



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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General Ledger Job Aid

GL332_Managing Journal Entries

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 throught 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

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).

Header	Lines To	tals Errors	Approval													
Teage	Unit 15100 Template List			Journal ID 0002753495 Search Criteria					Date 02/12/2025 Change Values					Errors Only View Audit Logs		
	Inte	r/IntraUnit	*Process	Edit Journal		~		Pro	cess				Line	10 🐺 🗵		
The Line	es										Per	sonalize Fi	ind 🛛 🗔			
Selec	ct Line	*Unit	*Ledger	SpeedType		Account		Fund	P	ogram		Department		Cost Cente		
	1	15100	Q ACTUALS		Q	5012740	Q	01000	Q 7	37001	Q	95400	Q			
	2	15100	Q ACTUALS		Q	5012750	٩	01000	Q 7	24001	Q		٩			
		•	_											Þ		
Lines	to add 1	+ -														
- Tot	als						Pe	ersonalize	Find	View All 🛛 🔁		First 🕢) 1 of 1	Last		
Unit	Total Lin	es		Total Debits	s			Tota	l Credit	Journal Sta	atus	Bu	dget Stati	us		
15100	2			60,000,000.0	0			60,00	0.000,0) N			N			
Header L	ines Totals E	o Search	🛾 Notify 🛛 🤁 Refr	esh					-		Ŀ	Add E	Update/	Display		
. The	ines Totals E	o Search	Notify Refr	s to "Edit Pro	oces	ss". C	lick	the F	Pro	cess b	L.	Add 2	Update/	the E	dit ch	
. The	Proce	o Search	Notify 2 Refr	esh s to "Edit Pro	oces	ss". C	lick	the F	Pro	cess b	out roc	Add Eton to ess	Update/	the E	dit ch	
. The *Pro	Proce ocess E essage	ss field Edit Jour	d defaults nal	esh s to "Edit Pro pop-up windo	oces	ss". C	Click	the F	Pro bu	cess b Pi	Dutt	Add J	Update/	the E	dit ch	
I. The *Pro	Proce Ocess	o Search E rrors Approva SS field Edit Jour e displa	Notify C Refr d defaults rnal ays in a p confirmation th	s to "Edit Pro	DCES	click	the	the F Yes	Pro	ton.	put:	Add I	run	Display	dit che	



Action Step 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. Main Menu 🔻 Favorites -B Header Lines Totals Errors Approval Journal ID 0002753495 Unit 15100 Date 02/12/2025 Errors Only Template List Search Criteria Change Values View Audit Logs Inter/IntraUnit *Process Edit Journal ~ Process Line 10 🐺 🗵 Personalize | Find | 🔄 | 🔜 Lines Select Line Error *Unit *Ledger SpeedType Account Fund Department Program \Box 15100 Q ACTUALS Q 5012740 Q 01000 Q 737001 Q 95400 \Box 15100 Q ACTUALS Q 5012750 Q 01000 Q 724001 Q 2 х Q ____ Þ Lines to add 1 🛨 🖃 Totals Personalize | Find | View All | 🔄 | 🔣 First 🕢 1 of 1 🕟 Last Journal Status Total Credits Unit Total Lines **Total Debits Budget Status** 15100 2 60.000.000.00 60.000.000.00 Е Ν 🔚 Save 🔯 Return to Search 🔛 Notify 🤗 Refresh 🛃 Add 🖉 Update/Display Header | Lines | Totals | Errors | Approval 3. Click either the Errors tab or the E link in the Journal Status field to review the error. Errors Lines Totals Approval Header Journal Status E



