



SW GL130

General Ledger Overview

Web Based 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
- Variety of simulations
- 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:



Describe key General Ledger concepts



Describe the overall General Ledger process



Explain how General Ledger integrates with other Cardinal modules and interfaces with external systems



Agenda

1

Introduction to General Ledger

2

General Ledger Processes

3

General Ledger Integration and Interfaces



Lesson 1: Introduction

1

Introduction to General Ledger

This lesson covers the following topics:

- Introduction to General Ledger
- Key Concepts



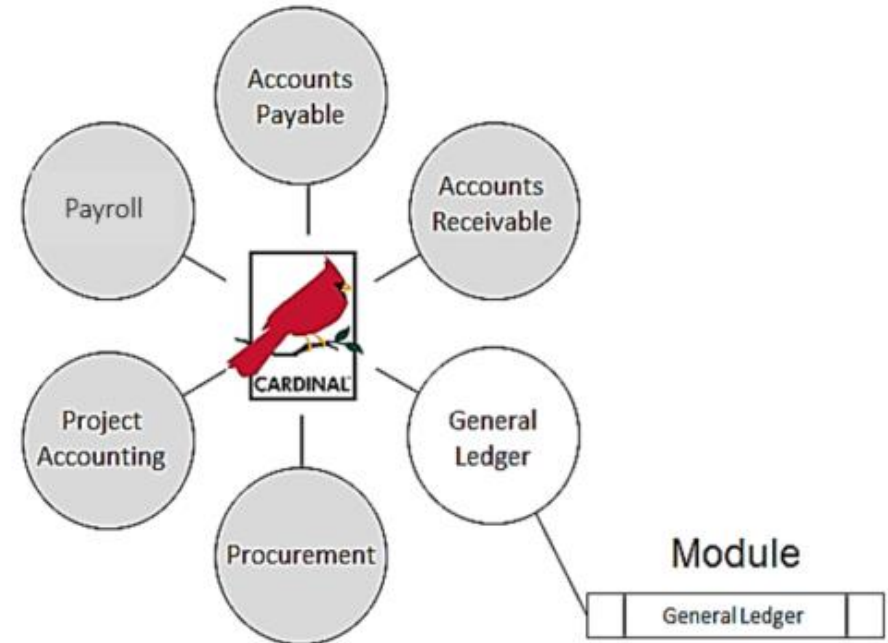
Introduction to General Ledger

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

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

In this lesson, some General Ledger key concepts will be explored.

Cardinal Functional Areas





Key Concepts

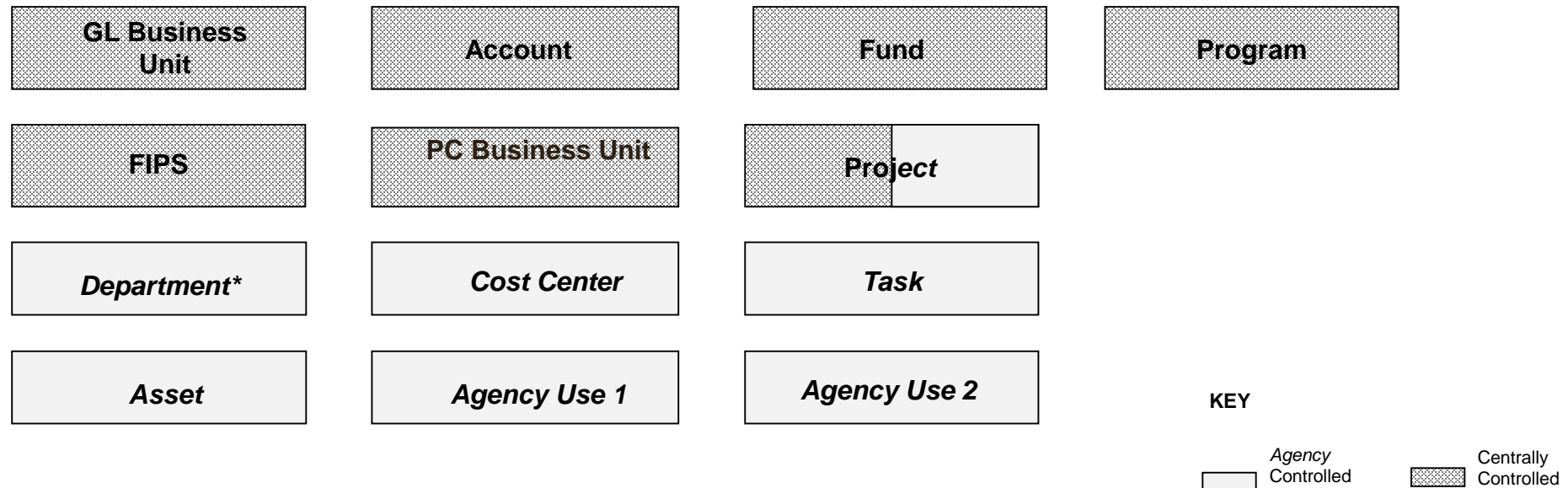
Some key concepts in General Ledger include:

- Cardinal operates on a modified accrual basis. In modified accrual accounting, revenues are recognized when they become available and measurable. Liabilities are recorded when expenditures are entered. When expenditures are paid, the related liabilities are relieved and cash is reduced.
- The Chart of Accounts (COA) is a statewide accounting structure shared by all agencies. It is maintained in General Ledger and is used within all modules of Cardinal.
- The COA provides the accounting structure and sets hierarchies for financial data to enable the recording and reporting of accounting information in both detailed and summary formats.



Key Concepts (continued)

- Each COA element is called a ChartField.
- ChartFields provide Cardinal with the basic structure to segregate and categorize transactional and budget data.
- The COA element ownership is detailed below:



The Project ChartField is agency controlled except for capital outlay and commonwealth-wide initiatives.

*Department is the only required agency-controlled ChartField.



Key Concepts (continued)

- Each ChartField has a centrally defined purpose, except for the two Agency Use fields.
- Trees are used to define groupings and hierarchical relationships between ChartField values in Cardinal. Tree maintenance is performed by the Commonwealth's Department of Accounts (DOA).
- The default ChartFields in Cardinal are shown below.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Design ChartFields ▾ > Configure ▾ > Standard Configuration New Window

Standard ChartField Configuration

List of Chartfields Personalize | Find | | First 1-21 of 21 Last

Status	Order	Field Long Name	Field Short Name		Display Length	Affiliate Type	IntraUnit Related ChartField
<input type="checkbox"/> Active ChartField	1	Account	Account	Relabel	10		
<input type="checkbox"/> Active ChartField	2	Fund	Fund	Relabel	5		
<input type="checkbox"/> Active ChartField	3	Program	Program	Relabel	10		
<input type="checkbox"/> Active ChartField	4	Department	Department	Relabel	10		
<input type="checkbox"/> Active ChartField	5	Cost Center	Cost Center	Relabel	10		
<input type="checkbox"/> Active ChartField	6	Task	Task	Relabel	6		
<input type="checkbox"/> Active ChartField	7	FIPS	FIPS	Relabel	5		
<input type="checkbox"/> Active ChartField	8	Asset	Asset	Relabel	8		
<input type="checkbox"/> Active ChartField	9	Agency Use 1	Agency Use 1	Relabel	10		



Key Concepts (continued)

- Combination edits are rules that identify valid ChartField combinations that can be used on an accounting entry.
- Commitment Control is a function within the General Ledger which provides budget checking.
- Commitment Control provides for the tracking and controlling of expenditures against budgets and revenues against estimates.
- Commitment Control enables the creating of budgets and to budget checking source transactions originating in various Cardinal modules.
- A SpeedType is a code that auto-populates the accounting distribution line when entered on a transaction with a predetermined COA value string (such as fund, program, department).
- SpeedTypes are used to auto-populate predefined ChartFields on journal entries.
- A SpeedType provides the ability to define codes for frequently used ChartField combinations.
- When a SpeedType is entered, users still have the ability to add COA values on the associated distribution line.



Key Concepts (continued)

- SpeedTypes can be used in General Ledger, Expenses, Payroll Time and Labor, 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.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.





SpeedTypes are used in General Ledger, Expenses, Accounts Receivable, and Payroll modules.

- True
- False



Determine which of the following statements are true.

- The COA sets hierarchies for financial data elements that are used by all modules in Cardinal
- The COA structure and values are maintained in General Ledger.
- The COA provides Cardinal with the basic structure to segregate and categorize transactional and budget data.
- All of the above



Lesson 1: Summary

1

Introduction to General Ledger

In this lesson, you learned:

- The Chart of Accounts (COA) is a statewide accounting structure shared by all agencies. It is maintained in General Ledger and is used within all modules of Cardinal.
- COA elements are called ChartFields.
- Some ChartFields are maintained centrally while others are maintained by agencies.
- ChartField values can be defined as specific values or as a range of values using trees.
- Commitment Control enables the tracking and controlling of expenditures against budgets and revenues against estimates (i.e., budget structures).
- SpeedTypes are a set of pre-defined ChartFields that can be used in General Ledger, Expenses, Payroll Time and Labor, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries to expedite data entry.
- SpeedCharts provide similar functionality for Accounts Payable except that multiple accounting distributions can be configured for an individual SpeedChart.



