Journal Entries

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Journal Entries

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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.
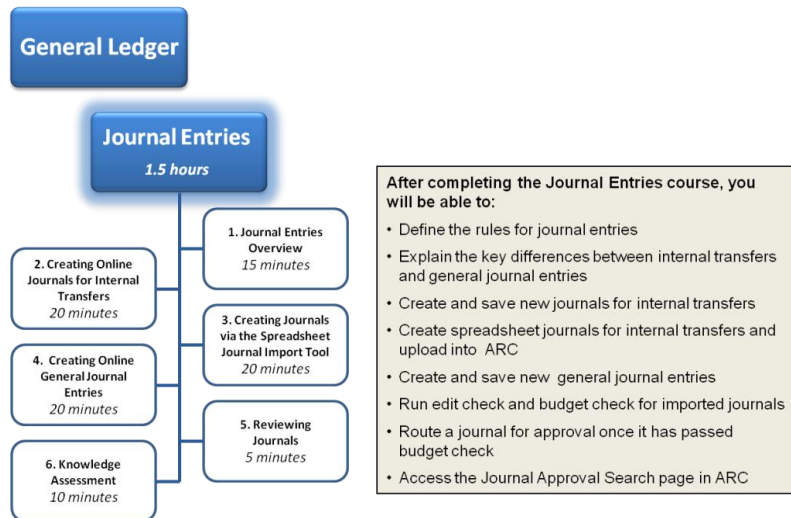
Journal Entries Overview

- 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
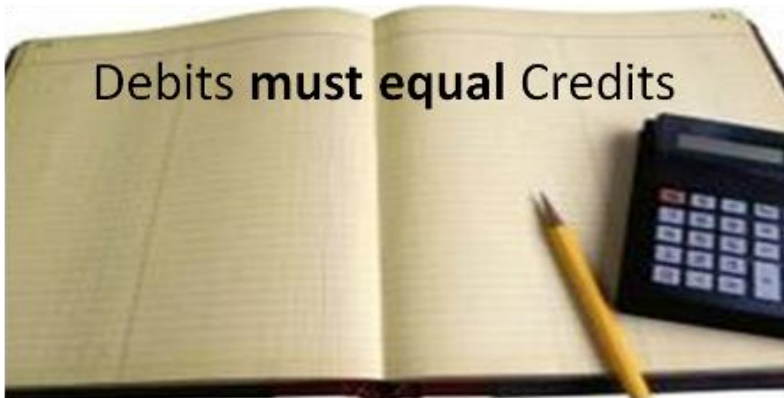
Journal Entries Defined

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)

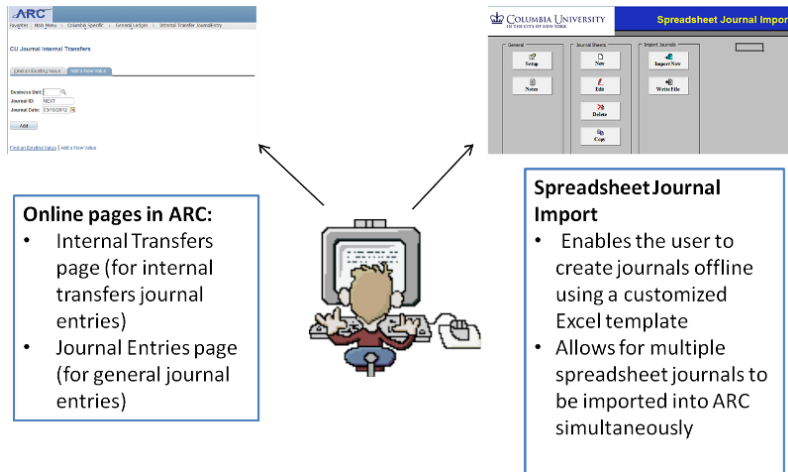General journal entries are less common and generally executed by the Controller's Office. They are used for accruals of revenue or expense and to record a change in balance that cannot be made via the Internal Transfers page.

3 Interfaced Journals

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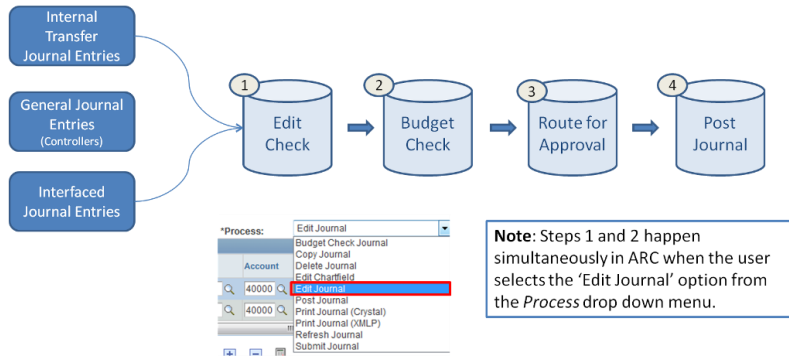
Entry Options

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

Online pages in ARC:
- Internal Transfers page (for internal transfers journal entries)
- Journal Entries page (for general journal entries)

Spreadsheet Journal Import
- Enables the user to create journals offline using a customized Excel template
- Allows for multiple spreadsheet journals to be imported into ARC simultaneously

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:

Note: Steps 1 and 2 happen simultaneously in ARC when the user selects the 'Edit Journal' option from the *Process* drop down menu.

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:

Edit Check

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

Budget Check

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

Route for Approval

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.

Post 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

Entry option: ARC's online Internal Transfers page
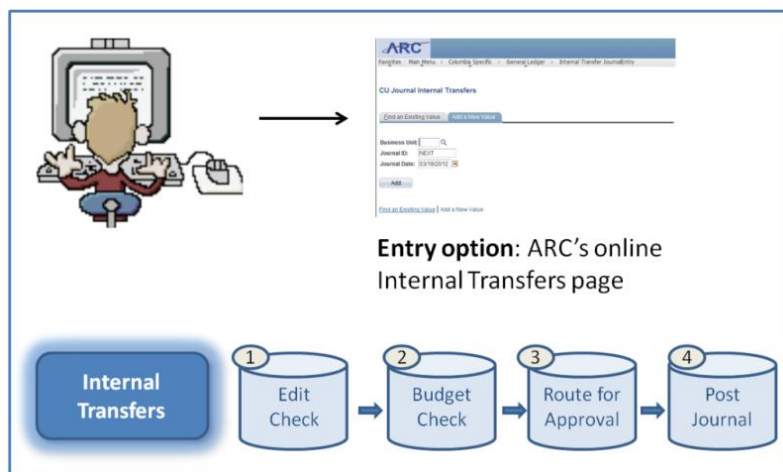
Introduction to Internal Transfers

<u>Internal Transfers Journal Entries</u>

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:

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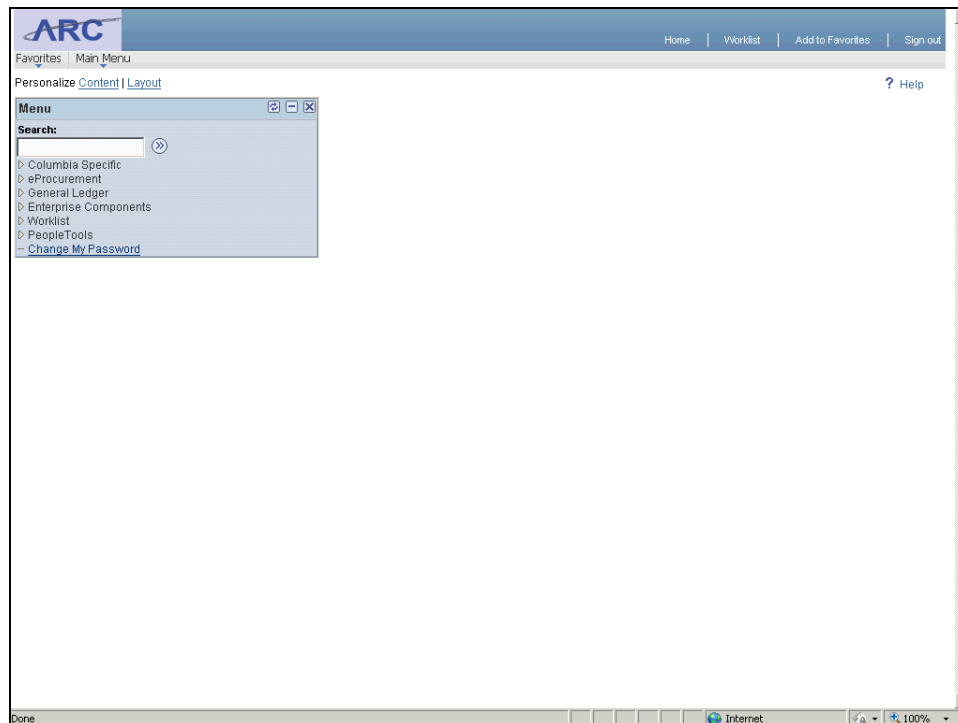
Step	Action
1.	When you log in to ARC, you will be taken to the home page. The links available within the menu on the left hand side will differ per user based on role. The internal transfers page is within the Columbia Specific navigation.

Step	Action
2.	Click the **Columbia Specific** link. ▷ Columbia Specific
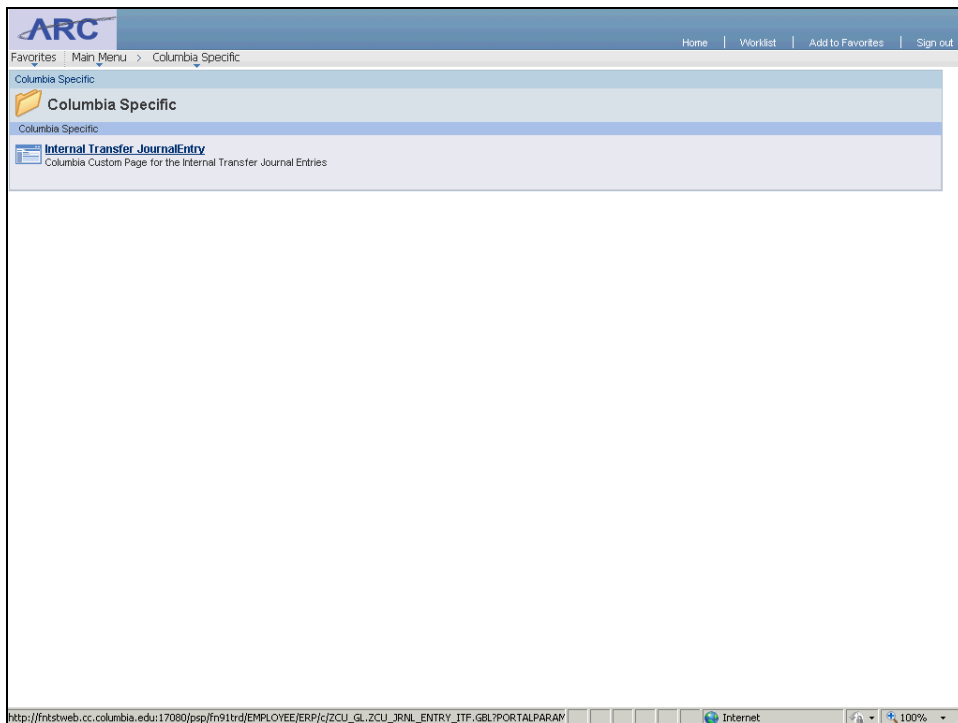
Step	Action
3.	Within the Columbia Specific folder you will see a link to the Internal Transfer Journal Entry page. Click the **Internal Transfer JournalEntry** link. **Internal Transfer JournalEntry**
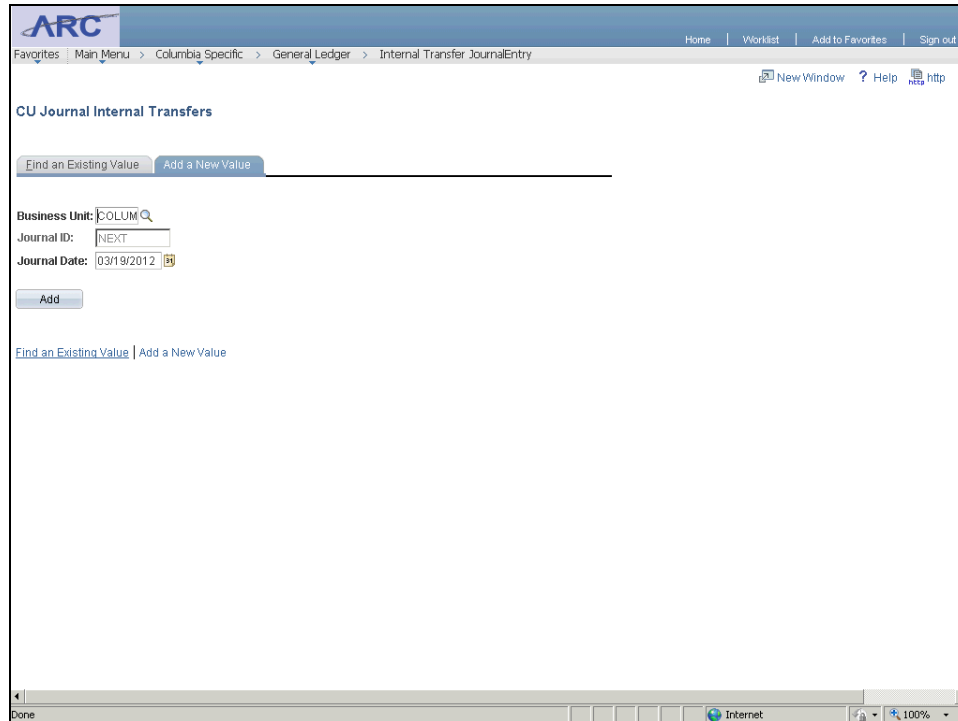
Step	Action
4.	This page gives you the option of searching for an existing journal or adding a new journal. In this scenario you will add a new internal transfer journal entry.

Step	Action
5.	The *Journal ID* defaults to NEXT. **Do not change this**. The system automatically assigns the next Journal ID to the journal after it is saved. The *Journal Date* defaults to the current date. This date determines the period to which the journal will post. Change the date when necessary. Click **Add** to continue.

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

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

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

Step	Action
9.	Click the **FIN** link. FIN

Step	Action
10.	When you save the journal header page you will be taken to the journal lines page. 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. Click the **Save** button. Save

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

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:

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.	When the journal header information is saved, the following message will appear indicating that the Account field is required in line 1. Simply click the **OK** button to continue to the journal lines page. OK

Step	Action
2.	This is the Journal Lines page.

You will need to enter a valid value for each ChartField.

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.

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. |

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

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'
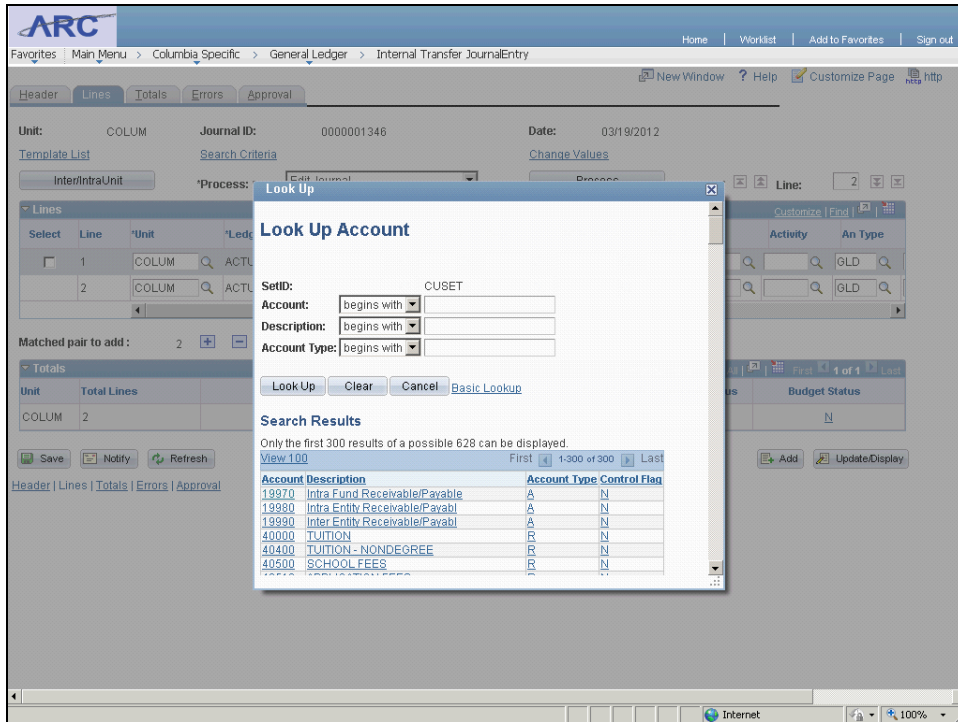
Step	Action
5.	Click in the **Account** field.

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

Step	Action
7.	Click the **Look Up** button.
	[Look Up]

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

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

Step	Action
11.	Click the **Look up Dept (Alt+5)** button.
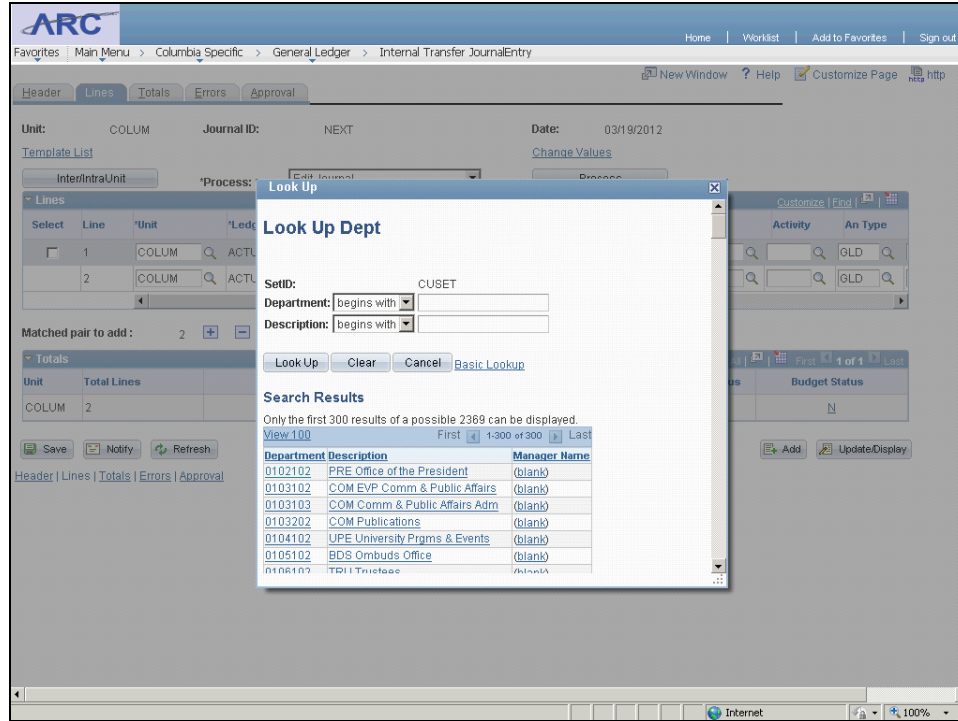
Step	Action
12.	You will search for a department that begins with '7901'.
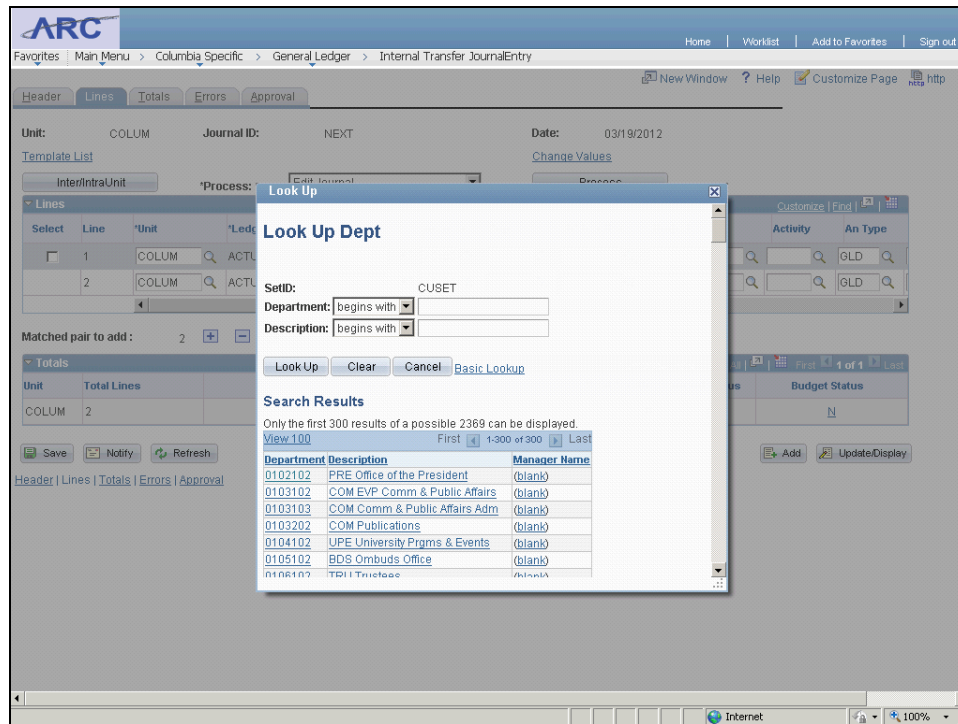
Step	Action
13.	Enter the desired information into the **Department** field. Enter "**7901**".
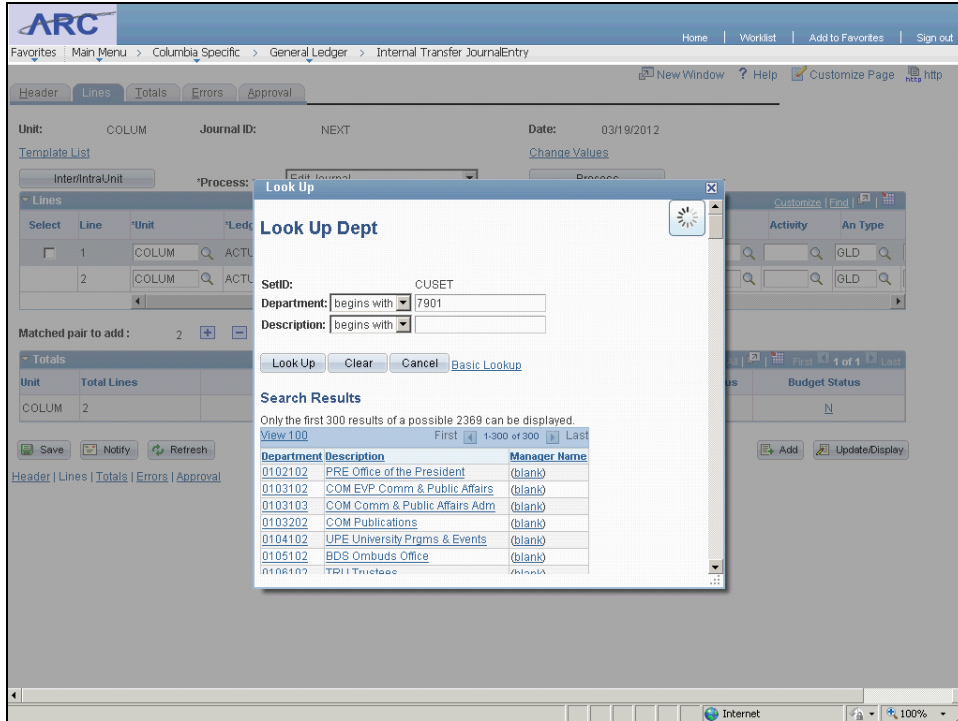
Step	Action
14.	Click the **Look Up** button.
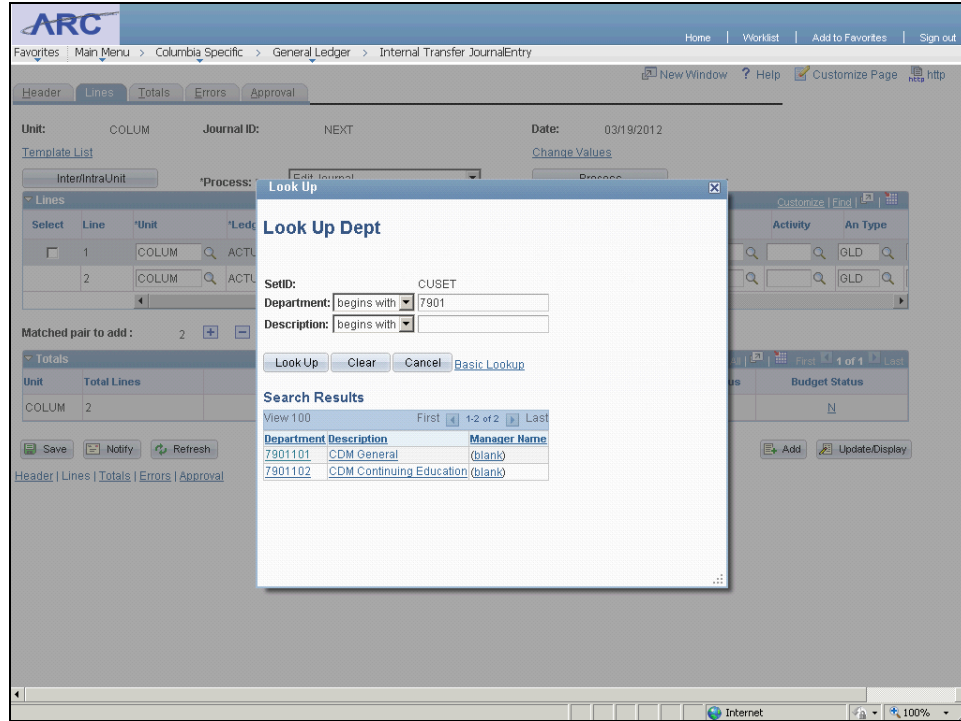
Step	Action
15.	All of the departments that begin with 7901 will appear in the search results.
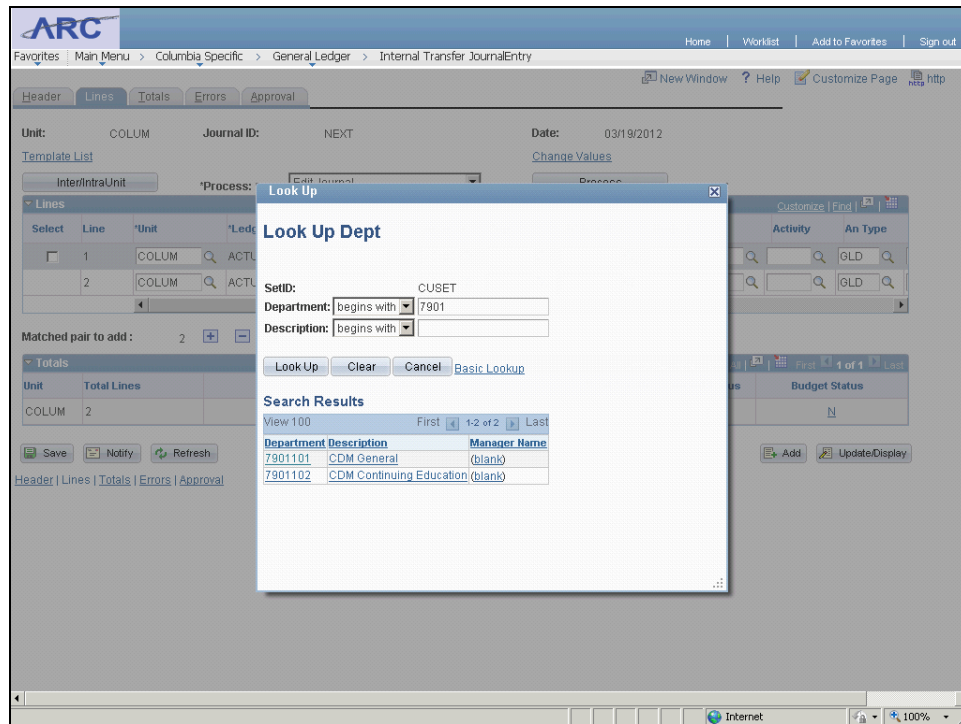
Step	Action
16.	Click the **7901101** link. 7901101

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

Step	Action
18.	There are three options for PC Business Unit: - Capital Projects - General Projects - Sponsored Projects and Sponsored Projects. In this scenario you will select 'GENRL' for General Projects.

Step	Action
19.	Click the **GENRL** link. GENRL

Step	Action
20.	Click the **Look up Project (Alt+5)** button.
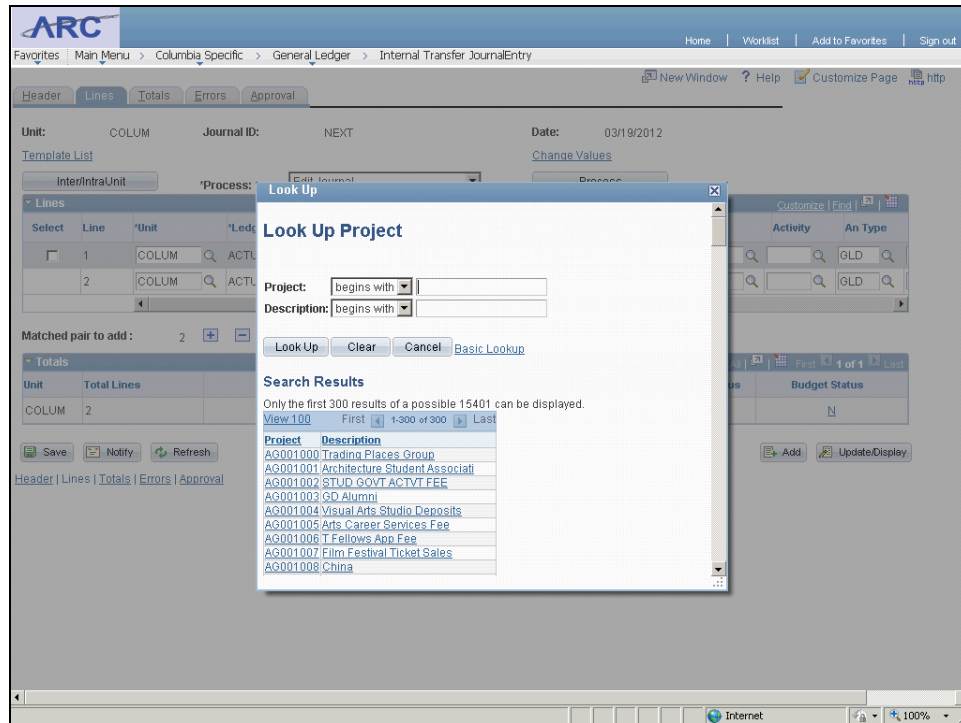
Step	Action
21.	You will only be able to search for Projects that belong in the 'General Projects' PC Business Unit. In this scenario you will search for projects that begin with 'GT001'
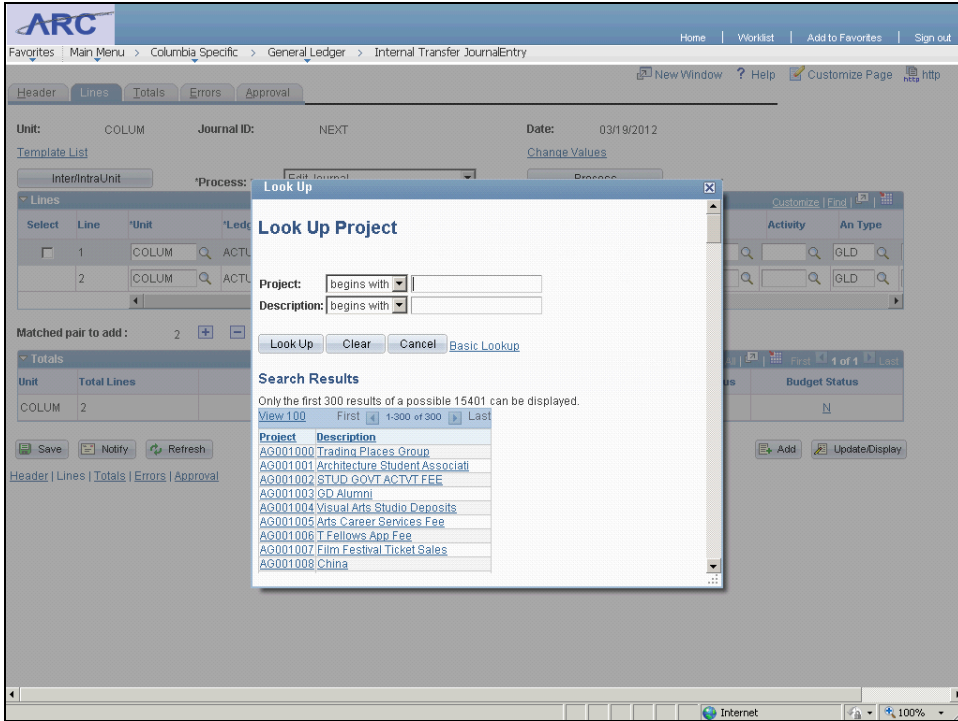
Step	Action
22.	Click in the **Project** field.
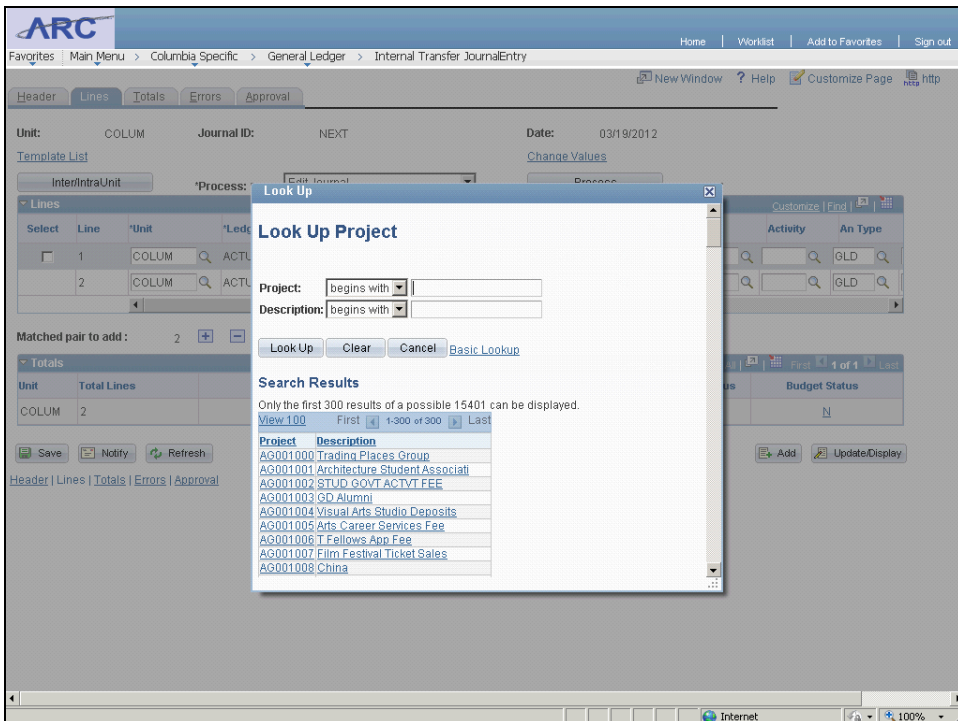
Step	Action
23.	Enter the desired information into the **Project** field. Enter "**GT001**".
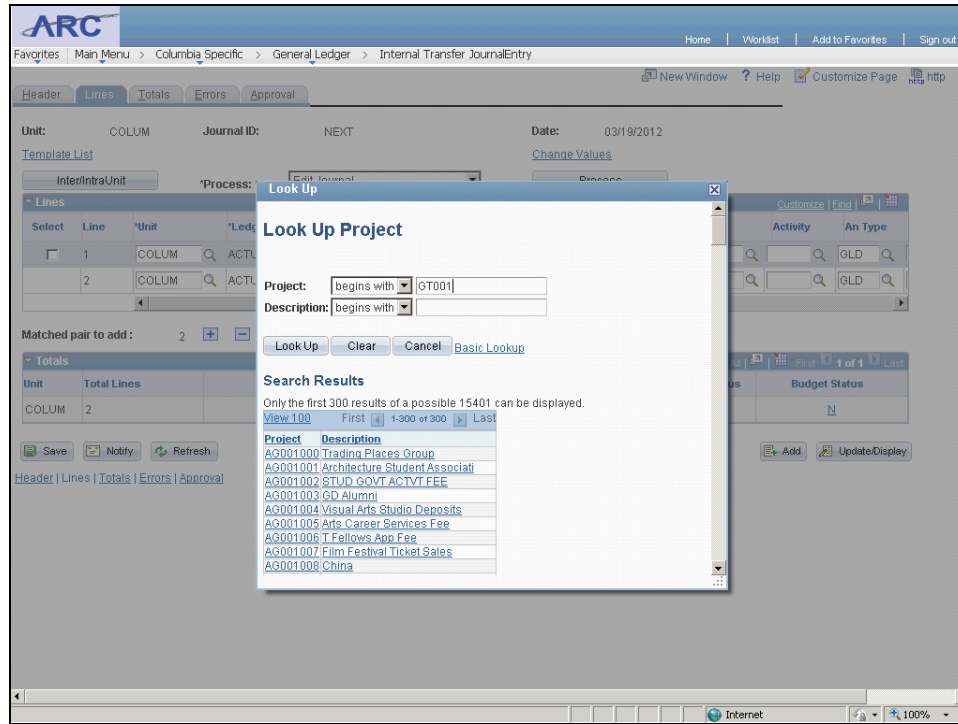
Step	Action
24.	Click the **Look Up** button.
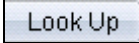
Step	Action
25.	Click the **GT001008** link. GT001008

Step	Action
26.	Click the **Look up Activity (Alt+5)** button.
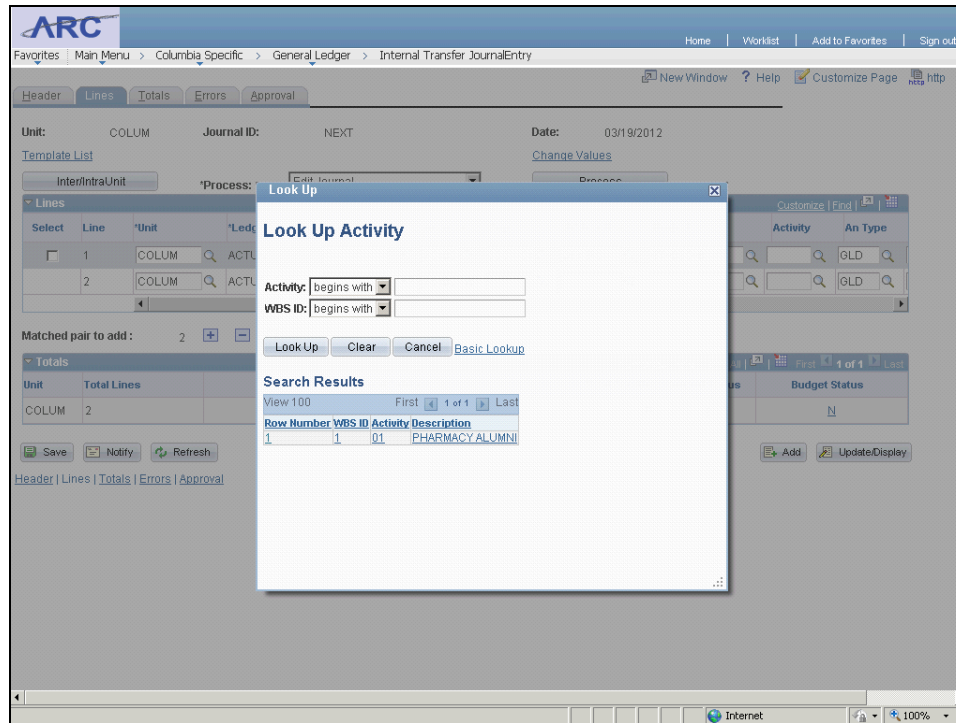
Step	Action
27.	The only activity available to choose from is the default activity from the GT001008 (Pharmacy Alumni) project.

