

**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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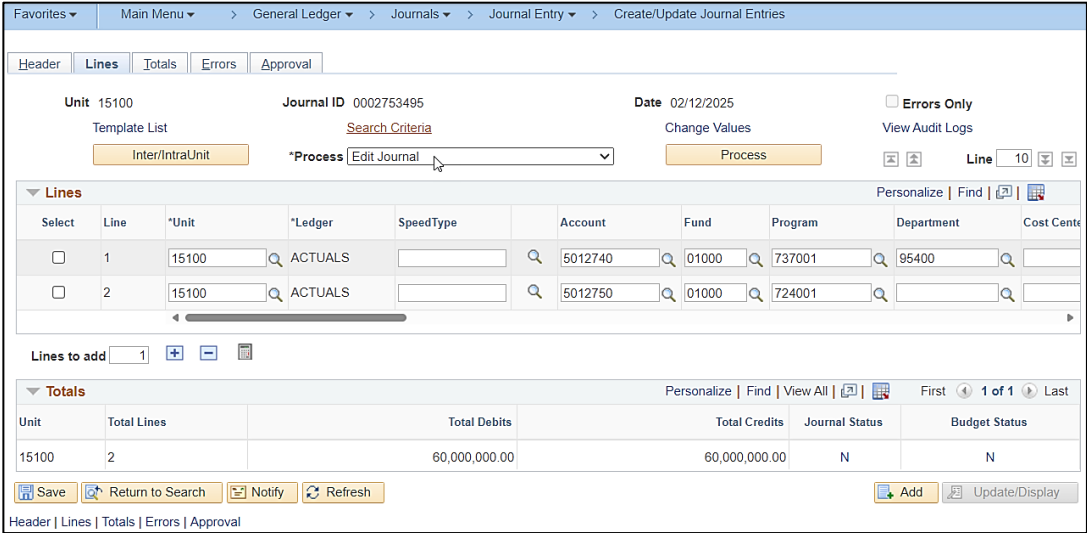


**Revision History**

Revision Date	Summary of Changes
2/17/2025	Baseline

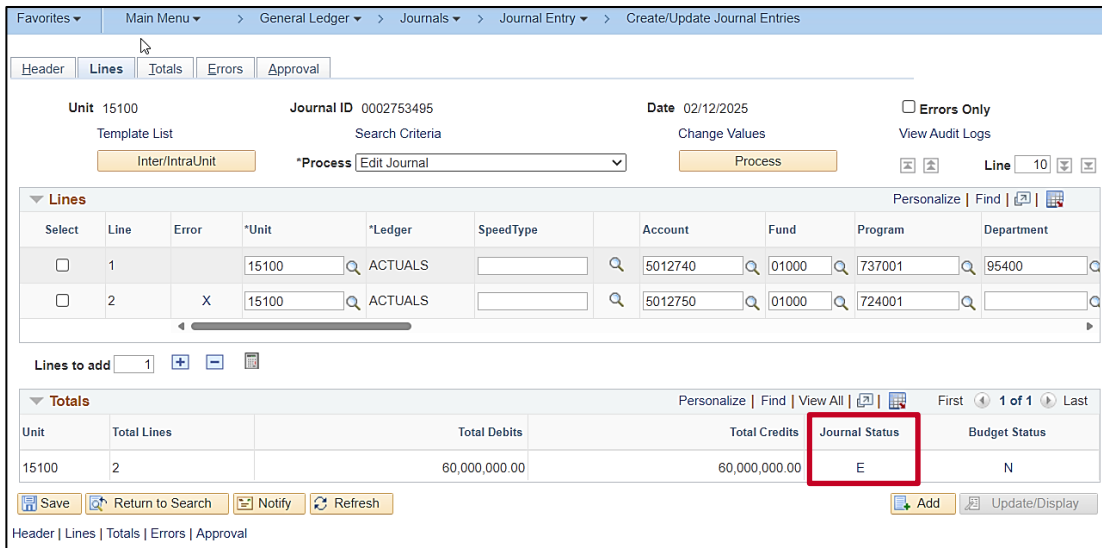
### Reviewing and Correcting Edit Check and Budget Check Errors

When a Journal is created, the Journal needs to run through 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 error(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
<p>This Job Aid starts on the <b>Lines</b> page for a Journal that has been completed and is ready to be Edit checked. Currently, the <b>Journal Status</b> field and <b>Budget Status</b> field both have a status of “N” (No Status - Needs to be Edited).</p>	
<p>1.</p>	<p>The <b>Process</b> field defaults to “Edit Process”. Click the <b>Process</b> button to run the Edit check.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <span>*Process</span> <span style="border: 1px solid #ccc; padding: 2px;">Edit Journal</span> <span style="float: right; border: 2px solid red; padding: 2px;">Process</span> </div>
<p>2.</p>	<p>A <b>Message</b> displays in a pop-up window. Click the <b>Yes</b> 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> <p style="text-align: center;"> <span style="border: 2px solid red; padding: 2px;">Yes</span> <span style="padding: 2px;">No</span> </p> </div>

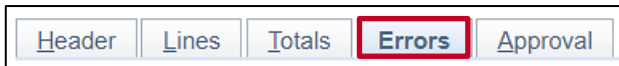
Step	Action
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The **Lines** page refreshes. The **Journal Status** field has a status of “E” (Error). Note that the **Budget Status** field still has a status of “N” (No Status - Needs to be Edited). If the Journal does not pass Edit check, the Budget 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.

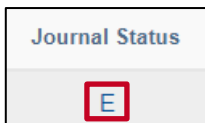


The screenshot shows the 'Journal Entry' interface. At the top, there are navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. Below the tabs, there are fields for Unit (15100), Journal ID (0002753495), and Date (02/12/2025). There are also buttons for 'Inter/IntraUnit', 'Process', and 'Errors Only'. Below this is a table with columns: Select, Line, Error, \*Unit, \*Ledger, SpeedType, Account, Fund, Program, and Department. Two lines are visible: Line 1 with no error and Line 2 with an error 'X'. Below the table is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Journal Status' field contains 'E' and is highlighted with a red box. The 'Budget Status' field contains 'N'. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

3. Click either the **Errors** tab or the **E** link in the **Journal Status** field to review the error.



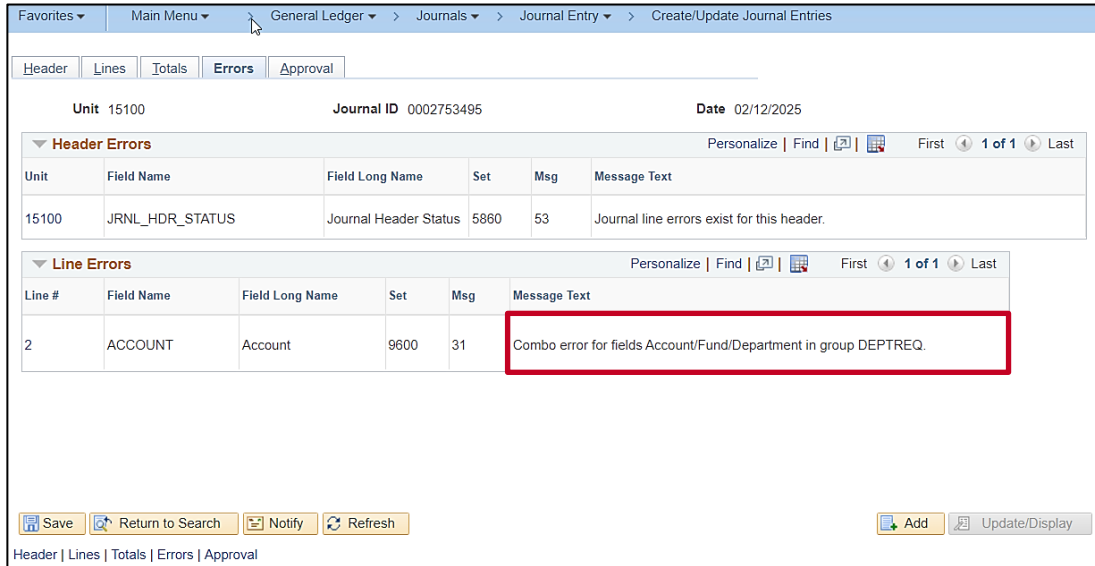
The screenshot shows the navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Errors' tab is highlighted with a red box.



The screenshot shows the 'Journal Status' field with the letter 'E' highlighted by a red box.

Step	Action
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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).

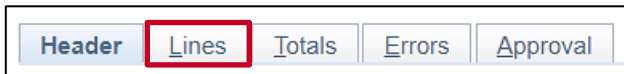


The screenshot shows the 'Errors' tab in the General Ledger interface. It displays two sections: 'Header Errors' and 'Line Errors'. The 'Line Errors' section contains a table with one row of error information:

Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	ACCOUNT	Account	9600	31	Combo error for fields Account/Fund/Department in group DEPTREQ.

The 'Message Text' cell in the table is highlighted with a red border.

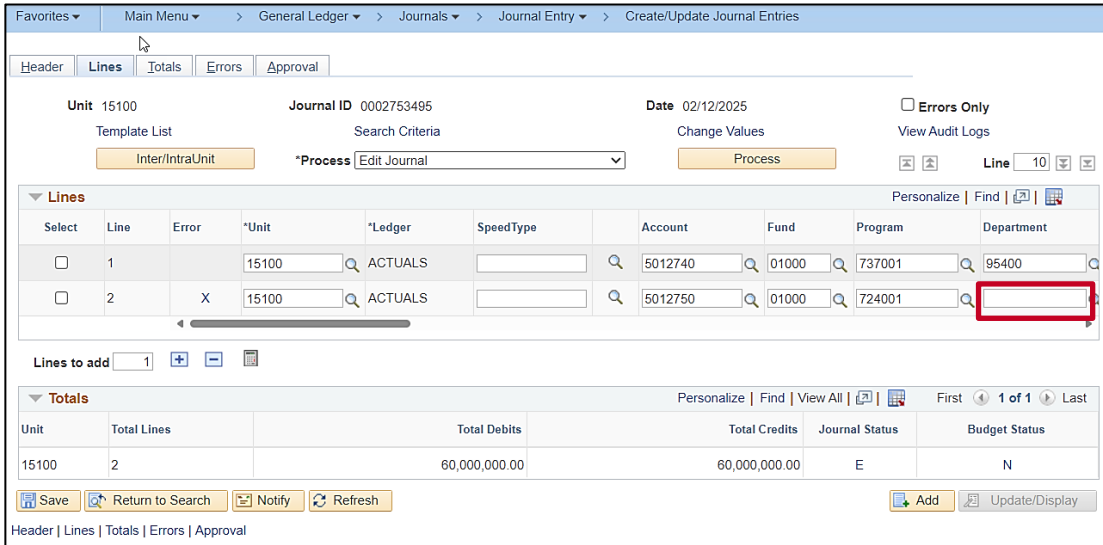
4. Next, take the corrective action required for the applicable Journal Line.  
Click the **Lines** tab.



