- 1. Create a New Journal Source
 - a. Navigate to: NavBar > Set Up Financial/Supply Chain > Common Definitions > Journals > Source
 - b. Click the Add New Value Tab
 - i. Set ID = CUSET
 - ii. Source = 3 Character Journal code ie: SKI for Facilities Skire CUIT
 - iii. Click Add
 - c. Fill out definition
 - i. Enter Effective Date = 01/01/1901

Journal Source	
Eind an Existing Value Add a New Value	
SetID: CUSET Q Source: SKI Q	
Add	

ii. Description = Journal source name ie: Facilities Skire CUIT

Definition	Journal Op	otions	Currency Options	Approval Options	3		
SetID:	CUSET	Source	: SKI				
Effective	Date					<u>Find</u> Vie	ew All First K 1 of 1 🕨 Last
*Effective I *Descriptio	Date: on:		01/01/1901 讨 Facilities Skire CU	*Status:	Active	•	+ -
Physical N VAT Defau	lature:			•			

- d. Go to Journal Options Tab
 - i. Determine if journal Suspense or Recycle and change the following accordingly:
 - Journal Balance Option
 - Journal Edit Error Option
 - Journal Amount Errors Option

Columbia University Finance Training

Training Guide: Adding a Journal Source

Effective Date			Find View All First I of 1 D Last
Effective Date: 01/01/1901	Status: Active		
*Journal Balance Option:	Suspend	•	Balance Suspense ChartFields
*Journal Edit Errors Option:	Suspend	-	Edit Suspense ChartFields
*Journal Amount Errors Option:	Suspend	-	Amount Suspense ChartFields
*Control Total Option:	Default to Higher Level Value	-	
*Document Type Option:	Default to Higher Level Value	•	Document Type:
*Journal Date < Open From Date:	Default to Higher Level Value	-	
*Journal Date > Open To Date:	Default to Higher Level Value	•	
-			

- ii. Click Balance Suspense Chartfield
 - Group = Default
 - Enter Chart Fields and Values
 - Click OK
- iii. Repeat step 1.d.ii for Edit
 Suspense Chartfields and
 Amount Suspense
 Chartfield
- iv. Check if this journal needs to change Currency Options or Approval Options
- e. Click Save
- 2. Create a New Journal Generator Template
 - a. Navigate to: NavBar > General Ledger > Journal> Subsystem Journals > Journal Generator Template
 - b. Click Add a New Value tab
 - i. SetID = CUSET
 - ii. Journal Template = 3 Character Journal code
 - c. Click Add
 - d. Enter Field Values:
 - i. Effective Date = 01/01/1901
 - ii. Descr = Journal source name
 - iii. Accounting Entry in Sync = checked

Journal Generator Template
Eind an Existing Value Add a New Value
SetID: CUSET Q Journal Template: SKI
Add

*Group: DEFAULT 🔍			+ -
Specify Chartfields	Customize Find 🖉	🛿 📔 🛛 First 🚺 1-4 of 4	Last
ChartField	*ChartField Value		
Account	▼ 99999	Q [+ -
Activity	▼ 01	٩ [+ -
PC Business Unit	GENRL	Q [+ -
Fund Code	▼ 01	Q [+ -

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- iv. Journal Source = 3 character Journal code
- v. Journal ID Mask = 3 character Journal code
- vi. Journal Date = Accounting Date on Transaction
- vii. Alt. Journal Date = Begin Date From Period

Defaults <u>S</u> ummarization					
SetID: CUSET	Template:	SKI			
Effective Date				Find View All First	1 of 1 🕨 Last
*Effective Date: 01/01/19	901 🛐 *Status:	Active -	Descr: Facilities	Skire CUIT	+ -
Options Accounting Entry In Sync	*Create One Journa	al Per:	Applicat	ion Business Unit	•
Reversal Code					
On Not Generate Reversal	Beginning of Ne	ext Period	End of Next Period	d 💿 Next Day	
Journal Header Fields					
*Journal Source:	ski Q		Journal ID Mask:	SKI	
*Journal Date:	Accounting Date on Transactio	on 🗸	Ctov in Deried		
"Alt. Journal Date:			Stay in Period		
Descr:			Reference:		
			*Currency Effective D	ate: Journal Date	
Journal Line Fields					
Line Descr:			Reference:		
Save 🔍 Return to Search	Notify		🗐 Add 🖉 Update	e/Display 🖉 Include History	Correct History

e. Click the Summarization Tab

i. Click Retain Detail

Defaults Summarization	n				
SetID:	CUSET	Template:	SKI		
Effective Date				<u>Find</u> Vi	ew All 🛛 First 🚺 1 of 1 🚺 Last
Effective Date:	01/01/1901	Status:	Active	Descr: Facilities S	kire CUIT 🛨 🗖
Primary Summarization O	ption			Alternate Summarizati	on Option
How Specified Option		How Account S	Specified	How Default Specified	1
Summarize to Account	int, AltAcct	All Account	All Account Values		count, AltAcct
Summarize to All Characterize	artFields	Selected A	Selected Account Values		l ChartFields
Summarize by Select	ted CF's	Selected Tr	Selected Tree Nodes		elected CF's
Retain Detail				Retain Detail	
Tree Information					
Tree Name:]			
Save 🔍 Return to Sea	arch 🔚 Notify		E. Ad	🖉 Update/Display 🖉 Include Hi	istory Correct History

