

Creating and Using Model Journal Entries

Model Journal entries are templates for recurring transactions (monthly, quarterly, or annually) that can be used to save time and reduce errors. A Model Journal can include a specific description, ChartField combinations, and amounts. A Model Journal is similar to using the Copy process but if the amounts change from period to period, the amounts can be left blank on a Model Journal.

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.

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Revision History

Revision Date	Summary of Changes
2/17/2025	Baseline



Creating a Model Journal

Step	Action
1.	Navigate to the Create/Update Journal Entries page using the following path:
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
The Cr	eate/Update Journal Entries Add a New Value page displays.
	Favorites - Main Menu - > General Ledger - > Journals - > Journal Entry - > Create/Update Journal Entries
	Create/Update Journal Entries
	Add a New Value
	*Business Unit 15100 Q *Journal ID NEXT *Journal Date 02/06/2025 [3] Add
i	The Business Unit field defaults based on the user's agency. If a user has access to multiple agencies, enter/select the correct Business Unit in the Business Unit field.
i	When creating a new journal entry, the Journal ID field will default to "NEXT" and cannot be changed.
2.	The Journal Date field defaults to the current day. Update this date as needed using the Journal Date Calendar icon.
	*Business Unit 15100 *Journal ID NEXT *Journal Date 02/06/2025
i	The Journal Date must be in an open Fiscal Year and open accounting period.
3.	Click the Add button.
	Add



Step	Act	tion			
The He	eade	r page displays.			
		Favorites Main Menu	General Ledger ▼ → Journals ▼ →	Journal Entry - > Create/Update Journal Entries	
		Header Lines Totals Errors	Approval		
		Unit 15100	Journal ID NEXT	Date 02/06/2025	
		Long Description		<u>ل</u> ع	
			254 characters remaining		
		*Ledger Group		Adjusting Entry Non-Adjusting Entry	
		Leager		Fiscal Year 2025	
		Reference Number		ADB Date 02/06/2025	
		Journal Class	Q		
		Transaction Code	GENERAL Q	□ Auto Generate Lines	
				Save Journal Incomplete Status	
		SJE Type		☐ Autobalance on 0 Amount Line	
			Attachments (0) Commitment Control	СТА	
			Reversal: Do Not Generate Reversal		
		Entered By V_	TRN_FINUSER001	V_TRN_FINUSER001	
		Entered On			
		Last Opdated On		Add 🔽 Undete (Single)	
		Header I Lines Totals Errors Approval			
4.	Ent	er a description in the L	ong Description field	l.	
		and Description			17
		ing Description			
		254 characters	s remaining		
	Do	not change the fields lis	ted below.		
		• The Ledger Group	field will default to "AC	CTUALS"	
A		• The Source field wi	ll default to "ONL" (On	nline)	
		• The Transaction C	ode field defaults to "C	GENERAL"	
		• The Adjusting Entr	y field will default to "I	Non-Adjusting Entry"	



Step	Action
1	The Fiscal Year and Period fields default based on the Journal date entered/selected on the Add a New Value page. Adjusting Entry Non-Adjusting Entry Fiscal Year 2025 Period 8 ADB Date 02/06/2025
5.	The Save Journal Incomplete Status checkbox option is selected by default. De-select this checkbox option if the journal entry will be completed. Leave this checkbox option selected to save the journal entry in an "Incomplete" status if it will be completed at a later time. Journals saved with an "Incomplete" status are not Edit checked or Budget checked during the nightly batch process.
6.	Click the SJE Type dropdown button and select "Model – Do Not Post". This is the addional step needed to create a Model Journal.
7.	Click the Lines tab.



Step	Action	
The Li	nes page displays.	
	Favorites Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries	
	Header Lines Iotals Errors Approval	
	Unit 15100 Journal ID NEXT Date 02/06/2025	
	Inter/IntraUnit *Process Edit Journal v Process	
	Personalize Find 🔄 🧱	
	Select Line "Unit "Ledger SpeedType Account Fund Program Department Cost Cente	
	Lines to add 1 + -	
	▼ Totals Personalize Find View All [2] I First ③ 1 of 1 ④ Last	
	Unit Total Lines Total Debits Total Credits Journal Status Budget Status	
	15100 1 0.00 T N	
	🔚 Save 🖹 Notify 📿 Refresh	
	Header Lines Iotals Errors Approval	
ĺ	DO NOT click the Inter/Intra Unit button. If this button is clicked, processing issues may occur.	
8.	Enter the applicable ChartFields into Line 1 in the Lines section.	
	V Lines Personalize Find 22 12 Solution Lines Solution Solution	
	Select Line Onit Leager Speedaype Account Fund Program Department Cost Cen	
9.	Scroll to the right to enter additional ChartField values and the amount (Amount field) as applicable. If the dollar amount will change each time this Model Journal is copied to create a new Journal entry, leave the Amount field blank.	
		٦
	Source Type Category Subcategory Affiliate Fund Affiliate Amount Stat Stat Amt	
	4	Þ
10.	Leave the Lines to add field as "1" and click the Insert Lines (+) icon. If the user knows the total number of Journal Lines then enter the number in the Lines to add field and click the Insert Lines (+) icon.	



