

Processing Manual Journal Entries

Journals may be created in several different ways:

- **Manual:** Manual Journals are created online under Journal Entry using the **Header** and **Lines** tabs
- **Other Cardinal Modules:** For the modules below, accounting entries are created, processed, approved, edited (for ChartField validation only), and Budget checked. Journals from these Cardinal modules are created and processed through batch jobs and are fully edited before they post to the General Ledger:
 - Accounts Payable
 - Expenses
 - Accounts Receivable – Funds Receipts

The Journal Generator process formats the accounting entries, creates the Journal(s), edit checks, and posts the Journals.

- **Inbound External Third Party and External Agency Systems:** External third party systems and external Agency systems create files that are staged for batch processing to create Journals in the General Ledger
- **Spreadsheet:** Spreadsheets can be used to upload Journal data. Accounting data used to create Journals can be copied into the spreadsheet template and an Excel macro creates a file that can be uploaded and used to create a Journal in Cardinal

Requirements	Key Points
Include a Header	Contains the information that identifies the Journal <ul style="list-style-type: none"> • Business Unit • Journal ID • Journal Date
Include at least two Journal Lines	One debit Line and one credit Line at a minimum
Balance	The sum of the debit Line(s) must equal the sum of the credit Line(s)
Include Account Information	Classifies the transaction
Be approved	Approval prior to posting to the General Ledger

This Job Aid focuses specifically on Manual Journals.

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.



Table of Contents

Revision History 3

Processing a Manual Journal Entry 4

Processing a New Manual Journal by Copying a Journal 14

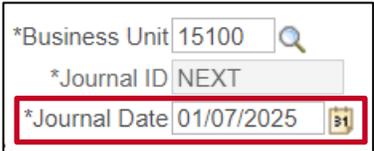
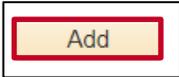


Revision History

Revision Date	Summary of Changes
2/17/2025	Baseline

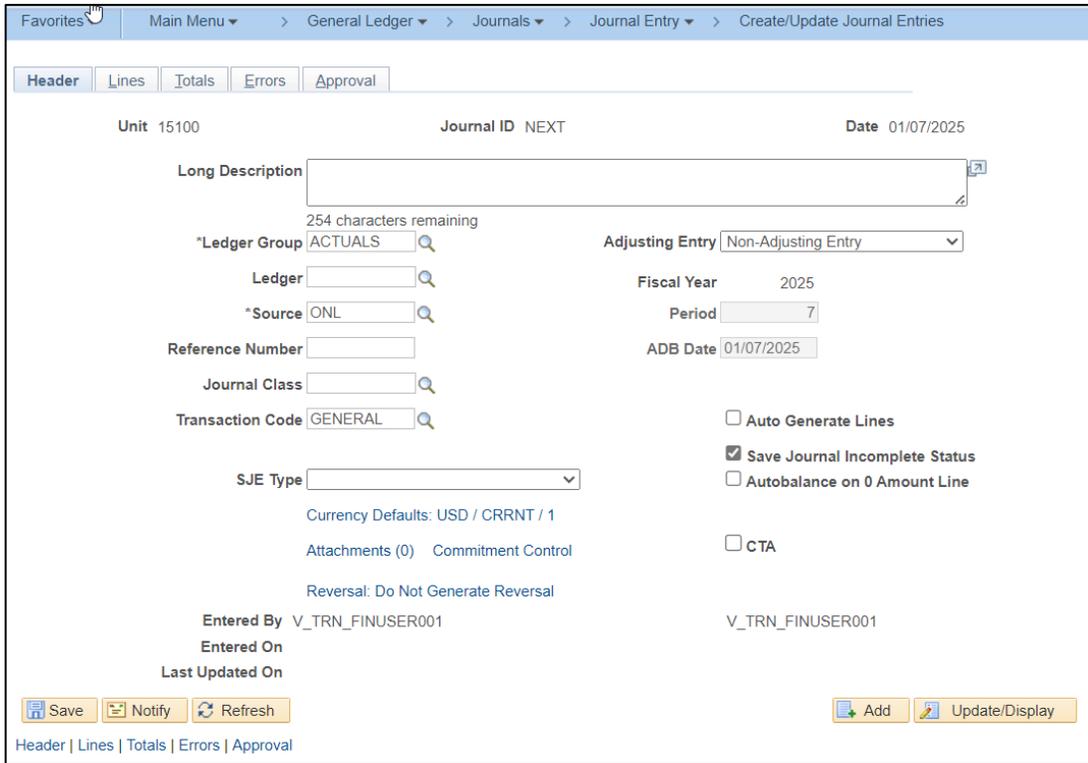
Processing a Manual Journal Entry

Use this process to create a manual Journal. A manual Journal is a Journal created directly online in Cardinal. Manual Journal entries are initiated from the **Create/Update Journal Entries** page. These types of Journals are often referred to as online Journals.

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
<p>The Create/Update Journal Entries Add a New Value page displays.</p> 	
	<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.</p>
	<p>When creating a new journal entry, the Journal ID field will default to "NEXT" and cannot be changed.</p>
2.	<p>The Journal Date field defaults to the current day. Update this date as needed using the Journal Date Calendar icon.</p> 
	<p>The Journal Date must be in an open Fiscal Year and open accounting period.</p>
3.	<p>Click the Add button.</p> 

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

The **Header** page displays.



