



### 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.

The screenshot shows the CARDINAL software interface. At the top, there is a search bar with 'All' selected and a search button. Below the search bar is a navigation menu with 'General Ledger' selected, leading to 'Journals' and 'Journal Entry', and finally 'Create/Update Journal Entries'. The main area displays the following information:

- Unit: 15100
- Journal ID: 0000346973
- Date: 12/29/2016

There are two error sections:

#### Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
15100	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

#### Line Errors

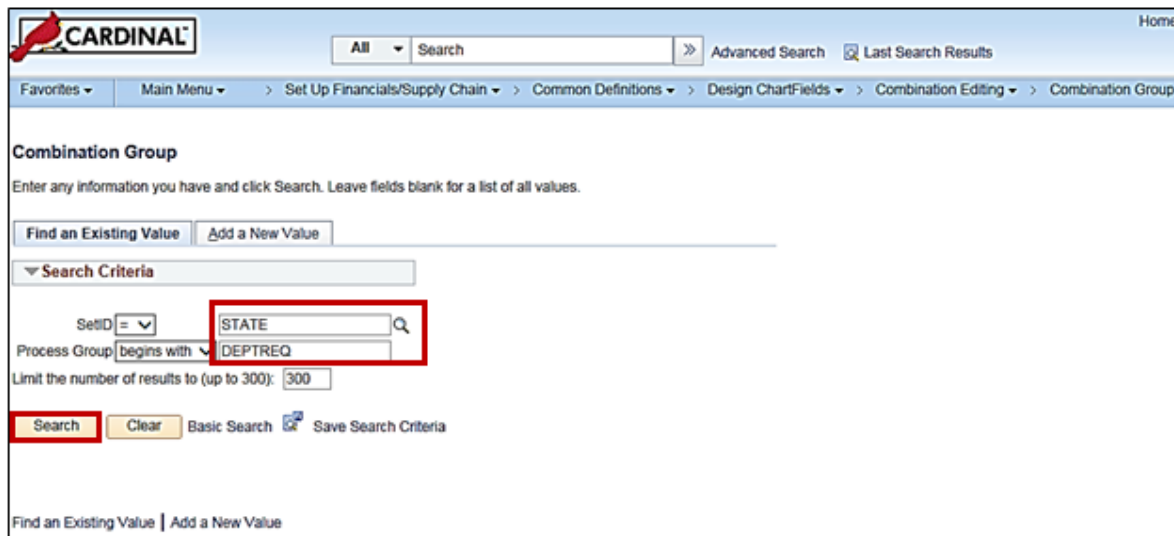
Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund/Department in group DEPTREQ.

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom reads: 'Header | Lines | Totals | Errors | Approval'.

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**.



