



**SW GL332**  
**Processing Journal Entries**

Instructor Led Training



# Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under **Learning**.

- Instructor Led and Web-Based training course materials
- Job aids on topics across all functional areas
- Tutorial Videos on topics across all functional areas

Cardinal Reports Catalogs are located on the Cardinal website under **Resources**.

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:

- ✓ Understand the Overall Journal Entry Process
- ✓ Understand how Journal Processing Integrates with other Cardinal Modules and Interfaces with External Systems
- ✓ Understand Key Journal Entry Concepts
- ✓ Create Journal Entries
- ✓ Know how to Create and Upload a Spreadsheet Journal
- ✓ Understand Agency to Agency (ATA) Transfer Journals



## Course Objectives (continued)

- ✓ Review and Correct Edit 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

Journal Overview

2

Creating Journals

3

Processing Journals

4

Managing Journals



# Lesson 1: Introduction

1

Journal Overview

This lesson covers the following topics:

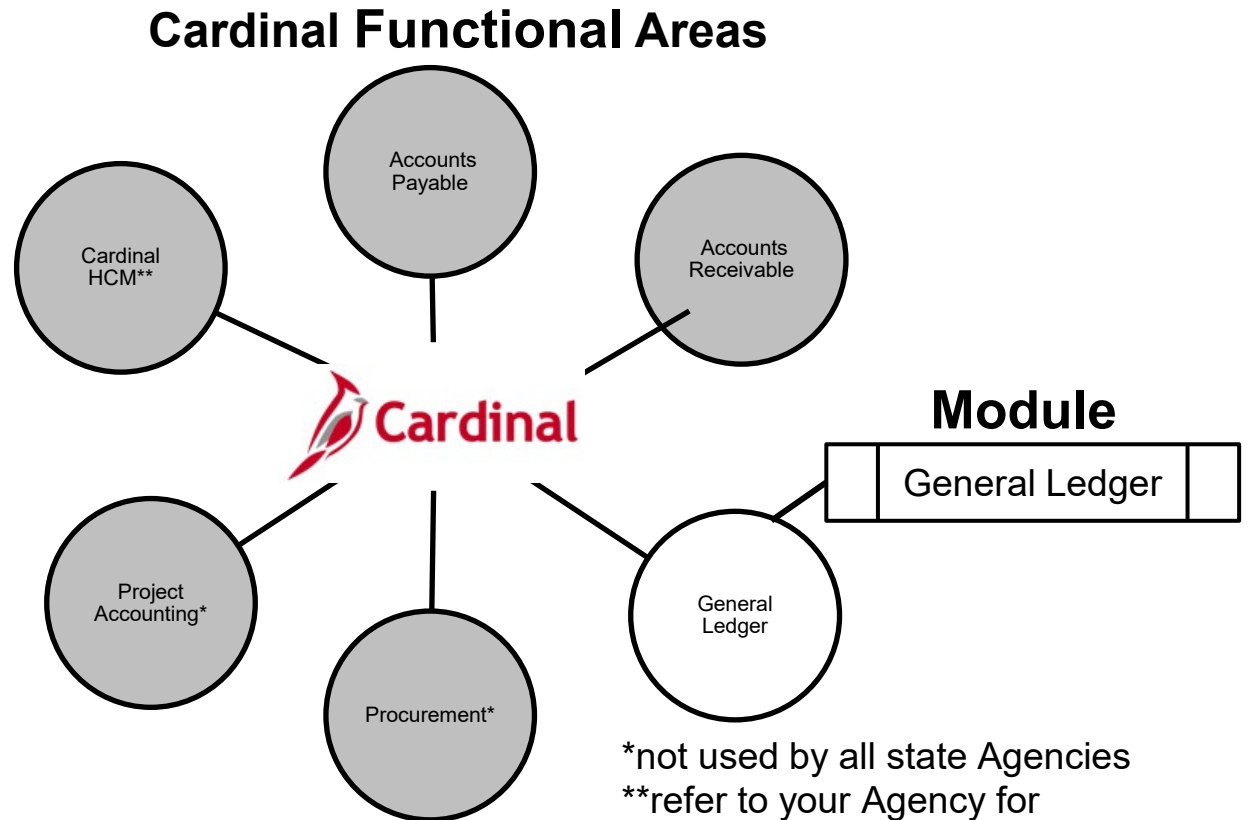
- General Ledger (GL) Overview
- Integration and Interfaces Overview
- Key Concepts



# 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

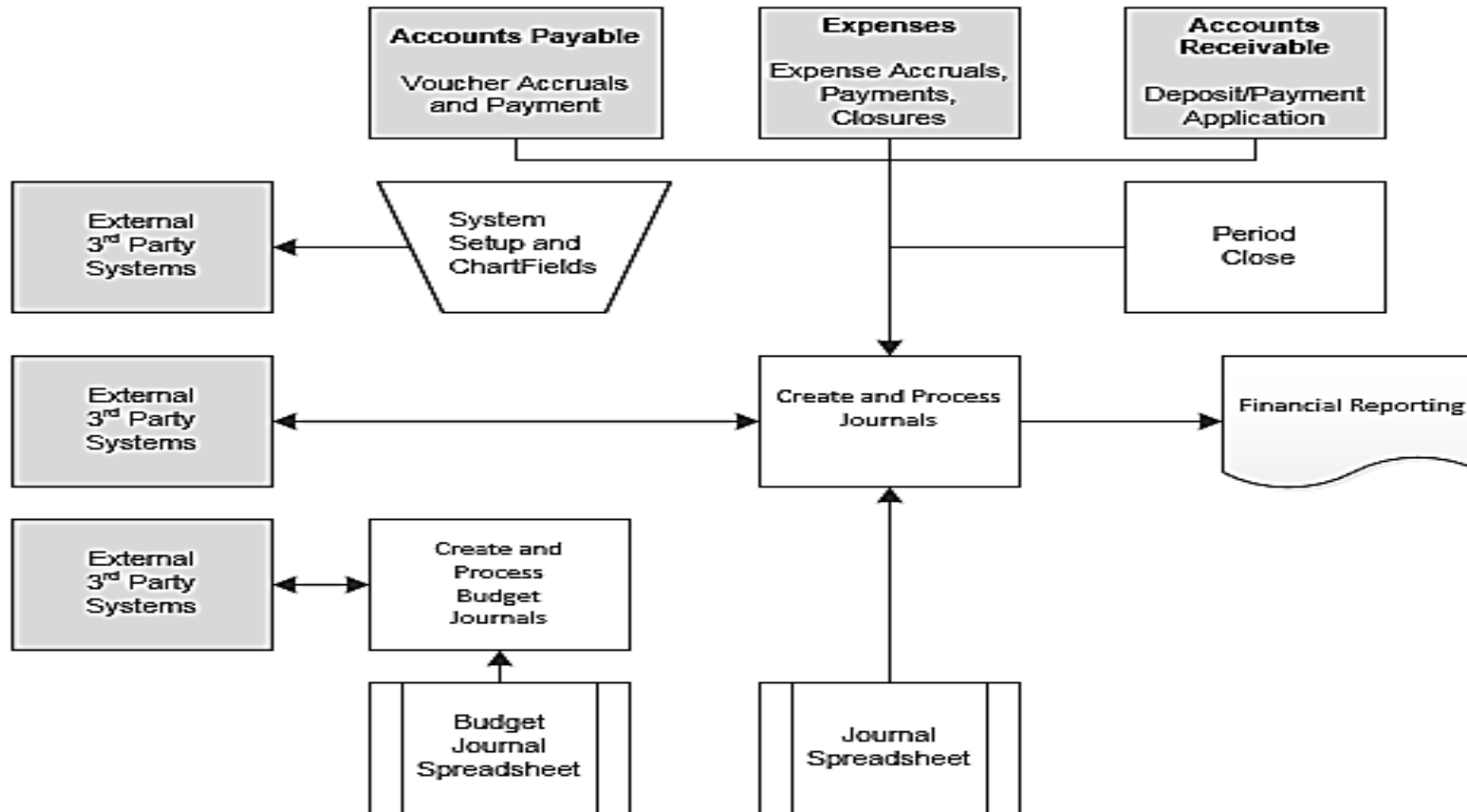


\*not used by all state Agencies  
\*\*refer to your Agency for specific use of Cardinal HCM



# Integration and Interfaces

Cardinal modules, other than GL, feed different types of financial data that become Journals in the General Ledger. The General Ledger interfaces with external third party systems that also generate Journals. This diagram depicts both interfaces with external systems as well as integrations with Accounts Payable, Expenses, and Accounts Receivable. They all provide Journal data to the General Ledger for financial reporting.



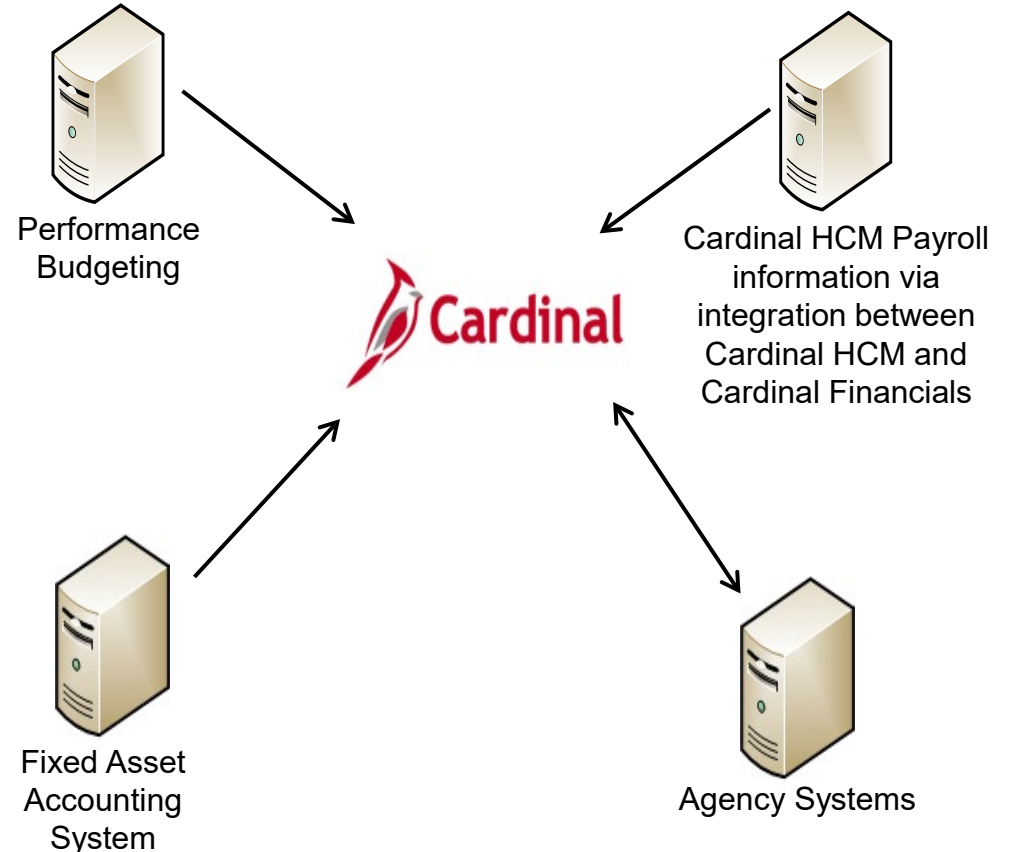




# Integration and Interfaces (continued)

External Journal interfaces and integrations to the General Ledger:

- **Cardinal HCM:** Sends payroll data to the General Ledger via an integration between Cardinal HCM and Cardinal Financials.
- **Agency Financial Systems:** Cardinal receives Journal data through the Journal Upload process from external Agency financial systems through a nightly batch process. Agencies receive Journal data from Cardinal through a nightly batch process and can use the Journal data to reconcile back to their Agency system. Excel spreadsheets can also be uploaded into Cardinal to create Journals. They are Edit and Budget checked once they are uploaded.
- **Department of Planning and Budget:** Creates Appropriation, Allotment, Operating Plan, and Revenue Estimate Budget Journals which are sent to Cardinal.
- **Fixed Asset Accounting System (FAACS):** Sends asset and depreciation financial activity to Cardinal for posting to the General Ledger. These are used to produce the capital asset financial disclosures for the Annual Comprehensive Financial Report (ACFR).





# Key Concepts

Key concepts in Journal entry processing:

- Commitment Control enables the creation of Budgets and the ability to Budget check source transactions originating in other Cardinal modules such as Accounts Receivable (AR) – Funds Receipts, or Accounts Payable (AP). Budget checking checks the different Agency Budget Ledgers at the same time.
- Cardinal uses a double-entry accounting system. This means that every entry to a ChartField string requires an offsetting Line. The double entry has two equal and corresponding sides known as a debit and a credit. This means that every Journal transaction has at least 2 Journal Lines (i.e., Debit and Credit Lines).
- Cardinal uses various ChartField values that allow Agencies to classify transactions based on Commonwealth and Agency defined rules. For detailed information on ChartFields, see the statewide course entitled “GL336\_General Ledger Maintenance” on the Cardinal website in **Course Materials** under **Learning**.
- Cardinal allows the use of SpeedTypes to automatically populate ChartFields on Journal entries. A SpeedType is a single value that automatically 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. SpeedTypes can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, Cardinal HCM, and Commitment Control Budget Journal entries. SpeedTypes are not utilized by all Agencies.



## Key Concepts (continued)

- Combination editing defines rules about which ChartField values and combinations are valid for accounting entries posted in Cardinal. Combination editing rules apply to all modules and help ensure the accuracy of the data.
- Cardinal edits all General Ledger Journals to verify they balance by Business Unit (BU), Fund, and Project to ensure that debits equal credits, and to ensure cash accounts and certain transfer accounts net to zero within the Journal.
- Manual and spreadsheet Journals are routed through workflow for approval after they pass Edit check, Budget check, and are submitted for approval. General Ledger Budget Journals (entered online or uploaded) are not routed through workflow for approval.
- An Audit 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 Journal”.



# Lesson 1: Review

1

## Journal Overview

### Key Learning Points:

- The General Ledger is the functional area that establishes the financial accounts used in processing transactions, creating Budgets and financial statements, and providing source data for reporting.
- Other Cardinal Financials modules and Cardinal HCM feed different types of financial data that become Journal entries in the General Ledger.
- The General Ledger interfaces with external third party systems that generate Journals.



# Lesson 1: Summary

1

## Journal Overview

In this lesson, you learned:

- An Overview of the General Ledger
- An Overview of the Integrations and Interfaces
- Key Concepts



# Lesson 2: Introduction

2

Creating Journals

This lesson covers the following topics:

- Overview pertaining to Creating Journals
- Creating Manual Journals
- Creating and Uploading Spreadsheet Journals
- Completing Agency to Agency (ATA) Transfer Journals



# Overview

Journals may be created in several different ways:

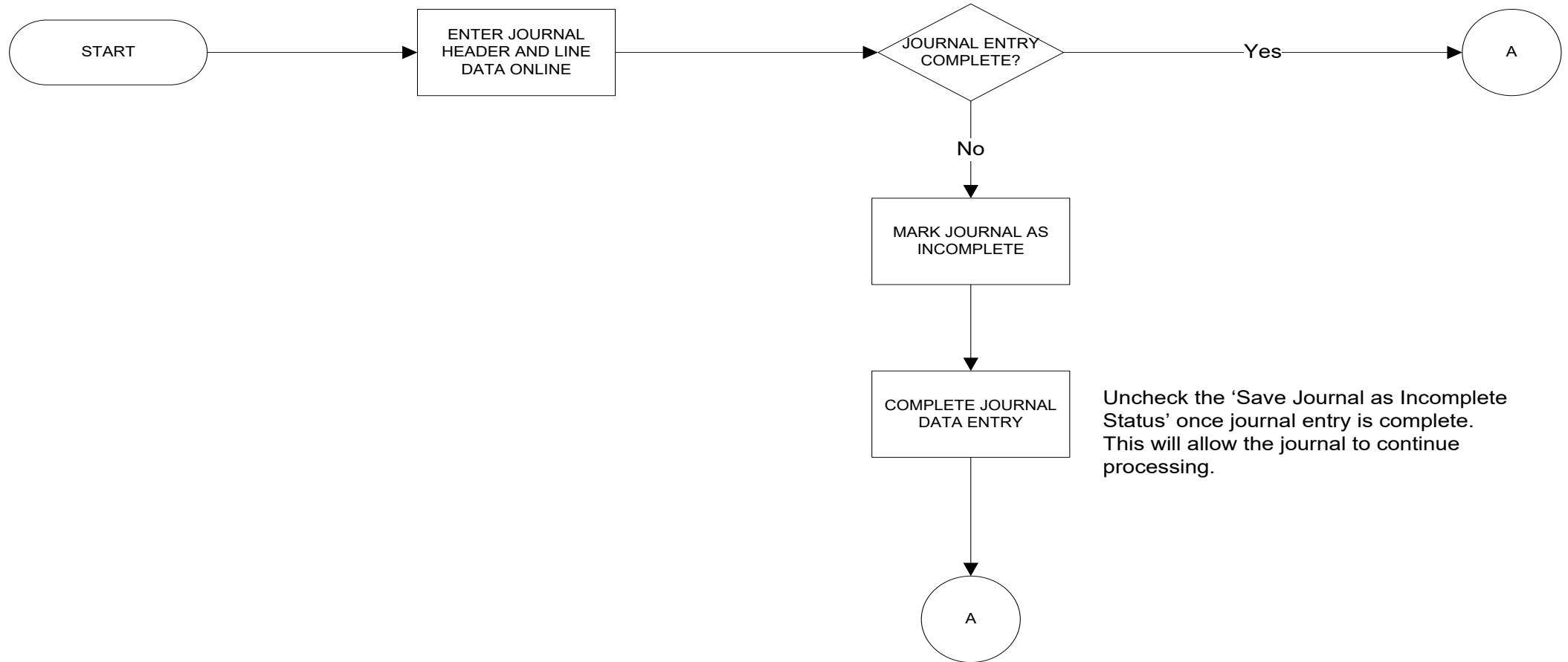
- **Manual:** Manual Journals are created online under Journal Entry using the **Header** and **Lines** tabs.
- **Other Cardinal Modules:** For the modules below, accounting entries are created, processed, approved, edited (for ChartField validation only), and Budget checked. Journals from these Cardinal modules are created and processed through batch jobs and are fully edited before they post to the General Ledger.
  - Accounts Payable
  - Expense
  - Accounts Receivable – Funds Receipts

The Journal Generator process formats the accounting entries, creates the Journal(s), edit checks, and posts the Journals.

- **Inbound External Third Party and External Agency Systems:** External third party systems and external Agency systems create files that are staged for batch processing to create Journals in the General Ledger.
- **Spreadsheet:** Spreadsheets can be used to upload Journal data. Accounting data used to create Journals can be copied into the spreadsheet template and an Excel macro creates a file that can be uploaded and used to create a Journal in Cardinal.



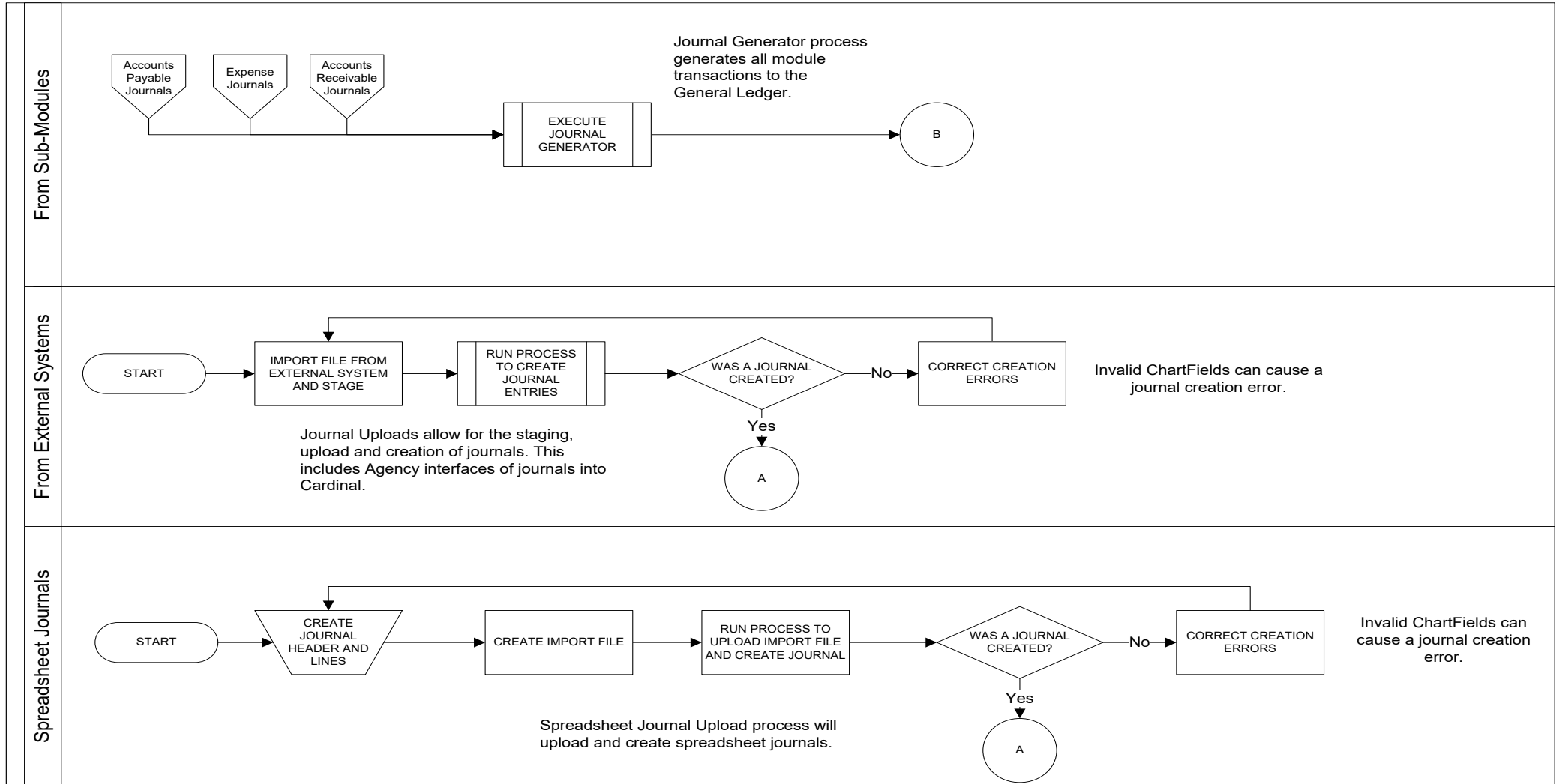
# Create Journals: Manual







# Create Journals: Batch





# Create Journals: Requirements

All Journal entries must meet certain requirements. Each Journal entry must:

Requirement	Key Points
Include a Header	Contains the information that identifies the Journal <ul style="list-style-type: none"><li>• Business Unit</li><li>• Journal ID</li><li>• Journal Date</li></ul>
Include at least two Journal Lines	One debit Line and one credit Line at a minimum
Balance	The sum of the debit Line(s) must equal the sum of the credit Line(s)
Include Account Information	Classifies the transaction
Be approved	Approval prior to posting to the General Ledger



# Create/Update Journal Entries

A manual Journal is a Journal created directly online in Cardinal.

Manual Journal entries are initiated from the **Create/Update Journal Entries** page. These types of Journals are often referred to as online Journals.

Navigation path:

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

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

## Create/Update Journal Entries

[Find an Existing Value](#) [Add a New Value](#)

Business Unit  🔍

Journal ID

Journal Date  📅

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



# Create/Update Journal Entries: Add a New Value Tab

On the **Add a New Value** tab, enter the following fields :

- The **Business Unit** field identifies the Agency. For example, the Department of Accounts (DOA) is “15100”.
- The **Journal ID** field defaults to “NEXT” and, for online agencies, cannot be changed. When the Journal is saved, Cardinal automatically updates this default value to a sequentially assigned number.
  - For interfacing Agencies, the Journal ID can be changed to a Journal ID from the Agency system allowing for reconciliation of a Journal in Cardinal back to the agency’s system.
- The **Journal Date** field defaults to the current date but can be changed. This date determines the accounting period and fiscal year to which the Journal posts.
  - If a date is entered that is outside of the defined open periods, a **Warning** message will display but does not require the date be changed. Verify the date selected is correct. A Journal created outside of an open period will not pass the Edit process.
- Click the **Add** button to proceed.

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

### Create/Update Journal Entries

Find an Existing Value **Add a New Value**

Business Unit 15100

Journal ID NEXT

Journal Date 10/31/2019

Add

Find an Existing Value | Add a New Value

Message

Journal Date 2014-05-01 is not within the open period: fiscal year 2019 period 1 to fiscal year 2020 period 12. (5010,2)

OK Cancel



# Create/Update Journal Entries: Header Tab

The **Header** tab displays.

