

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.



Table of Contents

Revision History	3
Processing an Online Journal Entry in GL WorkCenter	4
Processing an Online Journal by Copying a Journal from GL WorkCenter	16
Processing an Online Journal by Copying a Journal from the Create/Update Journal Entries Page	28
Reviewing and Correcting Edit Check and Budget Check Errors	34
Option 1	34
Option 2	46
Updating a Manual Journal Entry	60
Deleting a Journal	65



General Ledger Job Aid

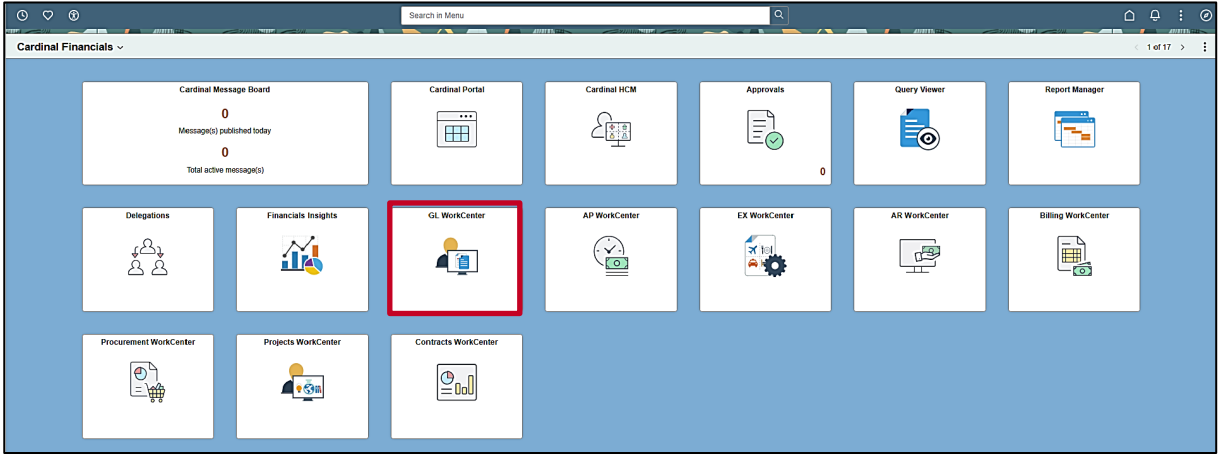
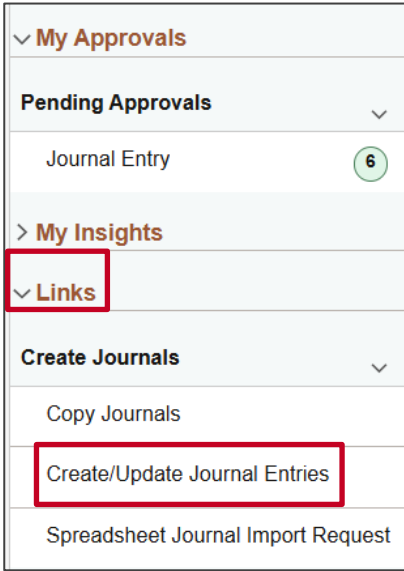
GL332 Creating and Managing Online Journal Entries

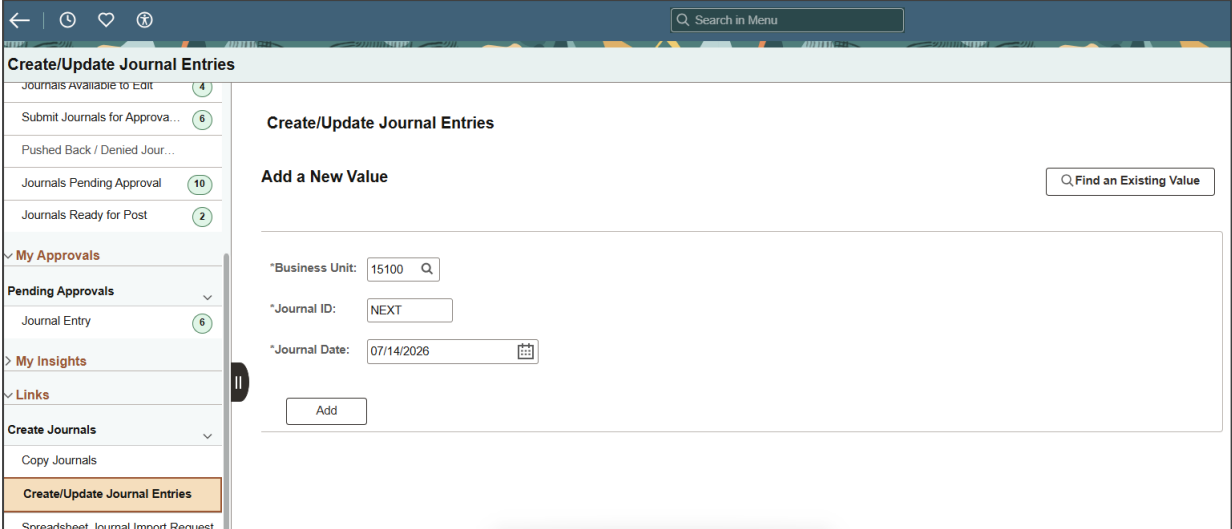
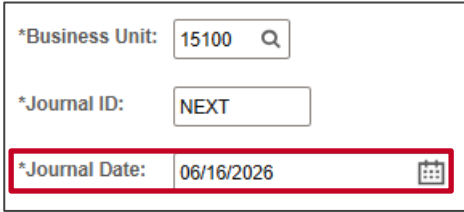
Revision History

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

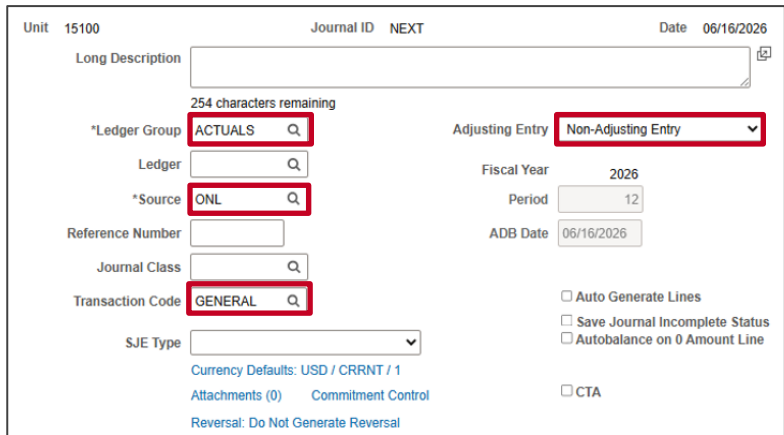
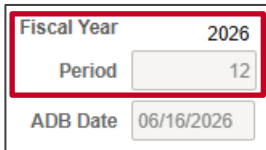
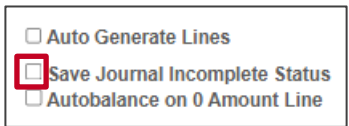
Step	Action
	The Create/Update Journal Entries Add a New Value page displays. 
	The Business Unit field defaults based on the user's agency. If a user has access to multiple agencies, enter/select the correct Business Unit in the Business Unit field.
	When creating a new journal entry, the Journal ID 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. 



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
	The Header page displays. Header Lines Totals Errors Approval Unit 15100 Journal ID NEXT Date 06/16/2026 Long Description 254 characters remaining *Ledger Group ACTUALS Ledger *Source ONL Reference Number Journal Class Transaction Code GENERAL SJE Type Currency Defaults: USD / CRRNT / 1 Attachments (0) Commitment Control Reversal: Do Not Generate Reversal Entered By Entered On Last Updated On Save Notify Refresh Adjusting Entry Non-Adjusting Entry Fiscal Year 2026 Period 12 ADB Date 06/16/2026 ☐ Auto Generate Lines ☐ Save Journal Incomplete Status ☐ Autobalance on 0 Amount Line ☐ CTA Add Update/Display Header Lines Totals Errors Approval

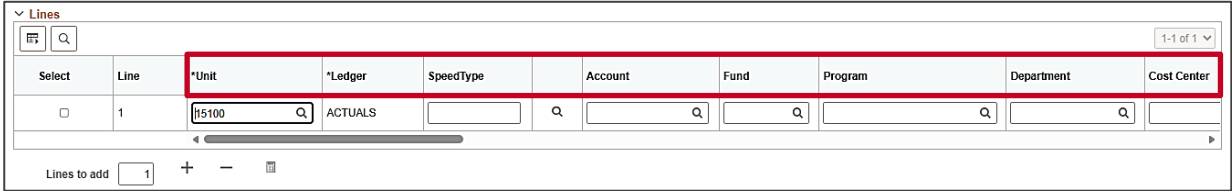
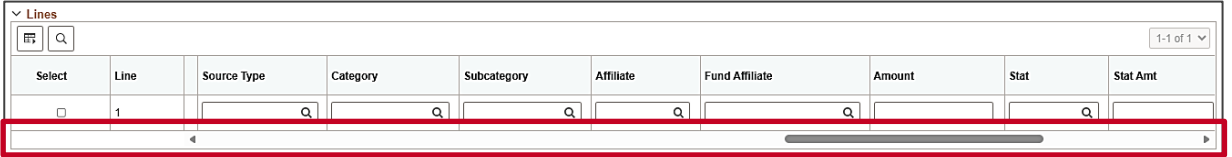
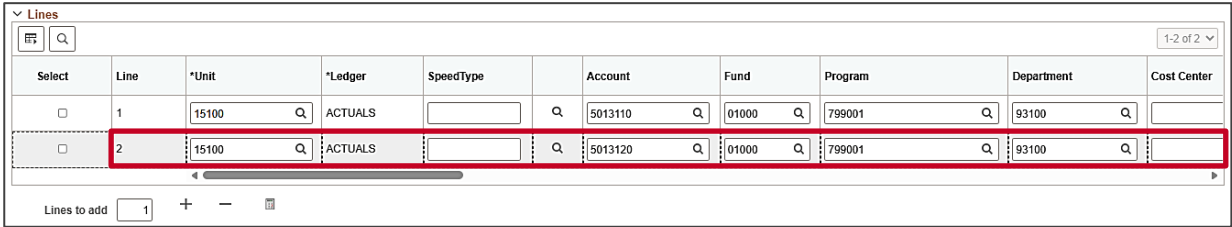
Step	Action
	Do not change the fields listed below. - The Ledger Group field will default to “ACTUALS” - The Source field will default to “ONL” (Online) - The Transaction Code field will default to “GENERAL” - The Adjusting Entry field will default to “Non-Adjusting Entry” 
	The Fiscal Year and Period 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. 

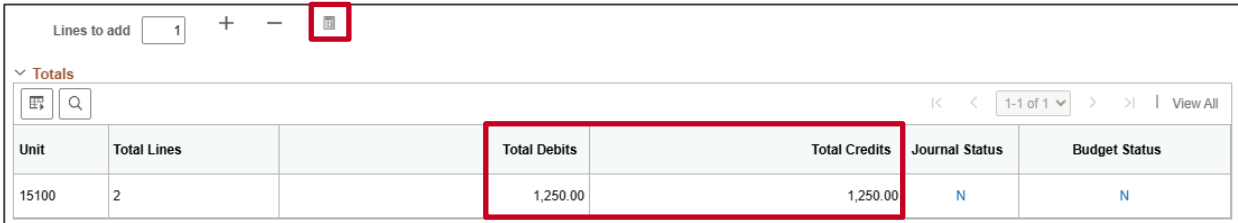
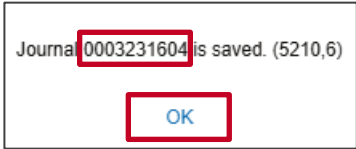
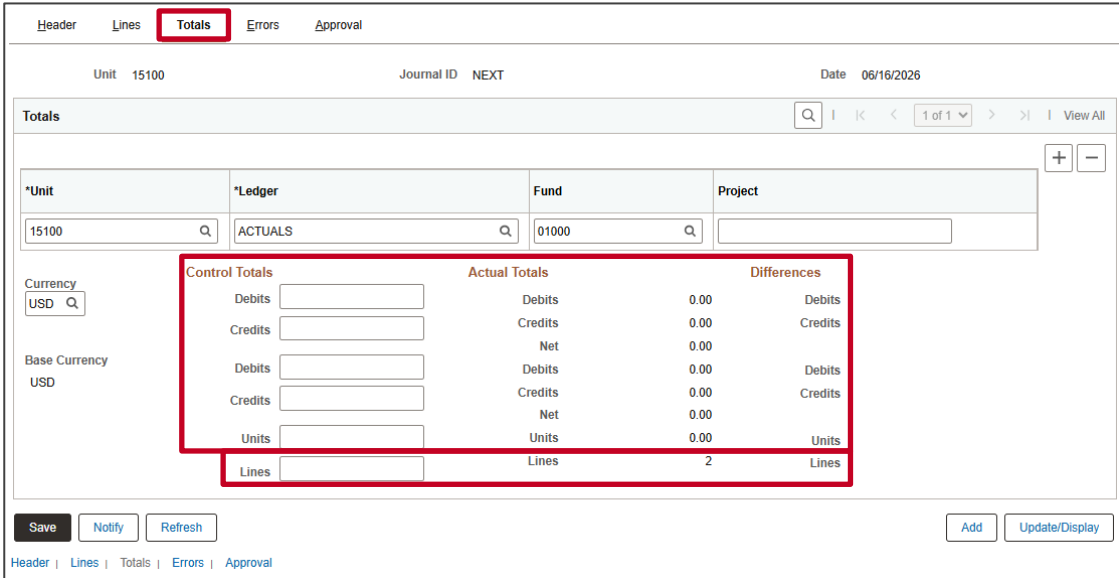
Step	Action																																
	Use the Attachments link to attach necessary or relevant documents associated with the Journal entry. The Attachments feature does not substitute for retention requirements of original documentation that may be required by statute or policy. Currency Defaults: USD / CRRNT / 1 Attachments (0) Commitment Control Reversal: Do Not Generate Reversal 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 <table><tr><td>.BMP</td><td>.CSV</td><td>.DOC</td></tr><tr><td>.DOCX</td><td>.JPE</td><td>.JPEG</td></tr><tr><td>.JPG</td><td>.MSG</td><td>.PDF</td></tr><tr><td>.PNG</td><td>.PST</td><td>.RTF</td></tr><tr><td>.TIF</td><td>.TIFF</td><td>.TXT</td></tr><tr><td>.XLS</td><td>.XLSX</td><td>.XML</td></tr></table>	.BMP	.CSV	.DOC	.DOCX	.JPE	.JPEG	.JPG	.MSG	.PDF	.PNG	.PST	.RTF	.TIF	.TIFF	.TXT	.XLS	.XLSX	.XML														
.BMP	.CSV	.DOC																															
.DOCX	.JPE	.JPEG																															
.JPG	.MSG	.PDF																															
.PNG	.PST	.RTF																															
.TIF	.TIFF	.TXT																															
.XLS	.XLSX	.XML																															
7.	Click the Lines tab. Header Lines Totals Errors Approval																																
The Lines page displays. Header Lines Totals Errors Approval Unit15100 Journal IDNEXT Date06/16/2026 Template List Inter/IntraUnit *ProcessEdit Journal Change Values Process ▼ Lines Q 1-1 of 1 ▼ <table><tr><th>Select</th><th>Line</th><th>*Unit</th><th>*Ledger</th><th>SpeedType</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr><tr><td>☐</td><td>1</td><td> 15100Q </td><td>ACTUALS</td><td></td><td> Q </td><td> Q </td><td> Q </td><td> Q </td><td></td></tr></table> Lines to add 1 + - ▼ Totals Q 1-1 of 1 ▼ View All <table><tr><th>Unit</th><th>Total Lines</th><th>Total Debits</th><th>Total Credits</th><th>Journal Status</th><th>Budget Status</th></tr><tr><td>15100</td><td>1</td><td>0.000</td><td>0.000</td><td>N</td><td>N</td></tr></table> Save Notify Refresh Add Update/Display Header Lines Totals Errors Approval		Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	☐	1	15100Q	ACTUALS		Q	Q	Q	Q		Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	15100	1	0.000	0.000	N	N
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center																								
☐	1	15100Q	ACTUALS		Q	Q	Q	Q																									
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status																												
15100	1	0.000	0.000	N	N																												
	DO NOT click the Inter/Intra Unit button. If this button is clicked, processing issues may occur. Inter/IntraUnit																																

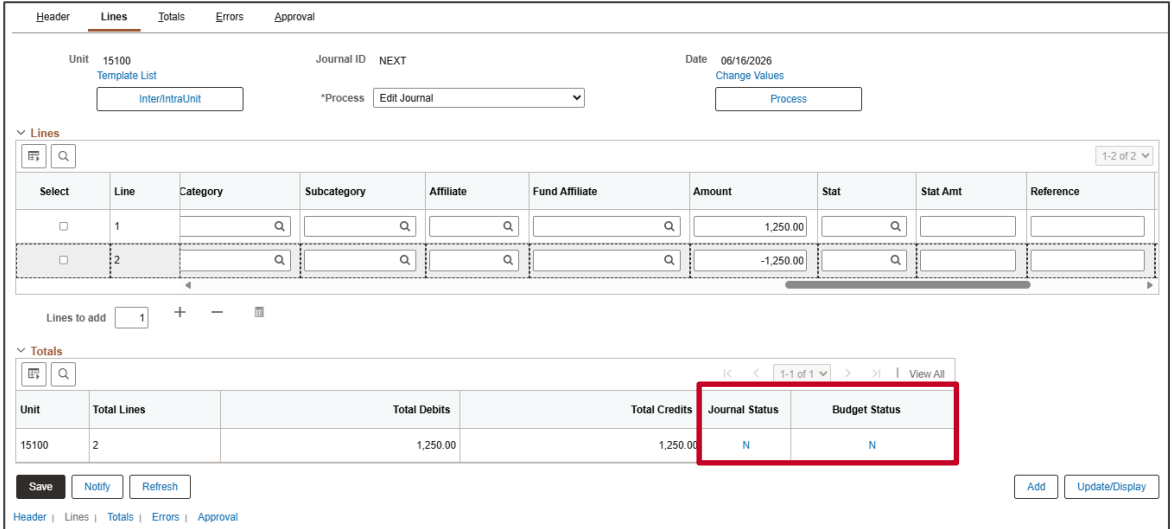


General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
8.	Enter the applicable ChartFields into Line 1 in the Lines section. If SpeedTypes are defined, use a valid Speedtype for expediency. 
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. 

