

Journal Entries (Internal Transfers)

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Table of Contents

Journal Entries (Internal Transfers)	1
Journal Entries	2
Journal Entries Overview.....	3
Journal Entries Defined	4
Types of Journal Entries in ARC	5
Entry Options.....	6
Process Flow.....	7
Processes Defined.....	8
Benefits.....	9
Security and Workflow.....	10
ChartFields Refresh	11
Creating Online Journals for Internal Transfers	12
Introduction to Internal Transfers	13
When to use Internal Transfers	14
Rules for Entering Internal Transfers.....	15
Journal Header.....	16
Entering the Journal Header for an Internal Transfer Journal.....	17
Journal Lines.....	26
Entering the Journal Lines for an Internal Transfer Journal.....	27
Processing an Internal Transfer Journal.....	71
Creating Journals via the Spreadsheet Journal Import Tool	91
Introduction to the Spreadsheet Journal Import Tool.....	92
Downloading the Spreadsheet Journal Import Tool from the ARC Portal.....	93
Creating a New Journal Sheet and Entering the Journal Header Information.....	123
Entering the Journal Lines in a Spreadsheet Journal.....	130
Importing the Spreadsheet Journal into ARC	156
Processing the Imported Journal in ARC.....	162
Reviewing Journals.....	181
Introduction to Workflow	182
Accessing the Journal Approval Search Page.....	183
Course References	187
Knowledge Assessment	188
Glossary	189

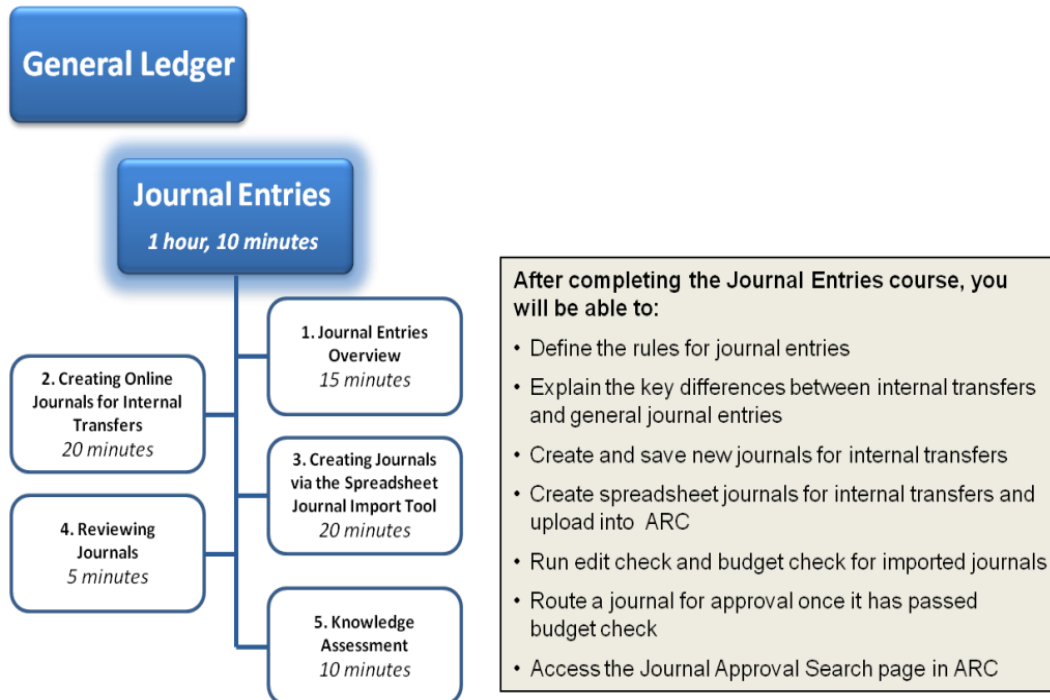


Journal Entries (Internal Transfers)

Journal Entries

This is the *Journal Entries* course within the *General Ledger* curriculum.

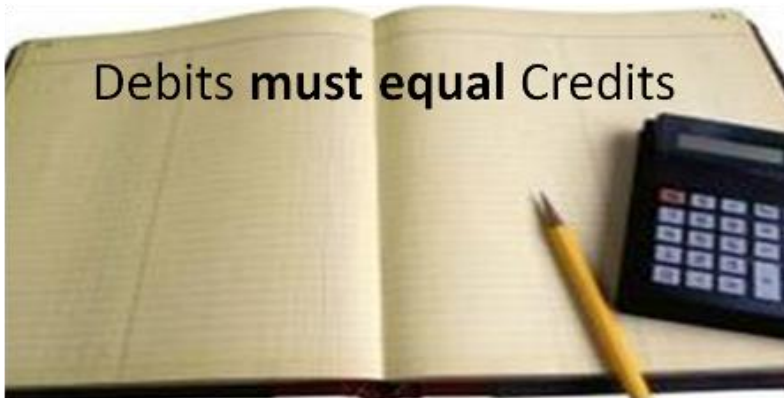
If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click [here](#) for a quick reference guide.



Journal Entries Overview

- Differentiate between internal transfers and general journal entries
- List the key functions when processing journal entries in ARC
- Introduce the spreadsheet journal import as an alternative tool to entering journals

Estimated time to complete lesson: 15 minutes



Training Guide

Journal Entries (Internal Transfers)



Journal Entries Defined

Journal Entries Defined

There are different types of journal entries, as you will see in the following section. But all journal entries follow certain rules, no matter what type of entry they are.

These rules are as follow:

- All journal entries must have a debit and a credit side - and the total debits and the total credits for any journal entry must equal each other
- When you are in ARC, you must enter credits as negative numbers - this is the only way that ARC knows it is a credit
- Journal entries are transactions that impact financial balances and related reports, but do not create transactions with third parties (unlike cash disbursement transactions such as Accounts Payable, or cash receipt transactions such as the Cash Module)
- Journal entries are made in the General Ledger Module of ARC using valid ChartStrings
- Journal entries are subject to rules for Combo Edits, Budget Checking, and Approvals (Workflow)

Types of Journal Entries in ARC

In ARC, journals are established in a number of ways::

- 1**

Internal Transfers

Internal transfers are the most common type of journal entries. They are used to allocate revenue and expenses from one valid ChartString to another.
- 2**

General Journal Entries
(Controllers)

General journal entries are less common and generally executed by the Controller's Office. They are used for accruals of revenue or expense and to record a change in balance that cannot be made via the Internal Transfers page.
- 3**

Interfaced Journals

Interfaced journals are systematically generated when a subsystem (e.g., the Cash Module) feeds transaction information to the General Ledger module.

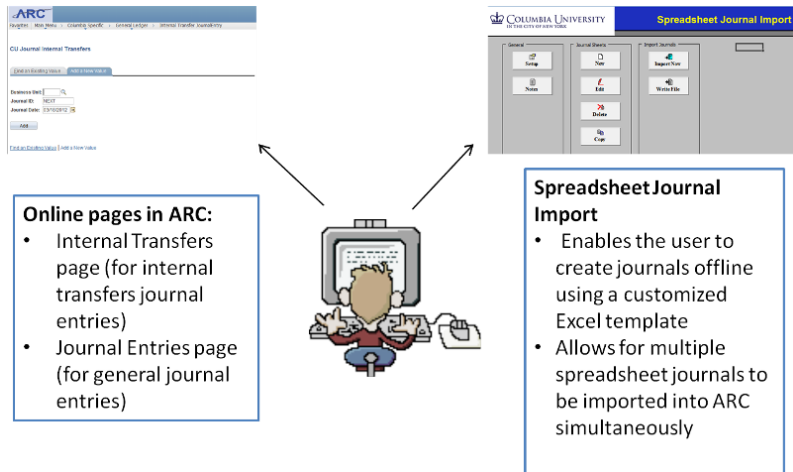
Training Guide

Journal Entries (Internal Transfers)



Entry Options

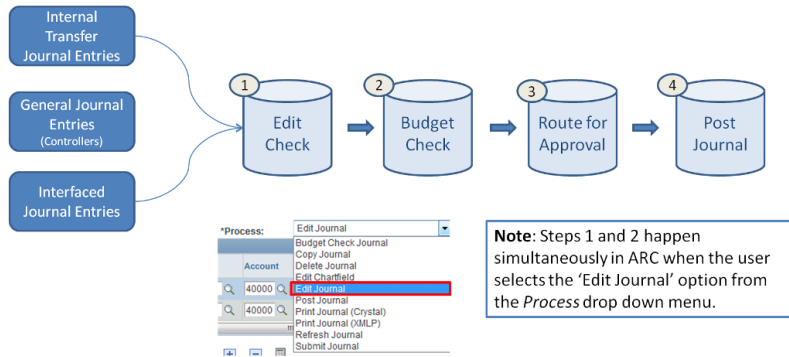
There are two entry options for entering internal transfer and general journal entries in ARC:



Note: For interfaced journal entries the actual entry is made in the subsystem.

Process Flow

Once the journal header and journal lines are entered, all journal entries must go through the following system processes:



Processes Defined

After creation, journal entries are ready for system processing and then posting to ARC's General Ledger. Journal processing updates balance sheet and income statement accounts for reporting purposes; therefore, it is necessary for the proper accounting of assets, liabilities, fund balance, revenue, and expenses. Journal posting maintains the correct balance in the balance sheet accounts with subsidiary ledgers so that they reconcile. Journal processing involves entering journals and saving data to the header and line tables, editing journals, budget checking posting, routing journals for approval and posting journals to the ledger.

All journal entries must go through the following four key processes:



The Journal Edit process ensures that ChartField values are valid and debits equal credits.



The Budget Check process ensures commitments and expenditures are controlled by checking the transaction against predefined, authorized budgets.



The Approval process routes the journal to predefined authorizers through workflow. The journal may be routed to one or more approvers. A journal can only be posted if all approvers approve the journal.



Journal posting is the last step of journal entry processing. After journal posting, a user can no longer edit the entry. A journal can only be posted after it has been successfully edit checked, budget checked, and approved.

We are focused on the accuracy of journal entries, because this process updates balances in each of the ChartFields for reporting purposes and maintains the correct balance in the General Ledger (which should reconcile with all subsystems).



Benefits

Benefits

Transitioning to the ARC system will bring the following benefits:

- All internal transfers will be accessible through a single page in ARC called the Internal Transfer Page
- Internal transfers and general journal entries can be entered via spreadsheet upload from Excel, which reduces data entry, particularly for repetitive entries
- Entries can be flagged to automatically reverse, which reduces data entry relative to accrual entries
- Expenditure corrections on an AP entry can be handled through AP journal vouchers – NOT General Ledger journal entries

Training Guide

Journal Entries (Internal Transfers)



Security and Workflow

Security and Workflow

In ARC, there are three components of transaction security and workflow. These are assigned through the Security/Workflow application process:

1. System Security – you must have access to ARC and to the Internal Transfers and / or General Journal Entries pages in order to create transactions in ARC

2. ChartField Security – there are two types of ChartField Security

- Security based on Department (which governs the departments you can approve for - although you can create for any department)
- Security based on Natural Account – generally you will be able to select the natural accounts you need, but certain natural accounts are restricted

3. Workflow controls the routing of a transaction to multiple people throughout a process. Workflow is defined as the routing to roles based on rules. Workflow will be used in General Ledger to obtain approvals for internal transfers and general journal entries. Workflow helps transactions process more securely and efficiently.



ChartFields Refresh

Prior to continuing to the next lesson, we encourage you to review the definitions of ARC's eleven ChartFields:

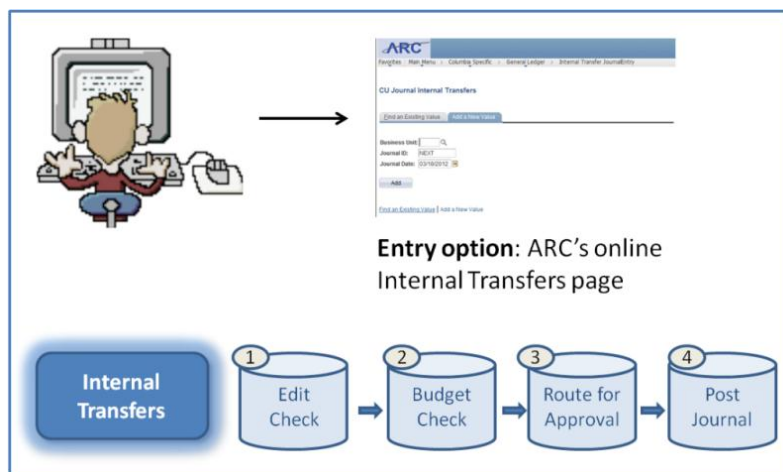
ChartField	Characters (length)	Definition	Replaces	Required on transaction
Business Unit	5 (e.g. COLUM - Columbia University)	Legal entity for which financial statements are produced.	9-Ledger	Required on all transactions
Account	5 (e.g. 40000 - TUITION)	Used to capture the natural classification of the transaction. Accounts begin with numbers 1-7: 1 = Assets 2 = Liabilities 3 = Fund Balances 4 = Revenue 5 = Salaries and Fringe 6 = OTPS 7 = Internal Transfers	FAS Subcode / Account Control	Required on all transactions
Department	7 (e.g. 0102102 - PRE Office of the President)	Hierarchical breakdown to track financial activity within the organizational structure.	FAS BU/MU, Dept, some SLs	Required on all transactions
PC Business Unit	5 (e.g. CAPTL – Capital Projects)	High level project type. There are three PC Business Units to select from: • Capital • Sponsored Project • General		Required on all transactions
Project	8 (e.g. CP001005 - AR AUDITORIUM)	Associates expenses with a specific funding source. Projects are set up for the following reasons: • Funding is externally restricted in purpose or time • Funding is unrestricted or internally restricted and is of a significant nature (e.g., used to fund several uses) and for which fund balance is carried forward • Project to date reporting is required and is different from fiscal year reporting • Project has a defined beginning and end	GL Acct	Required on all transactions
Activity	2 (e.g. 01 – AR AUDITORIUM)	Work break down structure for the associated Project.	N/A	Required on all transactions
Initiative	5 (e.g. 41116 - BUS Master of Business Admin)	Used track financial activity related to Academic Programs or Business Activities.	FAS Account Title; many SLs	Required on all transactions Note: For fiscal year projects the activity will always be 01. *If the transaction does not call for a specific initiative, use the undefined initiative value: 00000
Segment	Max 8* *UNIs can be fewer than 8 characters (e.g. atj510 - Dr. Albert Jones; 51000105 - BUS London Intl Seminar)	Used to track components of Academic Programs or Business Activities, usually a person or thing.	FAS Account Title; many SLs	Required on all transactions *If the transaction does not call for a specific segment, use the undefined segment value: 00000000
Site	4 (e.g. 1002 - BROADWAY RESIDENCE HALL)	Building Number or Country Code	FAS Building Attribute	Only required for Capital projects but should be used when applicable
Fund	2 (e.g. 01 – General Unrestricted Fund)	Fund Type	FAS Ledger #	This ChartField will default from other ChartFields
Function	3 (e.g. 010 – TUITION)	Categorization of revenues, expenses, and internal transfers for all Profit and Loss (P&L) transactions. This is the COB line and the categorization of functional expense on the Financial Statements.	FAS Expense Function	This ChartField will default from other ChartFields

If you would like to print the table of ChartFields click [here](#)

Creating Online Journals for Internal Transfers

- Identify the accounts that correspond to internal transfers
- Navigate to the internal transfers page in ARC
- Enter internal transfer journals and carry out the standard journal processes
- Handle journal edit errors when applicable
- Approve and post internal transfer journals to the General Ledger

Estimated time to complete lesson: 20 minutes





Introduction to Internal Transfers

Internal Transfers Journal Entries

Internal Transfers are used for several reasons, including to allocate revenue and expenses from one valid ChartString to another and to execute fund transfers from one valid ChartString to another. (Note, however, that expenditure corrections on an AP entry should be handled through AP journal vouchers – NOT internal transfers and salary corrections should be handled through Labor Accounting).

Unlike general journal entries, internal transfers are limited to a narrower range of options to ensure transfers are easily identifiable for reporting purposes and are one to one and equal in amounts.

In Columbia University's Chart of Accounts, the ranges of accounts number that can be selected for internal transfers are as follows:

- 4 series: Direct revenue
- 6 series: Direct expenses
- 7 series: Indirect transfers

For a complete listing of all transfer types and their corresponding definitions and examples click [here](#).

Training Guide

Journal Entries (Internal Transfers)



When to use Internal Transfers

Internal transfers are the most common type of journal entries.

They are used in the following situations:

- To allocate revenue / expenses from one valid ChartString to another. For example, if a department allocates space charges to other departments, an internal transfer journal entry can be used for the allocation.
- If one department charges other departments for services performed as a valid Recharge Center (e.g., Print Services).
- To execute a fund transfer from one valid ChartString to another. For example, if a department needs to fund a Capital Project from an Unrestricted Project. However, expenditure corrections on an AP entry should be handled through AP journal vouchers – NOT internal transfers.



Rules for Entering Internal Transfers

When creating internal transfers in ARC it is important to keep the following rules in mind:

- Internal transfers are made using the “Internal Transfers Page” in ARC
- All transfer debits must have one matching transfer credit, with the same dollar amount
- Certain ChartField values will be defaulted upon save, as follows:

Fund – this will default on save, but can be overwritten

Function – this will default on save, and any values entered will be overwritten by the default logic once the page is saved.

(Only select users within the Controller's office will have access to override the defaulted values for function)

- Only certain account numbers will be available for use in the internal transfers page in ARC
- Credits must be entered as negative numbers

Additionally, if you are creating a sponsored project cost transfer please review the policy listed below:

Policy: Sponsored Project Cost Transfers (<http://policylibrary.columbia.edu/sponsored-project-cost-transfers>)

Training Guide

Journal Entries (Internal Transfers)



Journal Header

The first step in the journal entry process is entering the journal header information (for interfaced journals this will happen in the subsystem where the entry was originally created i.e. Accounts Payable).

On the Journal Header page the system required fields will default :

- Ledger Group - will default to *Actuals*. This field is grayed out meaning that it can not be changed.
- Source - will default to *ITF* for Internal Transfer Journal Entries. This field is grayed out meaning that it can not be changed.
- Transaction Code - will default to *GENERAL*. This field is not grayed out and therefore can be changed.

Long Description and Journal Class are also required fields from a business process perspective (that is, the system will not stop the transaction if these fields are not populated but it's best practice that all users populate these fields with accurate information).

The **Long Description** is a simple text field where you can enter a description of the journal being entered. This will give the journal approver context as to what the journal entry is (e.g. a 7 series fund transfer).

The **Journal Class** field is a three digit code that represents the department that initiated the transaction. It is important that the initiator of the transaction populates this field with the correct information since this will also be used for reporting purposes.

Below is an image of the Journal Header page and a list of what some of the Journal Class values will look like in ARC:

The screenshot shows the ARC Journal Header page. Annotations include:

- A callout box pointing to the 'Long Description' field: "Enter a description of the journal entry."
- A callout box listing "Defaulted Fields":
 - Ledger Group (*Actuals*)
 - Source (*ITF* for Internal Transfer Journal Entries)
 - Transaction Code: *GENERAL*
- A callout box pointing to the 'Look Up Journal Class' search results table: "For example, if the Finance Department initiated the transaction then the journal initiator will populate the Journal Class field with the three digit code 'FIN'."

The 'Look Up Journal Class' search results table is as follows:

SetID	Journal Class	Description
CUSET A&S	A&S	Core General
CUSET ADM	ADM	MSFH
CUSET CCO	CCO	Columbia
CUSET CFC	CFC	Office Global Initiatives
CUSET FIN	FIN	Finance
CUSET FPO	FPO	Faculty Practice Org
CUSET LAW	LAW	School of Law
CUSET LIB	LIB	Libraries & Info Svcs
CUSET P&S	P&S	
CUSET PAT	PAT	Pathology

Entering the Journal Header for an Internal Transfer Journal

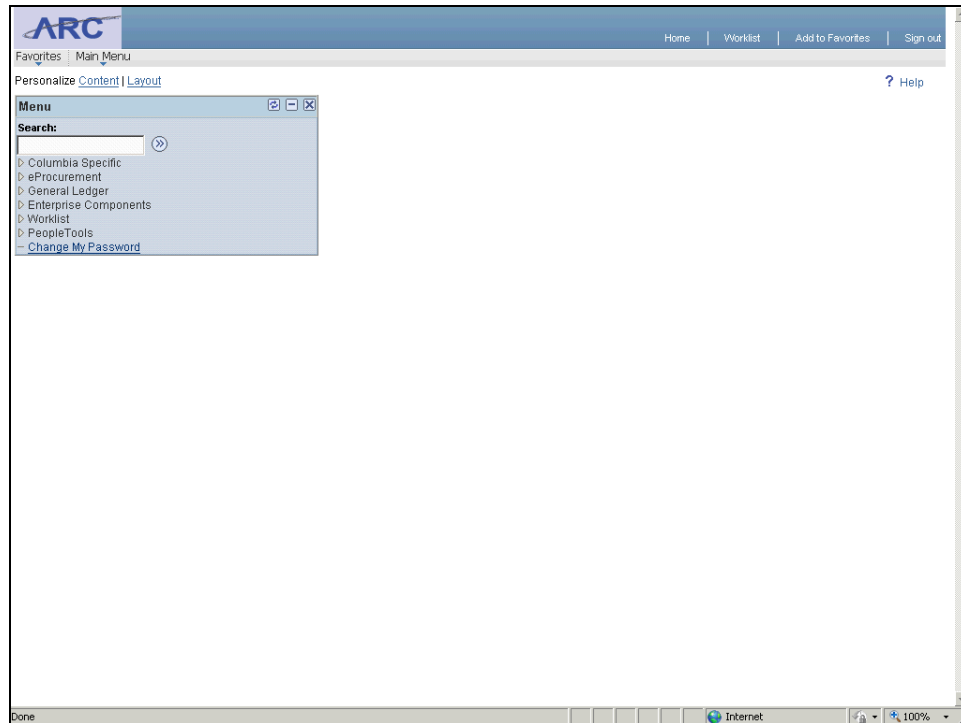
Throughout the *Entering the Journal Header for an Internal Transfer Journal* topic you will learn how to:

- Navigate to the Internal Transfers page in ARC
- Identify the fields in the Journal Header page that require data input
- Save the journal header information

Estimated time to complete topic: 3 minutes

Procedure

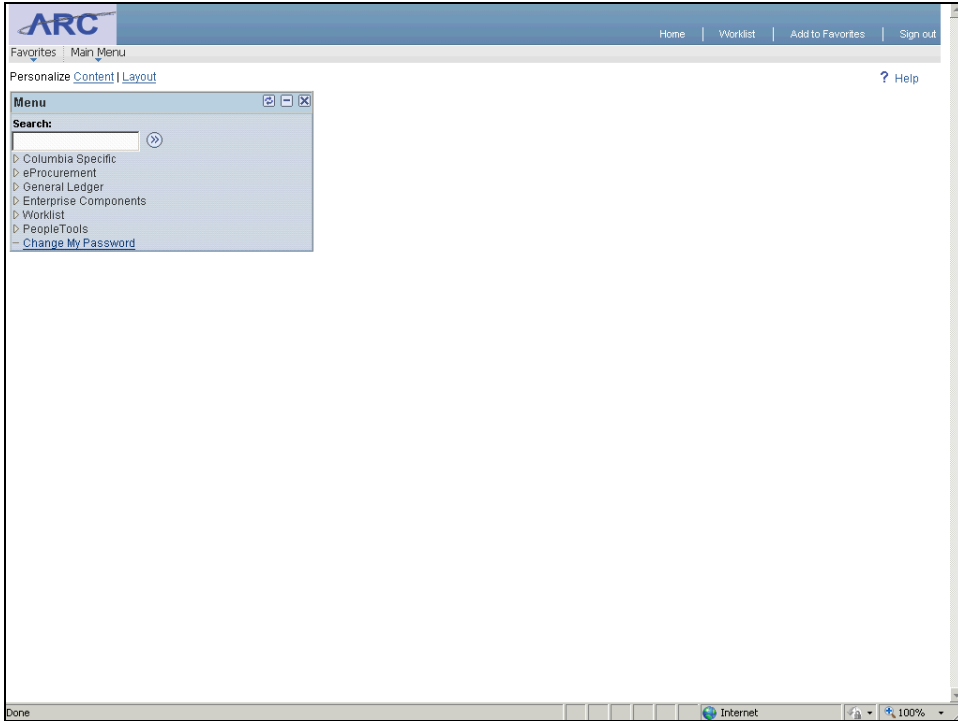
Welcome to the *Entering the Journal Header for an Internal Transfer Journal* topic. In this scenario you will learn how to enter the journal header information for a an internal transfer.




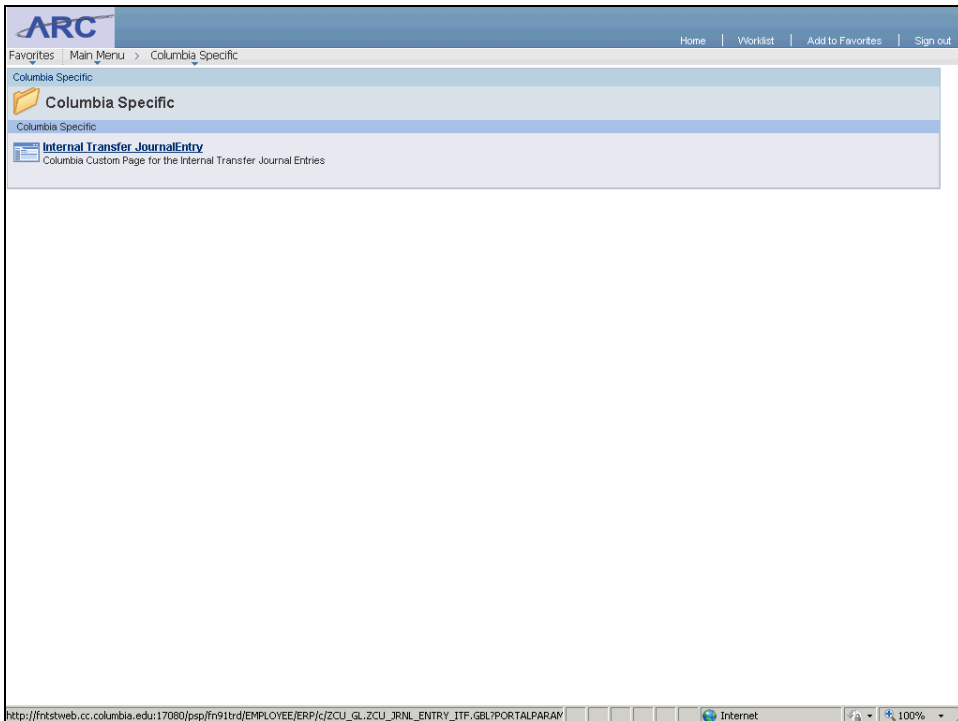
Step	Action
1.	When you log in to ARC, you will be taken to the home page. The links available within the menu on the left hand side will differ per user based on role. The internal transfers page is within the Columbia Specific navigation.

Training Guide

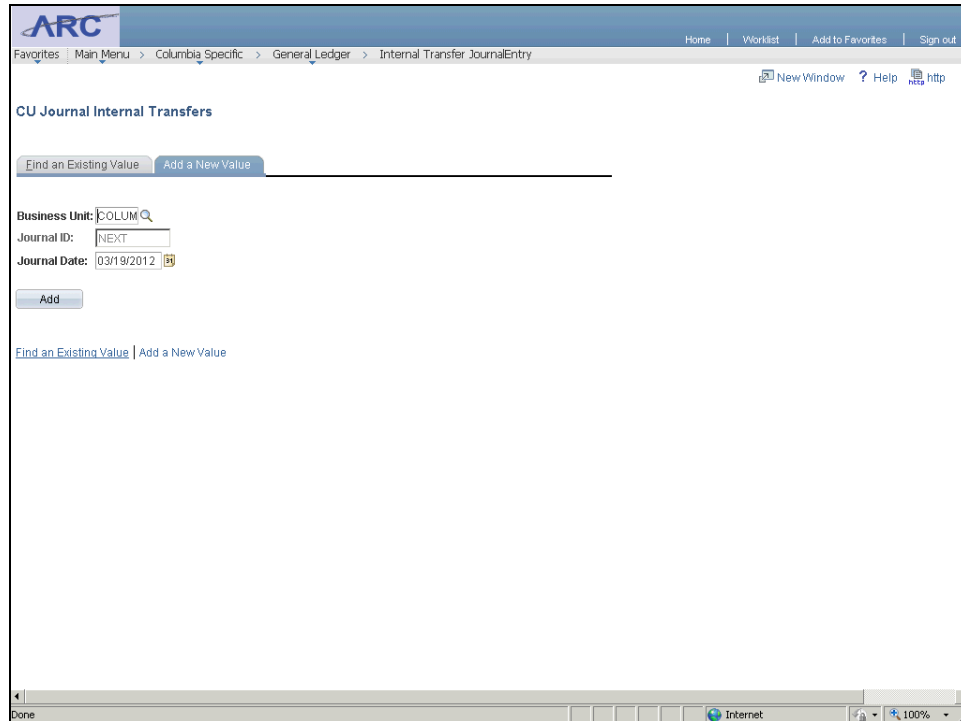
Journal Entries (Internal Transfers)



Step	Action
2.	Click the Columbia Specific link. 



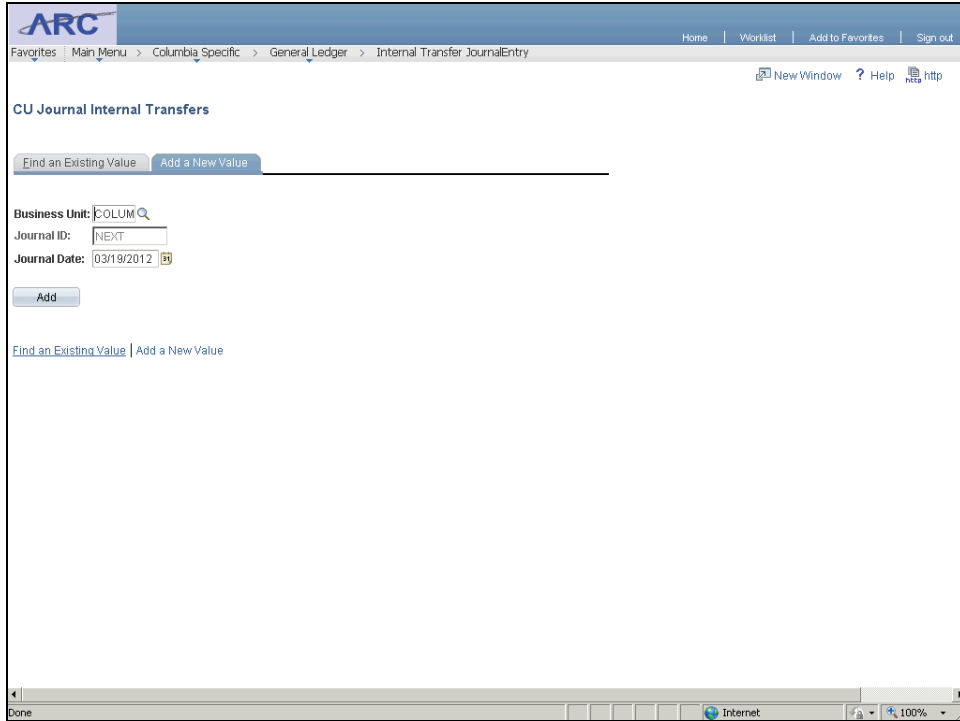
Step	Action
3.	<p>Within the Columbia Specific folder you will see a link to the Internal Transfer Journal Entry page.</p> <p>Click the Internal Transfer JournalEntry link.</p> <p><u>Internal Transfer JournalEntry</u></p>



Step	Action
4.	<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 add a new internal transfer journal entry.</p>

Training Guide

Journal Entries (Internal Transfers)



Step	Action
5.	<p>The <i>Journal ID</i> defaults to NEXT. Do not change this. The system automatically assigns the next Journal ID to the journal after it is saved.</p> <p>The <i>Journal Date</i> defaults to the current date. This date determines the period to which the journal will post. Change the date when necessary.</p> <p>Click Add to continue.</p> <div data-bbox="344 1255 485 1302" style="border: 1px solid black; padding: 2px; display: inline-block;">Add</div>

Step	Action
6.	<p>This is the Journal Header page.</p> <p>Values for Ledger Group, Source, and Transaction Code will default. The only fields you will need to populate are Long Description and Journal Class.</p>

Training Guide

Journal Entries (Internal Transfers)



ARC
Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 03/19/2012

Long Description: [Empty]

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

Ledger: Fiscal Year: 2012

*Source: ITF Period: 9

Reference Number: ADB Date: 03/19/2012

Journal Class: Transaction Code: GENERAL

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 Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Done Internet 100%

Step	Action
7.	Enter the desired information into the Long Description field. Enter " Internal Transfers Journal Entry ".

ARC
Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 03/19/2012

Long Description: Internal Transfers Journal Entry

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

Ledger: Fiscal Year: 2012

*Source: ITF Period: 9

Reference Number: ADB Date: 03/19/2012

Journal Class: Transaction Code: GENERAL

SJE Type:


Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line

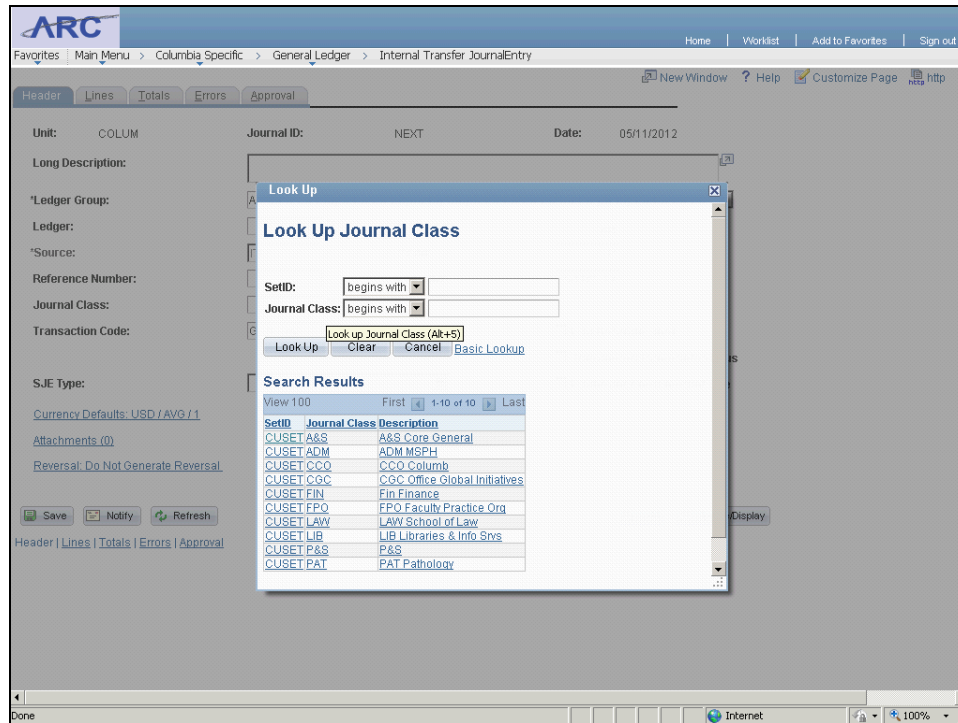
Currency Defaults: USD / AVG / 1
 Attachments (0) Commitment Control
 Reversal: Do Not Generate Reversal


Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Done Internet 100%

Step	Action
8.	Click the Look up Journal Class (Alt+5) button. 

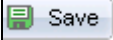


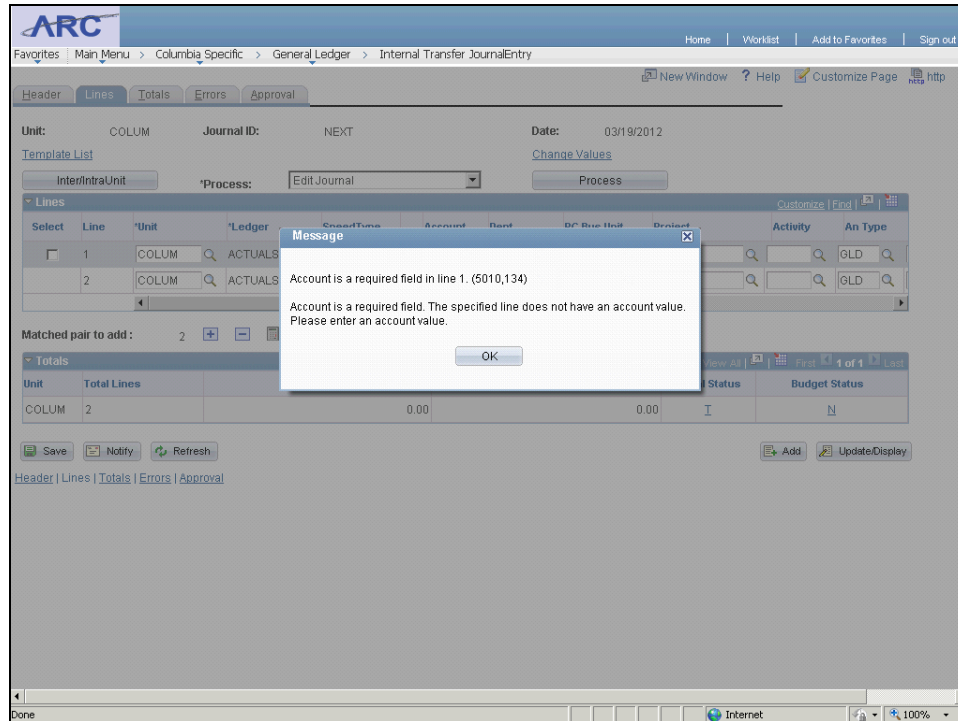
Step	Action
9.	Click the FIN link. 

Training Guide

Journal Entries (Internal Transfers)



Step	Action
10.	<p>When you save the journal header page you will be taken to the journal lines page.</p> <p>Please note that if a required field is not populated you will receive a message prompting you to enter a valid value for the required field.</p> <p>Click the Save button.</p> 



Step	Action
11.	<p>You have successfully entered the journal header information for an internal transfer journal entry. You can now select the next topic, <i>Entering the Journal Lines for an Internal Transfer Journal</i> where you will learn how to enter the journal lines information for an internal transfer journal.</p> <p>End of Procedure.</p>

Training Guide

Journal Entries (Internal Transfers)



Journal Lines

Once the journal header information has been entered and saved, you will be taken to the journal lines page.

The journal lines page is where you enter the ChartStrings for your transaction. This is where amounts are entered (debits must equal credits) and where journal processing is initiated.

Journal processing involves edit checking, budget checking, routing a journal for approval, and posting a journal to the general ledger. These processing options are within the **Process** menu towards the top of the journal lines page.

The image below shows certain features of the journal lines page in ARC:

The screenshot shows the ARC Journal Lines interface with several callout boxes:

- Journal Header page required field: Long Description** (points to the Description field)
- Click on the Totals tab to view the control and actuals totals and the differences for your entry.** (points to the Totals tab)
- Click the Errors tab to review the errors if status** (points to the Errors tab)
- Click on the Approval tab to view the journal approver(s) for your internal transfer journal entry.** (points to the Approval tab)
- 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.** (points to the Process button)
- The Look Up function allows you to locate valid information.** (points to the Look Up icon)
- Click + to add 2 more matched pair lines. Click - to delete.** (points to the + and - icons)
- Use the scroll bar to view all of the fields on the journal lines page.** (points to the scroll bar)
- Journal Status Codes:**
 - N = No status; needs to be edited
 - V = Valid journal; edits are complete
 - E = Journal or Budget has errors
- 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
- Click the Save button, when the journal is saved the Journal ID changes from NEXT to a number.** (points to the Save button)
- All journal entries must have a debit (+) and a credit side(-). The total debits and the total credits must equal each other.** (points to the Total Debits and Total Credits fields)
- After running a process the status will change here. (See status codes to the right.)** (points to the Journal Status field)

For a printable version of this image click [here](#).

Entering the Journal Lines for an Internal Transfer Journal

Throughout the *Entering the Journal Lines for an Internal Transfer Journal* topic you will learn how to:

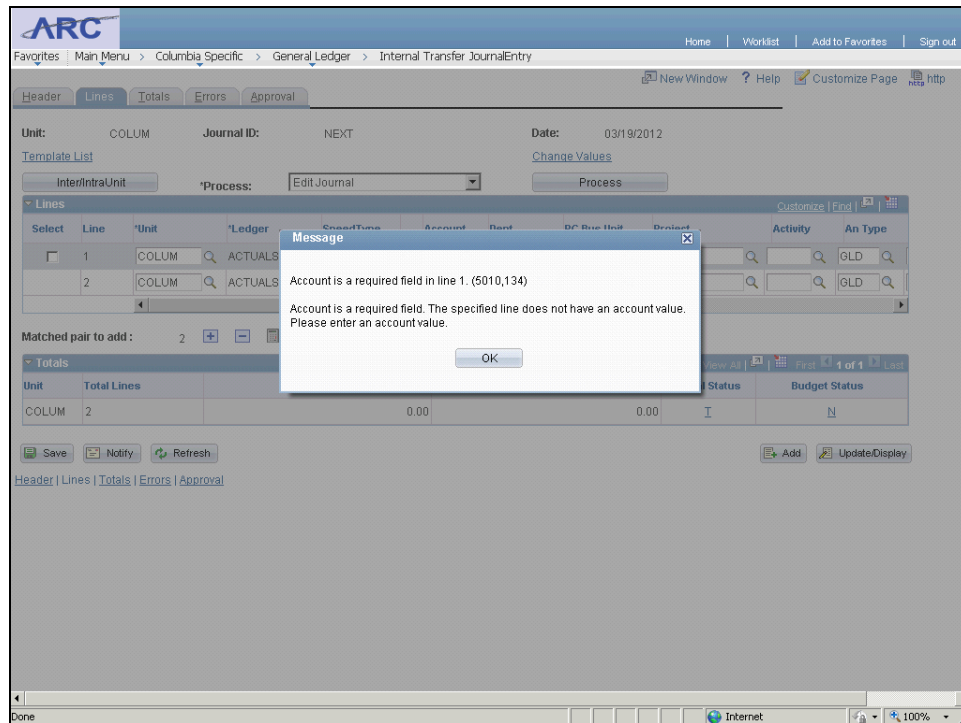
- Identify the fields in the Journal Lines page that require data input
- Use the look up glass functionality to search for ChartField values
- Save the journal

Click here to access a job aid to familiarize yourself with the fields on the Journal Lines page.

Estimated time to complete topic: 10 minutes

Procedure

Welcome to the *Entering the Journal Lines for an Internal Transfer Journal* topic. In this scenario you will learn how to enter the journal lines for a 7-series fund transfer.



Step	Action
1.	<p>When the journal header information is saved, the following message will appear indicating that the Account field is required in line 1.</p> <p>Simply click the OK button to continue to the journal lines page.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">OK</div>

Training Guide

Journal Entries (Internal Transfers)



Step	Action
2.	<p>This is the Journal Lines page.</p> <p>You will need to enter a valid value for each ChartField.</p> <p>You can either enter the ChartField value directly on each cell or you can click on the look up glass to search for existing values.</p> <p>The "Look Up" function is indicated by a magnifying glass next to a field, and it allows you to locate information through a variety of search methods. For example, you can search for an account by specifying the account number(s) and/or description it begins with. The "Look Up" function is available throughout all modules on a variety of fields and is a good short cut when you are uncertain of the correct information.</p>



Training Guide Journal Entries (Internal Transfers)

Unit: COLUM Journal ID: 0000001346 Date: 03/19/2012


Inter/IntraUnit *Process: Edit Journal Process Line: 2

Select	Line	Unit	Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS							GLD
<input type="checkbox"/>	2	COLUM	ACTUALS							GLD

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	10.00	10.00	I	N

Buttons: Save, Notify, Refresh, Add, Update/Display

Step	Action
3.	Click the Look up Account (Alt+5) button. 

Look Up Account

SetID: CUSSET

Account: begins with

Description: begins with

Account Type: begins with

Buttons: Look Up, Clear, Cancel Basic Lookup

Search Results

Only the first 300 results of a possible 628 can be displayed.

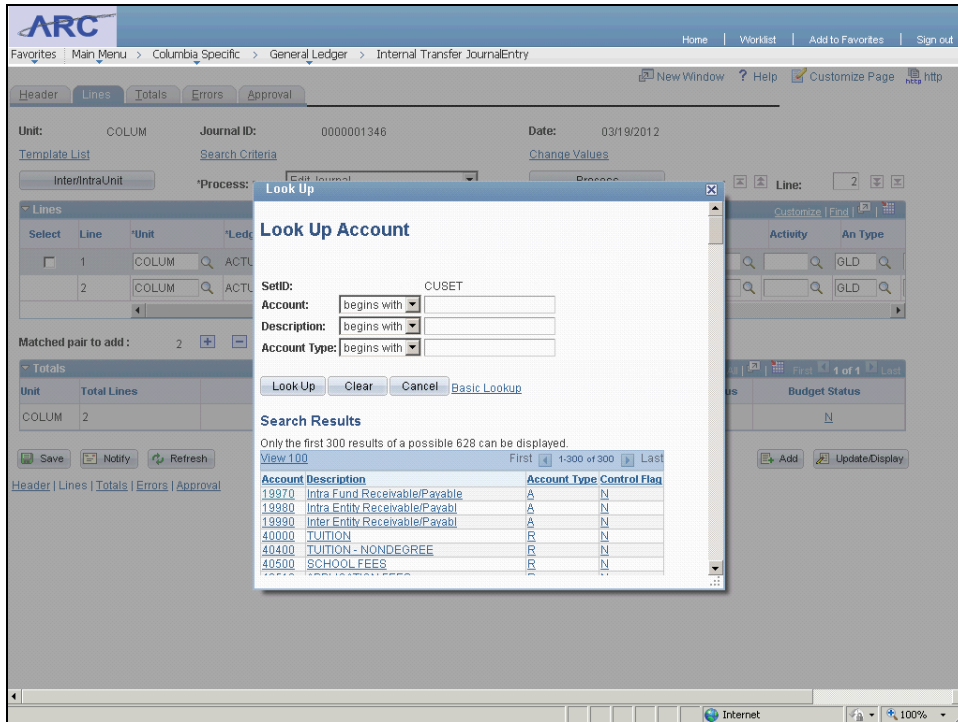
Account	Description	Account Type	Control Flag
19870	Intra Fund Receivable/Payable	A	N
19880	Intra Entity Receivable/Payable	A	N
19990	Inter-Entity Receivable/Payable	A	N
40000	TUITION	R	N
40400	TUITION - NONDEGREE	R	N
40500	SCHOOL FEES	R	N

Training Guide

Journal Entries (Internal Transfers)



Step	Action
4.	You can search for an account by listing the account number, description, and/or account type it begins with. In this example you will search for an account that begins with '704'



Step	Action
5.	Click in the Account field. <input type="text"/>

The screenshot shows the 'Look Up Account' dialog box in the ARC system. The 'Account' field is currently empty. The search results table is as follows:

Account	Description	Account Type	Control Flag
19970	Intra Fund Receivable/Payable	A	N
19980	Intra Entity Receivable/Payable	A	N
19990	Inter Entity Receivable/Payable	A	N
40000	TUITION	R	N
40400	TUITION - NONDEGREE	R	N
40500	SCHOOL FEES	R	N

Step	Action
6.	Enter the desired information into the Account field. Enter "704".

The screenshot shows the 'Look Up Account' dialog box with '704' entered in the 'Account' field. The search results table is the same as in the previous screenshot:

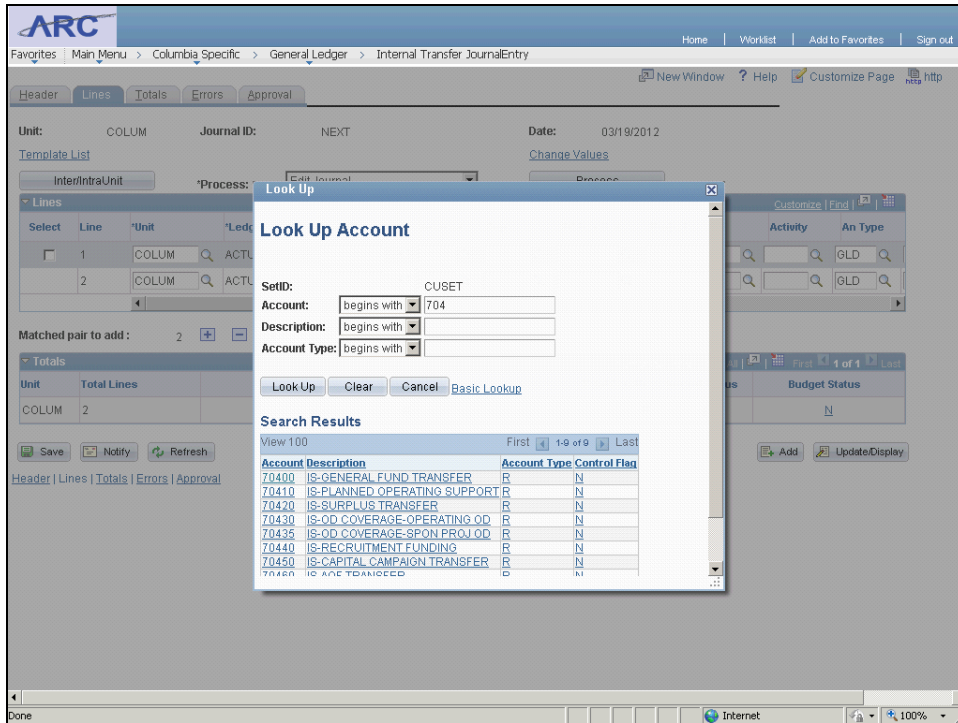
Account	Description	Account Type	Control Flag
19970	Intra Fund Receivable/Payable	A	N
19980	Intra Entity Receivable/Payable	A	N
19990	Inter Entity Receivable/Payable	A	N
40000	TUITION	R	N
40400	TUITION - NONDEGREE	R	N
40500	SCHOOL FEES	R	N

Training Guide

Journal Entries (Internal Transfers)



Step	Action
7.	Click the Look Up button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Look Up</div>



Step	Action
8.	All of the accounts that begin with '704' will appear in the search results.

Step	Action
9.	Click the 70400 link. 70400

Training Guide

Journal Entries (Internal Transfers)



Step	Action
10.	Account '75400' defaulted on line 2 when Account '70400' was selected in line 1. The matched pair will default.


