GL336

General Ledger Maintenance

Instructor Led Training

Rev 05/16/2024

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

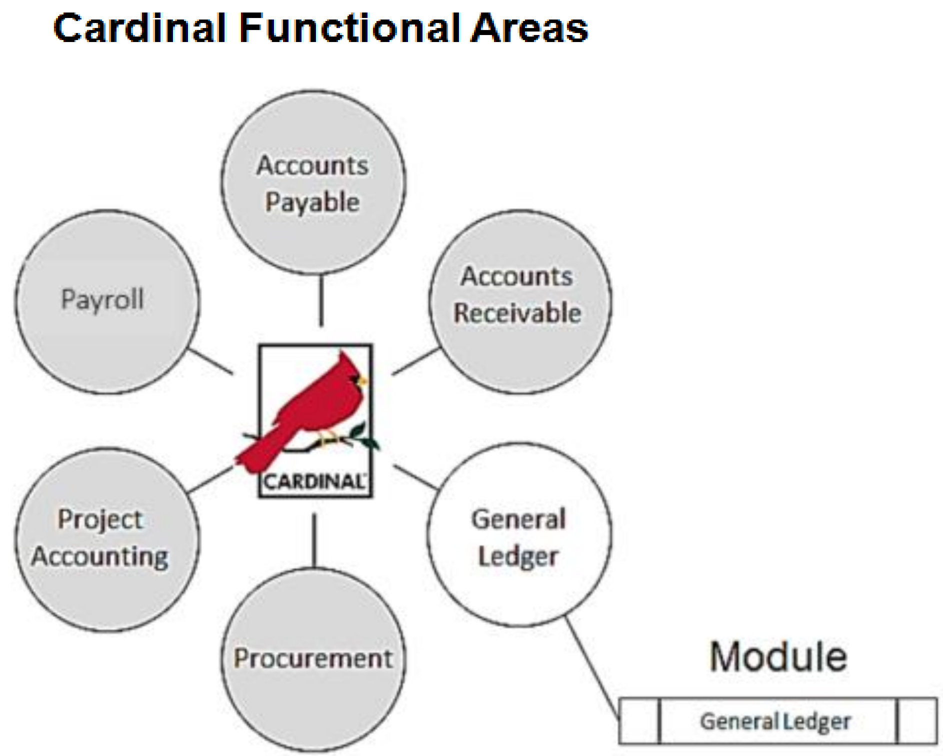
This lesson covers the following topics:

- 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:

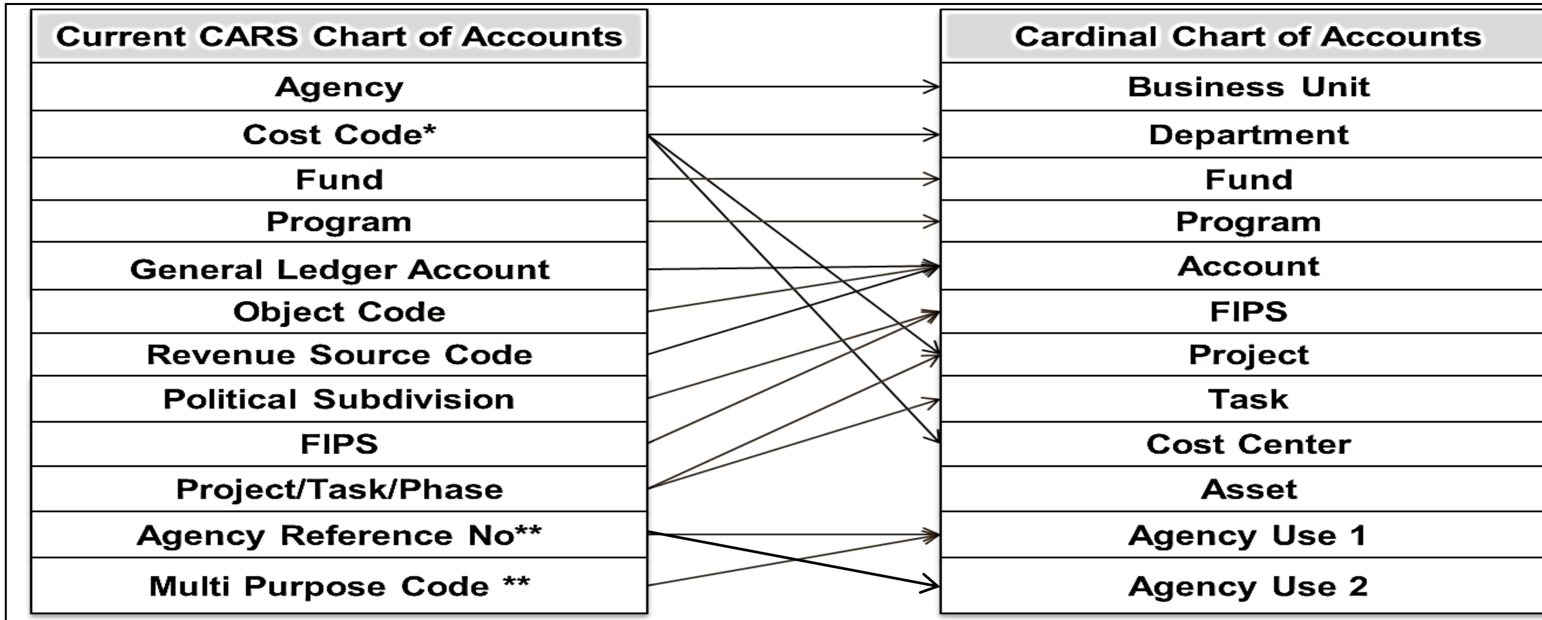
- Accumulate the results of transaction processing
- Create budgets
- Generate financial statements
- Provide source financial data for reporting purposes



Key Concepts

Some key concepts in General Ledger Maintenance include:

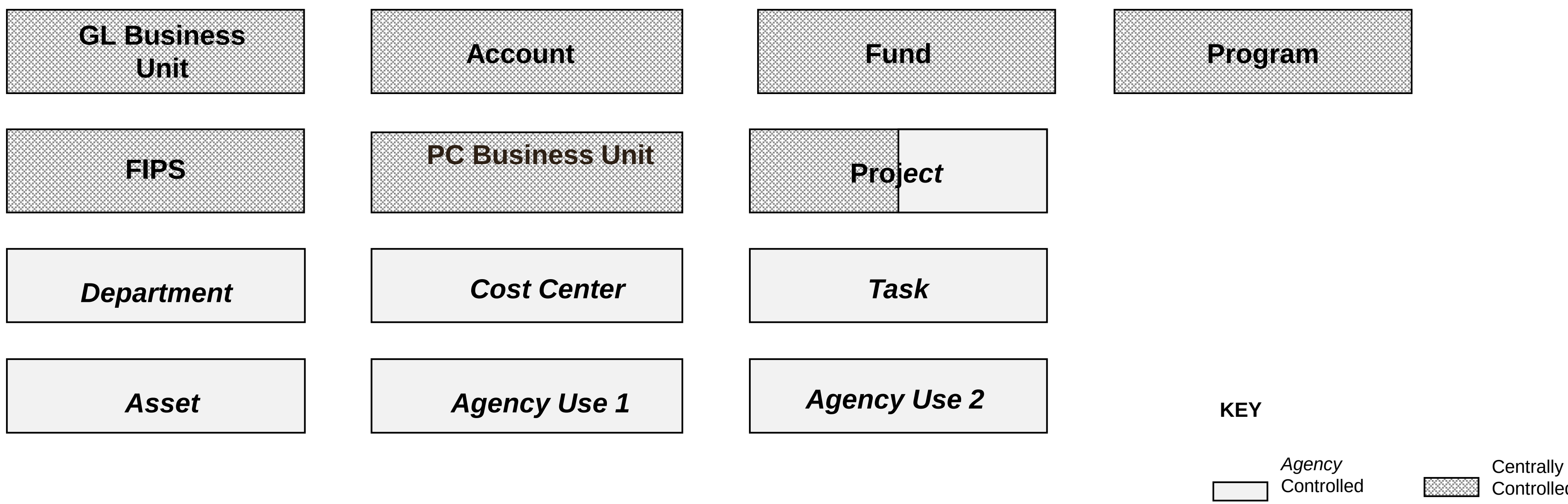
- The Chart of Accounts (COA) structure and values, maintained in General Ledger, aid in the recording and reporting of accounting information.
- Belo is a comparison of the COA fields of the Commonwealth's former Accounting and Reporting System (CARS) and Cardinal



*Agencies use Cost Code for multiple purposes; therefore, it may map to several agency maintained COA elements in Cardinal. This diagram does not include all possible mapping combinations.
**These fields are not true CARS COA elements; they are not summarized to the ledger. An agency will have Agency Use 1 or any of the other new COA elements to map to where necessary.

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.

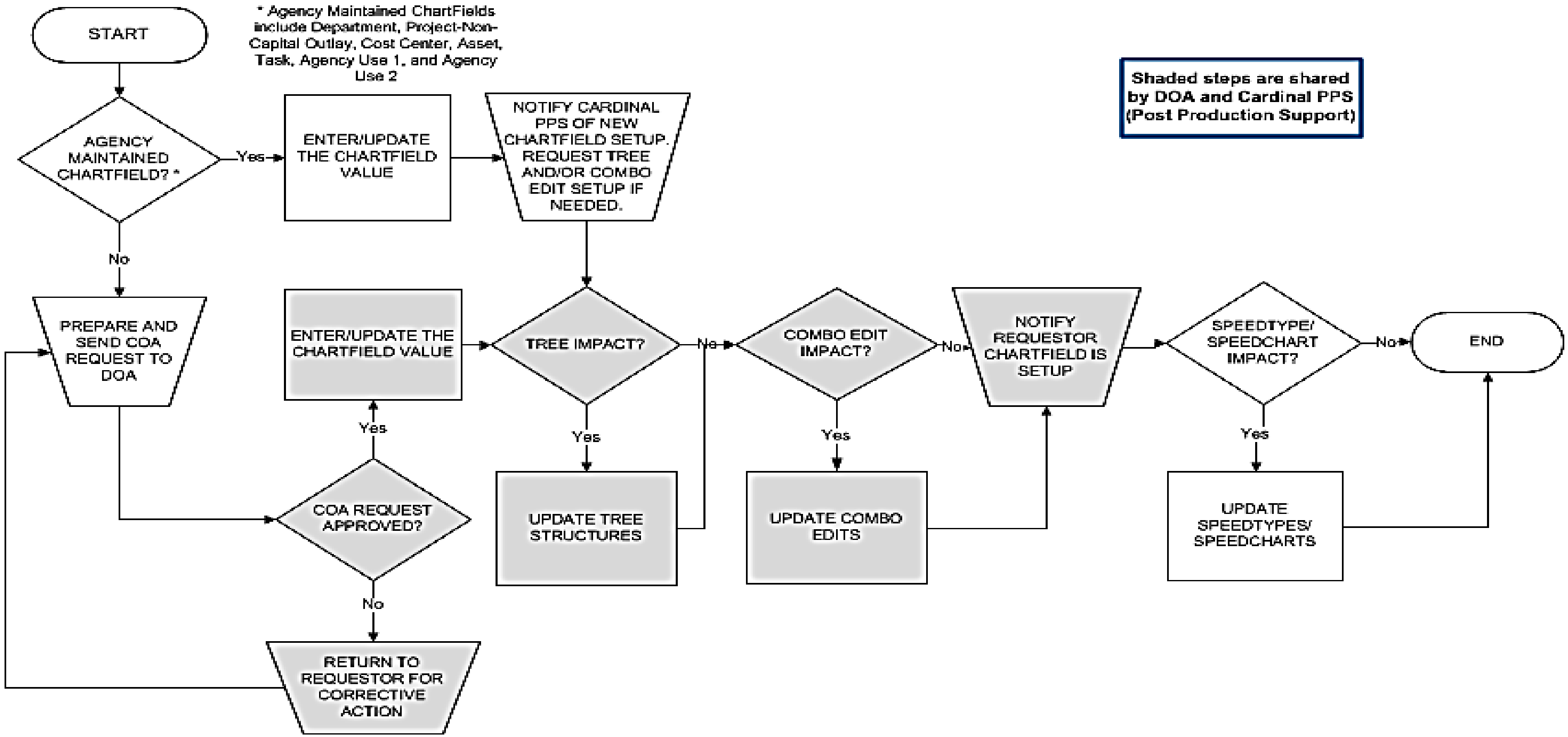


Chart of Accounts Values and Attributes

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.

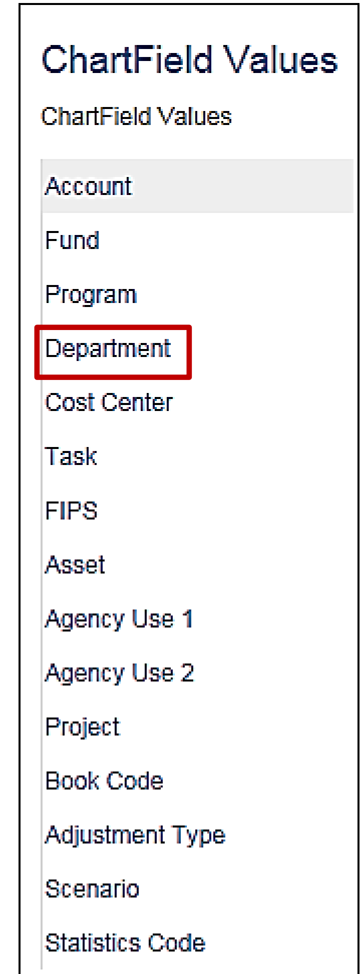
Adding a ChartField Value

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

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

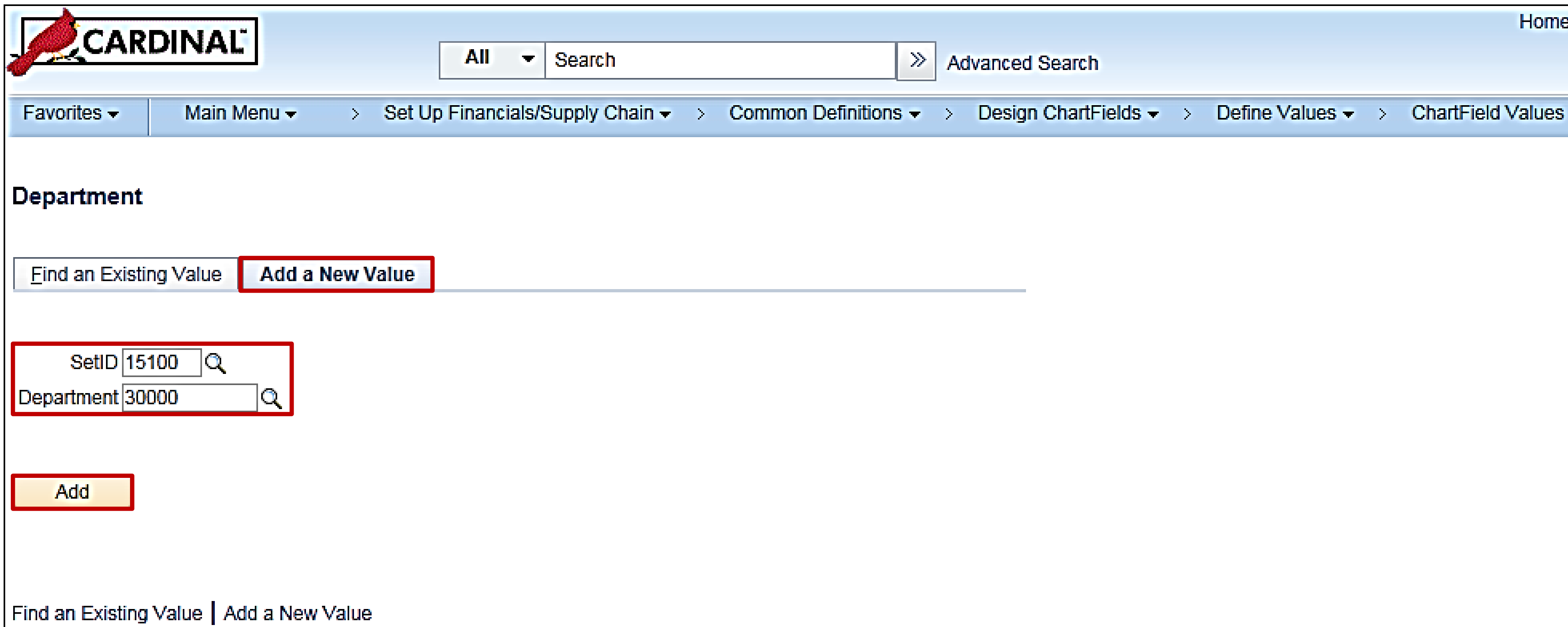
  Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

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



Adding a ChartField Value (continued)

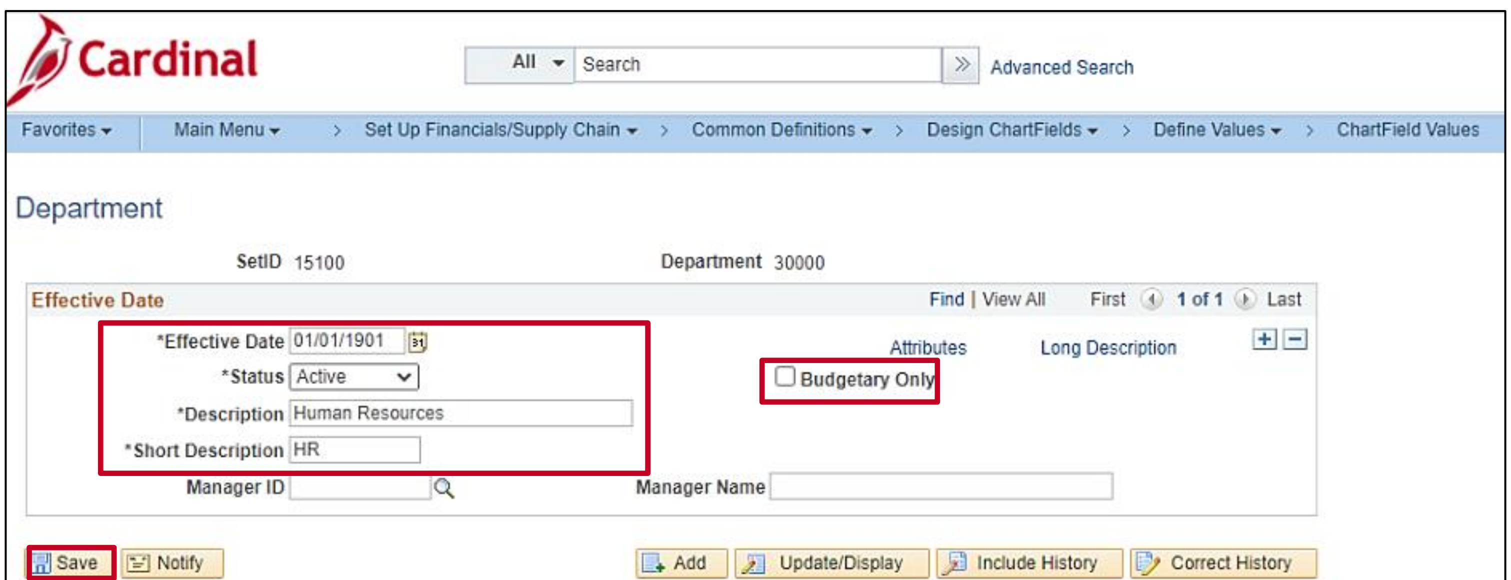
- Click the **Add a New Value** tab. Enter the **SetID**, which is the Business Unit for your agency.
- Next, enter the ChartField value that you are creating in the **Department** field.
- Click the **Add** button.



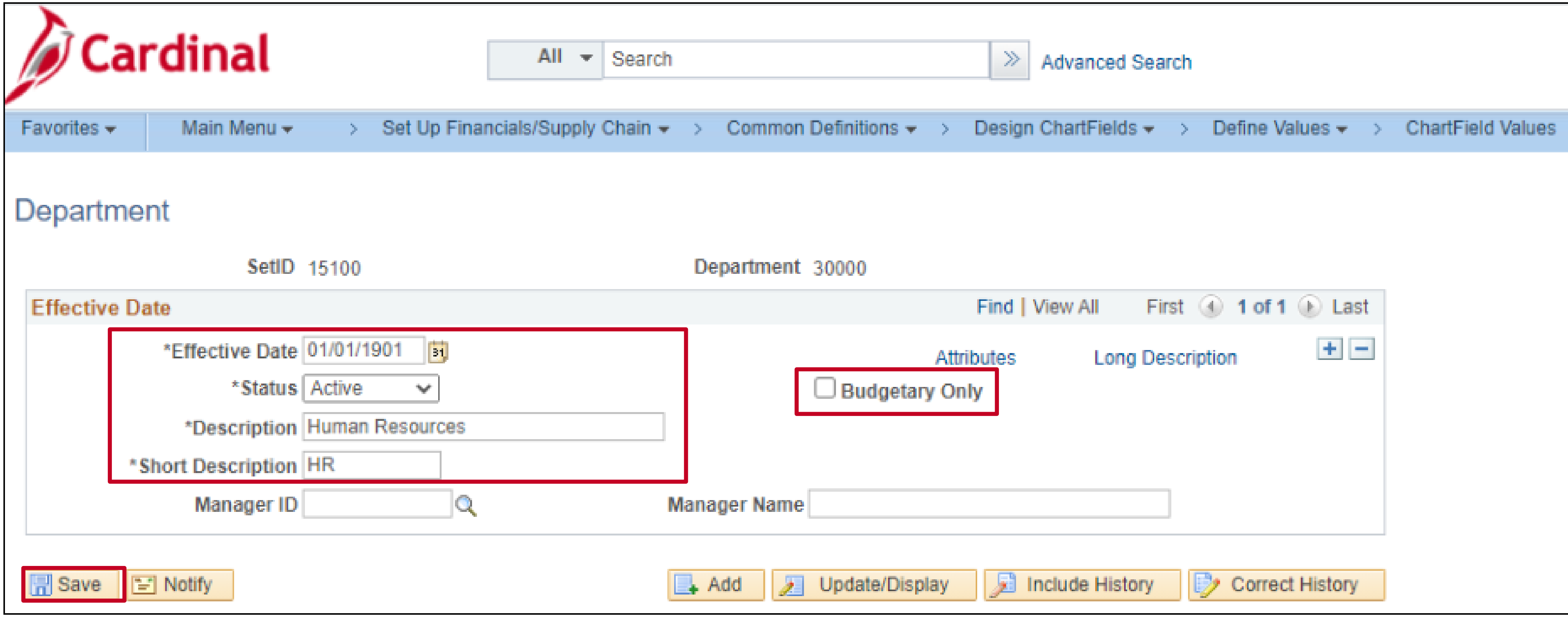
Adding a ChartField Value (continued)

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.



Adding a ChartField Value (continued)



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

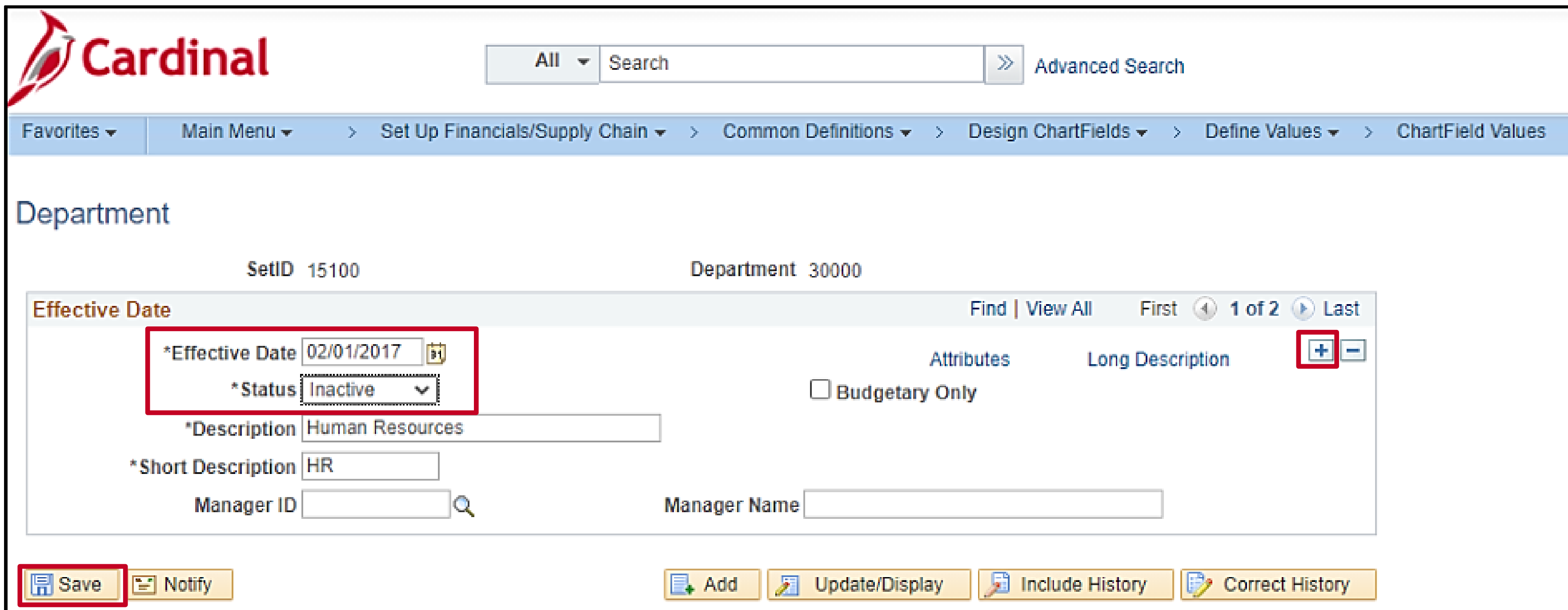
- Click **Department**.
- On the **Find an Existing Value** tab, enter the **SetID** (your agency Business Unit) and search criteria. In this example, enter the **Department** value, which is **30000**.
- Click the **Search** button.