Lesson 2: Introduction

2

General Ledger Processes

This lesson covers the following topics:

- General Ledger Functional Area
- Four Key Processes in General Ledger



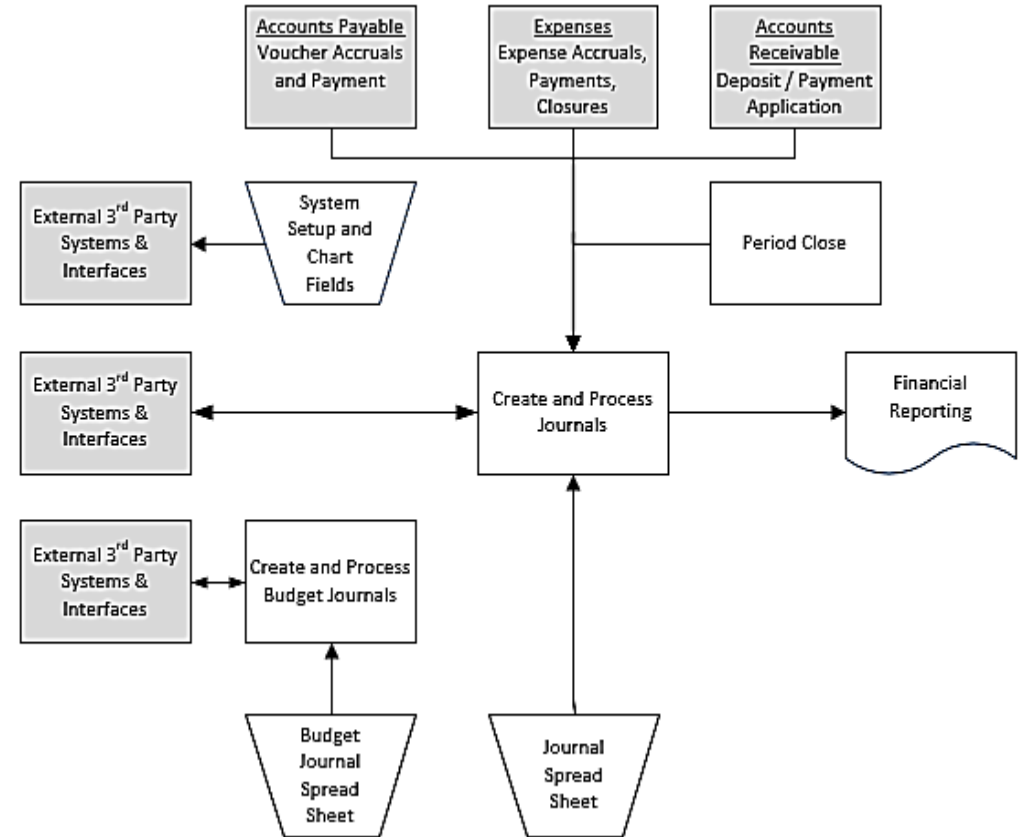
General Ledger Functional Area

The General Ledger serves as a book to record all financial transactions.

Key processes in the General Ledger functional area are:

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

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





General Ledger Home Page

The **General Ledger** home page provides access to all pages within the General Ledger module, as well as links to commonly used pages in other applications. Navigate to this page using the following path:

Main Menu > General Ledger

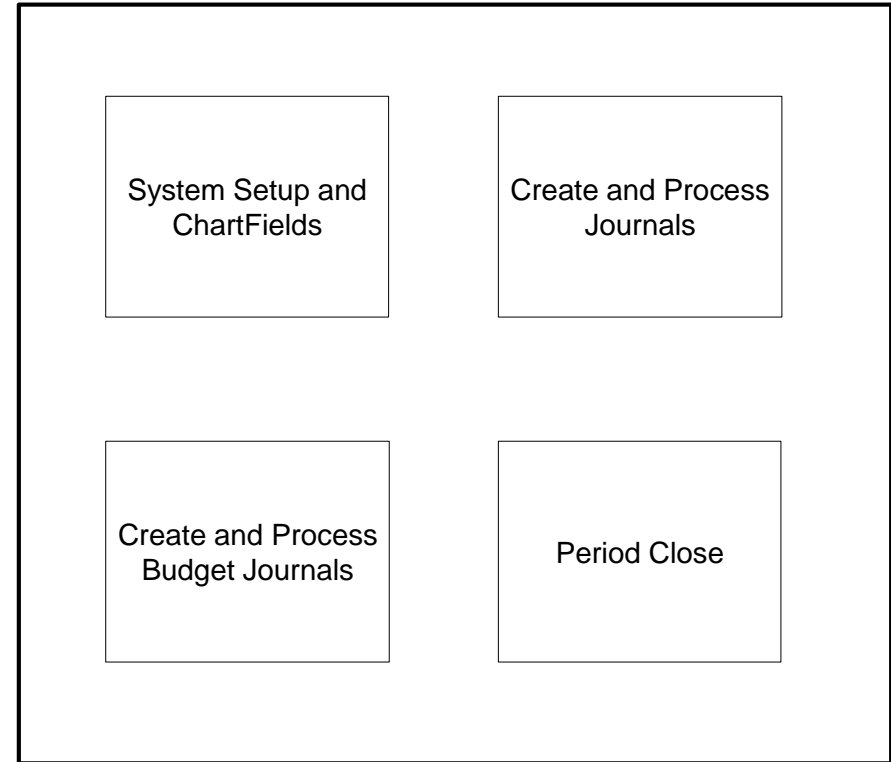
The screenshot shows the navigation interface of the General Ledger Home Page. At the top, there are two dropdown menus: 'Favorites' and 'Main Menu'. The 'Main Menu' dropdown is open, showing a list of folders. The 'General Ledger' folder is highlighted with a red box. Below the 'Main Menu' dropdown, a secondary dropdown menu is visible, listing various sub-items under 'General Ledger', including 'Average Daily Balance', 'Close Ledgers', 'General Reports', 'GL Subsystem Reconciliation', 'Journals', 'Ledgers', 'Monitor Background Process', 'Open Items', 'Review Financial Information', and 'Summary Ledgers'. To the right of the navigation menu, there is a 'Menu' section with a 'myCardinal Financials' section containing 'Financials Report Execution', 'Financials Report Retrieval', and 'Financials Links'. Below this is a 'myCardinal Messages' section with a table header for 'Begin Date' and 'Message'. The top right corner of the page includes 'Personalize Content | Layout' and a 'Help' icon.



Four Key Processes in General Ledger

There are four key processes in General Ledger:

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





System Setup and ChartFields

During the System Setup and ChartFields process, fields that store the COA and provide Cardinal with the basic structure for transactional and budget data are established and maintained.

The processes for setting up centrally and agency maintained fields are detailed below:

Centrally Maintained ChartFields

- Agency prepares and sends COA request to DOA
- DOA reviews the request and enters/updates the ChartField value in Cardinal
- DOA completes tree and/or combination edit setup if needed
- Agency updates SpeedTypes/SpeedCharts if needed

Agency Maintained ChartFields

- Agency enters/updates the ChartField value in Cardinal
- Agency notifies Cardinal Post Production Support (PPS) of new ChartField setup and requests tree and/or combination edit setup if needed
- Agency updates SpeedTypes/SpeedCharts if needed



Design ChartFields Page

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

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

The screenshot displays the Cardinal application's main menu. The navigation path is highlighted with red boxes:

- Main Menu** (top bar)
- Set Up Financials/Supply Chain** (left sidebar)
- Common Definitions** (sub-menu of Set Up Financials/Supply Chain)
- Design ChartFields** (sub-menu of Common Definitions)

The main content area shows the **myCardinal Financials** menu with sections for **Financials Report Execution**, **Financials Report Retrieval**, and **Financials Links**. A **Message** box is also visible at the bottom.



