



GL336

General Ledger Maintenance

Instructor Led Training



Welcome to Cardinal Training

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

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

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

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

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

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



Course Objectives

After completing this course, you will be able to:

- Recognize key General Ledger maintenance concepts
- Understand the overall General Ledger maintenance process
- Add or update Chart of Accounts values, and their associated attributes
- Understand Tree Structures
- Understand Combination Edits
- Create and update SpeedTypes and SpeedCharts



Course Objectives

After completing this course, you will be able to:



Create and maintain a Project



Understand Summary Projects



Understand Budget Structures



Agenda

1

General Ledger Maintenance Overview

2

ChartField Maintenance

3

Creating and Maintaining Projects

4

Budget Structures



Lesson 1: Introduction

1

General Ledger Maintenance Overview

This lesson covers the following topics:

- General Ledger Overview
- Key Concepts
- System Setup and ChartFields

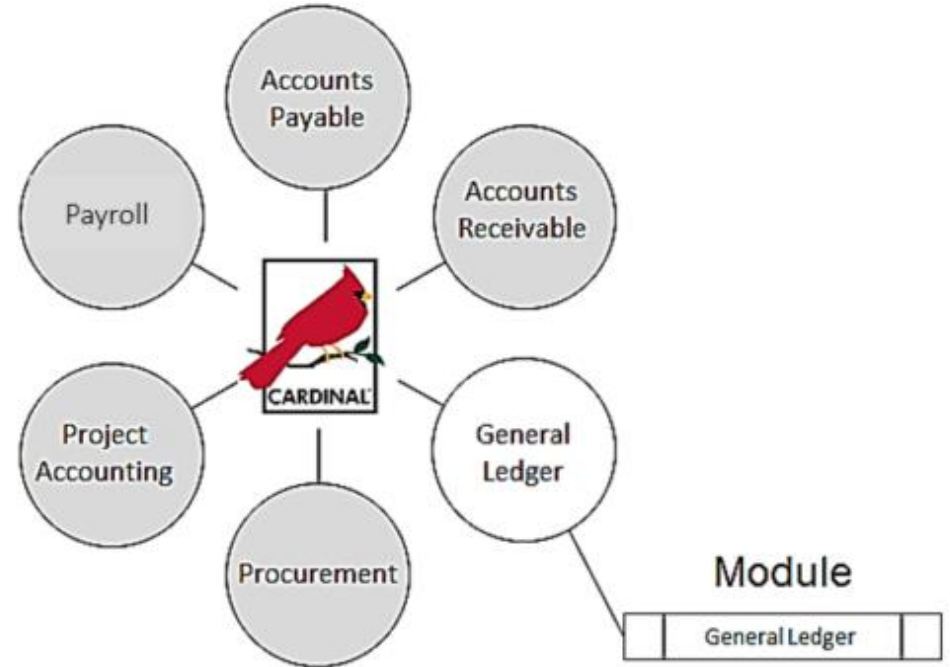


General Ledger Overview

General Ledger is the functional area that establishes the financial accounts used to:

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

Cardinal Functional Areas

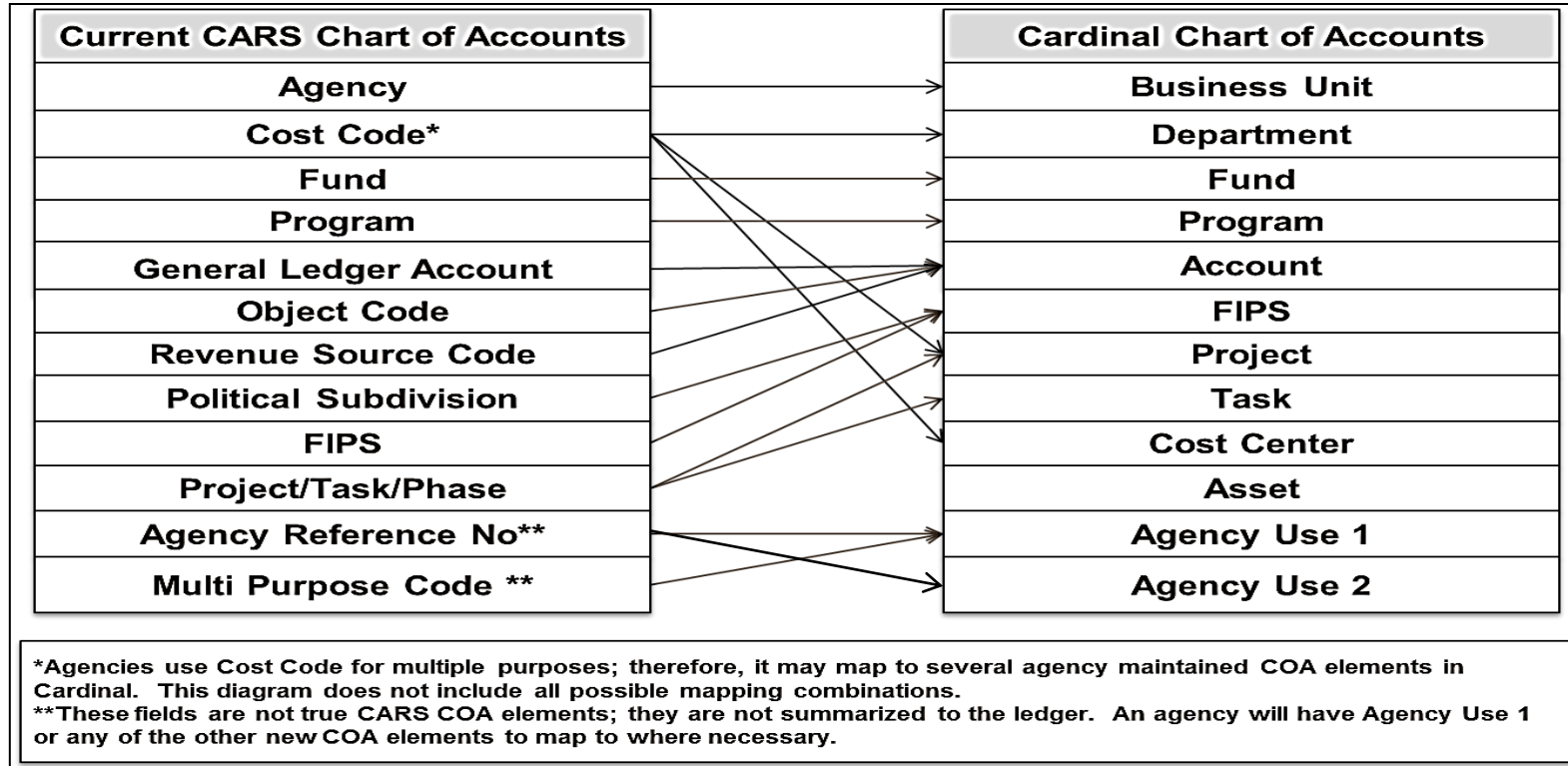




Key Concepts

Some key concepts in General Ledger Maintenance include:

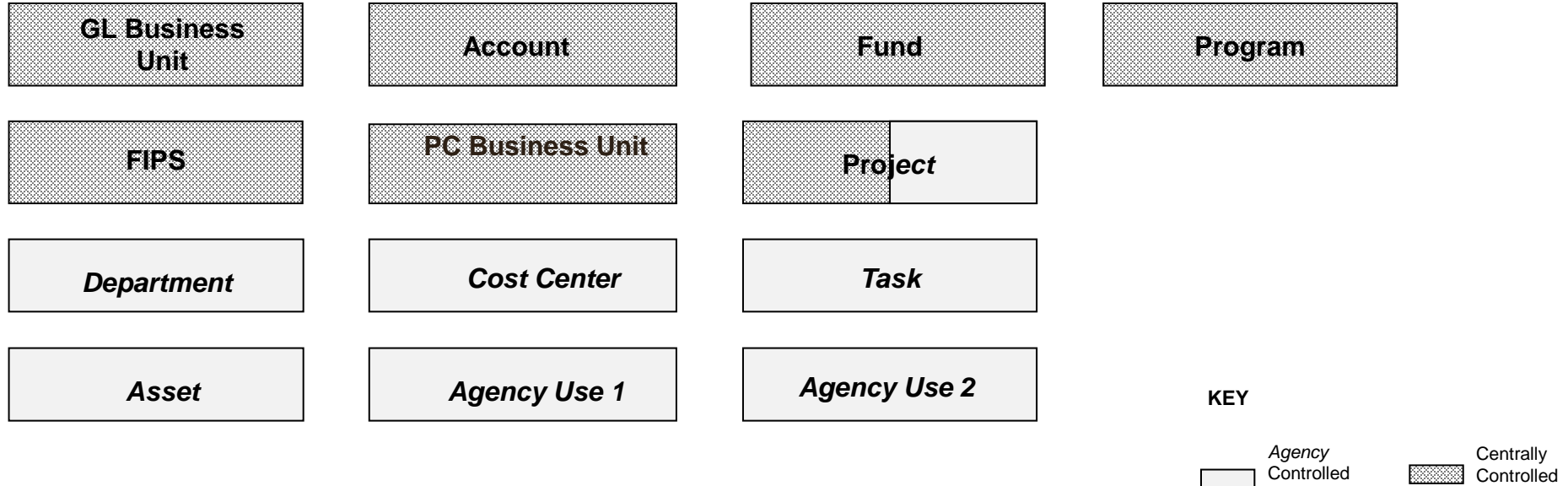
- The Chart of Accounts (COA) structure and values, maintained in General Ledger, aid in the recording and reporting of accounting information.
- Below is a comparison of the COA fields of the Commonwealth's former Accounting and Reporting System (CARS) and Cardinal





Key Concepts (continued)

- Centrally controlled COA Elements are maintained by the Department of Accounts (DOA) in Cardinal.
- Agencies are responsible for maintaining Agency Controlled COA Elements in Cardinal.



- The PC Business Unit is a required ChartField when using the Project ChartField on a transaction and is the same as your GL Business Unit.
- The Project ChartField is agency controlled except for Capital Outlay and Commonwealth-wide initiatives.



Key Concepts (continued)

Other key concepts in General Ledger maintenance include:

- **Trees** are used to group ChartFields for various purposes, such as reporting, budgeting, etc.
- Tree structures are maintained in the General Ledger module by Cardinal Post Production Support (PPS).
- Various types of reports use reporting trees to roll up values to desired data levels. Trees are validated when COA values are created or modified, using tree audit functionality. The tree audit process compares the value table with the associated tree and identifies missing values.



Key Concepts (continued)

- A **SpeedType** is a code that auto-populates specified ChartFields on an accounting distribution line. SpeedTypes can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries.
- **SpeedCharts** provide similar functionality for Accounts Payable except that multiple accounting distributions can be configured for an individual SpeedChart.
- **SpeedTypes** are maintained in the General Ledger module and **SpeedCharts** are maintained in the Accounts Payable module.
- **Commitment Control** is used in Cardinal to track and control expenditures against budgets and revenues against estimates.



Cardinal System Setup and ChartFields

One of the main processes in General Ledger is Cardinal System Setup and ChartFields.

The Cardinal System Setup and ChartFields process establishes some of the key data structures used to support General Ledger processing in Cardinal.

During this process, Chart of Accounts (COA) ChartFields are added, updated and maintained. These ChartFields provide the basic structure used to record and report financial and budgetary transactions. ChartFields are the key component in defining the accounting distribution.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. What agency is responsible for maintaining centrally owned COA fields?



2. In what Cardinal module are SpeedTypes maintained?



Lesson 1: Summary

1

General Ledger Maintenance Overview

In this lesson, you learned:

- Centrally controlled COA Elements are maintained by the Commonwealth's Department of Accounts (DOA) in Cardinal.
- Agencies are responsible for maintaining Agency Controlled COA Elements in Cardinal.
- Tree structures are maintained in the General Ledger module by Cardinal Post Production Support (PPS).
- In Cardinal, SpeedTypes are maintained by agencies in the General Ledger functional area and SpeedCharts are maintained by agencies in the Accounts Payable functional area.
- The Cardinal System Setup and ChartFields process establishes some of the key data used to support processing in Cardinal.



Lesson 2: Introduction

2

ChartField Maintenance

This lesson covers the following topics:

- Adding, updating, and maintaining Chart of Accounts values and their associated attributes
- Understanding tree structures
- Understanding combination edits
- Creating and updating SpeedTypes and SpeedCharts



ChartField Maintenance

ChartField maintenance includes the adding and updating of:

- Chart of Accounts values and attributes
- Reporting Trees
- Combination Edits
- SpeedTypes/SpeedCharts



Adding, Updating, and Maintaining COA values

Below are the steps in the Cardinal System Setup and ChartFields process. This topic focuses on maintaining COA values.