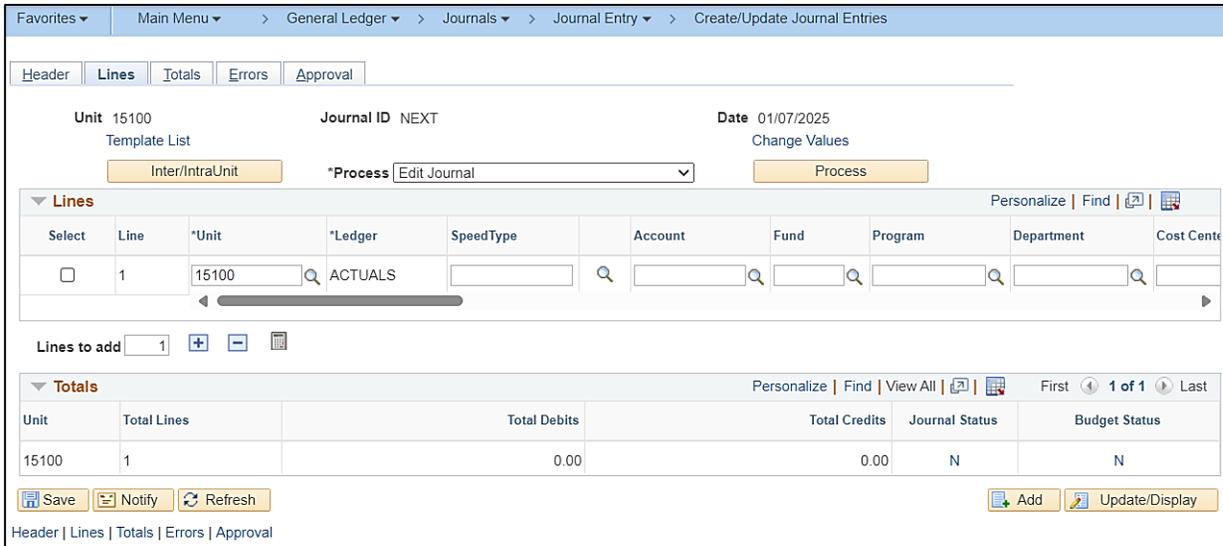
4.	<p>Enter a description in the Long Description field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Long Description </p> <p style="text-align: center; font-size: small;">254 characters remaining</p> </div>
----	---

	<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”
---	--

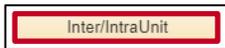
Step	Action																					
	<p>The Fiscal Year and Period fields default based on the Journal date entered/selected on the Add a New Value page.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Adjusting Entry Non-Adjusting Entry </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 2px solid red; padding: 2px;"> Fiscal Year 2025 </div> <div style="border: 2px solid red; padding: 2px;"> Period 7 </div> </div> <div style="margin-top: 5px;"> ADB Date 01/07/2025 </div> </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;"> <input type="checkbox"/> Auto Generate Lines <input checked="" type="checkbox"/> Save Journal Incomplete Status <input type="checkbox"/> Autobalance on 0 Amount Line </div>																					
	<p>Use the Attachments link to attach necessary or relevant documents associated with the Journal entry. The Attachments feature does not substitute for retention requirements of original documentation that may be required by statute or policy.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="color: blue;">Currency Defaults: USD / CRRNT / 1</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px 0;"> Attachments (0) </div> Commitment Control Reversal: Do Not Generate Reversal </div> <p>For security reasons, Cardinal allows only certain file types. See the detailed listing of the file extensions listed below:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: small;"> <thead> <tr> <th colspan="3">Allowed Extensions on Attachments in Cardinal</th> </tr> </thead> <tbody> <tr><td>.BMP</td><td>.CSV</td><td>.DOC</td></tr> <tr><td>.DOCX</td><td>.JPE</td><td>.JPEG</td></tr> <tr><td>.JPG</td><td>.MSG</td><td>.PDF</td></tr> <tr><td>.PNG</td><td>.PST</td><td>.RTF</td></tr> <tr><td>.TIF</td><td>.TIFF</td><td>.TXT</td></tr> <tr><td>.XLS</td><td>.XLSX</td><td>.XML</td></tr> </tbody> </table>	Allowed Extensions on Attachments in Cardinal			.BMP	.CSV	.DOC	.DOCX	.JPE	.JPEG	.JPG	.MSG	.PDF	.PNG	.PST	.RTF	.TIF	.TIFF	.TXT	.XLS	.XLSX	.XML
Allowed Extensions on Attachments in Cardinal																						
.BMP	.CSV	.DOC																				
.DOCX	.JPE	.JPEG																				
.JPG	.MSG	.PDF																				
.PNG	.PST	.RTF																				
.TIF	.TIFF	.TXT																				
.XLS	.XLSX	.XML																				
6.	<p>Click the Lines tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Header <div style="border: 2px solid red; padding: 2px;">Lines</div> Totals Errors Approval </div> </div>																					

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

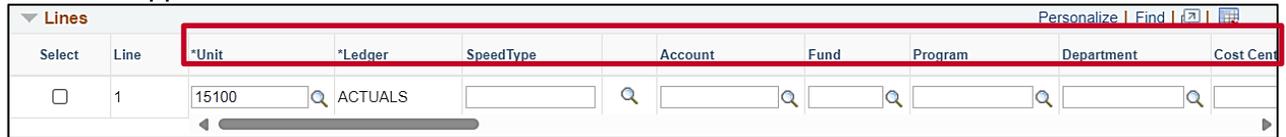
The **Lines** page displays.




