

## **General Ledger Approvals**

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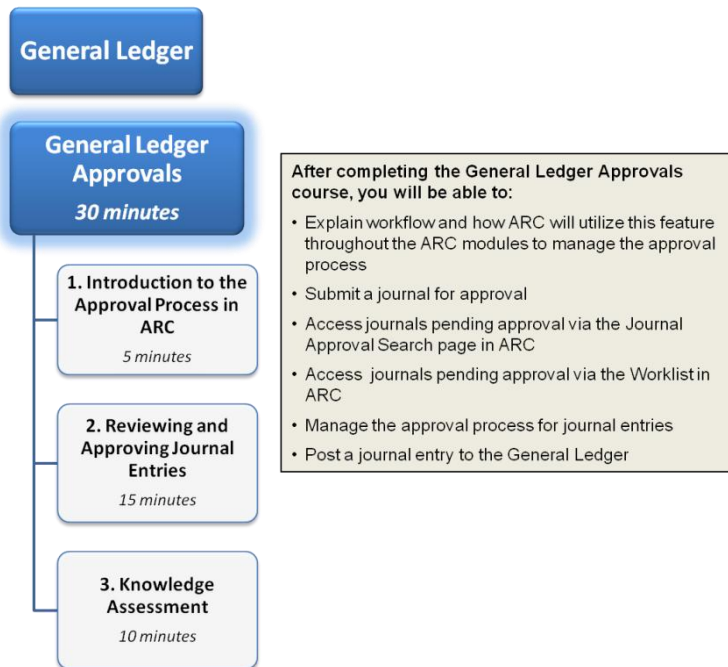


## **General Ledger Approvals**

## General Ledger Approvals

This is the *General Ledger Approvals* course within the *General Ledger* curriculum.

If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click [here](#) for a quick reference guide.





## Introduction to the Approval Process in ARC

This is the *Introduction to the Approval Process in ARC* lesson of the *General Ledger Approvals* course.

Upon completion of this lesson, you will be able to:

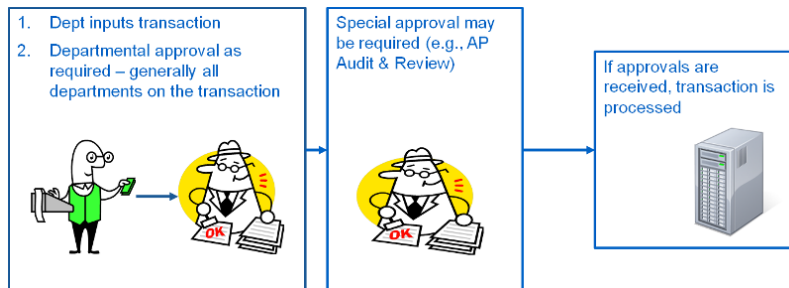
- Identify which types of journals will require approval
- List the different stages of approval a journal may go through
- List the general steps involved in the approval process

**Estimated time to complete lesson:** 5 minutes

### Workflow

In ARC, workflow controls the routing of a transaction to multiple people throughout a process -- it is the routing of transactions based on roles and rules. Workflow will be commonly used in ARC to obtain approvals for transactions such as: requisitions, vouchers, and journals. Workflow helps transactions process more securely and efficiently, as workflow is also controlled by security rights. Also, workflow helps avoid "lost," paper-only transactions and allows the user to see where a transaction is in the approval process.

The following is an overview of the workflow and approval process in ARC:

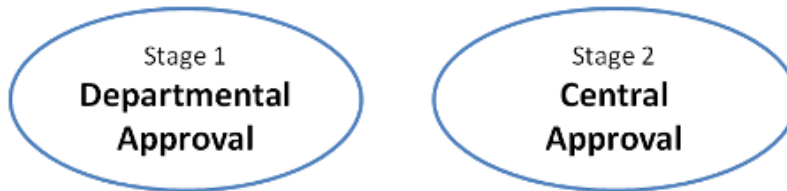




### Journal Entry Approval and Workflow

Columbia University will be entering journal entries (internal transfers and general journal entries) online and through the spreadsheet journal import tool. Journal entries that are created in these ways will go through a journal approval process.

Journals may potentially route through two stages of approval:



At least one approval in the Departmental Approval stage will always be required. Additional approvals, either departmental (i.e. foreign approval) or central (i.e. SPF, Capital Asset Accounting) may be required based on data on the specific journal entry. For additional information on each stage of approval [click here](#).

A journal is not considered approved until all approvals have been completed and a journal will not post until it has been approved.

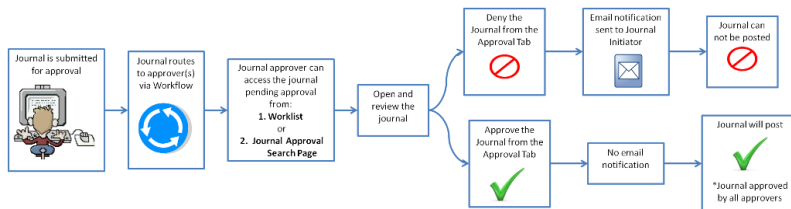
### Approval Process Overview

When a journal is submitted for approval it routes to the approver(s)'s Worklist(s). The approver can access the journal via his/her Worklist or the Journal Approval Search page. The approver opens the journal and verifies the information on the journal header and journal lines.

Approvers can select to approve or deny the journal on the **Approval** tab and once a selection is made, the approver submits the journal.

No e-mail notification is sent to approvers when a new journal is routed to their Worklist. However, if the journal is denied by one or more approvers, an e-mail notification will be sent to the initiator of the journal entry.

If the journal is approved by all approvers, then the journal is eligible for posting.





## Reviewing and Approving Journal Entries

This is the *Reviewing and Approving Journal Entries* lesson of the *General Ledger Approvals* course. Upon completion of this lesson, you will be able to:

- Access the Journal Approval Search page in ARC
- Access the Worklist in ARC
- Review and approve journals pending approval
- Manually post an internal transfers journal

**Estimated time to complete lesson:** 15 minutes

# Training Guide

## General Ledger Approvals

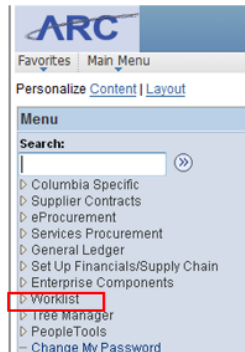


### Worklist

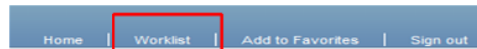
The Worklist is a place where you will manage the items that are routed to you and pending your action. It is recommended that you manage your Worklist daily since there will be no e-mail notification when a new item is routed to you.

You can access the Worklist from the Main Menu or from the Universal Header:

Main Menu



Universal Header



Some of the features of the Worklist are seen on the image below:

This column displays the status of the Work Item ('Transaction Approved' means you have already approved the transaction; 'Approval Routing' means the transaction needs to be reviewed and approved)

This column allows you to organize your Worklist by prioritizing items from '3 -Low' to '1-High'.

The links on this column will take you directly to the worklist item that is pending approval.

Once action has been taken on an item you can remove it from your Worklist by marking it as complete.

From	Date From	Work Item	Worked By/Activity	Priority	Link	
Michael Kerstan	04/13/2012	Transaction Approved	Approval Workflow	2-Medium	GL-JournalApproval_11_COLUM... BUSINESS UNIT: AGENC... JOURNAL DATE: 2012-02-28 BUSINESS UNIT: LINDO... RO: A0.0	Mark Worked Reassign
Integrating System Approval	05/02/2012	Transaction Approved	Approval Workflow	2-Medium	GL-JournalApproval_881_COLUM... BUSINESS UNIT: COLUM... JOURNAL DATE: 2012-02-28 BUSINESS UNIT: LINDO... RO: A0.0	Mark Worked Reassign
Binoy Saha	05/03/2012	Transaction Approved	Approval Workflow	2-Medium	GL-JournalApproval_881_COLUM... BUSINESS UNIT: COLUM... JOURNAL DATE: 2012-02-28 BUSINESS UNIT: LINDO... RO: A0.0	Mark Worked Reassign
GL_WF_TEST_31	05/04/2012	Transaction Approved	Approval Workflow	2-Medium	GL-JournalApproval_1051_COLUM... BUSINESS UNIT: COLUM... JOURNAL DATE: 2012-02-28 BUSINESS UNIT: LINDO... RO: A0.0	Mark Worked Reassign
Stacey Tsai (Any)	05/04/2012	Approval Routing	Approval Workflow	1-High	GL-JournalApproval_1043_COLUM... BUSINESS UNIT: COLUM... JOURNAL DATE: 2012-02-28 BUSINESS UNIT: LINDO... RO: A0.0	Mark Worked Reassign



### Journal Approval Search Page

The Journal Approval Search page is a custom page where you can search for journals (both internal transfers and general journal entries) that have been routed to you via workflow.

Journal Approval Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: COLUM

Journal ID: contains 450

Journal Date:

Journal Class: begins with

Journal Creation Date:

Journal Total Debits:

Source: begins with

Description: begins with

Created By: begins with

Attachment Exist:

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	Journal Class	Journal Creation Date	Journal Total Debits	UnPost	Ledger Sequence Group	Source	Currency Code	Description
COLUM	0000000450	03/21/2012 (blank)		03/21/2012 1:08:39PM	100	0	ACTUALS/ITE	USD		Internal transfer journal entry G

When you select the journal from the search results, you will be taken directly to the Approval page for that journal where you can choose to deny or to approve the journal.

ARC

Favorites Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

Header Lines Totals Errors Approval

Unit: COLUM Journal ID: 0000075450 Date: 05/03/2012 Submit

Approval Status

Unit: COLUM

Approval Check Active: Y

Approval Status: Pending Approval

Approval Action: Approve

Deny Comments:



## **Reviewing and Approving a Journal**

When a journal entry is routed for approval, the approver(s) need to verify the information on the journal header and journal lines and decide whether to approve or deny the journal entry.

In the following topics the focus will be on performing the following tasks in ARC:

- Accessing the journal requiring approval from the Journal Approval Search page and approving the journal
- Accessing the journal requiring approval from the Worklist and approving the journal
- Posting the journal entry

### Approving a Journal via the Journal Approval Search Page

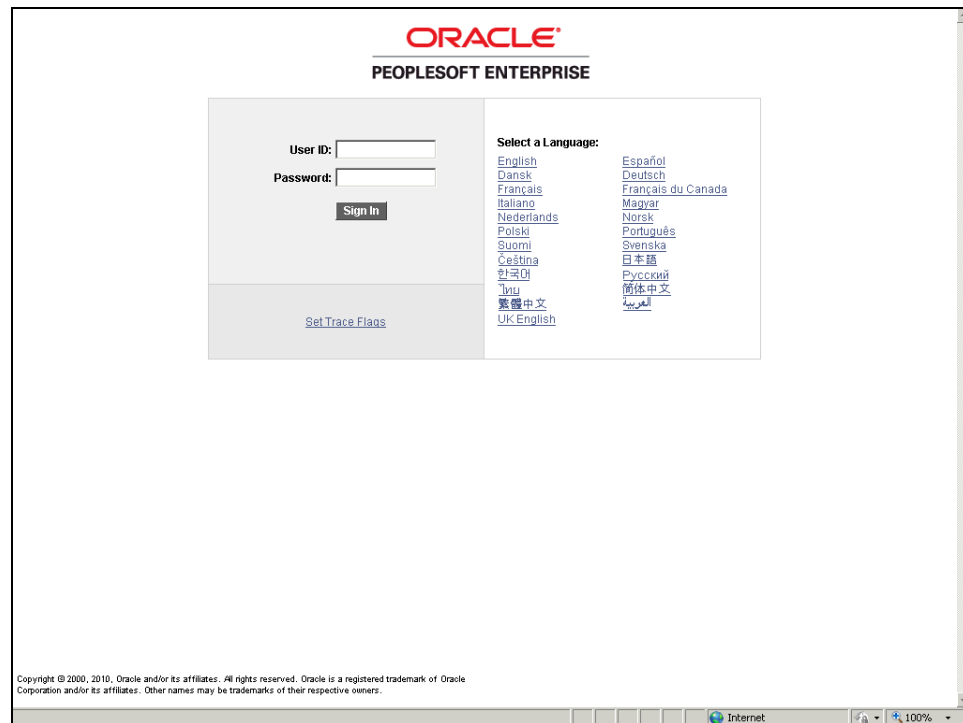
Consider this scenario: A 7-series fund transfer journal has been submitted for approval. This internal transfer requires Departmental and Central approval. You will first play the role of the Departmental approver and you will proceed to approve the fund transfer.

