CM-13 Entering Journal Entries Spreadsheet Upload

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how journal entries are made via spreadsheet upload in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG provides step-by-step instructions on how General Ledger (GL) Journal Entry users enter journal entries via NCFS Spreadsheet Upload functionality. A journal entry is the record of a financial transaction recorded (entered) into a journal. NCFS provides the capability for users to prepare journals via spreadsheet (outside the system) for later upload to the system. Prior to being able to access the North Carolina Financial System (NCFS) spreadsheet, the Application Development Framework Desktop Integration (ADFDI) plug-in must first be installed. Please reference our “Installing Application (ADFDI)” QRG for more information on how to download and install ADFDI plug-in on the device. The NCFS spreadsheet allows users to enter a single journal or multiple journals at a time. This spreadsheet must be downloaded initially from NCFS and will require the user to log in to allow the template to prepopulate. However, once this template is saved to the user's computer, it can be accessed and completed via Microsoft Excel. Once complete, the user must log in to NCFS from the spreadsheet to upload the journal to the system. Entering journals via Spreadsheet Upload is broken down into three distinct sections: accessing, entering, and uploading journal entries.

User Tip

The ADFDI plug-in must be installed on your computer prior to using the spreadsheet upload functionality.

Key Terms

Key Terms & Acronyms	Description
Application Development Framework Desktop Integration (ADFDI)	ADFDI enables desktop integration with MS Excel spreadsheets to enter journal entries via Excel.
Spreadsheet Upload	Journals can be entered via Spreadsheet Upload. Users can enter a single or multiple transaction into NCFS.

Information Needed to Complete this Process

- Microsoft Excel
- Oracle Cloud Financials
- ADFDI Install
- Financial transaction data for bulk upload

Outputs of this Process

- Completed Journal Entry

User Tip

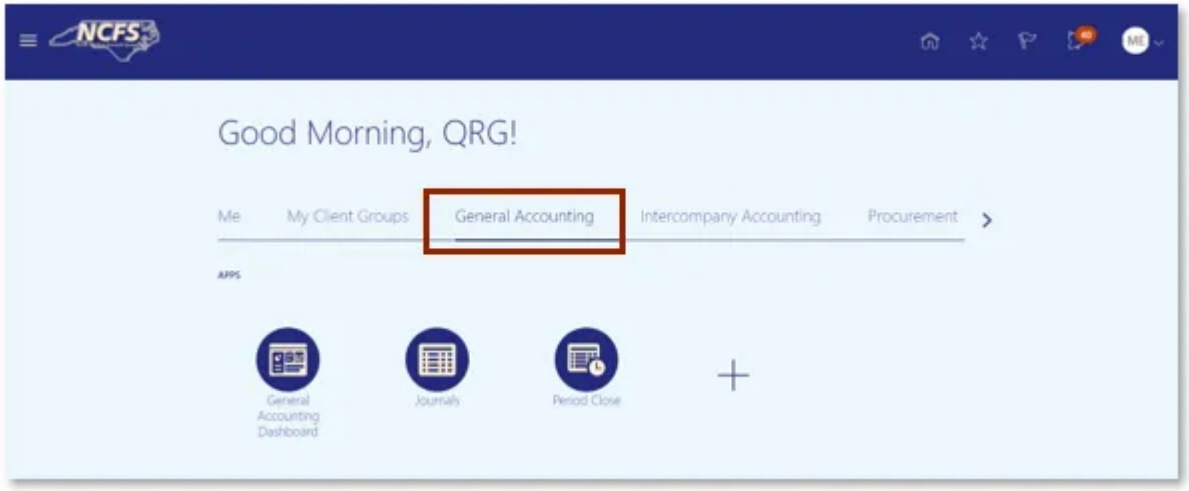
All first-time users should ensure at log-in that the browser cache is empty prior to initiating the log-on sequence.

Accessing the NCFS Spreadsheet

To access the NCFS Spreadsheet, please follow the steps below. There are 5 steps to complete this process.