Key fields:

- The **Unit**, **Journal ID**, and **Date** fields default from the **Add a New Value** tab
- The **Long Description** field is used to provide a description/purpose for the Journal entry
- The **Ledger Group** field automatically populates based on the setup of your Cardinal User ID. This field defines where to post the Journal
- The **Source** field automatically populates based on the setup of your Cardinal User ID and identifies the Journal's originating location
  - For manual Journals created online, the field defaults to "ONL"

**Note:** \* indicates a required field.

The screenshot shows the 'Create/Update Journal Entries' form in the 'Header' tab. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The form has tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' tab is active. The form contains the following fields and controls:

- Unit:** 15100
- Journal ID:** NEXT
- Date:** 03/24/2021
- Long Description:** (Empty text box, 254 characters remaining)
- \*Ledger Group:** ACTUALS (Required field)
- Ledger:** (Empty text box)
- \*Source:** ONL (Required field)
- Reference Number:** (Empty text box)
- Journal Class:** (Empty text box)
- Transaction Code:** GENERAL
- SJE Type:** (Empty dropdown menu)
- Adjusting Entry:** Non-Adjusting Entry (Dropdown menu)
- Fiscal Year:** 2021
- Period:** 9
- ADB Date:** 03/24/2021
- Auto Generate Lines:**
- Save Journal Incomplete Status:**
- Autobalance on 0 Amount Line:**
- CTA:**
- PC Send Indicator:** Send to PC (Dropdown menu)
- PC Split Indicator:** Split Project Lines (Dropdown menu)
- Entered By:** PPS1\_KAREN.GHOLSON
- Entered On:** (Empty text box)
- Last Updated On:** (Empty text box)
- Buttons:** Save, Notify, Refresh, Add, Update/Display



# Create/Update Journal Entries: Header Tab (continued)

Key fields continued:

- The **Adjusting Entry** field defaults to “Non-Adjusting Entry” and should not be changed
- The **Fiscal Year** and **Period** fields default based on the Journal date entered on the **Add a New Value** tab
- The **Transaction Code** field defaults to “GENERAL” and should not be changed
- The **SJE (Standard Journal Entry) Type** field is left blank unless a Model Journal is being created
- Model Journals are not commonly used in Cardinal because they are difficult to modify

Unit 15100 Journal ID NEXT Date 03/24/2021

Long Description  254 characters remaining

\*Ledger Group ACTUALS

Ledger

\*Source ONL

Reference Number

Journal Class

Transaction Code GENERAL

SJE Type

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2021

Period 9

ADB Date 03/24/2021

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

PC Send Indicator Send to PC

PC Split Indicator Split Project Lines

Entered By PPS1\_KAREN.GHOLSON

Entered On

Last Updated On

Save Notify Refresh Add Update/Display



# Create/Update Journal Entries: Header Tab (continued.)

Key fields continued:

- Use the **Attachments** link to attach necessary or relevant documents associated with the 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
- **Reversal: Do Not Generate Reversal:** Creates automatically reversing entries (as with an accrual) in a pre-defined period. If a Journal is designated as reversing, all Journal Lines reverse. This is not commonly used
- Contact DOA General Accounting for assistance

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

Header | Lines | Totals | Errors | Approval

Unit 15100 Journal ID NEXT Date 03/24/2021

Long Description  254 characters remaining

\*Ledger Group ACTUALS  Ledger  \*Source ONL

Reference Number  Journal Class  Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2021 Period 9 ADB Date 03/24/2021

Auto Generate Lines  
 Save Journal Incomplete Status  
 Autobalance on 0 Amount Line  
 CTA

PC Send Indicator Send to PC  
PC Split Indicator Split Project Lines

Entered By PPS1\_KAREN.GHOLSON  
Entered On  
Last Updated On  
GHOLSON,KAREN

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



# Create/Update Journal Entries: Header Tab (continued..)

Key fields continued:

- **Save Journal Incomplete Status** checkbox option:
  - An online Journal (whether manual or spreadsheet upload) can be saved in an incomplete status to be completed later
  - Journals saved with an incomplete status are not batch edited or Budget checked
  - Once saved, the Journal status is updated to “T - Journal Entry Incomplete” and the Journal is bypassed during batch processing until the check-box is cleared.
  - All required fields on the **Header** must be completed prior to saving

Click the **Lines** tab to continue.

The screenshot shows the 'Create/Update Journal Entries' form in the 'Header' tab. The 'Lines' tab is highlighted in red. The form contains the following fields and options:

- Unit: 50100
- Journal ID: NEXT
- Date: 03/15/2021
- Long Description: This is a test of the training system (217 characters remaining)
- \*Ledger Group: ACTUALS
- Ledger: [empty]
- \*Source: ONL
- Reference Number: [empty]
- Journal Class: [empty]
- Transaction Code: GENERAL
- SJE Type: [empty]
- Adjusting Entry: Non-Adjusting Entry
- Fiscal Year: 2021
- Period: 9
- ADB Date: 03/15/2021
- Auto Generate Lines:
- Save Journal Incomplete Status:  (highlighted in red)
- Autobalance on 0 Amount Line:
- CTA:
- Currency Defaults: USD / CRRNT / 1
- Attachments (0) Commitment Control
- Reversal: Do Not Generate Reversal
- PC Send Indicator: Send to PC
- PC Split Indicator: Split Project Lines
- Entered By: PPS1\_KAREN.GHOLSON
- Entered On: [empty]
- Last Updated On: [empty]

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.



# Create/Update Journal Entries: Lines Tab

The **Lines** tab displays. Journal Lines record the monetary amounts and ChartField values associated with each transaction. SpeedTypes can be used to automatically populate a predetermined Chart of Accounts value string. Contact the Agency ChartField Administrator to have a SpeedType added if your Agency uses SpeedTypes.

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

**⊘ DO NOT** click the **Inter/Intra Unit** button. If this button is clicked, processing issues may occur.

Unit 50100      Journal ID NEXT      Date 03/15/2021

Template List      Change Values

Inter/Intra Unit      \*Process Edit Journal      Process

▼ **Lines**      Personalize      Find | [?] | [grid]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	50100	ACTUALS						

Lines to add  + - [calculator]

▼ **Totals**      Personalize | Find | View All | [?] | [grid]      First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	1	0.00	0.00	T	N

Save      Notify      Refresh      Add      Update/Display

Header | Lines | Totals | Errors | Approval



# Create/Update Journal Entries: Journal Line Copy Down Template Feature

The Journal Line Copy Down template feature is available on the **Lines** tab. This feature allows for the copying of specific ChartFields from one Line to the next in order to speed up data entry.

Click the **Template List** link to display the **Journal Entry Template List** page and utilize this feature.

Unit 50100      Journal ID NEXT      Date 03/15/2021

**Template List**      Change Values

Inter/NoUnit      \*Process Edit Journal      Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	50100	ACTUALS						

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	1	0.00	0.00	T	N

Save    Notify    Refresh    Add    Update/Display



# Create/Update Journal Entries: Journal Line Copy Down Template Feature(continued)

The **Journal Entry Template** grid fields cannot be edited. These are the fields that display on the Journal Lines.

The **Journal Line Copy Down** grid is used to select the ChartFields to copy down from one Line to the next by completing the following:

- Selecting the checkbox option(s) for the ChartFields to copy to any additional Lines
- Clicking the **Refresh** button
- Clicking the **OK** button to return to the **Lines** tab

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Account	Fund	Program
<input checked="" type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Account	Fund	Program
<input checked="" type="checkbox"/>		All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK Cancel Refresh



# Create/Update Journal Entries: Lines Tab (continued)

- Enter the ChartField values for Line 1
- Enter the number of Lines to be added in the **Lines to add** field and then click the **Add Lines (+)** icon
- The additional Lines are added
  - If the copy down feature was utilized, the fields selected to copy down are copied to the new Lines
- Enter the ChartField values for the remaining Lines as needed

Unit 50100      Journal ID NEXT      Date 03/15/2021

Template List      Change Values

Inter/In Unit      \*Process Edit Journal      Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	50100	ACTUALS		5013110	04100	699001	10015	11120010
<input type="checkbox"/>	2	50100	ACTUALS		5013120	04100	699001	10015	11120010

Lines to add 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	0.00	0.00	T	N

Save    Notify    Refresh    Add    Update/Display



# Create/Update Journal Entries: Lines Tab (continued.)

- Click the **Calculator** icon as Journal Lines are entered to display a running total of the actual debits, credits, and total Lines
  - A single Journal entry must contain at least two Lines where the total debits equal the total credits

Unit 50100      Journal ID NEXT      Date 03/15/2021

Template List      Change Values

InternalUnit      \*Process Edit Journal      Process

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	50100	ACTUALS		5013110	04100	699001	10015	11120010
<input type="checkbox"/>	2	50100	ACTUALS		5013120	04100	699001	10015	11120010

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	0.00	0.00	T	N

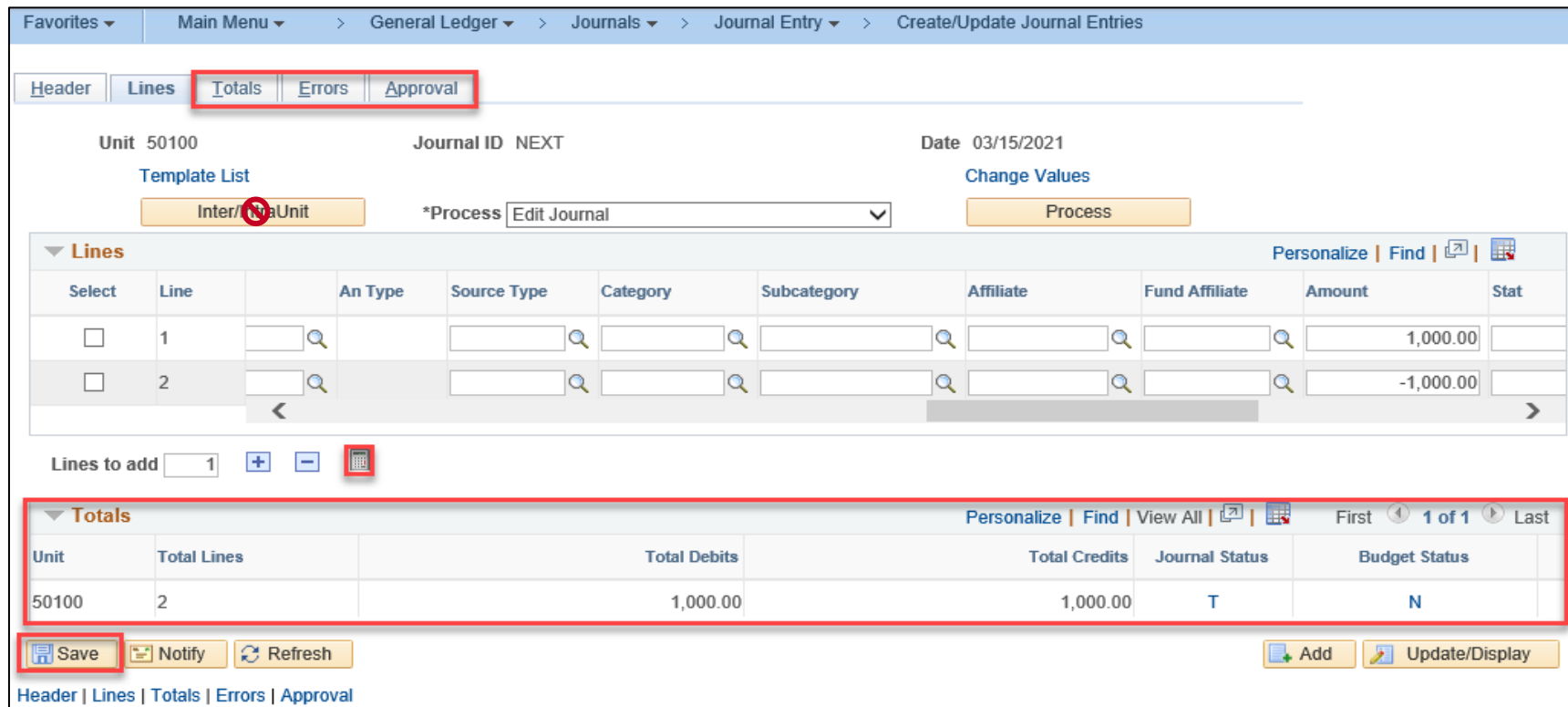
Save    Notify    Refresh    Add    Update/Display

# Create/Update Journal Entries: Other Tabs

The **Totals** tab allows for the verification of amounts in the Journal entry. It displays the net difference between the amounts entered and the control totals if the control totals are entered manually.

The **Errors** and **Approval** tabs are not used during the creation of Journal entries. These tabs are used when the Journal is ready for processing.

Click the **Save** button once data entry is complete.



The screenshot shows the 'Create/Update Journal Entries' interface. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Totals' tab is highlighted in red. The interface includes fields for Unit (50100), Journal ID (NEXT), and Date (03/15/2021). There are buttons for 'Inter/NoUnit', '\*Process' (set to 'Edit Journal'), and 'Process'. Below is a table for 'Lines' with columns: Select, Line, An Type, Source Type, Category, Subcategory, Affiliate, Fund Affiliate, Amount, and Stat. The table contains two rows: Line 1 with Amount 1,000.00 and Line 2 with Amount -1,000.00. Below the lines table is a 'Lines to add' field set to 1. At the bottom, the 'Totals' section is highlighted in red and contains a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Save' button is also highlighted in red.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	1,000.00	1,000.00	T	N

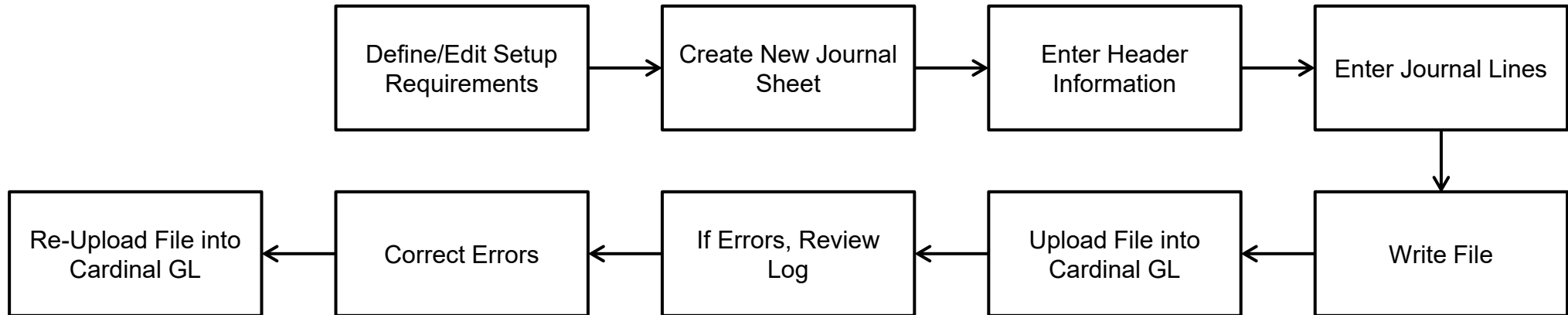


# Spreadsheet Journals

Journals can also be created by uploading a spreadsheet Journal from an Excel spreadsheet.

The **JRNL1.xls** workbook is the Cardinal Spreadsheet Journal Import user interface. This spreadsheet is used to prepare and enter Journals, group and manage Journals in Journal sheets, and import Journals into Cardinal.

The Spreadsheet Journal Import document creates a text file that can be imported into Cardinal.





# Spreadsheet Journals: Prerequisites

Before uploading a spreadsheet Journal, Microsoft Excel must be set up to accept macros in the security settings.

There are two files used to import spreadsheet Journals into the General Ledger. These files are located on the Cardinal website in **Forms** under **Resources** and must be copied into the same folder on your computer:

- **GL Journal Spreadsheet Upload Excel Template (JRNL1.xls)**: Journal workbook used to create and import Journals. This file can be renamed but the file extension must remain “.xls”. Multiple Journal workbooks can be created by saving the original JRNL1.xls file with a new filename
- **GL Journal Spreadsheet Upload XLA Macro File (JRNLMCRO.xls)**: Not used to create Journals but must be downloaded so the JRNL1.xls file macros work properly. The filename extension needs to be changed from “.xls” to “.xla” when saving it to your computer. Once saved, however, the macro file, JRNLMCRO.xla, must not be changed or renamed.

For more detailed information about downloading these files, see the statewide job aid entitled **GL332: Uploading Spreadsheet Journals** located on the Cardinal website in **Job Aids** under **Learning**.





# Spreadsheet Journals: Define/Edit Setup Requirements

To begin creating the spreadsheet Journal, access the **Spreadsheet Journal Import** page by opening the JRNL1.xls file. If prompted, click the **Enable Macros** button.

**Note:** The JRNLMCRO.xla file does not need to be open; however, the file does need to be in the same folder as the Journal workbook.

Click the **Setup** button within the **General** section.

The screenshot shows the Oracle Spreadsheet Journal Import web interface. The top navigation bar includes the Oracle logo and the title "Spreadsheet Journal Import". The main content area is divided into three sections: "General", "Journal Sheets", and "Import Journals".

- General:** Contains a "Setup" button (highlighted with a red box) and a "Notes" button.
- Journal Sheets:** Contains "New", "Edit", "Delete", and "Copy" buttons.
- Import Journals:** Contains "Import Now" and "Write File" buttons.

Overlaid on the interface is a "Microsoft Excel Security Notice" dialog box. The dialog contains the following text:

**Microsoft Office has identified a potential security concern.**

**Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.**

File Path: C:\Users\gtm36482\Documents\Training\GL\JRNLMCRO.xla

Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

[More information](#)

Buttons: "Enable Macros" (highlighted with a red box) and "Disable Macros".



# Spreadsheet Journals: Define/Edit Setup Requirements (continued)

The **Define Options and Defaults** dialog box displays.

In the **Header Defaults** section, complete the **Business Unit** and **Ledger Group** fields. Cardinal recommends leaving the **Date** field blank, which allows use of this Header for numerous Journals going forward, with numerous Journal Sheets.

The **Source** field, the **AutoGen Lines** checkbox option, the **General Options** section, the **Message Options** section, and the **Online Import Control** section all automatically populate and should not be changed.

Click the **OK** button.

The message **This is not a secured web address. Use it anyway?** displays. Click the **Yes** button.

Define Options and Defaults

Header Defaults

Business Unit: 15100

Date:

Ledger Group: ACTUALS

Source: SPJ

User ID:

Enable Multibook

AutoGen Lines

Message Options

Log Error Message only

Log Successful and Error Message

Display Messages Online

Document Sequencing

Enable Document Sequencing

Default Document Type:

Online Import Control

Address: http://<server>/xmlink/<site>/

User ID:

After successful import

Change import status to Do Not Import

Keep import status as Import

Skip if Journal already exists

Skip if Journal has error

OK

Cancel

Configure

Define Options and Defaults

?

This is not a secured web address. Use it anyway?

Yes

No



# Spreadsheet Journals: Create a New Journal Sheet

The **Spreadsheet Journal Import** page redisplay.

Click the **New** button to create a new Journal Sheet.

The **New Journal Sheet** pop-up window displays. Enter a name for this spreadsheet. A Journal sheet can contain multiple Journals.

Click the **OK** button.

The screenshot shows the Oracle Spreadsheet Journal Import interface. The top header is blue with the Oracle logo and the title "Spreadsheet Journal Import". The main content area is divided into three sections: "General", "Journal Sheets", and "Import Journals".

- General:** Contains "Setup" and "Notes" buttons.
- Journal Sheets:** Contains "New", "Edit", "Delete", and "Copy" buttons. The "New" button is highlighted with a red border.
- Import Journals:** Contains "Import Now" and "Write File" buttons.

A "New Journal Sheet" dialog box is open in the foreground. It has a title bar with a close button. The dialog contains a text input field labeled "New Journal Sheet Name:" with the text "Journal Upload" entered. To the right of the input field are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red border.



# Spreadsheet Journals: Create a New Journal Sheet (continued)

The following fields automatically populate based on the values entered on the **Setup** page:

- **Unit** (Business Unit)
- **Journal ID**
- **Journal Date**
- **Ledger Group**
- **Source**
- **Effective Date**

In the **Description** field, enter a description for the Journal.

Always select “Actuals, Recognize, and Collect” in the **Commitment Control Amount Type** field.

Click the **OK** button.

**Note:** Do not use any special characters (e.g., %, &, -, etc.) in any field.

The screenshot shows the 'New Journal Header' dialog box in a software application. The dialog box is titled 'New Journal Header' and contains various input fields. The 'Unit' field is set to '15100', 'Journal ID' to 'NEXT', 'Journal Date' to '09/25/2018', 'Ledger Group' to 'ACTUALS', and 'Source' to 'SPJ'. The 'Description' field contains 'Journal Upload GL332'. The 'Commitment Control Amount Type' dropdown is set to 'Actuals, Recognize and Collect'. The 'Effective Date' field is set to '09/25/2018'. The 'Reversal' section has 'None' selected. The 'OK' button is highlighted with a red box.



# Spreadsheet Journals: Create a New Journal Sheet (continued)

Use the **Journal Lines** section to enter the debit and credit lines.

Use the **(+)**/**(-)** buttons for adding or removing Journal Lines. Enter the information for each Journal Line and, if any Lines are added, delete those Lines that are not populated. If copying and pasting from an Excel workbook into the Journal spreadsheet, make sure to use Copy > Paste Special > Paste Values to maintain the existing format of the Journal workbook.

Validation of the Journal data is not performed until the file is uploaded into Cardinal. Be sure to manually check the balance to verify that the net of the **Amount** column is zero (debits = credits). Because this is Excel document, remember that highlighting the column of values gives a sum total at the bottom of the spreadsheet. If it is anything other than zero, make updates.

Spreadsheet Journal Import																	
Journal Header																	
Sys ID	Unit	Journal ID	Date	Description													
1010	15100	NEXT	9/25/2018	Journal Upload GL332													
Journal Lines																	
Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Amount	Stat	Stat Amount	Reference	Description
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select fields to copy from a previous line by marking the checkboxes under each field.																	
1010	NEXT	1	15100	ACTUALS	5011230		01000	724001	98300				20.00				Correct Department
1010	NEXT	2	15100	ACTUALS	5011230		01000	724001	98400				(20.00)				Correct Department

After all the Lines have been entered for the Journal, select File and then Save from the Excel menu to save the workbook.

Click the **Home** icon to return to the **Spreadsheet Journal Import** page.



# Spreadsheet Journals: Write Journals to File

Once all required information is entered on the Excel spreadsheet, create the file to be uploaded as a spreadsheet Journal into Cardinal GL.

On the **Spreadsheet Journal Import** page, click the **Write File** button. The **Write Journals to File** box displays.

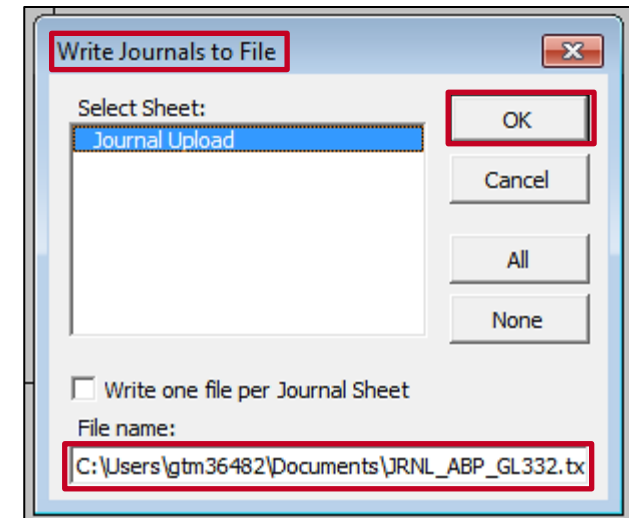
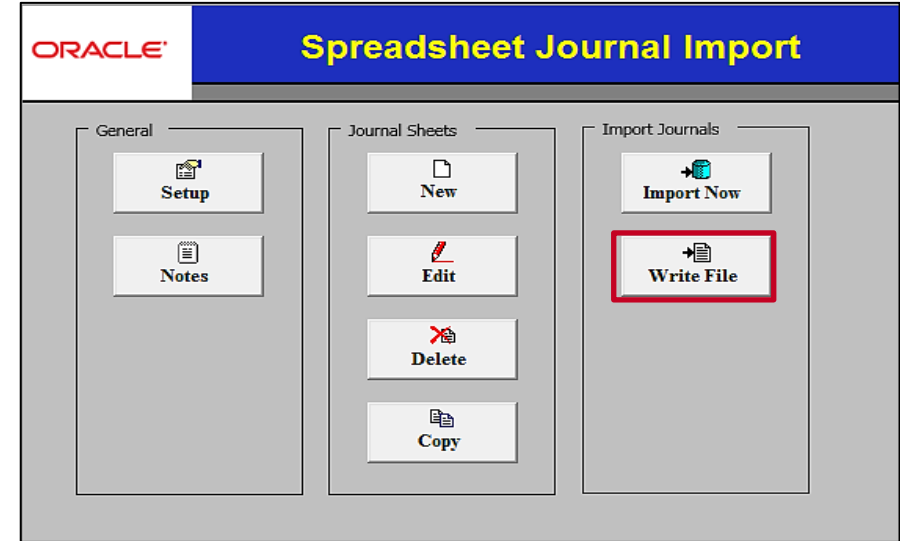
Highlight the desired sheet(s). Once the sheet(s) is selected, the highlighted color is blue.