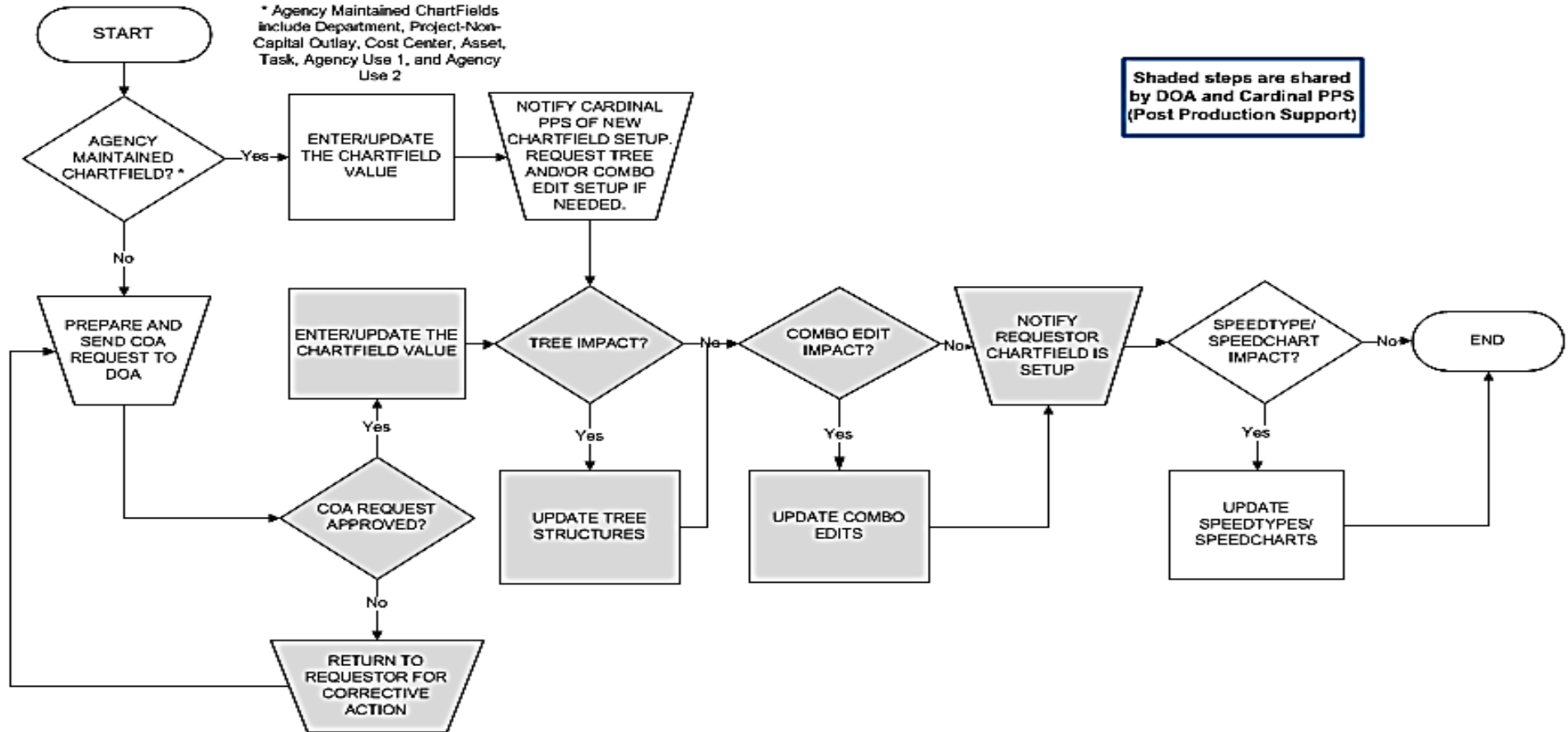




Chart of Accounts Values and Attributes

A ChartField is an element within the Chart of Accounts. It represents one category of data (e.g., Business Unit, Department, Account, etc.), with various values that further define a transaction. A combination of ChartFields defines an accounting distribution used on a transaction.

ChartField values can be identified either as specific values or as a range of values using trees.

ChartFields are added and maintained by SetID and associated with a Business Unit.

Attributes are characteristics, or features, of a ChartField that allow further classification or definition of a ChartField. For example:

- The Department ChartField may have an attribute to identify its location (Western Region, Northern Region, Tidewater Region, Southern Region, Central Region).
- A Cost Center may have an attribute that determines whether it is Human Resources or Buildings & Grounds.

Each ChartField can have its own attributes for maximum efficiency and flexibility in recording, reporting, and analyzing its intended category of data.



Adding a ChartField Value

To add a new **Department** ChartField value for the agency:

- Navigate to the **ChartField Values** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

- Click the link for the type of ChartField value being added. In this example we are selecting **Department**.





Adding a ChartField Value (continued)

- Click the **Add a New Value** tab. Enter the **SetID**, which is the Business Unit for your agency.
- Next, enter the ChartField value that you are creating in the **Department** field.
- Click the **Add** button.

The screenshot shows the CARDINAL system interface. At the top left is the CARDINAL logo. To its right is a search bar with a dropdown menu set to 'All' and a search input field. Further right is an 'Advanced Search' button. Below the search bar is a breadcrumb navigation path: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The main content area is titled 'Department'. Below the title are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in red. Below the tabs are two input fields: 'SetID' with the value '15100' and a search icon, and 'Department' with the value '30000' and a search icon. Below these fields is an 'Add' button highlighted in red. At the bottom left of the form area, there is a link: 'Find an Existing Value | Add a New Value'.



Adding a ChartField Value (continued)

The type of ChartField value that you are adding will determine what information you will be required to enter to create the value.

- The **Effective Date** defaults to the current date. For Department values, the initial **Effective Date** should be updated to **01/01/1901**. For other agency ChartField values, the current date can be used.
- The **Status** defaults to **Active**.
- For a new Department, enter values in the **Description** and **Short Description**.
- If the **Budgetary Only** checkbox is selected, the **ChartField** value will not be available for recording actual transactional entries.
- After entering all required information for the value, click the **Save** button.

Cardinal

All Search Advanced Search

Favorites Main Menu Set Up Financials/Supply Chain Common Definitions Design ChartFields Define Values ChartField Values

Department

SetID 15100 Department 30000

Effective Date Find | View All First 1 of 1 Last

Effective Date	Attributes	Long Description
*Effective Date 01/01/1901	<input checked="" type="checkbox"/> Budgetary Only	

*Status Active

*Description Human Resources

*Short Description HR

Manager ID Manager Name

Save Notify Add Update/Display Include History Correct History



Adding a ChartField Value (continued)

Cardinal All Search >> Advanced Search

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Department

SetID 15100 Department 30000

Effective Date Find | View All First 1 of 1 Last

	Attributes	Long Description
*Effective Date 01/01/1901	<input type="checkbox"/> Budgetary Only	
*Status Active		
*Description Human Resources		
*Short Description HR		
Manager ID	Manager Name	

Save Notify Add Update/Display Include History Correct History



Updating a ChartField Value

To update **Department 30000** for your agency:

Begin by navigating to the **ChartField Values** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

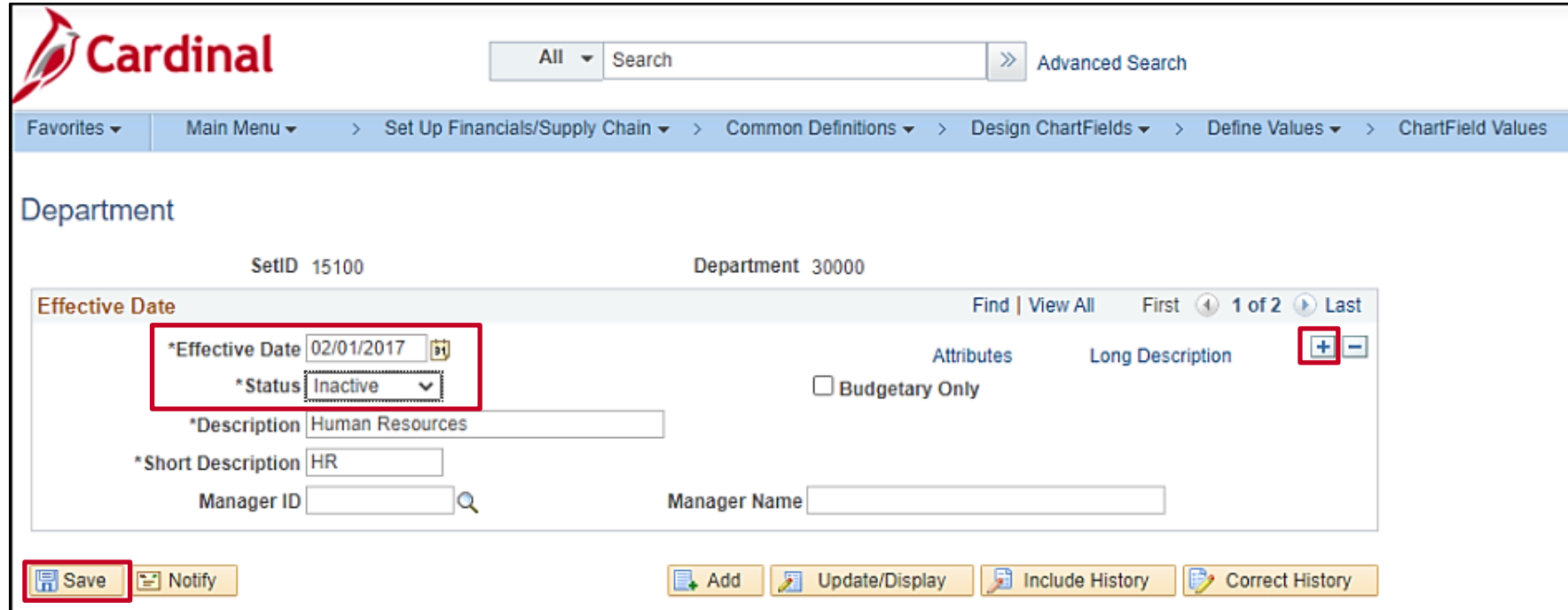
- Click **Department**.
- On the **Find an Existing Value** tab, enter the **SetID** (your agency Business Unit) and search criteria. In this example, enter the **Department** value, which is **30000**.
- Click the **Search** button.

Updating a ChartField Value (continued)

The fields displayed are determined by the type of ChartField being updated.

- Click the **Add a new row (+)** button to add a new effective dated row for this value.
- The **Effective Date** for the new row defaults to the current date.
- To inactivate a ChartField value, select **Inactive** from the **Status** drop-down menu.

Once you have completed your updates, click the **Save** button.



The screenshot shows the Cardinal software interface for updating a ChartField value. The breadcrumb trail is: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The page title is "Department". The SetID is 15100 and the Department is 30000. The "Effective Date" section contains a date field with "02/01/2017" and a calendar icon, a status dropdown menu with "Inactive" selected, and a description field with "Human Resources". There are also fields for "Short Description" (HR) and "Manager ID". A table with columns "Attributes" and "Long Description" is visible, with a red box around the "+" button. At the bottom, there are buttons for "Save", "Notify", "Add", "Update/Display", "Include History", and "Correct History".



ChartField History

Cardinal uses the **Effective Date** and **Status** fields to maintain a complete history of ChartField additions and changes. To view the history for the ChartField value, click the arrows to move from one record to another, or click the **View All** link to view all historical records at once.

The screenshot displays the 'ChartField Values' page in the Cardinal system. The breadcrumb trail is: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The page title is 'Department'. The current record is for SetID 15100 and Department 30000. The 'Effective Date' section shows two records:

Effective Date	Status	Description	Short Description	Manager ID	Manager Name
02/01/2017	Inactive	Human Resources	HR		
01/01/1901	Active	Human Resources	HR		

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'View 1' button in the navigation bar is highlighted with a red box.



Creating a ChartField Attribute and Attaching to a ChartField

Generic ChartField attributes are optional features that support such things as reporting and payment processing.

- Use the **ChartField Attribute** page to create ChartField attributes.
- Use the **ChartField Value Attribute Configuration** page to delete an attribute value. After an attribute value is attached to a ChartField value, it cannot be deleted using the **ChartField Attribute** page.

Attributes share the effective dating of the ChartField values to which they are attached.

To create a generic ChartField attribute, navigate to the **ChartField Attributes** page using the following path:

Main Menu > Set Up Financial/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes



Creating Generic ChartField Attributes

- Click the **Add a New Value** tab.
- Enter the agency's business unit in the **SetID** field.
- Enter the ChartField type in the **Field Name** field.
- Enter a name in the **ChartField Attribute** field to uniquely identify the attribute.
- Click the **Add** button.

In this example, **REGION** is being added as an attribute to the **DEPTID** ChartField value.

The screenshot shows the CARDINAL system interface. At the top left is the CARDINAL logo. To its right is a search bar with a dropdown menu set to 'All' and a search input field. Below the search bar is a navigation breadcrumb: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes. The main content area is titled 'Chartfield Attributes'. It features two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected and highlighted with a red box. Below the tabs are three input fields: 'SetID' with the value '15100', 'Field Name' with the value 'DEPTID', and 'ChartField Attribute' with the value 'REGION'. These three fields are grouped together and highlighted with a red box. Below the input fields is an 'Add' button, also highlighted with a red box. At the bottom of the page, there is a footer with the text 'Find an Existing Value | Add a New Value'.



Creating Generic ChartField Attributes (continued)

- On the **ChartField Attribute** page, enter a description for the attribute.
- Select the **Allow Multiple Values per Attr** checkbox if you want to allow multiple values of the same attribute to be attached to a ChartField value. If this checkbox is not selected, only one attribute value can be attached to a ChartField value for a given attribute.
- The **ChartField Attribute Values** grid is used to define values. Use the **+** button to add attribute values. In this example, **Western, Northern, and Central Regions** are being added as new ChartField attribute values.
- When all information is entered, click the **Save** button.

CARDINAL All Search >> Advanced Search

Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Configure > Attributes

ChartField Attribute

SetID 15100 Field Name DEPTID Attribute REGION

Description	Region
-------------	--------

Allow Multiple Values per Attr

*ChartField Attribute Value	Description		
WESTERN	Western Region	+	-
NORTHERN	Northern Region	+	-
CENTRAL	Central Region	+	-

Save Notify Add Update/Display



Attaching a ChartField Attribute to a ChartField

After defining the ChartField attribute, it can be attached to a ChartField value.

Navigate to the **ChartField Values** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Click the link for the ChartField type being of the attribute for being added, in this example, **Department**.

ChartField Values	
ChartField Values	
Account	
Fund	
Program	
Department	
Cost Center	
Task	
FIPS	
Asset	
Agency Use 1	
Agency Use 2	
Project	
Book Code	
Adjustment Type	
Scenario	
Statistics Code	



Attaching a ChartField Attribute to a ChartField (continued)

In this example, we are adding **REGION** (the attribute) and **NORTHERN** (the attribute value) to the **DEPTID** ChartField value.

- Search for the ChartField value using the **Find an Existing Value** tab.
- Enter the agency business unit in the **SetID** field. Enter the **Department ID** in the **Department** field.
- Click the **Search** button.

The screenshot shows the CARDINAL system interface. At the top left is the CARDINAL logo. To its right is a search bar with a dropdown menu set to "All" and a "Search" button. Further right is an "Advanced Search" link. Below this is a breadcrumb navigation path: "Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values".

The main content area is titled "Department" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two buttons: "Find an Existing Value" and "Add a New Value".

A "Search Criteria" section is expanded, showing three search criteria:

- SetID = 15100
- Department begins with 30000
- Description begins with

Each criterion has a magnifying glass icon to its right. Below the search criteria are two checkboxes: "Include History" and "Case Sensitive". A text input field for "Limit the number of results to (up to 300):" contains the value "300".

At the bottom of the search criteria section are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Search" button is highlighted with a red border.

At the very bottom of the page are the links "Find an Existing Value" and "Add a New Value".