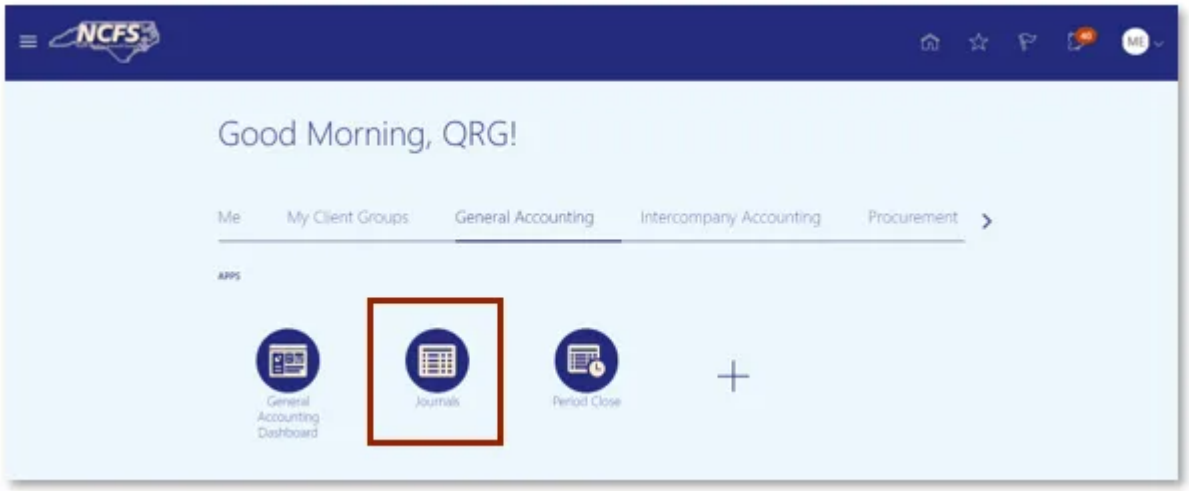
Step 1. Access the **NCFS Home Page** and click the **General Accounting** icon.

Image



Step 2. Click the **Journals** app.

Image

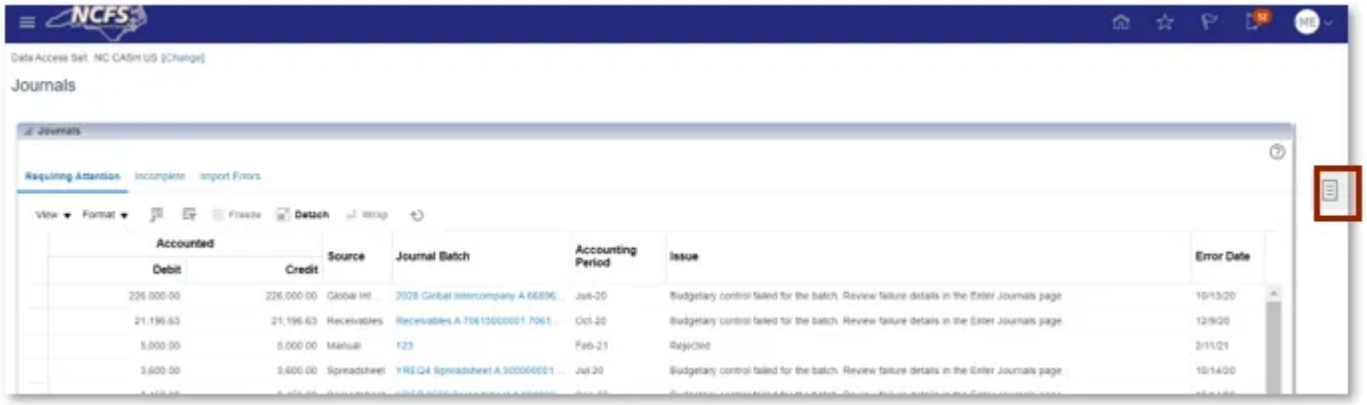


User Tip

Users also can Create Journals via Spreadsheet by navigating via the General Accounting Dashboard.

