Creating and Managing Online Journal Entries Overview

This Job Aid provides instructions for Creating and Managing Online Journal Entries. Below are the agency-specific Journal types that can be copied.

- **Online:** Online Journals are created directly in Cardinal under Journal Entry using the **Header** and **Lines** tabs.
- **Inbound External Third Party and External Agency Systems (**GL600 Interface files**)**: External third-party systems and external Agency systems create files that are staged for batch processing to create Journals in the General Ledger. These are also edit checked, budget checked and posted through Batch processing.
- **Spreadsheet Journal Upload**: The Spreadsheet Journal upload can be used by agencies to upload Journal data. Accounting data used to create Journals can be entered into the delivered Spreadsheet Journal template, creating a file that can be uploaded and used to create a Journal in Cardinal.

Requirements	Key Points
Include a Header	Contains the information that identifies the Journal • 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 debits must equal the sum of the credits
Include ChartField Information	Classifies the transaction by account, fund, program, department, etc. per DOA guidelines
Be approved	Approval prior to posting to the General Ledger

Managing Journal entries involves several processes:

- Reviewing and Correcting Edit Check and Budget Check Errors
- Updating a Manual Journal
- Deleting a Journal

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

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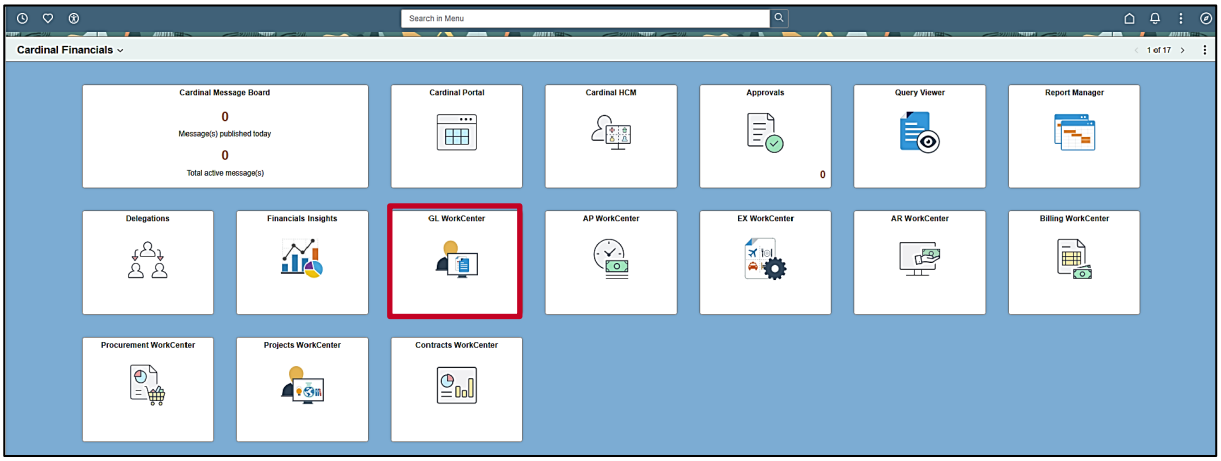
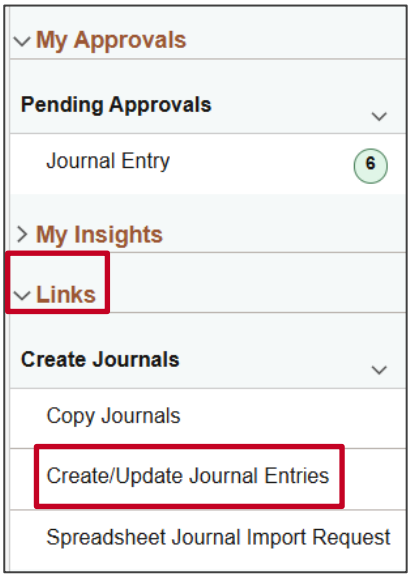
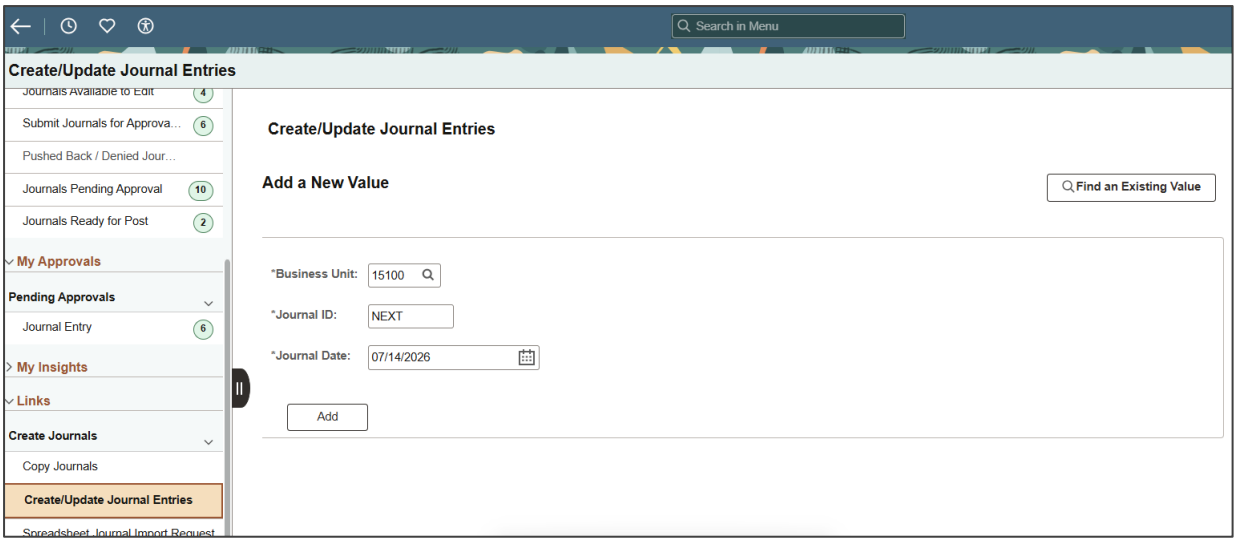
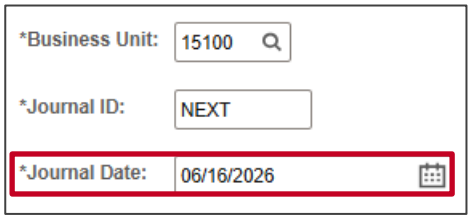
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/17/2025	Baseline.

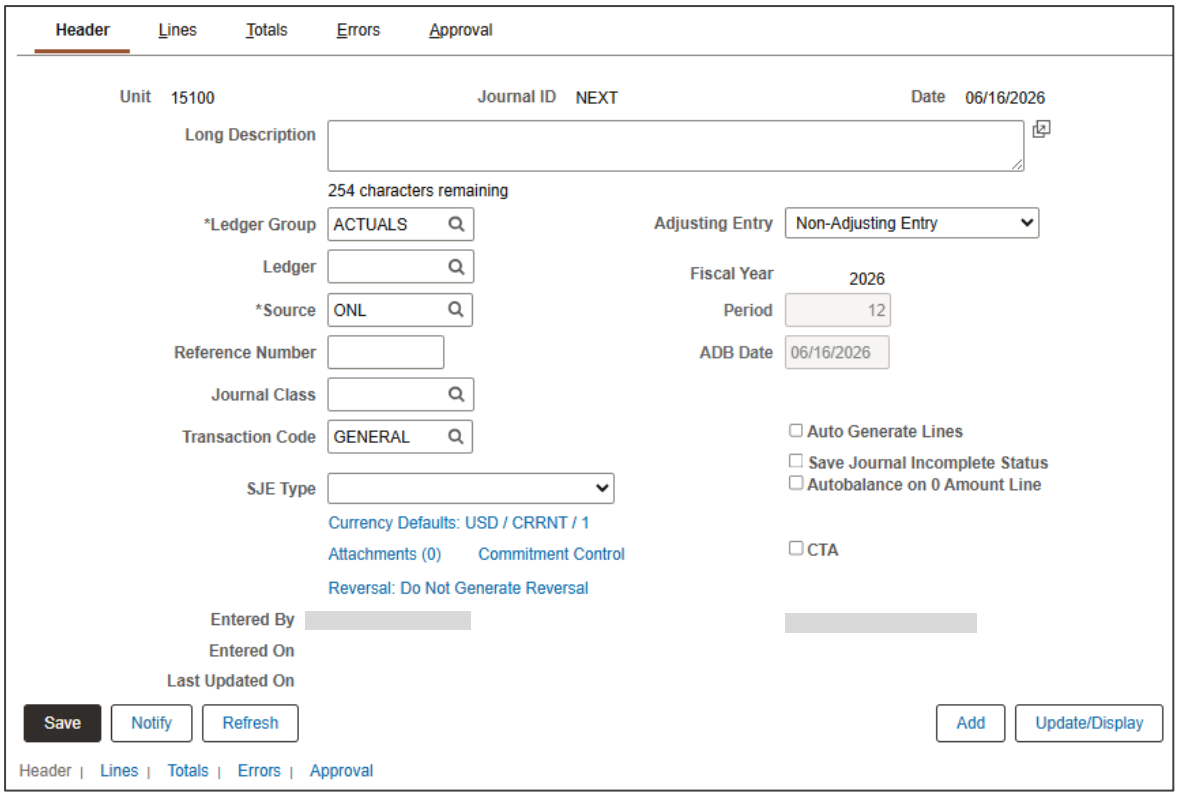
Processing an Online Journal Entry in GL WorkCenter

Use this process to create an online Journal. An online Journal is a Journal created directly in Cardinal. Online Journal entries are created from the **Create/Update Journal Entries** page.

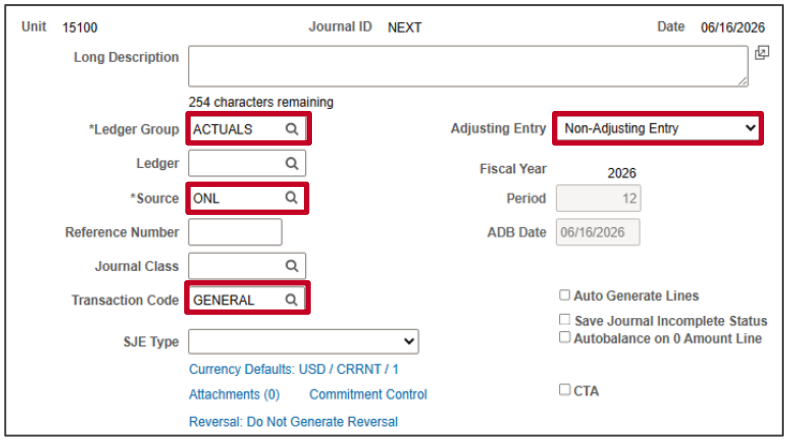
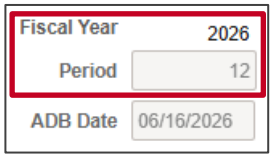
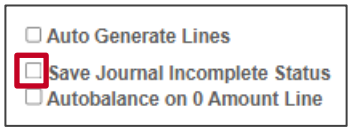
Step	Action
1.	Navigate to the **Journal** page by clicking the **GL WorkCenter** tile. 
2.	Use the following navigation: **Links > Create Journals > Create/Update Journal Entries** 
	Users can also navigate to the **Create/Update Journal Entries** page using the following path: **NavBar > Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

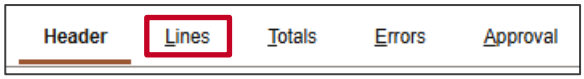
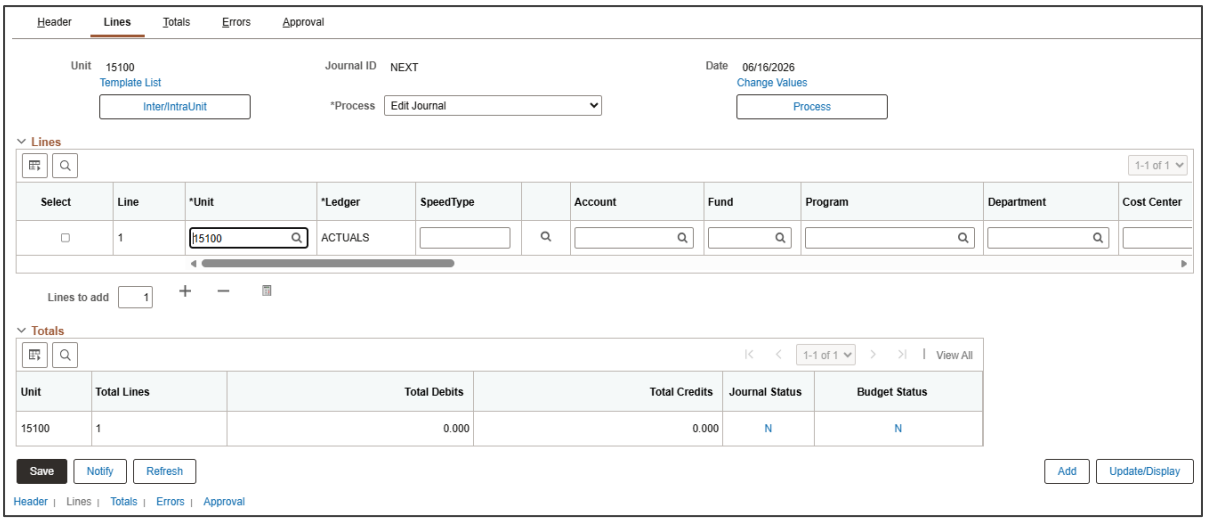
Step	Action
The **Create/Update Journal Entries Add a New Value** page displays. 	
	The **Business Unit** field defaults based on the user's agency. If a user has access to multiple agencies, enter/select the correct Business Unit in the **Business Unit** field.
	When creating a new journal entry, the **Journal ID** field will default to "NEXT".
3.	The **Journal Date** field defaults to today's date. Update this date as needed using the **Journal Date Calendar** icon. 
	The **Journal Date** must be in an open Fiscal Year and open accounting period.
4.	Click the **Add** button.

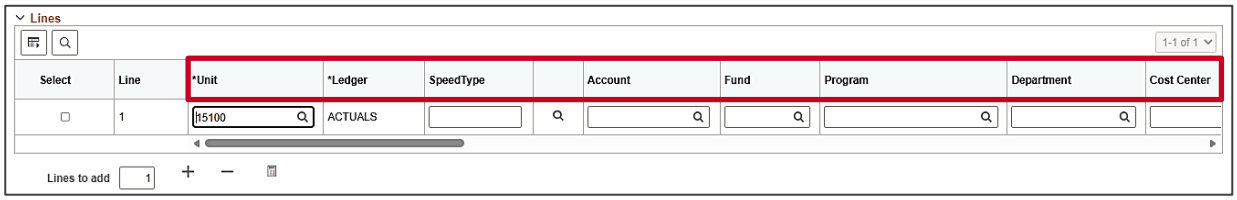
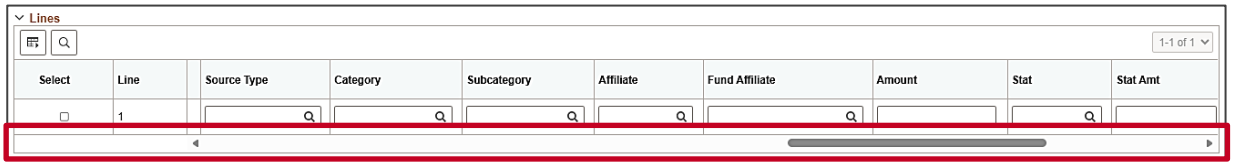
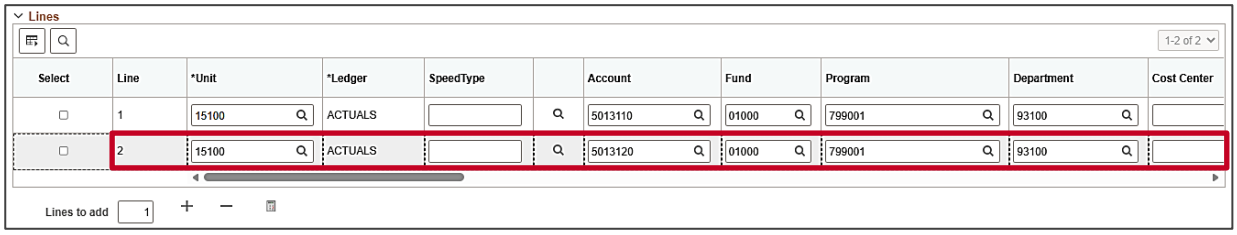
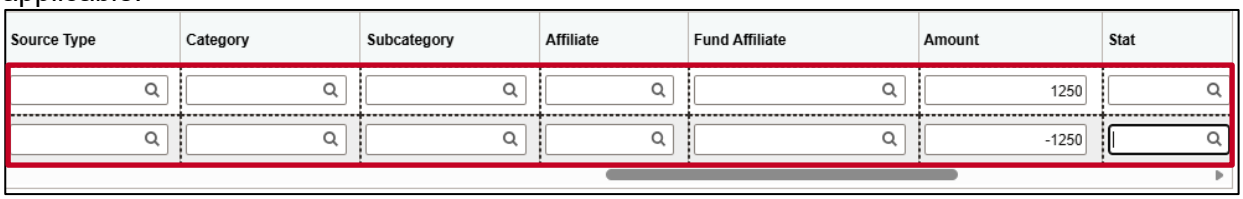
Step	Action
	The **Header** page displays.

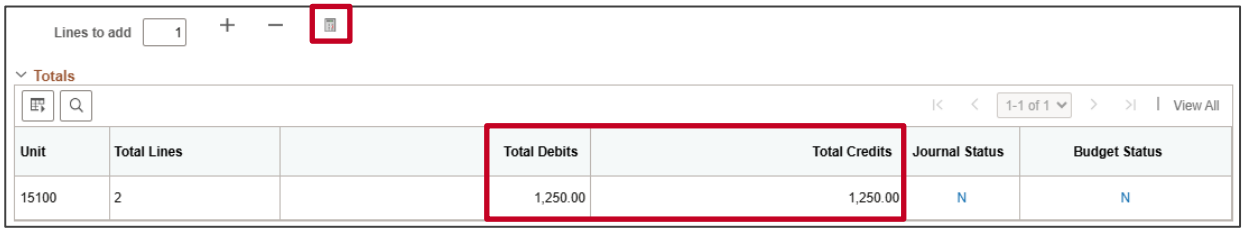
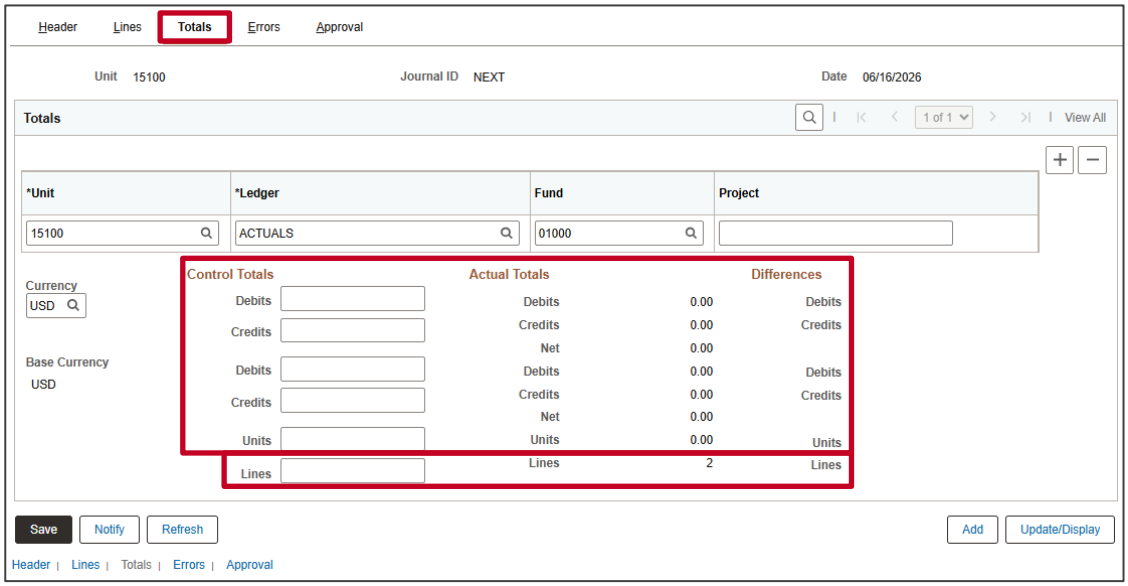


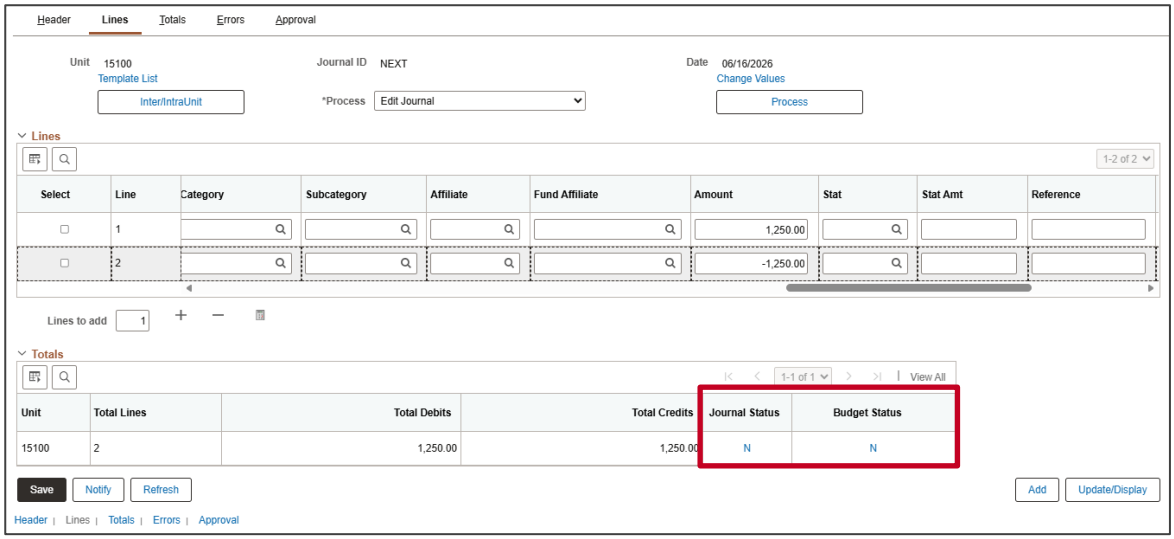
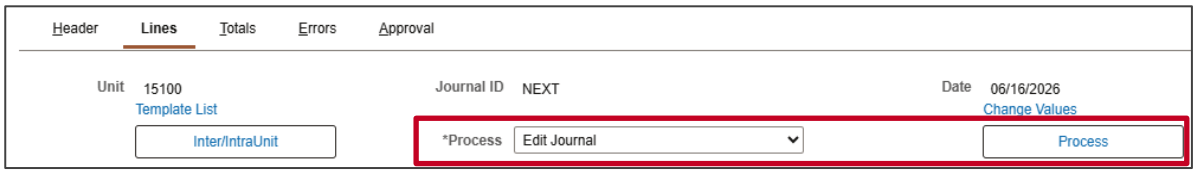
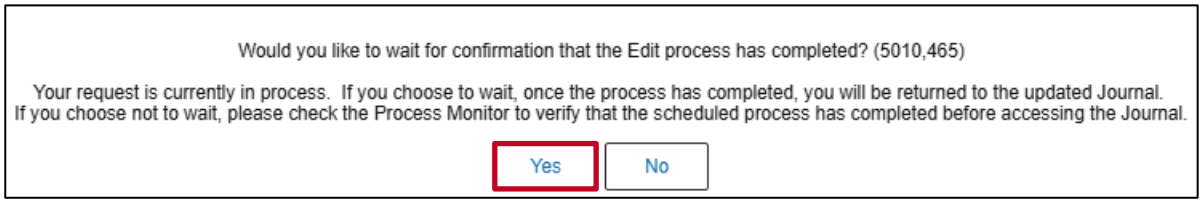
5.	Enter a description in the **Long Description** field.

Step	Action
	Do not change the fields listed below. • The **Ledger Group** field will default to “ACTUALS” • The **Source** field will default to “ONL” (Online) • The **Transaction Code** field will default to “GENERAL” • The **Adjusting Entry** field will default to “Non-Adjusting Entry” 
	The **Fiscal Year** and **Period** fields default based on the Journal date entered/selected on the **Add a New Value** page. 
6.	The **Save Journal Incomplete Status** checkbox option defaults to de-selected. Click the checkbox option if the journal entry will be completed at a later time. Journals saved with an “Incomplete” status are not Edit checked or Budget checked during the nightly batch process. 

