

The screenshot shows the 'Internal Transfers Journal Lines' interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' section includes fields for 'Unit' (COLUM), 'Journal ID' (NEXT), and 'Date' (06/09/2017). Below this is a 'Process | Edit Journal' dropdown menu and a 'Process' button. The 'Lines' section is a table with columns: Select, Line, *Unit, *Ledger, Account, Dept, PC Bus Unit, Project, Activity, An Type, Initiative, Segment, Site, Fund, and Func. Two lines are visible, both with 'COLUM' as the unit and 'ACTUALS' as the ledger. A 'Matched pair to add' section shows a '+2' and a '-' button. The 'Totals' section is a summary table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The values shown are: Unit: COLUM, Total Lines: 2, Total Debits: 0.000, Total Credits: 0.000, Journal Status: N, Budget Status: N. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons, and an 'Update/Display' button.

Journal Header page required field: Long Description

Click on the Totals tab to view the control and actuals totals and the differences for your entry.

Click the Errors tab to review the errors if status

Click on the Approval tab to view the journal approver(s) for your internal transfer journal entry.

The Look Up function allows you to locate valid information.

Click + to add 2 more matched pair lines. Click - to delete

Journal processing involves edit and budget checking journals, submitting a journal for approval, and posting a journal to a ledger. Select process from drop down menu then click the Process button.

Click the Save button, when the journal is saved the Journal ID changes from NEXT to a number.

All journal entries must have a debit (+) and a credit side(-). The total debits and the total credits must equal each other.

After running a process the status will change here. (See status codes to the right.)

Journal Status Codes:
N = No status; needs to be edited
V = Valid journal; edits are complete
E = Journal or Budget has errors
D = Deleted

Budget Status Codes:
N = No Status; needs to be edited
V = Entry passed budget checking with or without warnings
E = Journal failed to pass budget checking

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