Header Unit 15100 Journal ID 0002753495 Personalize Field Name Field Long Name Set Mag Personalize Field Name Field Long Name Set Mag Personalize Personalize Vertice Mag Mag Mag Mag Mag Personalize Find Personalize Find Personalize Mage Mage </th <th>Favorites</th> <th>Main Menu ▼</th> <th>General</th> <th>Ledger 🔻</th> <th>> Journal</th> <th>s▼></th> <th>Journal E</th> <th>ntry</th>	Favorites	Main Menu ▼	General	Ledger 🔻	> Journal	s▼>	Journal E	ntry	
Header Errors Personalize Find [2]] First (1 of 1 () Last Unit Field Name Field Long Name Set Mag Message Text 15100 JRNL_HDR_STATUS Journal Header Status 5860 53 Journal line errors exist for this header. <th <th="" <th<="" th=""><th><u>H</u>eader</th><th>Lines Lotais</th><th>Errors Approv</th><th>Journal II</th><th>D 0002753</th><th>495</th><th></th><th>Date 02/12/2025</th></th>	<th><u>H</u>eader</th> <th>Lines Lotais</th> <th>Errors Approv</th> <th>Journal II</th> <th>D 0002753</th> <th>495</th> <th></th> <th>Date 02/12/2025</th>	<u>H</u> eader	Lines Lotais	Errors Approv	Journal II	D 0002753	495		Date 02/12/2025
Unit Field Name Field Long Name Set Msg Message Text 15100 JRNL_HDR_STATUS Journal Header Status 5860 53 Journal line errors exist for this header. V Line Errors Personalize Find Image: First 1 of 1 Last 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 Heat	der Errors						Personalize Find 🔃 🎆 🛛 First 🚯 1 of 1 🕟 Last	
15100 JRNL_HDR_STATUS Journal Header Status 5860 53 Journal line errors exist for this header. Line Errors Personalize Find [2] [2] Finst (3 1 of 1 (2) Last 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.	Unit	Field Name		Field Long	Name	Set	Msg	Message Text	
Personalize Find [2] First (1 of 1 (2) Last Line # Field Long Name Set Msg Message Text 2 ACCOUNT Account 9600 31 Combo error for fields Account/Fund/Department in group DEPTREQ.	15100	JRNL_HDR_STAT	US	Journal He	ader Status	5860	53	Journal line errors exist for this header.	
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. Image: Save Image: Return to Search Image: Notify Image: Return to Search Image: Notify Image: Return to Search Image: Notify	▼ Line	Errors						Personalize Find 🔄 🎆 First 🕢 1 of 1 🕟 Last	
2 ACCOUNT Account 9600 31 Combo error for fields Account/Fund/Department in group DEPTREQ. Image: Save Internet to Search Image: Notify Image: Refresh Add Image: Update/Display	Line #	Field Name	Field Long Na	me s	Set N	sg	Message Te	ext	
Return to Search FN Notify Refresh	2	ACCOUNT	Account	ę	9600 3	1	Combo err	or for fields Account/Fund/Department in group DEPTREQ.	
Header Lines Totals Errors Approval	Save	Return to Searc	h 달 Notify pproval	2 Refresh	٦			💽 Add 🖉 Update/Display	



Step Action

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).

[Favorites •	Main Me	enu 🕶 🔅	General Ledger -	> Journals -	> Journal Entry -	> (reate/Update	e Journal Entries					1
	Header Lin	les <u>T</u> ota	als <u>E</u> rrors	Approval										
	Unit 1 Te	5100 emplate Lis	t	Journal ID S	Journal ID 0002753495 Search Criteria				Date 02/12/2025 Change Values		C Errors Only View Audit Logs			
	T Lines	Intern	InitaOffic	Process	Edit Journal				FIDCESS		Pers	sonalize Find	ne 10 ∓ ≍	
	Select I	Line	Error	*Unit	*Ledger	SpeedType		Account	Fund	1	Program	Dep	partment	
		1		15100 Q	ACTUALS		Q	5012740	Q 01000	Q	737001	Q 95	400 Q	
		2	х	15100 Q	ACTUALS		Q	5012750	م 01000	٩	724001	Q		
	Lines to add	1	•										4	
	▼ Totals							Perso	onalize Find Vi	ew All	2 🔜	First 🕢	1 of 1 🕟 Last	
	Unit	Total Lines	5		Т	otal Debits			Total Credits	Journal	Status	Budge	et Status	
	15100	2			60,0	000,000.00			60,000,000.00	E	=		Ν	
	🔚 Save 🔯	Return to	Search	Notify 2 Refre	esh							Add 🔎 U	pdate/Display	
L	Header Lines	Iotals Erro	ors Approva	1										
5.	Enter o Line.	or se	lect th	ne applica	ble Dep	artment ir	n th	e Dep	artmen	t fiel	ld foi	r the ap	oplicable	Journal
	✓ Lines											Pers	onalize Find	a 🔜
	Select	Line	Error	*Unit	*Ledger	SpeedType		A	ccount	Fun	d	Program	Depart	tment
		1	×	15100					012740			737001	Q 95400	
		Z	^	15100	Q ACTUALS				5012750		00 0	124001	Q	
6.	Click tl	he S a	ave b	utton.										
			Eth D	oturn to Soc	arch	1 Notify	α	Dofrock						
	I 38	ive					R.	Reliesi	·					
A Messag	je displa	ays ir	n a po	p-up wind	dow con	firming th	e sa	ave ac	tion.					
				M	essage									
					_									
				Jou	urnal 0002	2753495 is s	save	d. (521	0,6)					
					OK									
				<u> </u>										
7.	Click tl	he O	K but	ton.										
	C	ЭK												