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.
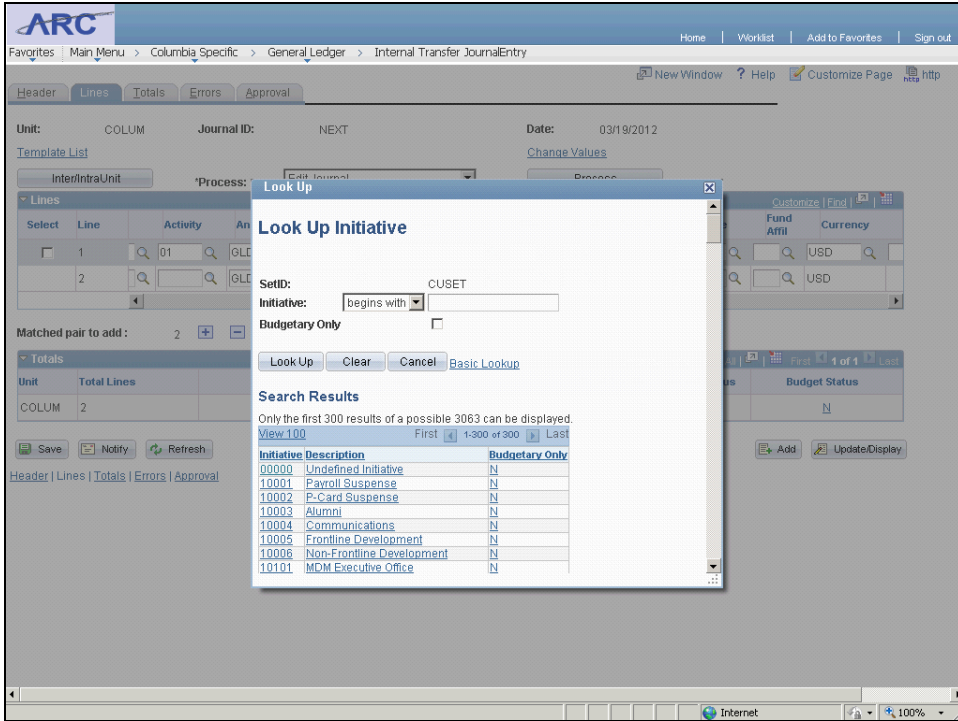
Step	Action
31.	For transactions that does not require a specific initiative, use the 'Undefined Initiative' value.
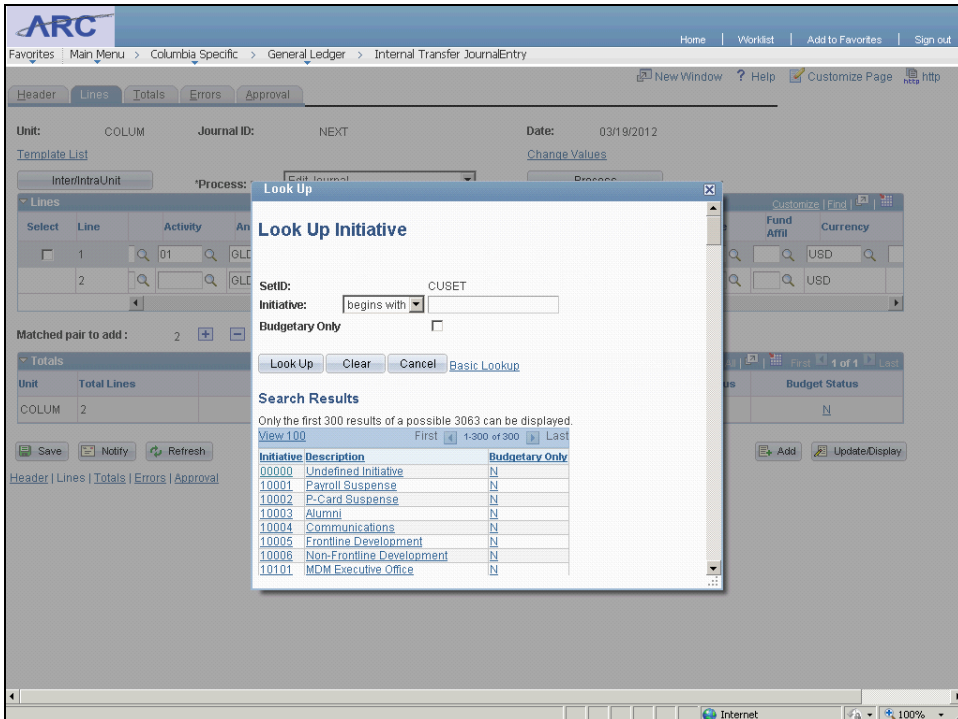
Step	Action
32.	Click the **00000** link. 00000

Step	Action
33.	Click the **Look up Segment (Alt+5)** button.
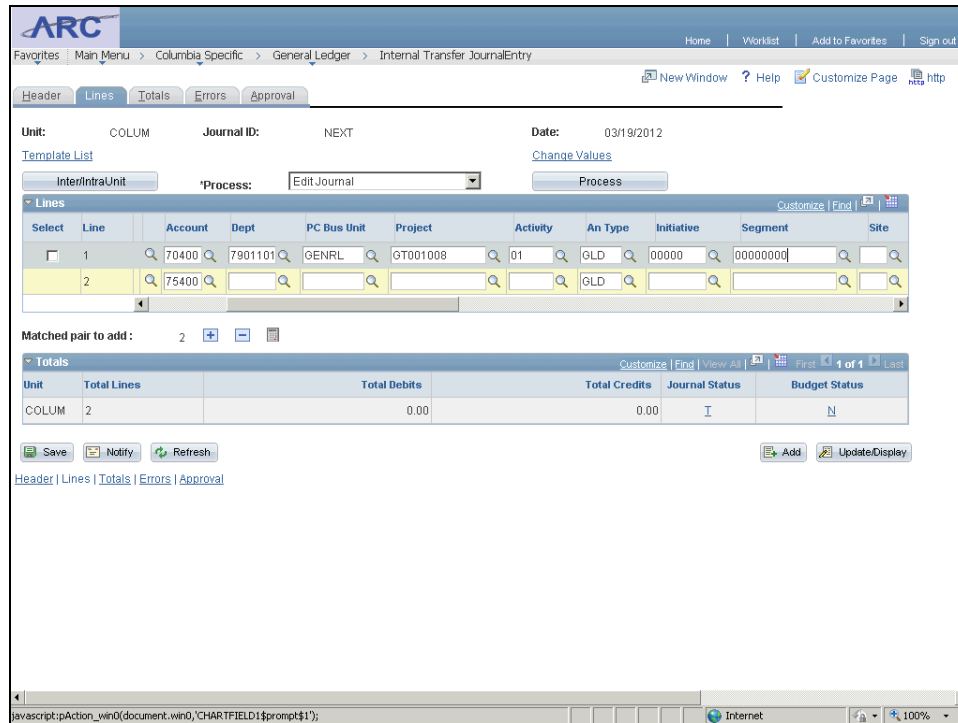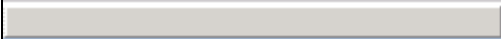
Step	Action
34.	The same applies to segment - If a specific segment does not apply to your transaction use the 'Undefined Segment' value.

Step	Action
35.	Click the **00000000** link. 00000000

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

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

Step	Action
38.	Click in the **AMOUNT** field.

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

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.

Step	Action
41.	Scroll to the left. Click the scroll bar.

Step	Action
42.	The Account field for line 2 defaulted based on the account selected for line 1. 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.

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

Step	Action
44.	Click the **0104102** link. 0104102

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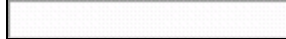
Step	Action
46.	Click the **GENRL** link. GENRL

Step	Action
47.	Click the **Look up Project (Alt+5)** button.
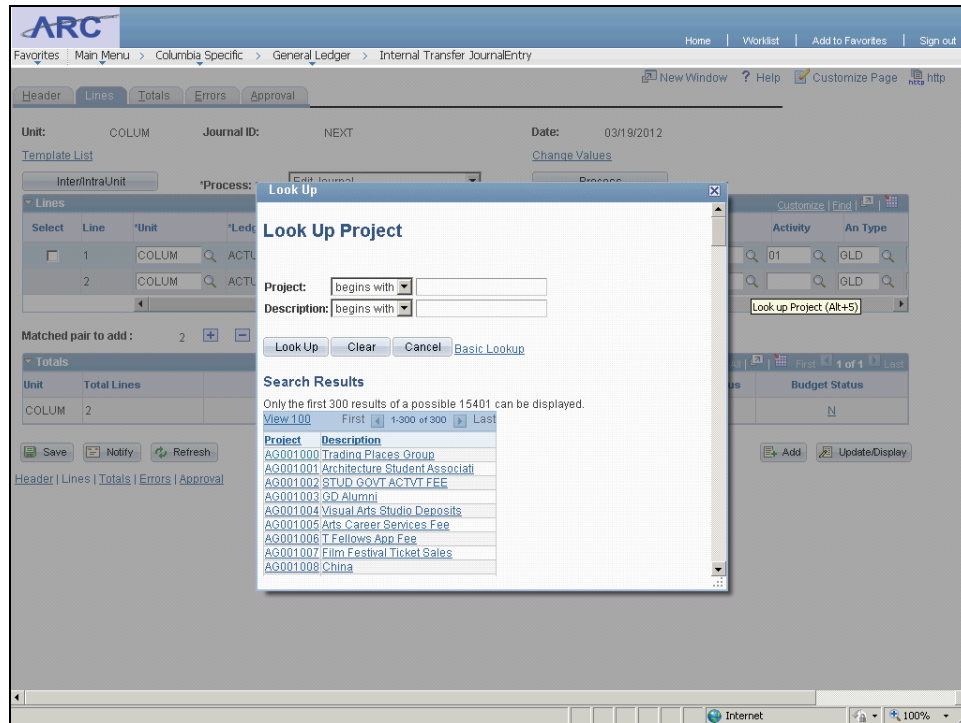
Step	Action
48.	Click in the **Project** field.
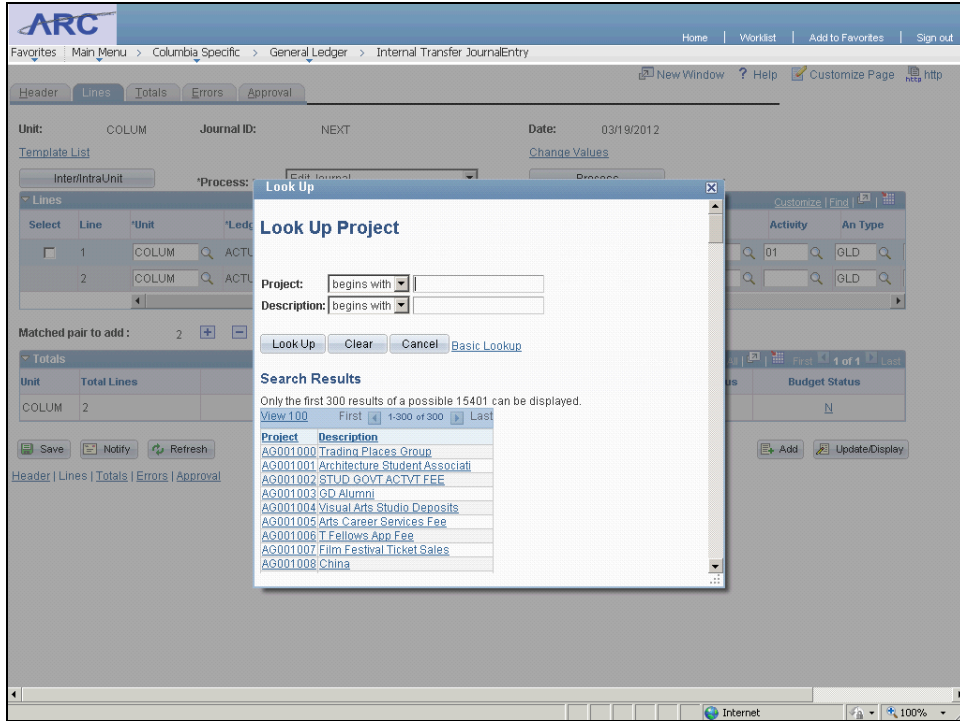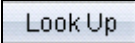
Step	Action
49.	Enter the desired information into the **Project** field. Enter "**GT001**".
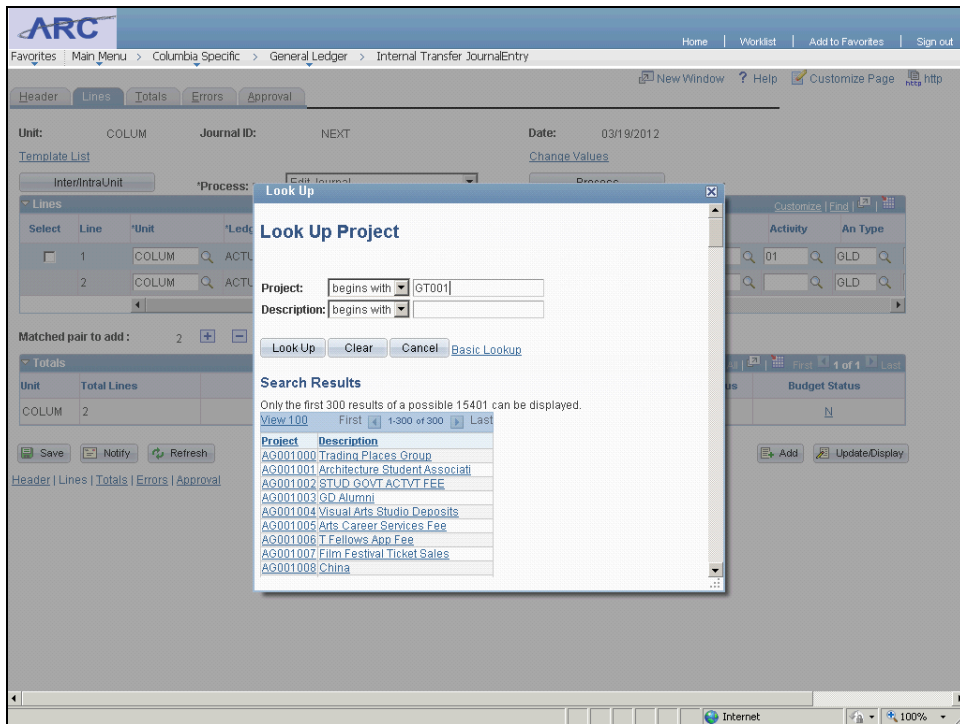
Step	Action
50.	Click the **Look Up** button.
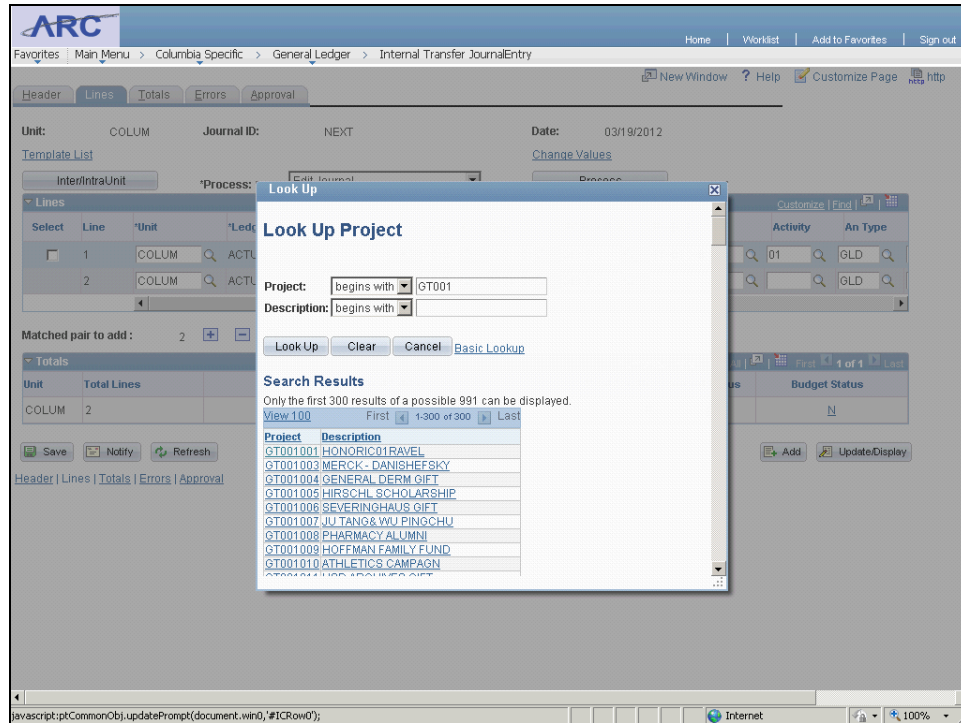
Step	Action
51.	Click the **GT001008** link.

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

Step	Action
53.	Click the **PHARMACY ALUMNI** link. PHARMACY ALUMNI

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

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

Step	Action
56.	Click the **00000** link. 00000

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

Step	Action
58.	Click the **00000000** link.

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.

Step	Action
61.	Click the **Save** button.

Step	Action
62.	When you save the journal lines you will see the message above. 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. We will learn how to process a journal in the next topic.
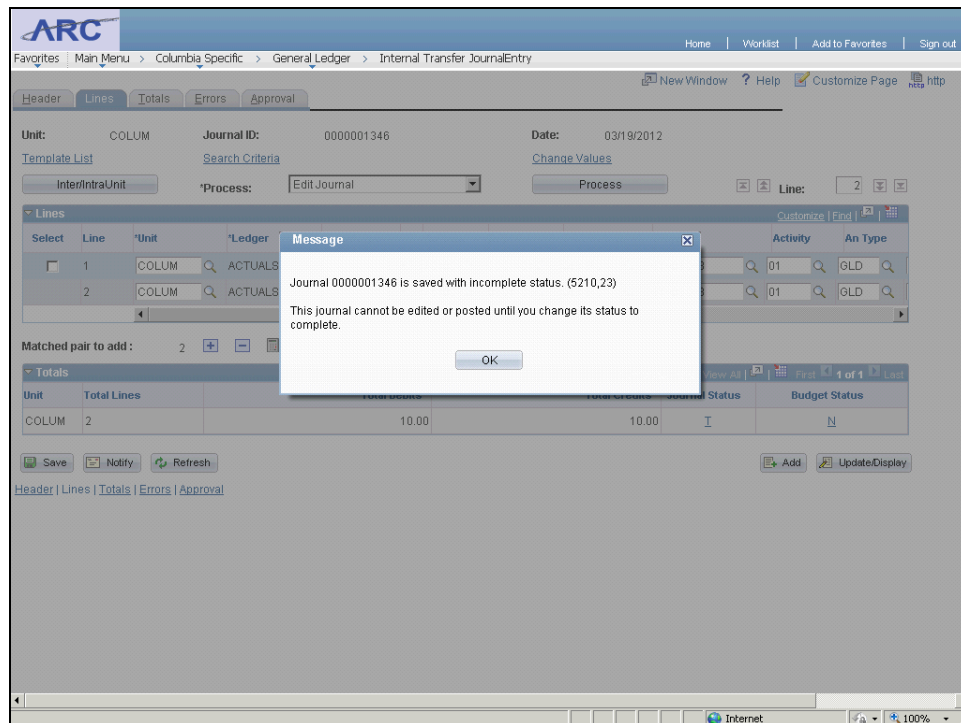
Step	Action
63.	Click the **OK** button.

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

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.
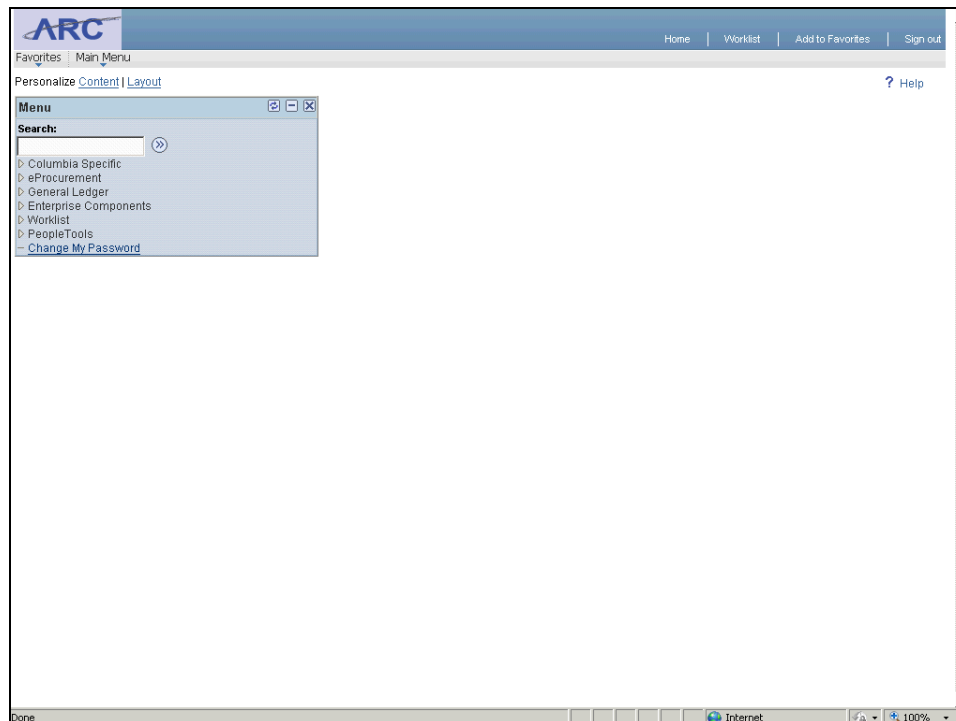
Step	Action
1.	We will begin by searching for the existing internal transfer journal that we created in the previous topics.
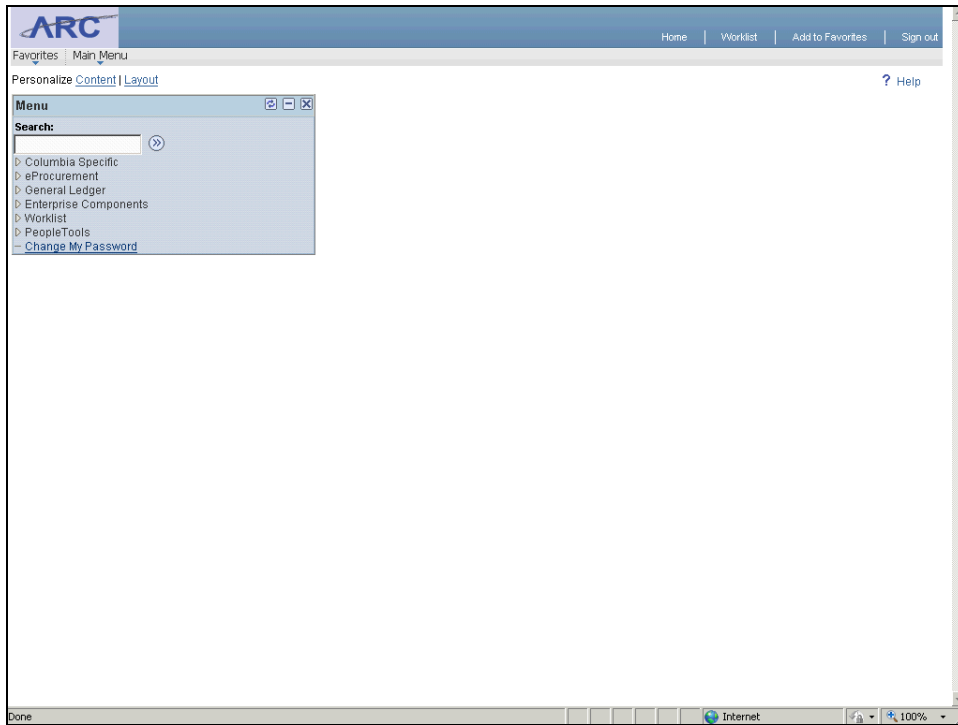
Step	Action
2.	Click the **Columbia Specific** link. Columbia Specific
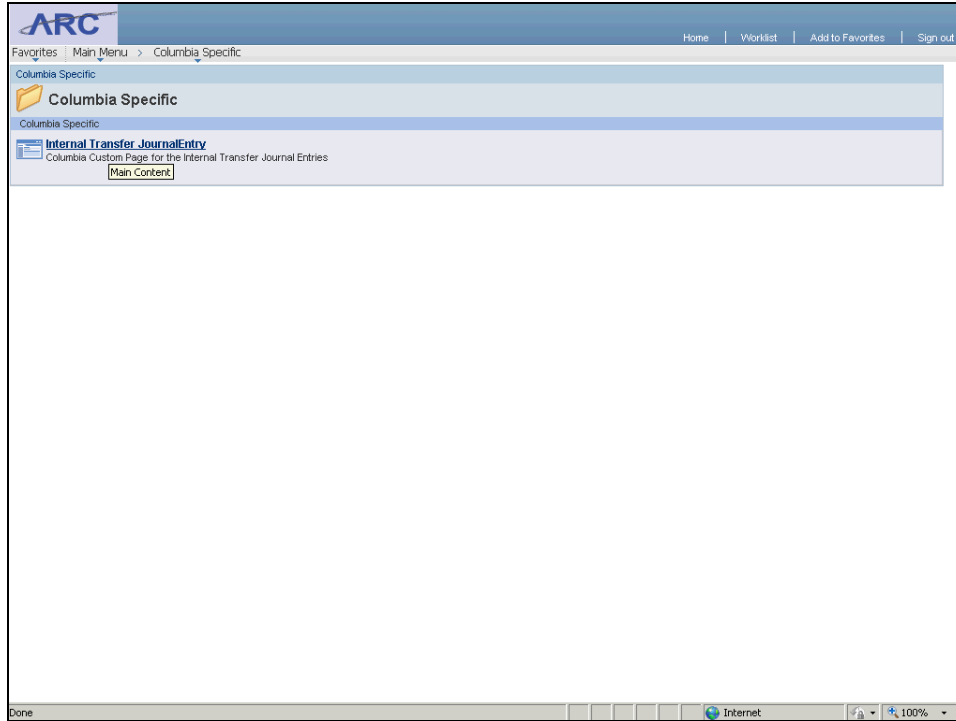
Step	Action
3.	Click the **Internal Transfer JournalEntry** link. Internal Transfer JournalEntry
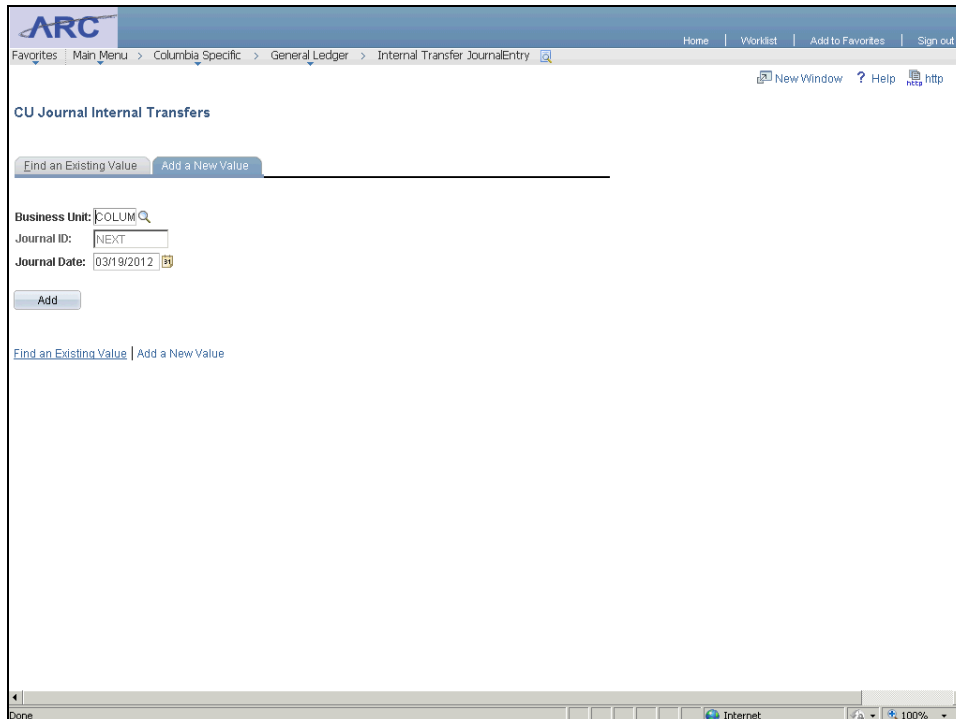
Step	Action
4.	Click the **Find an Existing Value** tab. Find an Existing Value
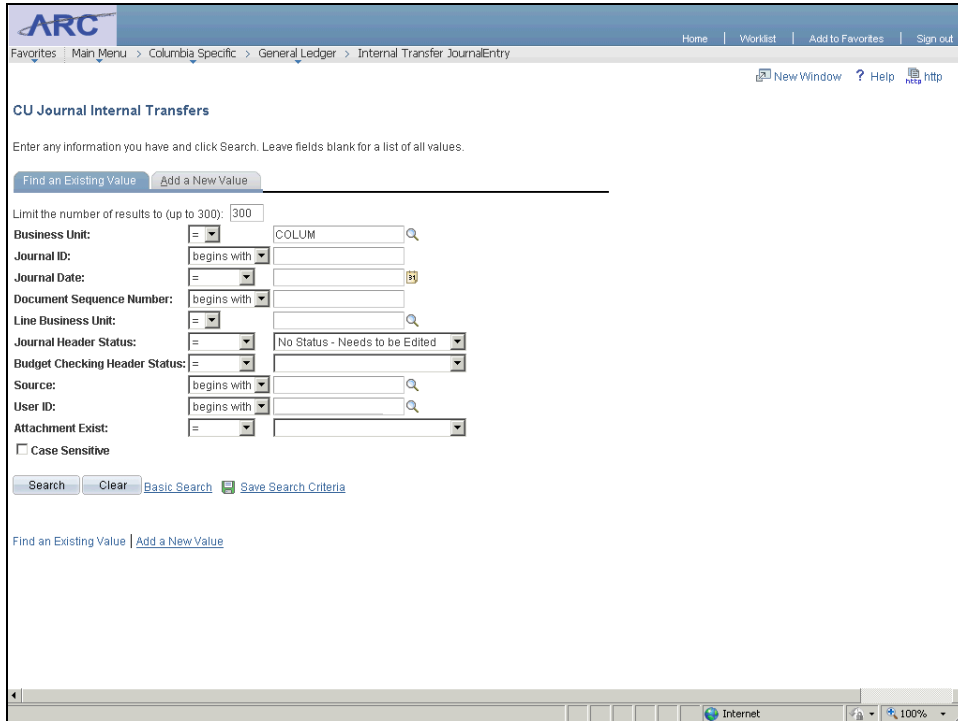
Step	Action
5.	We are going to search for journals that have a Journal Date = 3/19/2012.

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

Step	Action
7.	Click the **19** link. 19

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

Step	Action
9.	We will leave the Journal Header Status blank. Click the blank list item.

Step	Action
10.	Click the **Search** button.

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

Step	Action
12.	Journal processing is initiated from the Journal Lines tab.
	Click the **Lines** tab.
	Lines

Step	Action
13.	This is the Journal Lines page. Before processing the journal, note that the Journal Status and the Budget Status = N. [N = No Status; needs to be edited] The Journal Status and the Budget Status will change upon processing the journal.
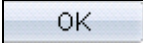
Step	Action
14.	The default option in the Process drop down menu is 'Edit Journal'. When this process is kicked off, the journal will be edit AND budget checked. Edit check makes sure ChartField combinations are valid and budget check makes sure that the transaction meets budget rules. Click the **Process** button.

Step	Action
15.	Click the **OK** button.

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

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

Step	Action
18.	Click the **Process** drop down menu.

Step	Action
19.	Click the **Submit Journal** list item. Submit Journal

Step	Action
20.	Click the **Process** button. Process

Step	Action
21.	The Approval tab allows you to check the approval status of your journal. Click on the **Approval** tab to continue. ![Approval]
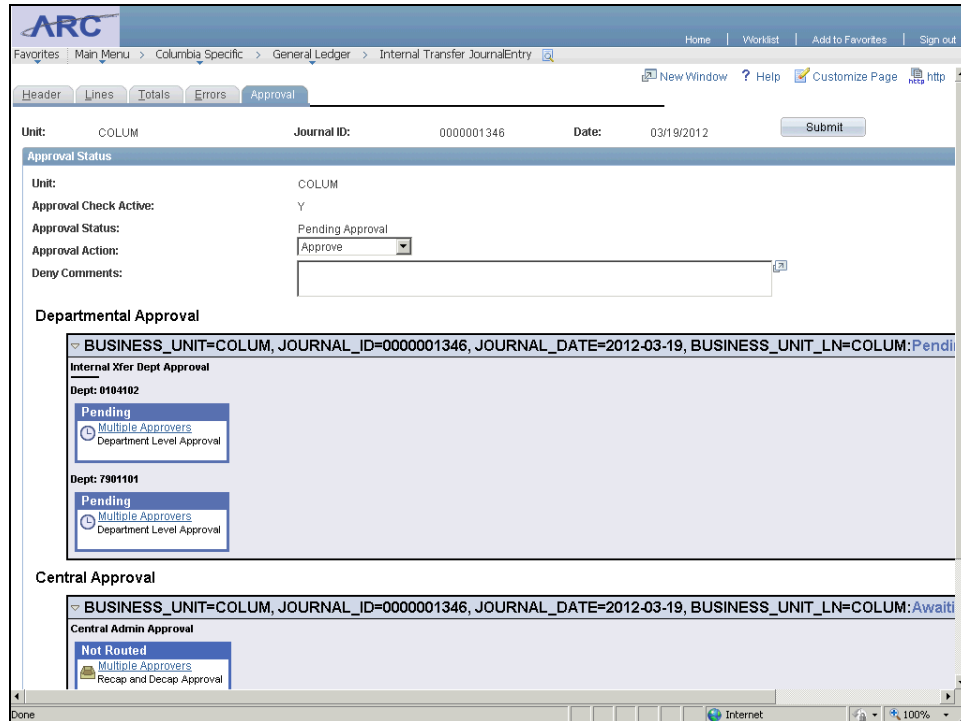
Step	Action
22.	This is the Approvals page. The 'Y' next to **Approval Check Active** indicates the journal has been successfully submitted for approval.

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.

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
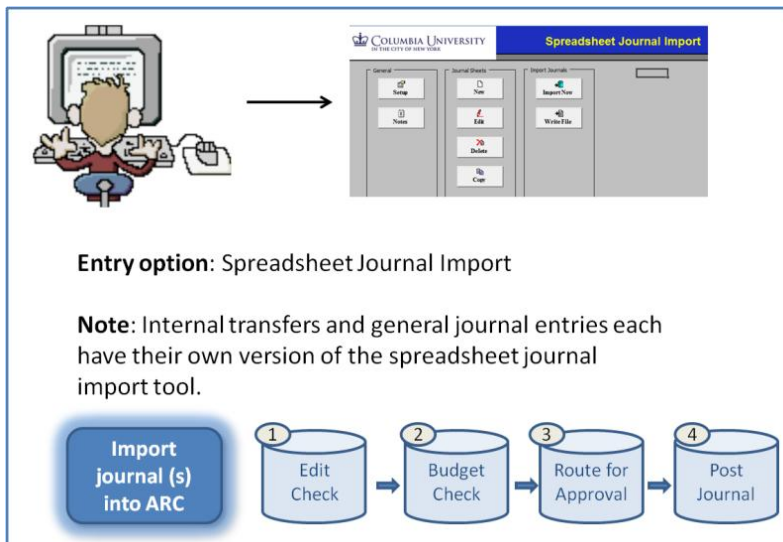
Introduction to the Spreadsheet Journal Import Tool