Please note that both Departmental and Central approvers may access journals pending approval from the Journal Approval Search page and the Worklist.

**Estimated time to complete topic:** 4 minutes

#### Procedure

Welcome to the *Approving a Journal via the Journal Approval Search Page* topic. In this scenario you will learn how to navigate to the Journal Approval Search page, search for the journal pending approval, and approve the journal.



Step	Action
1.	In this scenario you will log in to ARC with a generic Departmental Approver UNI and Password.

# Training Guide

## General Ledger Approvals



ORACLE®  
PEOPLESOFT ENTERPRISE

User ID:   
Password:   
[Sign In](#)

[Set Trace Flags](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

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Internet 100%

Step	Action
2.	Click in the <b>User ID</b> field. <input type="text"/>

ORACLE®  
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User ID:   
Password:   
[Sign In](#)

[Set Trace Flags](#)

Select a Language:

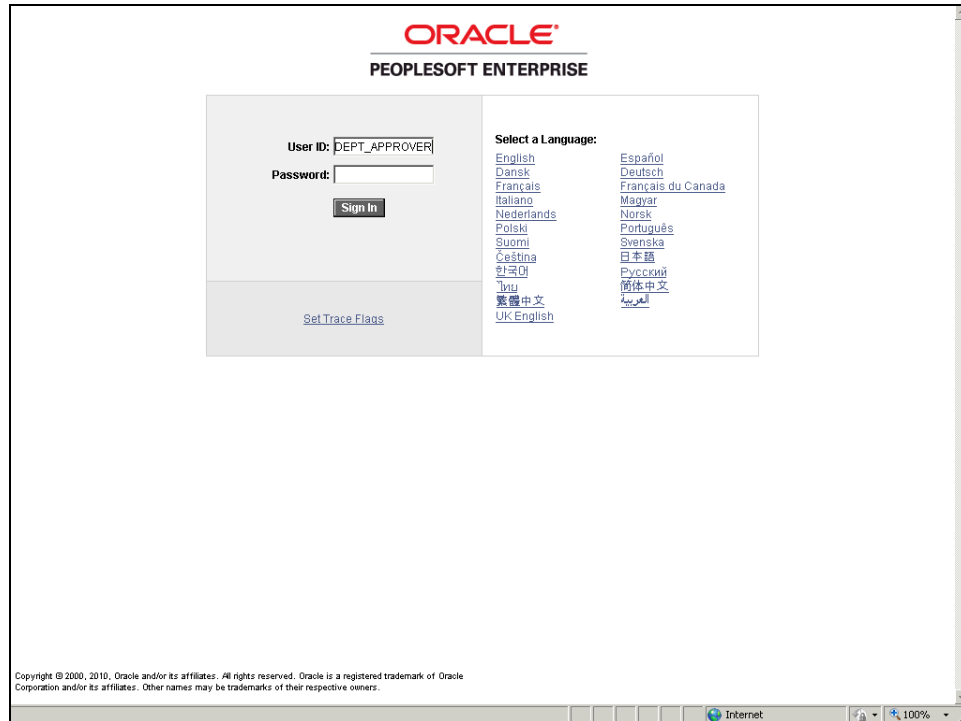
English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

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Step	Action
3.	Enter the desired information into the <b>User ID</b> field. Enter " <b>DEPT_APPROVER</b> ".




Step	Action
4.	Click in the <b>Password</b> field.

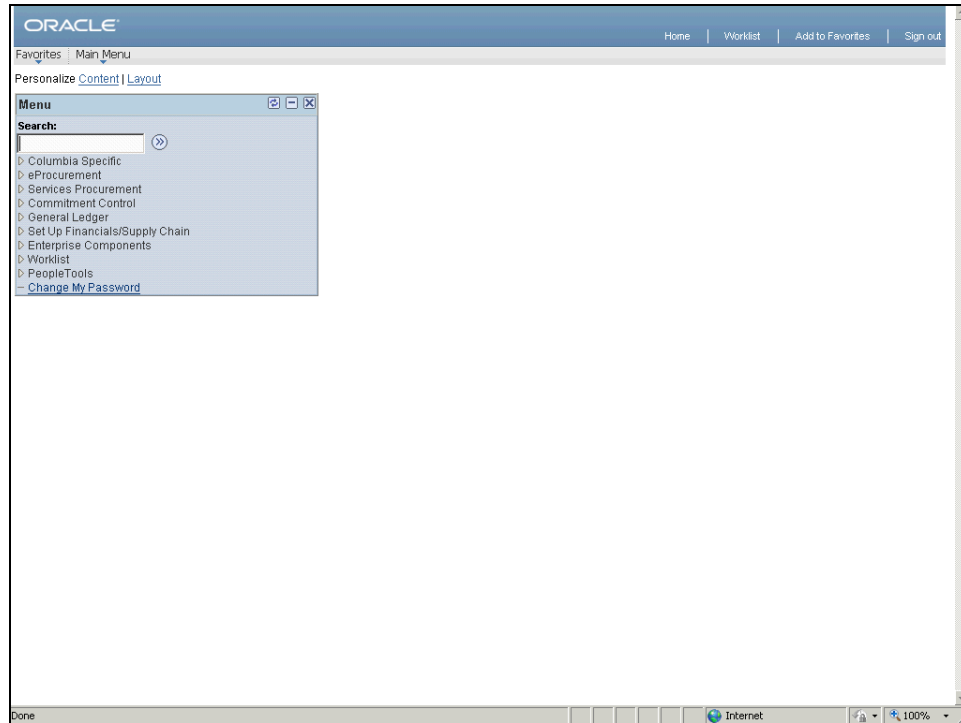
# Training Guide


## General Ledger Approvals



Step	Action
5.	Enter the desired information into the <b>Password</b> field. Enter <b>"TRAINING"</b> .

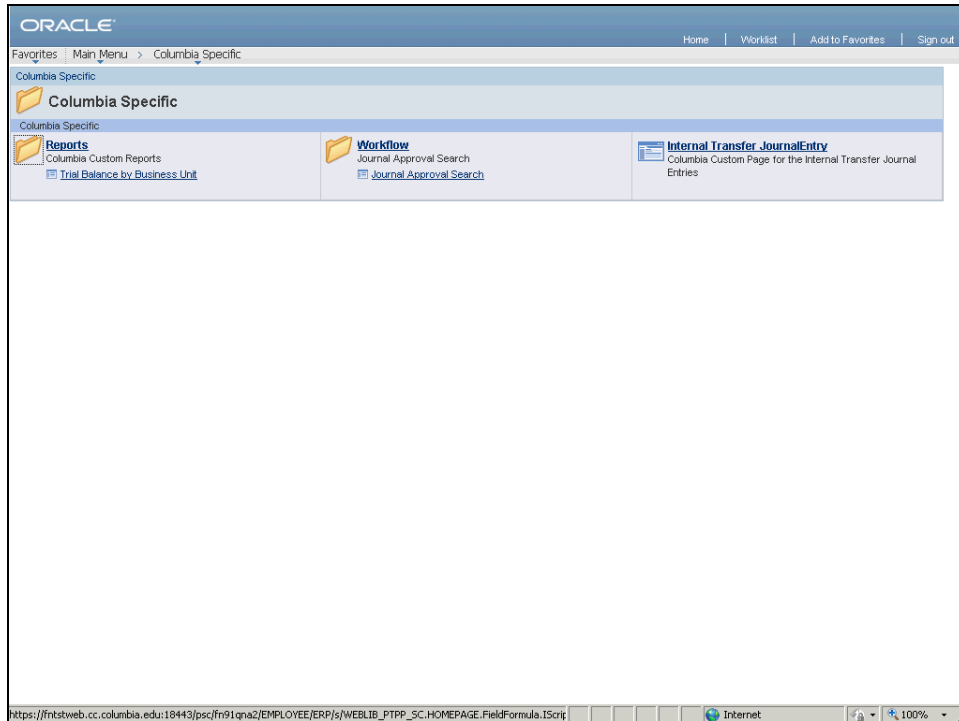
Step	Action
6.	Click the <b>Sign In</b> button. 



Step	Action
7.	The Journal Approval Search page is within the Columbia Specific navigation. Click the <b>Columbia Specific</b> link. 

# Training Guide

## General Ledger Approvals



Step	Action
8.	<p>Workflow controls the routing of a transaction to multiple people throughout a process. As an approver, you will go into the Workflow folder to view what transactions were routed to you.</p> <p>Click the <b>Workflow</b> link.</p> <p><b>Workflow</b></p>



## Training Guide General Ledger Approvals

ORACLE®

Favorites | Main Menu > Columbia Specific

Columbia Specific

Workflow

Journal Approval Search

Journal Approval Search

Journal Approval Search

https://frkstweb.cc.columbia.edu:18443/psp/fm91qna2/EMPLOYEE/ERP/c/ZCU\_GL\_ZCU\_GL\_DIRECT.GBL?PORTALPARAM\_P

Step	Action
9.	Click the <b>Journal Approval Search</b> link. <b>Journal Approval Search</b>

ORACLE®

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

Home | Worklist | Add to Favorites | Sign out

New Window http

**Journal Approval Search**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: [dropdown] [text] [search]

Journal ID: [dropdown] [text] [search]

Journal Date: [dropdown] [text] [search]

Journal Class: [dropdown] [text] [search]

Journal Creation Date: [dropdown] [text] [search]

Journal Total Debits: [dropdown] [text] [search]

Source: [dropdown] [text] [search]

Description: [dropdown] [text] [search]

Created By: [dropdown] [text] [search]

Attachment Exist: [dropdown] [text] [search]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Done

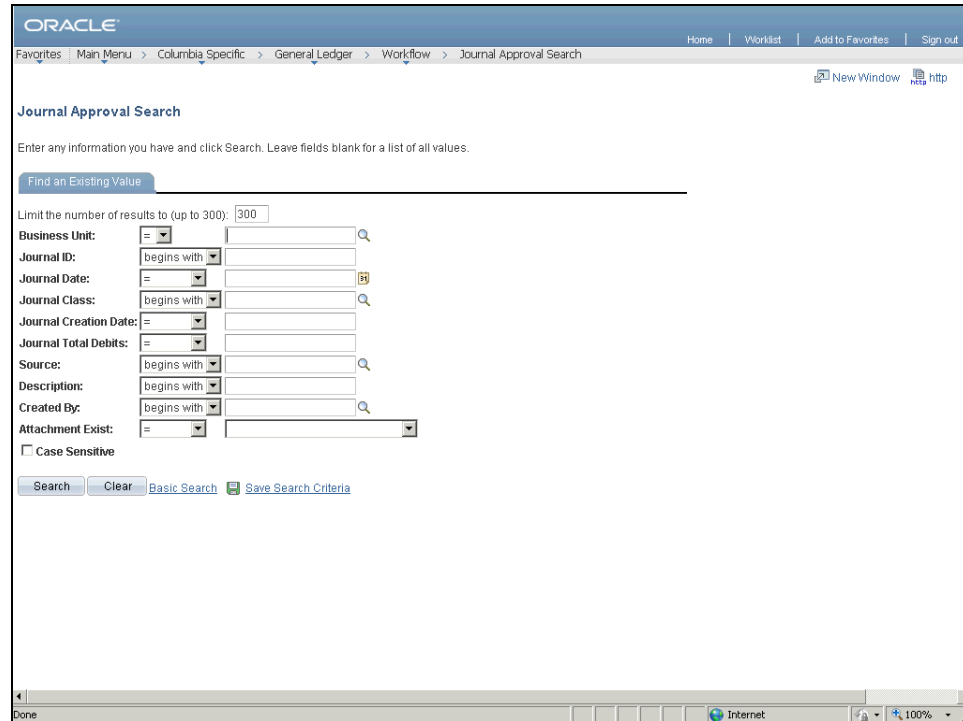
# Training Guide

## General Ledger Approvals



Step	Action
10.	<p>This is the Journal Approval Search page.</p> <p>There are no requirements as to which search fields you search by. It is not actually required to fill out any of the fields besides the Business Unit, however, entering search criteria assists in narrowing the search results.</p> <p>In this scenario we are going to search for a journal with the following criteria:</p> <p>Business Unit = COLUM Journal ID contains '450'</p>

Step	Action
11.	<p>Click in the <b>Business Unit</b> field.</p> <div style="border: 1px solid black; width: 150px; height: 15px; margin-top: 5px;"></div>



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

New Window http

### Journal Approval Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = [ ]

Journal ID: begins with [ ]

