Combination Edits Overview

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

The three components of the Combination Edits are:

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

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

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

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

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

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

Navigation Note: Please note that 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.

Table of Contents

Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshot of the Search pages (Section 2, after Step 1; Section 4, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Receiving a Combination Edit Error

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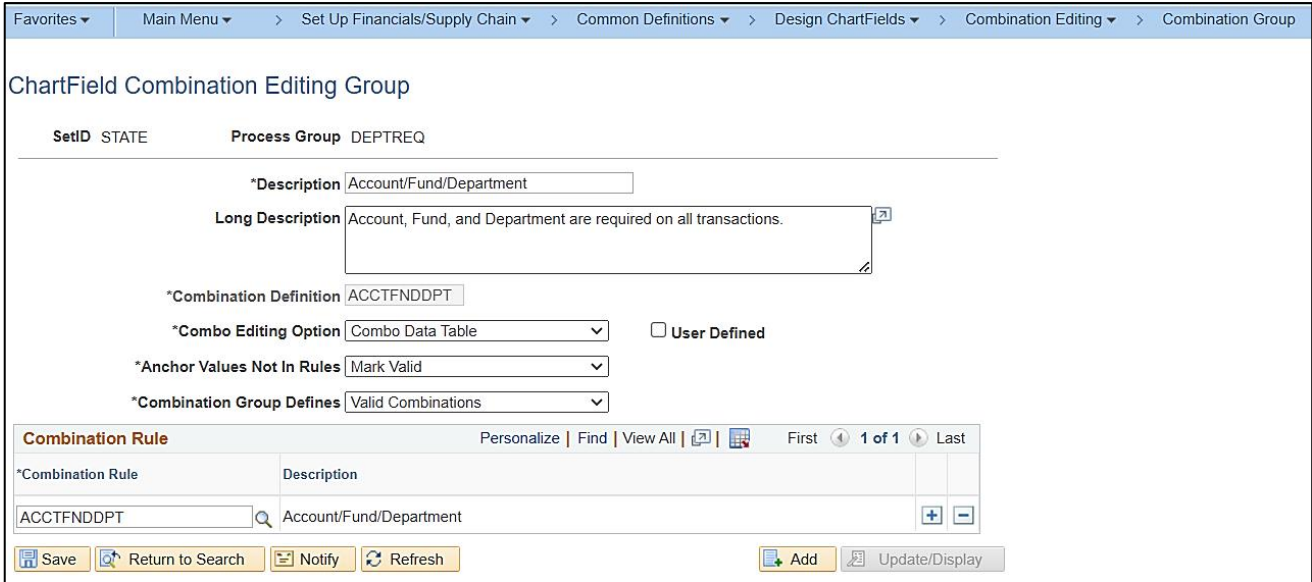

In this scenario, Line number 2 of this Journal has a Combination Edit Error related to the Account in group "DEPTREQ". This message gives the user the specific Combination Group but not the Combination Rule.

Identifying the Combination Rule

Step	Action
1.	Navigate to the **Combination Group** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group**
	The **Combination Group 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**.
2.	Click the **SetID Look Up** icon and select "STATE".
3.	Enter the applicable Combination Group in the **Process Group** field.
4.	Click the **Search** button.

Step	Action
	The **ChartField Combination Editing Group** page displays.

4.	The **Combination Group Defines** field is used to select whether the editing group identifies "Valid Combinations" or "Invalid Combinations" of ChartFields. Click the dropdown button proved and select the applicable list item.

