501 GL332
Processing Journal Entries

Instructor Led Training

Rev 9/30/2021

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:

- Identify key journal entry concepts
- Understand the overall journal entry process
- Enter Agency to Agency (ATA) transfer journals
- Understand how journal processing integrates with other Cardinal modules and interfaces with external systems
- Create journal entries in Cardinal
- Use the journal entry template

Course Objectives (continued)

- Create and upload a spreadsheet journal
- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitor journal status
- Review online inquiries for ledger information and journal status

Agenda

1. Understanding Journals
2. Creating Journal Entries
3. Processing Journal Entries

Lesson 1: Introduction

1 Understanding Journals

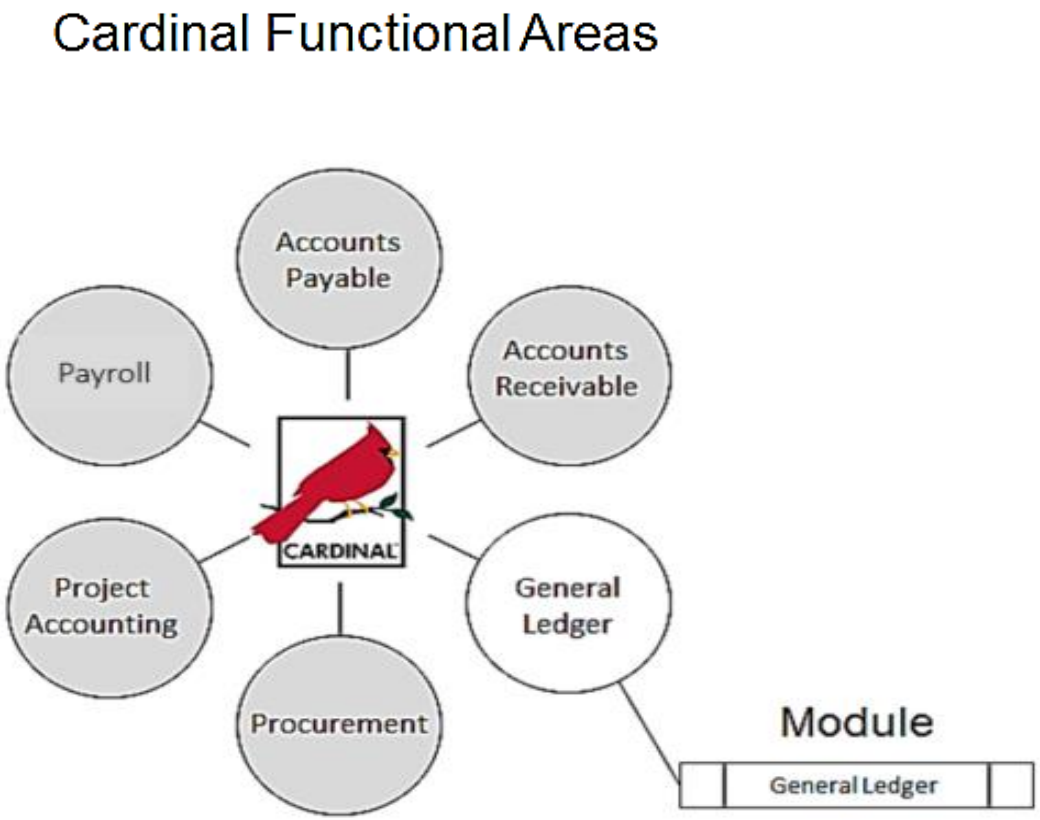
This lesson covers the following topics

- General Ledger Overview
- Key Concepts
- Create and Process Journal
- Integration and Interfaces

General Ledger Overview

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

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



Key Concepts

Some key concepts in journal entry processing include:

- **Commitment Control** enables the ability to create budgets and to budget check source transactions originating in various Cardinal modules, such as Accounts Receivable or Accounts Payable. Budget checking checks multiple ledgers at the same time.

- Cardinal allows for full accrual, modified accrual, and cash bases of accounting for the **Comprehensive Annual Financial Report** (CAFR). Funds that operate on a statutory basis must convert their accounting activity to the modified accrual and/or accrual basis of accounting for the CAFR. Proprietary and Fiduciary funds that do not operate on a statutory basis use the accrual basis of accounting throughout the year.

- Cardinal allows users, with the necessary security access, to transfer funds across agencies i.e., **Business Units** (BU), by entering **Agency to Agency** (ATA) transfer journals. An ATA transfer journal is entered when the funds transfer is not for goods or services received or rendered between agencies. Users who lack security access to transfer funds between business units can create a spreadsheet journal and send it to the Commonwealth's Department of Accounts (DOA) for upload into Cardinal.

- A journal can be saved in an incomplete status if it is not ready to be posted. Select the **Save Journal Incomplete Status** checkbox to save journal transactions and complete them later. **Incomplete** journals cannot be batch edited or budget checked.

- Cardinal uses **SpeedTypes** to auto populate ChartFields on journal entries. A SpeedType is a single value that auto-populates a predetermined Chart of Accounts (COA) value string (such as Fund, Program, and Department). A SpeedType provides a shortcut for frequently used ChartField combinations. When a SpeedType is entered, users can still enter additional COA values on the associated distribution line and/or modify populated values.

Key Concepts (continued)

- In Cardinal, SpeedType values are created for project and cost center combinations.
- 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 and Purchasing except that multiple accounting distributions can be configured for an individual SpeedChart.
- **Combination edits** are rules that determine which ChartField values and combinations are required for accounting entries posted in Cardinal. Combination editing rules apply to all module transactions. Combination editing helps to ensure accuracy of data.
- Cardinal also edit checks all General Ledger journals to verify that they balance by Business Unit, Fund, and Project, and to ensure that cash accounts and certain transfer accounts net to zero within the journal.
- General Ledger journal entries that are not pre-approved must be manually submitted for approval after they pass edit check and budget check.
- After they pass edit check, budget check, and have been submitted for approval, regular online and spreadsheet journals are routed by Cardinal through **Workflow** for approval. Approvers can run queries to identify items not yet approved, or review their Worklist. General Ledger budget journals are not routed through Workflow for approval.
- Denied journals should be corrected or deleted. Deleting a journal prompts Cardinal to update budgets automatically.
- An **Audit Log** is a list of events related to a journal. This log provides users with the ability to audit documents and events that affect journals. Example events include Create Journal, Delete Journal, Mark to Post Journal, and Update Journals.

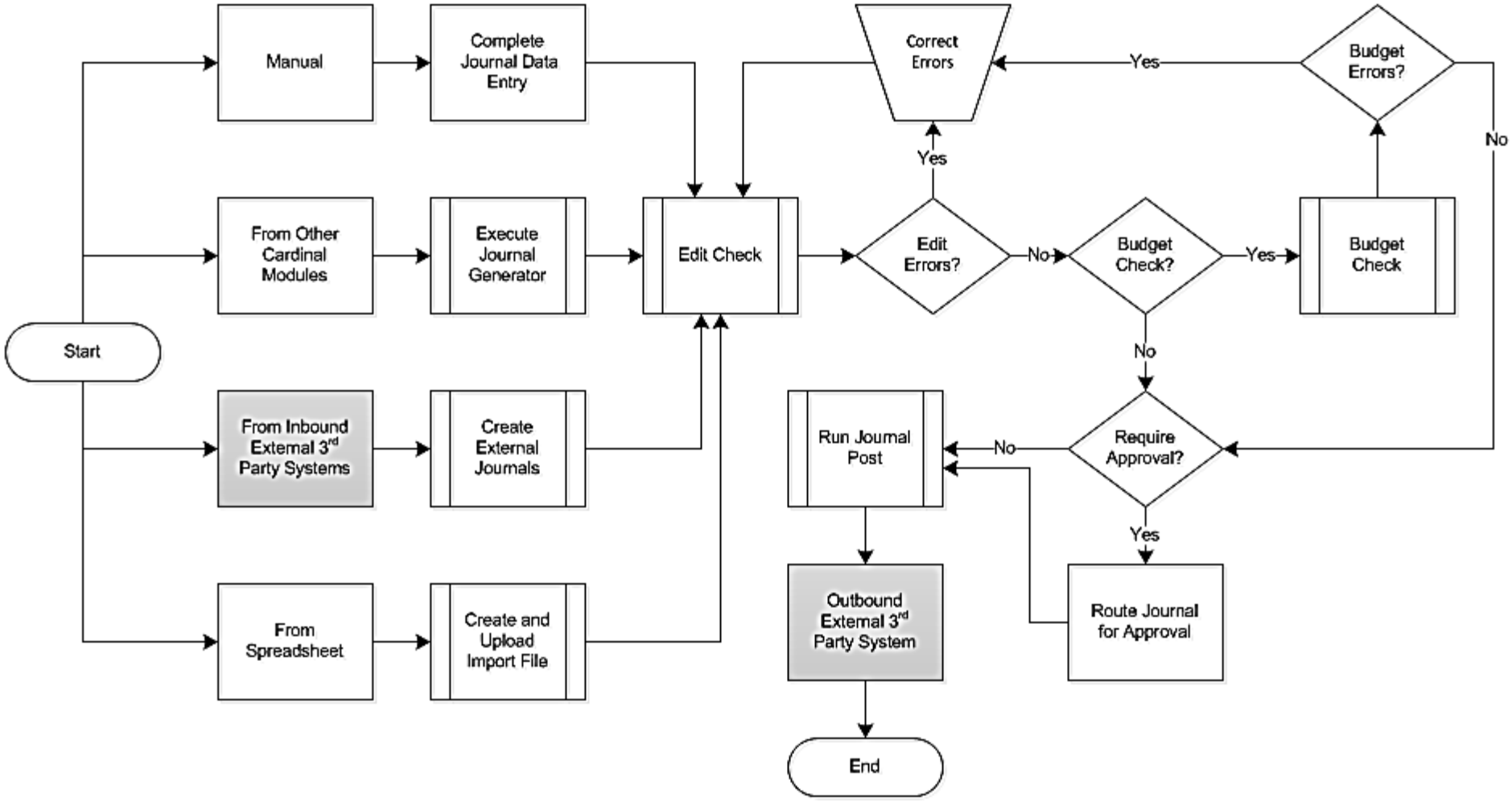
Create and Process Journals

Create and Process Journals is one of the main functions within General Ledger. During this process, transactions post to the General Ledger.

This process involves:

- Create Journals
- Edit Check Journals
- Budget Check Journals
- Submit Journals for Approval
- Run Journal Post

Create and Process Journals (continued)



Create Journals

Journals can be created in several different ways in Cardinal:

- **Manually** - Manual journals are created online using the journal header and journal line pages.

- **From Inbound External Third Party Systems** - External third party systems create files that are staged for batch processing to create journals in General Ledger. External third party system journals are created and processed through batch jobs.

- **From a Spreadsheet** - Spreadsheets can be used to load journal data into Cardinal. Accounting data used to create journals can be copied into the spreadsheet template. After entering the journal header and journal lines into a spreadsheet, an Excel macro is run to create a file that can be loaded into Cardinal. The build process uploads this spreadsheet and creates a journal within Cardinal. The journal can then be edit and budget checked in General Ledger.

- **From other Cardinal Modules** - Journals from other modules are created and processed through batch jobs. Some journals processed in other modules are sent to General Ledger having been budget checked. Other journals are budget checked in General Ledger, since this functionality is not available in their module. The **Journal Generator** process takes the accounting entries from Cardinal modules, formats them, edit checks, and creates journal entries in General Ledger.

Edit Check Journals

The Edit Check process ensures that ChartField values and combinations are valid, that journals balance by Business Unit and Fund, that debits equal credits, and that cash accounts and certain transfer accounts net to zero within the journal.

A journal must pass edit check before it can be budget checked.

Journals from the following are edit checked in General Ledger:

- Accounts Payable module
- Expenses module
- Accounts Receivable module
- Billing module
- Journals created from project split and revenue and billing transactions in the Project Costing module
- Customer Contracts module
- Purchasing module
- Payroll
- General Ledger

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

Budget Check Journals

Journal lines from the Purchasing, Project Costing (revenue and billing), and Payroll must pass checks against the established Commitment Control budgets in General Ledger for valid combinations and amounts. Online journals, allocation journals, journals created from external third party systems, and spreadsheet journals are also budget checked in General Ledger.

Journals from the following modules are budget checked in their originating modules prior to being journal generated to General Ledger:

- Accounts Payable
- Expenses
- Accounts Receivable
- Billing
- Project Costing
- Customer Contracts

Once they pass budget check in the originating Cardinal module, these journals are not budget checked again before going to General Ledger.

	Originating Module		General ledger	
	Edit Check	Budget Check	Edit Check	Budget Check
Accounts Payable	X	X	X	
Expenses	X	X	X	
Accounts Receivable	X	X	X	
Billing	X	X	X	
Project Costing	X	X		X
Customer Contracts	X	X		X
Purchasing			X	X
Payroll			X	X
General Ledger			X	

Submit Journals for Approval

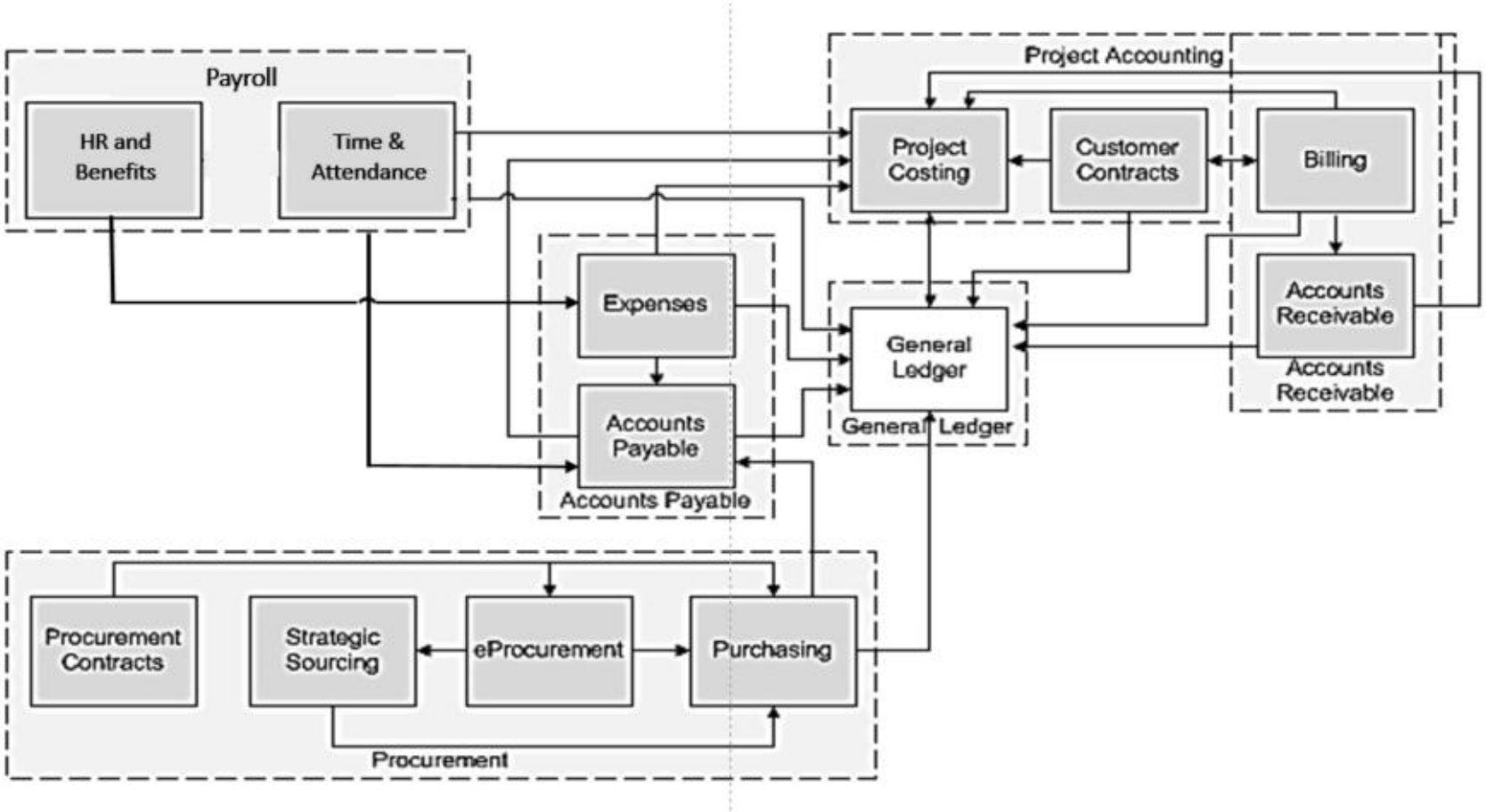
Only journals that pass edit and budget check are routed for approval.

Cardinal Workflow routes journals entered or updated online to the worklist of the appropriate approver(s) for approval. Workflow determines the appropriate approver(s) based on the profile of the user who created the journal, and the type of expense. The approver can view items awaiting approval by checking their worklist.

Some journals may require multiple levels of approval. Once all necessary approvals are complete, journals can be posted to the ledger by a batch process. Posted journals are summarized and the ledger table is updated.

Integration and Interfaces

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



Integration and Interfaces (continued)

General Ledger journal processing also interfaces daily with several external systems:

- **Automatic Fuel Management Program (AFMP)** - Detailed fuel ticket data is sent from AFMP to FleetFocus M5 (Equipment Management System). AFMP then sends balanced journal entries to Cardinal.

- **Annual Budget Development System (ABDS)** - Creates a budget at the beginning of each budgeting cycle. Cardinal sends financial data to ABDS.

- **Operational Planning Division - Transportation Maintenance and Operations Committee (TMOC)** database: Cardinal sends financial data to TMOC.

- **Spreadsheet Upload** - Excel spreadsheets can be uploaded into Cardinal to create journals.

Lesson 1: Summary

1 Understanding Journals

In this lesson, you learned:

- Create and Process Journals is the main function within General Ledger. During this process, financial and statistical transactions post to the General Ledger.
- Commitment Control enables the user to create budgets and to budget check source transactions originating in various Cardinal modules, such as Accounts Receivable or Accounts Payable.
- Some journals in General Ledger must pass either edit check-only or pass both edit check and budget check in order to post to the ledger.
- General Ledger journal entries that are not pre-approved must be manually submitted for approval after they pass edit check and budget check. General Ledger journal entries that are not pre-approved are routed for approval after they pass edit check, budget check, and have been submitted for approval.
- General Ledger journal processing interfaces with external systems such as AFMP (Automated Fuel Management Program), Spreadsheet Journals, ABDS (Annual Budget Development System), and TMOC (Traffic Management Operations Center) as well as agency financial systems. General Ledger journal processing interfaces with external systems and agency financial systems.

Lesson 2: Introduction

2 Creating Journal Entries

This lesson covers the following topics:

- Creating a Manual Journal Entry
- Using a Journal Entry Template
- Uploading a Spreadsheet Journal
- Processing Agency to Agency (ATA) transfer journals

Creating a Manual Journal Entry

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

- At a minimum, a journal in General Ledger consists of a header and entry lines.
  - The header contains the information that uniquely identifies the journal (Business Unit, journal ID, and journal date). Journal entry lines record the monetary and statistical codes and the ChartField values associated with each transaction.
  - A single journal entry must have at least two lines because total debits must equal total credits for a single journal entry.
  - Journal entries must balance debits and credits by Fund and Business Unit.
  - The account numbers entered on the journal classify the nature of the transaction.

- In Cardinal, the journal process is defined by workflow, which is department specific. Once submitted, the journal routes to the approver for that department for review and approval.

- Workflow routes journals with capital outlay or legal services-related transactions for additional approval from DOA.

Creating a Manual Journal Entry (continued)

A manual journal entry is a journal entry entered by a user directly in Cardinal.

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

Navigate to the **Create/Update Journal Entries** page using the following path:

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

Creating a Manual Journal Entry (continued)

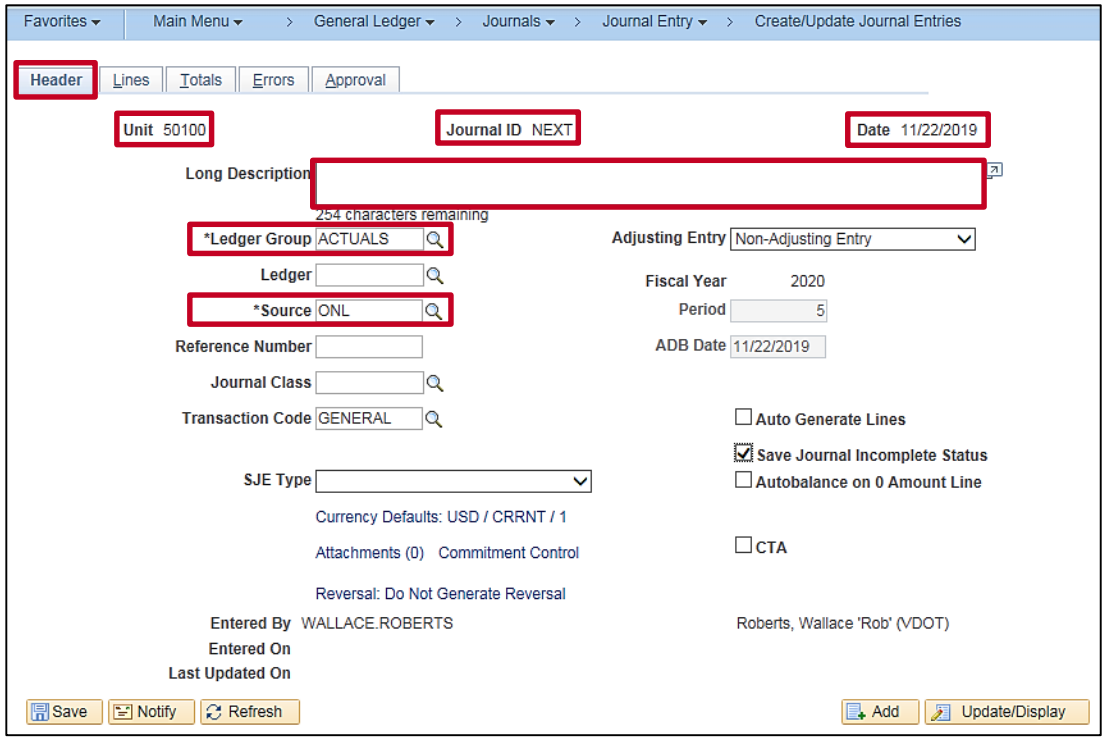
The following fields are entered on the **Add a New Value** tab:

- **Business Unit** identifies the Agency.
- **Journal ID** defaults to **NEXT** and cannot be changed. After saving the journal, Cardinal automatically updates the **NEXT** value to a sequentially assigned number.
- **The Journal Date** defaults to the current date but can be changed. This date determines the accounting period and fiscal year to which the journal posts.

