



GL332

Processing Journal Entries

Instructor Led Training



Revision History

Revision Date	Summary of Changes
1/12/2026	Updated applicable slides related to Submitting Journals and Posting Journals.
3/1/2025	Updated applicable slides with reference information to the new Job Aids (GL332 Processing Manual Journal Entries, GL333 Approving Journal Entries, and GL332 Managing Journal Entries).



Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

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

- Instructor led and web-based training course materials
- Job aids on topics across all functional areas

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the **Statewide Cardinal Security Handbook** on the Cardinal website in the **Security** section under **Resources**.



Course Objectives

After completing this course, you will be able to:



Understand the Overall Journal Entry Process



Processing a Manual Journal Entry



Creating and Uploading Spreadsheet Journals



Course Objectives (continued)

After completing this course, you will be able to:



Approving Journal Entries



Managing Journal Entries



Review Online Inquiries for Ledger Information and Journal Status



Agenda

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Journal Overview

2

Creating Journals

3

Processing Journals

4

Managing Journals

5

Online Inquiries



Lesson 1: Introduction

1

Journal Overview

This lesson covers the following topics:

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

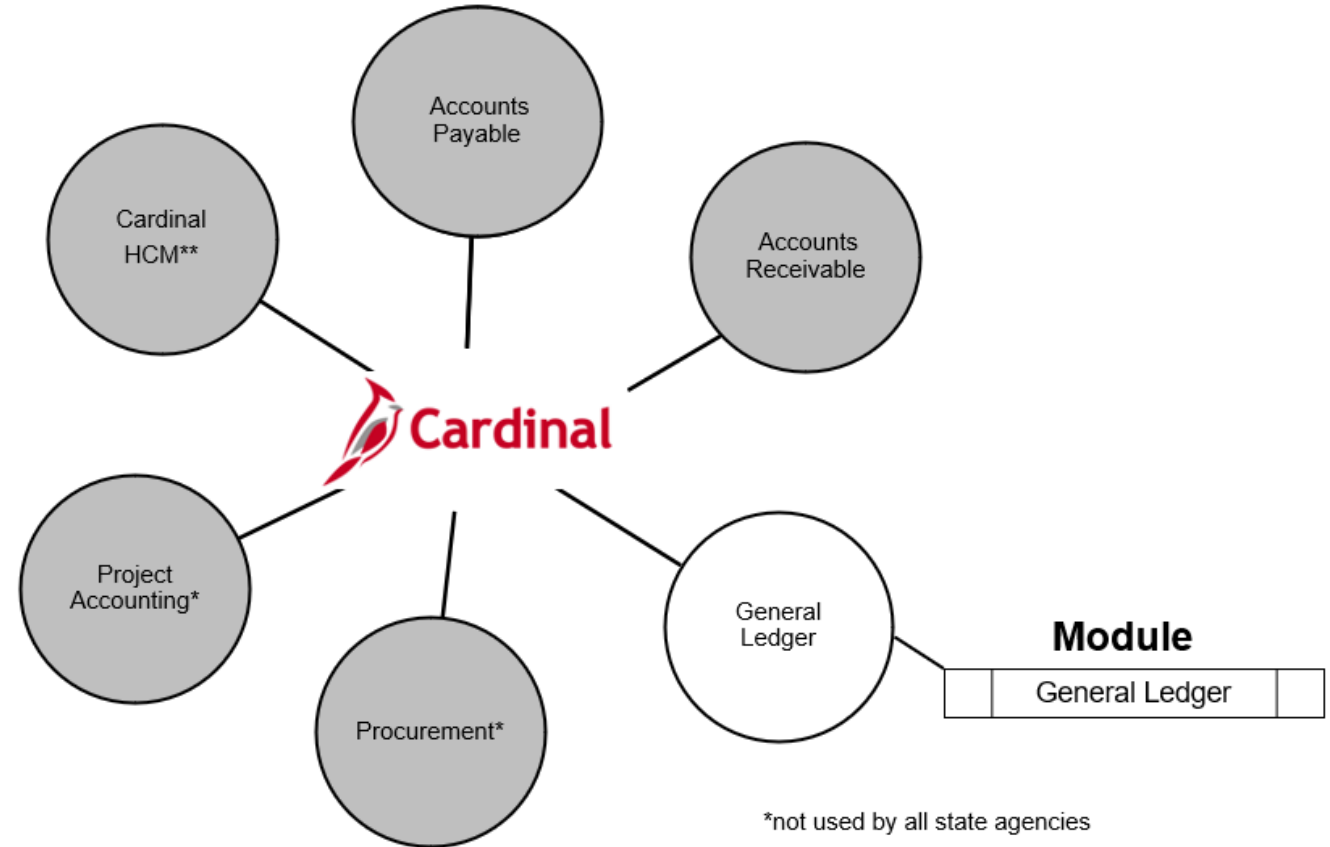


General Ledger Overview

General Ledger is the functional area that establishes the financial accounts used to:

- Accumulate the results of transaction processing
- Create Budgets
- Generate Financial Statements
- Provide source financial data for reporting purposes