The screenshot shows the ARC software interface for 'Internal Transfer JournalEntry'. The 'Unit' is COLUM and the 'Journal ID' is NEXT. The 'Date' is 03/19/2012. The 'Process' is 'Edit Journal'. The 'Lines' table is as follows:

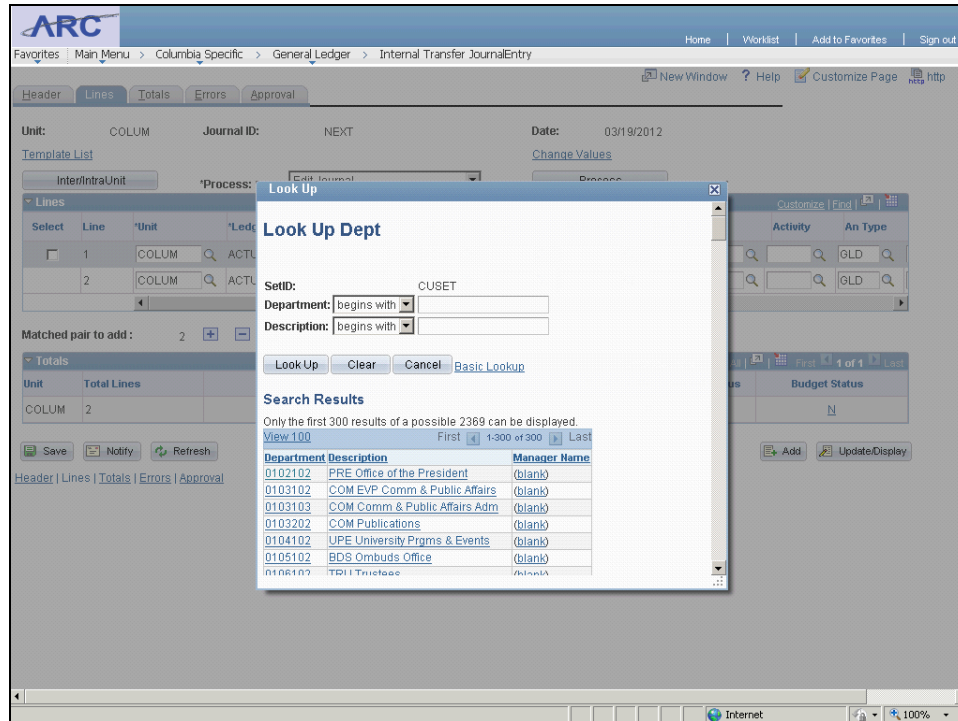
Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400					GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400					GLD

A message 'No matching values were found' is displayed in the Dept field of Line 2. Below the lines table, there is a 'Matched pair to add:' section with a plus sign and a minus sign. The 'Totals' table is as follows:

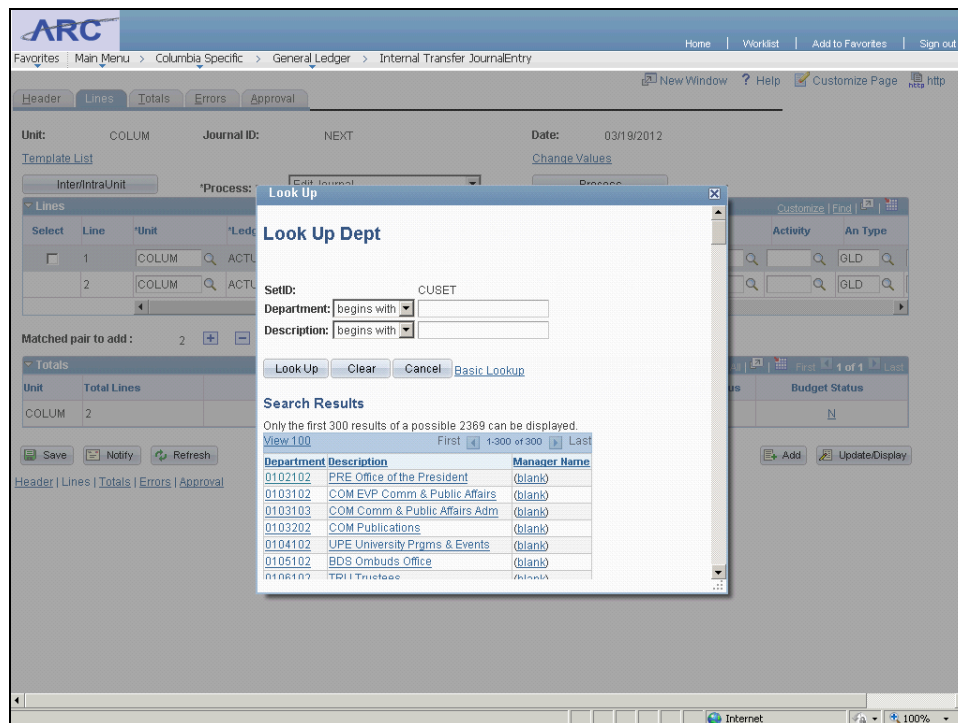
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom of the form.

Step	Action
11.	Click the Look up Dept (Alt+5) button. 



Step	Action
12.	You will search for a department that begins with '7901'.

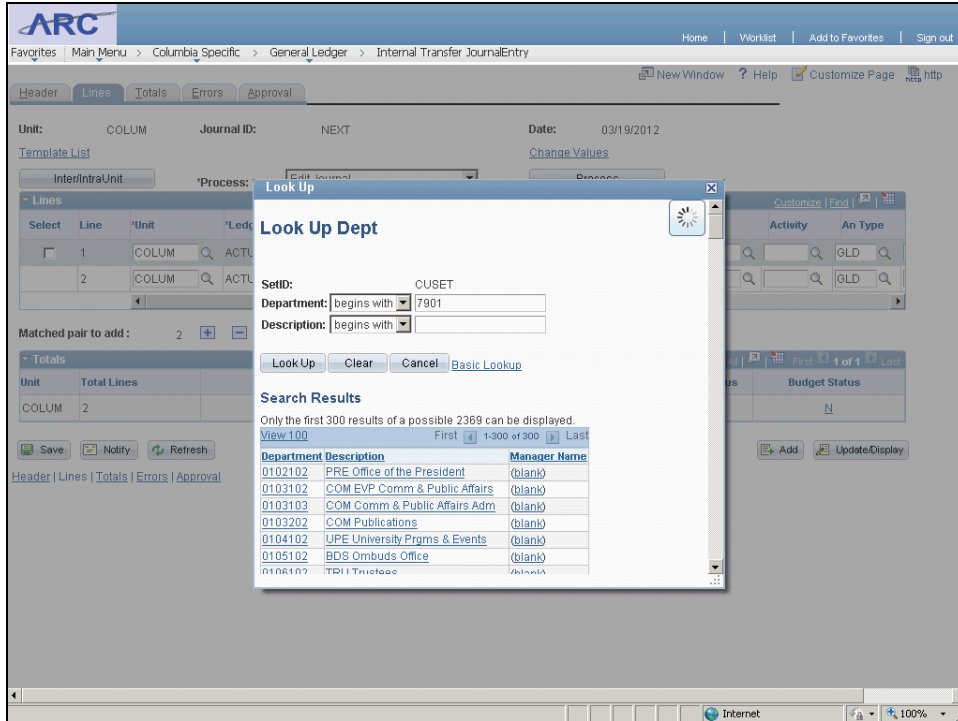


Training Guide

Journal Entries (Internal Transfers)

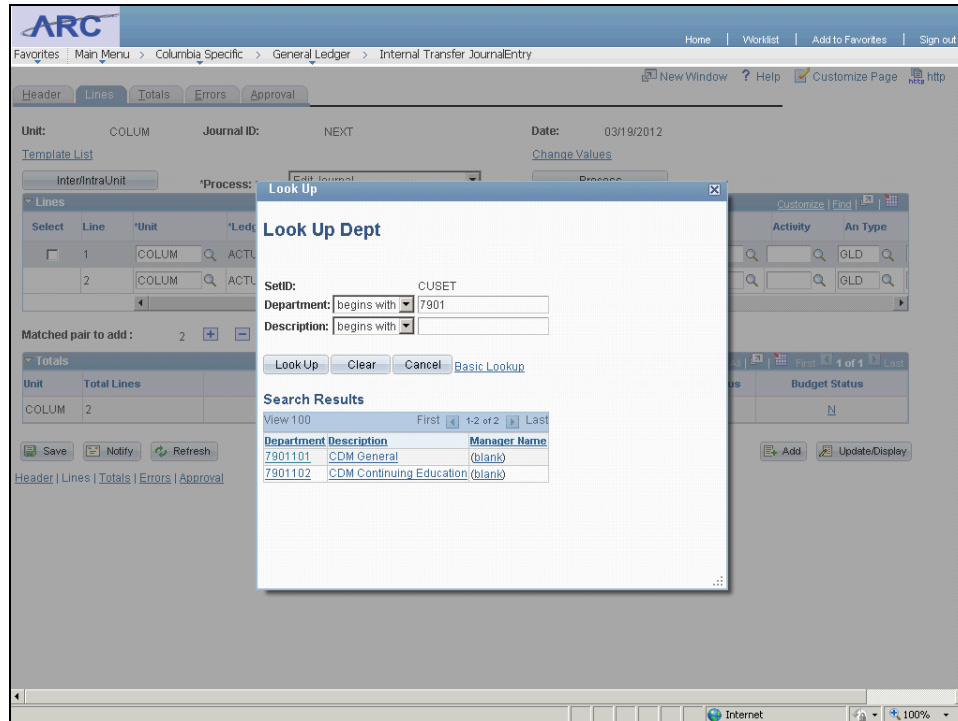


Step	Action
13.	Enter the desired information into the Department field. Enter "7901" .

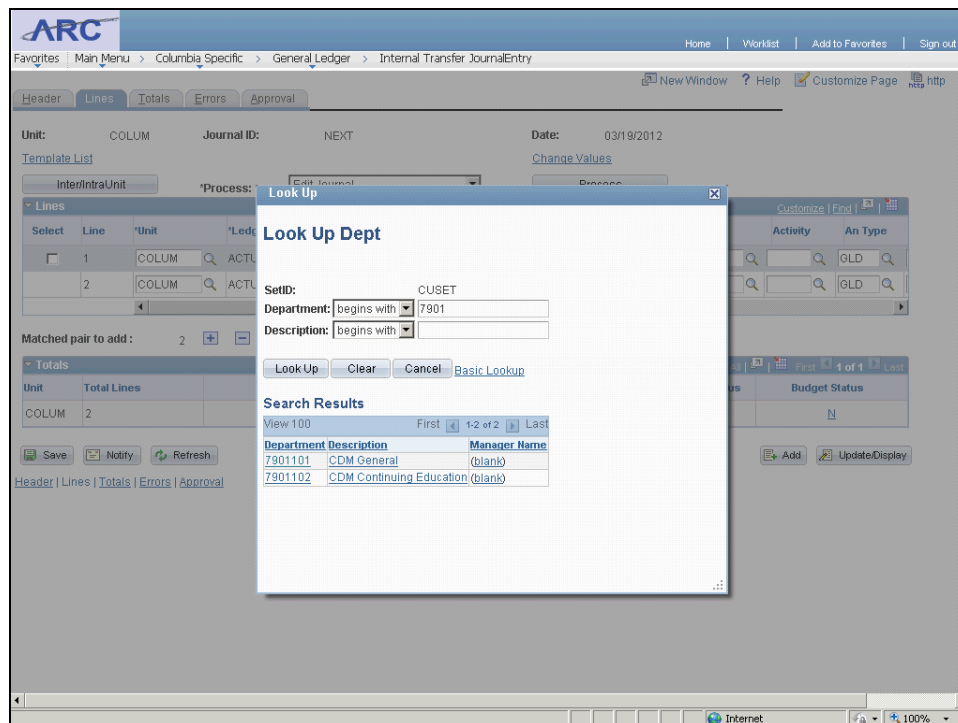


Step	Action
14.	Click the Look Up button.





Step	Action
15.	All of the departments that begin with 7901 will appear in the search results.



Training Guide

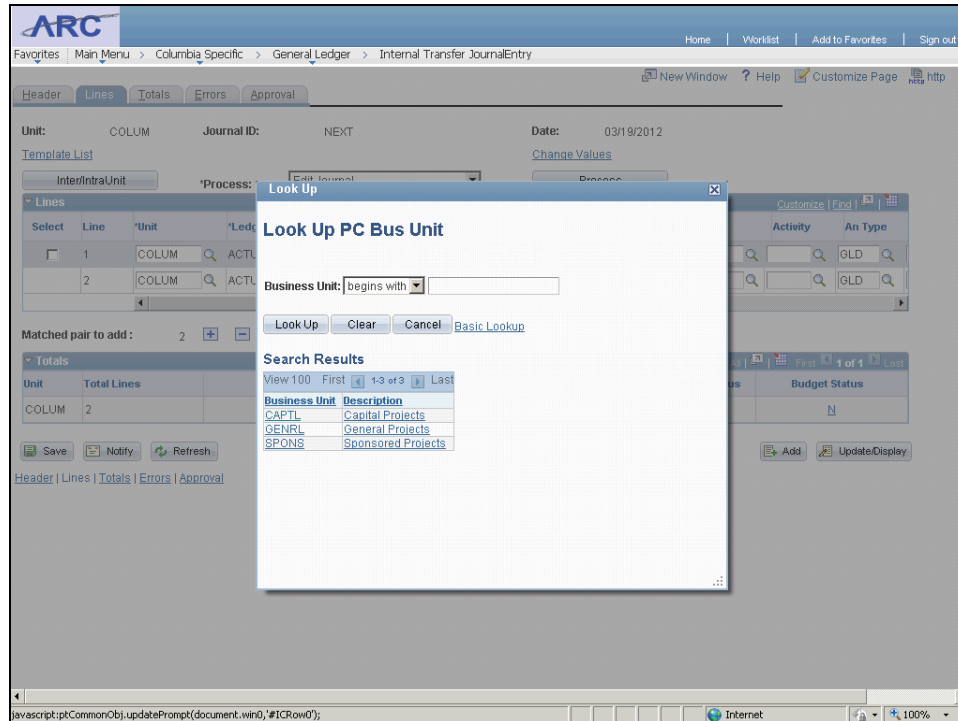
Journal Entries (Internal Transfers)



Step	Action
16.	Click the 7901101 link.

The screenshot shows the 'Internal Transfer Journal Entry' screen in the ARC system. The 'Lines' table has two rows. Line 2 is highlighted, showing a debit entry for account 75400 in department 7901101. A search for '7901101' in the Dept field has returned 'No matching values were found.' The 'Totals' table at the bottom shows a total debit of 0.00 and a total credit of 0.00 for unit COLUM.

Step	Action
17.	Click the Look up PC Bus Unit (Alt+5) button.




Step	Action
18.	<p>There are three options for PC Business Unit:</p> <ul style="list-style-type: none"> - Capital Projects - General Projects - Sponsored Projects and Sponsored Projects. <p>In this scenario you will select 'GENRL' for General Projects.</p>

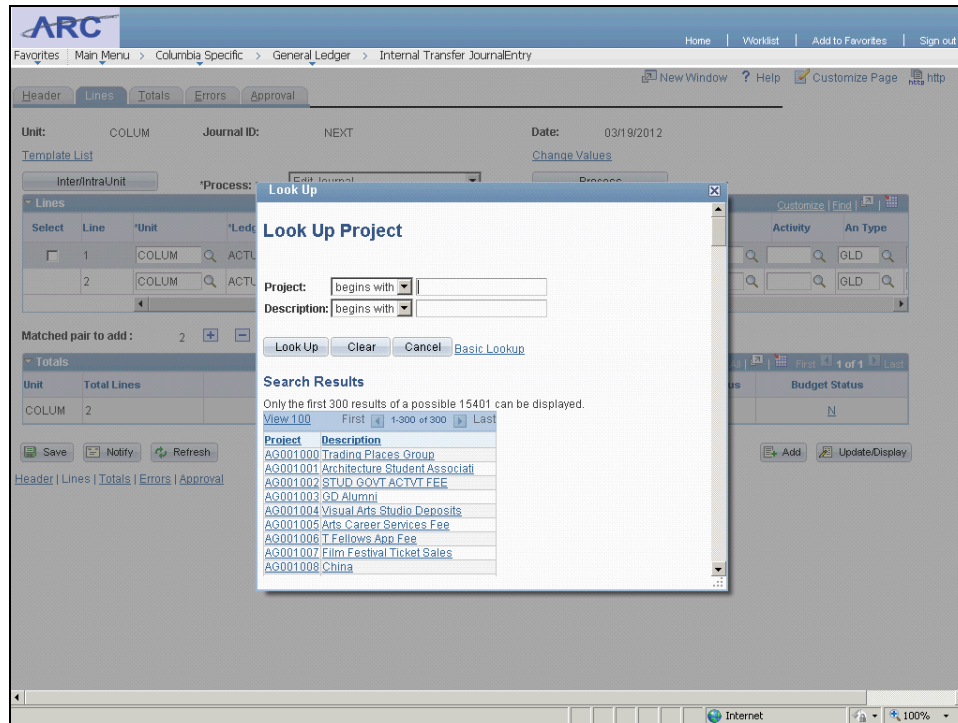
Training Guide

Journal Entries (Internal Transfers)



Step	Action
19.	Click the GENRL link. GENRL

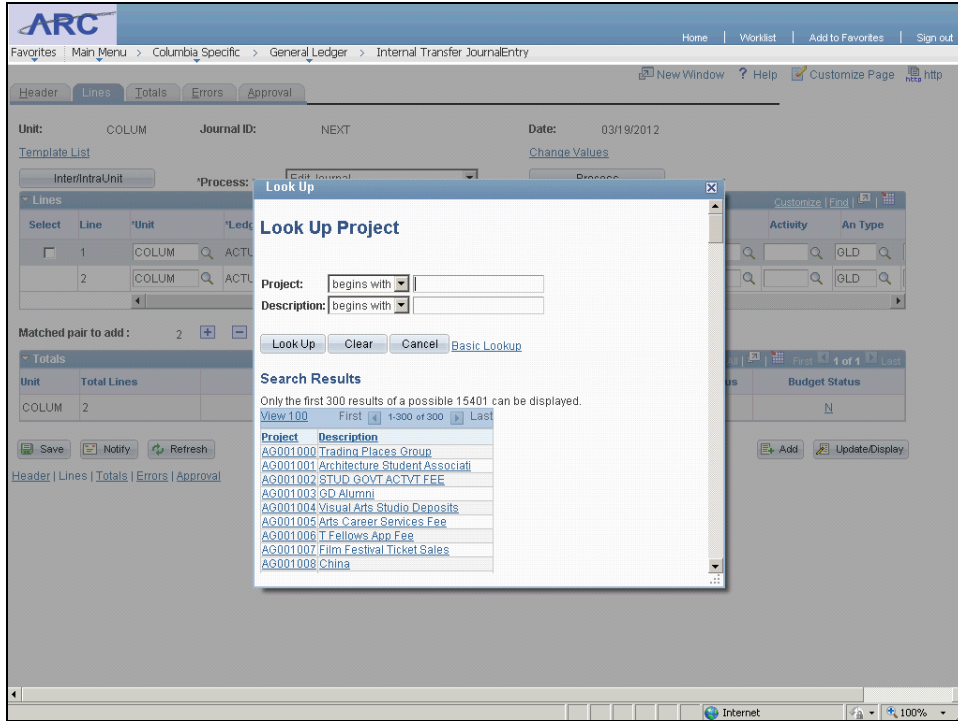
Step	Action
20.	Click the Look up Project (Alt+5) button. 



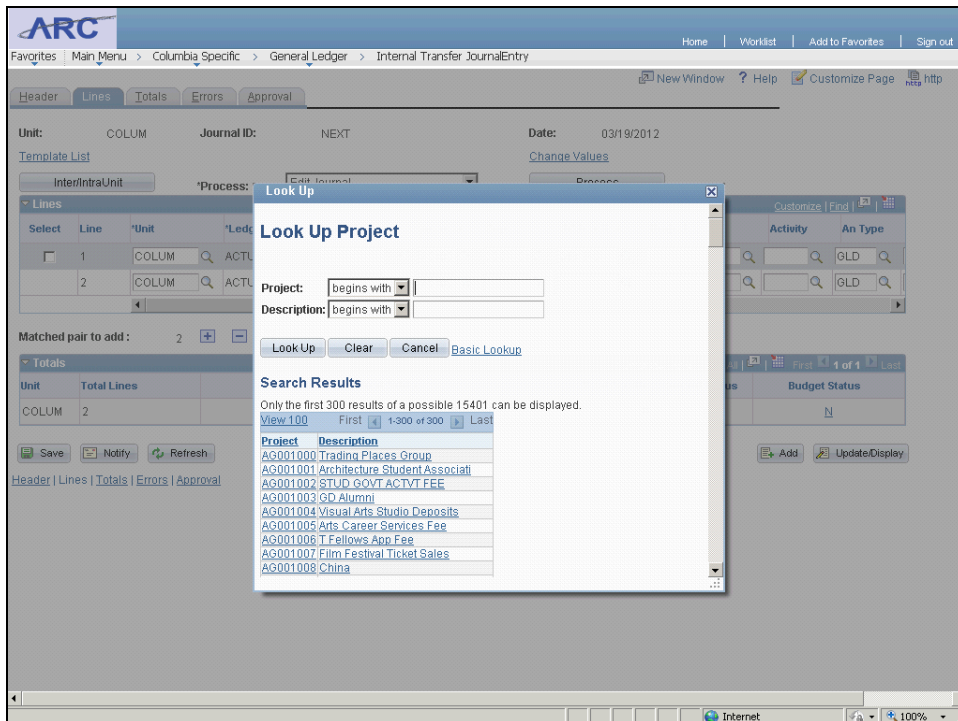
Step	Action
21.	You will only be able to search for Projects that belong in the 'General Projects' PC Business Unit. In this scenario you will search for projects that begin with 'GT001'

Training Guide

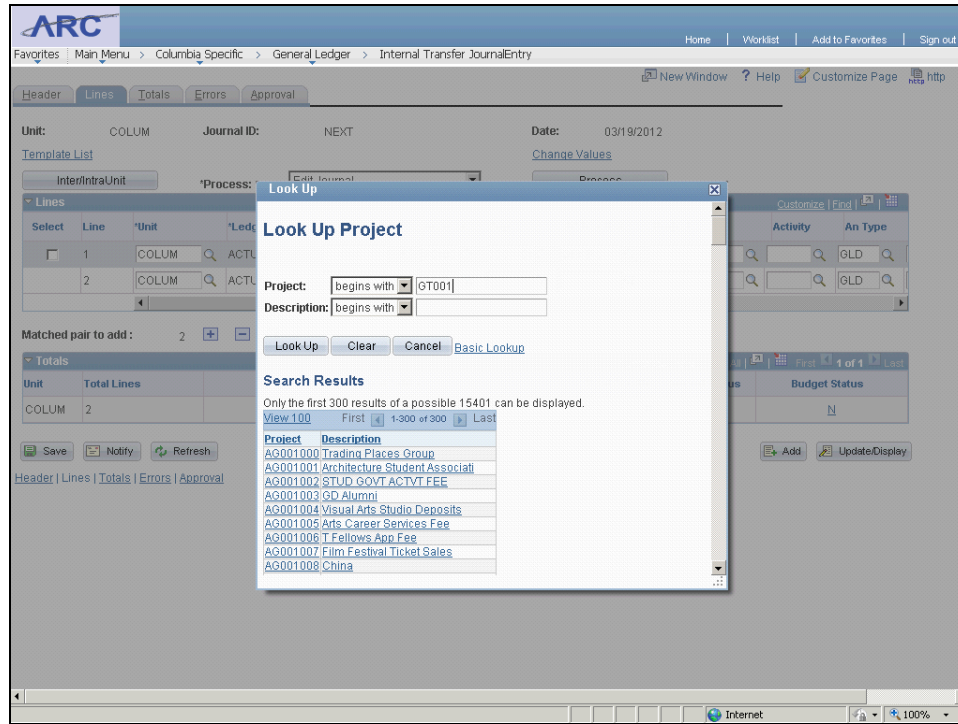
Journal Entries (Internal Transfers)



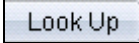
Step	Action
22.	Click in the Project field. <div style="border: 1px solid black; width: 150px; height: 20px; margin-top: 5px;"></div>



Step	Action
23.	Enter the desired information into the Project field. Enter " GT001 ".



Step	Action
24.	Click the Look Up button.



Training Guide


Journal Entries (Internal Transfers)

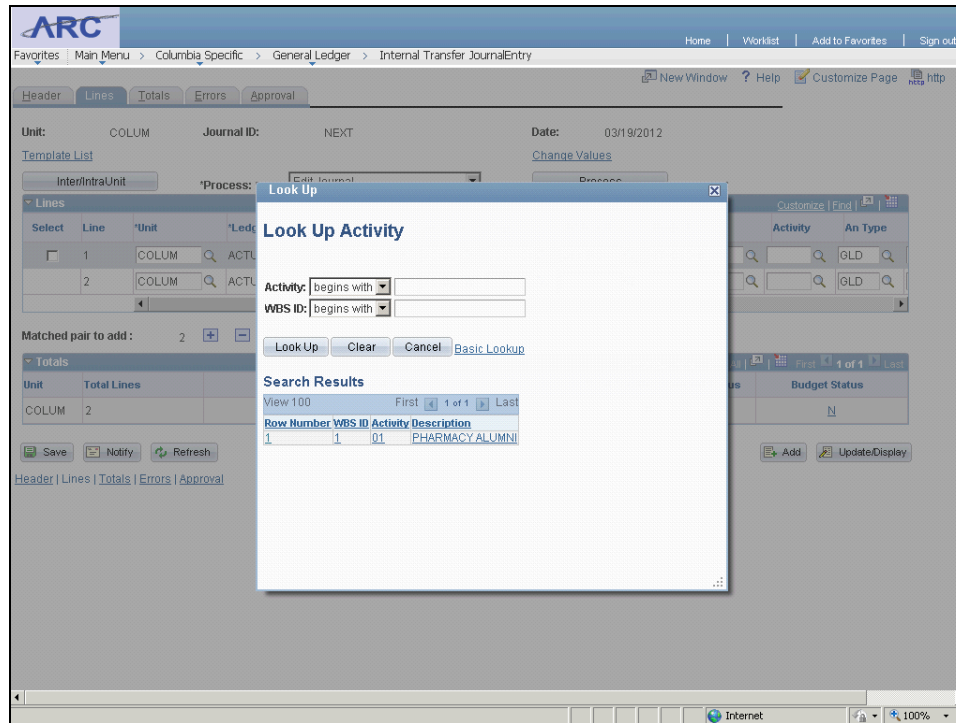


Step	Action
25.	Click the GT001008 link. <u>GT001008</u>

Select	Line	Unit	Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	GLD	
<input type="checkbox"/>	2	COLUM	ACTUALS		75400			No matching values were found	GLD	

Unit	Total Lines	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	I	N

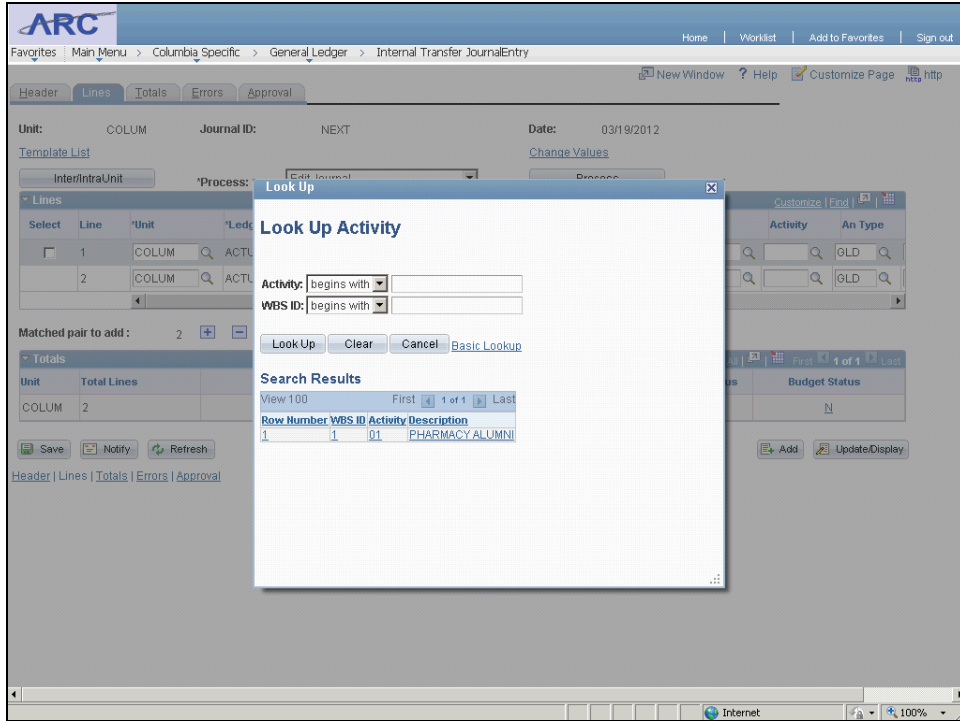
Step	Action
26.	Click the Look up Activity (Alt+5) button. 



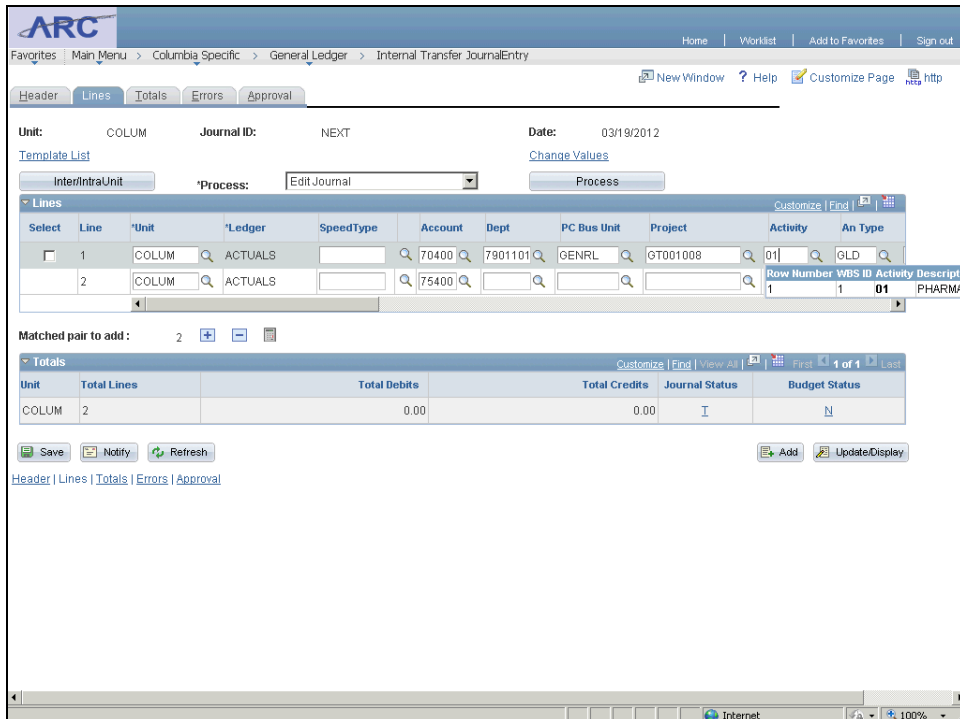
Step	Action
27.	The only activity available to choose from is the default activity from the GT001008 (Pharmacy Alumni) project.


Training Guide

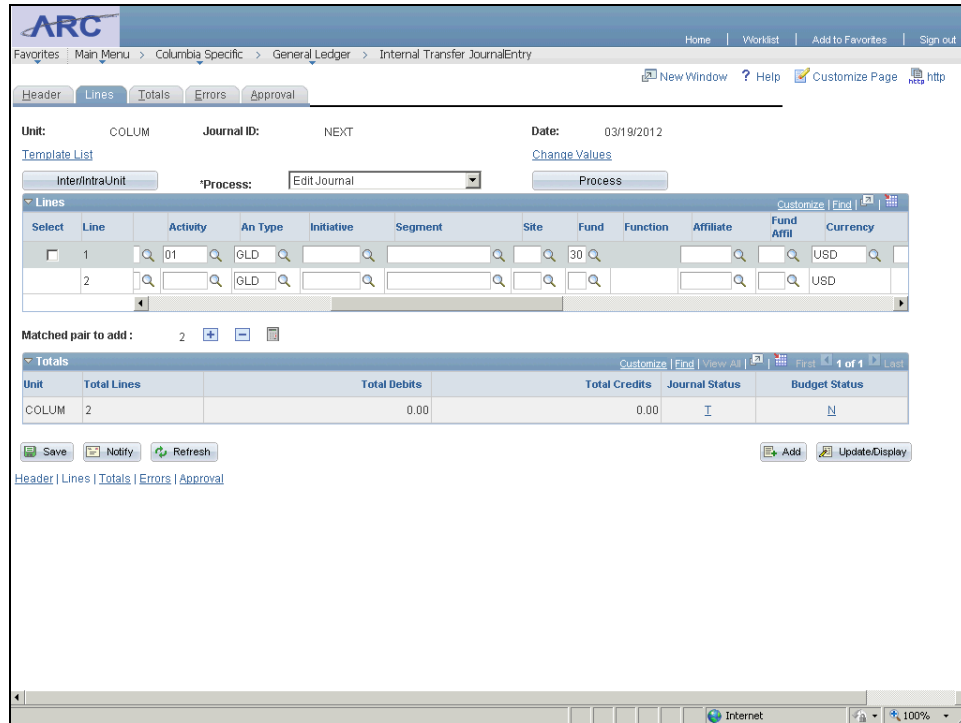
Journal Entries (Internal Transfers)




Step	Action
28.	Click the PHARMACY ALUMNI link. PHARMACY ALUMNI



Step	Action
29.	To view the rest of the ChartFields scroll to the right. Click on the scrollbar. 



Step	Action
30.	Click the Look up Initiative (Alt+5) button. 

Training Guide

Journal Entries (Internal Transfers)



The screenshot shows the ARC system interface with a 'Look Up Initiative' dialog box open. The dialog box has a 'SetID' field with 'CUSET' and an 'Initiative' field with a dropdown menu set to 'begins with'. Below the search fields are buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. The 'Search Results' section shows a table of initiatives:

Initiative	Description	Budgetary Only
00000	Undefined Initiative	N
10001	Payroll Suspense	N
10002	P-Card Suspense	N
10003	Alumni	N
10004	Communications	N
10005	Frontline Development	N
10006	Non-Frontline Development	N
10101	MDM Executive Office	N

Step	Action
31.	For transactions that does not require a specific initiative, use the 'Undefined Initiative' value.

This screenshot is identical to the one above, showing the 'Look Up Initiative' dialog box with the same search results table.

Step	Action
32.	Click the 00000 link.

Step	Action
33.	Click the Look up Segment (Alt+5) button.

Training Guide

Journal Entries (Internal Transfers)



The screenshot shows the 'Look Up Segment' dialog box in the ARC system. The dialog box is titled 'Look Up Segment' and contains the following fields and options:

- SetID:** CUSET
- Segment:** begins with
- Budgetary Only:**
- Buttons:** Look Up, Clear, Cancel, Basic Lookup
- Search Results:** Only the first 300 results of a possible 6389 can be displayed. View 100 (First, 1-300 of 300, Last)

Segment	Description	Short Description	Budgetary Only
0000000	Undefined Segment	Undefined	N
01000001	PRE House Administration	PRE House	N
01000002	PRE PO Operations	PRE PO Ops	N
01000003	PRE PO Projects	PRE PO Pro	N
01000004	PRE Presidential Funds	PRE Presid	N
01000005	PRE Property Operations	PRE Proper	N
01000006	UPE Commencement	UPE Commen	N
01000007	UPE Honorary Degree	UPE Honora	N

Step	Action
34.	The same applies to segment - If a specific segment does not apply to your transaction use the 'Undefined Segment' value.

The screenshot shows the 'Look Up Segment' dialog box in the ARC system. The dialog box is titled 'Look Up Segment' and contains the following fields and options:

- SetID:** CUSET
- Segment:** begins with
- Budgetary Only:**
- Buttons:** Look Up, Clear, Cancel, Basic Lookup
- Search Results:** Only the first 300 results of a possible 6389 can be displayed. View 100 (First, 1-300 of 300, Last)

Segment	Description	Short Description	Budgetary Only
0000000	Undefined Segment	Undefined	N
01000001	PRE House Administration	PRE House	N
01000002	PRE PO Operations	PRE PO Ops	N
01000003	PRE PO Projects	PRE PO Pro	N
01000004	PRE Presidential Funds	PRE Presid	N
01000005	PRE Property Operations	PRE Proper	N
01000006	UPE Commencement	UPE Commen	N
01000007	UPE Honorary Degree	UPE Honora	N

Step	Action
35.	Click the 00000000 link.

Step	Action
36.	To view the rest of the fields click the scrollbar.

Training Guide

Journal Entries (Internal Transfers)



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window | Help | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount	Rate Type
<input type="checkbox"/>	1	00000	00000000		30				USD		AVG
<input type="checkbox"/>	2								USD		AVG

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
37.	Note that the Fund defaulted to 30. Next, you will enter the amount.

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window | Help | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount	Rate Type
<input type="checkbox"/>	1	00000	00000000		30				USD		AVG
<input type="checkbox"/>	2								USD		AVG

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
38.	Click in the AMOUNT field. <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 5px;"></div>

Step	Action
39.	Enter the desired information into the AMOUNT field. Enter " 10.00 ".

Training Guide

Journal Entries (Internal Transfers)



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values
 Inter/IntraUnit *Process: Edit Journal Process

Select	Line	e	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount	Rate Type	Ext
<input type="checkbox"/>	1		00000000		30				USD	10.00	AVG	1
<input type="checkbox"/>	2								USD		AVG	1

Matched pair to add: 2 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save Notify Refresh Add Update/Display
 Header | Lines | Totals | Errors | Approval

Step	Action
40.	Now that you have entered values for line 1, you will need to scroll back to the left to populate the fields for line 2.

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values
 Inter/IntraUnit *Process: Edit Journal Process

Select	Line	e	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount	Rate Type	Ext
<input type="checkbox"/>	1		00000000		30				USD	10.00	AVG	1
<input type="checkbox"/>	2								USD		AVG	1

Matched pair to add: 2 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save Notify Refresh Add Update/Display
 Header | Lines | Totals | Errors | Approval



Training Guide Journal Entries (Internal Transfers)

Step	Action
41.	<p>Scroll to the left.</p> <p>Click the scroll bar.</p>

The screenshot displays the 'Internal Transfer Journal Entry' screen in the ARC system. The 'Unit' is set to 'COLUM', 'Journal ID' is 'NEXT', and the 'Date' is '03/19/2012'. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table shows two entries:

Select	Line	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	S
<input type="checkbox"/>	1	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	00000	00
<input type="checkbox"/>	2	ACTUALS		75400					GLD		

The 'Totals' table below the lines shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Step	Action
42.	<p>The Account field for line 2 defaulted based on the account selected for line 1.</p> <p>Next, you will populate the rest of the ChartField values for line 2 in the same way that was done for line 1 - by using the look up glass functionality.</p>

Training Guide

Journal Entries (Internal Transfers)



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window | ? Help | Customize Page | http

Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values

Inter/intraUnit *Process: Edit Journal Process


Select	Line	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	\$
<input type="checkbox"/>	1	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	00000	00
<input type="checkbox"/>	2	ACTUALS		75400					GLD		

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
43.	Click the Look up Dept (Alt+5) button. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window | ? Help | Customize Page | http

Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values

Inter/intraUnit *Process: Edit Journal Process

Select	Line	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	\$
<input type="checkbox"/>	1	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD	00000	00
<input type="checkbox"/>	2	ACTUALS		75400					GLD		

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

Look Up Dept

SetID: CUSET

Department: begins with [Look up Dept (Alt+5)]

Description: begins with []

Look Up | Clear | Cancel | Basic Lookup

Search Results

Only the first 300 results of a possible 2369 can be displayed.

View 100 First 1-300 of 300 Last

Department Description	Manager Name
0102102 PRE Office of the President	(blank)
0103102 COM EVP Comm & Public Affairs	(blank)
0103103 COM Comm & Public Affairs Adm	(blank)
0103202 COM Publications	(blank)
0104102 UPE University Prgrms & Events	(blank)
0105102 BDS Ombuds Office	(blank)
0106102 TRU Trustee	(blank)

Step	Action
44.	Click the 0104102 link.

The screenshot shows the 'Internal Transfer JournalEntry' screen in the ARC system. The 'Lines' table contains the following data:

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400	7901101	GENRL	GTO01008	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400	0104102				GLD

The 'Totals' table shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N


Step	Action
45.	Click the Look up PC Bus Unit (Alt+5) button.

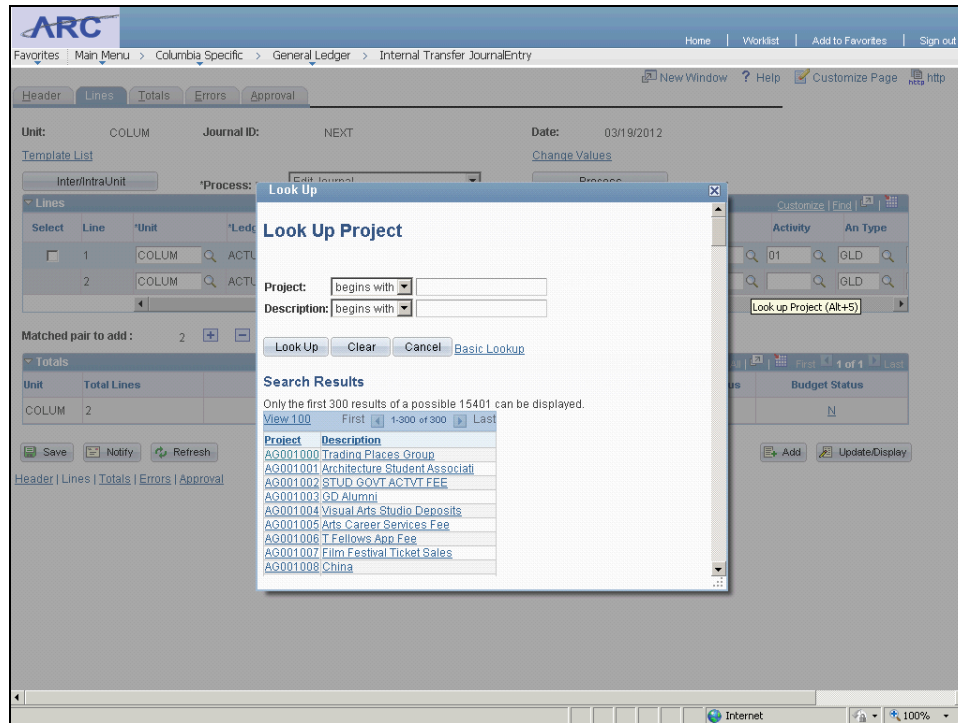
Training Guide

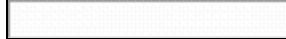
Journal Entries (Internal Transfers)



Step	Action
46.	Click the GENRL link. GENRL

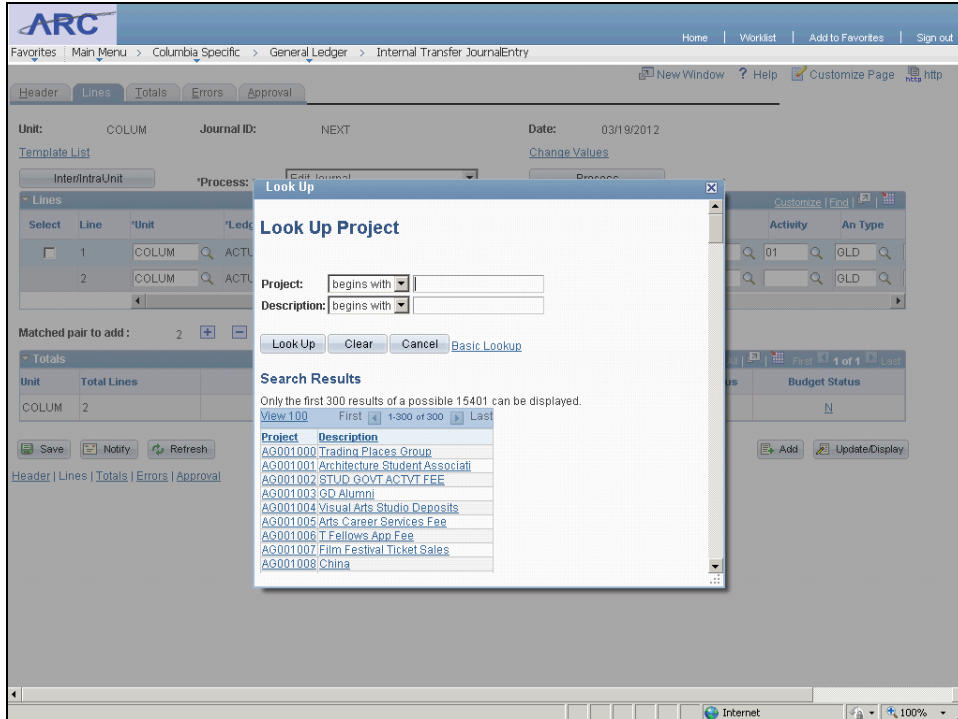
Step	Action
47.	Click the Look up Project (Alt+5) button. 



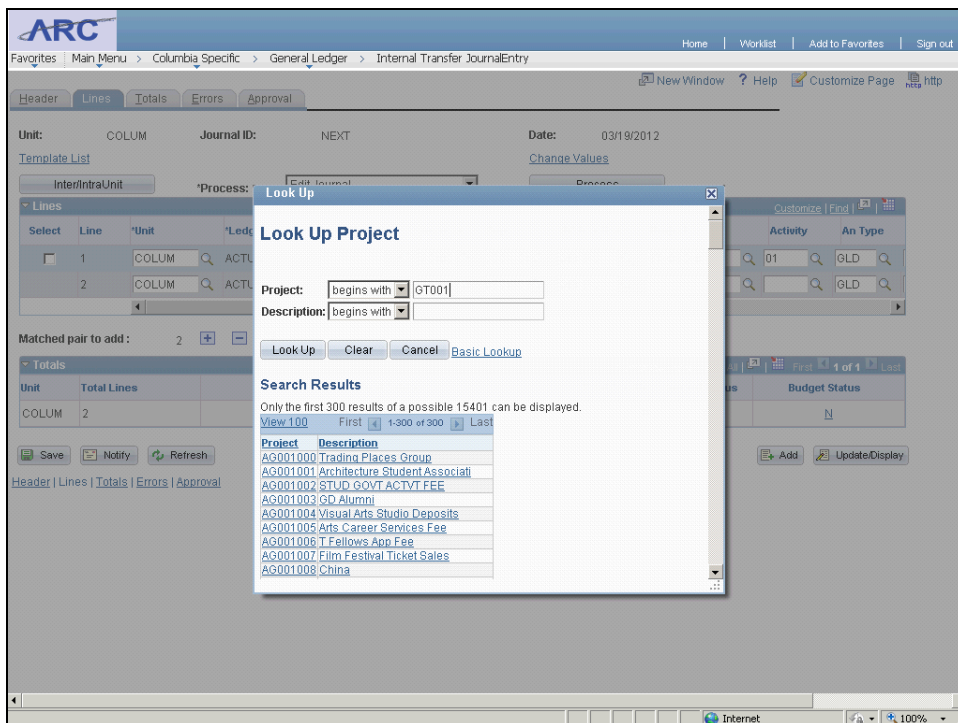
Step	Action
48.	Click in the Project field. 

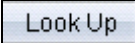
Training Guide

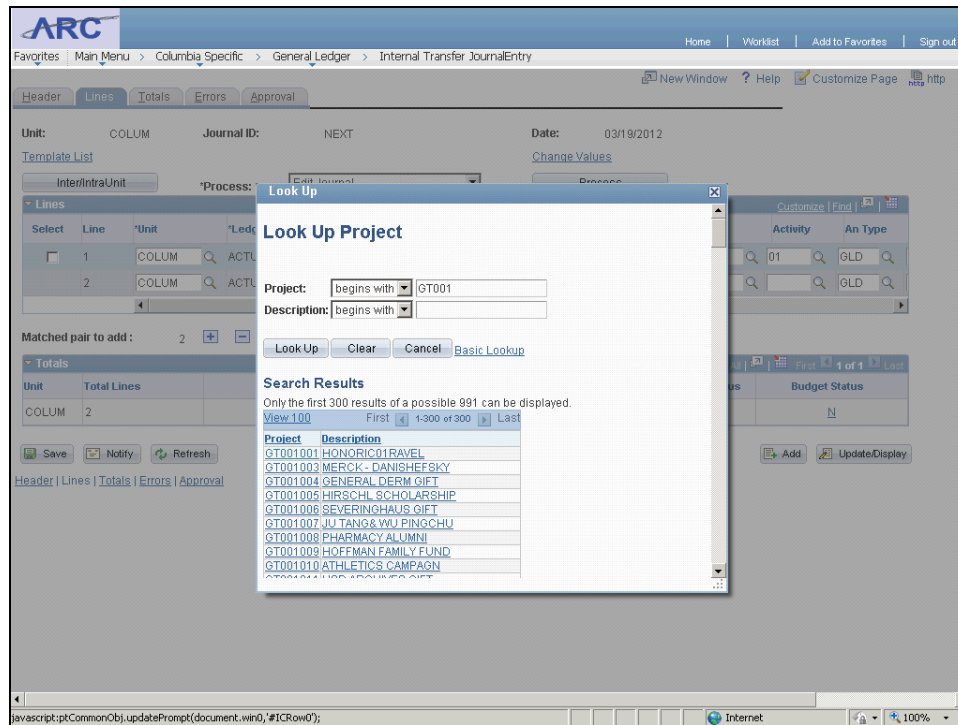
Journal Entries (Internal Transfers)




Step	Action
49.	Enter the desired information into the Project field. Enter " GT001 ".



Step	Action
50.	Click the Look Up button. 



Step	Action
51.	Click the GT001008 link. 