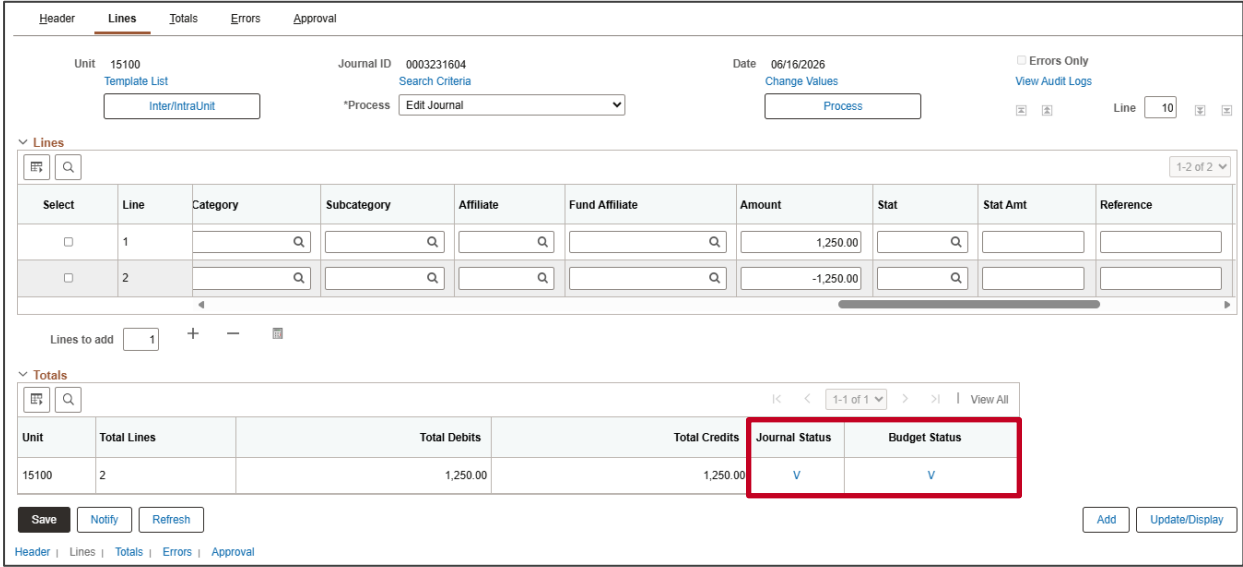
Step	Action
13.	Repeat these Steps until all journal lines have been entered. Once all journal lines have been entered, click the Calculator button and verify the Total Debits amount and the Total Credits amount are balanced. 
14.	Click the Save button. 
15.	A Message displays in a pop-up window. Make 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. 

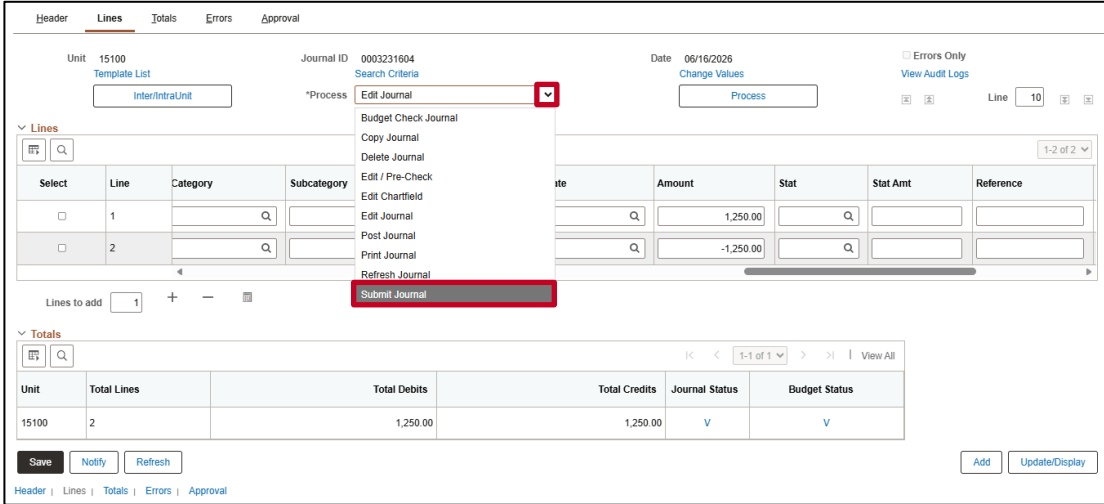
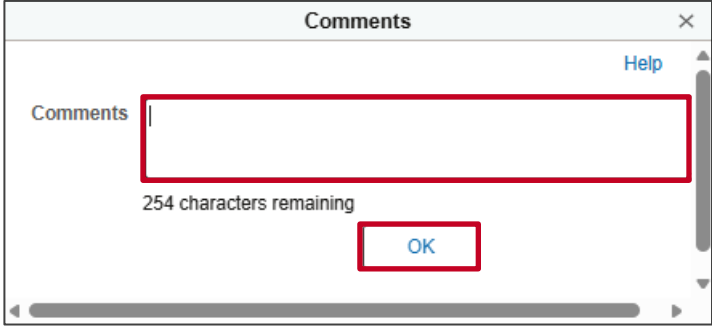
Step	Action
	Once saved, the Journal Status and Budget Status fields are marked with a status of “N” (No Status - Needs to be Edited and Not Checked). The Journal needs to be processed through the “Edit Journal” process for the Journal to be Edit checked and Budget checked after the Journal Lines are 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. Would you like to wait for confirmation that the Edit process has completed? (5010,465) Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal. Yes No



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
	The Lines page redisplay and the Journal Status and Budget Status fields update from “N” (No Status - Needs to be Edited) to “V” (Valid).  The screenshot shows the 'Lines' page of the General Ledger system. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, there are fields for 'Unit' (15100), 'Journal ID' (0003231604), 'Date' (06/16/2026), and 'Errors Only' checkbox. There are also buttons for 'Template List', 'Search Criteria', 'Inter/intraUnit', 'Change Values', 'View Audit Logs', and 'Process'. A dropdown menu for '*Process' is set to 'Edit Journal'. Below these fields is a table with columns: Select, Line, Category, Subcategory, Affiliate, Fund Affiliate, Amount, Stat, Stat Amt, and Reference. The table has two rows: Line 1 with Amount 1,250.00 and Line 2 with Amount -1,250.00. Below the table is a 'Lines to add' section with a dropdown set to 1. At the bottom, there is a 'Totals' section with a table showing 'Unit' (15100), 'Total Lines' (2), 'Total Debits' (1,250.00), 'Total Credits' (1,250.00), 'Journal Status' (V), and 'Budget Status' (V). The 'Journal Status' and 'Budget Status' fields are highlighted with a red box. There are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.
	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".  The screenshot shows the 'Process' dropdown menu open, with 'Submit Journal' highlighted. The interface includes fields for Unit (15100), Journal ID (0003231604), Date (06/16/2026), and a 'Process' button. The 'Lines' section shows two lines with amounts 1,250.00 and -1,250.00. The 'Totals' section shows a total debit of 1,250.00 and a total credit of 1,250.00.
19.	Click the Process button.  The screenshot shows the '*Process' dropdown menu with 'Submit Journal' selected. The 'Process' button is highlighted with a red box.
20.	Enter a comment in the Comment box if applicable and click the OK button.  The screenshot shows the 'Comments' dialog box with a text input field and an 'OK' button highlighted. The text '254 characters remaining' is displayed below the input field.



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
------	--------

The **Lines** page redispays.

Header | **Lines** | Totals | Errors | Approval

Unit 15100 Journal ID 0003231604 Date 06/16/2026 ☐ Errors Only
Template List Search Criteria Change Values View Audit Logs
Inter/IntraUnit *Process Edit Journal Process Line 10

▼ Lines

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
☐	1	15100	ACTUALS		5013110	01000	799001	93100	
☐	2	15100	ACTUALS		5013120	01000	799001	93100	

Lines to add 1 + -

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	1,250.00	1,250.00	V	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

21. Click the **Approval** tab.

Header | Lines | Totals | Errors | **Approval**

22. The **Approval** tab displays. Verify that the **Approval Status** field displays a value of “Pending Approval”.

Header | Lines | Totals | Errors | **Approval**

Unit 15100 Journal ID 0003231604 Date 06/16/2026

Approval Status

Unit 15100
Approval Check Active Y
Approval Status Pending Approval
Approval Action Approve
Comments
254 characters remaining

Jnl Approval

Unit 15100, ID 0003231604, Date 2026-06-16, Line Unit 15100:Pending

Jnl Approval

Skipped
OL Journal Approver 06/16/26 - 10:59 AM
Pending
Multiple Approvers OL Journal Approver

Comments

> Approval History

Save Return to Search Notify Refresh Add Update/Display

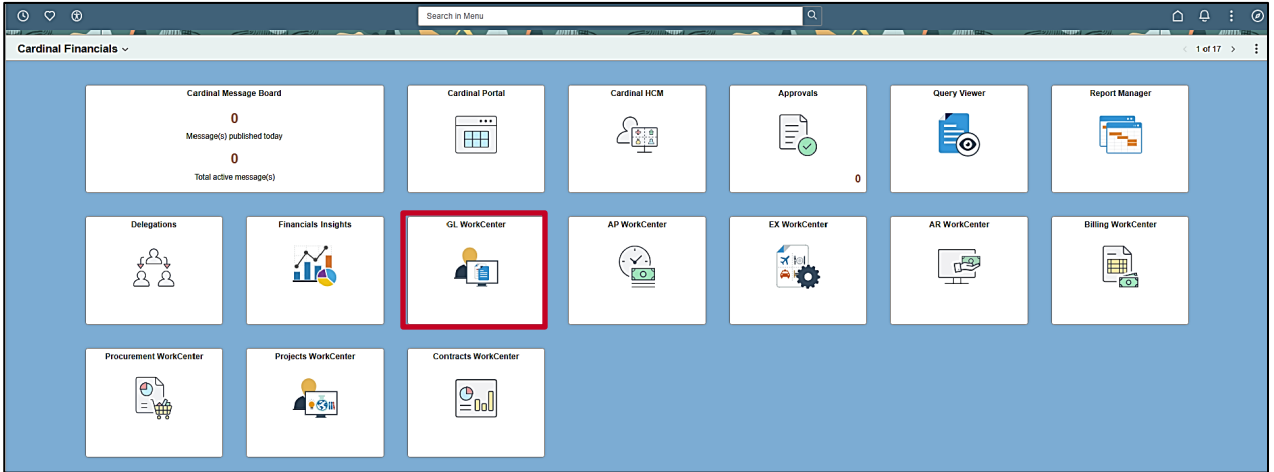
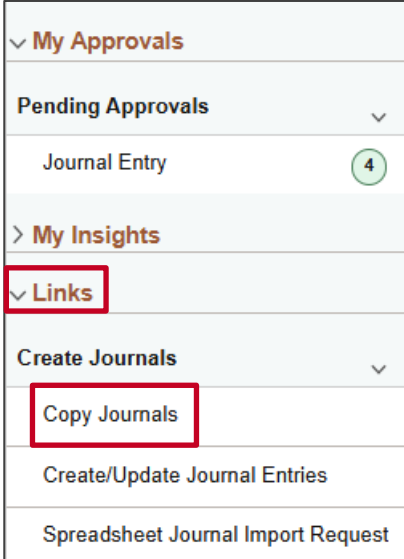
Header | Lines | Totals | Errors | Approval

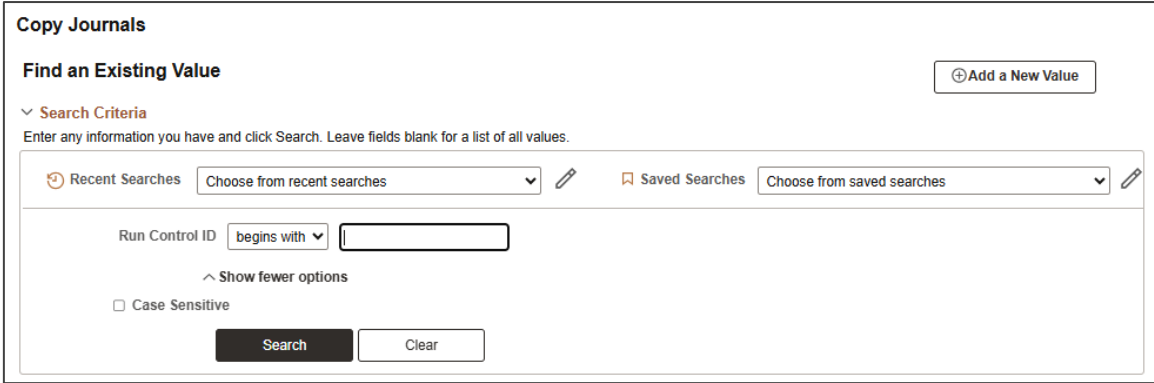
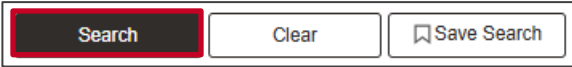


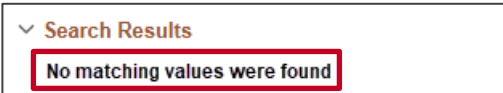
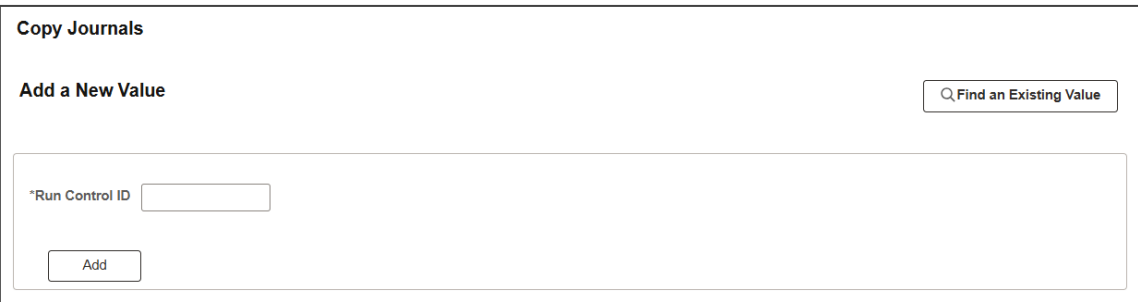
Journal Processors and Journal Approvers can create Journal entries. However, the user who submits the journal entry cannot be the user who approves the journal entry. If the submitting user is a Journal Approver, Cardinal will skip the submitting user in the approval chain.

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.

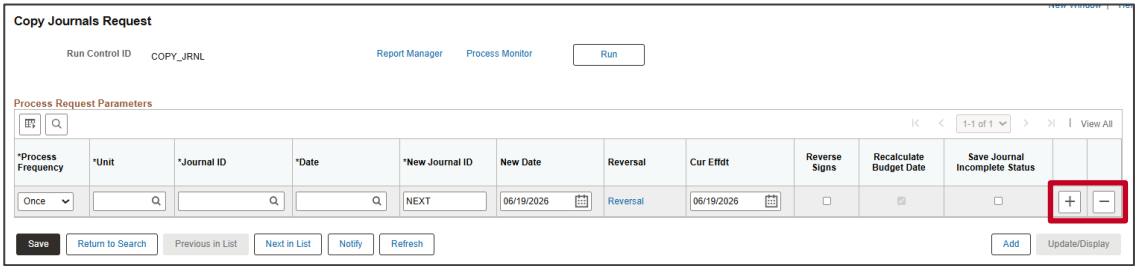
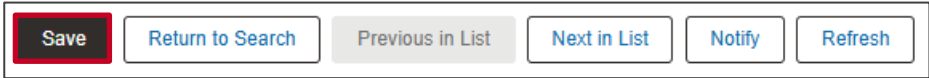
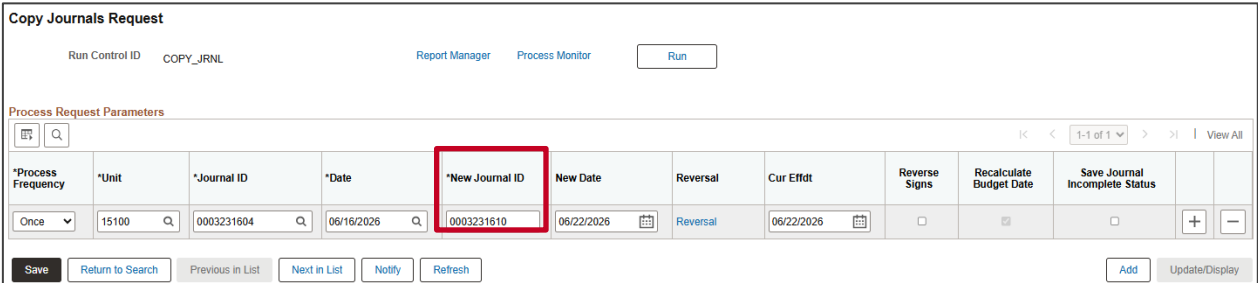
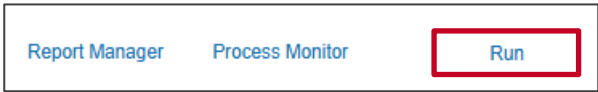
Step	Action
5.	If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next Step. 
6.	Click the Add a New Value button. 
The Add a New Value page displays. 	
7.	Enter a Run Control ID for this report in the Run Control ID field. 
	The Run Control ID serves as 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.