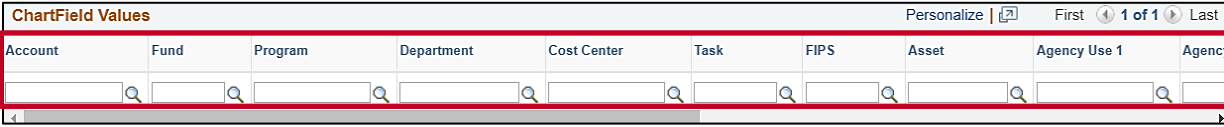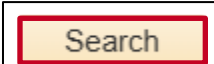| ℹ	All of the associated Combination Rules are listed in the **Combination Rule** section. If there is more than one rule associated, the user may be able to narrow down the choices based upon the text that is found within the error message. In this example, the error relates to the Account/Fund/Department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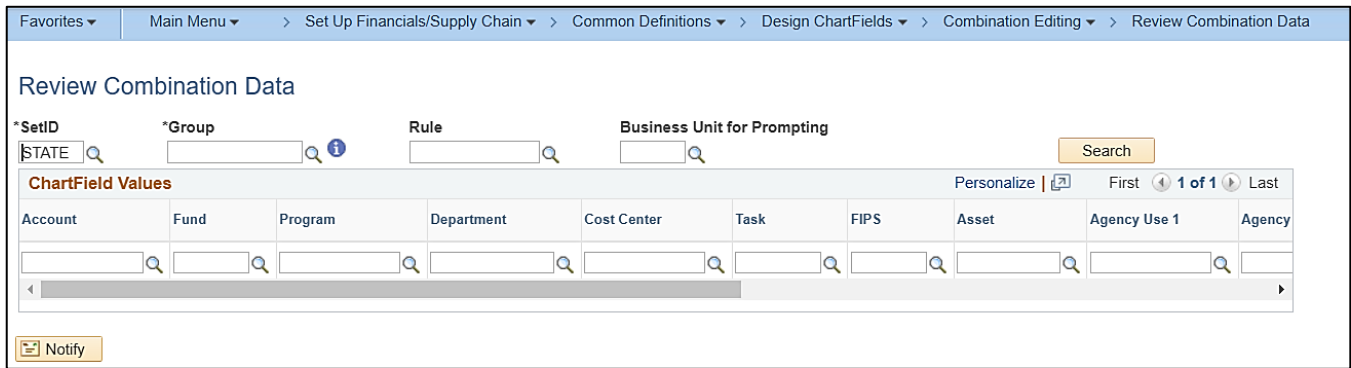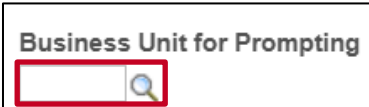
Overview of the Review Combination Data Page

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

Step	Action
1.	Navigate to the **Review Combination Data** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data**
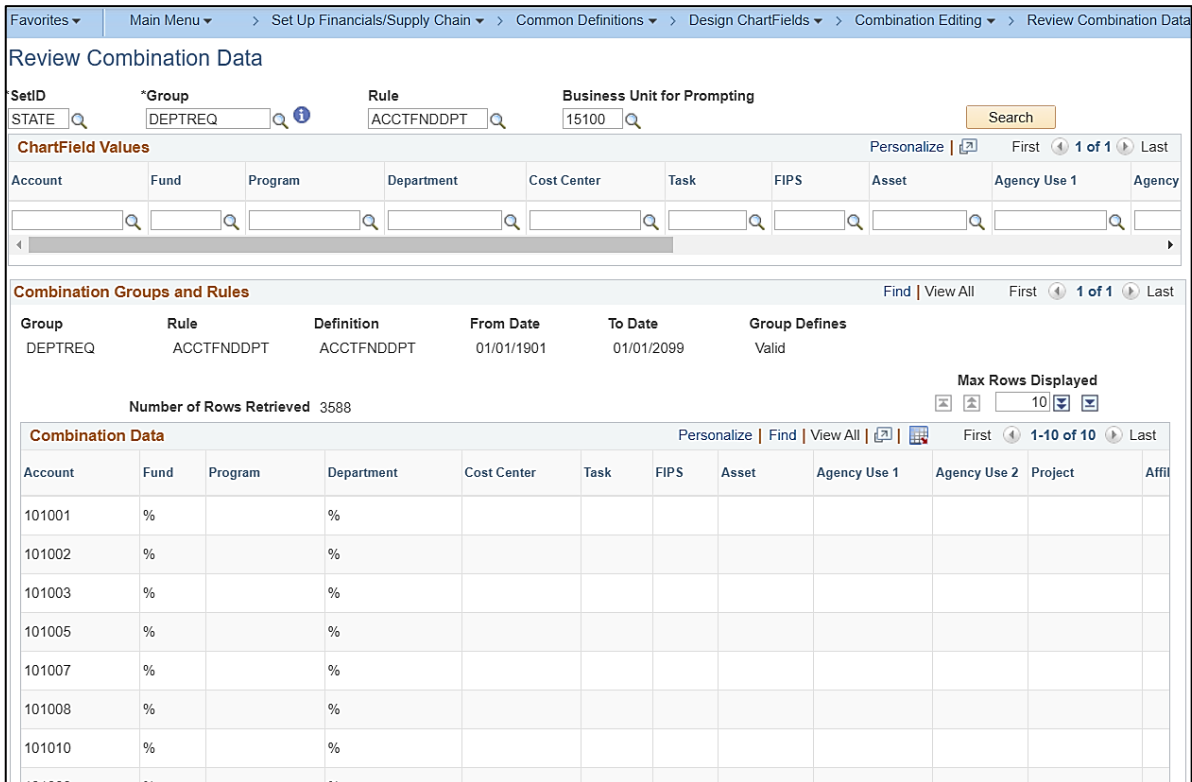
The **Review Combination Data** page displays.