Training Guide

Journal Entries (Internal Transfers)



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window | ? Help | Customize Page | http


Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values
 Inter/intraUnit *Process: Edit Journal Process

Select	Line	'Unit	'Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400	0104102	GENRL	GT001008		GLD

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save | Notify | Refresh | Add | Update/Display
 Header | Lines | Totals | Errors | Approval

Step	Action
52.	Click the Look up Activity (Alt+5) button. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window | ? Help | Customize Page | http

Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values
 Inter/intraUnit *Process: Edit Journal Process

Select	Line	'Unit	'Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400	0104102	GENRL	GT001008		GLD

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save | Notify | Refresh | Add | Update/Display
 Header | Lines | Totals | Errors | Approval

Look Up Activity

Activity: begins with
 WBS ID: begins with

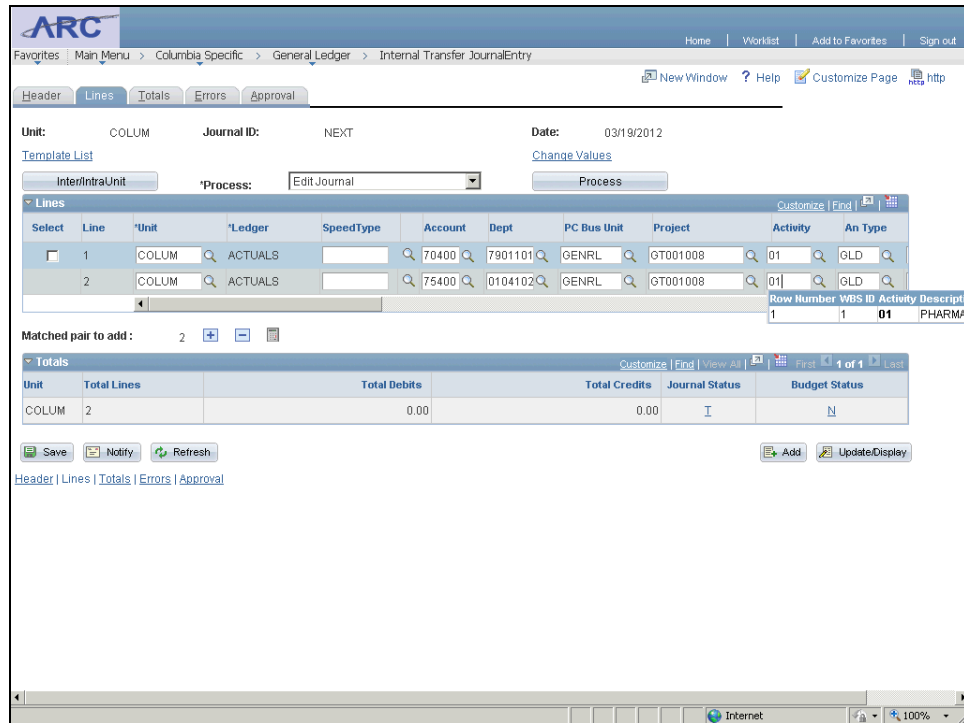
Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 First 1 of 1 Last

Row Number	WBS ID	Activity Description
1	1 01	PHARMACY ALUMNI

Step	Action
53.	Click the PHARMACY ALUMNI link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">PHARMACY ALUMNI</div>



Step	Action
54.	Click the scrollbar to view the rest of the ChartFields. <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 5px;"></div>

Training Guide

Journal Entries (Internal Transfers)



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window | Help | Customize Page | http


Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values
 Inter/IntraUnit *Process: Edit Journal Process

Select	Line	An Type	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount
<input type="checkbox"/>	1	GLD	00000	00000000		30				USD	10.00
<input type="checkbox"/>	2	GLD				30				USD	-10.00

Matched pair to add: 2 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save | Notify | Refresh | Add | Update/Display
 Header | Lines | Totals | Errors | Approval

Step	Action
55.	Click the Look up Initiative (Alt+5) button. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window | Help | Customize Page | http

Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values
 Inter/IntraUnit *Process: Edit Journal Process

Look Up

Look Up Initiative

SetID: CUSET
 Initiative: begins with
 Budgetary Only

Look Up | Clear | Cancel | Basic Lookup

Search Results

Only the first 300 results of a possible 3063 can be displayed.
 View 100 First 1-300 of 300 Last

Initiative	Description	Budgetary Only
00000	Undefined Initiative	N
10001	Payroll Suspense	N
10002	P-Card Suspense	N
10003	Alumni	N
10004	Communications	N
10005	Frontline Development	N
10006	Non-Frontline Development	N
10101	MDM Executive Office	N

Save | Notify | Refresh | Add | Update/Display
 Header | Lines | Totals | Errors | Approval

Step	Action
56.	Click the 00000 link.

The screenshot displays the ARC system interface for 'Internal Transfer JournalEntry'. The breadcrumb trail is 'Favorites > Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry'. The 'Unit' is 'COLUM', 'Journal ID' is 'NEXT', and 'Date' is '03/19/2012'. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has two rows:

Select	Line	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	Segment	Site
<input type="checkbox"/>	1	70400	7901101	GENRL	GT001008	01	GLD	00000	00000000	
<input type="checkbox"/>	2	75400	0104102	GENRL	GT001008	01	GLD	00000		

The 'Totals' table shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

The 'Matched pair to add' section shows '2' with a plus sign. The 'Save' button is highlighted. The browser status bar shows 'Internet' and '100%' zoom.

Step	Action
57.	Click the Look up Segment (Alt+5) button.

Training Guide

Journal Entries (Internal Transfers)



The screenshot shows the ARC system interface with a 'Look Up Segment' dialog box open. The dialog box has a 'SetID' field with 'CUSET' entered. The 'Segment' field is set to 'begins with'. Below the dialog box, a table of search results is visible:

Segment	Description	Short Description	Budgetary Only
00000000	Undefined Segment	Undefined	N
01000001	PRE House Administration	PRE House	N
01000002	PRE PO Operations	PRE PO One	N
01000003	PRE PO Projects	PRE PO Pro	N
01000004	PRE Presidential Funds	PRE Presid	N
01000005	PRE Property Operations	PRE Proper	N
01000006	UPE Commencement	UPE Commen	N
01000007	UPE Honorary Degree	UPE Honora	N

Step	Action
58.	Click the 00000000 link. <u>00000000</u>

The screenshot shows the ARC system interface with the 'Internal Transfer Journal Entry' screen. The 'Lines' table is expanded, showing the following data:

Select	Line	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	Segment	Site
<input type="checkbox"/>	1	70400	7901101	GENRL	GT001008	01	GLD	00000	00000000	
<input type="checkbox"/>	2	75400	0104102	GENRL	GT001008	01	GLD	00000	00000000	

The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N



Training Guide Journal Entries (Internal Transfers)

Step	Action
59.	Scroll to the right to view the Account field. Click the scrollbar.

Step	Action
60.	The AMOUNT field on Line 2 was defaulted to -10.00 to balance the amount on Line 1.

Training Guide

Journal Entries (Internal Transfers)



ARC
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: NEXT Date: 03/19/2012

Template List Change Values

Inter/intraUnit *Process: Edit Journal Process


Select	Line	Site	Fund	Function	Affiliate	Fund Amt	Currency	Amount	Rate Type	Exchange Rate
<input type="checkbox"/>	1		30				USD	10.00	AVG	1.00000000
<input type="checkbox"/>	2		30				USD	-10.00	AVG	1.00000000

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	0.00	I	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
61.	Click the Save button. 

ARC
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: 0000001346 Date: 03/19/2012

Template List Search Criteria Change Values

Inter/intraUnit *Process: Edit Journal Process Line: 2

Select	Line	*Unit	*Ledger	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS	01	GLD

Matched pair to add: 2

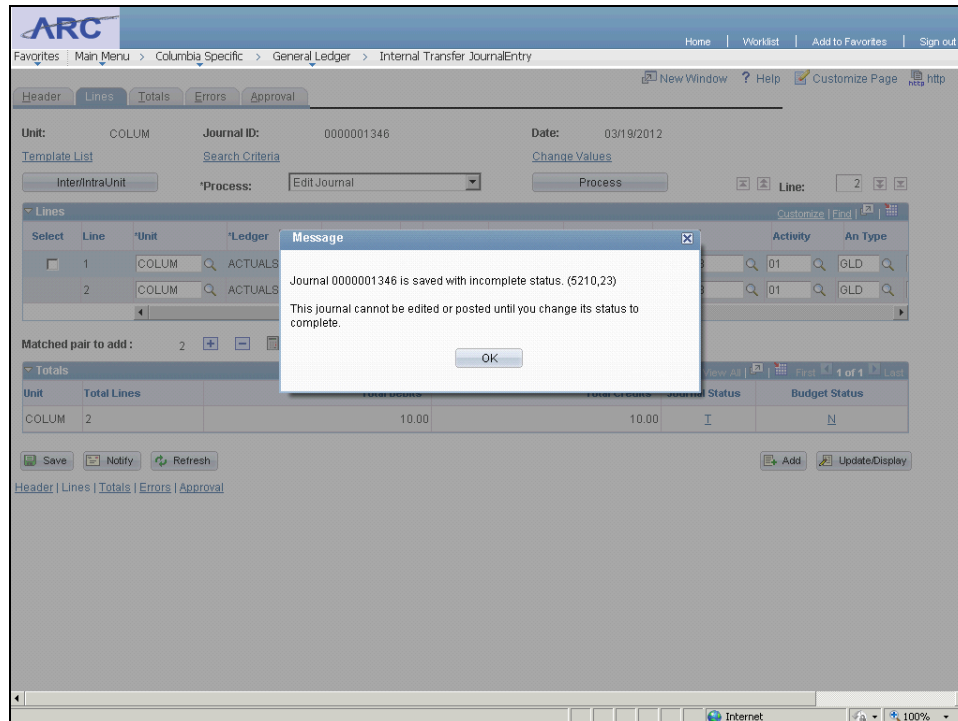
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	10.00	10.00	I	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Message
Journal 0000001346 is saved with incomplete status. (5210,23)
This journal cannot be edited or posted until you change its status to complete.
OK

Step	Action
62.	<p>When you save the journal lines you will see the message above.</p> <p>Note that the Journal ID changed from 'NEXT' to '0000001346' upon save. Additionally, the journal will remain with an incomplete status until it is processed.</p> <p>We will learn how to process a journal in the next topic.</p>



Step	Action
63.	<p>Click the OK button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">OK</div>

Training Guide

Journal Entries (Internal Transfers)



Pop-up blocked. To see this pop-up or additional options click here...

ARC Home Worklist Add to Favorites Sign out

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

New Window ? Help Customize Page http

Header Lines Totals Errors Approval

Unit: COLUM Journal ID: 000001346 Date: 03/19/2012 Errors Only

Template List Search Criteria Change Values

InterIntraUnit *Process: Edit Journal Process Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	10.00	10.00	I	N

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
64.	<p>You have successfully entered the journal lines information for a 7-series Fund Transfer. You can now select the next topic, <i>Processing an Internal Transfers Journal</i> where you will learn how to run edit check, budget check, and route the journal for approval.</p> <p>End of Procedure.</p>

Processing an Internal Transfer Journal

Once an internal transfer journal is created in ARC, the journal must be edit checked, budget checked, and submitted for approval prior to posting. When the journal edit process runs, the journal header and journal lines are checked for errors. The journal edit process ensures all accounting strings are comprised of valid ChartField combinations where debits equal credits. When the budget checking process runs, the accounting strings are checked against budgets. If the transfer is not within the budget or a budget doesn't exist, the budget status will error. An internal transfer journal cannot be posted until it passes both edit check and budget check. Additionally, the internal transfer journal must be routed for approval and all designated approvers must approve the journal for it to be valid for posting.

Throughout the *Processing an Internal Transfer Journal* topic, you will learn how to:

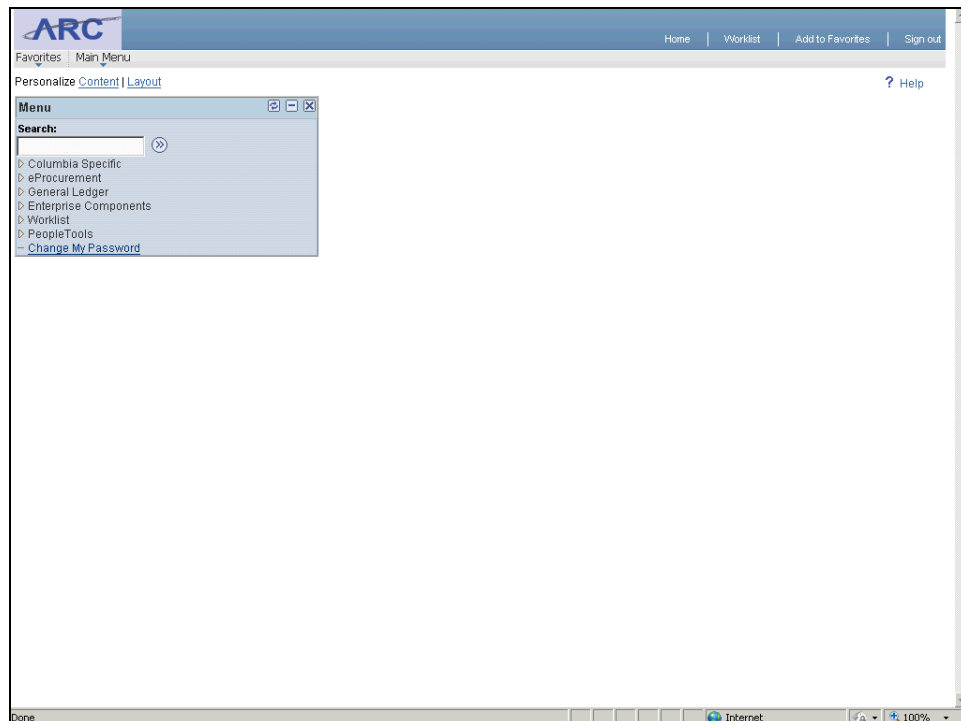
- Run the journal edit process
- Run the budget checking process
- Submit the internal transfer journal for approval
- Post the internal transfer journal

Please note that if you are an approver, you will learn how to approve journal entries in the *General Ledger Approvals* course.

Estimated time to complete topic: 5 minutes

Procedure

Welcome to the *Processing an Internal Transfer Journal* topic. In this scenario you will learn how to edit check, budget check, and route an internal transfer journal for approval.

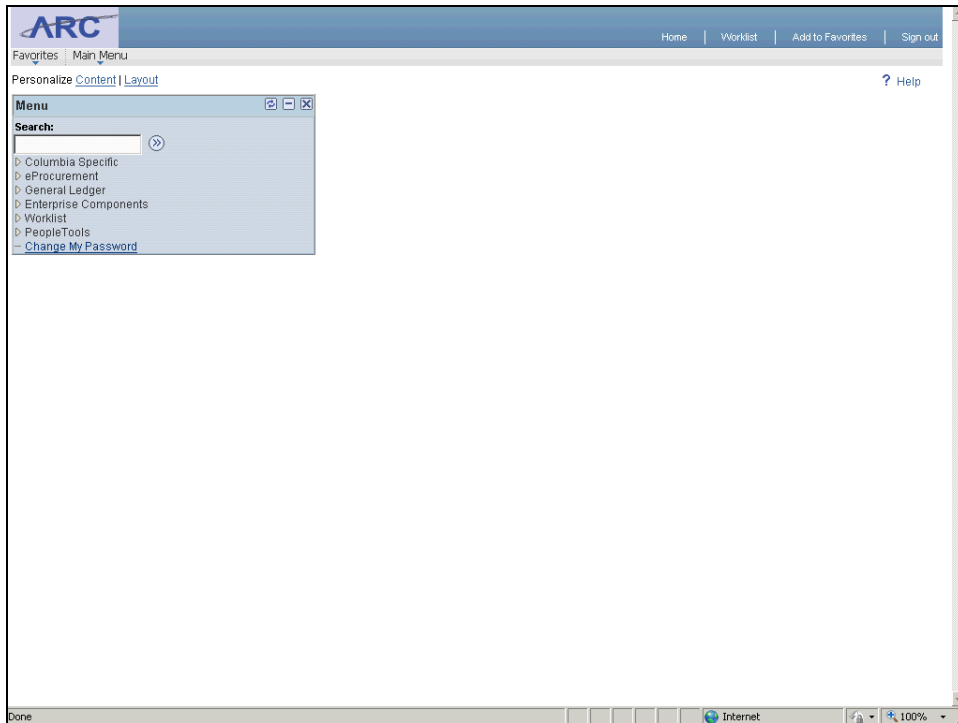


Training Guide

Journal Entries (Internal Transfers)



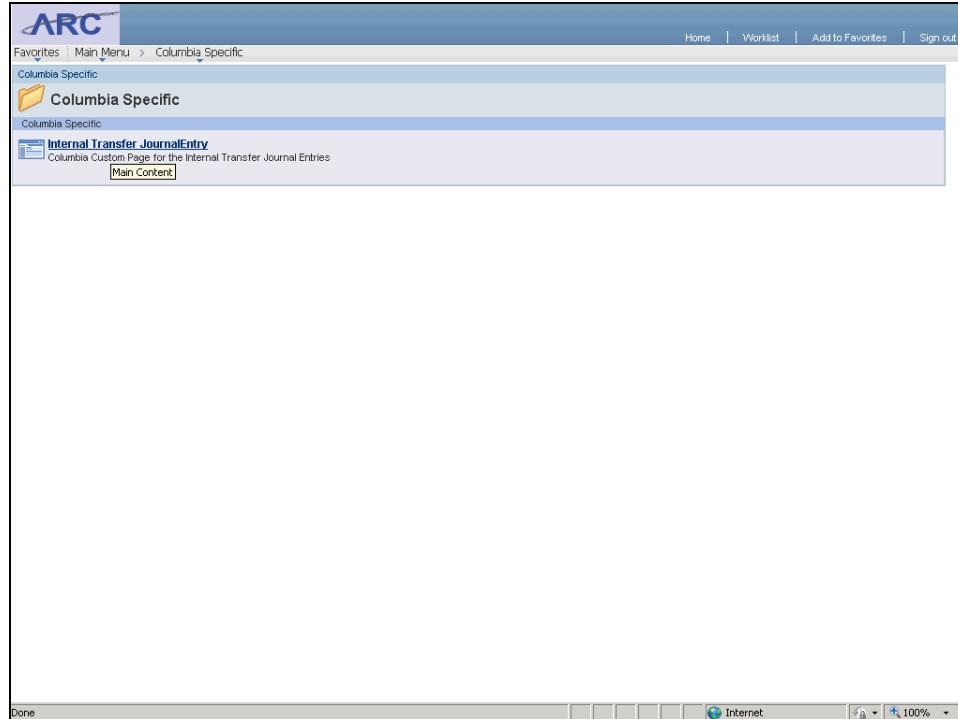
Step	Action
1.	We will begin by searching for the existing internal transfer journal that we created in the previous topics.



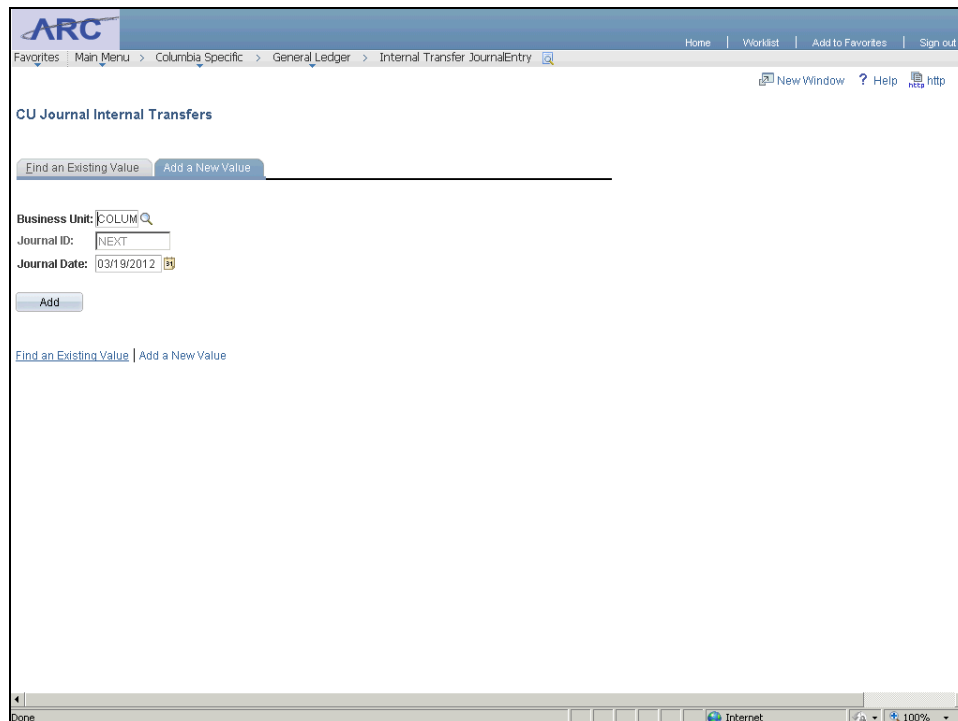
Step	Action
2.	Click the Columbia Specific link. <input type="text" value="Columbia Specific"/>



Training Guide Journal Entries (Internal Transfers)




Step	Action
3.	Click the Internal Transfer JournalEntry link. Internal Transfer JournalEntry

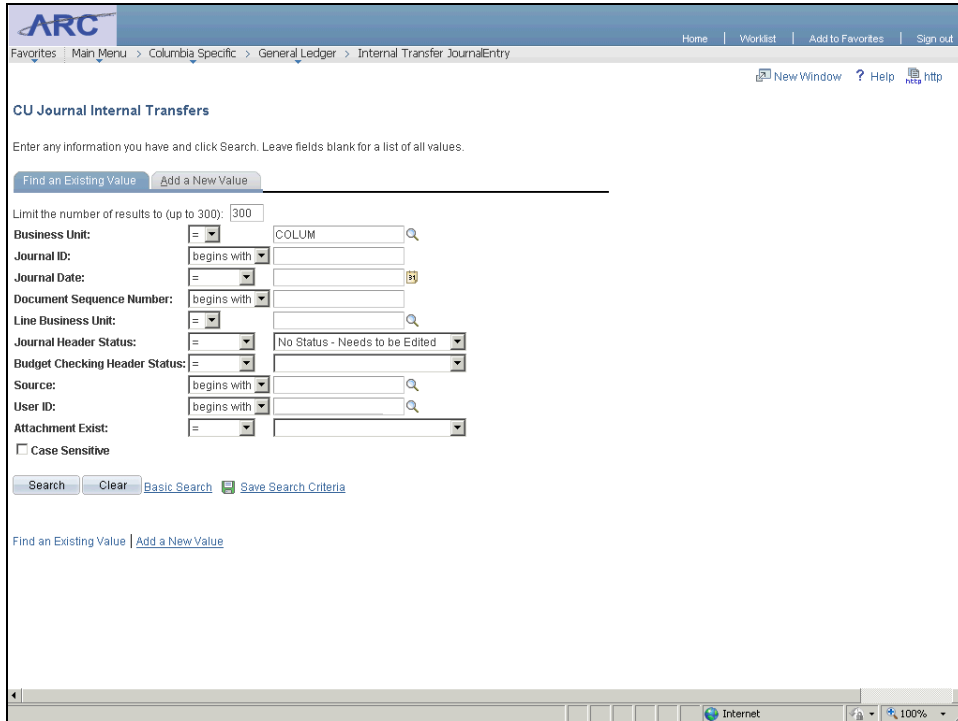


Training Guide

Journal Entries (Internal Transfers)



Step	Action
4.	Click the Find an Existing Value tab. 



Step	Action
5.	We are going to search for journals that have a Journal Date = 3/19/2012.



Training Guide Journal Entries (Internal Transfers)

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

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: = 31

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

Attachment Exist: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	Click the Choose a date (Alt+5) button. 

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

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: = 31

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: = No Status - Needs to be

Budget Checking Header Status: =

Source: begins with

User ID: begins with

Attachment Exist: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Choose a date (Alt+5)

March | 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31


Current Date


javascript:DatePrompt_win('ZCU_JRNL_HDR_VW_JOURNAL_DATE','ZCU_JRNL_HDR_VW_JOURNAL_DATE#prompt','450',f;

Training Guide


Journal Entries (Internal Transfers)



Step	Action
7.	Click the 19 link. 

Step	Action
8.	Click the Journal Header Status drop down button. 

The screenshot shows the 'CU Journal Internal Transfers' search page. The 'Journal Header Status' dropdown menu is open, displaying the following options: Deleted, Journal Entry Incomplete, Journal Has Errors, No Status - Needs to be Edited, Posted to Ledger(s), Posting Incomplete, Unposted, Upgrade Journal - Can't Unpost, Valid Journal - Edits Complete, and Valid SJE Model -- Do Not Post. The 'No Status - Needs to be Edited' option is highlighted in blue.

Step	Action
9.	<p>We will leave the Journal Header Status blank.</p> <p>Click the blank list item.</p> 

Training Guide

Journal Entries (Internal Transfers)



ARC Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help 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: = 03/19/2012

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
10.	Click the Search button.

ARC Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help 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: = 03/19/2012

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 (Alt+F1)

Search Results

View All First

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	0000001345	03/19/2012	0	(blank)	COLUM	Valid	Valid	ACTUALS	ITE	USD	2	10	0	(blank)	GL_TEST
COLUM	0000001346	03/19/2012	0	(blank)	COLUM	Incomplete	Not Chk'd	ACTUALS	ITE	USD	2	10	0	Internal Transfers Journal Ent	GL_TEST

Find an Existing Value Add a New Value

Step	Action
11.	<p>The Search Results shows all of the internal transfer journals have a journal date equal to '3/19/2012'.</p> <p>The journal we created in the previous topics has a Journal ID = 0000001346 and a Journal Header Status = Incomplete</p> <p>Click the 0000001346 link.</p> <p>0000001346</p>

Step	Action
12.	<p>Journal processing is initiated from the Journal Lines tab.</p> <p>Click the Lines tab.</p> <p>Lines</p>

Training Guide

Journal Entries (Internal Transfers)



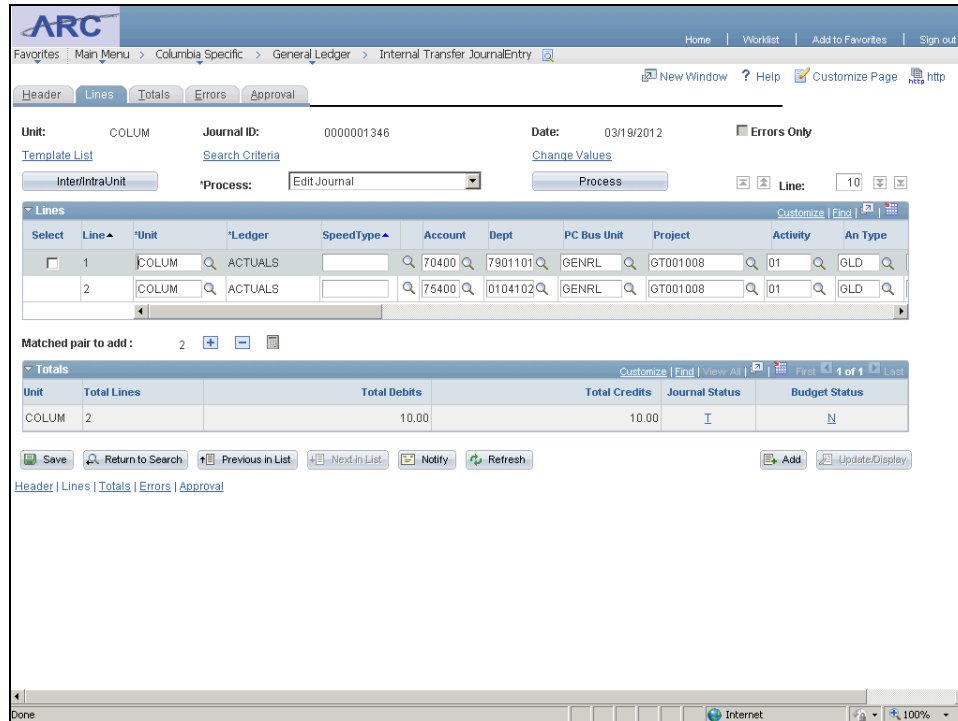
The screenshot displays the 'Internal Transfer JournalEntry' page in the ARC system. The page is divided into several sections:

- Header:** Contains navigation tabs (Header, Lines, Totals, Errors, Approval) and a breadcrumb trail: Favorites > Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry.
- Form Fields:**
 - Unit: COLUM
 - Journal ID: 000001346
 - Date: 03/19/2012
 - Errors Only:
 - Inter/IntraUnit:
 - *Process: Edit Journal
 - Process:
 - Line: 10
- Lines Table:**

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD
- Matched pair to add:** 2
- Totals Table:**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	10.00	10.00	N	N
- Buttons:** Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update Display.

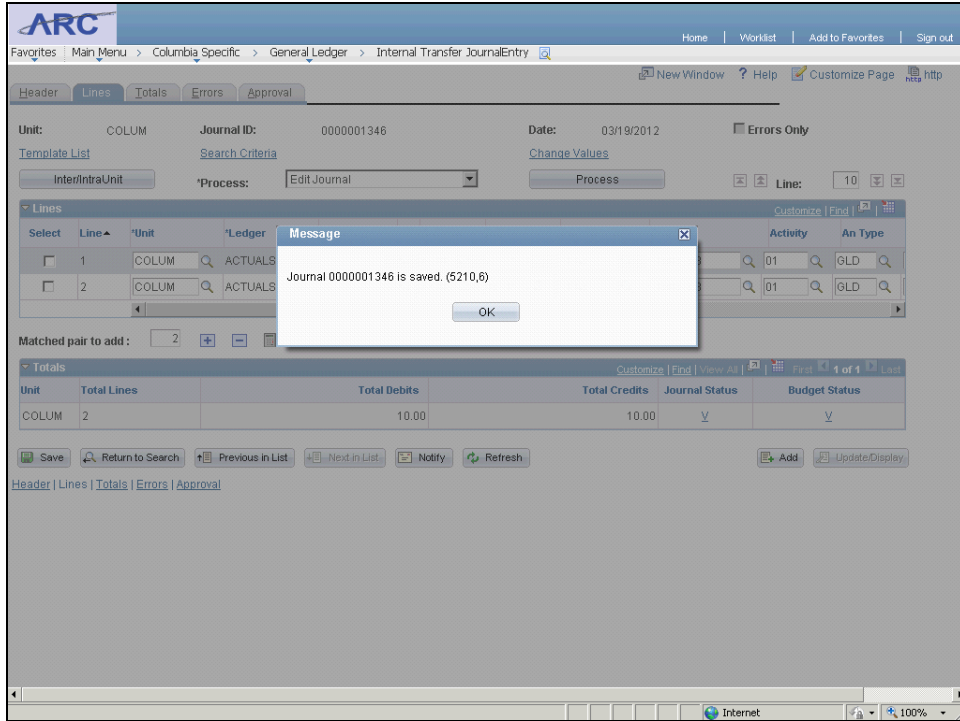
Step	Action
13.	<p>This is the Journal Lines page.</p> <p>Before processing the journal, note that the Journal Status and the Budget Status = N. [N = No Status; needs to be edited]</p> <p>The Journal Status and the Budget Status will change upon processing the journal.</p>

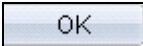


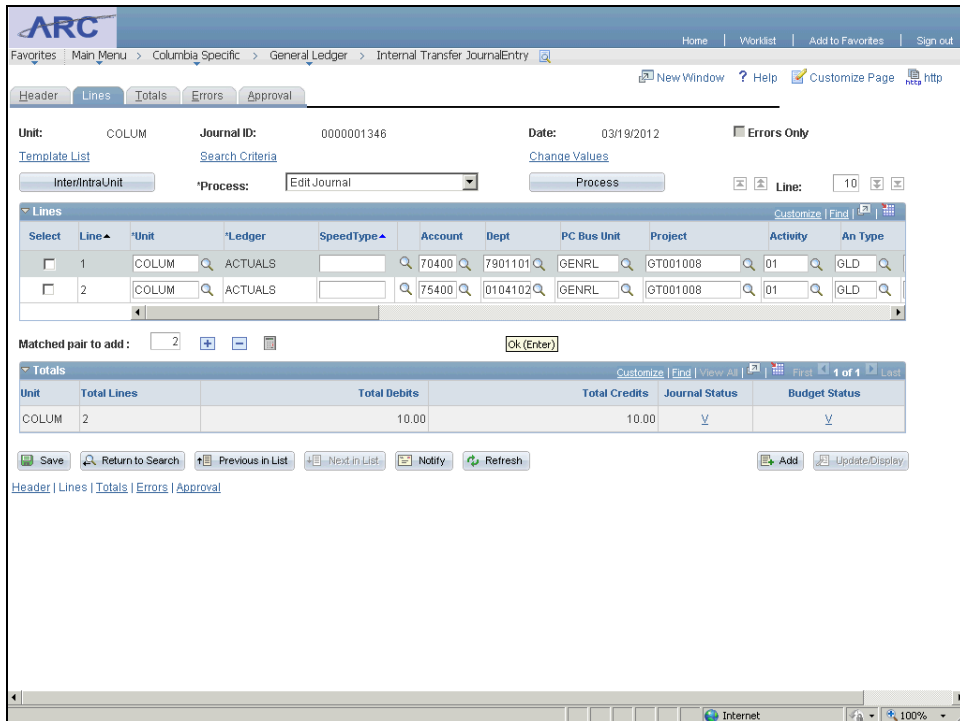
Step	Action
14.	<p>The default option in the Process drop down menu is 'Edit Journal'. When this process is kicked off, the journal will be edit AND budget checked.</p> <p>Edit check makes sure ChartField combinations are valid and budget check makes sure that the transaction meets budget rules.</p> <p>Click the Process button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">Process</p> </div>

Training Guide

Journal Entries (Internal Transfers)



Step	Action
15.	Click the OK button. 





Training Guide Journal Entries (Internal Transfers)

Step	Action
16.	<p>The Journal Status and Budget Status changed from 'N' to 'V' for valid.</p> <p>Journal Status V = Valid journal; edits are complete</p> <p>Budget Status V = Entry passed budget checking</p>

The screenshot displays the 'Internal Transfer JournalEntry' screen in the ARC system. The 'Totals' section is expanded, showing the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	10.00	10.00	V	V

The 'Lines' section shows two entries:


Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD

Step	Action
17.	Next, we will submit the journal for approval.

Training Guide

Journal Entries (Internal Transfers)



Step	Action
18.	Click the Process drop down menu. 



Training Guide Journal Entries (Internal Transfers)

Step	Action
19.	Click the Submit Journal list item. <input type="text" value="Submit Journal"/>

The screenshot shows the ARC system interface for 'Internal Transfer JournalEntry'. The breadcrumb trail is: Favorites > Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry. The page has tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' tab is active, showing fields for Unit (COLUM), Journal ID (000001346), Date (03/19/2012), and Errors Only (checked). Below these are buttons for 'Inter/intraUnit', 'Process', and 'Line: 10'. The 'Lines' section contains a table with columns: Select, Line, Unit, Ledger, SpeedType, Account, Dept, PC Bus Unit, Project, Activity, and An Type. Two lines are listed: Line 1 with Account 70400 and Line 2 with Account 75400. Below the lines is a 'Matched pair to add:' section with a value of 2. The 'Totals' section shows a summary for Unit COLUM with 2 total lines, 10.00 total debits, and 10.00 total credits. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.

Step	Action
20.	Click the Process button. <input type="button" value="Process"/>

Training Guide

Journal Entries (Internal Transfers)



The screenshot shows the ARC software interface for managing journal entries. The 'Approval' tab is active, displaying the following information:


- Unit:** COLUM
- Journal ID:** 000001346
- Date:** 03/19/2012
- Process:** Edit Journal
- Line:** 10

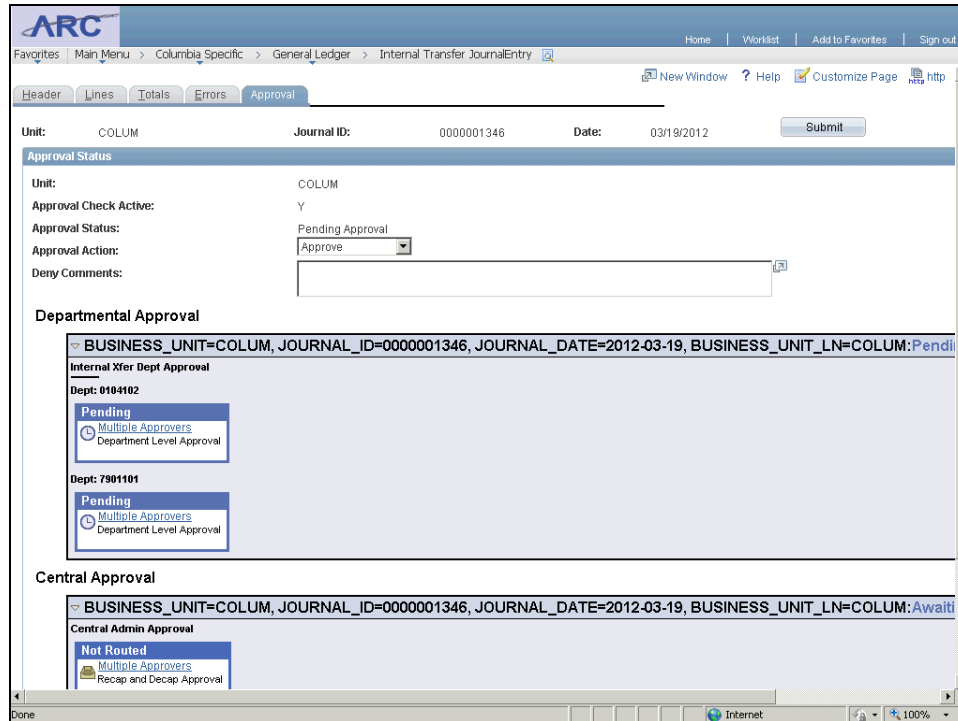
The 'Lines' table shows two entries:

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		70400	7901101	GENRL	GT001008	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD

The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	10.00	10.00	✓	✓

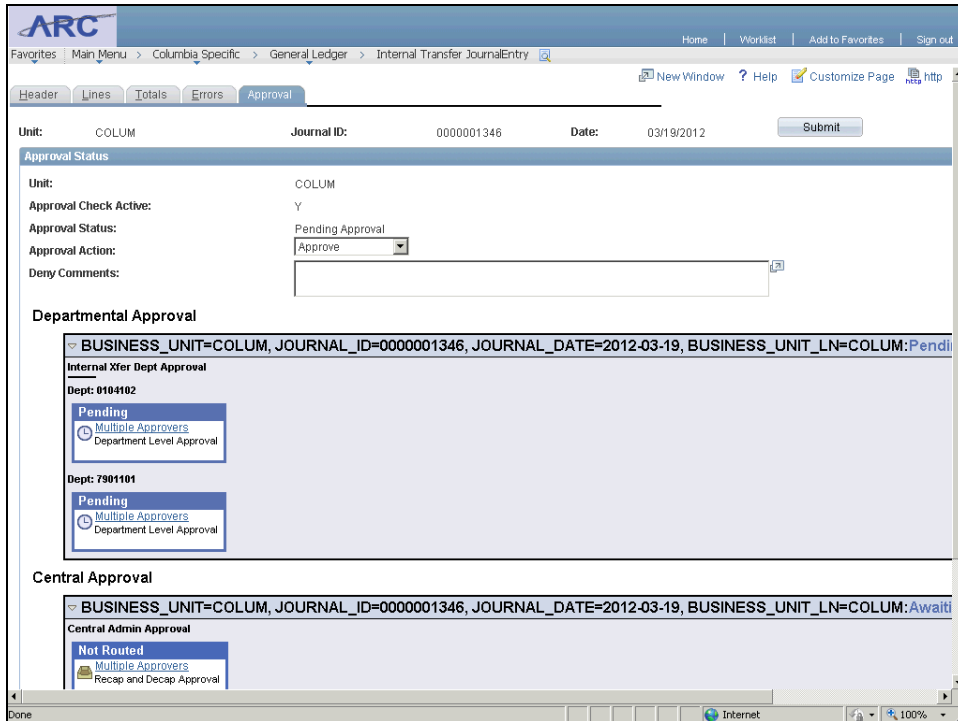
Step	Action
21.	<p>The Approval tab allows you to check the approval status of your journal.</p> <p>Click on the Approval tab to continue.</p> 



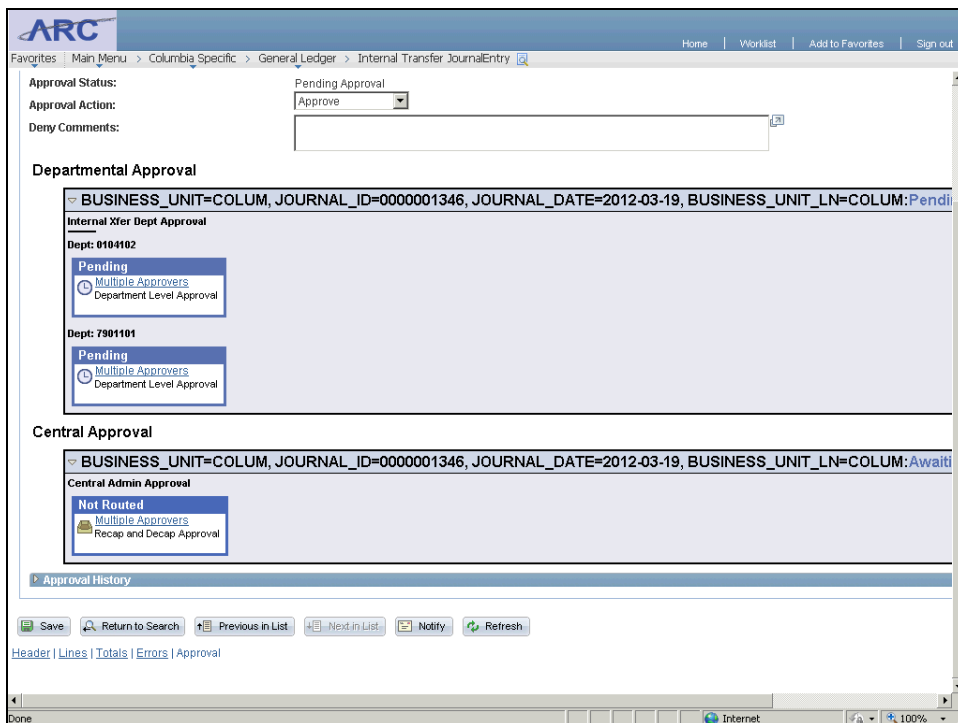
Step	Action
22.	<p>This is the Approvals page.</p> <p>The 'Y' next to Approval Check Active indicates the journal has been successfully submitted for approval.</p>

Training Guide

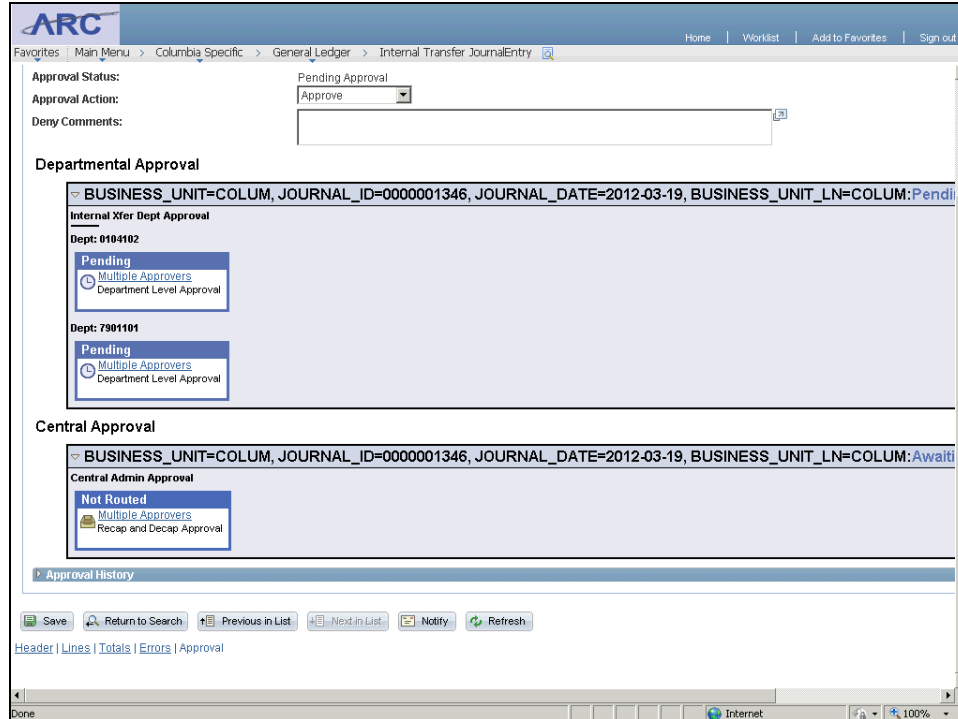
Journal Entries (Internal Transfers)

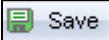


Step	Action
23.	Click the scrollbar to view the rest of the page.



Step	Action
24.	This journal requires Departmental Approval from multiple approvers.



Step	Action
25.	Click the Save button. 

Training Guide

Journal Entries (Internal Transfers)



ARC

Home | Worklist | Add to Favorites | Sign out

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

Approval Status: Pending Approval
 Approval Action: Approve
 Deny Comments:

Departmental Approval

BUSINESS_UNIT=COLUM, JOURNAL_ID=000001346, JOURNAL_DATE=2012-03-19, BUSINESS_UNIT_LN=COLUM:Pendi

Internal Xfer Dept Approval

Dept: 0104102

Pending
 Multiple Approvers
 Department Level Approval

Dept: 7901101

Pending
 Multiple Approvers
 Department Level Approval

Central Approval

BUSINESS_UNIT=COLUM, JOURNAL_ID=000001346, JOURNAL_DATE=2012-03-19, BUSINESS_UNIT_LN=COLUM:Awaiti

Central Admin Approval

Not Routed
 Multiple Approvers
 Recap and Decap Approval

Approval History

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Header | Lines | Totals | Errors | Approval

Done | Internet | 100%

Step	Action
26.	You have successfully edit checked, budget checked, and submitted an internal transfer journal for approval. End of Procedure.

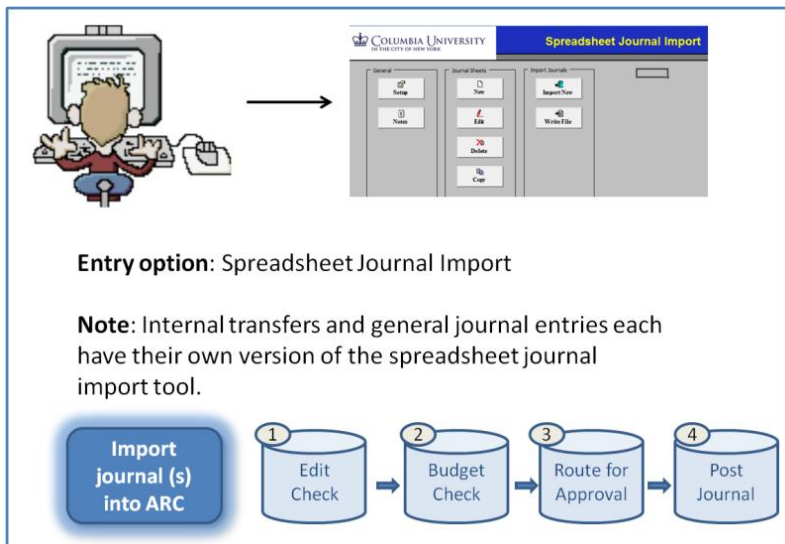
Creating Journals via the Spreadsheet Journal Import Tool

This is the *Importing Spreadsheet Journals* lesson of the *Journal Entries* course.

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

- Download the spreadsheet journal tool from the ARC Portal and save it to a folder on your local drive
- Change the macro security to enable spreadsheet journals to be imported into ARC
- Create, edit, copy, and delete spreadsheet journals
- Avoid common mistakes when entering data into the spreadsheet journals
- Import spreadsheet journals into ARC
- Search for imported spreadsheet journals in ARC
- Carry out the journal processing steps and post the imported spreadsheet journals in ARC

Estimated time to complete lesson: 20 minutes



Training Guide

Journal Entries (Internal Transfers)



Introduction to the Spreadsheet Journal Import Tool

The spreadsheet journal import tool enables you to create journals offline using a customized Excel template and allows for multiple spreadsheet journals to be imported into ARC simultaneously. Additionally, you can create new *Journal Sheets* as well as edit, delete, and copy existing ones. Creating journals through the spreadsheet journal import tool is especially helpful for large, recurring journal entries.

Creating journals on a spreadsheet has the potential advantages of excel functionalities, that when used appropriately, expedites the process of entering large journals.

The uploading process will check the spreadsheet journal for the following:

- Required fields are populated with valid values
- Debits equal credits

Journals imported into ARC will have a journal status of 'N' indicating the journal needs to be edited. Once the journals are in ARC they will need to be edit checked, budget checked, and approved prior to posting to the General Ledger.

IMPORTANT: The spreadsheet journal import tool is available for Internal Transfer Journal Entries as well as General Journal Entries. Please note separate templates are required for each.



Downloading the Spreadsheet Journal Import Tool from the ARC Portal

The spreadsheet journal import tool can be downloaded from the ARC Portal. Once the tool is saved to your local drive you will need to enable its content. It is recommended that users periodically check the ARC Portal for version updates of the spreadsheet journal import tool and download accordingly. This will prevent potential importing errors that may occur with earlier versions of the spreadsheet files.

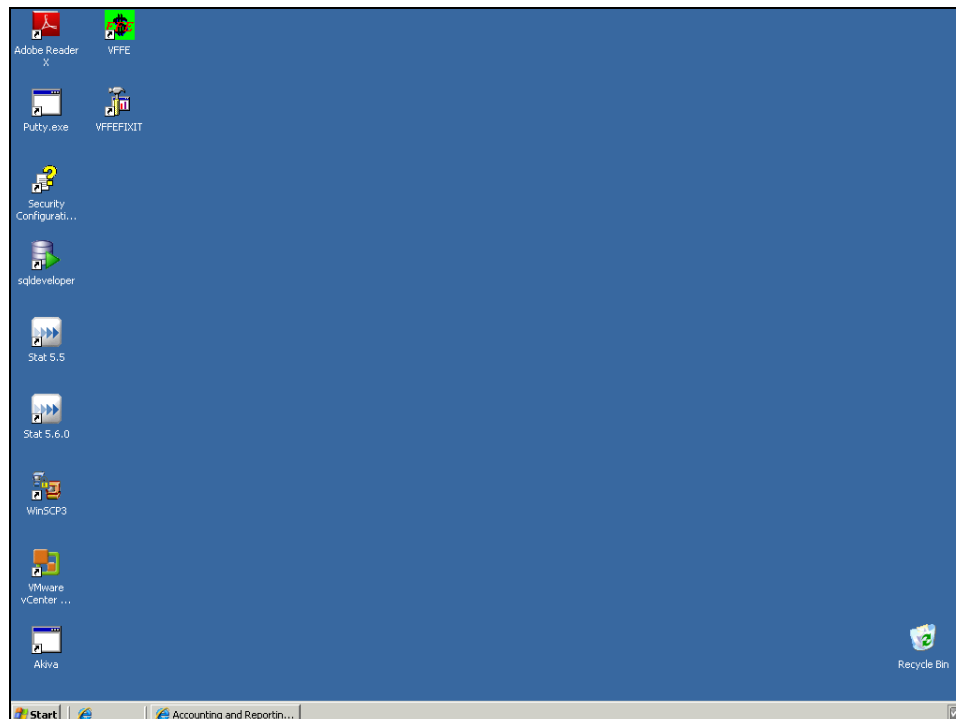
Keep the following checklist in mind when going through this topic:

1. Create a new folder on your desktop 'Journal Import Tool for Internal Transfer'
2. Download the spreadsheet journal import files from ARC Portal
2. Save all files in the newly created folder: Journal Import Tool for Internal Transfer
3. Open the file 'JRNL1.xls'
4. Enable the content

Estimated time to complete topic: 2.5 minutes

Procedure

Welcome to the *Downloading the Spreadsheet Journal Import Tool from the ARC Portal* topic. In this scenario you will learn how to download and save the journal import files from the ARC Portal into a single folder and enable its content.

