

Journal Entries

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.



Table of Contents

Journal Entries..... 1

Journal Entries..... 2

 Journal Entries Overview.....3

 Journal Entries Defined4

 Types of Journal Entries in ARC5

 Entry Options.....6

 Process Flow.....7

 Processes Defined8

 Benefits.....9

 Security and Workflow10

 ChartFields Refresh11

 Creating Online Journals for Internal Transfers12

 Introduction to Internal Transfers13

 When to use Internal Transfers14

 Rules for Entering Internal Transfers.....15

 Journal Header16

 Entering the Journal Header for an Internal Transfer Journal17

 Journal Lines.....26

 Entering the Journal Lines for an Internal Transfer Journal.....27

 Processing an Internal Transfer Journal71

 Creating Journals via the Spreadsheet Journal Import Tool91

 Introduction to the Spreadsheet Journal Import Tool.....92

 Downloading the Spreadsheet Journal Import Tool from the ARC Portal93

 Creating a New Journal Sheet and Entering the Journal Header Information123

 Entering the Journal Lines in a Spreadsheet Journal.....130

 Importing the Spreadsheet Journal into ARC156

 Processing the Imported Journal in ARC162

 Creating Online General Journal Entries181

 Introduction to General Journal Entries182

 When to use General Journal Entries183

 Rules for Entering General Journal Entries.....184

 Journal Header185

 Entering the Journal Header for a General Journal Entry187

 Journal Lines.....198

 Entering the Journal Lines for a General Journal Entry199

 Processing a General Journal245

 Reviewing Journals.....255

 Introduction to Workflow256

 Accessing the Journal Approval Search Page257

 Course References261

 Knowledge Assessment262

Glossary 263

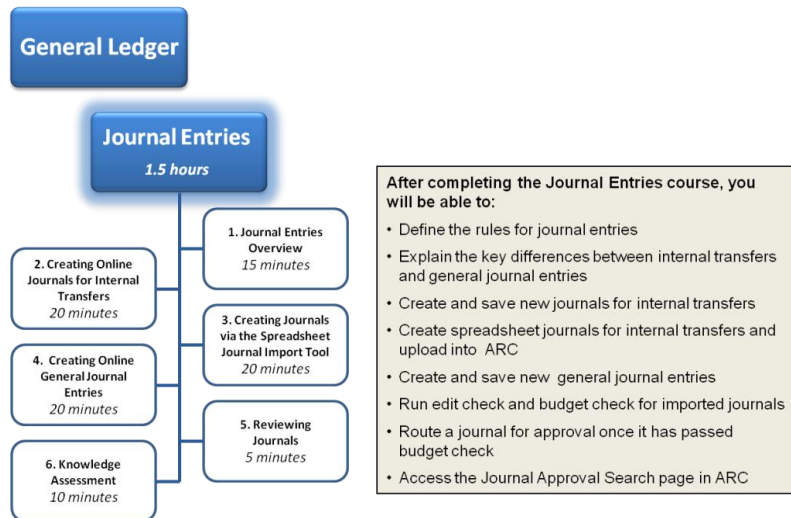


Journal Entries

Journal Entries

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

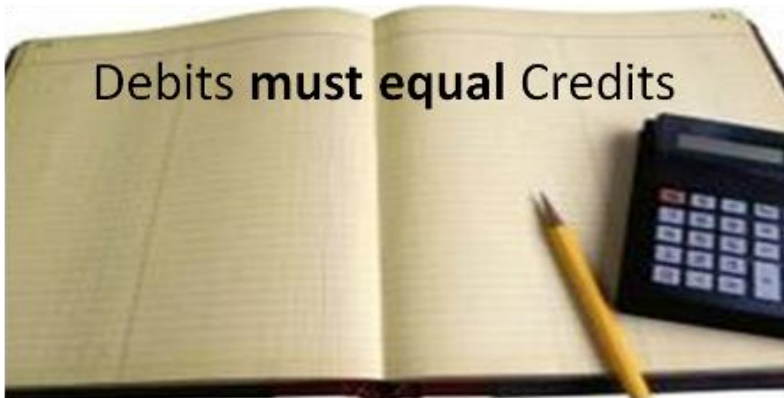
If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click [here](#) for a quick reference guide.



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





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)

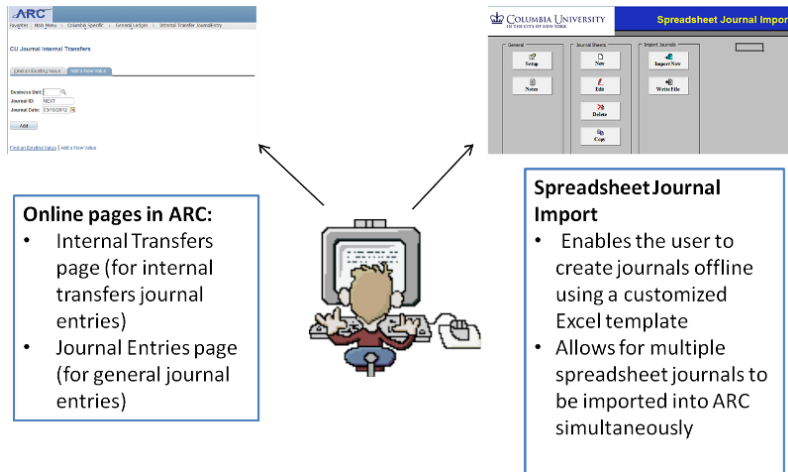
General journal entries are less common and generally executed by the Controller's Office. They are used for accruals of revenue or expense and to record a change in balance that cannot be made via the Internal Transfers page.
- 3**

Interfaced Journals

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

Entry Options

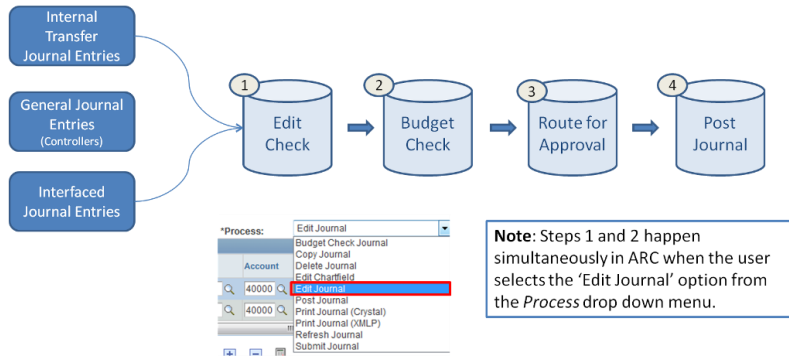
There are two entry options for entering internal transfer and general journal entries in ARC:



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



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:

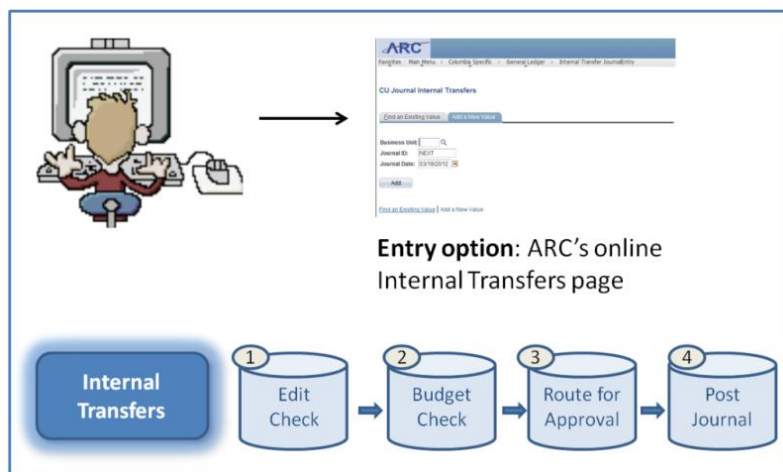
ChartField	Characters (length)	Definition	Replaces	Required on transaction
Business Unit	5 (e.g. COLUM - Columbia University)	Legal entity for which financial statements are produced.	9-Ledger	Required on all transactions
Account	5 (e.g. 40000 - TUITION)	Used to capture the natural classification of 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 Note: For fiscal year projects the activity will always be 01.
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	Only required for revenue, expense, and internal transfer transactions *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	Only required for revenue, expense, and internal transfer 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 this table 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](#).



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>)

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. A callout box points to the 'Long Description' field with the text 'Enter a description of the journal entry.' Another callout box lists 'Defaulted Fields: Ledger Group (Actuals), Source (ITF for Internal Transfer Journal Entries), Transaction Code: GENERAL'. A third callout box points to the 'Journal Class' field with the text '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

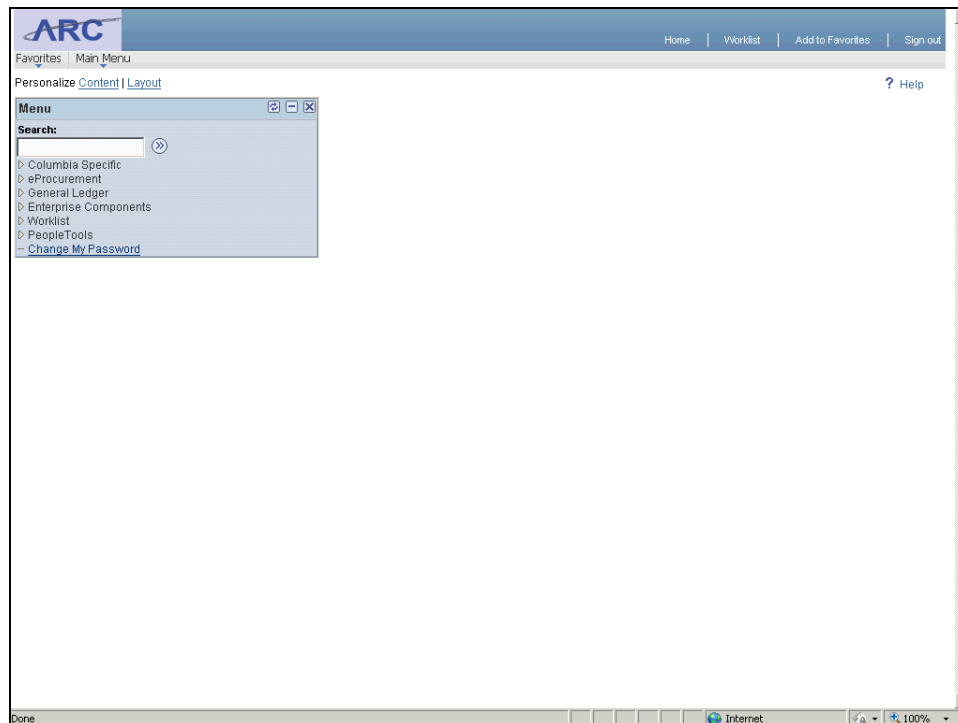
Throughout the *Entering the Journal Header for an Internal Transfer Journal* topic you will learn how to:

- 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

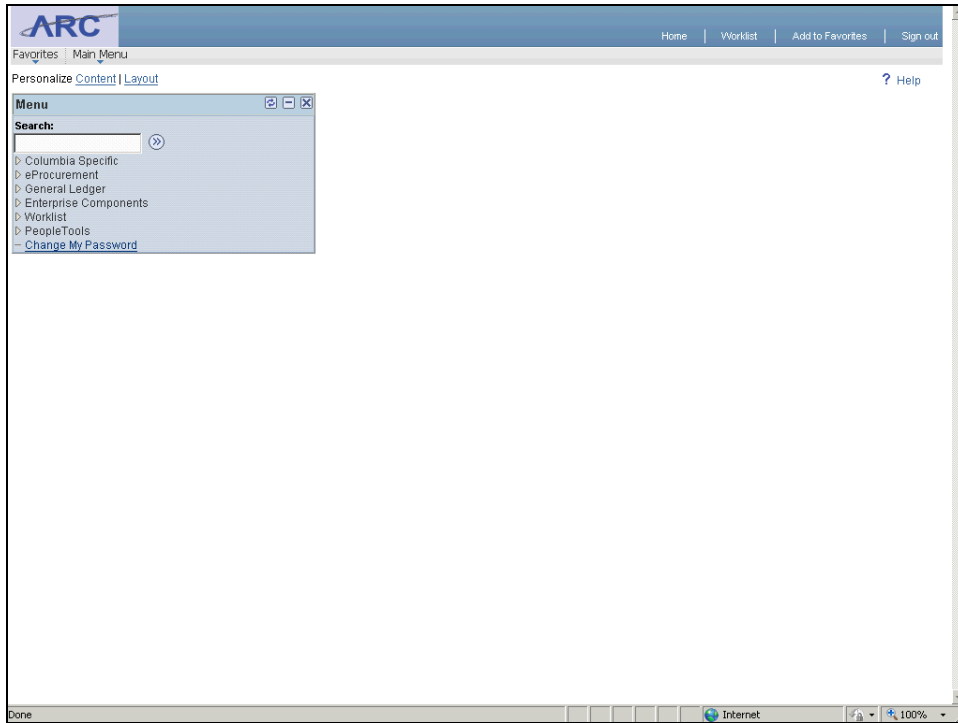
Welcome to the *Entering the Journal Header for an Internal Transfer Journal* topic. In this scenario you will learn how to enter the journal header information for a an internal transfer.




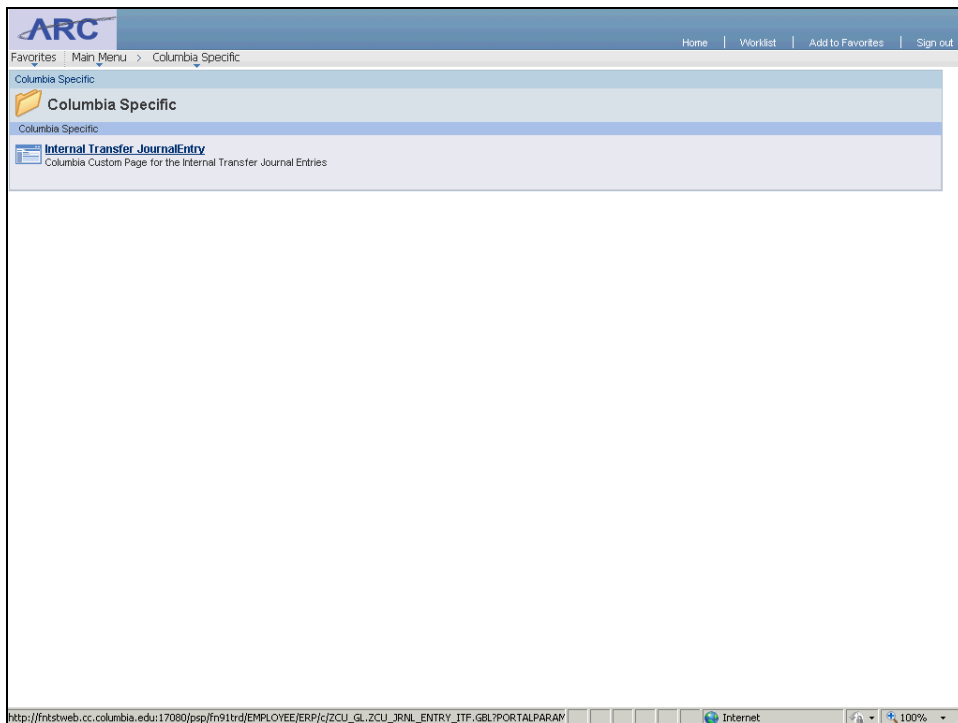
Step	Action
1.	When you log in to ARC, you will be taken to the home page. The links available within the menu on the left hand side will differ per user based on role. The internal transfers page is within the Columbia Specific navigation.

Training Guide

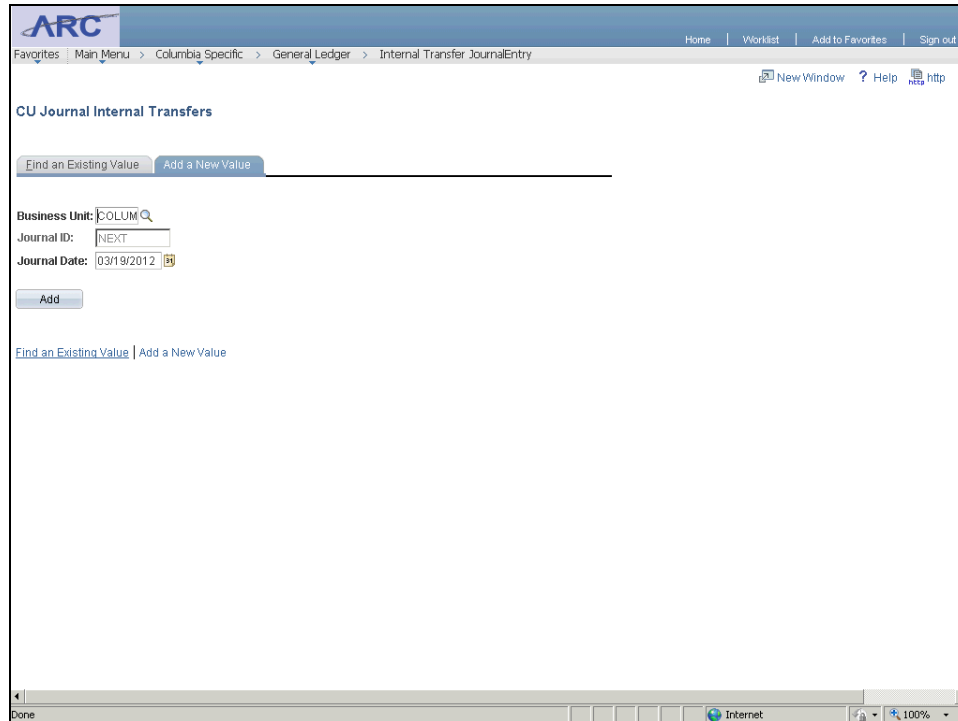
Journal Entries



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



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> 

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



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:

*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

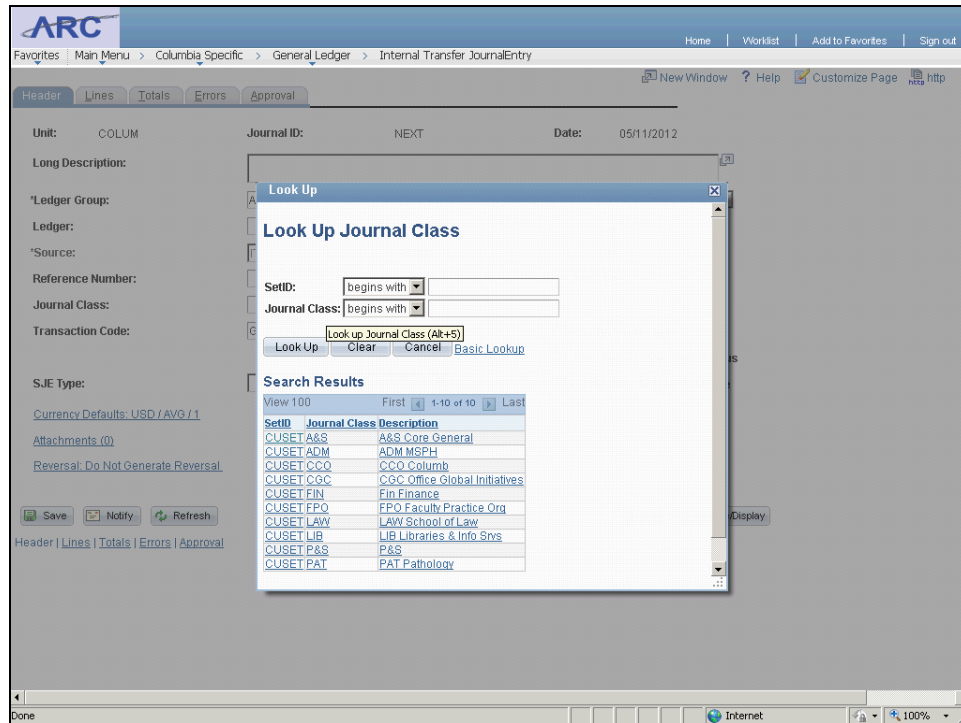
Currency Defaults: USD / AVG / 1
[Attachments \(0\)](#) [Commitment Control](#)
[Reversal Do Not Generate Reversal](#)


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. 

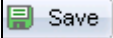


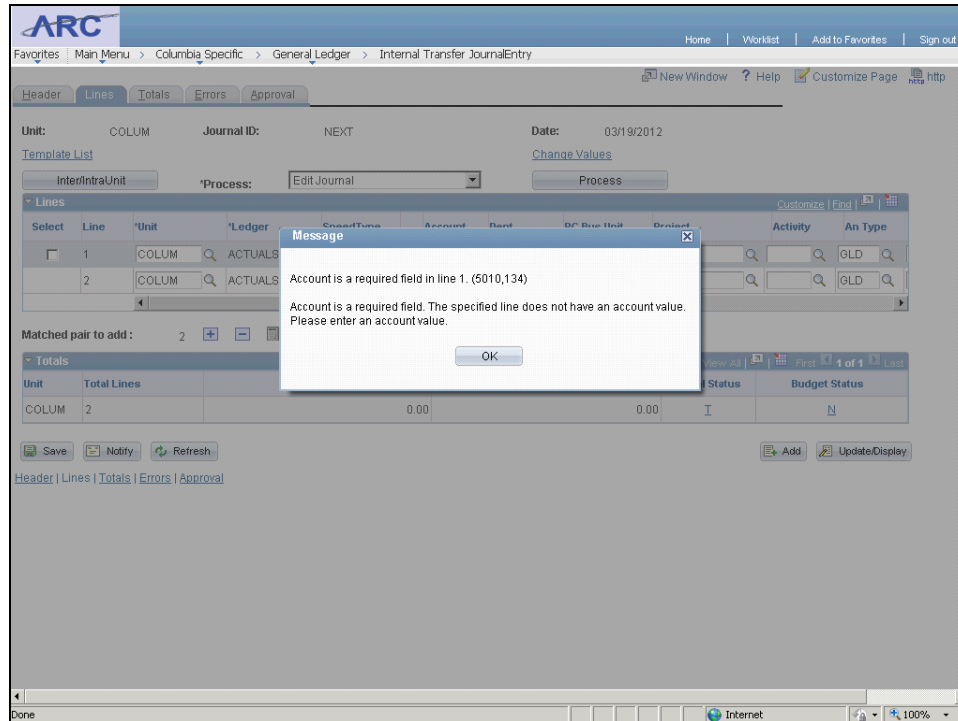
Step	Action
9.	Click the FIN link. 

Training Guide

Journal Entries



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



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 callouts:

- 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:

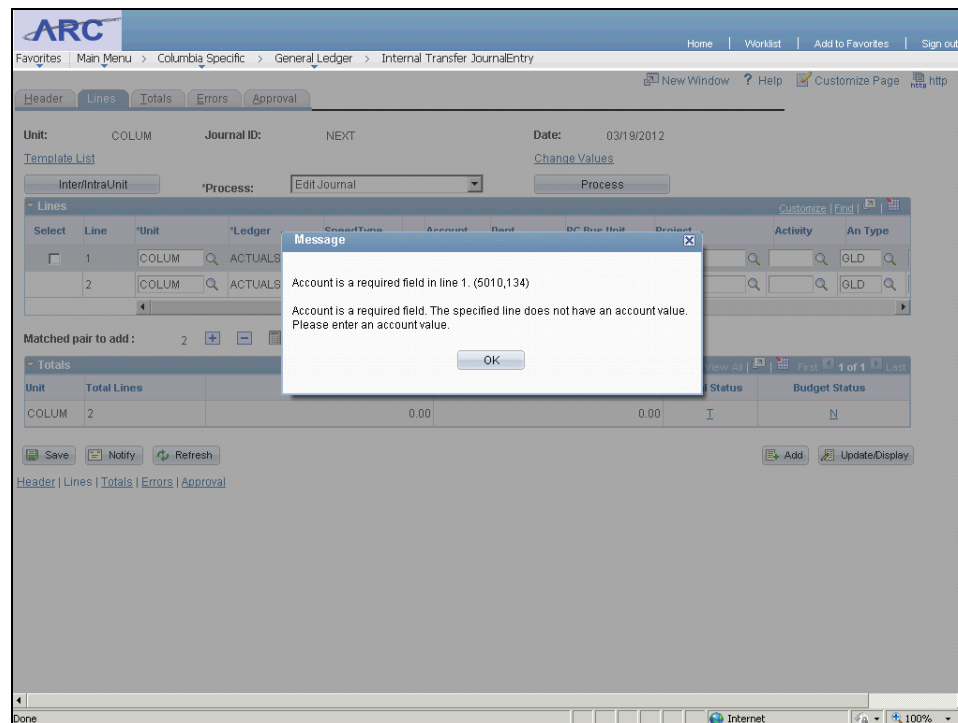
- Identify the fields in the Journal Lines page that require data input
- Use the look up glass functionality to search for ChartField values
- Save the journal

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: 2px; display: inline-block; margin-left: 20px;">OK</div>

Training Guide

Journal Entries



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>

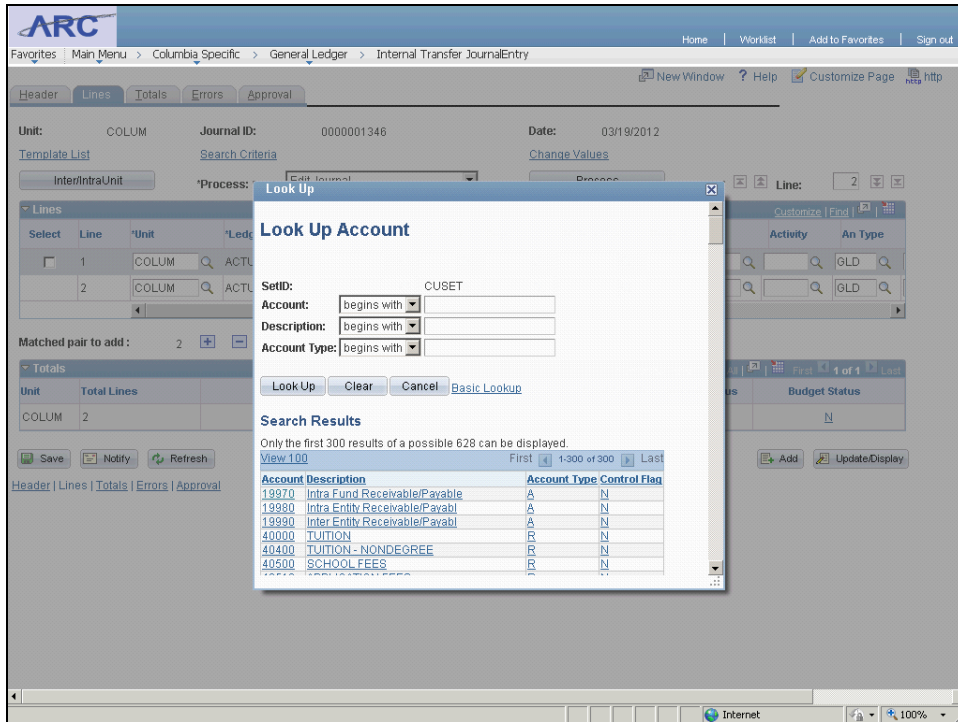
Step	Action
3.	Click the Look up Account (Alt+5) button. 

Training Guide

Journal Entries



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"/>

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

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

Inter/intraUnit *Process: Look Up

Look Up Account

SetID: CUSET

Account: begins with

Description: begins with

Account Type: begins with

Look Up Clear Cancel Basic Lookup

Search Results

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

View 100 First 1-300 of 300 Last

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".

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

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

Inter/intraUnit *Process: Look Up

Look Up Account

SetID: CUSET

Account: begins with 704

Description: begins with

Account Type: begins with

Look Up Clear Cancel Basic Lookup

Search Results

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

View 100 First 1-300 of 300 Last

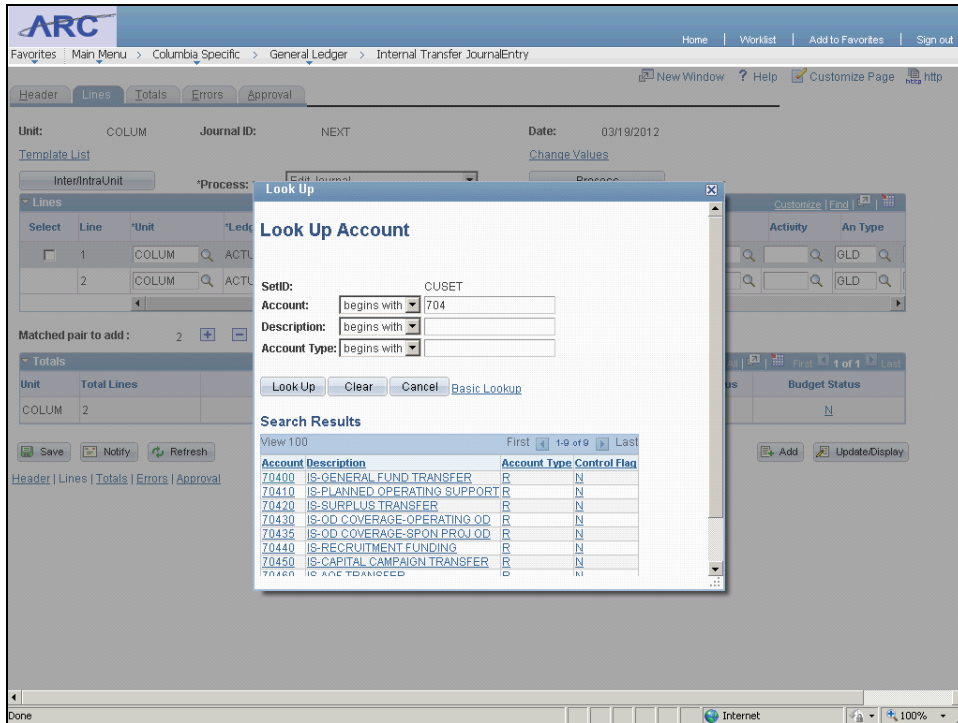
Account	Description	Account Type	Control Flag
19970	Intra Fund Receivable/Payable	A	N
19980	Intra Entity Receivable/Payable	A	N
19990	Inter Entity Receivable/Payable	A	N
40000	TUITION	R	N
40400	TUITION - NONDEGREE	R	N
40500	SCHOOL FEES	R	N

Training Guide

Journal Entries



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




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

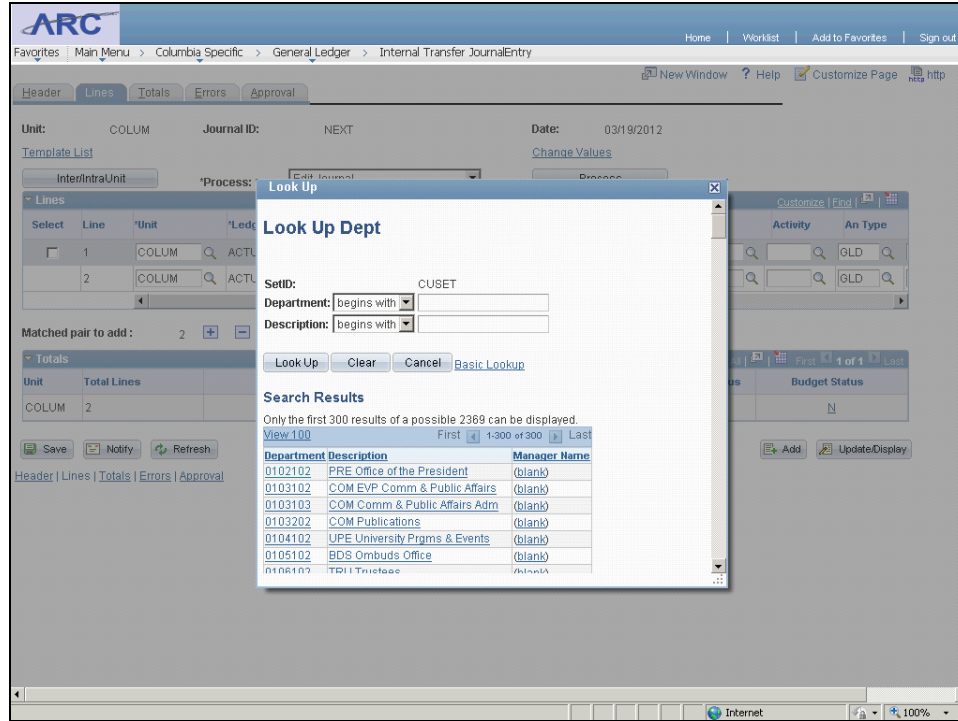
The screenshot shows the ARC software interface for a Journal Entry. The 'Lines' table is as follows:

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

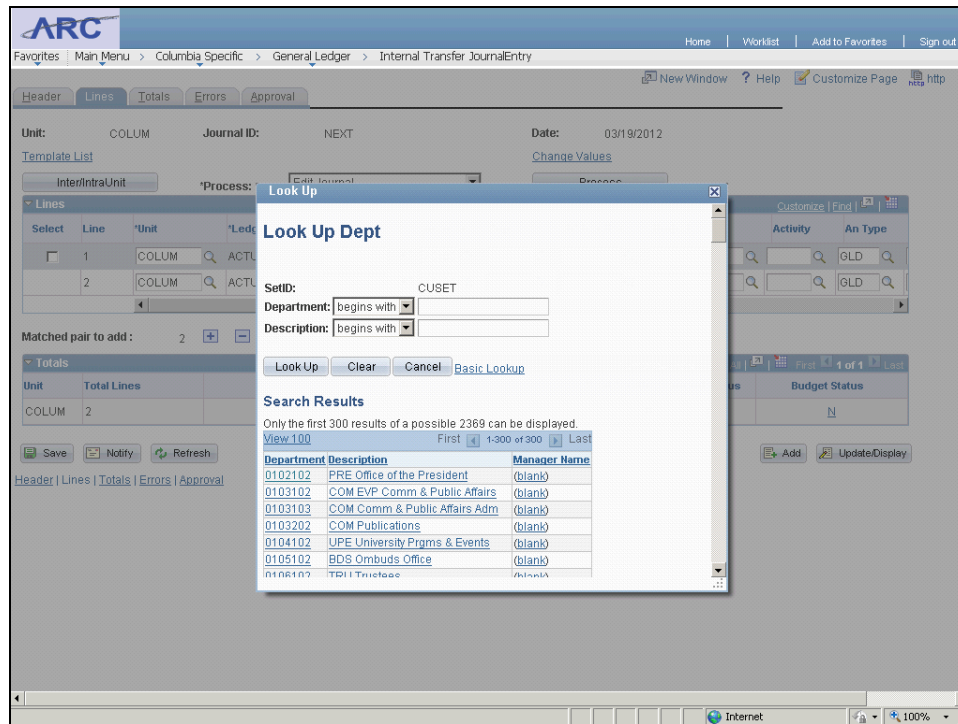
The 'Totals' table is as follows:

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

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



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

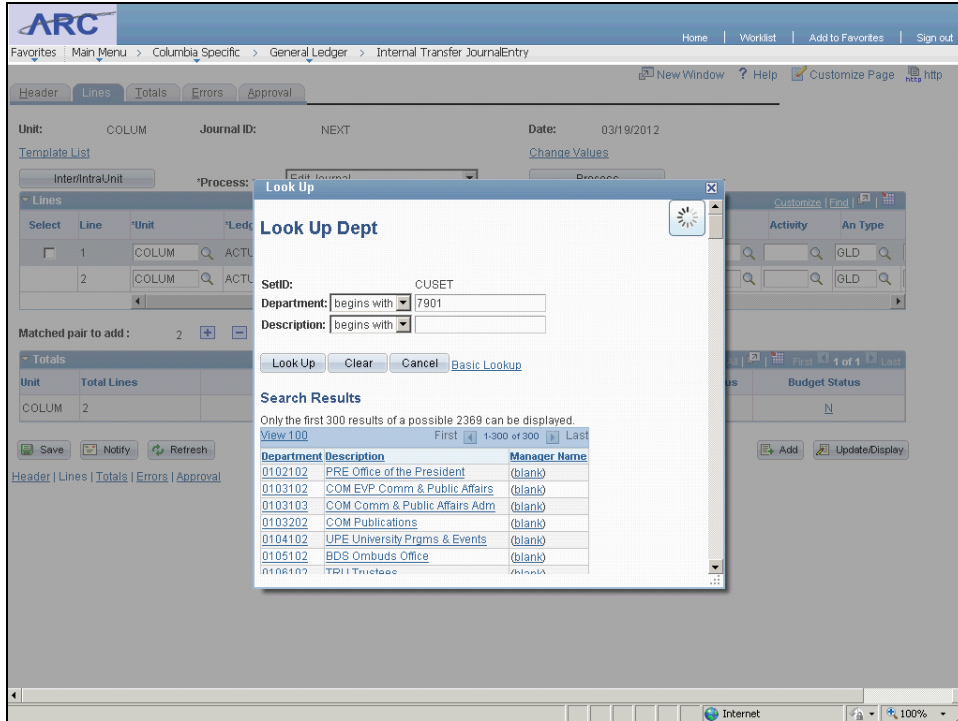


Training Guide

Journal Entries

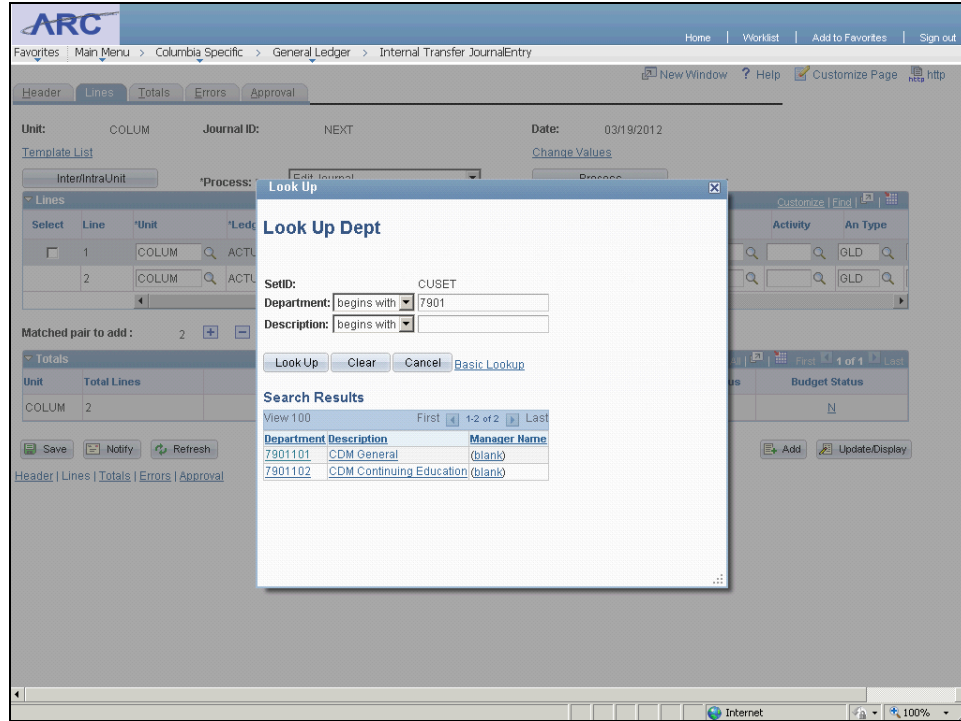


Step	Action
13.	Enter the desired information into the Department field. Enter "7901" .

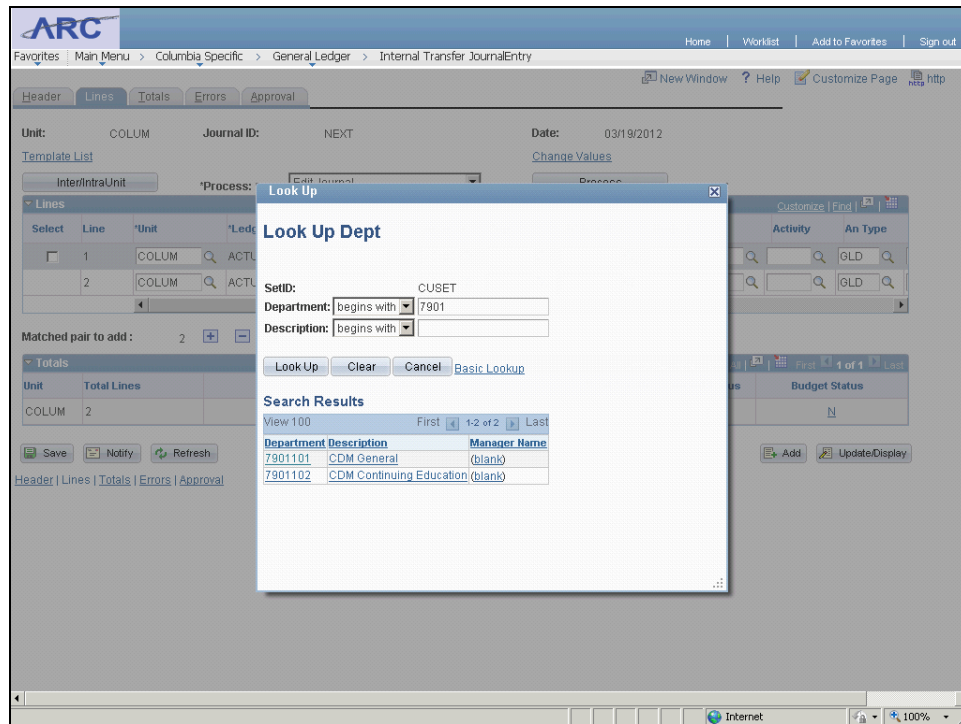


Step	Action
14.	Click the Look Up button.





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



Training Guide

Journal Entries



Step	Action
16.	Click the 7901101 link.

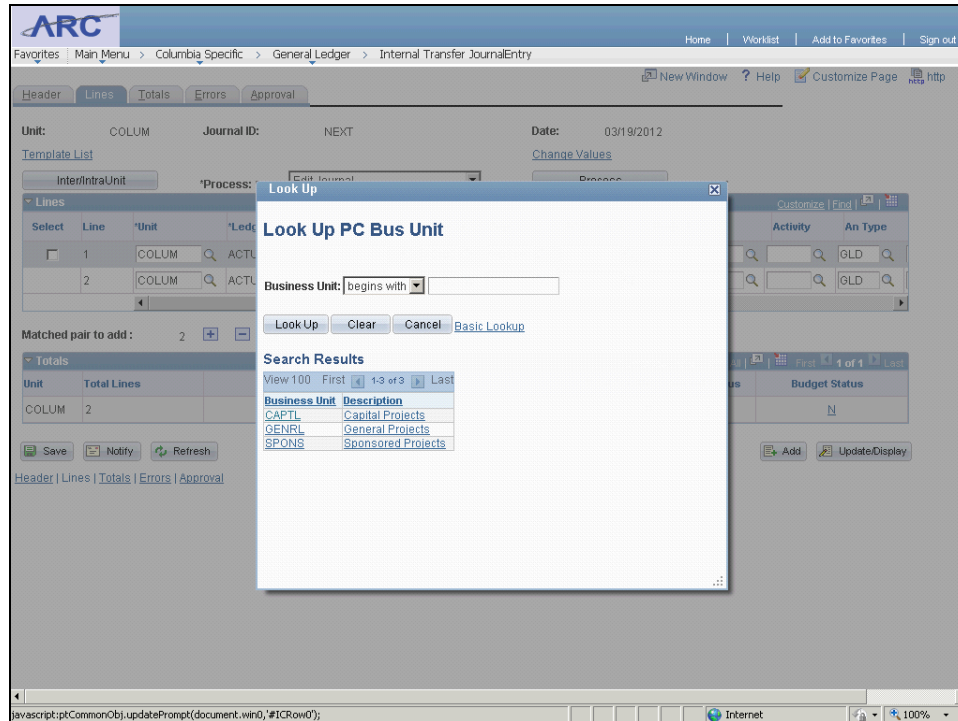
The screenshot shows the ARC system interface for 'Internal Transfer JournalEntry'. The 'Lines' table is as follows:

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		7901101			GLD

Below the table, a message states: "No matching values were found." 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
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



Look Up PC Bus Unit

Business Unit: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Business Unit	Description
CAPTL	Capital Projects
GENRL	General Projects
SPONS	Sponsored Projects

Lines Table:

Select	Line	Unit	Ledger
<input type="checkbox"/>	1	COLUM	ACTL
<input type="checkbox"/>	2	COLUM	ACTL

Totals Table:

Unit	Total Lines
COLUM	2


Step	Action
19.	Click the GENRL link. GENRL

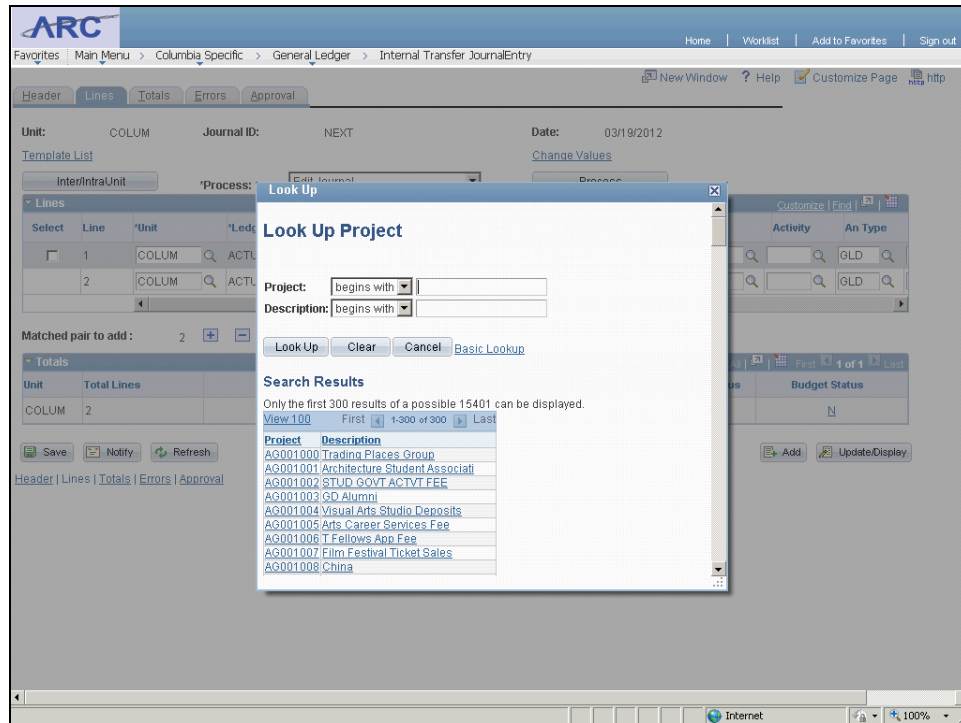
Lines Table:

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

Totals Table:

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

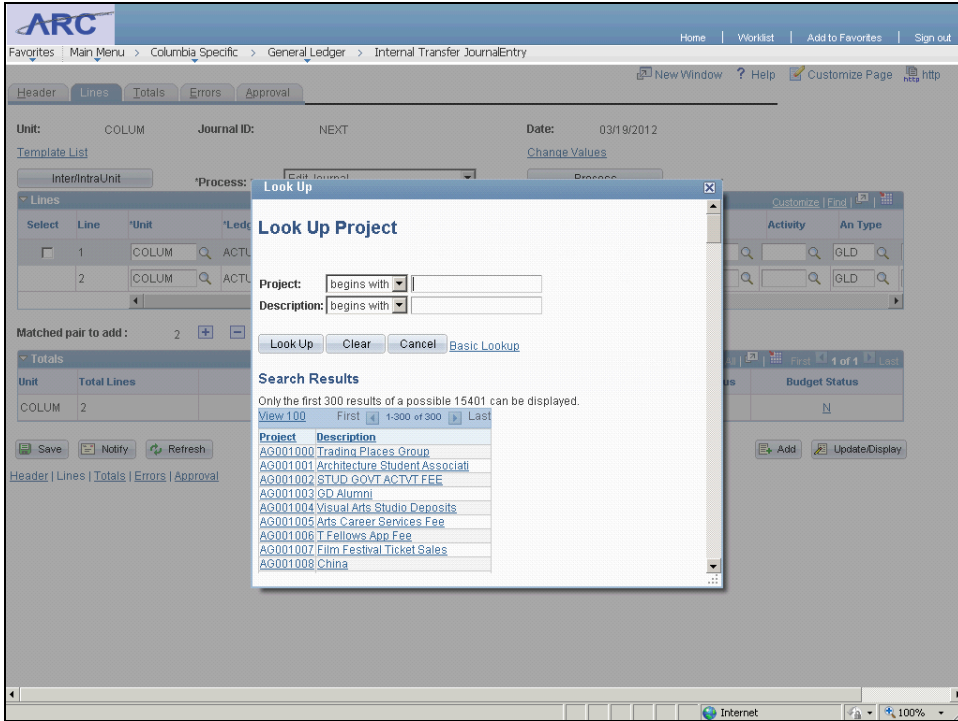
Step	Action
20.	Click the Look up Project (Alt+5) button. 



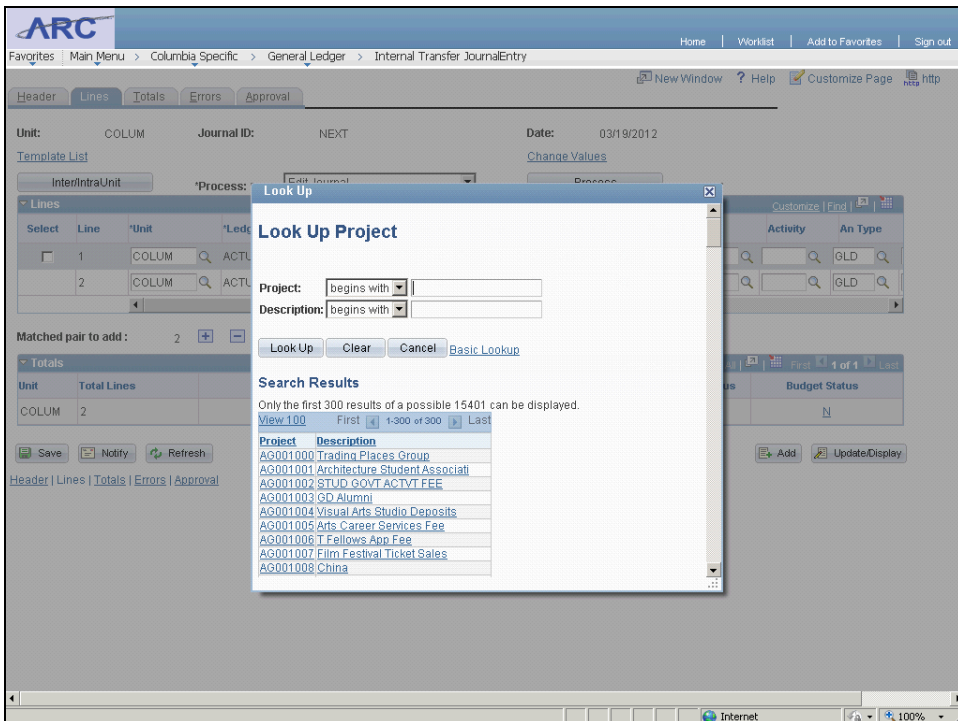
Step	Action
21.	You will only be able to search for Projects that belong in the 'General Projects' PC Business Unit. In this scenario you will search for projects that begin with 'GT001'

Training Guide

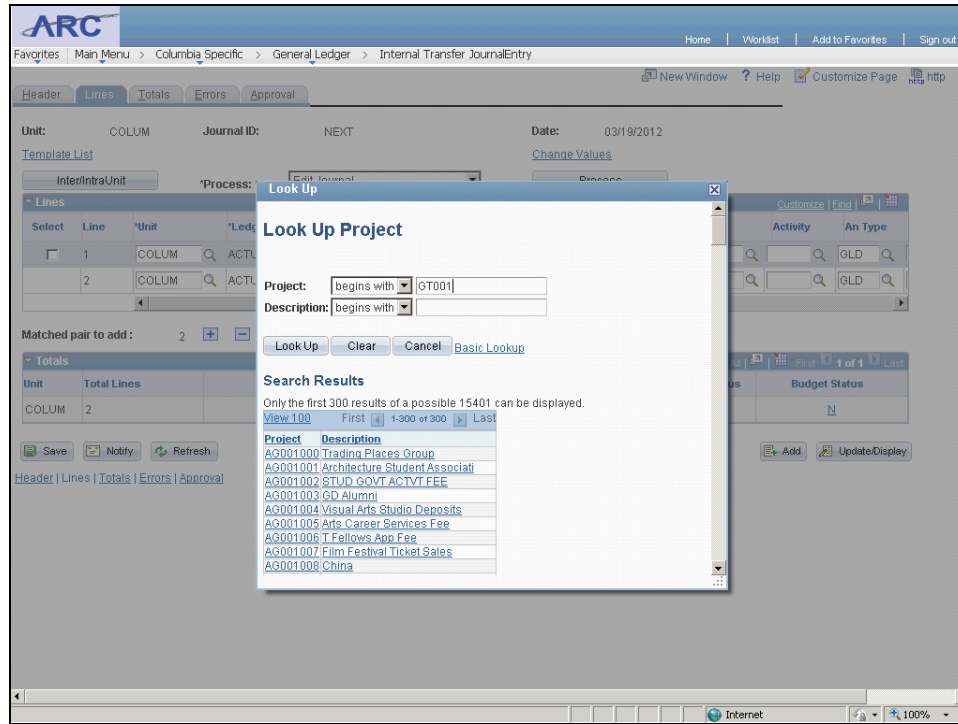
Journal Entries



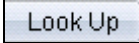
Step	Action
22.	Click in the Project field.



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




The screenshot shows the 'Look Up Project' dialog box in the ARC system. The search criteria are: Project: begins with GT001, Description: begins with. The search results list includes:

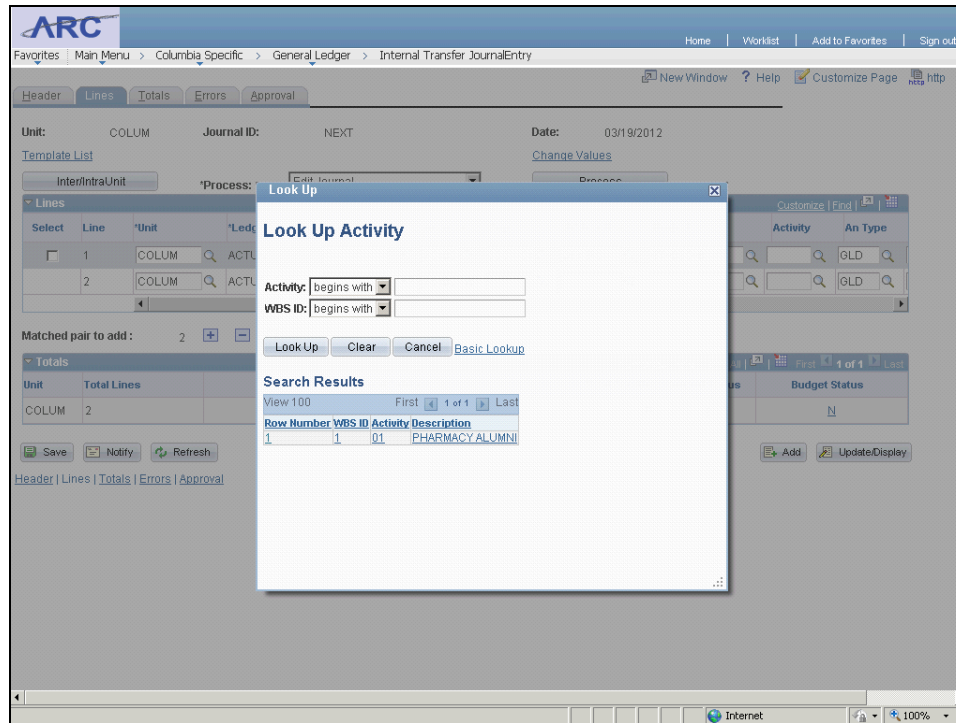
Project	Description
GT001001	HONORIC01RAVEL
GT001003	MERCK - DANISHEFSKY
GT001004	GENERAL DERM GIFT
GT001005	HIRSCHL SCHOLARSHIP
GT001006	SEVERINGHAUS GIFT
GT001007	JU TANS&WU PINGCHU
GT001008	PHARMACY ALUMNI
GT001009	HOFFMAN FAMILY FUND
GT001010	ATHLETICS CAMPAIGN

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

The screenshot shows the journal entry details in the ARC system. The 'Project' field for line 1 is set to 'GT001008'. The 'Activity' field for line 2 shows 'No matching values were found'.