Step	Action
2.	Click the **Group Look Up** icon and select the applicable Group.
3.	Click the Rule Look Up icon as needed and select the applicable Rule. If this field is left blank, every Rule under that Group is retrieved.
4.	Click the **Business Unit for Prompting Look Up** icon and select the Business Unit associated with the Group.

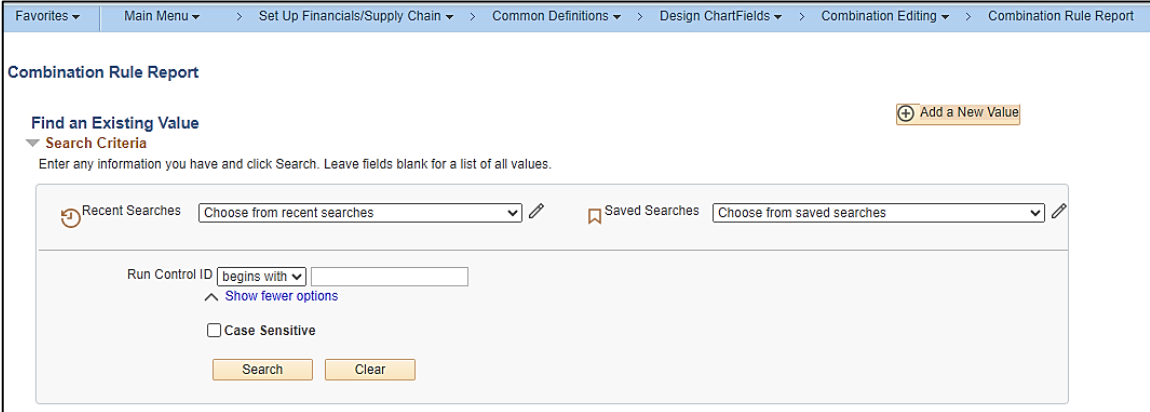| Step	Action
5.	In the **ChartField Values** section, enter or select any ChartFields values that will help narrow down the resulting data. ChartField Values — Personalize | First 1 of 1 Last Columns: Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency
(i)	This section does not need to be filled out if the desired output is to retrieve all combinations associated with a Combination Group/Rule. The wildcard (a percent sign, **%**) can be used in concert with a series of numbers in any field to limit the number of ChartField values that are returned.
6.	Click the **Search** button. Search

The **Review Combination Data** page refreshes with the search results.

Review Combination Data

SetID	*Group	Rule	Business Unit for Prompting	
STATE	DEPTREQ	ACCTFNDDPT	15100	Search

