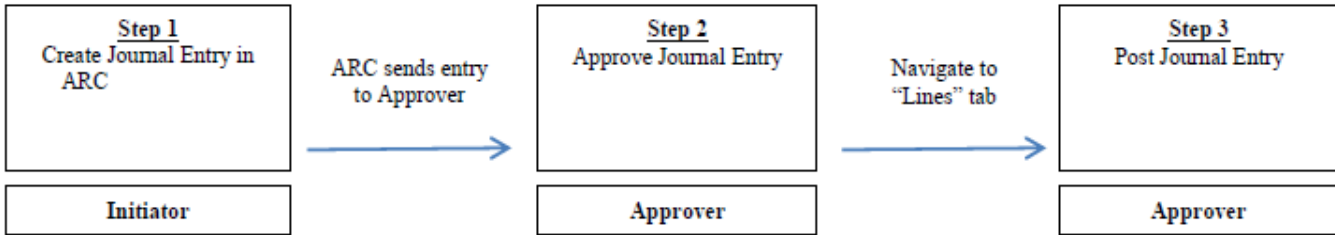
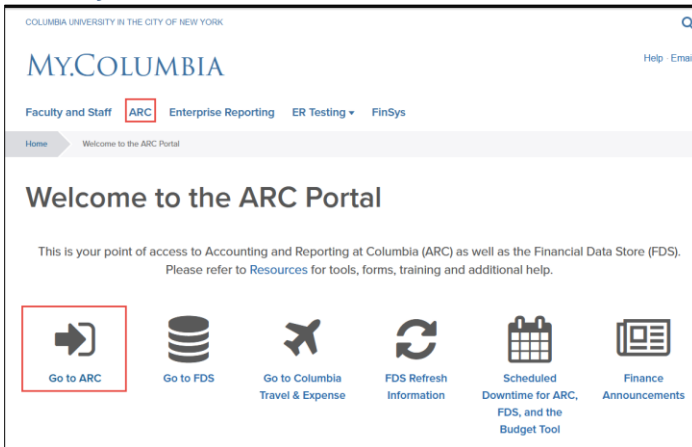


This Job Aid describes the process for entering an Internal Transfer Journal Entry in ARC.

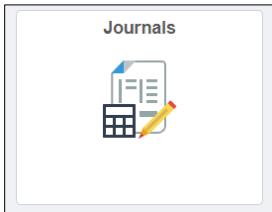


## Online Journal Entry in ARC

- From [my.columbia.edu](http://my.columbia.edu), click **ARC** and then **Go To ARC**.

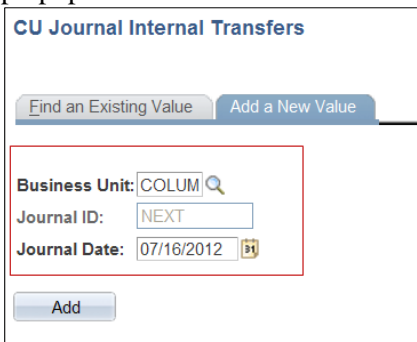


- Click the **Journals** tile.

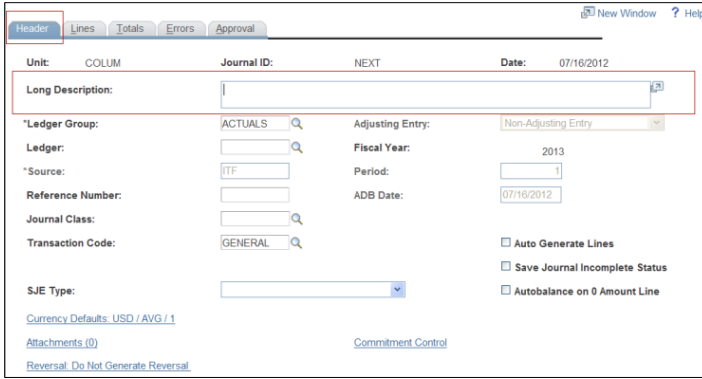


Or, click the **NavBar** > **Main Menu** > **Columbia Specific** > **General Ledger** > **Internal Transfer JournalEntry**.

