GL-07 Resolve or Delete Import Date

Purpose

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

Introduction and Overview

This QRG covers the processes of Resolving Import Data and Deleting Import Data in NCFS. It shows the steps to correct imported data via an Excel sheet. Resolving Import Data can be performed by users assigned the 'GL Journal Entry' security role, while Deleting Import Data can be performed by users assigned the 'GL Journal FBDI' security role.

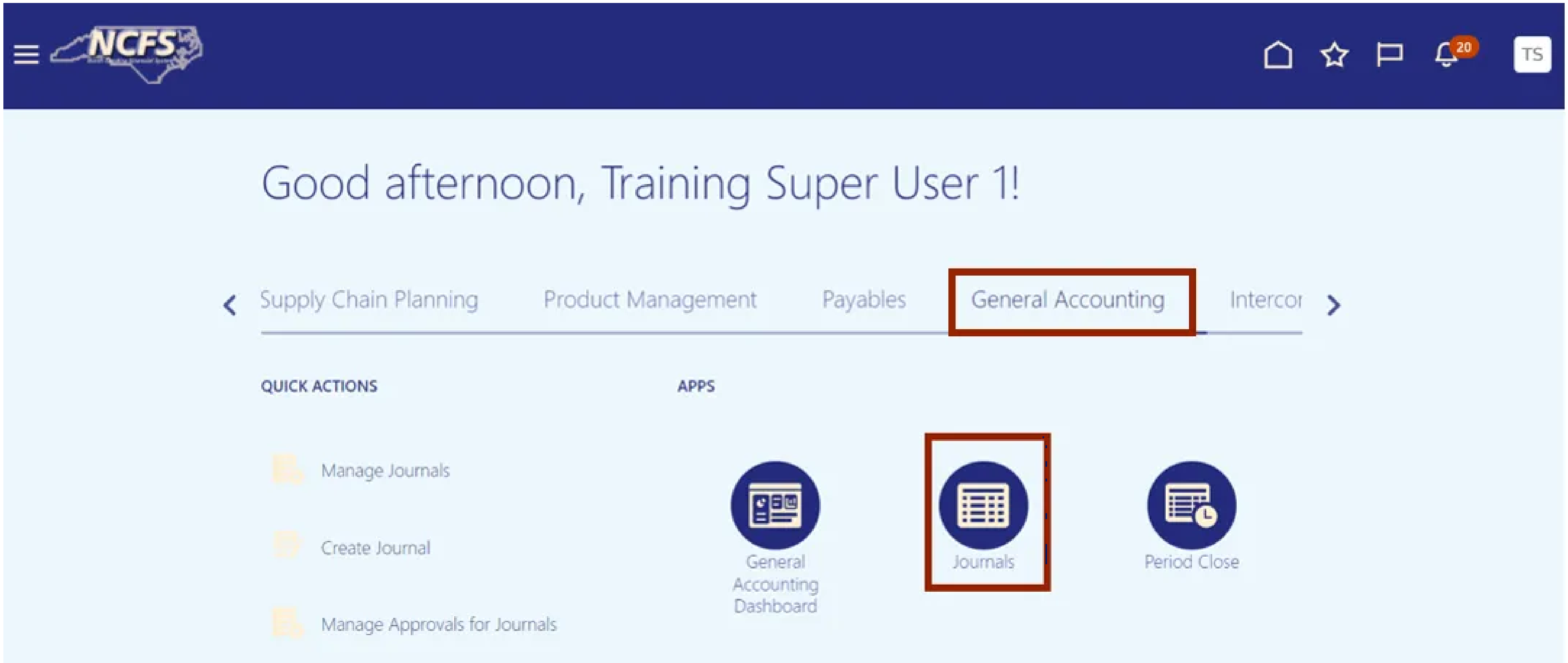
Resolve Journal Import Errors and Reimport Journals

To resolve journal import errors and reimport journals, please follow the steps below. There are 12 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 **General Accounting** tab and select the **Journals** app.

