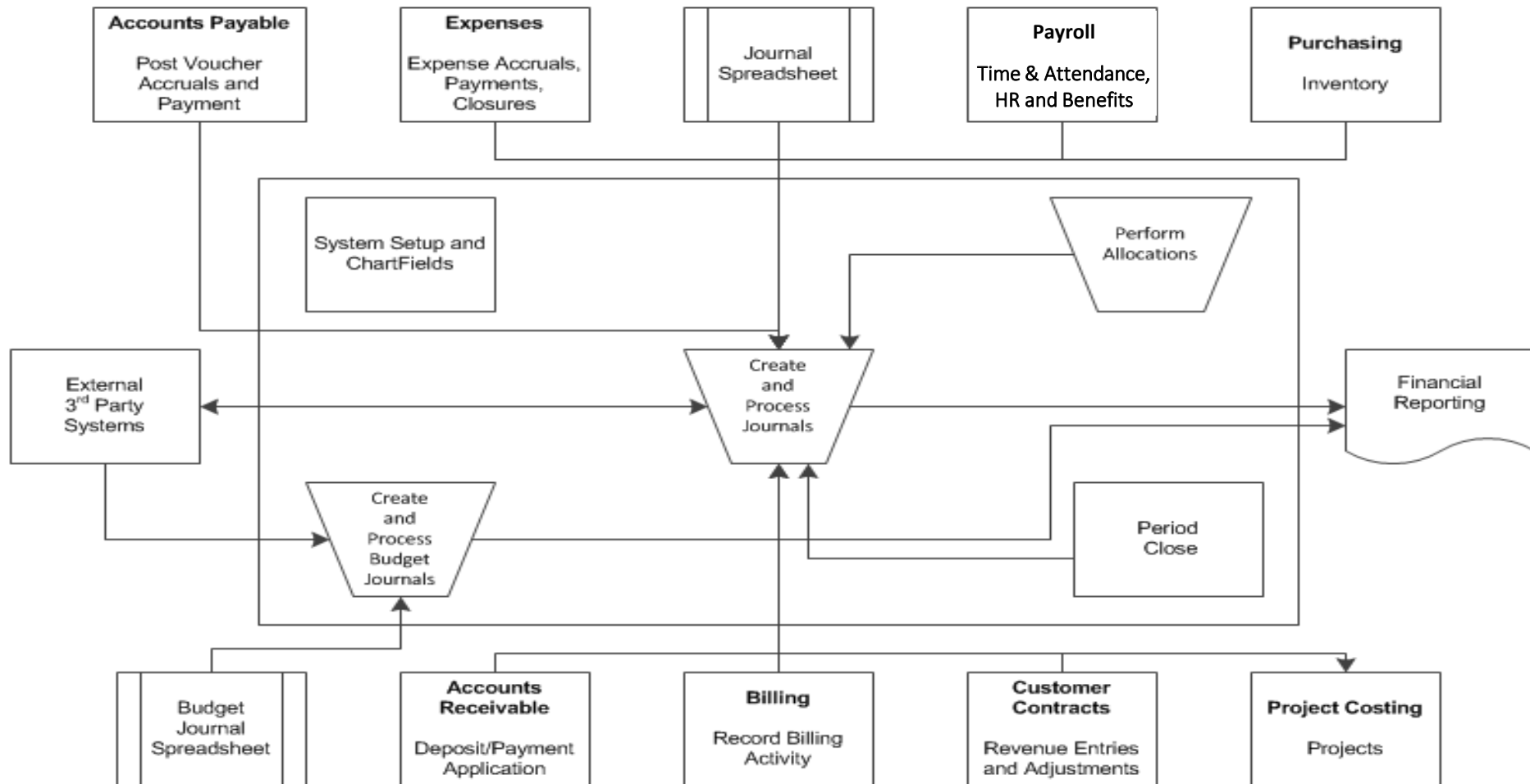
- Create and Upload Import File - An import file is created using a Microsoft Excel macro to convert it into the correct format. The import file process is run to create budget journals.
- Execute Budget Import Process - The staged files are uploaded and the budget import process runs to create the budget journals.
- Run Journal Post - A series of checks are performed and a journal is posted to the budget ledgers if there are no errors.
- Correct Errors - All errors must be corrected before a journal can be successfully posted in Cardinal. A budget journal can be edited (corrected) by either changing the ChartField values or the journal amount.





Budget Journal Integration with Cardinal

Budget journal spreadsheets can be uploaded into Cardinal to create budget journals.

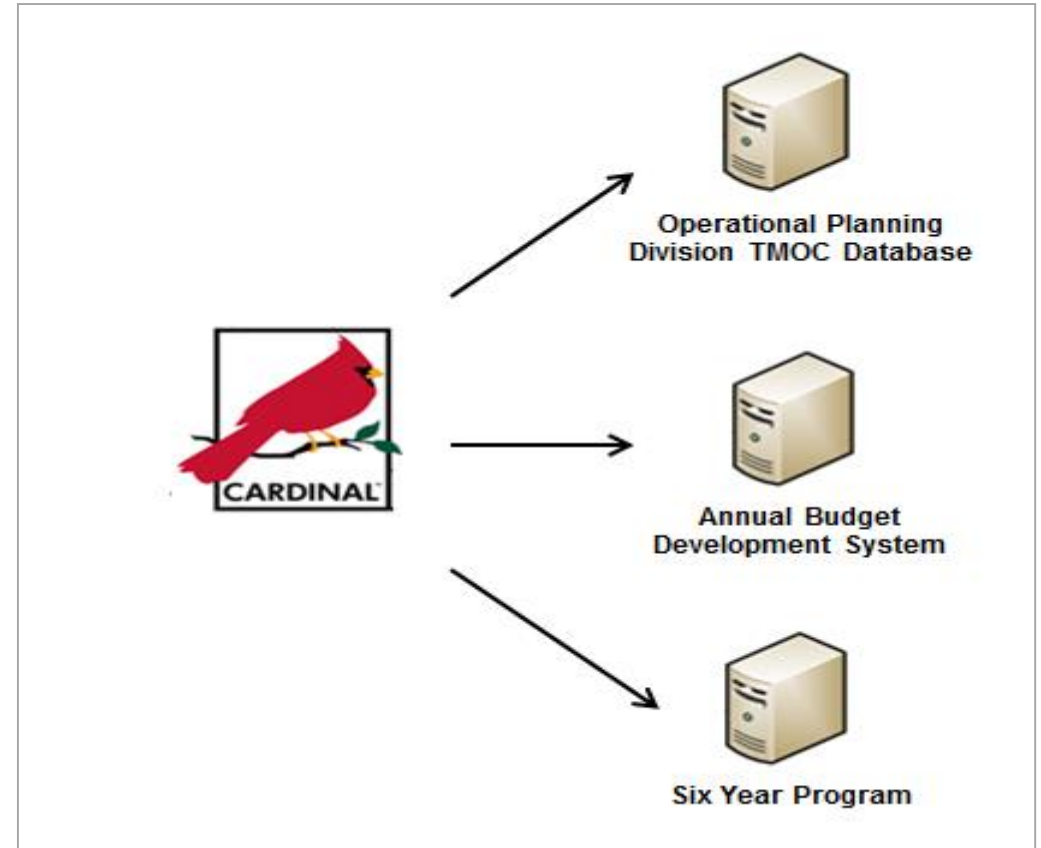




Interfaces with TMOC, ABDS, and SYP

General Ledger sends and receives budget information from various systems:

- **Operational Planning Division - Transportation Maintenance and Operations Committee (TMOC) database:** receives budget information from Cardinal.
- **Annual Budget Development System (ABDS)** - used to create a budget at the beginning of each budgeting cycle. This budget is extracted and loaded into Cardinal as budget journals.
- **Six Year Program (SYP)** - receives budget information from Cardinal.





Lesson 1: Summary

1

Understanding Budget Journals

In this lesson, you learned:

- A budget journal establishes or updates budget amounts in Cardinal.
- The Cardinal budget structure uses parent/child budget relationships to link the various budget structures as appropriate. The control option of each budget structure is set depending on the purpose of the budget.
- Statewide budgets are created and maintained by the Department of Planning and Budget (DPB); agency budgets are created and maintained by the agency.
- Agency budgets are established as the child budget level to the statewide budget.
- The Create and Process Budget Journals process provides budgetary control for predefined and authorized budgets within the General Ledger. Budget adjustments are received from the DPB throughout the year. Agency level budgets are created at the agency's discretion.
- Budget Journal processing interfaces with TMOC, ABDS, and SYP.



Lesson 2: Introduction

2

Creating Budget Journals

This lesson covers the following topics

- Creating a Manual Budget Journal
- Creating and Uploading a Spreadsheet Budget Journal



Creating a Manual Budget Journal

Entering budgets and adjustments using journals is similar to entering General Ledger journals. Budget journals post to budget ledgers.

When creating a budget journal, a number of elements are necessary, including **Budget Header** and **Budget Lines** information.

- The **Budget Header** contains the information that uniquely identifies the budget journal (**Journal ID**, **Ledger Group**, **Budget Entry Type**, etc.). A budget journal can include budget journal lines for only one commitment control ledger group and business unit.
- **Budget Lines** contain the information that identifies the ChartField values and amount for the budget journal.

Upon saving, a number of checks are performed by Cardinal and if the budget journal contains errors, correct them before posting.



Creating a Manual Budget Journal (continued)

Create and update budget journals on the **Budget Journals** page.

Navigate to this page using the following path:

Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Enter the following information:

- **Business Unit** - Select the agency's business unit.
- **Journal ID** - Leave the default value of **NEXT**. Cardinal assigns a **Journal ID** upon save.
- **Journal Date** - Defaults to the current date. Override the default value if needed. The date on the journal must be within the same fiscal year as the open budget period.
- Click the **Add** button to access the **Enter Budget Journals** page.

Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit 50100

Journal ID NEXT

Journal Date 11/13/2019

Add

Find an Existing Value | Add a New Value



Entering Budget Journals: Budget Header

The **Enter Budget Journals** page allows entry or adjusting of a budget entry. The **Budget Header**, **Budget Lines**, and **Budget Errors** tabs are displayed.

In the **Budget Header** tab, the **Budget Header Status** field displays **None** when creating a new budget journal. **None** indicates that the budget journal has not been pre-budget checked or budget checked.