Attaching a ChartField Attribute to a ChartField (continued)

- Click the **plus (+)** button to add a new effective dated row.

The screenshot shows the 'Department' configuration screen in the Cardinal software. The breadcrumb trail is: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values. The page title is 'Department'. The 'SetID' is 15100 and the 'Department' is 30000. The 'Effective Date' section is highlighted, and a red box around the '+' button indicates where to click to add a new row. The form contains the following fields:

- *Effective Date: 02/01/2017
- *Status: Active
- *Description: Human Resources
- *Short Description: HR
- Manager ID: [empty]
- Manager Name: [empty]

At the bottom of the form, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History. The 'Add' button is highlighted with a green plus sign.



Attaching a ChartField Attribute to a ChartField (continued)

- Cardinal automatically assigns today's date as the **Effective Date**.
- On the **Department** page, click the **Attributes** link.

Cardinal

All Search Advanced Search

Favorites Main Menu Set Up Financials/Supply Chain Common Definitions Design ChartFields Define Values ChartField Values

Department

SetID 15100 Department 30000

Effective Date Find View All First 1 of 2 Last

*Effective Date 02/01/2017

*Status Active

*Description Human Resources

*Short Description HR

Manager ID Manager Name

Attributes Long Description

Budgetary Only

Save Notify Add Update/Display Include History Correct History



Attaching a ChartField Attribute to a ChartField (continued)

- Use this page to select one or more of the ChartField attribute and attribute value combinations that apply to a specific ChartField value.
- Click the magnifying glass next to the **ChartField Attribute** field and select the **REGION** attribute.
- Click the magnifying glass next to the **ChartField Attribute Value** and select the relevant attribute value. In this example, we selected **NORTHERN**.
- Then click the **OK** button.
- This takes you back to the **Department** page. Click the **Save** button on the **Department** page.

ChartField Attributes ✕

Help

ChartField Attribute Values Personalize | Find | View All | First 1 of 1 Last

SetID	ChartField Value	Effective Date	Field Name	*ChartField Attribute	ChartField Attribute Value	Attribute Value Description		
15100	30000	02/02/2017	DEPTID	REGION	NORTHERN	Northern Region		

OK **Cancel**



Simulation: Adding ChartField Values

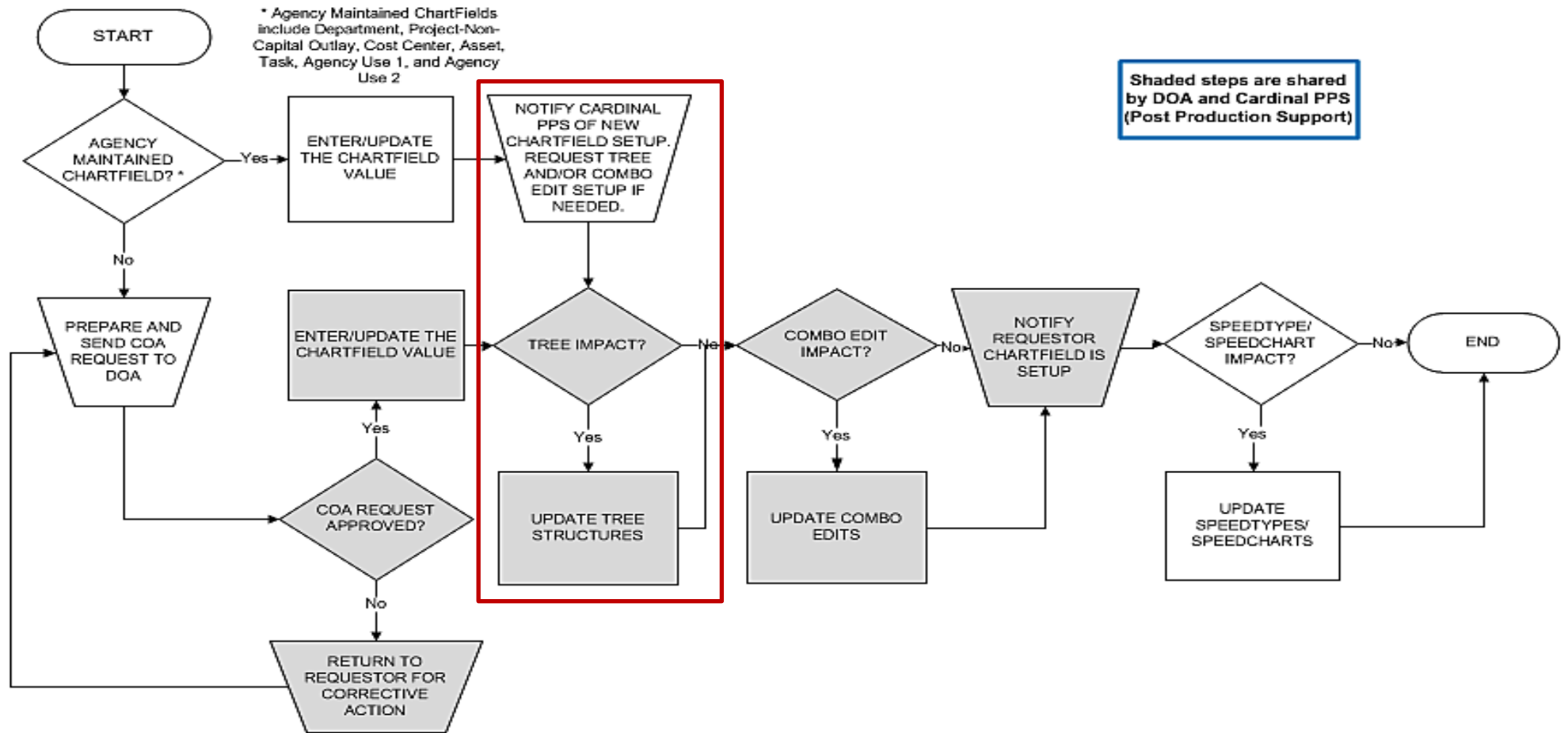
You will now view a simulation that demonstrates how to Add ChartField Values.





Understanding and Maintaining Tree Structures

The next topic covers tree structures.





Understanding Trees

A tree is the graphical hierarchy in Cardinal that displays the relationship between all accounting units (for example, departments, reporting groups, account numbers) and determines rollup hierarchies. Trees use rollups to sum values based on hierarchies.

Trees are built from the highest level of the hierarchy (root node) to the lowest level of the hierarchy (leaves). Every tree is based upon a structure. The structure defines the links between the tree and the underlying tables to which it refers.

All updates to tree structures in Cardinal are maintained by Post Production Support (PPS). Trees are viewable in Cardinal in order to identify any needed updates.



Viewing Trees

To view trees in Cardinal, navigate to the **Tree Viewer** page using the following path:

Main Menu > Tree Manager > Tree Viewer

To view all available search fields on the **Find an Existing Value** tab, click the **Advanced Search** link.

CARDINAL All Search >>

Favorites ▾ Main Menu ▾ > Tree Manager ▾ > Tree Viewer

Tree Viewer

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

Find an Existing Value

▼ **Search Criteria**

Search by: Tree Name ▾ begins with

Limit the number of results to (up to 300):

Search **Advanced Search**



Viewing Trees (continued)

Enter the agency business unit in the **SetID** field to view trees for the agency or enter **STATE** to view statewide trees. Enter any additional search criteria required and click the **Search** button. A list of trees matching the search criteria will display in the **Search Results** section. Click the link for the tree to be viewed.

CARDINAL All Search >> Advanced Search

Favorites > Main Menu > Tree Manager > Tree Viewer

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

Find an Existing Value

▼ Search Criteria

Tree Name begins with []

SetID begins with 15100 []

Set Control Value begins with []

Effective Date = [] []

Description begins with []

Category begins with []

Tree Structure ID begins with []

Valid Tree = []

Node Field begins with []

Detail Field begins with []

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Tree Name	SetID	Set Control Value	Effective Date	Description	Category	Valid Tree
DEPT_15100	15100 (blank)		01/01/1901	Department Fund Combo Edit	DEFAULT	Valid
DEPT_BUDGET	15100 (blank)		01/01/1901	DOA Dept Budget	COMMITMENT_CTRL	Valid
DEPT_OVERALL	15100 (blank)		01/01/1901	DOA Dept Overall	DEFAULT	Valid



Viewing Trees (continued)

The tree hierarchy is displayed using a folder structure. The top folder, in this example **99999 – DOA**, is referred to as the **Root Node** of the tree. The next level, in this example **10000 – DOA – All Non-GA Departments**, is referred to as a **Node**.

To expand a **Node** and view the hierarchical values beneath it, click the folder **+** (plus sign).

The screenshot shows the 'CARDINAL' application interface. At the top, there is a search bar with 'All' selected and a search input field. Below the search bar is a navigation breadcrumb: 'Favorites > Main Menu > Tree Manager > Tree Viewer'. The main content area is titled 'Tree Viewer' and displays the following information:

SetID	15100	Last Audit	Valid Tree
Effective Date	01/01/1901	Status	Active
Tree Name	DEPT_OVERALL		DOA Dept Overall

Below this information are links for 'Close', 'Display Options', and 'Print Format'. A control bar contains 'Collapse All', 'Expand All', 'Find', and pagination controls: 'First Page', '3 of 22', and 'Last Page'. The tree structure is as follows:

- 99999 - DOA
 - 10000 - DOA - All Non-GA Departments
 - 10001 - DOA - GA Departments

A red box highlights the plus sign next to the '10001 - DOA - GA Departments' node. At the bottom left, there is a 'Notify' button.



Viewing Trees (continued)

The hierarchical values displayed below each **Node** vary based on the type of tree.

Some trees may have multiple levels of folders that can be expanded to drill down to a lower level of the hierarchy.

These levels are referred to as sub-nodes and detail values/leaves.

The screenshot shows the CARDINAL Tree Viewer interface. At the top, there is a search bar with 'All' selected and a search input field. Below the search bar, there are navigation tabs: Favorites, Main Menu, Tree Manager, and Tree Viewer. The main content area displays the 'Tree Viewer' for 'SetID 15100'. It shows 'Effective Date 01/01/1901', 'Tree Name DEPT_OVERALL', 'Last Audit Valid Tree', and 'Status Active'. Below this, there are options for 'Close', 'Display Options', and 'Print Format'. The tree structure is shown with a breadcrumb path: '99999 > 10000'. The current node is '10000 - DOA - All Non-GA Departments', which is expanded to show a list of sub-nodes (leaves). A red box highlights this list, and a callout box points to it with the text 'Sample Detail Values / Leaves'. The list includes: [60200] - Commonwealth Health Research, [91100] - Comptroller, [91200] - EDI Prenotes, [92100] - Admin Svcs & Public Records, [93100] - Personnel, [94100] - Internal Audit, [94400] - Disbursements Review, [95100] - Enterprise Application Payroll, [95200] - Financial Reporting, [95500] - Commonwealth Vendor Group, [95700] - FSRI - Cardinal, [95800] - FSRI - Performance Budgeting, [95900] - SPCC and Quality Assurance, [97200] - Payroll Production, [97500] - Payroll Service Bureau, [98300] - Systems Analysis & Programming, [98400] - Chief Technology Officer & DBA, and [99800] - Converted Blank Dept. Below the list, there are options for 'Collapse All', 'Expand All', 'Find', 'First Page', '21 of 22', and 'Last Page'. At the bottom, there are options for 'Close', 'Display Options', 'Print Format', and a 'Notify' button.



Maintaining Trees

The activities in maintaining trees include:

- Adding, updating, and deleting rollup values
- Adding, updating, and deleting detail values
- Adding, updating, and viewing a range of detail values

Submit requests for tree maintenance updates to Cardinal PPS via a help desk ticket to the VITA Customer Care Center (VCCC).

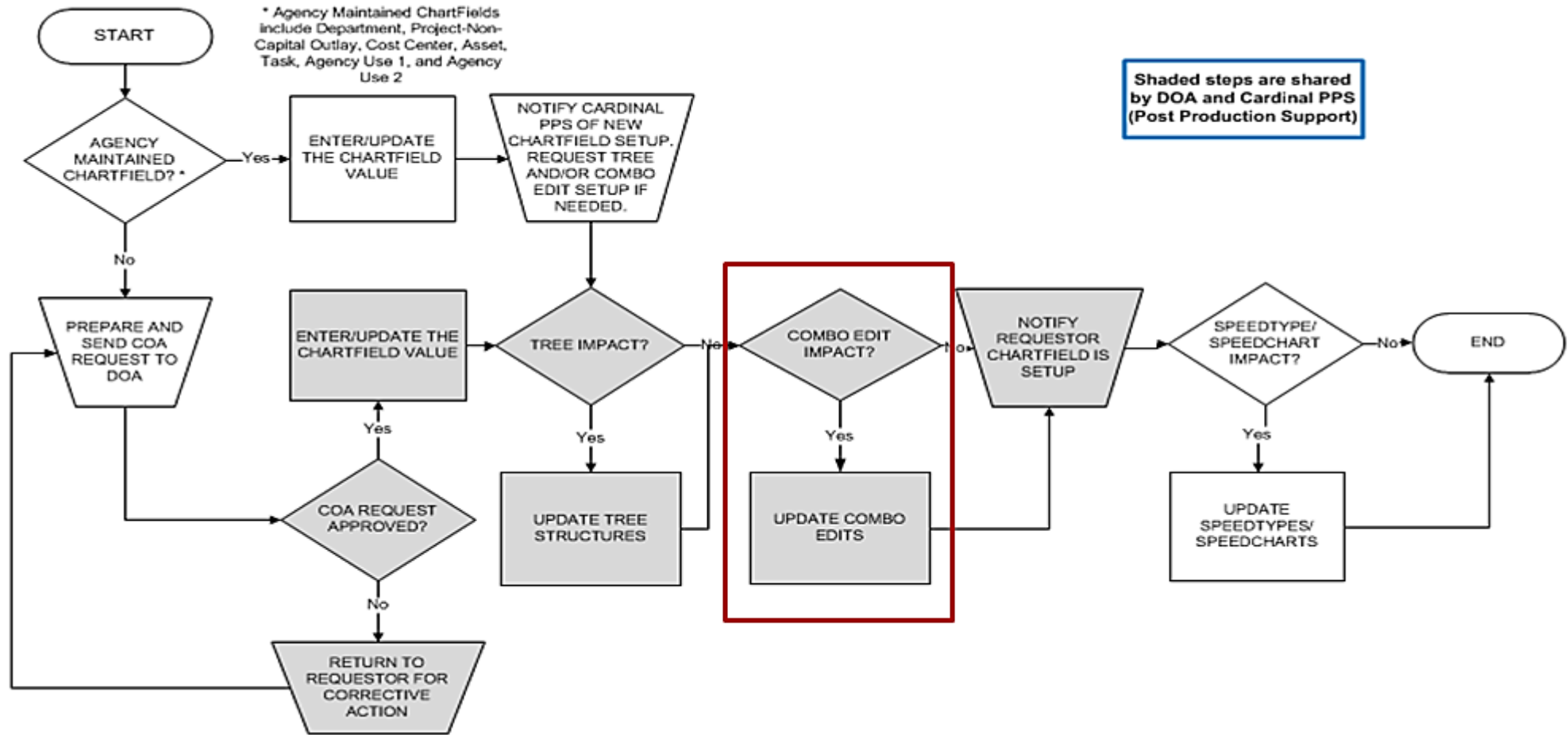
For example, every time a new Department value is added, a request should be submitted to PPS to add the Department value to the Department tree(s).

