

Combination Edits Overview

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

The three components of the Combination Edits are:

1. **Combination Definition:** defines the ChartFields that are required or optional in the combination edit. For example, a Combination Definition may require an Account and a FIPS code be defined on each Journal Line.
2. **Combination Rule:** defines the valid values of the ChartFields that are named in the Combination Definition. In other words, the Combination Rule defines the specific values of each ChartField that will or will not pass the editing process for a Combination Definition.
3. **Combination Group:** links the Combination Rules that are to be applied as a group during the edit process. All rules within a group must have the same Combination Definition. ChartField combination editing compares the values entered in Cardinal to the Combination Definitions and Combination Rules that are defined.

Typically, the Combination Edits are set up under the SetID of "STATE". However, there could be exceptions. For example, the Combination Edits that are set up for Virginia Department of Transportation (VDOT) are all established under the SetID of "50100". Additionally, users do not typically make changes to ChartField combinations, these instructions are designed to assist when a user obtains a combination error on a journal line.

There are two tools that can be used to review the Combination Rules and help identify the cause of a Combination Edit Error. These tools are the **Review Combination Data** page and the **ChartField Combination Editing Rule** report.

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

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshot of the Search pages (Section 2 , after Step 1; Section 4 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

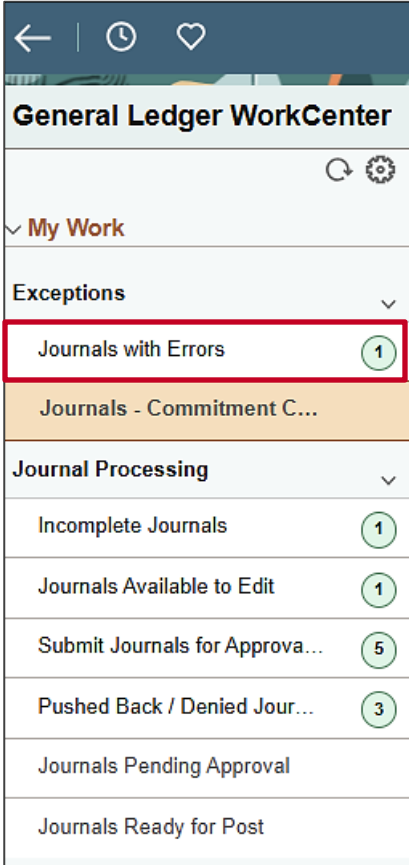
Receiving a Combination Edit Error

When a Combination Edit error occurs, the error message identifies the Combination Group which was violated by a specific ChartField string. The Combination Group can be used to identify the associated error and help the user correct the error.

Combination Edit Error Example

For example, Line 2 of the journal below has a Combination Edit Error related to the Account/Fund/Department in group “DEPTREQ”. This message gives the user the specific Combination Group but not the Combination Rule.

Step	Action
1.	Navigate to the Create/Update Journal Entries page by clicking the GL WorkCenter tile. 
	For more information pertaining to WorkCenters, refer to the Job Aid titled Overview of the Cardinal Financials WorkCenters . This Job Aid is located on the Cardinal website in Job Aids under Learning .

Step	Action
2.	From the General Ledger WorkCenter under My Work, click the Journal with Errors link. Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Create/Update Journal Entries page using the following navigation path from the General Ledger WorkCenter: Use the following navigation path in the General Ledger WorkCenter: Links > Create Journals > Create/Update Journal Entries



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Step	Action
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The **Journals with Errors** page displays in the **General Ledger WorkCenter**.

