

Approving and Posting Online Journal Entries Overview

This Job Aid provides step-by-step instructions for approvers to review and then take action on Journal Entries in Cardinal Financials. After a Journal Entry has successfully passed edit and budget check and has been submitted for approval, it will route for review based on approval routing for the Agency and the type of journal.

Approvers review Journal Entries by either accessing through the **Approvals** tile, **GL WorkCenter**, or the **Create/Update Journal Entries** page.

Approvers should always review information before taking action on the Journal Entry. After reviewing a Journal Entry, approvers can take one of the following actions:

- **Approve** – approves the Journal Entry for posting. Journals approved through the **Approvals** Tile or **GL WorkCenter** (under My Approvals) will post automatically upon approval. Journals approved directly on the **Create/Update Journal Entries** page (Approval tab) require manual posting or will post during the nightly batch process.
- **Deny** – denying the Journal Entry will return it to the Journal Processor who keyed it for update or deletion. A comment can be added to provide instructions on the desired action for the Journal Entry.
- **Pushback** - sends the Journal Entry back to the previous approver and is only enabled for Agencies with multiple levels of approval. A comment can be entered providing the reason for the pushback so the previous approver can take the applicable action on the Journal Entry.
- **Hold** – places a hold on the Journal Entry. When an approver places the Journal Entry “On Hold” no other approver will be able to access or take action on the Journal Entry. Only the approver who placed it on hold can go back and take additional approval actions on the Journal Entry.

Journal Entries for Capital Outlay and Legal Services will automatically route to General Accounting in the Department of Accounts (DOA) for a second level of approval once the Journal Entry has completed the required Agency approvals.

Once Journal Entries are submitted for approval, a journal approver will take action on the Journal. There are three options available for approvers:

- Approvals Tile
- GL WorkCenter
 - Journals Pending Approval (My Work)
 - Pending Approvals (My Approvals)
- Create/Update Journal Entries

When a journal is approved from the **Approvals** Tile there is **no** notification of confirmed posting. The user can confirm by accessing the journal online, but there is also a process instance that happens after online approval. The post job will show within the user's process monitor to confirm the journal posted successfully. Some Journals require multiple levels of approval. After all necessary approvals are complete, the journal can be posted to the General Ledger.



Users who have the appropriate security access can create or update a Journal entry. Remember, the user who submits the Journal entry cannot be the user who approves the Journal entry.

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

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

Interfaced Journals - Interfaced Journals are considered to be approved within the Agency's external system. As a result, these are marked for approval within the Cardinal batch process, unless there is an error requiring intervention.

Posting Journal Entries

Journals approved through the **Approvals** Tile or **GL WorkCenter** (under My Approvals) will post automatically upon approval. Journals approved directly on the **Create/Update Journal Entries** page (Approval tab) require manual posting or will post during the nightly batch process.

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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General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

Revision History

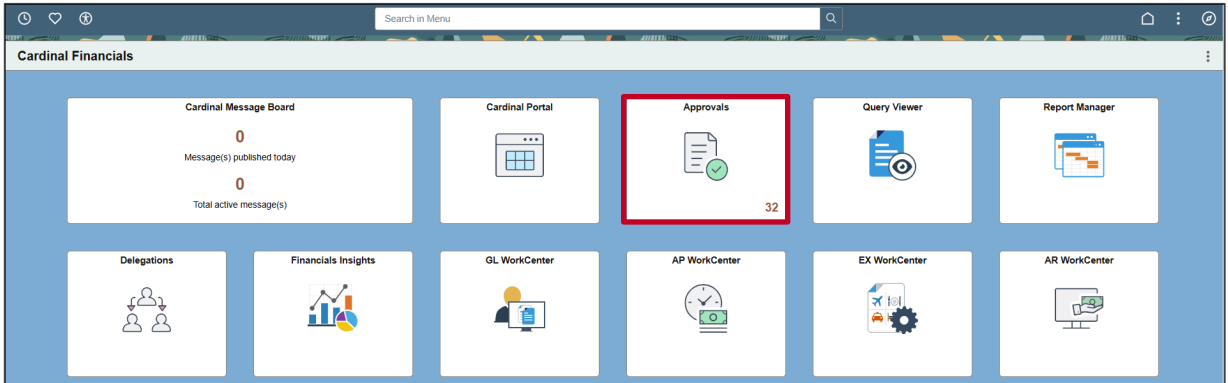
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
1/2/2026	Baseline.



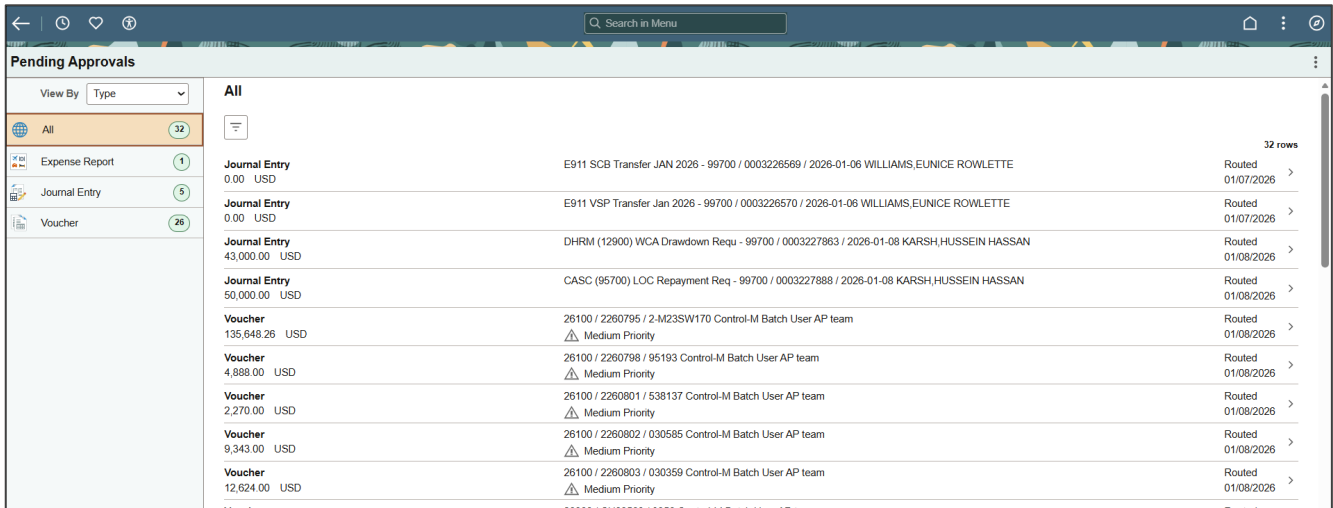
General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

Approving Journals Using the Approvals Tile

Step	Action
1.	Click the Approvals Tile on the Cardinal Financials Homepage. 
	The number that displays indicates the number of items that require approval across all Functional areas based on the user's security roles.

The Pending Approvals page displays.



Pending Approvals				
View By	Type	All		
All	32			
Expense Report	1			
Journal Entry	5			
Voucher	26			
		Journal Entry	E911 SCB Transfer JAN 2026 - 99700 / 0003226569 / 2026-01-06 WILLIAMS,EUNICE ROWLETTE	Routed 01/07/2026
		Journal Entry	E911 VSP Transfer Jan 2026 - 99700 / 0003226570 / 2026-01-06 WILLIAMS,EUNICE ROWLETTE	Routed 01/07/2026
		Journal Entry	DHRM (12900) WCA Drawdown Requ - 99700 / 0003227863 / 2026-01-08 KARSH,HUSSEIN HASSAN	Routed 01/08/2026
		Journal Entry	CASC (95700) LOC Repayment Req - 99700 / 0003227888 / 2026-01-08 KARSH,HUSSEIN HASSAN	Routed 01/08/2026
		Voucher	26100 / 2260795 / 2-M23SW170 Control-M Batch User AP team	Routed 01/08/2026
		Voucher	135,648.26 USD	Medium Priority
		Voucher	26100 / 2260798 / 95193 Control-M Batch User AP team	Routed 01/08/2026
		Voucher	4,888.00 USD	Medium Priority
		Voucher	26100 / 2260801 / 538137 Control-M Batch User AP team	Routed 01/08/2026
		Voucher	2,270.00 USD	Medium Priority
		Voucher	26100 / 2260802 / 030585 Control-M Batch User AP team	Routed 01/08/2026
		Voucher	9,343.00 USD	Medium Priority
		Voucher	26100 / 2260803 / 030359 Control-M Batch User AP team	Routed 01/08/2026
		Voucher	12,624.00 USD	Medium Priority
		Voucher	26100 / 2260804 / 030359 Control-M Batch User AP team	Routed

Step	Action
i	The Navigation panel displays a listing of the types of items pending approval for the user and defaults to All. The user can select a specific item for review or choose from the Transaction panel. Pending Approvals View By Type All 32 Expense Report 1 Journal Entry 5 Voucher 26 The Transaction panel displays the details for all items that require approval based on the default Type All in the Navigation panel on the left. All Journal Entry 11,632.50 USD Correct project number and Dep - 50100 / 0003224673 / 2026-01-05 Raymond, Olga Yevgenivna Routed 01/06/2026 Journal Entry 6,267.50 USD Correct project number and Dep - 50100 / 0003224668 / 2026-01-05 Raymond, Olga Yevgenivna Routed 01/06/2026 Journal Entry 28,024.25 USD Write off uncollectible account - 50100 / 0003224750 / 2026-01-06 Raymond, Olga Yevgenivna Routed 01/06/2026 Journal Entry 43,105.97 USD Applied legal fees to Nov 2025 - 50100 / 0003224761 / 2026-01-06 Raymond, Olga Yevgenivna Routed 01/06/2026 Journal Entry 2,259,414.52 USD Federal Item FED4517, \$1,129.7 - 50100 / 0003227829 / 2026-01-08 WILLIAMS, IRVINA MARIE Routed 01/08/2026 5 rows For this scenario, the user has five Journal Entries that require review and approval.
i	Approvers can also navigate to the Create/Update Journal Entries page and search for a journal that needs approval and approve the journal from the Approval tab for the selected journal.
2.	Click the Journal Entry option on the menu. Pending Approvals View By Type All 32 Expense Report 1 Journal Entry 5 Voucher 26

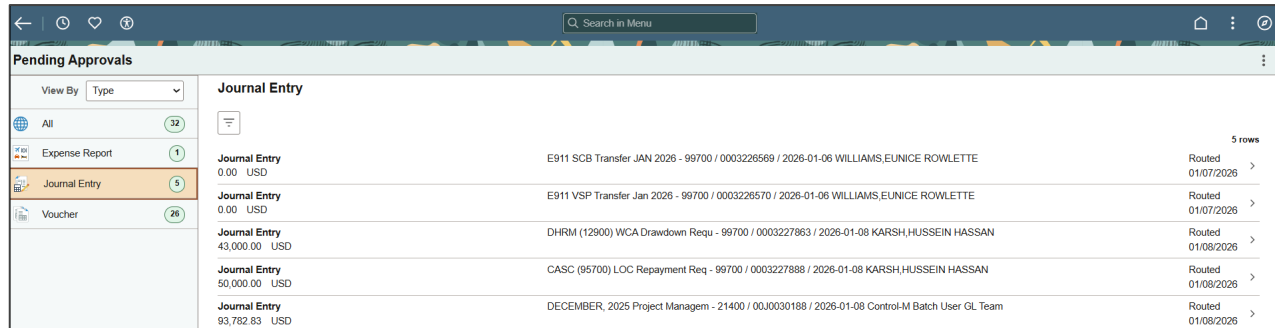


General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

Step	Action
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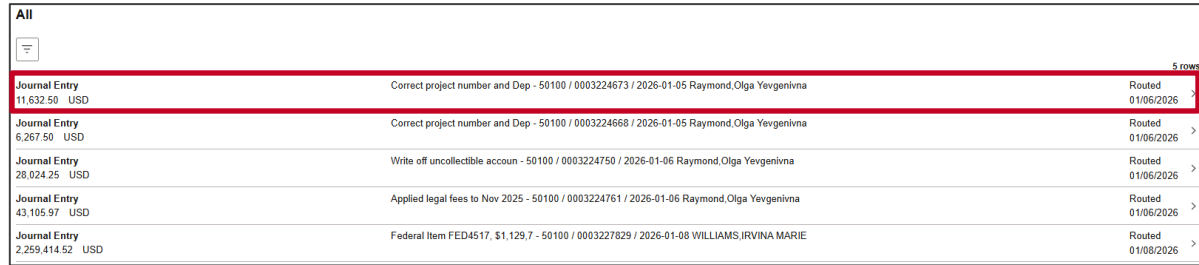
The **Pending Approvals** page refreshes and only the Journal(s) that require approval display.