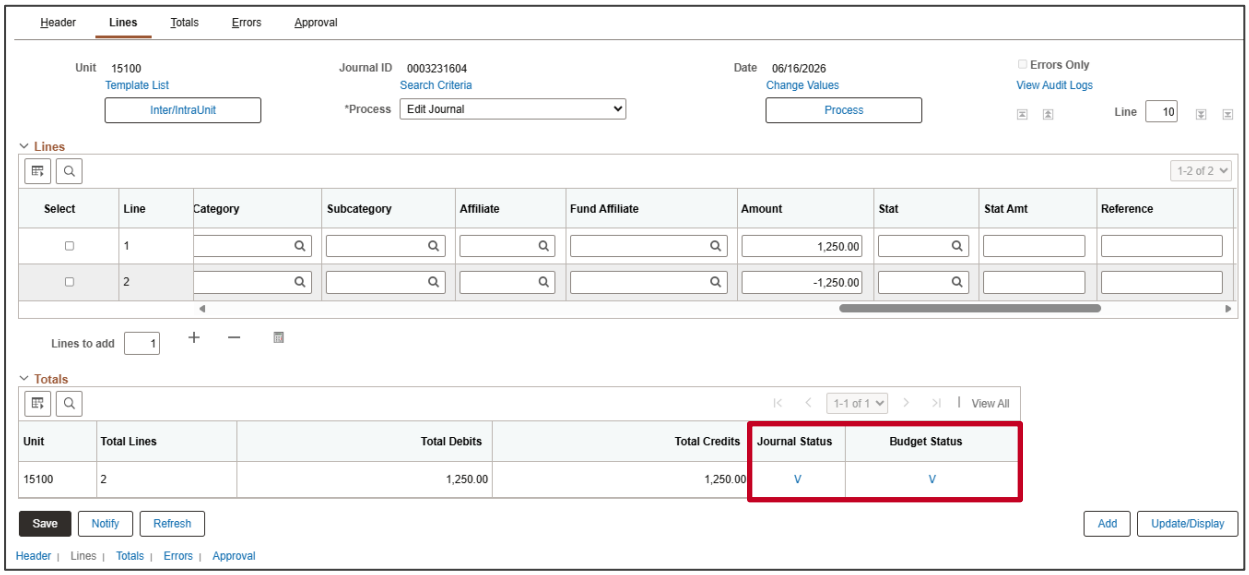
Step	Action
	Use the **Attachments** link to attach necessary or relevant documents associated with the Journal entry. The Attachments feature does not substitute for retention requirements of original documentation that may be required by statute or policy. For security reasons, Cardinal allows only certain file types and a maximum of 10 attachments. See the detailed listing of the accepted file extensions listed below: Allowed Extensions on Attachments in Cardinal .BMP .CSV .DOC .DOCX .JPE .JPEG .JPG .MSG .PDF .PNG .PST .RTF .TIF .TIFF .TXT .XLS .XLSX .XML
7.	Click the **Lines** tab. 
The **Lines** page displays.  	
	DO NOT click the **Inter/Intra Unit** button. If this button is clicked, processing issues may occur.

Step	Action
8.	Enter the applicable ChartFields into Line 1 in the **Lines** section. If SpeedTypes are defined, use a valid Speedtype for expediancy. 
9.	Scroll to the right to enter additional ChartField values and the amount (**Amount** field) as applicable. 
10.	Leave the **Lines to add** field as "1" and click the **Insert Lines** (**+**) icon. If the user knows the total number of Journal Lines, enter the number in the **Lines to add** field and click the **Insert Lines** (**+**) icon.
11.	Enter the applicable ChartFields into Line 2 of the **Lines** section. 
12.	Scroll to the right to enter additional ChartField values and the amount (**Amount** field) as applicable. 

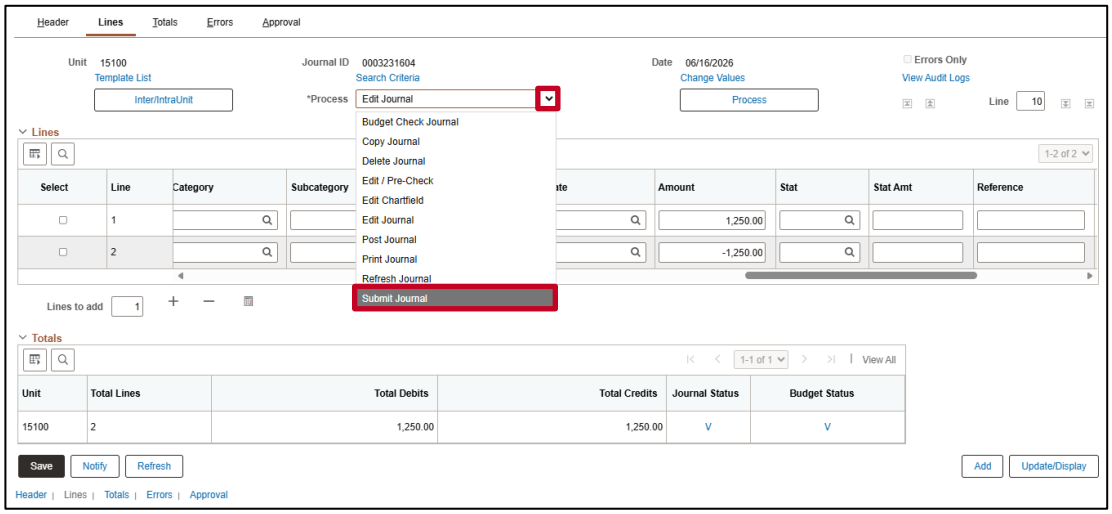
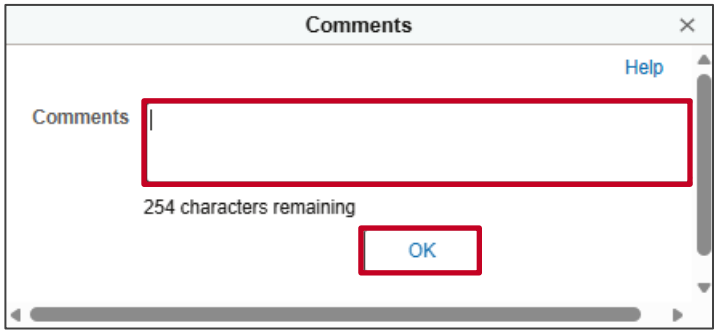
Step	Action
13.	Repeat these Steps until all journal lines have been entered. Once all journal lines have been entered, click the **Calculator** button and verify the **Total Debits** amount and the **Total Credits** amount are balanced. 
14.	Click the **Save** button.
15.	A **Message** displays in a pop-up window. Make note of the **Journal ID** and click the **OK** button.
	Users can click on the **Totals** tab and enter **Control Totals** for the **Debits** and **Credits** amounts and the **Lines** total. 

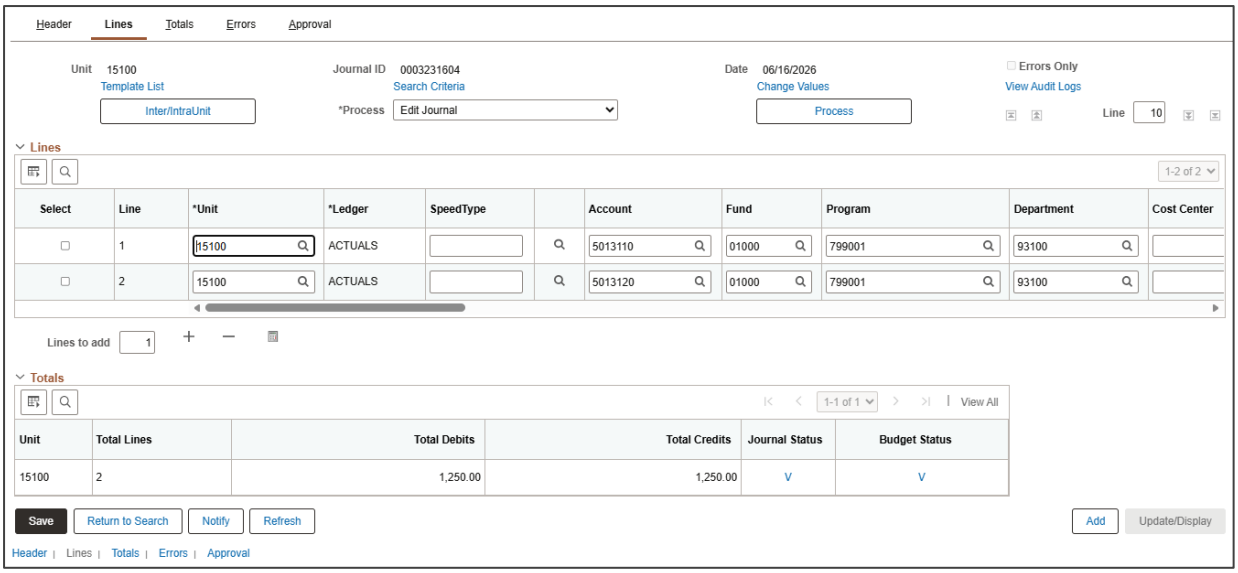
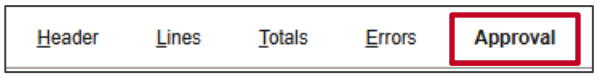
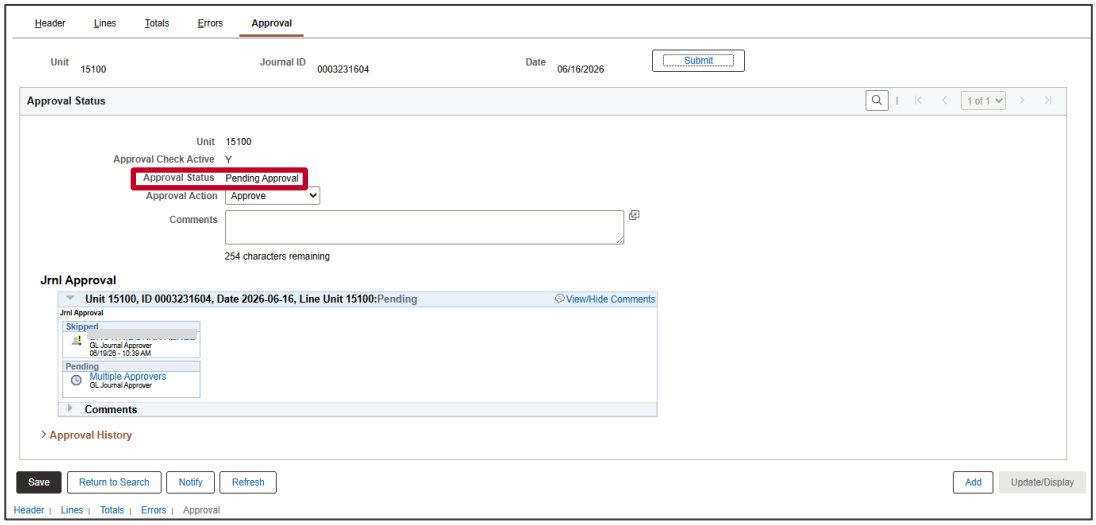
Step	Action
	Once saved, the **Journal Status** and **Budget Status** fields are marked with a status of “N” (No Status - Needs to be Edited and Not Checked). The Journal needs to be processed through the “Edit Journal” process for the Journal to be Edit checked and Budget checked after the Journal Lines are completed. 
16.	The **Process** field defaults to “Edit Journal”. Click the **Process** button to run the Edit check. 
17.	If the **Message** below displays in a pop-up window, click the **Yes** button. 

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



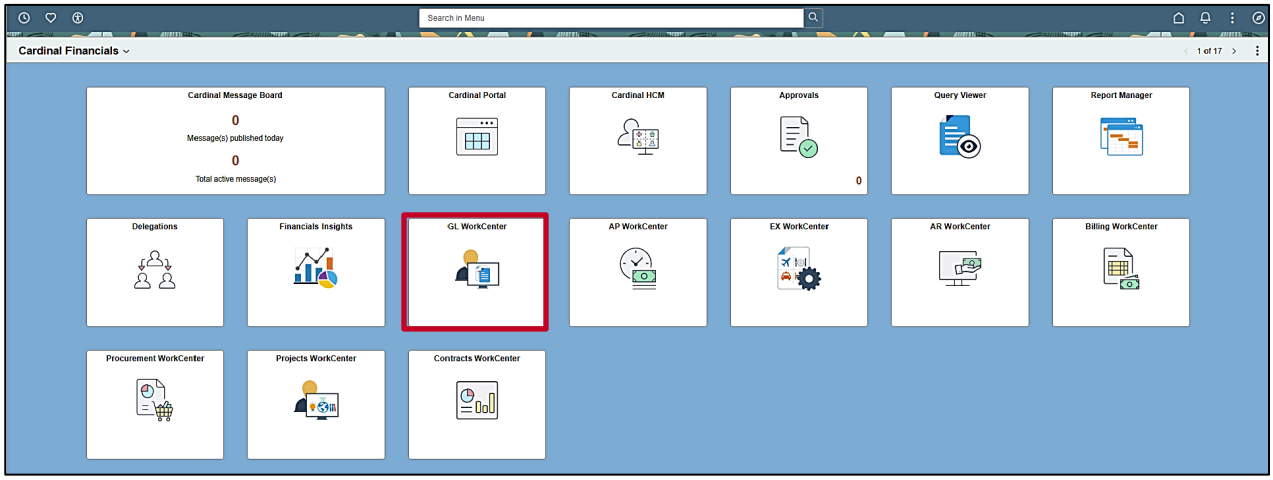
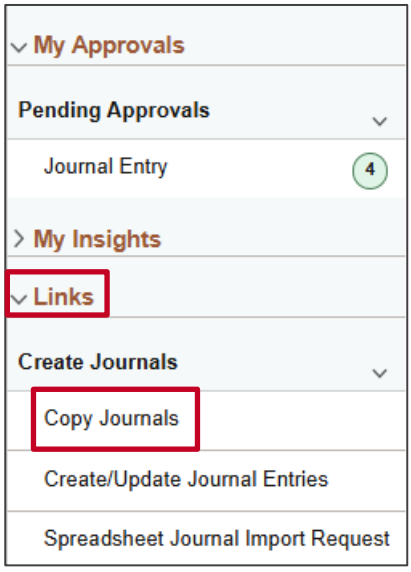
	Once the Edit Journal process has been completed with no errors, the Budget check process will automatically run to confirm the Budget Status. Both the **Journal Status** and **Budget Status** field must have a “V” (Valid) status before the Journal can be submitted for approval.
	If the **Journal Status** field or **Budget Status** field have a status of “E” (Error), see the Job Aid titled **GL332 Managing Journal Entries** and the section titled **Reviewing and Correcting Edit Check and Budget Check Errors**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

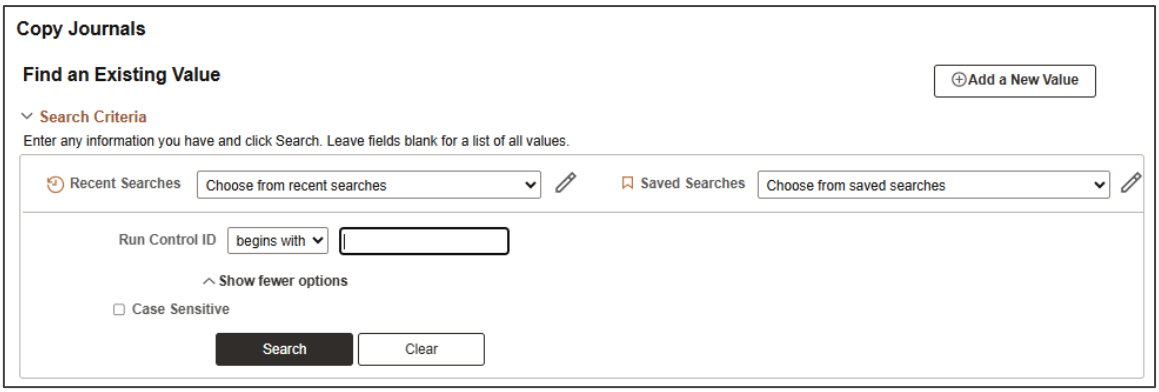
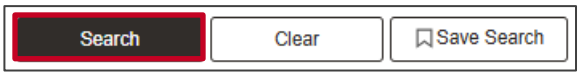
Step	Action
18.	Proceed with submitting the Journal for approval. Click the **Process** dropdown button and select "Submit Journal". 
19.	Click the **Process** button.
20.	Enter a comment in the **Comment** box if applicable and click the **OK** button. 

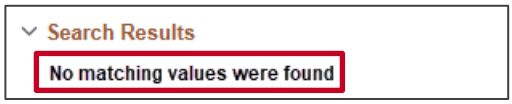
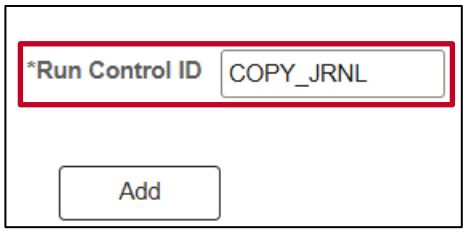
Step	Action
The **Lines** page redisplays. 	
21.	Click the **Approval** tab. 
22.	The **Approval** tab displays. Verify that the **Approval Status** field displays a value of “Pending Approval”. 
	Journal Processors and Journal Approvers can create Journal entries. However, the user who submits the journal entry cannot be the user who approves the journal entry. If the submitting user is a Journal Approver, Cardinal will skip the submitting user in the approval chain.

Step	Action
	For further information on approving Journals, see the Job Aid titled **GL333 Approving Journal Entries**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Processing an Online Journal by Copying a Journal from GL WorkCenter

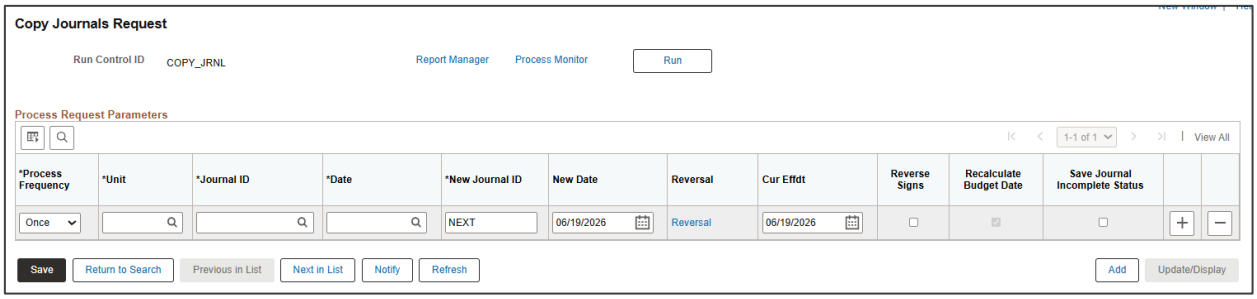
Step	Action
1.	Navigate to Copy Journals by clicking the **GL WorkCenter** tile. 
2.	Use the following navigation: **Links > Create Journals > Copy Journals** 
	Users can also navigate to the **Create/Update Journal Entries** page to copy a journal. Refer to the [Processing an Online Journal by Copying a Journal from the Create/Update Journal Entries Page] section of this Job Aid.

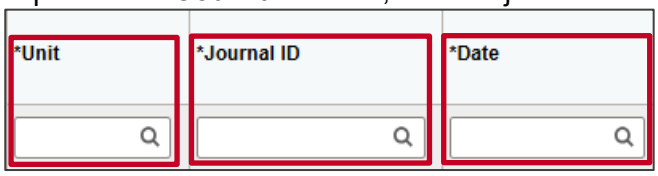
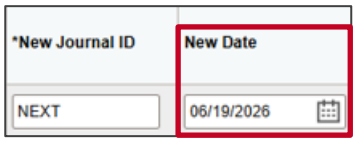
Step	Action
The **Copy Journals Find an Existing Value Search** page displays. 	
3.	Click the **Search** button to see if a **Run Control ID** already exists for the process. 
	A **Run Control ID** is required to run processes in Cardinal. Once a **Run Control ID** has been created by a user, it does not have to be recreated and will display when the **Search** button is clicked. Users should always do a search before creating a new **Run Control ID**. Once a **Run Control ID** is created and saved, it cannot be deleted.
4.	If multiple results display, click the **Drill in** (**>**) icon on the desired **Run Control ID** row and proceed to Step 9.
	If only one Run Control ID exists, Cardinal will open the **Run Control** page for the process.

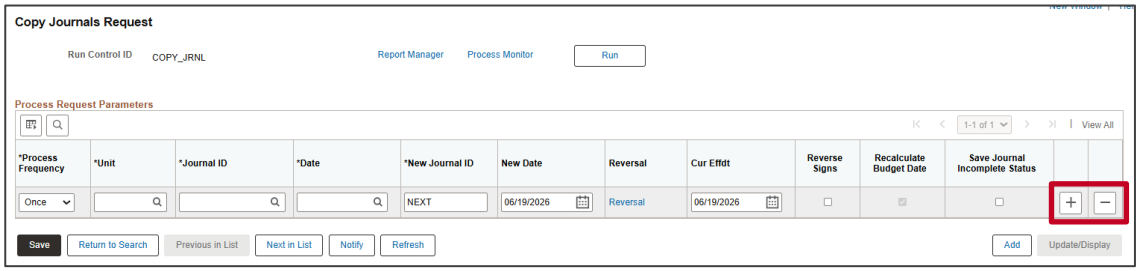
Step	Action
5.	If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next Step. 
6.	Click the **Add a New Value** button.
The **Add a New Value** page displays. 	
7.	Enter a Run Control ID for this report in the **Run Control ID** field. 
	The **Run Control ID** serves as a name for a set of saved report parameters and must be unique. A **Run Control ID** cannot exceed 30 characters and cannot contain spaces or wildcard symbols, but underscore characters are permitted. Once a **Run Control ID** is created and saved it cannot be deleted.

Step	Action
8.	Click the **Add** button. **Note**: For this example, a Run Control ID called “COPY_JRNL” has been created.

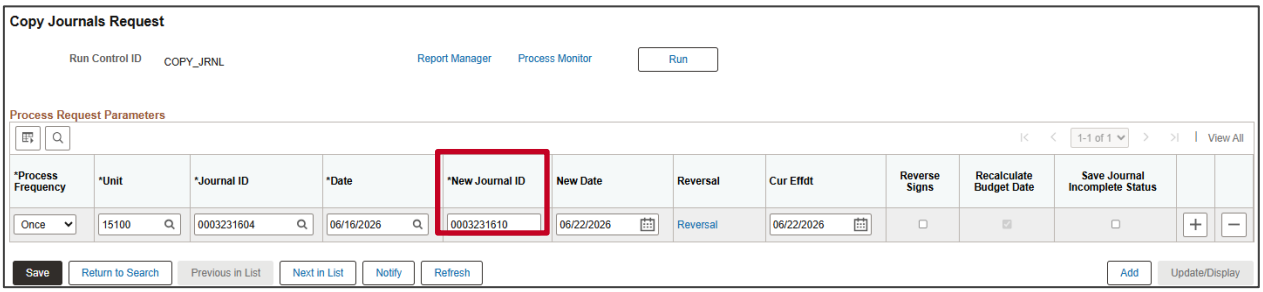
The **Copy Journals Request** page displays.



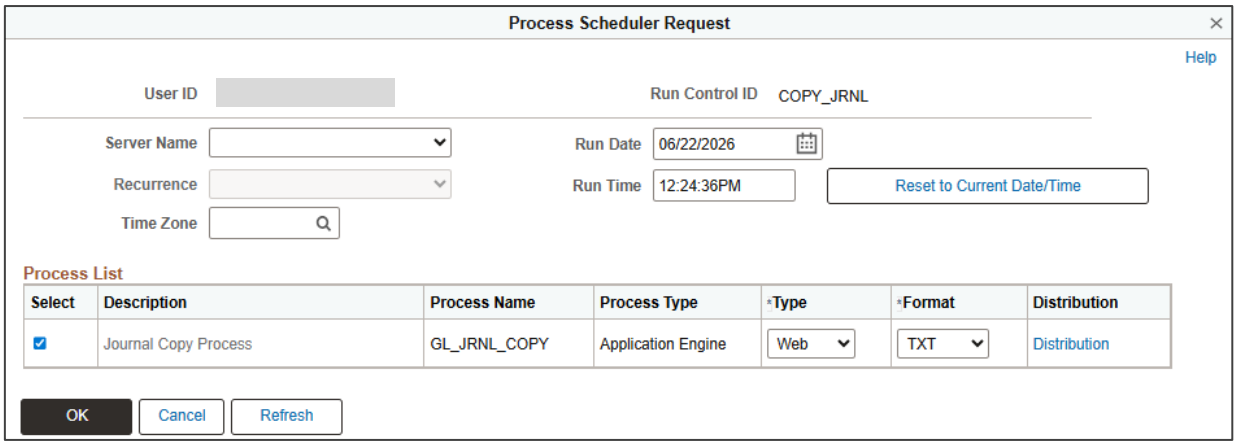
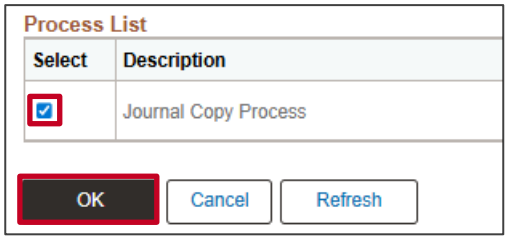
9.	The Business Unit number defaults in the **Unit** field. Enter the Journal ID of the journal to be copied in the **Journal ID** field, and the journal date of the journal will default in the **Date** field. 
10.	The New Journal ID defaults to “NEXT” and the New Date defaults to today’s date. This is the journal date of the new journal. Update the **New Date** field if applicable. **Note**: The date must be in an open accounting period. 