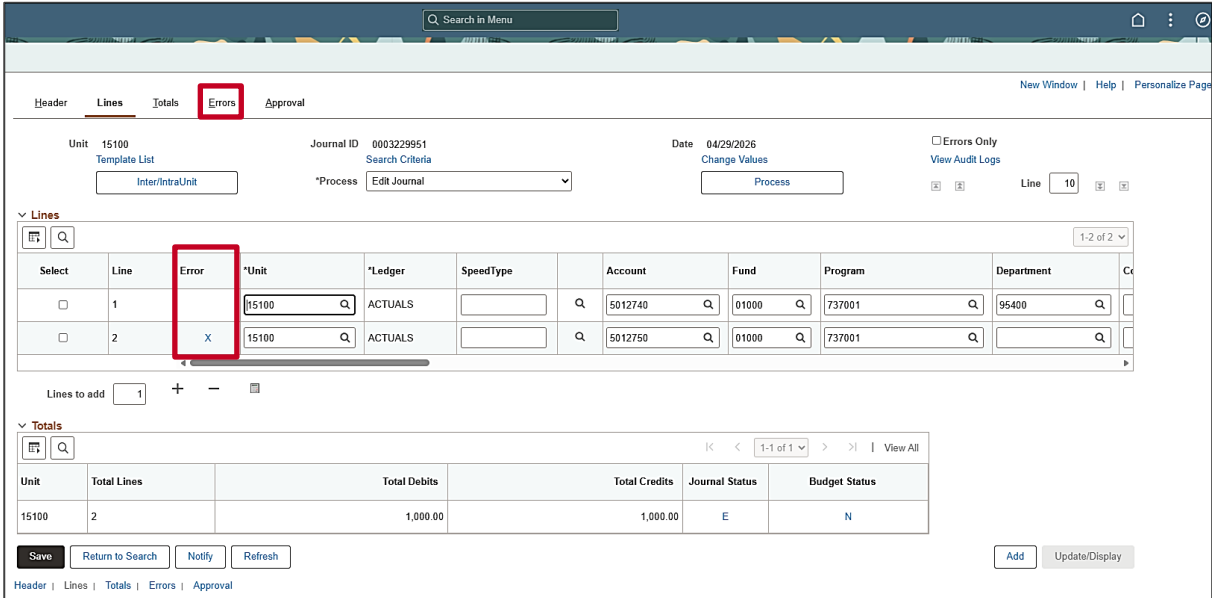
3. Click the **Journal ID** link.

The **Lines** page displays for the selected journal.



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Step	Action
4.	Click the X link(s) that identifies an error under the Error column in the Lines section or click the Errors tab to display the error details. 

The **Errors** page displays where Line 2 of the journal below has a Combination Edit Error related to the Account/Fund/Department in group “DEPTREQ”. This message gives the user the specific Combination Group but not the Combination Rule.

Header

Lines

Totals

Errors

Approval

Unit15100

Journal ID0003229951

Date04/29/2026

▼Header Errors

<<

<

1-1 of 1

>

>>

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.

▼Line Errors

<<

<

1-1 of 1

>

>>

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.

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Header

Lines

Totals

Errors

Approval



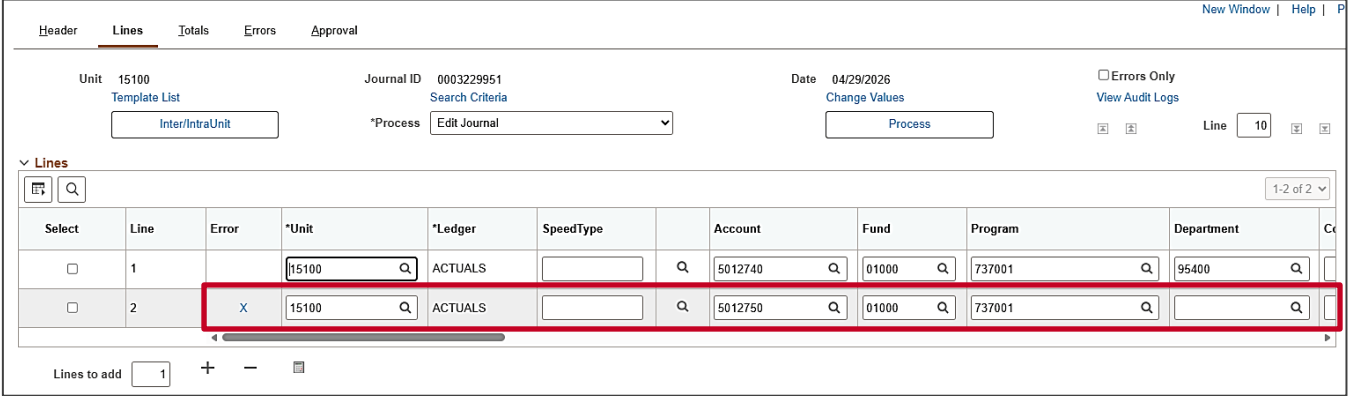
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Step	Action
5.	Click the Lines tab. 

The **Lines** page displays. The user should record the ChartField values on the line(s) in error.

Note: These values can be used to assist with narrowing the number of lines returned on the Review Combination Data page.