Cardinal Functional Areas



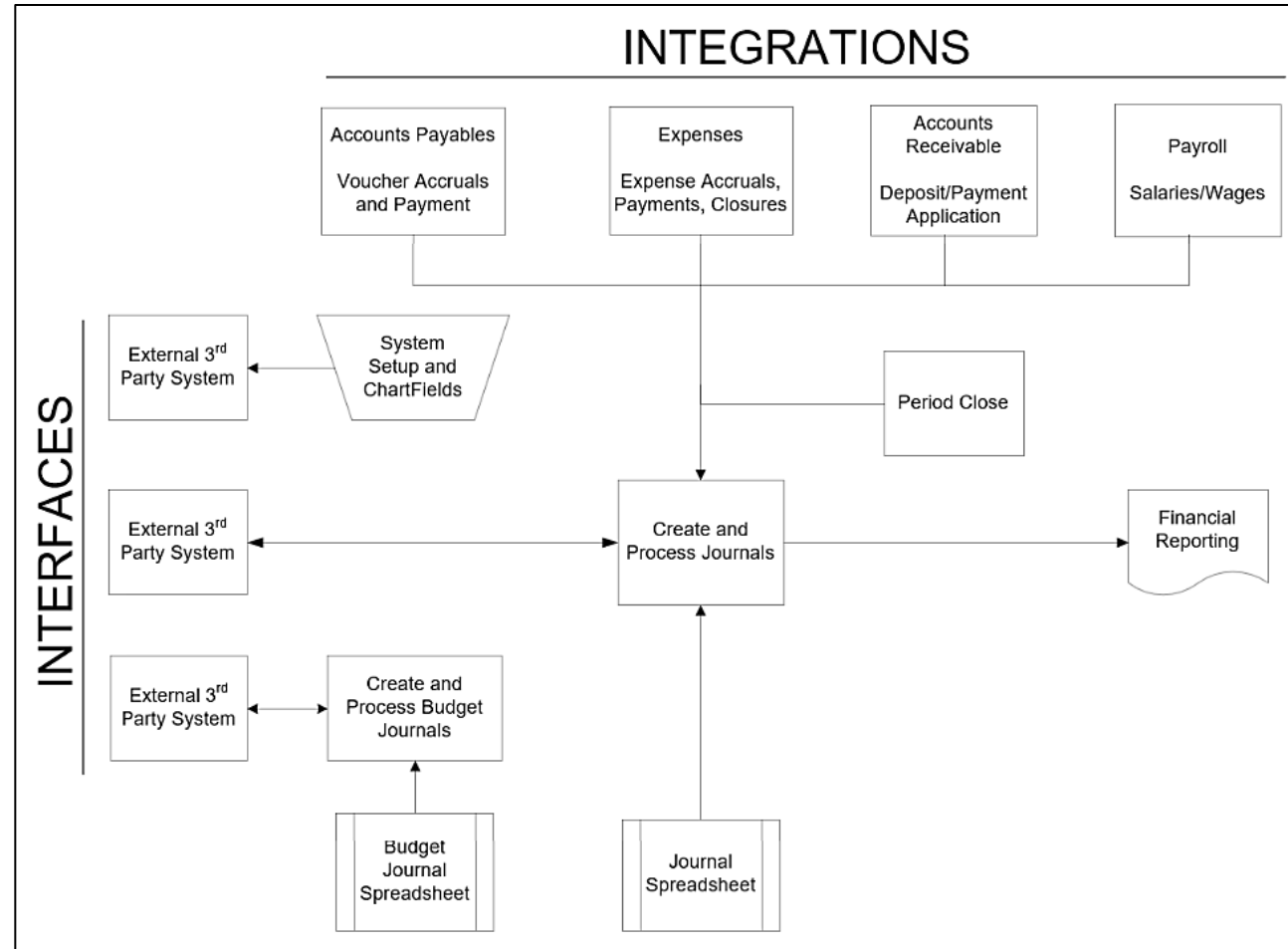
*not used by all state agencies

**Reach out to your agency contact regarding your use of Cardinal HCM



Integration and Interfaces

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

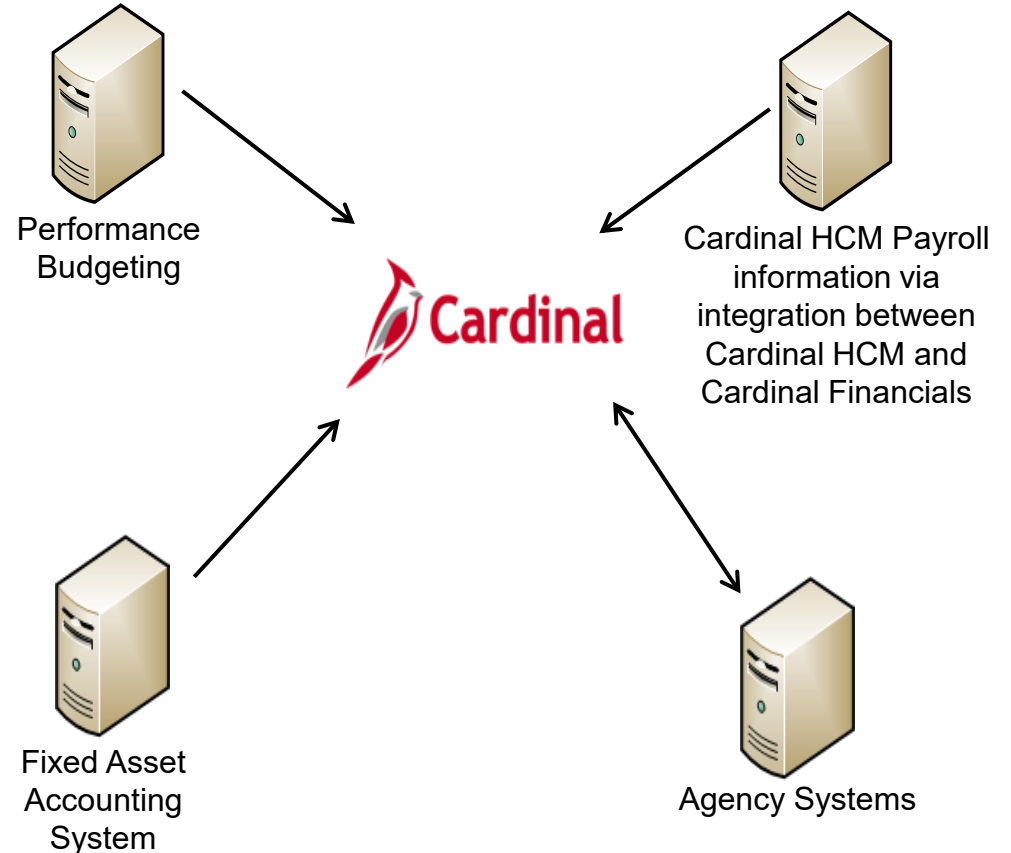




Integration and Interfaces (continued)