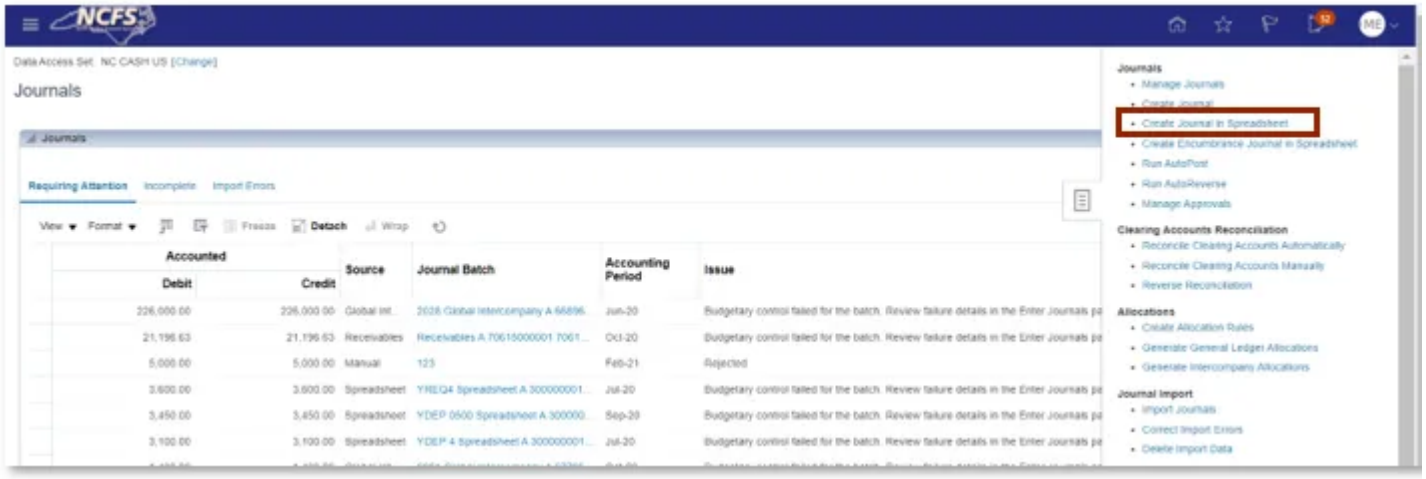
Step 3. Click the **Tasks** icon to open the task list.

Image



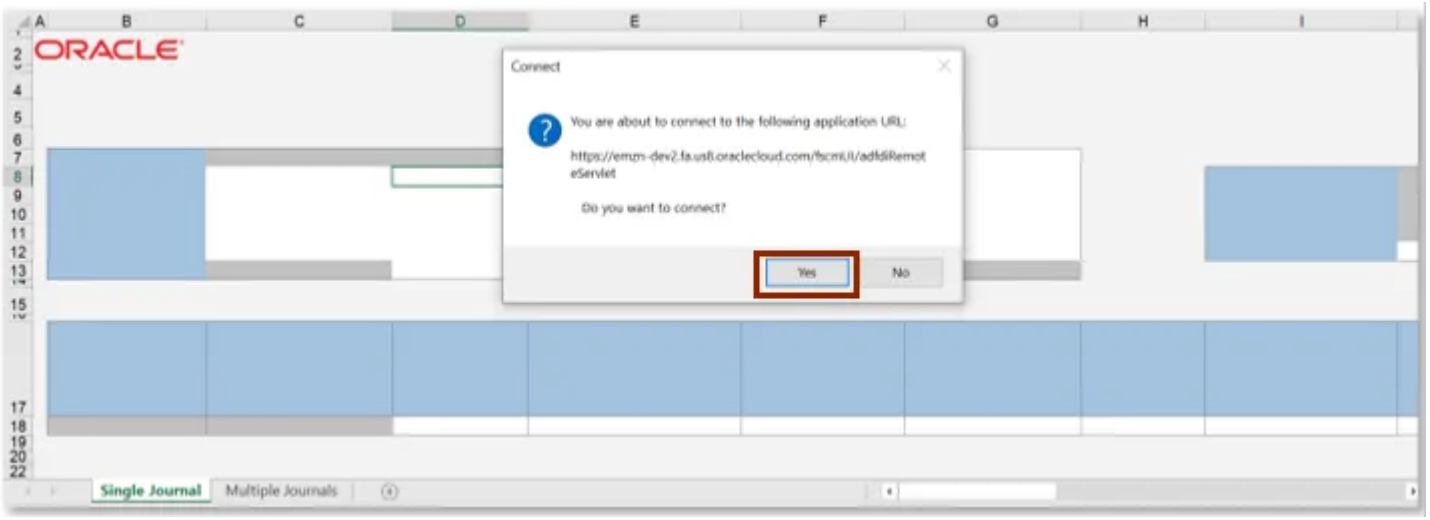
Step 4. From the task list, click **Create Journal in Spreadsheet** under the **Journal** section.

Image



Step 5. The *Connect* pop-up appears. Click **Yes**. When prompted, enter a **NCFS User ID** and **NCFS Password**.

