General Ledger Job Aid



GL332_Combination Edits Review Tools

Combination Edits Overview

Combination Editing is a feature in Cardinal that helps to maintain data integrity across all modules. Defined combinations of ChartField values are established and used to check journal entry lines in General Ledger and the other Cardinal modules.

The three components of the Combination Edits are:

1. **Combination Definition**: defines the ChartFields that are required or optional in the combination edit. For example, a Combination Definition may require an Account and a FIPS code be defined on each Journal Line.

2. **Combination Rule**: defines the valid values of the ChartFields that are named in the Combination Definition. In other words, the Combination Rule defines the specific values of each ChartField that will or will not pass the editing process for a Combination Definition.

3. **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 in Cardinal to the Combination Definitions and Combination Rules that are defined.

Typically, the Combination Edits are set up under the Set ID of "STATE". However, some combination edits are set up specifically for Virginia Department of Transportation (VDOT). These are all established under the Set ID of "50100".

There are two tools that can be used to review the Combination Rules and help identify the cause of a Combination Edit Error.

These tools are the **Review Combination Data** page and the **ChartField Combination Editing Rule** Report.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshot of the Search pages (<u>Section 2</u> , after Step 1; <u>Section 4</u> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



Receiving a Combination Edit Error

When users receive a Combination Edit Error on a transaction, the error is identified by Combination Group. Users can use the Combination Group to identify the associated Combination Rule.

Favorites -	Main Menu 🗸	> General	Ledger 🕶	> Journa	ls 🔹 🚿	Journal B	I Entry - > Create/Update Journal Entries
Header Lines Iotals Errors Approval							
Uni	Unit 15100 Journal ID 0000346973 Date 12/29/2016						
🔻 Heade	r Errors						Personalize Find 💷 🔣 First 🛈 1 of 1 🕐 Last
Unit	Field Name		Field Lon	g Name	Set	Msg	Message Text
15100	JRNL_HDR_STATUS	3	Journal H	leader Status	5860	53	Journal line errors exist for this header.
▼ Line E	rrors						Personalize Find 🖉 🔣 First 🕚 1 of 1 🕑 Last
Line #	Field Name	Field Long Na	me	Set Ma	90 N	Aessage Te	· ext
2	ACCOUNT	Account		9600 31	c	combo erro	rror for fields Account/Fund/Department in group DEPTREQ.
Save	Return to Search	🕑 Notify	C Refr	esh			Add Update/Display
Header Lines	leader Lines Totals Errors Approval						

In this scenario, Line number 2 of this Journal has a Combination Edit Error related to the Account in group "DEPTREQ". This message gives the user the specific Combination Group but not the Combination Rule.



Identifying the Combination Rule

Step	Action
1.	Navigate to the Combination Group page using the following path:
	Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group
The Co	mbination Group Find an Existing Value page displays.
	Favorites • Main Menu • > Set Up Financials/Supply Chain • > Common Definitions • > Design ChartFields • > Combination Editing • > Combination Group
	Combination Group
	Find an Existing Value Search Criteria
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches V 🖉 🗖 Saved Searches Choose from saved searches V
	*SetID = v Q Process Group begins with v A A Show fewer options
	Search Clear
ĺ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Click the SetID Look Up icon and select "STATE".
	*SetID = V
3.	Enter the applicable Combination Group in the Process Group field.
	Process Group begins with V
4.	Click the Search button.
	Search Clear