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.
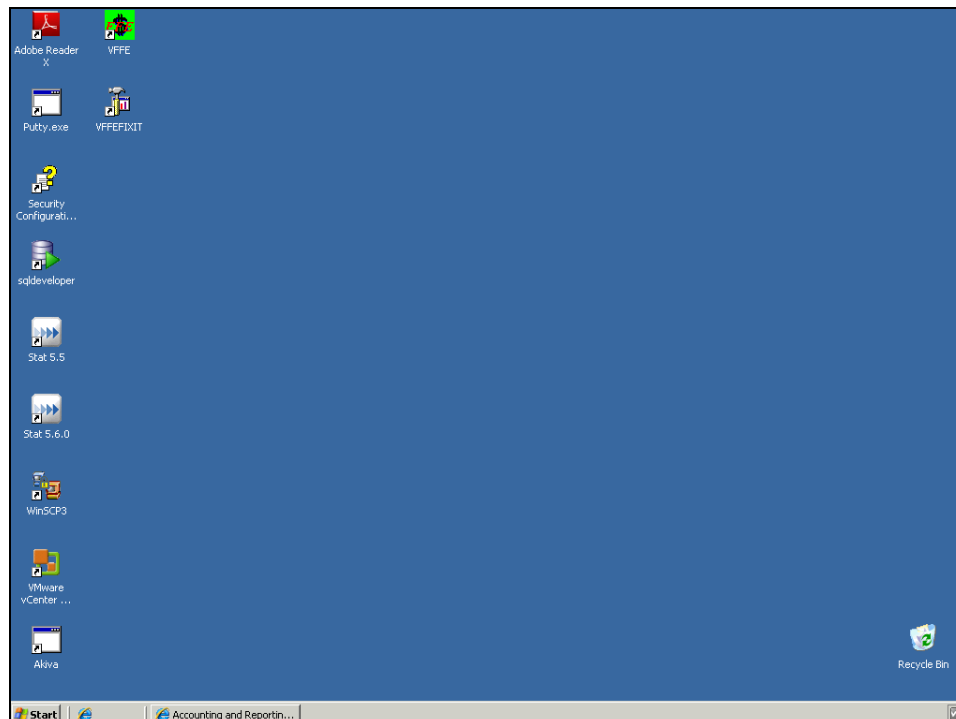
Step	Action
1.	Before downloading the journal import tool for internal transfers from the ARC Portal, we will create a new folder on the desktop where we will save the various files belonging to the journal import tool. To begin, right-click the indicated area on the desktop.
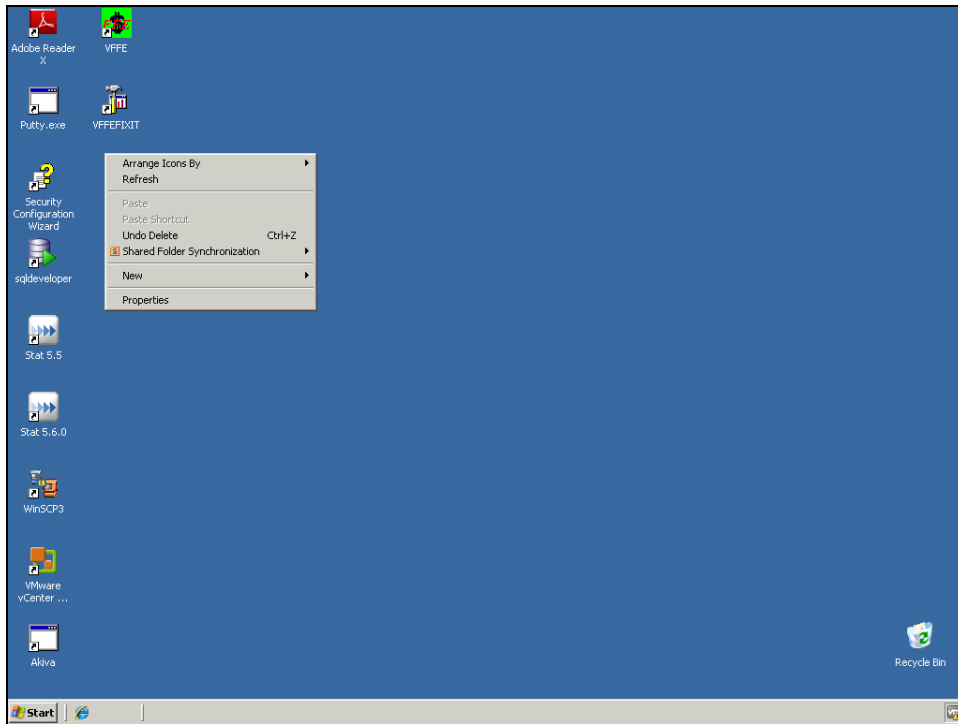
Step	Action
2.	Point to the **New** menu.
	or Press **[W]**.
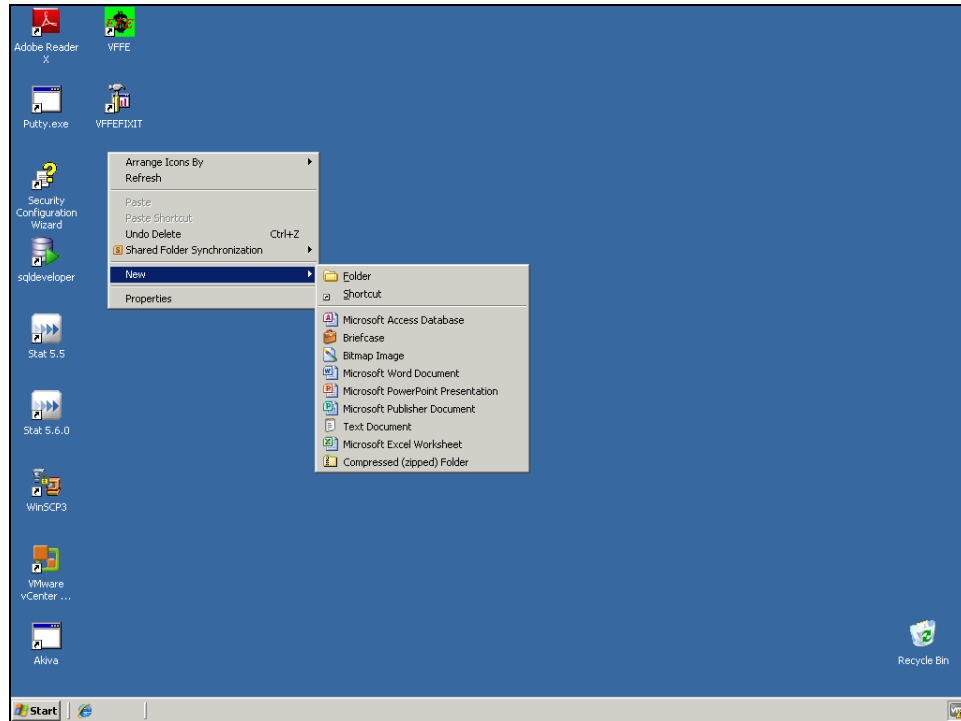
Step	Action
3.	Click the Folder menu item. 📁 Folder
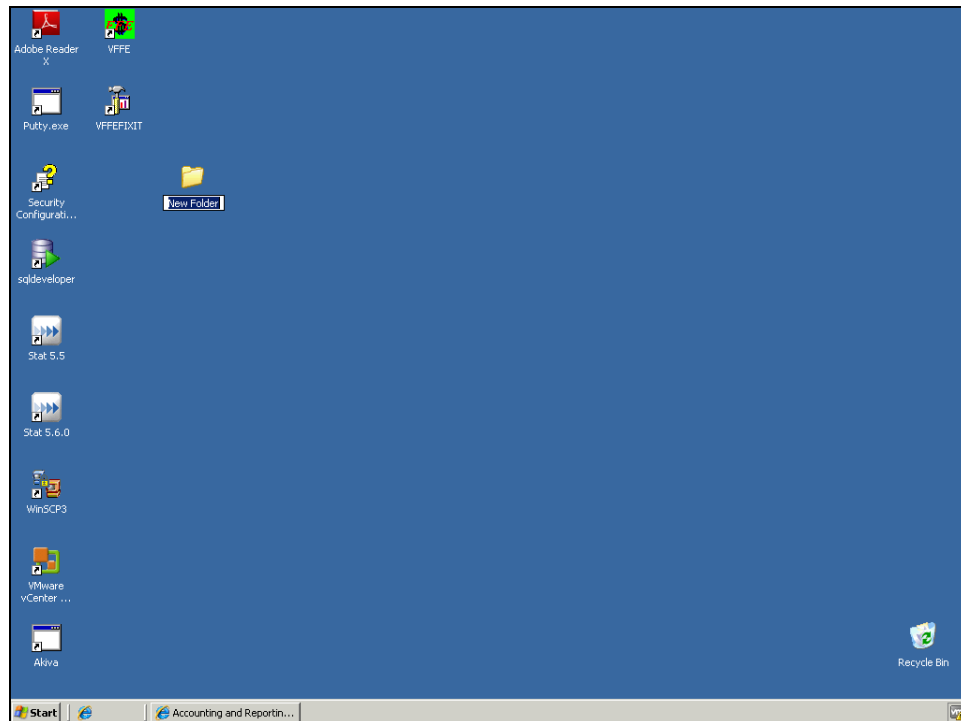
Step	Action
4.	Enter the desired name for the folder into the field. Enter "**Journal Import Tool for Internal Transfer**".
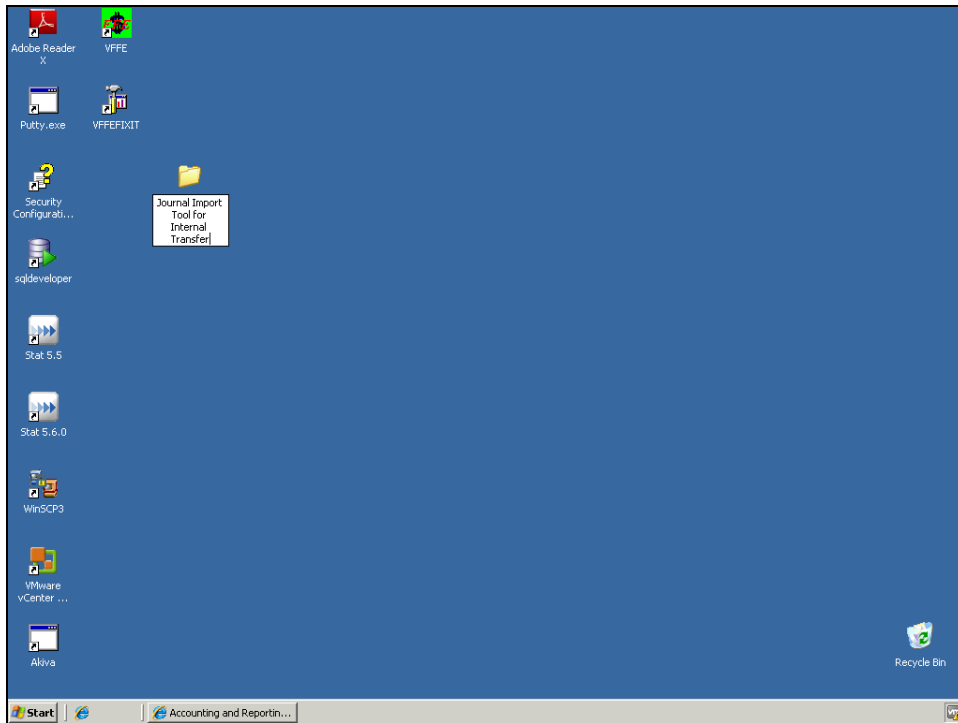
Step	Action
5.	Press **[Enter]**.
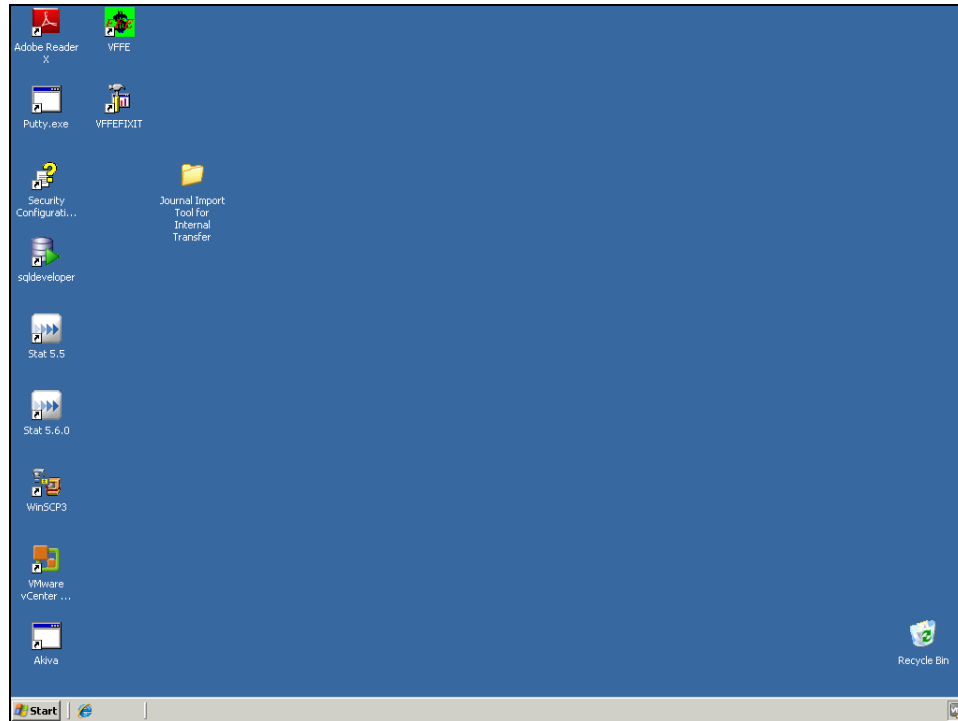
Step	Action
6.	We will now access the ARC Portal from my.columbia.edu. Click the **Launch Internet Explorer Browser** button.
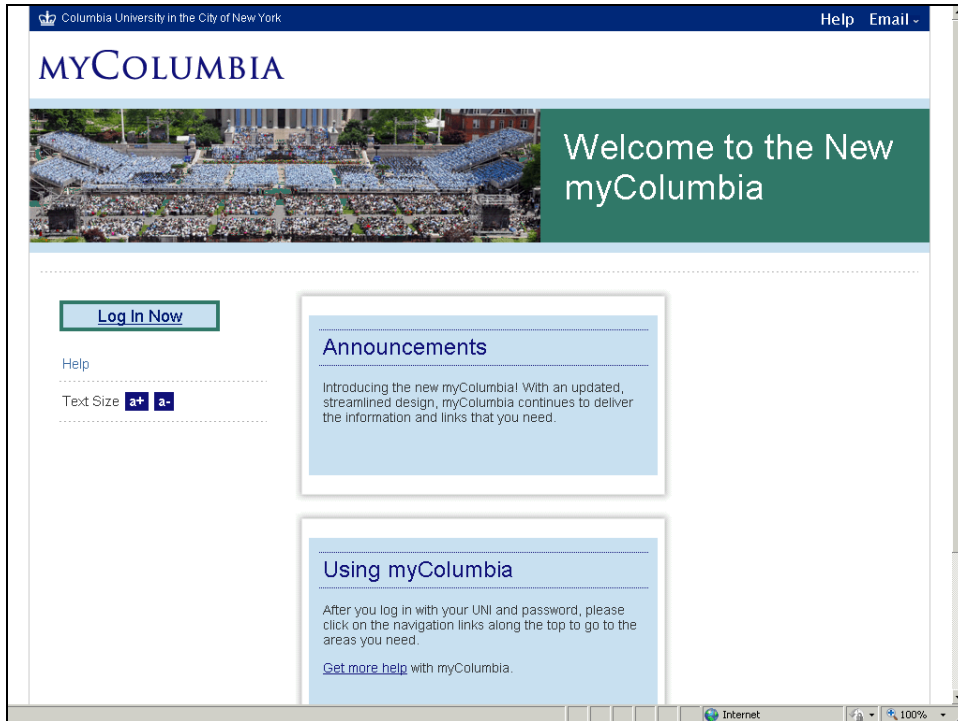
Step	Action
7.	Click the **Log In Now** link.
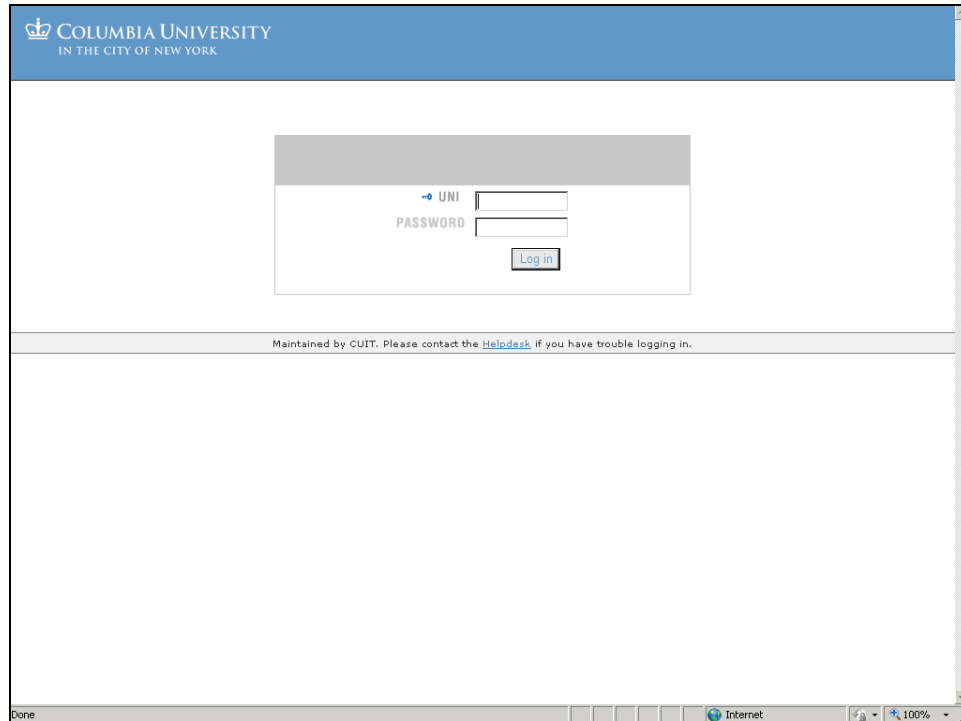
Step	Action
8.	In this scenario we will log in using a generic UNI and password. Once you have access to the ARC Portal you will be able to log in using your UNI and password.
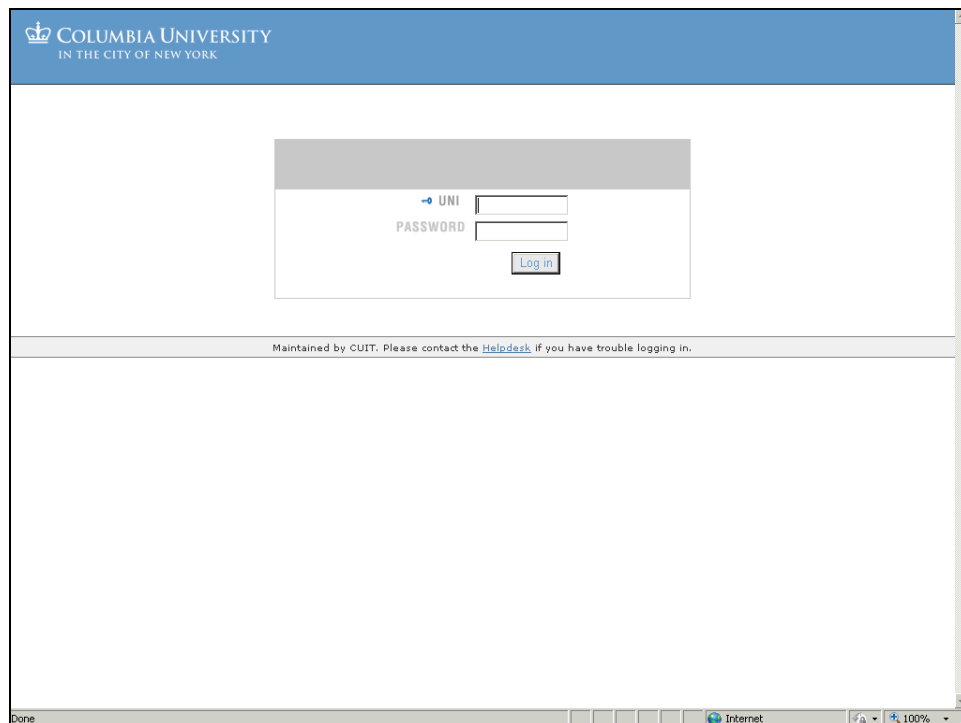
Step	Action
9.	Click in the **Log in** field.
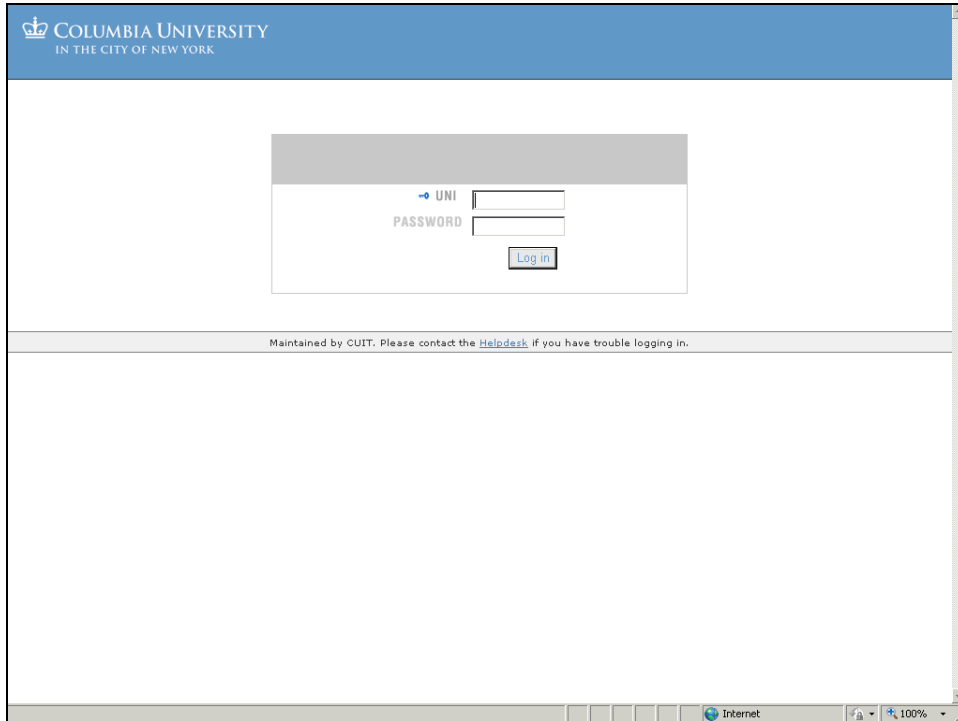
Step	Action
10.	Enter the desired information into the **Log in** field. Enter "**ARC_TRAINING**".
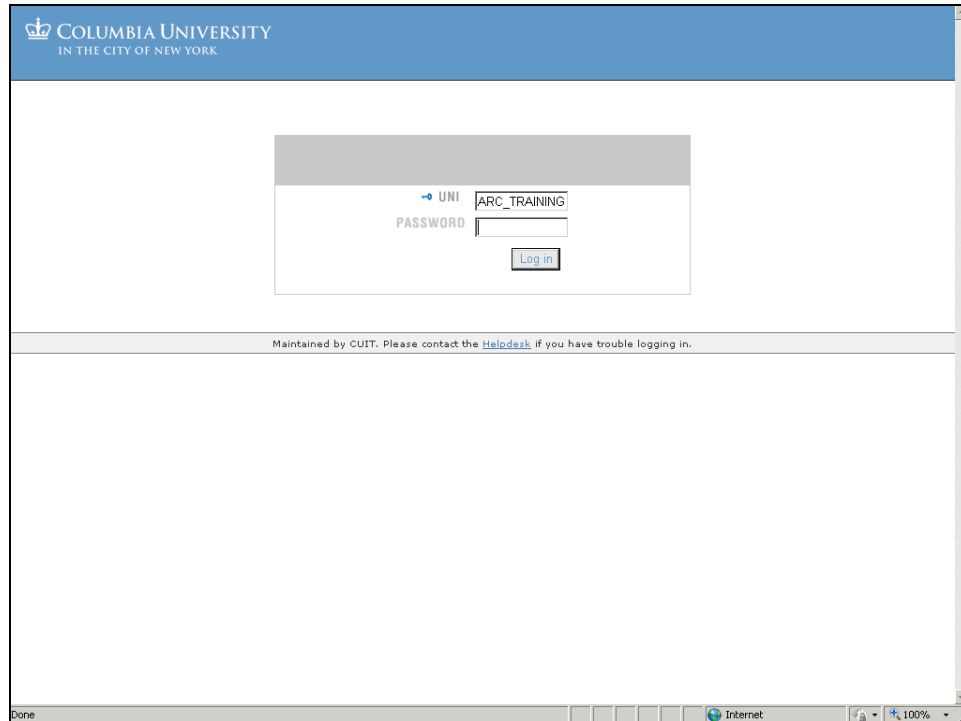
Step	Action
11.	Click in the **Password** field.
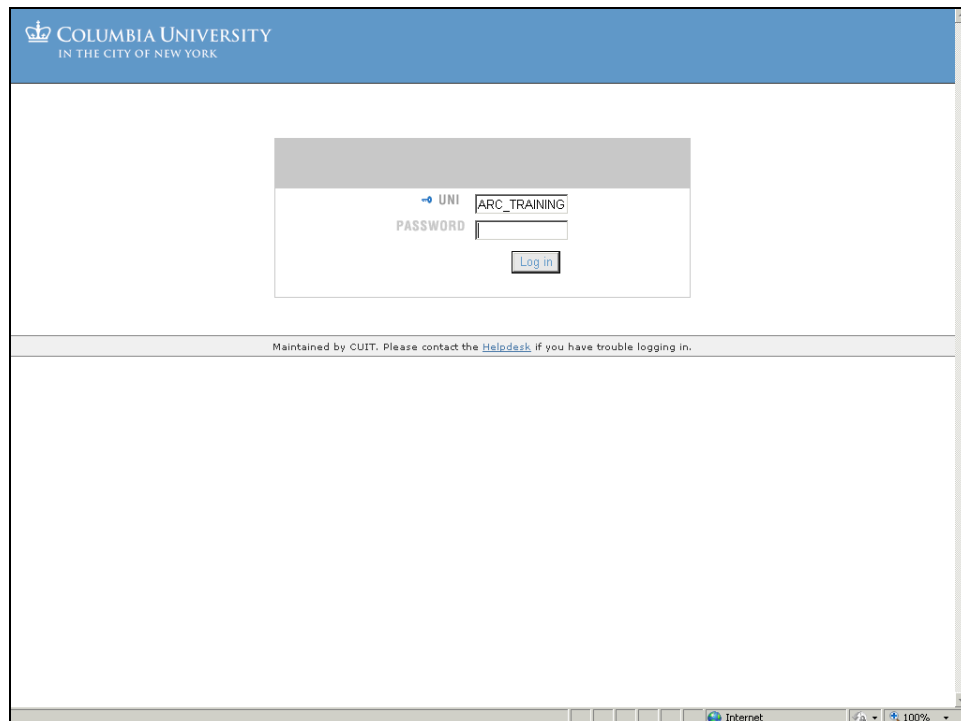
Step	Action
12.	Enter the desired information into the **Password** field. Enter "**TRAINING**".
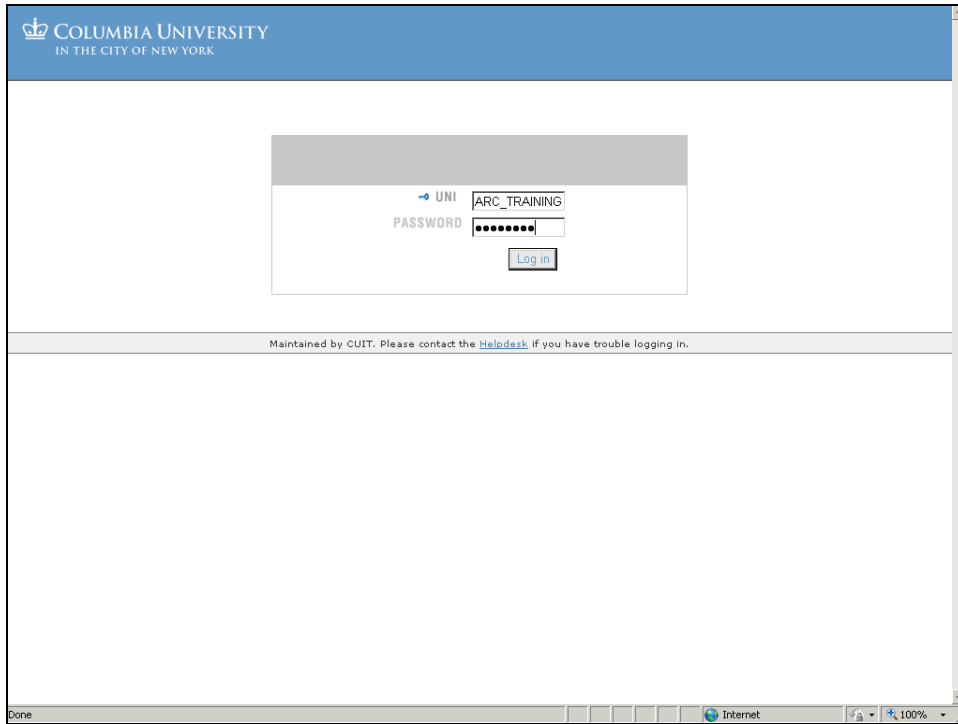
Step	Action
13.	Click the **Log in** button.

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

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

Step	Action
16.	There are two menu links for Journal Import Tools: - Journal Import Tool for General Journals - Journal Import Tool for Internal Transfers In this scenario we will download the files for the Journal Import Tool for Internal Transfers. Click the **Show Journal Import Tool for Internal Transfers** link.

Step	Action
17.	There are three files that you will need to download and save in the same folder: - Macro - Journal Import - Journal Log We will save these files in the folder that we created at the beginning of this topic: 'Journal Import Tool for Internal Transfer'.
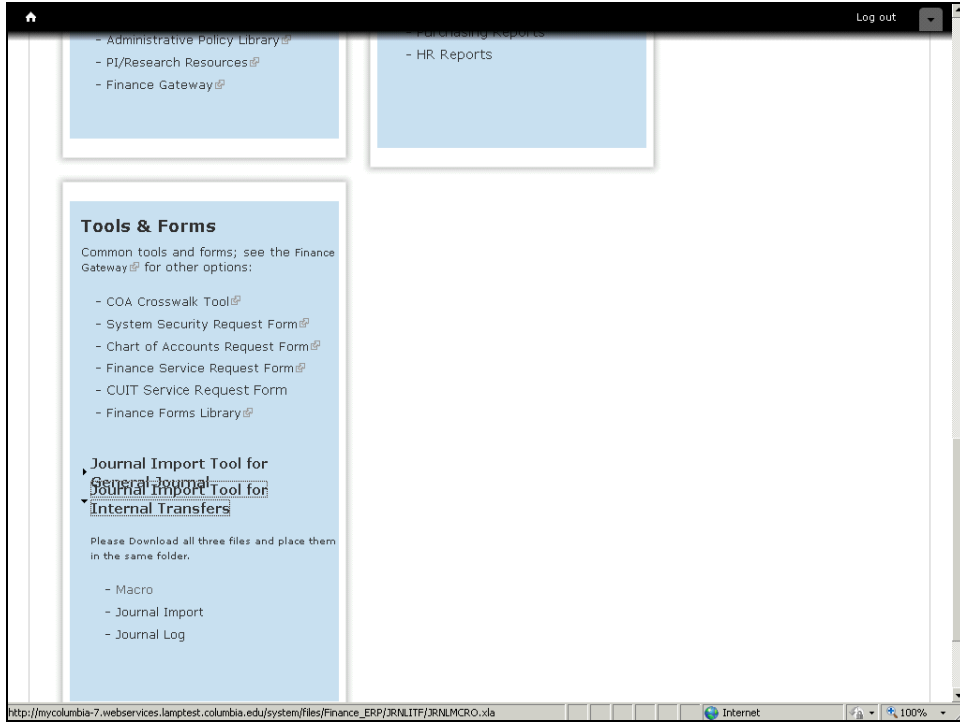
Step	Action
18.	Click the **Macro** link.

Step	Action
19.	Click the **Save** button. Save
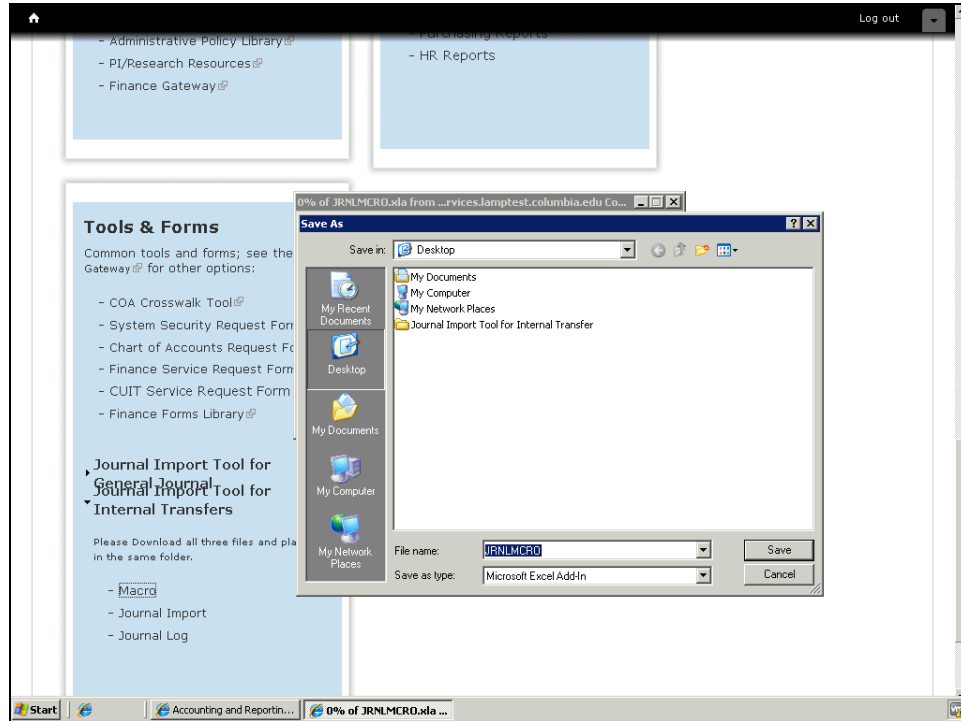
Step	Action
20.	Double-click the **Journal Import Tool for Internal Transfer** list item. Journal Import Tool for Internal Transfer
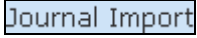
Step	Action
21.	Click the **Save** button.
	or Press **[Alt+S]**.
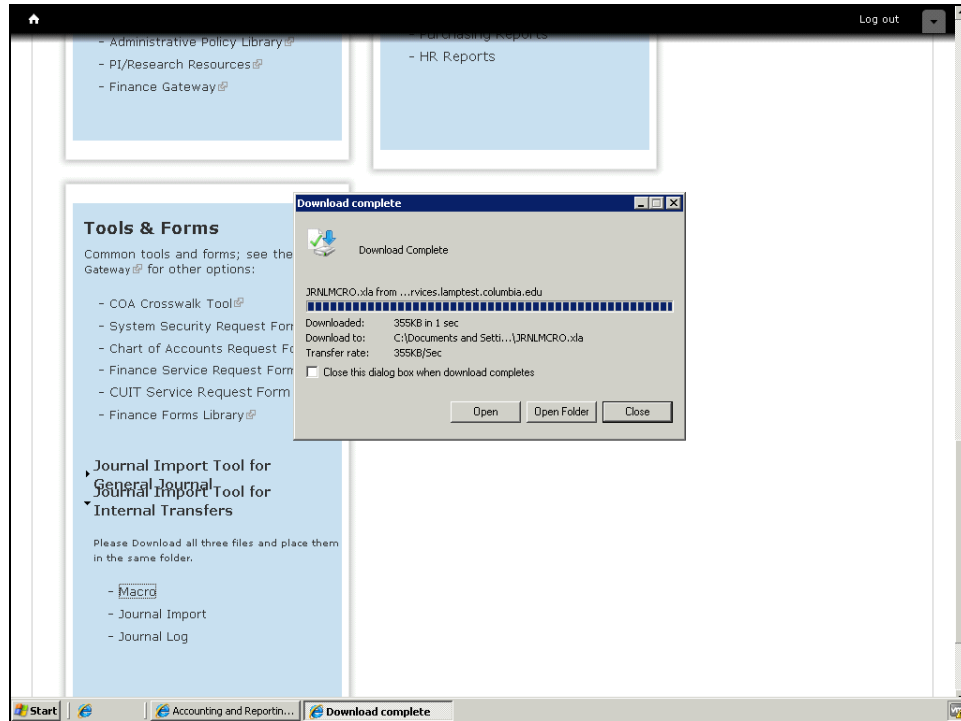
Step	Action
22.	Click the **Close** button.
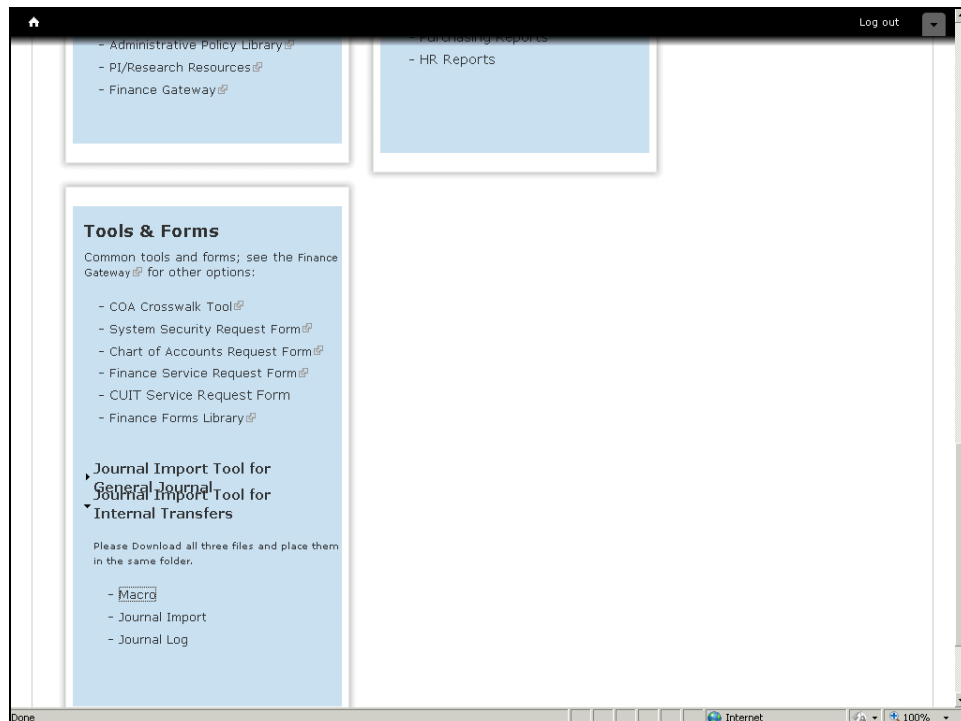
Step	Action
23.	Click the **Journal Import** link. Journal Import
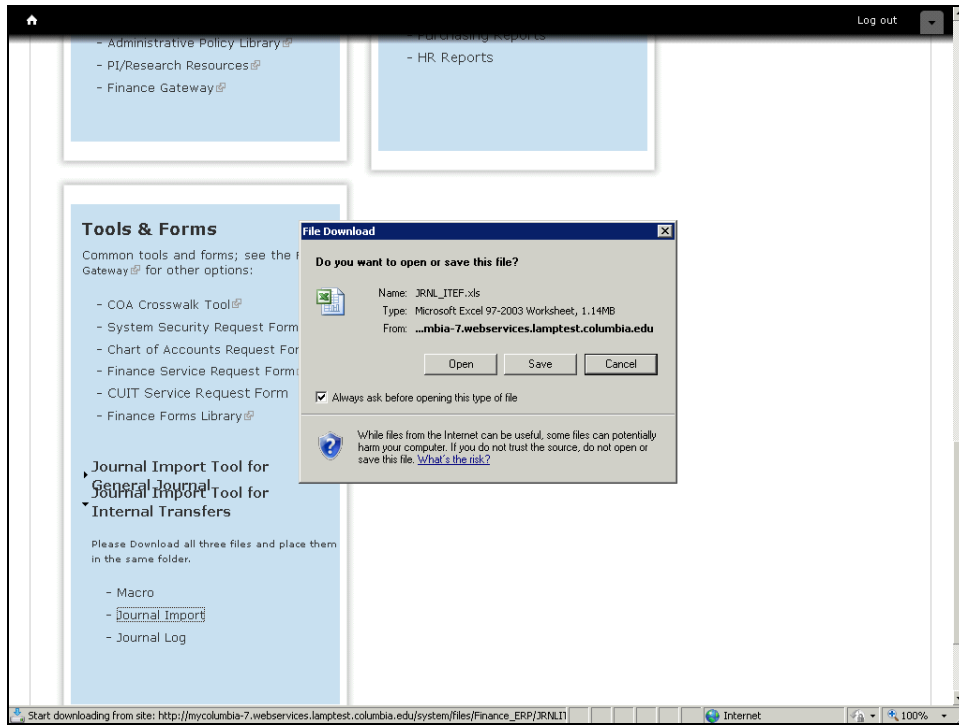
Step	Action
24.	Click the **Save** button. Save
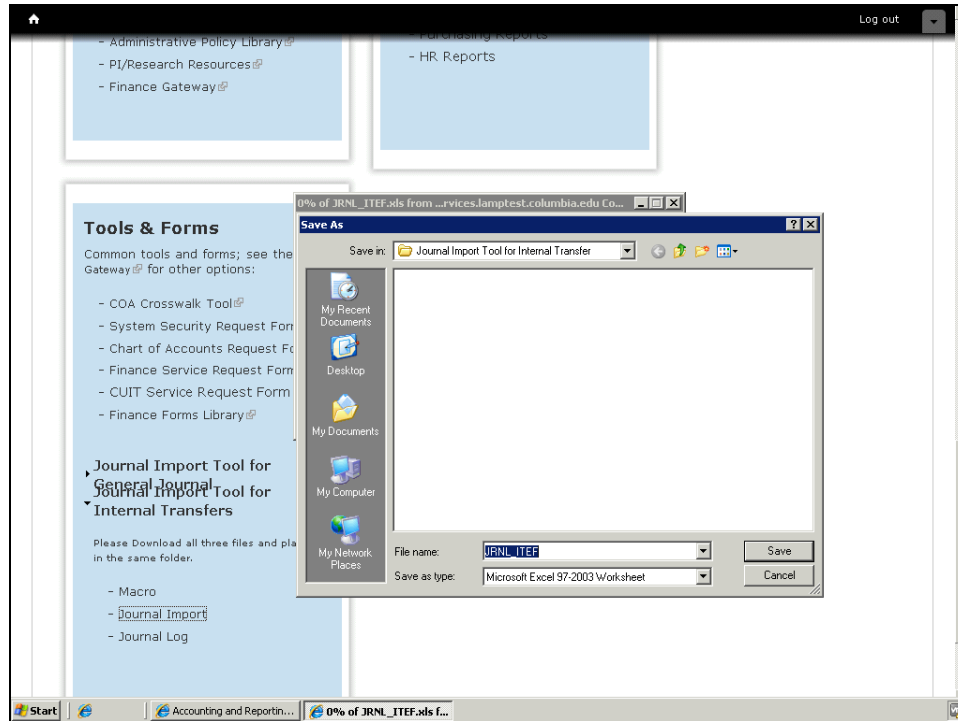
Step	Action
25.	Click the **Save** button.
	or Press **[Alt+S]**.

Step	Action
26.	Click the **Close** button.
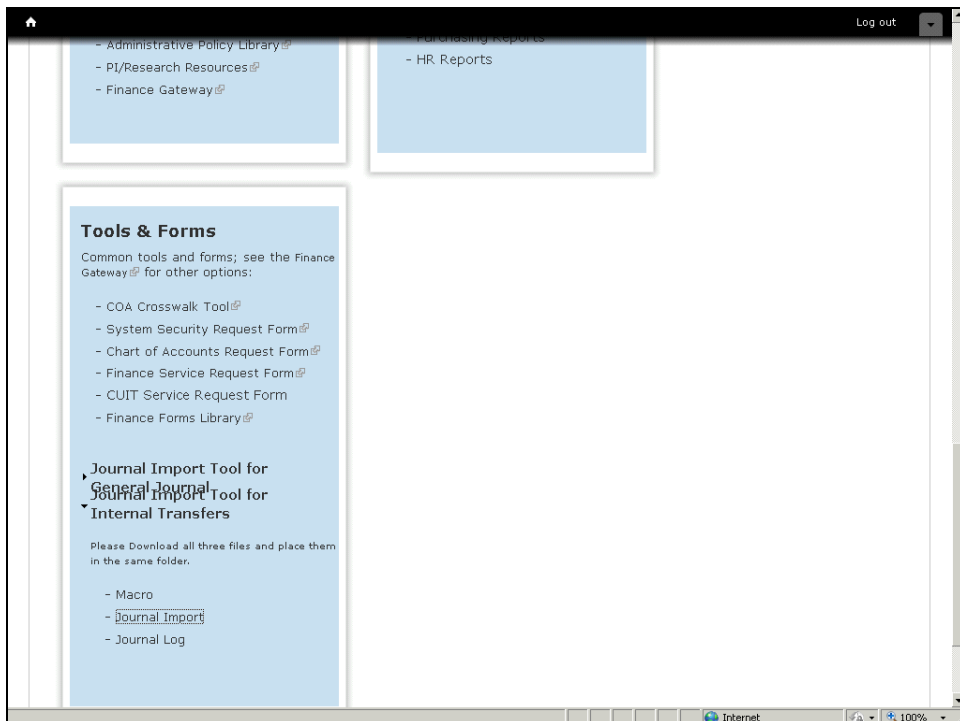
Step	Action
27.	Click the **Journal Log** link. Journal Log
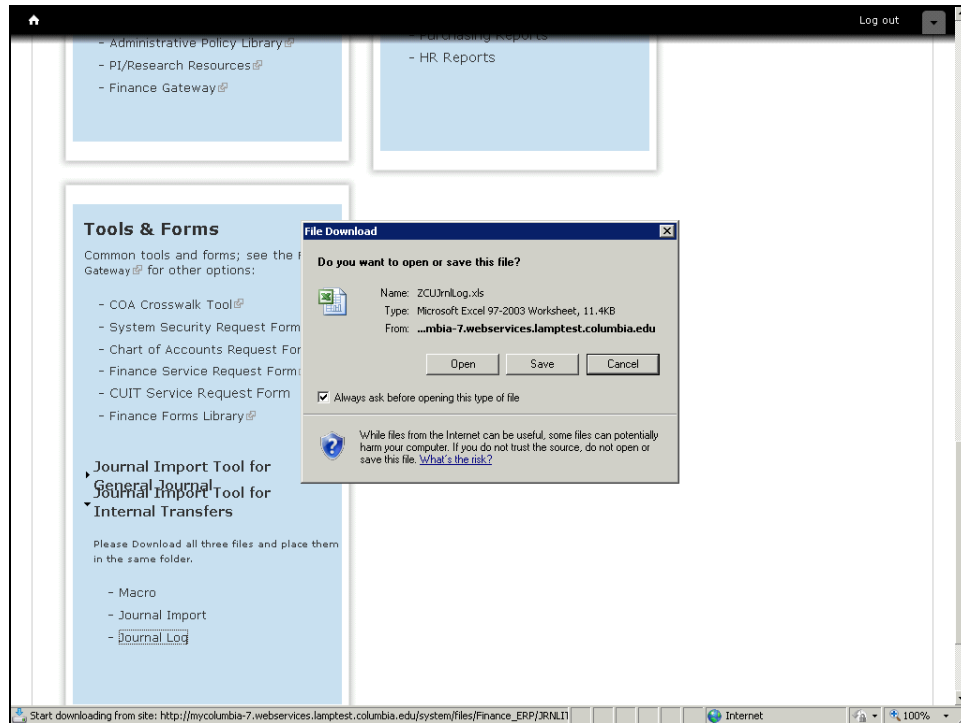
Step	Action
28.	Click the **Save** button. Save
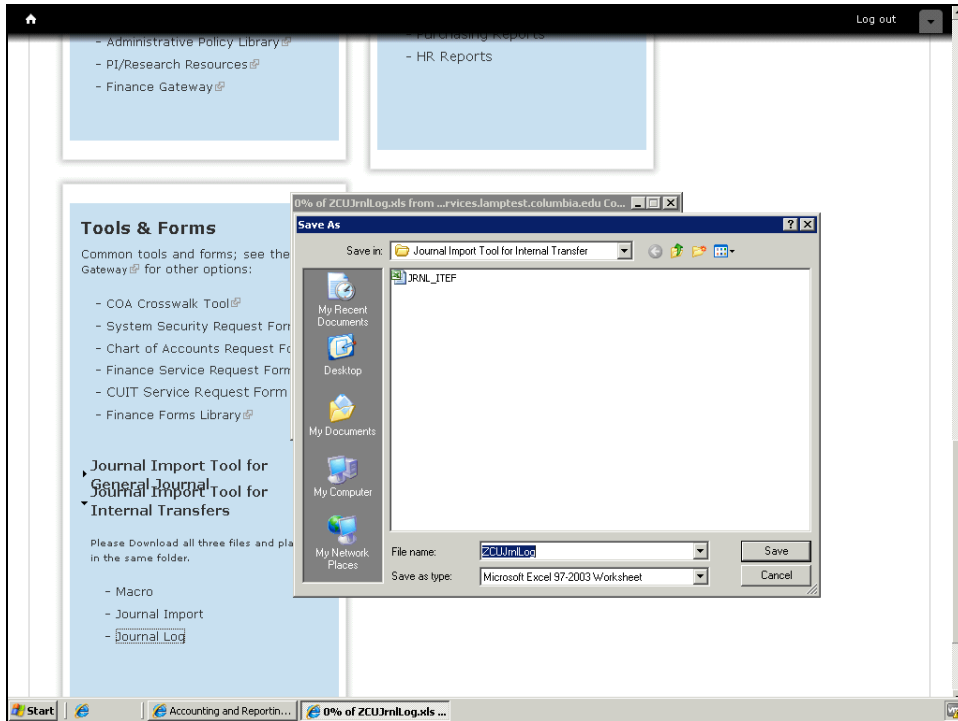
Step	Action
29.	Click the **Save** button.
	or Press **[Alt+S]**.
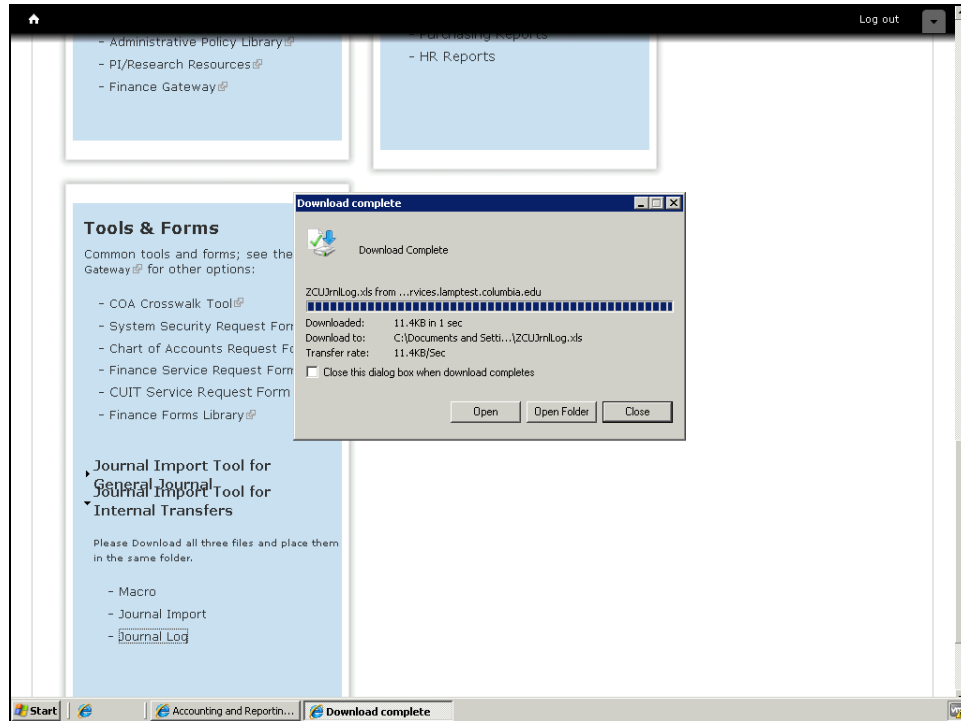
Step	Action
30.	Click the **Close** button.
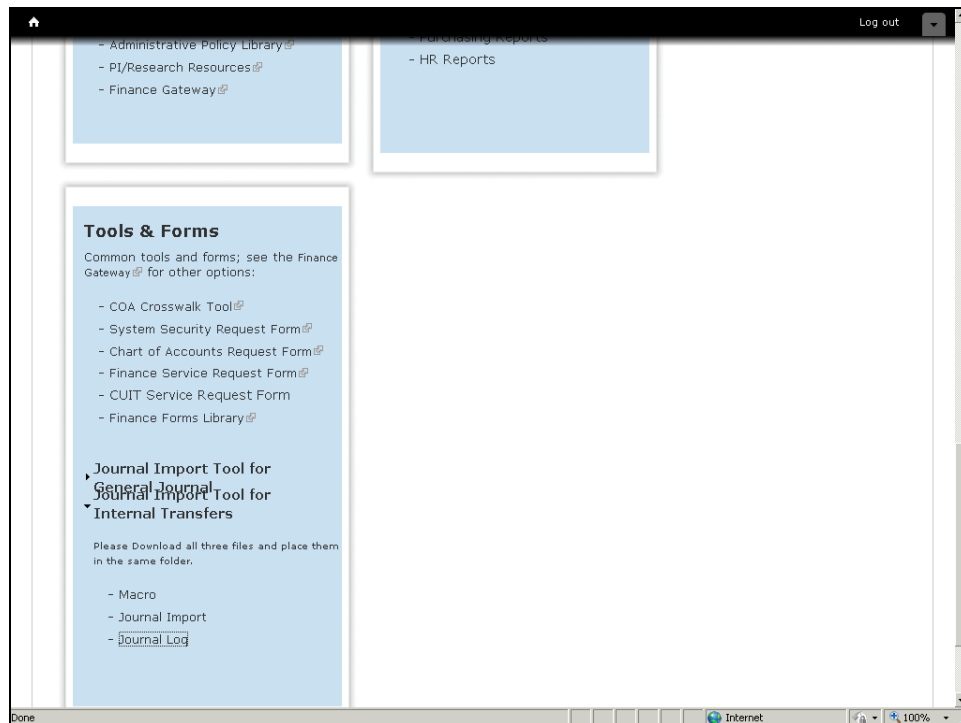
Step	Action
31.	Click the **Minimize** button.
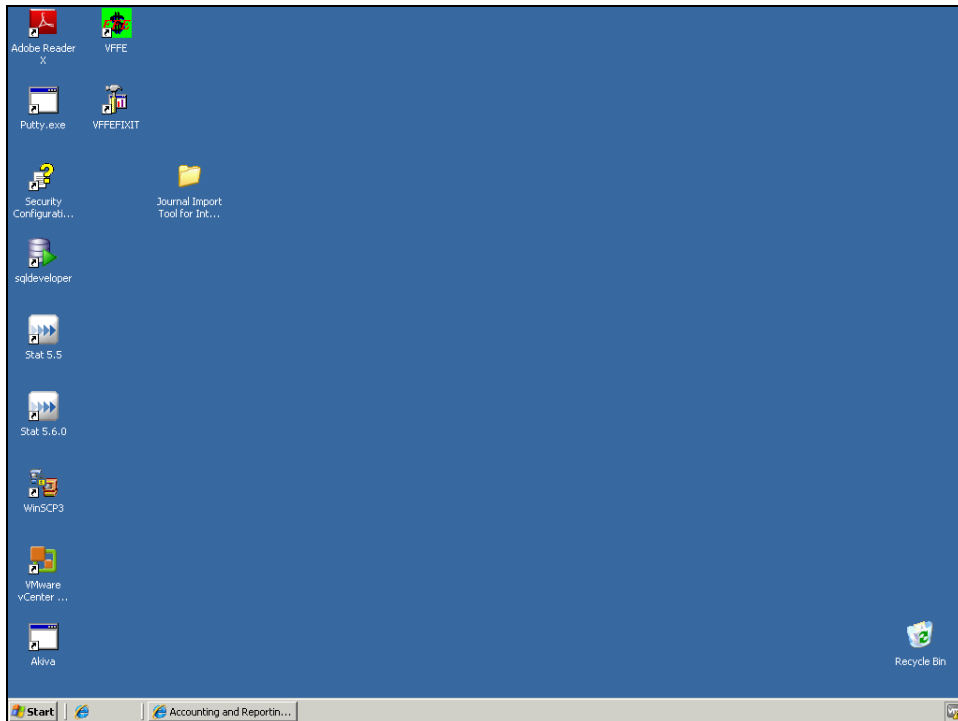
Step	Action
32.	Double-click the **Journal Import Tool for Internal Transfer** folder.