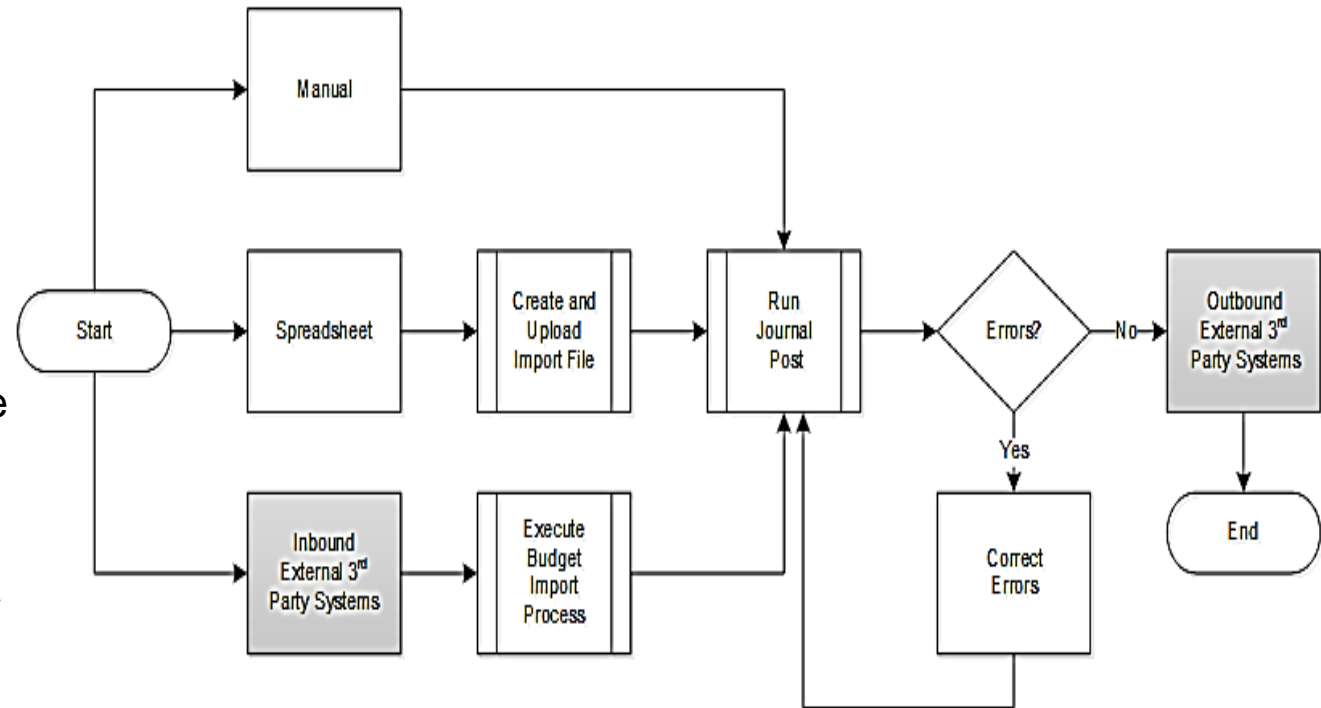
Create and Process Budget Journals

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

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

Agencies can create and adjust their agency operational level budgets at their discretion.

Budget journals can be created manually using online pages or using the Excel spreadsheet budget journal upload process.





Commitment Control Page

The **Commitment Control** page allows one to define, create, maintain, and review the agency level budgets. Navigate to this page using the following path:

Main Menu > Commitment Control

The screenshot displays the Oracle EBS Main Menu interface. The 'Main Menu' dropdown is open, and the 'Commitment Control' folder is highlighted in yellow. A sub-menu is visible, listing various budget-related tasks. The background shows the 'myCardinal Financials' dashboard with sections for 'Financials Report Execution', 'Financials Report Retrieval', and 'Financials Links'. The 'Messages' section is also visible at the bottom.

- Accounts Payable
- Accounts Receivable
- Allocations
- Banking
- Billing
- Cardinal Interfaces
- Commitment Control**
 - Budget Journals
 - Budget Reports
 - Close Budget
 - Define Budget Security
 - Define Control Budgets
 - Post Control Budget Journals
 - Review Budget Activities
 - Review Budget Check Exceptions
 - Third Party Transactions
- Customer Contracts
- Customers
- Employee Self-Service
- Enterprise Components
- eProcurement
- General Ledger
- Items
- Manager Self-Service
- myCardinal Financials
- PeopleTools
- Procurement Contracts
- Project Costing
- Purchasing
- Reporting Tools
- Services Procurement
- Set Up Financials/Supply Chain
- Sourcing



Create and Process Journals

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

Journal entries can be created:

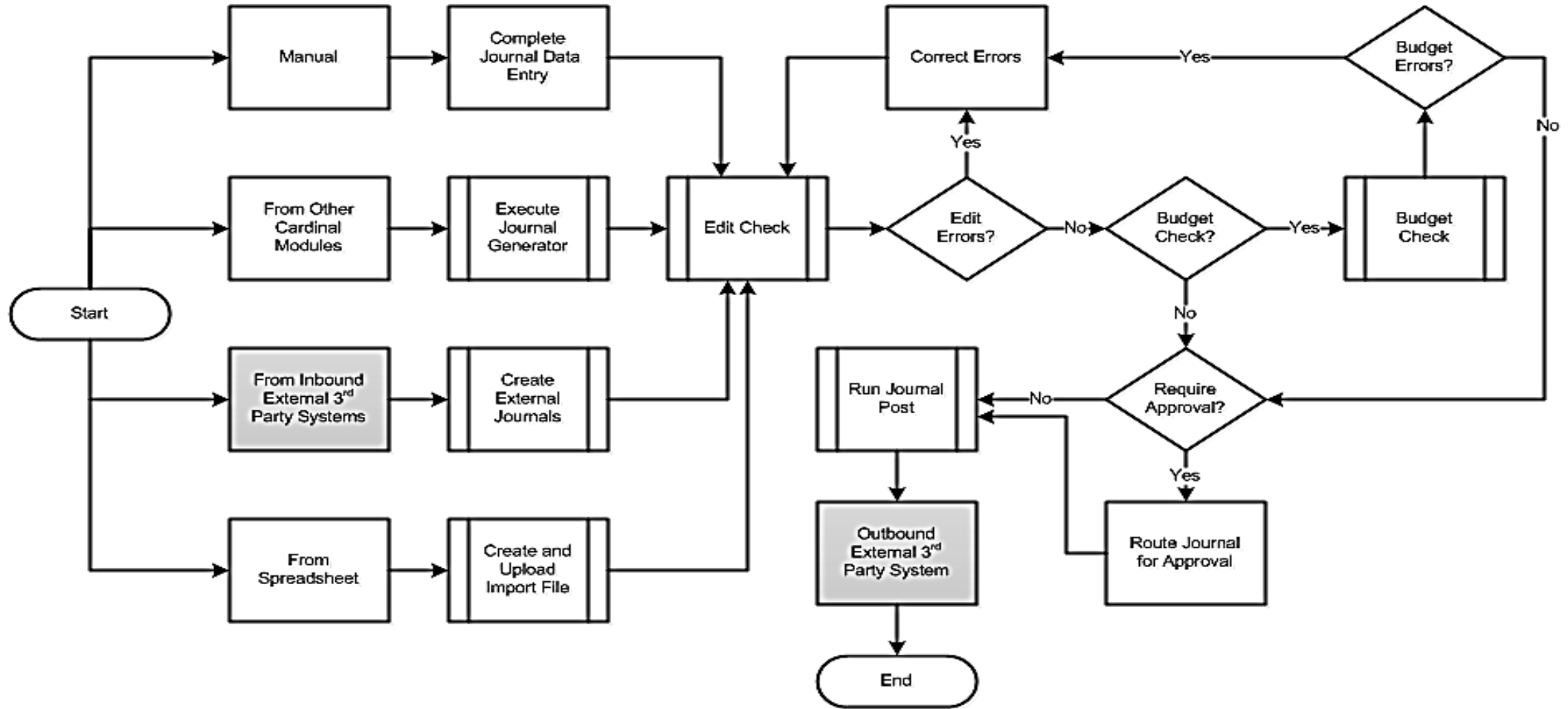
- Manually online
- From other Cardinal modules
- From Inbound External 3rd Party and Agency Systems
- From an Excel spreadsheet

Once a journal is created, journal processing includes:

- Edit checking the journal
- Budget checking the journal
- Correcting journal errors
- Routing the journal for approval
- Posting the journal



Create and Process Journals (continued)





Journals Page

From the **Journals** page one can create, import, review, and process journal entries. Navigate to this page using the following path:

Main Menu > General Ledger > Journals

The screenshot displays a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu is titled "Main Menu" and contains a list of folders. The "General Ledger" folder is highlighted in yellow, and its sub-menu is open, showing a list of folders. The "Journals" folder is also highlighted in yellow. The main content area is titled "Menu" and contains a section for "myCardinal Financials" with three sub-sections: "Financials Report Execution", "Financials Report Retrieval", and "Financials Links". Below this is a section for "myCardinal Messages" with a table header for "Begin Date" and "Message".

Main Menu

- Accounts Payable
- Accounts Receivable
- Allocations
- Banking
- Billing
- Cardinal Interfaces
- Commitment Control
- Customer Contracts
- Customers
- Employee Self-Service
- Enterprise Components
- eProcurement
- General Ledger**
 - Average Daily Balance
 - Close Ledgers
 - General Reports
 - GL Subsystem Reconciliation
 - Journals**
 - Import Journals
 - Journal Entry
 - Process Journals
 - Standard Journals
 - Subsystem Journals
 - Ledgers
 - Monitor Background Proc
 - Open Items
 - Review Financial Inform
 - Summary Ledgers
- Items
- Manager Self-Service
- myCardinal Financials
- PeopleTools
- Procurement Contracts
- Project Costing
- Purchasing
- Reporting Tools
- Services Procurement
- Set Up Financials/Supply Chain
- Sourcing

Menu

myCardinal Financials

- Financials Report Execution**
 - AP Reports
 - AR Reports
 - GL Reports
 - PA Reports
 - PR Reports
 - Financials Query-based Reports
- Financials Report Retrieval**
 - FIN Report Manager
 - FIN Process Monitor
- Financials Links**
 - Cardinal HCM
 - Cardinal Portal

myCardinal Messages

Begin Date	Message
------------	---------



Process Journals Page

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

Main Menu > General Ledger > Journals > Process Journals

The screenshot displays the software's main menu structure. The 'Main Menu' is expanded, showing a list of categories. 'General Ledger' is highlighted in yellow. A sub-menu for 'General Ledger' is also expanded, with 'Journals' highlighted in yellow. A further sub-menu for 'Journals' is expanded, with 'Process Journals' highlighted in yellow. A list of actions for 'Process Journals' is shown, including 'Budget Check Journals', 'Edit Journals', 'Journal Edit Errors Report', 'Mark Journals for Posting', 'Post Journals', 'Posted Journal Summary Report', and 'Review Journal Status'. The background shows the 'myCardinal Financials' and 'myCardinal Messages' sections of the interface.