Creating/Updating Journal Entries Page: Header Tab

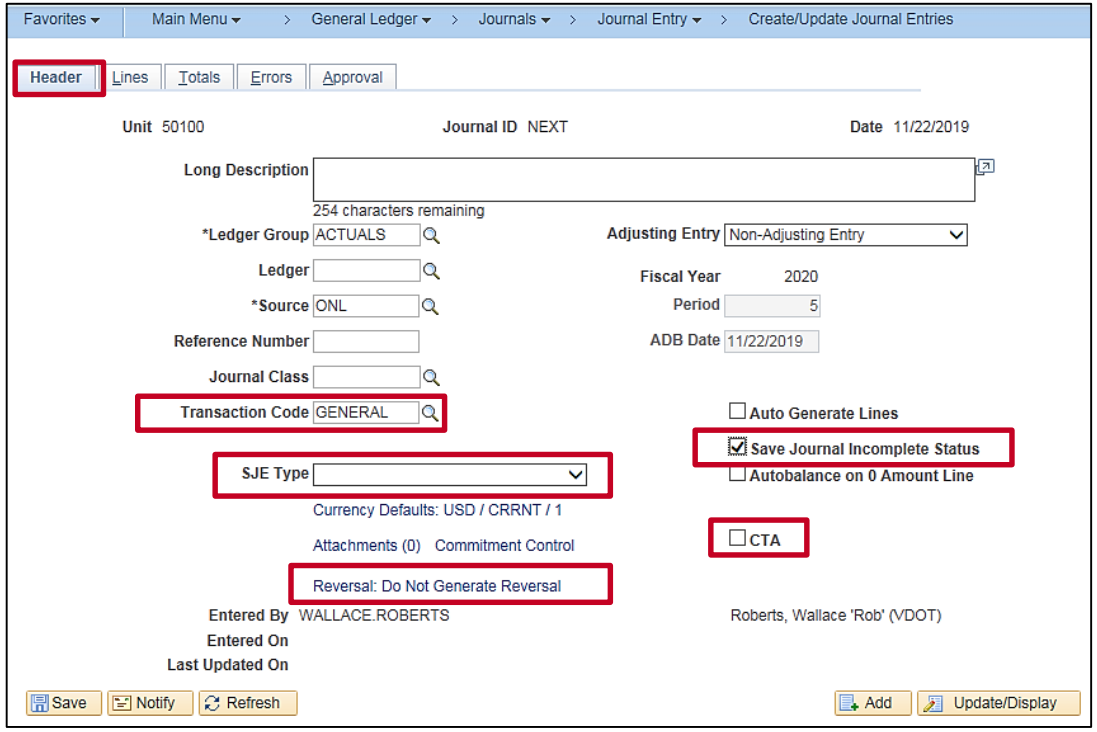
Key items of the journal **Header** tab include:

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



Creating/Updating Journal Entries Page: Header Tab (continued)

- The **Transaction Code** defaults to **General** and should not be changed.
- **SJE (Standard Journal Entry) Type -** Leave this field blank unless creating a model journal. Select **Model** if this is a model journal used to create other standard journals. There are several process restrictions on a Model journal. It cannot be budget checked, posted, or submitted to workflow approval. In addition, once validated by the journal edit process, the Model journal cannot be changed or deleted.
- **Reversal: Do Not Generate Reversal -** Cardinal can create automatically reversing entries in a pre-defined period.
- **Save Journal Incomplete Status -** Save incomplete journals with the status of **T- Journal Entry Incomplete** and the journal will be bypassed during batch processing until the checkbox is cleared.
- **CTA -** This field should remain unchecked.

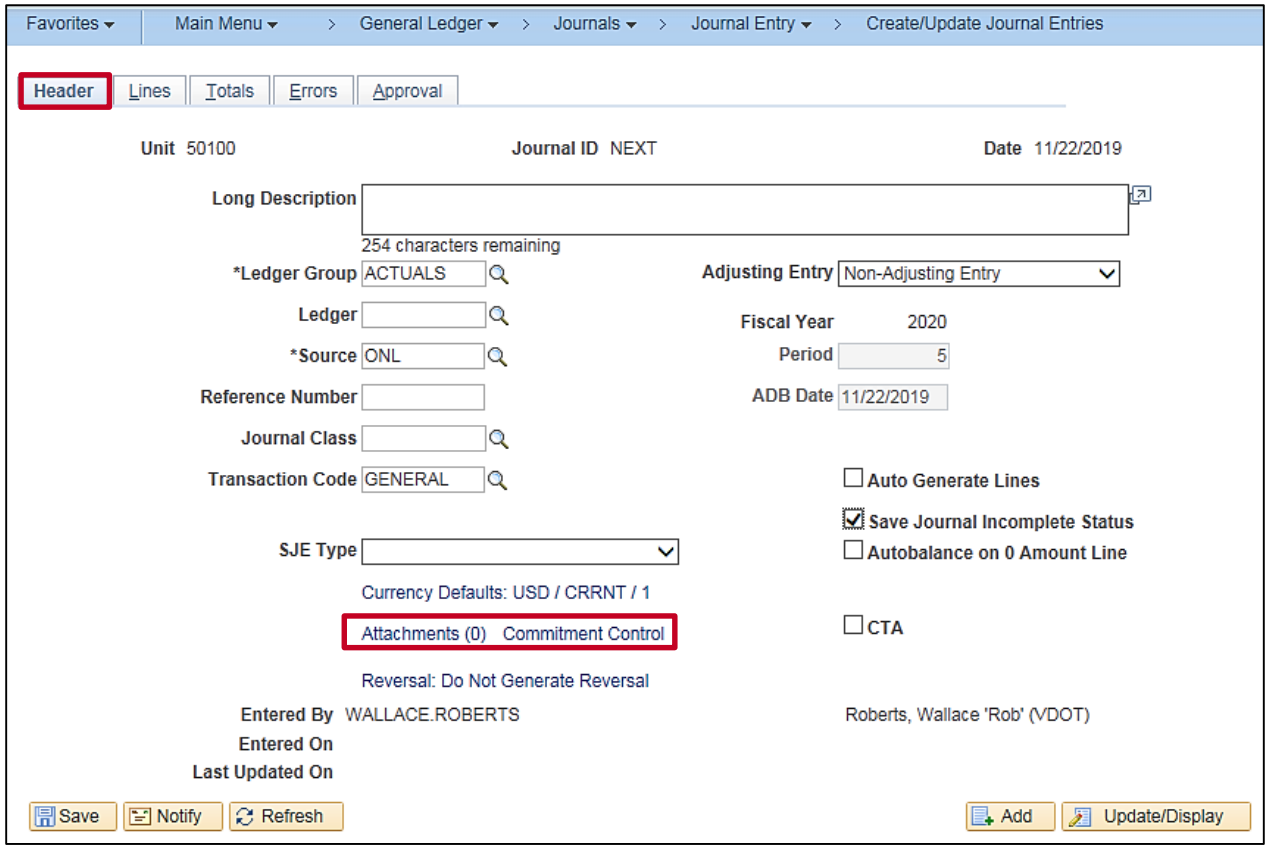


Journal Attachments

- **Attachments**: Allows the attachment of necessary or relevant documents associated with a journal entry.

  The **Attachments** feature does not substitute for retention requirements of original documentation that may be required by statute or policy. For security reasons, Cardinal allows only certain file types. For a detailed listing of the file extensions allowed as attachments in Cardinal, see the appendix section of this course

  Update the fields and add the attachments if desired by clicking the **Attachments** link.



Create/Update Journal Entries Page: Lines Tab

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

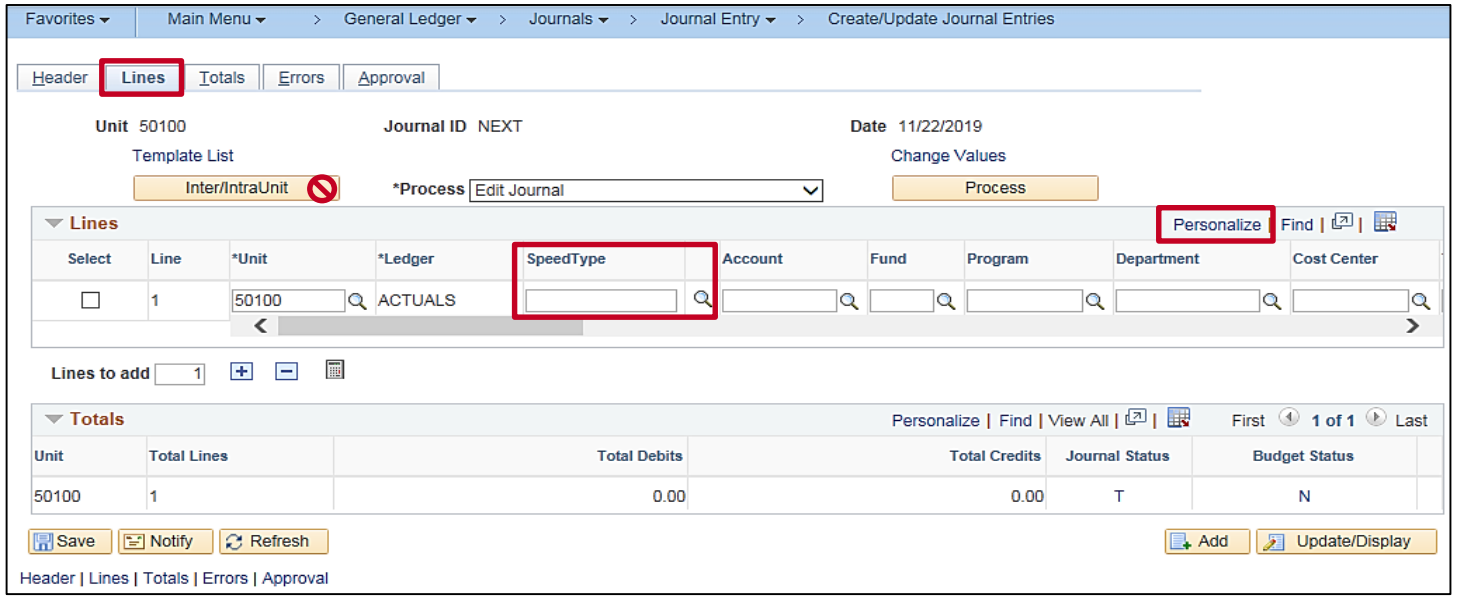
Journal lines can use **SpeedTypes** to automatically populate some ChartFields in a predefined accounting string. **SpeedTypes** can be defined for any number of valid ChartField combinations and help reduce data entry errors.

Select the **SpeedType** from the list, and click **OK**, the scroll bar moves to the right. Scroll left to view the populated ChartFields.

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

The **Personalize** link enables the user to change the order in which the ChartFields display.

DO NOT TOUCH THIS RADIO BUTTON. If executed processing issues may occur.



Standard Journal Entries (SJEs)

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

There are three types of SJEs:

- A recurring journal entry is any entry that is periodically generated according to a schedule, such as monthly rent, lease payments, and depreciation expenses.

- A template journal entry is a data-entry model for other journals that automatically reproduce on a fixed schedule - like recurring SJEs - or use on request.

- A spread journal entry is an entry in which the entire journal's amount is spread proportionately across the different periods.

Lesson 2: Creating a Manual Journal Entry 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.

Using a Journal Entry Template

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

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

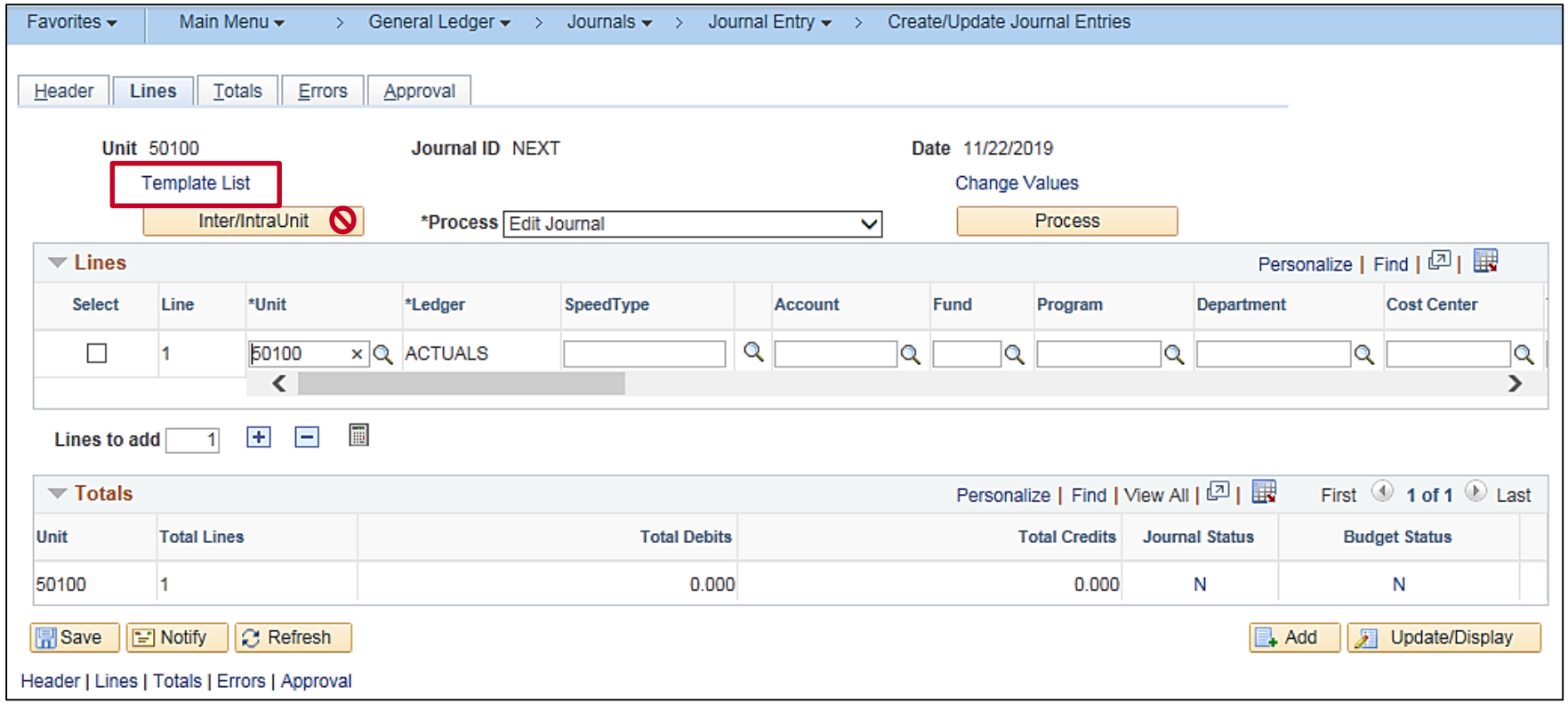
Using a Journal Entry Template (continued)

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

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

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

Although the journal entry template itself can not be changed, information can be copied from one journal line to another, which speeds up journal entry. **Copying a journal** will be covered later in this course.



Using a Journal Entry Template (continued)

Journal Entry Template List

Help

Journal Entry Template - Show Journal Line Grid Columns

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

Chartfield | Amount | Miscellaneous

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Account	Fund	Program	Dep
☑	All	STANDARD	☑	☑	☑	☑	☐	☑	☑	☑	

Journal Line Copy Down - Copy Journal Line Columns to New Lines

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

Chartfield | Amount | Miscellaneous

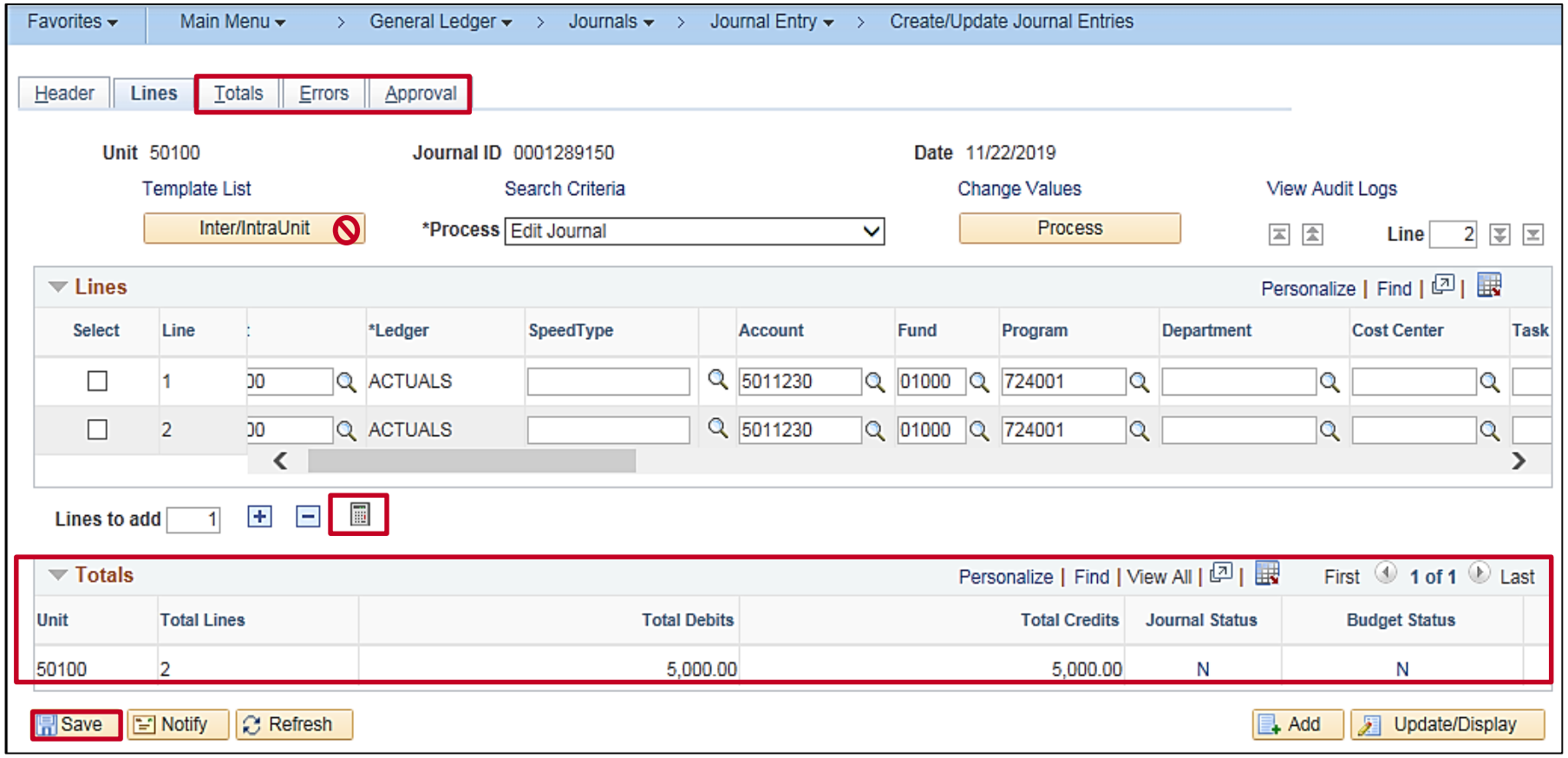
Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Account	Fund	Program
☑		All	STANDARD	☑	☑	☑	☐	☐	☐	☐

OK | Cancel | Refresh

Create/Update Journal Entries Page: Other Tabs

The **Totals** tab allows verifying of amounts in a journal entry. In the Totals section, Cardinal displays a running total of the actual debits, credits, and lines, as well as the net difference between the amounts entered and the control totals.

The **Errors** and **Approval** tabs are not used during the create a journal entry process. These tabs are used only when a journal is ready for processing.

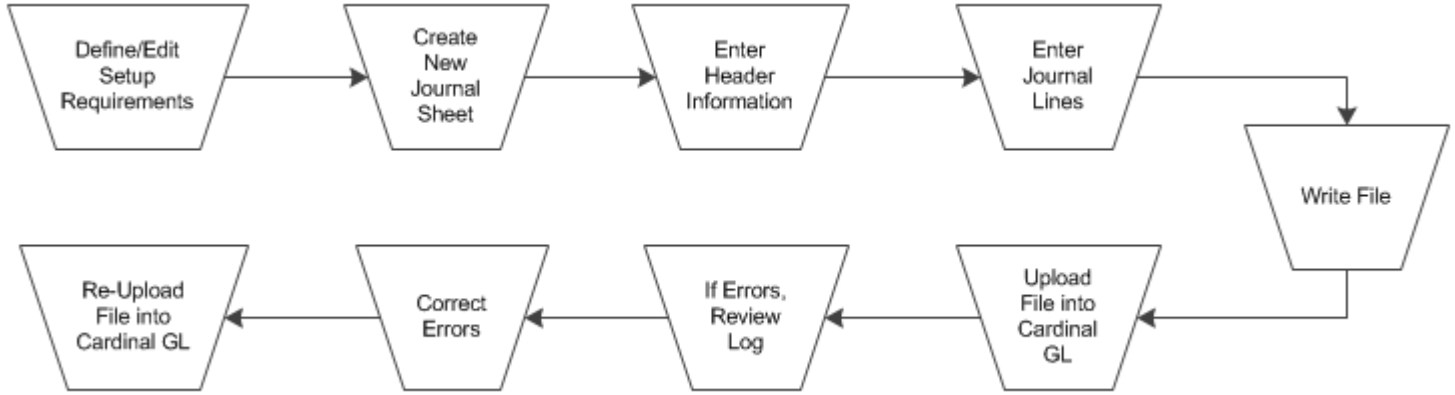


Uploading a Spreadsheet Journal

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

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

The Spreadsheet Journal Import document creates a flat file, in a Microsoft Excel format, which can then be imported into Cardinal. After importing a journal from a spreadsheet, it must be edited before it can be viewed. When entering data offline in the spreadsheet, there is no validation of the values that are entered. The Journal Edit process validates spreadsheet journals after being imported. If there are any issues with the spreadsheet upload, contact the System Administrator for assistance.