Other values can be:

- **Incomplete** - Only applies to copied journals when commitment control security is enabled.
- **Error** - Editing has been run and the journal has an error(s).
- **Posted** - Editing has been run and the journal has been posted to the budget ledger.
- **Security Error** - The person entering the journal did not have security access to post.
- **Not Balanced** - Unbalanced transfer. When the budget is transferred using the Transfer option, the journal lines must balance.
- **Checked Only** - The budget journal has been successfully pre-budget checked.

Navigation: Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Tab: Budget Header | Budget Lines | Budget Errors

Unit 50100 Journal ID NEXT Date 11/13/2019

*Ledger Group

Fiscal Year 2020 Period 5

Control ChartField Fund *Currency USD

Rate Type CRRNT

Budget Header Status None

*Budget Entry Type Original

Exchange Rate 1.00000000



Entering Budget Journals: Budget Header (continued)

The **Ledger Group** identifies the budget level (e.g. Appropriation, Agency Operational, etc.).

The **Control ChartField** and **Budget Type** default based on the **Ledger Group** selected.

The **Budget Entry Type** identifies whether the budget journal is an original or adjusting entry:

- **Original** - Indicates the initial budget journal entry. This type is used to record adopted or approved budgets.
- **Adjustment** - Indicates an update to the original budget.

Unit 15100 Journal ID NEXT Date 11/19/2019

*Ledger Group CC_OPRL

Control ChartField Fund

Budget Header Status None

*Budget Entry Type Original

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Fiscal Year 2020 Period 5

*Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Cur Effdt 11/19/2019

Budget Type Expense

Attachments (0)

Long Description

254 characters remaining

Alternate Description

150 characters remaining

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors



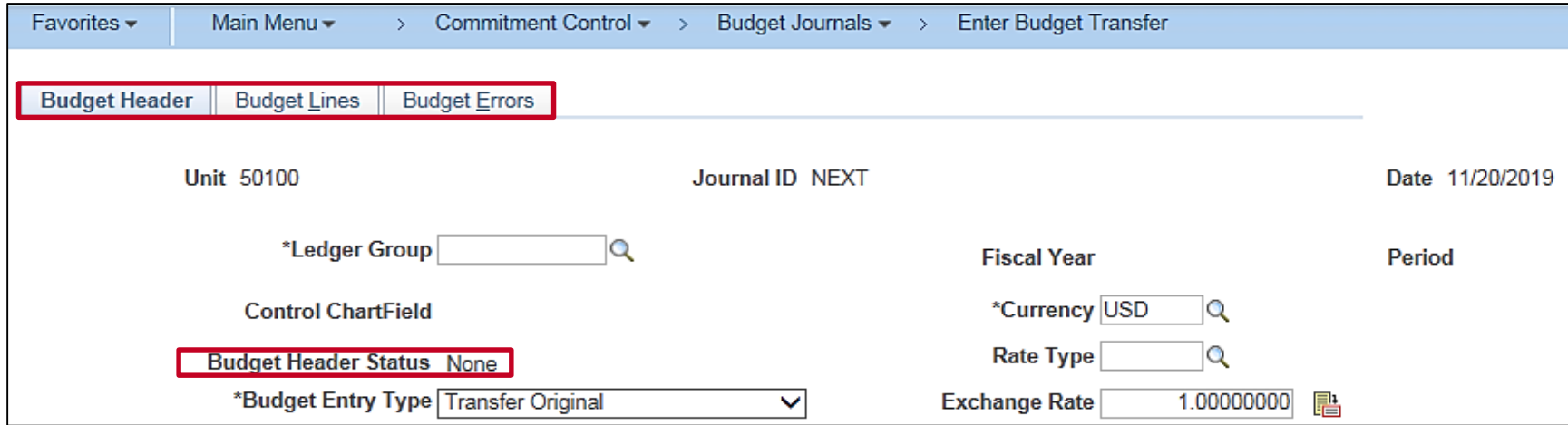
Entering Budget Transfer: Budget Header

The **Enter Budget Transfer** page allows entry or adjusting of a budget entry. Use the path: **Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer**. The **Budget Header**, **Budget Lines**, and **Budget Errors** tabs are displayed.

In the **Budget Header** tab, the **Budget Header Status** field displays **None** when creating a new budget journal. **None** indicates that the budget journal has not been pre-budget checked or budget checked.

Other values can be:

- **Incomplete** - Only applies to copied journals when commitment control security is enabled.
- **Error** - Editing has been run and the journal has an error(s).
- **Posted** - Editing has been run and the journal has been posted to the budget ledger.
- **Security Error** - The person entering the journal did not have security access to post.
- **Not Balanced** - Unbalanced transfer. When the budget is transferred using the Transfer option, the journal lines must balance.
- **Checked Only** - The budget journal has been successfully pre-budget checked.



The screenshot shows the 'Enter Budget Transfer' page with the following fields and values:

- Unit: 50100
- Journal ID: NEXT
- Date: 11/20/2019
- *Ledger Group: [Empty]
- Fiscal Year: [Empty]
- Period: [Empty]
- Control ChartField: [Empty]
- *Currency: USD
- Rate Type: [Empty]
- Budget Header Status: None** (highlighted with a red box)
- *Budget Entry Type: Transfer Original
- Exchange Rate: 1.00000000



Entering Budget Transfer: Budget Header (continued)

For budget transfers, the **Budget Entry Type** options are:

- **Transfer Original Budget Entry** - indicates a transfer of original budget amounts.
- **Transfer Adjustment Budget Entry** - indicates a transfer of adjusted budget amounts.

The **Parent Budget Entry Type** field in the **Parent Budget Options** box is available only if the user has access to and has selected the **Generate Parent Budget(s)** checkbox.

The screenshot displays the 'Enter Budget Transfer' web application interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer. The interface is divided into several sections:

- Unit Information:** Unit 50100, Journal ID NEXT, Date 11/20/2019.
- Search and Selection:** *Ledger Group CC_OPRL, *Currency USD, Rate Type CRRNT, Exchange Rate 1.00000000, Cur Effdt 11/20/2019.
- Budget Entry Type:** A dropdown menu is open, showing options: Transfer Adjustment and Transfer Original. The *Budget Entry Type field is highlighted with a red box.
- Parent Budget Options:** A section with checkboxes for Generate Parent Budget(s) and Use Default Entry Event, and a dropdown for Parent Budget Entry Type. This section is also highlighted with a red box.
- Budget Type:** A dropdown menu showing Expense, highlighted with a red box.
- Attachments:** Attachments (0).
- Long Description:** A text area with 254 characters remaining.
- Alternate Description:** A text area with 150 characters remaining.
- Navigation and Action:** Budget Header | Budget Lines | Budget Errors. Action buttons: Save, Notify, Refresh, Add, Update/Display.

Entering Budget Journals: Budget Lines

On the **Budget Lines** tab, enter the **ChartField** distribution(s) and amount(s) for the entry. Use the scrollbar to view all fields. Click the **Save** button to save the entry.

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Journals

Budget Header Budget Lines Budget Errors

Unit 50100 Journal ID NEXT Date 11/13/2019 Budget Header Status None

*Process Post Journal

▼ Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020 <input type="text"/>	11120010 <input type="text"/>	5012550 <input type="text"/>	04100 <input type="text"/>	699001 <input type="text"/>	10055 <input type="text"/>	11120010 <input type="text"/>	<input type="text"/>

Lines to add Journal Line Copy Down

From Line To

Totals

Total Lines 1 Total Debits 0.00 Total Credits 0.00

Budget Header | Budget Lines | Budget Errors



Using the Journal Line Copy Down Function

The **Journal Line Copy Down** function allows selection of the fields to copy to the next journal entry line on the **Budget Lines** page. This functionality will speed up data entry for all the budget lines on budget journal.

To copy down a budget journal line:

- Enter the number of lines to add in the **Lines to add** field and click the **Insert Lines (+)** button.
- All fields from the previous line are copied to the new line or lines.
- The fields that are copied can be limited by clicking the **Journal Line Copy Down** link to access the **Journal Entry Copy Down Option** page.

Unit 50100 Journal ID 0001289146 Date 11/20/2019 Errors Only Budget Header Status None

*Process

▼ Lines Personalize | Find | View All | | First 1 of 1 Last

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020		5012550	04100	699001	10055	11120010	

Lines to add
 Journal Line Copy Down

From Line To

Totals
Total Lines 1 Total Debits 0.00 Total Credits 0.00

Budget Header | Budget Lines | Budget Errors



Using the Journal Line Copy Down Function (continued)

To copy down a budget journal line:

- Select the desired fields for copying.
- Click **OK** to return to the **Budget Lines** tab.

Journal Entry Copy Down Option

Select All Deselect All

Personalize | Find | First 1-13 of 13 Last

Label Text	Copy Down
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Approval Line Status	<input checked="" type="checkbox"/>
Budget Period	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

OK Cancel Refresh



Using the Journal Line Copy Down Function (continued)

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer

Budget Header | **Budget Lines** | Budget Errors

Unit 50100 Journal ID 0001289144 Date 11/14/2019 Errors Only Budget Header Status None

*Process

▼ Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020	<input type="text"/>	5012550	04100	699001	10055	11120010	<input type="text"/>

Lines to add Journal Line Copy Down

From Line To

Totals

Total Lines 1 Total Debits 0.00 Total Credits 0.00

Budget Header | Budget Lines | Budget Errors



Copying a Budget Journal

Cardinal allows the copying of existing budget journals. The **Copy Journal** functionality is used to expedite data entry for a new budget journal or to correct amounts on a budget journal that has previously been posted.

To create a new budget journal by copying an existing budget journal:

- Access the existing budget journal to copy using this path:
Main Menu > Commitment Control > Budget Journals > Enter Budget Journals
- Click the **Find an Existing Value** tab and search for the **Journal ID** to copy.
- Once the budget journal is accessed, click the **Budget Lines** tab. Select **Copy Journal** from the **Process** drop-down menu and click the **Process** button to open the **Budget Journal Copy** page.



Copying a Budget Journal (continued)

- On the **Budget Journal Copy** page, enter the **New Journal Date** (which must be within the open budget period).
- Select the **Budget Entry Type** for the copied journal, which can be either **Original** or **Adjustment**. This value defaults from the budget entry type of the source journal, but can be changed for the newly copied journal here.
- Click the **OK** button to initiate the Budget Journal Copy process.