- Main Menu
 - Accounts Payable
 - Accounts Receivable
 - Allocations
 - Banking
 - Billing
 - Cardinal Interfaces
 - Commitment Control
 - Customer Contracts
 - Customers
 - Employee Self-Service
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 - General Ledger**
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 - Import Journals
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 - Edit Journals
 - Journal Edit Errors Report
 - Mark Journals for Posting
 - Post Journals
 - Posted Journal Summary Report
 - Review Journal Status
 - Standard Journals
 - Subsystem Journals
 - Ledgers
 - Monitor Background Pr
 - Open Items
 - Review Financial Inform
 - Summary Ledgers
 - Items
 - Manager Self-Service
 - myCardinal Financials
 - PeopleTools
 - Procurement Contracts
 - Project Costing
 - Purchasing
 - Reporting Tools
 - Services Procurement
 - Set Up Financials/Supply Chain
 - Sourcing



Period Close

Period Close is initiated at calendar milestones (i.e., month end, fiscal year end, budget year end).

The General Ledger and other Cardinal modules can close accounting periods on different dates for a given accounting period.





Period Close: Month End Close

Month End Close enables the closing of monthly accounting periods within a fiscal year by business unit.

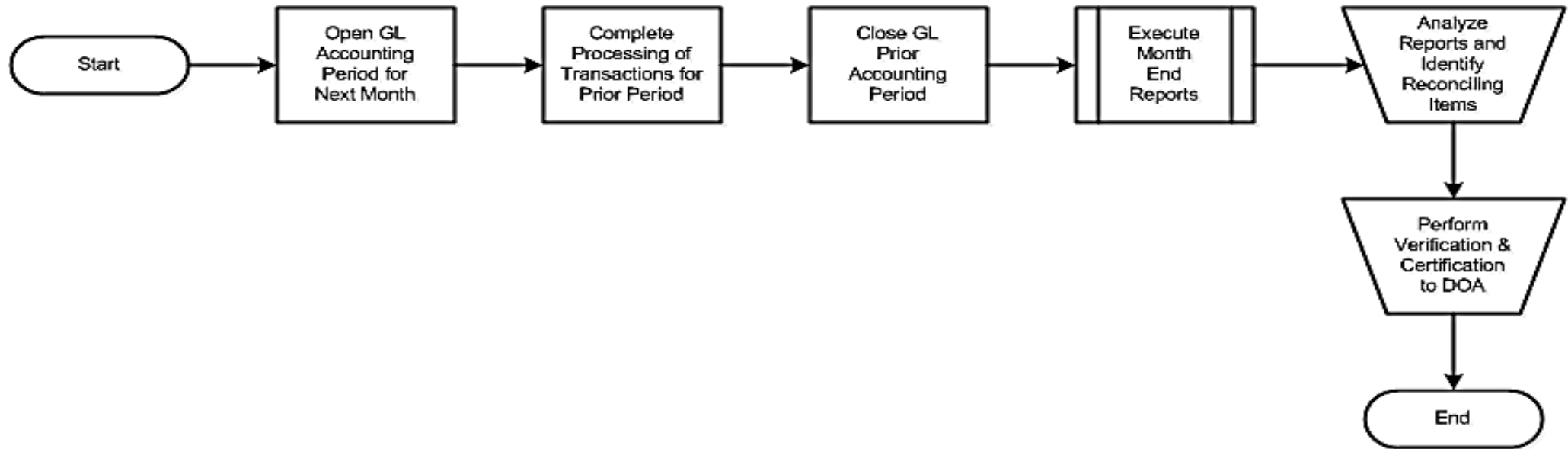
The Month End Close process finalizes transactions for the period.

The process for Month End Close includes:

- Completing processing of transactions for the period
- Running month end reports
- Analyzing reports
- Making corrections, if necessary
- Performing verification and certification to DOA



Period Close: Month End Close (continued)





Period Close: Year End Close

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

The process for Year End Close includes:

- Generating preliminary year end closing reports
- Analyzing reports
- Creating year end adjustments
- Generating final year end reports



Period Close: Budget Year End Close

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

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

Budget Year End processing carries the remaining Capital Outlay related budgets forward, closes Operating related budgets, and closes agency lower level budgets.

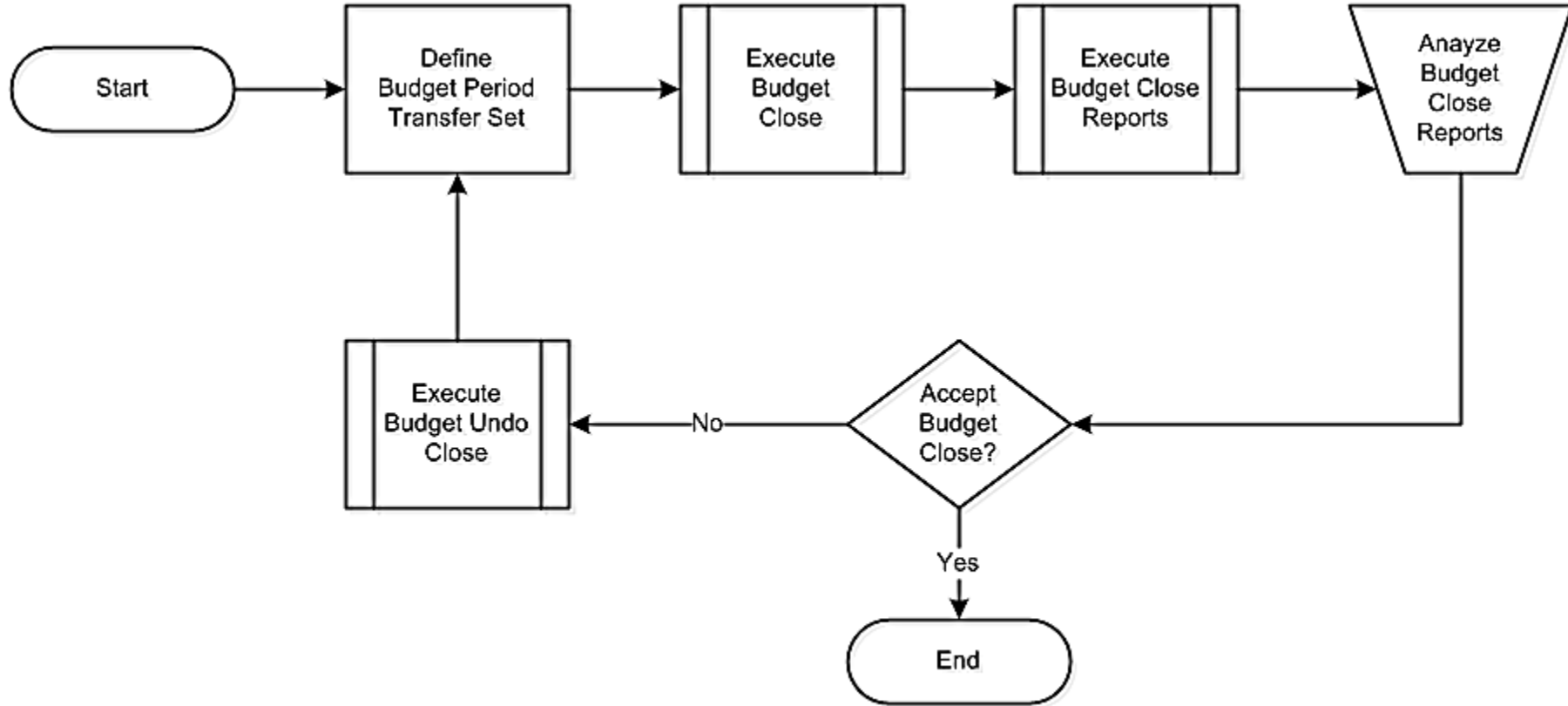
The Budget Year End Close process is independent of the year end close process.

The process for Budget Year End Close includes:

- Reviewing carry forward list
- Reviewing ChartField value sets
- Reviewing, creating / modifying ChartField value sets, if needed
- Creating / modifying closing rules
- Defining closing rule options
- Executing budget close
- Running / analyzing budget close reports
- Executing budget close



Period Close: Budget Year End Close





Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.





Which processes are included in the General Ledger functional area?

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



One of the main functions within General Ledger is creating and processing journals.