**Combination Group**

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

Find an Existing Value | Add a New Value

Search Criteria

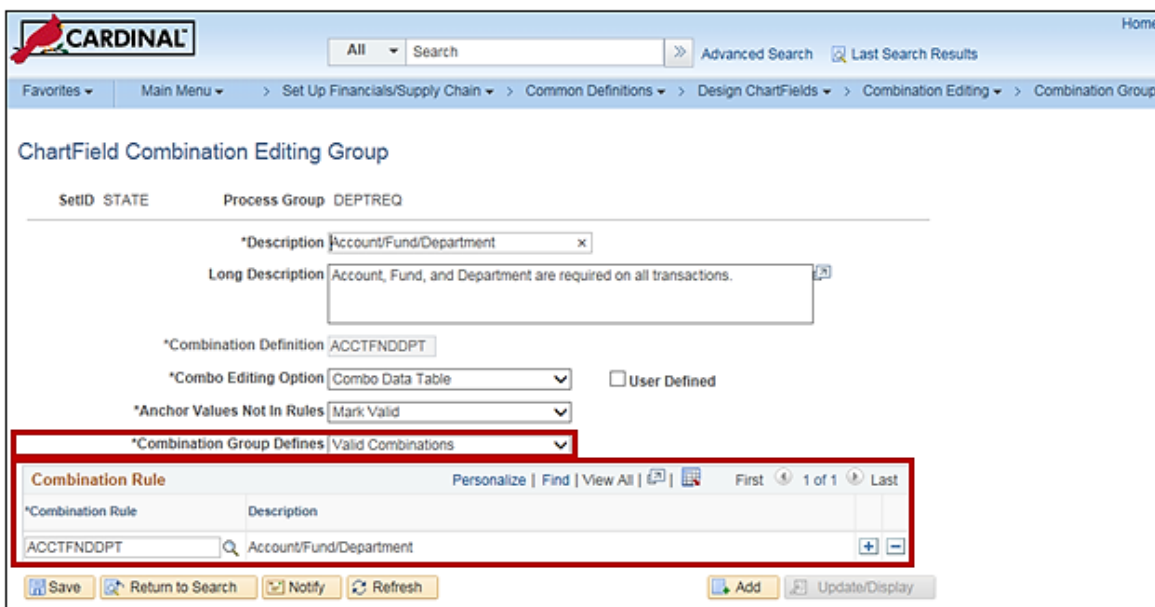
SetID = STATE

Process Group begins with DEPTREQ

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

Search | Clear | Basic Search | Save Search Criteria

- 4 The ChartField Combination Editing Group page displays.



**ChartField Combination Editing Group**

SetID STATE | Process Group DEPTREQ

\*Description Account/Fund/Department

Long Description Account, Fund, and Department are required on all transactions.

\*Combination Definition ACCTFNDPT

\*Combo Editing Option Combo Data Table | User Defined

\*Anchor Values Not In Rules Mark Valid

\*Combination Group Defines Valid Combinations

*Combination Rule	Description
ACCTFNDPT	Account/Fund/Department

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

## SW GL332 Combination Edits Review Tools

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**).

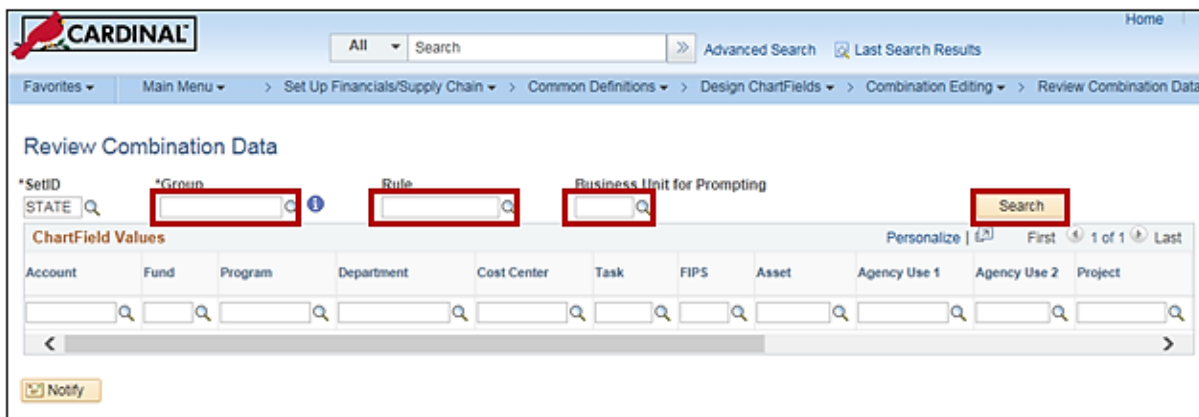
Knowing the Combination Rule will assist in narrowing the data that is pulled when running the **Review Combination Data Inquiry**, and will enable users to use the **ChartField Combination Editing Rule Report**.