Budget Journal Copy

Business Unit 50100

Ledger Group CC_OPRL

Journal ID 0000003322

Journal Date 03/29/2012

*New Journal ID NEXT

*New Journal Date 11/20/2019

Currency Effective Date

*Budget Entry Type
Adjustment
Original

Parent Budget Options

*Parent Budget Entry Type

Save original journal and Copy

OK Cancel Refresh



Copying a Budget Journal (continued)

- The new budget journal will automatically open and appear in the view, with a Message reminding the user to save the Journal.
- Click **OK**.
- Editing, adding, or deleting budget lines as required is then completed. The new budget journal is then ready to **Save** or **Post**.

The screenshot shows a web application interface for budget journals. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals. The interface includes tabs for Budget Header, Budget Lines, and Budget Errors. The Budget Header section shows: Unit 50100, Journal ID 0001289149, Date 11/20/2019, Errors Only checkbox, Budget Header Status Incomplete, and a *Process dropdown menu set to Post Journal. A Process button is visible. The Lines section has a table with columns: Delete, Line, Ledger, Budget Period. The table contains one row: [checkbox], 1, C_OPR_B, 2012. Below the table are controls for 'Lines to add' (input 1, +, -) and 'Journal Line Copy Down'. A Totals section shows: Total Lines 1, Total Debits 81,120.00, Total Credits 0.00. A message dialog box is overlaid on the interface with the following text: 'Message', 'Please save this newly copied journal to invoke security check (18021,982)', 'The newly copied journal has an initial status of "Incomplete". Please save this journal to invoke commitment control security check.', and an OK button highlighted with a red box. The bottom of the interface has buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.



Lesson 2: Creating a Manual Budget Journal Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





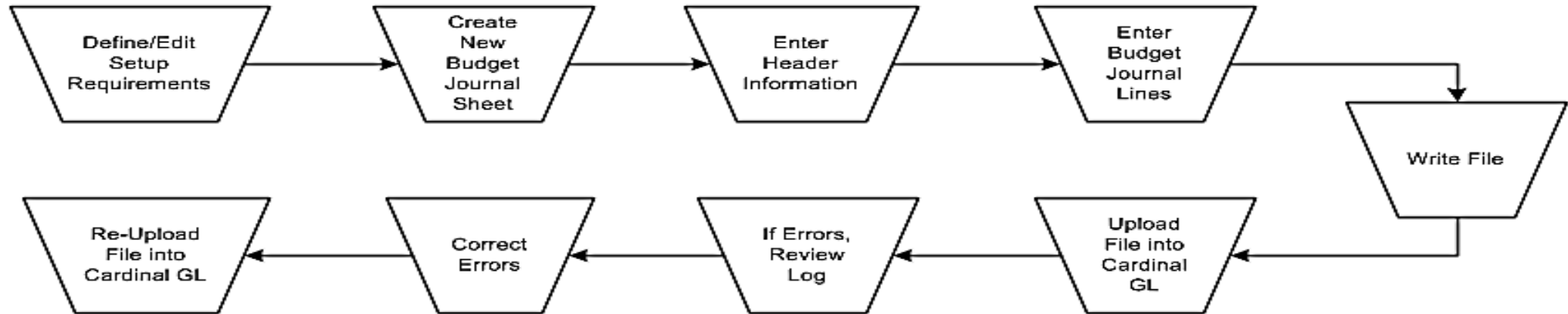
Spreadsheet Budget Journals

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

The **Budget Journal Spread Sheet Upload** tool is an Excel template designed for the Budget Processor to enter budget journals offline and then import the budget journals into Cardinal.

The spreadsheet contains all of the journal line and header fields contained on the **Enter Budget Journals** page. A budget journal can only have one business unit.

The diagram shows the spreadsheet journal process.





Uploading a Spreadsheet Budget Journal

The **Budget spreadsheet templates** are found on the Cardinal Website in the VDOT Toolbox under the Forms section. Before uploading a spreadsheet journal, set up Excel to accept macros using security settings.

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

- **V_BUDJRNL4.xls** - This is the **Budget Journal Spread Sheet Upload Excel Template** that is used to create and import budget journals. If needed, rename this file.
- **BudMcro3.xla** - This is the Visual Basic code library and dialog control. Note: It is required for the extension to be changed from **.XLS** to **.XLA**.

See the **501 GL332 Uploading Spreadsheet ACTUAL and Budget Journals** job aid for more detailed information. Job aids are located on the Cardinal website in the VDOT Toolbox.

Create multiple journal workbooks by saving a clean V_BUDJRNL4.xls file as V_BUDJRNL_XX.xls, David.xls, or Taylor.xls, for example. However, the macro sheet file, BudMcro3.xla, must not be changed or renamed, and must be placed in the same folder as the V_BUDJRNL4.xls budget journal workbook and any renamed copies.



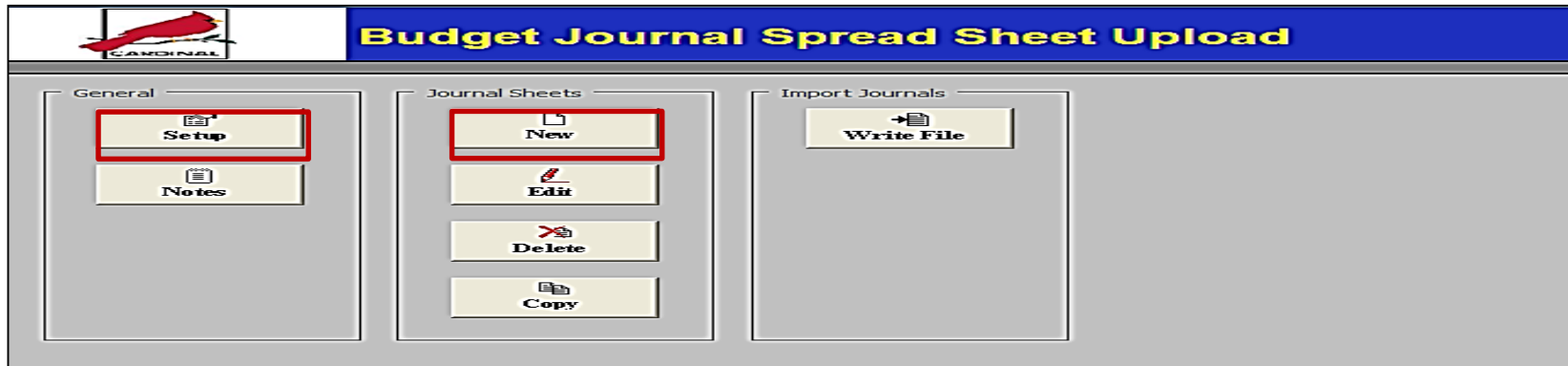
Define/Edit Setup Requirements

To begin creating a spreadsheet budget journal, access the **Budget Journal Spread Sheet Upload** control page by opening V_BUDJRNL4.xls. Choose to **Enable Macros** by clicking on the **Options** box on the **Security Warning** banner at the top of the page. Select **Enable this Content**; click **OK**; and click on **Enable Macros** in the second box.

The **Budget Journal Spread Sheet Upload** main menu appears.

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

Then click the **New** button and enter a new spreadsheet name in the **New Budget Journal Sheet** dialog box.





Creating a New Budget Journal Sheet: Journal Header

Create a new budget journal sheet to begin entering data. Insert as many budget journal sheets as needed. Each budget journal sheet can contain only one budget journal.

On the new **Budget Journal Upload** spreadsheet, use the +/- buttons under **Header** to add or remove a budget journal header.

Use the spreadsheet budget journal **Header** to populate budget journal header fields. The required fields include **Business Unit**, **Journal ID**, **Journal Date**, and **Ledger Group**.

Budget Journal Upload									
Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID		
Select fields to copy from a previous line by marking the checkboxes under each field.									

New Budget Journal Header

Unit: 50100

Journal ID:

Journal Date: 01/21/2017

Ledger Group: CC_OPRL

Budget Entry Type:

User ID:

Description:

OK Cancel



Creating a New Budget Journal Sheet: Journal Sheet

Use the +/- buttons under **Line** to add or remove a budget journal line. Enter all applicable ChartField values. Use the +... or -... to add or delete multiple lines, respectively.

Data from another Excel spreadsheet can be copied and pasted into this Excel file. The copy requirements, such as formatting, are explained in the **Uploading Spreadsheet ACTUAL and Budget Journals** job aid.

After successfully entering all the lines for the journal, select **File – Save** to save the file.