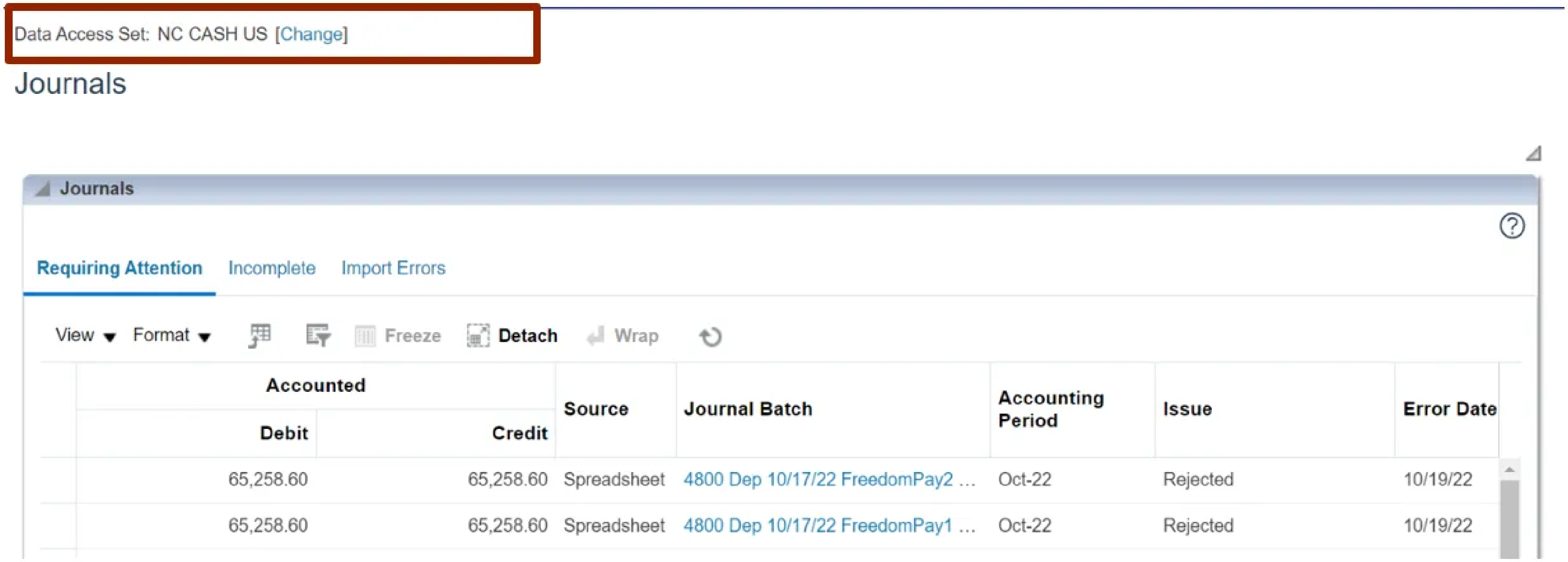
Image



Step 3. Validate the **Data Access Set**. If the data access set is not already selected, click the **Change** link, and select the **Data Access Set**.

In this example, choose **NC CASH US**.

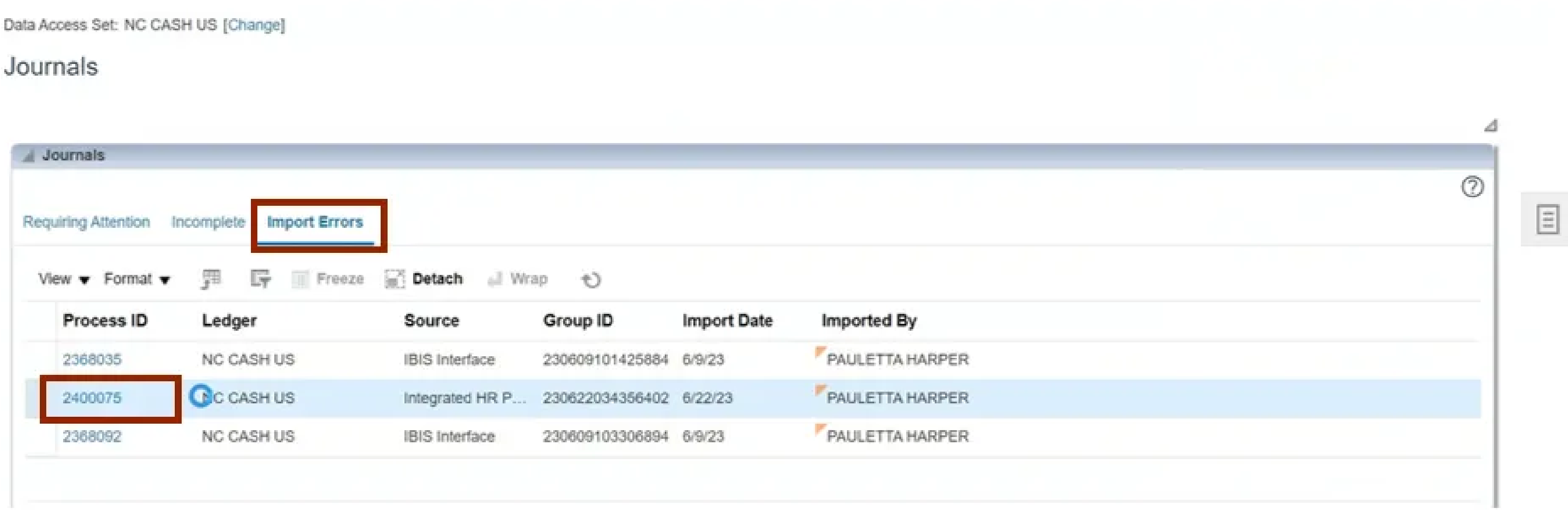
Image



Step 4. There are 2 methods to Import/ Correct errors.