Select	Line	*Unit	*Ledger	SpeedType	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	

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



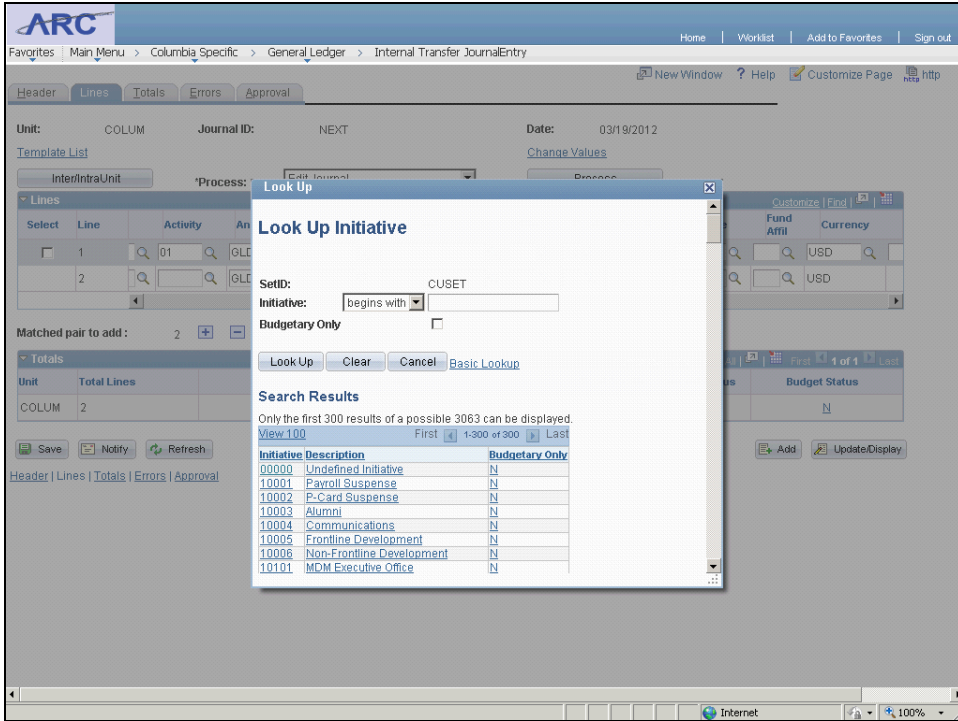
Step	Action
28.	Click the PHARMACY ALUMNI link. PHARMACY ALUMNI

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

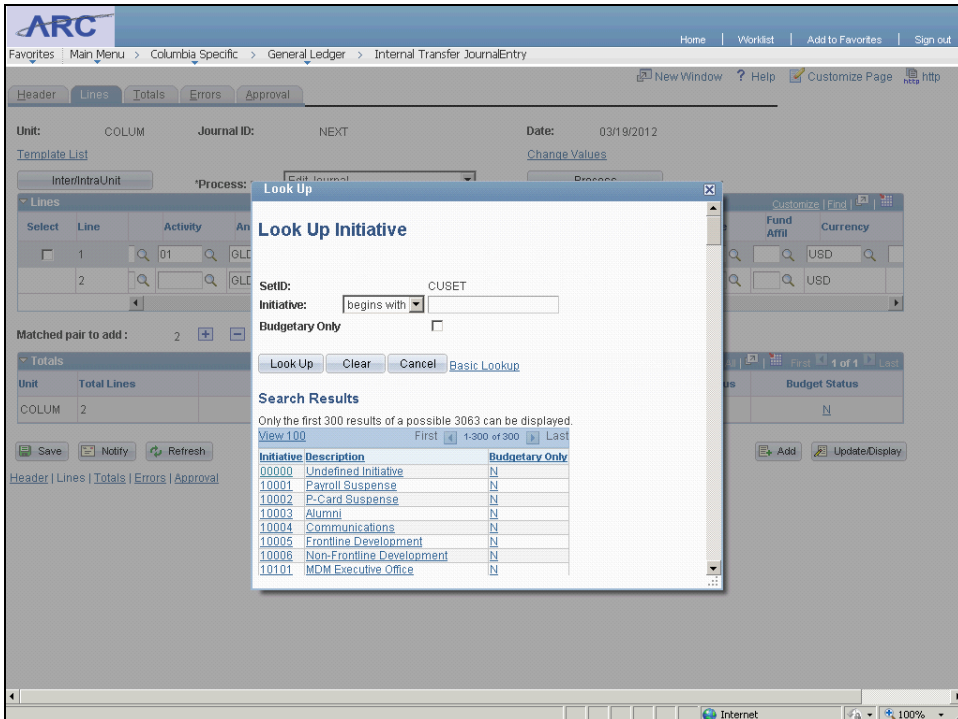
Step	Action
30.	Click the Look up Initiative (Alt+5) button. 


Training Guide

Journal Entries




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



Step	Action
32.	Click the 00000 link. 

The screenshot displays the ARC Internal Transfer Journal Entry interface. The header includes navigation tabs for Header, Lines, Totals, Errors, and Approval. The main area shows a 'Lines' table with columns for Select, Line, Account, Dept, PC Bus Unit, Project, Activity, An Type, Initiative, Segment, and Site. The 'Initiative' field is set to '00000'. Below the 'Lines' table is a 'Totals' table with columns for Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Unit' is 'COLUM' and 'Total Lines' is '2'. The interface also includes buttons for Save, Notify, Refresh, Add, and Update/Display.


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

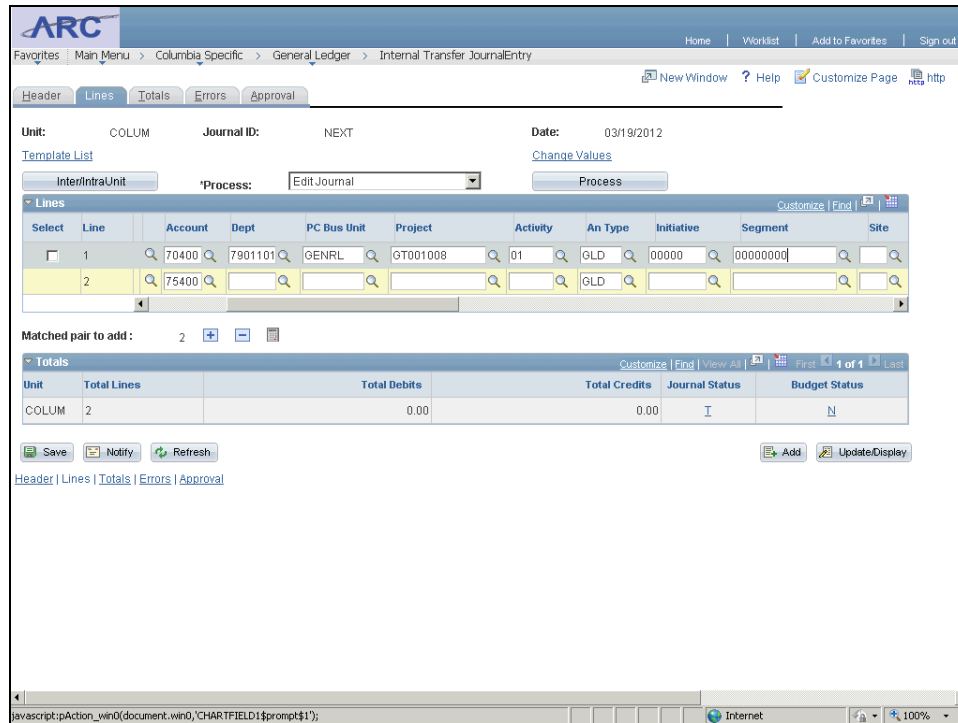
Training Guide

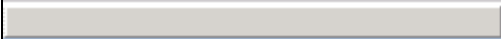
Journal Entries



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

Step	Action
35.	Click the 00000000 link. 



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

Training Guide

Journal Entries



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>

The screenshot displays the ARC system interface for 'Internal Transfer JournalEntry'. The 'Unit' is COLUM, 'Journal ID' is NEXT, and the 'Date' is 03/19/2012. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has two rows, with the 'Amount' field in the second row highlighted in red. The 'Totals' table shows a total of 2 lines, 0.00 debits, and 0.00 credits.

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

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

Training Guide

Journal Entries



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

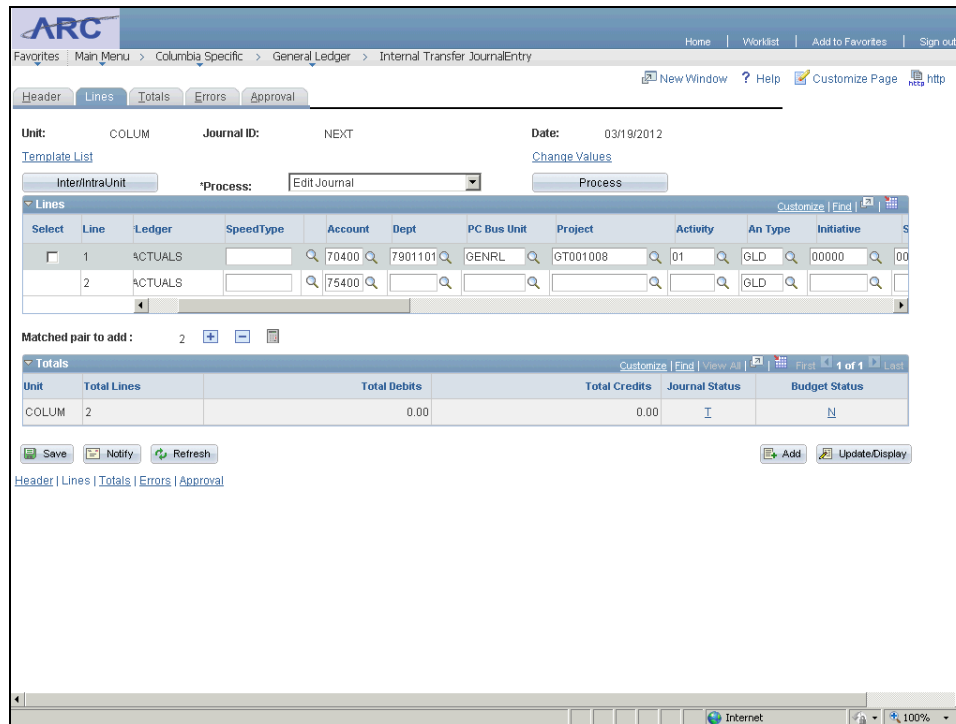
Matched pair to add: 2 + - []

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

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




The screenshot displays the ARC system interface for a Journal Entry. The breadcrumb trail is: Favorites > Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The 'Header' section shows Unit: COLUM, Journal ID: NEXT, and Date: 03/19/2012. Below this is a 'Process' dropdown menu set to 'Edit Journal' and a 'Process' button. The 'Lines' section is expanded, showing a table with columns: Select, Line, Ledger, SpeedType, Account, Dept, PC Bus Unit, Project, Activity, An Type, Initiative, and S. Line 1 is selected and has values: ACTUALS, 70400, 7901101, GENRL, GT001008, 01, GLD, 00000, 00. Line 2 is also selected and has values: ACTUALS, 75400, and GLD. Below the lines is a 'Matched pair to add' section showing a count of 2. The 'Totals' section shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The totals for Unit COLUM are: Total Lines: 2, Total Debits: 0.00, Total Credits: 0.00, Journal Status: I, Budget Status: N. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

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



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

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	GTD01008	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.

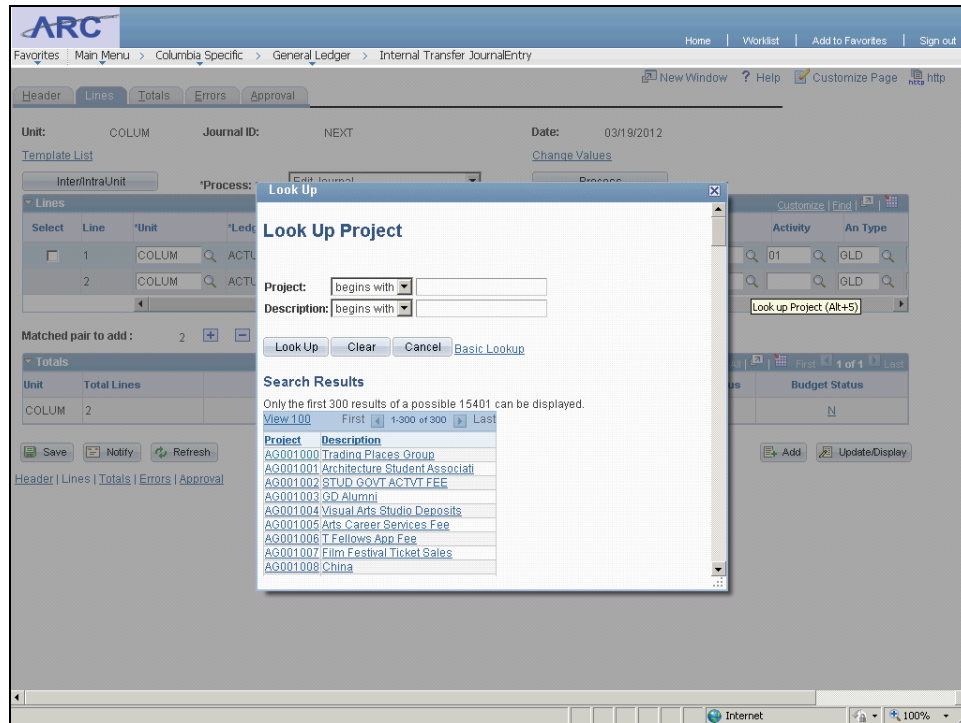
Training Guide

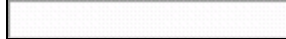
Journal Entries



Step	Action
46.	Click the GENRL link. GENRL

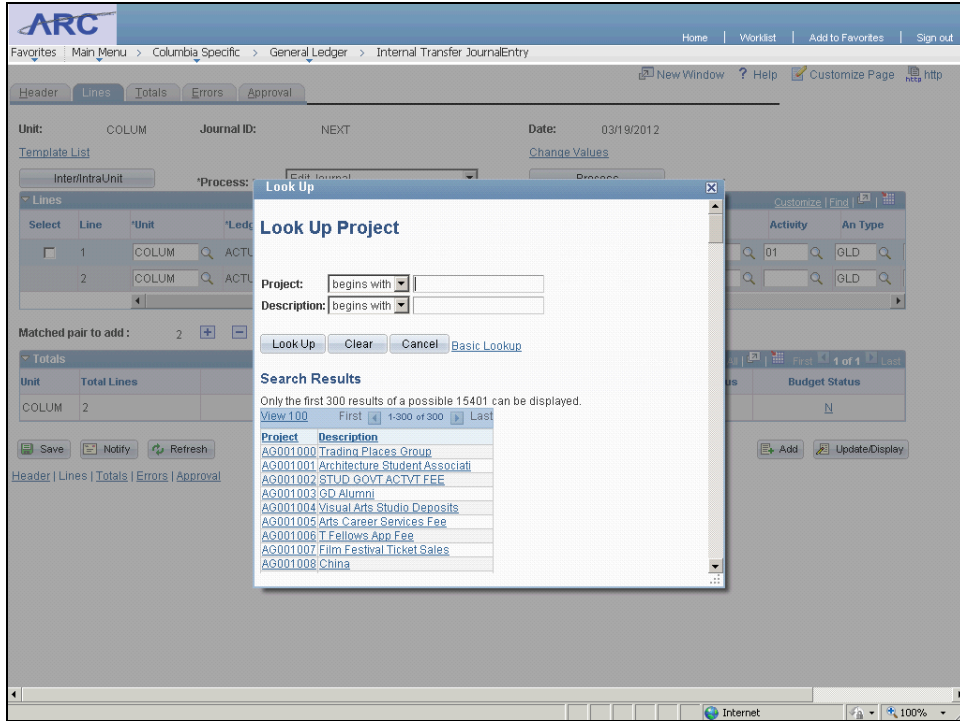
Step	Action
47.	Click the Look up Project (Alt+5) button. 



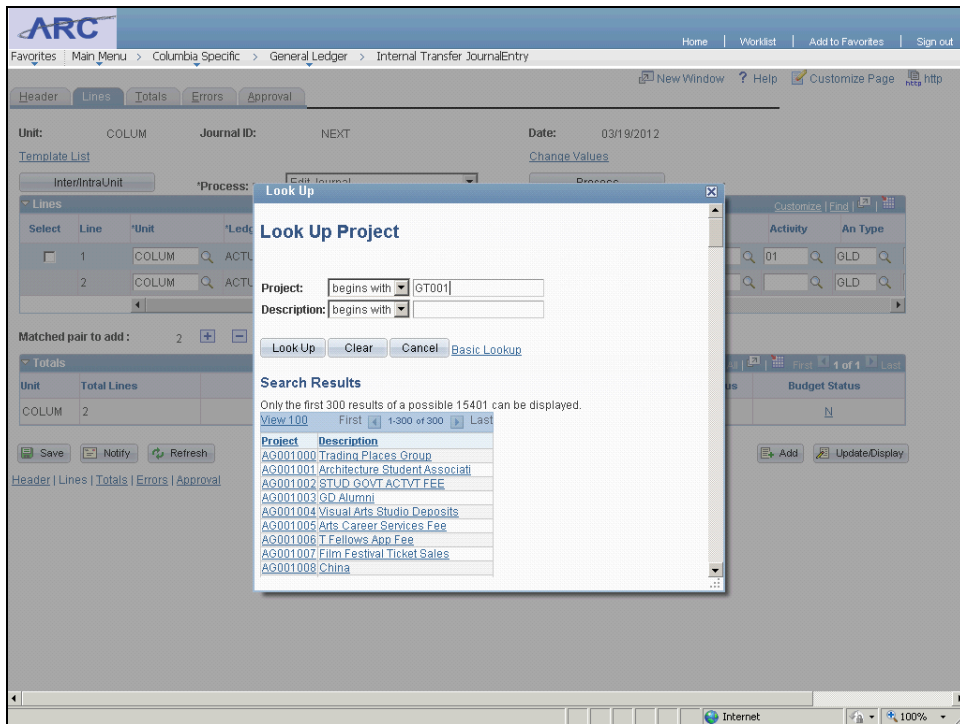
Step	Action
48.	Click in the Project field. 

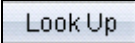
Training Guide

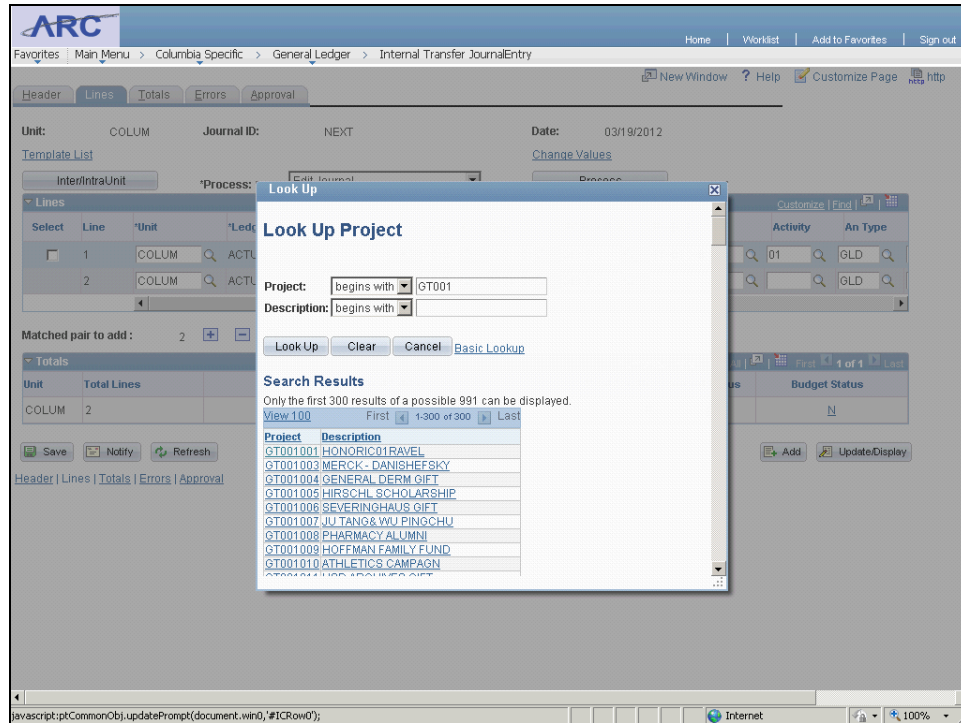
Journal Entries




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



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 Credits	Journal Status	Budget Status
COLUM	2	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 Credits	Journal Status	Budget Status
COLUM	2	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

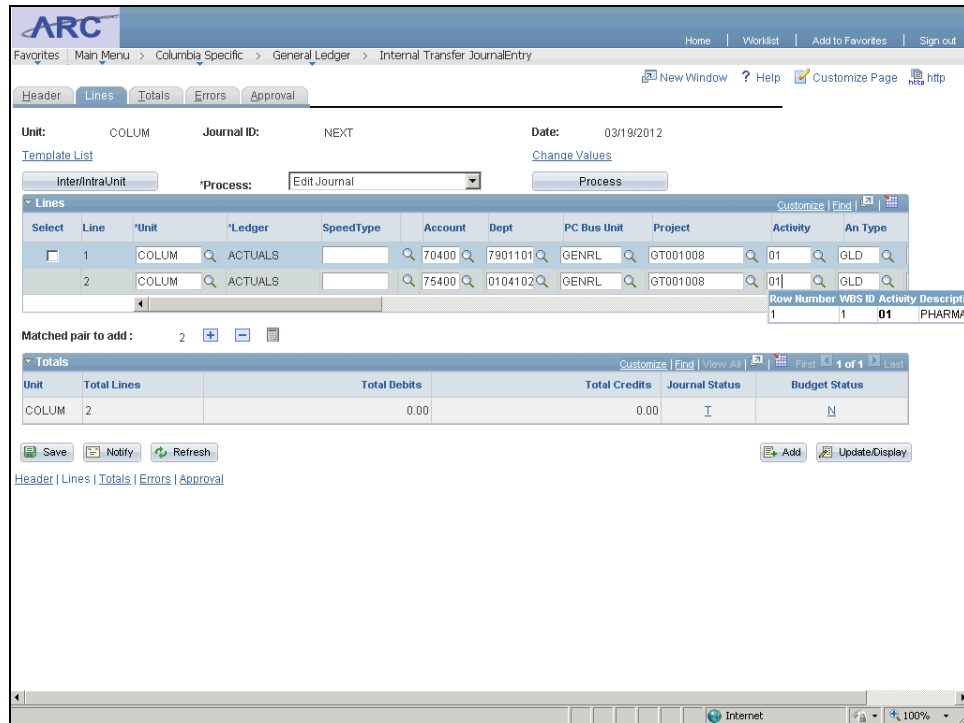
Look Up | Clear | Cancel Basic Lookup

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. 




The screenshot shows the ARC system interface for '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	*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:

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

The 'Description' column of the first line contains the text 'PHARMACY ALUMNI'.

Step	Action
54.	Click the scrollbar to view the rest of the ChartFields. 

Training Guide

Journal Entries




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
 Lines

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
 Totals

Unit	Total Lines	Total Credits	Journal Status	Budget Status
COLUM	2	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
 Header | Lines | Totals | Errors | Approval
 Unit: COLUM Journal ID: NEXT Date: 03/19/2012
 Template List Change Values
 Inter/IntraUnit *Process: Edit Journal Process
 Lines

Select	Line	An Type	Initiative
<input type="checkbox"/>	1	GLD	00000
<input type="checkbox"/>	2	GLD	


 Matched pair to add: 2
 Totals


Unit	Total Lines
COLUM	2

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

 javascript:ptCommonObj.updatePrompt(document.win0,'#ICRow0');

Step	Action
56.	Click the 00000 link. 

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

Training Guide

Journal Entries



Look Up Segment

SetID: CUSET

Segment: begins with

Budgetary Only

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results of a possible 6389 can be displayed.

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>

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

Inter/intraUnit *Process: Edit Journal Process

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	
	2	75400	0104102	GENRL	GT001008	01	GLD	00000	00000000	

Matched pair to add: 2

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

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



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

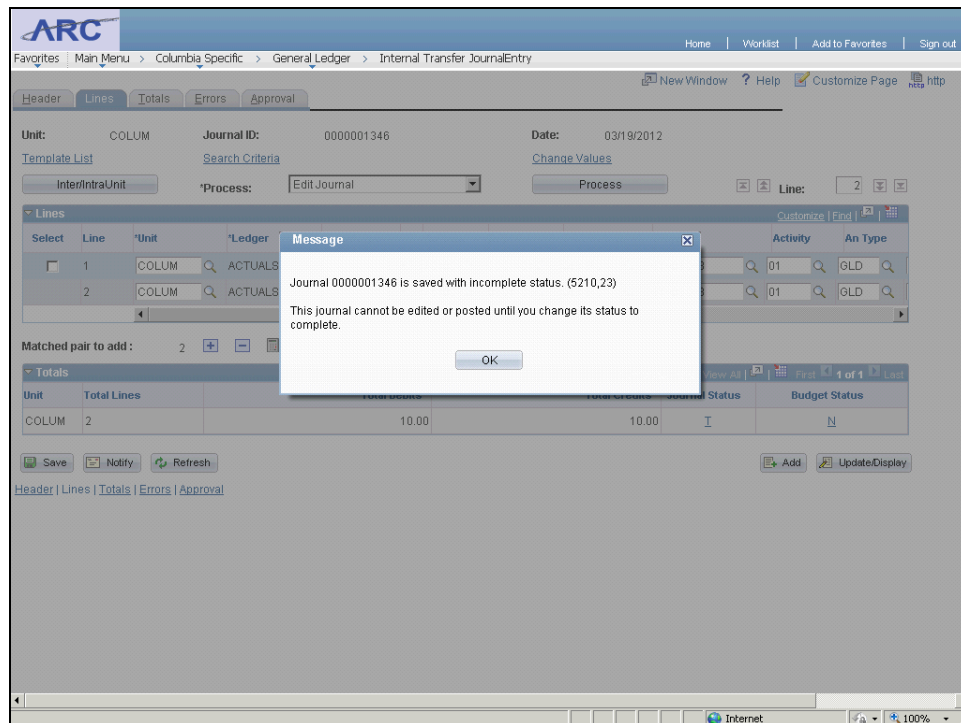
Header | Lines | Totals | Errors | Approval

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: 2px; display: inline-block; margin: 5px;">OK</div>

Training Guide

Journal Entries



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:

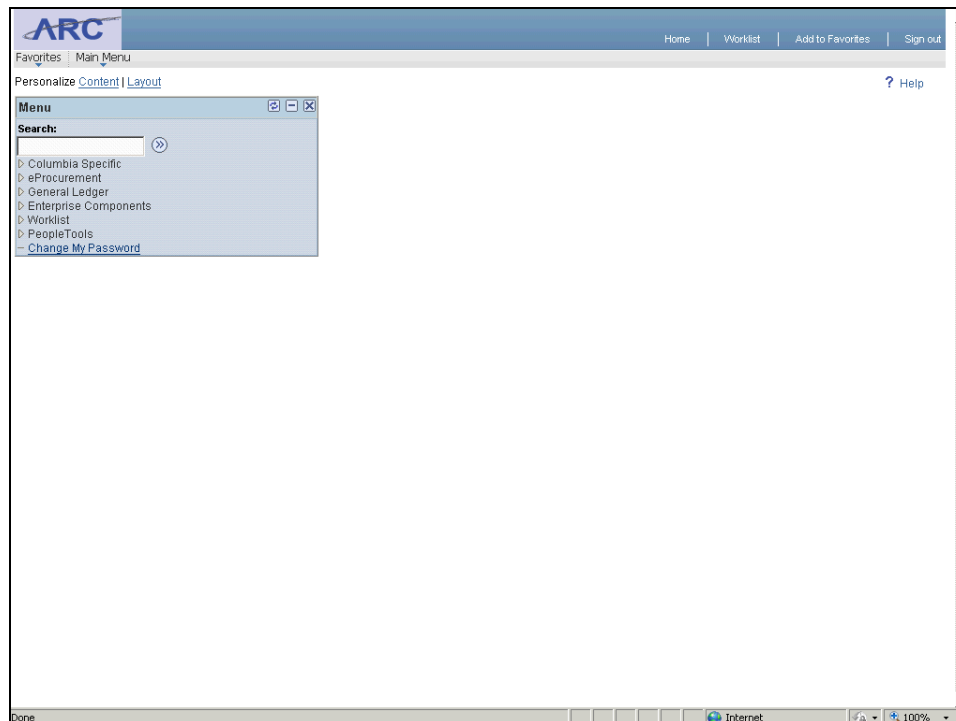
- Run the journal edit process
- Run the budget checking process
- Submit the internal transfer journal for approval
- Post the internal transfer journal

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.

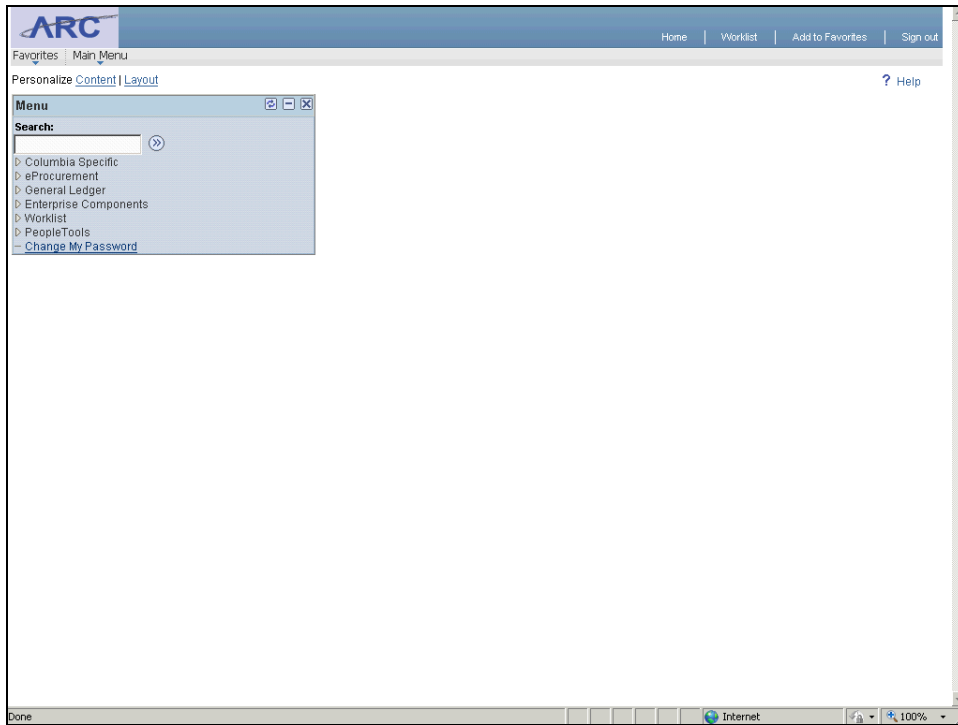


Training Guide

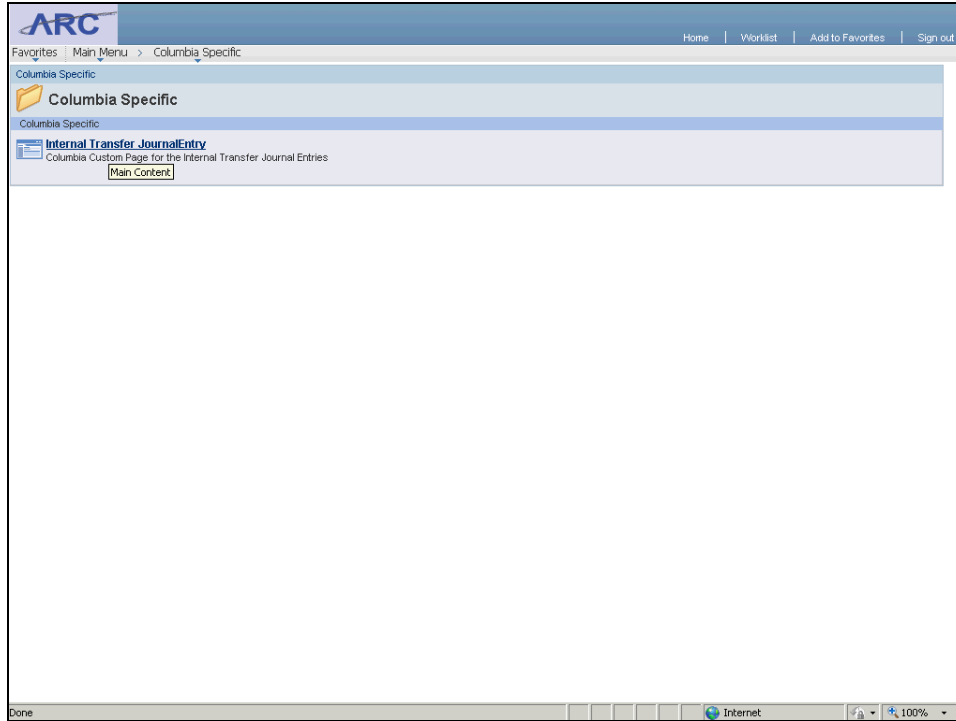
Journal Entries



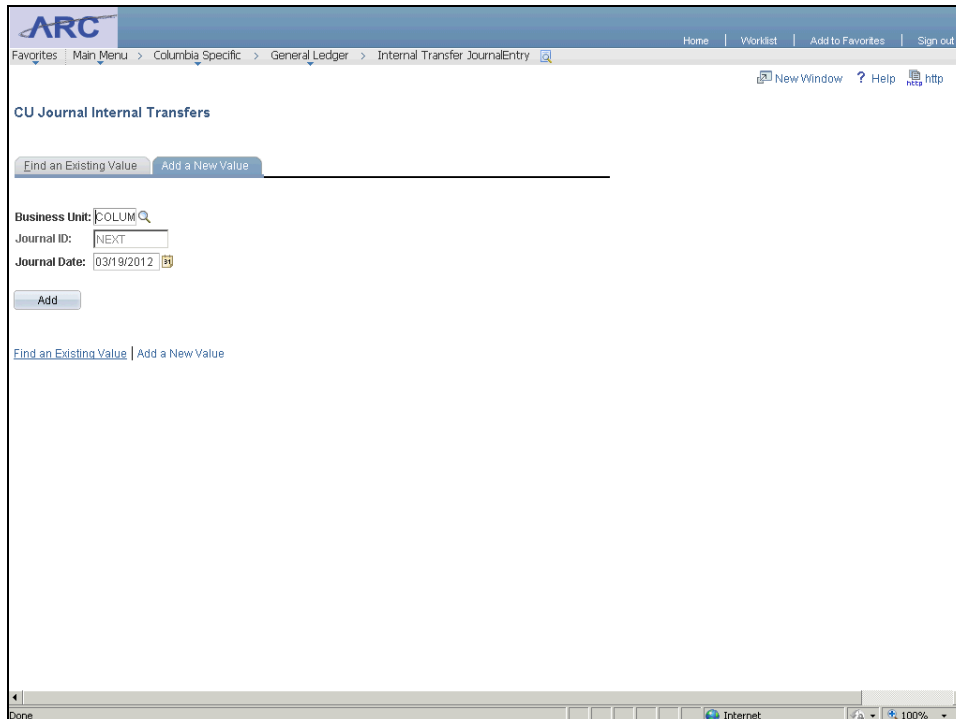
Step	Action
1.	We will begin by searching for the existing internal transfer journal that we created in the previous topics.



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




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

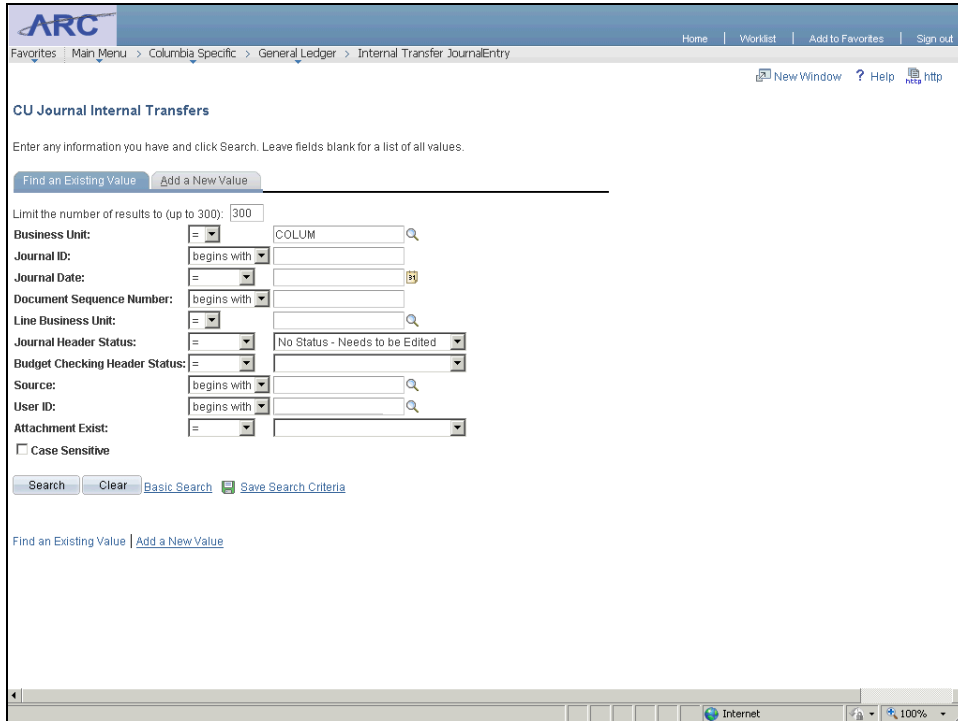


Training Guide

Journal Entries



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.

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: = [] [31]

Document Sequence Number: begins with [] [Q]

Line Business Unit: = [] [Q]

Journal Header Status: = [No Status - Needs to be Edited]

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

Internet | 100%

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
 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: = [] [31]

Document Sequence Number: begins with [] [Q]

Line Business Unit: = [] [Q]

Journal Header Status: = [No Status - Needs to be Edited]

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_VW_JOURNAL_DATE','ZCU_JRNL_HDR_VW_JOURNAL_DATE#prompt','450',f, | Internet | 100%

Training Guide

Journal Entries



Step	Action
7.	Click the 19 link. 

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: = 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

Done | Internet | 100%

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

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: = No Status - Needs to be Edited

Budget Checking Header Status: =

Source: begins with Deleted


User ID: begins with Journal Entry Incomplete

Attachment Exist: = Journal Has Errors

Case Sensitive

Search | Clear | Basic Search | Save

Find an Existing Value | Add a New Value

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

Training Guide

Journal Entries



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

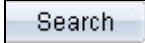
Attachment Exist: =

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)

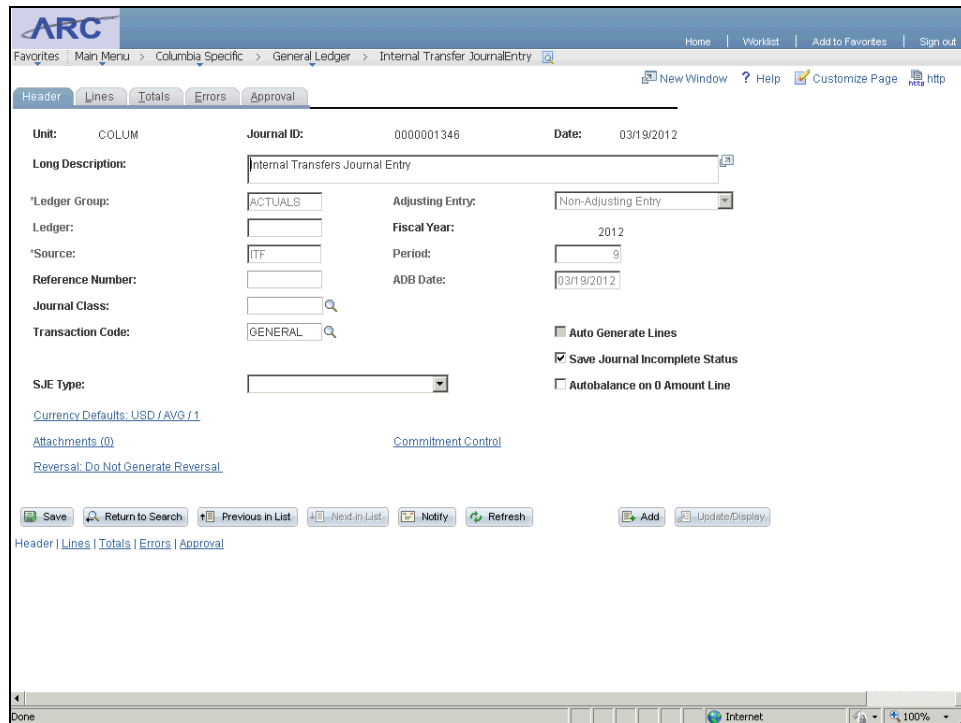
Search Results

View All

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>



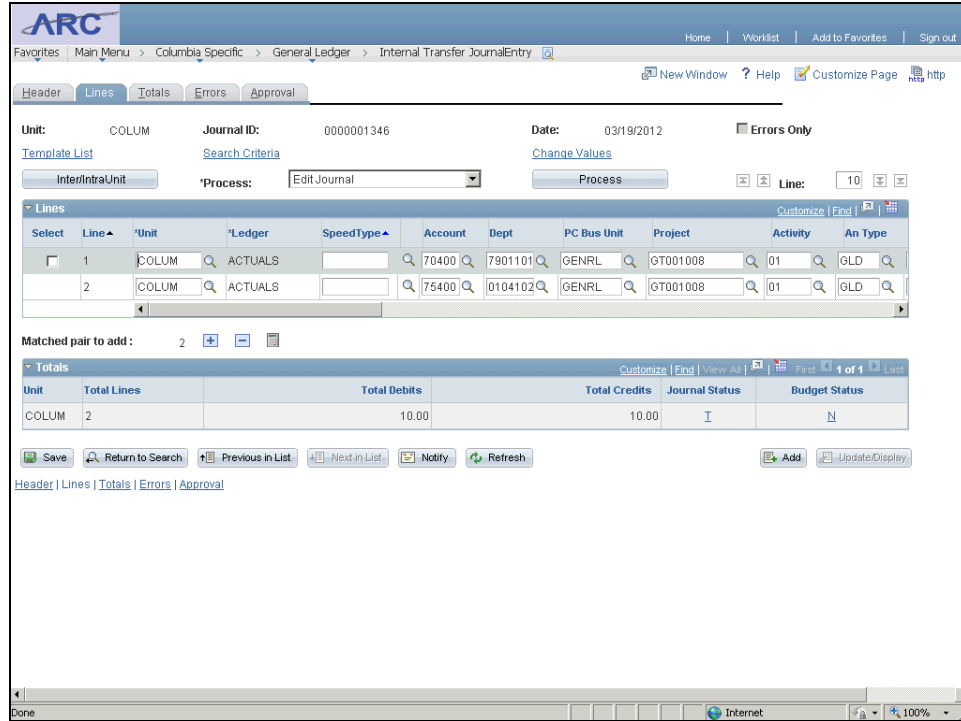
Step	Action
12.	<p>Journal processing is initiated from the Journal Lines tab.</p> <p>Click the Lines tab.</p> <p>Lines</p>

Training Guide

Journal Entries



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>



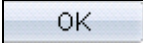
Step	Action
14.	<p>The default option in the Process drop down menu is 'Edit Journal'. When this process is kicked off, the journal will be edit AND budget checked.</p> <p>Edit check makes sure ChartField combinations are valid and budget check makes sure that the transaction meets budget rules.</p> <p>Click the Process button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;"> <p style="text-align: center;">Process</p> </div>

Training Guide

Journal Entries



The screenshot shows the ARC system interface for editing a journal entry. A message dialog box is displayed in the center, stating: "Journal 0000001346 is saved. (5210,6)". The dialog has an "OK" button. In the background, the journal entry details are visible: Unit: COLUM, Journal ID: 0000001346, Date: 03/19/2012, and Process: Edit Journal. The "Lines" table shows two entries, and the "Totals" table shows a total debit of 10.00 and a total credit of 10.00.

Step	Action
15.	Click the OK button. 

The screenshot shows the ARC system interface for editing a journal entry. A message dialog box is displayed in the center, stating: "Ok (Enter)". The dialog has an "OK" button. In the background, the journal entry details are visible: Unit: COLUM, Journal ID: 0000001346, Date: 03/19/2012, and Process: Edit Journal. The "Lines" table shows two entries with detailed account information, and the "Totals" table shows a total debit of 10.00 and a total credit of 10.00.

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 interface includes a header with navigation tabs (Header, Lines, Totals, Errors, Approval), a form for entering journal details (Unit: COLUM, Journal ID: 0000001346, Date: 03/19/2012), and a table of journal lines. The 'Totals' section shows a Journal Status of 'V' and a Budget Status of 'V'.

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


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

Training Guide

Journal Entries



The screenshot shows the ARC system interface for 'Internal Transfer JournalEntry'. The header includes navigation tabs (Header, Lines, Totals, Errors, Approval) and user options (Home, Worklist, Add to Favorites, Sign out). The main area displays journal entry details: Unit: COLUM, Journal ID: 0000001346, Date: 03/19/2012. Below this is a 'Lines' table with columns for Select, Line, Unit, Ledger, Speed Type, Account, Dept, PC Bus Unit, Project, Activity, and An Type. Two lines are visible, both with Unit: COLUM and Ledger: ACTUALS. A 'Totals' table below shows a total debit of 10.00 and a total credit of 10.00. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. The 'Process' dropdown menu is currently set to 'Edit Journal'.

Step	Action
18.	Click the Process drop down menu. 

This screenshot is identical to the previous one, but the 'Process' dropdown menu is open, showing a list of options: Budget Check Journal, Copy Journal, Delete Journal, Edit Chartfield, Edit Journal (highlighted), Post Journal, Print Journal (Crystal), Print Journal (MPL), Refresh Journal, and Submit Journal. The rest of the interface remains the same.

Step	Action
19.	Click the Submit Journal list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit Journal</div>

The screenshot shows the ARC system interface for 'Internal Transfer JournalEntry'. The 'Process' button is highlighted in the 'Submit Journal' dropdown menu.

Unit: COLUM **Journal ID:** 0000001346 **Date:** 03/19/2012 Errors Only

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		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	✓	✓

Process

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

Training Guide

Journal Entries



The screenshot displays the ARC software interface for creating a journal entry. The 'Approval' tab is active. The header shows the following information:


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

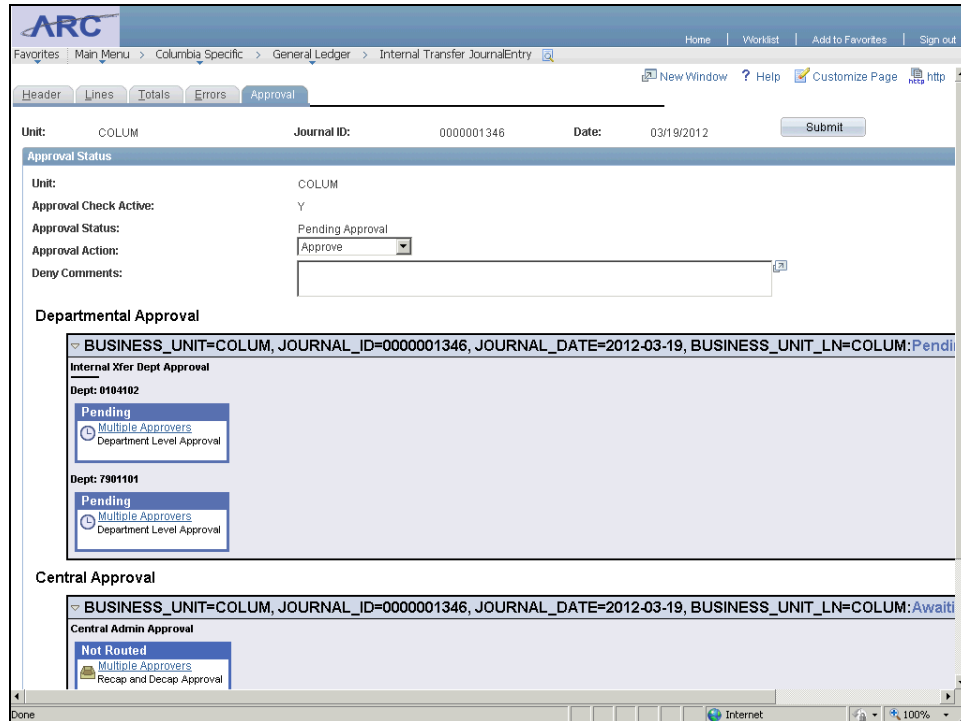
The 'Lines' table contains two entries:

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	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS		75400	0104102	GENRL	GT001008	01	GLD

The 'Totals' section shows:

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>

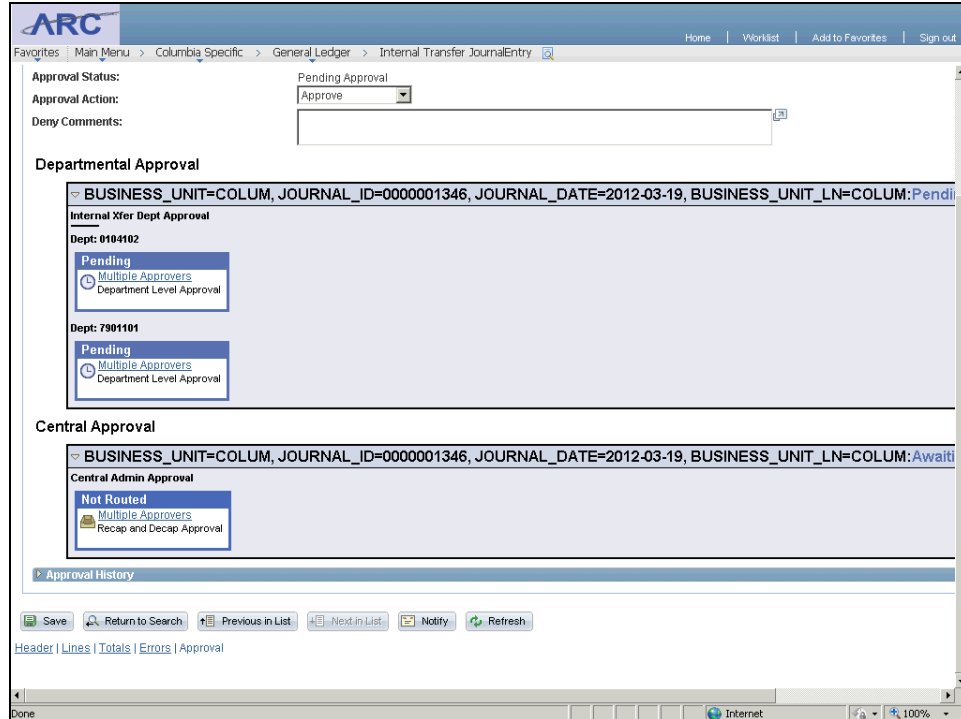
Training Guide

Journal Entries

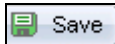


Step	Action
23.	Click the scrollbar to view the rest of the page.

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



Step	Action
25.	Click the Save button.



Training Guide

Journal Entries



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.

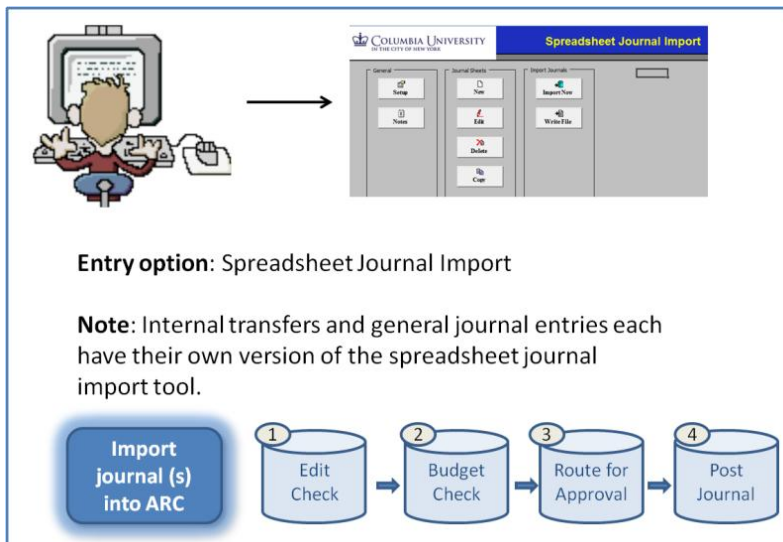
Creating Journals via the Spreadsheet Journal Import Tool

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





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.

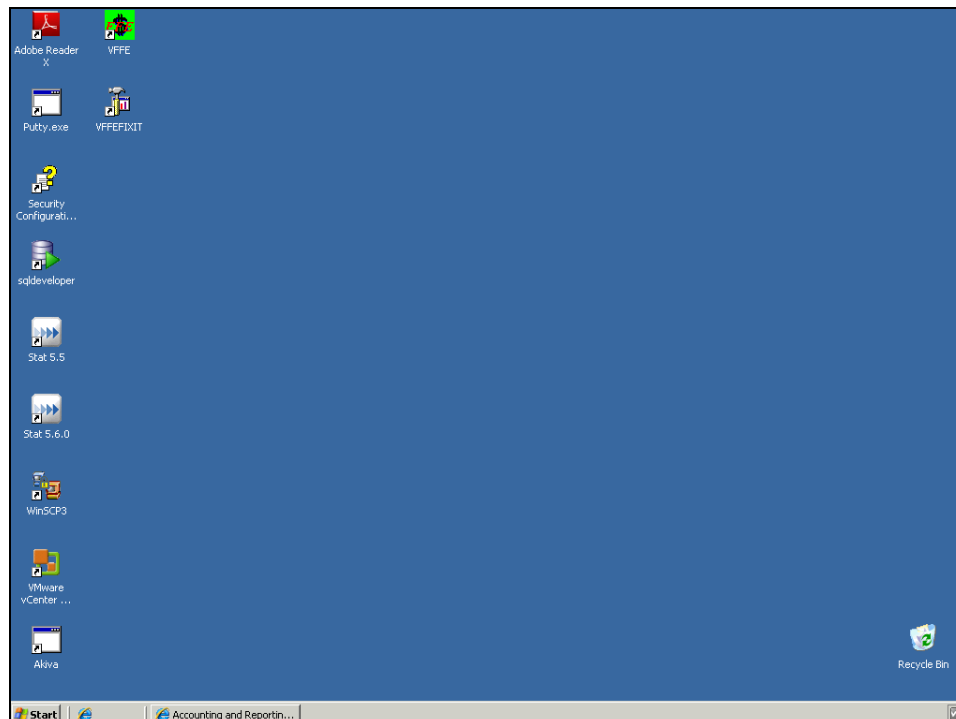
Keep the following checklist in mind when going through this topic:

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.

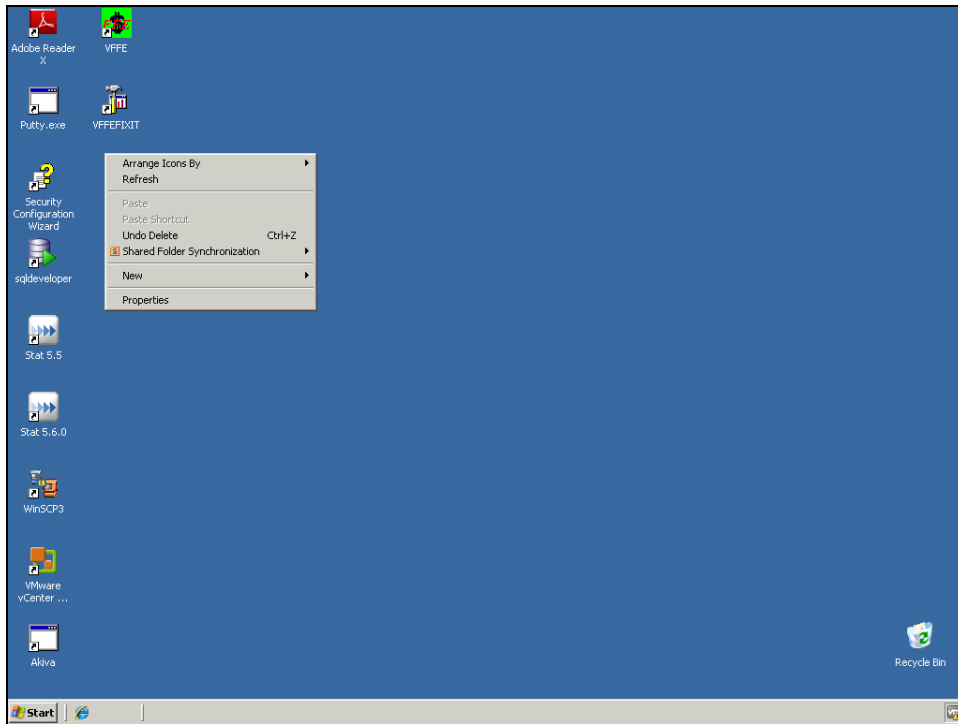


Training Guide

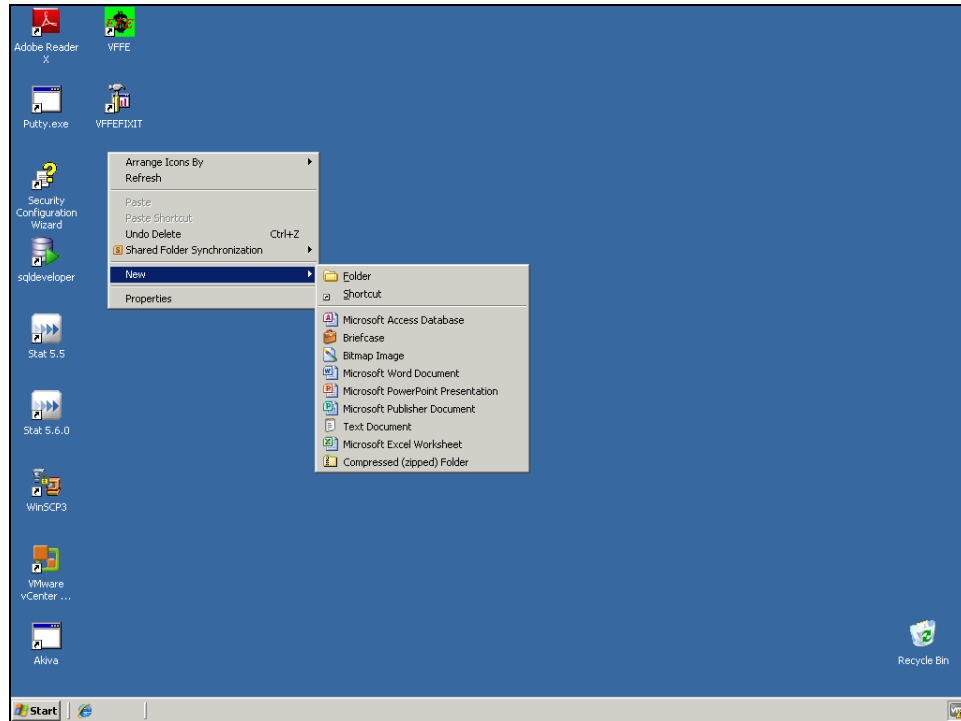
Journal Entries




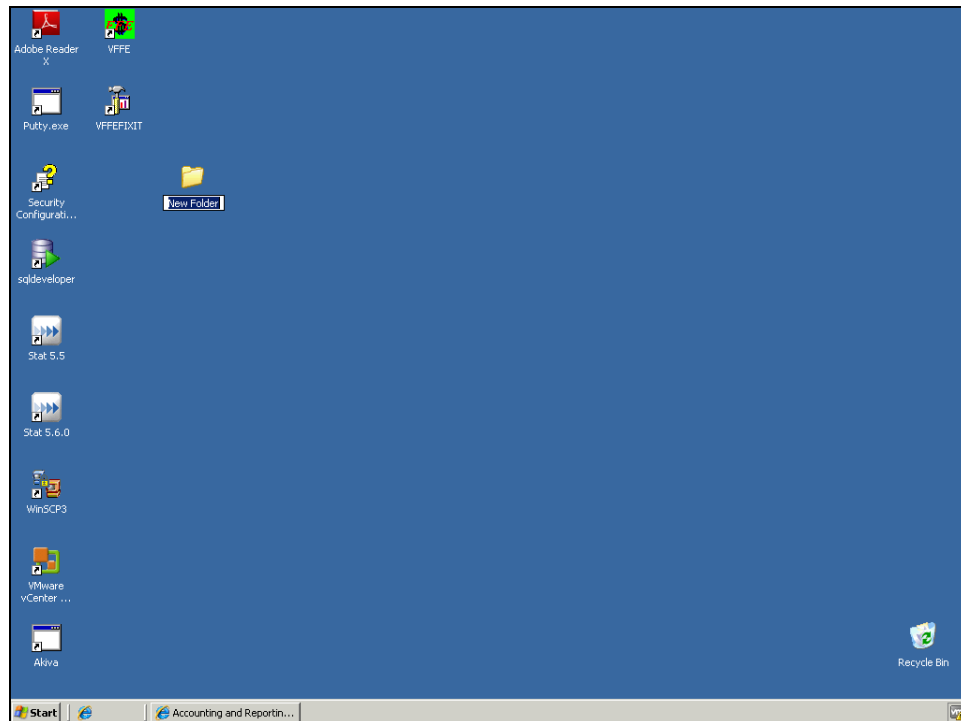
Step	Action
1.	<p>Before downloading the journal import tool for internal transfers from the ARC Portal, we will create a new folder on the desktop where we will save the various files belonging to the journal import tool.</p> <p>To begin, right-click the indicated area on the desktop.</p>



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. 