ChartField Values — Personalize \| First 1 of 1 Last

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

Combination Groups and Rules — Find \| View All — First 1 of 1 Last
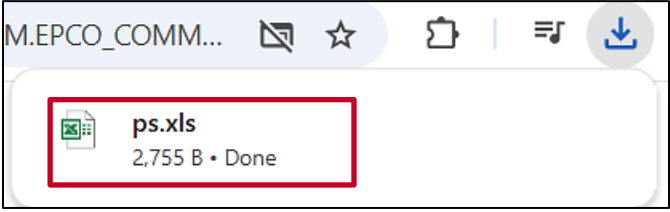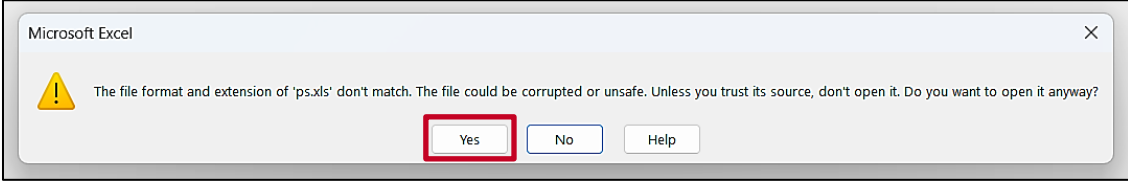
Group	Rule	Definition	From Date	To Date	Group Defines
DEPTREQ	ACCTFNDDPT	ACCTFNDDPT	01/01/1901	01/01/2099	Valid

Max Rows Displayed: 10

Number of Rows Retrieved 3588

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

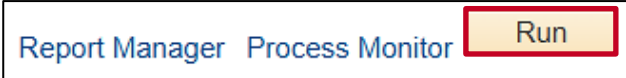| Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affil
101001	%		%								
101002	%		%								
101003	%		%								
101005	%		%								
101007	%		%								
101008	%		%								
101010	%		%								
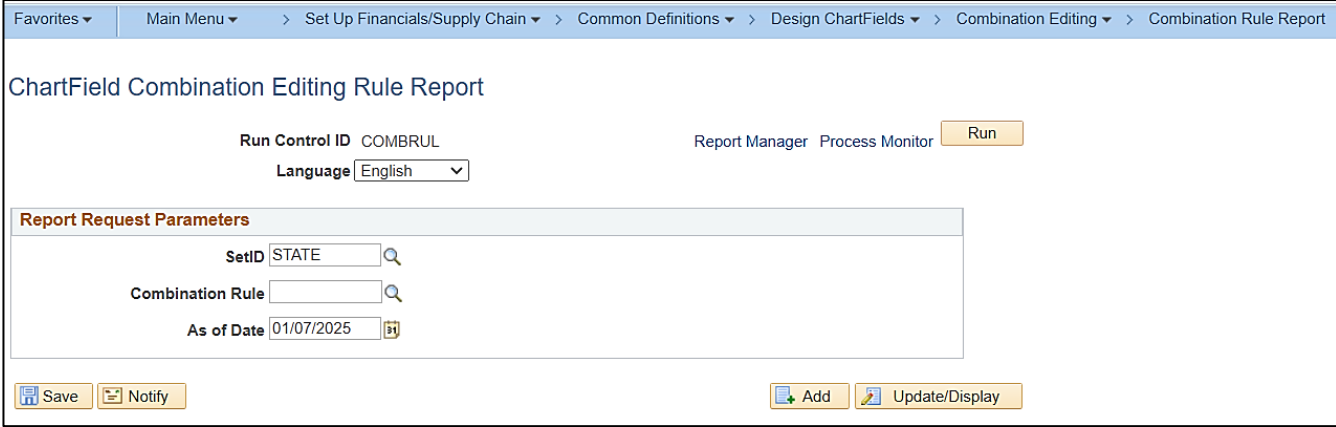
(i)	The search results are displayed in the **Combination Groups and Rules** and the **Combination Data** sections. The "%" sign in the **Combination Data** section means that a valid, non-blank value must be present for the **Fund** and **Department** ChartFields.

Step	Action
7.	Review the **Number of Rows Retrieved** field. Number of Rows Retrieved 3588
ℹ	If the value in the **Number of Rows Retrieved** field is greater than the value in the **Max Rows Displayed** field, click in the **Max Rows Displayed** field and update the number to equal the value in the **Number of Rows Retrieved** field. Click the **Last** link to update the row count. If the value in the **Number of Rows Retrieved** field is equal to or less than the value in the **Max Rows Displayed** field, proceed to the next step.
8.	User can extract data from this page into an Excel document. Click the **Download** icon. | Find | View All | ⬈ | 🖩
9.	Open the Excel file once downloaded. M.EPCO_COMM... 🗑 ☆ 🗂 | 🎵 ⬇ 📊 **ps.xls** 2,755 B · Done
10.	If an Excel message displays, click the **Yes** button. Microsoft Excel ✕ ⚠ The file format and extension of 'ps.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway? [Yes] [No] [Help]