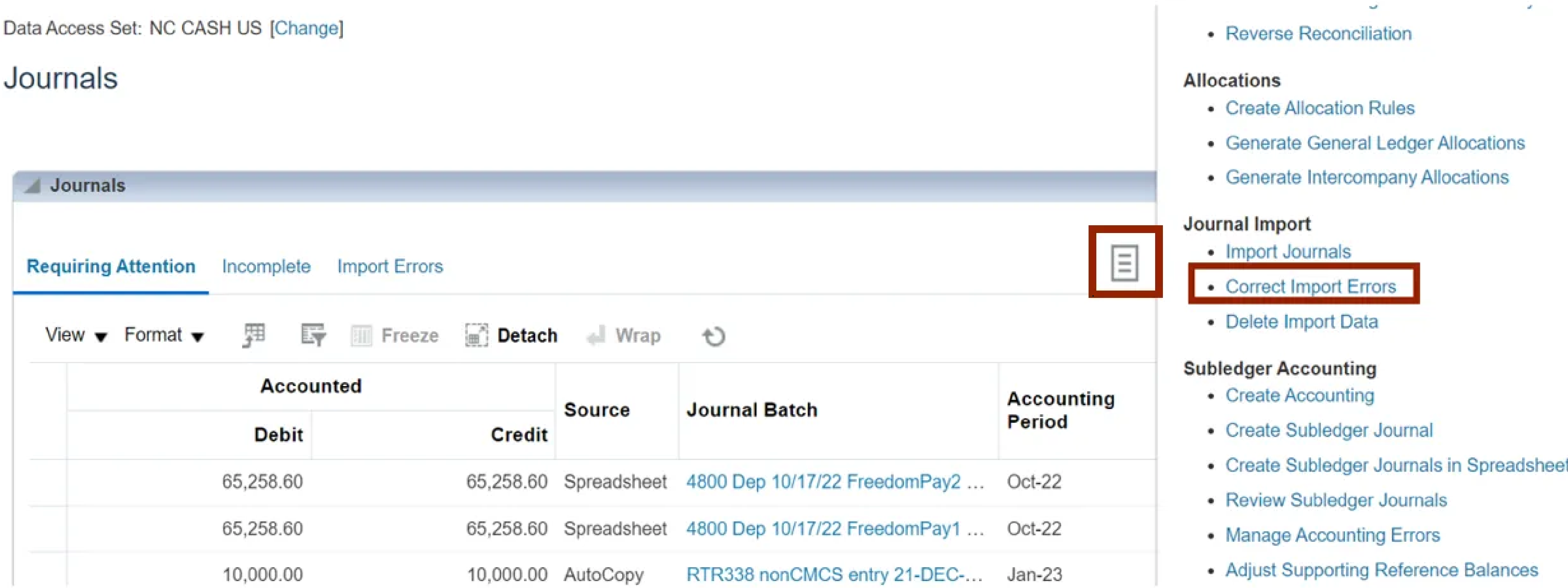
Method 1 - On the Journals landing page, click the **Import Errors** tab and highlight the **Process ID** link.

Image



Step 5. Or **Method 2**- On the **Journals** landing page, click the **Tasks** icon. Under **Journal Import**, click **Correct Import Errors**.

