

Combination Edits Overview

Combination Editing is a feature in Cardinal that helps to maintain data integrity across all modules. Combinations of ChartField values can be established to be used in editing journal entry lines in General Ledger and the other Cardinal modules.

The three components of the ChartField editing configuration are the Combination Definitions, Combination Rules, and Combination Groups.

Combination Definition defines the ChartFields that are required or optional in the combination edit. For example, a Combination Definition may require an Account and a FIPS code be defined on each journal line.

Combination Rule defines the valid values of the ChartFields that are named in the Combination Definition. In other words, the Combination Rule defines the specific values of each ChartField that will or will not pass the editing process for a Combination Definition.

Combination Group links the Combination Rules that are to be applied as a group during the edit process. All rules within a group must have the same Combination Definition. ChartField combination editing compares the values entered in Cardinal to the Combination Definitions and Combination Rules that are defined.

Typically, the Combination Edits in Cardinal for all agencies are set up under the **SetID** of **STATE**; however, there could be exceptions. For example, the Combination Edits that are set up for Virginia Department of Transportation (VDOT) are all established under the SetID of **50100**.

In Cardinal, there are two tools that can be used to review the Combination Rules and help identify the cause of a Combination Edit error.

These tools are the **Review Combination Data** inquiry page and the **ChartField Combination Editing Rule Report**.

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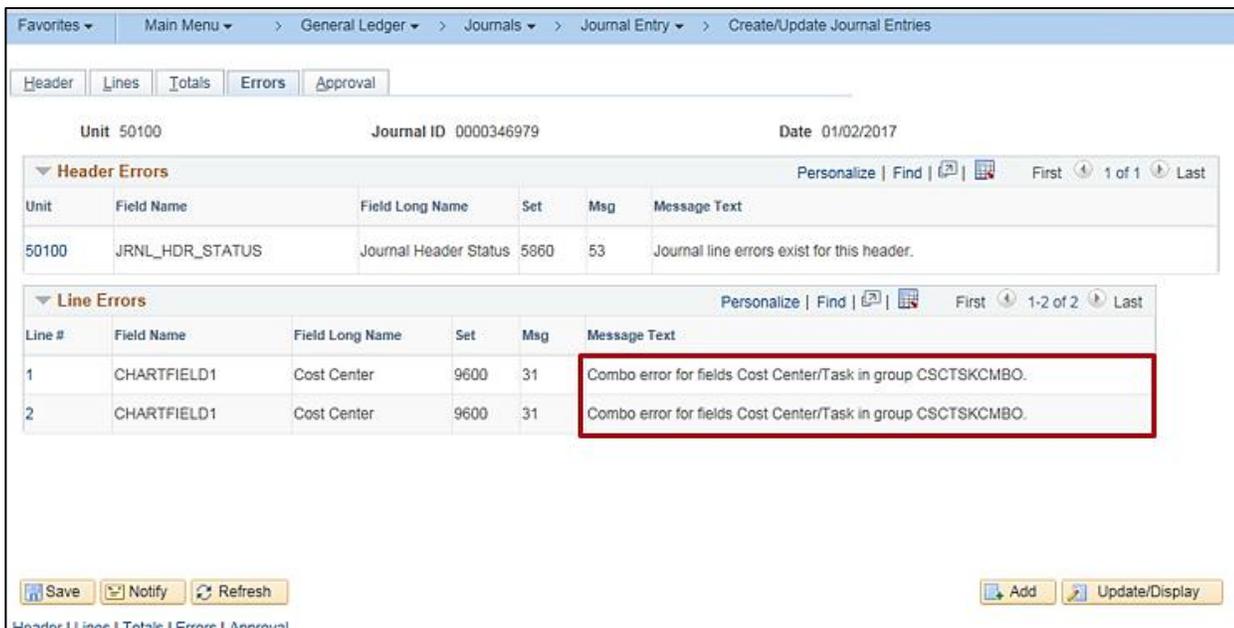
| | |
|--|---|
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Receiving a Combination Edit Error

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

Combination Edit Error Example

For example, lines numbered 1 and 2 of this journal have a Combination Edit error relating to the **Cost Center/Task in group CSCTSKCMBO**. This message gives us the specific Combination Group but not the Combination Rule.



The screenshot shows the 'Create/Update Journal Entries' screen. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The current view is 'Errors', showing details for Unit 50100, Journal ID 0000346979, and Date 01/02/2017.