External Journal interfaces and integrations to the General Ledger:

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





Key Concepts

Key concepts in Journal entry processing:

- Commitment Control enables the creation of Budgets and the ability to Budget check source transactions originating in other Cardinal modules such as Accounts Receivable (AR) – Funds Receipt, or Accounts Payable (AP). Budget checking checks the different Agency Budget Ledgers at the same time.
- Cardinal uses a double-entry accounting system. This means that every entry to a ChartField string requires an offsetting Line. The double entry has two equal and corresponding sides known as a debit and a credit. This means that every Journal transaction has at least 2 Journal Lines (i.e., Debit and Credit Lines).
- Cardinal uses various ChartField values that allow Agencies to classify transactions based on Commonwealth and Agency defined rules. For detailed information on ChartFields, see the statewide course titled **GL336 General Ledger Maintenance** on the Cardinal website in **Course Materials** under **Learning**.
- Cardinal allows the use of SpeedTypes to automatically populate ChartFields on Journal entries. A SpeedType:
 - Is a single value that automatically populates a predetermined Chart of Accounts (COA) value string, such as Fund, Program, and Department
 - Provides a shortcut for frequently used ChartField combinations
 - Allows users to enter additional COA values on the associated Distribution Line and/or modify populated values
 - Can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, Cardinal HCM, and Commitment Control Budget Journal entries

Note: SpeedTypes are not utilized by all Agencies



Key Concepts (continued)

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



Summary

1

Journal Overview

In this lesson, you learned:

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



Lesson 2: Introduction

2

Creating Journals

This lesson covers the following topics:

- Types of Journals
- Processing Manual Journal Entries
- Processing a New Manual Journal by Copying a Journal
- Creating and Uploading Spreadsheet Journals
- Completing Agency to Agency (ATA) Transfer Journals



Types of Journals

Journals may be created in several different ways:

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

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

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



Create Journals: Requirements

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

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



Creating Journal Entries Overview

A manual Journal is a Journal created directly online in Cardinal. Manual Journal entries are initiated from the **Create/Update Journal Entries** page. These types of Journals are often referred to as online Journals.

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

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

For details on Processing Journals, see the Job Aid titled **GL332 Processing Manual Journal Entries** located on the Cardinal website in **Job Aids** under **Learning**.



Creating a New Manual Journal by Copying a Journal

Once a journal has been created, the journal can be copied to create a new journal. Copying an existing journal is initiated from the **Create/Update Journal Entries** page.

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

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

For details on Processing a New Manual Journal by Copying a Journal, see the Job Aid titled **GL332 Processing Manual Journal Entries** located on the Cardinal website in **Job Aids** under **Learning**.



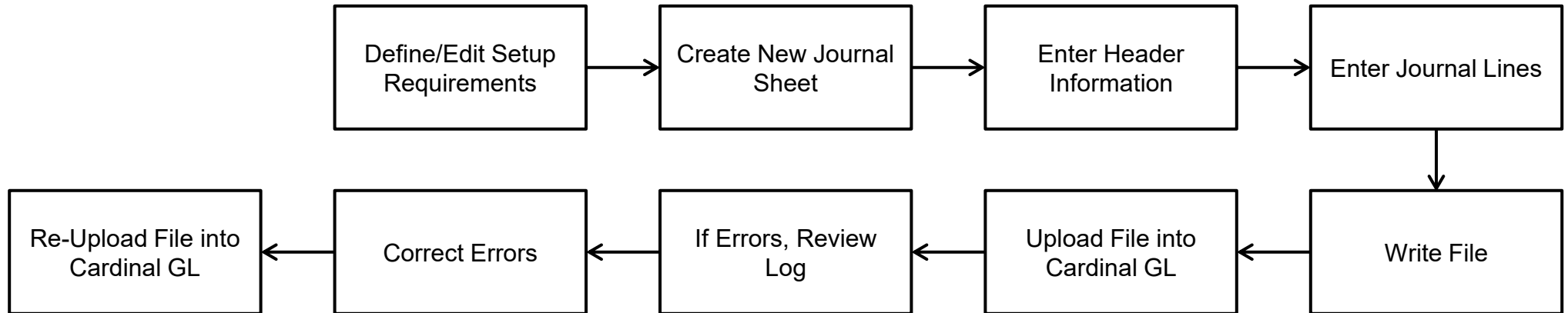
Creating and Uploading Spreadsheet Journals

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

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

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

For details on Processing Journals, see the Job Aid titled **GL332 Creating and Uploading Spreadsheet Journals** located on the Cardinal website in **Job Aids** under **Learning**.





Agency to Agency (ATA) Transactions

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

Agency to Agency (ATA) transactions involve:

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

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

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

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



Lesson 2: Summary

2

Create Journals

In this lesson, you learned:

- Journal Types
- How to Create Manual Journal Entries
- How to Create a New Manual Journal by Copying a Journal
- How to Create and Upload Spreadsheet Journals
- How to Complete Agency to Agency (ATA) Transfer Journals



Lesson 3: Introduction

3

Processing Journals

This lesson covers the following topics:

- Running the Edit Check Process
- Reviewing and Correcting Edit Errors
- Running the Budget Check Process
- Reviewing and Correcting Budget Check Errors
- Submitting Journals for Approval



Edit Check Process Overview

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

The “Edit Journal” process ensures that:

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

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

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



Edit Check Process Overview (continued)

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

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

- Accounts Payable
- Expenses
- Accounts Receivable – Funds Receipt
- Payroll

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



Journal Status Values

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

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



Incomplete Journal Status Overview

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

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



Journal Upload Error Report: Interfacing Agencies

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

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

The Journal Upload Error Report can result in the following:

File Upload Successful:

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

File Upload Errors:

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

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



Budget Check Process Overview

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

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

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

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

- Accounts Payable
- Expenses
- Accounts Receivable – Funds Receipt
- Payroll

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



Budget Status Values

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

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



Budget Check: Common Errors

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

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



Budget Check: Common Warnings

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

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



Submit Journals for Approval Overview

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

Journals cannot be submitted and approved by the same person.