The **Excel** Spreadsheet opens.

| A1 | ⌄ ⋮ ✕ ✓ fx | Account |

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Book Code	Statistics Code	Currency Code
2	101001	%		%												
3	101002	%		%												
4	101003	%		%												
5	101005	%		%												
6	101007	%		%												
7	101008	%		%												
8	101010	%		%												
9	101060	%		%												
10	101070	%		%												
11	101080	%		%												

Step	Action
11.	Compare the ChartFields used in the transaction to those on the Spreadsheet in order to identify the cause of the error.

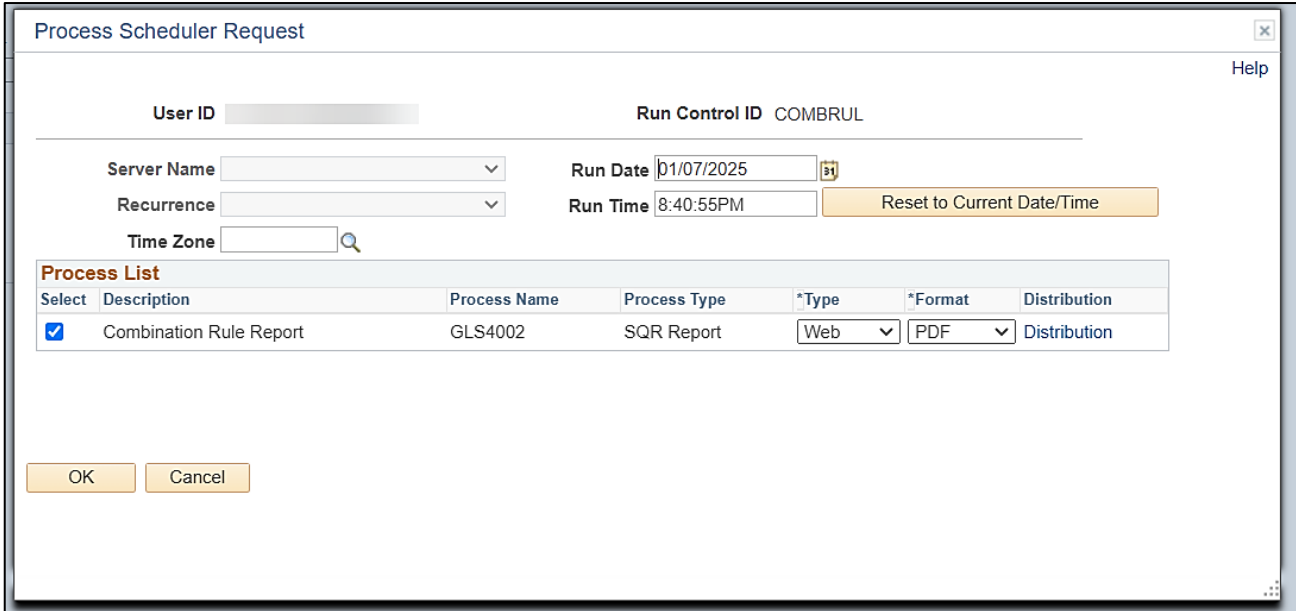## Overview of the ChartField Combination Editing Rule Report

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

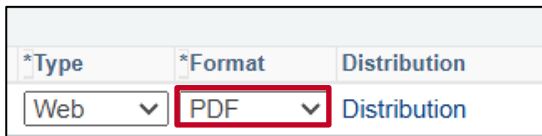| Step	Action
1.	Navigate to the **Combination Rule Report** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report**
	The **Combination Rule Report Find an Existing Value** page displays.
ℹ	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**.
2.	If this is the first time running this Report, click the **Add a New Value** tab and create a Run Control ID. Otherwise, enter or search for the existing Run Control ID using the **Run Control ID** field on the **Find an Existing Value** tab. The remaining steps in this section are based on the use of an existing Run Control ID.
3.	Click the **Search** button.

Step	Action
	The **ChartField Combination Editing Rule Report** page displays.