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



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

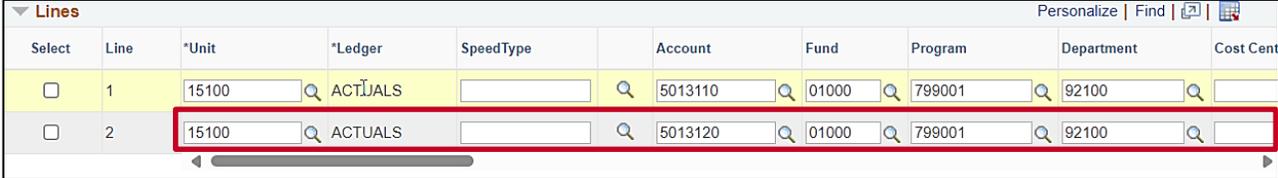
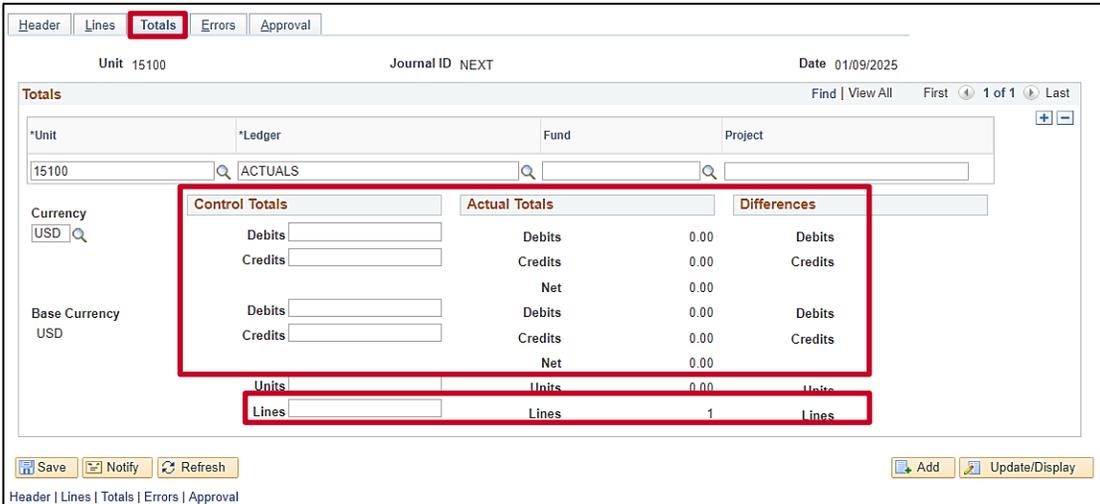


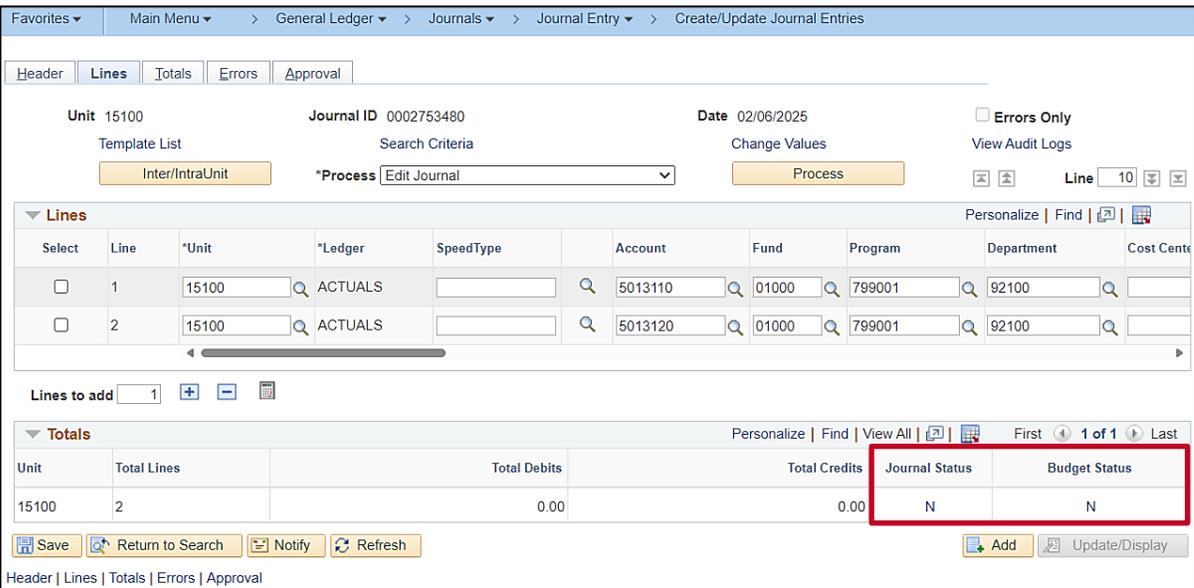
8. Scroll to the right to enter additional ChartField values and the amount (**Amount** field) as applicable.



9. 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.