Step	Action
The Ch	artField Combination Editing Group page displays.
Favorites	Main Menu → Set Up Financials/Supply Chain → Common Definitions → Design ChartFields → Combination Editing → Combination Group
ChartF	ield Combination Editing Group
Set	D 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 *Anaber Values Net In Bules Mark Valid
	*Combination Group Defines Valid Combinations
Combin	nation Rule Personalize Find View All 🔄 🔜 First 🕢 1 of 1 🕟 Last
*Combina	tion Rule Description
ACCTEN	IDDPT Account/Fund/Department
Save	Image: Referesh Image: Referesh Image: Referesh Image: Referesh
4.	The Combination Group Defines field is used to select whether the editing group identifies "Valid Combinations" or "Invalid Combinations" of ChartFields. Click the dropdown button proved and select the applicable list item. *Combination Group Defines Valid Combinations
i	All of the associated Combination Rules are listed in the Combination Rule section. If there is more than one rule associated, the user may be able to narrow down the choices based upon the text that is found within the error message. In this example, the error relates to the Account/Fund/Department (i.e., Combination Rule "ACCTFNDDPT").
	Knowing the Combination Rule will assist in narrowing the data that is pulled when running the Review Combination Data Inquiry and will enable users to use the ChartField Combination Editing Rule Report.



Overview of the Review Combination Data Page

This page is used to retrieve data relating to valid ChartField combinations that have been entered and built in the system during Cardinal's overnight batch processing. If a new combination is created, it will not appear in this inquiry until after the build process is run overnight in Cardinal.

Step	Action						
1.	Navigate to the Review Combination Data page using the following path: Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design						
	ChartFields > Combination Editing > Review Combination Data						
The Re v	The Review Combination Data page displays.						
Favorites -	Main Menu						
Review	Combination Data						
*SetID	*Group Rule Business Unit for Prompting						
ChartField	d Values Personalize 2 First ④ 1 of 1 ⓑ Last						
Account	Fund Program Department Cost Center Task FIPS Asset Agency Use 1 Agency						
E Notify							
2.	Click the Group Look Up icon and select the applicable Group.						
	*Croup						
	Group						
3.	Click the Rule Look Up icon as needed and select the applicable Rule. If this field is left blank,						
	every Rule under that Group is retrieved.						
	Rule						
4	Click the Business Unit for Promoting Look Un icon and select the Business Unit						
4.	associated with the Group.						
	Business Unit for Prompting						



