

Creating and Using Model Journal Entries

Model Journal entries are templates for recurring transactions (monthly, quarterly, or annually) that can be used to save time and reduce errors. A Model Journal can include a specific description, ChartField combinations, and amounts. A Model Journal is similar to using the Copy process but if the amounts change from period to period, the amounts can be left blank on a Model Journal.

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

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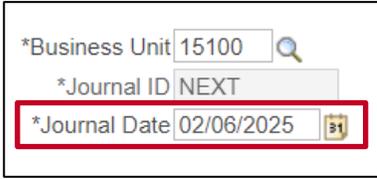
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Revision History

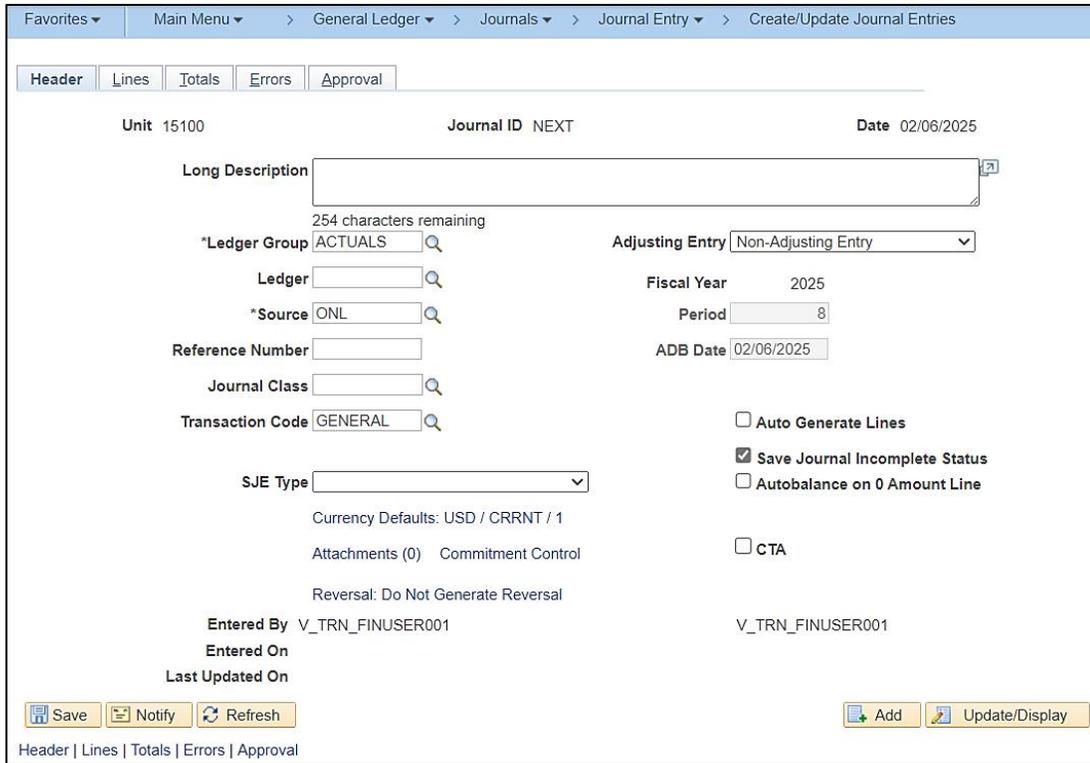
Revision Date	Summary of Changes
2/17/2025	Baseline

Creating a Model Journal

Step	Action
1.	<p>Navigate to the Create/Update Journal Entries page using the following path: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> <p>The Create/Update Journal Entries Add a New Value page displays.</p> 
	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” and cannot be changed.
2.	<p>The Journal Date field defaults to the current day. Update this date as needed using the Journal Date Calendar icon.</p> 
	The Journal Date must be in an open Fiscal Year and open accounting period.
3.	<p>Click the Add button.</p> 

Step	Action
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The **Header** page displays.