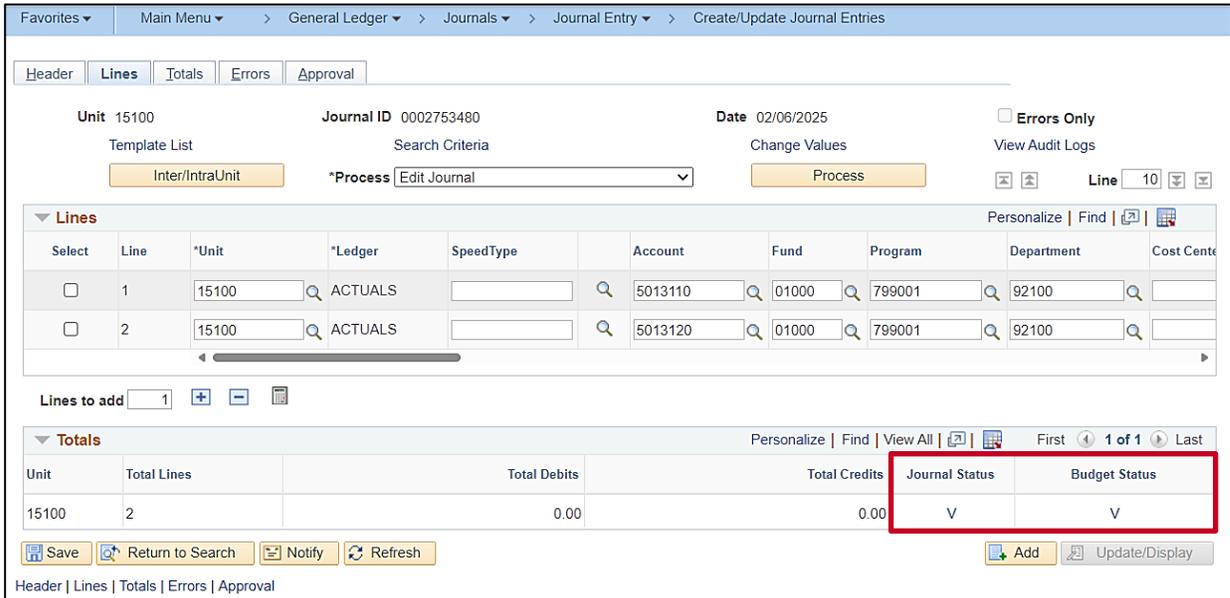


Step	Action
10.	<p>Enter the applicable ChartFields into Line 2 in the Lines section.</p> 
11.	<p>Scroll to the right to enter additional ChartField values and the amount (Amount field) as applicable.</p> 
12.	<p>Repeat these Steps until all of the Journal Lines have been entered. Once all the Journal Lines have been entered, click the Calculator button and verify the Total Debits amount and the Total Credits amount are balanced.</p> 
<div style="display: flex; align-items: center;"> <div style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> i </div> <div> <p>Users can click on the Totals tab and enter Control Totals for the Debits and Credits amounts and the Lines total.</p>  </div> </div>	

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: 10px 0;">  </div>
13.	<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: 10px 0;"> <div style="display: flex; align-items: center; gap: 10px;"> *Process <input style="width: 150px;" type="text" value="Edit Journal"/> ▼ Process </div> </div>
14.	<p>A Message displays in a pop-up window. Click the Yes button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 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
------	--------

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' page. The 'Lines' section contains two entries:

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	

The 'Totals' section shows the following data:

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

- i

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.
- i

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**.
- 15. Click the **Save** button.

Save

Notify

Refresh
- 16. A **Message** displays in a pop-up window. Make note of the **Journal ID** and click the **OK** button.

Message

Journal 0002753480 is saved. (5210,6)

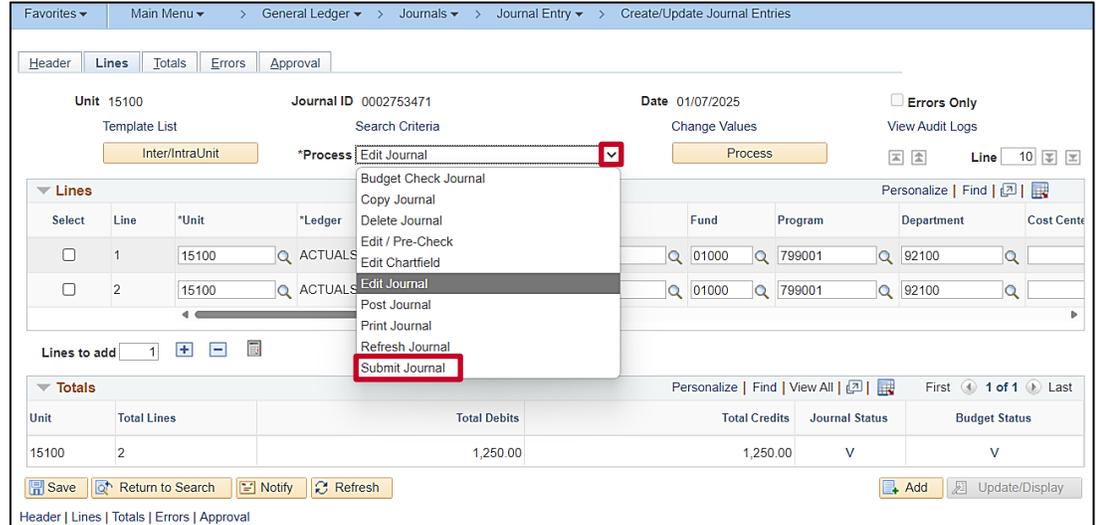
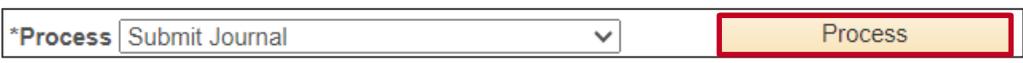
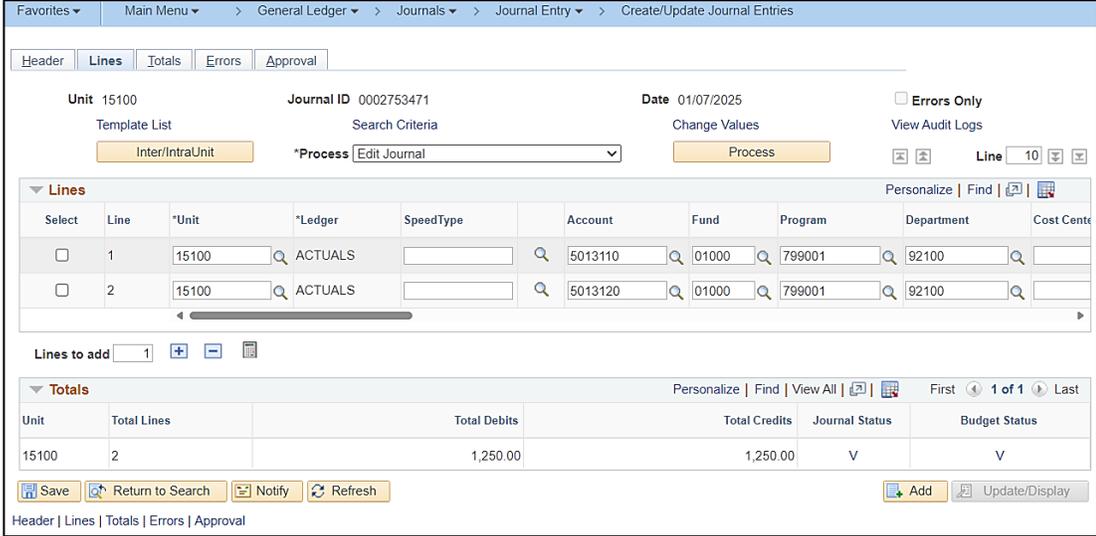
OK