The screenshot shows the navigation bar with five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is highlighted with a red border.

Step	Action
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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).



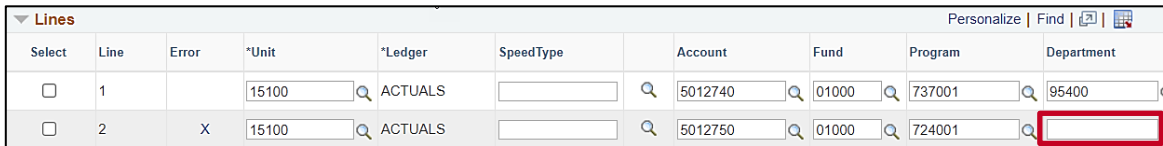
The screenshot shows the 'Create/Update Journal Entries' screen. The 'Lines' table is as follows:

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department
<input type="checkbox"/>	1		15100	ACTUALS		5012740	01000	737001	95400
<input type="checkbox"/>	2	X	15100	ACTUALS		5012750	01000	724001	

The 'Totals' section shows:

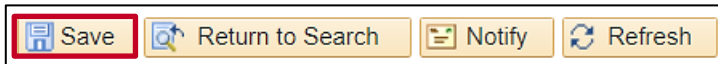
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	60,000,000.00	60,000,000.00	E	N

- Enter or select the applicable Department in the **Department** field for the applicable Journal Line.



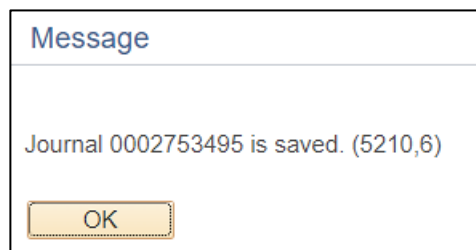
Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department
<input type="checkbox"/>	1		15100	ACTUALS		5012740	01000	737001	95400
<input type="checkbox"/>	2	X	15100	ACTUALS		5012750	01000	724001	

- Click the **Save** button.



Buttons: **Save** (highlighted), Return to Search, Notify, Refresh

A **Message** displays in a pop-up window confirming the save action.



**Message**

Journal 0002753495 is saved. (5210,6)

**OK**

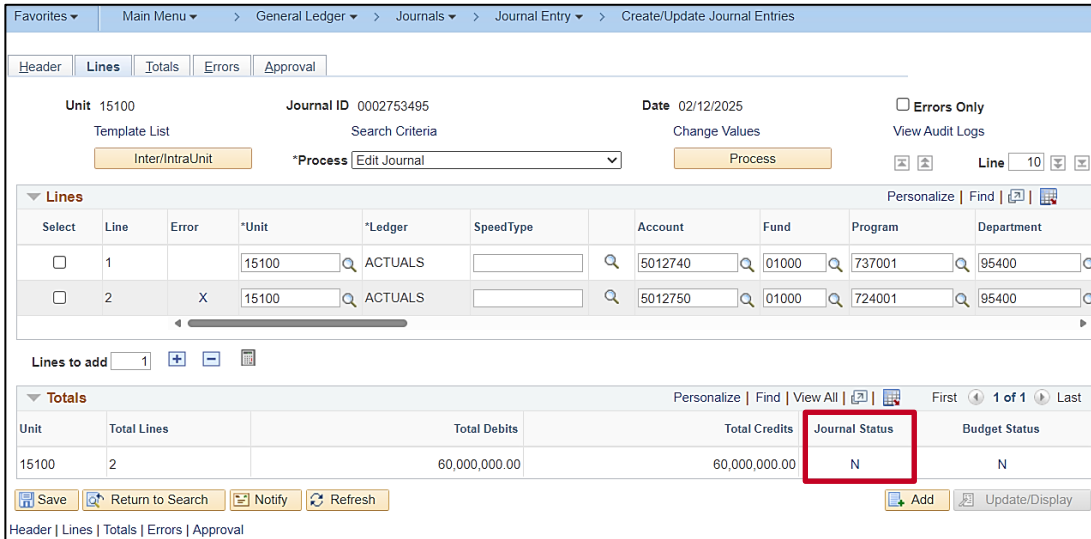
- Click the **OK** button.



**OK**

Step	Action
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The **Lines** page redisplay. Since an update was made, the **Journal Status** field updates back to “N” (No Status - Needs to be Edited).



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

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department
<input type="checkbox"/>	1		15100	ACTUALS		5012740	01000	737001	95400
<input type="checkbox"/>	2	X	15100	ACTUALS		5012750	01000	724001	95400

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	60,000,000.00	60,000,000.00	N	N

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

8. Next, run the Edit Check again.  
The **Process** field defaults to “Edit Journal”. Click the **Process** button to run the Edit check.

\*Process: Edit Journal      Process

9. A **Message** displays in a pop-up window. Click the **Yes** button.

Message

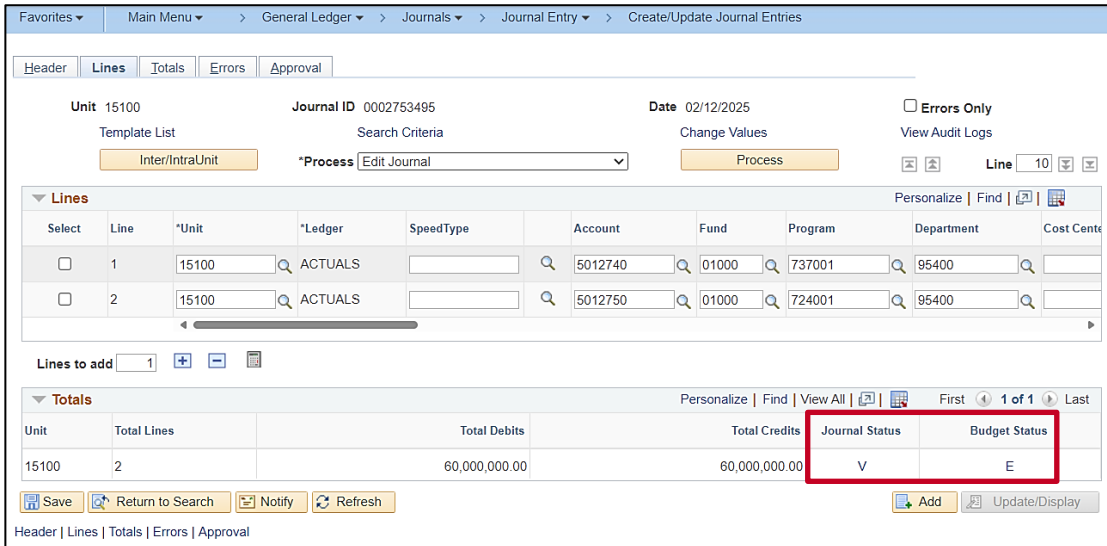
Would you like to wait for confirmation that the Edit process has completed? (5010,465)

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

Step	Action
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The **Lines** page redisplay. 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).



The screenshot shows the 'Journal Entry' page with the following details:

- Unit: 15100, Journal ID: 0002753495, Date: 02/12/2025
- Buttons: Inter/IntraUnit, \*Process, Edit Journal, Process
- Options: Errors Only, View Audit Logs

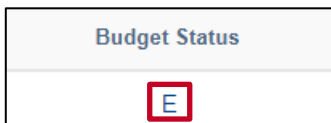
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	15100	ACTUALS		5012740	01000	737001	95400	
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	95400	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	60,000,000.00	60,000,000.00	V	E

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

10. Click **E** link in the **Budget Status** field.



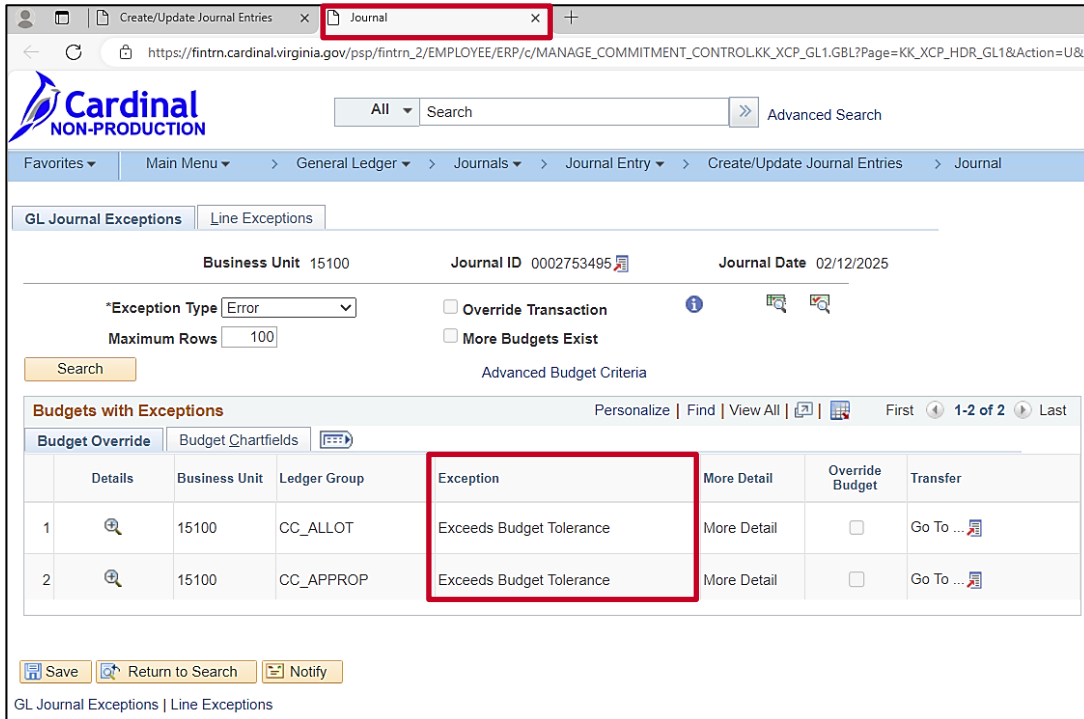
Budget Status

**E**



Step	Action
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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.



The screenshot shows the 'GL Journal Exceptions' page in the Cardinal web application. The page displays the following information:

- Business Unit:** 15100
- Journal ID:** 0002753495
- Journal Date:** 02/12/2025
- Exception Type:** Error
- Maximum Rows:** 100
- Options:**  Override Transaction,  More Budgets Exist

The 'Budgets with Exceptions' table is shown below:

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	15100	CC_ALLOT	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2	15100	CC_APPROP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

The 'Exception' column for both rows is highlighted with a red box in the original image.