Step	Action
11.	Enter the applicable ChartFields into Line 2 in the Lines section.
	Versonalize Find 🖉 📑
	Select Line *Unit *Ledger SpeedType Account Fund Program Department Cost Cent
	1 15100 Q ACTUALS Q 5013110 Q 01000 Q 92100 Q
	2 15100 Q ACTUALS Q 5013120 Q 01000 Q 799001 Q 92100 Q
12.	Scroll to the right to enter additional ChartField values and the amount (Amount field) as applicable. If the dollar amount will change each time this Model Journal is copied to create a new
	journal entry then leave the Amount field blank.
	Source Type Category Subcategory Affiliate Fund Affiliate Amount Stat Stat Amt
13	Repeat these Steps until all of the Journal Lines have been entered
10.	
14.	The Process section on the Lines tab defaults to "Edit Journal". Click the Process button.
	*Process Edit Journal Process
15.	A Message displays in a pop-up window. Click the Yes button.
	Message
	Would you like to wait for confirmation that the Edit process has completed? (5010,465)
	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.
	Yes No
16.	Another Message displays in a pop-up window. Click the OK button.
	Meesage
	Message
	This is an SJE Model journal. It cannot be modified. (5010,120)
	UK



General Ledger Job Aid

Step	Action		
17.	Click the Save button.		
	Save Notify CRefresh		
18.	A Message displays in a pop-up window. Make note of the Journal ID and click the OK button.		
	Message		
	Journal 0002753479 is saved with incomplete status. (5210,23)		
	This journal cannot be edited or posted until you change its status to complete.		
	ОК		
19.	Click the Create/Update Journal Entries link (breadcrumb) to return to the Create/Update Journal Entries page.		
	Favorites Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries		
The Create/Update Journal Entries Add a New Value page redisplays and this process is now complete.			
	Favorites • Main Menu • > General Ledger • > Journals • > Create/Update Journal Entries		
	Create/Update Journal Entries		
	Add a New Value		
	*Business Unit 15100 Q *Journal ID NEXT *Journal Date 02/06/2025		



Creating a Journal from a Model Journal

This section provides the steps of creating a manual Journal from a Model Journal that was previously created.

Step	Action		
1.	Navigate to the Create/Update Journal Entries page using the following path:		
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries		
The Cr	eate/Update Journal Entries Add a New Value page displays.		
	Favorites • Main Menu • > General Ledger • > Journal Entry • > Create/Update Journal Entries		
	Create/Update Journal Entries		
	Add a New Value		
	*Business Unit 15100 *Journal ID NEXT *Journal Date 02/06/2025		
2.	Click the Find an Existing Value button.		
	Q Find an Existing Value		



Step	Action
The Cre	eate/Update Journal Entries Find an Existing Value search page displays.
	Favorites • Main Menu • > General Ledger • > Journals • Create/Update Journal Entries
	Create/Update Journal Entries
	 Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches V 🖉
	Business Unit = v Journal ID begins with v Journal Date = v Document Sequence Number begins with v Line Business Unit = v Journal Header Status = v Source = v User ID begins with v PPS1_DANIEL.WALSH Attachment Exist = v Search Clear
Ĵ	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			
The Create/Update Journal Entries Find an Existing Value page redisplays.				
	Favorites • Main Menu • > General Ledger • > Journals • > Create/Update Journal Entries			
	Create/Update Journal Entries			
	 Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 			
	PRecent Searches Choose from recent searches V			
	Business Unit = v Q Journal ID begins with v] Journal Date = v [5] Document Sequence Number [begins with v] Line Business Unit = v Q Journal Header Status = v v V			
	Source = v Q User ID begins with v Q Attachment Exist = v v Attachmer options			
	Case Sensitive Search Clear			
4.	Enter or select the applicable Business Unit in the Business Unit field.			
	Business Unit 15100 Journal ID begins with V Journal Date Image: State of the state of t			



Step	Action
5.	Click the Journal Header Status dropdown button and select "Valid SJE Model – Do Not Post".
6.	Click the Search button.



Step	Action

The **Create/Update Journal Entries** Find an Existing Value page refreshes with the applicable search results in the **Search Results** section at the bottom of the page.