Pending Approvals	
View By	Type
All	32
Expense Report	1
Journal Entry	5
Voucher	26

Journal Entry	
Journal Entry	E911 SCB Transfer JAN 2026 - 99700 / 0003226569 / 2026-01-06 WILLIAMS,EUNICE ROWLETTE
0.00 USD	Routed 01/07/2026
Journal Entry	E911 VSP Transfer Jan 2026 - 99700 / 0003226570 / 2026-01-06 WILLIAMS,EUNICE ROWLETTE
0.00 USD	Routed 01/07/2026
Journal Entry	DHRM (12900) WCA Drawdown Requ - 99700 / 0003227863 / 2026-01-08 KARSH,HUSSEIN HASSAN
43,000.00 USD	Routed 01/08/2026
Journal Entry	CASC (95700) LOC Repayment Req - 99700 / 0003227888 / 2026-01-08 KARSH,HUSSEIN HASSAN
50,000.00 USD	Routed 01/08/2026
Journal Entry	DECEMBER, 2025 Project Managem - 21400 / 00J0030188 / 2026-01-08 Control-M Batch User GL Team
93,782.83 USD	Routed 01/08/2026

3. Click the line for the applicable Journal.



All	
Journal Entry	Correct project number and Dep - 50100 / 0003224673 / 2026-01-05 Raymond,Olga Yevgenivna
11,632.50 USD	Routed 01/06/2026
Journal Entry	Correct project number and Dep - 50100 / 0003224668 / 2026-01-05 Raymond,Olga Yevgenivna
6,267.50 USD	Routed 01/06/2026
Journal Entry	Write off uncollectible account - 50100 / 0003224750 / 2026-01-06 Raymond,Olga Yevgenivna
28,024.25 USD	Routed 01/06/2026
Journal Entry	Applied legal fees to Nov 2025 - 50100 / 0003224761 / 2026-01-06 Raymond,Olga Yevgenivna
43,105.97 USD	Routed 01/06/2026
Journal Entry	Federal Item FED4517, \$1,129.7 - 50100 / 0003227829 / 2026-01-08 WILLIAMS,IRVINA MARIE
2,259,414.52 USD	Routed 01/08/2026

The **Journal Entry** page displays for the selected Journal. The **Summary** section provides information on the Journal Header and most ChartFields are displayed in the **Lines** section.

Q Search In Menu

Journal Entry

Correct project number and Dept ID on PO line #1 from 0000127062 to 0000127063 voucher # 01821409 [M. Nelson]

11,632.50 USD

Approve

Deny

More

In Process

Summary

Business Unit 50100

Journal ID 0003224673

Journal Date 01/05/26

Year / Period 2026 / 7

Ledger Group ACTUALS

Entered on 01/06/26

Entered by

Edit Journal

View Journal Lines

Lines

Line	Amount	Stat Amount	Stat Code	An Type	Ledger	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1
1 50100 Voucher 01821409	-11,632.50 USD	0		ATE	ACTUALS	5012440	04720	602001	18000					
2 50100 Voucher 01821409	11,632.50 USD	0		ATE	ACTUALS	5012440	04720	602001	10060					

Approver Comments

Approval Chain



General Ledger Job Aid

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Step	Action
4.	If the approver needs to see additional ChartField values, click the View Journal Lines link to view all ChartFields on the journal line. Journal ID 0003224673 Year / Period 2026 / 7 Entered on 01/06/26 Edit Journal View Journal Lines

The **View Journal Lines** page displays. View the ChartField detail.

View Journal Lines

Business Unit 50100

Journal ID 0003224673

Journal Date 01/05/2026

Line Business Unit 50100

Ledger Group ACTUALS

Journal Lines

Line #	Line Business Unit	Ledger	Entry Event	Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Stat Amt
1	50100	ACTUALS		-11632.50	5012440	04720	602001	18000							50100	0000127062	602	ATE							
2	50100	ACTUALS		11632.50	5012440	04720	602001	10060							50100	0000127063	602	ATE							

5. Click the **X** button to return to the **Journal Entry** page.

View Journal Lines

Business Unit 50100

Journal Date 01/05/2026

Ledger Group ACTUALS

Journal ID 0003224673

Line Business Unit 50100

Journal Lines

Line #	Line Business Unit	Ledger	Entry Event	Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Stat Amt
1	50100	ACTUALS		-11632.50	5012440	04720	602001	18000							50100	0000127062	602	ATE							
2	50100	ACTUALS		11632.50	5012440	04720	602001	10060							50100	0000127063	602	ATE							

The **Journal Entry** page redispays.

Q Search in Menu

Journal Entry

Correct project number and Dept ID on PO line #1 from 0000127062 to 0000127063 voucher # 01821409 [M. Nelson]

11,632.50 USD

In Process

Approve Deny More

Summary

Business Unit 50100

Journal Date 01/05/26

Ledger Group ACTUALS

Entered by

Journal ID 0003224673

Year / Period 2026 / 7

Entered on 01/06/26

Edit Journal

View Journal Lines

Lines

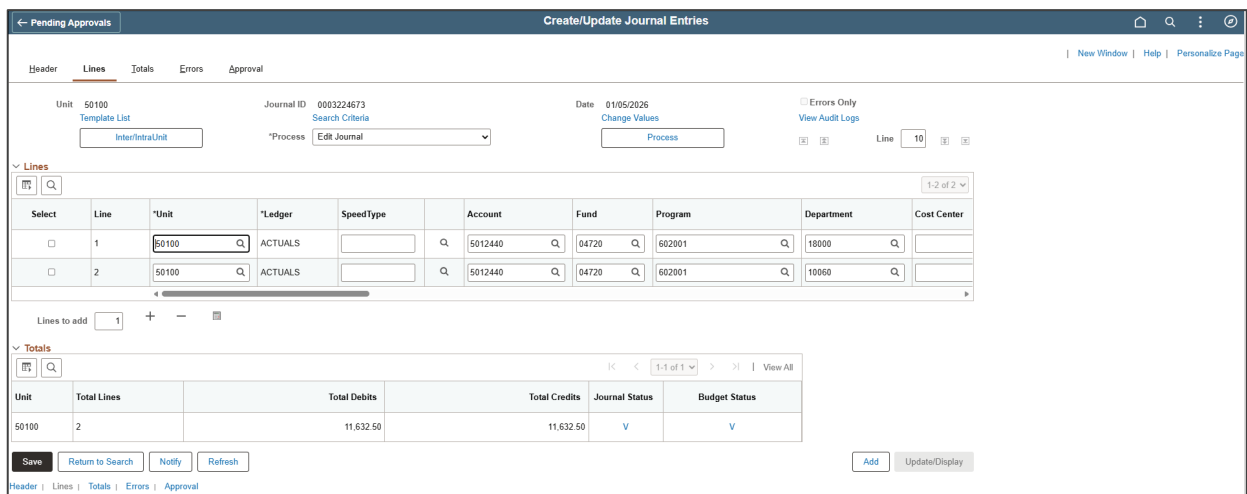
Line	Amount	Stat Amount	Stat Code	An Type	Ledger	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1
1 50100 Voucher 01821409	-11,632.50 USD	0		ATE	ACTUALS	5012440	04720	602001	18000					
2 50100 Voucher 01821409	11,632.50 USD	0		ATE	ACTUALS	5012440	04720	602001	10060					

Approver Comments

Approval Chain

Step	Action
6.	If the approver needs to edit the journal, click the Edit Journal link. Journal ID 0003224673 Year / Period 2026 / 7 Entered on 01/06/26 Edit Journal View Journal Lines

The **Lines** tab on the **Create/Update Journal Entries** page displays.



	The approver can view the journal; however, if any updates are made to the Journal Entry, the Journal Status and Budget Status update from V (Valid) to N (Needs Edit and Budget Checking) and the journal will need to be edit checked and resubmitted. Remember, the user who submits the journal for approval cannot be the user who approves the journal. In this case, it may be best to deny the journal and allow the journal processor to fix any issues.
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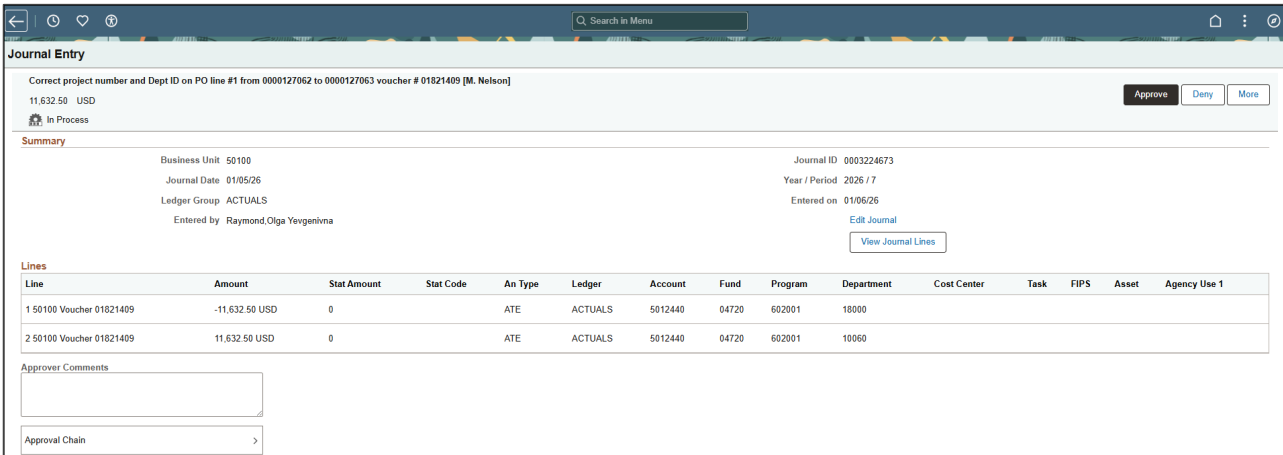
7.	Click the Pending Approvals link at the top of the page. Pending Approvals Create/Update Journal Entries Header Lines Totals Errors Approval Unit 50100 Journal ID 0003224673 Date 01/05/2026 Template List Search Criteria Change Values Inter/IntraUnit *Process Edit Journal Process
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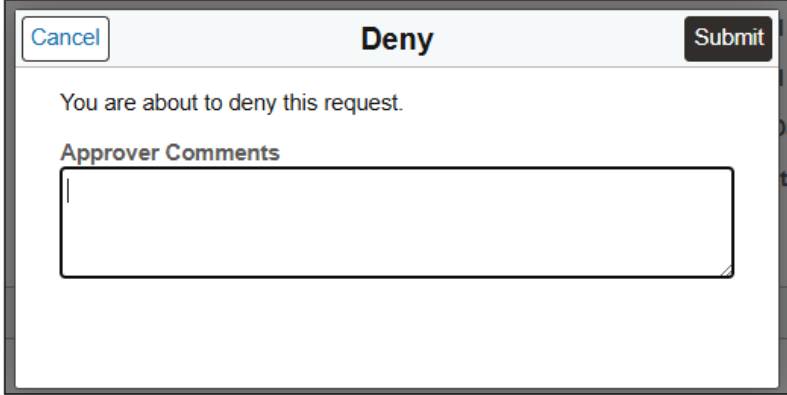
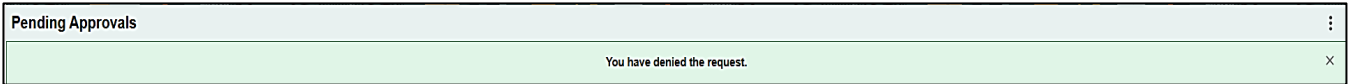
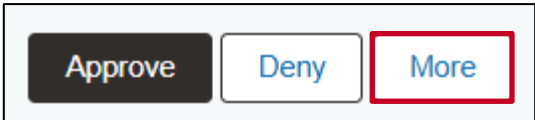
General Ledger Job Aid

