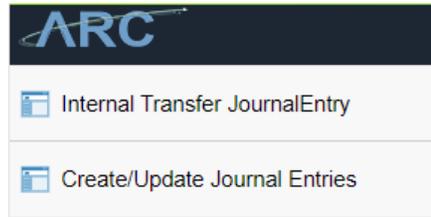


The purpose of this job aid is to provide guidance on how to copy and delete a general journal or internal transfer. You also have the ability to delete multiple Journals that you created at once. Select Central users will be able to delete Journals created by other users.

Copying or Deleting a Journal

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



Or,

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

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

You can also use the Navigator Search.

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

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

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Debits
COLUM	0001383700	12/01/2017	0	(blank)	COLUM	Errors	Not Chk'd	ACTUALS	ONL	USD	4	269.6
COLUM	0001388750	12/01/2017	0	(blank)	COLUM	Errors	Not Chk'd	ACTUALS	ONL	USD	4	3667.5
COLUM	0001391678	07/24/2017	0	(blank)	AGENC	Errors	Not Chk'd	ACTUALS	ONL	USD	2	30.9
COLUM	0001391678	07/24/2017	0	(blank)	COLUM	Errors	Not Chk'd	ACTUALS	ONL	USD	2	30.9

- Click the **Journal ID** of the desired Journal Entry from the search results to view the Journal Entry screen.

Select	Line	*Unit	*Ledger	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative
<input type="checkbox"/>	1	COLUM	ACTUALS	66105	7543203	GENRL	UR008799	01	GLE	50311
<input type="checkbox"/>	2	AGENC	ACTUALS	66105	7505109	GENRL	AG002793	01	GLE	50682
<input type="checkbox"/>	3	AGENC	ACTUALS	19990	2510102	GENRL	INTRUNIT			
<input type="checkbox"/>	4	COLUM	ACTUALS	19990	2510102	GENRL	INTRUNIT			

5. Click the **Lines** tab.

Copying the Journal

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

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

3. Select the check box for **Recalculate Budget Date**.

If desired, edit the Journal Date or other details.

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

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

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

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

Deleting the Journal

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

The screenshot shows a dropdown menu for the *Process field. The menu is open, and 'Delete Journal' is highlighted in blue. Other options include Budget Check Journal, Copy Journal, Edit Chartfield, Edit Journal, Post Journal, Print Journal, Refresh Journal, and Submit Journal. To the right of the dropdown is a yellow 'Process' button.

2. Click **Process**.

The screenshot shows a 'Message' box with the text: 'Are you sure that you want to delete this journal? (5010,30)'. Below the text are two buttons: 'Yes' and 'No'.

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

General Ledger Journal Mass Delete

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

1. Click **NavBar>General Ledger>Journals>Process Journals>Mass Delete Journals**. You can also use the Navigator Search. The Mass Delete Journals page appear.

The screenshot shows the 'Mass Delete Journals' page. It features several search criteria fields: Business Unit From, Business Unit To, *Ledger Group (set to ACTUALS), *Fiscal Year (set to 2018), From Period, and To Period. Below these are Journal Date From, Journal Date To, Source, Journal Status, and Budget Status. There is also a checkbox for 'Adjustment Periods'. At the bottom are four buttons: Search, Select All, Deselect All, and Delete.

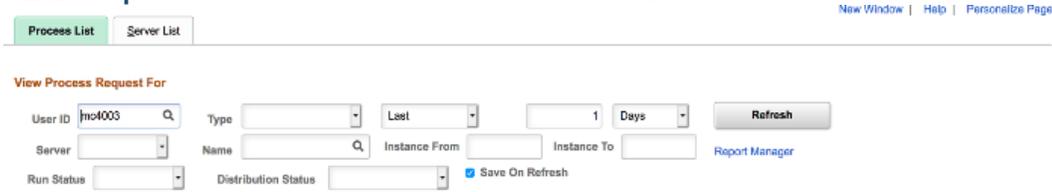
2. Enter Search criteria in the fields to locate Journals
3. Click **Search**. A list of matching Journals appears.
4. Select the desired Journals to delete. You can use the **Select All** or **Deselect All** buttons.
5. Click **Delete**.

Using the Process Monitor

ARC verifies that Journals are balanced (i.e., debits equal credits) and ChartField values are valid.

Only successfully validated journals are eligible for posting. The Process Monitor allows you view the Run Status and Details of Journals.

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



The screenshot shows the 'Process Monitor' interface with the following elements:

- Buttons: **Process List** (highlighted), **Server List**
- Navigation: [New Window](#) | [Help](#) | [Personalize Page](#)
- Section: **View Process Request For**
- Form fields:
 - User ID: (with search icon)
 - Type:
 - Last:
 - Days:
 - Refresh:
 - Server:
 - Name: (with search icon)
 - Instance From:
 - Instance To:
 - Report Manager: [Report Manager](#)
 - Run Status:
 - Distribution Status:
 - Save On Refresh:

2. Search by **User ID** or **Process Instance ID** referenced in the Process Confirmation message.
3. Click **Refresh**. The Process List appears.

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4226381		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 8:58:03AM EST	Success	N/A	Details

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

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4226383		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 9:44:21AM EST	Warning	Posted	Details
<input type="checkbox"/>	4226381		Application Engine	GL_JEDIT_0	mc4003	01/03/2020 8:58:03AM EST	Success	Posted	Details

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



The screenshot shows the 'Errors' tab in the Journal Entry interface. The 'Header Errors' section contains the following data:

Unit	Field Name	Field Long Name	Set	Msg	Message Text
COLUM	JRNIL_HDR_STATUS	Journal Header Status	5860	48	Journal is not balanced on journal totals or balancing ChartField totals.

The 'Line Errors' section is currently empty, showing only the message: "No journal line between line 1 and line 2 is marked in error."

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

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