Managing Journal Entries

Managing Journal entries involves several processes:

- Reviewing and Correcting Edit Check and Budget Check Errors
- Updating a Manual Journal
- Deleting a Journal
- Posting a Journal

Navigation Note: Please note 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.
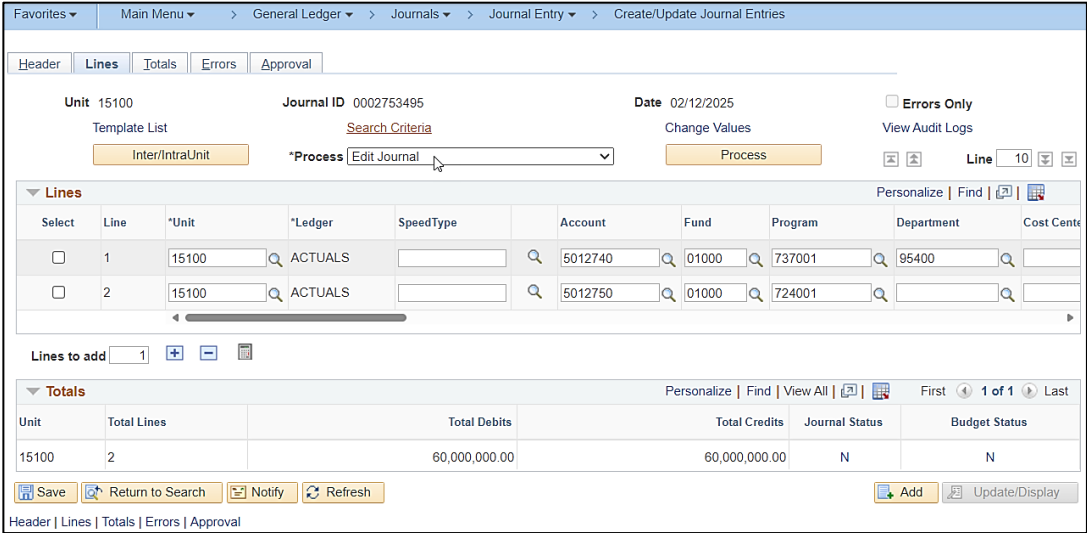
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Revision History

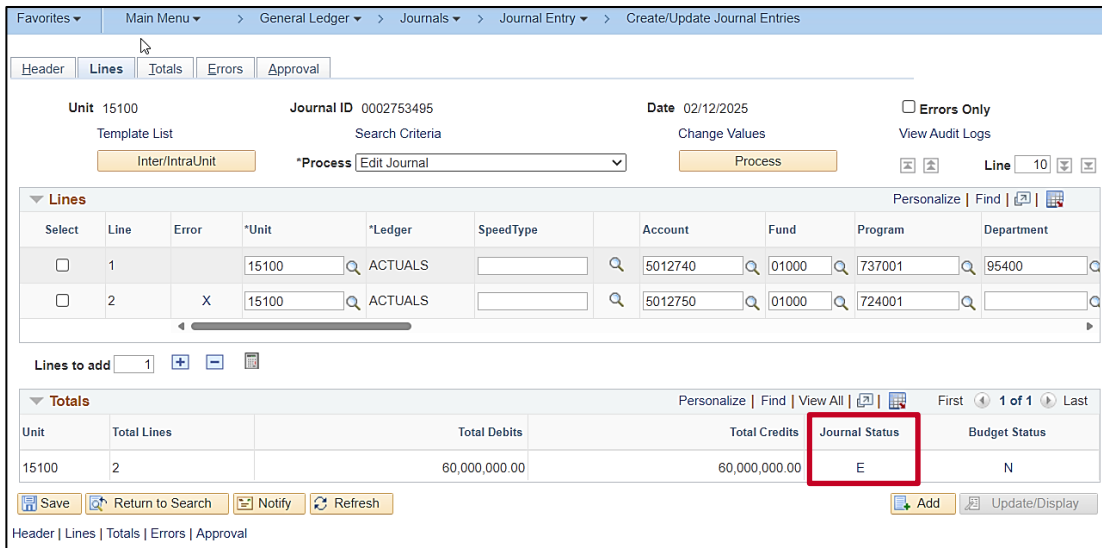| Revision Date	Summary of Changes
2/17/2025	Baseline

Reviewing and Correcting Edit Check and Budget Check Errors

When a Journal is created, the Journal needs to run throught the "Edit Journal" process. During this process, the individual data values and data combinations are checked to confirm if the Journal meets all of the requirements for a valid Journal. If successful, the **Journal Status** and **Budget Status** fields will update from a status of "N" (No Status - Needs to be Edited) to a status of "V" (Valid). If unsuccessful, the status of "N" (No Status - Needs to be Edited) will change to a status of "E" (Error). Journals will not be able to be submitted until the errror(s) are corrected and both the **Journal Status** and **Budget Status** fields have a status of "V" (Valid). In the scenario covered in this Job Aid, the Journal will encounter both an Edit check and Budget Check error.

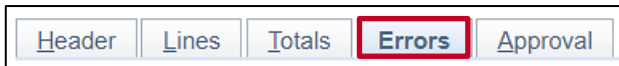| Step	Action
	This Job Aid starts on the **Lines** page for a Journal that has been completed and is ready to be Edit checked. Currently, the **Journal Status** field and **Budget Status** field both have a status of "N" (No Status - Needs to be Edited).
1.	The **Process** field defaults to "Edit Process". Click the **Process** button to run the Edit check.
2.	A **Message** displays in a pop-up window. Click the **Yes** button.

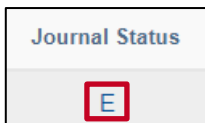| Step	Action
	The **Lines** page refreshes. The **Journal Status** field has a status of "E" (Error). Note that the **Budget Status** field still has a status of "N" (No Status - Needs to be Edited). If the Journal does not pass Edit check, the Budget check process will not automatically run after the Edit check completes. When the "Edit Journal" process runs and completes successfully (no Errors), Cardinal automatically runs the "Budget Check" process.