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

HeaderLinesTotalsErrorsApproval

Unit 15100Journal ID 0001289133Date 11/01/2019Errors Only
Template ListSearch CriteriaChange ValuesView Audit Logs
Inter/IntraUnit*Process Submit JournalProcessLine 10

Lines

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

Lines to add 1 + -

Totals

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

SaveReturn to SearchNotifyRefreshAddUpdate/Display

Header | Lines | Totals | Errors | Approval



Lesson 3: Summary

3

Processing Manual Journal Entries

In this lesson, you learned:

- How to Edit Check Journals
- How to Review and Correct Edit Errors
- How to Budget Checking Journals
- How to Review and Correct Budget Check Errors
- How to Submit Journals for Approval



Lesson 4: Introduction

4

Managing Journal Entries

This lesson covers the following topics:

- Approving Journals
- Denying and Deleting Journals
- Posting Journals



Approving Journals Overview

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

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

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

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

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



Approving Journals: Option 1

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

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

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

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

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

For detailed instructions on approving journals, see the Course titled **GL333 Approving Journals** located on the Cardinal website in **Course Materials** under **Learning** or the Job Aid titled **GL333 Approving Journal Entries** located on the Cardinal website in **Job Aids** under **Learning**.

The screenshot shows the 'Create/Update Journal Entries' page for Unit 50100, Journal ID 0001287920, dated 08/07/2019. The 'Approval' tab is selected. The 'Approval Status' is 'Pending Approval'. The 'Approval Action' dropdown is set to 'Approve'. A 'Submit' button is visible. Below, the 'Jrnl Approval' section shows a 'Pending' status with a 'Multiple Approvers' icon. An 'Approval History' section is also present.

Jrnl Approval

Unit 50100, ID 0001287920, Date 2019-08-07, Line Unit 50100: Pending

Jrnl Approval

Pending

Multiple Approvers
GL Journal Approver

Approval History

Jrnl Approval

Unit 50100, ID 0001287920, Date 2019-08-07, Line Unit 50100: Approved

Jrnl Approval

Approved

Roberts, Wallace 'Rob' (VDOT)
GL Journal Approver
11/01/19 - 3:41 PM



Approving Journals: Option 2

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

To approve Journals using the Worklist:

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

A list of Journals needing to be approved is returned.

- Click the link for the applicable Journal.

The screenshot shows the Cardinal system's Worklist interface. At the top, there's a navigation bar with 'Home', 'Worklist' (highlighted with a red box), 'Add to Favorites', and 'Sign Out'. Below this is a search bar with 'All' and 'Advanced Search' options. The main header area includes 'Favorites', 'Main Menu', and a breadcrumb trail: 'Worklist > Worklist'. On the right, there are links for 'New Window', 'Personalize Page', and a refresh icon.

The 'Worklist' section is titled 'Worklist for WALLACE.ROBERTS: Roberts, Wallace 'Rob' (VDOT)'. It includes a 'Detail View' link, 'Worklist Filters', and a 'Feed' icon. Below this is a table of 'Worklist Items'.

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



Denying/Deleting Journals Overview

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

Denying Journals:

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

For detailed instructions on denying journals, see the statewide Course titled **GL333 Approving Journals** located on the Cardinal website in **Course Materials** under **Learning** or the Job Aid titled **GL333 Approving Journal Entries** located on the Cardinal website in **Job Aids** under **Learning**.

Deleting Journals:

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



Posting Journals Overview

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

The “Journal Post” process:

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

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

Only the Approver can Post the Journal.

For details on Posting Journals, see the Job Aid titled **GL332 Managing Journal Entries** located on the Cardinal website in **Job Aids** under **Learning**.



Manually Posting a Journal

To manually post an individual Journal:

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

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

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

Template List Search Criteria Change Values View Audit Logs

InterUnit *Process **Post Journal** Process

Line 10

▼ **Lines** Personalize | Find | [Icons]

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

Lines to add 1 [+] [-] [Icon]

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

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

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

Header | Lines | Totals | Errors | Approval



Manually Posting Journals by Batch

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

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

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

The screenshot shows the 'Post Journals Request' page in a web application. The breadcrumb navigation at the top is: Favorites > Main Menu > General Ledger > Journals > Process Journals > Post Journals. The page title is 'Post Journals Request'. Below the title, there is a 'Run Control ID' field with the value 'test', and links for 'Report Manager', 'Process Monitor', and a highlighted 'Run' button. The 'Process Request Parameters' section contains several fields: 'Process Frequency' with radio buttons for 'Once' (selected), 'Always', and 'Don't Run'; 'Request Number' with the value '1'; '*Description' with the value 'Post Journals'; 'Business Unit' with '15100'; 'Source' with 'ONL'; 'Ledger Group' with 'ACTUALS'; 'System Source' (empty); 'Process Partition ID' (empty); 'Journal ID From' (empty); 'Journal ID To' (empty); 'Journal Date From' with '03/01/2019'; 'Journal Date To' with '03/31/2019'; 'From Year' (empty); 'To Year' (empty); 'From Period' (empty); and 'To Period' (empty). Below these fields are three checkboxes: 'Skip Open Item Reconciliation' (unchecked), 'Skip Summary Ledger Update' (checked), and 'Skip Essbase Incremental Load' (checked). A note says 'Leave a field blank to select all its values.' and there is an 'Autopilot Run Control' checkbox (unchecked). At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Lesson 4: Summary

4

Managing Journal Entries

In this lesson, you learned:

- How to Approve Journals
- How to Deny and Delete Journals
- How to Post Journals



