

Managing Journal Entries

Managing Journal entries involves several processes:

- Reviewing and Correcting Edit Check and Budget Check Errors
- Updating a Manual Journal
- Deleting a Journal
- Posting a Journal

Navigation Note: Please note there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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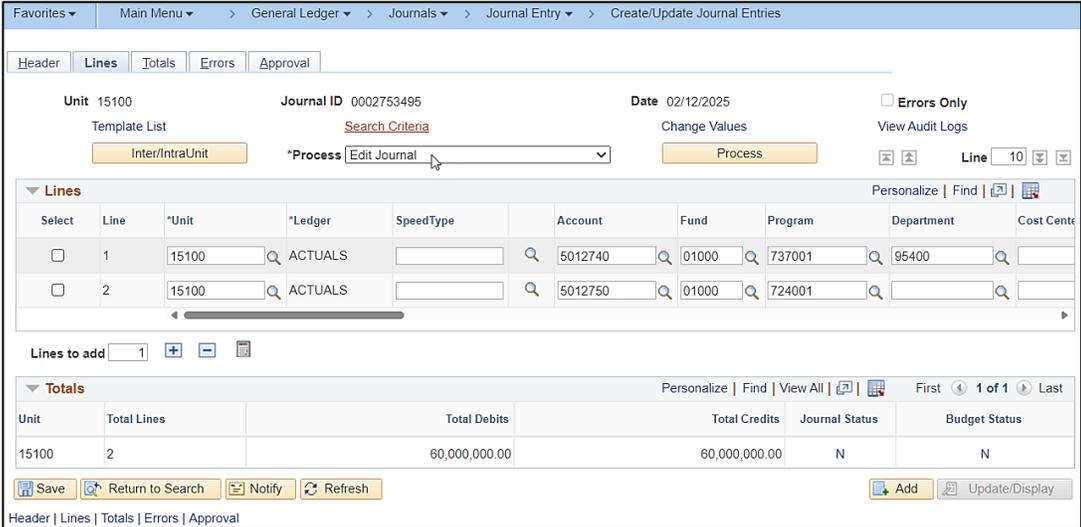


Revision History

Revision Date	Summary of Changes
2/17/2025	Baseline

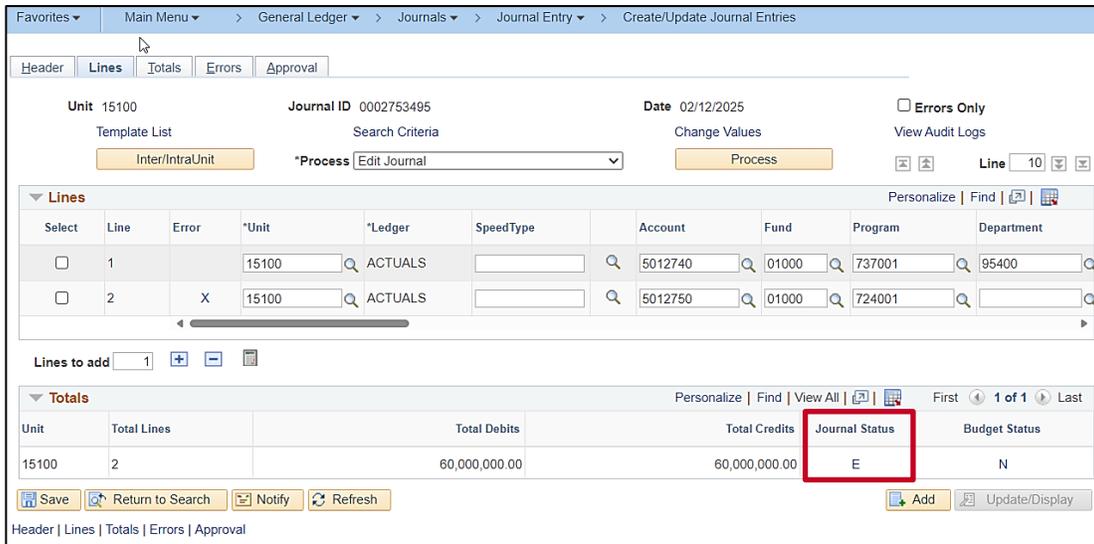
Reviewing and Correcting Edit Check and Budget Check Errors

When a Journal is created, the Journal needs to run through the “Edit Journal” process. During this process, the individual data values and data combinations are checked to confirm if the Journal meets all of the requirements for a valid Journal. If successful, the **Journal Status** and **Budget Status** fields will update from a status of “N” (No Status - Needs to be Edited) to a status of “V” (Valid). If unsuccessful, the status of “N” (No Status - Needs to be Edited) will change to a status of “E” (Error). Journals will not be able to be submitted until the error(s) are corrected and both the **Journal Status** and **Budget Status** fields have a status of “V” (Valid). In the scenario covered in this Job Aid, the Journal will encounter both an Edit check and Budget Check error.

Step	Action
	<p>This Job Aid starts on the Lines page for a Journal that has been completed and is ready to be Edit checked. Currently, the Journal Status field and Budget Status field both have a status of “N” (No Status - Needs to be Edited).</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <p>1. The Process field defaults to “Edit Process”. Click the Process button to run the Edit check.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>*Process Edit Journal Process</p> </div> <p>2. A Message displays in a pop-up window. Click the Yes button.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Message</p> <p>Would you like to wait for confirmation that the Edit process has completed? (5010,465)</p> <p>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.</p> <p style="text-align: center;"> Yes No </p> </div>

Step	Action
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The **Lines** page refreshes. The **Journal Status** field has a status of “E” (Error). Note that the **Budget Status** field still has a status of “N” (No Status - Needs to be Edited). If the Journal does not pass Edit check, the Budget check process will not automatically run after the Edit check completes. When the “Edit Journal” process runs and completes successfully (no Errors), Cardinal automatically runs the “Budget Check” process.



The screenshot shows the 'Journal Entry' interface. At the top, there are navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. Below the tabs, there are fields for Unit (15100), Journal ID (0002753495), and Date (02/12/2025). There are also buttons for 'Inter/IntraUnit', 'Process', and 'Errors Only'. Below this is a table of journal lines:

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department
<input type="checkbox"/>	1		15100	ACTUALS		5012740	01000	737001	95400
<input type="checkbox"/>	2	X	15100	ACTUALS		5012750	01000	724001	

Below the lines table is a 'Totals' section with a table:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	60,000,000.00	60,000,000.00	E	N

The 'Journal Status' field in the Totals table is highlighted with a red box. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

3. Click either the **Errors** tab or the **E** link in the **Journal Status** field to review the error.



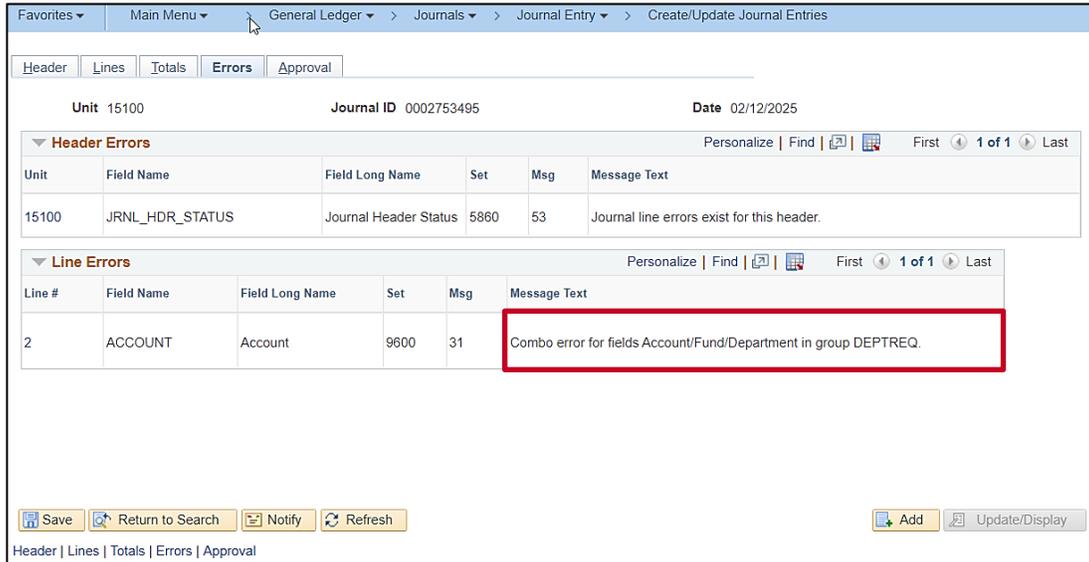
The screenshot shows the navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Errors' tab is highlighted with a red box.



The screenshot shows the 'Journal Status' field with a red box around the 'E' link.

Step	Action
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The **Error** tab displays with a message related to the error in the **Message Text** field. Review the error information to determine the corrective action needed (in this scenario, the ChartFields data combination used for the Account, Fund, and Department on Journal Line 2 is not valid).



The screenshot shows the 'Errors' tab in the General Ledger interface. It displays two sections: 'Header Errors' and 'Line Errors'. The 'Line Errors' section contains a table with the following data:

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

The message text in the table is highlighted with a red box. The interface also includes navigation tabs (Header, Lines, Totals, Errors, Approval) and various action buttons like Save, Return to Search, Notify, Refresh, Add, and Update/Display.

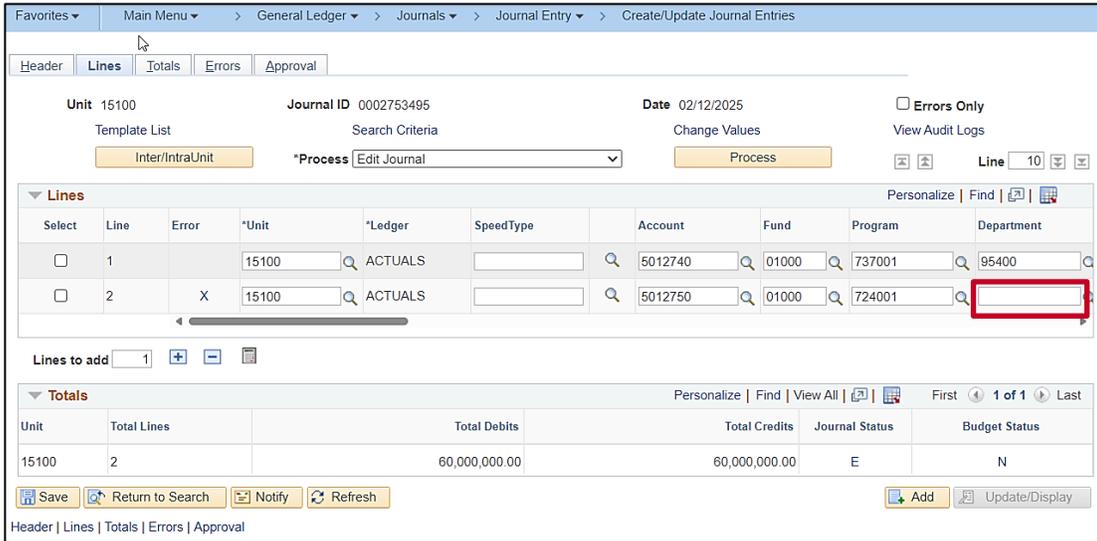
4. Next, take the corrective action required for the applicable Journal Line.
Click the **Lines** tab.