3.	Click either the **Errors** tab or the **E** link in the **Journal Status** field to review the error.
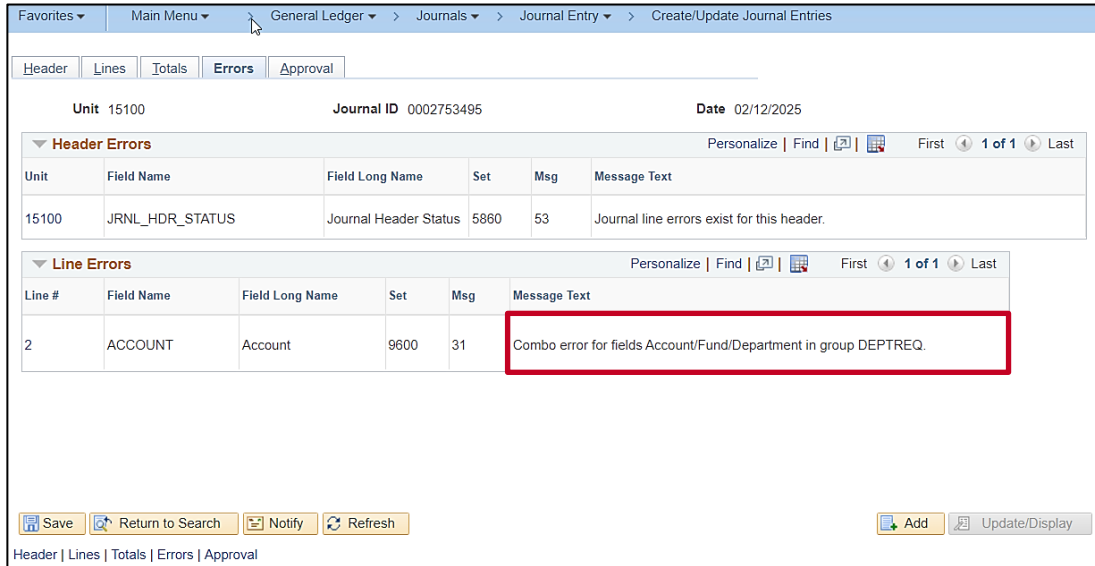
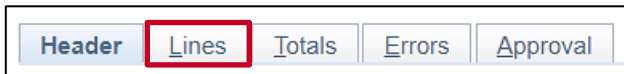| Step	Action
	The **Error** tab displays with a message related to the error in the **Message Text** field. Review the error information to determine the corrective action needed (in this scenario, the ChartFields data combination used for the Account, Fund, and Department on Journal Line 2 is not valid).
4.	Next, take the corrective action required for the applicable Journal Line. Click the **Lines** tab.
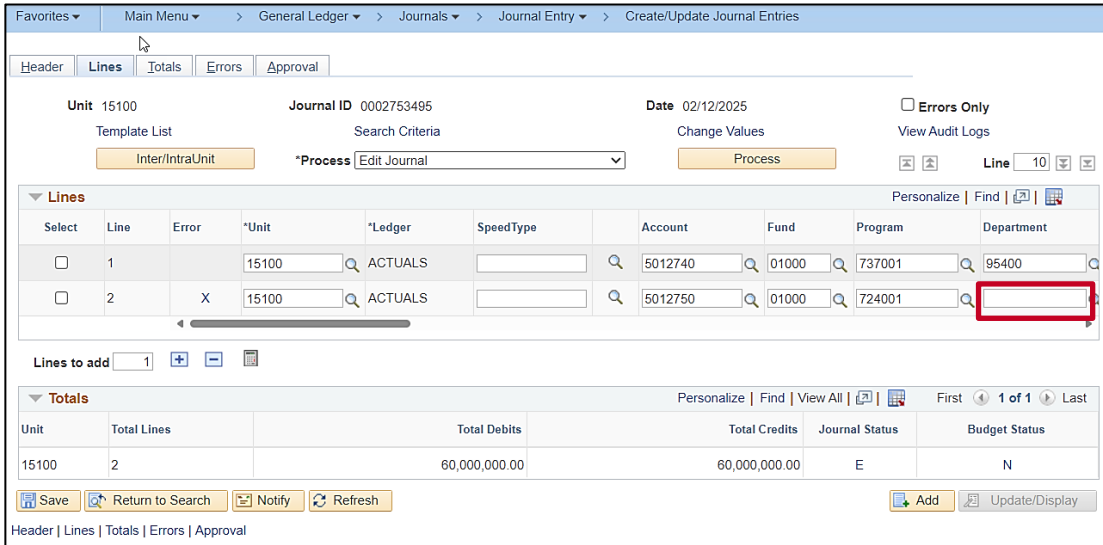
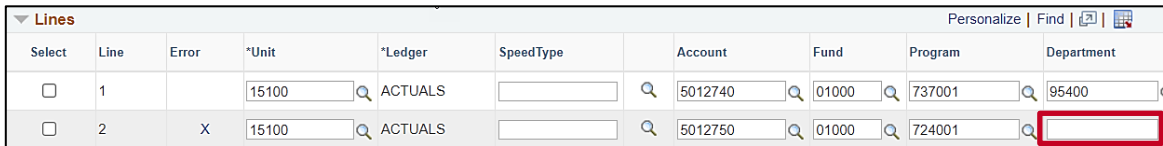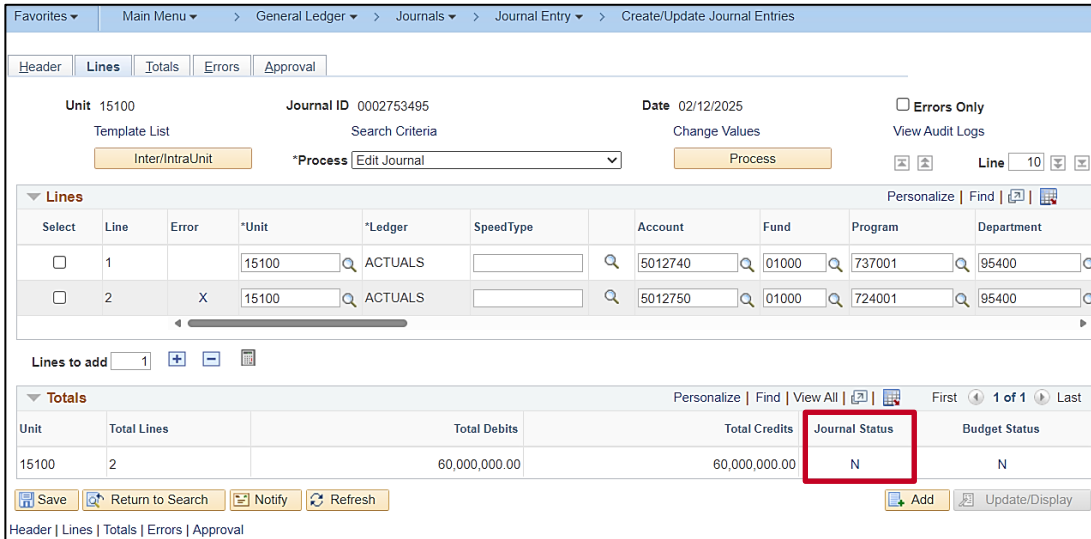| Step	Action
	Review the **Lines** section and review the ChartFields values for the applicable Journal Line(s) (in this scenario, the **Department** field is blank. The **Department** field is a required field when creating a Journal).
5.	Enter or select the applicable Department in the **Department** field for the applicable Journal Line.
6.	Click the **Save** button.
	A **Message** displays in a pop-up window confirming the save action.
7.	Click the **OK** button.
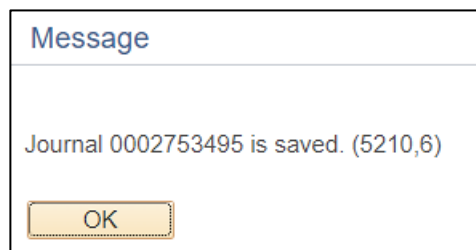
Step	Action
	The **Lines** page redisplays. Since an update was made, the **Journal Status** field updates back to "N" (No Status - Needs to be Edited).
8.	Next, run the Edit Check again. The **Process** field defaults to "Edit Journal". Click the **Process** button to run the Edit check.
9.	A **Message** displays in a pop-up window. Click the **Yes** button.