Prerequisites

Before a spreadsheet journal can be uploaded, set up Microsoft Excel to accept macros in security settings.

There are two files used to import spreadsheet journals into General Ledger. These files must be copied into the same directory anywhere on the user's workstation:

- **JRNL1.XLS** - This is the journal workbook that is used to create and import journals. If desired, the file can be renamed.

- **JRNLMCRO.XLS** - This is the Visual Basic code library and dialog control. It must be copied and pasted. Note that the user will need to change the extension from **.XLS** to **.XLA**.

Additional workbooks can be created by using the save as function and assigning a new file name to the new workbook. However, the macro sheet file, JRNLMCRO.xla, must not be changed or renamed.

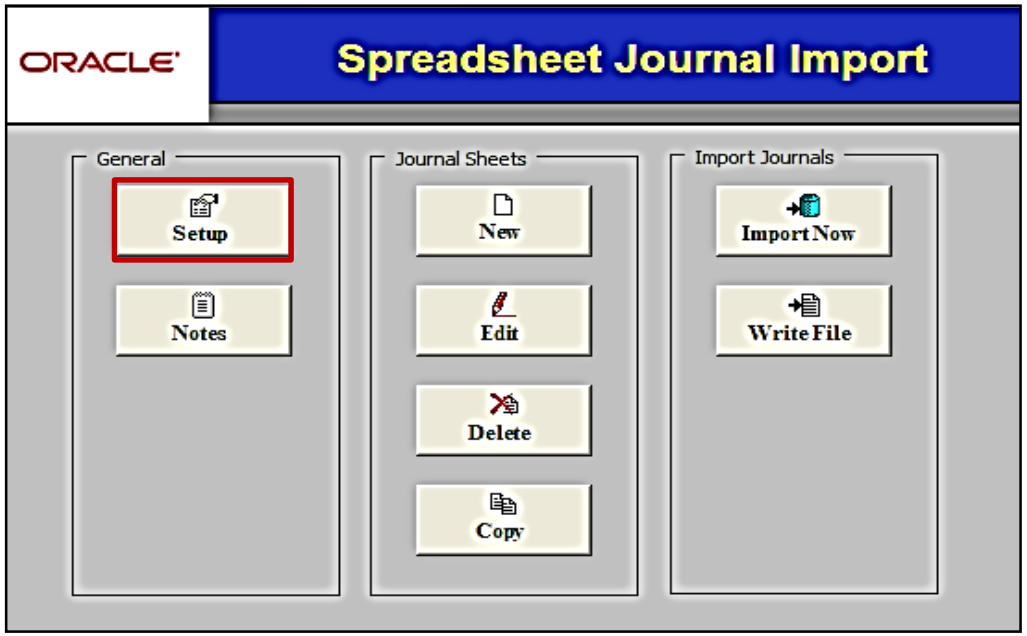
For more detailed information about uploading spreadsheet journals, see the job aid entitled **SW GL332: Uploading Spreadsheet Journals** located on the Cardinal website in **Job Aids** under **Learning**.

Define/Edit Setup Requirements

To begin creating the journal spreadsheet, access the **Spreadsheet Journal Import** control page by opening **JRNL1.XLS**.

- Upon opening this folder, a security banner will display within the file.
- Click on the options box on the line that says, “Security Warning – Some active content has been disabled” at the top of the screen.
- Select **Enable this content;** click **OK**. Click on **Enable Macros** in the second box displayed.

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



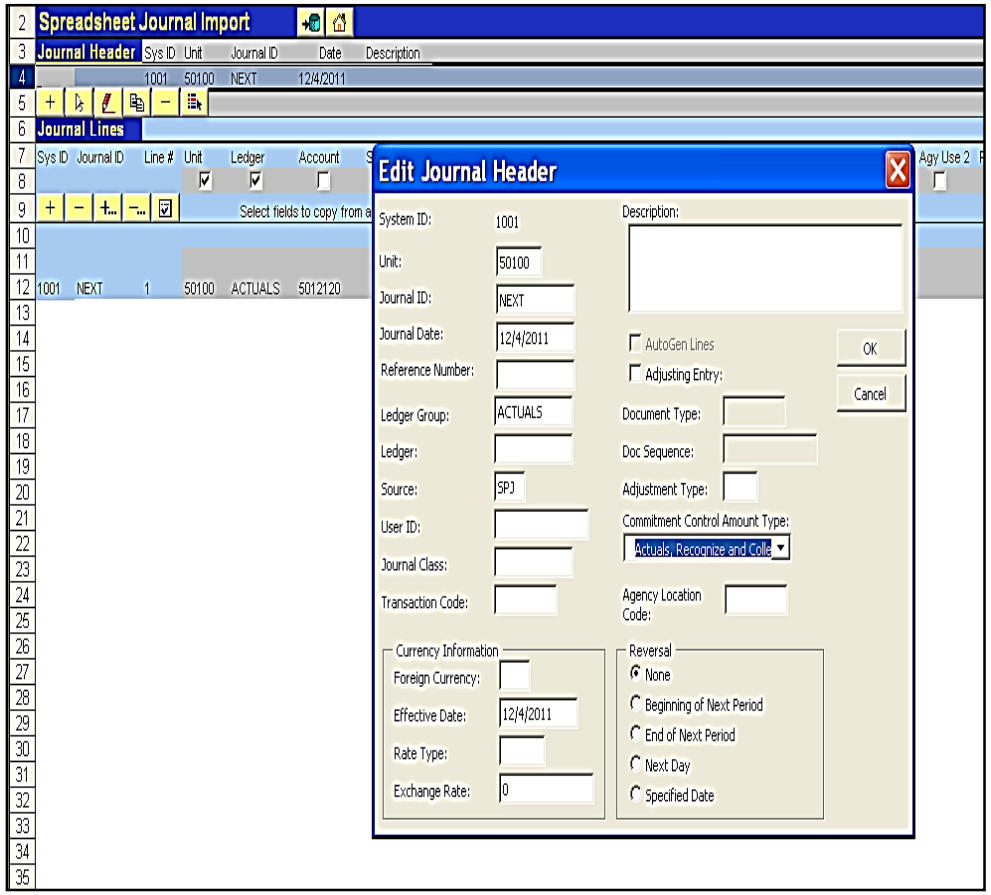
Creating a New Journal Sheet and Journal Header

Create a new journal sheet to begin entering data.

- Insert as many journal sheets as needed.
- Each journal sheet can contain only one journal.

Use the spreadsheet **Edit Journal Header** to populate journal header fields.

- The values from the **Setup** page (**Business Unit**, **Journal Date**, **Ledger Group**, and **Source)** default to the journal header**.**
- The **Journal ID** defaults to **Next**.
- Select the **Commitment Control Amount Type** of **Actuals, Recognize and Collect** from the drop-down menu.



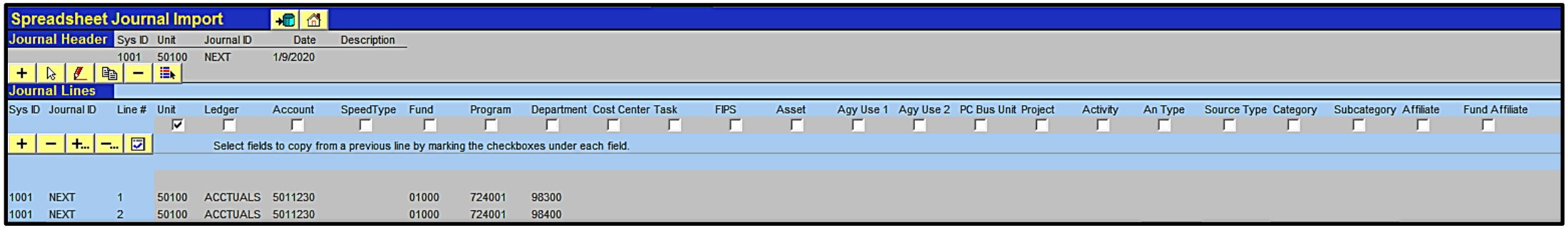
Creating Journal Lines

Use the **Journal Lines** section to enter the debit and credit lines. Enter in **Unit** (Business Unit, e.g., **50100**) and **Ledger** (e.g**., ACTUALS** in capital letters). Next, enter all the applicable ChartField values.

Data from another Excel spreadsheet can be copied and pasted into this Excel file. For more detailed information about copy requirements, such as formatting, see the job aid entitled **Uploading Spreadsheet ACTUAL and Budget Journals** located on the Cardinal website in **Job Aids** under **Learning**.

Use the **+** or **–** button to add or remove a journal line. Be sure to conduct a manual balance check to verify the totals equal zero. To do so, simply manually calculate the total for the amount column and make sure the amounts net to zero.

Note: If entering a project, entering the **GLJ** in the **ANALYSIS_TYPE** field (scroll right to column AT) on the relevant line is required. UPDATED GRAPHIC



Writing File and Uploading File into Cardinal GL

Once all required information is entered on the Excel spreadsheet, select **File-Save** from the Excel Menu to save the workbook.

Then click the **Home** icon to return to the **Spreadsheet Journal Import** page and click the **Write File** button to create the file to be uploaded into Cardinal General Ledger.

Uploading File into Cardinal GL

Upload the spreadsheet journal into Cardinal by using the batch Spreadsheet Journal Import process.

Once the Excel spreadsheet file is ready for upload, close the Excel application and log into Cardinal.

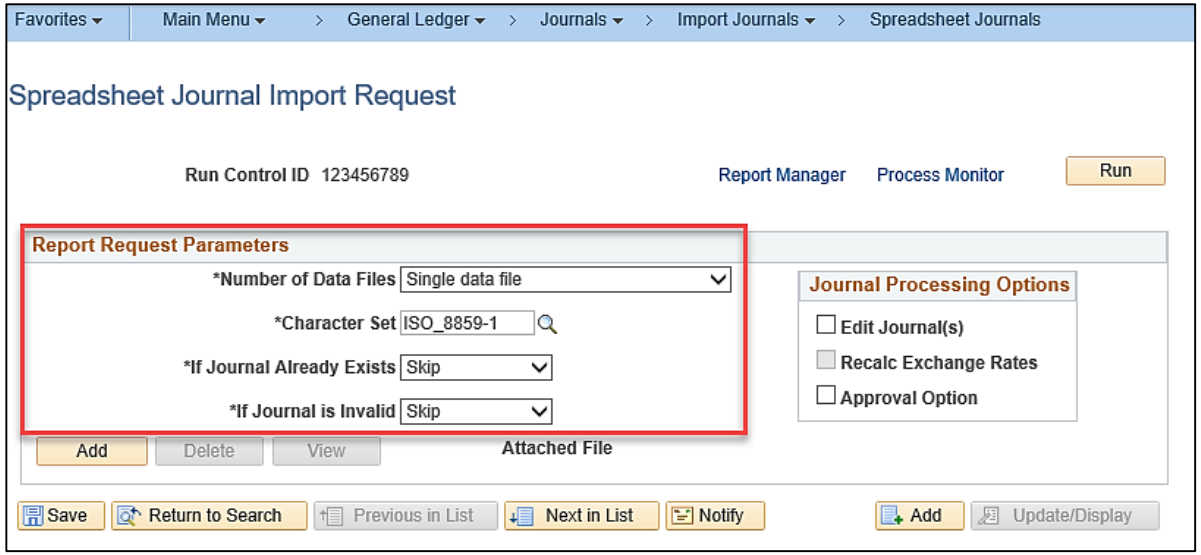
Navigate to the **Spreadsheet Journal Import Request** page using the following path:

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

Enter the **Run Control ID** to run the Spreadsheet Journal Import process. The **Spreadsheet Journal Import Request** page is displayed, which allows specifying of the parameters for the batch import of the journal worksheet. Click the **Add** button and select the file created earlier in Excel in order to upload it into Cardinal.

Edit Journal(s): This field should remain unchecked.

Approval Option: This field should remain unchecked.



Reviewing and Correcting Errors

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

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

After importing a journal from a spreadsheet, the Journal Edit process must be run on the journal before making corrections using the **Create Journal Entries** page.

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

Reviewing and Correcting Errors (continued)

The most common errors are listed below.

- Journal header validation errors. Example - the header does not contain a valid Business Unit.
- Journal line validation errors. Example - a journal line contains an invalid ChartField value.
- Skipped journal headers. Example - the Journal ID and date already exist (**Skip** would need to be selected on the **Spreadsheet Journal Import Request** page from the **If Journal Already Exists** field drop-down menu).
- Skipped invalid journals.
- Specified SpeedType value does not exist.

After errors are corrected, the previous file can be deleted and the corrected file can be uploaded into Cardinal General Ledger.

Lesson 2: Uploading a Spreadsheet 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.

Agency to Agency (ATA) Transactions

Agency to Agency (ATA) transactions involve:

- Payments for goods/services received from another Commonwealth of Virginia (COVA) agency
- Funds transfer between COVA agencies

Online ATA journals are entered in General Ledger when the transaction does **not** involve goods/services, or federal pass-throughs.

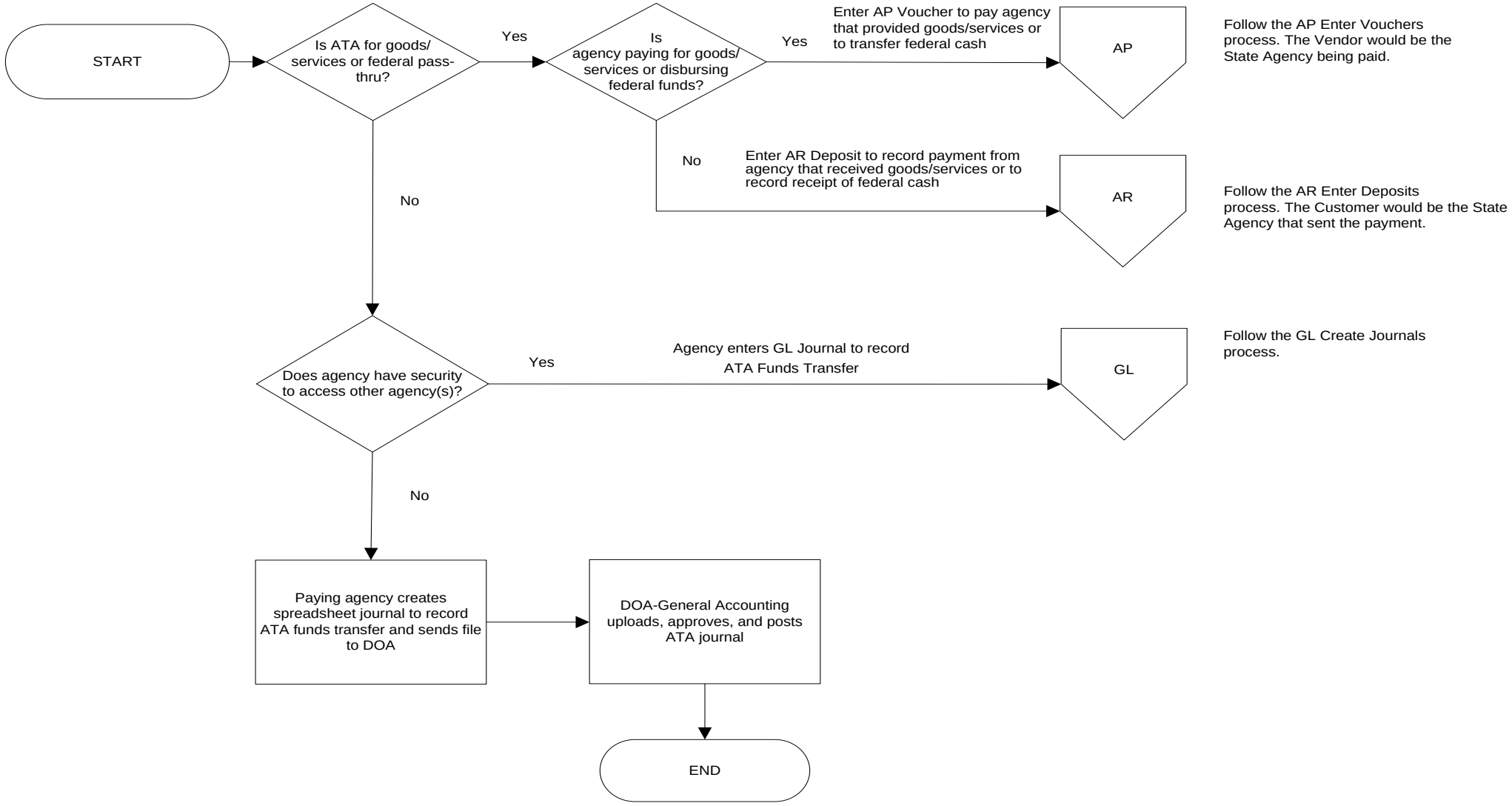
For transactions involving goods/services, or federal pass-throughs:

- If disbursing funds, a voucher is entered in Accounts Payable
- If receiving funds, a deposit is entered in Accounts Receivable

For transactions not involving goods/services, or federal pass-throughs:

- If security access has been granted to other agencies, enter a journal to record the funds transfer.
- If security access has not been granted to other agencies, the originating agency creates a spreadsheet journal to record the transfer and sends the file to DOA for uploading and processing.

Processing ATA Journals



Lesson 2: Summary

2 Creating Journal Entries

In this lesson, you learned:

- A single journal entry must contain at least two lines, and total debits must equal total credits.
- The attachment link allows you to attach copies of documents associated with a journal entry. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.
- Journals can be marked and saved as incomplete.
- A journal entry template identifies which fields are displayed on the journal entry page.
- Spreadsheet journal import streamlines the journal import process and simplifies journal data entry by using Microsoft Excel.
- Agency to Agency (ATA) transaction journals are entered in General Ledger for funds transfers when the transfer does not involve goods or services received or rendered between agencies, or federal pass-through.

Lesson 3: Introduction

3 Processing Journal Entries

This lesson covers the following topics:

- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitoring
- Review online inquiries for ledger information and journal status

Reviewing and Correcting Edit Check Errors

Automatic batch processes run each night to edit and budget check journal entries. Edit and budget checking can also be performed manually online.

A journal must pass the Edit Journal process before it can be posted. The Edit Journal process ensures that the ChartField values and combinations are valid, that the journal balances by Business Unit, Fund, that debits equal credits, and that cash accounts and certain transfer accounts net to zero within the journal.

Budget checking also occurs, after a journal has a valid edit status, for journals not already budget checked in their own modules.

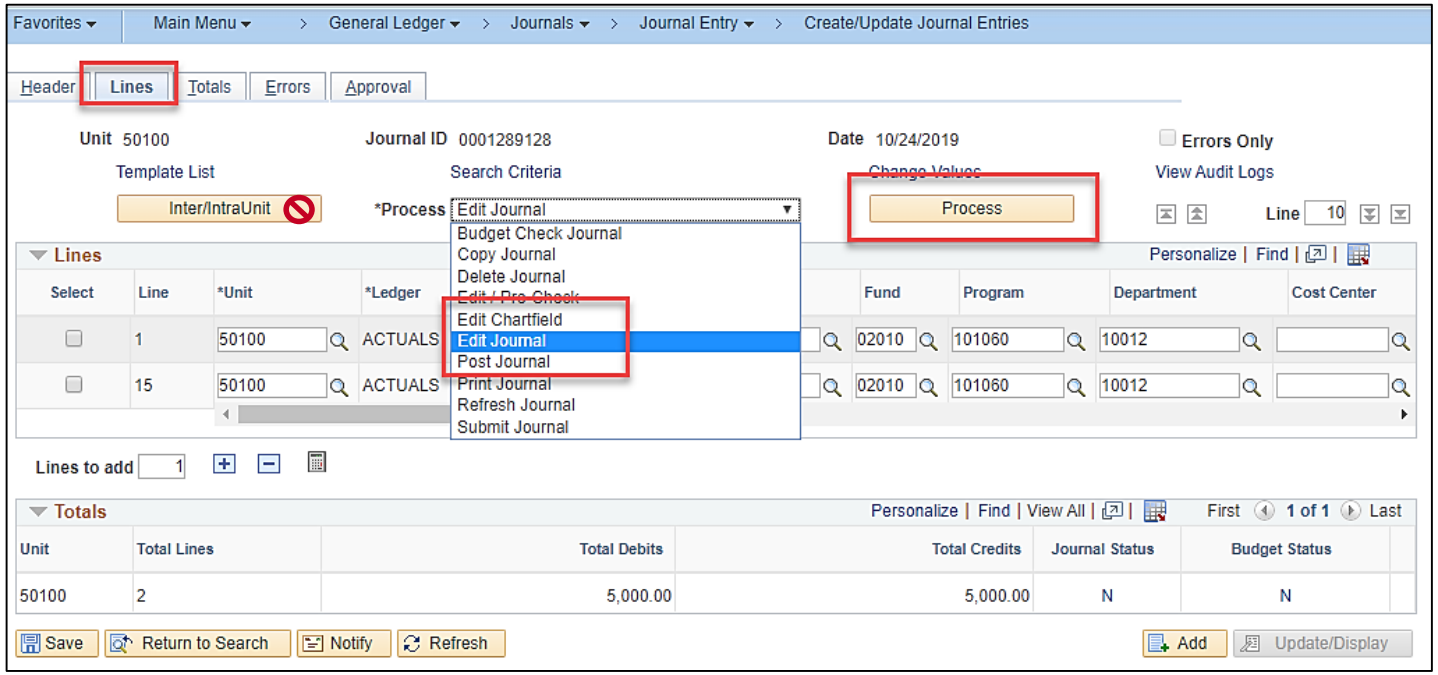
If errors are identified during the edit/budget checking processes, they must be corrected before the journal can be posted.