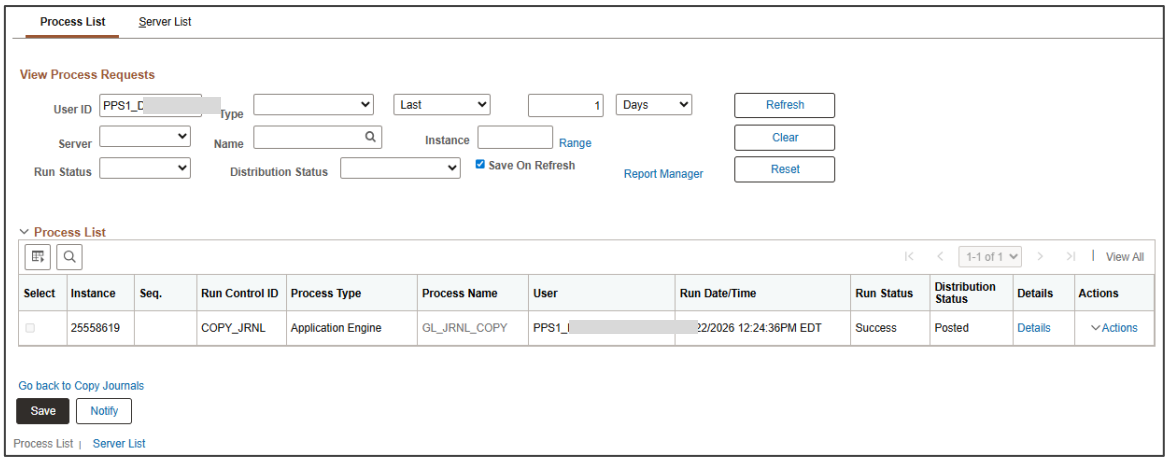
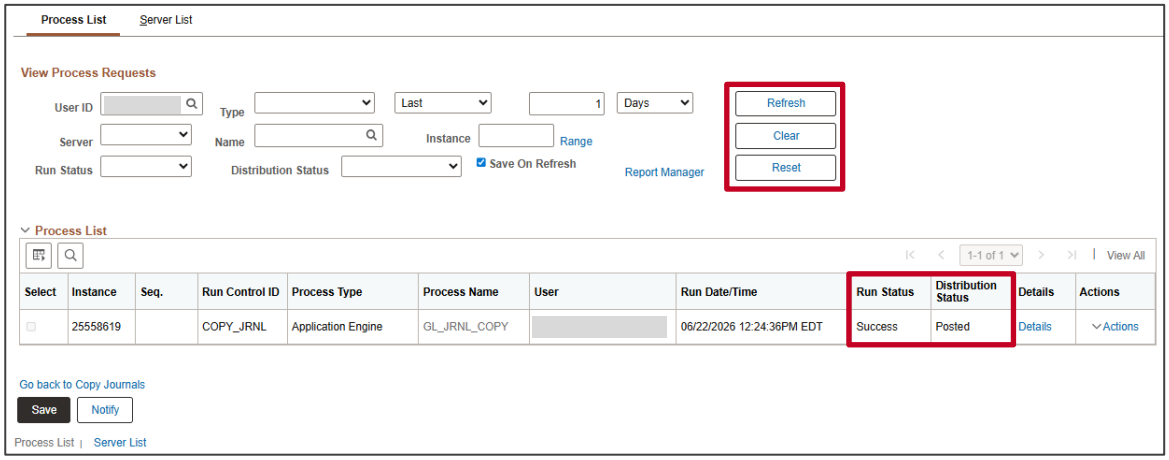
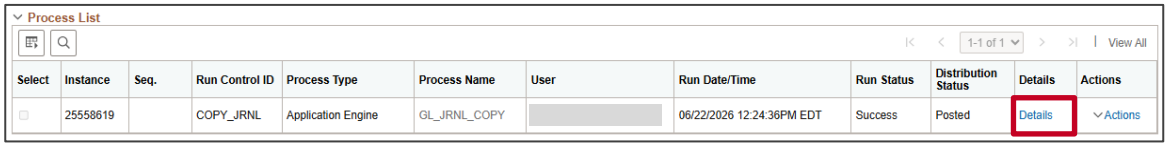
Step	Action
11.	Click the **Add a New Row** button (**+**) to add an additional journal to copy or click the **Delete Row** button (**-**) to remove a journal in the list that was to be copied. Input the fields listed in **Step 9** and **Step 10**. Repeat this process until all journals to be copied are listed. 
12.	Once the journal(s) list is complete, click the **Save** button.

The **Copy Journals Request** page redisplays and the **New Journal ID** field is populated with a Journal ID. Take note of the Journal ID(s).

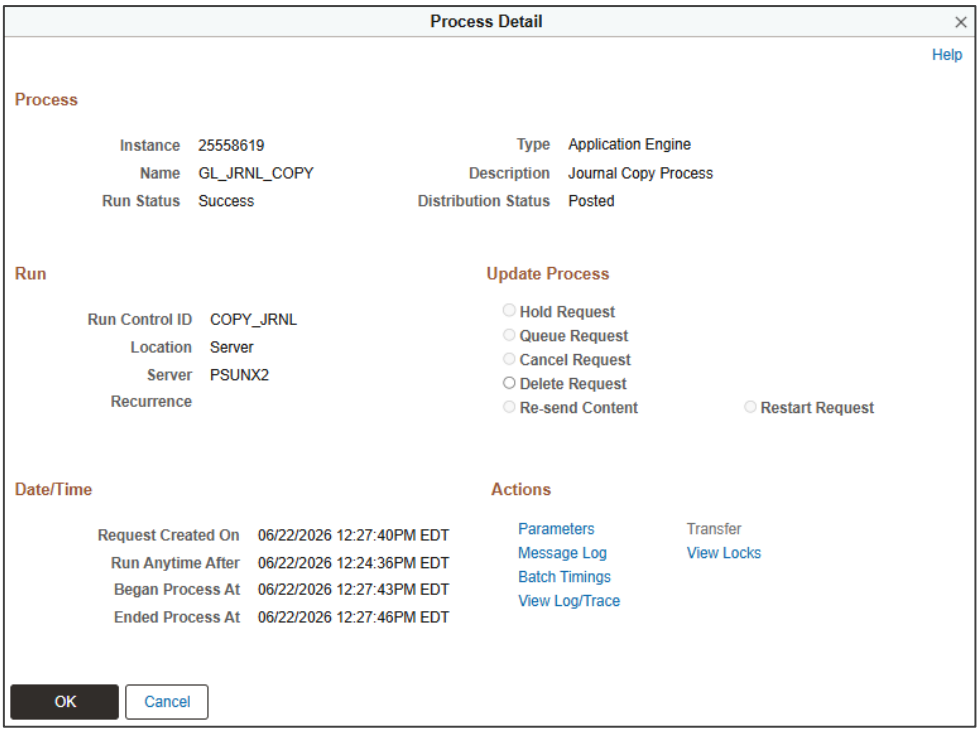


13.	Click the **Run** button.

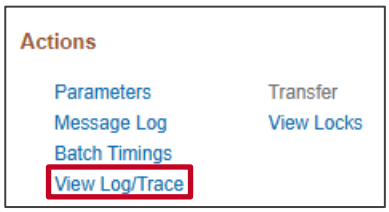
Step	Action
The **Process Scheduler Request** page displays. 	
14.	Confirm the **Select** box is checked and then click the **OK** button. 
	The assigned Process Instance Number displays below the **Process Monitor** link. Take note of the Process Instance Number.
15.	Click the **Process Monitor** link.

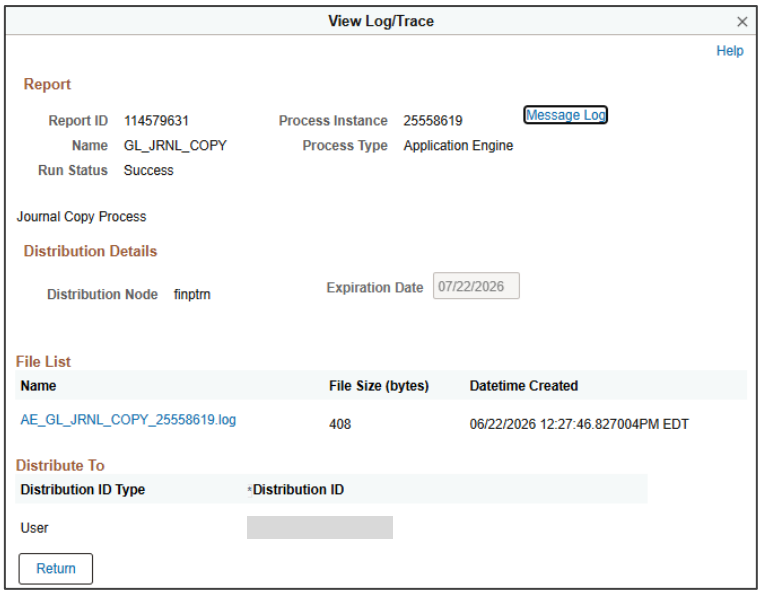
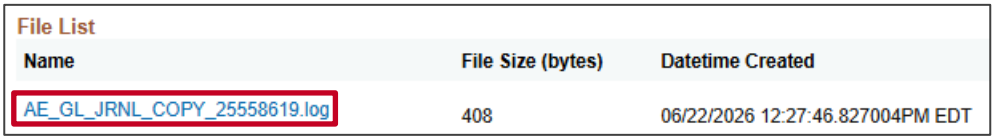
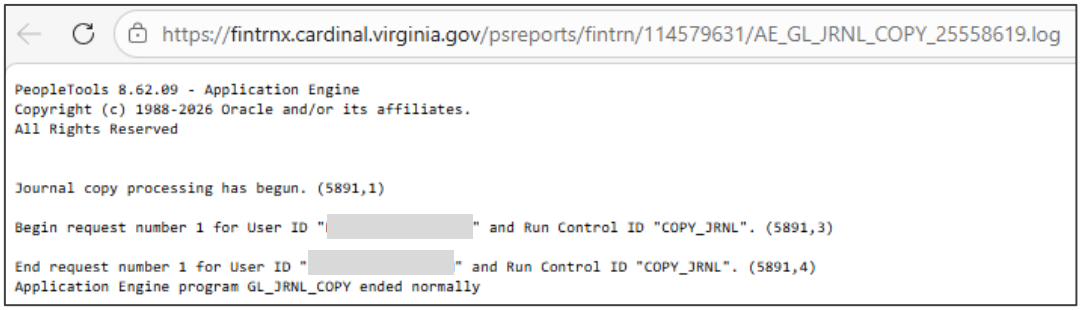
Step	Action
The **Process Monitor** page displays with the **Process List** tab displayed by default. 	
16.	Locate the applicable process within the **Process List** section using the Process Instance Number previously captured. The upload is complete once the **Run Status** field updates to either "Success" or "No Success" and the Distribution Status field updates to "Posted". Periodically click the **Refresh** button until these two status fields update. • The **Clear** button can be used to clear any defined view parameters • The **Reset** button can be used to reset back to the last saved view parameters 
17.	Click the **Details** link. 

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

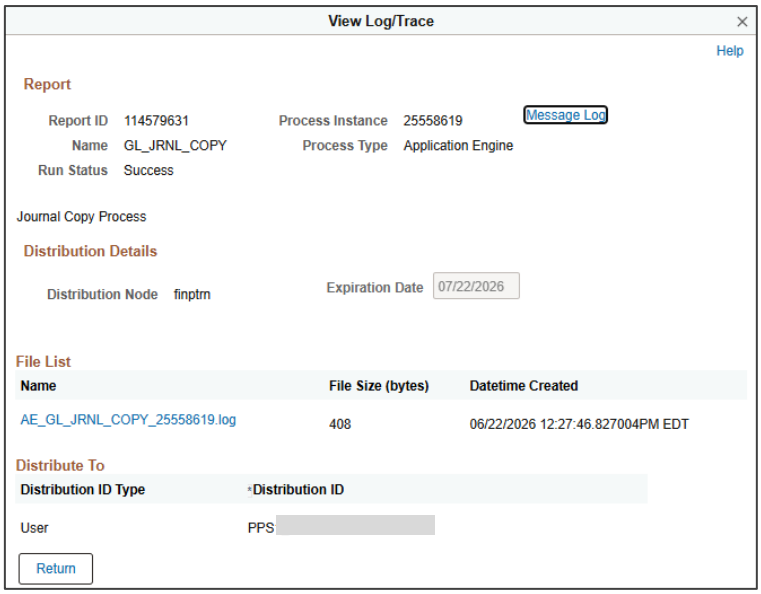


	If the upload completed with a Run Status of “Success”, click the **View Log/Trace** list item. If the upload completed with a Run Status of “No Success”, use the **Message Log** list item to review why the upload failed.
18.	Click the **View Log/Trace** link.

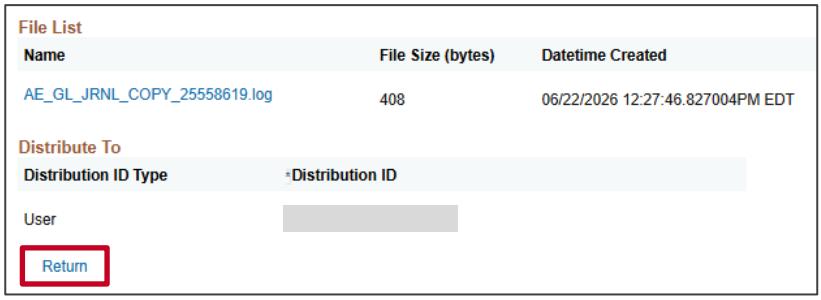


Step	Action
The **View Log/Trace** page displays in a pop-up window. 	
19.	Click the **AE_GL_JRNL_COPY….log** link within the **File List** section to review the Log and capture the assigned Journal ID. 
The **Log** displays in a separate window. 	
20.	Close the **Log** window.

Step	Action
	The **View Log/Trace** page redisplays.

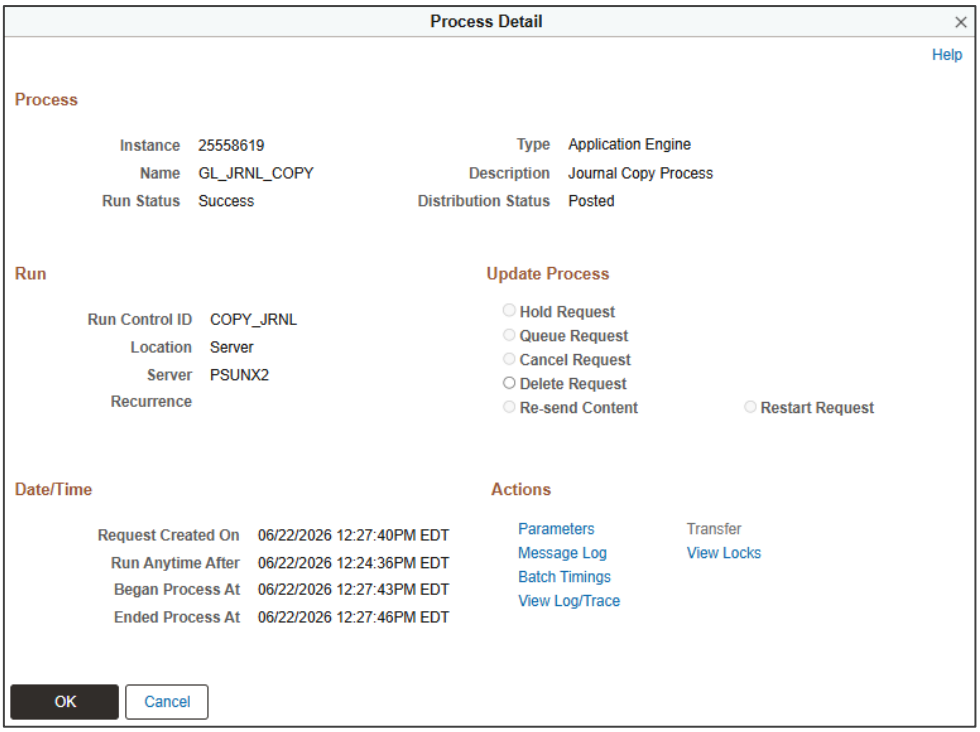


21.	Click the **Return** button.



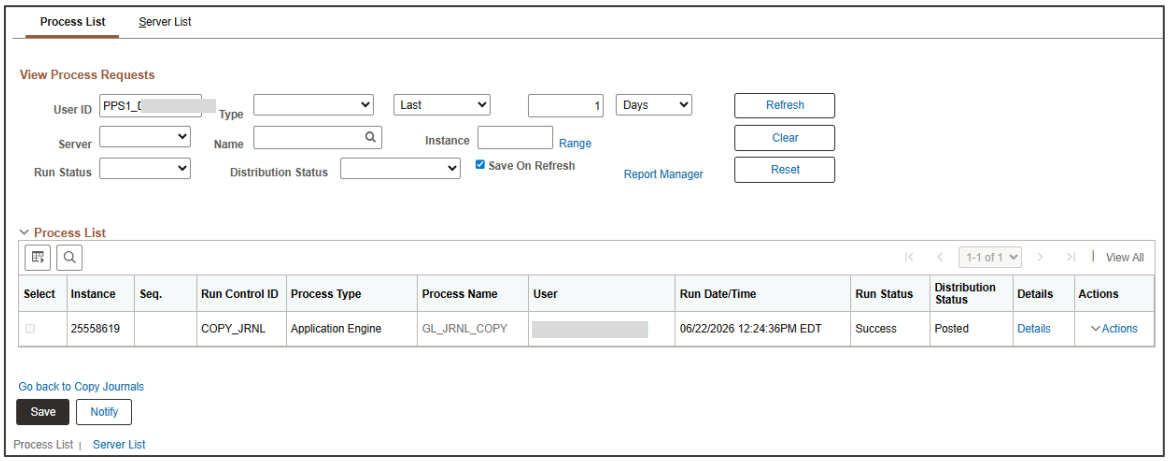
Step	Action

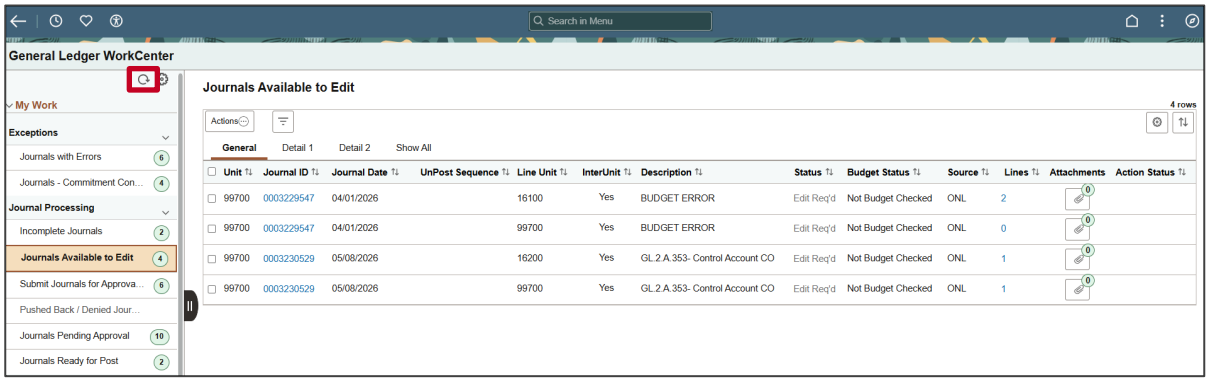
The **Process Detail** page redisplays in a pop-up window.



22.	Click the **OK** button.

The **Process List** page redisplays.

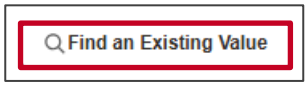


Step	Action
	After completing the process to copy a journal, the newly created journal will appear in the **GL WorkCenter** under **Journals Available to Edit**. Click the **Refresh** button in the WorkCenter if the journal is not listed on the table.  The user can also navigate to the **Create/Update Journal Entries** page to make any changes to the newly copied journal and modify ChartFields and/or amounts, add or delete lines and then run the Edit Journal, Submit Journal, and Approve Journal processes.

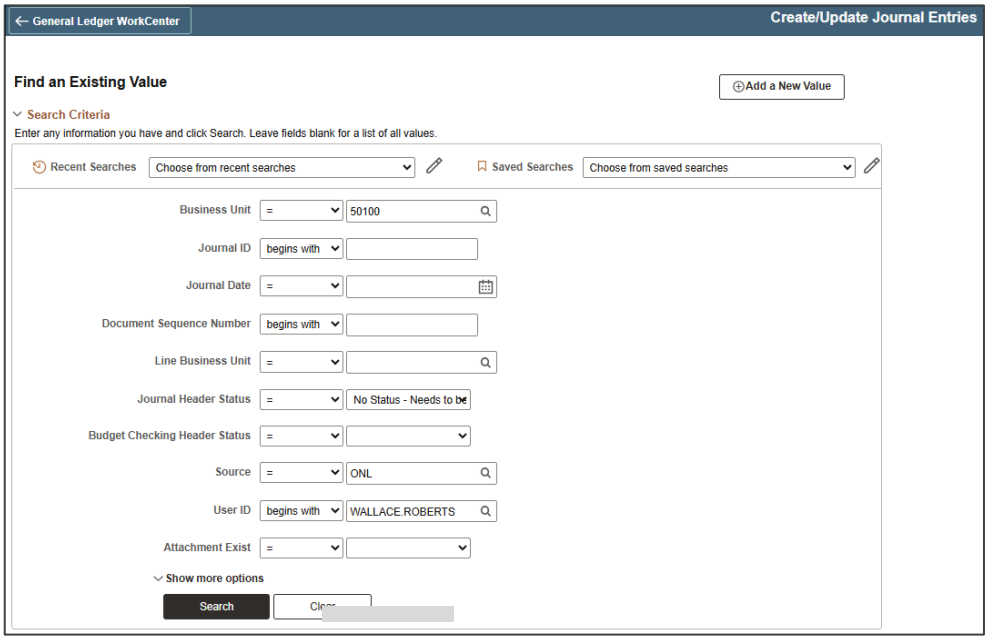
Processing an Online Journal by Copying a Journal from the Create/Update Journal Entries Page

Step	Action
1.	Navigate to the **Create/Update Journal Entries** page using the following path: **NavBar > Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

The **Create/Update Journal Entries Add a New Value** page displays.

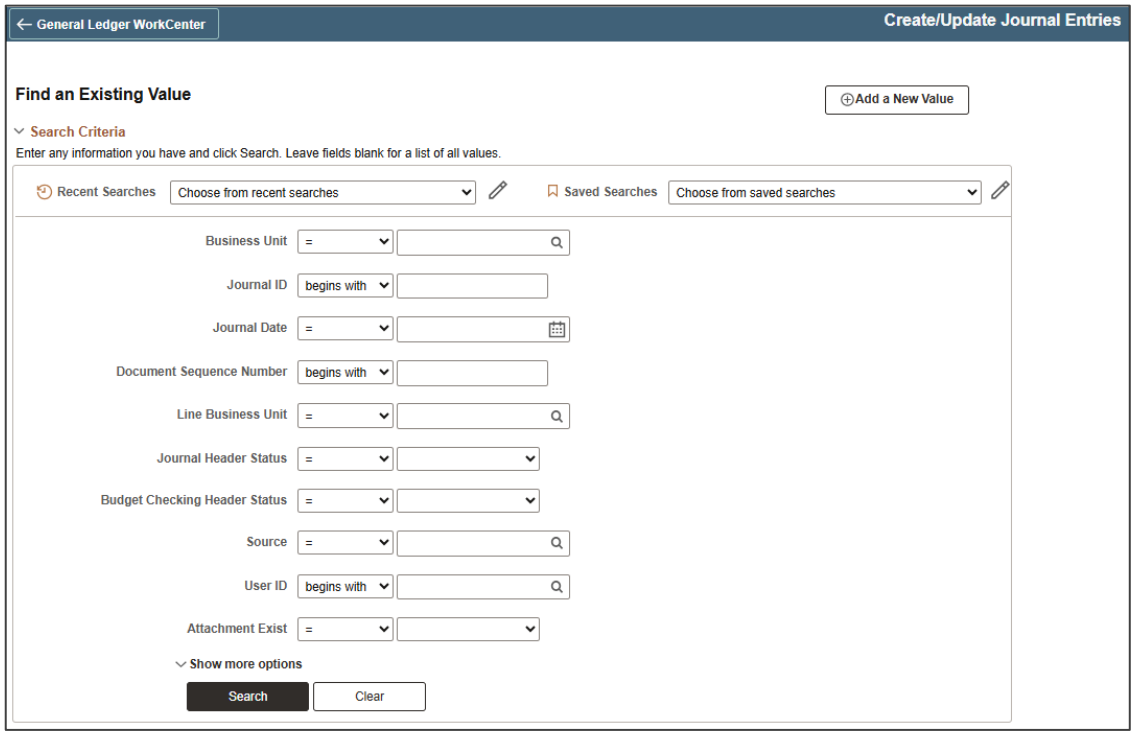
2.	Click the **Find an Existing Value** button. 