### 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:

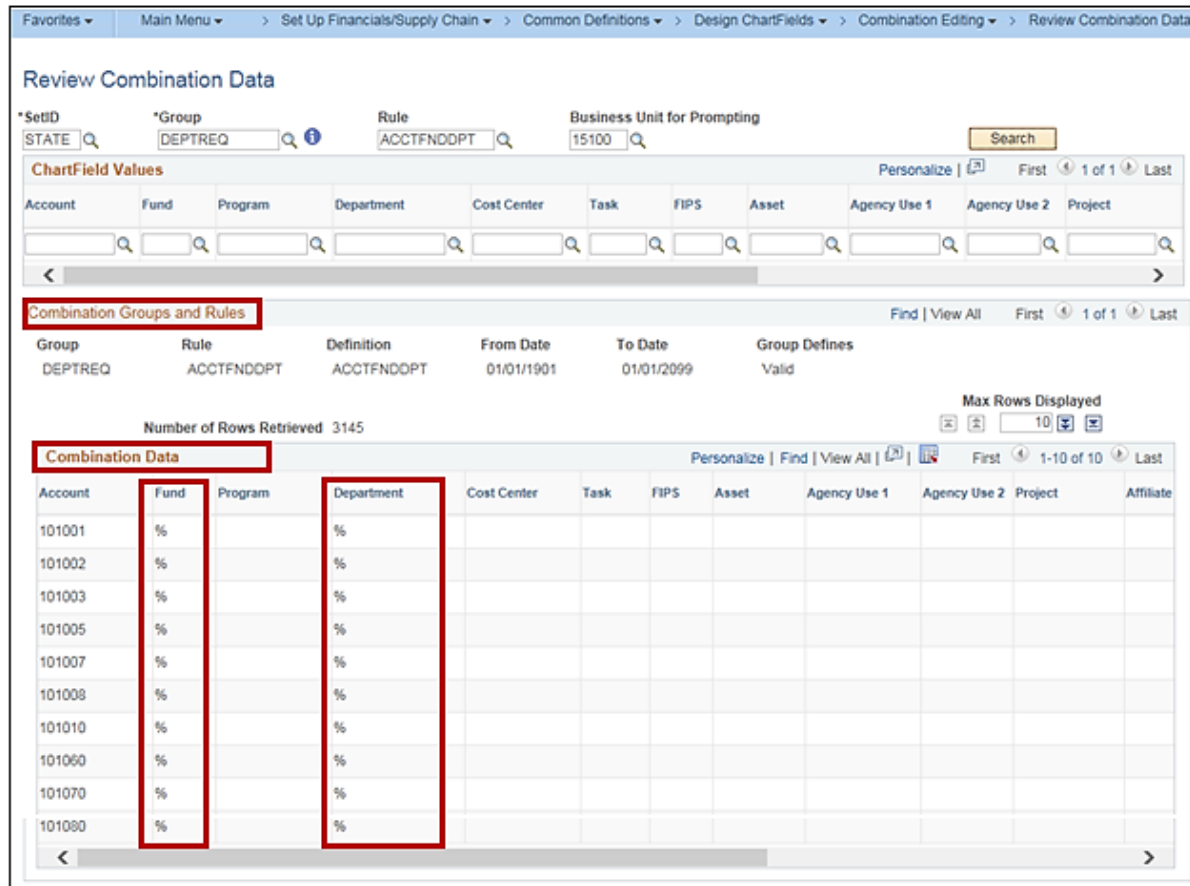
**Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data**



- 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).

## SW GL332 Combination Edits Review Tools

- 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.
- Click the **Search** button.



The screenshot shows the 'Review Combination Data' interface. At the top, there are search filters for \*SetID (STATE), \*Group (DEPTREQ), Rule (ACCTFNDDPT), and Business Unit for Prompting (15100). A 'Search' button is visible. Below this is the 'ChartField Values' section with a table of search criteria for Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, and Project. The 'Combination Groups and Rules' section shows a table with columns for Group, Rule, Definition, From Date, To Date, and Group Defines. The 'Combination Data' section displays a table of results with columns for Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, Project, and Affiliate. The Fund and Department columns contain a '%' symbol, indicating that a valid, non-blank value must be present for these fields.

Group	Rule	Definition	From Date	To Date	Group Defines
DEPTREQ	ACCTFNDDPT	ACCTFNDDPT	01/01/1901	01/01/2099	Valid

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate
101001	%		%								
101002	%		%								
101003	%		%								
101005	%		%								
101007	%		%								
101008	%		%								
101010	%		%								
101060	%		%								
101070	%		%								
101080	%		%								

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

**Review Combination Data**

\*SetID: STATE | \*Group: DEPTREQ | Rule: ACCTFNDDPT | Business Unit for Prompting: 15100