Step	Action	1															
5.	In the ChartField Values section, enter or select any ChartFields values that will help narrow down the resulting data.																
	ChartField	d Values											Person	alize	기 Firs	st 🕢 1 o	f1 🕟 Last
	Account	F	und	Program	De	partment	C	Cost Cent	er	Task		FIPS	Asset		Agenc	y Use 1	Agenc
		Q	Q		Q		Q			a —	Q						
																	•
1	This se associa concer returne	This section does not need to be filled out if the desired output is to retrieve all combinations associated with a Combination Group/Rule. The wildcard (a percent sign, %) can be used in concert with a series of numbers in any field to limit the number of ChartField values that are returned.															
6.	Click th	ne Se	arch bu	utton.													
	S	earch															
The Re v	view Co	mbin	ation D	ata pa	ge ref	reshe	es with	h the	sea	rch re	sults						
Fa	avorites 🗸	Main Menu	✓ > Set	Up Financials/	Supply Cha	in ▼ → C	ommon De	finitions 🔻	· > De:	sign ChartFi	elds 🔻 >	Combinati	on Editing 🗸	> Re	view Combi	ination Dat	a
R	eview Com	binatio	n Data		,					5			9				
'Se	etID	*Group		Ru	ıle		Busi	ness Unit	for Pro	npting							
ST		DEPTRE		1 AC	CCTFNDDP	T Q	1510	0 🔍				Demen	5	Bearch	0 4 -54	() Last	
	ChartField Values Personalize 2 First (1 of 1) Last Account Fund Program Department Cost Center Task FURS Account																
Ac	count	Fund	Program	1	Department		Cost Cente	r	Task	F	PS	Asset		Agency	Use 1	Agency	
Ac	ccount	Fund	Program		Department	0	Cost Cente	r O	Task	F	IPS	Asset		Agency	Use 1	Agency	
Ac	ccount	Fund	Program	۱ Q	Department	٩	Cost Cente	r Q	Task	F	IP S	Asset	Q	Agency	Use 1	Agency	
Ac 4	count	Fund	Program	n Q	Department	<u></u>	Cost Cente	r Q	Task	۶ ۹	PS	Asset	View All	Agency First	Use 1	Agency]
Ac 4 C	count	Fund	Program	Definition	Department	Q From Da	Cost Cente	To Date	Task	Grou	PS	Asset	View All	Agency First	Use 1 C ④ 1 of 1	Agency	
Ac d	combination Gr Group DEPTREQ	Fund Fund Foups and Rule ACC Number of	Program	Definition ACCTFND ed 3588	Department	From Da 01/01/15	Cost Cente	To Date 01/01/2	2099	Grou Valic	PS p Defines	Asset	View All	Agency First Rows Di 10	Use 1 C (1 of 1 splayed)	Agency	
Ac d	combination Gr Group DEPTREQ Combination	Fund roups and Rule ACC Number of Data	Program	Definition ACCTFND ed 3588	Department	From Da 01/01/15	te	To Date 01/01/2	Task 2099 Pers	Grou Valic	p Defines	Find	View All Max F	First	Use 1 (1) 1 of 1 splayed (2) X 10 of 10 (2)	Agency	
	combination Gr Group DEPTREQ Combination Account	Fund Fund Fund Fund Fund	Program	Definition ACCTFND ed 3588	Department	From Da 01/01/15	te er Ta	To Date 01/01/2	Task 2099 Perso	Grou Valic	p Defines	Asset	View All Max F	Agency I First Rows Di 10 () 1-' se 2 Pro	Use 1 (1) of 1 (2) Splayed (2) E 10 of 10 (2) 0 oject	Agency	
Ac C C	Combination Account 101001	Fund Rule ACC Number of Data Fund %	Program Rules Rows Retrieve Program	Definition ACCTFND ed 3588 Departme %	Department	From Da 01/01/15	te PO01	To Date 01/01/2	Task 2099 Perso FIP S	Grou Valic	p Defines	Asset	View All Max F	First Rows Di 10 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	(4) 1 of 1 splayed (2) (2) (2) 10 of 10 (2) oject	Agency	
	Combination Gr Group DEPTREQ Combination Account 101001	Fund Rule ACC Number of Data Fund %	Program Program Program	Definition ACCTFND ed 3588 Departme % %	Department DPPT	From Da 01/01/15	te 9001 Far Ta	To Date 01/01/2	Perse FIP S	Grou Valic	p Defines	Asset	View All Max F X Agency U	First	Use 1	Agency	