When this request is made, the tree name(s) (e.g., DEPT_OVERALL) as well as the location where the new value should be placed on the tree(s) must be provided.



Understanding and Defining Combination Edits

The next topic in ChartField set up and maintenance is defining combination edits.





Combination Editing

ChartField combination editing is a feature in Cardinal that helps to maintain data integrity across all modules. Combinations of ChartField values can be edited to determine such things as which ChartFields are:

- Required on a transaction;
 - for example, Account, Fund, and Department must be defined on every journal line.
- Not allowed based on values entered in other ChartFields;
 - for example, defining which accounts are valid / invalid with a specific fund or program.

The number of ChartFields in a combination rule should be kept to a minimum.

- Three or fewer ChartFields are recommended for performance reasons.

Only define critical rules.

- The more rules implemented, the more time that it takes to edit the transactions and maintain the rules.



Combination Edit Configuration

There are three configuration components for combination edits:

- **Combination Definition** - Defines the ChartFields involved in the combination edit.
 - For example, a Combination Definition may require an Account, Fund, and a Department be defined on each journal line.
- **Combination Rule** - Defines the ChartField values for the Combination Definition.
 - In our example, the Combination Rule might list the allowable Account, Fund, and Department values so incorrect combinations will not pass combo edits.
- **Combination Group** - links the Combination Rules that are to be applied as a group during the edit process.
 - All rules within a group must have the same Combination Definition.

ChartField combination editing compares the values entered on accounting distributions to the Combination Definitions and Combination Rules that are defined.

In this example, the editing process reviews the Account/Fund/ Department code combinations (included in the Combination Definition) that are specified (in the Combination Rule).



Combination Edit Definition

To create a Combination Definition, two or more ChartFields are identified.

The first ChartField that is entered is the anchor ChartField.

The anchor ChartField is the driver of the Combination Edit.

- The Combination Editing process first searches for the anchor ChartField.
- Then it matches the other (non-anchor) ChartFields in the combination.

In the example, **Account** is the anchor ChartField, with **Department** and **Fund** as the other ChartField combinations that are associated with the anchor.

To view the **ChartField Combination Editing Definition** page, navigate to:

Main Menu > Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Definition

- Enter **STATE** as your **SetID** and Click **Search**.
- Select **ACCTFNDDPT**.



Combination Edit Definition (continued)

[Home](#)

All ▾

>>
Advanced Search
[Last Search Results](#)

[Favorites ▾](#)
[Main Menu ▾](#)
[Set Up Financials/Supply Chain ▾](#)
[Common Definitions ▾](#)
[Design ChartFields ▾](#)
[Combination Editing ▾](#)
[Combination Definition](#)

ChartField Combination Editing Definition

SetID STATE
Combination Definition ACCTFNDDPT

***Description**

Long Description

Combination ChartFields		Personalize Find View All		First	1-3 of 3	Last
*ChartField	Anchor ChartField					
Account ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Fund ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Department ▾	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh
 Add
 Update/Display



Combination Edit Rules

Combination Rules define the combinations of ChartField values that can be used on an accounting distribution.

The Combination Rule can define valid or invalid combinations.

Combination Edit Rules are defined on the **Combination Rule** page. To view this page, navigate to:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule

- Click **Search** and select a **Combination Rule**.



Combination Edit Rules (continued)

For example, the Combination rule **ACCTFNDDPT** states that Account, Fund, and Department are required on all transactions.

The **Combination Rule** page has two tabs, **Rule Definition** and **ChartField Combinations**.

On the **Rule Definition** tab, the **Effective Date** range determines the time frame for which the rule is valid.

If the **Value Required** checkbox is selected, the rule does not have to specify values or tree nodes.

The screenshot displays the 'Combination Rule' page for rule **ACCTFNDDPT**. The page includes a search bar, navigation tabs for 'Rule Definition' and 'ChartField Combinations', and a breadcrumb trail: 'Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule'. The rule details are as follows:

- SetID:** STATE
- Combination Rule:** ACCTFNDDPT
- *Description:** Account/Fund/Department
- Long Description:** Account, Fund, and Department are required on all transactions.
- Effective Date From:** 01/01/1901
- Open Effective Date To:**
- Effective Date To:** 01/01/2099
- *Combination Definition:** ACCTFNDDPT
- Effective Date for Prompting:** 02/01/2017

A table titled 'Non-Anchor ChartField Option' lists the chart fields and their 'Value Required' status:

ChartField	Value Required
Fund	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.



Combination Edit Rules: Rule Definition Tab

CARDINAL Home | Worklist

All Search >> Advanced Search Last Search Results

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule

New Win

Rule Definition | ChartField Combinations

SetID STATE Combination Rule ACCTFNDDPT

*Description Account/Fund/Department x

Long Description Account, Fund, and Department are required on all transactions.

Effective Date From 01/01/1901 Open Effective Date To Effective Date To 01/01/2099

*Combination Definition ACCTFNDDPT Effective Date for Prompting 02/01/2017

Non-Anchor ChartField Option	
ChartField	Value Required
Fund	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>

Save Return to Search Previous in List Next in List Notify Add Update/Display

Rule Definition | ChartField Combinations



Combination Edit Rules: ChartField Combinations Tab

On the **ChartField Combinations** tab:

- The **Anchor ChartFields** section shows the relevant anchors and associated values.
- The **Non-Anchor ChartFields** section shows valid values for the other ChartFields associated to the combination edit rule.
- The **Selected Detail Values** radio button allows application of combination edit rule to specific allowable values. The **Selected Tree Node** radio button allows applying the combination edit rule to all valid values on a tree node.

The screenshot displays the 'CARDINAL' software interface for editing combination rules. The breadcrumb trail indicates the path: Home > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule. The current tab is 'ChartField Combinations'. The interface shows a table with columns for SetID, STATE, Combination Rule (ACCTFNDDPT), and Descr (Account/Fund/Department). Below the table, there are sorting options (Ascending, Descending) and a 'Sort Anchor' button. The main area is divided into two sections: 'Anchor ChartFields' and 'Non-Anchor ChartFields'. The 'Anchor ChartFields' section is highlighted with a red box and shows 'Account' as the ChartField, 'ACCOUNT_OVERALL' as the Tree, and 'Selected Tree Nodes' as the selected option. The 'Non-Anchor ChartFields' section shows 'Fund' as the Non-Anchor ChartField and 'Selected Detail Values' as the selected option. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.



Combination Edit Rules: ChartField Combinations Tab (continued)

CARDINAL Home

All Search >> Advanced Search Last Search Results

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule

Rule Definition | **ChartField Combinations**

SetID STATE Combination Rule ACCTFNDDPT Descr Account/Fund/Department

Ascending Descending Sort Anchor

Anchor ChartFields Find | View All First 1 of 1 Last

ChartField Account Tree ACCOUNT_OVERALL Level [] [+] [-]

Seq 1

How Specified

Selected Detail Values Selected Tree Nodes

Chartfield values / Tree nodes Personalize | Find | View All | [] [] First 1 of 1 Last

Node/Value		
ACCOUNTS_CAFR	[]	[-]

Non-Anchor ChartFields Find | View All First 1 of 2 Last

Non-Anchor ChartField Fund Tree [] Level []

How Specified

Selected Detail Values Selected Tree Nodes

Chartfield values / Tree nodes Personalize | Find | View All | [] [] First 1 of 1 Last

Node/Value		
%		



Combination Edit Groups

The Combination Edit Group links the Combination Rules that are to be applied as a group during the edit process. All rules within a group must have the same Combination Definition.

The **ChartField Combination Editing Group** page allows associating combination rules with a combination group definition. Cardinal applies the rules as a group during the edit process.

This page is also used to indicate whether the combination edit is specifying valid or invalid combinations.

To view the **ChartField Combination Editing Group** page, navigate to:

Main Menu > Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group

- Click the **Find an Existing Value** tab.
- Enter **DEPTREQ** in the **Process Group** field.
- Click **Search**.



Combination Edit Groups (continued)

CARDINAL Home

All Search >> Advanced Search Last Search Results

Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group

ChartField Combination Editing Group

SetID STATE Process Group DEPTREQ

*Description Account/Fund/Department

Long Description Account, Fund, and Department are required on all transactions.

*Combination Definition ACCTFNDDPT

*Combo Editing Option Combo Data Table User Defined

*Anchor Values Not In Rules Mark Valid

*Combination Group Defines Valid Combinations

Combination Rule Personalize | Find | View All | First 1 of 1 Last

*Combination Rule	Description
ACCTFNDDPT	Account/Fund/Department

Save Return to Search Notify Refresh Add Update/Display



Attach Combination Edit Group to Target Ledger

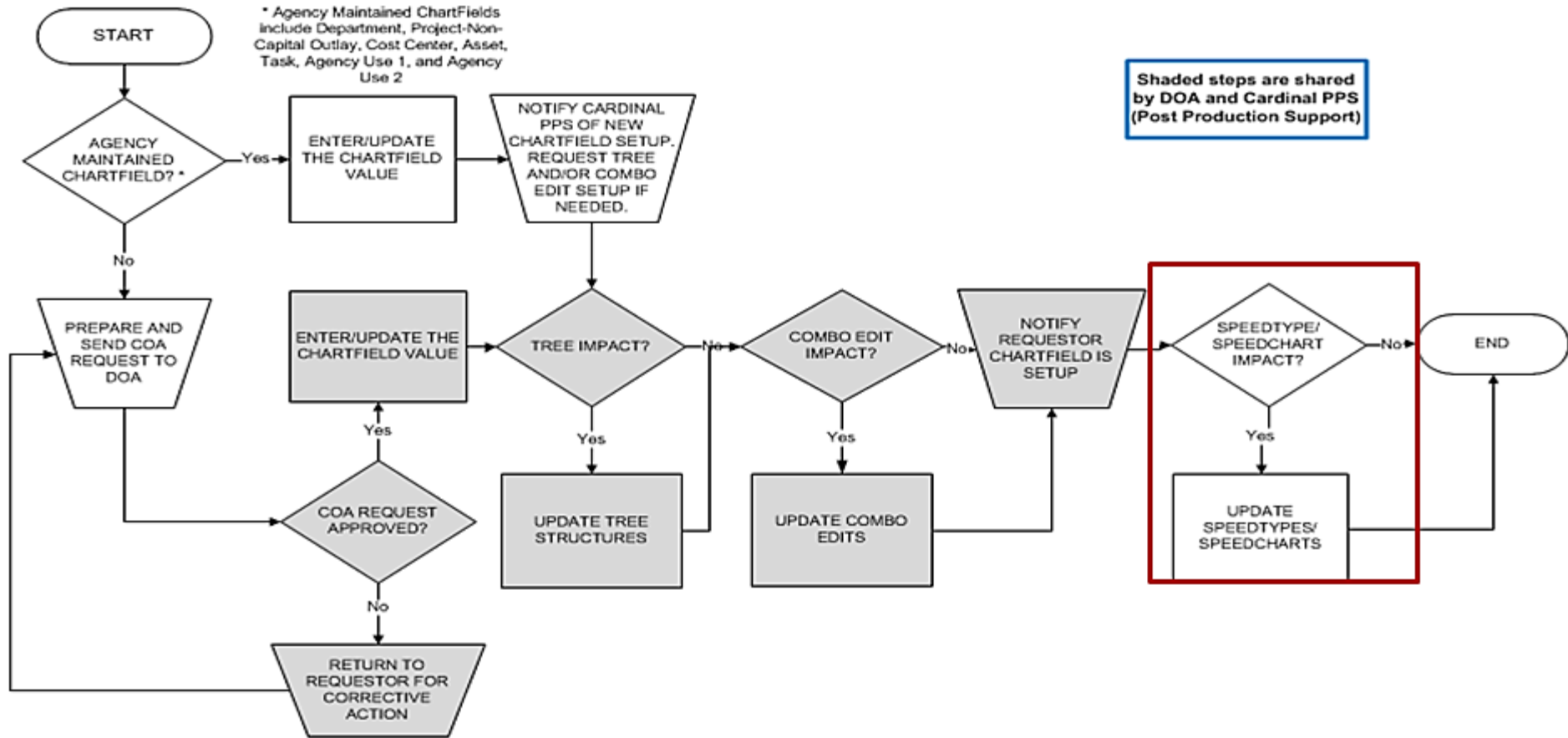
Once the combination edit group, has been established attach it to a Ledger. Attaching the combination edit group to a ledger designates which Combination Editing rules apply to specific transactions.

During the edit process, Cardinal looks to the ledger group on the source transaction to see which rules apply. Typically, combination edit groups are only linked to the ACTUALS Ledger by Business Unit.



Creating and Updating SpeedTypes and SpeedCharts

The final topic in ChartField set up and maintenance is maintaining SpeedTypes and SpeedCharts.





SpeedTypes and SpeedCharts

A SpeedType/SpeedChart is a predefined value that can be entered to auto-populate some ChartField values on the accounting distribution line (such as fund, program, and department). They allow defining codes for frequently used ChartField combinations. When a SpeedType is entered, users still have the ability to add or modify additional COA values on the associated distribution line.

SpeedTypes can be used in Expense transactions, General Ledger journal entries, Accounts Receivable direct journals, and Commitment Control budget journal entries.