Image



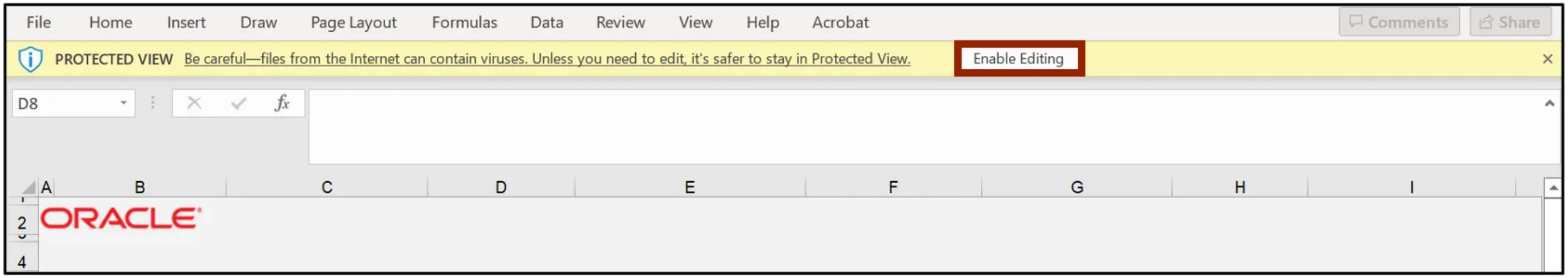
Step 6. Click the **Open** button to open the downloaded Excel file.

Image

Step 7. Open the Excel file and click the **Enable Editing** button.

Note: Log in to Oracle again, if the **Enable Editing** button doesn’t appear.

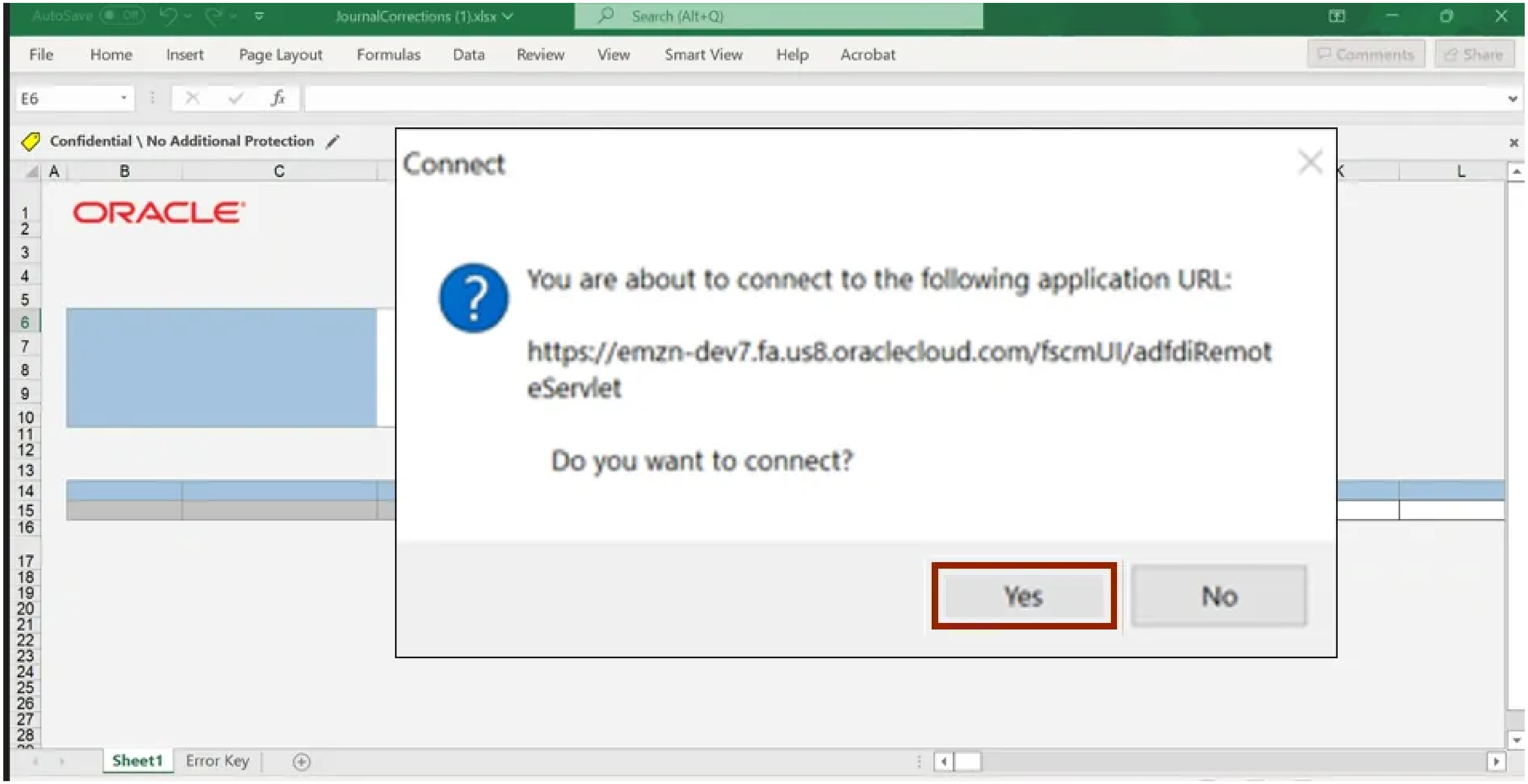
Image



Step 8. The *Connect* pop-up appears. Click the **Yes** button to successfully connect to the server.