Updating a ChartField Value (continued)

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

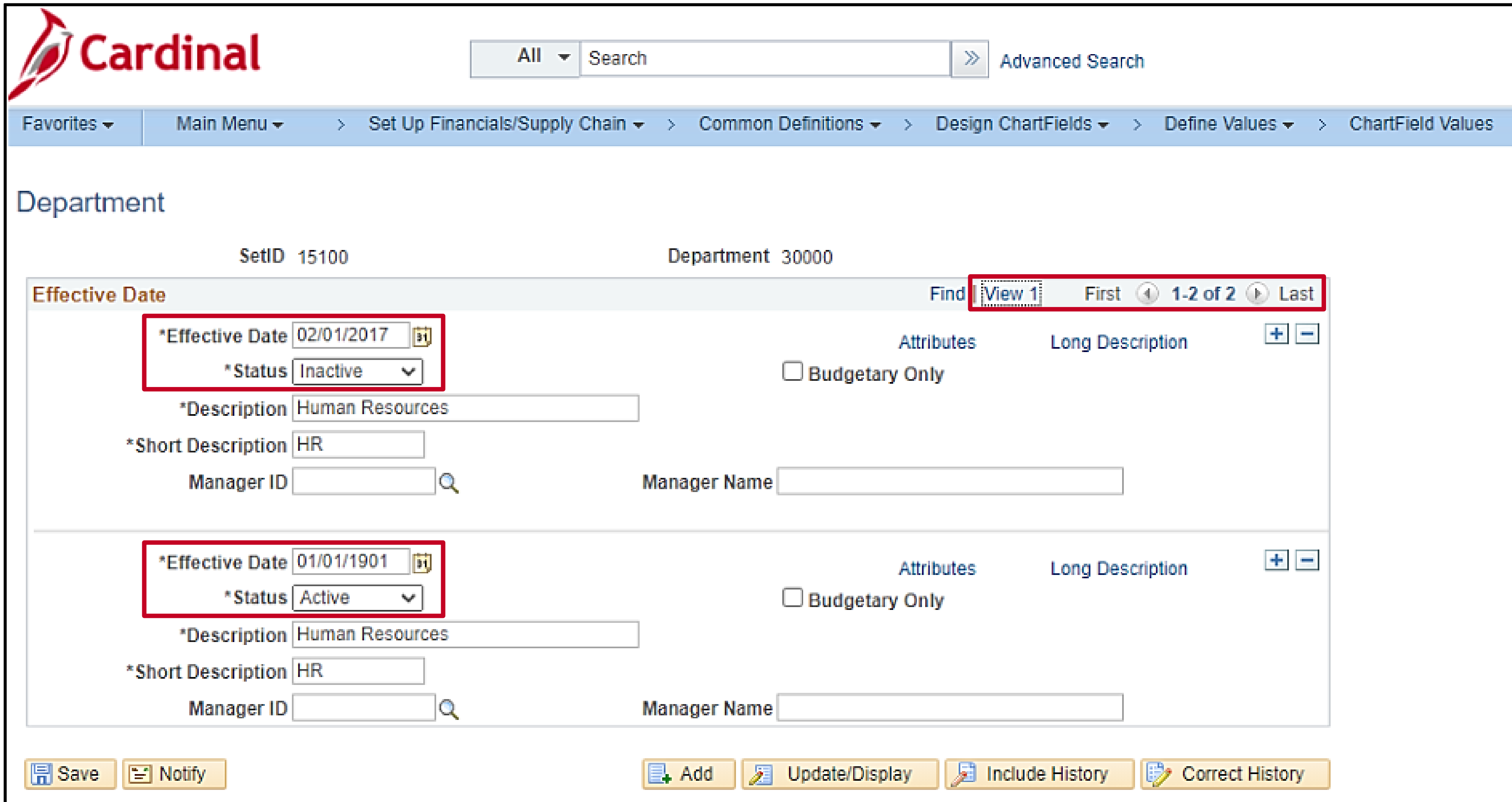
- Click the **Add a new row** (**+**) button to add a new effective dated row for this value.
- The **Effective Date** for the new row defaults to the current date.
- To inactivate a ChartField value, select **Inactive** from the **Status** drop-down menu.

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



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.



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.

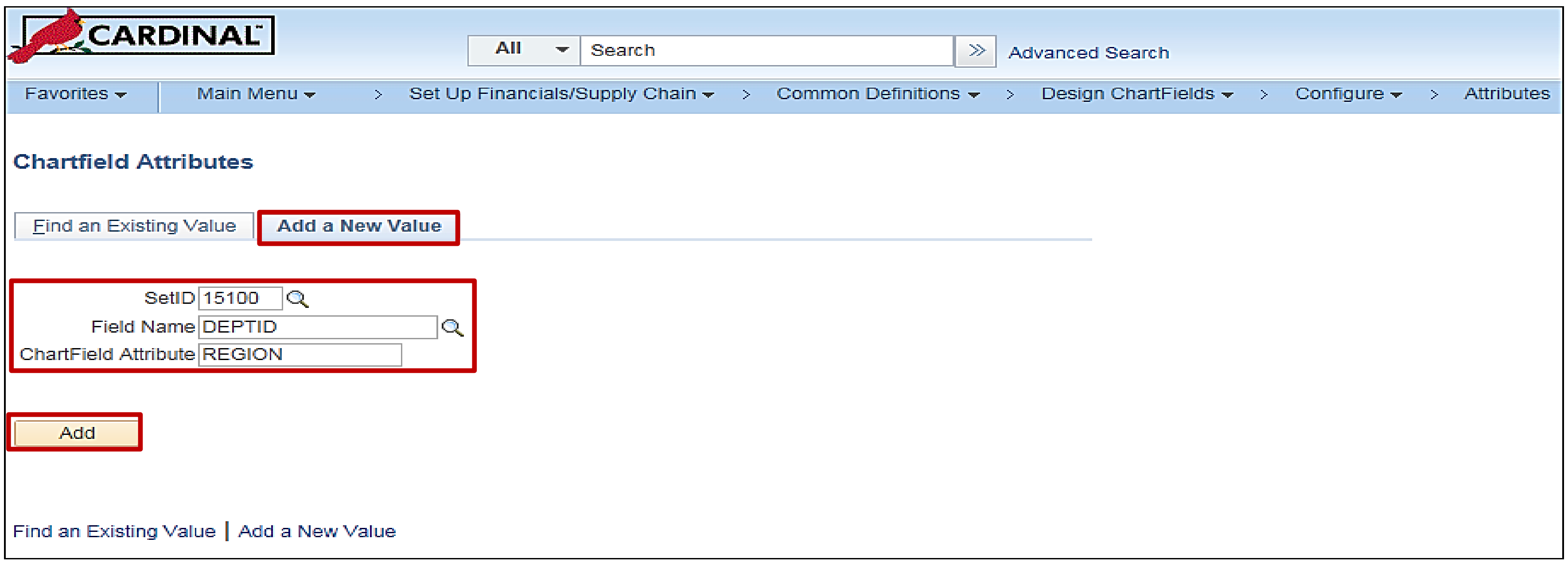
To create a generic ChartField attribute, navigate to the **ChartField Attributes** page using the following path:

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

Creating Generic ChartField Attributes

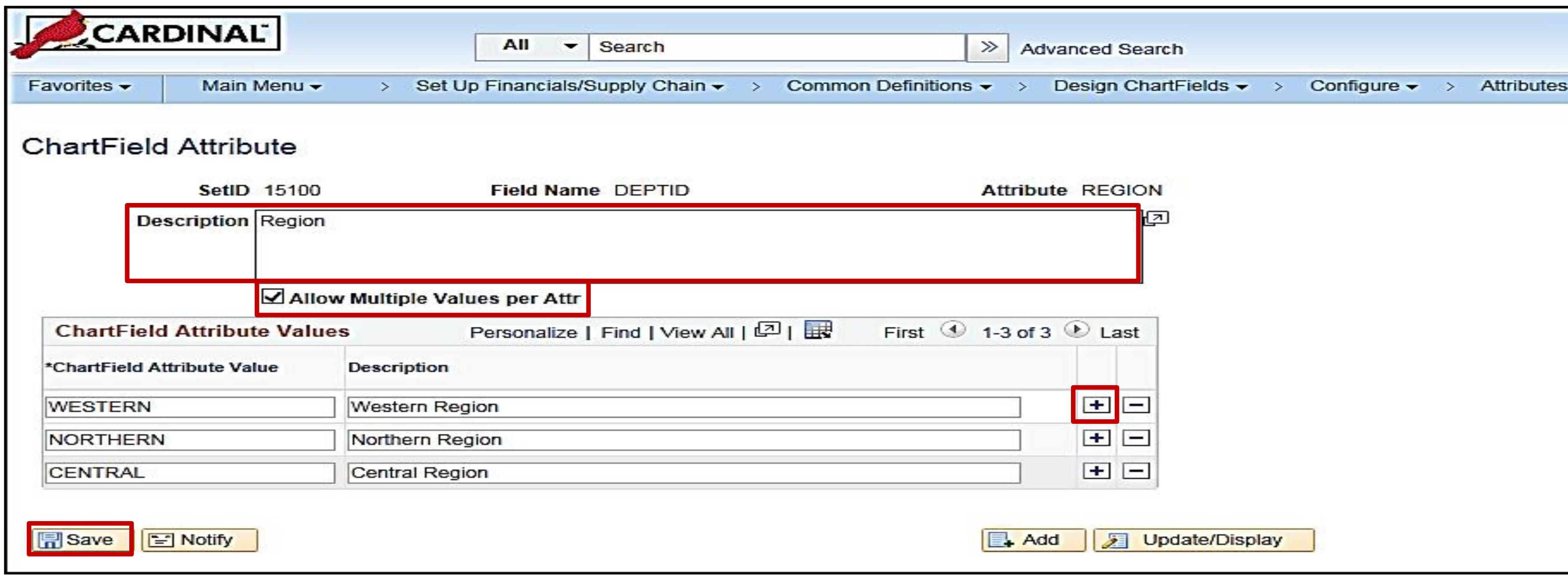
- Click the **Add a New Value** tab.
- Enter the agency's business unit in the **SetID** field.
- Enter the ChartField type in the **Field Name** field.
- Enter a name in the **ChartField Attribute** field to uniquely identify the attribute.
- Click the **Add** button.

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



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.



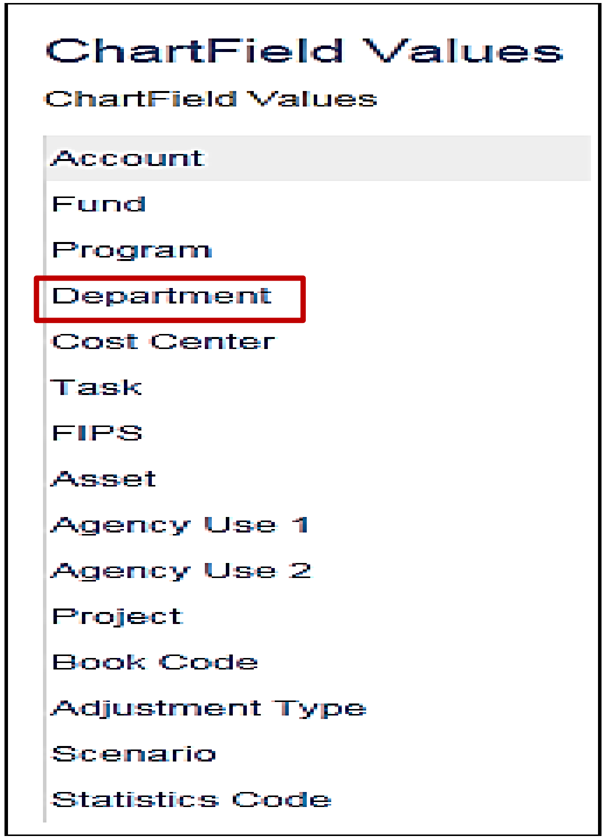
Attaching a ChartField Attribute to a ChartField

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

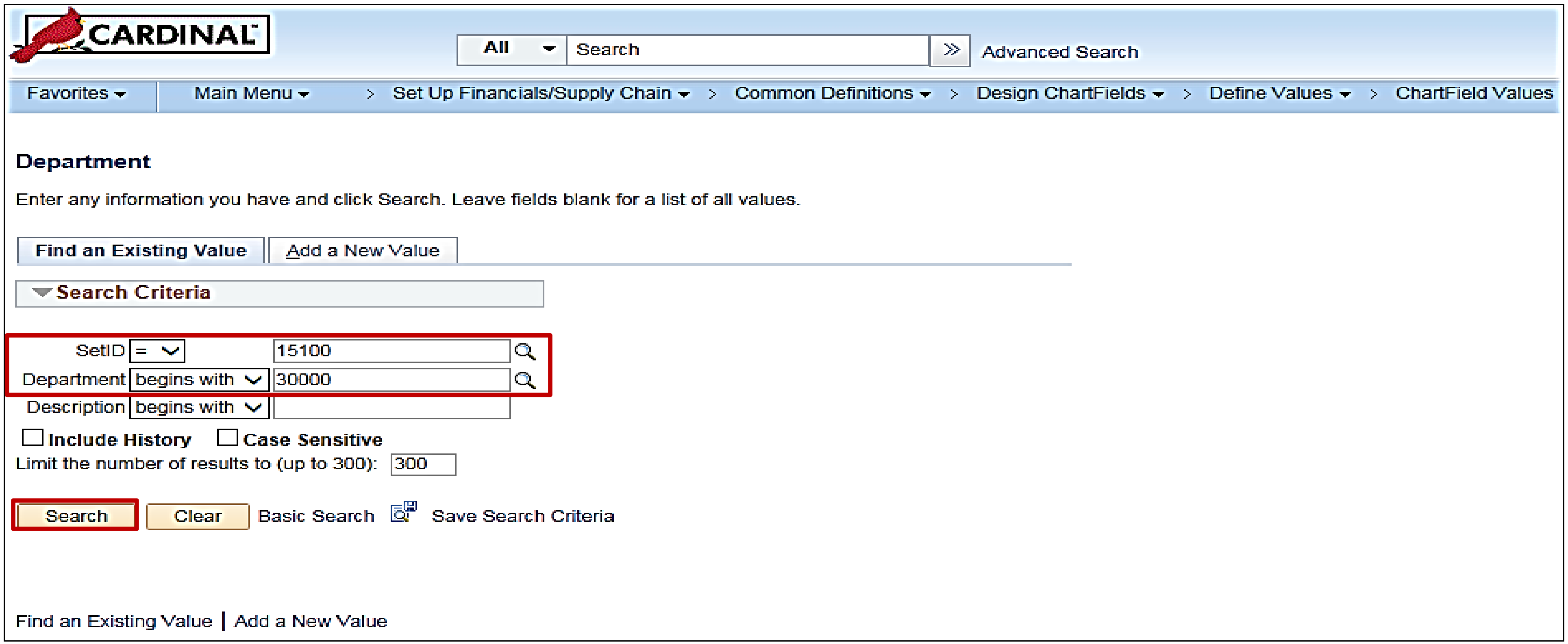
Click the link for the ChartField type being of the attribute for being added, in this example, **Department**.



Attaching a ChartField Attribute to a ChartField (continued)

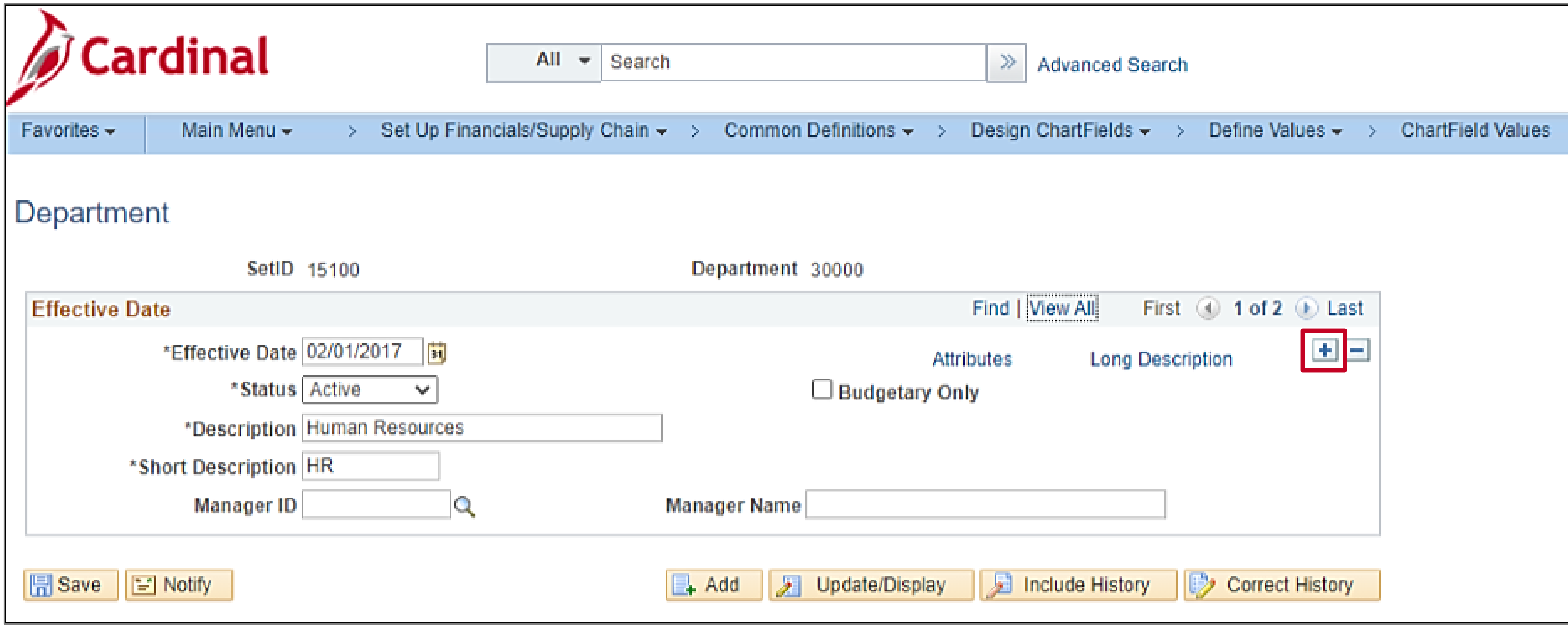
In this example, we are adding **REGION** (the attribute) and **NORTHERN** (the attribute value) to the **DEPTID** ChartField value.

- 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.



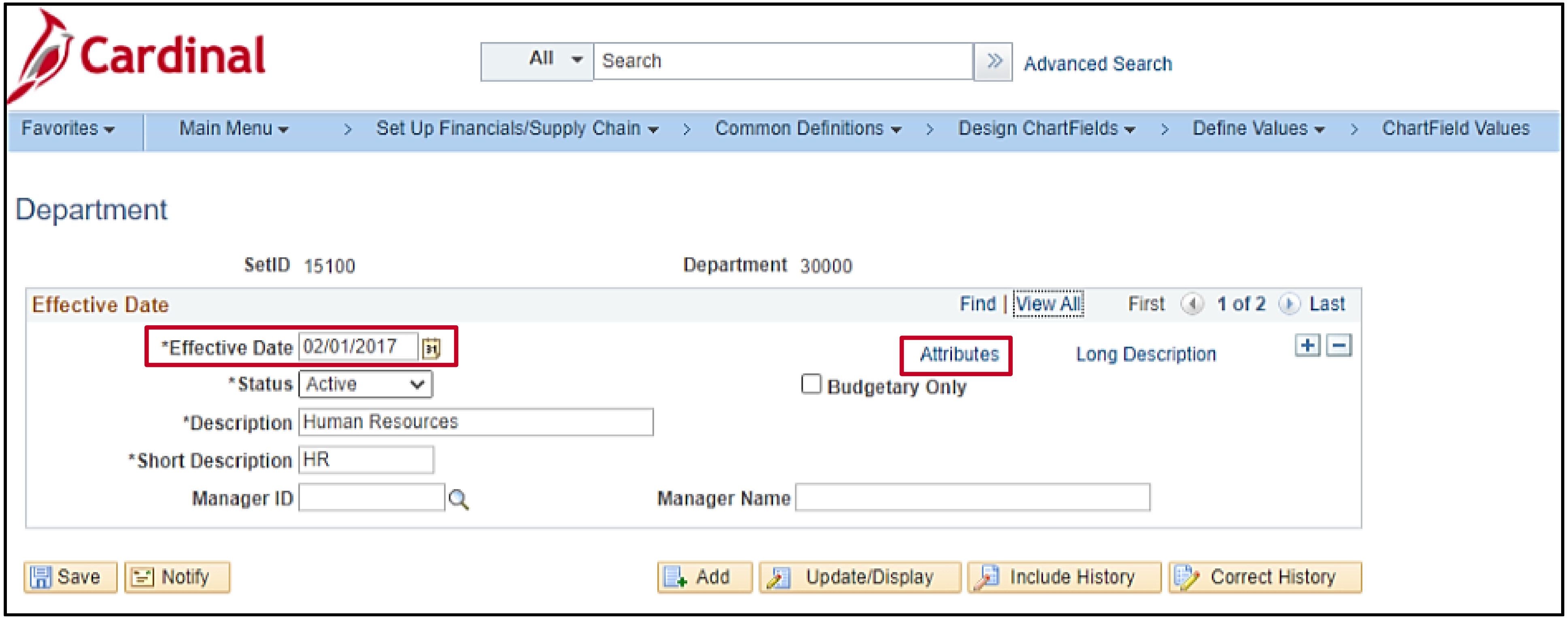
Attaching a ChartField Attribute to a ChartField (continued)

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



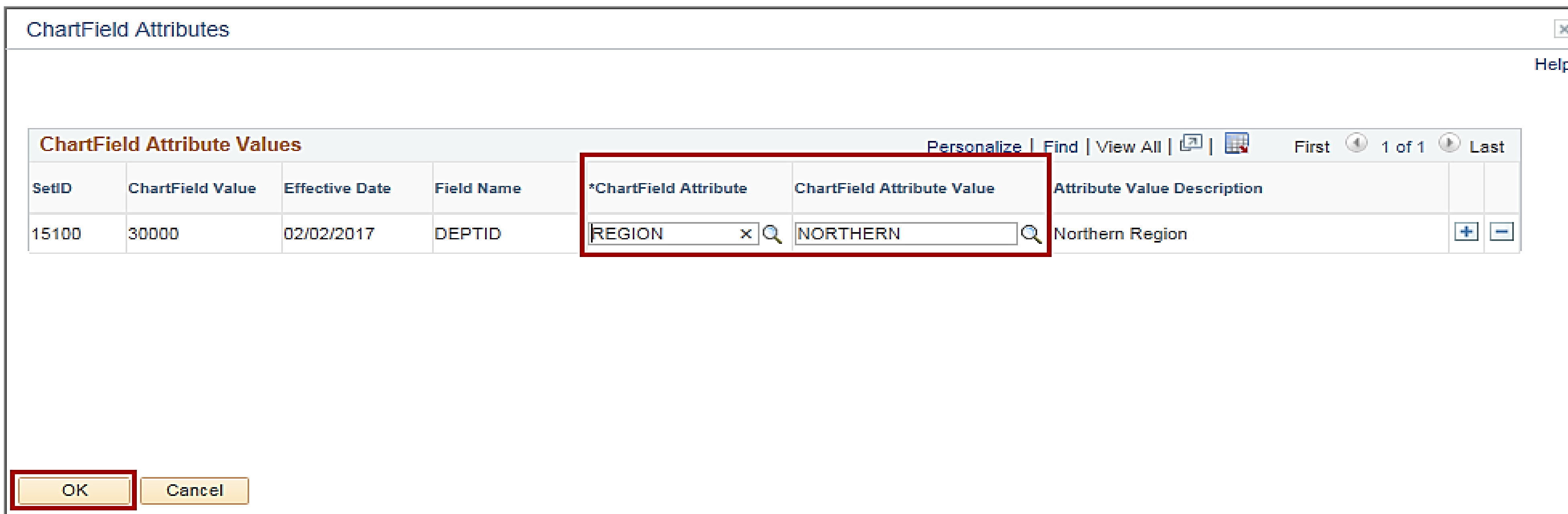
Attaching a ChartField Attribute to a ChartField (continued)

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



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.