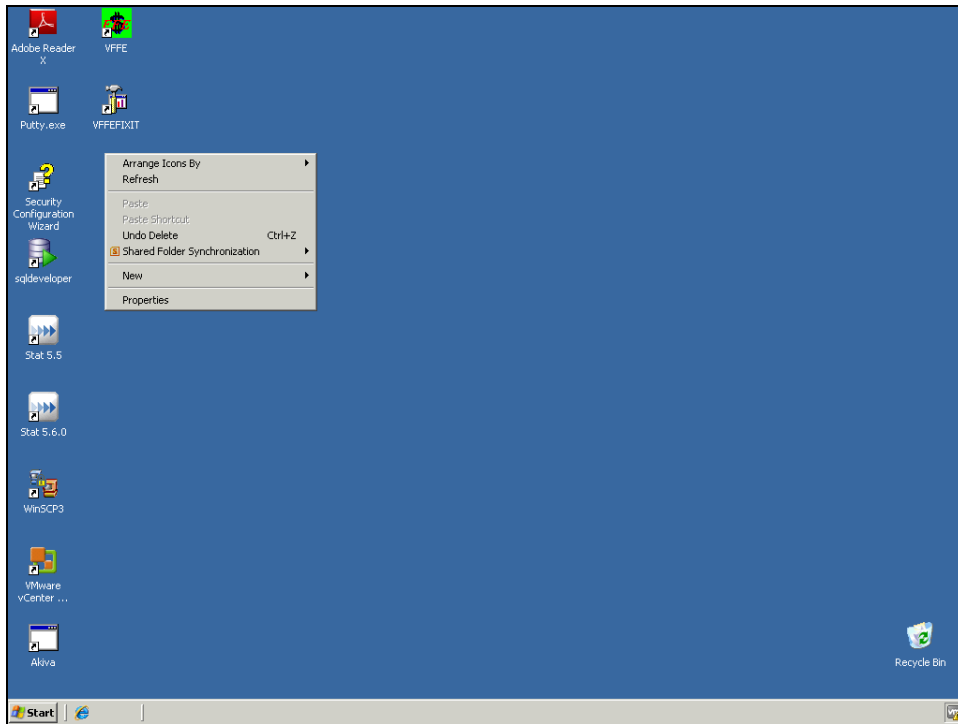


Training Guide

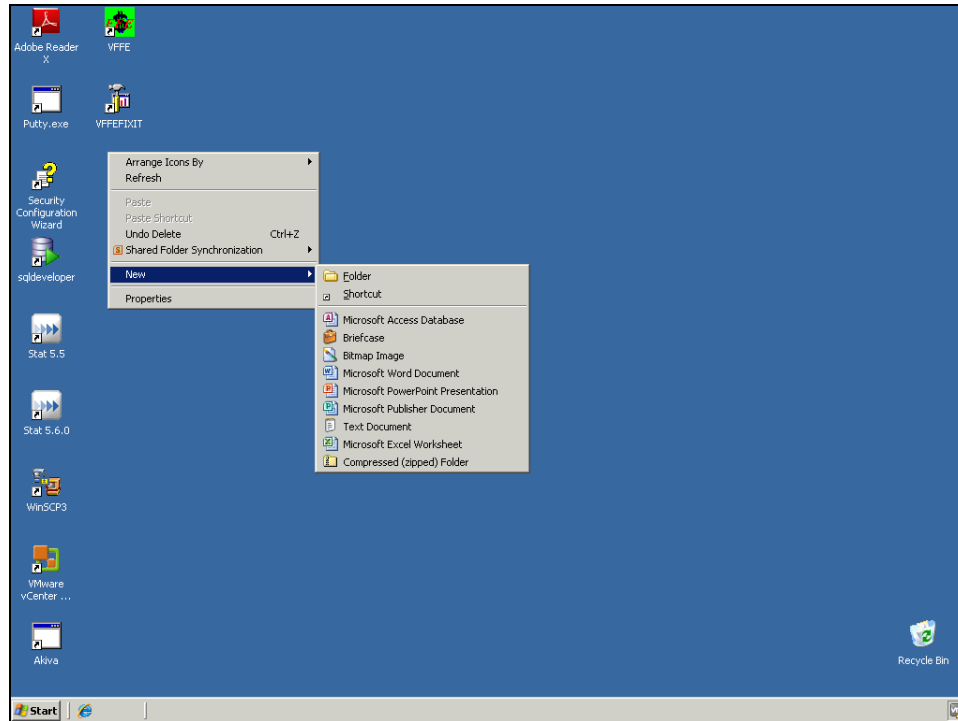
Journal Entries (Internal Transfers)




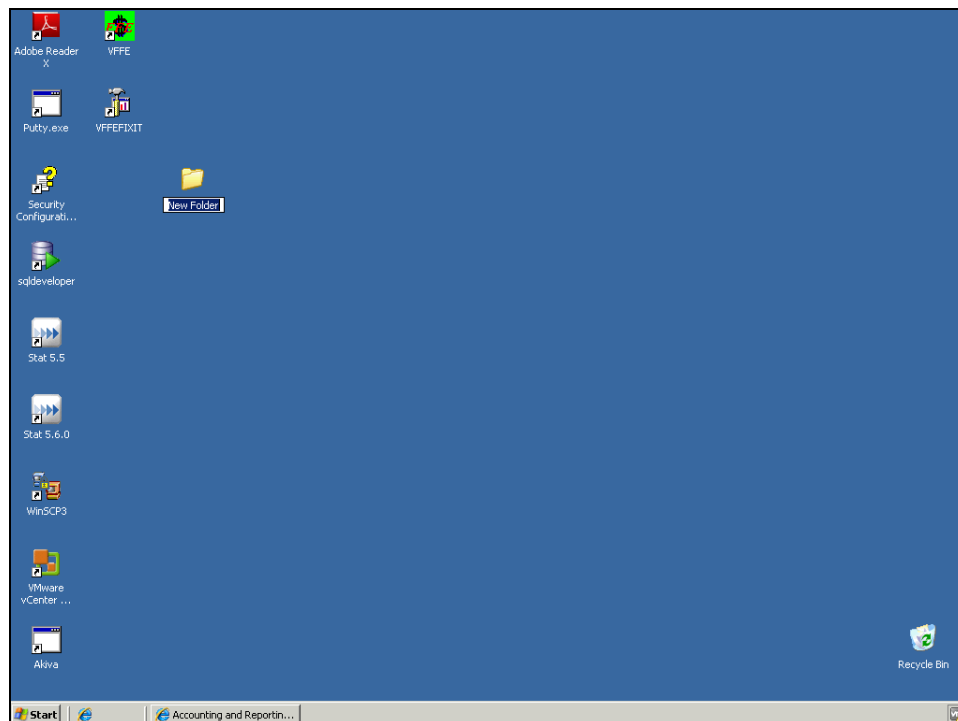
Step	Action
1.	<p>Before downloading the journal import tool for internal transfers from the ARC Portal, we will create a new folder on the desktop where we will save the various files belonging to the journal import tool.</p> <p>To begin, right-click the indicated area on the desktop.</p>



Step	Action
2.	<p>Point to the New menu.</p>
	<p><i>or</i> Press [W].</p>



Step	Action
3.	Click the Folder menu item. 

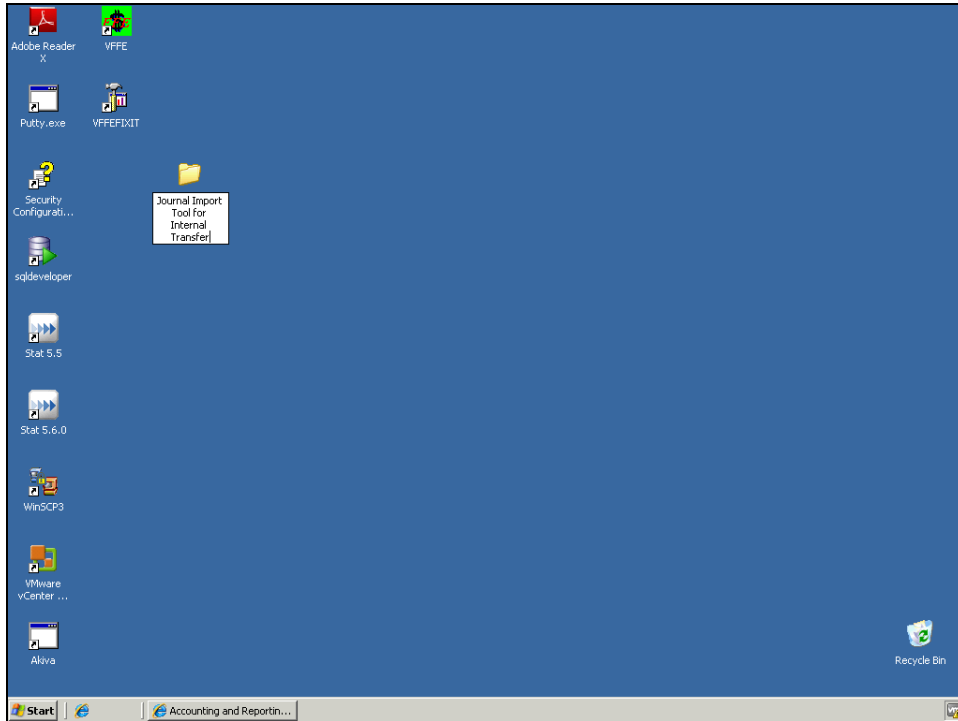


Training Guide

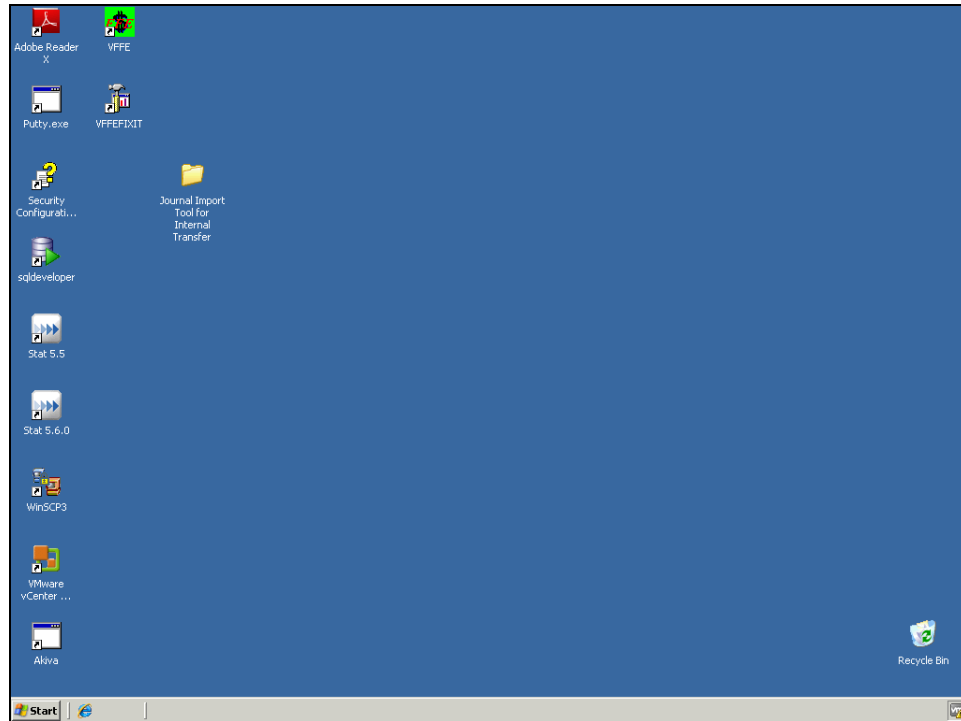
Journal Entries (Internal Transfers)




Step	Action
4.	Enter the desired name for the folder into the field. Enter " Journal Import Tool for Internal Transfer ".



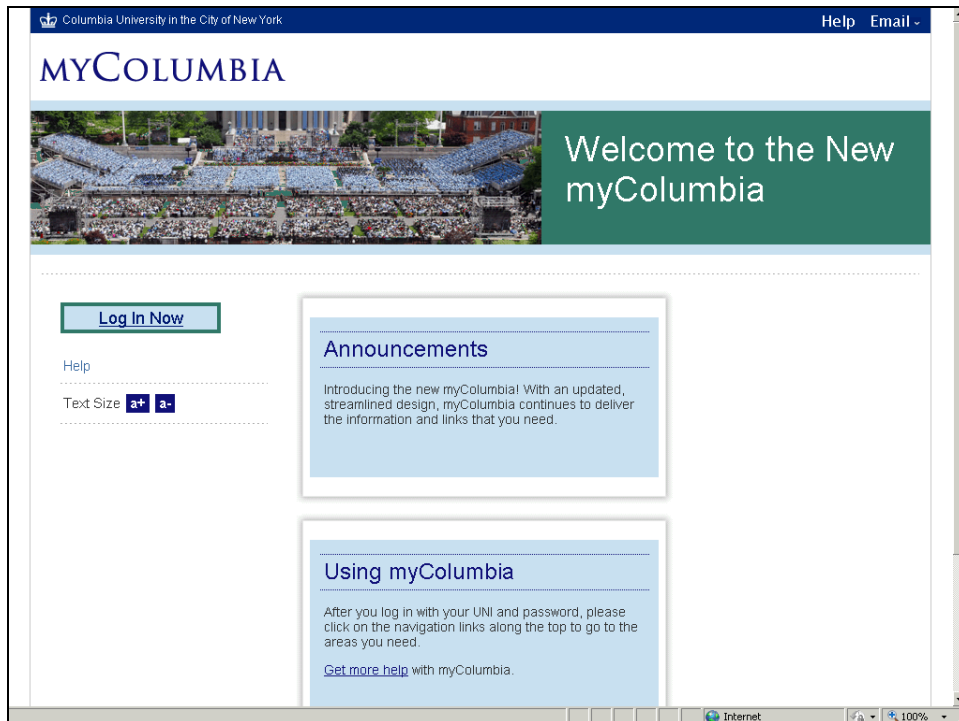
Step	Action
5.	Press [Enter] .




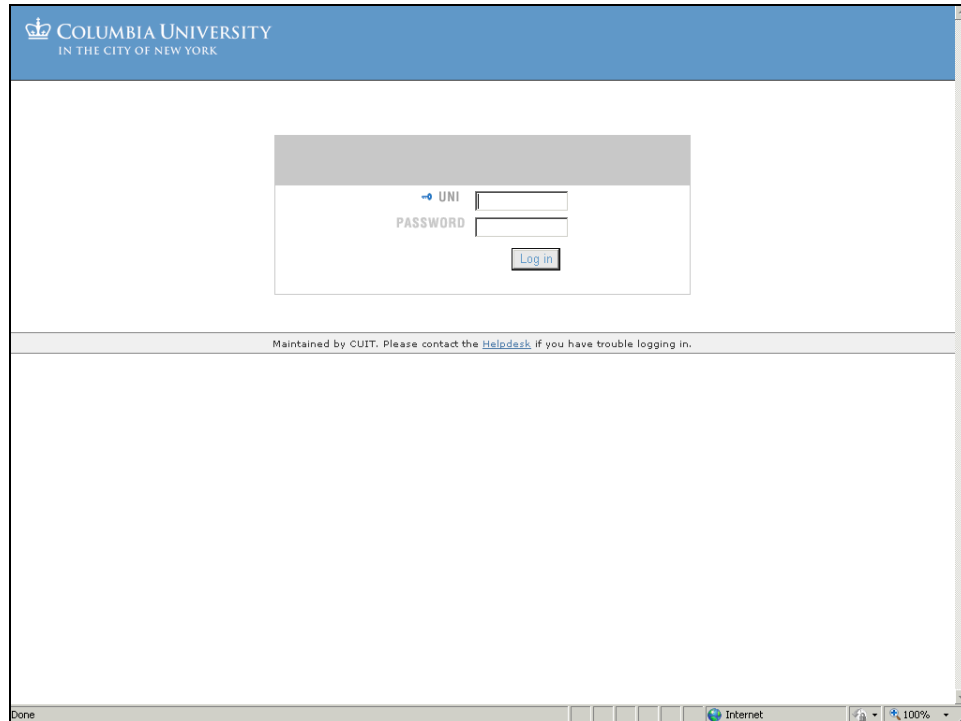
Step	Action
6.	<p>We will now access the ARC Portal from my.columbia.edu.</p> <p>Click the Launch Internet Explorer Browser button.</p> 

Training Guide

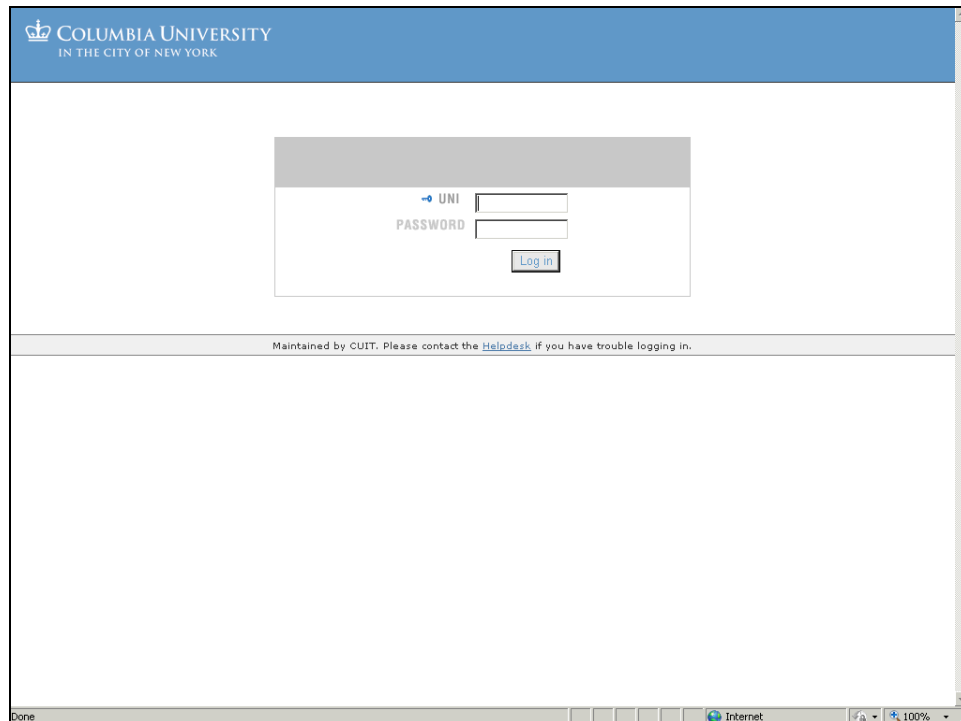
Journal Entries (Internal Transfers)



Step	Action
7.	Click the Log In Now link. 




Step	Action
8.	In this scenario we will log in using a generic UNI and password. Once you have access to the ARC Portal you will be able to log in using your UNI and password.

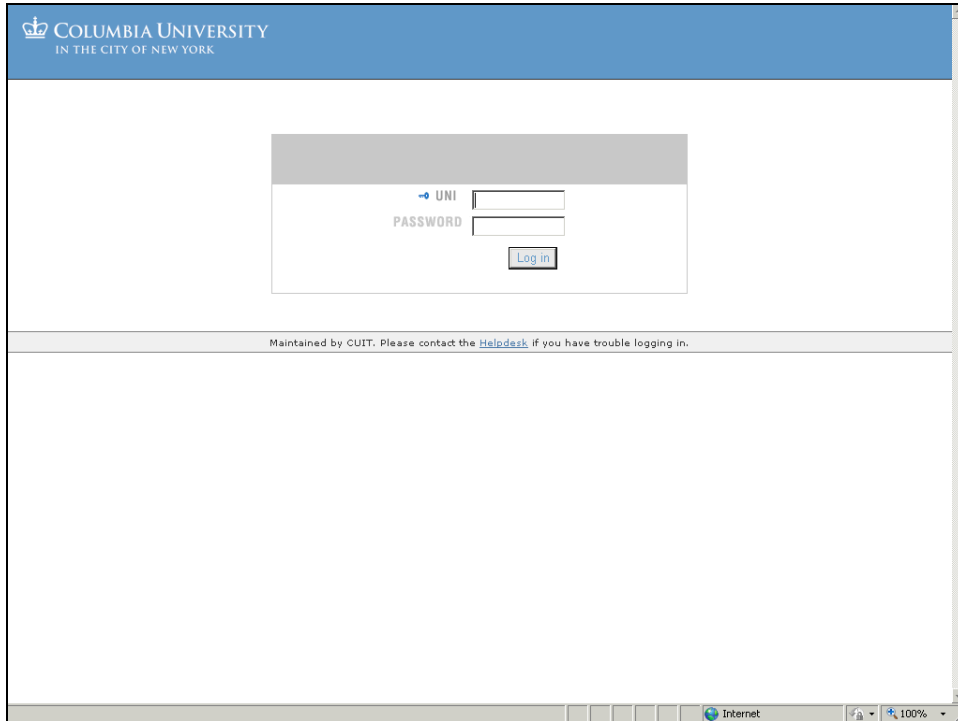


Training Guide

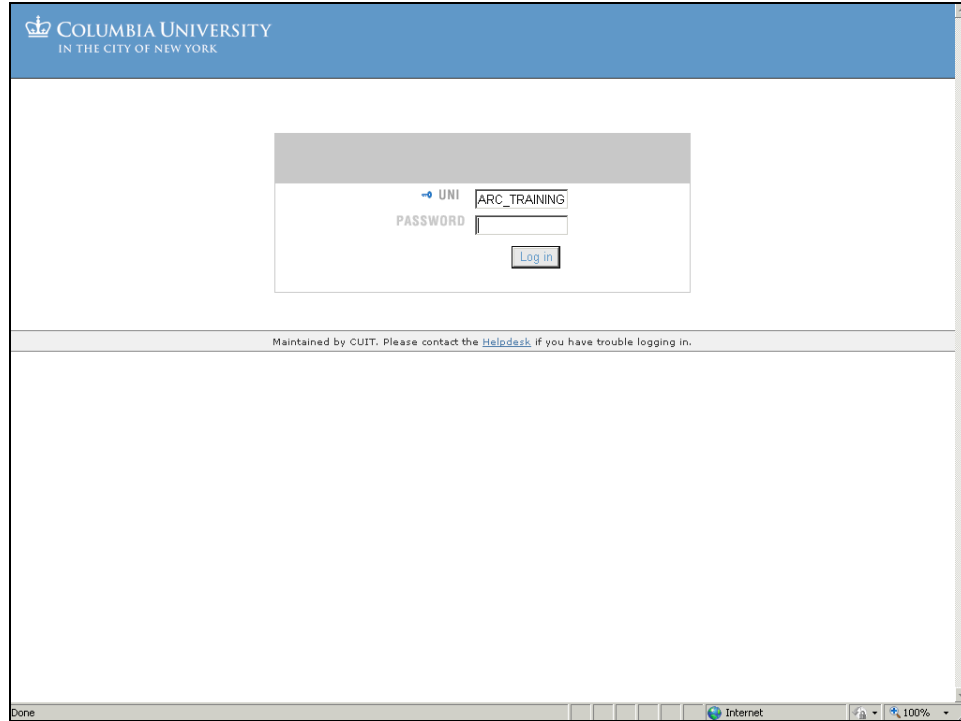
Journal Entries (Internal Transfers)




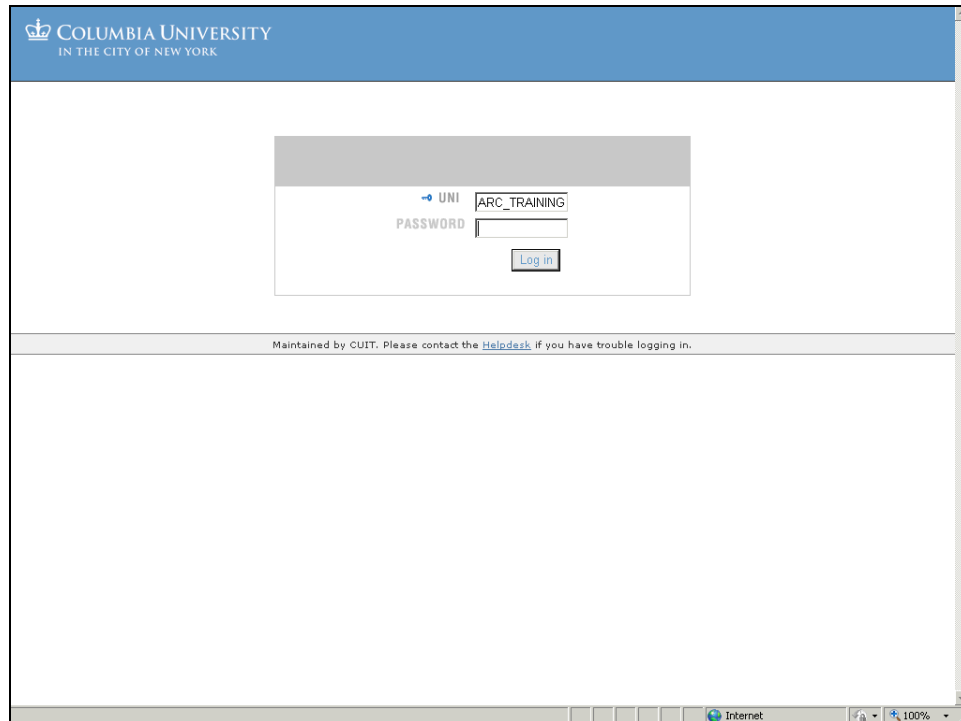
Step	Action
9.	Click in the Log in field. 



Step	Action
10.	Enter the desired information into the Log in field. Enter " ARC_TRAINING ".



Step	Action
11.	Click in the Password field. 

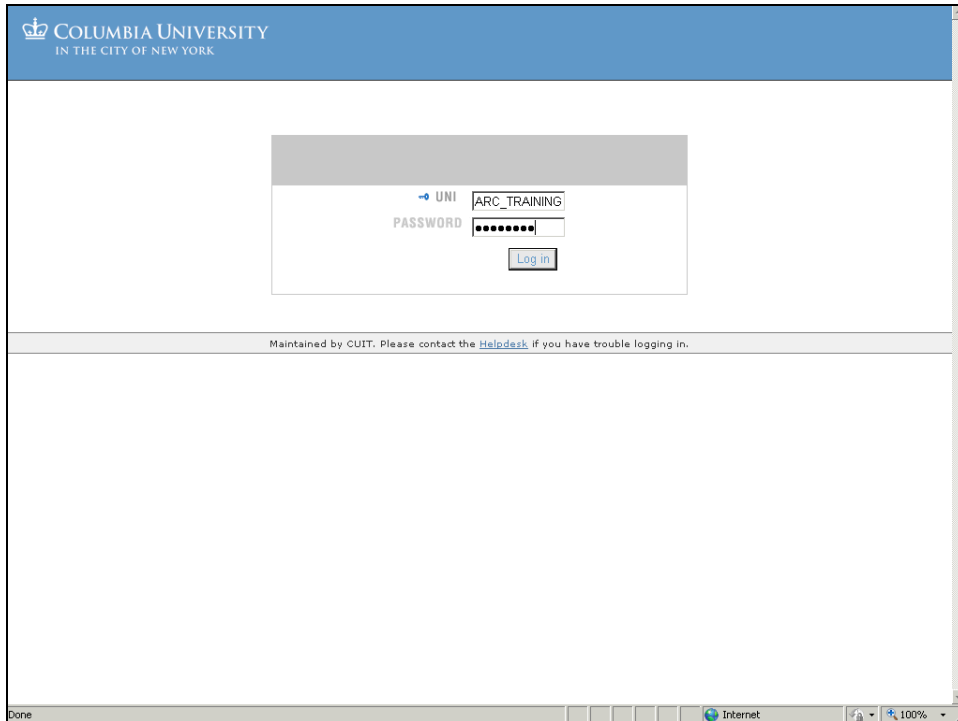



Training Guide

Journal Entries (Internal Transfers)



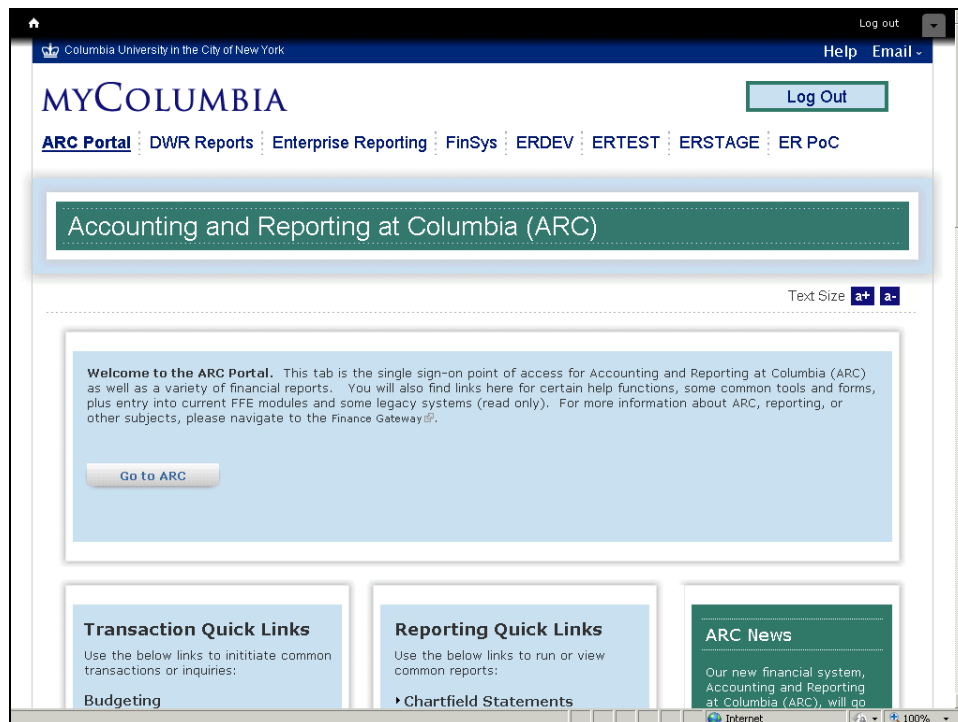
Step	Action
12.	Enter the desired information into the Password field. Enter " TRAINING ".



Step	Action
13.	Click the Log in button. 



Step	Action
14.	Click the ARC Portal link. ARC Portal

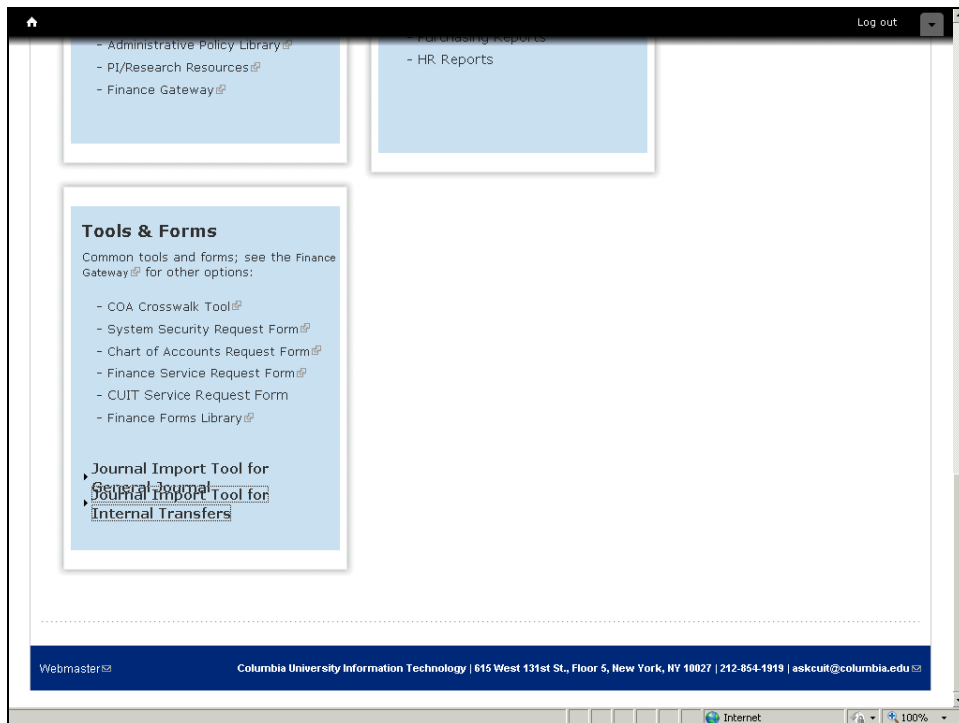


Training Guide

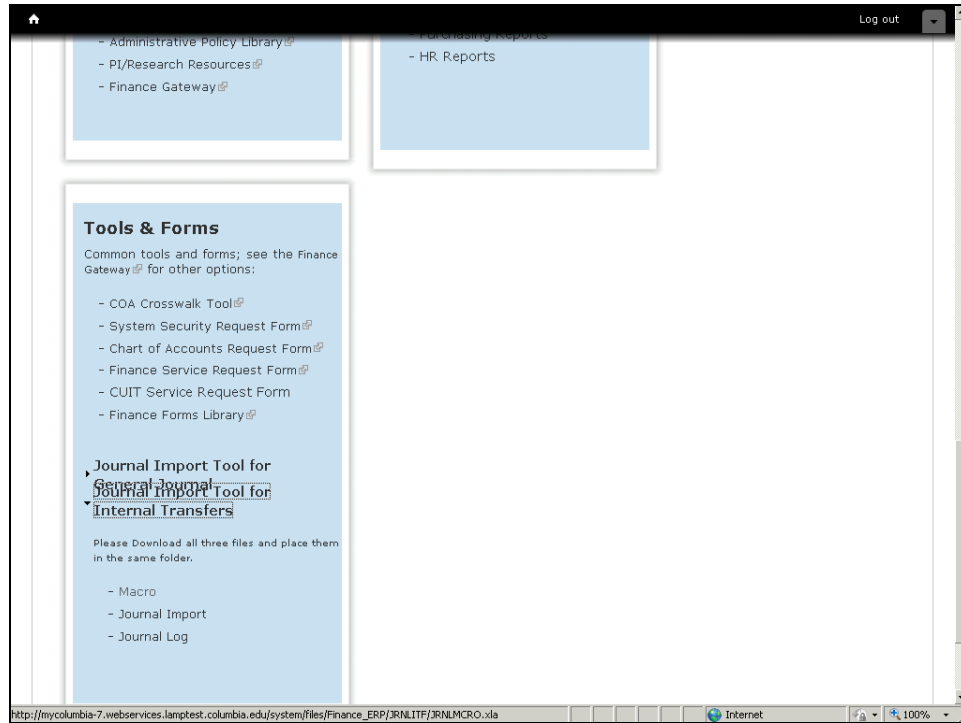
Journal Entries (Internal Transfers)



Step	Action
15.	<p>This is the ARC Portal home page.</p> <p>The journal import files are within the 'Tools & Forms' section of the portal.</p> <p>Scroll down to the desired location.</p>



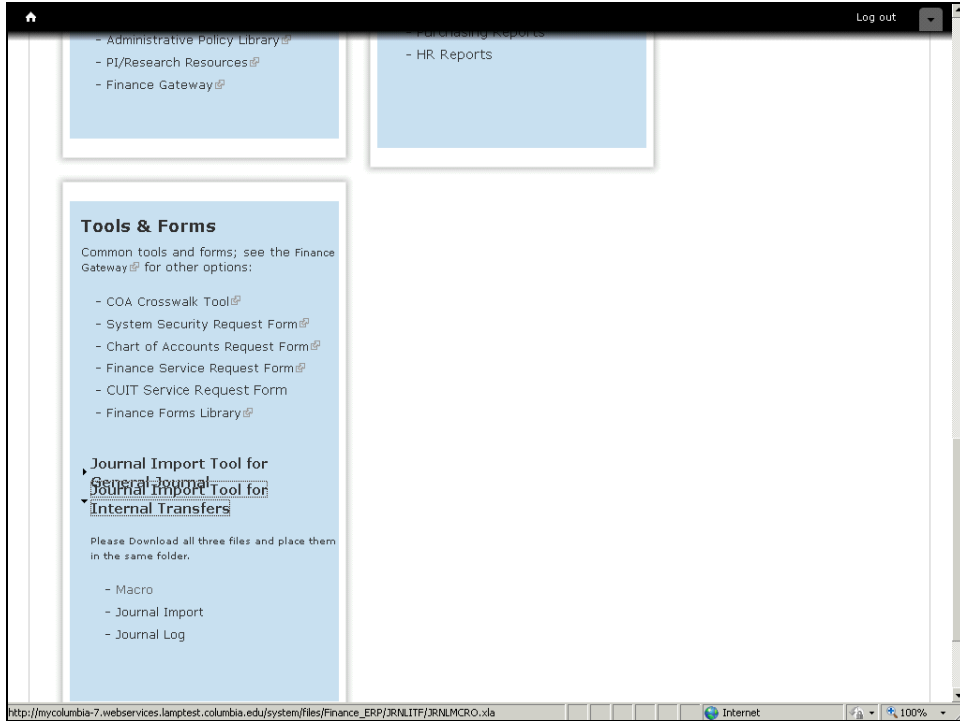
Step	Action
16.	<p>There are two menu links for Journal Import Tools:</p> <ul style="list-style-type: none"> - Journal Import Tool for General Journals - Journal Import Tool for Internal Transfers <p>In this scenario we will download the files for the Journal Import Tool for Internal Transfers.</p> <p>Click the Show Journal Import Tool for Internal Transfers link.</p>



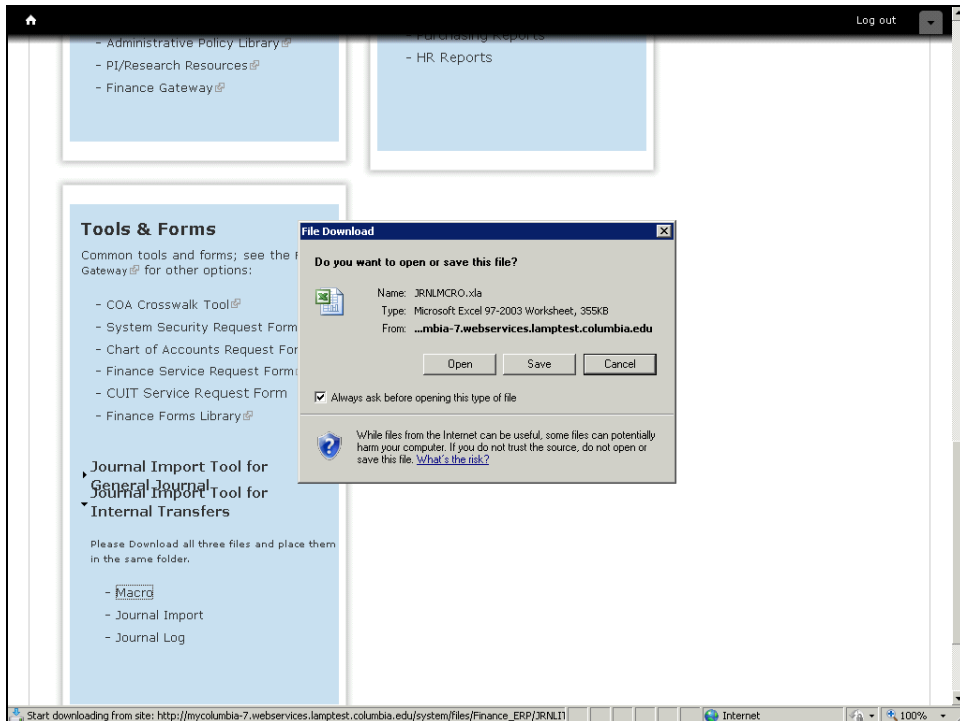
Step	Action
17.	<p>There are three files that you will need to download and save in the same folder:</p> <ul style="list-style-type: none"> - Macro - Journal Import - Journal Log <p>We will save these files in the folder that we created at the beginning of this topic: 'Journal Import Tool for Internal Transfer'.</p>


Training Guide

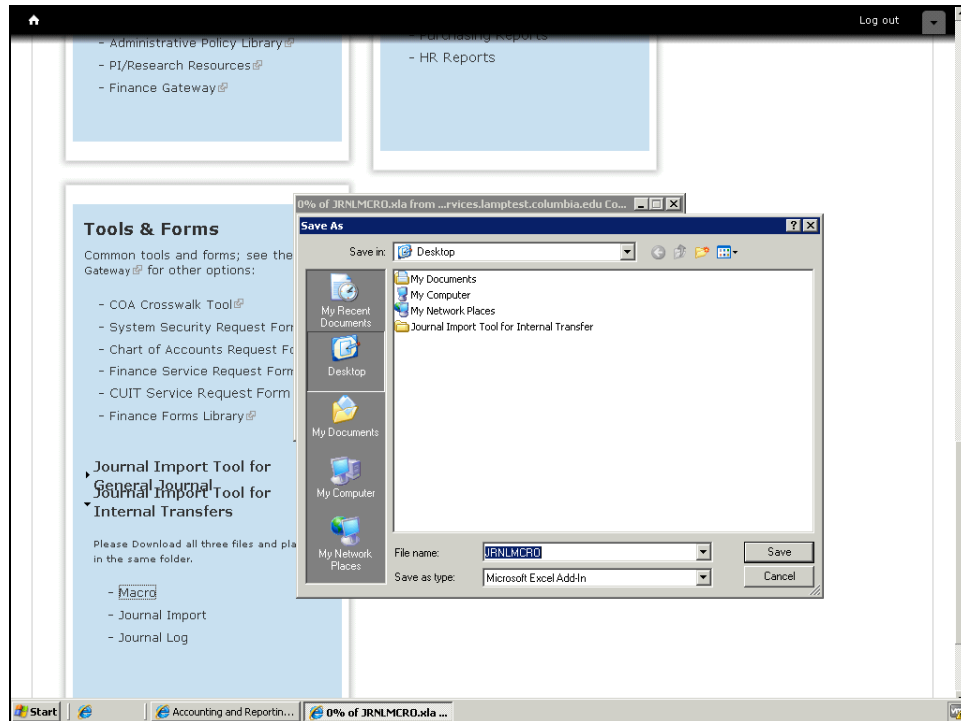
Journal Entries (Internal Transfers)



Step	Action
18.	Click the Macro link. Macro



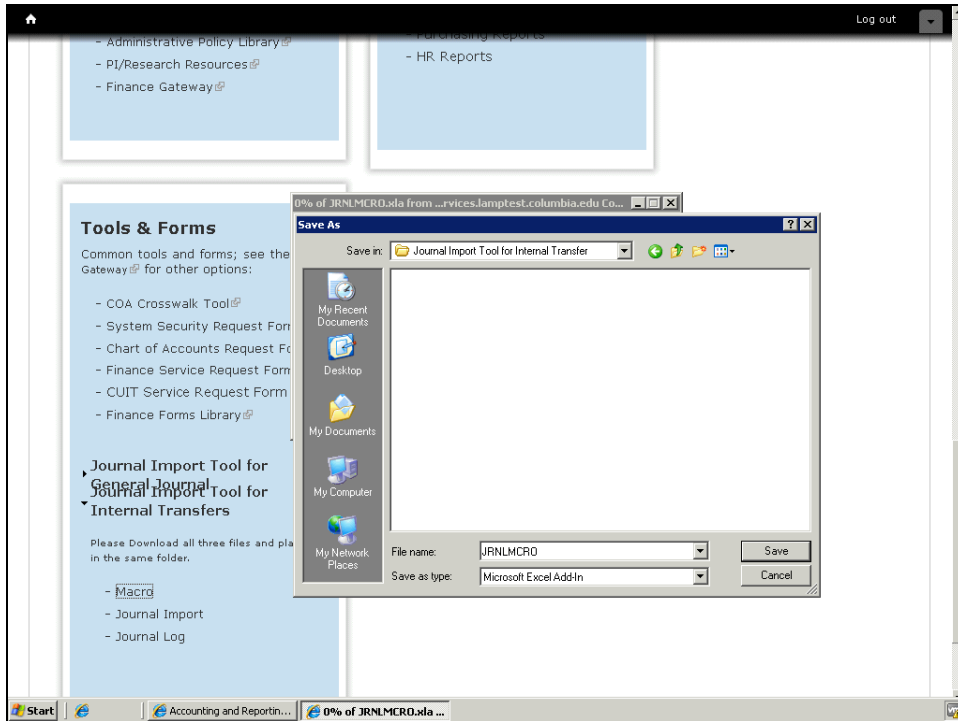
Step	Action
19.	Click the Save button. 




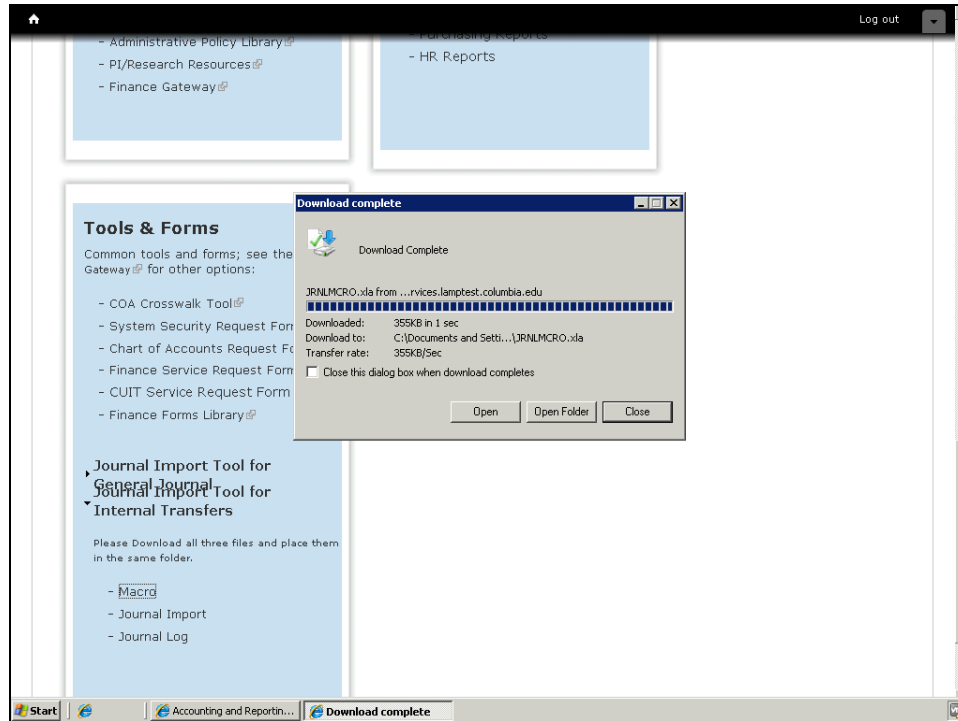
Step	Action
20.	Double-click the Journal Import Tool for Internal Transfer list item.  Journal Import Tool for Internal Transfer

Training Guide

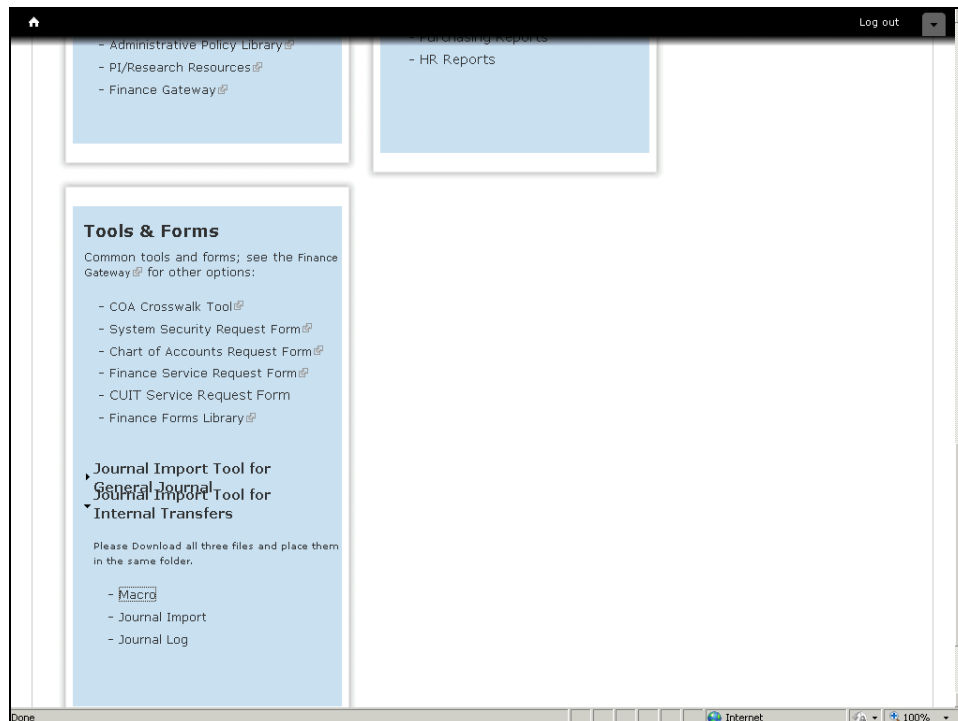
Journal Entries (Internal Transfers)



Step	Action
21.	Click the Save button. 
	or Press [Alt+S] .