Image



User Tip

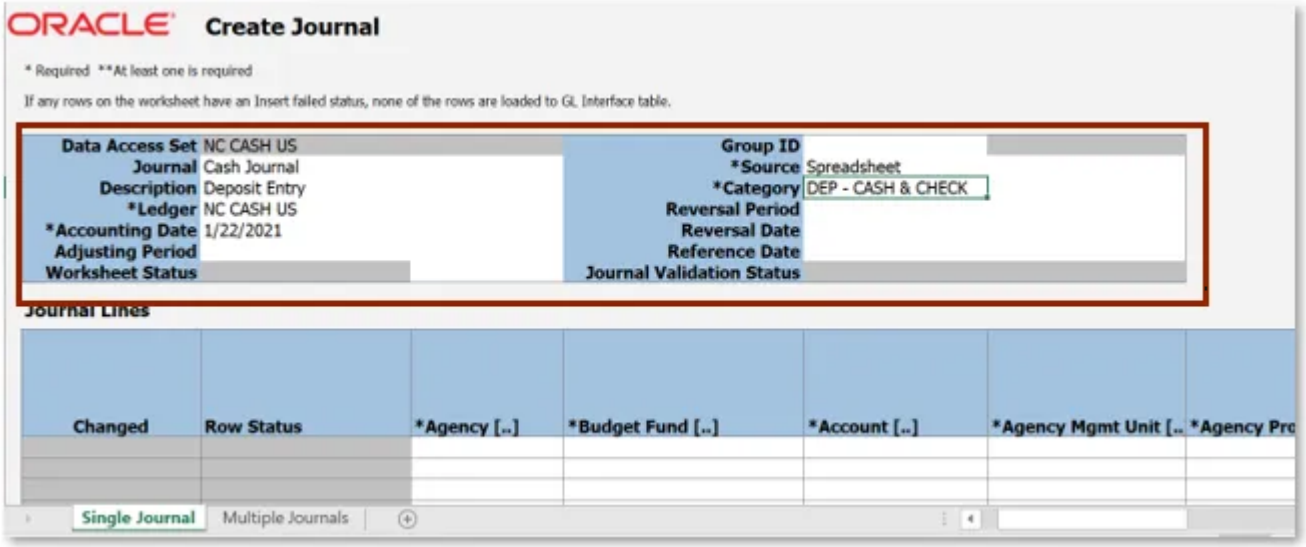
Pop-up Blockers should be turned off for the NCFS System.

Entering Journals

Follow the steps below to enter a journal via the spreadsheet. There are 4 steps to complete this process.

Step 1. After accessing the **Journal Entry** spreadsheet, enter the **Journal, Description, Ledger, Accounting Date,** and **Category**.

Image

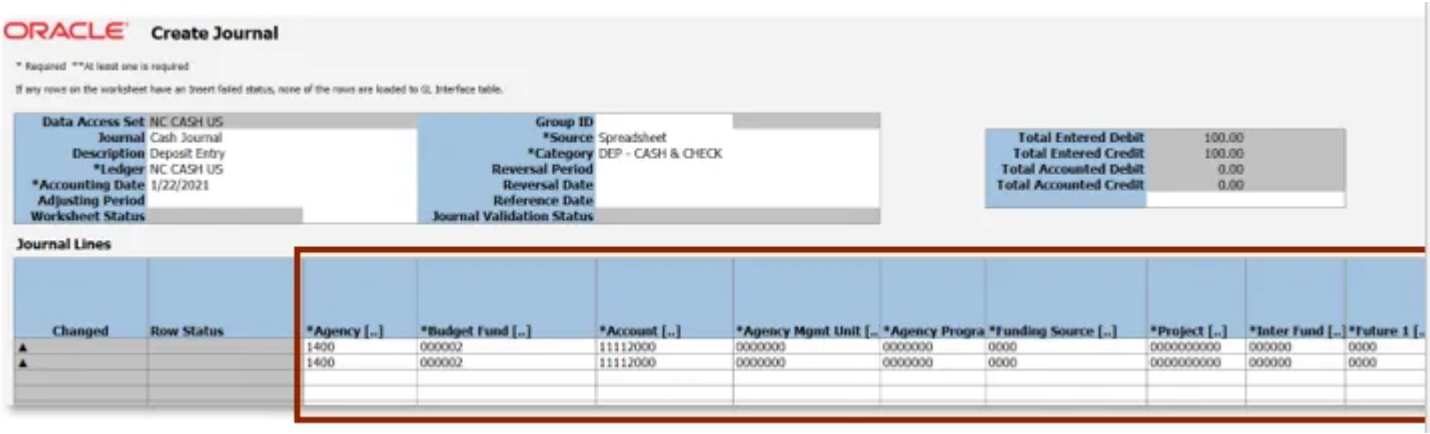


User Tip

Users can double click on the category to pull up the search options.

Step 2. Enter the appropriate **Agency, Budget Fund,** and **Account**. The remaining chart of account fields should be defaulted to zero.