Step	Action
33.	All three files have been successfully saved in the Journal Import Tool for Internal Transfer folder. Double-click the **JRNL_ITEF** spreadsheet file.
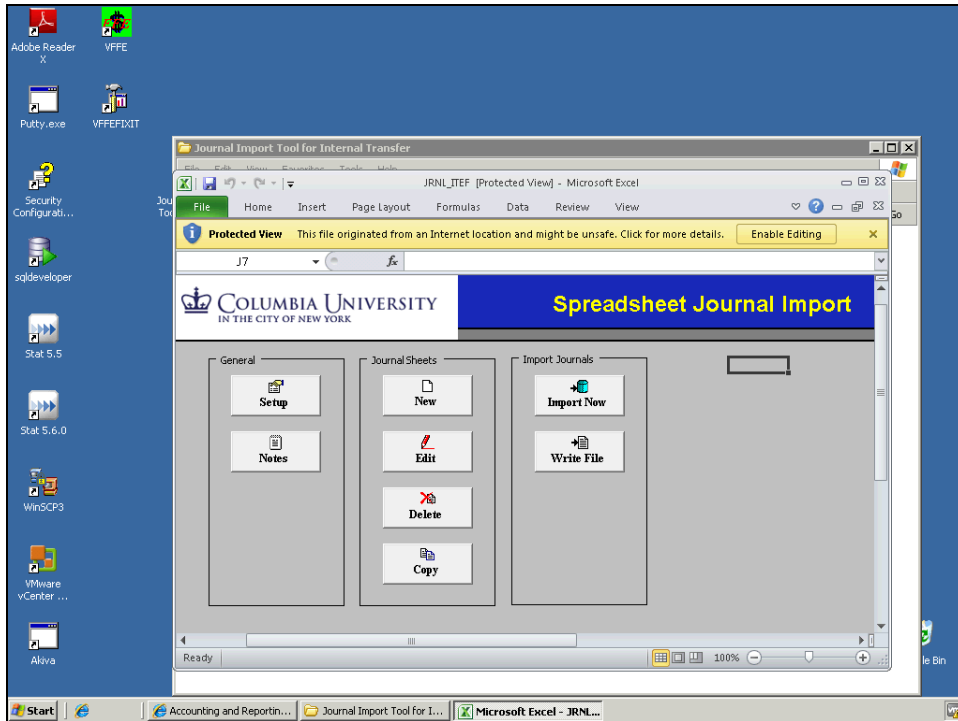
Step	Action
34.	Click the **Maximize** button.
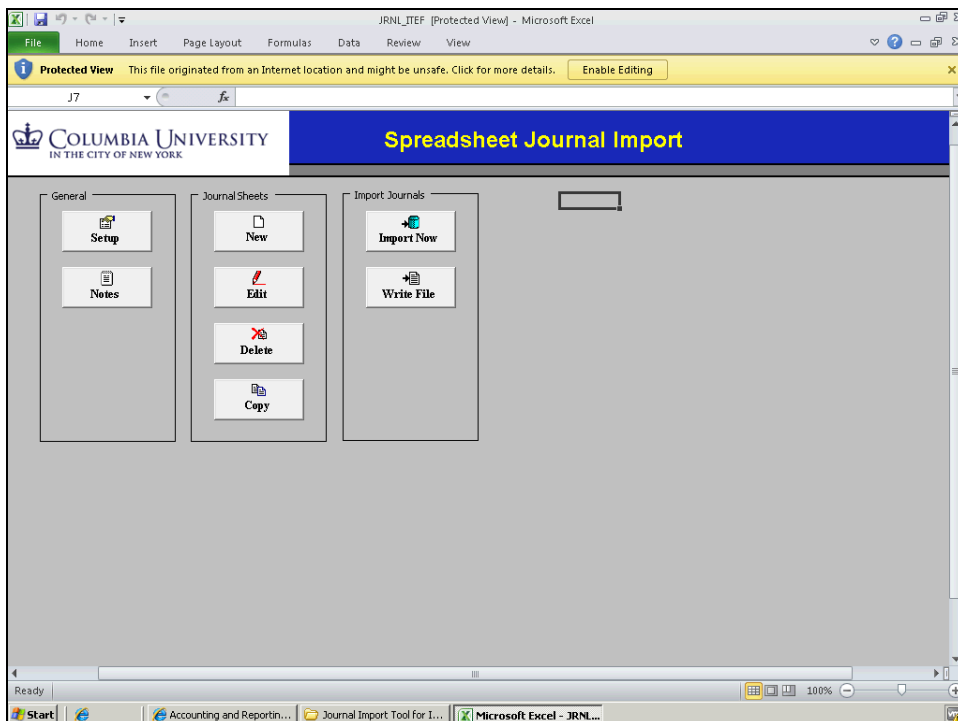
Step	Action
35.	To enable the content on this spreadsheet, click the **Enable Editing** button. Enable Editing
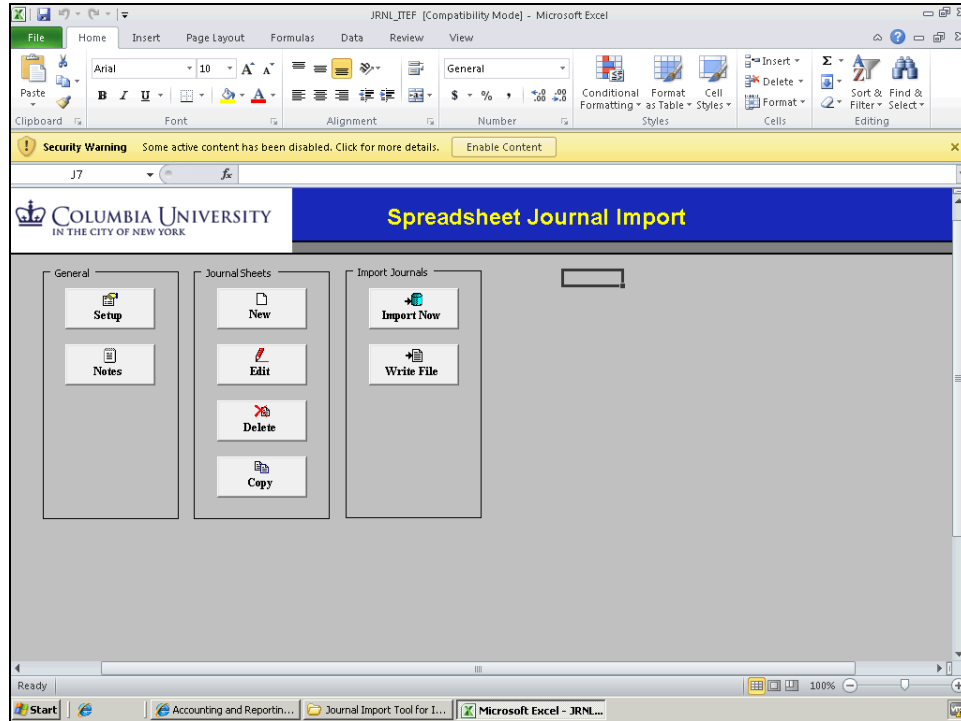
Step	Action
36.	Additional content needs to be enabled. Click the **Enable Content** button. Enable Content
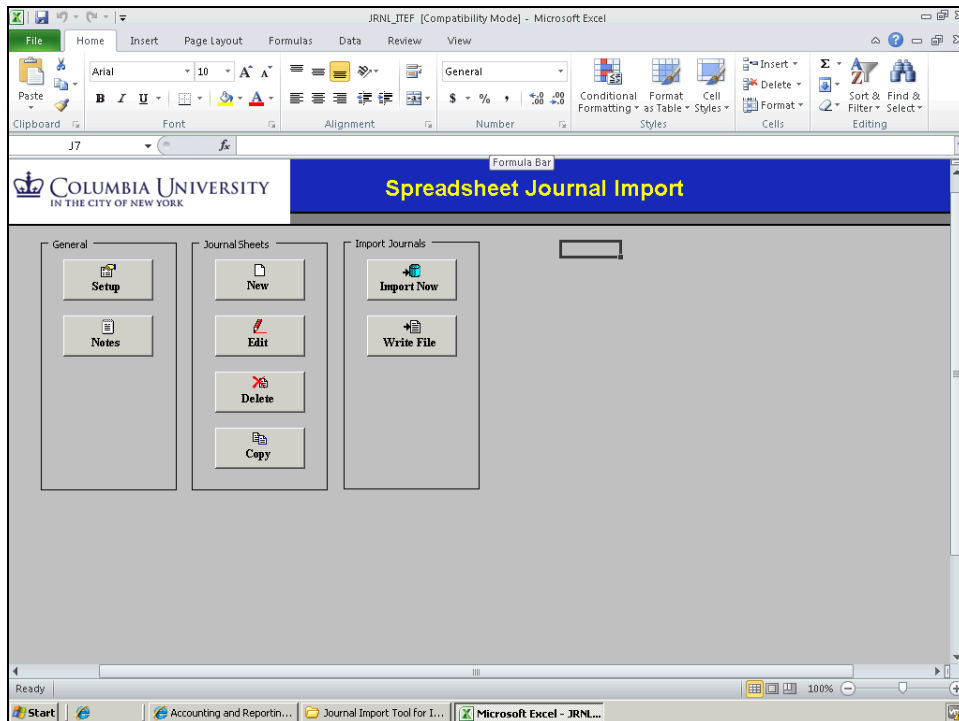
Step	Action
37.	Make sure you save the changes that you made to the spreadsheet journal import tool. This will save you from having to enable the content next time you access the tool. Click the **Save** button.
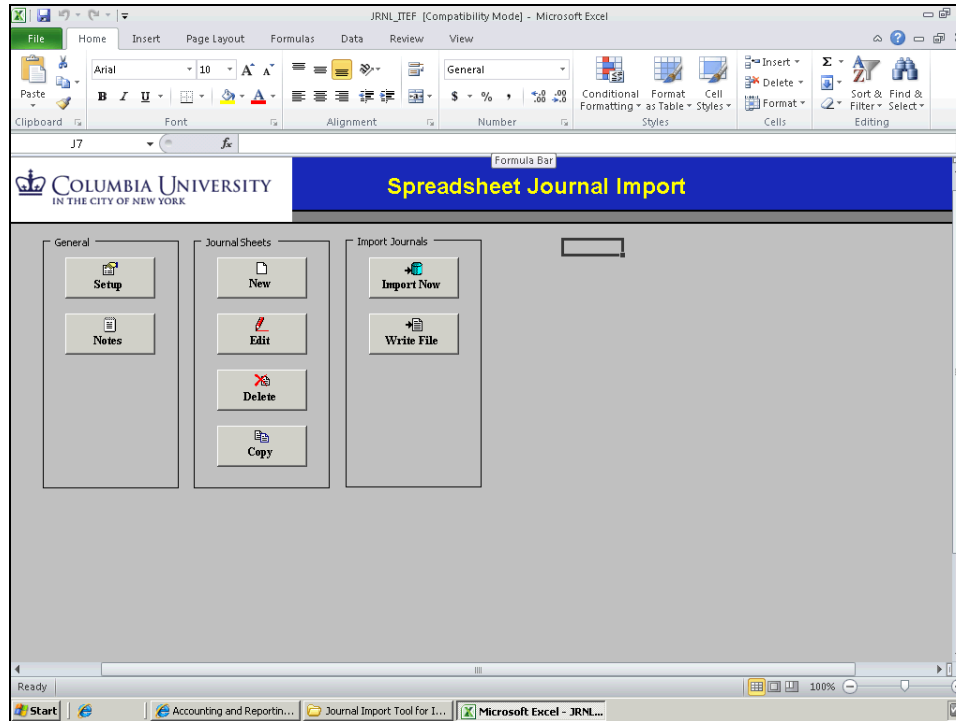
Step	Action
38.	This is the Spreadsheet Journal Import home page.

The functions within this spreadsheet are organized in three areas:

- General
- Journal Sheets
- Import Journals

We will explore each of these links in the topics to follow. |

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, *Creating a New Journal Sheet and Entering the Journal Header Information* 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
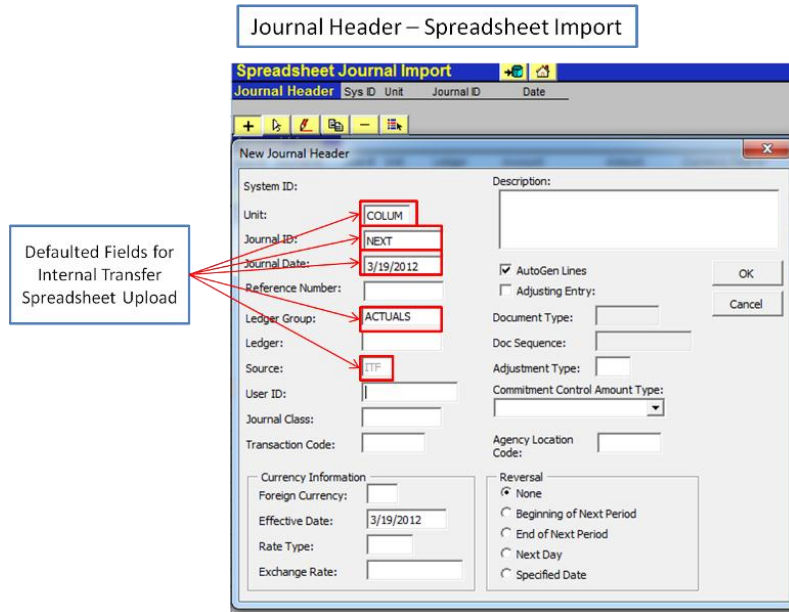
Procedure

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.
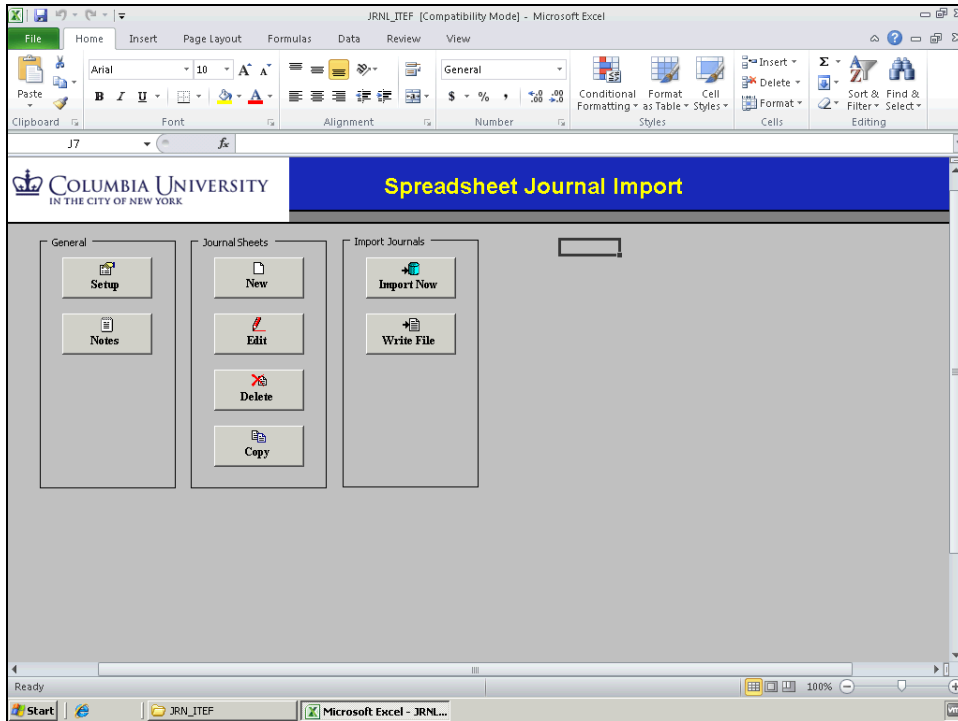
Step	Action
1.	Click the **New** button under the 'Journal Sheets' menu.
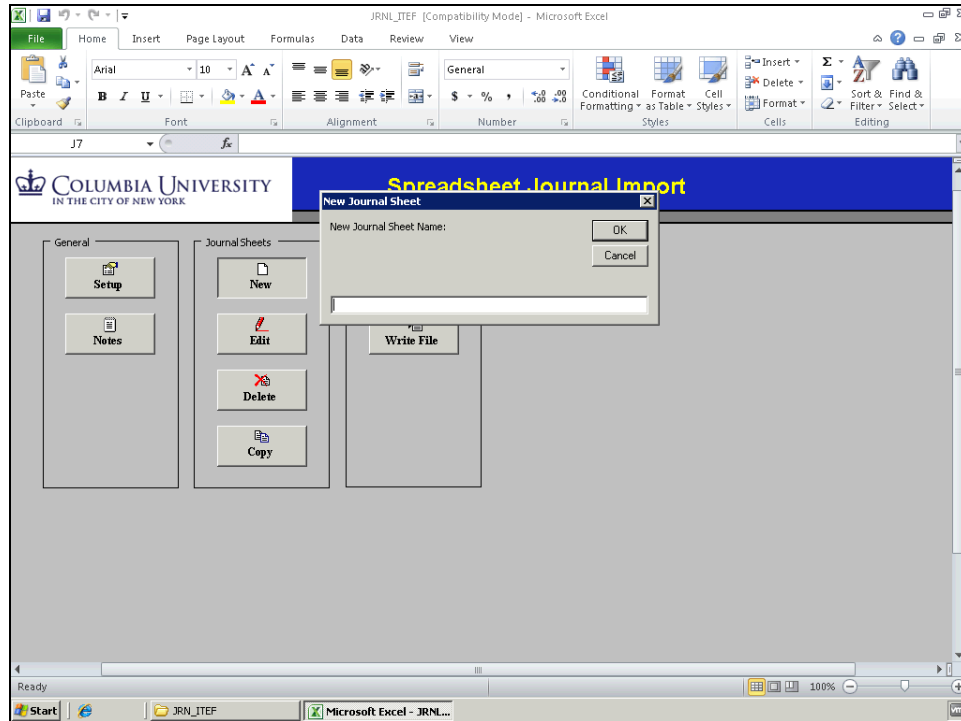
Step	Action
2.	Enter the desired information into the field. Enter **"IT Journal Entry"**.
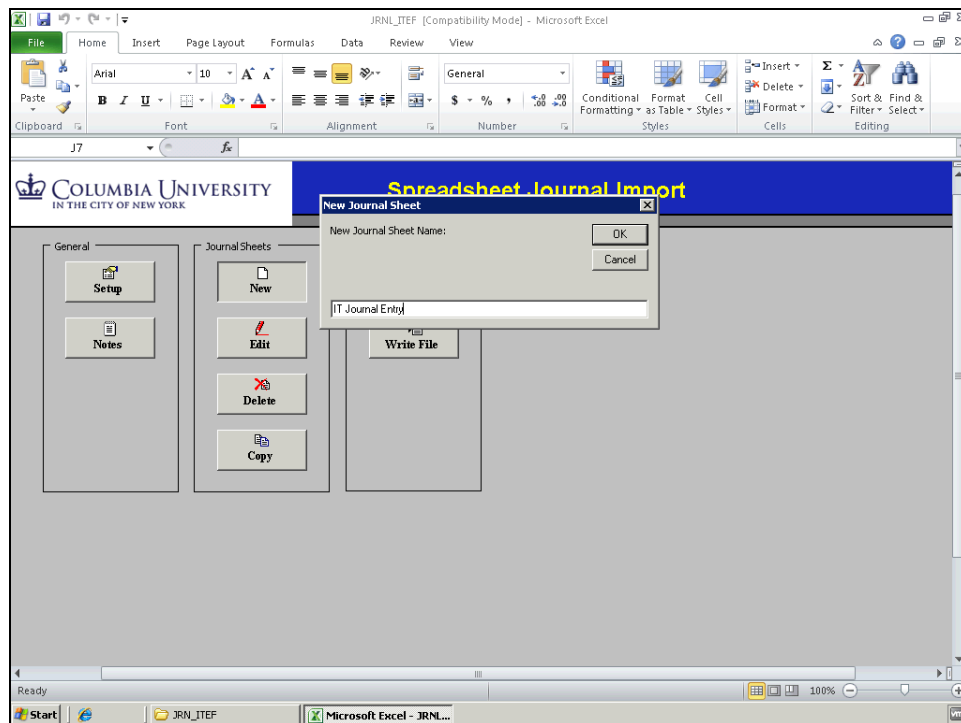
Step	Action
3.	Click the **OK** button. OK
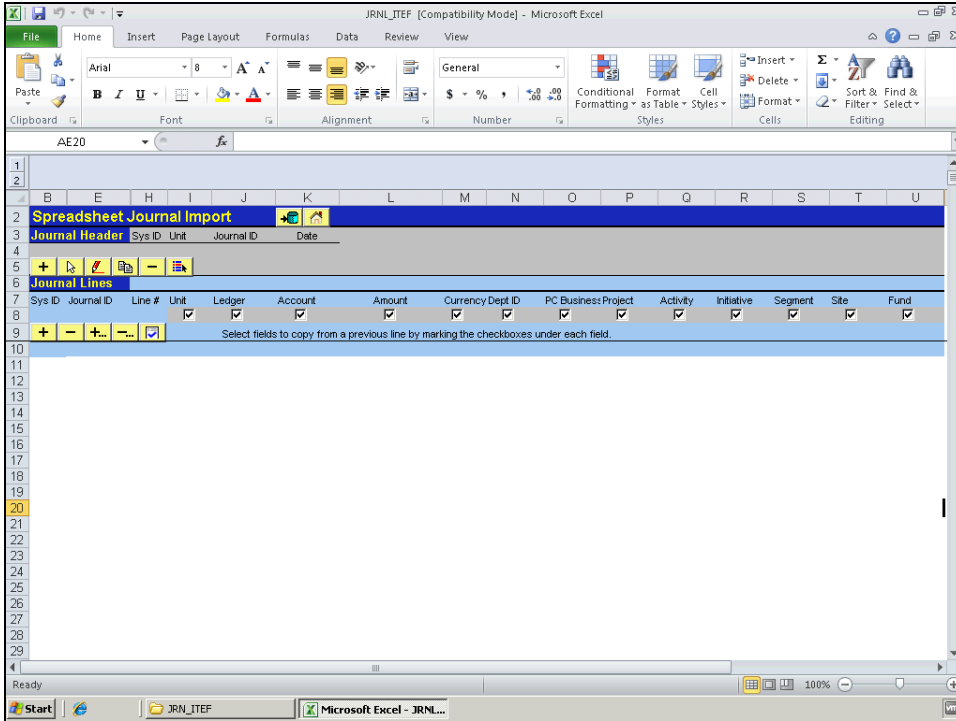
Step	Action
4.	The Journal Sheet is divided into two parts: Journal Header and Journal Lines. To add the journal header information for your internal transfer journal click the + button. +

Step	Action
5.	The following fields will default based on your General settings: Unit: COLUM Journal Date: 3/20/2012 Ledger Group: ACTUALS Source: ITF Note that 'ITF' (for Internal Transfers) is grayed out and can not be changed. Click in the **Description** field.
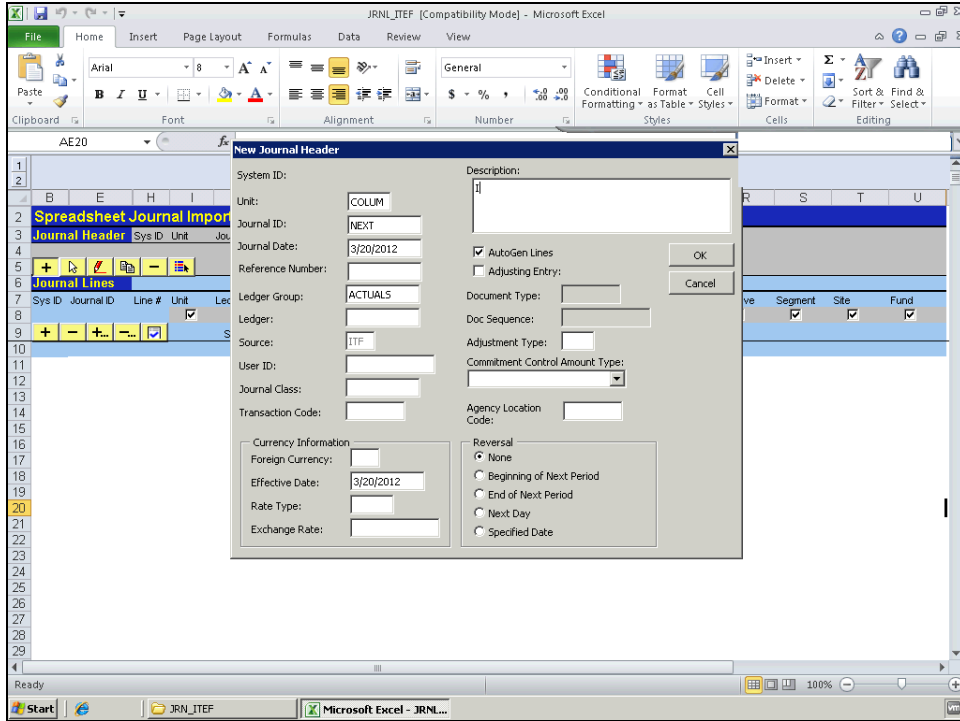
Step	Action
6.	Enter the desired information into the **JRNL_ITEF [Compatibility Mode]** field. Enter "**Internal Transfers Journal Entry - Spreadsheet Import**".
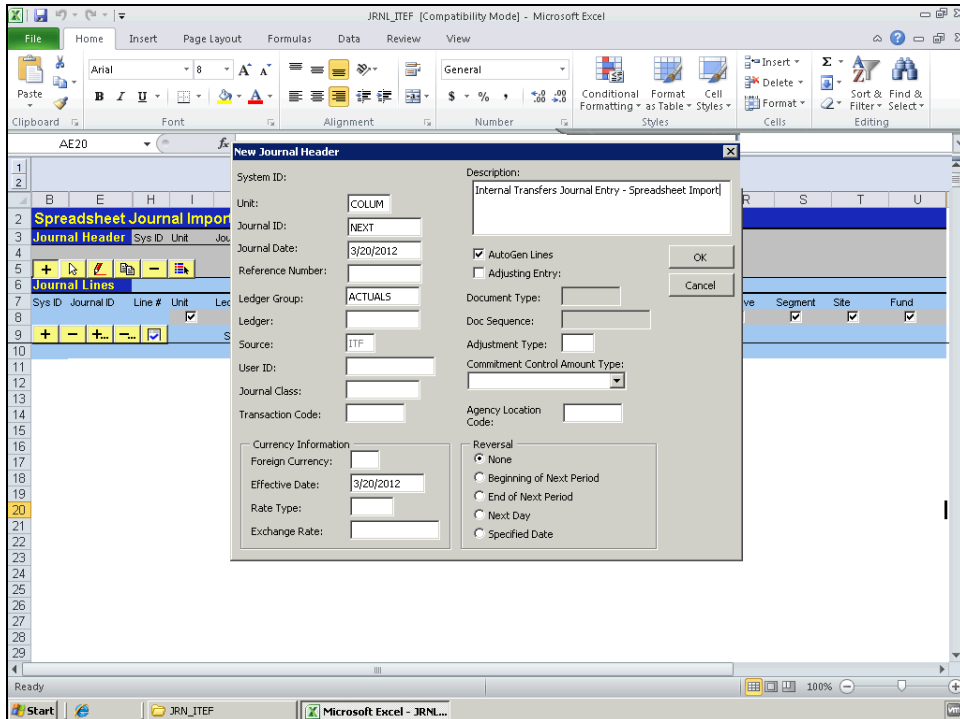
Step	Action
7.	Click the **OK** button. OK

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, *Entering the Journal Lines in a Spreadsheet Journal* 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.
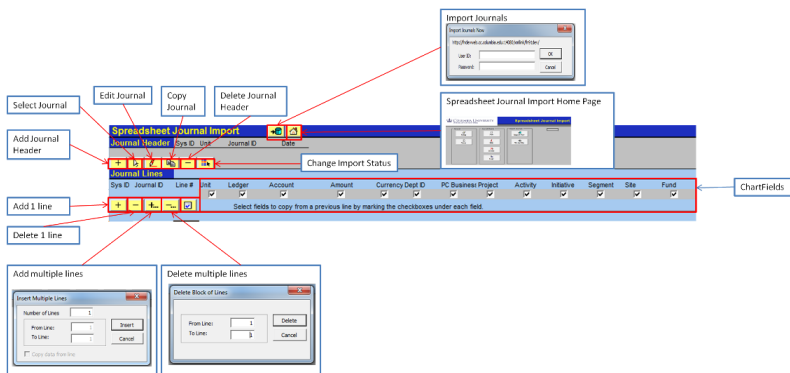
Estimated time to complete the topic: 5 minutes