Step	Action
	The **Lines** page redisplays. In this scenario, the **Journal Status** field now has a status of "V" (Valid). This means that the Edit check completed with no errors and Cardinal automatically ran the Budget check. However, the Budget Check did not complete successfully and therefore, the **Budget Status** field now has a status of "E" (Error).
10.	Click **E** link in the **Budget Status** field.
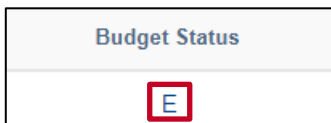
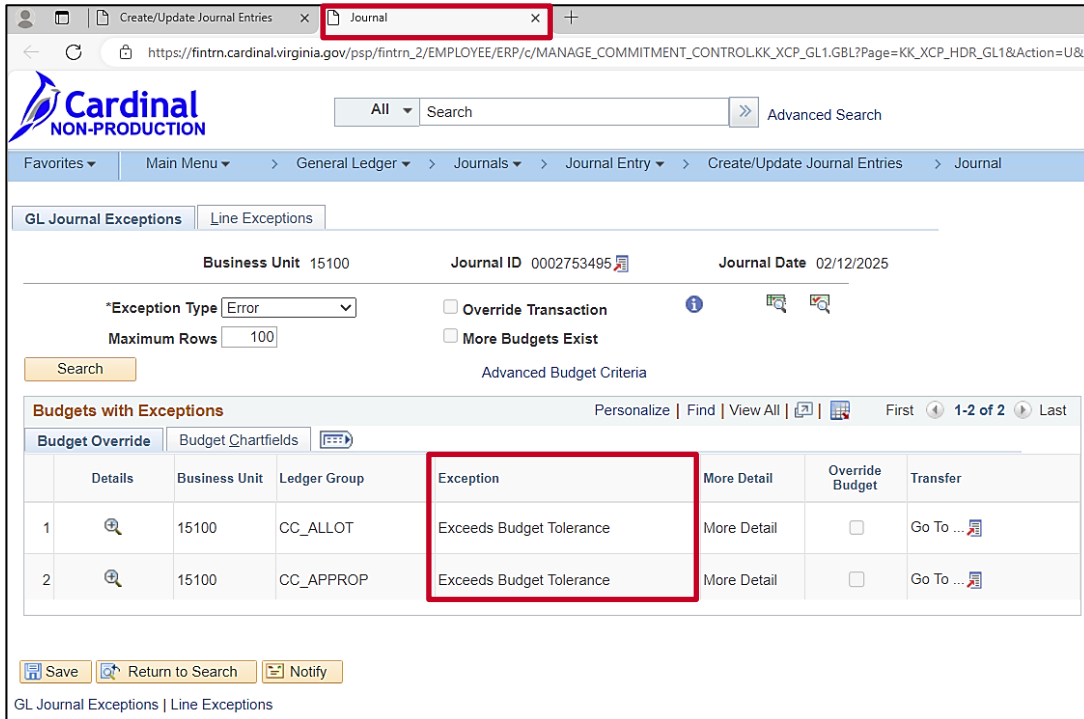| Step	Action
	A new **Journal** tab opens in the web browser and the **Line Exceptions** tab displays for the Journal. Review the message in the Exception field for the Journal Line(s) that did not pass Budget Check. In this scenario, both Journal Lines 1 and 2 failed Budget check because the amounts exceeded the Budget tolerance for the defined ChartFields combination.
11.	Click the **Create/Update Journal Entries** tab in the web browser to return to the Journal and make any required updates.

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

Step	Action
13.	Click the **Save** button.

A **Message** displays in a pop-up window confirming that the Journal is saved.

Step	Action
14.	Click the **OK** button to close the **Message**.

The **Lines** page redisplays. Since an update was made, both the **Journal Status** and **Budget Status** fields update back to "N" (No Status - Needs to be Edited).

Step	Action
15.	Next, run the Edit Check again. The **Process** field defaults to "Edit Journal". Click the **Process** button to run the Edit check.