The screenshot shows the navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is highlighted with a red box, indicating it should be selected.

Step	Action
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Review the **Lines** section and review the ChartFields values for the applicable Journal Line(s) (in this scenario, the **Department** field is blank. The **Department** field is a required field when creating a Journal).



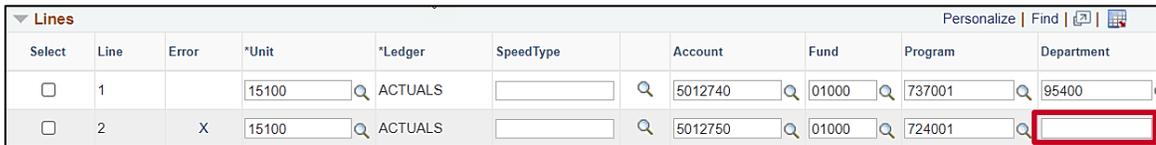
The screenshot shows the 'Create/Update Journal Entries' screen. The 'Lines' table is as follows:

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department
<input type="checkbox"/>	1		15100	ACTUALS		5012740	01000	737001	95400
<input type="checkbox"/>	2	X	15100	ACTUALS		5012750	01000	724001	

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	60,000,000.00	60,000,000.00	E	N

5. Enter or select the applicable Department in the **Department** field for the applicable Journal Line.



6. Click the **Save** button.

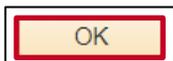


A **Message** displays in a pop-up window confirming the save action.

Message

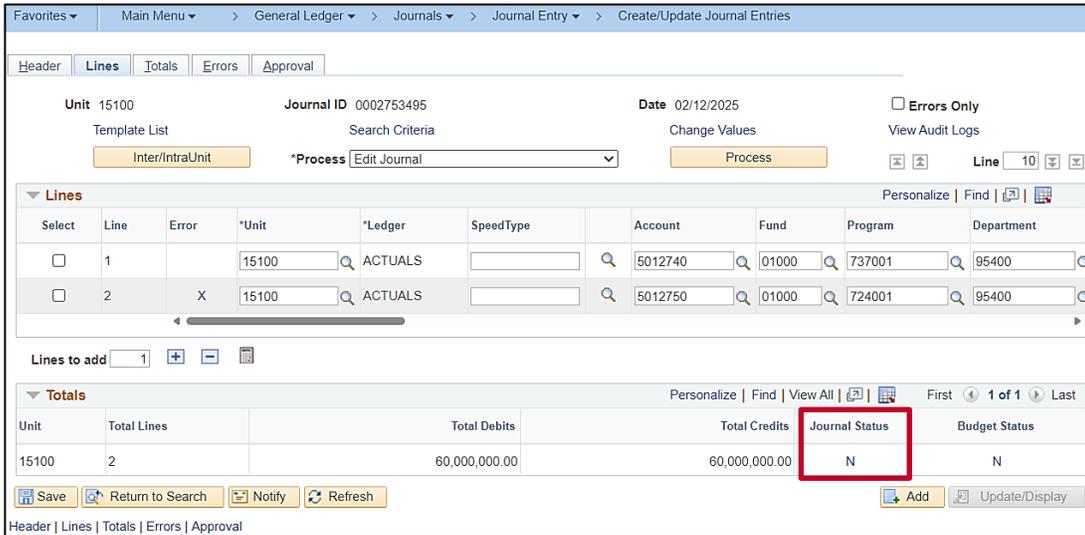
Journal 0002753495 is saved. (5210,6)

7. Click the **OK** button.



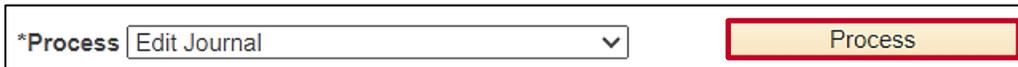
Step	Action
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The **Lines** page redisplay. Since an update was made, the **Journal Status** field updates back to “N” (No Status - Needs to be Edited).



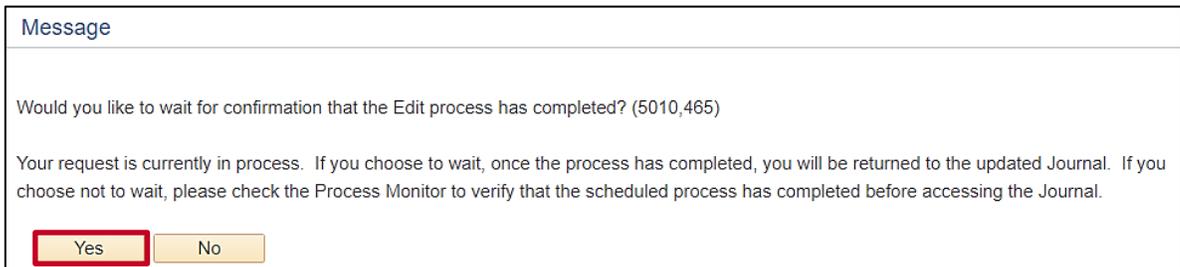
The screenshot shows the 'Create/Update Journal Entries' interface. At the top, there are navigation tabs: Favorites, Main Menu, General Ledger, Journals, Journal Entry, and Create/Update Journal Entries. Below this, there are sections for Unit (15100), Journal ID (0002753495), Date (02/12/2025), and Errors Only. A *Process dropdown menu is set to 'Edit Journal', and a Process button is visible. The 'Lines' section contains a table with columns: Select, Line, Error, *Unit, *Ledger, Speed Type, Account, Fund, Program, and Department. Two lines are listed: Line 1 and Line 2, both with *Unit 15100 and *Ledger ACTUALS. Below the lines is a 'Lines to add' section with a value of 1. The 'Totals' section at the bottom has columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The Journal Status field is highlighted with a red box and contains the value 'N'. At the bottom of the screenshot are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

8. Next, run the Edit Check again.
The **Process** field defaults to “Edit Journal”. Click the **Process** button to run the Edit check.



This close-up shows the *Process dropdown menu with 'Edit Journal' selected. To the right, the Process button is highlighted with a red rectangular box.

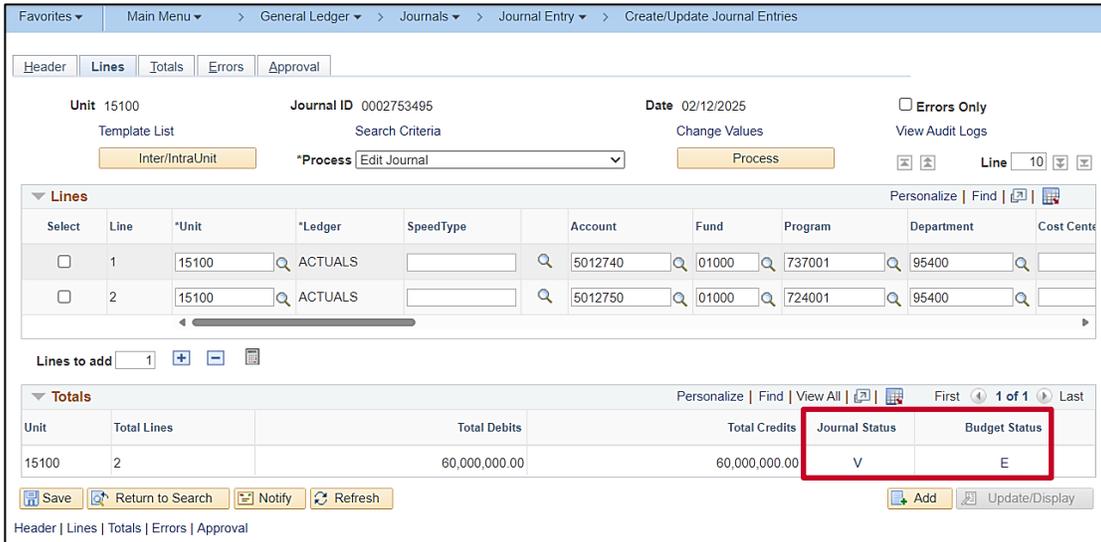
9. A **Message** displays in a pop-up window. Click the **Yes** button.



The screenshot shows a pop-up message window titled 'Message'. The text inside reads: 'Would you like to wait for confirmation that the Edit process has completed? (5010,465)'. Below this, it says: '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.' At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box.

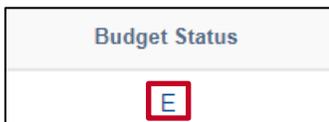
Step	Action
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The **Lines** page redisplay. In this scenario, the **Journal Status** field now has a status of “V” (Valid). This means that the Edit check completed with no errors and Cardinal automatically ran the Budget check. However, the Budget Check did not complete successfully and therefore, the **Budget Status** field now has a status of “E” (Error).



The screenshot shows the 'Create/Update Journal Entries' page. At the top, there are navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. Below the tabs, there are fields for Unit (15100), Journal ID (0002753495), and Date (02/12/2025). There are also buttons for 'Inter/IntraUnit', '*Process', and 'Process'. A 'Lines' table is displayed with columns: Select, Line, *Unit, *Ledger, SpeedType, Account, Fund, Program, Department, and Cost Center. Two lines are shown: Line 1 with Account 5012740 and Line 2 with Account 5012750. Below the lines table is a 'Totals' table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Journal Status' is 'V' and the 'Budget Status' is 'E'. A red box highlights these two status fields. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

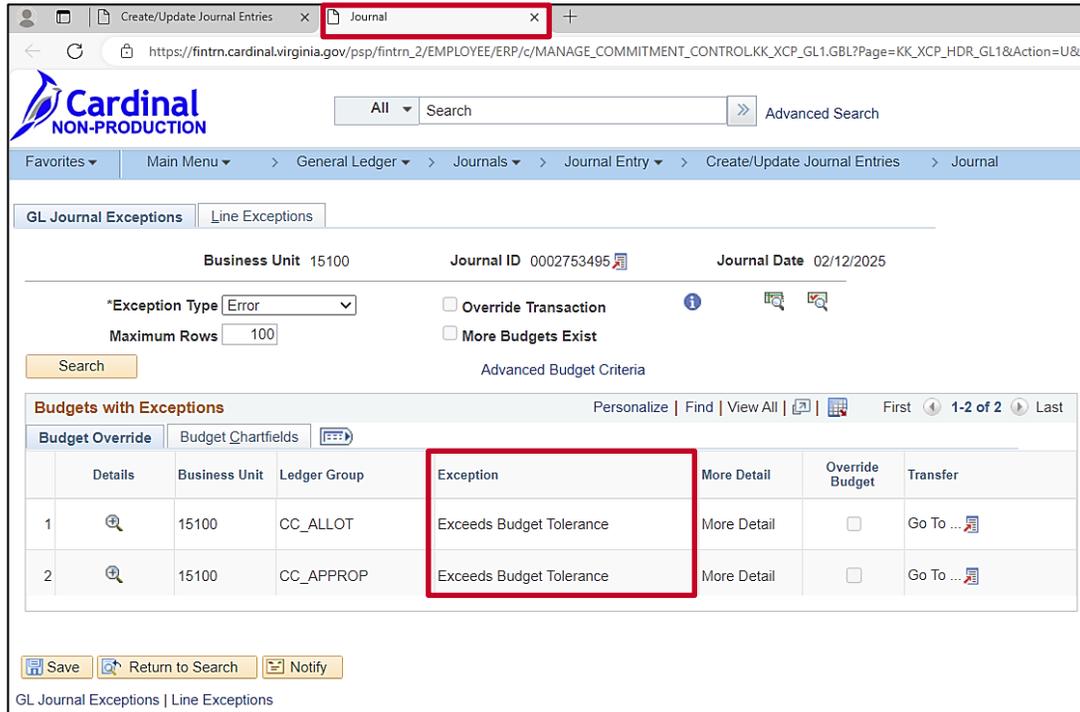
10. Click **E** link in the **Budget Status** field.