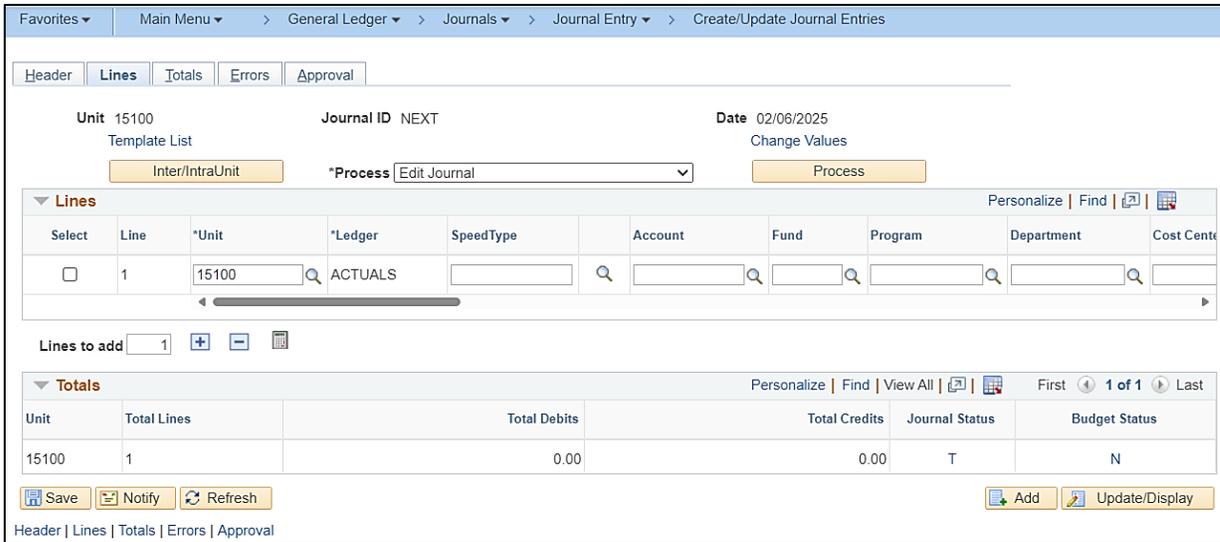
4.	<p>Enter a description in the Long Description field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Long Description </p> <p style="text-align: right; margin-right: 10px;">254 characters remaining</p> </div>
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	<p>Do not change the fields listed below.</p> <ul style="list-style-type: none"> The Ledger Group field will default to “ACTUALS” The Source field will default to “ONL” (Online) The Transaction Code field defaults to “GENERAL” The Adjusting Entry field will default to “Non-Adjusting Entry”
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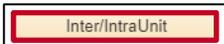
Step	Action
	<p>The Fiscal Year and Period fields default based on the Journal date entered/selected on the Add a New Value page.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Adjusting Entry Non-Adjusting Entry ▼</p> <p>Fiscal Year 2025</p> <p>Period 8</p> <p>ADB Date 02/06/2025</p> </div>
5.	<p>The Save Journal Incomplete Status checkbox option is selected by default. De-select this checkbox option if the journal entry will be completed. Leave this checkbox option selected to save the journal entry in an “Incomplete” status if it 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.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><input type="checkbox"/> Auto Generate Lines</p> <p><input checked="" type="checkbox"/> Save Journal Incomplete Status</p> <p><input type="checkbox"/> Autobalance on 0 Amount Line</p> </div>
6.	<p>Click the SJE Type dropdown button and select “Model – Do Not Post”. This is the additional step needed to create a Model Journal.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>SJE Type ▼</p> <div style="background-color: #cccccc; height: 20px; margin: 5px 0;"></div> <p style="border: 1px solid red; border-radius: 3px; padding: 2px;">Model -- Do Not Post</p> </div>
7.	<p>Click the Lines tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Header Lines Totals Errors Approval</p> </div>

Step	Action
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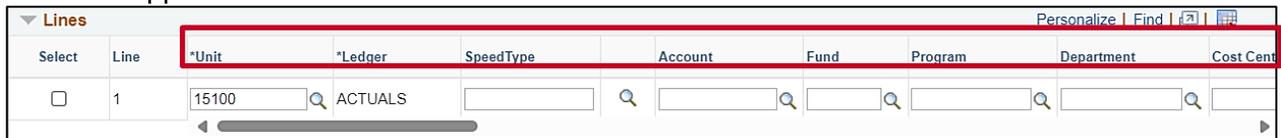
The **Lines** page displays.




DO NOT click the **Inter/Intra Unit** button. If this button is clicked, processing issues may occur.



8. Enter the applicable ChartFields into Line 1 in the **Lines** section.

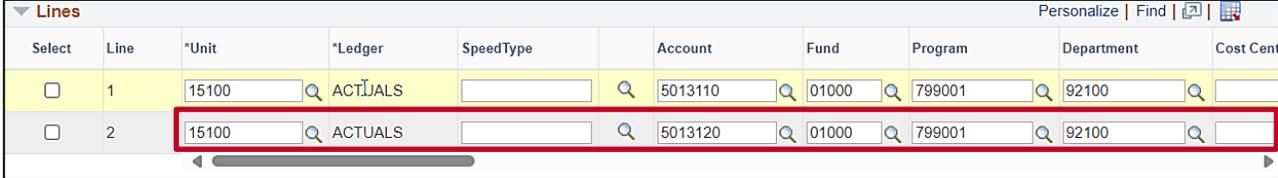
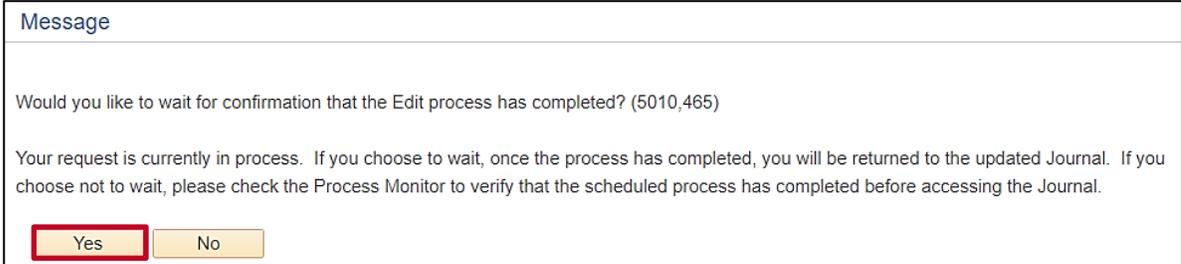
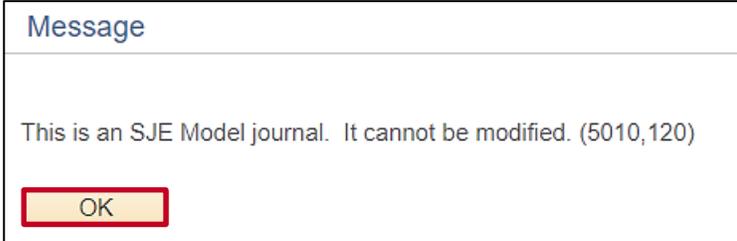


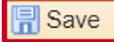
9. Scroll to the right to enter additional ChartField values and the amount (**Amount** field) as applicable. If the dollar amount will change each time this Model Journal is copied to create a new Journal entry, leave the **Amount** field blank.



