Job Aid: How to Print Journals in ARC

1. In ARC, navigate to the ITF or to the General Journal pages via the Journals Tile.



Or

NavBar > Main Menu > Columbia Specific > General Ledger > Internal Transfer Journal Entry > Find An Existing Value

Or

NavBar > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find An Existing Value

- 2. Search for the journal you want to print.
- 3. Open the journal.
- 4. Click on Journal Lines tab. Select **PRINT JOURNAL** from the pull down process menu and click the **PROCESS** button.

Header	Lin	es <u>T</u> otals	Erro	ors A	pproval	1	*Nou-				
	Unit C	OLUM			Journa	al ID	0001326452	Date	<b>0</b> 2	/08/2017	
	Те	emplate List					Search Criteria		Ch	ange ∀alues	
		Inter/Intra	Unit		*Proce	ess	Edit Journal v Budget Check Journal			Process	
💌 Lin	es						Copy Journal				
Select	Line	ne *Unit *Ledger Ac		Aco	Delete Journal	ect		Activity	An Type		
	1	COLUM	Q	ACTUA	LS	63	Edit Journal	001469	Q	01 Q	GLE
	2	REIDH	Q	ACTUA	LS	63	Post Journal Print Journal	005940	Q	01 Q	GLE
Match	ed pair	2 +					Refresh Journal Submit Journal				

When the process completes a hyperlink for Report Manager will appear on the page.

	Unit C	OLUM		Jouri	nal ID	0001	13264	452				Date	02	/08/2017	
	Те	emplate List				Searc	:h Cr	iteria					Cha	ange Values	
		Inter/Intra	Unit	*Proc	cess	Print	Jour	mal				Ŧ		Process	
⊤ Lir	ies					Repo	rt Ma	anager		Process	Mor	itor			
Select	Line	*Unit		*Ledger	Ac	count	0	Dept		PC Bus Unit		Project		Activity	An
	1	COLUM	Q	ACTUALS	63	440	Q	7571405	Q	GENRL	Q	UR001469	Q	01	GL
	2	REIDH	Q	ACTUALS	68	440	Q	0112302	Q	GENRL	Q	UR005940	Q	01	GL

**Note**: You can no longer get the HTML Crystal report from the Process Monitor View Log/Trace link in the process details. You must use the Report Manager to get a PDF version of the report in 9.2.



ARC



5. Click on Report Manager

List Explorer	Administration Archives		pro	an	
View Perperte For			and and		
Folder	Instance	to	Re	fresh	
Name	Created On		3 Last	•	1 Days 🔻
Reports		Personalize   Find   Vi	ew All   💷   🔜	First 🕚 1	-2 of 2 🕑 Last
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 GLX7501 - GLX7501.pdf	GLX7501 - GLX7501.PDF	General	03/07/17 11:25AM	2204648	2355346
2 GLX7501 - GLX7501.pdf	GLX7501 - GLX7501.PDF	General	03/07/17 10:51AM	2204646	2355344
	-oduct				
~100-J	1.		~100-Pr		

6. The links to the PDF are listed along the left of the grid that appears. Click on the report name to go to the next page where you can download the actual reports:

Report			
Report ID	2204648	Process Instance 235534	6 Message Log
Name	XMLP	Process Type XML Pu	blisher
Run Status	Success		
GLX7501 - GL>	<7501.pdf	AOH	
Distribution	Details		
Distribution N	lode arcprf	Expiration Date	03/14/2017
File List	1		Dubling Countral
GLX7501.pdf		7,312	03/07/2017 11:25:27.166736AM ES
Distribute Te			
Distribution ID	Гуре	*Distribution ID	
Llear		ib3160	

The reports are formatted as such:

ITF



## **Columbia University Finance Training**

Job Aid: How to Print Journals in ARC

## ORACLE PeopleSoft Financials Page: Run Date: Run Time: 1 of 2 3/7/17 11:25:23 AM Report Definition: GLX7501 Journal Entry Detail Report Unit COLUM Ledger G ACTUALS Foreign Currency USD Journal ID: 0001326452 Source ITE Rate Type: Journal Date: 2/8/17 Reversal: None Effective Date: 2/8/17 Description: UAT TEST ITF UPLOAD Reversal Da Exchange Rate: 0.00000000 ACTUALS COLUM Initiative / Segment Fund / Function Account / Dept /PC Bus Unit Project / Activity Description: COMMUNICATION SERVICES Amount: Base Amount: 63440 7571405 GENRL 500.00 USD 500.00 USD UR001469 01 01 200 00000 00000000 TRF0000001 ce: em: Re Rate Type: Rate: 1.00000000 Total Debit: Credit: Net: 500.00 0.00 500.00 USD Debit: Credit: Net: 500.00 0.00 500.00 Base Currency USD Journal Line 1

## General

ORACLE Report Definiti	ion: GLX7501		PeopleSe Journal Ent	oft Financials try Detail Report			Page: Run Date: Run Time:	1 of 2 3/7/17 11:50:37 AM
Unit	COLUN		Ledger Group:	ACTUALS	F	oreign Currency:	USD	
Journal ID: 0001		9364	Source:	ONL	F	Rate Type:	AVG	
Journal Date:	3/31/16		Reversal:	None	E	Effective Date:	3/31/16	
Description:	To corre incorrect budget s allocatio	ct F&A recorded under department due to no v tatus at the time the n.	alid Reversal Date:		E	Exchange Rate:	1.0000000	
Init: CO	IUM	_edger: ACTL	JALS	Initiative /	Fund /			
		Dept /PC Bus Unit	Activity	Segment	Function			
Description: T	To correct F&A Dept	69810	GG009679	60008	20	Amount: Base Amount:	-9,999.60 USD -9,999.60 USD	
Open Item:		5217104 SPONS	01	JL4006	370	Rate Type: Rate:	AVG 1.00000000	
Description: T Reference:	To correct F&A Dept	41100	GG009679	60908	20	Amount: Base Amount:	9,999.60 USD 9,999.60 USD	
Open Item:		5217104 SPONS	01	JL4006	050	Rate Type: Rate:	AVG 1.00000000	
Description: T Reference:	To correct F&A Dept	69810	GG009679	60908	20	Amount: Base Amount:	9,999.60 USD 9,999.60 USD	
		5214104 SPONS	01	JL4006	370	Rate Type: Rate:	AVG 1.00000000	
Open Item:						Amount:	0.000.60.1160	
Description: T Reference:	o correct F&A Dept	41100	GG009679	60908	20	Base Amount:	-9,999.60 USD	

## **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

Or, you can contact the Service Center by phone: (212) 854-2122