Lesson 5: Introduction

5

Journal and Ledger Inquiries

This lesson covers the following topics:

- Journal Status Inquiry
- Journal Audit Log Inquiries
- Journal Inquiry Details
- Journal Inquiry Details with Drill to Source
- Ledger Inquiries



Journal Status Inquiry – Option 1

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

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

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

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

The screenshot shows the 'Create/Update Journal Entries' page. At the top, there is a navigation breadcrumb: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below this, the page title 'Create/Update Journal Entries' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with various fields: Business Unit (dropdown with '15100'), Journal ID (dropdown with 'begins with'), Journal Date (dropdown with '='), Document Sequence Number (dropdown with 'begins with'), Line Business Unit (dropdown with '='), Journal Header Status (dropdown with '='), Journal Has Errors (dropdown with '='), Budget Checking Header Status (dropdown with '='), Source (dropdown with '='), User ID (dropdown with 'begins with'), Attachment Exist (dropdown with '='), Case Sensitive (checkbox), and Limit the number of results to (up to 300): (input field with '300'). At the bottom of the search criteria section are buttons: Search, Clear, Basic Search, and Save Search Criteria. Below the search criteria is a 'Search Results' section. It starts with a 'View All' link. Below that is a table with 14 columns: Business Unit, Journal ID, Journal Date, UnPost Sequence, Document Sequence Number, Line Business Unit, Journal Header Status, Budget Checking Header Status, Ledger Group, Source, Currency Code, Journal Total Lines, Journal Total Debits, and Journal Net. The table contains one row of data: 15100, AR00020519 04/02/2013 0, (blank), 15100, Errors, Valid, ACTUALS, AR, USD, 2, 135.1, 0.

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



Journal Status Inquiry – Option 2

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

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

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

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

The screenshot shows the 'Review Journal Status' page. The navigation path at the top is: Favorites > Main Menu > General Ledger > Journals > Process Journals > Review Journal Status. The page title is 'Review Journal Status'. Below the title is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. The 'Search Criteria' section is highlighted with a red box. It contains the following fields: Business Unit (dropdown menu), Journal ID (text input with '15100' and a search icon), Journal Date (dropdown menu), UnPost Sequence (dropdown menu), Document Sequence Number (dropdown menu), and Journal Header Status (dropdown menu with 'Journal Has Errors' selected). Below these fields is a 'Limit the number of results to (up to 300):' input field with '300' entered. At the bottom of the search criteria section are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'. The 'Search Results' section is below the search criteria. It has a 'View All' link and a pagination bar showing 'First', '1-4 of 4', and 'Last'. The results are displayed in a table with the following columns: Business Unit, Journal ID, Journal Date, UnPost Sequence, Document Sequence Number, Journal Header Status, Budget Checking Header Status, and Ledger Group. The table contains four rows of data. The fourth row is highlighted with a red box, showing Journal ID 'ARD0020519' and Journal Date '04/02/2013'.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0000966011	09/10/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000966012	09/10/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	0000966013	09/11/2018	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	ARD0020519	04/02/2013	0	(blank)	Errors	Valid	ACTUALS

Journal Audit Log Inquiries: – Option 1

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

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

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

HeaderLinesTotalsErrorsApproval

Unit 15100Journal ID AR00020519Date 04/02/2013

Template ListInter/IntraUnit

Search Criteria*Process Edit Journal

Change ValuesProcess

☐ Errors OnlyView Audit Logs

Line 10

Lines

PersonalizeFind

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

Lines to add 1

Totals

PersonalizeFindView All

First1 of 1Last

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

SaveReturn to SearchNotifyRefresh

AddUpdate/Display

Header | Lines | Totals | Errors | Approval

45



Journal Audit Log Inquiries – Option 2

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

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

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

Search Audit Logs

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

Find an Existing Value

▼ Search Criteria

Application Name = General Ledger

Document Code begins with

Document Name begins with

☐ Case Sensitive

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

Search Clear Basic Search Save Search Criteria



Journal Audit Log Inquiries – Option 2 (continued)

The **Search Audit Logs** page displays.

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

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

Search Audit Logs

Application Name General LedgerDocument Name GL JOURNAL

Search Criteria

*

Business Unit

is equal to

15100

GL Journal ID

begins with

0000342761

Journal Date

=

Journal Process

is equal to

Event Code

is equal to

Event Date

is equal to

User ID

is equal to

Process Instance

is equal to

☐ Include Archive

☒ Include Batch Changes

☐ Include Purge Logs

Search

Clear

Only the first 300 results can be displayed.

Search Results

Personalize | Find | First 1-5 of 5 Last

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

Journal Inquiries: Journal Inquiry Details

View details for Journal Headers and Journal Lines using the **Journal Inquiry – Journal Inquiry Details** page.

Navigate to this Inquiry using the following path:

Main Menu > General Ledger > Review Financial Information > Journals

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

The **Journal Inquiry** page displays.

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

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

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

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

Journals

Find an Existing Value | Add a New Value

Inquiry Name:

Add

Find an Existing Value | Add a New Value

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

Journal Inquiry

Journal Criteria

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

Search | Delete | Clear

Journals

Personalize | Find | 1-100 of 100 | First | Last

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



Journal Inquiries: Journal Inquiry Details (continued)

The **Journal Inquiry - Journal Inquiry Details** page for the selected Journal displays. Review the details information as needed.

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

Journal Inquiry Details

Ledger Criteria

Go To Journal Criteria

Journal Header

Journal ID 0000313380Date 07/01/2016Schedule

Ledger Group ACTUALSOriginal Date 07/01/2016Process No Request

Source ONLDate Posted 06/30/2016Total Lines 2

Journal Status PostedReversal DateUser ID GNC58622

Balanced DR=CRReversal NoneInterUnit BU 99700

Doc SeqBudget Status ValidDate Code Adjustment N

Long DescriptionTL Request for Agcy 151 - authorized by Item 261, A. 3 2016 Virginia Acts of Assembly Chapter 780, per email from Vera Williams on 06/30/16.