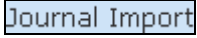
Step	Action
22.	Click the Close button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Close </div>

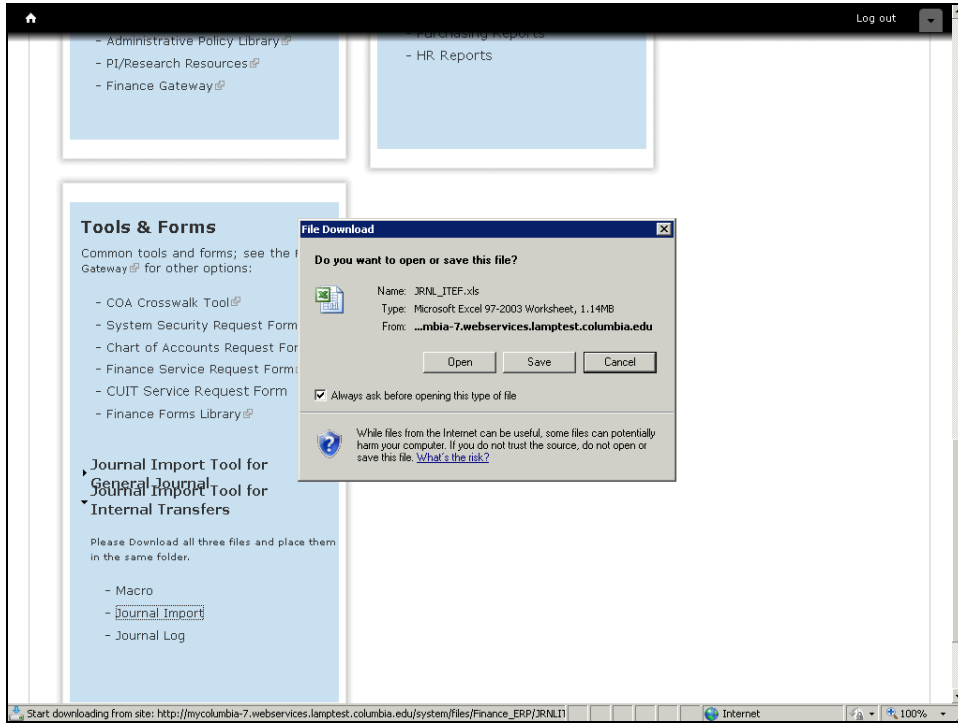


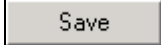
Training Guide

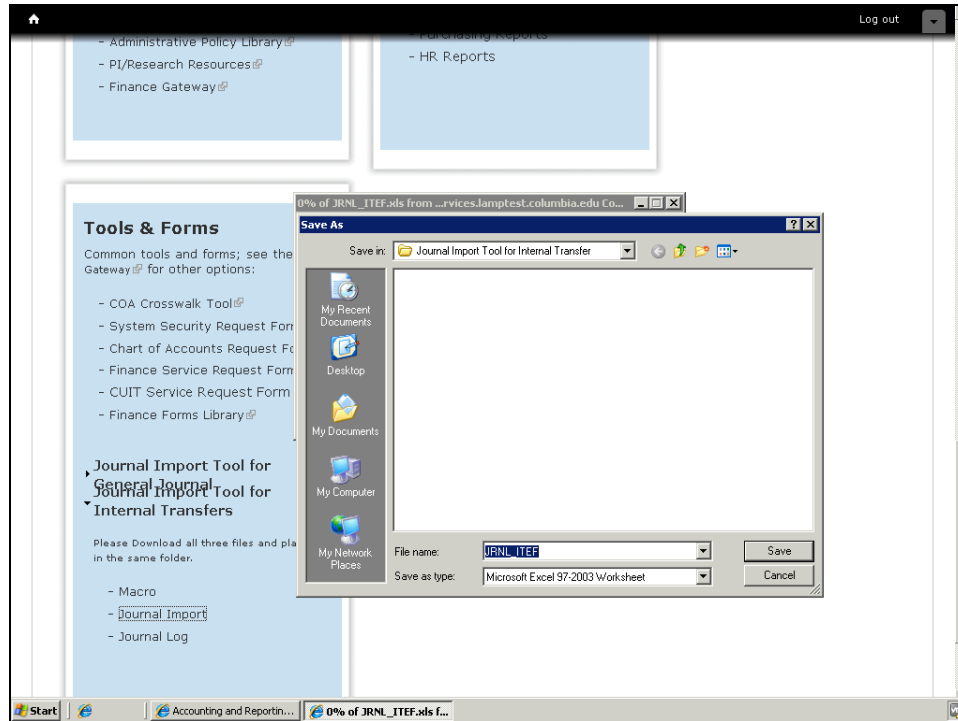
Journal Entries (Internal Transfers)



Step	Action
23.	Click the Journal Import link. 



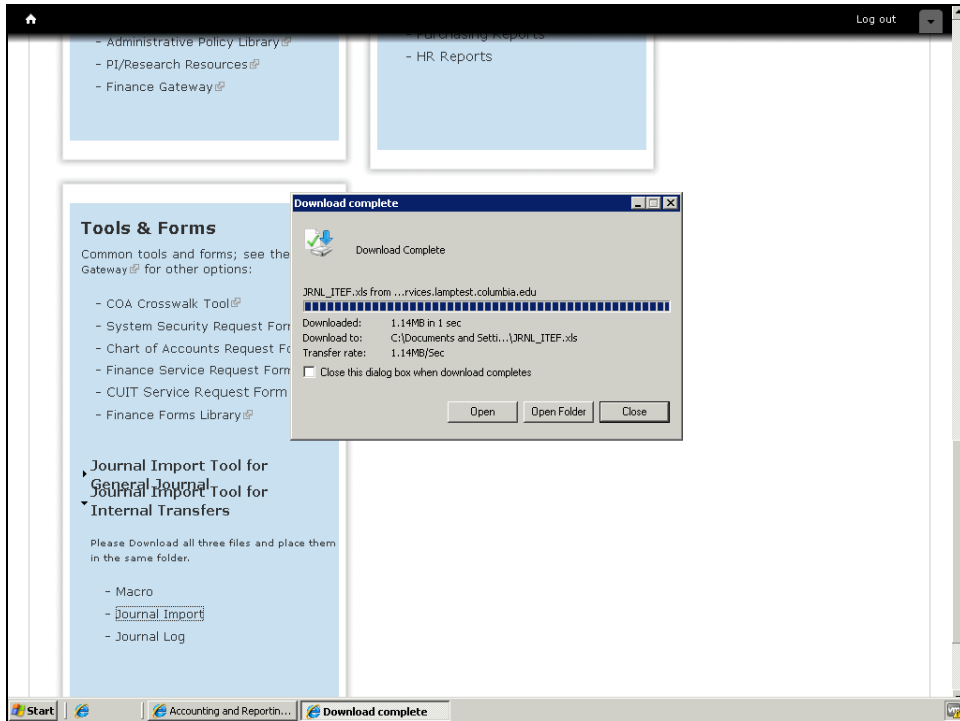
Step	Action
24.	Click the Save button. 



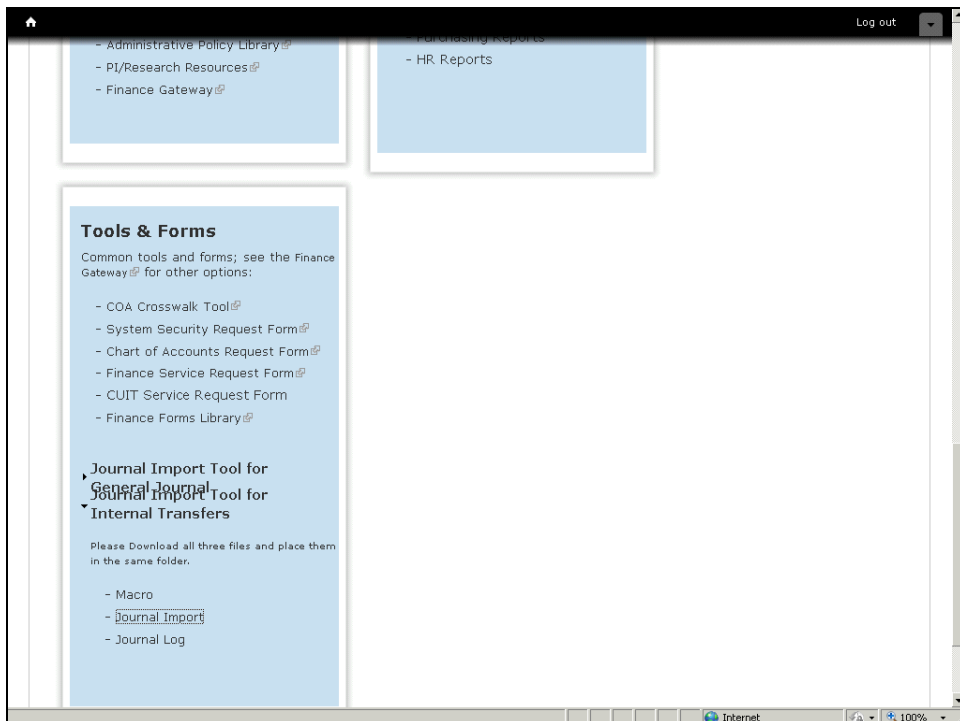
Step	Action
25.	Click the Save button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Save</div>
	<i>or</i> Press [Alt+S] .

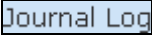
Training Guide

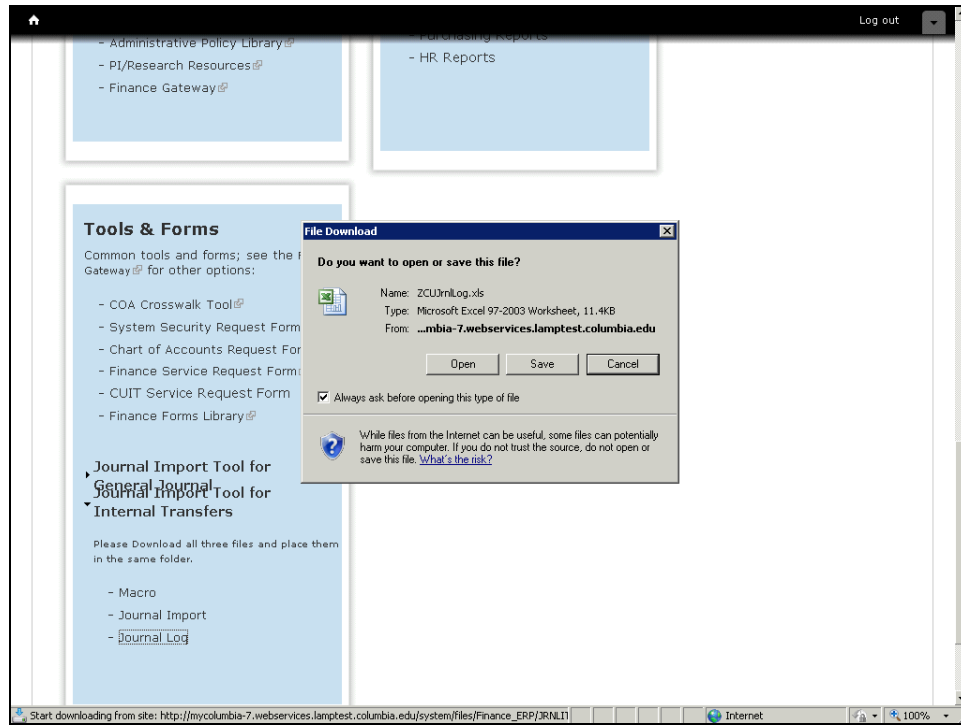
Journal Entries (Internal Transfers)

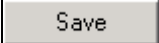


Step	Action
26.	Click the Close button.



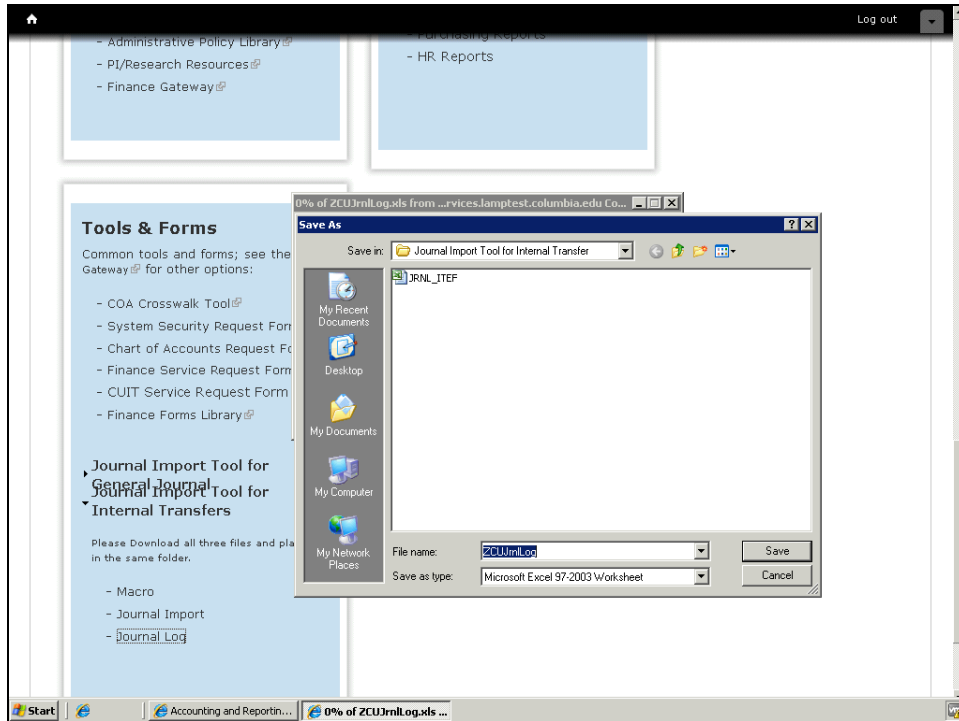
Step	Action
27.	Click the Journal Log link. 



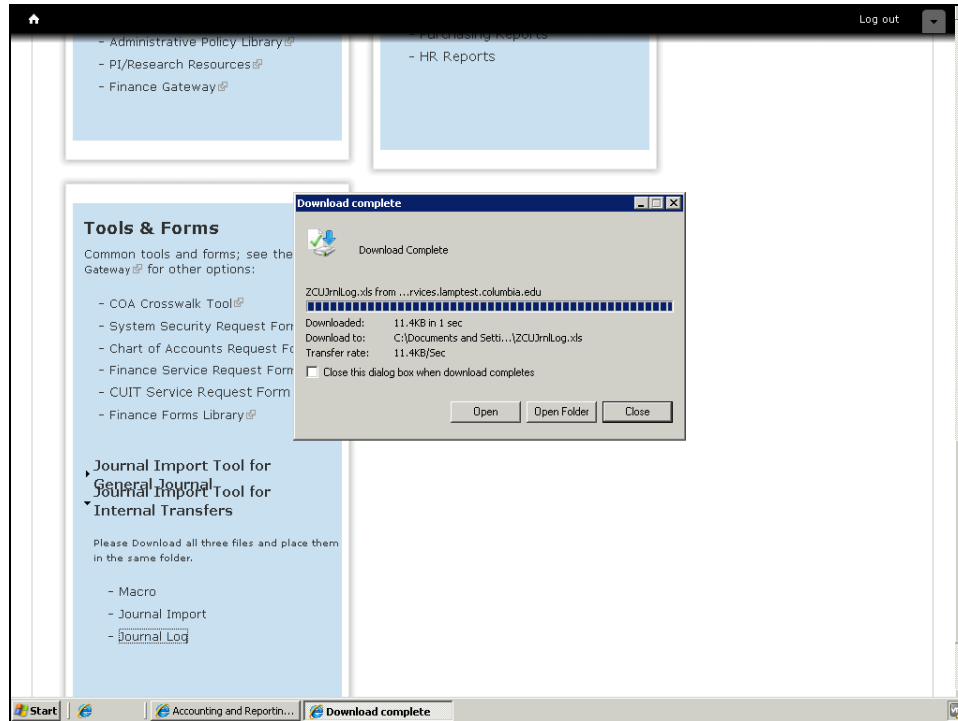
Step	Action
28.	Click the Save button. 

Training Guide

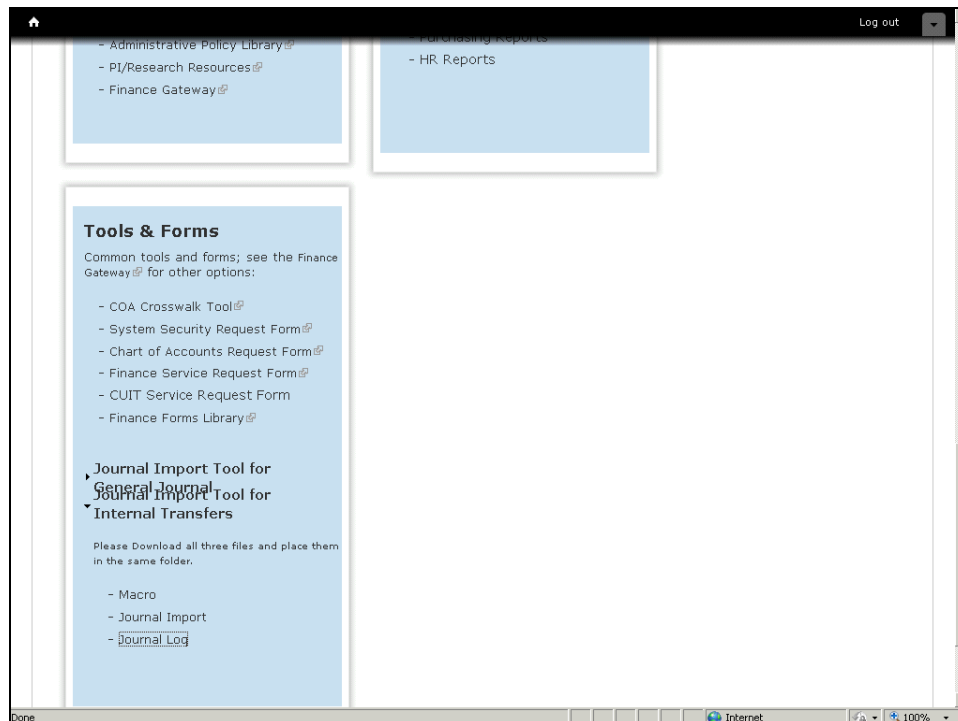
Journal Entries (Internal Transfers)



Step	Action
29.	Click the Save button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Save</div>
	<i>or</i> Press [Alt+S] .




Step	Action
30.	Click the Close button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">Close</div>

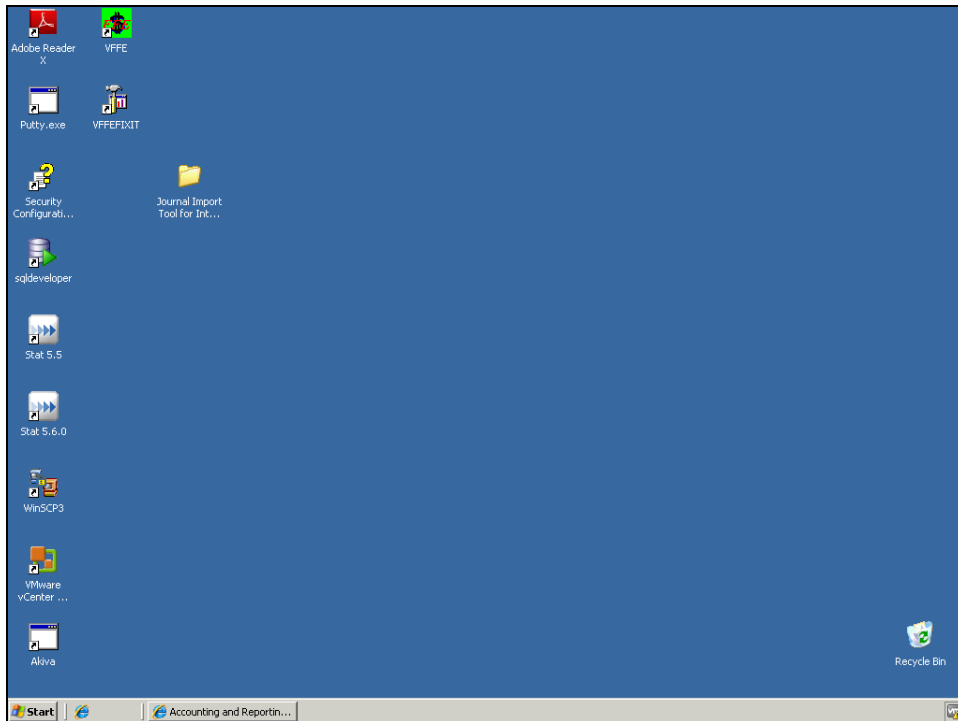


Training Guide

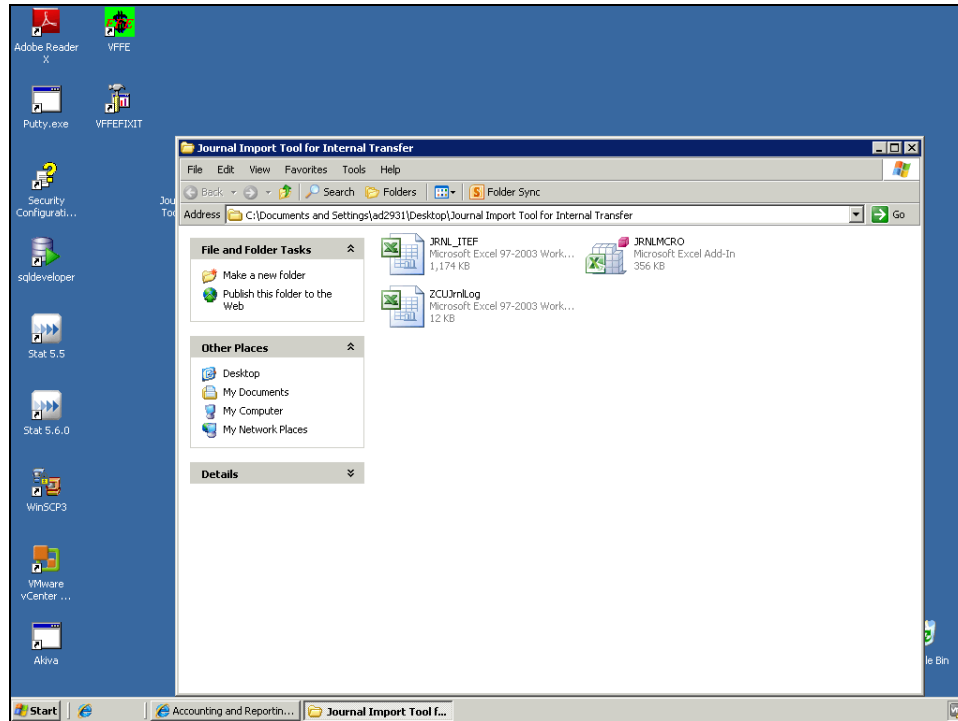
Journal Entries (Internal Transfers)




Step	Action
31.	Click the Minimize button. 



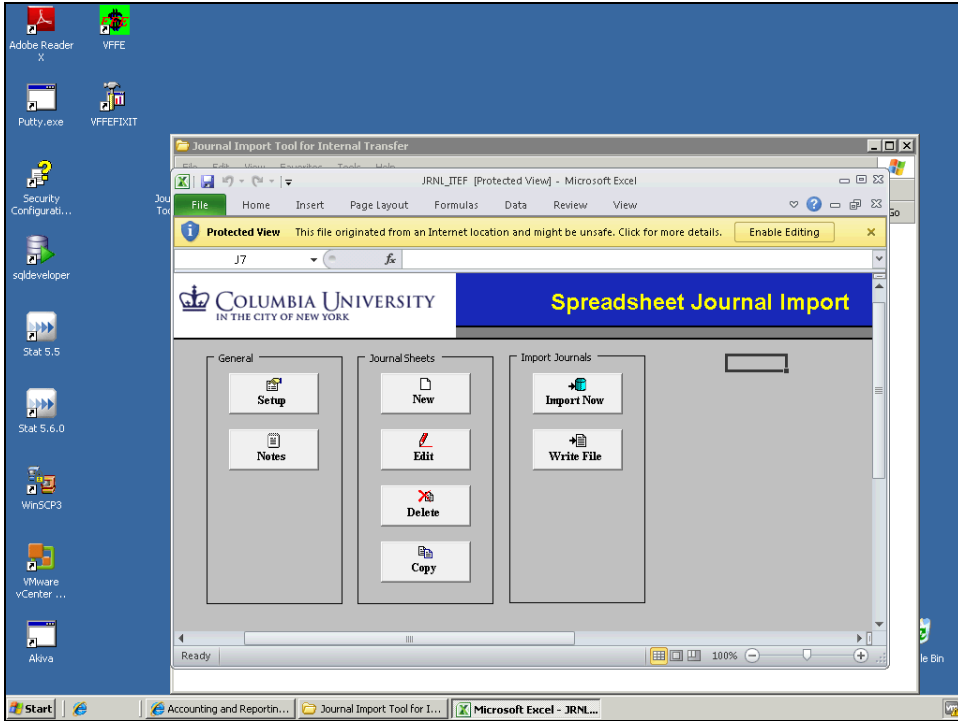
Step	Action
32.	Double-click the Journal Import Tool for Internal Transfer folder.




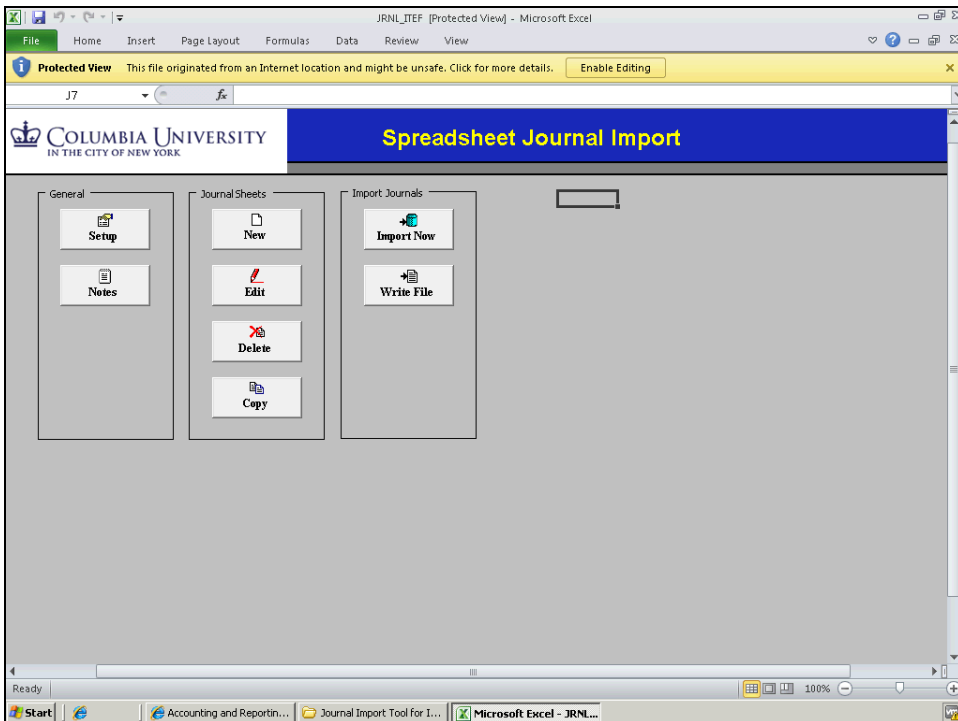
Step	Action
33.	<p>All three files have been successfully saved in the Journal Import Tool for Internal Transfer folder.</p> <p>Double-click the JRNL_ITEF spreadsheet file.</p> <div data-bbox="440 1157 867 1262" style="border: 1px solid black; padding: 5px;">  <p>JRNL_ITEF Microsoft Excel 97-2003 Work... 1,174 KB</p> </div>


Training Guide

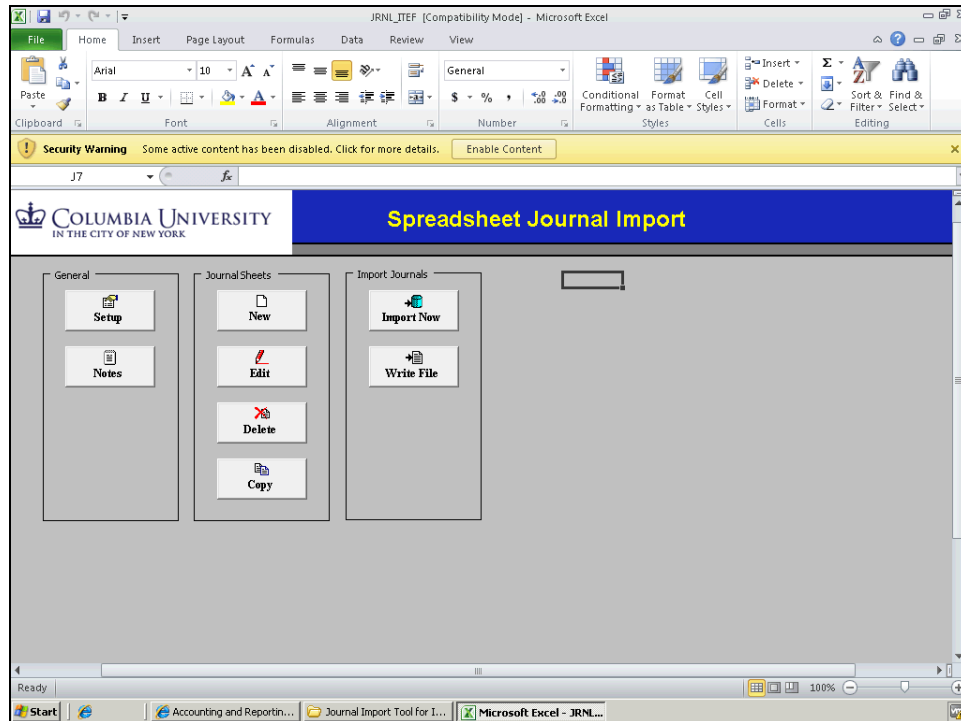
Journal Entries (Internal Transfers)




Step	Action
34.	Click the Maximize button. 



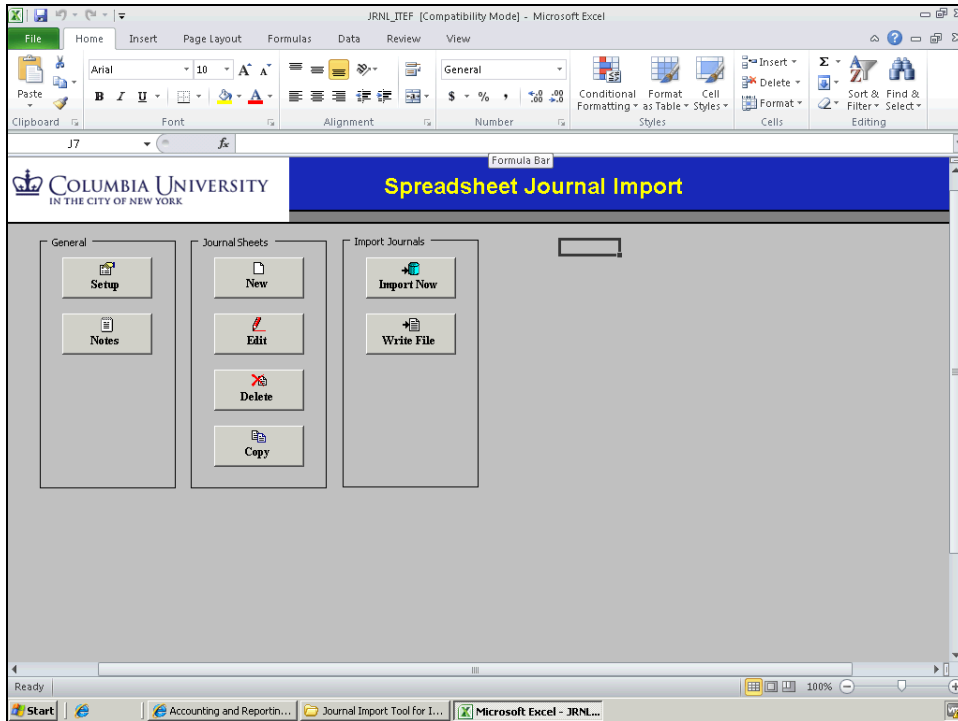
Step	Action
35.	To enable the content on this spreadsheet, click the Enable Editing button. 




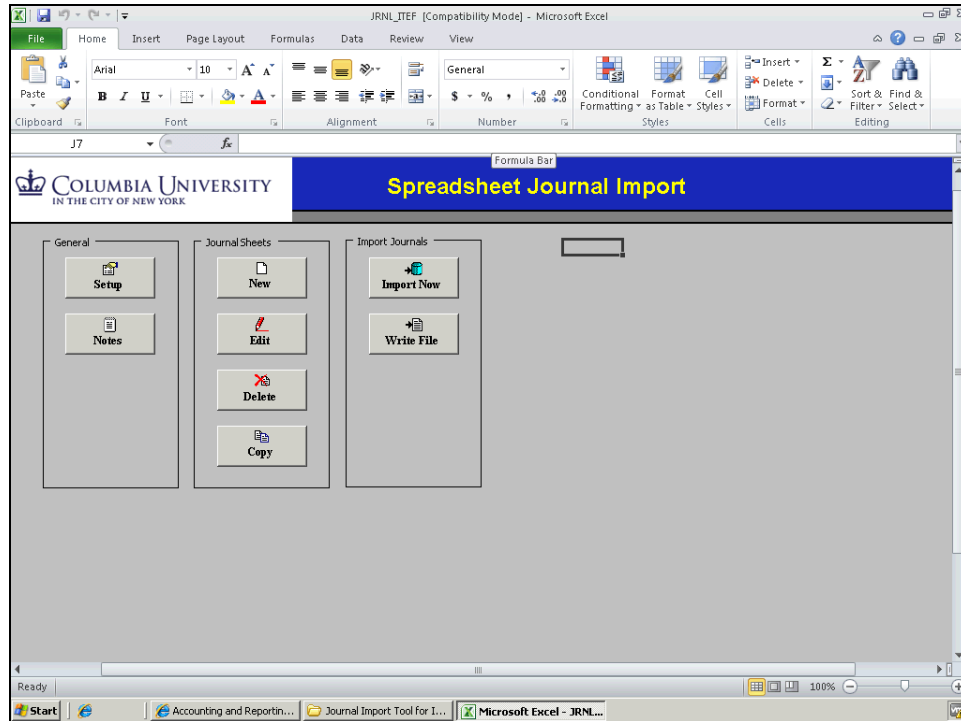
Step	Action
36.	Additional content needs to be enabled. Click the Enable Content button. 

Training Guide

Journal Entries (Internal Transfers)



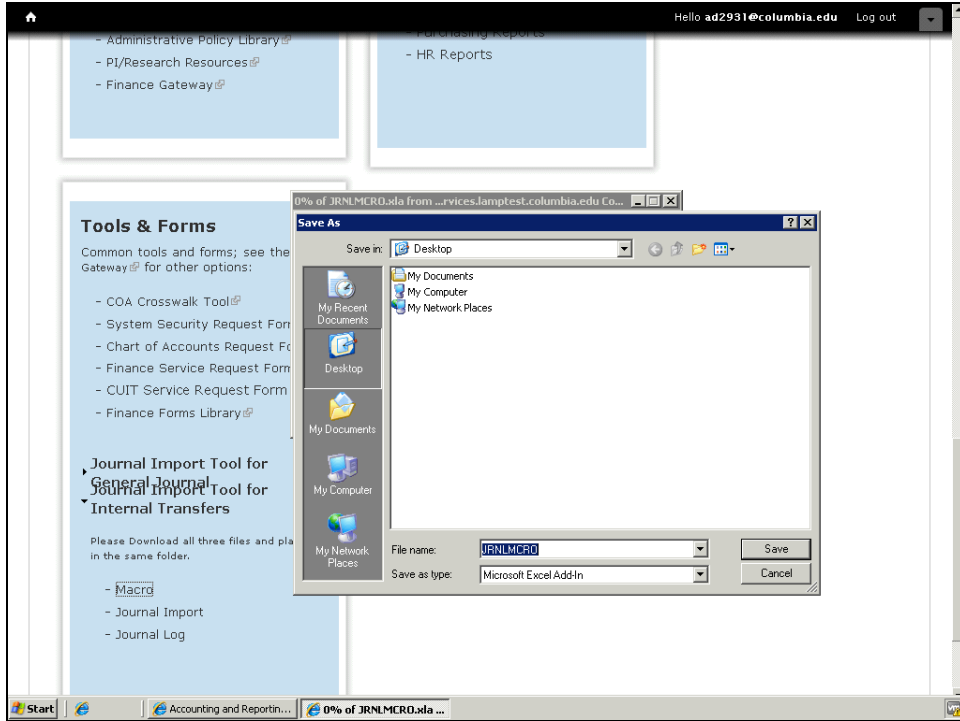
Step	Action
37.	<p>Make sure you save the changes that you made to the spreadsheet journal import tool. This will save you from having to enable the content next time you access the tool.</p> <p>Click the Save button.</p> 



Step	Action
38.	<p>This is the Spreadsheet Journal Import home page.</p> <p>The functions within this spreadsheet are organized in three areas:</p> <ul style="list-style-type: none"> - General - Journal Sheets - Import Journals <p>We will explore each of these links in the topics to follow.</p>

Training Guide

Journal Entries (Internal Transfers)

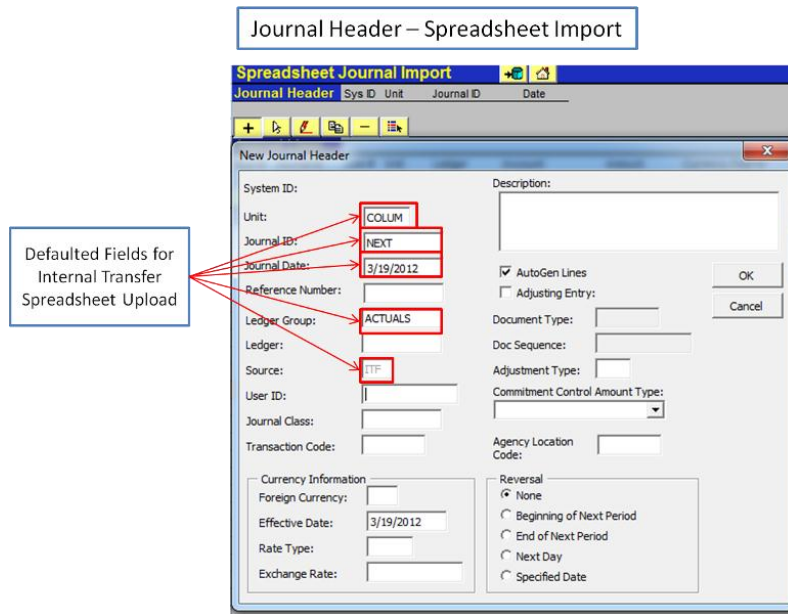


Step	Action
39.	You have successfully downloaded the spreadsheet journal import tool for internal transfers from the ARC Portal. You can now select the next topic, <i>Creating a New Journal Sheet and Entering the Journal Header Information</i> where you learn how to create a new internal transfer journal sheet and enter the journal header information. End of Procedure.

Creating a New Journal Sheet and Entering the Journal Header Information

In this topic you will learn how to create a new journal sheet and enter the journal header information.

Estimated time to complete the topic: 2.5 minutes

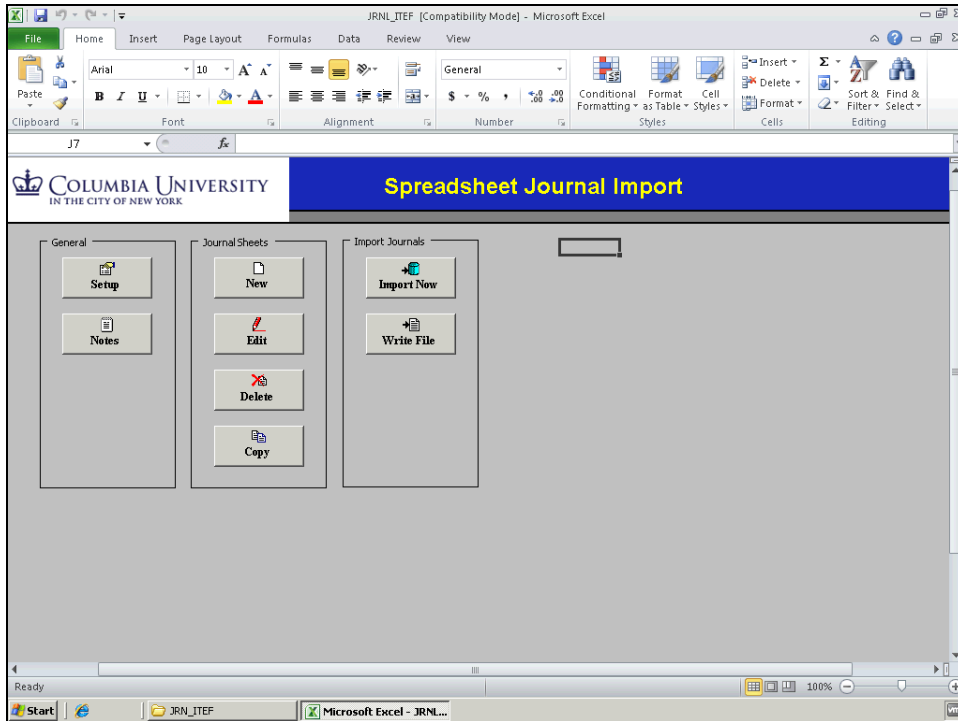



Procedure

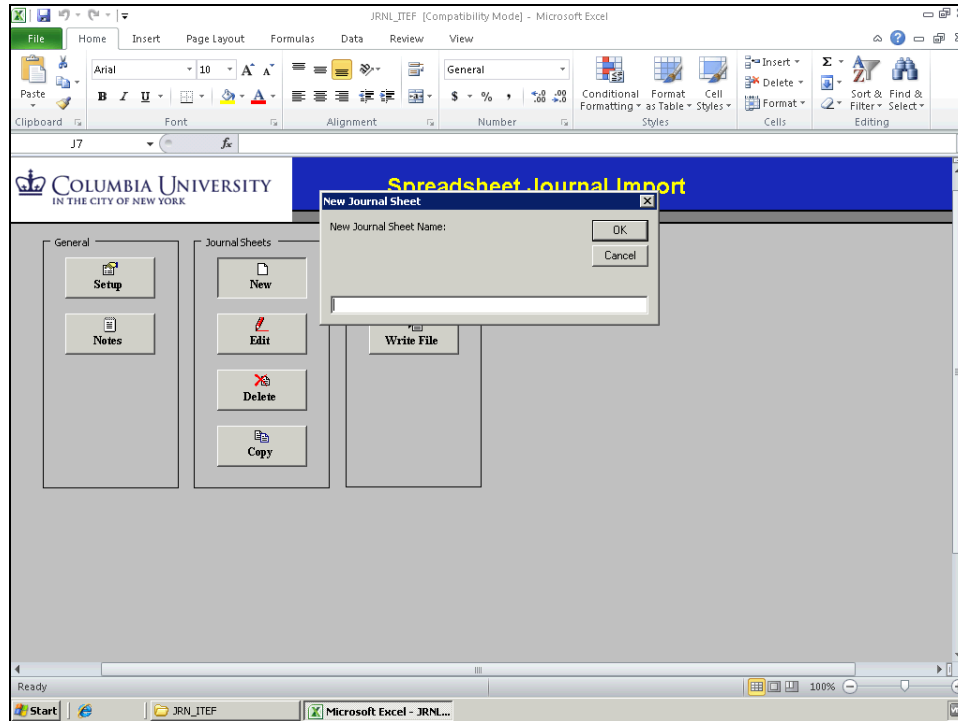
Welcome to the *Creating a New Journal Sheet and Entering the Journal Header Information* topic. In this scenario you will learn how to create a new journal sheet and enter the journal header information.

Training Guide

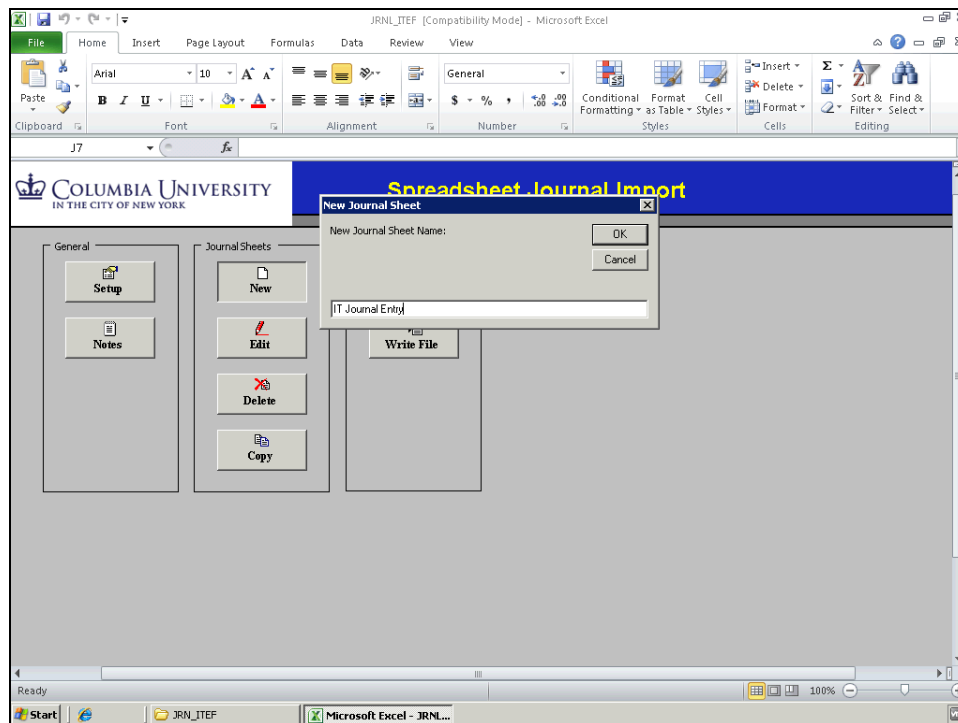
Journal Entries (Internal Transfers)



Step	Action
1.	Click the New button under the 'Journal Sheets' menu. 




Step	Action
2.	Enter the desired information into the field. Enter "IT Journal Entry" .

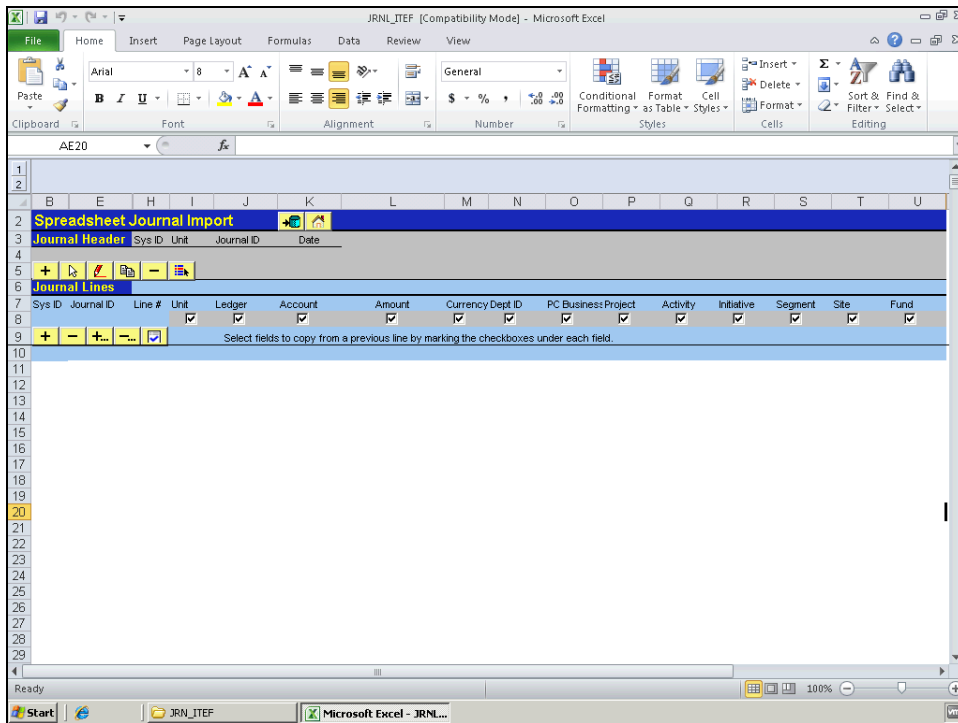



Training Guide

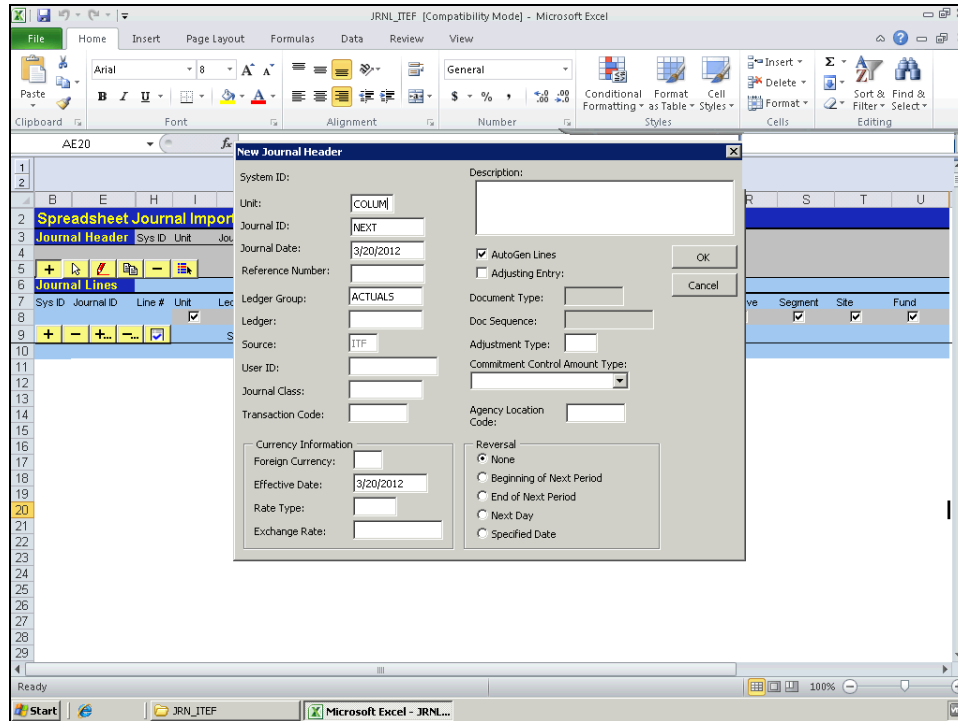
Journal Entries (Internal Transfers)



Step	Action
3.	Click the OK button. 