Header Errors

| Unit | Field Name | Field Long Name | Set | Msg | Message Text |
|-------|-----------------|-----------------------|------|-----|--|
| 50100 | JRNL_HDR_STATUS | Journal Header Status | 5860 | 53 | Journal line errors exist for this header. |

Line Errors

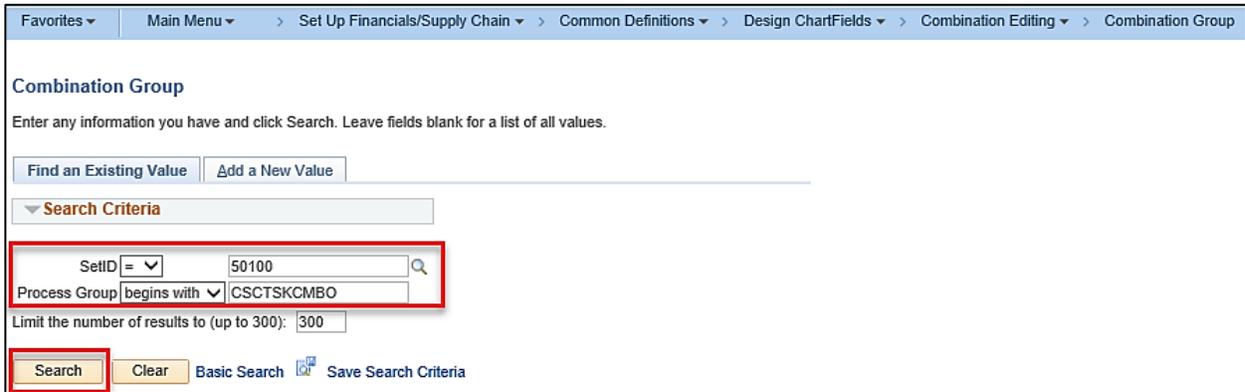
| Line # | Field Name | Field Long Name | Set | Msg | Message Text |
|--------|-------------|-----------------|------|-----|--|
| 1 | CHARTFIELD1 | Cost Center | 9600 | 31 | Combo error for fields Cost Center/Task in group CSCTSKCMBO. |
| 2 | CHARTFIELD1 | Cost Center | 9600 | 31 | Combo error for fields Cost Center/Task in group CSCTSKCMBO. |

At the bottom of the screen, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

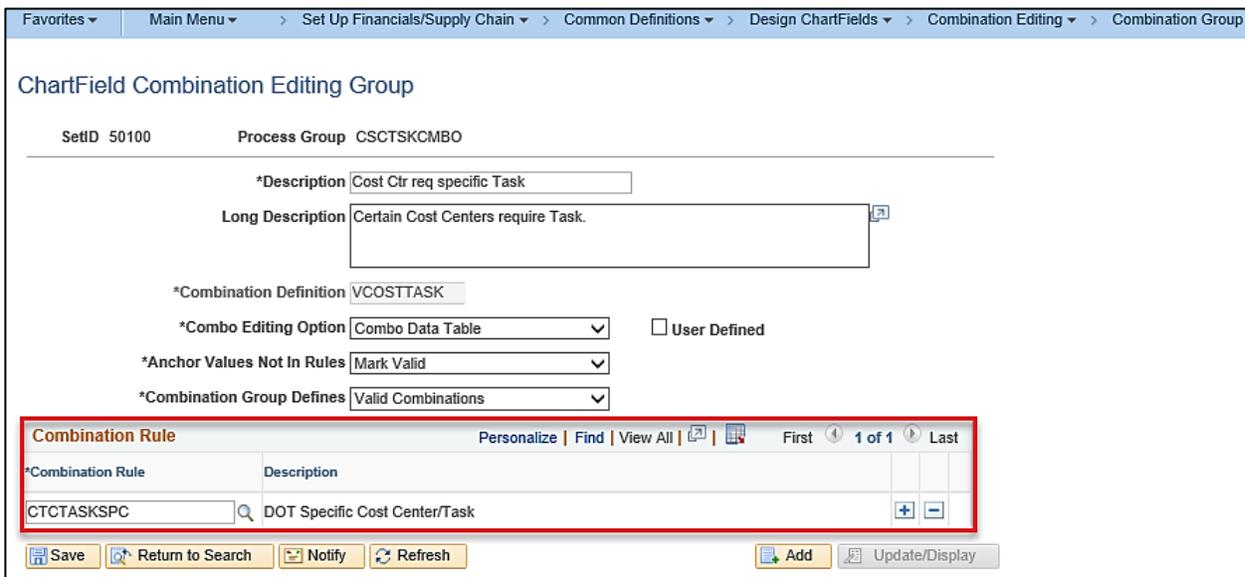
Identifying the Combination Rule

1. Log into Cardinal and navigate using the following path:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group

Note: Your SetID will default based on your agency.