The location of the file is listed under **File name**. The file extension, “.txt”, should not be changed. However, the name of the file can be changed as needed.

Click the **OK** button. The file is created and saved to the computer. Close Excel.

**Note:** If more than one sheet is selected and the **Write one file per Journal Sheet** check-box is unchecked, only one text file is created for all Journal sheets selected. If more than one sheet is selected and the **Write one file per Journal Sheet** check-box is checked, a text file for each Journal is created, with separate identifiable names.

**Note:** The **Import Now** button is not used.





# Spreadsheet Journals: Upload File into Cardinal GL

After the Journal file is created, upload the spreadsheet Journal into Cardinal using the batch **Spreadsheet Journal Import** process:

- Log into Cardinal.
- Navigate to the **Spreadsheet Journal Import Request** page using the following path:

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

- If this is the first time uploading a spreadsheet Journal, select the **Add a New Value** tab to add a Run Control ID. If this is a recurring task, enter the **Run Control ID** and click the **Search** button to access the **Spreadsheet Journal Import Request** page.

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

### Spreadsheet Journal Import

Find an Existing Value Add a New Value

Run Control ID 123456789

Add

Find an Existing Value | Add a New Value



# Spreadsheet Journals: Upload File into Cardinal GL (continued)

The **Spreadsheet Journal Import Request** page displays. The default **Report Request Parameters** display for the batch import of the Journal worksheet and should not be changed:

- **Number of Data Files:** Single data file
- **Character Set:** ISO\_8859-1
- **If Journal Already Exists:** Skip
- **If Journal is Invalid:** Skip

Spreadsheet Journal Import Request

Run Control ID 123456789

Report Manager Process Monitor Run

**Report Request Parameters**

\*Number of Data Files Single data file

\*Character Set ISO\_8859-1

\*If Journal Already Exists Skip

\*If Journal is Invalid Skip

Add Delete View Attached File

**Journal Processing Options**

Edit Journal(s)

Recalc Exchange Rates

Approval Option

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





# Spreadsheet Journals: Upload File into Cardinal GL (continued.)

## Additional Report Request Parameters:

- **Journal Processing Options**
  - **Edit Journal(s)** – This field should remain unchecked
  - **Approval Option** - This field should remain unchecked
- Click the **Add** button to attach the Journal spreadsheet file previously created.

Navigation: Favorites > Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals

### Spreadsheet Journal Import Request

Run Control ID 123456789      Report Manager      Process Monitor      Run

#### Report Request Parameters

\*Number of Data Files: Single data file

\*Character Set: ISO\_8859-1

\*If Journal Already Exists: Skip

\*If Journal is Invalid: Skip

#### Journal Processing Options

Edit Journal(s)

Recalc Exchange Rates

Approval Option

Buttons: Add, Delete, View

Attached File

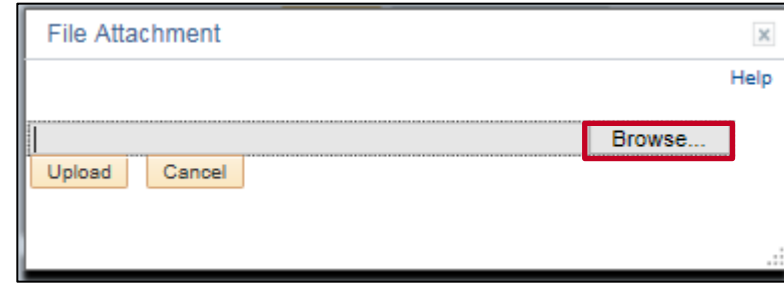
Footer: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display



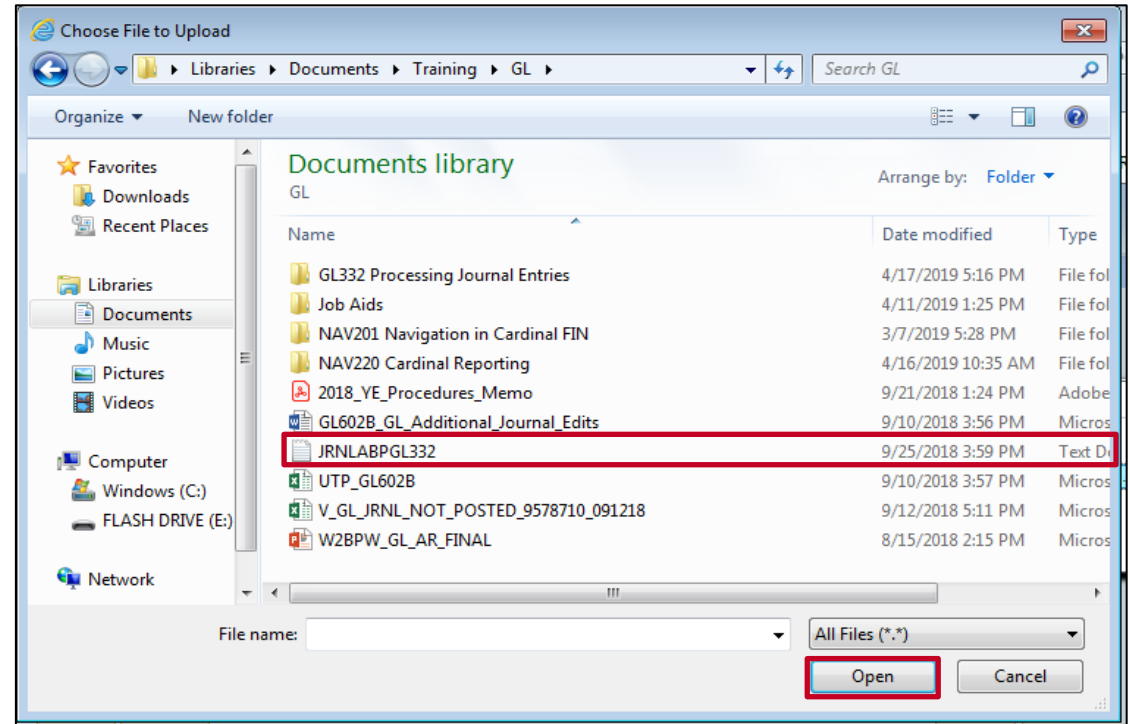
# Spreadsheet Journals: Upload File into Cardinal GL (continued..)

The **File Attachment** window displays.

Click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the Excel file to be uploaded, and select the file. The **Choose File to Upload** window displays.



- Find and highlight the **.txt** file that was created earlier for upload.
- Once the file is highlighted, click the **Open** button.

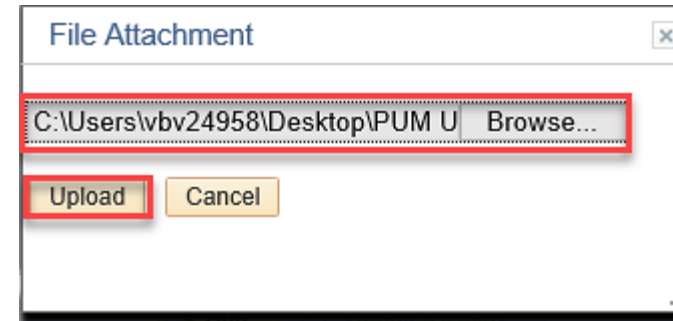




# Spreadsheet Journals: Upload File into Cardinal GL (continued...)

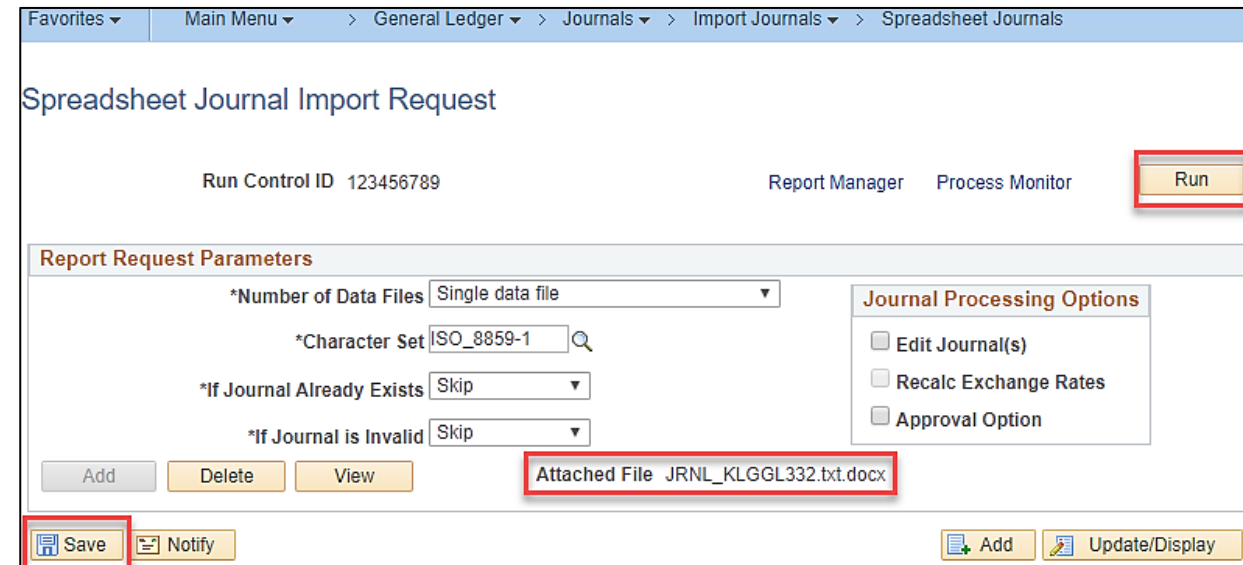
The **File Attachment** window displays and the file selected shows in the **File Attachment** file name box.

- Click the **Upload** button to attach the selected file.



The **Spreadsheet Journal Import Request** page displays and the file displays in the **Attached File** field.

- Click the **Save** button.
- Click the **Run** button which executes the process and saves the Run Control ID and parameters.





# Spreadsheet Journals: Upload File into Cardinal GL (continued....)

The **Process Scheduler Request** page displays.

- Select the **Spreadsheet Journal Import** checkbox option.
- Click the **OK** button.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	TXT	Distribution

The **Spreadsheet Journal Import Request** page redispays and the **Process Instance** number now displays.

- Click the **Process Monitor** link.

Run Control ID 123456789 Report Manager **Process Monitor** Run

**Process Instance:10648800**

**Report Request Parameters**

\*Number of Data Files Single data file

\*Character Set ISO\_8859-1

\*If Journal Already Exists Skip

\*If Journal is Invalid Skip

Attached File JRNL\_KLGGL332.txt.docx

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



# Spreadsheet Journals: Upload File into Cardinal GL (continued.....)

The **Process List** displays.

- Click the **Refresh** button until the Run Status is “Success” and the Distribution Status is “Posted”.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Import Journals ▾ > Spreadsheet Journals > Process Monitor

Process List

View Process Request For

User ID  Type  Last  Days  [Refresh](#)

Server  Name  Instance From  Instance To  Report Manager

Run Status  Distribution Status   Save On Refresh

Process List Personalize | Find | View All |   First 1-35 of 35 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648800		Application Engine	GL_EXCL_JRNL	PPS1_KAREN.GHOLSON	10/31/2019 3:45:59PM EDT	Success	Posted	Details

- Click the **Details** link.



# Spreadsheet Journals: Upload File into Cardinal GL (continued.....)

The **Process Detail** page displays.

- Click the **Message Log** link.

The screenshot shows the 'Process Detail' window for instance 9196884. The process name is 'GL\_EXCL\_JRNL' and it is an 'Application Engine' process. The run status is 'Success' and the distribution status is 'Posted'. The 'Run' section shows the run control ID as 'Spreadseet\_Journal\_Import' and the server as 'PSUNX2'. The 'Date/Time' section shows the request created on 04/18/2019 at 8:57:37AM EDT, run anytime after 8:57:32AM EDT, began process at 8:57:47AM EDT, and ended process at 8:58:01AM EDT. The 'Actions' section includes links for 'Parameters', 'Message Log' (highlighted with a red box), 'Batch Timings', and 'View Log/Trace'. There are also 'OK' and 'Cancel' buttons at the bottom.

The **Message Log** displays.

- Verify that the journal was imported. The process can complete successfully without importing Journals.
- Click the **Return** button.

The screenshot shows the 'Message Log' window for instance 9196884. It displays a table of messages with columns for Severity, Log Time, Message Text, and Explain. The messages show the process starting at 8:57:47AM, processing a file, and encountering errors for two journals. A message at 8:57:52AM states 'Process completed successfully with 1 journals imported.' (highlighted with a red box). The process finished at 8:57:52AM, and files were successfully posted to the report repository at 8:58:02AM. A 'Return' button is highlighted with a red box at the bottom left.

Severity	Log Time	Message Text	Explain
10	8:57:47AM	Journal Import processing has started.	Explain
	8:57:47AM	Processing file JRNLABPGL332.txt ...	Explain
	8:57:47AM	Journal 0001108437 has error. Skip this journal and continue.	Explain
	8:57:47AM	Journal 0001108438 has error. Skip this journal and continue.	Explain
	8:57:52AM	Process completed successfully with 1 journals imported.	Explain
10	8:57:52AM	Journal Import processing has finished.	Explain
	8:58:02AM	Published message with ID 9957ad40-61d9-11e9-8e98-e33e1dec660f to create entry in folder GENERAL.	Explain
	8:58:02AM	Successfully posted generated files to the report repository	Explain



# Spreadsheet Journals: Upload File into Cardinal GL (continued.....)

The **Process Detail** page displays.

- Click the **View Log/Trace** link.

**Process Detail**

**Process**

Instance	9196884	Type	Application Engine
Name	GL_EXCL_JRNL	Description	Spreadsheet Journal Import
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	Spreadseet_Journal_Import	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX2	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

**Date/Time**

Request Created On	04/18/2019 8:57:37AM EDT	<a href="#">Parameters</a>	Transfer
Run Anytime After	04/18/2019 8:57:32AM EDT	<a href="#">Message Log</a>	View Locks
Began Process At	04/18/2019 8:57:47AM EDT	<a href="#">Batch Timings</a>	
Ended Process At	04/18/2019 8:58:01AM EDT	<a href="#">View Log/Trace</a>	

**Actions**

OK Cancel

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

- Click the link for the **GL\_EXCL\_JRNL\_[process instance number].LOG** file. This file contains Journal details and any error information, if applicable. The details include the BU, Journal ID, Journal Date, Reference, and Description.

**View Log/Trace**

**Report**

Report ID	42330409	Process Instance	9196884	<a href="#">Message Log</a>
Name	GL_EXCL_JRNL	Process Type	Application Engine	
Run Status	Success			

Spreadsheet Journal Import

**Distribution Details**

Distribution Node	fn92trn	Expiration Date	05/18/2019
-------------------	---------	-----------------	------------

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_GL_EXCL_JRNL_9196884.log</a>	542	04/18/2019 8:58:01.790966AM EDT
<a href="#">GL_EXCL_JRNL_9196884.LOG</a>	1,177	04/18/2019 8:58:01.790966AM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	PPS1_ALLISON.PATRICK

Return



# Spreadsheet Journals: Upload File into Cardinal GL (continued.....)

The **Notepad** displays.

If a Journal was created, record the Journal ID that was created. If more than one Journal is included, all Journal IDs display in the Notepad.

```
GL_EXCL_JRNL_9196884 - Notepad
File Edit Format View Help
Spreadsheet Journal Import (GL_EXCL_JRNL) 2019-04-18 08.57.47.000000
-----Processing file JRNLBPGL332.txt .. Journal 0001108437 has error.
skip this journal and continue.Journal 0001108438 has error. skip this journal and continue.Skipped
journal line with warning : 1012 (15100, 0001108437,Journal Line No: 0,2019-03-25) -, - : GL Journal Line
Number is Blank or has exceeded maximum length.Skipped journal line with warning : 1012 (15100,
0001108437,Journal Line No: 0,2019-03-25) -, - : Ledger is Blank or has exceeded maximum length.Skipped
journal line with warning : 1011 (15100, 0001108438,Journal Line No: 0,2019-03-25) -, - : GL Journal Line
Number is Blank or has exceeded maximum length.Skipped journal line with warning : 1011 (15100,
0001108438,Journal Line No: 0,2019-03-25) -, - : Ledger is Blank or has exceeded maximum length.Process
completed successfully with 1 journals imported.Imported these journals: system ID (Unit, Journal ID,
Date) Reference, Description 1010 (15100, 0001108439, 2019-03-25) , journal Upload GL332Updated these
journals: system ID (Unit, Journal ID, Date) Reference, Description
```

If the Journal upload is successful, continue processing. Further processing is covered in Lesson 3, Process Journals. If there are errors and a Journal is not imported, the errors need to be corrected before further processing can occur. Note the Journal IDs and error descriptions so that the errors can be corrected.





# Spreadsheet Journals: Upload Errors

If the Journal upload creates the Journal but does not import it (i.e., upload successful but not imported), investigation is necessary to determine the correction method. Spreadsheet Journal validation is less comprehensive than the validation for manual Journal entry.

The most common spreadsheet Journal upload errors and possible corrections are listed below.

- **Skipped Journal headers**
  - **Example 1** - The Journal ID and date already exist (**Skip if Journal Already Exists** would need to be selected on the run control). To correct, recreate the Journal with proper Header values and mark **Skip if Journal Already Exists**, if valid
  - **Example 2** - The Header does not contain a valid Business Unit, Ledger Group, and/or Source (e.g., Error: Invalid Business Unit value). To correct, recreate the Journal with a valid Business Unit
- **Skipped invalid Journals**
  - **Example 1** - A Journal Line contains an invalid ChartField value (Error: Invalid Department value). To correct, enter a valid Department and re-upload
  - **Example 2** - A specified SpeedType value does not exist (e.g., Invalid SpeedType). To correct, update the Journal with a valid SpeedType and re-upload.

```
GL_EXCL_JRNL_9196882 - Notepad
File Edit Format View Help
Spreadsheet Journal Import (GL_EXCL_JRNL) 2019-04-18 08.11.18.000000
-----Processing file JRNLABPGL332.txt ...Journal 0001108431 has error.
Skip this journal and continue.Journal 0001108432 has error. Skip this journal and continue.Journal
0001108433 has error. Skip this journal and continue.Skipped journal line with warning : 1012 (15100,
0001108431,Journal Line No: 0,2018-09-25) -, - : GL Journal Line Number is Blank or has exceeded maximum
length.Skipped journal line with warning : 1012 (15100, 0001108431,Journal Line No: 0,2018-09-25) -, - :
Ledger is Blank or has exceeded maximum length.Skipped journal line with warning : 1011 (15100,
0001108432,Journal Line No: 0,2018-09-25) -, - : GL Journal Line Number is Blank or has exceeded maximum
length.Skipped journal line with warning : 1011 (15100, 0001108432,Journal Line No: 0,2018-09-25) -, - :
Ledger is Blank or has exceeded maximum length.Skipped journal line with warning : 1010 (15100,
0001108432,Journal Line No: 0,2018-09-25) -, - : Invalid SpeedType 5013500Process completed successfully
with 0 journals imported.Imported these journals: System ID (Unit, Journal ID, Date) Reference,
Descriptionupdated these journals: System ID (Unit, Journal ID, Date) Reference, Description
```



# Spreadsheet Journals: Upload Errors (continued)

After importing a Journal from a spreadsheet, the “Edit Journal” process must be run in Cardinal before making corrections using the **Create/Update Journal Entries** pages. This is important because imported Journals do not have all Journal Lines and values populated by the various automatic features. If Journals are opened immediately after importing, a **Warning** message indicates that they must be edited first. It is only after the “Edit Process” is complete that imported Journals display final entries for such things as balancing by fund.

Error messages for the batch import are provided in the **GL\_EXCL\_JRNL\_[process instance number].LOG** file and are not part of the message log. The message log is used for online Journals and provides a reference to the log file and incorporates the **Reference ID** field value in all the messages logged.

Once all errors have been corrected in the spreadsheet Journal, a corrected file should be uploaded and the previous upload file can be deleted.



# Agency to Agency (ATA) Transactions

Cardinal allows users with the necessary security access to transfer funds between Commonwealth of Virginia Business Units (BUs) by entering ATA Journals to record the funds transfer. Originating Business Units that lack security access to transfer funds between Business Units can create a spreadsheet Journal to record the transfer and send the text file to DOA for uploading and processing into Cardinal.

Agency to Agency (ATA) transactions involve:

- Payments for goods/services received from another COVA Agency
- Funds transfer between COVA Agencies

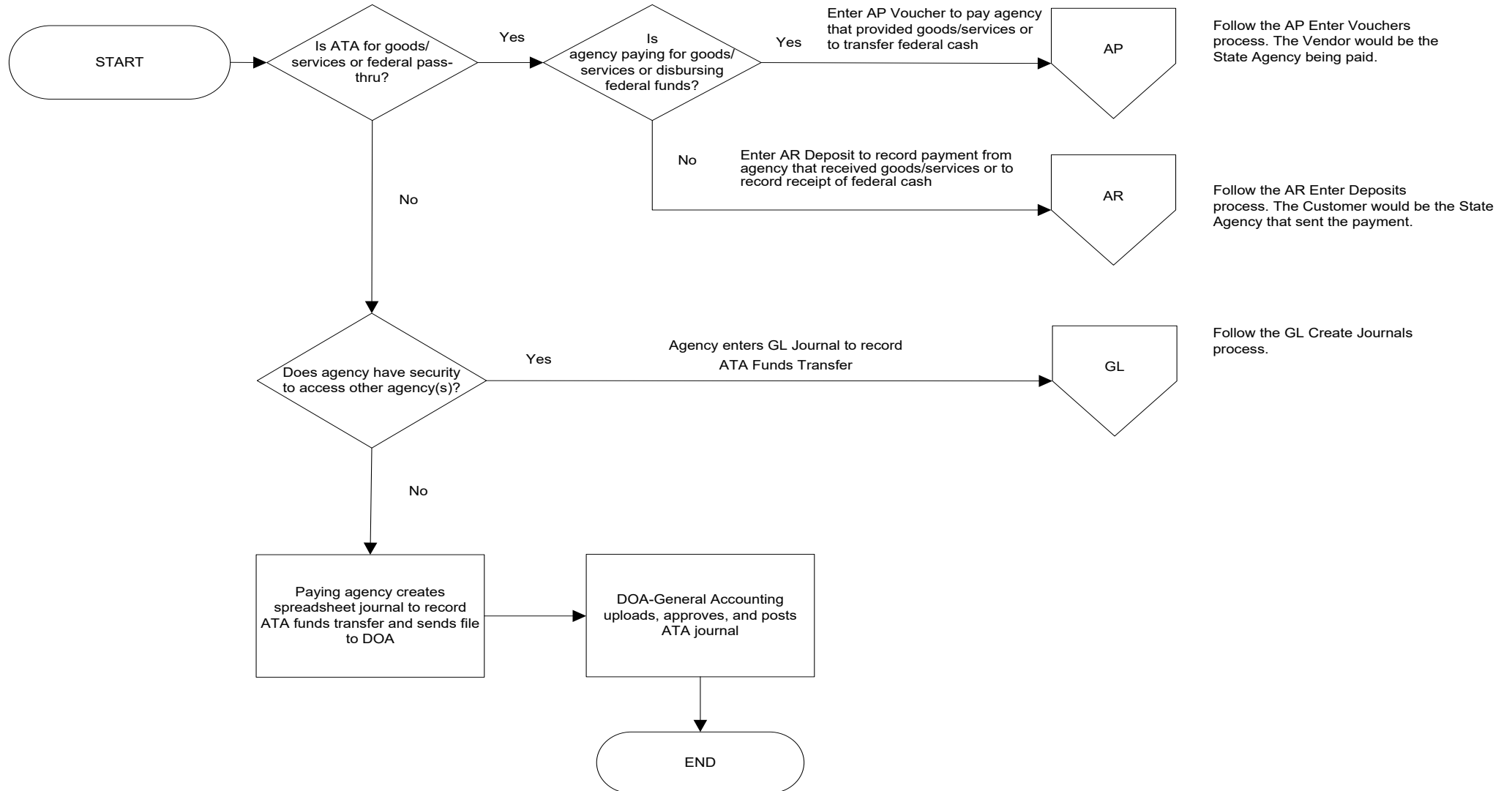
For transactions involving goods/services, or Tier III Higher Ed federal pass-through:

- If the Agency is disbursing funds, a Voucher is entered in Accounts Payable
- If the Agency is receiving funds, a Deposit is entered in Accounts Receivable

For transactions that do **NOT** involve goods/services or Tier III higher education federal pass-through, online ATA Journals are entered in General Ledger.



