



# **501 GL333**

## **Approving Journals**

Web Based Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:



Understand the journal approval process in Cardinal



# Agenda

1

Journal Approval Process



# Lesson 1: Introduction

1

## Journal Approval Process

This lesson covers the following topics:

- General Ledger Overview
- Journal Approval
- Workflow Routing
- Approval History
- Journal Approval Direct Navigation



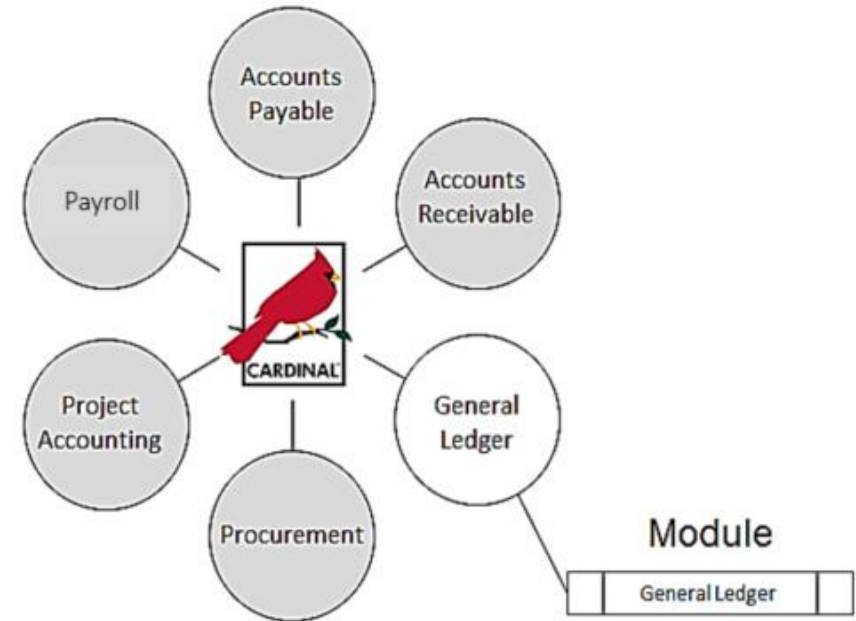
# General Ledger Overview

This course covers Journal Approvals.

In the Cardinal Overview course, the user learned that the General Ledger is the functional area that establishes the financial accounts used to:

- Accumulate the results of transaction processing
- Create budgets
- Generate financial statements
- Provide source financial data for reporting purposes

## Cardinal Functional Areas





# Journal Approval

Journals that require approval in General Ledger include allocation journals, journals from external sources, spreadsheet journals, and online source type journals via workflow.

Journals that do not require approval in General Ledger include Journals from Accounts Payable, Expenses, Purchasing, Payroll, Accounts Receivable, Billing, Project Costing (split transactions and revenue and billing), and Contracts. These Journals are pre-approved in their module.

A request for approval is triggered once a journal successfully completes the edit and budget check processes (either online or batch) and the user manually clicks Submit.

Journals that require approval appear on the Journal Approver's worklist. Cardinal does not send email notifications for Journal approval so the user should check the worklist daily for journals requiring approval.

There are two ways to approve Journals:

- From the **Worklist** link
- From navigating directly to the **Create/Update Journal Entries** page (on the **Approval** tab)



# Journal Approval Levels

Most journals require only one level of approval in General Ledger. The Journal Approver role is assigned at the Department level.

As a Journal Approver, the user can either approve or deny a journal. If a journal is denied, Cardinal sends both an email and a worklist notification to the Journal Processor. The Journal Processor can either delete the journal or correct the journal. If corrected, the Journal Processor submits the journal again for approval after it passes edit check and budget check.

Additional approval is required for some journals. Statewide Journal Approvers at the Department of Accounts (DOA) must also approve or deny:

- Journals for Capital Outlay projects with a **Program Code** of **998000** that have not received their environmental impact study
- Journals with a Legal Services **Account** value of **5012430**



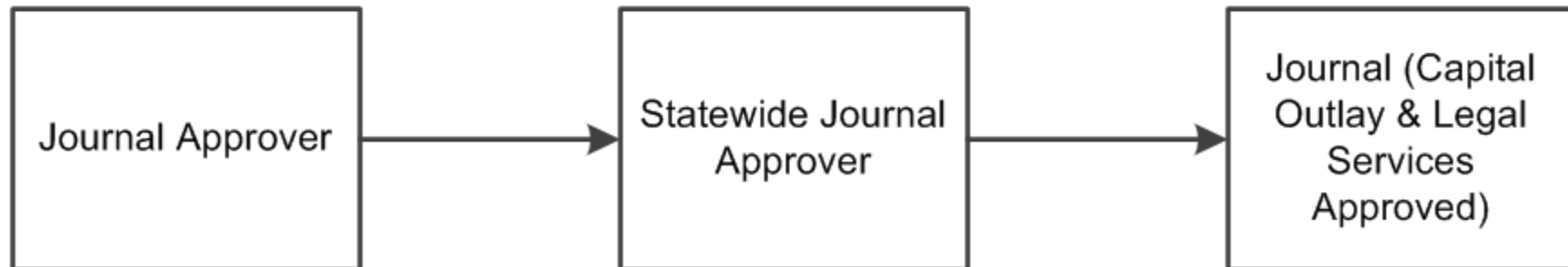


# Journal Approval Levels (continued)

ONE LEVEL



MULTIPLE LEVELS





## Journal Approval Levels (continued)

Cardinal does not escalate unaddressed approval items in General Ledger or route them to other approvers. If a journal is not approved or denied, it stays on the worklist indefinitely. On the **Create/Update Journal Entries** page (**Find an Existing Value** tab), the user can use the **Journal Header Status** to locate journals not posted.