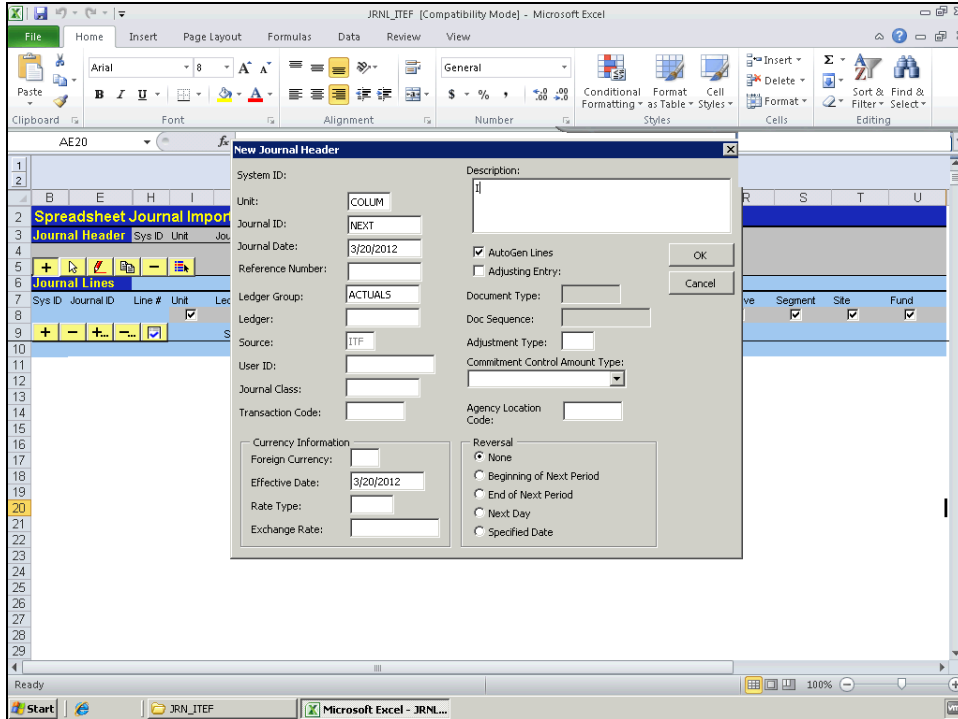
Step	Action
4.	The Journal Sheet is divided into two parts: Journal Header and Journal Lines. To add the journal header information for your internal transfer journal click the + button. 



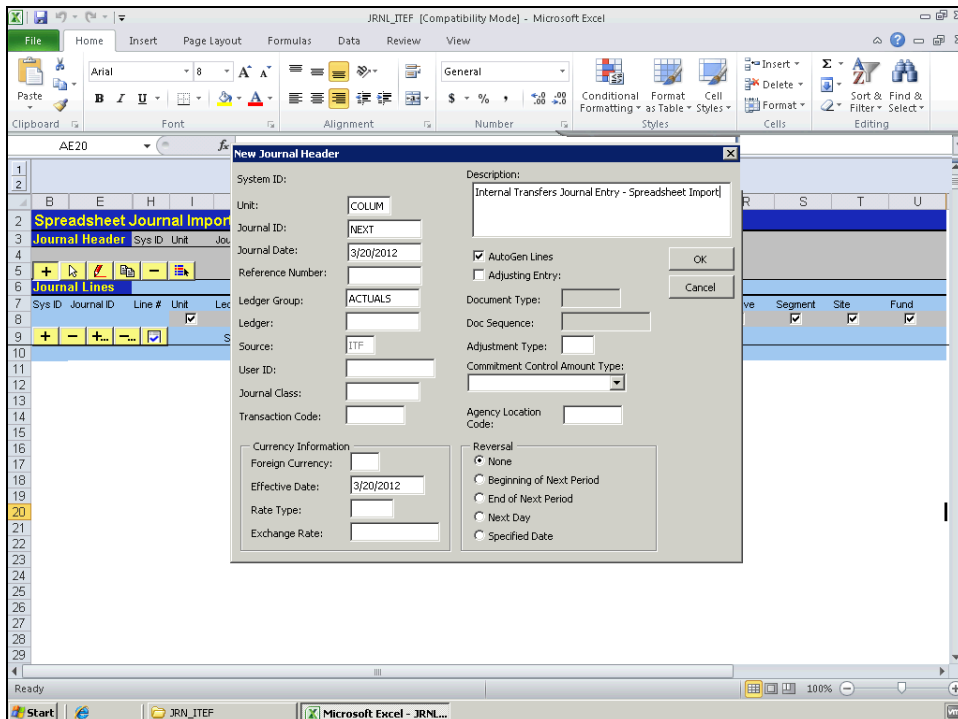
Step	Action
5.	<p>The following fields will default based on your General settings:</p> <p>Unit: COLUM Journal Date: 3/20/2012 Ledger Group: ACTUALS Source: ITF</p> <p>Note that 'ITF' (for Internal Transfers) is grayed out and can not be changed.</p> <p>Click in the Description field.</p>


Training Guide

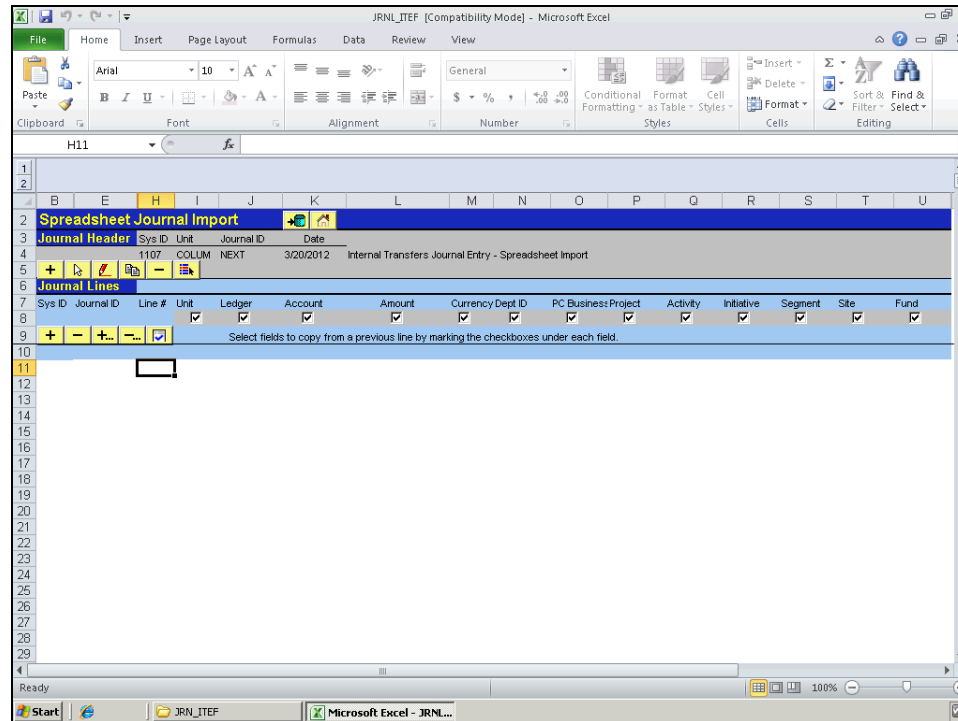
Journal Entries (Internal Transfers)



Step	Action
6.	Enter the desired information into the JRNL_ITEF [Compatibility Mode] field. Enter " Internal Transfers Journal Entry - Spreadsheet Import ".



Step	Action
7.	Click the OK button. 



Step	Action
8.	You have successfully created a new journal sheet and entered the journal header information on the Spreadsheet Journal Import tool. You can now select the next topic, <i>Entering the Journal Lines in a Spreadsheet Journal</i> where you will learn how to enter journal lines in the Spreadsheet Journal Import tool. End of Procedure.

Training Guide

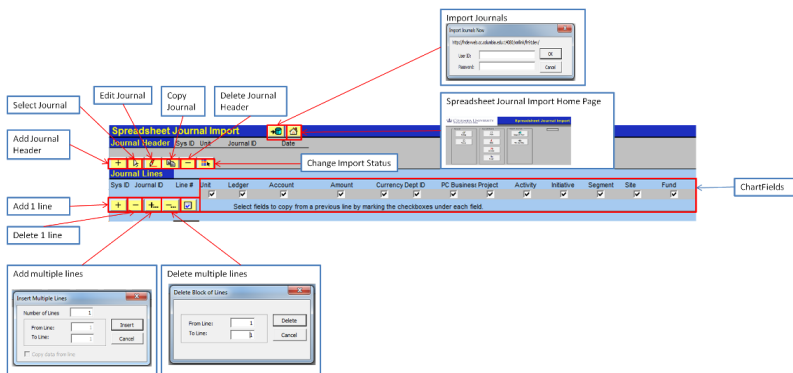
Journal Entries (Internal Transfers)



Entering the Journal Lines in a Spreadsheet Journal

In this topic you will learn how to enter the journal lines information in the spreadsheet journal import tool.

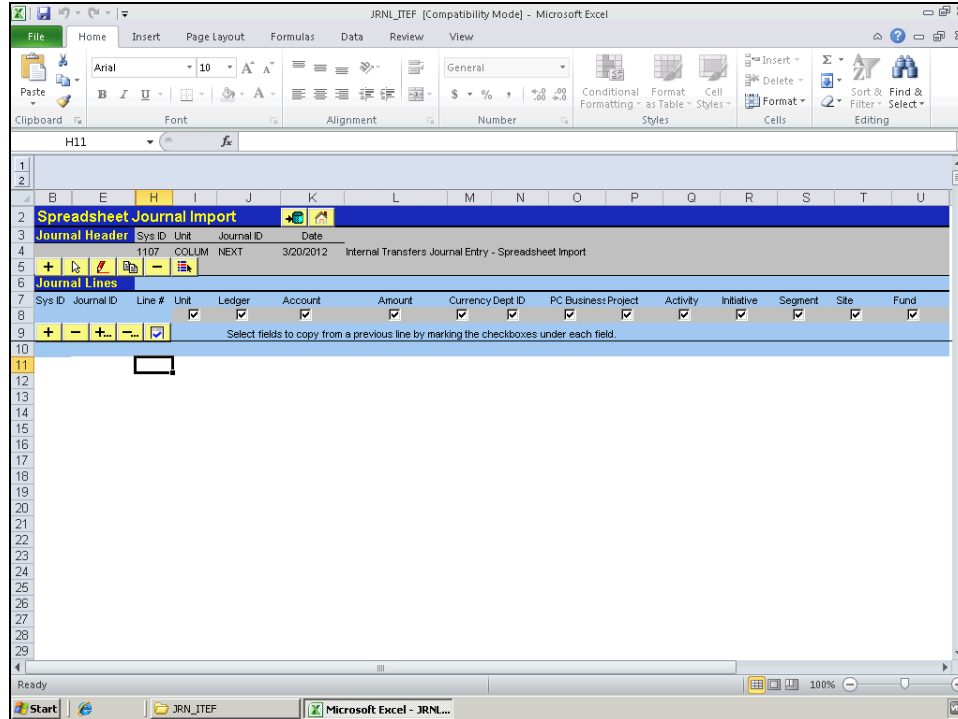
Before you begin this topic, familiarize yourself with the icons on the spreadsheet journal sheet. Click here to access a printable version of this graphic.




Estimated time to complete the topic: 5 minutes

Procedure

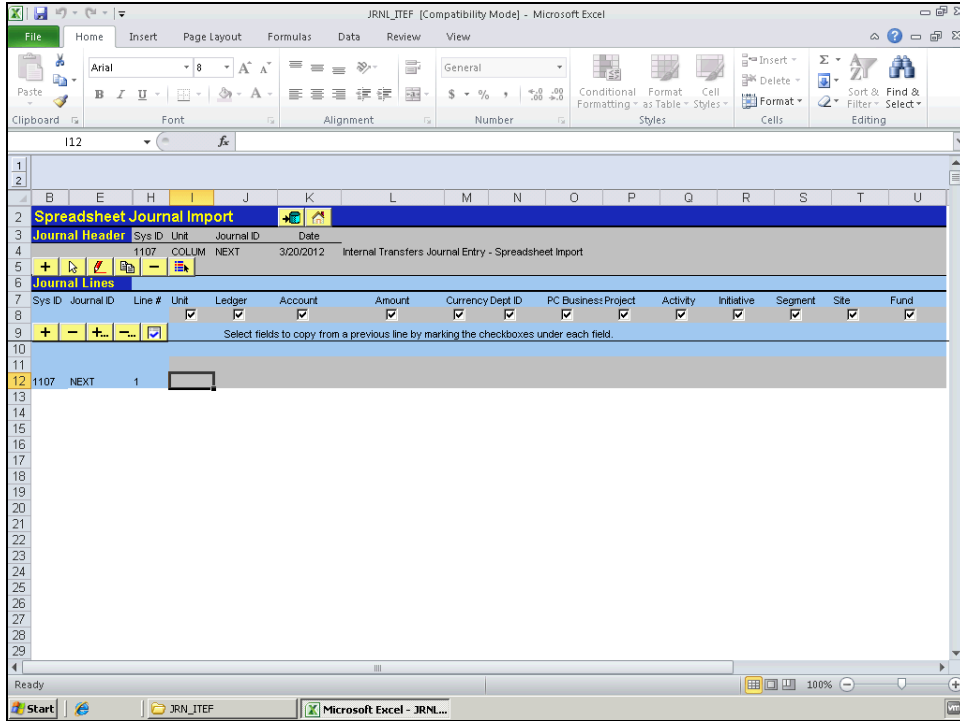
Welcome to the *Entering the Journal Lines in a Spreadsheet Journal* topic. In this scenario you will learn how to enter journal lines in the Spreadsheet Journal Import tool.



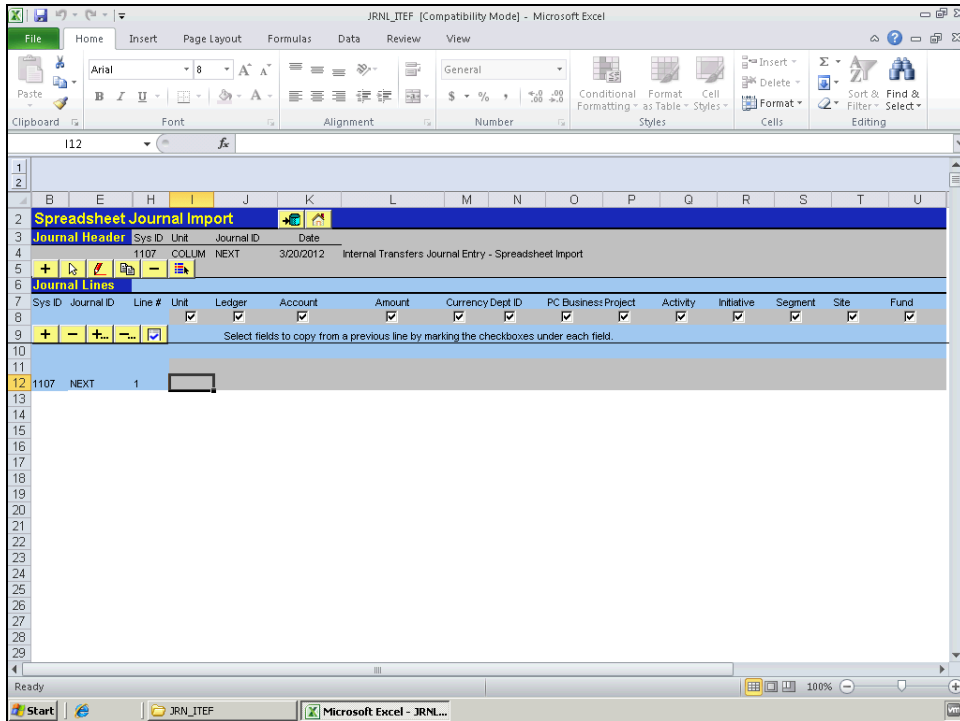
Step	Action
1.	To add lines to your internal transfer spreadsheet journal click on the + button underneath the Journal Lines header. 

Training Guide

Journal Entries (Internal Transfers)



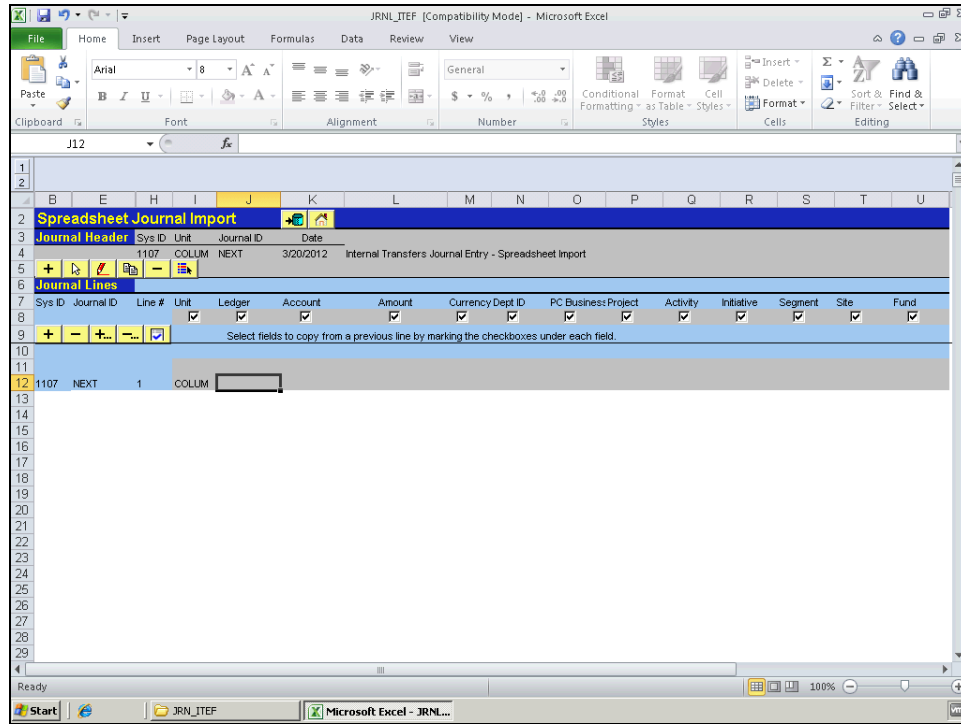
Step	Action
2.	Make sure the Sys ID for the line added matches the Sys ID of the Journal Header (1107).





Training Guide Journal Entries (Internal Transfers)

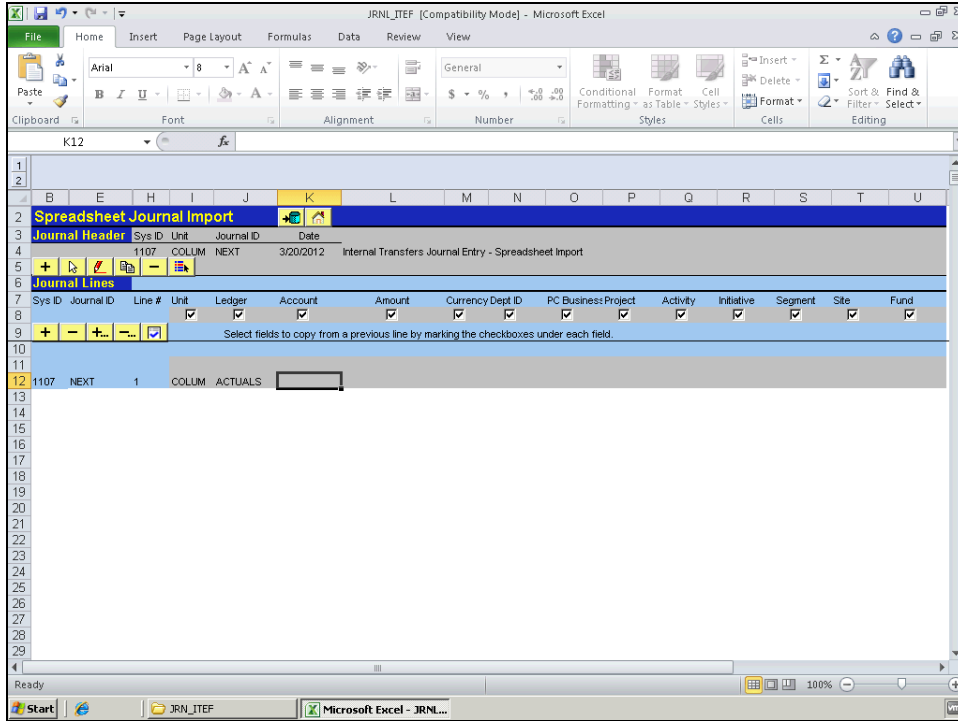
Step	Action
3.	Enter the desired information into the Business Unit field. Enter " COLUM ".



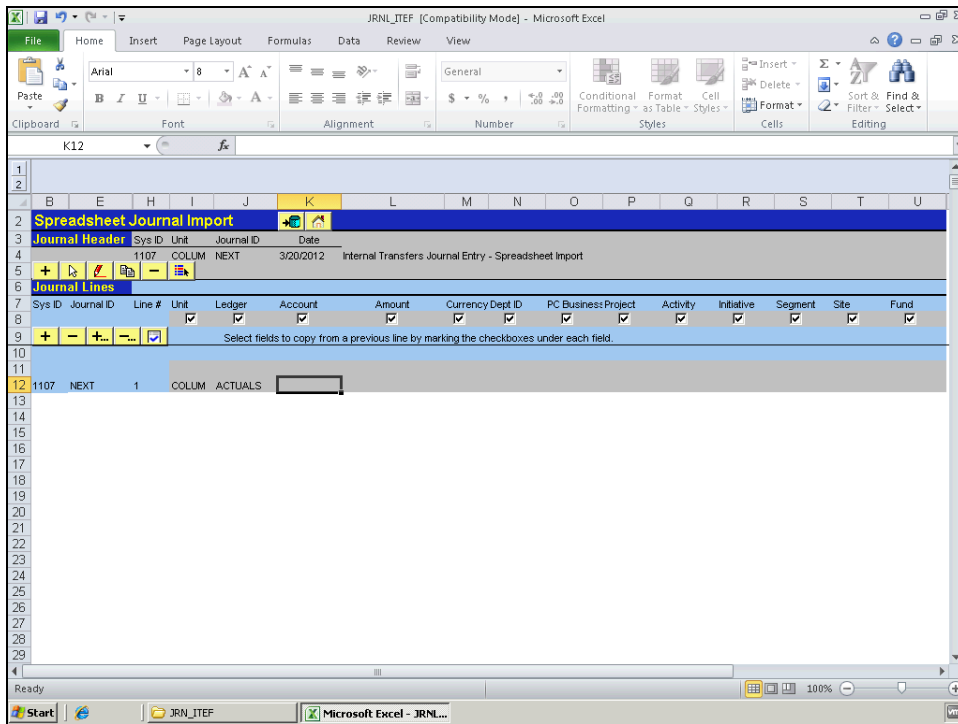
Step	Action
4.	Enter the desired information into the Ledger field. Enter " ACTUALS ".

Training Guide

Journal Entries (Internal Transfers)



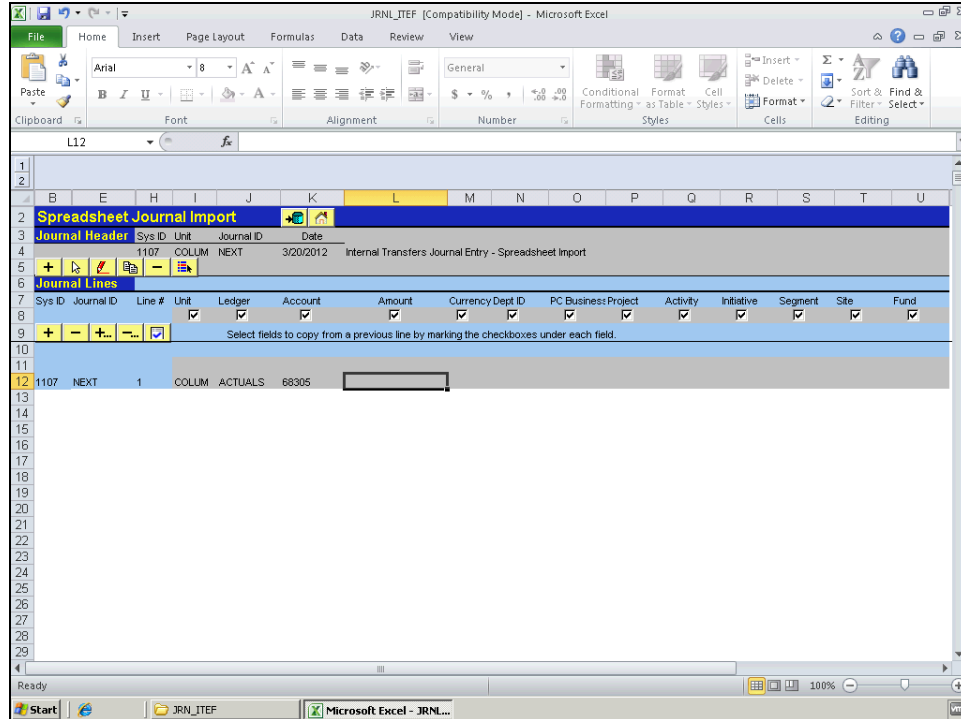
Step	Action
5.	Press the [Right] arrow key on your keyboard to move to the next field.





Training Guide Journal Entries (Internal Transfers)

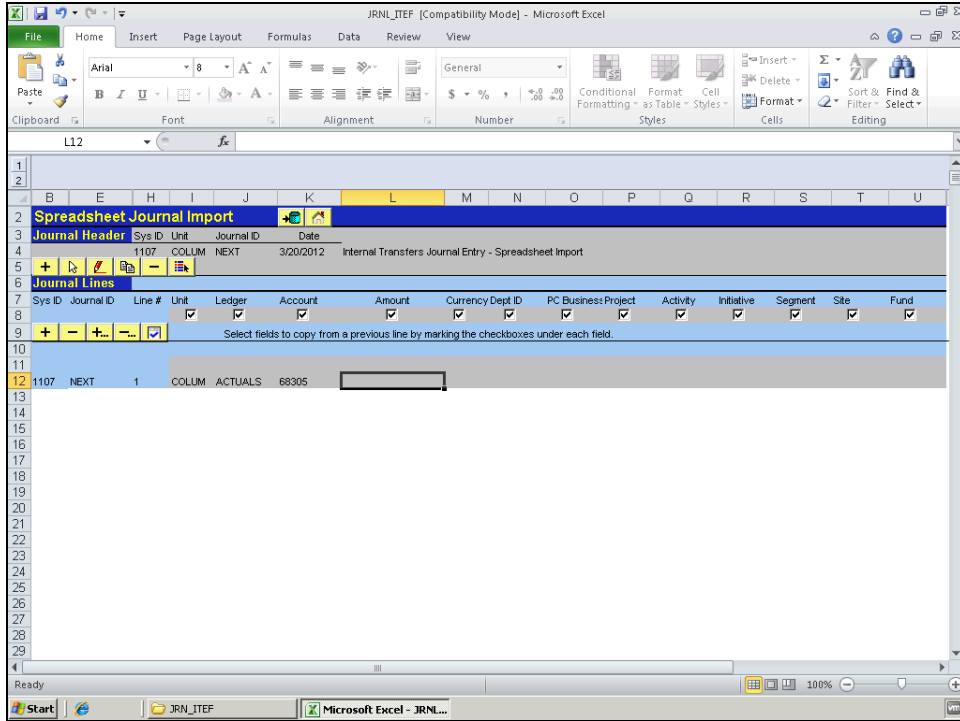
Step	Action
6.	Enter the desired information into the Account field. Enter " 68305 ".



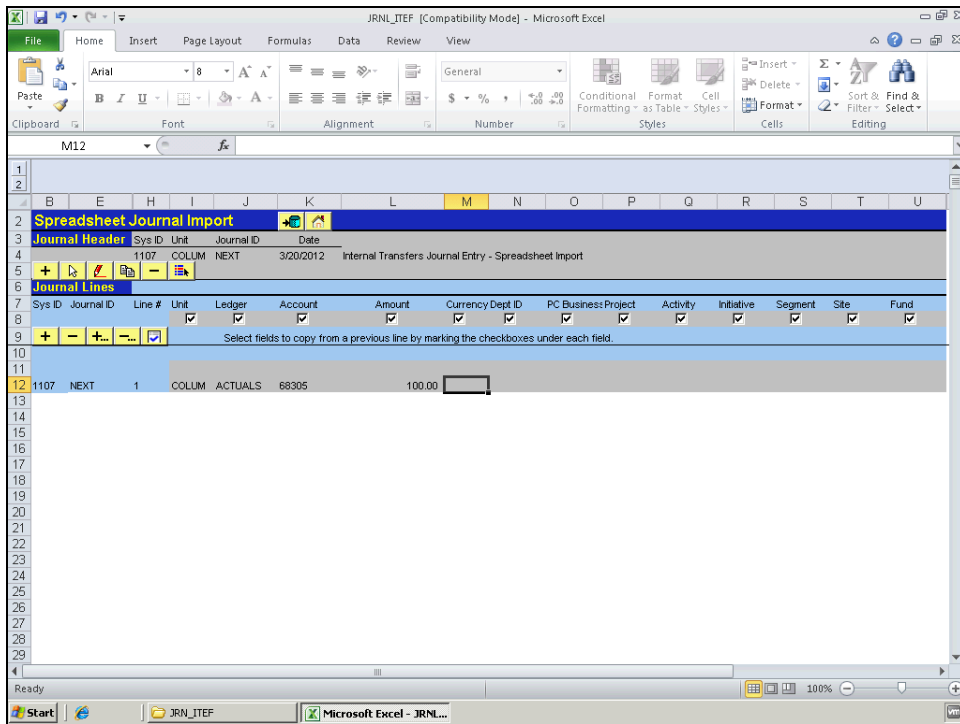
Step	Action
7.	Press the [Right] arrow key on your keyboard.

Training Guide

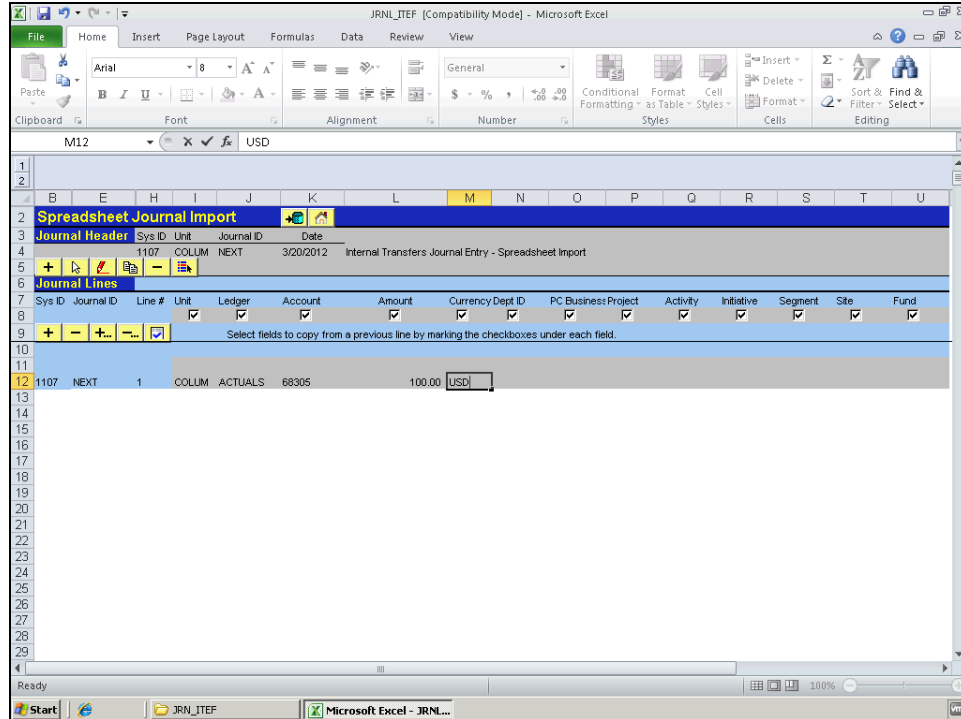
Journal Entries (Internal Transfers)



Step	Action
8.	Enter the desired information into the Amount field. Enter "100".



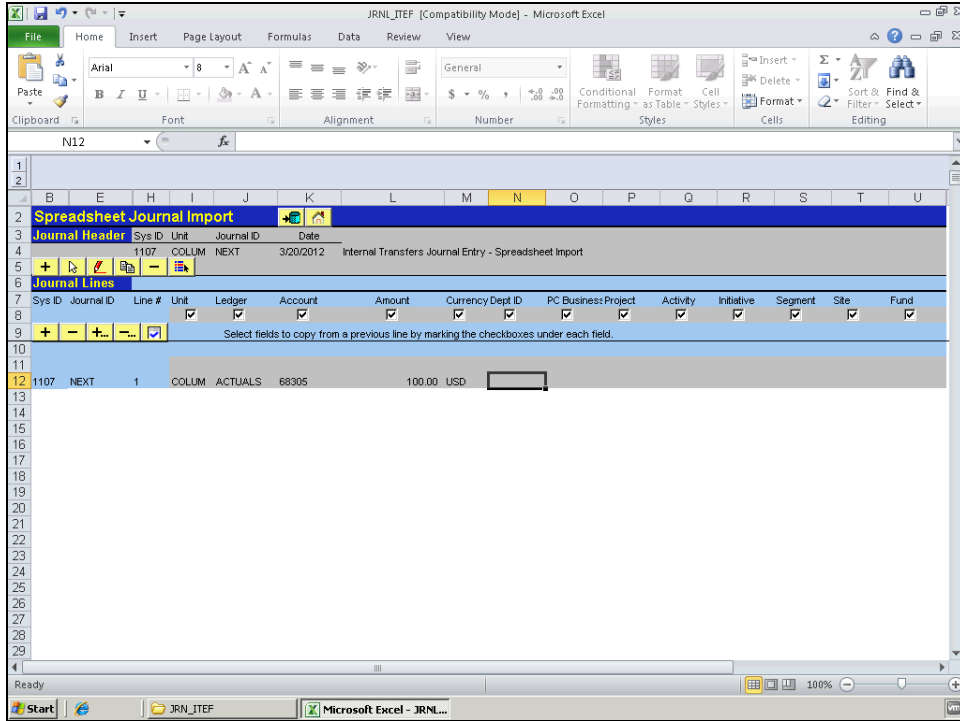
Step	Action
9.	Press the [Right] arrow key on your keyboard.



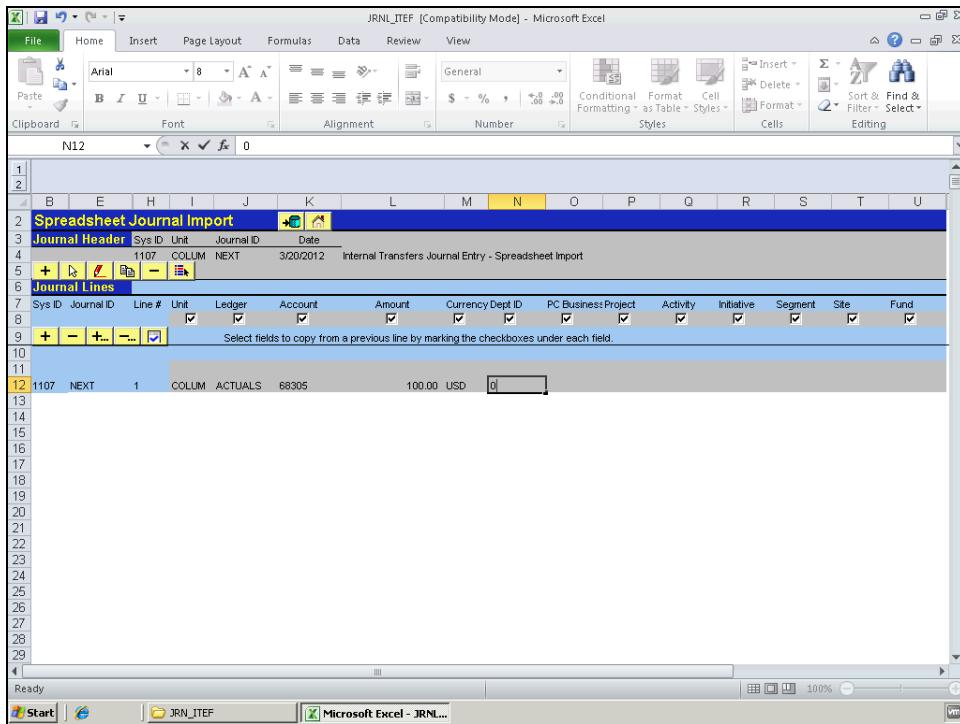
Step	Action
10.	Enter the desired information into the Currency field. Enter " USD ".

Training Guide

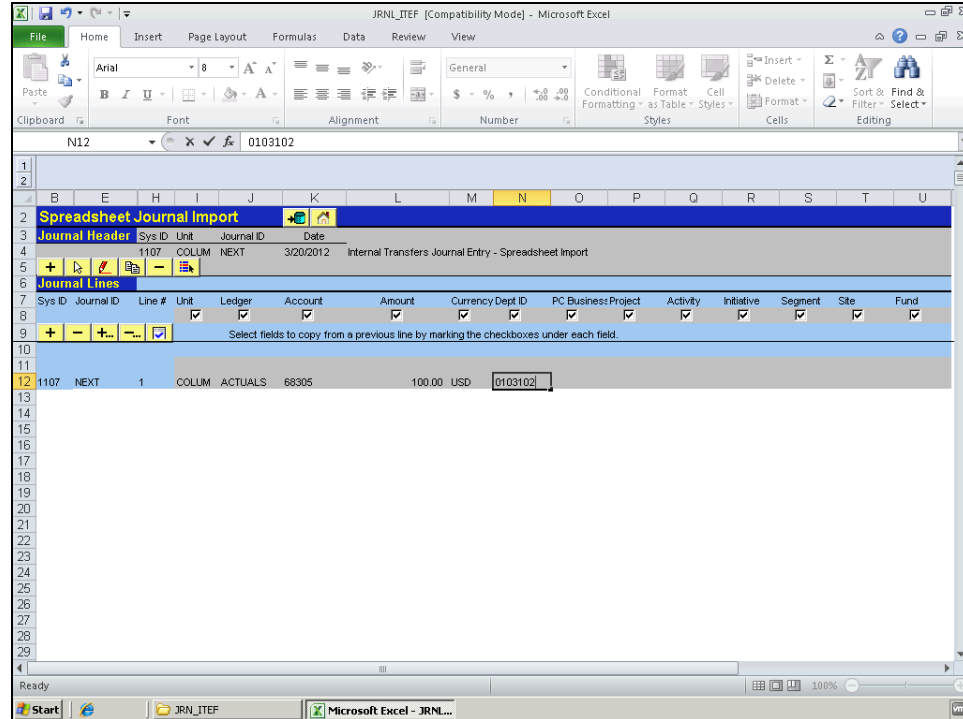
Journal Entries (Internal Transfers)



Step	Action
11.	Press the [Right] arrow key on your keyboard.



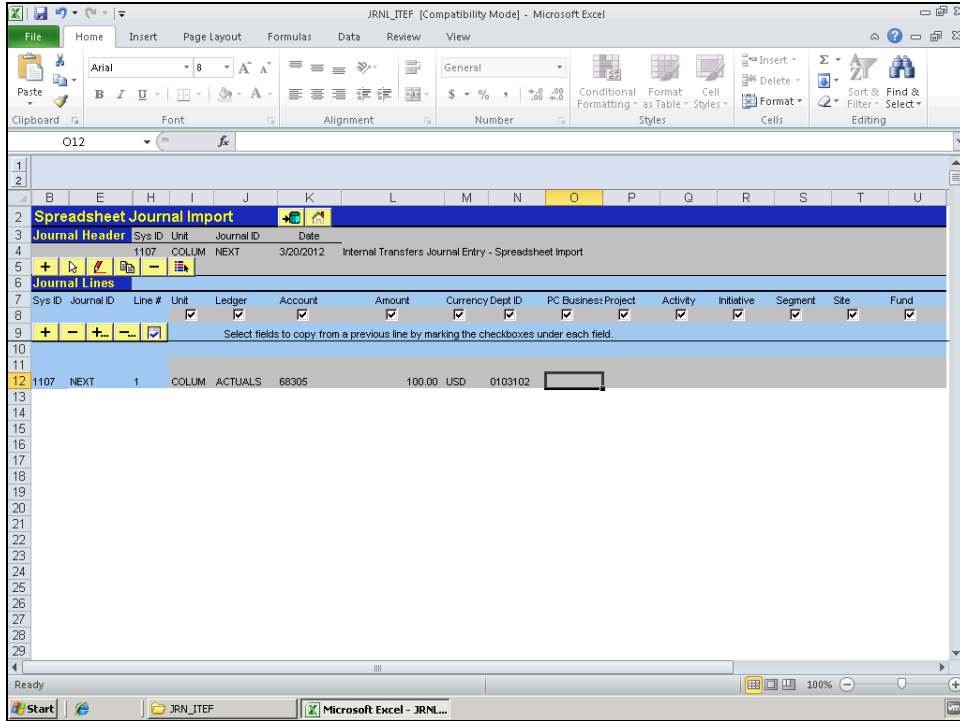
Step	Action
12.	Enter the desired information into the Dept ID field . Enter " 0103102 ".



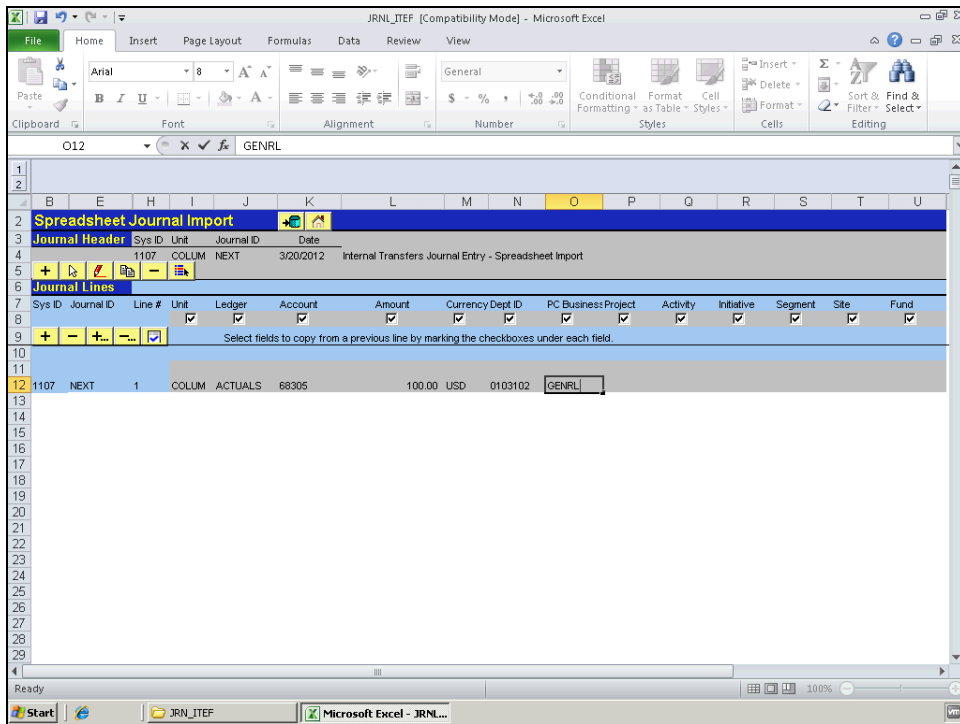
Step	Action
13.	Press the [Right] arrow key on your keyboard.

Training Guide

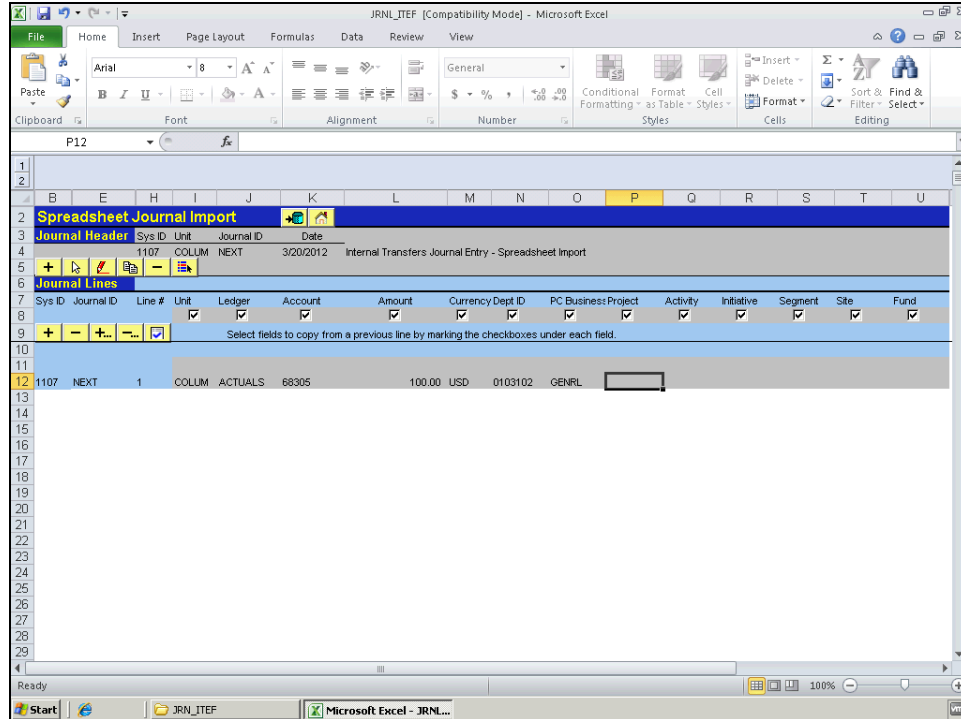
Journal Entries (Internal Transfers)



Step	Action
14.	Enter the desired information into the PC Business Unit field. Enter " GENRL ".



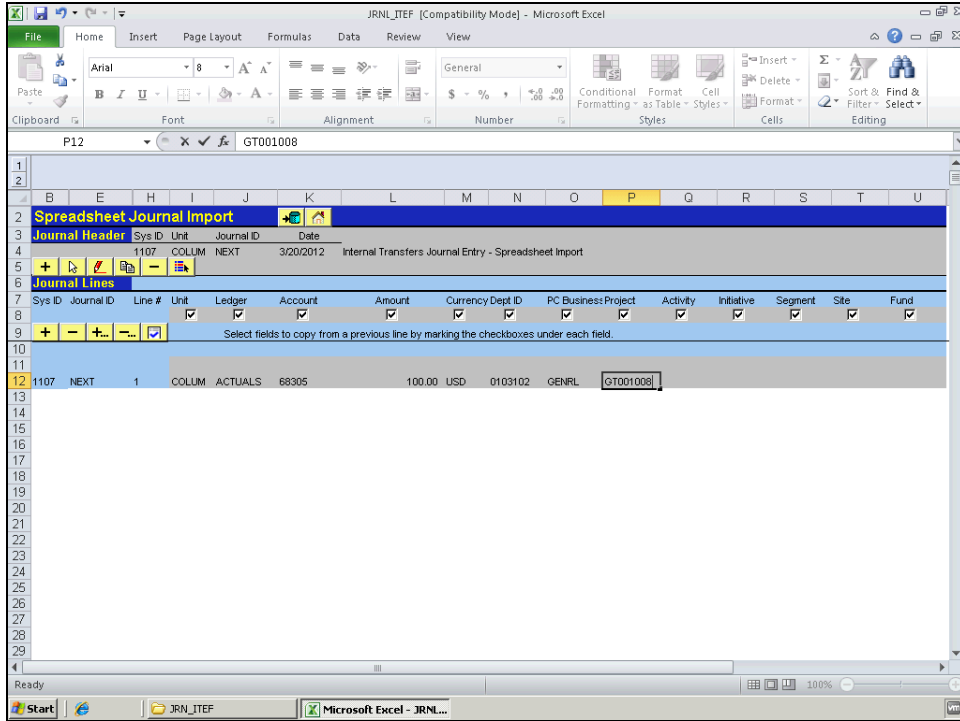
Step	Action
15.	Press the [Right] arrow key on your keyboard.



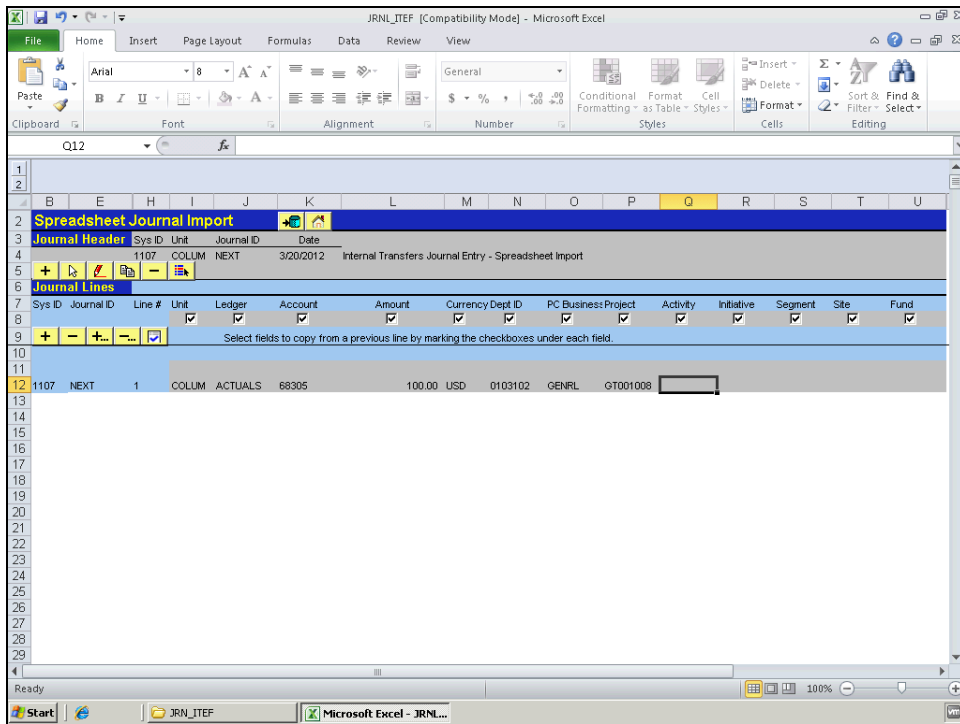
Step	Action
16.	Enter the desired information into the Project field. Enter " GT001008 ".

