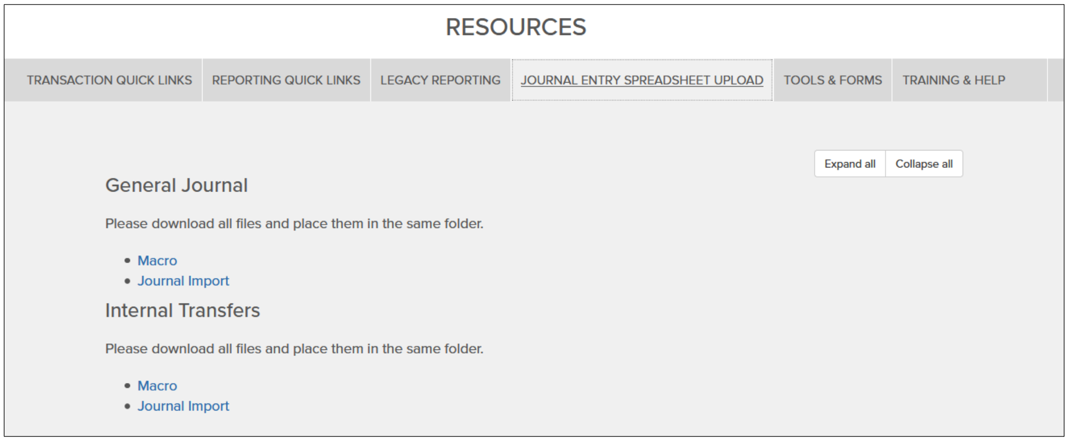
This Job Aid covers downloading the Journal Import tools, creating journals in the import tool, and importing journals into ARC.

Downloading the Journal Import Tool

1. Create a new folder on your workstation. Give the folder a recognizable name, such as "ITF Journal Uploads" or "General Journal Uploads".
2. Log in to https://my.columbia.edu/, click **ARC**, and scroll down to the Resources section.
   Click the **Journal Entry Spreadsheet Upload** tab.



3. Right click on the **Macro** and **Journal Import** links and select **Save link as…** from the menu.
4. Save each file in the folder you created.
   Both the JRNLMCRO_WS.xlam and the JRNL1_WS_ITEF.xlsm (internal transfers) or the JRNLMCRO_WS.xlam and the JRNL1_WS_JE.xlsm (General Journal) files must be saved in the same folder.

   If you are using both ITF and General Journal upload templates, the files for each must be stored in separate, respective folders.

After download, the folder should contain the following two files for Internal Transfers:

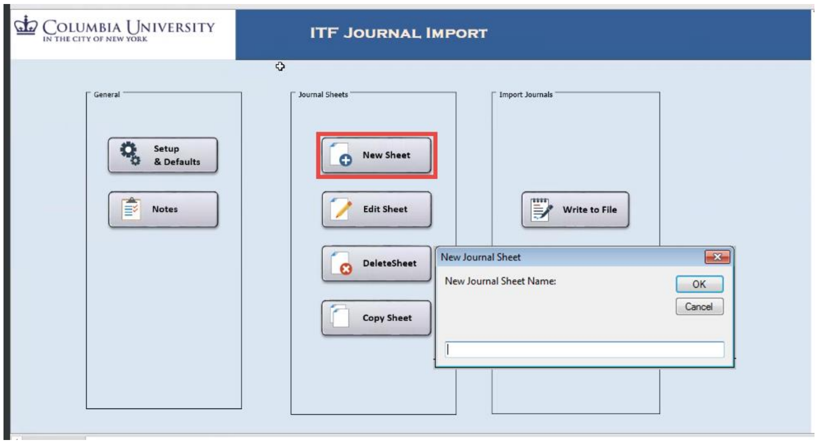
Name	Date modified	Type	Size
JRNL1_WS_ITEF	10/14/2021 5:03 PM	Microsoft Excel M...	12,737 KB
JRNLMCRO_WS	10/8/2021 11:07 A...	Microsoft Excel Ad...	202 KB

Or, the following two files for General Journals:

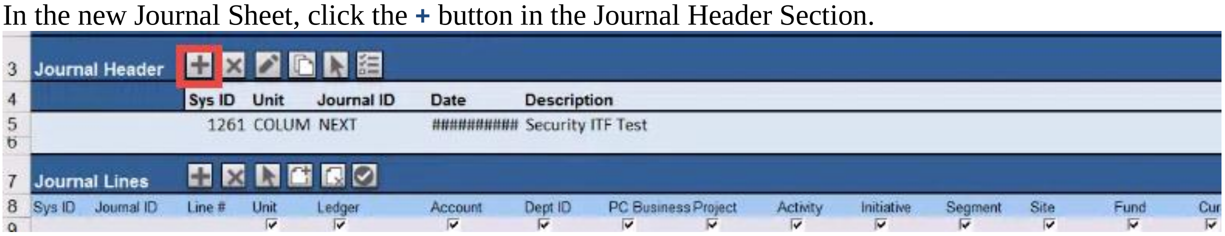
Name	Date modified	Type	Size
JRNL1_WS_JE	10/19/2021 6:13 PM	Microsoft Excel M...	5,546 KB
JRNLMCRO_WS	10/8/2021 11:07 A...	Microsoft Excel Ad...	202 KB

Creating Journals in the Journal Import Tool

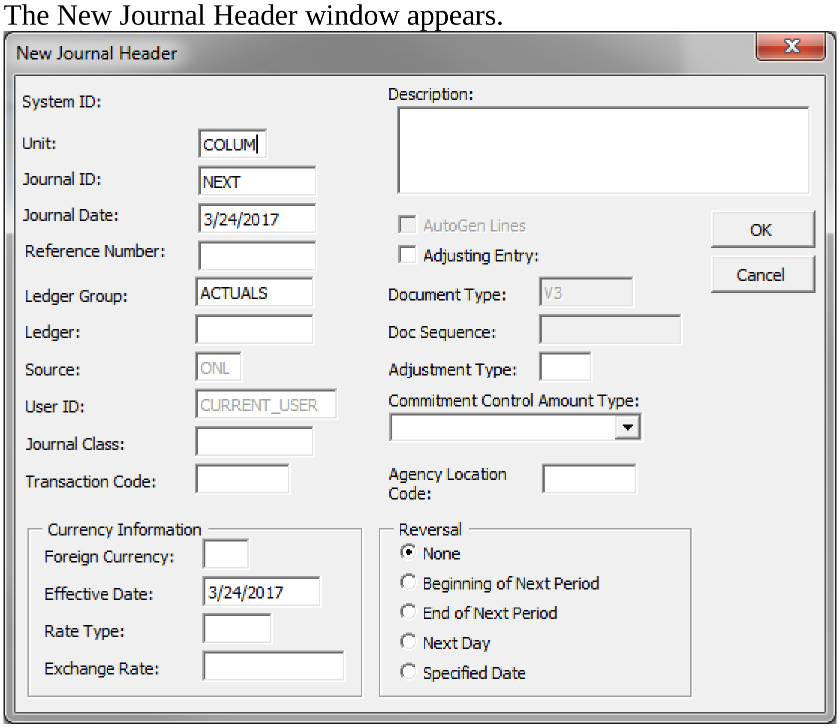
1. Open the folder and double click on **JRNL1_WS_ITEF** file to open the Journal Import Tool for Internal Transfer Journals or **JRNL1_WS_JE** file to open the Journal Import Tool for General Journals.
   Note: *The first time you open these files you will be prompted to* ***Enable Editing*** *and to* ***Enable Content****. Click those buttons on the top of the spreadsheet.*
2. From the Home screen click the **New** button.



3. Type a **New Journal Sheet Name** and click **OK**.
4. In the new Journal Sheet, click the **+** button in the Journal Header Section.

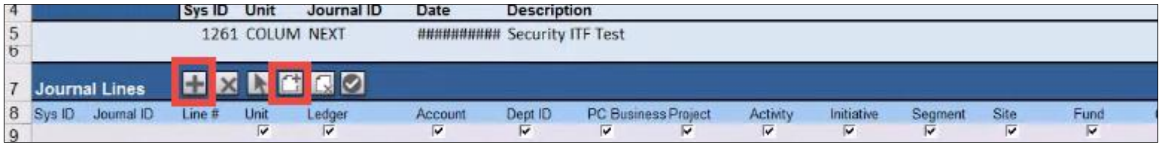


The New Journal Header window appears.