Step Action The Lines page redisplays. Since an update was made, the Journal Status field updates back to "N" (No Status - Needs to be Edited). Favorites Main Menu General Ledger Journals Journals Create/Update Journal Entries Header Lines Totals Errors Approval Journal ID 0002753495 Date 02/12/2025 Unit 15100 Errors Only Template List Search Criteria Change Values View Audit Logs Inter/IntraUnit *Process Edit Journal ~ Process **X** Line 10 🐺 🗵 Personalize | Find | 💷 | 🔜 Lines Select Line Error *Unit *Ledger SpeedType Account Fund Program Department 5012740 \square Q 01000 Q 737001 1 15100 Q ACTUALS Q 95400 Q Q х 15100 Q ACTUALS 5012750 Q 01000 Q 724001 Q 95400 C 2 Lines to add 1 🛨 🖃 🗐 Personalize | Find | View All | 🔄 | 🔜 Totals First (1 of 1 (1) Last Unit Total Lines Total Debits Total Credits Journal Status Budget Status 60,000,000.00 60,000,000.00 15100 2 Ν Ν 🔚 Save 🔯 Return to Search 🖃 Notify 📿 Refresh 🛃 Add 🖉 Update/Display Header | Lines | Totals | Errors | Approval 8. Next, run the Edit Check again. The **Process** field defaults to "Edit Journal". Click the **Process** button to run the Edit check. *Process Edit Journal v Process 9. 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



Action

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Step The Lines page redisplays. 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). Favorites • Main Menu • Header Lines Totals Errors Approval Journal ID 0002753495 Unit 15100 Date 02/12/2025 Errors Only Search Criteria Change Values Template List View Audit Logs Process Inter/IntraUnit *Process Edit Journal ~ ▲ ▲ Line 10 🐺 🗵 Personalize | Find | 🗾 | 📑 The Lines SpeedType Select Line *Unit *Ledger Account Fund Program Department Cost Cente Q 5012740 15100 Q ACTUALS 1 Q 01000 Q 737001 Q 95400 Q Q ACTUALS Q 2 15100 5012750 Q 01000 Q 724001 Q 95400 Q 4.0 Lines to add 1 🛨 🖃 ▼ Totals Personalize | Find | View All | 🔄 | 🔜 First 🕚 1 of 1 🕟 Last Unit Total Lines Total Debits Total Credits Journal Status Budget Status 15100 2 60,000,000.00 60,000,000.00 v F 🔚 Save 🔯 Return to Search 🖹 Notify 🔗 Refresh 📑 Add 🖉 Update/Display Header | Lines | Totals | Errors | Approval 10. Click E link in the Budget Status field. **Budget Status** Е



Step Action

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.

GL Jou	rnal Exceptio	ns Line Exc Business	Unit 15100	Journal ID 0002753495 周	Journal Date	02/12/2025	
Se	*Exceptio Maximur arch	on Type Error n Rows 10	~	Override Transaction More Budgets Exist Advanced Budget Criteria	1	R.	
Budg	ets with Exc	eptions		Personaliz	e Find View All	2 🔜 F	irst 🕢 1-2 of 2 🕑 Last
Budg	et Override	Budget <u>C</u> hart	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	Ð	15100	CC_ALLOT	Exceeds Budget Tolerance	More Detail		Go To 🗾
2	⊕ _	15100	CC_APPROP	Exceeds Budget Tolerance	More Detail		Go To 📕
GL Journa	al Exceptions	Line Exception	[™] Notify odate Jouri updates.	nal Entries tab in th	ne web bro	wser to	return to the .



Step	Action	
The Lines	s tab redisplays.	
	Favorites ▼ Main Menu ▼ → General Ledger ▼ → Journals ▼ → Journal Entry ▼ → Create/Update Journal Entries	
	Header Lines Iotals Errors Approval	
	Unit 15100 Journal ID 0002753495 Date 02/12/2025 Errors Only Template List Search Criteria Change Values View Audit Logs	
	Inter/IntraUnit *Process Edit Journal * Process Edit Journal End Line 10 * E	
	Select Line 'Unit 'Ledger SpeedType Account Fund Program Department Cost Cente	
	1 15100 Q ACTUALS Q 5012740 Q 01000 Q 737001 Q 95400 Q	
	2 15100 Q ACTUALS Q 5012750 Q 01000 Q 724001 Q 95400 Q	
	Lines to add 1 +	
	▼ Totals Personalize Find View All 🖉 🔛 First 🕢 1 of 1 🕢 Last	
	Unit Total Lines Total Debits Total Credits Journal Status Budget Status	
	15100 2 60,000,000.00 60,000,000.00 V E	
	Header Lines Totals Errors Approval	
	the dollar amount entered was \$60,000,000.00 and the dollar amount should be \$6,000.00) Favorites Main Menu Science Ledger Science S	
	Unit 15100 Journal ID 0002753495 Date 02/12/2025 Errors Only	
	Template List Search Criteria Change Values View Audit Logs	
	Inter/IntraUnit *Process Edit Journal V Process I Line 10 😨 🗷	
	▼ Lines Personalize Find 2	
	Select Line Subcategory Amiliate Fund Amiliate Amount Stat Stat Amit Reference Journal	
	Lines to add 1 🛨 🗖 🗒	
	Totals Personalize Find View All 🖉 📑 First 🕢 1 of 1 🕟 Last	
	Unit Total Lines Total Debits Total Credits Journal Status Budget Status	
	15100 2 60,000,000.00 V E	
	Header Lines Totals Errors Approval	
	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.	