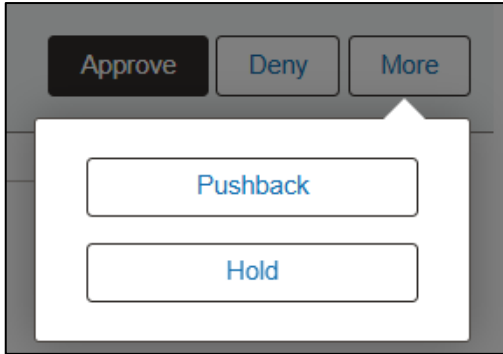
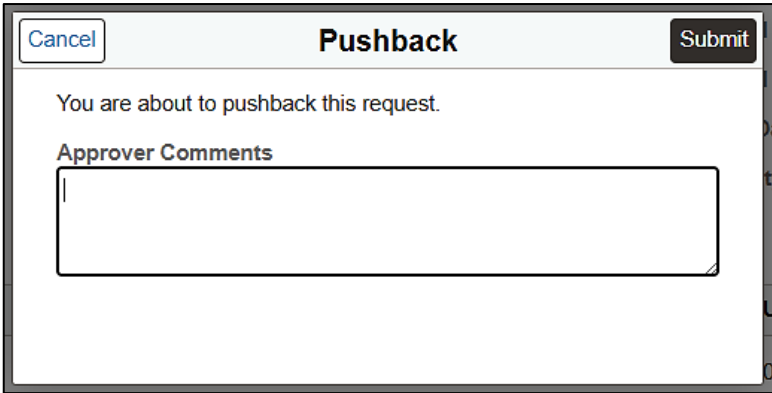
GL333 Approving and Posting Online Journal Entries

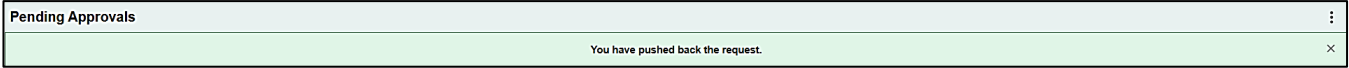
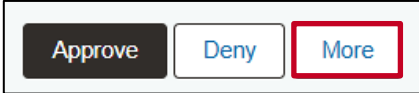
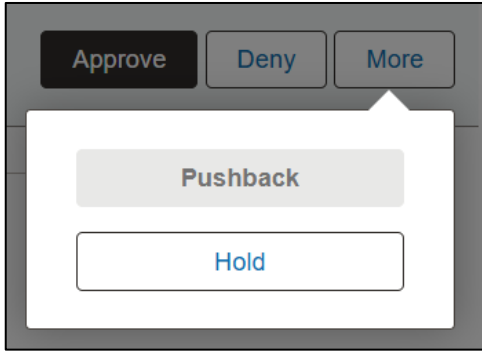
Step	Action																				
	The Pending Approvals page redispays. Pending Approvals View By: Type All Journal Entry Journal Entry Approve Deny More 5 rows <table><tbody><tr><td>☐</td><td>Journal Entry 11,632.50 USD</td><td>Correct project number and Dep - 50100 / 0003224673 / 2026-01-05 Raymond, Olga Yevgenivna</td><td>Routed 01/06/2026</td></tr><tr><td>☐</td><td>Journal Entry 6,267.50 USD</td><td>Correct project number and Dep - 50100 / 0003224668 / 2026-01-05 Raymond, Olga Yevgenivna</td><td>Routed 01/06/2026</td></tr><tr><td>☐</td><td>Journal Entry 28,024.25 USD</td><td>Write off uncollectible account - 50100 / 0003224750 / 2026-01-06 Raymond, Olga Yevgenivna</td><td>Routed 01/06/2026</td></tr><tr><td>☐</td><td>Journal Entry 43,105.97 USD</td><td>Applied legal fees to Nov 2025 - 50100 / 0003224761 / 2026-01-06 Raymond, Olga Yevgenivna</td><td>Routed 01/06/2026</td></tr><tr><td>☐</td><td>Journal Entry 2,259,414.52 USD</td><td>Federal Item FED4517, \$1,129.7 - 50100 / 0003227829 / 2026-01-08 WILLIAMS, IRVINA MARIE</td><td>Routed 01/08/2026</td></tr></tbody></table> Approver Comments	☐	Journal Entry 11,632.50 USD	Correct project number and Dep - 50100 / 0003224673 / 2026-01-05 Raymond, Olga Yevgenivna	Routed 01/06/2026	☐	Journal Entry 6,267.50 USD	Correct project number and Dep - 50100 / 0003224668 / 2026-01-05 Raymond, Olga Yevgenivna	Routed 01/06/2026	☐	Journal Entry 28,024.25 USD	Write off uncollectible account - 50100 / 0003224750 / 2026-01-06 Raymond, Olga Yevgenivna	Routed 01/06/2026	☐	Journal Entry 43,105.97 USD	Applied legal fees to Nov 2025 - 50100 / 0003224761 / 2026-01-06 Raymond, Olga Yevgenivna	Routed 01/06/2026	☐	Journal Entry 2,259,414.52 USD	Federal Item FED4517, \$1,129.7 - 50100 / 0003227829 / 2026-01-08 WILLIAMS, IRVINA MARIE	Routed 01/08/2026
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Journal Entry	6,267.50 USD	Correct project number and Dep - 50100 / 0003224668 / 2026-01-05 Raymond, Olga Yevgenivna	Routed 01/06/2026																		
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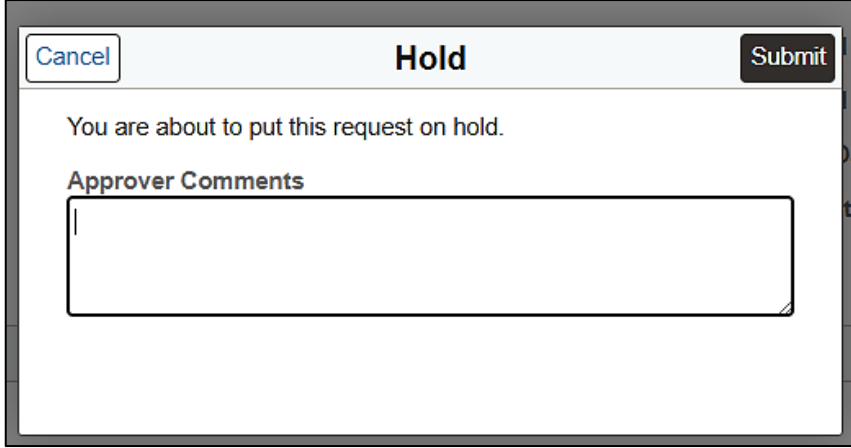
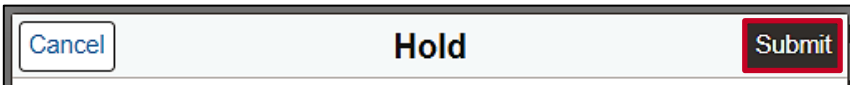
Step	Action
	The Approver Comments field allows the approver to add comments, if applicable, for the Journal approval action. Approver Comments
The Journal Entry page redispays. 	
9.	Take the applicable approval action. Proceed to the applicable step based on the approval action sections. • Approve – Proceed to the next step • Deny – Proceed to Step 12 • Pushback – Proceed to Step 15 • Hold – Proceed to Step 19
10.	Approving the Journal Click the Approve button. Approve Deny More

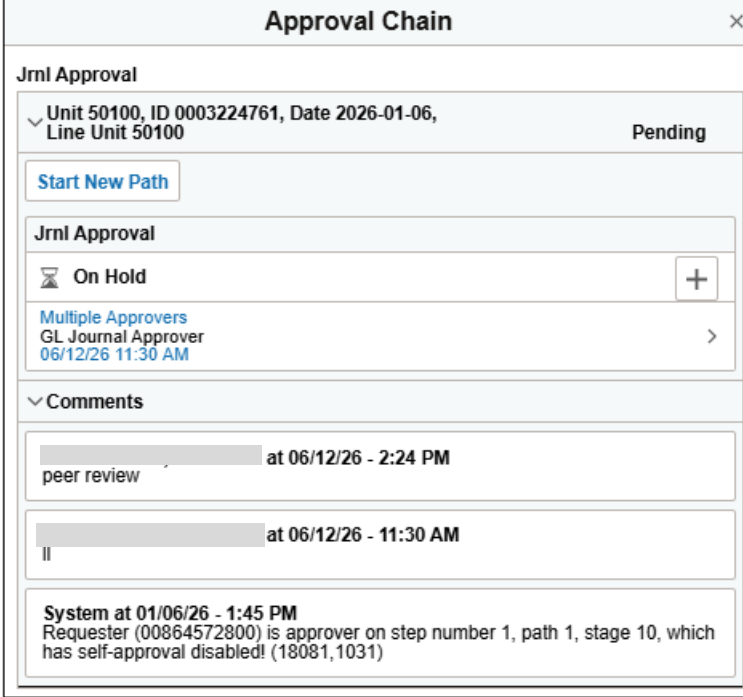
Step	Action
	The Approve page displays in a pop-up window. 
	The Approver Comments field is not required when approving a Journal. However, the approver can still enter comments if applicable.
11.	Click the Submit button. 
	The Pending Approvals page displays with a confirmation message that the Journal was approved. 
	Journals approved through the Approvals Tile or GL WorkCenter (under My Approvals) will post automatically upon approval. Journals approved directly on the Create/Update Journal Entries page (Approval tab) require manual posting or will post during the nightly batch process.
12.	Denying a Journal Click the Deny button. 

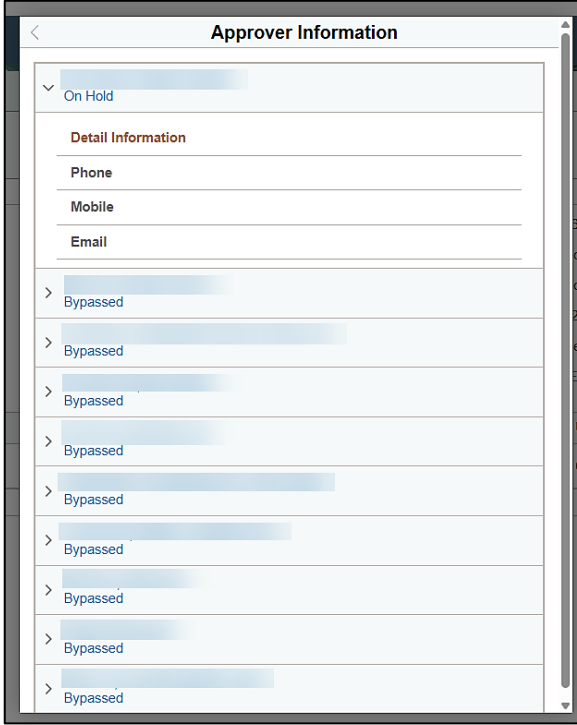
Step	Action
	The Deny page displays in a pop-up window. 
13.	Enter comments in the Approver Comments field to indicate any required updates or if the Journal needs to be deleted. Note: The Approver Comment provides instructions to the Journal Processor on the desired action for the Journal. 
14.	Click the Submit button. 
	The Pending Approvals page displays with a confirmation message that the Journal was denied. 
	An email is triggered to the Journal Processor who entered the Journal so the applicable action can be completed for the Journal.
15.	Pushing Back a Journal Click the More Button. 

Step	Action
	The Pushback and Hold buttons display in a pop-up window. 
	The Pushback button is only available for Agencies with multiple levels of approvals. The Pushback option routes the Journal back to the previous approver for updates.
16.	Click the Pushback button. 
	The Pushback page displays in a pop-up window. 
17.	Enter the reason why the Journal is being pushed back in the Approver Comments field. Note: The Approver Comment provides instructions to the previous Approver on the desired action for the Journal. 

Step	Action
18.	Click the Submit button. 
The Pending Approvals page displays with a confirmation message that the Journal was pushed back. 	
19.	Placing a Journal on Hold Click the More button. 
The Pushback and Hold buttons display in a pop-up window. 	
	The Pushback button is only enabled for Agencies with multiple levels of approvals.
20.	Click the Hold button. 

Step	Action
	The Hold page displays in a pop-up window. 
21.	Enter the reason why the Journal is being placed on hold in the Approver Comments field. Note: The Approver Comment provides instructions on why the journal is placed on hold. 
	When a Journal is placed on hold, no other approver can take action on the Journal. Only the approver that places the Journal on hold can come back and approve, deny or pushback the Journal. It is important not to leave a Journal "On Hold" for a long period of time as it may negatively impact the Agency's budget and cash position. Follow Agency guidelines regarding placing Journals on hold.
22.	Click the Submit button. 
	A message displays at the top of the Journal page indicating it has been placed on hold. 