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.
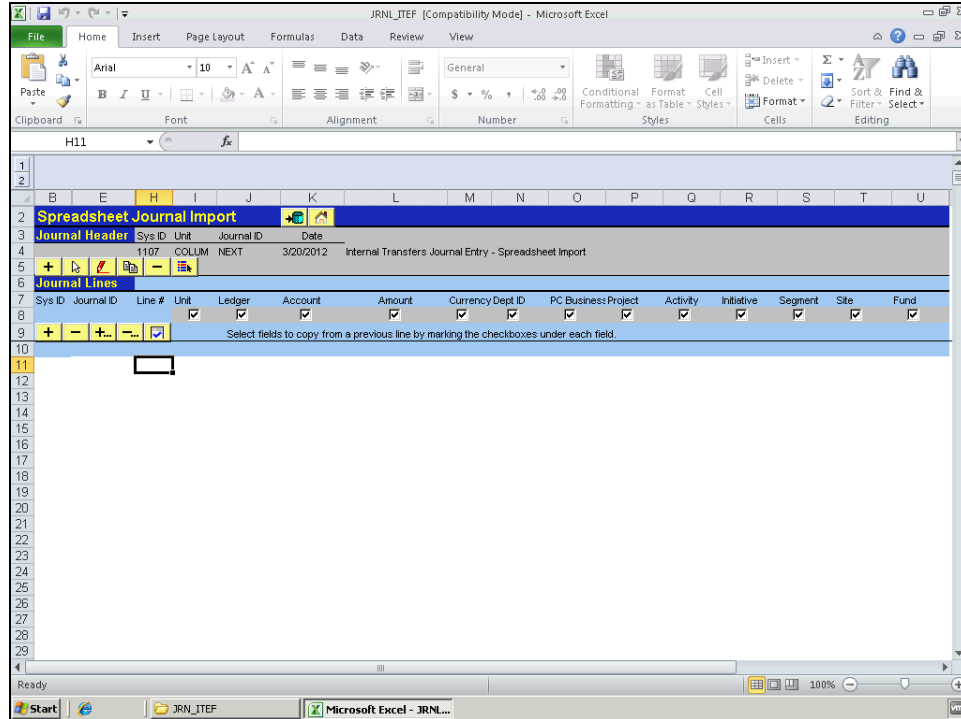
Step	Action
1.	To add lines to your internal transfer spreadsheet journal click on the **+** button underneath the Journal Lines header.
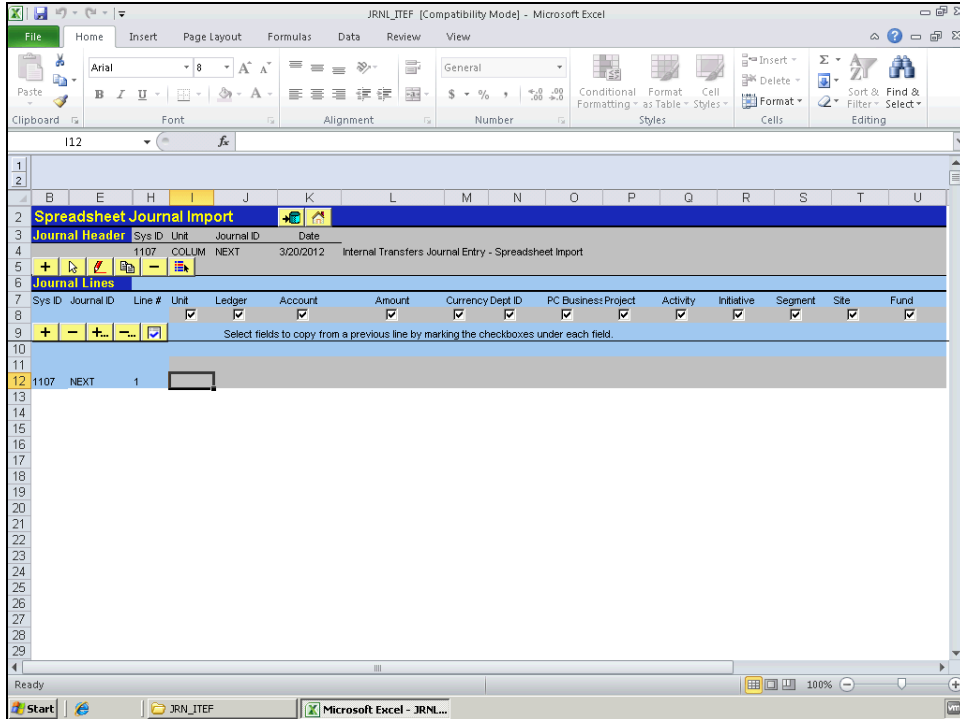
Step	Action
2.	Make sure the Sys ID for the line added matches the Sys ID of the Journal Header (1107).
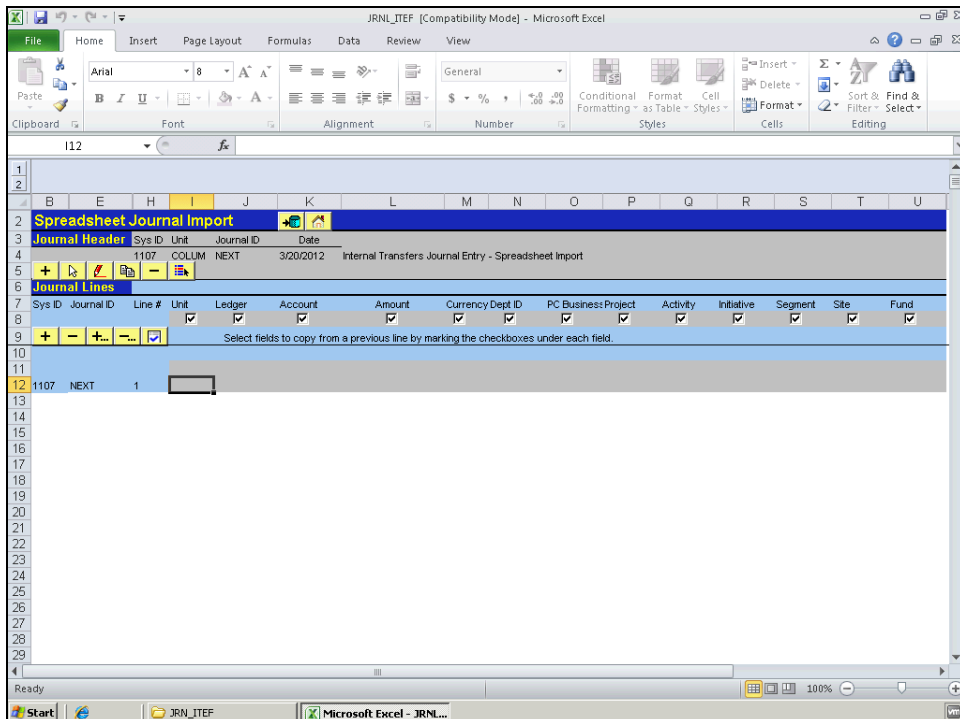
Step	Action
3.	Enter the desired information into the Business Unit field. Enter "**COLUM**".
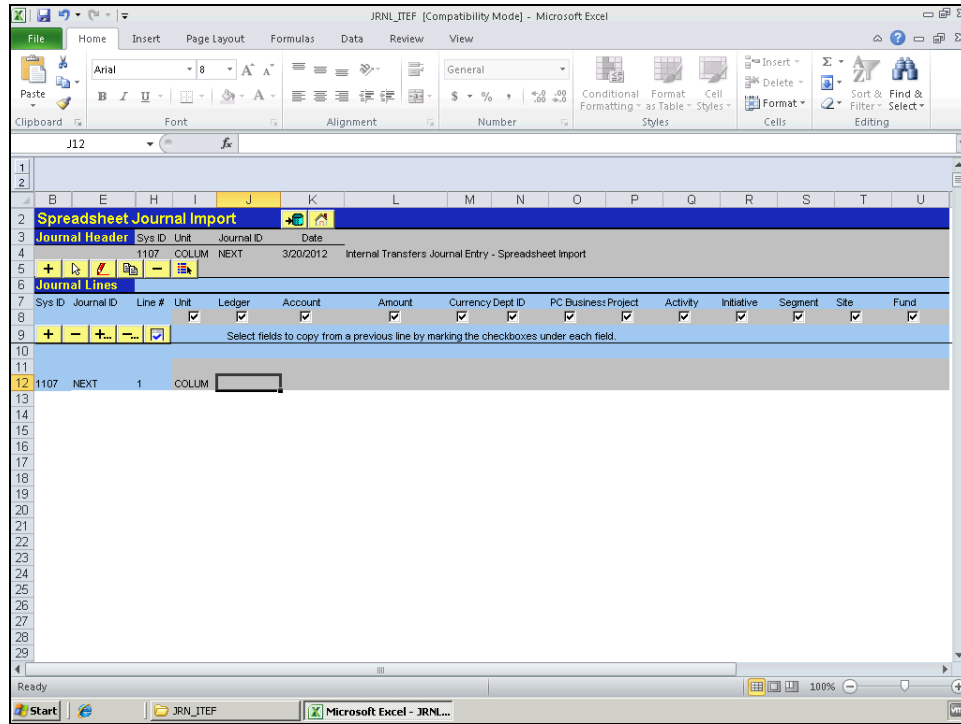
Step	Action
4.	Enter the desired information into the **Ledger** field. Enter "**ACTUALS**".
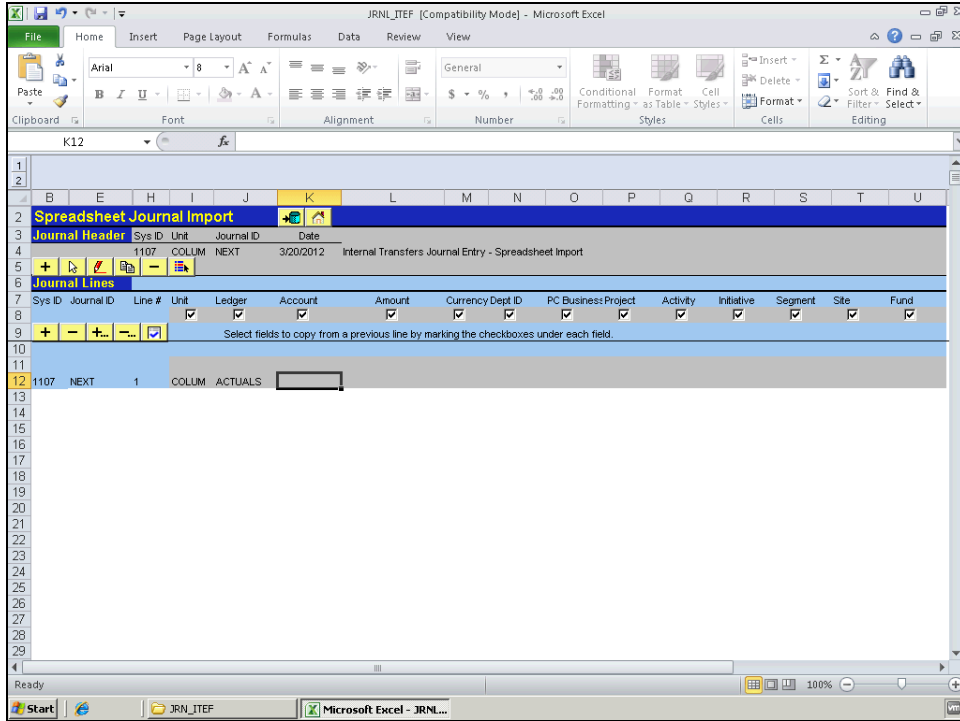
Step	Action
5.	Press the **[Right]** arrow key on your keyboard to move to the next field.
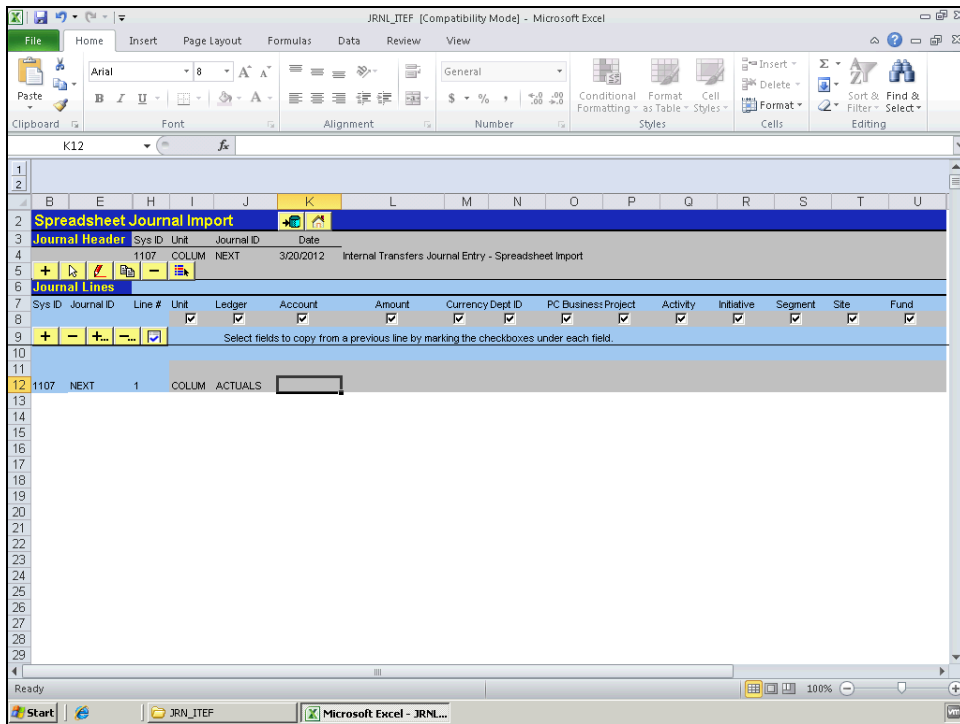
Step	Action
6.	Enter the desired information into the **Account** field. Enter "**68305**".
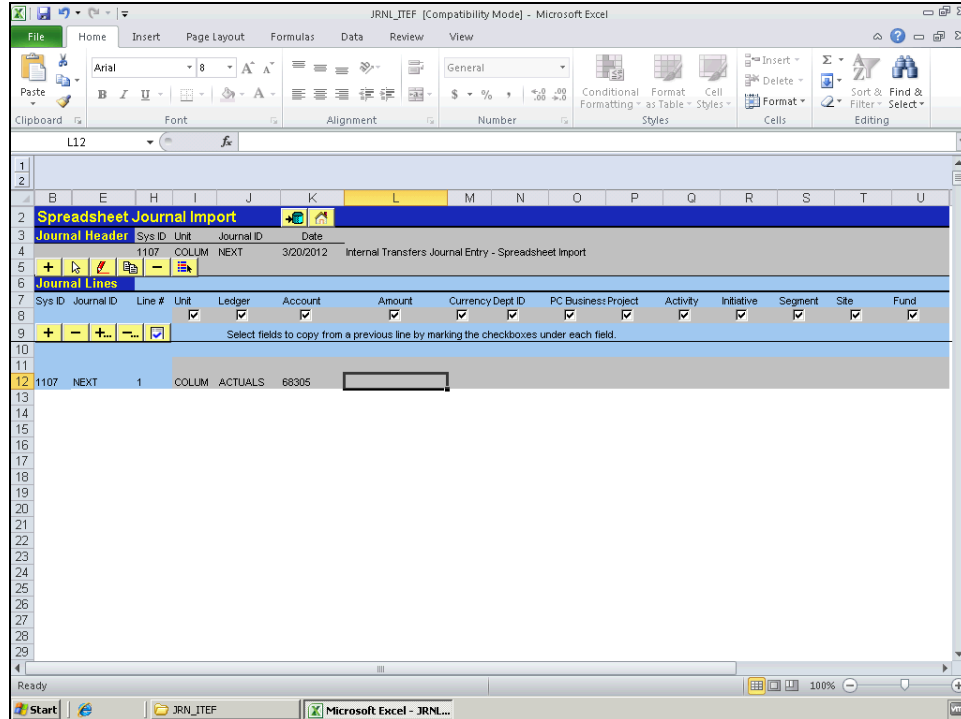
Step	Action
7.	Press the **[Right]** arrow key on your keyboard.
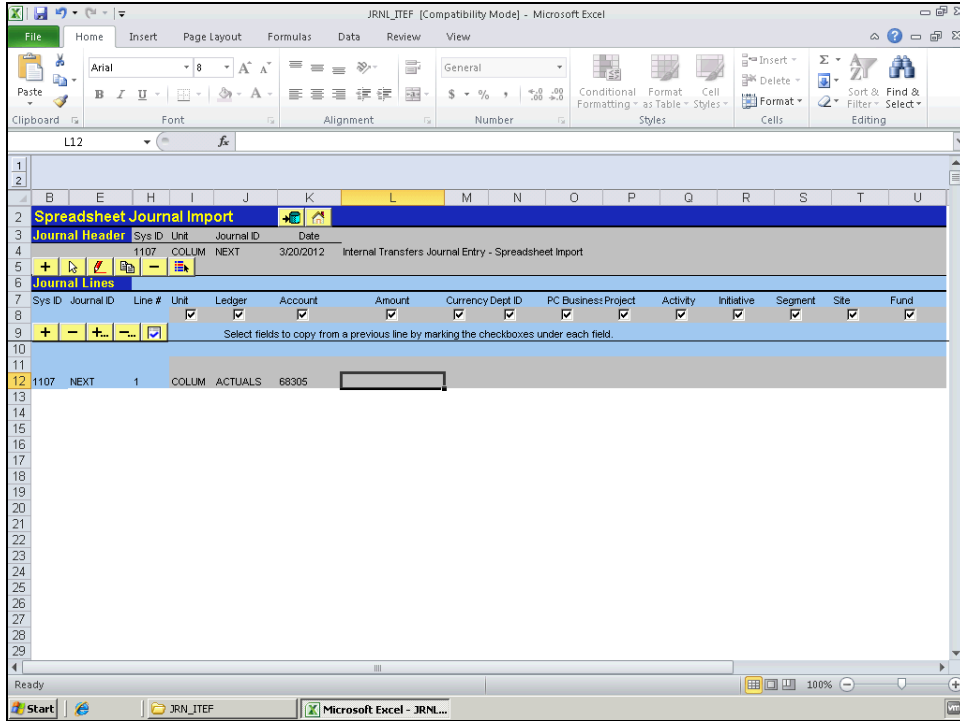
Step	Action
8.	Enter the desired information into the **Amount** field. Enter "**100**".
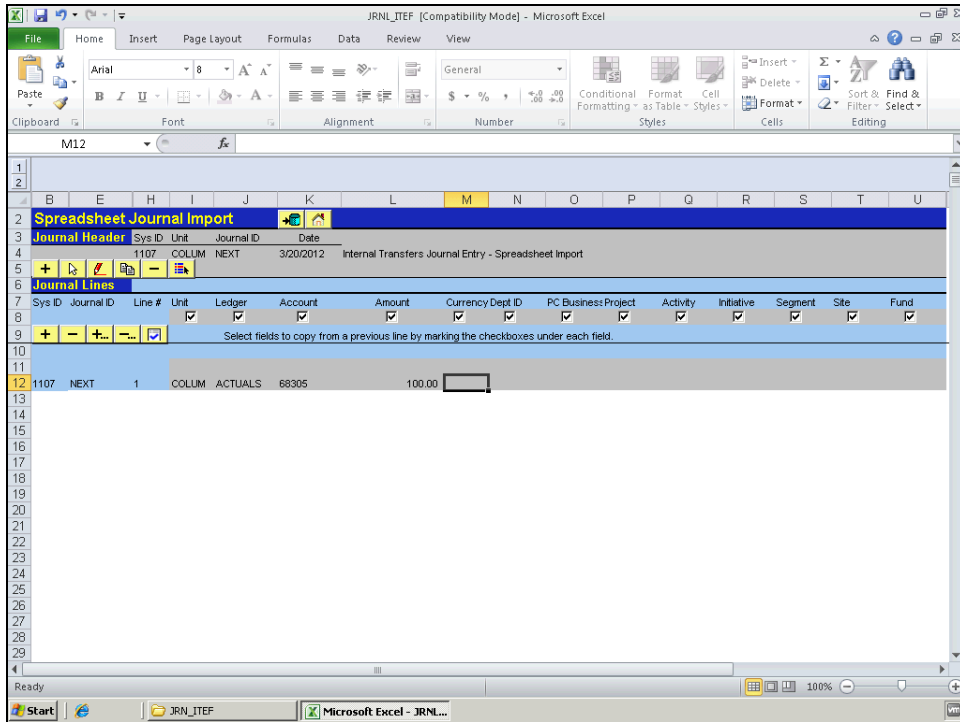
Step	Action
9.	Press the **[Right]** arrow key on your keyboard.
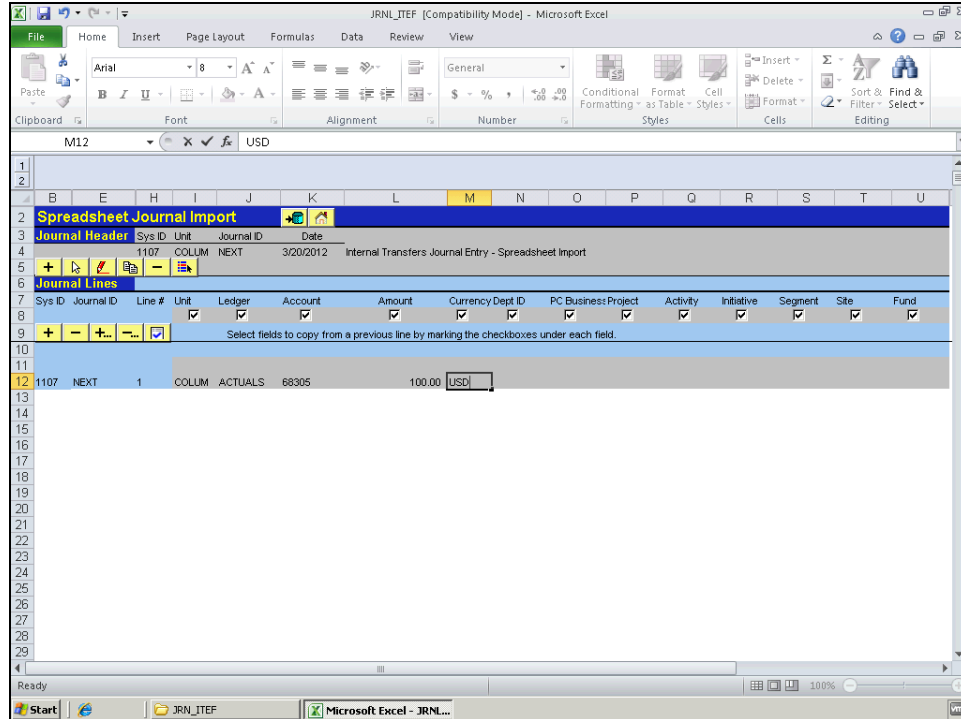
Step	Action
10.	Enter the desired information into the **Currency** field. Enter "**USD**".
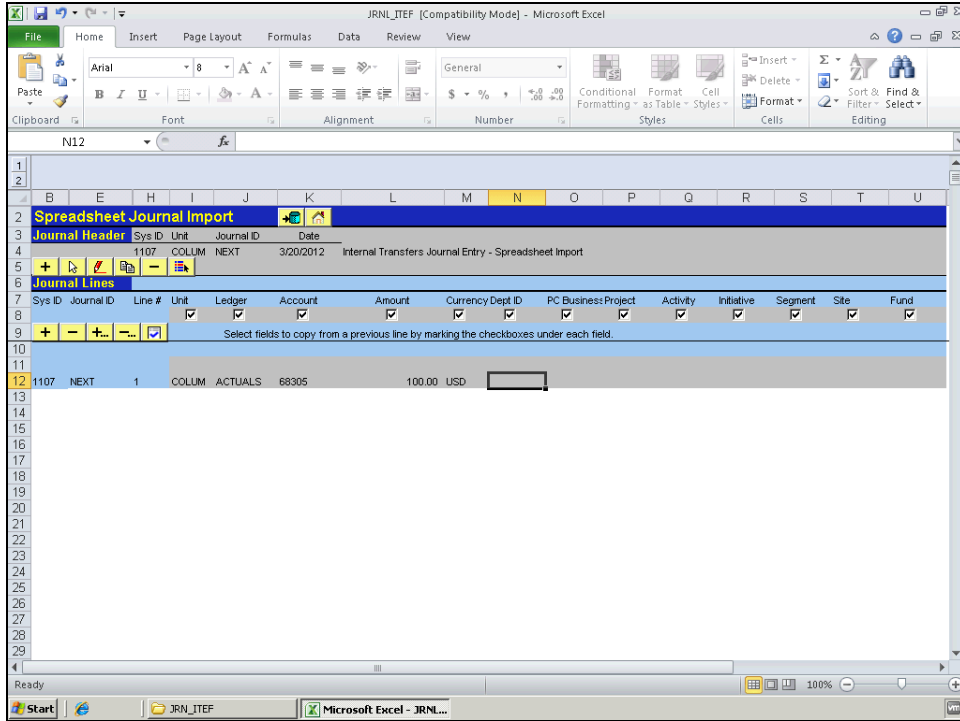
Step	Action
11.	Press the **[Right]** arrow key on your keyboard.
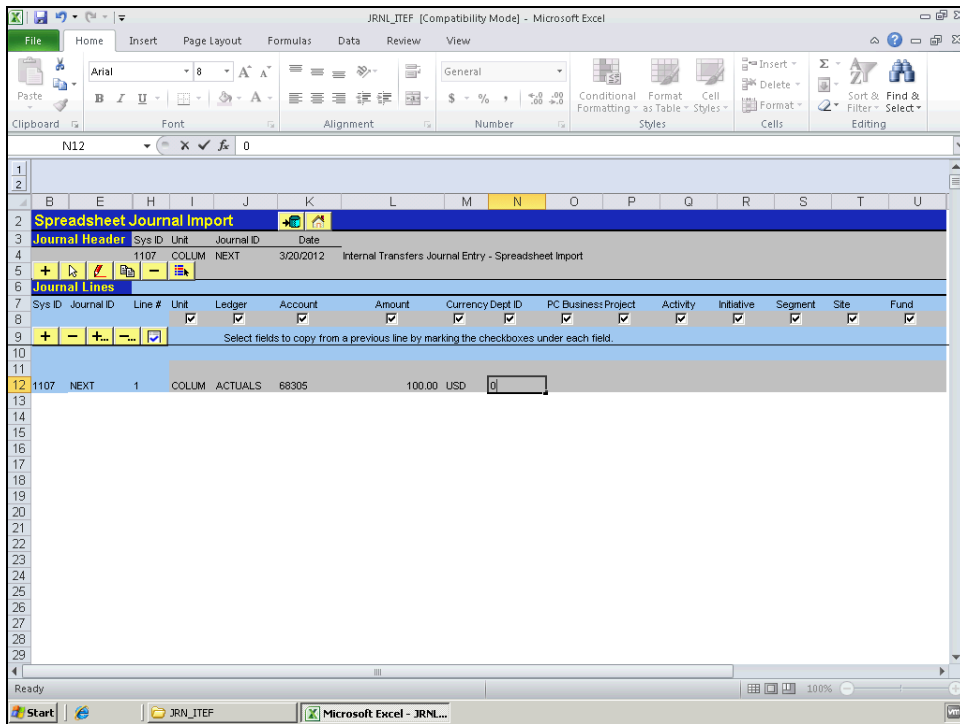
Step	Action
12.	Enter the desired information into the **Dept ID field**. Enter "**0103102**".
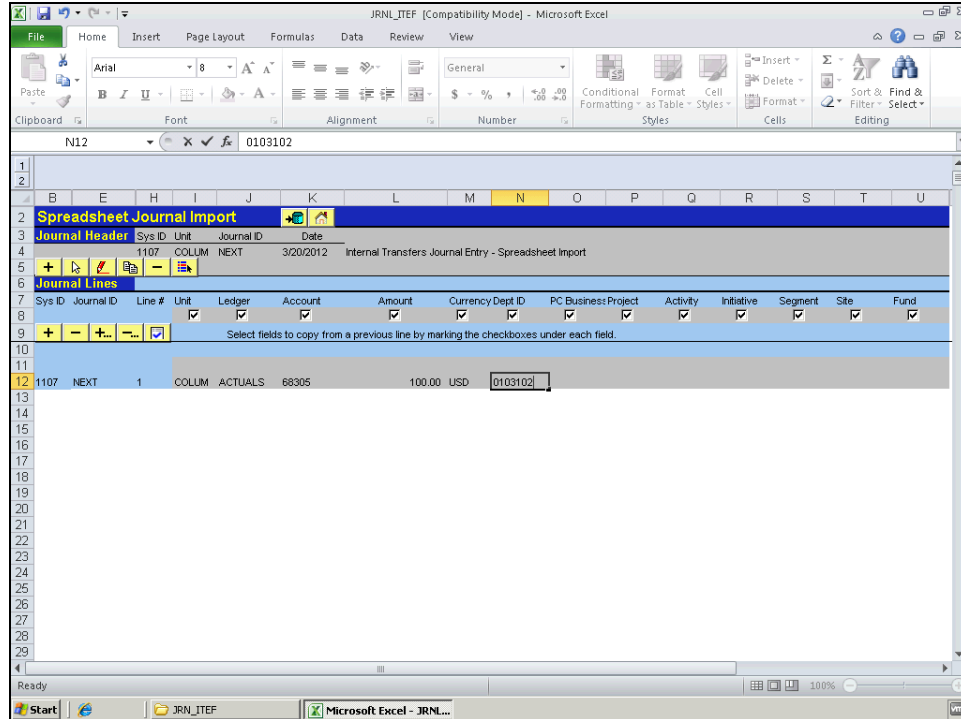
Step	Action
13.	Press the **[Right]** arrow key on your keyboard.
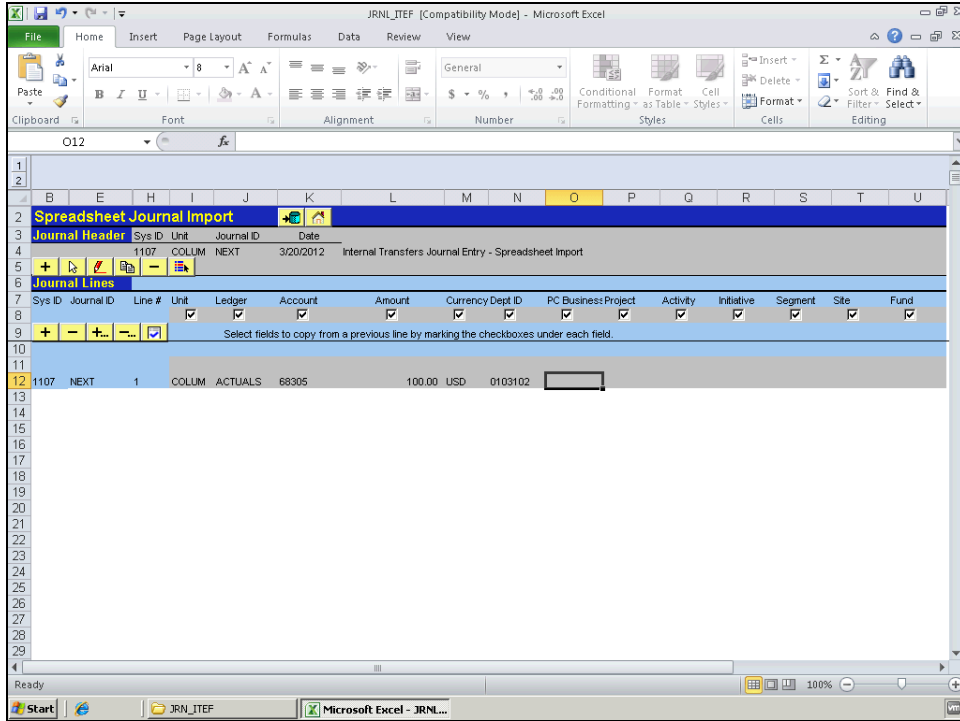
Step	Action
14.	Enter the desired information into the **PC Business Unit** field. Enter "**GENRL**".
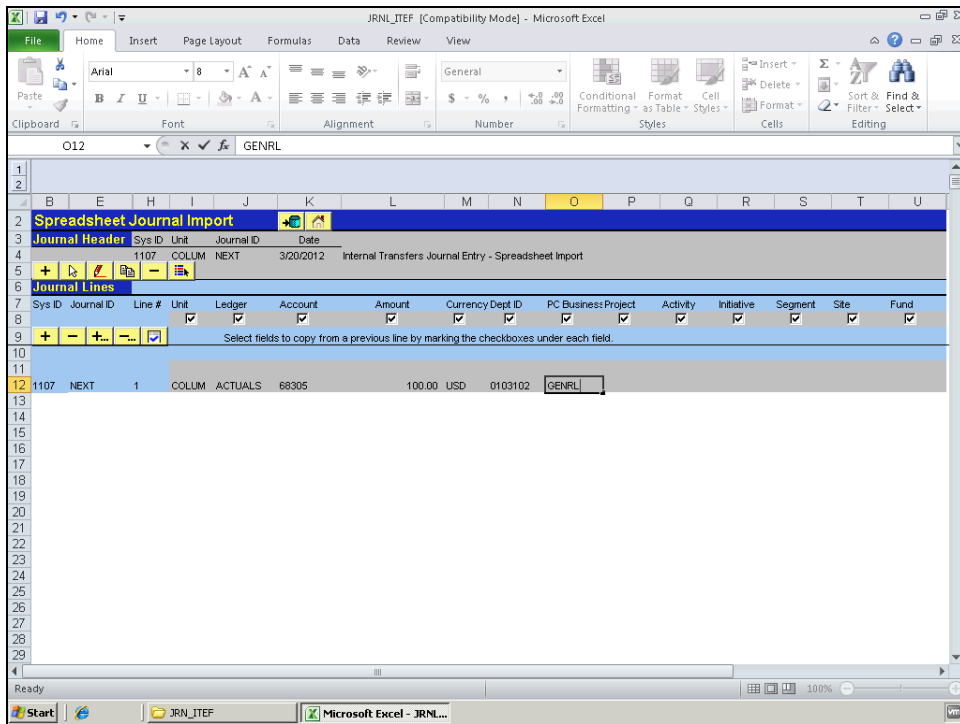
Step	Action
15.	Press the **[Right]** arrow key on your keyboard.
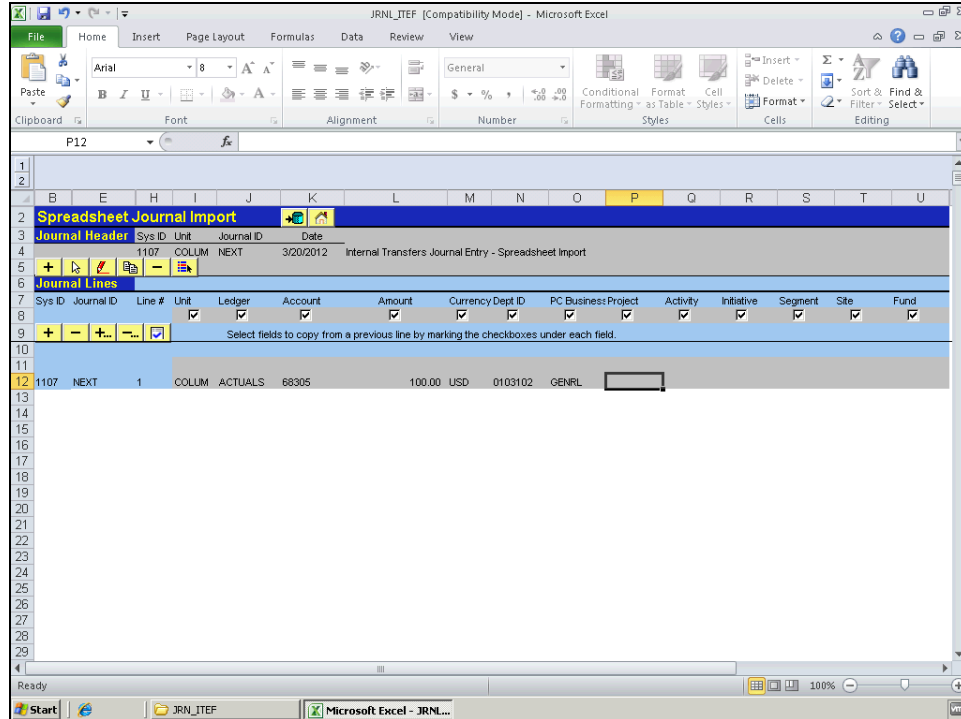
Step	Action
16.	Enter the desired information into the **Project** field. Enter "**GT001008**".
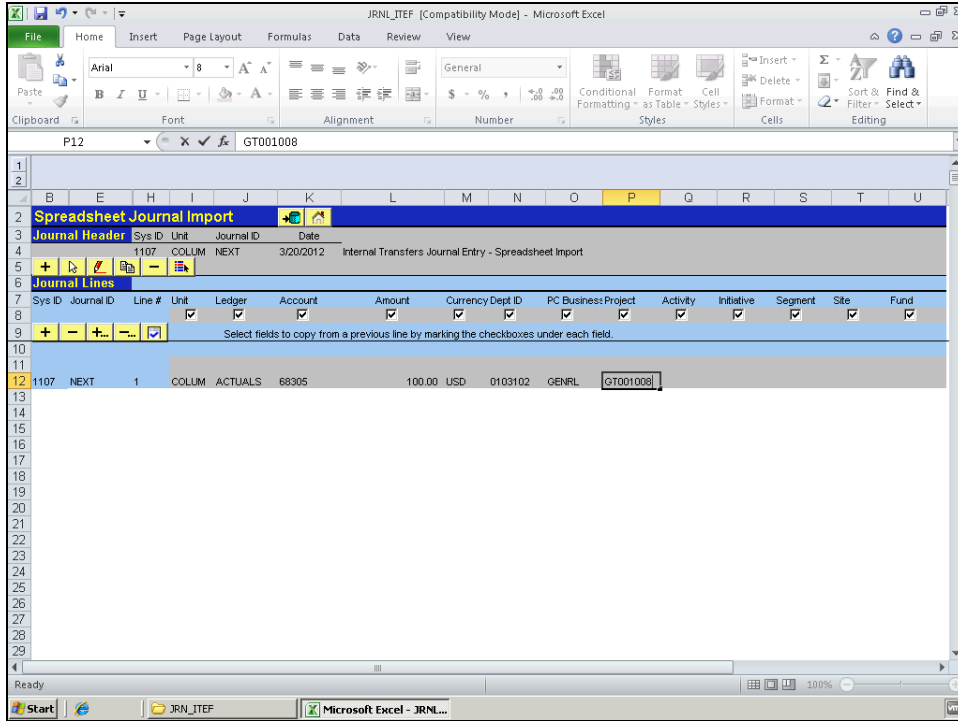
Step	Action
17.	Press the **[Right]** arrow key on your keyboard.
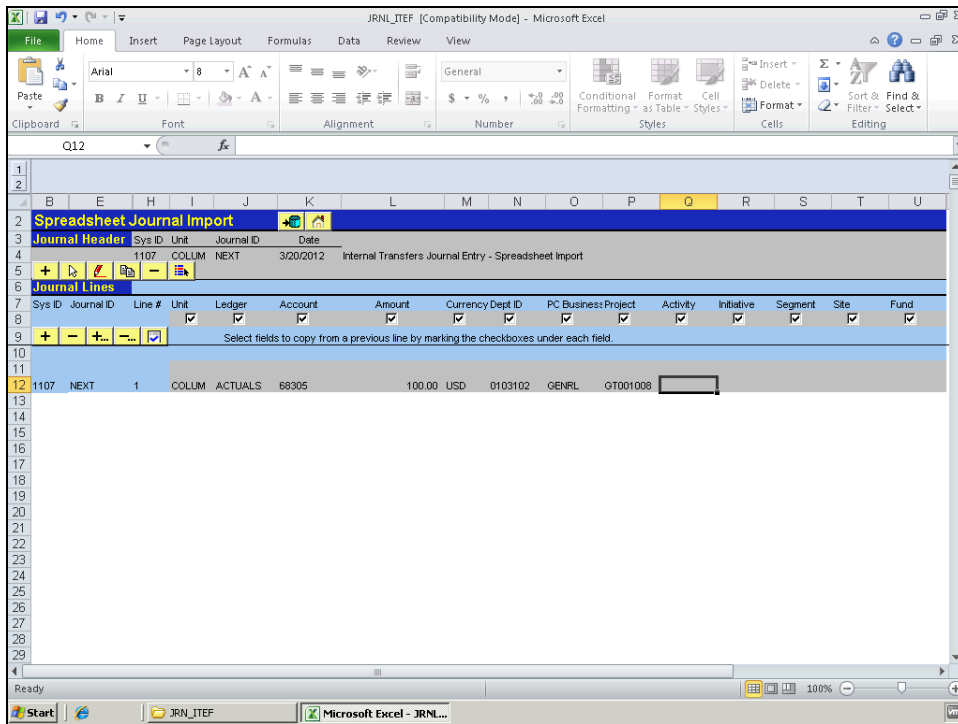
Step	Action
18.	Enter the desired information into the **Activity** field. Enter "**01**".
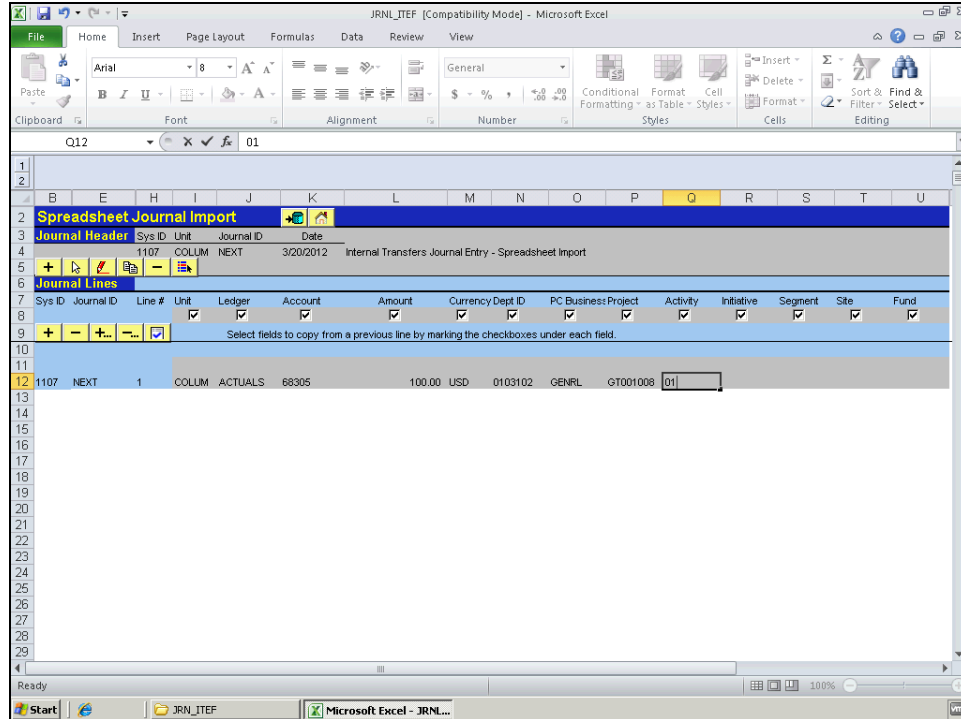
Step	Action
19.	Press the **[Right]** arrow key on your keyboard.
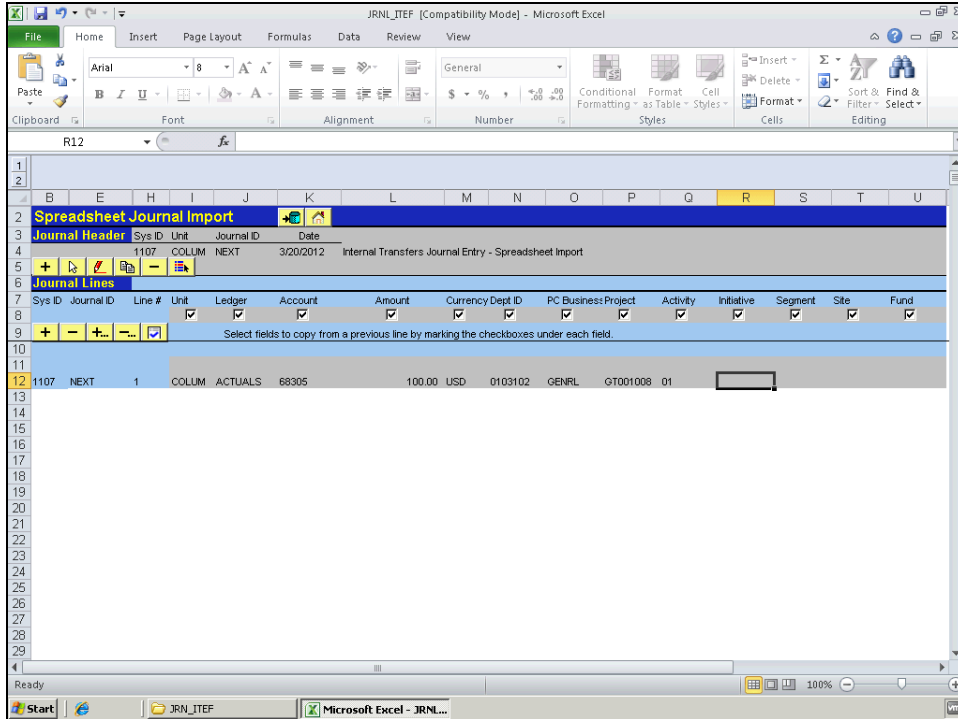
Step	Action
20.	Enter the desired information into the **Initiative** field. Enter "**00000**".
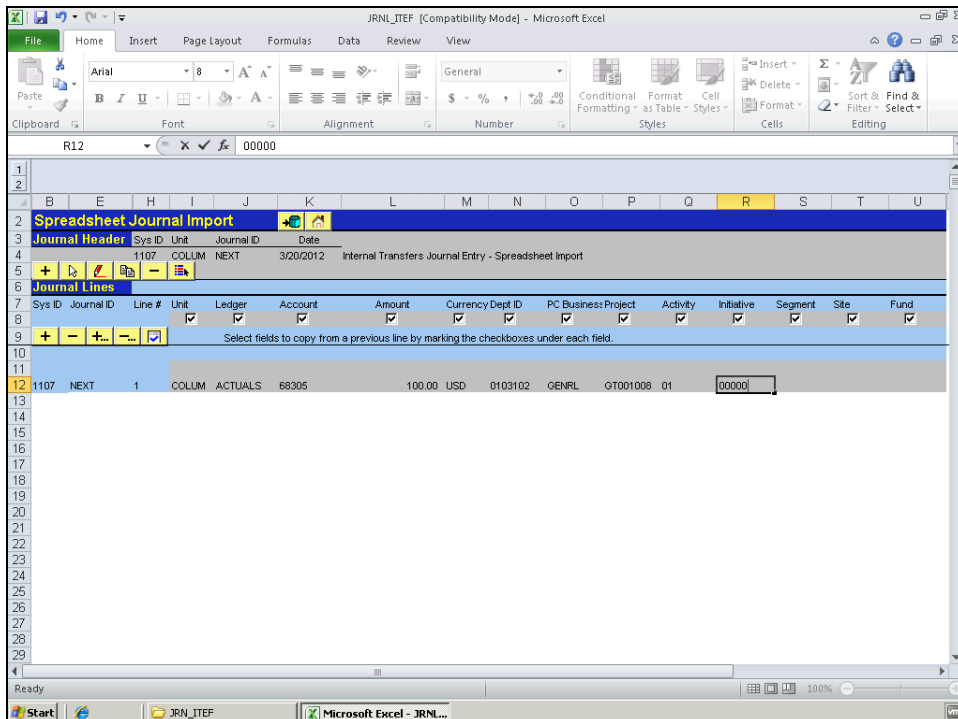
Step	Action
21.	Press the **[Right]** arrow key on your keyboard.
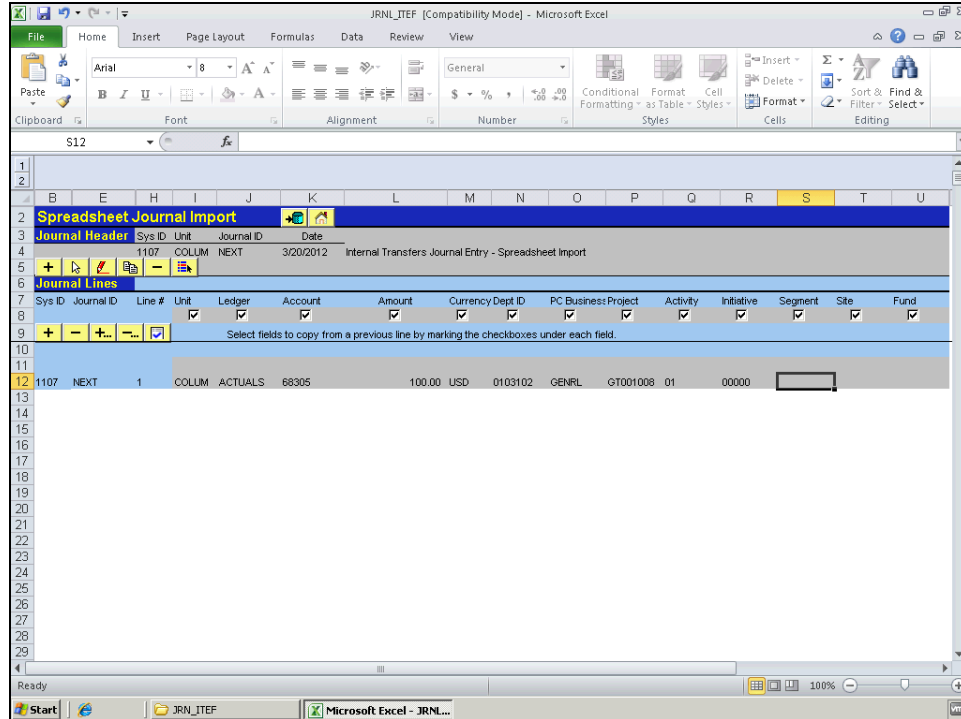
Step	Action
22.	Enter the desired information into the **Segment** field. Enter "**00000000**".
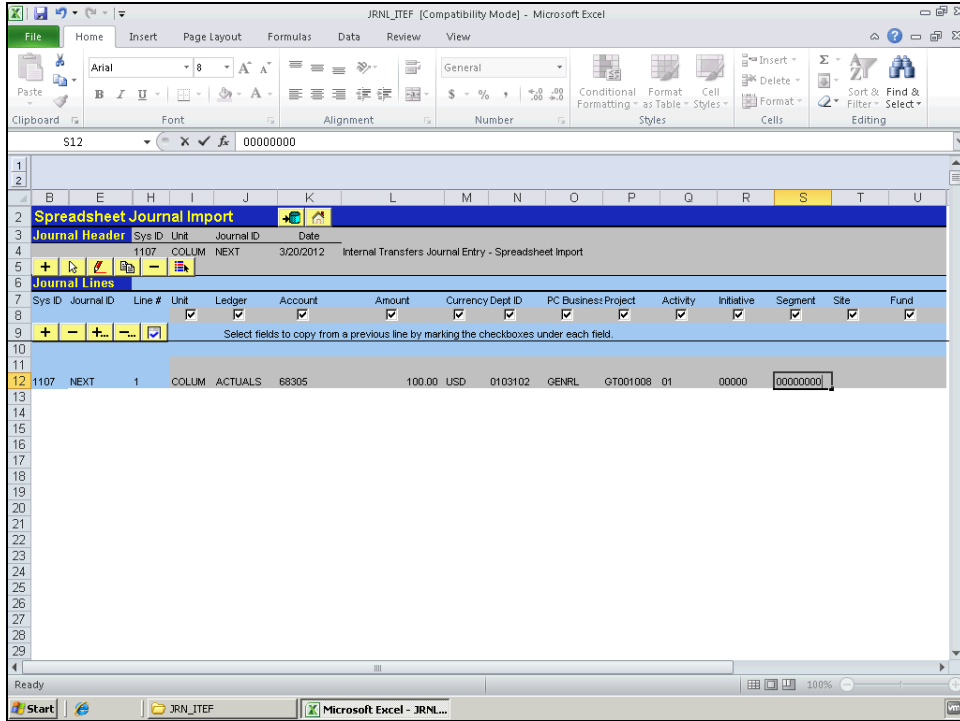
Step	Action
23.	Press the **[Right]** arrow key on your keyboard.
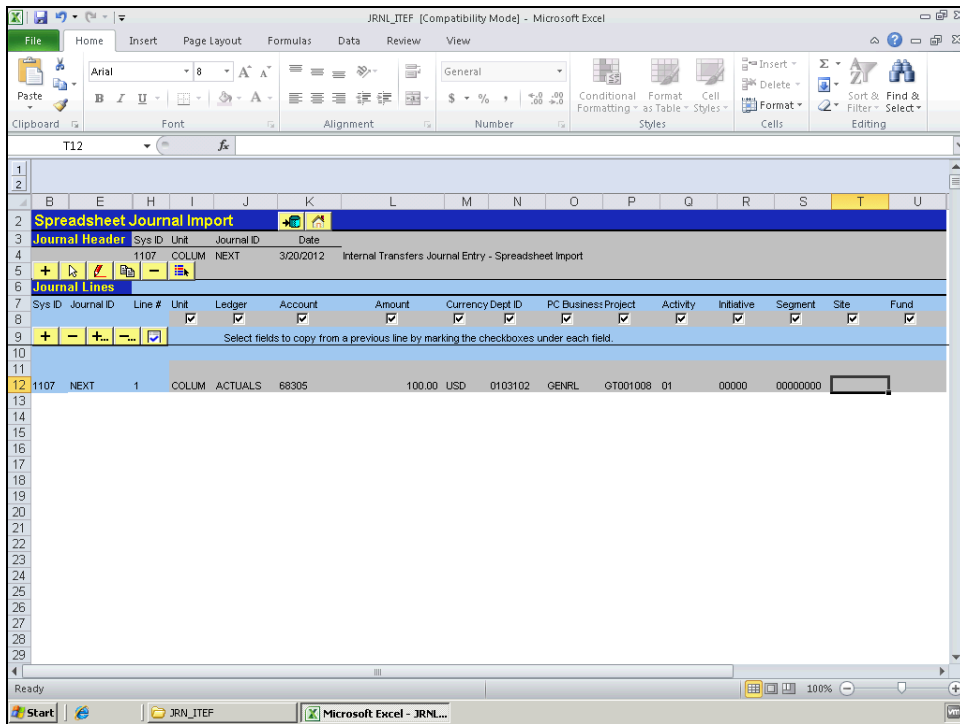
Step	Action
24.	Press the **[Right]** arrow key on your keyboard.
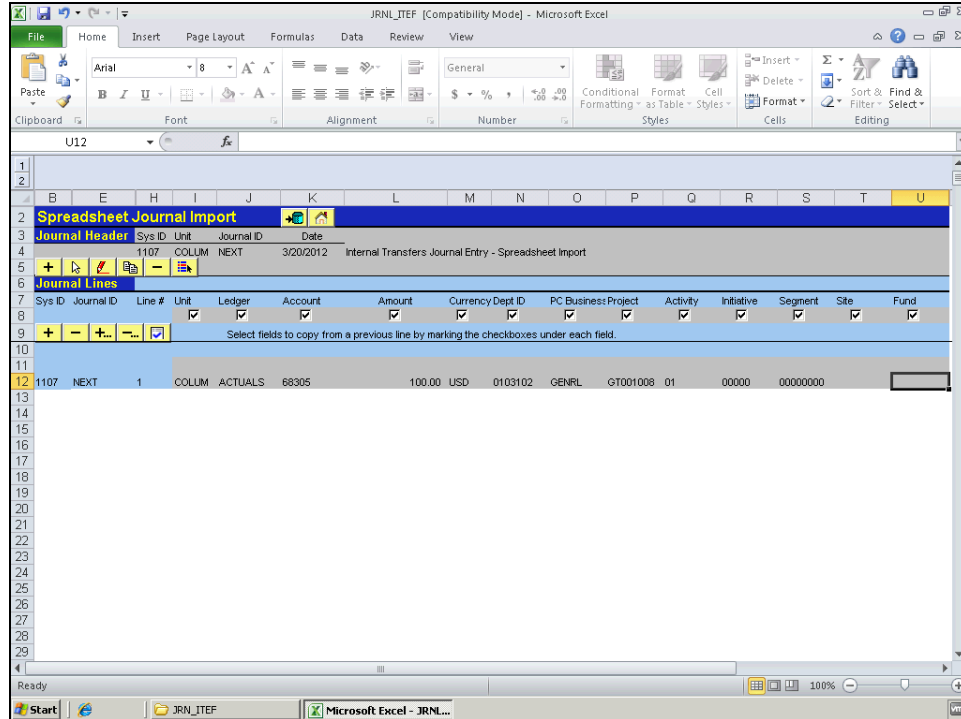
Step	Action
25.	Enter the desired information into the **Fund** field. Enter "**30**".
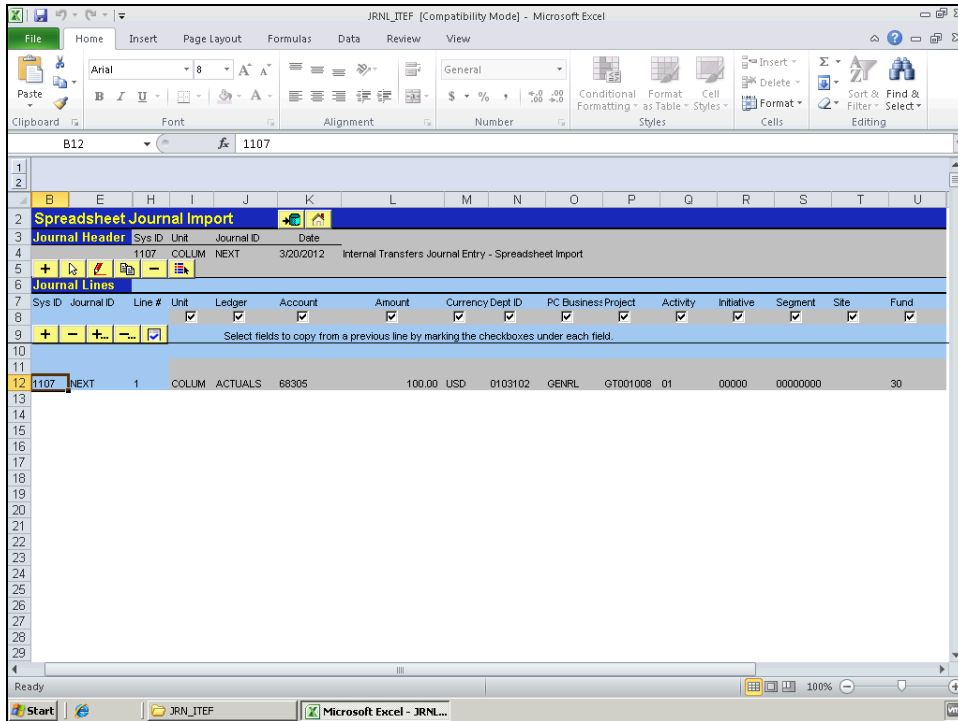
Step	Action
26.	Click the desired object.
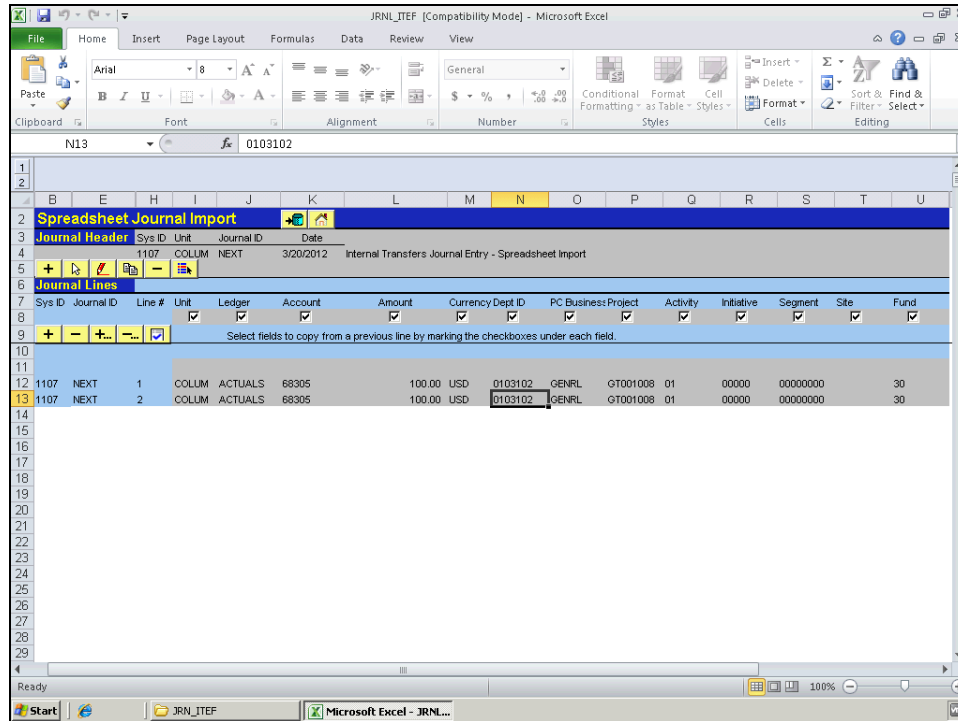
Step	Action
27.	The fields on line 1 are copied over to line 2. We will update the Department for line 2 to be '0103103'.
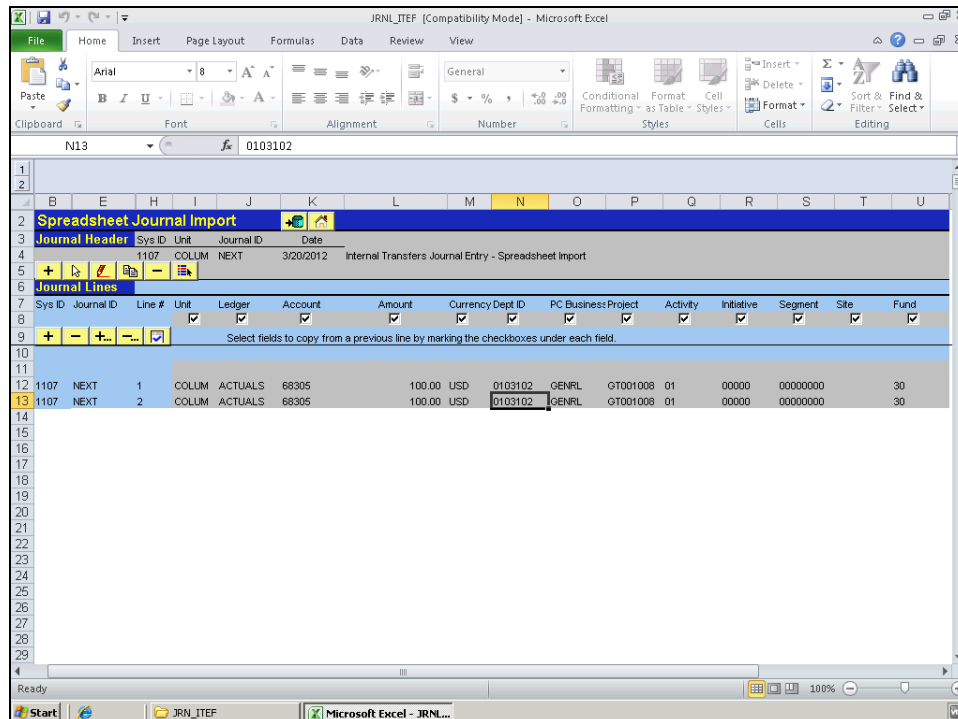
Step	Action
28.	Click the desired object. 0103102
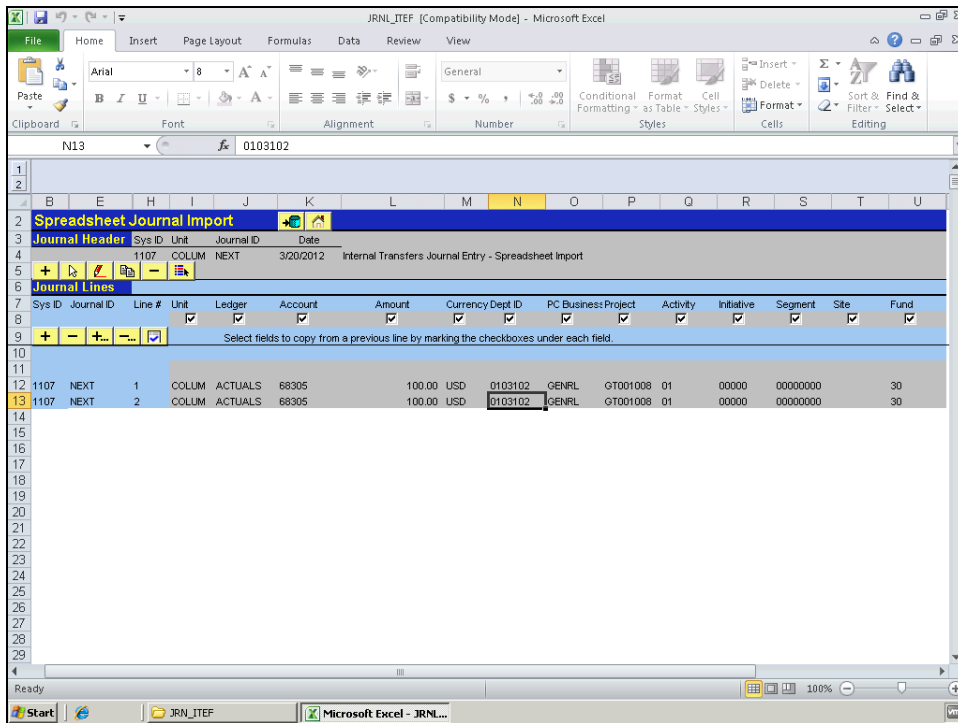
Step	Action
29.	Click the desired object. 0103102
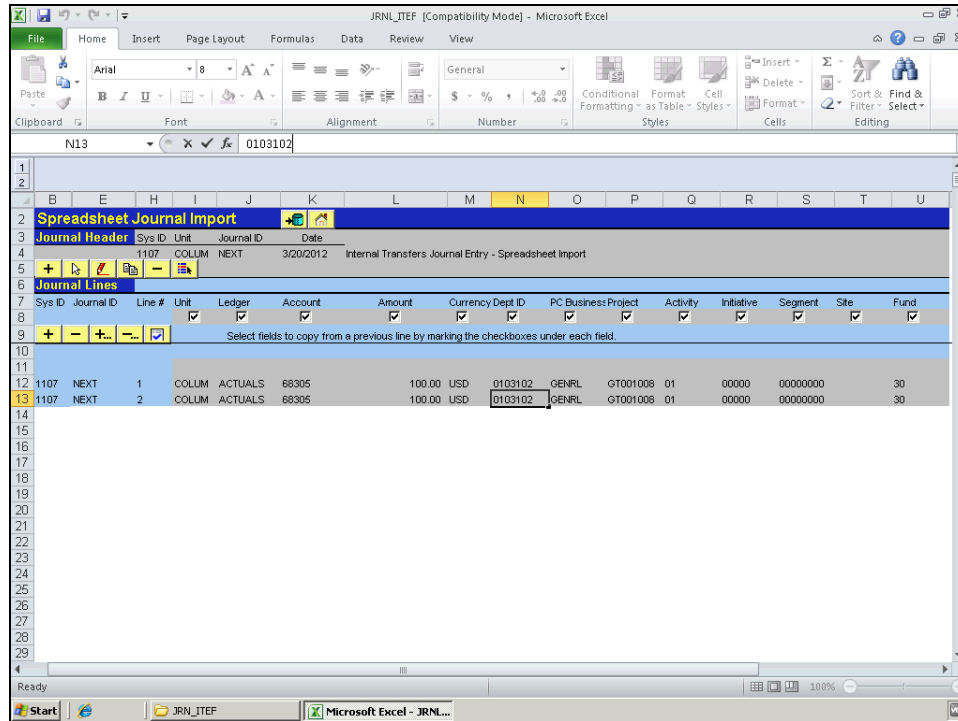
Step	Action
30.	Press **[Backspace]**.
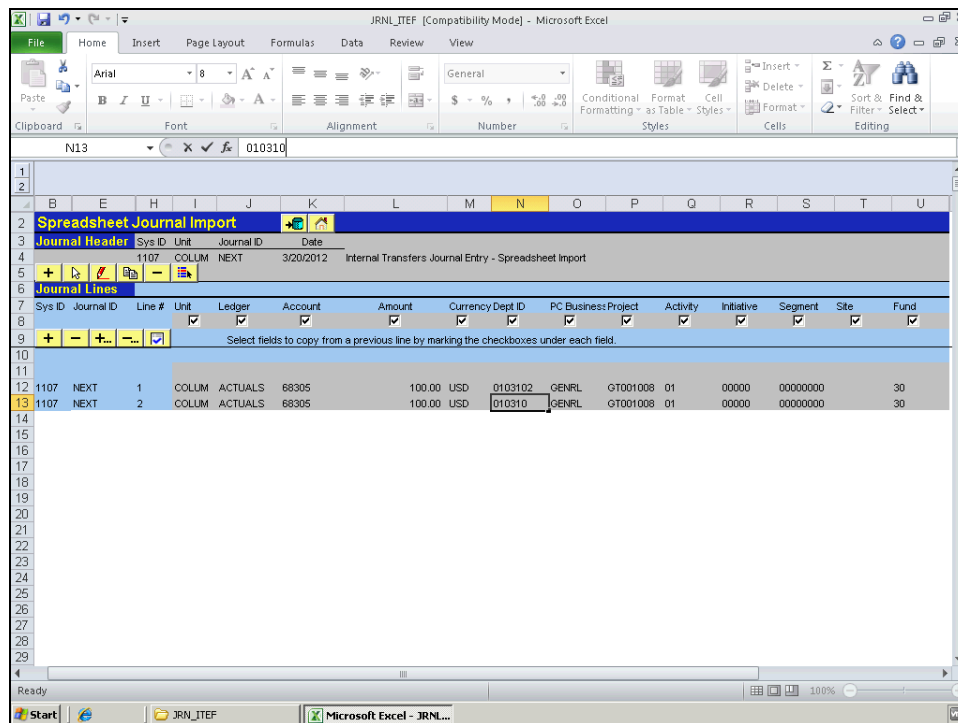
Step	Action
31.	Enter the desired information into the field. Enter "**3**".
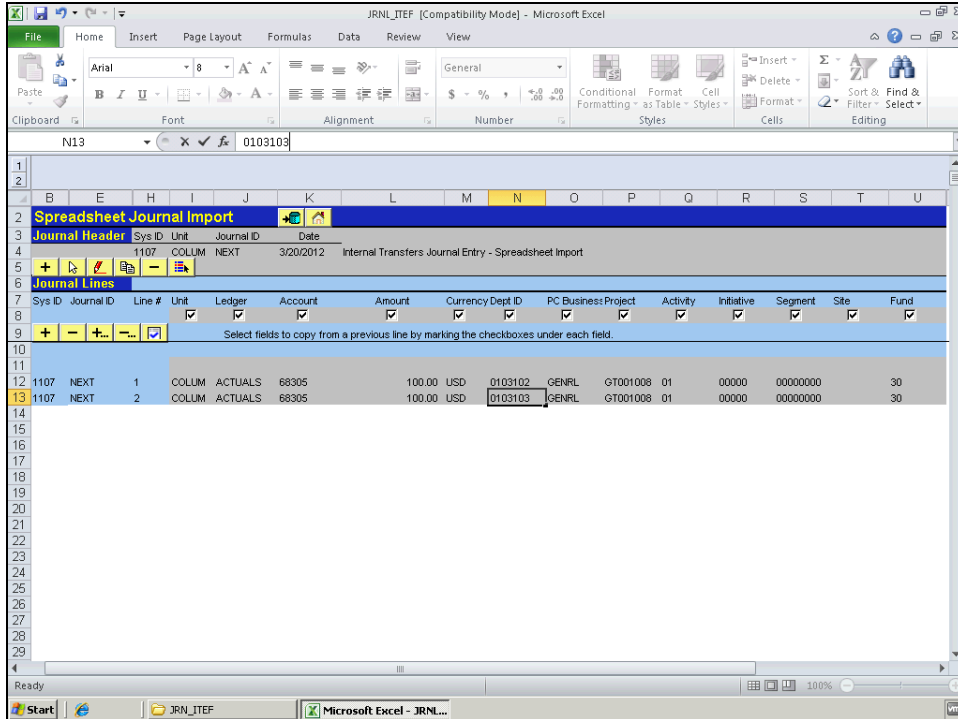
Step	Action
32.	Next, we will update the Amount field on line 2 to balance the Amount for line 1 (debits must equal credits).
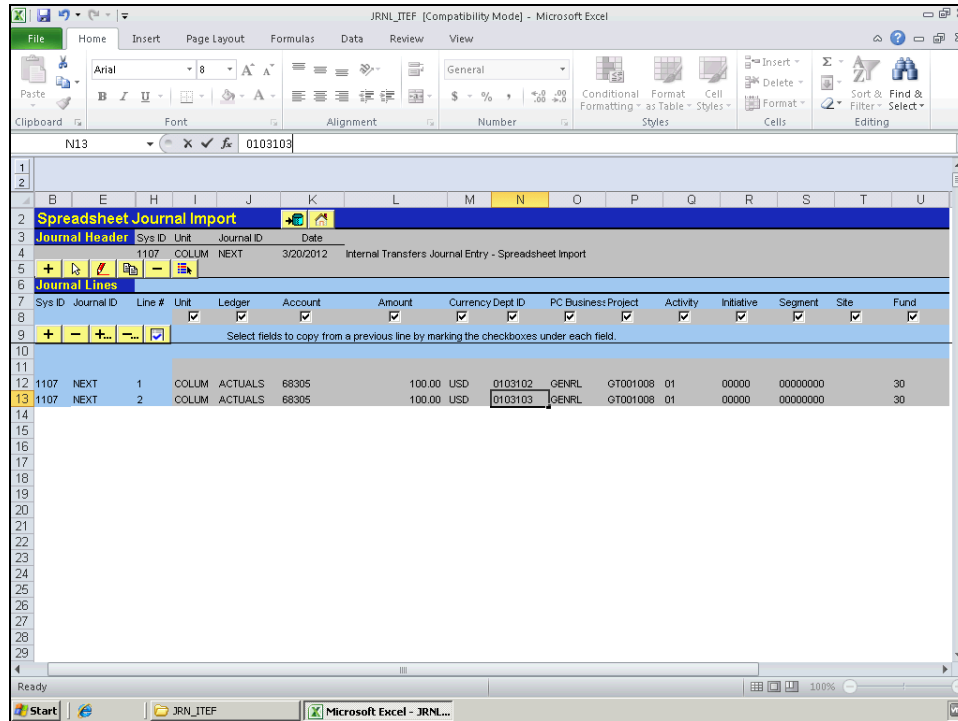
Step	Action
33.	Click the desired object. 100.00
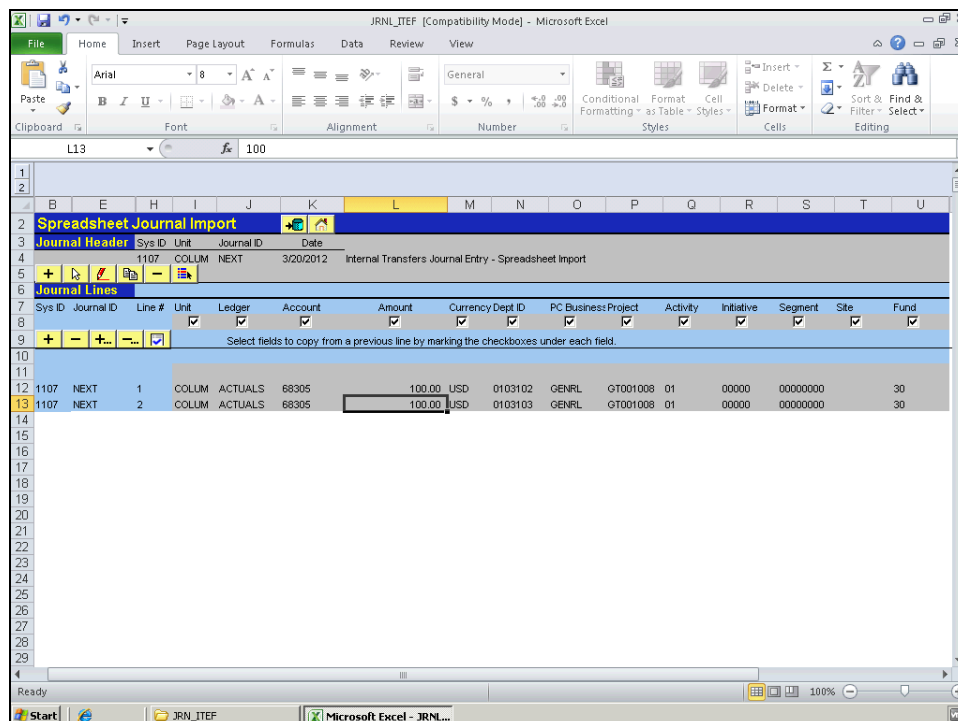
Step	Action
34.	Enter the desired information into the field. Enter "**-**".
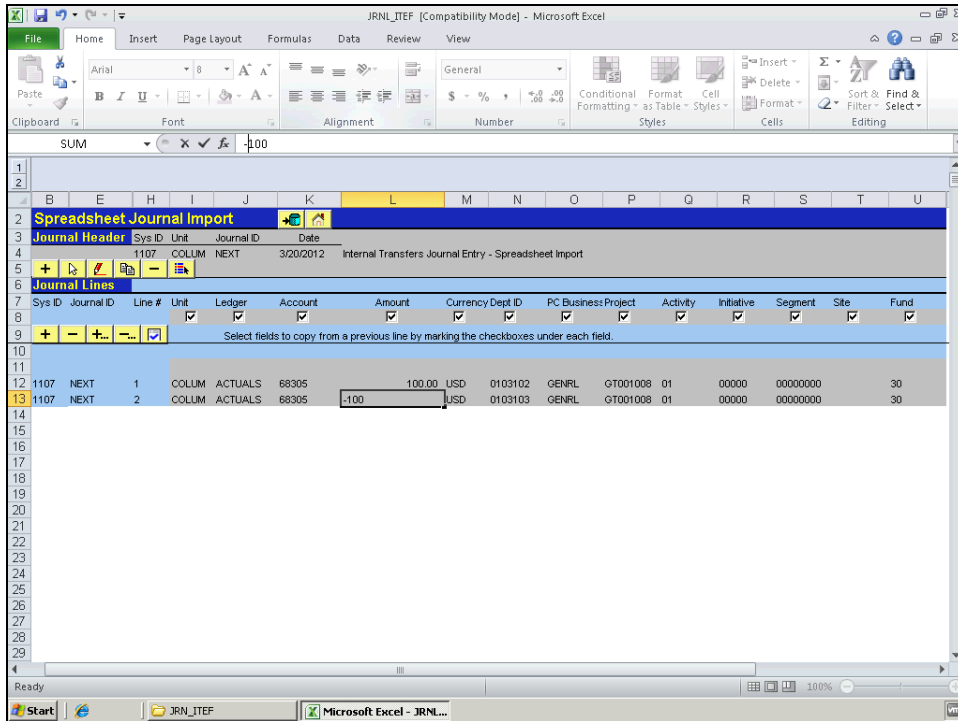
Step	Action
35.	Click the **Save** button.
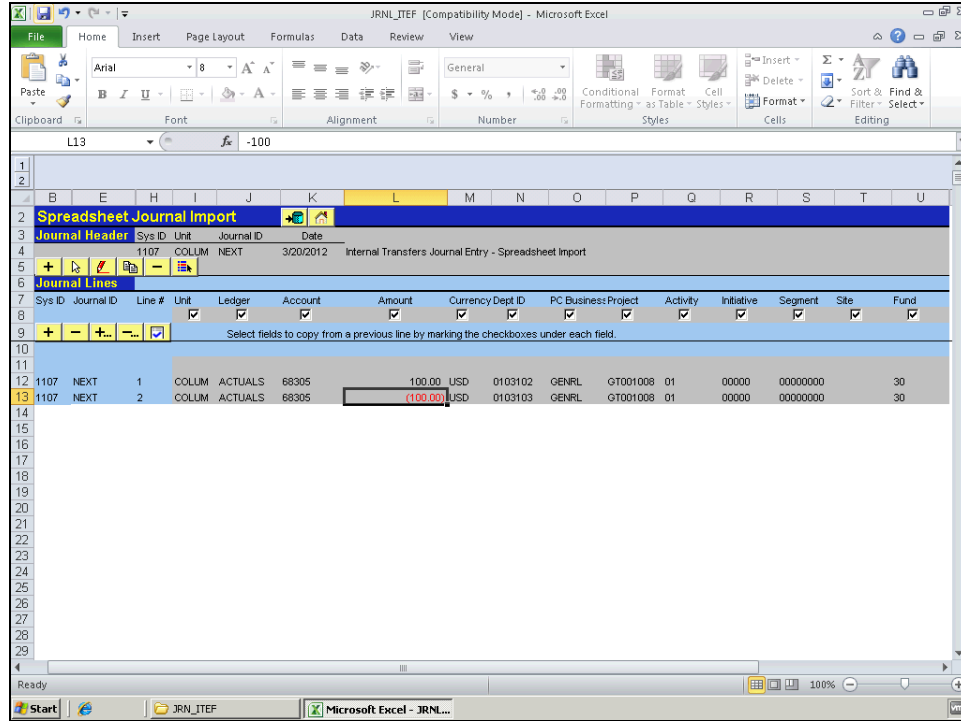
Step	Action
36.	You have successfully entered journal lines in the spreadsheet journal import tool. You can now select the next topic, *Importing the Spreadsheet Journal in ARC* where you will learn how to import the spreadsheet internal transfers journal into ARC. **End of Procedure.**