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



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



Unit: COLUM      Journal ID: NEXT      Date: 07/16/2012

Long Description: [ ]

\*Ledger Group: ACTUALS      Adjusting Entry: Non-Adjusting Entry

Ledger: [ ]      Fiscal Year: 2013

\*Source: ITF      Period: 1

Reference Number: [ ]      ADB Date: 07/16/2012

Journal Class: [ ]

Transaction Code: GENERAL

SJE Type: [ ]

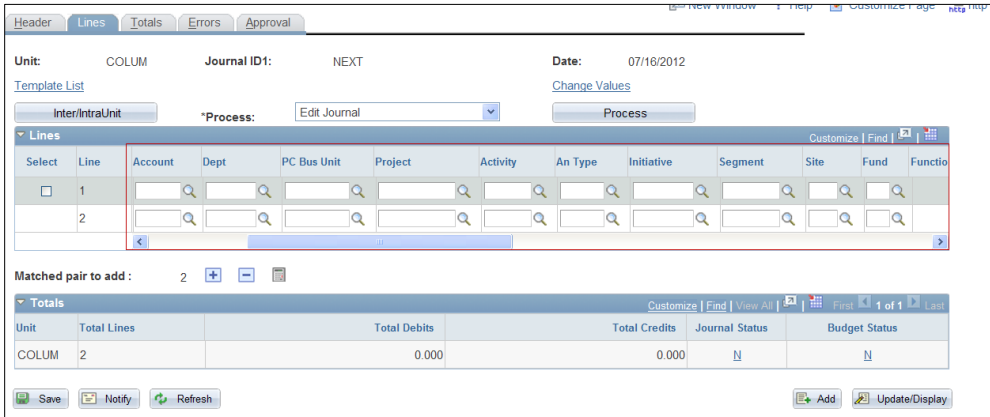
Auto Generate Lines  
 Save Journal Incomplete Status  
 Autobalance on 0 Amount Line

Currency Defaults: USD / AVG / 1

Attachments (0)      Commitment Control

Reversal Do Not Generate Reversal

5. Enter the **Journal Line** information and click **Save**.



Unit: COLUM      Journal ID: NEXT      Date: 07/16/2012

Template List      Change Values

Inter/IntraUnit      \*Process: Edit Journal      Process

Select	Line	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	Segment	Site	Fund	Function
<input type="checkbox"/>	1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
<input type="checkbox"/>	2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Matched pair to add: 2      +      -      [ ]

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.000	0.000	N	N

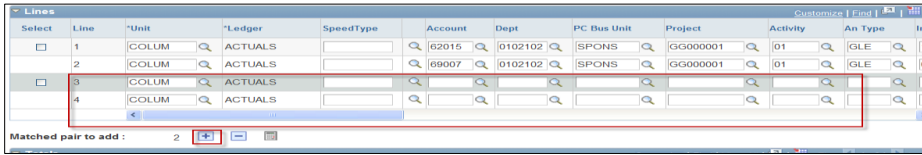
Save      Notify      Refresh      Add      Update/Display

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.

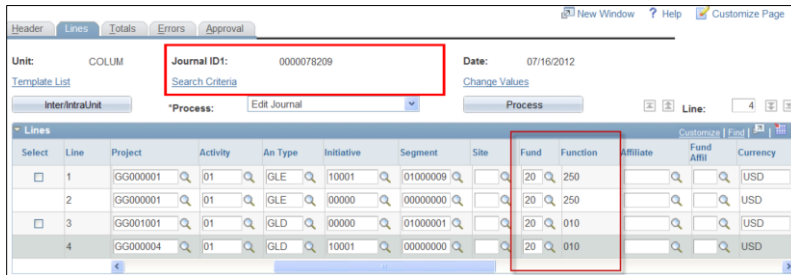
**Note:** It is very important to remember that in ARC, credits must be entered as negative numbers. Therefore, if you are crediting your ChartString for a recovery and want to debit another ChartString for the charge, you must enter the recovery as a negative number and the charge as a positive number.