Journal Date: = [ ]

Journal Class: begins with [ ]

Journal Creation Date: = [ ]

Journal Total Debits: = [ ]

Source: begins with [ ]

Description: begins with [ ]

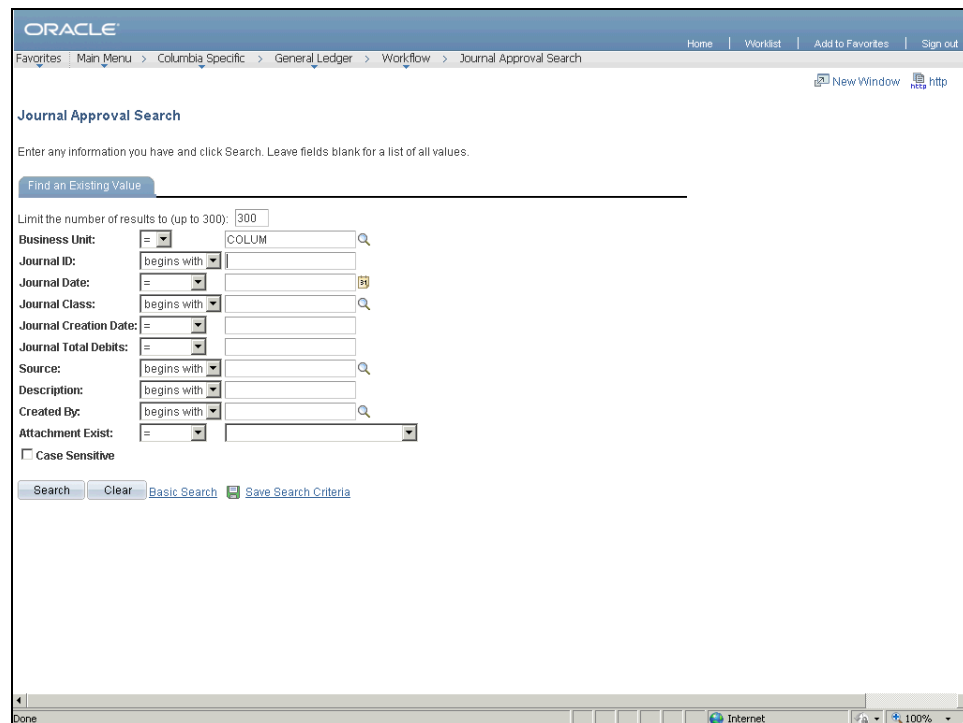
Created By: begins with [ ]

Attachment Exist: = [ ]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
12.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>COLUM</b> ".



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

New Window http

### Journal Approval Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = [ COLUM ]

Journal ID: begins with [ ]

Journal Date: = [ ]

Journal Class: begins with [ ]

Journal Creation Date: = [ ]

Journal Total Debits: = [ ]

Source: begins with [ ]

Description: begins with [ ]

Created By: begins with [ ]

Attachment Exist: = [ ]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

# Training Guide

## General Ledger Approvals



Step	Action
13.	Click the <b>Journal ID</b> list. <div>begins with ▼</div>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Columbia Specific | General Ledger | Workflow | Journal Approval Search

New Window | http

### Journal Approval Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Journal ID: begins with

Journal Date: contains

Journal Class: =

Journal Creation Date: not =

Journal Total Debits: <

Source: <=

Description: >

Created By: between

Attachment Exist: in

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
14.	Click the <b>contains</b> list item. <div>contains</div>





## Training Guide General Ledger Approvals

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

New Window http

### Journal Approval Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Journal ID: contains

Journal Date: =

Journal Class: begins with

Journal Creation Date: =

Journal Total Debits: =

Source: begins with

Description: begins with

Created By: begins with

Attachment Exist: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
15.	Click in the <b>Journal ID</b> field. <input type="text"/>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

New Window http

### Journal Approval Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Journal ID: contains 45

Journal Date: =

Journal Class: begins with

Journal Creation Date: =

Journal Total Debits: =

Source: begins with

Description: begins with

Created By: begins with

Attachment Exist: =

☐ Case Sensitive


Search Clear Basic Search Save Search Criteria

# Training Guide

## General Ledger Approvals



Step	Action
16.	Enter the desired information into the <b>Journal ID</b> field. Enter " <b>450</b> ".

Step	Action
17.	Click the <b>Search</b> button. 



## Training Guide General Ledger Approvals

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

New Window | http

### Journal Approval Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Journal ID: contains 450

Journal Date: =

Journal Class: begins with

Journal Creation Date: =

Journal Total Debits: =

Source: begins with

Description: begins with

Created By: begins with

Attachment Exist: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

### Search Results

View All First 1 of 1 Last

Business Unit	Journal ID	Journal Date	Journal Class	Journal Creation Date	Journal Total Debits	UnPost Sequence	Ledger Group	Source	Currency Code	Description	Created By	User ID	Attachment Exist
COLUM	0000000450	03/21/2012	(blank)	03/21/2012 1:08:39PM	100	0	ACTUALS	ITE	USD	Internal transfer journal entr	GL_TEST_03	GL_WF_TEST_33	N

Internet 100%

Step	Action
18.	<p>Because you refined your search with the Business Unit and Journal ID only one result matched your search criteria.</p> <p>Click the <b>COLUM</b> link.</p> <p><b>COLUM</b></p>

# Training Guide

## General Ledger Approvals



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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Submit

**Approval Status**

Unit: COLUM

Approval Check Active: Y

Approval Status: Pending Approval

Approval Action: Approve

Deny Comments:

**Departmental Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Pending

**Internal Xfer Dept Approval**

Dept: 0104102

Pending Multiple Approvers Department Level Approval

Dept: 7901101

Pending Multiple Approvers Department Level Approval

**Campus Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Awaiting

**CUMC Controller's Approval**

Not Routed Multiple Approvers CUMC Fund Transfer

Step	Action
19.	<p>This is the Journal Approval page.</p> <p>This is where you will take approval action (approve or deny the journal entry). Before taking action on this journal, let's review the journal lines.</p>

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Columbia Specific | General Ledger | Workflow | Journal Approval Search

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Submit

**Approval Status**

Unit: COLUM

Approval Check Active: Y

Approval Status: Pending Approval

Approval Action: Approve

Deny Comments:

**Departmental Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Pending

Internal Xfer Dept Approval

Dept: 0104102

Pending Multiple Approvers Department Level Approval

Dept: 7901101

Pending Multiple Approvers Department Level Approval

**Campus Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Awaiting

CUMC Controller's Approval

Not Routed Multiple Approvers CUMC Fund Transfer

Step	Action
20.	Click the <b>Lines</b> tab. <div>Lines</div>

ORACLE®

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Columbia Specific | General Ledger | Workflow | Journal Approval Search

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit \*Process: Edit Journal Process Line: 10

**Lines**

Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Ini
<input type="checkbox"/>	3	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD	000
<input type="checkbox"/>	4	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	000

Matched pair to add: 2

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.00	100.00	Y	Y

Save Return to Search Previous in List Next in List Notify Refresh Add Update Display


Header | Lines | Totals | Errors | Approval

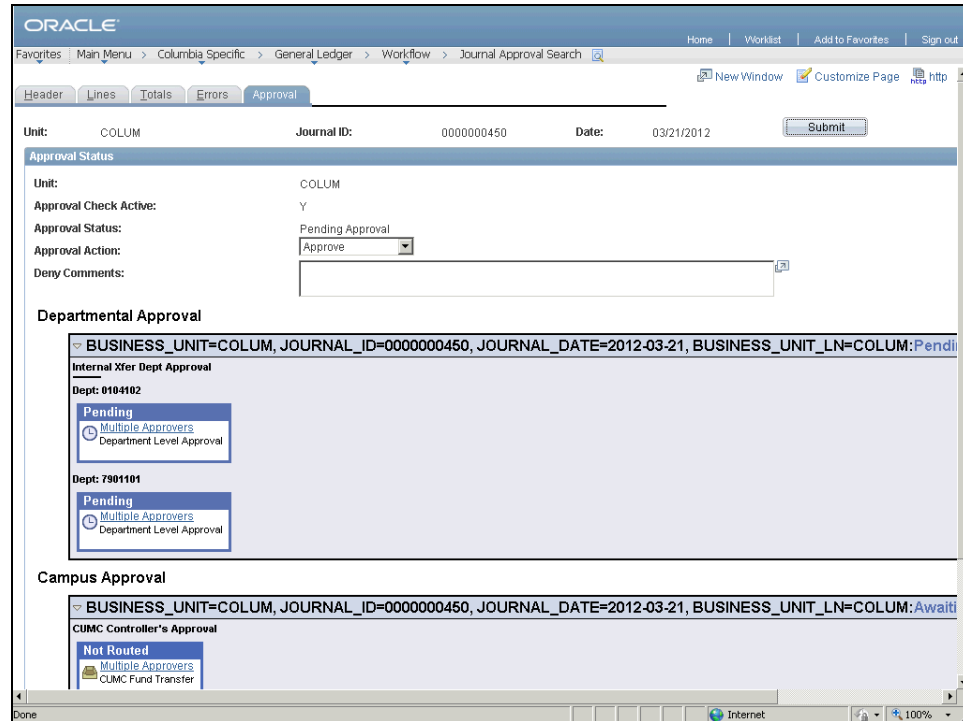
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Step	Action
21.	Use the scroll bar to view all of the fields on the journal lines.

Step	Action
22.	Once you have reviewed the data on the Journal Lines page and are ready to submit the journal for approval click the <b>Approval</b> tab. 



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Submit

**Approval Status**

Unit: COLUM

Approval Check Active: Y

Approval Status: Pending Approval

Approval Action: Approve

Deny Comments:

**Departmental Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Pending

Internal Xfer Dept Approval

Dept: 0104102

Pending Multiple Approvers Department Level Approval

Dept: 7901101

Pending Multiple Approvers Department Level Approval

**Campus Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Awaiti

CUMC Controller's Approval

Not Routed Multiple Approvers CUMC Fund Transfer

Step	Action
23.	<p>Notice the <b>Approval Action</b> is defaulted to 'Approve'. If you like to approve this journal you can leave this field as is. If you want to deny you can change the <b>Approval Action</b> by clicking on the drop down menu and selecting 'Deny'.</p> <p>In this scenario we will approve the journal.</p>

# Training Guide

## General Ledger Approvals



ORACLE®

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Submit

**Approval Status**

Unit: COLUM

Approval Check Active: Y

Approval Status: Pending Approval

Approval Action: Approve

Deny Comments:

**Departmental Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Pending

Internal Xfer Dept Approval

Dept: 0104102

Pending

Multiple Approvers

Department Level Approval

Dept: 7901101

Pending

Multiple Approvers

Department Level Approval

**Campus Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Awaiting


CUMC Controller's Approval

Not Routed

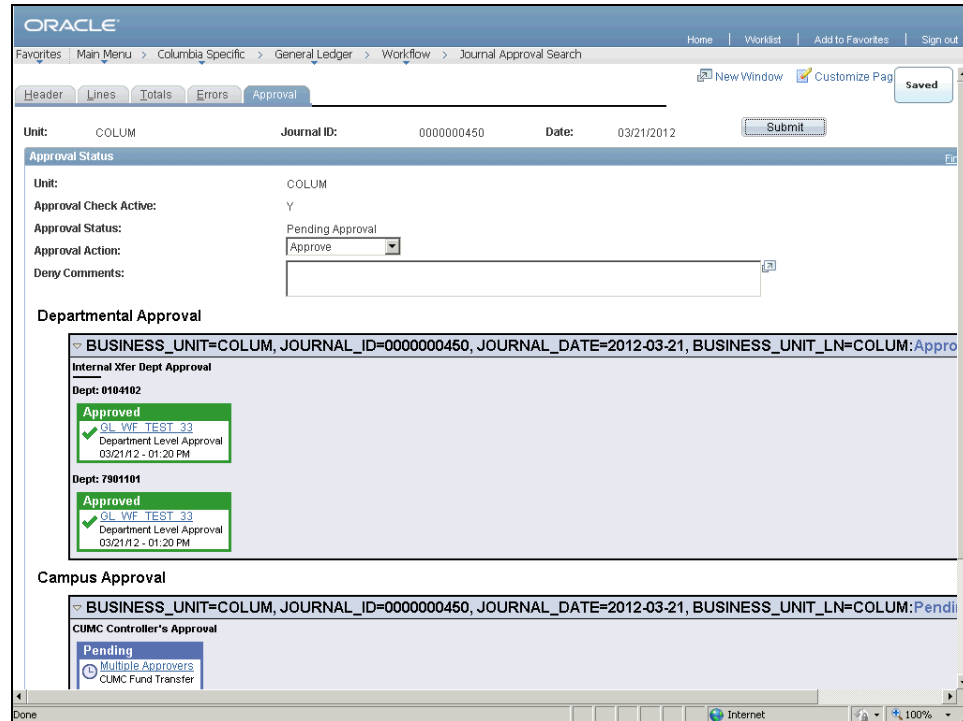
Multiple Approvers

CUMC Fund Transfer

Done Internet 100%

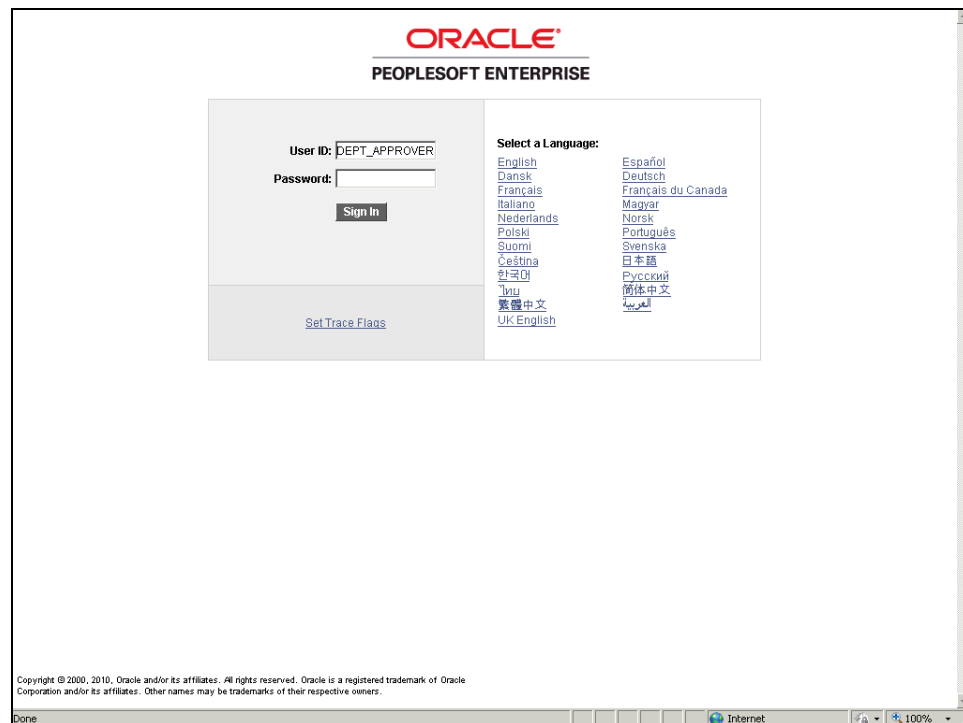
Step	Action
24.	<p>Once you have selected the Approval Action you can submit the approval.</p> <p>Click on the <b>Submit</b> button.</p> 





The screenshot shows the Oracle Journal Approval Search interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites > Main Menu > Columbia Specific > General Ledger > Workflow > Journal Approval Search. The interface has tabs for Header, Lines, Totals, Errors, and Approval. The 'Approval' tab is active. Below the tabs, there are fields for Unit (COLUM), Journal ID (0000000450), and Date (03/21/2012), with a Submit button. The 'Approval Status' section shows Unit: COLUM, Approval Check Active: Y, Approval Status: Pending Approval, and Approval Action: Approve. There is a text field for Deny Comments. Below this is the 'Departmental Approval' section, which shows two entries for 'Internal Xfer Dept Approval'. The first entry is for Dept: 0104102 and is marked 'Approved' with a green checkmark. The second entry is for Dept: 7901101 and is also marked 'Approved' with a green checkmark. Below the departmental approval is the 'Campus Approval' section, which shows a 'Pending' status for 'CUMC Controller's Approval'.

Step	Action
25.	The status next to your department changed from 'Pending' to 'Approved'.



The screenshot shows the Oracle PeopleSoft Enterprise login page. The page has the Oracle logo and 'PEOPLESOFT ENTERPRISE' text. There is a login form with fields for User ID (DEPT\_APPROVER) and Password, and a Sign In button. Below the login form is a link for 'Set Trace Flags'. To the right of the login form is a 'Select a Language:' section with a list of languages: English, Dansk, Français, Italiano, Nederlands, Polski, Suomi, Čeština, 한국어, 繁體中文, and UK English. Each language has a corresponding link to its language-specific page. The page footer contains copyright information: Copyright © 2000, 2010, Oracle and/or its affiliates. All rights reserved. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

## Training Guide

### General Ledger Approvals



Step	Action
26.	<p>You have successfully approved a journal entry. You can now select the next topic, <i>Approving a Journal via the Worklist</i> where you will learn how to access the journal pending approval from the Worklist and approve the entry.</p> <p><b>End of Procedure.</b></p>



### Approving a Journal via the Worklist

In this scenario you will log in to ARC as the Central approver for the internal transfer journal entry. You will access the journal pending approval from the Worklist and you will approve the internal transfer journal entry.

**Estimated time to complete topic:** 4 minutes

### Procedure

Welcome to the *Approving a Journal via the Worklist* topic. In this scenario you will learn how to navigate to the Worklist, access the journal pending approval, and approve the journal.

Step	Action
1.	In this scenario you will log in to ARC with a generic Central Approver UNI and Password.

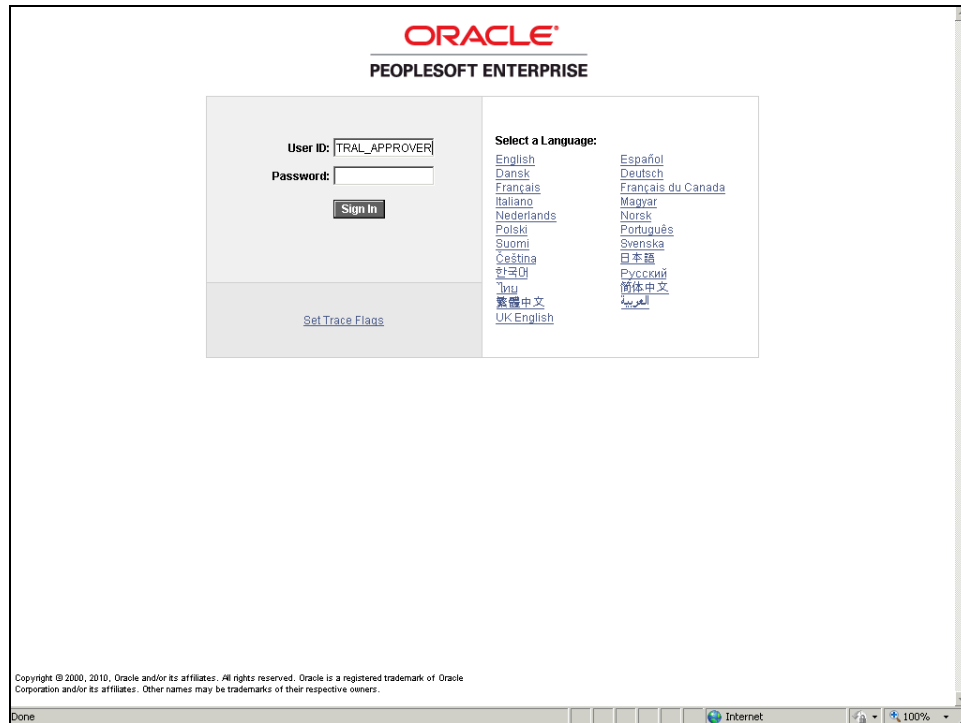
# Training Guide

## General Ledger Approvals



Step	Action
2.	Click in the <b>User ID</b> field. <div data-bbox="344 1056 561 1102" data-label="Form"> <input type="text"/> </div>

Step	Action
3.	Enter the desired information into the <b>User ID</b> field. Enter " <b>CENTRAL_APPROVER</b> ".



ORACLE  
PEOPLESOFT ENTERPRISE

User ID:

Password:

[Sign In](#)

[Set Trace Flags](#)

Select a Language:

- English
- Español
- Dansk
- Deutsch
- Français
- Français du Canada
- Italiano
- Magyar
- Nederlands
- Norsk
- Polski
- Português
- Suomi
- Svenska
- Cestina
- 日本語
- 한국어
- Русский
- ไทย
- 简体中文
- 繁體中文
- UK English

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Done

Internet

100%


Step	Action
4.	Click in the <b>Password</b> field.

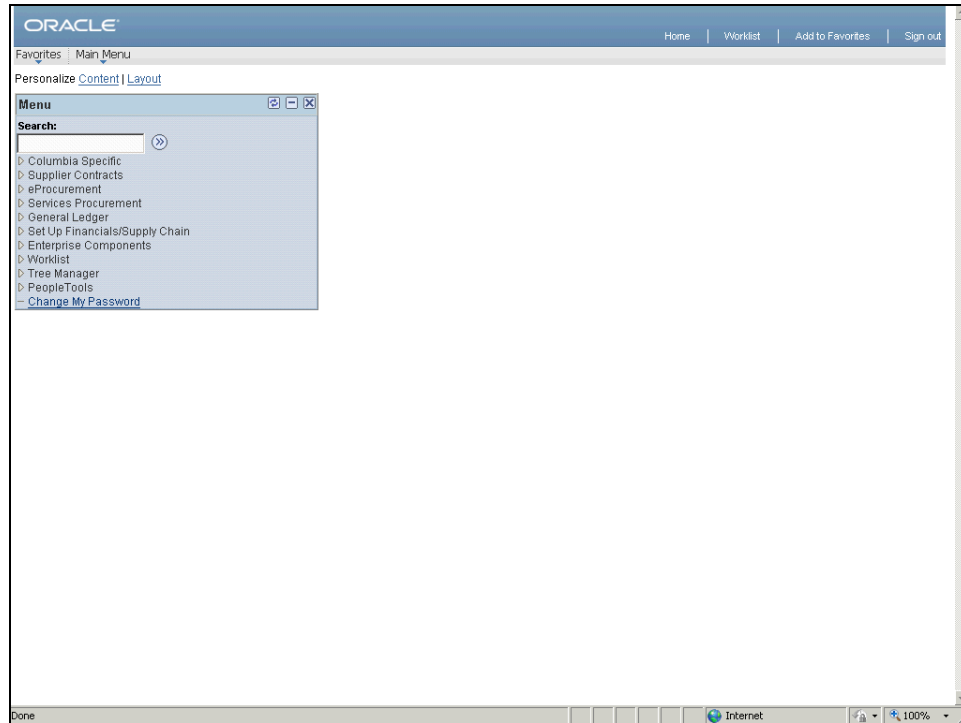
# Training Guide

## General Ledger Approvals



Step	Action
5.	Enter the desired information into the <b>Password</b> field. Enter <b>"TRAINING"</b> .

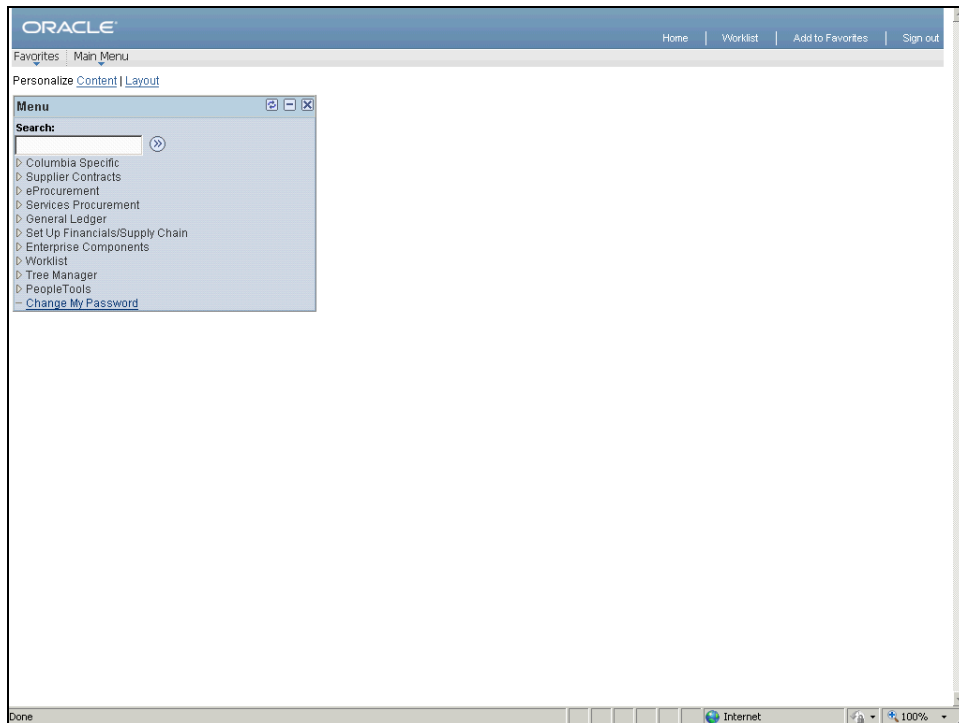
Step	Action
6.	Click the <b>Sign In</b> button. 