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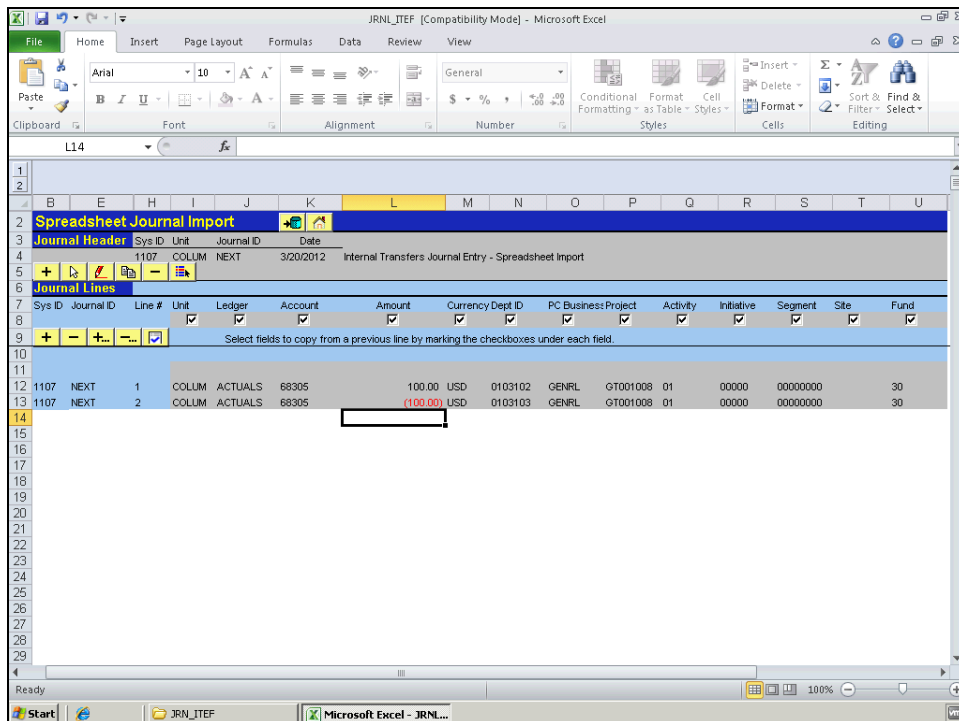
- Are the required ChartFields populated?
- Are the ChartField values valid?
- Do credits and debits add up to zero?

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.

Step	Action
1.	This icon is the import button. Click the desired object.
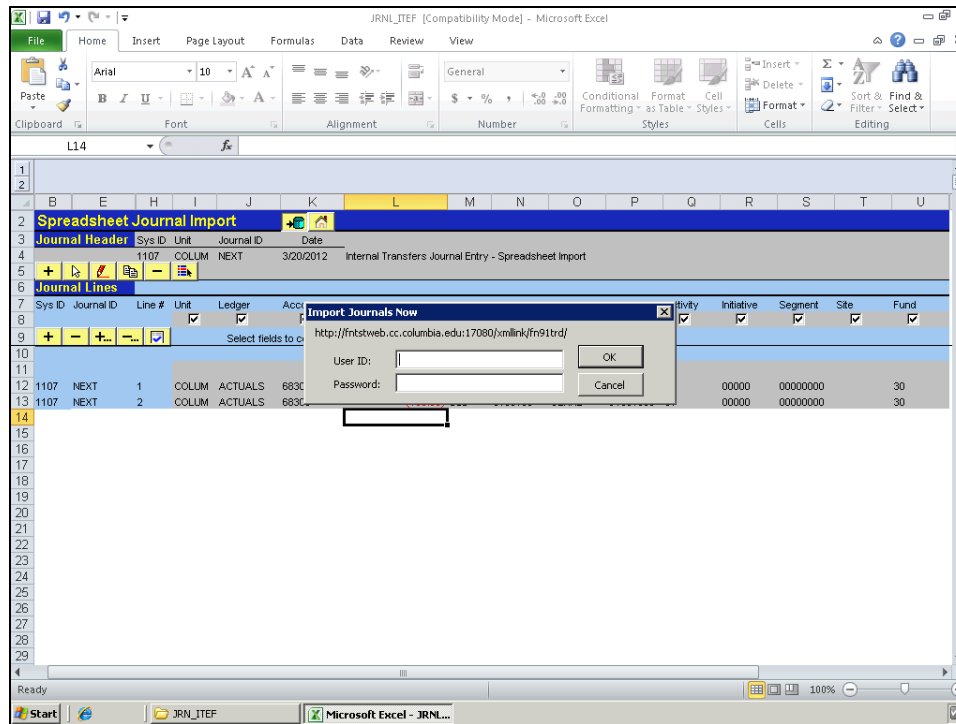
Step	Action
2.	The User ID and Password is your UNI and Password. In this scenario we will use a generic UNI and Password to import the journal into ARC. Enter the desired information into the **User ID** field. Enter "**ARC_TRAINING**".
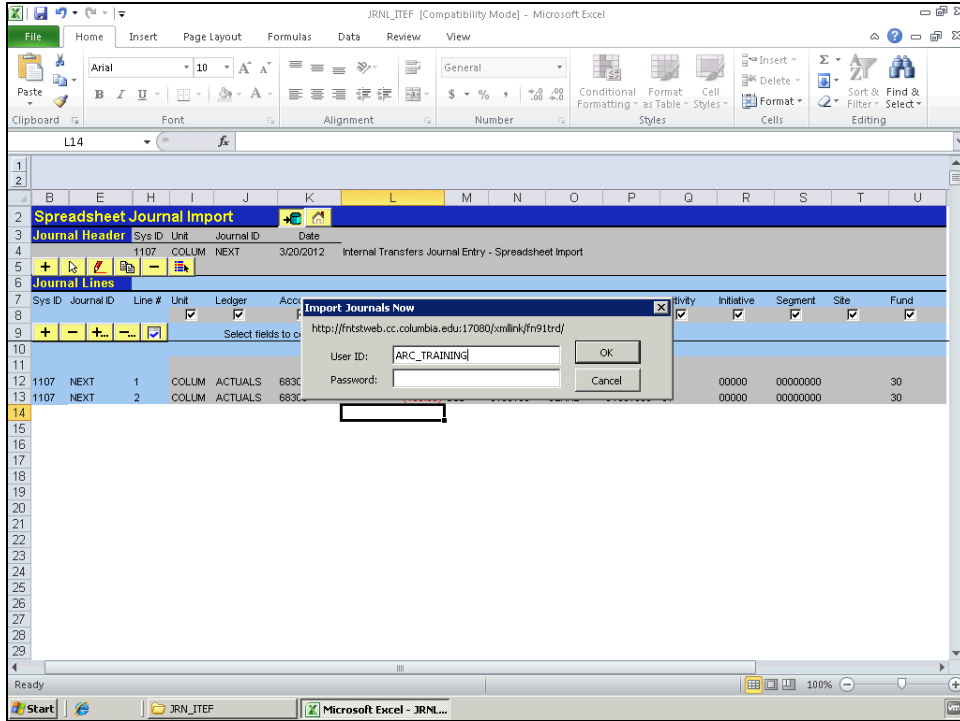
Step	Action
3.	Click in the Password field.
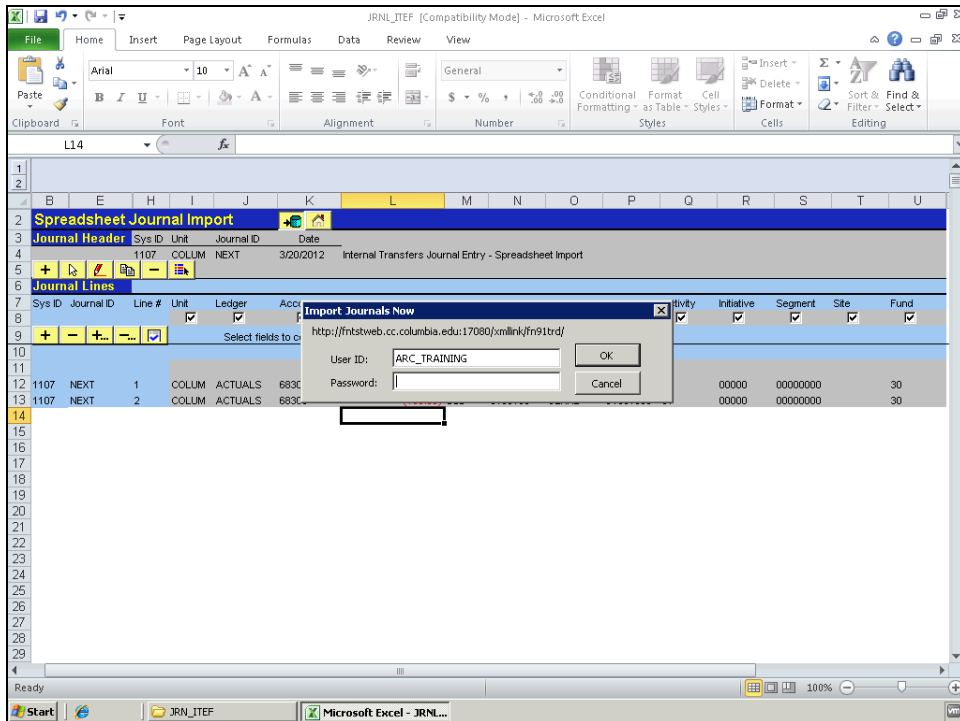
Step	Action
4.	Enter the desired information into the **Password** field. Enter "**TRAINING**".
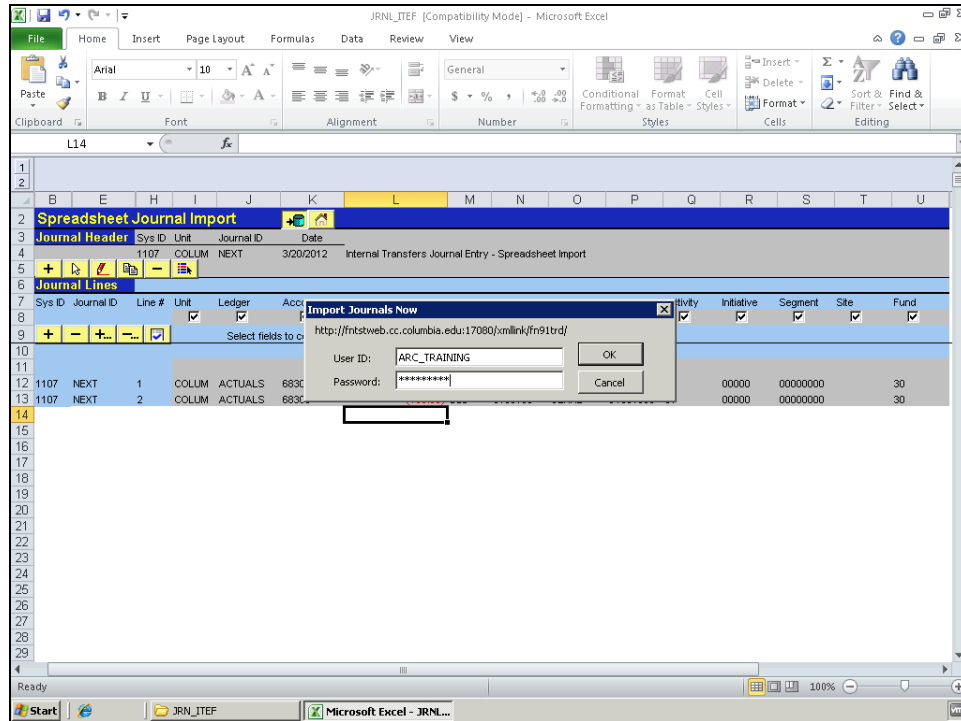
Step	Action
5.	Click the **OK** button.