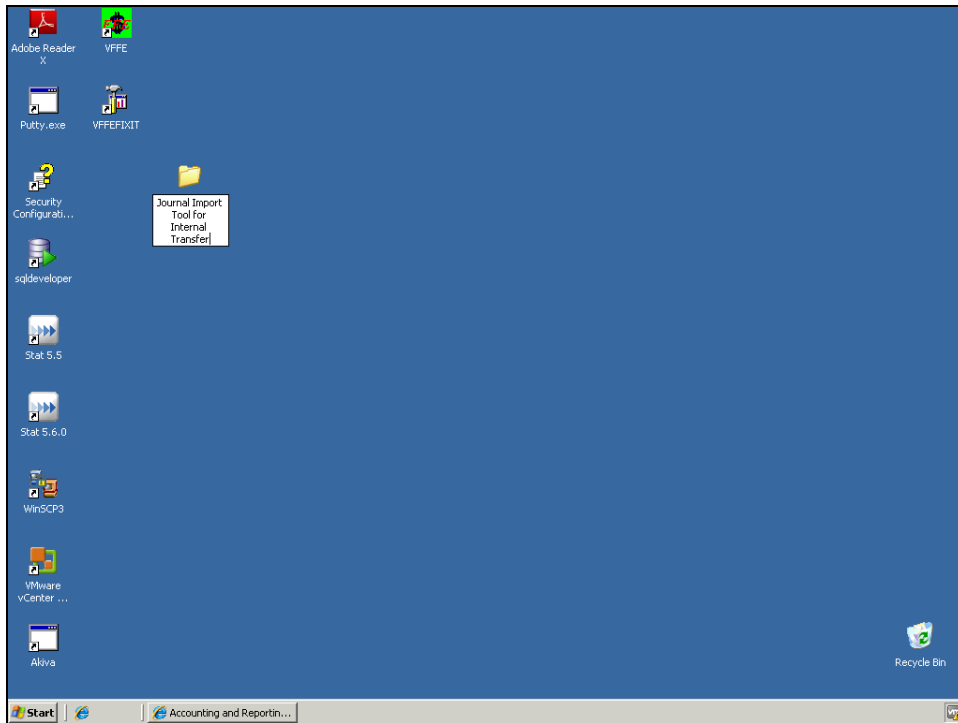


Training Guide

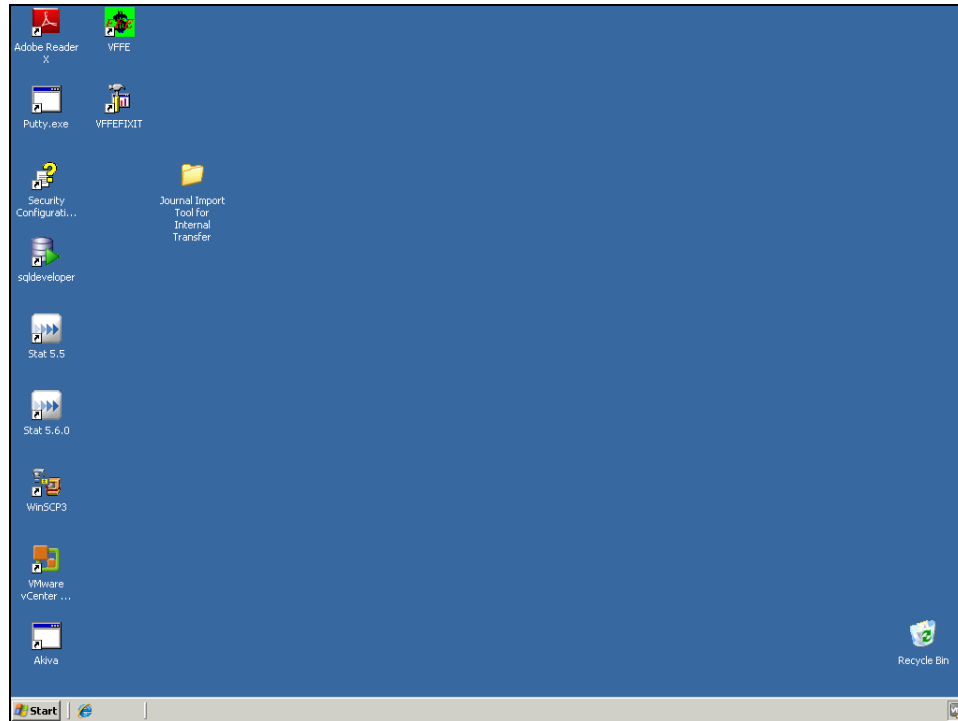
Journal Entries




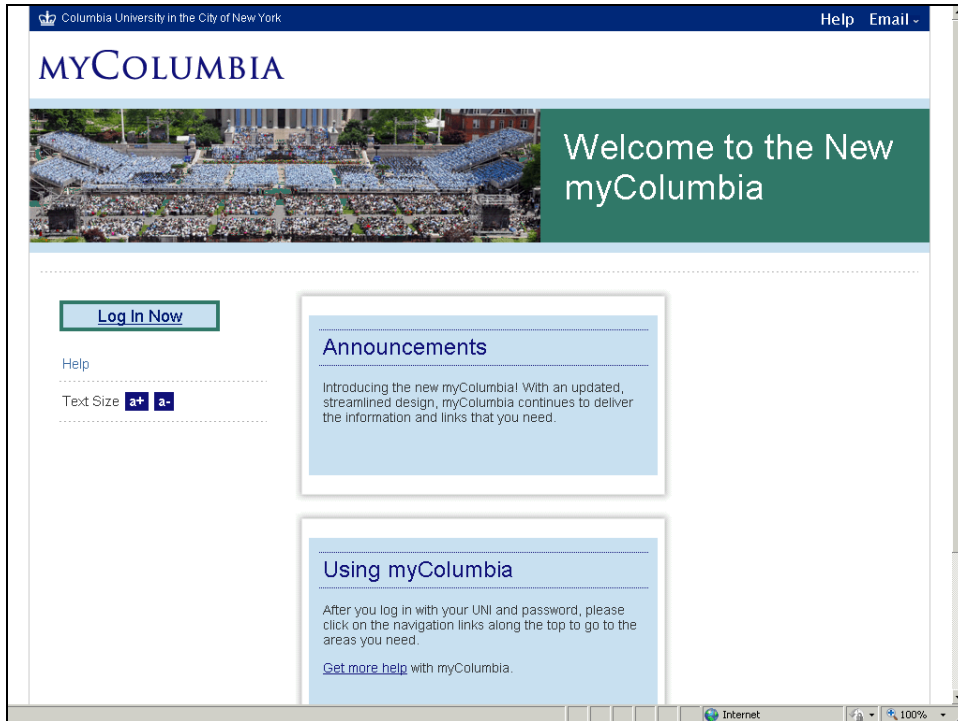
Step	Action
4.	Enter the desired name for the folder into the field. Enter " Journal Import Tool for Internal Transfer ".



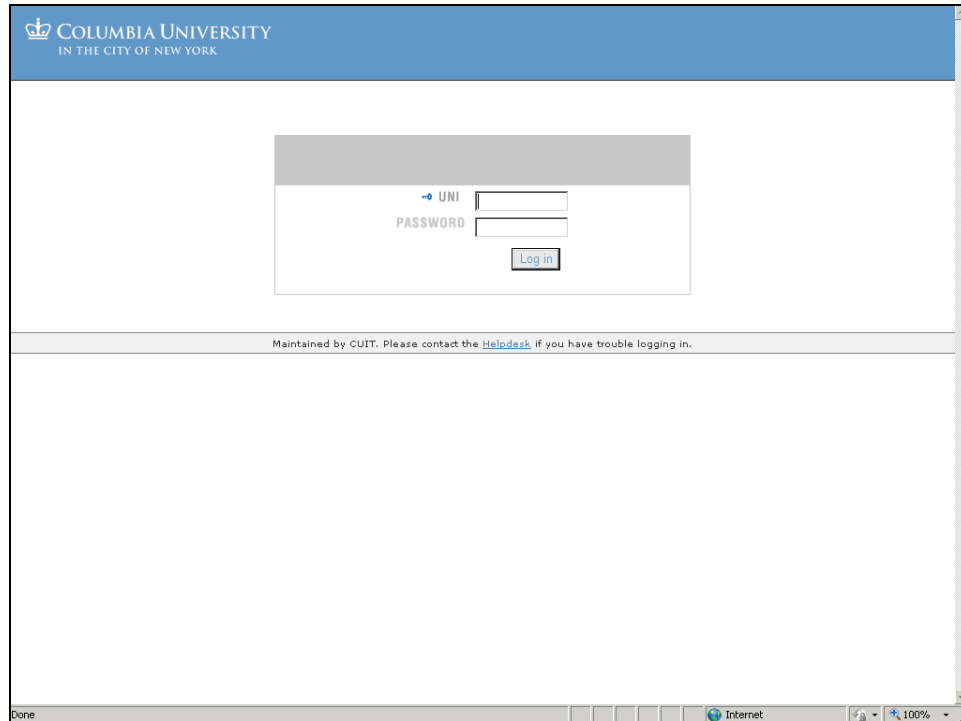
Step	Action
5.	Press [Enter] .



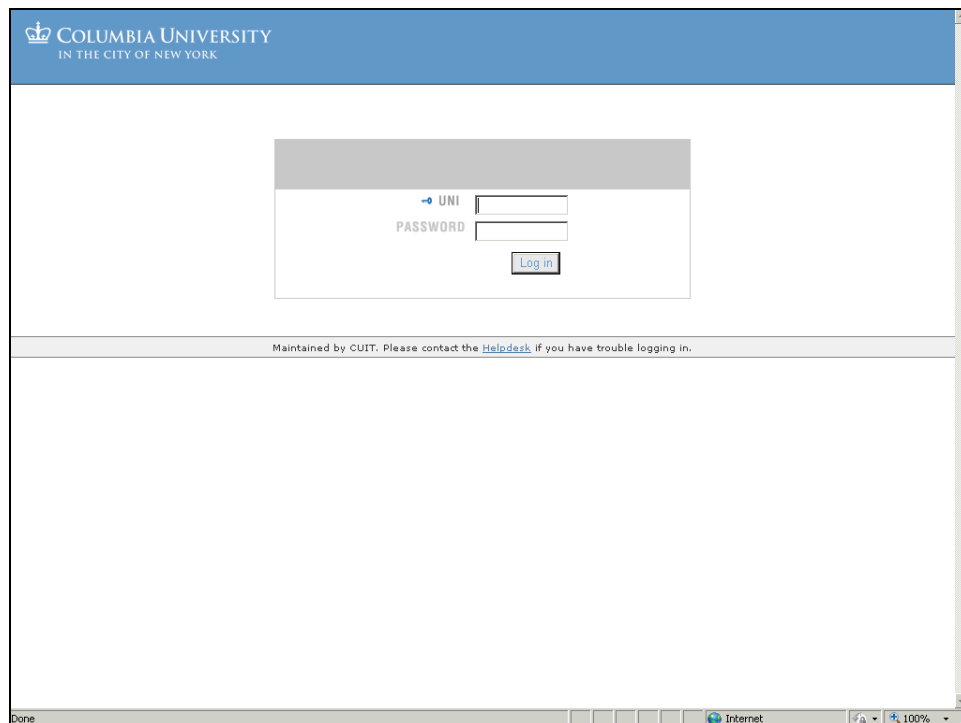
Step	Action
6.	<p>We will now access the ARC Portal from my.columbia.edu.</p> <p>Click the Launch Internet Explorer Browser button.</p> 



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.

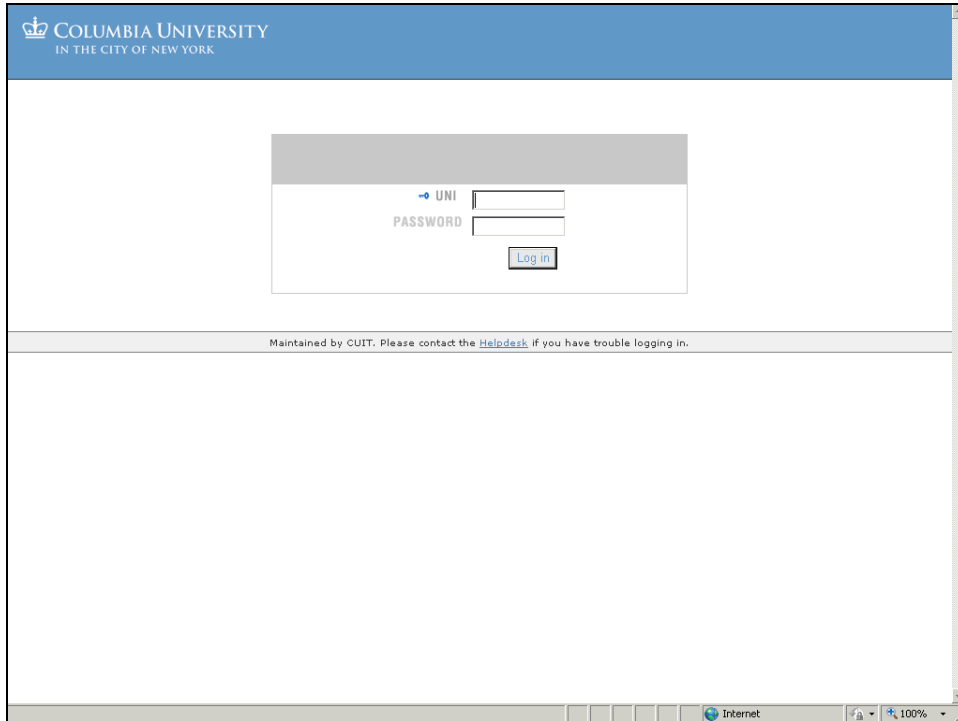


Training Guide

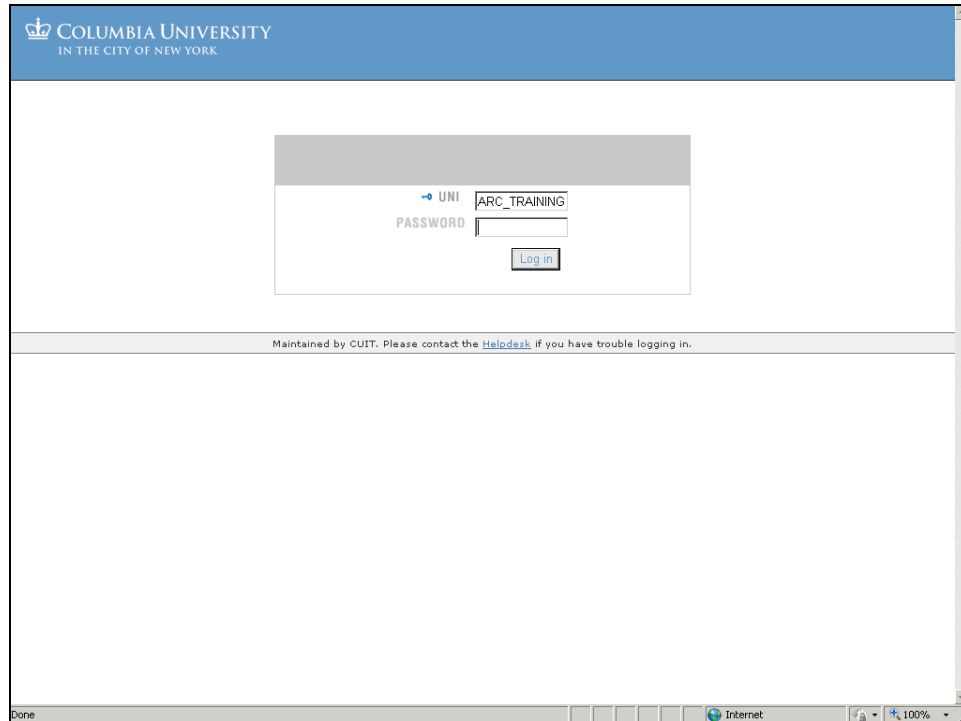
Journal Entries




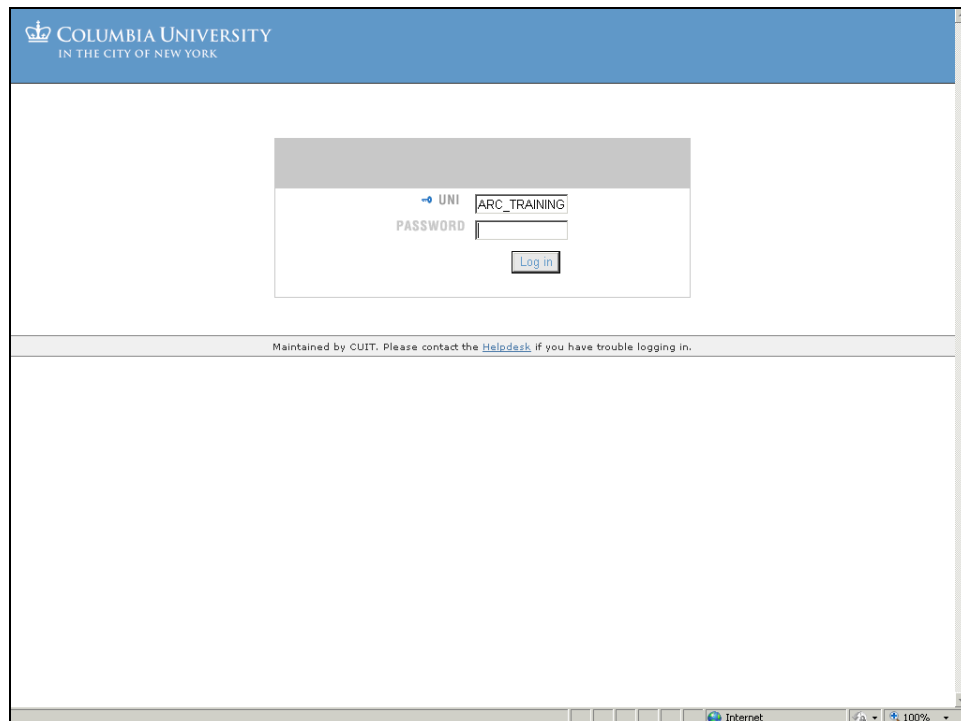
Step	Action
9.	Click in the Log in field. <input type="text"/>



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



Step	Action
11.	Click in the Password field. 

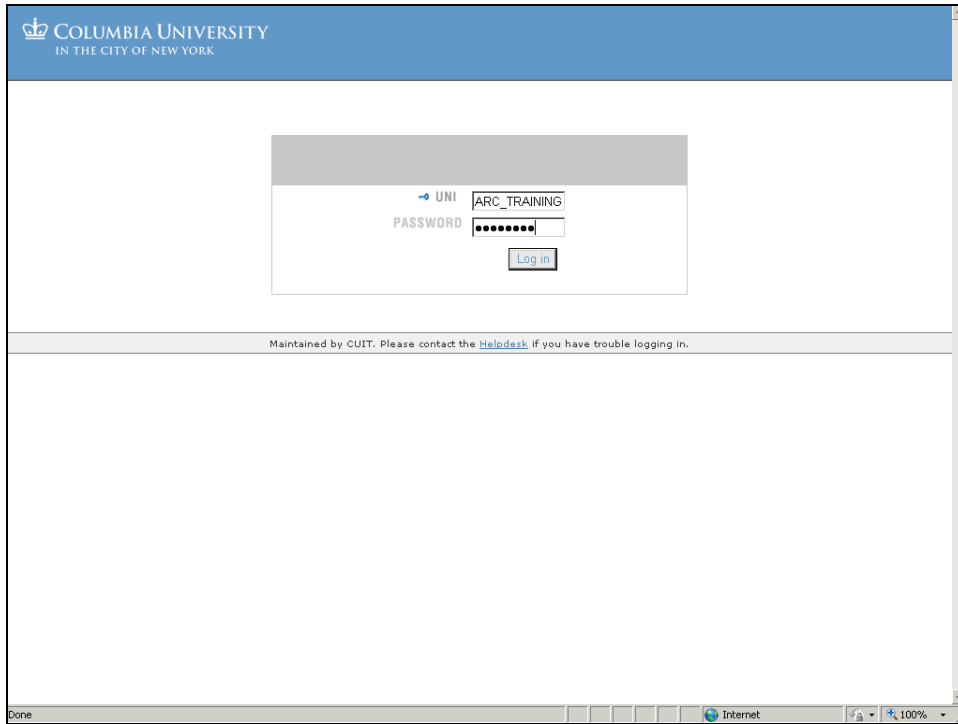



Training Guide

Journal Entries



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



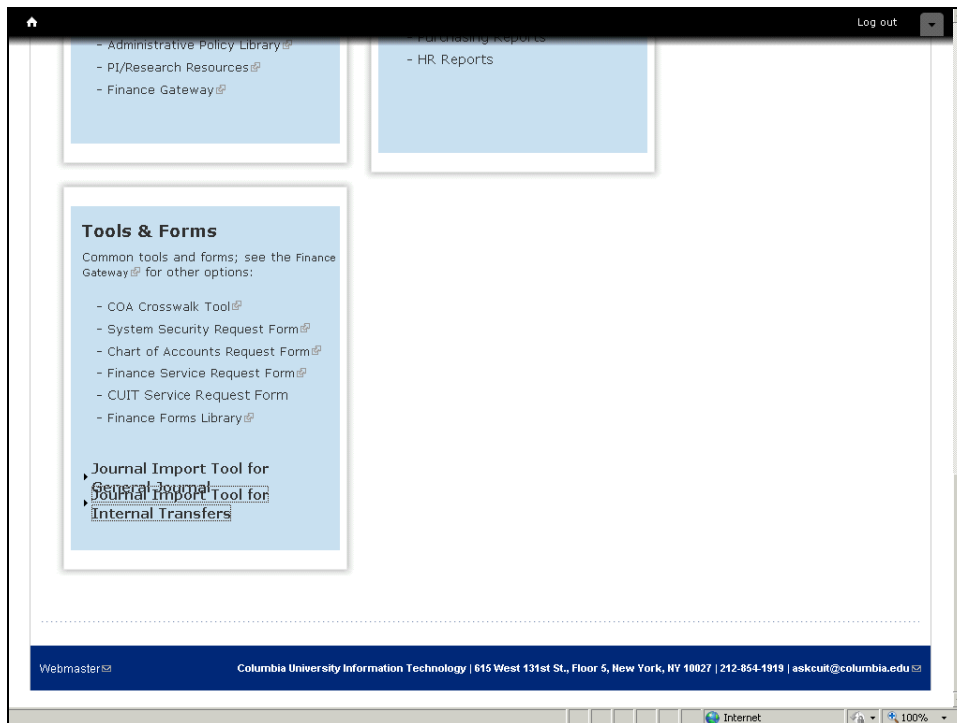
Step	Action
13.	Click the Log in button. 



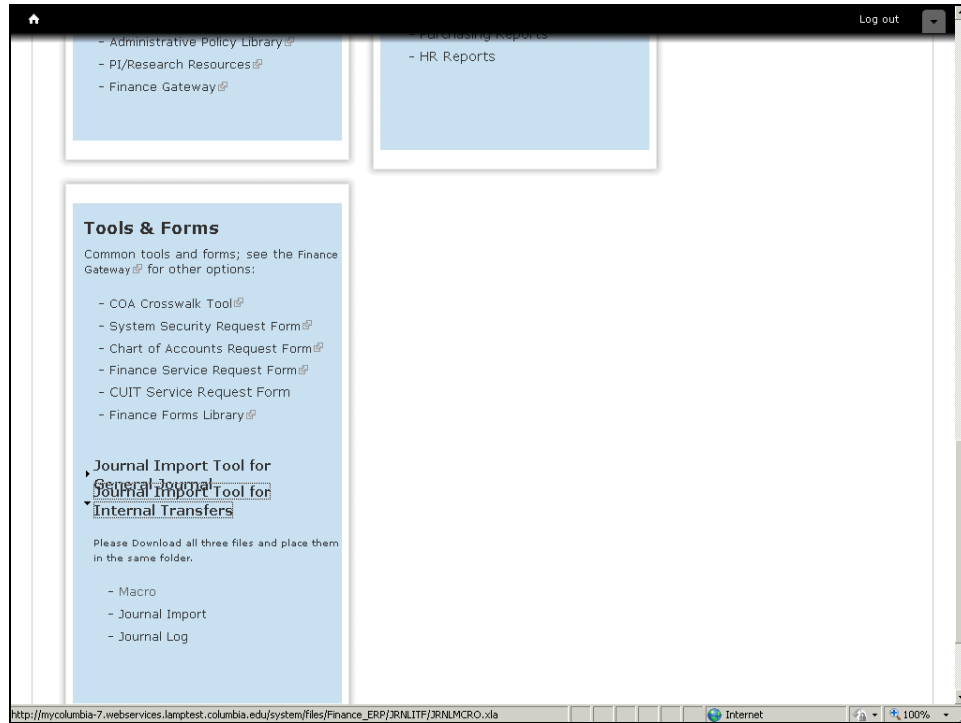
Step	Action
14.	Click the ARC Portal link. ARC Portal



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>



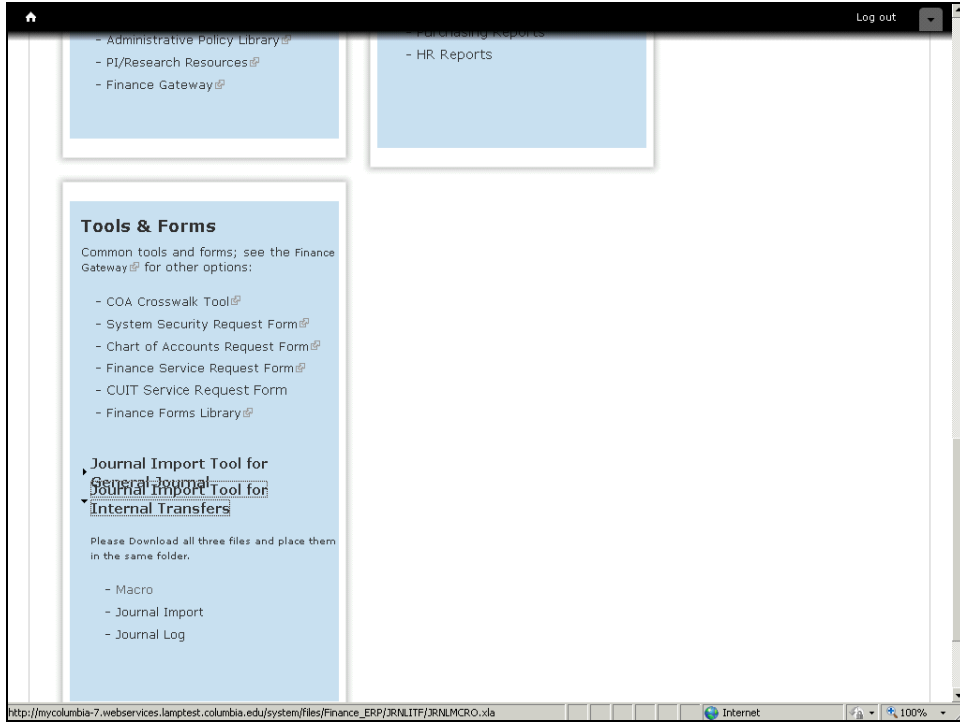
Step	Action
16.	<p>There are two menu links for Journal Import Tools:</p> <ul style="list-style-type: none"> - Journal Import Tool for General Journals - Journal Import Tool for Internal Transfers <p>In this scenario we will download the files for the Journal Import Tool for Internal Transfers.</p> 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




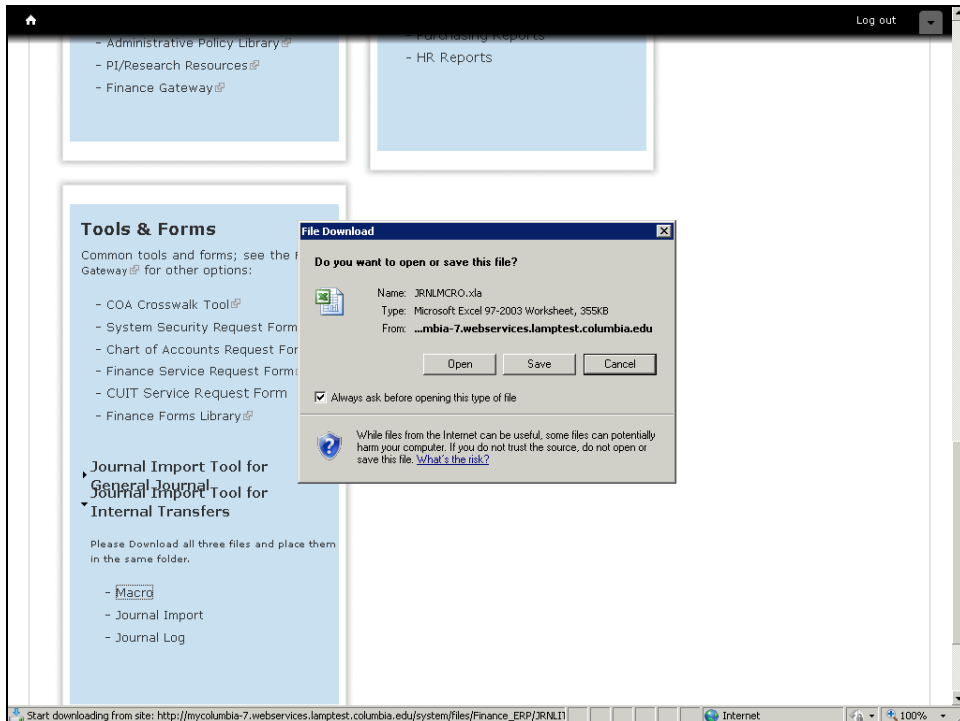
Step	Action
17.	<p>There are three files that you will need to download and save in the same folder:</p> <ul style="list-style-type: none"> - Macro - Journal Import - Journal Log <p>We will save these files in the folder that we created at the beginning of this topic: 'Journal Import Tool for Internal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


Training Guide

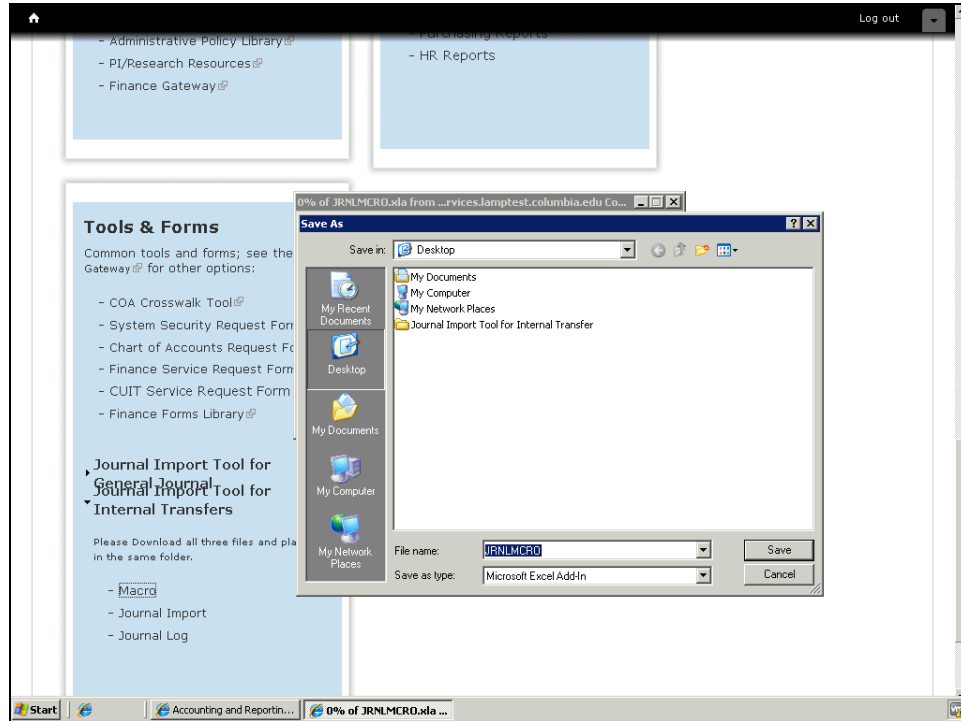
Journal Entries



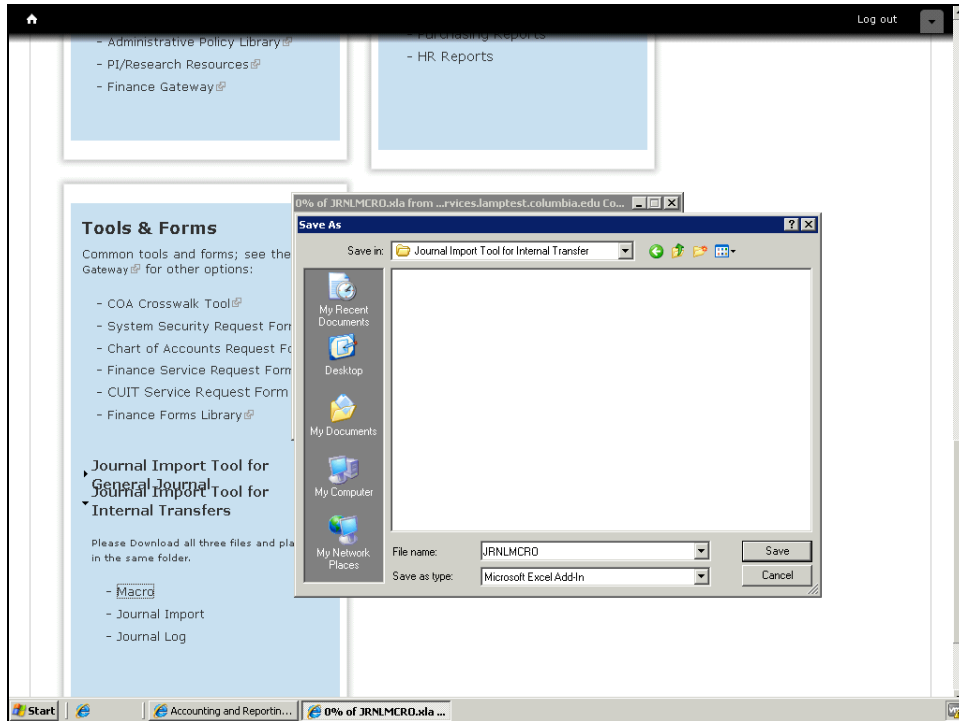
Step	Action
18.	Click the Macro link. 




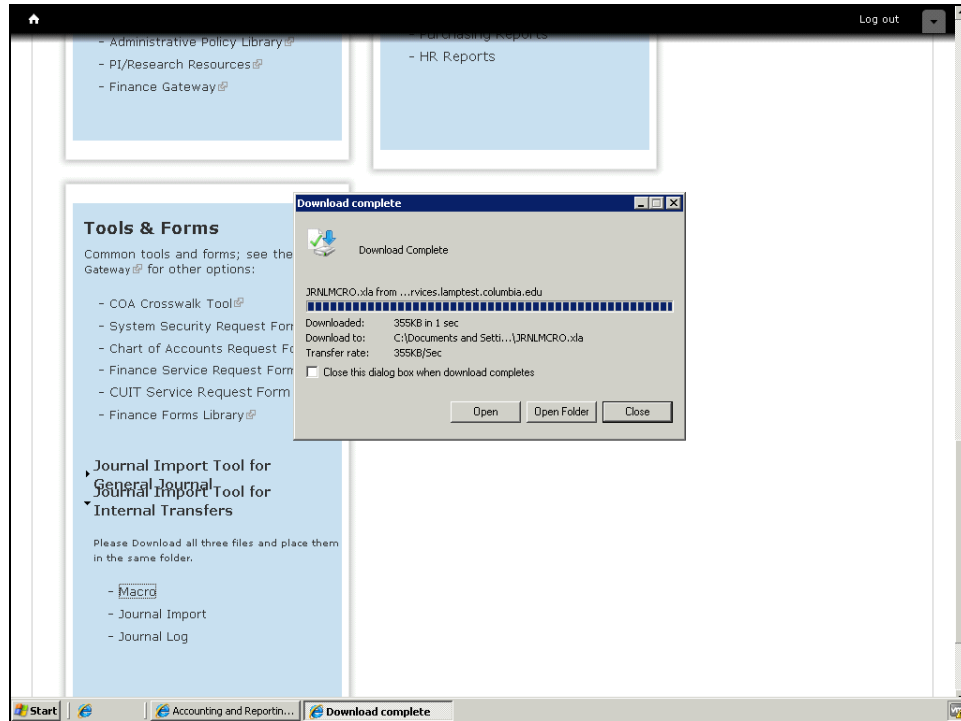
Step	Action
19.	Click the Save button. 



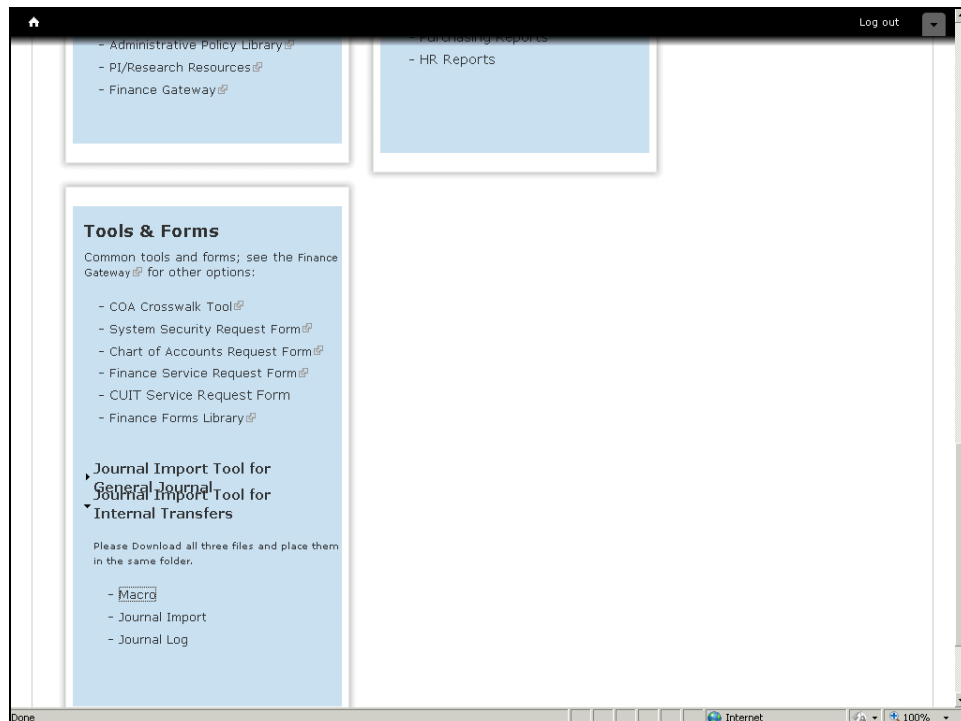
Step	Action
20.	Double-click the Journal Import Tool for Internal Transfer list item.  Journal Import Tool for Internal Transfer

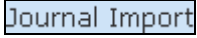


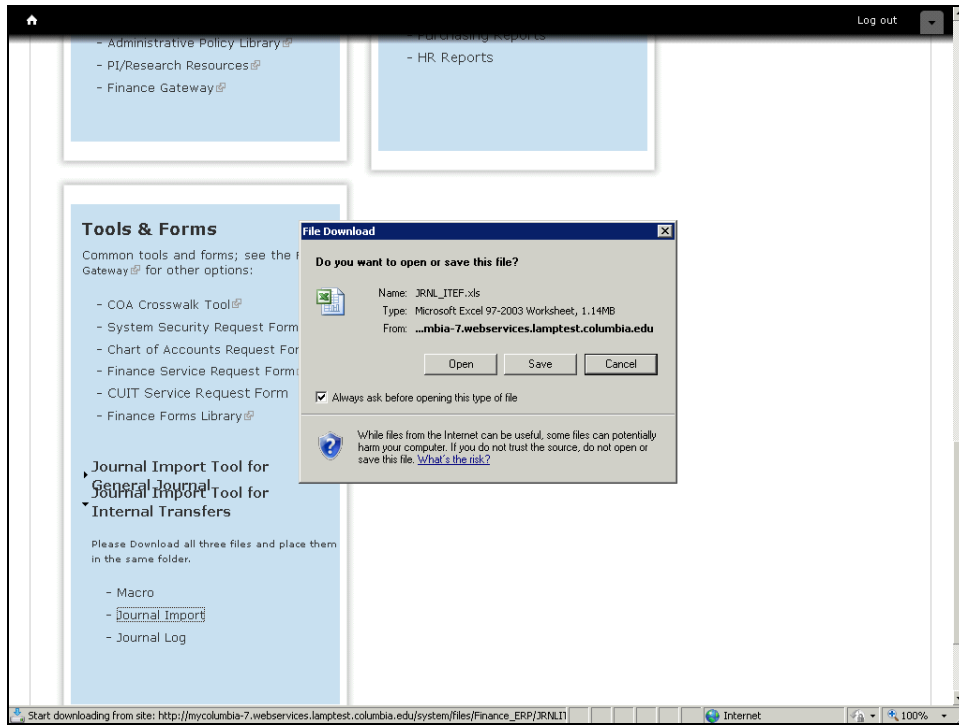
Step	Action
21.	Click the Save button. 
	or Press [Alt+S] .




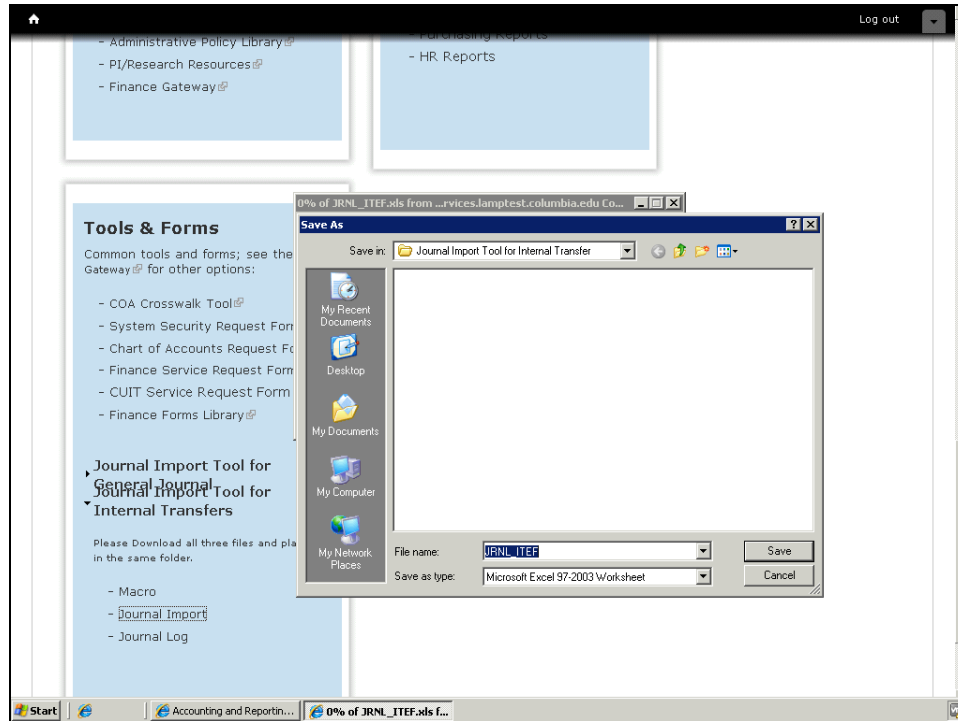
Step	Action
22.	Click the Close button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">Close</div>



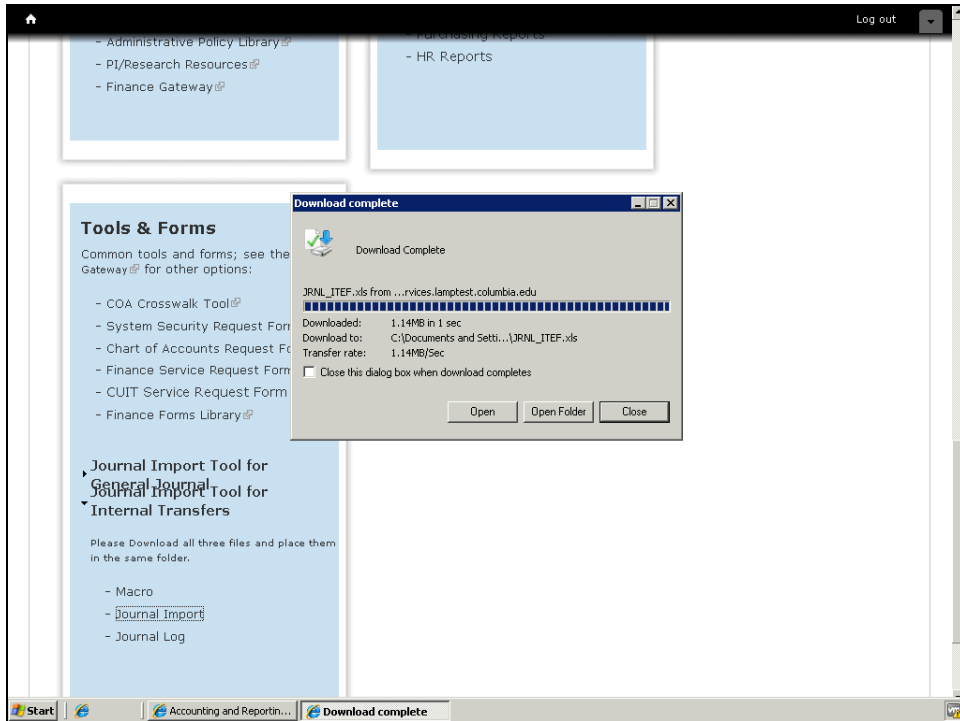
Step	Action
23.	Click the Journal Import link. 



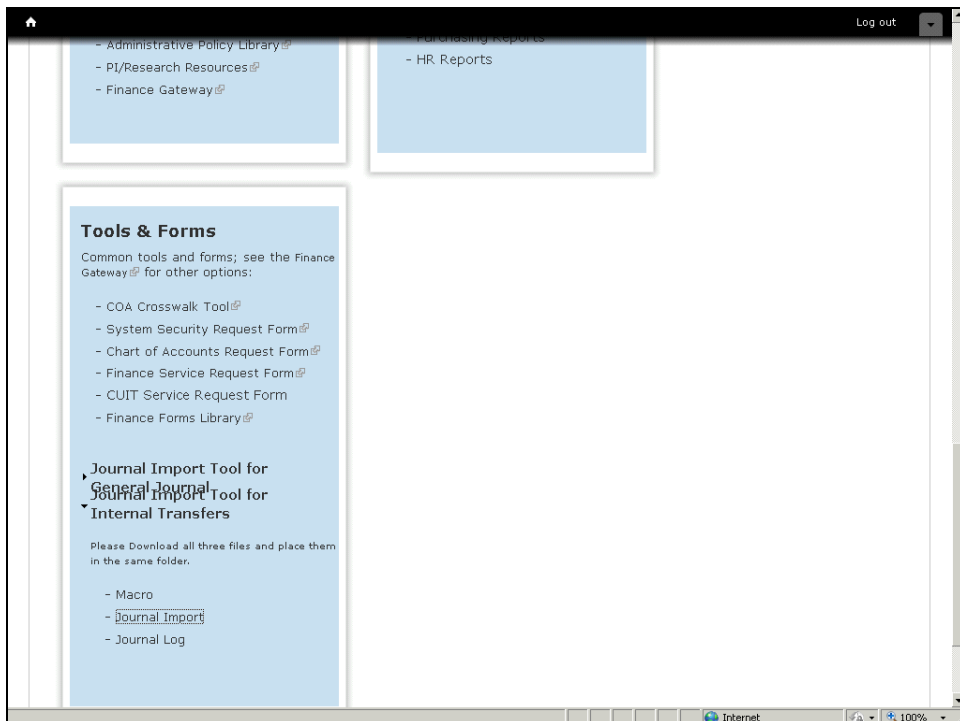
Step	Action
24.	Click the Save button. 




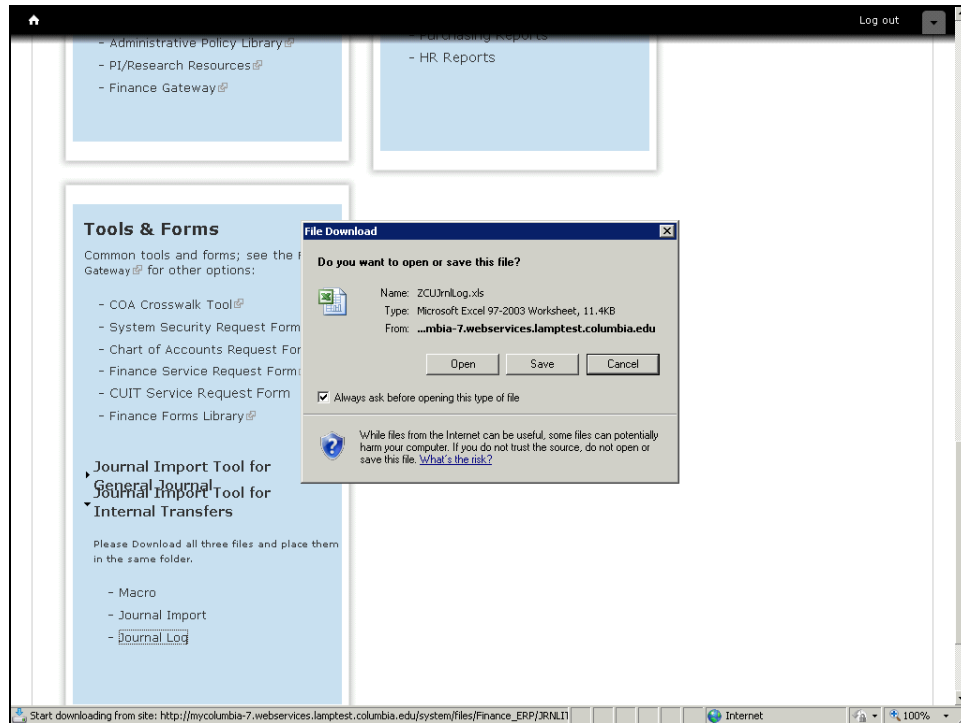
Step	Action
25.	Click the Save button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Save</div>
	or Press [Alt+S] .




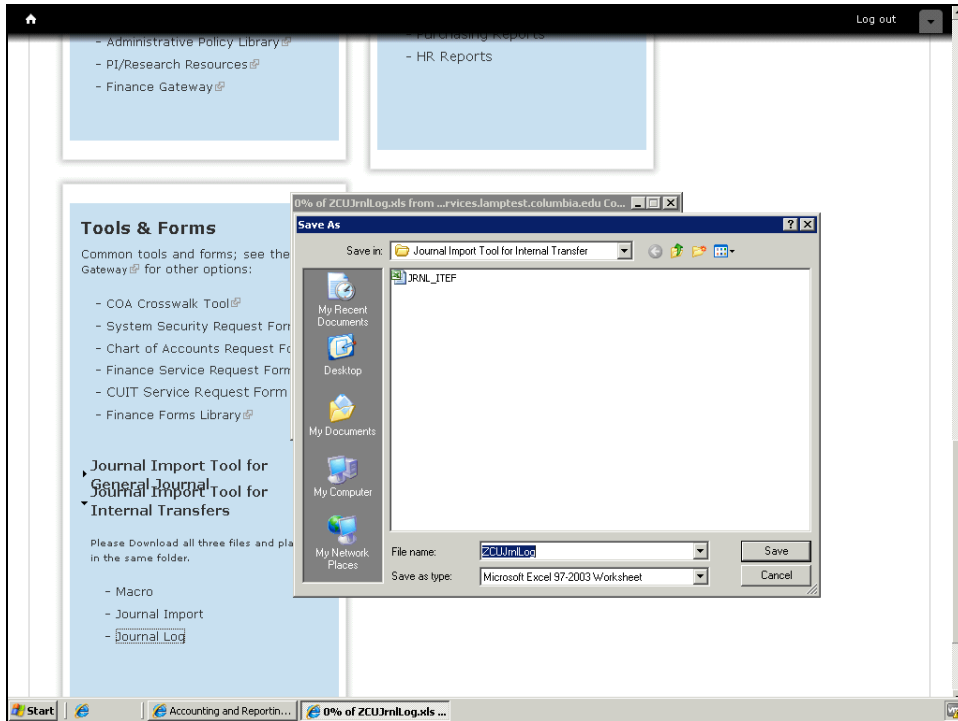
Step	Action
26.	Click the Close button.



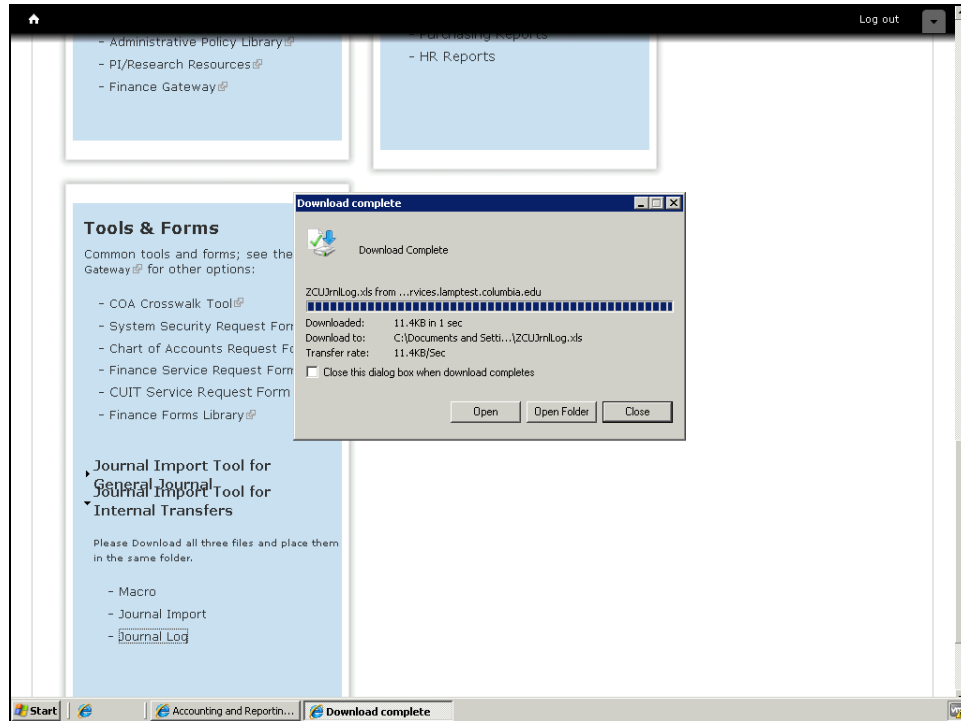
Step	Action
27.	Click the Journal Log link. 