General Ledger Job Aid

Step	Action						
13.	Click the Save button.						
	Return to Search 😢 Notify						
A Messag	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						
14.							
	OK						
The Lines	the Lines page redisplays. Since an update was made, both the Journal Status and Budget Statu						
neius upu	Worites • Main Menu • > General Ledger • > Journals • > Create/Update Journal Entries						
	eader Lines Iotals Errors Approval						
	Unit 15100 Journal ID 0002753495 Date 02/12/2025 Errors Only						
	Template List Search Criteria Change Values View Audit Logs						
	Inter/IntraUnit *Process Edit Journal Process Edit Journal Line 10 Line 10						
	Select Line Affiliate Fund Affiliate Amount Stat Stat Amt Reference Journal Line Description						
	1 1 <th></th>						
	2 Q Q -6,000.00 Q Computer Software Maint Struct						
	Totals Personalize Find View All @ # First @ 1 of 1 @ ast						
	nit Total Lines Total Debits Total Debits Budget Status						
	100 2 6,000.00 6,000.00 N N						
	Save 🔯 Return to Search 🔁 Notify 🔅 Refresh						
l	der Lines Totals Errors Approval						
15	Next run the Edit Check again						
10.	The Process field defaults to "Edit Journal". Click the Process button to run the Edit of	hock					
		1501.					
	*Process Edit Journal Process						



Step	Action
16.	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
The Line	
Status - N	eeds to be Edited) to "V" (Valid).
l	Favorites • Main Menu • > General Ledger • > Journal Entry • > Create/Update Journal Entries
l	Header Lines Iotals Errors Approval
	Unit 15100 Journal ID 0002753495 Date 02/12/2025 Errors Only Template List Search Criteria Change Values View Audit Logs
	Inter/IntraUnit *Process Edit Journal Y Process E Ine 10 Y V Lines Personalize Find 20 100
	Select Line Affiliate Fund Affiliate Amount Stat Stat Amt Reference Journal Line Description
	2 Q Q -6,000.00 Q Computer Native Maint Structure
	Lines to add 1 + -
	▼ Totals Personalize Find View All □ □ First ④ 1 of 1 ⊕ Last Unit Total Lines Total Debits Total Credits Journal Status
	15100 2 6,000.00 6,000.00 V V
	Return to Search Notify Refresh Header Lines Totals Errors Approval
17	Click the Save button
	Save or Return to Search
A Messag	e displays in a pop-up window confirming that the Journal is saved.
	Message
	Journal 0002753495 is saved. (5210,6)
	OK
	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 .



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 <u>Reviewing and Correcting Edit Check and Budget Check Errors</u> 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.	Navigate to the Create/Update Journal Entries page using the following path:	
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journ Entries	nal
The Crea	ate/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 01/07/2025 3 Add	

2. Click the **Find an Existing Value** button.



Step	Action
The Crea	te/Update Journal Entries Find an Existing Value page displays.
Fav	orites • Main Menu • > General Ledger • > Journals • > Journal Entry • > Create/Update Journal Entries
Cre	ate/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.
	PRecent Searches Choose from recent searches V Raved Searches Choose from saved searches V
	Business Unit = v Q Journal ID begins with v Journal Date = v [j] Document Sequence Number begins with v Line Business Unit = v Q Journal Header Status = v No Status - Needs to t v Budget Checking Header Status = v v Source = v Q User ID begins with v PPS1_DANIEL.WALSH Attachment Exist = v v Show fewer options Case Sensitive Search Clear
İ	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
The Crea	te/Update Journal Entries Find an Existing Value page refreshes.
	avorites Main Menu General Ledger Journals Journal Entry Create/Update Journal Entries
c	reate/Update Journal Entries
	Find an Existing Value
	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 R Saved Searches Choose from saved searches V
	Budget Checking Header Status = V
	Source = V Q User ID (begins with V) Q
	Attachment Exist [= v v v v v v v v v v v v v v v v v v
	Case Sensitive
	Search Clear
4.	Enter or select the applicable Business Unit in the Business Unit field.
	Business Unit = x 15100
	Journal ID begins with
	Journal Date = V
5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be updated).
	Business Unit
	Journal ID begins with V 0002753471 Journal Date = V [1]
	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.
	Search