Ac C	Combination Gr Group DEPTREQ Combination Account 101001 101002	Fund E Fund Rule ACC Data Data 9% %	Program	h b c c c c c c c c c c c c c c c c c c	Department	From Da 01/01/15	Cost Cente	To Date 01/01/2	Task 2099 Pers	Grou Valio	p Defines	Asset	View All Max F T Agency U	First	(4) 1 of 1 splayed (5) T 10 of 10 oject	Agency	
	Combination Gr Group DEPTREQ Combination Account 101001 101002 101003	Fund Fund Rule ACC Number of Data Fund % %	Program Program Program Program	n D Finition A CCTFND ed 3588	Department DPT	From Da 01/01/15	Cost Cente	To Date 01/01/2	Pers.	Grou Valic	p Defines	Asset	View All Max F First Agency U	Agency I	Use 1	Agency	
Ac C	Combination Gr Group DEPTREQ Combination Account 101002 101002 101005 101007	Fund Rule ACC Number of Data Part Pa	Program	n D D D D D D D D D D D D D D D D D D D	Department	From Da 01/01/15	Cost Cente Cost Cente te 3001 te 3001 Ta a a a a a a a a a a a a a	To Date 01/01/2	Personal Parallel Par	Grou Valic	p Defines	Asset	View All Max F T Agency U	Agency I First Rows Di 10 (1) 10 (1) 1- See 2 Pr	Use 1 (a) 1 of 1 splayed (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	Agency	
	Combination Gr Group DEPTREQ Combination Account 101001 101002 101005 101007 101008	Fund Rule ACC ACC Rule ACC ACC ACC ACC ACC ACC ACC AC	Program Rules Rows Retrieve Program	n	Department	From Da 01/01/15	Cost Cente Cost Cente te B01 Ta Cost Cente te Cost Cente Ta Cost Cente te Cost Cente te te Cost Cente te te te te te te te te te	To Date 01/01/2	Pers.	Grou Valic	p Defines	Asset	View All Max F Trist Agency U	Agency I First Rows Di 10 (1) 10 10 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Use 1	Agency	
	Combination Gr Group DEPTREQ 101001 101002 101003 101005 101007 101008 101001	Fund Fund Fund	Program Program Program	n	Department	From Da 01/01/15	te pool ar Ta and A and	To Date 01/01/2	Personal and the second	Grou Valic	PS pDefines d View / Agen	Asset	View All Max F X Agency U	Agency I First Rows Di 10 (1) 10 10 (1) 10 1	Use 1	Agency	
Ac C	Combination Gr Group DEPTREQ Combination Account 101001 101002 101003 101005 101007 101008 101000 101000	Fund ACC ACC ACC ACC ACC ACC ACC AC	Program	n B B B B B B B B B B B B B B B B B B B	Department DDPT nt	From Da 01/01/15	Cost Center te 201 ar Ta a a a a a a a a a a a a a	To Date 01/01/2	Pers-	Grou Valic	PS pDefines d View / Agen d View /	Asset	View All View All Agency U Agency U	Agency I First Rows Di 10 (1) 10 (1) 1- See 2 Pri 20 20 20 20 20 20 20 20 20 20 20 20 20	Use 1	Agency	
Ac	Combination Gr Group DEPTREQ Combination Account 101001 101002 101003 101005 101007 101008 101000 101000 101000 101000 101000	Fund Rule ACC Number of Data Fund % % % % % % % % % % % % %	Program	h b c c c c c c c c c c c c c c c c c c	Department	From Da 01/01/15	Cost Cente te B01 r Ta a b Cost te Cost te Cost	To Date 01/01/2	Pers.	Grou Valic	p Defines	Asset	View All Max F	Agency I First Rows Di 10 (1) (1) (1) (1) (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	Use 1	Agency	
	Combination Gr Group DEPTREQ Combination Account 101001 101002 101003 101005 101007 101008 101000 101008 101000 Combination Combination	Fund Rule ACC Number of Data Parta % % % % % % % % % % % % %	Program Progra	Definition ACCTFND ed 3588	Department	From Da 01/01/15	te pol 7 ar Ta a a a a a a a a a a a a a a	r To Date 01/01/2 sk	Pers-	Grou Valid	p Defines d View / Agen Agen DUPS	Asset	View All	Agency I First Rows Di 10 () 10 () 1- 5 5 2 Pr () 10) () 10 () 10 () 10) () 10 () 10) () 10) () 10) () 10) () 10) () 10) () 10) () 10) () 10) () 10) ()) ()	Use 1 (a) 1 of 1 splayed (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	Agency	