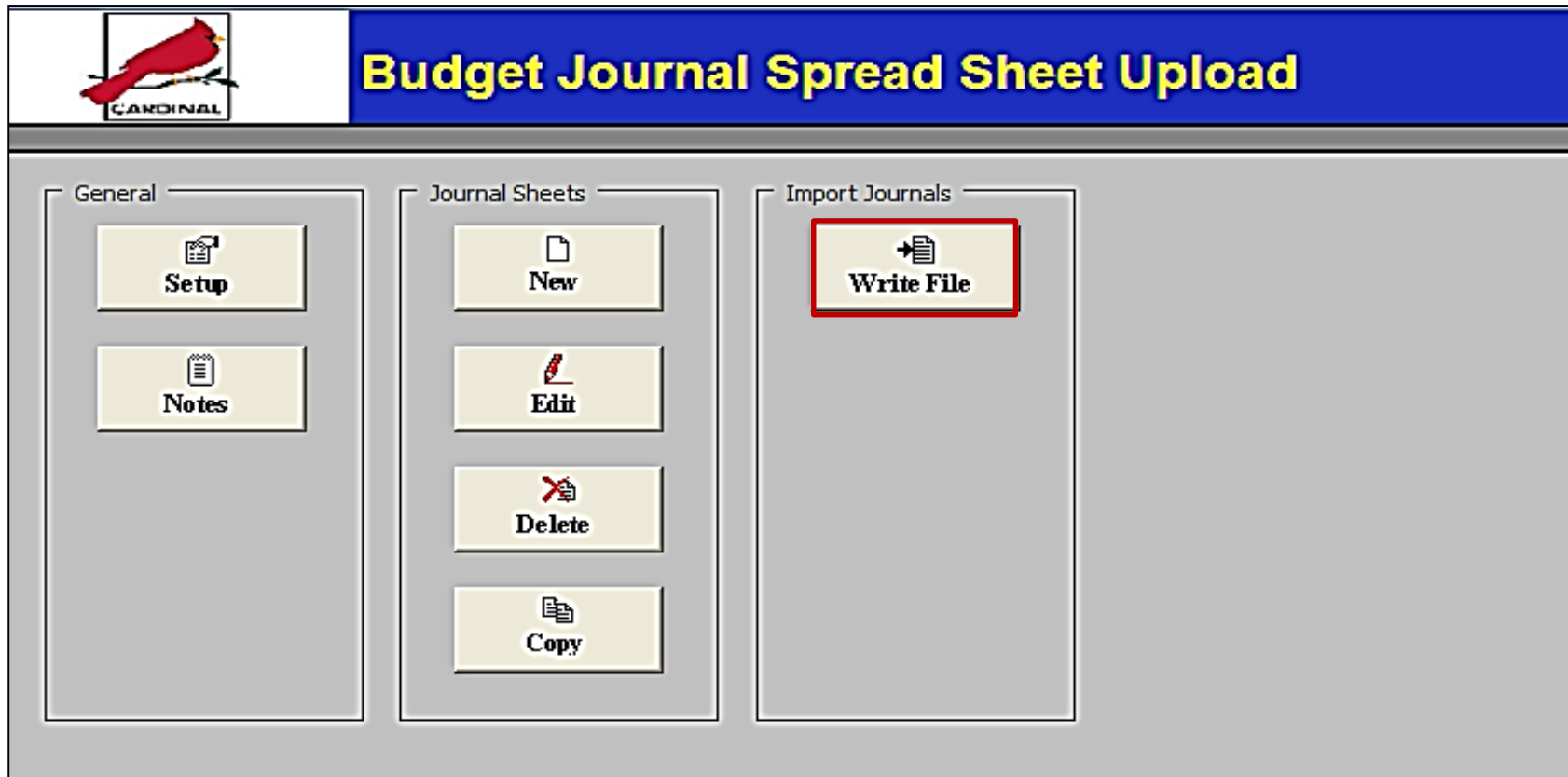
Click the **Home** (house) icon to return to the **Budget Journal Spread Sheet Upload** main menu.

Budget Journal Upload										
Header										
Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID				
NEXT		1/21/2017	CC_OPRL	ORIGINAL	Budget entry for project A					
Line										
Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID		
50100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Select fields to copy from a previous line by marking the checkboxes under each field.										
NEXT	1	50100	C_OPR_B	5015550	2017	01000	60400403	91100		
NEXT	2	50100	C_OPR_B	5022150	2017	01000	60400403	91100		



Writing File and Uploading File into Cardinal General Ledger

Once all required information is entered on the Excel spreadsheet, create a file to upload the spreadsheet into Cardinal's General Ledger. This is done on the **Budget Journal Spread Sheet Upload** main menu using the **Write File** button.





Uploading File into Cardinal General Ledger

After the file is created, log into Cardinal and run the Budget Spreadsheet Journal Import process. The Budget Spreadsheet Journal Import streamlines the budget journal import process and simplifies journal data entry by using Excel.

To import a budget journal in Cardinal, select **Upload Spreadsheet Budget Jrnl** page from the **Commitment Control** page.

Navigate to this page using the following path:

Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jrnl

Enter a **Run Control ID**, if it has already been created, and click **Search** or create a **Run Control ID** and select **Add**

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Upload Spreadsheet Budget Jrnl

Budget Journal Upload

Find an Existing Value Add a New Value

Run Control ID Budget Journal Upload

Add

Find an Existing Value | Add a New Value



Reviewing and Correcting Errors

Spreadsheet budget journal validation is not as comprehensive as the validation provided with an online budget journal entry.

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.

Some common error messages include:

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

After errors are corrected, reload the file into Cardinal General Ledger. Cardinal then re-validates the spreadsheet journal values.



Lesson 2: Uploading a Spreadsheet Budget Journal

Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson 2: Summary

2

Creating Budget Journals

In this lesson, you learned:

- Budget journal functionality is accessible from the Commitment Control pages.
- Entering budgets and adjustments using journals is similar to entering General Ledger journals.
- Budget journals post to budget ledgers.
- Another way to create a budget journal is by uploading a spreadsheet budget journal from an Excel spreadsheet.
- The Budget Spreadsheet Upload tool is an Excel template designed for the Budget Processor to enter their budget journals offline and then import the budget journals into Cardinal.



Lesson 3: Introduction

3

Processing Budget Journals

This lesson covers the following topics:

- Processing Budget Journals
- Reviewing and Correcting Budget Journals



Processing Budget Journals

After creating a manual budget journal or uploading a spreadsheet budget journal, edit ChartFields or run a budget pre-check to see if errors exist. Budget Approvers can post the budget journal without running a budget pre-check.

The budget journal will not post with errors. Correct any errors and try to post the journal again.

The budget pre-check process validates a transaction against the budget. This pre-check does not commit the budget amounts to the budget ledger.

To run budget pre-check, navigate using the following path:

Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Select the **Find an Existing Value** tab and enter the **Journal ID**.



Processing Budget Journals (continued)

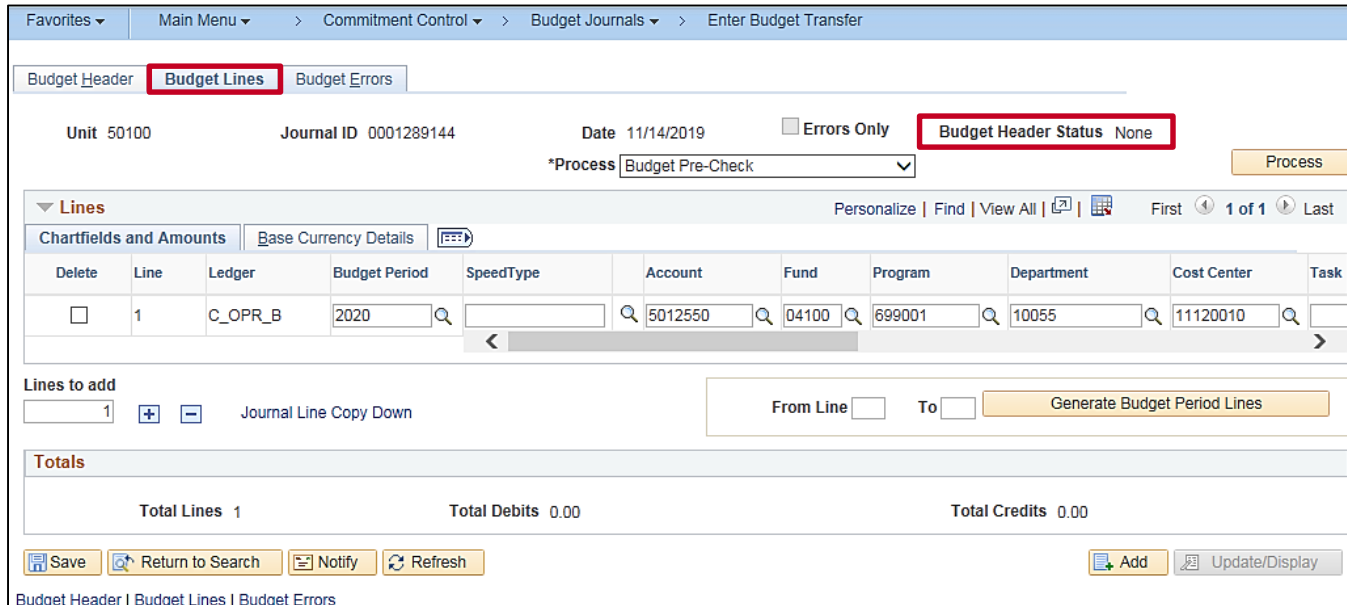
On the **Budget Lines** tab, use the **Process** drop-down to select **Pre-Check**.

Click the **Process** Button.

If the budget journal pre-check is successful, the **Budget Header Status** will update to **Checked Only**.

Journal **Budget Header Status** can be:

- **None** - no processes have been run
- **Checked Only** - budget journal is checked but not posted
- **Posted** - budget journal has been successfully budget checked and is posted
- **Error** - budget journal has errors



The screenshot shows the 'Budget Journals' interface with the 'Budget Lines' tab selected. The 'Budget Header Status' is currently 'None'. The '*Process' dropdown is set to 'Budget Pre-Check'. The 'Process' button is visible. Below the header, there is a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Program, Department, Cost Center, and Task. The table contains one row with Line 1, Ledger C_OPR_B, Budget Period 2020, Account 5012550, Fund 04100, Program 699001, Department 10055, and Cost Center 11120010. Below the table, there is a 'Lines to add' section with a 'Generate Budget Period Lines' button. At the bottom, there is a 'Totals' section showing 'Total Lines 1', 'Total Debits 0.00', and 'Total Credits 0.00'. The interface also includes navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Reviewing Budget Journal Errors

Errors identified during the budget pre-check process are identified at the budget journal header and journal line levels.

Budget journal errors (exceptions) occur when:

- Budget is already closed
- Budget Period is not valid for the budget ledger
- Key ChartField values are blank or need to be modified
- Ledger is not valid for the business unit
- Child budget exceeds parent budget
- Budget is on hold for referenced row
- Transaction exceeds available budget and is over tolerance



Reviewing Budget Journal Errors (continued)

On the **Enter Budget Journals** page, click the **Error** link next to the Budget Header Status field.

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer

Budget Header | Budget Lines | **Budget Errors**

Unit 50100 Journal ID 0000014249 Date 01/01/2013 Budget Header Status **Error**

▼ **Header Errors** Personalize | Find | [?] | [grid] First ◀ 1 of 1 ▶ Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.

▼ **Line Errors** Personalize | Find | View All | [?] | [grid] First ◀ 1 of 1 ▶ Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					

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

Budget Header | Budget Lines | Budget Errors



Reviewing Budget Journal Errors (continued)

The **Budget Journal Exceptions** page displays. Review the budget check exceptions resulting from the budget pre-check process or from the attempted posting of the journal. Make changes/corrections to the budget journal as needed.