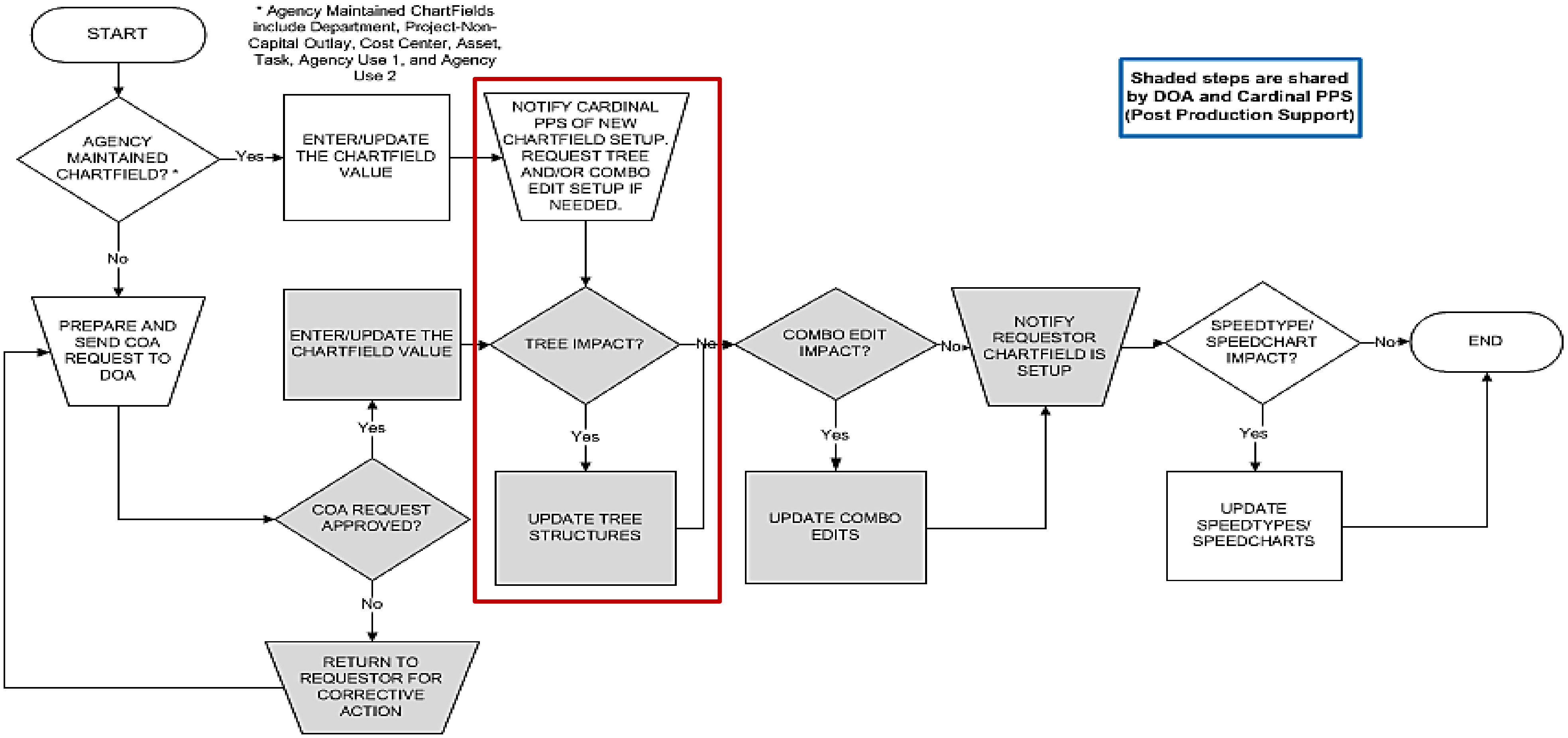


Simulation: Adding ChartField Values

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.

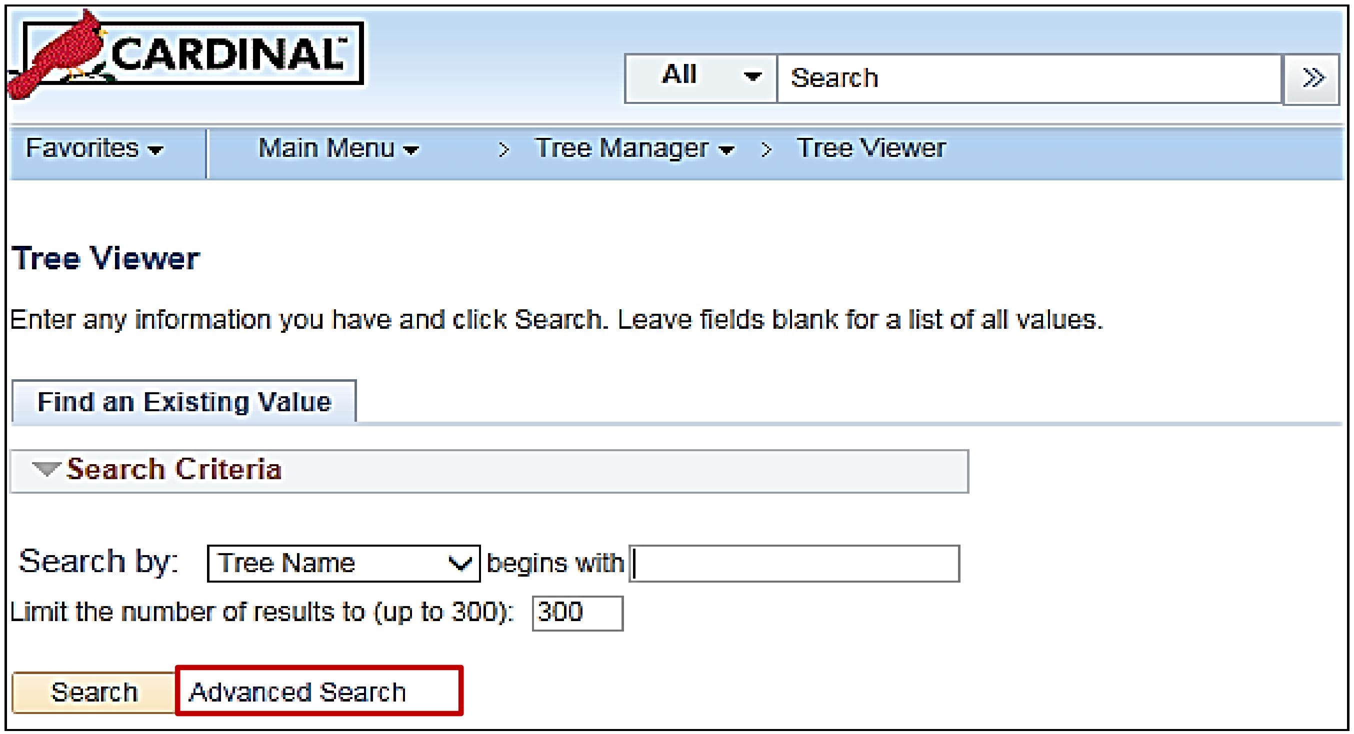
All updates to tree structures in Cardinal are maintained by Post Production Support (PPS). Trees are viewable in Cardinal in order to identify any needed updates.

Viewing Trees

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

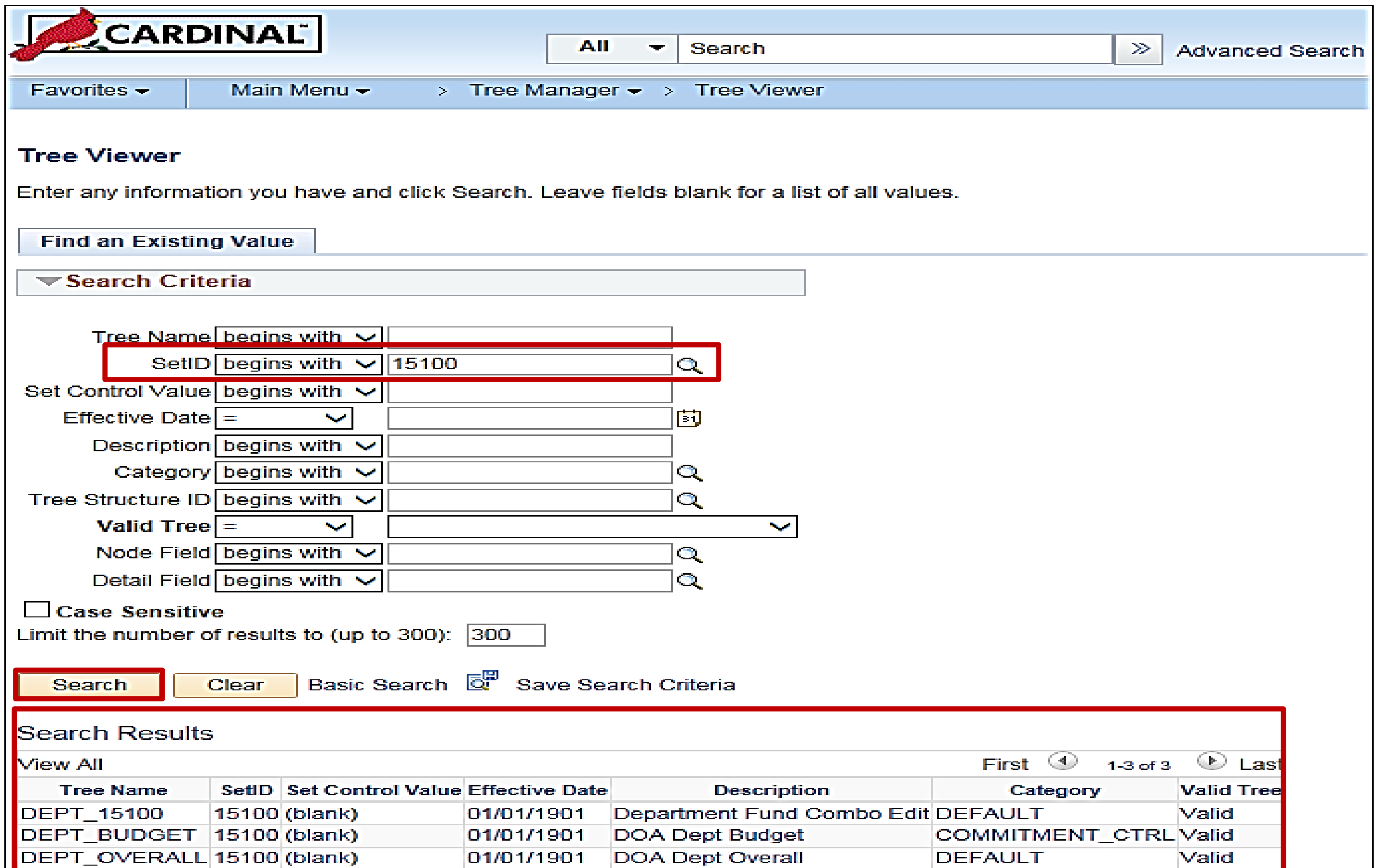
Main Menu > Tree Manager > Tree Viewer

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



Viewing Trees (continued)

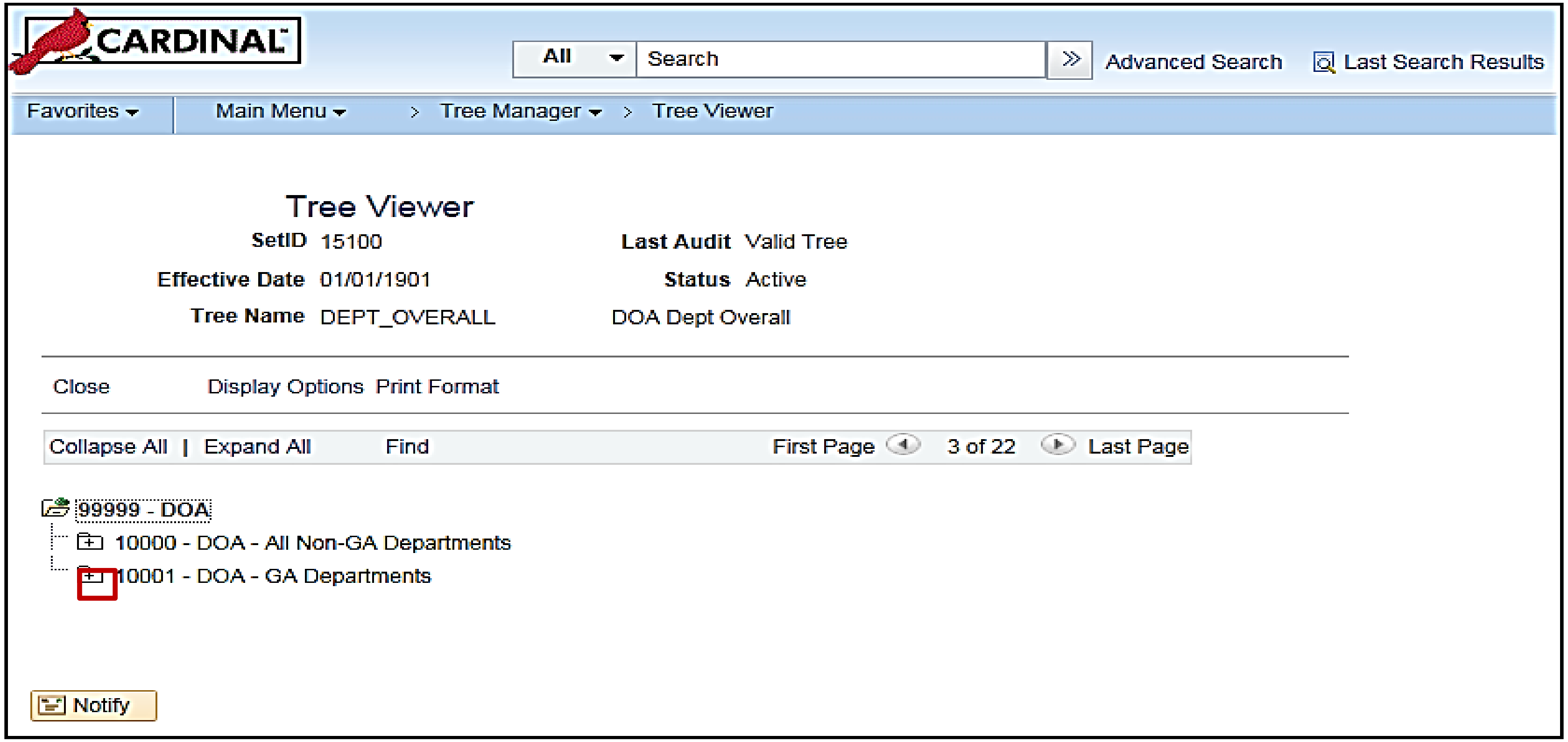
Enter the agency business unit in the **SetID** field to view trees for the agency or enter **STATE** to view statewide trees. Enter any additional search criteria required and click the **Search** button. A list of trees matching the search criteria will display in the **Search Results** section. Click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



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)**.

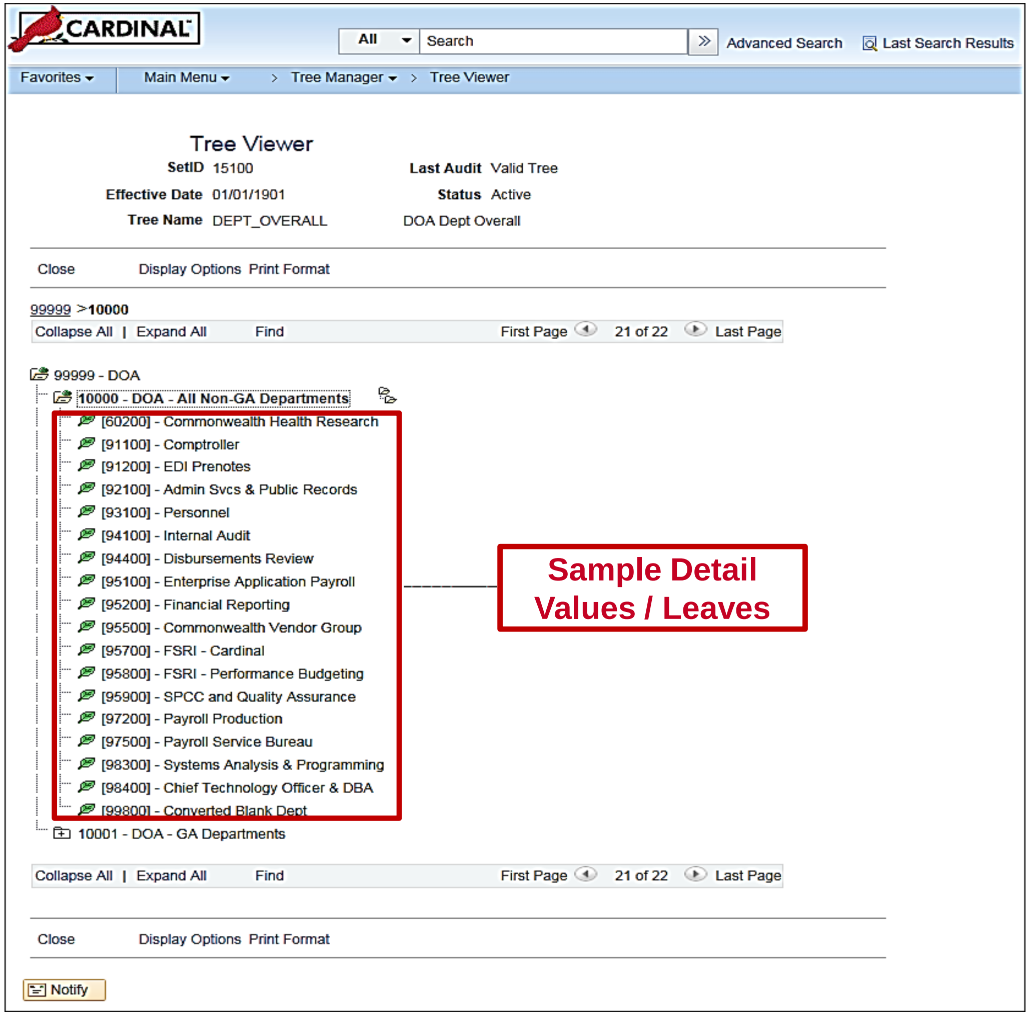


Viewing Trees (continued)

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.



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

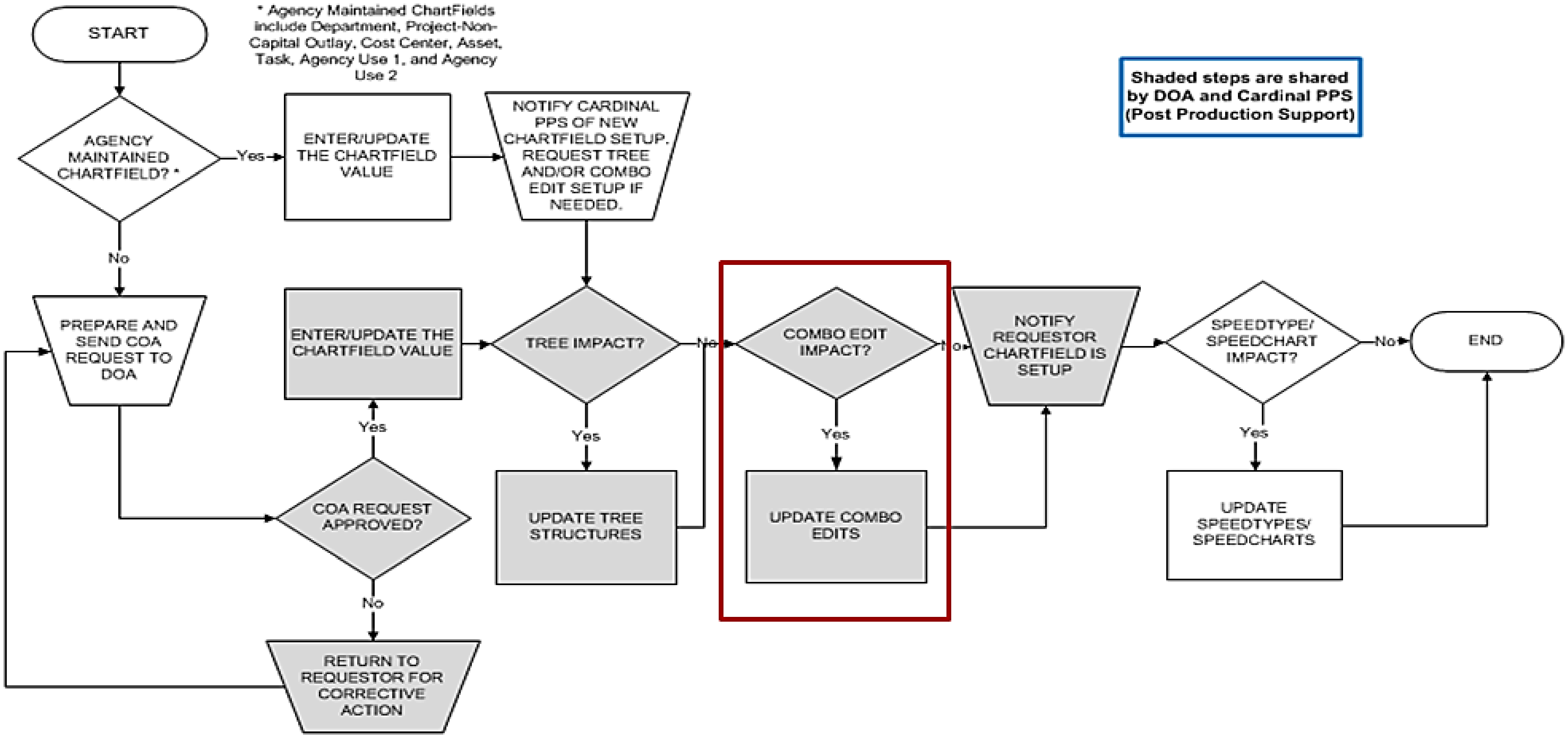
Submit requests for tree maintenance updates to Cardinal PPS via a help desk ticket to the VITA Customer Care Center (VCCC).

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.

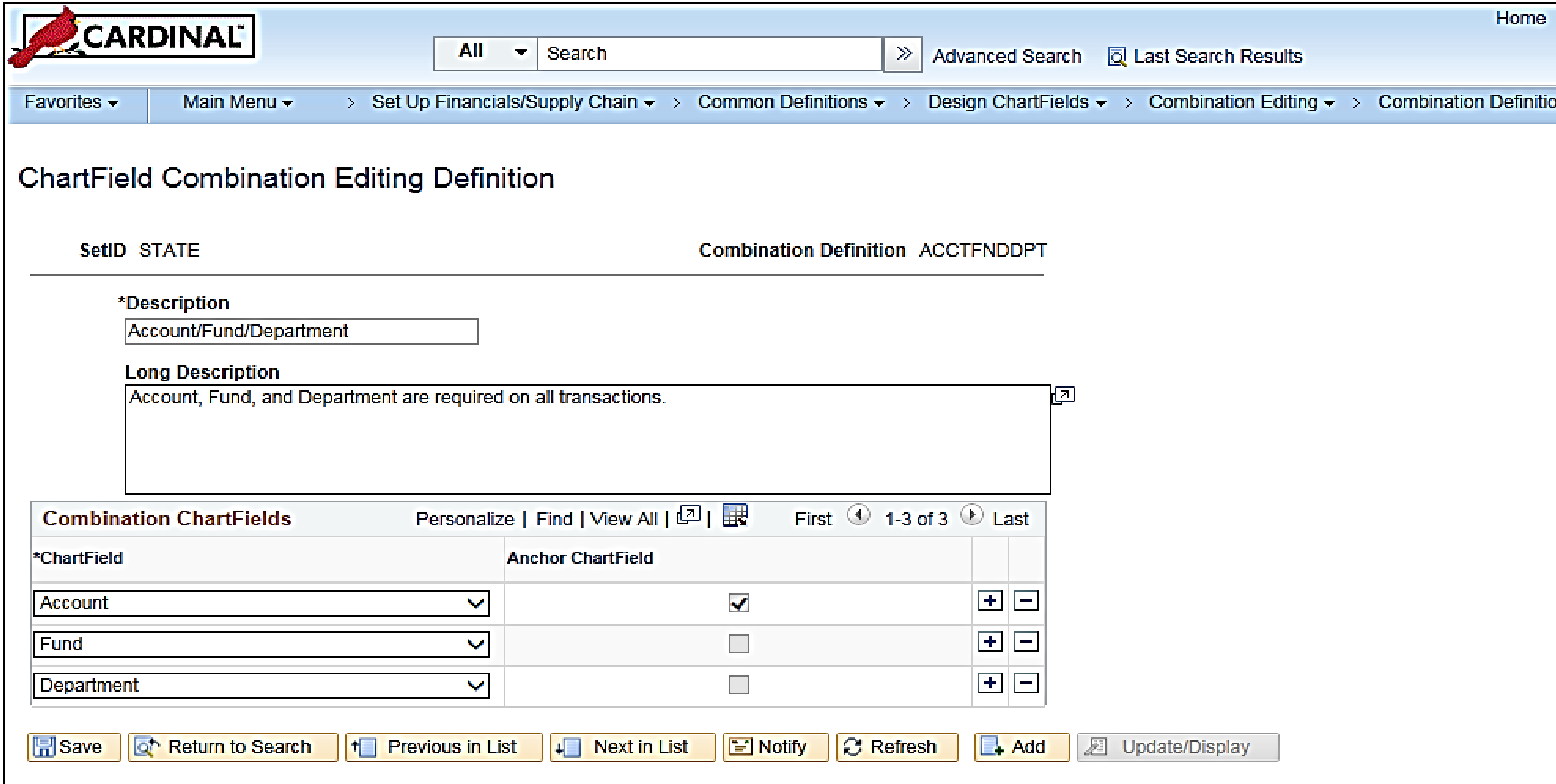
To view the **ChartField Combination Editing Definition** page, navigate to:

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)



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**.