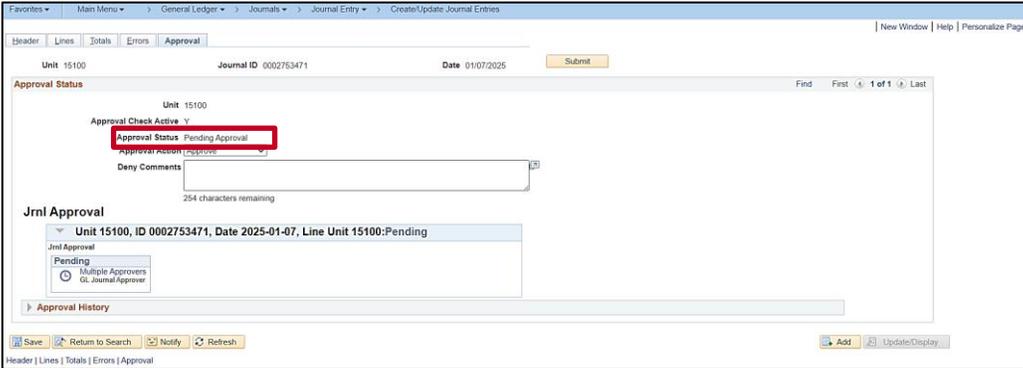


General Ledger Job Aid

GL332_Processing Manual Journal Entries

Step	Action																																										
	<p>The Lines page redispays.</p> <div data-bbox="230 375 1458 972"><p>Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries</p><p>Header Lines Totals Errors Approval</p><p>Unit 15100 Journal ID 0002753480 Date 02/06/2025 <input type="checkbox"/> Errors Only Template List Search Criteria Change Values View Audit Logs</p><p>Inter/IntraUnit *Process Edit Journal Process Line 10</p><p>Lines Personalize Find [Print] [Refresh]</p><table border="1"><thead><tr><th>Select</th><th>Line</th><th>*Unit</th><th>*Ledger</th><th>SpeedType</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1</td><td>15100</td><td>ACTUALS</td><td></td><td>5013110</td><td>01000</td><td>799001</td><td>92100</td><td></td></tr><tr><td><input type="checkbox"/></td><td>2</td><td>15100</td><td>ACTUALS</td><td></td><td>5013120</td><td>01000</td><td>799001</td><td>92100</td><td></td></tr></tbody></table><p>Lines to add 1 [Add] [Minus] [Delete]</p><p>Totals Personalize Find View All [Print] [Refresh] First 1 of 1 Last</p><table border="1"><thead><tr><th>Unit</th><th>Total Lines</th><th>Total Debits</th><th>Total Credits</th><th>Journal Status</th><th>Budget Status</th></tr></thead><tbody><tr><td>15100</td><td>2</td><td>0.00</td><td>0.00</td><td>V</td><td>V</td></tr></tbody></table><p>Save Return to Search Notify Refresh Add Update/Display</p><p>Header Lines Totals Errors Approval</p></div>	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		Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	15100	2	0.00	0.00	V	V
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																																			
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status																																						
15100	2	0.00	0.00	V	V																																						

Step	Action
17.	<p>Proceed with submitting the Journal for approval. Click the Process dropdown button and select "Submit Journal".</p> 
18.	<p>Click the Process button.</p> 
<p>The Lines page redisplay.</p> 	
19.	<p>Click the Approval tab.</p> 

Step	Action
20.	<p>The Approval tab displays. Verify that the Approval Status field displays a value of “Pending Approval”.</p> 
	<p>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.</p>
	<p>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.</p>