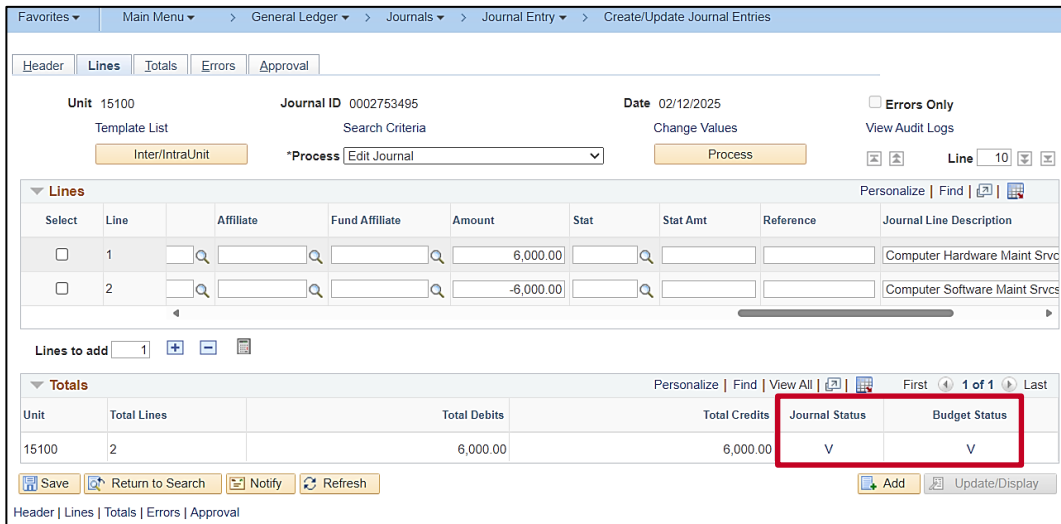| Step	Action
16.	A **Message** displays in a pop-up window. Click the **Yes** button. **Message** Would you like to wait for confirmation that the Edit process has completed? (5010,465) Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal. [**Yes**] [No]

The **Lines** page redisplays and the **Journal Status** and **Budget Status** fields update from "N" (No Status - Needs to be Edited) to "V" (Valid).

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

Header | Lines | Totals | Errors | Approval

Unit 15100   Journal ID 0002753495   Date 02/12/2025   ☐ Errors Only

Template List   Search Criteria   Change Values   View Audit Logs

[Inter/IntraUnit]   *Process [Edit Journal ▾]   [Process]   Line [10]

▽ Lines   Personalize | Find | 🔁 | 🖼

Select	Line		Affiliate		Fund Affiliate		Amount	Stat		Stat Amt	Reference	Journal Line Description
☐	1	🔍		🔍		🔍	6,000.00		🔍			Computer Hardware Maint Srvc
☐	2	🔍		🔍		🔍	-6,000.00		🔍			Computer Software Maint Srvcs

Lines to add [1] ➕ ➖ 🖼

▽ Totals   Personalize | Find | View All | 🔁 | 🖼   First ◀ 1 of 1 ▶ Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	6,000.00	6,000.00	V	V

[💾 Save] [🔍 Return to Search] [📧 Notify] [🔄 Refresh]   [➕ Add] [🖼 Update/Display]

Header | Lines | Totals | Errors | Approval

Step	Action
17.	Click the **Save** button. [💾 **Save**] [🔍 Return to Search] [📧 Notify] [🔄 Refresh]

A **Message** displays in a pop-up window confirming that the Journal is saved.

Message

Journal 0002753495 is saved. (5210,6)

[OK]

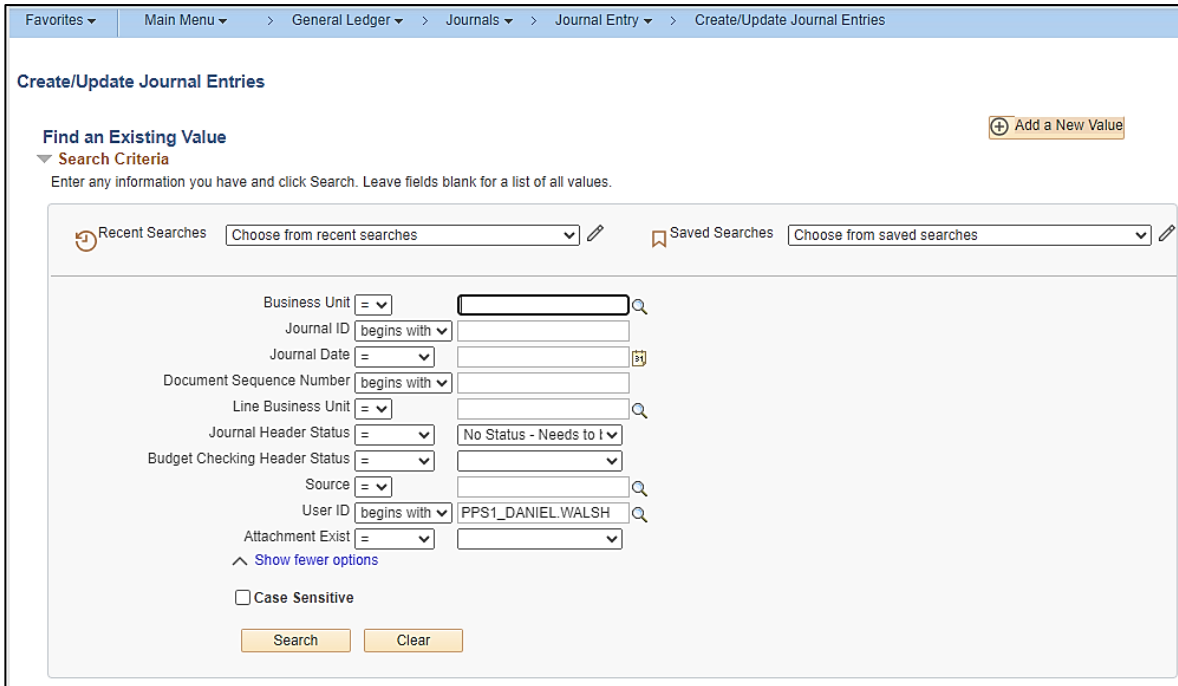|	
ℹ	The Journal can now be submitted for approval. For further information on submitting a Journal for approval, see the Job Aid titled **GL332_Processing Manual Journal Entries**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Updating a Manual Journal Entry

After a Journal entry is created and before it is approved, changes can be made to the Journal entry. Also, if the Journal entry fails the Edit check process and/or the Budget check process, the user will have to make the necessary corrections before the Journal entry can be submitted for approval and posted. See the section above titled Reviewing and Correcting Edit Check and Budget Check Errors for more information related to errors. This section focuses on how to update or complete an Incomplete manual Journal entry before submtting it for approval.

Step	Action
1.	Navigate to the **Create/Update Journal Entries** page using the following path: **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

The **Create/Update Journal Entries Add a New Value** page displays.

Step	Action
2.	Click the **Find an Existing Value** button.