# ATA Transactions: Process Flow





# Lesson 2: Review

2

## Create Journals

### Key Learning Points:

- Each Journal entry must contain at least two Lines, a debit and a credit.
- For each Journal entry, the total debits must equal the total credits.
- The **Attachment** link allows the attachment of documents associated with a Journal entry. Only specific file types are allowed to be attached.
- Journals can be marked and saved as incomplete (status of “T - Journal Entry Incomplete”).
- When a Journal has a large number of Journal Lines, spreadsheet Journals can help streamline the Journal entry process and simplify Journal data entry using Microsoft Excel.
- Agency to Agency (ATA) Transfer Journals are entered in the General Ledger for fund transfers when the transfer does not involve the exchange of goods or services between Agencies or federal pass-through for Tier III higher education Institutions.



# Lesson 2: Summary

2

Create Journals

In this lesson, you learned:

- An Overview on Creating Journals
- How to Create Manual Journals
- How to Create and Upload Spreadsheet Journals
- How to Complete Agency to Agency (ATA) Transfer Journals



# Lesson 3: Introduction

3

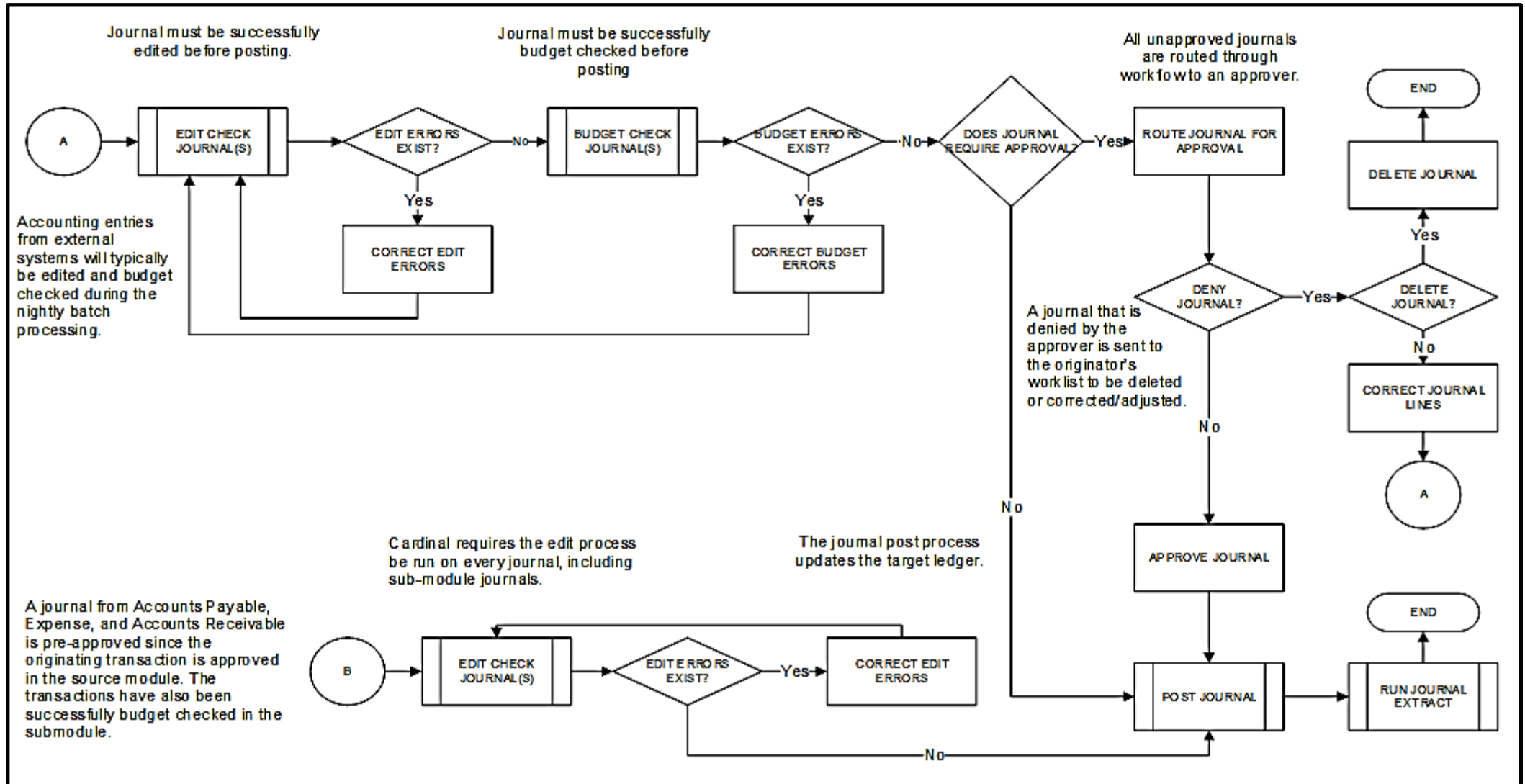
Process Journals

This lesson covers the following topics:

- Editing Journals
- Reviewing and Correcting Edit Errors
- Budget Checking Journals
- Reviewing and Correcting Budget Check Errors
- Submitting Journals for Approval



# Process Journals: Overview







# Edit Journals: Overview

Cardinal has automatic batch processes that run each night to edit and Budget check Journal entries. Editing and Budget checking can also be performed manually online. All Journals must pass the “Edit Process” before they can be Budget checked.

The “Edit Journal” process ensures that:

- The Fiscal Year and accounting period are open
- ChartField values are valid
- ChartField combinations are valid
- Journals balance by Business Unit, Fund, and Project
- Total debits equal total credits
- Cash accounts and certain transfer accounts net to zero
- Control totals entered on the **Totals** tab match the actual totals for the Journal (debits, credits, number of lines)

Journals that fail the “Edit Journal” process (i.e., status of “E”) must be corrected before they can be Budget checked, approved, and posted.

Corrected or updated Journals must be edited again to ensure that all errors have been resolved and the Journals are valid.



# Edit Journals: Overview (continued)

**Manual/Spreadsheet Journals:** Manually entered and spreadsheet Journals are edited during the nightly batch process or, manually, using the online “Edit Journal” process available on the **Create/Update Journal Entries** page.

**Other Cardinal Module Journals:** For the modules below, accounting entries are created, processed, approved, edited (for ChartField validation only), and Budget checked. Journals from these Cardinal modules are created and processed through batch jobs, and are fully edited before they post to the General Ledger.

- Accounts Payable
- Expenses
- Accounts Receivable – Funds Receipts

**Interfaced Journals:** Interfaced Journals are edited during the upload. They still go through batch edit to be updated to a “V” (Valid) status. The Agency must fix errors online in Cardinal and re-run the “Edit Journal” process for any Journals that fail the “Edit Journal” process.



# Edit Journals

To edit a Journal, navigate using the following path:

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

On the **Find an Existing Value** tab, search for the Journals that have not yet been edited by searching for **Journal Header Status = No Status – Needs to be Edited**.

Click the **Search** button.

Search results are returned at the bottom of the page.

Select the applicable Journal from the search results by clicking the applicable **Journal ID** link.

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

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

Business Unit = 15100

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

**Journal Header Status = No Status - Needs to be Edited**

Budget Checking Header Status =

Source =

User ID begins with

Attachment Exist =

Case Sensitive

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

**Search** Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
15100	<a href="#">0001289126</a>	0/24/2019	0	(blank)	15100	Edit Req'd	Not Chk'd	ACTUALS ONL		USD	2	5
15100	<a href="#">0001289127</a>	10/24/2019	0	(blank)	15100	Edit Req'd	Not Chk'd	ACTUALS ONL		USD	2	5



# Edit Journals (continued)

Click the **Lines** tab. The **Lines** page allows selection of the appropriate Process for online Journal entries, using the **Process** dropdown menu. Three edit processes are available:

- **Edit/Pre-Check** - Edit is run and Budget check confirms availability of funds but does not reserve the funds
- **Edit ChartField** - Identifies ChartField related errors to include ChartField and ChartField combination edit errors
- **Edit Journal** – The “Edit Journal” process runs and if there are no edit errors, the “Budget Check Journal” runs automatically

The screenshot displays the 'Create/Update Journal Entries' page. The 'Lines' tab is active. The '\*Process' dropdown menu is open, showing options: Edit Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit / Pre-Check, Edit Chartfield, Edit Journal (selected), Post Journal, Print Journal, Refresh Journal, and Submit Journal. The 'Process' button is highlighted. The 'Lines' table shows two entries:

Select	Line	*Unit	*Ledger
<input type="checkbox"/>	1	50100	ACTUALS
<input type="checkbox"/>	15	50100	ACTUALS

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	5,000.00	5,000.00	N	N



# Edit Journals (continued)

To run the “Edit Journal” process:

- Select “Edit Journal” in the **Process** field.
- Click the **Process** button. The “Edit Journal” process runs and the **Journal Status** updates. If the edit process completes without errors, the “Budget Check Journal” process is kicked off automatically as part of the “Edit Journal” process.
- If the **Journal Status** is anything but “V” (Valid), errors need to be corrected. Correcting errors is covered later in this course. Save and re-run the “Edit Journal” process each time a change is made.
- The Journal is available to submit for approval when the **Journal Status** and **Budget Status** fields are both “V” (Valid).

The screenshot shows the 'Create/Update Journal Entries' interface. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The header section shows Unit 15100, Journal ID 0000346997, Date 01/09/2017, and Errors Only checkbox. The Process dropdown is set to '\*Process Edit Journal' and the Process button is highlighted. The Lines section shows two lines with columns for Select, Line, \*Unit, \*Ledger, SpeedType, Account, Fund, Program, Department, Cost Center, and Task. The Totals section shows Unit 15100, Total Lines 2, Total Debits 50.00, Total Credits 50.00, Journal Status V, and Budget Status V. The Save button is also highlighted.

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS		5011230	01000	724001	98300		
<input type="checkbox"/>	2	15100	ACTUALS		5011230	01000	724001	98400		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	50.00	50.00	V	V



# Edit Journals: Journal Status Values

The **Journal Status** field is updated once the “Edit Journal” process completes. Journal Status values include:

Status	Description	Functional Description
N	No Status - Needs to be Edited	Journal has been saved but not yet edited.
T	Journal Entry Incomplete	Journal is incomplete, or the Journal failed the cash account or transfer account net to zero edit.
E	Error	Journal has an error(s) from edit.
V	Valid Journal	Journal has successfully completed edit and is ready for approval.
D	Deleted	Journal was deleted.
P	Posted to Ledger(s)	Journal has posted to the Ledger.
U	Unposted	Journal was unposted from the Ledger (not available).
I	Posting Incomplete	Journal posting is incomplete. A problem occurred and the Journal needs to be resubmitted for posting.
M	Valid SJE Model - Do not Post	Standard Journal Entry (i.e. model – Do Not Post).



# Edit Journals: Journal Status Values (continued)

There are two possible reasons for the **Journal Status** of “T” (Incomplete):

1. Journal is incomplete. In this situation, the Journal is partially entered and saved for later completion.
  - To save a Journal as Incomplete:
    - Return to the **Header** tab and select the **Save Journal Incomplete Status** checkbox option
    - Click the **Save** button. The **Journal Status** updates to “T” upon save and the Journal is bypassed during batch processing until the checkbox option is cleared
  - To complete the Journal:
    - Reopen and complete the Journal
    - Deselect the **Save Journal Incomplete Status** checkbox option
    - Click the **Save** button. The **Journal Status** updates to “N”
    - Complete the normal Journal processing steps
2. Journal failed the cash account or transfer account net to zero edit or the invalid transfer account pairs edit. In this situation, the cash accounts or transfer account pairs failed to net to zero or the transfer pair is invalid.
  - Correct the Journal and deselect the **Save Journal Incomplete Status** checkbox option
  - Click the **Save** button. The **Journal Status** updates to “N”
  - Complete the normal Journal processing steps



# Edit Journals: Review and Correct Errors

On the **Lines** tab, the **Errors Only** checkbox option can be used to view only the Lines with errors. This can be useful when editing large Journals with many Lines. The navigation arrows below the **Errors Only** checkbox are used to navigate through the **Lines**. To modify the number of Lines viewed on the page, update the **Line** field with the desired number.

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

Header | **Lines** | Totals | Errors | Approval

Unit 15100 | Journal ID 0001610985 | Date 02/15/2021

Template List | Search Criteria | Change Values |  **Errors Only** | View Audit Logs

InterUnit | \*Process Edit Journal | Process | Line 10

▾ **Lines** | Personalize | Find | [?] | [Grid]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	50100	ACTUALS		5022760	04100	604001	12096	11173100
<input type="checkbox"/>	2	50100	ACTUALS		5022760	04100	604002	12029	11153100
<input type="checkbox"/>	3	50100	ACTUALS		5022760	04100	604003	12086	11163100
<input type="checkbox"/>	4	50100	ACTUALS		5022760	04100	604003	12087	11163100
<input type="checkbox"/>	5	50100	ACTUALS		5013990	04100	60400402	14039	11164500
<input type="checkbox"/>	7	15100	ACTUALS		101010			99999	
<input type="checkbox"/>	8	50100	ACTUALS		101010	04100		99999	99999999

Lines to add 1 | + | - | [Grid]

▾ **Totals** | Personalize | Find | View All | [?] | [Grid] | First 1-2 of 2 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	1	10.00	0.00	E	N
50100	6	7,824.00	7,824.00	E	N

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





# Edit Journals: Review and Correct Errors (continued)

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

Clicking the **Errors** tab on the **Create/Update Journal Entries** page allows viewing of Edit Errors by Journal Header and Line.

Remember that the number of Lines viewed is updated on the **Lines** tab. Therefore, in order for all Line error messages to appear, all Journal Lines must be displayed on the **Lines** tab. For example, if the **Lines** tab is set to only show 2 Lines at a time, the **Errors** tab only shows errors for those Lines displayed on the **Lines** tab.

Once the Journal is corrected, the “Edit Process” needs to be re-run. All errors must be corrected before the Journal can be Budget checked.

Unit 15100      Journal ID 0001610985      Date 02/15/2021

**Header Errors**      Personalize | Find | [Print] | [Grid]      First 1 of 1 Last

Unit	Field Name	Field Long Name	Set	Msg	Message Text
15100	JRNL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing ChartField totals.

**Line Errors**      Personalize | Find | [Print] | [Grid]      First 1 of 1 Last

Field Long Name	Message Text
	No journal line between line 1 and line 8 is marked in error.

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



# Edit Journals: Review and Correct Errors (continued.)

For interfacing Agencies, Cardinal generates a Journal Upload Error Report nightly. This report can be accessed on the Agency's file server or can be run manually from Cardinal using the following navigation path:

**Main Menu > General Ledger > General Reports > Journal Upload Error Report**

The Journal Upload Error Report can result in the following:

## **File Upload Successful:**

- If the file processes successfully, the report provides the file name, upload date, and a file success status that states that the **File is Processed Successfully With No Errors**

## **File Upload Errors:**

- If the file has errors, the report displays details for all rejected transactions
- Prior to resubmitting the file to Cardinal, rejected transactions must be reviewed and corrected by the Agency

For more detailed information about running this report manually, see the **Cardinal General Ledger Reports Catalog** located on the Cardinal website in **Reports Catalog** under **Resources**.



# Budget Check Journals: Overview

All General Ledger Journals (manual, spreadsheet, interfaced, or external third party) must pass Budget check against established Commitment Control Budgets which are based on valid ChartField combinations and amounts. All Budget check errors must be corrected online in Cardinal. The “Budget Check Journal” process runs as part of the “Edit Journal” process, therefore, it is not necessary to run it separately unless the **Journal Header Status** field displays “V” (Valid) and the **Budget Checking Header Status** field displays “N” (Not Checked), “E” (Error), or “P” (Provisionally Valid).

Transactions that exceed controlling Budgets, such as the Appropriation or Allotment Budget, or do not have a Budget ChartField combination previously established, will not pass Budget check until the errors are corrected, or an authorized user overrides the error. DOA General Accounting may need to do an override.

**Manual/Spreadsheet Journals** - Spreadsheet and manually entered Journals are Budget checked during the nightly batch process, or manually online when the “Edit Journal” process is run (if there are no Edit Errors).

**Other Cardinal Module Journals** - Journals that originate in the modules below are Budget checked in their originating Cardinal module prior to being Journal generated to the General Ledger and are not processed through another Budget check again in General Ledger:

- Accounts Payable
- Expenses
- Accounts Receivable – Funds Receipts

**Interfaced Journals** - Journals uploaded into Cardinal through the Journal Upload process are edited during the nightly batch processing and Budget checked immediately after (if there are no Edit Errors).



# Budget Check Journals: Budget Check Status Values

The **Budget Status** field is updated to one of the following statuses once the “Budget Check Journal” process completes:

Status	Description	Functional Description
E	Error	The entry failed to pass Budget checking. Errors are exceptions that have failed Budget checking because they do not conform to the rules established for that control Budget. Some errors can be overridden. Security permissions determine who has the ability to override Budget errors.
N	Not Checked	The “Budget Check Journal” process has not processed the entry or the entry has changed and has not been Budget checked again.
V	Valid	The Journal has successfully passed Budget checking and the process updated the control Budget Ledger.
P	Provisionally Valid	The Budget check is valid but the funds are not reserved. This occurs when the “Edit / Pre-Check” process is run.



# Manually Budget Check Journals

If a Journal entry needs to be Budget checked manually, it can be done from the **Lines** tab on the **Create/Update Journal Entries** page.

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

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

- On the **Find an Existing Value** tab, enter valid search criteria to find the Journal to be Budget checked.
  - Example: search for all Journals that have a **Budget Checking Header Status = Not Budget Checked**. Note that this search will not include Journals that have been Budget checked and are in an “E” (Error) or “P” (Provisionally Valid) status
- Click the **Search** button.
- Select the applicable Journal from the search results.

The screenshot shows the 'Create/Update Journal Entries' page with the following search criteria:

- Find an Existing Value** (highlighted with a red box)
- Add a New Value**
- Search Criteria** (expanded)
- Business Unit = 15100
- Journal ID begins with
- Journal Date =
- Document Sequence Number begins with
- Line Business Unit =
- Journal Header Status =
- Budget Checking Header Status = Not Budget Checked** (highlighted with a red box)
- Source =
- User ID begins with
- Attachment Exist =
- Case Sensitive
- Limit the number of results to (up to 300): 300



# Manually Budget Check Journals (continued)

- The **Header** tab displays. Click on the **Lines** tab.
- Select “Budget Check Journal” in the **Process** field and click the **Process** button.

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

Header **Lines** Totals Errors Approval

Unit 15100 Journal ID 0001289126 Date 10/24/2019  Errors Only  
View Audit Logs

Template List Search Criteria Change Values

Inter/IntraUnit  \*Process Budget Check Journal Process Line 10

▼ Lines Personalize Find | |

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	5.00
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	-5.00

Lines to add

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

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status
15100	2	5.00	5.00	N	N

Header | Lines | Totals | Errors | Approval



# Manually Budget Check Journals (continued.)

- Once the “Budget Check Journal” process completes successfully, the **Budget Status** field updates to “V” (Valid).
- Once both the **Journal Status** and **Budget Status** fields display a status of “V” (Valid), click the **Save** button.

The Journal is now saved with its new status and can be submitted for approval.

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

Header | Lines | Totals | Errors | Approval

Unit 15100      Journal ID 0001289126      Date 10/24/2019       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	Amount	Stat
<input type="checkbox"/>	1	15100 <input type="text"/> ×	ACTUALS	<input type="text"/>	5013110	01000	799001	92100	5.00	
<input type="checkbox"/>	2	15100	ACTUALS	<input type="text"/>	5013120	01000	799001	92100	-5.00	

Lines to add

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

Unit	Total Lines	Total Debits▲	Total Credits	Journal Status	Budget Status▼
15100	2	5.00	5.00	V	V



# Budget Check Journals: Review and Correct Errors – Option 1

To find Journals that do not have a valid Budget Check status, navigate to the **Create/Update Journal Entries** page:

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

- On the Find an **Existing Value** tab, click the **Clear** button to remove any defaulted search criteria.
- Enter valid search criteria such as:
  - **Business Unit**
  - **Journal Header Status not = Posted to Ledger(s)**
- Click the **Search** button.

The search results display.

- Review the **Budget Checking Header Status** for each Journal.
- Click on the link for the applicable Journal.

**Create/Update Journal Entries**

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**

Business Unit = 15100

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status not = Posted to Ledger(s)

Budget Checking Header Status =

Source =

User ID begins with

Attachment Exist =

Case Sensitive

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

**Search** | **Clear** | Basic Search | Save Search Criteria

**Search Results**

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
15100	0001610962	02/15/2021	0	(blank)	15100	Valid	Errors	ACTUALS	ONL	USD	2	300000000000
15100	AR00020519	04/02/2013	0	(blank)	15100	Valid	Valid	ACTUALS	AR	USD	2	135.1
15100	0000124707	06/30/2015	0	(blank)	15100	Valid	Valid	CC_PROJ	SPJ	USD	1	250000

Find an Existing Value | Add a New Value





# Budget Check Journals: Review and Correct Errors – Option 1 (continued)

The **Header** tab displays for the applicable Journal.

- Click the **Lines** tab.
- Review the **Budget Status** field and click the “E” link to view the error message which will help determine the method of correction.

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

Header **Lines** Totals Errors Approval

Unit 15100 Journal ID 0001289133 Date 11/01/2019  Errors Only  
Template List Search Criteria Change Values View Audit Logs  
Inter/NoUnit \*Process Edit Journal Process Line 10

▼ Lines Personalize | Find |

Select	Line	*Unit	*Ledger	SpeedType	Account▲	Fund▲	Program▲	Department	Amount	Stat
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	94100	-60,000,000.00	
<input type="checkbox"/>	1	15100	ACTUALS		5012740	01000	737001	94100	60,000,000.00	

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▼
15100	2	60,000,000.00	60,000,000.00	V	E

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



# Budget Check Journals: Review and Correct Errors – Option 1 (continued.)

The **GL Journal Exceptions** tab displays showing the error(s).

**Example:** the error is “Exceeds Budget Tolerance”.

Two possible corrections may occur:

- The Budget is modified and no adjustments are made to the Journal and then run the “Budget Check Journal” again.
- A ChartField value or amount is corrected and the Journal is saved. This results in a Journal Status and Budget Status of “N” (Not Checked). Run the “Edit Journal” process again which will include running the “Budget Check Journal” process (if there are no Edit Errors).

Once the required checks are re-run successfully, the **Journal Status** and **Budget Status** fields are “V” (Valid).

The Journal can be saved with its new status and submitted for approval.

The screenshot shows the 'GL Journal Exceptions' interface. At the top, there are navigation tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below this, there are fields for 'Business Unit' (15100), 'Journal ID' (0001289133), and 'Journal Date' (11/01/2019). There is a dropdown for '\*Exception Type' set to 'Error' and a 'Maximum Rows' field set to 100. A 'Search' button is present. Below these fields is a table titled 'Budgets with Exceptions'. The table has columns for 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'. Two rows are visible, both with the exception 'Exceeds Budget Tolerance'. The 'Exception' column for both rows is highlighted with a red box. At the bottom of the interface, there are 'Save', 'Return to Search', and 'Notify' buttons.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	15100	CC_ALLOT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2	15100	CC_APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...



# Budget Check Journals: Review and Correct Errors – Option 2

Navigate to the **Journal** page using the following navigation path:

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

- Enter the following search criteria:
  - **Business Unit**
  - **Journal ID**
- Click the **Search** button.

Just as in Option 1, the **GL Journal Exceptions** tab displays. Correct the error(s) as necessary.

Re-run the “Edit Journal” and “Budget Check Journal” processes, as necessary, and save the Journal in its new status.

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

### Journal

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

▼ Search Criteria

Commitment Control Tran ID begins with ▾

Commitment Control Tran Date = ▾

Business Unit = ▾ 15100

Journal ID begins with ▾ 0001108439

Journal Date = ▾

Process Instance = ▾

Process Status = ▾

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

Basic Search



# Budget Check Journals: Common Errors

The table below shows some common budget check errors and whether or not they can be overridden.