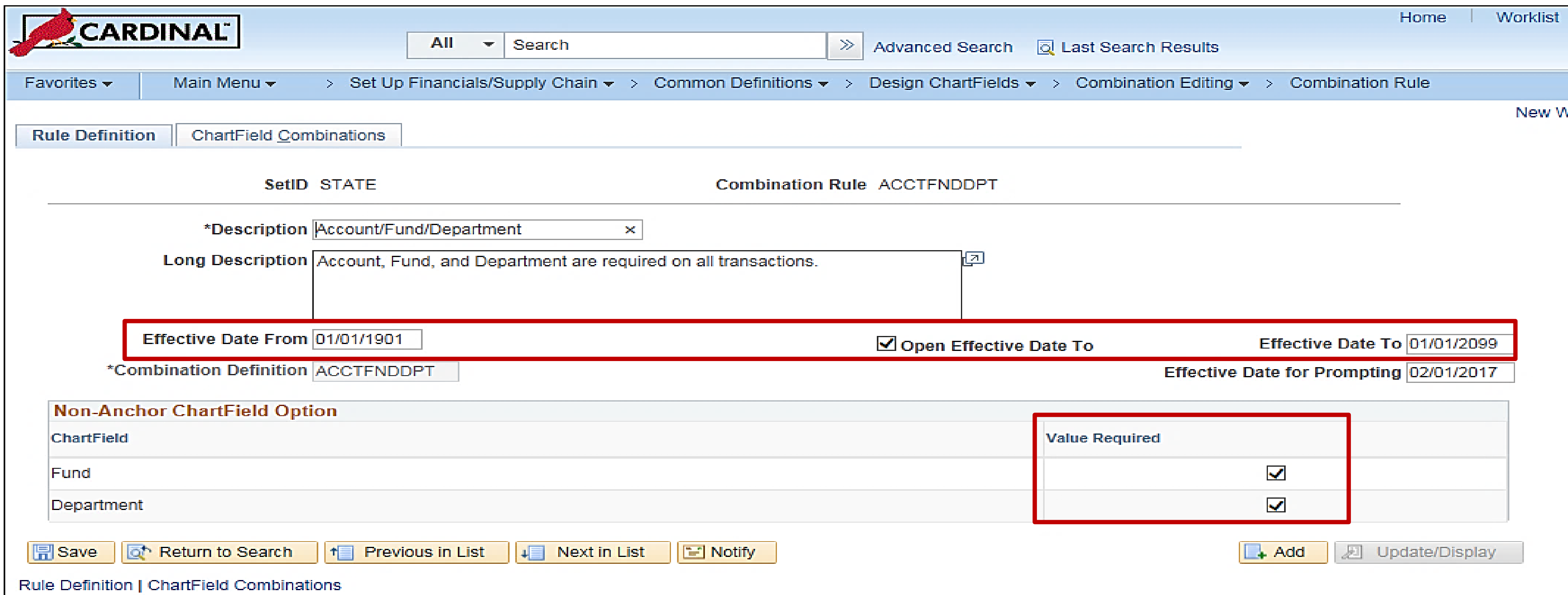
Combination Edit Rules (continued)

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

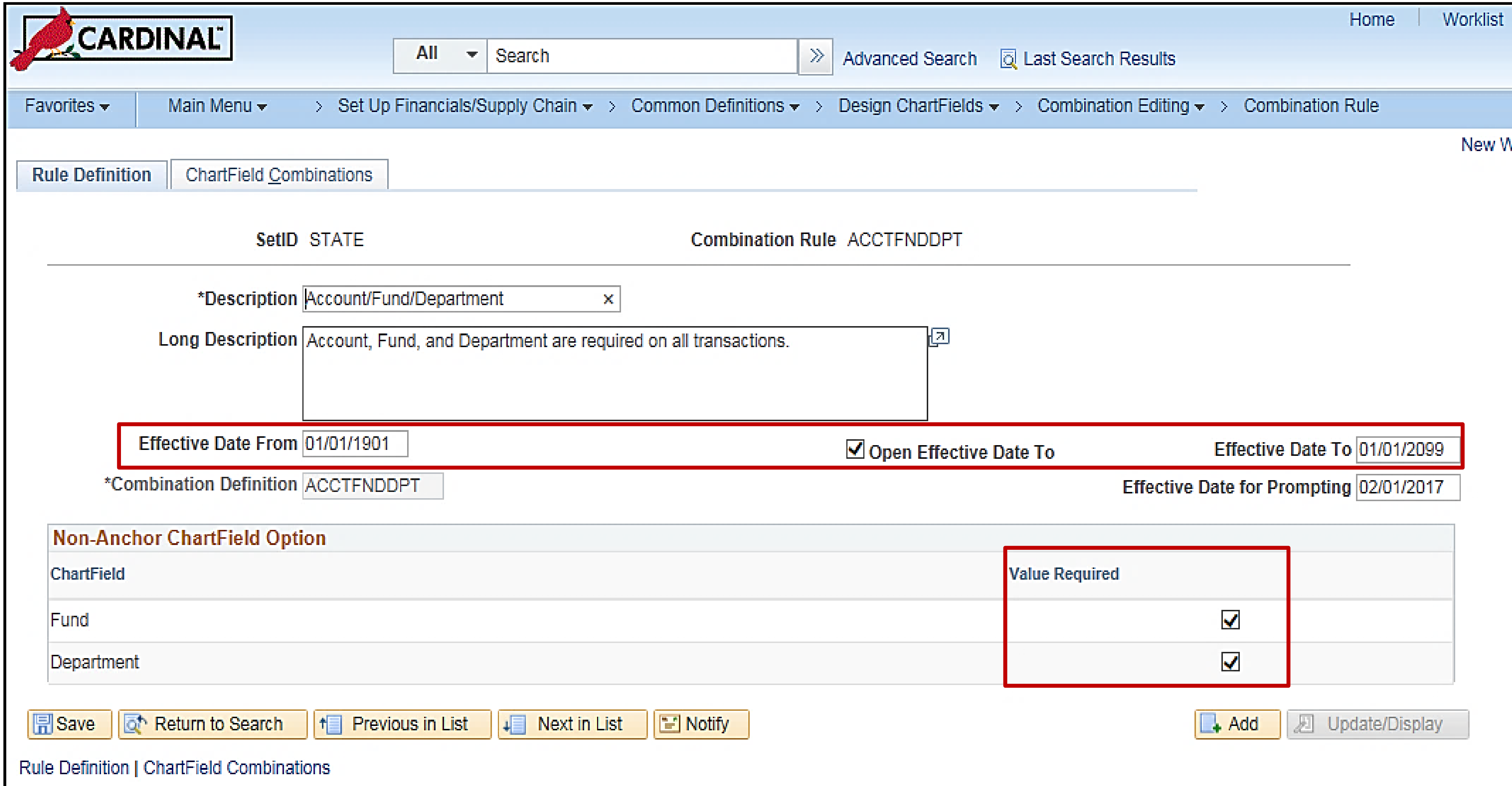
The **Combination Rule** page has two tabs, **Rule Definition** and **ChartField Combinations**.

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.



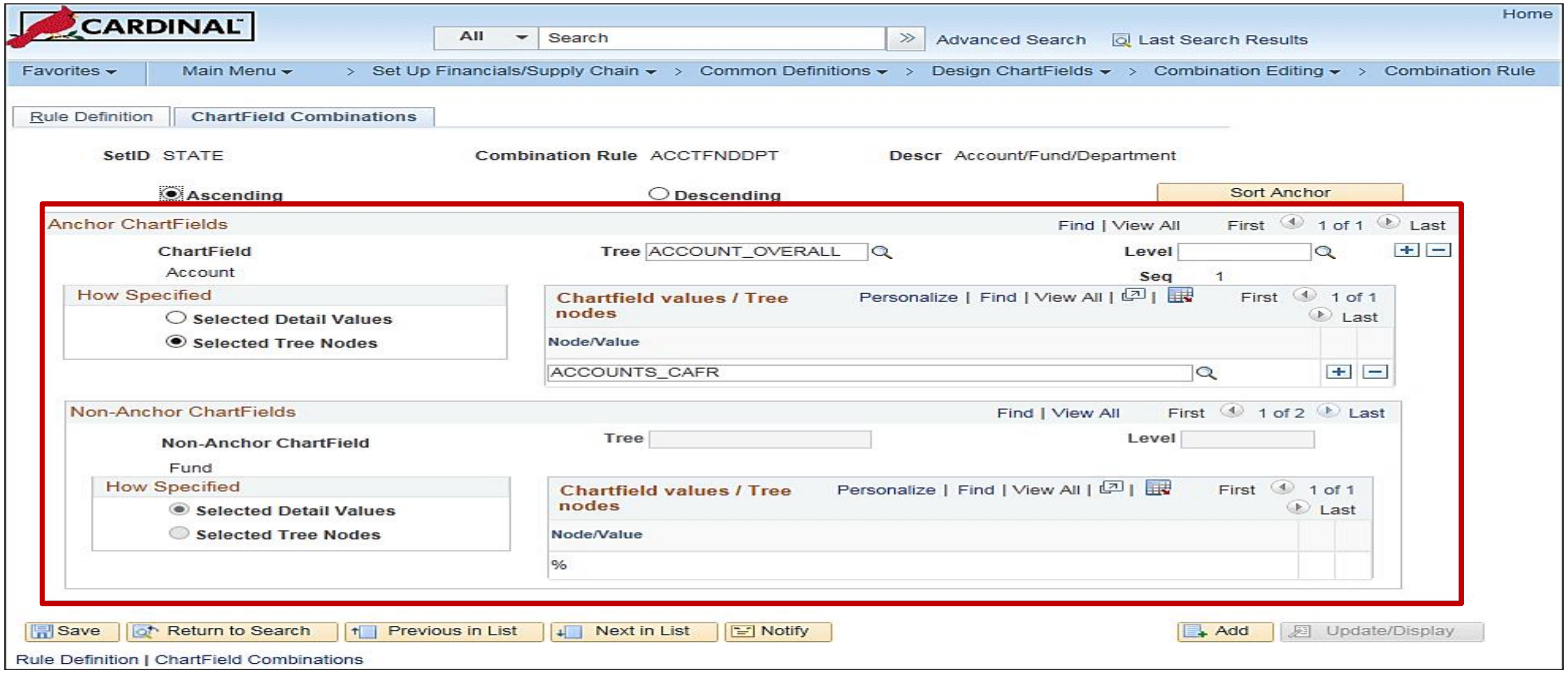
Combination Edit Rules: Rule Definition Tab



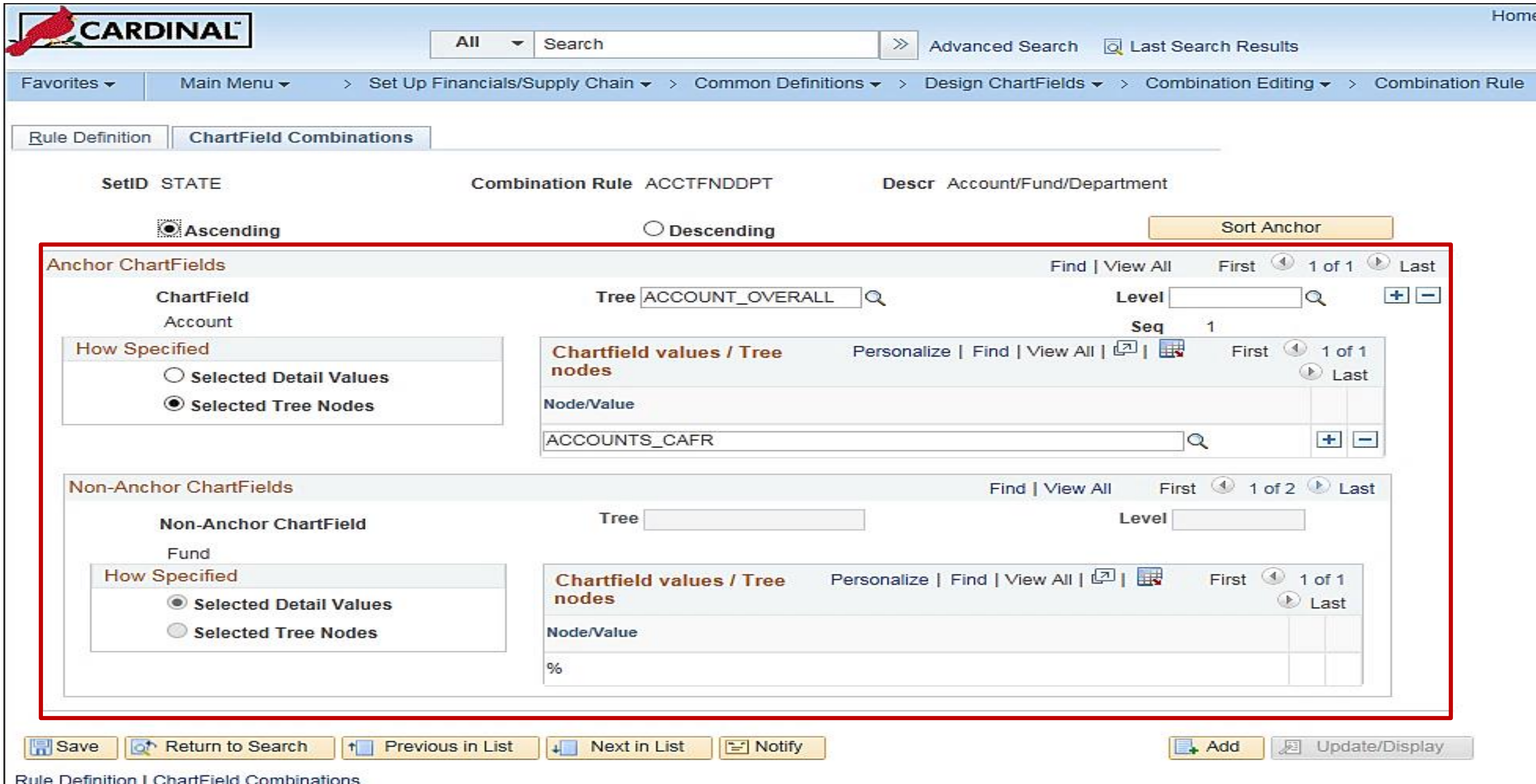
Combination Edit Rules: ChartField Combinations Tab

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.



Combination Edit Rules: ChartField Combinations Tab (continued)



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:

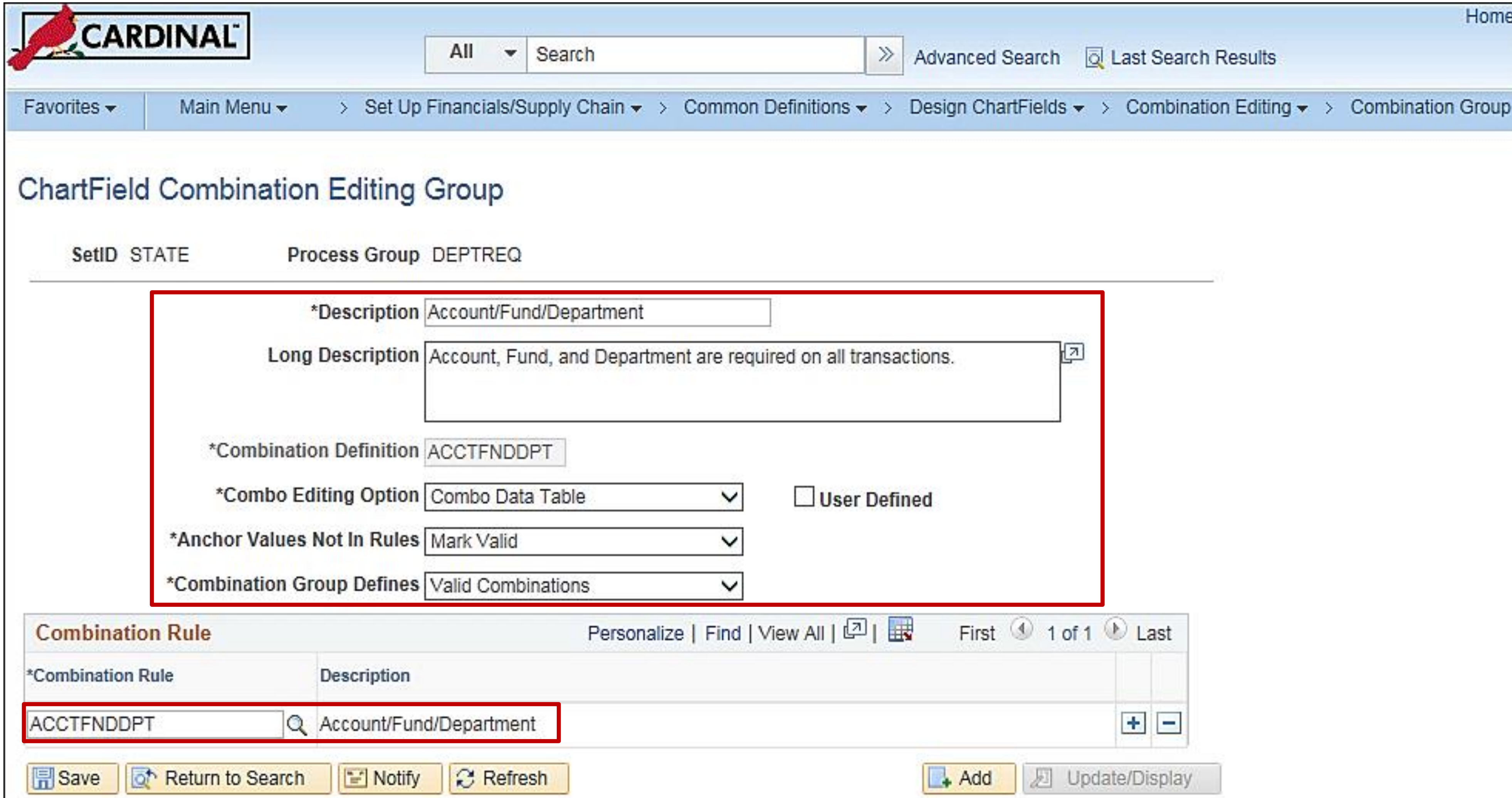
Main Menu > Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group

- Click the **Find an Existing Value** tab.

- Enter **DEPTREQ** in the **Process Group** field.

- Click **Search**.

Combination Edit Groups (continued)



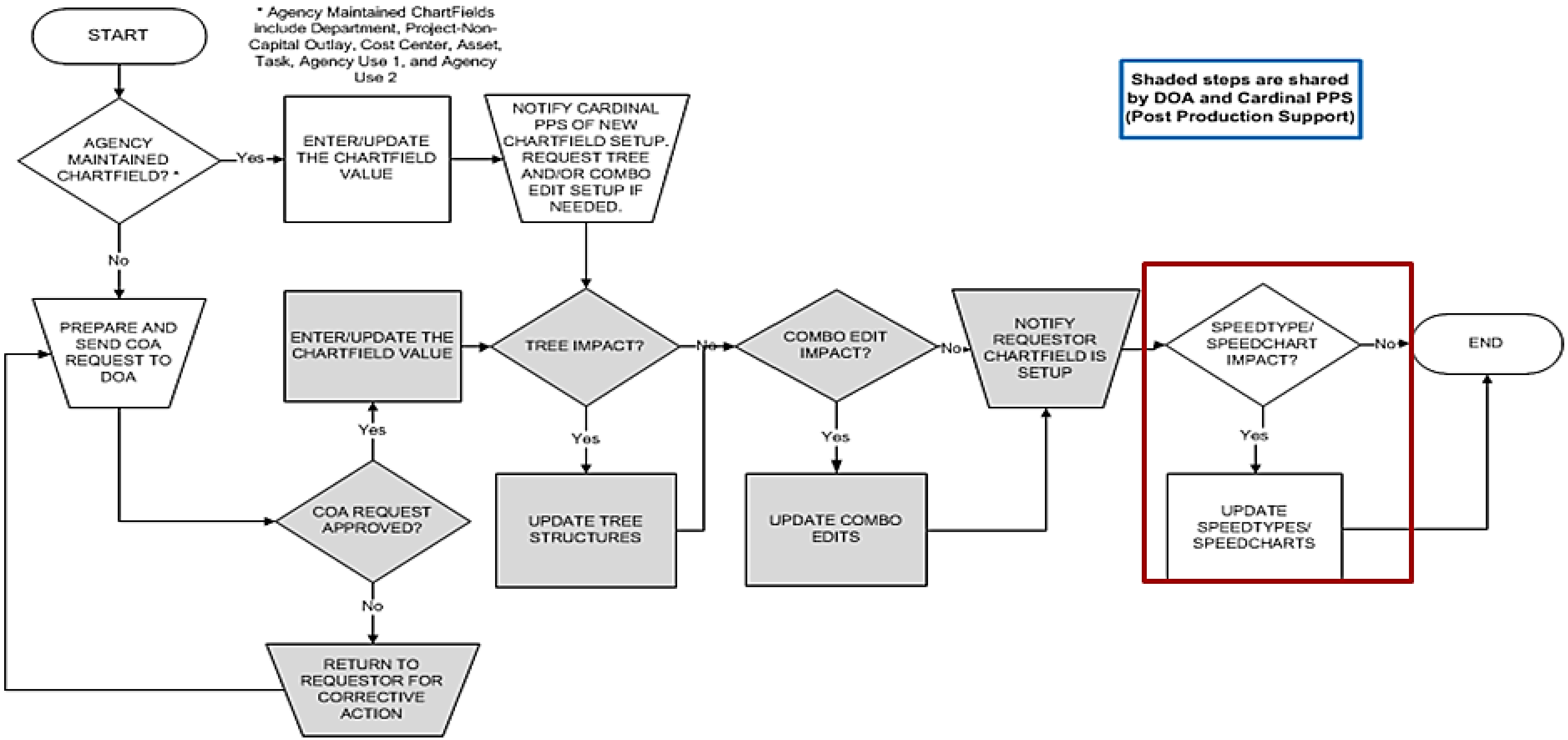
Attach Combination Edit Group to Target Ledger

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.

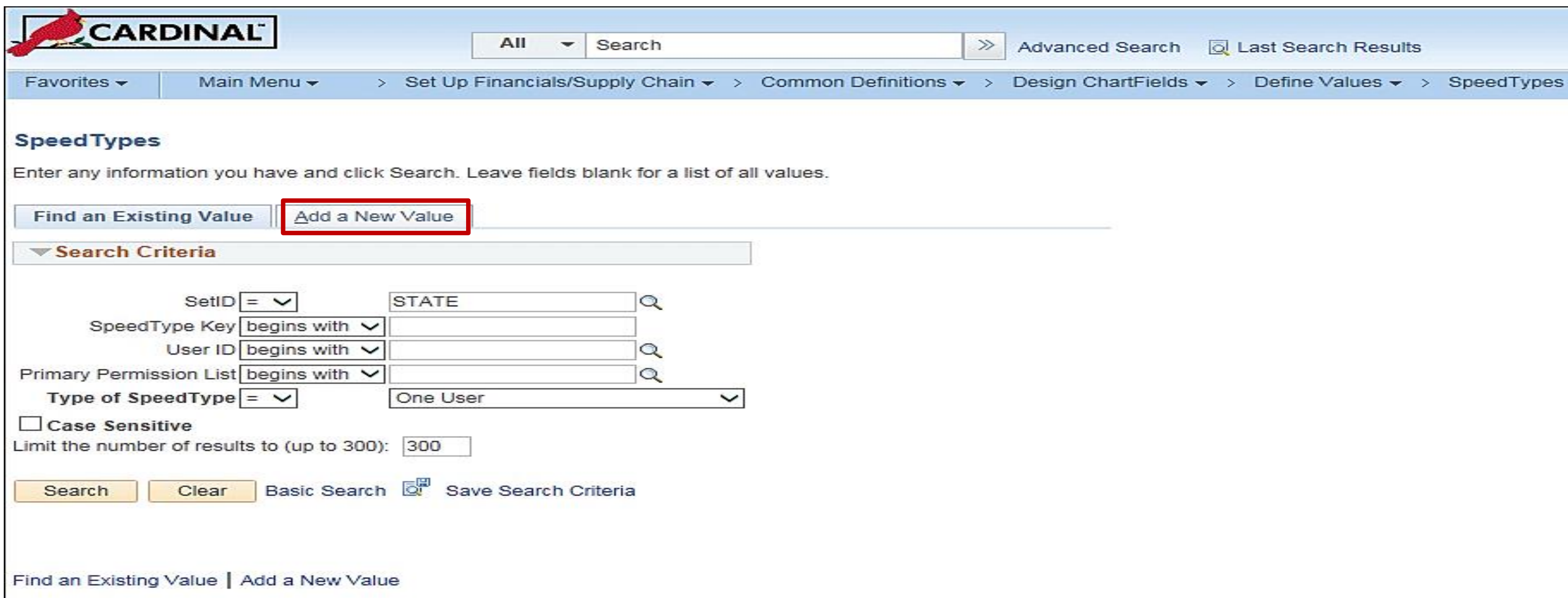
Creating a SpeedType

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

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

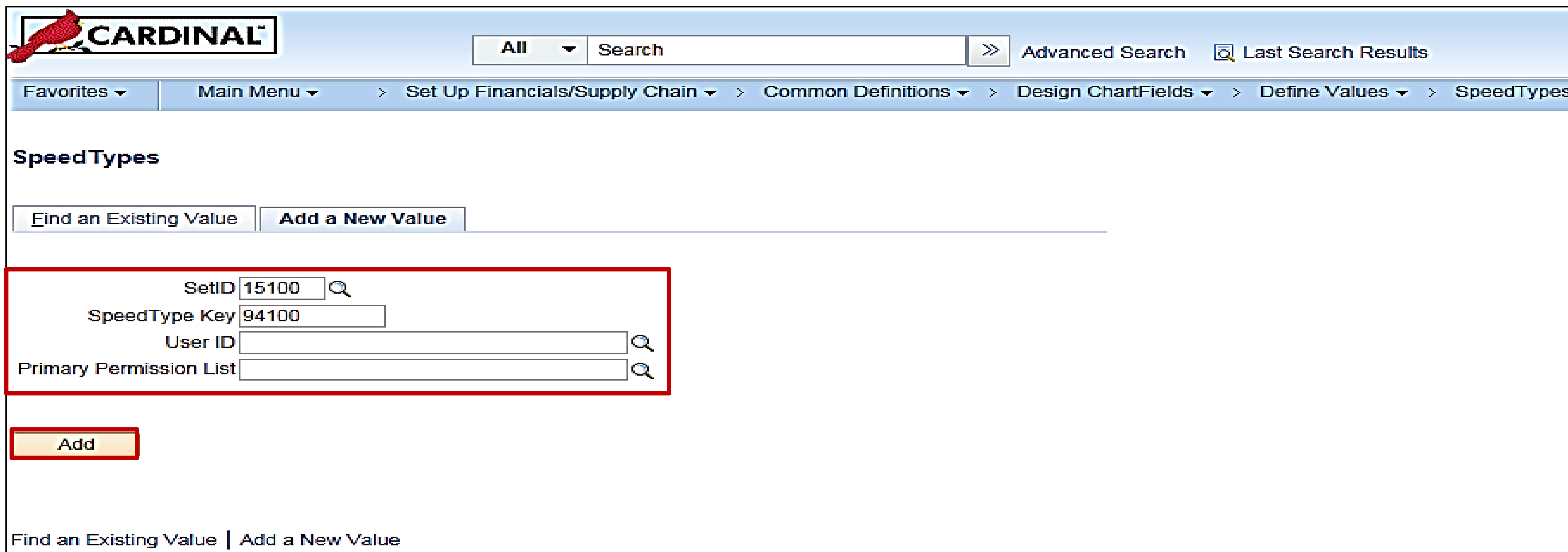
  Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