Step	Action
4.	The SetID field defaults to "State". Update as needed using the **Look Up** icon provided.
5.	As applicable, click the **Combination Rule Look Up** icon and select the Combination Rule.
6.	The **As of Date** field defaults to the current date but can be updated as needed. This field is used to extract valid combinations as of a specific date.
7.	Click the **Save** button.
8.	Click the **Run** button.

Step	Action
	The **Process Scheduler Request** page displays in a pop-up window.

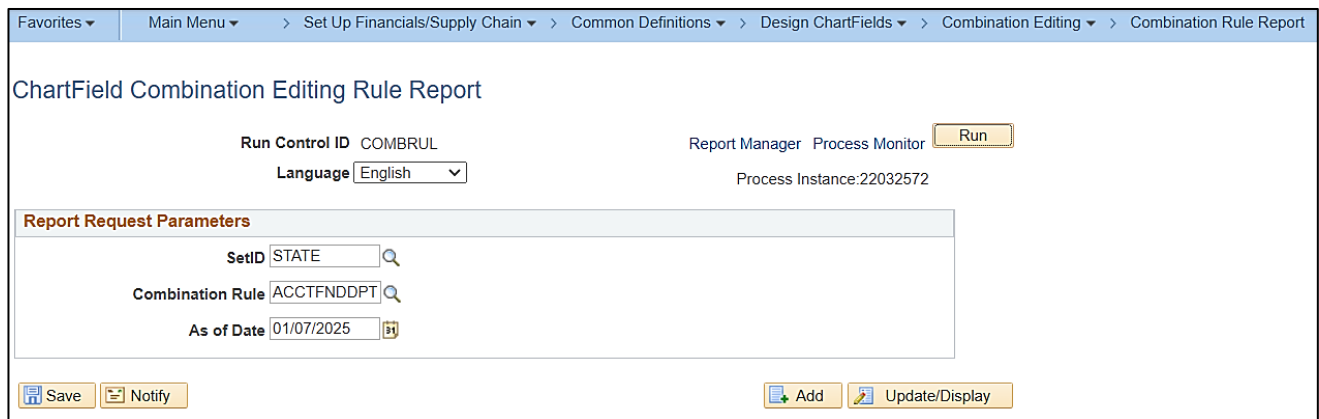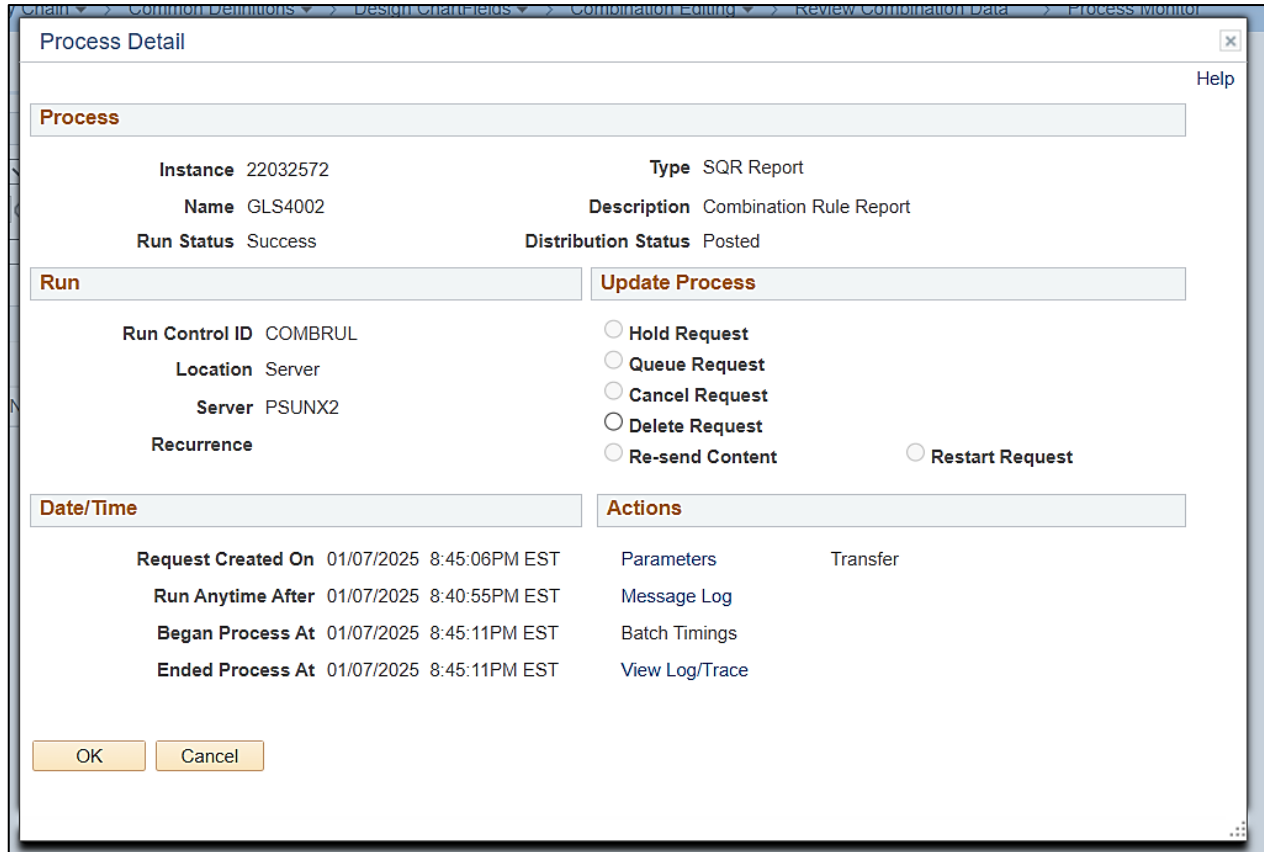| Step	Action
9.	Check to ensure that the **Combination Rule Report** checkbox is selected and that the **Format** field is defined with "PDF".