Processing a New Manual Journal by Copying a Journal

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

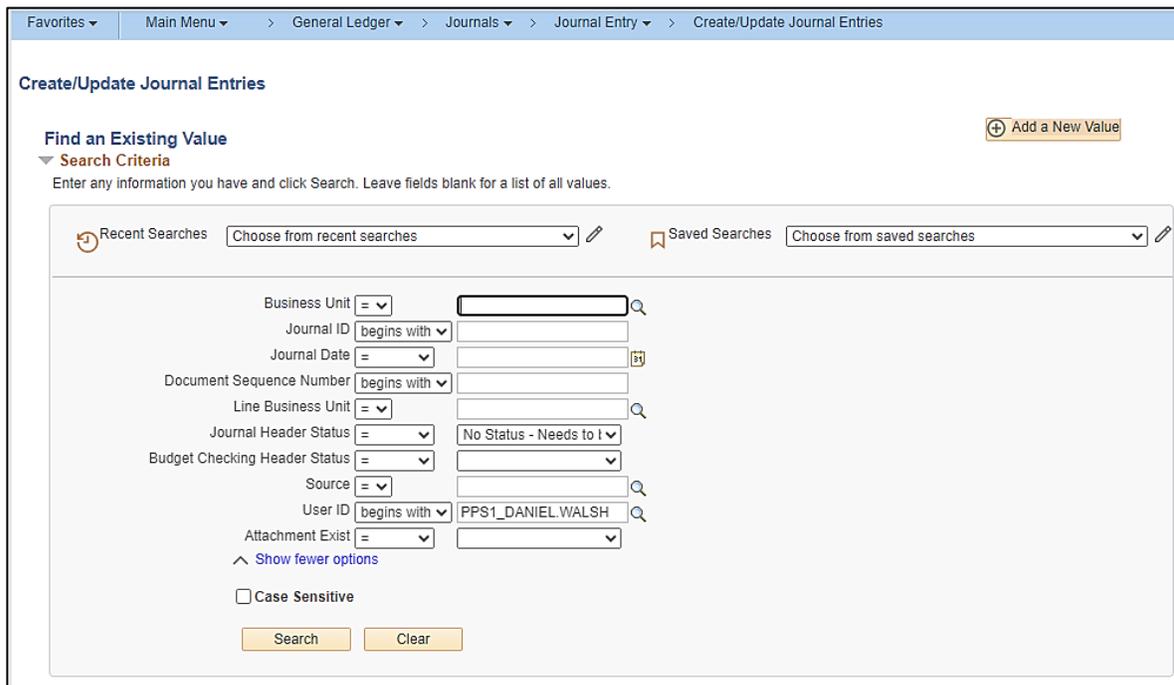
The **Create/Update Journal Entries Add a New Value** page displays.



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

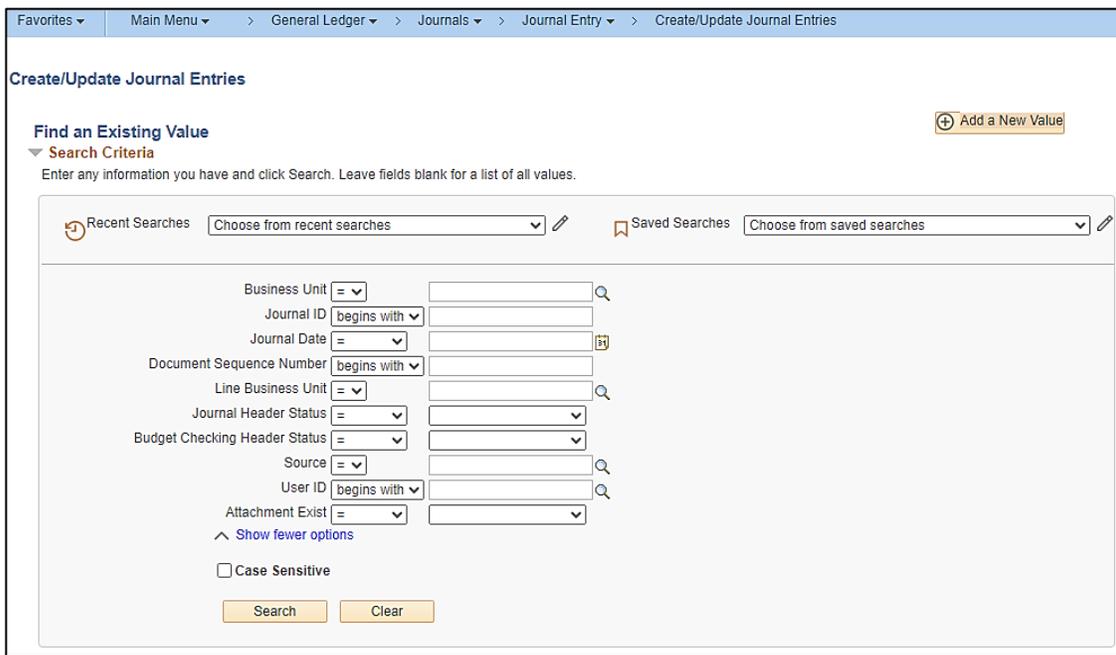


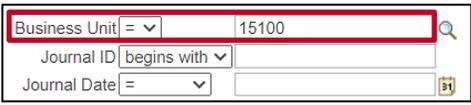
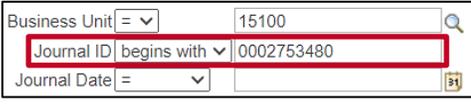
The **Create/Update Journal Entries Find an Existing Value** page displays.



Step	Action
	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. 