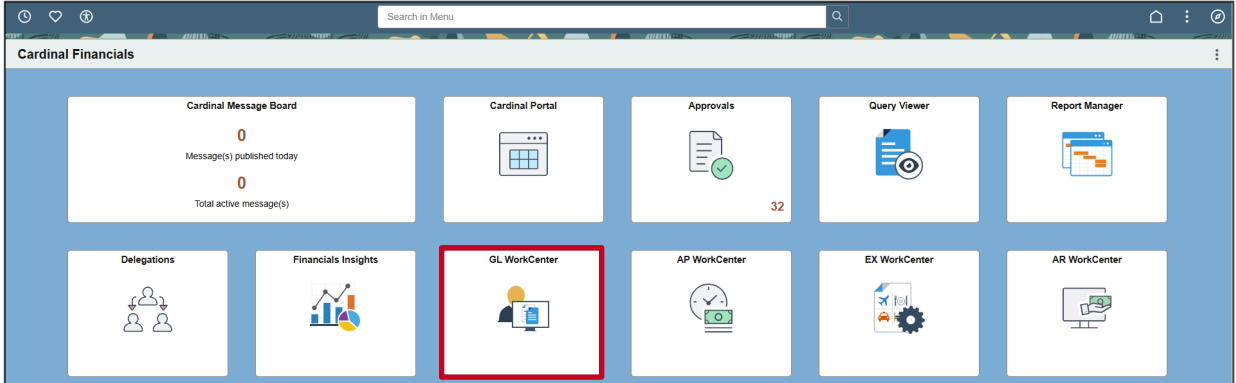
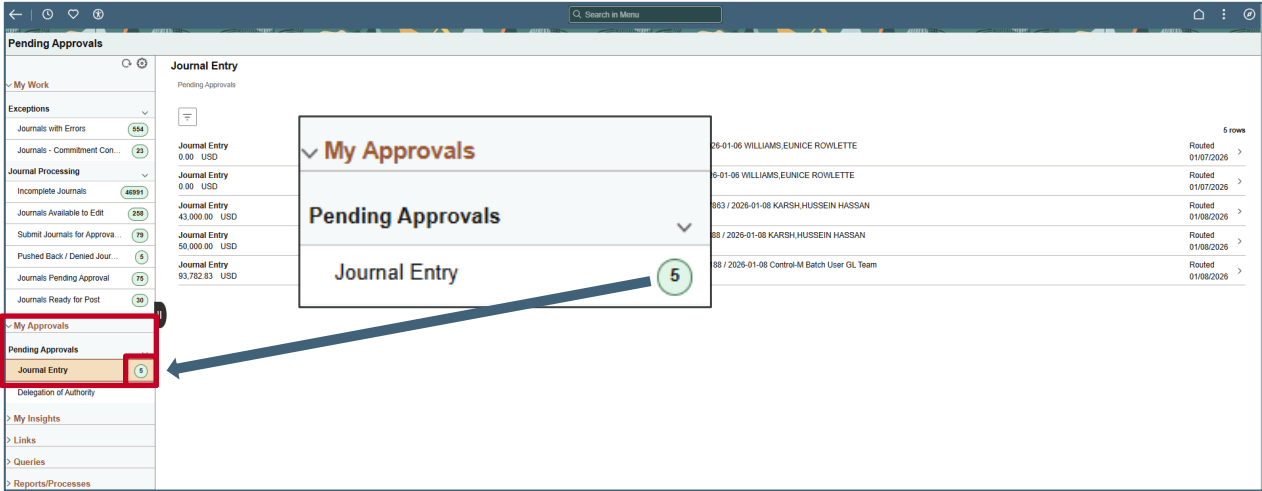
Step	Action
23.	Click Approval Chain option under the Journal More Information section to confirm the “Hold”. 
The Approval Chain page displays in a pop-up window. 	
	The Journal displays an “On Hold” message under the COVA Standard Journal Approval section of the page.
24.	Click the Multiple Approvers section. 

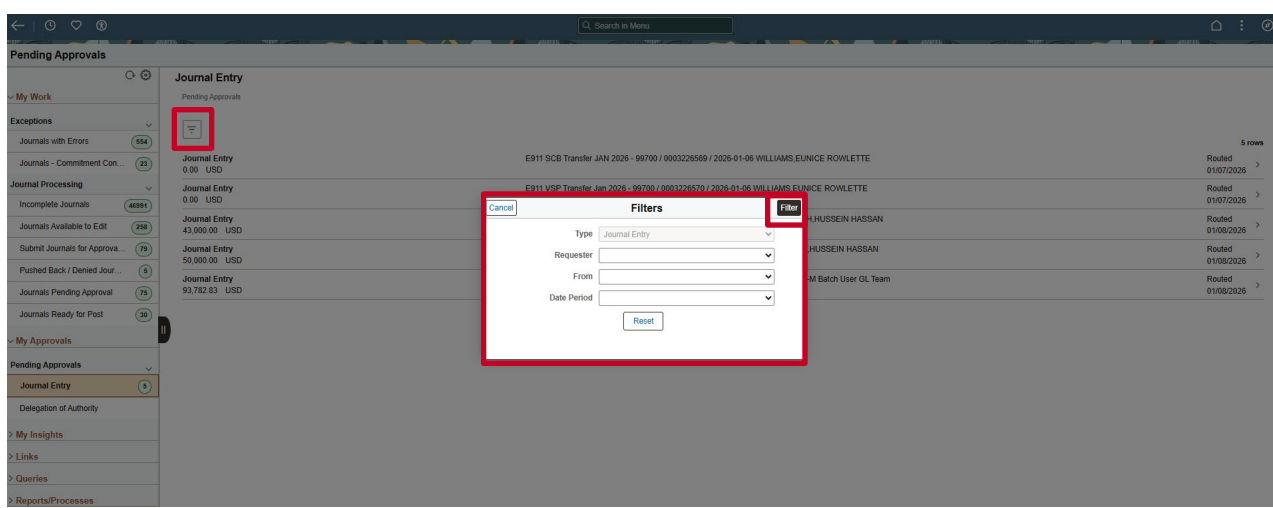
Step	Action
	The Approver Information page displays with the name of the person that placed the Journal “On Hold” at the top. 
	All other approvers are noted as “Bypassed” or “Skipped”. Only the approver that placed the hold can take any additional action on the Journal.



Approving Journals Using the GL WorkCenter

Option 1: My Approvals > Pending Approvals > Journal Entry

Step	Action
1.	Navigate to the Journal Entry page by clicking the GL WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the GL WorkCenter: My Approvals > Pending Approvals > Journal Entry. The number of Journals that require approval displays next to Journal Entry in the Navigation panel. Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
	The User can also click the Filter button which opens a Filters pop-window. The User can filter on Type, Requester, From, or Date Period. Select the applicable filters and click the Filter button. 

3. Click the row for the Journal to be reviewed for approval.

Journal Entry			
Pending Approvals			
			
5 rows			
Journal Entry 0.00 USD	E911 SCB Transfer JAN 2026 - 99700 / 0003226569 / 2026-01-06 WILLIAMS,EUNICE ROWLETTE	Routed	01/07/2026
Journal Entry 0.00 USD	E911 VSP Transfer Jan 2026 - 99700 / 0003226570 / 2026-01-06 WILLIAMS,EUNICE ROWLETTE	Routed	01/07/2026
Journal Entry 43,000.00 USD	DHRM (12900) WCA Drawdown Requ - 99700 / 0003227863 / 2026-01-08 KARSH,HUSSEIN HASSAN	Routed	01/08/2026
Journal Entry 50,000.00 USD	CASC (95700) LOC Repayment Req - 99700 / 0003227888 / 2026-01-08 KARSH,HUSSEIN HASSAN	Routed	01/08/2026
Journal Entry 93,782.83 USD	DECEMBER, 2025 Project Managem - 21400 / 00J0030188 / 2026-01-08 Control-M Batch User GL Team	Routed	01/08/2026



General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

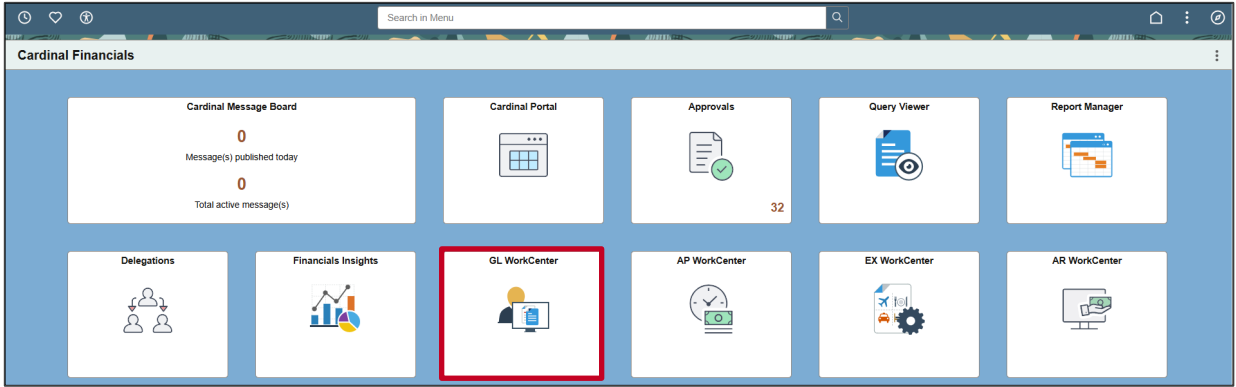
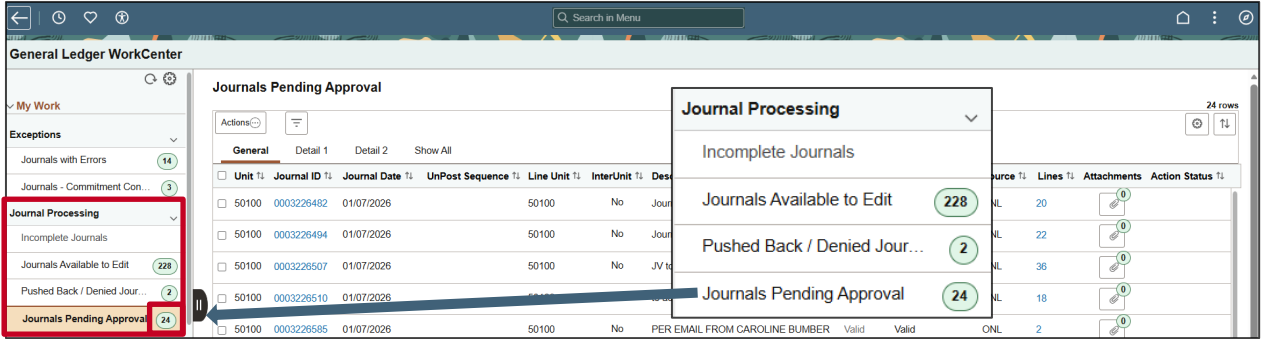
Step	Action																																																																											
	The Journal Entry page displays. The Summary section provides information on the Journal Header and most ChartFields are displayed in the Lines section. Journal Entry Pending Approvals > Header DHRM (12900) WCA Drawdown Request - Authorized by Item 74-F.3.a, Chapter 725, Virginia Acts of Assembly, 2025 Reconvened Session, Per email from Aubrey Chigwada on 01/07/2026. 43,000.00 USD In Progress Summary Business Unit 99700 Journal Date 01/08/26 Ledger Group ACTUALS Entered by Journal ID 0003227863 Year / Period 2026 / 7 Entered on 01/08/26 Edit Journal View Journal Lines Lines <table><tr><th>Line</th><th>Amount</th><th>Stat Amount</th><th>Stat Code</th><th>An Type</th><th>Ledger</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th><th>Agency Use 1</th></tr><tr><td>1 12900 Cash With The Treasurer Of VA</td><td>43,000.00 USD</td><td>0</td><td></td><td></td><td>ACTUALS</td><td>101010</td><td>07421</td><td>704018</td><td>70000</td><td>70210</td><td></td><td></td><td></td><td></td></tr><tr><td>2 12900 Working Capital Advance Due To</td><td>-43,000.00 USD</td><td>0</td><td></td><td></td><td>ACTUALS</td><td>255200</td><td>07421</td><td>704018</td><td>70000</td><td>70210</td><td></td><td></td><td></td><td></td></tr><tr><td>3 99700 Working Capital Advances</td><td>43,000.00 USD</td><td>0</td><td></td><td></td><td>ACTUALS</td><td>152000</td><td>02997</td><td></td><td>95400</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4 99700 Cash With The Treasurer Of VA</td><td>-43,000.00 USD</td><td>0</td><td></td><td></td><td>ACTUALS</td><td>101010</td><td>02997</td><td></td><td>95400</td><td></td><td></td><td></td><td></td><td></td></tr></table> Approver Comments Approval Chain >	Line	Amount	Stat Amount	Stat Code	An Type	Ledger	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	1 12900 Cash With The Treasurer Of VA	43,000.00 USD	0			ACTUALS	101010	07421	704018	70000	70210					2 12900 Working Capital Advance Due To	-43,000.00 USD	0			ACTUALS	255200	07421	704018	70000	70210					3 99700 Working Capital Advances	43,000.00 USD	0			ACTUALS	152000	02997		95400						4 99700 Cash With The Treasurer Of VA	-43,000.00 USD	0			ACTUALS	101010	02997		95400					
Line	Amount	Stat Amount	Stat Code	An Type	Ledger	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1																																																														
1 12900 Cash With The Treasurer Of VA	43,000.00 USD	0			ACTUALS	101010	07421	704018	70000	70210																																																																		
2 12900 Working Capital Advance Due To	-43,000.00 USD	0			ACTUALS	255200	07421	704018	70000	70210																																																																		
3 99700 Working Capital Advances	43,000.00 USD	0			ACTUALS	152000	02997		95400																																																																			
4 99700 Cash With The Treasurer Of VA	-43,000.00 USD	0			ACTUALS	101010	02997		95400																																																																			
4.	Go to the Approving Journals Using the Approvals Tile section of this job aid and follow Steps 4-24 to review and take approval action on the Journal.																																																																											
i	Journals approved through the Approvals Tile or GL WorkCenter (under My Approvals) will post automatically upon approval. Journals approved directly on the Create/Update Journal Entries page (Approval tab) require manual posting or will post during the nightly batch process.																																																																											

