iLab – ARC FILE PROCESSING

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Viewing Journals

The Core owner should log into ARC to review the journals the day after the transmission. Navigate to Columbia Specific → General Ledger → Internal Transfer Journal Entry. Enter the journal source as 'LAB' as shown as below on journal entry search page.

To view journals for specific lab, enter the specific journal mask in the journal ID field. (See table for IDs)

Each core owner should have chartfield security access to the departments used in their journals. If the core owner does not have the necessary chartfield security access in ARC they should work with their DAF to complete an ARC Financial Systems Security Application.

Journals will be displayed upon clicking search.

Journals will undergo Edit Checking and Budget Checking before they are posted to the General Ledger. Edit checking validates chartfield combinations among other checks to prevent invalid chartfield values from posting to the ledger. Budget Checking validates whether appropriate budget exist for chartfield combinations.

Journals with edit errors will stay in error status and will not be posted until edit check errors are corrected. We envision that invalid Segment, Initiative, or Activity ID could cause Journal Edit errors. In this case, the core owner should correct the journal, validate, and post the journal. When core owner changes a chartfield on the ARC journal, it will not be reflected in iLab. The Core owner should work with the CUMC iLab integrating system owner (P&S Office for Research) to request configuration changes in iLab as needed.

Journals with budget check errors can be resolved by entering valid budgets in appropriate systems – Budget Tool (Fiscal Year Budget) and InfoEd (Sponsored Project Budget).

There will be two types of errors: No Budget Exists (Resolution: Enter budgets in Budget Tool (Fiscal Year Budget) and InfoEd (Sponsored Project Budget) as needed, Budget out of Bounds (Resolution: Contact SPF Project Manager to override this error). We do not anticipate budget errors since the Fund File will send only valid projects and activities with valid budgets to iLAB.

Reviewing Edit Errors and Running Edit Process

Navigate to the Journal Lines tab and review the lines/chartfields in error. Correct the errors and rerun the Edit Journal process as shown below.

Reviewing Budget Check Errors

Log into ARC and navigate to Columbia Specific → General Ledger → Internal Transfer Journal Entry. Enter the journal source as 'LAB' as shown as below on journal entry search page and click search. Select the journal in budget error as indicated below.

Click on the Lines tab, which shows the journal detail. Click on 'E' – Error for the budget status.

Running Budget Check Process

Journals can reprocessed again by the budget check process after entering necessary budgets in the source systems. From the Journal Lines page, select Budget Checking from the dropdown menu as indicated below and click Process.

The budget status should change to 'V' – Valid upon successful budget check.

Posting Journals

Journal can either be posted manually after the budget status becomes valid or posted by ARC batch that runs at approximately 10:00 am, Noon, 3:00 pm, 5:00 pm, and 7:00 pm.

The journal can be manually posted on the Journal Lines page by selecting Post Journal from the dropdown menu as indicated below. Journal status should change from 'V' - valid to 'P' - Posted.

Header | Lines | Totals | Errors | Approval

Unit COLUM   Journal ID C121459587   Date 06/06/2018   ☐ Errors Only

Template List   Search Criteria

*Process [Post Journal ▼]   [Process]   Line 10

▼ Lines

Select	Line	Unit	Ledger	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	Segment
☐	1	COLUM	ACTUALS	64005	1404202	SPONS	GG010326	01	GLE	70003	CA2319
	2	COLUM	ACTUALS	69040	7571406	GENRL	UR001475	01	GLE	70095	FDC3
☐	3	COLUM	ACTUALS	64005	6010302	SPONS	GG013227	01	GLE	00000	DHA1
	4	COLUM	ACTUALS	69040	7571406	GENRL	UR001475	01	GLE	70095	FDC3
☐	5	COLUM	ACTUALS	64005	7512504	SPONS	GG013528	01	GLE	70003	HEA2113
	6	COLUM	ACTUALS	69040	7571406	GENRL	UR001475	01	GLE	70095	FDC3
☐	7	COLUM	ACTUALS	19970	2510102	SPONS	INTRUNIT				
☐	8	COLUM	ACTUALS	19970	2510102	GENRL	INTRUNIT				

▼ Totals   Personalize | Find | View All | | First ◀ 1 of 1 ▶ Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
COLUM	8	240.00	240.00	P	V

Running Reconciliation Queries

There are two queries that will be important to the Core owner and integrating system and core owners, the reconciliation query and the detailed reconciliation query.