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

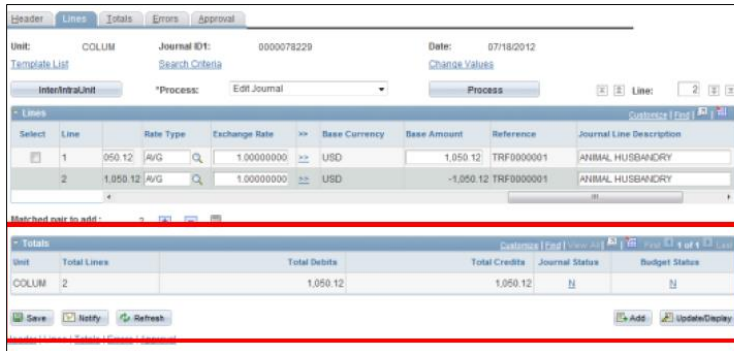


7. Click the **Save** button. The journal will be saved and you will notice the following updates:

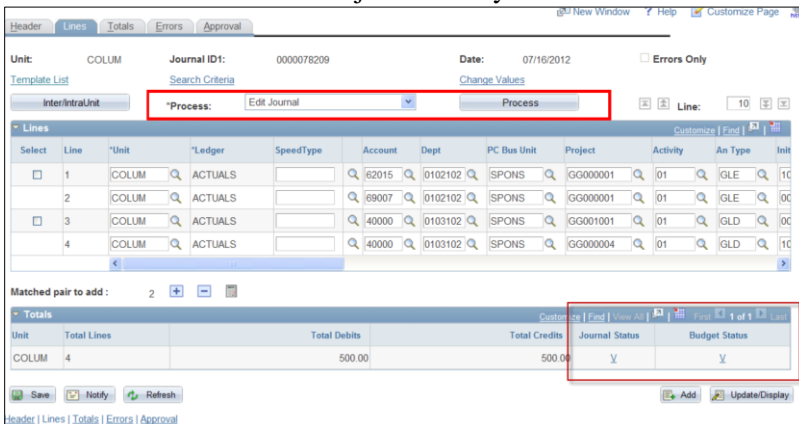
- Journal ID will be changed from NEXT to the next Journal ID number available. This number will be generated automatically by the system
- Journal Lines are updated with input data set



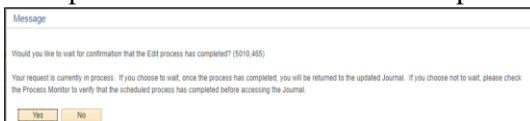
- Verify that total debits equals total credits



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.



The option to wait for confirmation or proceed appears.



9. 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.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	8	82,957.16	82,957.16	E	N

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1			5860	81	Invalid PC Business Unit, Project ID, and Activity ID combination.

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

Line	Unit	Ledger	Dept	PC Bus Unit	Project	Activity	An Type	Init
1	COLUM	ACTUALS	0102102	SPONS	GG000001	01	GLE	1C
2	COLUM	ACTUALS	0102102	SPONS	GG000001	01	GLE	0C
3	COLUM	ACTUALS	0103102	SPONS	GG001001	01	GLD	0C
4	COLUM	ACTUALS	0103102	SPONS	GG000004	01	GLD	1C

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	4	500.00	500.00	V	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.

Unit: COLUM Journal ID: 0000078209 Date: 07/16/2012

Approval Status

Unit: COLUM

Approval Check Active: Y

Approval Status: Pending Approval

Approval Action: Approve

Deny Comments:

Departmental Approval

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000078209, JOURNAL\_DATE=2012-07-16, BUSINESS\_UNIT\_LN=COLUM:Pending

Internal Xfer Dept Approval

Dept: 0102102

Pending

- Multiple Approvers
- Department Level Approval

Dept: 0103102

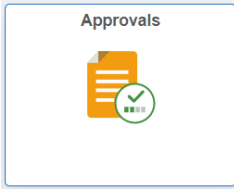
Pending

- Multiple Approvers
- Department Level Approval

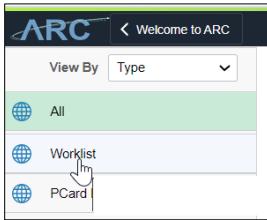
**Note:** There may be a number of Department Approvers for this transaction as well Central Approvers.