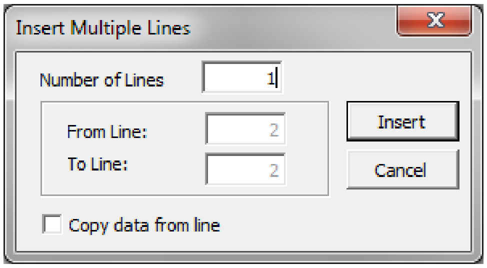


5. Enter a journal **Description** and click **OK**. You can edit **Business Unit**, **Journal Date**, **Ledger Group**, if required.

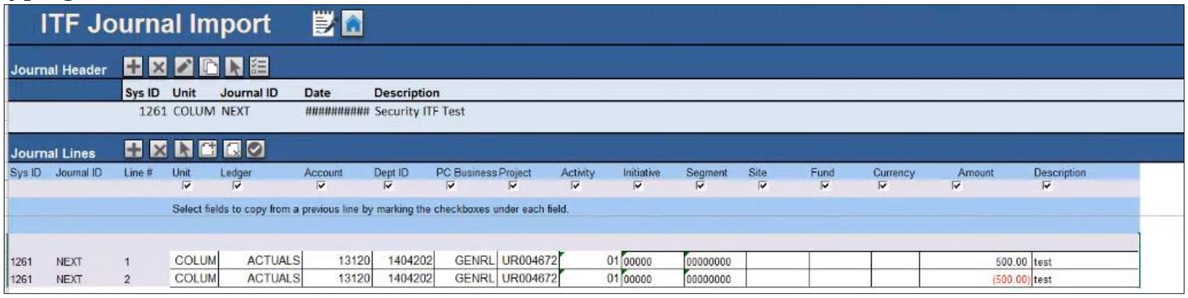
6. Click the **Add Line** or **Add Lines** buttons to add Journal Lines to the journal.



If you clicked the Add Lines button you will be prompted to Insert the **Number of Lines**.



7. Enter ChartField values into the journal rows. This can be achieved either through copying and pasting or manually typing in the values.



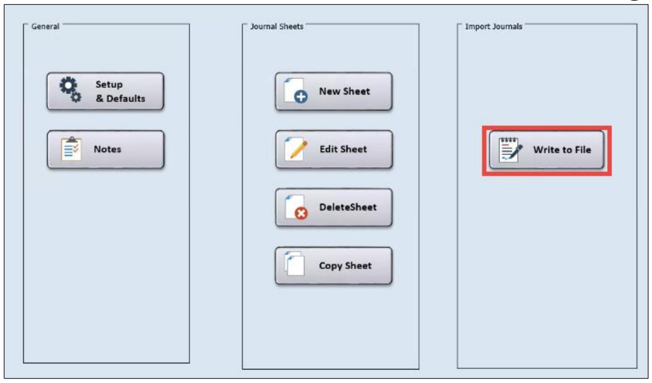
Note: *When copying and pasting ChartStrings from another Excel file, make sure each column in your source spreadsheet is aligned with the journal template columns and that the values are pasted as values.*

*Make sure the ChartFields **Deptid**, **Activity**, **Initiative**, **Segment**, **Sit**, **Fund**, and **Function** are formatted as text in your source so that you can copy and paste the leading zeroes into the template. **Changing the formats of the cells in the template will result in errors when you import the journals.***

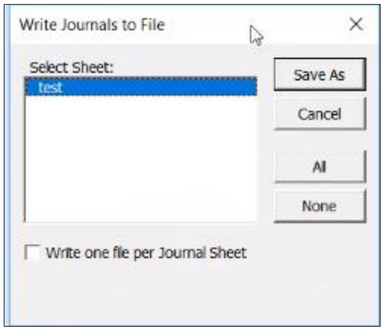
Saving the Journal Sheets

1. Click the **Write File** button on the Journal Sheet

Or, click the **Write to File** button the on the Home Page.