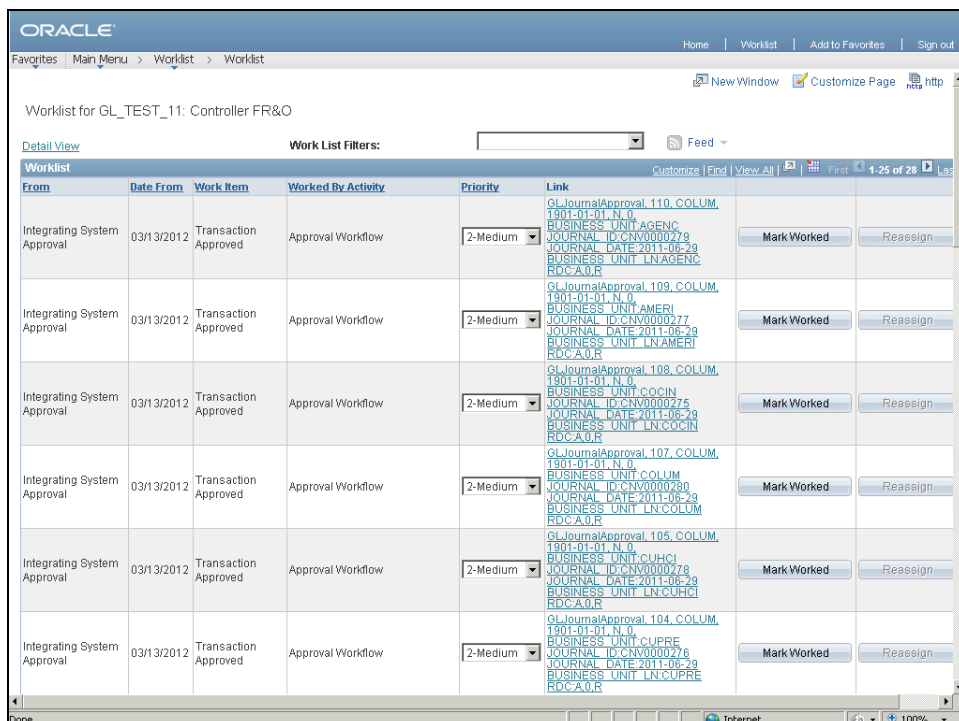
Step	Action
7.	The Worklist is a place where you will manage the items that are routed to you and pending your action. It is recommended that you manage your Worklist daily since there will be no e-mail notification when a new item is routed to you.

# Training Guide

## General Ledger Approvals



Step	Action
8.	Click the <b>Worklist</b> link. 







## Training Guide General Ledger Approvals

Step	Action
9.	This is the Worklist page. On this page you can view all of the items that have been assigned to you.

Worklist for GL\_TEST\_11: Controller FR&O

Work List Filters: [Search Box] Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Integrating System Approval	03/13/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval_107_COLUM, 1901-01-01, N.O, BUSINESS UNIT COLUM, JOURNAL_DATE:2011-06-29, BUSINESS UNIT LN COLUM, RDCA0.R	Mark Worked	Reassign
Integrating System Approval	03/13/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval_105_COLUM, 1901-01-01, N.O, BUSINESS UNIT CUHUCI, JOURNAL_DATE:2011-06-29, BUSINESS UNIT LN CUHUCI, RDCA0.R	Mark Worked	Reassign
Integrating System Approval	03/13/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval_104_COLUM, 1901-01-01, N.O, BUSINESS UNIT CUPRE, JOURNAL_DATE:2011-06-29, BUSINESS UNIT LN CUPRE, RDCA0.R	Mark Worked	Reassign
Integrating System Approval	03/13/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval_103_COLUM, 1901-01-01, N.O, BUSINESS UNIT KRAFT, JOURNAL_DATE:2011-06-29, BUSINESS UNIT LN KRAFT, RDCA0.R	Mark Worked	Reassign
Integrating System Approval	03/13/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval_101_COLUM, 1901-01-01, N.O, BUSINESS UNIT NJDOC, JOURNAL_DATE:2011-06-29, BUSINESS UNIT LN NJDOC, RDCA0.R	Mark Worked	Reassign
Integrating System Approval	03/13/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval_102_COLUM, 1901-01-01, N.O, BUSINESS UNIT FREIDH, JOURNAL_DATE:2011-06-29, BUSINESS UNIT LN FREIDH, RDCA0.R	Mark Worked	Reassign

Step	Action
10.	Use the scroll bar to view the last items on the Worklist.

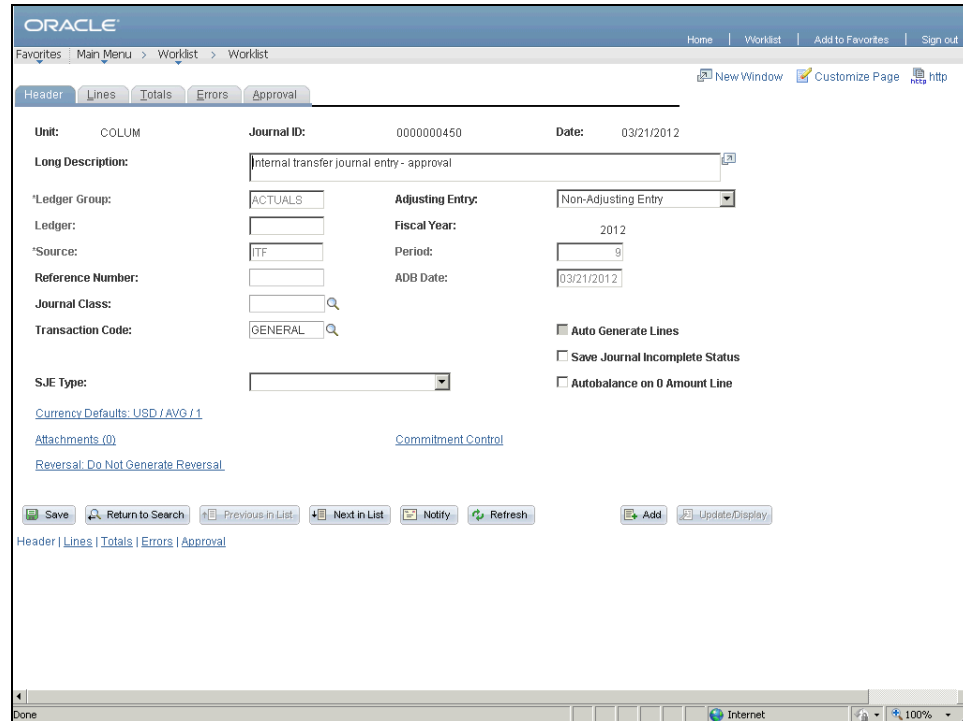
# Training Guide


## General Ledger Approvals



ORACLE						Home   Worklist   Add to Favorites   Sign out	
Favorites   Main Menu > Worklist > Worklist							
GL_WF_TEST_32	03/19/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval, 451, COLUM, 1901-01-01, N, 0, BUSINESS_UNIT:COLUM, JOURNAL_ID:0000000400, JOURNAL_DATE:2012-03-19, BUSINESS_UNIT_IN:COLUM, RDC:A0,R	Mark Worked	Reassign
Integrating System Approval	03/20/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval, 501, COLUM, 1901-01-01, N, 0, BUSINESS_UNIT:COLUM, JOURNAL_ID:0000000443, JOURNAL_DATE:2012-03-20, BUSINESS_UNIT_IN:COLUM, RDC:A0,R	Mark Worked	Reassign
Integrating System Approval	03/20/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval, 512, COLUM, 1901-01-01, N, 0, BUSINESS_UNIT:COLUM, JOURNAL_ID:0000000332, JOURNAL_DATE:2011-06-30, BUSINESS_UNIT_IN:COLUM, RDC:A0,R	Mark Worked	Reassign
Integrating System Approval	03/21/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval, 511, COLUM, 1901-01-01, N, 0, BUSINESS_UNIT:COLUM, JOURNAL_ID:0000000335, JOURNAL_DATE:2012-03-27, BUSINESS_UNIT_IN:COLUM, RDC:A0,R	Mark Worked	Reassign
Troy Murphy	03/21/2012	Transaction Approved	Approval Workflow	2-Medium	GLJournalApproval, 421, COLUM, 1901-01-01, N, 0, BUSINESS_UNIT:COLUM, JOURNAL_ID:0000000334, JOURNAL_DATE:2012-03-19, BUSINESS_UNIT_IN:COLUM, RDC:A0,R	Mark Worked	Reassign
GL_WF_TEST_33	03/21/2012	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 571, COLUM, 1901-01-01, N, 0, BUSINESS_UNIT:COLUM, JOURNAL_ID:0000000450, JOURNAL_DATE:2012-03-21, BUSINESS_UNIT_IN:COLUM, RDC:A0,A	Mark Worked	Reassign
Refresh							

Step	Action
11.	<p>In this scenario you are going to approve Journal '0000000450'.</p> <p>Click the <b>GLJournalApproval, 571, COLUM, 1901-01-01, N, 0, BUSINESS_UNIT:CO</b> link.</p>



Step	Action
12.	<p>The link from the Worklist takes you directly to the Journal Header page of the journal entry requiring approval.</p> <p>Before approving or denying the journal, review the journal lines by click the <b>Lines</b> link.</p> <div data-bbox="438 1186 555 1239" data-label="Image">  </div>

# Training Guide

## General Ledger Approvals



ORACLE®

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit \*Process: Edit Journal Process Line: 10

Lines

Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Int
<input type="checkbox"/>	3	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD	000
<input type="checkbox"/>	4	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	000

Matched pair to add: 2

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.00	100.00	✓	✓

Save Return to Search Previous in List Next in List Notify Refresh Add Update Display

Header | Lines | Totals | Errors | Approval

Step	Action
13.	Use the scroll bar to verify the rest of the fields on the journal lines page.

ORACLE®

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit \*Process: Edit Journal Process Line: 10

Lines

Select	Line	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount	Rate Type	Exchange Rate
<input type="checkbox"/>	3	000000000		30	840			USD	100.00	AVG	1.00000000
<input type="checkbox"/>	4	000000000		30	640			USD	-100.00	AVG	1.00000000


Matched pair to add: 2

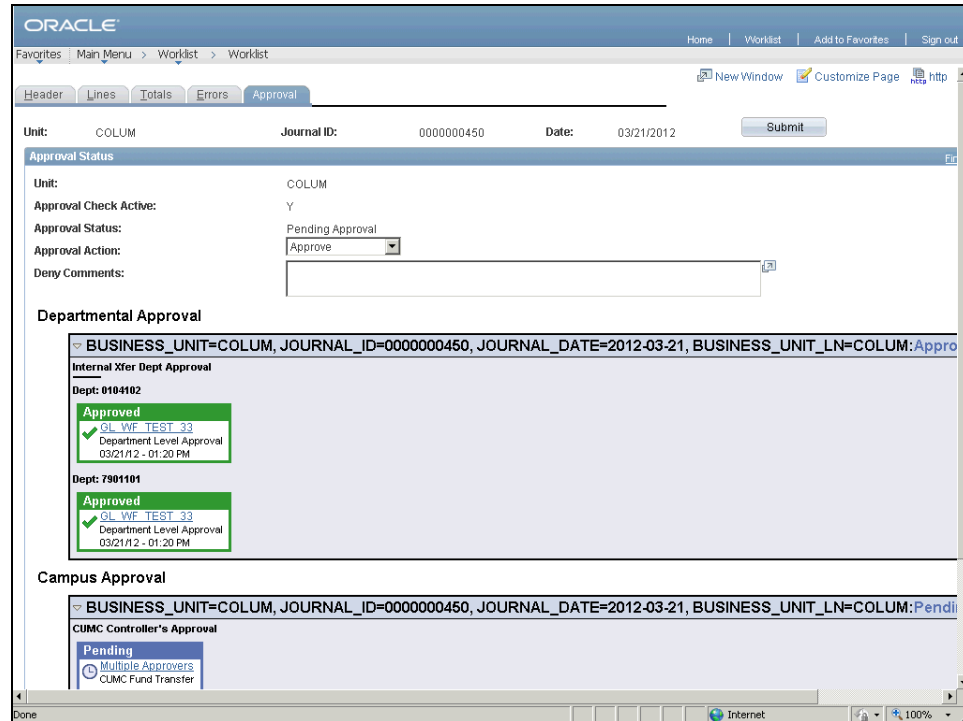
Totals


Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.00	100.00	✓	✓

Save Return to Search Previous in List Next in List Notify Refresh Add Update Display