Find an Existing Search Criteria Enter any information	Value n you have and	I click Search.	Leave fields	blank for a list	of all values.	I	b			🕀 Add a Ne	w Value						
PRecent Sear	ches Choos	e from recent	searches		v //	Save	d Searches (Choose from sav	ved searche:	\$	•	8					
D	ocument Seque Line B Journal Hi get Checking Hi	Journal ID Journal Date nce Number usiness Unit eader Status eader Status Source User ID	begins with = begins with = = = begins with = = begins with	Valid SJE 1	Vodel Do 🗸												
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▼ Search Rest Only the fir	Attar Sh Ca sits st 300 resu	ow fewer opb se Sensitive Search	Clear Clear	D5 can be o	e Search displayed.	Business	: Unit "1510	00"							View	100 First (s.	• 1-10 of 300 🕢 Las
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♥ Search Ress Only the fin Business Unit 15100	Attai	Journal Date	Clear Clear Ssible 2920 UnPost Sequence	Document Sequence Number	e Search displayed. Line Business Unit	Business Journal Header Status	Unit "1510 Budget Checking Header Status	00" Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debita	Journal Net Statistical Units	Description	View Uner ID	100 First C Attachment Exist	1-10 of 300 ⊕ Last
♥ Search Ress Only the fin Business Unit 15100 15100	Attai Sh Ca Lits Journal ID	Journal Excl	Clear Clear ssible 2920 UnPost Sequence	Document Number	e Search displayed. Line Business Unit	Business Journal Header Status	Unit "1510 Budget Checking Header Status	00" Ledger Group	Source	Currency	Journal Total Lines	Jeernal Total Debits	Journal Net Statistical Units	Description	View User ID	100 First Attachment	1-10 of 300 (). Las

7. Find the **Journal ID** to copy and click the **Drill in** icon for the corresponding row.

															View	100 First 🕢 1	1-10 of 300 🕑
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 Statistical Units	Description	User ID	Attachment Exist	
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15100				1 march	10.000	Partial	Value	ACTURUS.	016	100				2 Earls of America Sept chalance	e venezoror		>



Action
ader page displays for the selected Journal ID with a Message displayed in a pop-up window.
Favorites ▼ Main Menu ▼ > General Ledger ▼ > Journals ▼ > Create/Update Journal Entries
Header Lines Iotals Errors Approval
Unit 15100 Journal ID 0002753479 Date 02/06/2025
Long Description
254 characters remaining *Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry V
Ledger Fiscal Year 2025
*Source ONL Period Message
Reference Number ADB Date 02
Journal Class This is an SJE Model journal. It cannot be modified. (5010,120)
Transaction Code GENERAL OK
SJE Type Model Do Not Post V Autobalance on 0 Amount Line
Currency Defaults: USD / CRRNT / 1
Attachments (0) Commitment Control
Reversal: Do Not Generate Reversal
Entered By V_TRN_FINUSER001 V_TRN_FINUSER001 Entered On 02/06/2025 2:08:08PM
Last Updated On 02/06/2025 3:27:06PM
🖫 Save 🔯 Return to Search 👘 Previous in List 🖳 Next in List 🔛 Notify 😴 Refresh
Click the OK button to close the Message .
Message
This is an C IF Madel is urget. It cannot be madified. (5010-120)
This is an SJE woder journal. It cannot be modified. (5010,120)



Step	Action	
The He	ader page redisplays.	
	Favorites ▼ Main Menu ▼ > General Ledger ▼ > Journals ▼	Journal Entry -> Create/Update Journal Entries
	Header Lines Iotals Errors Approval	
	Unit 15100 Journal ID 0002753	3479 Date 02/06/2025
	Long Description	ر م
1	254 characters remaining	Adjusting Entry Non-Adjusting Entry
1	Ledger	Fiscal Year 2025
	*Source ONL	Period 8
l	Reference Number	ADB Date 02/06/2025
	Transaction Code GENERAL	Auto Generate Lines
		Save Journal Incomplete Status
	SJE Type Model Do Not Post V	Autobalance on 0 Amount Line
	Attachments (0) Commitment Control	СТА
	Reversal: Do Not Generate Reversal	
	Entered By V_TRN_FINUSER001 Entered On 02/06/2025 2:08:08PM	V_TRN_FINUSER001
	Save Return to Search the Previous in List	Notify C Refresh Add 愿 Update/Display
	Header Lines Totals Errors Approval	
0		
9.		
	Header Lines Totals Errors Approval	