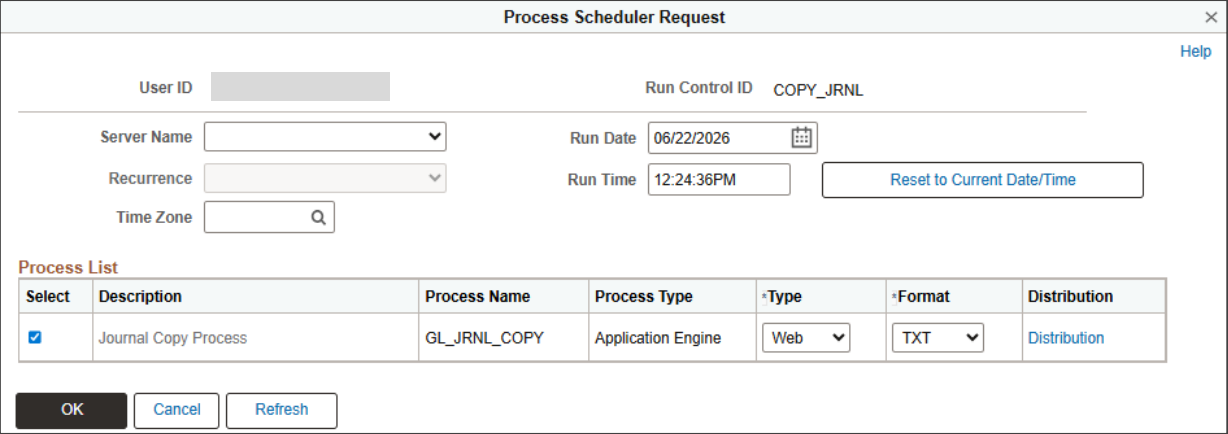
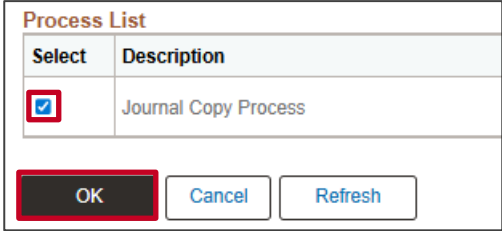
Step	Action																										
8.	Click the Add button. Note: For this example, a Run Control ID called “COPY_JRNL” has been created. *Run Control ID COPY_JRNL Add																										
The Copy Journals Request page displays. Copy Journals Request Run Control ID COPY_JRNL Report Manager Process Monitor Run Process Request Parameters <table><thead><tr><th>*Process Frequency</th><th>*Unit</th><th>*Journal ID</th><th>*Date</th><th>*New Journal ID</th><th>New Date</th><th>Reversal</th><th>Cur Effdt</th><th>Reverse Signs</th><th>Recalculate Budget Date</th><th>Save Journal Incomplete Status</th><th></th><th></th></tr></thead><tbody><tr><td>Once</td><td></td><td></td><td></td><td>NEXT</td><td>06/19/2026</td><td>Reversal</td><td>06/19/2026</td><td></td><td></td><td></td><td>+</td><td>-</td></tr></tbody></table> Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display		*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status			Once				NEXT	06/19/2026	Reversal	06/19/2026				+	-
*Process Frequency	*Unit	*Journal ID	*Date	*New Journal ID	New Date	Reversal	Cur Effdt	Reverse Signs	Recalculate Budget Date	Save Journal Incomplete Status																	
Once				NEXT	06/19/2026	Reversal	06/19/2026				+	-															
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. *Unit *Journal ID *Date																										
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. *New Journal ID New Date NEXT 06/19/2026																										



General Ledger Job Aid

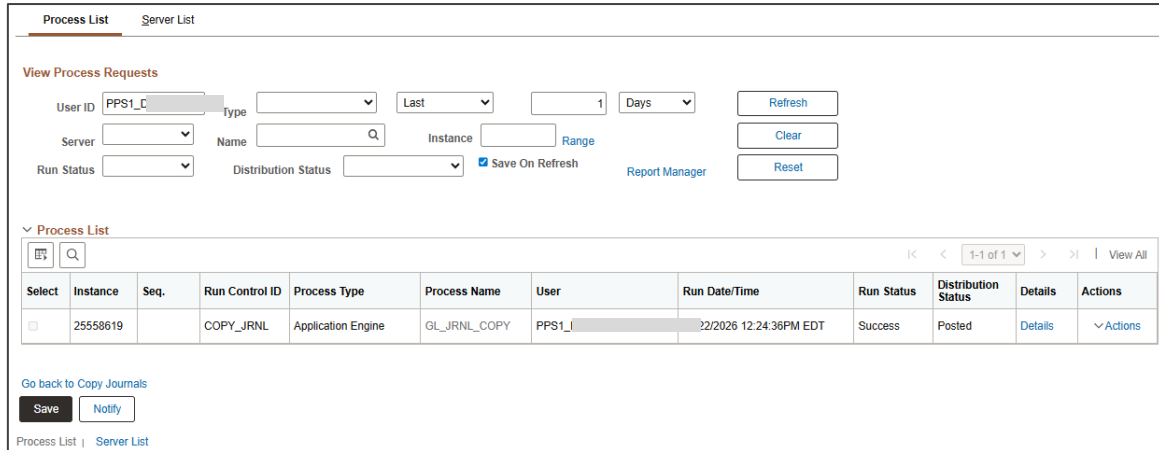
GL332 Creating and Managing Online Journal Entries

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 redisplay 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.



Process List **Server List**

View Process Requests

User ID: PPS1_C Type: Last: 1 Days: Refresh

Server: Name: Instance: Range: Clear

Run Status: Distribution Status: ☒ Save On Refresh Report Manager Reset

▼ **Process List**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25558619		COPY_JRNL	Application Engine	GL_JRNL_COPY	PPS1_C	06/22/2026 12:24:36PM EDT	Success	Posted	Details	Actions

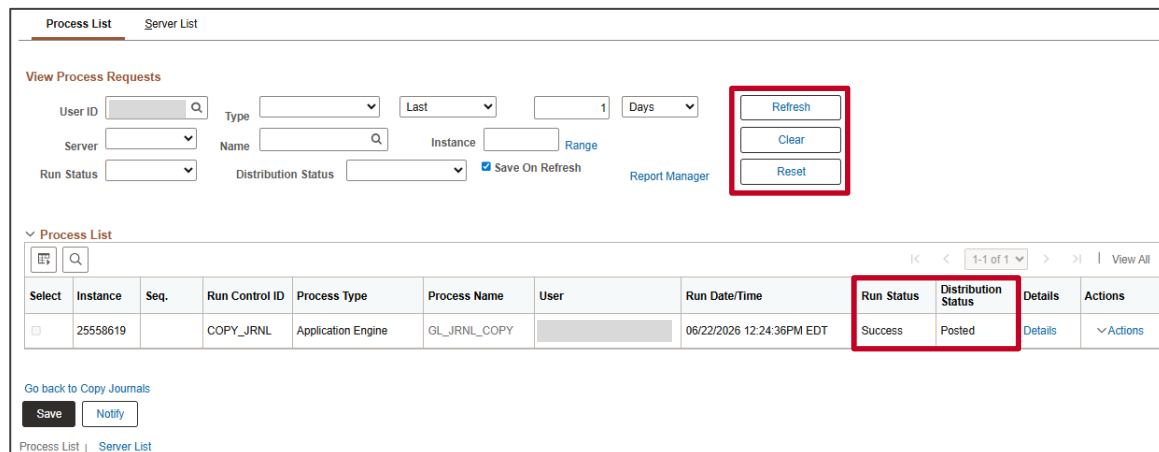
Go back to Copy Journals

Save Notify

Process List | Server List

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



Process List **Server List**

View Process Requests

User ID: Type: Last: 1 Days: Refresh

Server: Name: Instance: Range: Clear

Run Status: Distribution Status: ☒ Save On Refresh Report Manager Reset

▼ **Process List**

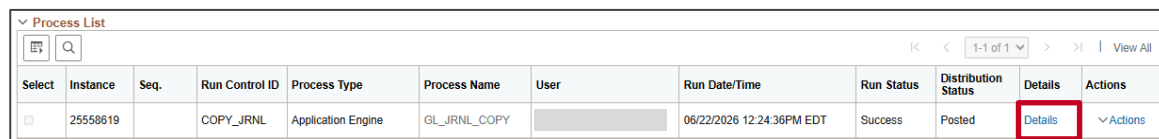
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25558619		COPY_JRNL	Application Engine	GL_JRNL_COPY		06/22/2026 12:24:36PM EDT	Success	Posted	Details	Actions

Go back to Copy Journals

Save Notify

Process List | Server List

17. Click the **Details** link.



▼ **Process List**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25558619		COPY_JRNL	Application Engine	GL_JRNL_COPY		06/22/2026 12:24:36PM EDT	Success	Posted	Details	Actions

Step	Action
------	--------

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

Process Detail ×

[Help](#)

Process

Instance	25558619	Type	Application Engine
Name	GL_JRNL_COPY	Description	Journal Copy Process
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	COPY_JRNL
Location	Server
Server	PSUNX2
Recurrence	

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

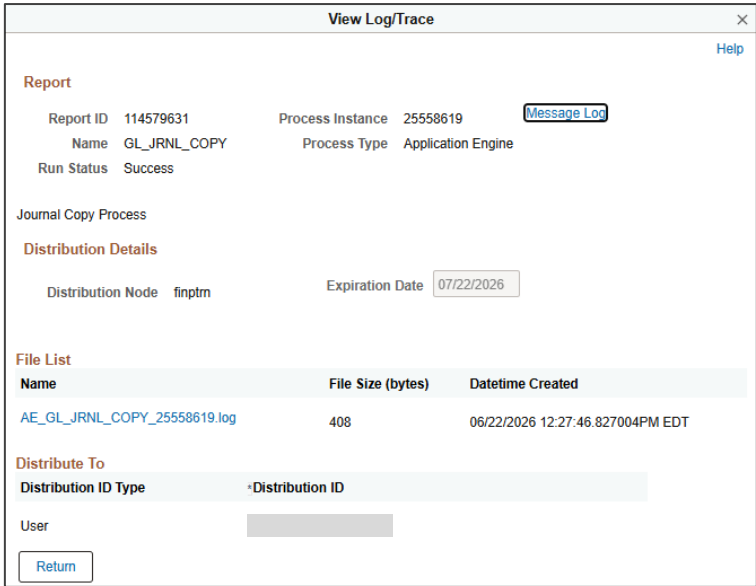
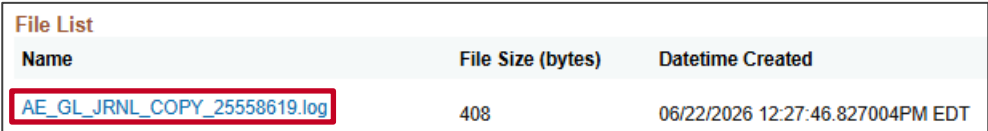
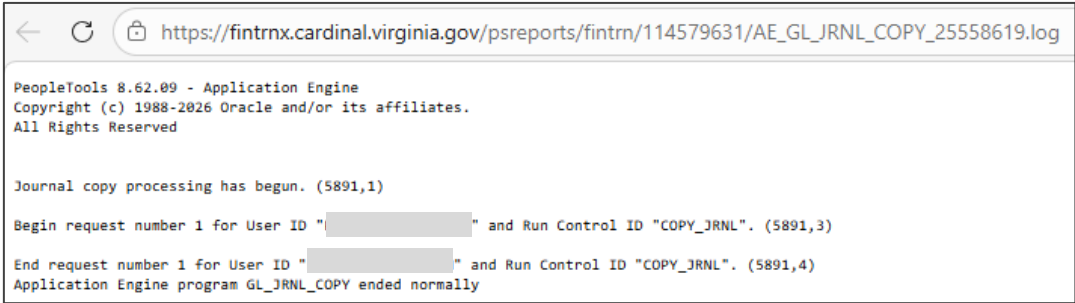
Request Created On	06/22/2026 12:27:40PM EDT
Run Anytime After	06/22/2026 12:24:36PM EDT
Began Process At	06/22/2026 12:27:43PM EDT
Ended Process At	06/22/2026 12:27:46PM EDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

[Transfer](#)
[View Locks](#)

	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. Actions Parameters Message Log Batch Timings View Log/Trace Transfer View Locks

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.



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
------	--------

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

View Log/Trace

Help

Report

Report ID 114579631Process Instance 25558619Message Log

Name GL_JRNL_COPYProcess Type Application Engine

Run Status Success

Journal Copy Process

Distribution Details

Distribution Node finptmExpiration Date 07/22/2026

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JRNL_COPY_25558619.log	408	06/22/2026 12:27:46.827004PM EDT

Distribute To

Distribution ID Type *Distribution ID

User PPS

Return

21. Click the **Return** button.

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JRNL_COPY_25558619.log	408	06/22/2026 12:27:46.827004PM EDT

Distribute To

Distribution ID Type *Distribution ID

User

Return



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
------	--------

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

Process Detail

Help

Process

Instance

25558619

Type

Application Engine

Name

GL_JRNL_COPY

Description

Journal Copy Process

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

COPY_JRNL

Location

Server

Server

PSUNX2

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On

06/22/2026 12:27:40PM EDT

Run Anytime After

06/22/2026 12:24:36PM EDT

Began Process At

06/22/2026 12:27:43PM EDT

Ended Process At

06/22/2026 12:27:46PM EDT

Actions

Parameters

Transfer

Message Log

View Locks

Batch Timings

View Log/Trace

OK

Cancel

22. Click the **OK** button.

OK

Cancel

The **Process List** page redispays.

Process List

Server List

View Process Requests

User ID

PPS1_C

Type

Last

1

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

☒ Save On Refresh

Report Manager

Reset

Process List

Q

<

>

1-1 of 1

>

>

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25558619		COPY_JRNL	Application Engine	GL_JRNL_COPY		06/22/2026 12:24:36PM EDT	Success	Posted	Details	Actions

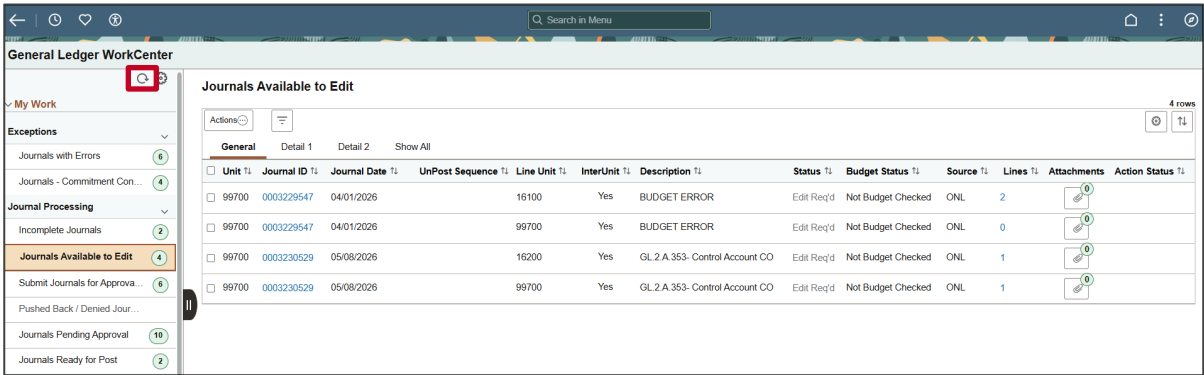
Go back to Copy Journals

Save

Notify

Process List

Server List

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. Search Clear

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

← General Ledger WorkCenter
Create/Update Journal Entries

Find an Existing Value ⊕ Add a New Value

▼ Search Criteria

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

🕒 Recent Searches

Choose from recent searches ▼ 

🔖 Saved Searches

Choose from saved searches ▼ 

Business Unit = 

Journal ID begins with

Journal Date = 

Document Sequence Number begins with

Line Business Unit = 

Journal Header Status =

Budget Checking Header Status =

Source = 

User ID begins with 

Attachment Exist =

▼ Show more options

Search

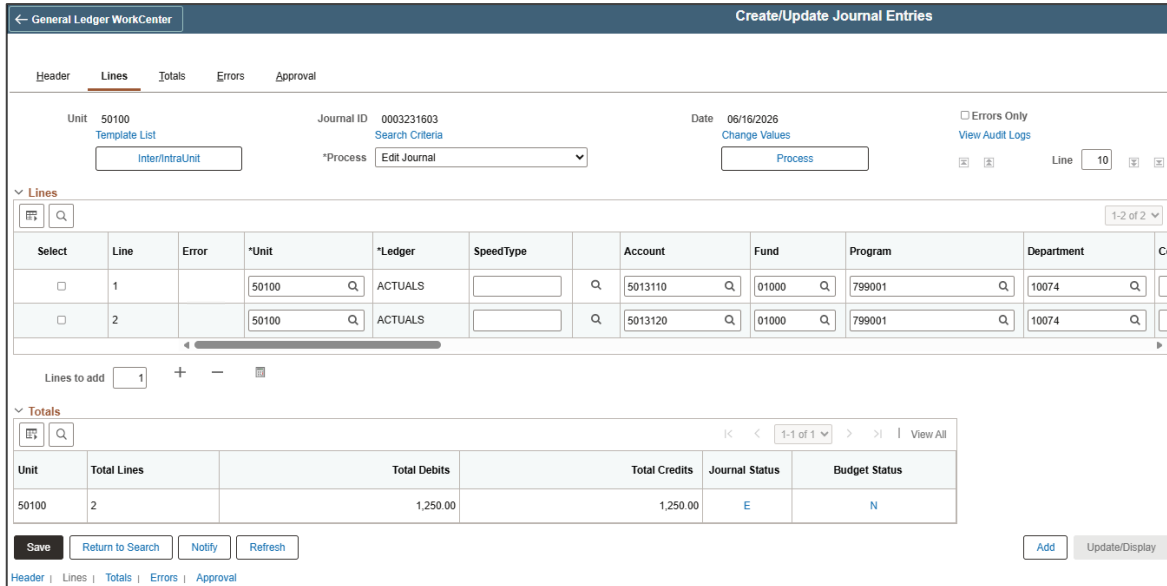
Clear

4.	Enter or select the applicable Business Unit in the Business Unit field. Business Unit =  Journal ID begins with Journal Date = 
----	---

Step	Action
5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be copied). Business Unit = Journal ID begins with Journal Date =
	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. Search Clear
The Header page displays. General Ledger WorkCenter Create/Update Journal Entries Header Lines Totals Errors Approval Unit 50100 Journal ID 0003231603 Date 06/16/2026 Long Description 254 characters remaining *Ledger Group ACTUALS Ledger *Source ONL Reference Number Journal Class Transaction Code GENERAL SJE Type Adjusting Entry Non-Adjusting Entry Fiscal Year 2026 Period 12 ADB Date 06/16/2026 Auto Generate Lines Save Journal Incomplete Status Autobalance on 0 Amount Line CTA Entered By Entered On 06/16/2026 2:05:10PM Last Updated On 06/16/2026 2:29:40PM Save Return to Search Notify Refresh Add Update/Display Header Lines Totals Errors Approval	
7.	Click the Lines tab. Header Lines Totals Errors Approval

Step	Action
------	--------

The **Lines** page displays.