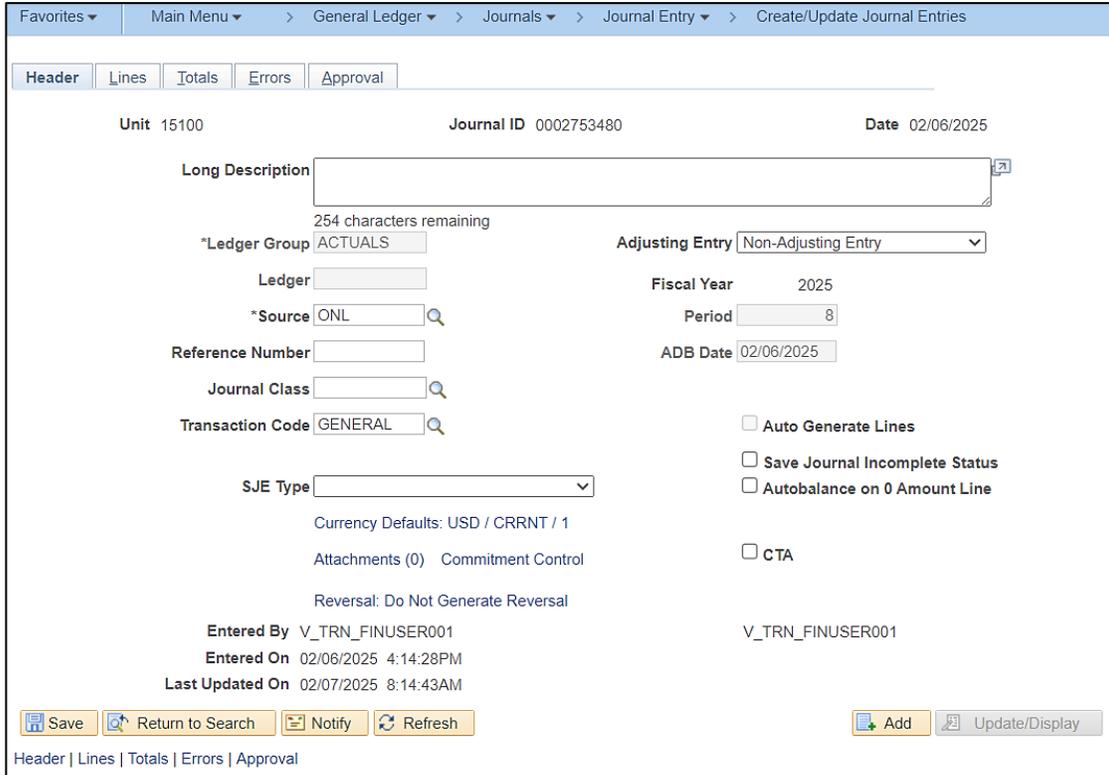
The **Create/Update Journal Entries Find an Existing Value** page refreshes.



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

Step	Action
6.	Click the Search button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px 10px;">Search</div> <div style="padding: 2px 10px;">Clear</div> </div> </div>

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 0002753480 Date 02/06/2025

Long Description 254 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2025

*Source ONL Period 8

Reference Number ADB Date 02/06/2025

Journal Class

Transaction Code GENERAL

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 4:14:28PM

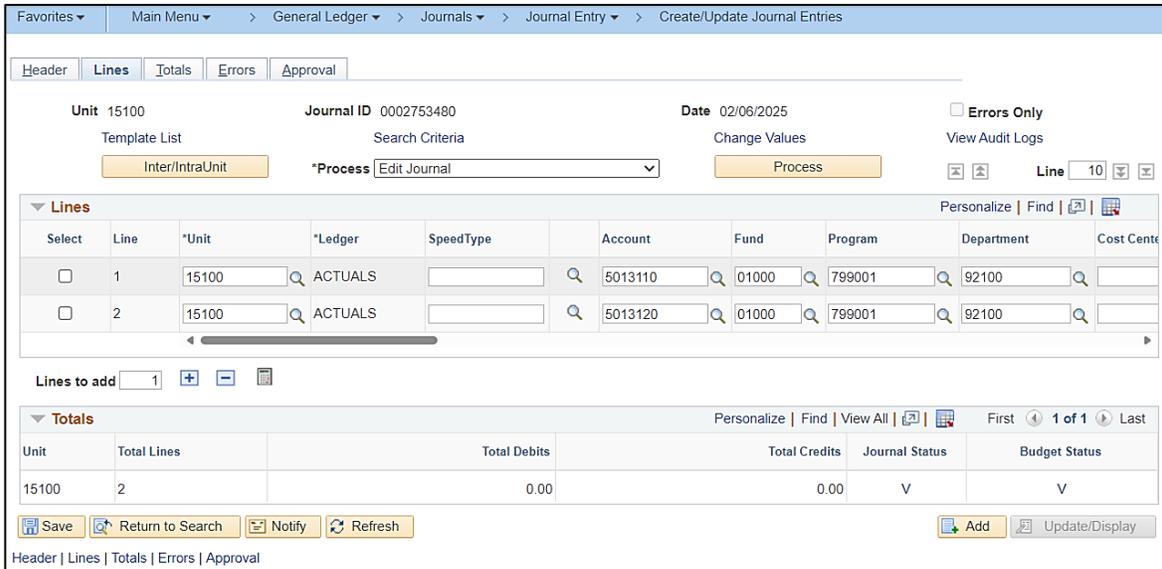
Last Updated On 02/07/2025 8:14:43AM

Header | Lines | Totals | Errors | Approval

7.	Click the Lines tab. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> <div style="padding: 2px 10px;">Header</div> <div style="border: 2px solid red; padding: 2px 10px;">Lines</div> <div style="padding: 2px 10px;">Totals</div> <div style="padding: 2px 10px;">Errors</div> <div style="padding: 2px 10px;">Approval</div> </div> </div>
----	---

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

The **Lines** page displays.



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

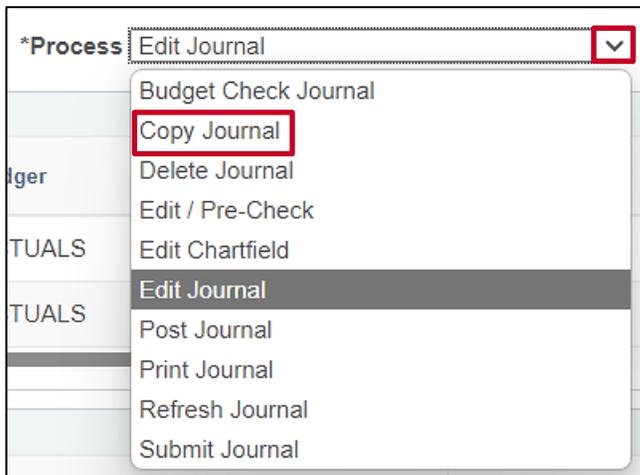
Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
<input type="checkbox"/>	1	15100	ACTUALS		5013110	01000	799001	92100	
<input type="checkbox"/>	2	15100	ACTUALS		5013120	01000	799001	92100	

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

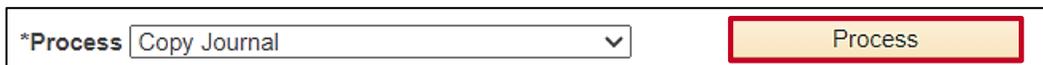
8. Click the **Process** dropdown button and select "Copy Journal".