A close-up of the 'Budget Status' field. The field contains the text 'Budget Status' and a red box around the letter 'E'.

Step	Action
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A new **Journal** tab opens in the web browser and the **Line Exceptions** tab displays for the Journal. Review the message in the Exception field for the Journal Line(s) that did not pass Budget Check. In this scenario, both Journal Lines 1 and 2 failed Budget check because the amounts exceeded the Budget tolerance for the defined ChartFields combination.



The screenshot shows the 'GL Journal Exceptions' page in the Cardinal web application. The page displays the following information:

- Business Unit:** 15100
- Journal ID:** 0002753495
- Journal Date:** 02/12/2025
- Exception Type:** Error
- Maximum Rows:** 100
- Options:** Override Transaction, More Budgets Exist

The 'Budgets with Exceptions' table is shown below:

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 ...

The 'Exception' column for both rows is highlighted with a red box in the original image.

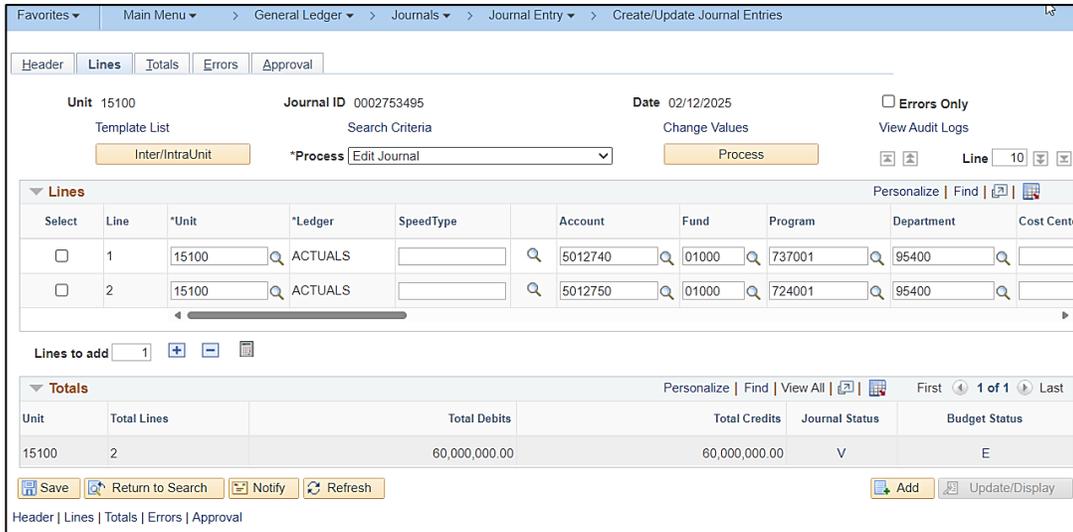
11. Click the **Create/Update Journal Entries** tab in the web browser to return to the Journal and make any required updates.



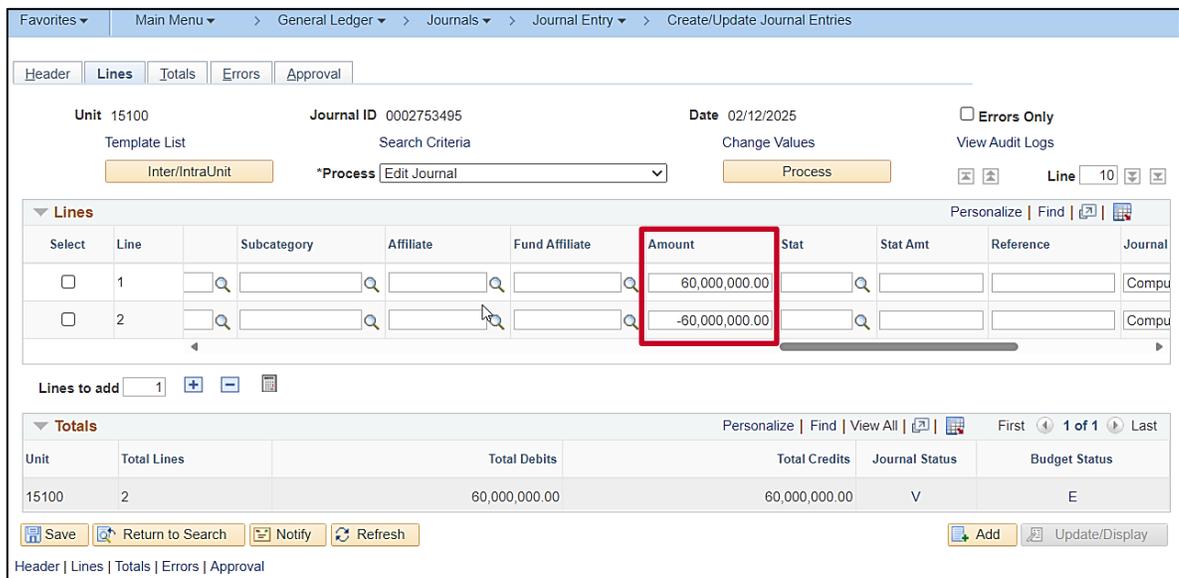
The screenshot shows two browser tabs: 'Create/Update Journal Entries' and 'Journal'. The 'Create/Update Journal Entries' tab is highlighted with a red box.

Step	Action
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The **Lines** tab redispays.



Review the **Amount** field for the Journal Line(s) that failed Budget check (in this scenario, the dollar amount entered was \$60,000,000.00 and the dollar amount should be \$6,000.00).

If the amount(s) were correct, contact the Agency Fiscal Officer to determine the applicable corrective action.

12.	Update the amount in the Amount field for each applicable Journal Line.
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Step	Action
13.	Click the Save button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-around;"> Save Return to Search Notify Refresh </div>

A **Message** displays in a pop-up window confirming that the Journal is saved.

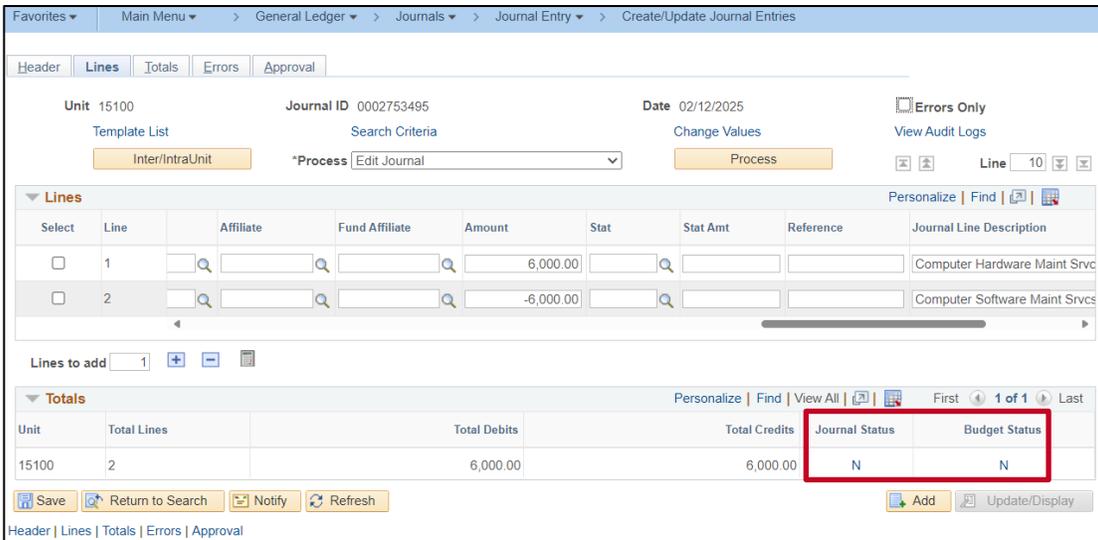
Message

Journal 0002753495 is saved. (5210,6)

OK

14.	Click the OK button to close the Message . <div style="border: 1px solid red; padding: 5px; margin-top: 10px; display: inline-block;"> OK </div>
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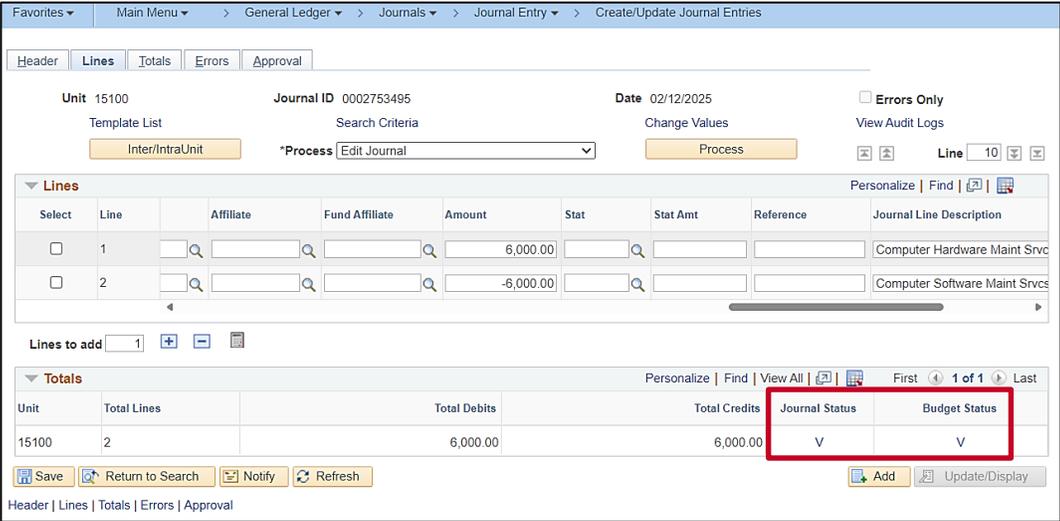
The **Lines** page redisplay. Since an update was made, both the **Journal Status** and **Budget Status** fields update back to “N” (No Status - Needs to be Edited).