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer > Budget Journal

Budget Journal Exceptions Budget Line Exceptions

Business Unit 50100 Journal ID 0000014249 Journal Date 01/01/2013

*Exception Type Override Transaction
Maximum Rows More Budgets Exist

[Advanced Budget Criteria](#)

Budgets with Exceptions Personalize | Find | View All | | First Last

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		50100	CC_PROJ	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

Budget Journal Exceptions | Budget Line Exceptions



Correcting Budget Journal Errors

Budget journals with errors must be corrected before posting to the commitment control ledger.

Common corrections include modifying ChartField values or changing the journal amount.

After receiving a budget journal error, assess whether this is a genuine error or whether an override is needed.

Budget exceptions eligible for override:

- Exceeds budget and is over tolerance
- Budget is on hold for referenced row

Budget exceptions not eligible for override:

- Child budget exceeds the parent budget
- Key ChartField value is blank

Cardinal does not send automated notifications when updates are made. The Budget Approver and Budget Processor should discuss any adjustments or corrections they make to budget journals with appropriate staff.



Budget Journal Errors

Below are sample budget journal errors and whether those errors are overridable:

Overridable?	Description
Y	Exceeds budget and is over tolerance
N	Budget is closed
Y	Budget is on hold
N	Required key CF (ChartField) is blank
N	CF (ChartField) value not at tree level
N	Key ChartField is blank
N	Child budget exceeds the parent budget (applies to child budget journal)
N	Child budget exceeds the parent budget (applies to parent budget journal)



Deleting a Budget Journal

A budget journal that has not yet been posted can be deleted. This may be necessary if the journal was entered in error or is a duplicate of another journal. Deleting a budget journal is done from the **Enter Budget Journals** page.

On the **Budget Lines** tab, in the **Process** drop-down menu, select **Delete Journal** from the drop-down menu.

Click the **Process** button.

The screenshot shows the 'Enter Budget Journals' page. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer. The page has three tabs: Budget Header, Budget Lines (selected), and Budget Errors. The 'Unit' is 50100 and the 'Journal ID' is 0000013740. The 'Date' is blank, and the 'Budget Header Status' is 'Error'. A dropdown menu is open over the '*Process' field, showing options: Budget Pre-Check, Copy Journal, Delete Journal (highlighted), Edit Chartfields, Post Journal, and Refresh Journal. A 'Process' button is visible on the right. Below the menu, there is a table with columns: Delete, Line, Error, Ledger, Budget Period, SpeedType, Account, Fund, Program, Department, and Cost Center. The table contains three rows of data, all with 'Error' status 'X'.

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	X	C_OPR_B	2013		9999999	04100	604003	14003	11163450
<input type="checkbox"/>	2	X	C_OPR_B	2013		9999999	04100	604003	14018	11161000
<input type="checkbox"/>	3	X	C_OPR_B	2013		9999999	04100	604003	14024	11161000



Posting a Budget Journal

If running a budget pre-check, and the budget journal did not contain errors, the budget journal can be posted.

If a budget pre-check was not run prior to posting, the posting process will identify whether the journal contains errors. Correct the errors listed on the **Budget Journal Exceptions** page. When the budget journal is free of errors, post the budget journal again.

Posting a budget journal is done on the **Budget Lines** page, using the **Process** drop-down menu.

Access this page using the following path:

Main Menu: Commitment Control > Budget Journals > Enter Budget Journals

Click the **Process** drop-down menu, select **Post Journal**, and click the **Process** button to post budget journals. In the dialogue box that appears, click **Yes** to confirm to post the journal.



Posting a Budget Journal (continued)

Favorites ▾ | Main Menu ▾ | > Commitment Control ▾ | > Budget Journals ▾ | > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors

Unit 50100 | Journal ID 0001289145 | Date | Budget Header Status None

*Process
 Budget Pre-Check
 Copy Journal
 Delete Journal
 Edit Chartfields
Post Journal
 Refresh Journal

Process

Lines | Personalize | Find | View All | [Print] | [Grid] | First 1-2 of 2 Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	C_OPR_B	2020		5015550	01000	60400403	10008		
<input type="checkbox"/>	2	C_OPR_B	2020		5022150	01000	60400403	10008		

Lines to add: + - Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 2 | Total Debits 0.00 | Total Credits 0.00

Save Return to Search Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

Posting a Budget Journal (continued)

Posting a budget journal can also be done as a batch process if a large volume of journals is to be posted.

Navigate to this page using the following path:

Main Menu > Commitment Control > Post Control Budget Journals > Request Posting

Enter a **Run Control ID**, if it has already been created, and click **Search** or create a **Run Control ID** and select **Add**.

Post Commitment Control Budget Journals Request

Run Control ID PostControlBudgetJournal Report Manager Process Monitor Run

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

Once

Always

Don't Run

Request Number 1

*Description

*Transaction Type GL_BD_JRNL

Business Unit

Ledger Group

Budget Entry Type

System Source

Journal ID From

Journal ID To

Journal Date From

Journal Date To

Skip Entry Event processing

Leave a field blank to select all its values.

Save Notify Add Update/Display



Posting a Budget Journal (continued)

There is no workflow associated with the budget journal posting process in Cardinal.

- If the user can enter a budget journal in Cardinal, the user cannot post a budget journal. A security error message will be received upon entering the budget journal.
- If the user can approve budget journals in Cardinal, the user cannot post a budget journal.



Lesson 3: Viewing and Correcting Budget Journal Errors

Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson 3: Summary

3

Processing Budget Journals

In this lesson, you learned:

- Errors identified during the budget pre-check or post processes are logged at the budget journal and journal line levels.
- Corrections can consist of changing ChartField values or the journal amount on the Enter Budget Journals page.
- A budget journal is posted on the Budget Lines page, using the Post Journal option in the Process field.
- All errors must be corrected before posting the budget journal.
- A budget journal can be deleted if it has not yet been posted.



Lesson 4: Introduction

4

Project Funding Source Allocations

This lesson covers the following topics:

- Creating a Funding Source
- Allocating a Funding Source to a Project Manually
- Uploading a Project Funding Source Spreadsheet



Funding Sources

The user can establish funding sources, such as appropriations, grants, donations, endowments, bonds, etc. and allocate amounts from those funding sources to multiple project budgets. When performing budget checking on project transactions, the system checks the transaction amount against the sum of the allocations in the project budget.

Funding sources represent amounts received from federal, local, state bonds, donations, etc. The funding source budget definition is set up to track transactions by funding source and project. Funding sources provide a basis for reporting on related budgets and expenditures.

Funding sources are allocated to projects and business units as funding source allocations.

To set up a funding source:

- define funding source
- set up associated expenditure and revenue budgets
- allocate the funding sources to each project



Creating a Funding Source

Use the following setup procedure to create a funding source:

- Establish commitment control ledgers and ledger groups for a project funding source expenditure and revenue budget definition.
- Define the funding sources on the **Commitment Control Funding Source** definition page.
- Navigate to this screen using the following path: **Main Menu > Commitment Control > Define Control Budgets > Funding Source**
- Enter the funding source amounts and adjustments on the **Funding Source Transaction Logs** grid, as well as descriptive information about the funding source. The page calculates the total funding source from the amounts entered on the grid.

Commitment Control Funding Source

Funding Source CNS601

*Funding Type State Date 02/02/2012

*Currency Code USD Reimbursable Authority

Fed Aid Customer SetID

CFDA Number Customer ID

Letter of Credit ID Reimb Agr Num

Char1 Char2

Description Secondary Co/Proj Allocations

Amount 1,317,131,172.06 Applied Amount 1,317,088,415.66

*Unit Option Specific Business Unit

Business Unit		Personalize	Find	View All	First	1 of 1	Last
*Business Unit	Description						
50100	VA Dept of Transportation						

Funding Source Transaction Logs				Personalize	Find	View All	First	1 of 1	Last
DateTime Added	User ID	Description	Amount						
02/02/2012 3:16:48.000000PM	CHRISTY.EPPS	Secondary Co/Proj Allocations	1,317,131,172.06						

Save Return to Search Notify Add Update/Display



Allocating a Funding Source to a Project

Funding sources can be allocated to multiple projects.

Once defined the expenditure and revenue budget definitions, can be set up to reflect the funding source functionality to track transactions by funding source using the **Commitment Control Funding Source Allocation** page.

Navigate to this page using the following path:

Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Define Control Budgets ▾ > Funding Source Allocation New

Commitment Control Funding Source Allocation

Business Unit 50100	Ledger Group CC_PROJFSE	Project 0000100202
Project Status Open	Start Date 03/01/2011	End Date 05/30/2036
Overall Amount <input type="text" value="34,914.00"/> USD	Manager 00173393000	MITCHELL,DIANE L
Allocated Amount 34,914.00 USD	<input type="checkbox"/> Funding Source Error	Projects
*Allocation Method <input type="text" value="Percentage"/>		

Please review your key chartfield setup for revenue types to insure consistency with the allocations below.
It is important that the key chartfields are populated below if the budget setup requires them.

Funding Source Allocation Details						Personalize	Find	View All	First	1-2 of 2	Last
Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %						
CNS601	Budgeted	29,914.00	0.00	85.679097							+ -
CNS606	Budgeted	5,000.00	0.00	14.320903							+ -

Transfer to Budget Entry Review Fund Source Activities



Allocating a Funding Source to a Project (continued)

To allocate a funding source to a ChartField online in Cardinal:

- On the **Funding Source Allocation** page, enter the **Overall Amount** approved for the project. Then allocate **Funding Source** and amounts for each **Project** that requires funding source tracking. Specify the **Allocation Method** as a **Percentage** or **Priority** method.

Each row on the **Funding Source Allocation Details** grid must have a unique funding source, even if the **Spend Option** is different. The **Spend Option** field determines the funding amount available for spending.

- For the **Percentage Allocation Method**, define funding source amounts as a percentage of the overall spending amount for the project or as a flat spending cap amount.
- For the **Priority Allocation Method**, assign each funding source a unique non-zero priority number. If not assigning a unique non-zero priority number for the **Priority Allocation Method**, an error message will be received and the **Funding Source Error** flag will be turned on. All transactions using this allocation will fail budget checking until all priority numbers have non-zero values. Transactions will continue processing once all priority numbers have non-zero and non-duplicate values.
- Define whether a **Funding Source** can be spent immediately by selecting a **Budgeted Spend Option**.