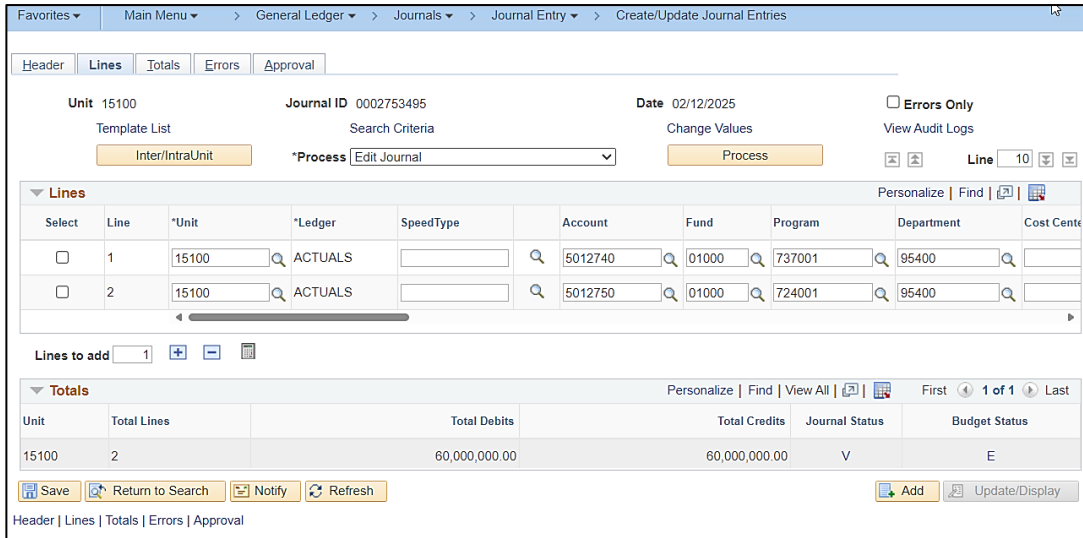
- Click the **Create/Update Journal Entries** tab in the web browser to return to the Journal and make any required updates.



The screenshot shows two browser tabs: 'Create/Update Journal Entries' and 'Journal'. The 'Create/Update Journal Entries' tab is highlighted with a red box.

Step	Action
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The **Lines** tab redispays.



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

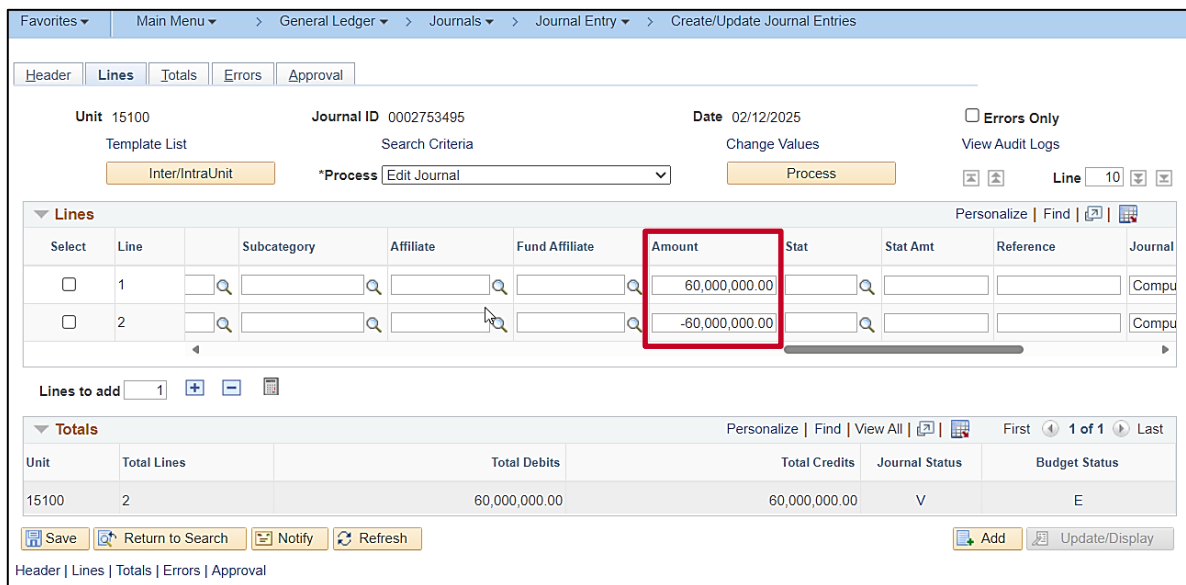
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	15100	ACTUALS		5012740	01000	737001	95400	
<input type="checkbox"/>	2	15100	ACTUALS		5012750	01000	724001	95400	

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	60,000,000.00	60,000,000.00	V	E

Save    Return to Search    Notify    Refresh    Add    Update/Display

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).

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

Select	Line	Subcategory	Affiliate	Fund Affiliate	Amount	Stat	Stat Amt	Reference	Journal
<input type="checkbox"/>	1				60,000,000.00				Compu
<input type="checkbox"/>	2				-60,000,000.00				Compu

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	60,000,000.00	60,000,000.00	V	E

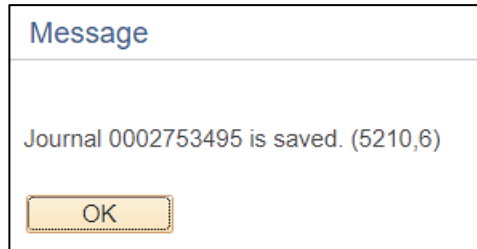
Save    Return to Search    Notify    Refresh    Add    Update/Display

If the amount(s) were correct, contact the Agency Fiscal Officer to determine the applicable corrective action.

12.	Update the amount in the <b>Amount</b> field for each applicable Journal Line.
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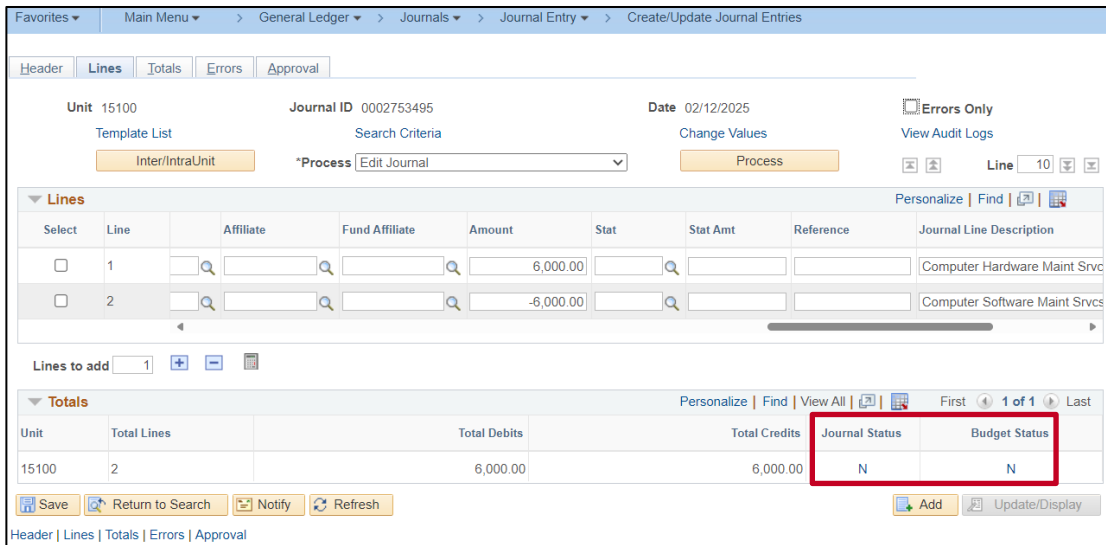
Step	Action
13.	Click the <b>Save</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-around;"> <span style="border: 2px solid red; padding: 2px;">Save</span> <span>Return to Search</span> <span>Notify</span> <span>Refresh</span> </div>

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



14.	Click the <b>OK</b> button to close the <b>Message</b> . <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: center;"> <span style="border: 2px solid red; padding: 2px;">OK</span> </div>
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The **Lines** page redisplay. Since an update was made, both the **Journal Status** and **Budget Status** fields update back to “N” (No Status - Needs to be Edited).

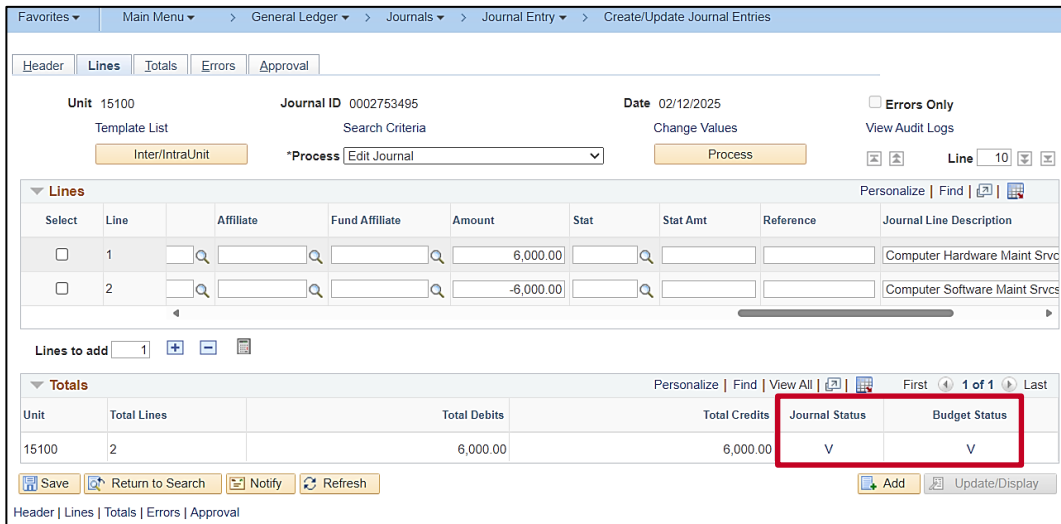


15.	Next, run the Edit Check again. The <b>Process</b> field defaults to “Edit Journal”. Click the <b>Process</b> button to run the Edit check. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-around;"> <span>*Process Edit Journal</span> <span style="border: 2px solid red; padding: 2px;">Process</span> </div>
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Step	Action
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16.	<p>A <b>Message</b> displays in a pop-up window. Click the <b>Yes</b> button.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Message</b></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> <p style="text-align: center;"> <input style="border: 2px solid red; margin-right: 10px;" type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>
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The **Lines** page redispays and the **Journal Status** and **Budget Status** fields update from “N” (No Status - Needs to be Edited) to “V” (Valid).



The screenshot shows the 'Lines' page with the following details:

- Unit: 15100, Journal ID: 0002753495, Date: 02/12/2025
- Process: Edit Journal
- Lines table:
 

Select	Line	Affiliate	Fund Affiliate	Amount	Stat	Stat Amt	Reference	Journal Line Description
<input type="checkbox"/>	1			6,000.00				Computer Hardware Maint Svc
<input type="checkbox"/>	2			-6,000.00				Computer Software Maint Svcs
- Totals table:
 


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

17.	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red; margin-right: 10px;" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </div>
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A **Message** displays in a pop-up window confirming that the Journal is saved.