Budget journals do not require formal approval in Cardinal. Budget Approvers and Statewide Budget Approvers review budget journals and post them to the General Ledger.



# Journal Approval Steps

Approve journals from either the **Worklist** link or from the **Create/Update Journal Entries** page (on the **Approval** tab).

- To approve via the **Create/Update Journal Entries** page, navigate using the following path:

**Main Menu > General Ledger > Journals > Create/Update Journal Entries**

- Select the **Find an Existing Value** tab, then enter the information to search for the journal.
- Click the **Approvals** tab.

- To approve via the worklist, navigate using the following path:

**Main Menu > Worklist > Worklist**



# Journal Approval Steps: Worklist

To **Approve** or **Deny** a journal on the worklist:

- Click on the **Worklist** link for the journal that needs to be approved.
- Review all details based on relevant policies.
- To approve, click the **Approve** button at the bottom of the page.
- To **Deny** the journal, click the **Deny** button at the bottom of the page. When denying a journal, enter comments in the **Deny Comments** field.
- If the journal is denied, the Journal Processor can edit and re-submit if necessary; otherwise the journal should be deleted.

**CARDINAL** All Search Advanced Search

Favorites Main Menu Worklist Worklist

### GL Journal Approval

Business Unit 50100 [Return to Worklist](#)  
Journal ID 0000347006 Attachments (0)  
Journal Date 01/25/2017 [Go to Journal Entry Page](#)  
Line Unit 50100 Status Pending  
Ledger Group ACTUALS Debits \$250.00  
Adjusting Entry N Credits \$250.00  
Fiscal Year 2017 Description Andrea's test journal for trai  
Period 7 Requester CONDOLEEZZA.RICE

### Jrnl Approval

Unit 50100, ID 0000347006, Date 2017-01-25, Line Unit 50100:Pending [View/Hide Comments](#) [Start New Path](#)

Jrnl Approval

Skipped  
RICE, CONDOLEEZZA  
GL Journal Approver  
01/25/17 - 3:18 PM

Pending  
Multiple Approvers  
GL Journal Approver

Comments

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Approve Deny Hold Pushback Add Comments

Journal Lines

Click the image to enlarge



# Approval History

The **Approval History** section identifies the requestor, approver, approval status, and date/time stamp of the various activities and users involved in the approval process.

Home | Worklist | Add to Favorites

Search [All] [Search] [Advanced Search] [Last Search Results]

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | **Approval** | New Window | Help | Person

Unit 15100      Journal ID 0000346998      Date 01/11/2017     

**Approval Status**

Unit 15100

Approval Check Active Y

Approval Status Denied

Approval Action

Deny Comments

254 characters remaining

**Jrnl Approval**

Unit 15100, ID 0000346998, Date 2017-01-11, Line Unit 15100: **Denied**

**Jrnl Approval**

**Denied**

Page, Doug (DOA)  
GL Journal Approver  
01/24/17 - 5:24 PM

**Comments**

**Approval History**

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
396335	STATE	01/02/1910	FINUSER05	10	1	1.00	Denied	HSJ34926	Bypassed	01/24/2017 5:25:02.000000PM
396335	STATE	01/02/1910	FINUSER05	10	1	1.00	Denied	NSX07821	Bypassed	01/24/2017 5:25:02.000000PM



# Journal Approval: Direct Navigation

Approve a journal by directly navigating to the **Create/Update Journal Entries** page using the following path:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

Click on the **Find an Existing Value** tab.

Enter the search criteria for the journal to approve and then click the **Search** button.

The screenshot shows the 'Create/Update Journal Entries' page in the Cardinal system. The breadcrumb navigation is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is 'Create/Update Journal Entries'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with the following fields:

- Business Unit: = [v] 50100 [Q]
- Journal ID: begins with [v] [ ]
- Journal Date: = [v] [ ] [BY]
- Document Sequence Number: begins with [v] [ ]
- Line Business Unit: = [v] [ ] [Q]
- Journal Header Status: = [v] Valid Journal - Edits Complete [v]
- Budget Checking Header Status: = [v] [ ] [v]
- Source: = [v] ONL [Q]
- User ID: begins with [v] CONDOLEEZZA.RICE [Q]
- Attachment Exist: = [v] [ ] [v]

There is a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300): 300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search' [Q], and 'Save Search Criteria'.