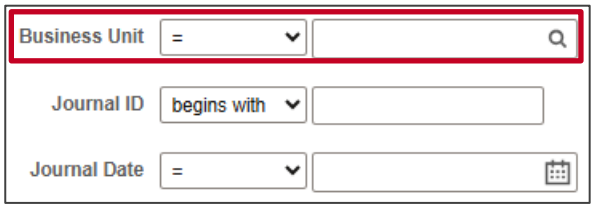
The **Create/Update Journal Entries Find an Existing Value** page displays.

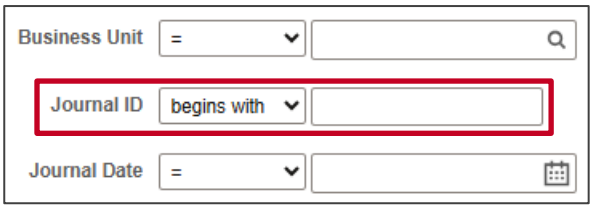
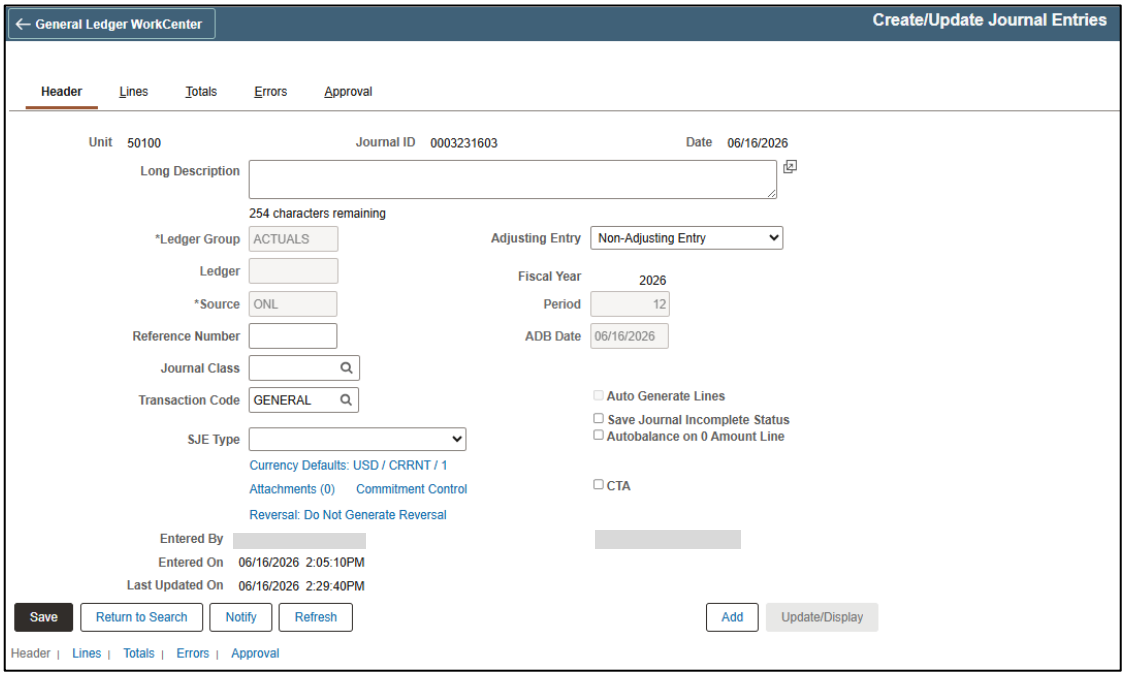
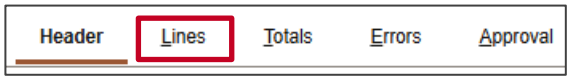


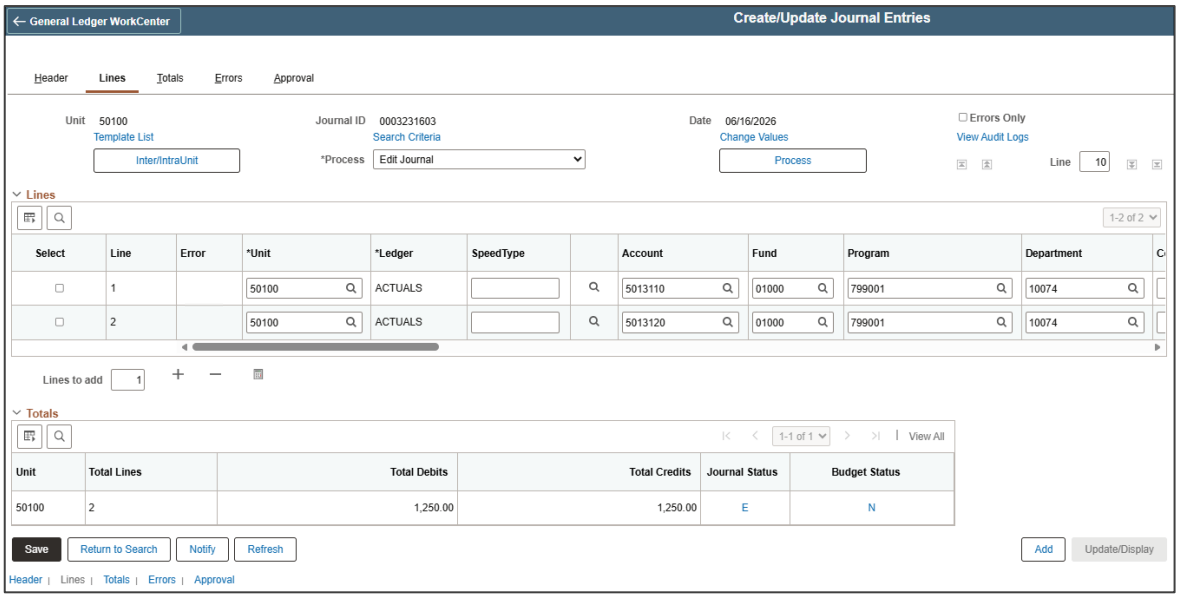
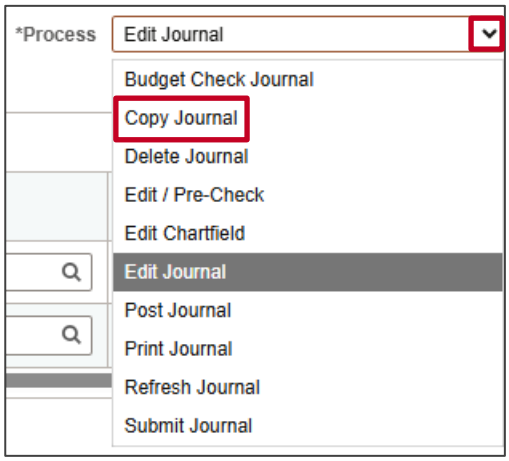
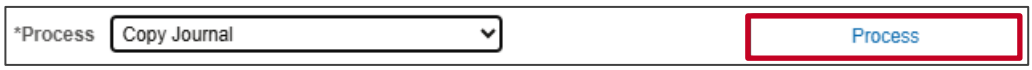
Step	Action
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
3.	Click the **Clear** button to clear the defaulted search criteria.

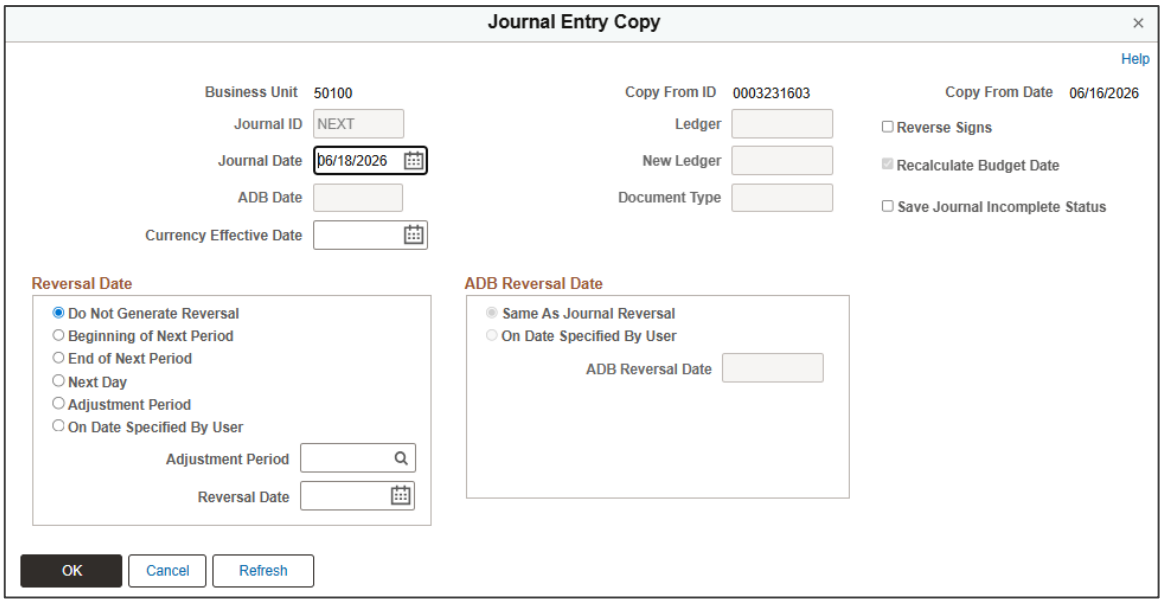
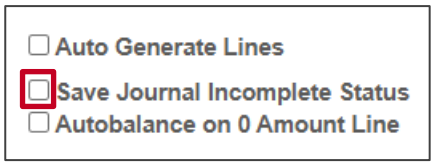
The **Create/Update Journal Entries Find an Existing Value** page refreshes.

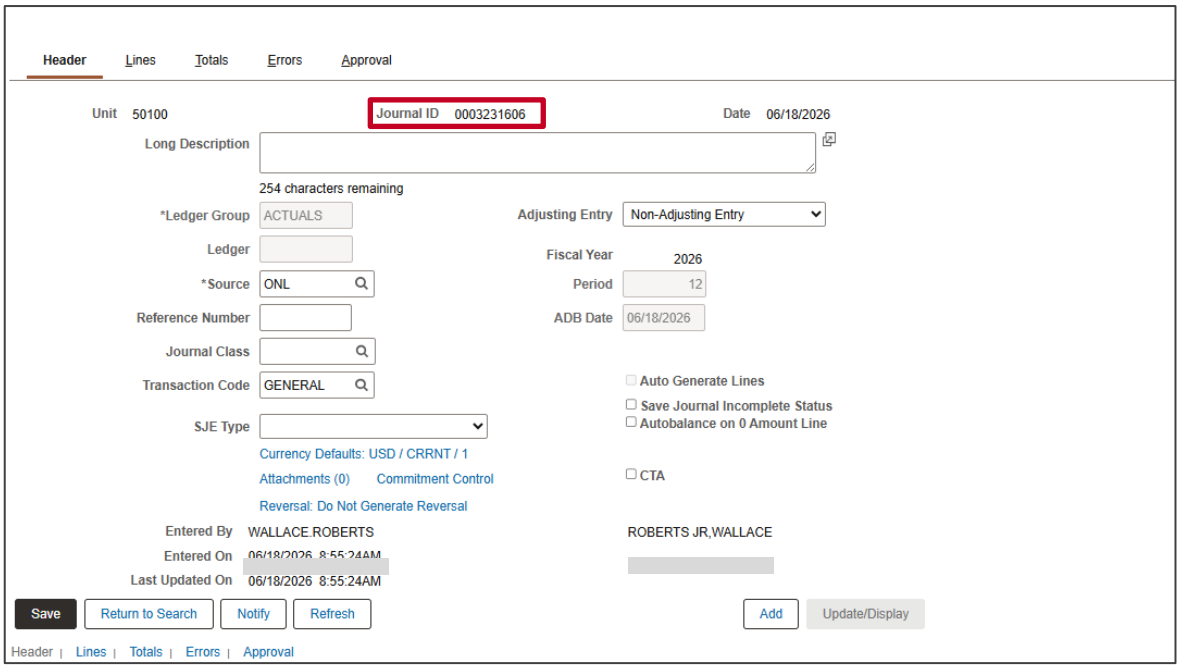


4.	Enter or select the applicable Business Unit in the **Business Unit** field. 

Step	Action
5.	Enter the applicable Journal ID in the **Journal ID** field (the Journal ID that will be copied). 
	Information can be entered into any of the other search fields to help locate the Journal entry to be copied.
6.	Click the **Search** button.
The **Header** page displays. 	
7.	Click the **Lines** tab. 

Step	Action
	The **Lines** page displays. 
8.	Click the **Process** dropdown button and select “Copy Journal”. **Note**: available processes are depedendent on assigned job roles. 
9.	Click the **Process** button. 

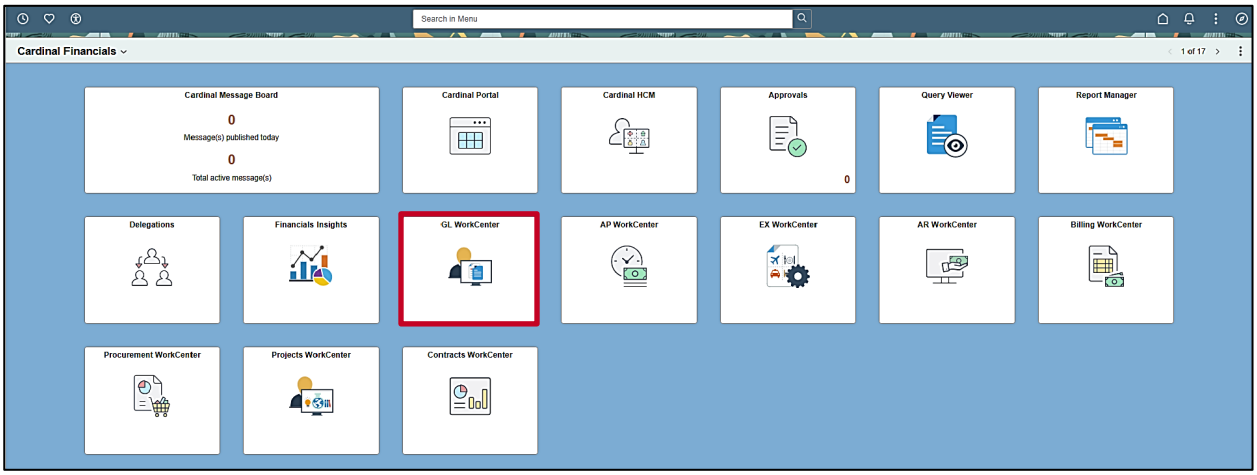
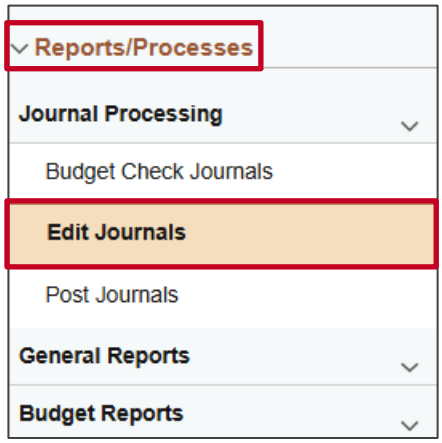
Step	Action
	The **Journal Entry Copy** page displays. 
10.	The **Journal Date** field defaults to today's date. Update this date as needed using the **Journal Date Calendar** icon.
11.	The **Save Journal Incomplete Status** checkbox option is de-selected by default. If the newly created journal will not be completed, click the **Save Journal Incomplete Status** checkbox option. When the **Save Journal Incomplete Status** checkbox is selected, the journal will not be Edit checked or Budget checked during the nightly batch process. 
12.	Click the **OK** button.

Step	Action
The **Header** page redisplays with the new Journal ID that was created. 	
13.	Make any updates needed on the **Header** tab or the **Lines** tab. After all updates to the Journal are completed, click the **Save** button.
14.	A pop-up window displays. Click the **OK** button.
	After saving the Journal, the Edit Journal, Submit Journal, and Approve Journal processes must be completed. To complete these processes, refer to the Processing an Online Journal Entry in GL WorkCenter section of this Job Aid.

Reviewing and Correcting Edit Check and Budget Check Errors

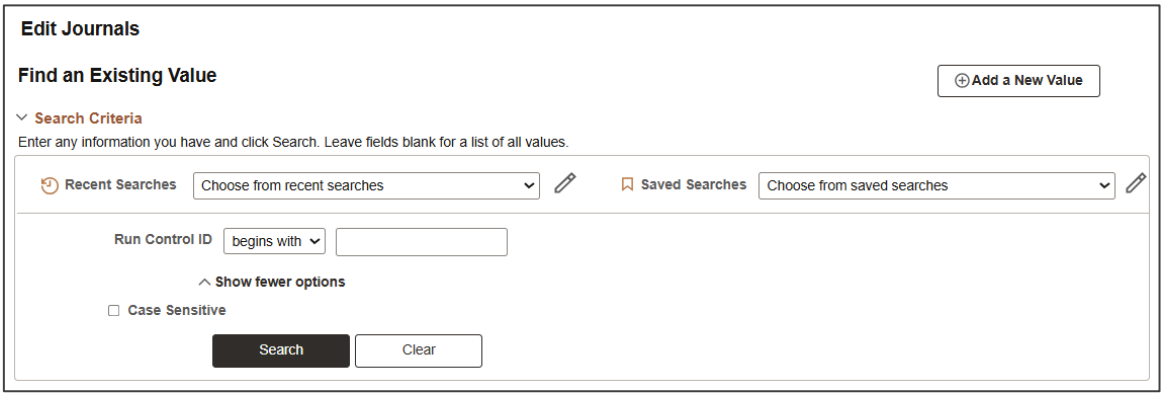
When a Journal is created, the Journal needs to run through the “Edit Journal” process. During this process, the individual data values and data combinations are checked to confirm if the Journal meets all of the requirements for a valid Journal. If successful, the **Journal Status** and **Budget Status** 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 errror(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. This Job Aid will also provide two options to Edit Journals.

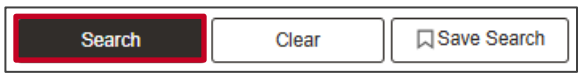
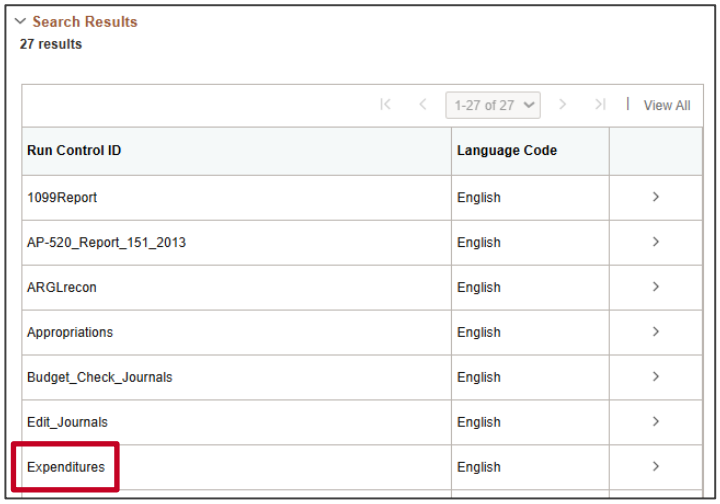
Option 1: Run the **Edit Journals** process from the **GL WorkCenter** tile.

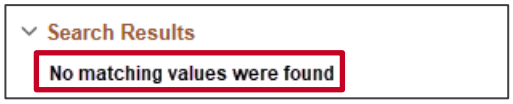
Step	Action
1.	Navigate to the **Copy Journals** page by clicking the **GL WorkCenter** tile. 
2.	Use the following navigation: **Links > Reports/Processes > Edit Journals** 

Step	Action
	Users can also navigate to the **Create/Update Journal Entries** page to edit a journal.

The **Edit Journals Find an Existing Value Search** page displays.

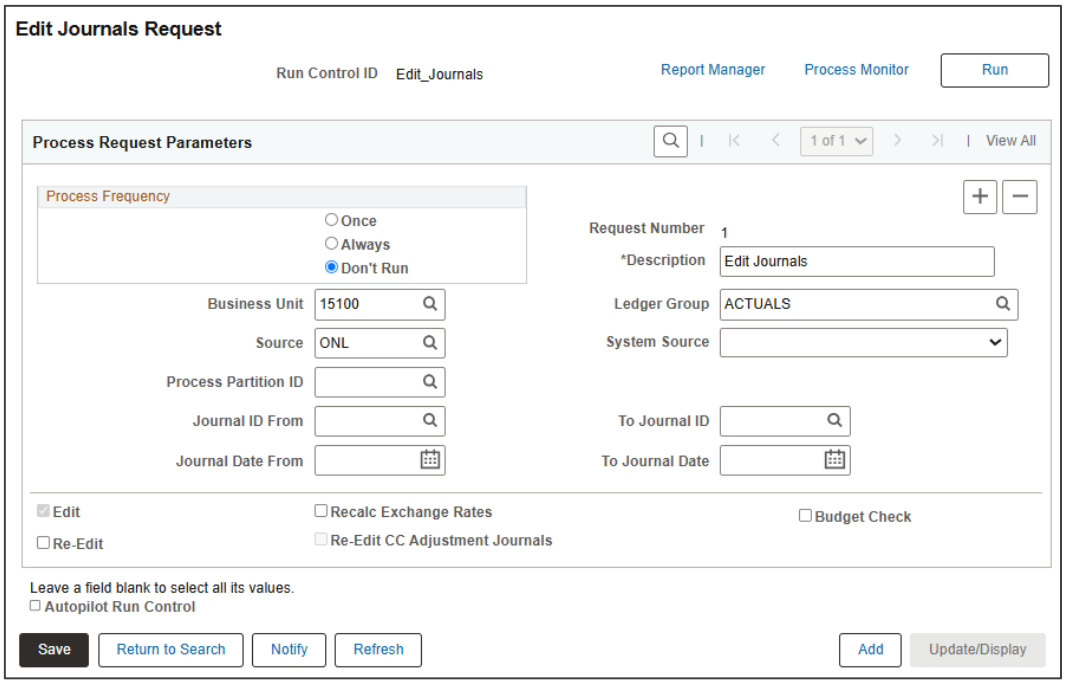


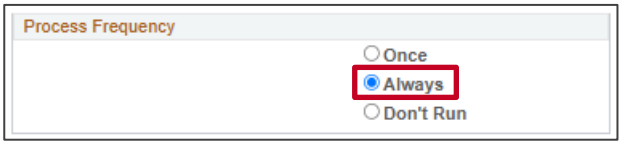
3.	Click the **Search** button to see if a **Run Control ID** already exists for the report. 
	A **Run Control ID** is required to run processes in Cardinal. Once a **Run Control ID** has been created by a user, it does not have to be recreated and will display when the **Search** button is clicked. Users should always do a search before creating a new **Run Control ID**. Once a **Run Control ID** is created and saved, it cannot be deleted.
4.	If multiple results display, click the **Drill in** icon on the desired **Run Control ID** row and proceed to **Step 9**. 