**Message**

Journal 0002753495 is saved. (5210,6)

	<p>The Journal can now be submitted for approval. For further information on submitting a Journal for approval, see the Job Aid titled <b>GL332_Processing Manual Journal Entries</b>. This Job Aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
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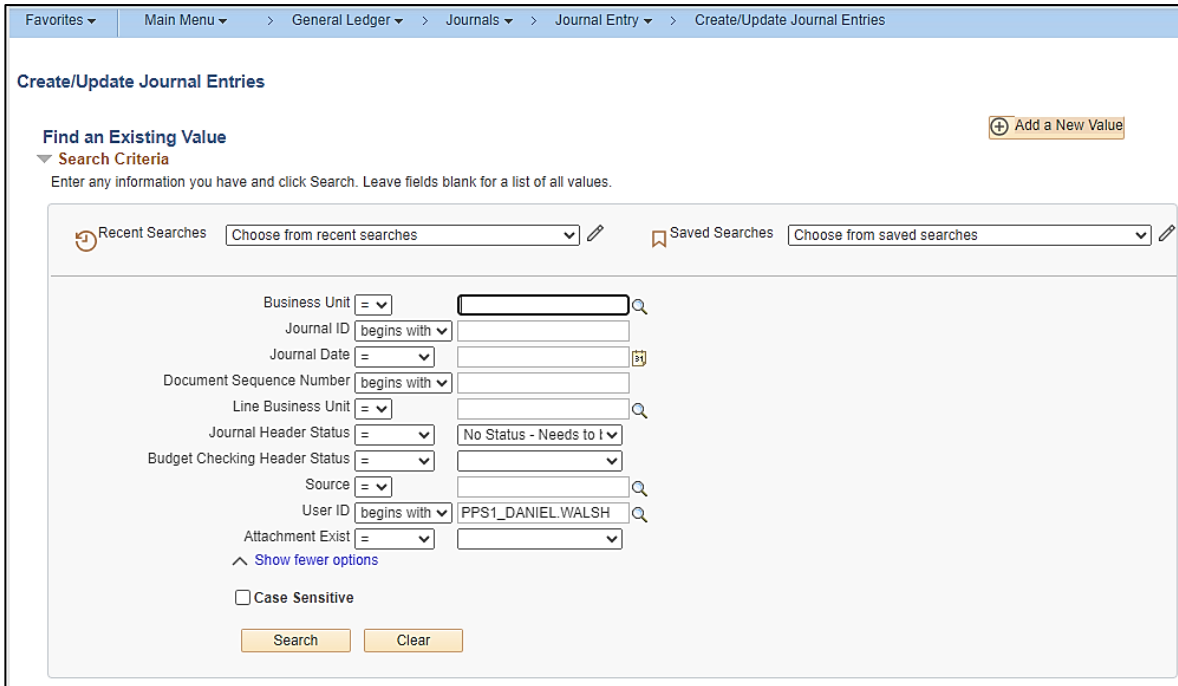
### Updating a Manual Journal Entry

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 submitting it for approval.

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

Step	Action
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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**

**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 fewer options  
 Case Sensitive



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**.

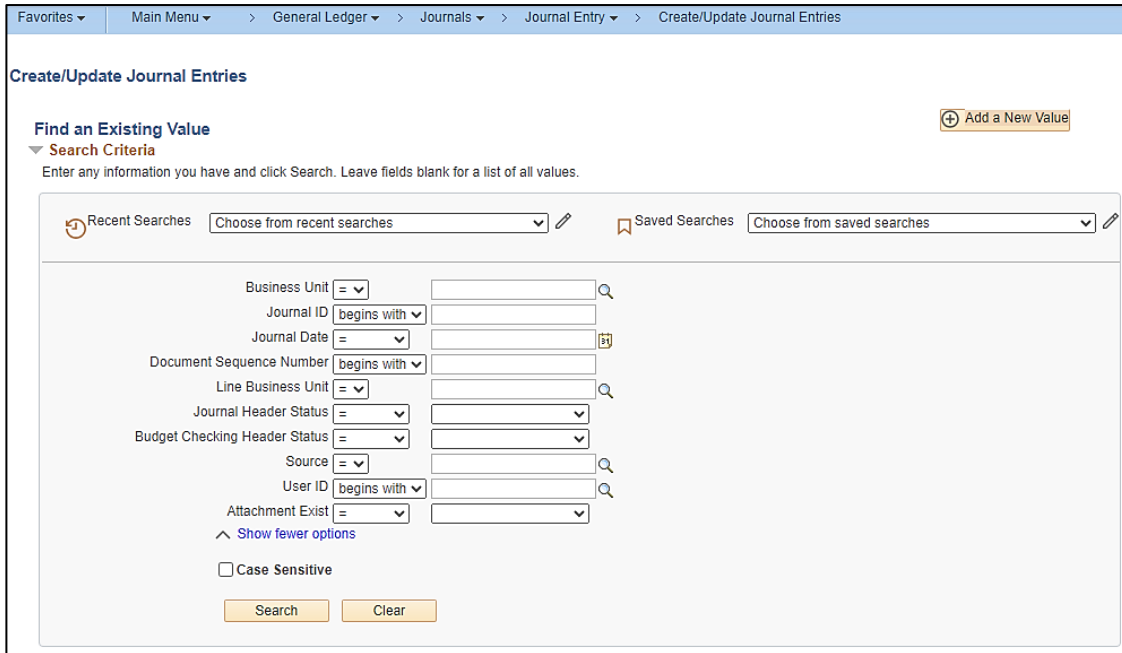
3.

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



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



**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:

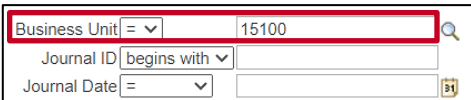
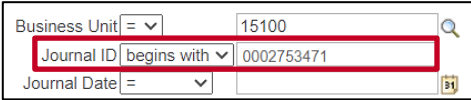


Source:

User ID: begins with

Attachment Exist:

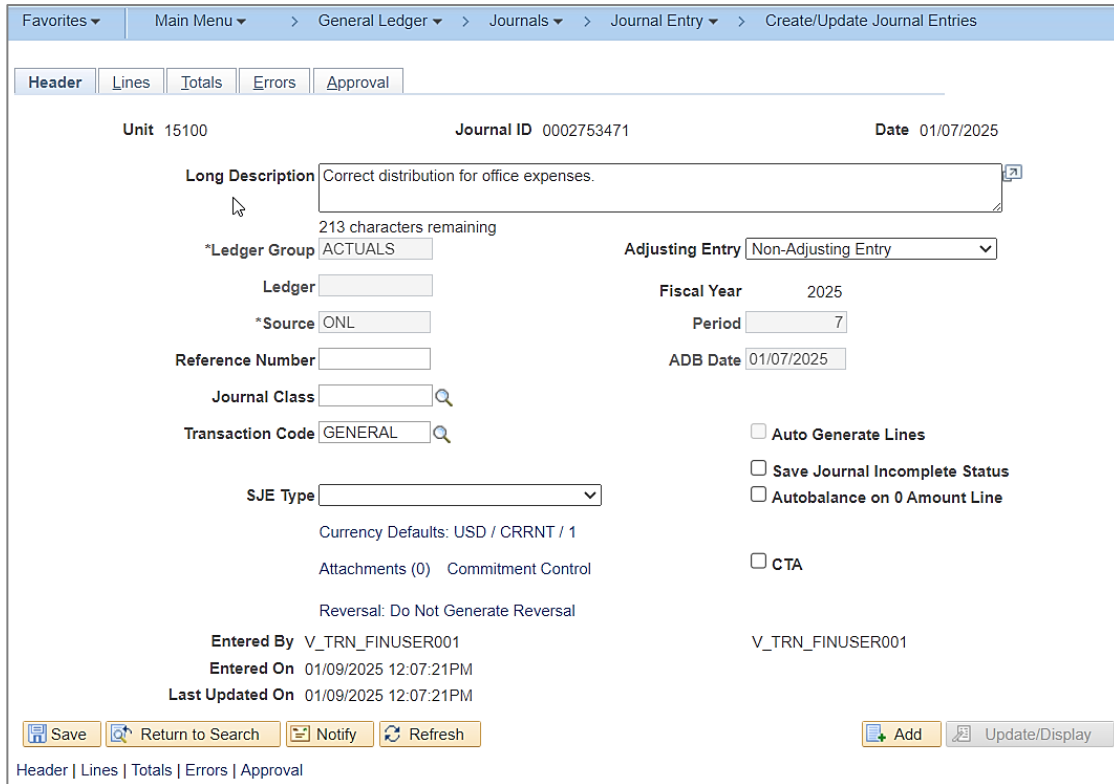
[Show fewer options](#)

Case Sensitive

4.	Enter or select the applicable Business Unit in the <b>Business Unit</b> field. 
5.	Enter the applicable Journal ID in the <b>Journal ID</b> 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 <b>Search</b> button. 

Step	Action
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The **Header** page displays.

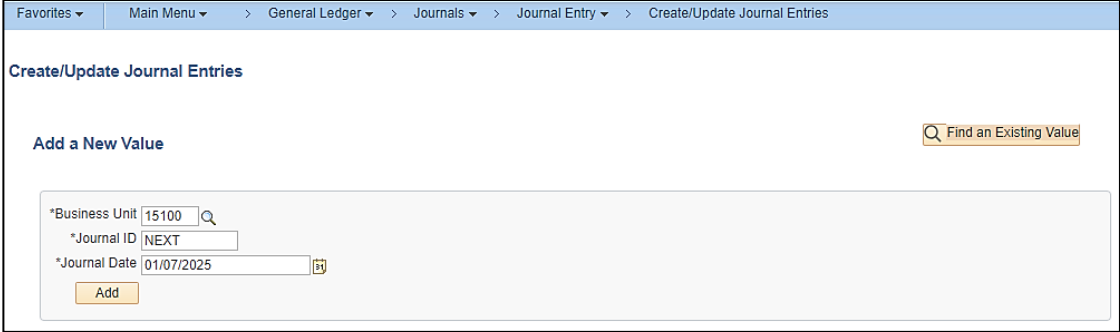



7.	<p>Make the necessary updates to the fields on the <b>Header</b> tab or the <b>Lines</b> tab.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <span style="border: 2px solid red; padding: 2px;">Header</span> <span style="border: 2px solid red; padding: 2px;">Lines</span> <span style="padding: 2px;">Totals</span> <span style="padding: 2px;">Errors</span> <span style="padding: 2px;">Approval</span> </div>
8.	<p>Click the <b>Save</b> button after making the updates to the Journal.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <span style="border: 2px solid red; padding: 2px;"> Save</span> <span style="padding: 2px;"> Return to Search</span> <span style="padding: 2px;"> Notify</span> <span style="padding: 2px;"> Refresh</span> </div>
<div style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; color: white; font-weight: bold;">i</span> </div>	<p>After saving the Journal, the Edit Journal, Submit Journal, and Approve Journal processes must be completed.</p> <p>To complete these processes, refer to the <a href="#">Processing a Manual Journal Entry</a> section of this Job Aid.</p>



