About Combination Edits

Combination Editing is a feature in Cardinal that helps to maintain data integrity across all modules. Defined combinations of ChartField values are established and used to check journal entry lines in General Ledger and the other Cardinal modules.

The three components of the Combination Edits are:

1. **Combination Definition:** defines the ChartFields that are required or optional in the combination edit. For example, a Combination Definition may require an Account and a FIPS code be defined on each journal line.

2. **Combination Rule:** defines the valid values of the ChartFields that are named in the Combination Definition. In other words, the Combination Rule defines the specific values of each ChartField that will or will not pass the editing process for a Combination Definition.

3. **Combination Group:** links the Combination Rules that are to be applied as a group during the edit process. All rules within a group must have the same Combination Definition. ChartField combination editing compares the values entered in Cardinal to the Combination Definitions and Combination Rules that are defined.

Typically, the Combination Edits are set up under the **Set ID** of **STATE**. However, some combination edits are set up specifically for Virginia Department of Transportation (VDOT). These are all established under the SetID of **50100**.

There are two tools that can be used to review the Combination Rules and help identify the cause of a Combination Edit Error.

These tools are the **Review Combination Data** inquiry page and the **ChartField Combination Editing Rule Report**.

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Receiving a Combination Edit Error

When users receive a Combination Edit Error on a transaction, the error is identified by Combination Group. Users can use the Combination Group to identify the associated Combination Rule.

In this example, Line number 2 of this journal has a Combination Edit Error relating to the Account in group **DEPTREQ**. This message gives us the specific Combination Group but not the Combination Rule.

Identifying the Combination Rule

1   Navigate to the **Combination Group** page using the following path:

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

2   Enter the **SetID** value of **STATE**.

3   Enter the Combination Group in the **Process Group** field and select **Search**.
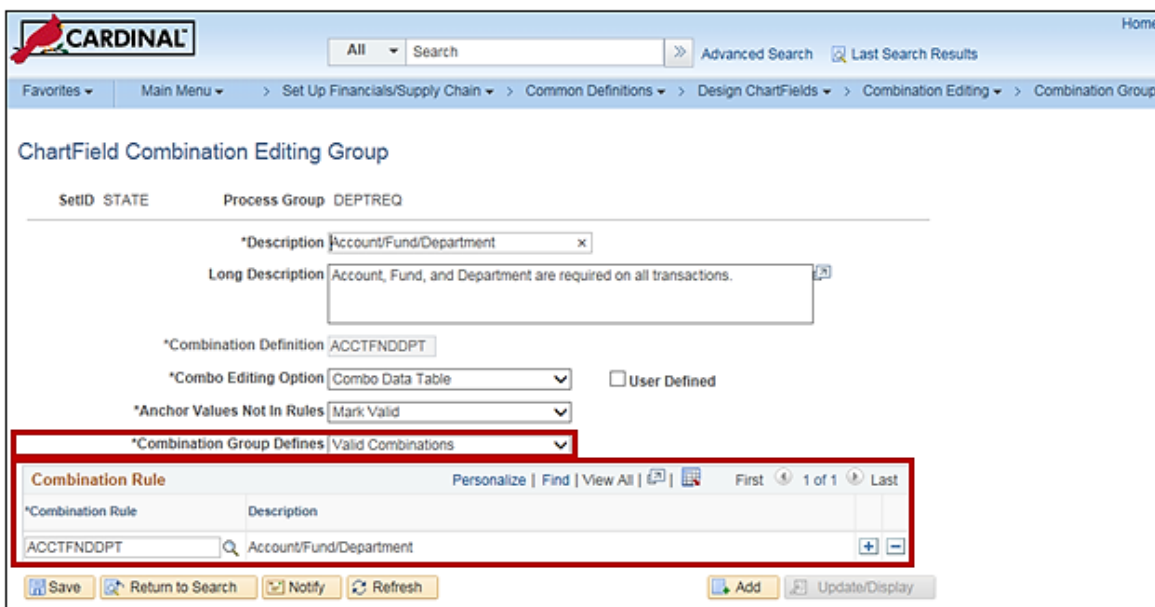
4   The ChartField Combination Editing Group page displays.