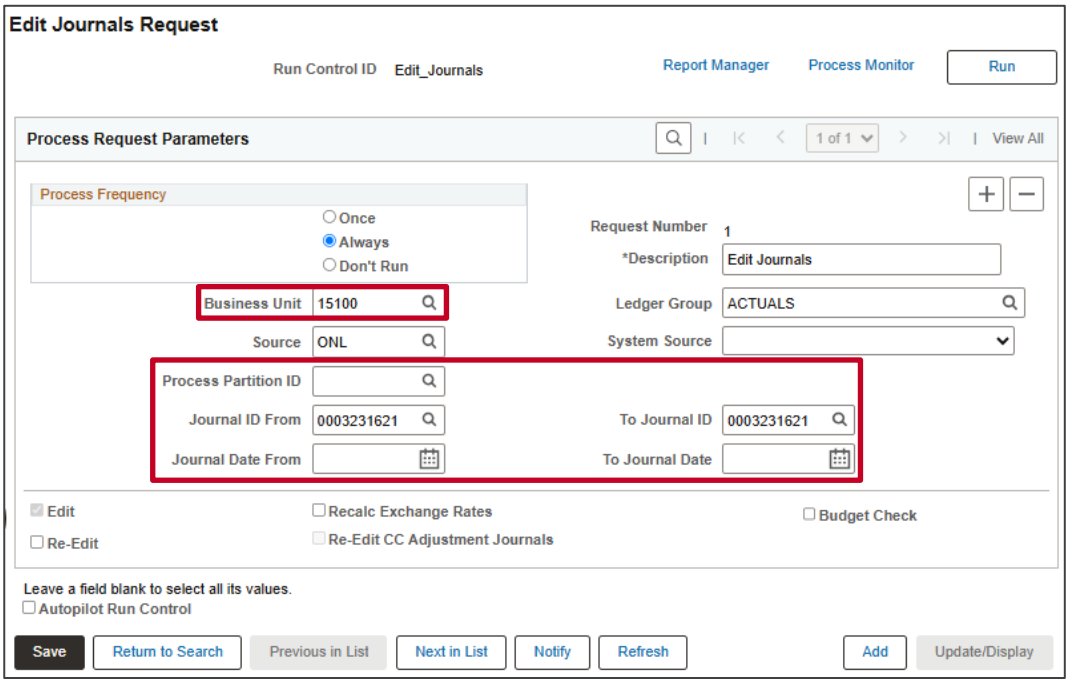
Step	Action
	If only one Run Control ID exists, Cardinal will open the **Run Control** page for the process.
5.	If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next Step. 
6.	Click the **Add a New Value** button.
The **Edit Journals Add a New Value** page displays. 	
7.	Enter a Run Control ID for this report in the **Run Control ID** field.
	The **Run Control ID** serves as a name for a set of saved report parameters and must be unique. A **Run Control ID** cannot exceed 30 characters and cannot contain spaces or wildcard symbols, but underscore characters are permitted. Once a **Run Control ID** is created and saved it cannot be deleted.

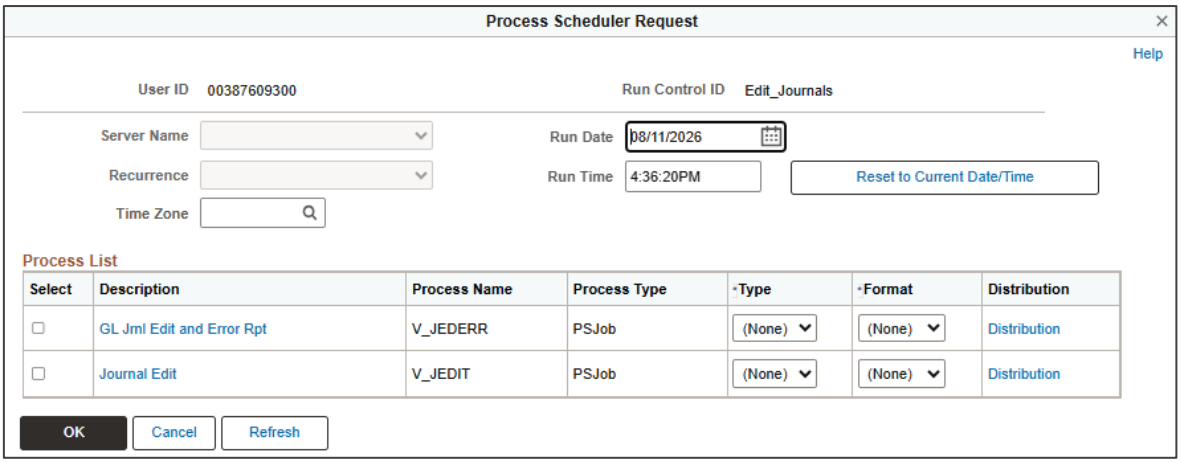
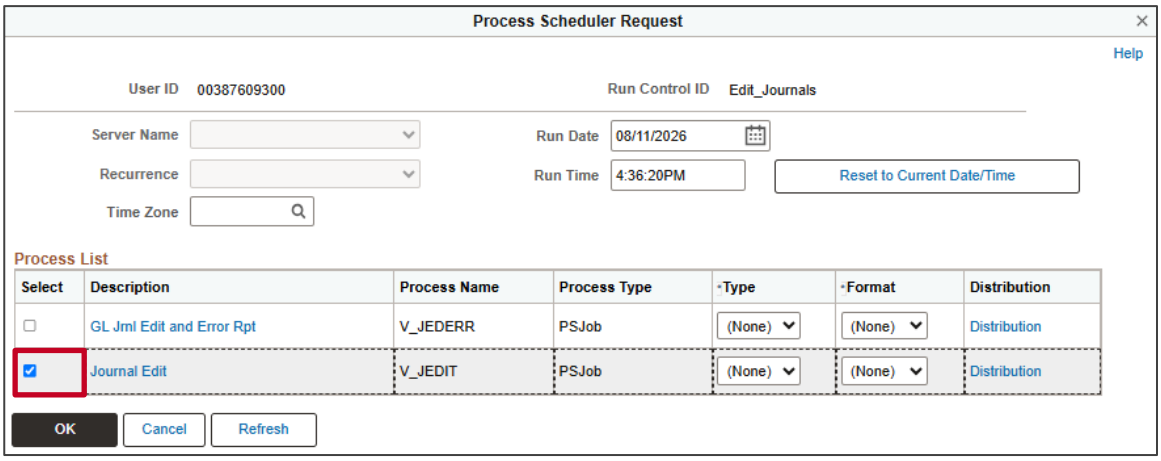
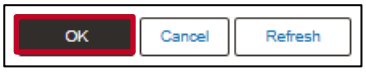
Step	Action
8.	Click the **Add** button. **Note**: For this example, a Run Control ID of **Edit_Journals** has been created.

The **Edit Journals Request** page displays.



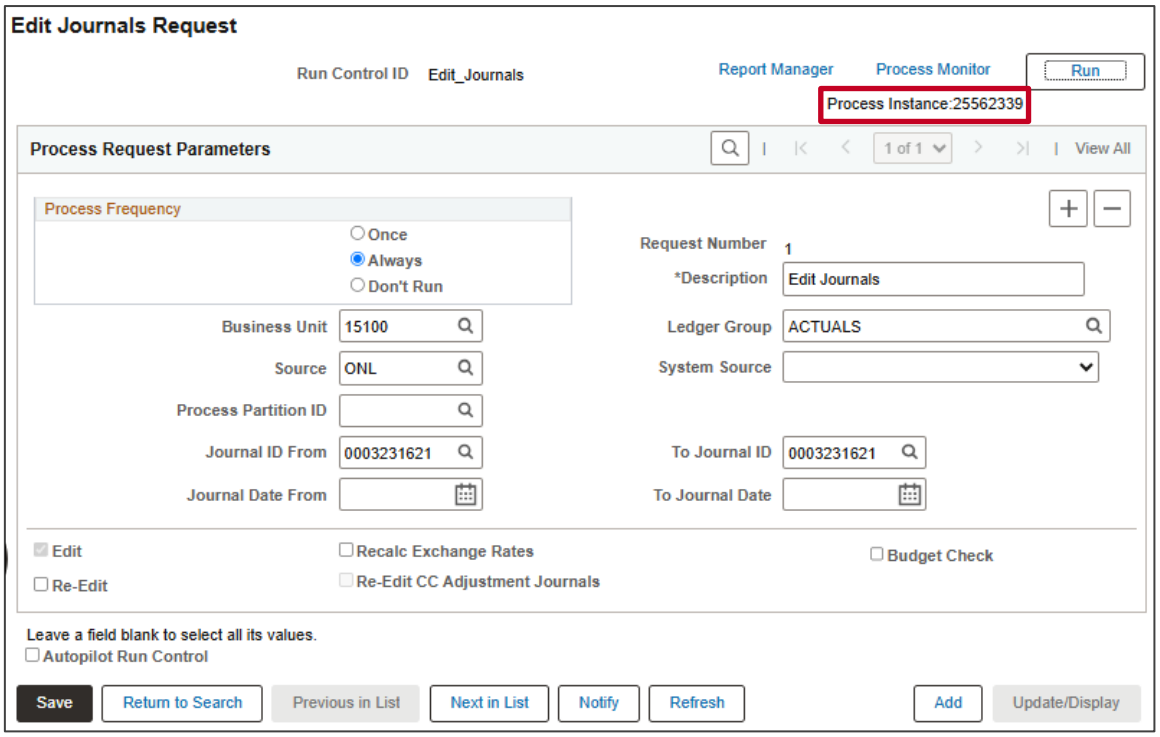
9.	Click the radio button for “Always” in the **Process Frequency** box. 

Step	Action
10.	The Business Unit number defaults in the **Unit** field. Enter the **Process Partition ID** value, **Journal ID From/To** values or **Journal Date From/To** values. 
	The **Journal ID From/To** fields and **Journal Date From/To** fields will impact all journals within those ranges which will impact other users within that range.
11.	Click the **Save** button.
12.	Click the **Run** button.

Step	Action
The **Process Scheduler Request** page displays. 	
13.	Select the checkbox for the **Journal Edit** line. 
14.	Once the checkbox is selected, click the **OK** button. 

Step	Action

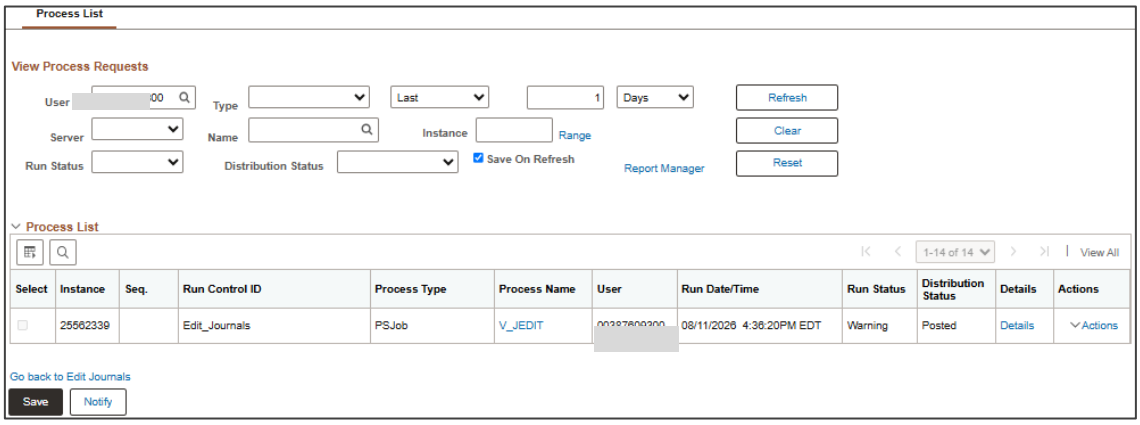
The **Edit Journals Request** page redisplays.

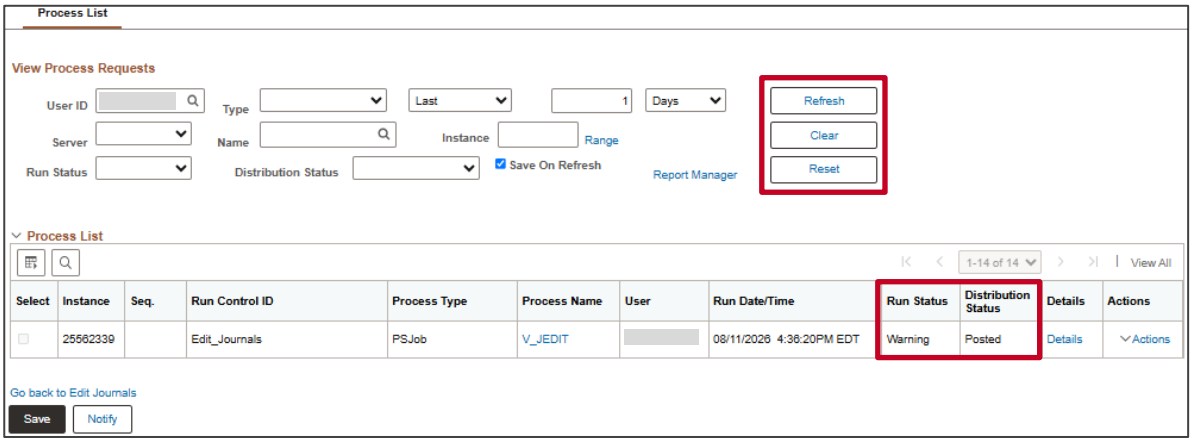
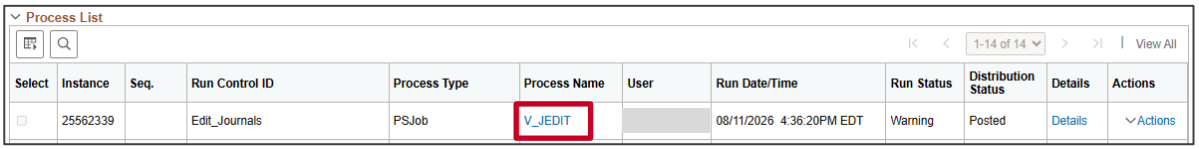


The assigned Process Instance Number displays below the **Process Monitor** link. Take note of the Process Instance Number.

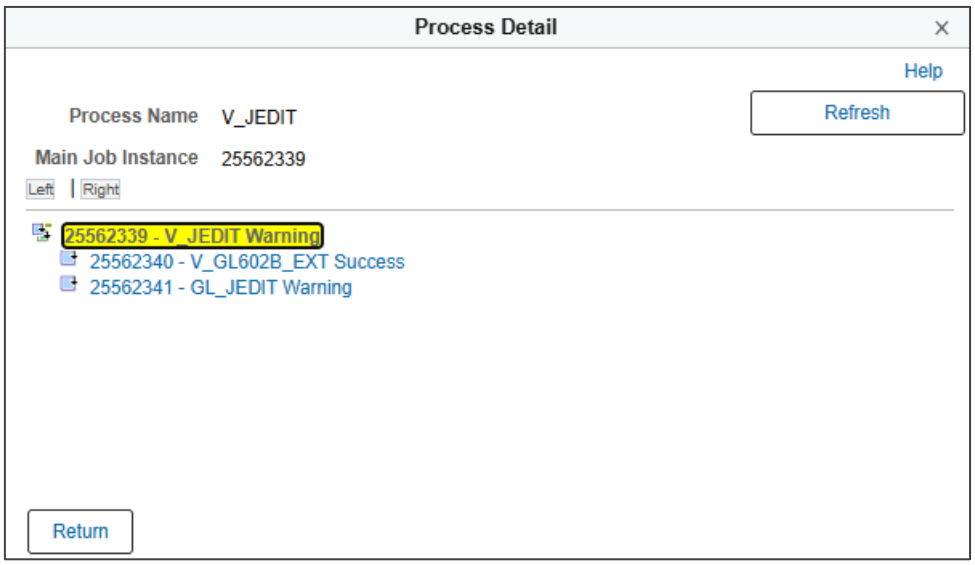
15. Click the **Process Monitor** link.

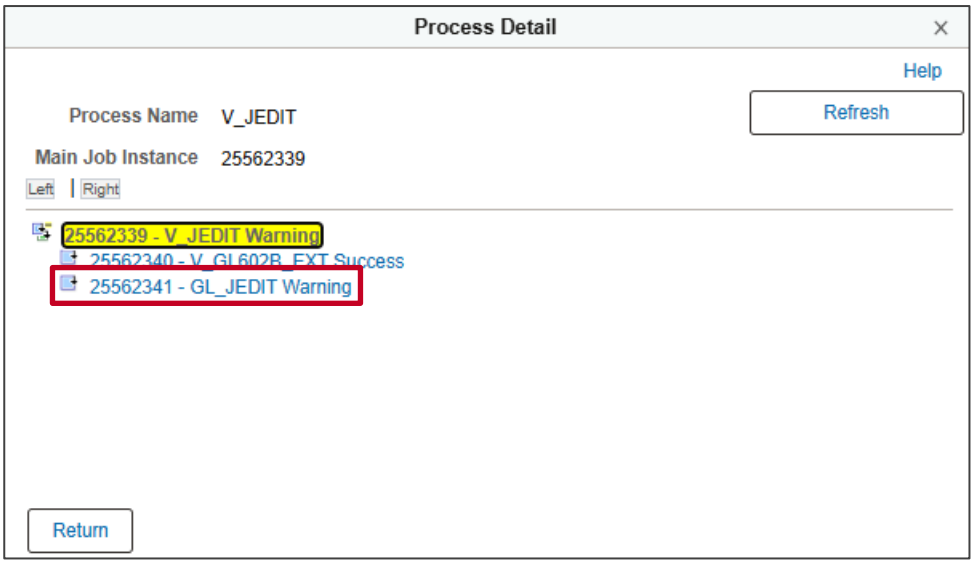
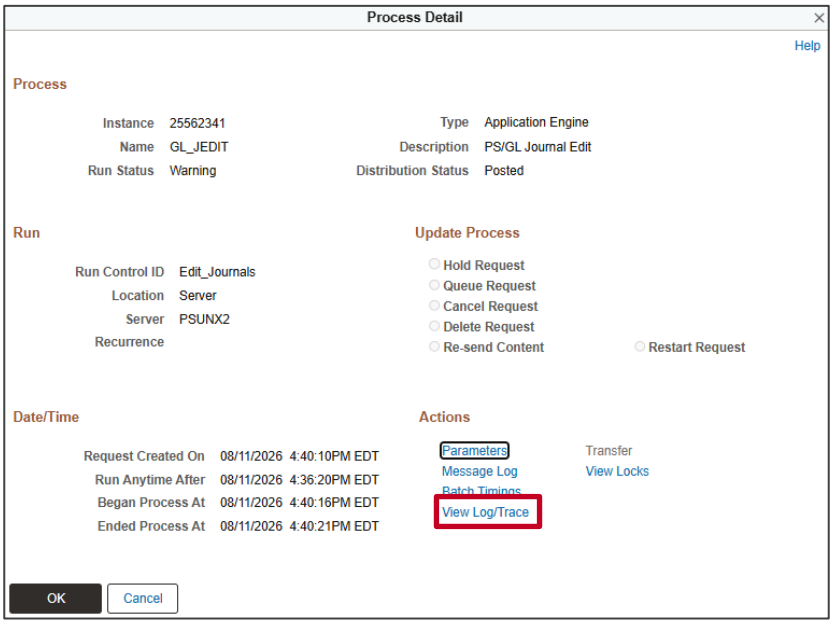
The **Process Monitor** page displays with the **Process List** tab displayed by default.

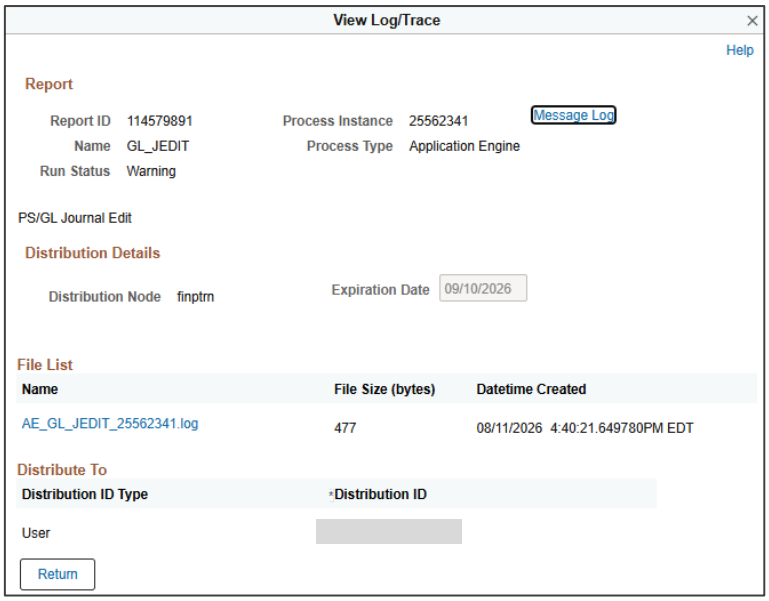
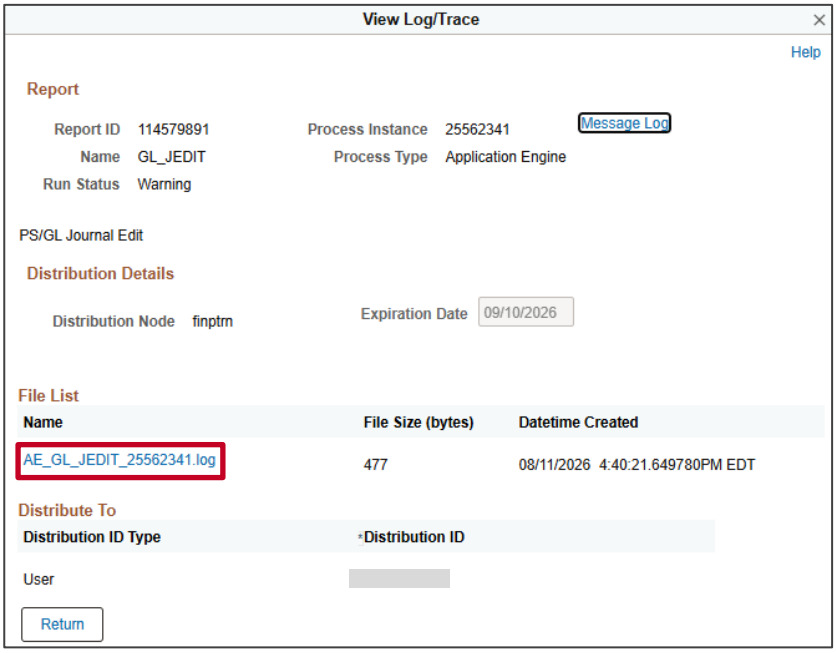


Step	Action
16.	Locate the applicable process within the **Process List** section using the Process Instance Number previously captured. The upload is complete once the **Run Status** field updates to either “Success” or “No Success” and the Distribution Status field updates to “Posted”. Periodically click the **Refresh** button until these two status fields update. • The **Clear** button can be used to clear any defined view parameters • The **Reset** button can be used to reset back to the last saved view parameters 
17.	Click the link under the **Process Name** column. 

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

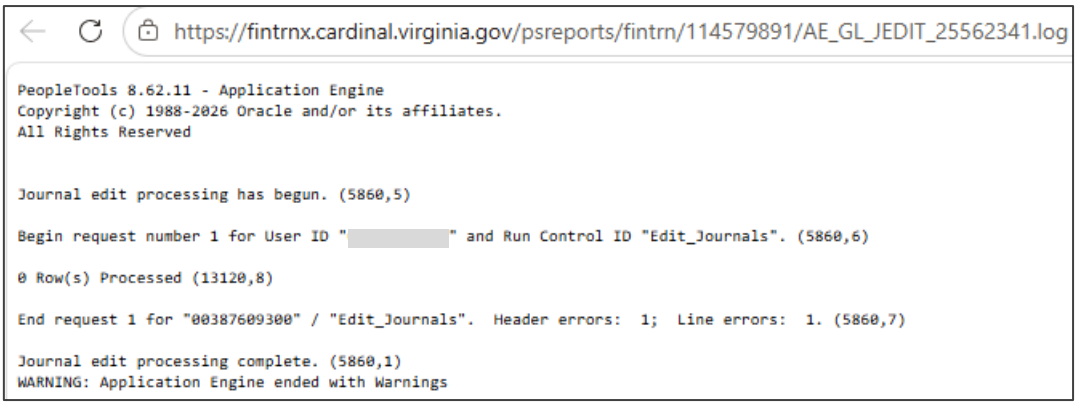


Step	Action
18.	Click the **GL_JEDIT Warning** link. 
19.	Click the **View Log/Trace** link. 

Step	Action
The **View Log/Trace** page displays in a pop-up window. 	
20.	Click the **AE_GL_JEDIT….log** link within the **File List** section to review the Log and capture the assigned Journal ID. 

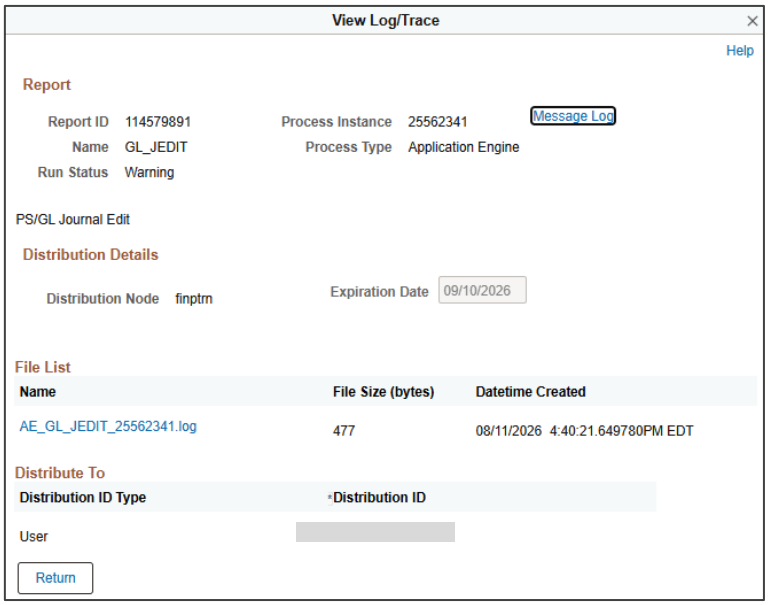
Step	Action

The **Log** displays in a separate window.

