

GL-06 Importing Journals

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Import Journals in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of importing journals in NCFS. This process will only be needed if/when journal data is erroneously 'stuck' in the interface table. This could happen if the wrong upload option is selected when a user makes corrections to the contents of the interface table.

Importing Journal Entries

To import journal entries, please follow the steps below. There are 8 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Tools** tab and click the **Scheduled Processes** app.

Image

Good afternoon, Training Super User 1!

< Expenses Procurement My Enterprise **Tools** Configuration Others

QUICK ACTIONS

Manage Collaboration Messaging History

AI Apps Administration

APPS



Set Preferences



Alerts Composer



Developer Connect



Worklist



Reports and Analytics



Scheduled Processes

Step 3. On **Overview** page, select **Schedule New Process** button.

Image

Overview ?

► Search

Saved Search Last hour ▼

Search Results ?

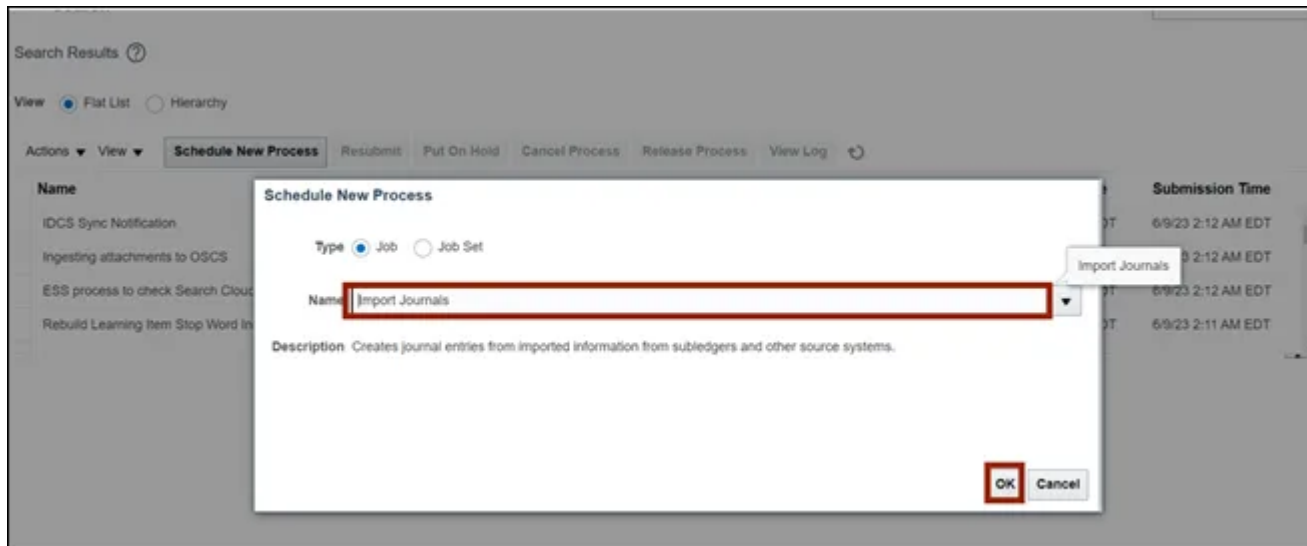
View ☒ Flat List ☐ Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↺

Name	Process ID	Status	Scheduled Time	Submission Time
IDCS Sync Notification	2221141	Wait	6/9/23 2:42 AM EDT	6/9/23 2:12 AM EDT
Ingesting attachments to OSCI	2221140	Wait	6/9/23 2:22 AM EDT	6/9/23 2:12 AM EDT
ESS process to check Search Cloud Service availability	2221139	Wait	6/9/23 2:17 AM EDT	6/9/23 2:12 AM EDT
Rebuild Learning Item Stop Word Index	2221138	Wait	6/9/23 2:15 AM EDT	6/9/23 2:11 AM EDT

Step 4. The *Schedule New Process* pop-up appears. Enter **Import Journals** in the **Name** field and click **OK** button, or use the drop-down choice list to find the process **Name**.

Image



Step 5. The *Basic Options* pop-up appears. Enter parameter values, ensuring you select the appropriate **Source**.