	Action												
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	Favorites -	Main M	lenu 👻 🔿	> General Ledger -	 Journals - 	> Journ	nal Entry 🔻 > 🛛	Create/Upd	ate Journal Entries				
	Header L	ines <u>T</u> ot	als <u>E</u> rrors	s <u>A</u> pproval									
	Unit	15100		Journal ID	0002753479			Date 0	2/06/2025		Errors O	nly	
		Template Lis	st	:	Search Criteria						View Audit Lo	ogs	
				*Process	Edit Journal		~		Process		E E	Line	10 😨 🖭
	Select	Line	Unit	Ledger	SpeedType		Account	Fund	Program	Department	Cost C	Center	Task
		1	15100	ACTUALS		Q	5013110	01000	799001	92100			
		2	15100	ACTUALS		Q	5013120	01000	799001	92100			
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	Unit	Total Line	s		То	tal Debits			Total Credits	Journal Statu	is E	Budget Stat	us
	15100	Z Roturn to	Soarch	* Provious in List	Novt in List	0.00	tify @ Pofrack		0.00	IVI	Add		/Dicplay
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	Journal Entry Copy Business Unit 15100 Journal ID NEXT Journal Date Currency Effective Date © Do Not Generate Reversal Beginning of Next Period Currency	Copy From ID 0002753479 Ledger New Ledger Document Type ADB Reversal Date Same As Journal Reversal	Help Copy From Date 02/06/2025 Reverse Signs Recalculate Budget Date Save Journal Incomplete Status
	Business Unit 15100 Journal ID NEXT Journal Date 02/06/2025 ii) ADB Date Currency Effective Date ii) Reversal Date © Do Not Generate Reversal © Beginning of Next Period © End of Next Period	Copy From ID 0002753479 Ledger New Ledger Document Type ADB Reversal Date Same As Journal Reversal	Help Copy From Date 02/06/2025
	Reversal Date O Not Generate Reversal Deginning of Next Period End of Next Period	ADB Reversal Date © Same As Journal Reversal	
	 Next Day Adjustment Period On Date Specified By User Adjustment Period 	On Date Specified By User	
2. T C	The Journal Date field defaults to Date Calendar icon.	today's date. Update this date	e as needed using the Journa l
	Journal Date 02/06/2025		
3. T c tl s	The Save Journal Incomplete St checkbox option if the Journal entry he new Journal entry in an "Incom saved with an "Incomplete" status process.	atus checkbox option is select y will be completed. Leave thi pplete" status if it will be comple are not Edit checked or Budge	ed by default. De-select this is checkbox option selected to eted at a later time. Journals at checked during the nightly ba
	 Reverse Signs Recalculate Budget Date 		
	Save Journal Incomplete Status		
4. C	Click the OK button.		



Step	Action				
The Lin	nes page redisplays w	vith a new Journal ID.			
	Favorites - Main Menu -	→ General Ledger 🗸 → Journals 🗸 → Jour	rnal Entry - > Create/Update Journal B	Entries	
	Header Lines Totals Errors	Approval			
	Unit 15100 Template List	Journal ID 0002753480 Search Criteria	Date 02/06/2025 Change Values	Errors Only View Audit Logs	
	Inter/IntraUnit	*Process Edit Journal	✓ Proce	ss I I I II I I]
	▼ Lines			Personalize Find 🗖 📑	
	Select Line "Unit	*Ledger SpeedType	Account Fund	Program Department Cost Cen	te
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	2 15100	Q ACTUALS	Q 5013120 Q 01000 (Q 799001 Q 92100 Q	
	Lines to add 1 +				
	▼ Totals		Personalize F	ind View All 🕗 🚃 First 🕢 1 of 1 🕟 Last	
	Unit Total Lines	Total Debits	Total C	redits Journal Status Budget Status	-
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	Save Return to Search	Notify CRefresh		📮 Add 🖉 Update/Display	Ī
	Header Lines Totals Errors Approva	1			
15	Enter the applicable	debit and credit dollar	amounts in the Am	ount field for each Line of	the Journal
10.	in the Lines section.	Make any additional (ChartField adjustme	ents if needed or add/delete	e Journal
	Lines as needed.	·			
	Lines			Personalize Fir	1d 🔁 🔣
	Select Line *Unit	*Ledger SpeedType	Account F	und Program Department	Cost Cen e
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	2 15100	Q ACTUALS	Q 5013120 Q	01000 Q 799001 Q 92100	
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quest is cur	rently in process	. If you choos	e to wait, once the	e proce	ess has co	mplete	d, you w	ill be	returned t	o the u	pdated Jo	urnal. If you	
not to wait,	please check th	e Process Mor	nitor to verify that	the sc	neduled pr	ocess	has com	plete	d before a	iccessi	ng the Jou	ırnal.	
Yes	No												
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Step | Action

The **Lines** page redisplays and the **Journal Status** and **Budget Status** fields update from "N" (No Status - Needs to be Edited) to "V" (Valid).

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Step	Action
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20.	Proceed with submitting the Journal for approval. Click the Process dropdown button and select "Submit Journal".
21.	Click the Process button.
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Step	Actio	n													
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