Step	Action	
The Head	der page displays.	
	Favorites • Main Menu • > General Ledger • > Journals • > Create/Update Journal Entries	
	Header Lines Totals Errors Approval	
	Unit 15100 Journal ID 0002753471 Date 01/07/2025	
	Long Description Correct distribution for office expenses.	
	213 characters remaining Actual S Adjusting Entry Non-Adjusting Entry	
	Ledger Fiscal Year 2025	
	*Source ONL Period 7	
	Reference Number ADB Date 01/07/2025	
	Journal Class Q	
	Transaction Code GENERAL Q Auto Generate Lines	
	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 01/09/2025 12:07:21PM	
	Image: Save in the search in Notify in Refresh Image: Add in the search in the sear	
	Header Lines Totals Errors Approval	
l		
7.	Make the necessary updates to the fields on the Header tab or the Lines tab.	
	Header Lines Totals Errors Approval	
8.	Click the Save button after making the updates to the Journal.	
	Save Creater Return to Search	
i	After saving the Journal, the Edit Journal, Submit Journal, and Approve Journal proce must be completed.	sses
-	To complete these processes, refer to the <u>Processing a Manual Journal Entry</u> section Job Aid.	of this



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.	Navigate to the Create/Update Journal Entries page using the following path:
	Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
The Crea	te/Update Journal Entries Add a New Value page displays.
	Favorites Main Menu Seneral 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 01/07/2025
2.	Click the Find an Existing Value button.



Step	Action
The Crea	te/Update Journal Entries Find an Existing Value page displays.
Fav	orites • Main Menu • > General Ledger • > Journals • > Journal Entry • > Create/Update Journal Entries
Cre	ate/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.
	PRecent Searches Choose from recent searches V Raved Searches Choose from saved searches V
	Business Unit = v Q Journal ID begins with v Journal Date = v [j] Document Sequence Number begins with v Line Business Unit = v Q Journal Header Status = v No Status - Needs to t v Budget Checking Header Status = v v Source = v Q User ID begins with v PPS1_DANIEL.WALSH Attachment Exist = v v Show fewer options Case Sensitive Search Clear
İ	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
The Crea	te/Update Journal Entries Find an Existing Value page refreshes.
	Favorites Main Menu General Ledger Journals Journal Entry Create/Update Journal Entries
c	reate/Update Journal Entries
	Find an Existing Value
	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
	Line Business Unit = - Q
	Journal Header Status = • Budget Checking Header Status = •
4.	Enter or select the applicable Business Unit in the Business Unit field.
	Business Unit = 🗸 15100
5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be deleted).
	Journal ID begins with \checkmark 0002753480
	Journal Date = V
	Information can be entered into any of the other search fields to belo locate the Journal entry
	to be deleted.
6.	Click the Search button.
	Search



Step	Action
The Head	der page displays.
[Favorites • Main Menu • > General Ledger • > Journals • > Create/Update Journal Entries
	Header Lines Iotals Errors Approval
	Unit 15100 Journal ID 0002753480 Date 02/06/2025
	Long Description
	254 characters remaining *Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry
	Ledger Fiscal Year 2025
	*Source ONL Q Period 8
	ADB Date 02/06/2025
	Journal Class
	Transaction Code GENERAL
	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 02/06/2025 4:14:28PM
	Save Q, Return to Search E Notify Refresh
L	
7.	Click the Lines tab.
	Header Lines Totals Errors Approval



Step	Ac	tion														
The Lines page displays.																
F	avorites 🗸	Main	Menu 🗸 💦 👌	Genera	I Ledger ▾ →	Journals 🗸 🖒 Jou	rnal Er	itry 🔻 > C	reate/Upd	ate Journa	al Enti	ries				
Ŀ	Header	Lines	otals <u>E</u> rrors	<u>A</u> ppro	val											
	Unit	15100		Jo	ournal ID 0002	2753480			Date 0	2/06/2025			(Errors On	ly	
		Template Int	List er/IntraUnit	*	Searces Edit	h Criteria Journal		~	Cł	nange Valu Pro	ues ocess		V	riew Audit Log হা হি	gs	10
	▼ Lines			,									Pe	ersonalize F	ind 🔁	
	Select	Line	*Unit	×	Ledger	SpeedType		Account		Fund		Program		Department		Cost Cente
		1	15100	Q /	ACTUALS		Q	5013110	Q	01000	Q	799001	Q	92100	٩	
		2	15100	Q /	ACTUALS		Q	5013120	Q	01000	Q	799001	Q	92100	٩	
	Lines to a	add 1]												
	▼ Totals								Pe	rsonalize	Find	d View All [a 🔜	First (€) 1 of 1	● Last
U	Unit	Total Li	nes			Total Debits				Tota	al Creo	dits Journal	Status	В	udget Stati	us
1	15100	2				0.00)				C	0.00 V			V	
Ľ	Save	한 Return	to Search	Notify	2 Refresh									Add 🗾] Update/	/Display
He	eader Line	s Totals I	Errors Approval													
7	Click	the P	rocess	dror	ndown I	outton and	seli	ect "De	olete	Jour	ma	"				
					aomi				51010	ooui	na					
	*Proc	cess	Edit Journ	al				\sim								
			Budget Cł	neck	Journal											
			Copy Jour	nal												
	laer	1	Delete Joi	urnal												
	5		Edit / Pre-	Chec	:k			_								
	TUAL	S	Edit Chart	field												
			Edit Journ	al												
	TUAL	5	Post Jouri	nal												
			Print Jour	nal												
			Refresh J	ourna	al			_								
			Submit Jo	urnal												
8.	Click	the P	rocess	butte	on.											
												Dee				
	^Pro	cess	Delete Jour	nal				~				Proc	ess			