- True
- False



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

- True
- False



Lesson 2: Summary

2

General Ledger Processes

In this lesson, you learned:

- The key General Ledger Processes are:
 - System Setup and ChartFields
 - Create and Process Budget Journals
 - Create and Process Journals
 - Period Close



Lesson 3: Introduction

3

General Ledger Integration and Interfaces

This lesson covers the following topics:

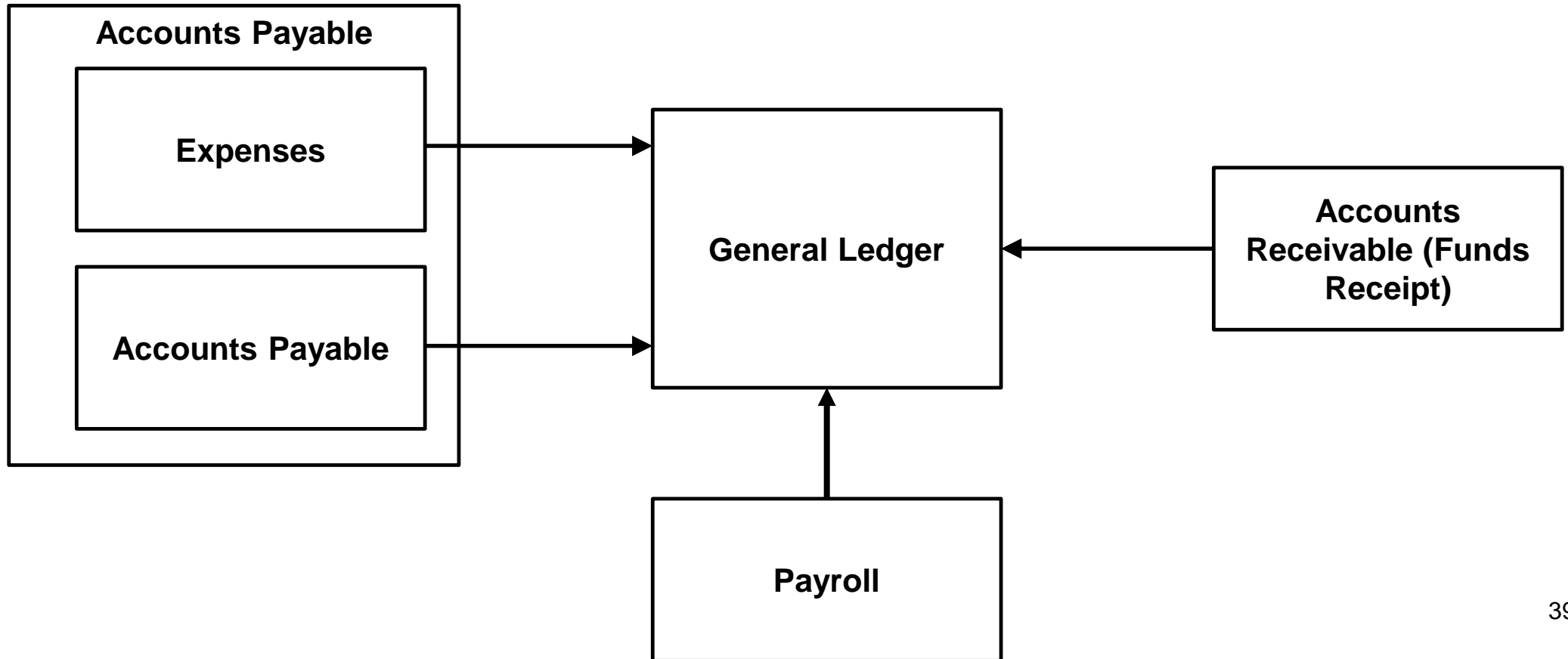
- General Ledger Integration
- Accounts Payable and Expenses Integration
- Accounts Receivable Integration
- General Ledger Interfaces



General Ledger Integration

Each Cardinal module feeds financial data that becomes journals in General Ledger. Various modules use Commitment Control, which resides in General Ledger, for budget checking.

When a transaction passes budget check, it is marked with a **Valid** status and processing continues. If there are errors, further processing is suspended until the error is corrected.

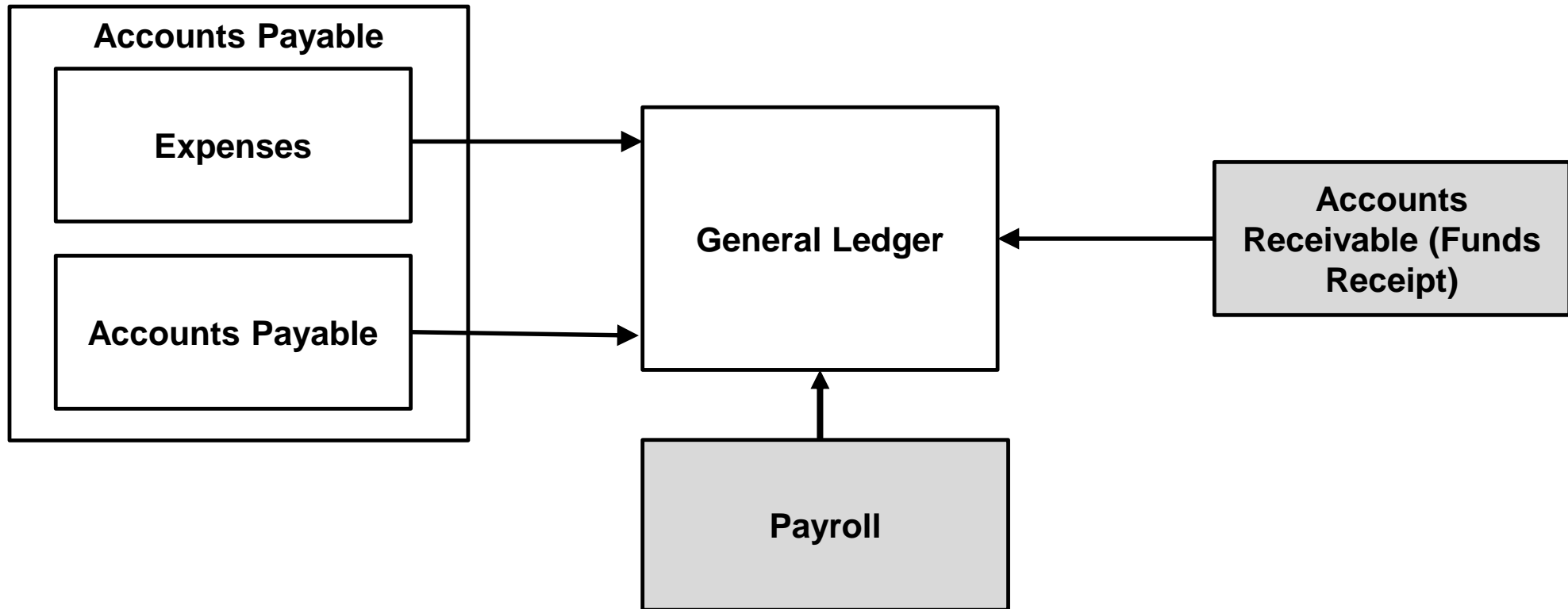




General Ledger: Accounts Payable Integration

General Ledger integrates with the Accounts Payable and Expenses modules in the following ways:

- Accounts Payable and Expense transactions are edit and budget checked in Accounts Payable, using General Ledger edit and budget configuration.
- Once transactions are edit and budget checked, the Accounts Payable and Expenses modules create accounting entries that post to the appropriate ledgers.

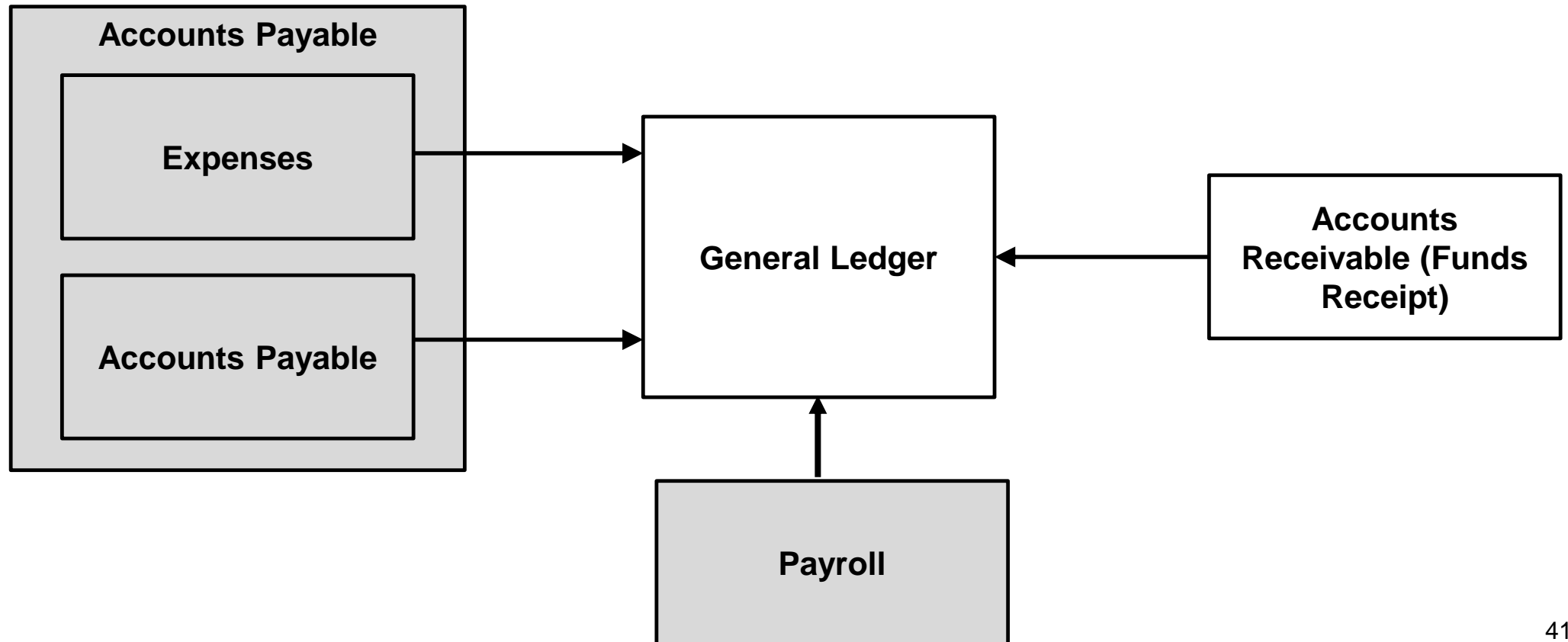




General Ledger: Accounts Receivable Integration

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

- Accounts Receivable transactions are edit checked using General Ledger edit configuration.
- The Accounts Receivable module creates accounting entries to the appropriate ledgers.