View Attachment (0)

☒ All Lines

☐ From/To

From Line

To Line

Query Journal Lines

Totals by Currency

Find | View AllFirst1 of 1Last

Currency	USD	Debit Amount	Credit Amount	Net
		200,000.00	200,000.00	0.00

Journal Line

Personalize | Find | View All1-2 of 2Last

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Task
1	Cash With The Treasurer Of VA		200,000.00	USD	101010	06090		95700		
2	Temporary Loans Payable		-200,000.00	USD	206240	06090		95700		

< >

SaveNotify

AddUpdate/Display



Journal Inquiries: Journal Inquiry Details with Drill to Source

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

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

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

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

Journal Inquiry

Journal Criteria

Inquiry: JRNLINQU *Unit: 15100 *Ledger: ACTUALS *Year: 2017 *From Period: 1 *To Period: 4 Suspense Status: Document Type: ☐ Date Code Adj

Journal ID: Date: Status: **Source: AP** Currency: Stat: Attachment Exist: ☐ Date Code Adj

User: Document Sequence: Sort By: Journal Id Max Rows: 100

Search Delete Clear

Journals

Personalize | Find | First 1-92 of 92 Last

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



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

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

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

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

Journal Inquiry
Journal Inquiry Details

▶ Ledger Criteria

Go To [Journal Criteria](#)

Journal Header

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




[View Attachment \(0\)](#)

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

Totals by Currency [Find](#) | [View All](#) First [1 of 1](#) Last

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

Journal Line [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) First [1-6 of 6](#) Last

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



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

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

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

The **Voucher Accounting Entries** page displays.

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

Drill to Source

Journal ID

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

Ledger ACTUALS Line 2 Line Descr Accounts Payable

Chartfields Personalize Find View All First 1 of 1 Last

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project
205025	06090		99999								

Base Currency USD Base Amount -21,415.16

Currency USD Transaction Amount -21,415.16

Statistics Code Statistic Amount

Details Personalize Find View All First 1 of 1 Last

Chartfields Voucher Information Document Information

Voucher ID Descr Vchr Line Distrib Line

00001593 Accounts Payable 3 1

Save Return to Search Notify

Voucher Accounting Entries

*Business Unit 15100 Voucher ID 00001593 Invoice Number 15100010716

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

Supplier ID 0000031103 *Sort By Posting Process

Supplier Name Department of General Services Search Reset

Accounting Information Find View All First 1 of 2 Last

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

Main Information Chartfields Journal

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



Ledger Inquiries

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

Main Menu > General Ledger > Review Financial Information > Ledger

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

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

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

Ledger

Find an Existing Value Add a New Value

Inquiry Name LDGRINQ

Add

Find an Existing Value | Add a New Value



Ledger Inquiries (continued)

The **Ledger Inquiry** page displays.

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

Enter the applicable Ledger criteria:

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

Ledger Inquiry

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

Ledger Criteria

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

☒ Show YTD Balance
☒ Show Transaction Details

☐ Include Closing Adjustments
☐ Only in Base Currency

Max Ledger Rows: 100

Search **Clear** **Delete**

Chartfield Criteria

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

Include Adjustment Periods

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



Ledger Inquiries (continued.)

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

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



Ledger Inquiries: Ledger Summary

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

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

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

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

Ledger Inquiry

Transaction Details

▼ Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LDGRINQ	15100	ACTUALS	2017	1	6	USD	
Date Code View							
Trade Date							
<input type="checkbox"/> Show YTD Balance				<input type="checkbox"/> Include Closing Adjustments		Max Ledger Rows	
<input checked="" type="checkbox"/> Show Transaction Details				<input type="checkbox"/> Only in Base Currency		100	

Go To Inquiry Criteria

Transaction Criteria

Transaction DetailsFind | View AllFirst1 of 6Last

Ledger by Period and ChartfieldsPersonalize | Find | 1 of 1

Period	Account	Account Description	Stat
	15011230	Salaries, Classified	

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

JournalsPersonalize | Find | 1-40 of 40Last

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



Lesson 5: Summary

5

Manage Journals

In this lesson, you learned:

- Journal Status Inquiry
- Journal Audit Log Inquiries
- Journal Inquiry Details
- Journal Inquiry Details with Drill to Source
- Ledger Inquiries



Course Summary

GL332

Processing Journal Entries

In this course, you learned:

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



Course Summary (Continued)

GL332

Processing Journal Entries

In this course, you learned:

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



Appendix

- Key Terms
- Business Process Flows
- Allowed Extensions on Attachments
- Flowchart Key



Key Terms

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

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

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

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

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

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

Journal Date: The date of the journal transaction which drives the accounting period and fiscal year.

Journal Header: Includes the overall journal information such as the ledger, the journal source, long and short descriptions, and more.

Journal ID: A sequentially generated number for online journals, other module journals, and interfaced transactions. Interfacing Agencies can change the Journal ID to be in agreement with their existing systems.



Key Terms (continued)

Journal Lines: A reference to each accounting line entered in the General Ledger **Create/Update Journal Entries** page, consisting of appropriate ChartField and accounting values.