Three Edit Check Processes

On the **Lines** tab of the **Create/Update Journal Entries** page select from several journal processes using the **Process** drop-down menu.

There are three edit check processes available:

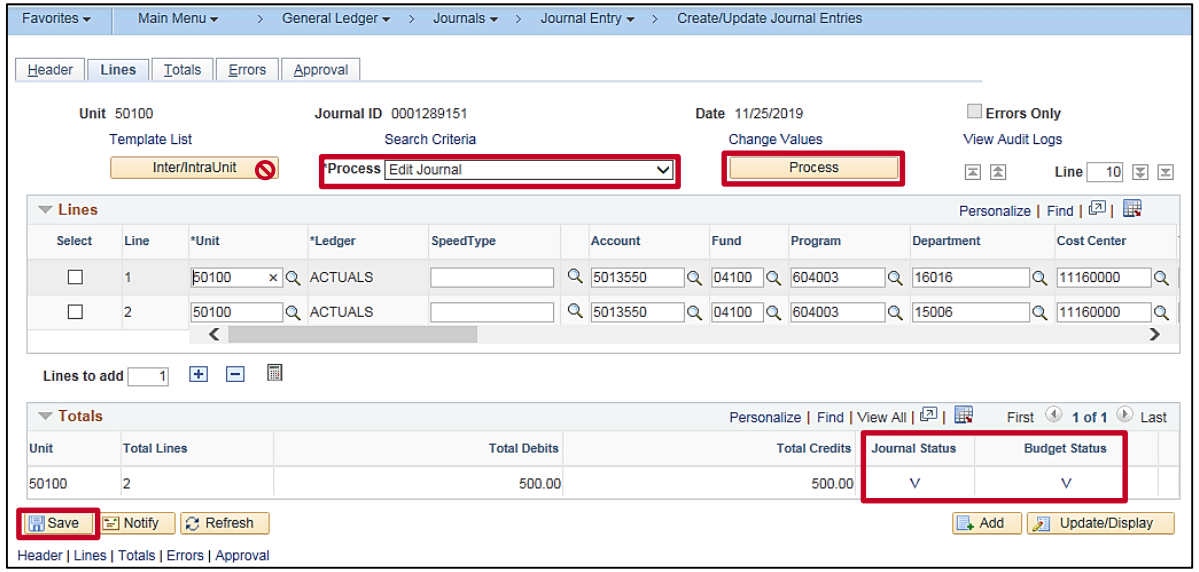
- **Edit/Pre-Check:** Checks the availability of funds but does not reserve them.
- **Edit ChartField:** Initiates the journal ChartField Edit process to identify any ChartField and combination edit errors.
- **Edit Journal:** Initiates the Edit Journal process and then the Budget Check Journal process as long as there are no edit errors.



Run Edit Journal Process

The Edit Journal process initiates both edit check and budget check. To run the Edit Journal process:

- Select **Edit Journal** in the **Process** field.
- Click the **Process** button. The Edit Journal process runs both an edit and budget check on the entry. The **Journal Status** and **Budget Status** then update. If the **Journal Status** or **Budget Status** is anything but **Valid (V)**, check the **Errors** tab and return to the **Lines** tab to correct the errors. Each time a change is made, save and re-run the Edit Journal process.
- If the journal has a **Journal Status** of **V**, but fails the Budget Check Journal process, correct the budget check error and rerun **Budget Check Journal** process.
- When the **Journal Status and Budget Status** are both **Valid**, i.e. **V**, click the **Save** button. The edited journal is saved with its new status.



Run Edit Journal Process (continued)

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

Header | Lines | Totals | Errors | Approval

Unit 50100 | Journal ID 0001289151 | Date 11/25/2019 | Errors Only

Template List | Search Criteria | Change Values | View Audit Logs

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

Lines — Personalize | Find

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
☐	1	50100	ACTUALS		5013550	04100	604003	16016	11160000
☐	2	50100	ACTUALS		5013550	04100	604003	15006	11160000

Lines to add 1

Totals — Personalize | Find | View All | First 1 of 1 Last

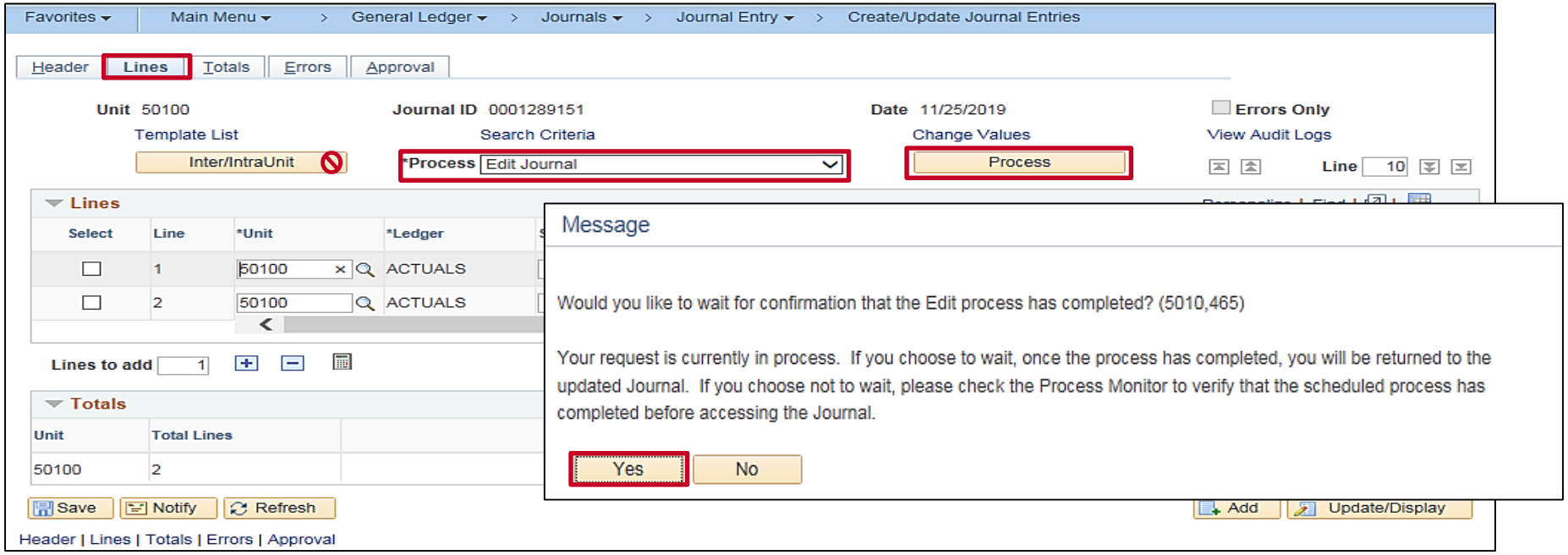
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	500.00	500.00	V	V

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

Run Edit Journal Process (continued)

From the journal lines tab click on Process for **Edit** Journal. After a brief pause, the following message appears:



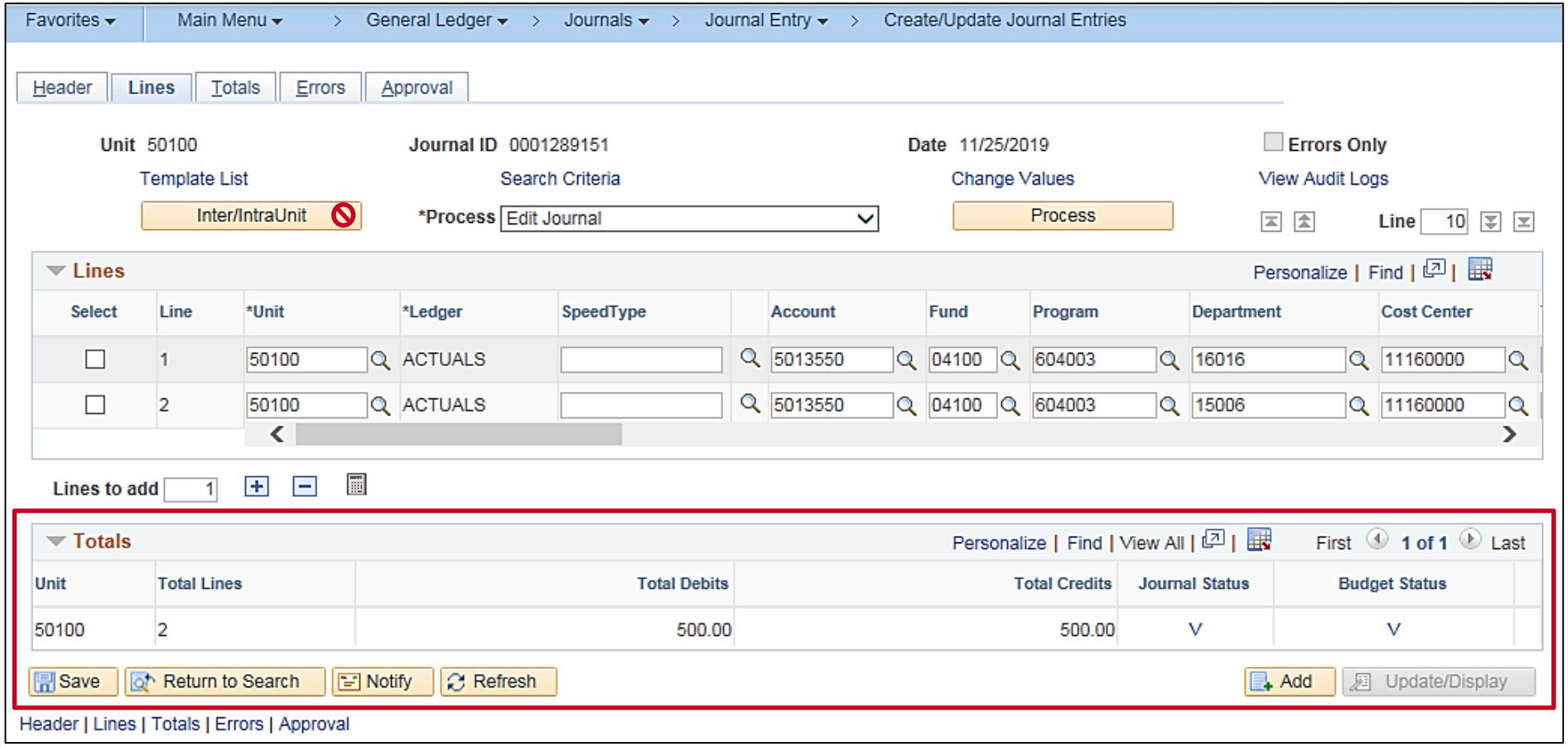
There are three possible actions the user can take to complete the action:

- Click Yes
- Click No
- Do Nothing

Run Edit Journal Process (continued)

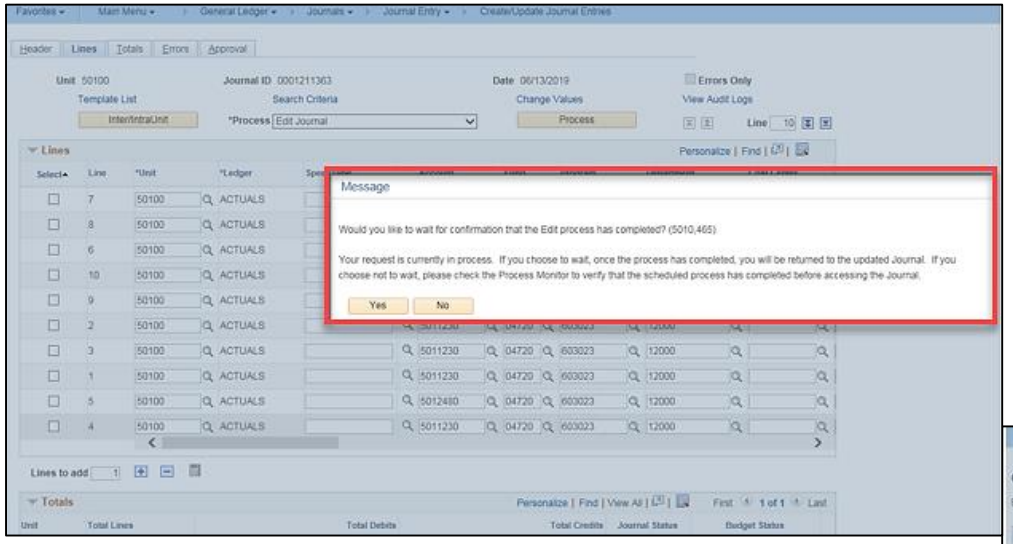
If the user clicks **Yes** the Journal Entry action is completed and the page will display as shown below.

Edit page will be display as:

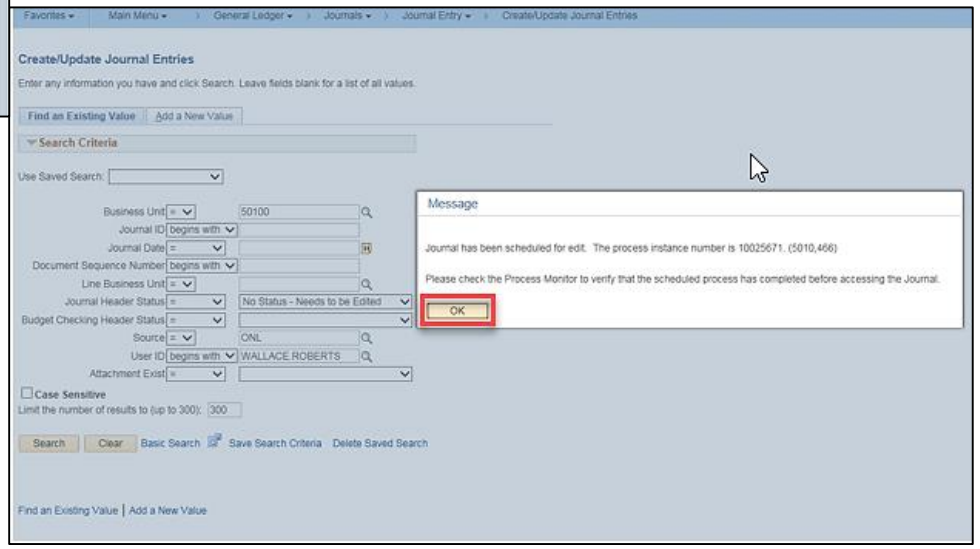


Run Edit Journal Process (continued)

If the user clicks **No** when completing the **EDIT** process the Journal Entry action will create a message. Make a note of the process instance number.



Click ok and navigate to the Process Monitor to referenced process instance 10648794.

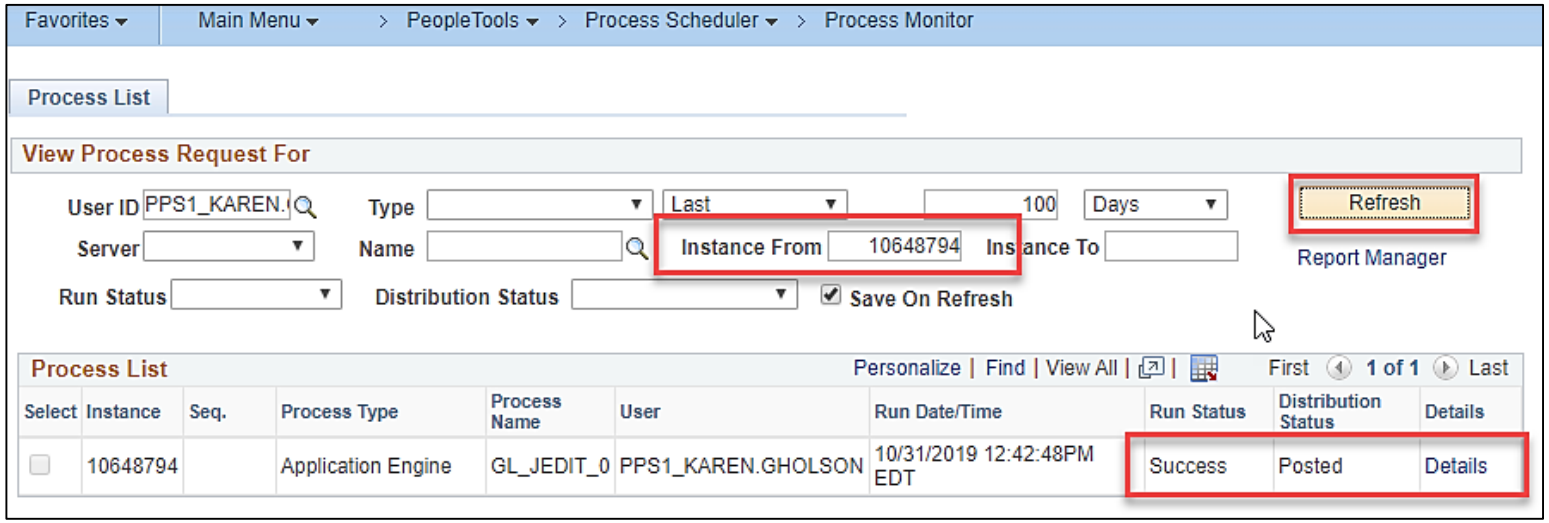


Run Edit Journal Process (continued)

Main Menu > General Ledger > People Tools > Process Scheduler>Process Monitor

In the **Instance From** field enter the Instance number referenced in the prior message.

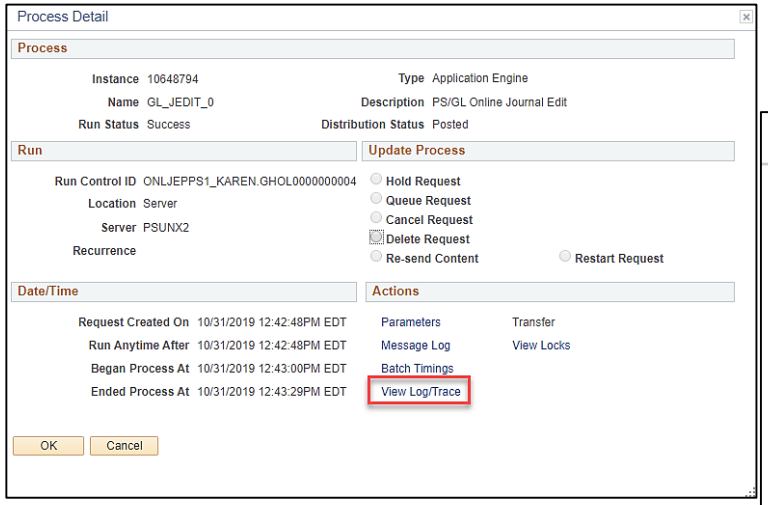
Click Refresh. The **Run Status** should display if the transaction is successful.

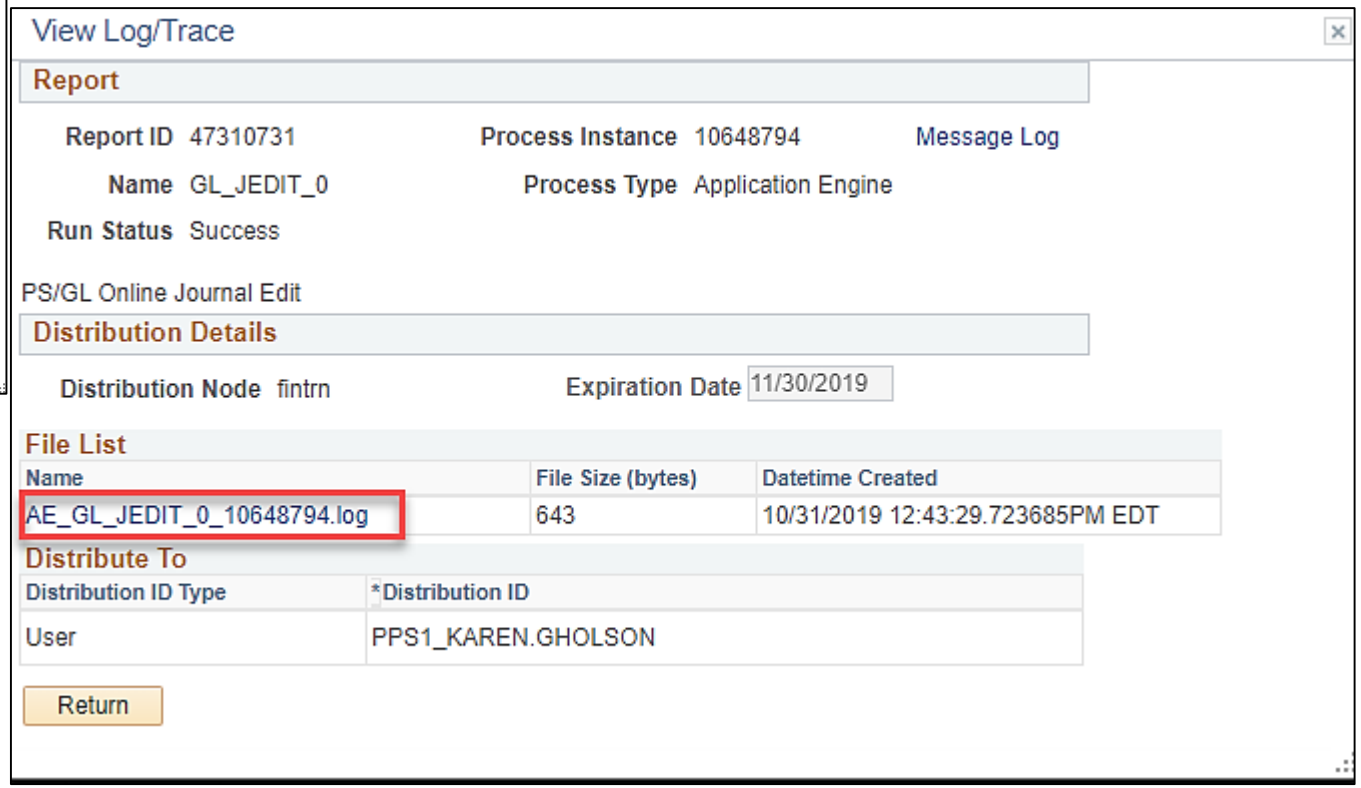


Click on **Details** link

Run Edit Journal Process (continued)

Click on **View Log** link. The **LOG** will display under the name field. Click on the **LOG** and validate the process is completed successfully.