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

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

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

Create/Update Journal Entries

⊕ Add a New Value

Find an Existing 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 [= ▾] [No Status - Needs to ▾]
Budget Checking Header Status [= ▾] [_____ ▾]
Source [= ▾] [_____] 🔍
User ID [begins with ▾] [PPS1_DANIEL.WALSH] 🔍
Attachment Exist [= ▾] [_____ ▾]
∧ Show fewer options
☐ Case Sensitive
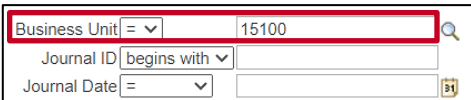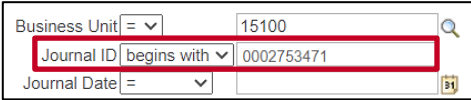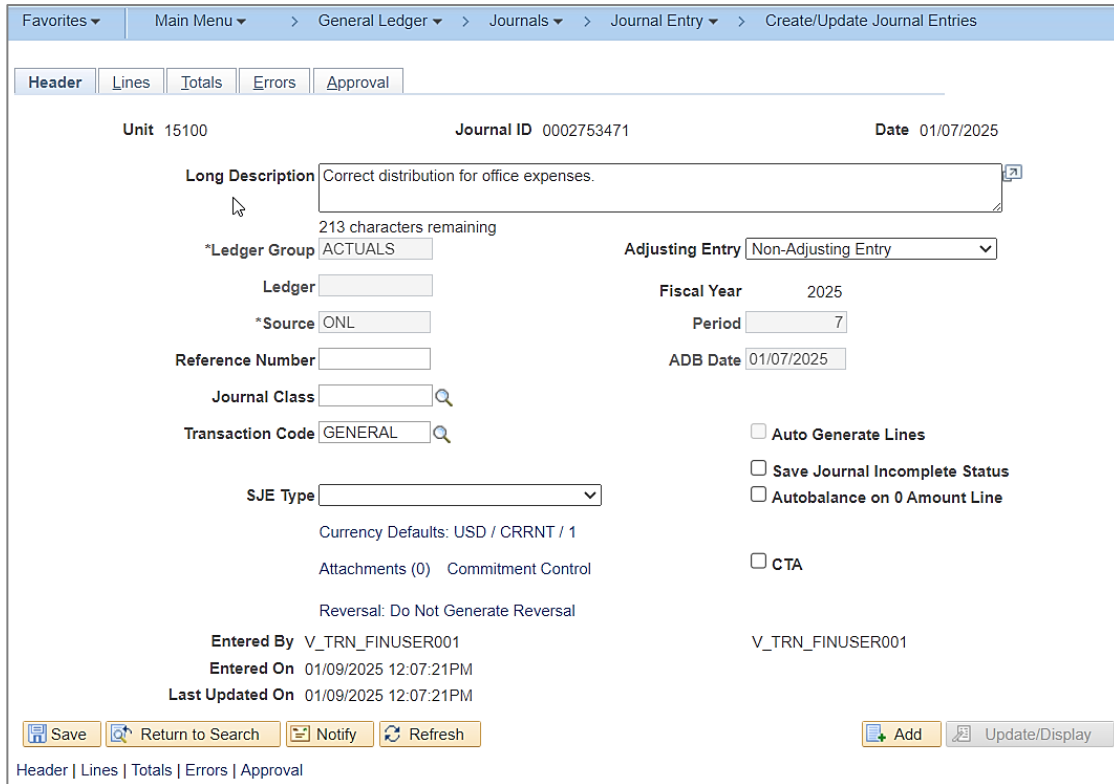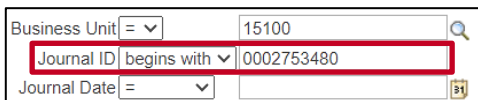
[Search]   [Clear]

ℹ️	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
3.	Click the **Clear** button to clear the defaulted search criteria. [Search] [Clear]

Step	Action
	The **Create/Update Journal Entries Find an Existing Value** page refreshes.
4.	Enter or select the applicable Business Unit in the **Business Unit** field.
5.	Enter the applicable Journal ID in the **Journal ID** field (the Journal ID that will be updated).
ⓘ	Information can be entered into any of the other search fields to help locate the Journal entry to be updated.
6.	Click the **Search** button.

Step	Action
	The **Header** page displays.
7.	Make the necessary updates to the fields on the **Header** tab or the **Lines** tab.
8.	Click the **Save** button after making the updates to the Journal.
ℹ	After saving the Journal, the Edit Journal, Submit Journal, and Approve Journal processes must be completed. To complete these processes, refer to the Processing a Manual Journal Entry section of this Job Aid.

Deleting a Journal

There are times when a Journal ID is created and it needs to be deleted. Follow the steps below to delete a Journal ID.

Step	Action
1.	Navigate to the **Create/Update Journal Entries** page using the following path: **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
	The **Create/Update Journal Entries Add a New Value** page displays.
2.	Click the **Find an Existing Value** button.

Step	Action
	The **Create/Update Journal Entries Find an Existing Value** page displays. ![Create/Update Journal Entries Find an Existing Value page showing search criteria fields including Business Unit, Journal ID, Journal Date, Document Sequence Number, Line Business Unit, Journal Header Status, Budget Checking Header Status, Source, User ID, and Attachment Exist, with Search and Clear buttons]
ℹ️	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
3.	Click the **Clear** button to clear the defaulted search criteria. [Search] [Clear]

Step	Action
	The **Create/Update Journal Entries Find an Existing Value** page refreshes.
4.	Enter or select the applicable Business Unit in the **Business Unit** field.
5.	Enter the applicable Journal ID in the **Journal ID** field (the Journal ID that will be deleted).
ℹ	Information can be entered into any of the other search fields to help locate the Journal entry to be deleted.
6.	Click the **Search** button.

Step	Action
	The **Header** page displays.
7.	Click the **Lines** tab.

Step	Action
	The **Lines** page displays.
7.	Click the **Process** dropdown button and select "Delete Journal".
8.	Click the **Process** button.