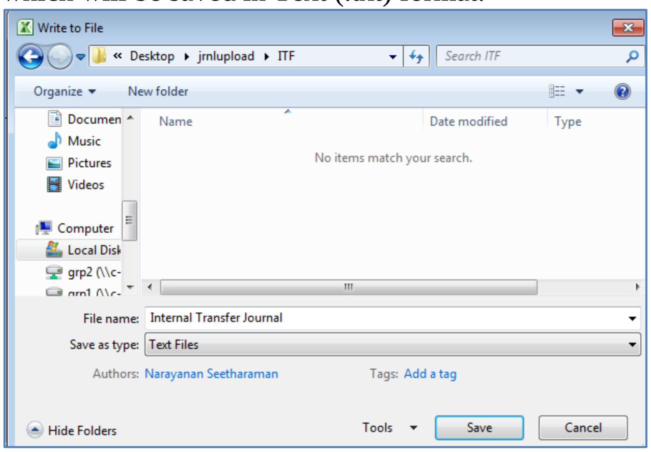


The Write Journals to File window appears with the Journal Sheet Name(s).



2. Select the Journal(s) for which you want to create an upload file and click **Save As**. You can use your **Shift** or **Ctrl** keys to select multiple journals.

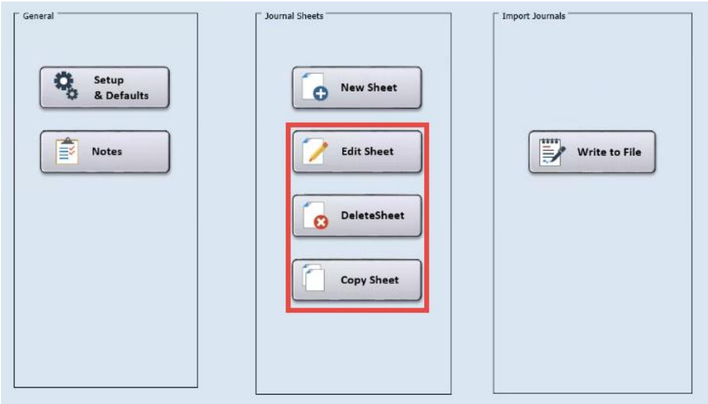
   A *Write to File* Explorer window appears with the filename defaulted to whatever you named the Journal Sheet, which will be saved in Text (.txt) format.



3. Navigate to the Folder where you want to save your file and click **Save**.

Note: *The last location you selected to save the upload file will become the default folder for the next time you save a Journal file.*

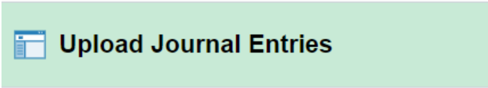
Other Journal Upload Template Functions



- **Edit Sheet** – edit an existing journal sheet and make changes to it
- **Delete Sheet** – delete any journal sheets that you have previously saved in the template
- **Copy Sheet** – copy a previously saved journal sheet into a new one

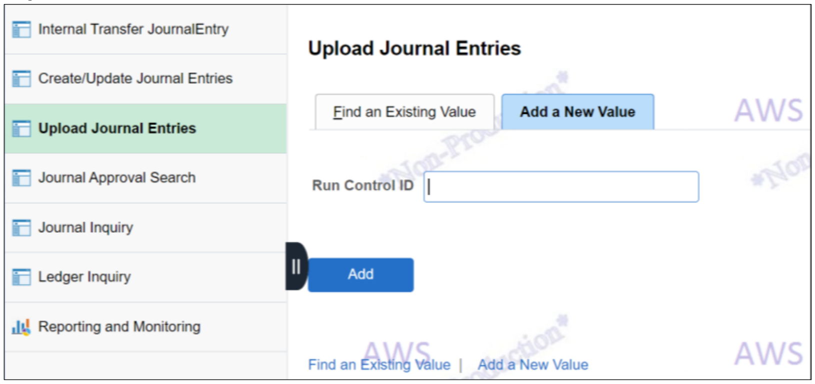
Uploading Journal Entries in ARC

1. Log into ARC and click the **Journals** tile and the **Upload Journal Entries** menu.

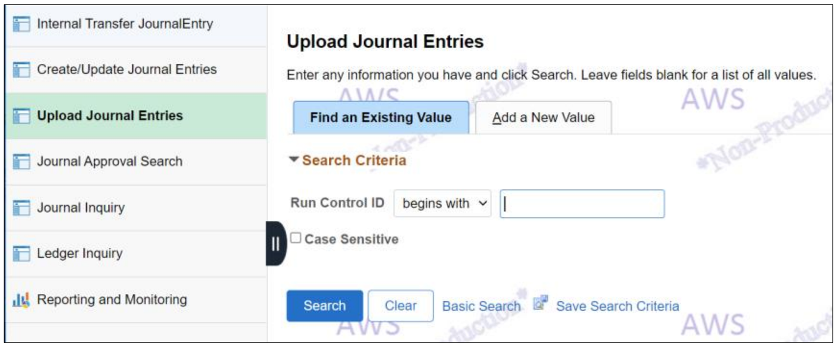


Or, navigate to **NavBar** >**Columbia Specific** > **General Ledger** > **Processes** > **Upload Journal Entries**. The Upload Journal Entries page appears.