The **Combination Group Defines** box is used to select whether the editing group identifies **Valid Combinations** or **Invalid Combinations** of ChartFields.

All of the associated Combination Rules are listed under the **Combination Rule** record. If there is more than one rule associated, a user may be able to narrow down the choices based upon the text that is found within the error message. In this example, the error relates to the Account / Fund / Department (i.e. Combination Rule – **ACCTFNDDPT**).
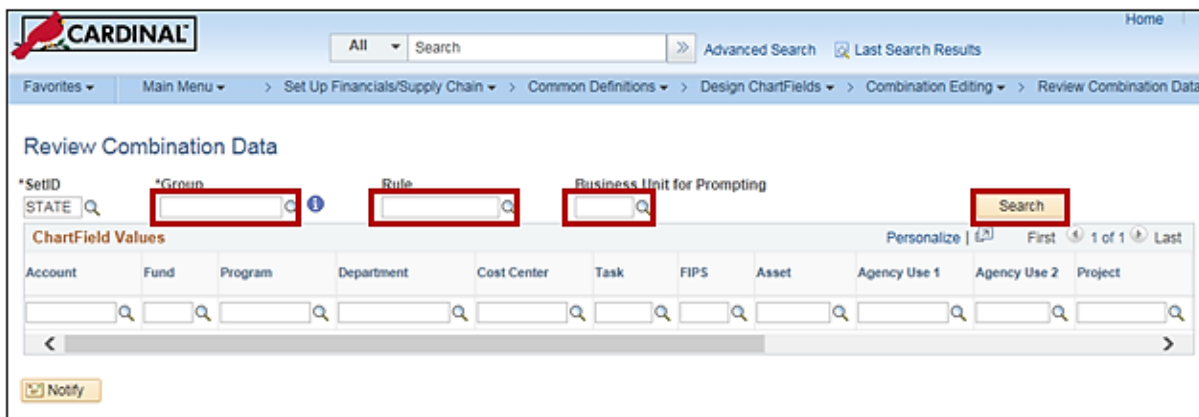
Knowing the Combination Rule will assist in narrowing the data that is pulled when running the **Review Combination Data Inquiry**, and will enable users to use the **ChartField Combination Editing Rule Report**.

Review Combination Data Inquiry

This inquiry retrieves data relating to valid ChartField combinations that have been entered and built in the system during Cardinal's overnight batch processing. If a new combination is created, it will not appear in this inquiry screen until after the build process is run overnight in Cardinal.