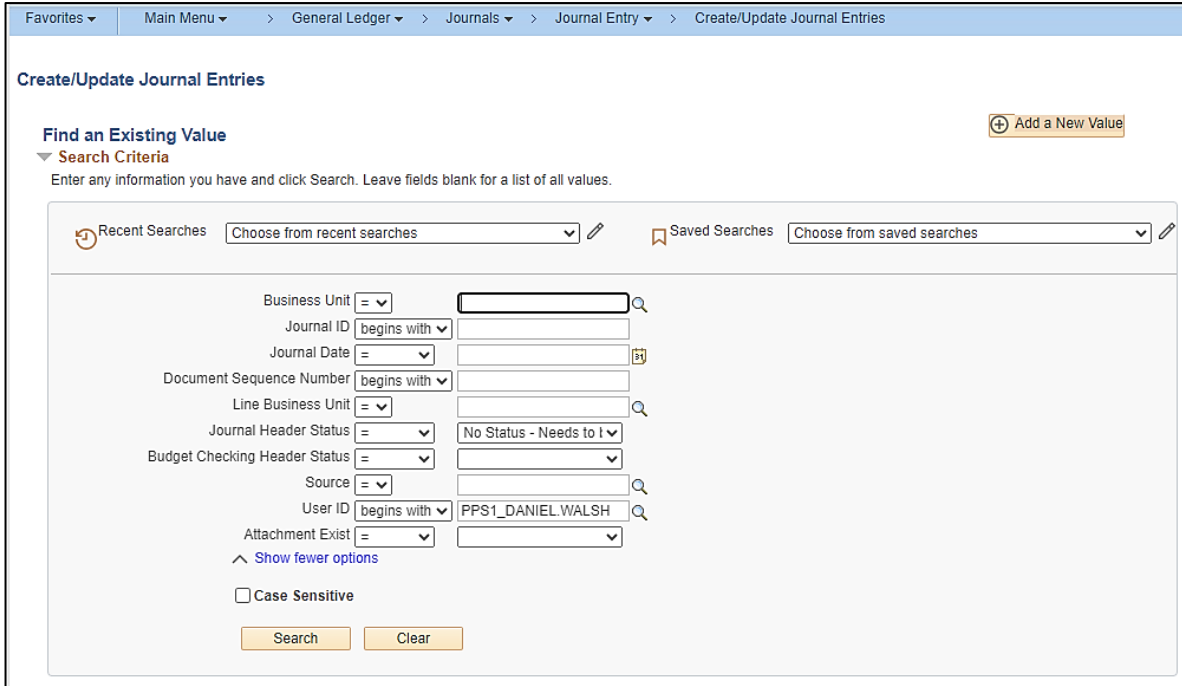| Step	Action
	A **Message** displays in a pop-up window and the user must confirm the delete action. **Message** Are you sure that you want to delete this journal? (5010,30) [Yes] [No]
9.	Click the **Yes** button to confirm the deletion and close the **Message**. [Yes] [No]
	A **Message** displays in a pop-up window confirming that the Journal was deleted. **Message** Journal 0002753480 is physically deleted. (5210,7) [OK]
10.	Click the **OK** button to close the **Message**. [OK]
	The **Create/Update Journal Entries Add a New Value** page redisplays and this process is complete. Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries **Create/Update Journal Entries** **Add a New Value** 🔍 Find an Existing Value *Business Unit 15100 🔍 *Journal ID NEXT *Journal Date 01/07/2025 📅 [Add]

Posting a Journal

After a Journal entry is approved, it can be manually posted individually or a group of Journals can be manually posted in a batch. There are times when a Journal entry needs to be posted manually due to sequencing of Journal entries or time sensitivity. Additionally, all approved Journals will be processed during the nightly batch process and posted to the General Ledger. The following sections of this Job Aid demonstrate the processes used to manually post a Journal or manually post a group of Journals in a batch.

Posting a Single Journal Manually

Step	Action
1.	Navigate to the **Create/Update Journal Entries** page using the following path: **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
	The **Create/Update Journal Entries Add a New Value** page displays.
2.	Click the **Find an Existing Value** button.

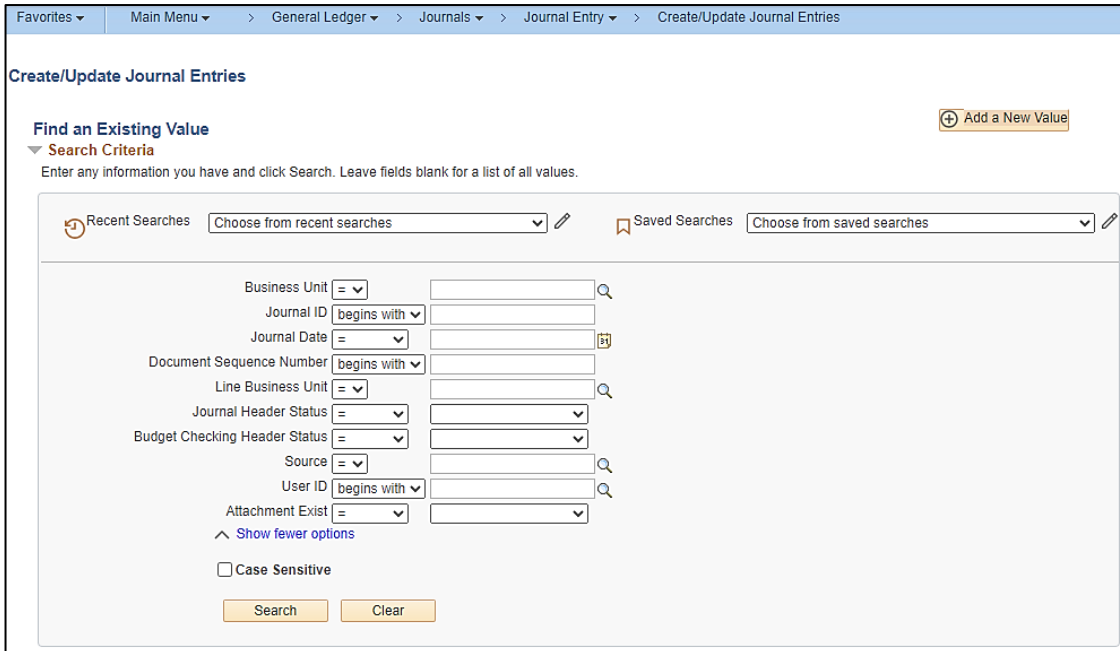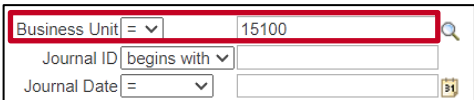| Step	Action
	The **Create/Update Journal Entries Find an Existing Value** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
3.	Click the **Clear** button to clear the defaulted search criteria.