Header Lines Totals Errors Approval

Unit 15100 Journal ID 0003229951 Date 04/29/2026 ☐ Errors Only
Template List Search Criteria Change Values View Audit Logs
Inter/IntraUnit *Process Edit Journal Process Line 10

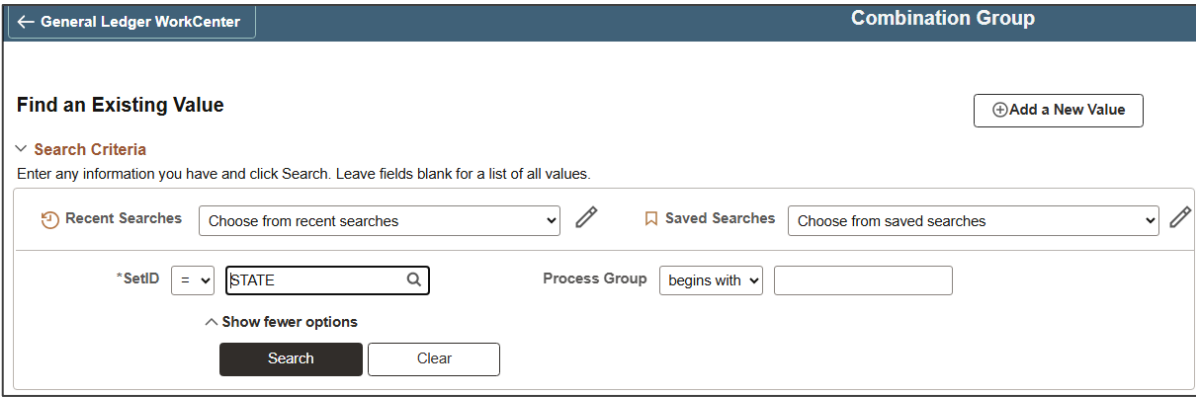
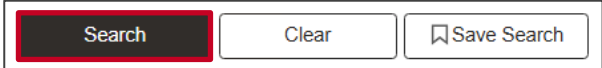
Lines

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department
☐	1		15100	ACTUALS		5012740	01000	737001	95400
☐	2	X	15100	ACTUALS		5012750	01000	737001	

Lines to add 1 + -

Identifying the Combination Rule

Identifying the Combination Rule is an optional step that will help lower the data returned on the **Review Combination Data** page.

Step	Action
1.	Navigate to the Combination Group page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group The Combination Group Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Click the SetID Look up icon and select "STATE" if not already selected. 
3.	Enter the applicable Combination Group in the Process Group field. 
4.	Click the Search button. 

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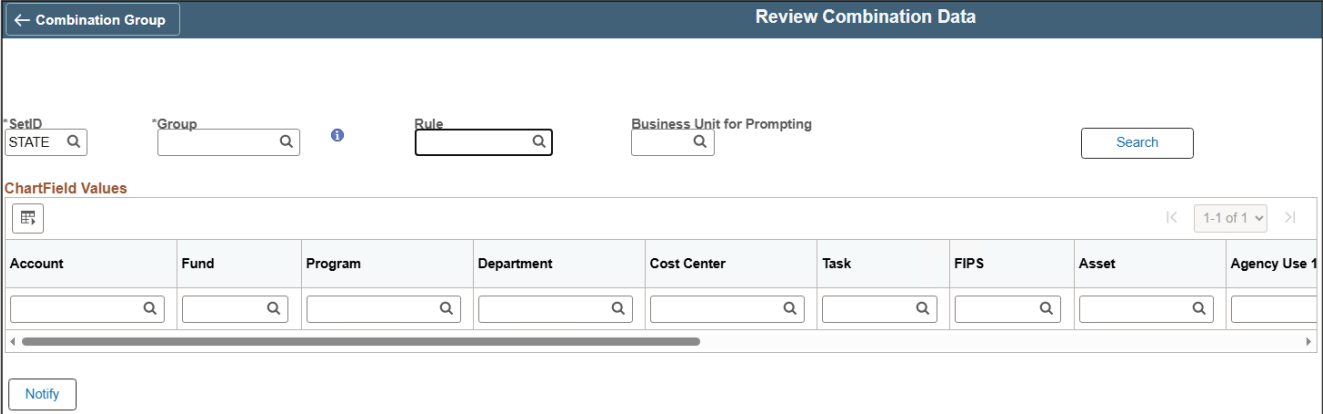
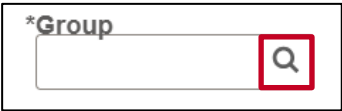