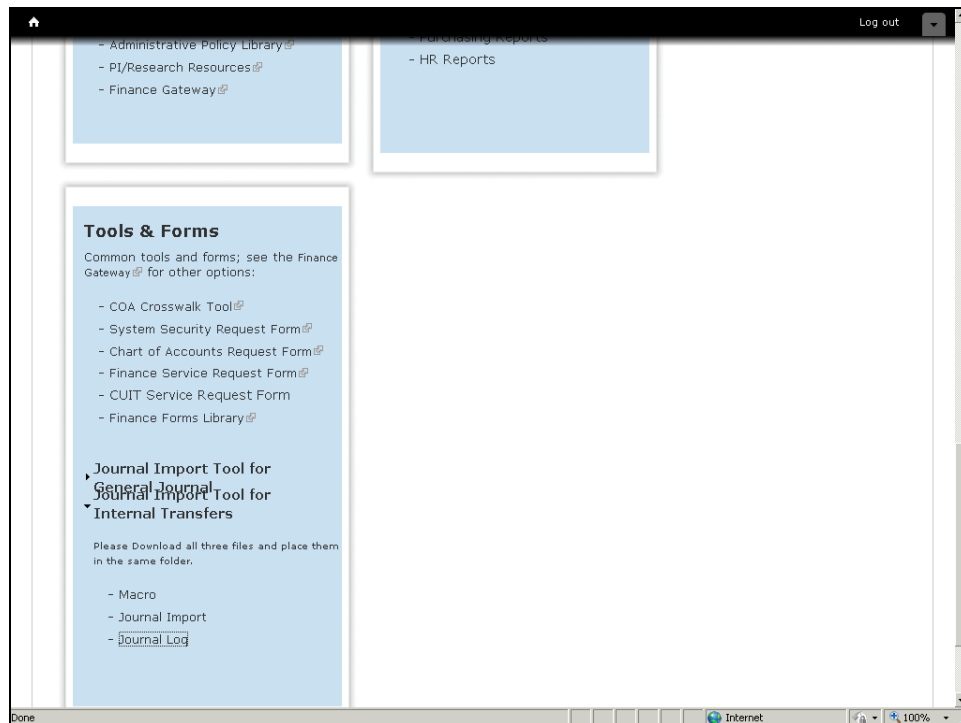
Step	Action
28.	Click the Save button. 



Step	Action
29.	Click the Save button. <div data-bbox="345 1058 496 1104" style="border: 1px solid black; padding: 2px; display: inline-block;">Save</div>
	or 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>

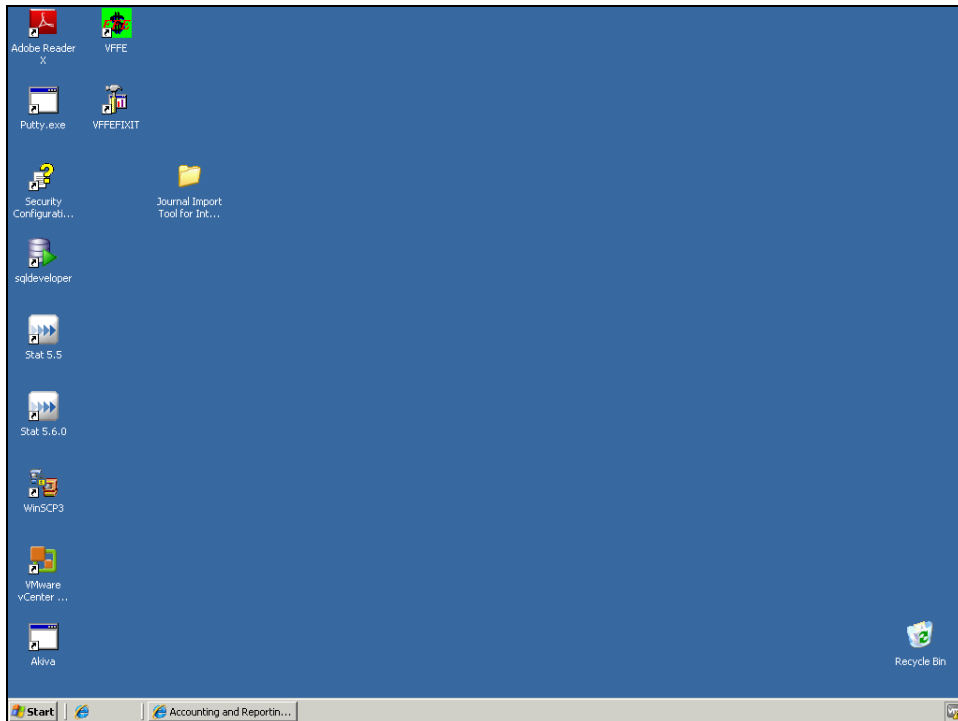


Training Guide

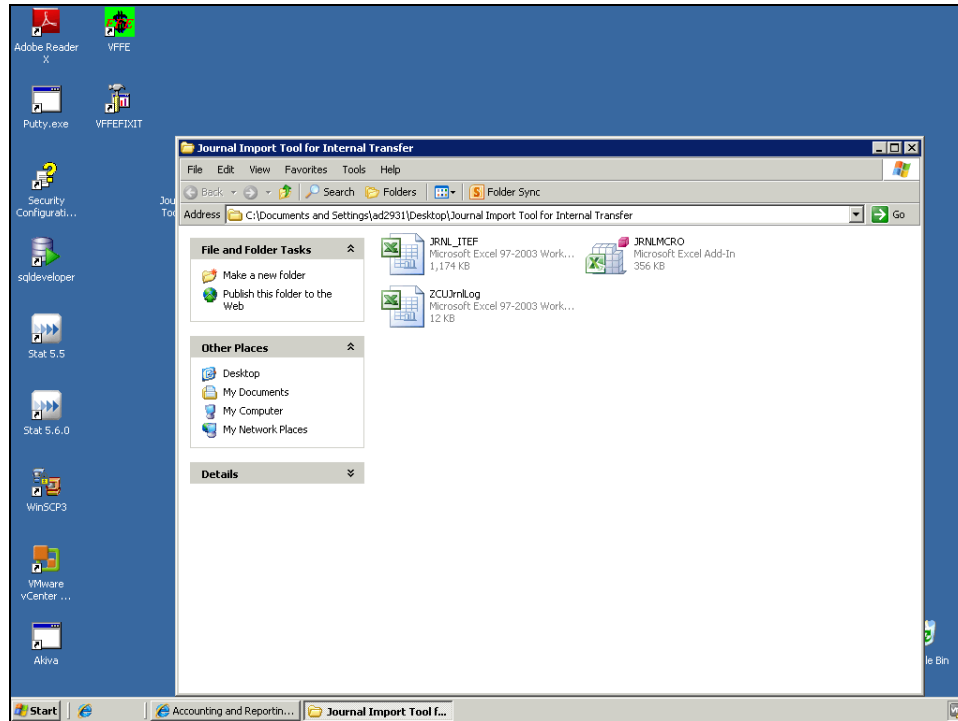
Journal Entries




Step	Action
31.	Click the Minimize button. 



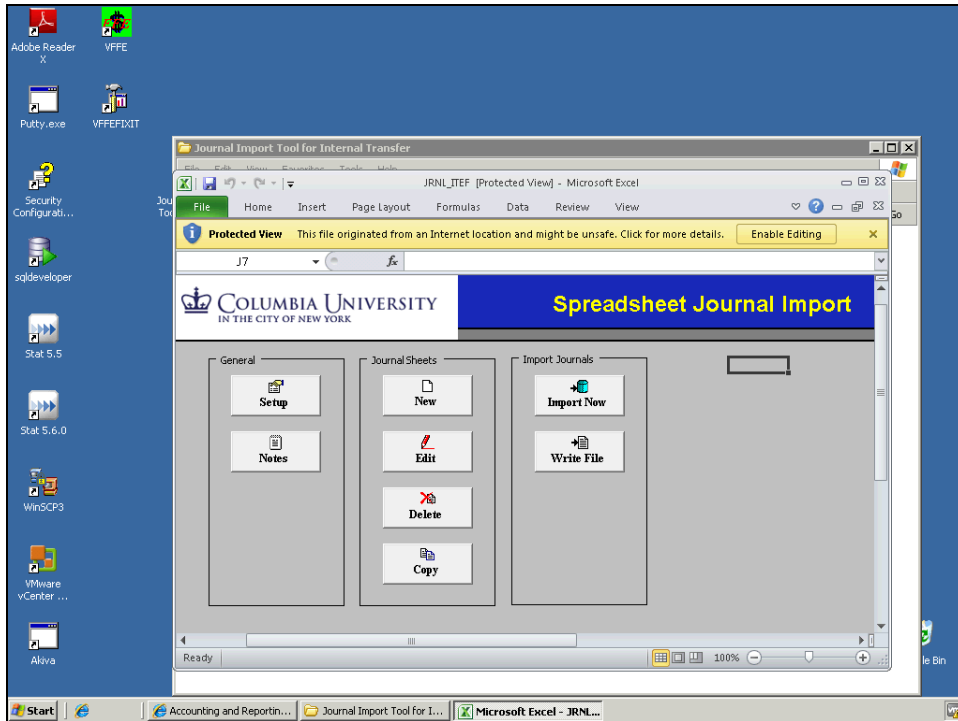
Step	Action
32.	Double-click the Journal Import Tool for Internal Transfer folder.




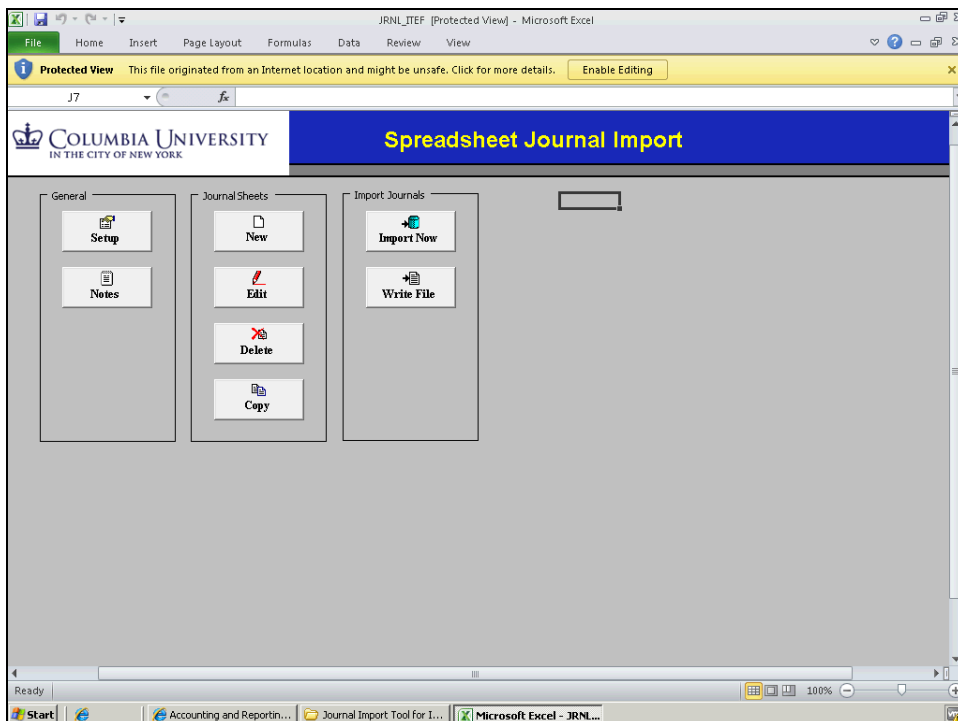
Step	Action
33.	<p>All three files have been successfully saved in the Journal Import Tool for Internal Transfer folder.</p> <p>Double-click the JRNL_ITEF spreadsheet file.</p> <div data-bbox="440 1157 867 1262" style="border: 1px solid black; padding: 5px;">  <p>JRNL_ITEF Microsoft Excel 97-2003 Work...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


Training Guide

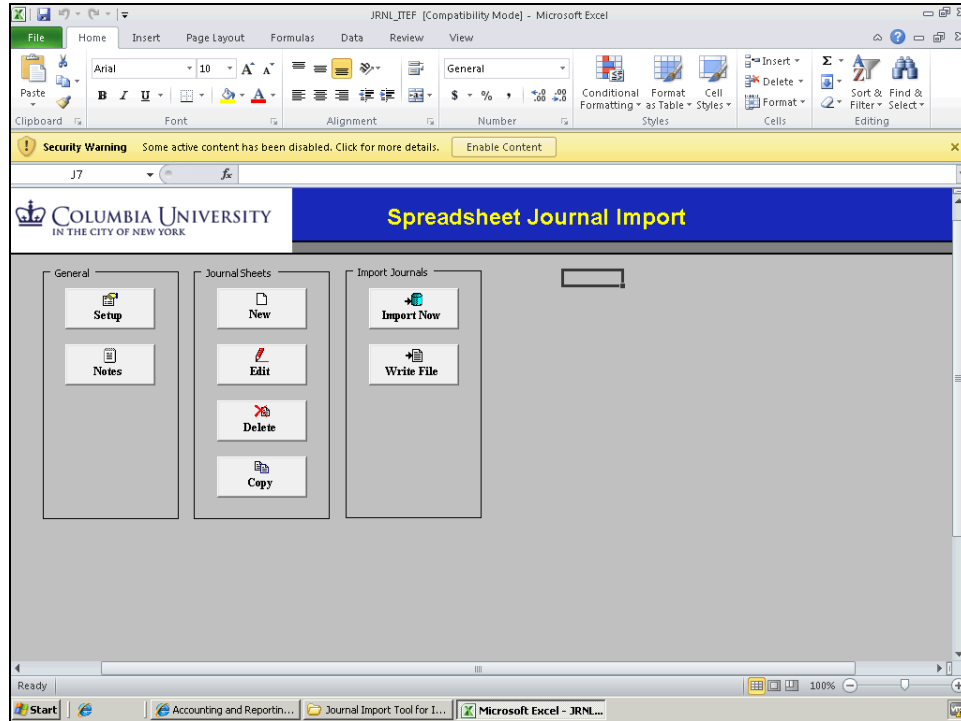
Journal Entries




Step	Action
34.	Click the Maximize button. 



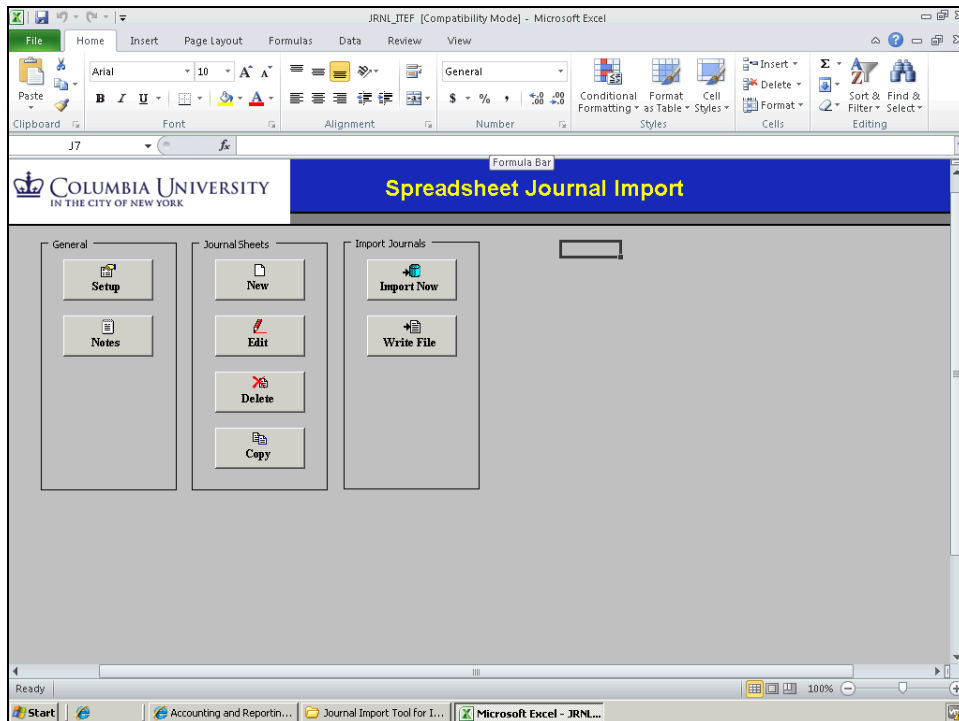
Step	Action
35.	To enable the content on this spreadsheet, click the Enable Editing button. 




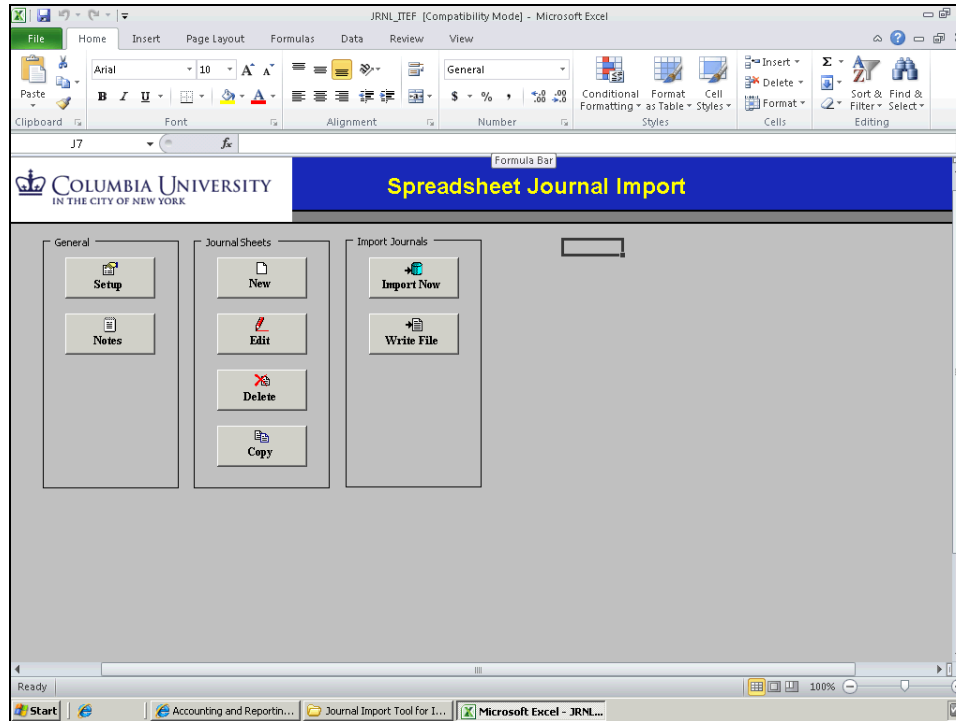
Step	Action
36.	Additional content needs to be enabled. Click the Enable Content button. 

Training Guide

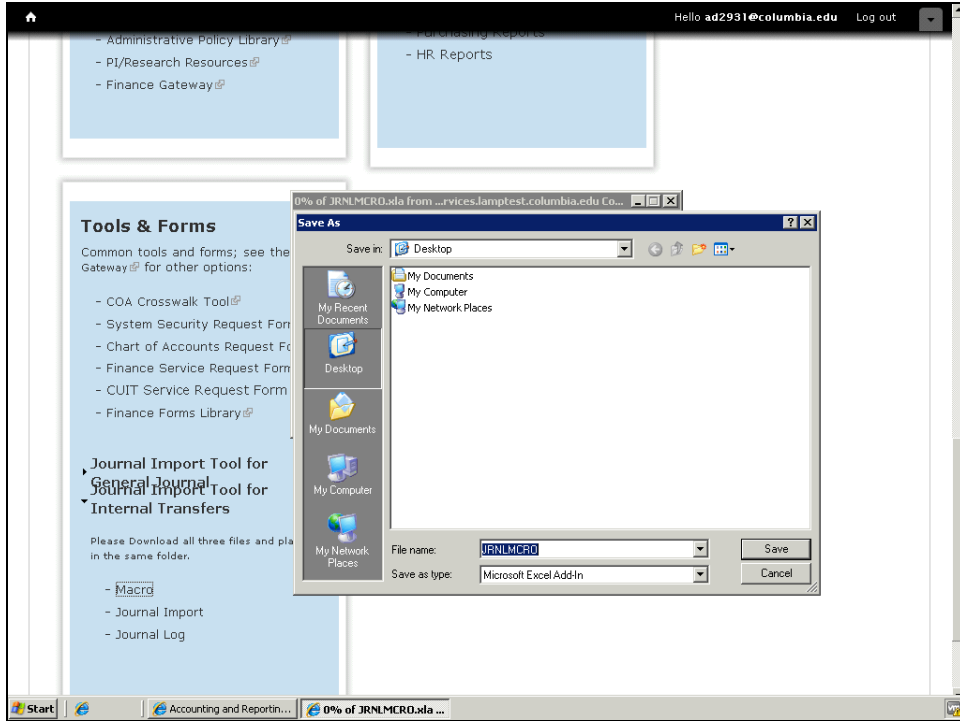
Journal Entries



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>

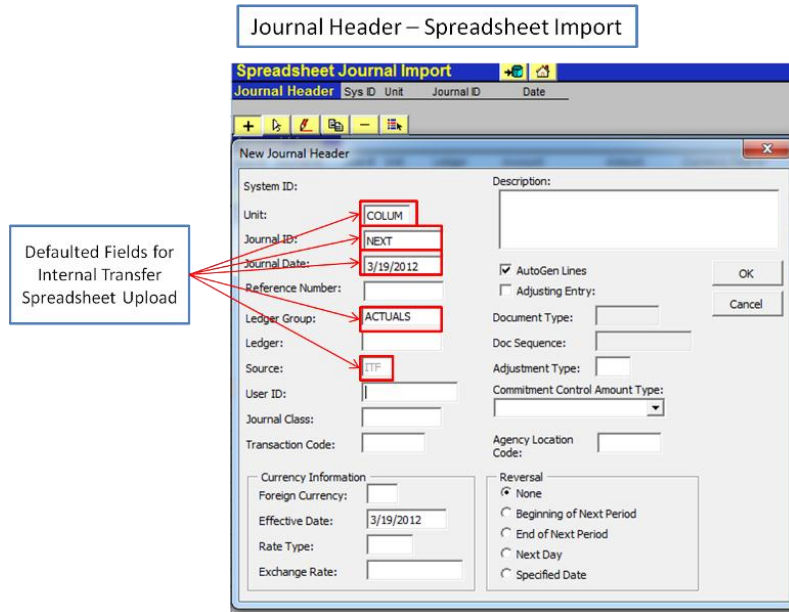


Step	Action
39.	You have successfully downloaded the spreadsheet journal import tool for internal transfers from the ARC Portal. You can now select the next topic, <i>Creating a New Journal Sheet and Entering the Journal Header Information</i> where you learn how to create a new internal transfer journal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

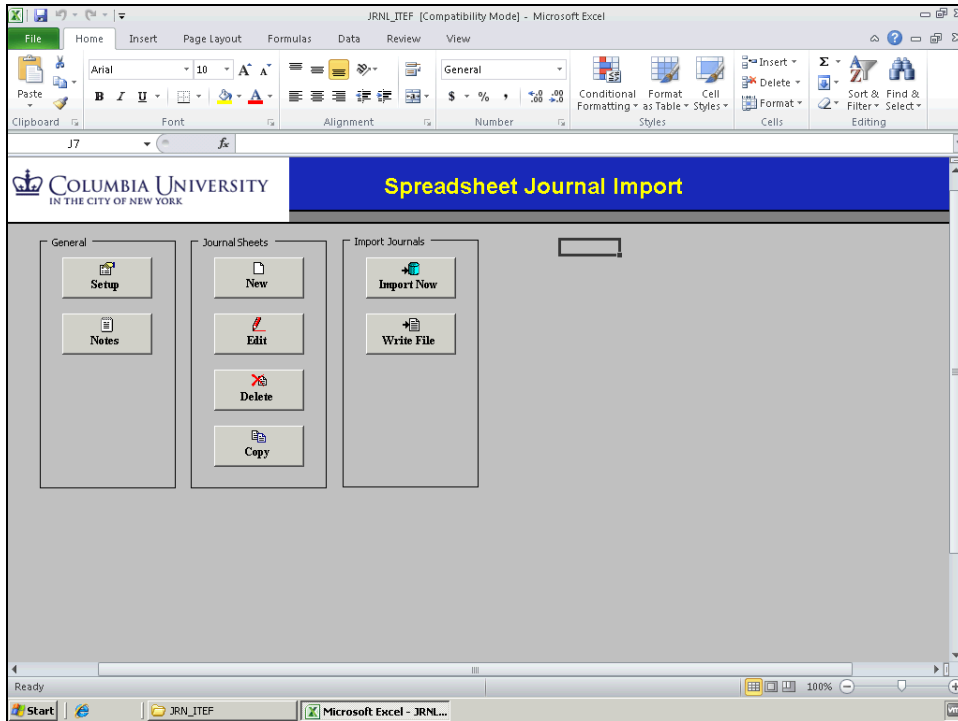



Procedure

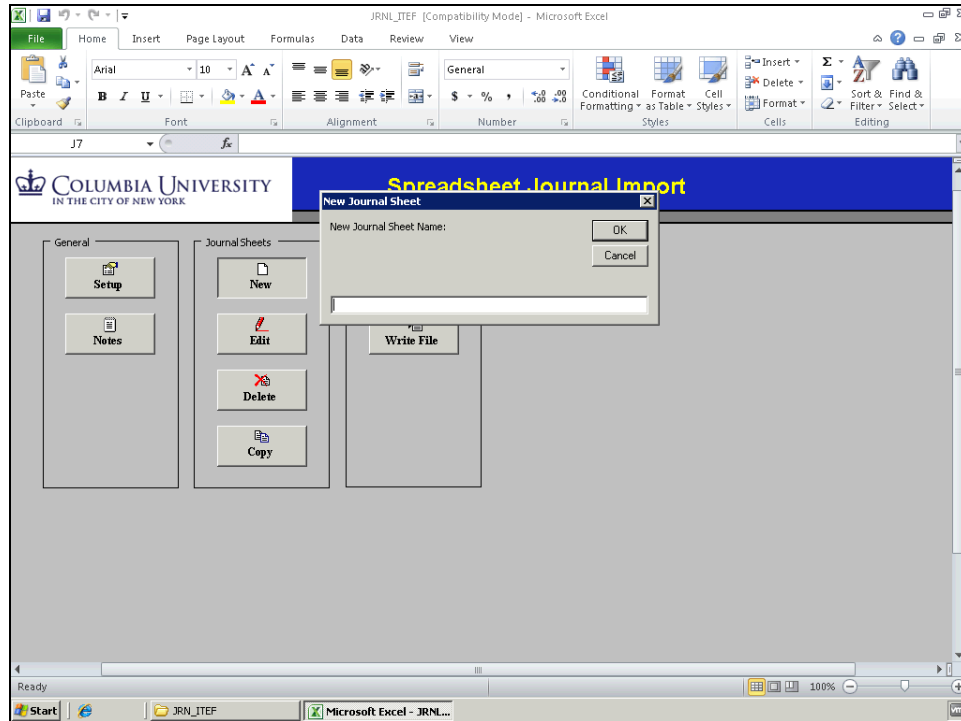
Welcome to the *Creating a New Journal Sheet and Entering the Journal Header Information* topic. In this scenario you will learn how to create a new journal sheet and enter the journal header information.

Training Guide

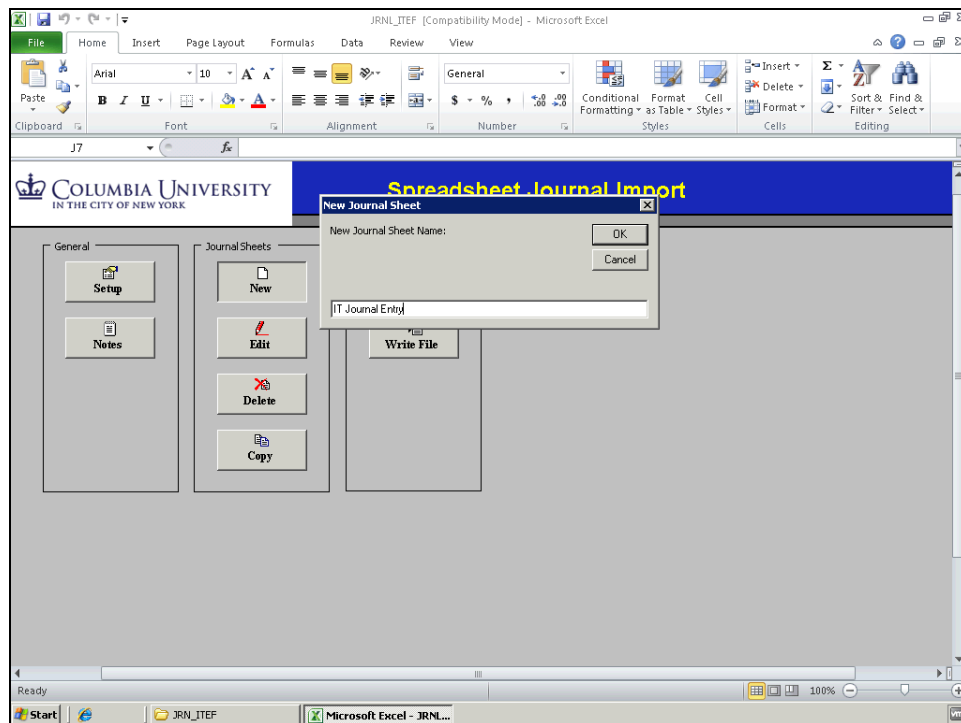
Journal Entries



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" .

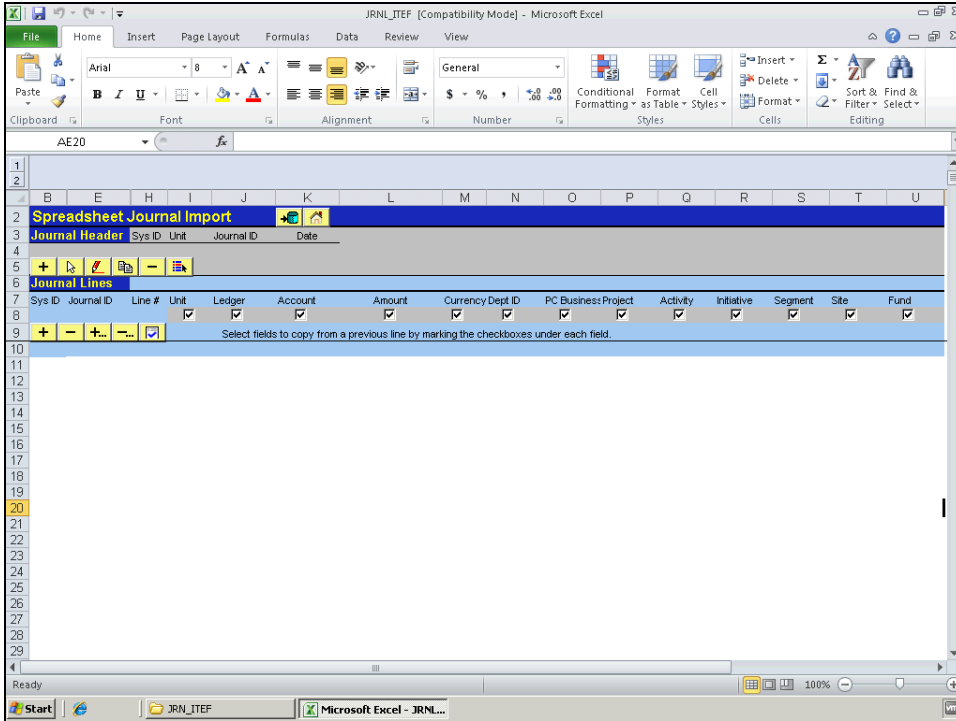



Training Guide

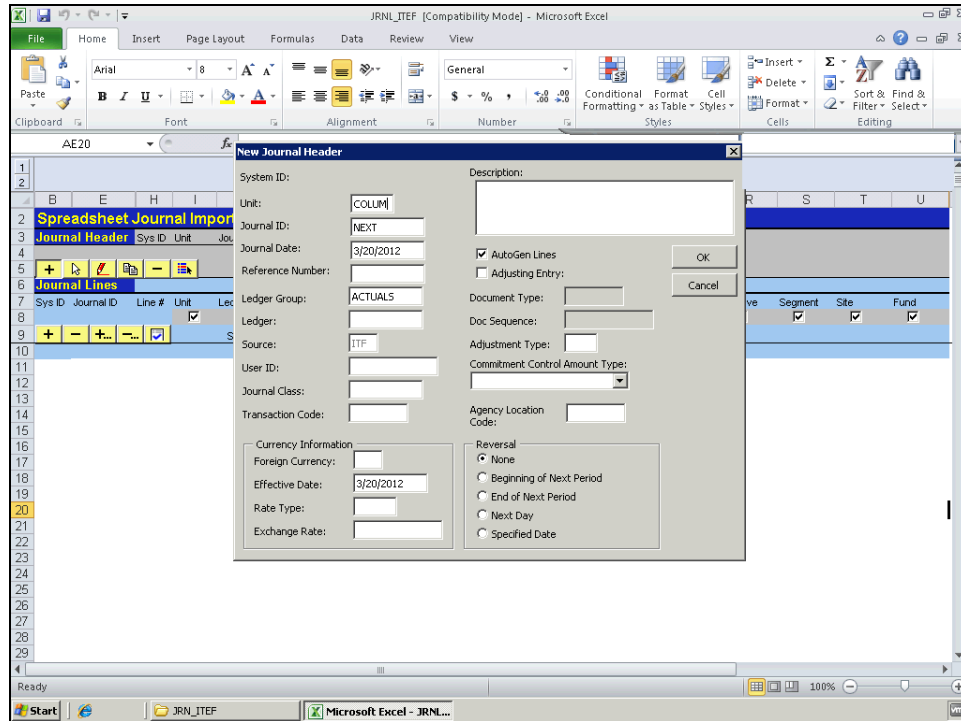
Journal Entries



Step	Action
3.	Click the OK button. 



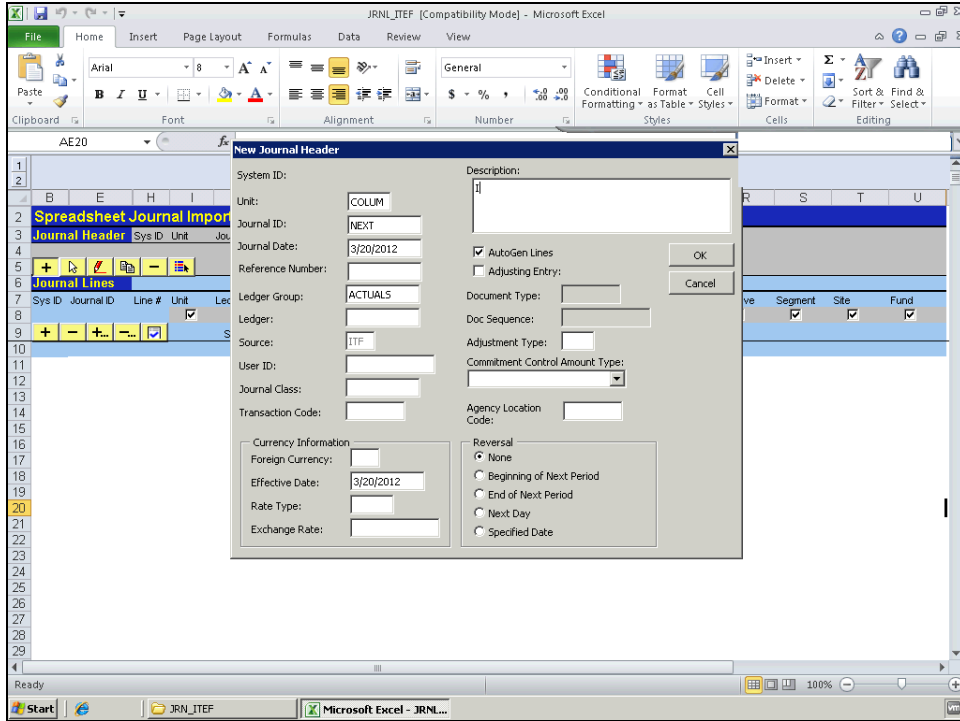
Step	Action
4.	The Journal Sheet is divided into two parts: Journal Header and Journal Lines. To add the journal header information for your internal transfer journal click the + button. 



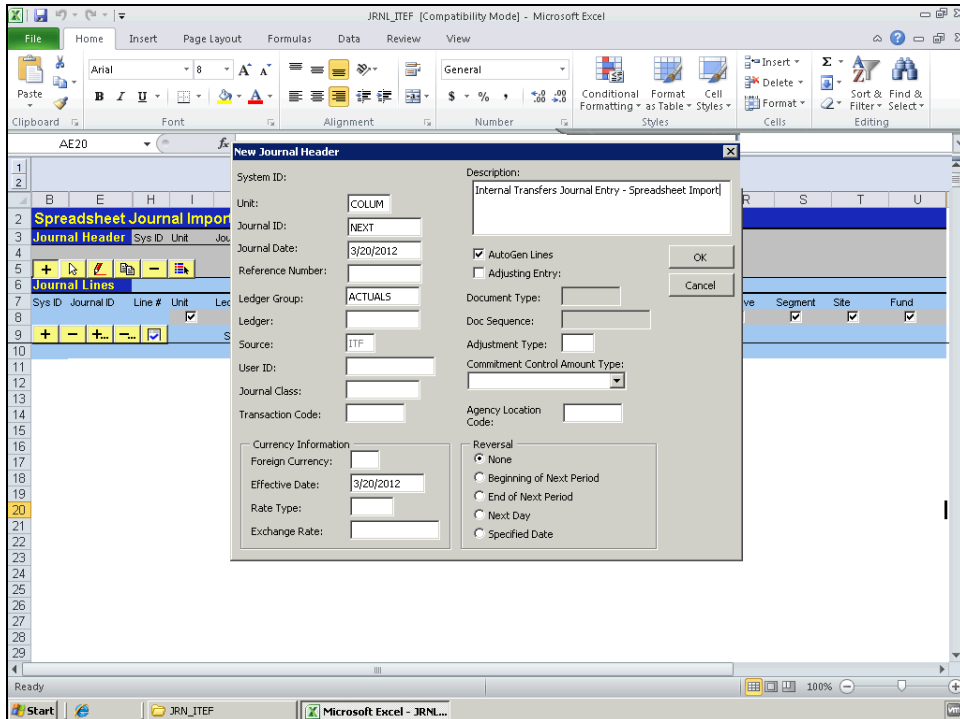
Step	Action
5.	<p>The following fields will default based on your General settings:</p> <p>Unit: COLUM Journal Date: 3/20/2012 Ledger Group: ACTUALS Source: ITF</p> <p>Note that 'ITF' (for Internal Transfers) is grayed out and can not be changed.</p> <p>Click in the Description field.</p>


Training Guide

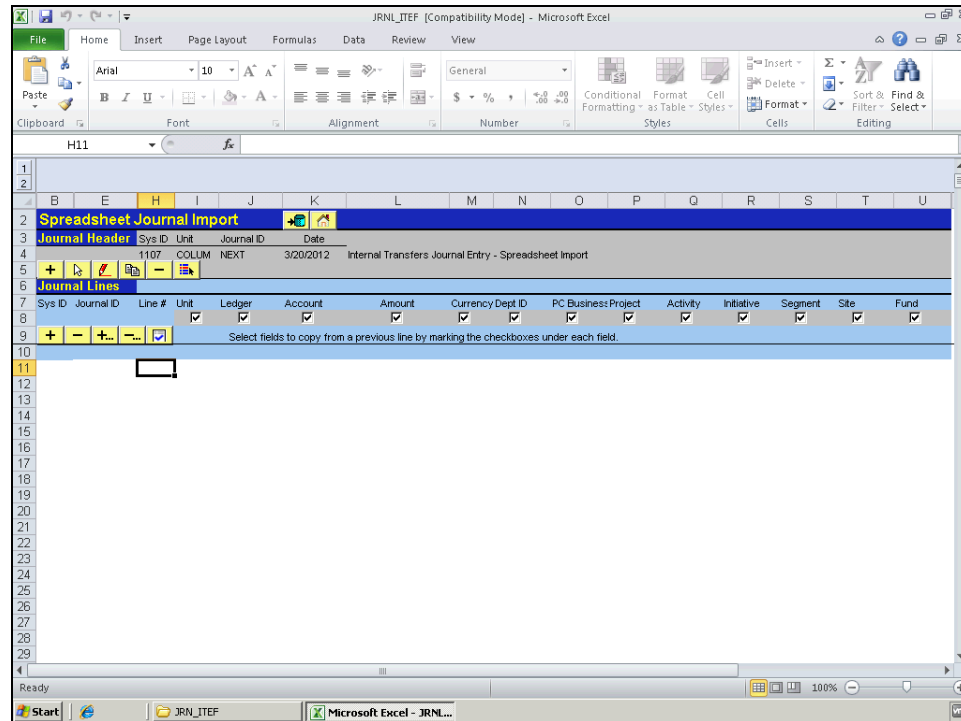
Journal Entries



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. 

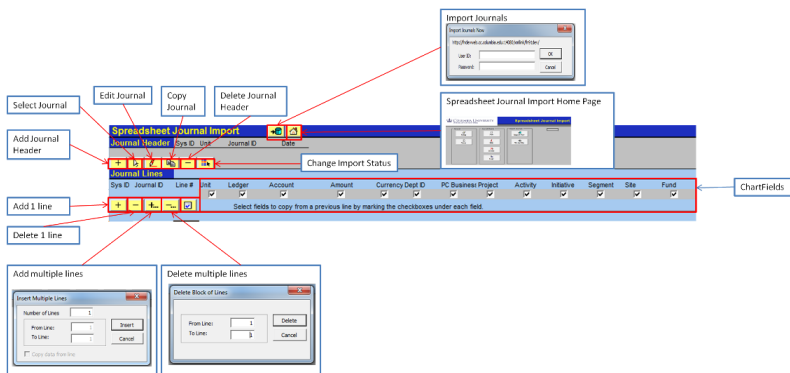


Step	Action
8.	You have successfully created a new journal sheet and entered the journal header information on the Spreadsheet Journal Import tool. You can now select the next topic, <i>Entering the Journal Lines in a Spreadsheet Journal</i> where you will learn how to enter journal lines in the Spreadsheet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

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.

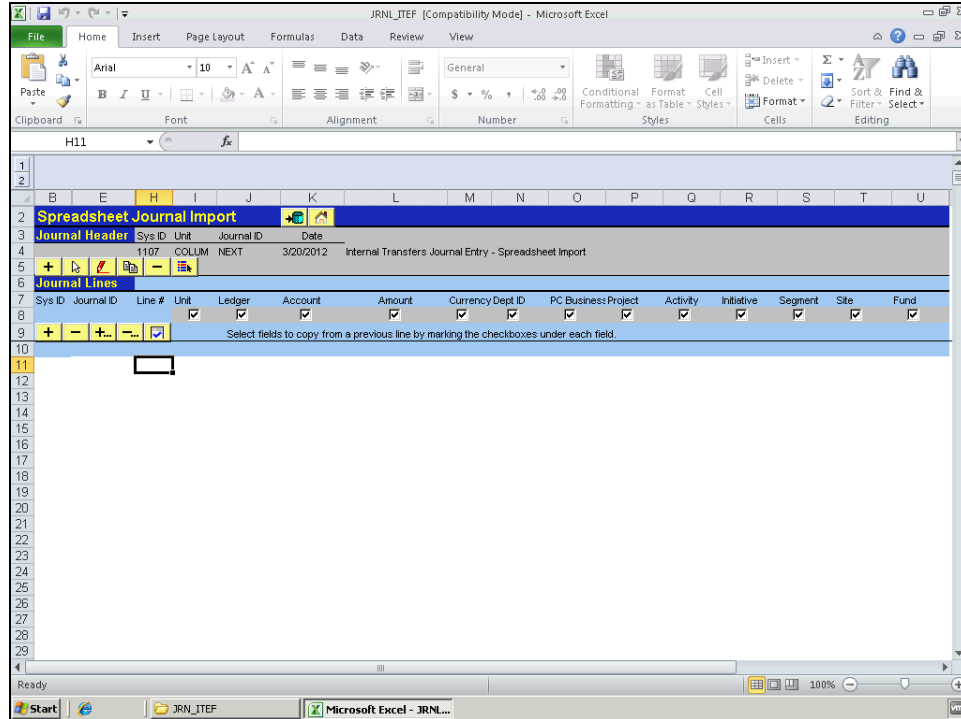
Before you begin this topic, familiarize yourself with the icons on the spreadsheet journal sheet. Click here to access a printable version of this graphic.




Estimated time to complete the topic: 5 minutes

Procedure

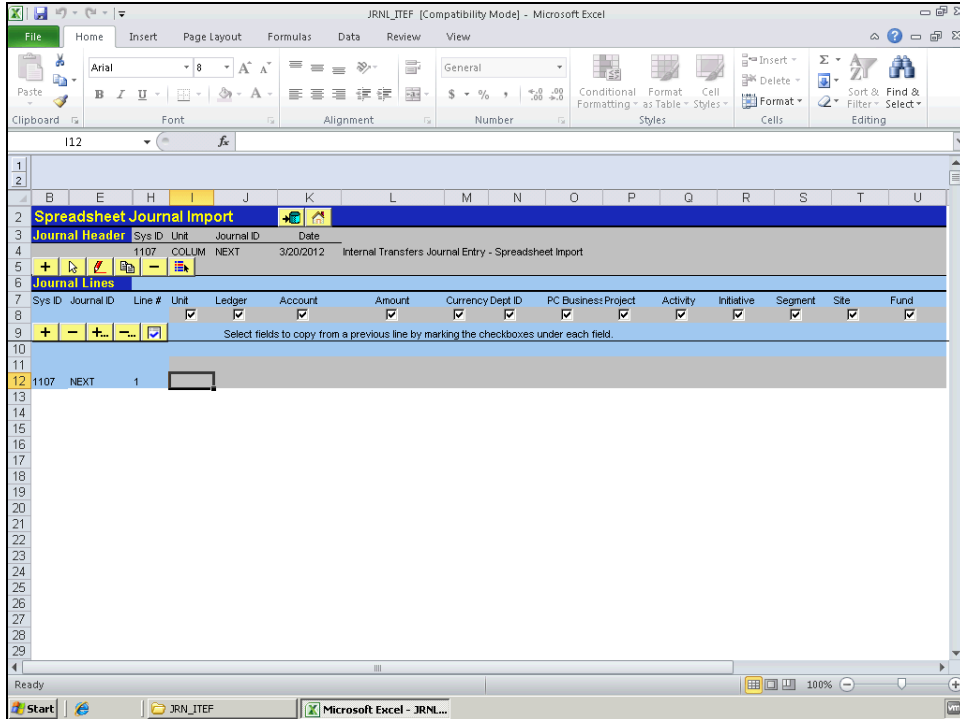
Welcome to the *Entering the Journal Lines in a Spreadsheet Journal* topic. In this scenario you will learn how to enter journal lines in the Spreadsheet Journal Import tool.



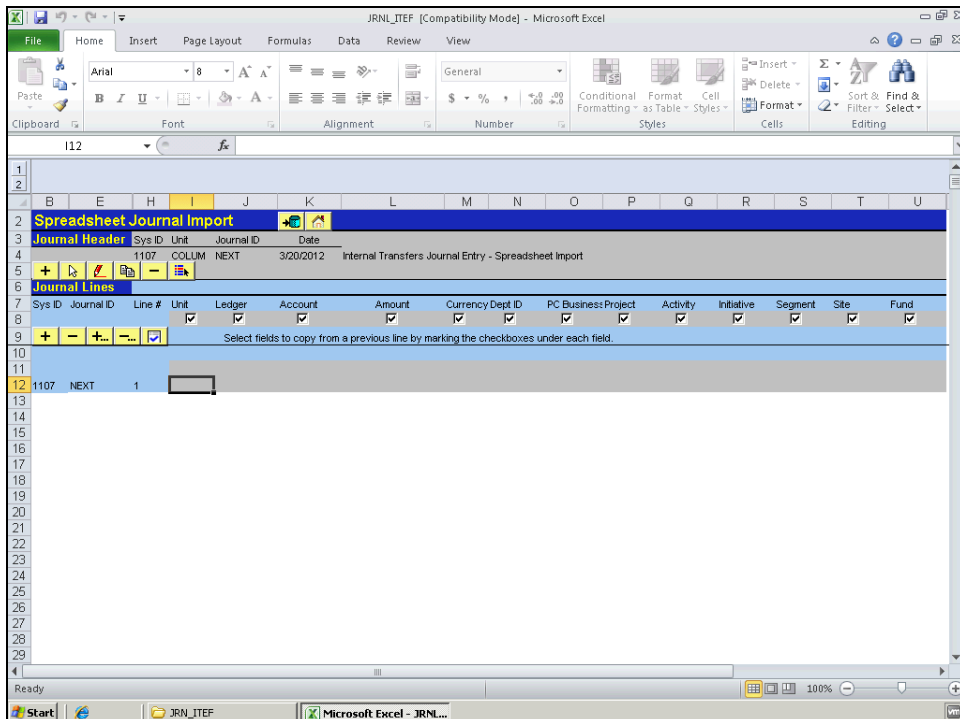
Step	Action
1.	To add lines to your internal transfer spreadsheet journal click on the + button underneath the Journal Lines header. 

Training Guide

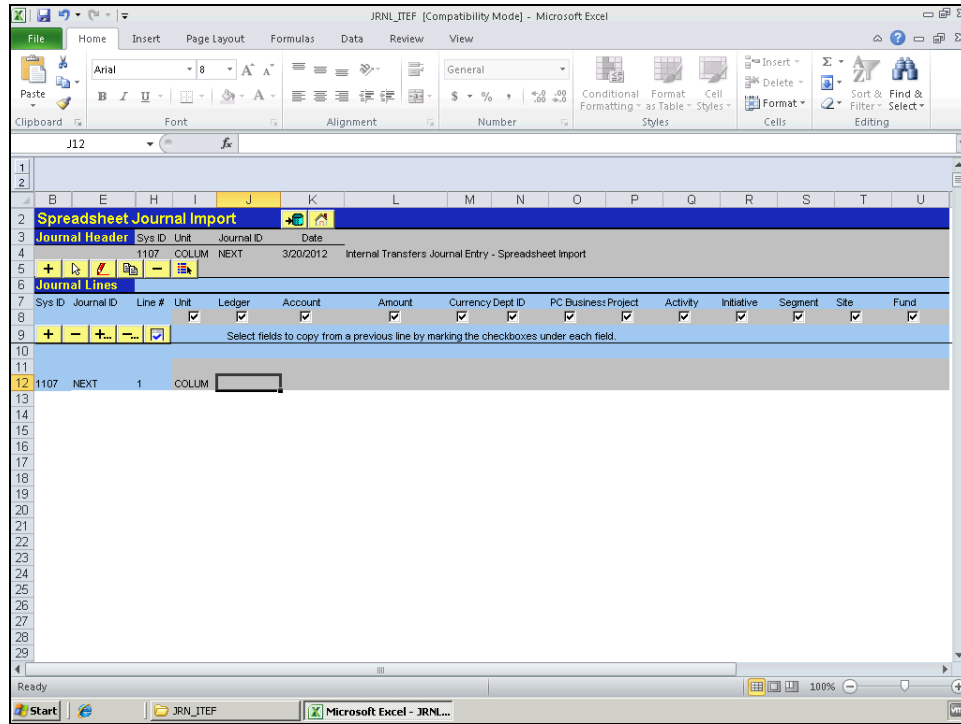
Journal Entries



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



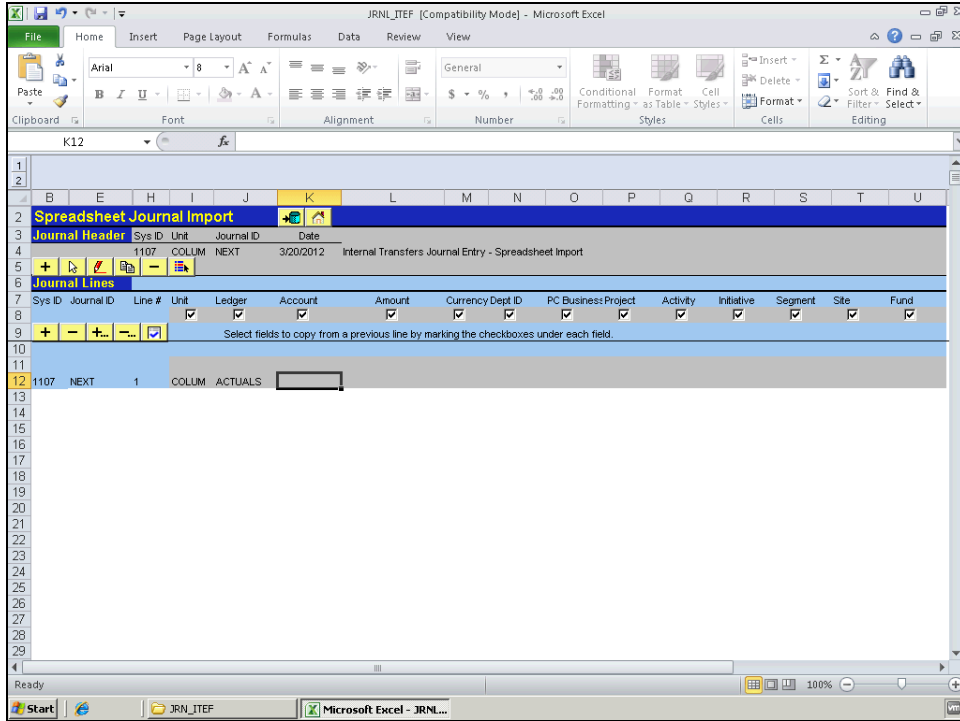
Step	Action
3.	Enter the desired information into the Business Unit field. Enter " COLUM ".



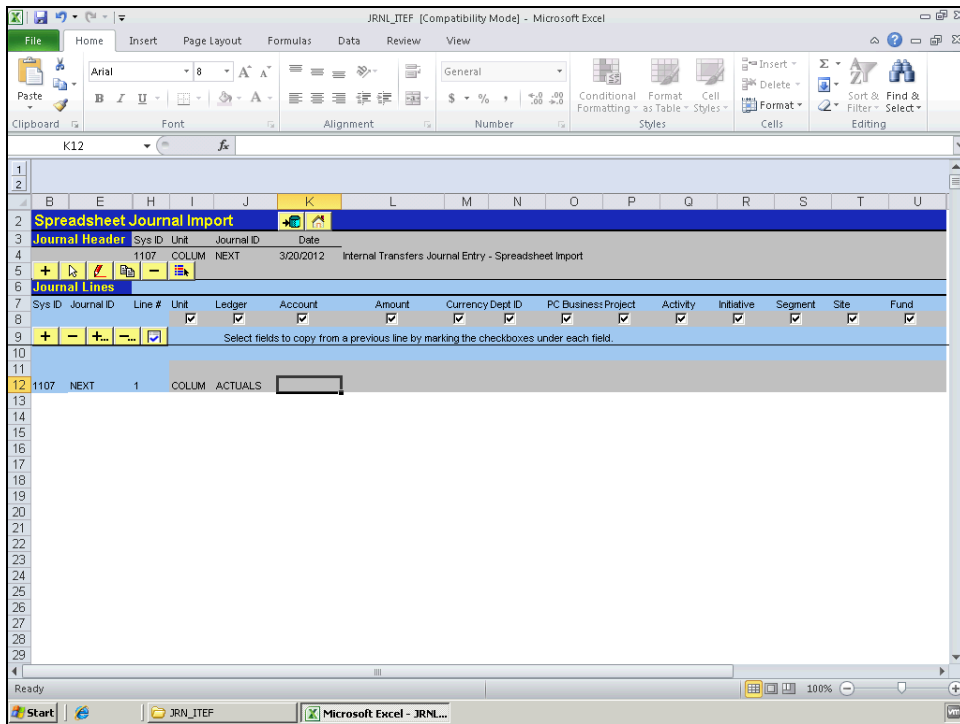
Step	Action
4.	Enter the desired information into the Ledger field. Enter " ACTUALS ".