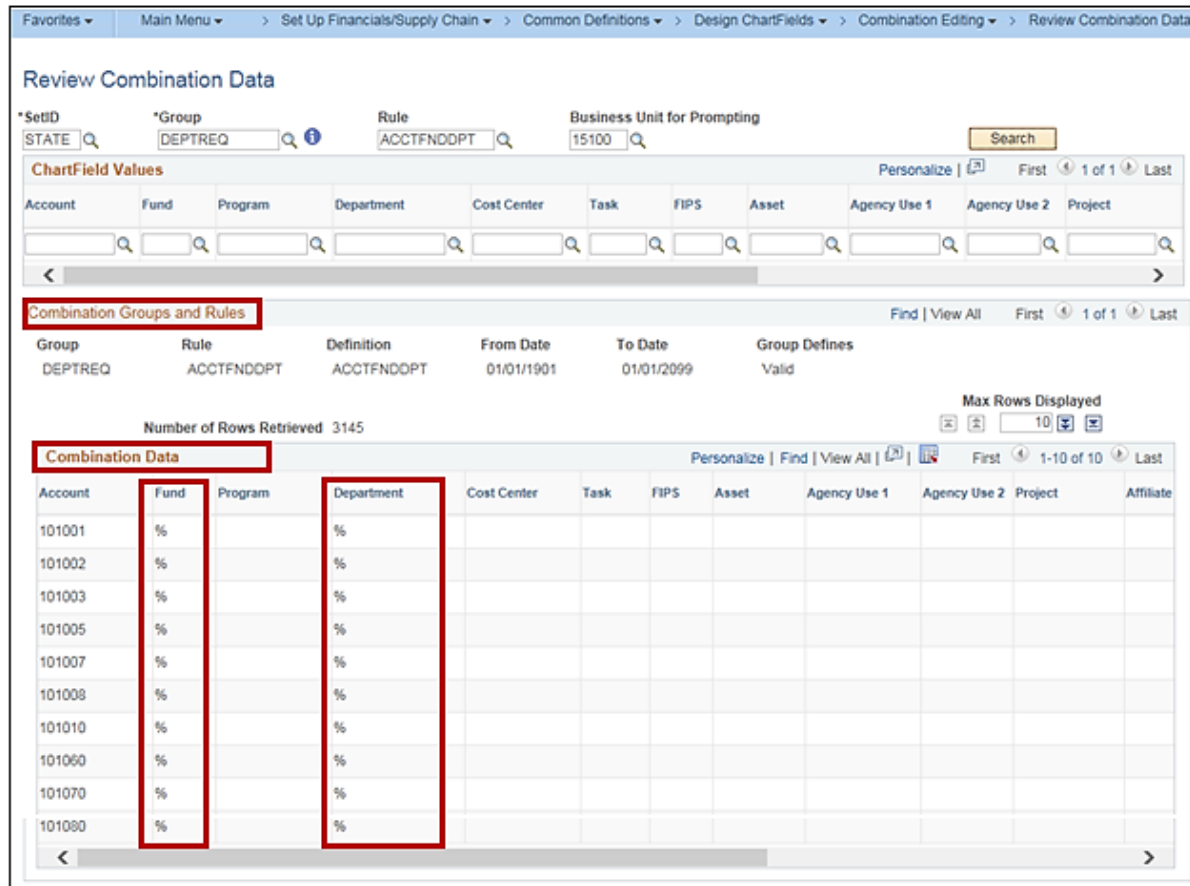**1**   Navigate to the **Review Combination Data** page using the following path:

   Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data

2   Enter or select (via look up) a **Group** name.

3   Enter or select (via look up) a **Rule** or leave the field blank. When a **Rule** is not specified and is left blank, every **Rule** under that **Group** is retrieved.

4   Enter or select (via look up) the **Business Unit for Prompting** (i.e., the Business Unit associated with the Group).

5   In the **ChartField Values** section, enter or select (via look up) any ChartFields that will narrow the resulting data. This section does not need to be filled out if the desired output is to retrieve all combinations associated with a combination group / rule. The wildcard (a percent sign, **%**) can be used in concert with a series of numbers in any field to limit the number of ChartField values that are returned.

6   Click the **Search** button.

7   The results are displayed in the **Combination Groups and Rules** section, and the **Combination Data** section.

8   The **%** sign in the **Combination Data** section means that a valid, non-blank value must be present for the **Fund** and **Department** ChartFields.

Extract Data from the Review Combination Data option into Excel

9 Review the **Number of Rows Retrieved**.

   a. If the **Number of Rows Retrieved** is greater than the **Max Rows Displayed**, insert the cursor into the **Max Rows Displayed** number area and update the number to equal the **Number of Rows Retrieved**. Click on **Last** to update the row count.

   b. If the **Number of Rows Retrieved** is equal to or less than the **Max Rows Displayed**, proceed to the next step.