Image

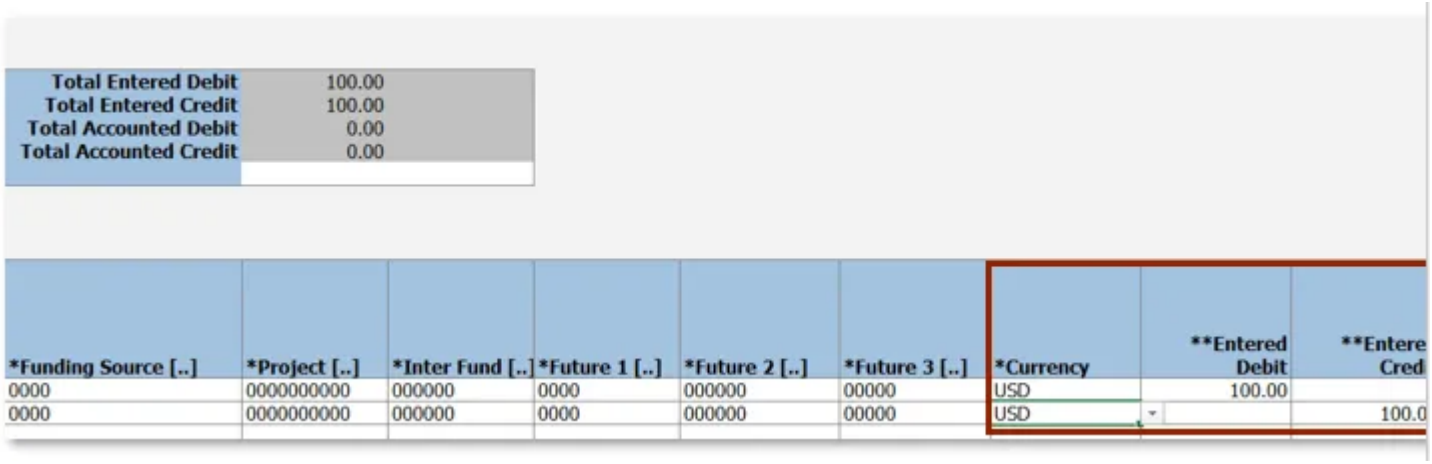


User Tip

Users can double click on the agency. This allows the search options for all the Chart of Account segments to appear.

Step 3. Click the **Currency** drop-down arrow the select **USD**. Enter the amount in either the **Entered Debit** or **Entered Credit** column as applicable for each line.

Image

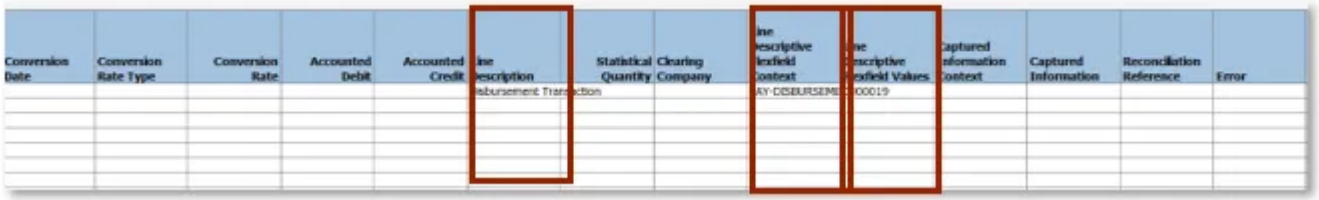


Total Entered Debit	100.00
Total Entered Credit	100.00
Total Accounted Debit	0.00
Total Accounted Credit	0.00

*Funding Source [..]	*Project [..]	*Inter Fund [..]	*Future 1 [..]	*Future 2 [..]	*Future 3 [..]	*Currency	**Entered Debit	**Entere Cred
0000	0000000000	000000	0000	000000	00000	USD	100.00	
0000	0000000000	000000	0000	000000	00000	USD		100.0

Step 4. Enter the **Line Description, Line Descriptive Flexfield Context,** and **Line Descriptive Flexfield Values**. These are not system required fields; however, they are required according to the State business process.