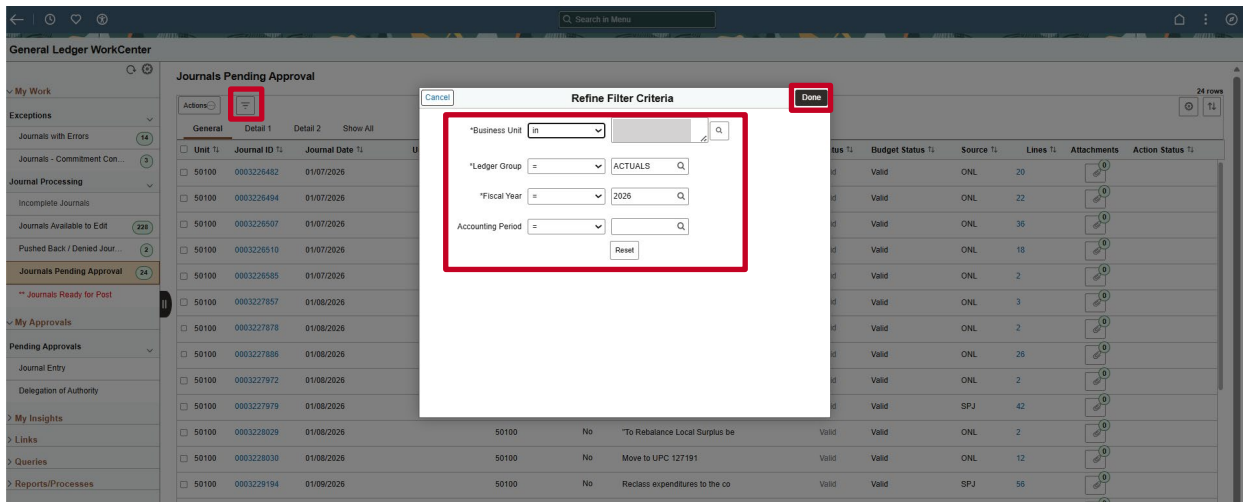
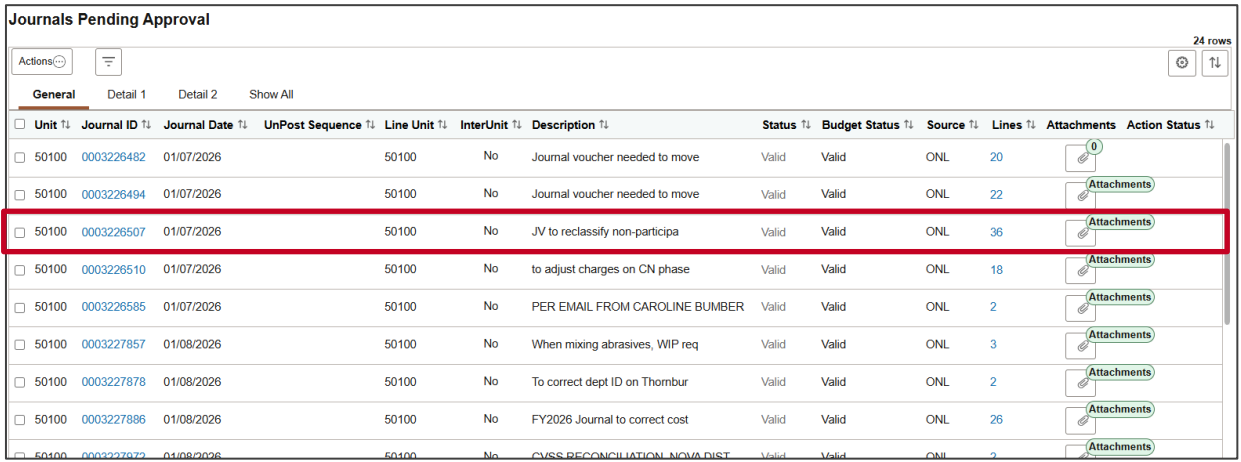


General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

Option 2: My Work > Journal Processing > Journals Pending Approval

Step	Action
1.	Navigate to the Journals Pending Approval page by clicking the GL WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the GL WorkCenter: My Work > Journal Processing > Journals Pending Approval. The number of Journals that require approval displays next to Journals Pending Approval in the Navigation panel. Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
	The User can also click the Filter button which opens a Refine Filter Criteria pop-window. The User can filter on Business Unit, Ledger Group, Fiscal Year, or Accounting Period. Select the applicable filters and click the Done button. 
3.	Click the row for the Journal to be reviewed for approval. 



General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

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

The **Lines** tab displays on the **Journal Entry (Create/Update Journal Entries)** page.

Journal Entry

Header Lines Totals Errors Approval

Unit 50100 Journal ID 0003226494 Date 01/07/2026 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	50100	ACTUALS		5012610	04720	603024	15002	
☐	2	50100	ACTUALS		5012610	04720	603024	15002	
☐	3	50100	ACTUALS		5012610	04720	603024	15002	
☐	4	50100	ACTUALS		5012610	04720	603024	15002	
☐	5	50100	ACTUALS		5011660	04720	603024	15002	
☐	6	50100	ACTUALS		5011660	04720	603024	15002	
☐	7	50100	ACTUALS		5011150	04720	603024	15002	
☐	8	50100	ACTUALS		5011150	04720	603024	15002	
☐	9	50100	ACTUALS		5011110	04720	603024	15002	
☐	10	50100	ACTUALS		5011110	04720	603024	15002	

Lines to add 1 + -

4. Review the journal line detail and then click the **Approval** tab to manually approve the journal entry.

Journal Entry

Header Lines Totals Errors Approval

Unit 50100 Journal ID 0003226494 Date 01/07/2026 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	50100	ACTUALS		5012610	04720	603024	15002	
☐	2	50100	ACTUALS		5012610	04720	603024	15002	
☐	3	50100	ACTUALS		5012610	04720	603024	15002	
☐	4	50100	ACTUALS		5012610	04720	603024	15002	
☐	5	50100	ACTUALS		5011660	04720	603024	15002	
☐	6	50100	ACTUALS		5011660	04720	603024	15002	
☐	7	50100	ACTUALS		5011150	04720	603024	15002	
☐	8	50100	ACTUALS		5011150	04720	603024	15002	
☐	9	50100	ACTUALS		5011110	04720	603024	15002	
☐	10	50100	ACTUALS		5011110	04720	603024	15002	

Lines to add 1 + -

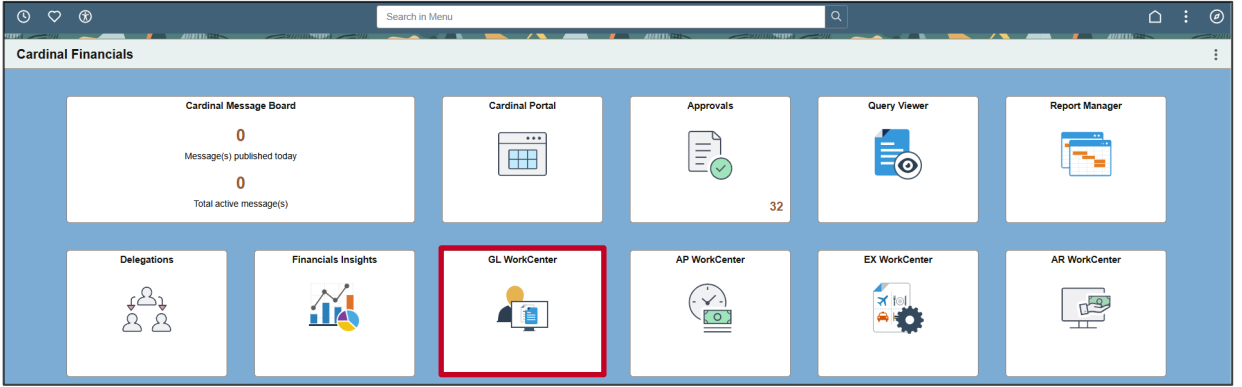
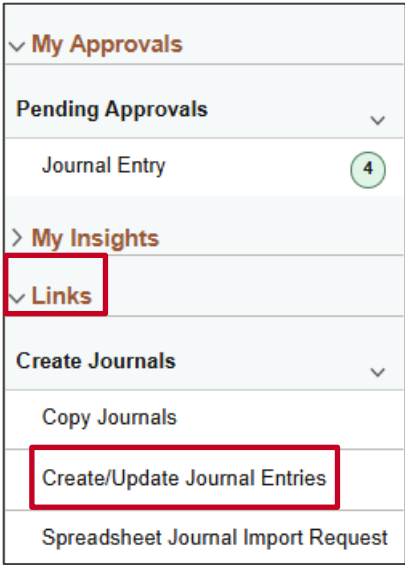
Step	Action
5.	Go to the Manually Approving a Journal section of this job aid and follow Steps 8 and 9 to review and take approval action on the Journal.
	Journals approved through the Approvals Tile or GL WorkCenter (under My Approvals) will post automatically upon approval. Journals approved directly on the Create/Update Journal Entries page (Approval tab) require manual posting or will post during the nightly batch process.



General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

Manually Approving a Journal

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



General Ledger Job Aid

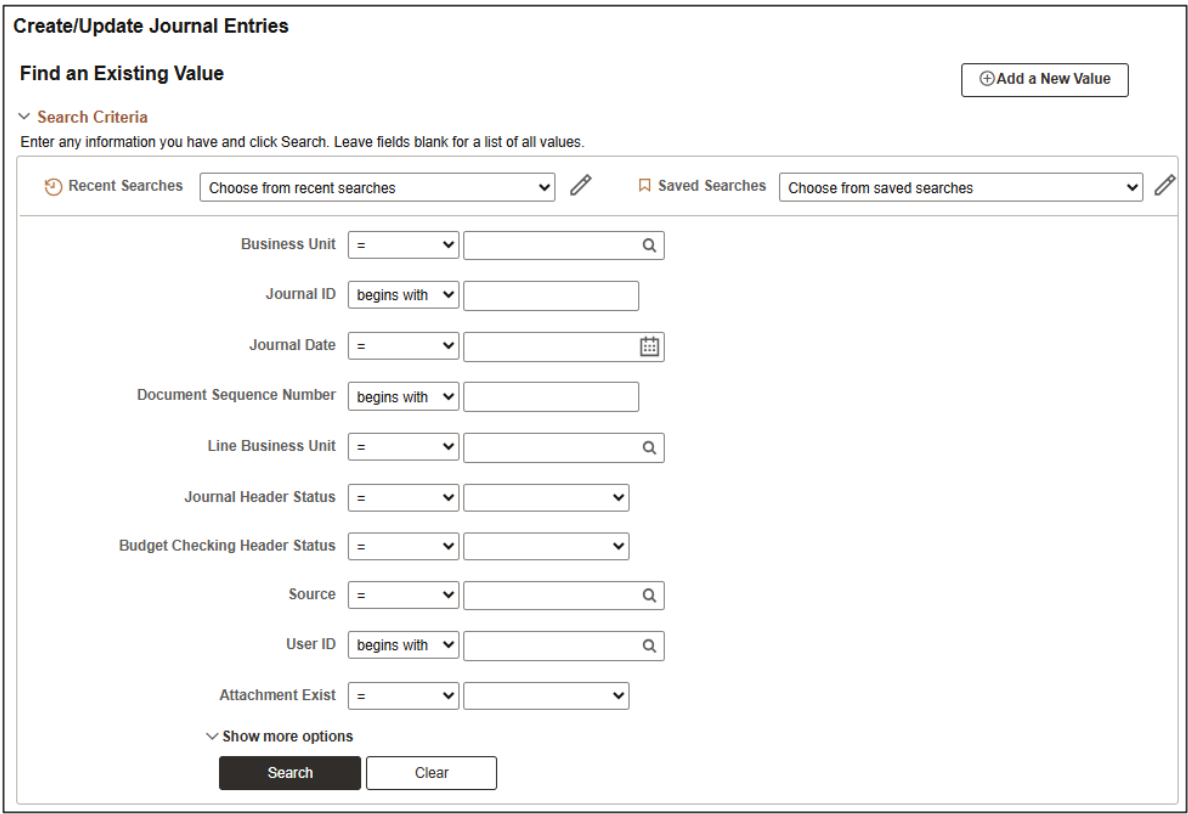
GL333 Approving and Posting Online Journal Entries

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: 50100 *Journal ID: NEXT *Journal Date: 06/12/2026 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 = 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



General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

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 .
4.	Click the Clear button. 
The Create/Update Journal Entries Find an Existing Value Search page redispays.	
	