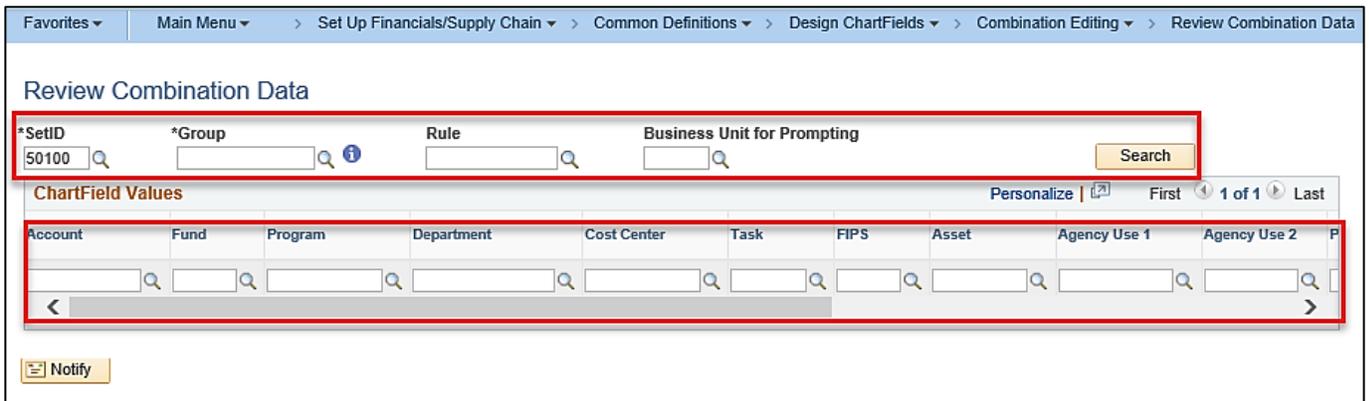
2. Enter the Combination Group in the **Process Group** field and click the **Search** button.
3. The **ChartField Combination Editing Group** page displays. All of the associated Combination Rules are listed under the **Combination Rule** record. If there is more than one rule associated, a user may be able to narrow down the choices based upon the text that is found within the error message. In this example, the error relates to the Cost Center and Task (i.e., Combination Rule – **CSCTSKCMBO**).



Reviewing Combination Data Inquiry

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

1. Log into Cardinal and navigate using the following path:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data



Note: The **SetID** will automatically populate based on the Agency of the user.

2. Enter or select (via lookup) a **Group** name (required).
3. Enter or select (via lookup) a **Rule** or leave the field blank.

Note: When a **Rule** is not specified and is left blank, every **Rule** under that **Group** is retrieved.

