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.

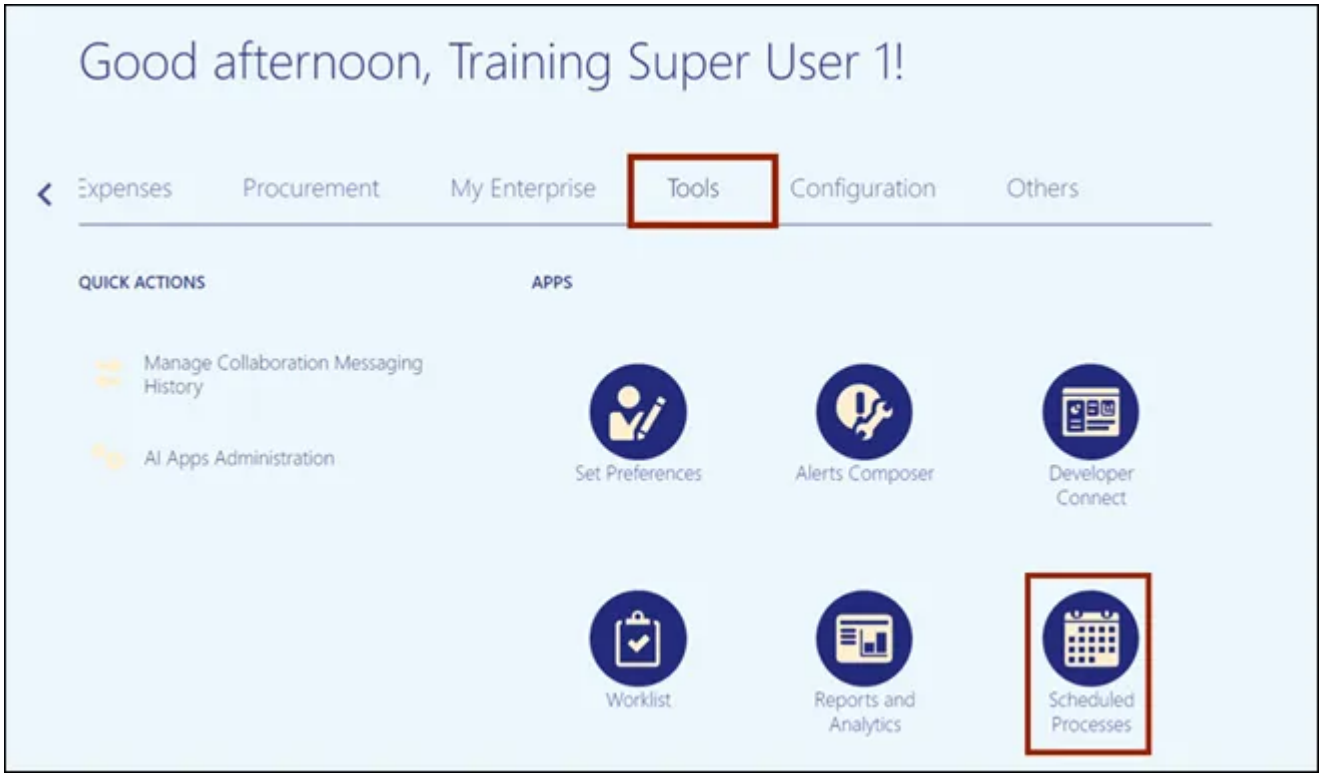
Importing Journal Entries

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.

