

This Job Aid describes the process for entering an Internal Transfer Journal Entry in ARC.



#### **Online Journal Entry in ARC**

1. From my.columbia.edu, click ARC and then Go To ARC.



2. Click the **Journals** tile.



Or, click the NavBar > Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry.

The CU Journal Internal Transfers appears. Business Unit (COLUM), Journal ID (NEXT) and Journal Date will be prepopulated. Click Add.



4. In the create Journal Entry Page, click the **Header** tab. Enter a **Long Description** and click on the **Lines** tab.



# Columbia University Finance Training

Training Guide: Creating, Approving, and Posting Internal Transfer Journal Entries in ARC



Header Lines Totals Errors	Approval		New Window ? Help
Unit: COLUM	Journal ID:	NEXT	Date: 07/16/2012
Long Description:			2
*Ledger Group:	ACTUALS Q	Adjusting Entry:	Non-Adjusting Entry
Ledger:	Q	Fiscal Year:	2013
*Source:	ITF	Period:	1
Reference Number:		ADB Date:	07/16/2012
Journal Class:	٩		
Transaction Code:	GENERAL Q		Auto Generate Lines
			Save Journal Incomplete Status
SJE Type:		*	Autobalance on 0 Amount Line
Currency Defaults: USD / AVG / 1			
Attachments (0)		Commitment Control	
Reversal: Do Not Generate Reversal			

5. Enter the Journal Line information and click Save.

nit:	co	LUM		Journ	nal ID1:	NEXT					Date:		07/16/2012							
emplate L	List										Change \	/alue	s							
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Select	Line	Account		Dept		PC Bus Unit	Project		Activity		An Type		Initiative		Segment		Site		Fund	Functio
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latched p	pair to add	1:	2	÷	-	1													4	
Init	Total Lin	es					Total Debits					То	Customiz tal Credits	Jou	nd   View All mal Status		B	udget	1 of 1	Last
	2						0.000						0.000		N				N	

Business Unit, Account, Department, PC Bus Unit, Project, Activity, Initiative, Segment, Site (if applicable) and Amount. Speed Type, Fund and Function will be left blank.

Note: When an account number is entered, the matched pair account defaults on the second row.

**Note:** It is very important to remember that in ARC, credits must be entered as negative numbers. Therefore, if you are crediting your ChartString for a recovery and want to debit another ChartString for the charge, you must enter the recovery as a negative number and the charge as a positive number.



6. Click the + button to create an additional Journal Entry line and populate the journal information in the additional rows.



- 7. Click the Save button. The journal will be saved and you will notice the following updates:
  - Journal ID will be changed from NEXT to the next Journal ID number available. This number will be generated automatically by the system
  - Journal Lines are updated with input data set

Header	Lines	<u>T</u> otals <u>E</u>	rrors	Approv	val										🔊 New W	findow 1	P Help	2	Custo	mize Pa	ge ,
Unit: Template	C( List	DLUM	Journ Searc	nal ID1: ch Criteria	1	000	00782	209				ate: Change	e Val	07/16/	2012						
Inte	er/IntraUni	t	*Proc	ess:	E	dit Journa	al			*			P	rocess		X	1	Line:		4 🐺	Y
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Select	Line	Project		Activity		An Type		Initiative		Segment		Site		Fund	Function	Affiliate		Fund Affil		Currency	
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• Verify that total debits equals total credits

iemplate		CUM	Journ Searc	ni 101: h Onteria	Edit Journal	8229		Change Value	07/18/2012		The states 1 and 1
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8. Select **Edit Journal** in the process dropdown menu. Click the **Process** button. The Edit Journal process performs sets of data validations on the journal entry lines entered.

it:	CC	DLUM	Jou	rnal ID1:		0000078209				Da	te:	07/	16/201	12		Errors	Only			
nplate I	List		Sea	rch Criteria						Ch	ange	Values								
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	Total Li	nes				Total	Debit					Total (	Credits	Journal St	atus		Budge	et Status		
LUM	4						500.	00					500.0	х v				¥		

The option to wait for confirmation or proceed appears.