Exception	Can Exception be Overridden?	Possible Action(s)
No Budget Exists	N	ChartField values may need to be changed or Budget may need to be created.
Budget is Closed	N	ChartField values may need to be changed or the Journal may need to be recreated with a different Journal Date.
Exceeds Budget Tolerance (i.e., budget)	Y	Journal amount(s) may need to be changed, Budget may need to be created, or the exception may need to be overridden.
Budget is On Hold	Y	Determine if the Budget hold can be changed, change ChartField values on the Journal, or the exception may need to be overridden.



# Budget Check Journals: Common Warnings

Warnings are exceptions that do not conform to the rules of the established Budget Ledger but do not hold up Journal processing. They are in place to provide alerts to certain situations that may adversely impact the Budget and Journal processing.

Warning Code	Warning Description	Notes
W1	Exceeds Budget but is within Tolerance	Transaction exceeds available Budget balance, but is within the tolerance allowed. (Not currently used in Cardinal)
W2	Exceeds Budget, but is a Track or Non-Initial Transaction	<p>Transaction exceeds Budget, but the control option for the control Budget definition is “Tracking with Budget” or “Tracking without Budget”.</p> <p>For “Tracking without Budget”, no warning is issued for detail tracking Ledger Groups.</p> <p>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. However, if no budget row exists, no warning is issued.</p>



# Submit Journals for Approval: Overview

Only Journals that pass both edit and Budget check can be routed for approval. If an Agency has only one approver, the Agency should have the Journal Processor submit Journals for approval.

Journals cannot be submitted and approved by the same person.



# Submit Journals for Approval

To find Journals that need to be submitted for approval, use the following path:

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

- On the **Find an Existing Value** tab, click the **Clear** button to clear the default search criteria values.
- Enter the following search criteria:
  - Business Unit
  - Budget Checking Header Status of “V”
- Click the **Search** button.
- The search results displays. Select the applicable Journal by clicking the corresponding link.

Search Criteria

Business Unit = 15100

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status = Valid

Source =

User ID begins with

Attachment Exist =

Case Sensitive

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

Search Clear Basic Search Save Search Criteria

Search Results

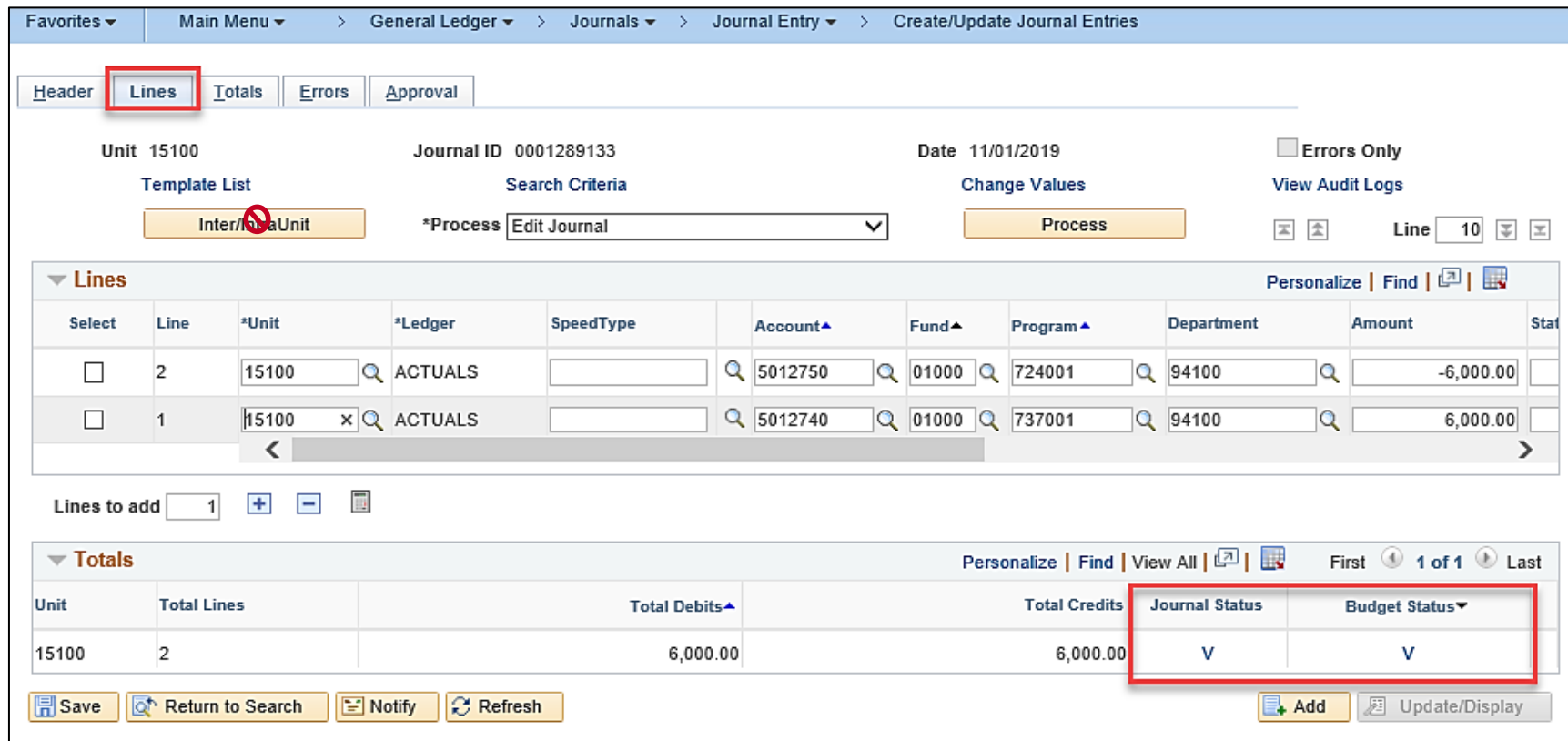
300 of 10019 results are displayed.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
15100	0000030656	1/31/2014	0	(blank)	15100	Posted	Valid	ACTUALS	ONL	USD	6	6893003.94

# Submit Journals for Approval (continued)

The **Header** tab displays for the applicable Journal.

- Click the **Lines** tab.
- Verify that the **Journal Status** and **Budget Status** fields both display a value of “V” (Valid).



The screenshot shows the 'Create/Update Journal Entries' interface. The 'Lines' tab is selected and highlighted with a red box. The 'Totals' section at the bottom is also highlighted with a red box, showing the 'Journal Status' and 'Budget Status' fields both set to 'V'.

Unit 15100      Journal ID 0001289133      Date 11/01/2019       Errors Only  
Template List      Search Criteria      Change Values      View Audit Logs  
Inter/IntraUnit      \*Process Edit Journal      Process      Line 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Amount	Stat
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	94100	-6,000.00	
<input type="checkbox"/>	1	15100	ACTUALS		5012740	01000	737001	94100	6,000.00	

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	6,000.00	6,000.00	V	V

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

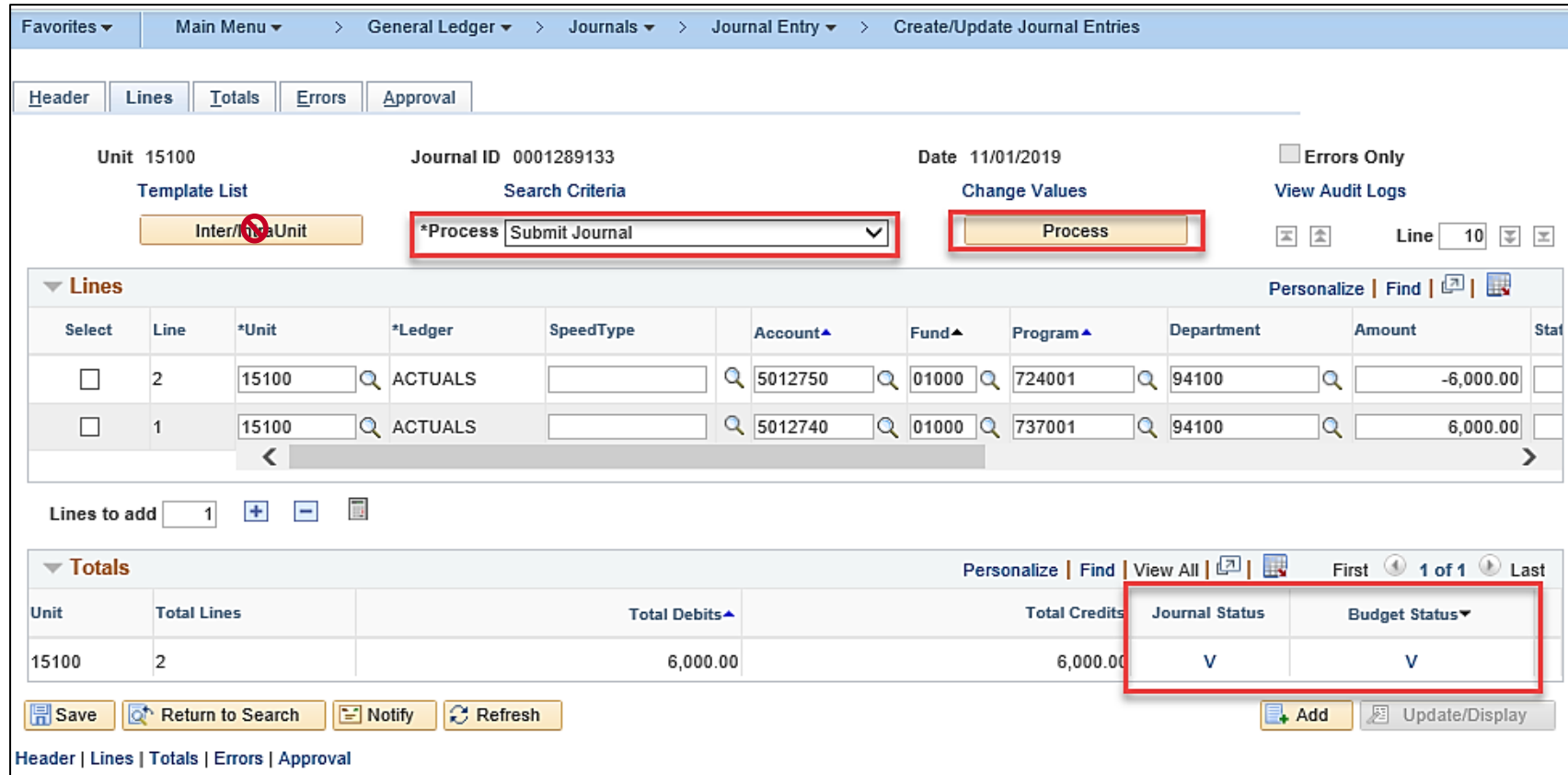


# Submit Journals for Approval (continued.)

- Select the “Submit Journal” list item in the **Process** field and click the **Process** button.

The Journal is saved and submitted for approval. The **Journal Status** and **Budget Status** fields will remain with a status of “V” (Valid) until the Journal is approved and posted to the General Ledger.

- Optionally click the **Approval** tab.



The screenshot shows the 'Create/Update Journal Entries' interface. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Approval' tab is selected. The header information includes: Unit 15100, Journal ID 0001289133, Date 11/01/2019, and an 'Errors Only' checkbox. The 'Process' dropdown is set to 'Submit Journal' and the 'Process' button is highlighted. The 'Lines' section contains two entries:

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Amount	Stat
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	94100	-6,000.00	
<input type="checkbox"/>	1	15100	ACTUALS		5012740	01000	737001	94100	6,000.00	

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	6,000.00	6,000.00	V	V

Buttons at the bottom include: Save, Return to Search, Notify, Refresh, Add, and Update/Display. The 'Approval' tab is also visible at the bottom left.

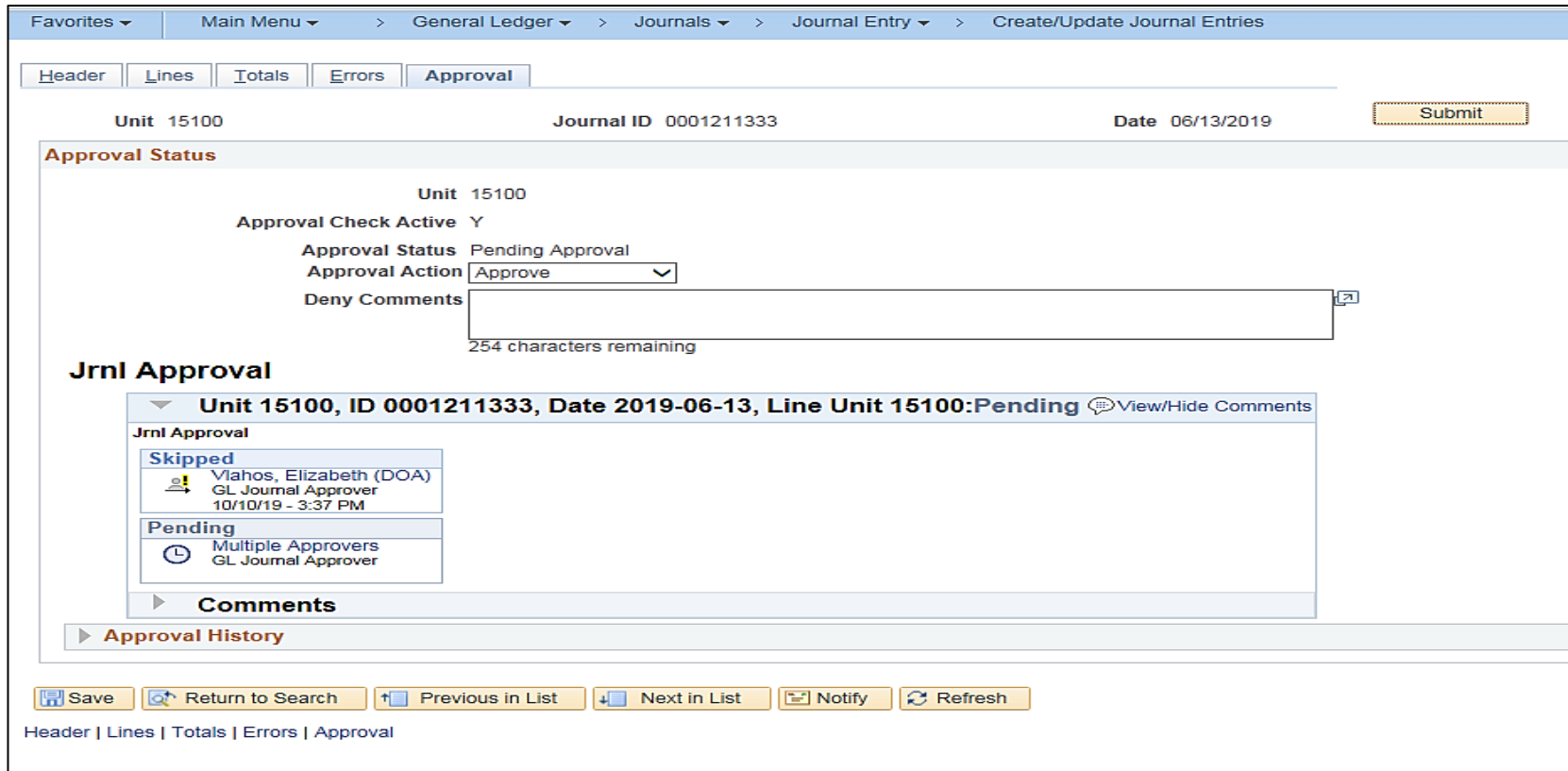


# Submit Journals for Approval (continued..)

The **Approval** tab displays.

Notice that the original user is skipped as part of the approval process because he/she submitted the Journal in this example.

**Reminder:** the user who submits the Journal can not also approve the Journal. This can be avoided by having another user submit the Journal and then the Journal creator would be able to approve it.



The screenshot shows the 'Approval' tab of a journal entry system. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Approval' tab is selected, and a 'Submit' button is visible in the top right. The journal details are: Unit 15100, Journal ID 0001211333, Date 06/13/2019. The 'Approval Status' section shows 'Approval Check Active Y', 'Approval Status Pending Approval', and 'Approval Action' set to 'Approve'. A 'Deny Comments' text area is present with a '254 characters remaining' indicator. The 'Jrnl Approval' section shows a list of approval actions: 'Skipped' by 'Vlahos, Elizabeth (DOA)' (GL Journal Approver, 10/10/19 - 3:37 PM) and 'Pending' by 'Multiple Approvers' (GL Journal Approver). Below this is an 'Approval History' section. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. The breadcrumb trail at the bottom is: Header | Lines | Totals | Errors | Approval.



# Lesson 3: Review

3

## Process Journals

### Key Learning Points:

- Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are
  - Validated and Budget checked in their respective modules
  - Pre-approved. The transaction is approved in the originating module
- Journals created manually online, Journals created from external sources (e.g., Agency systems), and spreadsheet Journals must be edited and Budget checked in the General Ledger.
- Any errors identified after an interfaced Journal is uploaded into Cardinal must be corrected online in Cardinal; if corrections are made online in Cardinal, the Journal requires Agency approval online in Cardinal.
- Journals must pass Edit and Budget check before they can be submitted for approval.
- General Ledger Journal entries that are not pre-approved are manually submitted for approval.



# Lesson 3: Summary

3

Process Journals

In this lesson, you learned:

- How to Run the “Edit Journal” Process
- How to Review and Correct Edit Errors
- How to Budget Check Journals
- How to Review and Correct Budget Check Errors
- How to Submit Journals for Approval



# Lesson 4: Introduction

4

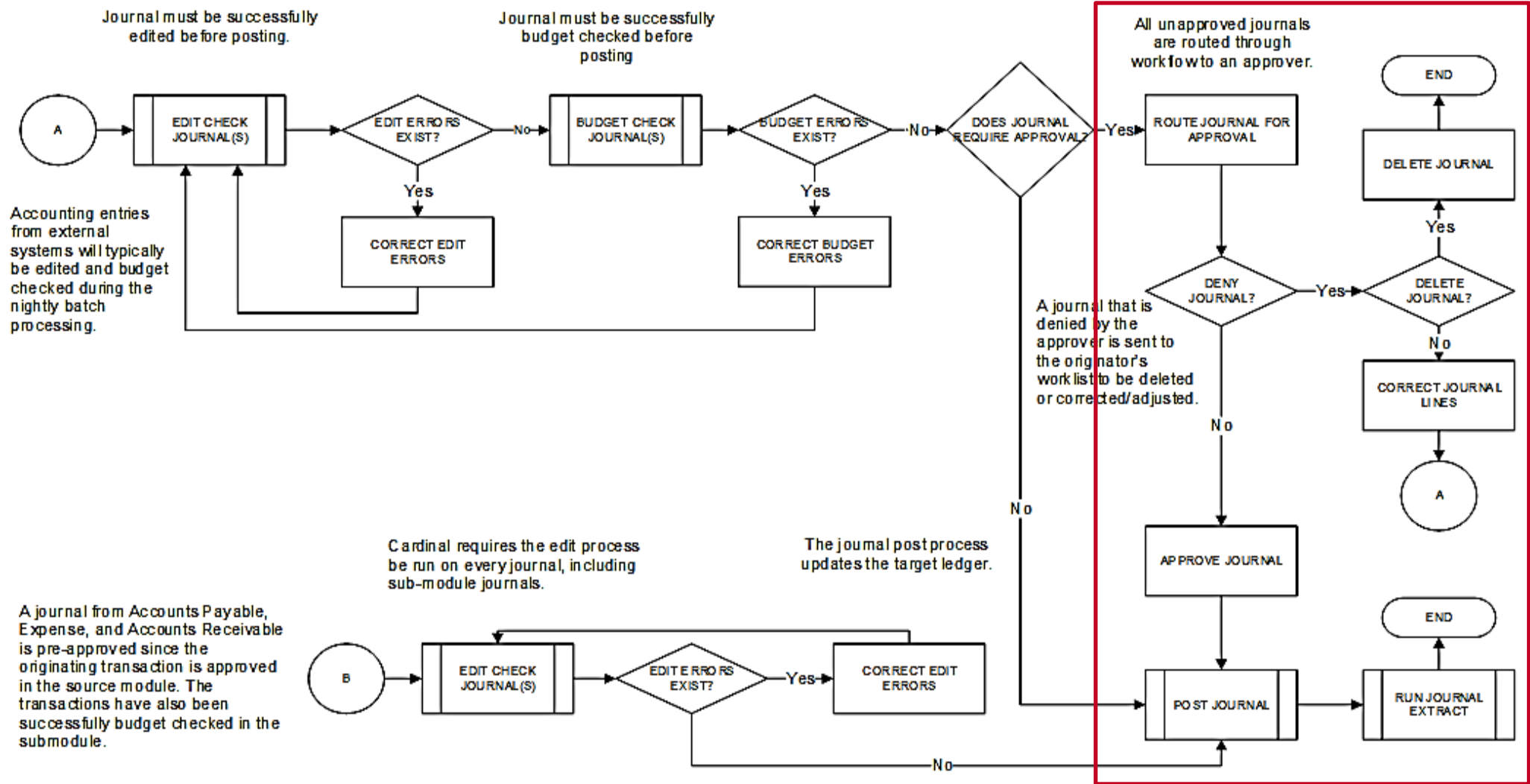
Manage Journals

This lesson covers the following topics:

- Denying and Deleting Journals
- Approving Journals
- Posting Journals
- Copying Journals
- Performing Journal Inquiries



# Manage Journals: Overview





# Denying/Deleting Journals Overview

An approver can deny and/or delete a Journal as appropriate.

## Denying Journals:

- Denying a Journal does not release the funds that were reserved during the Journal's initial budget check process
- Be sure that denied Journals are either corrected and re-submitted or deleted
- When denied Journals are corrected, the "Budget Check Journal" process runs automatically when the Journal is saved and this process releases the previous amounts. Funds are reserved for the corrected amounts, if appropriate

For detailed instructions on denying journals, see the statewide course entitled **GL333: Approving Journals** on the Cardinal website in **Course Materials** under **Learning**.

## Deleting Journals:

- When deleting a Journal, the "Budget Check Journal" process runs automatically and releases the funds reserved
- Journals that have passed the "Budget Check Journal" process but have not posted can be deleted. Journals cannot be deleted once they have posted
- Journals can be deleted by the originator (creator) or the approver
- The system creates an audit trail of the deletion



# Deleting Journals

To delete a Journal:

- Navigate to the **Create/Update Journal Entries** page.
- Click the **Lines** tab.
- Select the “Delete Journal” list item in the **Process** field and then click the **Process** button.

Unit 15100      Journal ID 0001289132      Date 11/01/2019       Errors Only

Template List      Search Criteria      Change Values      View Audit Logs

InterUnit      \*Process Delete Journal      Process

Line 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Amount	Stat
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	1,250.00	
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	-1,250.00	

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	1,250.00	1,250.00	V	V

Save    Return to Search    Notify    Refresh    Add    Update/Display





# Deleting Journals (continued)

A Message displays and the user must confirm the deletion.

- Click the **Yes** button to confirm the deletion.
  - The “Budget Check Journal” process runs automatically and releases the funds reserved

A second message displays confirming the deletion.

- Click the **OK** button.

The screenshot shows a software interface for deleting a journal. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface has tabs for Header, Lines, Totals, Errors, and Approval. The Header section shows: Unit 15100, Journal ID 0001289132, Date 11/01/2019, Errors Only (unchecked), Template List (Inter/IntraUnit), Search Criteria (\*Process: Delete Journal), Change Values (Process), and View Audit Logs. The Lines section shows a table with columns: Select, Line, \*Unit, \*Ledger, SpeedType, Account, Amount, and Stat. The table has two rows: Line 1 with Unit 15100, Ledger ACTUALS, Account 5013110, and Amount 1,250.00; and Line 2 with Unit 15100, Ledger ACTUALS, Account 5013120, and Amount -1,250.00. The Totals section shows: Unit 15100, Total Lines 2, Total Debits 1,250.00, Total Credits 1,250.00, and Journal Status V. Two message boxes are overlaid on the interface. The first message box, titled "Message", asks: "Are you sure that you wants to delete this journal? (5010,30)" and has "Yes" and "No" buttons. The second message box, also titled "Message", says: "Journal 0001289132 is physically deleted. (5210,7)" and has an "OK" button.



# Approving Journals Overview

Once Journals are manually submitted for approval, Cardinal Workflow routes the Journal to the appropriate approver(s) Worklist for approval. All Journals must be approved before they can be posted to the General Ledger. Some Journals may require multiple levels of approval. Once all necessary approvals are complete, the Journals can be manually posted to the General Ledger in batch or overnight by an automated batch process.

**Manual/Spreadsheet Journals** - Manual Journals and spreadsheet Journal uploads must be approved by an Agency approver in the General Ledger.