10 Click the **Download** icon.

11 The following message displays:

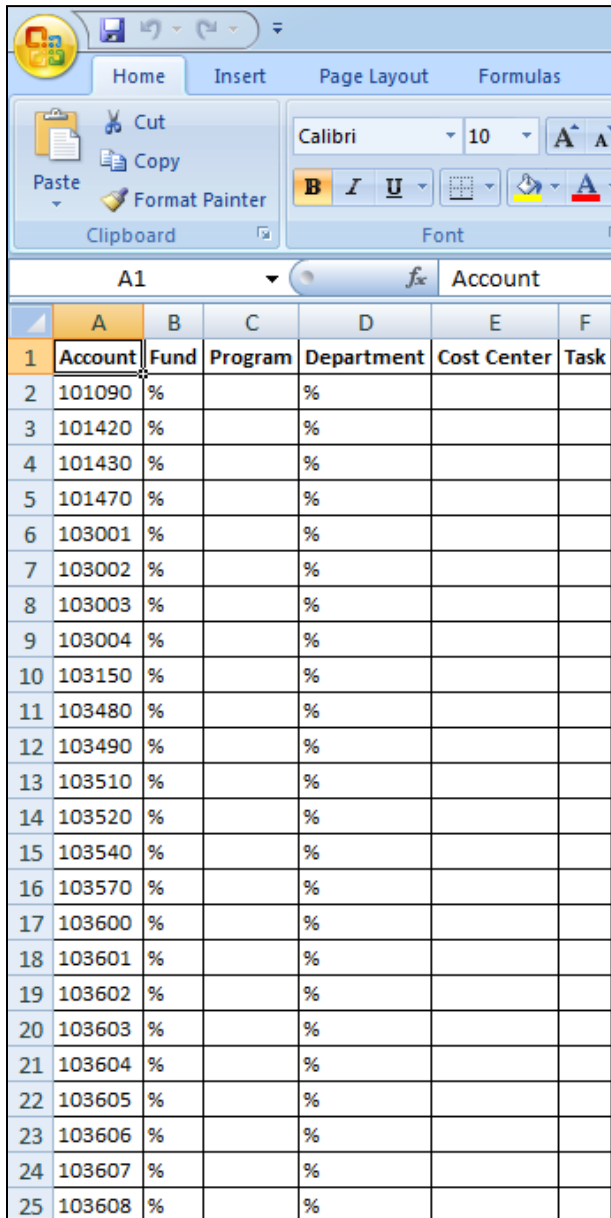**12** Select **Open**.

13 Depending on the **Excel** version, one of the following messages may display:
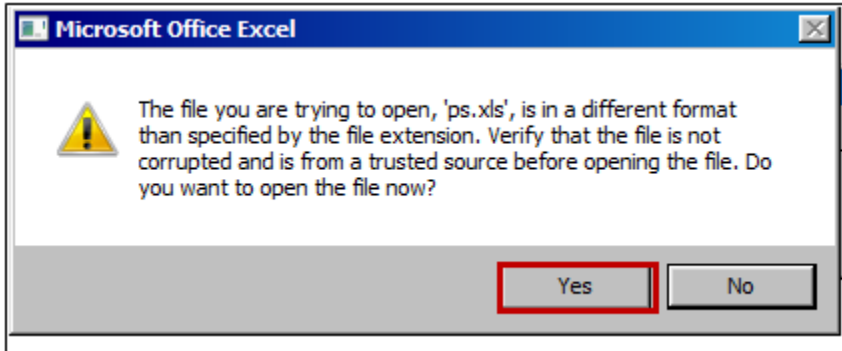
14 Select the **Yes** button.