The screenshot shows the 'Lines' page for Journal ID 0002753495. The summary table at the bottom is as follows:

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

15.	Next, run the Edit Check again. The Process field defaults to “Edit Journal”. Click the Process button to run the Edit check. <div style="border: 1px solid black; padding: 10px; margin-top: 10px; display: flex; justify-content: space-around;"> *Process Edit Journal Process </div>
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Step	Action																																							
16.	<p>A Message displays in a pop-up window. Click the Yes button.</p> <div data-bbox="293 380 1471 642" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <p>Would you like to wait for confirmation that the Edit process has completed? (5010,465)</p> <p>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.</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>																																							
	<p>The Lines page redispays and the Journal Status and Budget Status fields update from “N” (No Status - Needs to be Edited) to “V” (Valid).</p> <div data-bbox="289 762 1349 1283" style="border: 1px solid black; padding: 5px;">  <p>Unit 15100 Journal ID 0002753495 Date 02/12/2025</p> <p>Template List Search Criteria Change Values View Audit Logs</p> <p>Inter/IntraUnit *Process Edit Journal Process</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Line</th> <th>Affiliate</th> <th>Fund Affiliate</th> <th>Amount</th> <th>Stat</th> <th>Stat Amt</th> <th>Reference</th> <th>Journal Line Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td></td> <td></td> <td>6,000.00</td> <td></td> <td></td> <td></td> <td>Computer Hardware Maint Svc</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td></td> <td></td> <td>-6,000.00</td> <td></td> <td></td> <td></td> <td>Computer Software Maint Svcs</td> </tr> </tbody> </table> <p>Lines to add 1</p> <table border="1"> <thead> <tr> <th>Unit</th> <th>Total Lines</th> <th>Total Debits</th> <th>Total Credits</th> <th>Journal Status</th> <th>Budget Status</th> </tr> </thead> <tbody> <tr> <td>15100</td> <td>2</td> <td>6,000.00</td> <td>6,000.00</td> <td>V</td> <td>V</td> </tr> </tbody> </table> <p>Save Return to Search Notify Refresh Add Update/Display</p> </div>	Select	Line	Affiliate	Fund Affiliate	Amount	Stat	Stat Amt	Reference	Journal Line Description	<input type="checkbox"/>	1			6,000.00				Computer Hardware Maint Svc	<input type="checkbox"/>	2			-6,000.00				Computer Software Maint Svcs	Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	15100	2	6,000.00	6,000.00	V	V
Select	Line	Affiliate	Fund Affiliate	Amount	Stat	Stat Amt	Reference	Journal Line Description																																
<input type="checkbox"/>	1			6,000.00				Computer Hardware Maint Svc																																
<input type="checkbox"/>	2			-6,000.00				Computer Software Maint Svcs																																
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status																																			
15100	2	6,000.00	6,000.00	V	V																																			
17.	<p>Click the Save button.</p> <div data-bbox="293 1371 1013 1436" style="border: 1px solid black; padding: 5px;"> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </p> </div>																																							
	<p>A Message displays in a pop-up window confirming that the Journal is saved.</p> <div data-bbox="581 1524 1057 1772" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Message</p> <p>Journal 0002753495 is saved. (5210,6)</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																																							
	<p>The Journal can now be submitted for approval. For further information on submitting a Journal for approval, see the Job Aid titled GL332_Processing Manual Journal Entries. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>																																							

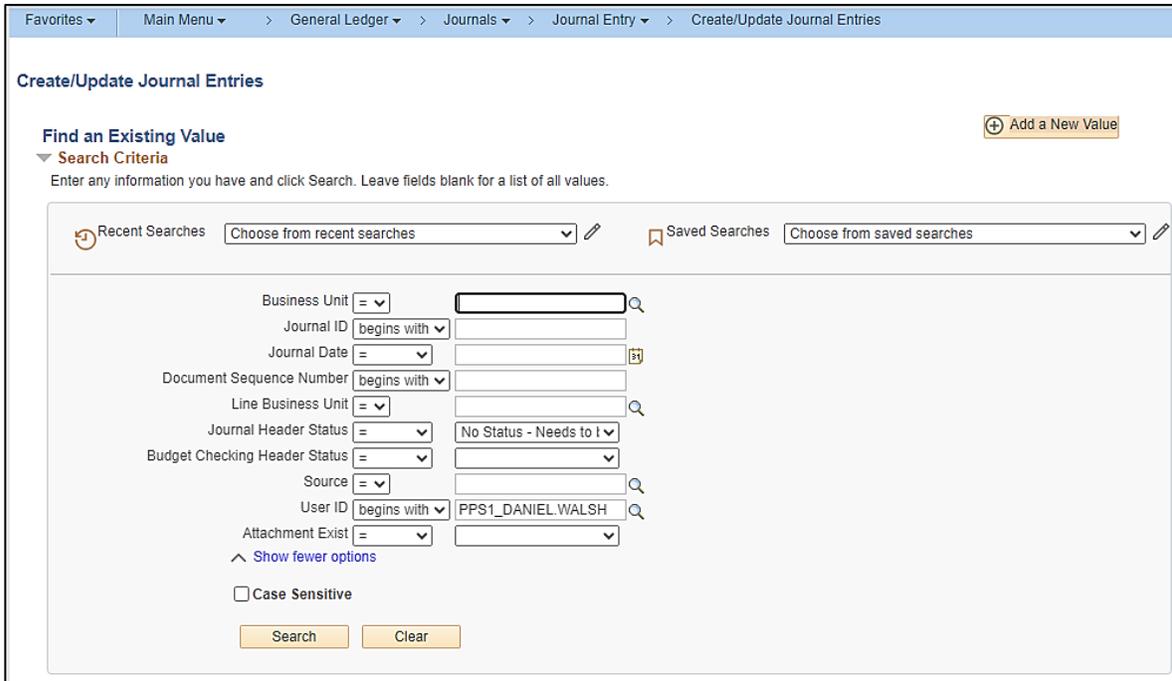
Updating a Manual Journal Entry

After a Journal entry is created and before it is approved, changes can be made to the Journal entry. Also, if the Journal entry fails the Edit check process and/or the Budget check process, the user will have to make the necessary corrections before the Journal entry can be submitted for approval and posted. See the section above titled [Reviewing and Correcting Edit Check and Budget Check Errors](#) for more information related to errors. This section focuses on how to update or complete an Incomplete manual Journal entry before submitting it for approval.

Step	Action
1.	<p>Navigate to the Create/Update Journal Entries page using the following path: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> <p>The Create/Update Journal Entries Add a New Value page displays.</p> 
2.	<p>Click the Find an Existing Value button.</p> 

Step	Action
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The **Create/Update Journal Entries Find an Existing Value** page displays.



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

Create/Update Journal Entries

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**

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

Recent Searches Choose from recent searches ▾ Saved Searches Choose from saved searches ▾

Business Unit [= ▾]
 Journal ID begins with ▾
 Journal Date [= ▾]
 Document Sequence Number begins with ▾
 Line Business Unit [= ▾]
 Journal Header Status [= ▾] No Status - Needs to I ▾
 Budget Checking Header Status [= ▾]
 Source [= ▾]
 User ID begins with ▾ PPS1_DANIEL.WALSH
 Attachment Exist [= ▾]



For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

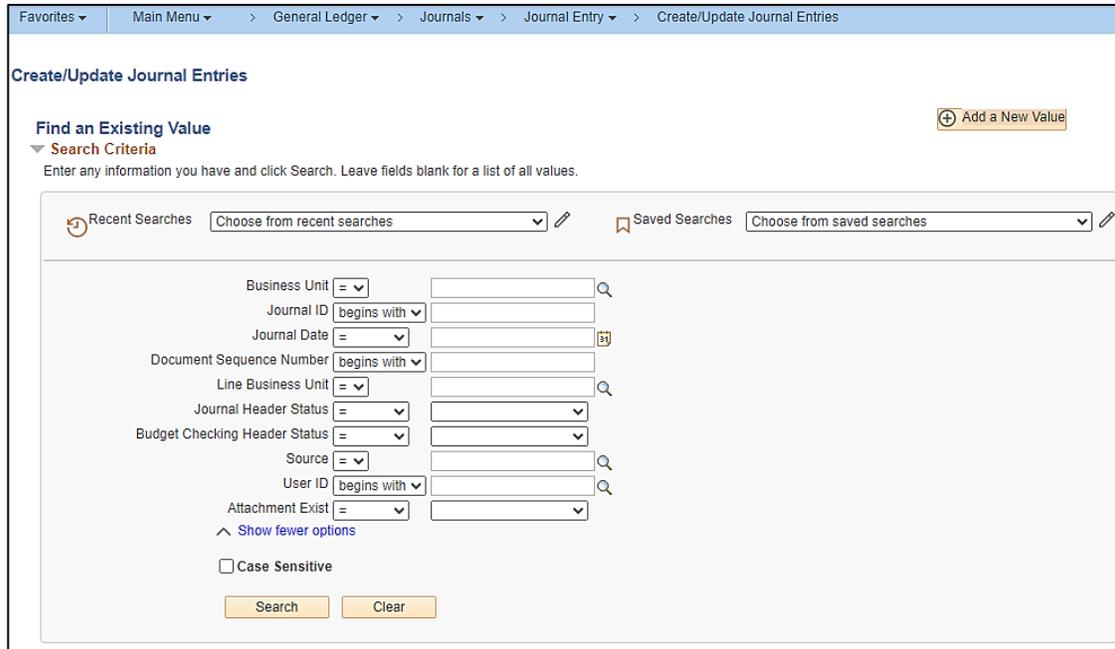
3.

Click the **Clear** button to clear the defaulted search criteria.



Step	Action
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The **Create/Update Journal Entries Find an Existing Value** page refreshes.



Create/Update Journal Entries

Find an Existing Value + Add a New Value

Search Criteria

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

Recent Searches: Choose from recent searches Saved Searches: Choose from saved searches

Business Unit:

Journal ID: begins with

Journal Date:

Document Sequence Number: begins with

Line Business Unit:

Journal Header Status:

Budget Checking Header Status:

Source:

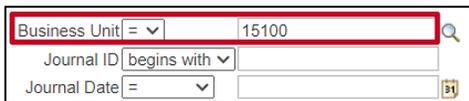
User ID: begins with

Attachment Exist:

[Show fewer options](#)

Case Sensitive

4. Enter or select the applicable Business Unit in the **Business Unit** field.



Business Unit: 15100

Journal ID: begins with

Journal Date:

5. Enter the applicable Journal ID in the **Journal ID** field (the Journal ID that will be updated).



Business Unit: 15100

Journal ID: begins with 0002753471

Journal Date:



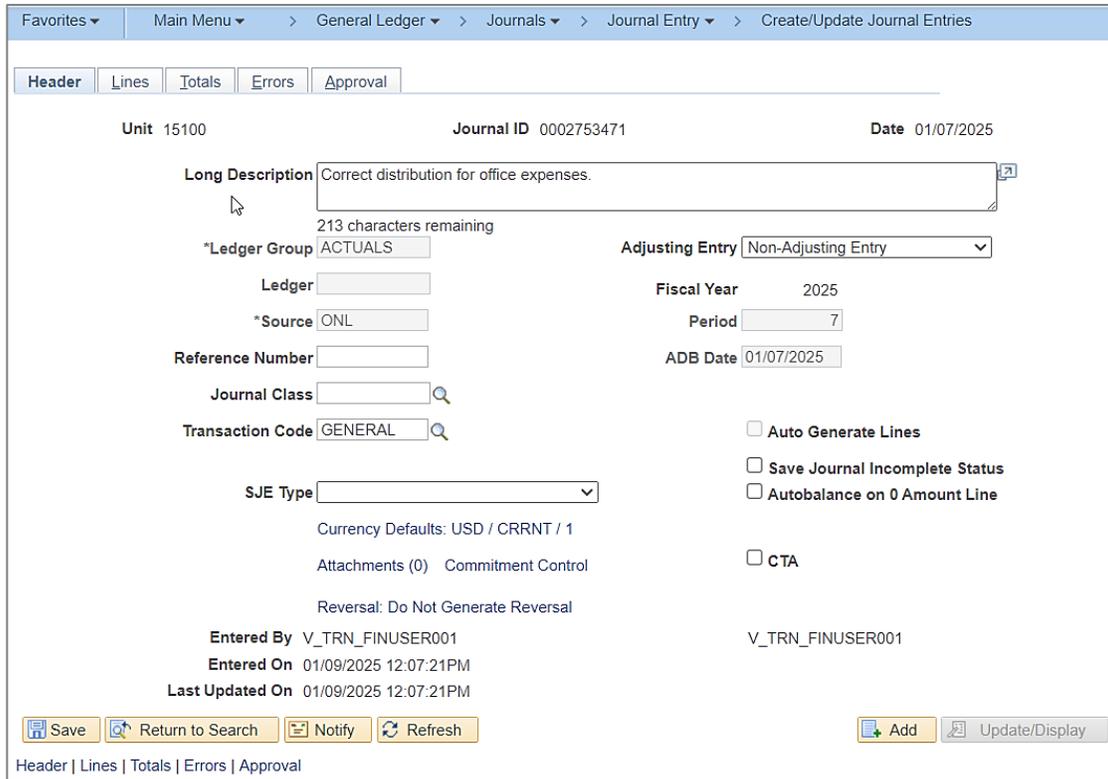
Information can be entered into any of the other search fields to help locate the Journal entry to be updated.