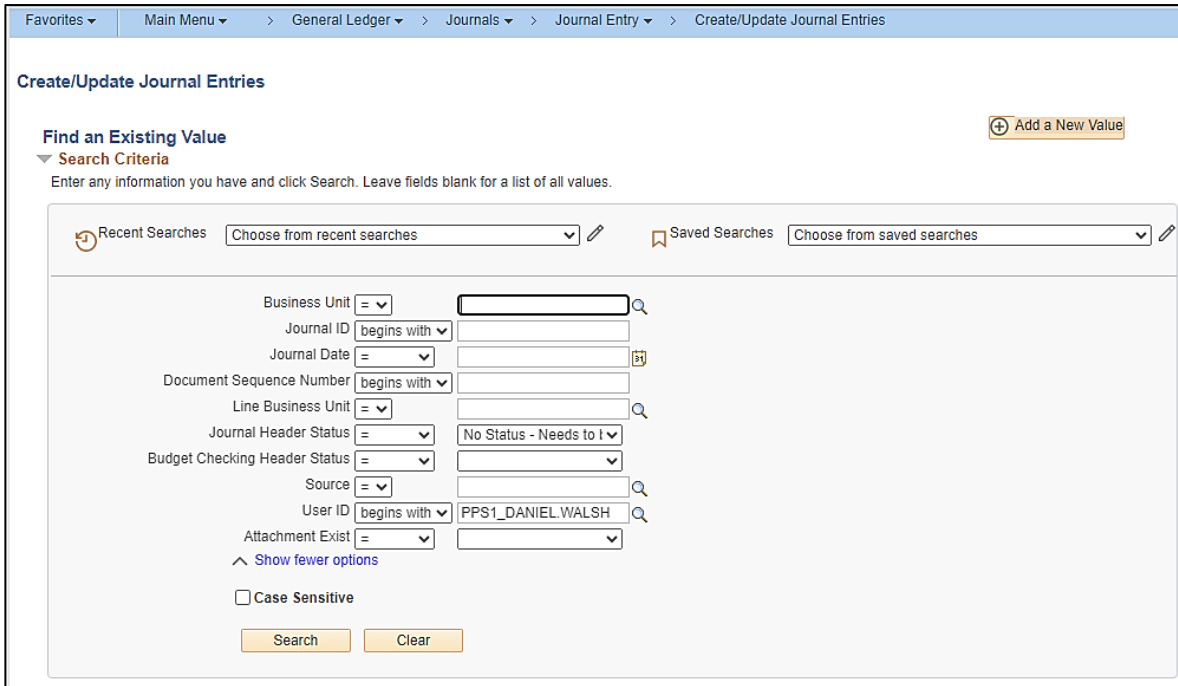
### Deleting a Journal

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.	<p>Navigate to the <b>Create/Update Journal Entries</b> page using the following path:  <b>Main Menu &gt; General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</b></p> <p>The <b>Create/Update Journal Entries Add a New Value</b> page displays.</p> 
2.	<p>Click the <b>Find an Existing Value</b> button.</p> 

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

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**

**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 = ▾ No Status - Needs to I ▾  
 Budget Checking Header Status = ▾   
 Source = ▾    
 User ID begins with ▾ PPS1\_DANIEL.WALSH   
 Attachment Exist = ▾

Show fewer options  
 Case Sensitive



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**.

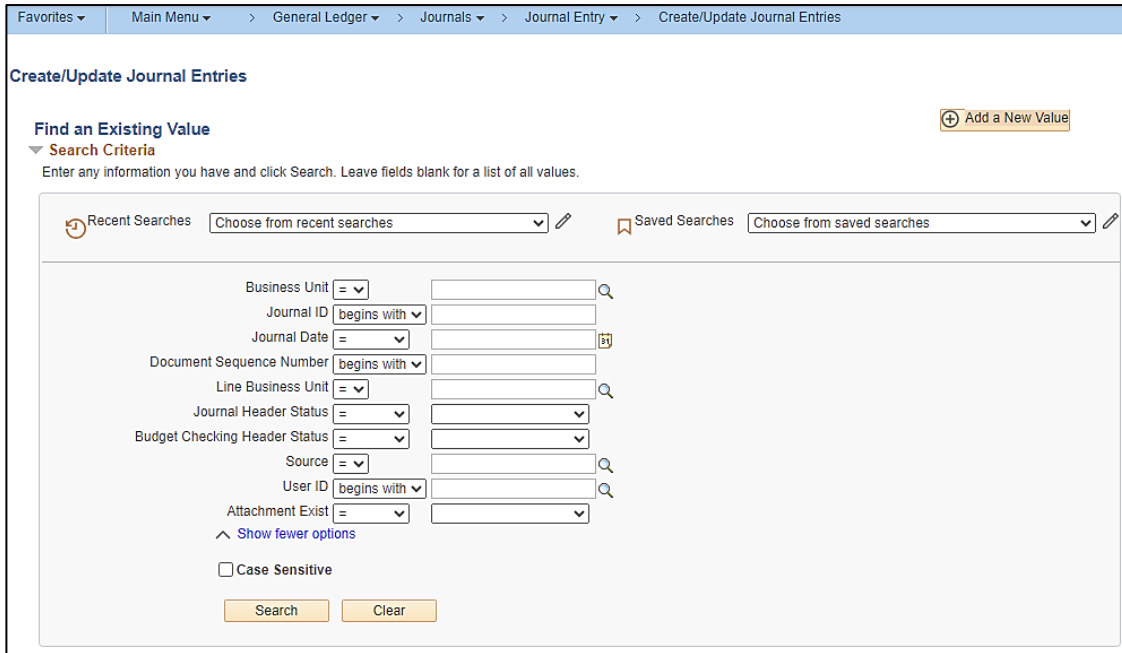
3.

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



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

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



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

**Create/Update Journal Entries**

**Find an Existing Value** + Add a New Value

▼ **Search Criteria**

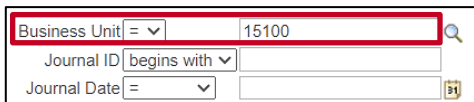
Enter any information you have and click Search. Leave fields blank for a list of all values.

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 = ▾

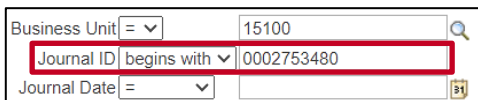
Show fewer options  
 Case Sensitive

4. Enter or select the applicable Business Unit in the **Business Unit** field.



Business Unit = ▾    
 Journal ID begins with ▾   
 Journal Date = ▾

5. Enter the applicable Journal ID in the **Journal ID** field (the Journal ID that will be deleted).



Business Unit = ▾    
 Journal ID begins with ▾   
 Journal Date = ▾



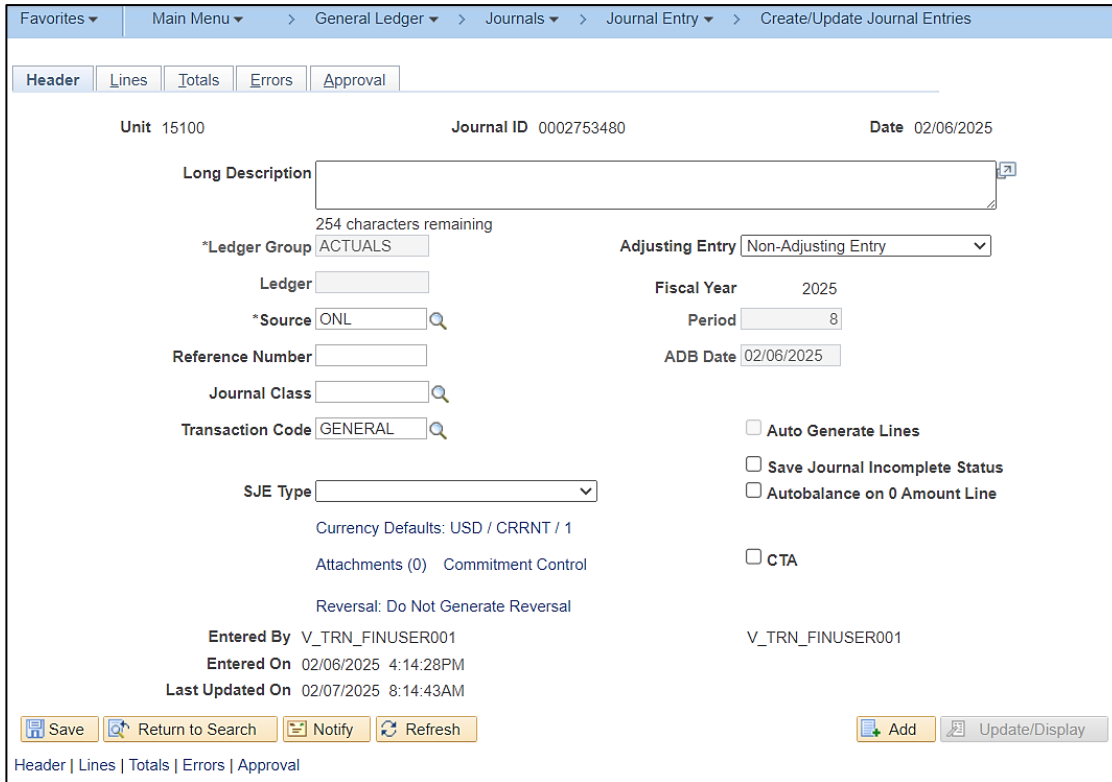
Information can be entered into any of the other search fields to help locate the Journal entry to be deleted.

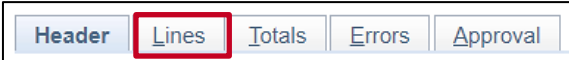
6. Click the **Search** button.



Step	Action
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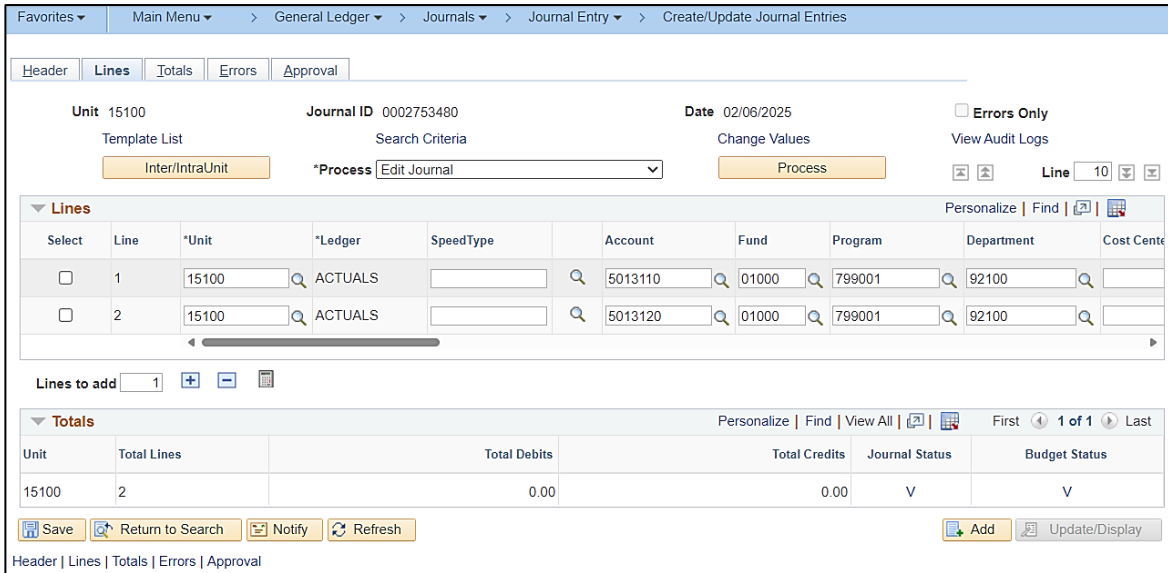
The **Header** page displays.