Run Edit Journal Process (continued)

The following is displayed on the **LOG**

```
PeopleTools 8.57.04 - Application Engine
Copyright (c) 1988-2019 Oracle and/or its affiliates.
All Rights Reserved


Begin request number 1 for User ID "PPS1_KAREN.GHOLSON" and Run Control ID "ONLJEPPS1_KAREN.GHOL0000000004". (5860,6)

0 Row(s) Processed (13120,8)

Commitment Control Budget Processing has begun. (18021,56)

Request   Statistics. Documents Processed: 1,  Errors: 0,  Warnings: 0 (18021,59)

Commitment Control Budget Processing Complete. (18021,52)

End request 1 for "PPS1_KAREN.GHOLSON" / "ONLJEPPS1_KAREN.GHOL0000000004".  Header errors:  0;  Line errors:  0. (5860,7)
Application Engine program GL_JEDIT_0 ended normally
```

NOTE: When the user initiates the Edit or Post process and receives the warning message but **does not respond** to the message and instead closes the browser tab and returns to the journal in Cardinal, the journal entry **WILL NOT PROCESS AN EDIT OR POST**.

Run Edit Journal Process (continued)

During the online Journal Edit process, Cardinal verifies that:

- ChartField values are valid
- ChartField combinations are valid
- Journals balance by Business Unit and Fund
- Debits equal credits
- Cash accounts and certain transfer accounts net to zero within the journal
- The accounting period is open
- The entry does not exceed budget

Journal Status

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

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

Reviewing Edit Check Errors

There are two different functional descriptions for **Journal Status** value of **T** (Journal Entry Incomplete):

The journal is incomplete - In this situation, a journal is partially entered but cannot be completed. In this case the journal processor will save the journal using a **T** status, and when the journal is reopened to be finished the processor will remove the **T** status.

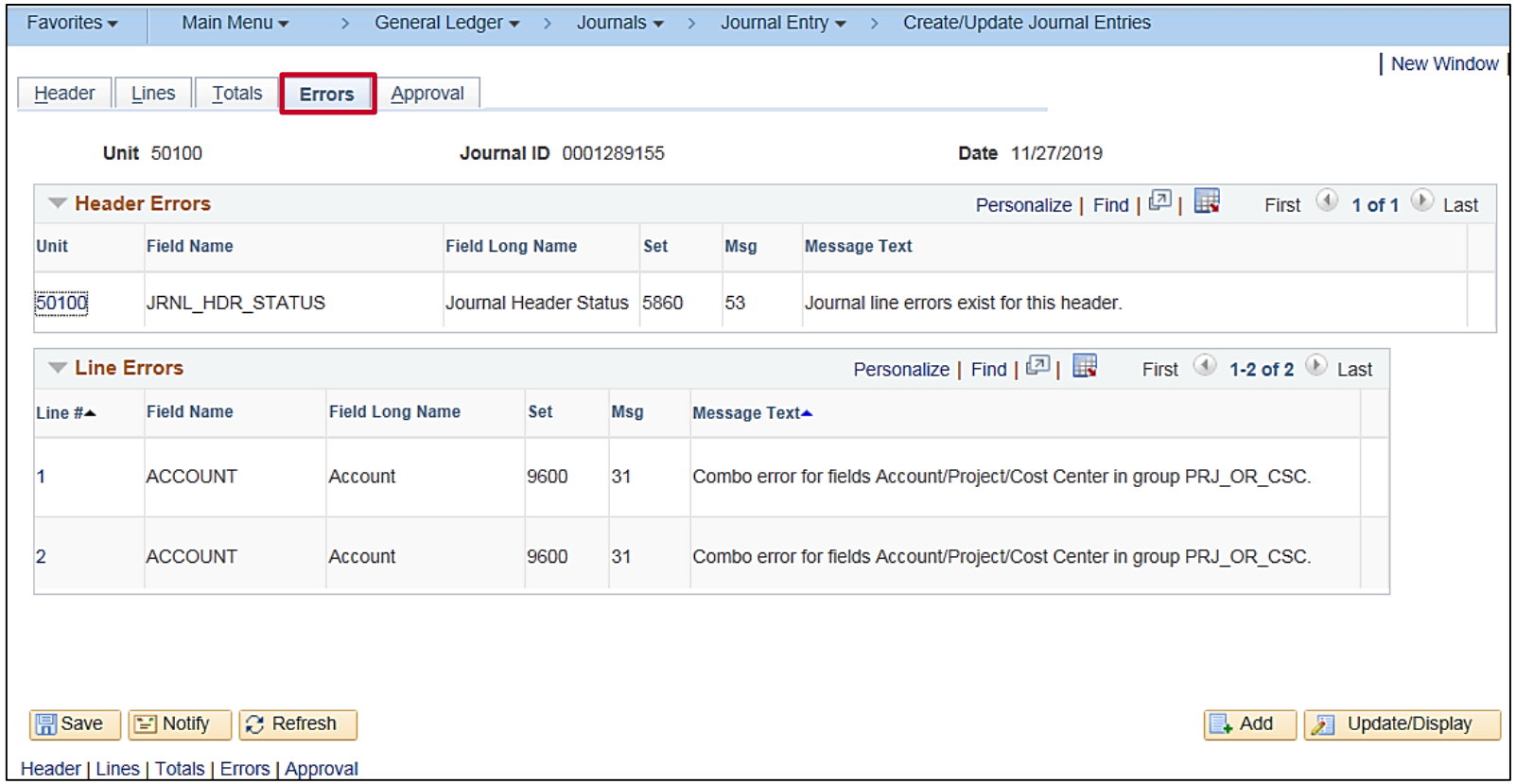
The journal failed the cash account or transfer account net to zero edit - In this situation, the journal failed the edit check and was assigned a **T** status. In this case the journal processor will correct the journal, then the processor will remove the T status.

Reviewing Edit Check Errors (continued)

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

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

Correcting all errors is required before the journal is budget checked. Once the journal is corrected, it will be edit checked again.



Reviewing Edit Check Errors (continued)

A journal will not proceed to budget check if:

- The accounting period is not currently open
- It does not balance by Business Unit or Fund
- Total debits do not equal total credits (for a ledger defined as a balanced ledger)
- Control totals entered on the Totals tab do not match the actual totals for the journal (debits, credits, number of lines)
- Cash accounts do not net to zero
- Certain transfer accounts do not net to zero
- A journal line contains an inactive or invalid ChartField
- A journal line contains an invalid ChartField combination

Lesson 3: Viewing and Correcting Edit 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.

Reviewing and Correcting Budget Check Errors (Journal Budget Check)

Online Journals

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

Because the Budget Check process is also run as part of the Edit Journal process, there is no need to run the Budget Check process separately. Only run the Budget Check process if the **Journal Status** field displays **Valid (V)** and the **Budget Check Status** field displays **Not Checked (N)** or **Error (E)**.

Transactions that exceed controlling budgets, such as the Appropriation or Allotment budget, or do not have a budget combination previously established, cannot pass Budget Check until the errors are corrected, or an authorized user overrides them.

Journal Budget Check

From the **Lines** tab on the **Create/Update Journal Entries** page check the budget journal entry. Only run the Budget Check Journal process when the entry passes Edit Journal process, but fails budget check.

Navigate to the **Create/Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value

To run the Journal Budget Check process:

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

Journal Budget Check (continued)

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

Header | Lines | Totals | Errors | Approval

Unit 50100 | Journal ID | Date 11/25/2019 | Errors Only

Template List | Change Values | View Audit Logs

Inter/IntraUnit | *Process | Process | Line 10

Budget Check Journal
Copy Journal
Delete Journal
Edit / Pre-Check
Edit Chartfield
Edit Journal
Post Journal
Print Journal
Refresh Journal
Submit Journal

Lines — Personalize | Find

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
☐	1	50100	ACTUALS		5013550	04100	604003	15006	11160000
☐	2	50100	ACTUALS		5013550	04100	604003	16016	11160000

Lines to add 1

Totals — Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	500.00	500.00	N	N

Save | Return to Search | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

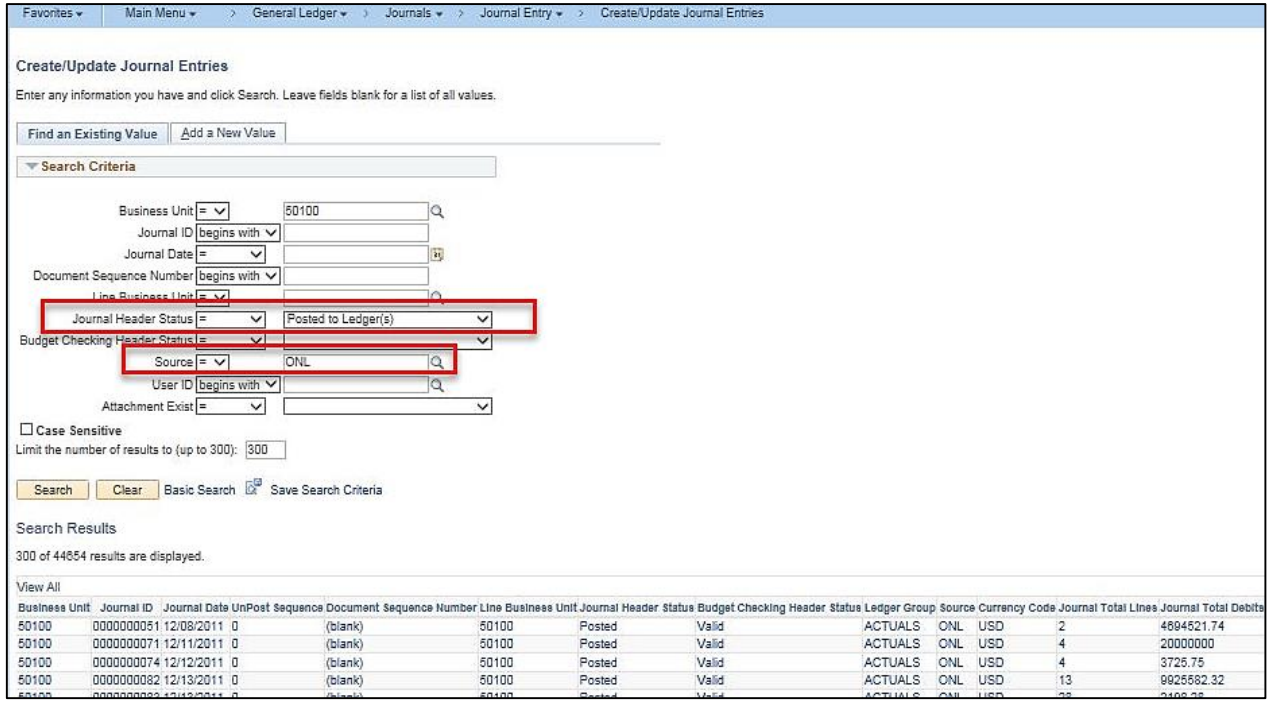
Journal Budget Check: Interfaced Journals

To review interfaced journals in Cardinal, navigate to the **Create/Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value

- Select the **Clear** button
- Enter **Business Unit**
- Select **Journal Header Status:**
  - Select **Not =**
  - Select **Posted to Ledger(s)**
  - Select **Search**

Review the search results for transactions with a Journal header Status of Posted to Ledger (s) and a **Source** of **ONL**.



Budget Check Status

The budget checking line status values include:

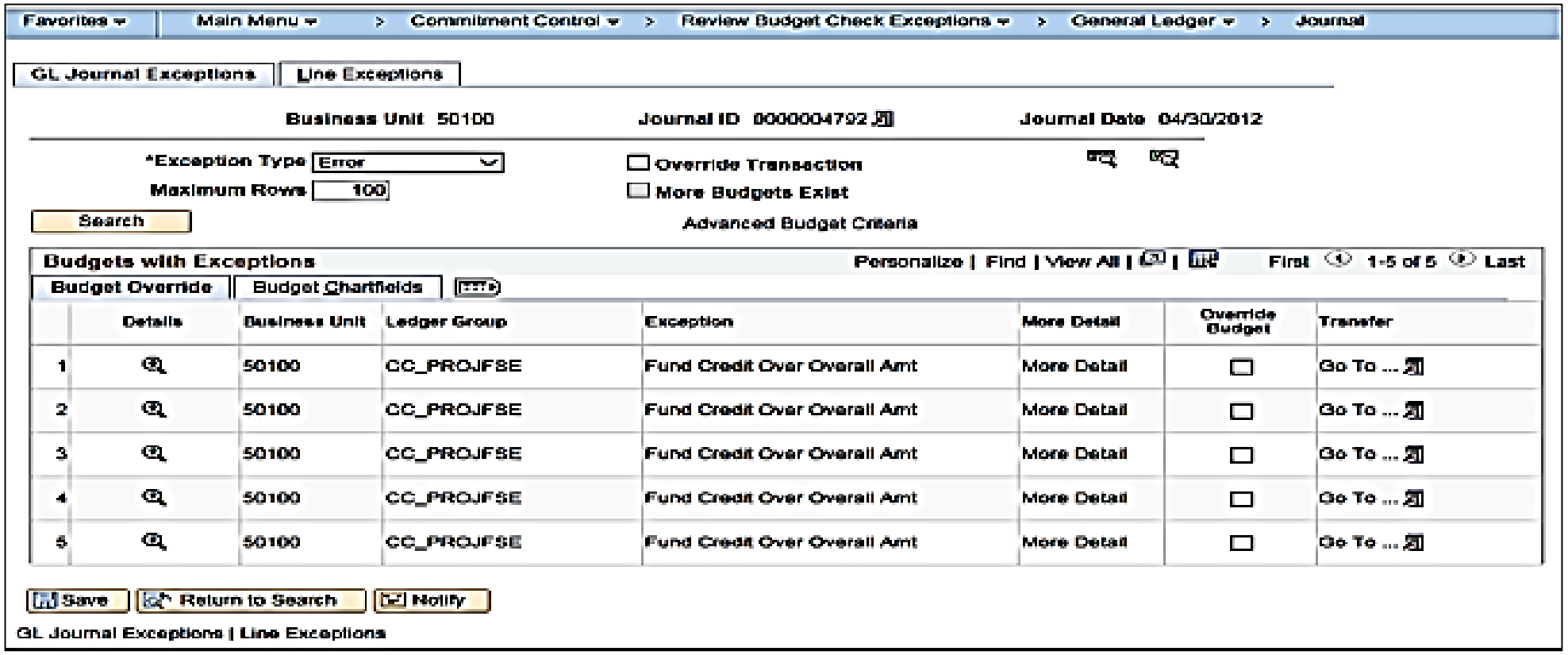
- **E (Error) -** The entry failed to pass budget check.
- **N (Not Checked) -** The budget check process has not processed the entry or the entry has changed and has not been budget checked again.
- **V (Valid) -** The entry passed budget check and the process updated the control budget ledger.
- **P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

Reviewing Budget Check Errors

One of two methods can be used to review budget check errors. Either click the **E** in the **Budget Status** box, or use the **Review Budget Check Exceptions** page.

Navigate to the **Review Budget Check Exceptions** page using the following path:

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



Common Budget Check Errors

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

Overridable?	Error Description	Notes
Y	Exceeds budget tolerance.	N/A
N	No budget exists.	N/A
N	Budget is closed.	N/A
Y	Budget is on hold.	N/A

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

Correcting Budget Check Errors

Correct the journal lines that create a budget error, or if the COA distribution is correct, have the budget modified.

Example of corrections that can be made to a journal are:

- Correct a transaction amount
- Modify ChartField values
- Request an override
- Request additional budget (Appropriation or Allotment)

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

Lesson 3: Reviewing and Correcting Budget Check 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.

Submitting Journals for Approval

Journals from Accounts Payable, Expenses, Purchasing, Payroll, Accounts Receivable, Billing, Contracts, and Project Costing (journals from split transactions and revenue and billing) are pre-approved, since the originating transactions are approved in their modules. As a result, they do not need to be approved again in General Ledger.

Allocation journals, journals from external sources, spreadsheet journals, and online journals will need to be approved in General Ledger via Workflow.

Journals successfully created have a status of **Valid** until the journal is posted in General Ledger. Once posted, the **Journal Status** changes to **Posted**.

Some journals require multiple approvals. Examples include:

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

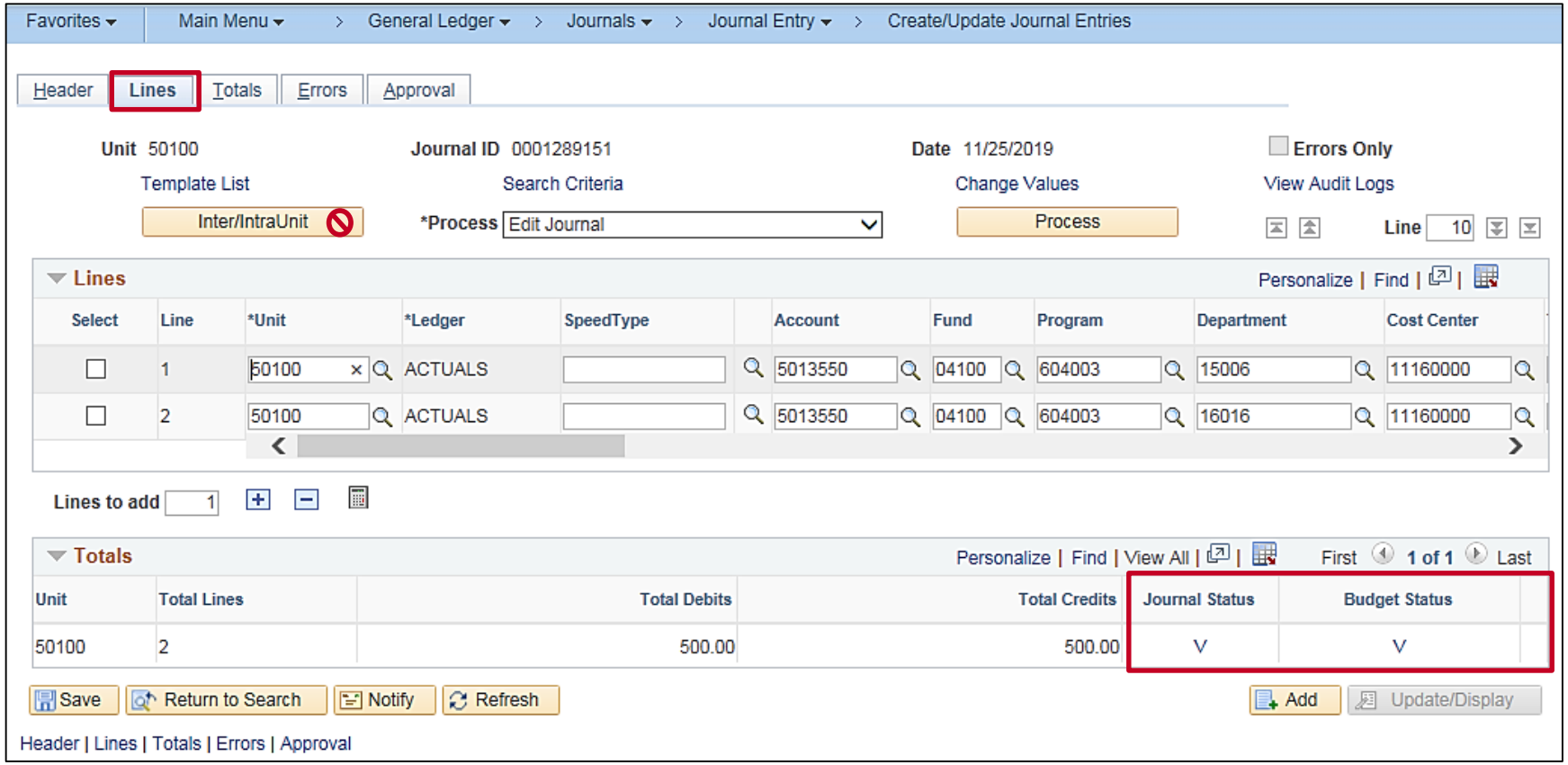
- DOA approval is required for journals with an **Account** value of **5012430** (Legal Services).

Submitting Journals for Approval (continued)

After a journal successfully completes the edit check and budget check processes, it must be submitted for approval and posting. The **Journal Status** and **Budget Status** must be **V** (valid) before submitting the journal for approval.