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



Creating a SpeedType (continued)

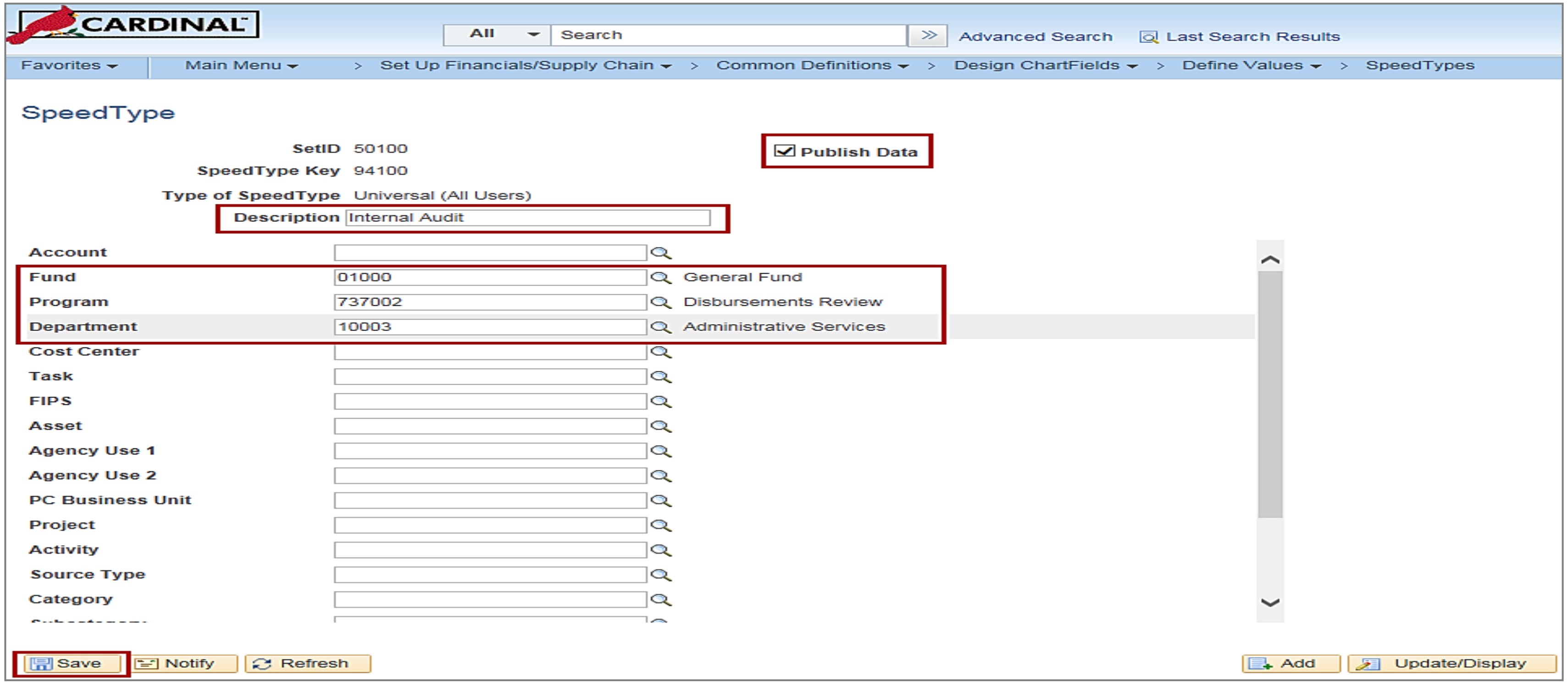
- Enter the **Business Unit** in the **SetID** field.
- The **SpeedType Key** will be the value that is entered on transactions to select the SpeedType. Enter **94100** as the **SpeedType Key**.
- If a **User ID** or **Primary Permission List** is listed, only the specified user(s) will have access to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



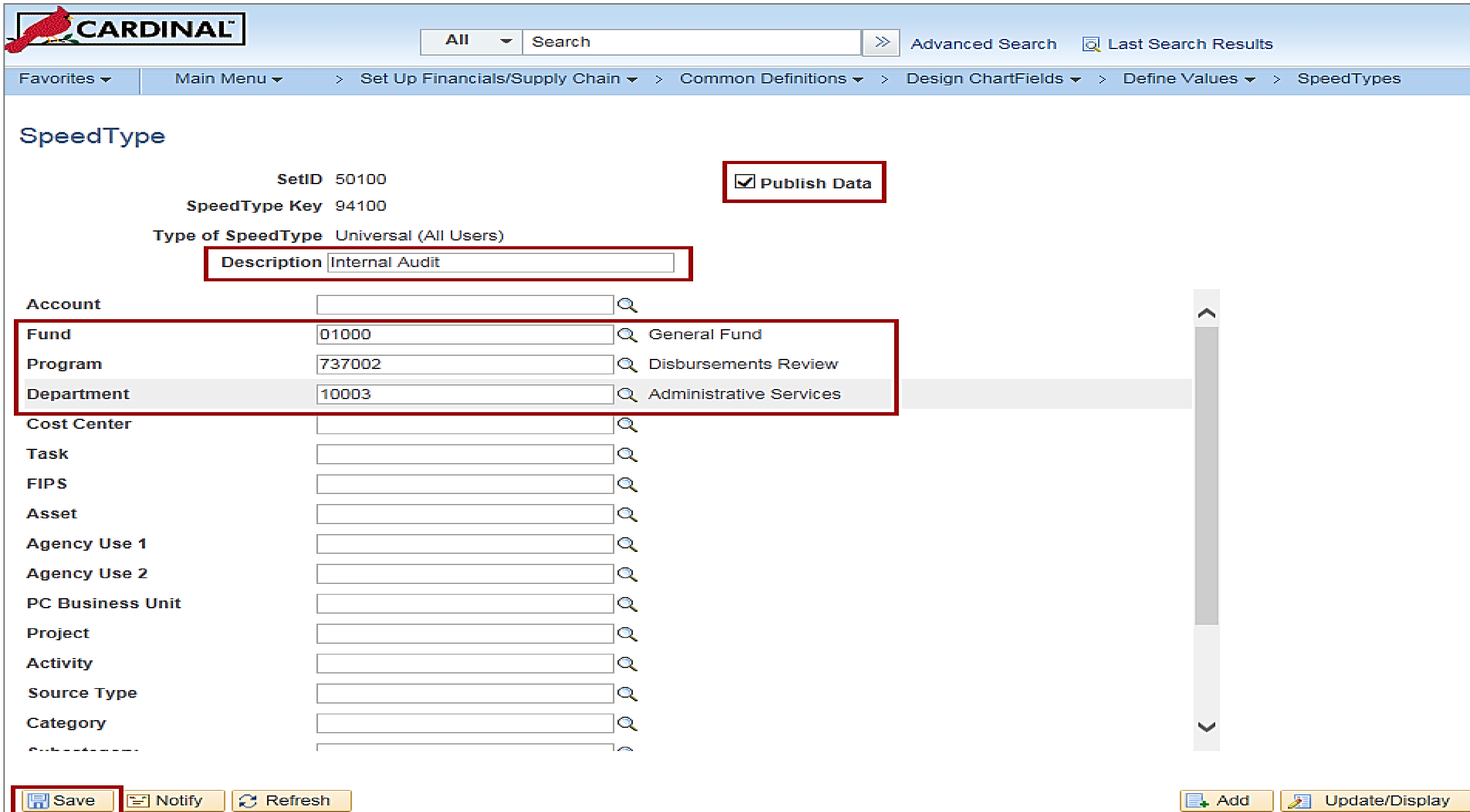
Creating a SpeedType (continued)

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.



Creating a SpeedType (continued)



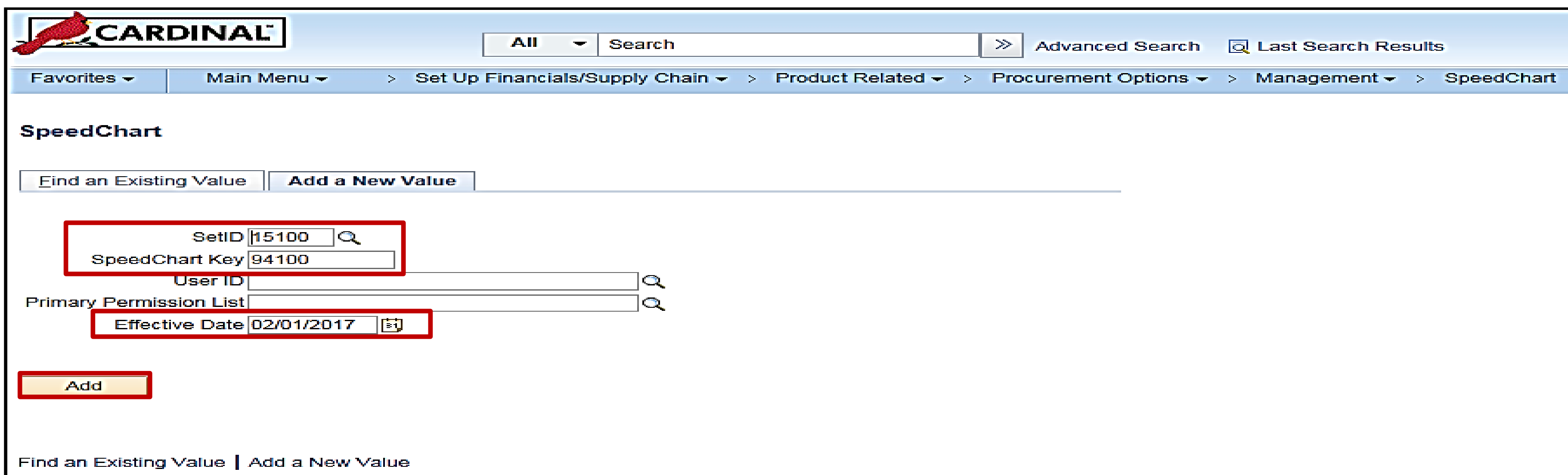
Creating a SpeedChart

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.

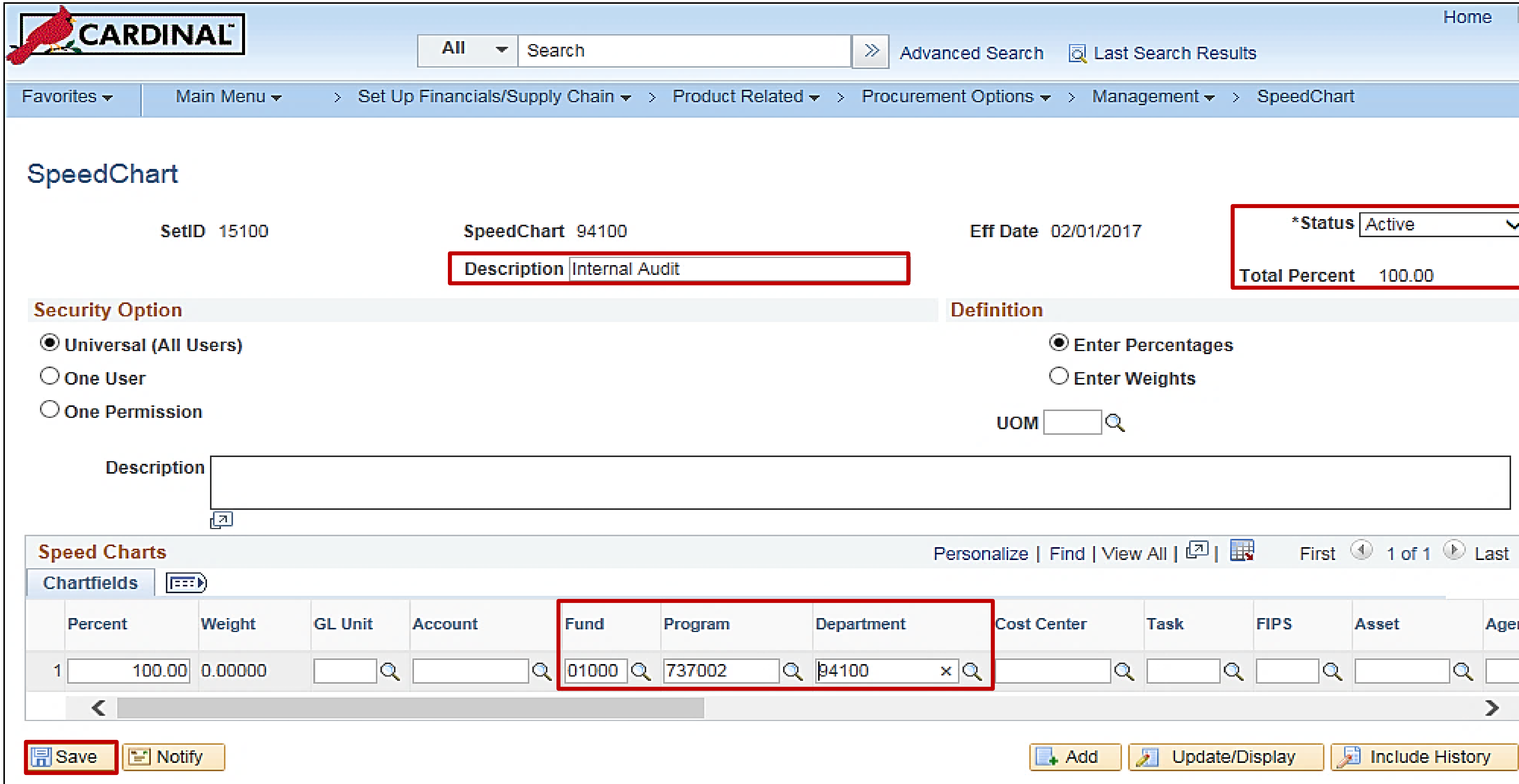


Creating a SpeedChart (continued)

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)



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:

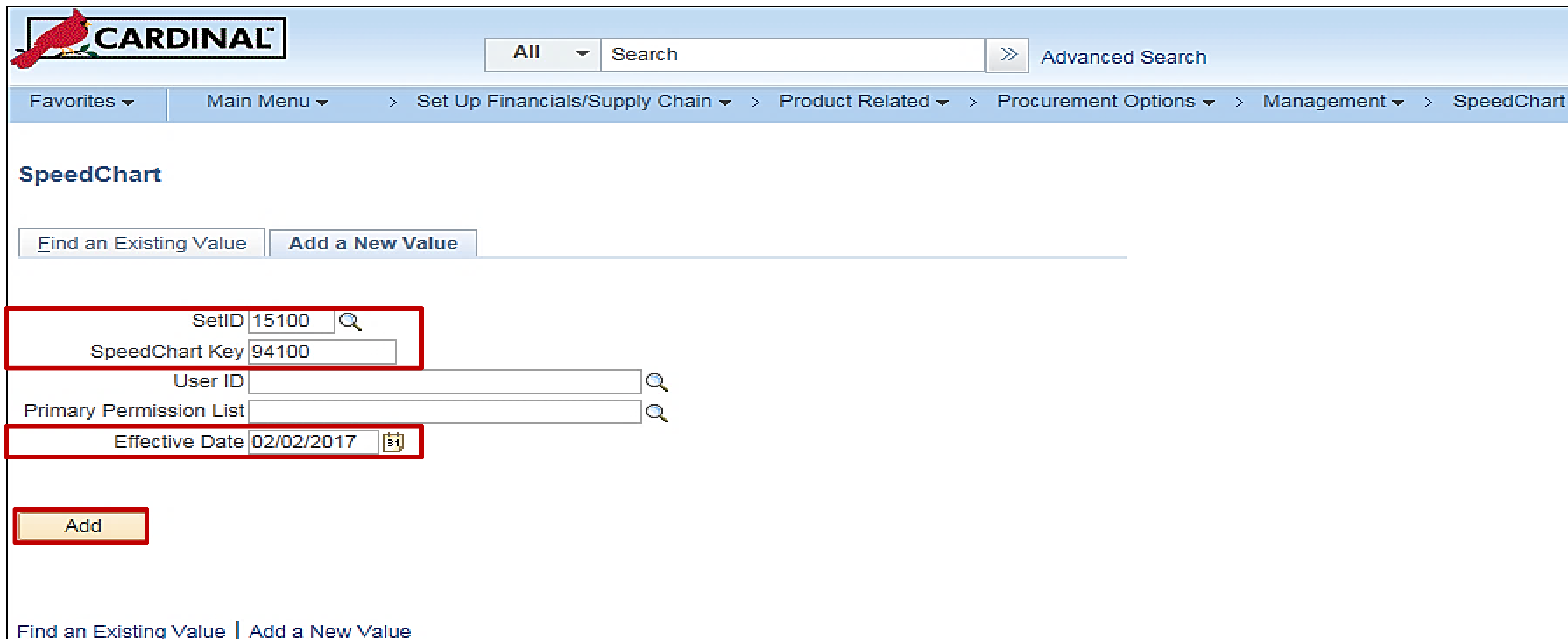
- Change the status (e.g., inactivate)
- Update the Description
- Change ChartField value(s)

Navigate to the SpeedChart page using the following path:

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

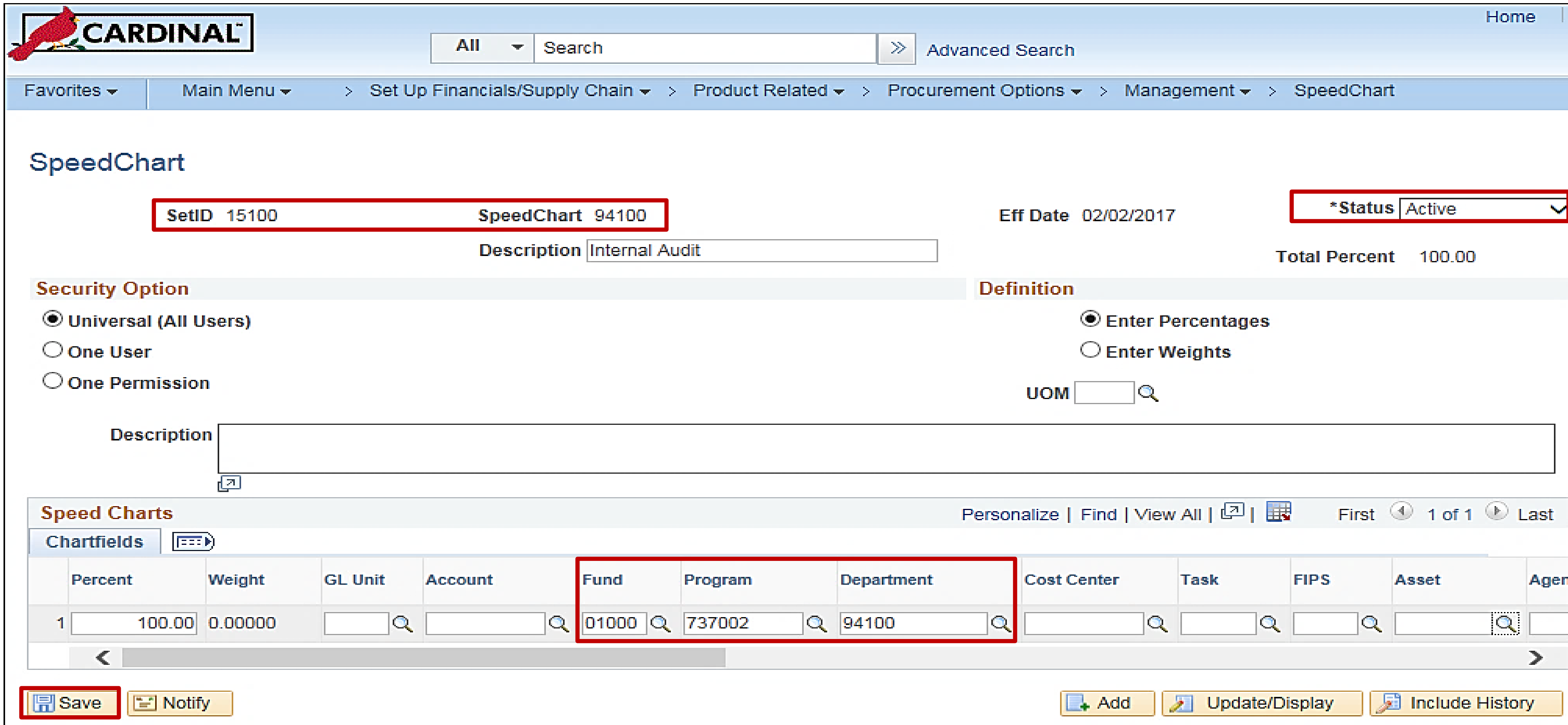
Updating a SpeedChart (continued)

- 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.



Updating a SpeedChart (continued)

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



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.

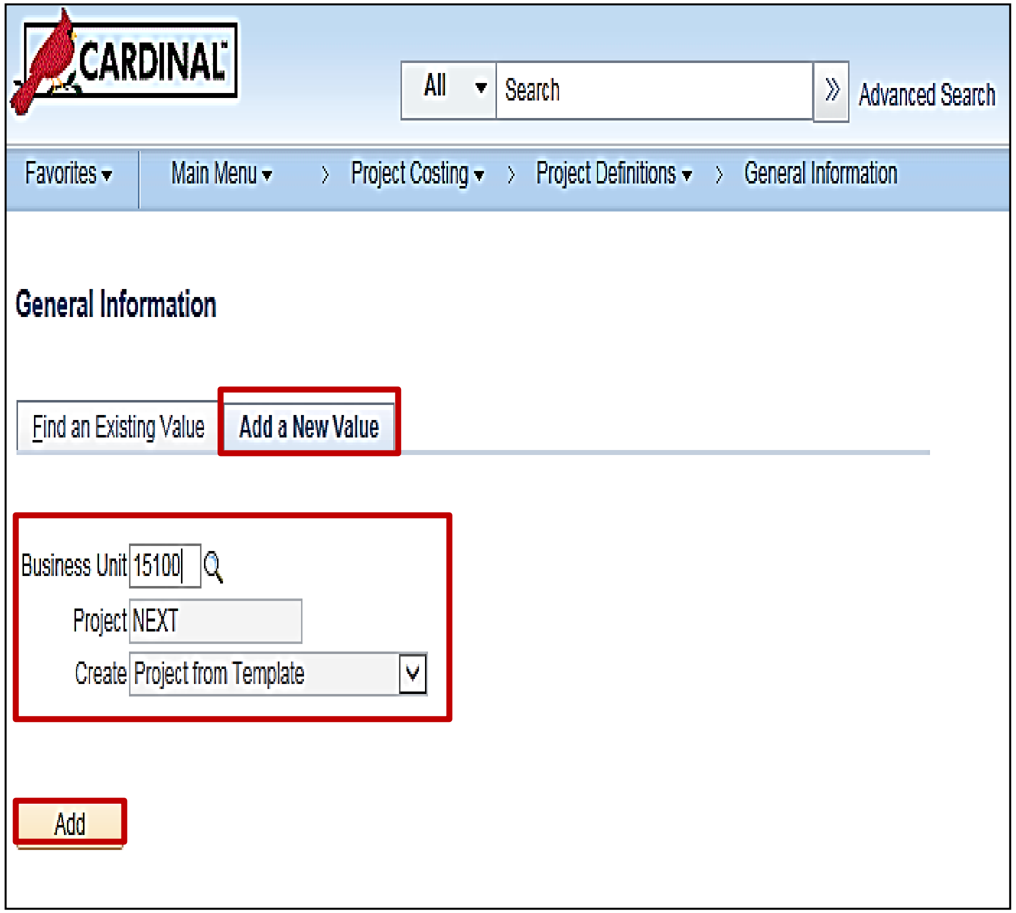
Some Projects, including Capital Outlay Projects, are created and maintained in Cardinal by DOA. Other agency specific Projects are created and maintained by the agency.

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.