2. If you are a first time user, click **Add a New Value** to enter a new **Run Control ID** and click **Add**.



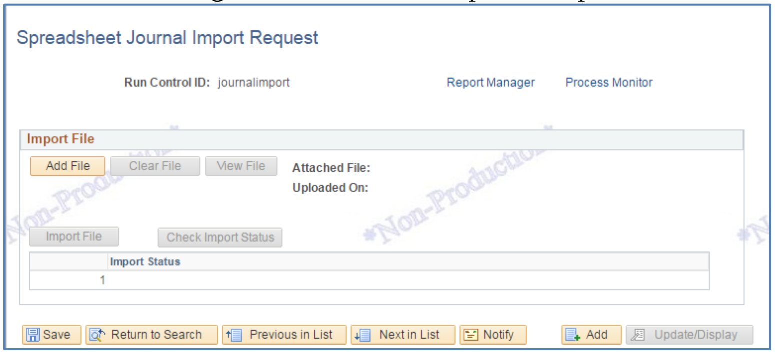
If you are a returning user, click **Find an Existing Value**.



Enter your previous **Run Control ID** and click **Search**.

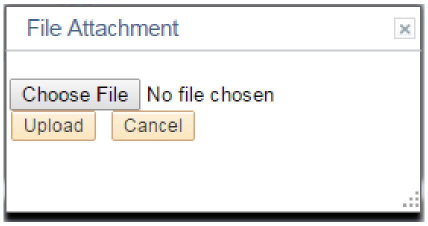
Note: *You should not create a new run control for each journal you are uploading. An existing run control can be used indefinitely*.

3. Click the matching Run Control ID to open the Spreadsheet Journal Import Request page.



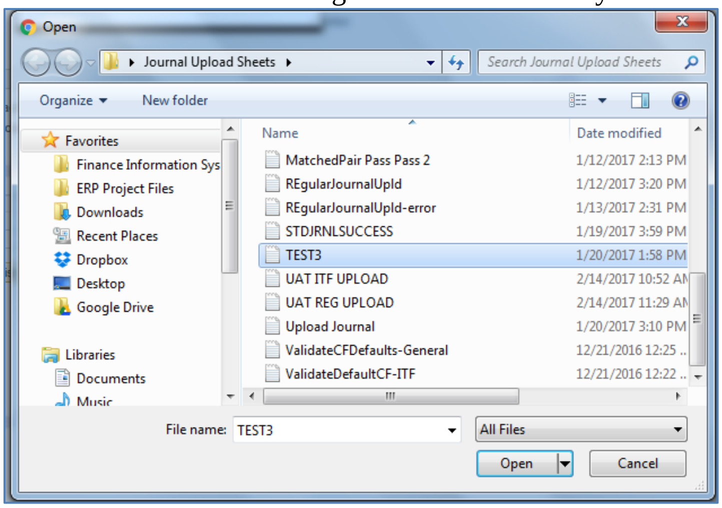
Note: *If you previously uploaded a journal file, you must click the* ***Clear File*** *button to remove it before you can add a new file for upload.*

4. Click the **Add File** button. The File Attachment window appears.



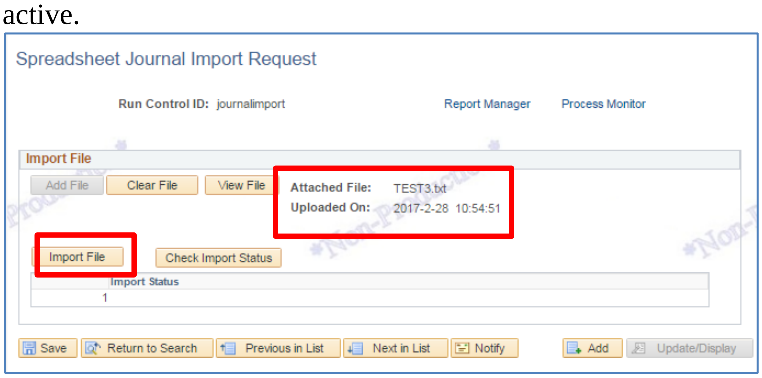
If the window does not appear, check that the pop up blocker in the browser is disabled for this site.