Message	
Would you like to w	at for confirmation that the Edit process has completed? (5010,465)
Your request is curr the Process Monito	ently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check to verify that the scheduled process has completed before accessing the Journal.
Yes	No

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Clicking No allows you to work on something else while the process completes in the background. See the section on Using the Process Monitor to view the Journal processing status. Click Yes to remain on this page to continue. The Journal Status and Budget Status are changed from N to V. "V" stands for valid entry, meaning no journal

header or no journal line is marked in error and for budget, no journal entry Budget Checking Exceptions.

If the Journal Status or Budget Status displays an "E" it means that there is an error in the journal entry. Click on the **Errors** tab to find the detail on the error in order to correct the journal and then repeat step 8.

▼ Totals							Customi:		🔁   🛗 First 🕅 1 of 1 🖸
Unit	Total Lines		Tota	l Debits			Total Credits	Journal Status	Budget Status
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Unit:	COLUM	ournal ID: 0	00007007	0	Date:	07/17/2012			
onn.	COLOM	ournand. 0	00007907	0	Date.	0//1//2012			
▼ Header	Errors						<u>Customize</u>	<u>Find</u>   🛄   🛄 Firs	at 🚺 1 of 1 🖸 Last
Unit	Field Name	Field Long Name	Set	Msg	Message Te	xt			
COLUM	JRNL HDR STATU	S Journal Header Status	5860	53	Journal line	errors exist for	this header.		
🔻 Line Er	rors						Customize	Find   🔤   🛗 Fin	st 🚺 1 of 1 🖸 Last
Line #	Field Name	Field Long Name	Set	Msg	Message Te	xt			
1			5860	81	Invalid PC B	usiness Unit, P	roject ID, and A	ctivity ID combinati	on.

10. From the Lines tab, go to the Process dropdown menu and select Submit Journal. Click the Process button.

avorites	Main Mer	u > Columi	bia Spe	ecific > Ge	neral Led	ger > Inte	emal Ti	ansfer Jou	malEntry			ß	Home	1	Worklist ? Help		vdd to Favo Customize	rites Pag	je
Unit: Template	it: COLUM Journal ID1: 0000078209 mplate_List Search Criteria Inter/IntraUnit *Process: Edit_Journal Budget Check_Journal Budget Check_Journal Chees Copy Journal								Date:	07 ge Values	/16/201	12		Errors	Only				
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	2	COLUM	Q	ACTUALS	Print Jo	Journal Journal (Crystal) Journal (XMLP)			010210	2 Q	SPONS	Q	GG000001	Q	01	Q	GLE	Q	00
	3	COLUM	Q	ACTUALS	Submit	Journal			010310	2 Q	SPONS	Q	GG001001	Q	01	Q	GLD	9	00
	4	COLUM	Q	ACTUALS			Q	40000 Q	010310	2 Q	SPONS	Q	GG000004	Q	01	Q	GLD	Q	10
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Matched pair to add : 2 💌 📼 🛅										-				-	a bourses	1			
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COLUM	4	1103				Total Debits					Total	500.0		0103		Duog	V		

11. Click the **Approval** tab. The Approval page appears on the screen. The Approval Action will say Approve which means that the journal has been submitted and is in the approval queue.

~						Worklist	Add to Favorites	Sign ou
Favorite	s Main Menu > Columbia Spec	ific > General Ledger > Inte	ernal Transfer JournalEntry					
Heade	r Lines Totals Errors	Approval			New Window	? Help	📝 Customize Page	http
Unit:	COLUM	Journal ID:	0000078209	Date:	07/16/2012		Submit	
Appr	oval Status							
Unit	:	COLUM						
App	roval Check Active:	Y						
App	roval Status:	Pending Approval						
App	roval Action:	Approve	*					
Den	y Comments:					2		
De	nartmental Approval							
					2.07.46 BUON			Doublin
	DUSINESS_UNIT=C	OLUM, JOURNAL_ID=00	100078209, JOURNA	L_DATE=201	2-07-10, BUSIN	E33_UN	II_LN=COLOM:	rendin
	Dept: 0102102							
	Pending Multiple Approvers Department Level Approval							
	Dept: 0103102							
	Pending Multiple Approvers Department Level Approval							

Note: There may be a number of Department Approvers for this transaction as well Central Approvers.