Training Guide

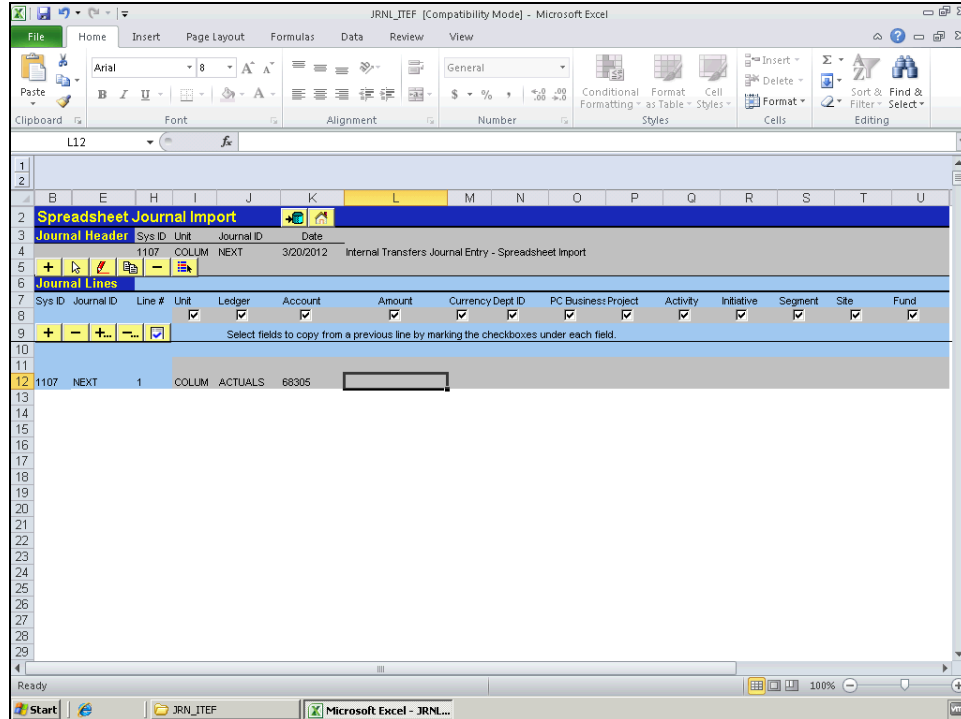
Journal Entries



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



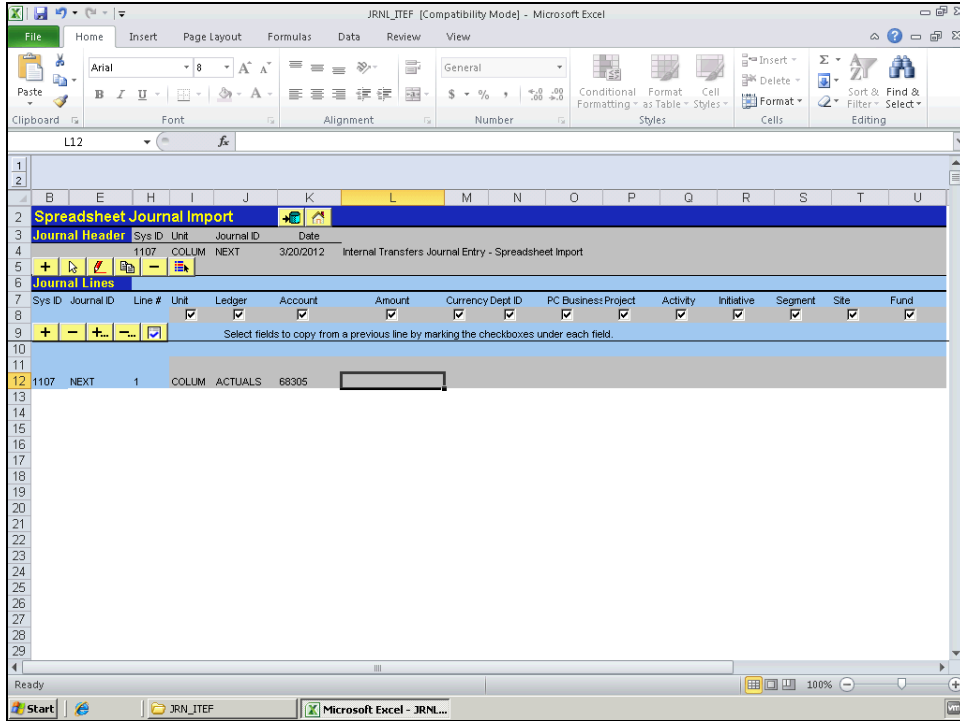
Step	Action
6.	Enter the desired information into the Account field. Enter " 68305 ".



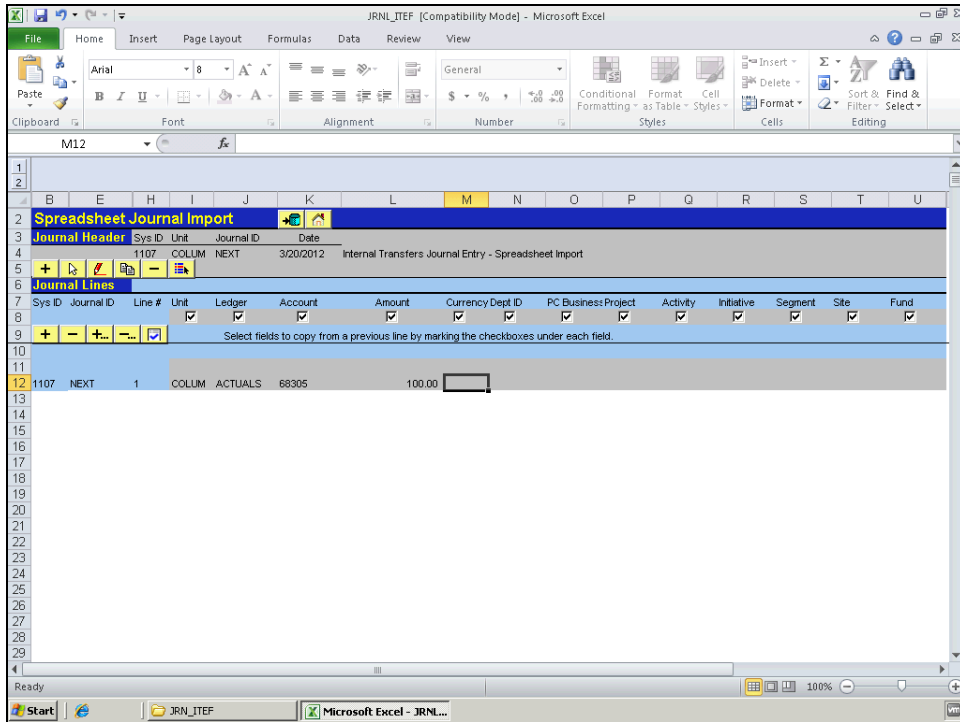
Step	Action
7.	Press the [Right] arrow key on your keyboard.

Training Guide

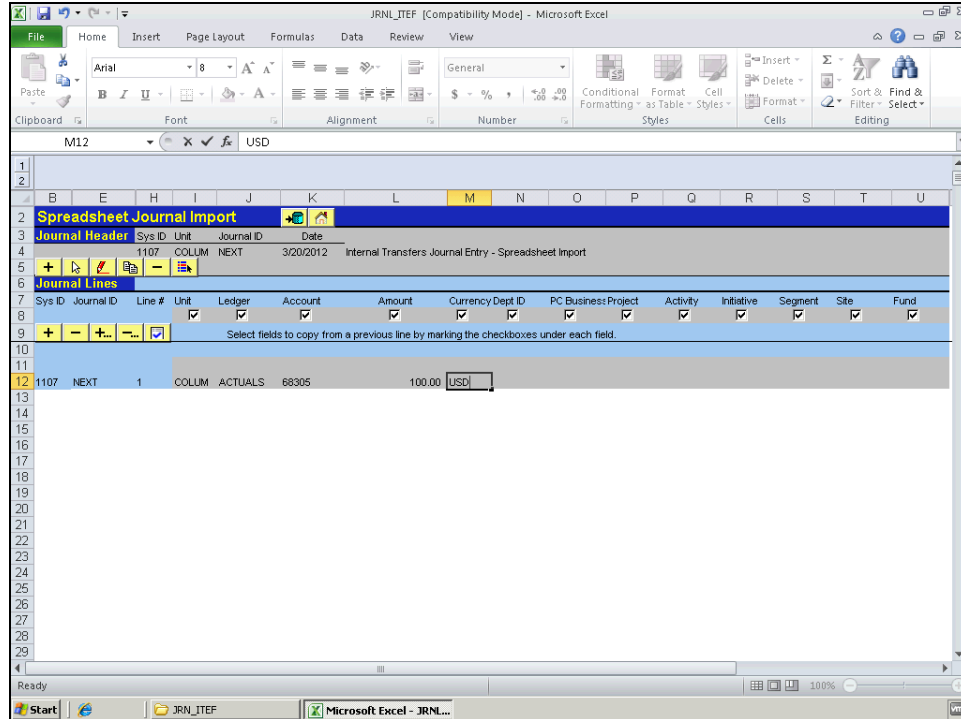
Journal Entries



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



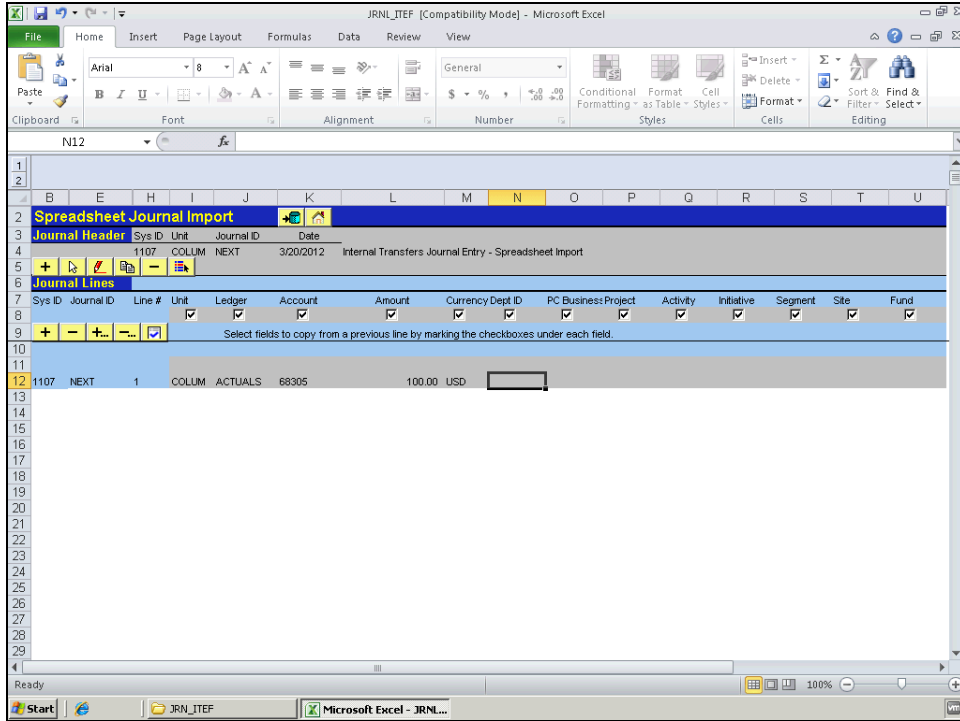
Step	Action
9.	Press the [Right] arrow key on your keyboard.



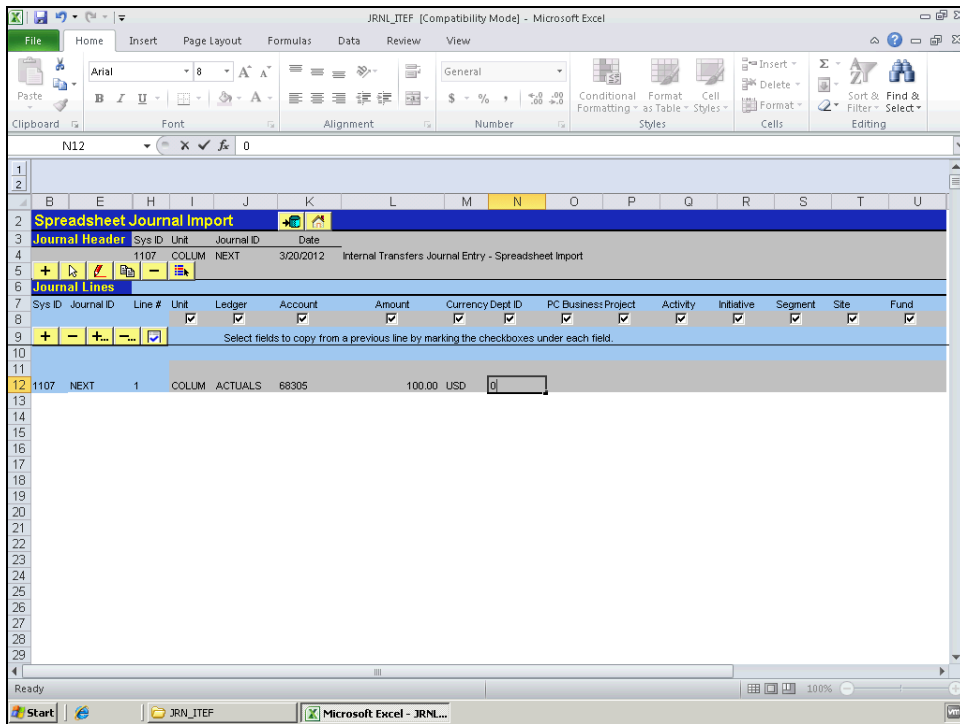
Step	Action
10.	Enter the desired information into the Currency field. Enter " USD ".

Training Guide

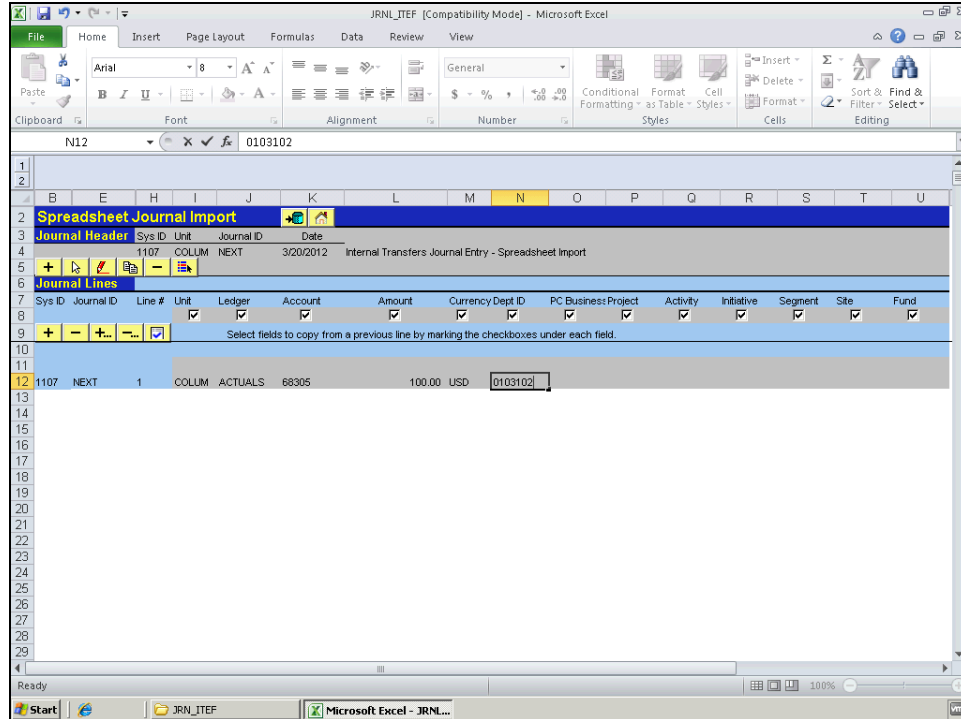
Journal Entries



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



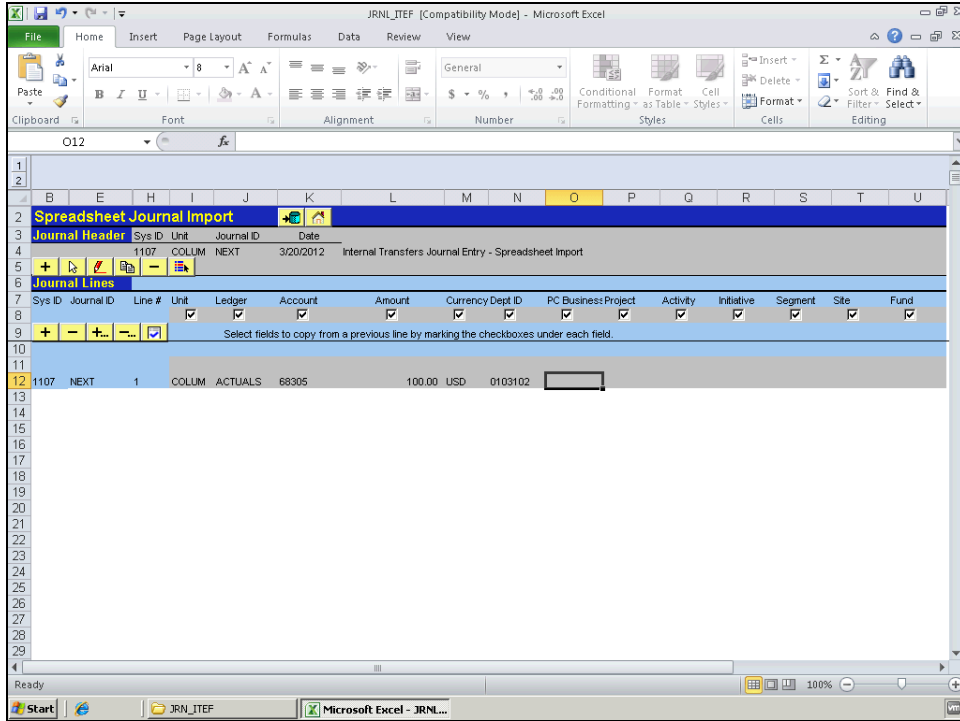
Step	Action
12.	Enter the desired information into the Dept ID field . Enter " 0103102 ".



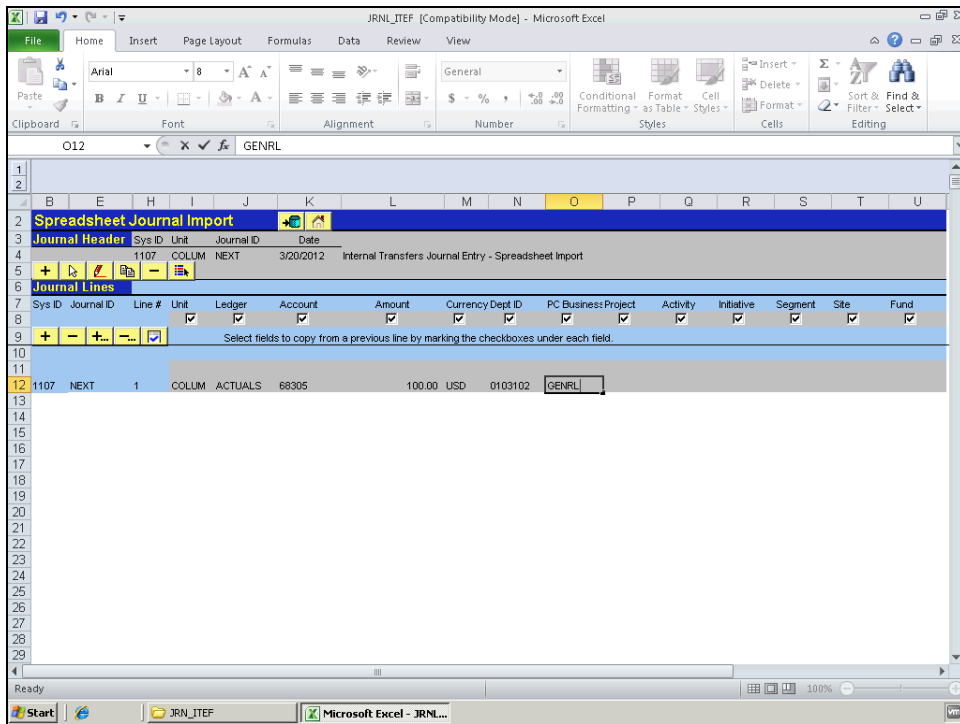
Step	Action
13.	Press the [Right] arrow key on your keyboard.

Training Guide

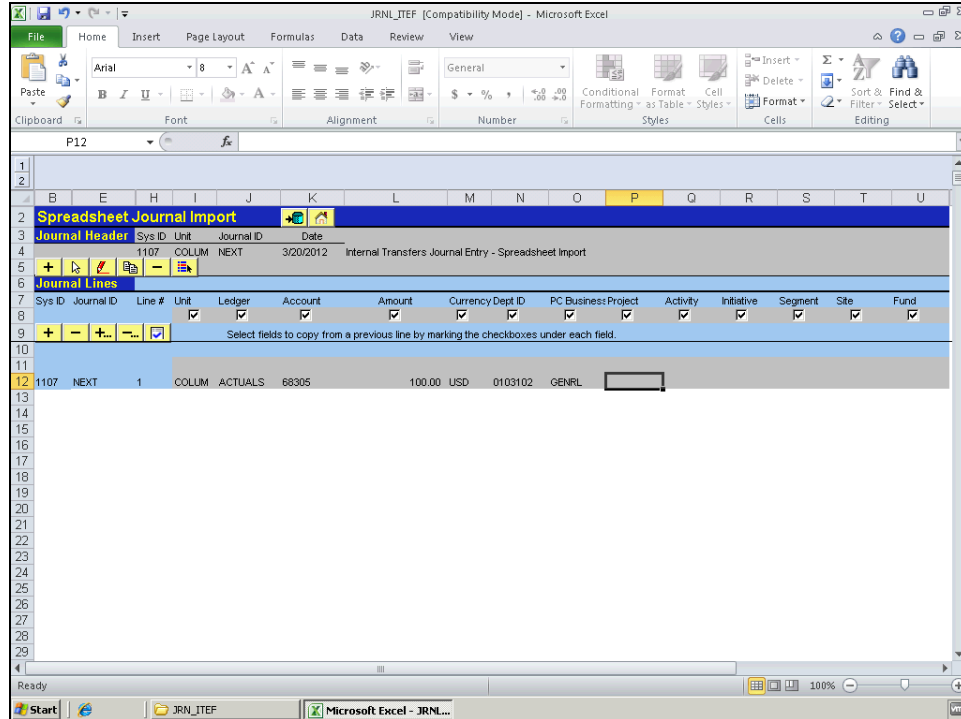
Journal Entries



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



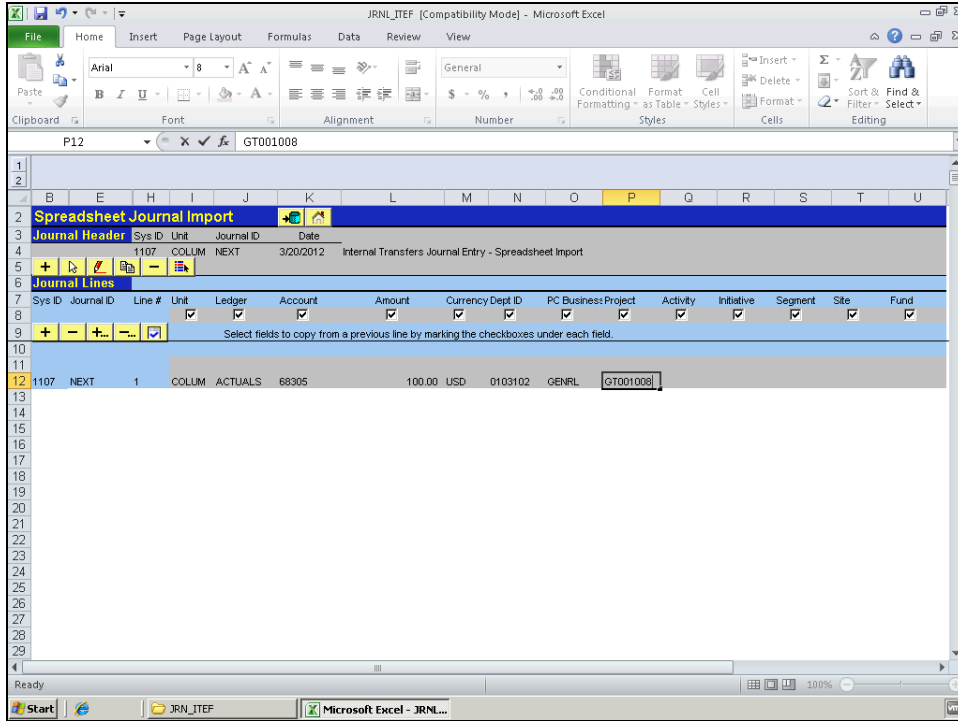
Step	Action
15.	Press the [Right] arrow key on your keyboard.



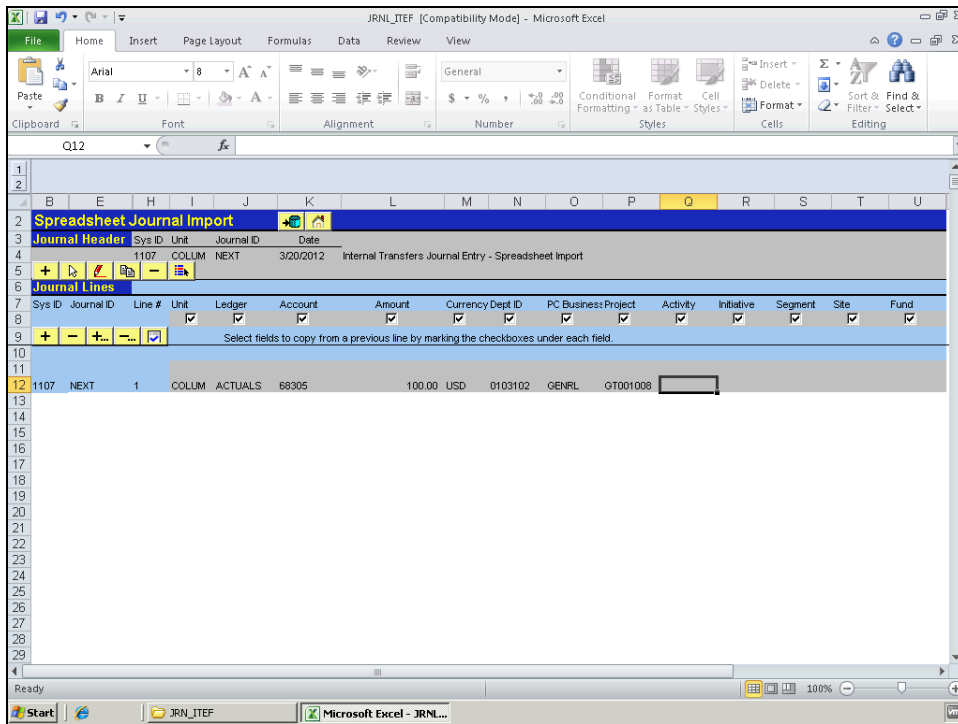
Step	Action
16.	Enter the desired information into the Project field. Enter " GT001008 ".

Training Guide

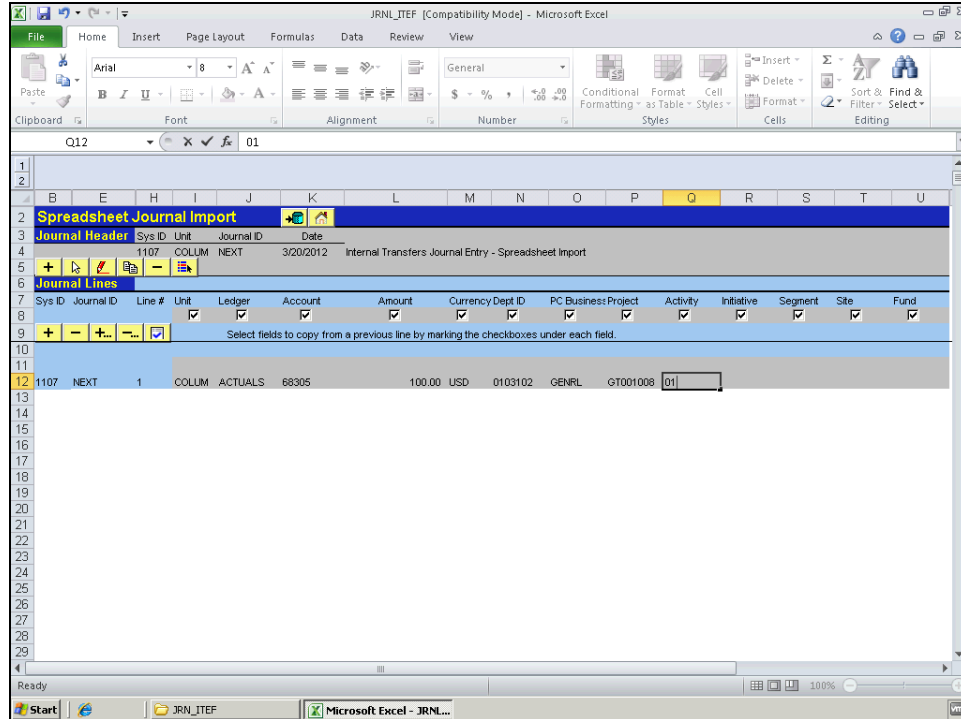
Journal Entries



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



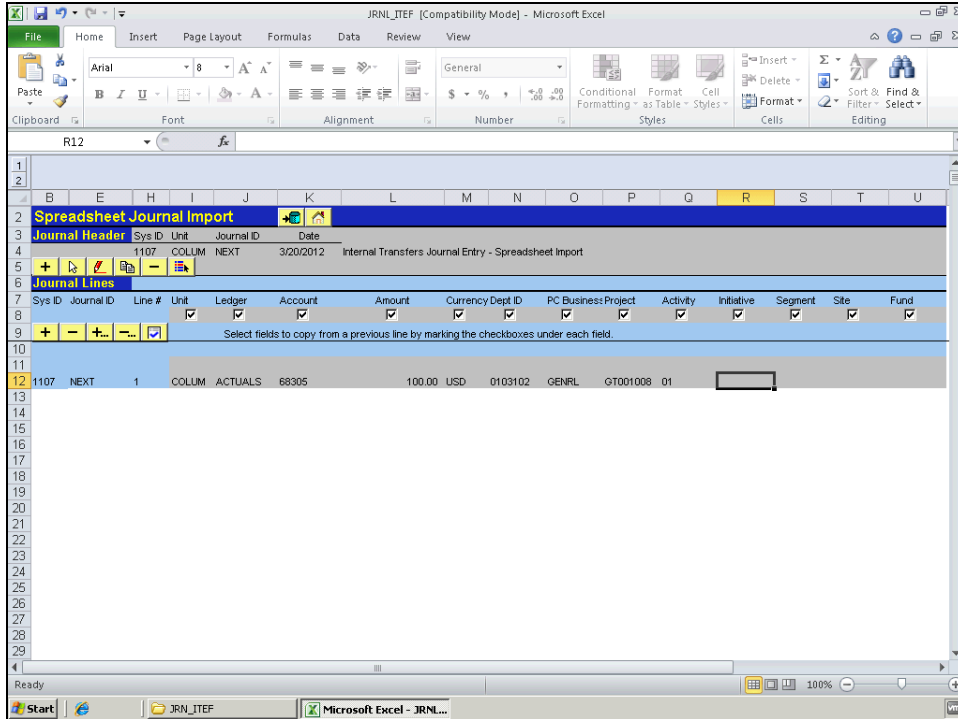
Step	Action
18.	Enter the desired information into the Activity field. Enter "01".



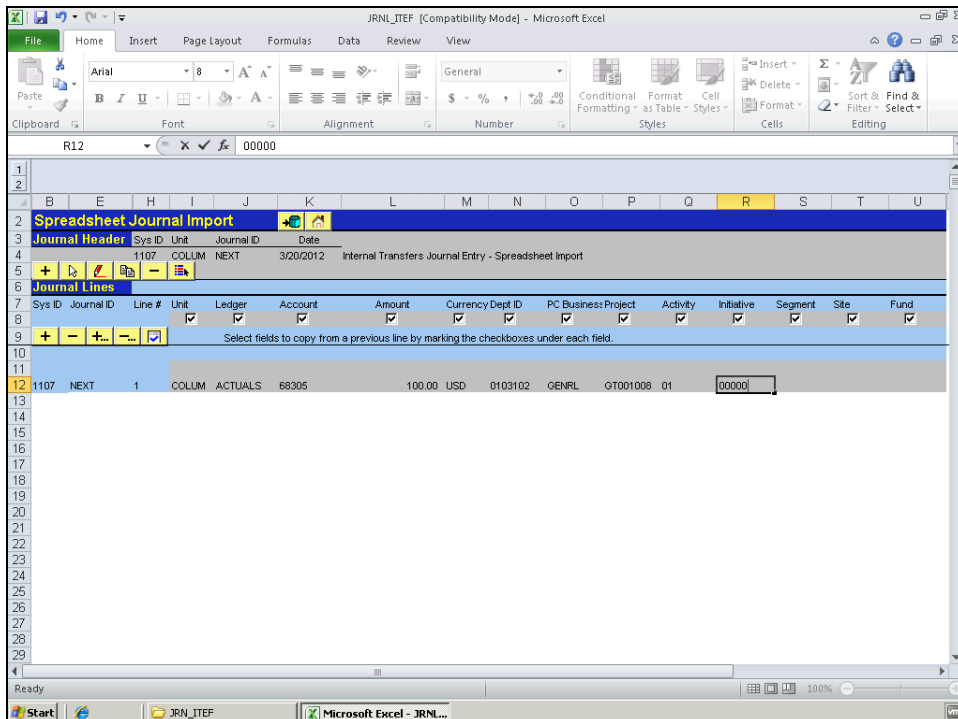
Step	Action
19.	Press the [Right] arrow key on your keyboard.

Training Guide

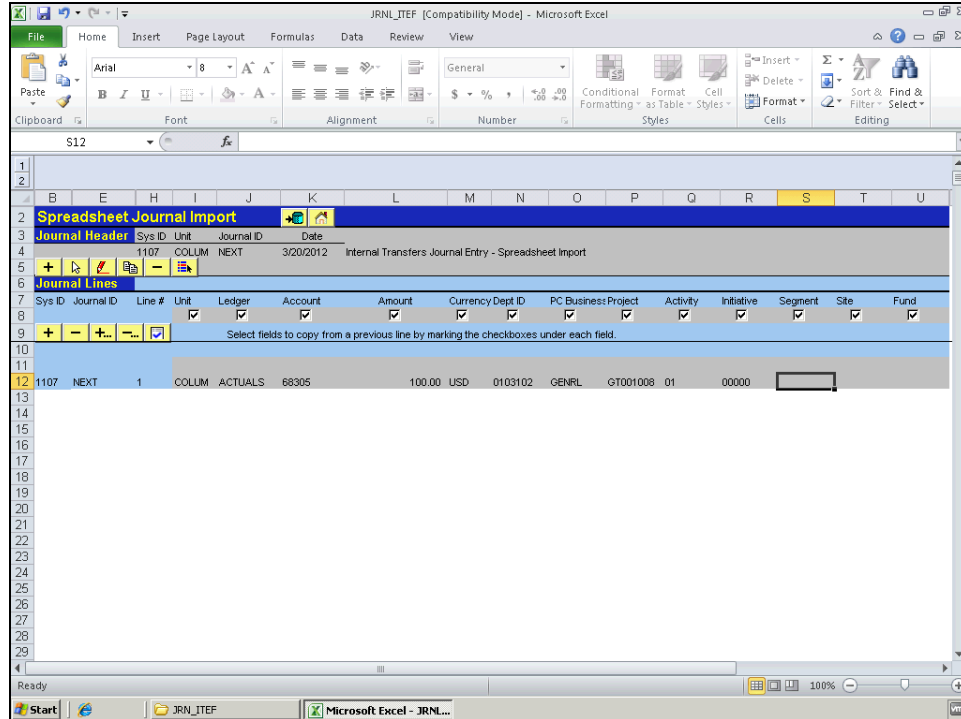
Journal Entries



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



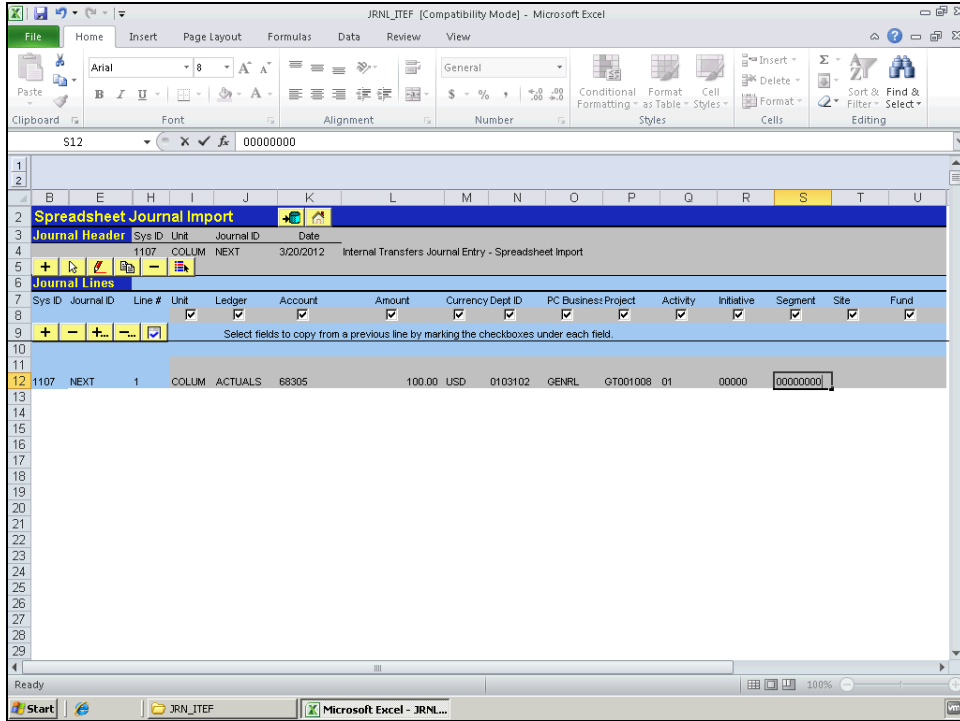
Step	Action
21.	Press the [Right] arrow key on your keyboard.



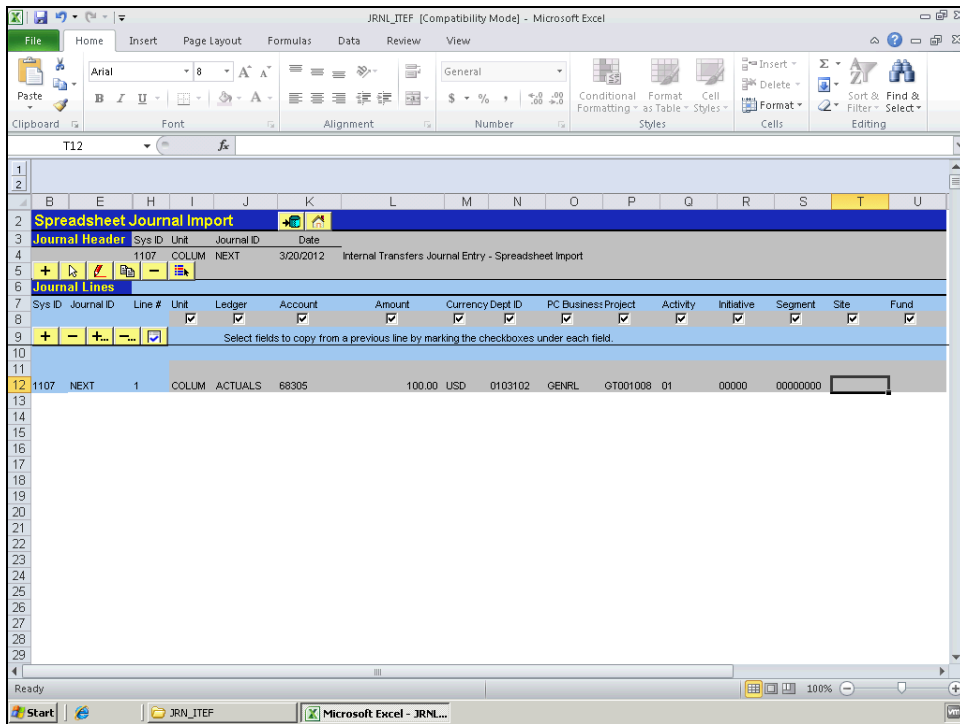
Step	Action
22.	Enter the desired information into the Segment field. Enter " 00000000 ".

Training Guide

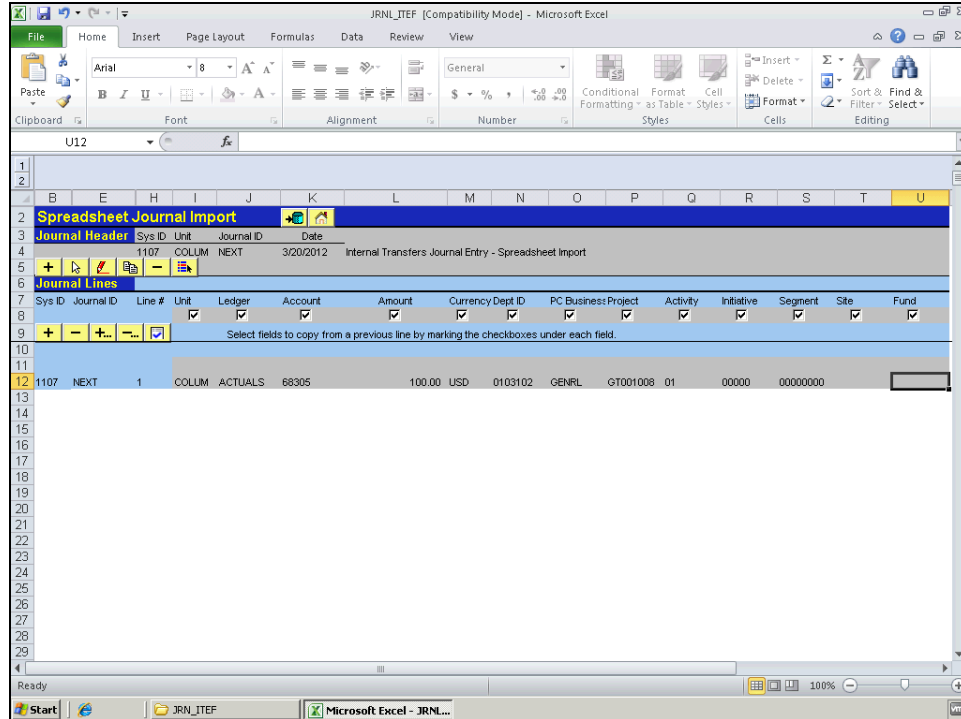
Journal Entries



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



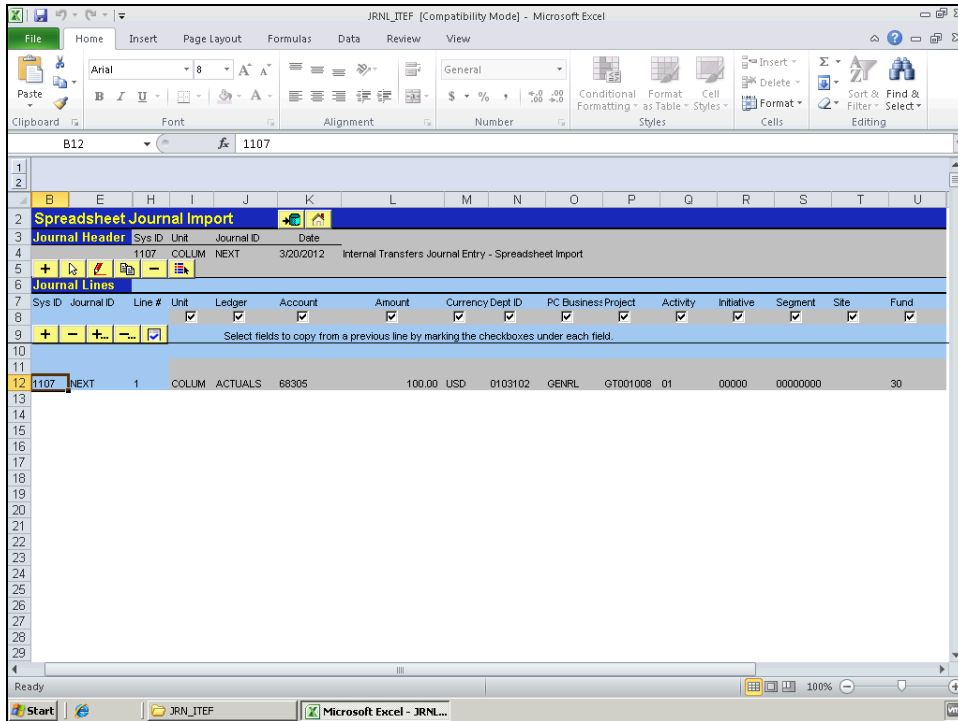
Step	Action
24.	Press the [Right] arrow key on your keyboard.




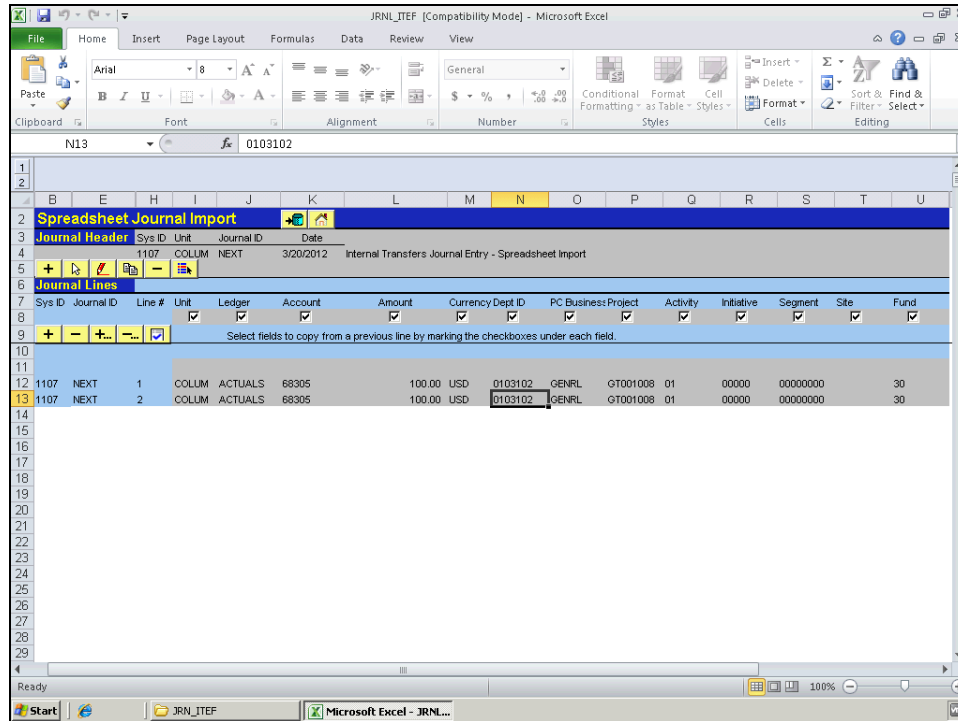
Step	Action
25.	Enter the desired information into the Fund field. Enter " 30 ".

Training Guide

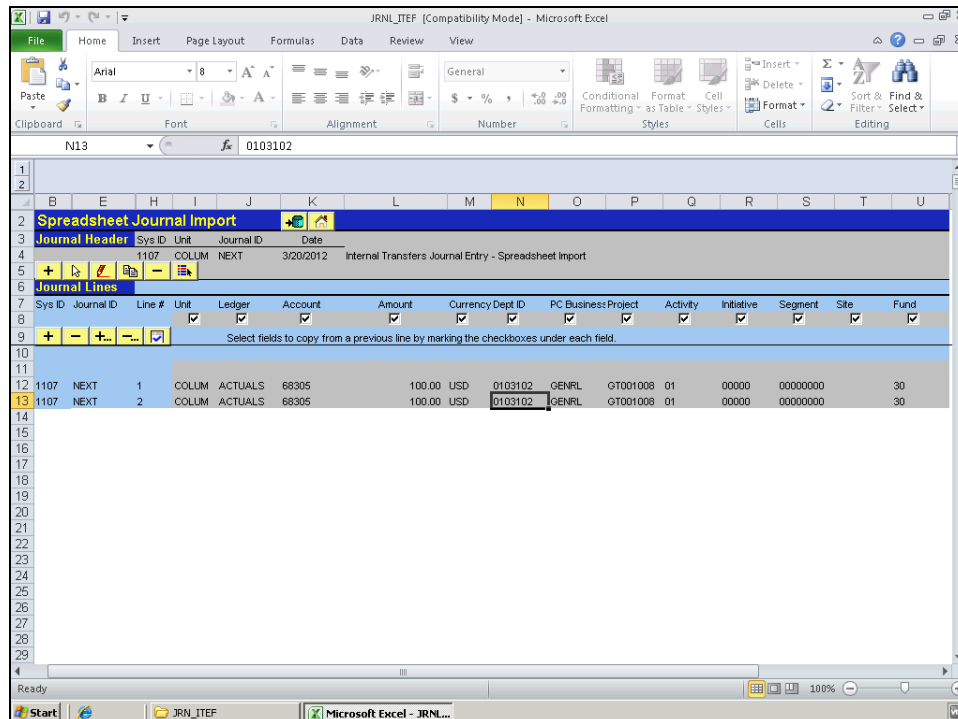
Journal Entries



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'.

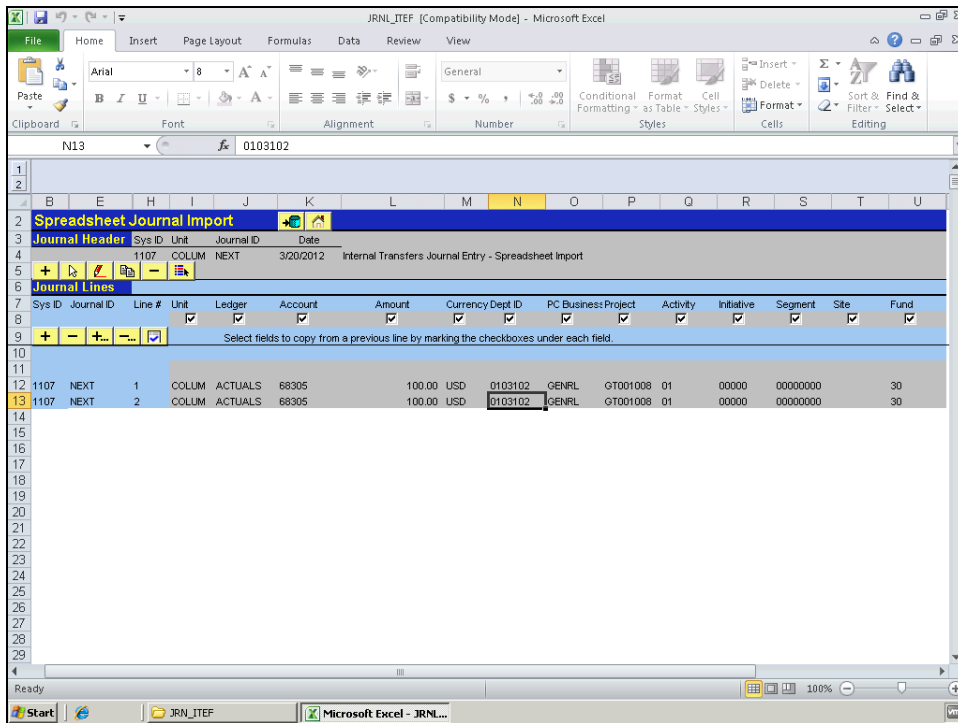


Training Guide

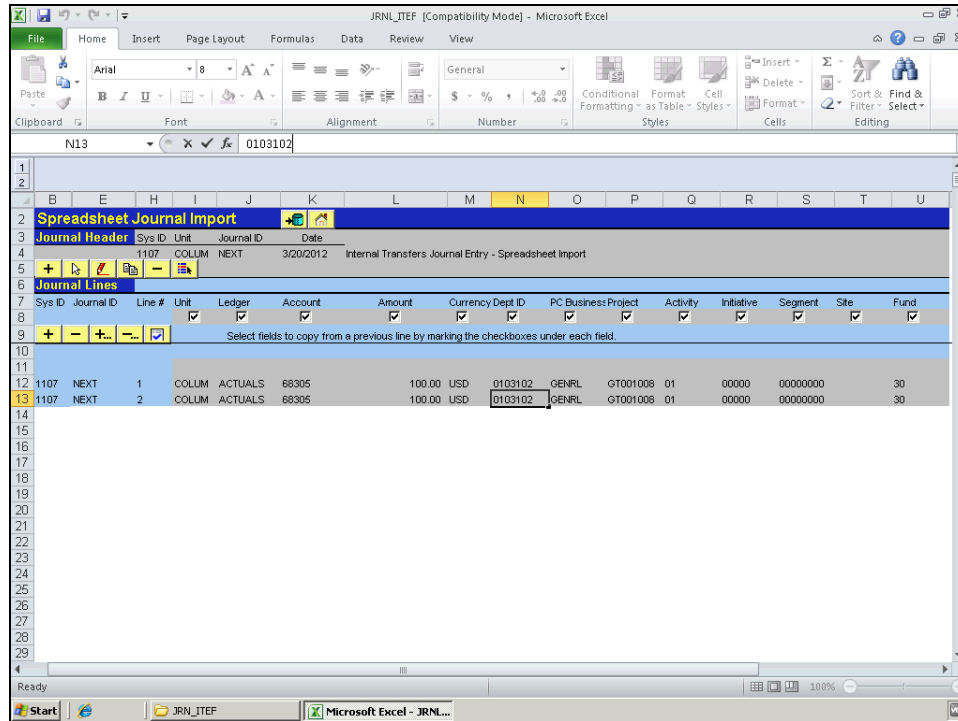
Journal Entries



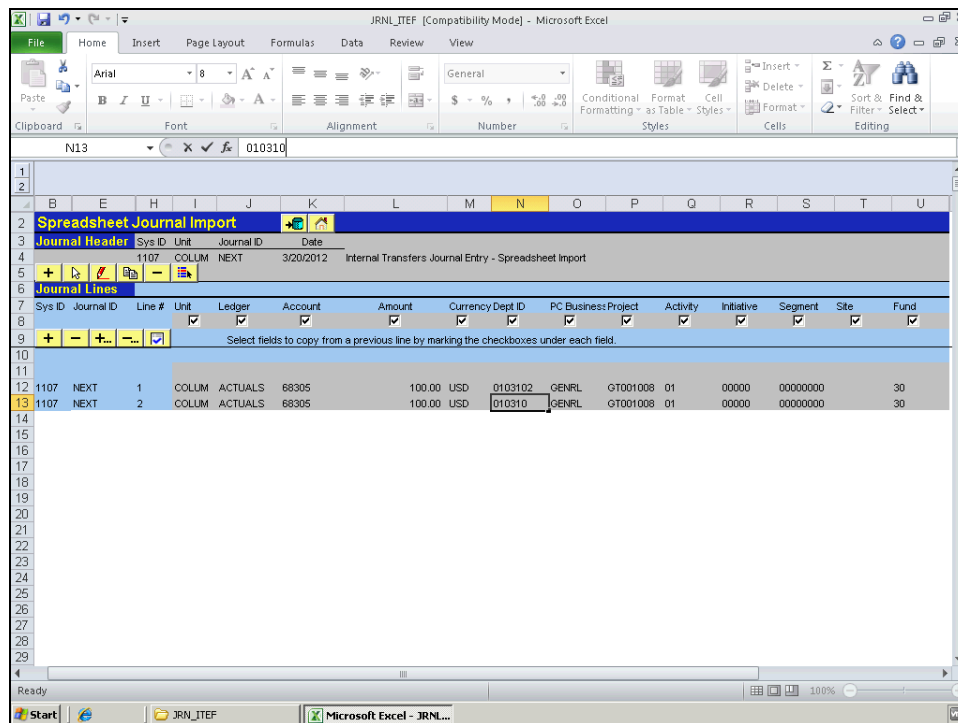
Step	Action
28.	Click the desired object. 0103102



Step	Action
29.	Click the desired object. 0103102



Step	Action
30.	Press [Backspace].