Header | Lines | Totals | Errors | Approval

Step	Action
14.	<p>Once you have reviewed the data on the Journal Lines page and are ready to submit the journal for approval click the <b>Approval</b> tab.</p> 



Step	Action
15.	<p>The selection next to <b>Approval Action</b> is 'Approve'. Unless you want to deny the journal, leave the field as is and proceed to submit the journal by clicking on the <b>Submit</b> button.</p> 

# Training Guide

## General Ledger Approvals



ORACLE®

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Header | Lines | Totals | Errors | Approval

New Window | Customize Page | http

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Submit

**Approval Status**

Unit: COLUM

Approval Check Active: Y

Approval Status: Approved to Post

Approval Action:

Deny Comments:

**Departmental Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Appro

**Internal Xfer Dept Approval**

Dept: 0104102

Approved

GL WF TEST 33

Department Level Approval

03/21/12 - 01:20 PM

Dept: 7901101

Approved

GL WF TEST 33

Department Level Approval

03/21/12 - 01:20 PM

**Campus Approval**

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Appro

**CUMC Controller's Approval**

Approved

Controller FR&O

CUMC Fund Transfer

03/21/12 - 01:20 PM

Done

Internet

100%

Step	Action
16.	<p>The status of the Controller FR&amp;O Approval changed from 'Pending' to 'Approved'.</p> <p>Notice that the Approval Status of the journal changed from 'Pending' to 'Approved to Post'. This indicates that all approvers have approved the journal and the journal entry is now ready to be posted to the General Ledger.</p>



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PEOPLESOFT ENTERPRISE

User ID:

Password:

[Sign In](#)

[Set Trace Flags](#)

Select a Language:

- English
- Español
- Dansk
- Deutsch
- Français
- Français du Canada
- Italiano
- Magyar
- Nederlands
- Norsk
- Polski
- Português
- Suomi
- Svenska
- Čeština
- 日本語
- 한국어
- Русский
- ไทย
- 简体中文
- 繁體中文
- العربية
- UK English

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Done Internet 100%

Step	Action
17.	<p>You have successfully accessed a journal pending approval from the Worklist and approved the journal entry. You can now select the next topic, <i>Posting a Journal</i> where you will learn how to post a journal in ARC.</p> <p><b>End of Procedure.</b></p>

### Posting a Journal

There is a batch post process that runs every two hours during business hours. This batch post process will only pick up and post journals that have been approved by all approvers and have a valid status (for edit and budget check). If an approver approves a journal after hours, there is also a nightly batch post process that will pick up the approved journal.

In some cases, the journal initiator may want to post the journal entry right away instead of waiting for batch to pick it up.

In this scenario you will learn how to manually post an internal transfer journal entry.

**Estimated time to complete topic:** 3 minutes

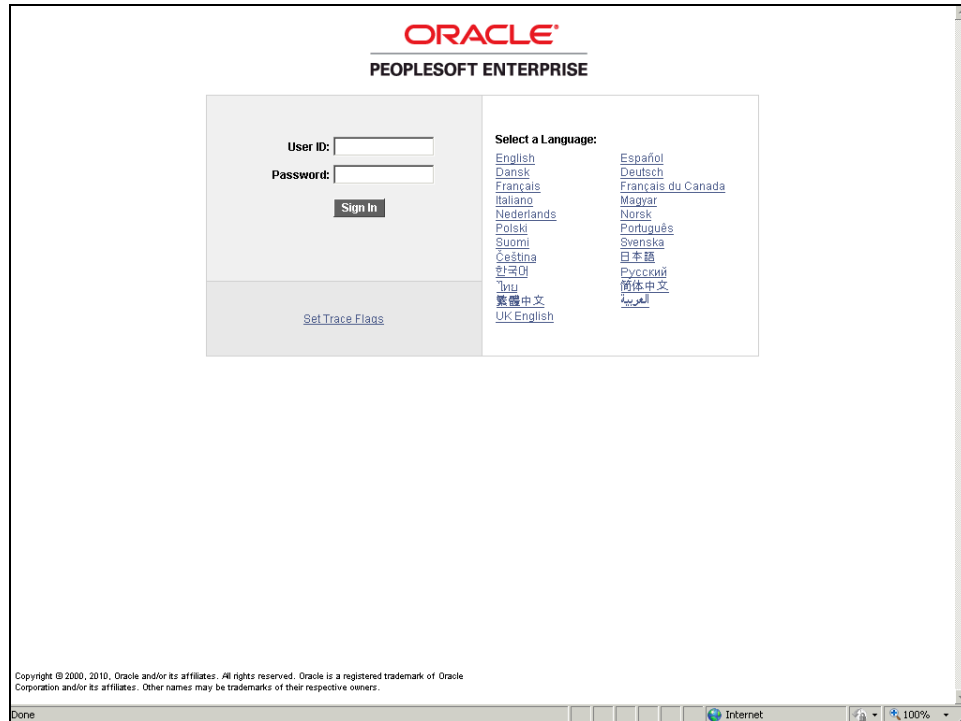


Please note that the process of posting an internal transfer journal entry and a general journal entry is the same. The only difference is how you access the journal entry - Internal Transfer Journal Entry page (Internal Transfers) versus Create/Update Journal Entries (General Journal Entries).

### Procedure

Welcome to the *Posting a Journal* topic. In this scenario you will learn how to post an internal transfers journal that has been approved.





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PEOPLESOFT ENTERPRISE

User ID:

Password:

[Sign In](#)

[Set Trace Flags](#)

Select a Language:

- English
- Español
- Dansk
- Deutsch
- Français
- Français du Canada
- Italiano
- Magyar
- Nederlands
- Norsk
- Polski
- Português
- Suomi
- Svenska
- Čeština
- 日本語
- 한국어
- Русский
- ไทย
- 简体中文
- 繁體中文
- العربية
- UK English

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Done

Internet

100%

Step	Action
1.	<p>In this scenario you will log in to ARC with a generic Internal Transfers Initiator UNI and Password.</p> <p>Click in the <b>User ID</b> field.</p> <div data-bbox="438 1155 657 1201" data-label="Form"> <input type="text"/> </div>

# Training Guide

## General Ledger Approvals



ORACLE  
PEOPLESOFT ENTERPRISE

User ID:   
Password:   
[Sign In](#)

[Set Trace Flags](#)

Select a Language:

- English
- Dansk
- Français
- Italiano
- Nederlands
- Polski
- Suomi
- Ceština
- 한국어
- 日本語
- 繁體中文
- UK English

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Done Internet 100%

Step	Action
2.	Enter the desired information into the <b>User ID</b> field. Enter " <b>IT_INITIATOR</b> ".

ORACLE  
PEOPLESOFT ENTERPRISE

User ID:   
Password:   
[Sign In](#)

[Set Trace Flags](#)

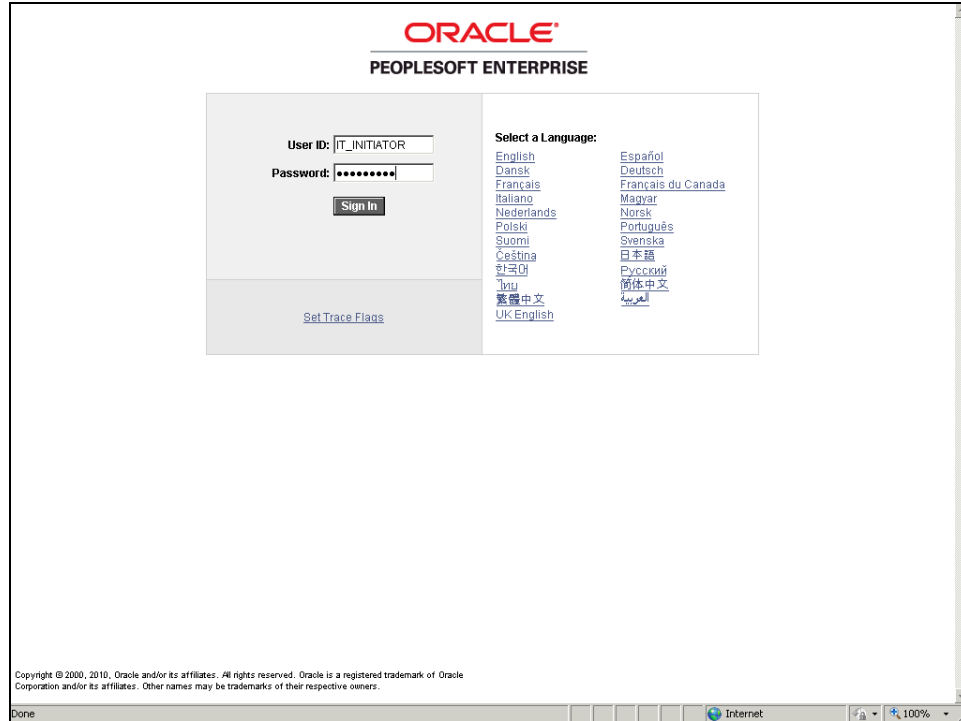
Select a Language:

- English
- Dansk
- Français
- Italiano
- Nederlands
- Polski
- Suomi
- Ceština
- 한국어
- 日本語
- 繁體中文
- UK English


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Done Internet 100%

Step	Action
3.	Enter the desired information into the <b>Password</b> field. Enter " <b>TRAINING</b> ".

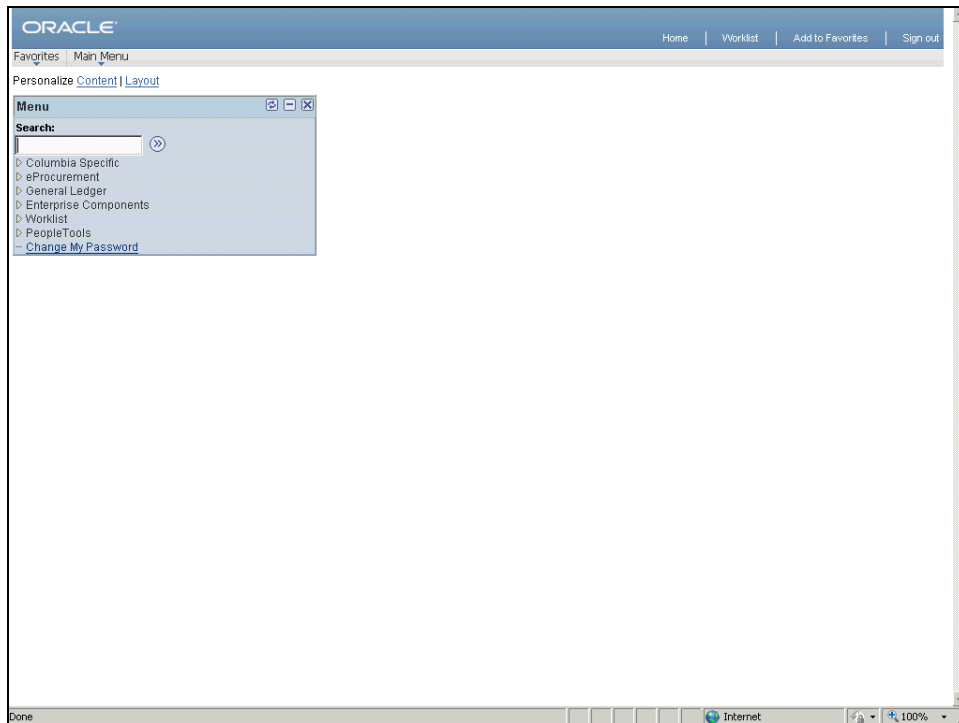



The screenshot shows the Oracle PeopleSoft Enterprise login interface. At the top, the Oracle logo and 'PEOPLESOFT ENTERPRISE' are displayed. Below this, there are two main sections. The left section contains a 'User ID' field with the text 'IT\_INITIATOR' and a 'Password' field with masked characters '\*\*\*\*\*'. A 'Sign In' button is located below the password field. The right section is titled 'Select a Language:' and lists various languages in two columns: English, Dansk, Français, Italiano, Nederlands, Polski, Suomi, Čeština, 한국어, ไทย, 繁體中文, UK English, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Svenska, 日本語, Русский, 简体中文, and العربية. At the bottom left of the login area, there is a link for 'Set Trace Flags'. The bottom of the browser window shows a status bar with 'Done', 'Internet', and a zoom level of '100%'.