Training Guide

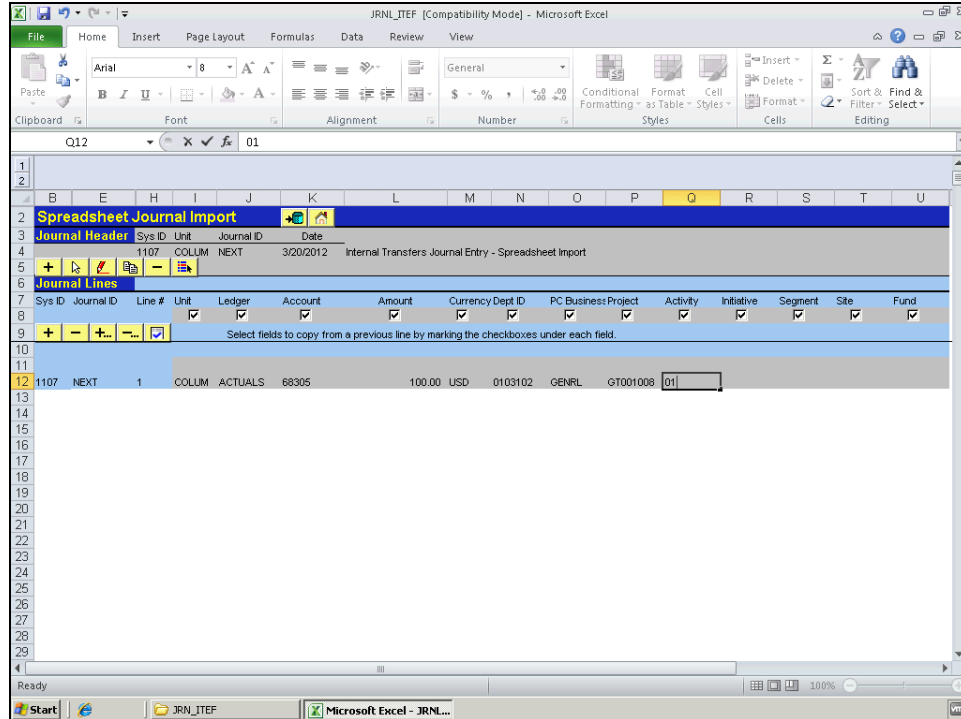
Journal Entries (Internal Transfers)



Step	Action
17.	Press the [Right] arrow key on your keyboard.



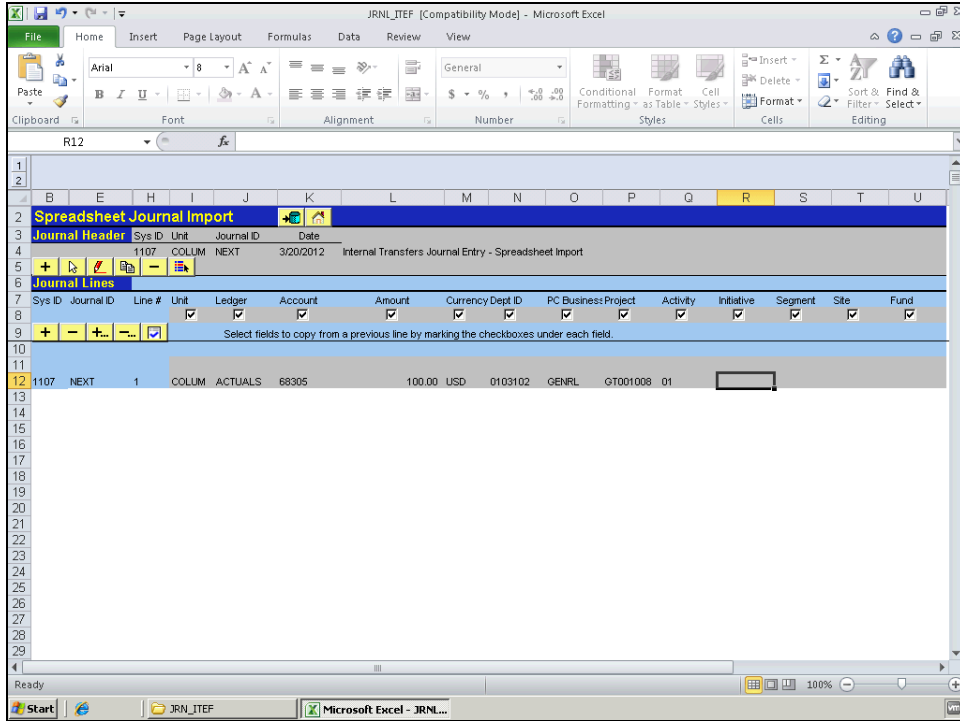
Step	Action
18.	Enter the desired information into the Activity field. Enter "01".



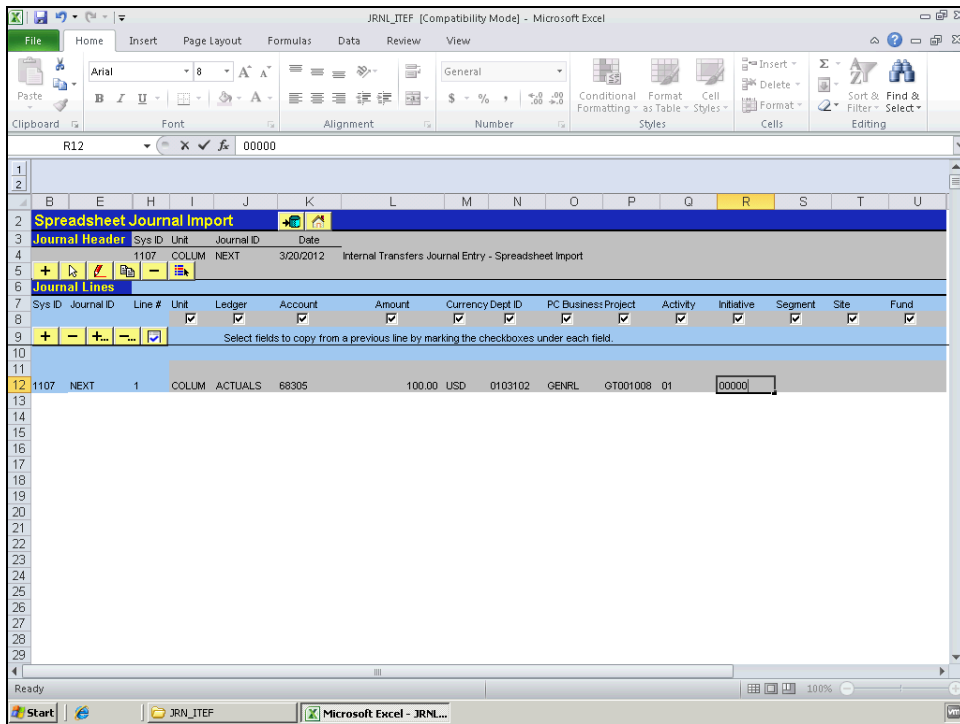
Step	Action
19.	Press the [Right] arrow key on your keyboard.

Training Guide

Journal Entries (Internal Transfers)



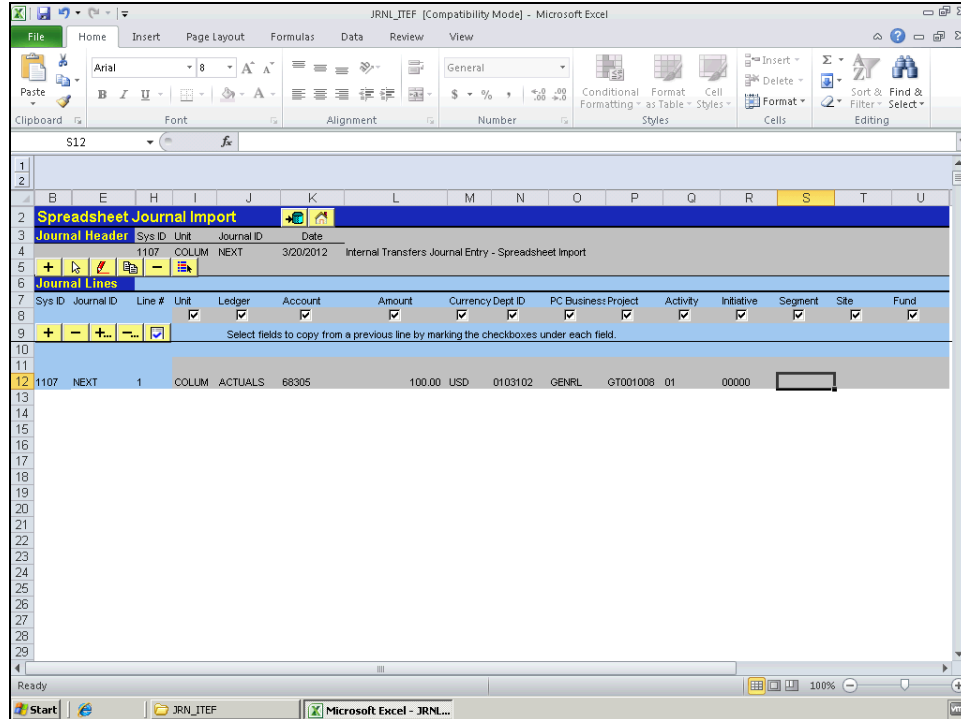
Step	Action
20.	Enter the desired information into the Initiative field. Enter "00000".





Training Guide Journal Entries (Internal Transfers)

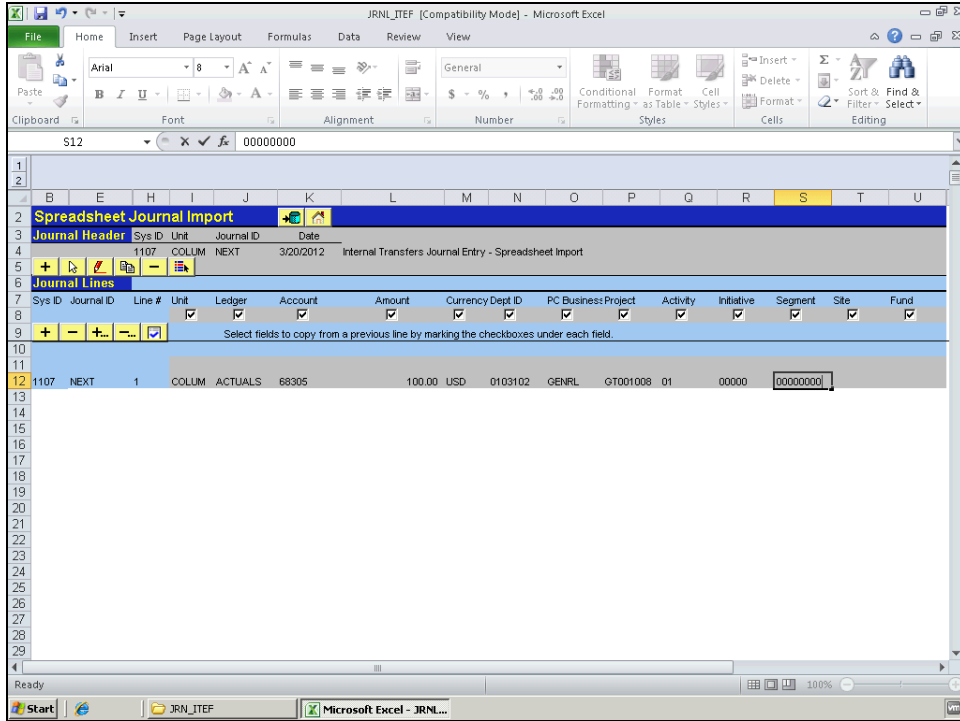
Step	Action
21.	Press the [Right] arrow key on your keyboard.



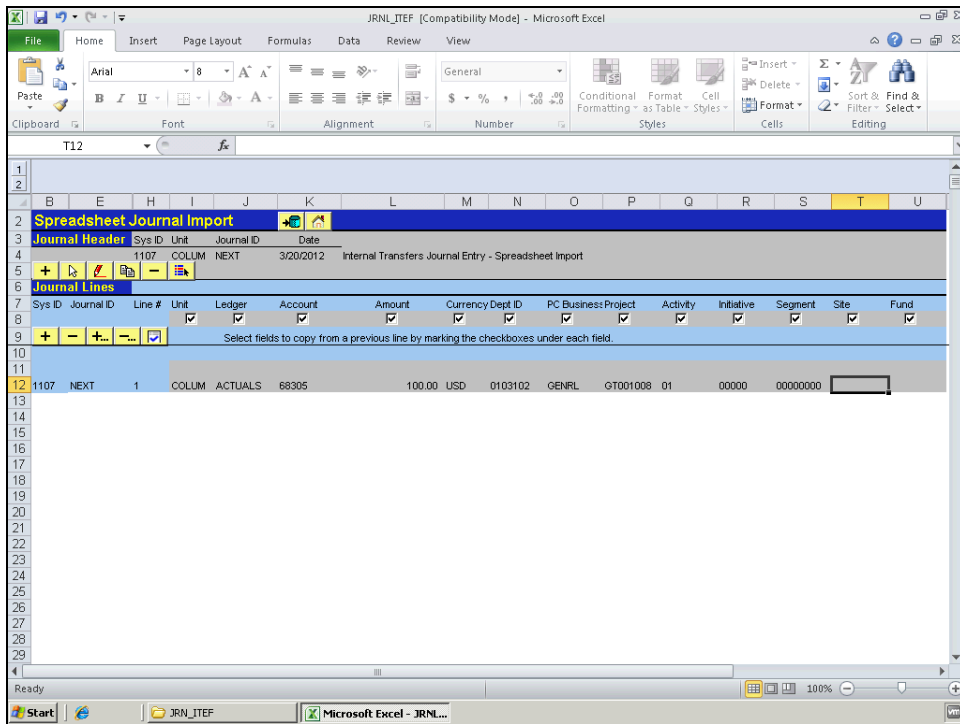
Step	Action
22.	Enter the desired information into the Segment field. Enter " 00000000 ".

Training Guide

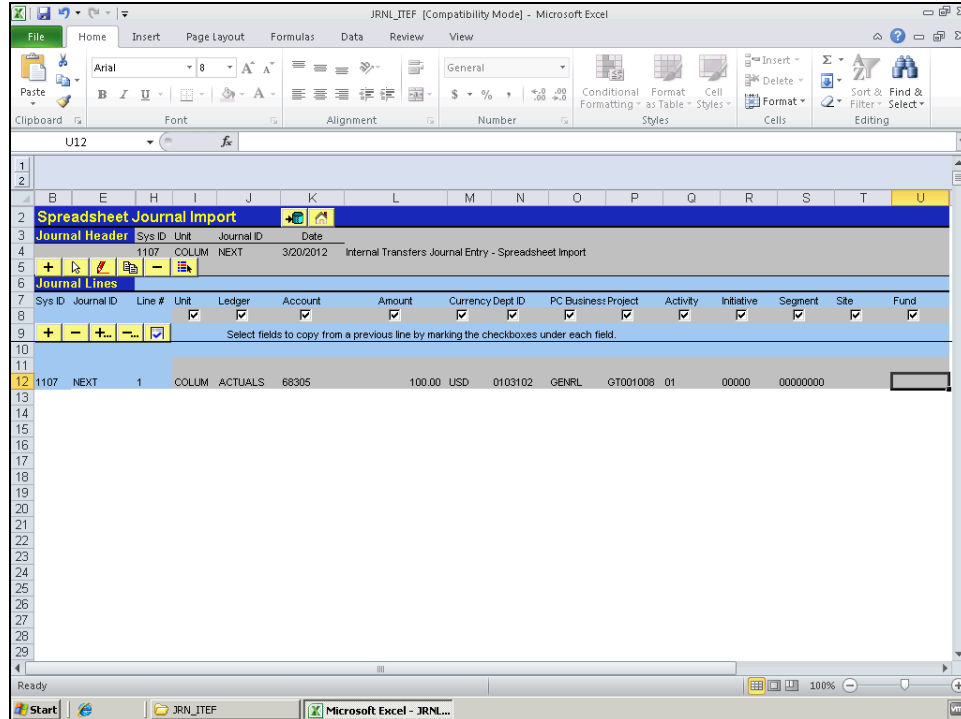
Journal Entries (Internal Transfers)



Step	Action
23.	Press the [Right] arrow key on your keyboard.



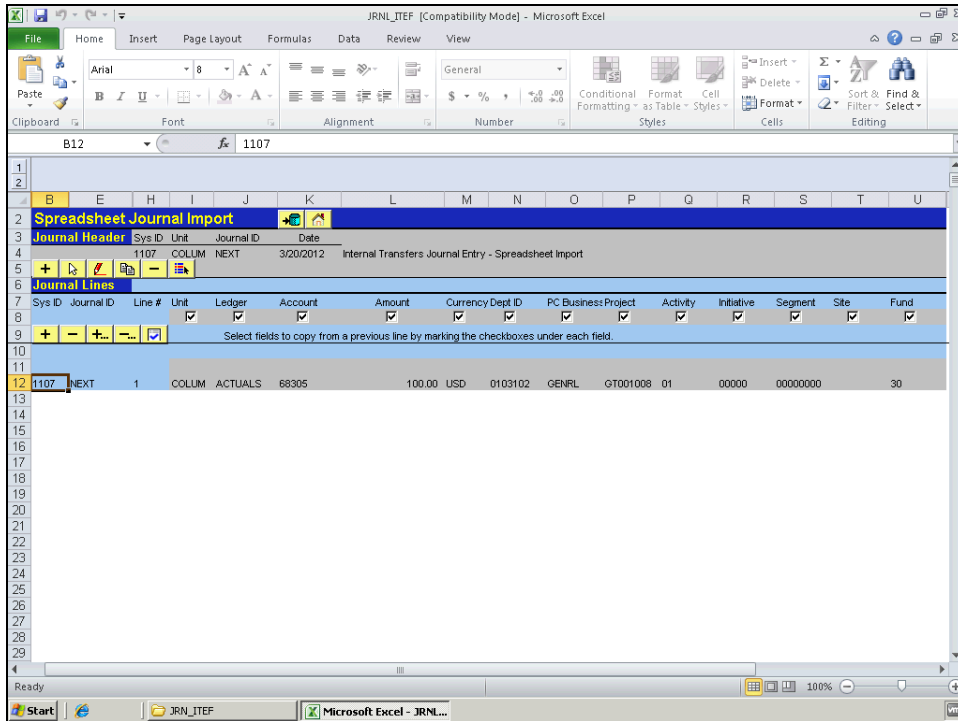
Step	Action
24.	Press the [Right] arrow key on your keyboard.




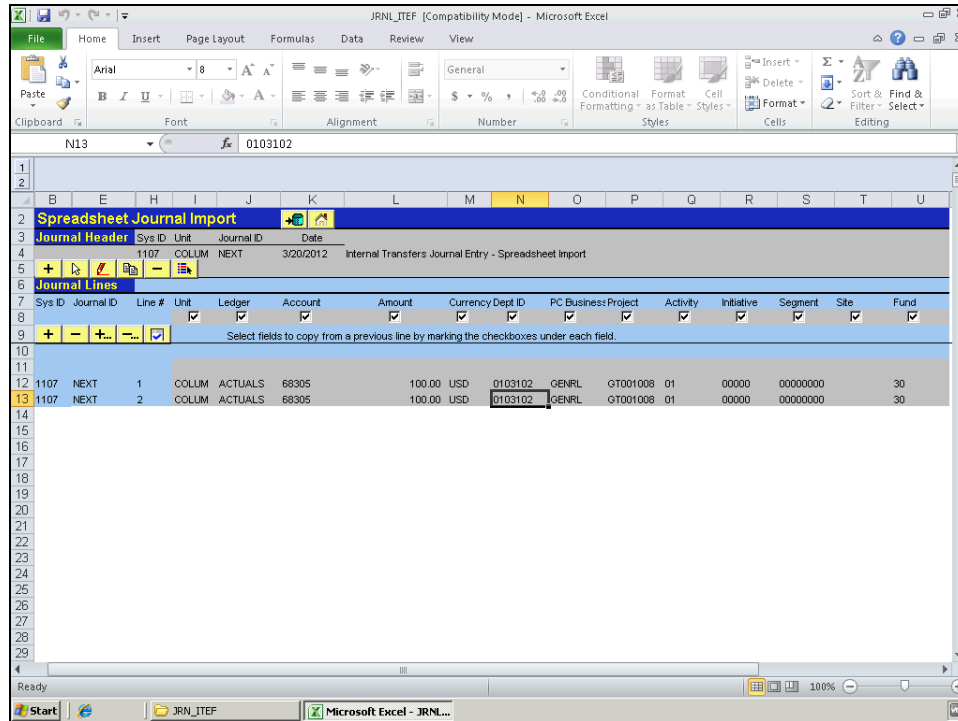
Step	Action
25.	Enter the desired information into the Fund field. Enter " 30 ".

Training Guide

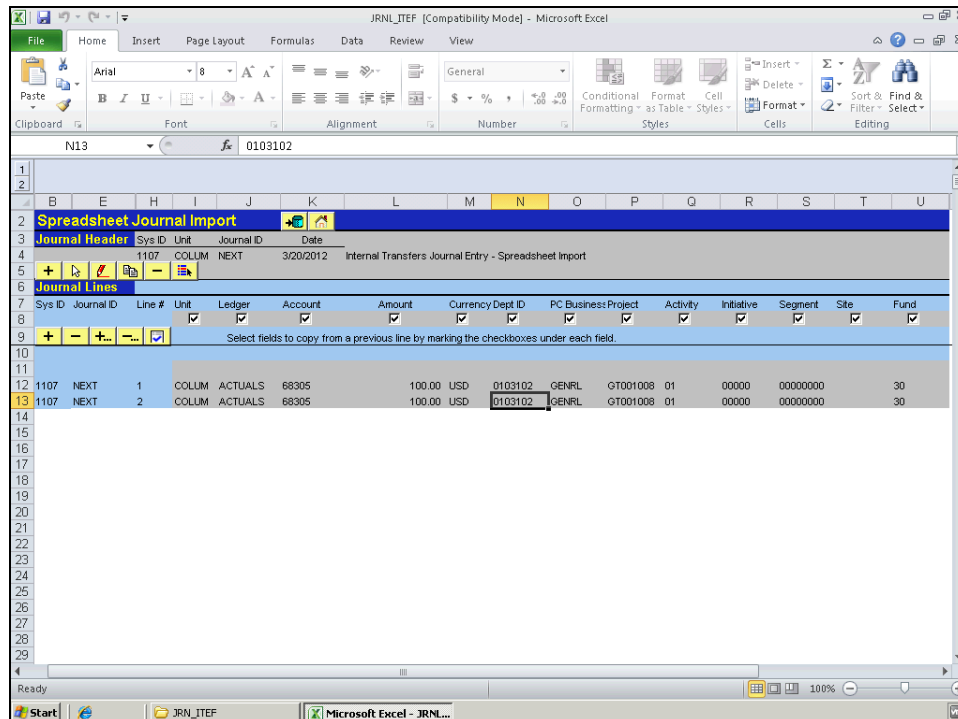
Journal Entries (Internal Transfers)



Step	Action
26.	Click the desired object. 



Step	Action
27.	The fields on line 1 are copied over to line 2. We will update the Department for line 2 to be '0103103'.

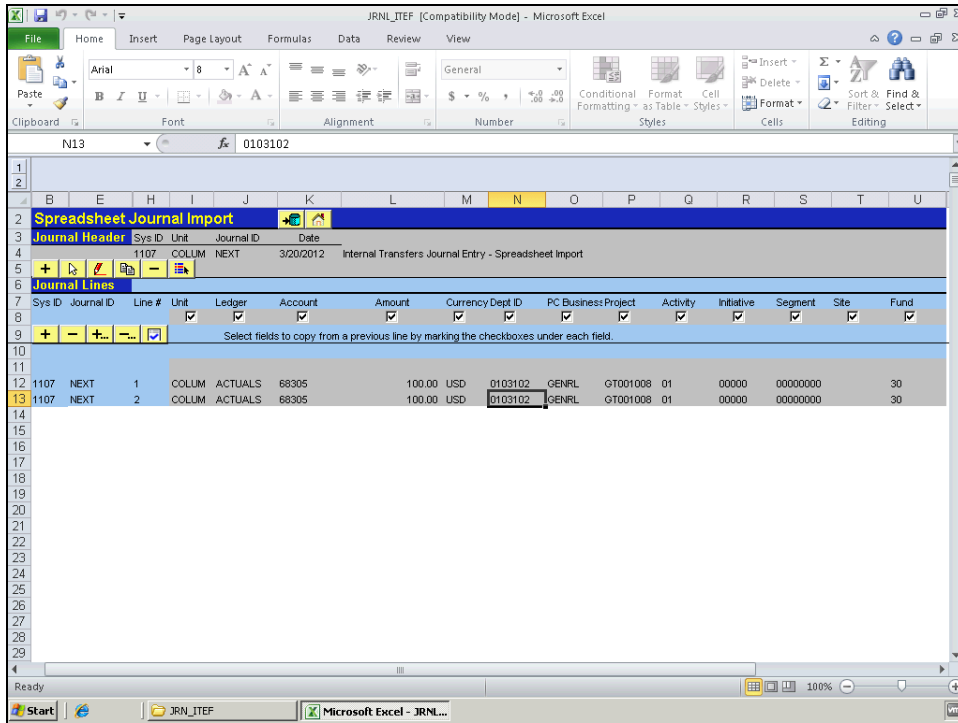


Training Guide

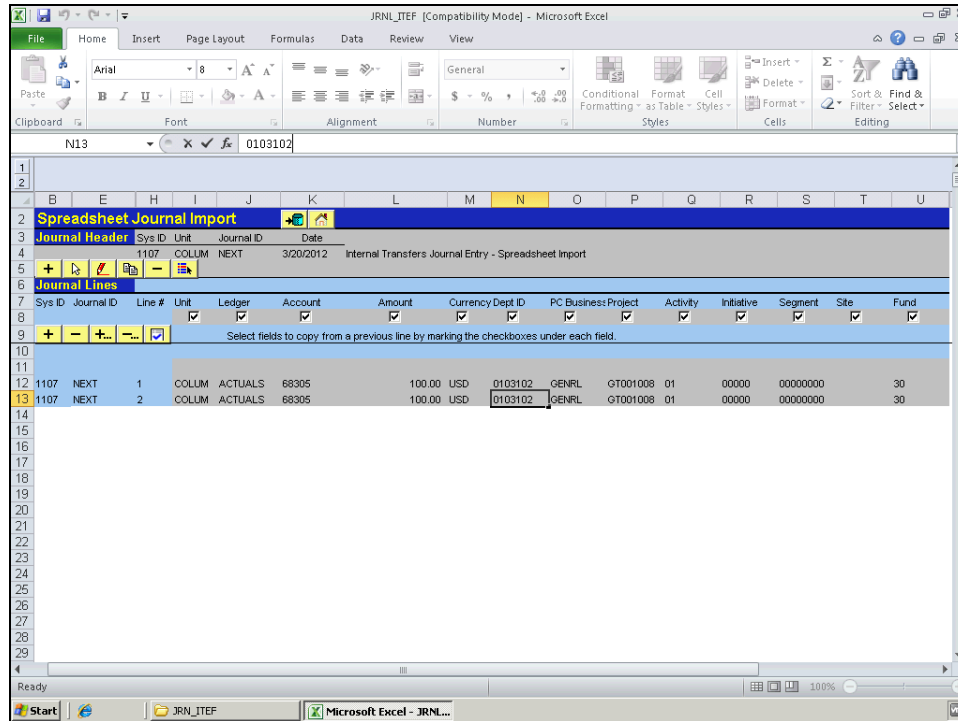
Journal Entries (Internal Transfers)



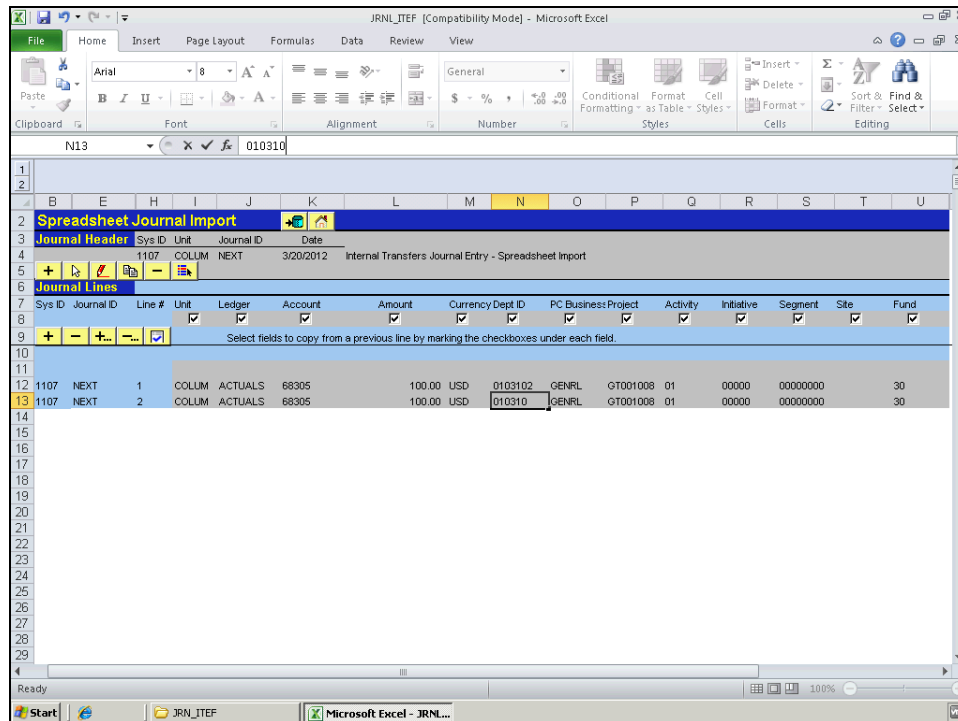
Step	Action
28.	Click the desired object. 0103102



Step	Action
29.	Click the desired object. 0103102



Step	Action
30.	Press [Backspace] .

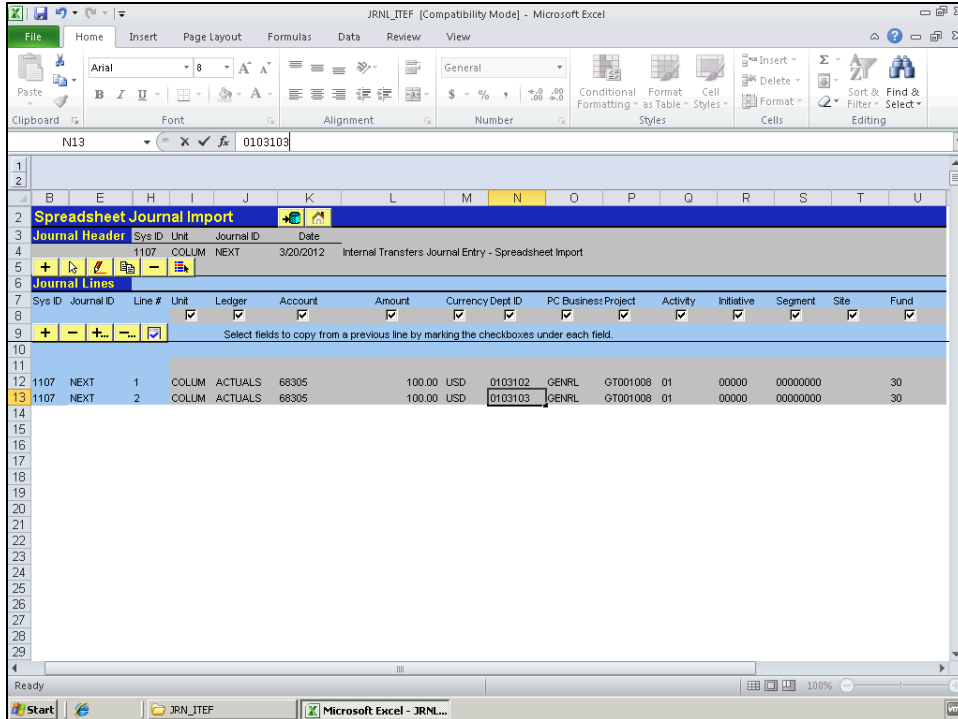


Training Guide

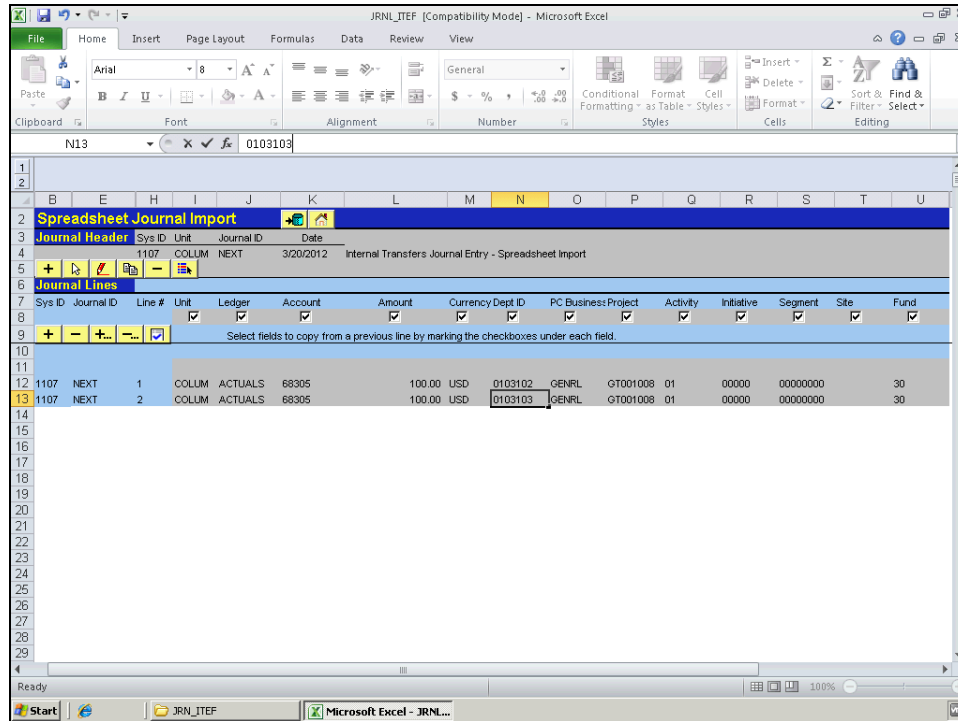
Journal Entries (Internal Transfers)



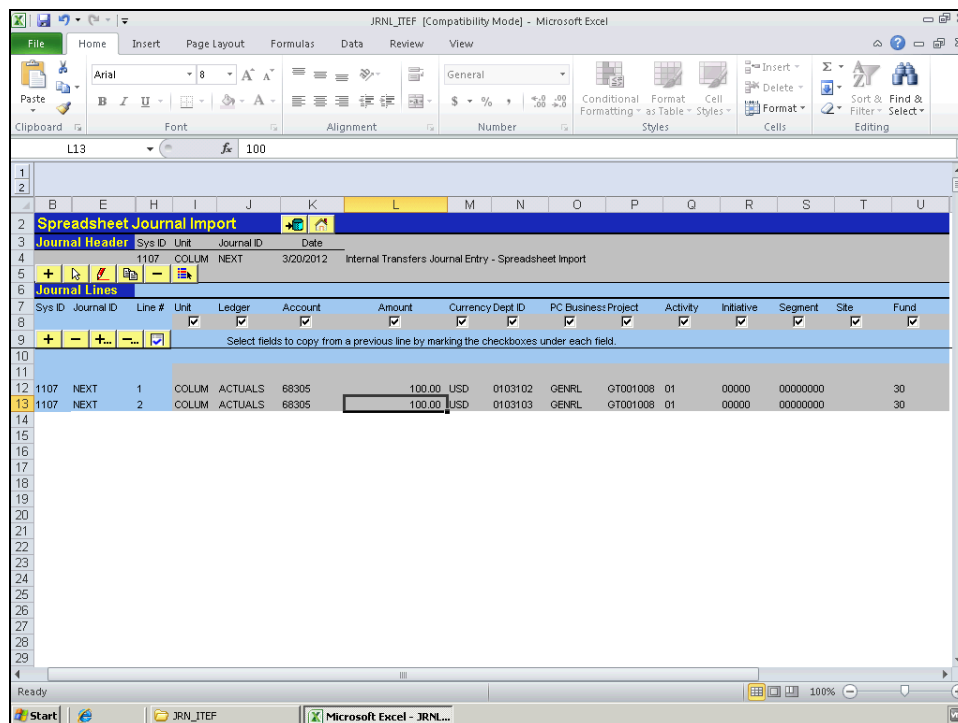
Step	Action
31.	Enter the desired information into the field. Enter "3".



Step	Action
32.	Next, we will update the Amount field on line 2 to balance the Amount for line 1 (debits must equal credits).



Step	Action
33.	Click the desired object. <div style="border: 1px solid black; padding: 2px; display: inline-block;">100.00</div>

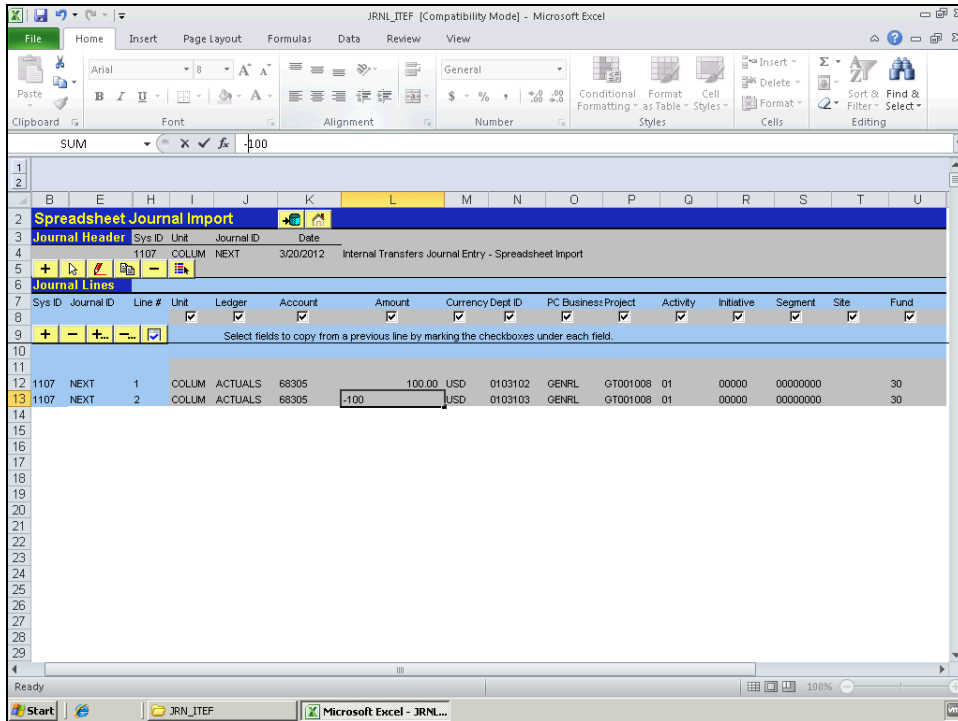



Training Guide

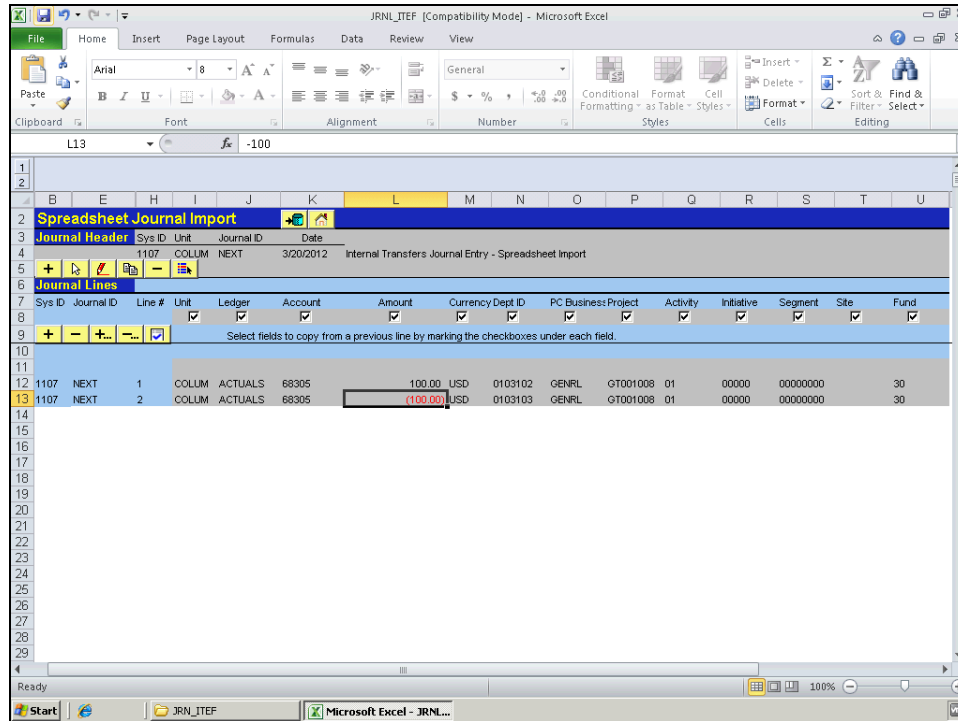
Journal Entries (Internal Transfers)



Step	Action
34.	Enter the desired information into the field. Enter "-".



Step	Action
35.	Click the Save button. 



Step	Action
36.	You have successfully entered journal lines in the spreadsheet journal import tool. You can now select the next topic, <i>Importing the Spreadsheet Journal in ARC</i> where you will learn how to import the spreadsheet internal transfers journal into ARC. End of Procedure.

Training Guide

Journal Entries (Internal Transfers)



Importing the Spreadsheet Journal into ARC

The importing process verifies whether all required fields are populated with active ChartField values and debits equal credits. Unless these criteria are met, a journal will not be imported into ARC and you will be notified with an error message.

The importing process does not verify whether or not the ChartField combinations are valid. This process takes place during edit checking. Hence, when a spreadsheet journal is imported into ARC the journal will have to go through the standard processing steps: edit check, budget check, approval, and posting.

As you go through this topic keep the following common importing errors in mind to avoid them in the future:

- Are the required ChartFields populated?
- Are the ChartField values valid?
- Do credits and debits add up to zero?


Hint: A quick way to verify whether debits equal credits is to use the Excel formula 'Sum' on the *Amount* column. If the sum of amounts is equal to zero then debits equal credits.

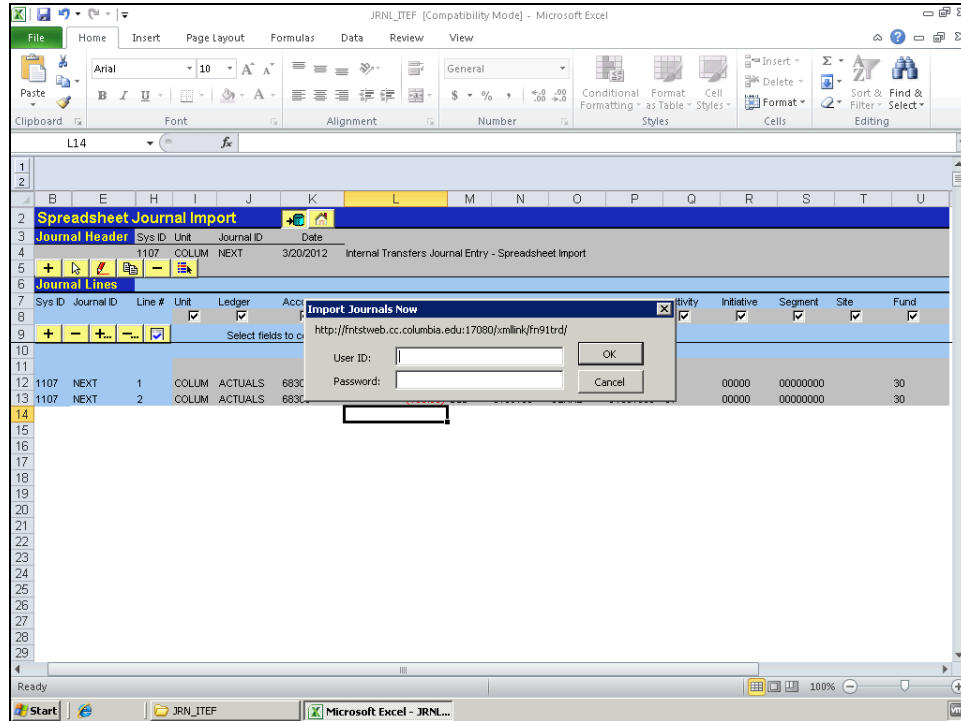
Estimated time to complete topic: 2.5 minutes

Procedure

Welcome to the *Importing the Spreadsheet Journal into ARC* topic. In this scenario you will learn how to import a journal created in the spreadsheet journal import tool into ARC.

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Amount	Currency	Dept ID	PC Business	Project	Activity	Initiative	Segment	Site	Fund
1107	NEXT	1	COLLM	ACTUALS	68305	100.00	USD	0103102	GENRL	GT001008	01	00000	00000000		30
1107	NEXT	2	COLLM	ACTUALS	68305	(100.00)	USD	0103103	GENRL	GT001008	01	00000	00000000		30

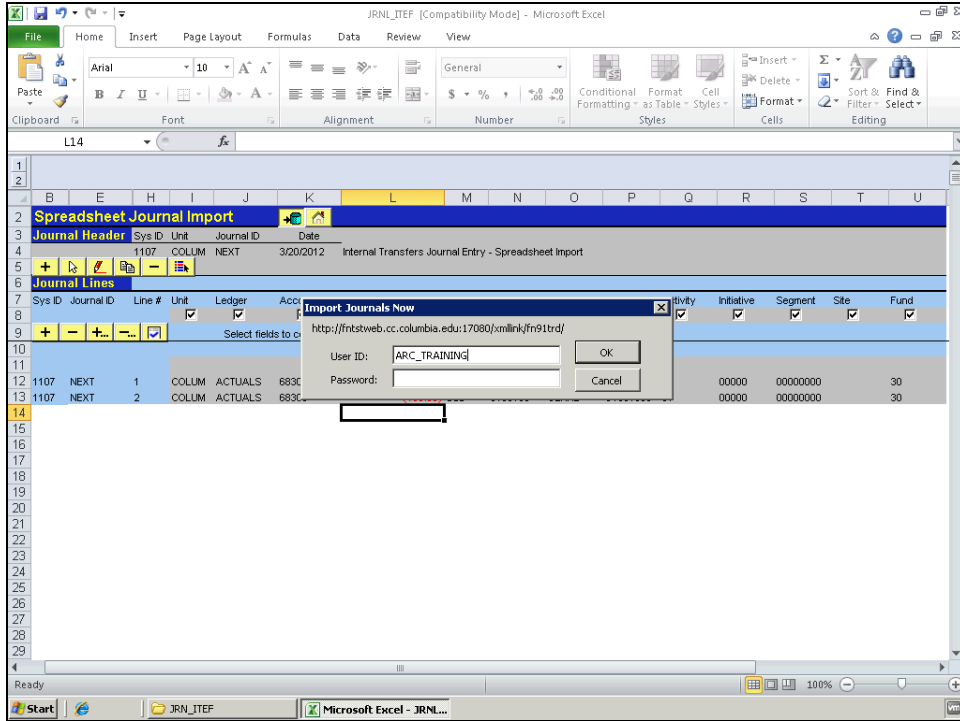
Step	Action
1.	<p>This icon is the import button.</p> <p>Click the desired object.</p> 



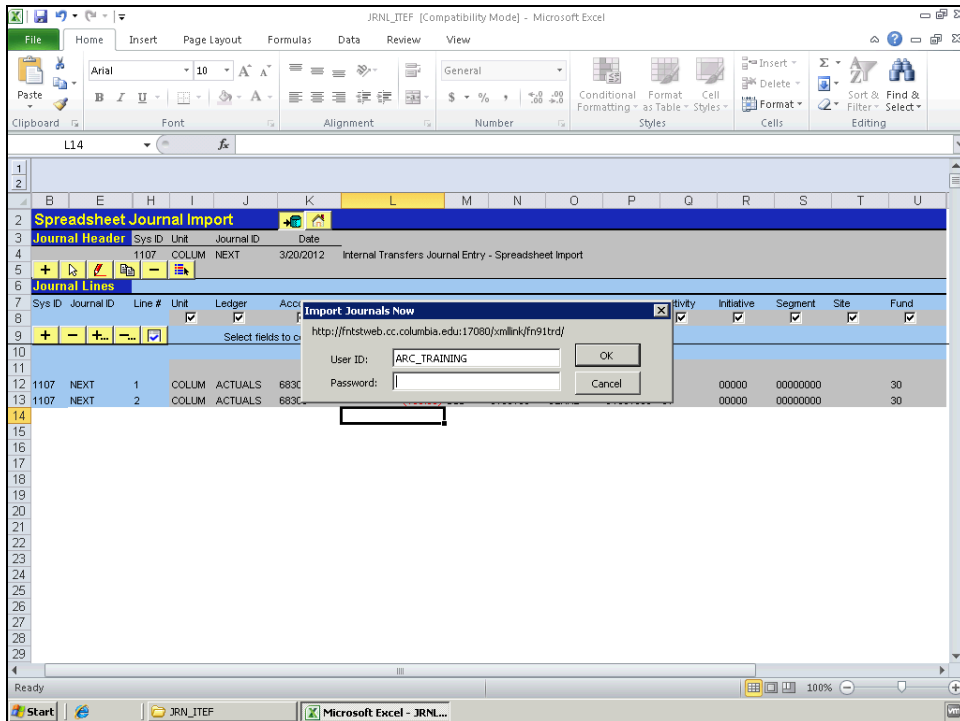
Step	Action
2.	<p>The User ID and Password is your UNI and Password.</p> <p>In this scenario we will use a generic UNI and Password to import the journal into ARC.</p> <p>Enter the desired information into the User ID field. Enter "ARC_TRAINING".</p>

Training Guide

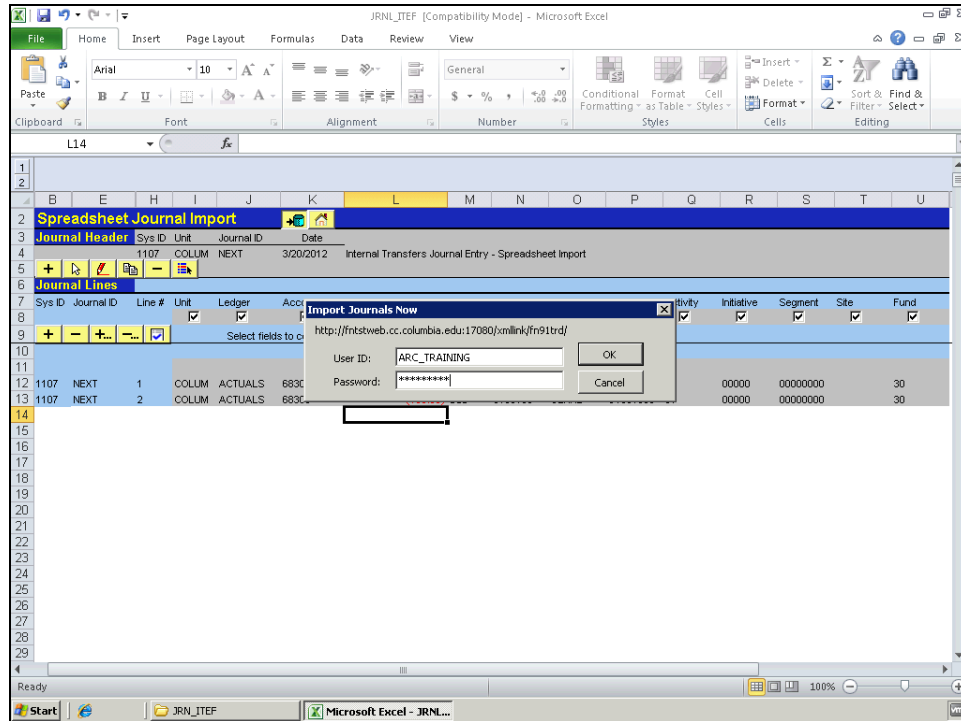
Journal Entries (Internal Transfers)



Step	Action
3.	Click in the Password field. <div style="border: 1px solid black; width: 100px; height: 15px; margin: 5px 0;"></div>



Step	Action
4.	Enter the desired information into the Password field. Enter " TRAINING ".