15 The **Excel** Spreadsheet opens.

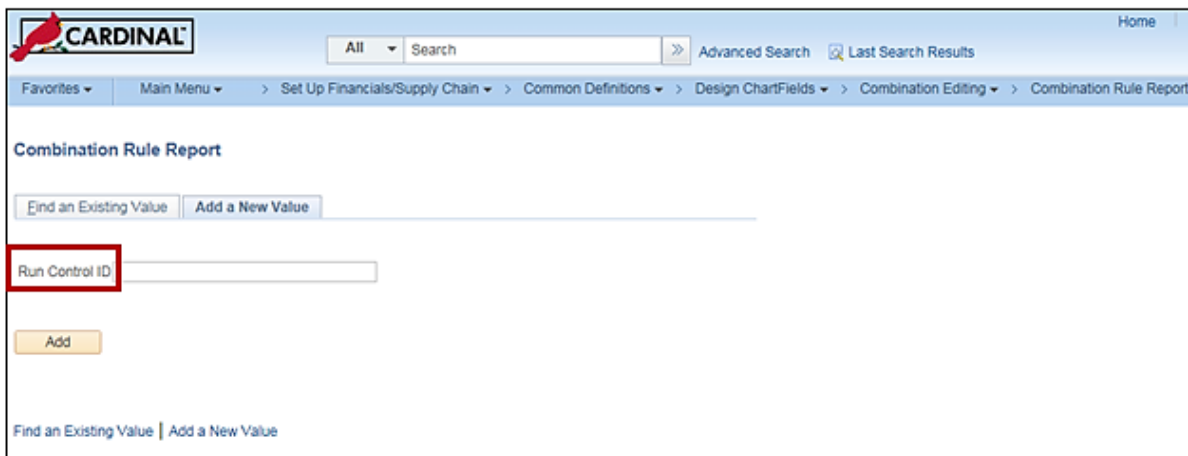|	A	B	C	D	E	F
1	Account	Fund	Program	Department	Cost Center	Task
2	101090	%		%		
3	101420	%		%		
4	101430	%		%		
5	101470	%		%		
6	103001	%		%		
7	103002	%		%		
8	103003	%		%		
9	103004	%		%		
10	103150	%		%		
11	103480	%		%		
12	103490	%		%		
13	103510	%		%		
14	103520	%		%		
15	103540	%		%		
16	103570	%		%		
17	103600	%		%		
18	103601	%		%		
19	103602	%		%		
20	103603	%		%		
21	103604	%		%		
22	103605	%		%		
23	103606	%		%		
24	103607	%		%		
25	103608	%		%		

16 By comparing the ChartFields used in the transaction to those on the Spreadsheet, the transaction error can be identified.

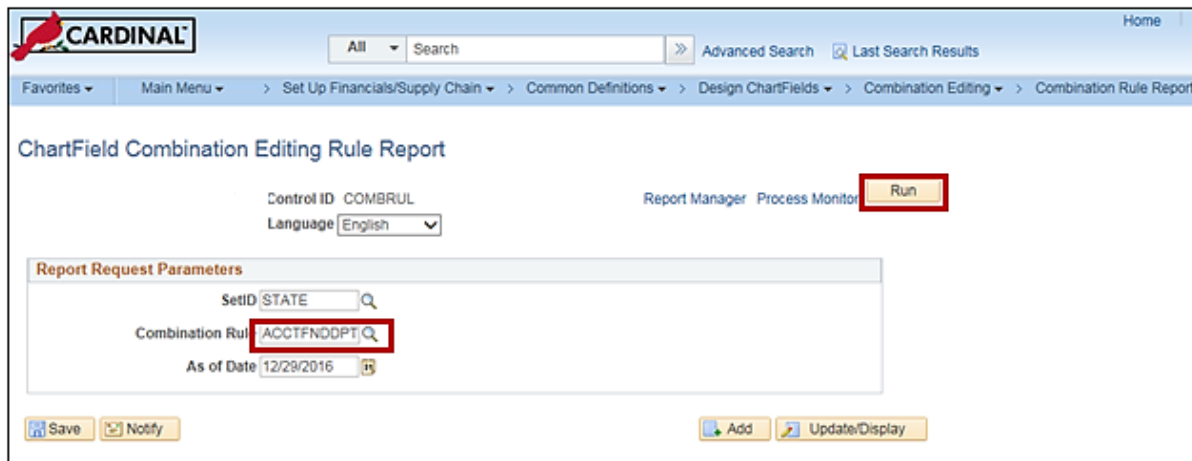# ChartField Combination Editing Rule Report

Unlike the Review Combination Inquiry page, this report includes all data relating to valid ChartField combinations that have been entered in Cardinal, whether they have been built during the nightly batch process or not. If a new combination is created, it will appear in this report even if the build process has not been run in Cardinal.

