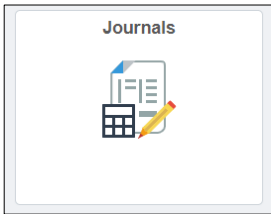


1. In ARC, navigate to the ITF or to the General Journal pages via the **Journals Tile**.



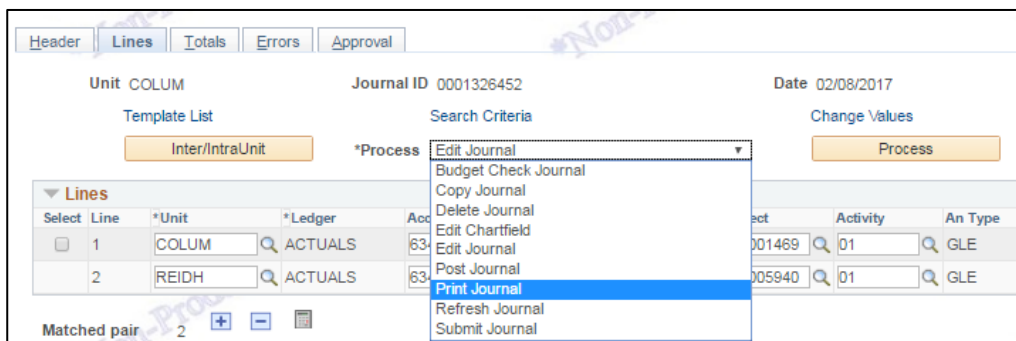
Or

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

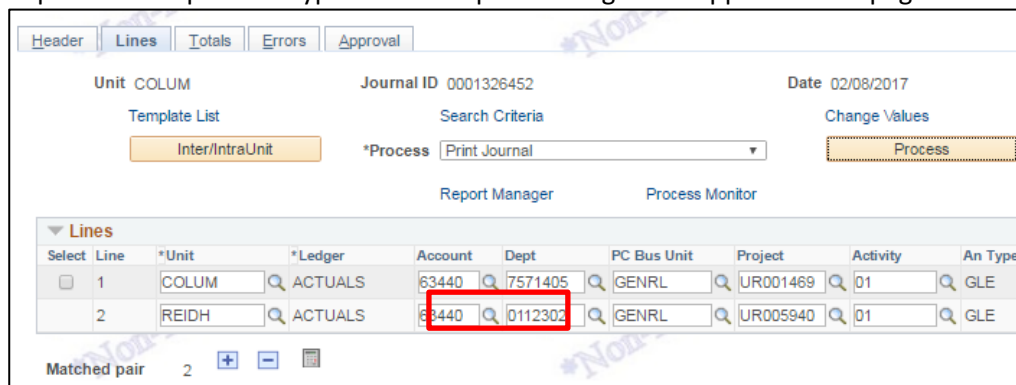
Or

**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.

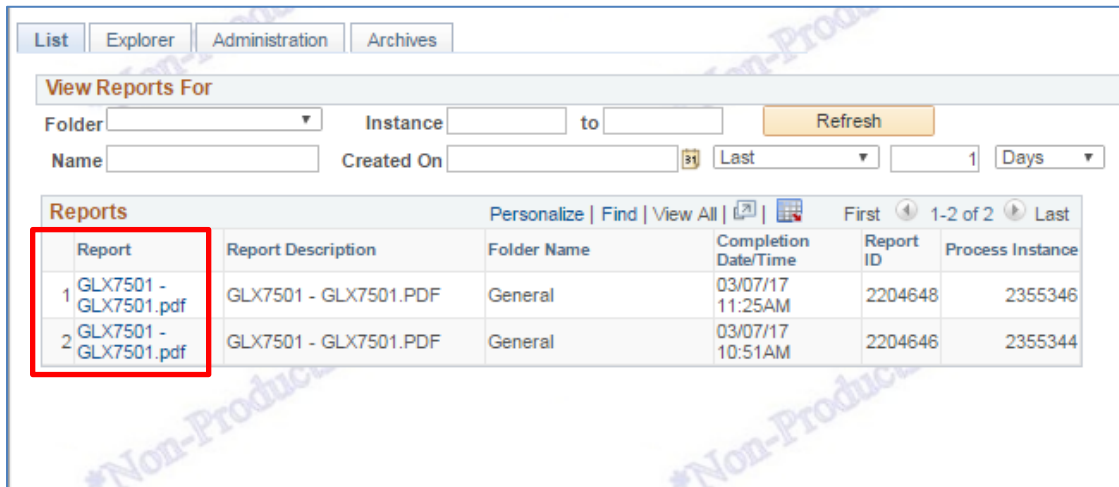


When the process completes a hyperlink for Report Manager will appear on the page.