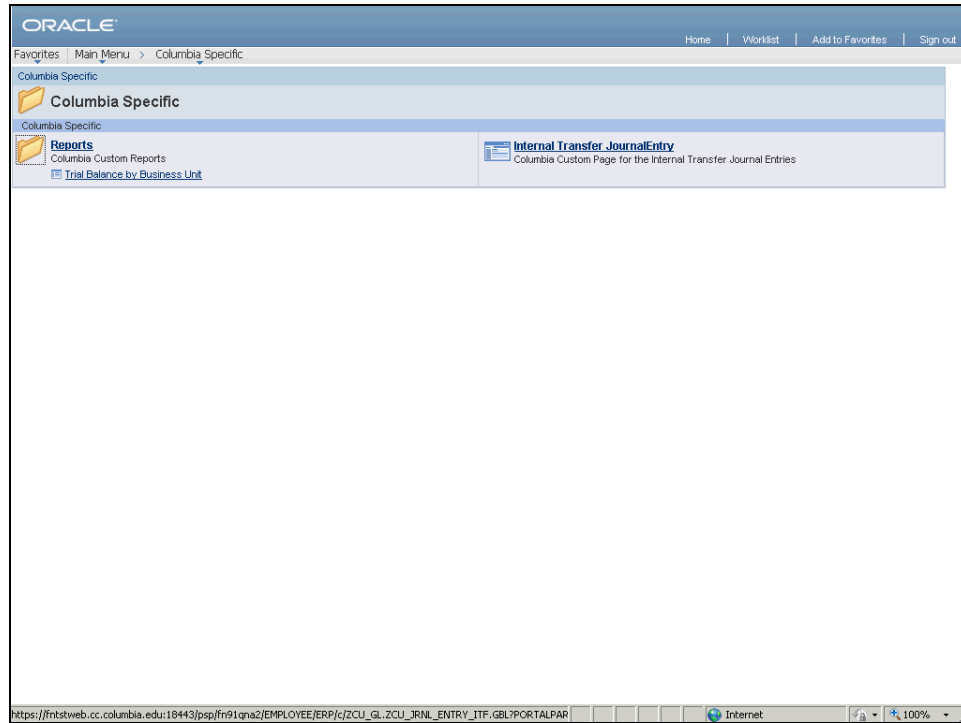
Step	Action
4.	Click the <b>Sign In</b> button. 

# Training Guide

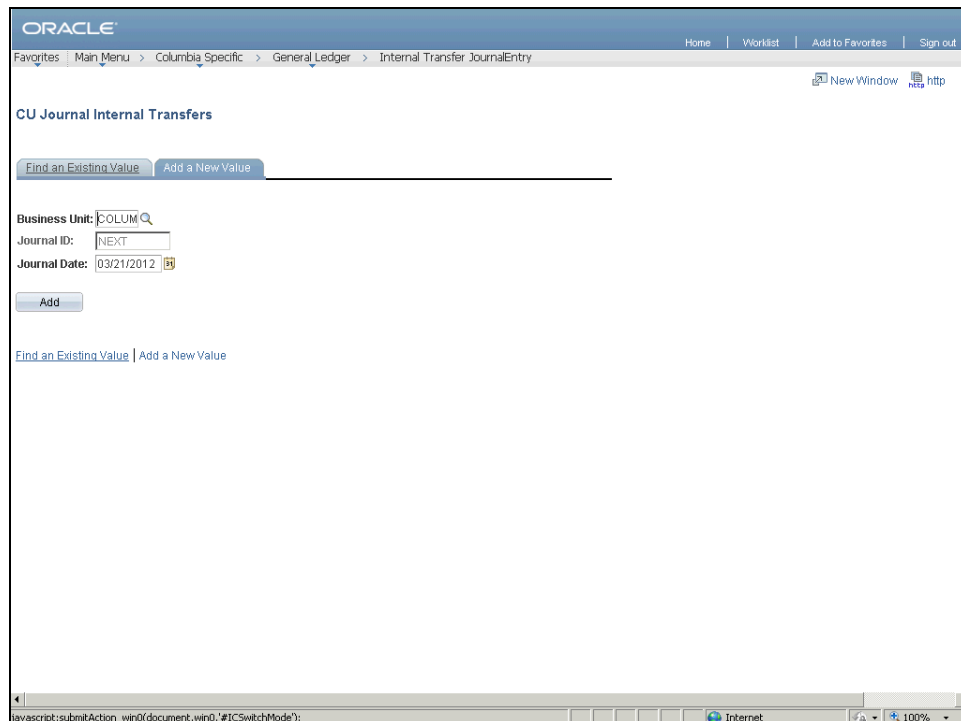
## General Ledger Approvals



Step	Action
5.	<p>You are going to search for the internal transfer journal entry that was approved in the previous two topics.</p> <p>The Internal Transfer Journal Entry page is within the Columbia Specific navigation. Click the <b>Columbia Specific</b> link.</p> <p> Columbia Specific</p>



Step	Action
6.	Click the <b>Internal Transfer JournalEntry</b> link. <u><a href="#">Internal Transfer JournalEntry</a></u>



# Training Guide

## General Ledger Approvals



Step	Action
7.	<p>This page gives you the option of searching for an existing journal or adding a new journal.</p> <p>In this scenario you will search for an existing journal with the following criteria:</p> <p>Business Unit: COLUM Journal ID contains '450'</p>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

CU Journal Internal Transfers

Find an Existing Value | Add a New Value

Business Unit: COLUM

Journal ID: NEXT

Journal Date: 03/21/2012

Add

Find an Existing Value | Add a New Value

Step	Action
8.	<p>Click the <b>Find an Existing Value</b> tab.</p> <p>Find an Existing Value</p>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

New Window http

### CU Journal Internal Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: = No Status - Needs to be Edited

Budget Checking Header Status: =

Source: begins with

User ID: begins with GL\_TEST\_03

Attachment Exist: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

Step	Action
9.	Click the <b>Clear</b> button to clear the pre-populated search values. <div>Clear</div>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

New Window http

### CU Journal Internal Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: =

Journal ID: begins with

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: begins with

User ID: begins with

Attachment Exist: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

# Training Guide

## General Ledger Approvals



Step	Action
10.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>COLUM</b> ".

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

New Window http

### CU Journal Internal Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = [COLUM] [Search]

Journal ID: [begins with] [Search]

Journal Date: = [Search]

Document Sequence Number: [begins with] [Search]

Line Business Unit: = [Search]

Journal Header Status: = [Search]

Budget Checking Header Status: = [Search]

Source: [begins with] [Search]

User ID: [begins with] [Search]

Attachment Exist: = [Search]

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Done

Internet

100%

Step	Action
11.	Click the <b>Journal ID</b> list. <div> <div>begins with</div> <div></div> </div>



**ORACLE**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

[New Window](#) [http](#)

### CU Journal Internal Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Business Unit:  [Search](#)

Journal ID:  [Search](#)

Journal Date:  [Search](#)

Document Sequence Number:  [Search](#)

Line Business Unit:  [Search](#)

Journal Header Status:  [Search](#)

Budget Checking Header Status:  [Search](#)

Source:  [Search](#)

User ID:  [Search](#)


Attachment Exist:  [Search](#)

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Done

Step	Action
12.	Click the <b>contains</b> list item. 

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

[New Window](#) [http](#)

### CU Journal Internal Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Business Unit:  [Search](#)

Journal ID:  [Search](#)

Journal Date:  [Search](#)

Document Sequence Number:  [Search](#)

Line Business Unit:  [Search](#)

Journal Header Status:  [Search](#)

Budget Checking Header Status:  [Search](#)

Source:  [Search](#)

User ID:  [Search](#)

Attachment Exist:  [Search](#)

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Done

# Training Guide

## General Ledger Approvals



Step	Action
13.	Click in the <b>Journal ID</b> field. <input type="text"/>

Step	Action
14.	Enter the desired information into the <b>Journal ID</b> field. Enter " <b>450</b> ".



# Training Guide

## General Ledger Approvals

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer Journal Entry

New Window http

### CU Journal Internal Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Journal ID: contains 450

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: begins with

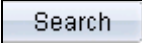
User ID: begins with

Attachment Exist: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Step	Action
15.	Click the <b>Search</b> button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer Journal Entry

New Window http

### CU Journal Internal Transfers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Journal ID: contains 450

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: begins with

User ID: begins with

Attachment Exist: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

### Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	User ID
COLUM	000000450	03/21/2012	0	(blank)	COLUM	Valid	Valid	ACTUALS	ITE	USD	2	100	0	Internal transfer journal entr	GL_TEST_03 N


Find an Existing Value Add a New Value

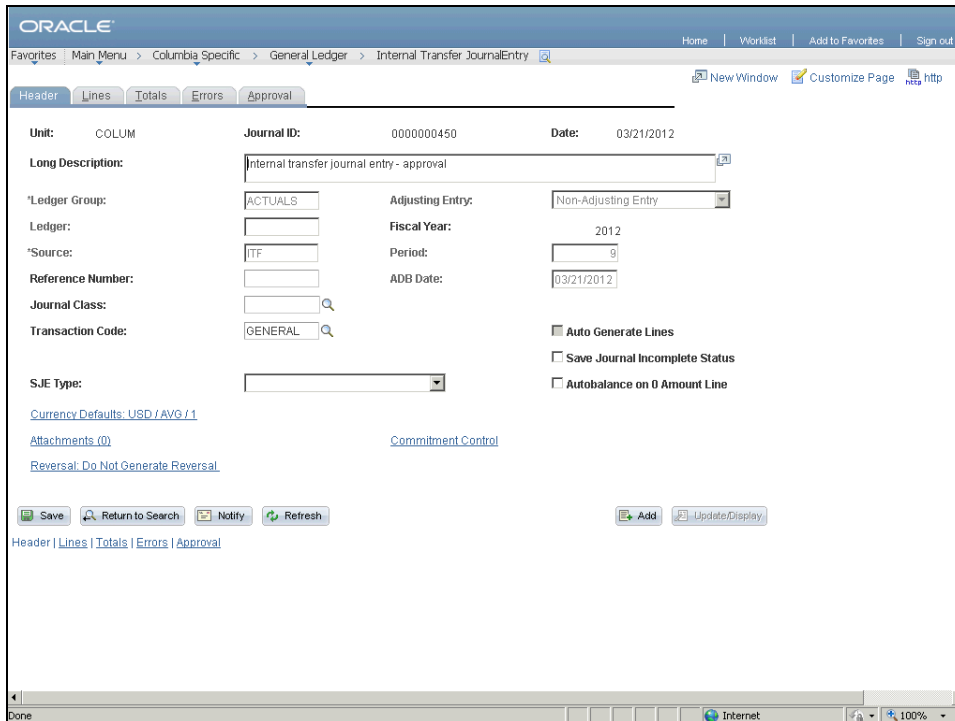
javascript:submitAction\_win0(document,win0,'#ICrow0');

# Training Guide

## General Ledger Approvals



Step	Action
16.	Click the <b>COLUM</b> link. 



Step	Action
17.	This is the Journal Header page.  Before proceeding to the Journal Lines page where you will post the journal, check the Approval Status to make sure all approvers have approved the journal.



## Training Guide General Ledger Approvals

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Columbia Specific | General Ledger | Internal Transfer JournalEntry

New Window | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012

Long Description: Internal transfer journal entry - approval

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

Ledger: Fiscal Year: 2012

\*Source: ITF Period: 9

Reference Number: ADB Date: 03/21/2012

Journal Class: GENERAL


Transaction Code: 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](#)

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
18.	Click the <b>Approval</b> tab. 

ORACLE®

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Columbia Specific | General Ledger | Internal Transfer JournalEntry

New Window | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Submit

Approval Status

Unit: COLUM

Approval Check Active: Y

Approval Status: Approved to Post

Approval Action: Approve

Deny Comments:

Departmental Approval

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Approve

Internal Xfer Dept Approval

Dept: 0104102

Approved

GL WF TEST 33  
Department Level Approval  
03/21/12 - 01:20 PM

Dept: 7901101

Approved

GL WF TEST 33  
Department Level Approval  
03/21/12 - 01:20 PM

Campus Approval

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Approve

CUMC Controller's Approval

Approved

Controller FR&O  
CUMC Fund Transfer

# Training Guide

## General Ledger Approvals



Step	Action
19.	Use the scroll bar to view the rest of the Approval page and verify that all approvers have approved the journal.