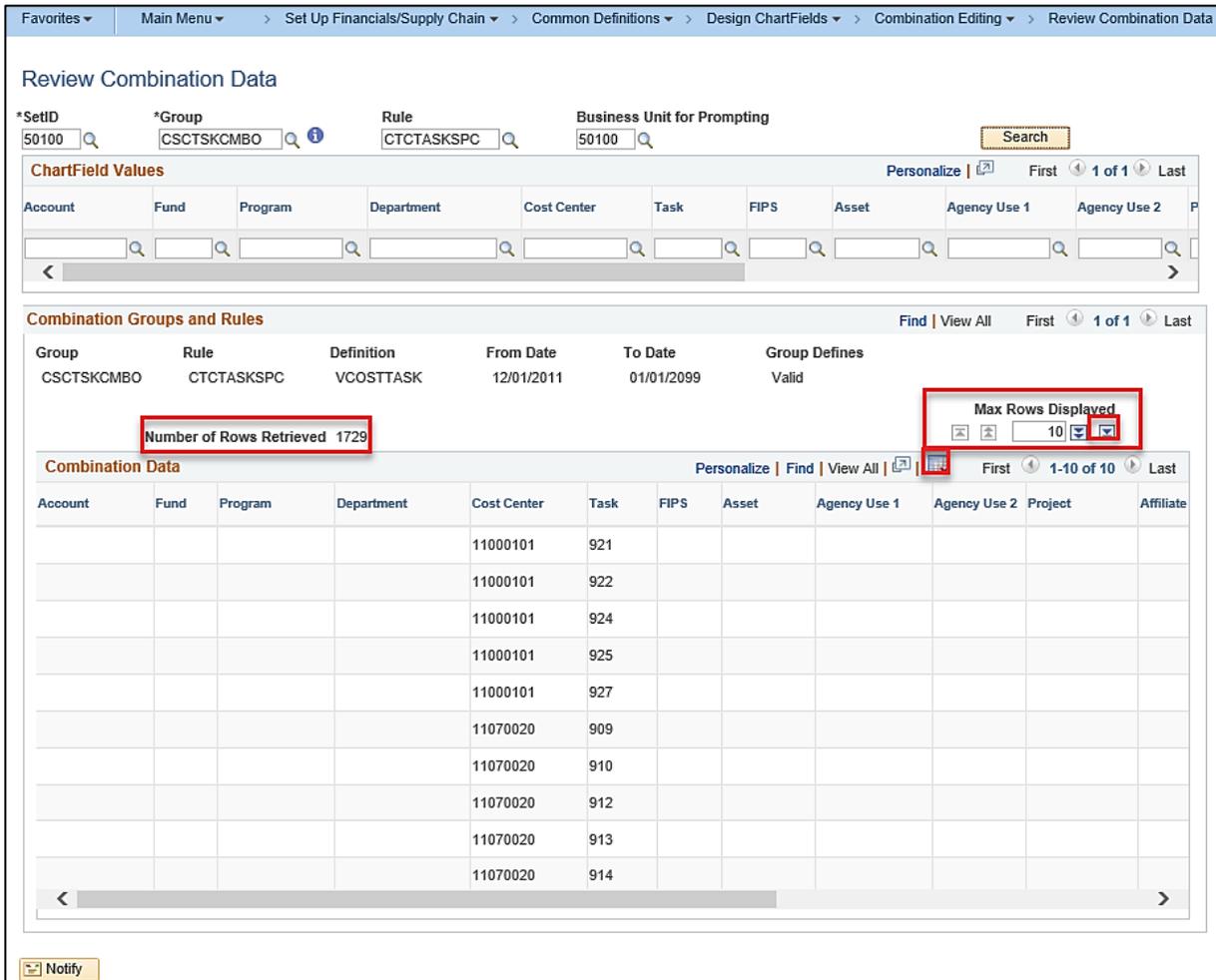
4. Enter or select (via lookup) the **Business Unit for Prompting** (i.e., the Business Unit associated with the Group).

5. Under **ChartField Values**, enter or select (via lookup) any ChartFields that narrows the resulting data.

Note: This area does not need to be filled out if the desired output is to retrieve all combinations associated with a combination group/rule. Use the wildcard (%) along with a series of numbers in any field to limit the number of ChartField values that are returned.

6. Click the **Search** button.

Extracting Data from the Review Combination Data Option into Excel



Review Combination Data

*SetID: 50100 *Group: CSCTSKCMB0 Rule: CTCTASKSPC Business Unit for Prompting: 50100 Search

ChartField Values Personalize | First 1 of 1 Last

| Account | Fund | Program | Department | Cost Center | Task | FIPS | Asset | Agency Use 1 | Agency Use 2 |
|---------|------|---------|------------|-------------|------|------|-------|--------------|--------------|
| | | | | | | | | | |
| | | | | | | | | | |

Combination Groups and Rules Find | View All First 1 of 1 Last

| Group | Rule | Definition | From Date | To Date | Group Defines |
|------------|------------|------------|------------|------------|---------------|
| CSCTSKCMB0 | CTCTASKSPC | VCOSTTASK | 12/01/2011 | 01/01/2099 | Valid |