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 then enter the number in the **Lines to add** field and click the **Insert Lines (+)** icon.



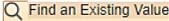
Step	Action
11.	<p>Enter the applicable ChartFields into Line 2 in the Lines section.</p> 
12.	<p>Scroll to the right to enter additional ChartField values and the amount (Amount field) as applicable. If the dollar amount will change each time this Model Journal is copied to create a new journal entry then leave the Amount field blank.</p> 
13.	Repeat these Steps until all of the Journal Lines have been entered.
14.	<p>The Process section on the Lines tab defaults to “Edit Journal”. Click the Process button.</p> 
15.	<p>A Message displays in a pop-up window. Click the Yes button.</p> 
16.	<p>Another Message displays in a pop-up window. Click the OK button.</p> 

Step	Action
17.	Click the Save button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">    </div>
18.	A Message displays in a pop-up window. Make note of the Journal ID and click the OK button. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Message</p> <hr/> <p>Journal 0002753479 is saved with incomplete status. (5210,23)</p> <p>This journal cannot be edited or posted until you change its status to complete.</p> <div style="text-align: center; margin-top: 10px;"> OK </div> </div>
19.	Click the Create/Update Journal Entries link (breadcrumb) to return to the Create/Update Journal Entries page. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries </div>

The **Create/Update Journal Entries Add a New Value** page redisplay and this process is now complete.

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

Create/Update Journal Entries

Add a New Value 

*Business Unit 

*Journal ID

*Journal Date 

Add

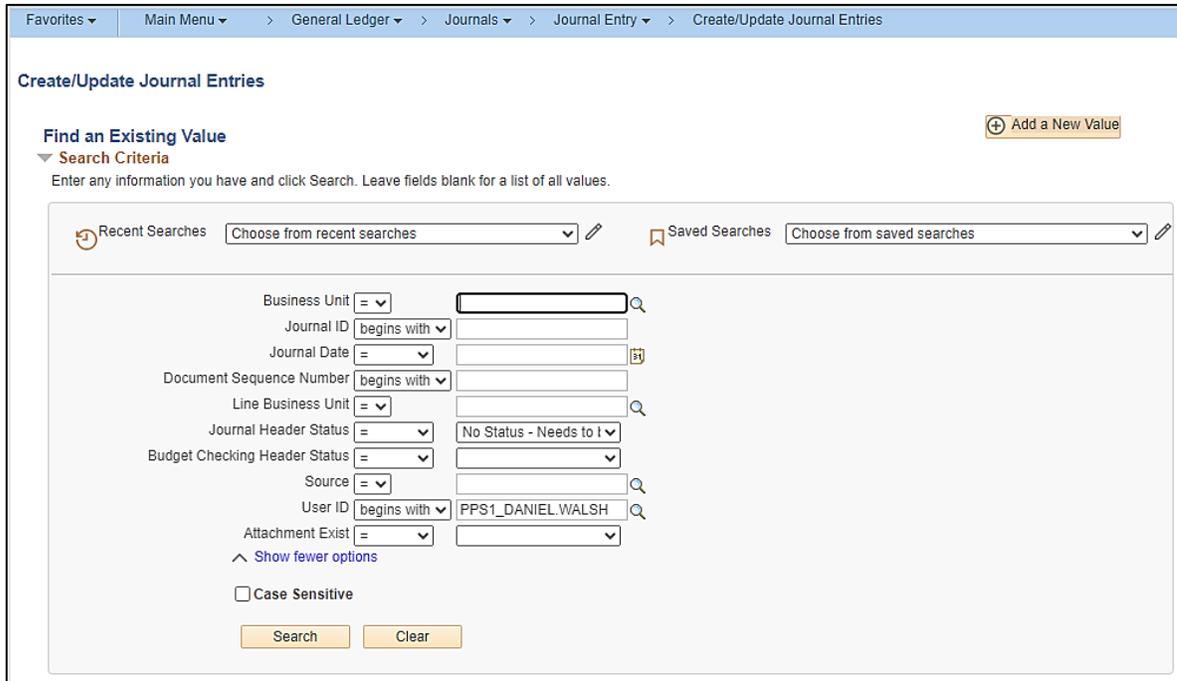
Creating a Journal from a Model Journal

This section provides the steps of creating a manual Journal from a Model Journal that was previously created.

Step	Action
1.	<p>Navigate to the Create/Update Journal Entries page using the following path: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p> <p>The Create/Update Journal Entries Add a New Value page displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>
2.	<p>Click the Find an Existing Value button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>

Step	Action
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The **Create/Update Journal Entries Find an Existing Value** search 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**.