Training Guide: Adding a Journal Source

- f. Click Save
- 3. Create an Accounting Entry Definition
 - a. Navigate to: NavBar > General Ledger > Journals > Subsystem Journals > Accounting Entry Definition
 - b. Click Add New Value
 - i. SetID = CUSET
 - ii. Accounting Definition Name = 3 Character journal code + DEFN ie: SKIDEFN
 - c. Click Add
 - d. Enter Field Values:
 - i. Description = Journal source name
 - ii. Record = ZCU_EXT_ACCT_LN
 - iii. Default Template = 3 character Code
 - iv. Record Update = ZCU_EXT_ACCT_LN
 - v. System source = JrnlGen Accounts Payable
 - vi. Accounting Date = ACCOUNTING_DT
 - vii. Monetary Amount = MONETARY_AMOUNT
 - viii. Foreign amount = FOREIGN_AMOUNT
 - ix. Statistical Amount = STATISTICAL_AMOUNT

Accounting Entry Definition				
Eind an Existing Value Add a Nev	v Value			
SetID: CUSET	્ 1			
Add				

Columbia University Finance Training Training Guide: Adding a Journal Source

Accounting Entry Definit	tion							
SetID:	CUSET			Accounting Definition	ion:	SKIDEFN		
Description:	Facilities \$	Skire CUIT						
Accounting Entry								
*Record:	ZCU_EXT	ACCT_LN	Q	Default Template:		SKI		
Record Update:	ZCU_EXT	ACCT_LN	Q	*System Source:		JrnlGen - Other		•
Page Name:			Q	Cross Product [Drill Down			
Skip Commitment Control In GL				Commitment Contr	rol Amount Type:	Actuals and Reco	gnized	-
Field Names								
*Accounting Date:	ACCOUNT	ING_DT	Q	Journal Ref:			Q	
*Monetary Amount:	MONETAR	Y_AMOUNT	Q	Jrnl Descr:			Q	
*Foreign Amount:	FOREIGN	AMOUNT	Q	Open Item Key:			Q	
Statistical Amount:	STATISTIC	_AMOUNT	Q					
Chartfield Mapping				<u>Customi</u> :	ze Find View All 🗖 🕌	First 🚺 1-2 of 10	Last	
Field Name		ChartField			Summarize Cha	artField		
Account	•	Account		•	\checkmark	[• -	
Fund Code	•	Fund Code		•		[+ -	
Multibook Order By								

e. For Chartfield Value Mapping enter the flowing values Under Field Name and ChartField click the + button to add a new row.

i.	Account	Chartfield Mapping	<u>Custom</u>	ize Find View 2 🗖 🛗 First 🚺 1-10 of 10		Last
ii.	Fund Code	Field Name	ChartField	Summarize ChartField		
;;;	Dopartmont	Account	Account	\checkmark	+	
		Fund Code 👻	Fund Code 🗸		+	-
IV.	PC Business Unit	Department	Department		+	
٧.	Project	PC Business Unit	PC Business Unit 👻		+	-
vi.	Activity	Project -	Project -		+	
vii.	Initiative	Activity	Activity		+	
viii	Segment	Initiative -	Initiative		+	
· · · ·	O'u	Segment	Segment		+	
IX.	Site	Site	Site		+	-
х.	Function	Function 👻	Function -		+	-

- f. Click Save
- 4. Add Journal Source to CU_JRNL_SRC_SEC tree
 - a. Navigate to: NavBar > Tree Manager > Tree Manager
 - b. Enter tree name CU_JRNL_SRC_SEC

Training Guide: Adding a Journal Source

i. Click Search



c. If Journal Source is an Internal Transfer click the leaf that appears on the line when INTERNAL_TRANSFER_JE is highlighted and skip to set e.

SetID:	CUSET	Last Audit:	Valid Tree					
Effective Date:	01/01/1901	Status:	Active					
Tree Name:	CU_JRNL_S	RC_SEC	Journal Sour	ce Security				
Save As Close	<u>Tree De</u>	finition Display	Options Print	Format				
ALL JOURNAL S Collapse All Expa	OURCES >INTI nd All Eins	ERNAL_TRANS	FER_JE		First Page 🔣	3 of 30	DI Las	t Page
ALL_JOURNA	L_SOURCES - A	ll Journal Sour E - Internal Tra	ces nsfer Journals	° 11.	fi. 💌	₽ ₽	I.	χ 🕺

- d. If the Journal Source is from an external source click the leaf next to REGULAR_JE that appears when that line is highlighted.
- e. Enter field values:
 - i. Range From = 3 character journal code
 - ii. Range To: 3 character journal code
 - iii. Click Add
- f. Click **Save** at the top of the tree that only appears after the tree has been altered.