5.	Enter or select the applicable Business Unit in the Business Unit field. 

Step	Action
6.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be approved). Business Unit = 50100 Journal ID begins with 0003224668
	Information can be entered into any of the other search fields to help locate the Journal(s) to be approved.
7.	Click the Search button. Search Clear Save Search

The **Header** tab displays.

Header | Lines | Totals | Errors | Approval

Unit 50100

Journal ID 0003224668

Date 01/05/2026

Long Description

Correct project number and Dept ID on PO line #1 from 0000127062 to 0000127063 voucher #01794089 [M. Nelson]

146 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 7

ADB Date 01/05/2026

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

Entered By 00864572800

Entered On 01/06/2026 10:29:25AM

Last Updated On 01/06/2026 12:06:16PM

Save

Return to Search

Notify

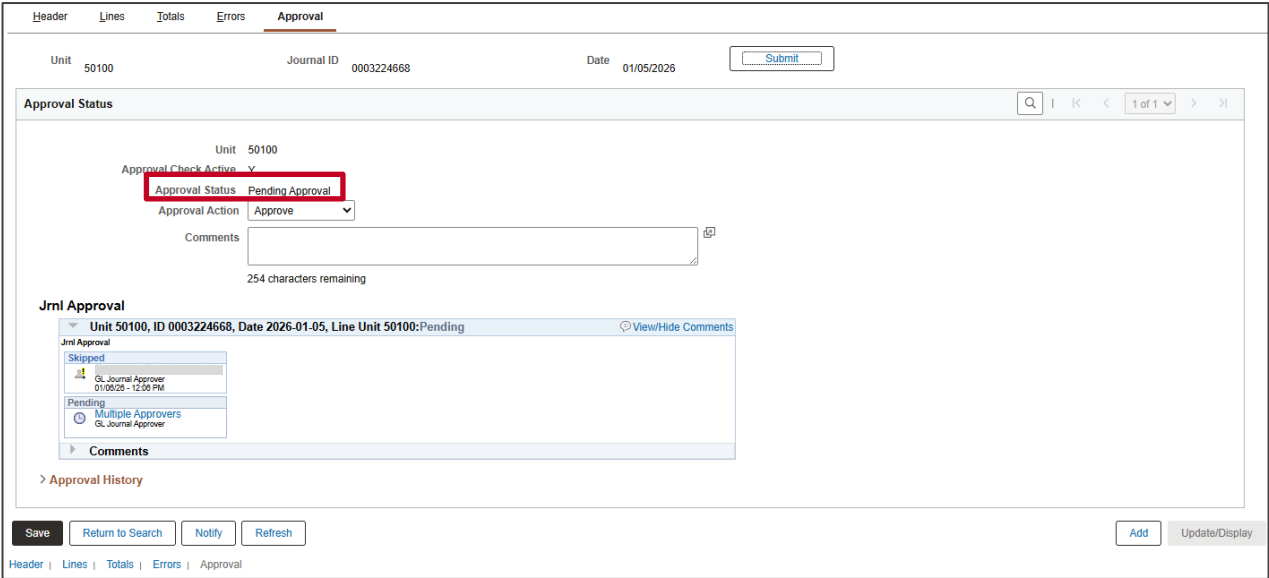
Refresh

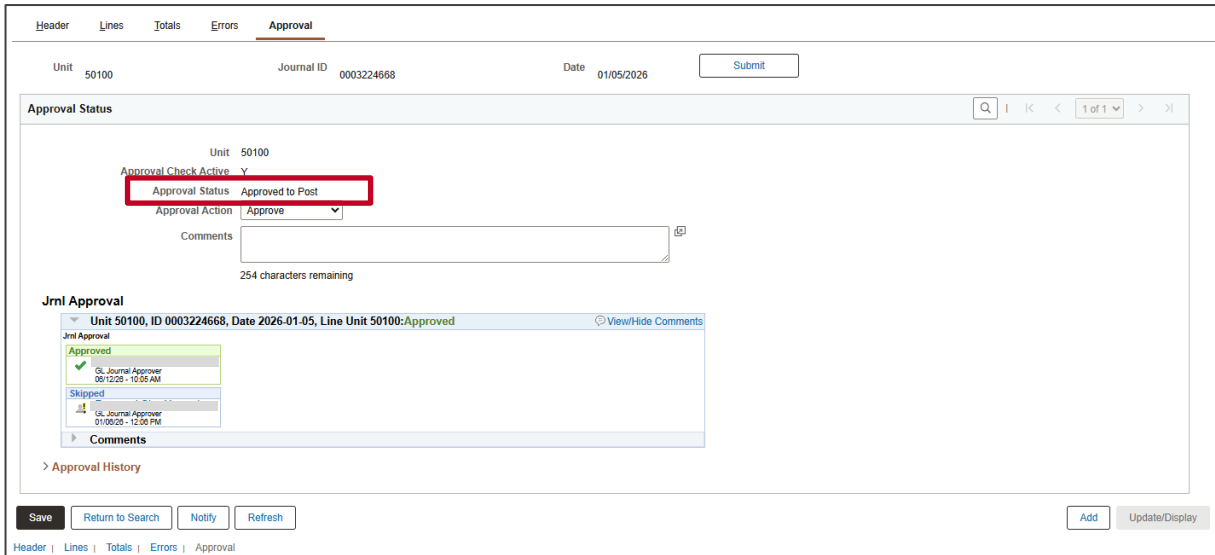
Add

Update/Display

Header | Lines | Totals | Errors | Approval

8.	Click the Approval tab. Header Lines Totals Errors Approval
----	---

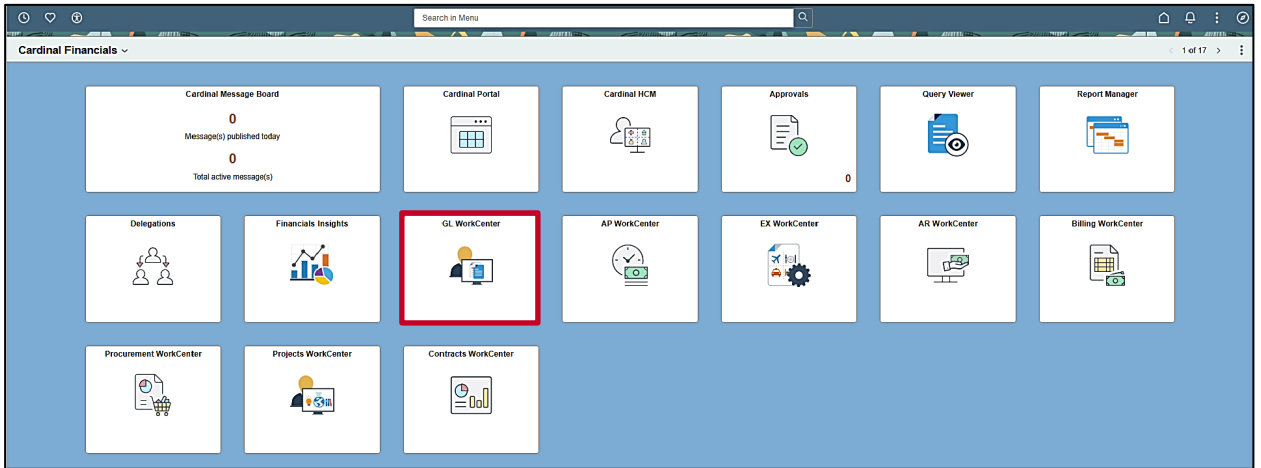
Step	Action
	The Approval tab displays. The Approval Status field will be “Pending Approval”. 
	If the Journal entry is going to be denied, click the Approval Action dropdown button and select “Deny”. Enter a reason for denying the Journal entry in the Deny Comments box and then click the Submit button. If a Journal is denied, Cardinal sends both an email to, and updates the GL WorkCenter of, the Journal Processor to indicate they have Pushed Back/ Denied Journals for Rework. The Journal Processor can do the following: • Delete the Journal • Correct the Journal and submit it again for approval after it passes edit and budget checks
	The Pushback button is only available for Agencies with multiple levels of approvals. The Pushback option routes the Journal back to the previous approver for updates. When a Journal is placed on Hold, no other approver can take action on the Journal. Only the approver that places the Journal on hold can come back and approve, deny or pushback the Journal. It is important not to leave a Journal “On Hold” for a long period of time as it may negatively impact the Agency’s budget and cash position. Follow Agency guidelines regarding placing Journals on hold.
9.	The Approval Action field defaults to “Approve”. Click the Submit button to approve the Journal. 

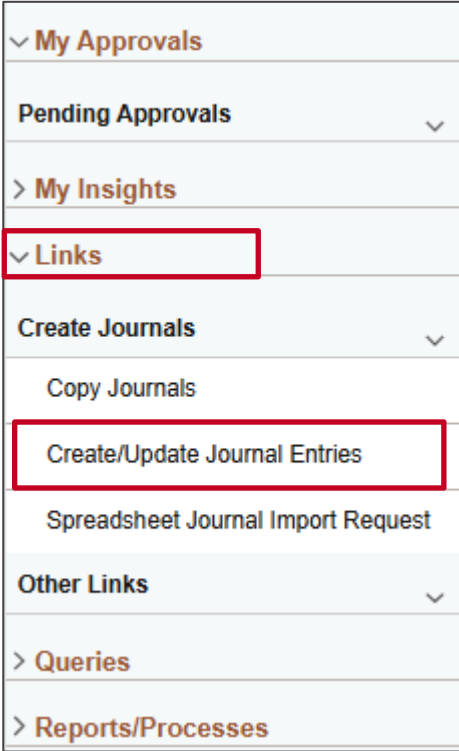
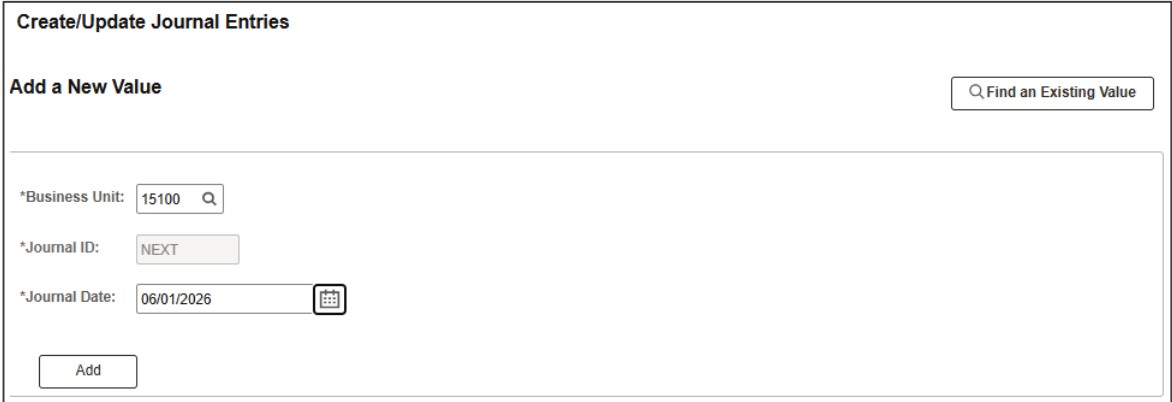
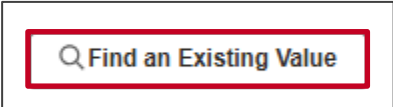
Step	Action
	The Approval tab refreshes. The Approval Status field will display “Approved to Post”. 
	Journals approved through the Approvals Tile or GL WorkCenter (under My Approvals) will post automatically upon approval. Journals approved directly on the Create/Update Journal Entries page (Approval tab) require manual posting or will post during the nightly batch process.
	If the Journal contains capital outlay or non-exempt legal service values as identified below, the Journal routes to DOA for a second level of approval: • Transactions involving Capital outlay Projects with a Program value of “998000” • Journals with a non-exempt legal services Account value of “5012430”

Posting a Journal

Journals approved through the **Approvals** Tile or **GL WorkCenter** (under My Approvals) will post automatically upon approval. Journals approved directly on the **Create/Update Journal Entries** page (Approval tab) require manual posting or will post during the nightly batch process. The two sections below review the steps to post a single journal manually or to post a group of journals in a batch.