Journals are submitted for approval from the **Lines** tab on the **Create/Update Journal Entries** page using the following path:

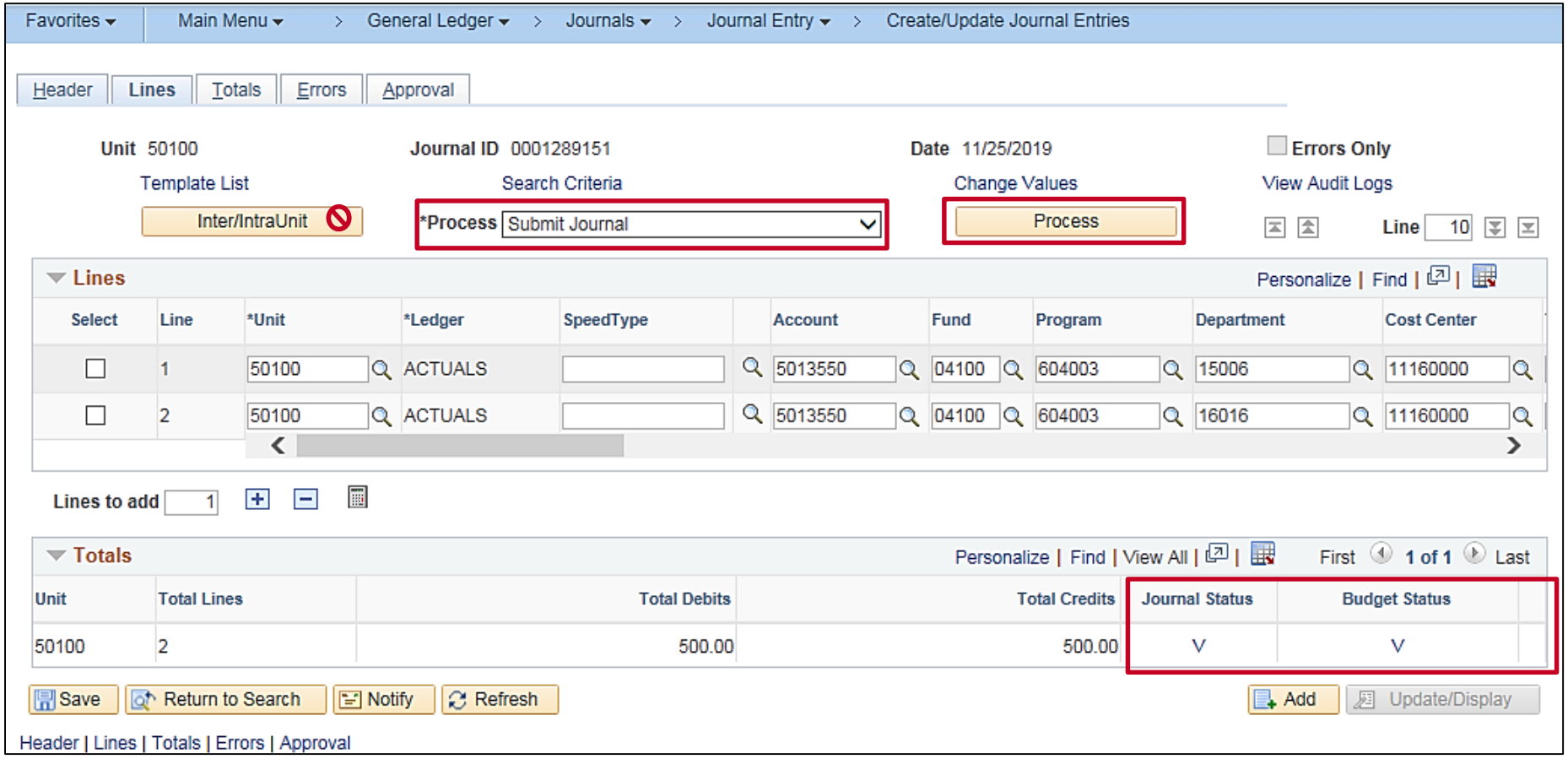
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value



Submitting Journals for Approval (continued)

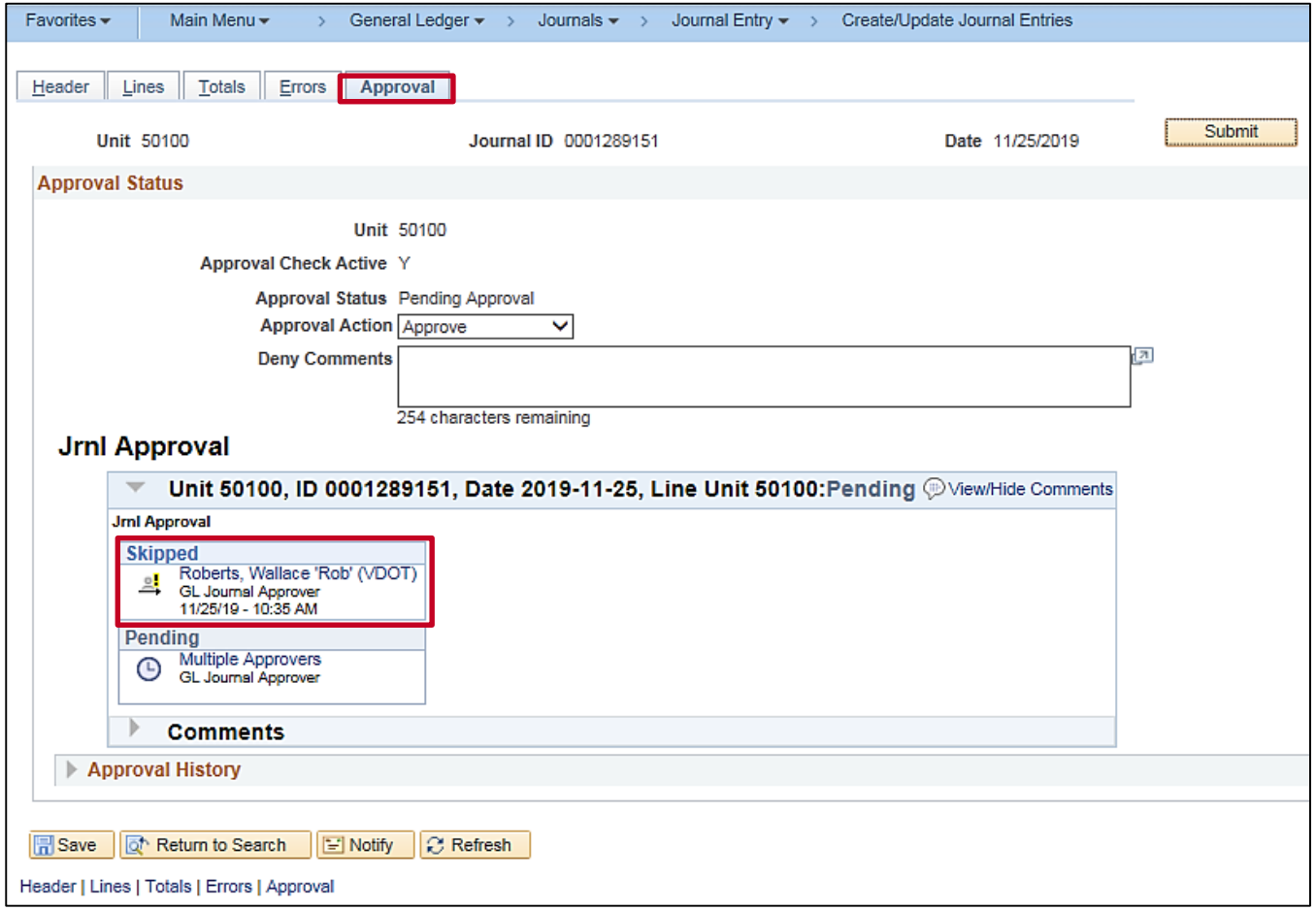
To run the Submit Journal process:

- Select **Submit Journal** from the **Process** drop-down menu.
- Click the **Process** button.



Submit Journals for Approval (continued)

Notice the original user is skipped as part of the approval process because he/she submitted the journal. Reminder: the user who submits the entry can not also approve the submission. This can be avoided by having another user submit the journal and then the journal creator would be able to approve the journal.



Journal Post

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

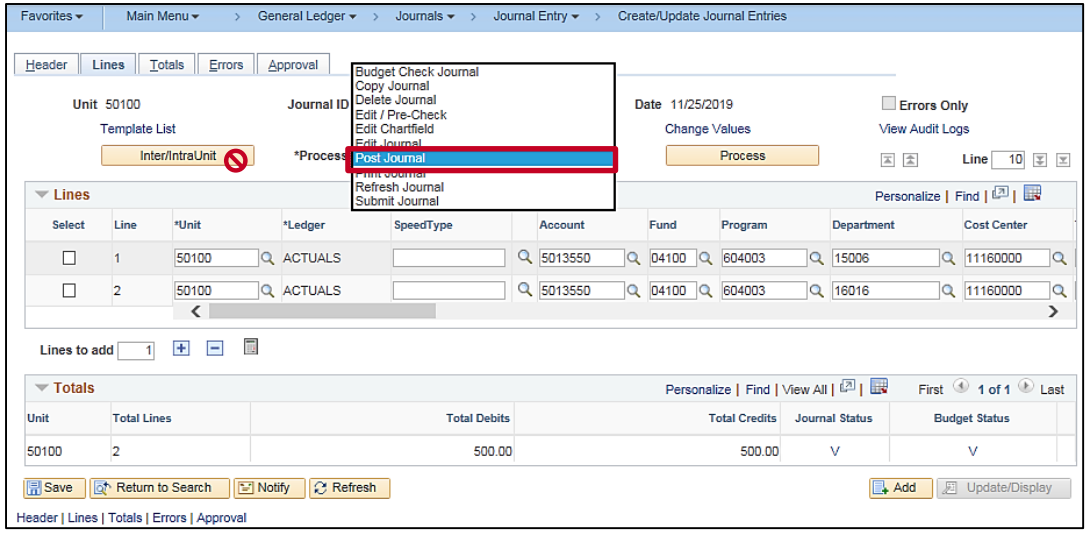
The Journal Post process:

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

Request posting at entry time of the journal entries or at a later time. Most journal entries will be posted in a background batch process that typically occurs on a daily basis.

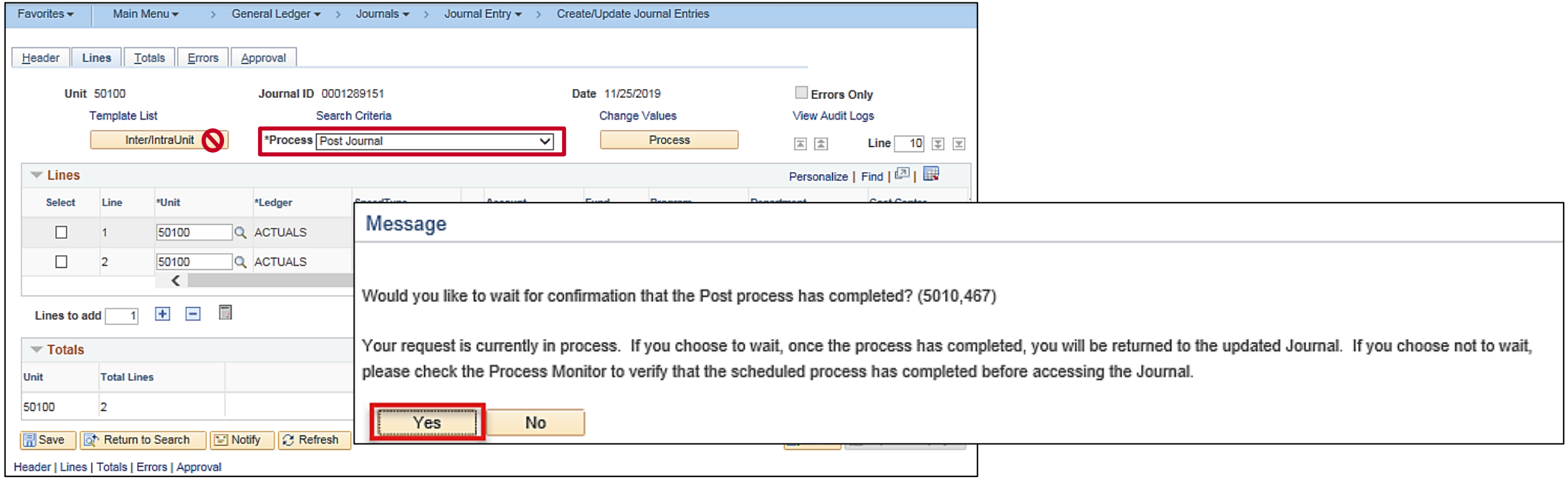
General Ledger verifies that there are no edit or budget errors that would render the journal invalid for posting. If the journal has passed edit and budget check successfully and has been approved, it can be sent for posting.

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



Create/Update Journal Entries: Post

From the journal lines select **Post** Journal and click on process. After a brief pause, the following message appears:



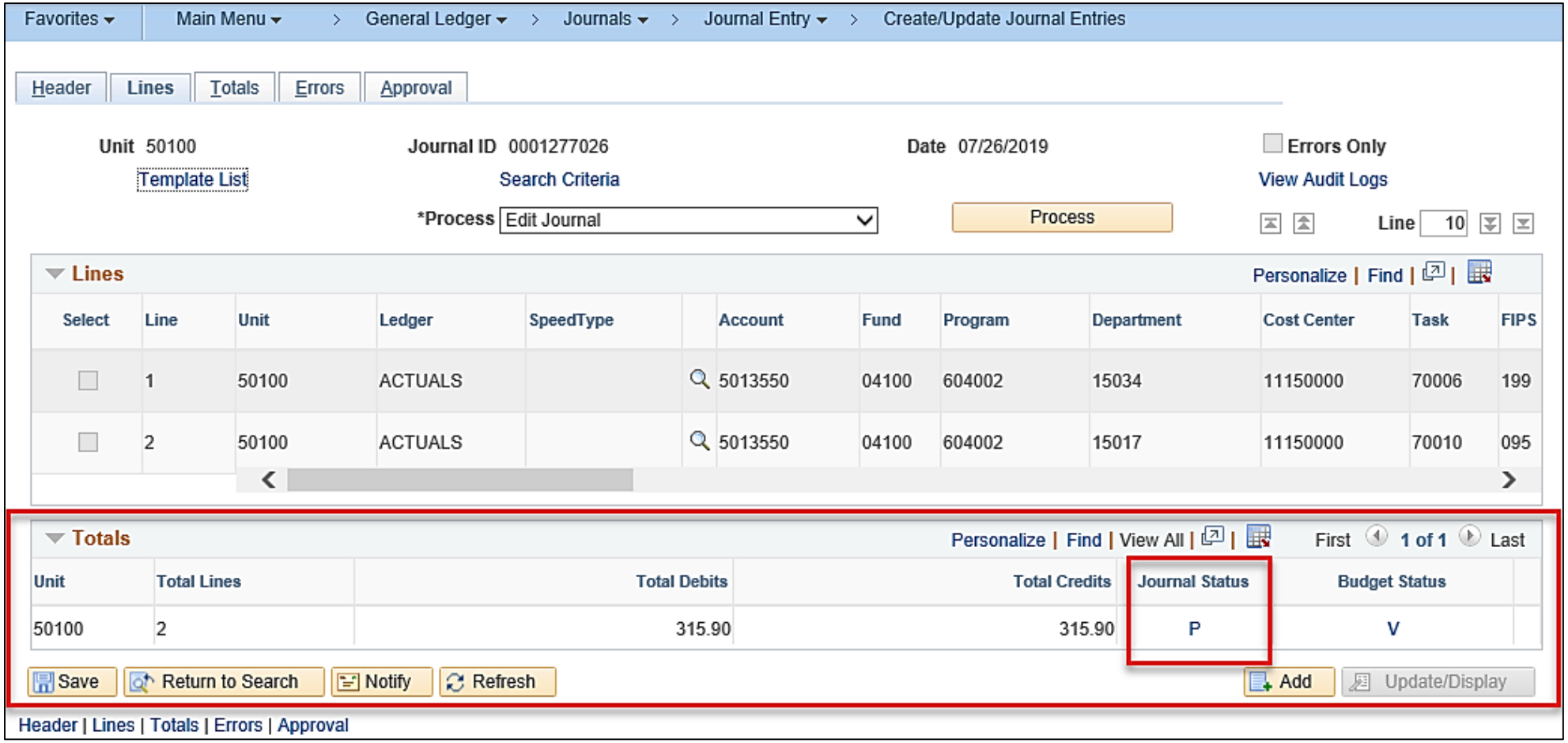
There are three possible actions the user can take to complete the action:

- Click Yes
- Click No
- Do Nothing

Create/Update Journal Entries: Post (continued)

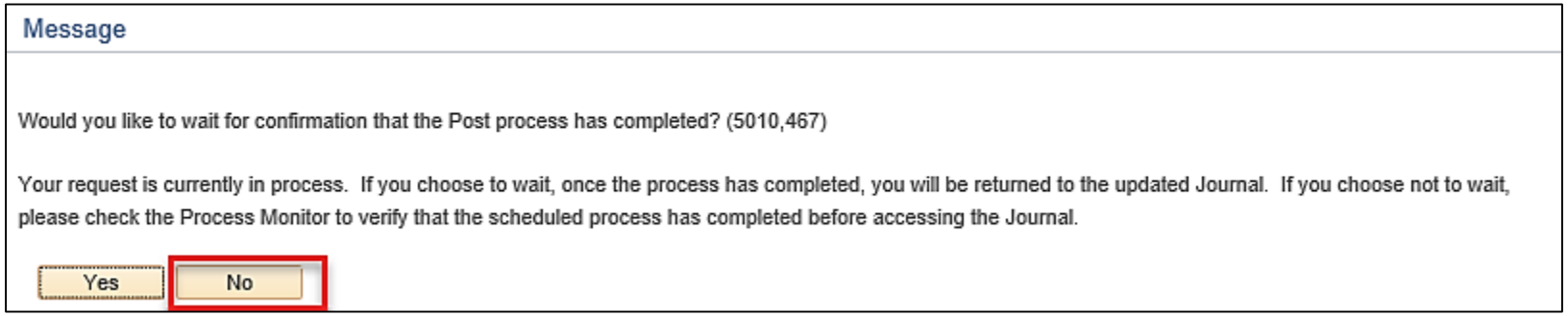
If the user clicks **Yes** the Journal Entries action is completed and the page will display as shown below and the transaction will complete successfully.

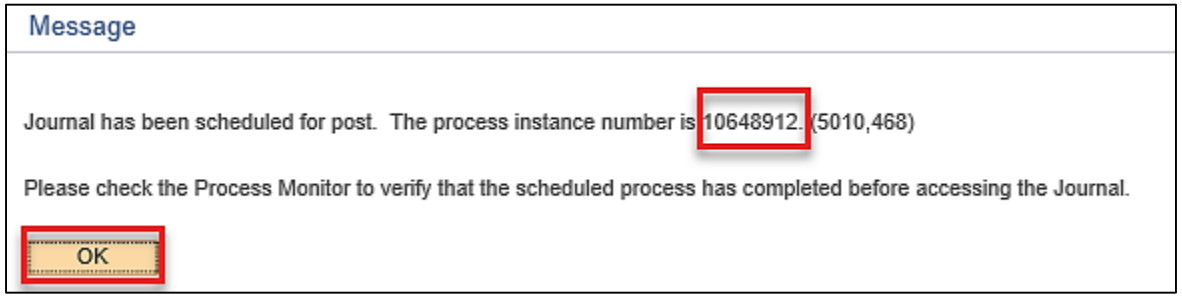
:



Create/Update Journal Entries: Post (continued)

If the user clicks **No** when completing the **POST** process the Journal Entry action will create a message. Make a note of the process instance number.





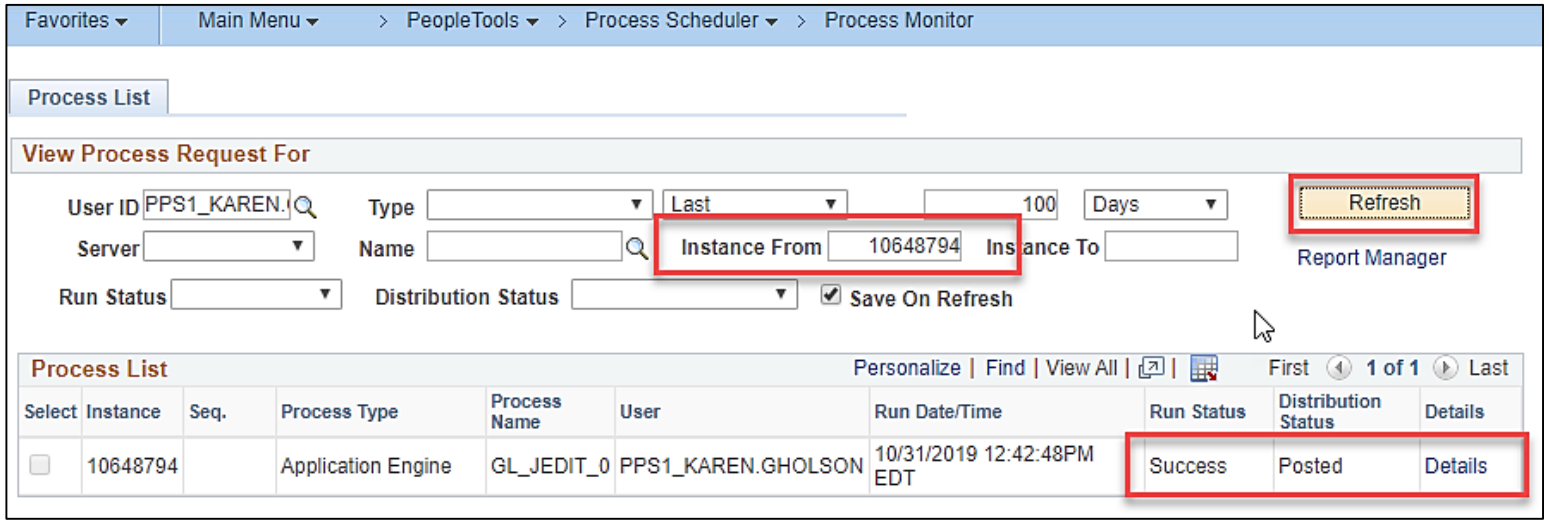
Click ok and navigate to the Process Monitor to referenced process instance10648912.