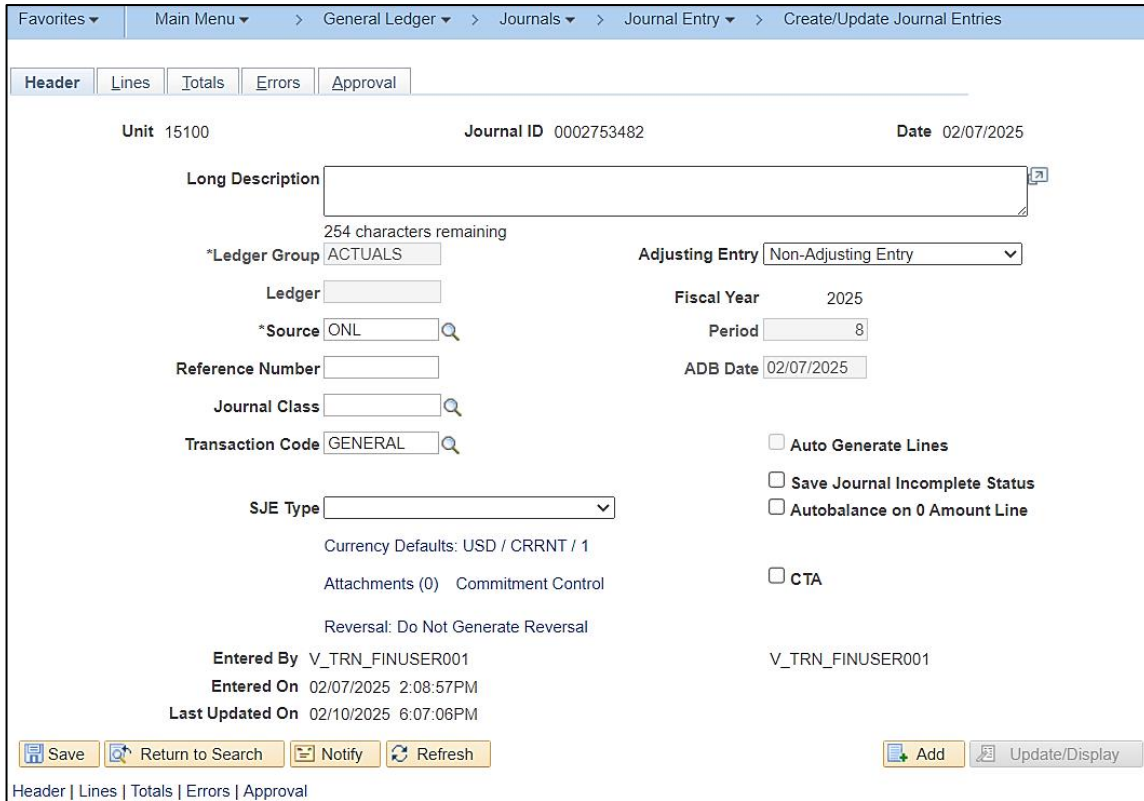| Step	Action
	The **Create/Update Journal Entries Find an Existing Value** page refreshes.
4.	Enter or select the applicable Business Unit in the **Business Unit** field.
5.	Enter the applicable Journal ID in the **Journal ID** field (the Journal ID that will be posted).
ℹ	Information can be entered into any of the other search fields to help locate the Journal entry to be posted.
6.	Click the **Search** button.

Step	Action
	The **Header** page displays.

| 7. | Click the **Lines** tab. |
| | |

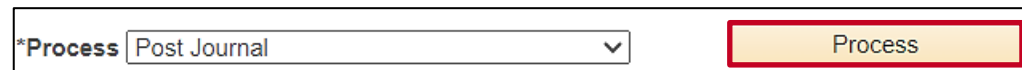| Step	Action
	The **Lines** page displays.
8.	Click the **Process** dropdown button and select "Post Journal".
9.	Click the **Process** button.

Step	Action
	A **Message** displays in a pop-up window and user must confirm the post action. **Message** Are you sure that you want to post this journal? (5010,45) OK Cancel
10.	Click the **OK** button to confirm the post and close the **Message**. OK Cancel
11.	A **Message** displays in a pop-up window. Click the **Yes** button. **Message** 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
ℹ	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.

Step	Action
	The **Lines** page redisplays. The **Journal Status** field now has a status of "P" (Posted to Ledger(s)). This process is now complete.

Posting a Group of Journals in a Batch

Step	Action
1.	Navigate to the **Create/Update Journal Entries** page using the following path: **Main Menu > General Ledger > Journals > Process Journals > Post Journals**

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

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

The **Post Journal Request** page displays.