ChartField Values: Personalize | First 1 of 1 Last

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project

Combination Groups and Rules: Find | View All | First 1 of 1 Last

Group	Rule	Definition	From Date	To Date	Group Defines
DEPTREQ	ACCTFNDDPT	ACCTFNDDPT	01/01/1901	01/01/2099	Valid

Number of Rows Retrieved: 3145 | Max Rows Displayed: 3145

Combination Data: Personalize | Find | View All | First 1-10 of 10 Last

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate
101001	%		%								
101002	%		%								
101003	%		%								
101005	%		%								
101007	%		%								
101008	%		%								
101010	%		%								
101060	%		%								
101070	%		%								
101080	%		%								

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

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

Review Combination Data

\*SetID: STATE | \*Group: DEPTREQ | Rule: ACCTFNDDPT | Business Unit for Prompting: 15100

ChartField Values: Personalize | First 1 of 1 Last

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project
101001	%		%							
101002	%		%							
101003	%		%							
101005	%		%							
101007	%		%							
101008	%		%							
101010	%		%							
101060	%		%							
101070	%		%							
101080	%		%							

Combination Groups and Rules: Find | View All | First 1 of 1 Last

Group	Rule	Definition	From Date	To Date	Group Defines
DEPTREQ	ACCTFNDDPT	ACCTFNDDPT	01/01/1901	01/01/2099	Valid

Combination Data: Personalize | Find | View All | **Download** | First 1-10 of 10 Last

10 Click the **Download** icon.



11 The following message displays:

Windows Internet Explorer

What do you want to do with ps.xls?

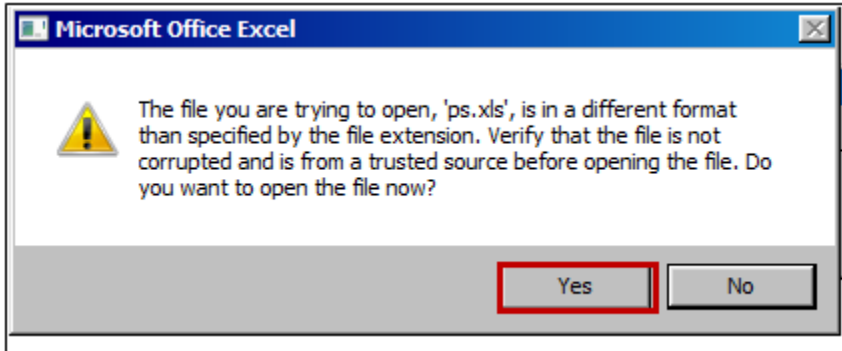
Size: 2.31 KB  
Type: Microsoft Office Excel 2003  
From: fintrndvweb.covtest.virginia.gov

- Open  
The file won't be saved automatically.
- Save
- Save as

Cancel

12 Select **Open**.

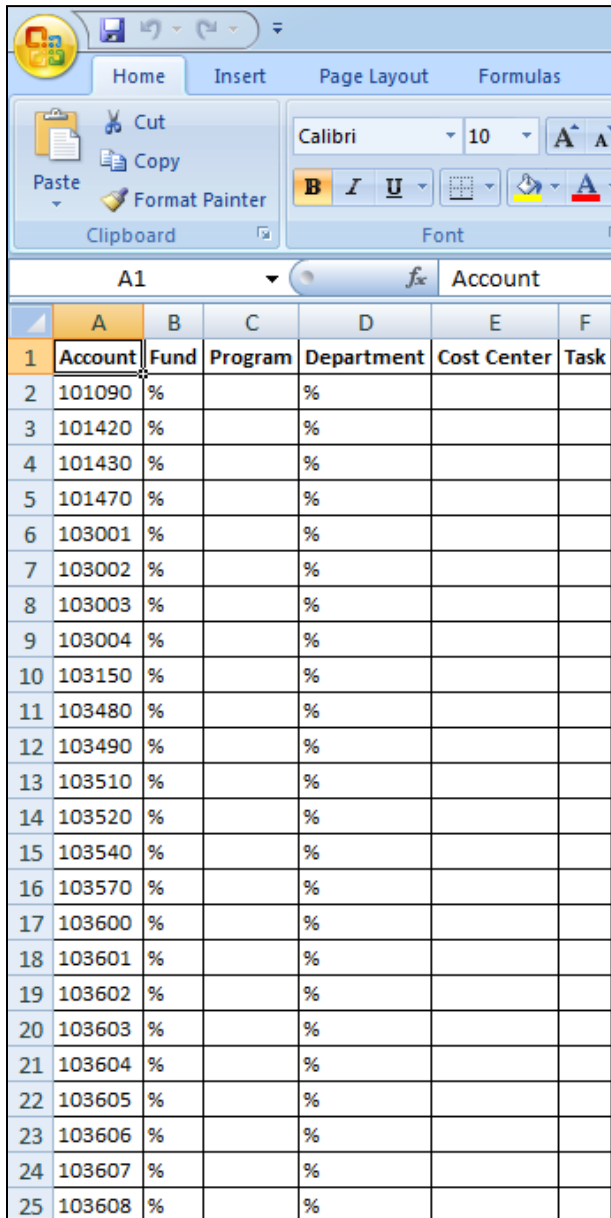
13 Depending on the **Excel** version, one of the following messages may display:



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	%		%		

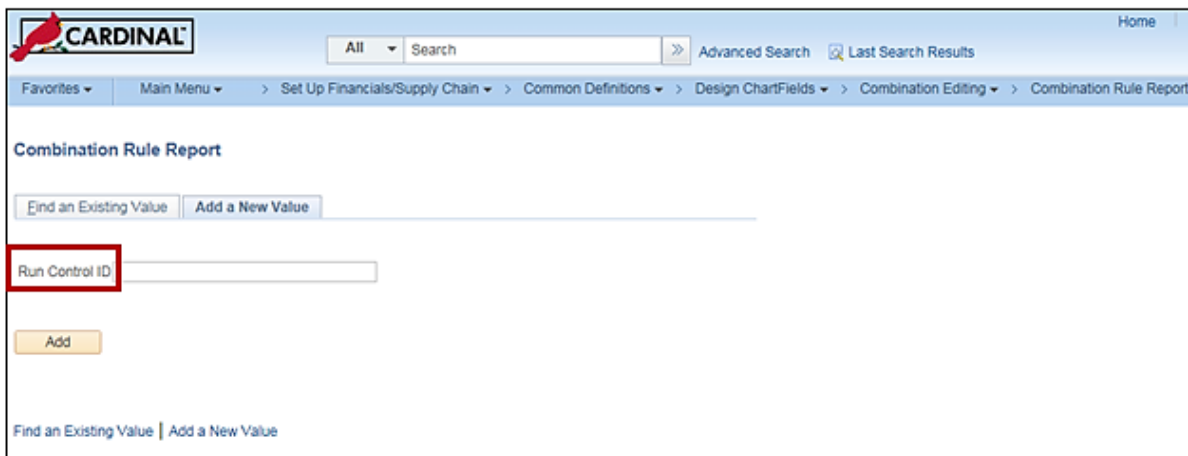
- 16** By comparing the ChartFields used in the transaction to those on the Spreadsheet, the transaction error can be identified.

### ChartField Combination Editing Rule Report

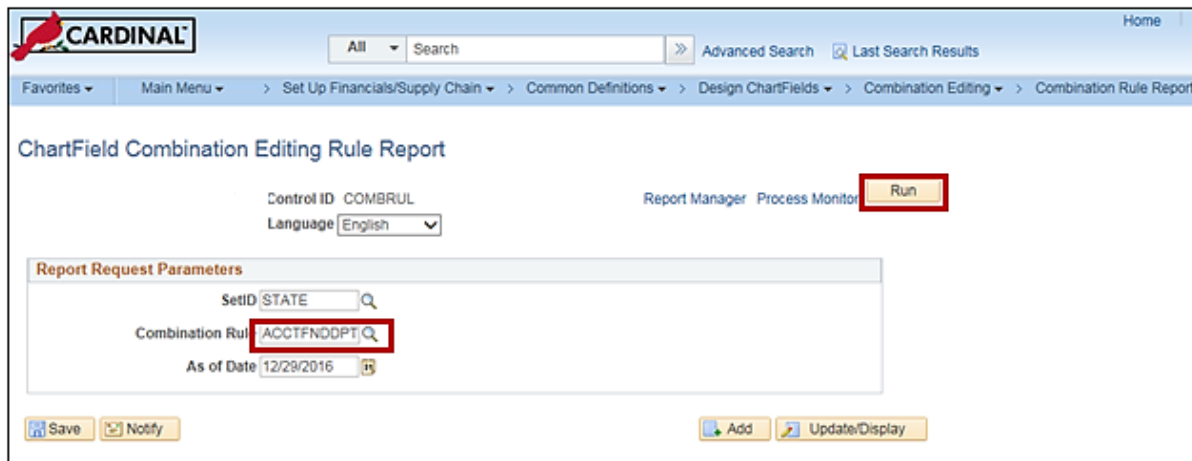
Unlike the Review Combination Inquiry page, this report includes all data relating to valid ChartField combinations that have been entered in Cardinal, whether they have been built during the nightly batch process or not. If a new combination is created, it will appear in this report even if the build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