Combination Data Personalize | Find | View All |  First 1-10 of 10 Last

| Account | Fund | Program | Department | Cost Center | Task | FIPS | Asset | Agency Use 1 | Agency Use 2 | Project | Affiliate |
|---------|------|---------|------------|-------------|------|------|-------|--------------|--------------|---------|-----------|
| | | | | 11000101 | 921 | | | | | | |
| | | | | 11000101 | 922 | | | | | | |
| | | | | 11000101 | 924 | | | | | | |
| | | | | 11000101 | 925 | | | | | | |
| | | | | 11000101 | 927 | | | | | | |
| | | | | 11070020 | 909 | | | | | | |
| | | | | 11070020 | 910 | | | | | | |
| | | | | 11070020 | 912 | | | | | | |
| | | | | 11070020 | 913 | | | | | | |
| | | | | 11070020 | 914 | | | | | | |

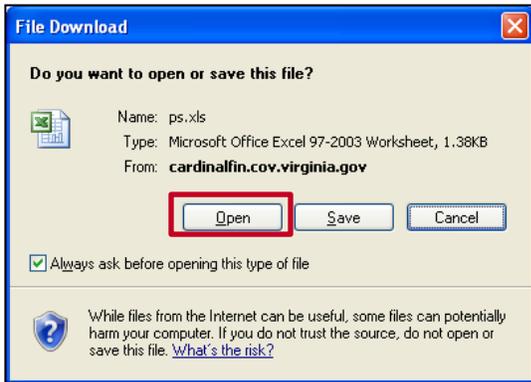
Number of Rows Retrieved: 1729

Max Rows Displayed: 10

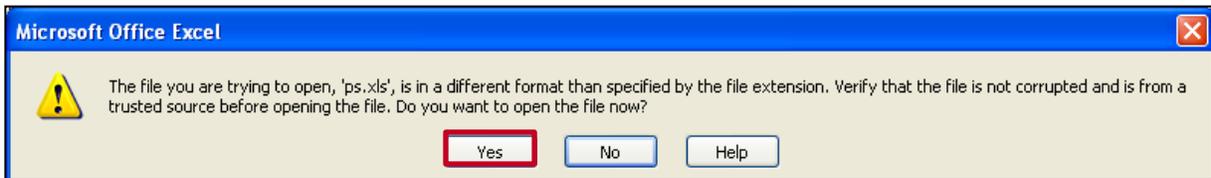
Notify

1. Look at the **Number of Rows Retrieved**:
 - a. If it is more than the **Max Rows Displayed**, insert the cursor into the **Max Rows Displayed** number area.
 - i. Update the number under **Max Rows Displayed** to equal the **Number of Rows Retrieved**.
 - ii. Select the **Last Row** icon.
 - b. If it is not more than the **Max Rows Displayed**, proceed to step 2.
2. Click the **Download**  icon.

Note: Some users will have to hold down the CTRL key while selecting **Download** until a subsequent window opens and the **File Download** message appears because, on some computers, Internet Explorer will try to block the site.



3. Click the **Open** button and the following message will prompt in Excel.



4. Click the **Yes** button and the data creates an Excel worksheet.

ps.xls [Read-Only] - Microsoft Excel

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|----|---------|------|---------|------------|-------------|-------|-----|-------|--------------|--------------|---------|-----------|----------------|-----------|-----------------|---------------|---|---|---|---|
| 1 | Account | Fund | Program | Department | Cost Center | Task | #PS | Asset | Agency Use 1 | Agency Use 2 | Project | Affiliate | Fund Affiliate | Book Code | Statistics Code | Currency Code | | | | |
| 2 | | | | | 11180020 | 66107 | | | | | | | | | | | | | | |
| 3 | | | | | 11180020 | 66108 | | | | | | | | | | | | | | |
| 4 | | | | | 11180020 | 66111 | | | | | | | | | | | | | | |
| 5 | | | | | 11180020 | 66112 | | | | | | | | | | | | | | |
| 6 | | | | | 11180020 | 66113 | | | | | | | | | | | | | | |
| 7 | | | | | 11180020 | 66114 | | | | | | | | | | | | | | |
| 8 | | | | | 11180020 | 66115 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | |

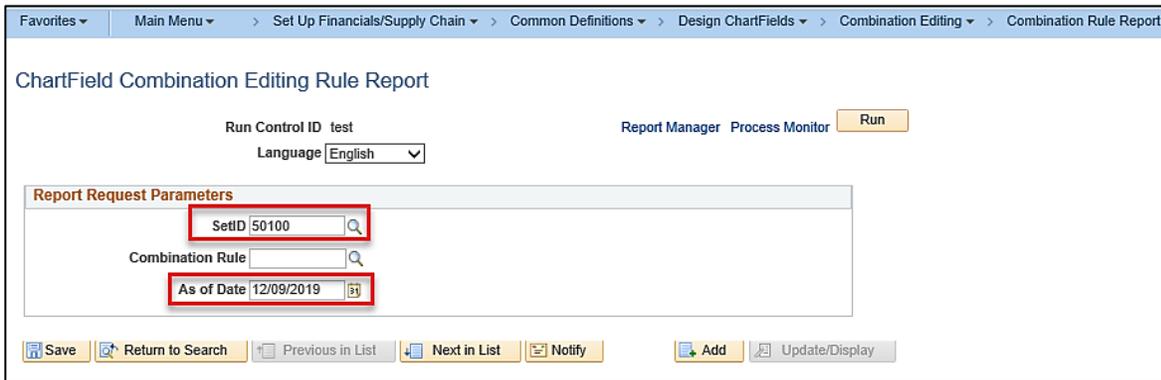
ChartField Combination Editing Rule Report

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

1. Log into Cardinal and navigate using the following path:
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report

2. Enter or create a **Run Control ID**.

Note: The **SetID** automatically populates based on the Agency of the user and the **As of Date** also populates automatically based on the current date.



Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report

ChartField Combination Editing Rule Report

Run Control ID test Report Manager Process Monitor **Run**

Language English

Report Request Parameters

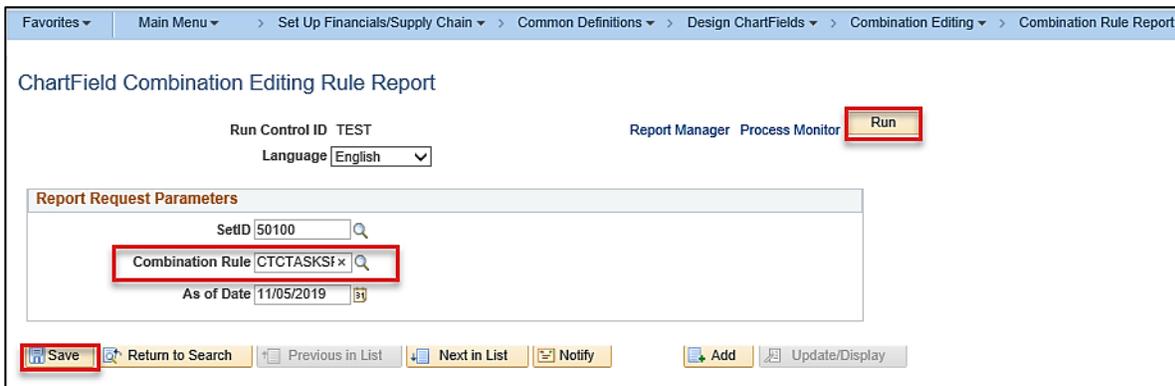
SetID 50100

Combination Rule

As of Date 12/09/2019

Save Return to Search Previous in List Next in List Notify Add Update/Display

3. Enter or select (via lookup) a **Combination Rule**.



Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report

ChartField Combination Editing Rule Report

Run Control ID TEST Report Manager Process Monitor **Run**

Language English

Report Request Parameters

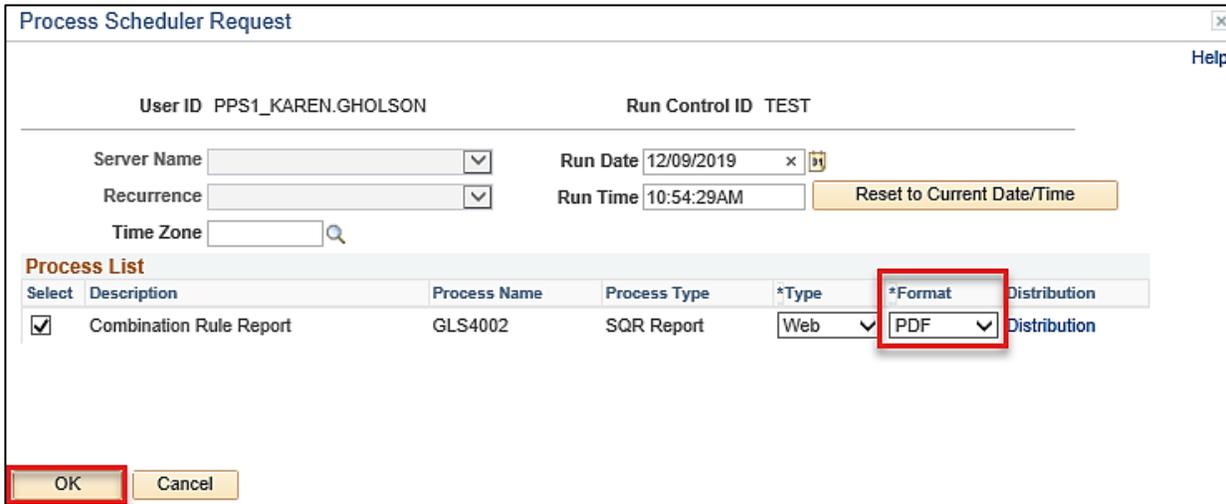
SetID 50100

Combination Rule CTCTASKSF

As of Date 11/05/2019

Save Return to Search Previous in List Next in List Notify Add Update/Display

4. Click the **Save** button.
5. Click the **Run** button, which will update the window to the **Process Scheduler Request** page.



Process Scheduler Request

User ID PPS1_KAREN.GHOLSON Run Control ID TEST

Server Name [dropdown] Run Date 12/09/2019 [calendar icon]

Recurrence [dropdown] Run Time 10:54:29AM [button: Reset to Current Date/Time]

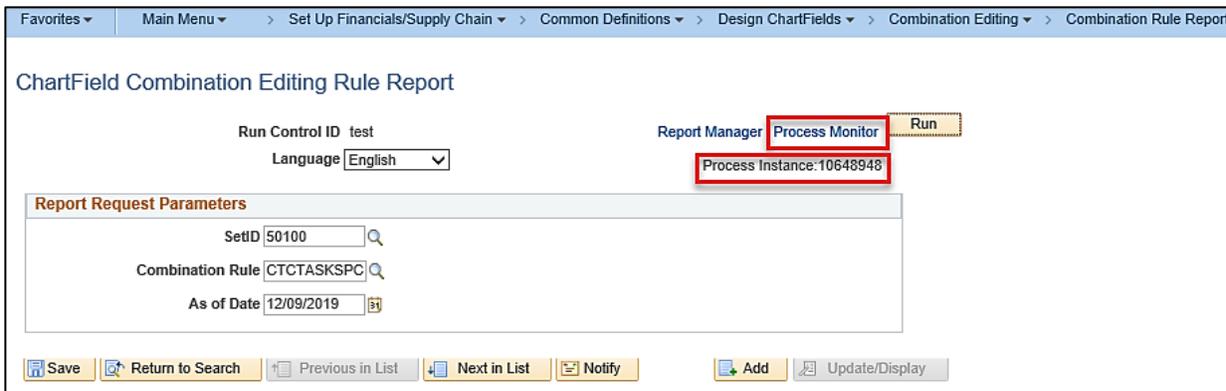
Time Zone [dropdown]

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------------------|--------------|--------------|----------------|----------------|--------------|
| <input checked="" type="checkbox"/> | Combination Rule Report | GLS4002 | SQR Report | Web [dropdown] | PDF [dropdown] | Distribution |

[button: OK] [button: Cancel]

- Check to ensure that the process is formatted as a **PDF** file and then click the **OK** button. This will bring the window back to the **ChartField Combination Editing Rule Report** page.



ChartField Combination Editing Rule Report

Run Control ID test Report Manager **Process Monitor** [button: Run]

Language English [dropdown]

Process Instance: 10648948

Report Request Parameters

SetID 50100 [search icon]

Combination Rule CTCTASKSPC [search icon]

As of Date 12/09/2019 [calendar icon]

[button: Save] [button: Return to Search] [button: Previous in List] [button: Next in List] [button: Notify] [button: Add] [button: Update/Display]

- There should now be a **Process Instance** number below the **Run** box. Click the **Process Monitor** link which will update the window to the **Process List** page.