The "%" sign in the **Combination Data** section means that a valid, non-blank value must be present for the **Fund** and **Department** ChartFields.



Step	Action
7.	Review the Number of Rows Retrieved field.
	Number of Rows Retrieved 3588
1	If the value in the Number of Rows Retrieved field is greater than the value in the Max Rows Displayed field, click in the Max Rows Displayed field and update the number to equal the value in the Number of Rows Retrieved field. Click the Last link to update the row count. If the value in the Number of Rows Retrieved field is equal to or less than the value in the Max Rows Displayed field, proceed to the next step.
8.	User can extract data from this page into an Excel document. Click the Download icon.
9.	Open the Excel file once downloaded.
10.	M.EPCO_COMM 🔯 🏠 🗊 🛃 🔟
The Exc	el Spreadsheet opens.
A1	\sim] : [$\times \sim f_x$] Account
A 1 Account	B C D E F G H I J K L M N O P Fund Program Department Cost Center Task FIPS Asset Agency Use 1 Agency Use 2 Project Affiliate Book Code Statistics Code Currency Code
2 101001 3 101002	%6 %6<
4 101003	%6 %6 %6 <
6 101007	No No<
7 101008 8 101010	% %
9 10106010 10107011 101080	%6 %6<
11.	Compare the ChartFields used in the transaction to those on the Spreadsheet in order to identify the cause of the error.



Overview of the ChartField Combination Editing Rule Report

Unlike the **Review Combination Data** page, this report includes all data relating to valid ChartField combinations that have been entered in Cardinal, whether they have been built during the nightly batch process or not. If a new combination is created, it will appear in this report even if the build process has not been run in Cardinal.

Step	Action
1.	Navigate to the Combination Rule Report page using the following path:
	Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report
The Con	nbination Rule Report Find an Existing Value page displays.
F	avorites • Main Menu • > Set Up Financials/Supply Chain • > Common Definitions • > Design ChartFields • > Combination Editing • > Combination Rule Report
C	ombination Rule Report
	Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	ORecent Searches Choose from recent searches Image: Choose from saved searches Image: Choose from saved searches
	Run Control ID begins with
	Case Sensitive
	Search Clear
i	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	If this is the first time running this Report, click the Add a New Value tab and create a Run Control ID. Otherwise, enter or search for the existing Run Control ID using the Run Control ID field on the Find an Existing Value tab. The remaining steps in this section are based on the use of an existing Run Control ID.
	Run Control ID begins with V
3.	Click the Search button.
	Search Clear



Step	Action
The Cha	rtField Combination Editing Rule Report page displays.
Favorites -	Main Menu
ChartField	Combination Editing Rule Report
	Run Control ID COMBRUL Report Manager Process Monitor Run Language English
Report Req	Jest Parameters
	As of Date 01/07/2025
Save	Notify Dydate/Display
4.	The SetID field defaults to "State". Update as needed using the Look Up icon provided.
	SetID STATE Q
5.	As applicable, click the Combination Rule Look Up icon and select the Combination Rule.
	Combination Rule
6.	The As of Date field defaults to the current date but can be updated as needed. This field is used to extract valid combinations as of a specific date.
	As of Date 01/07/2025
7.	Click the Save button.
	Save Notify
8.	Click the Run button.
	Report Manager Process Monitor Run



Step	Action	
The Pro	cess Scheduler Request	page displays in a pop-up window.
Proces	ss Scheduler Request	X
	User ID	Help Run Control ID COMBRUL
	Server Name	✓ Run Date 01/07/2025 33
	Recurrence	Run Time 8:40:55PM Reset to Current Date/Time
Proce	Time Zone Q ss List	
Select	Description	Process Name Process Type *Format Distribution
	Combination Rule Report	GLS4002 SQR Report Web V PDF V Distribution
ОК	Cancel	.:
9.	Check to ensure that the Format field is defined w	Combination Rule Report checkbox is selected and that the <i>i</i> th "PDF".
	*Type *Format Web V PDF V	Distribution Distribution
10.	Select the OK button.	
	OK Cancel	
The Cha	rtField Combination Edit	ting Rule Report page redisplays.
Favorites -	Main Menu 🗸 🔰 Set Up Financials/Sup	pply Chain • > Common Definitions • > Design ChartFields • > Combination Editing • > Combination Rule Report
ChartField	Combination Editing Rule Repo	ort
	Run Control ID COMBRUL	Report Manager Process Monitor Run
	Language English V	Process Instance:22032572
Report Req		
	As of Date 01/07/2025	
Save E	Notify	Add Update/Display