Reconciliation Query name: CU_GL_EXT_ACCTG_JRNL_RECON:

This query will return the status of the Journal, Journal Date and Journal ID created from files imported from a specific system over a range of dates the file was submitted.

Detailed Reconciliation Query name: CU_GL_EXT_ACCTG_JRNL_RECON_DTL:

This query will return all the information from the journal reconciliation query as well as line status and the chartfield values for each line of the journal(s).

To view the queries, navigate to Reporting Tools > Query > Query Viewer. Enter the query name and click search. When executing either of these queries the user needs to enter the Vendor Code as 'Journal Template'and a range of 'Submitted Dates.' The submitted date is the date of submission from iLab. Searching by Business Unit is optional.

CU_GL_EXT_ACCTG_JRNL_RECON - GL - Ext. Acctg. Recon

Journal Template ZIVIROL
From Submitted Date 05/01/2018
To Submitted Date 06/11/2018
Business Unit

View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (5 kb)

View All   First 1-9 of 9 Last

	Submit Date	Business Unit	Journal ID	Journal Date	Journal Status	Suspense Status	Budget Status	Approval Status	Source	Imported Total Lines	Imported Total Debit	Imported Total Credit	Total Journal Lines	Total Journal Debits	Total Journal Credits
1	06/04/2018	COLUM	Z031459554	06/01/2018	Posted	No Suspense Transactions	Valid	None	LAB	14	590.000	-590.000	16	670.000	670.000
2	06/06/2018	COLUM	Z031459576	06/06/2018	Posted	No Suspense Transactions	Valid	None	LAB	5	180.000	-280.000	8	560.000	560.000
3	05/30/2018	COLUM	Z031459553	05/17/2018	Posted	No Suspense Transactions	Valid	None	LAB	2	75.000	-75.000	6	300.000	300.000
4	05/30/2018	COLUM	Z031459552	05/11/2018	Posted	No Suspense Transactions	Valid	None	LAB	12	490.000	-490.000	26	1960.000	1960.000
5	06/05/2018	COLUM	Z031459562	06/05/2018	Posted	No Suspense Transactions	Valid	None	LAB	44	2105.000	-3270.000	54	6540.000	6540.000
6	05/30/2018	COLUM	Z031459552	05/11/2018	Posted	No Suspense Transactions	Valid	None	LAB	12	490.000	-490.000	26	1960.000	1960.000
7	05/30/2018	COLUM	Z031459553	05/17/2018	Posted	No Suspense Transactions	Valid	None	LAB	2	75.000	-75.000	6	300.000	300.000
8	06/07/2018	COLUM	Z031459583	06/06/2018	Posted	No Suspense Transactions	Valid	None	LAB	5	180.000	-280.000	8	560.000	560.000
9	06/08/2018	COLUM	Z031459599	06/06/2018	Posted	No Suspense Transactions	Valid	None	LAB	5	180.000	-280.000	8	560.000	560.000

This query displays the total imported lines, debits and the credits, which should reflect the values of the original system file, as well as the lines, debits and credits of the corresponding journal in ARC. The Journal may have more lines and increased debits and credits because ARC is required to balance entries across Fund as well as Business Unit.

CU_GL_EXT_ACCTG_JRNL_RECON_DTL - GL - Ext. Acctg Line Details

Journal Template ZICELL
From Submitted Date 06/01/2018
To Submitted Date 06/11/2018
Business Unit

View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (108 kb)