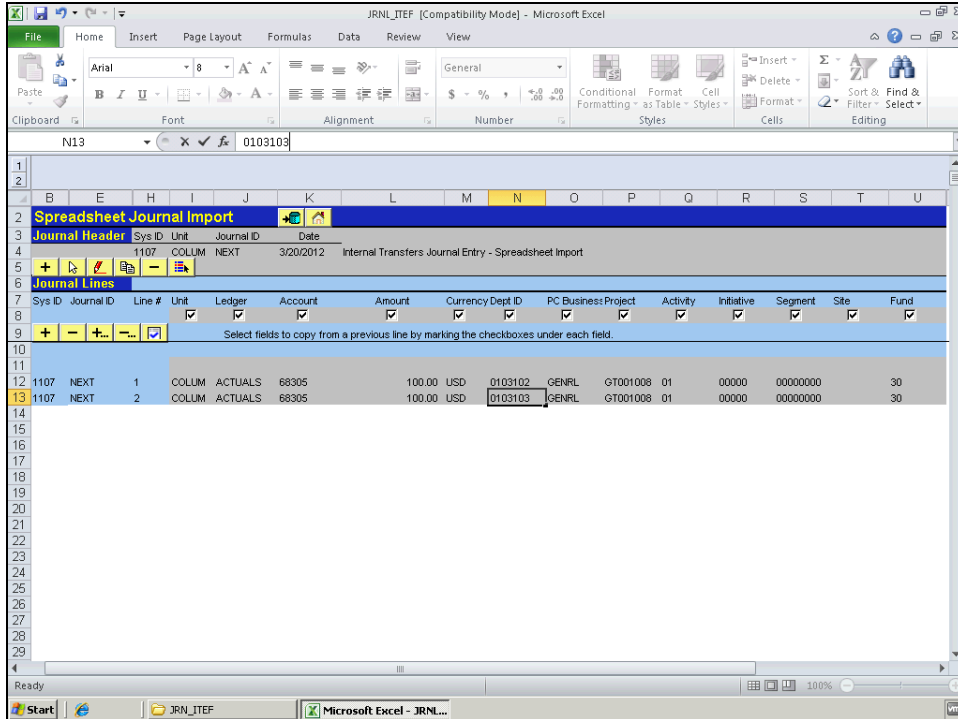


Training Guide

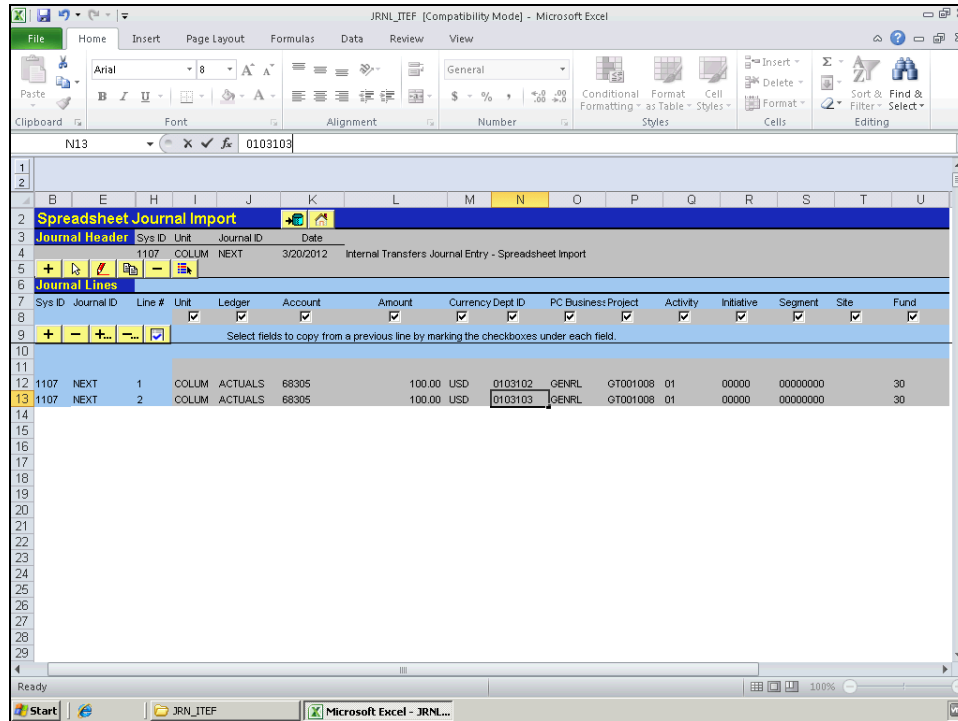
Journal Entries



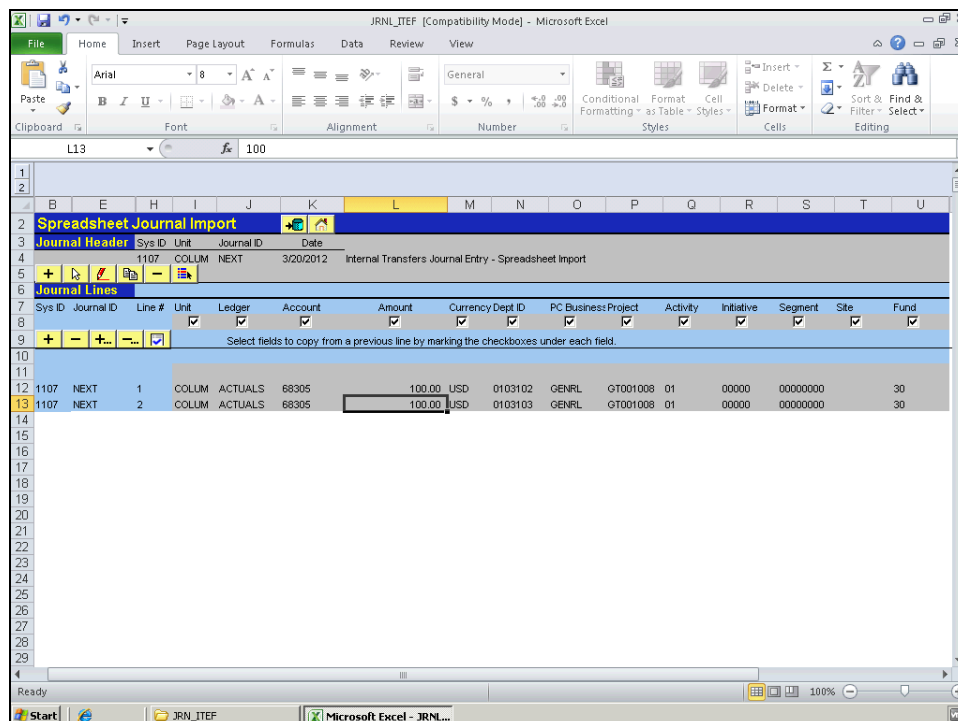
Step	Action
31.	Enter the desired information into the field. Enter "3".



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>

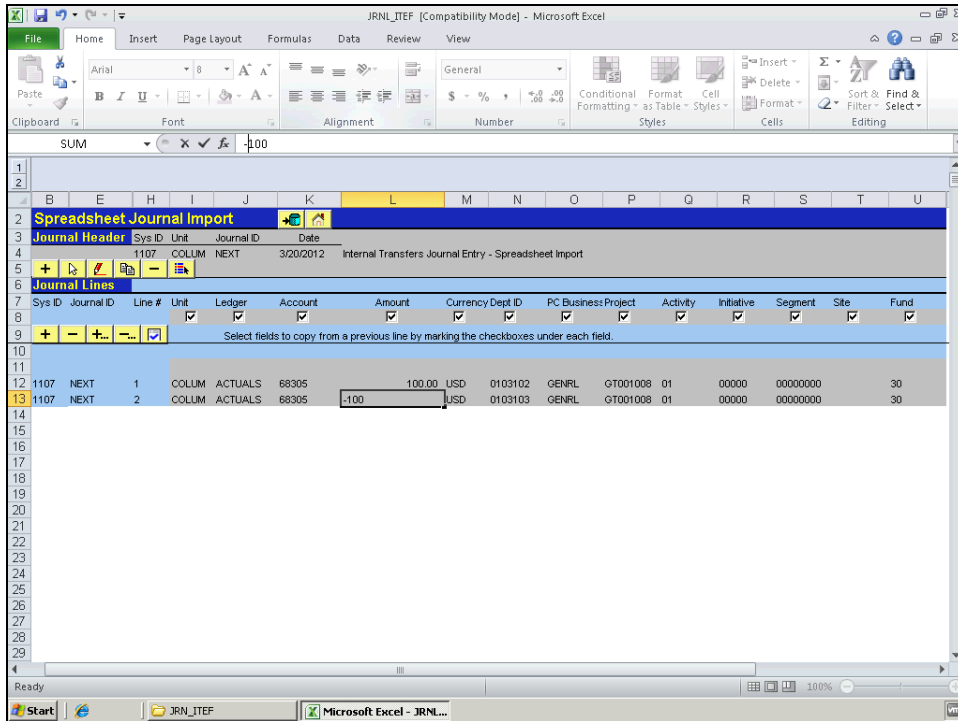



Training Guide

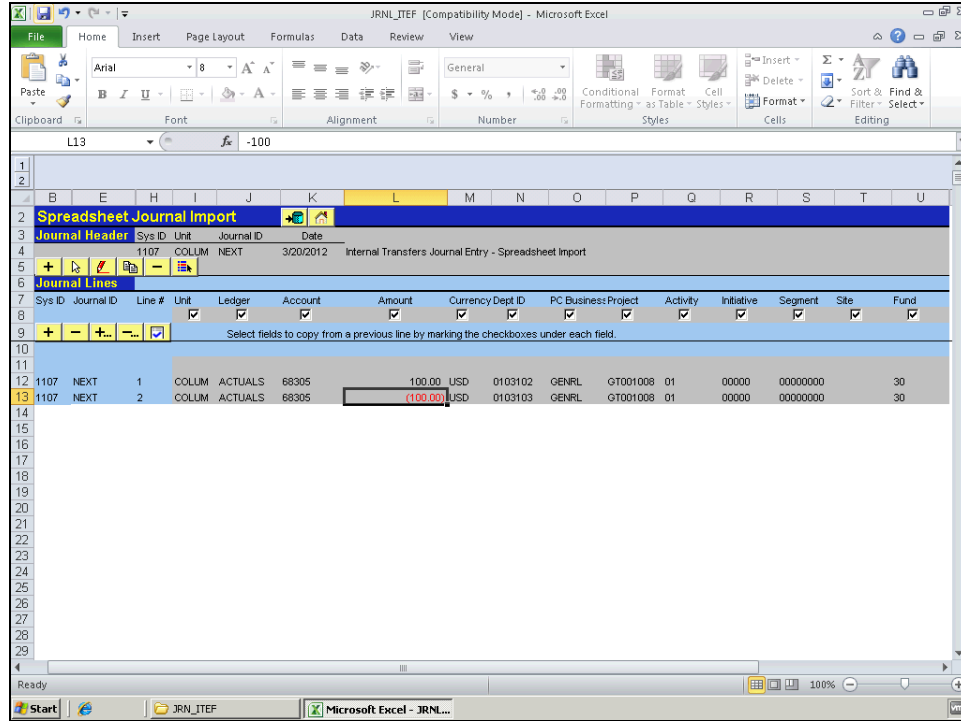
Journal Entries



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.

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:

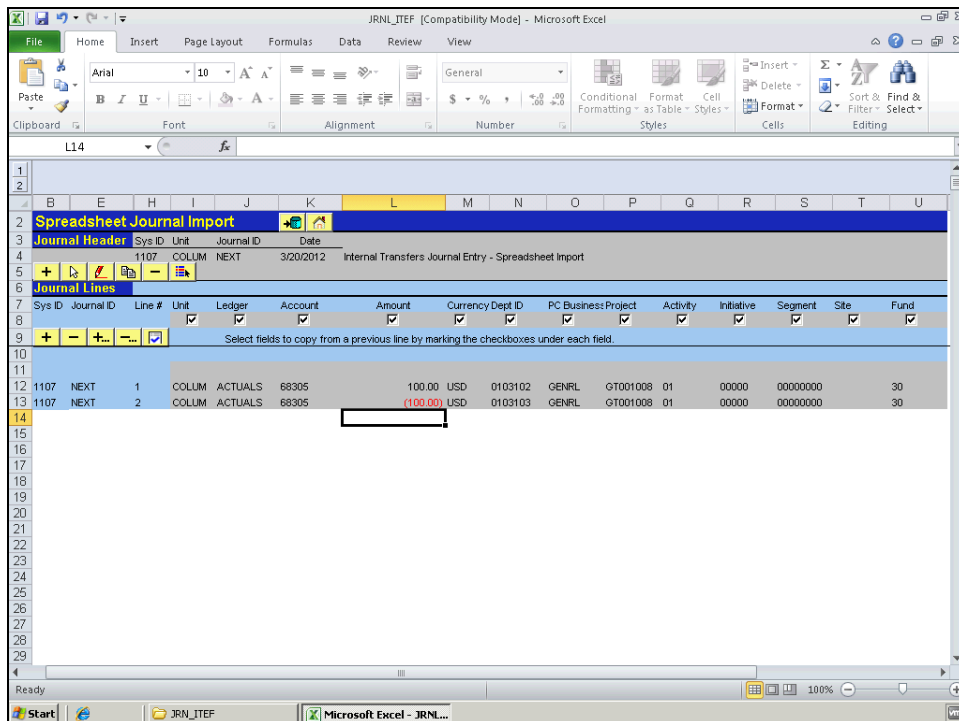
- Are the required ChartFields populated?
- Are the ChartField values valid?
- Do credits and debits add up to zero?

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

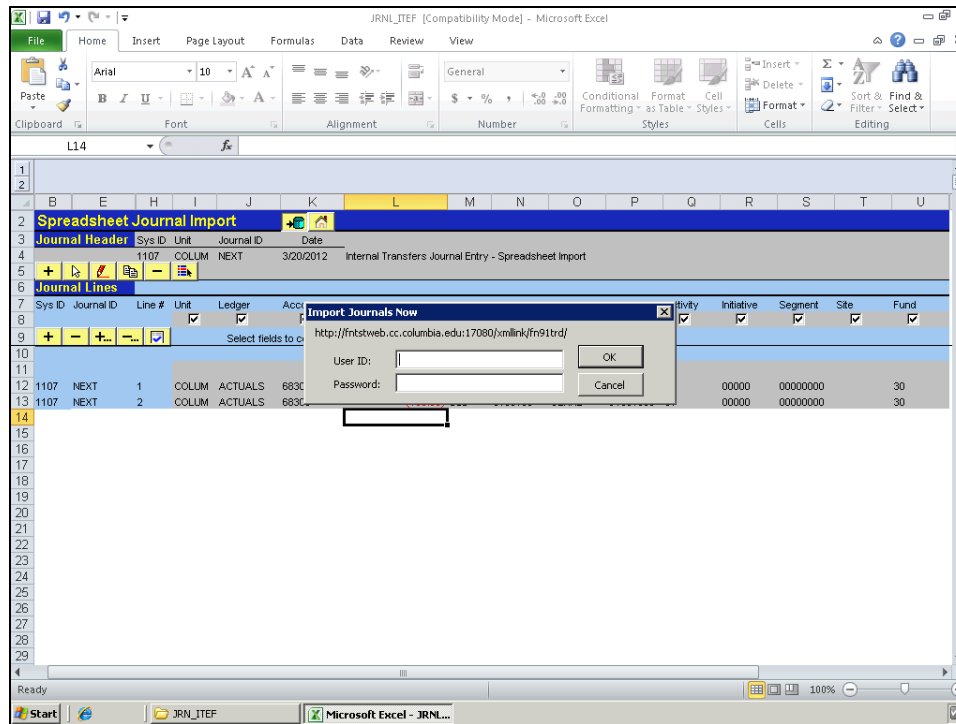
Procedure

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	COLLUM	ACTUALS	68305	100.00	USD	0103102	GENRL	GT001008	01	00000	00000000		30
1107	NEXT	2	COLLUM	ACTUALS	68305	(100.00)	USD	0103103	GENRL	GT001008	01	00000	00000000		30

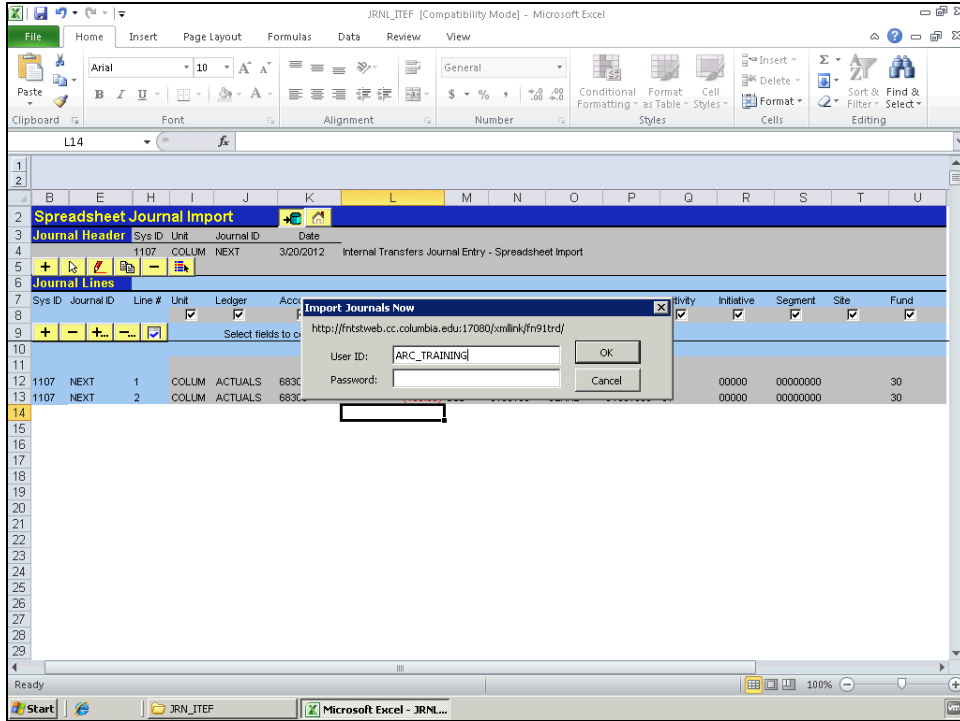
Step	Action
1.	<p>This icon is the import button.</p> <p>Click the desired object.</p> 



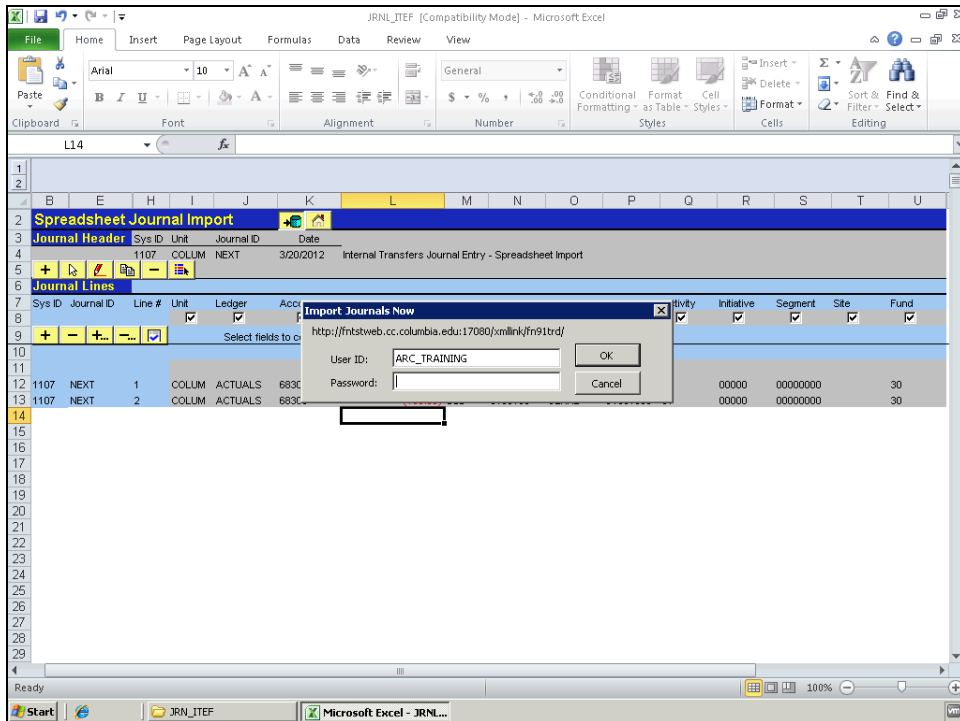
Step	Action
2.	<p>The User ID and Password is your UNI and Password.</p> <p>In this scenario we will use a generic UNI and Password to import the journal into ARC.</p> <p>Enter the desired information into the User ID field. Enter "ARC_TRAINING".</p>

Training Guide

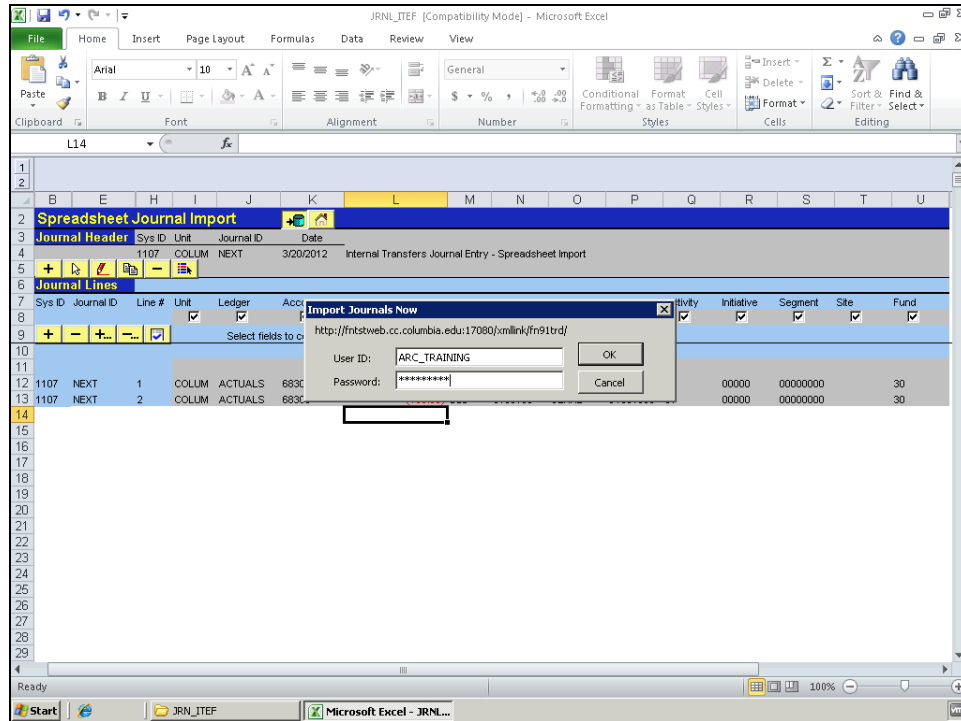
Journal Entries



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 ".

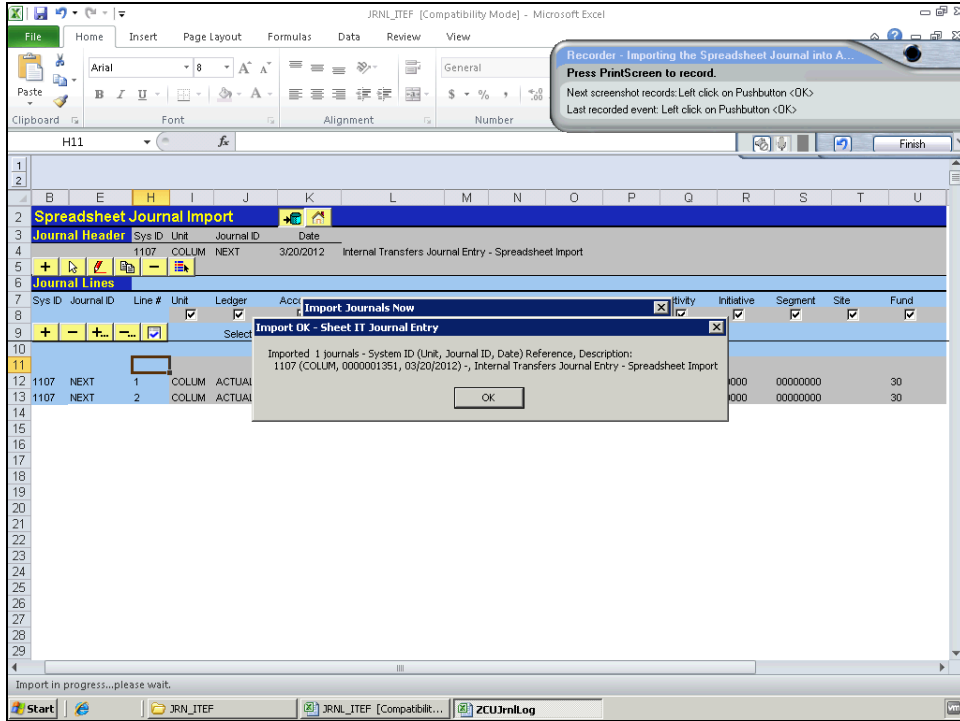



Step	Action
5.	Click the OK button.

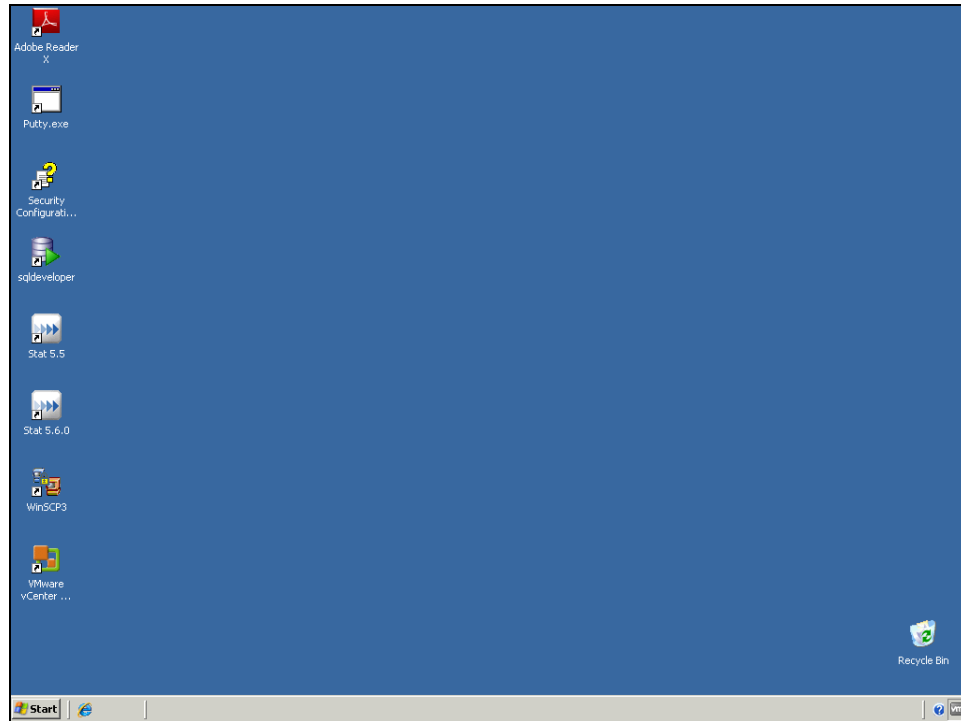
OK

Training Guide

Journal Entries



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>



Processing the Imported Journal in ARC

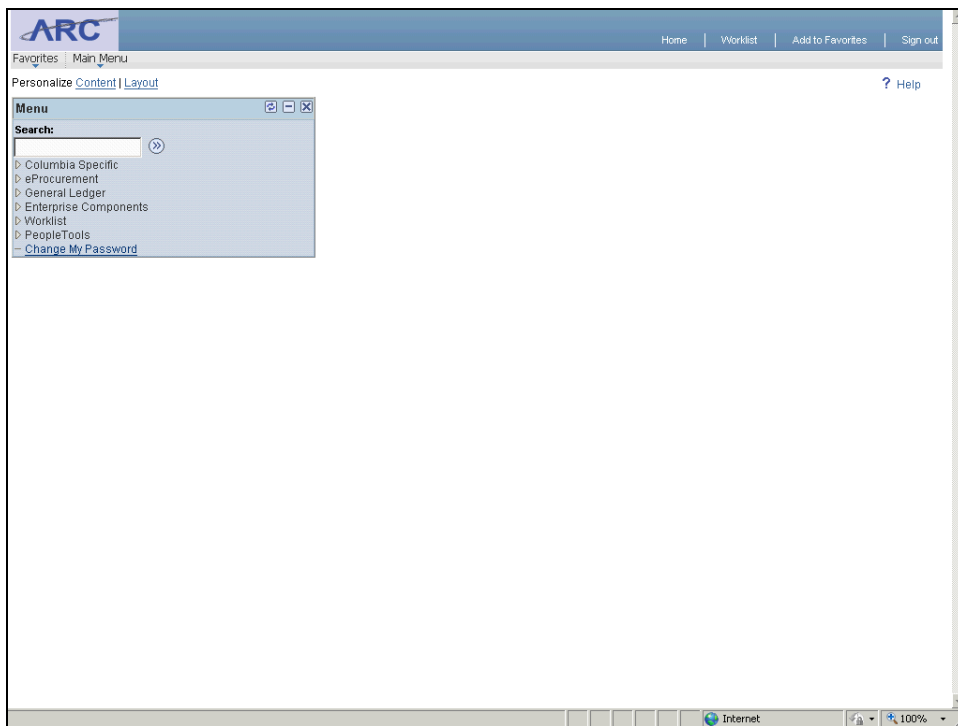
Once the spreadsheet journal is successfully imported to ARC, the standard processing steps will need to take place. You can either search for the spreadsheet journal and run edit check and budget check from the Journal Lines page or you can wait until batch edit and batch budget check runs (these batch 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.

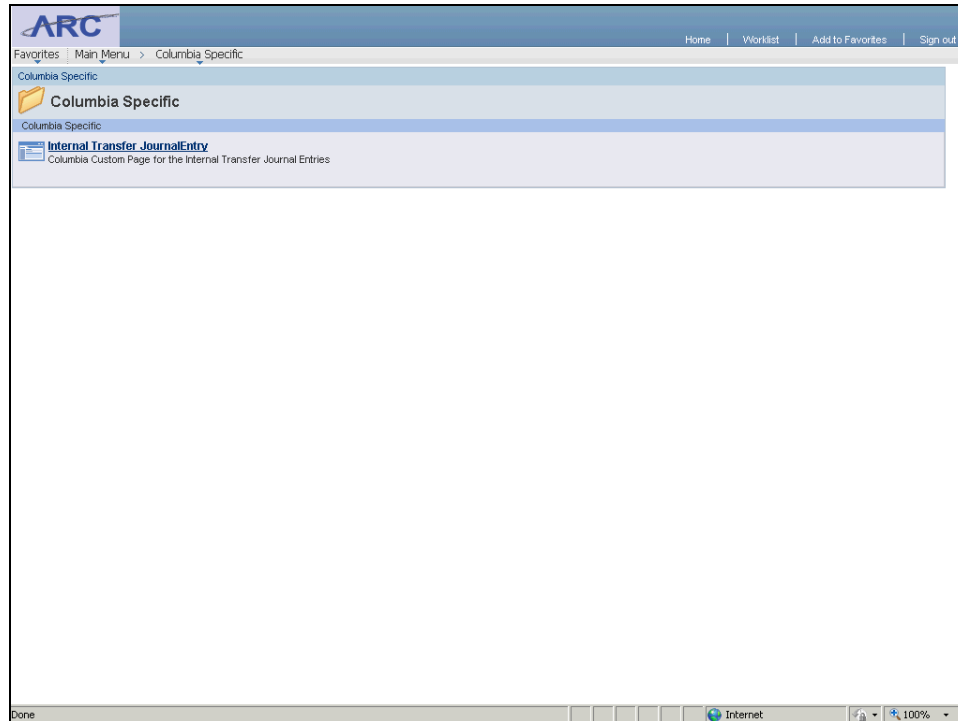
Estimated time to complete this topic: 2.5 minutes

Procedure

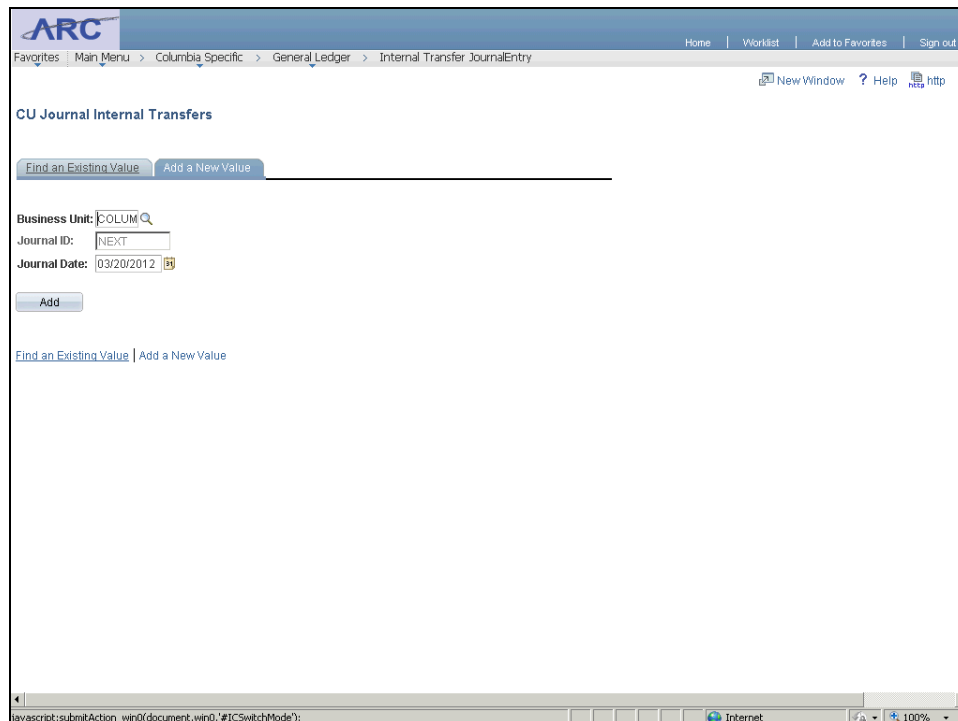
Welcome to the *Processing the Imported Journal in ARC* topic. In this scenario you will learn how to search for the imported journal and run the standard processing steps - edit check, budget check, and routing for approval.




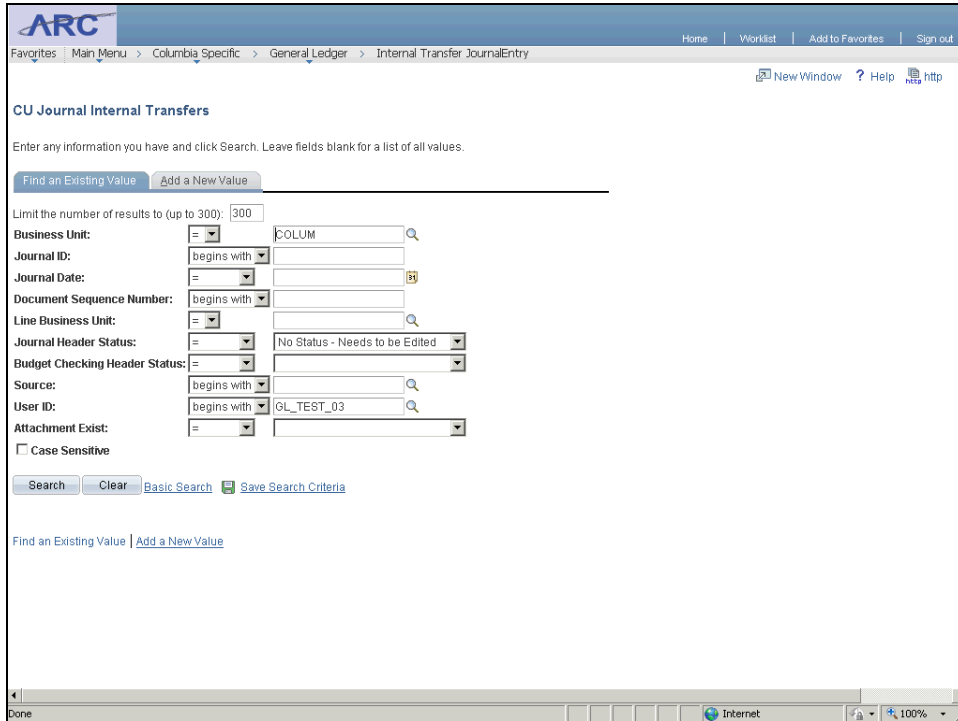
Step	Action
1.	Click the Columbia Specific link. 



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



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



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: = [v] COLUM [Q]

Journal ID: [v] begins with [] [Q]

Journal Date: = [v] [] [B]

Document Sequence Number: [v] begins with [] [Q]

Line Business Unit: = [v] [] [Q]

Journal Header Status: = [v] No Status - Needs to be Edited [v]

Budget Checking Header Status: = [v] [] [v]

Source: [v] begins with [] [Q]

User ID: [v] begins with [GL_TEST_03] [Q]

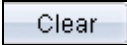
Attachment Exist: = [v] [] [v]

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

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

Step	Action
5.	<p>We will search for the journal that we imported into ARC on the previous topic:</p> <p>Business Unit: COLUM Journal ID: 0000001351 Journal Date: 03/20/2012</p>

Training Guide

Journal Entries



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: = [] []

Journal ID: begins with [] []

Journal Date: = [] [] []

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

Done Internet 100%

Step	Action
6.	Click in the Business Unit field. <div style="border: 1px solid black; width: 150px; height: 15px; margin: 5px 0;"></div>

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: = [] [CO] []

Journal ID: begins with [] []

Journal Date: = [] [] []

Document Sequence Number: begins with [] []

Line Business Unit: = [] []

Journal Header Status: = [] []

Budget Checking Header Status: = [] []

Source: begins with [] []

User ID: begins with [] []

Attachment Exist: = [] []

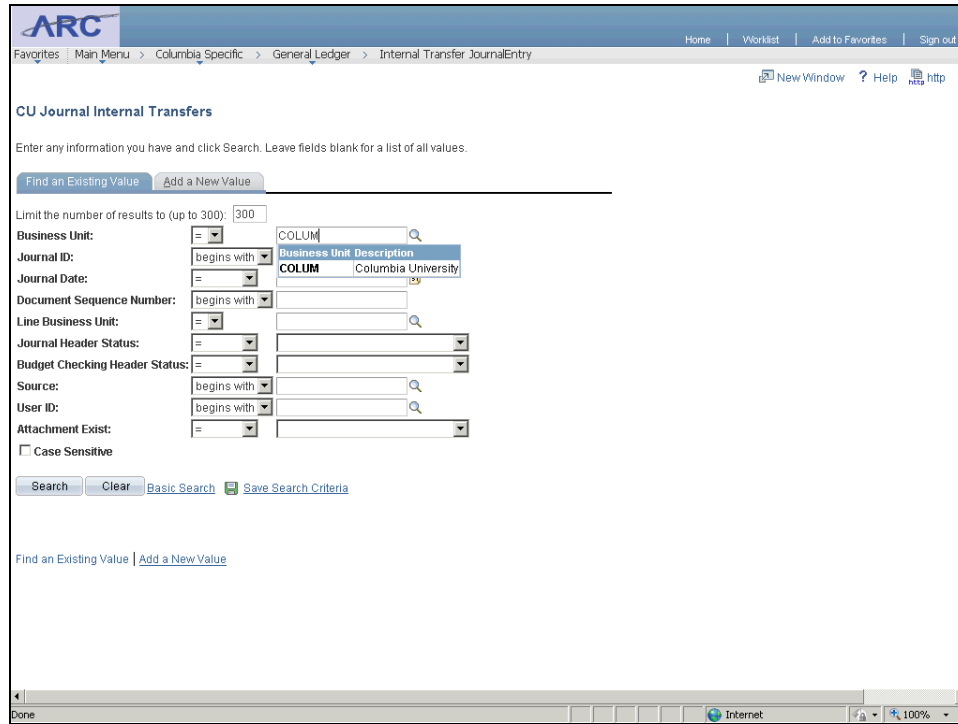
Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

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 populated with '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



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: = [v] COLUM [Q]

Journal ID: begins with [v] [Q]

Journal Date: = [v] [31] [Q]

Document Sequence Number: begins with [v] [Q]

Line Business Unit: = [v] [Q]

Journal Header Status: = [v] [v] [Q]

Budget Checking Header Status: = [v] [v] [Q]

Source: begins with [v] [Q]

User ID: begins with [v] [Q]


Attachment Exist: = [v] [v] [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: = [v] COLUM [Q]

Journal ID: begins with [v] [Q]

Journal Date: = [v] [31] [Q]

Document Sequence Number: begins with [v] [Q]

Line Business Unit: = [v] [Q]

Journal Header Status: = [v] [v] [Q]

Budget Checking Header Status: = [v] [v] [Q]

Source: begins with [v] [Q]

User ID: begins with [v] [Q]

Attachment Exist: = [v] [v] [Q]


Case Sensitive

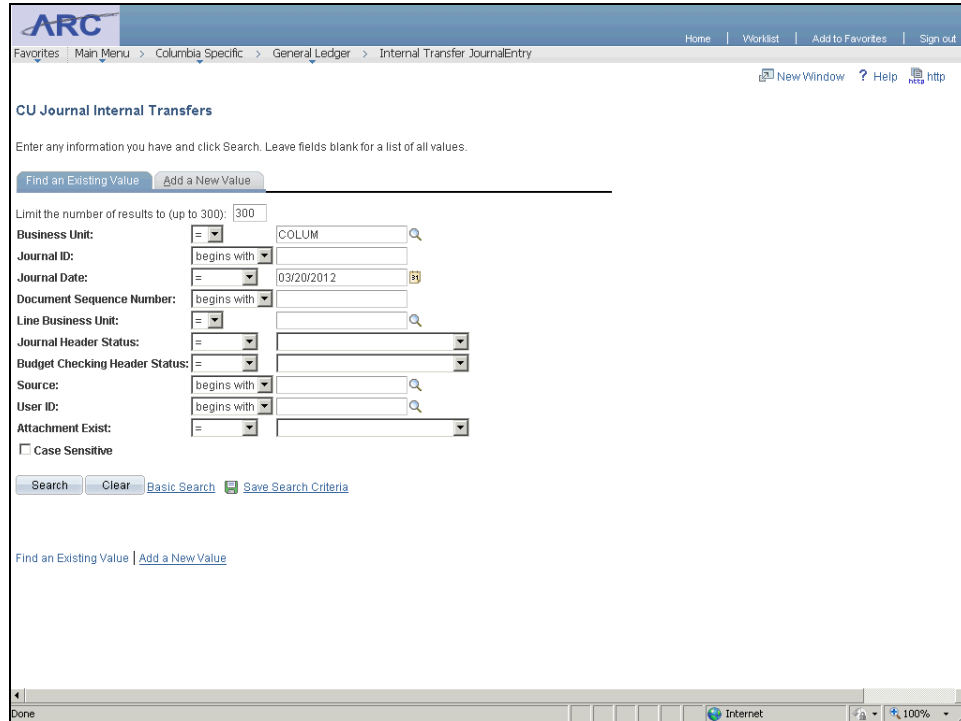
Search Clear Basic Search Save Search Criteria

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. 



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: = 03/20/2012

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: begins with

User ID: begins with

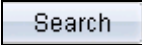
Attachment Exist: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

Step	Action
11.	Click the Search button. 

Training Guide

Journal Entries



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 000001351 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

Message

This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)

OK Ok (Enter)

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



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

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

The screenshot shows the ARC system interface for 'Internal Transfer JournalEntry'. 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



The screenshot shows the ARC system interface for 'Internal Transfer JournalEntry'. A message dialog box is displayed in the center, stating: 'Journal 0000001351 is saved. (5210,6)'. The dialog has an 'OK' button. In the background, the 'Lines' table shows two entries for unit 'COLUM' with a total debit of 100.00. The 'Totals' table shows a total credit of 100.00 for unit 'COLUM'.

Step	Action
18.	Click the OK button.

The screenshot shows the ARC system interface for 'Internal Transfer JournalEntry'. The 'Lines' table is expanded to show details for two entries. The 'Ok (Enter)' button is highlighted in the interface. The 'Totals' table shows a total credit of 100.00 for unit 'COLUM'.

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 an Internal Transfer Journal Entry. 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 a total debit of 100.00 and a total credit of 100.00. The 'Totals' section shows a Journal Status of 'V' and a Budget Status of 'V'.

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

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



ARC Internal Transfer Journal Entry interface. The 'Process' dropdown menu is open, showing options like 'Edit Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit Charfield', 'Edit Journal', 'Post Journal', 'Print Journal (Crystal)', 'Print Journal (XMLPy)', 'Refresh Journal', and 'Submit Journal'. The 'Submit Journal' option is highlighted.

Step	Action
21.	Click the Submit Journal list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit Journal</div>

ARC Internal Transfer Journal Entry interface. The 'Process' dropdown menu is now set to 'Submit Journal'. The 'Lines' table shows two entries with account numbers 68305 and 0103102/0103103. The 'Totals' table shows a total debit of 100.00 and a total credit of 100.00.

Step	Action
22.	Click the Process button. 

The screenshot shows the ARC system interface for processing a journal entry. The breadcrumb trail is: Favorites | Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The header section displays: Unit: COLUM, Journal ID: 0000001351, Date: 03/20/2012, and Errors Only checkbox. Below this, there are buttons 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. 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 and Line 2, both for COLUM unit and ACTUALS ledger. Below the lines table, there is a 'Matched pair to add:' field with the value '2'. The 'Totals' section shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The totals for COLUM are: Total Lines: 2, Total Debits: 100.00, Total Credits: 100.00, Journal Status: V, and Budget Status: V. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. The browser status bar at the bottom shows 'Done' and 'Internet'.

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

Training Guide

Journal Entries



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

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

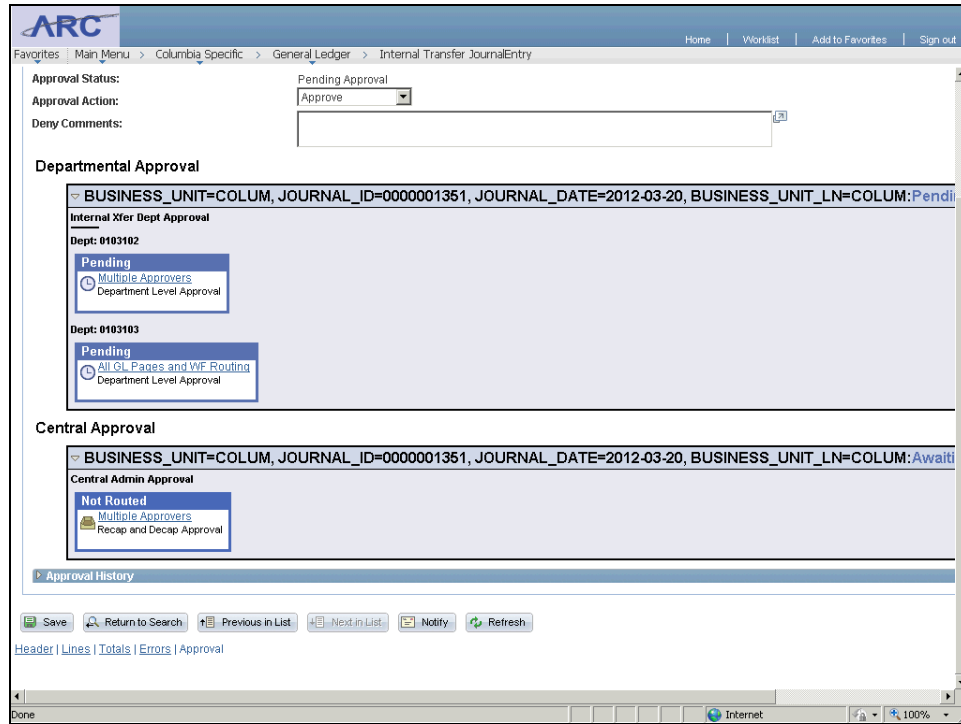
Dept: 0103103
 Pending
 All GL Pages and WF Routing
 Department Level Approval

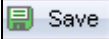
Central Approval

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

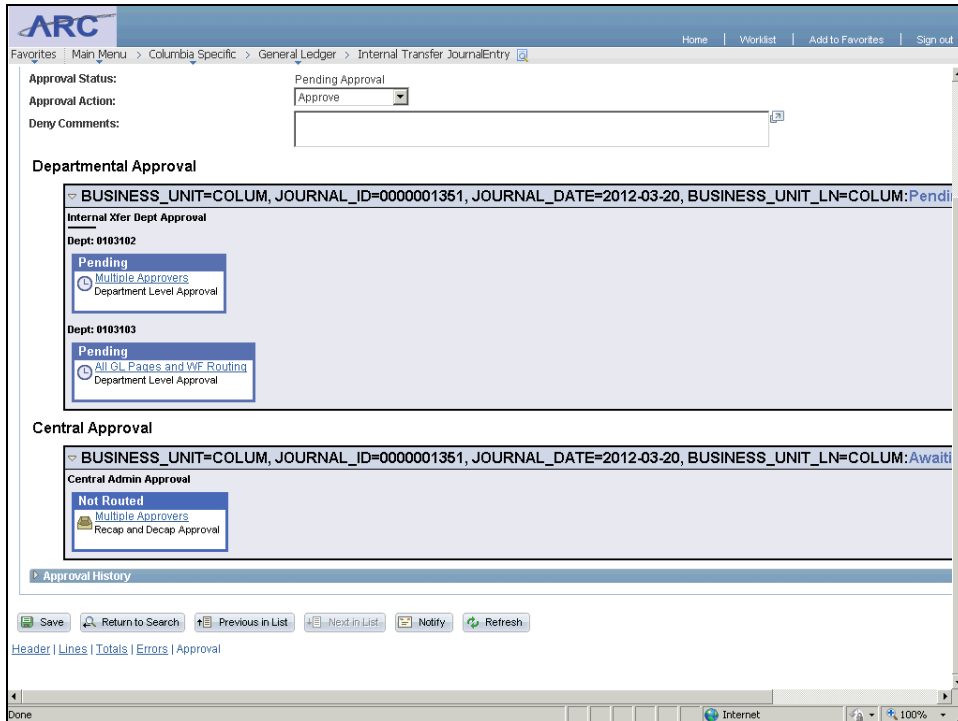
Step	Action
25.	Click the scroll bar to see the rest of the page.



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



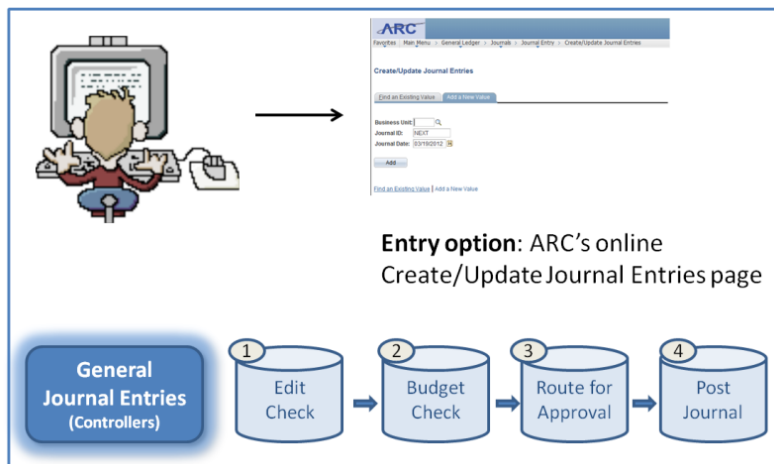
Step	Action
27.	You have successfully processed the imported journal in ARC. End of Procedure.

Creating Online General Journal Entries

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

- Create and process basic journal entries in ARC
- Review valid and invalid ChartField combinations
- Identify and fix journal edit and budget check errors

Estimated time to complete lesson: 20 minutes



Training Guide

Journal Entries



Introduction to General Journal Entries

General journal entries are made to record the financial transactions of the university. They are made in a double entry system, according to Generally Accepted Accounting Principles (GAAP), where debits equal credits.

Journal entries in ARC consist of a header, which records the information that uniquely identifies the journal entry and detail lines, which record the individual transactions and the affected ChartFields.



When to use General Journal Entries

General journal entries are less common, and generally executed by the Controller's Office.

They are used in the following situations:

- For accruals of revenue or expense

- Departmental Bank Account Expense Entries

- To record a change in balance that cannot be made via the Internal Transfers page
Note: If you do not have access to execute general journal entries, you may request that the entry be made by the Controller's Office



Rules for Entering General Journal Entries

When creating General Journal Entries in ARC it is important to keep the following rules in mind:

- General Journal Entries are made using the “Journal Entries Page” in ARC

- Total debit and credit lines must equal each other, but unlike Internal Transfers, it is not required that each line have equal debits and credits.

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 *ONL* for General 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.

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 with the following fields and values:

- Unit: COLUM
- Journal ID: NEXT
- Date: 05/11/2012
- Long Description: (empty)
- Ledger Group: ACTUALS
- Ledger: (empty)
- Source: ONL
- Reference Number: (empty)
- Journal Class: (empty)
- Transaction Code: GENERAL
- Fiscal Year: 2012
- Period: 11
- ADB Date: 05/11/2012

Defaulted Fields:

- Ledger Group (*Actuals*)
- Source (*ONL* for General Journal Entry)
- Transaction Code: *GENERAL*

Search Results:

SetID	Journal Class	Description
CUSET A&S	A&S	Core general
CUSET ADM	ADM	MSPH
CUSET CCO	CCO	Columb
CUSET COG	COG	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	P&S
CUSET PAT	PAT	Pathology

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'.



Entering the Journal Header for a General Journal Entry

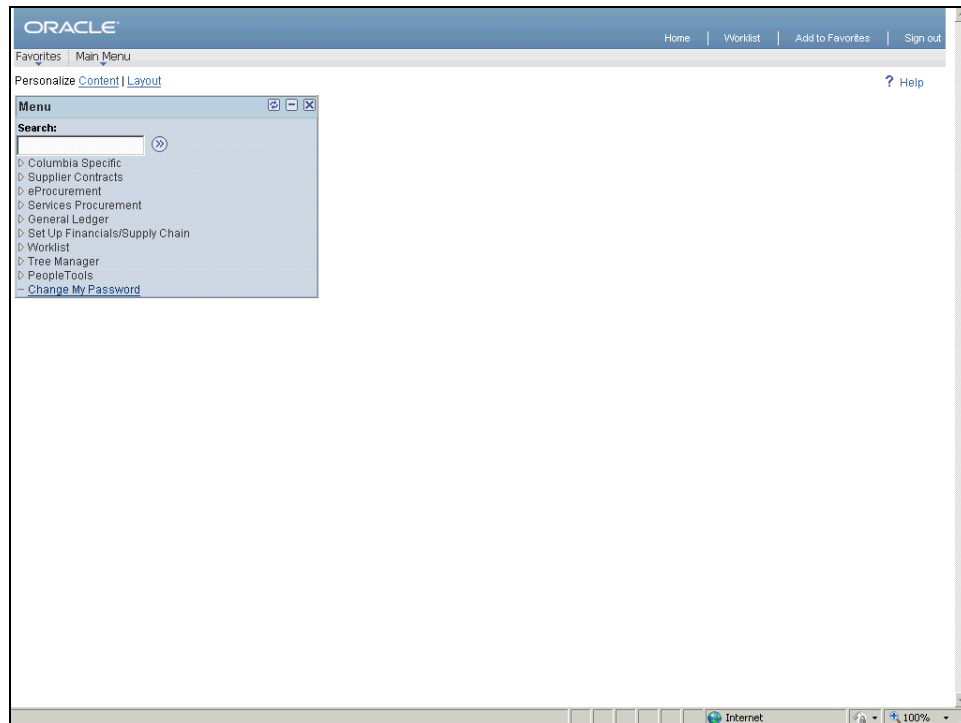
Throughout the *Entering the Journal Header for a General Journal Entry* topic, consider this scenario: You need to create a general journal entry to clear the master clearing accounts.

Specifically, you will be able to:

- Navigate to the Journal Entries page in ARC
- Identify the fields that require data input
- Enter the journal header information **Estimated time to complete topic: 5 minutes**

Procedure

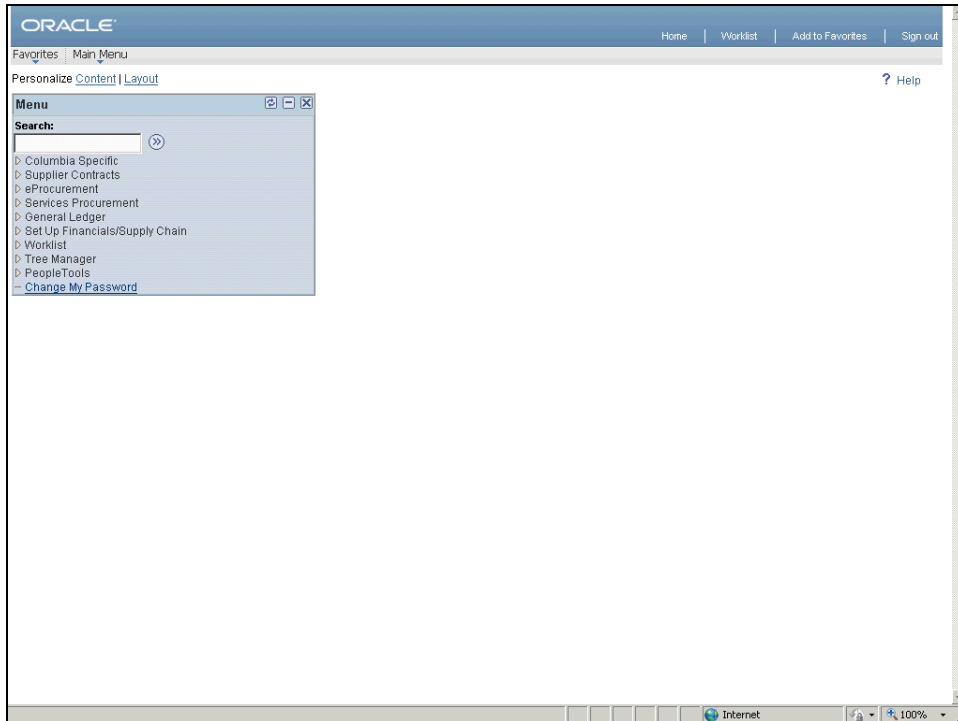
Welcome to the *Entering the Journal Header for a General Journal Entry* topic. In this scenario you will learn how to enter the journal header information for a general journal entry.

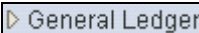


Step	Action
1.	When you log in to ARC, you will be taken to the home page. The links available within the menu on the left hand side will differ per user based on role.