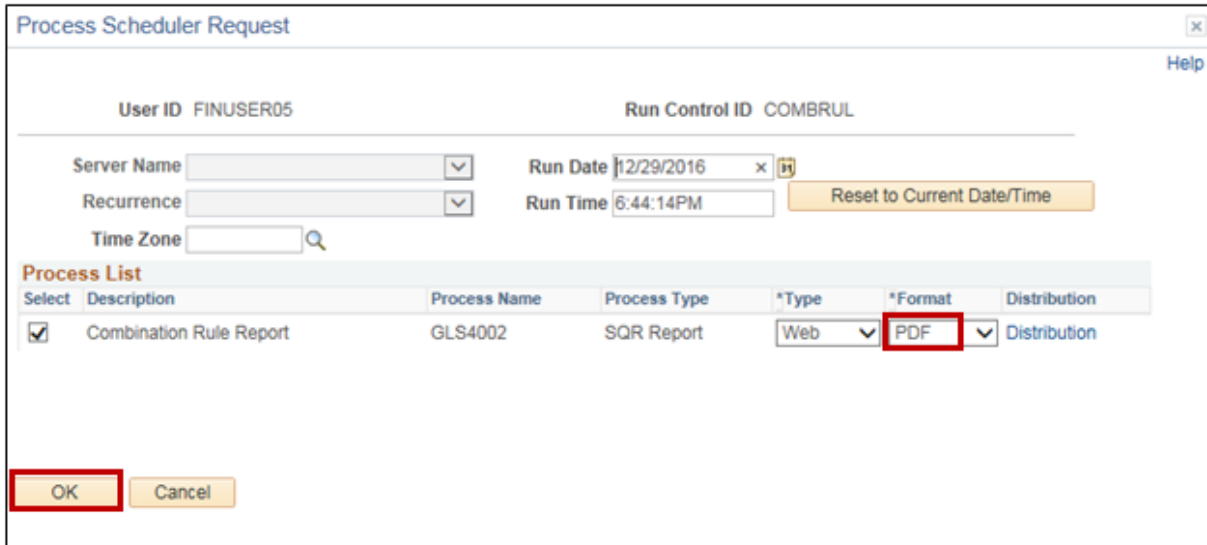
- 2 Either create a new or open an existing **Run Control ID**. Select **Add** or **Search**.



- 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**.

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- 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.



Process Scheduler Request

User ID FINUSER05 Run Control ID COMBRUL

Server Name [dropdown] Run Date 12/29/2016 [calendar icon]