SpeedCharts provide similar functionality for Accounts Payable, except that multiple accounting distributions can be configured for an individual SpeedChart.

Please note that if a SpeedType is created (other than CIPPS related), a corresponding SpeedChart must be created as well, and vice versa.



Creating a SpeedType

Example: Create a SpeedType for **Department 94100**, **Fund 01000**, and **Program 737002**:

- Navigate to the **SpeedType** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

- Click the **Add a New Value** tab.

CARDINAL All Search >> Advanced Search Last Search Results

Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

SpeedTypes

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

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

▼ Search Criteria

SetID = [] STATE []

SpeedType Key begins with []

User ID begins with []

Primary Permission List begins with []

Type of SpeedType = [] One User []

Case Sensitive

Limit the number of results to (up to 300): [300]

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value



Creating a SpeedType (continued)

- Enter the **Business Unit** in the **SetID** field.
- The **SpeedType Key** will be the value that is entered on transactions to select the SpeedType. Enter **94100** as the **SpeedType Key**.
- If a **User ID** or **Primary Permission List** is listed, only the specified user(s) will have access to the SpeedType. Leave these fields blank, as all SpeedTypes are universally accessible.
- Click the **Add** button.

CARDINAL All Search >> Advanced Search Last Search Results

Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

SpeedTypes

Find an Existing Value Add a New Value

SetID 15100

SpeedType Key 94100

User ID

Primary Permission List

Add

Find an Existing Value | Add a New Value



Creating a SpeedType (continued)

The **SpeedType** page displays.

- Enter a **Description**.
- Enter **Fund 01000**, **Program 737002**, and **Department 10003**
- Check the **Publish Data** checkbox – this ensures the SpeedType is sent to the Human Capital Management (HCM) application.
- Click the **Save** button.

CARDINAL All Search >> Advanced Search Last Search Results

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

SpeedType

SetID 50100
SpeedType Key 94100
Type of SpeedType Universal (All Users)

Publish Data

Description Internal Audit

Account		
Fund	01000	General Fund
Program	737002	Disbursements Review
Department	10003	Administrative Services
Cost Center		
Task		
FIPS		
Asset		
Agency Use 1		
Agency Use 2		
PC Business Unit		
Project		
Activity		
Source Type		
Category		

Save Notify Refresh Add Update/Display



Creating a SpeedType (continued)

CARDINAL All Search >> Advanced Search Last Search Results

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

SpeedType

SetID 50100 Publish Data
SpeedType Key 94100
Type of SpeedType Universal (All Users)
Description Internal Audit

Account	<input type="text"/>	<input type="text"/>
Fund	01000	General Fund
Program	737002	Disbursements Review
Department	10003	Administrative Services
Cost Center	<input type="text"/>	<input type="text"/>
Task	<input type="text"/>	<input type="text"/>
FIPS	<input type="text"/>	<input type="text"/>
Asset	<input type="text"/>	<input type="text"/>
Agency Use 1	<input type="text"/>	<input type="text"/>
Agency Use 2	<input type="text"/>	<input type="text"/>
PC Business Unit	<input type="text"/>	<input type="text"/>
Project	<input type="text"/>	<input type="text"/>
Activity	<input type="text"/>	<input type="text"/>
Source Type	<input type="text"/>	<input type="text"/>
Category	<input type="text"/>	<input type="text"/>
Subcategory	<input type="text"/>	<input type="text"/>



Creating a SpeedChart

Now that we have created the SpeedType we will create a corresponding SpeedChart.

- Navigate to the **SpeedChart** page using the following path:
Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart
- Click the **Add a New Value** tab.
- Enter the **Business Unit** in the **SetID** field. The **SpeedChart Key** used should match the corresponding **SpeedType Key** for consistency. Leave the **User ID** and **Primary Permission List** fields blank.
- The **Effective Date** defaults to the current date, but this can be changed to an earlier date.
- Click the **Add** button.

CARDINAL All Search >> Advanced Search Last Search Results

Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

SpeedChart

Find an Existing Value | Add a New Value

SetID 15100
SpeedChart Key 94100
User ID
Primary Permission List
Effective Date 02/01/2017

Add

Find an Existing Value | Add a New Value



Creating a SpeedChart (continued)

On the **SpeedChart** page:

- **Total Percent** indicates the total of the proration percentages that selected for the SpeedChart lines.
- Enter a description for the SpeedChart.
- The **Status** field defaults to **Active**. Once the SpeedChart is saved, it cannot be deleted. The **Status** can be updated to **Inactive** if the SpeedChart is no longer needed.
- Select **Universal** as the **Security Option** so all users can access the **SpeedChart**. The **One User** option allows access to a single user. The **One Permission** option allows access to users who are on a specific Permission List.
- In the **Definition** section, there are two distribution options.
 - The **Enter Percentages** option distributes cost by a percentage of the total amount.
 - Enter a proration percent for each SpeedChart line.
 - The **Enter Weights** option distributes cost by item unit of measurement weight.
- Enter a proration weight value for each SpeedChart line. Select a unit of measurement (**UOM**) for distributing cost by weight.
- In the **SpeedCharts** section, select **Department 94100**, **Fund 01000**, and **Program 737002**.
- Click the **Save** button.



Creating a SpeedChart (continued)

CARDINAL Home

All Search >> [Advanced Search](#) [Last Search Results](#)

Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

SpeedChart

SetID 15100 SpeedChart 94100 Eff Date 02/01/2017 *Status Active
 Description Internal Audit Total Percent 100.00

Security Option **Definition**

Universal (All Users) Enter Percentages
 One User Enter Weights
 One Permission

UOM

Description

Speed Charts Personalize | Find | View All | | | First 1 of 1 Last

Chartfields

	Percent	Weight	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agen
1	100.00	0.00000	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	01000 <input type="button" value="Q"/>	737002 <input type="button" value="Q"/>	94100 <input type="button" value="x"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>



Updating a SpeedChart

To update a SpeedChart, both the same **SetID** and **SpeedChart Key** must be entered with a new **Effective Date**.

SpeedChart may need to be updated:

- Change the status (e.g., inactivate)
- Update the Description
- Change ChartField value(s)

Navigate to the SpeedChart page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart



Updating a SpeedChart (continued)

- Click the **Add a New Value** tab.
- Enter the **Business Unit** in the **SetID** field. The **SpeedChart Key** used should match the existing **SpeedChart Key**. Leave the **User ID** and **Primary Permission List** fields blank.
- The **Effective Date** defaults to the current date but can be changed.
- Click the **Add** button.

The screenshot shows the CARDINAL web application interface. At the top left is the CARDINAL logo. To its right is a search bar with a dropdown menu set to 'All' and a search button. Below the search bar is a breadcrumb navigation path: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart. The main heading is 'SpeedChart'. Below this heading are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields: 'SetID' with the value '15100' and a search icon; 'SpeedChart Key' with the value '94100'; 'User ID' with a search icon; 'Primary Permission List' with a search icon; and 'Effective Date' with the value '02/02/2017' and a calendar icon. Below these fields is an 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.



Updating a SpeedChart (continued)

- On the **SpeedChart** page, make any necessary updates and click the **Save** button.

The screenshot shows the 'SpeedChart' page in the Cardinal system. At the top, there is a search bar with 'All' selected and a search input field. The breadcrumb trail reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart.

The main section is titled 'SpeedChart' and contains the following fields:

- SetID**: 15100
- SpeedChart**: 94100
- Eff Date**: 02/02/2017
- *Status**: Active (dropdown menu)
- Description**: Internal Audit
- Total Percent**: 100.00

Below these fields are two sections: **Security Option** and **Definition**.

Security Option includes radio buttons for:

- Universal (All Users)
- One User
- One Permission

Definition includes radio buttons for:

- Enter Percentages
- Enter Weights

There is also a **UOM** field with a search icon.

A large **Description** text area is located below the security options.

The **Speed Charts** section features a table with the following columns: Percent, Weight, GL Unit, Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, and Agen. The table contains one row of data:

Percent	Weight	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agen
100.00	0.00000			01000	737002	94100					

At the bottom of the page, there are several buttons: **Save** (highlighted with a red box), **Notify**, **Add**, **Update/Display**, and **Include History**.



CIPPS SpeedTypes

The Commonwealth's Integrated Payroll/Personnel System (CIPPS) sends payroll data to Cardinal to record related accounting entries.

CIPPS uses the CARS Chart of Accounts.

Cardinal SpeedTypes are used to translate CARS Cost Codes from CIPPS into the corresponding Cardinal ChartField values for the accounting distribution.

In order for CIPPS data to be successfully uploaded into Cardinal, a SpeedType has to exist for any Cost Code used in CIPPS.



Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson 2: Summary

2

ChartField Maintenance

In this lesson, you learned:

- ChartField maintenance facilitates reporting on all transactions within the financial system.
- Maintenance includes the updating of ChartField values and attributes, reporting trees, combination edits, SpeedTypes, and SpeedCharts.
- ChartField attributes are optional features that support such things as reporting and payment processing.
- A tree is the graphical hierarchy in Cardinal that displays the relationship between all accounting units (for example, departments, reporting groups, account numbers) and determines rollup hierarchies. A tree allows for ChartField values to roll up in both reporting and commitment control.
- The use of ChartField Combination Editing helps to maintain data integrity across all modules. It is best to limit the number of ChartFields being used for combination edit rules.
- There are three components of combination edit configuration: Combination Definitions, Combination Rules, and Combination Groups.



Lesson 2: Summary (continued)

2

ChartField Maintenance

In this lesson, you learned:

- SpeedTypes can be used in Expenses, General Ledger journal entries, Accounts Receivable direct journals, and Commitment Control Budget journal entries.
- SpeedCharts provide similar functionality for Accounts Payable, except that multiple accounting distributions can be configured for an individual SpeedChart.



Lesson 3: Introduction

3

Creating and Maintaining Projects

This lesson covers the following topics:

- Creating and Maintaining a Project
- Creating Reporting Categories
- Creating a Summary Project



Creating a Project Overview

A project is a planned undertaking with a finite beginning and a finite end, usually crossing fiscal years.

Cardinal project IDs can be used to track project related expenditures/costs and revenue.

Projects are useful in tracking project and grant financial activity, which can cross budget years, funds, and departments.

Some Projects, including Capital Outlay Projects, are created and maintained in Cardinal by DOA. Other agency specific Projects are created and maintained by the agency.



Creating a Project

Click the **Add a New Value** tab. The fields on this page include:

- **Business Unit:** This value identifies the agency. If the project is being set up for a different agency, be sure to update to that agency's business unit.
- **Project:** This field defaults to **NEXT**. Cardinal assigns a project ID the project is created.
- **Create:** This field defines how the project is created. This field defaults to **Project From Template**.

Click the **Add** button.

The screenshot shows the Cardinal software interface. At the top left is the Cardinal logo. To its right is a search bar with a dropdown menu set to 'All' and a search button. Further right is an 'Advanced Search' link. Below this is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: '> Project Costing > Project Definitions > General Information'. The main content area is titled 'General Information'. It contains two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red border. Below these buttons is a form with three fields: 'Business Unit' with the value '15100' and a search icon; 'Project' with the value 'NEXT'; and 'Create' with a dropdown menu showing 'Project from Template'. The entire form area is enclosed in a red border. At the bottom left of the form area is an 'Add' button, also highlighted with a red border.



Creating a Project (continued)

The **Create Project From Template** page displays.
The fields in the **Options** section include:

- **Project Template:** This value identifies the template used to create projects for the agency. If the project is being set up for a different agency, be sure to select the template for that agency.
- **New Start Date:** This value identifies the project start date. Populate this field with an appropriate date.
- **Project Details to Include:** The checkboxes default as checked. The defaulted values remain in place.

Click the **Create** button.

The screenshot shows the 'Create Project From Template' page in a web application. The page header includes the 'CARDINAL' logo and a search bar. The breadcrumb trail indicates the current location: 'Main Menu > Project Costing > Project Definitions > General Information'. The main content area displays the title 'Create Project From Template' and the following information: 'Project Business Unit 15100', 'Description Department of Accounts', and 'Project NEXT'. Below this is an 'Options' section. A red-bordered box highlights two input fields: '*Project Template' with the value 'T_STATE151' and a search icon, and '*New Start Date' with the value '03/22/2018' and a calendar icon. To the right of this box is another red-bordered box titled 'Project Details to Include:' with four checked checkboxes: 'Activities', 'Project Resource', 'Activity Resource', and 'Project Budget'. At the bottom of the form are two buttons: 'Create' and 'Cancel'.



General Information Page

The **General Information** tab displays.

- Enter a description for the Project in the **Description** field.
- The **Integration** field is the Business Unit for your agency. This will default and should not be changed.
- The **Project Type** field defaults to STATE and should not be changed.

The screenshot shows the 'General Information' tab for a project named 'NEXT'. The 'Description' field contains 'Information Technology Upgrade'. The 'Integration' field is '15100' and the 'Project Type' is 'STATE'. The 'Project Schedule' shows a start date of 03/22/2018 and an end date of 03/22/2019. The 'Description' field is highlighted with a red box. The 'Description' field contains 'Replace IT Equipment' and the 'Long Description' field is empty. The 'Description' field has a character count of 234 characters remaining. The 'Description' field is highlighted with a red box.



General Information Page (continued)

- The **Percent Complete** and **Project Health** fields are not used in Cardinal.
- The **Start Date** defaults to the **Create Project From Template** page. The **End Date** field defaults to one year from the **Start Date**. Modify the **End Date** as appropriate for the project.
- The **Additional Dates** link provides access to additional date fields that are used for informational purposes only.

CARDINAL All set_override >> Advanced Search Home

Favorites > Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project NEXT Add to My Projects

*Description Information Technology Upgrade Program Processing Status Active
*Integration 15100 Department of Accounts Project Status A Active
Project Type STATE PROJECT

Percent Complete 0.00 As Of
Project Health As Of

Project Schedule
*Start Date 03/22/2018 *End Date 03/22/2019 Additional Dates

Description Find | View All First 1 of 1 Last
Date/Time Stamp 02/02/17 10:39:04AM User ID FINUSER05
Description:
Replace IT Equipment
234 characters remaining
Long Description:

Save as Template Copy Project

Save Refresh Add Update/Display Include History Correct History



General Information Page (continued)

- The **Description** field in the **Description** section is used to capture a more detailed description of the project.
- The **Long Description** field is available to capture additional descriptive detail for the project.