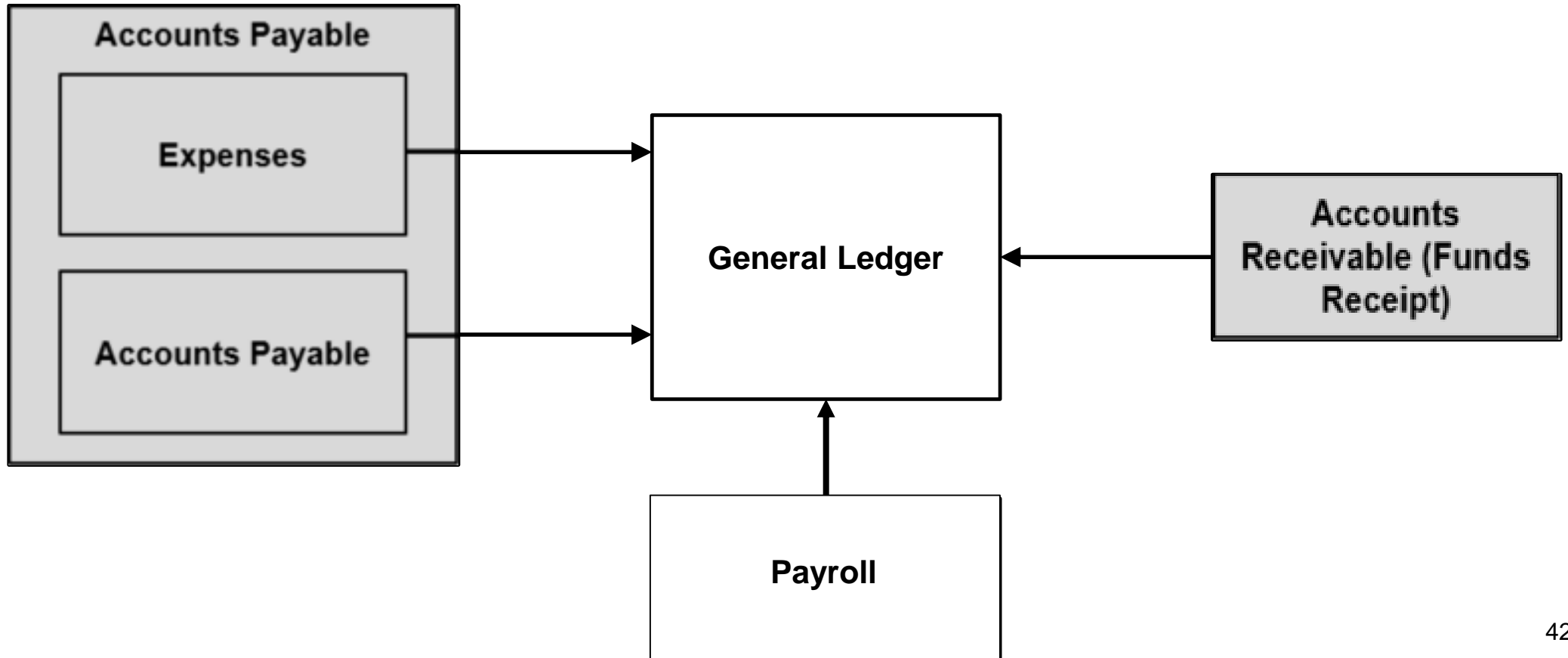




General Ledger: Payroll Integration

General Ledger integrates with the Payroll module in the following ways:

- Payroll transactions are edit checked using General Ledger edit configuration.
- The Payroll module creates accounting entries to the appropriate ledgers.



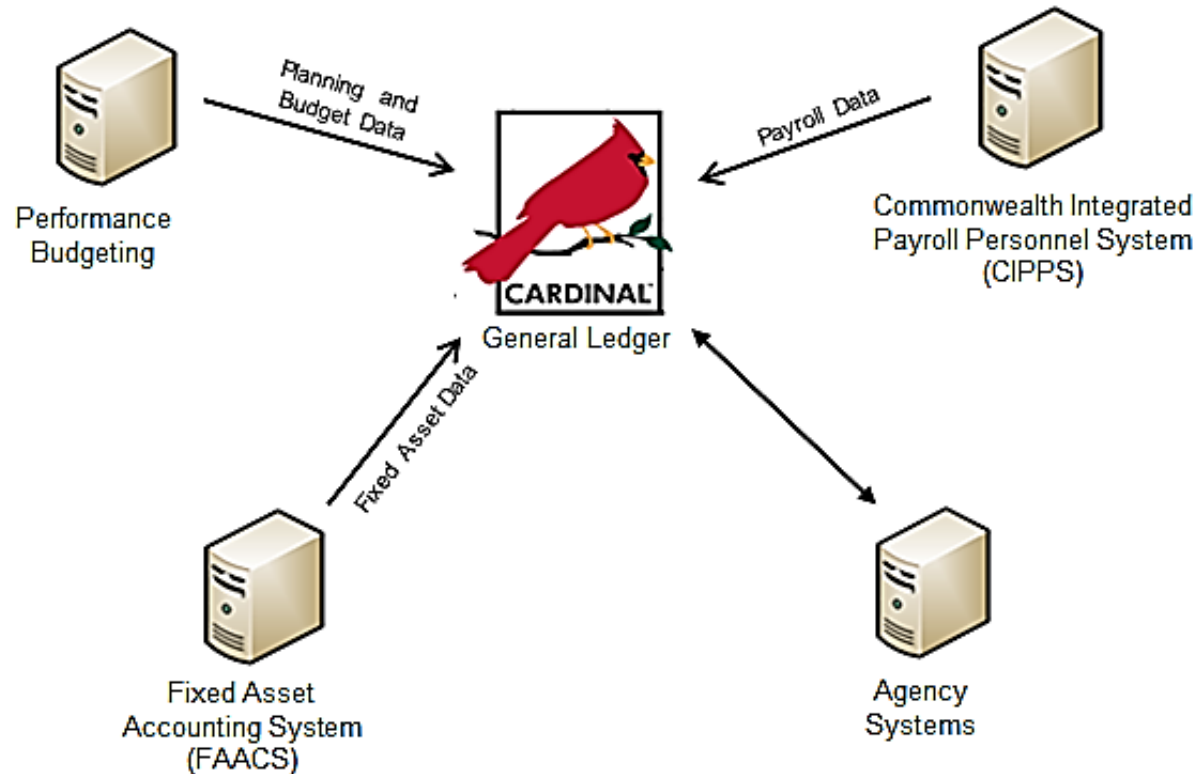


General Ledger Interfaces

General Ledger sends and receives information to and from other Cardinal modules.

General Ledger also sends and receives information to and from external systems.

The image chart highlights the data flows in and out of General Ledger.





Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.





General Ledger integrates with other Cardinal modules, including Accounts Payable, Expenses, Accounts Receivable, and Payroll. These modules send journals to General Ledger.

- True
- False



Lesson 3: Summary

3

General Ledger Integration and Interfaces

In this lesson, you learned:

General Ledger integrates with the Accounts Payable, Expenses, Accounts Receivable and Payroll modules.

- Commitment Control integrates with General Ledger and each of the other Cardinal modules through the budget checking of transactions.
- General Ledger sends and receives information from various sources both within and external to Cardinal.



Course Summary

GL130

General Ledger Overview

In this course, you learned:

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



Course Evaluation

Congratulations! You successfully completed the **SW GL130: General Ledger Overview** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.





Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key



Key Terms

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

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

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

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

Chart of Accounts (COA): An accounting structure that creates hierarchies for financial data elements. It is a mechanism to segregate and categorize financial transactions and budget data. The Cardinal Chart of Accounts provides a standard accounting structure for the Commonwealth of Virginia.

Combination Edits: Rules that determine which ChartField combinations are required, or not allowed, in order for an accounting entry to be posted.



Key Terms (continued)

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

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

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

Modified Accrual Accounting: Modified accrual accounting is an accounting method that recognizes revenues when they become available and measurable and records liabilities when expenditures are incurred. When expenditures are paid, the related liabilities are debited and cash is credited.