7.	<p>Click the <b>Lines</b> tab.</p> 
----	--

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

The **Lines** page displays.



Unit: 15100 | Journal ID: 0002753480 | Date: 02/06/2025

Template List: Inter/IntraUnit | Search Criteria: \*Process Edit Journal | Change Values: Process

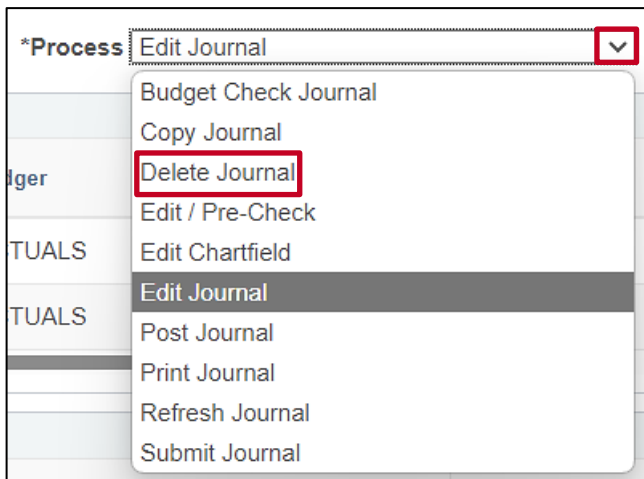
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	0.00	0.00	V	V

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

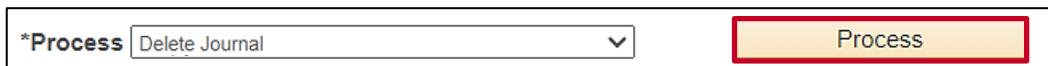
7. Click the **Process** dropdown button and select “Delete Journal”.



\*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

8. Click the **Process** button.



\*Process Delete Journal



Process

Step	Action
	<p>A <b>Message</b> displays in a pop-up window and the user must confirm the delete action.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="color: #4f81bd; margin: 0;">Message</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p style="margin: 0;">Are you sure that you want to delete this journal? (5010,30)</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px;">Yes</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px;">No</span> </div> </div>
9.	<p>Click the <b>Yes</b> button to confirm the deletion and close the <b>Message</b>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px;">No</div> </div> </div>
	<p>A <b>Message</b> displays in a pop-up window confirming that the Journal was deleted.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="color: #4f81bd; margin: 0;">Message</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p style="margin: 0;">Journal 0002753480 is physically deleted. (5210,7)</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f4d03f; border-radius: 3px;">OK</span> </div> </div>
10.	<p>Click the <b>OK</b> button to close the <b>Message</b>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px; display: inline-block;">OK</div> </div>
	<p>The <b>Create/Update Journal Entries Add a New Value</b> page redisplay and this process is complete.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; margin-bottom: 10px;"> <span style="font-size: small;">Favorites ▾</span> <span style="font-size: small; margin-left: 10px;">Main Menu ▾</span> <span style="font-size: small; margin-left: 10px;">&gt;</span> <span style="font-size: small; margin-left: 10px;">General Ledger ▾</span> <span style="font-size: small; margin-left: 10px;">&gt;</span> <span style="font-size: small; margin-left: 10px;">Journals ▾</span> <span style="font-size: small; margin-left: 10px;">&gt;</span> <span style="font-size: small; margin-left: 10px;">Journal Entry ▾</span> <span style="font-size: small; margin-left: 10px;">&gt;</span> <span style="font-size: small; margin-left: 10px;">Create/Update Journal Entries</span> </div> <p style="margin: 0;"><b>Create/Update Journal Entries</b></p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="font-weight: bold; font-size: small;">Add a New Value</div> <div style="font-size: x-small; border: 1px solid #ccc; padding: 2px 5px; background-color: #f4d03f; border-radius: 3px;"> <span style="font-size: x-small;">🔍</span> Find an Existing Value         </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; background-color: #f9f9f9;"> <div style="display: flex; gap: 10px; margin-bottom: 5px;"> <div style="font-size: x-small;">*Business Unit</div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">15100</div> <div style="font-size: x-small;">🔍</div> </div> <div style="display: flex; gap: 10px; margin-bottom: 5px;"> <div style="font-size: x-small;">*Journal ID</div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">NEXT</div> </div> <div style="display: flex; gap: 10px; margin-bottom: 5px;"> <div style="font-size: x-small;">*Journal Date</div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">01/07/2025</div> <div style="font-size: x-small;">📅</div> </div> <div style="text-align: center; margin-top: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f4d03f; border-radius: 3px; font-size: x-small;">Add</span> </div> </div> </div>

### Posting a Journal

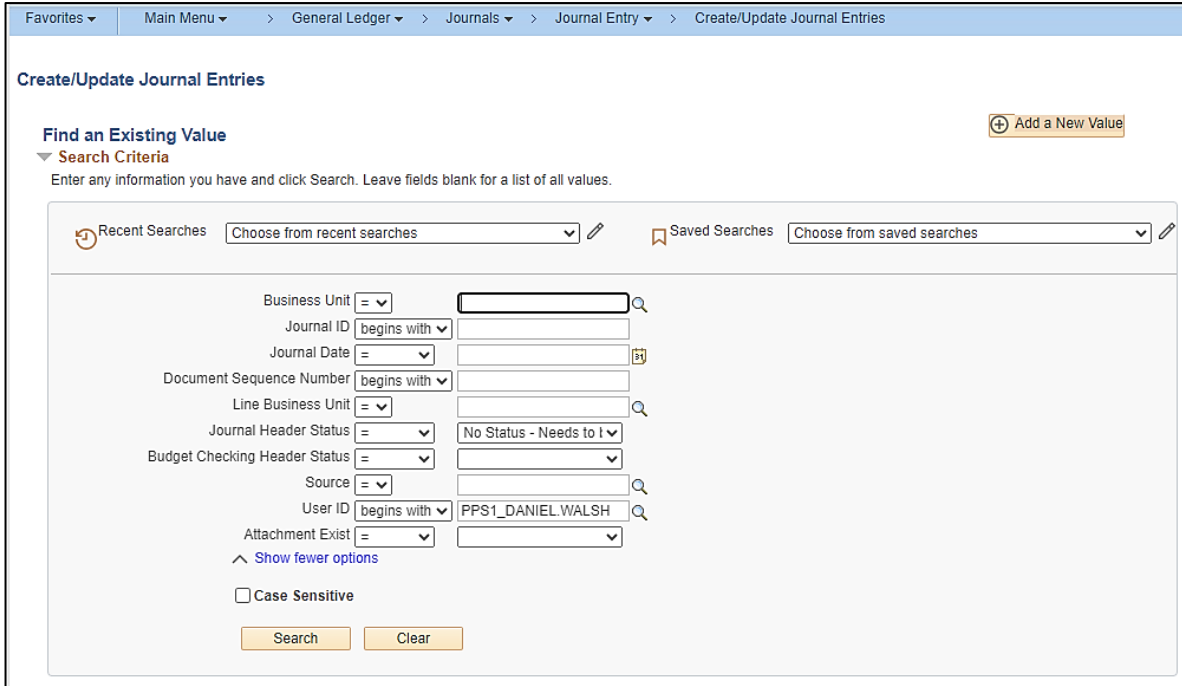
After a Journal entry is approved, it can be manually posted individually or a group of Journals can be manually posted in a batch. There are times when a Journal entry needs to be posted manually due to sequencing of Journal entries or time sensitivity. Additionally, all approved Journals will be processed 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.	<p>Navigate to the <b>Create/Update Journal Entries</b> page using the following path:  <b>Main Menu &gt; General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</b></p> <p>The <b>Create/Update Journal Entries Add a New Value</b> page displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
2.	<p>Click the <b>Find an Existing Value</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

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

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**

**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 = ▾ No Status - Needs to I ▾  
 Budget Checking Header Status = ▾   
 Source = ▾    
 User ID begins with ▾ PPS1\_DANIEL.WALSH   
 Attachment Exist = ▾

Case Sensitive



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**.

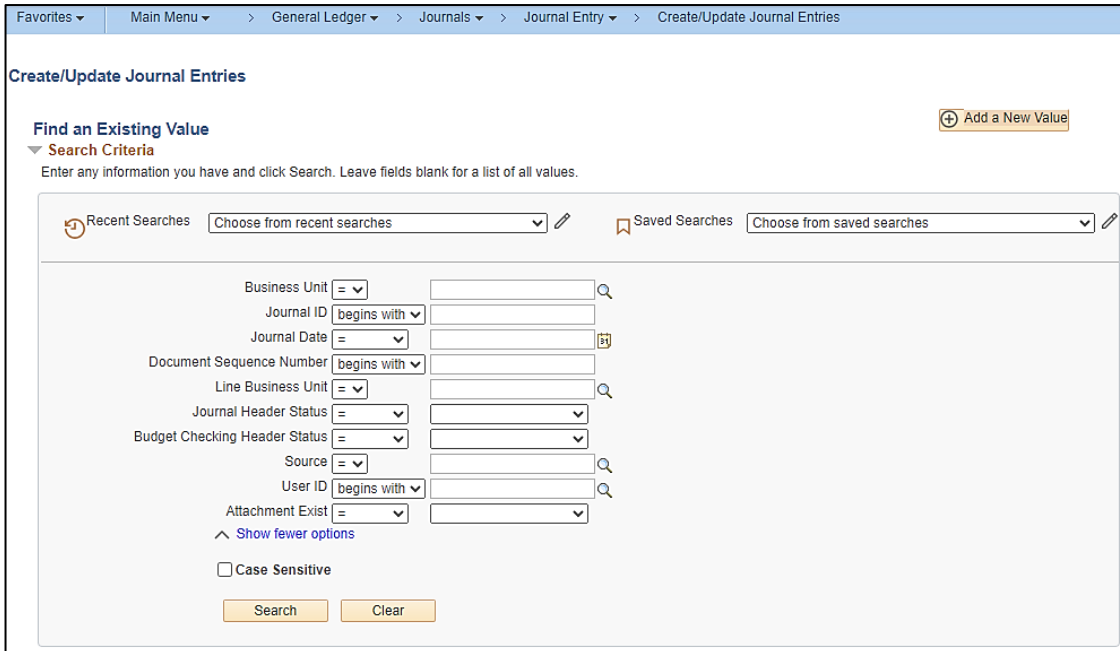
3. Click the **Clear** button to clear the defaulted search criteria.