3. Click the **Clear** button to clear the defaulted search criteria.



Step	Action
5.	<p>Click the Journal Header Status dropdown button and select “Valid SJE Model – Do Not Post”.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Find an Existing Value + Add a New Value</p> <p>Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Business Unit = 15100 Q</p> <p>Journal ID begins with </p> <p>Journal Date = BT</p> <p>Document Sequence Number begins with </p> <p>Line Business Unit = Q</p> <p>Journal Header Status = ▼</p> <p>Budget Checking Header Status = </p> <p>Source = </p> <p>User ID begins with </p> <p>Attachment Exist = </p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: right;">Search Clear</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Cancelled</p> <p>Deleted</p> <p>Journal Entry Incomplete</p> <p>Journal Has Errors</p> <p>No Status - Needs to be Edited</p> <p>Posted to Ledger(s)</p> <p>Posting Incomplete</p> <p>Unposted</p> <p>Upgrade Journal - Can't Unpost</p> <p>Valid Journal - Edits Complete</p> <p>Valid SJE Model – Do Not Post</p> </div> </div>
6.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-around;"> Search Clear </div> </div>



General Ledger Job Aid

GL332_Creating Model Journal Entries

Step	Action
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The **Create/Update Journal Entries Find an Existing Value** page refreshes with the applicable search results in the **Search Results** section at the bottom of the page.

The screenshot shows the 'Create/Update Journal Entries' interface. Under 'Find an Existing Value', there are search criteria fields for Business Unit (15100), Journal ID (begins with), Journal Date, Document Sequence Number (begins with), Line Business Unit, Journal Header Status (Valid SJE Model - Do), Budget Checking Header Status, Source, User ID (begins with), and Attachment Exist. Below the search criteria is a 'Search Results' section with a table of results.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	User ID	Attachment Exist
15100	000000071	08/30/2012	0	000000	15100	Posted	VALID	ACTUALS	GLD	USD	2	352,802.45		0 OF Reversion	PPH_KIM_00470	%
15100	000010008	10/01/2012	0	000000	15100	Posted	VALID	ACTUALS	ONL	USD	21	6,887.00		0 Bank of America Debit statement 07/02/12	PPH_KIM_00470	%
15100	000010126	10/02/2012	0	000000	15100	Posted	VALID	ACTUALS	ONL	USD	4	328,000.00		0 Post CARD Treasury Loan 10/02	PPH_KIM_00470	%

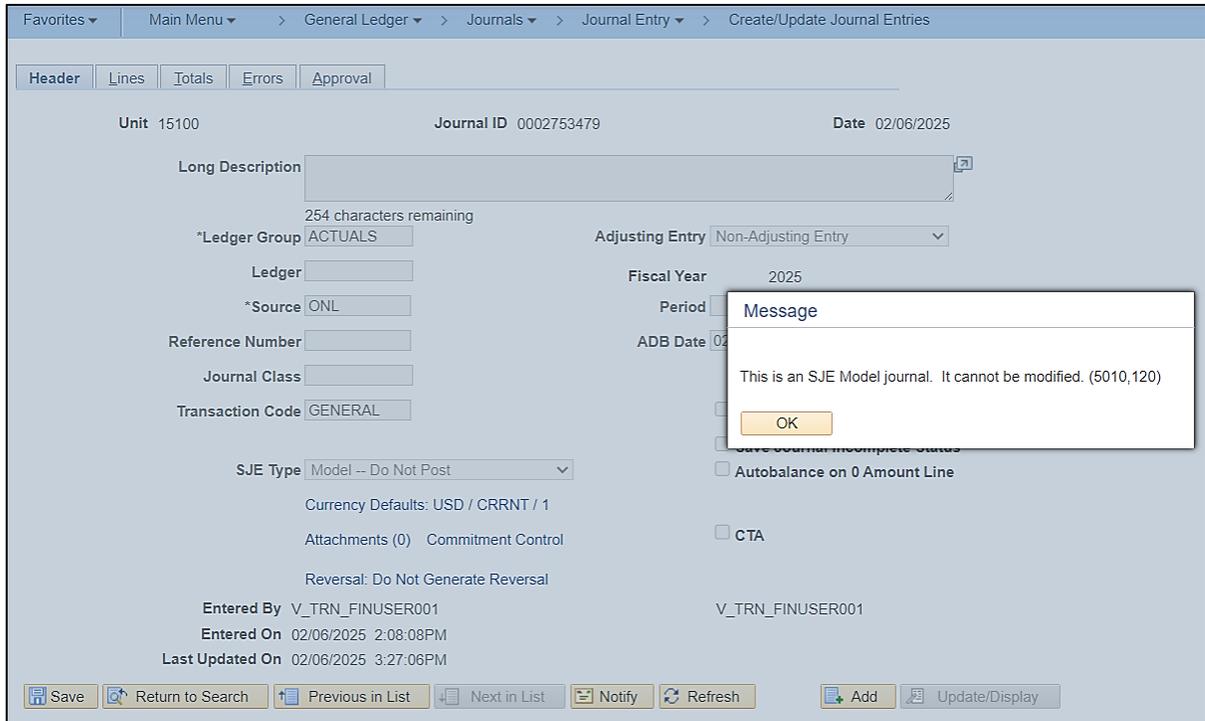
7. Find the **Journal ID** to copy and click the **Drill in** icon for the corresponding row.