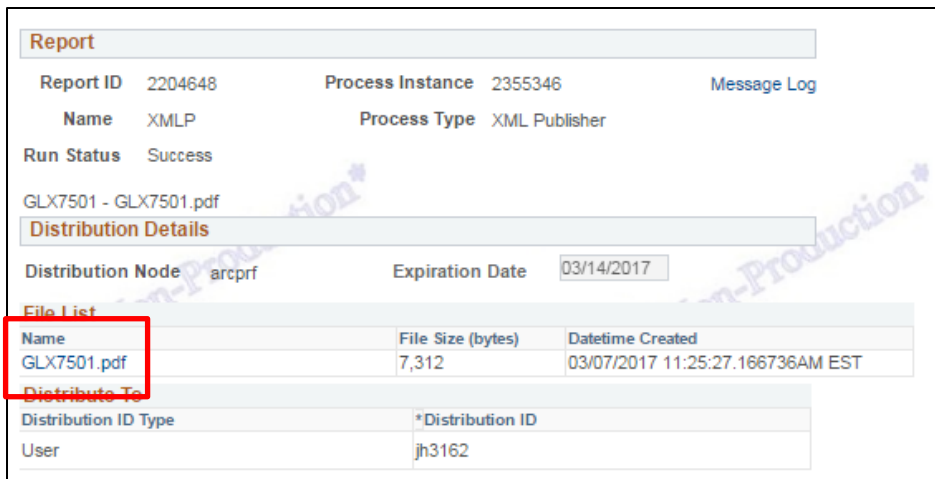


**Note:** You can no longer get the HTML Crystal report from the Process Monitor View Log/Trace link in the process details. You must use the Report Manager to get a PDF version of the report in 9.2.

5. Click on **Report Manager**



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:



The reports are formatted as such:

**ITF**

ORACLE		PeopleSoft Financials				Page: 1 of 2	
Report Definition: GLX7501		Journal Entry Detail Report				Run Date: 3/7/17	
						Run Time: 11:25:23 AM	
<b>Unit:</b>	COLUM	<b>Ledger Group:</b>	ACTUALS	<b>Foreign Currency:</b>	USD		
<b>Journal ID:</b>	0001328452	<b>Source:</b>	ITF	<b>Rate Type:</b>			
<b>Journal Date:</b>	2/8/17	<b>Reversal:</b>	None	<b>Effective Date:</b>	2/8/17		
<b>Description:</b>	UAT TEST ITF UPLOAD	<b>Reversal Date:</b>		<b>Exchange Rate:</b>	0.00000000		
<b>Unit: COLUM Ledger: ACTUALS</b>							
	Account / Dept / PC Bus Unit	Project / Activity	Initiative / Segment	Fund / Function			
1	Description: COMMUNICATION SERVICES Reference: TRF0000001 Open Item: ----	63440 7571405 GENRL	UR001469 01	00000 00000000	01 200	Amount: Base Amount: Rate Type: Rate:	500.00 USD 500.00 USD 1.00000000
<b>Total</b>							
Currency:	USD	Debit:	500.00				
		Credit:	0.00				
		Net:	500.00				
Base Currency:	USD	Debit:	500.00				
		Credit:	0.00				
		Net:	500.00				
		Journal Lines:	1				

### General

ORACLE		PeopleSoft Financials				Page: 1 of 2	
Report Definition: GLX7501		Journal Entry Detail Report				Run Date: 3/7/17	
						Run Time: 11:50:37 AM	
<b>Unit:</b>	COLUM	<b>Ledger Group:</b>	ACTUALS	<b>Foreign Currency:</b>	USD		
<b>Journal ID:</b>	0001259364	<b>Source:</b>	ONL	<b>Rate Type:</b>	AVG		
<b>Journal Date:</b>	3/31/16	<b>Reversal:</b>	None	<b>Effective Date:</b>	3/31/16		
<b>Description:</b>	To correct F&A recorded under incorrect department due to no valid budget status at the time the allocation.	<b>Reversal Date:</b>		<b>Exchange Rate:</b>	1.00000000		
<b>Unit: COLUM Ledger: ACTUALS</b>							
	Account / Dept / PC Bus Unit	Project / Activity	Initiative / Segment	Fund / Function			
1	Description: To correct F&A Dept Reference: ---- Open Item: ----	69810 5217104 SPONS	GG009679 01	60908 JL4006	20 370	Amount: Base Amount: Rate Type: Rate:	-9,999.60 USD -9,999.60 USD AVG 1.00000000
2	Description: To correct F&A Dept Reference: ---- Open Item: ----	41100 5217104 SPONS	GG009679 01	60908 JL4006	20 050	Amount: Base Amount: Rate Type: Rate:	9,999.60 USD 9,999.60 USD AVG 1.00000000
3	Description: To correct F&A Dept Reference: ---- Open Item: ----	69810 5214104 SPONS	GG009679 01	60908 JL4006	20 370	Amount: Base Amount: Rate Type: Rate:	9,999.60 USD 9,999.60 USD AVG 1.00000000
4	Description: To correct F&A Dept Reference: ---- Open Item: ----	41100 5214104 SPONS	GG009679 01	60908 JL4006	20 050	Amount: Base Amount: Rate Type: Rate:	-9,999.60 USD -9,999.60 USD AVG 1.00000000

### 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