CARDINAL Home

All set_override Advanced Search

Favorites Main Menu > Project Costing > Project Definitions > General Information

General Information Project Costing Definition Manager Projects Projects Distribution User Fields Rates Attachments

Project NEXT Add to My Projects

*Description Information Technology Upgrade Program Processing Status Active
*Integration 15100 Department of Accounts Project Status A Active
Project Type STATE PROJECT
Percent Complete 0.00 As Of
Project Health As Of

Project Schedule ?

*Start Date 03/22/2018 *End Date 03/22/2019 Additional Dates

Description Find | View All First 1 of 1 Last

Date/Time Stamp 03/22/2018 10:39:04AM User ID FINUSER05

Description:
Replace IT Equipment
234 characters remaining

Long Description:

Save as Template Copy Project

Save Refresh Add Update/Display Include History Correct History



Project and Processing Status

A project's **Project Status** can be **Active (A)**, **Pending (P)**, or **Closed (C)**.

A project's **Processing Status** can be **Pending**, **Active**, or **Inactive**.

The project status and processing status are connected.

- For example, when a project is created, both the project status and processing status default to **Active**.
- When a project is **Closed**, its processing status is **Inactive**.
- As the project progresses, you can change project status accordingly, but the processing status automatically updates based on the project status.

You should only set the project's status to **Closed** when the project is complete and all transactions are completely processed. When you close a project, Cardinal effective-dates the transaction, which makes it easy to track/report against.

Note: If a project needs to be re-activated, the new active date cannot be outside of the project end date.

- Update the end date to the same day or greater than the project end date in order to re-activate the project.



Projects Page

Use the **Projects** tab to provide additional project details.

The **Projects** tab is divided into six sections:

- **Project Information**
- **Project Reporting Categories**
- **Project Route** (Not currently used Statewide)
- **Budget Information**
- **Project Budget** (Not currently used)
- **Grant Information**

The screenshot displays the 'Projects' tab in the CARDINAL system. The interface includes a search bar at the top with 'All' selected and a search input field. Below the search bar is a breadcrumb trail: 'Favorites > Main Menu > Project Costing > Project Definitions > General Information'. A navigation bar contains tabs for 'General Information', 'Project Costing Definition', 'Manager', 'Projects', 'Projects Distribution', 'User Fields', 'Rates', and 'Attachments'. The 'Projects' tab is active, showing 'Business Unit: 15100', 'Project: NEXT', 'Information: Technology Upgrade', and 'Project Type:'. The main content area is divided into six sections, each outlined in red:

- Project Information:** Includes fields for 'External Project Number', 'Responsible Dept' (with a search icon), 'Disaster Number', 'Disaster Indicator', and 'Property Damage Indicator'.
- Project Reporting Categories:** Includes a 'Reporting Category' field with a search icon and navigation controls (Find | View All, First, 1 of 1, Last, +, -).
- Project Route:** Includes a 'Route' field with a search icon and navigation controls (Find | View All, First, 1 of 1, Last, +, -).
- Budget Information:** Includes an 'Overall Project Budget' section with a 'Project Amount' field.
- Project Budget:** Includes a table with columns for 'Phase' and 'Amount', with search icons and navigation controls (Find | View All, First, 1 of 1, Last, +, -).
- Grant Information:** Includes fields for 'Grant ID Prefix', 'Sub-Grant Number', 'Fed Catalog Number', 'Grant Amount', 'Grantor', 'Progress Report Status', 'Progress Report Date', 'Obligation Date', 'Obligation Deadline', 'Grantor Grant ID', 'Fed Declaration Number', 'Grant In/Outbound Indicator', and 'Sub-Grant Indicator'.

At the bottom of the page, there are buttons for 'Save', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.



Projects Page (continued)

CARDINAL All Search >> Advanced Search

Favorites > Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | **Projects** | Projects Distribution | User Fields | Rates | Attachments

Business Unit: 15100 Project: NEXT Information Technology Upgrade Project Type:

Project Information

External Project Number Responsible Dept

Disaster Number

Disaster Indicator Property Damage Indicator

Project Reporting Categories Find | View All First 1 of 1 Last

Reporting Category

Project Route Find | View All First 1 of 1 Last

Route

Budget Information

Overall Project Budget

Project Amount

Project Budget Find | View All First 1 of 1 Last

Phase Amount

Grant Information

Grant ID Prefix Progress Report Status Grant In/Outbound Indicator

Sub-Grant Number Progress Report Date Sub-Grant Indicator

Fed Catalog Number Obligation Date Grantor Grant ID

Grant Amount Obligation Deadline Fed Declaration Number

Grantor Grantee

Save Refresh Add Update/Display Include History Correct History



Project Information Section

The **Project Information** section allows the capturing of the following identified information:

- **External Project Number** - The project's number in an external system (for example, the project number used by the federal agency that is providing funding).
- **Responsible Dept** - Identifies the Department responsible for the management of the project, and is used as part of the criteria on various reports.
- **Disaster Number** - An externally generated disaster number that associates all projects related to that disaster. If this field is populated, the **Disaster Indicator** checkbox must also be selected.
- **Disaster Indicator** - This field facilitates disaster reporting. If this indicator is selected, a disaster number must be entered in the **Disaster Number** field.
- **Property Damage Indicator** - This field indicates that the project is related to property damage.



Project Reporting Categories

The **Project Reporting Categories** section allows the to association one or more reporting categories to a project.

- **Reporting Category** - This field can be used to facilitate reporting. Agencies can create their own Reporting Categories in Cardinal.

The **Project Route** section allows the association of one or more Agency Use 2 values to a project, if your agency uses this field.

- **Route:** This field is not currently being used statewide.



Budget Information Section

The **Budget Information** section allows the entry of project related budget data. The data entered here is for informational purposes and does not relate to budget journal transactions.

- **Overall Project Budget:** Use the **Project Amount** field to enter the overall project budget.
- **Project Budget:** The fields in this section are not currently used.



Grant Information Section

If a project relates to a grant, the Grant Information section allows the user to enter additional identifying information about the grant.

- **Grant ID Prefix:** Use this field to enter the abbreviation of the grantor agency.

If you have the information, enter the values in the following fields or select the following checkboxes:

- **Sub-Grant Number**
- **Fed Catalog Number (CFDA)**
- **Grant Amount**
- **Grantor**
- **Progress Report Status**
- **Progress Report Date**
- **Obligation Date**
- **Obligation Deadline**
- **Grantee**
- **Grant In/Outbound Indicator** checkbox
- **Sub-Grantor Indicator** checkbox
- **Fed Declaration Number**
- **Grantor Grant ID**



User Fields and Attachments Pages

Click the **Save** button before navigating to the **User Fields** tab.

Use the **User Fields** tab to provide additional information about the project in several free form, user defined fields.

The screenshot displays the CARDINAL software interface. At the top left is the CARDINAL logo. A search bar contains 'All' and 'set_override', with an 'Advanced Search' button. The breadcrumb trail reads: 'Main Menu > Project Costing > Project Definitions > General Information'. Below this is a tabbed interface with tabs for 'General Information', 'Project Costing Definition', 'Manager', 'Projects', 'Projects Distribution', 'User Fields' (highlighted with a red box), 'Rates', and 'Attachments'. The main content area shows 'Project 0000109846' and 'Description Information Technology Upgrade'. The 'User Fields' section contains five input fields labeled 'Field 1' through 'Field 5', a 'User Currency' field with a search icon, and three 'Amount' fields (Amount 1, Amount 2, Amount 3) and two 'Date' fields (Date 1, Date 2) with calendar icons. At the bottom of the form are 'Save as Template' and 'Copy Project' buttons. Below the form is a navigation bar with 'My Projects', 'Project Valuation', 'Project Team', 'Project Activities', 'Go To', and 'More' (with a dropdown arrow). At the very bottom are buttons for 'Save', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.



User Fields and Attachments Pages (continued)

Use the **Attachments** tab to attach supporting documentation to the project. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.

The screenshot shows the Cardinal software interface. At the top left is the Cardinal logo. To its right is a search bar with a dropdown menu set to 'All' and the text 'set_override'. Further right is an 'Advanced Search' button. Below the search bar is a navigation breadcrumb: 'Favorites > Main Menu > Project Costing > Project Definitions > General Information'. A horizontal menu contains several tabs: 'General Information', 'Project Costing Definition', 'Manager', 'Projects', 'Projects Distribution', 'User Fields', 'Rates', and 'Attachments' (which is highlighted with a red border). Below the menu, the project details are shown: 'Project 0000109846' and 'Description Information Technology Upgrade'. A 'Document Attachments' table is displayed with columns 'Requests' and 'Attached File'. The table contains one row with the number '1' in the 'Requests' column. To the right of the table are navigation controls: 'Personalize | Find | View All | [grid icon] | [list icon] | First [left arrow] | 1 of 1 | [right arrow] | Last'. Below the table are two buttons: 'Save as Template' and 'Copy Project'. At the bottom of the interface, there are several navigation links: 'My Projects', 'Project Valuation', 'Project Team', 'Project Activities', 'Go To', and 'More' (with a dropdown arrow). At the very bottom, there are four action buttons: 'Save', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.



Update Project Status

A project's status can be updated from **Active** to **Closed** and from **Closed** to **Active**.

When updating the project status, it is important to correctly update the **Effective Date** and **Sequence** as this controls when transactions can be posted to a project. A project status can be updated by navigating to the following path:

Main Menu > Project Costing > Project Definitions > General Information

Enter the Project ID in the **Project** field and click **Search**.

The screenshot shows the 'General Information' search page in the Cardinal software. The breadcrumb navigation is 'Main Menu > Project Costing > Project Definitions > General Information'. The search criteria section includes:

- Business Unit: 15100
- Project: begins with [red box]
- Description: begins with [red box]
- Program: Detail Project
- Processing Status: [dropdown]

Additional options include checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and a text input for 'Limit the number of results to (up to 300): 300'. Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are visible at the bottom.



Update Project Status (continued)

- In the **General Information** tab, click the **Active** link.
- The **Status** page displays. Add a new effective-dated row by clicking the add button (+).
- After clicking the (+) button, the next sequence number displays.

CARDINAL All set_override Advanced Search Last Search Results Home

Favorites Main Menu > Project Costing > Project Definitions > General Information

General Information Project Costing Definition Manager Projects Projects Distribution User Fields Rates Attachments

Project 0000109846 Add to My Projects

*Description Information Technology Upgrade Program Processing Status **Active**

*Integration 15100 Department of Accounts Project Status: Active

Project Type Project Type Department of Accounts

Percent Complete 0.00 As Of

Project Health As Of

Project Schedule ?

*Start Date 02/02/2017 *End Date 02/02/2017 Additional Dates

Description Find | View All First 1 of 1 Last

Date/Time Stamp 02/02/17 10:53:28AM User ID FINUSER05

Description: Replace IT Equipment

CARDINAL All set_override Advanced Search Last Search Results Home

Favorites Main Menu > Project Costing > Project Definitions > General Information > Status

Status

Project 0000109846 Description Information Technology Upgrade

Project Status Find | View All First 1 of 1 Last

Effective Date 02/02/2017 Sequence 0 **+**

*Status A Active

Priority 0

Interest Calculation Factor 0.0

Comments

Return to General Information

Save Return to Search Notify Refresh Update/Display Include History



Update Project Status (continued)

- Enter the **Effective Date**. This date must be prior to the date the first expenditure must be posted to the project. If a future date is added, the project status is not effective until the date is reached.
- Notice that a new **Sequence** defaults. The **Sequence** allows you to enter multiple rows for the same **Effective Date**. This number defaults to one greater than the previous row.
- Enter or select **C** (Closed) in the **Status** field to close a project.
- Click the **Save** button.

The screenshot shows the 'Status' update form in the Cardinal software. The form is titled 'Project Status' and includes the following fields and controls:

- Project:** 000109846
- Description:** Information Technology Upgrade
- Effective Date:** 02/28/2017 (highlighted with a red box)
- Sequence:** 1 (highlighted with a red box)
- *Status:** C (highlighted with a red box)
- Priority:** 0
- Interest Calculation Factor:** 0.0
- Comments:** (empty text area)
- Buttons:** Return to General Information (highlighted with a red box), Save (highlighted with a red box), Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History.



Update Project Status (continued)

If the project is closed and needs to be temporarily opened, a new sequence should be added to the current **Effective Date** instead of adding a new effective dated row.

Temporary changes to a project's status should be made by adding a new **Sequence** to the current **Effective Date**.

For example, if a project status is closed effective 2/28/2017, **Sequence 0**, but charges need to be processed for 1/31/2017, add **Sequence 1** to the 2/28/2017 row.

To close the project after the expense finishes processing, add **Sequence 2** to the 2/28/2017 row.

The screenshot shows the 'Project Status' form in the Cardinal software. The project ID is 0000109846 and the description is 'Information Technology Upgrade'. The form contains the following fields:

- Effective Date: 02/28/2017
- *Status: A (Active)
- Priority: 0
- Interest Calculation Factor: 0.0
- Comments: (empty text area)
- Sequence: 2 (highlighted with a red box)

Navigation buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, and Include History.



Adding Projects to Project Trees

All projects in Cardinal must exist on project trees.

- The Project Reporting Tree is designed to capture all existing and future projects for a Business Unit.
- The Project Budget Tree must be updated, using a VCCC help desk ticket, if the Business Unit wants to associate a project to a Capital Outlay Project.



Creating Reporting Categories

Use the Reporting Category functionality to support reporting on Projects.

Reporting Categories are maintained by the agency on the **Define Reporting Categories** page.

Once a Reporting Category is defined, it is associated to a Project on the **Projects** tab of the **General Information** page.

Be sure to search the existing Reporting Categories before creating a new one. Once created, they cannot be deleted.

To create a new Reporting Category, navigate to the **Define Reporting Categories** page using the following navigation path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Project Options > Define Reporting Categories



Creating Reporting Categories (continued)

- Click the **Add a New Value** tab.
- Accept the default **SetID** of **STATE**.
- Next, enter the **Reporting Category** value to be created. For this example, enter **TECH**.
- Click the **Add** button.