In this example, we choose:

- **NC CASH US** for **Data Access Set**
- **Agency Journal Interface** for ***Source**
- **NC CASH US** for ***Ledger**
- **No Group ID** for **Group ID**
- **No** for **Post Account Errors to Suspense**
- **No** for **Create Summary Journals**
- **No** for **Import Descriptive Flexfields**

Image

You are using DEV7 environment

Process Details

This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name: Import Journals

Description: Creates journal entries from imported informati... ☐ Notify me when this process ends

Schedule: As soon as possible **Submission Notes:**

Basic Options

Parameters

Data Access Set: NC CASH US

*** Source:** Agency Journal Interface

*** Ledger:** NC CASH US

Group ID: No Group ID

Post Account Errors to Suspense: No

Create Summary Journals: No

Import Descriptive Flexfields: No

Submission Time

6/9/23 5:29 AM EDT
6/9/23 5:29 AM EDT
6/9/23 5:28 AM EDT
6/9/23 5:27 AM EDT

Step 6. Click the **Submit** button.

Image

You are using DEV7 environment

NCFS

Overview ?

Search

Search Results ?

View ☒ Flat List ☐ Hierarchical

Actions View Schedule

Name
Load File to Interface
Transfer File
Load Interface File for Import
ESS process to check Search

Process Details

This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name Import Journals

Description Creates journal entries from imported informati... ☐ Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

Data Access Set NC CASH US

* Source Agency Journal Interface

* Ledger NC CASH US

Group ID No Group ID

Post Account Errors to Suspense No

Create Summary Journals No

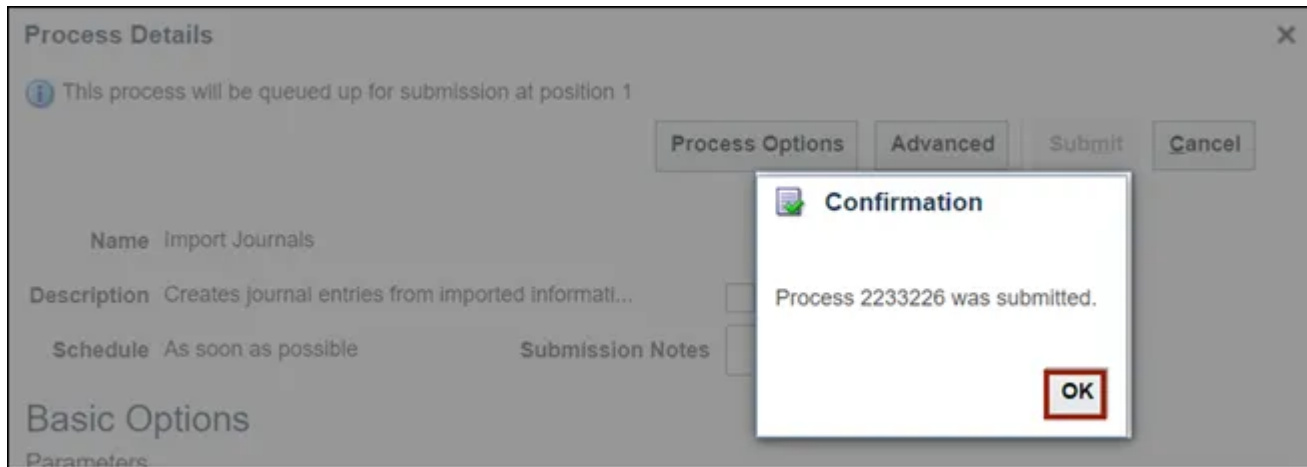
Import Descriptive Flexfields No

Submission Time

- 6/9/23 5:29 AM EDT
- 6/9/23 5:29 AM EDT
- 6/9/23 5:28 AM EDT
- 6/9/23 5:27 AM EDT

Step 7. A *Confirmation* pop-up appears. Click the **OK** button.

Image



Step 8. On the **Overview** page, click the **Refresh** icon. Under the **Search Results** section, the status is available as **Succeeded** for **Import Journals** option.

Image

Overview ?

► Search

Saved Search Last hour ▼

Search Results ?

View ☒ Flat List ☐ Hierarchy

Actions ▼ View ▼

Schedule New Process

Resubmit

Put On Hold

Cancel Process

Release Process

View Log



Name	Status	Scheduled Time	Submission Time	Start Time	Completion Time
Import Journals	Succeeded	6/15/23 7:35 AM EDT	6/15/23 7:35 AM EDT	6/15/23 7:35 AM EDT	6/15/23 7:35 AM EDT

Note: If the Status of the Journal does not reflect as Succeeded, please follow the steps below:
Go to Tools > Scheduled Processes app > and review the output to determine why the process did not succeed.

Wrap-Up

Users can Import Journals by following the steps explained above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [GL100c: Journal Entry](#)
- Quick Reference Guide (QRG)
 - [GL-07: Resolve or Delete Import Data](#)

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