**Other Cardinal Module Journals** - Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are pre-approved in their modules. As a result, they do not need to be approved again in General Ledger unless they are modified online in the General Ledger.

**Interfaced Journals** - Interfaced Journals are assumed to have already been approved in the Agency external system per the Agency's specific business processes. As a result, they generally do not need to be approved again in the General Ledger unless they are modified online in Cardinal.

- However, if the Journal contains capital outlay or non-exempt legal service values as identified below, the Journal routes to DOA for online approval:
  - Capital outlay Projects with a **Program** value of "998000" that have not received their environmental impact study
  - Journals with a non-exempt legal services **Account** value of "5012430"



# Approving Journals: Option 1

Workflow determines the appropriate approver(s) based on the profile of the user who created the Journal and the type of expense. Approvers can view items awaiting approval by checking their Worklist. Approvers should check the Worklist frequently (at least daily) for Journals requiring approval.

To approve Journals using the Worklist:

- Click the **Worklist** hyperlink at the top right of the **Home** page.

A list of Journals needing to be approved is returned.

- Click the link for the applicable Journal.

The screenshot shows the 'Cardinal' system interface. At the top right, the 'Worklist' link is highlighted with a red box. Below the navigation bar, the 'Worklist' section is titled 'Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)'. A table of 'Worklist Items' is displayed with the following data:

From	Date From	Work Item	Worked By Activity	Priority	Link		
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	<a href="#">GLJournalApproval, 592052, STATE, 1910-01-02, N, 0, BUSINESS UNIT:50100, JOURNAL_ID:0001286349, JOURNAL_DATE:2019-07-31, BUSINESS_UNIT_LN:50100, RDC:RA.0.A.</a>	Mark Worked	Reassign
Easter-Webster, Gloria (VDOT)	08/06/2019	Approval Routing	Approval Workflow	1-High	<a href="#">GLJournalApproval, 592057, STATE, 1910-01-02, N, 0, BUSINESS UNIT:50100, JOURNAL_ID:0001286430, JOURNAL_DATE:2019-08-06, BUSINESS_UNIT_LN:50100, RDC:RA.0.A.</a>	Mark Worked	Reassign

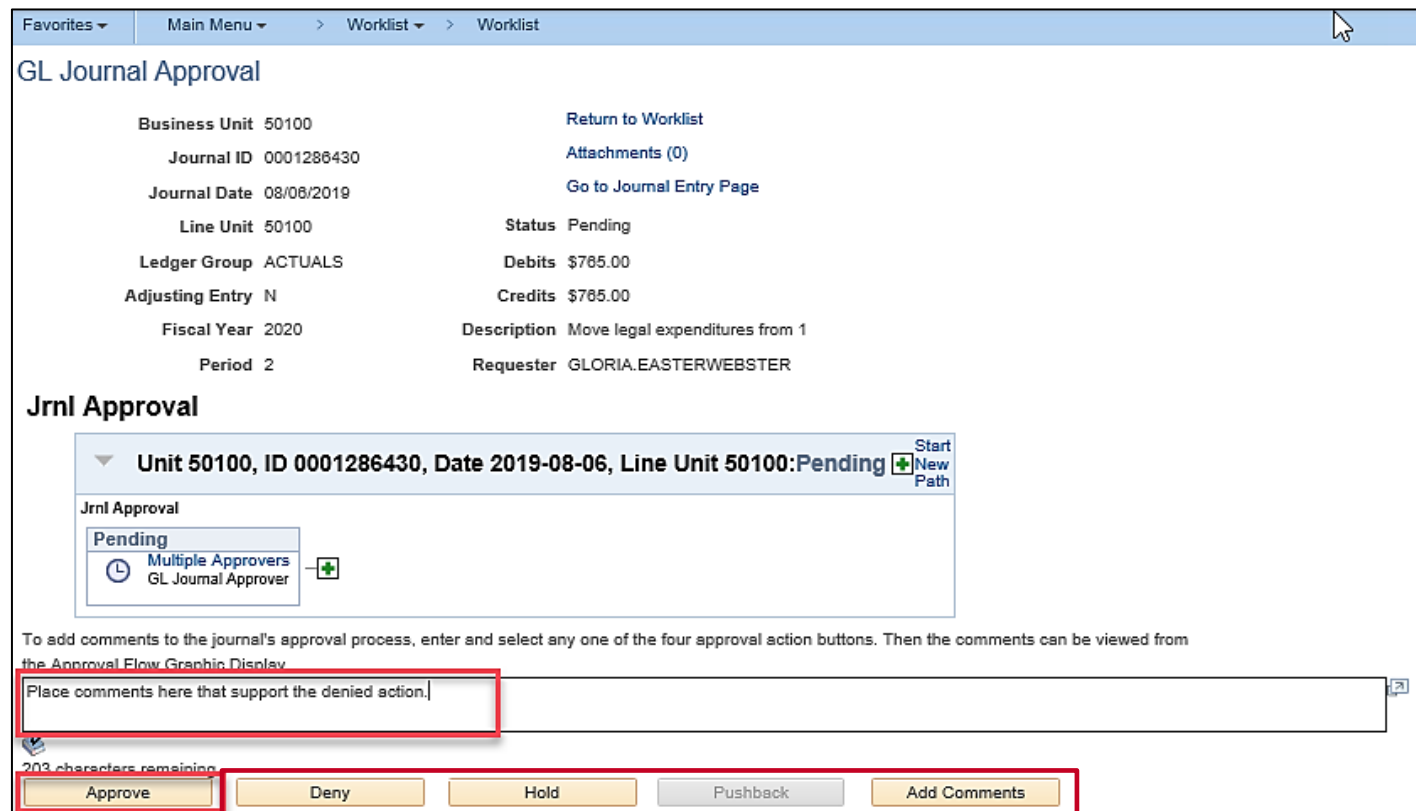
The link for the first journal entry is highlighted with a red box in the screenshot.

# Approving Journals: Option 1 (continued)

The **GL Journal Approval** page for the Journal displays.

From here, the approver can take one of the following actions:

- Approve the Journal: comments are optional
- Deny the Journal: the Approver **must** enter comments as to why they are denying the Journal
- Place the Journal on Hold: the Approver **must** enter comments as to why the Journal is being placed on hold

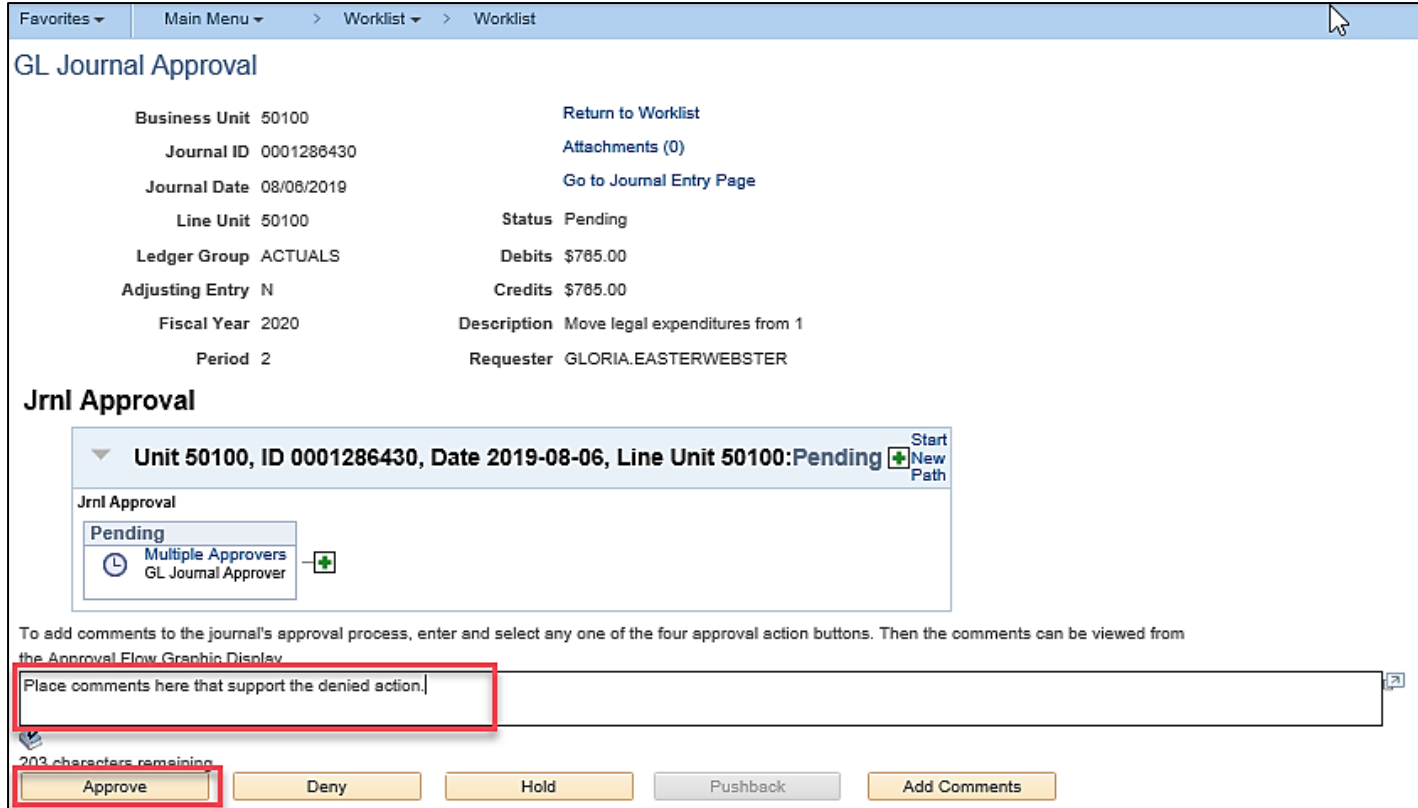


The screenshot shows the 'GL Journal Approval' page. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Worklist', and 'Worklist'. Below this, the page title 'GL Journal Approval' is displayed. The main content area is divided into two columns of information. The left column contains: Business Unit 50100, Journal ID 0001286430, Journal Date 08/06/2019, Line Unit 50100, Ledger Group ACTUALS, Adjusting Entry N, Fiscal Year 2020, and Period 2. The right column contains: Return to Worklist, Attachments (0), Go to Journal Entry Page, Status Pending, Debits \$785.00, Credits \$785.00, Description Move legal expenditures from 1, and Requester GLORIA.EASTERWEBSTER. Below this information is a section titled 'Jrnl Approval' with a dropdown menu showing 'Unit 50100, ID 0001286430, Date 2019-08-06, Line Unit 50100:Pending'. Underneath, there is a 'Pending' status box with a clock icon and the text 'Multiple Approvers GL Journal Approver'. Below the status box is a text input field with the placeholder text 'Place comments here that support the denied action.' and a character count '203 characters remaining'. At the bottom, there are five buttons: 'Approve', 'Deny', 'Hold', 'Pushback', and 'Add Comments'. The 'Approve' button is highlighted with a red box.



# Approving Journals: Option 1 (continued.)

- Optionally enter comments.
- Click the **Approve** button.



The screenshot shows a web application interface for 'GL Journal Approval'. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Worklist', and 'Worklist'. The main content area is titled 'GL Journal Approval' and contains the following information:

Business Unit	50100	Return to Worklist	
Journal ID	0001286430	Attachments (0)	
Journal Date	08/06/2019	Go to Journal Entry Page	
Line Unit	50100	Status	Pending
Ledger Group	ACTUALS	Debits	\$785.00
Adjusting Entry	N	Credits	\$785.00
Fiscal Year	2020	Description	Move legal expenditures from 1
Period	2	Requester	GLORIA.EASTERWEBSTER

Below this information is a section titled 'Jrnl Approval'. It features a dropdown menu with the selected item: 'Unit 50100, ID 0001286430, Date 2019-08-06, Line Unit 50100:Pending'. To the right of this dropdown are two buttons: 'Start New Path' and 'New Path'. Below the dropdown is a box labeled 'Jrnl Approval' containing a 'Pending' status indicator, a clock icon, and the text 'Multiple Approvers' and 'GL Journal Approver'. To the right of this box is a plus sign icon.

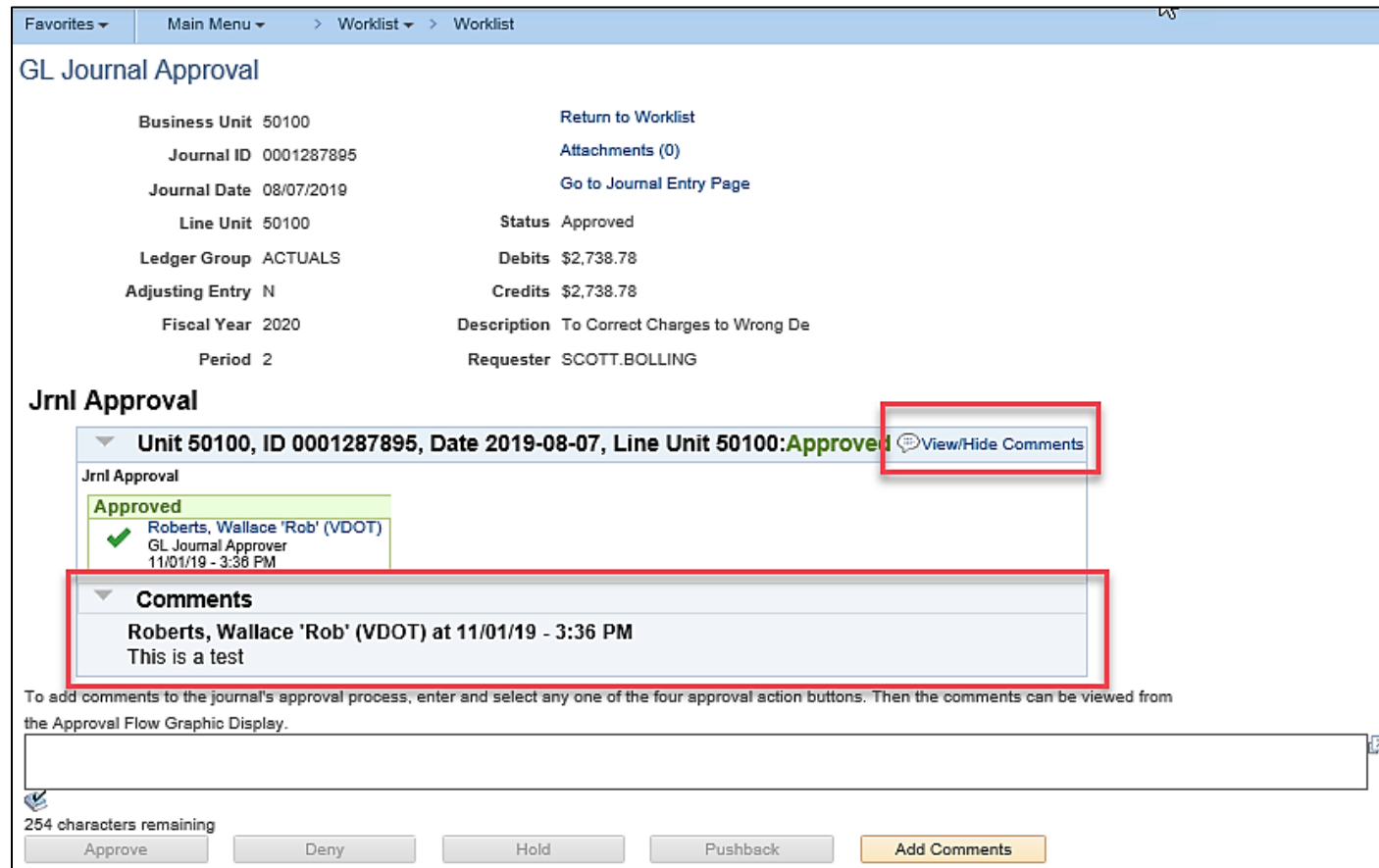
Below the 'Jrnl Approval' section is a text area for comments. The text area contains the placeholder text: 'Place comments here that support the denied action.' Below the text area is a character count: '203 characters remaining'. At the bottom of the interface are five buttons: 'Approve', 'Deny', 'Hold', 'Pushback', and 'Add Comments'. The 'Approve' button is highlighted with a red box.



# Approving Journals: Option 1 (continued..)

The **GL Journal Approval** page refreshes.

The approver can view or hide comments from the originator by clicking the **View/Hide Comments** link. The comments will display under the approval workflow.



The screenshot displays the 'GL Journal Approval' interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Worklist', and 'Worklist'. The main content area is titled 'GL Journal Approval' and contains the following details:

Business Unit	50100	Return to Worklist	
Journal ID	0001287895	Attachments (0)	
Journal Date	08/07/2019	Go to Journal Entry Page	
Line Unit	50100	Status	Approved
Ledger Group	ACTUALS	Debits	\$2,738.78
Adjusting Entry	N	Credits	\$2,738.78
Fiscal Year	2020	Description	To Correct Charges to Wrong De
Period	2	Requester	SCOTT.BOLLING

Below the details is the 'Jrnl Approval' section, which shows a summary bar: 'Unit 50100, ID 0001287895, Date 2019-08-07, Line Unit 50100:Approved'. A 'View/Hide Comments' link is visible next to this bar. Below the summary bar, the approval status is 'Approved' with a green checkmark, and the approver is identified as 'Roberts, Wallace 'Rob' (VDOT)', a 'GL Journal Approver', who approved on '11/01/19 - 3:36 PM'. A 'Comments' section is expanded, showing a comment from 'Roberts, Wallace 'Rob' (VDOT) at 11/01/19 - 3:36 PM' with the text 'This is a test'. Below the comments section, there is a text area for adding new comments, with a character count of '254 characters remaining'. At the bottom, there are five buttons: 'Approve', 'Deny', 'Hold', 'Pushback', and 'Add Comments'.



# Approving Journals: Option 2

Journals can also be approved, denied, or placed on hold by navigating to the **Create/Update Journal Entries** page for the applicable Journal.

- Navigate to the **Create/Update Journal Entries** page for the applicable Journal.
- Click the **Approval** tab.

The **Approval** tab displays. To approve the Journal:

- Select the “Approve” list item in the **Approval Action** field and then click the **Submit** button.

The **Approval Status** field updates to “Approved”.

For more detailed information about approving journals, see the statewide course entitled **SW GL333: Approving Journals**, located on the Cardinal website in **Course Materials** under **Learning**.

The screenshot displays the 'Approval' tab in the 'Create/Update Journal Entries' page. The page header shows the navigation path: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Approval' tab is selected, and the 'Submit' button is highlighted. The 'Approval Status' field is set to 'Pending Approval', and the 'Approval Action' dropdown is set to 'Approve'. The 'Deny Comments' field is empty. Below the 'Approval' section, the 'Jrnl Approval' section shows a pending approval for 'Unit 50100, ID 0001287920, Date 2019-08-07, Line Unit 50100:Pending'. A zoomed-in view of the 'Jrnl Approval' section shows the approval status updated to 'Approved' by 'Roberts, Wallace 'Rob' (VDOT)' on 11/01/19 at 3:41 PM.



# Approving Journals: Review Key Concepts

Remember that interfaced Journals are not subject to approval unless changes are made online.

Some Journals require multiple approvals. Journals require DOA approval when the Journal is related to:

- Capital outlay projects with a **Program** value of “998000” that have not received their environmental impact study
- Journals with an **Account** value of “5012430” (Legal Services)

After approval, Journals still have a Journal Header Status of “V” (Valid) until the Journal is posted to the General Ledger.





# Posting Journals Overview

Once approved, Journals can be posted to the General Ledger.

The “Journal Post” process:

- Posts valid (edited/budget checked) and approved Journals to the General Ledger
- Posts each Journal and summarizes in the appropriate Ledger
- Updates the Journal Header Status for each posted Journal to “P” (Posted to Ledger(s))

Most Journals are posted during the nightly batch process. However, Journals can also be posted manually if they are time sensitive or posting sequence is required.

Only the Approver can Post the Journal.



# Manually Posting a Journal

To manually post an individual Journal:

- Navigate to the **Create/Update Journal Entries** page for the applicable Journal.
- Click the **Lines** tab.
- Select the “Post Journal” list item in the **Process** field and then click the **Process** button.

Unit 15100      Journal ID 0001289121      Date 10/22/2019       Errors Only

Template List      Search Criteria      Change Values      View Audit Logs

Inter-Unit      \*Process **Post Journal**      Process      Line 10

**Lines**      Personalize | Find | [Print] | [Refresh]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	15100	ACTUALS		5012740	01000	737001	94100	
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	94100	

Lines to add  + - [Grid]

**Totals**      Personalize | Find | View All | [Print] | [Refresh]      First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	6,000.00	6,000.00	V	V

[Save] [Return to Search] [Notify] [Refresh]      [Add] [Update/Display]

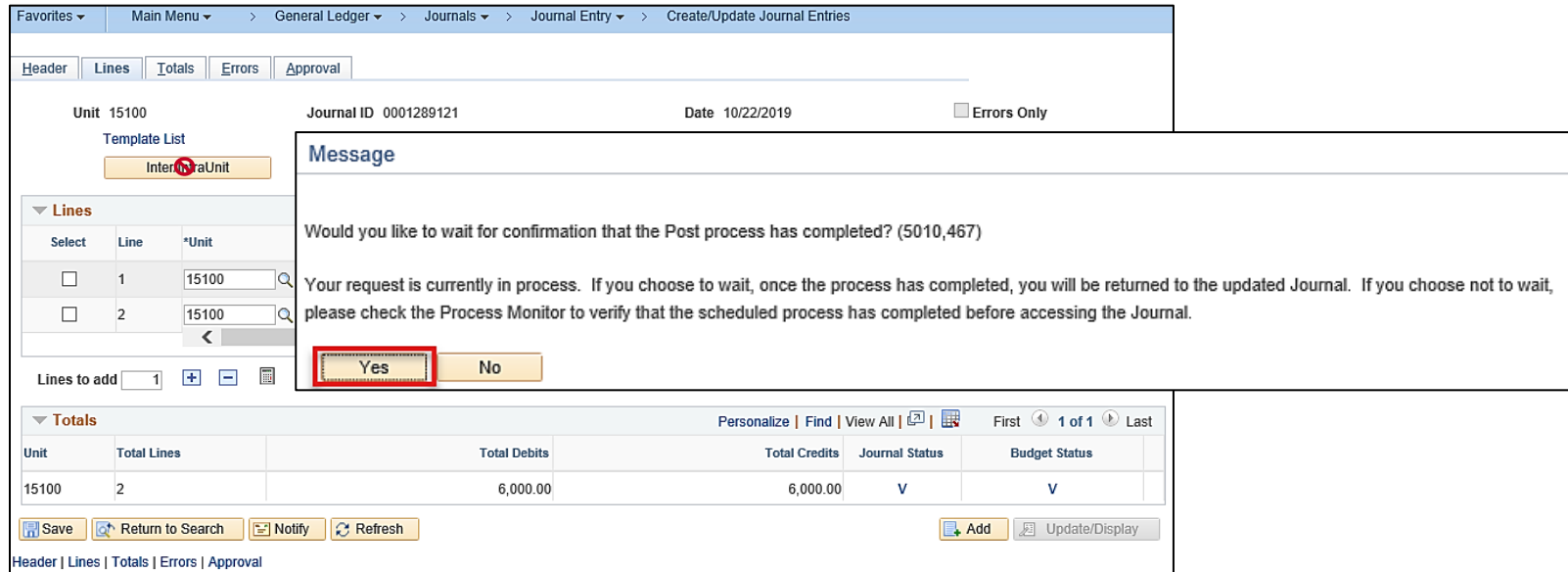
Header | Lines | Totals | Errors | Approval



# Manually Posting a Journal (continued)

A Message displays. The user can:

- Click the **Yes** button.
- Click the **No** button.
- Do Nothing: When the user initiates the “Post Journal” 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 POST**.



The screenshot shows the 'Create/Update Journal Entries' window. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The window has tabs for Header, Lines, Totals, Errors, and Approval. The header section shows Unit 15100, Journal ID 0001289121, Date 10/22/2019, and an unchecked 'Errors Only' checkbox. Below the header is a 'Template List' section with an 'InteractUnit' button. The 'Lines' section contains a table with two rows, each with a 'Select' checkbox, a 'Line' number (1 and 2), and a '\*Unit' field (both set to 15100). Below the lines table is a 'Lines to add' field set to 1. A 'Message' dialog box is overlaid on the interface, containing the text: 'Would you like to wait for confirmation that the Post process has completed? (5010,467) Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.' The dialog has 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red box. At the bottom of the window is a 'Totals' table and a row of action buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	6,000.00	6,000.00	V	V



# Manually Posting a Journal (continued.)

- Click the **Yes** button.