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#### **Approving the Journal Entry**

1. Click the **Approvals** tile on the ARC home screen.



2. Click the **Worklist** tab.



3. In the Worklist, click the Link that displays the Journal ID to approve.

Worklist							
ARC							
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AR CL Bassas and		Transaction			USINESS UNIT COLUM		
WF Routing	05/07/2012	Approved	Approval Workflow	2-Medium ·	30 FNAL 10:0000076150	Mark Worked	Reassign

4. Click the **Approval** tab. Make sure that the **Approval Action** dropdown menu is set to **Approve**. Click on the **Submit** button to approve the journal.

ARC					Home   Worklist
Favorites Main Menu > Worklist :	Worklist				
Header Lines Totals Err	ors Approval			5	New Window  ? Help 📝
Unit: COLUM	Journal ID:	0000078206	Date:	07/13/2012	Submit
Approval Status					
Unit:	COLUM	10.00			
Approval Check Active:	Y				
Approval Status:	Not Submitted				
Approval Action:	Approve	× -			
Deny Comments:					(J
Approval History					

• When the journal is approved, the section showing approvals appears green.





- If there are additional approvals required, the entry will be routed to the appropriate Worklists.
- If you are the final approver, see the Posting the Journal Entry section for instructions.

**Note:** You are the final approver if you are the listed last on the approval screen. In the screenshot above, the Central Approval is the final approver and will need to post this entry.

## **Posting the Journal Entry**

1. After you approve the journal, click the Lines tab. Select the **Post Journal** option from the **Process** dropdown menu and click the **Process** button.

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nit: emplate l	CI	OLUM	Jou	rnal ID1:		0000075015				Dati	e: 0 nge Values	4/24/20	12	E	Error	Only			
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Lines					Copy	Journal		/							c	ustomiz	E   Find		Ш
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A confirmation message appears.

2. Click OK. The Journal is now posted and the Journal Status is P and the Budget Status is V.

Header Unit: Template	Line	COLUM	Errors Approve Journal ID1: Search Criteria	000007822	3		t	Date: 07/1	7/2012	1	Errors On	<b>iy</b> qa	
			*Process:	Edit Journal			•	Process			I I Line	10	) I I
Lines											Custo	mize   Einst	P   1
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Unit	Tota	Lines		Total	Debi	ts		Total Cr	edits .	Journal Status	Bu	dget Statu	s
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Save Header   Li	Re II	Return to Search Intals   Errors   Ap	E Notify 💠	Refresh							E- Add	,E Upda	te/Display

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#### **Using the Process Monitor**

ARC verifies that Journals are balanced (i.e., debits equal credits) and ChartField values are valid.

Only successfully validated journals are eligible for posting. The Process Monitor allows you view the Run Status and Details of Journals.

1. Click the NavBar > PeopleTools > Process Scheduler > Process Monitor.



- 2. Search by User ID or Process Instance ID referenced in the Process Confirmation message.
- 3. Click **Refresh**. The Process List appears.

iProcess List											
1 · · · · · · · · · · · · · · · · · · ·									View All		
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details		
	4226381		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 8:58:03AM EST	Success	N/A	Details		

#### If there are Journal errors, the Run Status displays 'Warning'.

'rocess List □ Q 4 1-2 of 2 → → ↓ Viaw AV									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	4226383		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 9:44:21AM EST	Warning	Posted	Details
	4226381		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 8:58:03AM EST	Success	Posted	Details

4. To view errors, navigate back to General Ledger > Journals > Journal Entry > Create/Update Journal Entries, search for your Journal ID, and click the Errors tab.

AR	C	Nevigator - Search	Advanced Search	Ho
Header	Lines Jotal Errors	Approval		
Un	it COLUM	Journal ID 0001617002	Date 12/01/2019	
- Head	er Enrors		Personalize   Find   🕮   🔜 First 🚳 1 of 1 🛞 Last	
Unit	Field Name	Field Long Name Set Mag	Message Text	
COLUM JRNL_HDR_STATUS		Journal Header Status 5860 48	Journal is not balanced on journal totals or balancing ChartField totals.	
T Line i	Еггога	Personalize	Find   🔄   🔣 First 🚯 1 of 1 🛞 Last	
Field Long	Name Message T	ext		
	No journa	line between line 1 and line 2 is marked in error.		

### **Getting Help**

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now https://columbia.service-now.com