Allocating a Funding Source to a Project (continued)

When allocating a **Funding Source** to a project, it is important to keep the **Overall Amount** in sync with the total of the **Spending Cap** identified in the **Funding Source Allocation Details** section. If the total of the **Spending Caps** is less than the **Overall Amount**, a warning will be received but the page can still be saved. The **Funding Source Error** flag will then be checked, which will result in a budget checking error when a user attempts to use this project on an **Actuals** transaction.

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Define Control Budgets ▾ > Funding Source Allocation New

Commitment Control Funding Source Allocation

Business Unit 50100 Ledger Group CC_PROJFSE Project 0000100202

Project Status Open Start Date 03/01/2011 End Date 05/30/2036

Overall Amount x USD Manager 00173393000 MITCHELL,DIANE L

Allocated Amount 34,914.00 USD **Funding Source Error**

*Allocation Method

Please review your key chartfield setup for revenue types to insure consistency with the allocations below.
It is important that the key chartfields are populated below if the budget setup requires them.

Funding Source Allocation Details Personalize | Find | View All | | First 1-2 of 2 Last

Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %		
CNS601	Budgeted	29,914.00	0.00	85.679097		<input type="button" value="+"/>	<input type="button" value="-"/>
CNS606	Budgeted	5,000.00	0.00	14.320903		<input type="button" value="+"/>	<input type="button" value="-"/>

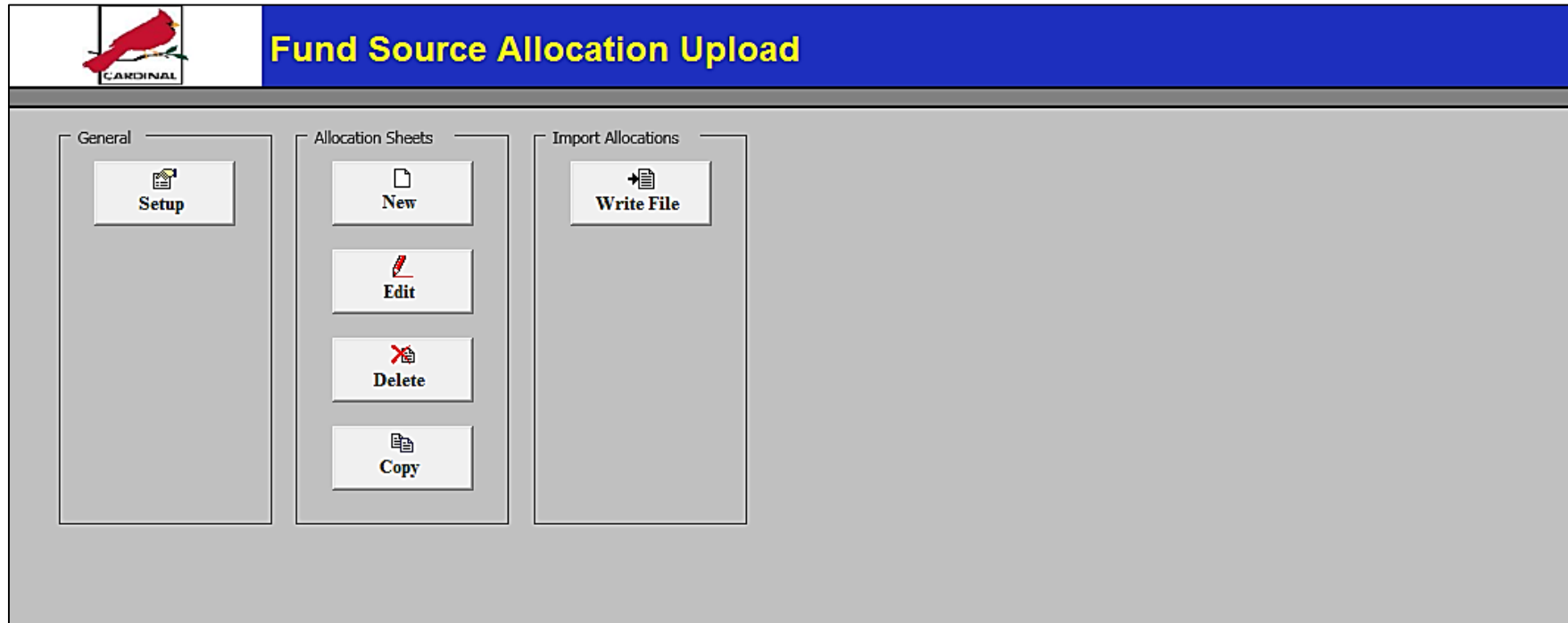


Project Funding Source Allocation Upload Tool

Budget Processors can use the **Fund Source Allocation Upload** tool, an Excel template, to enter funding source allocations offline. The transactions can then be imported into Cardinal's General Ledger. The funding source must first be created in Cardinal before using the spreadsheet upload tool for the allocations. This tool cannot be used to create a funding source.

Once loaded into Cardinal, the transactions are validated against the Project, Funding Source, Ledger Group, and Business Unit.

The **Fund Source Allocation Upload** tool is found on the **Cardinal website** in the **VDOT Toolbox** in the **Forms** section. Both files are needed to perform the upload. After downloading the **Funding Source Spreadsheet Upload XLA Macro File**, change the file extension from .xls to .xla.





Lesson 4: Summary

4

Project Funding Source Allocations

In this lesson, you learned:

- Funding Sources represent amounts received from federal, local, state, bonds, donations, etc. The funding source budget definition is set up to track transactions by Funding Source and Project. Funding Sources assist in reporting of the budgets and expenditures.
- Funding Sources are allocated to projects and business units as funding source allocations. Funding Sources can be allocated to multiple projects.
- The Funding Source Allocation Upload tool is an Excel template designed for Budget Processors to enter their funding source allocations offline and then import them into Cardinal's General Ledger. Before using this tool, a funding source should be created, as this spreadsheet can only be used for allocations. It cannot be used to create a Funding Source.



Lesson 5: Introduction

5

Budget Online Inquiries

This lesson covers the following topics:

- Online budget inquiries



Budget Online Inquiries

There are four types of inquiries available for budget information:

- Budget Details
- Budget Overview
- Commitment Control Activity Log
- Review Funding Source Allocations



Budget Details

To inquire about a specific control budget, use either the **Budget Details** page or the **Budgets Overview** page.

To display the **Budget Details** page, navigate to this page using the following path:

Main Menu > Commitment Control > Review Budget Activities > Budget Details

The **Budget Details** selection criteria page is shown in the screenshot on the right. First enter the **Ledger Group** and click **Search**.

Favorites > Main Menu > Commitment Control > Review Budget Activities > Budget Details

Budget Details

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

Find an Existing Value

▼ Search Criteria

Business Unit = ▼ 50100 🔍

Ledger Group = ▼ CC_APPROP 🔍

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria



Budget Detail: Search Results

In the **Select Budget Detail** section, select the ChartField values and **Budget Period** to search. Click on **Search**. The inquiry results are displayed at the bottom of the page.

In the **Budget Details** section, click the **View Details** link in the search results to access the **Commitment Control Budget Details** page.

Navigation: Favorites ▾ | Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Budget Details

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
50100	CC_APPROP	5099001	01000			2020

[Search](#)

Budget Details

Personalize | Find | View All | | | First ◀ 1 of 1 ▶ Last

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period	View Details
1 50100	CC_APPROP	5099001	01000	6120		2020	View Details

[Return to Search](#) [Notify](#)



Commitment Control Budget Details

From this page there are many options for researching detailed budget information. **Drill to Ledger** (open book icon) or **Drill to Activity Log** (closed book icon) for budget and expense journals.

Click on the **Budget Exceptions** link to review exception errors. Click on **Display Chart** to review ledger amounts in chart format. Examples of each are in subsequent slides.


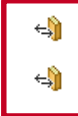
Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Budget Details



Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
50100	CC_APPROP	5099001	01000	6120		2020

[Display Chart](#) ⓘ Previous Next [Return to Inquiry Criteria](#)





Ledger Amounts

Budget: 40,000,000.00 USD   Max Rows

Expense: 0.00 USD  

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	40,000,000.00 	USD	Percent (100%) 	Forecasts
With Tolerance	40,000,000.00 	USD	Percent (100%) 	

Budget Exceptions

Exception Errors 0 Exception Warnings 0 [Budget Exceptions](#)

[Return to Search](#) [Notify](#)



Budget Details: Budget ChartFields

Under the section **Ledger Amounts** on the **Commitment Control Budget Details** page, click on **Drill to Ledger/Budget**, and the system displays a panel group that contains:

- **Budget ChartFields** panel allows further drill down to related budget journals
- **Amounts** tab allows for drill down and then choosing to see further complete budget journal detail
- **Show All Columns** tab

From any of these, the user has the option of viewing the detailed budget journal pages. Click on the spyglass icon at the beginning of the line to view related budget journal detail.

Ledger [Close]

Business Unit 50100 Ledger C_APPROP_B

Budget Details Personalize | Find | [Print] | [Grid] First [Left Arrow] 1 of 1 [Right Arrow] Last

Budget Chartfields | Amounts | [List Icon]

	Account	Fund	Program	Project	Budget Period	
[Spyglass Icon]	5099001	01000	6120		2020	

OK



Budget Details: Amounts and Show All Columns

Amounts tab:

Ledger

Business Unit 50100 Ledger C_APPROP_B

Budget Details Personalize | Find | [?] [] First 1 of 1 Last

Budget Chartfields Amounts []

Account	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	40000000.00	USD	40000000.00	USD	06/11/2019 11:46:14AM	10214391

OK

Show All Columns tab, to the right of the Amounts tab, will show all columns:

Ledger

Business Unit 50100 Ledger C_APPROP_B

Budget Details Personalize | Find | [?] [] First 1 of 1 Last

[]

Account	Fund	Program	Project	Budget Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance
5099001	01000	6120		2020	40000000.00	USD	40000000.00	USD	06/11/2019 11:46:14AM	10214391

OK



Drill to Budget Journal Detail

The following is an example of the Drill to Budget Journal Detail inquiry.