6. Click the **Search** button.



Step	Action
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The **Header** page displays.



7.	<p>Make the necessary updates to the fields on the Header tab or the Lines tab.</p> 
8.	<p>Click the Save button after making the updates to the Journal.</p> 
	<p>After saving the Journal, the Edit Journal, Submit Journal, and Approve Journal processes must be completed.</p> <p>To complete these processes, refer to the Processing a Manual Journal Entry section of this Job Aid.</p>

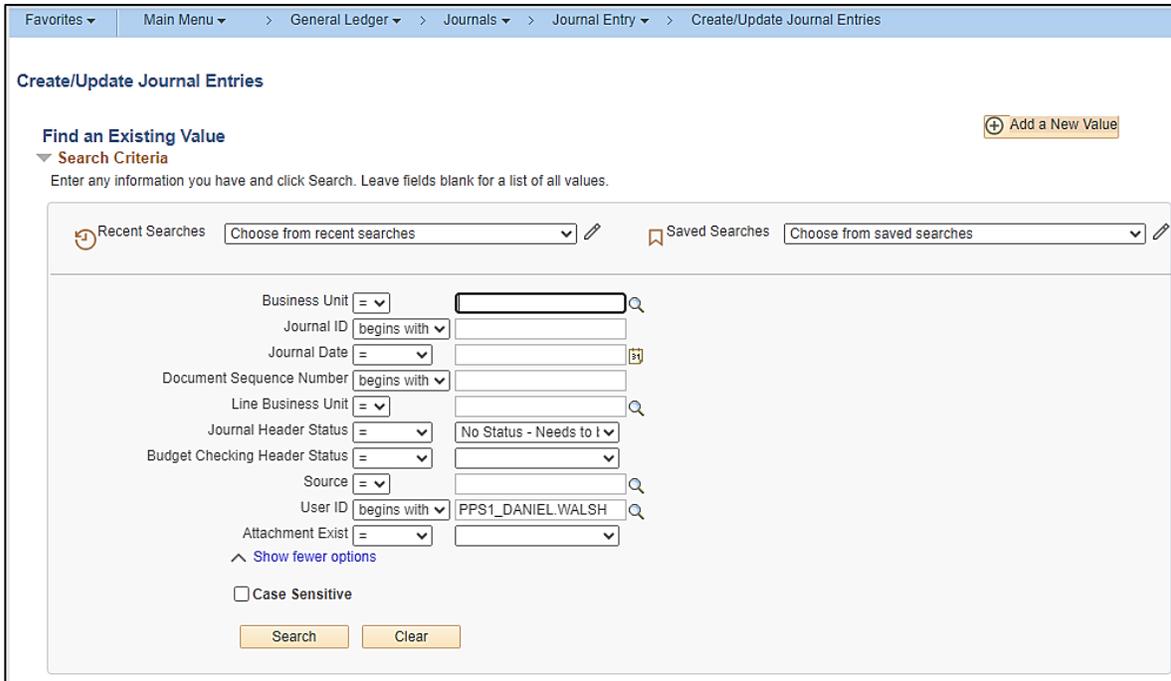
Deleting a Journal

There are times when a Journal ID is created and it needs to be deleted. Follow the steps below to delete a Journal ID.

Step	Action
1.	<p>Navigate to the Create/Update Journal Entries page using the following path: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> <p>The Create/Update Journal Entries Add a New Value page displays.</p> 
2.	<p>Click the Find an Existing Value button.</p> 

Step	Action
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The **Create/Update Journal Entries Find an Existing Value** page displays.



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

Create/Update Journal Entries

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**

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

Recent Searches Choose from recent searches ▾ Saved Searches Choose from saved searches ▾

Business Unit [= ▾]
 Journal ID [begins with ▾]
 Journal Date [= ▾]
 Document Sequence Number [begins with ▾]
 Line Business Unit [= ▾]
 Journal Header Status [= ▾]
 Budget Checking Header Status [= ▾]
 Source [= ▾]
 User ID [begins with ▾]
 Attachment Exist [= ▾]

Show fewer options
 Case Sensitive



For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

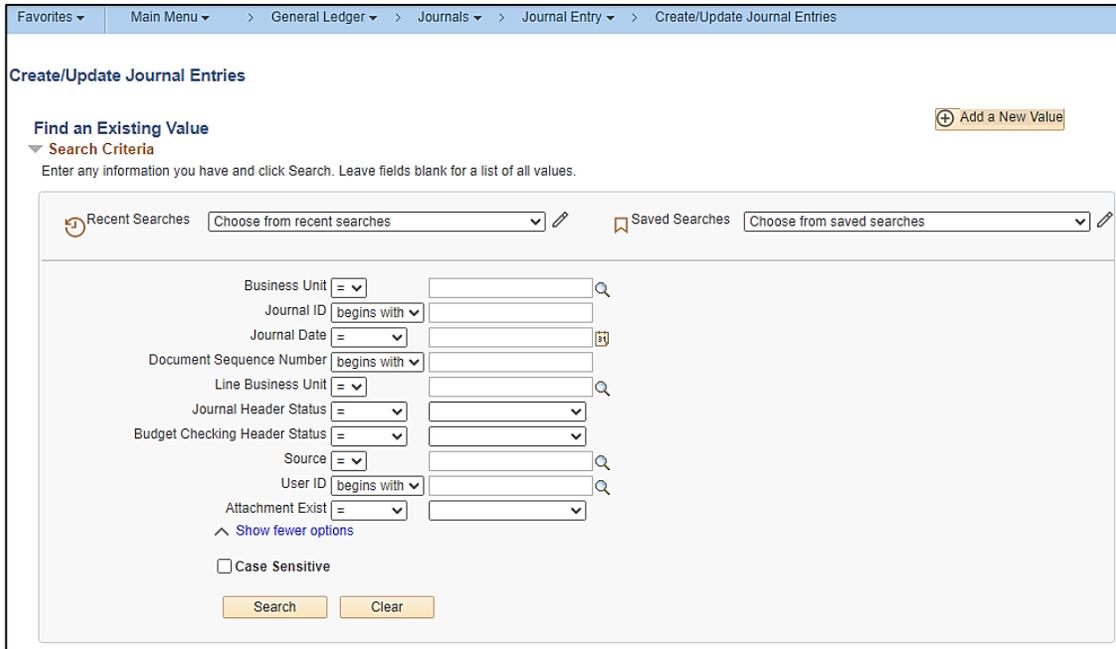
3.

Click the **Clear** button to clear the defaulted search criteria.

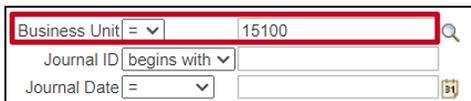


Step	Action
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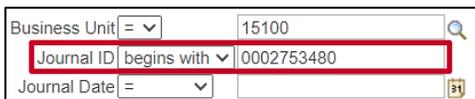
The **Create/Update Journal Entries Find an Existing Value** page refreshes.



4. Enter or select the applicable Business Unit in the **Business Unit** field.

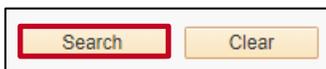


5. Enter the applicable Journal ID in the **Journal ID** field (the Journal ID that will be deleted).



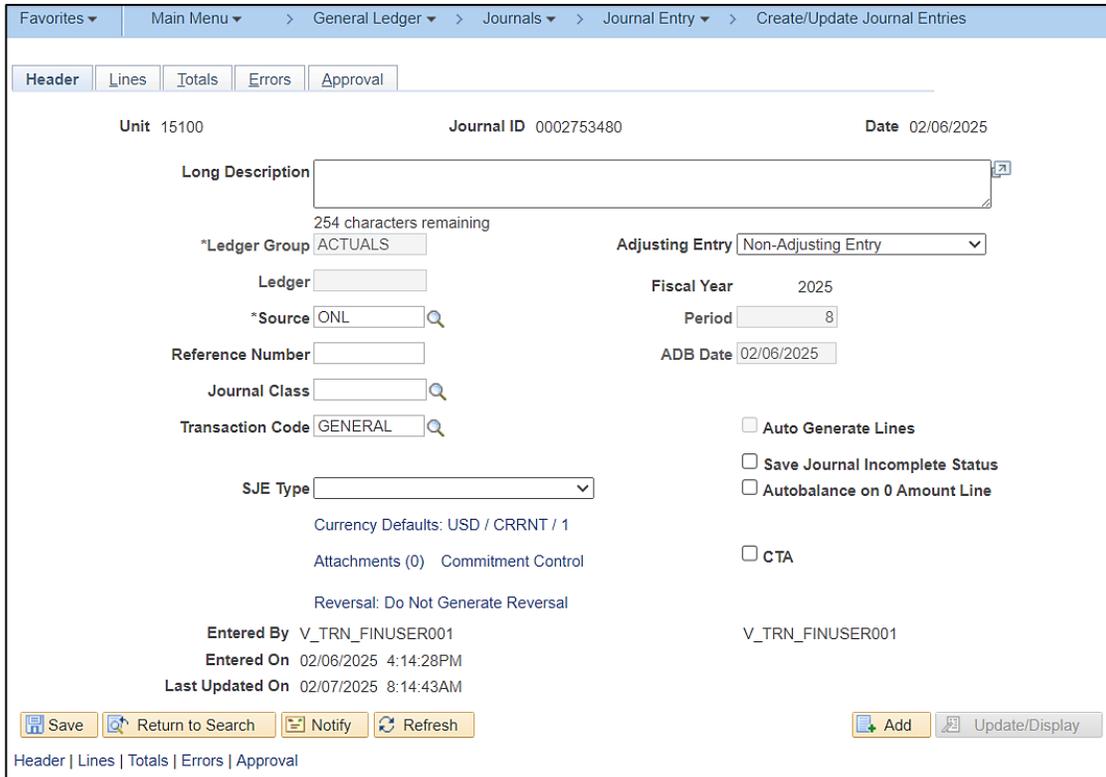

Information can be entered into any of the other search fields to help locate the Journal entry to be deleted.