# Journal Approvals: Direct Navigation (continued)

This opens the Journal header page for the journal selected. Review the journal details before approving:

- On the **Header** tab (default tab when the page opens), review the journal header information.
- Click the **Lines** tab to review the journal line information.
- Click the **Totals** tab to review the **Control** and **Actual** totals.
- Click the **Errors** tab to review any header and line errors.
- Click the **Approval** tab to complete an approval action.

The screenshot shows the CARDINAL system interface for journal approvals. The top navigation bar includes 'All', 'Search', 'Advanced Search', and 'Last Search Results'. The breadcrumb trail is 'General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The 'Approval' tab is selected and highlighted with a red box. The 'Submit' button is also highlighted with a red box. The 'Approval Action' dropdown menu is set to 'Approve' and is highlighted with a red box. The 'Deny Comments' text area is empty, with a note '254 characters remaining'. The 'Jrnl Approval' section shows a list of approval actions: 'Skipped' by RICE, CONDOLEEZZA and 'Pending' by Multiple Approvers. The 'Approval History' section is visible at the bottom.

Click the image to enlarge



# Journal Approvals: Direct Navigation (continued)

There are two options from the **Approval** tab:

- To approve a journal, click the **Approval Action** drop-down menu, select **Approve**, and click the **Submit** button. Cardinal routes the journal for any conditional approvals that may be needed.
- To deny a journal, click the **Approval Action** drop-down menu, select **Deny**, and click the **Submit** button. If a journal is denied enter comments in the **Deny Comments** field. When the action is saved, Cardinal sends an email and a worklist notification to the Journal Processor.
- If the journal is denied, the Journal Processor can edit and re-submit if necessary; otherwise the Journal Processor should delete the journal. Denied journals need to be corrected or deleted to release reserved funds.





# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



The following journals require approval in General Ledger: journals from external sources, spreadsheet journals and online journals.

- True
- False



# Course Summary

GL333

Approving Journals

In this course, you learned:

- The journal approval process in Cardinal



# Course Evaluation

Congratulations! You successfully completed the **501 GL333: Approving Journals** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.





# Appendix

- Screenshots
- Flowchart Key



# Journal Approval Steps: Worklist

**CARDINAL** All Search Advanced Search

Favorites Main Menu Worklist Worklist

### GL Journal Approval

Business Unit	50100	<a href="#">Return to Worklist</a>
Journal ID	0000347006	Attachments (0)
Journal Date	01/25/2017	<a href="#">Go to Journal Entry Page</a>
Line Unit	50100	Status Pending
Ledger Group	ACTUALS	Debits \$250.00
Adjusting Entry	N	Credits \$250.00
Fiscal Year	2017	Description Andrea's test journal for trai
Period	7	Requester CONDOLEEZZA.RICE

### Jrnl Approval

Unit 50100, ID 0000347006, Date 2017-01-25, Line Unit 50100:Pending [View/Hide Comments](#) [Start New Path](#)

**Jrnl Approval**

- Skipped**  
RICE, CONDOLEEZZA  
GL Journal Approver  
01/25/17 - 3:18 PM
- Pending**  
Multiple Approvers  
GL Journal Approver

**Comments**

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

[Approve](#) [Deny](#) [Hold](#) [Pushback](#) [Add Comments](#)

**Journal Lines**

Click the image to return



# Journal Approvals: Direct Navigation

**CARDINAL** All Search >> Advanced Search Last Search Results

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors **Approval**

Unit 50100 Journal ID 0000347007 Date 01/25/2017 **Submit**

**Approval Status**

Unit 50100  
Approval Check Active Y  
**Approval Status** Pending Approval  
**Approval Action** Approve  
Deny Comments  
254 characters remaining

**Jrnl Approval**

Unit 50100, ID 0000347007, Date 2017-01-25, Line Unit 50100:Pending View/Hide Comments

**Jrnl Approval**

- Skipped**  
RICE, CONDOLEEZZA  
GL Journal Approver  
01/25/17 - 3:27 PM
- Pending**  
Multiple Approvers  
GL Journal Approver

**Comments**

**Approval History**



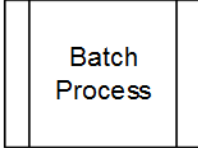
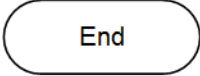
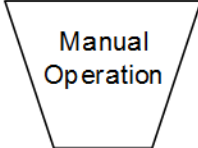
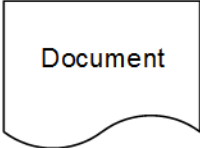
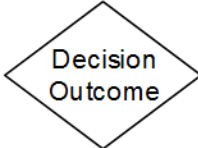
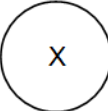
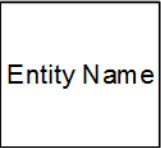
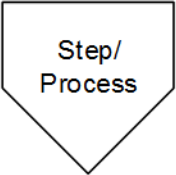
Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval

Click the image to return



# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.





# End Of Appendix

Congratulations! You successfully completed the appendix section of **501 GL333: Approving Journals** course.

To close the web based training course, click the '**X**' button in the upper right corner.