Training Guide

Journal Entries



Step	Action
2.	<p>The general journal entries are within the General Ledger navigation. This is different from internal transfer journal entries which are within the Columbia Specific navigation.</p> <p>Click the General Ledger link.</p> <p></p>

The screenshot shows the Oracle General Ledger interface. The 'General Ledger' menu is expanded, showing several categories of tasks:

- Journals:** Create, import, review, correct, and process journal entries. Sub-options include Journal Entry, Import Journals, Subsystem Journals, and 2 More...
- Ledgers:** Configure ledgers and ledger templates and groups; import/export ledger data. Sub-options include Templates, Detail Ledgers, Ledger Groups, and 7 More...
- Summary Ledgers:** Access summary ledgers. Sub-options include Ledger Set for Summary Ledger, Define Summary Ledger, Build Summary Ledger, and 3 More...
- Close Ledgers:** Configure ledger closing rules and request a process for closing. Sub-options include Closing Rules, Closing Process Group, Closing Rule Report, and 3 More...
- Process Multi-Currency:** Configure and run multicurrency revaluation and translation processes. Sub-options include Define and Process, Review Results Online, and Reports.
- Average Daily Balance:** Configure average daily balance definitions and run the calculation process. Sub-options include ADB Definition, ADB Process, ADB Definition Report, and ADB Calculation Report.
- Open Items:** Review and reconcile open items. Sub-options include Review Status Online, Process Reconciliation, Maintenance, and Open Item Listing Report.
- Consolidate Financial Data:** Configure and run consolidation or equalization processes. Sub-options include Consolidation, Equalization, Load Ledgers, and 2 More...
- Maintain Standard Budgets:** Review, copy, or update standard budgets. Sub-options include Budget Copy Definition, Budget Copy Group, Request Budget Copy, and 3 More...
- Review Financial Information:** Run inquiries on journals, ledgers, or accounting entries. Sub-options include Ledger, Ledger Group, Ledger Period Comparison, and 3 More...
- XBRL:** Maintain XBRL context, namespace, or elements and create an XBRL instance. Sub-options include Context, Namespace, Element, and 2 More...
- Cash Flow Statement:** Cash Flow Statement setup, process, and report. Sub-options include Data Source, Elements, Ledger Set, and 2 More...
- General Reports:** Access journal, ledger, trial balance, reconciliation, and InterUnit reports. Sub-options include Ledger Activity, Ledger Activity with Attribute, Ledger vs. Journal Integrity, and 5 More...

Step	Action
3.	Click the Journals link.

The screenshot shows the Oracle General Ledger interface with the 'Journals' menu selected. The sub-menu is expanded, showing the following options:

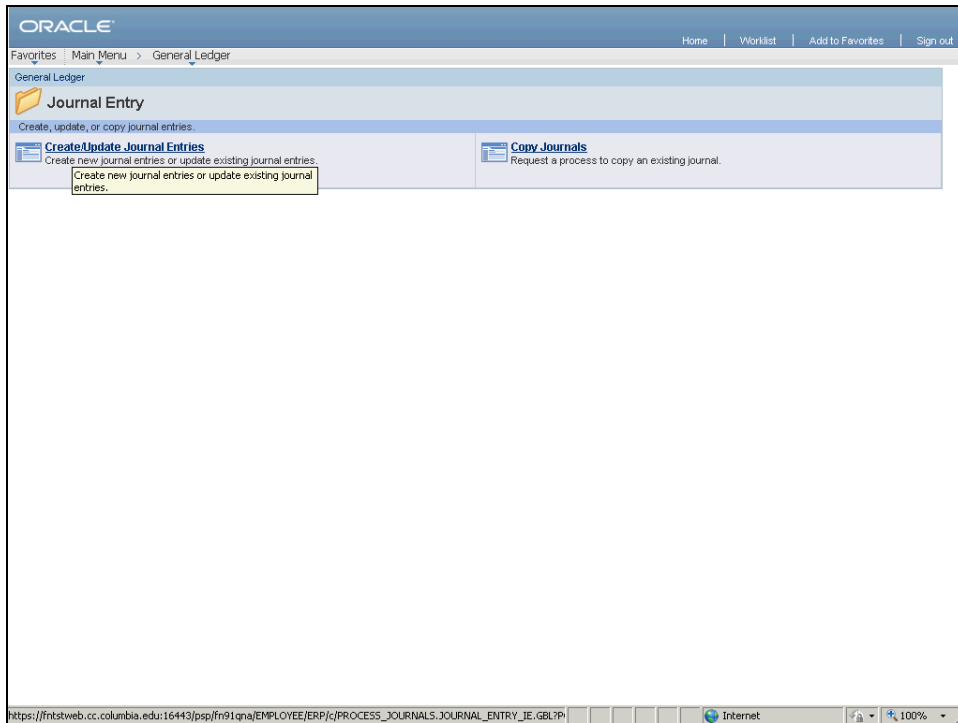
- Journal Entry:** Create, update, or copy journal entries. Sub-options include Create, update, or copy journal entries (highlighted with a red box), and Copy Journals.
- Import Journals:** Import journals from external flat files or the spreadsheet journal interface. Sub-options include External Flat Files and Spreadsheet Journals.
- Subsystem Journals:** Configure Journal Generator accounting entry definitions and templates. Sub-options include Accounting Entry Definition, Journal Generator Template, and Generate Journals.
- Process Journals:** Review and submit journals for editing, budget-checking, and posting. Sub-options include Edit Journals, Budget Check Journals, Mark Journals for Posting, and 2 More...
- Suspense Correction:** Review and correct suspended journals. Sub-options include Correct Suspense Entries, Review Suspense Cross Ref, and Suspended Activity Report.

Training Guide

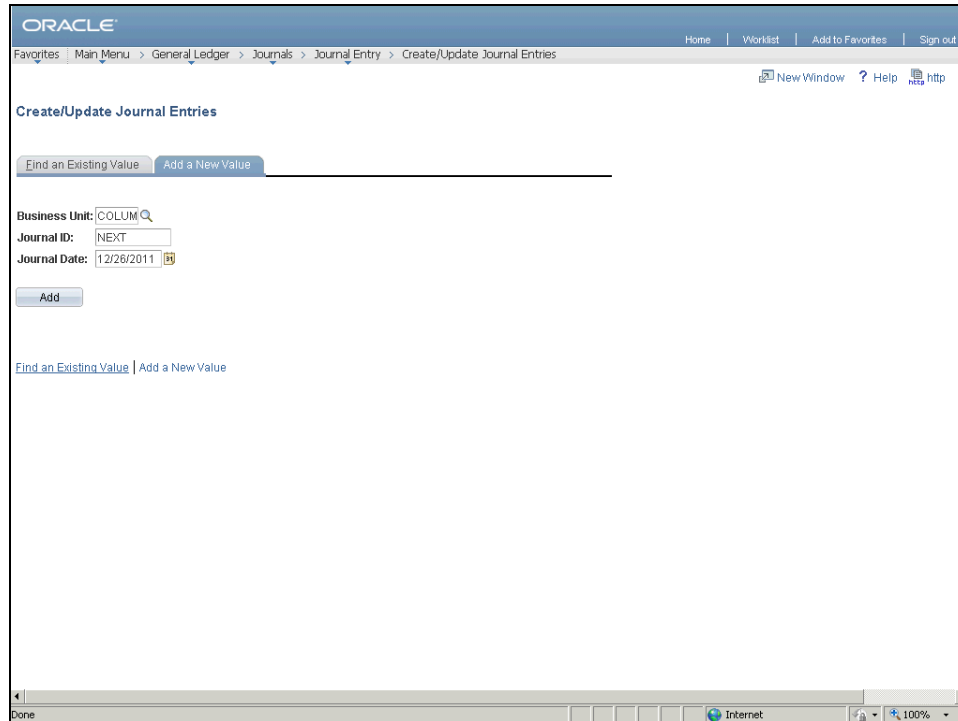
Journal Entries



Step	Action
4.	Click the Journal Entry link. Journal Entry



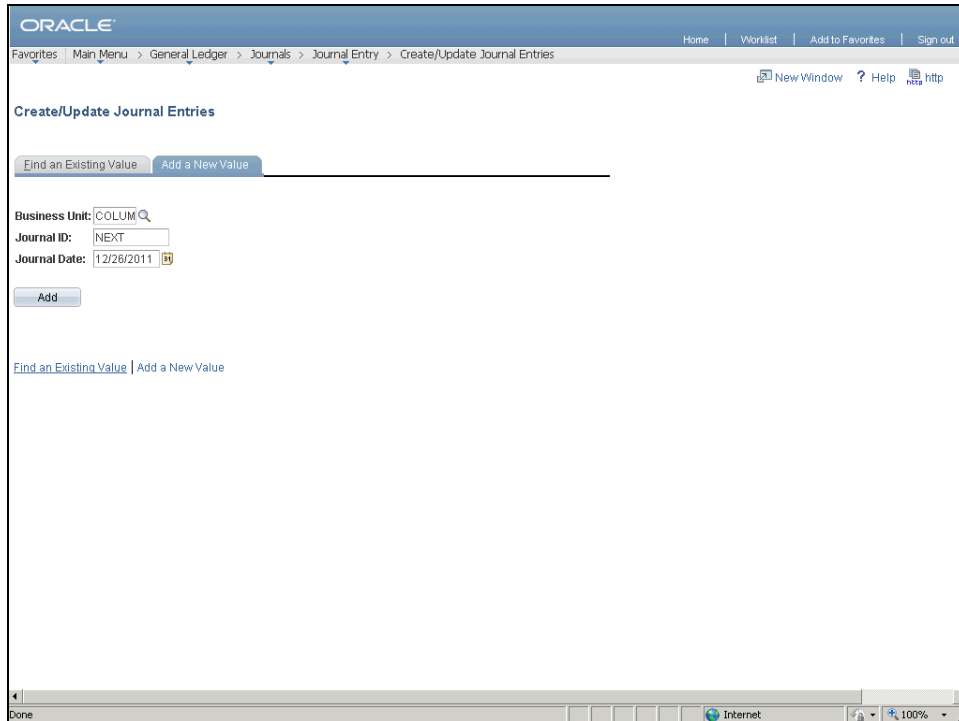
Step	Action
5.	Click the Create/Update Journal Entries link. Create/Update Journal Entries



Step	Action
6.	<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 general journal entry.</p>

Training Guide

Journal Entries



Step	Action
7.	<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 the Add button to continue.</p> <div data-bbox="344 1255 485 1302" style="border: 1px solid black; padding: 2px; display: inline-block;">Add</div>

Step	Action
8.	<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> <p>Note that for Internal Transfer the Source was 'ITF' whereas for General Journal Entries the Source is 'ONL'.</p>

Training Guide

Journal Entries



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 12/26/2011

Long Description:

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

Ledger: Fiscal Year: 2012

*Source: ONL Period: 6

Reference Number: ADB Date: 12/26/2011

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

Step	Action
9.	Enter the desired information into the Long Description field. Enter " General journal entry to clear the master clearing accounts ".

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 12/26/2011

Long Description:

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

Ledger: Fiscal Year: 2012

*Source: ONL Period: 6

Reference Number: ADB Date: 12/26/2011

Journal Class:

Transaction Code: GENERAL

SJE Type:

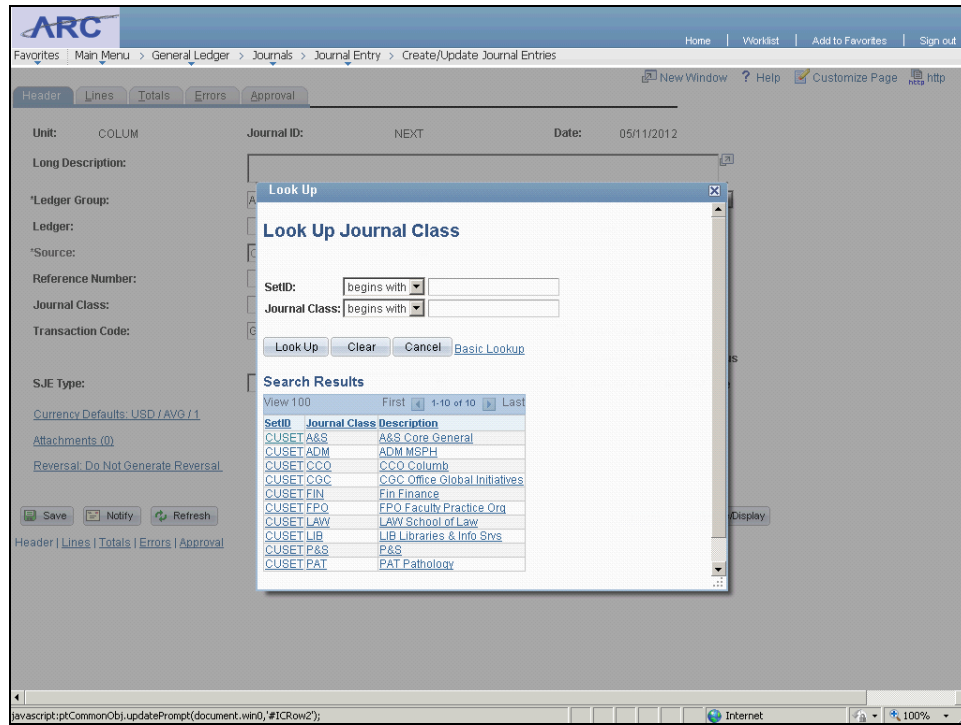
Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line

[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

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



Step	Action
11.	Click the FIN link.

Training Guide

Journal Entries



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 12/26/2011

Long Description: General journal entry to clear the master clearing accounts

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

Ledger: Fiscal Year: 2012

*Source: ONL Period: 6

Reference Number: ADB Date: 12/26/2011

Journal Class: Auto Generate Lines

Transaction Code: GENERAL Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line

[Currency Defaults: USD / AVG / 1](#)

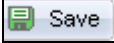
[Attachments \(0\)](#) [Commitment Control](#)

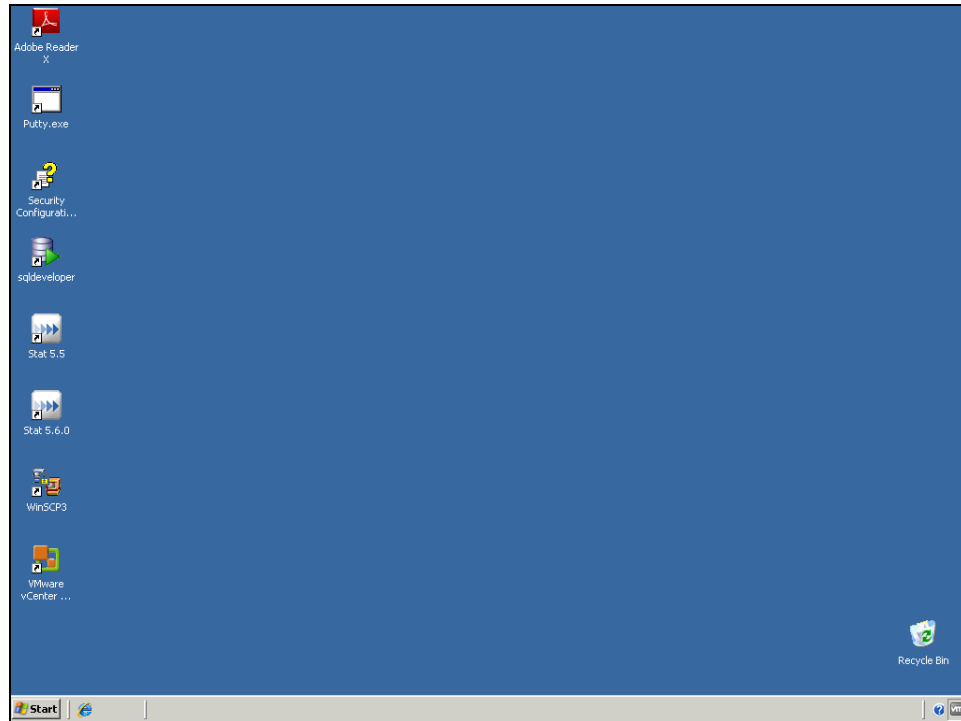
[Reversal Do Not Generate Reversal](#)

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Done Internet 100%

Step	Action
12.	<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
13.	<p>You have successfully navigated to the General Journal Entries page and entered the journal header information. You can now select the next topic, <i>Entering the Journal Lines for General Journal Entry</i> where you will learn how to enter journal lines for a general journal entry.</p> <p>End of Procedure.</p>

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 (total debits must equal total 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. Callouts point to various elements:

- 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.
- The Look Up function allows you to locate valid information.** - Points to the 'Look Up' button.
- Click + to add 2 more matched pair lines. Click - to delete.** - Points to the '+' and '-' buttons.
- 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.

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.

Use the scroll bar to view all of the fields on the journal lines page.

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

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

Entering the Journal Lines for a General Journal Entry

Throughout the *Entering the Journal Lines for a General Journal Entry* topic, consider this scenario: You need to enter the journal lines for the journal entry to clear the master clearing accounts.

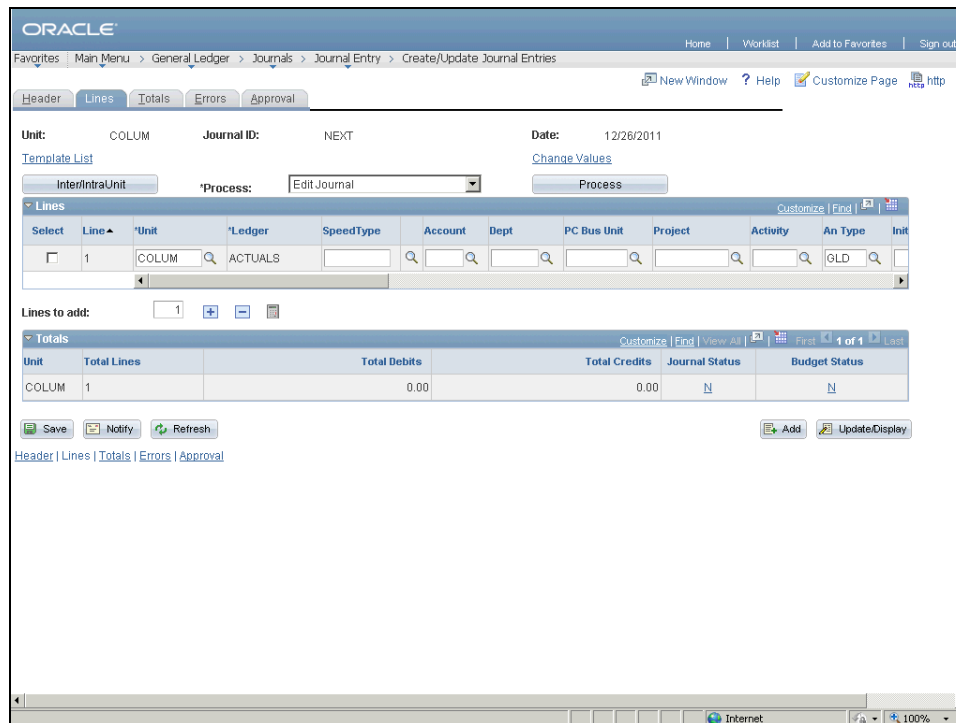
Specifically, you will be able to:

- Enter the journal lines information

Estimated time to complete topic: 5 minutes

Procedure

Welcome to the *Entering the Journal Lines for a General Journal Entry* topic. In this scenario you will learn how to enter the journal lines to clear the master clearing accounts.



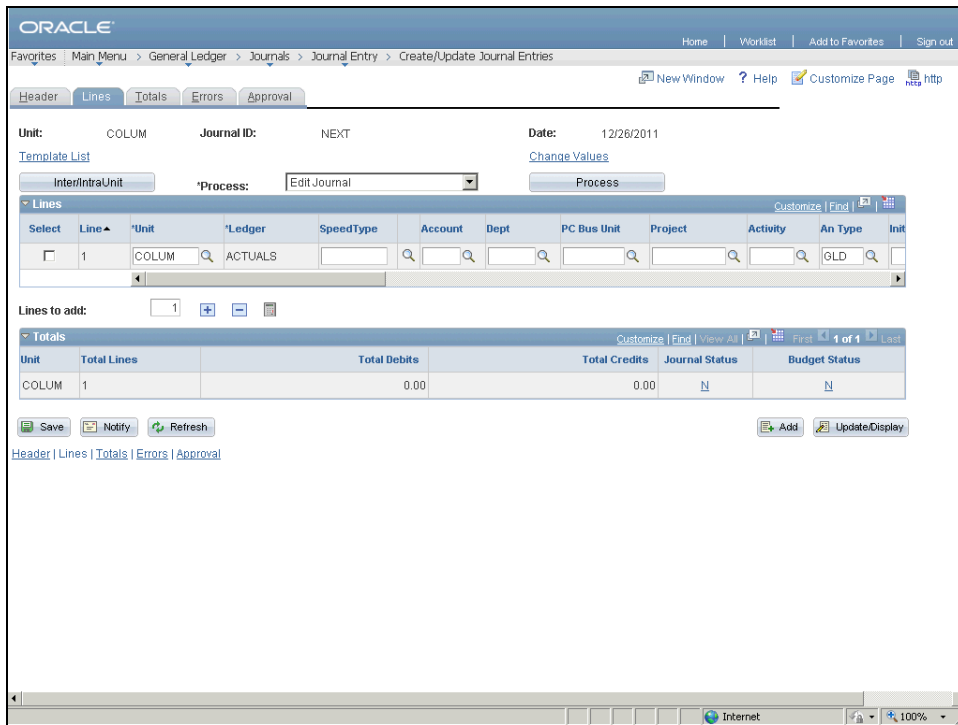
The screenshot displays the Oracle Journal Entry interface. The top navigation bar includes 'ORACLE' and 'Home | Worklist | Add to Favorites | Sign out'. The breadcrumb trail is 'General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The main header shows 'Unit: COLUM', 'Journal ID: NEXT', and 'Date: 12/26/2011'. Below this, there are buttons for 'Inter/IntraUnit', 'Process' (with a dropdown menu set to 'Edit Journal'), and 'Process'. The 'Lines' section contains a table with columns: Select, Line, Unit, Ledger, SpeedType, Account, Dept, PC Bus Unit, Project, Activity, An Type, and Init. A single line is visible with Line 1, Unit COLUM, and Ledger ACTUALS. Below the table is a 'Lines to add:' section with a value of 1. The 'Totals' section shows a summary table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The data row shows Unit COLUM, Total Lines 1, Total Debits 0.00, Total Credits 0.00, Journal Status N, and Budget Status N. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.


Training Guide

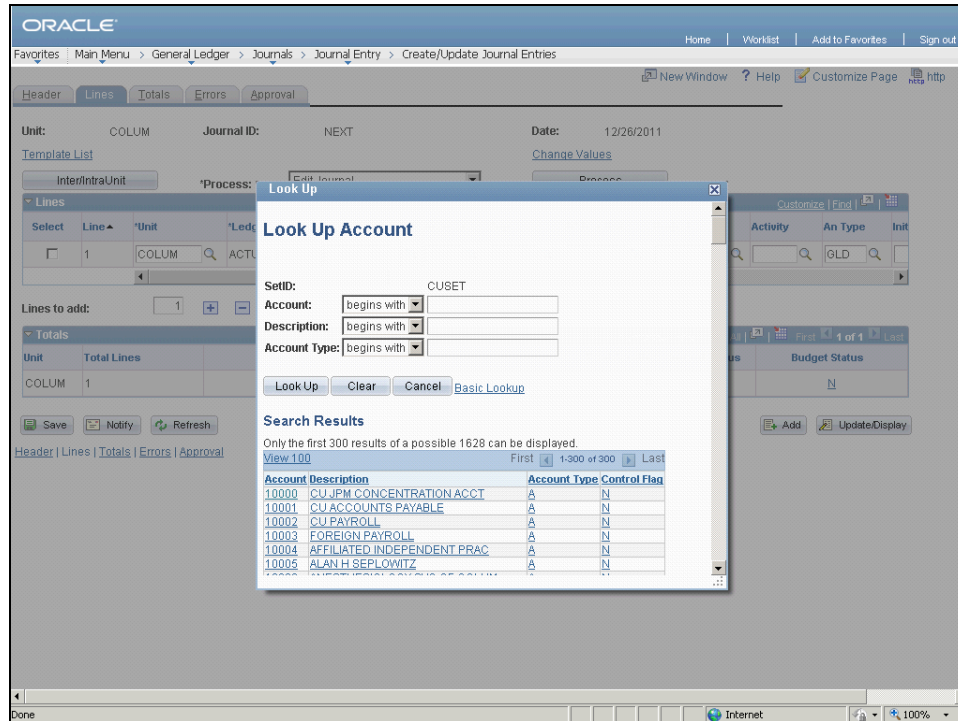
Journal Entries



Step	Action
1.	<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>



Step	Action
2.	<p>Click the Look up Account (Alt+5) button.</p> 



Step	Action
3.	<p>You can search for an account by listing the account number, description, and/or account type it begins with.</p> <p>In this example you will search for the account '11000'.</p>

Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry interface. A 'Look Up Account' dialog box is open, displaying search criteria and a list of search results. The search criteria are: SetID: CUSET, Account: begins with, Description: begins with, and Account Type: begins with. The search results table is as follows:

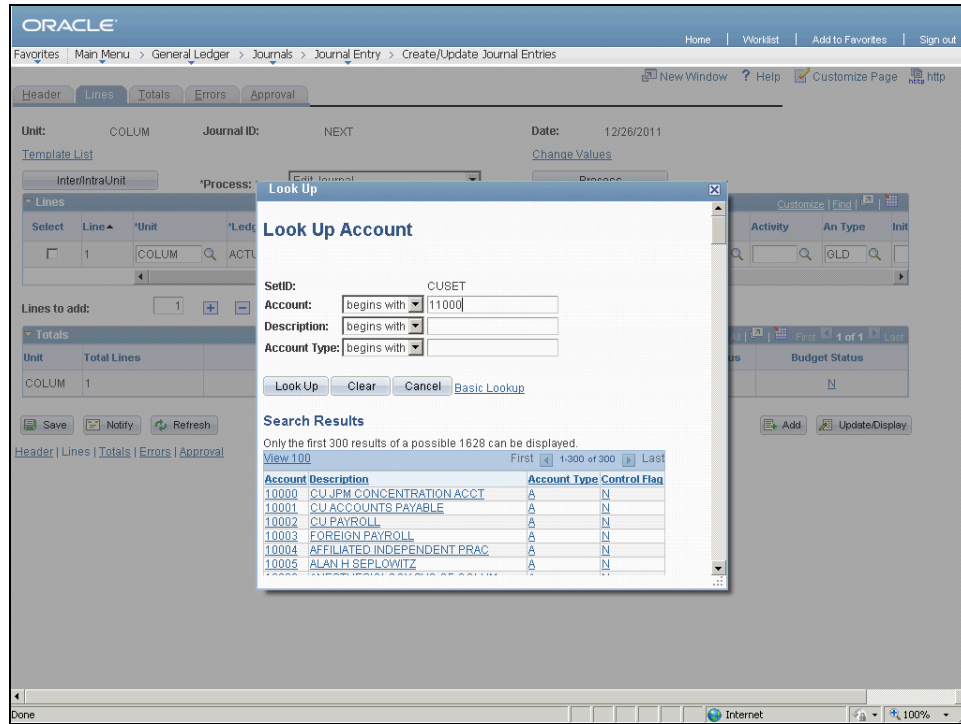
Account	Description	Account Type	Control Flag
10000	CU JPM CONCENTRATION ACCT	A	N
10001	CU ACCOUNTS PAYABLE	A	N
10002	CU PAYROLL	A	N
10003	FOREIGN PAYROLL	A	N
10004	AFFILIATED INDEPENDENT PRAC	A	N
10005	ALAN H SEFLOWITZ	A	N

Step	Action
4.	Click in the Account field.

The screenshot shows the Oracle Journal Entry interface. A 'Look Up Account' dialog box is open, displaying search criteria and a list of search results. The search criteria are: SetID: CUSET, Account: begins with, Description: begins with, and Account Type: begins with. The search results table is as follows:

Account	Description	Account Type	Control Flag
10000	CU JPM CONCENTRATION ACCT	A	N
10001	CU ACCOUNTS PAYABLE	A	N
10002	CU PAYROLL	A	N
10003	FOREIGN PAYROLL	A	N
10004	AFFILIATED INDEPENDENT PRAC	A	N
10005	ALAN H SEFLOWITZ	A	N

Step	Action
5.	Enter the desired information into the Account field. Enter " 11000 ".



Step	Action
6.	Click the Look Up button.



Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Account' dialog box is open, displaying search criteria: SetID: CUSSET, Account: begins with 11000, Description: begins with, and Account Type: begins with. The search results table shows one entry:

Account	Description	Account Type	Control Flag
11000	MCACU.JPM.CONCENTRATION ACCT A		N


Step	Action
7.	Click the 11000 link. 11000

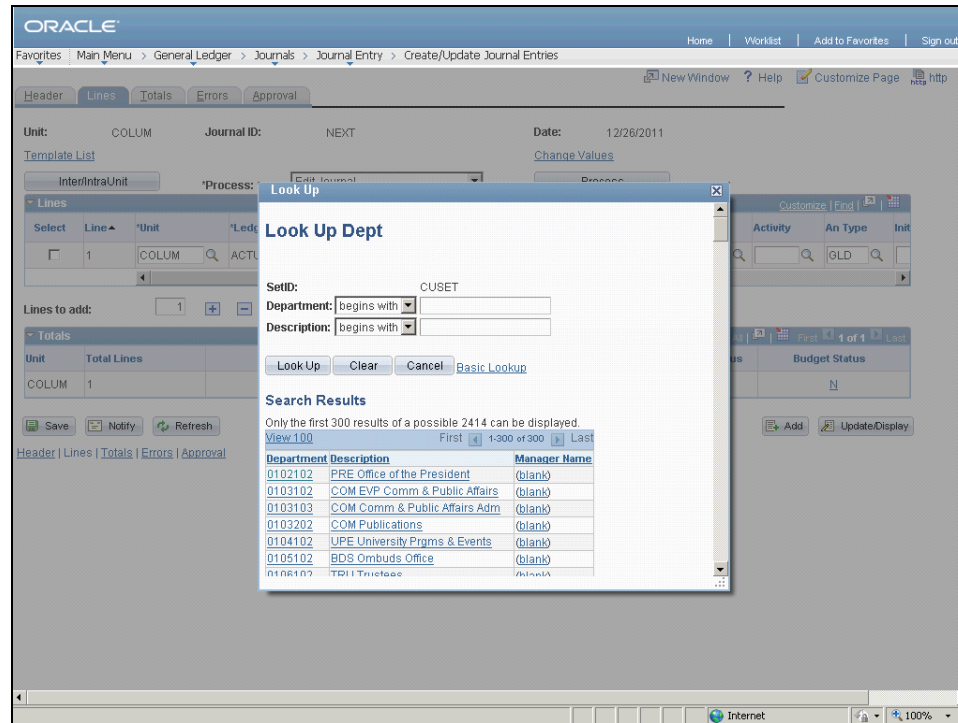
The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page with the 'Lines' table populated. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has the following data:

Select	Line	Unit	Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000					GLD	

The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

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



Step	Action
9.	You will search for the department '2516137'

Training Guide

Journal Entries



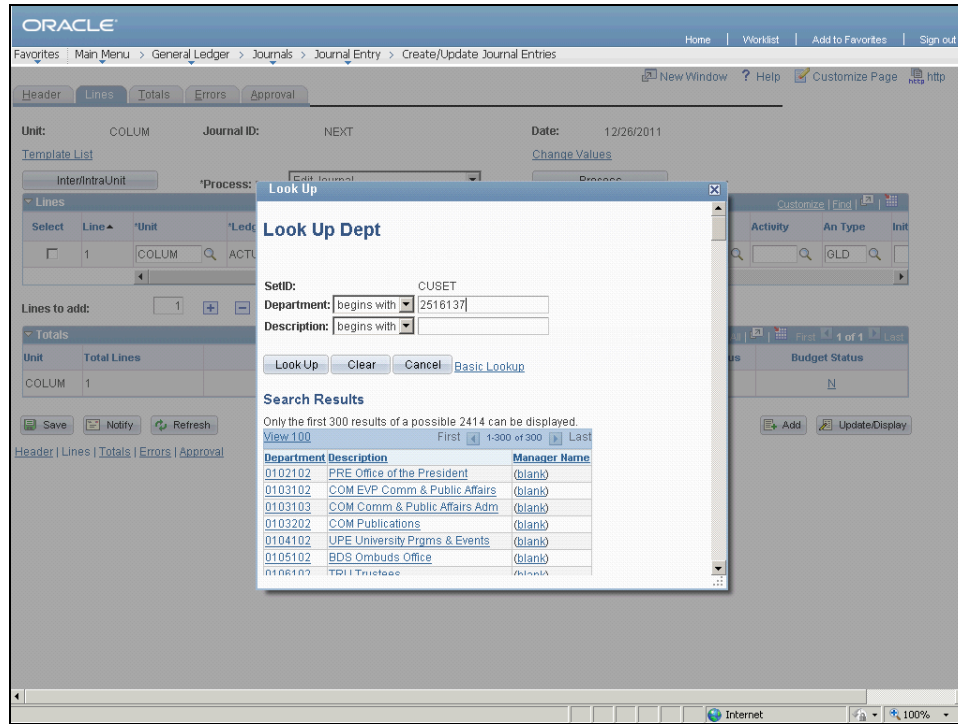
The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Dept' dialog box is open, displaying search criteria and results. The search criteria include SetID: CUSET, Department: begins with [], and Description: begins with []. The search results table is as follows:

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)
INT66102	TRU Trustee	(blank)

Step	Action
10.	Click in the Department field. <div style="border: 1px solid black; width: 150px; height: 15px; margin-top: 5px;"></div>

This screenshot is identical to the one above, showing the Oracle Journal Entry 'Create/Update Journal Entries' page with the 'Look Up Dept' dialog box open. The search criteria and results table are the same as in the previous image.

Step	Action
11.	Enter the desired information into the Department field. Enter " 2516137 ".



Step	Action
12.	Click the Look Up button.



Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Dept' dialog box is open, displaying search criteria and results. The search criteria include SetID: CUSSET, Department: begins with 2516137, and Description: begins with. The search results table shows one entry: 2516137 DEU TRE Bank FR&O (blank).


Department	Description	Manager Name
2516137	DEU TRE Bank FR&O	(blank)

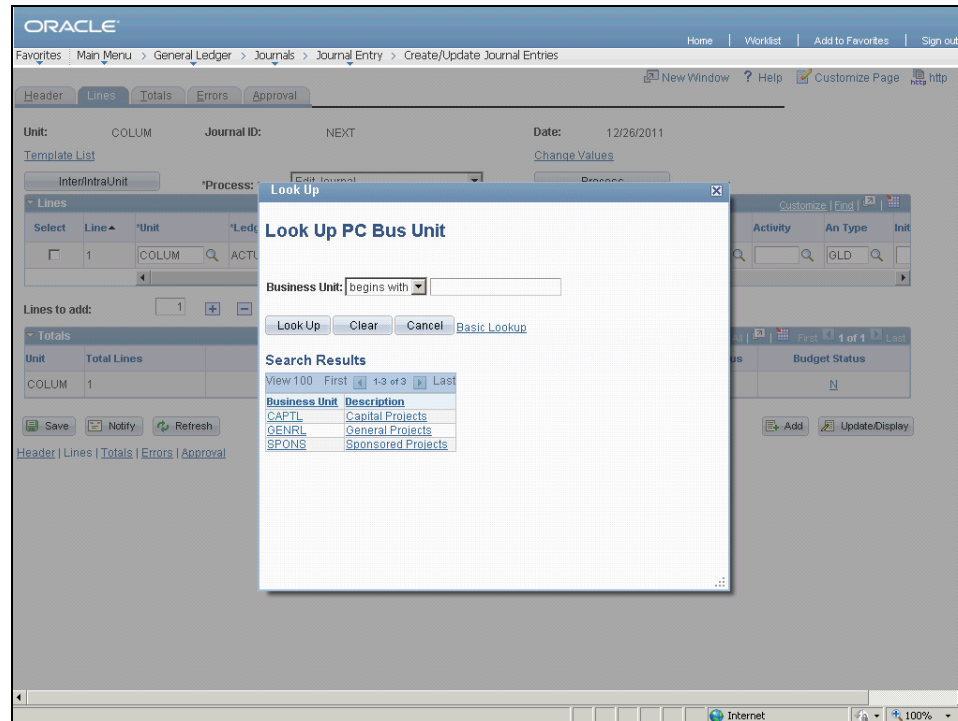
Step	Action
13.	Click the 2516137 link. 2516137

The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. The 'Lines' section displays a table with one line. The 'Totals' section displays a table with one row.

Select	Line	Unit	Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137				GLD	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

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



Step	Action
15.	<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



The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up' dialog box is open, titled 'Look Up PC Bus Unit'. The 'Business Unit' field is set to 'begins with'. The search results table is as follows:

Business Unit	Description
CAPTL	Capital Projects
GENRL	General Projects
SPONS	Sponsored Projects


Step	Action
16.	Click the GENRL link. GENRL

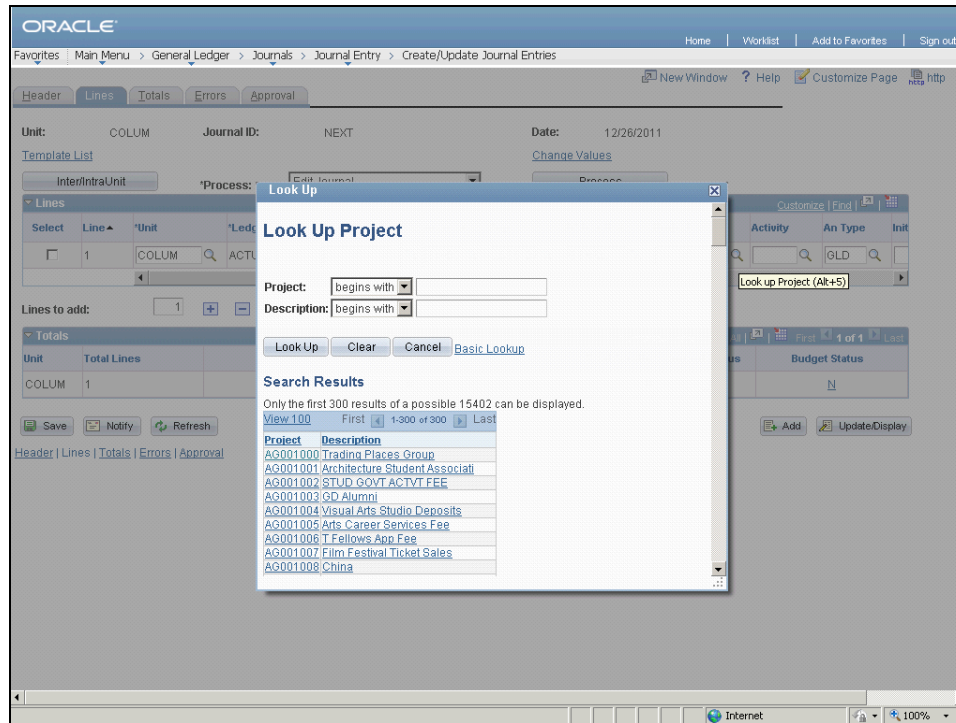
The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. The 'Lines' table is displayed with the following data:

Select	Line	Unit	Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL			GLD	

The 'Totals' table below shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

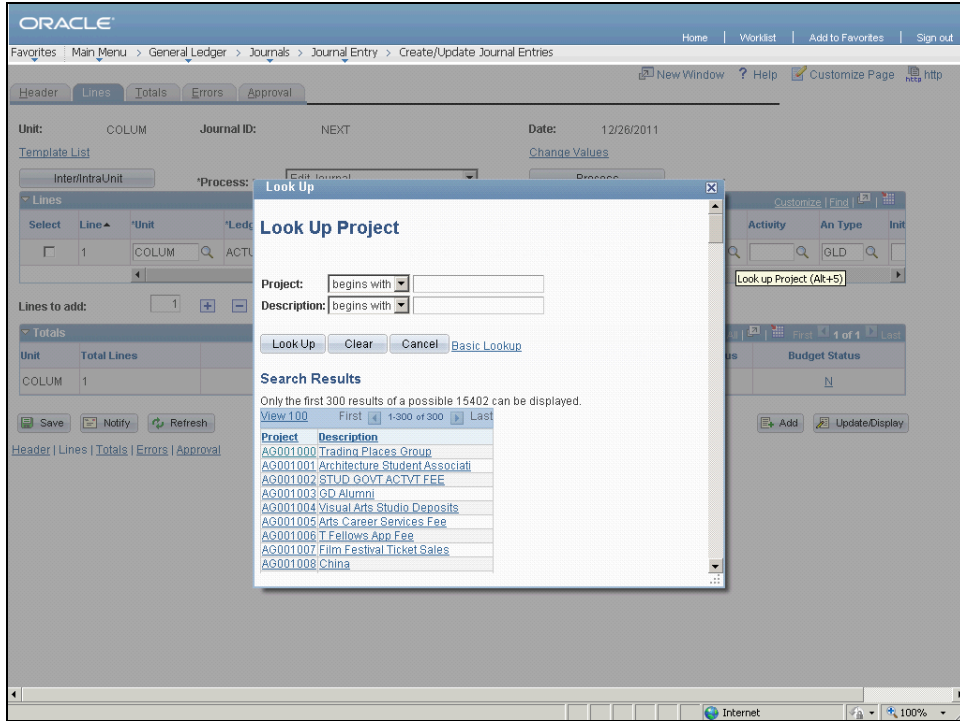
Step	Action
17.	Click the Look up Project (Alt+5) button. 



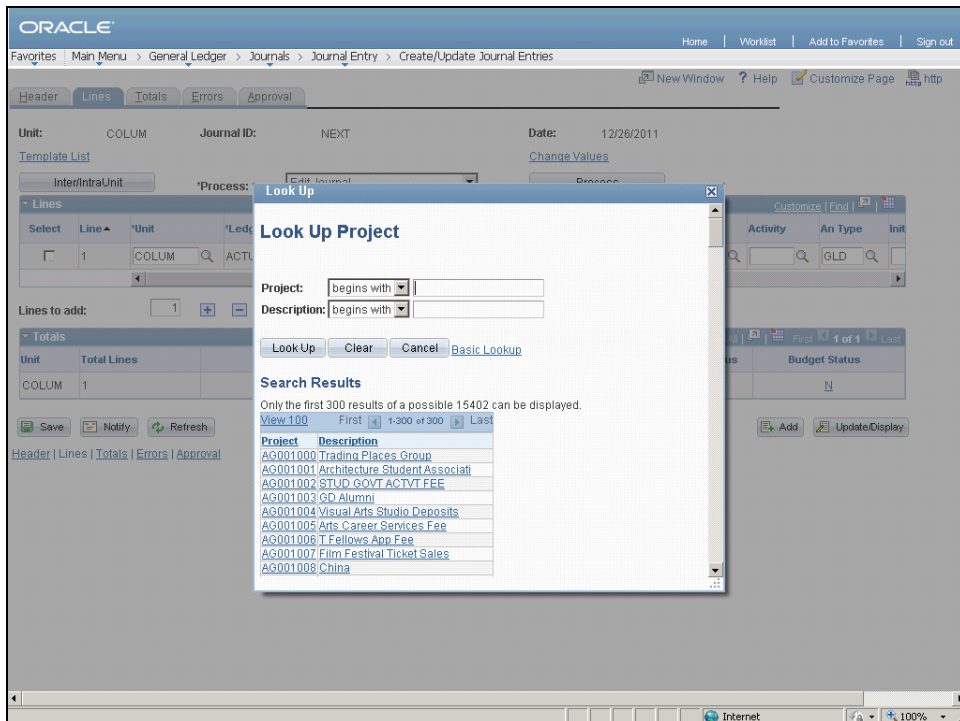
Step	Action
18.	You will only be able to search for Projects that belong in the 'General Projects' PC Business Unit. In this scenario you will search for project 'UR004745'.

Training Guide

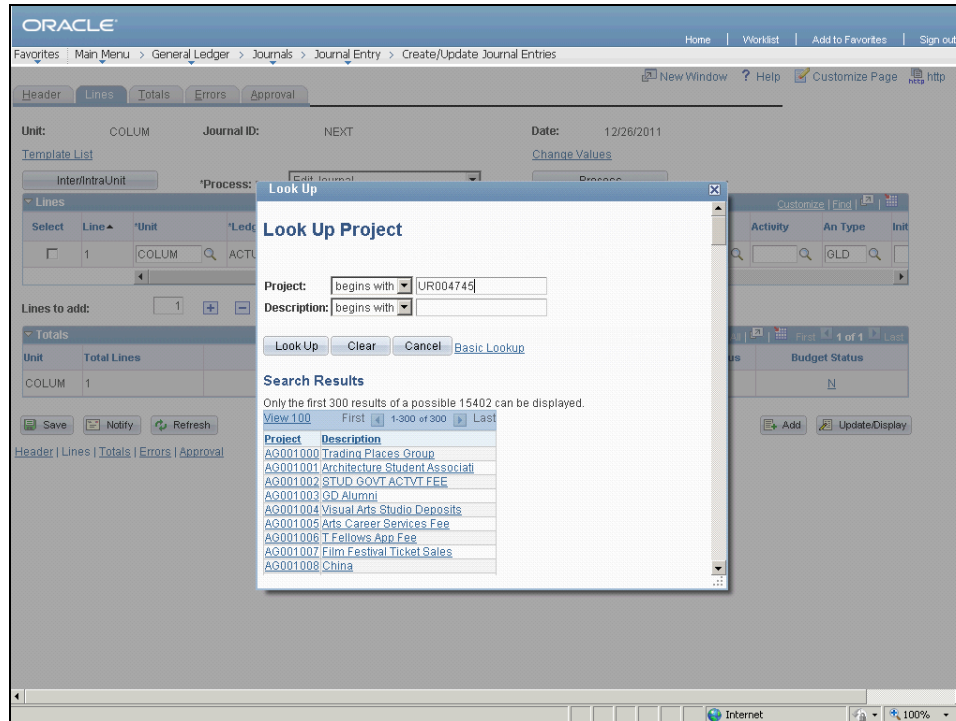
Journal Entries



Step	Action
19.	Click in the Project field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>



Step	Action
20.	Enter the desired information into the Project field. Enter " UR004745 ".



Step	Action
21.	Click the Look Up button.

Look Up

Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Project' dialog box is open, displaying search criteria and results. The search criteria are: Project: begins with UR004745, and Description: begins with. The search results table shows one entry: Project UR004745, Description MASTER 091-006341.


Step	Action
22.	Click the UR004745 link. UR004745

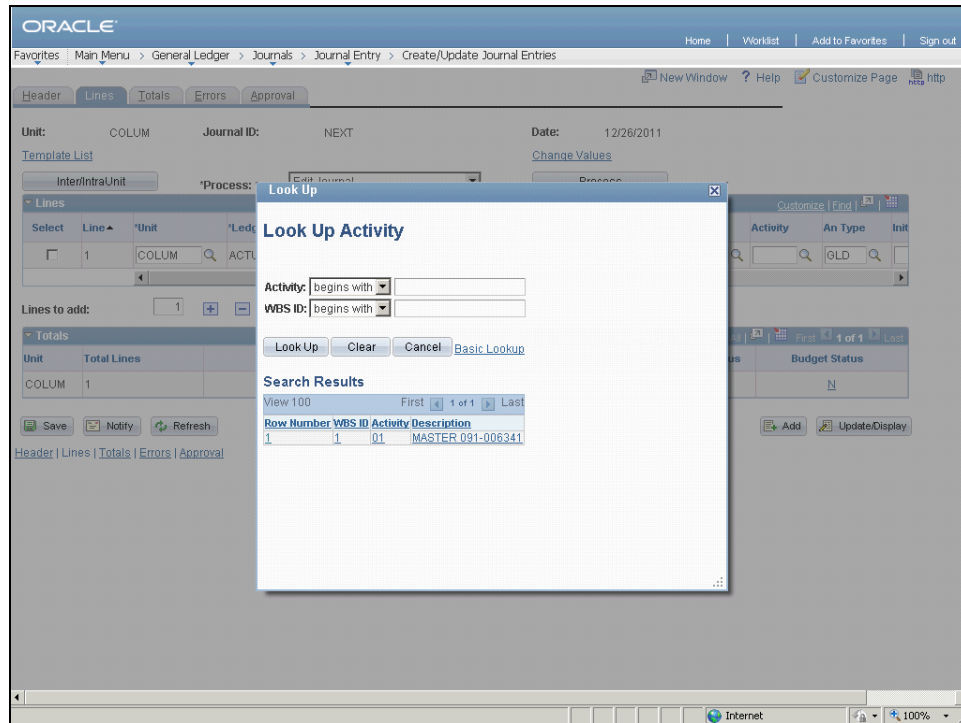
The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page with the 'Lines' table populated. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has the following data:

Select	Line	Unit	Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745		GLD	

The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

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



Step	Action
24.	The only activity available to choose from is the default activity from the UR004745 (Master 091-0006341) project.

Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Activity' dialog box is open, displaying search criteria and results. The search criteria include 'Activity: begins with' and 'WBS ID: begins with'. The search results table shows one row:

Row Number	WBS ID	Activity	Description
1	1	01	MASTER 091-006341

Step	Action
25.	Click the MASTER 091-006341 link. MASTER 091-006341

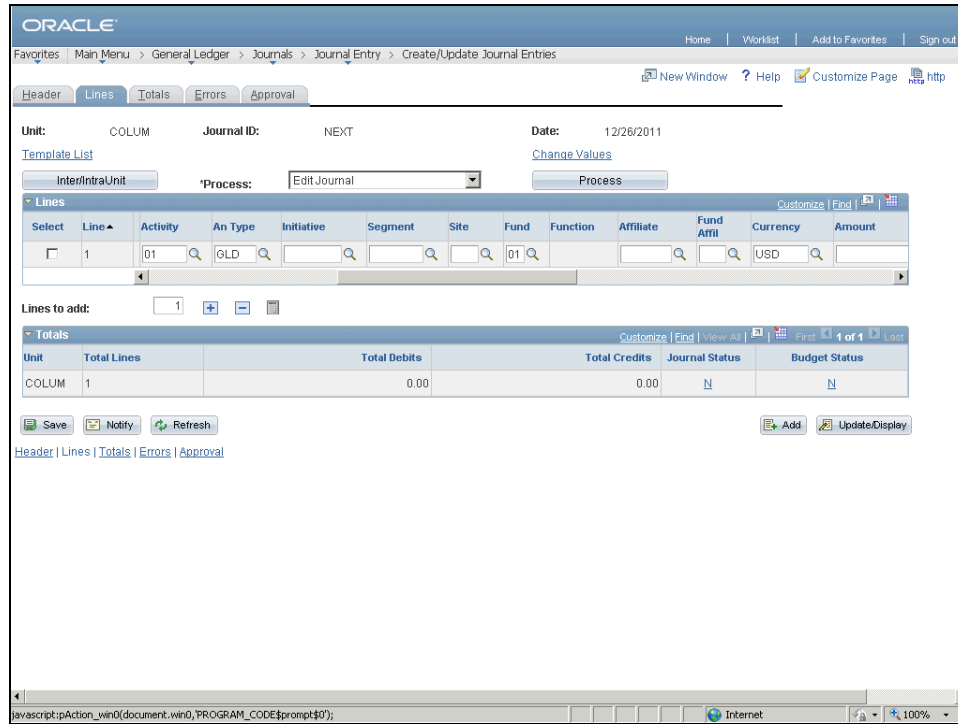
The screenshot shows the Oracle Journal Entry interface after the look-up process. The 'Lines' section displays the following data:


Select	Line	Unit	Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	

The 'Totals' section displays the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

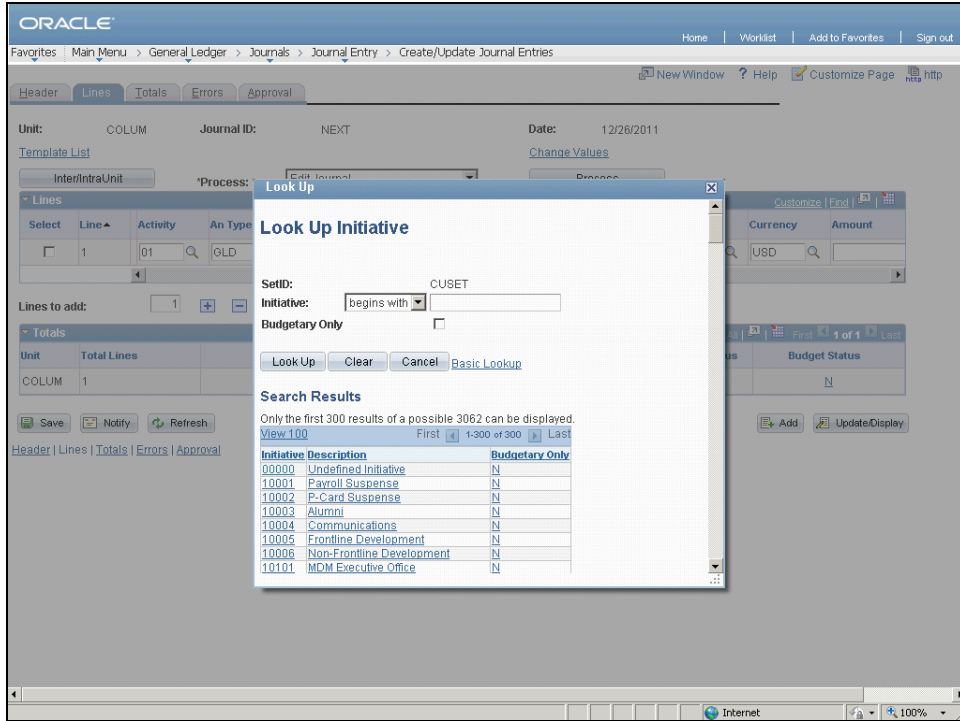
Step	Action
26.	Drag the scroll bar to the right to view the rest of the ChartFields.



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

Training Guide

Journal Entries



Step	Action
28.	<p>For transactions that does not require a specific initiative, use the 'Undefined Initiative' value.</p> <p>Click the 00000 link.</p> <p>00000</p>

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
 New Window | Help | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 12/26/2011
[Template List](#) [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	Activity	An Type	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount
<input type="checkbox"/>	1	01	GLD	00000			01				USD	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

Save | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
29.	Note that the Fund defaulted to '01' from previous values entered. Next, you will enter the Segment.

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
 New Window | Help | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 12/26/2011
[Template List](#) [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	Activity	An Type	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount
<input type="checkbox"/>	1	01	GLD	00000			01				USD	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N


Save | Notify | Refresh Add | Update/Display

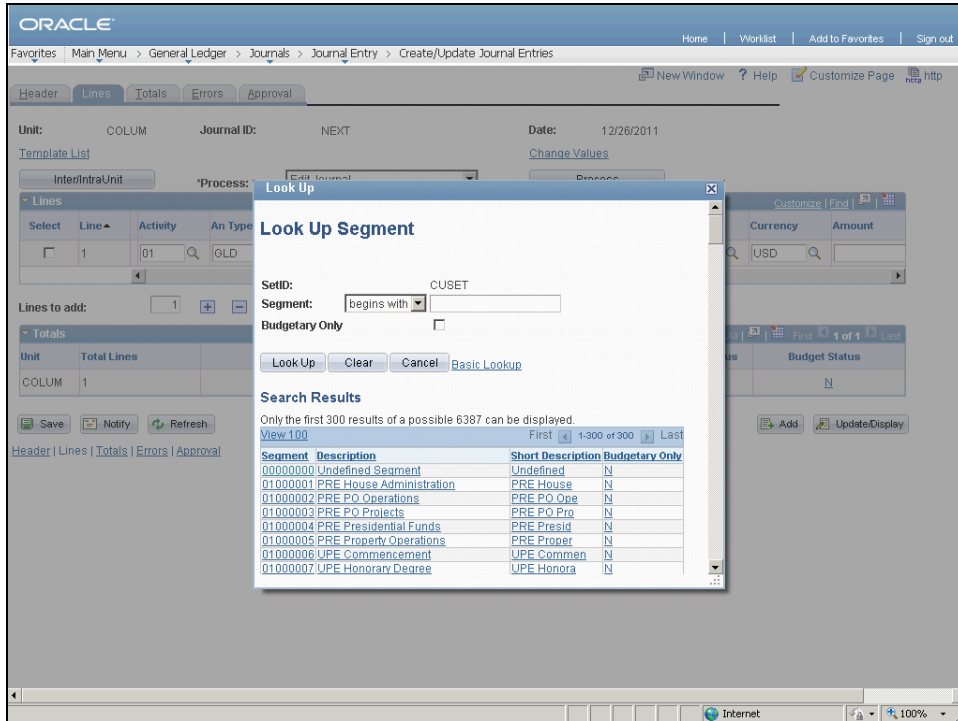
Header | Lines | Totals | Errors | Approval


Training Guide

Journal Entries



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



Step	Action
31.	The same applies to segment - If a specific segment does not apply to your transaction use the 'Undefined Segment' value. Click the 00000000 link. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 12/26/2011

Template List Change Values

Inter/intraUnit *Process: Edit Journal Process

Select	Line	Currency	Amount	Rate Type	Exchange Rate	Base Currency	Base Amount	Calculate	Re
<input type="checkbox"/>	1	USD		AVG	1.00000000	USD		System Rule	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
32.	Next we are going to enter the Amount

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help Customize Page http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: NEXT Date: 12/26/2011

Template List Change Values

Inter/intraUnit *Process: Edit Journal Process

Select	Line	Currency	Amount	Rate Type	Exchange Rate	Base Currency	Base Amount	Calculate	Re
<input type="checkbox"/>	1	USD		AVG	1.00000000	USD		System Rule	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Training Guide

Journal Entries



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

The screenshot shows the Oracle 'Create/Update Journal Entries' interface. The 'Unit' is COLUM, 'Journal ID' is NEXT, and 'Date' is 12/26/2011. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has one entry with 'Amount' field highlighted. The 'Totals' table shows 'Total Debits' and 'Total Credits' both at 0.00.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

Step	Action
34.	Enter the desired information into the Amount field. Enter "-594" .