Step	Action
5.	Click the **Once** radio button option in the **Process Frequency** section. Process Frequency ◉ Once ○ Always ○ Don't Run
6.	Enter a description in the **Description** field. *Description [Post Journals]
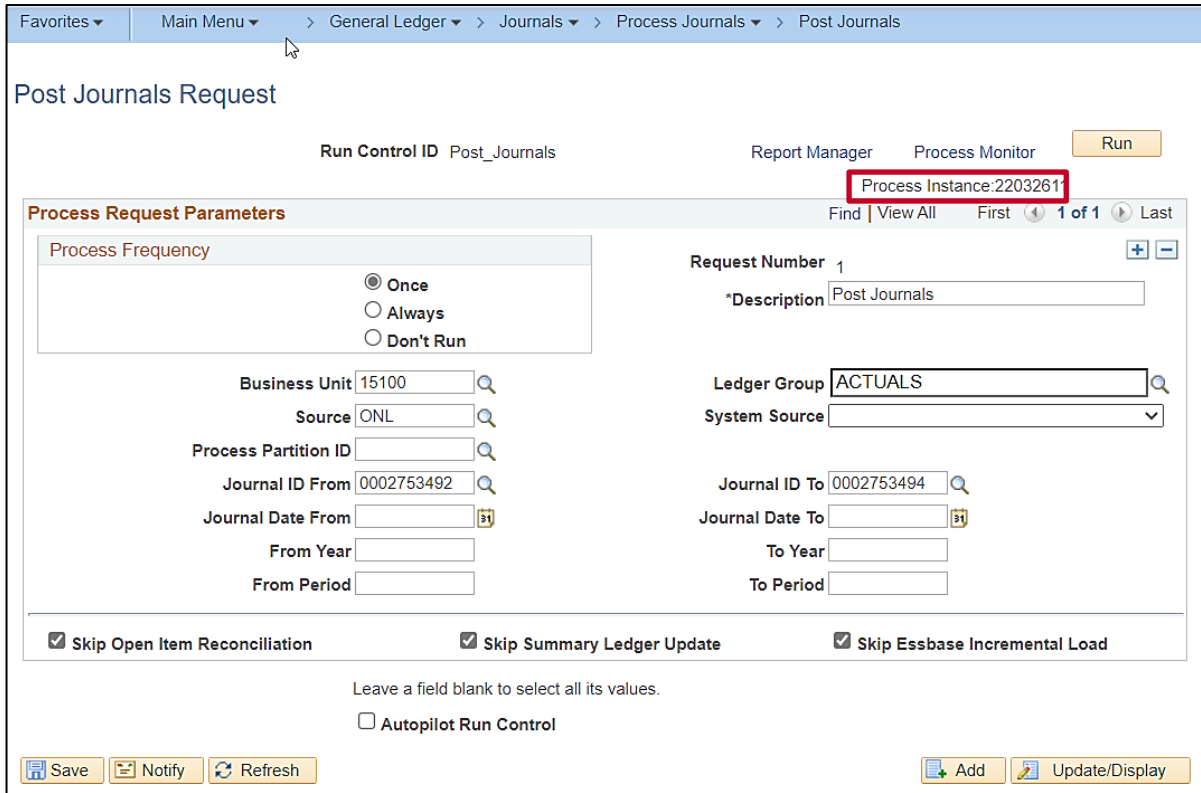
Step	Action
7.	Enter valid parameters to specify the group of Journals to be posted (i.e. Journal ID range, Journal date range, Source, etc.). **Business Unit** 15100 **Ledger Group** ACTUALS **Source** ONL **System Source** **Process Partition ID** **Journal ID From** **Journal ID To** **Journal Date From** **Journal Date To** **From Year** **To Year** **From Period** **To Period**
8.	Click the **Run** button. Run

The **Process Scheduler Request** page displays.

Process Scheduler Request Help **User ID** RIC36556 **Run Control ID** Post_Journals **Server Name** **Run Date** 02/12/2025 **Recurrence** **Run Time** 8:19:41AM Reset to Current Date/Time **Time Zone** **Process List** Select	Description	Process Name	Process Type	*Type	*Format	Distribution ☑	GL Journal Posting	GL_JP	Application Engine	Web	TXT	Distribution OK Cancel Refresh	

Step	Action
9.	Click the **GL Journal Posting** checkbox option if it is not already checked by default. **Process List** 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

Step	Action
	The **Post Journal Request** page redisplays and a Process Instance Number is now assigned.

Favorites ▾ | Main Menu ▾ | › General Ledger ▾ › Journals ▾ › Process Journals ▾ › Post Journals

Post Journals Request

Run Control ID Post_Journals   Report Manager   Process Monitor   Run

Process Instance:22032611

Process Request Parameters   Find | View All   First ◄ 1 of 1 ► Last

Process Frequency   Request Number 1

○ Once   *Description Post Journals
○ Always
○ Don't Run

Business Unit 15100   Ledger Group ACTUALS
Source ONL   System Source
Process Partition ID
Journal ID From 0002753492   Journal ID To 0002753494
Journal Date From   Journal Date To
From Year   To Year
From Period   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

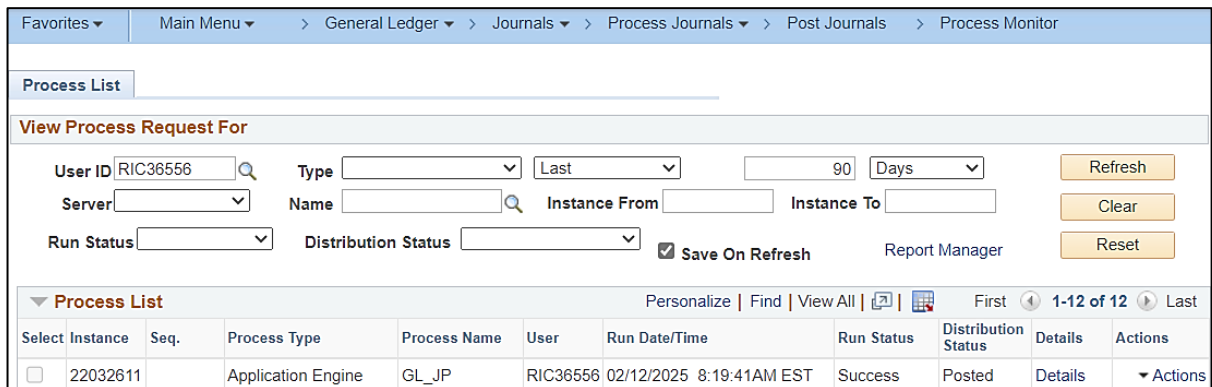💾 Save   ✉ Notify   🔄 Refresh   ➕ Add   🔁 Update/Display

11.	Click the **Process Monitor** link.

Report Manager   Process Monitor   Run

Process Instance:22032611

The **Process Monitor** page displays.

Favorites ▾ | Main Menu ▾ | › General Ledger ▾ › Journals ▾ › Process Journals ▾ › Post Journals › Process Monitor

Process List

View Process Request For

User ID RIC36556   Type   Last   90 Days   Refresh
Server   Name   Instance From   Instance To   Clear
Run Status   Distribution Status   ☑ Save On Refresh   Report Manager   Reset

Process List   Personalize | Find | View All | 📄 | 🔢   First ◄ 1-12 of 12 ► Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	22032611		Application Engine	GL_JP	RIC36556	02/12/2025 8:19:41AM EST	Success	Posted	Details	▾ Actions

Step	Action
12.	Confirm that the **Run Status** field displays "Success" and the **Distribution Status** field displays "Posted".

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	22032611		Application Engine	GL_JP	RIC36556	02/12/2025 8:19:41AM EST	Success	Posted	Details	▾ Actions

Personalize | Find | View All | ⤢ | 🏢   First ◀ 1-12 of 12 ▶ Last

ℹ️	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.