The screenshot shows a software window titled 'Create/Update Journal Entries'. It contains a 'Lines' table with two entries and a 'Totals' section. A 'Message' dialog box is open, asking for confirmation to post the journal.

Select	Line#	Unit	Ledger	SpecialType	Account#	Fund#	Program	Department	Cost Center	PC Bus Use
<input type="checkbox"/>	1	15100	ACTUALS		5012110	06000	826001	97500		
<input type="checkbox"/>	2	15100	ACTUALS		5012140	06000	826001	97500		

Unit	Total Lines	Total Debits
15100	2	100.00

Message  
Are you sure that you want to post this journal? (5010.45)  
OK Cancel

A Message displays and the user must confirm that they want to post the Journal.

- Click the **OK** button.



# Manually Posting a Journal (continued..)

The page refreshes once the process completes successfully and the Journal Status field is updated to “P” (Posted to Ledger(s)).

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

Unit: 19900 | Journal ID: 0001211341 | Date: 06/13/2019 | Errors Only:  | View Audit Logs:

Template List | Search Criteria | \*Process: Edit Journal | Process | Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task	FIPS
<input type="checkbox"/>	1	19900	ACTUALS		5022780	02199	503017	19900			
<input type="checkbox"/>	2	19900	ACTUALS		5011110	10000	503017	19900			
<input type="checkbox"/>	3	19900	ACTUALS		5022170	01000	503001	19900			
<input type="checkbox"/>	4	19900	ACTUALS		101010	02199		99999			
<input type="checkbox"/>	5	19900	ACTUALS		101010	10000		99999			
<input type="checkbox"/>	6	19900	ACTUALS		101010	02199		99999			
<input type="checkbox"/>	7	19900	ACTUALS		101010	01000		99999			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
19900	7	600.00	600.00	P	V

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



# Manually Posting a Journal (continued...)

If the user clicks the **No** button, a second Message will display. This message will include the Process Instance Number.

**Message**

Would you like to wait for confirmation that the Post process has completed? (5010,467)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

**Message**

Journal has been scheduled for post. The process instance number is 10648912. (5010,468)

Please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.

- Take note of the Process Instance Number.
- Click the **OK** button.
- Navigate to the Process Monitor.

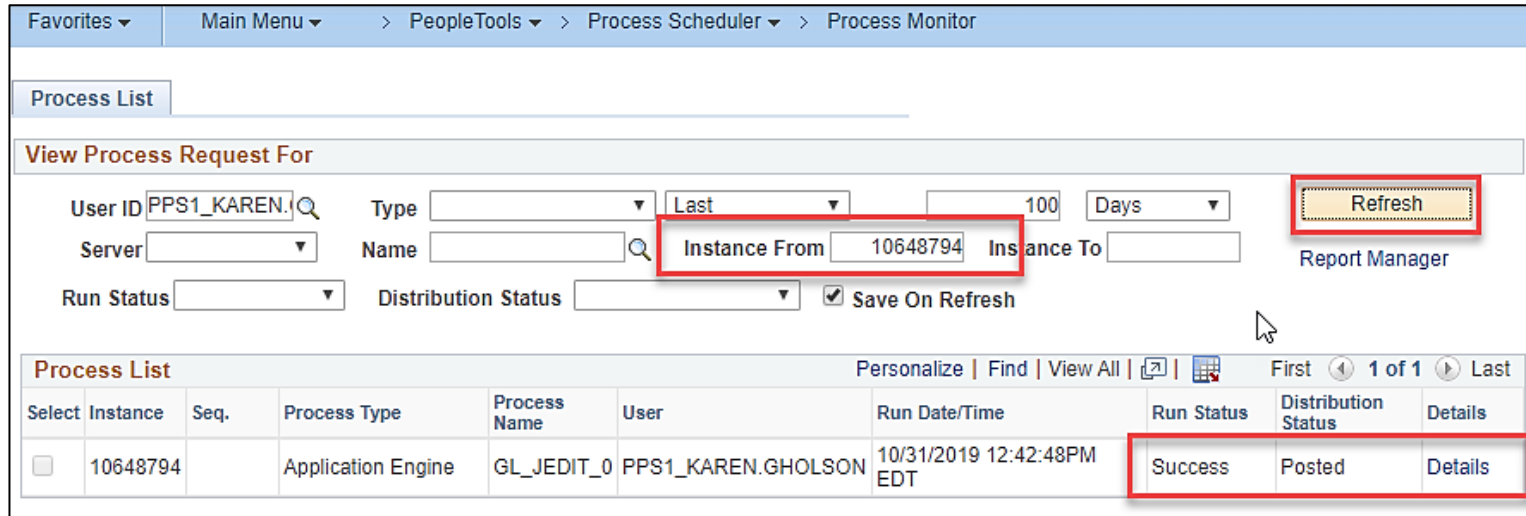
# Manually Posting a Journal (continued....)

- Navigate to the **Process Monitor** using the following navigation path:

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

The Process Monitor displays.

- Enter the Process Instance Number in the **Instance From** field.
- Click the **Refresh** button until the process completes (Run Status of “Success” and Distribution Status of “Posted”).



Process List

View Process Request For

User ID: PPS1\_KAREN, Type: Last, Instance From: 10648794, Refresh button highlighted.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648794		Application Engine	GL_JEDIT_0	PPS1_KAREN.GHOLSON	10/31/2019 12:42:48PM EDT	Success	Posted	Details

- Once complete, click the **Details** link.



# Manually Posting a Journal (continued.....)

The **Process Detail** page displays.

- Click the **View Log/Trace** link.

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

- Click the **Log File** link within the **File List** section.

Process Detail

**Process**

Instance 10648795 Type Application Engine  
Name GL\_JP Description GL Journal Posting  
Run Status Success Distribution Status Posted

**Run** Update Process

Run Control ID ONLJPWALLACE.ROBERTS0000000001  
Location Server  
Server PSUNX2  
Recurrence

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content  Restart Request

**Date/Time** Actions

Request Created On 10/31/2019 1:33:46PM EDT Parameters Transfer  
Run Anytime After 10/31/2019 1:33:45PM EDT Message Log View Locks  
Began Process At 10/31/2019 1:34:03PM EDT Batch Timings  
Ended Process At 10/31/2019 1:34:17PM EDT **View Log/Trace**

OK Cancel

View Log/Trace

**Report**

Report ID 47310732 Process Instance 10648795 Message Log  
Name GL\_JP Process Type Application Engine  
Run Status Success

GL Journal Posting

**Distribution Details**

Distribution Node fintrn Expiration Date 11/30/2019

**File List**

Name	File Size (bytes)	Datetime Created
<b>AE_GL_JP_10648795.log</b>	526	10/31/2019 1:34:17.784471PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	WALLACE.ROBERTS

Return





# Manually Posting a Journal (continued.....)

The Log File displays. Review to ensure that the process completed successfully and as expected.

```
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.ROBERTS000000001". (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
```



# Manually Posting Journals by Batch

A group of Journals can also be posted manually in batch. To post a group of Journals, navigate to the **Post Journals Request** page using the following navigation path:

**Main Menu > General Ledger > Journals > Process Journals > Post Journals**

- Select the **Once** radio button in the **Process Frequency** section.
- Enter a description in the **Description** field.
- Enter valid parameters to specify the group of Journals to be posted (i.e. Journal ID range, Journal date range, Source, etc.).
- Click the **Run** button.

Post Journals Request

Run Control ID test Report Manager Process Monitor **Run**

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

Process Frequency  Once  Always  Don't Run

Request Number 1 + -

\*Description Post Journals

Business Unit 15100 Source ONL Ledger Group ACTUALS System Source

Process Partition ID Journal ID From Journal ID To

Journal Date From 03/01/2019 Journal Date To 03/31/2019

From Year To Year From Period To Period

Skip Open Item Reconciliation  Skip Summary Ledger Update  Skip Essbase Incremental Load

Leave a field blank to select all its values.

Autopilot Run Control

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



# Manually Posting Journals by Batch (continued)

The **Process Scheduler Request** page displays.

- Select the **GL Journal Posting** checkbox option.
- Click the **OK** button.

Process Scheduler Request

User ID PPS1\_ALLISON.PATRICK Run Control ID Post\_Journals

Server Name [dropdown] Run Date 04/18/2019 [calendar icon]

Recurrence [dropdown] Run Time 12:09:52PM [Reset to Current Date/Time]

Time Zone [dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL Journal Posting	GL_JP	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

OK Cancel Refresh



# Manually Posting Journals by Batch (continued.)

The **Post Journals Request** page redisplay and a Process Instance Number is now assigned.

- Click the **Process Monitor** link and review the Details to ensure that the process completed.
- Review the Journals from the **Create/Update Journal Entries** page to ensure that all Journals are now posted and have a **Journal Status** of “P” (Posted to Ledger(s)).

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Process Journals ▾ > Post Journals

## Post Journals Request

Run Control ID test Report Manager **Process Monitor** Run

Process Instance: 13186108

Find | View All First 1 of 1 Last

**Process Request Parameters**

**Process Frequency**

Once  
 Always  
 Don't Run

Business Unit 15100  
Source ONL  
Process Partition ID  
Journal ID From  
Journal Date From 03/01/2019  
From Year  
From Period

Request Number 1  
\*Description Post Journals  
Ledger Group ACTUALS  
System Source  
Journal ID To  
Journal Date To 03/31/2019  
To Year  
To Period

Skip Open Item Reconciliation  Skip Summary Ledger Update  Skip Essbase Incremental Load

Leave a field blank to select all its values.  
 Autopilot Run Control

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



# Copying an Individual Journal: Overview

Cardinal enables the copying of information in an existing Journal to use for a new Journal.



# Copying an Individual Journal

To copy an individual Journal:

- Navigate to the **Create/Update Journal Entries** page for the Journal to be copied.

The **Header** tab displays for the applicable Journal.

- Click the **Lines** tab.
- Select the “Copy Journal” list item in the **Process** field and then click the **Process** button.

Unit 15100      Journal ID 0001289117      Date 10/09/2019       Errors Only

Template List      Search Criteria      Change Values      View Audit Logs

Inter/NoUnit      \*Process Copy Journal      Process

Line 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Amount
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	1,250.00
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	-1,250.00

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	1,250.00	1,250.00	V	V

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



# Copying an Individual Journal (continued)

The **Journal Entry Copy** page displays in a pop-up window.

The **Journal ID** field defaults to “NEXT” and will be updated to the next sequential number once the new Journal is saved.

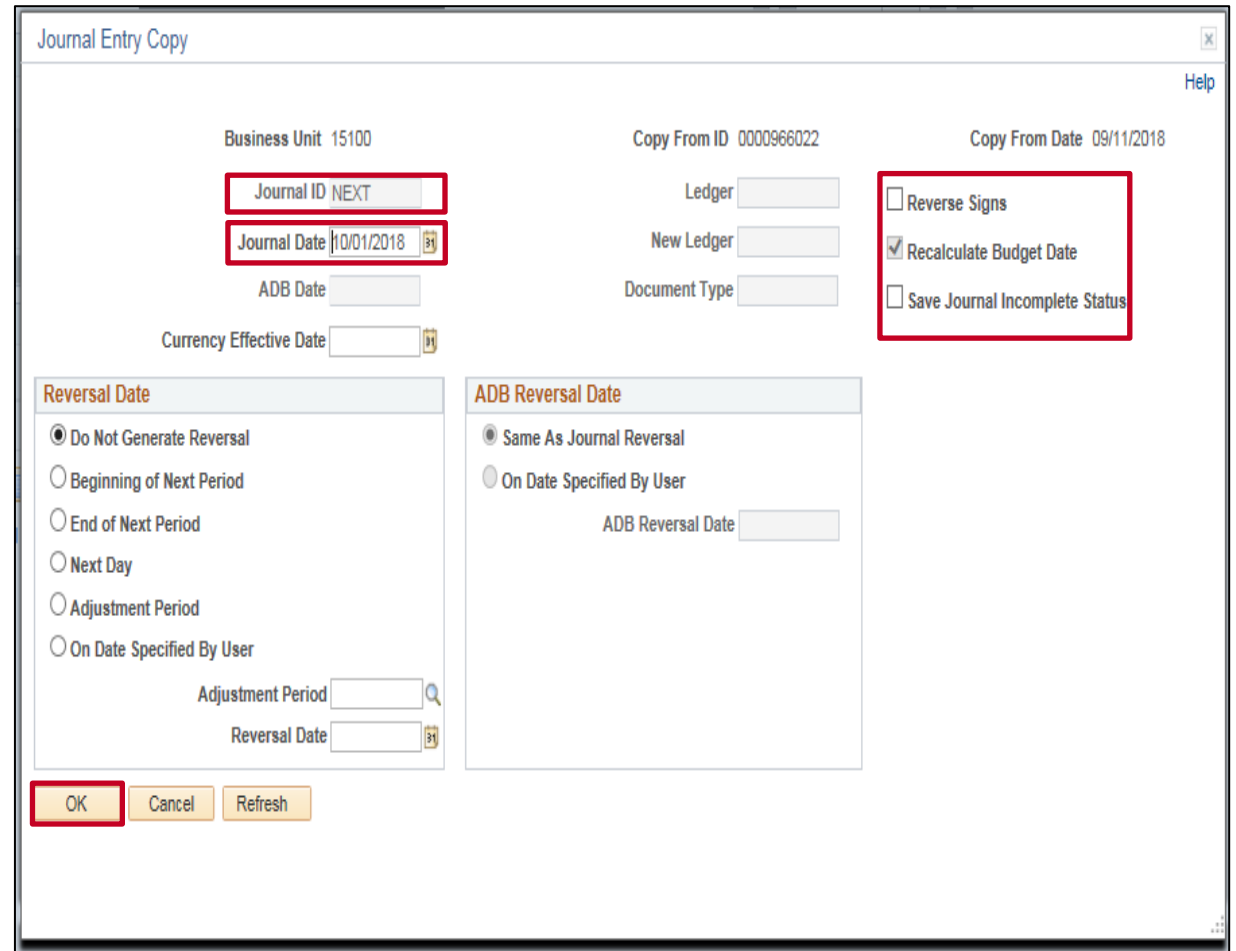
The **Journal Date** field defaults to the current date but can be changed to a date within an open accounting period as needed.

Click the **Reverse Signs** checkbox option if the Journal should be recreated with all amounts reversed from the original Journal.

The **Recalculate Budget Date** checkbox option defaults as checked and cannot be changed.

Click the **Save Journal Incomplete Status** checkbox option if the new Journal needs to be saved and completed later.

Once complete, click the **OK** button to access the newly created Journal.



The screenshot shows the 'Journal Entry Copy' dialog box with the following fields and options:

- Business Unit: 15100
- Copy From ID: 0000966022
- Copy From Date: 09/11/2018
- Journal ID: NEXT
- Journal Date: 10/01/2018
- ADB Date: [empty]
- Currency Effective Date: [empty]
- Ledger: [empty]
- New Ledger: [empty]
- Document Type: [empty]
- Reverse Signs:
- Recalculate Budget Date:
- Save Journal Incomplete Status:
- Reversal Date options:
  - Do Not Generate Reversal
  - Beginning of Next Period
  - End of Next Period
  - Next Day
  - Adjustment Period
  - On Date Specified By User
- Adjustment Period: [empty]
- Reversal Date: [empty]
- ADB Reversal Date options:
  - Same As Journal Reversal
  - On Date Specified By User
- ADB Reversal Date: [empty]
- Buttons: OK, Cancel, Refresh



# Copying an Individual Journal (continued.)

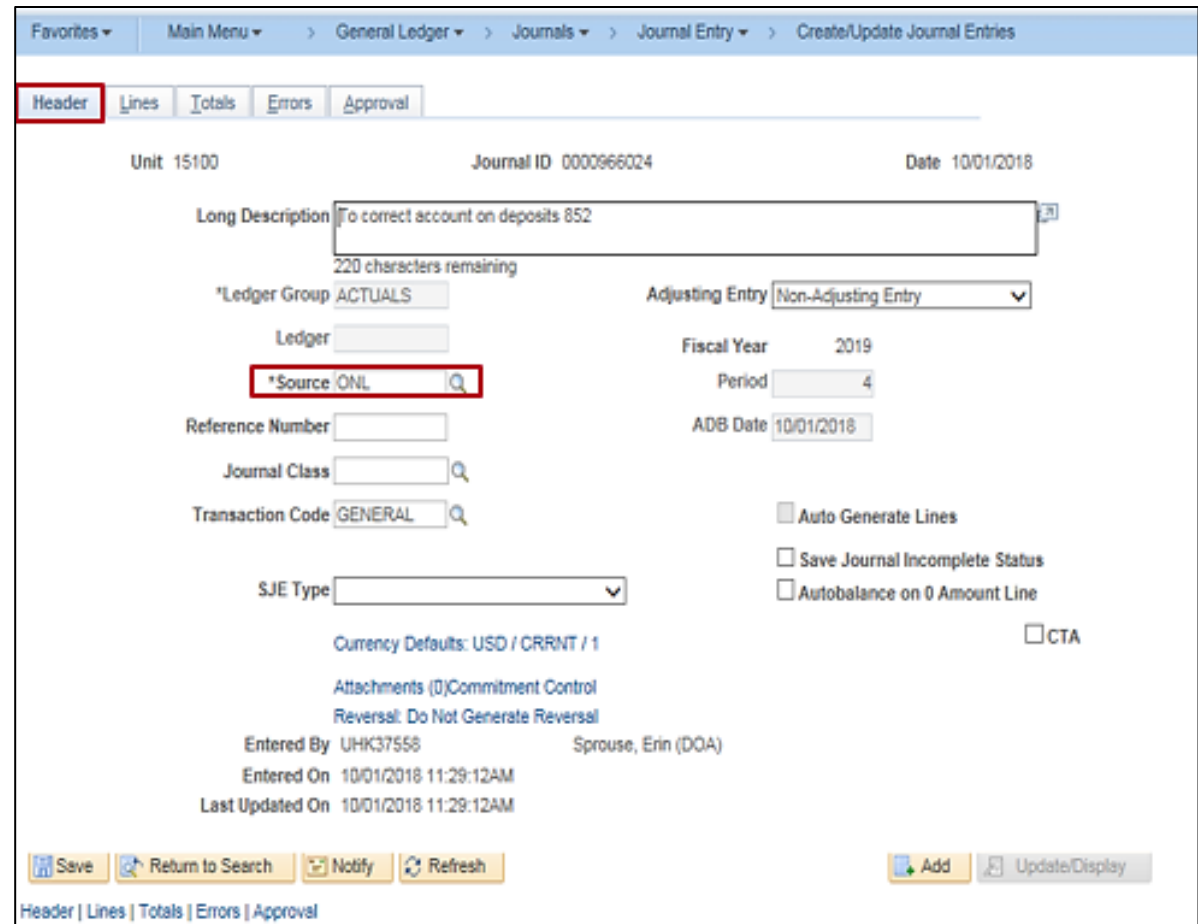
The **Lines** tab for the newly created Journal displays.

Click the **Header** tab to view the header information for the newly created Journal.

Note that for all Journals copied with a source other than ATA, the **Source** is automatically updated to **ONL** (Online). Do not change this.

- ATA Journals will still show a **Source** of “ATA” but can be updated as needed.

Update the Journal as needed and follow the normal Journal entry and processing procedures.



Header | Lines | Totals | Errors | Approval

Unit 15100 Journal ID 0000966024 Date 10/01/2018

Long Description To correct account on deposits 852  
220 characters remaining

\*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger \*Source ONL Fiscal Year 2019  
Period 4

Reference Number ADB Date 10/01/2018

Journal Class Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

Entered By UHK37558 Sprouse, Erin (DOA)

Entered On 10/01/2018 11:29:12AM

Last Updated On 10/01/2018 11:29:12AM

Auto Generate Lines  
Save Journal Incomplete Status  
Autobalance on 0 Amount Line  
CTA

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval





# Copying Journals by Batch

Cardinal also enables the copying of multiple Journals by batch. To copy a group of journals, navigate to the **Copy Journals** page using the following navigation path:

**Main Menu > General Ledger > Journals > Journal Entry > Copy Journals**

The **Copy Journals Run Control** page displays.

If this is the first time copying Journals in batch, select the **Add a New Value** tab to add a **Run Control ID**, enter a Run Control ID, and then click the **Add** button. If this is a recurring task, enter the Run Control ID and click the **Search** button to access the **Copy Journals** page.

Copy Journals

Find an Existing Value | Add a New Value

Run Control ID Copy\_Journals

Add

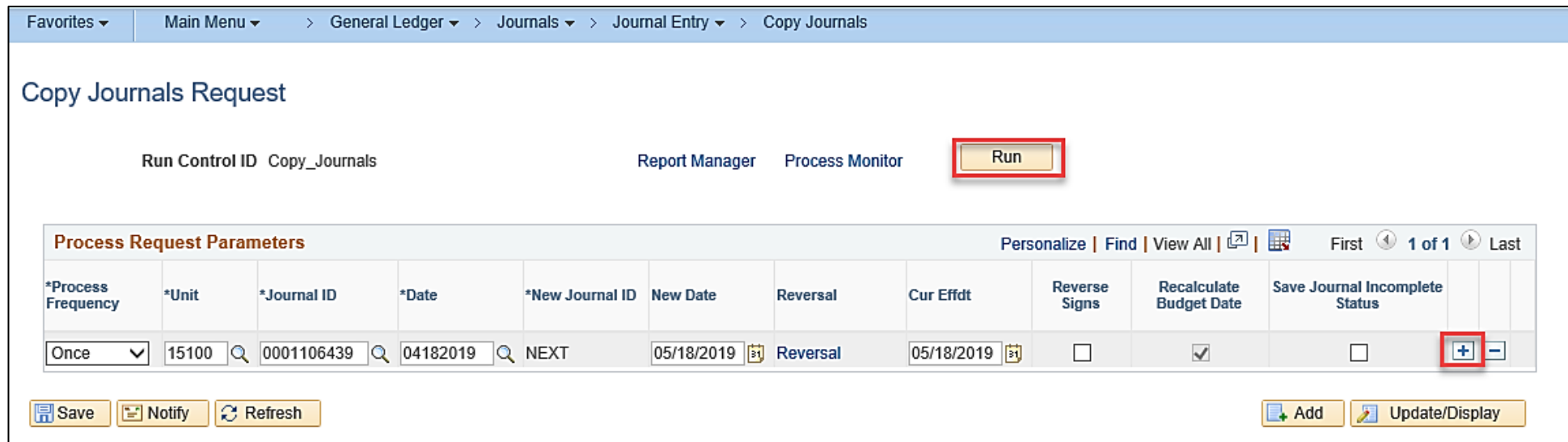
Find an Existing Value | Add a New Value



# Copying Journals by Batch (continued)

The **Copy Journals Request** page displays.

- Enter the information for the first Journal to be copied in the first row of the **Process Request Parameters** section.
- Add additional rows as needed using the **Add a Row (+)** icon and enter the information for the remaining Journals to be copied.
- Once all Journal information is entered, click the **Run** button.
- Review the **Process Monitor** as needed to ensure that the process completes successfully.
- Follow the normal procedures for reviewing details, ensuring that the new Journals were created, updating the newly created Journals as needed, and processing them.



The screenshot shows the 'Copy Journals Request' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Copy Journals. Below this, the page title 'Copy Journals Request' is displayed. There are three buttons: 'Run Control ID Copy\_Journals', 'Report Manager', and 'Process Monitor'. A red box highlights the 'Run' button. Below these buttons is a table titled 'Process Request Parameters'. The table has columns for \*Process Frequency, \*Unit, \*Journal ID, \*Date, \*New Journal ID, New Date, Reversal, Cur Effdt, Reverse Signs, Recalculate Budget Date, and Save Journal Incomplete Status. The first row contains the following data: Once (dropdown), 15100, 0001106439, 04182019, NEXT, 05/18/2019, Reversal, 05/18/2019, an unchecked checkbox, a checked checkbox, and an unchecked checkbox. A red box highlights the '+' icon in the bottom right corner of the table. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status
Once	15100	0001106439	04182019	NEXT	05/18/2019	Reversal	05/18/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# Journal and Ledger Inquiries



# Journal Status Inquiry – Option 1

One way to perform a Journal Status Inquiry is to navigate to the **Create/Update Journal Entries** page using the following navigation path:

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

- On the **Find an Existing Value** tab, click the **Clear** button to clear the default values in the search criteria fields.
- Enter the desired search criteria. Use the **Journal Header Status** or **Budget Checking Header Status** field to enter a specific edit or Budget check status with a search condition of equals (=).
- Click the **Search** button.

The search results display at the bottom of the page. View a specific Journal as needed by clicking the corresponding **Journal ID** link.