Detail Value R	lange	
Tree Node:	INTERNAL_TRANSFER_JE	
	Dynamic Flag	
Range From:	SKI	Q
*Range To:	SKI	Q
	Add Cancel	

Columbia University Finance Training Training Guide: Adding a Journal Source

Tree Manag	ger											
SetID:	CUSET	Last Audit:	Valid Tree									
Effective Date:	01/01/1901	Status:	Active									
Tree Name:	CU_JRNL_S	RC_SEC	Journal Source	ce Seci	urity							
Save Dra	ve Save As Clos	se <u>Tre</u>	e Definition Di	splay C	Option	s Prir	nt Forr	mat				
ALL JOURNAL S	OURCES >INT	ERNAL_TRANS	FER_JE									
Collapse All Expa	nd All Eind	1			Fir	st Pag	•	11 0	f 30	D L	ast Pa	ige
	L_SOURCES - A <i>TRANSFER_J</i> Faculty Practice	ul Journal Sour <u>E - Internal Tra</u> Org Space Fac	rces Insfer Journals	<u>a</u> 0	ıĭ.	ŧĭ.	۶.	F	<u>/</u>	n,	X	火

5. If Journal Source requires approval add journal source to CU_JOURNAL_SOURCE tree

	Tree Manager
a. to: NavBar > Tree Manager > Tree Manager	Enter any information you have and click Search. Leave fields blank for a list of Find an Existing Tree <u>Create New Tree</u>
 b. Enter tree name CU_Journal_Source i. Click Search 	Limit the number of results to (up to 300): 300 Search by: Tree Name begins with CU_JOURNAL_SOURCE
 c. Click the leaf next to the appropriate Node. Most likely 	Search Advanced Search

this will be INTERGRATING_SYSTEM_JE

Tree Manager											
SetID:	CUSET	Last Audit:	Valid Tree								
Effective Date:	01/01/1901	Status:	Active								
Tree Name:	CU_JOURNA	L_SOURCE	Journal Sourc	e Tre	e for V	NF					
Save As Close	Tree Def	inition Display	Options Print I	Forma	t						
ALL JOURNAL SO	URCES >INTE	GRATING_SYS	_JE								
Collapse All Expand	<u>All Find</u>				F	First Pa	ige 🔽	4 0	of 18	Last Pa	age
ALL_JOURNAL_	SOURCES - Al E - Regular Joi RANSFER_JE IG_SYS_JE - II	l Journal Sourd urnal Entries - Internal Tran ntegrating Syst	ces sfer Journals em Journals	₫. [©]	i i +	ŧĭ.	P.		Į_	χ	*4

Columbia University Finance Training

Training Guide: Adding a Journal Source

- d. Enter field values:
 - i. Range From = 3 character journal code
 - ii. Range To: 3 character journal code iii. Click Add
- e. Click **Save** at the top of the tree that only appears after the tree has been altered.
- 6. If Journal Source requires approval add journal source as a new Route Control Profile
 - a. Navigate to: NavBar > People Tools > Workflow > Routings & Roles > Route Control Profiles
 - b. Click the Add New Value Tab
 - i. Enter field Value:
 - Route Control Profile = JRNL_SOURCE_(3 chacracter Journal code)
 - ii. Click Add
 - c. Enter field values:
 - i. Description = Journal Source name
 - ii. Route Control Type = Journal Source
 - iii. Range: From Value = 3 Character Journal code
 - iv. Range: To Value = 3 character Journal code
 - d. Click Save

Route Control Profile

	Find an Existing Value	Add a New Value	
	Route Control Profile: JRN	IL_SOURCE_SKI	
е	Add		

Detail Value F	Range	
Tree Node:	INTEGRATING_SYS_JE	
	Dynamic Flag	
Range From:	SKI Q	
*Range To:	ркі Q	
	Add Cancel	

Columbia University Finance Training Training Guide: Adding a Journal Source

Route Contr	ol Profile				
Route Control Profi	le: JRNL_SOURCE	_SKI			
Description:	Facilities <u>Skire CUIT</u>				.4
Routing Control				Find View All First 🚺 1 of	1 🕨 Last
*Route Control T	ype: Journal Source		Q		+-
Range				Find View All First I of 1	Last
From Value:		To Value:			
SKI		Q SKi		Q	+ -
Save 🔍 Ret	urn to Search 🔚 Notify	🗘 Refresh		E+ Add Update/	Display

7. Identify approver for new Journal Source and assign role "CU_LL_WF_INTEGRATING_SYSTEM" and apply new route control to approver profile