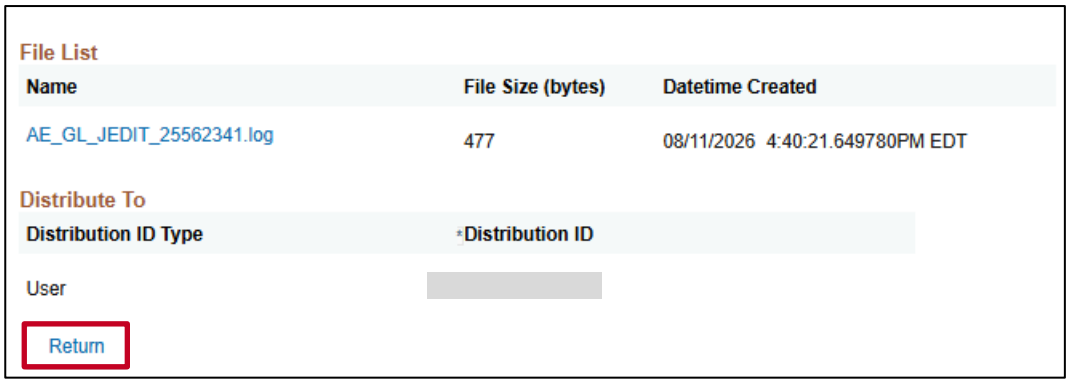


21.	Close the **Log** window after documenting which journal(s) had an error(s).

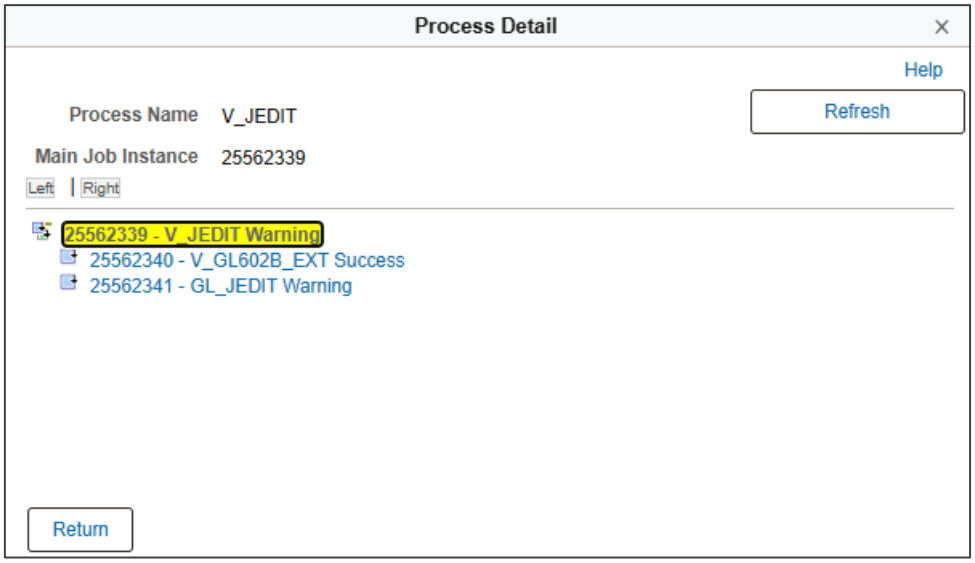
The **View Log/Trace** page redisplays.



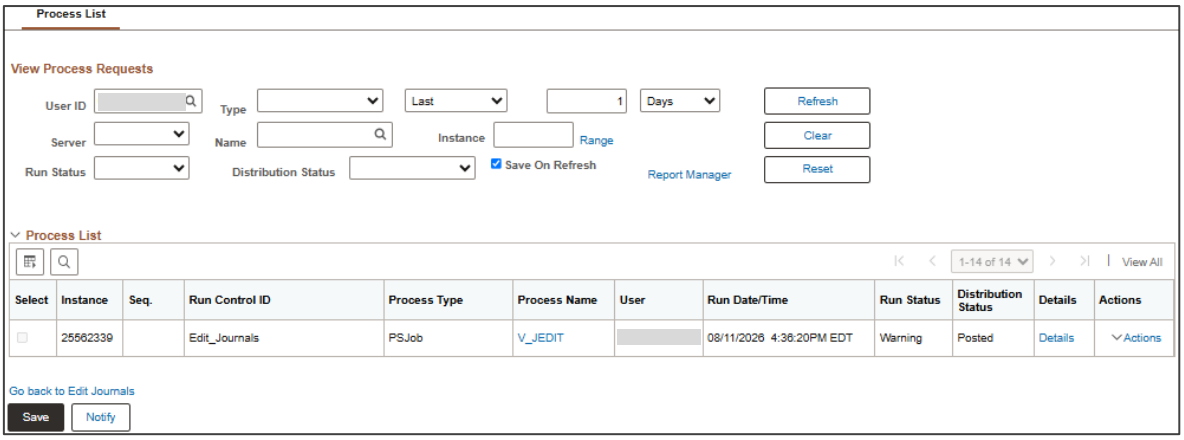
Step	Action
22.	Click the **Return** button.



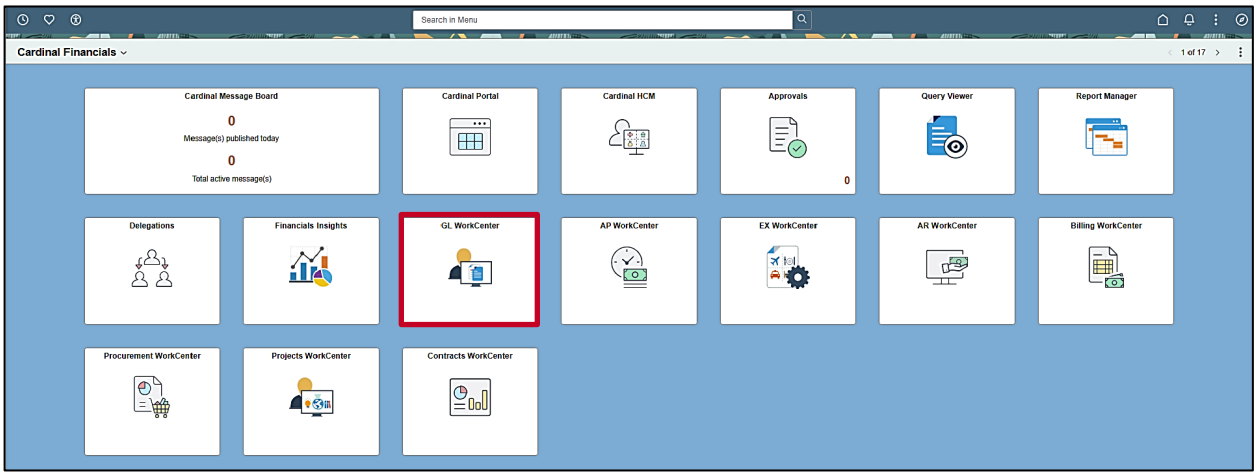
The **Process Detail** page redisplays in a pop-up window.

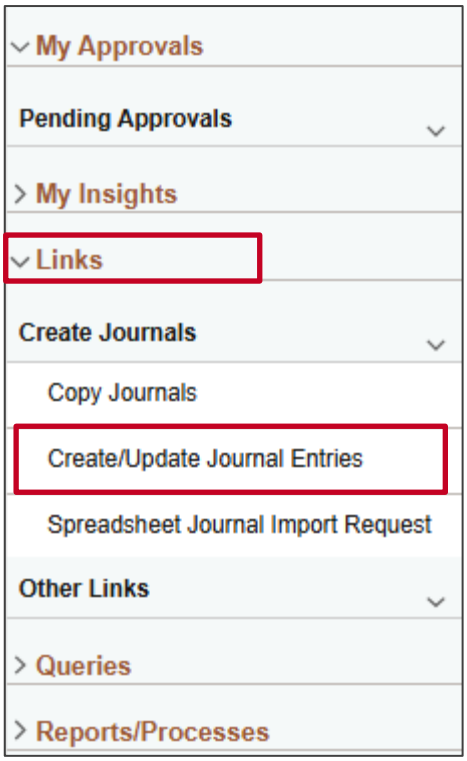


23.	Click the **OK** button.

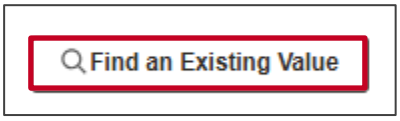
Step	Action
The **Process List** page redisplays. 	
	In this example, the **Edit Journal** process had an error, so the journal was never budget checked. If there were no errors during the **Edit Journal** process, then the budget checking process would automatically process. Any errors identified during either process would be listed on the log file.
24.	Navigate to **Create/Update Journal Entries** page and enter the Journal ID number to address the error(s).

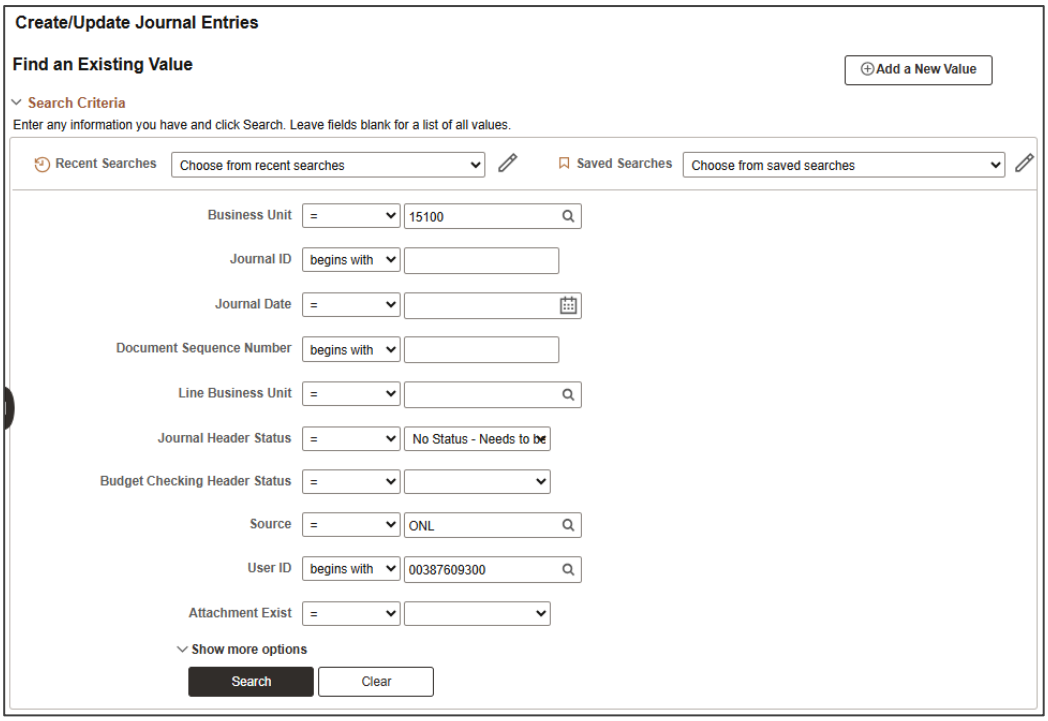
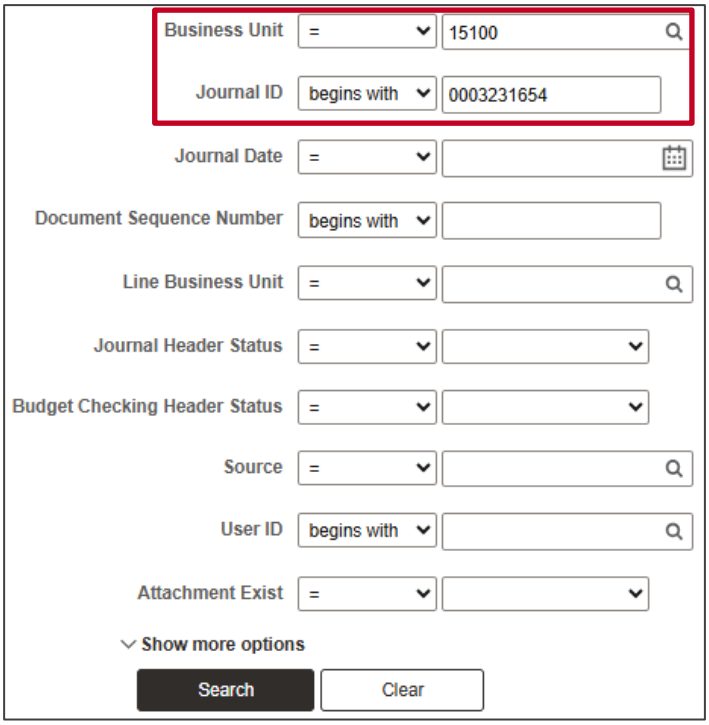
Option 2: Run the **Edit Journal** process from the **Lines** tab on the Journal.

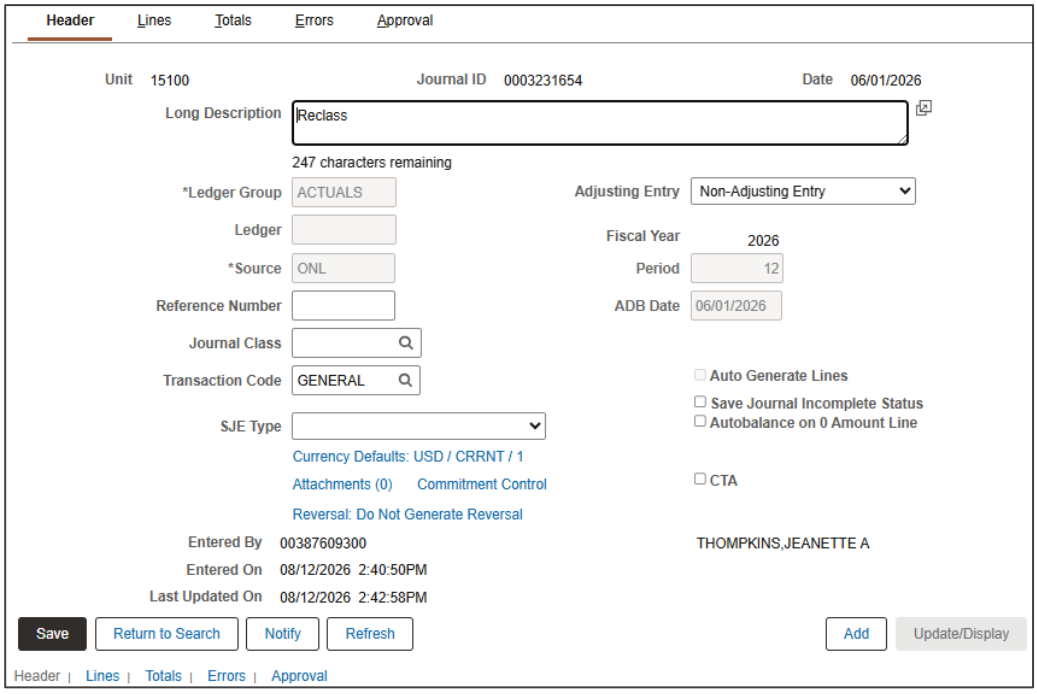
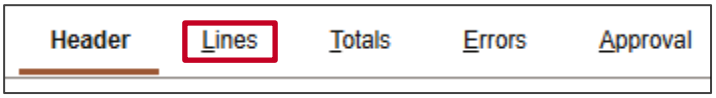
Step	Action
1.	Navigate to the **Copy Journals** page by clicking the **GL WorkCenter** tile. 

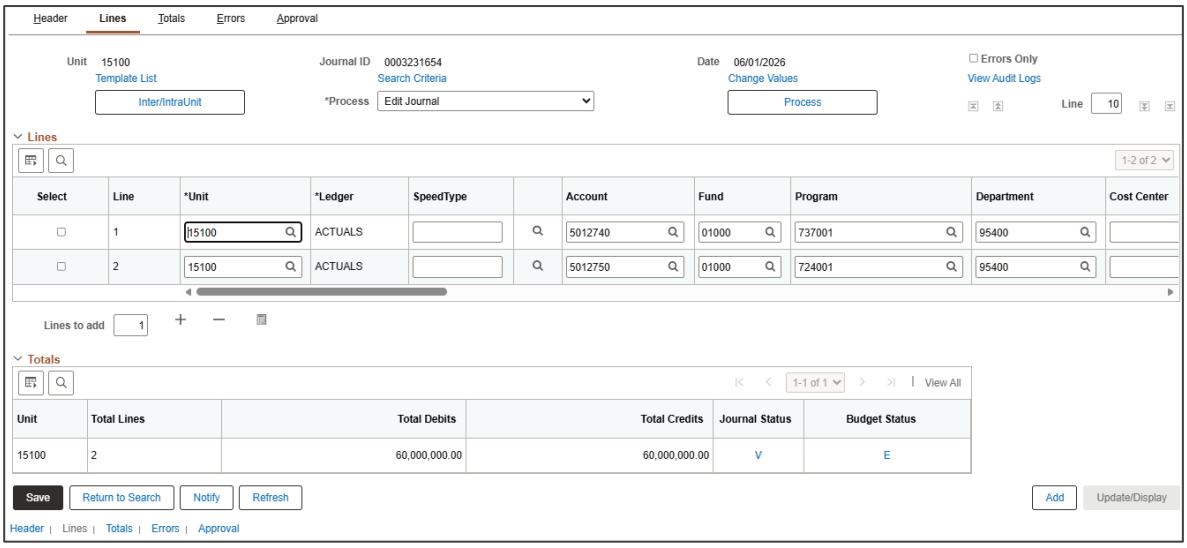
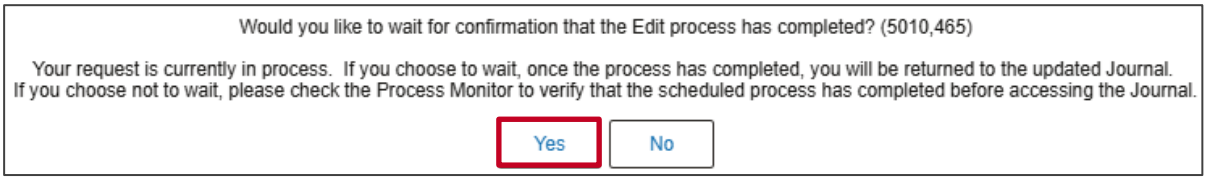
Step	Action
2.	Use the following navigation: **Links > Create Journals > Create/Update Journal Entries** 

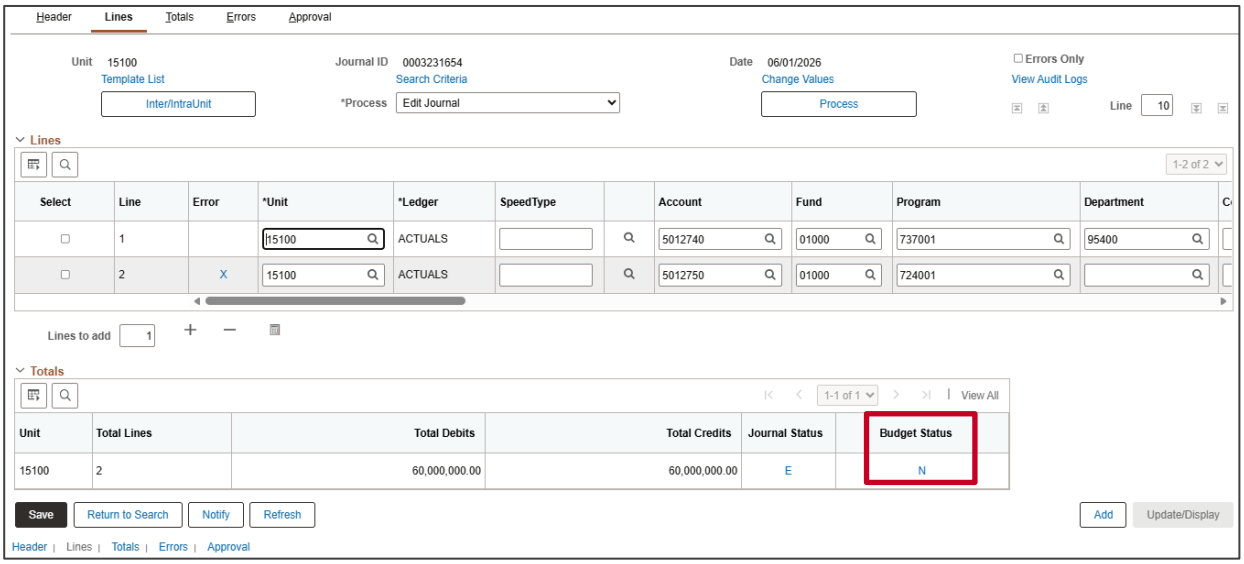
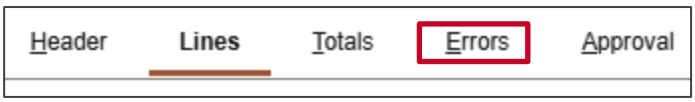
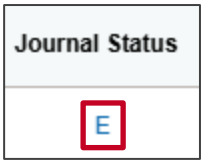
The **Create/Update Journal Entries Add a New Value** page displays.

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

Step	Action
The **Create/Update Journal Entries Find an Existing Value Search** page displays. 	
4.	Enter the applicable search criteria to update a journal. 

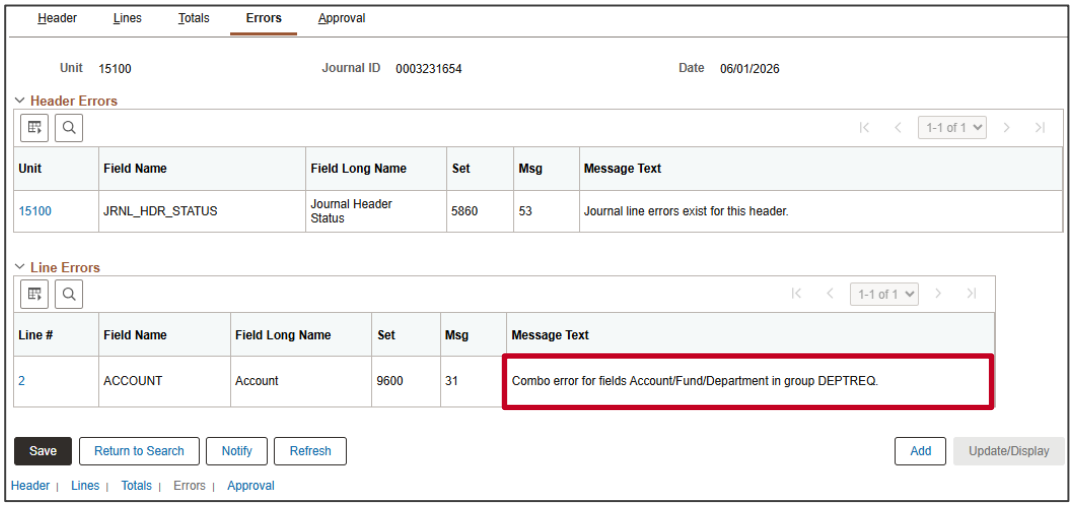
Step	Action
5.	Click the **Search** button.
The **Header** tab displays.  	
6.	Click the **Lines** tab. 

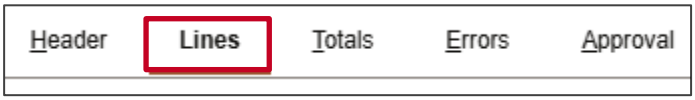
Step	Action
	The **Lines** tab displays. 
7.	The **Process** field defaults to “Edit Journal”. Click the **Process** button to run the Edit check.
8.	A **Message** displays in a pop-up window. Click the **Yes** button. 

Step	Action
	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. 
9.	Click either the **Errors** tab or the **E** link in the **Journal Status** field to review the error.  