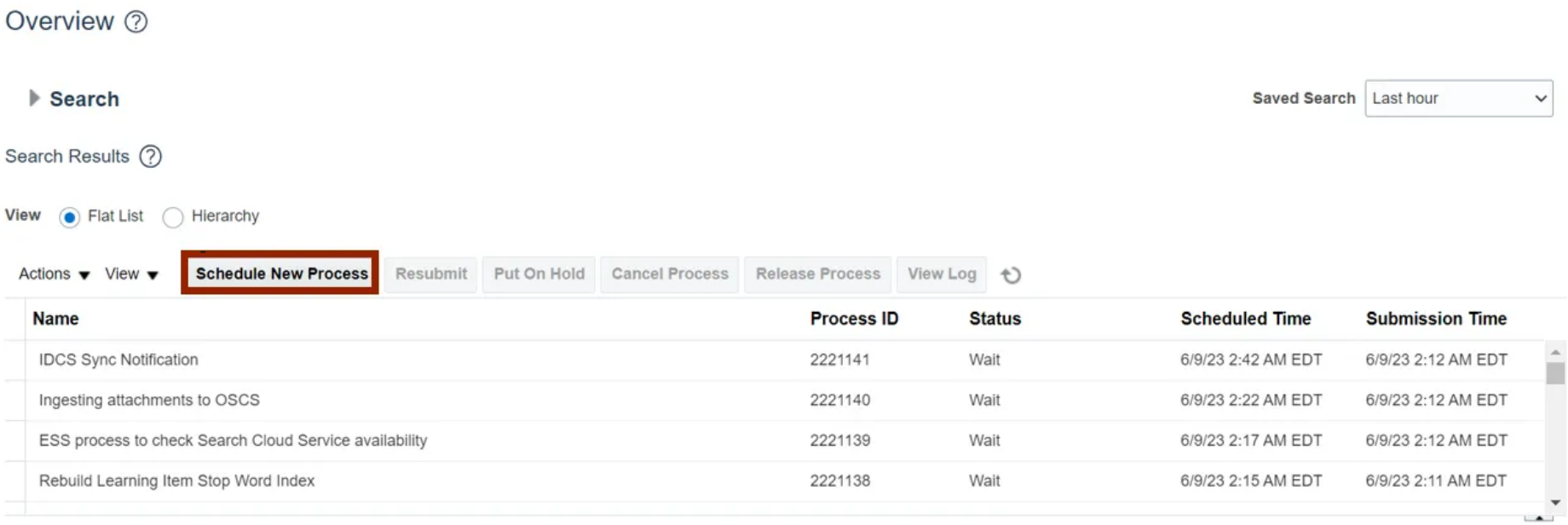
Step 2. On the **Home** page, click the **Tools** tab and click the **Scheduled Processes** app.

Image



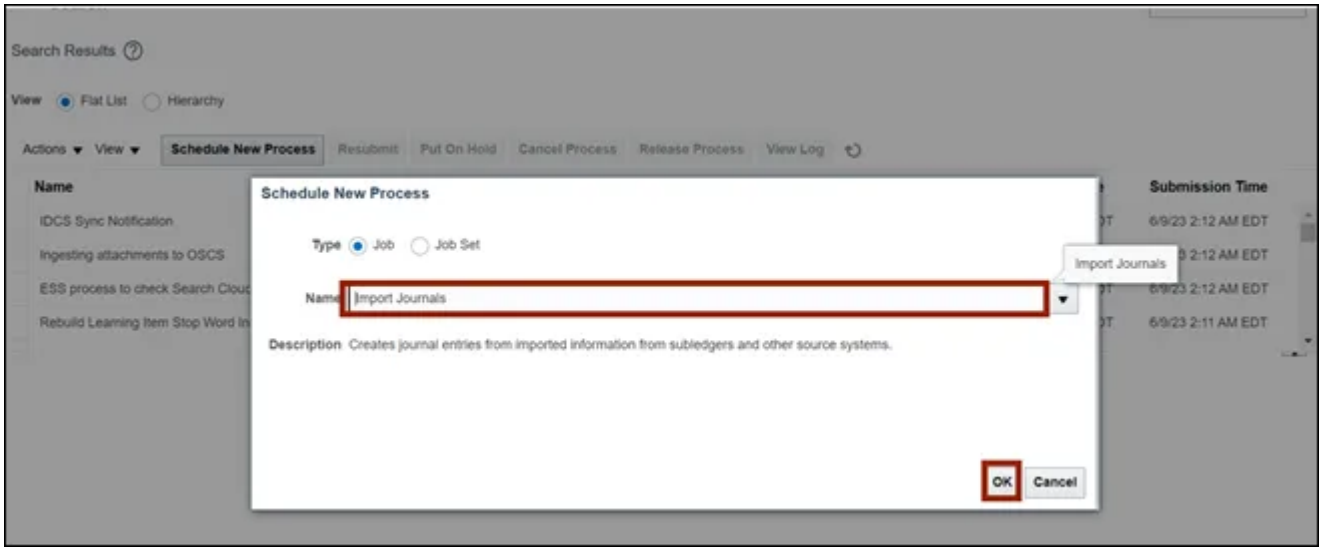
Step 3. On **Overview** page, select **Schedule New Process** button.