Posting a Single Journal Manually

Step	Action
1.	Navigate to the Create/Update Journal Entries page by clicking the GL WorkCenter tile. 
	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
2.	Use the following path in the WorkCenter: 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. 



General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

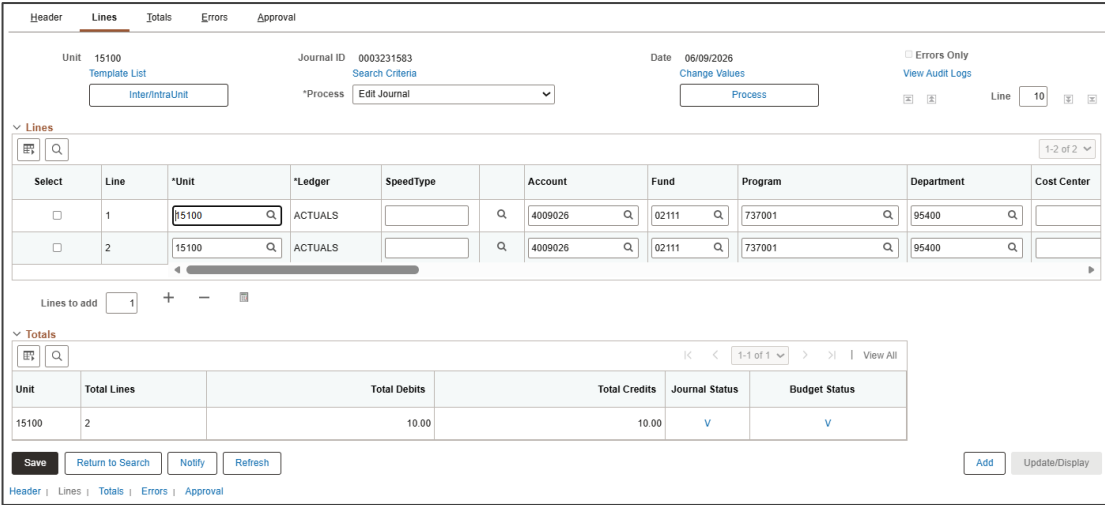
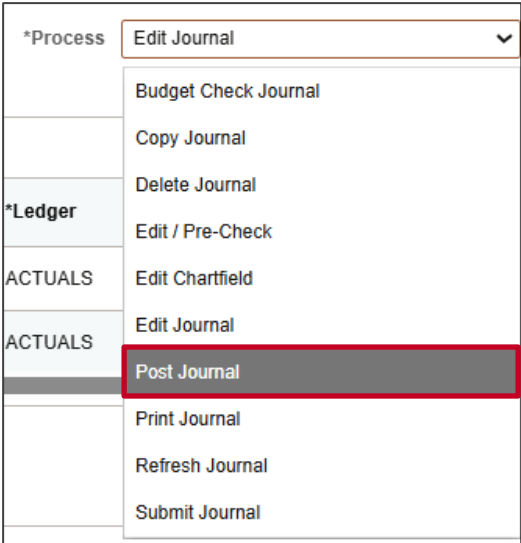
Step	Action
	The Create/Update Journal Entries Find an Existing Value page displays. Create/Update Journal Entries Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent 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
4.	Enter the applicable search criteria to update a journal. Business Unit = 15100 🔍 Journal ID begins with 0003231583 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 fewer options ☐ Case Sensitive Search Clear 🔖 Save Search

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. Show more options Search Clear
The Header tab displays for the applicable Journal Entry. Header Lines Totals Errors Approval Unit 15100 Journal ID 0003231583 Date 06/09/2026 Long Description PUM_2.0 System testing GL.2.C.304 221 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 06/09/2026 Currency Defaults: USD / CRRNT / 1 Attachments (0) Commitment Control Reversal: Do Not Generate Reversal ☐ Auto Generate Lines ☐ Save Journal Incomplete Status ☐ Autobalance on 0 Amount Line ☐ CTA Entered By NGG32567 Entered On 06/09/2026 1:48:05PM Last Updated On 08/14/2026 4:22:47PM SHEARIN,AMY CHRISTINE Save Return to Search Notify Refresh Add Update/Display Header Lines Totals Errors Approval	
6.	Click the Lines tab. Header Lines Totals Errors Approval



General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

Step	Action
	The Lines tab displays. 
7.	Click the Process dropdown button and select “Post Journal”. 
8.	Click the Process button. 

Step	Action
	A Message displays in a pop-up window and the user must confirm to Post the Journal. Are you sure that you want to post this journal? (5010,45) OK Cancel
9.	Click the OK button. Are you sure that you want to post this journal? (5010,45) OK Cancel
	A Message displays in a pop-up window asking if the user wants to wait for confirmation that the Post process has completed. Would you like to wait for confirmation that the Post process has completed? (5010,467) Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal. Yes No
10.	Click the Yes button. Yes No
	If the user clicks the No button, a second Message will display. This message will include the Process Instance Number. Take note of the Process Instance Number. Click the OK button. Navigate to the Process Monitor and search on the Process Instance Number to confirm the status of the Post process.



General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

Step

Action

The **Lines** page redispays. The **Journal Status** field now has a status of “P” (Posted to Ledger(s)).

Header

Lines

Totals

Errors

Approval

Unit 15100

Journal ID 0003231583

Date 06/09/2026

☐ 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		4009026	02111	737001	95400	
☐	2	15100	ACTUALS		4009026	02111	737001	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	10.00	10.00	P	V

Save

Return to Search

Notify

Refresh

Add

Update/Display

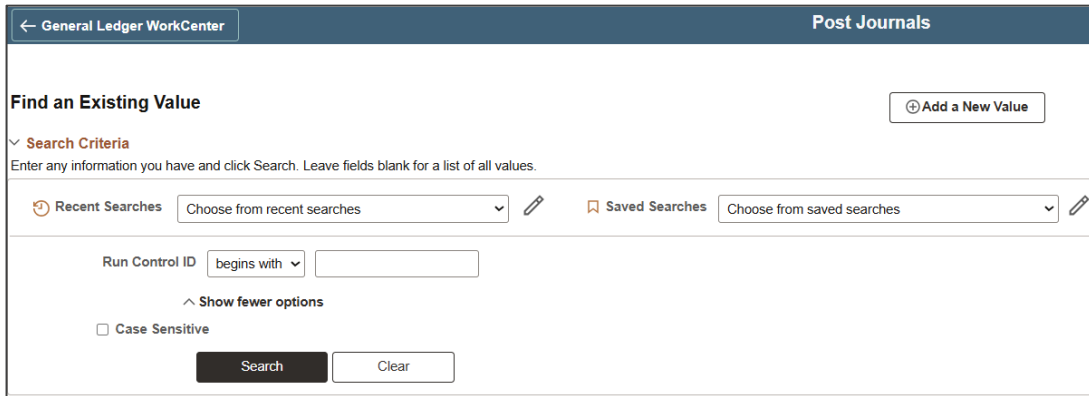
Header : Lines : Totals : Errors : Approval

This process is now complete.

Posting a Group of Journals in a Batch

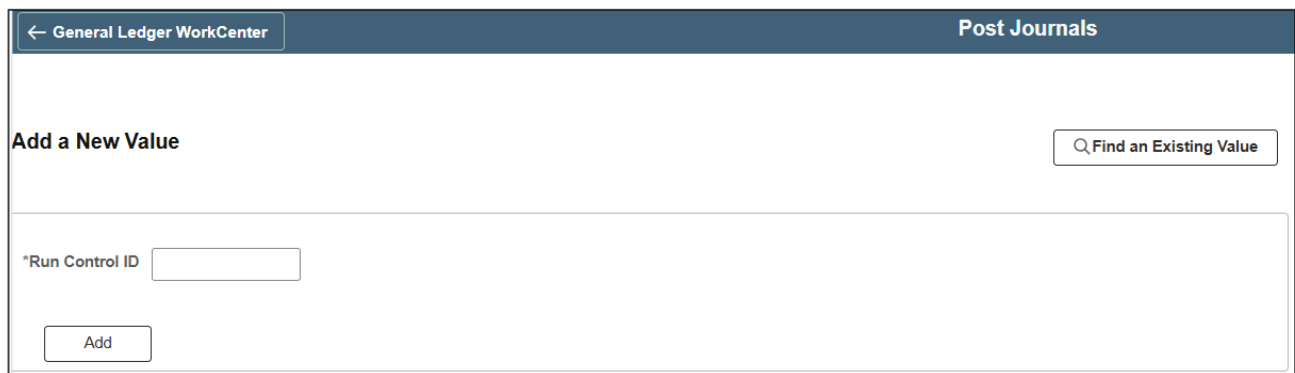
Step	Action
1.	Navigate to the Post Journals page using the following path: NavBar > Menu > General Ledger > Journals > Process Journals > Post Journals

The **Post Journals Find an Existing Value** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
	If the user has run this process before, search for and use the existing Run Control ID. The following steps assume that the user has never run this process before and demonstrates the steps used to create a new Run Control ID.
2.	Click the Add a New Value button. 

The **Post Journals Add a New Value** page displays.



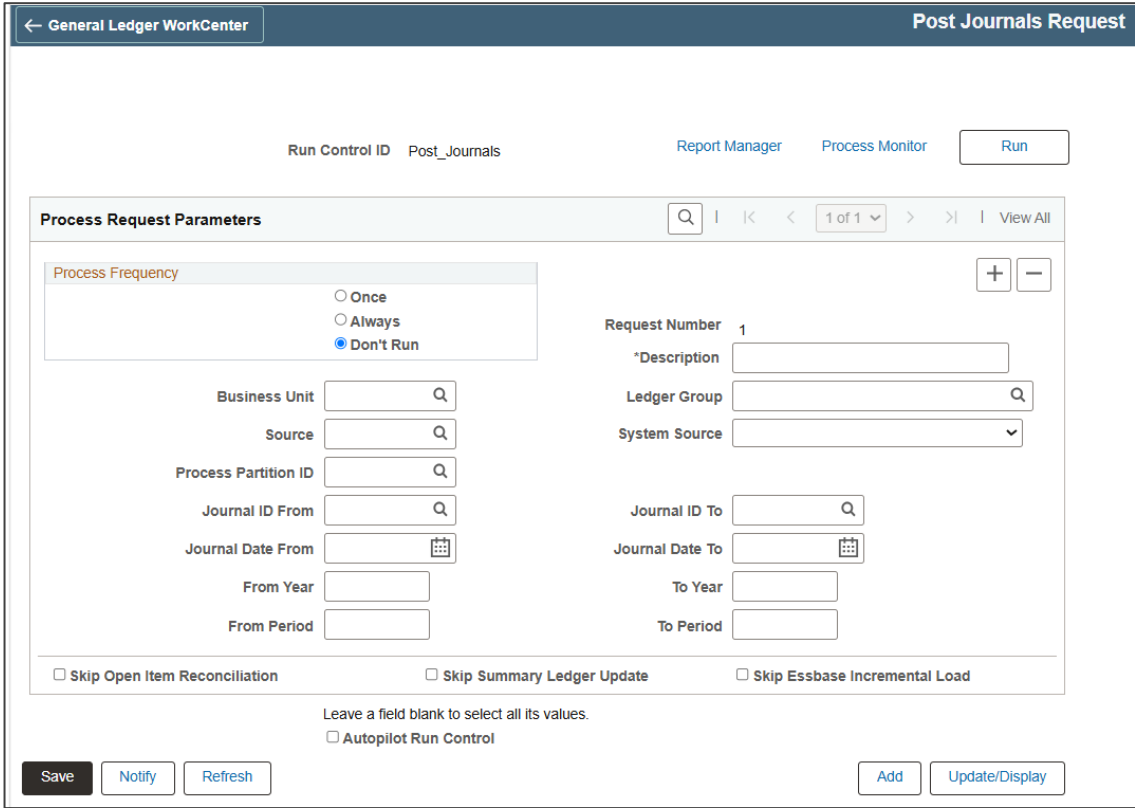


General Ledger Job Aid

GL333 Approving and Posting Online Journal Entries

Step	Action
3.	Enter a Run Control ID in the Run Control ID field. 
4.	Click the Add button. 