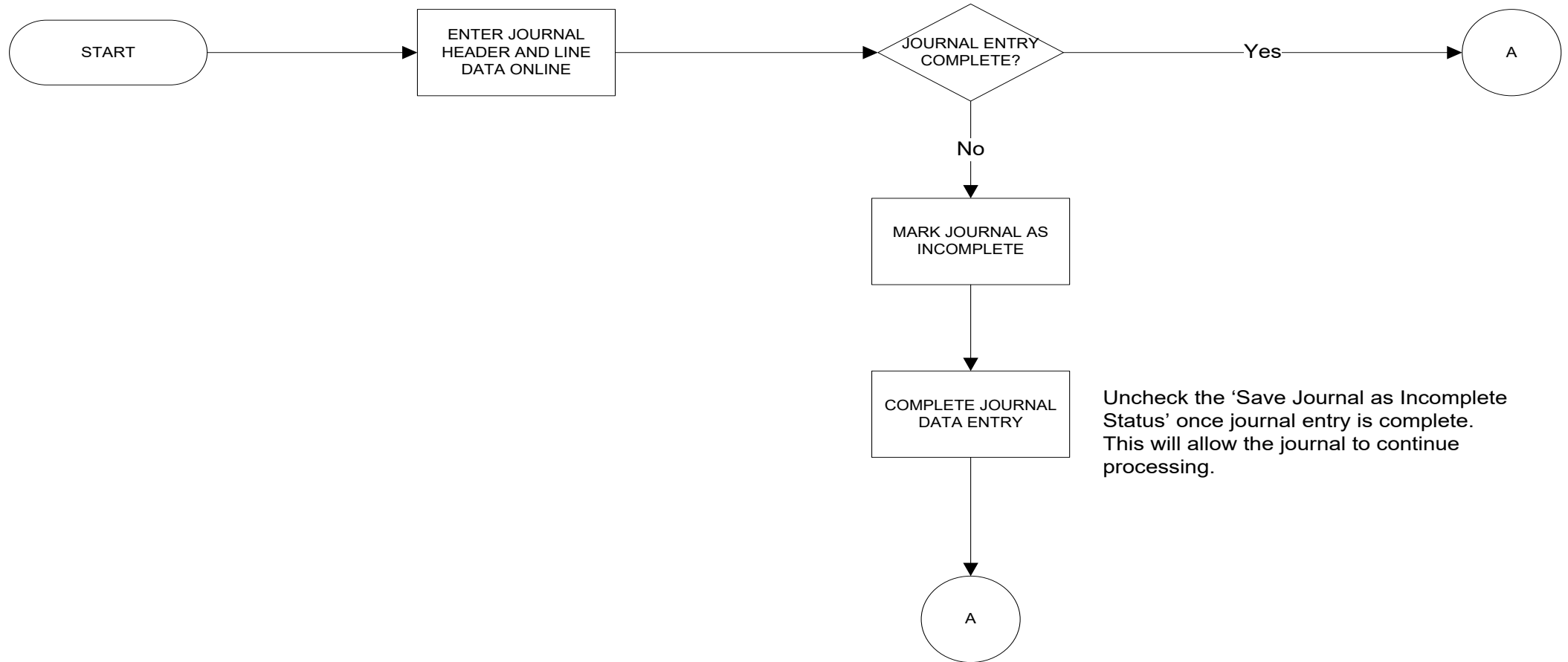
Ledger and Ledger Group: A Ledger is a record of monetary transactions by account (e.g., Budget, Actuals, Modified Accrual, Full Accrual, and Cash). A Ledger Group is a group that includes ledgers that have a common physical structure. Each Ledger within the Ledger Group shares a common physical structure based on the ledger template.