This is a close-up of the search results table from the previous screenshot. A red box highlights the 'Drill in' icon (a right-pointing arrow) in the 'Attachment Exist' column for the first three rows of data.

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	User ID	Attachment Exist
15100	000000071	08/30/2012	0	000000	15100	Posted	VALID	ACTUALS	GLD	USD	2	352,802.45		0 OF Reversion	PPH_KIM_00470	%
15100	000010008	10/01/2012	0	000000	15100	Posted	VALID	ACTUALS	ONL	USD	21	6,887.00		0 Bank of America Debit statement 07/02/12	PPH_KIM_00470	%
15100	000010126	10/02/2012	0	000000	15100	Posted	VALID	ACTUALS	ONL	USD	4	328,000.00		0 Post CARD Treasury Loan 10/02	PPH_KIM_00470	%

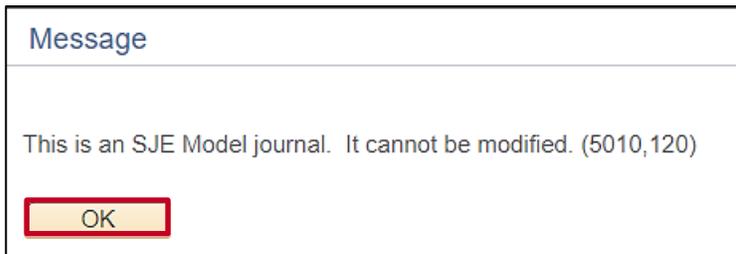
Step	Action
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The **Header** page displays for the selected Journal ID with a **Message** displayed in a pop-up window.



The screenshot shows the 'Create/Update Journal Entries' page. The 'Header' tab is active. Fields include: Unit 15100, Journal ID 0002753479, Date 02/06/2025. A message pop-up is overlaid on the right side of the form, containing the text: 'Message', 'This is an SJE Model journal. It cannot be modified. (5010,120)', and an 'OK' button.

8. Click the **OK** button to close the **Message**.



The close-up shows the message box with the text: 'Message', 'This is an SJE Model journal. It cannot be modified. (5010,120)', and an 'OK' button. The 'OK' button is highlighted with a red rectangle.

Step	Action
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The **Header** page redisplay.

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

Header
Lines
Totals
Errors
Approval

Unit 15100
Journal ID 0002753479
Date 02/06/2025

Long Description

254 characters remaining

*Ledger Group
Adjusting Entry

Ledger
Fiscal Year

*Source
Period

Reference Number
ADB Date

Journal Class

Transaction Code

 Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line

SJE Type

Currency Defaults: USD / CRRNT / 1
 Attachments (0) Commitment Control
 Reversal: Do Not Generate Reversal

Entered By V_TRN_FINUSER001
V_TRN_FINUSER001

Entered On 02/06/2025 2:08:08PM

Last Updated On 02/06/2025 3:27:06PM

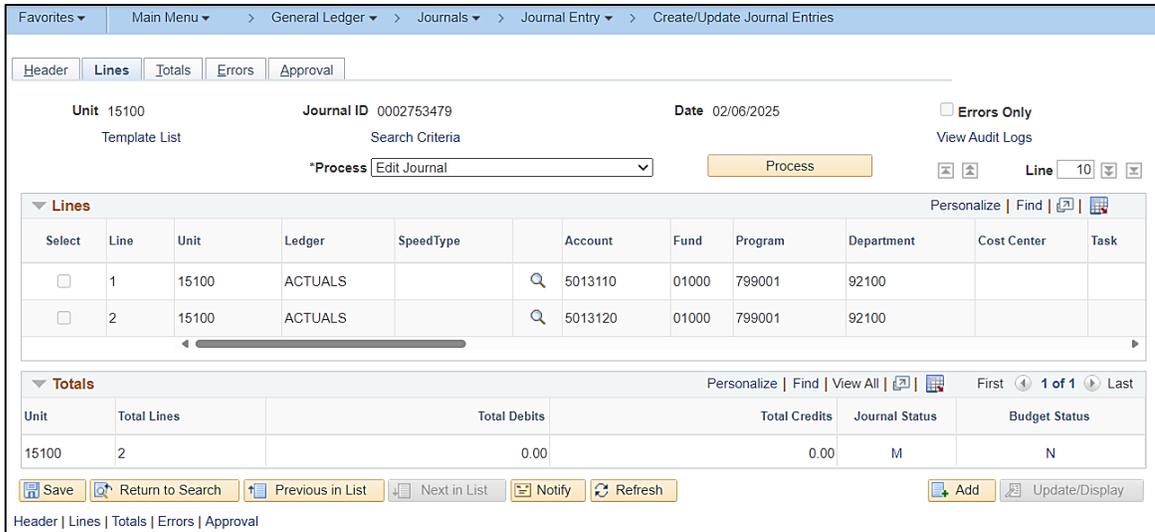
Header
Lines
Totals
Errors
Approval

9. Click the **Lines** tab.

Header
Lines
Totals
Errors
Approval

Step	Action
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The **Lines** page displays.