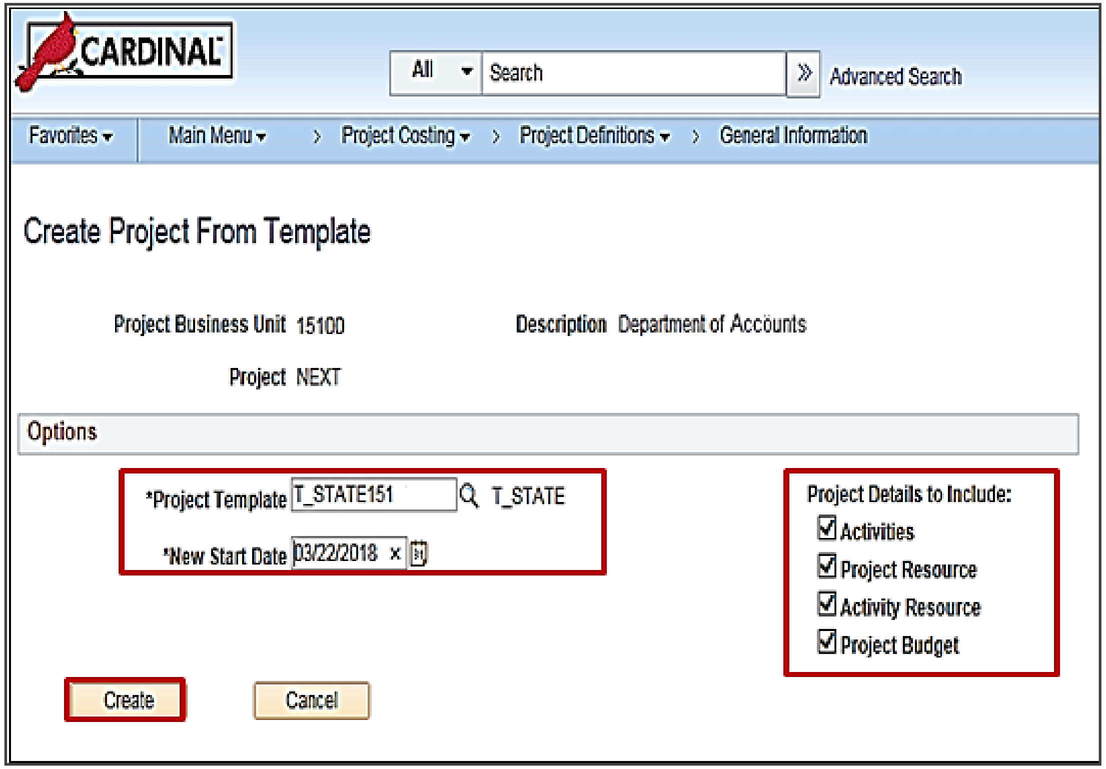


Creating a Project (continued)

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.

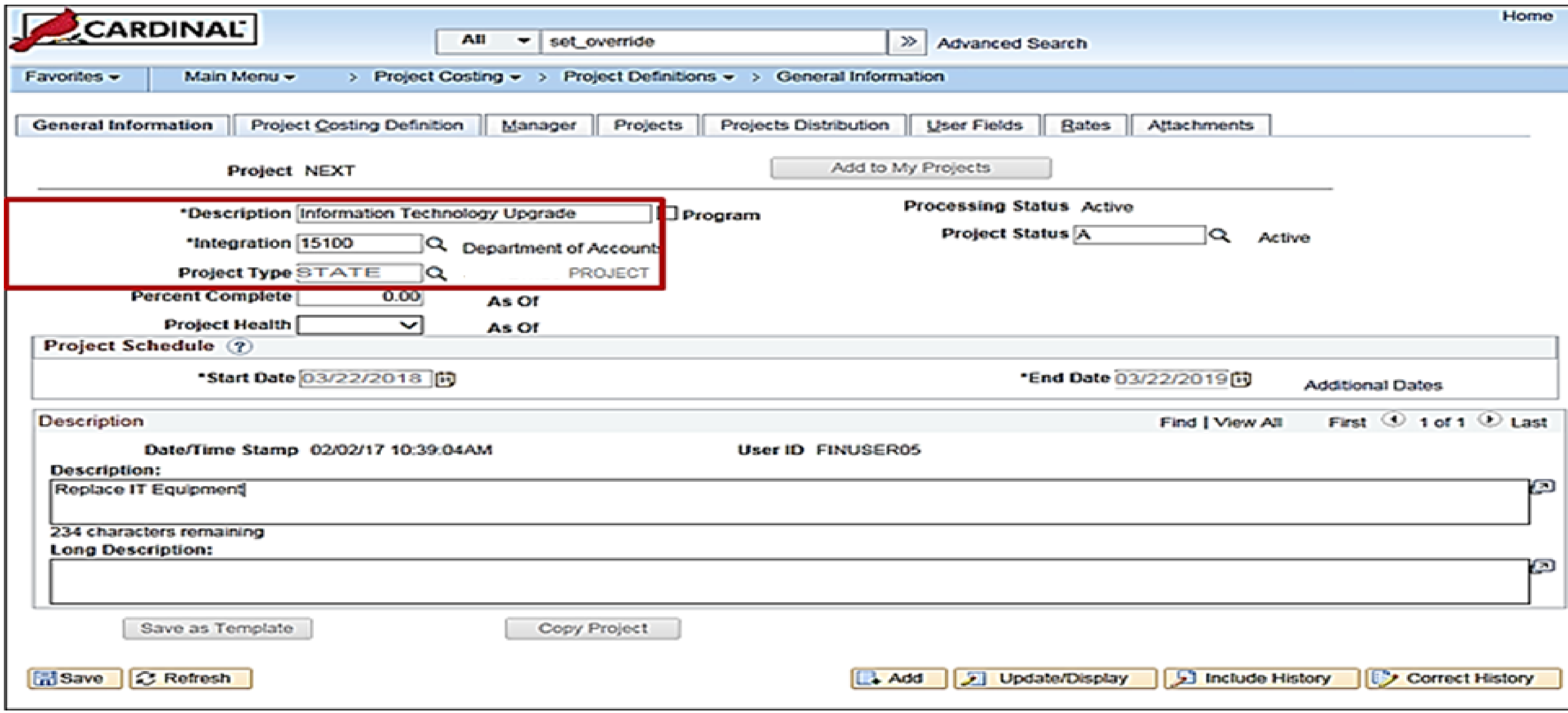
Click the **Create** button.



General Information Page

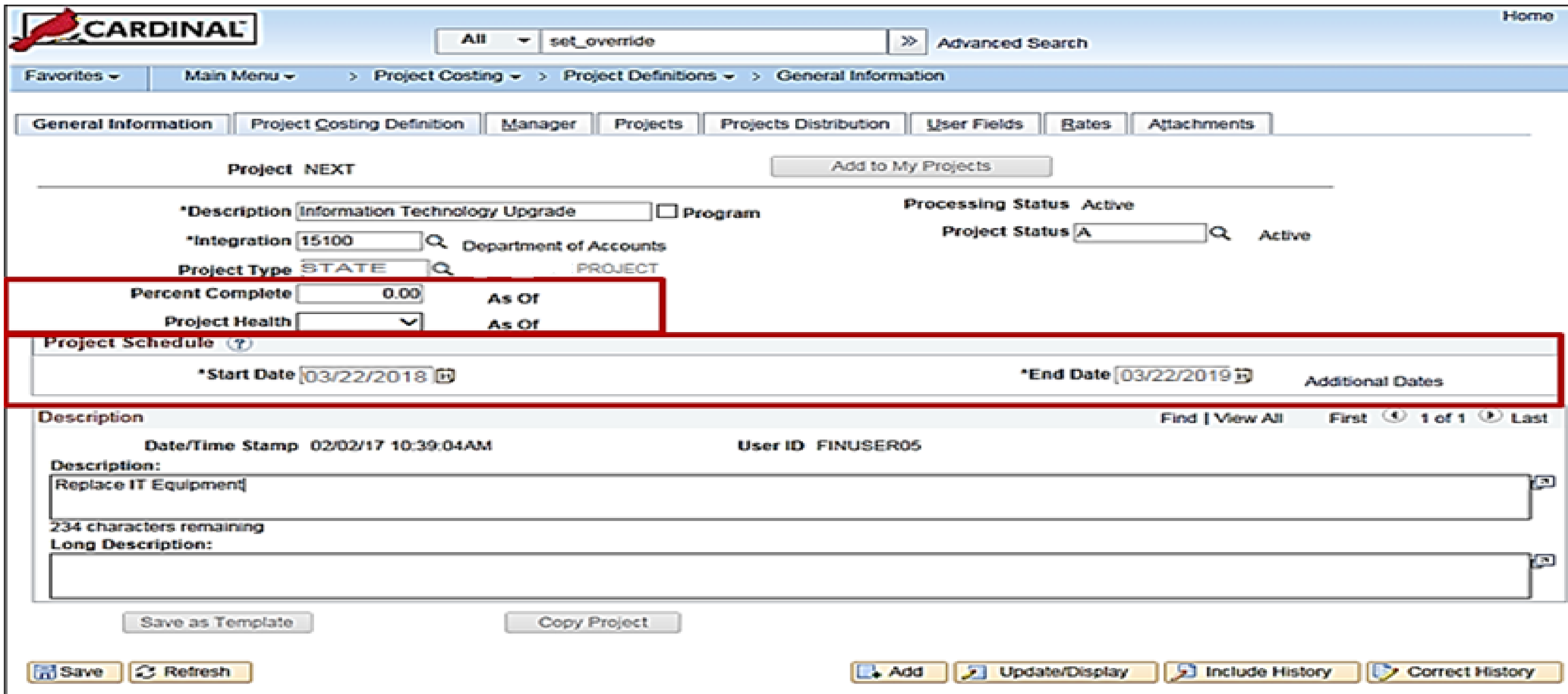
The **General Information** tab displays.

- 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.



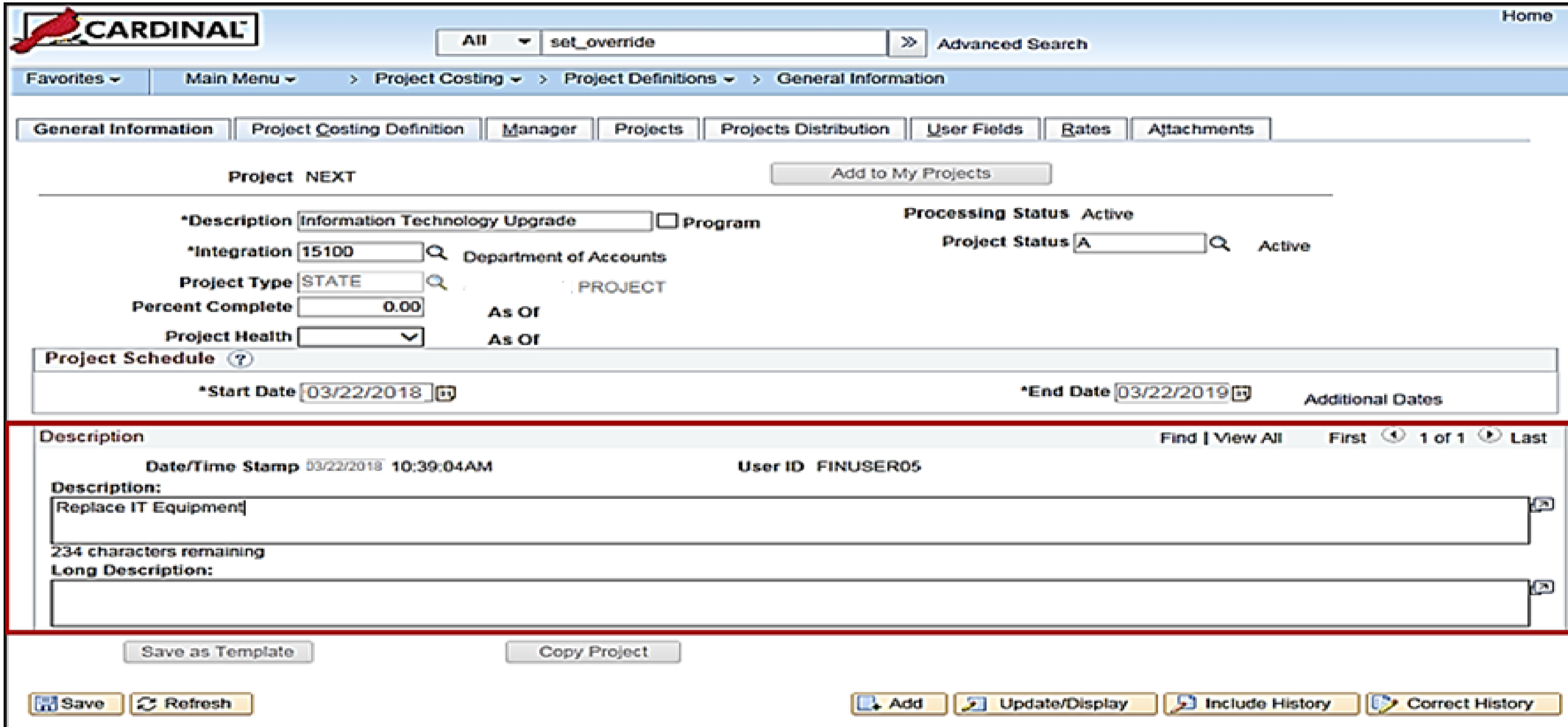
General Information Page (continued)

- 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.



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.



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.

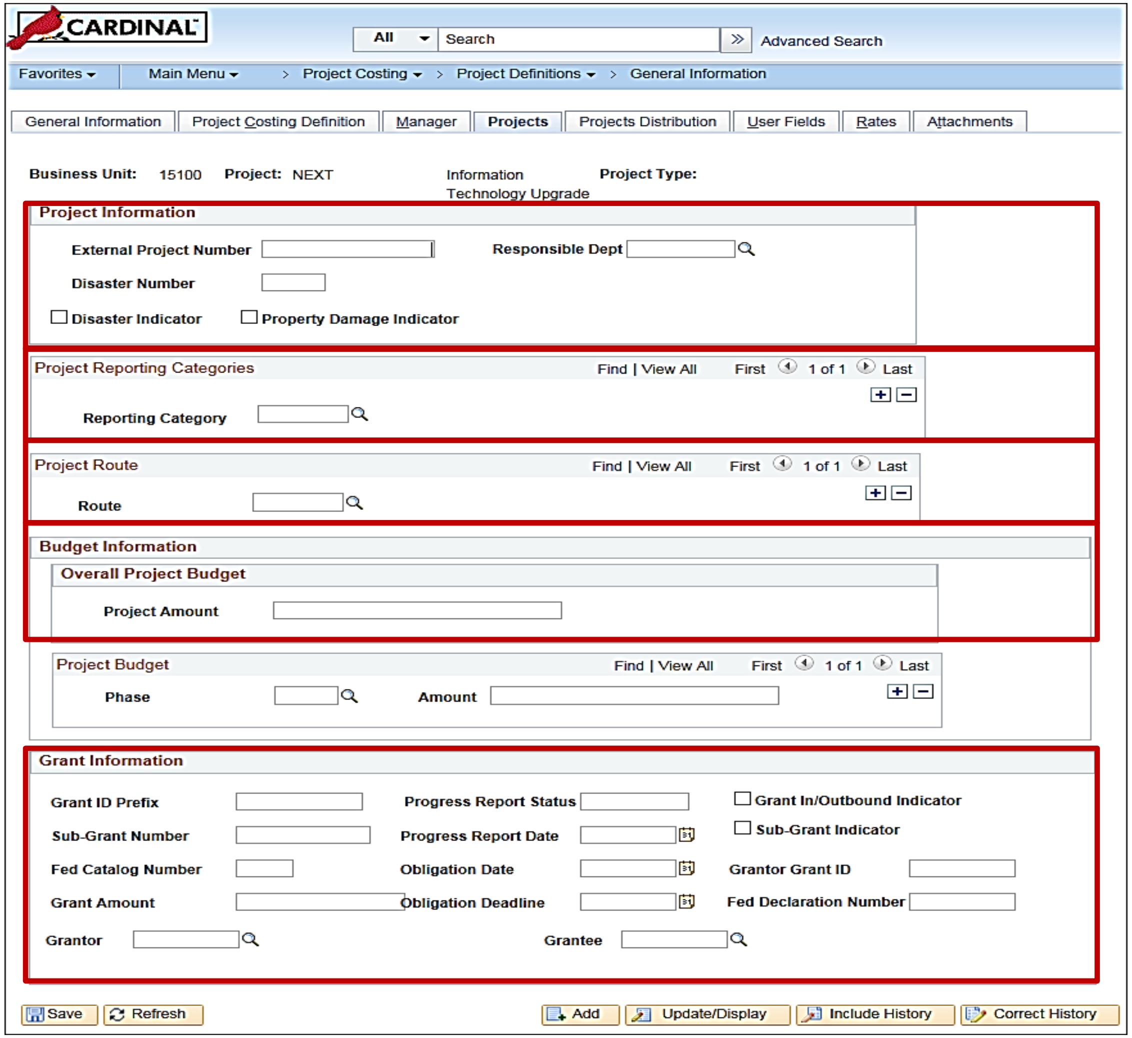
- Update the end date to the same day or greater than the project end date in order to re-activate the project.

Projects Page

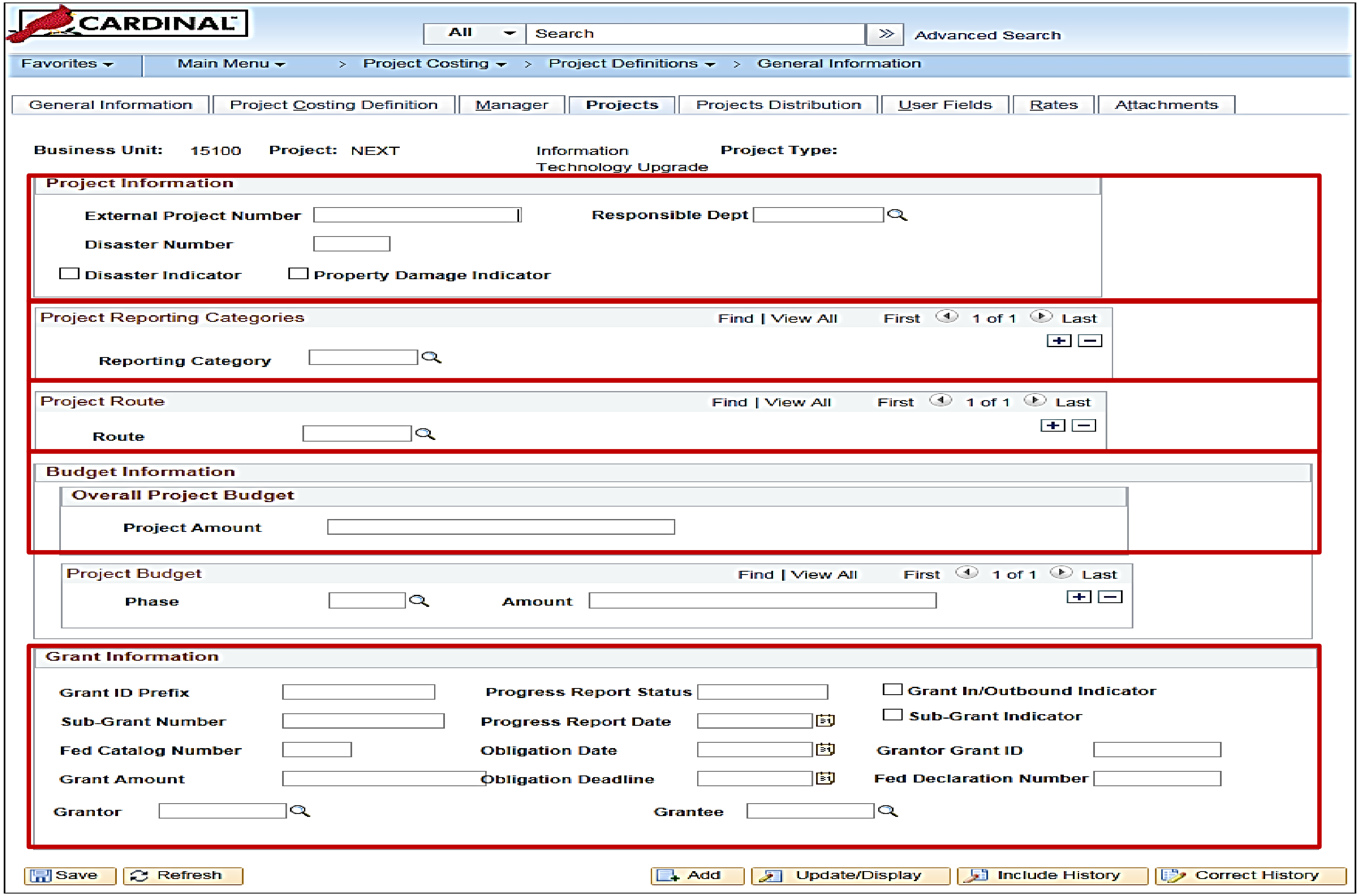
Use the **Projects** tab to provide additional project details.

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**



Projects Page (continued)



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.

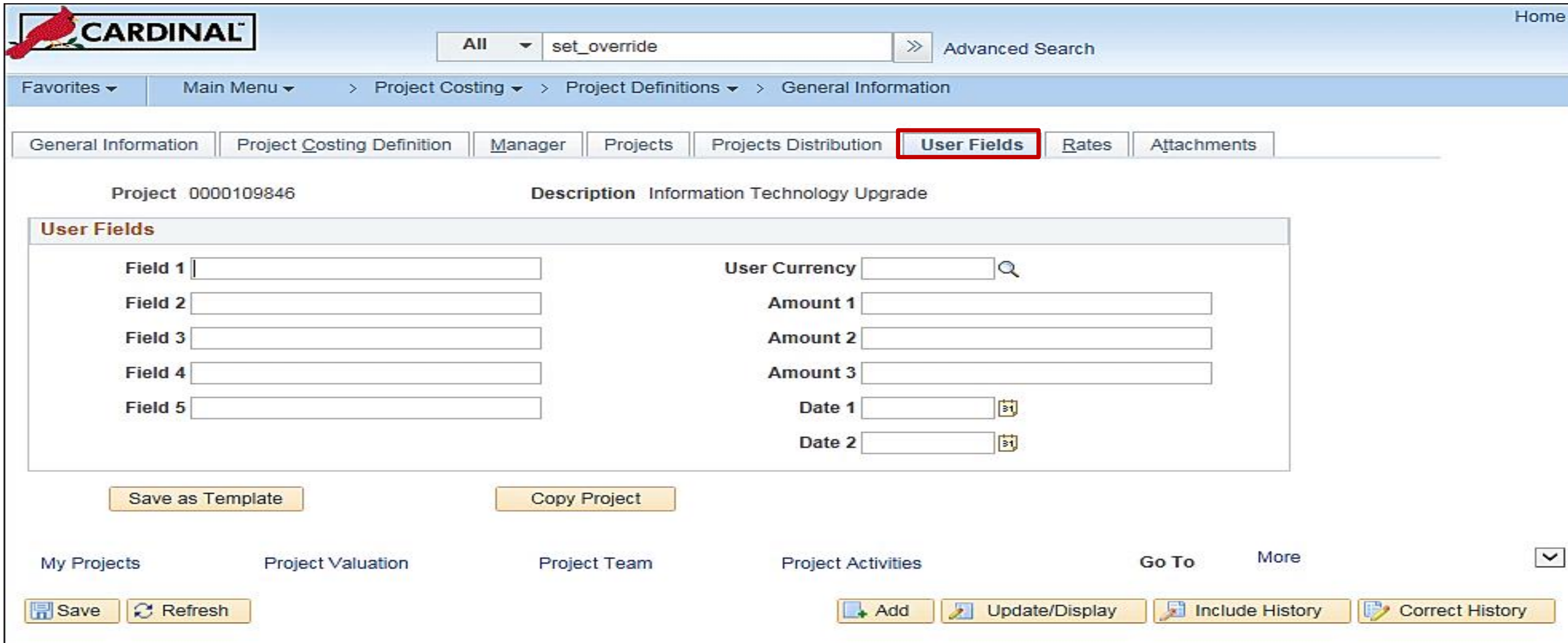
If you have the information, enter the values in the following fields or select the following checkboxes:

- **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

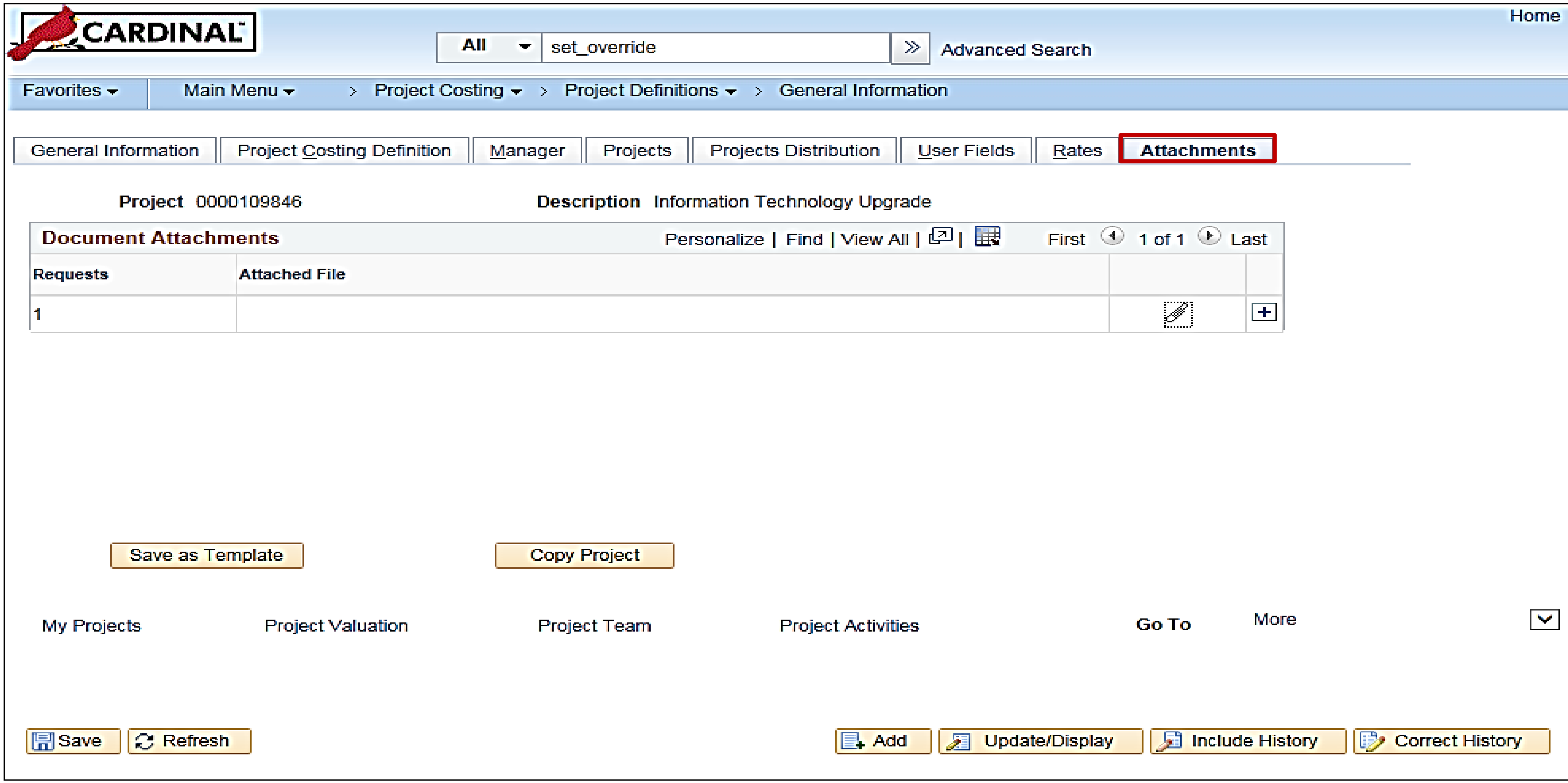
Click the **Save** button before navigating to the **User Fields** tab.