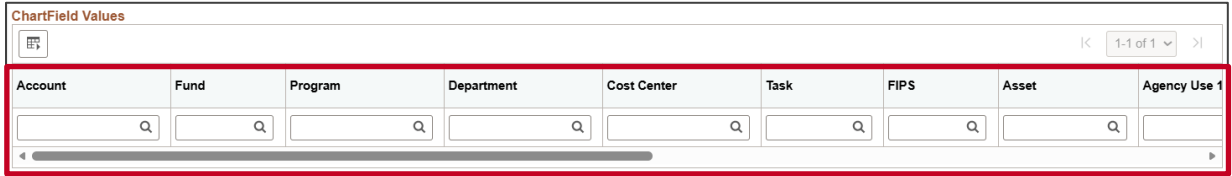
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Overview of the Review Combination Data Page

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

Step	Action
1.	Navigate to the Review Combination Data page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data
The Review Combination Data page displays. 	
2.	Click the Group Look up icon and select the applicable Group. 
3.	Click the Rule Look up icon as needed and select the applicable Rule. If this field is left blank, every Rule under that Group is retrieved. 
4.	Click the Business Unit for Prompting Look up icon and select the Business Unit associated with the Group. 

Step	Action
5.	In the ChartField Values section, enter or select any ChartFields values that will help narrow down the resulting data. 
	In this section, the user can enter one or more ChartFields that were on the journal line in error. If this section is left blank, the desired output is to retrieve all combinations associated with a Combination Group/Rule. For example, if the user knows the account is correct, entering the account here will narrow the search to combinations that contain that specific account value. The wildcard (a percent sign – “%”) can be used in addition to a series of numbers in any field to limit the number of ChartField values that are returned.
6.	Click the Search button. 

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

← Combination Data
Review Combination Data

*SelfID
STATE

*Group
DEPTREQ

Rule
ACCTFNDDPT

Business Unit for Prompting
15100

Search

ChartField Values

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use

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Combination Groups and Rules

Group	Rule	Definition	From Date	To Date	Group Defines
DEPTREQ	ACCTFNDDPT	ACCTFNDDPT	01/01/1901	01/01/2099	Valid

Max Rows Displayed

Number of Rows Retrieved 3615

Combination Data

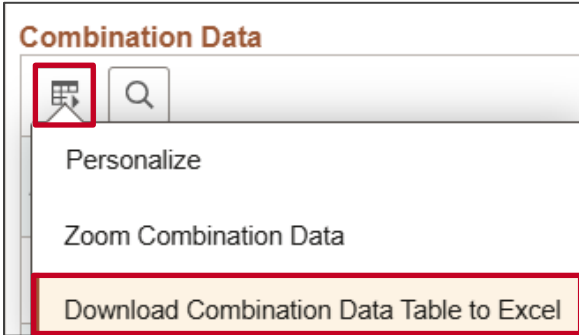
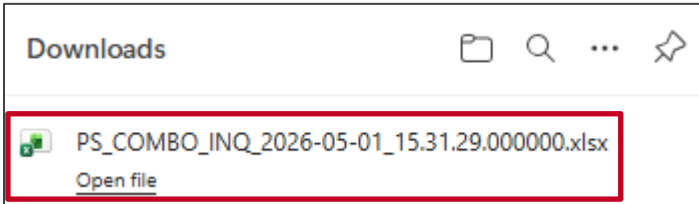
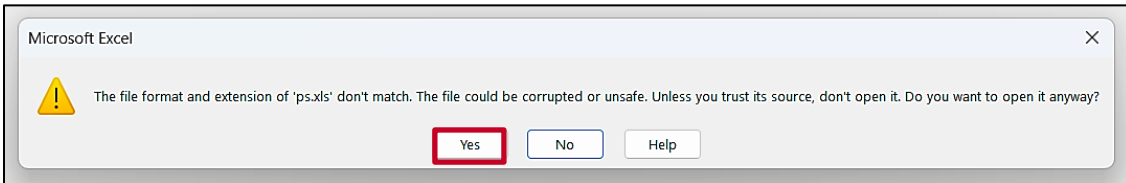
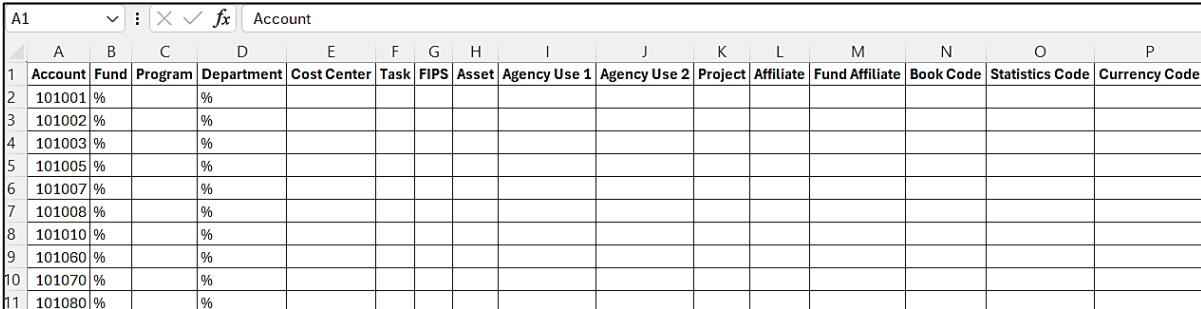
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate
101001	%		%								
101002	%		%								
101003	%		%								
101005	%		%								
101007	%		%								
101008	%		%								
101010	%		%								
101060	%		%								