Step	Action
6.	The message indicates the journal has successfully imported into ARC. Take note of the field values since you will need them on the next topic to search for the imported journal in ARC: Business Unit: COLUM Journal ID: 0000001351 Journal Date: 03/20/2012 Click the **OK** button. ![OK button]
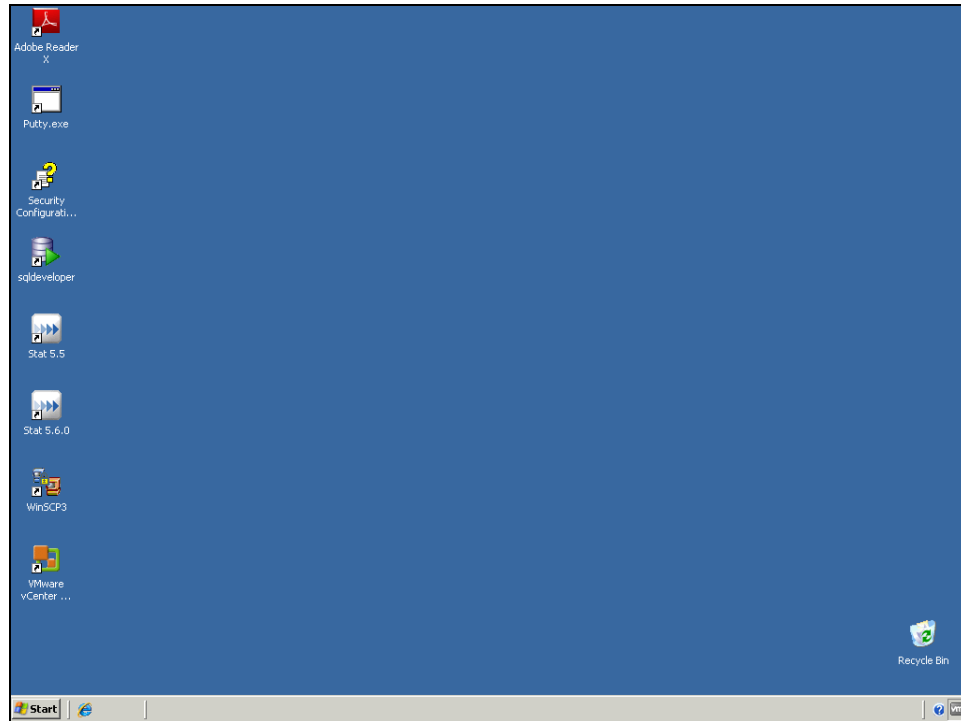
Step	Action
7.	You have successfully imported the spreadsheet journal into ARC. You can now select the next topic, *Processing the Imported Journal in ARC* where you will learn how to search for the imported journal and run edit check, budget check, and route the journal for approval. **End of Procedure.**

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.
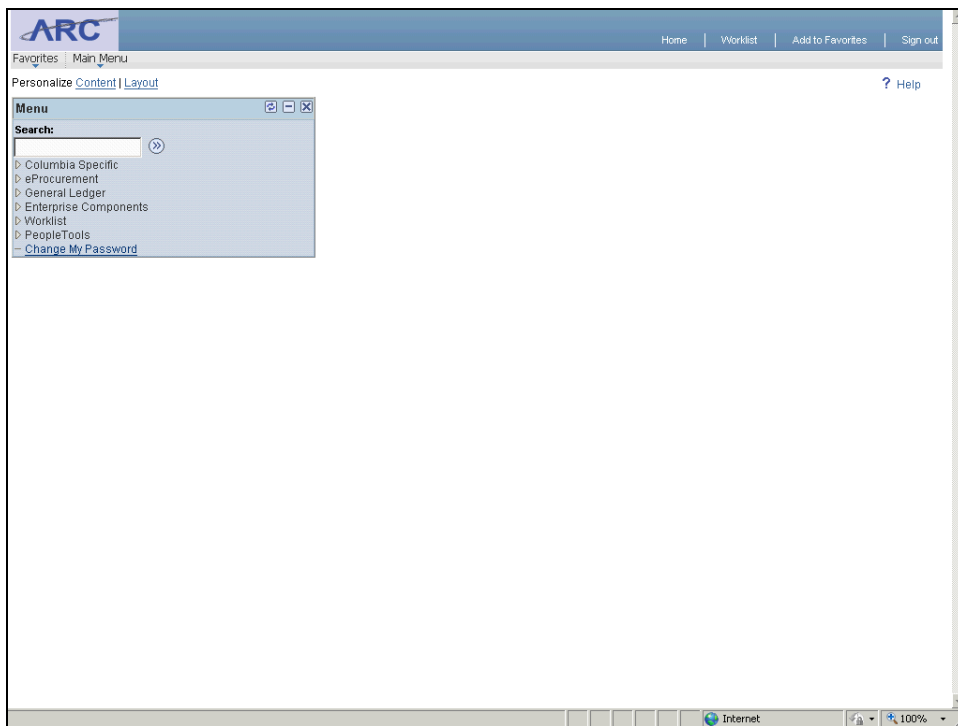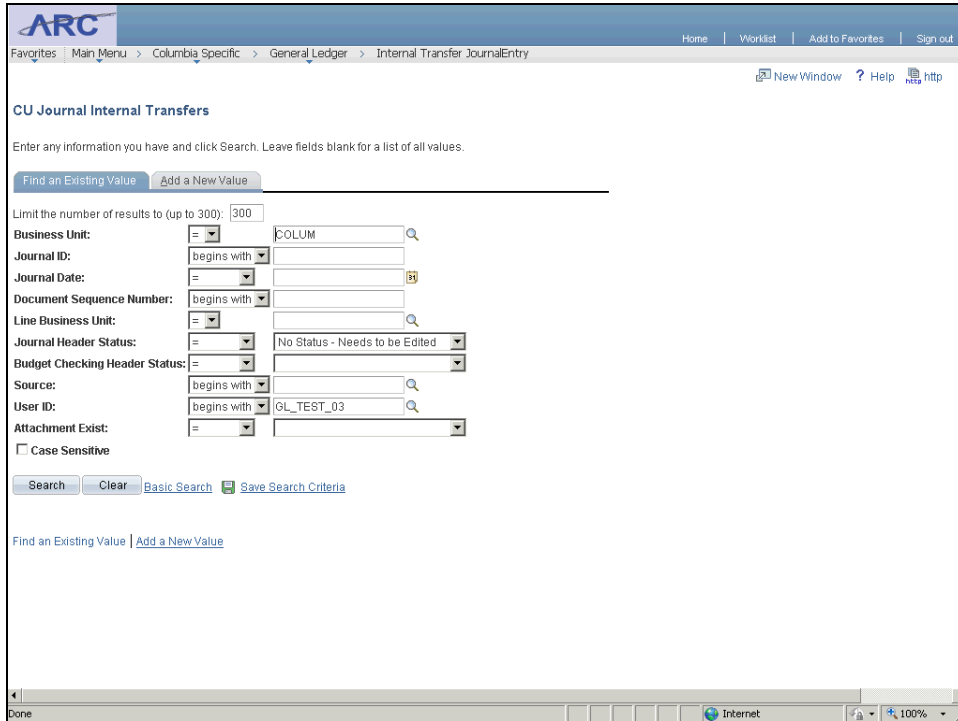
Step	Action
1.	Click the **Columbia Specific** link. ▷ Columbia Specific
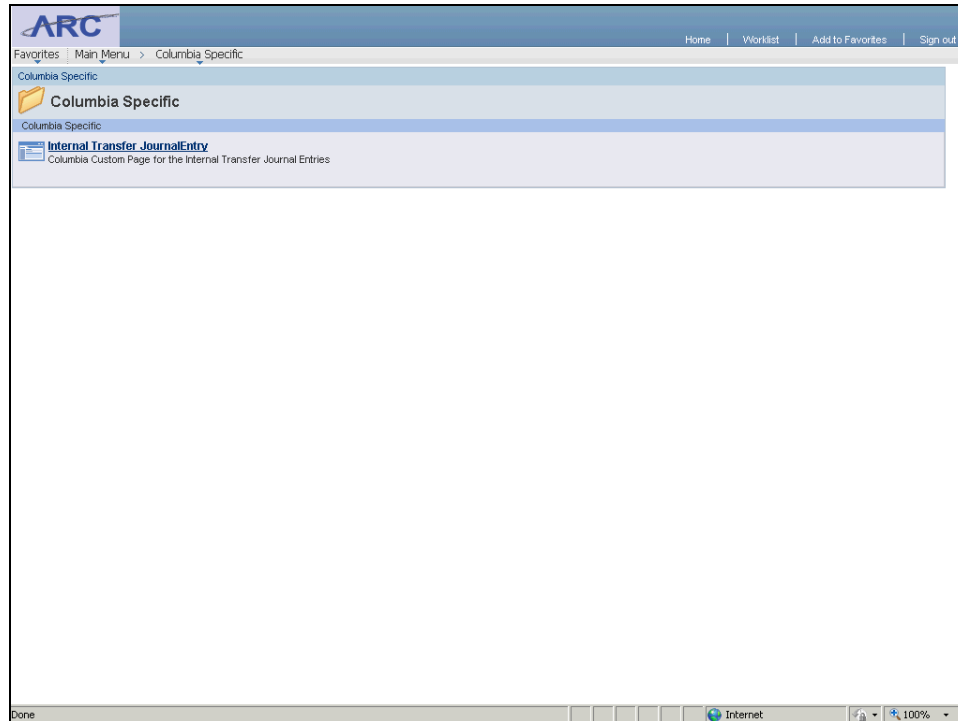
Step	Action
2.	Click the **Internal Transfer JournalEntry** link. Internal Transfer JournalEntry
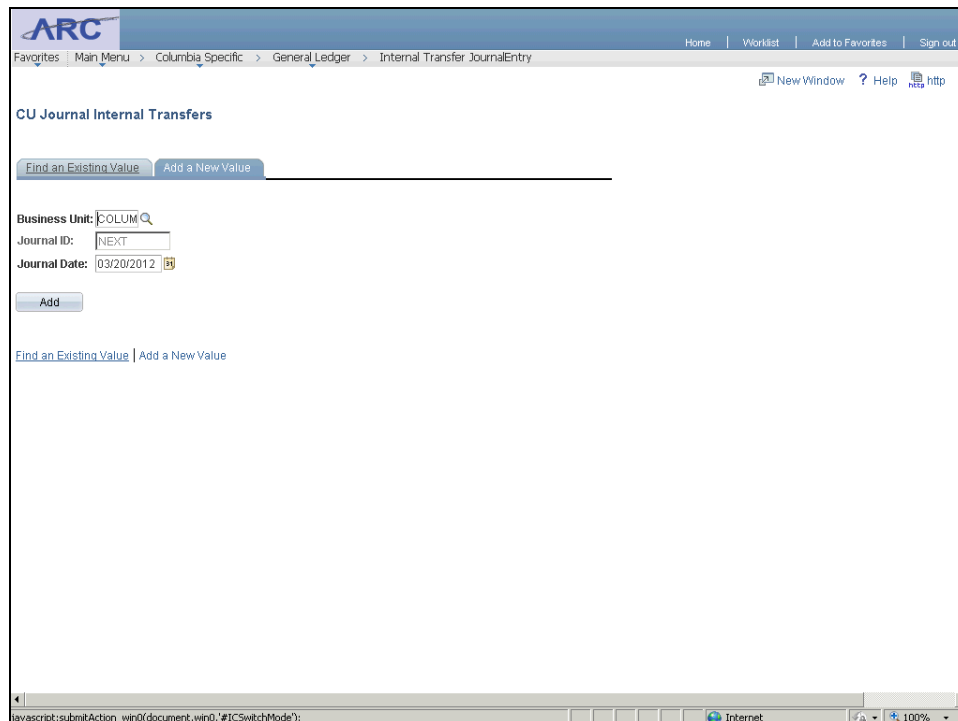
Step	Action
3.	Click the **Find an Existing Value** tab.

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

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

Step	Action
6.	Click in the **Business Unit** field.

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

Step	Action
8.	Double-click the **COLUM** object. COLUM

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

Step	Action
10.	Click the **20** link. **20**

Step	Action
11.	Click the **Search** button. Search

Step	Action
12.	Click the **0000001351** link. 0000001351

Step	Action
13.	Click the **OK** button. OK

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

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.

Step	Action
17.	The 'Edit Journal' process will quick off both edit check and budget check. Note that the Journal Status and the Budget Status are 'N' (needs to be edited) before processing the journal. Click the **Process** button.

Step	Action
18.	Click the **OK** button.

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

Step	Action
20.	Next, we will now submit the journal for approval. Click the **Process** list. Edit Journal

Step	Action
21.	Click the **Submit Journal** list item. Submit Journal

Step	Action
22.	Click the **Process** button.

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

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

Step	Action
25.	Click the scroll bar to see the rest of the page.
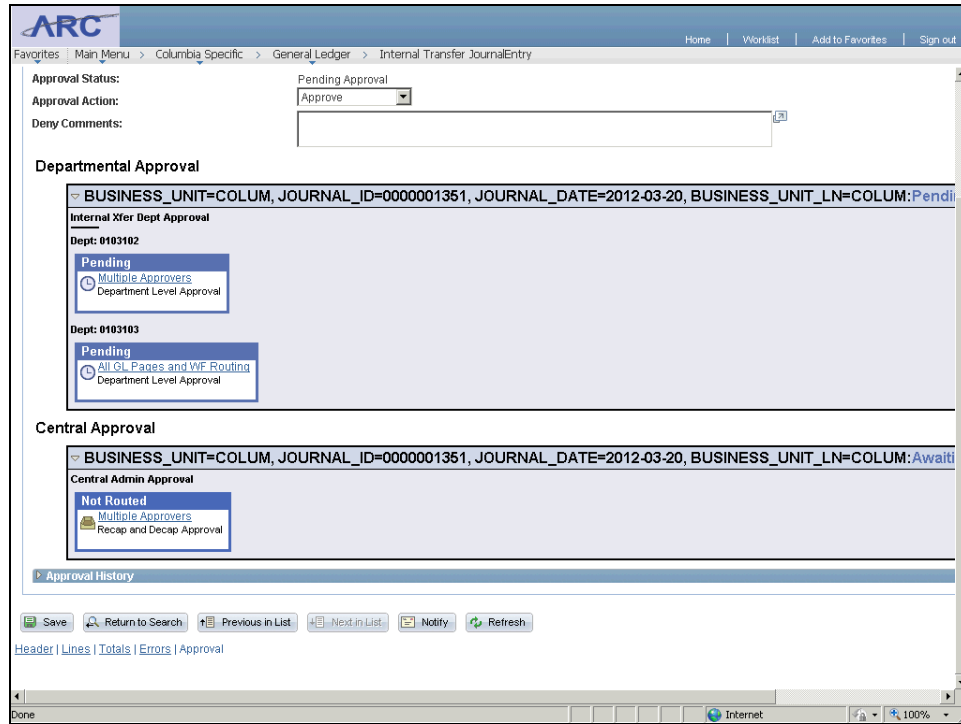
Step	Action
26.	Here you can see to whom the journal was routed to.
	Click the **Save** button.
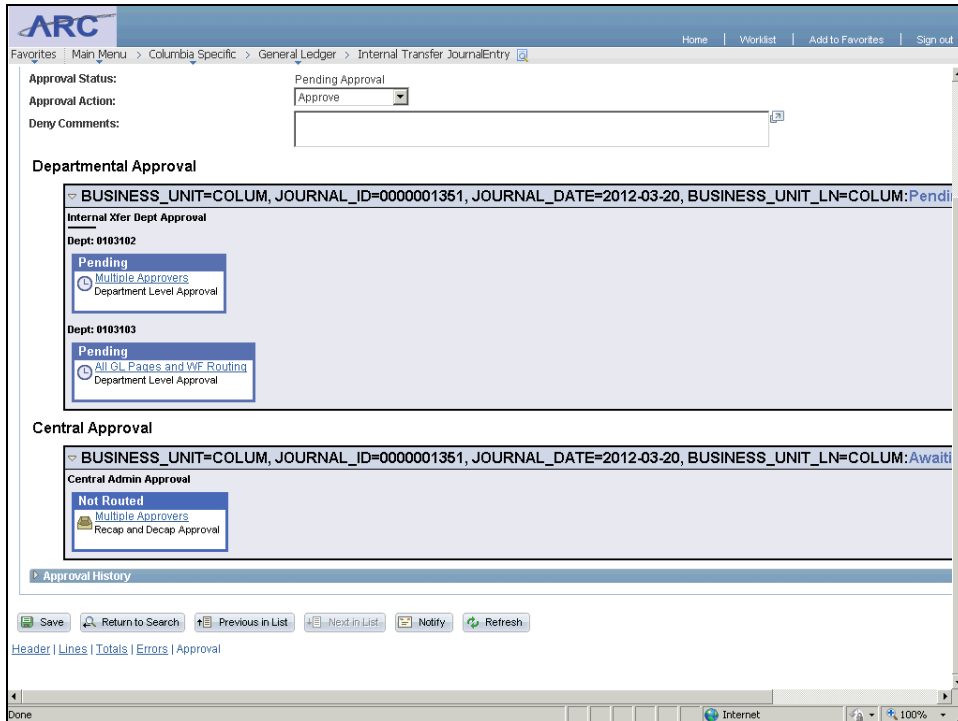
Step	Action
27.	You have successfully processed the imported journal in ARC. **End of Procedure.**

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
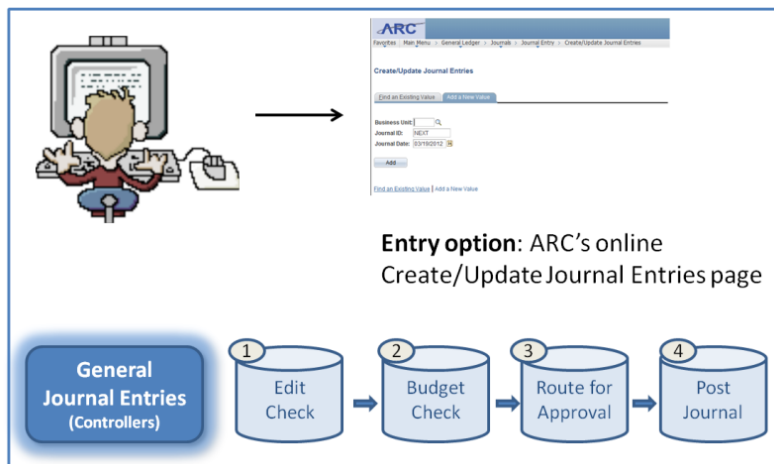
Estimated time to complete lesson: 20 minutes

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:

Entering the Journal Header for a General Journal Entry

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

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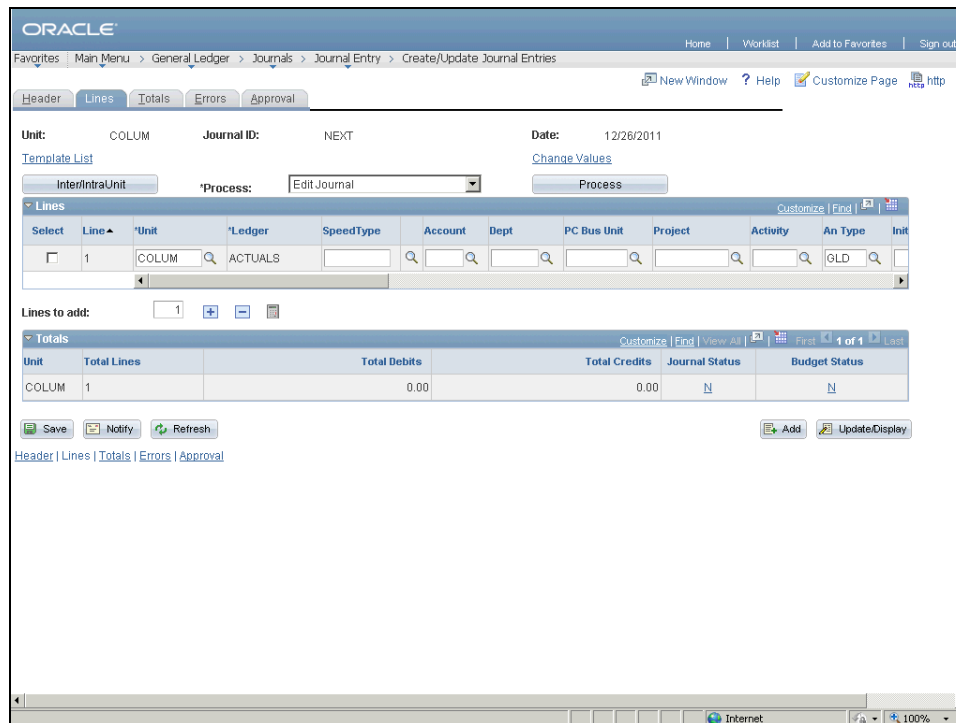
- Navigate to the Journal Entries page in ARC
- Identify the fields that require data input
- Enter the journal header information **Estimated time to complete topic:** 5 minutes

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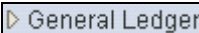
Step	Action
1.	When you log in to ARC, you will be taken to the home page. The links available within the menu on the left hand side will differ per user based on role.

Step	Action
2.	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. Click the **General Ledger** link.

Step	Action
3.	Click the **Journals** link. **Journals**

Step	Action
4.	Click the **Journal Entry** link. **Journal Entry**
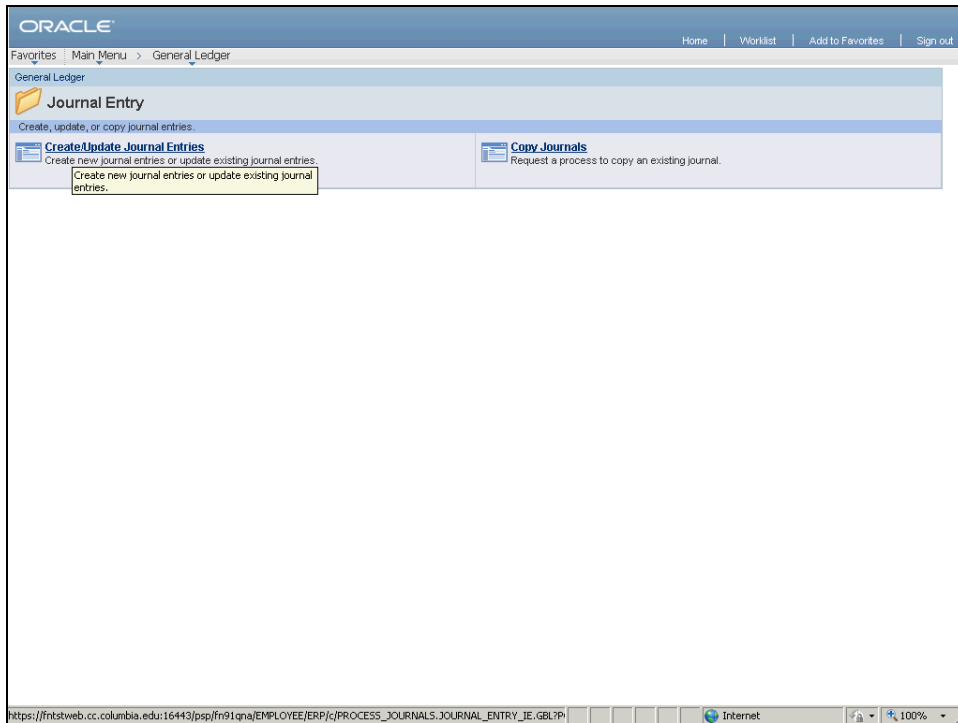
Step	Action
5.	Click the **Create/Update Journal Entries** link. **Create/Update Journal Entries**
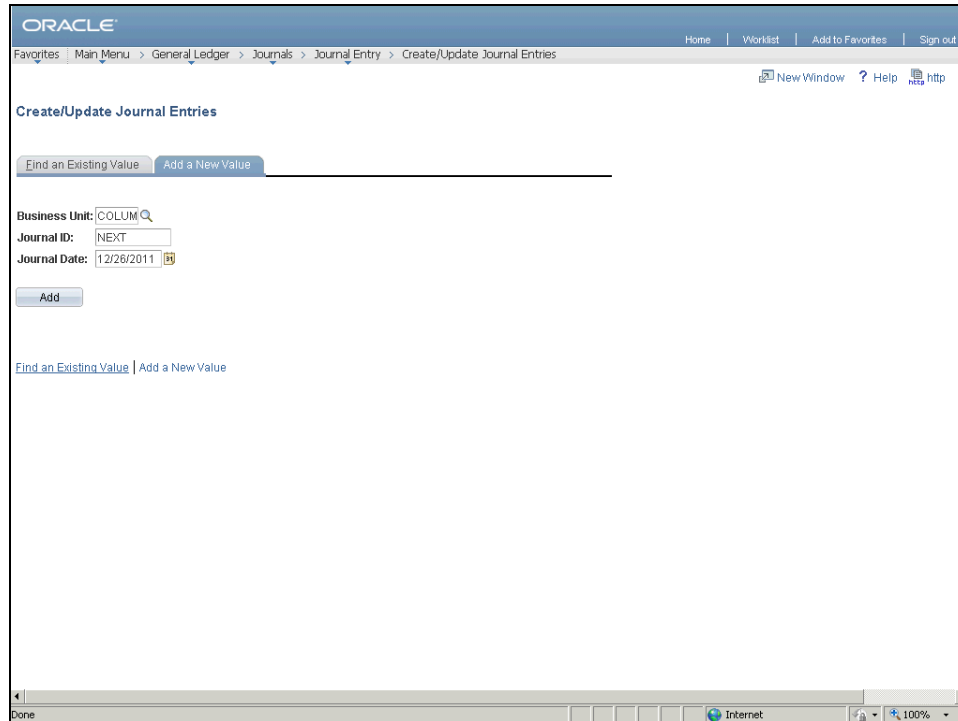
Step	Action
6.	This page gives you the option of searching for an existing journal or adding a new journal. In this scenario you will add a new general journal entry.

Step	Action
7.	The *Journal ID* defaults to NEXT. **Do not change this**. The system automatically assigns the next Journal ID to the journal after it is saved. The *Journal Date* defaults to the current date. This date determines the period to which the journal will post. Change the date when necessary. Click the **Add** button to continue. Add

Step	Action
8.	This is the Journal Header page.

Values for Ledger Group, Source, and Transaction Code will default. The only fields you will need to populate are Long Description and Journal Class.

Note that for Internal Transfer the Source was 'ITF' whereas for General Journal Entries the Source is 'ONL'. |

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

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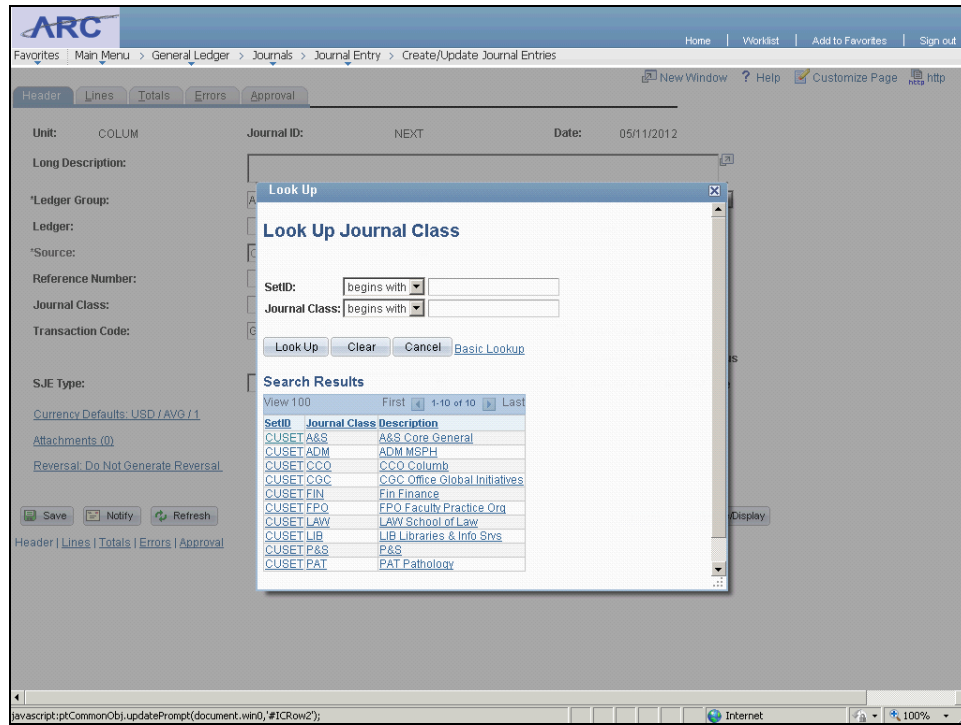
Step	Action
11.	Click the **FIN** link.

Step	Action
12.	When you save the journal header page you will be taken to the journal lines page.
	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.
	Click the **Save** button.

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

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:

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* 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.

Step	Action
1.	This is the Journal Lines page.

You will need to enter a valid value for each ChartField.

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.

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. |

Step	Action
2.	Click the **Look up Account (Alt+5)** button.
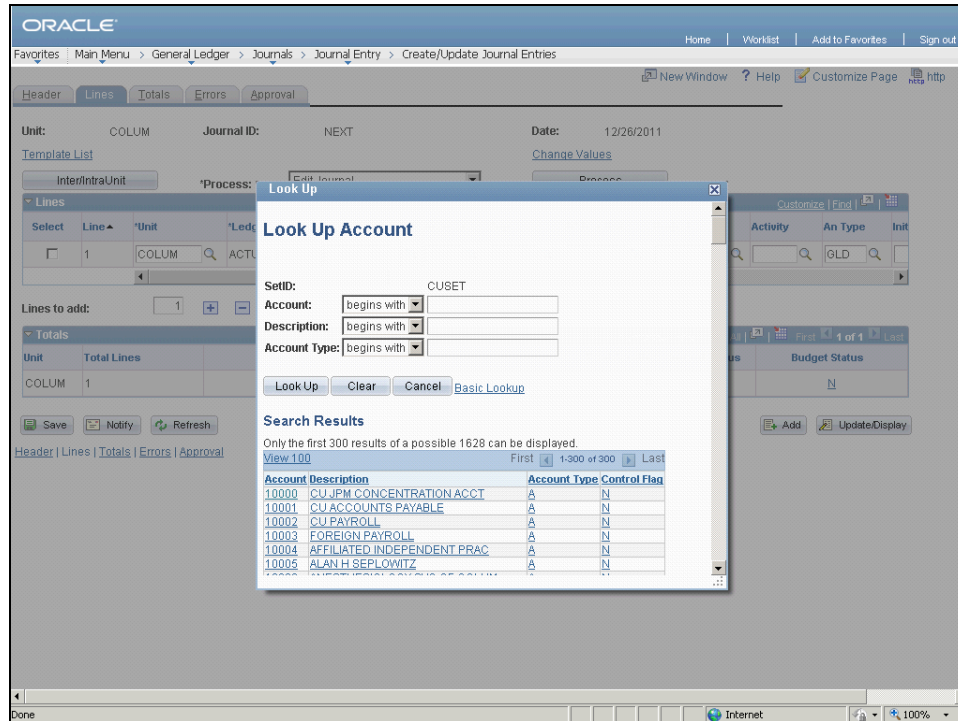
Step	Action
3.	You can search for an account by listing the account number, description, and/or account type it begins with. In this example you will search for the account '11000'.

Step	Action
4.	Click in the **Account** field.

Step	Action
5.	Enter the desired information into the **Account** field. Enter "**11000**".
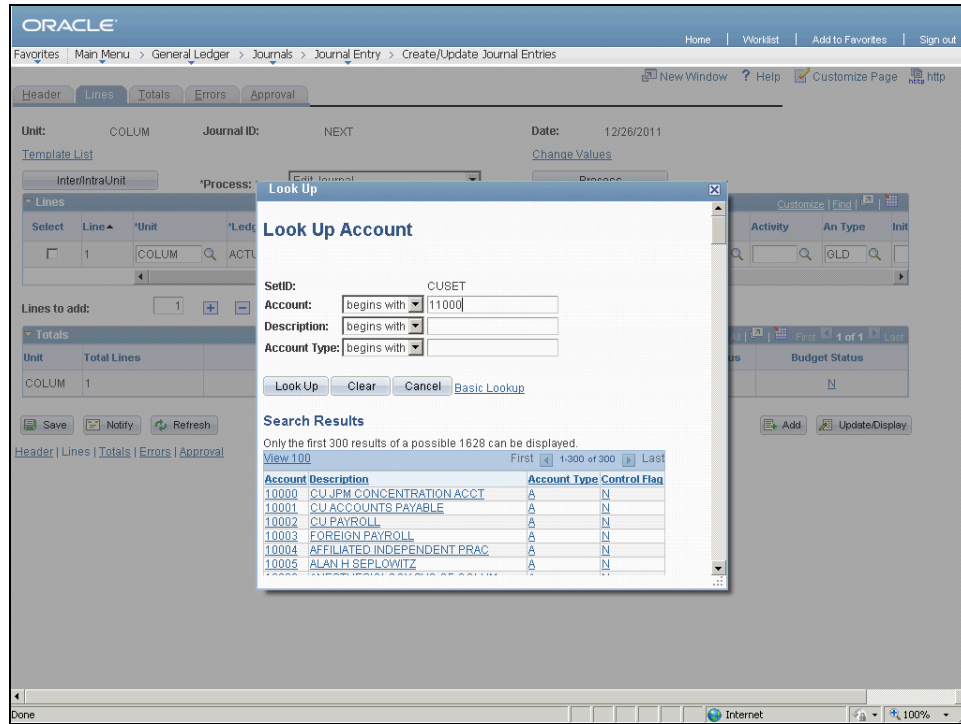
Step	Action
6.	Click the **Look Up** button.

Step	Action
7.	Click the **11000** link.

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

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

Step	Action
10.	Click in the **Department** field.

Step	Action
11.	Enter the desired information into the **Department** field. Enter "**2516137**".
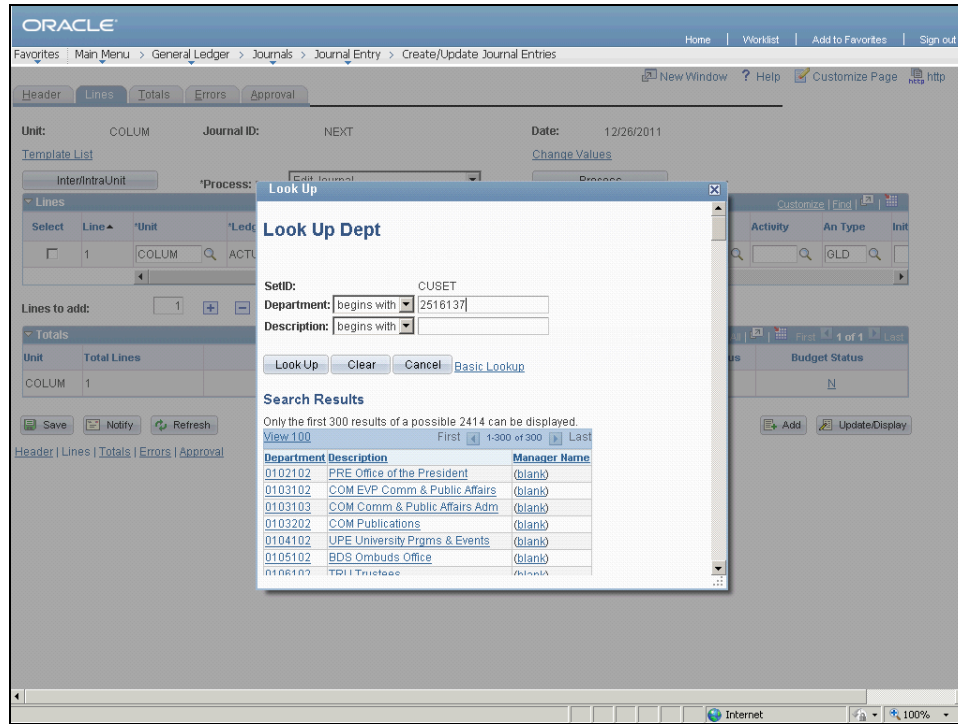
Step	Action
12.	Click the **Look Up** button.

Step	Action
13.	Click the **2516137** link. 2516137

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

Step	Action
15.	There are three options for PC Business Unit: - Capital Projects - General Projects - Sponsored Projects and Sponsored Projects. In this scenario you will select 'GENRL' for General Projects.

Step	Action
16.	Click the **GENRL** link. GENRL

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'.
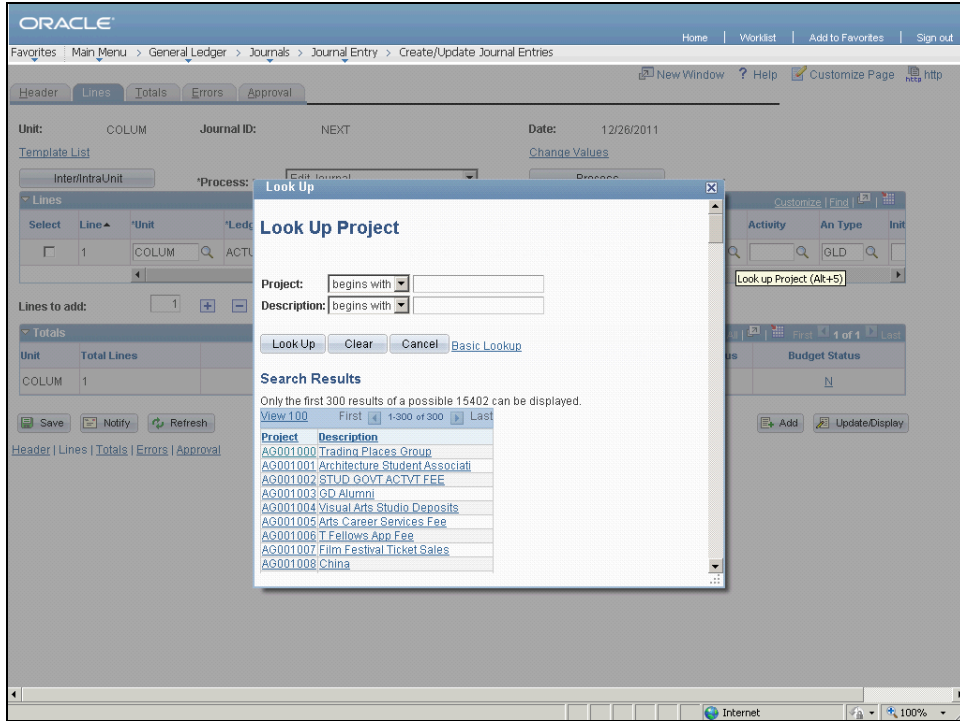
Step	Action
19.	Click in the **Project** field.
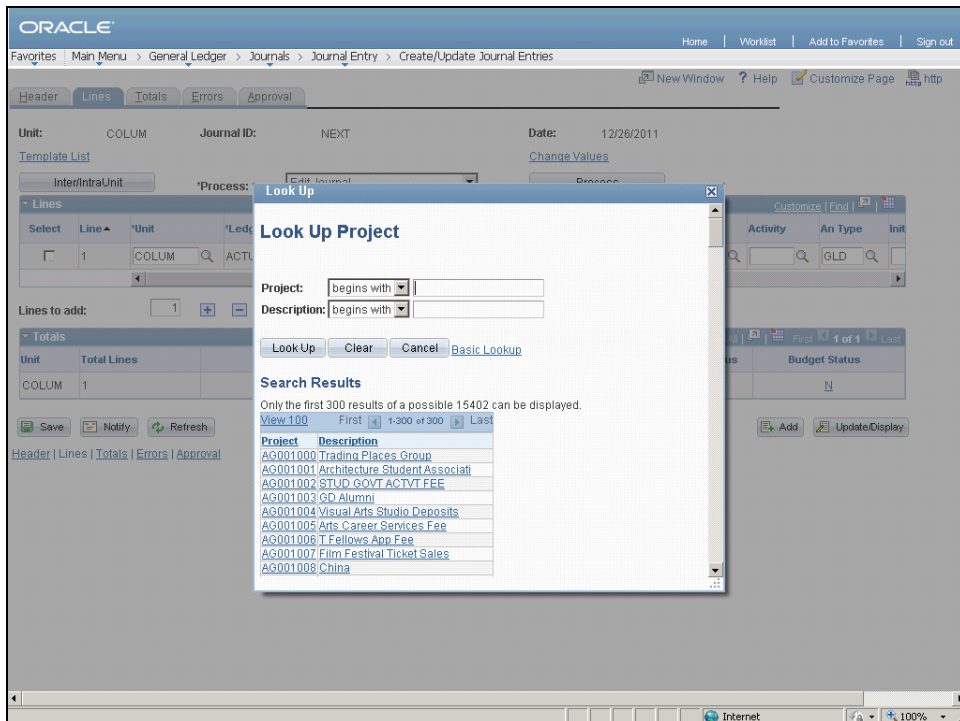
Step	Action
20.	Enter the desired information into the **Project** field. Enter "**UR004745**".
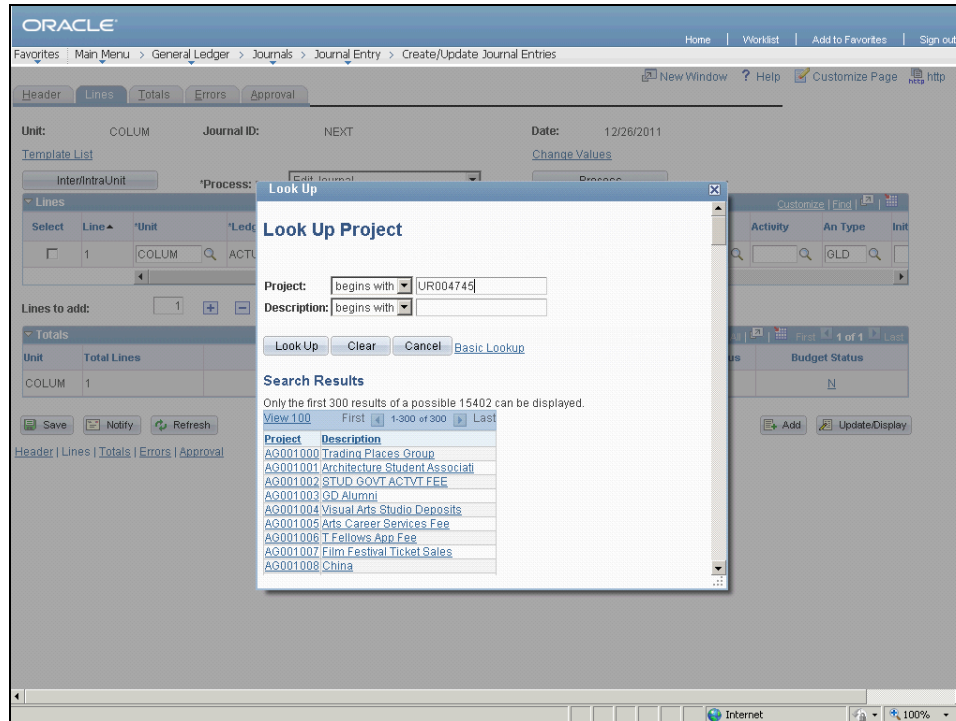
Step	Action
21.	Click the **Look Up** button. Look Up

Step	Action
22.	Click the **UR004745** link. UR004745

Step	Action
23.	Click the **Look up Activity (Alt+5)** button.
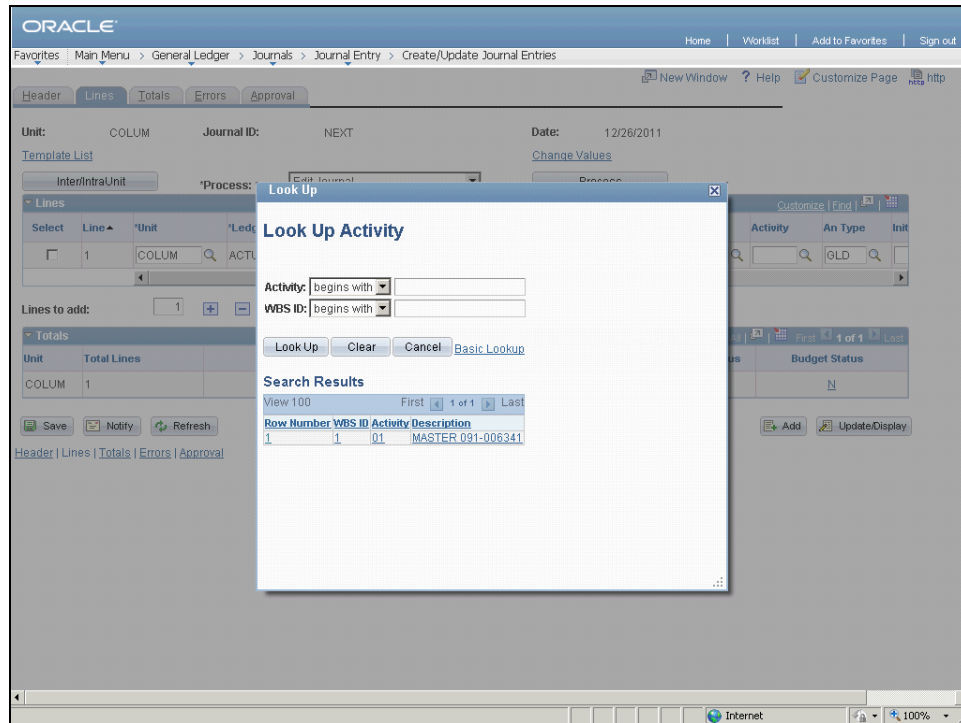
Step	Action
24.	The only activity available to choose from is the default activity from the UR004745 (Master 091-0006341) project.