Home

All Search Advanced Search

Favorites Main Menu Set Up Financials/Supply Chain Product Related Project Costing Project Options Define Reporting Categories

Define Reporting Categories

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

SetID STATE

Reporting Category TECH

Add

Find an Existing Value | Add a New Value



Creating Reporting Categories (continued)

- The **SetID** and **Reporting Category** default from the previous page.
- Enter a **Short Description**.
- Enter additional identifying information for the Reporting Category in the **Description** and **Comments** fields.
- Click the **Save** button. The **Reporting Category** can now be associated with the appropriate projects for reporting purposes.

The screenshot shows the 'Define Reporting Categories' page in the Cardinal software. The breadcrumb trail is: Home > Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Project Options > Define Reporting Categories. The page title is 'Define Reporting Categories'. There are two search fields: '*SetID STATE' and '*Reporting Category TECH'. Below these is a 'Details' section with a red border around the input fields. The 'Short Description' field contains 'TECH'. The 'Description' field contains 'IT Related Projects'. The 'Comments' field contains 'This reporting category provides the ability to report on all IT related projects.' At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box.



Associating Reporting Categories to Projects

To associate a **Reporting Category** to an existing Project, navigate to the **General Information** page using the following path:

Main Menu > Project Costing > Project Definitions > General Information

- Search for the Project on the **Find an Existing Value** tab.
- If needed, enter the correct **Business Unit** for the project.
- Click the **Projects** tab.
- Click the **Reporting Category** look up icon in the **Project Reporting Categories** section and select the desired reporting category.

The screenshot displays the Cardinal software interface. At the top, there is a search bar with a dropdown menu set to 'All' and a search input field. Below the search bar is a navigation breadcrumb: 'Favorites > Main Menu > Project Costing > Project Definitions > General Information'. A tabbed interface shows 'General Information', 'Project Costing Definition', 'Manager', 'Projects', 'Projects Distribution', 'User Fields', 'Rates', and 'Attachments'. The 'Projects' tab is active. The main content area shows 'Business Unit: 15100', 'Project: 0000109846', and 'Project Type: Information Technology Upgrade'. Below this is a 'Project Information' section with fields for 'External Project Number', 'Responsible Dept', 'Disaster Number', 'Disaster Indicator', and 'Property Damage Indicator'. At the bottom, the 'Project Reporting Categories' section is visible, showing a search for 'TECH' in the 'Reporting Category' field, with 'IT Related Projects' listed below. The search results are displayed as '1 of 1'.



Creating a Summary Project

Summary Projects are used in Cardinal to identify project relationships and track costs.

Summary Projects are used for budgeting and reporting purposes and cannot be used on transactions.

Detail projects are created to enter expenditure transactions. Each detailed project is associated to a predefined Summary Project through the use of trees. The project expenditures roll up to the Summary Project for reporting purposes.

An example of a Summary Project is Capital Outlay. In the case of Capital Outlay projects, DOA staff will have to create the project in Cardinal because only DOA staff have the ability to override the NEXT Project ID when creating a project in Cardinal.



Creating a Summary Project (continued)


- Summary projects are created by using a blank project, entering a description, and then selecting the **Program** checkbox in the **Project Definitions - General Information** page. No other tabs need to be filled out.
- You cannot charge project expenditures to summary projects.

Association of each capital outlay project to the project budget tree is required for the budget checking process.

The screenshot displays the 'General Information' tab of the 'Project Definitions' page in the CARDINAL system. The 'Program' checkbox is checked and highlighted with a red box. The 'Description' field contains 'Construction'. The 'Integration' field is '15100' with a search icon. The 'Project Type' field is empty with a search icon. The 'Percent Complete' field is '0.00' and the 'Project Health' field is a dropdown menu. The 'Start Date' is '02/02/2017' and the 'End Date' is '02/02/2017'. The 'Processing Status' is 'Active' and the 'Project Status' is 'A' with a search icon. The 'Description' field is empty with a search icon. The 'Long Description' field is empty with a search icon. The 'Save as Template' and 'Copy Project' buttons are visible. The 'Save', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History' buttons are also visible.



Creating a Summary Project (continued)

Home

All >> [Advanced Search](#) [Last Search Results](#)

Favorites > Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project NEXT Add to My Projects

***Description** **Program** **Processing Status** Active

***Integration** Department of Accounts **Project Status** Active

Project Type

Percent Complete **As Of**

Project Health **As Of**

Project Schedule

***Start Date** ***End Date** Additional Dates

Description Find | View All First of 1

Date/Time Stamp 02/02/17 2:46:12PM **User ID** FINUSER05

Description:

254 characters remaining

Long Description:

Save as Template Copy Project

Save Refresh Add Update/Display Include History Correct History



Lesson 3: Summary

3

Creating and Maintaining Projects

In this course, you learned:

- Projects are created and used to track expenditures / costs and revenue for a planned undertaking of something to be accomplished or produced, having a finite beginning and a finite ending date.
- Reporting Category is an optional feature that supports reporting on projects.
- Summary projects are created to identify project relationships, as well as to provide a way to track costs and represent a single project to which one or more detail projects roll up.



Lesson 4: Introduction

4

Budget Structures

This lesson covers the following topics:

- Understanding budget structures
- Budget Definitions



Understanding Budget Structures

The budget structure (ledger group) defines the processing rules for each budget ledger.

The Commonwealth of Virginia has Statewide and Agency budget structures that are used in Cardinal.

Agency budgets are established as the lower level budget to the Statewide budget.

The **SW GL334 Processing Budget Journals** course explains the creation, processing, and correction of budget journals.



Statewide Budget Structures

Statewide budget structures are established as the parent budget level.

They are:

- **Appropriation budget structure** - The appropriation budget structure is the highest level of budgetary control established for the Commonwealth. The Appropriation budget is established at a summary level of the ChartFields, while agency budgets are typically established at a lower level of detail.

All appropriations authorized by the General Assembly are controlled by this budget structure and include the executive budget, capital budget, and other special appropriations. This budget structure assures that spending does not exceed the amount authorized by the General Assembly.

- **Allotment budget structure** - The allotment budget structure limits spending level authority. The structure is configured as a child of the appropriation budget so that the total of the allotment budget lines cannot exceed the parent budget. The difference between the appropriation budget and the related allotment budgets is the unallotted amount.
- **Operating Plan budget structure** - The Operating Plan budget structure is used to budget to a lower level than the Appropriation budget structure, and agencies are required to submit their Operating Plan Budget to DPB.
- **Statewide Revenue Estimate** - The Statewide Revenue estimate budget is used to track the recognition and collection of revenues against the Commonwealth's Official Revenue Estimate.



Agency Budgets

Agency budgets are established at a more detailed level than the statewide budgets. Agency annual budget calendars are aligned with the fiscal calendar.

Agency budgets are created and maintained by the agency and may include:

- **Agency Lower Level Budget** (expenditure budget) is a breakdown of the appropriation budget that can be used by agencies to manage or control agency budgets. This budget level is created as a child to the statewide appropriation parent budget.
- **Agency Operational Budget** (expenditure budget) is the detailed agency operating budget structure.
- **Agency Project Budget** (expenditure budget) is a project level budget, and optionally a task level budget.
- **Agency Revenue Estimate Budget** (revenue budget) is used to track the recognition and collection of revenues against a revenue estimate at an agency level.



Budget Definitions

Use the **Budget Definitions** page to view budget definitions. Navigate to this page through the following path:

Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

On the **Find an Existing Value** tab, select the appropriate **SetID Value**. Enter the **Ledger Group** you would like to view.

For example, to access the Agency Operational budget structure enter **CC_OPRL** in the **Ledger Group** field.

Click the **Search** button.

CARDINAL All Search

Favorites Main Menu > Commitment Control > Define Control Budgets

Budget Definitions

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

Find an Existing Value Add a New Value

Search Criteria

SetID Value = 10100
Ledger Group = CC_OPRL

Include History Correct History
Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

SetID Value	Ledger Group	Description
10100	CC_OPRL	CC Agency Operational

Find an Existing Value | Add a New Value



Budget Definitions: Control Budget Options

Some key fields on the **Control Budget Options** tab are explained below.

Tolerance Percent: The percentage variance over budget allowed before the system creates an exception. This value can be overridden at lower definition levels.

Parent Control Budget: If this budget definition is a child in a hierarchy of budget definitions, select its parent budget definition here. This establishes the connection between the two budget definitions, enabling the system to enforce the relationship.

Ruleset CF: Used to define rules for the budget calendar, budget key ChartFields, and translation trees. RuleSets provide flexibility without creating additional budget structures and ledgers.

Control CF: Used to determine whether or not transactions will be subject to a Budget Structure. For example, for an Agency Operational Budget Structure, Fund may be the Control ChartField.



Budget Definitions: Control Budget Options (continued)

Control Options define how restrictive budget structures are with respect to transactions. The following options are available:

Control

- Verifies transactions based on valid ChartField combinations and monetary amounts.
- If the ChartField combination does not exist or the budget amount is exceeded, the transaction will generate an error.
- No further processing can be performed until the error is corrected by an authorized agency user or the budget is overridden by an authorized user.

Track with Budget

- Verifies transactions based on valid ChartField combinations and not on monetary amounts.
- Tracks transaction amounts against available budgets and issues warning messages when they exceed budget amounts.
- However, if the budget combination does not exist, the transaction will generate an error.

Track Without Budget

- Track transactions even if there is no budget set up.
- All transactions pass without error.



Budget Definitions: Control Budget Options (continued)

CARDINAL All Search >> Advanced Search

Favorites > Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Control Budget Options Ruleset Chartfield Keys and Translations Expiration Chartfield Budget Period Status Control ChartField Offsets

SetID 10100 Ledger Group CC_OPRL

Effective Date Find | View All First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active

*Description CC Agency Operational Definition Status Valid

Budget Type Expense Associated Expenditure Budget

Tolerance Percent Parent Control Budget

Ruleset and Control ChartField

*Ruleset CF Program Tree Name Level Name

*Control CF Fund Expiration CF Default Ruleset DEFAULT

Commitment Control Options

*Control Option Tracking w/ Budget *Budget Status Open

Entries Must Balance Enable Funding Source

Enable Statistical Budgeting

Child Budgets Exceed Option

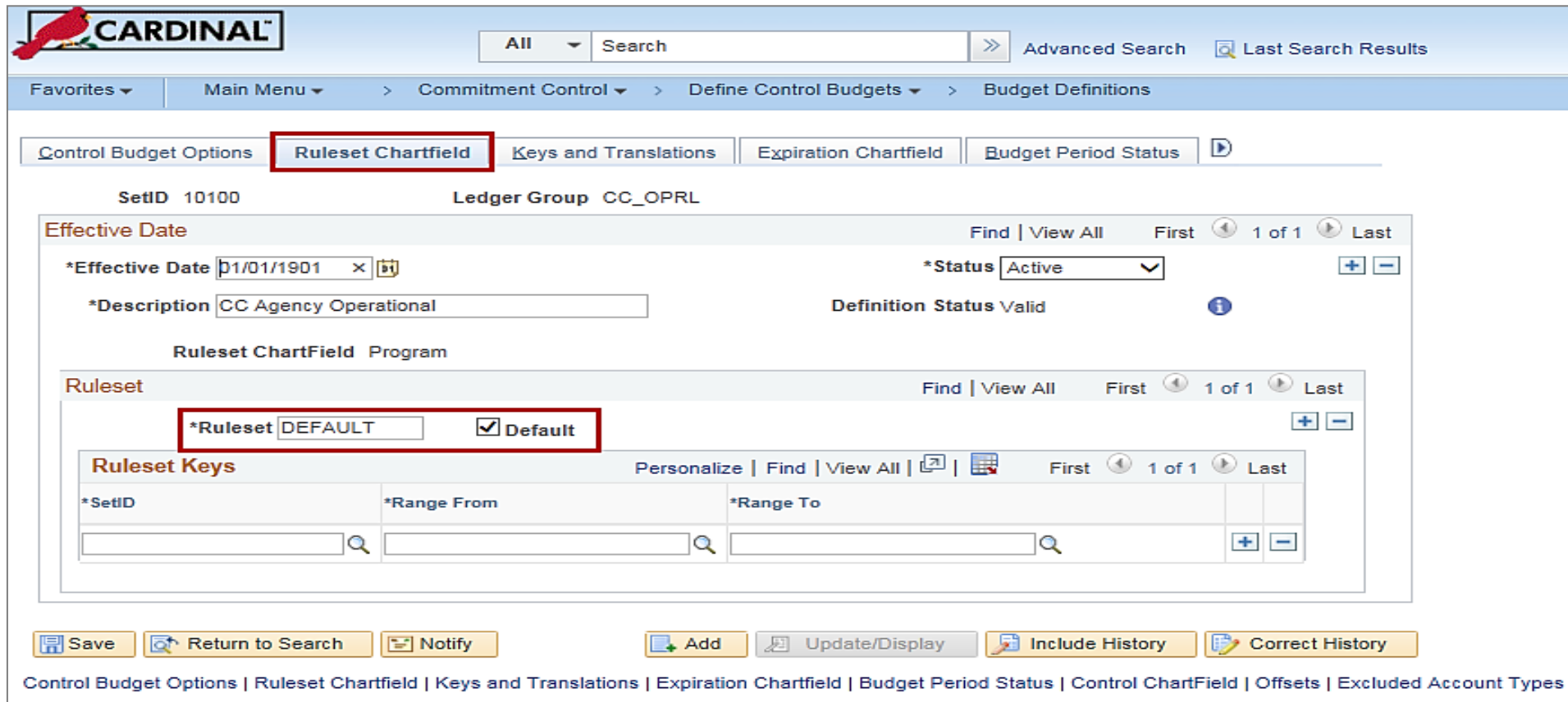
Save Return to Search Notify Add Update/Display Include History Correct History

Control Budget Options | Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | Excluded Account Types

Budget Definitions: Ruleset ChartField

Rulesets are used when there are different processing rules for a budget definition that are dependent on specific ChartField values. For example, Project is required for the Capital Outlay Program in the Appropriation and Allotment budgets.

Ruleset: If there are no rulesets for specific ChartField values, the **Default** ruleset will display.

