The purpose of this job aid is to provide guidance on how to copy and delete a general journal or internal transfer. You also have the ability to delete multiple Journals that you created at once. Select Central users will be able to delete Journals created by other users.

**Copying or Deleting a Journal**

1. In ARC, navigate to the Journals tile and then select **Internal Transfer Journal Entry** (for Internal Transfers) or **Create/Update Journal Entries** (for General Journals).

   Or, For General Journals, Click **Nav Bar > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.

   For Internal Transfers, **NavBar > Columbia Specific > General Ledger > Internal Transfer Journal Entry**.

   You can also use the Navigator Search.

2. Click on **Find an Existing Value** tab.

3. Enter **Search Criteria** for the desired Journal Entry and click **Search**.

4. Click the **Journal ID** of the desired Journal Entry form the search results to view the Journal Entry screen.
5. Click the **Lines** tab.

**Copying the Journal**

1. Select **Copy Journal** from the **Process** dropdown menu.

2. Click **Process**. The Journal Entry Copy window appears.

3. Select the check box for **Recalculate Budget Date**.
   If desired, edit the Journal Date or other details.

4. Click **OK**. The new journal is created, displayed, and ready to be **Processed** (edit validation, budget check, approvals and posting.)

5. After Processing the journal, click **Yes** for the confirmation Message. The option to wait for confirmation or proceed appears.

**Note:** See the section on accessing the **Process Monitor**. In addition, if there is a processing error the journal will indicate the error.

6. Clicking **No** allows you to work on something else while the process completes in the background.
Deleting the Journal

1. Select **Delete Journal** from the **Process** dropdown menu.

![Delete Journal dropdown menu]

2. Click **Process**.

![Confirmation message]

3. Click **Yes** for the confirmation Message. The option to wait for confirmation or proceed appears.

General Ledger Journal Mass Delete

You can delete multiple journals at once using the **Mass Delete Journals** page. You will only be able to delete Journals that you created. Select Central users will be able to delete Journals created by other users.


![Mass Delete Journals]

2. Enter Search criteria in the fields to locate Journals

3. Click **Search**. A list of matching Journals appears.

4. Select the desired Journals to delete. You can use the **Select All** or **Deselect All** buttons.

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

1. Click **PeopleTools > Process Scheduler > Process Monitor.**

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

3. Click **Refresh.** The Process List appears.

If there are Journal errors, the **Run Status** displays ‘Warning’.

4. To view errors, navigate back to **General Ledger > Journals > Journal Entry > Create/Update Journal Entries,** search for your Journal ID, and click the **Errors** tab.

Getting Help
Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122