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

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



Standard ChartField Configuration

Navigation: Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Design ChartFields ▾ > Configure ▾ > Standard Configuration New Window

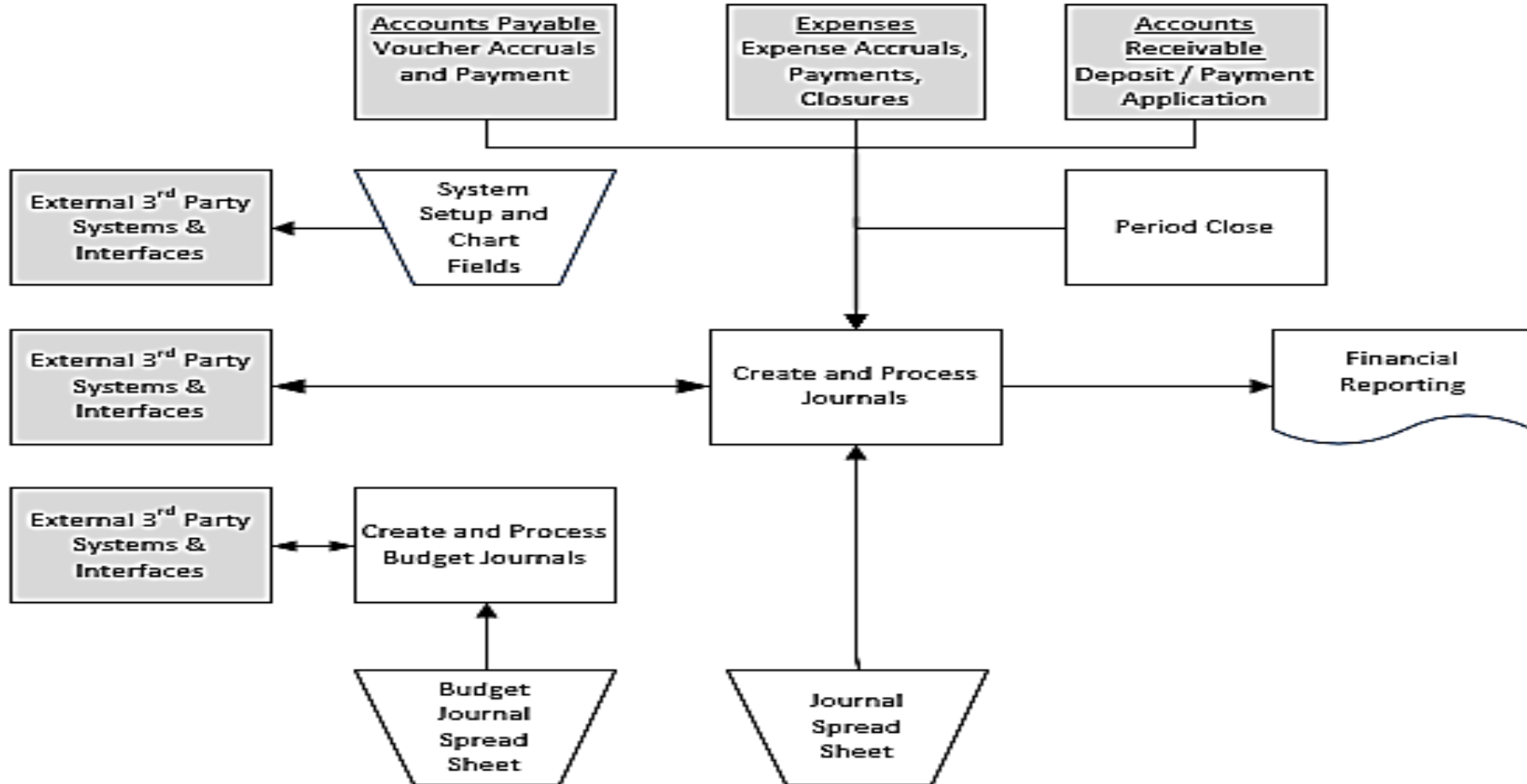
Standard ChartField Configuration

List of Chartfields Personalize | Find | | First 1-21 of 21 Last

Status	Order	Field Long Name	Field Short Name		Display Length	Affiliate Type	IntraUnit Related ChartField
<input type="checkbox"/> Active ChartField	1	Account	Account	Relabel	10		
<input type="checkbox"/> Active ChartField	2	Fund	Fund	Relabel	5		
<input type="checkbox"/> Active ChartField	3	Program	Program	Relabel	10		
<input type="checkbox"/> Active ChartField	4	Department	Department	Relabel	10		
<input type="checkbox"/> Active ChartField	5	Cost Center	Cost Center	Relabel	10		
<input type="checkbox"/> Active ChartField	6	Task	Task	Relabel	6		
<input type="checkbox"/> Active ChartField	7	FIPS	FIPS	Relabel	5		
<input type="checkbox"/> Active ChartField	8	Asset	Asset	Relabel	8		
<input type="checkbox"/> Active ChartField	9	Agency Use 1	Agency Use 1	Relabel	10		



General Ledger Functional Area





General Ledger Functional Area (continued)

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

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

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

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



General Ledger Home Page

The screenshot displays the General Ledger Home Page interface. On the left, there is a navigation menu with a 'Main Menu' dropdown. The 'Main Menu' is expanded to show a list of folders, with 'General Ledger' highlighted. A sub-menu is also expanded from 'General Ledger', listing various reporting and reconciliation tools. The main content area on the right features a 'Personalize Content | Layout' header with a help icon. Below this, there are two main sections: 'Financials Report Retrieval' and 'Financials Links'. The 'Financials Report Retrieval' section contains links for 'FIN Report Manager' and 'FIN Process Monitor'. The 'Financials Links' section contains links for 'Cardinal HCM' and 'Cardinal Portal'. At the bottom of the main content area, there is a 'Message' box.

Main Menu

- Accounts Payable
- Accounts Receivable
- Allocations
- Banking
- Billing
- Cardinal Interfaces
- Commitment Control
- Customer Contracts
- Customers
- Employee Self-Service
- Enterprise Components
- eProcurement
- General Ledger**
- Items
- Manager Self-Service
- myCardinal Financials
- PeopleTools

General Ledger Sub-menu

- Average Daily Balance
- Close Ledgers
- General Reports
- GL Subsystem Reconciliation
- Journals
- Ledgers
- Monitor Background Process
- Open Items
- Review Financial Information
- Summary Ledgers

Financials Report Retrieval

- FIN Report Manager
- FIN Process Monitor

Financials Links

- Cardinal HCM
- Cardinal Portal

Message



General Ledger Home Page (continued)

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

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

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

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



Design ChartFields Page

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

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

The screenshot displays the application's navigation interface. On the left, a 'Main Menu' dropdown is open, showing a list of categories. The path 'Set Up Financials/Supply Chain' is highlighted with a red box. A sub-menu is open for 'Set Up Financials/Supply Chain', with 'Common Definitions' highlighted. A further sub-menu is open for 'Common Definitions', with 'Design ChartFields' highlighted. The main content area shows the 'myCardinal Financials' menu with sections for 'Financials Report Execution', 'Financials Report Retrieval', and 'Financials Links'. A 'Message' bar is visible at the bottom of the main content area.



Design ChartFields Page (continued)

Configure: Configure ChartFields and ChartField attributes.

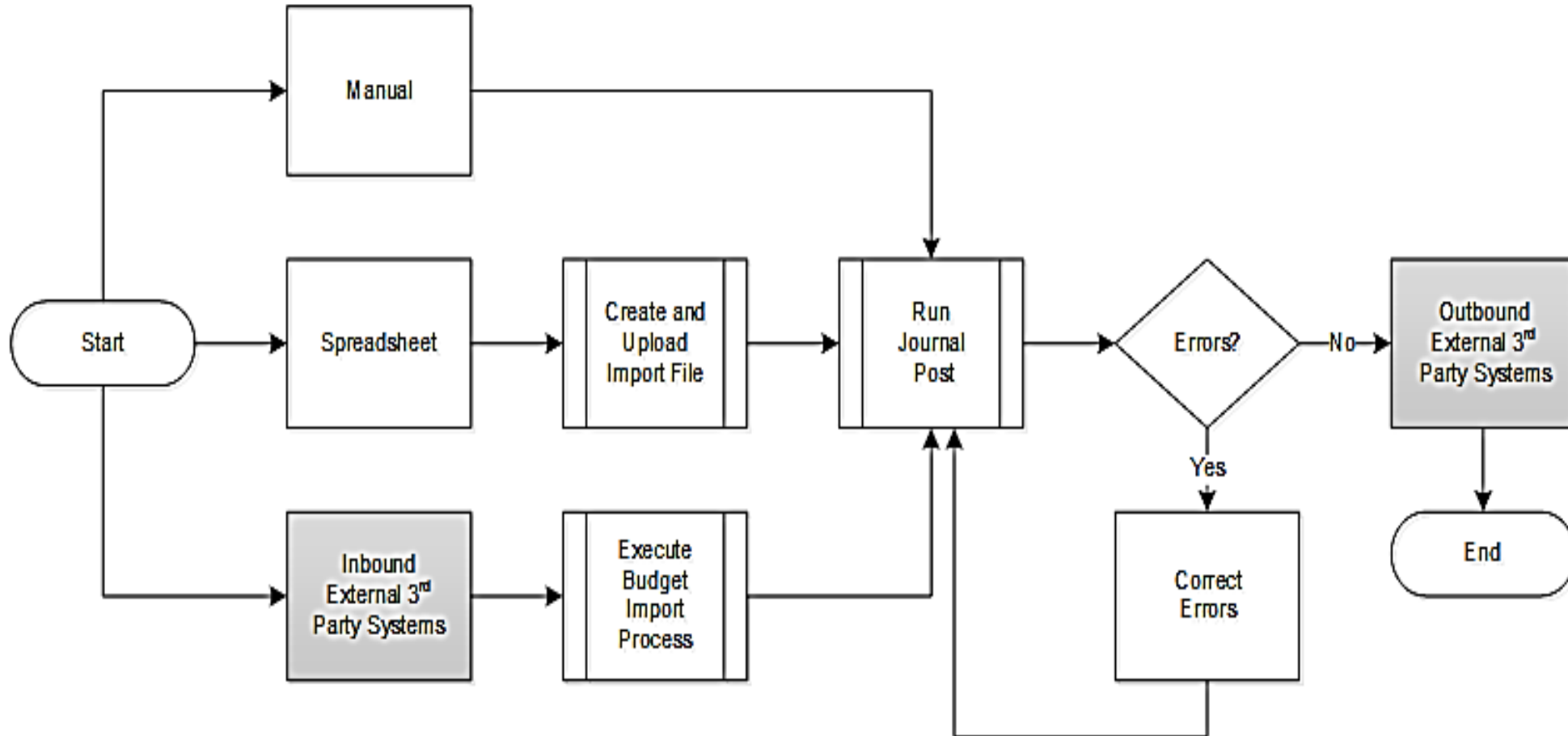
Combination Editing: View combination edit rules.