Image



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

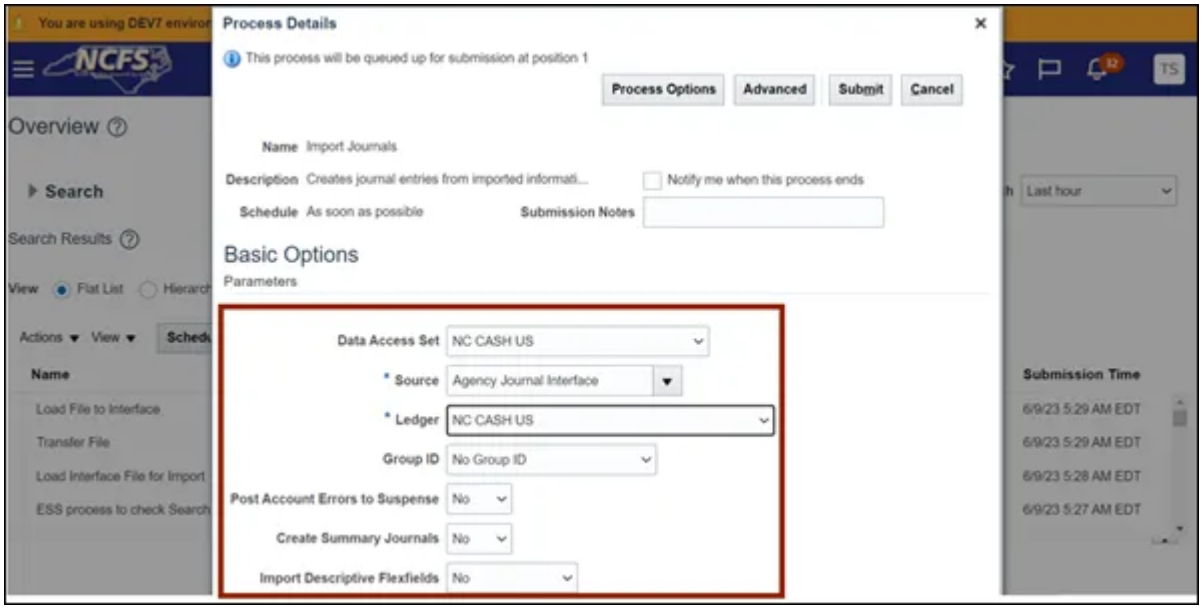


Step 5. The *Basic Options* pop-up appears. Enter parameter values, ensuring you select the appropriate **Source**.

In this example, we choose:

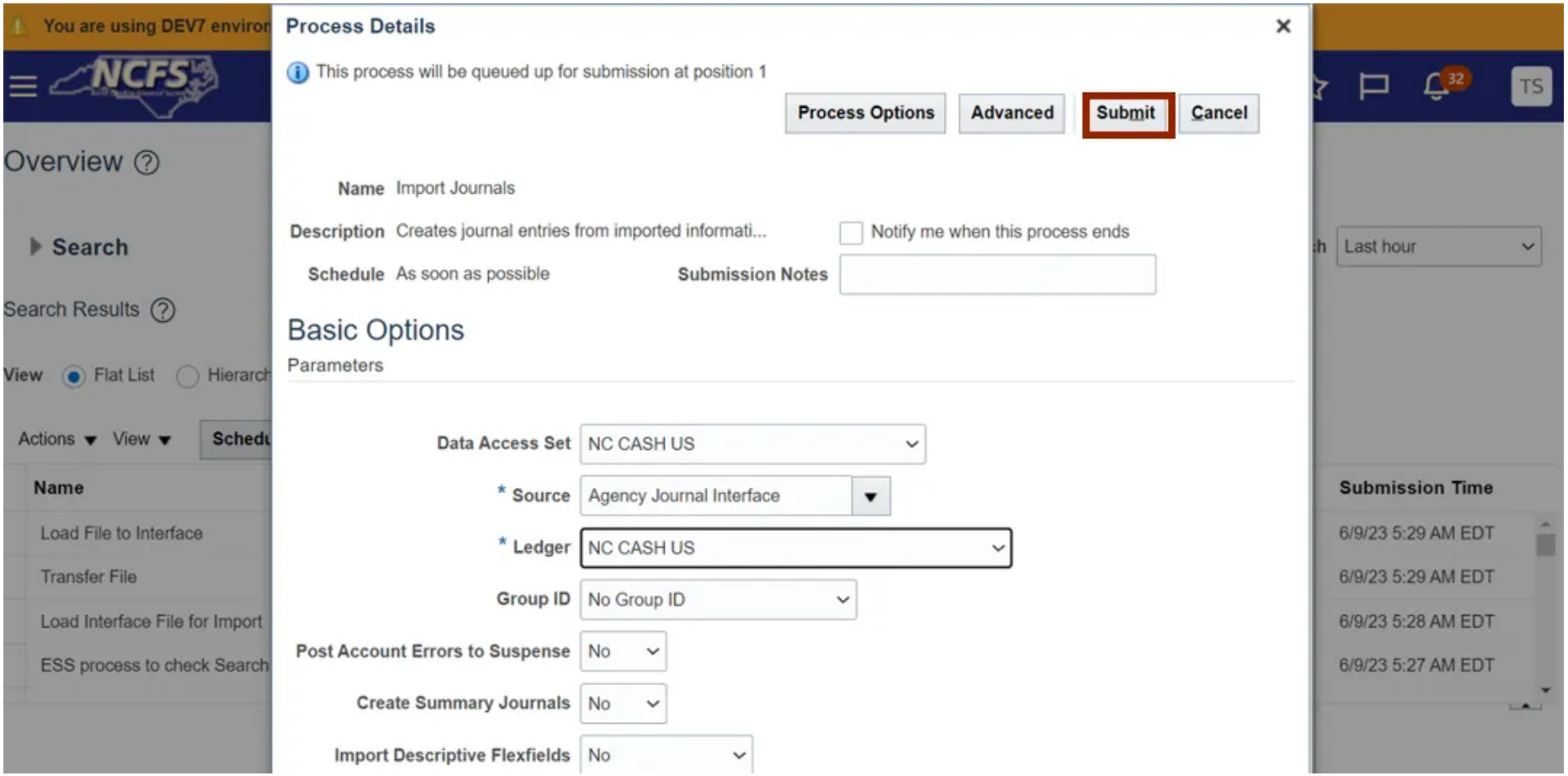
- **NC CASH US** for ***Data Access Set***
- **Agency Journal Interface** for ***Source***
- **NC CASH US** for ***Ledger***
- **No Group ID** for ***Group ID***
- **No** for ***Post Account Errors to Suspense***
- **No** for ***Create Summary Journals***
- **No** for ***Import Descriptive Flexfields***