← General Ledger WorkCenter Create/Update Journal Entries

Header **Lines** Totals Errors Approval

Unit 50100 Journal ID 0003231603 Date 06/16/2026 Errors Only
 Template List Search Criteria Change Values View Audit Logs

InterIntraUnit *Process Edit Journal Process Line 10

Lines

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department
☐	1		50100	ACTUALS		5013110	01000	799001	10074
☐	2		50100	ACTUALS		5013120	01000	799001	10074

Lines to add 1 + -

Totals

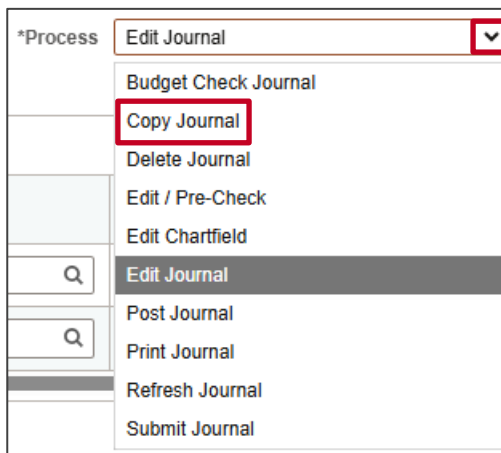
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	2	1,250.00	1,250.00	E	N

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

8. Click the **Process** dropdown button and select “Copy Journal”.

Note: available processes are dependent on assigned job roles.



*Process Edit Journal

- Budget Check Journal
- Copy Journal
- Delete Journal
- Edit / Pre-Check
- Edit Chartfield
- Edit Journal
- Post Journal
- Print Journal
- Refresh Journal
- Submit Journal

9. Click the **Process** button.

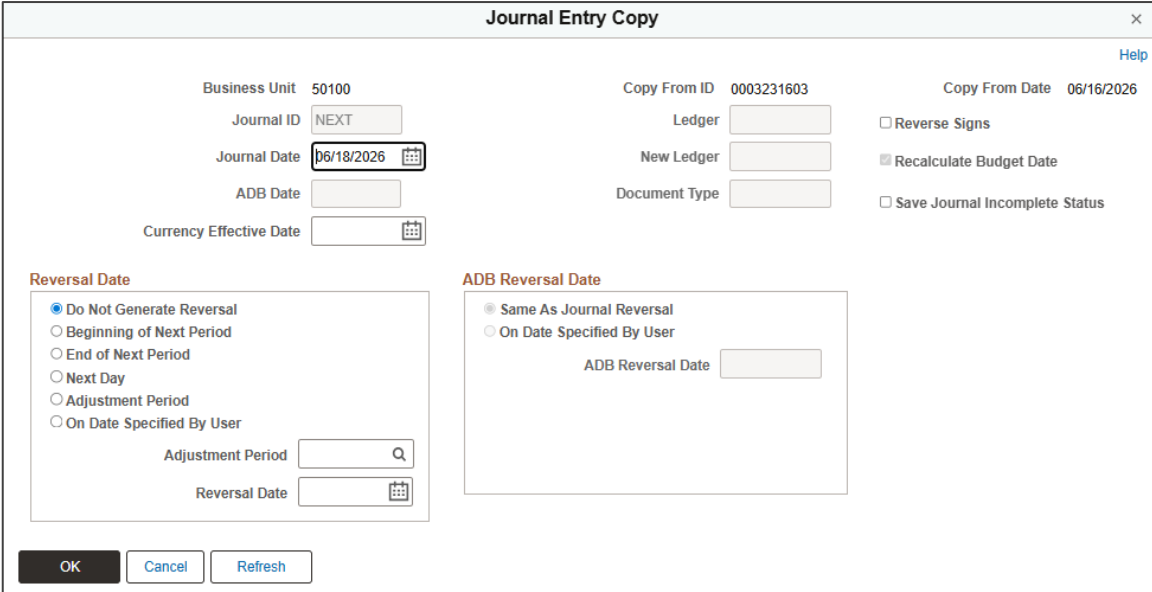
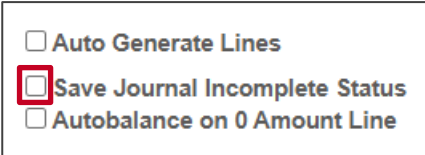


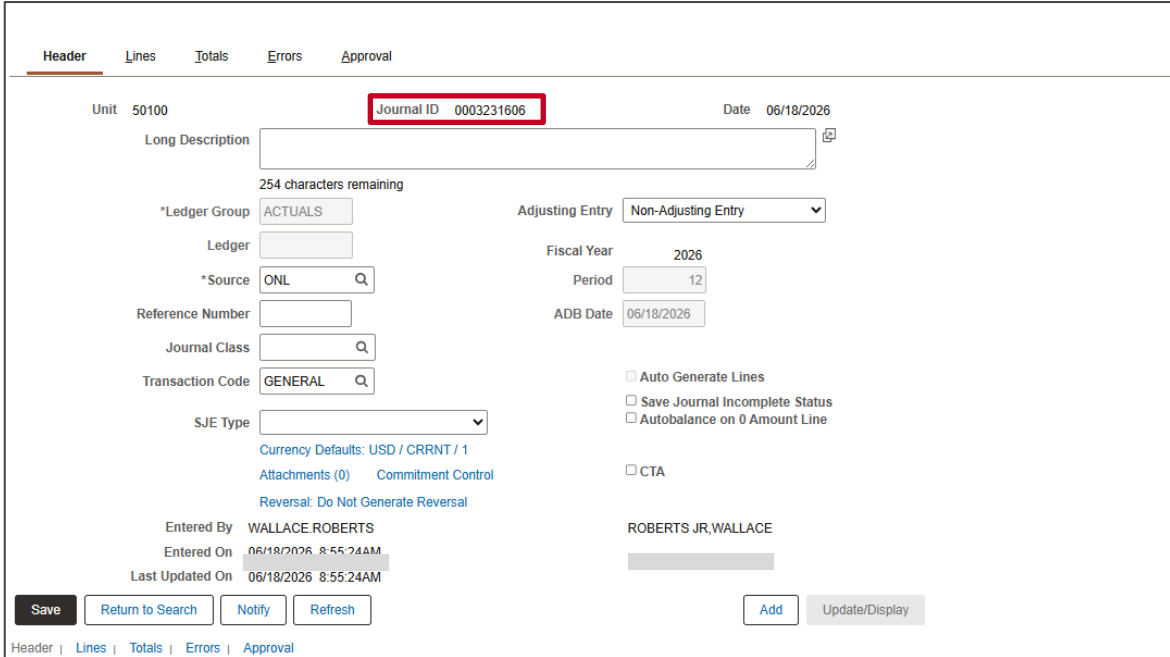
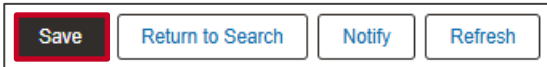
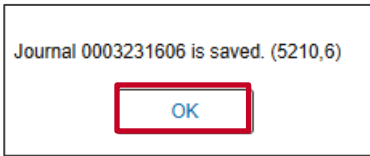
*Process Copy Journal Process



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

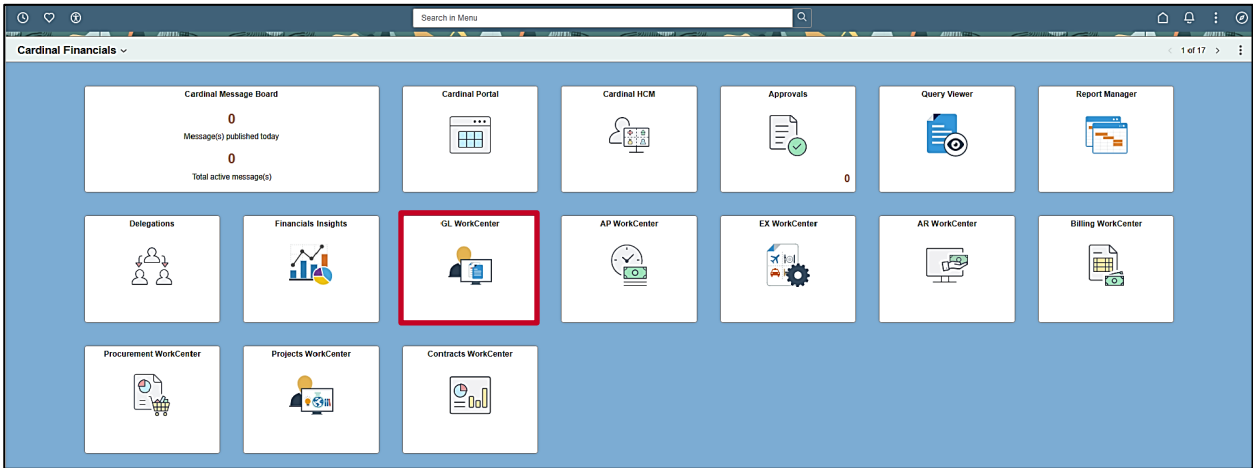
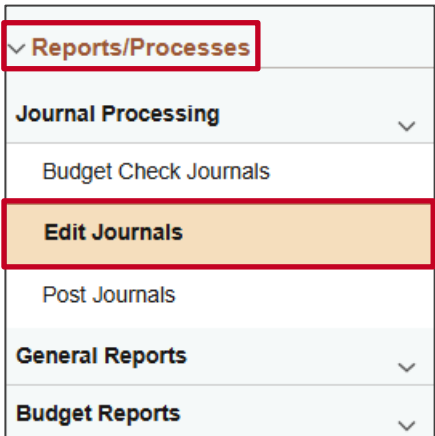
Step	Action
	The Journal Entry Copy page displays. 
10.	The Journal Date field defaults to today's date. Update this date as needed using the Journal Date Calendar icon. 
11.	The Save Journal Incomplete Status checkbox option is de-selected by default. If the newly created journal will not be completed, 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. 

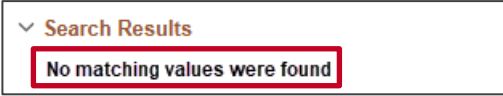
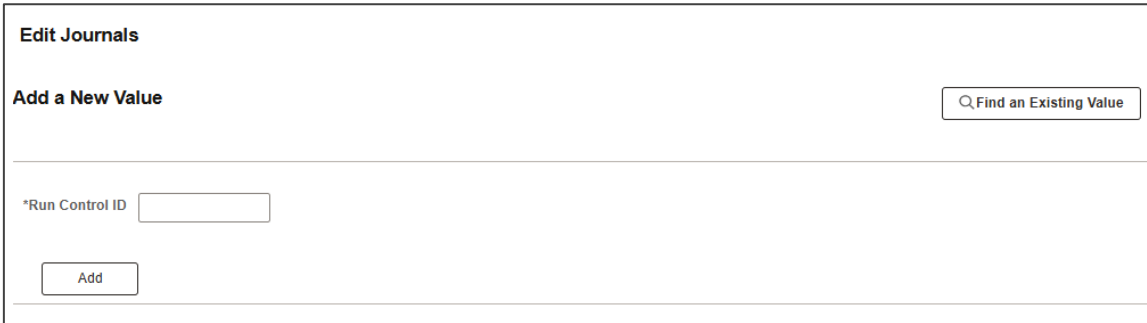
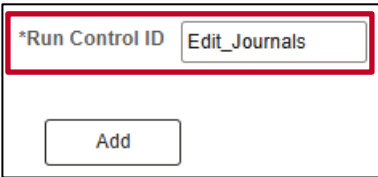
Step	Action
	The Header page redispays with the new Journal ID that was created. 
13.	Make any updates needed on the Header tab or the Lines tab. After all updates to the Journal are completed, click the Save button. 
14.	A pop-up window displays. Click the OK button. 
	After saving the Journal, the 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

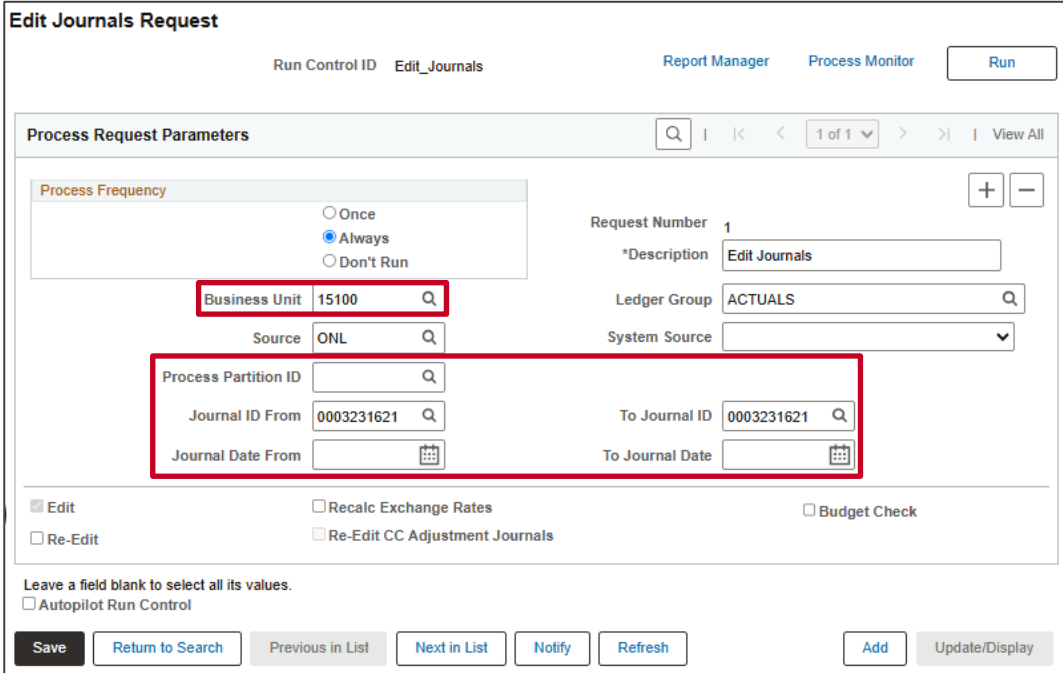
When a Journal is created, the Journal needs to run through the “Edit Journal” process. During this process, the individual data values and data combinations are checked to confirm if the Journal meets all of the requirements for a valid Journal. If successful, the **Journal Status** and **Budget Status** 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 error(s) are corrected and both the **Journal Status** and **Budget Status** fields have a status of “V” (Valid). In the scenario covered in this Job Aid, the Journal will encounter both an Edit check and Budget Check error. This Job Aid will also provide two options to Edit Journals.

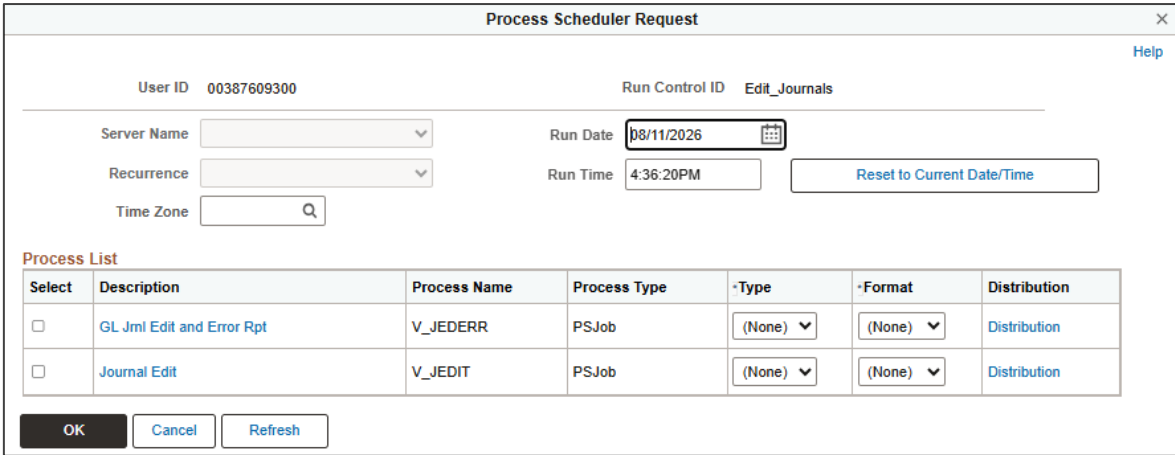
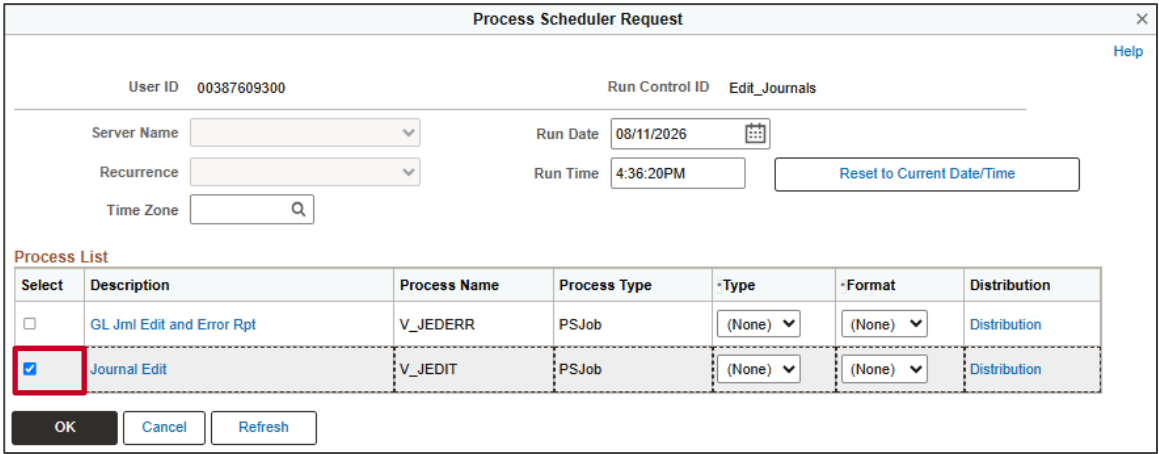
Option 1: Run the **Edit Journals** process from the **GL WorkCenter** tile.

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
	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. *Run Control ID Edit_Journals Add
	The Edit Journals Request page displays. Edit Journals Request Run Control ID Edit_Journals Report Manager Process Monitor Run Process Request Parameters 1 of 1 View All Process Frequency ☐ Once ☐ Always ☒ Don't Run Request Number 1 *Description Edit Journals Ledger Group ACTUALS System Source Business Unit 15100 Source ONL Process Partition ID Journal ID From Journal Date From To Journal ID To Journal Date ☒ Edit ☐ Re-Edit ☐ Recalc Exchange Rates ☐ Re-Edit CC Adjustment Journals ☐ Budget Check Leave a field blank to select all its values. ☐ Autopilot Run Control Save Return to Search Notify Refresh Add Update/Display

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 redisplay.

Run Control ID

Edit_Journals

Report Manager

Process Monitor

Run

Process Instance:25562339

Process Request Parameters

Process Frequency

☐ Once
 ☒ Always
 ☐ Don't Run

Business Unit

15100

Source

ONL

Process Partition ID

Journal ID From

0003231621

Journal Date From

Request Number

1

*Description

Edit Journals

Ledger Group

ACTUALS

System Source

To Journal ID

0003231621

To Journal Date

☒ Edit
 ☐ Recalc Exchange Rates
 ☐ Budget Check

☐ Re-Edit
 ☐ Re-Edit CC Adjustment Journals

Leave a field blank to select all its values.