Step	Action
A Mess	ige displays in a pop-up window and the user must confirm the delete action.
	Message
	Are you sure that you want to delete this journal? (5010,30)
9.	Click the Yes button to confirm the deletion and close the Message .
	Yes No
A Mess	ge displays in a pop-up window confirming that the Journal was deleted.
	Message
	Journal 0002753480 is physically deleted. (5210,7)
10.	Click the OK button to close the Message .
	ОК
The Cre	ate/Update Journal Entries Add a New Value page redisplays and this process is 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 01/07/2025





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.	Navigate to the Create/Update Journal Entries page using the following path: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entry	ntries				
The Cr	ate/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 01/07/2025					
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 page displays.	
	Favorites Main Menu General Ledger Journals Journals 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.	
	PRecent Searches Choose from recent searches V Raved Searches Choose from saved searches V	
	Business Unit = v Q Journal ID begins with v Journal Date = v Bin Document Sequence Number begins with v Line Business Unit = v Q Journal Header Status = v No Status - Needs to 1v Budget Checking Header Status = v v Source = v Q User ID begins with v PPS1_DANIEL WALSH Q Attachment Exist = v v Show fewer options Case Sensitive Search Clear	
1	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titl "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal We in Job Aids under Learning .	led ebsite
3.	Click the Clear button to clear the defaulted search criteria.	



Step	Action
The Cr	eate/Update Journal Entries Find an Existing Value page refreshes.
	Favorites • Main Menu • > General Ledger • > Journal Entry • > Create/Update Journal Entries
	Create/Update Journal Entries
	Find an Existing 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 V 🖉 🖓 Saved Searches Choose from saved searches V
	Business Unit = v Q Journal ID begins with v J Journal Date = v Bij Document Sequence Number begins with v J
	Journal Header Status Image: Constraint of the address of the addr
	Attachment Exist = v v
	Case Sensitive Search Clear
4.	Enter or select the applicable Business Unit in the Business Unit field.
	Business Unit = v 15100
5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be posted).
	Business Unit = 15100 Journal ID begins with 0002753480 Journal Date = Image: State Sta
j	Information can be entered into any of the other search fields to help locate the Journal entry to be posted.
6.	Click the Search button.
	Search



General Ledger Job Aid

Step	Action		
The He	ader page displays.		
	Favorites Main Menu General Ledg	er ▾ → Journals ▾ → Journal Entry ▾	> Create/Update Journal Entries
	Header Lines Totals Errors Approval		
	Unit 15100	Journal ID 0002753482	Date 02/07/2025
	Long Description		<u>م</u>
	254 character *Ledger Group ACTUALS	s remaining Adjusting Entry	· [Non-Adjusting Entry ✓]
	Ledger	Fiscal Year	2025
	*Source ONL	Q Period	8
	Reference Number	ADB Date	02/07/2025
	Journal Class	_Q	
	Transaction Code GENERAL	Q	Auto Generate Lines
	SJE Type	~	└── Save Journal Incomplete Status └── Autobalance on 0 Amount Line
	Currency Def	aults: USD / CRRNT / 1	
	Attachments	0) Commitment Control	ОСТА
	Reversal: Do	Not Generate Reversal	
	Entered By V_TRN_FINUS	ER001	V_TRN_FINUSER001
	Entered On 02/07/2025 2:0	8:57PM	
	Save Return to Search Notify CL	Refresh	Lindate/Display
	Header Lines Totals Errors Approval		
7.	Click the Lines tab.		
	Header Lines Totals Errors	Approval	