6. Click the **Search** button.



Step	Action
------	--------

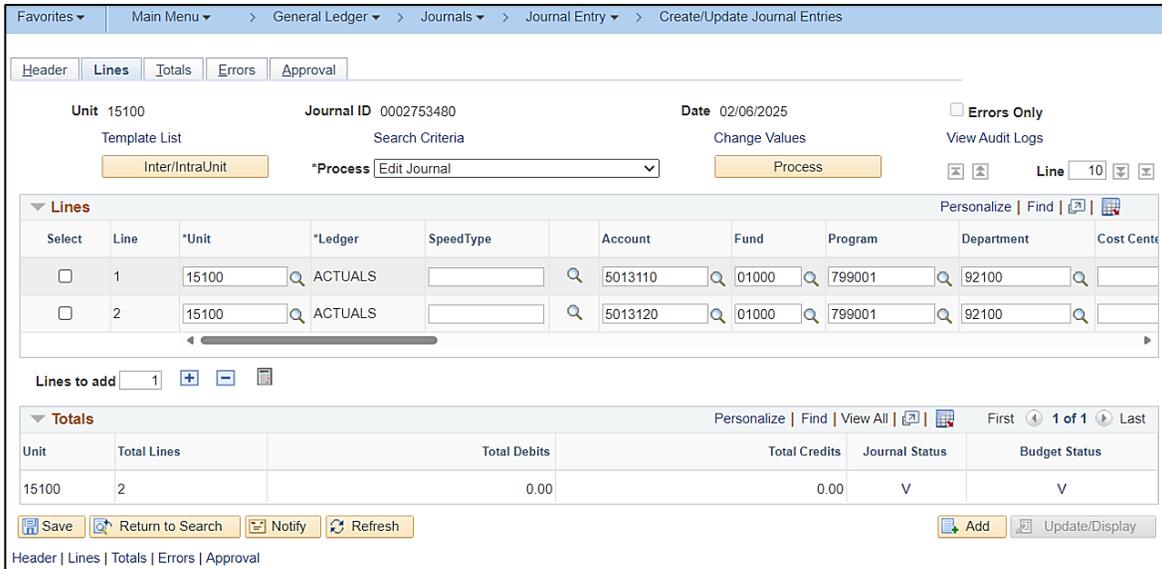
The **Header** page displays.



7.	<p>Click the Lines tab.</p> 
----	--

Step	Action
------	--------

The **Lines** page displays.



Unit: 15100 Journal ID: 0002753480 Date: 02/06/2025 Errors Only:

Template List: Inter/IntraUnit Search Criteria: *Process Edit Journal Change Values: Process View Audit Logs:

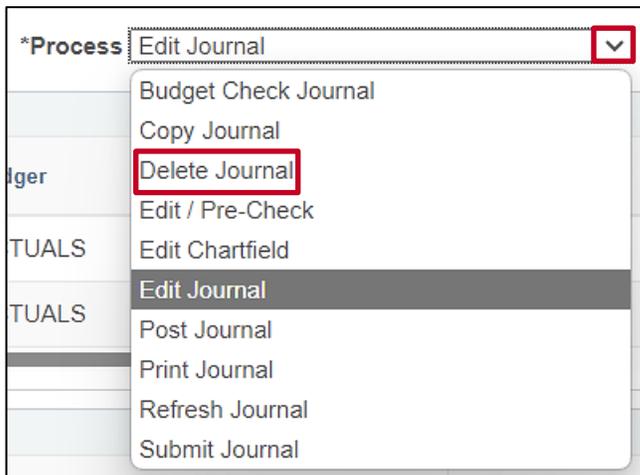
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	0.00	0.00	V	V

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

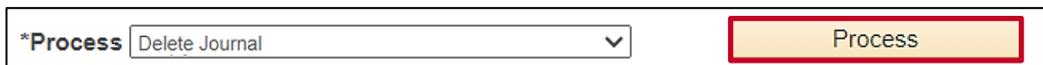
8. Click the **Process** dropdown button and select “Delete Journal”.



*Process Edit Journal

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

9. Click the **Process** button.



*Process Delete Journal

Process

Step	Action
	<p>A Message displays in a pop-up window and the user must confirm the delete action.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="color: #4f81bd; margin: 0;">Message</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p style="margin: 0;">Are you sure that you want to delete this journal? (5010,30)</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> Yes No </div> </div>
10.	<p>Click the Yes button to confirm the deletion and close the Message.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px;">No</div> </div> </div>
	<p>A Message displays in a pop-up window confirming that the Journal was deleted.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="color: #4f81bd; margin: 0;">Message</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p style="margin: 0;">Journal 0002753480 is physically deleted. (5210,7)</p> <div style="text-align: center; margin-top: 10px;"> OK </div> </div>
11.	<p>Click the OK button to close the Message.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px; display: inline-block;">OK</div> </div>
	<p>The Create/Update Journal Entries Add a New Value page redisplay and this process is complete.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; margin-bottom: 10px;"> Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries </div> <p style="margin: 0;">Create/Update Journal Entries</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="font-weight: bold; font-size: small;">Add a New Value</div> <div style="font-size: x-small; border: 1px solid #ccc; padding: 2px 5px; background-color: #f4d03f; border-radius: 3px;"> Q Find an Existing Value </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; background-color: #f9f9f9;"> <div style="display: flex; gap: 5px; margin-bottom: 5px;"> *Business Unit <input style="font-size: x-small; border: 1px solid #ccc; width: 60px;" type="text" value="15100"/> Q </div> <div style="display: flex; gap: 5px; margin-bottom: 5px;"> *Journal ID <input style="font-size: x-small; border: 1px solid #ccc; width: 60px;" type="text" value="NEXT"/> </div> <div style="display: flex; gap: 5px; margin-bottom: 5px;"> *Journal Date <input style="font-size: x-small; border: 1px solid #ccc; width: 60px;" type="text" value="01/07/2025"/> Q </div> <div style="text-align: center; margin-top: 5px;"> Add </div> </div> </div>

Posting a Journal

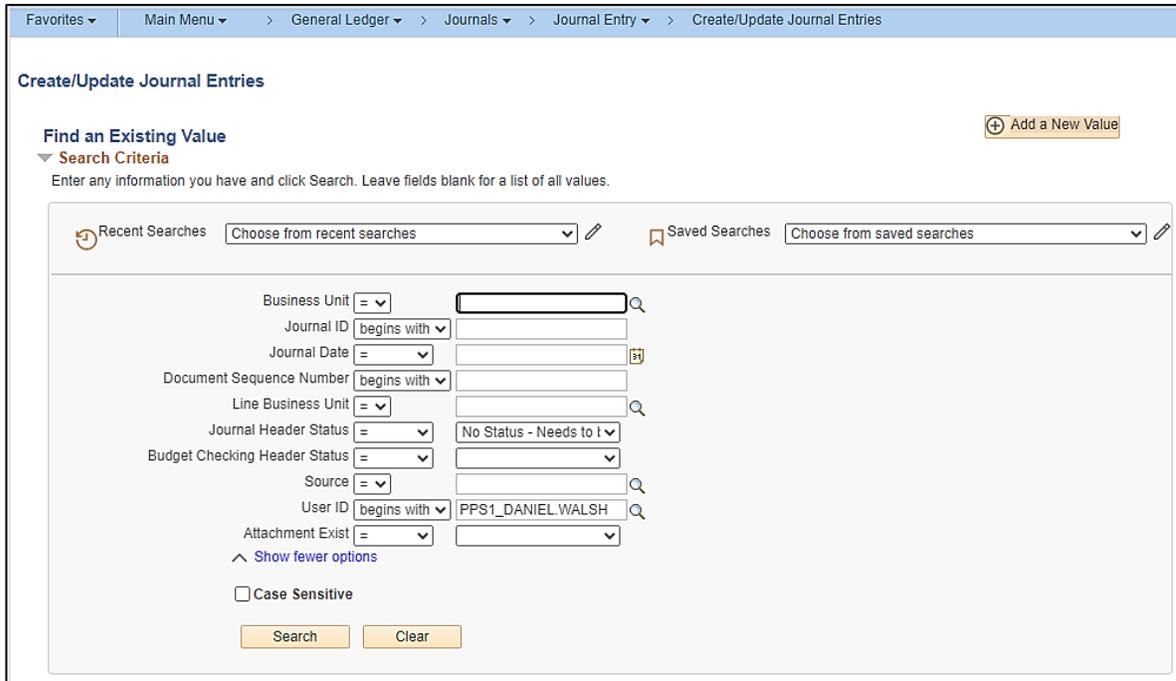
After a Journal entry is approved, it can be manually posted individually or a group of Journals can be manually posted in a batch. There are times when a Journal entry needs to be posted manually due to sequencing of Journal entries or time sensitivity. Additionally, all approved Journals will be processed during the nightly batch process and posted to the General Ledger. The following sections of this Job Aid demonstrate the processes used to manually post a Journal or manually post a group of Journals in a batch.

Posting a Single Journal Manually

Step	Action
1.	<p>Navigate to the Create/Update Journal Entries page using the following path: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> <p>The Create/Update Journal Entries Add a New Value page displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
2.	<p>Click the Find an Existing Value button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

Step	Action
------	--------

The **Create/Update Journal Entries Find an Existing Value** page displays.



Create/Update Journal Entries

Find an Existing Value + Add a New Value

Search Criteria

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Business Unit: [dropdown] [input] [magnifying glass]

Journal ID: [dropdown: begins with] [input] [magnifying glass]

Journal Date: [dropdown: =] [input] [calendar icon]

Document Sequence Number: [dropdown: begins with] [input] [magnifying glass]

Line Business Unit: [dropdown: =] [input] [magnifying glass]

Journal Header Status: [dropdown: =] [dropdown: No Status - Needs to I]

Budget Checking Header Status: [dropdown: =] [dropdown]

Source: [dropdown: =] [input] [magnifying glass]

User ID: [dropdown: begins with] [input: PPS1_DANIEL.WALSH] [magnifying glass]

Attachment Exist: [dropdown: =] [dropdown]

[Show fewer options](#)

Case Sensitive

Search Clear



For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

3.

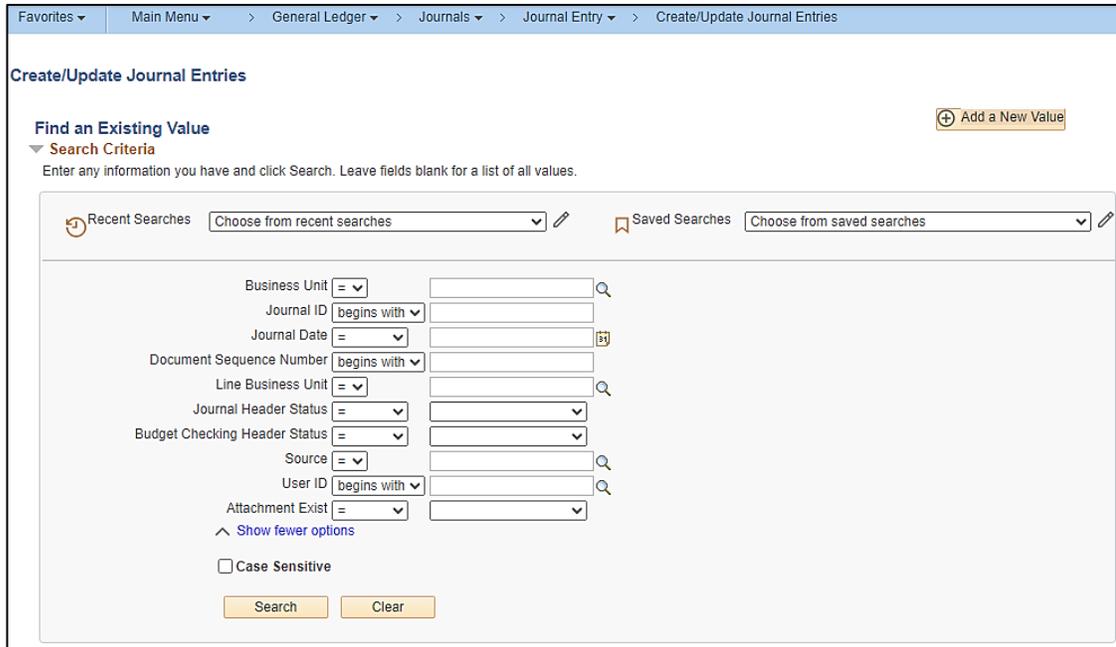
Click the **Clear** button to clear the defaulted search criteria.