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

Define Values: Define ChartField values and SpeedTypes.



Create and Process Budget Journals





Create and Process Budget Journals (continued)

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

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

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

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

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

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

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



Commitment Control Page

The **Commitment Control** page allows the defining, creating, maintaining, and reviewing of Commitment Control budgets. Navigate to this page using the following path:

Main Menu > Commitment Control

The screenshot displays the Oracle Financials user interface. On the left, the 'Main Menu' is expanded, and the 'Commitment Control' folder is highlighted with a red box. A sub-menu is open, listing various budget-related tasks such as 'Budget Journals', 'Budget Reports', 'Close Budget', 'Define Budget Security', 'Define Control Budgets', 'Post Control Budget Journals', 'Review Budget Activities', 'Review Budget Check Exceptions', and 'Third Party Transactions'. The main content area shows the 'myCardinal Financials' dashboard with sections for 'Financials Report Execution', 'Financials Report Retrieval', and 'Financials Links'. The 'Messages' section is also visible at the bottom.



Commitment Control Page (continued)

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

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

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

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

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

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



Journals Page

The **Journals** page allows the creating, importing, reviewing, processing, and archiving of journal entries. Navigate to this page using the following path:

Main Menu > General Ledger > Journals

The screenshot displays the application's main menu interface. The 'Main Menu' dropdown is open, showing a list of categories. The 'General Ledger' category is highlighted with a red box. A sub-menu is open for 'General Ledger', with 'Journals' highlighted by a red box. A further sub-menu is open for 'Journals', showing options like 'Import Journals', 'Journal Entry', 'Process Journals', 'Standard Journals', and 'Subsystem Journals'. The background shows the 'myCardinal Financials' and 'myCardinal Messages' sections of the dashboard.



Journals Page (continued)

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

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

Process Journals: Edit journals, budget check journals, mark journals for override, mark journals for posting, post journals, review journal status, journal edit errors report, and Posted Journal Summary Report.

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



Process Journals Page

The **Process Journals** page allows the reviewing and submitting of journals for editing, budget checking, and posting. Navigate to this page using the following path:

Main Menu > General Ledger > Journals > Process Journals

The screenshot displays the myCardinal Financials interface. The navigation path is highlighted as follows:

- Main Menu** (highlighted in red)
- General Ledger** (highlighted in red)
- Journals** (highlighted in red)
- Process Journals** (highlighted in red)

The **Process Journals** dropdown menu includes the following options:

- Budget Check Journals
- Edit Journals
- Journal Edit Errors Report
- Mark Journals for Posting
- Post Journals
- Posted Journal Summary Report
- Review Journal Status

The interface also shows a **Menu** section with **myCardinal Financials** and **myCardinal Messages** tabs. The **myCardinal Financials** section includes **Financials Report Execution**, **Financials Report Retrieval**, and **Financials Links**. The **myCardinal Messages** section includes a **Begin Date** field and a **Message** field.



Process Journals Page (continued)

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

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

Edit Journals: Request a process to edit journals.

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

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

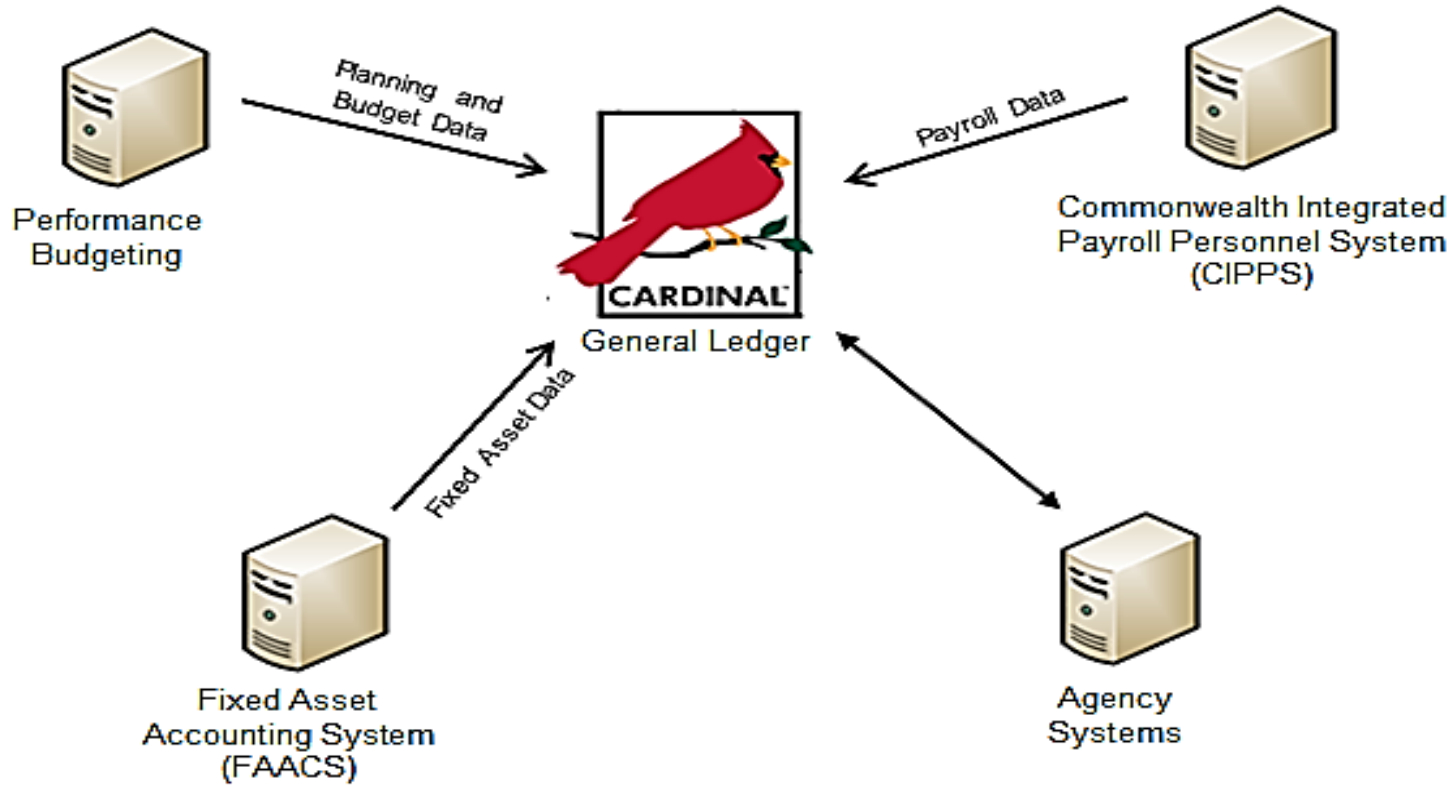
Budget Check Journals: Request a process to budget check a journal against pre-defined budget criteria.

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

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



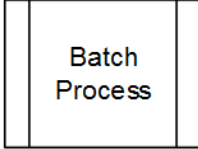
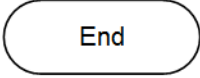
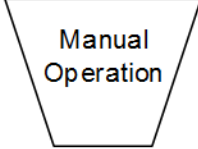
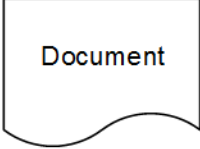
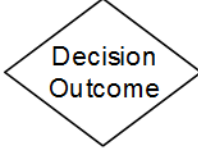
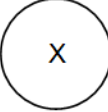
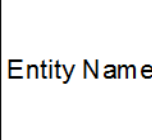
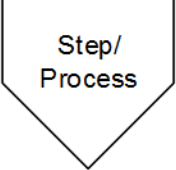


Interfaces





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.