Click the **Drill Down** Icon:

Ledger

Business Unit 50100 Ledger C_APPROP_B

Budget Details Personalize | Find | [Print] [Grid] First 1 of 1 Last

Budget Chartfields Amounts [Filter]

Account	Fund	Program	Project	Budget Period
 5099001	01000	6120		2020

OK


Click the **Show Journal Detail** icon:

Budget Journal

Business Unit 50100 Ledger C_APPROP_B

Budget Details Personalize | Find | [Print] [Grid] First 1 of 1 Last

Budget Chartfields Amounts [Filter]

Show Journal Detail	Journal ID	Date	Status	Year	Period	Line #	Account	Fund	Program	Project
	PB01228954	07/01/2019	Posted	2020	1	1	5099001	01000	6120	

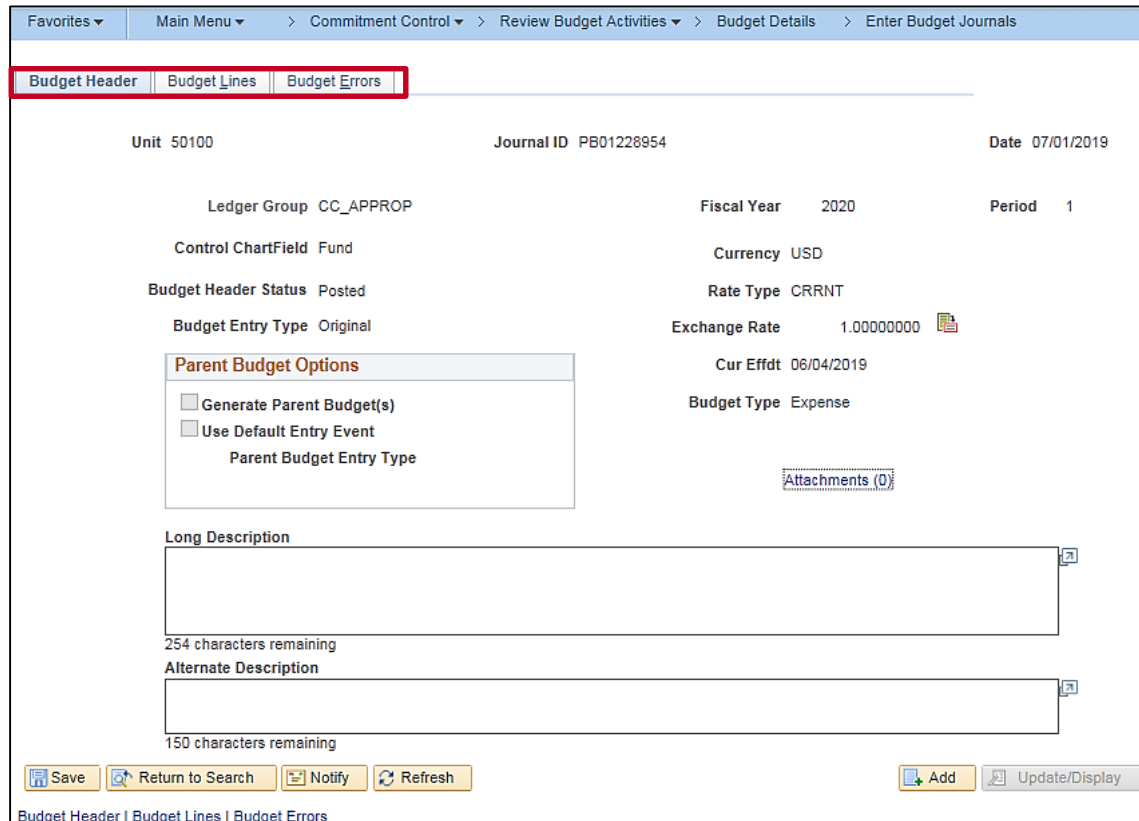
OK



Drill to Budget Journal Detail (continued)

The example of the Drill to Budget Journal Detail inquiry from C_APPROP_B is the **Enter Budget Journals** page. These are the same budget journal pages seen when entering a budget journal. There are three tabs:

- **Budget Header**
- **Budget Lines**
- **Budget Errors**



The screenshot displays the 'Enter Budget Journals' page with the following details:

- Unit:** 50100
- Journal ID:** PB01228954
- Date:** 07/01/2019
- Ledger Group:** CC_APPROP
- Fiscal Year:** 2020
- Period:** 1
- Control ChartField:** Fund
- Currency:** USD
- Budget Header Status:** Posted
- Rate Type:** CRRNT
- Budget Entry Type:** Original
- Exchange Rate:** 1.00000000
- Cur Effdt:** 06/04/2019
- Budget Type:** Expense

Parent Budget Options:

- Generate Parent Budget(s)
- Use Default Entry Event
- Parent Budget Entry Type

Attachments (0)

Long Description: (254 characters remaining)

Alternate Description: (150 characters remaining)

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

Footer: Budget Header | Budget Lines | Budget Errors



Budget Exceptions and Display Chart

Returning to the **Commitment Control Budget Detail** page, there are two more inquiry functions to be performed:

- **Display Chart**
- **Budget Exceptions**

Navigation: Favorites ▾ | Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Budget Details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Program	Project	Budget Period
50100	CC_APPROP	5099001	01000	6120		2020

Display Chart ⓘ | Previous | Next | Return to Inquiry Criteria

Ledger Amounts

Budget: 40,000,000.00 USD Max Rows
Expense: 0.00 USD Attributes
Parent / Children
Associated Budgets

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	40,000,000.00	USD	Percent	(100%)	Forecasts
With Tolerance	40,000,000.00	USD	Percent	(100%)	

Budget Exceptions

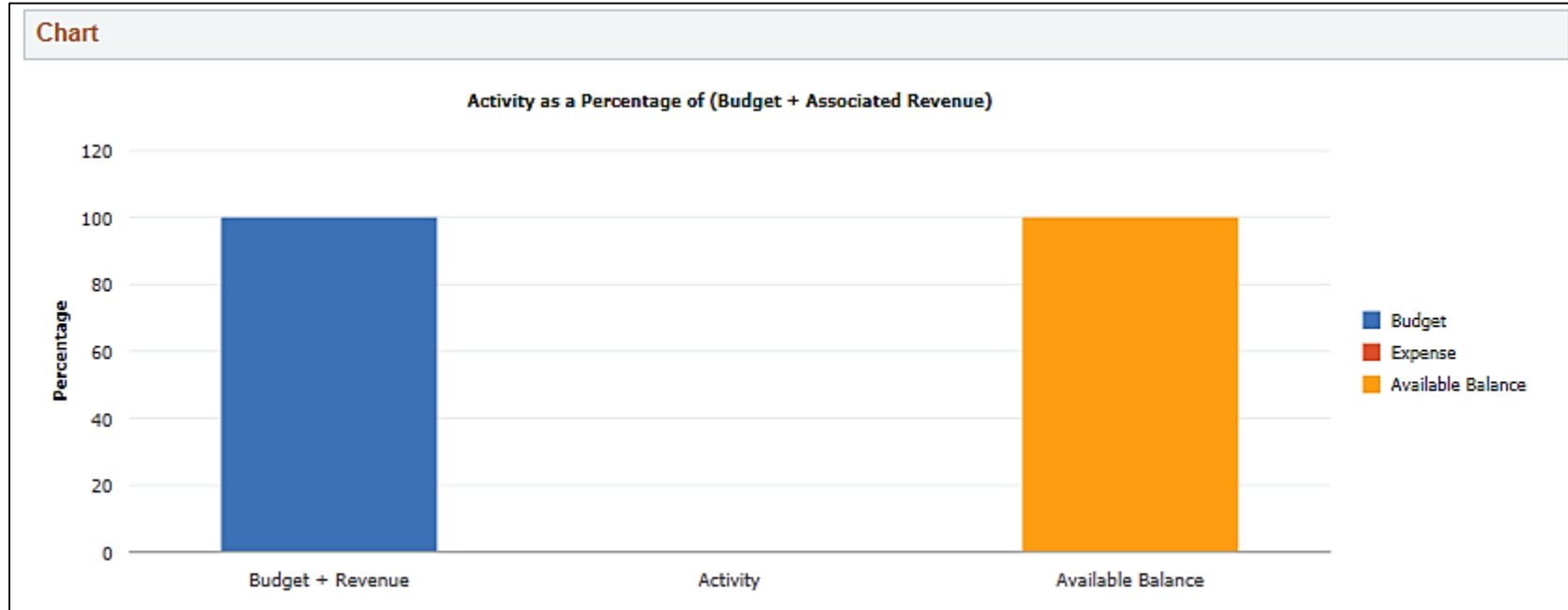
Exception Errors 0 | Exception Warnings 0 | **Budget Exceptions**

Return to Search | Notify



Display Chart

Click on the **Display Chart** button from the Commitment Control Budget Detail page . Summary budget ledger data can be presented graphically.





Budget Exceptions

Click on the **Budget Exceptions** link from the Commitment Control Budget Detail page to view the Commitment Control Budget Exceptions page.

Navigation: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Budget Exceptions

Commitment Control Budget Exceptions

Budget Type: CC_APPROP CC Appropriation
Business Unit: 15100 Department of Accounts

Budget Period: 2017

ChartField	ChartField Value	Description
Account	5099001	Budget Roll up Account
Fund	01000	General Fund
Program	7240	Fin Sys Development & Mgmt
Project		

*Exception Type: Maximum Rows: More Transactions Exist

Advanced Transaction Criteria Budget Detail Search

Transactions with Budget Exceptions Personalize | Find | View All | First | 1 of 1 | Last

Transaction Data	Budget Override						
Drill Down	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value
	01/13/2017	AP_VOUCHER	Exceeds Budget Tolerance		100.00 USD	Voucher ID:	00001642

Save Return to Search Previous in List Next in List Notify



Budgets Overview

The **Budget Overview** inquiry component provides summarized and detailed information about activity across several budgets. To create an inquiry, navigate to the **Budgets Overview - Budget Inquiry Criteria** page through the following path:

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview > Budget Inquiry Criteria

Use this page to enter the inquiry selection criteria. Enter the **Ledger Group**. Click on **Search** to execute drilldown based on selected ChartField criteria.

Favorites > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria
Budget Overview

Inquiry INQUIRY Description

Amount Criteria **Search** Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit Ledger Group/Set **Ledger Group**

View Stat Code Budgets Display Chart CC Appropriation

Time Span

*Type of Calendar

Budget Criteria Personalize | Find | View All | First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_APPROP	AN	<input type="text" value="2020"/>	<input type="text" value="2020"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="text"/>	Update/Add
Fund	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="text"/>	Update/Add
Program	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="text"/>	Update/Add
Project	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="text"/>	Update/Add

Budget Status

- Open
- Closed
- Hold



Budgets Overview: Search Results

The Budgets Overview search results can be further drilled down to budget details, in a sense coming full circle with the Commitment Control Budget Detail data.