Image

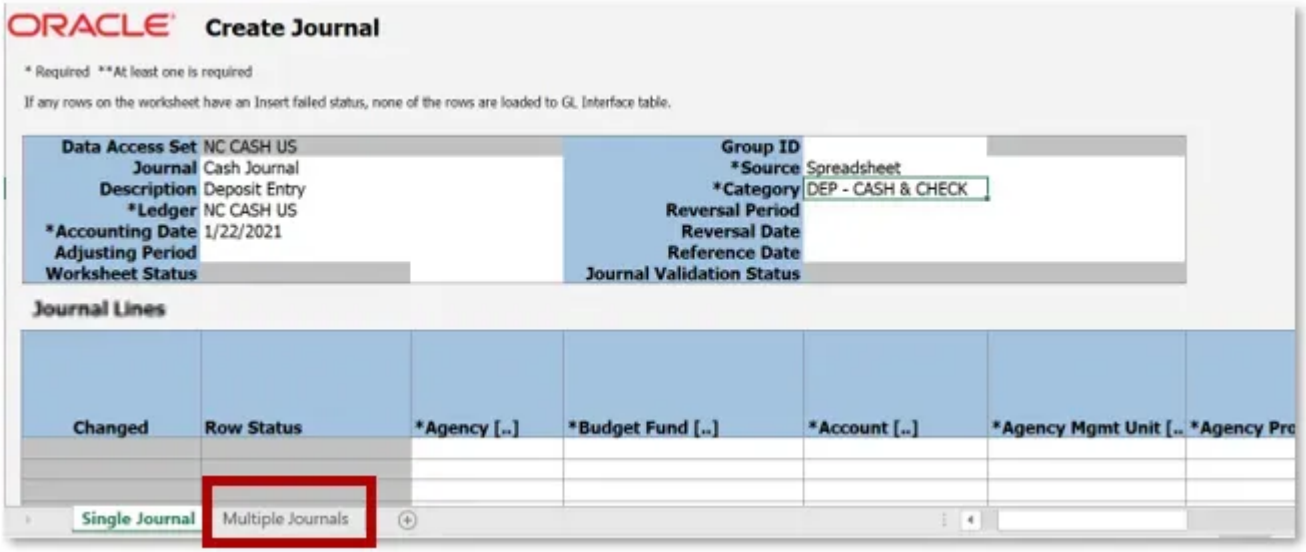


Conversion Date	Conversion Rate Type	Conversion Rate	Accounted Debit	Accounted Credit	Line Description	Statistical Quantity	Clearing Company	Line Descriptive Flexfield Context	Line Descriptive Flexfield Values	Captured Information Context	Captured Information	Reconciliation Reference	Error
					Reimbursement Transaction			AY-DISBURSEMENT	00019				

Multiple Journals

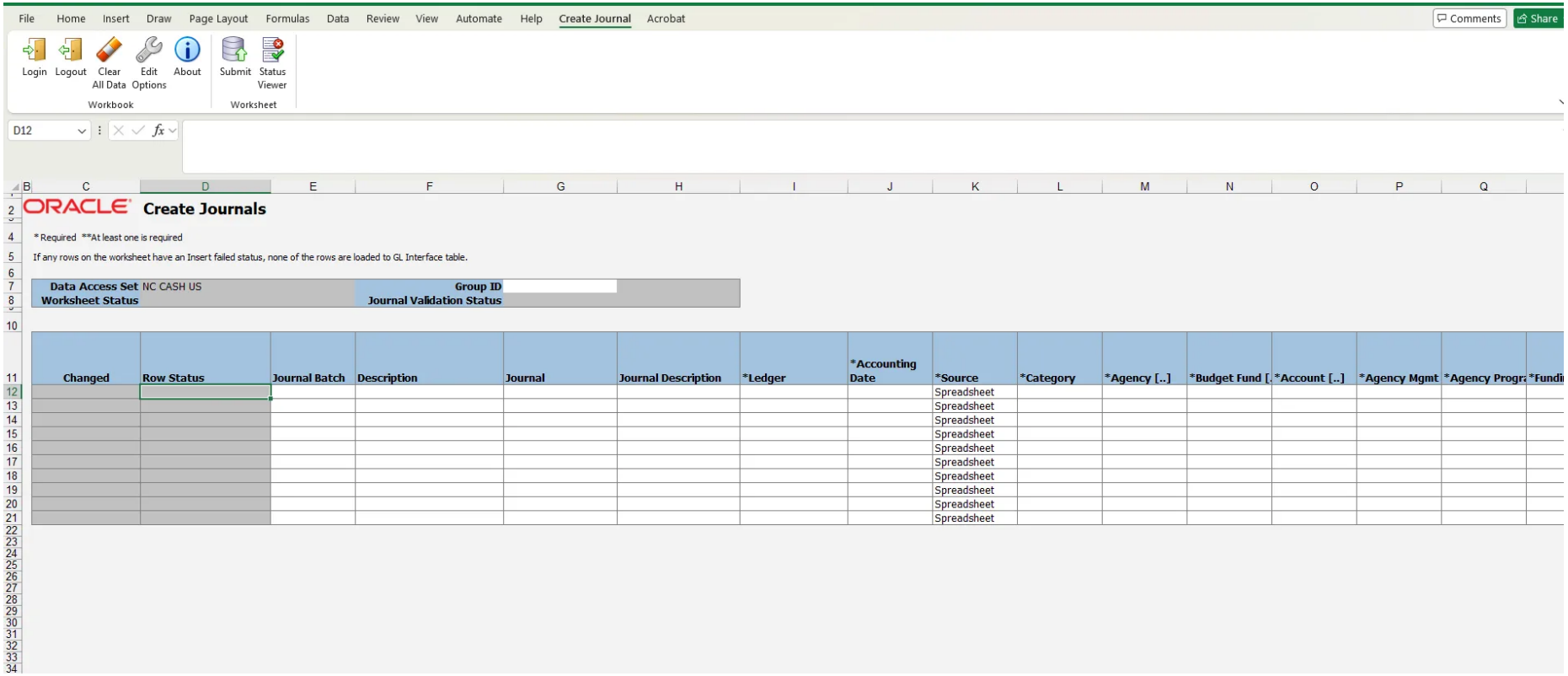
Multiple Journals can be entered using the Journal Spreadsheet. To enter multiple journals using the journal spreadsheet, select the Multiple Journals sheet from the bottom of the spreadsheet.