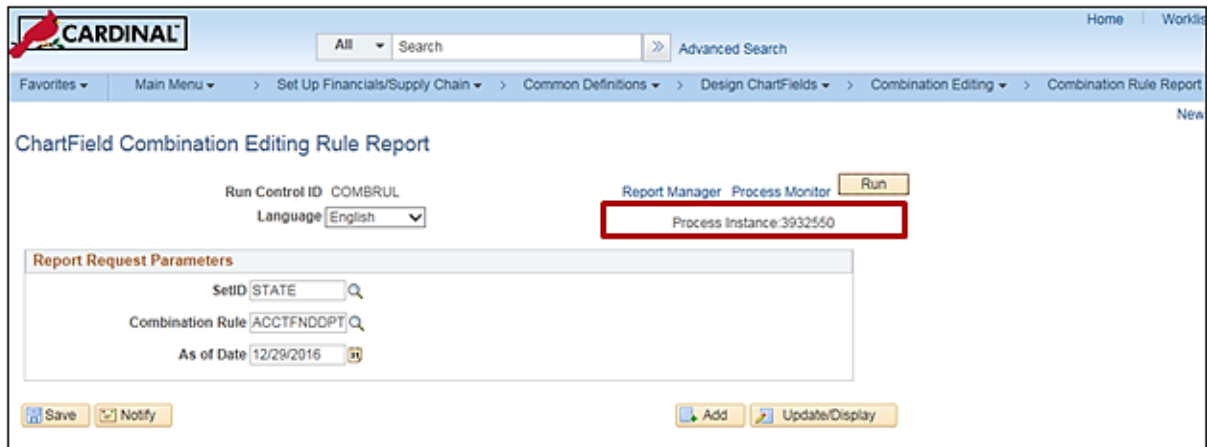
Recurrence [dropdown] Run Time 6:44:14PM [Reset to Current Date/Time]

Time Zone [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Combination Rule Report	GLS4002	SQR Report	Web [dropdown]	PDF [dropdown]	Distribution

OK Cancel

- 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.



ChartField Combination Editing Rule Report

Run Control ID COMBRUL Language English [dropdown]

Report Manager Process Monitor Run

Process Instance: 3932550

Report Request Parameters

SetID STATE [lookup icon]

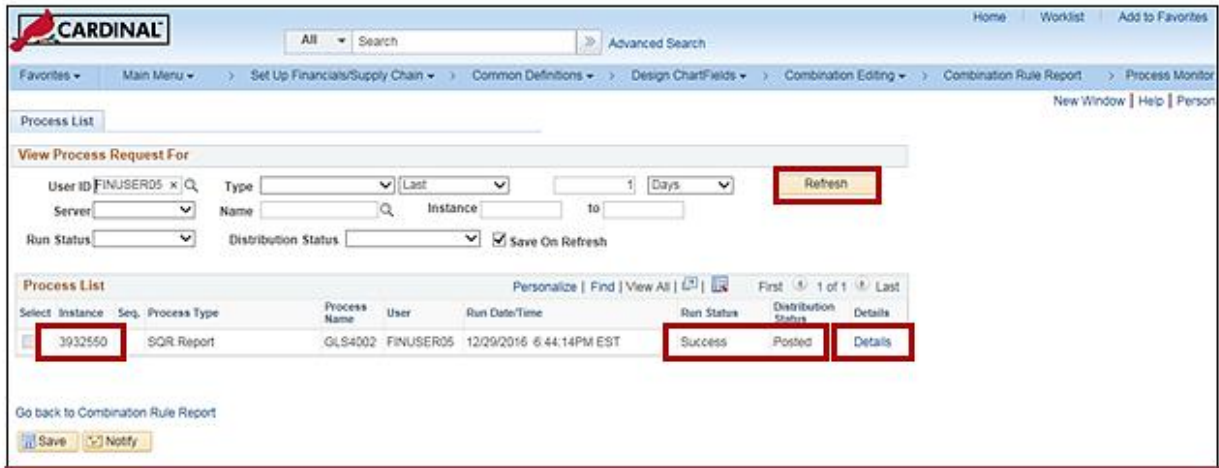
Combination Rule ACCTFNDDPT [lookup icon]

As of Date 12/29/2016 [calendar icon]