The **Post Journals Request** page displays.



General Ledger WorkCenter **Post Journals Request**

Run Control ID Post_Journals Report Manager Process Monitor Run

Process Request Parameters 1 of 1 View All

Process Frequency
☐ Once
☐ Always
☒ Don't Run

Business Unit

Source

Process Partition ID

Journal ID From

Journal Date From

From Year

From Period

Request Number 1

*Description

Ledger Group

System Source

Journal ID To

Journal Date To

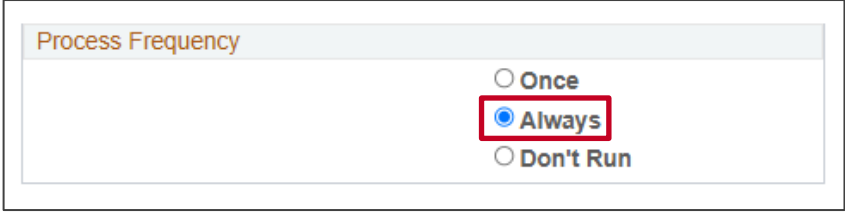
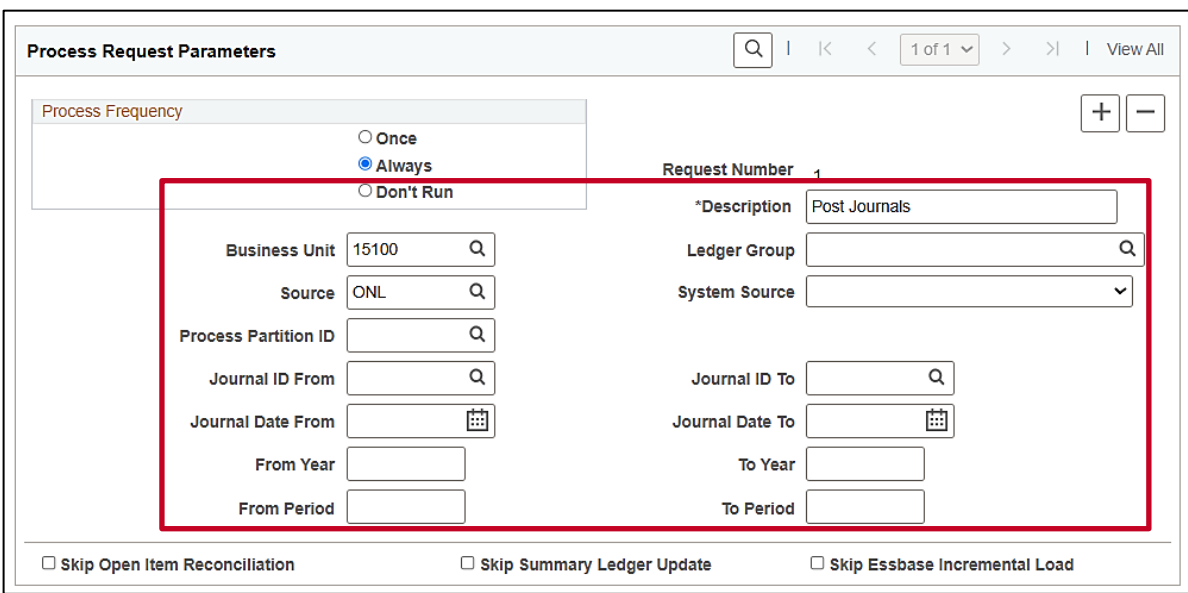
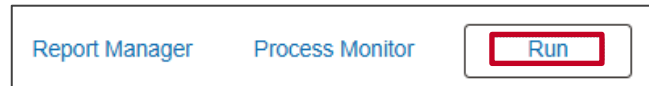
To Year

To Period

☐ Skip Open Item Reconciliation ☐ Skip Summary Ledger Update ☐ Skip Essbase Incremental Load

Leave a field blank to select all its values.
☐ Autopilot Run Control

Save Notify Refresh Add Update/Display

Step	Action
5.	Click the Always radio button option in the Process Frequency section. 
6.	Enter a description in the Description field. 
7.	Enter valid parameters to specify the group of Journals to be posted (e.g., Journal ID range, Journal date range, Source). The more parameters added reduces run time and avoids pulling in Journals within a range that should not be considered in the post run. 
8.	Click the Run button. 



General Ledger Job Aid

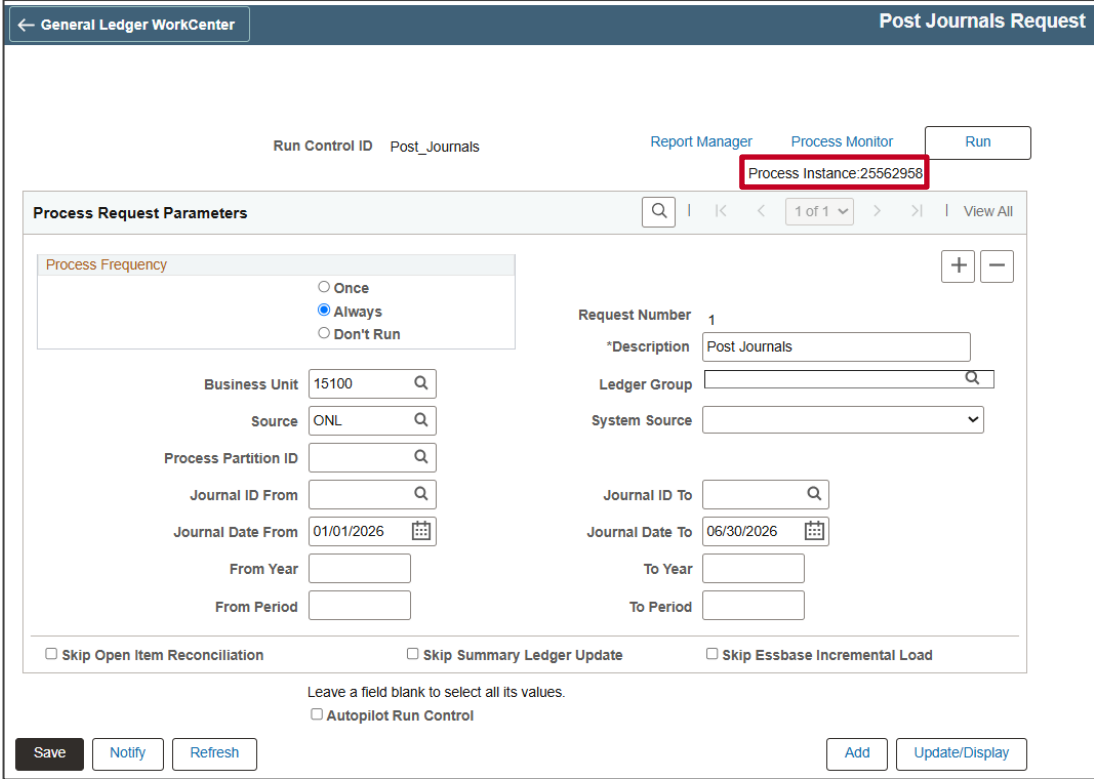
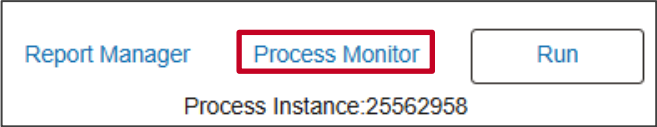
GL333 Approving and Posting Online Journal Entries

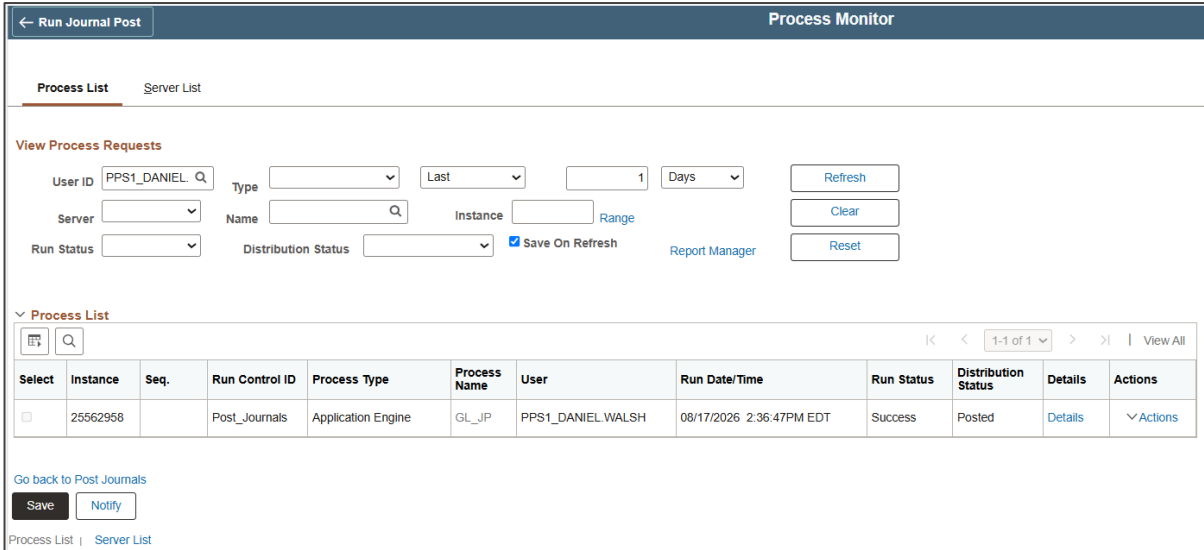
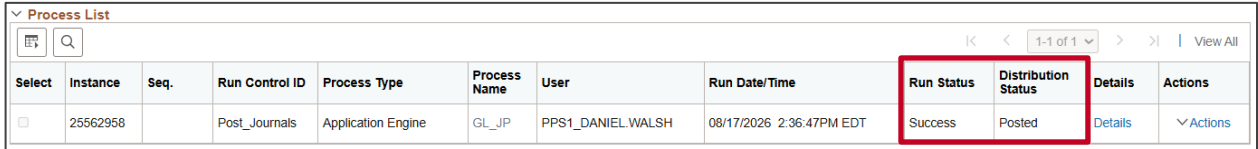
Step	Action														
	The Process Scheduler Request page displays. Process Scheduler Request User IDPPS1_DANIEL.WALSHRun Control IDPost_Journals Server NameRun Date08/17/2026 RecurrenceRun Time2:36:47PM Time ZoneReset to Current Date/Time Process List <table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td>☒</td><td>GL Journal Posting</td><td>GL_JP</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></table> OK Cancel Refresh	Select	Description	Process Name	Process Type	Type	Format	Distribution	☒	GL Journal Posting	GL_JP	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
☒	GL Journal Posting	GL_JP	Application Engine	Web	TXT	Distribution									
9.	Click the GL Journal Posting checkbox option if it is not already checked by default. Process List <table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td>☒</td><td>GL Journal Posting</td><td>GL_JP</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></table>	Select	Description	Process Name	Process Type	Type	Format	Distribution	☒	GL Journal Posting	GL_JP	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
☒	GL Journal Posting	GL_JP	Application Engine	Web	TXT	Distribution									
10.	Click the OK button. OK Cancel Refresh														



General Ledger Job Aid

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Step	Action
	The Post Journal Request page redisplay and a Process Instance Number is now assigned. 
11.	Click the Process Monitor link. 

Step	Action
	The Process Monitor page displays. 
12.	Confirm that the Run Status field displays “Success” and the Distribution Status field displays “Posted”. 
	Users can review the individual Journals from the Create/Update Journal Entries page to ensure that all Journals are now posted and have a Journal Status of “P” (Posted to Ledger(s)) as needed.