This Job Aid describes the process for entering an Internal Transfer Journal Entry in ARC.

Online Journal Entry in ARC

1. From my.columbia.edu, click ARC and then Go To ARC.

2. Click Main Menu > Columbia Specific > General Ledger > Internal Transfer Journal Entry.

3. The CU Journal Internal Transfers appears. Business Unit (COLUM), Journal ID (NEXT) and Journal Date will be prepopulated. Click Add.

4. In the create Journal Entry Page, click the Header tab. Enter a Long Description and click on the Lines tab.
Enter the **Journal Line** information and click **Save**.

**Note:** When an account number is entered, the matched pair account defaults on the second row.

**Note:** It is very important to remember that in ARC, credits must be entered as negative numbers. Therefore, if you are crediting your ChartString for a recovery and want to debit another ChartString for the charge, you must enter the recovery as a negative number and the charge as a positive number.
6. Click the + button to create an additional Journal Entry line and populate the journal information in the additional rows.

7. Click the Save button. The journal will be saved and you will notice the following updates:
   - Journal ID will be changed from NEXT to the next Journal ID number available. This number will be generated automatically by the system
   - Journal Lines are updated with input data set
   - Verify that total debits equals total credits

8. Select Edit Journal in the process dropdown menu. Click the Process button. The Edit Journal process performs sets of data validations on the journal entry lines entered.

The option to wait for confirmation or proceed appears.
9. Clicking **No** allows you to work on something else while the process completes in the background. See the section on **Using the Process Monitor** to view the Journal processing status. Click **Yes** to remain on this page to continue.

   The Journal Status and Budget Status are changed from **N** to **V**. “V” stands for valid entry, meaning no journal header or no journal line is marked in error and for budget, no journal entry Budget Checking Exceptions.

   If the Journal Status or Budget Status displays an “E” it means that there is an error in the journal entry. Click on the **Errors** tab to find the detail on the error in order to correct the journal and then repeat step 8.

10. From the Lines tab, go to the **Process** dropdown menu and select **Submit Journal**. Click the **Process** button.

11. Click the **Approval** tab. The Approval page appears on the screen. The Approval Action will say Approve which means that the journal has been submitted and is in the approval queue.

   **Note:** There may be a number of Department Approvers for this transaction as well Central Approvers.
Approving the Journal Entry

1. From the ARC Portal, click Go to ARC.
2. Click on the Worklist hyperlink located at the top right corner of the ARC home screen.
3. In the Worklist, click the Link that displays the Journal ID to approve.

4. Click the Approval tab. Make sure that the Approval Action dropdown menu is set to Approve. Click on the Submit button to approve the journal.

- When the journal is approved, the section showing approvals appears green.

- If there are additional approvals required, the entry will be routed to the appropriate Worklists.
- If you are the final approver, see the Posting the Journal Entry section for instructions.

Note: You are the final approver if you are the listed last on the approval screen. In the screenshot above, the Central Approval is the final approver and will need to post this entry.
Posting the Journal Entry

1. After you approve the journal, click the Lines tab. Select the Post Journal option from the Process dropdown menu and click the Process button.

A confirmation message appears.

2. Click OK. The Journal is now posted and the Journal Status is P and the Budget Status is V.

Using the Process Monitor

ARC verifies that Journals are balanced (i.e., debits equal credits) and ChartField values are valid. Only successfully validated journals are eligible for posting. The Process Monitor allows you view the Run Status and Details of Journals.


2. Search by User ID or Process Instance ID referenced in the Process Confirmation message.

3. Click Refresh. The Process List appears.
If there are Journal errors, the Run Status displays ‘Warning’.

<table>
<thead>
<tr>
<th>Process List</th>
<th>Cl</th>
<th>Seq.</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4203</td>
<td>0</td>
<td>Application Engine</td>
<td>GL_LEDISY</td>
<td>tCLC</td>
<td>2019-02-20</td>
<td>Warning</td>
<td>Posted</td>
<td>Delete</td>
</tr>
<tr>
<td>2</td>
<td>4203</td>
<td>1</td>
<td>Application Engine</td>
<td>GL_LEDISY</td>
<td>tCLC</td>
<td>2019-02-20</td>
<td>Success</td>
<td>Posted</td>
<td>Delete</td>
</tr>
</tbody>
</table>


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