☐ Autopilot Run Control

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display



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

15.

Click the **Process Monitor** link.

Report Manager

Process Monitor

Run

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

Process List

View Process Requests

User

00

Type

Last

1

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-14 of 14

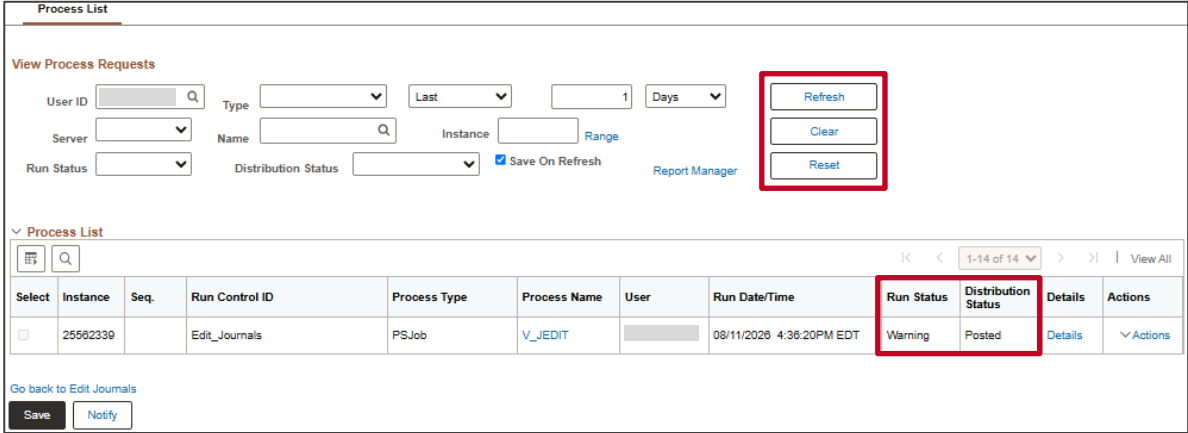
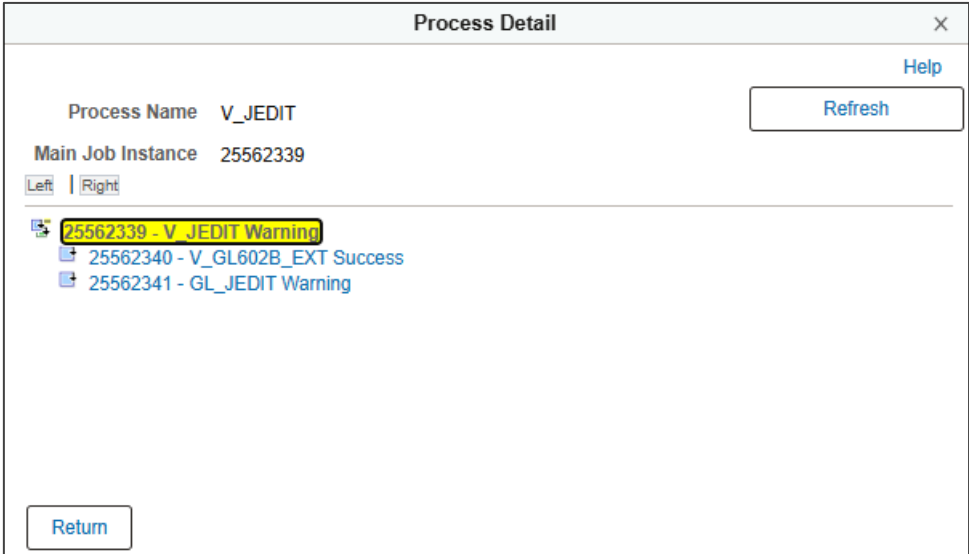
View All

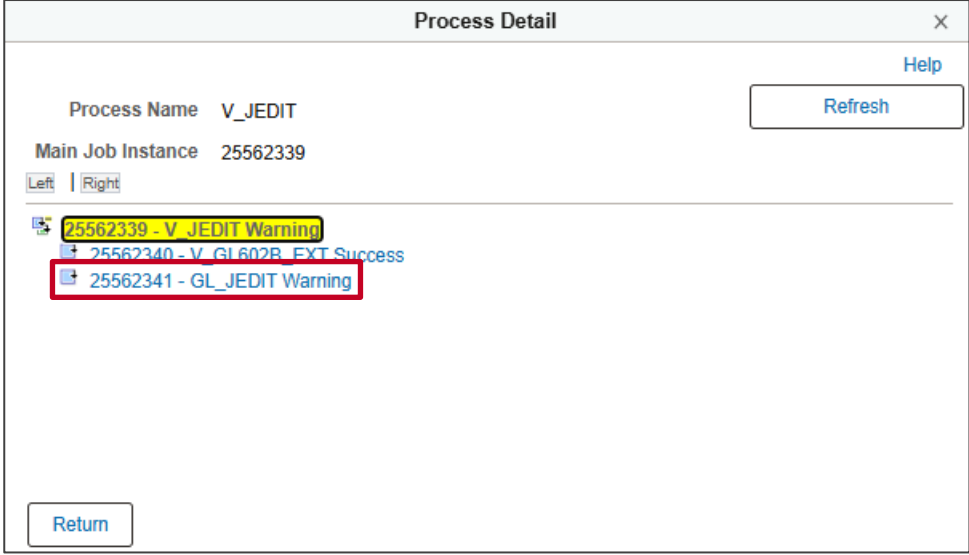
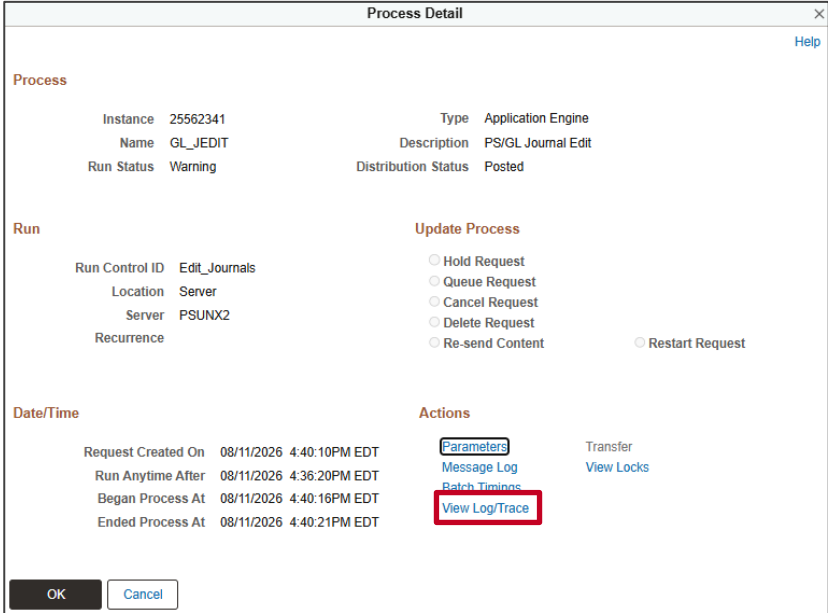
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25562339		Edit_Journals	PSJob	V_JEDIT	00327800200	08/11/2026 4:36:20PM EDT	Warning	Posted	Details	Actions

Go back to Edit Journals

Save

Notify

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.  The screenshot shows a 'Process Detail' window with a list of processes. The process '25562341 - GL_JEDIT Warning' is highlighted with a red box. Other processes listed include '25562339 - V_JEDIT Warning' and '25562340 - V_GL602B_EXT Success'.
19.	Click the View Log/Trace link.  The screenshot shows a 'Process Detail' window with various tabs and links. The 'View Log/Trace' link is highlighted with a red box. Other links include 'Parameters', 'Message Log', 'Batch Timings', 'Transfer', and 'View Locks'.

Step	Action
------	--------

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

View Log/Trace ×
Help

Report

Report ID	114579891	Process Instance	25562341	Message Log
Name	GL_JEDIT	Process Type	Application Engine	
Run Status	Warning			

PS/GL Journal Edit

Distribution Details

Distribution Node	finptrn	Expiration Date	09/10/2026
-------------------	---------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JEDIT_25562341.log	477	08/11/2026 4:40:21.649780PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	

[Return](#)

20. Click the **AE_GL_JEDIT....log** link within the **File List** section to review the Log and capture the assigned Journal ID.

View Log/Trace ×
Help

Report

Report ID	114579891	Process Instance	25562341	Message Log
Name	GL_JEDIT	Process Type	Application Engine	
Run Status	Warning			

PS/GL Journal Edit

Distribution Details

Distribution Node	finptrn	Expiration Date	09/10/2026
-------------------	---------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JEDIT_25562341.log	477	08/11/2026 4:40:21.649780PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	

[Return](#)



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
------	--------

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

```
← ↻ 🔒 https://fintnrx.cardinal.virginia.gov/psreports/fintn/114579891/AE_GL_JEDIT_25562341.log

PeopleTools 8.62.11 - Application Engine
Copyright (c) 1988-2026 Oracle and/or its affiliates.
All Rights Reserved

Journal edit processing has begun. (5860,5)

Begin request number 1 for User ID " " and Run Control ID "Edit_Journals". (5860,6)

0 Row(s) Processed (13120,8)

End request 1 for "00387609300" / "Edit_Journals". Header errors: 1; Line errors: 1. (5860,7)

Journal edit processing complete. (5860,1)
WARNING: Application Engine ended with Warnings
```

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

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

View Log/Trace

Help

Report

Report ID 114579891

Process Instance 25562341

Message Log

Name GL_JEDIT

Process Type Application Engine

Run Status Warning

PS/GL Journal Edit

Distribution Details

Distribution Node fintn

Expiration Date 09/10/2026

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JEDIT_25562341.log	477	08/11/2026 4:40:21.649780PM EDT

Distribute To

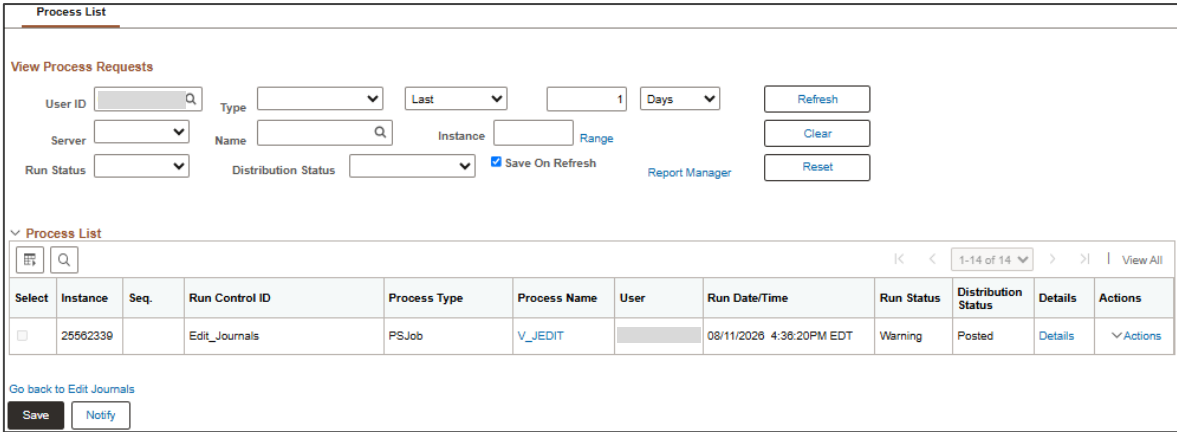
Distribution ID Type

*Distribution ID

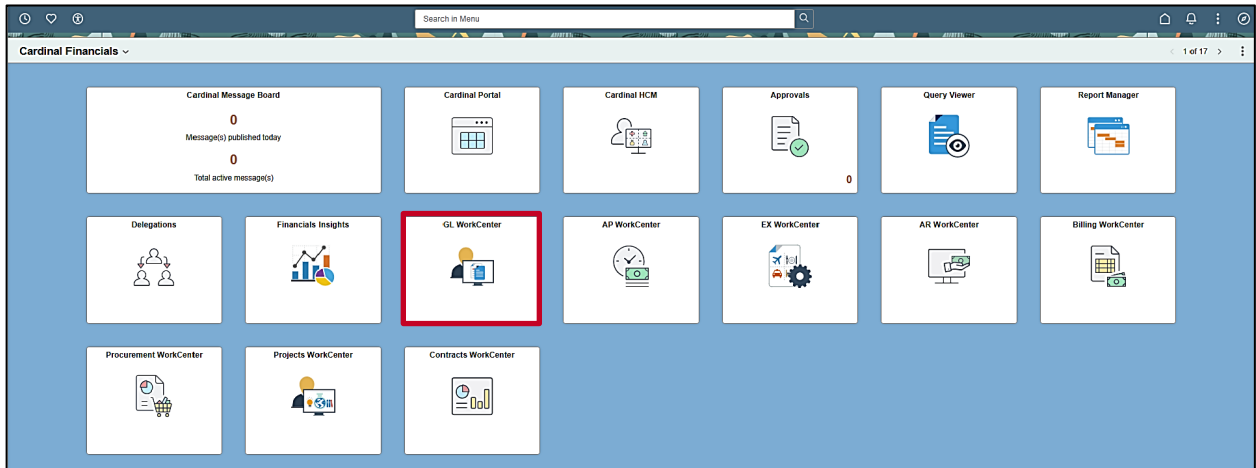
User

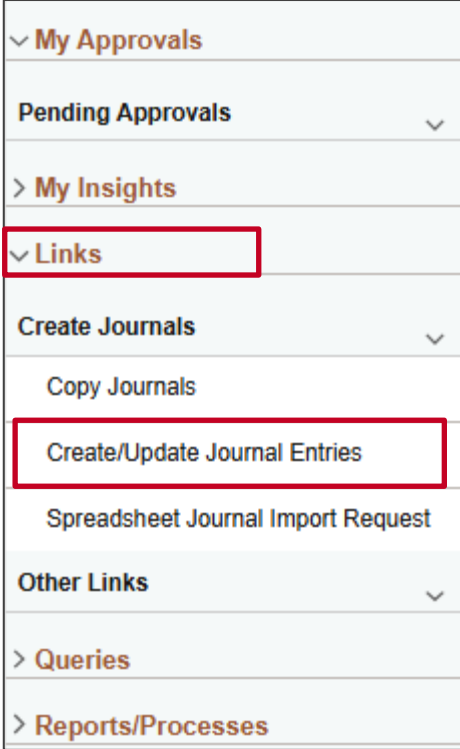
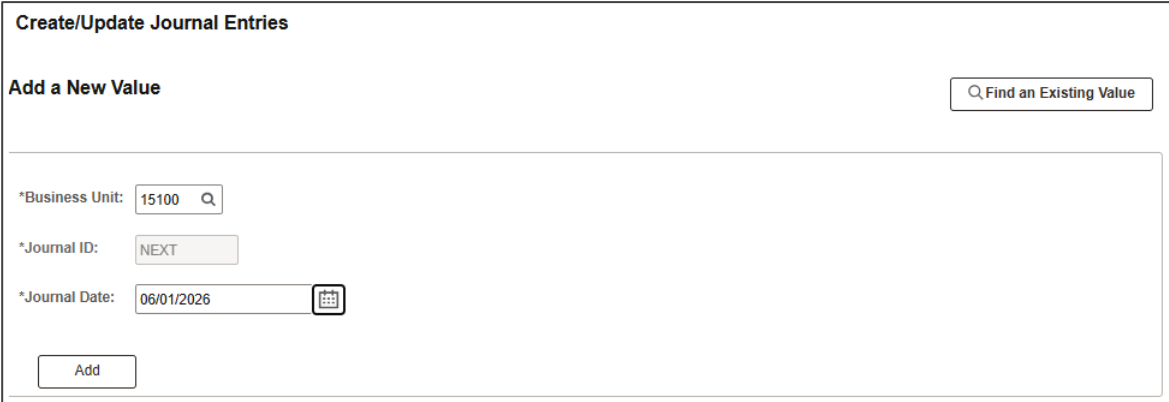
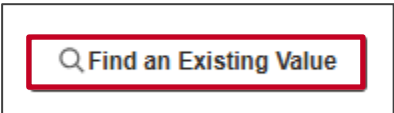
Return