The screenshot shows the Oracle Journal Entry interface. The header includes navigation tabs (Header, Lines, Totals, Errors, Approval) and a breadcrumb trail: Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main form displays: Unit: COLUM, Journal ID: NEXT, Date: 12/26/2011. Below this, there are buttons for 'Inter/IntraUnit', 'Process', and 'Change Values'. The 'Lines' section contains a table with one entry:

Select	Line	Currency	Amount	Rate Type	Exchange Rate	Base Currency	Base Amount	Calculate
<input type="checkbox"/>	1	USD	-594	AVG	1.00000000	USD		System Rule

Below the lines table is a 'Totals' table:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	1	0.00	0.00	N	N

At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.


Step	Action
35.	Now that you have entered values for line 1, you will need add a new line since all journal entries must have a debit and a credit side.

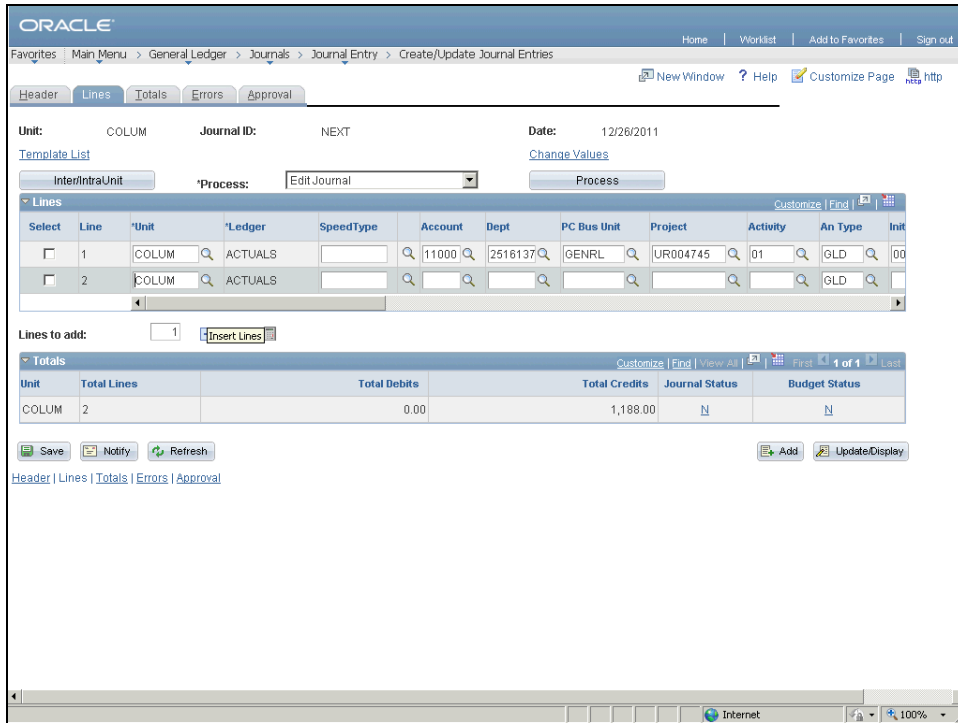
This screenshot is identical to the one above, showing the Oracle Journal Entry interface with one line of data (USD, -594, AVG, 1.00000000) and a Totals table showing a debit of 0.00 and a credit of 0.00.

Training Guide


Journal Entries

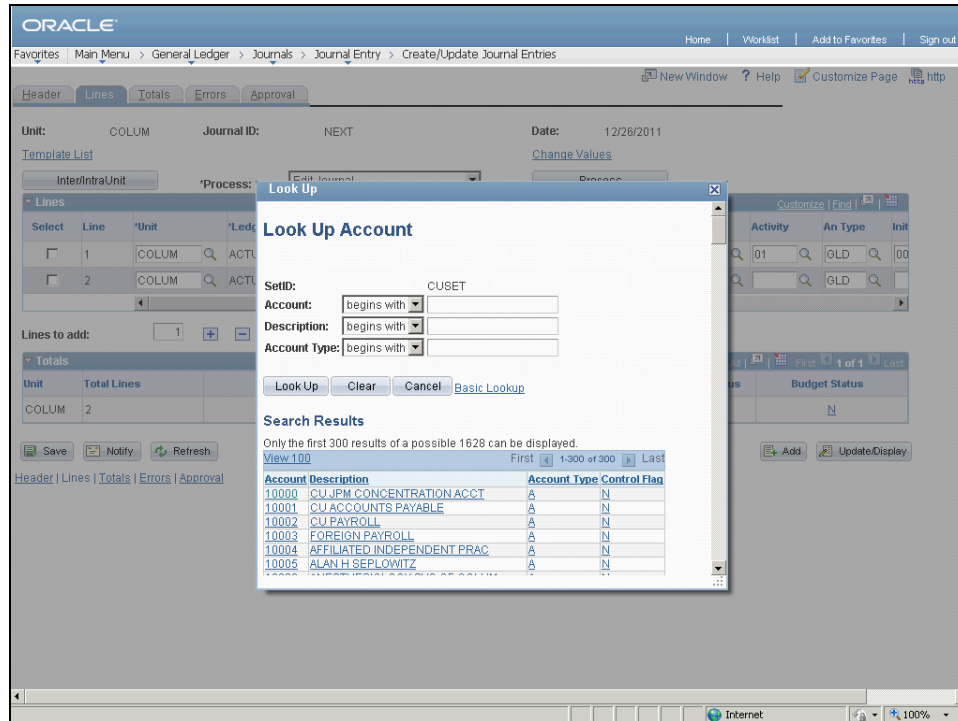


Step	Action
36.	Click the Insert Lines button. 



The screenshot shows the Oracle Journal Entry interface. At the top, there are navigation tabs: Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. Below the tabs, there are fields for Unit (COLUM), Journal ID (NEXT), and Date (12/26/2011). There are also buttons for 'Inter/IntraUnit', 'Process', and 'Change Values'. The main area contains a table with columns: Select, Line, Unit, Ledger, SpeedType, Account, Dept, PC Bus Unit, Project, Activity, An Type, and InIt. Two lines are visible in the table. Below the table, there is a 'Lines to add:' field with the value '1' and an 'Insert Lines' button. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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



Step	Action
38.	We are going to search for all accounts that begin with '4'. Enter the desired information into the Account field. Enter "4".

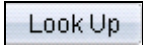
Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry interface. A 'Look Up Account' dialog box is open, displaying search criteria and search results. The search criteria are: SetID: CUSET, Account: begins with 4, Description: begins with, and Account Type: begins with. The search results table is as follows:

Account	Description	Account Type	Control Flag
10000	CU JPM CONCENTRATION ACCT	A	N
10001	CU ACCOUNTS PAYABLE	A	N
10002	CU PAYROLL	A	N
10003	FOREIGN PAYROLL	A	N
10004	AFFILIATED INDEPENDENT PRAC	A	N
10005	ALAN H SEFLOWITZ	A	N

Step	Action
39.	Click the Look Up button. 

The screenshot shows the Oracle Journal Entry interface. A 'Look Up Account' dialog box is open, displaying search criteria and search results. The search criteria are: SetID: CUSET, Account: begins with 4, Description: begins with, and Account Type: begins with. The search results table is as follows:

Account	Description	Account Type	Control Flag
40000	TUITION	R	N
40400	TUITION - NONDEGREE	R	N
40500	SCHOOL FEES	R	N
40510	APPLICATION FEES	R	N
40520	ADMISSION FEES	R	N
40530	LATE FEES	R	N
40940	LAB FEES	R	N
40960	PROCEPTATION FEES	D	N

Step	Action
40.	Click the 40000 link.

The screenshot shows the Oracle Journal Entry interface. The 'Unit' is COLUM and the 'Journal ID' is NEXT. The date is 12/26/2011. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' section contains two rows:

Select	Line	'Unit	'Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000					GLD	

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

Step	Action
41.	3 Click the Look up Dept (Alt+5) button.

Training Guide

Journal Entries



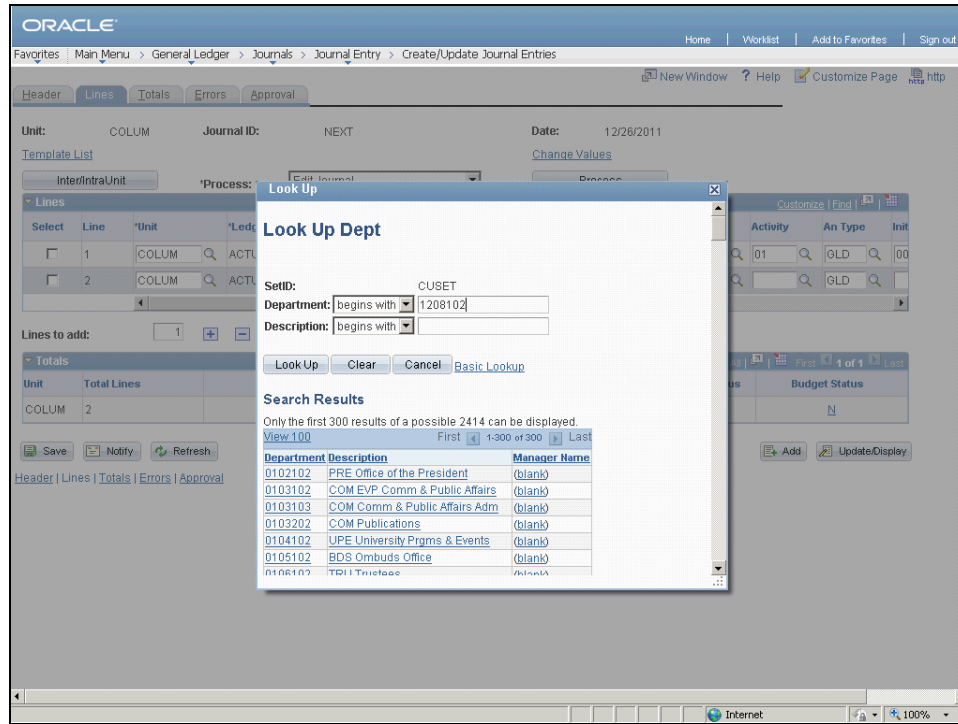
The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Dept' dialog box is open, displaying search criteria and results. The search criteria include SetID: CUSET, Department: begins with, and Description: begins with. The search results table is as follows:

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)
INT66102	TRU Trustee	(blank)

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

This is a duplicate of the screenshot above, showing the Oracle Journal Entry interface with the 'Look Up Dept' dialog box open. The search criteria and results are the same as in the previous image.

Step	Action
43.	Enter the desired information into the Department field. Enter " 1208102 ".



Step	Action
44.	Click the Look Up button.



Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Dept' dialog box is open, displaying search results for the department '1208102'. The search results table is as follows:

Department	Description	Manager Name
1208102	FAC Design	(blank)


Step	Action
45.	Click the 1208102 link.

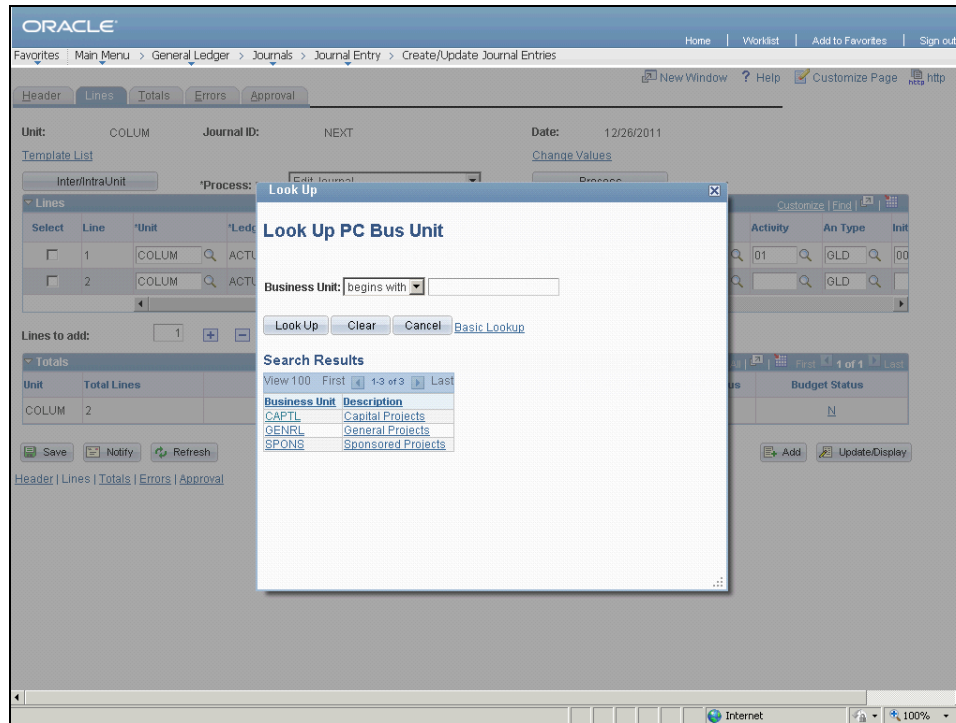
The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page with the 'Lines' table populated. The table has the following data:


Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102				GLD	

Below the table, the 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

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



Step	Action
47.	Click the GENRL link. 

Training Guide

Journal Entries




The screenshot shows the Oracle Journal Entry interface. The 'Unit' is COLUM and the 'Journal ID' is NEXT. The 'Date' is 12/26/2011. The 'Process' is 'Edit Journal'. The 'Lines' section contains two lines:

Select	Line	'Unit	'Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	BENRL			GLD	

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

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

The screenshot shows the Oracle Journal Entry interface with a 'Look Up Project' dialog box open. The dialog box has the following fields:

Project: begins with []
 Description: begins with []

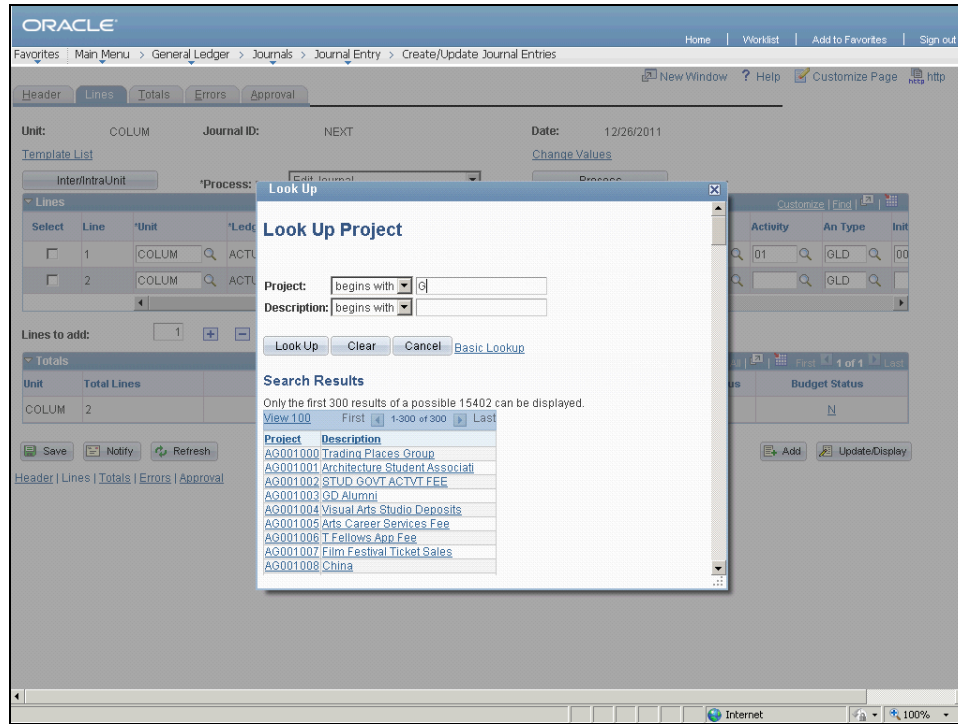
Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

Only the first 300 results of a possible 15402 can be displayed.
 View 100 First 1-300 of 300 Last

Project	Description
AG001000	Trading Places Group
AG001001	Architecture Student Association
AG001002	STUD GOVT ACTV FEE
AG001003	GD Alumni
AG001004	Visual Arts Studio Deposits
AG001005	Arts Career Services Fee
AG001006	T Fellows App Fee
AG001007	Film Festival Ticket Sales
AG001008	China

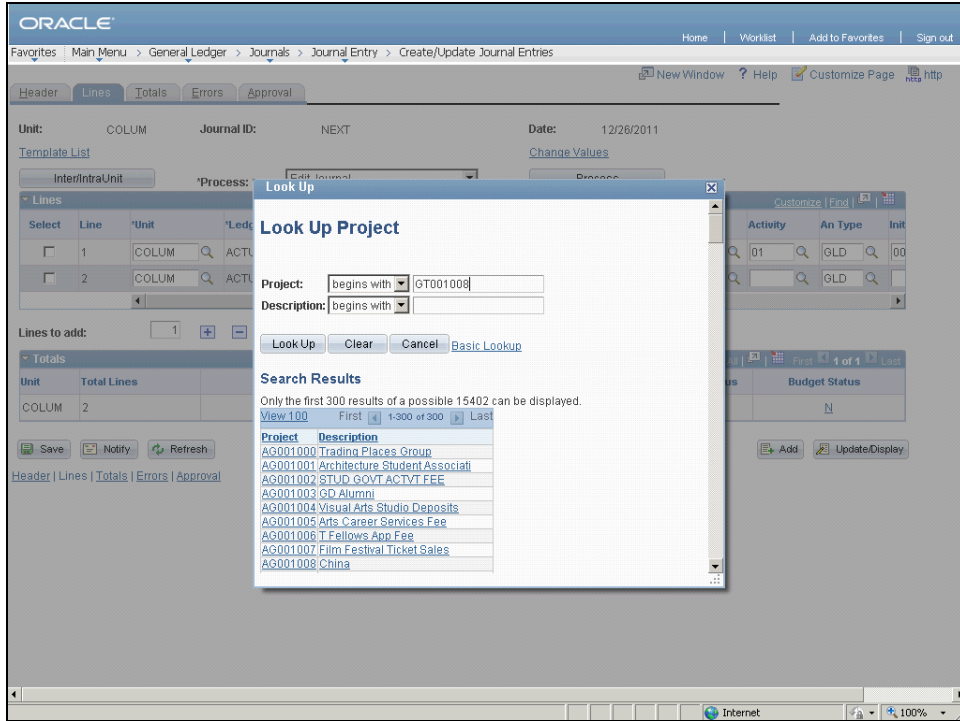
Step	Action
49.	Click in the Project field. <div style="border: 1px solid black; width: 150px; height: 15px; margin: 5px 0;"></div>




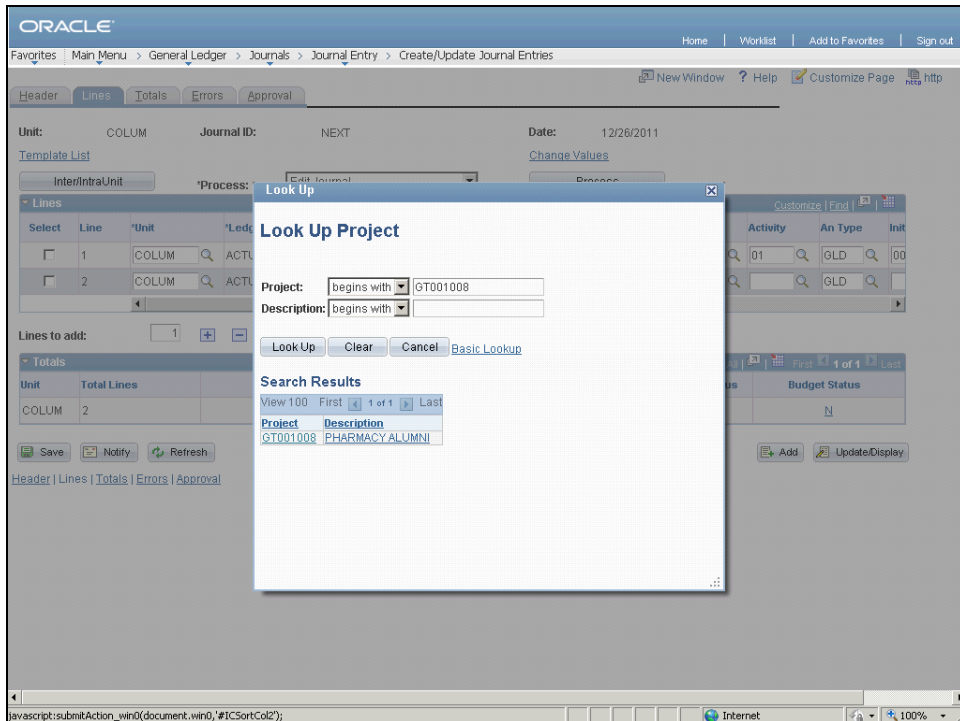
Step	Action
50.	Enter the desired information into the Project field. Enter "GT001008" .


Training Guide

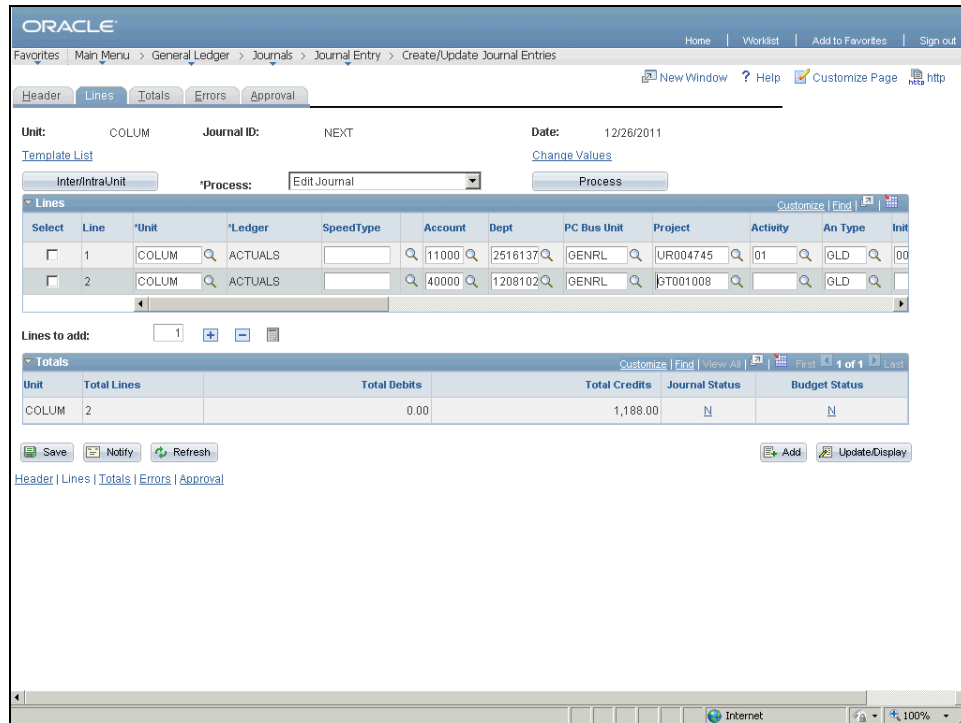
Journal Entries



Step	Action
51.	Click the Look Up button. 




Step	Action
52.	Click the GT001008 link. 



The screenshot shows the Oracle Journal Entry interface. The 'Lines' tab is active, displaying two journal entry lines. The second line is selected, and the 'Look up Activity' button is visible. The interface includes a header with navigation tabs (Header, Lines, Totals, Errors, Approval) and a 'Process' button.

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input checked="" type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008		GLD	

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

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

Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Activity' dialog box is open, displaying search criteria and results. The search criteria are: Activity: begins with, WBS ID: begins with. The search results table shows one result:

Row Number	WBS ID	Activity Description
1	1 01	PHARMACY ALUMNI

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

The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page with the 'Lines' table populated. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table has two entries:

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008	01	GLD	

The 'Totals' table shows the following summary:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

Step	Action
55.	Drag the scroll bar to the right to view the rest of the ChartFields.

The screenshot shows the Oracle Journal Entry interface. At the top, there are navigation tabs: Header, Lines, Totals, Errors, and Approval. Below these, the 'Unit' is set to 'COLUM' and 'Journal ID' is 'NEXT'. The 'Date' is '12/26/2011'. There are buttons for 'Inter/IntraUnit', 'Process', and 'Edit Journal'. The main area contains a table with columns: Select, Line, Initiative, Segment, Site, Fund, Function, Affiliate, Fund Affil, Currency, Amount, and Rate Type. Two lines are visible: Line 1 with Fund '01' and Line 2 with Fund '30'. Below the table is a 'Lines to add:' section with a '1' in a box. At the bottom, there is a 'Totals' table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Totals' table shows 'COLUM' with '2' total lines, '0.00' total debits, and '1,188.00' total credits. There are also buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
56.	The Fund for line 2 defaulted to '30'.

Training Guide

Journal Entries




The screenshot shows the Oracle Journal Entry interface. The 'Unit' is COLUM and the 'Journal ID' is NEXT. The 'Date' is 12/26/2011. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' section contains two rows:

Select	Line	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Amt	Currency	Amount	Rate Type
<input type="checkbox"/>	1	00000	00000000		01				USD	-594.00	AVG
<input type="checkbox"/>	2				30				USD	-594.00	AVG

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

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

The screenshot shows the Oracle Journal Entry interface with a 'Look Up Initiative' dialog box open. The dialog box has the following fields:

- SetID: CUSET
- Initiative: begins with []
- Budgetary Only:

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results:

Only the first 300 results of a possible 3062 can be displayed.

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
58.	Click the 00000 link.

The screenshot shows the Oracle Journal Entry interface. The 'Lines' table is expanded, showing two entries:

Select	Line	Initiative	Segment	Site	Fund	Function	Affiliate	Fund Affil	Currency	Amount	Rate Type	Exc
<input type="checkbox"/>	1	00000	000000000		01				USD	-594.00	AVG	
<input type="checkbox"/>	2	00000			30	010			USD	-594.00	AVG	

Below the 'Lines' table is a 'Totals' section:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

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

Training Guide

Journal Entries



The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page. A 'Look Up Segment' dialog box is open, displaying search results for segments starting with '0000000'. The results table is as follows:

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
60.	Click the 00000000 link. <u>00000000</u>

The screenshot shows the Oracle Journal Entry 'Create/Update Journal Entries' page with the 'Lines' table populated. The table has the following data:

Select	Line	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	Segment	Site	Fund
<input type="checkbox"/>	1	11000	2516137	GENRL	UR004745	01	GLD	000000	00000000		01
<input type="checkbox"/>	2	40000	1208102	GENRL	GT001008	01	GLD	000000	00000000		30

The 'Totals' table below shows the following summary:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

Step	Action
61.	Drag the scroll bar to the right to view the Amount field.

The screenshot shows the Oracle Journal Entry interface. The 'Lines' table is visible with the following data:

Select	Line	Currency	Amount	Rate Type	Exchange Rate	Base Currency	Base Amount	Calculate	Ref
<input type="checkbox"/>	1	USD	-594.00	AVG	1.00000000	USD	-594.00	System Rule	
<input type="checkbox"/>	2	USD	-594.00	AVG	1.00000000	USD	-594.00	System Rule	

Below the table, the 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

Step	Action
62.	Enter the desired information into the Amount field. Enter "594".

Training Guide

Journal Entries



ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
 New Window | Help | Customize Page | http

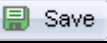
Unit: COLUM Journal ID: NEXT Date: 12/26/2011
 Template List Change Values
 Inter/intraUnit *Process: Edit Journal Process

Select	Line	Currency	Amount	Rate Type	Exchange Rate	>>	Base Currency	Base Amount	*Calculate	Ref
<input type="checkbox"/>	1	USD	-594.00	AVG	1.00000000	>>	USD	-594.00	System Rule	
<input type="checkbox"/>	2	USD	594	AVG	1.00000000	>>	USD	-594.00	System Rule	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	0.00	1,188.00	N	N

Save Notify Refresh Add Update/Display

Step	Action
63.	Click the Save button. 

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
 New Window | Help | Customize Page | Saved

Unit: COLUM Journal ID: 0000001523 Date: 12/26/2011
 Template List Search Criteria Change Values
 Inter/intraUnit *Process: Edit Journal Process Line: 2

Select	Line	*Unit	*Ledger	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS	45	01	GLD
<input type="checkbox"/>	2	COLUM	ACTUALS	48	01	GLD

Lines to add: 1

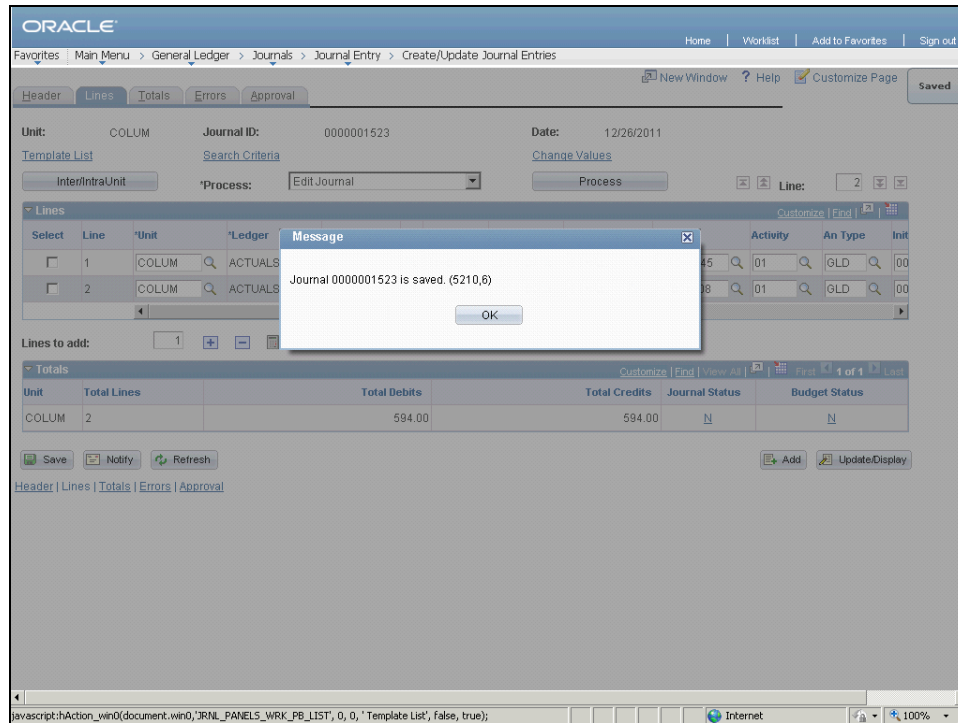
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	594.00	594.00	N	N

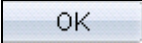
Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Message
 Journal 0000001523 is saved. (5210,6)
 OK

Step	Action
64.	<p>When you save the journal lines you will see the message above.</p> <p>Note that the Journal ID changed from 'NEXT' to '0000001523' upon save.</p> <p>We will learn how to process a journal in the next topic.</p>



Step	Action
65.	<p>Click the OK button.</p> 

Training Guide

Journal Entries



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | ? Help | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 000001523 Date: 12/26/2011

Template List Search Criteria Change Values

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

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008	01	GLD	00

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	594.00	594.00	N	N

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
66.	You have successfully entered the journal lines information for a general journal entry. You can now select the next topic, <i>Processing a General Journal</i> where you will learn how to run edit check, budget check, and route the journal for approval. End of Procedure.

Processing a General Journal

Once a 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 journal is not within the budget or a budget doesn't exist, the budget status will error. A journal cannot be posted until it passes both edit check and budget check. Additionally, the journal must be routed for approval and all designated approvers must approve the journal for it to be valid for posting.

Throughout the *Processing a General Journal* topic, you learn how to:

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

Estimated time to complete topic: 5 minutes

Procedure

Welcome to the *Processing a General Journal* topic. In this scenario you will learn how to edit check, budget check, and submit the journal for approval.

The screenshot displays the Oracle ARC 'Create/Update Journal Entries' screen. The header section includes the following information:

- Unit: COLUM
- Journal ID: 000001523
- Date: 12/26/2011
- Process: Edit Journal
- Line: 2

The 'Lines' table contains the following data:

Select	Line	Unit	Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008	01	GLD	00

The 'Totals' table shows the following summary:

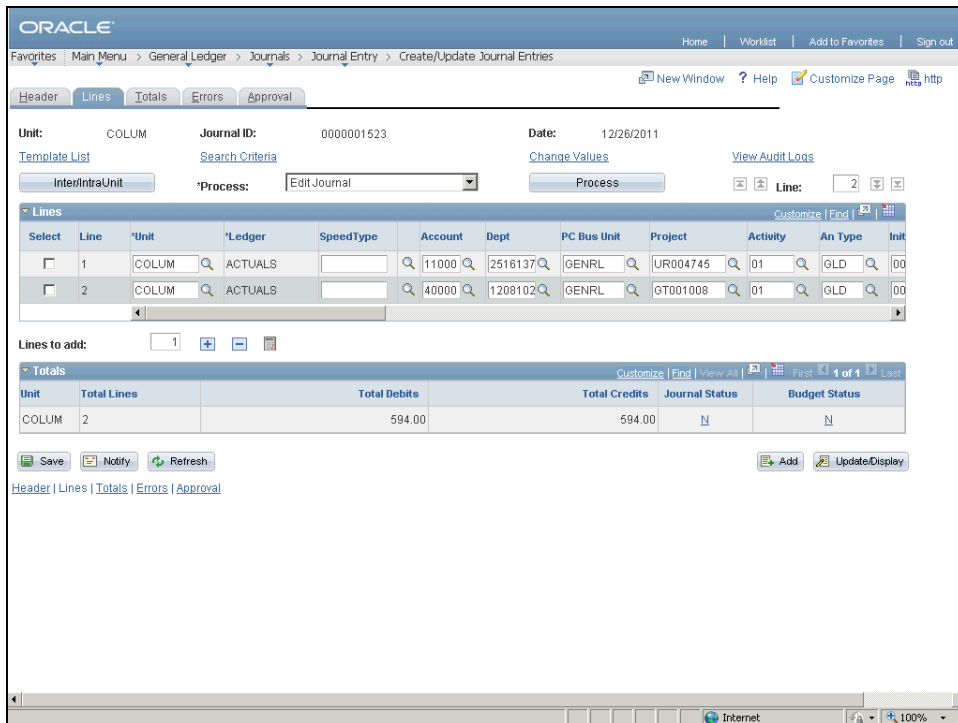
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	2	594.00	594.00	N	N

Training Guide

Journal Entries



Step	Action
1.	<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
2.	<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; display: inline-block; margin: 10px 0;"> <p style="text-align: center; margin: 0;">Process</p> </div>

The screenshot shows the Oracle Journal Entry interface. The header includes navigation tabs (Header, Lines, Totals, Errors, Approval) and a breadcrumb trail: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The main area displays the following information:

- Unit:** COLUM
- Journal ID:** 0000001523
- Date:** 12/26/2011
- Errors Only:** (checkbox)
- Process:** Edit Journal
- Line:** 10

The **Lines** table is expanded, showing 4 lines:

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Int
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008	01	GLD	00
<input type="checkbox"/>	3	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			
<input type="checkbox"/>	4	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			

The **Totals** table shows the following summary:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	4	1,188.00	1,188.00	V	V

Buttons at the bottom include Save, Notify, Refresh, Add, and Update/Display. The browser status bar at the bottom indicates 'Internet' and '100%' zoom.

Step	Action
3.	<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>

Training Guide

Journal Entries



ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000001523 Date: 12/26/2011 Errors Only
 Template List Search Criteria Change Values

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

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008	01	GLD	00
<input type="checkbox"/>	3	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			
<input type="checkbox"/>	4	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	4	1,188.00	1,188.00	Y	Y

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

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

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000001523 Date: 12/26/2011 Errors Only
 Template List Search Criteria Change Values

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

Select	Line	*Unit	*Ledger	SpeedType	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008	01	GLD	00
<input type="checkbox"/>	3	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			
<input type="checkbox"/>	4	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	4	1,188.00	1,188.00	Y	Y

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
5.	Click the Process list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Edit Journal</div>

The screenshot shows the Oracle Journal Entry interface. The 'Process' dropdown menu is open, displaying the following options: Edit Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit Charfield, Edit Journal, Post Journal, Print Journal (Crystal), Print Journal (XMLP), **Submit Journal**, and Refresh Journal. The 'Submit Journal' option is highlighted in blue. The main interface shows a journal entry for Unit COLUM, Journal ID 0000001523, dated 12/26/2011. The 'Lines' table has 4 rows, and the 'Totals' table shows a total of 4 lines with a total debit of 1,188.00 and a total credit of 1,188.00.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	4	1,188.00	1,188.00	✓	✓

Step	Action
6.	Click the Submit Journal list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit Journal</div>

Training Guide

Journal Entries



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000001523 Date: 12/26/2011 Errors Only

Template List Search Criteria Change Values

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

Select	Line	*Unit	*Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008	01	GLD	00
<input type="checkbox"/>	3	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			
<input type="checkbox"/>	4	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	4	1,188.00	1,188.00	✓	✓

Save | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

Step	Action
7.	Click the Process button.

Process

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page | http

Header | Lines | Totals | Errors | Approval

Unit: COLUM Journal ID: 0000001523 Date: 12/26/2011 Errors Only

Template List Search Criteria Change Values View Audit Logs

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

Select	Line	*Unit	*Ledger	Speed Type	Account	Dept	PC Bus Unit	Project	Activity	An Type	Init
<input type="checkbox"/>	1	COLUM	ACTUALS		11000	2516137	GENRL	UR004745	01	GLD	00
<input type="checkbox"/>	2	COLUM	ACTUALS		40000	1208102	GENRL	GT001008	01	GLD	00
<input type="checkbox"/>	3	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			
<input type="checkbox"/>	4	COLUM	ACTUALS		19970	2510216	GENRL	INTRUNIT			

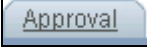
Lines to add: 1

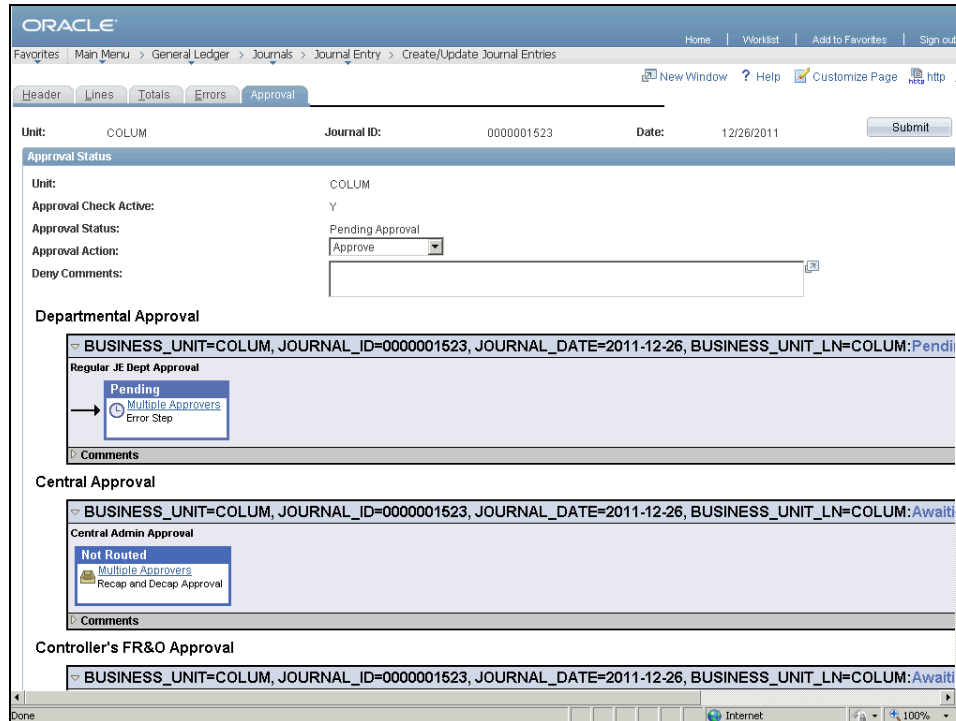
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	4	1,188.00	1,188.00	✓	✓

Save | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

javascript: submitAction_wino(document.wino,'#ICPanel5');

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



Step	Action
9.	<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

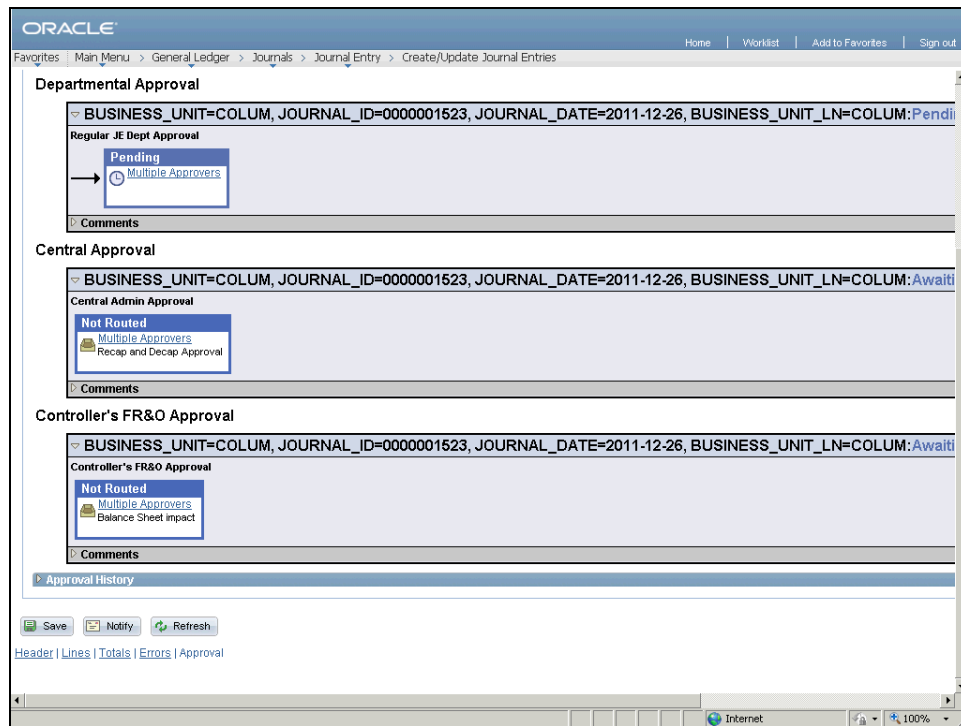


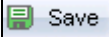
ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
 Header | Lines | Totals | Errors | Approval
 Unit: COLUM Journal ID: 0000001523 Date: 12/28/2011 Submit
 Approval Status
 Unit: COLUM
 Approval Check Active: Y
 Approval Status: Pending Approval
 Approval Action: Approve
 Deny Comments:
 Departmental Approval
 BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Pending
 Regular JE Dept Approval
 Pending
 Multiple Approvers
 Error Step
 Comments
 Central Approval
 BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Awaiting
 Central Admin Approval
 Not Routed
 Multiple Approvers
 Recap and Decap Approval
 Comments
 Controller's FR&O Approval
 BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Awaiting
 Controller's FR&O Approval
 Not Routed
 Multiple Approvers
 Balance Sheet impact
 Comments
 Approval History
 Save | Notify | Refresh
 Header | Lines | Totals | Errors | Approval

Step	Action
10.	Scroll down to view the rest of the Approval page.

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
 Departmental Approval
 BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Pending
 Regular JE Dept Approval
 Pending
 Multiple Approvers
 Comments
 Central Approval
 BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Awaiting
 Central Admin Approval
 Not Routed
 Multiple Approvers
 Recap and Decap Approval
 Comments
 Controller's FR&O Approval
 BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Awaiting
 Controller's FR&O Approval
 Not Routed
 Multiple Approvers
 Balance Sheet impact
 Comments
 Approval History
 Save | Notify | Refresh
 Header | Lines | Totals | Errors | Approval

Step	Action
11.	<p>This journal requires three level of approval:</p> <ul style="list-style-type: none"> -Departmental Approval -Central Approval -Controller's FR&O Approval



Step	Action
12.	<p>Click the Save button.</p> 

Training Guide

Journal Entries



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Unit: COLUM Journal ID: 0000001523 Date: 12/26/2011

Approval Status

Unit: COLUM
 Approval Check Active: Y
 Approval Status: Pending Approval
 Approval Action:
 Deny Comments:

Departmental Approval

BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Pending

Regular JE Dept Approval

Pending
 Multiple Approvers
 Error Step

Comments

Central Approval

BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Awaiti

Central Admin Approval

Not Routed
 Multiple Approvers
 Recap and Decap Approval

Comments

Controller's FR&O Approval

BUSINESS_UNIT=COLUM, JOURNAL_ID=0000001523, JOURNAL_DATE=2011-12-26, BUSINESS_UNIT_LN=COLUM:Awaiti

Controller's FR&O Approval

Not Routed
 Multiple Approvers

Step	Action
13.	You have successfully edit checked, budget checked, and submitted the journal for approval. 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



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.

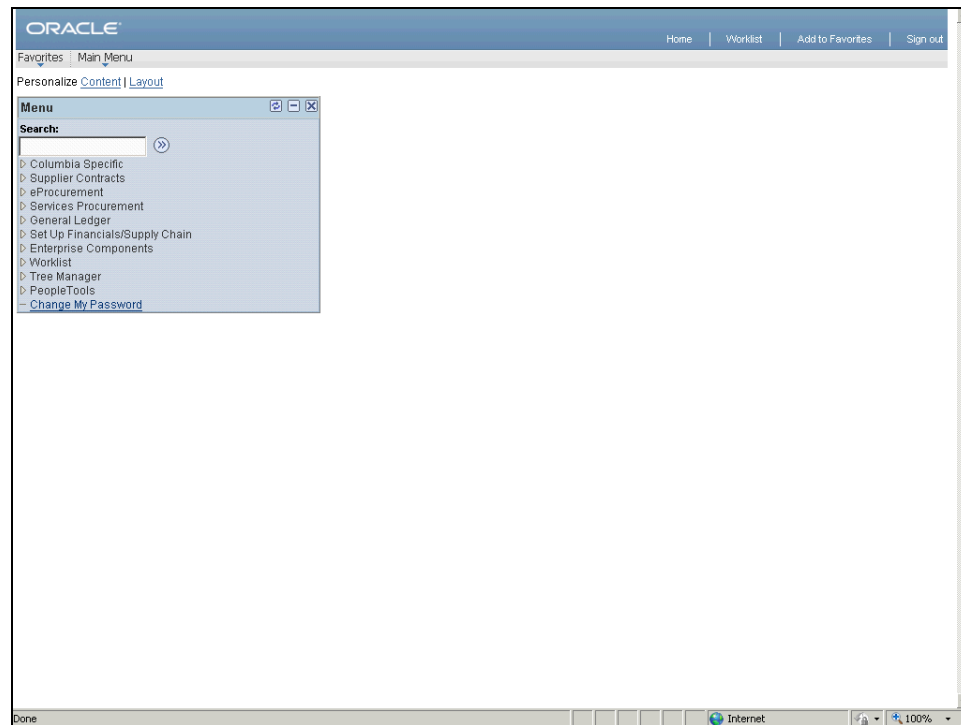
Accessing the Journal Approval Search Page


In this topic you will learn how to access the Journal Approval Search page.

Estimated time to complete topic: 2 minutes

Procedure

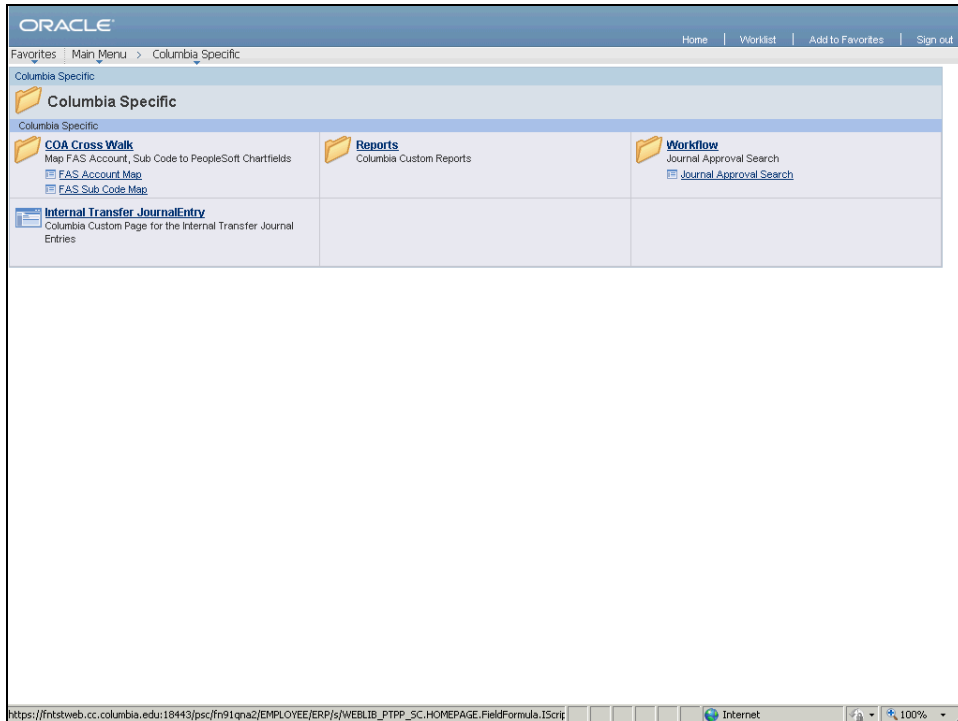
Welcome to the *Accessing the Journal Approval Search Page* topic. In this scenario you will learn how to navigate to the Journal Approval Search Page in ARC. Additional training on approving journals is available in the *General Ledger Approvals* course.



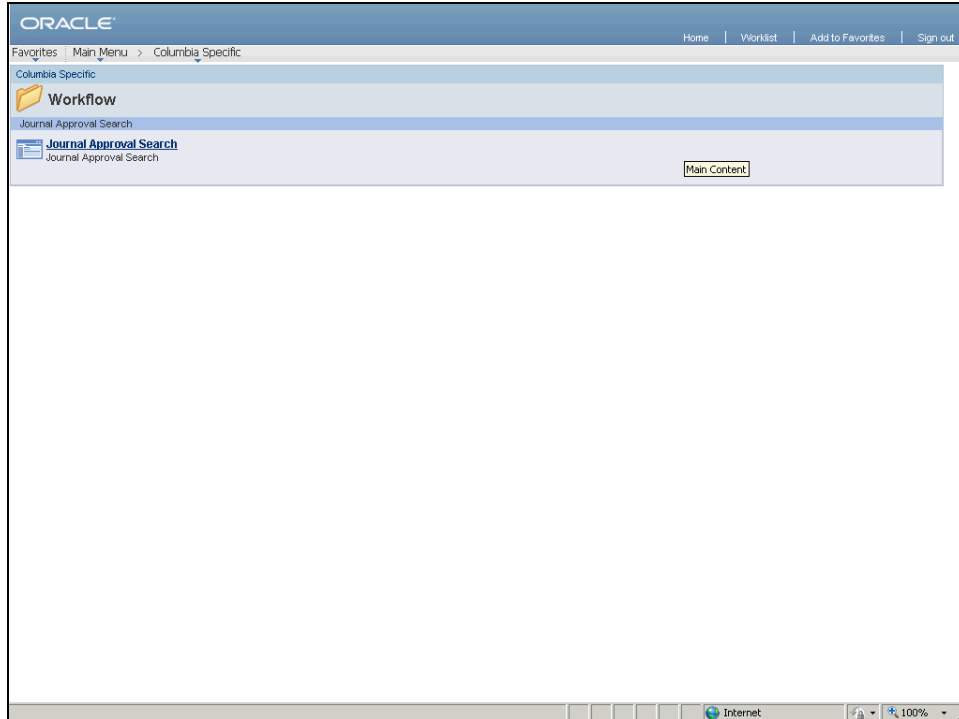
Step	Action
1.	<p>The Journal Approval Search page is within the Columbia Specific navigation.</p> <p>Click the Columbia Specific link.</p> 

Training Guide

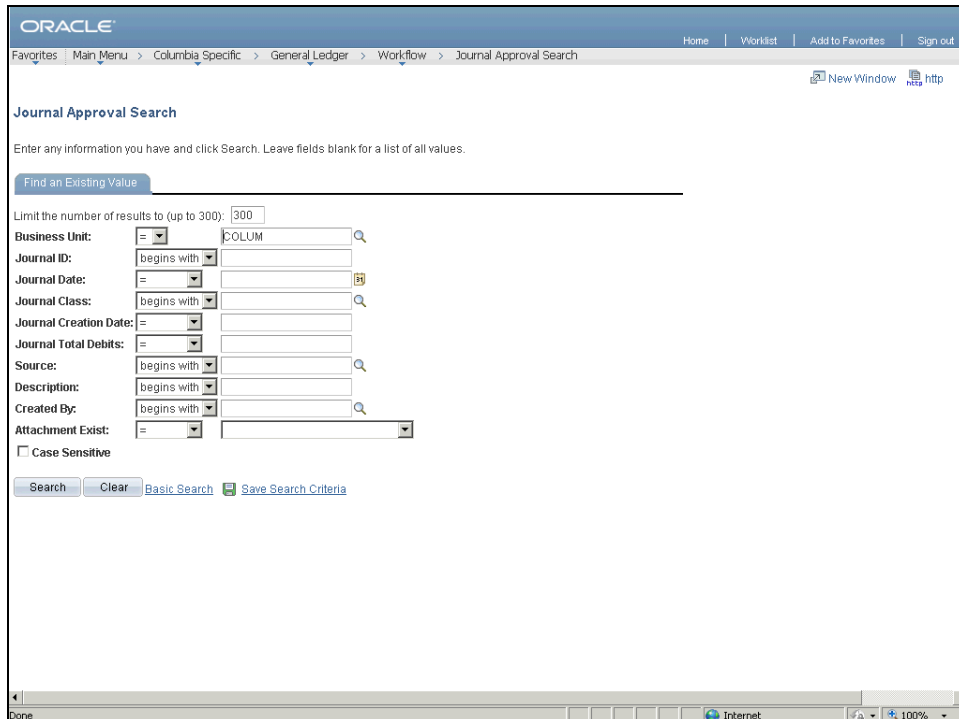
Journal Entries



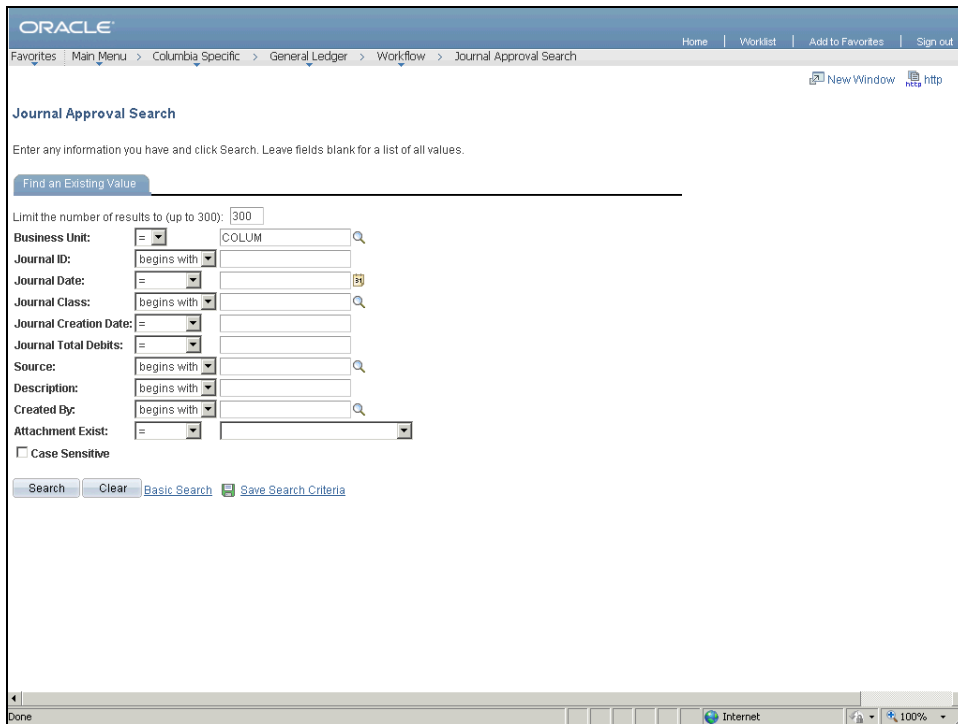
Step	Action
2.	<p>Workflow controls the routing of a transaction to multiple people throughout a process. The journal approver will go into the Workflow folder to view the transactions that were routed to him/her.</p> <p>Click the Workflow link.</p> <p>Workflow</p>



Step	Action
3.	Click the Journal Approval Search link. <u>Journal Approval Search</u>



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	First (highest) level at which you can budget and record project activity. Each ChartField has conventions for assigning names and ranges to group similar values together (similar to FAS ranges).
Role	A named set of work that a user can do. A role is associated with one or more permission lists that authorize access to particular system functions to accomplish the work implied by the role.
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 manages and tracks the flow of work.