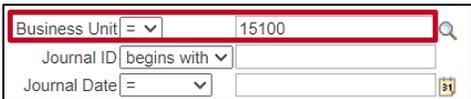


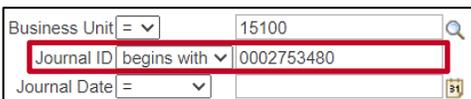
Search Clear

Step	Action
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The **Create/Update Journal Entries Find an Existing Value** page refreshes.



4.	<p>Enter or select the applicable Business Unit in the Business Unit field.</p> 
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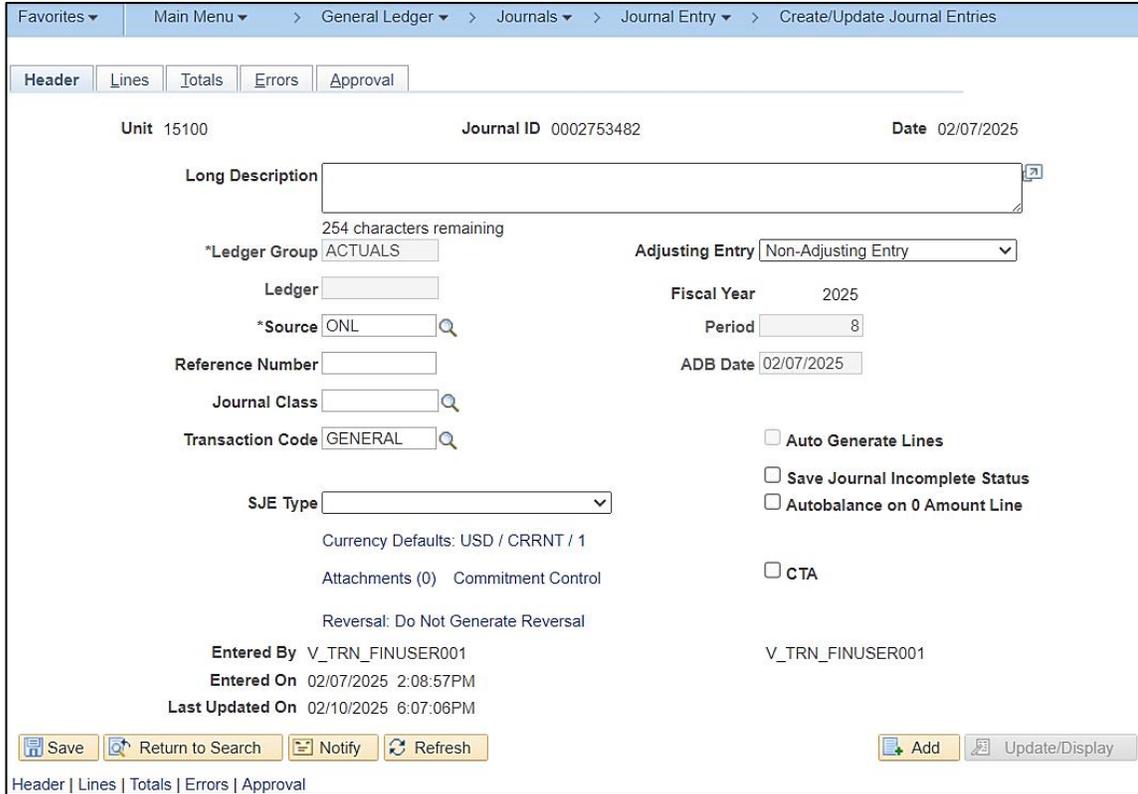
5.	<p>Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be posted).</p> 
----	---

	<p>Information can be entered into any of the other search fields to help locate the Journal entry to be posted.</p>
---	--

6.	<p>Click the Search button.</p> 
----	--

Step	Action
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The **Header** page displays.



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

Header | Lines | Totals | Errors | Approval

Unit 15100 | Journal ID 0002753482 | Date 02/07/2025

Long Description 254 characters remaining

*Ledger Group | Adjusting Entry

Ledger | Fiscal Year 2025

*Source | Period

Reference Number | ADB Date

Journal Class

Transaction Code

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0) | Commitment Control

Reversal: Do Not Generate Reversal

Entered By V_TRN_FINUSER001 | V_TRN_FINUSER001

Entered On 02/07/2025 2:08:57PM

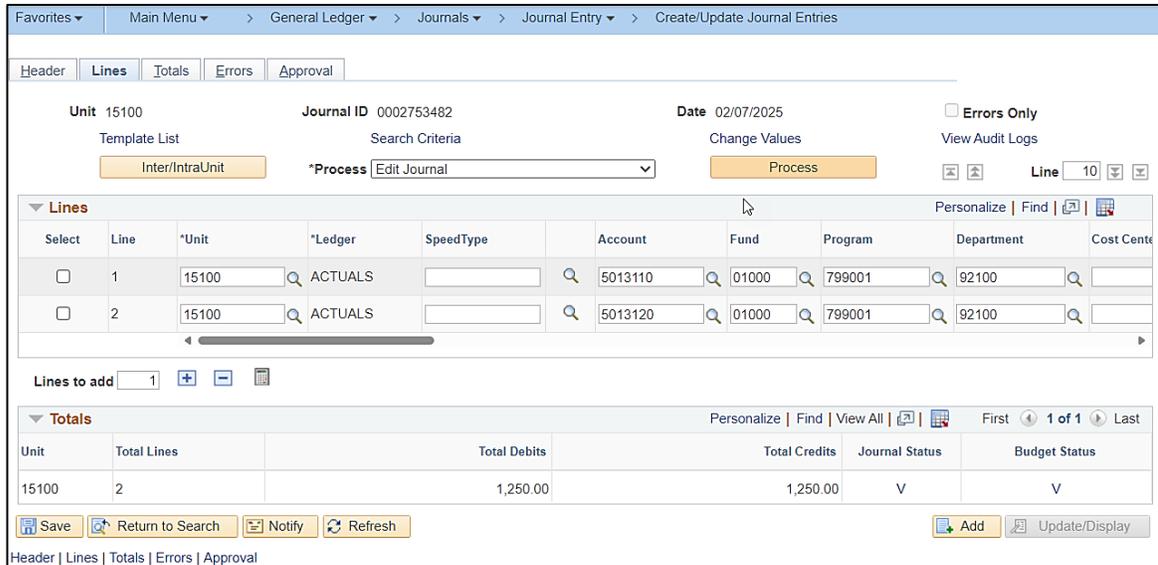
Last Updated On 02/10/2025 6:07:06PM

Header | Lines | Totals | Errors | Approval

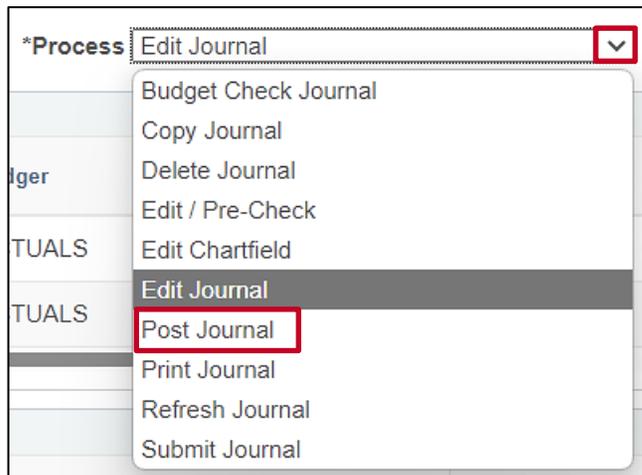
7.	<p>Click the Lines tab.</p> 
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Step	Action
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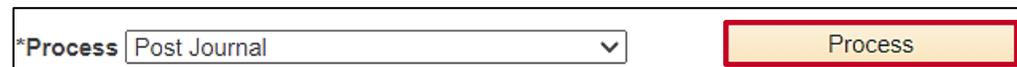
The **Lines** page displays.



8. Click the **Process** dropdown button and select “Post Journal”.



9. Click the **Process** button.



Step	Action
	<p>A Message displays in a pop-up window and user must confirm the post action.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="color: #4f81bd;">Message</p> <hr/> <p>Are you sure that you want to post this journal? (5010,45)</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
10.	<p>Click the OK button to confirm the post and close the Message.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </div>
11.	<p>A Message displays in a pop-up window. Click the Yes button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="color: #4f81bd;">Message</p> <hr/> <p>Would you like to wait for confirmation that the Post process has completed? (5010,467)</p> <p>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.</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>
	<p>If the user clicks the No button, a second Message will display. This message will include the Process Instance Number. Take note of the Process Instance Number. Click the OK button. Navigate to the Process Monitor and search on the Process Instance Number to confirm the status of the Post process.</p>



General Ledger Job Aid

GL332_Managing Journal Entries

Step	Action
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The **Lines** page redisplay. The **Journal Status** field now has a status of “P” (Posted to Ledger(s)).

The screenshot shows the 'Create/Update Journal Entries' page. At the top, there are navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. Below the tabs, there are fields for Unit (15100), Journal ID (0002753482), Date (02/07/2025), and a 'Process' button. A dropdown menu for '*Process' is set to 'Edit Journal'. Below this is a table with columns: Select, Line, Unit, Ledger, SpeedType, Account, Fund, Program, Department, Cost Center, and Task. Two lines are visible, both with a status of 'P'. Below the table is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Journal Status' is 'P' and 'Budget Status' is 'V'. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100		
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100		

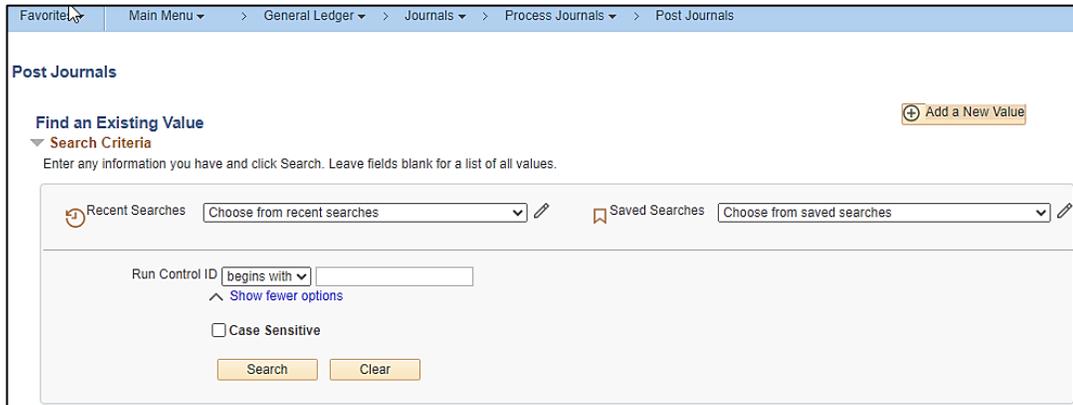
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	1,250.00	1,250.00	P	V

This process is now complete.