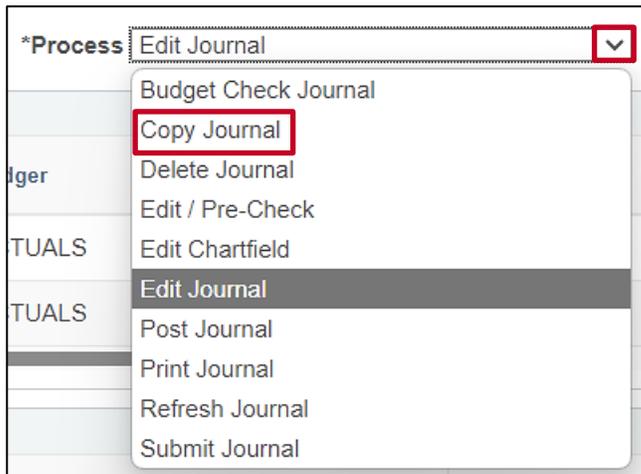
Unit: 15100 Journal ID: 0002753479 Date: 02/06/2025

*Process: Edit Journal Process Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Program	Department	Cost Center	Task
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100		
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	0.00	0.00	M	N

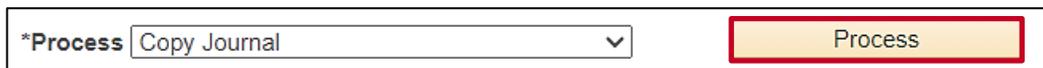
10. Click the **Process** dropdown button and select "Copy Journal".



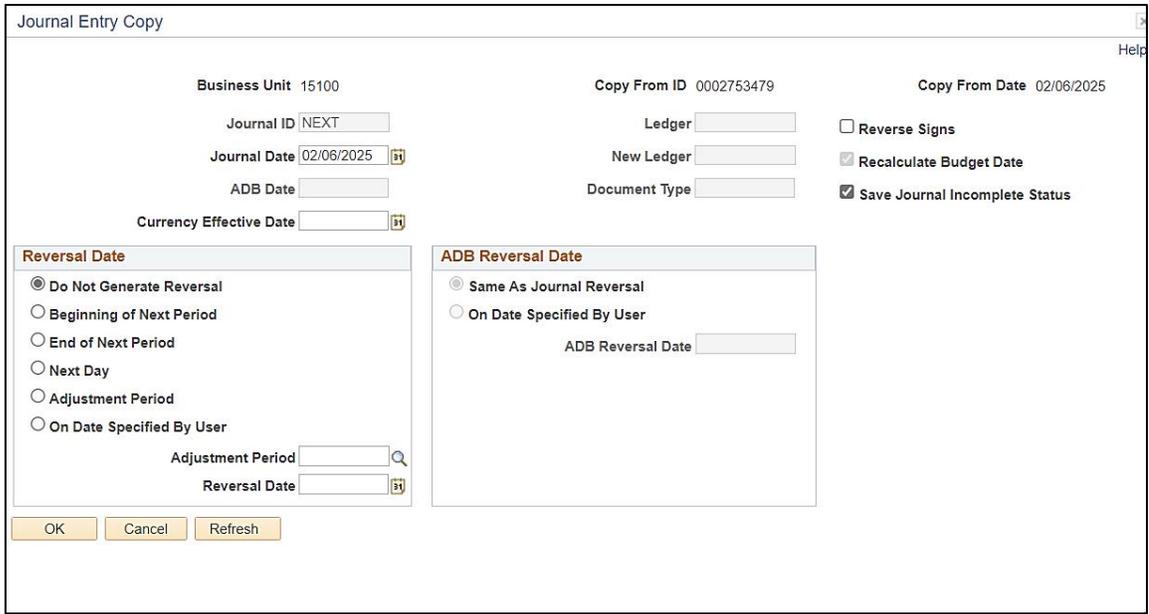
*Process: Edit Journal

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

11. Click the **Process** button.



*Process: Copy Journal Process

Step	Action
	<p>The Journal Entry Copy page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
12.	<p>The Journal Date field defaults to today's date. Update this date as needed using the Journal Date Calendar icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Journal Date 02/06/2025 </p> </div>
13.	<p>The Save Journal Incomplete Status checkbox option is selected by default. De-select this checkbox option if the Journal entry will be completed. Leave this checkbox option selected to save the new Journal entry in an "Incomplete" status if it 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.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><input type="checkbox"/> Reverse Signs</p> <p><input checked="" type="checkbox"/> Recalculate Budget Date</p> <p><input checked="" style="border: 2px solid red;" type="checkbox"/> Save Journal Incomplete Status</p> </div>
14.	<p>Click the OK button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>OK Cancel Refresh</p> </div>

Step	Action
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The **Lines** page redispays with a new Journal ID.

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

Header | Lines | Totals | Errors | Approval

Unit 15100 **Journal ID** 0002753480 **Date** 02/06/2025 **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
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	