Step	Action
20.	<p>All approvers have approved the journal.</p> <p>The Approval Status = 'Approved to Post'</p> <p>The journal is ready to be posted.</p>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Columbia Specific | General Ledger | Internal Transfer JournalEntry

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Submit

Approval Status

Unit: COLUM

Approval Check Active: Y

Approval Status: Approved to Post

Approval Action: Approve

Deny Comments:

Departmental Approval

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Appro

Internal Xfer Dept Approval

Dept: 0104102

Approved

GL WF TEST 33

Department Level Approval

03/21/12 - 01:20 PM

Dept: 7901101

Approved

GL WF TEST 33

Department Level Approval

03/21/12 - 01:20 PM

Campus Approval

BUSINESS\_UNIT=COLUM, JOURNAL\_ID=0000000450, JOURNAL\_DATE=2012-03-21, BUSINESS\_UNIT\_LN=COLUM:Appro

CUMC Controller's Approval

Approved

Controller FR&O

CUMC Fund Transfer

Step	Action
21.	Click the <b>Lines</b> tab. <div>Lines</div>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Columbia Specific | General Ledger | Internal Transfer JournalEntry

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit \*Process: Edit Journal Process Line: 10

Lines

Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Ini
<input type="checkbox"/>	3	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD	000
<input type="checkbox"/>	4	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	000

Matched pair to add: 2

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.00	100.00	Y	Y

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

# Training Guide

## General Ledger Approvals



Step	Action
22.	Click the <b>Process</b> list. <div> <div>Edit Journal</div> </div>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer Journal Entry

New Window | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Errors Only

Template List Search Criteria Change Values View Audit Logs

interIntraUnit \*Process: Edit Journal Process Line: 10

Lines

Select	Line	*Unit	*Ledger
<input type="checkbox"/>	3	COLUM	ACTUALS
<input type="checkbox"/>	4	COLUM	ACTUALS

Matched pair to add: 2

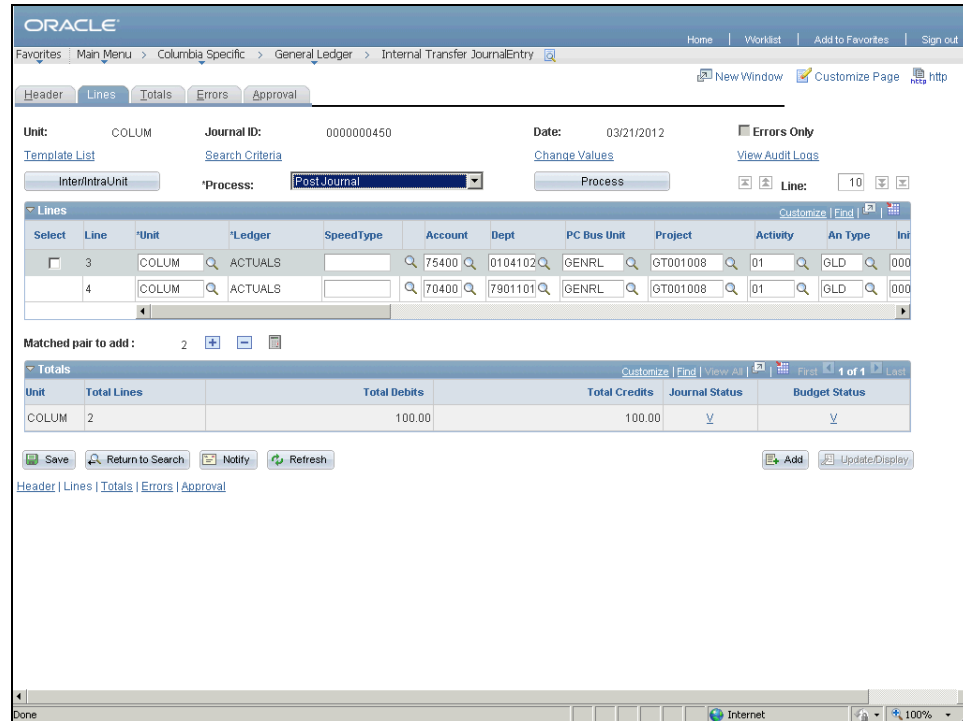
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.00	100.00	V	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
23.	Click the <b>Post Journal</b> list item. <div> <div>Post Journal</div> </div>





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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit \*Process: Post Journal Process Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Ini
<input type="checkbox"/>	3	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD	000
<input type="checkbox"/>	4	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	000

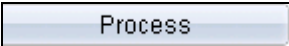
Matched pair to add: 2

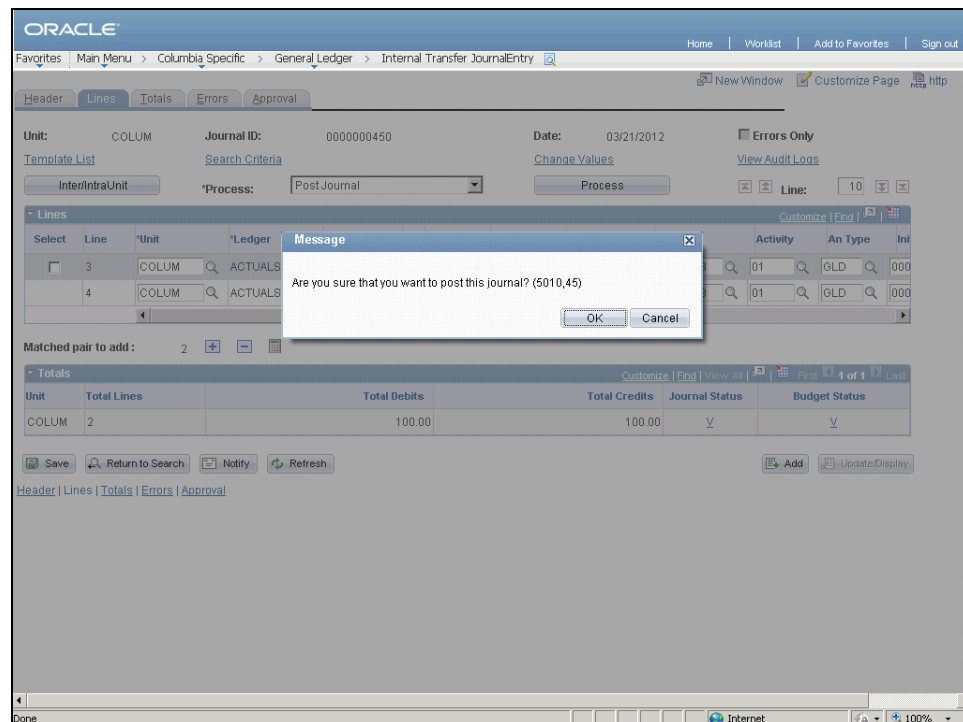
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.00	100.00	✓	✓

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
24.	Click the <b>Process</b> button.





ORACLE®

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit \*Process: Post Journal Process Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Ini
<input type="checkbox"/>	3	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD	000
<input type="checkbox"/>	4	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	000

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.00	100.00	✓	✓

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Message


Are you sure that you want to post this journal? (5010,45)

OK Cancel

# Training Guide

## General Ledger Approvals



Step	Action
25.	Click the <b>OK</b> button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer Journal Entry

New Window | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000000450 Date: 03/21/2012 Errors Only

Template List Search Criteria

\*Process: Edit Journal Process Line: 10

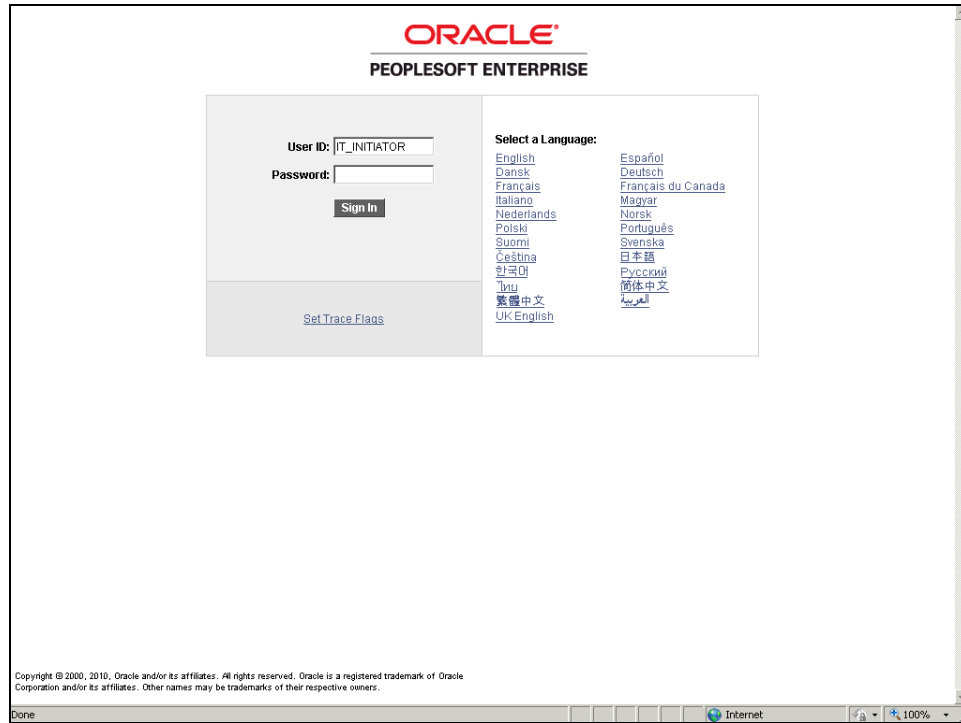
Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative
<input type="checkbox"/>	3	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD	00000
<input type="checkbox"/>	4	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	00000

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.00	100.00	P	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
26.	The journal successfully posted.  The Journal Status changed from 'V' to 'P' (Valid to Posted).



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User ID:

Password:

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Select a Language:

- English
- Español
- Dansk
- Deutsch
- Français
- Français du Canada
- Italiano
- Magyar
- Nederlands
- Norsk
- Polski
- Português
- Suomi
- Svenska
- Čeština
- 日本語
- 한국어
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- ไทย
- 简体中文
- 繁體中文
- العربية
- UK English

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Done

Internet

100%

Step	Action
27.	You have successfully posted an internal transfers journal in ARC. <b>End of Procedure.</b>



## Course References

Please find links to all of the Job Aids, Policies, and Procedures that were referenced throughout this course:

Job-Aid: Web-Based Training Tool Quick Reference Guide

Job-Aid: Stages of Approval

General Ledger Approvals Training Guide



### Knowledge Assessment

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (<https://columbiadev.service-now.com/navpage.do> (<https://columbiadev.service-now.com/navpage.do>)). *Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.*
2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a score of 90% or higher. The Knowledge Assessments can be found in New CourseWorks, ([https://newcourseworks.columbia.edu/portal/site/Finance\\_Training](https://newcourseworks.columbia.edu/portal/site/Finance_Training) ([https://newcourseworks.columbia.edu/portal/site/Finance\\_Training](https://newcourseworks.columbia.edu/portal/site/Finance_Training))). If you have any questions about the training required for any security role, click here ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Role\\_to\\_Course\\_Directory.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Role_to_Course_Directory.pdf)) for the Role to Course Directory job aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.



## **Glossary**

<b>ARC</b>	Accounting and Reporting at Columbia. Columbia University's new financial system.
<b>Budget Check</b>	In Commitment Control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
<b>Field</b>	An area on a page that displays or requires data.
<b>General Ledger</b>	The 'Book of Record' which holds all financial transactions in detail or summary and is used for financial reporting and financial management.
<b>Internal Transfer</b>	To allocate revenue and expenses from one valid ChartString to another and to execute fund transfers from one valid ChartString to another.
<b>Journal Entry</b>	The recording of financial data pertaining to business transactions in a journal such that the debits equal credits.
<b>Journal Header</b>	Contains information that uniquely identifies a journal, such as business unit, journal ID, and journal date.
<b>Security</b>	Controls what level of access a user can have to pages, dollar thresholds, data, and allowable actions in the system. Security ensures that users have the appropriate page access and access to data required to perform their job functions.
<b>SPF</b>	Sponsored Projects Finance (formerly Restricted Funds).
<b>Workflow</b>	Automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account and dollar amount. Workflow manages and tracks the flow of work.