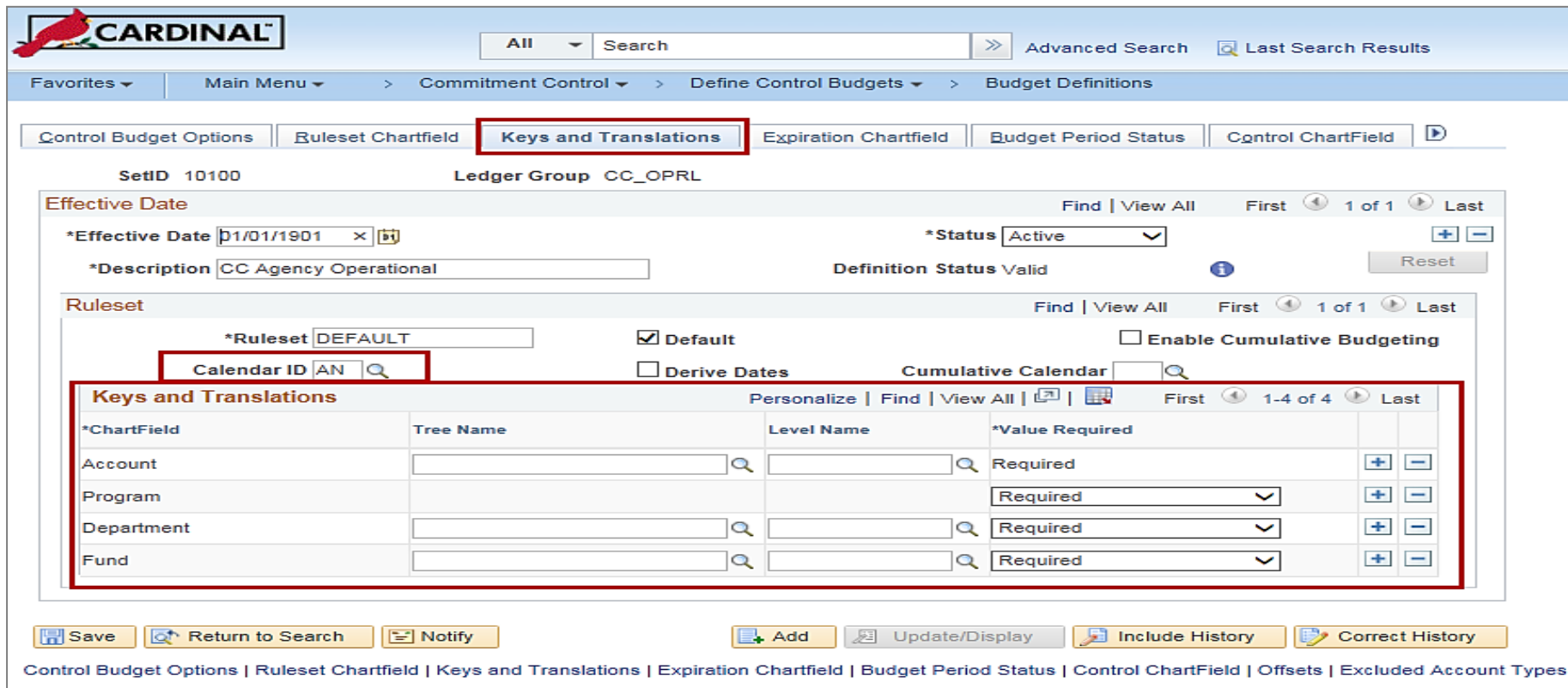


The screenshot shows the 'Budget Definitions' configuration page in the Cardinal system. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Define Control Budgets > Budget Definitions. The 'Ruleset ChartField' tab is selected and highlighted with a red box. The configuration is for SetID 10100 and Ledger Group CC_OPRL. The 'Effective Date' is 01/01/1901 and the 'Description' is 'CC Agency Operational'. The 'Status' is 'Active' and the 'Definition Status' is 'Valid'. In the 'Ruleset' section, 'DEFAULT' is selected as the ruleset, and the 'Default' checkbox is checked, both highlighted with a red box. The 'Ruleset Keys' section has empty input fields for SetID, Range From, and Range To. At the bottom, there are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History. The breadcrumb trail at the bottom is: Control Budget Options | Ruleset ChartField | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | Excluded Account Types.

Budget Definitions: Keys and Translations

Calendar ID: The primary budget period calendar used to specify the budget periods that are valid for the ruleset. If a calendar ID is not specified for the ruleset, the entire budget is viewed as a single period.

ChartField: A row displays for each key ChartField for the ruleset. ChartField values that are valid for budgeting can be limited on the **Control ChartField** page and the **Excluded Account Types** page.



The screenshot displays the 'CARDINAL' system interface for 'Budget Definitions'. The 'Keys and Translations' tab is selected and highlighted with a red box. The interface shows the following details:

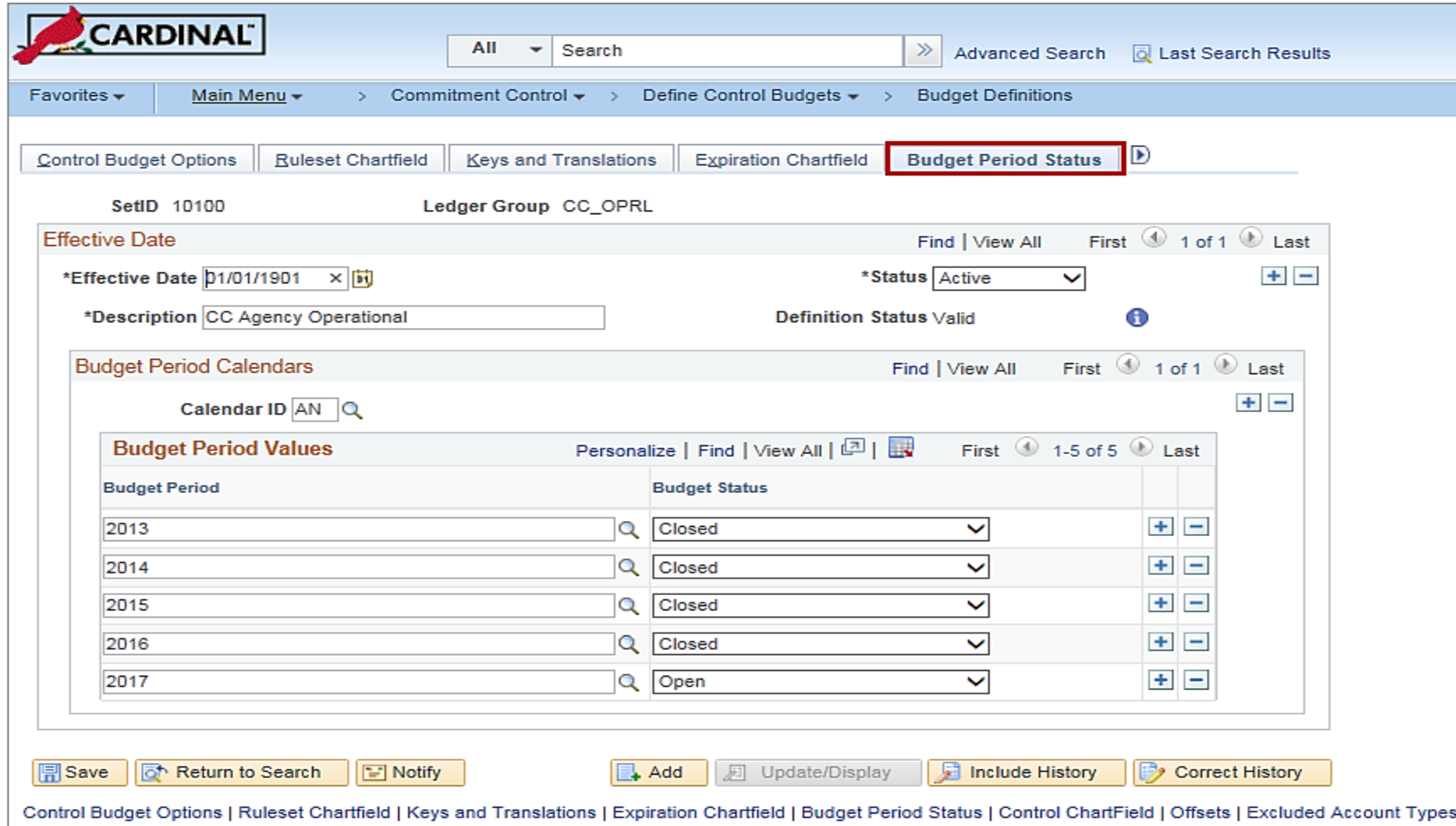
- SetID:** 10100
- Ledger Group:** CC_OPRL
- Effective Date:** 01/01/1901
- Description:** CC Agency Operational
- Status:** Active
- Definition Status:** Valid
- Ruleset:** DEFAULT (checked as Default)
- Calendar ID:** AN (highlighted with a red box)
- Keys and Translations Table:** (highlighted with a red border)

*ChartField	Tree Name	Level Name	*Value Required		
Account			Required	+	-
Program			Required	+	-
Department			Required	+	-
Fund			Required	+	-

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The breadcrumb trail at the bottom reads: 'Control Budget Options | Ruleset Chartfield | Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | Excluded Account Types'.

Budget Definitions: Budget Period Status

Budget Status: Indicates whether the Budget Period is Open or Closed.



The screenshot displays the CARDINAL system interface for configuring Budget Period Status. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Define Control Budgets > Budget Definitions. The 'Budget Period Status' tab is selected and highlighted with a red box. The configuration is for SetID 10100 and Ledger Group CC_OPRL. The 'Effective Date' is 01/01/1901 and the '*Status' is Active. The '*Description' is 'CC Agency Operational' and the 'Definition Status' is Valid. Below this, the 'Budget Period Calendars' section shows a search for 'AN'. The 'Budget Period Values' table lists years from 2013 to 2017 with their respective statuses: 2013-2016 are Closed, and 2017 is Open.

Budget Period	Budget Status
2013	Closed
2014	Closed
2015	Closed
2016	Closed
2017	Open



SetIDs for Excluded Account Types and Excluded Accounts

Budget Definitions – Excluded Account Types:

- SetID - Select a SetID for all accounts which will be excluded for an account type for budget processing.
- Excluded Account Types - Select the account types to excluded from budget processing against this Commitment Control ledger group.
- Exceptions - Click this link to access the **Exclude Account Type Exceptions** page to identify ranges of account values that are exceptions to the exclusion.

SetIDs for Excluded Accounts:

- SetID - Select a SetID for which some accounts will be excluded from among the included account types from budget processing.
- Excluded Accounts - Specify the ranges of account values for a particular SetID in the **From Account** and **To Account** fields that are to be excluded from budget checking.



SetIDs for Excluded Account Types and Excluded Accounts (continued)

CARDINAL All Search >> Advanced Search Last Search Results

Favorites > Main Menu > Commitment Control > Define Control Budgets > Budget Definitions

Keys and Translations | Expiration Chartfield | Budget Period Status | Control ChartField | Offsets | **Excluded Account Types**

SetID 10100 Ledger Group CC_OPRL

Effective Date Find | View All First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active

*Description CC Agency Operational Definition Status Valid

SetIDs for Excluded Account Types Find | View All First 1 of 1 Last

*SetID STATE

Excluded Account Types Personalize | Find | View All | 1-5 of 5 Last

*Account Type	Description	Exceptions		
A	Asset	Exceptions	+	-
L	Liability	Exceptions	+	-
Q	Equity	Exceptions	+	-
R	Revenue	Exceptions	+	-
T	Transfers	Exceptions	+	-

SetIDs for Excluded Accounts Find | View All First 1 of 1 Last

*SetID STATE

Excluded Accounts Personalize | Find | View All | 1-2 of 2 Last

*From Account	Description	*To Account	Description		
518110	Fd Balance Adjustmnt-Pr Yr Dec	539280	Adv Refunding-Pymt Escrow Agt	+	-
59TEDF	TE System Default Account	59TEDF	TE System Default Account	+	-

Save Return to Search Notify Add Update/Display Include History Correct History



Lesson 4: Summary

4

Budget Structures

In this lesson, you learned:

- The budget structure (ledger group) defines the processing rules for each budget ledger. The Commonwealth of Virginia has Statewide and Agency budget structures that are used in Cardinal.
- The Cardinal budget structure uses parent / child budget relationships to link the various budget structures as appropriate. The control option of each different budget structure is set depending on the purpose of the budget. Agency budgets are established as a lower level budget to the statewide budget.



Course Summary

GL336

General Ledger Maintenance

In this course, you learned:

- Recognize key General Ledger maintenance concepts
- Understand the overall General Ledger maintenance process
- Add or update Chart of Account values, and their associated attributes
- Understand Tree Structures
- Understand Combination Edits
- Create and update SpeedTypes and SpeedCharts
- Create and maintain a Project
- Create a Summary Project
- Understand budget structures



Course Evaluation

Congratulations! You successfully completed the **SW GL336: General Ledger Maintenance** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Flowchart Key



Key Terms

Budget Ledger: A budget ledger defines the type of budget (i.e. expenditure or revenue) and the type of transactions (i.e. budget, expense, or collected revenue) that will be recorded on the ledger.

Budget Structures: A budget structure defines the processing rules for each budget ledger.

Combination Edits: Rules that determine which ChartField values are required, or not allowed, in combination in order for an accounting entry to be posted.

Project: A planned undertaking with a finite beginning and a finite end. Typically, it requires both fiscal year and life to date budget and actual reporting.

Tree: A tool used to set up hierarchical structures in Cardinal. Trees can depict the relationships of the business entities in a hierarchical structure or represent a group of summarization rules (rollups) for a particular ChartField.

Tree Structure: A tree structure defines the groupings and hierarchical relationships between ChartField values in the same database table.

SpeedType / SpeedChart: A predetermined Chart of Accounts value string which populates the accounting distribution line when entered on a transaction





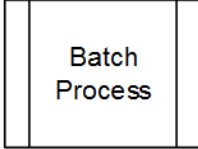
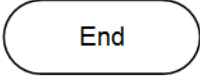
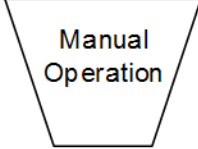
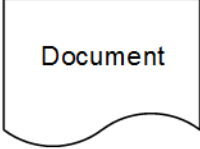
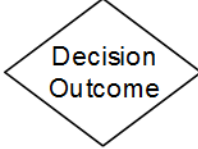
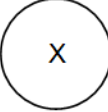
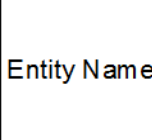
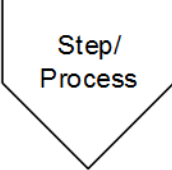
Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML



Flowchart Key

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