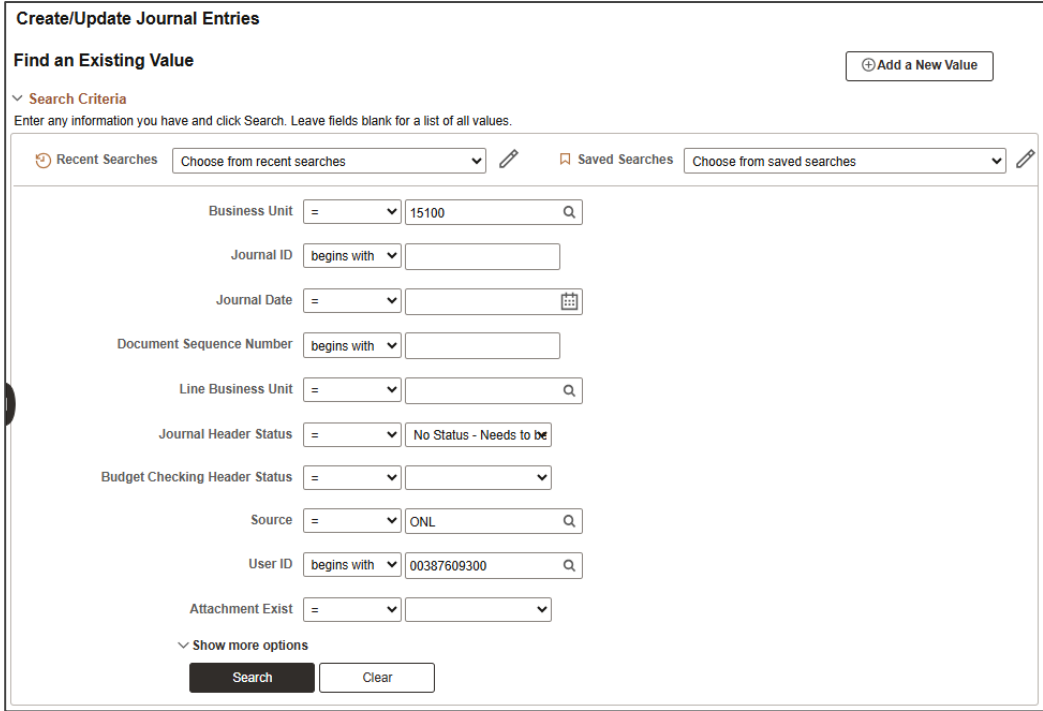
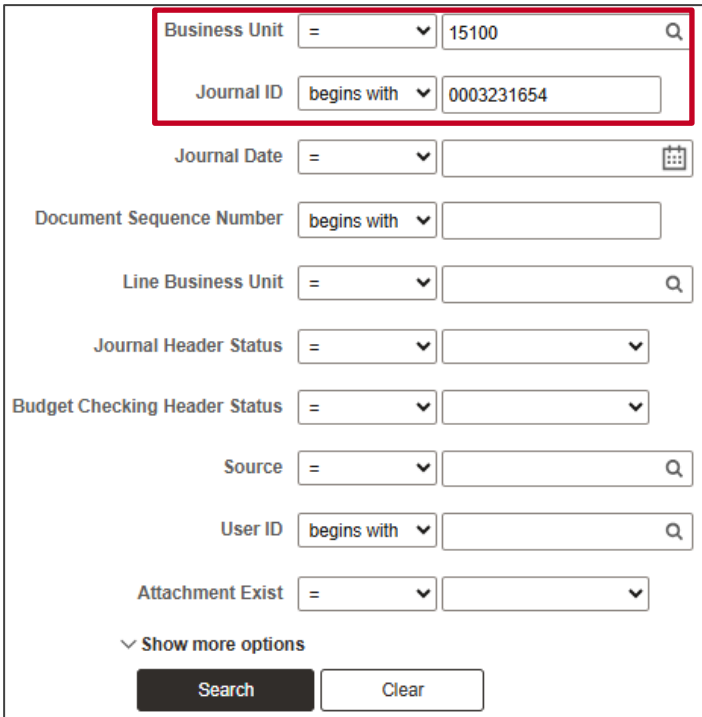
Step	Action										
22.	Click the Return button. File List <table><thead><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr></thead><tbody><tr><td>AE_GL_JEDIT_25562341.log</td><td>477</td><td>08/11/2026 4:40:21.649780PM EDT</td></tr></tbody></table> Distribute To <table><thead><tr><th>Distribution ID Type</th><th>*Distribution ID</th></tr></thead><tbody><tr><td>User</td><td> </td></tr></tbody></table> Return	Name	File Size (bytes)	Datetime Created	AE_GL_JEDIT_25562341.log	477	08/11/2026 4:40:21.649780PM EDT	Distribution ID Type	*Distribution ID	User	
Name	File Size (bytes)	Datetime Created									
AE_GL_JEDIT_25562341.log	477	08/11/2026 4:40:21.649780PM EDT									
Distribution ID Type	*Distribution ID										
User											
	The Process Detail page redispays in a pop-up window. Process Detail Help Refresh Process Name V_JEDIT Main Job Instance 25562339 Left Right 25562339 - V_JEDIT Warning 25562340 - V_GL602B_EXT Success 25562341 - GL_JEDIT Warning Return										
23.	Click the OK button. Return										

Step	Action
	The Process List page redisplay. 
	 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. 



General Ledger Job Aid

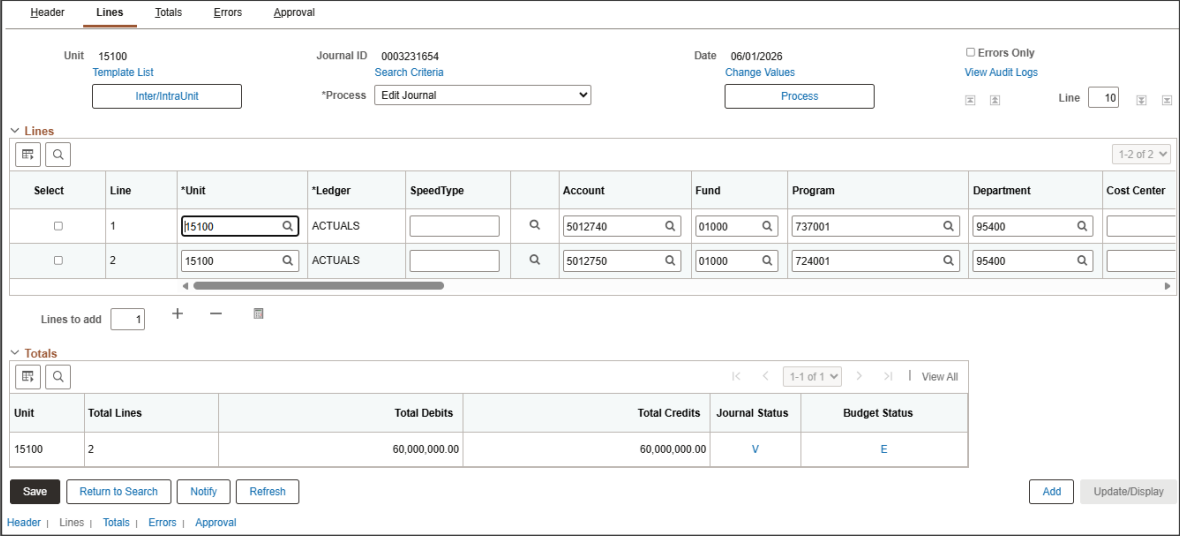
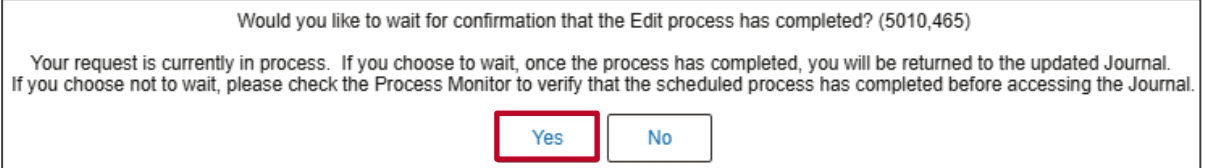
GL332 Creating and Managing Online Journal Entries

Step	Action
5.	Click the Search button. ▼ Show more options Search Clear
	The Header tab displays. Header Lines Totals Errors Approval Unit 15100Journal ID 0003231654Date 06/01/2026 Long Description Reclass 247 characters remaining *Ledger Group ACTUALS Ledger *Source ONL Reference Number Journal Class Transaction Code GENERAL SJE Type Currency Defaults: USD / CRRNT / 1 Attachments (0)Commitment Control Reversal: Do Not Generate Reversal Entered By 00387609300 Entered On 08/12/2026 2:40:50PM Last Updated On 08/12/2026 2:42:58PM Save Return to Search Notify Refresh Adjusting Entry Non-Adjusting Entry Fiscal Year 2026 Period 12 ADB Date 06/01/2026 ☐ Auto Generate Lines ☐ Save Journal Incomplete Status ☐ Autobalance on 0 Amount Line ☐ CTA THOMPkins,JEANETTE A Add Update/Display Header Lines Totals Errors Approval
6.	Click the Lines tab. Header Lines Totals Errors Approval



General Ledger Job Aid

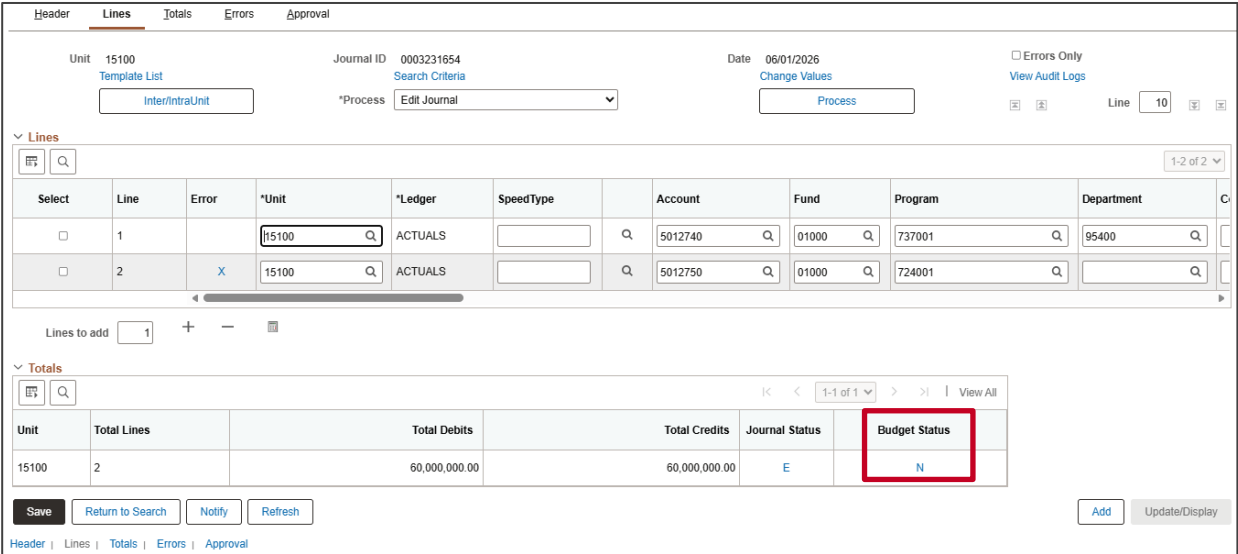
GL332 Creating and Managing Online Journal Entries

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. 



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

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.  The screenshot shows the 'Lines' tab of the Journal Entry interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. Below these, there are fields for Unit (15100), Journal ID (0003231654), Date (06/01/2026), and a checkbox for 'Errors Only'. A 'Process' button is visible. The main area displays a table of journal lines. Line 1 is selected, and Line 2 is highlighted with an 'X' in the Error column. Below the table, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. At the bottom, there are links for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Totals' section shows a summary of the journal entry, including Unit, Total Lines, Total Debits, Total Credits, Journal Status (E), and Budget Status (N). The 'Budget Status' field is highlighted with a red box.
9.	Click either the Errors tab or the E link in the Journal Status field to review the error.  The screenshot shows the 'Errors' tab of the Journal Entry interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The 'Errors' tab is selected and highlighted with a red box. Below the tabs, there is a 'Journal Status' field. The 'Journal Status' field contains the letter 'E', which is highlighted with a red box.



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

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). Header Lines Totals Errors Approval Unit 15100 Journal ID 0003231654 Date 06/01/2026 Header Errors <table border="1"><thead><tr><th>Unit</th><th>Field Name</th><th>Field Long Name</th><th>Set</th><th>Msg</th><th>Message Text</th></tr></thead><tbody><tr><td>15100</td><td>JRNL_HDR_STATUS</td><td>Journal Header Status</td><td>5860</td><td>53</td><td>Journal line errors exist for this header.</td></tr></tbody></table> Line Errors <table border="1"><thead><tr><th>Line #</th><th>Field Name</th><th>Field Long Name</th><th>Set</th><th>Msg</th><th>Message Text</th></tr></thead><tbody><tr><td>2</td><td>ACCOUNT</td><td>Account</td><td>9600</td><td>31</td><td>Combo error for fields Account/Fund/Department in group DEPTREQ.</td></tr></tbody></table> Save Return to Search Notify Refresh Add Update/Display Header Lines Totals Errors Approval	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 #	Field Name	Field Long Name	Set	Msg	Message Text	2	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund/Department in group DEPTREQ.																		
Unit	Field Name	Field Long Name	Set	Msg	Message Text																																						
15100	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.																																						
Line #	Field Name	Field Long Name	Set	Msg	Message Text																																						
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund/Department in group DEPTREQ.																																						
10.	Next, take the corrective action required for the applicable Journal Line. Click the Lines tab. Header Lines Totals Errors Approval																																										
	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). Header Lines Totals Errors Approval Unit 15100 Journal ID 0003231621 Date 08/10/2026 Template List Search Criteria Change Values View Audit Logs Inter/IntraUnit *Process Edit Journal Process Line 10 Lines <table border="1"><thead><tr><th>Select</th><th>Line</th><th>Error</th><th>*Unit</th><th>*Ledger</th><th>SpeedType</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td></td><td>15100</td><td>ACTUALS</td><td></td><td>5012740</td><td>01000</td><td>737001</td><td>95400</td></tr><tr><td>☐</td><td>2</td><td>X</td><td>15100</td><td>ACTUALS</td><td></td><td>5012750</td><td>01000</td><td>724001</td><td></td></tr></tbody></table> Lines to add 1 Totals <table border="1"><thead><tr><th>Unit</th><th>Total Lines</th><th>Total Debits</th><th>Total Credits</th><th>Journal Status</th><th>Budget Status</th></tr></thead><tbody><tr><td>15100</td><td>2</td><td>60,000,000.00</td><td>60,000,000.00</td><td>E</td><td>N</td></tr></tbody></table> Save Return to Search Notify Refresh Add Update/Display Header Lines Totals Errors Approval	Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	☐	1		15100	ACTUALS		5012740	01000	737001	95400	☐	2	X	15100	ACTUALS		5012750	01000	724001		Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	15100	2	60,000,000.00	60,000,000.00	E	N
Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department																																		
☐	1		15100	ACTUALS		5012740	01000	737001	95400																																		
☐	2	X	15100	ACTUALS		5012750	01000	724001																																			
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status																																						
15100	2	60,000,000.00	60,000,000.00	E	N																																						



General Ledger Job Aid

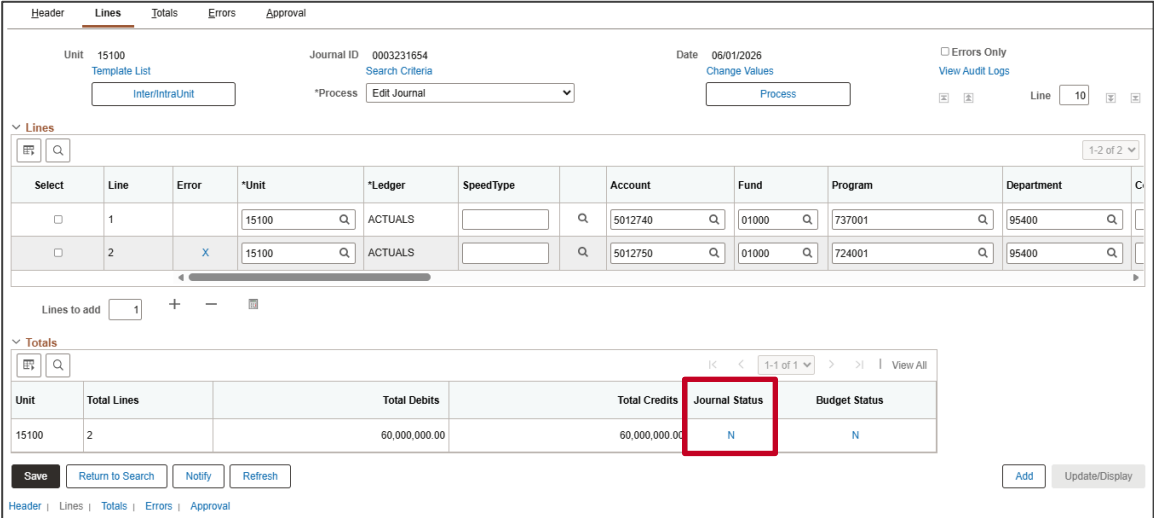
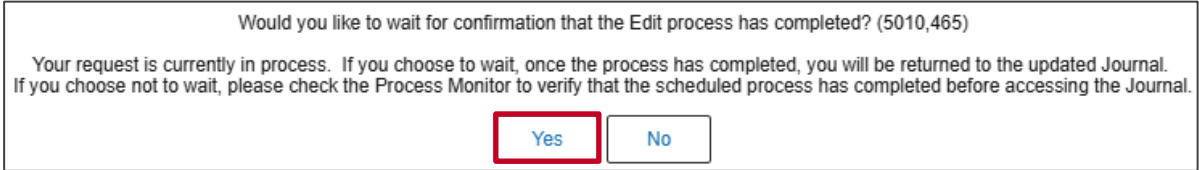
GL332 Creating and Managing Online Journal Entries

Step	Action																																	
11.	Enter or select the applicable Department in the Department field for the applicable Journal Line. Lines Q 1-2 of 2 <table><tr><th>Select</th><th>Line</th><th>Error</th><th>*Unit</th><th>*Ledger</th><th>SpeedType</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>C</th></tr><tr><td>☐</td><td>1</td><td></td><td>15100</td><td>ACTUALS</td><td></td><td>5012740</td><td>01000</td><td>737001</td><td>95400</td><td></td></tr><tr><td>☐</td><td>2</td><td>X</td><td>15100</td><td>ACTUALS</td><td></td><td>5012750</td><td>01000</td><td>724001</td><td></td><td></td></tr></table>	Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	C	☐	1		15100	ACTUALS		5012740	01000	737001	95400		☐	2	X	15100	ACTUALS		5012750	01000	724001		
Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	C																								
☐	1		15100	ACTUALS		5012740	01000	737001	95400																									
☐	2	X	15100	ACTUALS		5012750	01000	724001																										
12.	Click the Save button. Save Return to Search Notify Refresh Header Lines Totals Errors Approval																																	
A Message displays in a pop-up window confirming the save action. Journal 0003231654 is saved. (5210,6) OK																																		
13.	Click the OK button. Journal 0003231654 is saved. (5210,6) OK																																	



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
	The Lines page redisplay. Since an update was made, the Journal Status field updates back to “N” (No Status - Needs to be Edited).  The screenshot shows the 'Lines' tab of a journal entry system. At the top, there are fields for Unit (15100), Journal ID (0003231654), Date (06/01/2026), and a *Process dropdown menu set to 'Edit Journal'. A 'Process' button is visible. Below this is a table of journal lines with columns: Select, Line, Error, *Unit, *Ledger, SpeedType, Account, Fund, Program, and Department. Line 2 has an error 'X' and a value of 60,000,000.00. At the bottom, a 'Totals' section shows 'Total Credits' and 'Journal Status' (highlighted with a red box, showing 'N').
14.	Next, run the Edit Check again. The Process field defaults to “Edit Journal”. Click the Process button to run the Edit check.  The screenshot shows the header section of the journal entry system. It includes fields for Journal ID (0003231654), Date (06/01/2026), and a *Process dropdown menu set to 'Edit Journal'. A 'Process' button is highlighted with a red box.
15.	A Message displays in a pop-up window. Click the Yes button.  The screenshot shows a confirmation message pop-up window. The message asks: 'Would you like to wait for confirmation that the Edit process has completed? (5010,465)'. It provides instructions: 'Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.' At the bottom, there are 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red box.



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
------	--------

The **Lines** page redisplay. 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).