1 Navigate to the **Combination Rule Report** using the following path:

> **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report**
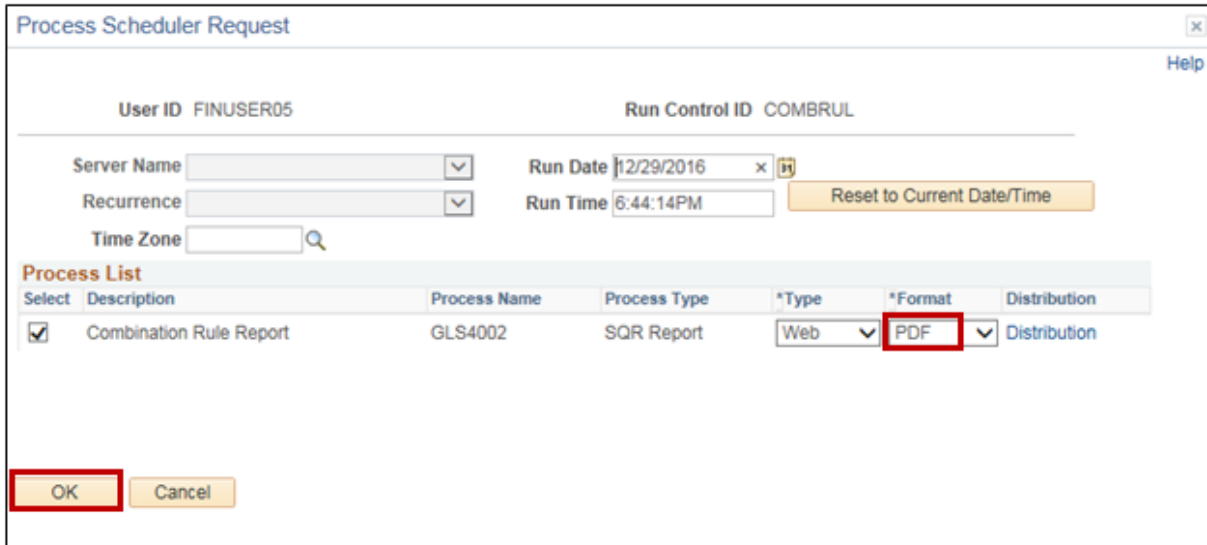
2 Either create a new or open an existing **Run Control ID**. Select **Add** or **Search**.

3 The **ChartField Combination Editing Rule Report** page displays.

4 Enter or select (via look up) a **SetID** for prompting valid Combination Rules.

5 Enter or select (via look up) a **Combination Rule**.

6   Enter or select (via look up) an **As of Date** to extract valid combinations as of a specific date. This field defaults to the current date.