Step	Action				
11.	Review and note the Process Instance Number that now displays below the Process Monitor link.				
	Report Manager Process Monitor Run Process Instance:22032572				
12.	Click the Process Monitor link.				
	Report Manager Process Monitor Run				
The Pro	ess List page displays.				
Favorites •	Main Menu				
Process List					
View Process	Request For				
User ID	Q Type V I Days Refresh				
Run Status	Distribution Status				
- Broassa	Save On Refresh				
Select Instance	Seq. Process Type Process User Run Date/Time Run Status Distribution Details Actions				
2203257	2032572 SQR Report GLS4002 V_TRN_FINUSER017 01/07/2025 8:40:55PM EST Success Posted Details *Actions				
Go back to Com	Votify				
13.	Click the Refresh button until the Run Status field displays "Success" and the Distribution Status field displays "Posted".				
	Refresh				
	/iew All 2 First 1 of 1 Last				
	Run Status Distribution Details Actions				
	Success Posted Details - Actions				
14	Click the Details link				
17.					
	Details				
	Details				



Step	Action								
The Process Detail page displays in a pop-up window.									
Proc	Process Design charafterios >> combination Editing >> Review combination Data >> Process Process Instance 22032572 Type SQR Report Name GLS4002 Description Combination Rule Report								
Run	Run Status Success Distrik	bution Status Posted							
N	Run Control ID COMBRUL Location Server Server PSUNX2 Recurrence	 Hold Request Queue Request Cancel Request Delete Request Re-send Content Restart Request 							
Date	/Time	Actions							
	Request Created On 01/07/2025 8:45:06PM EST Run Anytime After 01/07/2025 8:40:55PM EST Began Process At 01/07/2025 8:45:11PM EST Ended Process At 01/07/2025 8:45:11PM EST	ParametersTransferMessage LogBatch TimingsView Log/Trace	.:5						
15.	Click the View Log/Trace link.								



Ste	p Action							
The View Log/Trace page displays in a pop-up window.								
	View Log/Trace					×		
	Report					Help		
	Report ID 97496294	Message Log						
	Name GLS4002	Process Type S	QR Report					
	Run Status Success							
	Combination Rule Report							
	Distribution Details							
	Distribution Node fintrn Expiration Date 02/06/2025							
	File List							
	Name	File Size (bytes)	s) Datetime Created					
1	SQR_GLS4002_22032572.log	2,209	01/07/2025	8:45:11.867231PM	EST			
	gls4002_22032572.PDF	3,059	01/07/2025	8:45:11.867231PM	EST			
	gls4002_22032572.out	58	01/07/2025	8:45:11.867231PM	EST			
	Distribute To							
	Distribution ID Type	*Distribution ID						
	User							
	Poturn							
	Return							
× I						.::		
16.	Click the PDF link wi	thin the File List sect	ion.					
	File List							
	Name							
	SOR GI \$4002 220325	72 log						
	ale4002_220325	72.log						
	UIS4002_22032072.PDF							
	gis4002_22032572.out							



Step	Action						
i	The report displays. In the PDF, the "%" sign in the Selected Value column means that a valid, non-blank value must be present for the Fund and Department ChartFields.						
	PeopleSoft Financials Report ID: GL\$4002 CHARTFIELD COMBINATION RULES Set ID: STATEStatewide SetID As Of Date: 01/07/2025 Combination Rule: ACCTFNDDPT Description: Account/Fund/Department Effective Date From: 01/01/1901 To: 01/01/2099 Combo CF Definition: ACCTFNDDPT Require Valid ChartField Value DEPTID THUN COMP					Combo CF Definition: ACCTFNDDPT	
	ChartField ACCOUNT DEPTID FUND_CODE	<u>How Specified</u> Selected Tree Nodes Selected Detail Values Selected Detail Values	<u>SetID</u> STATE	<u>Tree Name</u> ACCOUNT_OVERALL	<u>Tree Level</u>	Selected Value ACCOUNTS_ACFR	