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	The search results are displayed in the Combination Groups and Rules and the Combination Data sections. The “%” sign in the Combination Data section means that a valid, non-blank value must be present for the Fund and Department ChartFields.
7.	Review the Number of Rows Retrieved field. Number of Rows Retrieved 3615
	If the value in the Number of Rows Retrieved field is greater than the value in the Max Rows Displayed field, click in the Max Rows Displayed field and update the number to equal the value in the Number of Rows Retrieved field. Click the Last link to update the row count. If the value in the Number of Rows Retrieved field is equal to or less than the value in the Max Rows Displayed field, proceed to the next step.

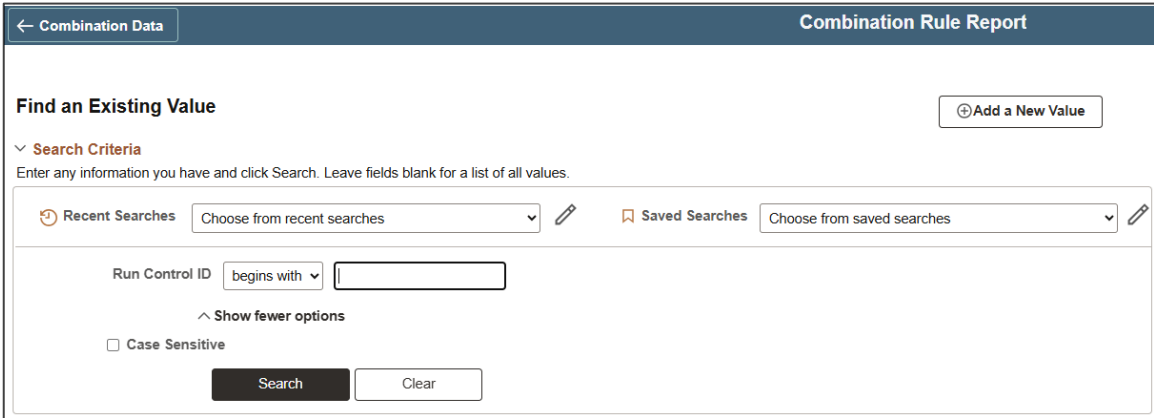
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Step	Action
8.	Click the Grid Action Menu icon, and then click the Download Combination Data Table to Excel option to extract data from this page into an Excel document. 
9.	Open the Excel file from web browser downloads once downloaded. 
10.	Click the Yes button if an Excel message displays that reads, "The file format and extension of 'ps.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?". 
The Excel spreadsheet opens. 	
11.	Compare the ChartFields used in the transaction to those on the Spreadsheet in order to identify the cause of the error.

Overview of the ChartField Combination Editing Rule Report

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

Step	Action
1.	Navigate to the Combination Rule Report page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report
The Combination Rule Report Find an Existing Value page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	If this is the first time running this report, click the Add a New Value button and create a Run Control ID. For more information on generating reports, see the Job Aid titled NAV220 Generating FIN Reports and Inquiries located on the Cardinal website in Job Aids under Learning. Otherwise, enter or search for the existing Run Control ID using the Run Control ID field on the Find an Existing Value tab. The remaining steps in this section are based on the use of an existing Run Control ID. 
3.	Click the Search button. 