Header

Lines

Totals

Errors

Approval

Unit 15100

Journal ID 0003231654

Date 06/01/2026

Errors Only

Template List

Search Criteria

Change Values

View Audit Logs

Inter/intraUnit

*Process Edit Journal

Process

Line 10

Lines

1-2 of 2

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
☐	1	15100	ACTUALS		5012740	01000	737001	95400	
☐	2	15100	ACTUALS		5012750	01000	724001	95400	

Lines to add 1

Totals

1-1 of 1

View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	60,000,000.00	60,000,000.00	V	E

Save

Return to Search

Notify

Refresh

Add

Update/Display

Header

Lines

Totals

Errors

Approval

16. Click **E** link in the **Budget Status** field.

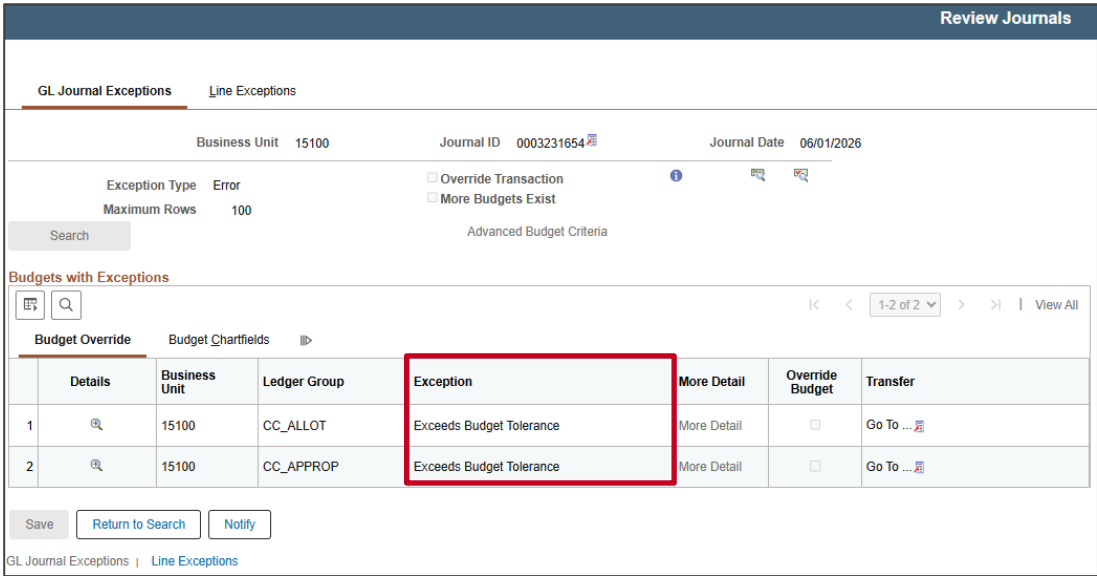
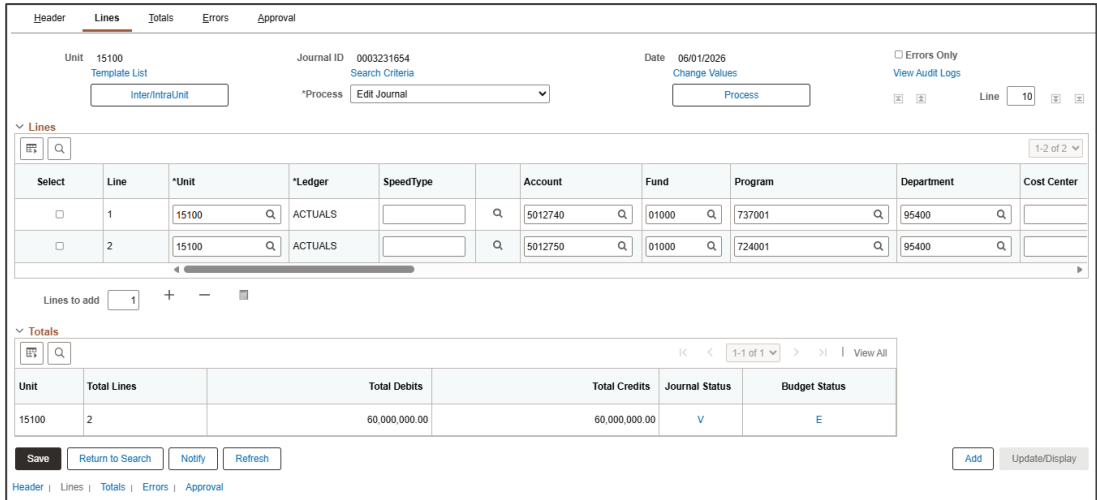
Budget Status

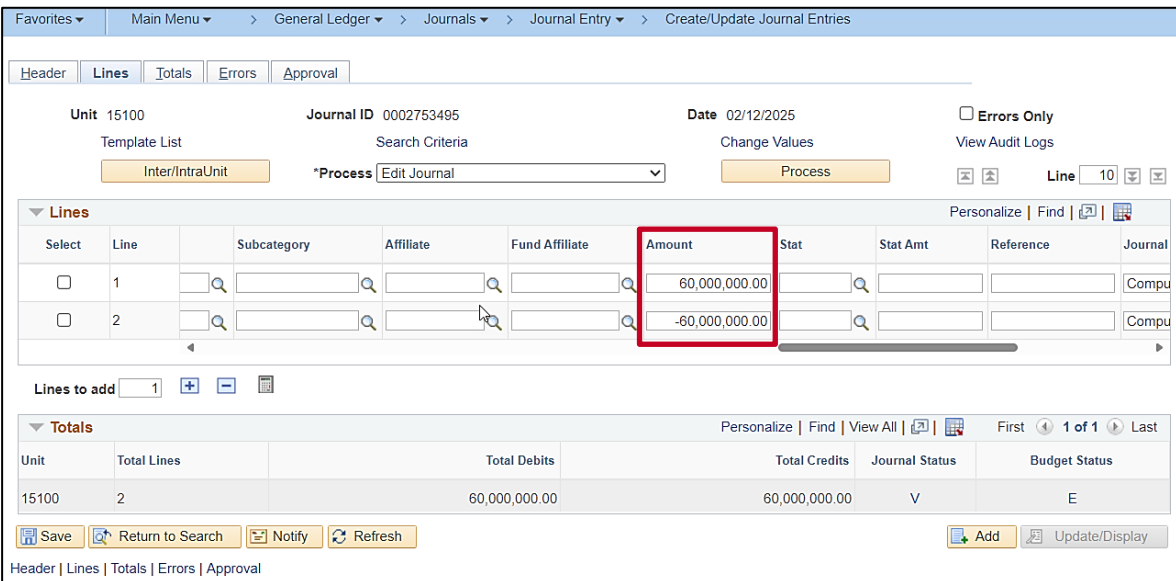
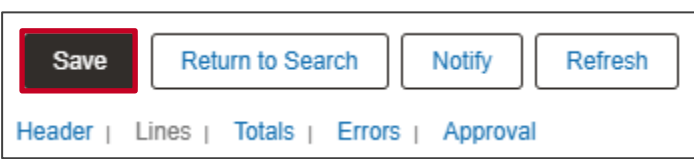
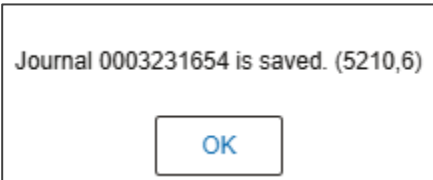
E



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

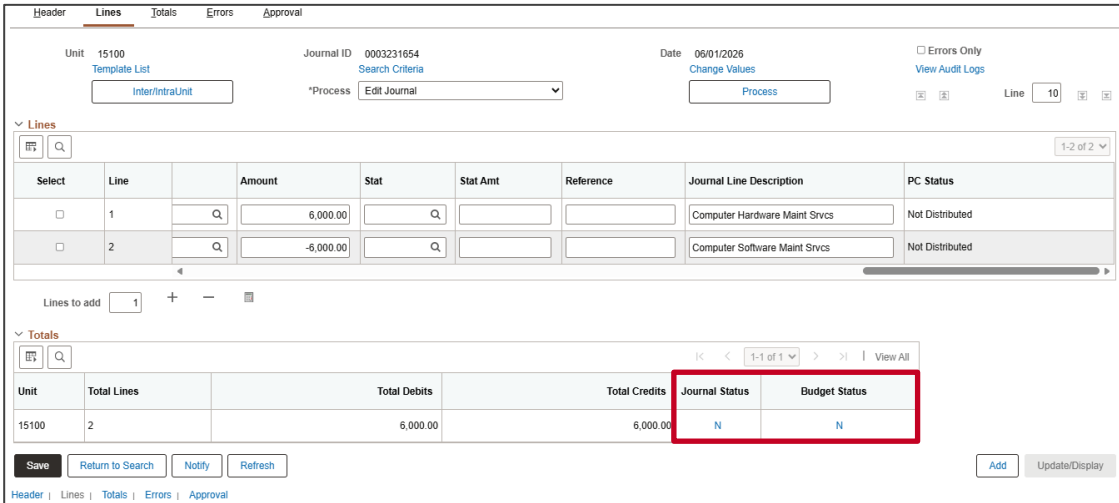
Step	Action																														
	A new Journal tab opens in the web browser and the Line Exceptions tab displays for the Journal. Review the message in the Exception field for the Journal Line(s) that did not pass Budget Check. In this scenario, both Journal Lines 1 and 2 failed Budget check because the amounts exceeded the Budget tolerance for the defined ChartFields combination.  The screenshot shows the 'Review Journals' interface. The 'Line Exceptions' tab is active. The 'Exception' column in the table is highlighted with a red box. The table contains the following data: <table border="1"><thead><tr><th>Details</th><th>Business Unit</th><th>Ledger Group</th><th>Exception</th><th>More Detail</th><th>Override Budget</th><th>Transfer</th></tr></thead><tbody><tr><td>1</td><td>15100</td><td>CC_ALLOT</td><td>Exceeds Budget Tolerance</td><td>More Detail</td><td>☐</td><td>Go To ...</td></tr><tr><td>2</td><td>15100</td><td>CC_APPROP</td><td>Exceeds Budget Tolerance</td><td>More Detail</td><td>☐</td><td>Go To ...</td></tr></tbody></table>	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	1	15100	CC_ALLOT	Exceeds Budget Tolerance	More Detail	☐	Go To ...	2	15100	CC_APPROP	Exceeds Budget Tolerance	More Detail	☐	Go To ...									
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer																									
1	15100	CC_ALLOT	Exceeds Budget Tolerance	More Detail	☐	Go To ...																									
2	15100	CC_APPROP	Exceeds Budget Tolerance	More Detail	☐	Go To ...																									
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 redisplay.  The screenshot shows the 'Lines' tab in the web browser. The table displays the following data: <table border="1"><thead><tr><th>Select</th><th>Line</th><th>*Unit</th><th>*Ledger</th><th>SpeedType</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>15100</td><td>ACTUALS</td><td></td><td>5012740</td><td>01000</td><td>737001</td><td>95400</td><td></td></tr><tr><td>☐</td><td>2</td><td>15100</td><td>ACTUALS</td><td></td><td>5012750</td><td>01000</td><td>724001</td><td>95400</td><td></td></tr></tbody></table>	Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	☐	1	15100	ACTUALS		5012740	01000	737001	95400		☐	2	15100	ACTUALS		5012750	01000	724001	95400	
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center																						
☐	1	15100	ACTUALS		5012740	01000	737001	95400																							
☐	2	15100	ACTUALS		5012750	01000	724001	95400																							

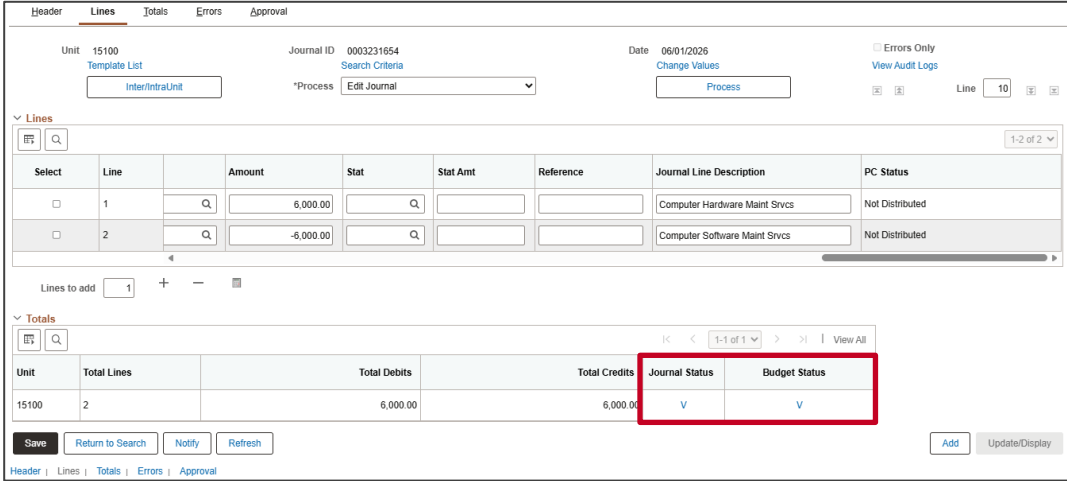
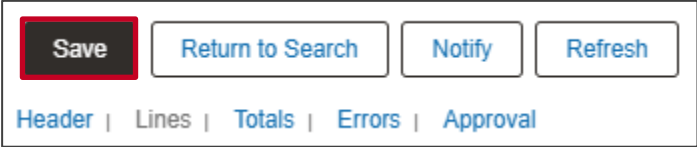
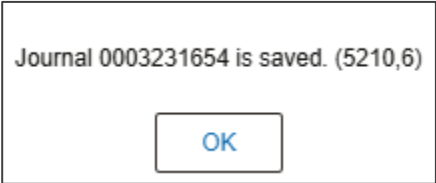
Step	Action
	Review the Amount field for the Journal Line(s) that failed Budget check (in this scenario, the dollar amount entered was \$60,000,000.00 and the dollar amount should be \$6,000.00).  If the amount(s) were correct, contact the Agency Fiscal Officer to determine the applicable corrective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



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

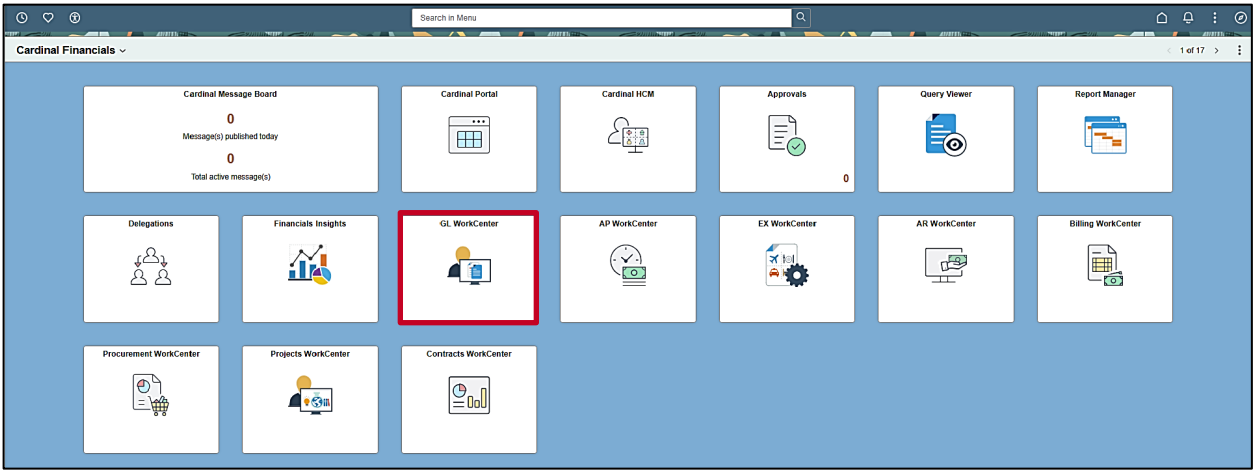
Step	Action
20.	Click the OK button to close the Message. Journal 0003231654 is saved. (5210,6) OK
	The Lines page redisplay. Since an update was made, both the Journal Status and Budget Status fields update back to “N” (No Status - Needs to be Edited).  The screenshot shows the 'Lines' tab of the journal entry system. At the top, there are fields for Unit (15100), Journal ID (0003231654), Date (06/01/2026), and a dropdown for *Process (Edit Journal). Below this is a table with columns: Select, Line, Amount, Stat, Stat Amt, Reference, Journal Line Description, and PC Status. Two lines are listed: Line 1 with Amount 6,000.00 and Line 2 with Amount -6,000.00. At the bottom, there is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The Journal Status and Budget Status fields are highlighted with a red box and both show 'N'.
21.	Next, run the Edit Check again. The Process field defaults to “Edit Journal”. Click the Process button to run the Edit check. Journal ID 0003231654 Date 06/01/2026 Search Criteria Change Values *Process Edit Journal Process
22.	A Message displays in a pop-up window. Click the Yes button. Would you like to wait for confirmation that the Edit process has completed? (5010,465) Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal. Yes No

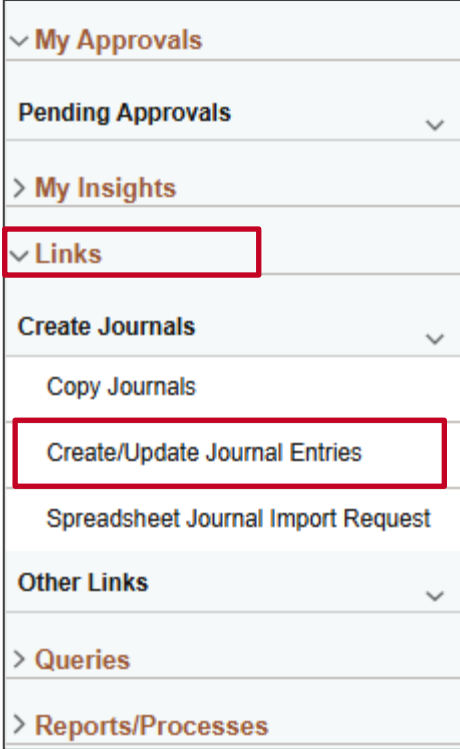
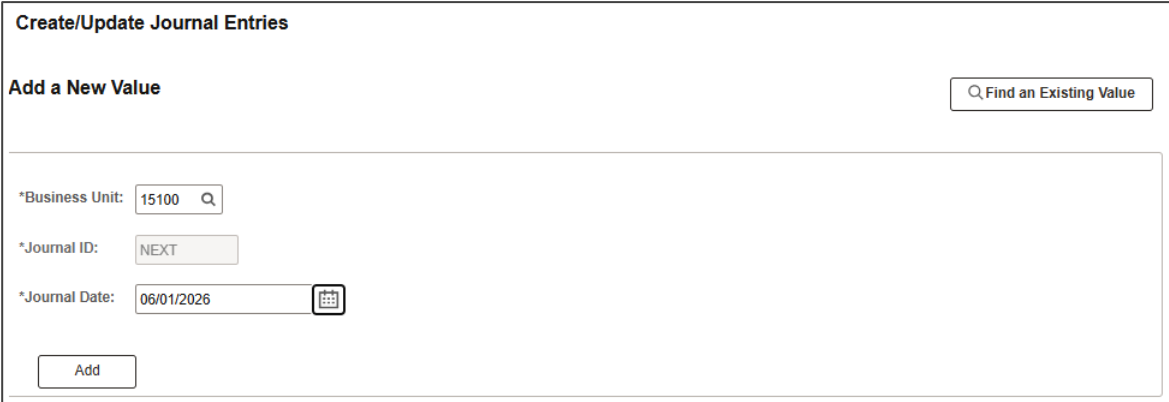
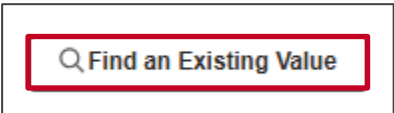
Step	Action
	The Lines page redisplay and the Journal Status and Budget Status fields update from “N” (No Status - Needs to be Edited) to “V” (Valid). 
23.	Click the Save button. 
	A Message displays in a pop-up window confirming that the Journal is saved. 