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

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

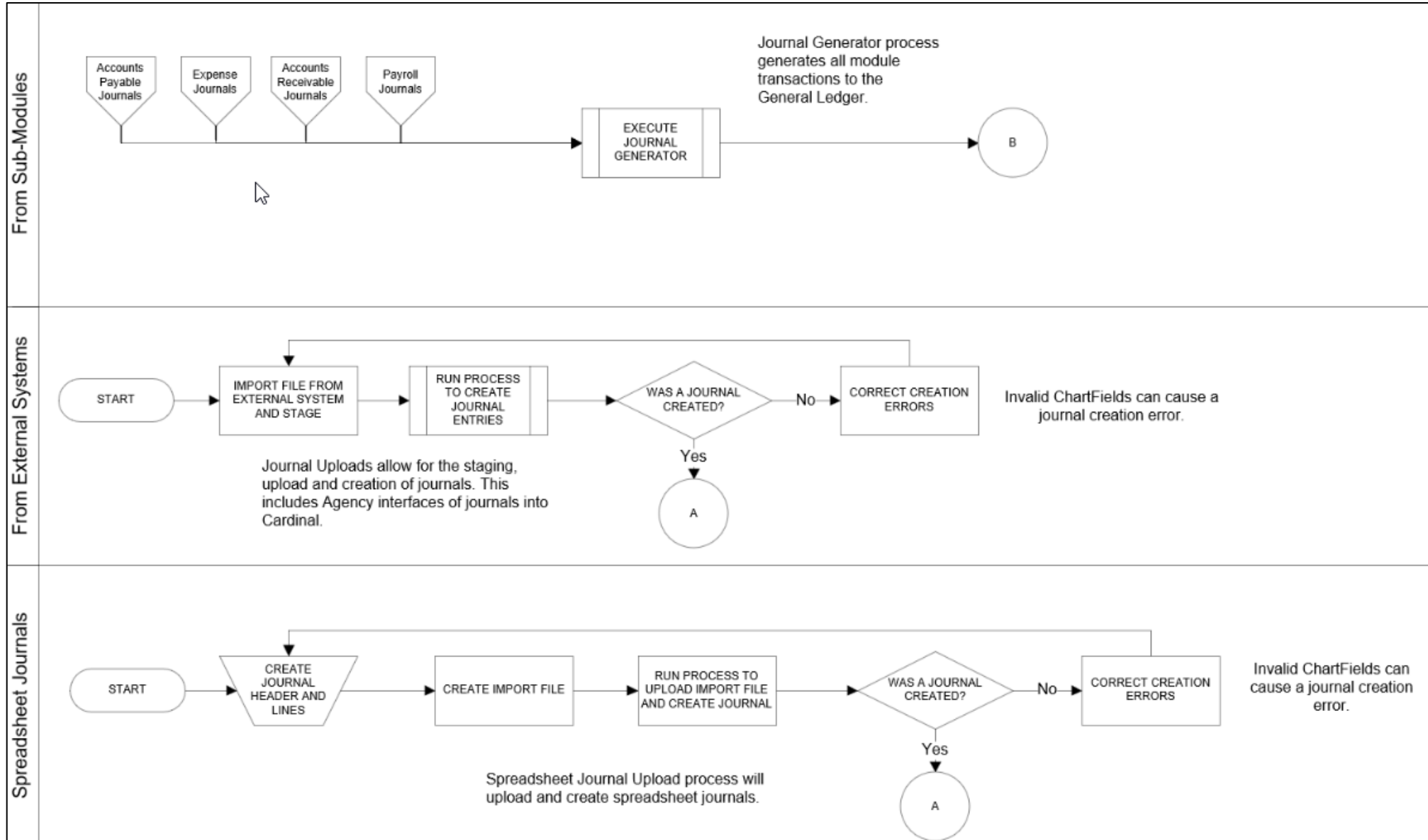


Create Journals: Manual





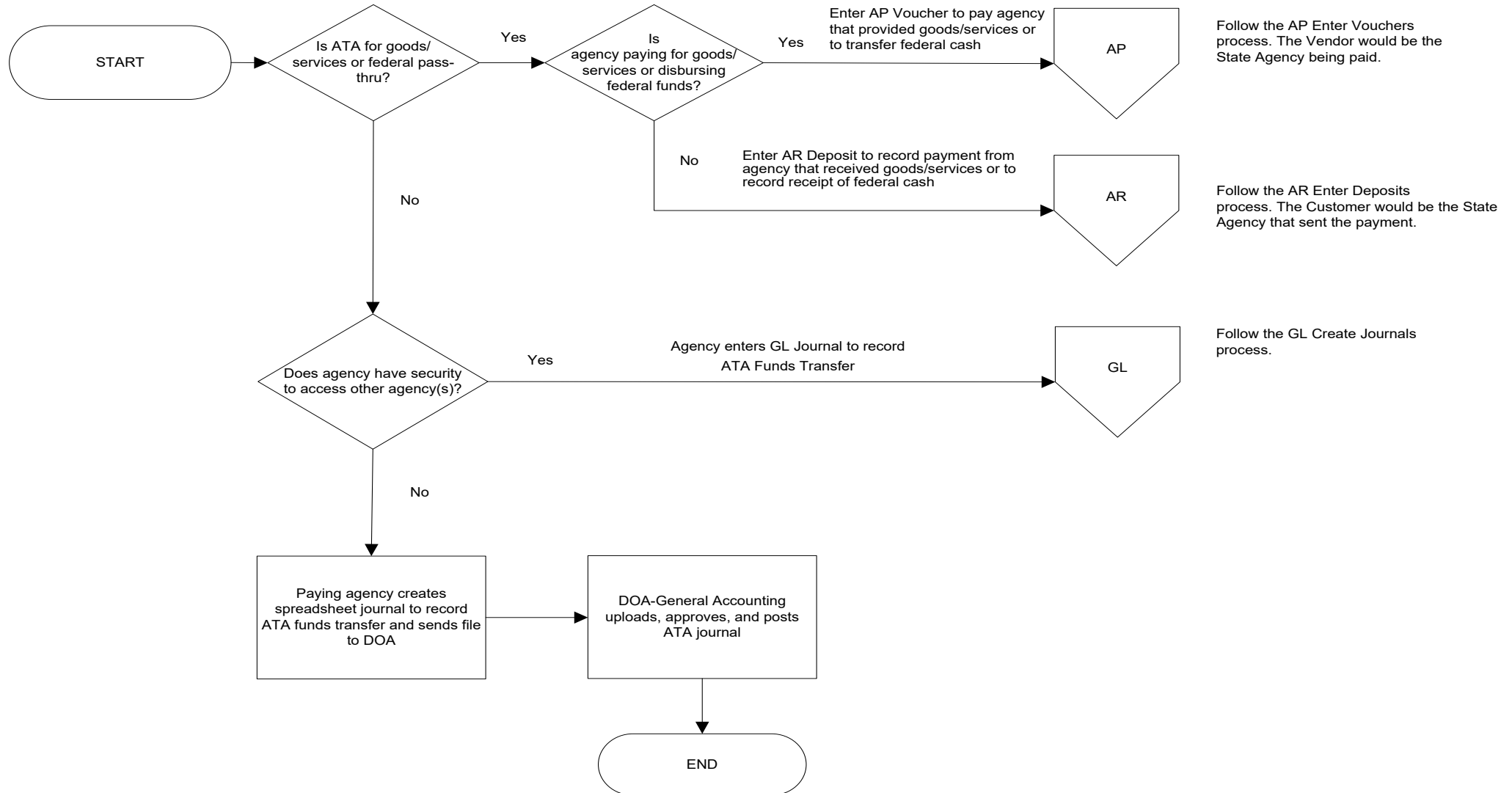
Create Journals: Batch







ATA Transactions: Process Flow







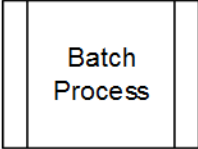
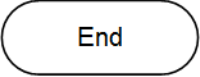
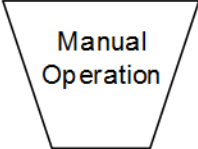
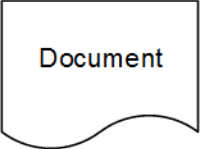
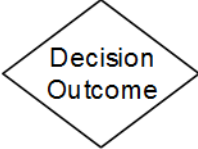
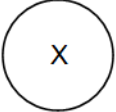
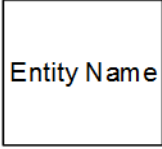
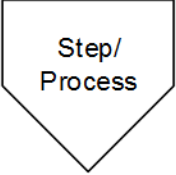
Allowed Extensions on Attachments

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. Users should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain Agency documentation and should not be considered the official retention source of the Agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the Agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML



Flowchart Key

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