### Approving the Journal Entry

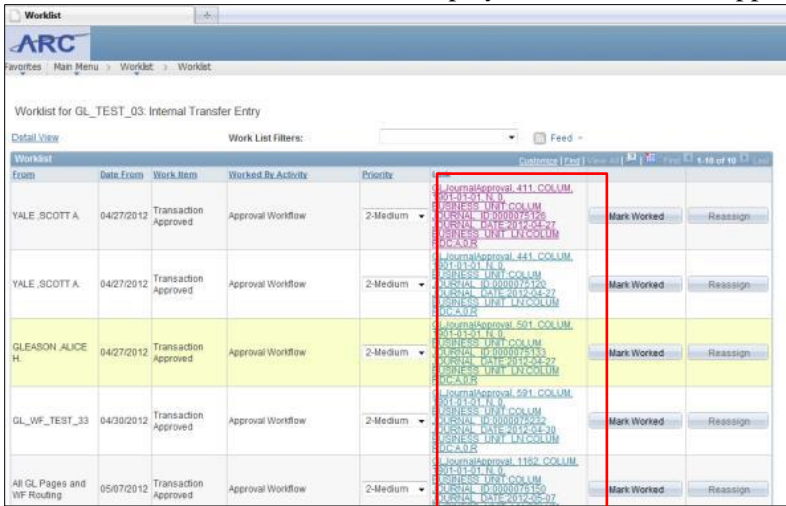
1. Click the **Approvals** tile on the ARC home screen.



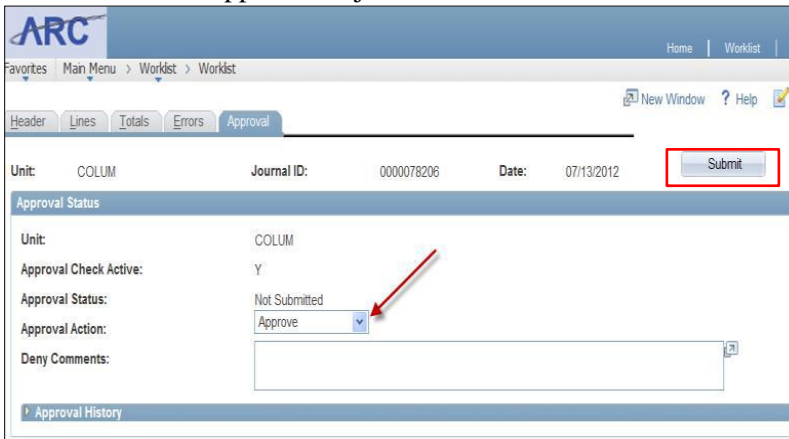
2. Click the **Worklist** tab.



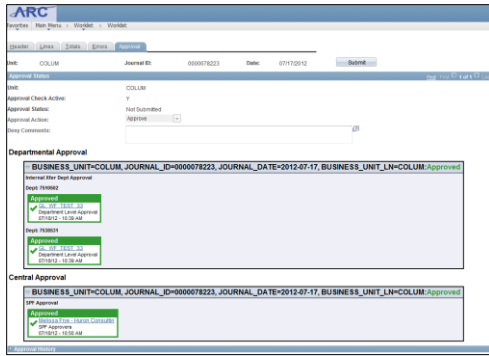
3. In the Worklist, click the **Link** that displays the Journal ID to approve.



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.