Lines to add + - 🗑️

Totals					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	0.00	0.00	T	N

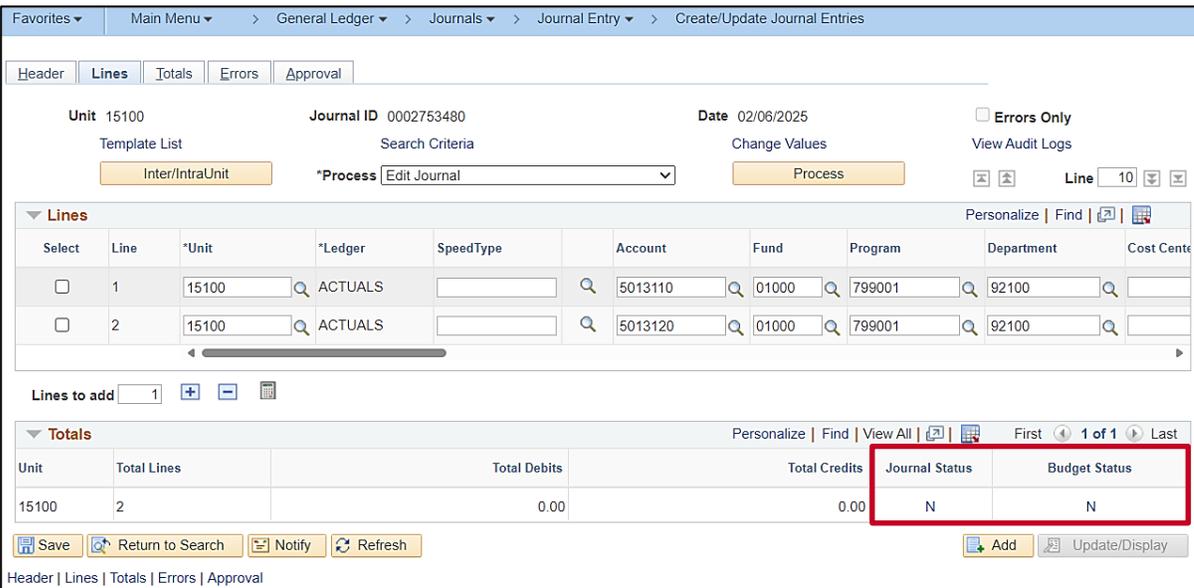
Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

15. Enter the applicable debit and credit dollar amounts in the **Amount** field for each Line of the Journal in the **Lines** section. Make any additional ChartField adjustments if needed or add/delete Journal Lines as needed.

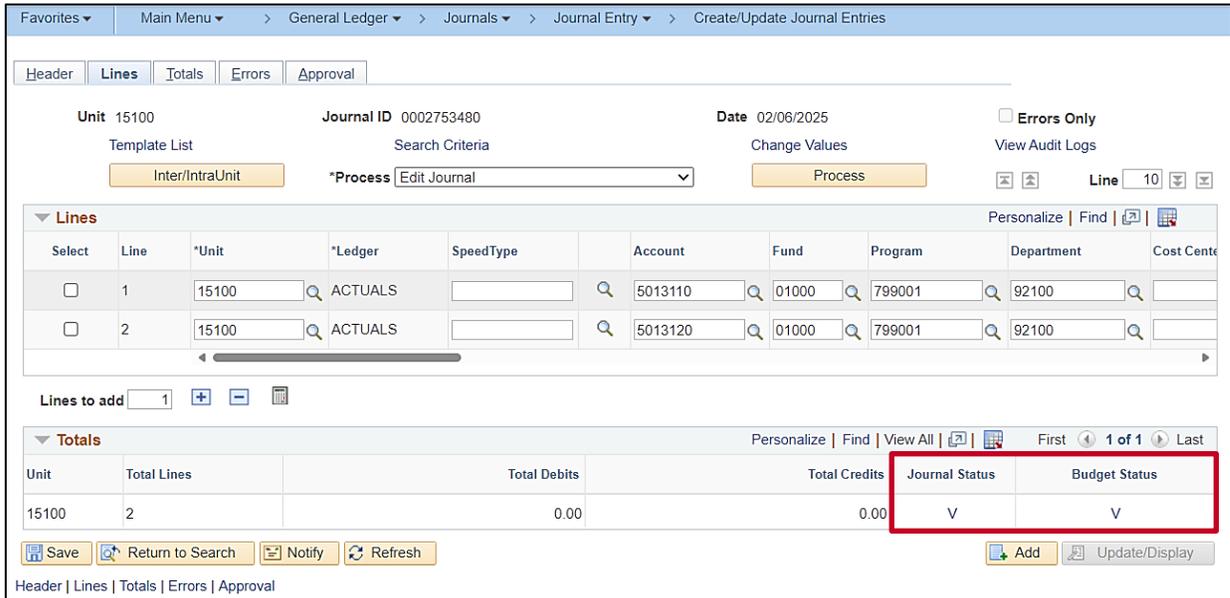
Lines Personalize | Find | 🗑️ | 📄

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	

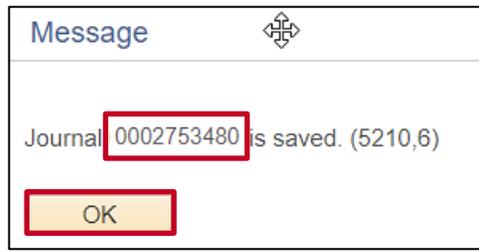
Step	Action
	<p>When a Journal is created, the Journal Status and Budget Status fields are marked with a status of “N” (No Status - Needs to be Edited). The Journal needs to be processed through the “Edit Journal” process for the Journal to be Edit checked and Budget checked after the Journal Lines are completed.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">  </div>
16.	<p>The Process field defaults to “Edit Process”. Click the Process button to run the Edit check.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="display: flex; align-items: center; gap: 10px;"> *Process <input style="width: 150px;" type="text" value="Edit Journal"/> ▼ Process </div> </div>
17.	<p>A Message displays in a pop-up window. Click the Yes button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 5px 0;"> <p>Message</p> <p>Would you like to wait for confirmation that the Edit process has completed? (5010,465)</p> <p>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.</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> Yes No </div> </div>