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



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.



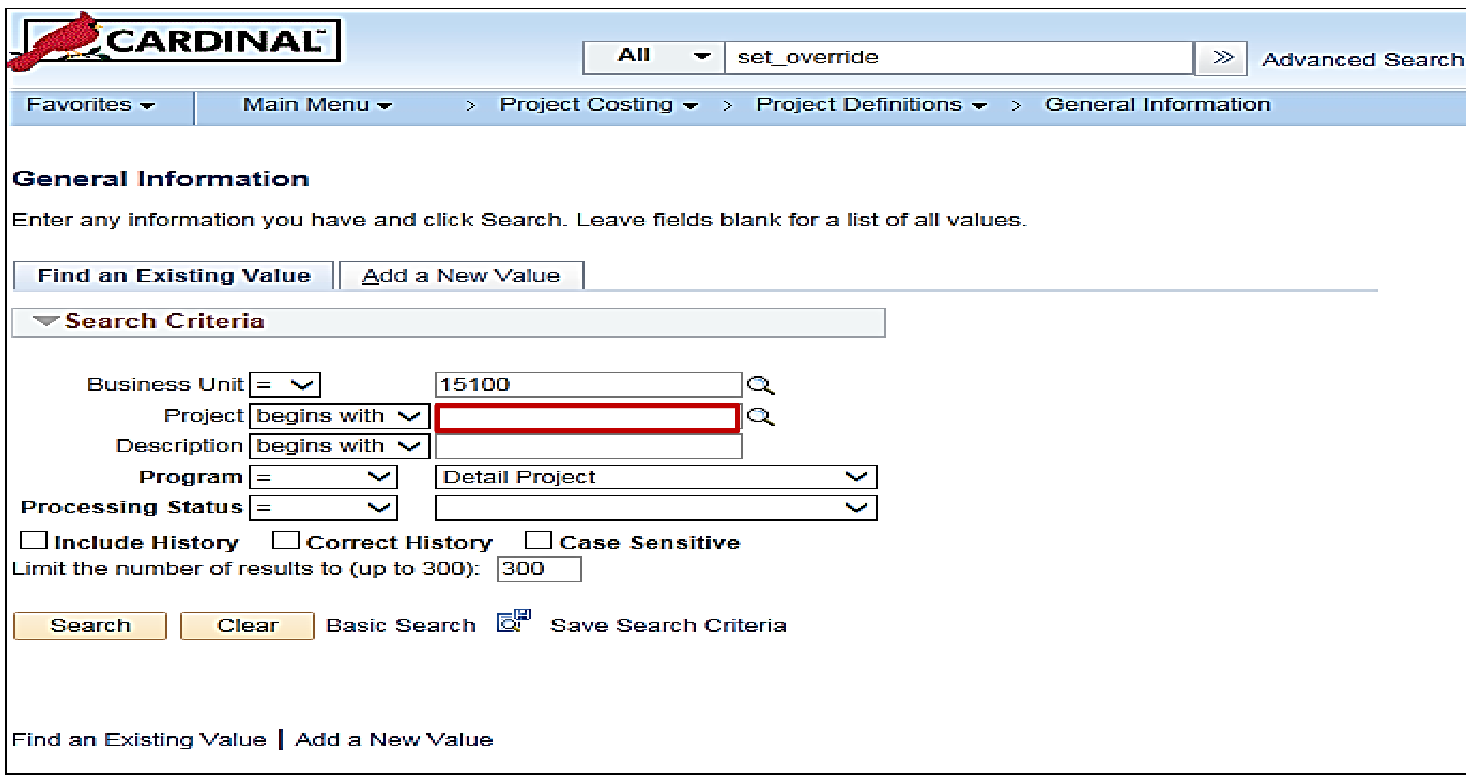
Update Project Status

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:

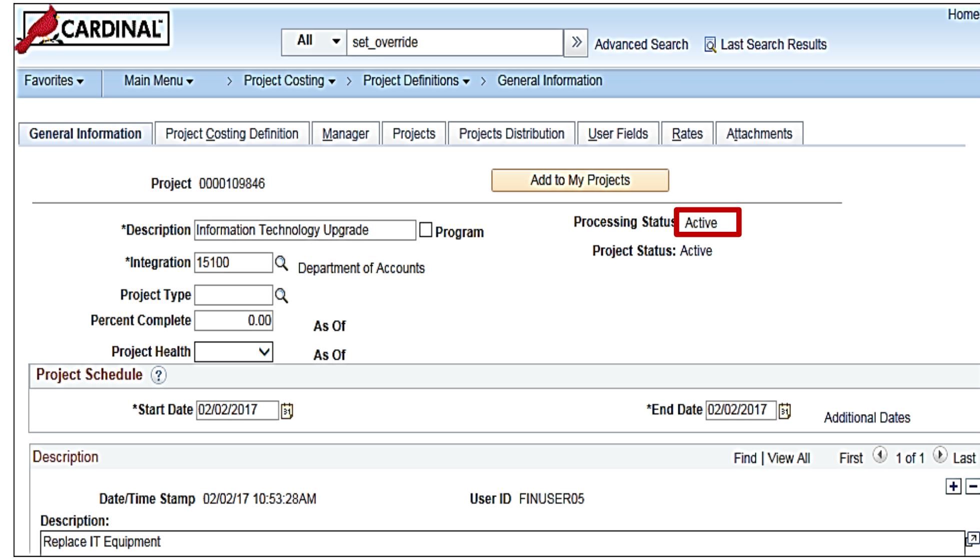
Main Menu > Project Costing > Project Definitions > General Information

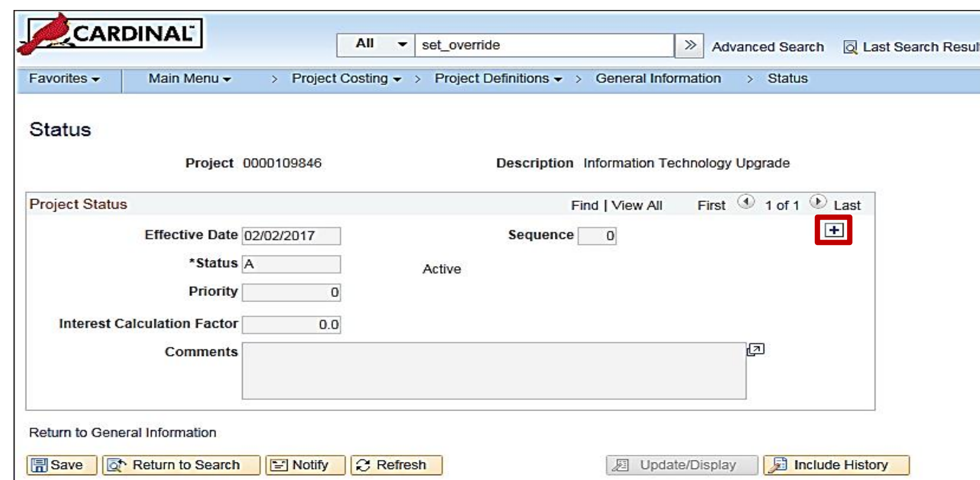
Enter the Project ID in the **Project** field and click **Search**.



Update Project Status (continued)

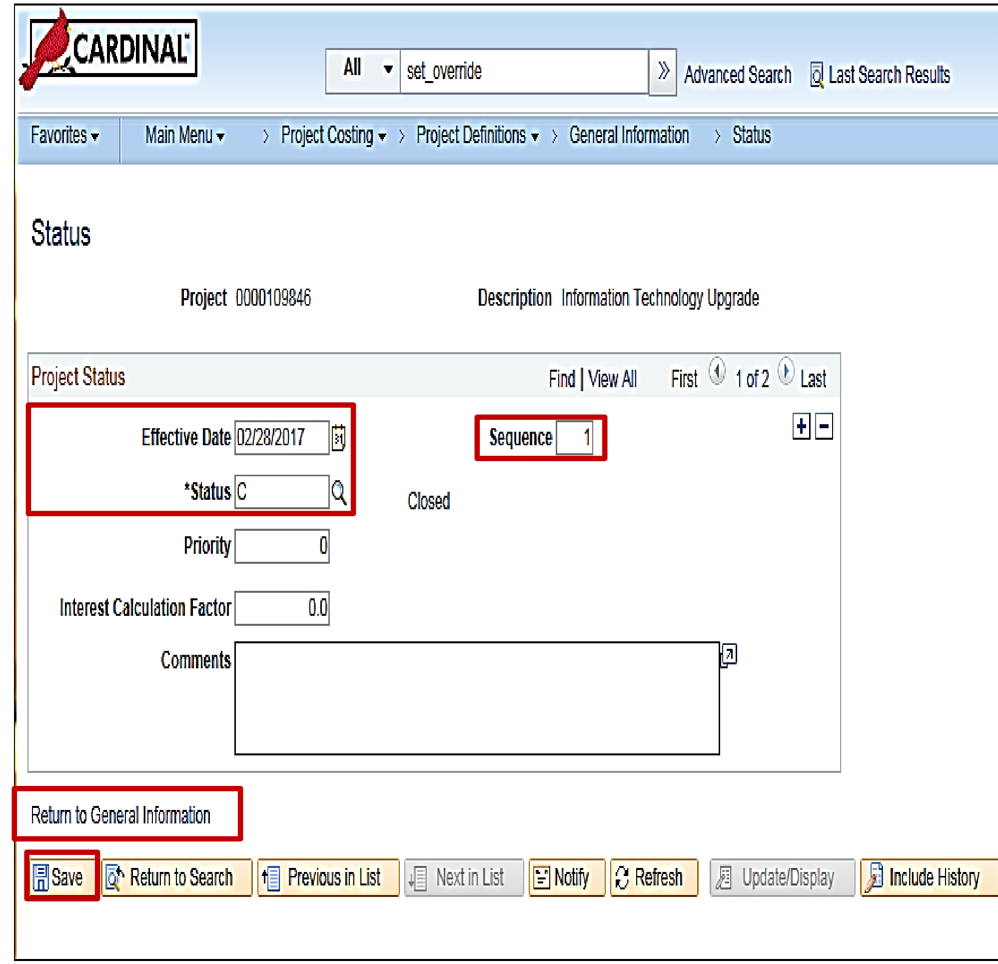
- In the **General Information** tab, click the **Active** link.
- The **Status** page displays. Add a new effective-dated row by clicking the add button **(+)**.
- After clicking the **(+)** button, the next sequence number displays.





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.



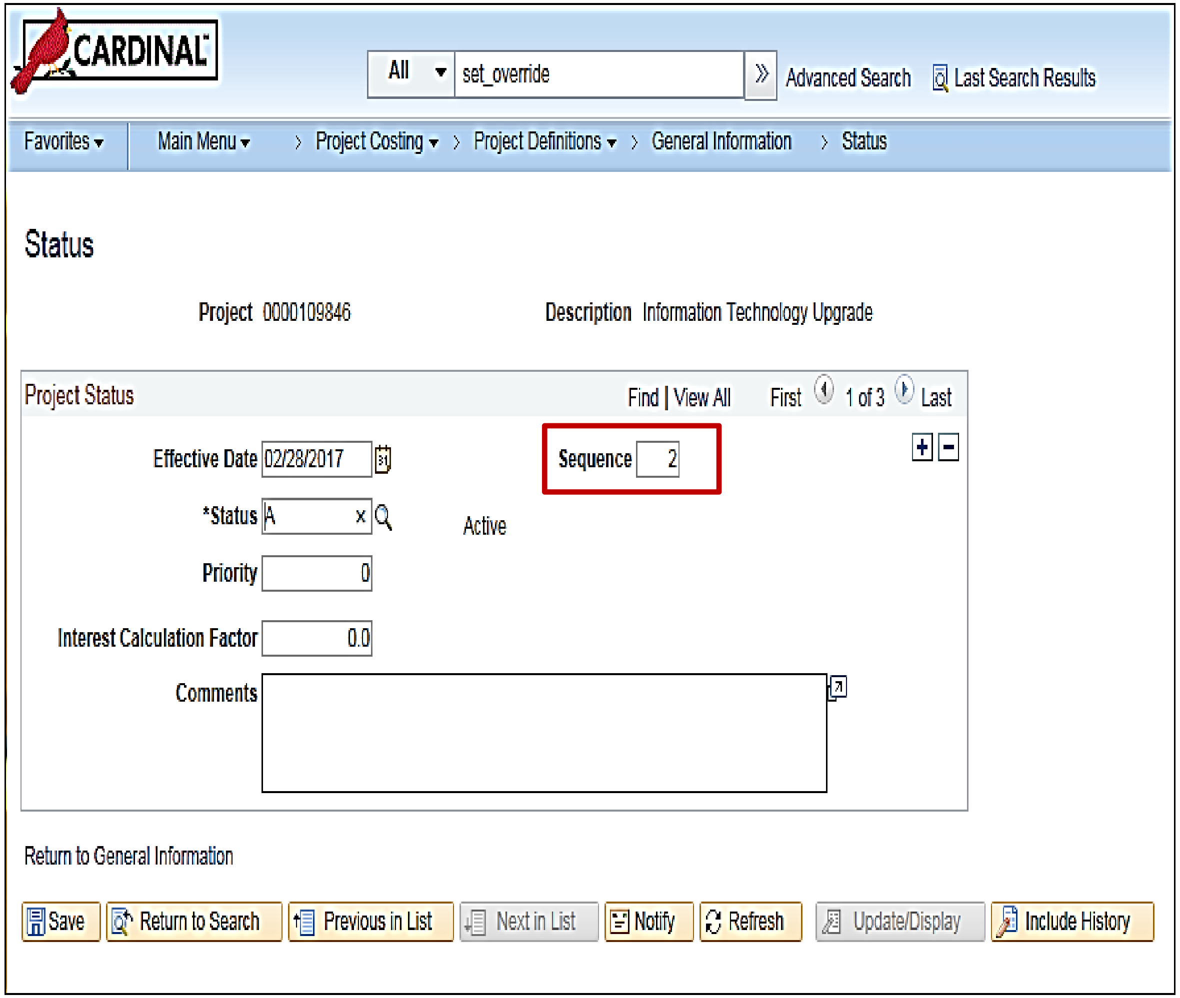
Update Project Status (continued)

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.



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.

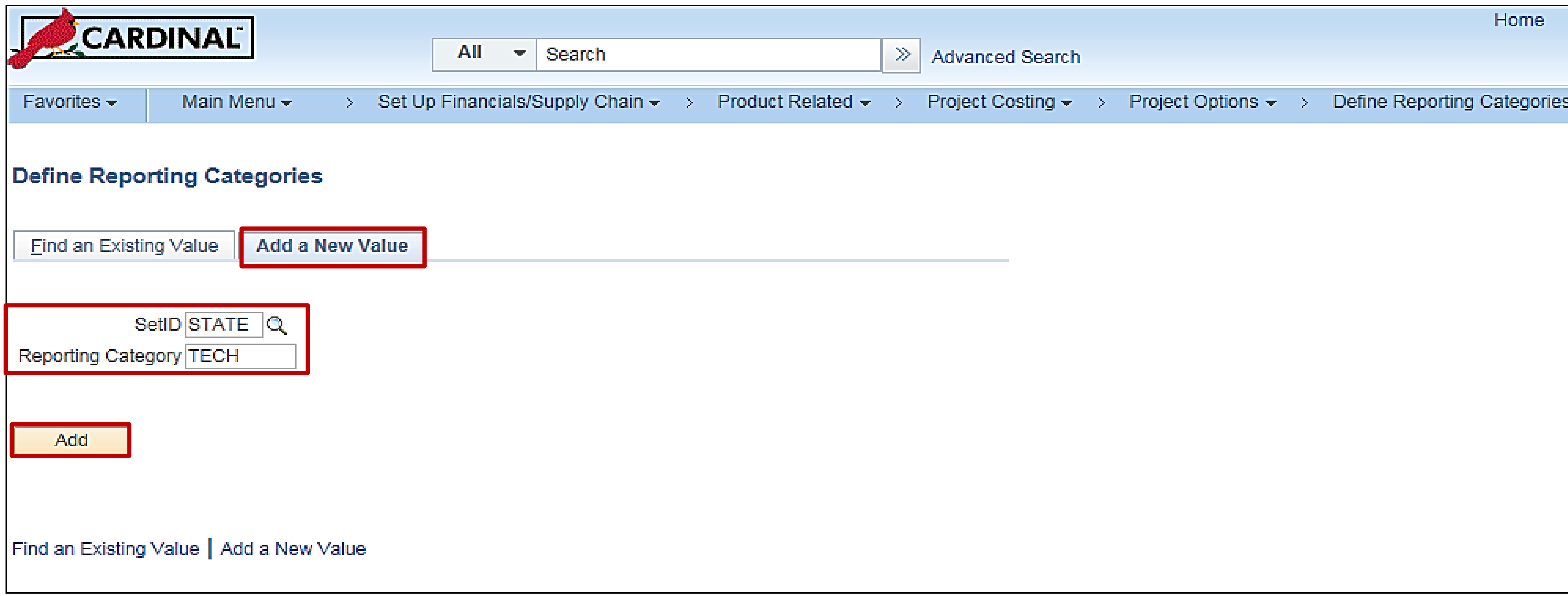
Be sure to search the existing Reporting Categories before creating a new one. Once created, they cannot be deleted.

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

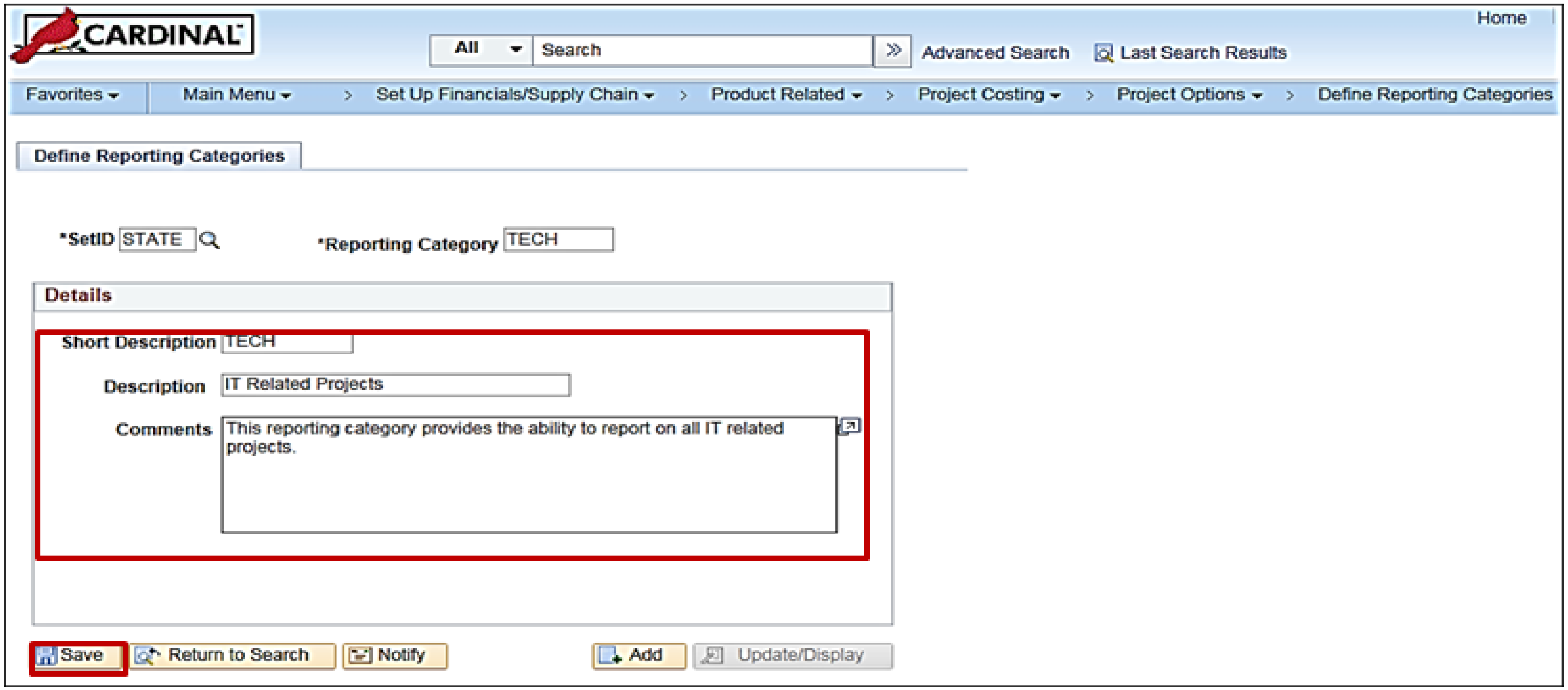
Creating Reporting Categories (continued)

- 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.



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.

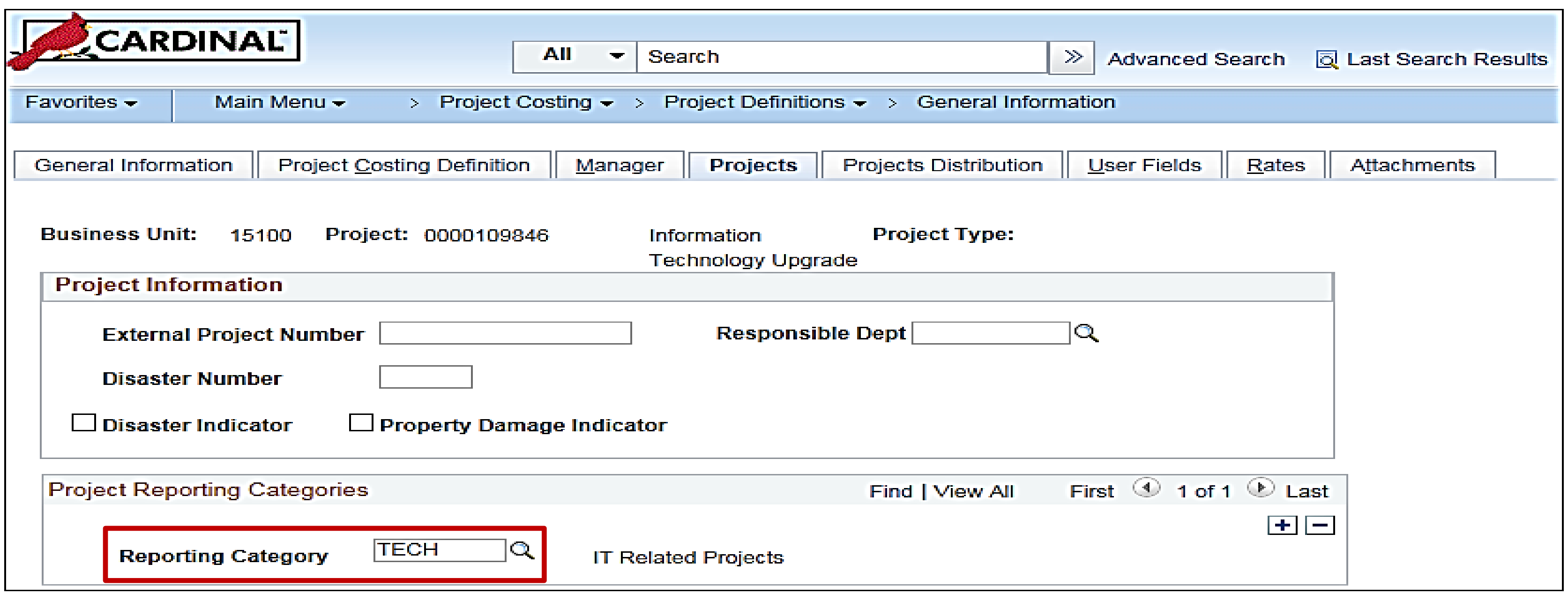


Associating Reporting Categories to Projects

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.



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.