Step	Action													
The Lir	nes page	displays.												
	Favorites -	Main Menu 🗸 🔿	General Ledger 🗸 🚿	· Journals → Jou	ırnal Er	ntry 🔻 > C	reate/Upda	ate Journa	al Entrie	S				
	Header L	ines Totals Errors	Approval											
	Unit	15100	Journal ID 000	2753482			Date 02	2/07/2025			0	Errors On	ly	
		Template List	Sear	ch Criteria		~	Ch	ange Valu Pr	ues ocess		V	riew Audit Loo হা ক্রি	gs	0 3 9
	✓ Lines							6			Pe	ersonalize F	Find 🔄	
	Select	Line *Unit	*Ledger	SpeedType		Account		Fund	P	rogram		Department		Cost Cente
		1 15100			٩	5013110	٩	01000	Q	799001	Q	92100	٩	
		2 15100	Q ACTUALS		Q	5013120	Q	01000		799001	Q	92100	Q	•
	Lines to ac	d 1 🛨 🗖												
	▼ Totals						Per	rsonalize	Find	View All	2 🔜	First 🤇	🜒 1 of 1	● Last
	Unit	Total Lines		Total Debit	s			Tota	al Credit	s Journal	Status	В	udget Statu	s
	15100	2 P Return to Search	Notify Of Refresh	1,250.0	0				1,250.0	0	/	Add	V	Display
	Header Lines	Totals Errors Approval	Notity Reliesi									Add	j Opuate/L	Display
8.	Click the	e Process o	lropdown b	utton and s	ele	ct "Pos	st Jou	ırnal	".					
	*Proces	ss Edit Journa	1			\sim								
		Budget Che	eck Journal											
		Copy Journ	al			_								
	lger	Delete Jour	rnal											
		Edit / Pre-C	heck			-								
	TUALS	Edit Chartfi	eld			I.								
	TUALS	Edit Journa	l .											
		Post Journa	al			_								
		Print Journ	al			_								
		Submit Iou	rnal											
		Submit 300	IIIdi											
9.	Click the	e Process b	outton.											
										_]	
	*Proces	s Post Journa	al			~				Proces	S]	



Step	Action								
A Mess	sage displays in a pop-up window and user must confirm the post action.								
	Message								
	Are you sure that you want to post this journal? (5010,45)								
10.	Click the OK button to confirm the post and close the Message .								
	OK Cancel								
11.	A Message displays in a pop-up window. Click the Yes button.								
	Message								
	Would you like to wait for confirmation that the Post process has completed? (5010,467)								
	Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.								
	Yes								
i	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.								



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Favorites	 Ma 	in Menu 👻 🔅	 General Ledger 	✓ > Journals ✓ >	Journ	nal Entry 👻 🚿	Create/Upd	late Journal Entries			
<u>H</u> eader	Lines	Totals Error:	s <u>A</u> pproval								
ı	Jnit 15100		Journal ID	0002753482			Date 0	2/07/2025		Errors Only	
Template List				Search Criteria			_			View Audit Logs	
			*Process	Edit Journal			-	Process	X	1 Line	10 🐺 🗵
The Line	es							Personalize Find 🗗 🌉			ונ 🌃
Selec	t Line	Unit	Ledger	SpeedType		Account	Fund	Program	Department	Cost Center	Task
	1	15100	ACTUALS		Q	5013110	01000	799001	92100		
	2	15100	ACTUALS		Q	5013120	01000	799001	92100		
		۰									Þ
Tota	als						Pe	ersonalize Find \	/iew All 🛛 🔣	First 🕢 1 of	1 🕟 Last
Unit	Total	Lines		Total De	bits			Total Credits	Journal Status	Budget Sta	atus
15100	2			1,25	0.00			1,250.00	Р	v	
Save	🔯 Retu	rn to Search	🖹 Notify 🛛 📿 Ref	iresh						Add 🔎 Updat	e/Display



Posting a Group of Journals in a Batch

Action
Navigate to the Create/Update Journal Entries page using the following path:
Main Menu > General Ledger > Journals > Process Journals > Post Journals
est Journals Find an Existing Value page displays.
Favoritel → General Ledger → > Process Journals → Post Journals
Post Journals
Find an Existing 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 V Recent Searches Choose from saved searches V
Run Control ID begins with
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 .
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.
Click the Add a New Value button.
Add a New Value
ost Journals Add a New Value page displays.
vorites 🗸 Main Menu 🗸 > General Ledger 🗸 > Journals 🗸 > Process Journals 🗸 > Post Journals
st Journais
Add a New Value
*Run Control ID



General Ledger Job Aid

Step	Action
3.	Enter a Run Control ID in the Run Control ID field.
	*Run Control ID Post_Journals
4.	Click the Add button.
	Add
The Po	st Journal Request page displays.