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

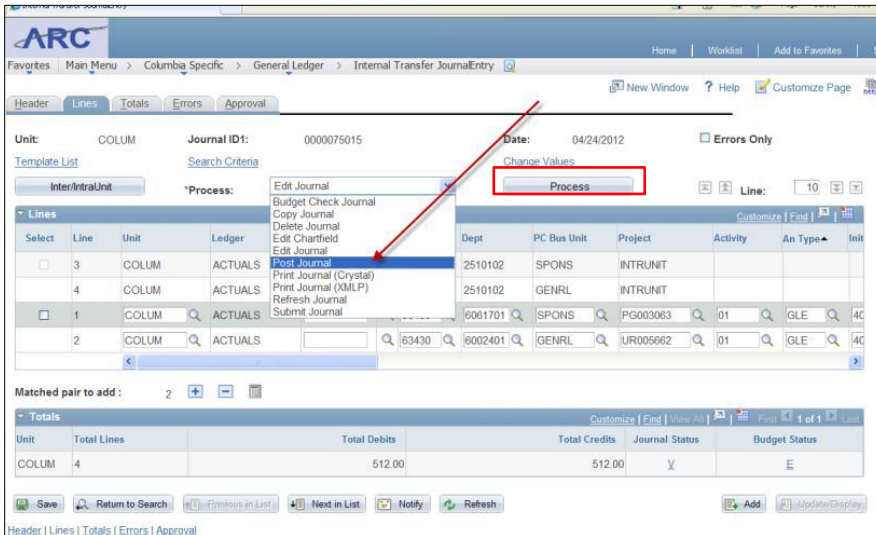


- If there are additional approvals required, the entry will be routed to the appropriate Worklists.
- If you are the final approver, see the Posting the Journal Entry section for instructions.

**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.

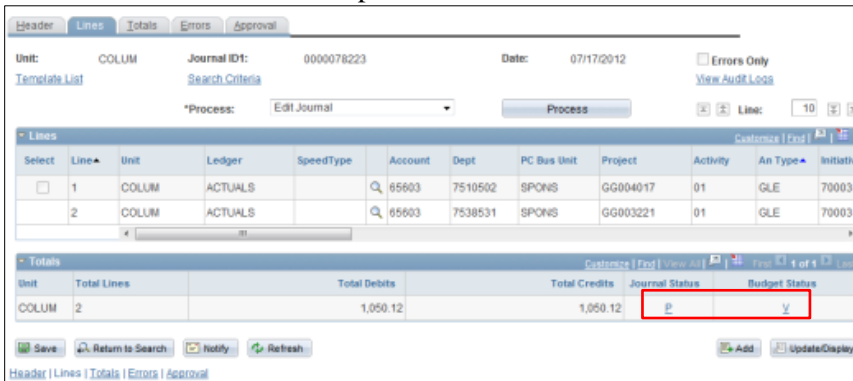
### Posting the Journal Entry

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.



A confirmation message appears.

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

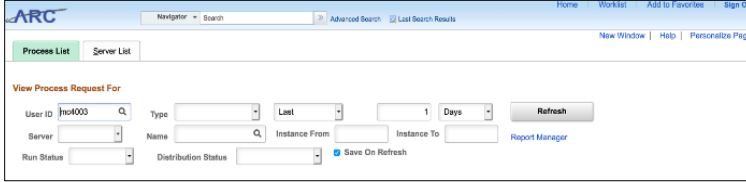


## Using the Process Monitor

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**.



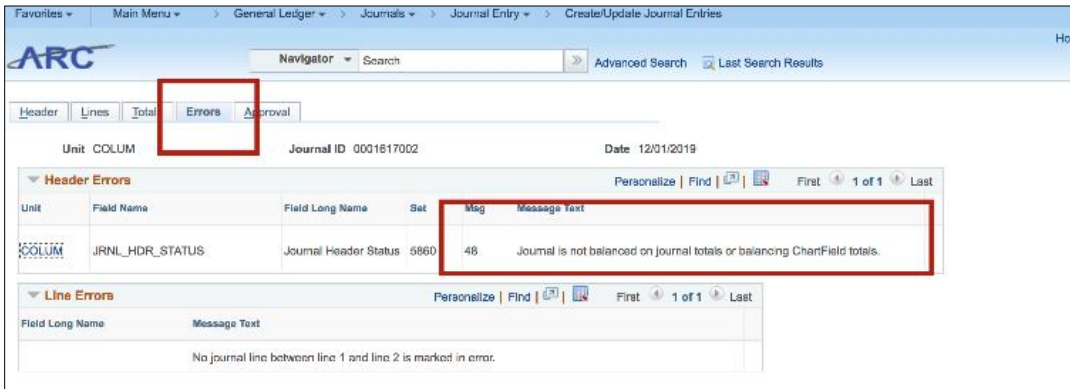
2. Search by **User ID** or **Process Instance ID** referenced in the Process Confirmation message.
3. Click **Refresh**. The Process List appears.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4226381		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 8:58:03AM EST	Success	N/A	<a href="#">Details</a>

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4226383		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 9:44:21AM EST	Warning	Posted	<a href="#">Details</a>
<input type="checkbox"/>	4226381		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 8:58:03AM EST	Success	Posted	<a href="#">Details</a>

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.



## 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>