7   Click the **Save** button**.**

8   Click the **Run** button**.**

9   The **Process Scheduler Request** page displays.

10   Check to ensure that the process is formatted as a PDF file and then select the **OK** button**.**
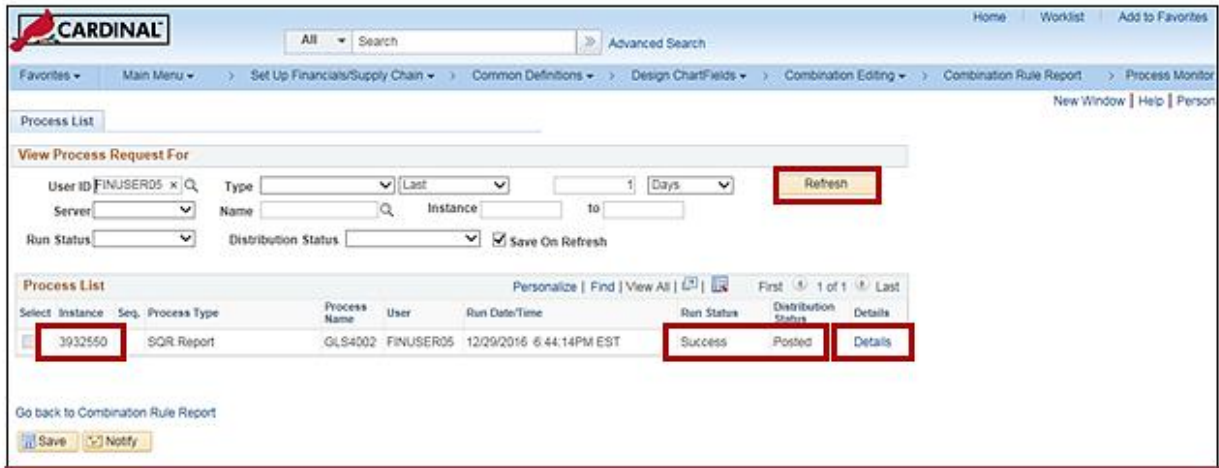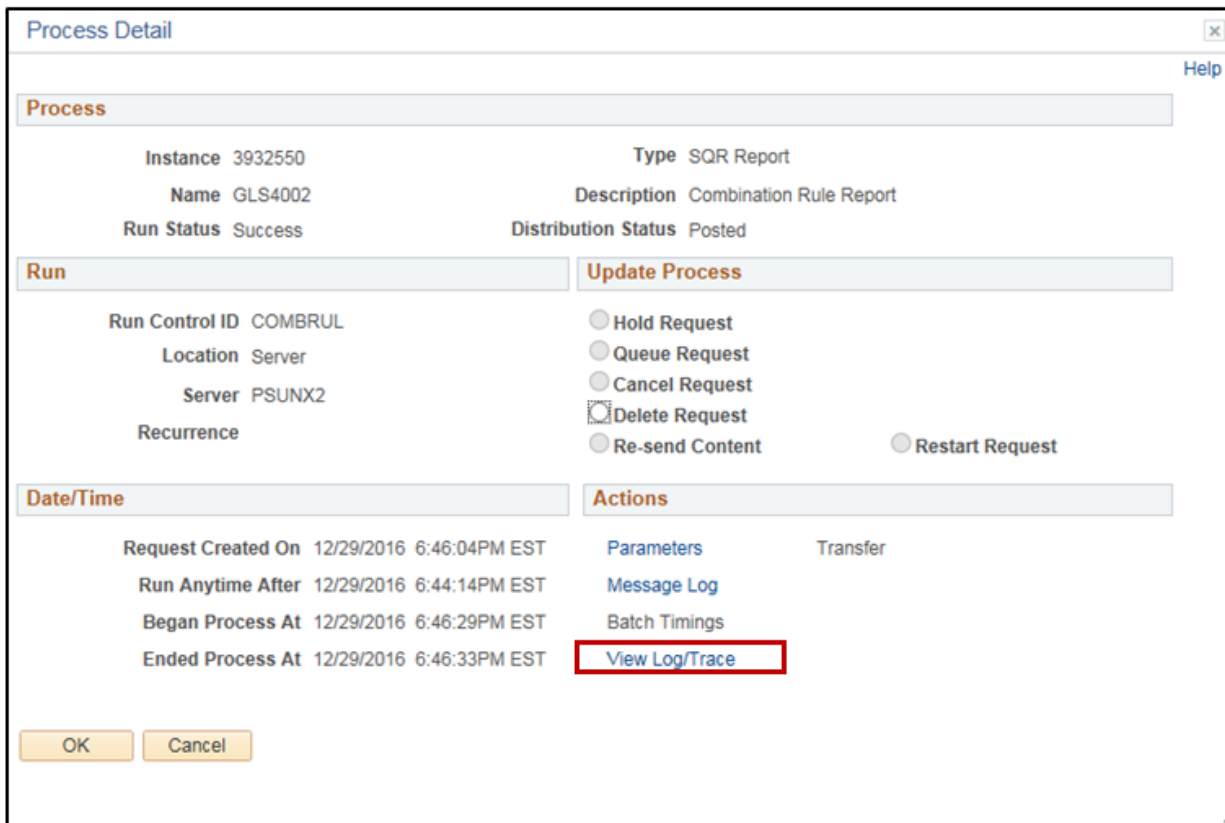
The **ChartField Combination Editing Rule Report** page displays.

11   A **Process Instance** number displays below the **Run** button.

12   Select the **Process Monitor** link located right above the **Process Instance** number.

13 The **Process List** page displays.

14 Click **Refresh** until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

15 Select the **Details** link.

16 Select the **View Log/Trace** link.

17 The **View Log/Trace** page displays.

18 Select the link to the **PDF** file.

19 The **%** sign in the **Selected Value** column means that a valid, non-blank value must be present for the **Fund** and **Department** ChartFields.