The screenshot shows the 'Create/Update Journal Entries' page. The navigation path is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is 'Create/Update Journal Entries'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with several fields: Business Unit (dropdown), Journal ID (begins with), Journal Date (dropdown), Document Sequence Number (begins with), Line Business Unit (dropdown), Journal Header Status (dropdown), Budget Checking Header Status (dropdown), Source (dropdown), User ID (begins with), and Attachment Exist (dropdown). There are also checkboxes for 'Case Sensitive' and 'Limit the number of results to (up to 300)'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria is a 'Search Results' section with a table. The table has columns: Business Unit, Journal ID, Journal Date, UnPost Sequence, Document Sequence Number, Line Business Unit, Journal Header Status, Budget Checking Header Status, Ledger Group, Source, Currency Code, Journal Total Lines, Journal Total Debits, and Journal Net. The table contains one row of data: 15100, AR00020519 04/02/2013 0, (blank), 15100, Errors, Valid, ACTUALS, AR, USD, 2, 135.1, 0.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net
15100	AR00020519	04/02/2013	0	(blank)	15100	Errors	Valid	ACTUALS	AR	USD	2	135.1	0



# Journal Status Inquiry – Option 2

The **Review Journal Status** page can also be used to perform Journal Status Inquiries. Navigate to this page using the following navigation path:

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

- On the **Find an Existing Value** tab, click the **Clear** button to clear the default values in the search criteria fields.
- Enter the desired search criteria. Use the **Journal Header Status** field to enter a specific status with a search condition of equals (=).
- Click the **Search** button.

The search results display at the bottom of the page. View a specific Journal as needed by clicking the corresponding **Journal ID** link.

The screenshot shows the 'Review Journal Status' page with the following search criteria:

- Business Unit: 15100
- Journal ID: begins with
- Journal Date: =
- UnPost Sequence: =
- Document Sequence Number: begins with
- Journal Header Status: = Journal Has Errors

Buttons: Search, Clear, Basic Search, Save Search Criteria

Search Results Table:

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0000966011	09/10/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000966012	09/10/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000966013	09/11/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	AR00020519	04/02/2013	0	(blank)	Errors	Valid	ACTUALS



# Journal Audit Log Inquiries: – Option 1

When a Journal entry is saved for the first time, Cardinal creates an audit trail of Journal events such as Journal creation, deletion, edit, post, etc.

From the **Create/Update Journal Entries** page, **Lines** tab, click on the **View Audit Logs** link.

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

Header | **Lines** | Totals | Errors | Approval

Unit 15100      Journal ID AR00020519      Date 04/02/2013       Errors Only

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

Inter/IntraUnit      \*Process Edit Journal      Process      Line 10

▼ **Lines**      Personalize | Find | [?] | [grid]

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	T
<input type="checkbox"/>	1	15100	ACTUALS		154601	01000	799001	92100		
<input type="checkbox"/>	2	15100	ACTUALS		154601	01000	799001	92100		

Lines to add  + - [grid]

▼ **Totals**      Personalize | Find | View All | [?] | [grid]      First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	135.10	135.10	E	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



# Journal Audit Log Inquiries – Option 2

The **Search Audit Logs** page can also be used to review Journal Audit Logs. Navigate to this page using the following path:

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

- Choose the “General Ledger” list item in the **Application Name** field and then click the **Search** button.

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

### Search Audit Logs

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

Find an Existing Value

▼ Search Criteria


Application Name = ▾ General Ledger ▾

Document Code begins with ▾

Document Name begins with ▾

Case Sensitive

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

**Search** Clear Basic Search  Save Search Criteria



# Journal Audit Log Inquiries – Option 2 (continued)

The **Search Audit Logs** page displays.

- Enter search criteria (i.e. Business Unit and Journal ID).
- Click the **Search** button.

The Audit Log entries for the applicable Journal display in the **Search Results** section at the bottom of the page. Review as needed.

### Search Audit Logs

Application Name General Ledger Document Name GL JOURNAL

**Search Criteria**

\* Business Unit is equal to 15100  
GL Journal ID begins with 0000342761

Journal Date =  
Journal Process is equal to  
Event Code is equal to  
Event Date is equal to  
User ID is equal to  
Process Instance is equal to

Include Archive  
 Include Batch Changes  
 Include Purge Logs

**Search** **Clear** Only the first 300 results can be displayed.

**Search Results** Personalize | Find | First 1-5 of 5 Last

Business Unit	GL Journal ID	Journal Date	UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
15100	0000342761	2016-07-31	0	01	CREATE	Create Journal	08/04/2016 9:19:43.000000AM	VPH82737		Journal has been created by Create/Update Journal Entries component.
15100	0000342761	2016-07-31	0	01	UPDATE	Update Journal	08/04/2016 9:20:34.000000AM	VPH82737		Journal has been updated by Create/Update Journal Entries component.
15100	0000342761	2016-07-31	0	01	UPDATE	Update Journal	08/04/2016 9:20:37.000000AM	VPH82737		Journal has been updated by Create/Update Journal Entries component.
15100	0000342761	2016-07-31	0	01	UPDATE	Update Journal	08/04/2016 11:32:48.000000AM	HSJ34926		Journal has been updated by Create/Update Journal Entries component.
15100	0000342761	2016-07-31	0	01	UPDATE	Update Journal	08/04/2016 11:32:50.000000AM	HSJ34926		Journal has been updated by Create/Update Journal Entries component.





# Journal Inquiries: Journal Inquiry Details

View details for Journal Headers 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**

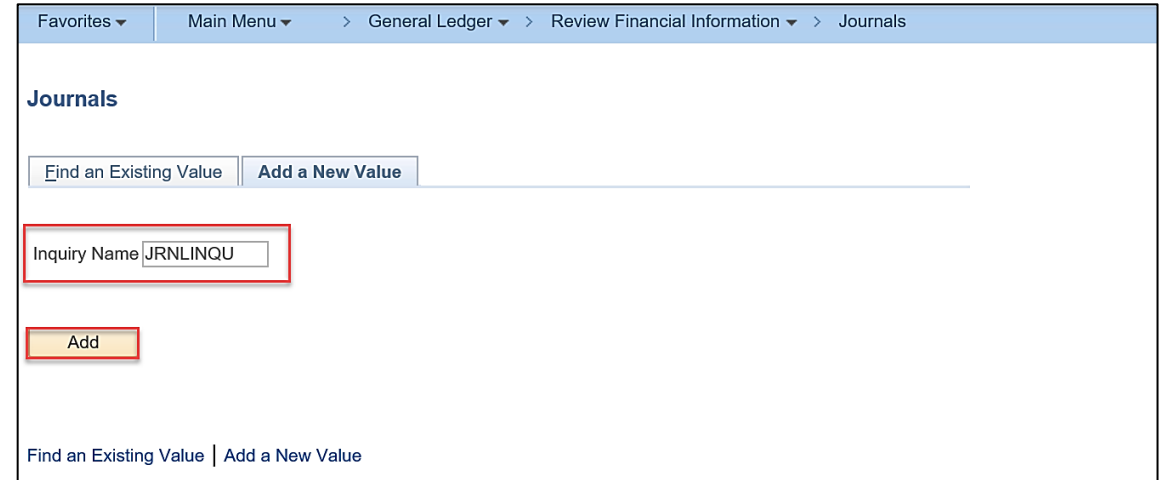
- If this is the first time using this Inquiry, use the **Add a New Value** tab and create an Inquiry Name. Otherwise, use an existing Inquiry Name.

The **Journal Inquiry** page displays.

- Enter Journal criteria and then click the **Search** button.

A list of Journals meeting the criteria displays at the bottom of the page in the **Journals** section.

- Open the **Journal Inquiry Details** page for the desired Journal by clicking the **Journal ID** link.



Navigation: Favorites > Main Menu > General Ledger > Review Financial Information > Journals

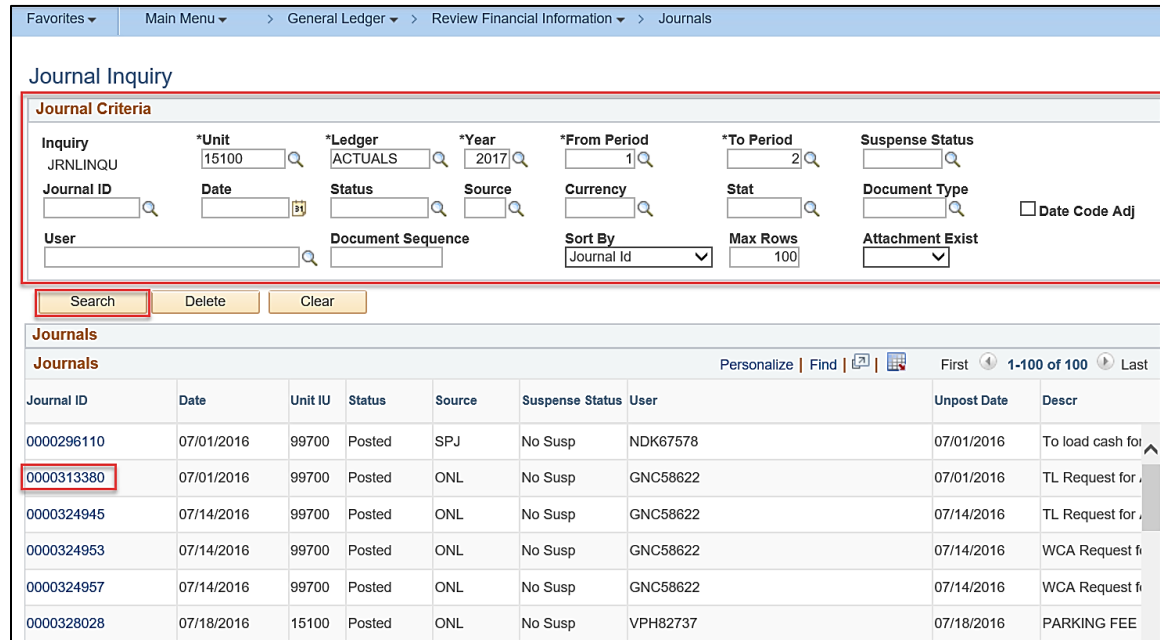
**Journals**

Find an Existing Value | **Add a New Value**

Inquiry Name: JRNLINQU

Add

Find an Existing Value | Add a New Value



Navigation: Favorites > Main Menu > General Ledger > Review Financial Information > Journals

**Journal Inquiry**

**Journal Criteria**

Inquiry: JRNLINQU | \*Unit: 15100 | \*Ledger: ACTUALS | \*Year: 2017 | \*From Period: 1 | \*To Period: 2 | Suspense Status: | Journal ID: | Date: | Status: | Source: | Currency: | Stat: | Document Type: | Date Code Adj:  | User: | Document Sequence: | Sort By: Journal Id | Max Rows: 100 | Attachment Exist: |

Search | Delete | Clear

**Journals**

Personalize | Find | 1-100 of 100 | Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000296110	07/01/2016	99700	Posted	SPJ	No Susp	NDK67578	07/01/2016	To load cash fo
<b>0000313380</b>	07/01/2016	99700	Posted	ONL	No Susp	GNC58622	07/01/2016	TL Request for
0000324945	07/14/2016	99700	Posted	ONL	No Susp	GNC58622	07/14/2016	TL Request for
0000324953	07/14/2016	99700	Posted	ONL	No Susp	GNC58622	07/14/2016	WCA Request f
0000324957	07/14/2016	99700	Posted	ONL	No Susp	GNC58622	07/14/2016	WCA Request f
0000328028	07/18/2016	15100	Posted	ONL	No Susp	VPH82737	07/18/2016	PARKING FEE





# Journal Inquiries: Journal Inquiry Details with Drill to Source

Drill to Source can only be used when searching for Journals from modules other than GL (AP, Expenses, AR). The search is the same but the Journals begin with the prefix identifying the module (e.g., AP, AR).

- Enter Journal criteria to include the source (originating module such as “AP”).
- Click the **Search** button.

A list of Journals meeting the criteria displays at the bottom of the page in the **Journals** section.

- Open the **Journal Inquiry Details** page for the desired Journal by clicking the **Journal ID** link.

**Journal Inquiry**

**Journal Criteria**

Inquiry: JRNLINQU    \*Unit: 15100    \*Ledger: ACTUALS    \*Year: 2017    \*From Period: 1    \*To Period: 4    Suspense Status: [ ]  
Journal ID: [ ]    Date: [ ]    Status: [ ]    **Source: AP**    Currency: [ ]    Stat: [ ]    Document Type: [ ]     Date Code Adj  
User: [ ]    Document Sequence: [ ]    Sort By: Journal Id    Max Rows: 100    Attachment Exist: [ ]

**Journals**    Personalize | Find | [ ] | [ ]    First 1-92 of 92 Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AP00315241	07/06/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/06/2016	AP Payments
AP00316184	07/05/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/05/2016	Accounts Payat
AP00316420	07/07/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/07/2016	AP Payments
AP00317092	07/05/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/05/2016	Accounts Payat
AP00317934	07/08/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/08/2016	AP Payments
AP00319517	07/08/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/08/2016	Accounts Payat
AP00320028	07/12/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/12/2016	AP Payments
<b>AP00322079</b>	07/08/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/08/2016	Accounts Payat
AP00322692	07/14/2016	15100	Posted	AP	No Susp	AA_CARDINAL_BATCH_GL	07/14/2016	AP Payments



# Journal Inquiries: Journal Inquiry Details with Drill to Source (continued)

The **Journal Inquiry Details** page displays for the applicable Journal.

- Click the **Drill to Source** icon for a specific Journal Line in the **Journal Line** section of the page to drilldown to the original transaction.

**Note:** There is no **Drill to Source** icon for Journals created in GL.

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

Journal Inquiry  
Journal Inquiry Details

▸ Ledger Criteria

Go To [Journal Criteria](#)

**Journal Header**

Journal ID	AP00322079	Date	07/08/2016	Schedule	
Ledger Group	ACTUALS	Original Date	07/08/2016	Process	No Request
Source	AP	Date Posted	07/12/2016	Total Lines	6
Journal Status	Posted	Reversal Date		User ID	AA_CARDINAL_BATCH_GL
Balanced	DR=CR	Reversal	None	InterUnit BU	15100
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	Accounts Payable <a href="#">View Attachment (0)</a>				

All Lines  
 From/To From Line  To Line  [Query Journal Lines](#)

**Totals by Currency** [Find](#) | [View All](#) First  Last

Currency	USD	Debit Amount	46,554.69	Credit Amount	46,554.69	Net	0.00
----------	-----	--------------	-----------	---------------	-----------	-----	------

**Journal Line** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) First  Last

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center
	1	Accounts Payable		-3,724.37	USD	205025	06090		99999	
	2	Accounts Payable		-21,415.16	USD	205025	06090		99999	
	3	Accounts Payable		-21,415.16	USD	205025	06090		99999	



# Journal Inquiries: Journal Inquiry Details with Drill to Source (continued.)

The **Drill to Source** page displays for the applicable Journal Line. Review the details information as needed. The information displayed varies based on the source module for the Journal.

- For AP Journals, click on the **Voucher ID** link in the **Details** section to view additional information.

The **Voucher Accounting Entries** page displays.

- Click on the various tabs (**Main Information**, **ChartFields**, and **Journal**) to review additional information.

Drill to Source

Journal ID

Business Unit 15100      Journal AP00322079      Date 07/08/2016      GL Journal

Ledger ACTUALS      Line 2      Line Descr Accounts Payable

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
205025	06090		99999								

Base Currency USD      Base Amount -21,415.16

Currency USD      Transaction Amount -21,415.16

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
00001593	Accounts Payable	3	1

Save      Return to Search      Notify

Voucher Accounting Entries

\*Business Unit 15100      Voucher ID 00001593      Invoice Number 15100010716

\*Accounting Line View Option Standard      Invoice Date 07/01/2016      Show Foreign Currency

Supplier ID 0000031103      Supplier Name Department of General Services      \*Sort By Posting Process      Search      Reset

Accounting Information      Find | View All | First 1 of 2 Last

Posting Process AP Accrual      GL Dist Status Distributed      Posting Date 07/12/2016

Main Information      Chartfields      Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-3,724.37	USD	ACTUALS	15100	07/08/2016
JULY LEASE	3,724.37	USD	ACTUALS	15100	07/08/2016
Accounts Payable	-21,415.16	USD	ACTUALS	15100	07/08/2016
JULY LEASE	21,415.16	USD	ACTUALS	15100	07/08/2016
Accounts Payable	-21,415.16	USD	ACTUALS	15100	07/08/2016
JULY LEASE	21,415.16	USD	ACTUALS	15100	07/08/2016



# Ledger Inquiries

The **Ledger Inquiry** page is used to review Ledger information. Navigate to this Inquiry using the following path:

**Main Menu > General Ledger > Review Financial Information > Ledger**

The **Ledger Find an Existing Value** page displays.

- Click the **Add a New Value** tab.
- Create a new Inquiry Name if this is the first time using this Inquiry.
  - Use the **Find an Existing Value** tab to search for an existing Inquiry if this Inquiry has been used before.
- Click the **Add** button.

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

**Ledger**

Find an Existing Value | **Add a New Value**

Inquiry Name LDGRINQ

Add

Find an Existing Value | Add a New Value



# Ledger Inquiries (continued)

The **Ledger Inquiry** page displays.

Please note that Commitment Control and Summary Ledgers are not available from this page.

Enter the applicable Ledger criteria:

- **Unit**
- **Ledger**
- **Fiscal Year**
- **From Period**
- **To Period**
- Click the **Show YTD Balance** checkbox option to see the YTD balances for the specified ChartFields. The **From Period** must = 1.
- Click the **Show Transaction Details** checkbox option to view Ledger data along with the Journal transactions that contributed to the balance.
- Enter the applicable ChartField criteria and then click the **Search** button.

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

### Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency
LDGRINQ	15100	ACTUALS	2017	1	6	USD

Stat Code:  Date Code View: 1 Trade Date

Show YTD Balance  
 Show Transaction Details

Include Closing Adjustments  
 Only in Base Currency

Max Ledger Rows:

**Chartfield Criteria** Personalize | Find | First 1-14 of 14 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	5011230		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Asset			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

**Include Adjustment Periods**

Sel	Period
<input type="checkbox"/>	998



# Ledger Inquiries (continued.)

In the **Ledger Criteria** section, enter the required field values. Additional fields and controls in the **Ledger Criteria** and **ChartField Criteria** sections are available and can help narrow the search results or provide additional summarization. See the chart below for field descriptions.

Field	Description
<b>Show YTD Balance</b>	When selected, inquiry returns year-to-date balances for specified ChartFields for the defined period(s), including period 0. Results are ordered by ChartField as selected in the criteria. If this box is not selected, the inquiry returns individual balances for the period(s) and ChartFields that are displayed ordered by <b>Period</b> , then ChartField. If <b>Show YTD Balance</b> check-box is selected, <b>From Period</b> in the criteria must = 1.
<b>Show Transaction Details</b>	View ledger data along with the journal transactions that contributed to the balance.
<b>Include Closing Adjustments</b>	Include closing balances (period 998) along with the current open period amounts.
<b>Max Ledger Rows</b>	Indicates the maximum number of rows to display. Override the default of 100 with any number <=300 rows.
<b>Delete</b>	Deletes the inquiry, cancels the page, and returns to a blank <b>Ledger Inquiry</b> page.
<b>ChartField</b>	Enter a ChartField value for one or more ChartFields to review specific ChartField data in a ledger.
<b>Sum By</b>	One ChartField must be selected in order to sum by. If one is not selected an error message will display after selecting the <b>Search</b> button. The accounting period is always included in the sum by and is always the first column in the inquiry results.  If ChartFields are selected in the <b>ChartField Criteria</b> for <b>Sum By</b> and the <b>Show Transaction Details check-box</b> is <b>not</b> checked, the results 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.
<b>Value Required</b>	Select this check-box to filter out ChartFields with blank values. This check-box is available only when the <b>Sum By</b> check-box is selected. It is also unavailable for selection but is automatically selected by Cardinal if the ChartField <b>Account</b> has <b>Sum By</b> selected.
<b>Order By</b>	The results sort order of the ChartFields is based on the order in which you select <b>Sum By</b> for each ChartField.





# Ledger Inquiries: Ledger Summary

The Ledger Summary displays after clicking the **Search** button on the **Ledger Inquiry** page.

The **Transaction Details** page displays and shows the Journal IDs associated with that transaction.

Click on a **Journal ID** link to see specific details within the Journal.

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

Ledger Inquiry

**Transaction Details**

▼ Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LDGRINQ	15100	ACTUALS	2017	1	6	USD	

Date Code View  
Trade Date

Show YTD Balance  Include Closing Adjustments Max Ledger Rows 100  
 Show Transaction Details  Only in Base Currency

Go To [Inquiry Criteria](#) Transaction Criteria

**Transaction Details** Find | View All First 1 of 6 Last

Ledger by Period and Chartfields Personalize | Find | 1 of 1

Period	Account	Account Description	Stat
	15011230	Salaries, Classified	

Amount (in Transaction Currency) 1,174,432.07 USD Amount (in Base Currency) 1,174,432.07 USD

Journals Personalize | Find | 1-40 of 40 Last

Journal ID	Line Descr	Date	Seq	Stat Amt N/R	Amount (in Transaction Currency)	Amount (in Base Currency)
<b>AR00331923</b>	16-07-21AR_DIRJRN1548	07/25/2016		0.00 N	-417.00 USD	-417.00 USD
CIP0312236	15116032 2016-07-01	07/01/2016		0.00 N	30,610.74 USD	30,610.74 USD
CIP0312236	15116032 2016-07-01	07/01/2016		0.00 N	7,614.34 USD	7,614.34 USD
CIP0312236	15116032 2016-07-01	07/01/2016		0.00 N	32,848.86 USD	32,848.86 USD



# Lesson 4: Review

4

## Manage Journals

### Key Learning Points:

- Only Journals without errors that have been edited and Budget checked can be approved.
- Journals may be approved or denied. Denied Journals must be corrected or deleted.
- Deleting a Journal releases the funds that were reserved during the Budget check process.
- Cardinal allows the copying of information from an existing Journal to a new Journal.
- Cardinal provides online Inquiries for Ledger information and the status of Journals.



# Lesson 4: Summary

4

## Manage Journals

In this lesson, you learned:

- How to Deny Journals
- How to Delete Journals
- How to Approve Journals
- How to Post Journals
- How to Copy Journals
- How to Perform Journal and Ledger Inquiries



# Course Summary

GL332

Processing Journal Entries

In this course, you learned:

- The Key Concepts for Journal Entry
- The Overall Journal Entry Process
- How to Complete Agency to Agency (ATA) Transfer Journals
- How Journal Processing Integrates with other Cardinal modules and Interfaces with External Systems
- How to Create Journal Entries in Cardinal
- How to Create and Upload a Spreadsheet Journal
- How to Review and Correct Edit Errors



# Course Summary (Continued)

GL332

Processing Journal Entries

In this course, you learned:

- How to Review and Correct Budget Check Errors
- How to Submit Journals for Approval and Monitor Journal Statuses
- How to Approve, Deny, Delete, and Copy Journals
- How to Perform Journal and Ledger Inquiries



# Appendix

- Key Terms
- Allowed Extensions on Attachments
- Flowchart Key



# Key Terms

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

**Business Unit:** An operational subset of an organization. In Cardinal, each state agency is a Business Unit.

**ChartField:** A field on the Chart of Accounts. It represents one category of data (e.g., Fund, Department, Account) with various values that further define a transaction. A combination of ChartFields defines an accounting distribution used on a transaction.

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

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

**Journal:** An entry used to post accounting entries to a ledger.

**Journal Date:** The date of the journal transaction which 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, other module journals, and interfaced transactions. Interfacing agencies can change the Journal ID to be in agreement with their existing systems.



# Key Terms (continued)

**Journal Lines:** A reference to each accounting line entered in the General Ledger **Create/Update 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. Each Ledger within the Ledger Group shares a common physical structure based on the ledger template.

**Run Control:** An identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run.

**Workflow:** A tool in Cardinal that routes a transaction electronically for approval via a Worklist. Journals cannot be submitted and approved by the same person.







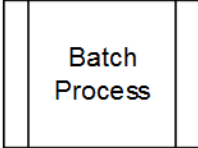
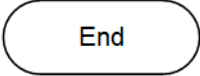
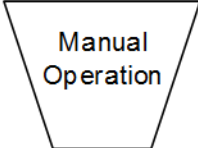
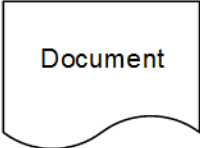
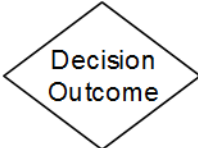
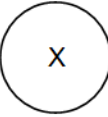
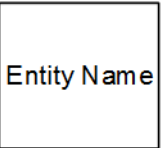
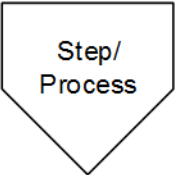
# Allowed Extensions on Attachments

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

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