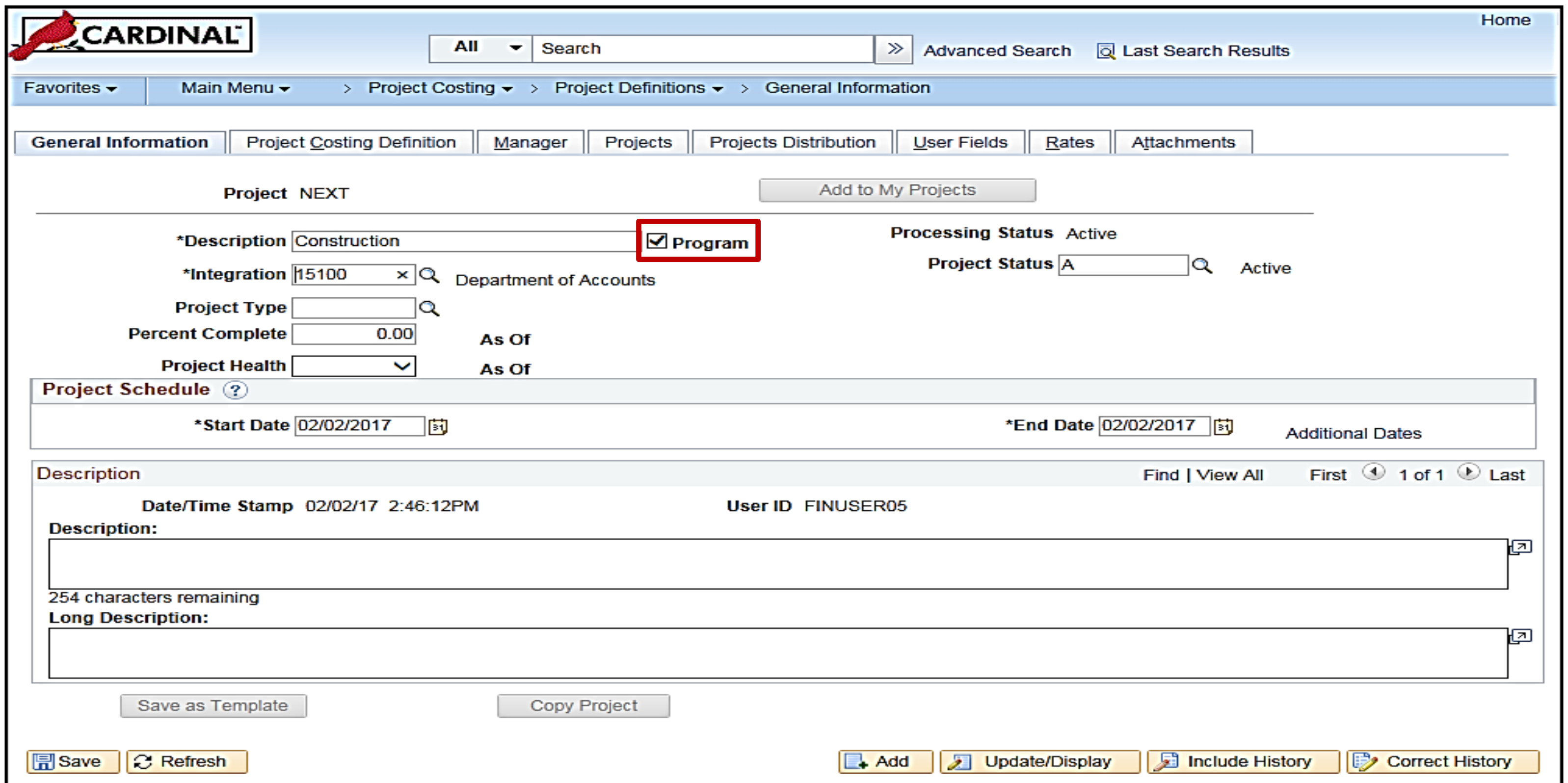
Detail projects are created to enter expenditure transactions. Each detailed project is associated to a predefined Summary Project through the use of trees. The project expenditures roll up to the Summary Project for reporting purposes.

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.

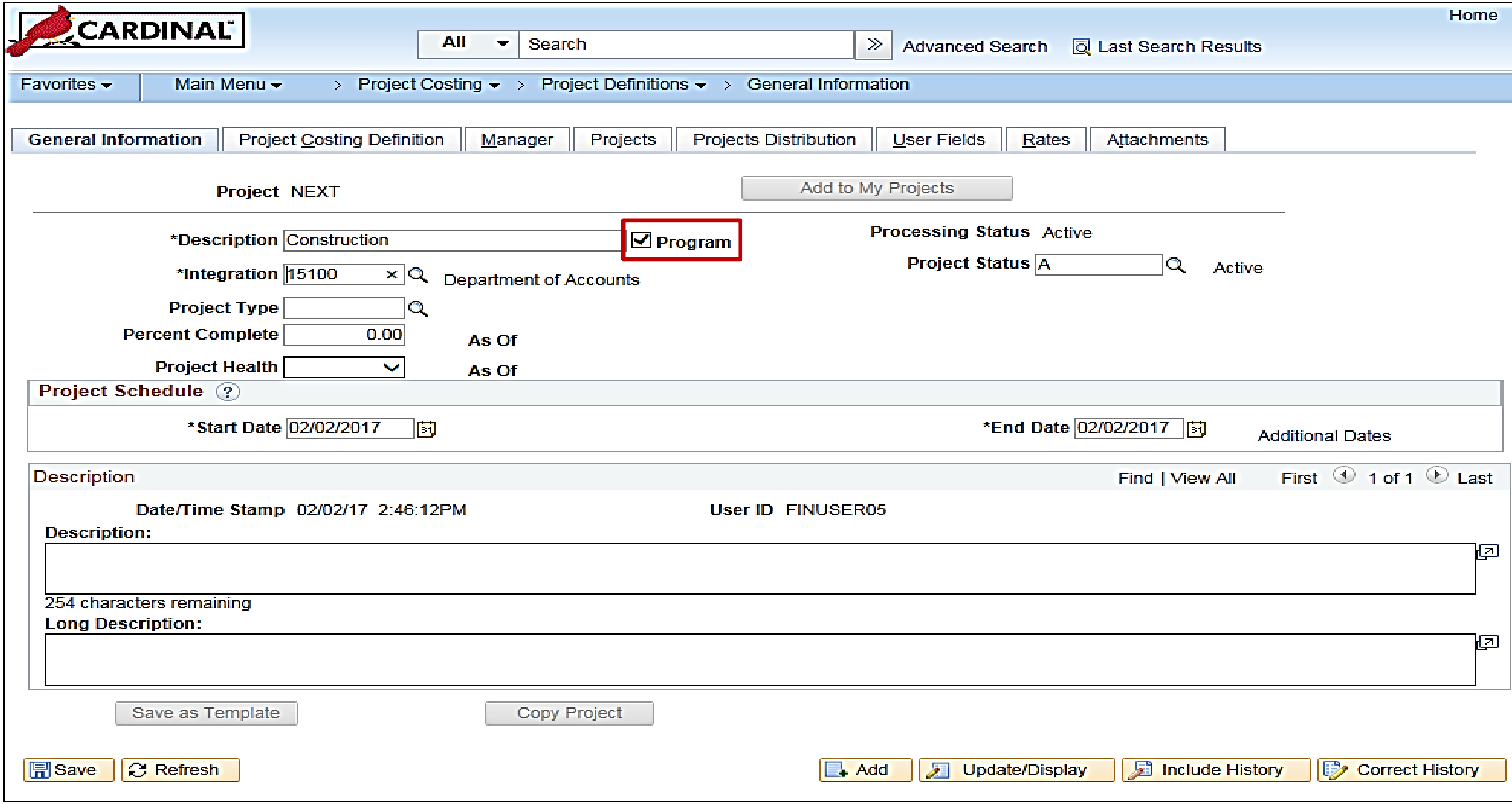
Creating a Summary Project (continued)

- 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.



Creating a Summary Project (continued)



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 unalloted 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.

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.

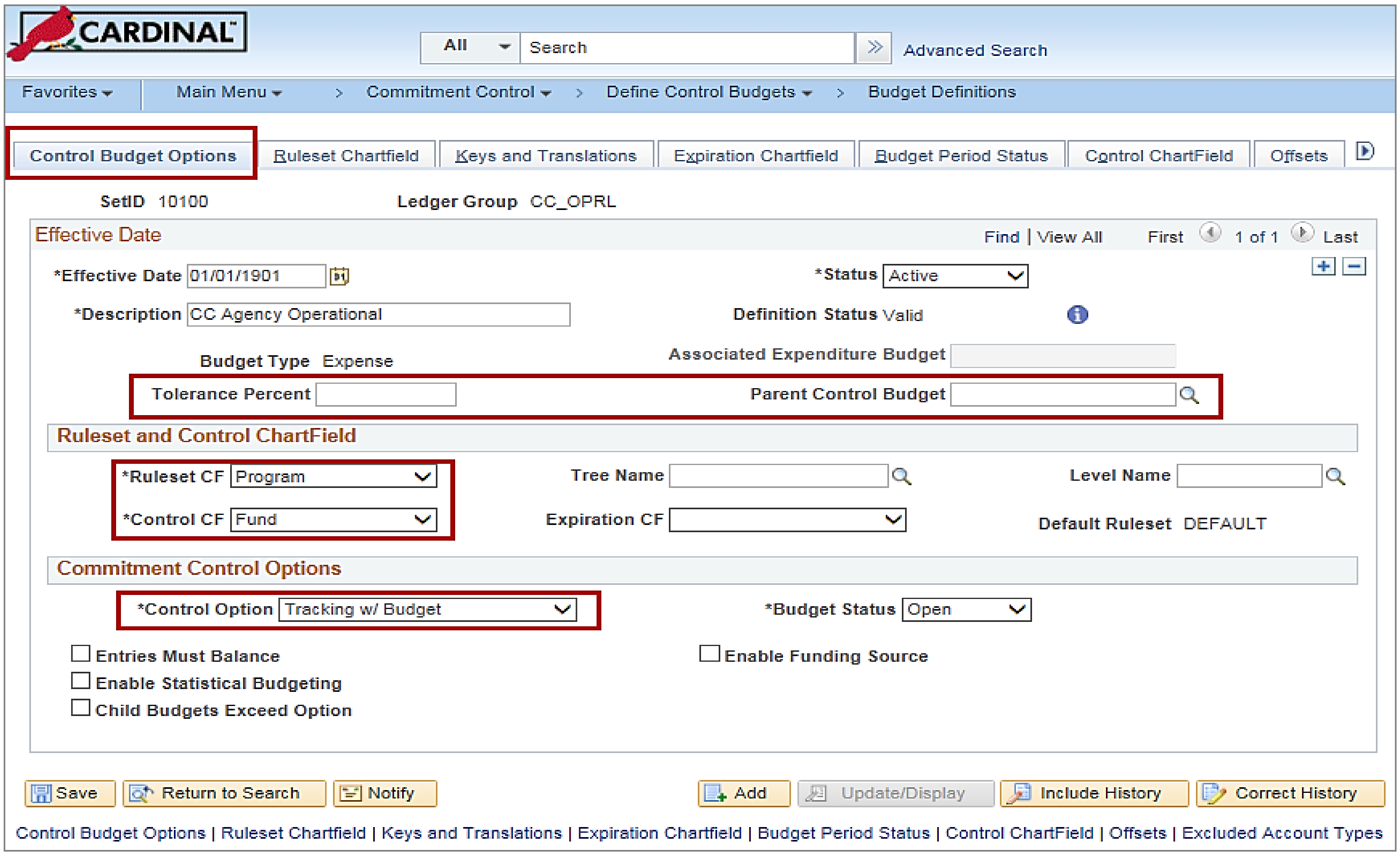
Track with Budget

- 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.

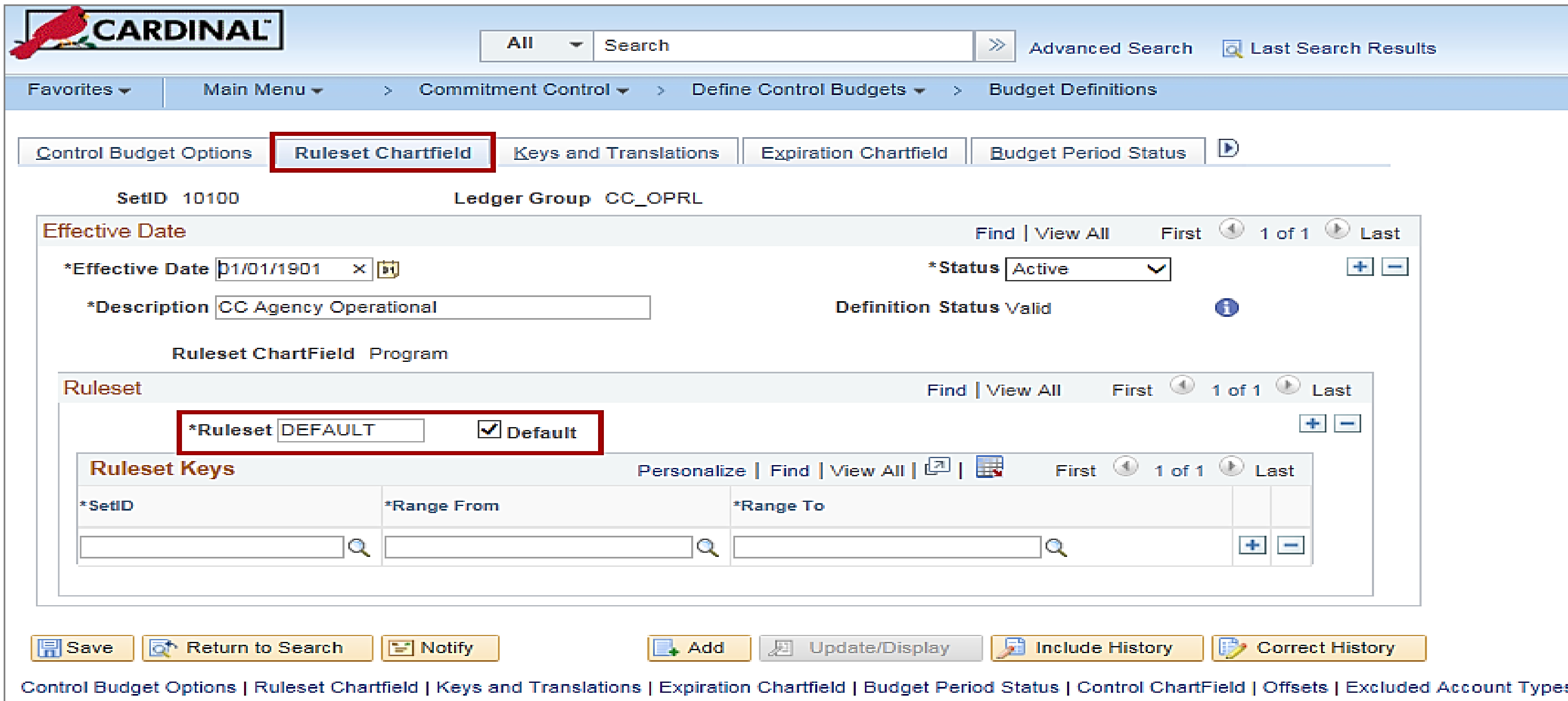
Budget Definitions: Control Budget Options (continued)



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.

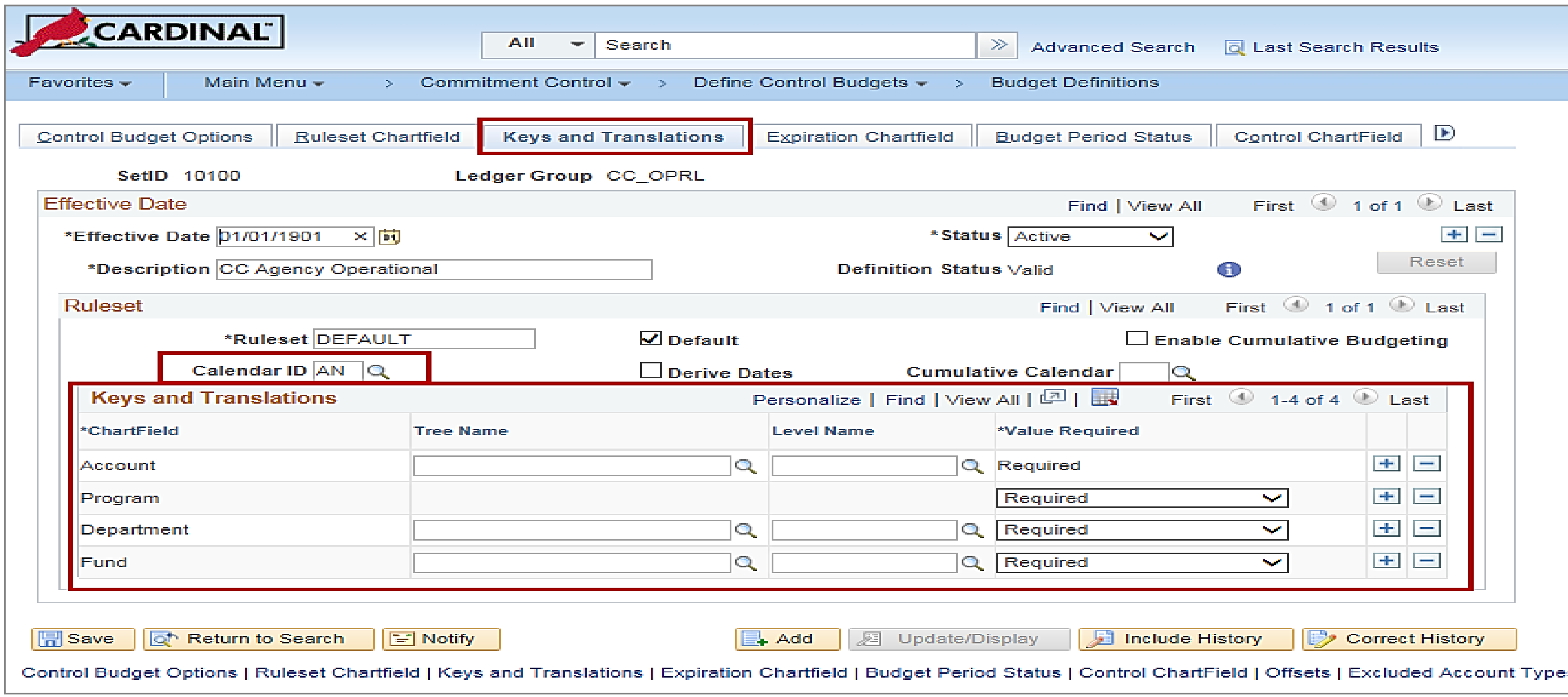
Ruleset: If there are no rulesets for specific ChartField values, the **Default** ruleset will display.



Budget Definitions: Keys and Translations

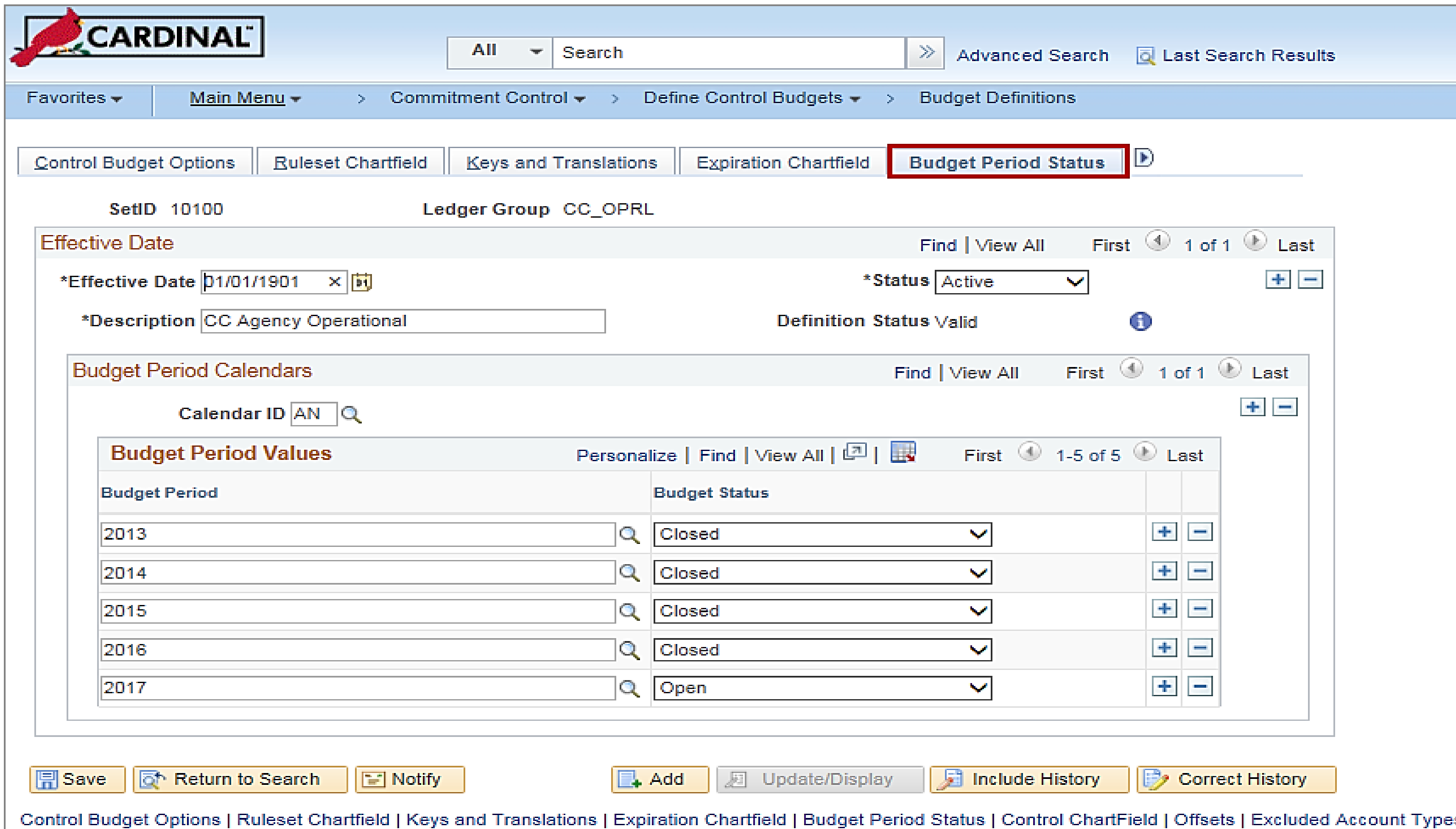
Calendar ID: The primary budget period calendar used to specify the budget periods that are valid for the ruleset. If a calendar ID is not specified for the ruleset, the entire budget is viewed as a single period.

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.



Budget Definitions: Budget Period Status

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



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.

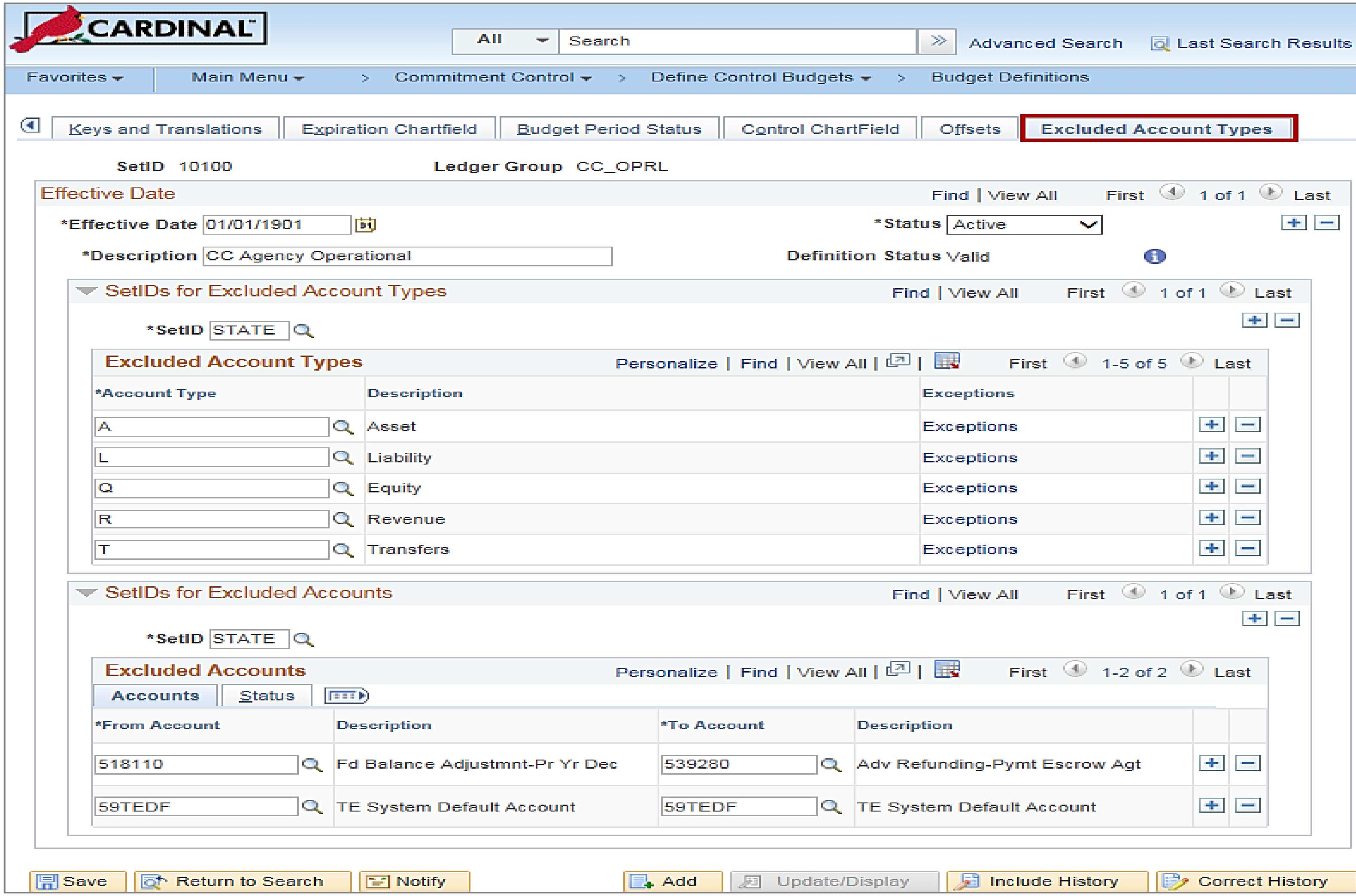
- Exceptions - Click this link to access the **Exclude Account Type Exceptions** page to identify ranges of account values that are exceptions to the exclusion.

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)



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

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