View All

	Submitted On	Business Unit	Journal ID	Journal Status	Suspense Status	Budget Status	Line Status	Suspended Line	Journal Date	Unpost Sequence	Line #	Ledger	Account	Dept	Fund	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Function	Affiliate	Fund Affil	An Type
1	06/05/2018 3:42:25PM	COLUM	Z021459559	Posted	No Susp	Valid	No Errors	0	06/05/2018	0	1	ACTUALS	64110	7519510	20	SPONS	GG010326	01		70003	CA2319	250			GLE
2	06/05/2018 3:42:25PM	COLUM	Z021459559	Posted	No Susp	Valid	No Errors	0	06/05/2018	0	2	ACTUALS	69042	7584302	01	GENRL	UR009950	01		70548	00000000	235			GLE
3	06/05/2018 3:42:25PM	COLUM	Z021459559	Posted	No Susp	Valid	No Errors	0	06/05/2018	0	3	ACTUALS	64110	7519510	20	SPONS	GG010326	01		70003	CA2319	250			GLE
4	06/05/2018 3:42:25PM	COLUM	Z021459559	Posted	No Susp	Valid	No Errors	0	06/05/2018	0	4	ACTUALS	69042	7584302	01	GENRL	UR009950	01		70548	00000000	235			GLE
5	06/05/2018 3:42:25PM	COLUM	Z021459559	Posted	No Susp	Valid	No Errors	0	06/05/2018	0	5	ACTUALS	64110	7519510	20	SPONS	GG010326	01		70003	CA2319	250			GLE
6	06/05/2018 3:42:25PM	COLUM	Z021459559	Posted	No Susp	Valid	No Errors	0	06/05/2018	0	6	ACTUALS	69042	7584302	01	GENRL	UR009950	01		70548	00000000	235			GLE
7	06/05/2018 3:42:25PM	COLUM	Z021459559	Posted	No Susp	Valid	No Errors	0	06/05/2018	0	7	ACTUALS	64110	7519510	20	SPONS	GG010326	01		70003	CA2319	250			GLE

This query displays the detail by journal including chartfield information and line status.

ARC Access

If a user needs the access to adjust the iLab journals, they should write "Access to adjust iLab journals" in the comments section of the financial security form. The Controller's office will update the GL User Preference "Change Journals from Journal Generator" to Yes.

Core Journal Naming ID Convention

Core	Journal ID	Vendor Code
Advanced Instrumentation Core	Z01	ZIINSTRU
Body Composition Unit	M01	MCBODY
CCTI - Flow/Microscopy/Shared Equipment	M02	MCCCTI
Cellular Imaging	Z02	ZICELL
Center for Advanced Laboratory Medicine (CALM)	M19	MCCALM
Columbia Stem Cell Initiative (CSCI) Flow Cytometry	M03	MCSCFLOW
Clinical Protocol and Data Management System (CPDM)	C13	CCCPDM
Columbia University MRI Core	M04	MCMRI
Community & Ambulatory Research & Enrollment (CARE)	M05	MCCARE
Cryo Electron Microscopy	M06	MCCRYOEM
Department of Medicine Microbiome Core	M07	MCMBIOME
Dermatology - Skin Stem Cell Imaging and Manipulation Core (SCIM)	M08	MCSCIM
HICCC (Cancer Center) Biomedical Informatics	C01	CCBIOINFO
HICCC Central Lab Services	C02	CCLAB
HICCC Clinical Informatics SR (CISR)	C03	CCCISR
HICCC Confocal and Specialized Microscopy	C04	CCCONFOC
HICCC Database (DBSR)	C05	CCDBSR
HICCC Epigenetics	C14	CCEPIGEN
HICCC Flow Cytometry	C15	CCFLOW
HICCC Molecular Cytogenetics	C06	CCCYTO
HICCC Molecular Pathology	C07	CCMOLPATH
HICCC Proteomics	C08	CCPROT
HICCC Radiation Research	C09	CCRAD
HICCC Radiation Research/SARRP	C10	CCSARRP
HICCC Small Animal Imaging	C11	CCANIMAGE
HICCC Transgenic Mouse Shared Resource (TMSR)	C12	CCTSMR
CTSA Biomarkers Core	M09	CULIPID
Microbiology & Immunology Core Facility	M10	CUMICRO
Position Emission Tomography (PET) Center	M11	CUPET
Human Immune Monitoring Core (HIMC)	M12	CUHIMC
Stem Cell Core Facility	M13	CUCSCI
The Mouse NeuroBehavior Core	M14	CUMNBC
Zuckerman Institute Virology Core	Z03	ZIVIROL
Zuckerman Mind Brain Behavior Institute: MR Core	Z04	ZIMRI
Columbia Genome Center	M19	CCGENOME
High Throughput Screening Core	M15	CUHTS

Systems Biology IT	M16	CUSBIT
ICRC Conference Room Scheduling	M17	CCCONF
epiCURE Skin Immunity, Integrity and Disease (SIND) Core	M20	MCSIND
Zuckerman IT	Z05	ZIIT