10.	Select the **OK** button.

The **ChartField Combination Editing Rule Report** page redisplays.

Step	Action
11.	Review and note the Process Instance Number that now displays below the **Process Monitor** link. Report Manager Process Monitor [Run] Process Instance:22032572
12.	Click the **Process Monitor** link. Report Manager [Process Monitor] [Run]

The **Process List** page displays.

| Favorites ▾ | Main Menu ▾ | > Set Up Financials/Supply Chain ▾ | > Common Definitions ▾ | > Design ChartFields ▾ | > Combination Editing ▾ | > Review Combination Data | > Process Monitor |

Process List

View Process Request For

User ID	[ ] 🔍	Type [▾]	Last [▾]	1	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 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	22032572		SQR Report	GLS4002	V_TRN_FINUSER017	01/07/2025 8:40:55PM EST	Success	Posted	Details	▾ Actions

Go back to Combination Rule Report

[💾 Save] [📧 Notify]

13.	Click the **Refresh** button until the **Run Status** field displays "Success" and the **Distribution Status** field displays "Posted". [Refresh] View All | 🔄 | First ◀ **1 of 1** ▶ Last | Run Status	Distribution Status	Details	Actions
Success	Posted	Details	▾ Actions	
14.	Click the **Details** link. **Details** Details

Step	Action
	The **Process Detail** page displays in a pop-up window.

Step	Action
15.	Click the **View Log/Trace** link. View Log/Trace

Step	Action
	The **View Log/Trace** page displays in a pop-up window.

View Log/Trace

Help

Report

Report ID 97496294   Process Instance 22032572   Message Log
Name GLS4002   Process Type SQR Report
Run Status Success

Combination Rule Report

Distribution Details

Distribution Node fintrn   Expiration Date 02/06/2025

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS4002_22032572.log	2,209	01/07/2025 8:45:11.867231PM EST
gls4002_22032572.PDF	3,059	01/07/2025 8:45:11.867231PM EST
gls4002_22032572.out	58	01/07/2025 8:45:11.867231PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	

Return

Step	Action
16.	Click the **PDF** link within the **File List** section.

File List

Name
SQR_GLS4002_22032572.log
gls4002_22032572.PDF
gls4002_22032572.out

Step	Action
ℹ	The report displays. In the PDF, the "%" sign in the **Selected Value** column means that a valid, non-blank value must be present for the **Fund** and **Department** ChartFields.