Create/Update Journal Entries: Post (continued)

Main Menu > General Ledger > People Tools > Process Scheduler>Process Monitor

In the **Instance From** field enter the Instance number referenced in the prior message.

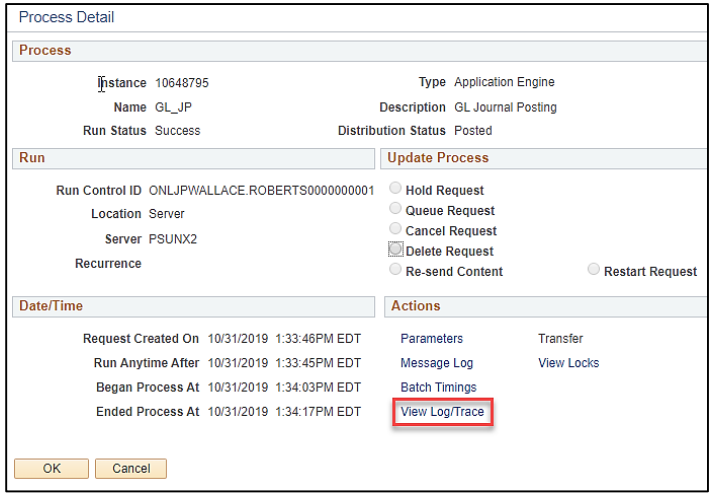
Click Refresh. The **Run Status** will display the transaction is successful.

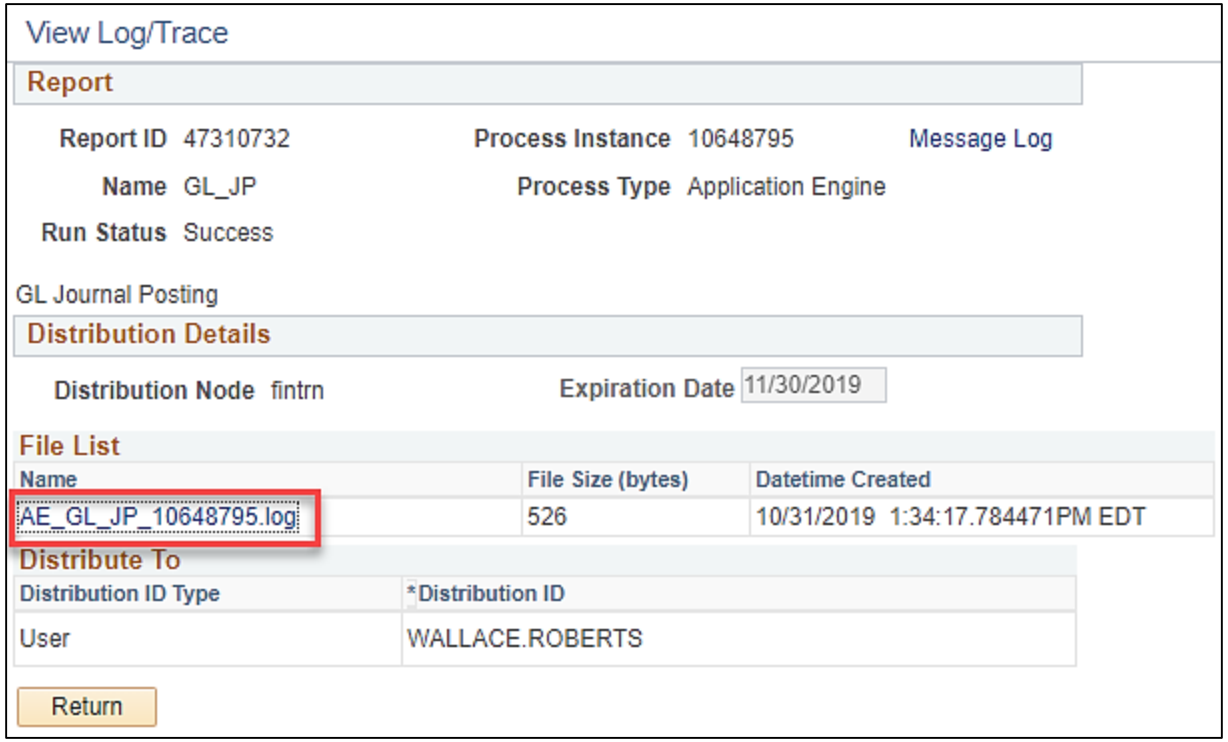


Click on **Details** link

Create/Update Journal Entries: Post (continued)

Click on **View Log** link. The **LOG** will display under the name field. Click on the **LOG** and validate the process is completed successfully.





Create/Update Journal Entries: Post (continued)

The following is displayed on the **LOG**

```
PeopleTools 8.57.04 - Application Engine
Copyright (c) 1988-2019 Oracle and/or its affiliates.
All Rights Reserved


Begin Posting at 2019-10-31-13.34.07.204506. (5830,1)

Begin processing Journal Posting Request number 1 for User ID "WALLACE.ROBERTS" and Run Control ID "ONLJPWALLACE.ROBERTS0000000001". (5830,4)

Unit "50100", Ledger Group "ACTUALS":  Journals Posted: 1;  UnPosted: 0;  Reversals Created: 0. (5830,6)

Finished Posting at 2019-10-31-13.34.17.387386. (5830,2)
Application Engine program GL_JP ended normally
```

NOTE: When the user initiates the Edit or Post process and receives the warning message but **does not respond** to the message and instead closes the browser tab and returns to the journal in Cardinal, the journal entry **WILL NOT PROCESS AN EDIT OR POST**.

Journal Post (continued)

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

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

Deleting Journals

Denied journals need to be corrected or deleted by the originator to update the commitment control amount that was reserved during the budget check process.

Deleting of journal entries that have passed the budget check process but have not successfully posted is also allowed.

The budget check process runs automatically as part of the delete process.

Deleting a journal after it has posted is not allowed.

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

Cardinal creates an audit trail of the deletion, along with other enabled journal events.

Deleting Journals (continued)

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

Header | Lines | Totals | Errors | Approval

Unit 50100 | Journal ID 0001289151 | Date 11/25/2019 | Errors Only

Template List | Search Criteria | Change Values | View Audit Logs

Inter/IntraUnit | *Process Delete Journal | Process | Line 10

Lines — Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType		Account	Fund	Program	Department	Cost Center
☐	1	50100	ACTUALS			5013550	04100	604003	15006	11160000
☐	2	50100	ACTUALS			5013550	04100	604003	16016	11160000

Lines to add 1

Totals — Personalize | Find | View All | First 1 of 1 Last

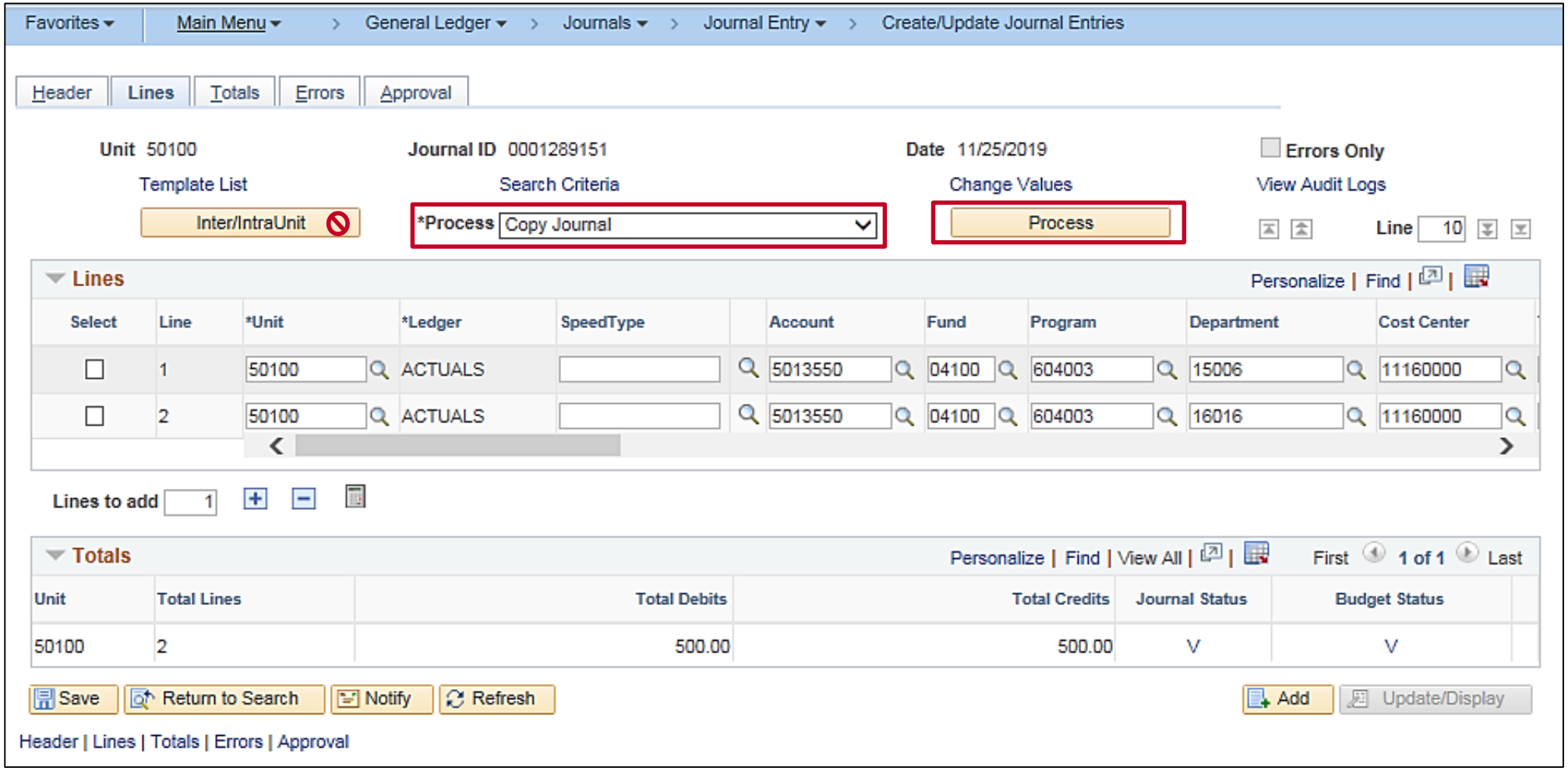
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	500.00	500.00	V	V

Save | Return to Search | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

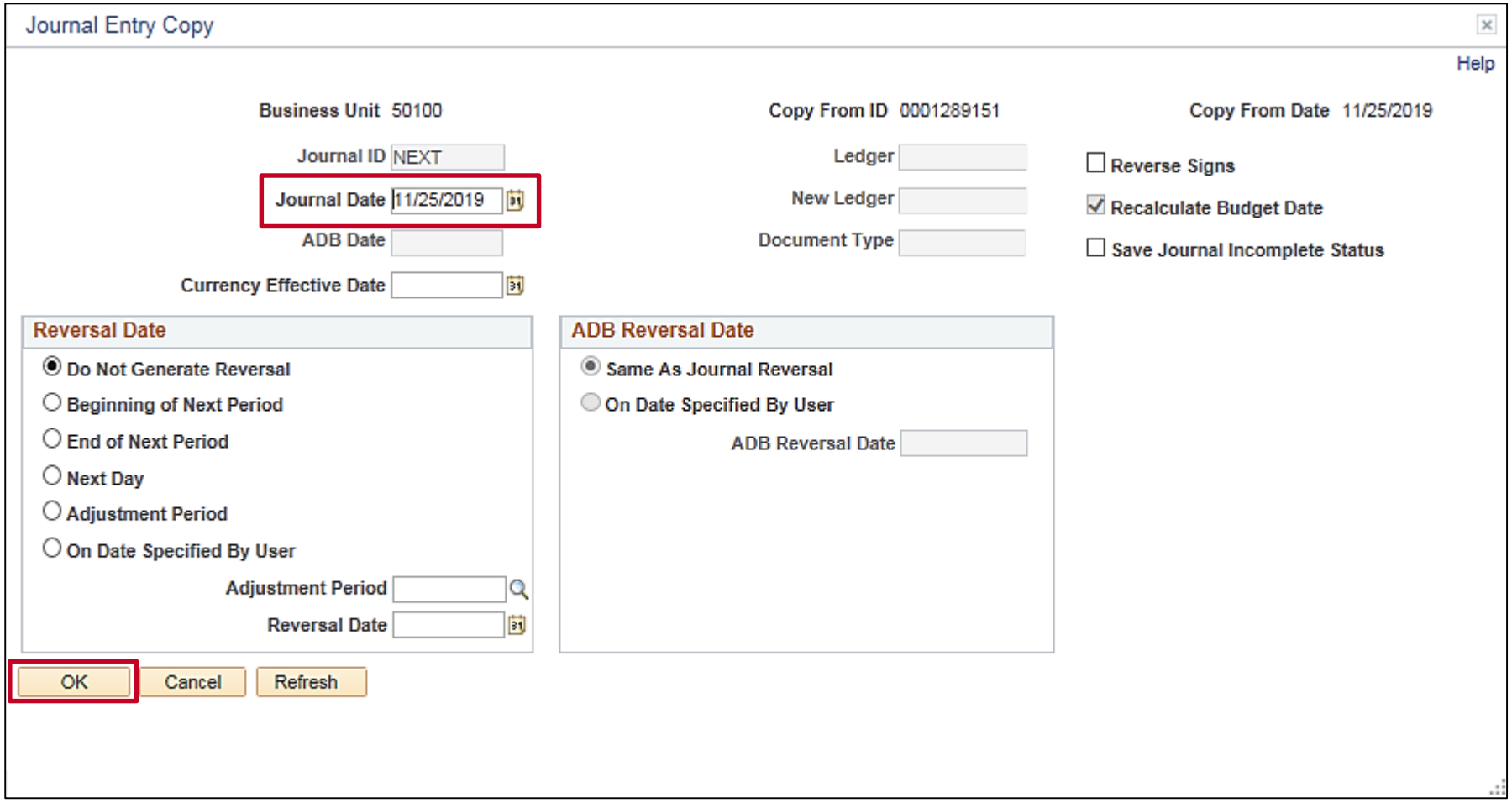
Copying Journals

Cardinal enables the copying of information in an existing journal to be used for a new journal entry. Copying of posted or unposted journals and changing of the header and lines is allowed.



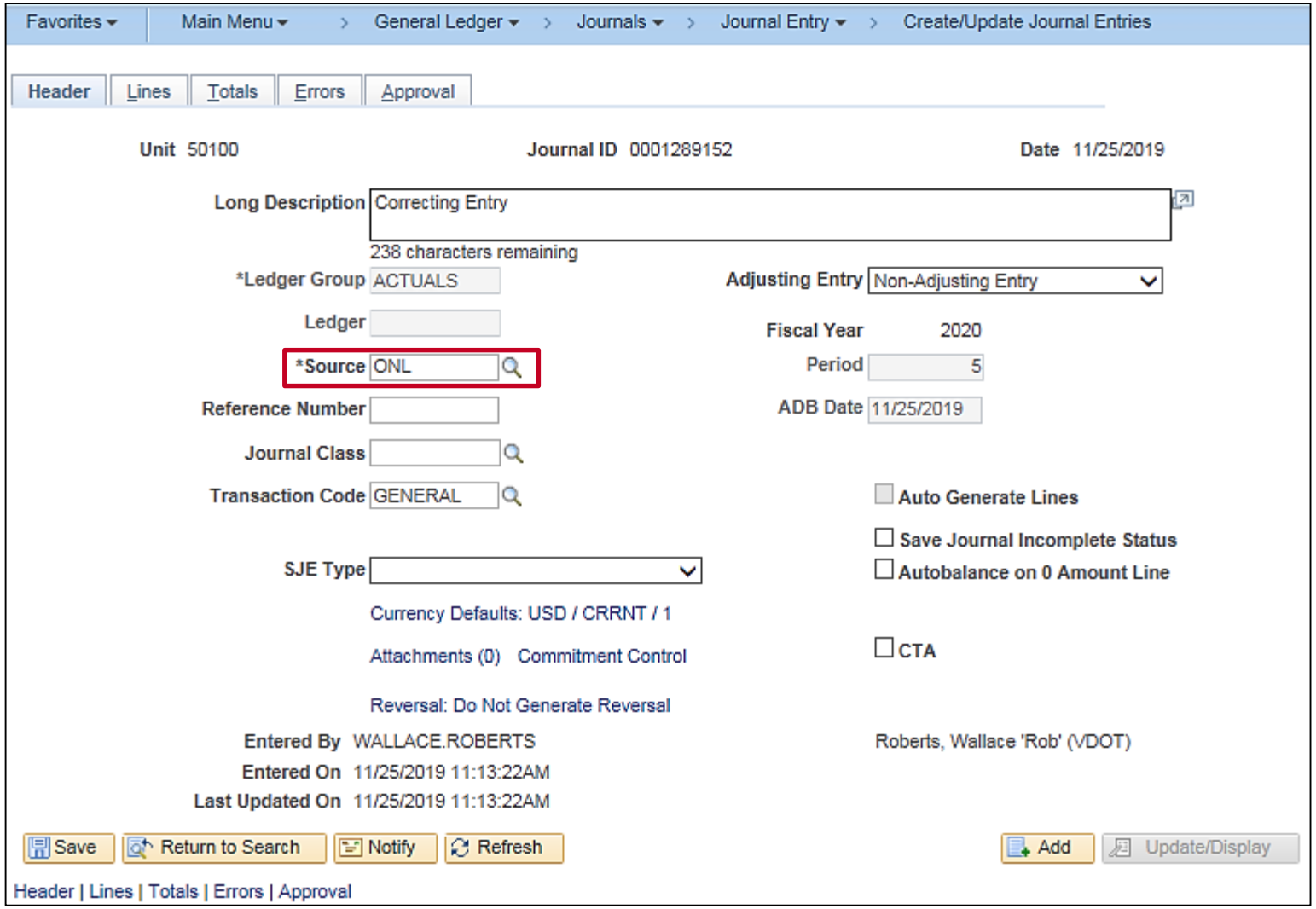
Copying Journals (continued)

The **Journal Date** will default to the current date but can be changed to a date within an open accounting period. After reviewing the **Journal Entry Copy** page, click **OK** to access the newly copied journal.



Copying Journals (continued)

On the **Header** page, the value in the **Source** field defaults to reflect the correct type of journal entry, which is **ONL**.

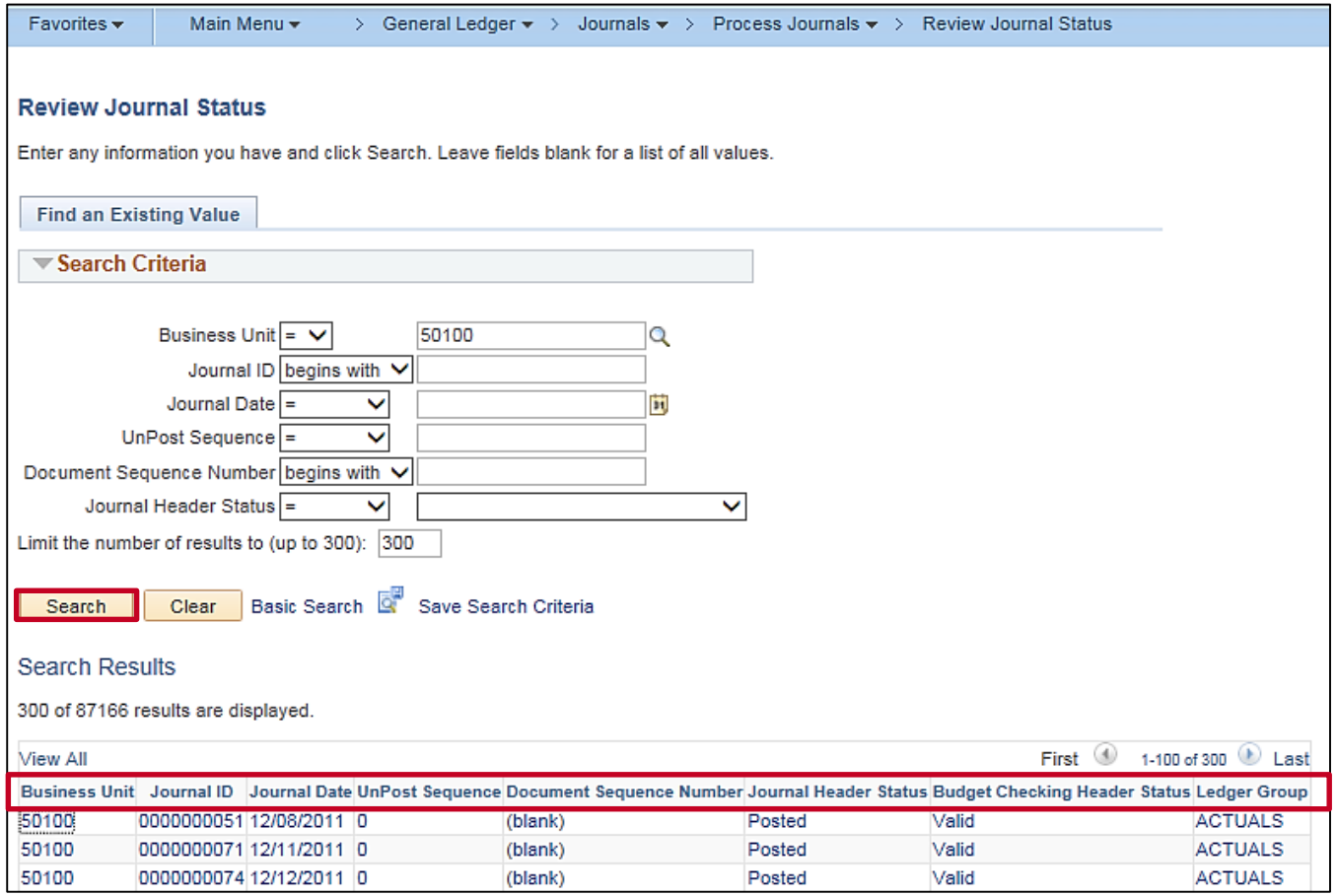


Monitoring Journal Status

Searching for and reviewing of the status of journals after they have been entered and saved in Cardinal is allowed. To do this, access the **Review Journal Status** page.