Image



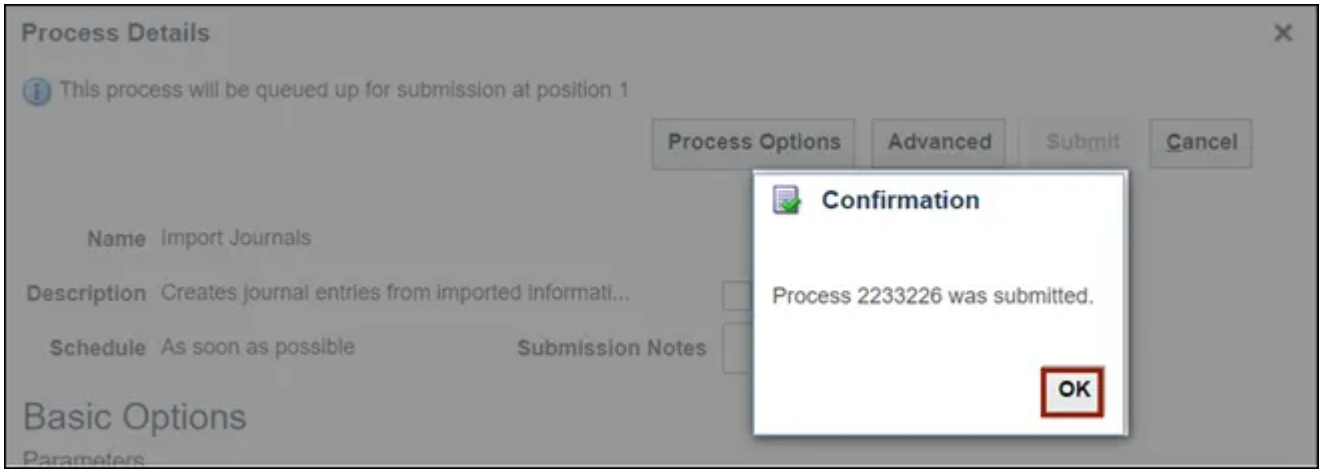
Step 6. Click the **Submit** button.

Image



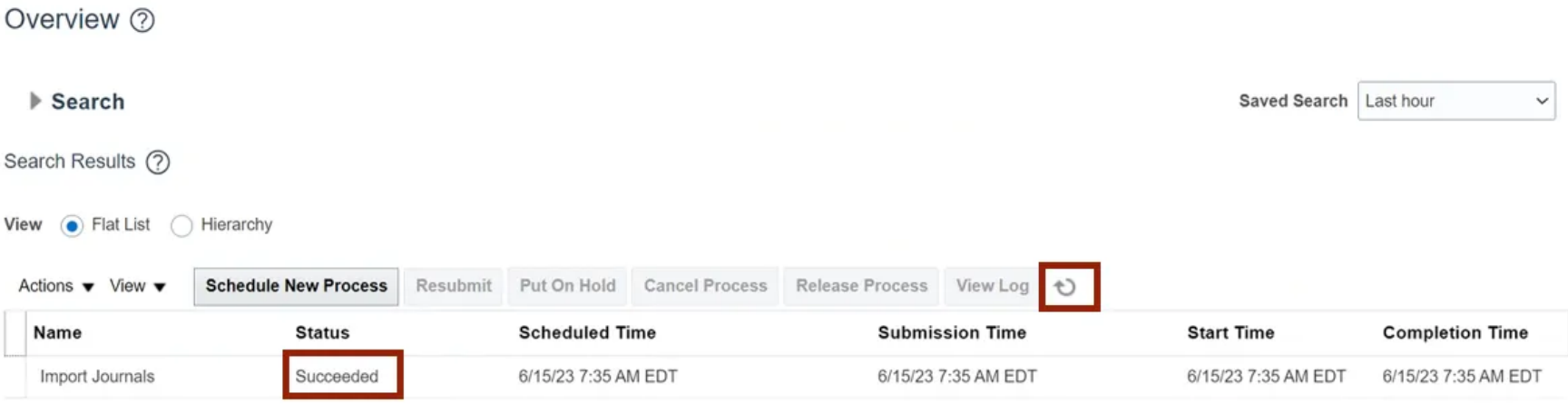
Step 7. A *Confirmation* pop-up appears. Click the **OK** button.

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



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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