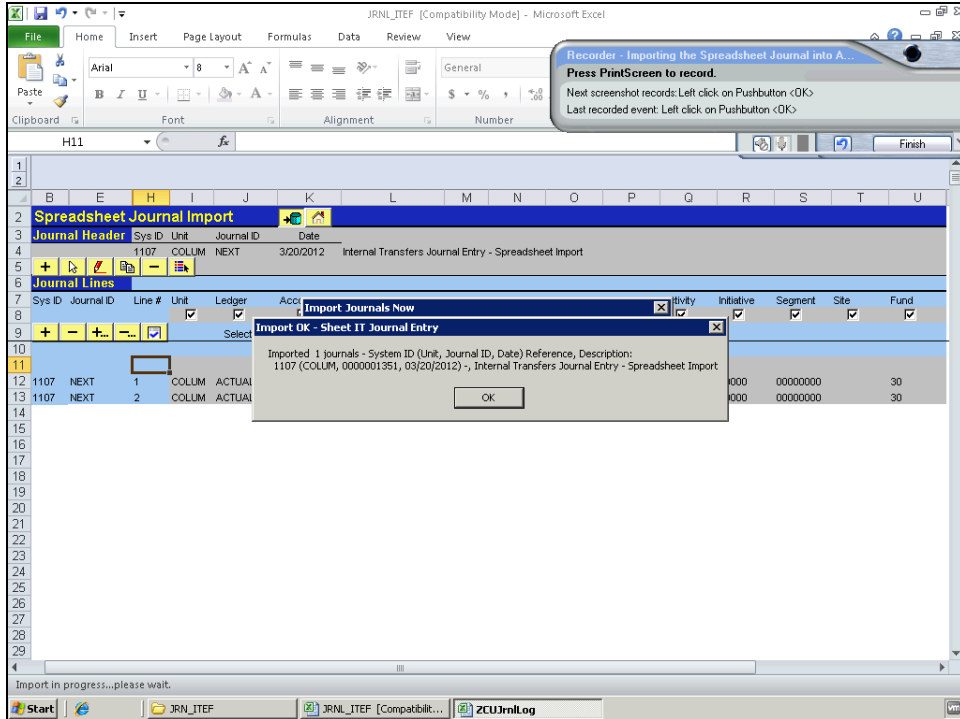



Step	Action
5.	Click the OK button.

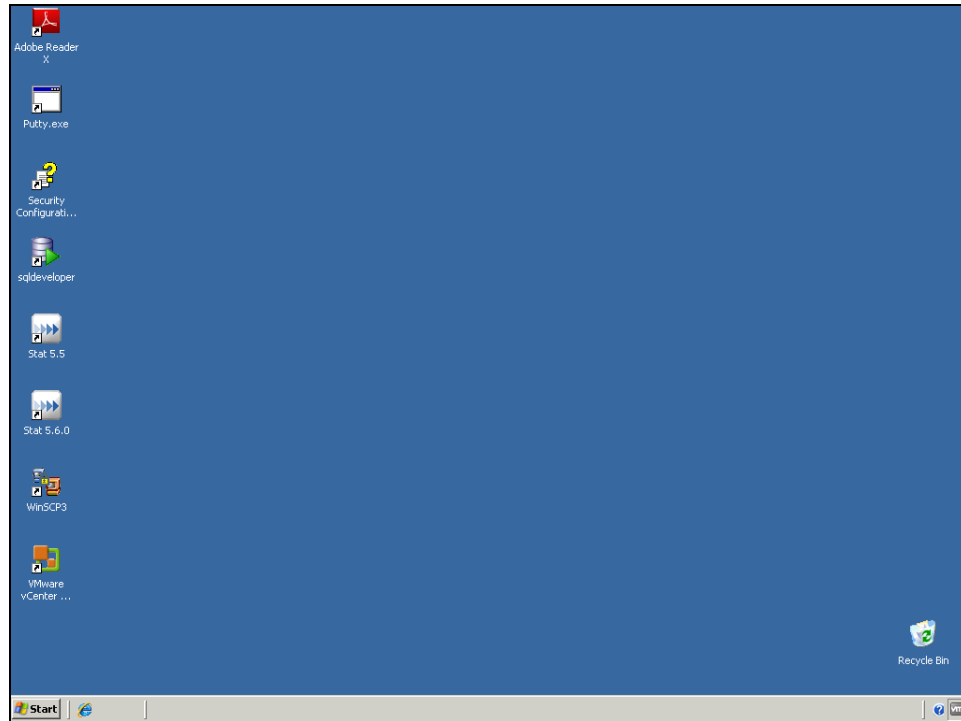
OK

Training Guide

Journal Entries (Internal Transfers)



Step	Action
6.	<p>The message indicates the journal has successfully imported into ARC.</p> <p>Take note of the field values since you will need them on the next topic to search for the imported journal in ARC:</p> <p>Business Unit: COLUM Journal ID: 0000001351 Journal Date: 03/20/2012</p> <p>Click the OK button.</p> 



Step	Action
7.	<p>You have successfully imported the spreadsheet journal into ARC. You can now select the next topic, <i>Processing the Imported Journal in ARC</i> where you will learn how to search for the imported journal and run edit check, budget check, and route the journal for approval.</p> <p>End of Procedure.</p>

Training Guide

Journal Entries (Internal Transfers)



Processing the Imported Journal in ARC

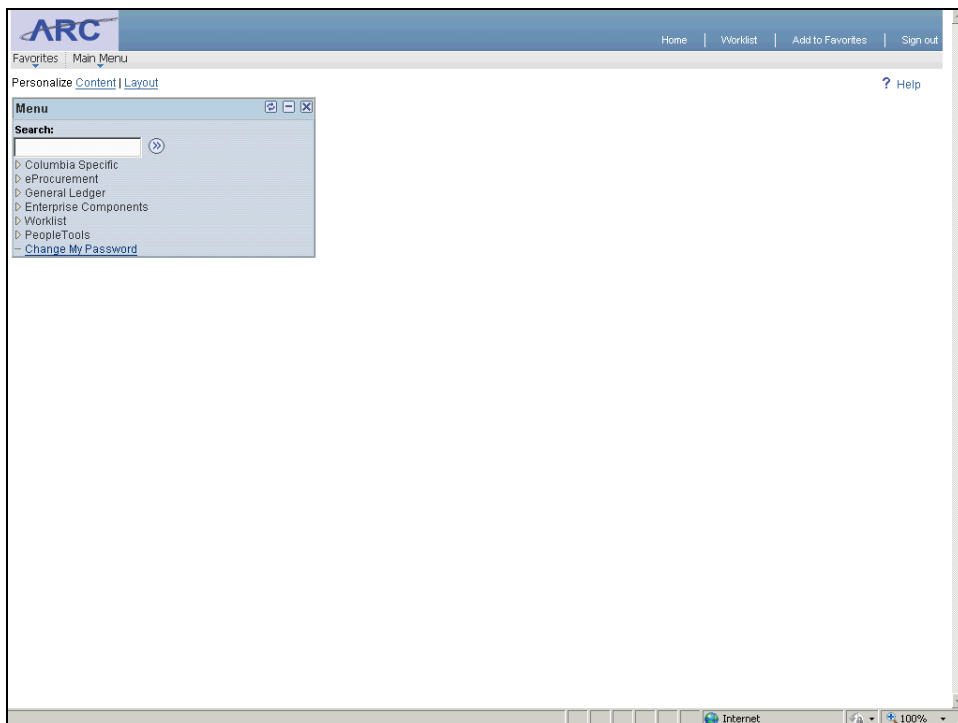
Once the spreadsheet journal is successfully imported to ARC, the standard processing steps will need to take place. You can either search for the spreadsheet journal and run edit check and budget check from the Journal Lines page or you can wait until batch edit and batch budget check runs (these batch processes will run daily). Performance time is often better for batch processing. Therefore, it is recommended that longer journals are edited via batch processes.


After the journal passes edit and budget check, it will need to be submitted for approval and once approved, posted to the General Ledger.

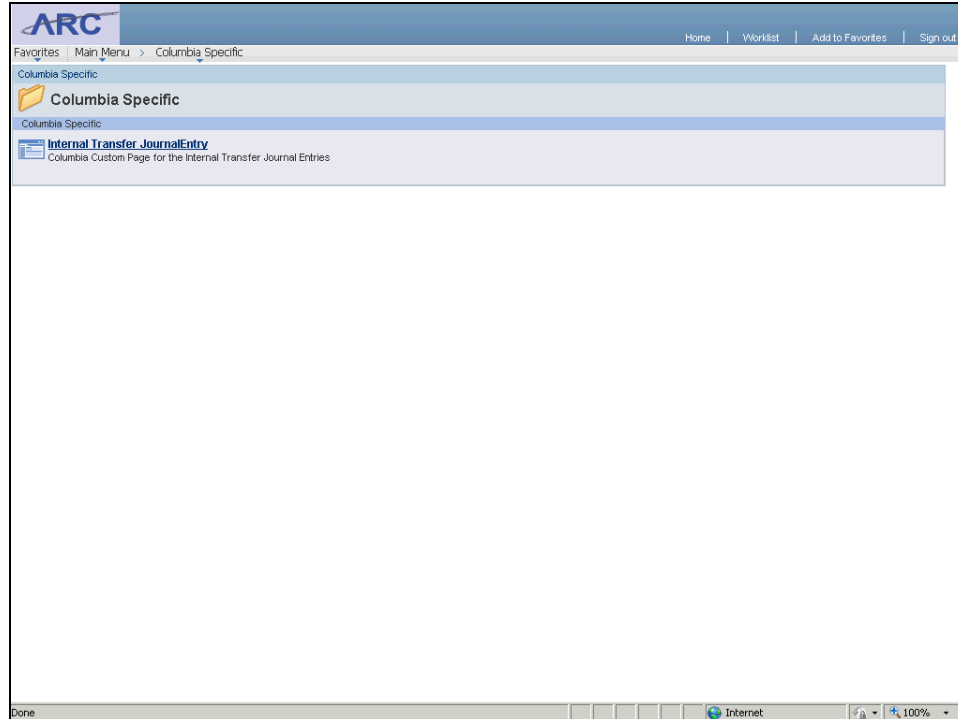
Estimated time to complete this topic: 2.5 minutes

Procedure

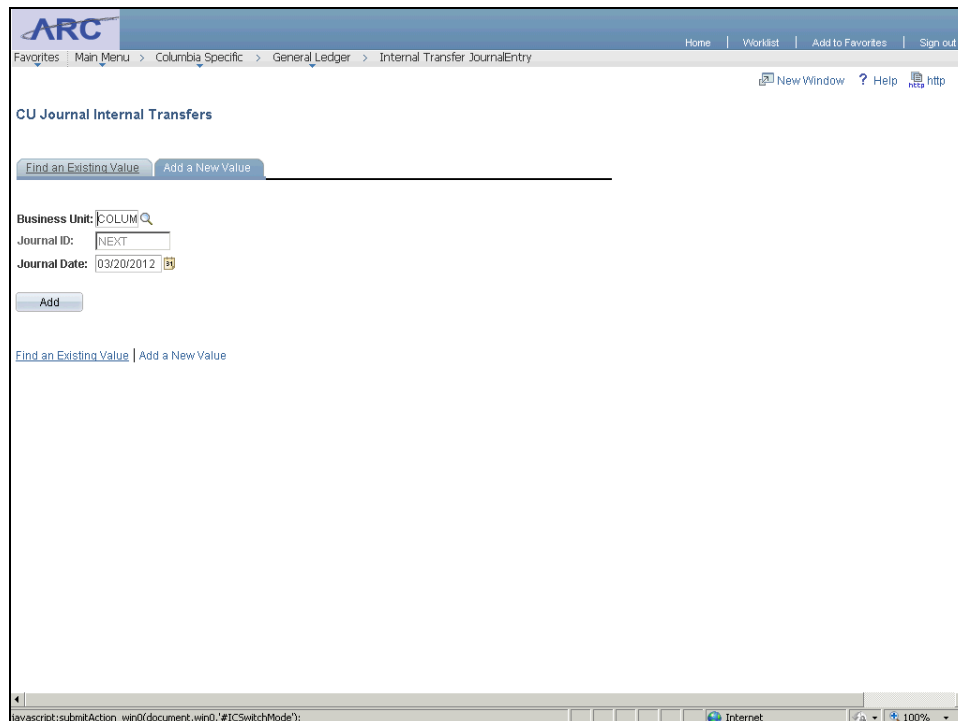
Welcome to the *Processing the Imported Journal in ARC* topic. In this scenario you will learn how to search for the imported journal and run the standard processing steps - edit check, budget check, and routing for approval.



Step	Action
1.	Click the Columbia Specific link. 




Step	Action
2.	Click the Internal Transfer JournalEntry link. Internal Transfer JournalEntry




Training Guide

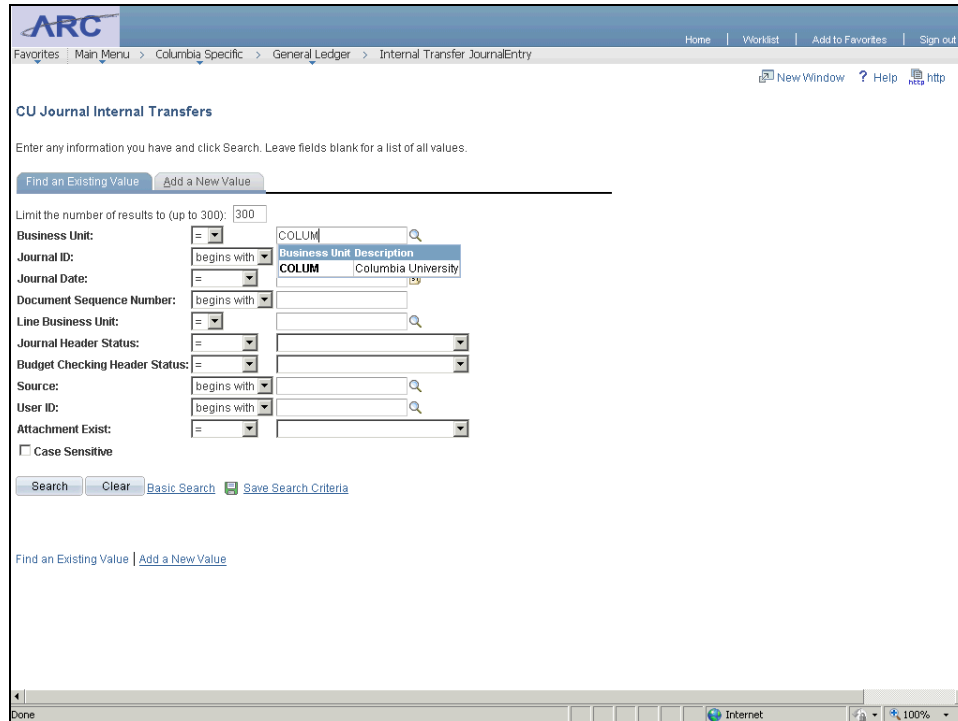
Journal Entries (Internal Transfers)



Step	Action
3.	Click the Find an Existing Value tab. 

Step	Action
4.	To clear out the defaulted values for the search criteria click the Clear button. 

Step	Action
7.	Enter the desired information into the Business Unit field. Enter " COLUM ".



The screenshot shows the 'CU Journal Internal Transfers' search interface. The 'Business Unit' field is set to 'COLUM'. A dropdown menu is open, showing a list of business units with 'COLUM' and 'Columbia University' visible. Other search criteria like 'Journal ID', 'Journal Date', and 'Document Sequence Number' are also present but empty.

Step	Action
8.	Double-click the COLUM object.

Training Guide

Journal Entries (Internal Transfers)



ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window ? Help 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] [Q]

Journal ID: begins with [] [Q]

Journal Date: = [] [B1]

Document Sequence Number: begins with [] [Q]

Line Business Unit: = [] [Q]

Journal Header Status: = [] [Q]

Budget Checking Header Status: = [] [Q]

Source: begins with [] [Q]

User ID: begins with [] [Q]


Attachment Exist: = [] [Q]

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 Choose a date (Alt+5) button. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry
 New Window ? Help 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] [Q]

Journal ID: begins with [] [Q]

Journal Date: = [] [B1]

Document Sequence Number: begins with [] [Q]

Line Business Unit: = [] [Q]

Journal Header Status: = [] [Q]

Budget Checking Header Status: = [] [Q]

Source: begins with [] [Q]

User ID: begins with [] [Q]

Attachment Exist: = [] [Q]


Case Sensitive

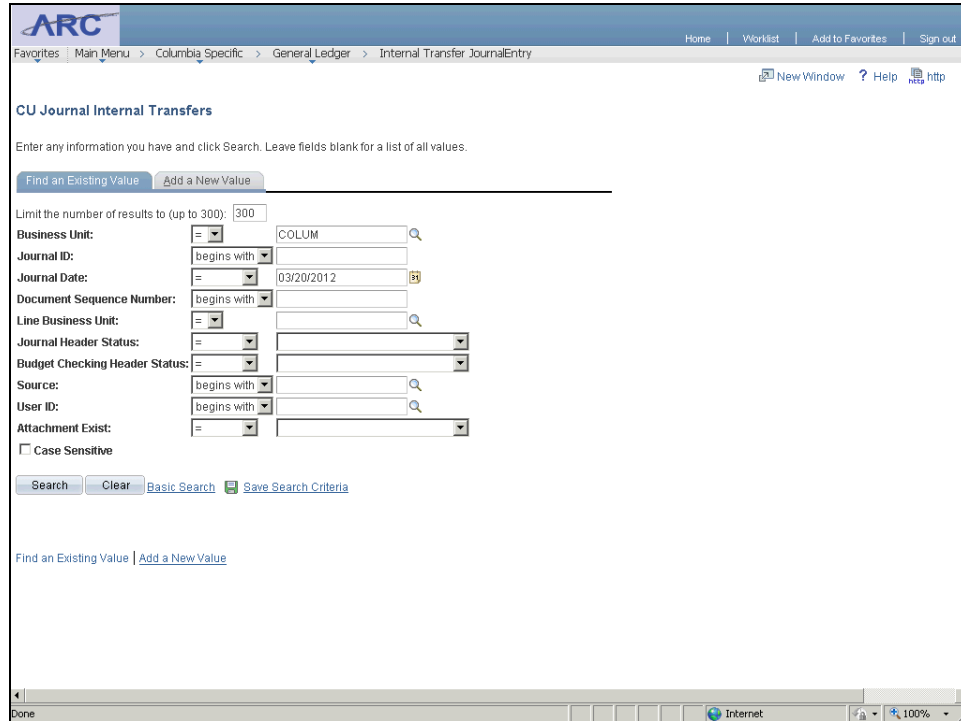
Search Clear Basic Search Save Search Criteria

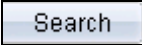
Find an Existing Value | Add a New Value

Choose a date (Alt+5)
 March 2012
 S M T W T F S
 1 2 3
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 31
 Current Date

javascript:DatePrompt_win('ZCU_JRNL_HDR_YW_JOURNAL_DATE','ZCU_JRNL_HDR_YW_JOURNAL_DATE#prompt','450',f; Internet 100%

Step	Action
10.	Click the 20 link. 



Step	Action
11.	Click the Search button. 

Training Guide

Journal Entries (Internal Transfers)



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: = 03/20/2012

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

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	0000001348	03/20/2012	0	(blank)	COLUM	Valid	Error	ACTUALS	ITF	USD	2	0	0	(blank)	GL_TEST
COLUM	0000001350	03/20/2012	0	(blank)	COLUM	Valid	Valid	ACTUALS	ITF	USD	2	100	0	(blank)	np_ad293
COLUM	0000001351	03/20/2012	0	(blank)	COLUM	Edit Reqd	Not Chkd	ACTUALS	ITF	(blank)	0	0	0	Internal Transfers Journal Ent	np_ad293

Step	Action
12.	Click the 0000001351 link. 0000001351

ARC

Home Worklist Add to Favorites Sign out

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

New Window ? Help http

Header Lines Totals Errors Approval

Unit: COLUM Journal ID: 0000001351 Date: 03/20/2012

Long Description: Internal Transfers Journal Entry - Spreadsheet Import

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

Ledger: Fiscal Year:

*Source: ITF

Reference Number:

Journal Class:

Transaction Code: GENE

SJE Type:

Currency Defaults: USD / AVG / 1


Attachments (0) Commitment Control


Reversal Do Not Generate Reversal

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

Header | Lines | Totals | Errors | Approval

Done Internet 100%

Step	Action
13.	Click the OK button. 

Step	Action
14.	Journal processing is initiated from the Journal Lines page. Click the Lines tab. 

Training Guide

Journal Entries (Internal Transfers)



Unit: COLUM Journal ID: 000001351 Date: 03/20/2012 Errors Only

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

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		68305	0103102	GENRL	GT001008	01	GLE
<input type="checkbox"/>	2	COLUM	ACTUALS		68305	0103103	GENRL	GT001008	01	GLE

Matched pair to add: 2

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

Step	Action
15.	Scroll to see the rest of the ChartFields to verify the lines contain the correct data.

Unit: COLUM Journal ID: 000001351 Date: 03/20/2012 Errors Only

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

Select	Line	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Amt	Currency	Amount	Rate Type
<input type="checkbox"/>	1	000	000000000		30	200			USD	100.00	
<input type="checkbox"/>	2	000	000000000		30	200			USD	-100.00	

Matched pair to add: 2

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.000	100.000	N	N

Step	Action
16.	Verify that Total Debits equals Total Credits.

The screenshot displays the 'Internal Transfer JournalEntry' screen in the ARC system. The 'Totals' section is highlighted, showing the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	100.000	100.000	N	N

The 'Lines' section shows two entries:

Select	Line	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount	Rate Type
<input type="checkbox"/>	1	000	000000000		30	200			USD	100.00	
<input type="checkbox"/>	2	000	000000000		30	200			USD	-100.00	

Step	Action
17.	<p>The 'Edit Journal' process will quick off both edit check and budget check.</p> <p>Note that the Journal Status and the Budget Status are 'N' (needs to be edited) before processing the journal.</p> <p>Click the Process button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;"> <p style="text-align: center;">Process</p> </div>

Training Guide

Journal Entries (Internal Transfers)



The screenshot shows the ARC system interface for an Internal Transfer Journal Entry. The header includes the unit 'COLUM', journal ID '0000001351', and date '03/20/2012'. The process is set to 'Edit Journal'. A 'Message' dialog box is open, indicating the journal has been saved with a total of 5210,6. The background shows a table with two lines and a totals section.

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

Step	Action
18.	Click the OK button.

The screenshot shows the ARC system interface with the journal entry details. The 'Lines' table is expanded to show two lines. The first line has account number 68305 and department 0103102. The second line has account number 68305 and department 0103103. An 'Ok (Enter)' button is highlighted below the lines table. The background shows a table with two lines and a totals section.

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

Step	Action
19.	The Journal Status and the Budget Status changed from 'N' to 'V' indicating the journal is valid.

The screenshot displays the ARC system interface for 'Internal Transfer JournalEntry'. The 'Unit' is 'COLUM' and the 'Journal ID' is '0000001351'. The 'Date' is '03/20/2012'. The 'Process' dropdown menu is set to 'Edit Journal'. The 'Lines' section shows two lines with 'ACTUALS' ledger and 'GENRL' activity. The 'Totals' section shows 'Total Debits' and 'Total Credits' both as 100.00, with 'Journal Status' and 'Budget Status' both as 'V'. The 'Process' button is visible at the bottom right of the interface.

Step	Action
20.	Next, we will now submit the journal for approval. Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Edit Journal </div>

Training Guide

Journal Entries (Internal Transfers)



ARC
 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: 000001351 Date: 03/20/2012 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Edit Journal Budget Check Journal Copy Journal Delete Journal Edit Charfield Edit Journal Post Journal Print Journal (Crystal) Print Journal (XMLPy) Refresh Journal Submit Journal

Process Line: 10

Select	Line	Unit	Ledger	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS	0103102	GENRL	GT001008	01	GLE
<input type="checkbox"/>	2	COLUM	ACTUALS	0103103	GENRL	GT001008	01	GLE

Matched pair to add: 2

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

Step	Action
21.	Click the Submit Journal list item. <input type="text" value="Submit Journal"/>

ARC
 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: 000001351 Date: 03/20/2012 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Submit Journal

Process Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type
<input type="checkbox"/>	1	COLUM	ACTUALS		68305	0103102	GENRL	GT001008	01	GLE
<input type="checkbox"/>	2	COLUM	ACTUALS		68305	0103103	GENRL	GT001008	01	GLE

Matched pair to add: 2


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

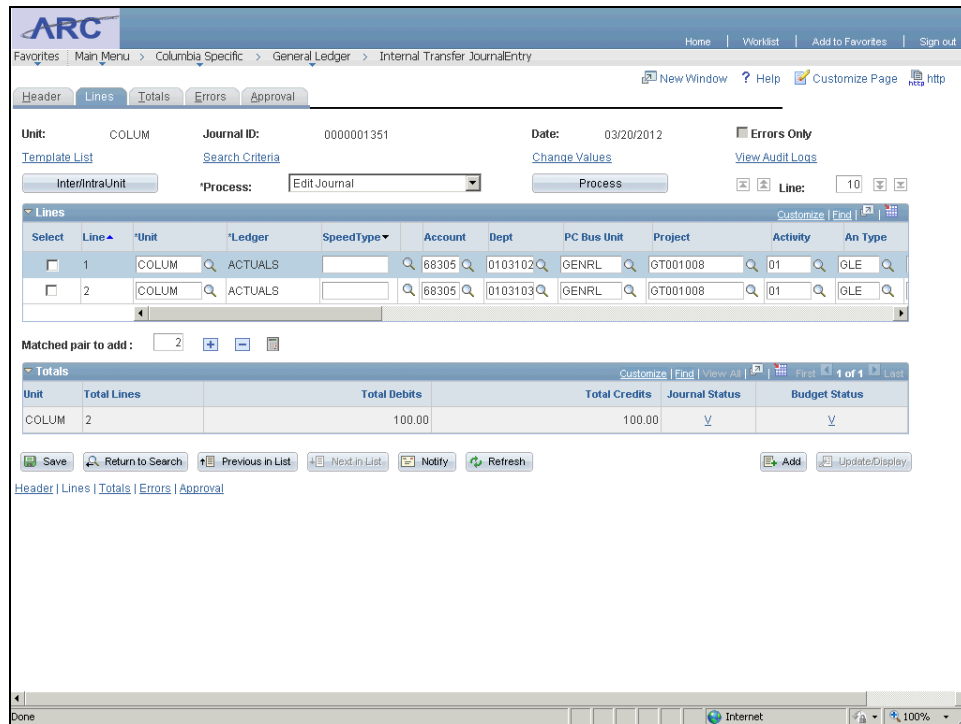
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



Training Guide Journal Entries (Internal Transfers)

Step	Action
22.	Click the Process button. 



The screenshot displays the ARC system's 'Internal Transfer JournalEntry' page. The interface is organized into several sections:

- Header:** Contains navigation tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. It also includes a breadcrumb trail: 'Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry'.
- Main Information:** Shows 'Unit: COLUM', 'Journal ID: 0000001351', and 'Date: 03/20/2012'. There are links for 'Template List', 'Search Criteria', 'Change Values', and 'View Audit Logs'. A dropdown menu for '*Process:' is set to 'Edit Journal', and a 'Process' button is visible.
- Lines Table:** A table with columns: Select, Line, *Unit, *Ledger, SpeedType, Account, Dept, PC Bus Unit, Project, Activity, and An Type. It lists two lines with account numbers 68305 and 0103102/0103103.
- Totals Table:** A summary table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. It shows a total of 2 lines and a balance of 100.00.
- Footer:** Includes buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
23.	To verify the approval status click the Approval tab. 

Training Guide

Journal Entries (Internal Transfers)



ARC
 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: 0000001351 Date: 03/20/2012 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=0000001351, JOURNAL_DATE=2012-03-20, BUSINESS_UNIT_LN=COLUM:Pending

Internal Xfer Dept Approval

Dept: 0103102

Pending
 Multiple Approvers
 Department Level Approval

Dept: 0103103

Pending
 All GL Pages and WF Routing
 Department Level Approval

Central Approval

BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001351, JOURNAL_DATE=2012-03-20, BUSINESS_UNIT_LN=COLUM:Awaiting

Central Admin Approval

Not Routed
 Multiple Approvers
 Recap and Decap Approval

Done Internet 100%

Step	Action
24.	The Approval Check is Active which means the journal has been successfully submitted for approval.

ARC
 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: 0000001351 Date: 03/20/2012 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=0000001351, JOURNAL_DATE=2012-03-20, BUSINESS_UNIT_LN=COLUM:Pending

Internal Xfer Dept Approval

Dept: 0103102

Pending
 Multiple Approvers
 Department Level Approval

Dept: 0103103

Pending
 All GL Pages and WF Routing
 Department Level Approval

Central Approval

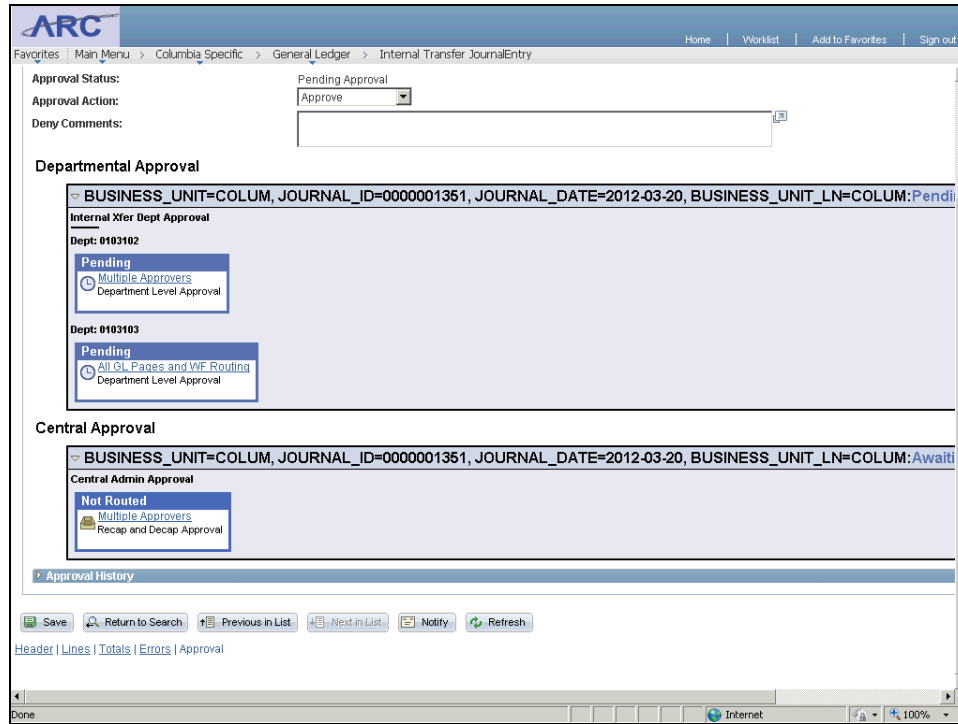
BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001351, JOURNAL_DATE=2012-03-20, BUSINESS_UNIT_LN=COLUM:Awaiting

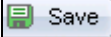
Central Admin Approval

Not Routed
 Multiple Approvers
 Recap and Decap Approval

Done Internet 100%

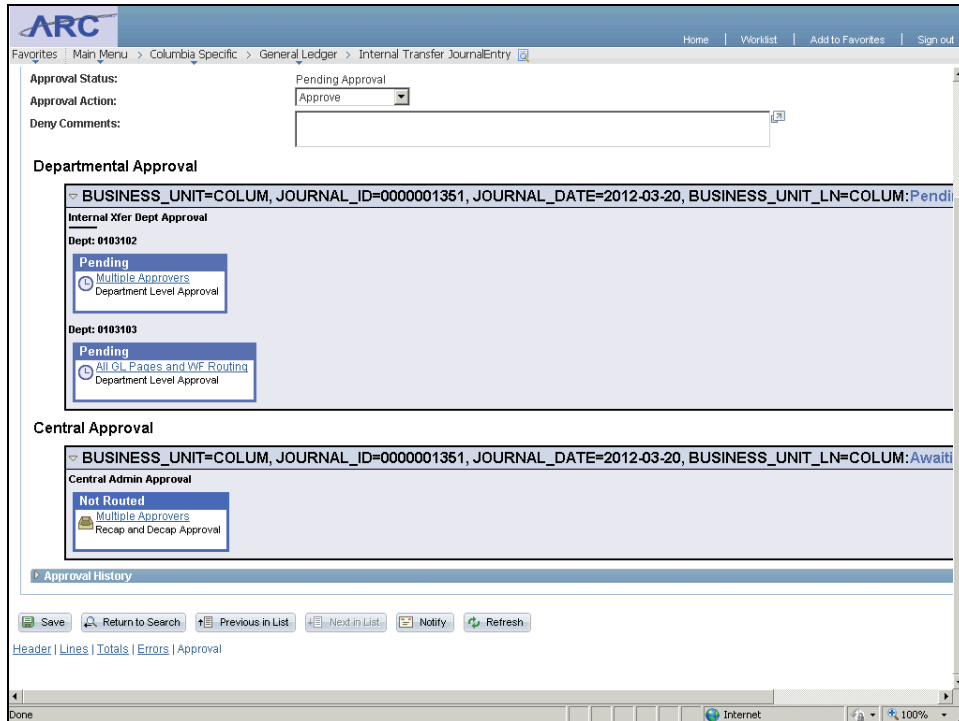
Step	Action
25.	Click the scroll bar to see the rest of the page.



Step	Action
26.	<p>Here you can see to whom the journal was routed to.</p> <p>Click the Save button.</p> 

Training Guide

Journal Entries (Internal Transfers)



Step	Action
27.	You have successfully processed the imported journal in ARC. End of Procedure.



Reviewing Journals

This is the *Reviewing Journals* lesson of the *Journal Entries* course. Upon completion of this lesson, you will be able to:

- Access the Journal Approval Search page in ARC

Estimated time to complete lesson: 5 minutes

Training Guide

Journal Entries (Internal Transfers)



Introduction to Workflow

When a journal 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. A journal will only post if all approvers approve the journal.

Journal Approvers will have access to a Journal Approval Search page in ARC where they will be able to search for journals pending approval and take action on the respective journals.

This lesson will show how to access the Journal Approval Search page in ARC. The *General Ledger Approvals* course will teach in detail how to approve and deny journal entries.

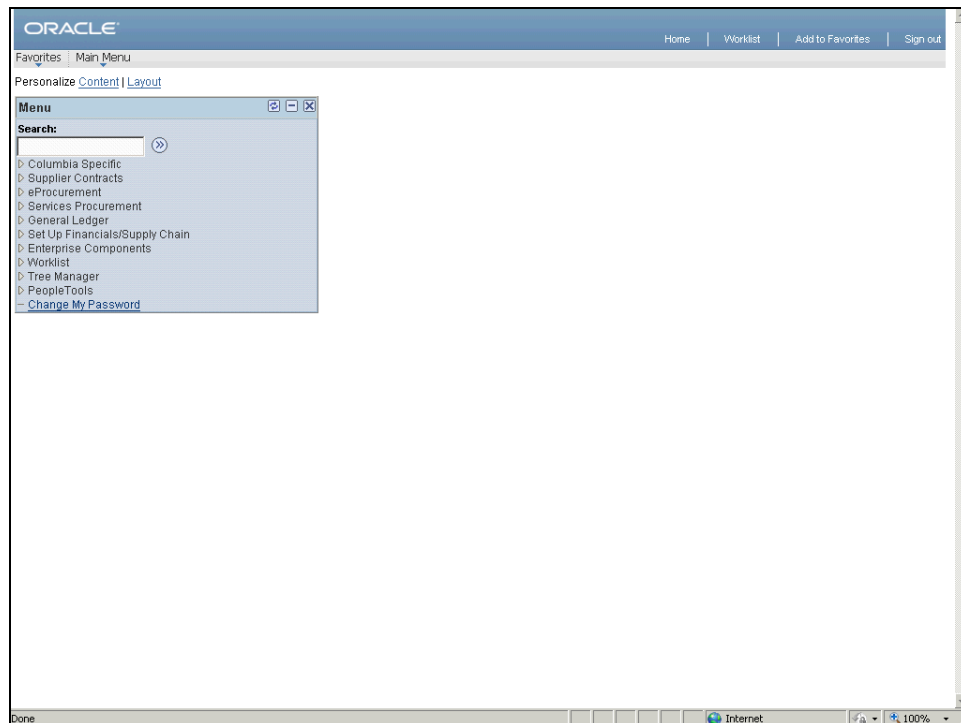
Accessing the Journal Approval Search Page


In this topic you will learn how to access the General Ledger Workflow page.

Estimated time to complete topic: 2 minutes

Procedure

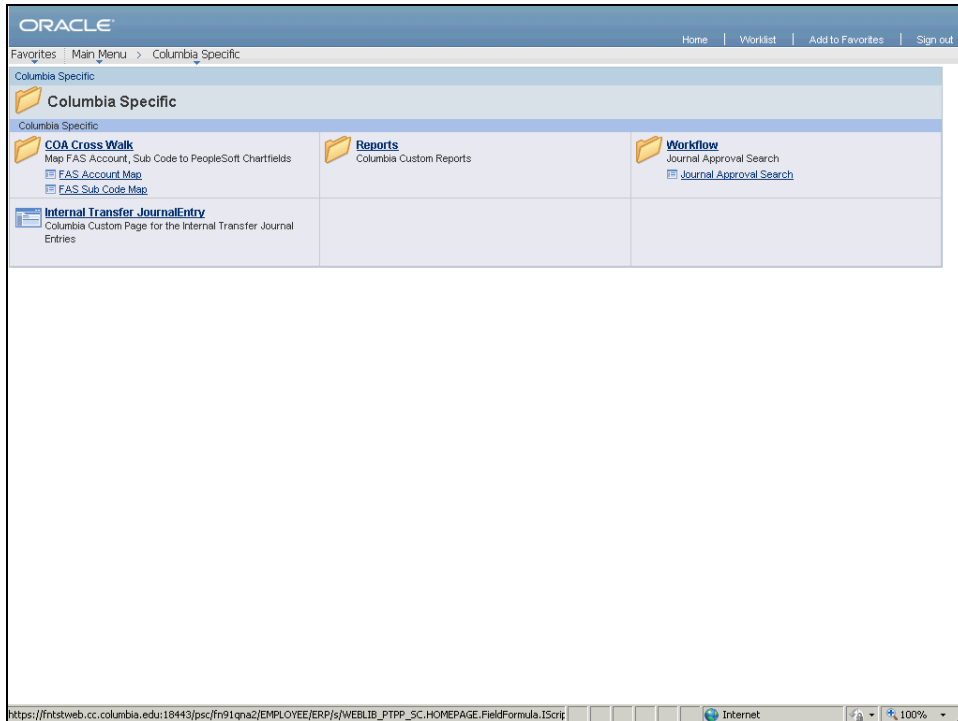
Welcome to the *Accessing the Journal Approval Search Page* topic. In this scenario you will learn how to navigate to the Journal Approval Search Page in ARC. Additional training on approving journals is available in the *General Ledger Approvals* course.



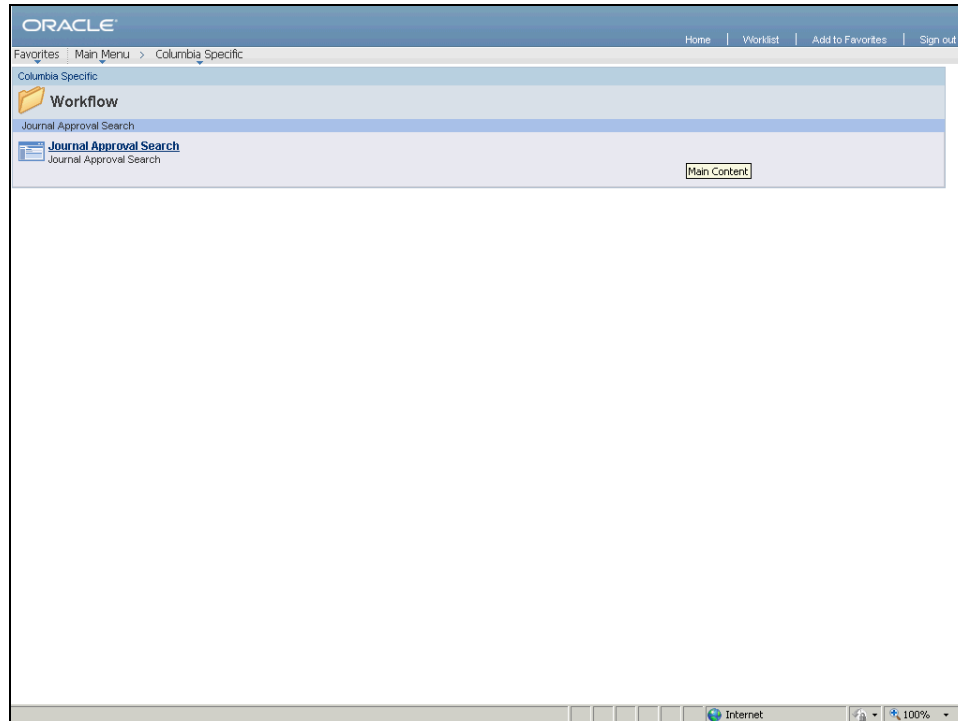
Step	Action
1.	<p>The Journal Approval Search page is within the Columbia Specific navigation.</p> <p>Click the Columbia Specific link.</p> <p></p>

Training Guide

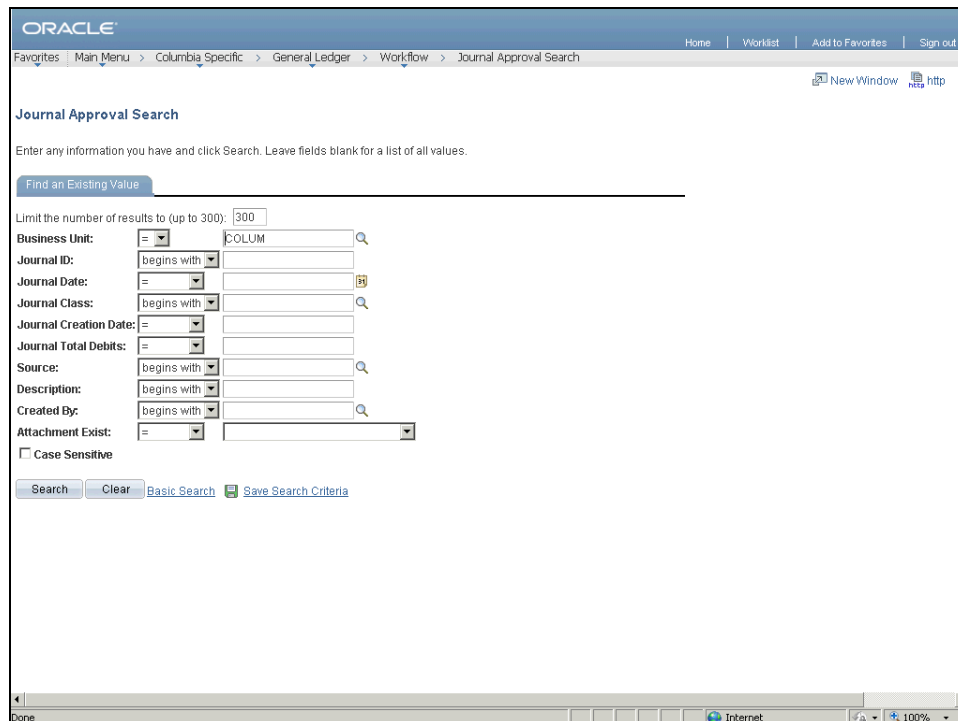
Journal Entries (Internal Transfers)



Step	Action
2.	<p>Workflow controls the routing of a transaction to multiple people throughout a process. The journal approver will go into the Workflow folder to view the transactions that were routed to him/her.</p> <p>Click the Workflow link.</p> <p>Workflow</p>



Step	Action
3.	Click the Journal Approval Search link. Journal Approval Search

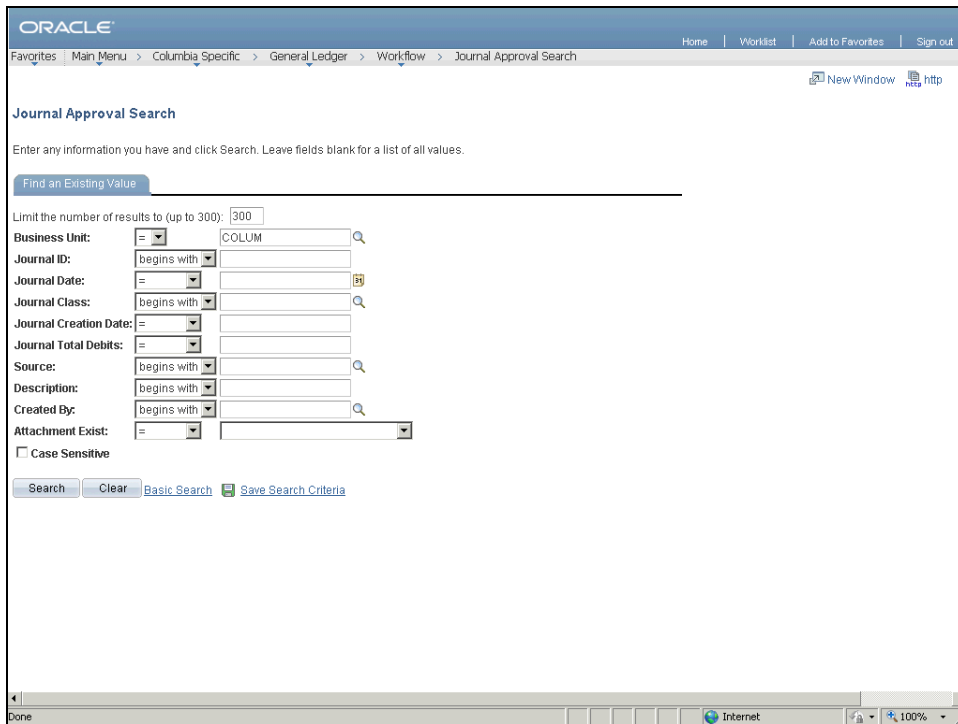


Training Guide

Journal Entries (Internal Transfers)



Step	Action
4.	<p>This is the Journal Approval Search page. Searching for a journal pending approval is similar to how you would search for an existing journal entry.</p> <p>You can specify the values for a number of the fields shown on the left and the search results will return all journals that meet your criteria.</p> <p>In the <i>General Ledger Approvals</i> course we will teach how to search for and approve journal entries.</p>



Step	Action
5.	<p>You have successfully accessed the Journal Approval Search Page in ARC.</p> <p>End of Procedure.</p>



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 Reference Guide

Job Aid: ChartField Definitions

Job Aid: Journal Lines

Job Aid: Transfer Types

Job Aid: Spreadsheet Journal Icons

Policy: Sponsored Project Cost Transfers (<http://policylibrary.columbia.edu/sponsored-project-cost-transfers>)

Journal Entries 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)). 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) 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

ARC	Accounting and Reporting at Columbia. Columbia University's new financial system.
Budget Check	In Commitment Control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
Budget Checking	Enables users to control commitments and expenditures automatically by checking them against predefined, authorized budgets.
Chart of Accounts ChartFields	Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to organize and record financial activity at the University. The fields that make Columbia's Chart of Accounts and provide it with an overall structure. ARC has a total of eleven ChartFields which are recorded on every transaction.
ChartString	The combination of ChartFields and the level at which accounting charges and credits are applied.
Combo Edits	The process of editing journal lines for valid ChartField combinations based on university-defined rules.
Expenditure Field	An amount that has been disbursed and expensed. An area on a page that displays or requires data.
General Ledger	The 'Book of Record' which holds all financial transactions in detail or summary and is used for financial reporting and financial management.
Internal Transfer	To allocate revenue and expenses from one valid ChartString to another and to execute fund transfers from one valid ChartString to another.
Journal Edit	Process that checks journals for errors to ensure that the journals are valid prior to posting.
Journal Entry	The recording of financial data pertaining to business transactions in a journal such that the debits equal credits.
Journal Header	Contains information that uniquely identifies a journal, such as business unit, journal ID, and journal date.
Matching	A system-performed process that is used to compare details between vouchers, purchase orders and receiving documents. The system will automatically perform the appropriate document comparisons when a purchase order is associated to a voucher (PO Voucher) and indicate whether the documents do or do not match.
Project Ranges	Associates expenses with a specific funding source. Each ChartField has conventions for assigning names and ranges to group similar values together (similar to FAS ranges).
Security	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.
Workflow	Automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account and dollar amount. Workflow

Training Guide

Journal Entries (Internal Transfers)



manages and tracks the flow of work.