Posting a Group of Journals in a Batch

Step	Action
1.	Navigate to the Create/Update Journal Entries page using the following path: Main Menu > General Ledger > Journals > Process Journals > Post Journals

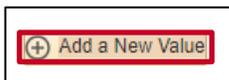
The **Post Journals Find an Existing Value** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled “Overview of the Cardinal FIN Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning .
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	If the user has run this process before, search for and use the existing Run Control ID. The following steps assume that the user has never run this process before and demonstrates the steps used to create a new Run Control ID.
---	---

2.	Click the Add a New Value button.
----	--



The **Post Journals Add a New Value** page displays.



Step	Action
3.	Enter a Run Control ID in the Run Control ID field. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> *Run Control ID Post_Journals </div>
4.	Click the Add button. <div style="border: 1px solid black; padding: 5px; margin-top: 5px; text-align: center;"> Add </div>

The **Post Journal Request** page displays.

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

Post Journals Request

Run Control ID Post_Journals
Report Manager
Process Monitor
Run

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

Process Frequency

Once
 Always
 Don't Run

Business Unit 🔍

Source 🔍

Process Partition ID 🔍

Journal ID From 🔍

Journal Date From 📅

From Year

From Period

Request Number + -

*Description

Ledger Group 🔍

System Source

Journal ID To 🔍

Journal Date To 📅

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

5.	Click the Once radio button option in the Process Frequency section. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; color: #a52a2a; font-weight: bold; font-size: small;">Process Frequency</div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 5px;"> <input checked="" type="radio"/> Once <input type="radio"/> Always <input type="radio"/> Don't Run </div> </div>
----	---

6.	Enter a description in the Description field. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> *Description Post Journals </div>
----	---

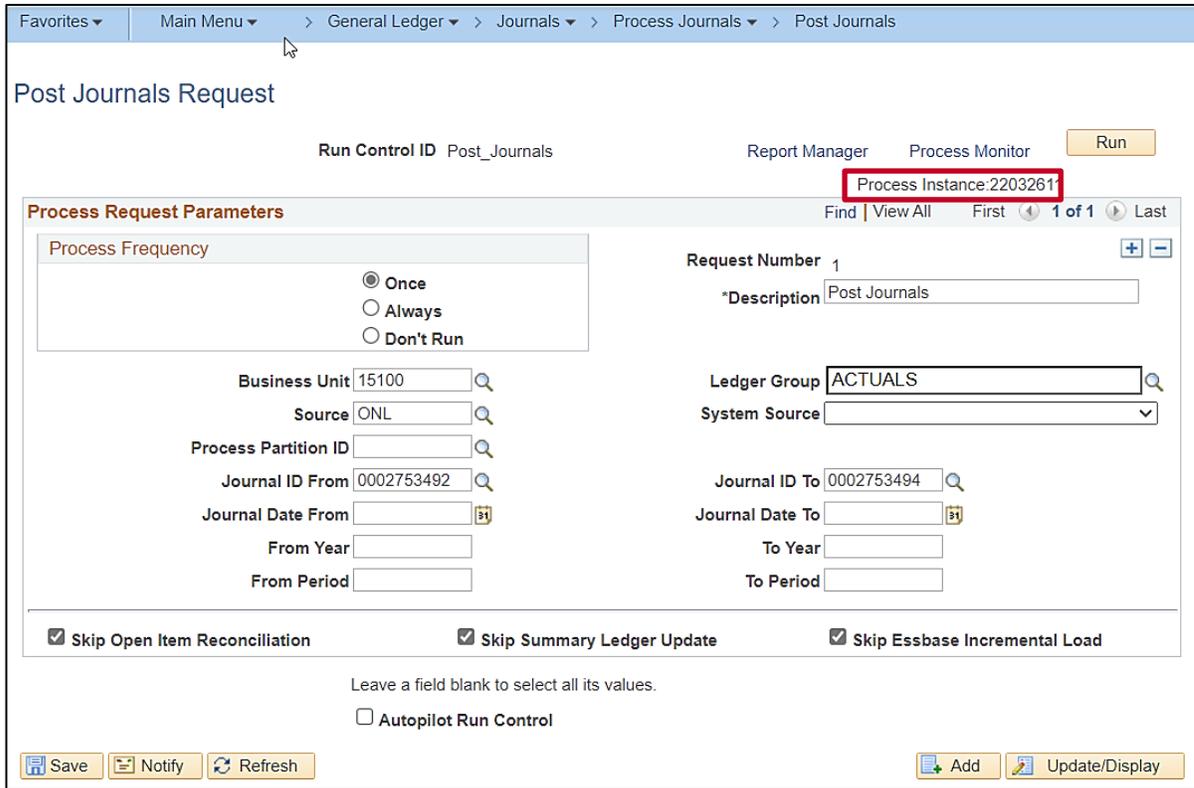
Rev 02/17/2025

Page 31 of 34

Step	Action																					
7.	<p>Enter valid parameters to specify the group of Journals to be posted (i.e. Journal ID range, Journal date range, Source, etc.).</p> <div style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Business Unit <input type="text" value="15100"/></td> <td style="width: 50%;">Ledger Group <input type="text" value="ACTUALS"/></td> </tr> <tr> <td>Source <input type="text" value="ONL"/></td> <td>System Source <input type="text"/></td> </tr> <tr> <td>Process Partition ID <input type="text"/></td> <td></td> </tr> <tr> <td>Journal ID From <input type="text"/></td> <td>Journal ID To <input type="text"/></td> </tr> <tr> <td>Journal Date From <input type="text"/></td> <td>Journal Date To <input type="text"/></td> </tr> <tr> <td>From Year <input type="text"/></td> <td>To Year <input type="text"/></td> </tr> <tr> <td>From Period <input type="text"/></td> <td>To Period <input type="text"/></td> </tr> </table> </div>	Business Unit <input type="text" value="15100"/>	Ledger Group <input type="text" value="ACTUALS"/>	Source <input type="text" value="ONL"/>	System Source <input type="text"/>	Process Partition ID <input type="text"/>		Journal ID From <input type="text"/>	Journal ID To <input type="text"/>	Journal Date From <input type="text"/>	Journal Date To <input type="text"/>	From Year <input type="text"/>	To Year <input type="text"/>	From Period <input type="text"/>	To Period <input type="text"/>							
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From Year <input type="text"/>	To Year <input type="text"/>																					
From Period <input type="text"/>	To Period <input type="text"/>																					
8.	<p>Click the Run button.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0; display: inline-block;"> <input type="button" value="Run"/> </div>																					
<p>The Process Scheduler Request page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Process Scheduler Request Help</p> <hr/> <p>User ID <input type="text" value="RIC36556"/> Run Control ID <input type="text" value="Post_Journals"/></p> <hr/> <p>Server Name <input type="text"/> Run Date <input type="text" value="02/12/2025"/></p> <p>Recurrence <input type="text"/> Run Time <input type="text" value="8:19:41AM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="7">Process List</th> </tr> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>GL Journal Posting</td> <td>GL_JP</td> <td>Application Engine</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="TXT"/></td> <td>Distribution</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>		Process List							Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	GL Journal Posting	GL_JP	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution
Process List																						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																
<input checked="" type="checkbox"/>	GL Journal Posting	GL_JP	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution																
9.	<p>Click the GL Journal Posting checkbox option if it is not already checked by default.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>GL Journal Posting</td> <td>GL_JP</td> <td>Application Engine</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="TXT"/></td> <td>Distribution</td> </tr> </tbody> </table> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	GL Journal Posting	GL_JP	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution							
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																
<input checked="" type="checkbox"/>	GL Journal Posting	GL_JP	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution																
10.	<p>Click the OK button.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0; display: inline-block;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </div>																					

Step	Action
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The **Post Journal Request** page redisplay and a Process Instance Number is now assigned.



Post Journals Request

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

Process Instance: 22032611

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 Ledger Group ACTUALS

Source ONL System Source

Process Partition ID Journal ID From 0002753492 Journal ID To 0002753494

Journal Date From 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 Notify Refresh Add Update/Display

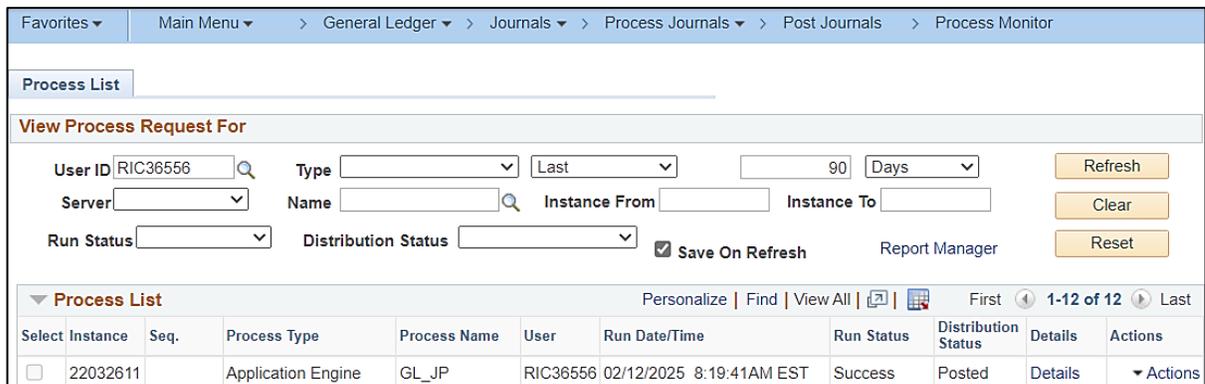
11.	Click the Process Monitor link.
-----	--



Report Manager **Process Monitor** Run

Process Instance: 22032611

The **Process Monitor** page displays.



Process List

View Process Request For

User ID RIC36556 Type Last 90 Days Refresh

Server Name Instance From Instance To Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List Personalize | Find | View All | First 1-12 of 12 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	22032611		Application Engine	GL_JP	RIC36556	02/12/2025 8:19:41AM EST	Success	Posted	Details	Actions

Step	Action																						
12.	<p>Confirm that the Run Status field displays “Success” and the Distribution Status field displays “Posted”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> ▼ Process List Personalize Find View All First ◀ 1-12 of 12 ▶ Last </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>22032611</td> <td></td> <td>Application Engine</td> <td>GL_JP</td> <td>RIC36556</td> <td>02/12/2025 8:19:41AM EST</td> <td style="border: 2px solid red;">Success</td> <td style="border: 2px solid red;">Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	22032611		Application Engine	GL_JP	RIC36556	02/12/2025 8:19:41AM EST	Success	Posted	Details	▼ Actions
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	<p>Users can review the individual 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)) as needed.</p>																						