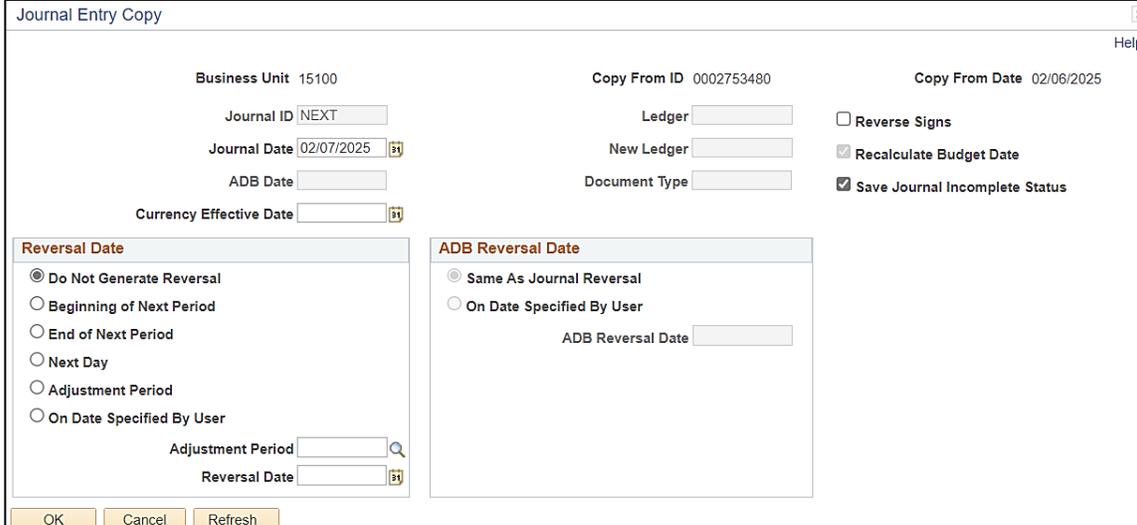
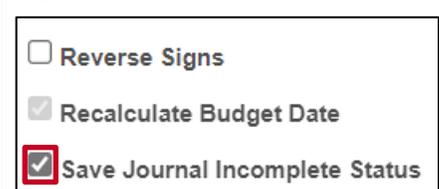
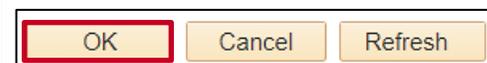
*Process: Edit Journal

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

9. Click the **Process** button.

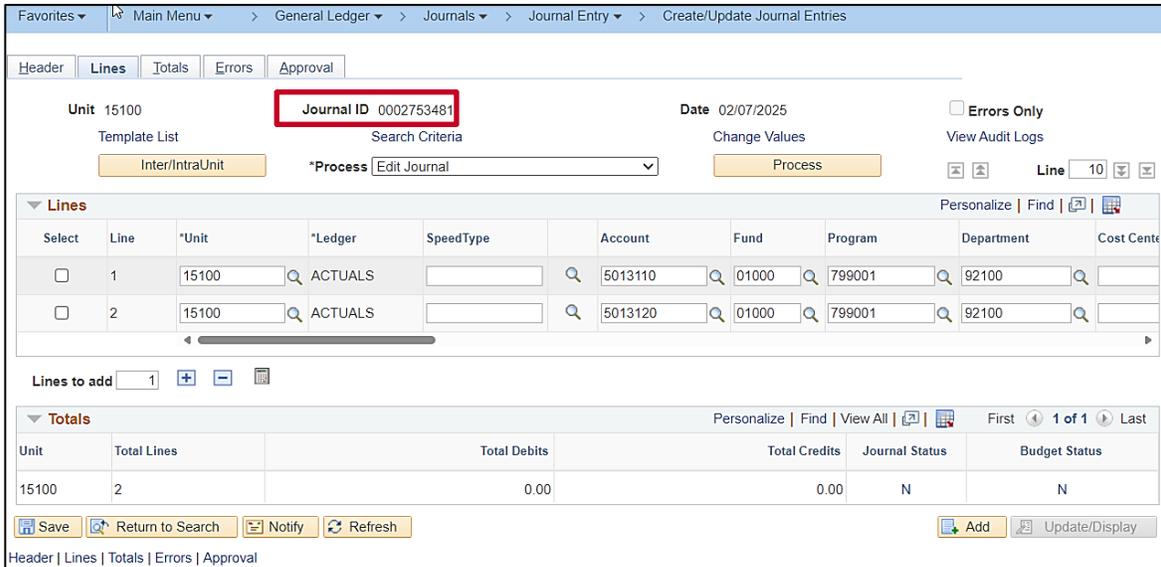


*Process: Copy Journal Process

Step	Action
	<p>The Journal Entry Copy page displays.</p> 
10.	<p>The Journal Date field defaults to today's date. Update this date as needed using the Journal Date Calendar icon.</p> 
11.	<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> 
12.	<p>Click the OK button.</p> 

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

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



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

Unit 15100 Journal ID 0002753481 Date 02/07/2025 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		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	N	N

Save Return to Search Notify Refresh Add Update/Display

13. Make any updates needed on the **Header** tab or the **Lines** tab. After all updates to the Journal are completed, click the **Save** button.




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.