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Then enter each journal batch using a unique journal name for each journal. Once the unique name for the journal has been entered use steps 2-4 of Entering Journals to complete the entries.

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User Tip

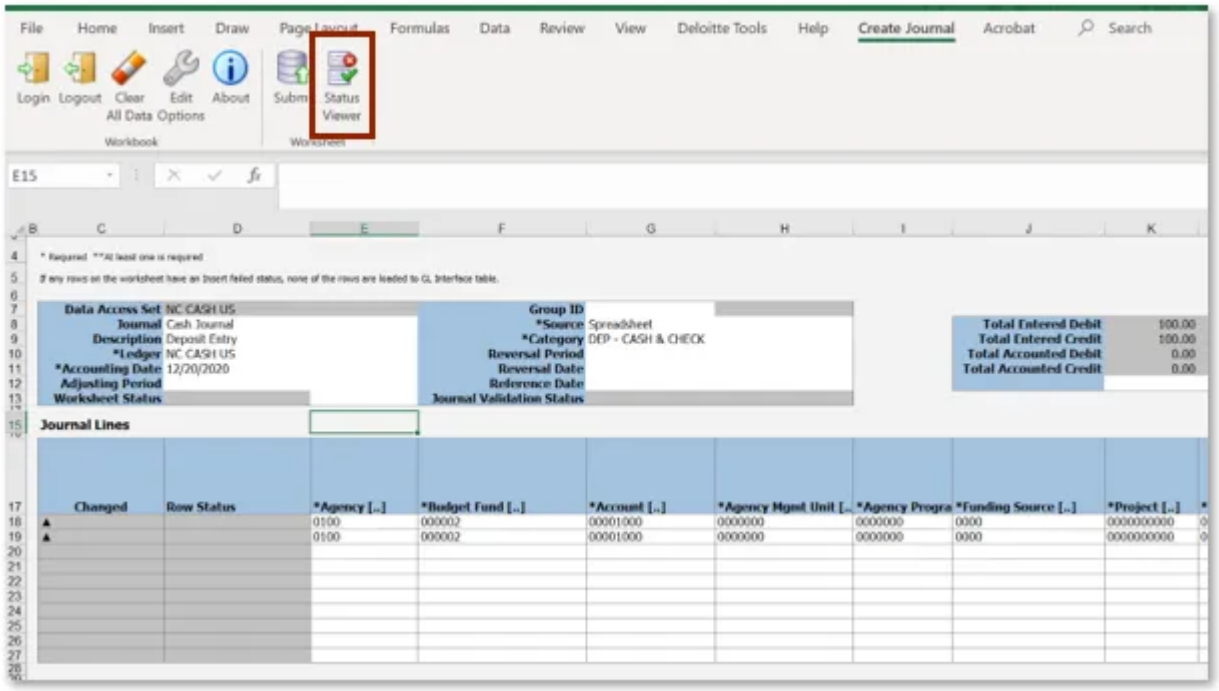
Each journal batch must have 2 lines one for a debit and one for the corresponding credit.

Uploading Journals

Follow the steps below to upload a journal via the spreadsheet. There are 3 steps to complete this process.