Navigate to this page using the following path:

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

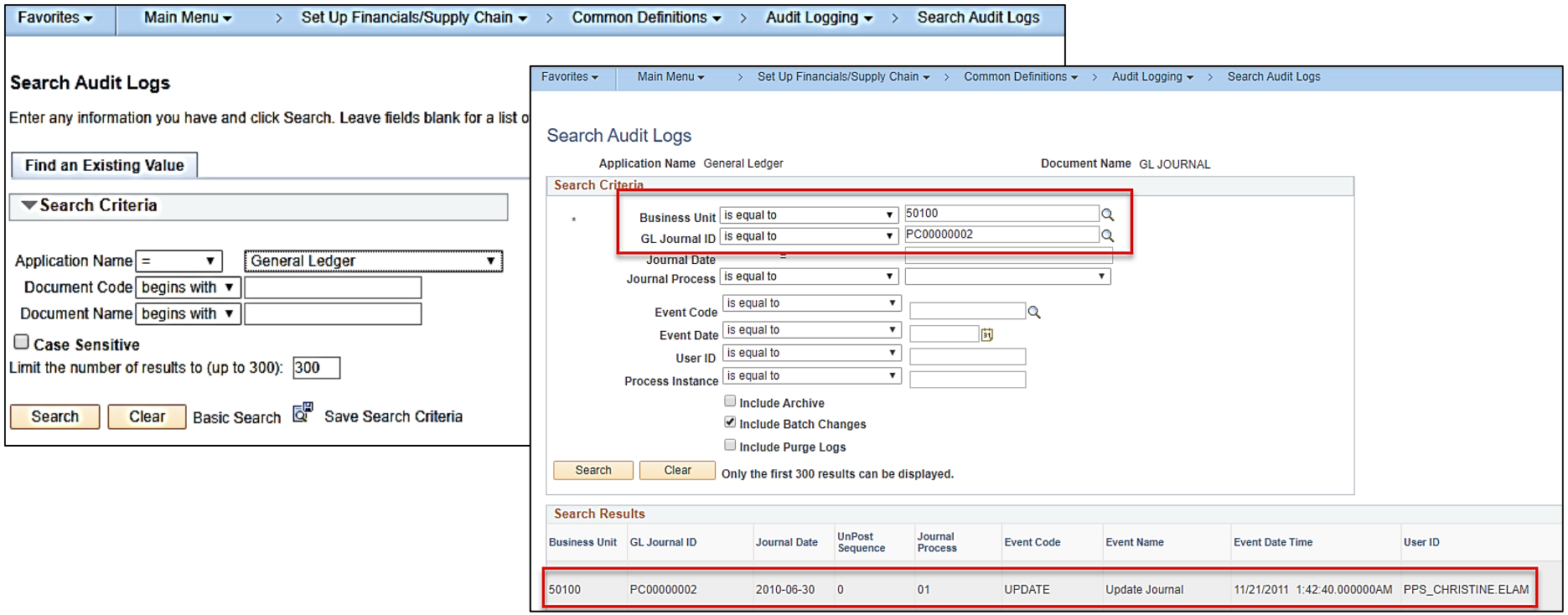


Audit Logs

View the audit log by accessing the **Search Audit Logs** page.

Navigate to this page using the following path:

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



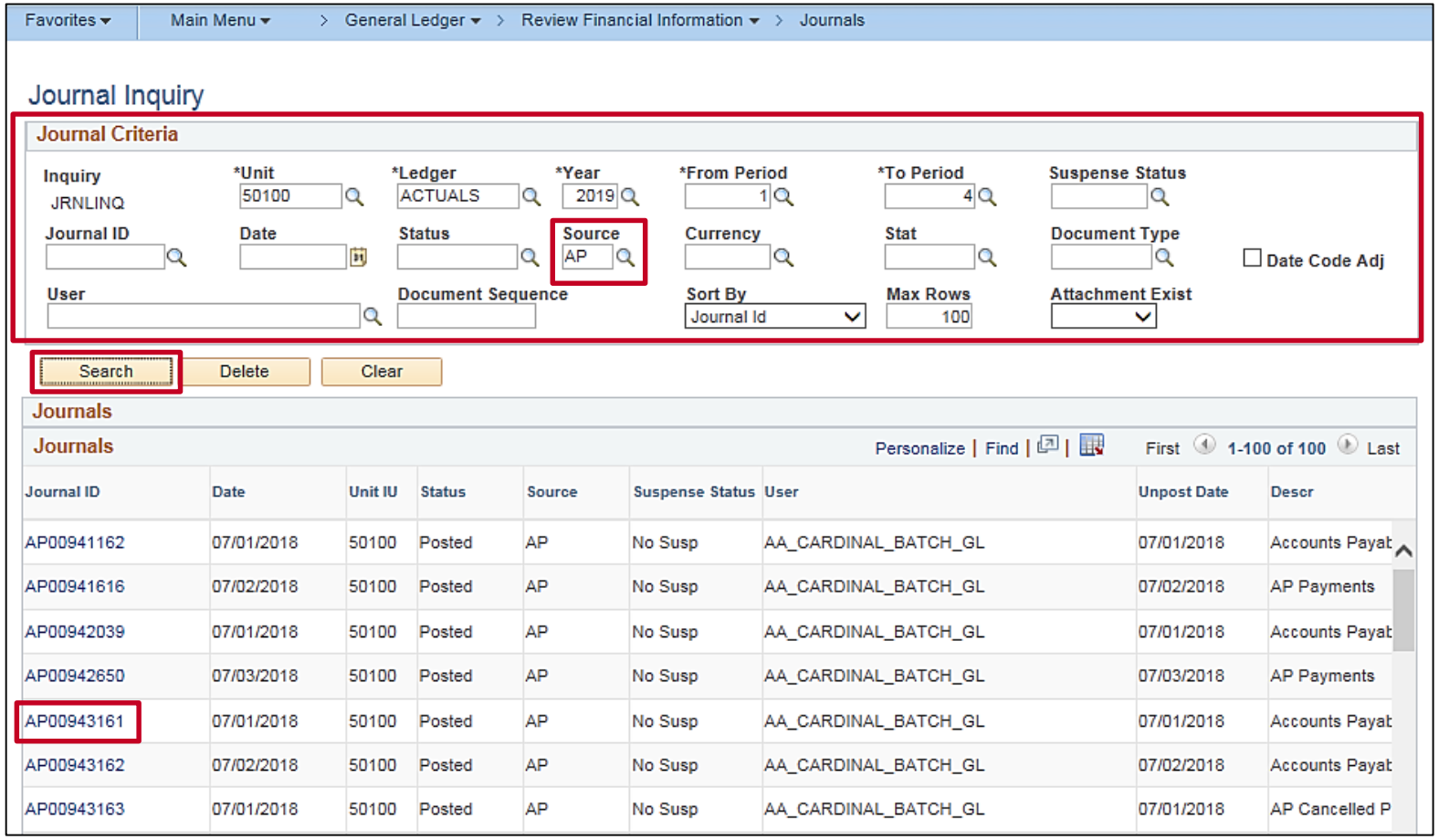
The **Search Audit Logs** page displays**.** Enter valid **Search** criteria and click **the Search** button**.** The **Search Results,** with the Audit Trail of the selected Journal, displays at the bottom of the page.

Journal Inquiry

View details for journal header and journal lines using the **Journal Inquiry – Journal Inquiry Details** page.

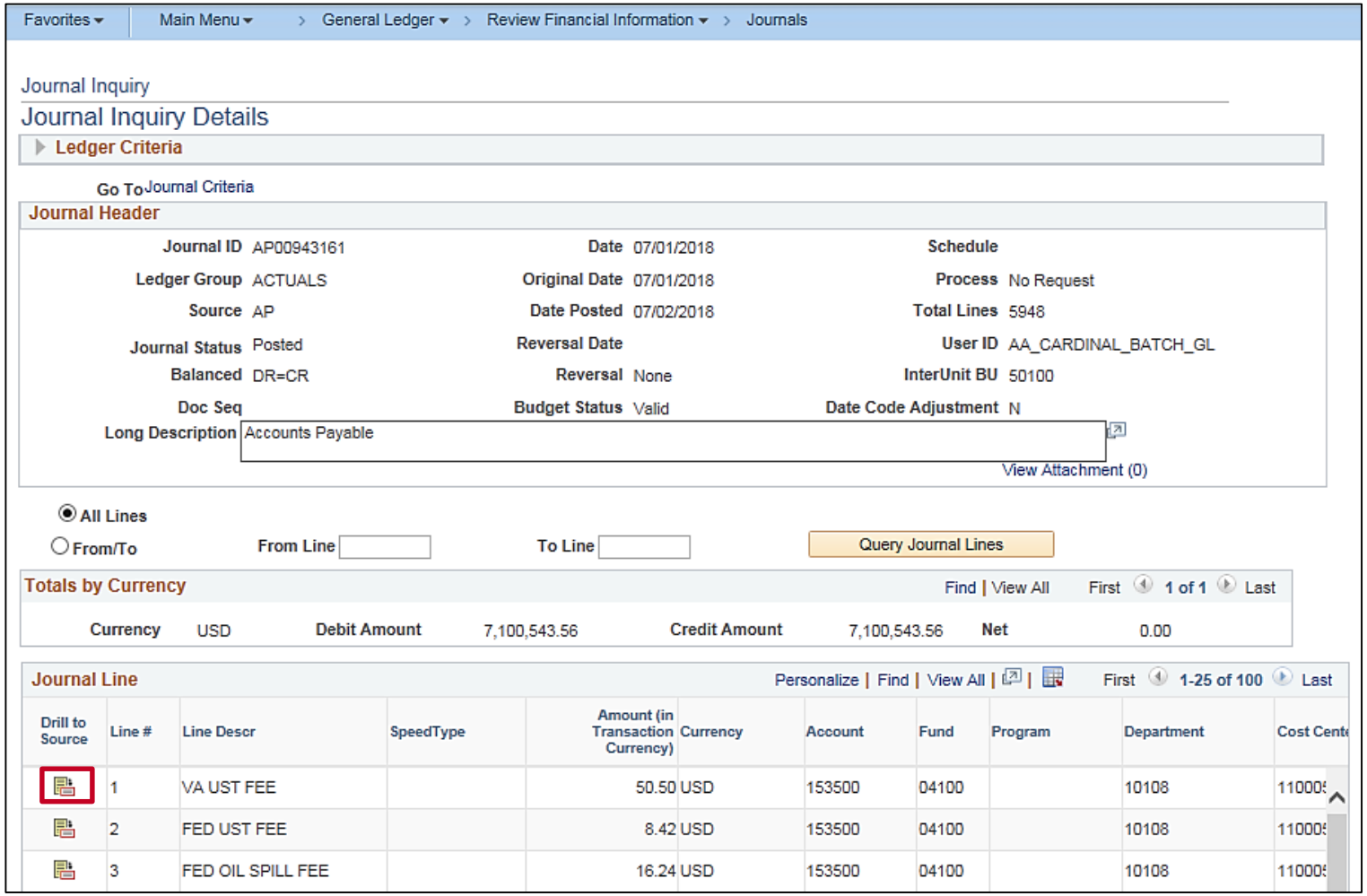
Navigate to this inquiry using the following path:

Main Menu > General Ledger > Review Financial Information > Journals



Journal Inquiry Details (with Drill to Source)

To navigate to the **Journal Inquiry Details** page, while on the **Journal Inquiry** results page click on the desired **Journal ID**. For further detail, while on the **Journal Inquiry Details** page click on the **Drill to Source** icon in the **Journal Line** section in the table below.



Drill to Source

Favorites | Main Menu > General Ledger > Review Financial Information > Journals > Journal Drill Down

Drill to Source

Journal ID

Business Unit 50100 | Journal AP00943161 | Date 07/01/2018 | GL Journal

Ledger ACTUALS | Line 1 | Line Descr VA UST FEE

Chartfields

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

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	A
153500	04100		10108	11000500								

Base Currency USD | Base Amount 50.50

Currency USD | Transaction Amount 50.50

Statistics Code | Statistic Amount

Details

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

Chartfields | Voucher Information | Document Information

Voucher ID	Descr	Vchr Line	Distrib Line
00892058	Expense Distribution	4	1

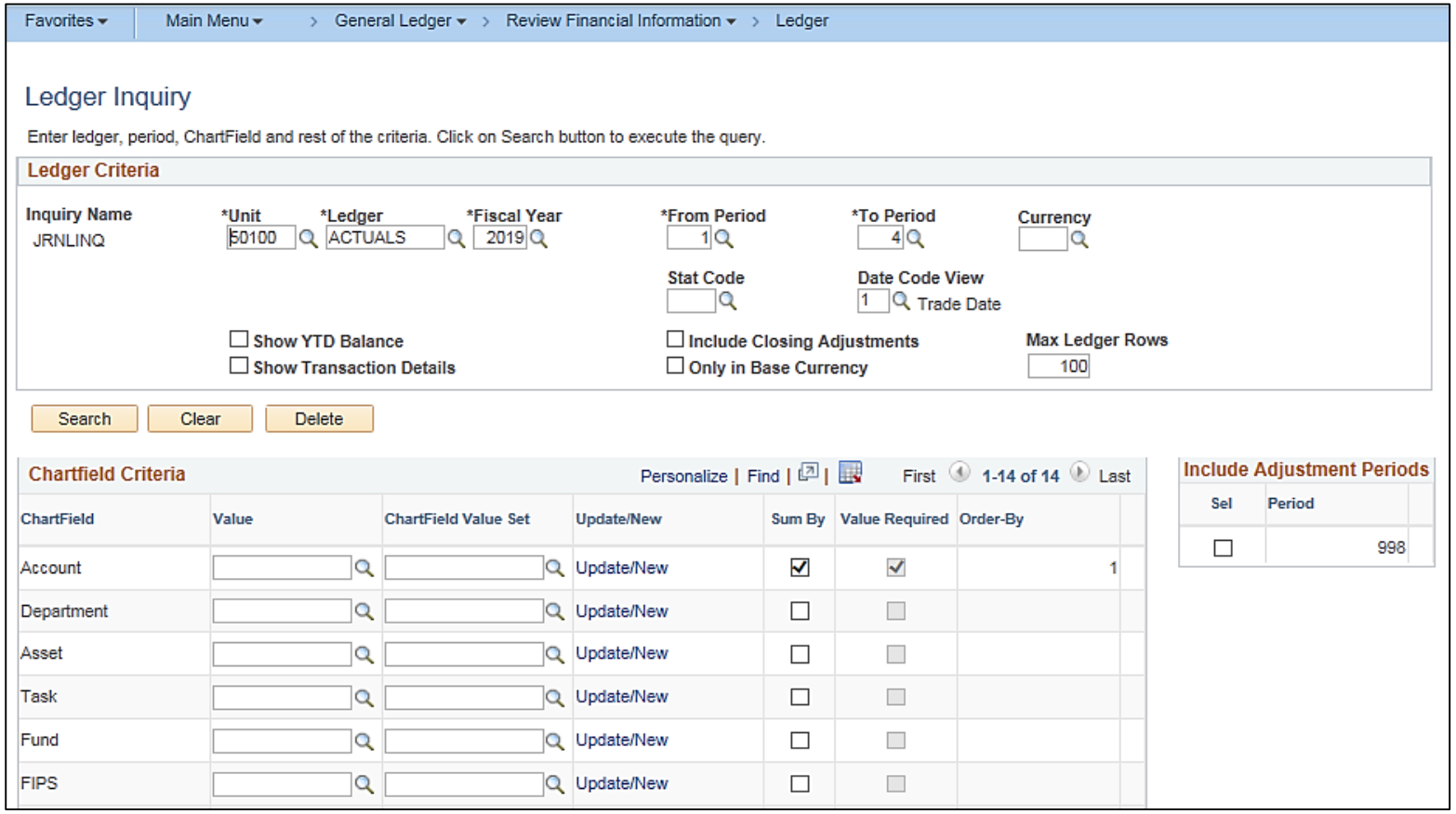
Save | Return to Search | Notify

Ledger Inquiry Page

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

Navigate to this inquiry using the following path:

Main Menu > General Ledger > Review Financial Information > Ledger



Ledger Inquiry Page (continued)

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

Fields	Description
Show YTD Balance	If selecting this checkbox, the inquiry returns year-to-date balances for specified ChartFields for a period. If not selecting this checkbox, the inquiry returns individual balances for period and account that are displayed in order by period.
Show Transaction Details	Select to see the ledger data along with the journal transactions that contributed to the balance.
Include Closing Adjustments	Select this option to include closing balances (period 998) along with the current open period amounts.
Max Ledger Rows	Indicates the maximum number of rows to display. The user can override the default of "100" with any number <=300 rows of data that can be displayed in a scroll area.
Delete	Deletes the inquiry, cancels the page, and returns a blank Ledger Inquiry.
ChartField	Enter a ChartField value for one or more ChartFields to review specific data in a ledger.
ChartField Value Set	Select a predefined set of selection criteria for a given ChartfField.
Sum By	Requires at least one ChartField be selected to sum by. If not, an error message is displayed when selecting the **Search** button. Period is always included in the sum by and is always the first column in the inquiry results. If selecting all ChartFields available in the ChartField Criteria for **Sum By**, and the **Show Transaction Details** checkbox is not checked, the result is a display of each row in the ledger that meets the criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code.
Value Required	Select this checkbox to filter out ChartFields with blank values. This checkbox is available only when the **Sum By** checkbox is selected. It is also unavailable for selection but is automatically selected by Cardinal if the ChartField **Account has Sum By** is selected.
Order By	Determine the sort order of the ChartFields in the result page by the order in which **Sum By** for each ChartField was selected.
Sel (select)	Select specific adjustment periods by checking its checkbox from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year.
Period	Adjustment periods are displayed based on those available for the selected ledger and fiscal year.

Ledger Inquiry: Ledger Summary Page

When clicking on the Search button on the **Ledger Inquiry** page the **Ledger Summary** displays results.

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

Ledger Inquiry

Ledger Summary

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

Ledger Criteria

Go To Inquiry Criteria

Ledger Detail Drill-Down Chartfield Display

Ledger Summary — Find | View All — First 1 of 1 Last

Ledger Amount by Currency — Personalize | Find | — First 1-100 of 100 Last

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	Base C
1	Activity	Detail	101010	Cash With The Treasurer Of VA	10,383,737.13	USD	10,383,737.13	U
1	Activity	Detail	111220	Parking Fee Suspense Account	-3,111.50	USD	-3,111.50	U
1	Activity	Detail	182720	Construction In Progress	-64,090,572.84	USD	-64,090,572.84	U
1	Activity	Detail	183670	Accm Dep-Infrastructure	-642,133.54	USD	-642,133.54	U
1	Activity	Detail	183680	Infrastructure	64,090,572.84	USD	64,090,572.84	U
1	Activity	Detail	183690	Accm Depreciation - Bldgs	-2,163.07	USD	-2,163.07	U
1	Activity	Detail	183730	Accm Depreciation - Equipment	-3,493.58	USD	-3,493.58	U
1	Activity	Detail	205023	Accounts Payable-Retainage	-41,000.00	USD	-41,000.00	U
1	Activity	Detail	205025	Accts Payable-AP/EX Accruals	1,457,258.82	USD	1,457,258.82	U

Ledger Inquiry: Ledger Summary Page Fields

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

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

Lesson 3: Summary

3 Processing Journal Entries

In this lesson, you learned:

- Journals from Accounts Payable, Expenses, Payroll, Purchasing, Accounts Receivable, Billing, Contracts, and Project Costing (journals from split transactions and revenue and billing) are pre-approved, since the originating transactions are approved in their modules.
- Journals from Accounts Payable, Expenses, Accounts Receivable, Billing, Contracts, and Project Costing (journals from split transactions) do not have to go through budget check in General Ledger, since they have already been budget checked in their respective modules. They will be edit checked again in General Ledger.
- Journals created manually online, journals created from external sources, spreadsheet journals, and allocation journals must be both edit and budget checked in General Ledger. Journal lines from the Purchasing, Project Costing (revenue and billing), and Payroll modules must also be edit and budget checked in General Ledger.
- Journals may be approved or denied. Only journals without errors that have been edited and budget checked can be approved.
- Denied journals need to be corrected or deleted to release the funds reserved during the budget check process.
- Cardinal allows you to copy journal information from an existing journal to a new journal.
- Cardinal allows you to review online inquiries for ledger information and journal status.

Course Summary

GL332 Processing Journal Entries

In this course, you learned:

- Identify key journal entry concepts
- Understand the overall journal entry process
- Enter Agency to Agency (ATA) transfer journals
- Understand how journal processing integrates with other Cardinal modules and interfaces with external systems
- Create journal entries in Cardinal
- Use the journal entry template
- Create and upload a spreadsheet journal
- Review and correct edit check errors
- Review and correct budget check errors
- Submit journal entries for approval and monitor journal status
- Review online inquiries for ledger information and journal status

Course Evaluation

Congratulations! You successfully completed the **501 GL332: Processing Journal Entries** course.

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

Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Flowchart Key

Key Terms

Business Unit: A business unit is an operational subset of an organization. In Virginia, each state agency is an operational subset (or business unit) of the Commonwealth. The business unit number identifies each operational subset or agency of the Commonwealth. For example, VDOT is Business Unit 50100.

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

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

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

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

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

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

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

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

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.

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

Flowchart Key

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