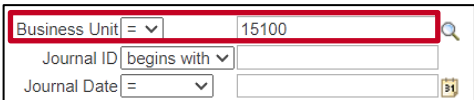





Step	Action
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The **Create/Update Journal Entries Find an Existing Value** page refreshes.



4.	<p>Enter or select the applicable Business Unit in the <b>Business Unit</b> field.</p> 
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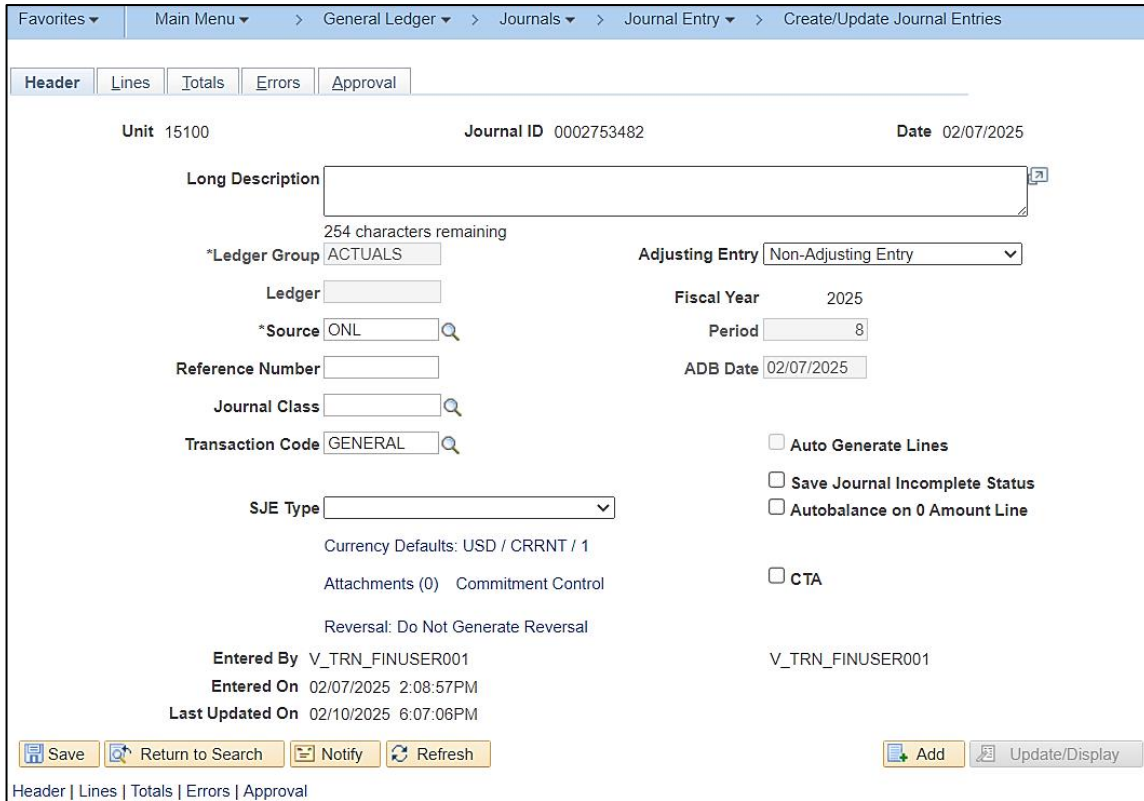
5.	<p>Enter the applicable Journal ID in the <b>Journal ID</b> field (the Journal ID that will be posted).</p> 
----	---

	<p>Information can be entered into any of the other search fields to help locate the Journal entry to be posted.</p>
---	--

6.	<p>Click the <b>Search</b> button.</p> 
----	--

Step	Action
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The **Header** page displays.



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

**Header** | Lines | Totals | Errors | Approval

Unit 15100      Journal ID 0002753482      Date 02/07/2025

Long Description  254 characters remaining

\*Ledger Group       Adjusting Entry

Ledger       Fiscal Year 2025

\*Source        Period

Reference Number       ADB Date

Journal Class

Transaction Code

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 02/07/2025 2:08:57PM

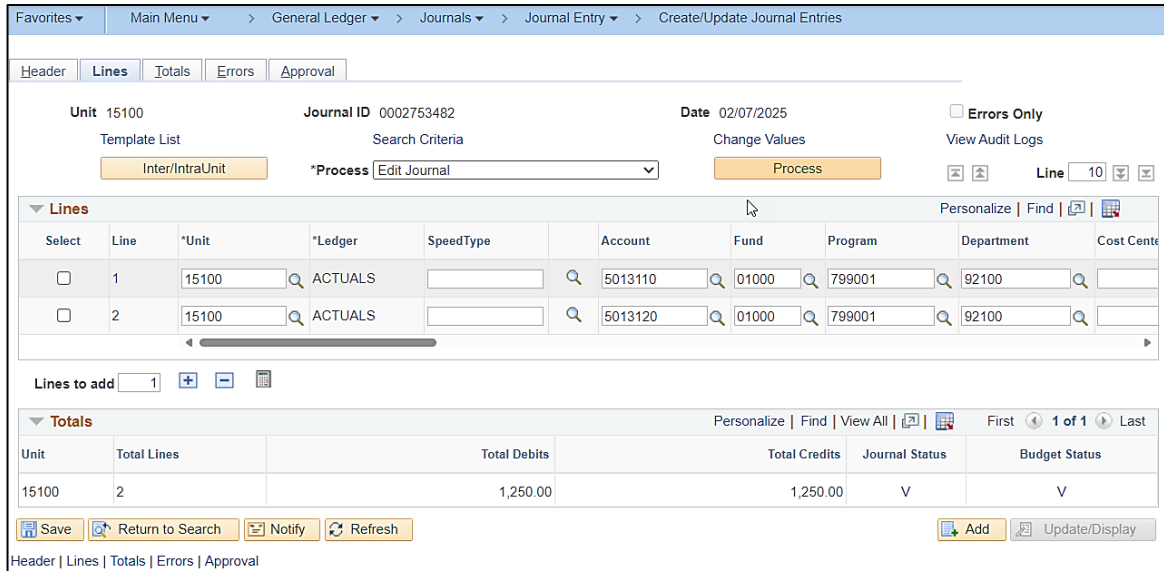
Last Updated On 02/10/2025 6:07:06PM

Header | Lines | Totals | Errors | Approval

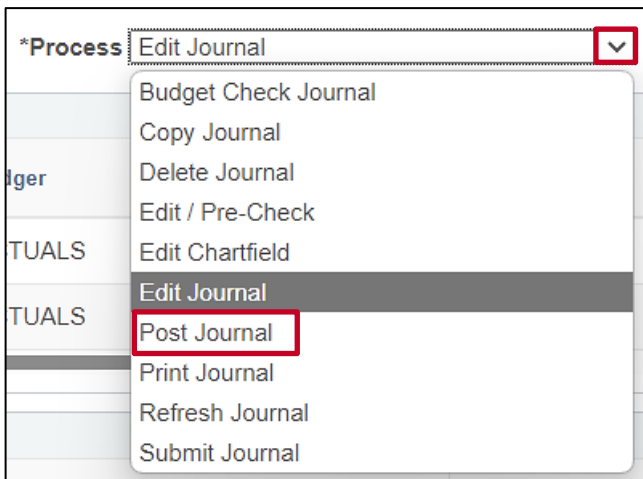
7.	Click the <b>Lines</b> tab. 
----	--

Step	Action
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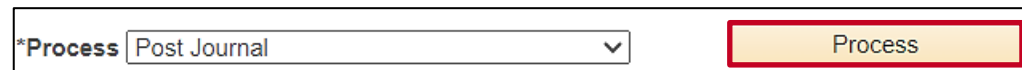
The **Lines** page displays.




8. Click the **Process** dropdown button and select “Post Journal”.



9. Click the **Process** button.



Step	Action
	<p>A <b>Message</b> displays in a pop-up window and user must confirm the post action.</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto;"> <p style="color: #4f81bd;">Message</p> <hr/> <p>Are you sure that you want to post this journal? (5010,45)</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
10.	<p>Click the <b>OK</b> button to confirm the post and close the <b>Message</b>.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <div style="border: 2px solid red; display: inline-block; padding: 2px 10px;">OK</div> <input type="button" value="Cancel"/> </div>
11.	<p>A <b>Message</b> displays in a pop-up window. Click the <b>Yes</b> button.</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto;"> <p style="color: #4f81bd;">Message</p> <hr/> <p>Would you like to wait for confirmation that the Post process has completed? (5010,467)</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> <p style="text-align: center;"> <div style="border: 2px solid red; display: inline-block; padding: 2px 10px;">Yes</div> <input type="button" value="No"/> </p> </div>
	<p>If the user clicks the <b>No</b> button, a second Message will display. This message will include the Process Instance Number. Take note of the Process Instance Number. Click the <b>OK</b> button. Navigate to the <b>Process Monitor</b> and search on the Process Instance Number to confirm the status of the Post process.</p>



# General Ledger Job Aid

## GL332\_Managing Journal Entries

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

Unit 15100      Journal ID 0002753482      Date 02/07/2025       Errors Only  
Template List      Search Criteria      View Audit Logs  
\*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		

▼ Totals      Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	1,250.00	1,250.00	P	V

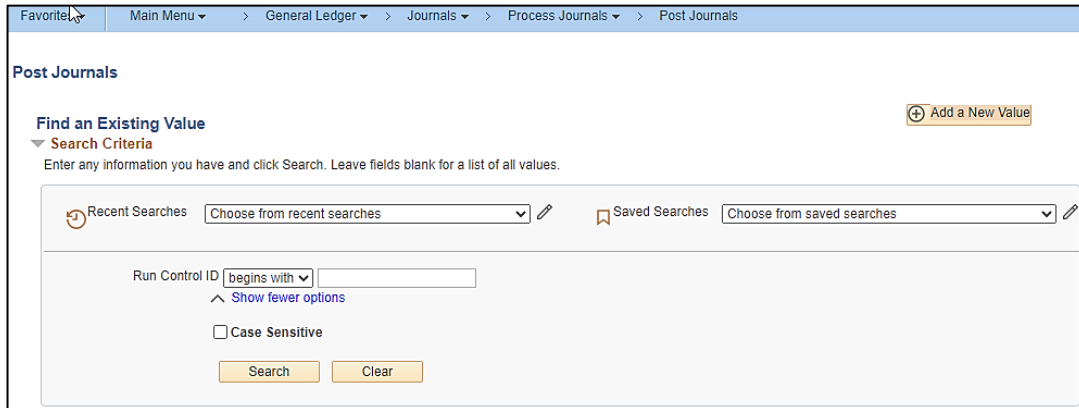
Save    Return to Search    Notify    Refresh    Add    Update/Display


This process is now complete.