Process Monitor

View Process Request For

User ID: PPS1_KARE x | Type: | Last: | 100 Days | **Refresh**

Server: | Name: | Instance From: | Instance To: | Report Manager

Run Status: | Distribution Status: | Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|-------------------------------------|----------|------|--------------------|--------------|--------------------|---------------------------|------------|---------------------|---------|
| <input checked="" type="checkbox"/> | 10648948 | | SQR Report | GLS4002 | PPS1_KAREN.GHOLSON | 12/09/2019 10:35:12AM EST | Success | Posted | Details |
| <input type="checkbox"/> | 10648909 | | Application Engine | GL_JEDIT_0 | PPS1_KAREN.GHOLSON | 11/27/2019 11:57:13AM EST | Warning | Posted | Details |
| <input type="checkbox"/> | 10648908 | | Application Engine | V_GL602B_E_0 | PPS1_KAREN.GHOLSON | 11/27/2019 11:56:50AM EST | Success | Posted | Details |
| <input type="checkbox"/> | 10648907 | | Application Engine | GL_JEDIT_0 | PPS1_KAREN.GHOLSON | 11/27/2019 11:55:05AM EST | Warning | Posted | Details |
| <input type="checkbox"/> | 10648906 | | Application Engine | V_GL602B_E_0 | PPS1_KAREN.GHOLSON | 11/27/2019 11:54:40AM EST | Success | Posted | Details |

8. Click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
9. Go to the **Process Detail** page by clicking the **Details** hyperlink.

Process Detail

Process

Instance: 10648948 | Type: SQR Report

Name: GLS4002 | Description: Combination Rule Report

Run Status: Success | Distribution Status: Posted

Run | **Update Process**

Run Control ID: test | Hold Request

Location: Server | Queue Request

Server: PSUNX2 | Cancel Request

Recurrence: | Delete Request

| Re-send Content | Restart Request

Date/Time | **Actions**

Request Created On: 12/09/2019 10:35:40AM EST | Parameters: Transfer

Run Anytime After: 12/09/2019 10:35:12AM EST | Message Log

Began Process At: 12/09/2019 10:35:50AM EST | Batch Timings

Ended Process At: 12/09/2019 10:36:01AM EST | **View Log/Trace**

OK | Cancel

10. Click the **View Log/Trace** hyperlink, which will update the window to the **View Log/Trace** page.

View Log/Trace Help

Report

Report ID 47310875 Process Instance 10648948 [Message Log](#)

Name GLS4002 Process Type SQR Report

Run Status Success

Combination Rule Report

Distribution Details

Distribution Node fintrm Expiration Date 01/08/2020

File List

| Name | File Size (bytes) | Datetime Created |
|--------------------------|-------------------|----------------------------------|
| SQR_GLS4002_10648948.log | 2,131 | 12/09/2019 10:36:01.863752AM EST |
| gls4002_10648948.PDF | 44,571 | 12/09/2019 10:36:01.863752AM EST |
| gls4002_10648948.out | 58 | 12/09/2019 10:36:01.863752AM EST |

Distribute To

| | |
|----------------------|--------------------|
| Distribution ID Type | *Distribution ID |
| User | PPS1_KAREN.GHOLSON |

[Return](#)

11. Select the PDF file to view the report.

PeopleSoft Financials
CHARTFIELD COMBINATION RULES

Report ID: GLS4002 Page No. 1
Set ID: 50100--VA Dept of Transportation Run Date 12/09/2019
As Of Date: 12/09/2019 Run Time 10:35:50

Combination Rule: CTCTASKSPC

Description: DOT Specific Cost Center/Task Effective Date From: 12/01/2011 To: 01/01/2099 Combo CP Definition: VCOSTTASK

Require Valid ChartField Value

| ChartField | How Specified | SetID | Tree Name | Tree Level | Selected Value |
|-------------|------------------------|-------|-----------|------------|----------------|
| CHARTFIELD1 | Selected Detail Values | | | | 11000101 |
| PRODUCT | Selected Detail Values | | | | 921 |
| | | | | | 922 |
| | | | | | 924 |
| | | | | | 925 |
| | | | | | 927 |
| CHARTFIELD1 | Selected Detail Values | | | | 11070020 |
| PRODUCT | Selected Detail Values | | | | 909 |
| | | | | | 910 |
| | | | | | 912 |
| | | | | | 913 |
| | | | | | 914 |
| | | | | | 915 |
| | | | | | 916 |
| | | | | | 917 |
| | | | | | 919 |
| CHARTFIELD1 | Selected Detail Values | | | | 11070030 |
| PRODUCT | Selected Detail Values | | | | 906 |
| | | | | | 913 |
| | | | | | 914 |
| | | | | | 915 |
| CHARTFIELD1 | Selected Detail Values | | | | 11070050 |
| PRODUCT | Selected Detail Values | | | | 906 |
| | | | | | 907 |
| | | | | | 908 |