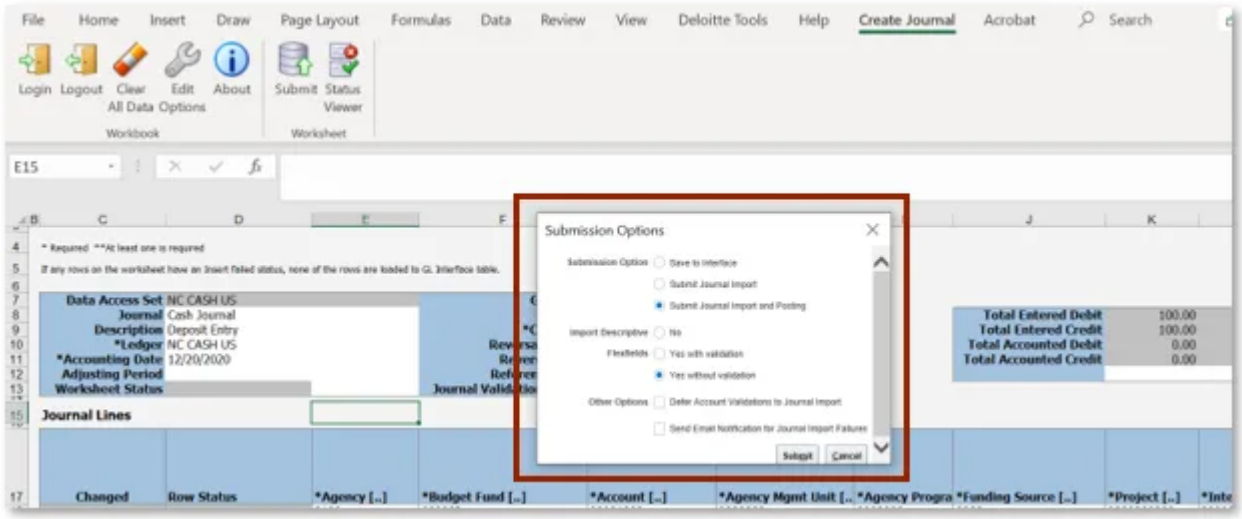
Step 1. Click the **Submit** button in the **Create Journal** menu bar to submit the journal(s).

Image



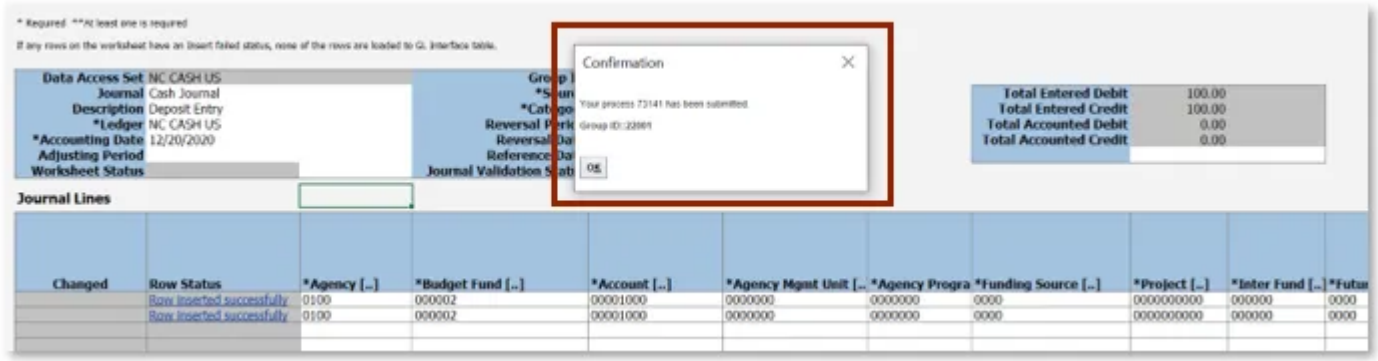
Step 2. The *Submission Options* pop-up displays. Selected the desired **Submission Option, Import Descriptive, Flexfields,** and **Other Options**. Then click **Submit**.

Image



Step 3. Click **OK**.

Image



Wrap Up

Once the journal has been submitted it must be approved before it is eligible for posting. Users can search for the uploaded journal by querying the Journal Name from the Manage Journals screen. If the entry is rejected, the

users will receive a rejection notification that includes the reason for the rejection. If the Journal is rejected, the user can edit, complete, and request approval for the journal or delete the journal. Users can confirm the spreadsheet upload in the manage journals screen in the General Accounting Module.

Additional Resources

- Instructor Led Training (ILT)
  - GL100c: Journal Entry

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