### Posting a Group of Journals in a Batch


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

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 <b>Job Aids</b> under <b>Learning</b> .
--	---

	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 <b>Add a New Value</b> button.  <div style="border: 1px solid black; padding: 5px; display: inline-block;">  </div>
----	--

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



Step	Action
3.	Enter a Run Control ID in the <b>Run Control ID</b> field. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">             *Run Control ID <span style="border: 2px solid red; padding: 2px;">Post_Journals</span> </div>
4.	Click the <b>Add</b> button. <div style="border: 1px solid black; padding: 5px; margin-top: 5px; text-align: center;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #f0f0f0;">Add</span> </div>

The **Post Journal Request** page displays.

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

### Post Journals Request

Run Control ID Post\_Journals
Report Manager
Process Monitor
Run

**Process Request Parameters**
Find | View All
First ◀ 1 of 1 ▶ Last

**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  + -

\*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

5.	Click the <b>Once</b> radio button option in the <b>Process Frequency</b> section. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; font-size: small;">Process Frequency</div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <span><input checked="" style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; background-color: #f0f0f0;"/> <b>Once</b></span> <span><input type="radio"/> Always</span> <span><input type="radio"/> Don't Run</span> </div> </div>
----	---

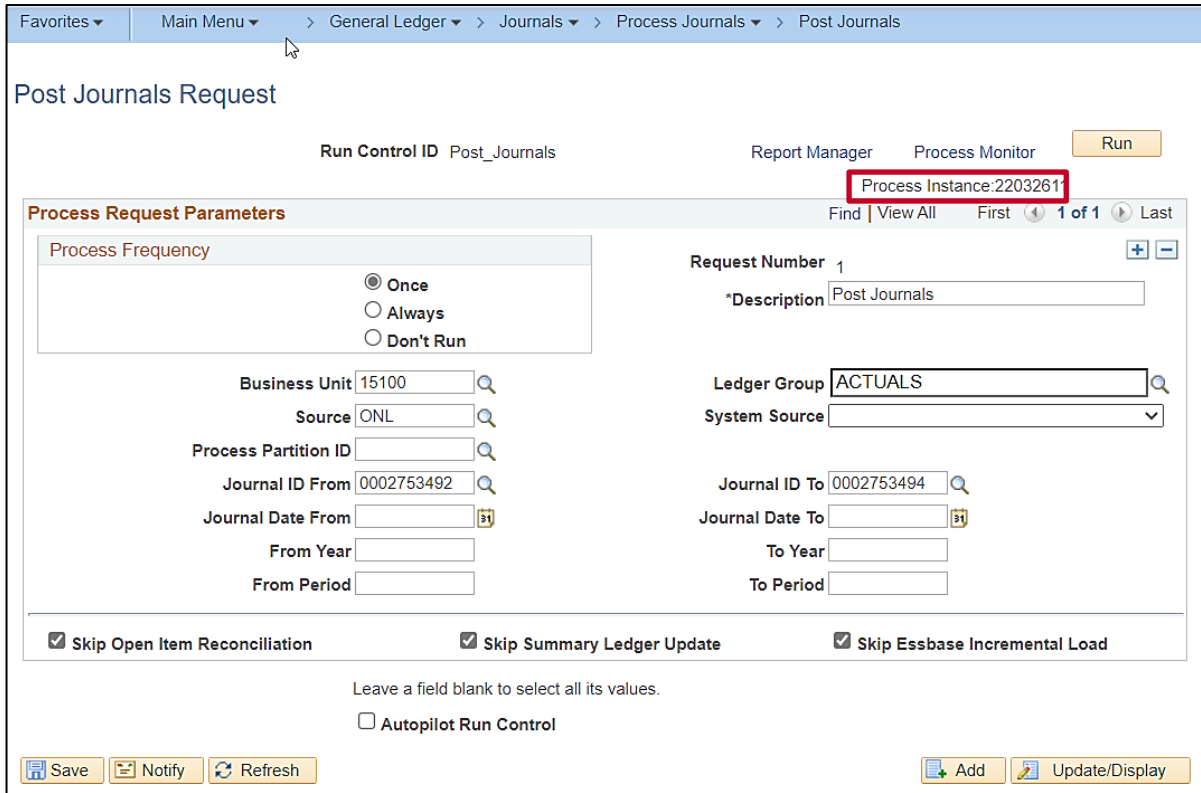
6.	Enter a description in the <b>Description</b> field. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">             *Description <span style="border: 2px solid red; padding: 2px;">Post Journals</span> </div>
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Step	Action																							
7.	<p>Enter valid parameters to specify the group of Journals to be posted (i.e. Journal ID range, Journal date range, Source, etc.).</p> <div style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Business Unit <input type="text" value="15100"/></td> <td style="width: 50%;">Ledger Group <input type="text" value="ACTUALS"/></td> </tr> <tr> <td>Source <input type="text" value="ONL"/></td> <td>System Source <input type="text"/></td> </tr> <tr> <td>Process Partition ID <input type="text"/></td> <td></td> </tr> <tr> <td>Journal ID From <input type="text"/></td> <td>Journal ID To <input type="text"/></td> </tr> <tr> <td>Journal Date From <input type="text"/></td> <td>Journal Date To <input type="text"/></td> </tr> <tr> <td>From Year <input type="text"/></td> <td>To Year <input type="text"/></td> </tr> <tr> <td>From Period <input type="text"/></td> <td>To Period <input type="text"/></td> </tr> </table> </div>	Business Unit <input type="text" value="15100"/>	Ledger Group <input type="text" value="ACTUALS"/>	Source <input type="text" value="ONL"/>	System Source <input type="text"/>	Process Partition ID <input type="text"/>		Journal ID From <input type="text"/>	Journal ID To <input type="text"/>	Journal Date From <input type="text"/>	Journal Date To <input type="text"/>	From Year <input type="text"/>	To Year <input type="text"/>	From Period <input type="text"/>	To Period <input type="text"/>									
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8.	<p>Click the <b>Run</b> button.</p> <div style="text-align: center; margin: 10px 0;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;">Run</div> </div>																							
<p>The <b>Process Scheduler Request</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <span style="float: right;">Help</span> </div> <div style="padding: 5px 0 5px 20px;"> <p>User ID <input type="text" value="RIC36556"/> Run Control ID <input type="text" value="Post_Journals"/></p> </div> <div style="padding: 5px 0 5px 20px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Server Name <input type="text"/></td> <td style="width: 30%;">Run Date <input type="text" value="02/12/2025"/></td> <td style="width: 40%;"></td> </tr> <tr> <td>Recurrence <input type="text"/></td> <td>Run Time <input type="text" value="8:19:41AM"/></td> <td style="text-align: right;"><input type="button" value="Reset to Current Date/Time"/></td> </tr> <tr> <td>Time Zone <input type="text"/></td> <td colspan="2"></td> </tr> </table> </div> <div style="padding: 5px 0 5px 20px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 5%;">Select</th> <th style="width: 30%;">Description</th> <th style="width: 20%;">Process Name</th> <th style="width: 15%;">Process Type</th> <th style="width: 10%;">*Type</th> <th style="width: 10%;">*Format</th> <th style="width: 10%;">Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>GL Journal Posting</td> <td>GL_JP</td> <td>Application Engine</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="TXT"/></td> <td>Distribution</td> </tr> </tbody> </table> </div> <div style="text-align: right; padding-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </div> </div>		Server Name <input type="text"/>	Run Date <input type="text" value="02/12/2025"/>		Recurrence <input type="text"/>	Run Time <input type="text" value="8:19:41AM"/>	<input type="button" value="Reset to Current Date/Time"/>	Time Zone <input type="text"/>			Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	GL Journal Posting	GL_JP	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution
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10.	<p>Click the <b>OK</b> button.</p> <div style="text-align: center; margin: 10px 0;"> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-right: 10px;">OK</div> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </div>																							



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



Post Journals Request

Run Control ID Post\_Journals Report Manager Process Monitor **Run**

**Process Instance: 2203261**

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

Process Frequency:  Once,  Always,  Don't Run

Request Number 1 \*Description Post Journals

Business Unit 15100 Ledger Group ACTUALS

Source ONL System Source

Process Partition ID Journal ID From 0002753492 Journal ID To 0002753494


Journal Date From 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

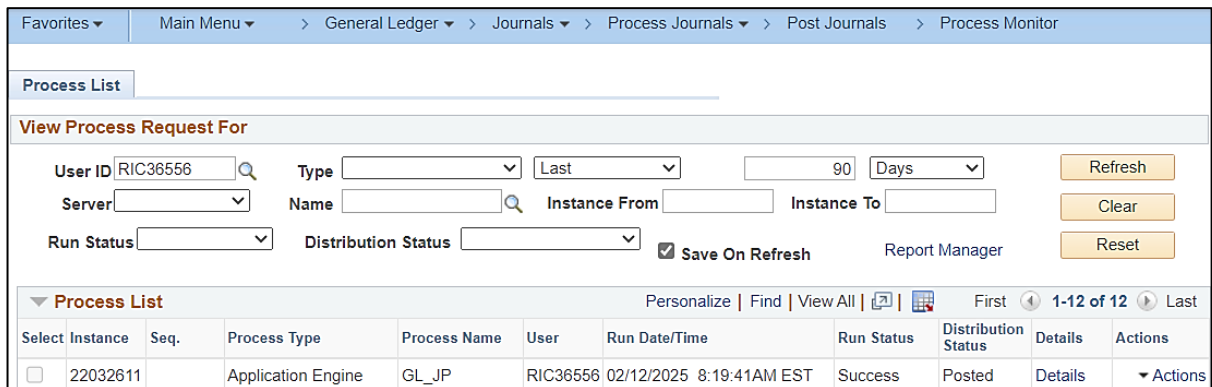
11.	Click the <b>Process Monitor</b> link.
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Report Manager **Process Monitor** Run

Process Instance: 22032611

The **Process Monitor** page displays.



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
<input type="checkbox"/>	22032611		Application Engine	GL_JP	RIC36556	02/12/2025 8:19:41AM EST	Success	Posted	Details	Actions

Step	Action																						
12.	<p>Confirm that the <b>Run Status</b> field displays “Success” and the <b>Distribution Status</b> field displays “Posted”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>▼ Process List</span> <span>Personalize   Find   View All    </span> <span>First ◀ 1-12 of 12 ▶ Last</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>22032611</td> <td></td> <td>Application Engine</td> <td>GL_JP</td> <td>RIC36556</td> <td>02/12/2025 8:19:41AM EST</td> <td style="border: 2px solid red;">Success</td> <td style="border: 2px solid red;">Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	22032611		Application Engine	GL_JP	RIC36556	02/12/2025 8:19:41AM EST	Success	Posted	Details	▼ Actions
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	<p>Users can review the individual Journals from the <b>Create/Update Journal Entries</b> page to ensure that all Journals are now posted and have a Journal Status of “P” (Posted to Ledger(s)) as needed.</p>																						