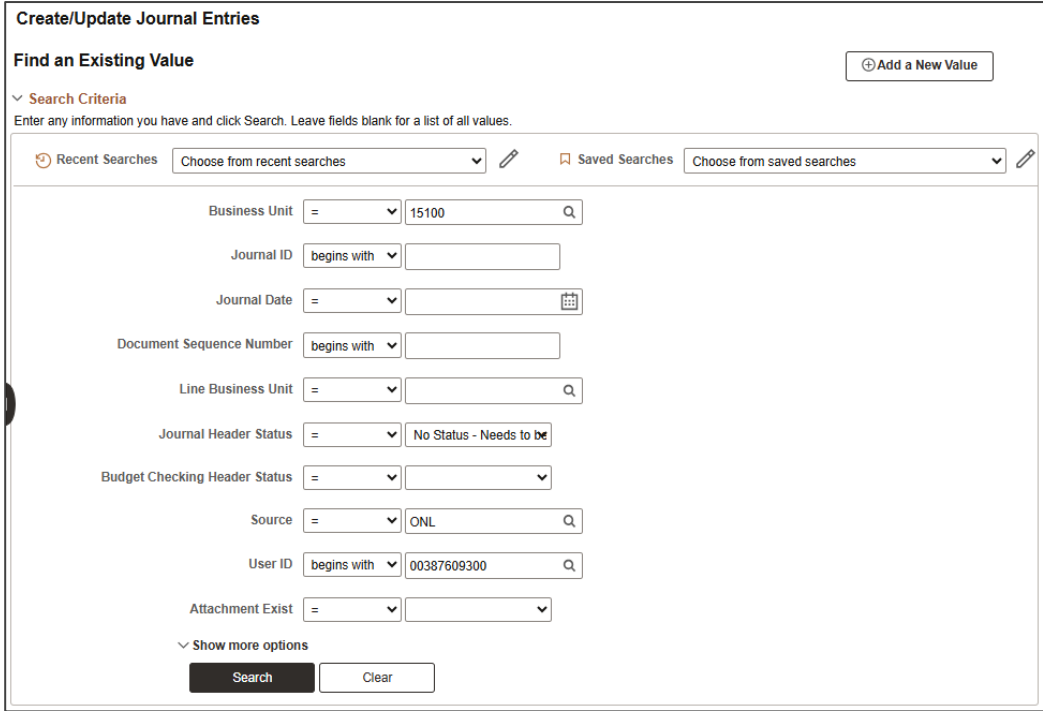
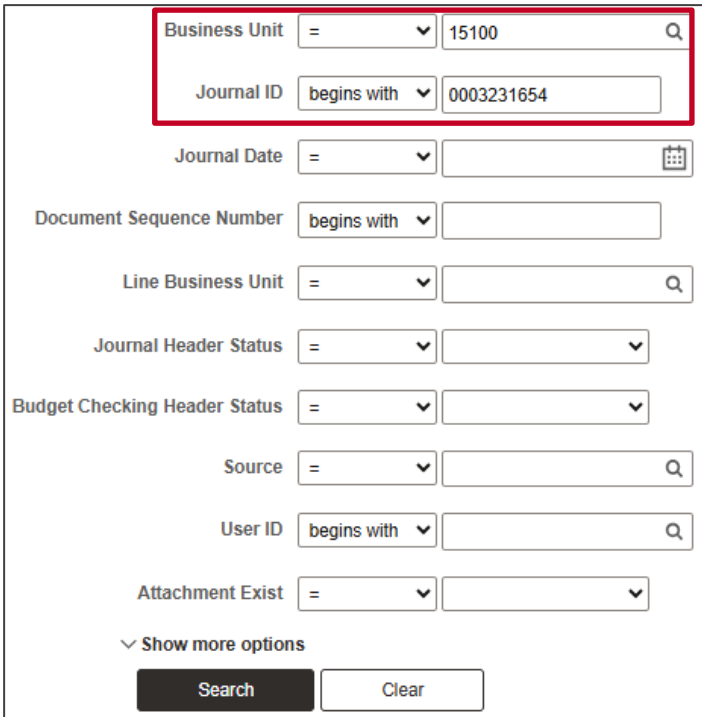


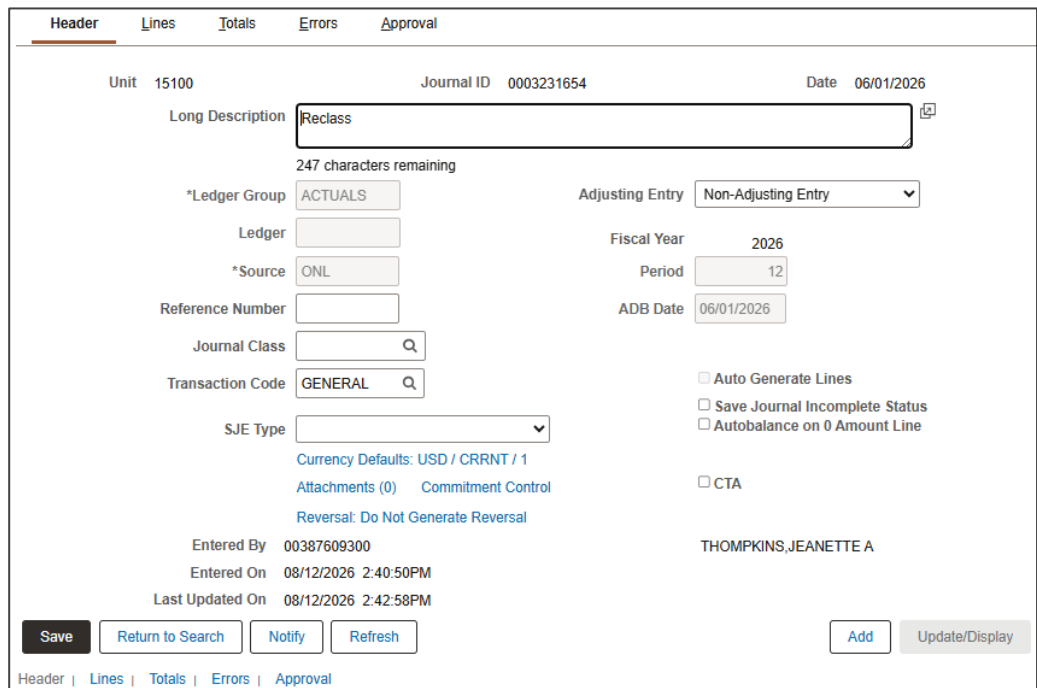
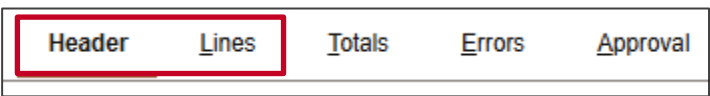
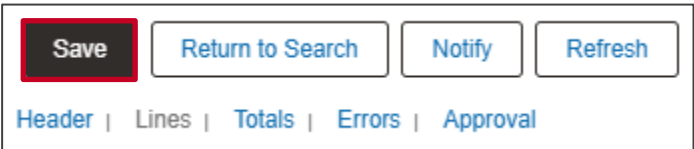
Updating a Manual Journal Entry

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 submitting it for approval.

Step	Action
1.	Navigate to the Copy Journals page by clicking the GL WorkCenter tile.  A screenshot of the Cardinal Financials dashboard. The dashboard has a blue header with a search bar and navigation icons. Below the header, there are several white tiles with icons and text. The tiles are arranged in a grid. The 'GL WorkCenter' tile, which features a person icon at a computer, is highlighted with a red rectangular border. Other visible tiles include 'Cardinal Message Board', 'Cardinal Portal', 'Cardinal HCM', 'Approvals', 'Query Viewer', 'Report Manager', 'Delegations', 'Financials Insights', 'AP WorkCenter', 'EX WorkCenter', 'AR WorkCenter', 'Billing WorkCenter', 'Procurement WorkCenter', 'Projects WorkCenter', and 'Contracts WorkCenter'.

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. 

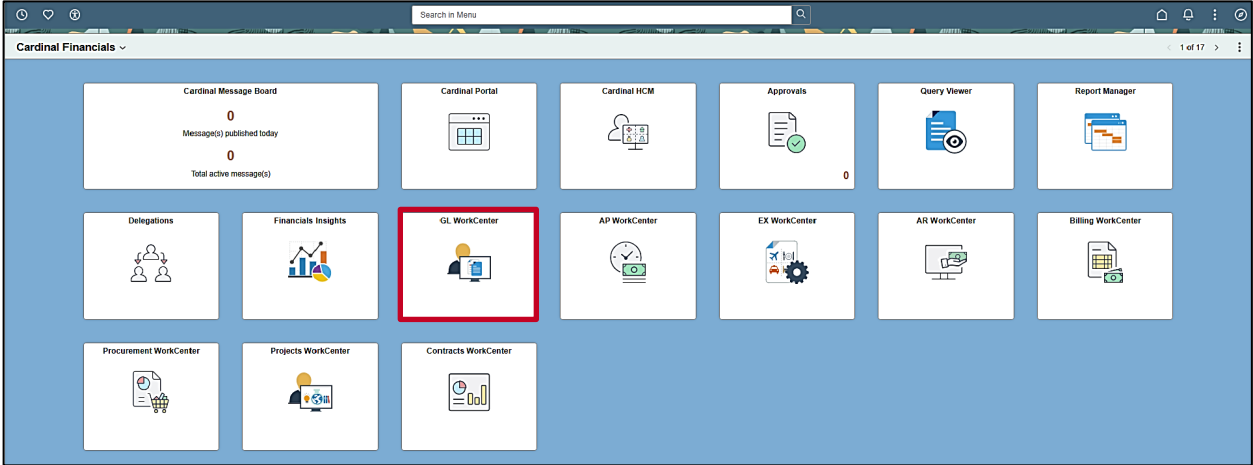
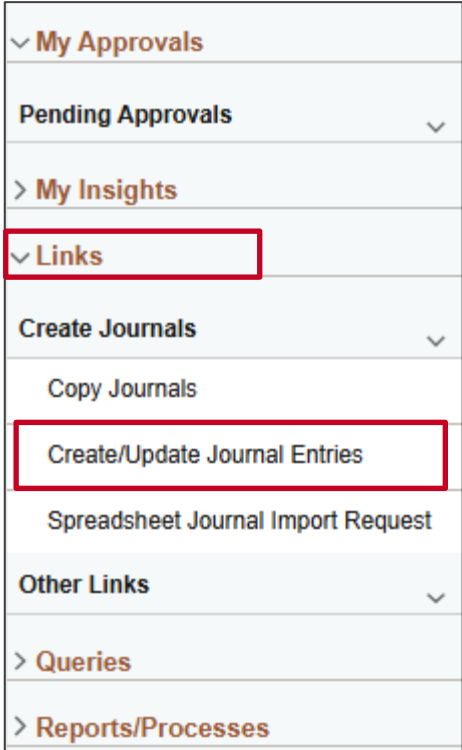
Step	Action
	The Create/Update Journal Entries Find an Existing Value Search page displays. 
4.	Enter the applicable search criteria to update a journal. 

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 



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
	The Create/Update Journal Entries Add a New Value page displays. Create/Update Journal Entries Add a New Value Find an Existing Value *Business Unit: 15100 *Journal ID: NEXT *Journal Date: 06/01/2026 Add
3.	Click the Find an Existing Value button. Find an Existing Value
	The Create/Update Journal Entries Find an Existing Value Search page displays. Create/Update Journal Entries Find an Existing Value Add a New Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches Business Unit = 15100 Journal ID begins with Journal Date = Document Sequence Number begins with Line Business Unit = Journal Header Status = No Status - Needs to be Budget Checking Header Status = Source = ONL User ID begins with 00387609300 Attachment Exist = Show more options Search Clear

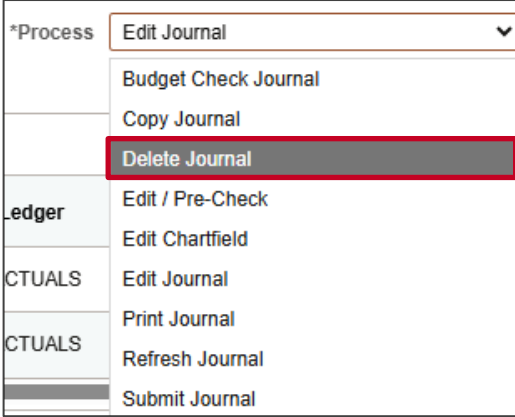
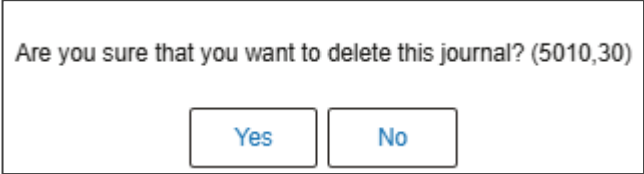
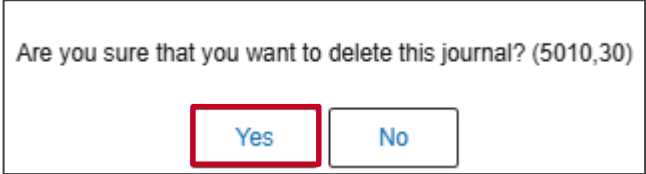
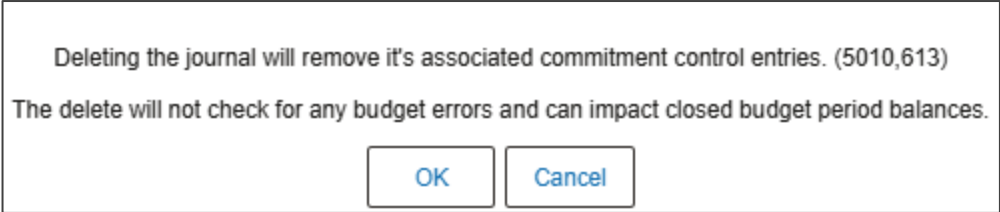
Step	Action
4.	Enter the applicable search criteria to update a journal. Business Unit = 15100 Journal ID begins with 0003231654 Journal Date = Document Sequence Number begins with Line Business Unit = Journal Header Status = Budget Checking Header Status = Source = User ID begins with Attachment Exist = Show more options Search Clear
	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. Show more options Search Clear



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action																																										
	The Header tab displays. Header Lines Totals Errors Approval Unit 15100 Journal ID 0003231654 Date 06/01/2026 Long Description Reclass 247 characters remaining *Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry Ledger *Source ONL Fiscal Year 2026 Reference Number Period 12 Journal Class ADB Date 06/01/2026 Transaction Code GENERAL Q SJE Type Currency Defaults: USD / CRRNT / 1 Attachments (0) Commitment Control Reversal: Do Not Generate Reversal Entered By 00387609300 THOMPkins,JEANETTE A Entered On 08/12/2026 2:40:50PM Last Updated On 08/12/2026 2:42:58PM Save Return to Search Notify Refresh Add Update/Display Header Lines Totals Errors Approval																																										
6.	Click the Lines tab. Header Lines Totals Errors Approval																																										
	The Lines page displays. Header Lines Totals Errors Approval Unit 15100 Journal ID 0003231654 Date 06/01/2026 Errors Only Template List Search Criteria Change Values View Audit Logs Inter/IntraUnit *Process Edit Journal Process Line 10 Lines <table border="1"><thead><tr><th>Select</th><th>Line</th><th>*Unit</th><th>*Ledger</th><th>SpeedType</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>15100</td><td>ACTUALS</td><td></td><td>5012740</td><td>01000</td><td>737001</td><td>95400</td><td></td></tr><tr><td>☐</td><td>2</td><td>15100</td><td>ACTUALS</td><td></td><td>5012750</td><td>01000</td><td>724001</td><td>95400</td><td></td></tr></tbody></table> Lines to add 1 + - Totals <table border="1"><thead><tr><th>Unit</th><th>Total Lines</th><th>Total Debits</th><th>Total Credits</th><th>Journal Status</th><th>Budget Status</th></tr></thead><tbody><tr><td>15100</td><td>2</td><td>6,000.00</td><td>6,000.00</td><td>V</td><td>V</td></tr></tbody></table> Save Return to Search Notify Refresh Add Update/Display Header Lines Totals Errors Approval	Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	☐	1	15100	ACTUALS		5012740	01000	737001	95400		☐	2	15100	ACTUALS		5012750	01000	724001	95400		Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	15100	2	6,000.00	6,000.00	V	V
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center																																		
☐	1	15100	ACTUALS		5012740	01000	737001	95400																																			
☐	2	15100	ACTUALS		5012750	01000	724001	95400																																			
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status																																						
15100	2	6,000.00	6,000.00	V	V																																						

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. 	



General Ledger Job Aid

GL332 Creating and Managing Online Journal Entries

Step	Action
10.	Click the OK button to close the Message. Deleting the journal will remove it's associated commitment control entries. (5010,613) The delete will not check for any budget errors and can impact closed budget period balances. OK Cancel
A Message displays in a pop-up window confirming that the Journal was deleted. Journal 0003231654 is physically deleted. (5210,7) OK	