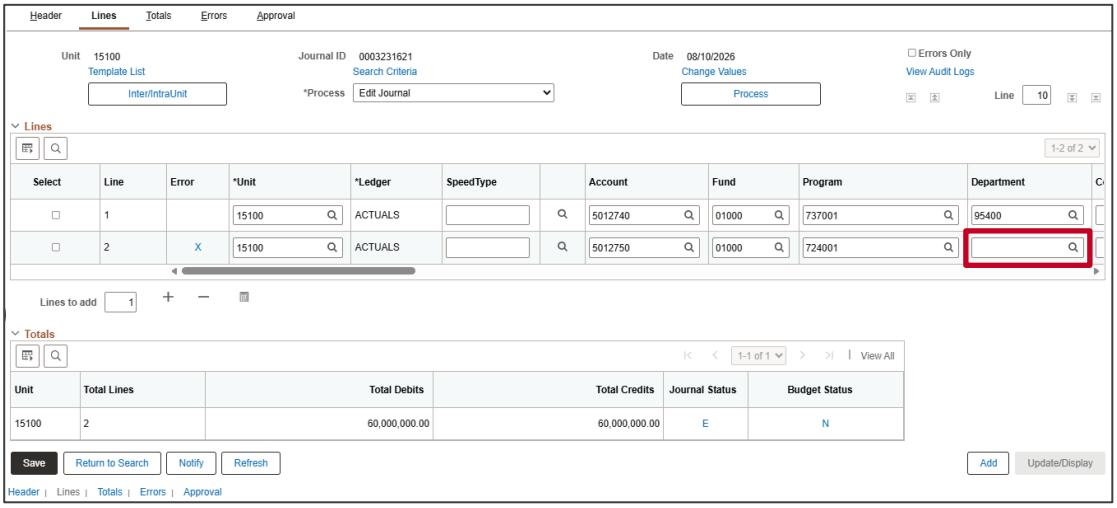
Step	Action

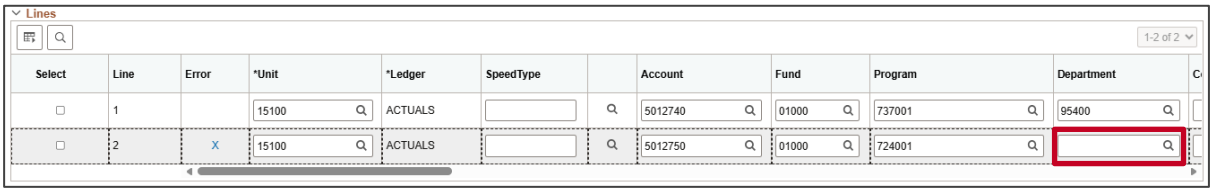
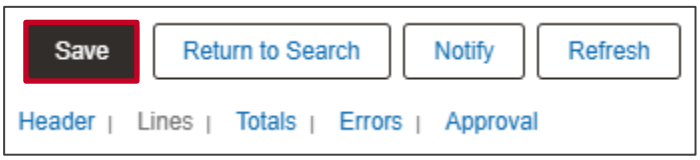
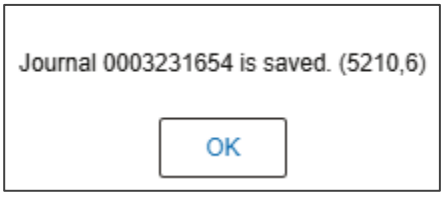
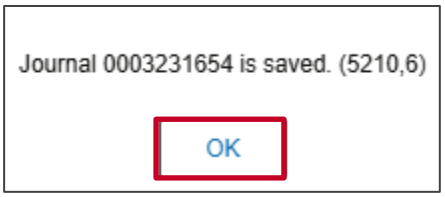
The **Error** tab displays with a message related to the error in the **Message Text** field. Review the error information to determine the corrective action needed (in this scenario, the ChartFields data combination used for the Account, Fund, and Department on Journal Line 2 is not valid).

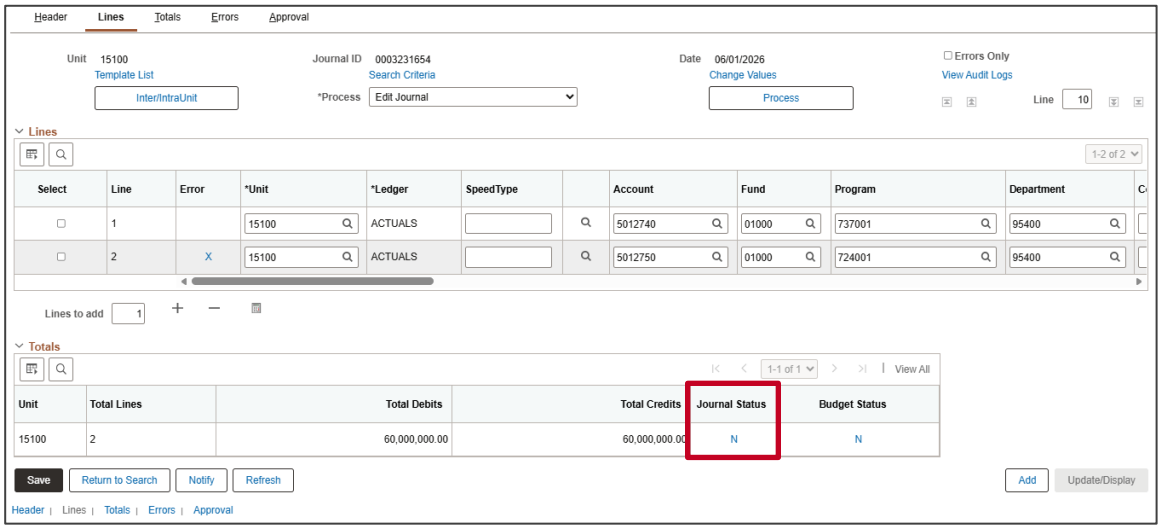
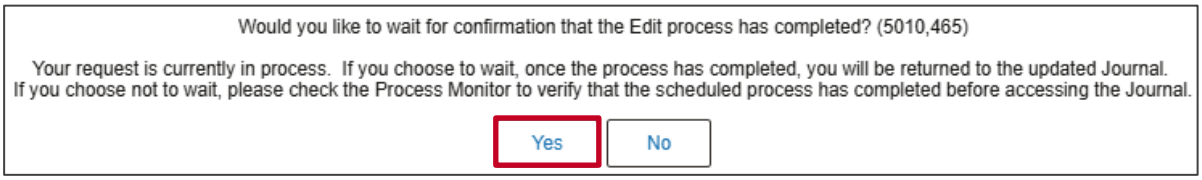


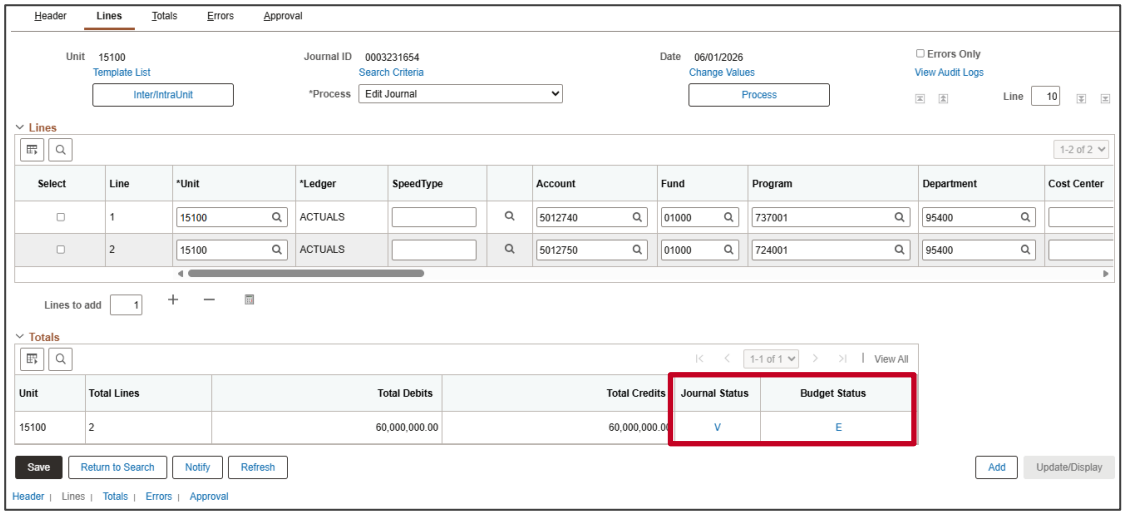
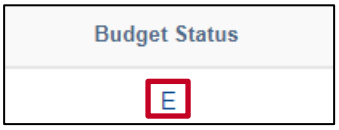
10.	Next, take the corrective action required for the applicable Journal Line. Click the **Lines** tab. 

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).

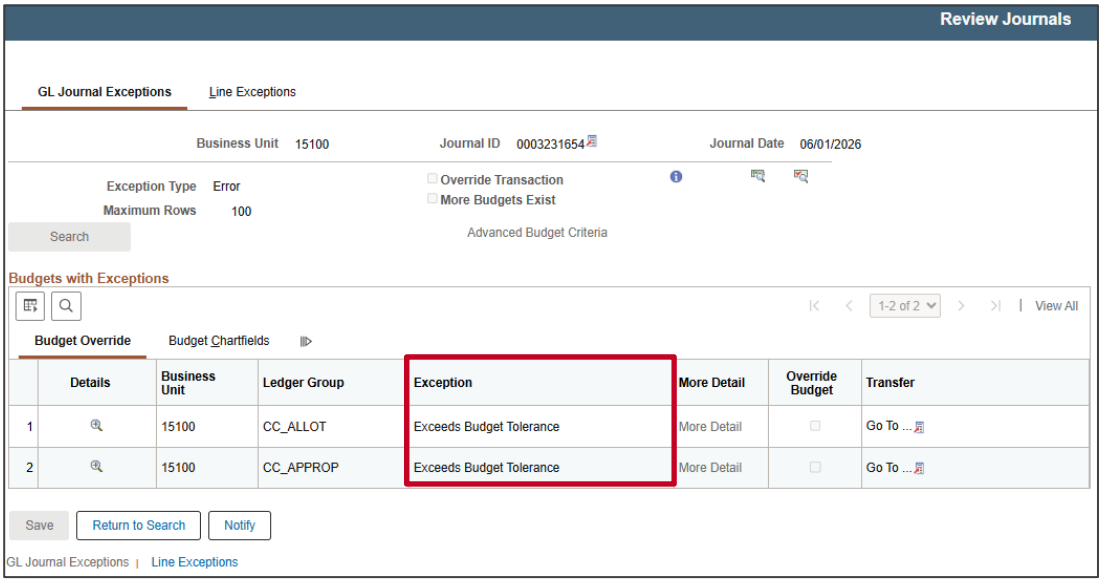


Step	Action
11.	Enter or select the applicable Department in the **Department** field for the applicable Journal Line. 
12.	Click the **Save** button. 
A **Message** displays in a pop-up window confirming the save action. 	
13.	Click the **OK** button. 

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). 
14.	Next, run the Edit Check again. The **Process** field defaults to “Edit Journal”. Click the **Process** button to run the Edit check.
15.	A **Message** displays in a pop-up window. Click the **Yes** button. 

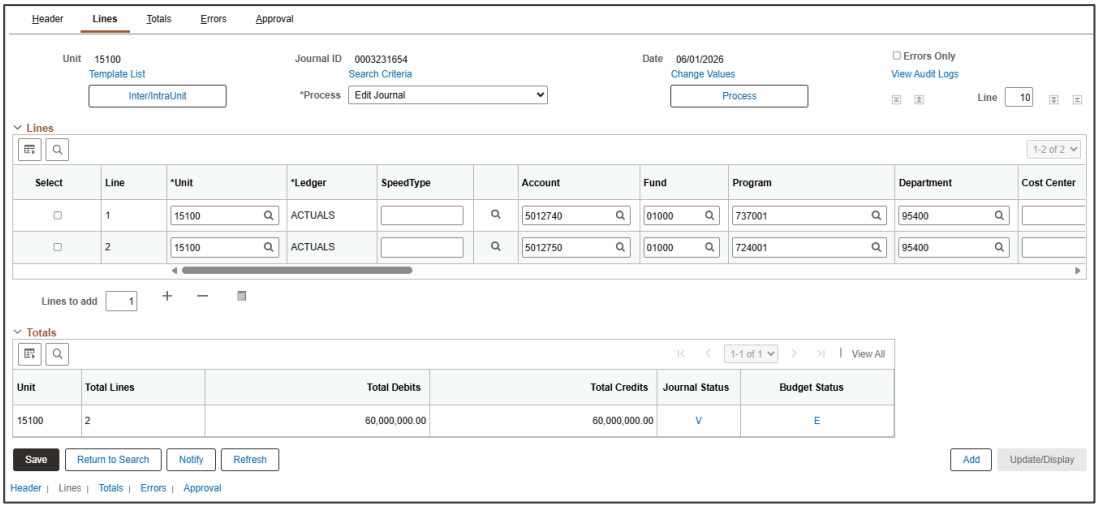
Step	Action
	The **Lines** page redisplays. In this scenario, the **Journal Status** field now has a status of “V” (Valid). This means that the Edit check completed with no errors and Cardinal automatically ran the Budget check. However, the Budget Check did not complete successfully and therefore, the **Budget Status** field now has a status of “E” (Error). 
16.	Click **E** link in the **Budget Status** field. 

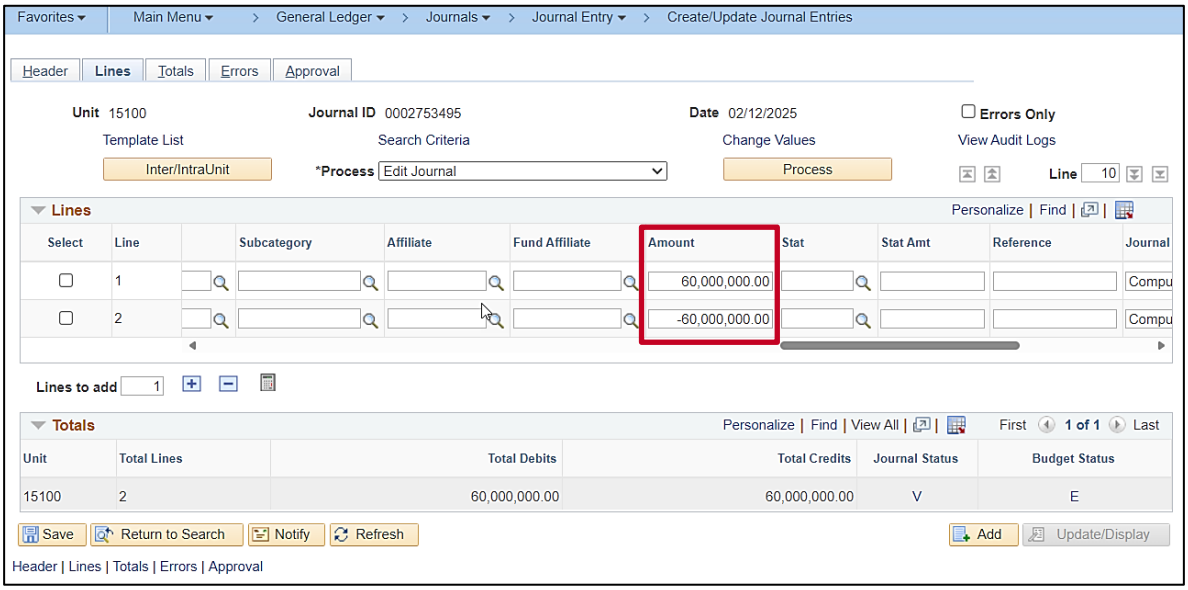
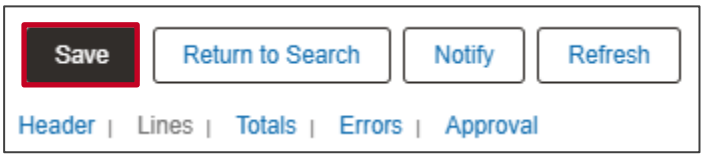
Step	Action
	A new **Journal** tab opens in the web browser and the **Line Exceptions** tab displays for the Journal. Review the message in the Exception field for the Journal Line(s) that did not pass Budget Check. In this scenario, both Journal Lines 1 and 2 failed Budget check because the amounts exceeded the Budget tolerance for the defined ChartFields combination.



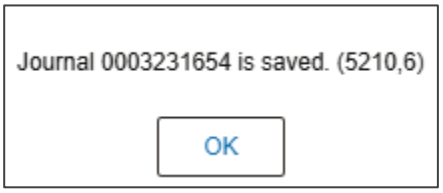
17.	Click the **Create/Update Journal Entries** tab in the web browser to return to the Journal and make any required updates.

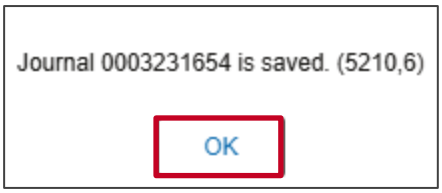
The **Lines** tab redisplays.



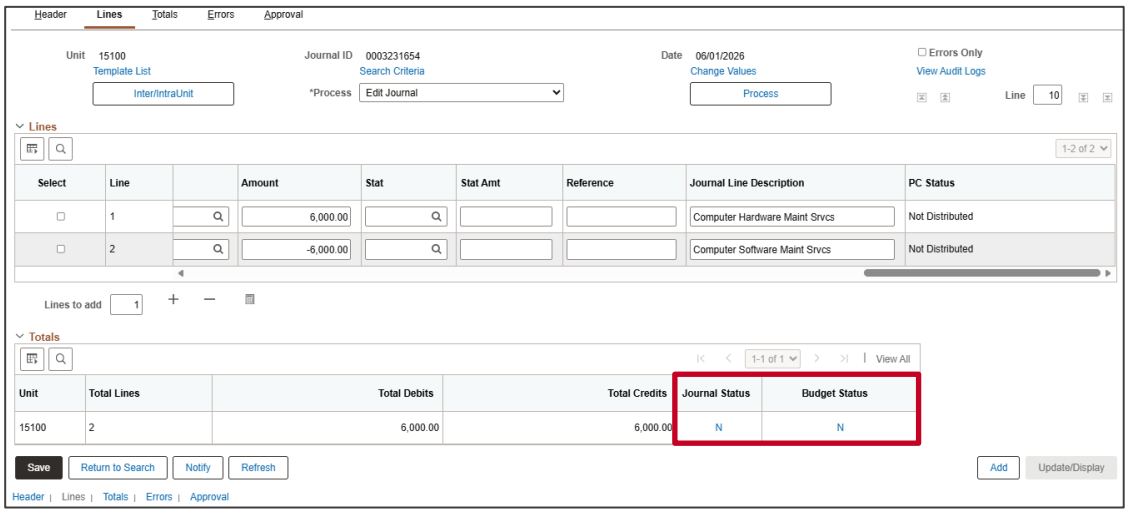
Step	Action
	Review the **Amount** field for the Journal Line(s) that failed Budget check (in this scenario, the dollar amount entered was $60,000,000.00 and the dollar amount should be $6,000.00).  If the amount(s) were correct, contact the Agency Fiscal Officer to determine the applicable corrective action.
18.	Update the amount in the **Amount** field for each applicable Journal Line.
19.	Click the **Save** button. 

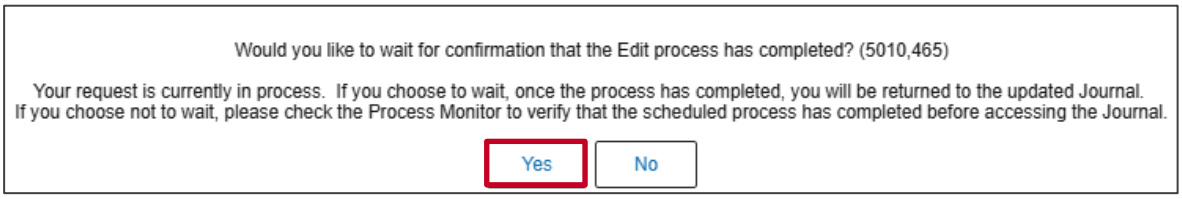
A **Message** displays in a pop-up window confirming that the Journal is saved.

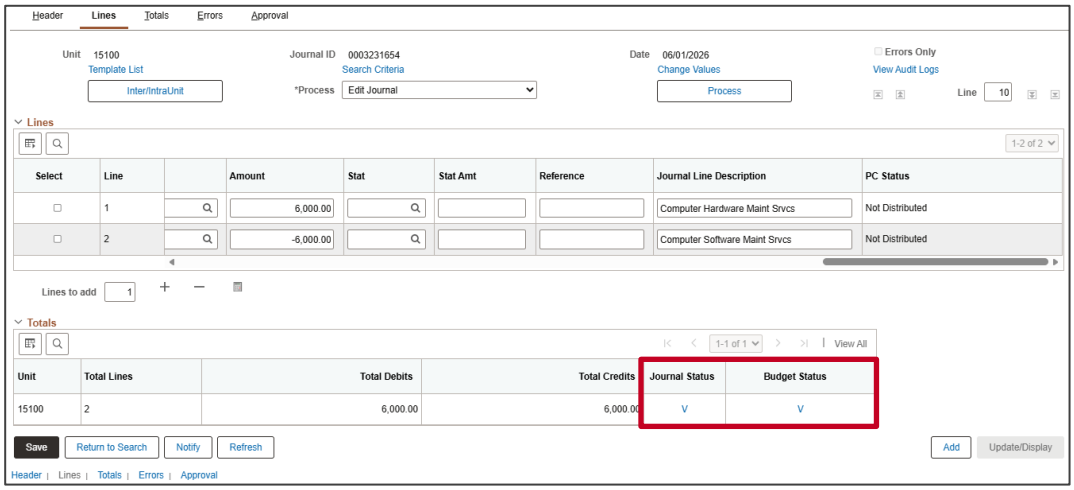
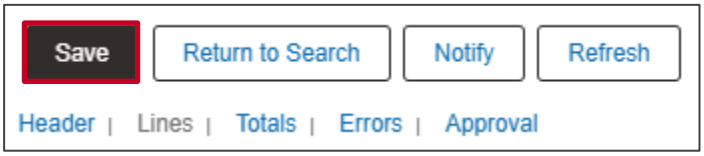
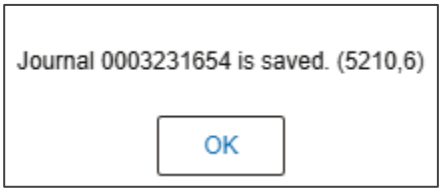


Step	Action
20.	Click the **OK** button to close the **Message**. 

The **Lines** page redisplays. Since an update was made, both the **Journal Status** and **Budget Status** fields update back to "N" (No Status - Needs to be Edited).

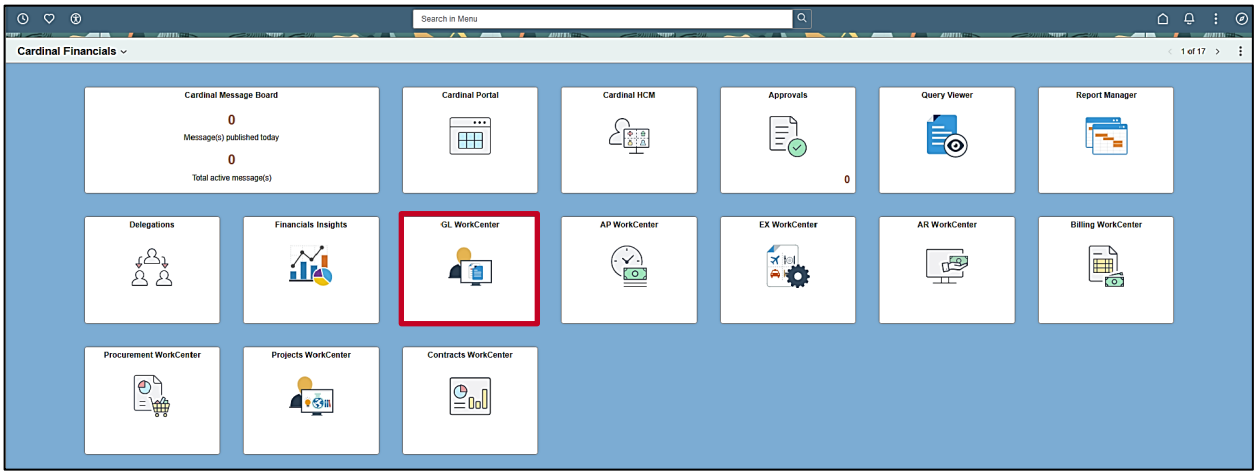


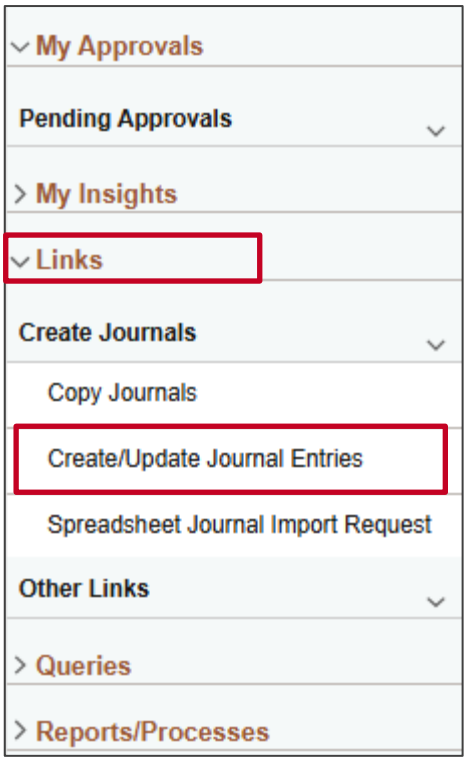
21.	Next, run the Edit Check again. The **Process** field defaults to "Edit Journal". Click the **Process** button to run the Edit check.
22.	A **Message** displays in a pop-up window. Click the **Yes** button. 