5. Click **Choose File** and navigate to the location of your saved upload file.

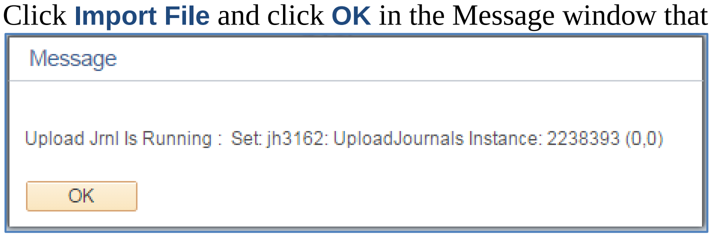


6. Select the file and click **Open**.

7. Click **Upload** in the File Attachment window. The file information appears and the Import File button becomes active.

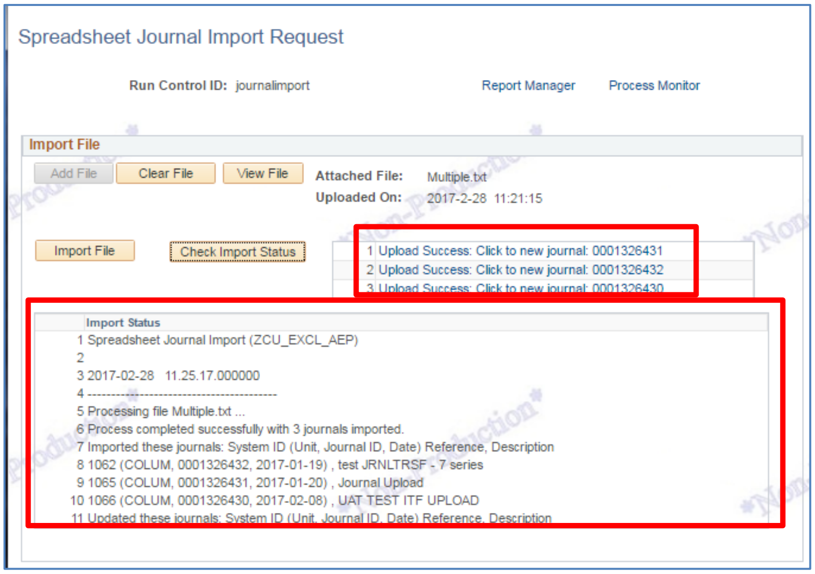


8. Click **Import File** and click **OK** in the Message window that appears.



9. Click **Check Import Status** to refresh the upload status until the process is complete.

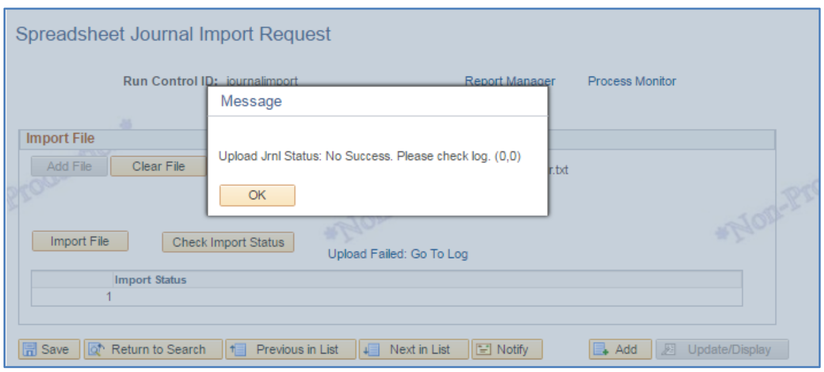
After the process is complete, information from the process message log will appear in the Import Status section. Link(s) to the new journal(s) will appear next to the Check Status button.