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Step	Action
	The ChartField Combination Editing Rule Report page displays. ← Combination Data ChartField Combination Editing Rule Report Run Control ID COMBRUL Report Manager Process Monitor Run Language English Report Request Parameters SetID STATE Combination Rule As of Date 05/01/2026 Save Notify Add Update/Display
4.	The SetID field defaults to “STATE”. Update as needed using the Look up icon provided. SetID STATE
5.	As applicable, click the Combination Rule Look up icon and select the Combination Rule. Combination Rule
6.	The As of Date field defaults to the current date but can be updated as needed. This field is used to extract valid combinations as of a specific date. As of Date 05/01/2026
7.	Click the Save button. Save Notify
8.	Click the Run button. Report Manager Process Monitor Run

Step	Action														
	The Process Scheduler Request page displays in a pop-up window. Process Scheduler Request User ID Run Control ID COMBRUL Server Name Run Date 05/01/2026 Recurrence Run Time 4:40:02PM Reset to Current Date/Time Time Zone Process List <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>Combination Rule Report</td> <td>GLS4002</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> OK Cancel	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	☒	Combination Rule Report	GLS4002	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
☒	Combination Rule Report	GLS4002	SQR Report	Web	PDF	Distribution									
9.	Check to ensure that the Combination Rule Report checkbox option is selected and that the Format field is defined with "PDF". <table border="1"> <thead> <tr> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table>	*Type	*Format	Distribution	Web	PDF	Distribution								
*Type	*Format	Distribution													
Web	PDF	Distribution													
10.	Select the OK button. OK Cancel														
	The ChartField Combination Editing Rule Report page redispays. Run Control ID COMBRUL Report Manager Process Monitor Run Language English Process Instance:25542063 Report Request Parameters SetID STATE Combination Rule ACCTFNDDPT As of Date 05/01/2026 Save Notify Add Update/Display														



The **Process List** page displays.

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Step	Action								
13.	Click the Refresh button until the Run Status field displays “Success” and the Distribution Status field displays “Posted”. Refresh Clear Reset << < 1-1 of 1 > >> View All <table><tr><th>Run Status</th><th>Distribution Status</th><th>Details</th><th>Actions</th></tr><tr><td>Success</td><td>Posted</td><td>Details</td><td>▼ Actions</td></tr></table>	Run Status	Distribution Status	Details	Actions	Success	Posted	Details	▼ Actions
Run Status	Distribution Status	Details	Actions						
Success	Posted	Details	▼ Actions						
14.	Click the Details link. Details Details								

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Step

Action

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

View Log/Trace

Help

Report

Report ID 114575299

Process Instance 25542063

Message Log

Name GLS4002

Process Type SQR Report

Run Status Success

Combination Rule Report

Distribution Details

Distribution Node finpmir

Expiration Date 05/31/2026

File List

Name	File Size (bytes)	Datetime Created
SQR_GLS4002_25542063.log	2,111	05/01/2026 4:47:12.908602PM EDT
gls4002_25542063.PDF	4,675	05/01/2026 4:47:12.908602PM EDT
gls4002_25542063.out	58	05/01/2026 4:47:12.908602PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	00866098800

Return

16.

Click the **.PDF** link within the **File List** section.

File List

Name
SQR_GLS4002_25542063.log
gls4002_25542063.PDF
gls4002_25542063.out



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Step	Action
	The report displays in a new browser tab. In the PDF, the “%” sign in the Selected Value column means that a valid, non-blank value must be present for the Department and Fund ChartFields. Report ID: GLS4002 Set ID: STATE--Statewide SetID As Of Date: 05/01/2026 Combination Rule: ACCTFNDDPT PeopleSoft Financials CHARTFIELD COMBINATION RULES Page No. 1 Run Date 05/01/2026 Run Time 16:47:12 Description: Account/Fund/Department Effective Date From: 01/01/1901 To: 01/01/2099 Combo CF Definition: ACCTFNDDPT Require Valid ChartField Value DEPTID FUND_CODE ChartField ACCOUNT DEPTID FUND_CODE How Specified Selected Tree Nodes Selected Detail Values Selected Detail Values SetID STATE Tree Name ACCOUNT_OVERALL Tree Level Selected Value ACCOUNTS_ACFR % %