	Run Control ID Post_Jou	urnals Report Manager Process Monitor Run
Process Request Param	ieters	Find View All First 🕢 1 of 1 🕟 Last
Process Frequency	◯ Once ◯ Always ◉ Don't Run	Request Number 1 *Description
Proce	Business Unit 15100 Q Source ONL Q ess Partition ID Q	Ledger Group ACTUALS
Jt Jour	vurnal ID From	Journal ID To Q Journal Date To 11 To Year To Period
Skip Open Item Reco	nciliation 🗹 Skip	p Summary Ledger Update
	Leave a field blank to Autopilot Run Co Refresh	select all its values. ontrol
🔚 Save 🖹 Notify 📿		
Click the Once ra	ndio button option in th	ne Process Frequency section.



Step	Action		
7.	Enter valid parameters to specify the date range, Source, etc.).	e group of Journals to be pos	ted (i.e. Journal ID range, Journal
	Business Unit 15100	Ledger Group	ACTUALS
	Source ONL	System Source	~
	Process Partition ID		
	Journal ID From	Journal ID To	Q.
	Journal Date From	Journal Date To	31
	From Year	To Year	
	From Period	To Period	
8.	Click the Run button.		
	Run		
The Pr	rocess Scheduler Request page disp	olays.	
	Process Scheduler Request		×
		Help	
	User ID RIC36556		
	Server Name	Run Date 02/12/2025	
	Recurrence	Run Time 8:19:41AM	set to Current Date/Time
	Time Zone		
	Process List Select Description Process Process	Name Process Type *Type	*Format Distribution
	GL Journal Posting GL_JP	Application Engine Web 🗸	TXT V Distribution
	OK Cancel Refresh		
9.	Click the GL Journal Posting check	kbox option if it is not already	checked by default.
	Process List		
	Select Description	Process Name Process Type	*Type *Format Distribution
	GL Journal Posting	GL_JP Application Engine	Web V TXT V Distribution
40	Oligie the OK but the		
10.		_	
	OK Cancel Refresh		
		-	



Step	Action											
The Po	st Journal Request page	redisplays and a F	Process Instance Nur	nber is now a	ssigned.							
	Favorites	eneral Ledger 🔻 > Journals 👻	→ Process Journals > Post Jo	ournals								
	Post Journals Request											
	Run Control ID Post_Journals Report Manager Process Monitor Run Process Instance:22032617 Process Instance:22032617 Process Instance:22032617 Process Instance:22032617											
	Process Request Parameters		Find View All First 🕚 1 of 1 🕟 Last									
	Process Frequency		Request Number 1 *Description Post Journals									
		● Once ○ Always ○ Don't Run										
	Business Un	it 15100 Q	Ledger Group A	CTUALS	Q							
	Sourc	e ONL	System Source		v							
	Process Partition I											
	Journal ID From	n 0002753492 Q	Journal ID To 00	02753494								
	From Yes	n31	Journal Date To									
	From Peric	d	To Period									
	Skip Open Item Reconciliation	Skip Summa	ry Ledger Update	Skip Essbase Increm	ental Load							
		Leave a field blank to select all	its values									
	Leave a neio brank to select an its values. Autopilot Run Control											
	Save Notify Refresh			bbA 📕	Indate/Display							
	I Save I Notify theiresin				2 Opuale/Display							
11.	Click the Process Monitor	or link.										
	Report Manager Process Process Instar	Monitor Run										
The Pr	cess Monitor page displa	ays.										
	Favorites ▼ Main Menu ▼ > Ge	neral Ledger 🔻 🚿 Journals 💌 🗧	→ Process Journals > Post Jour	mals > Process Mor	nitor							
	Process List											
	View Process Request For											
	User ID RIC36556 Q Type	✓ Last	▶ 90	Days 🗸	Refresh							
	Server Vame	Q Insta	nce From Instance	еТо	Clear							
	Run Status 💙 Distri	bution Status	Save On Refresh	Report Manager	Reset							
	▼ Process List		Personalize Find View All	I 🔄 🔣 🛛 First 🤇	🕦 1-12 of 12 🕟 Last							
	Select Instance Seq. Process Type	Process Name User	Run Date/Time Ru	In Status Distribution Status	Details Actions							
	22032611 Application Engi	ne GL_JP RIC3655	6 02/12/2025 8:19:41AM EST Su	uccess Posted	Details - Actions							



Step	Action											
12.	Confirm that the Run Status field displays "Success" and the Distribution Status field displays "Posted".											
	Select Instance	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Status			Distribution Status	Details	Actions					
	22032611		Application Engine	GL_JP	RIC36556	02/12/2025 8:19:41AM EST	Success	Posted	Details	- Actions		
i	Users can that all Jou	revie urnals	w the individua are now poste	I Journals f d and have	from the e a Jour	e Create/Update J ornal Status of "P" (F	ournal E Posted to	ntries p Ledger(age to s)) as	ensure needed.		