Step	Action
The **Lines** page redisplays and the **Journal Status** and **Budget Status** fields update from “N” (No Status - Needs to be Edited) to “V” (Valid). 	
23.	Click the **Save** button. 
A **Message** displays in a pop-up window confirming that the Journal is saved. 	

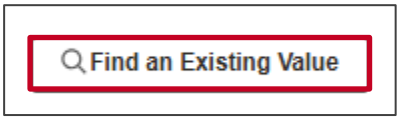
Updating a Manual Journal Entry

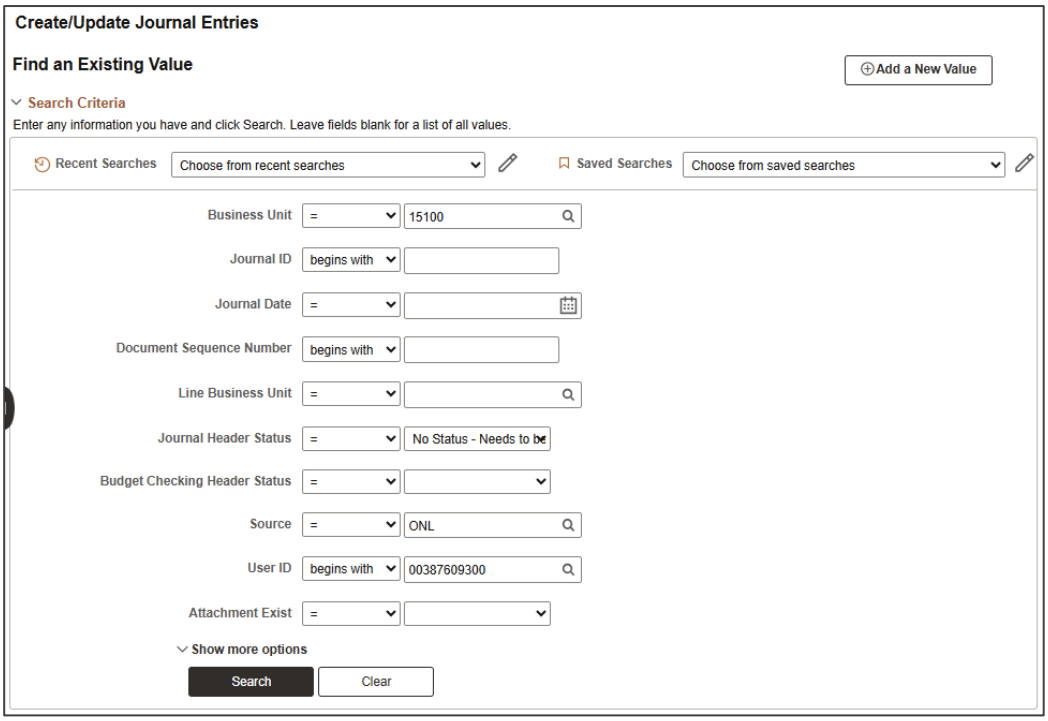
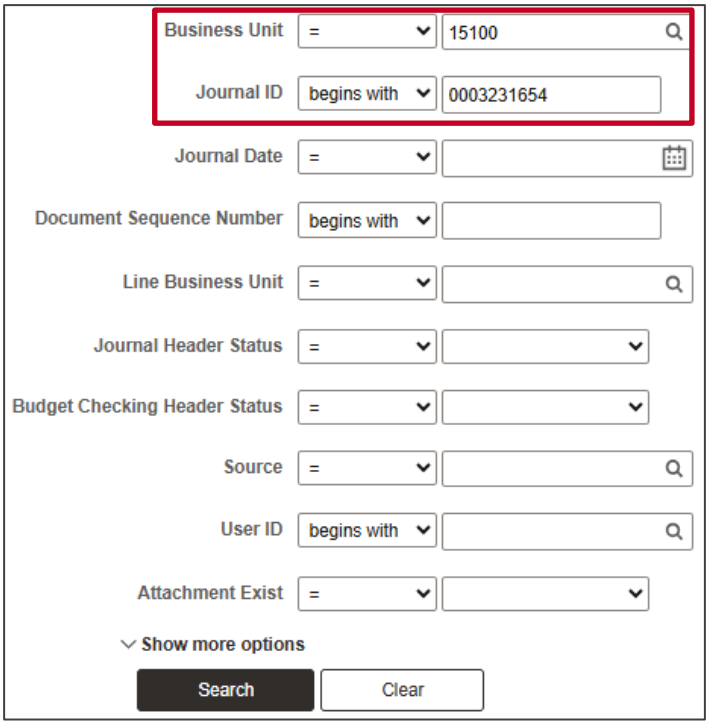
After a Journal entry is created and before it is approved, changes can be made to the Journal entry. Also, if the Journal entry fails the Edit check process and/or the Budget check process, the user will have to make the necessary corrections before the Journal entry can be submitted for approval and posted. See the section above titled Reviewing and Correcting Edit Check and Budget Check Errors for more information related to errors. This section focuses on how to update or complete an Incomplete manual Journal entry before submtting it for approval.

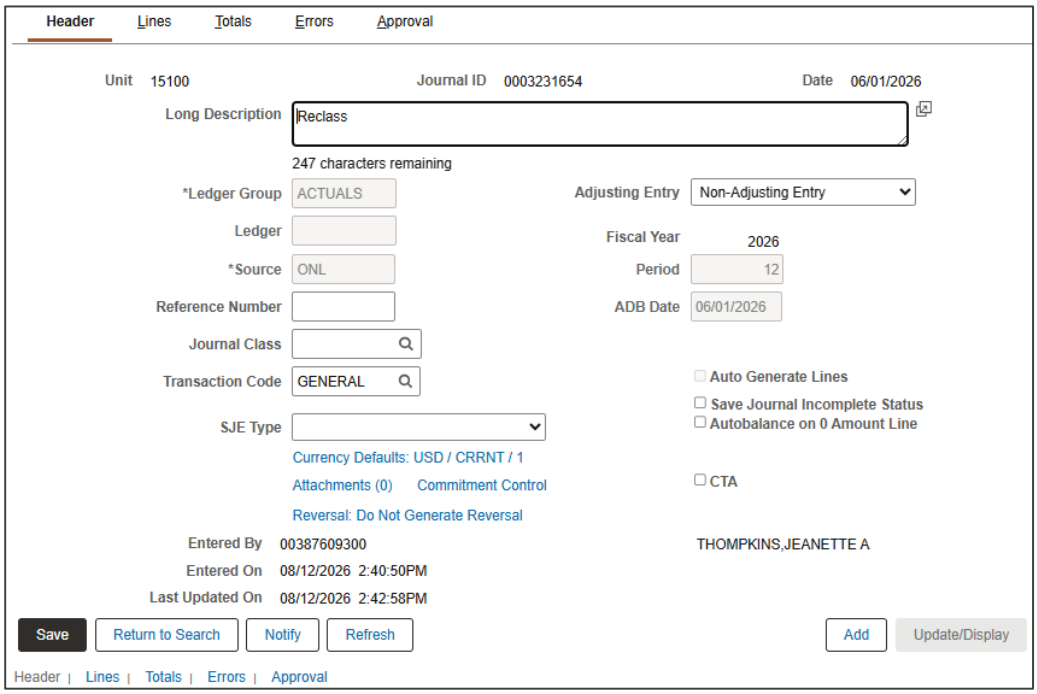
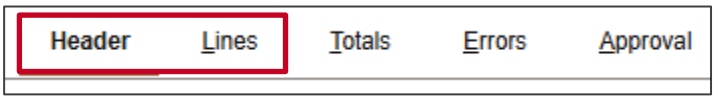
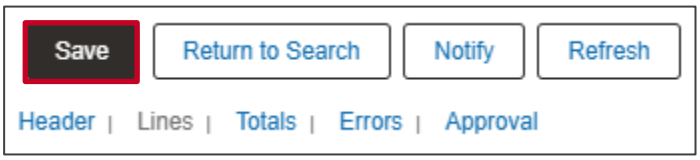
Step	Action
1.	Navigate to the **Copy Journals** page by clicking the **GL WorkCenter** tile. 

Step	Action
2.	Use the following navigation: **Links > Create Journals > Create/Update Journal Entries** 

The **Create/Update Journal Entries Add a New Value** page displays.

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

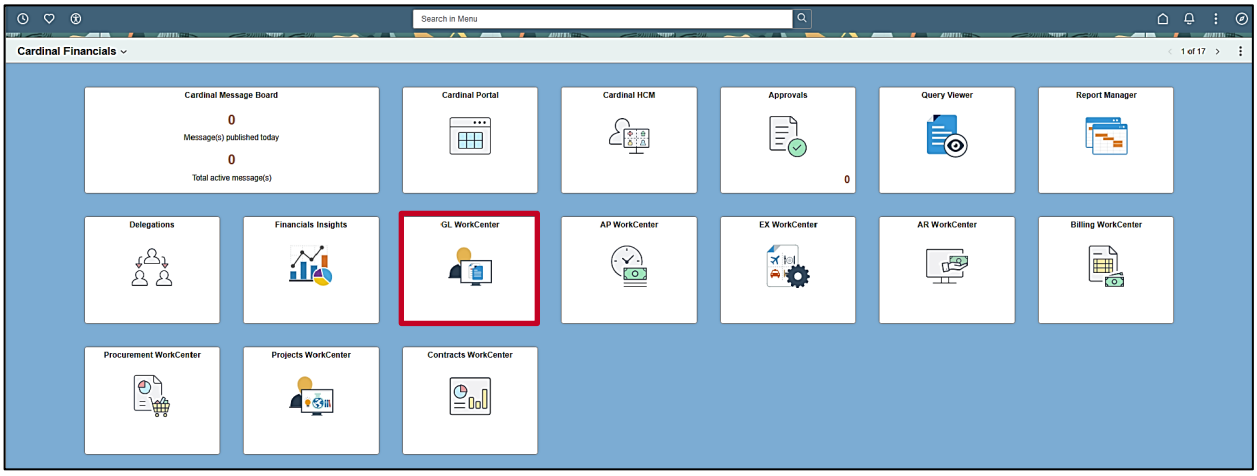
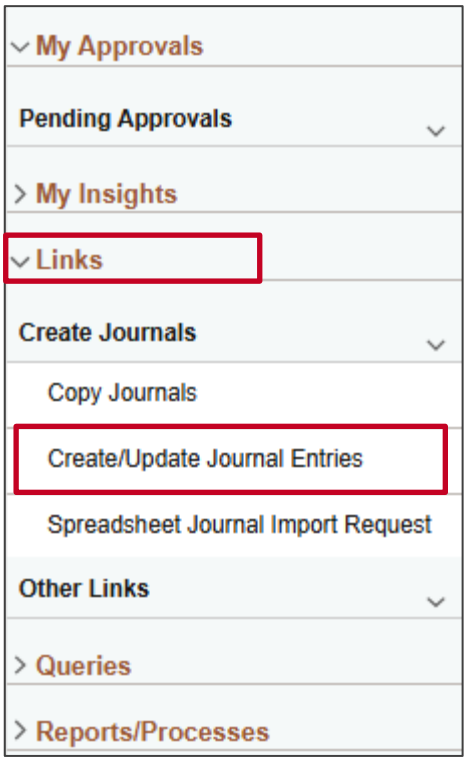
Step	Action
The **Create/Update Journal Entries Find an Existing Value Search** page displays. 	
4.	Enter the applicable search criteria to update a journal. 

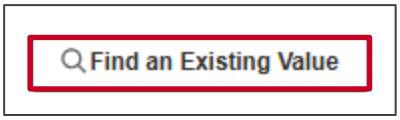
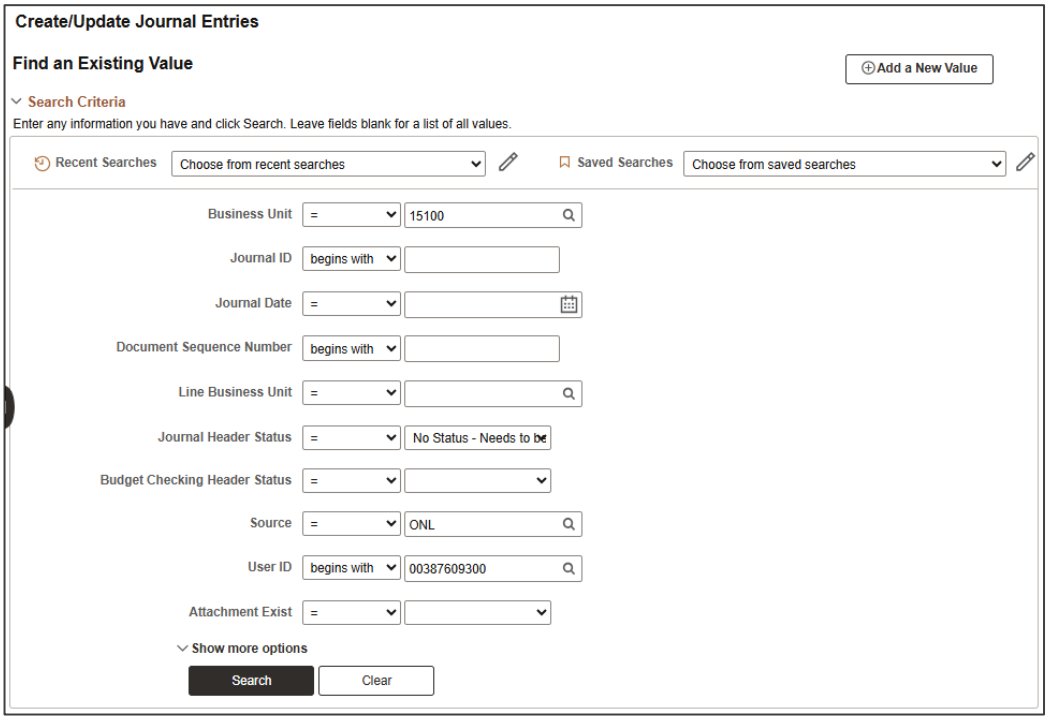
Step	Action
	Information can be entered into any of the other search fields to help locate the Journal entry to be updated.
5.	Click the **Search** button.
The **Header** tab displays. 	
6.	Make the necessary updates to the fields on the **Header** tab or the **Lines** tab. 
7.	Click the **Save** button. 

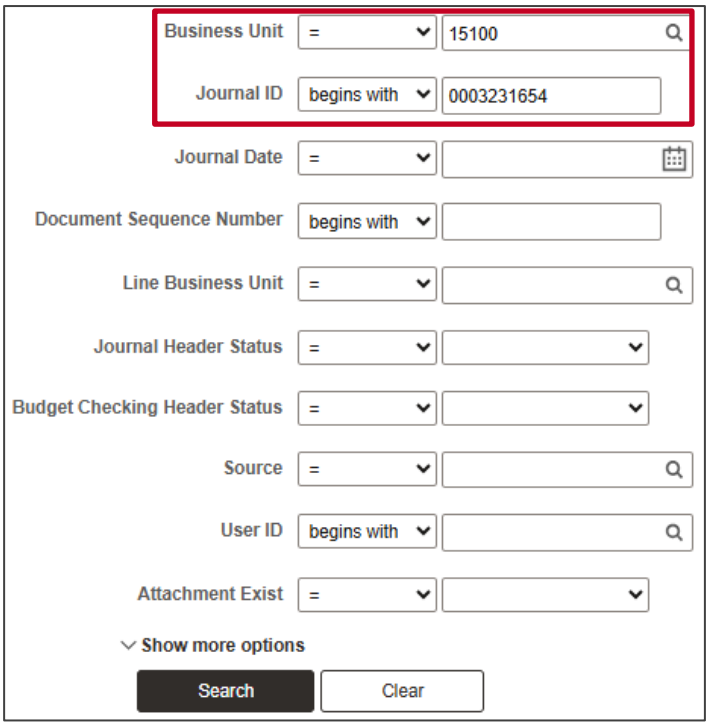
Step	Action
	After saving the Journal, the Edit Journal, Submit Journal, and Approve Journal processes must be completed. To complete these processes, refer to the Processing an Online Journal Entry in GL WorkCenter section of this Job Aid.

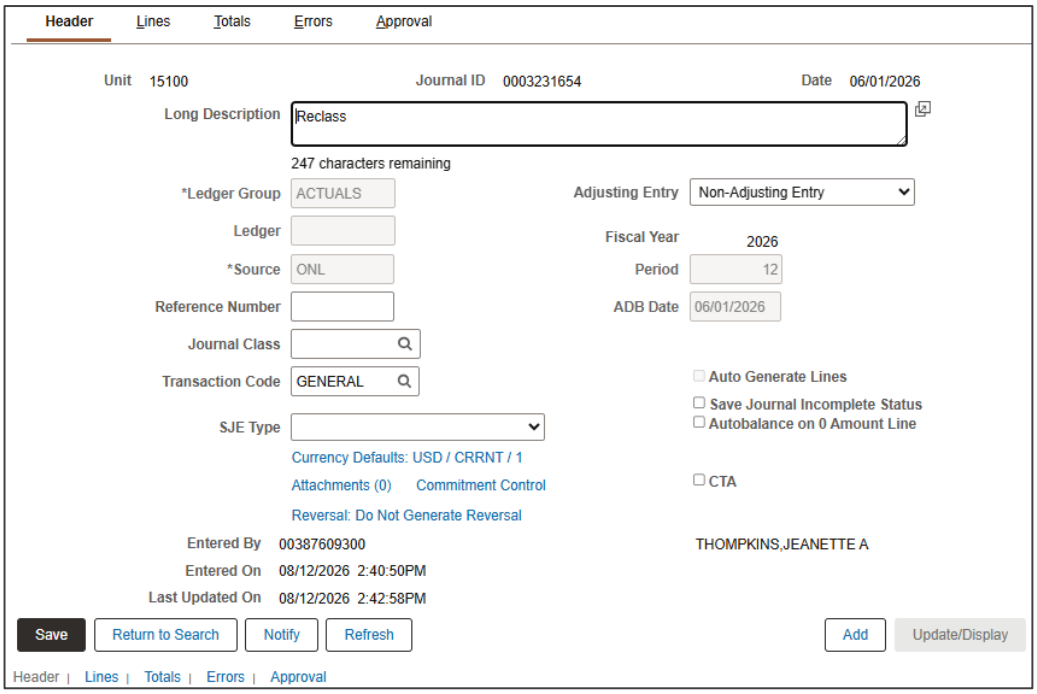
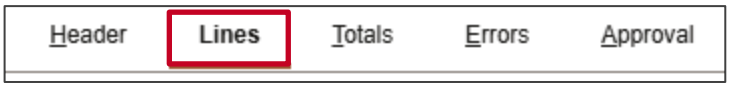
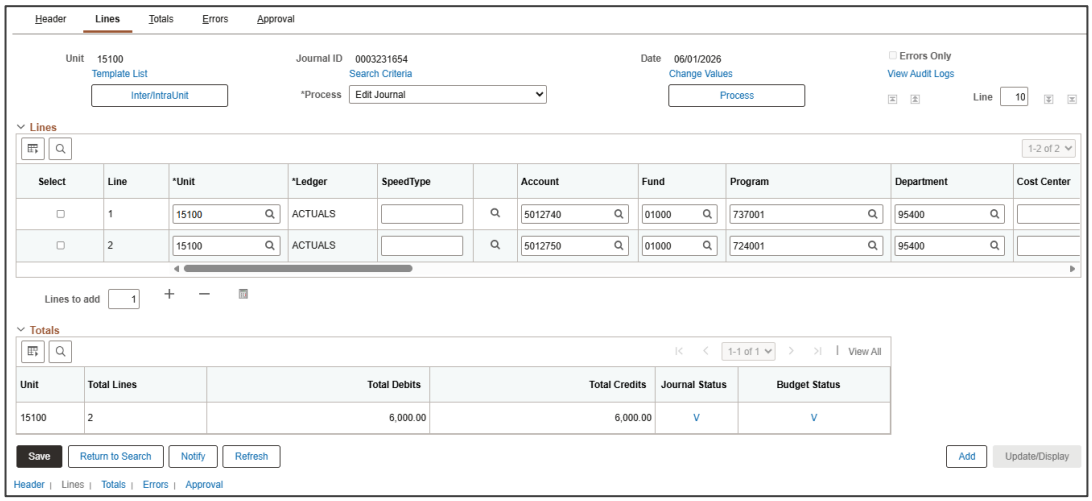
Deleting a Journal

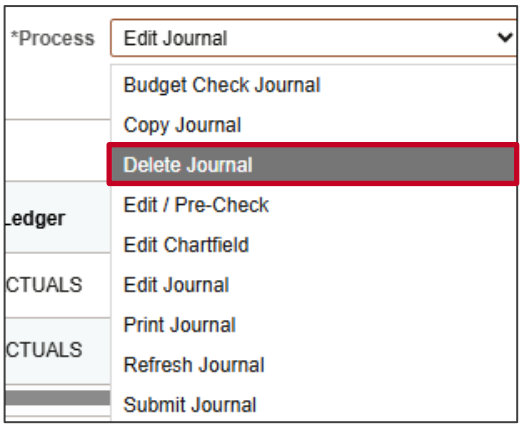
There are times when a Journal ID is created and it needs to be deleted. Follow the steps below to delete a Journal ID. Only a journal that has not been posted can be deleted.

Step	Action
1.	Navigate to the **Copy Journals** page by clicking the **GL WorkCenter** tile. 
2.	Use the following navigation: **Links > Create Journals > Create/Update Journal Entries** 

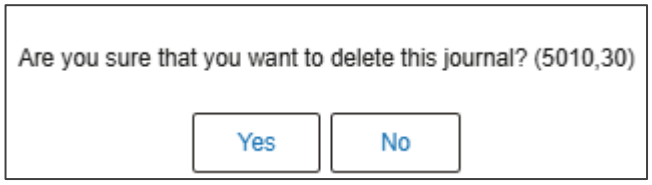
Step	Action
The **Create/Update Journal Entries Add a New Value** page displays.	
3.	Click the **Find an Existing Value** button. 
The **Create/Update Journal Entries Find an Existing Value Search** page displays. 	

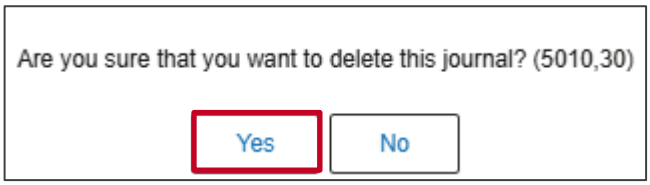
Step	Action
4.	Enter the applicable search criteria to update a journal. 
	Information can be entered into any of the other search fields to help locate the Journal entry to be updated.
5.	Click the **Search** button.

Step	Action
The **Header** tab displays. 	
6.	Click the **Lines** tab. 
The **Lines** page displays. 	

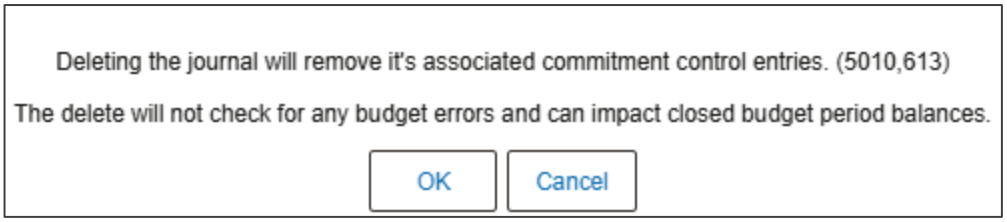
Step	Action
7.	Click the **Process** dropdown button and select “Delete Journal”. 
8.	Click the **Process** button.

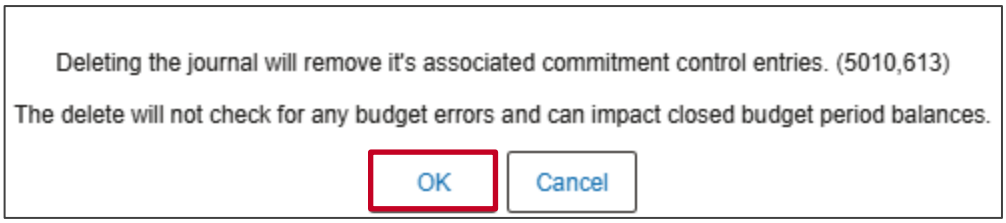
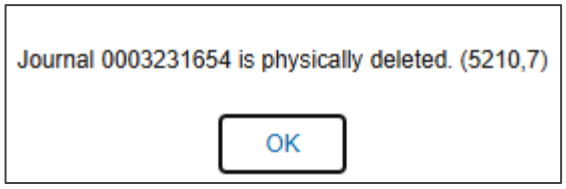
A **Message** displays in a pop-up window and the user must confirm the delete action.



9.	Click the **Yes** button. 

A **Message** displays in a pop-up window stating that deleting the journal will remove it’s associated commitment control entries.



Step	Action
10.	Click the **OK** button to close the Message. 
A Message displays in a pop-up window confirming that the Journal was deleted.