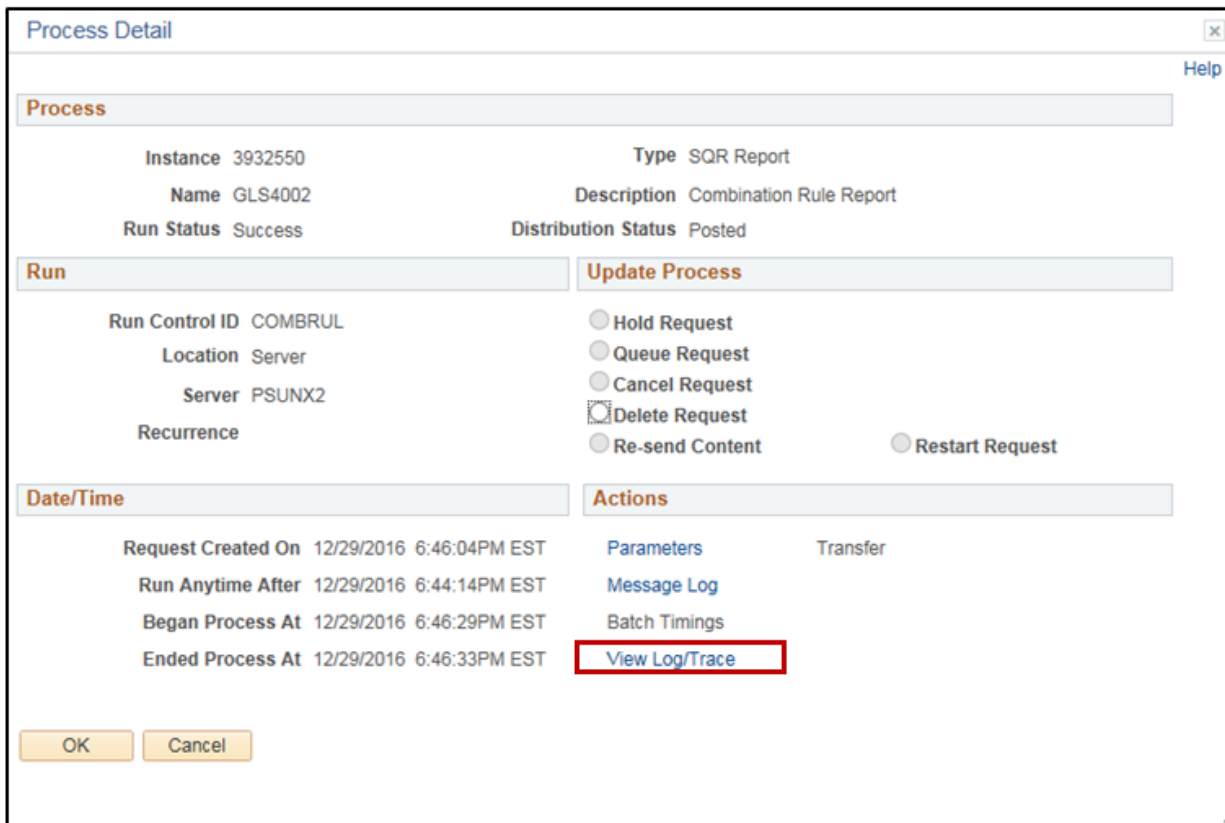
Save Notify Add Update/Display

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.

View Log/Trace
✕

Help

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**Report**

Report ID	23167880	Process Instance	3932550	<a href="#">Message Log</a>
Name	GLS4002	Process Type	SQR Report	
Run Status	Success			

Combination Rule Report

**Distribution Details**

Distribution Node	fn92trn	Expiration Date	01/28/2017
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS4002_3932550.log</a>	2,050	12/29/2016 6:46:33.748095PM EST
<a href="#">gls4002_3932550.PDF</a>	3,140	12/29/2016 6:46:33.748095PM EST
<a href="#">gls4002_3932550.out</a>	58	12/29/2016 6:46:33.748095PM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	FINUSER05

[Return](#)

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

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

Report ID: GLS4002      PeopleSoft Financials      Page No. 1  
 Set ID: STATE--Statewide SetID      CHARTFIELD COMBINATION RULES      Run Date 12/29/2016  
 As Of Date: 12/29/2016      Run Time 10:46:29

Combination Rule: ACCTFNDDPT

Description: Account/Fund/Department      Effective Date From: 01/01/1901 To: 01/01/2099      Combo CF Definition: ACCTFNDDPT

Require Valid ChartField Value  
 DEPTID  
 FUND\_CODE

ChartField	How Specified	SetID	Tree Name	Tree Level	Selected Value
ACCOUNT	Selected Tree Nodes	STATE	ACCOUNT_OVERALL		ACCOUNTS_CAFR
DEPTID	Selected Detail Values				%
FUND_CODE	Selected Detail Values				%

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