Step	Action
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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 'Create/Update Journal Entries' interface. At the top, there are navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. Below the tabs, there are fields for Unit (15100), Journal ID (0002753480), and Date (02/06/2025). There are also buttons for 'Inter/IntraUnit', 'Process', and 'Change Values'. A dropdown menu for '*Process' is set to 'Edit Journal'. Below this is a table with columns: Select, Line, *Unit, *Ledger, SpeedType, Account, Fund, Program, Department, and Cost Center. Two lines are listed, both with 'V' in the Journal Status and Budget Status columns. Below the table is a 'Lines to add' section with a '+', '-', and 'x' button. At the bottom, there is a 'Totals' table 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, showing 'V' for both. There are also buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

	Once the Edit Journal process has 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 .
18.	Click the Save button. 
19.	A Message displays in a pop-up window. Make note of the Journal ID and click the OK button. 



General Ledger Job Aid

GL332_Creating Model Journal Entries

Step	Action
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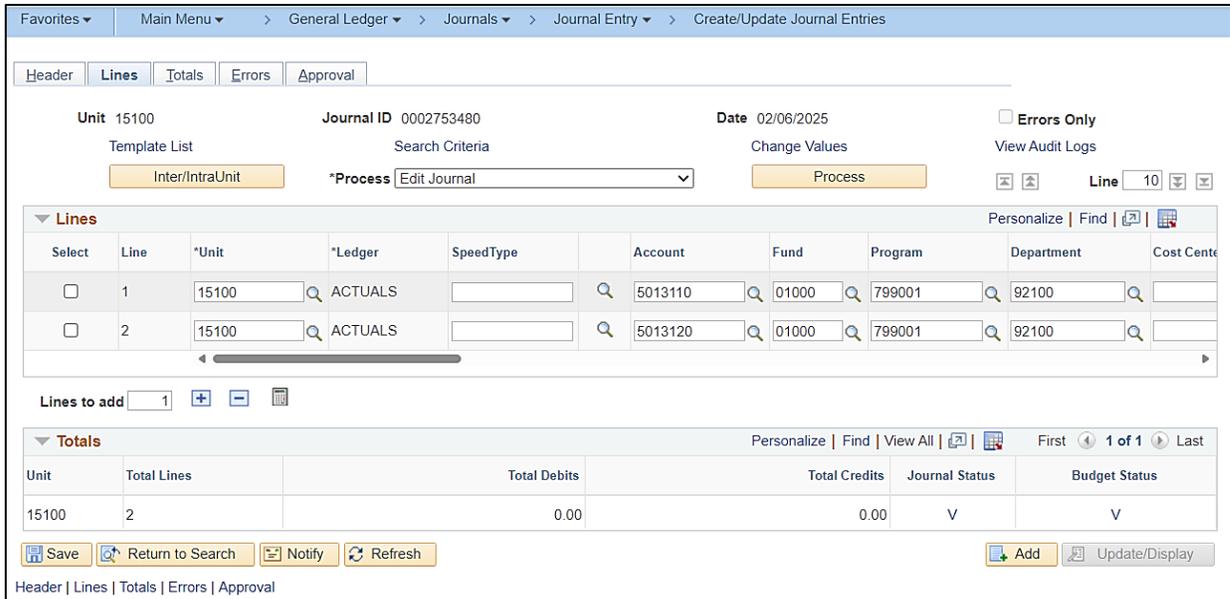
The **Lines** page redispays.

20. Proceed with submitting the Journal for approval. Click the **Process** dropdown button and select “Submit Journal”.

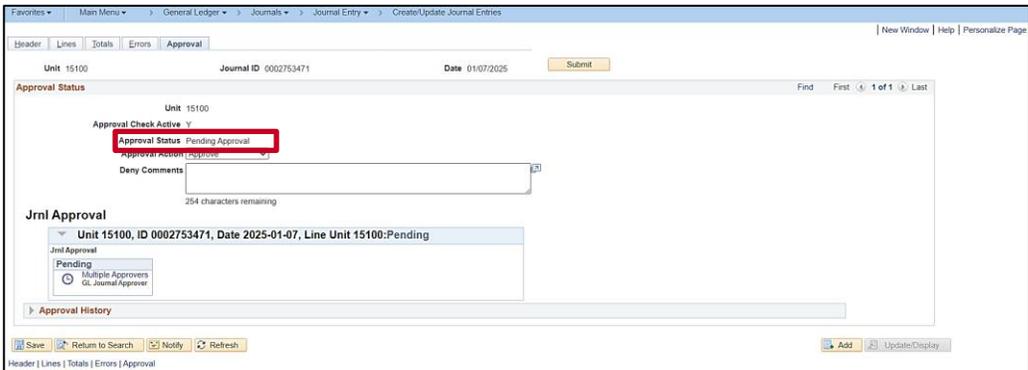
21. Click the **Process** button.

Step	Action
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The **Lines** page redispays.



22.	<p>Click the Approval tab.</p> 
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23.	<p>The Approval tab displays. Verify that the Approval Status field displays a value of “Pending Approval”.</p> 
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 Any user that has the appropriate security access can create a Journal entry. However, the user who submits the Journal entry cannot be the user who approves the Journal entry.

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