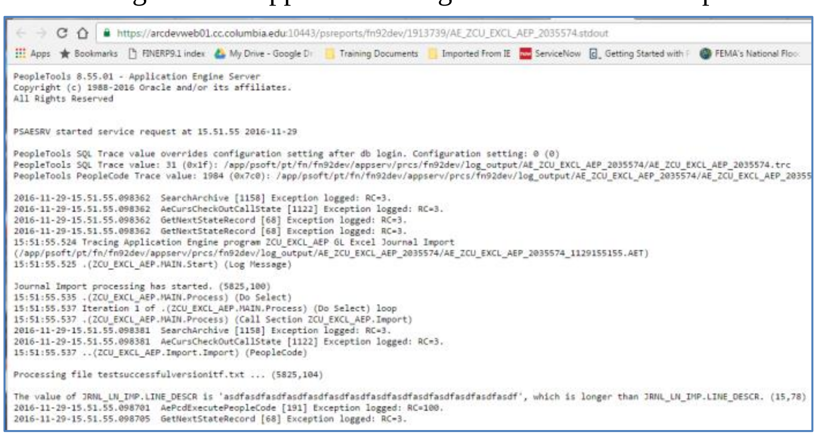
Journal Error Messaging

If the journal upload process failed, a link to the error log appears next to the Check Import Status button so you can get more information on why the journal failed to import.

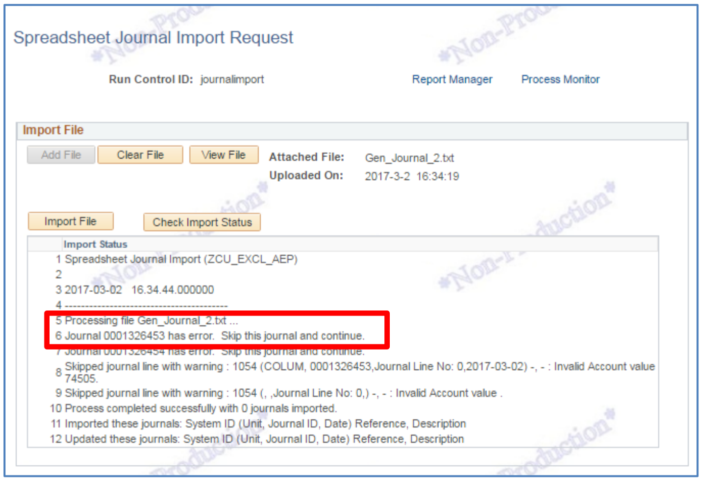
Click the **Upload Failed: Go to Log link**.



An error log window appears showing the reason for the import failure.

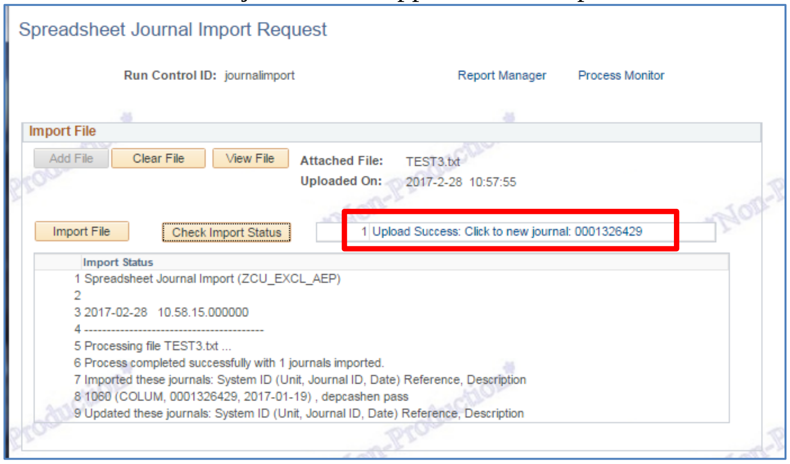


If the journal upload process ran successfully but there are other issues with the journal rows, such as invalid or missing ChartField values, the errors will appear in the log messages box.



Completing the Journal Upload

1. Click the link to the journal that appears on the Spreadsheet Journal Import Request Page after a successful upload.



The journal appears.

2. Run the Edit Process and Submit the journal into workflow.

For more information on the process of journal entry creation in ARC please refer to this training guide:
[Creating and Approving Internal Transfer Journal Entries in ARC]

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