Navigation: Favorites ▾ | Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Budgets Overview

Inquiry Results

Business Unit 15100
Ledger Group CC_APPROP
Type of Calendar Detail Budget Period
Amounts in Base Currency USD
Revenue Associated:

Return to Criteria Max Rows Display Options

Ledger Totals (9 Rows)

Budget	61,052,860.00	Net Transfers	0.00
Expense	5,129,728.58		
Budget Balance	55,923,131.42		
Associate Revenue	0.00		
Available Budget	55,923,131.42		



Budgets Overview: Search Results (continued)

The results of further drill down:

Activity Log

Ledger C_APPROP_E

Activity Log													Personalize	Find	View All	Print	Refresh	First	1-100 of 100	Last
Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Program	Project	Budget Period	Year	Period	Foreign									
1	Report ID:	0000106195	N	5099001	01000	7240		2017	2017	5										
2	Report ID:	0000106195	N	5099001	01000	7240		2017	2017	5										
1	Report ID:	0000106197	N	5099001	01000	7240		2017	2017	5										
297	Journal ID:	CIP0312236	N	5099001	01000	7240		2017	2017	1										

Same rows, scrolling to the right...

Activity Log

Ledger C_APPROP_E

Activity Log												Personalize	Find	View All	Print	Refresh	First	1-100 of 100	Last
Program	Project	Budget Period	Year	Period	Foreign Amount	Foreign Currency	Monetary Amount	Base Currency	Tran ID	Tran Date									
7240		2017	2017	5	40.50	USD	40.50	USD	0004411340	11/30/2016									
7240		2017	2017	5	64.80	USD	64.80	USD	0004411340	11/30/2016									
7240		2017	2017	5	11.88	USD	11.88	USD	0004411341	11/30/2016									
7240		2017	2017	1	9,330.16	USD	9,330.16	USD	0003894568	06/29/2016									



Commitment Control Activity Log

Use the **Commitment Control Activity Log** inquiry when wanting to know which budgets the budget checking transactions updated, as well as the nature of the source transaction lines making up the transactions.

Navigate to this inquiry through the following path:

Main Menu > Commitment Control > Review Budget Activities > Activity Log

(The user may also click the **Drill to Activity Log Inquiry** on the **Activity Log Drill Down** page from either the **Budget Overview** or **Budget Detail** pages. Click the icon, a system generated Activity Log Inquiry, named **PS_AUTO_DR**, is created for the specific line.)



Commitment Control Activity Log (continued)

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Review Budget Activities](#) > [Activity Log](#)

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry Description
 *Transaction Type Ledger Group
 Application Business Unit
 Journal ID From Journal ID To
 Journal Date From Journal Date To
 Tran ID Tran Date
 Process Status Process Instance
 Maximum Rows

Transaction/Act Log Integrity

Commitment Control Activity Log Lines

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) | [First](#) | [1-41 of 41](#) | [Last](#)

[Budget Chartfields](#) | [Amounts](#) | [Print](#)

Line		Ledger Group	Ledger	App BU	GL Bu	Journal ID	Journal Date	Referenced Budg	Account	Fund	Program	Project
1		CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	01000	6120	
2		CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	04000	6030	
3		CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	04000	6060	
4		CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	04000	6990	
5		CC_APPROP	C_APPROP_B	50100	50100	PB00290153	2016-07-01	N	5099001	04010	6020	



Review Funding Source Allocation

Use the **Review Funding Source Allocation** inquiry page to view the allocation of funding sources for expenditure budgets and recognized and collected revenue by funding source or control ChartField.

Navigate to this inquiry through the following path:

Main Menu > Commitment Control > Review Budget Activities > Review Fund Source Allocations



Review Funding Source Allocation (continued)

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Review Budget Activities ▾ > Review Fund Source Allocations

Review Funding Source Allocation

Selection Criteria

Inquiry PS_ALLOC View By Funding Source ▾

Funding Source CNS772 Max Rows 100

Chartfield Criteria

Unit for Chartfield and Value 50100 ⓘ

Control ChartField Account

ChartField Value 101010

Search

Funding Source Find | View All First 1 of 1 Last

Funding Source	CNS772	Amount	419,455,493.77 USD
Funding Type	State	Amount Not Allocated	12,426.00 USD

Save Notify Add Update/Display



Lesson 5: Summary

5

Budget Online Inquiries

In this lesson, you learned:

- Key budget inquiries include Budget Details, Budget Overview, Commitment Control Activity Log, and Review Funding Source Allocations.



Course Summary

GL334

Processing Budget Journals

In this course, you learned:

- Recognize key budget journal concepts
- Understand the overall budget journal process
- How budget journal processing integrates with other Cardinal modules and interfaces with external systems
- Create manual budget journals in Cardinal
- Create and upload a spreadsheet budget journal in Cardinal
- Review budget journal errors
- Correct budget journal errors
- How to create a funding source and allocate it to a project
- Upload a funding source allocation spreadsheet in Cardinal
- Process budget journals in Cardinal
- Identify key budget online inquiries



Course Evaluation

Congratulations! You successfully completed the **501 GL334: Processing Budget Journals** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





Appendix

- Key Terms
- Flowchart Key



Key Terms

Budget Check: Budget Checking compares transactions against budget ledgers to ensure that budget combinations are valid and, if a controlling budget, that amounts do not exceed the budget. Transactions may pass, fail, or pass with a warning. The budget check process may be run directly online or via a batch process. Typically, once a **Valid** budget check status is achieved, the budget balances are updated depending on the module in which the budget check process occurred.

Budget Journal: A budget journal establishes or updates budget amounts in Cardinal.

Budget Keys: Key ChartFields are required for budget journals and define the ChartFields that are recorded on the commitment control ledgers. Additional ChartFields may be coded on transactions and are posted to the Actuals ledger, but are not posted to the commitment control ledger.

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

Budget Ledger Group: A budget ledger group is a group of budget ledgers that have a common physical structure. Budget ledgers are grouped by budget structures defined by the Commonwealth (e.g., appropriation, allotment, lower level) with a ledger for each type of transaction that will be processed by the structure (e.g., revenue, expenditure). The budget ledger groups are attached to the budget structures. The control ChartField defined for each budget structure tells the Budget Processor which ChartField values are subject to commitment control by the structure.



Key Terms (continued)

Budget Period: A budget period is used to divide budgets. Budget periods can be defined by creating budget period calendars.

Budget Translation Trees: Budget translations relate transactions to their proper budget level. They also provide a convenient way to budget at a high level while using detail level ChartFields in transactions.

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

Control Options describe the degree of budgetary control:

- **Default from Higher Level:** Commitment control is set to default from a higher level - either the budget attributes, control ChartField, or control budget definition level.
- **Control:** Transactions that cause budget exceptions generate errors.
- **Tracking w/ Budget** (tracking with budget): Tracks transaction amounts against a budget, but does not issue error exceptions for amounts. However, an error exception will occur if there is no corresponding budget row. Transaction amounts will pass if a budget row exists, even for a zero amount, but only a warning is displayed for exceptions.
- **Track w/o Budget** (tracking without budget): Tracks transactions even if there is no budget set up. If a budget row exists and there are exceptions, Cardinal will issue warnings.



Key Terms (continued)

Control Options (continued):

- **Control Initial Document:** Transactions are stopped and error messages issued only if budget constraints would be exceeded when the initial document is processed. Transactions that pass budget checking on the initial document, such as a purchase requisition, are automatically passed on all subsequent related documents, such as a purchase order or payment voucher related to that purchase requisition, even if budget constraints are exceeded at the time they are processed. However, if the ChartFields are changed in subsequent documents from those values in the initial document, the transaction can fail if the ChartField combination does not exist as a budget.

Parent/child budgets: In Commitment Control, you can build a hierarchy between budget definitions. A parent budget has one or more child budgets. The budget amounts for all child budgets together represent the amount in their parent's budget. For example, if you have an appropriation budget that is a parent to multiple organization budgets, you set up an appropriation budget definition as a parent to the organization budget definition.

Posting: Posting is the final step in the budget journal entry process. When a budget journal is free of errors, it can be posted to the budget ledger. Cardinal does not require balanced budget journal entries, therefore offsetting entries are not generated upon posting.



Key Terms (continued)

Ruleset: A ruleset defines a group of ChartField values that share common budgetary attributes such as keys, calendars, and translation trees. Rulesets are used to allow different kinds of budgetary structures to be housed in the same commitment control ledger group. A commitment control budget definition must have at least one default ruleset but may have many rulesets defined based on the requirements for budget accounts. A ruleset ChartField is the ChartField that the budget process considers when determining if a given transaction line is subject to the rules associated with the budget definition. Some organizations require that a budget definition include more than one set of the following:



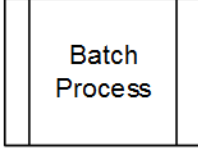
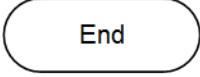
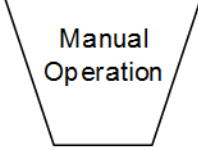
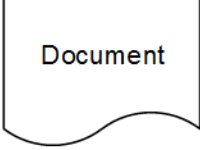
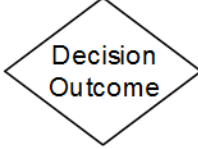
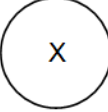
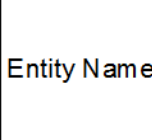
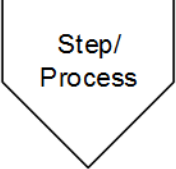
- Key ChartFields required for budget journals and source transactions
- Translation tree and level at which you budget for the key ChartFields
- Budget period calendar, which specifies valid budget periods

For example, you can budget at a higher translation level for a few of the budgets in your budget definition. You can also have some budgets in a budget definition that require an additional key ChartField, such as program ID or project ID, for tracking purposes.

Spreadsheet Budget Journal Import: A process that allows you to enter journals offline using Excel and then import the journals into Cardinal.



Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.