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

Step	Action
26.	Drag the scroll bar to the right to view the rest of the ChartFields.
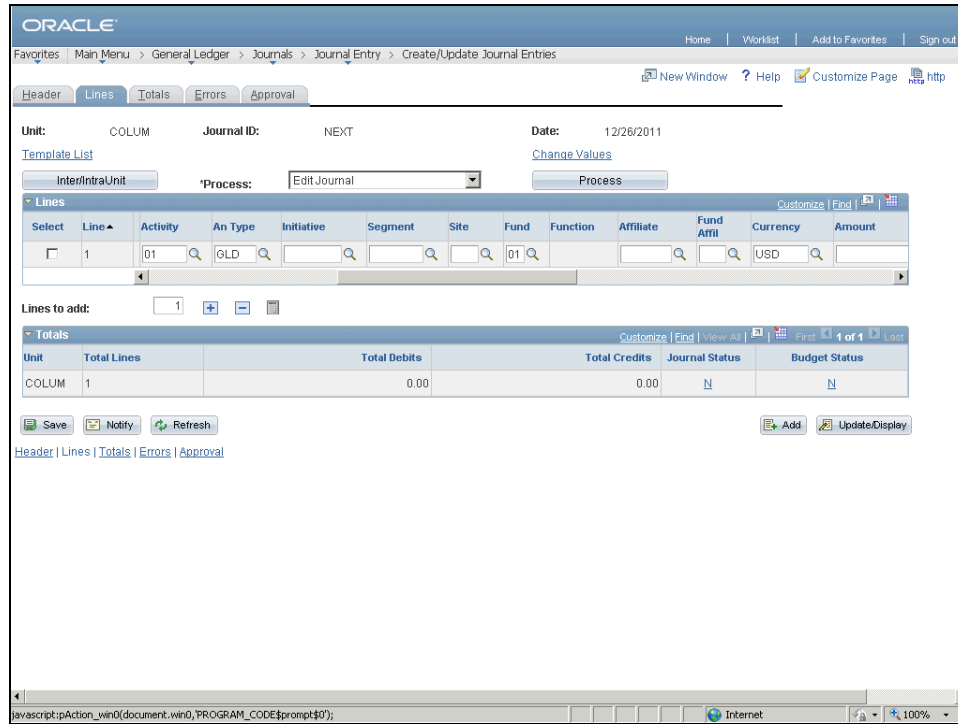
Step	Action
27.	Click the **Look up Initiative (Alt+5)** button.
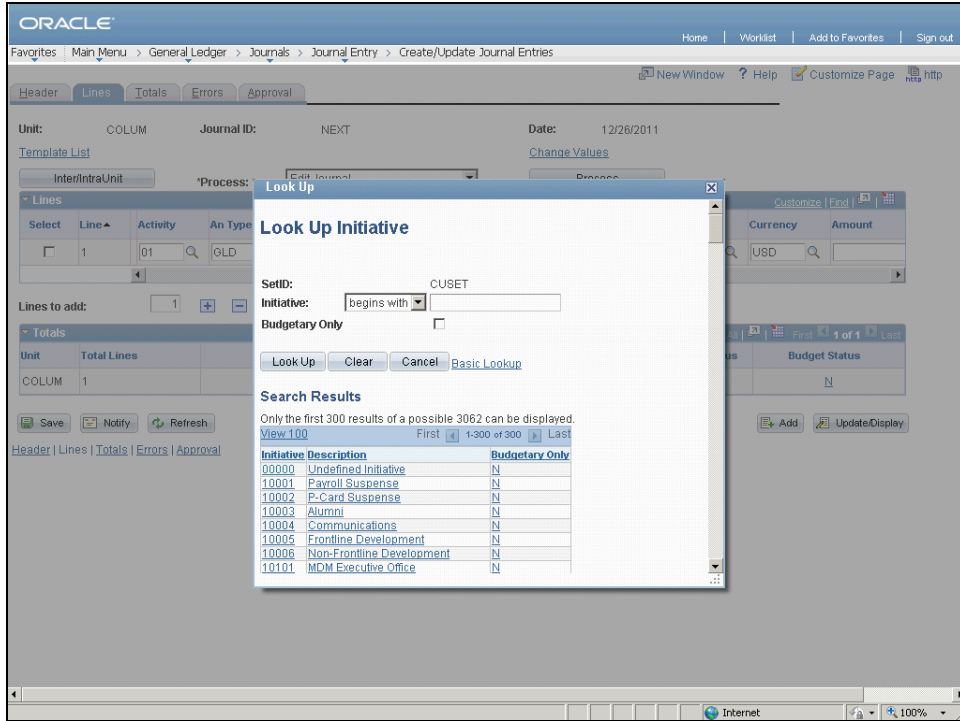
Step	Action
28.	For transactions that does not require a specific initiative, use the 'Undefined Initiative' value. Click the **00000** link. 00000

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

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.

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

Step	Action
33.	Click in the **Amount** field.

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

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.
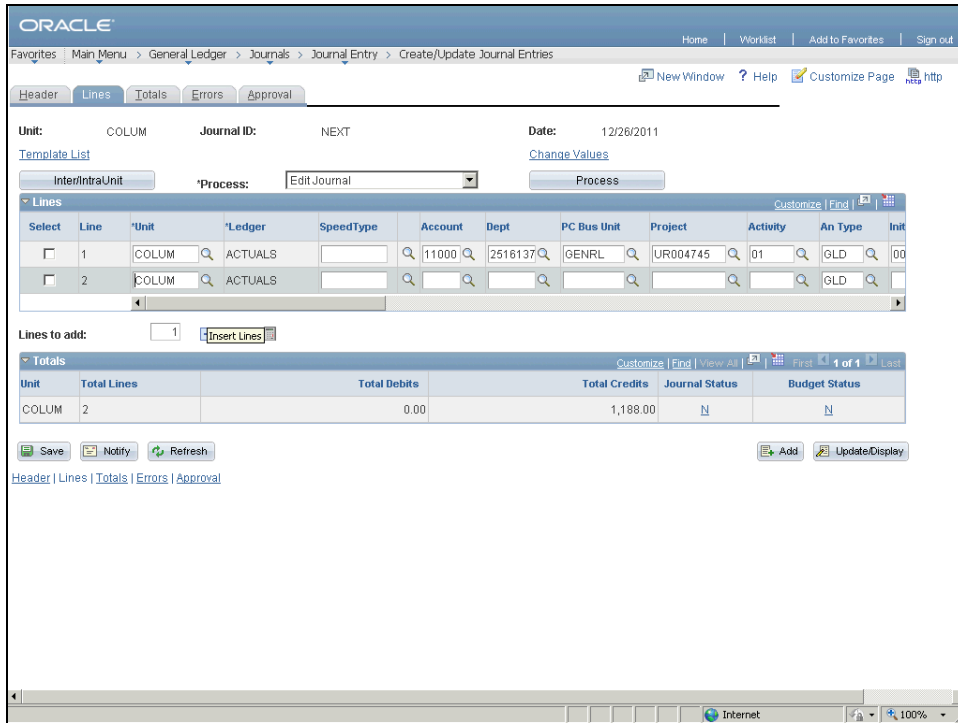
Step	Action
36.	Click the **Insert Lines** button. [+]

Step	Action
37.	Click the **Look up Account (Alt+5)** button. [🔍]
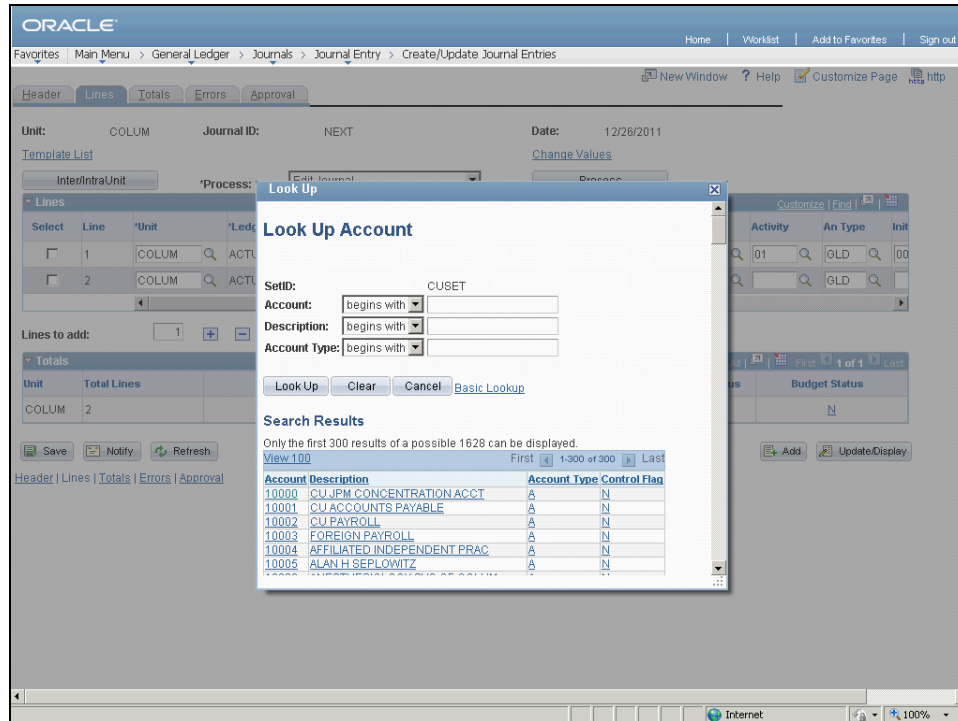
Step	Action
38.	We are going to search for all accounts that begin with '4'. Enter the desired information into the **Account** field. Enter "**4**".
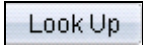
Step	Action
39.	Click the **Look Up** button.

Step	Action
40.	Click the **40000** link. 40000

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

Step	Action
42.	Click in the **Department** field.

Step	Action
43.	Enter the desired information into the **Department** field. Enter "**1208102**".
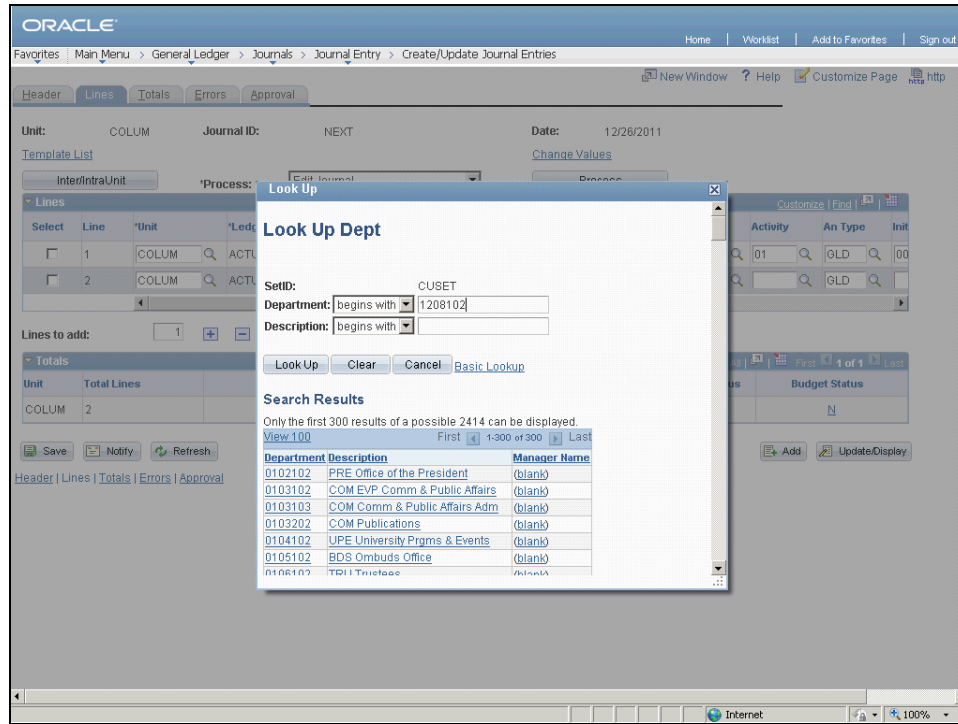
Step	Action
44.	Click the **Look Up** button.

Step	Action
45.	Click the **1208102** link.

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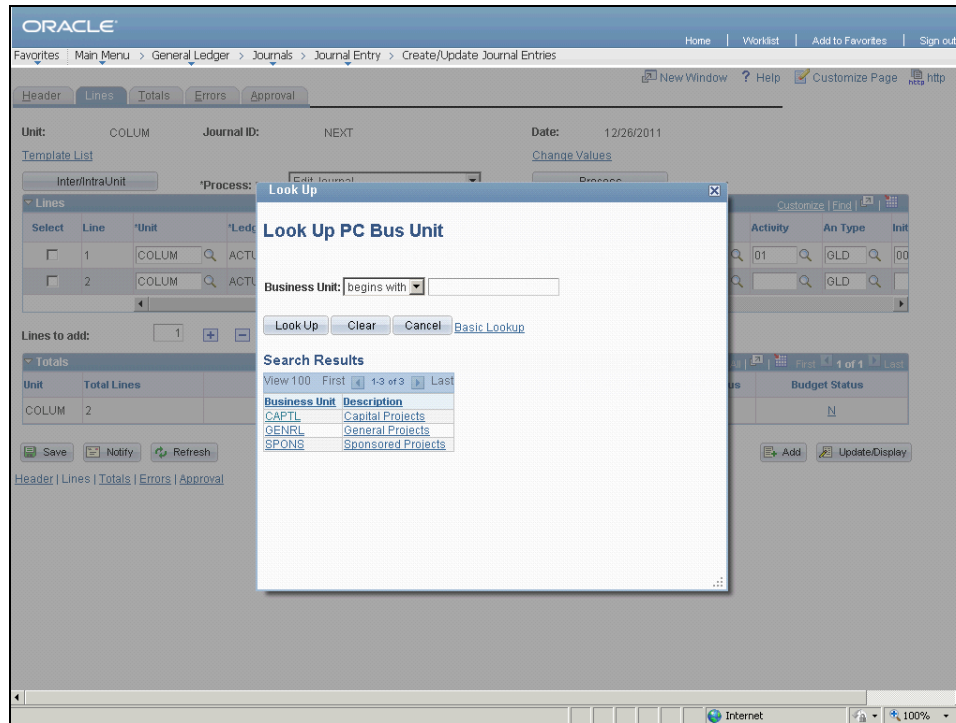
Step	Action
47.	Click the **GENRL** link.

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

Step	Action
49.	Click in the **Project** field.
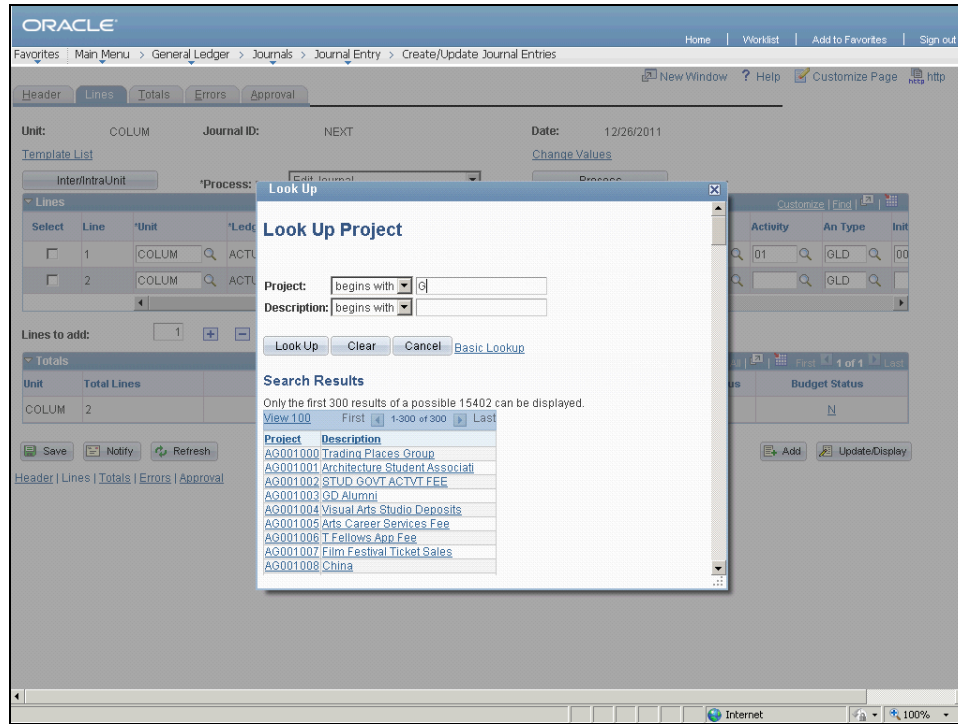
Step	Action
50.	Enter the desired information into the **Project** field. Enter "**GT001008**".
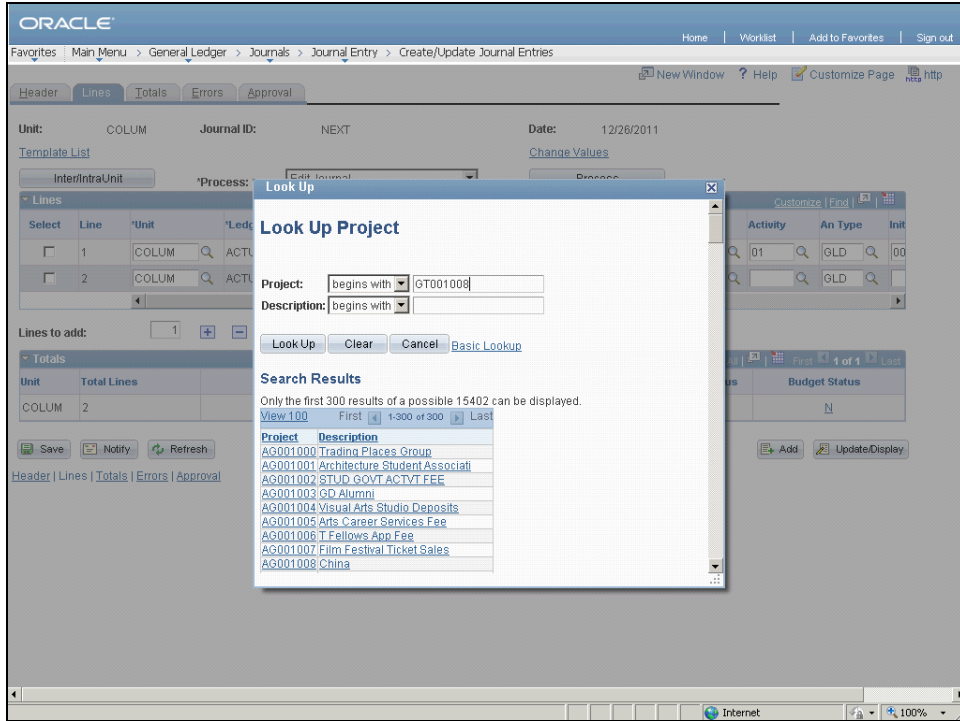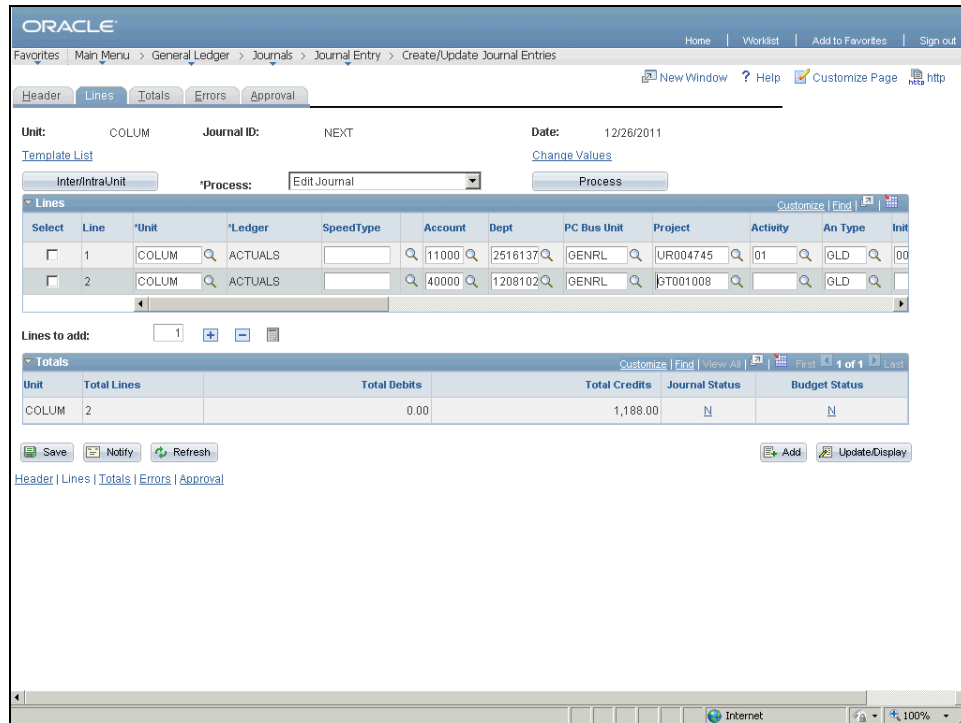
Step	Action
51.	Click the **Look Up** button.
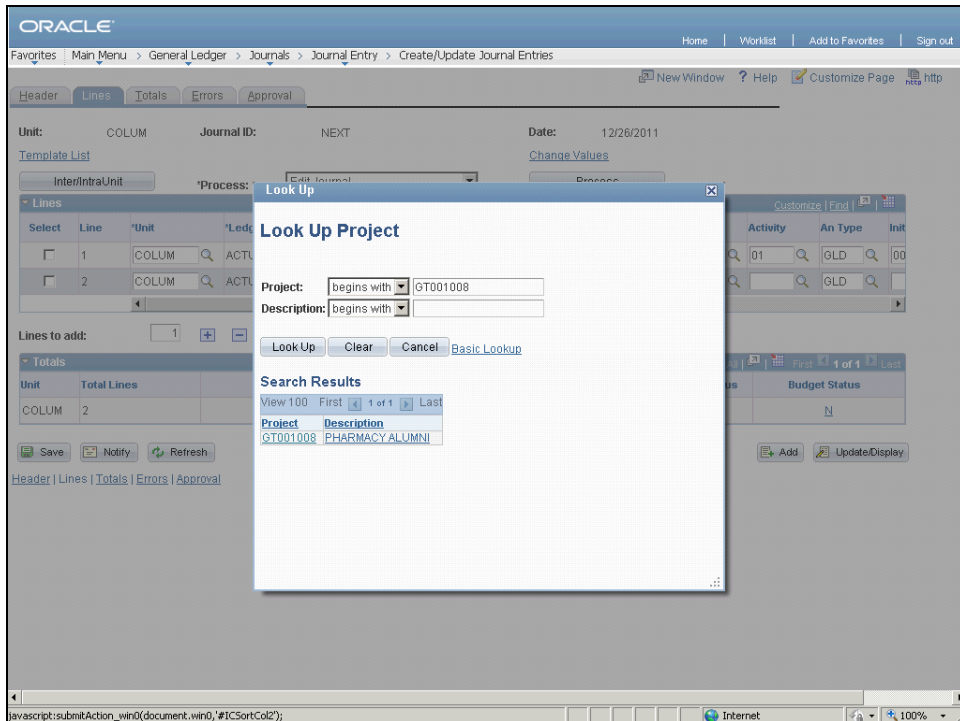
Step	Action
52.	Click the **GT001008** link.
	GT001008

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

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

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

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

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

Step	Action
58.	Click the **00000** link. 00000

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

Step	Action
60.	Click the **00000000** link. 00000000

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

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

Step	Action
63.	Click the **Save** button.

Step	Action
64.	When you save the journal lines you will see the message above. Note that the Journal ID changed from 'NEXT' to '0000001523' upon save. We will learn how to process a journal in the next topic.
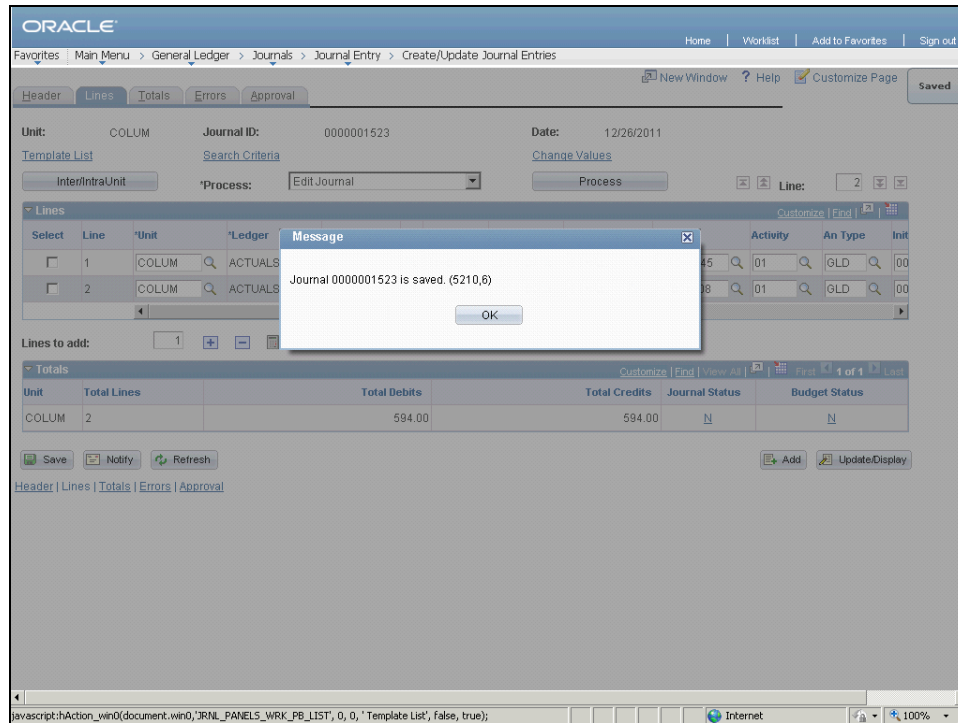
Step	Action
65.	Click the **OK** button.

Step	Action
66.	You have successfully entered the journal lines information for a general journal entry. You can now select the next topic, *Processing a General Journal* 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.

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

Step	Action
2.	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. Edit check makes sure ChartField combinations are valid and budget check makes sure that the transaction meets budget rules. Click the **Process** button. Process

Step	Action
3.	The Journal Status and Budget Status changed from **'N'** to **'V'** for valid. Journal Status V = Valid journal; edits are complete Budget Status V = Entry passed budget checking

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

Step	Action
5.	Click the **Process** list.

Step	Action
6.	Click the **Submit Journal** list item.

Step	Action
7.	Click the **Process** button.

Step	Action
8.	The Approval tab allows you to check the approval status of your journal. Click the **Approval** tab. ![Approval]
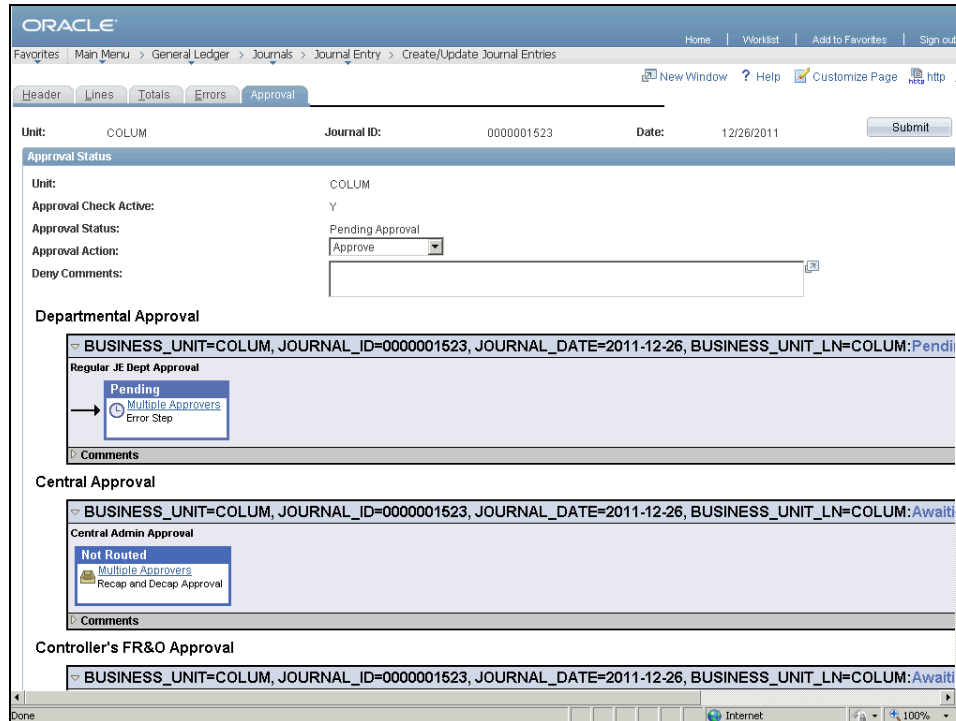
Step	Action
9.	This is the Approvals page. The 'Y' next to **Approval Check Active** indicates the journal has been successfully submitted for approval.

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

Step	Action
11.	This journal requires three level of approval: -Departmental Approval -Central Approval -Controller's FR&O Approval
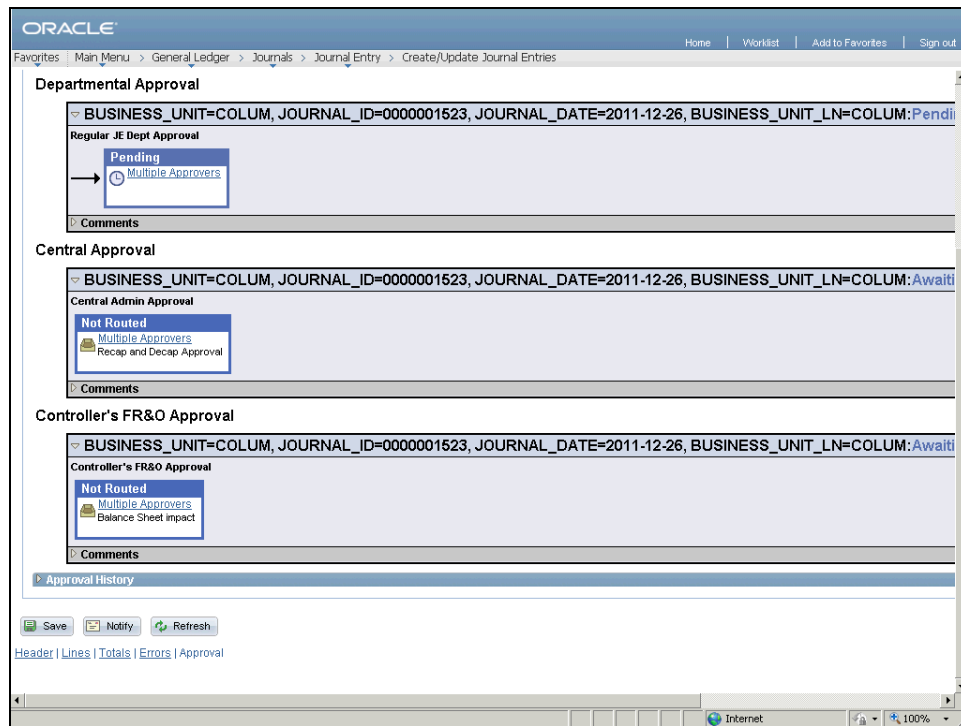
Step	Action
12.	Click the **Save** button.

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.
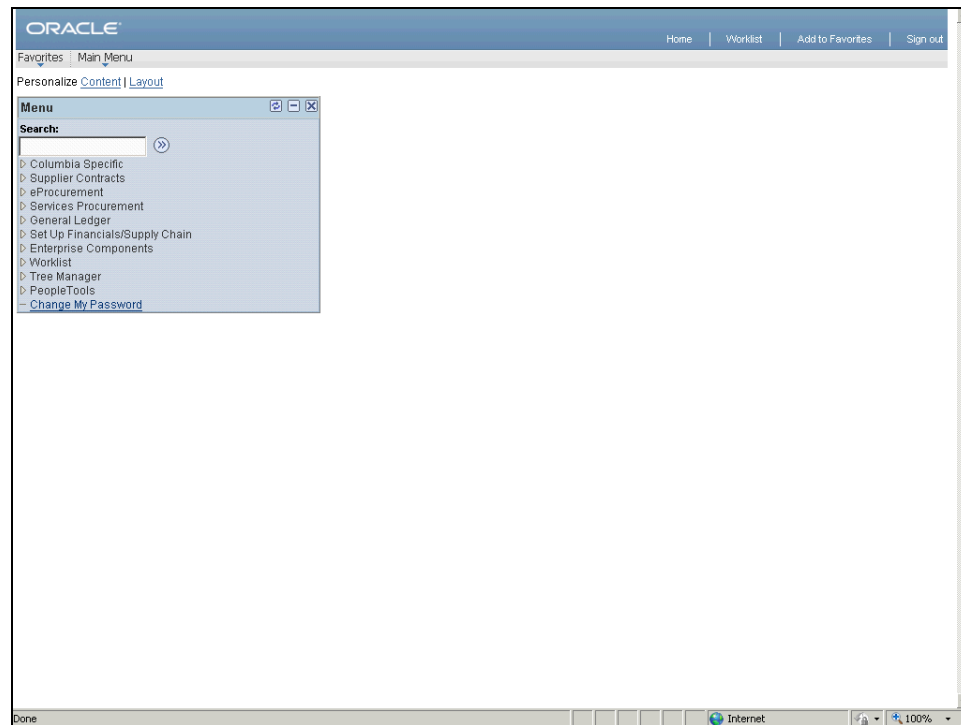
Step	Action
1.	The Journal Approval Search page is within the Columbia Specific navigation. Click the **Columbia Specific** link. ▷ Columbia Specific
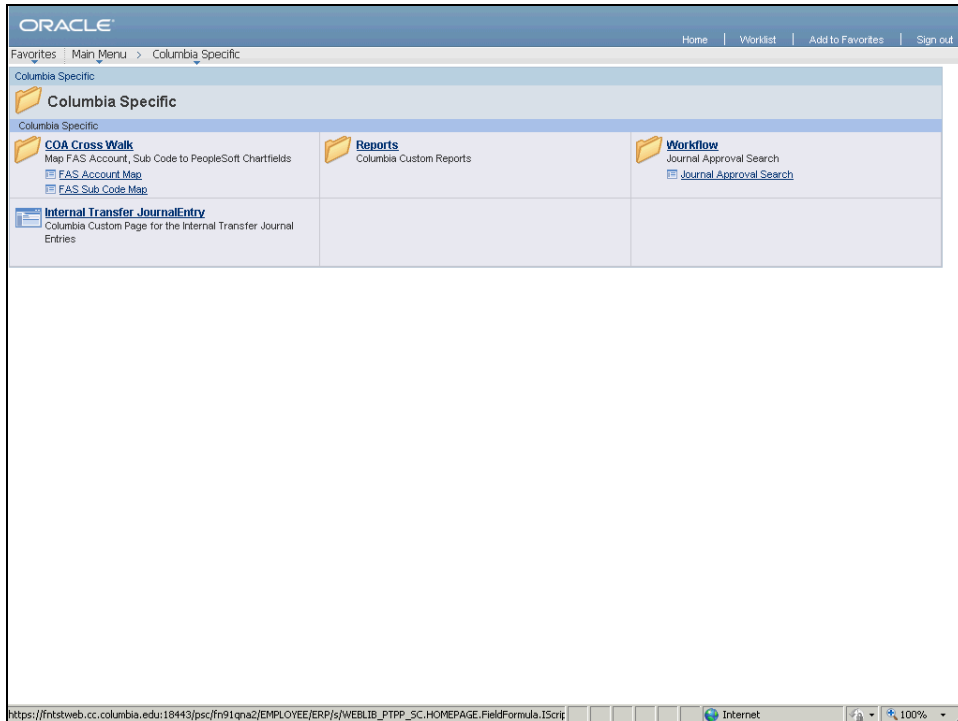
Step	Action
2.	Workflow controls the routing of a transaction to multiple people throughout a process. The journal approver will go into the Workflow folder to view the transactions that were routed to him/her. Click the **Workflow** link.
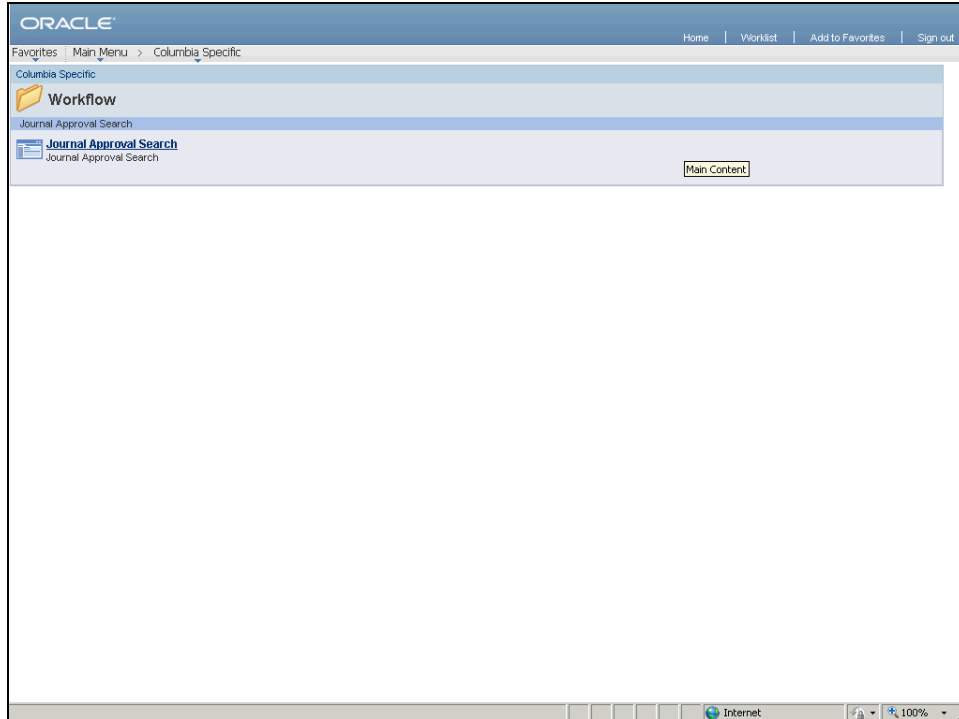
Step	Action
3.	Click the **Journal Approval Search** link.

Step	Action
4.	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. 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. In the *General Ledger Approvals* course we will teach how to search for and approve journal entries.
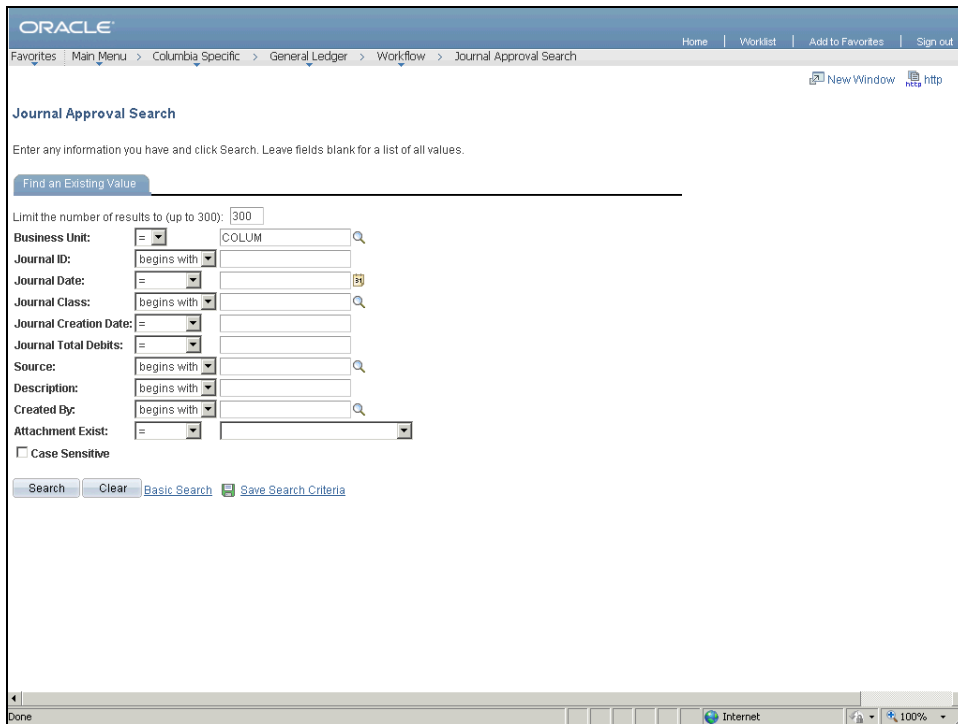
Step	Action
5.	You have successfully accessed the Journal Approval Search Page in ARC. **End of Procedure.**

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	Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to organize and record financial activity at the University.
ChartFields	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	An amount that has been disbursed and expensed.
Field	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	First (highest) level at which you can budget and record project activity.
Ranges	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.