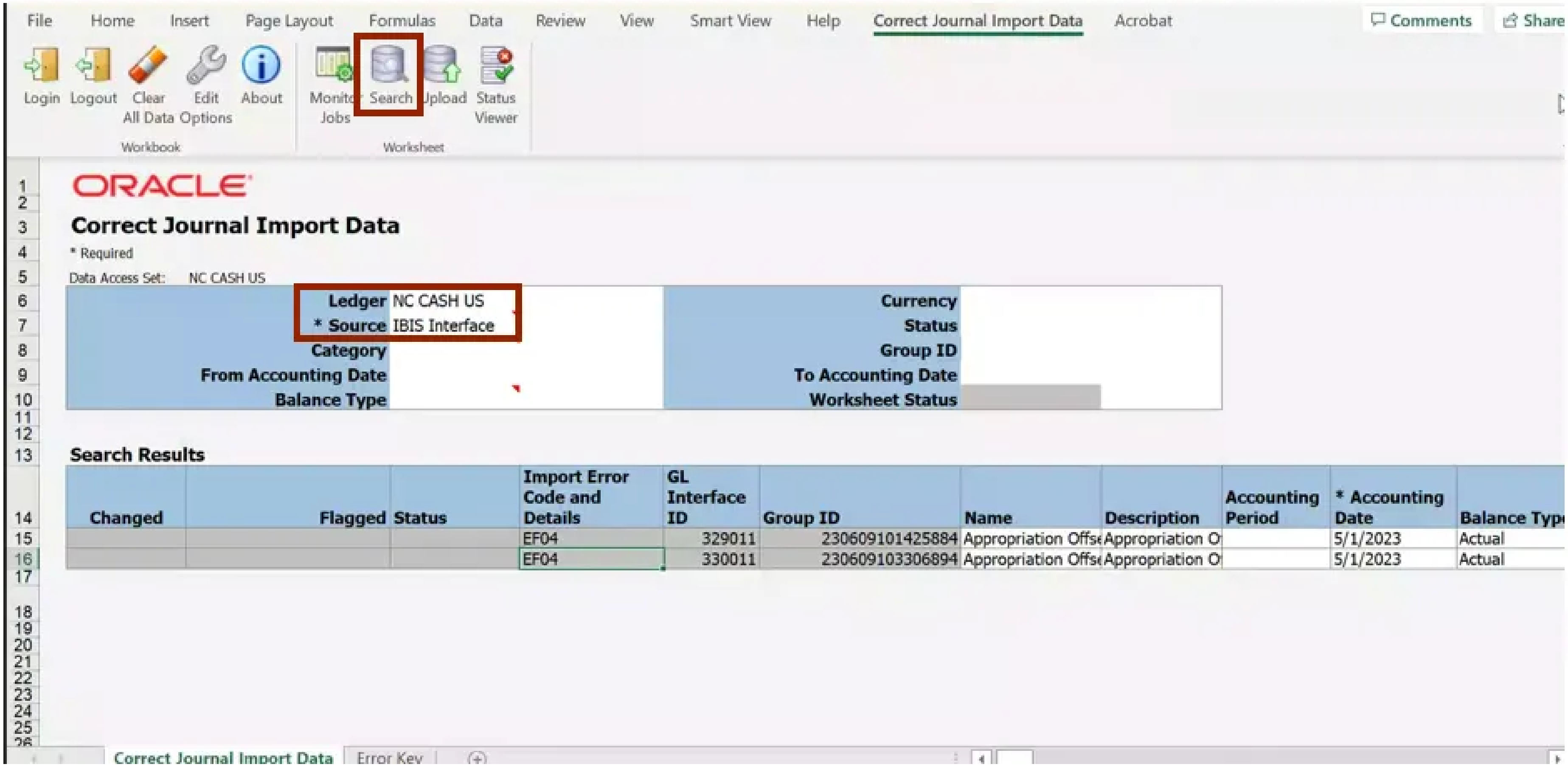
Note: In the NCFS portal *Login* pop-up, enter your **User ID** and **Password** credentials and click the **Sign In** button.

Image



Step 9. Under **Correct Journal Import data**, double click on the cell next to **Ledger** and ***Source** and select the required parameters and then click the **Search** icon.

Image

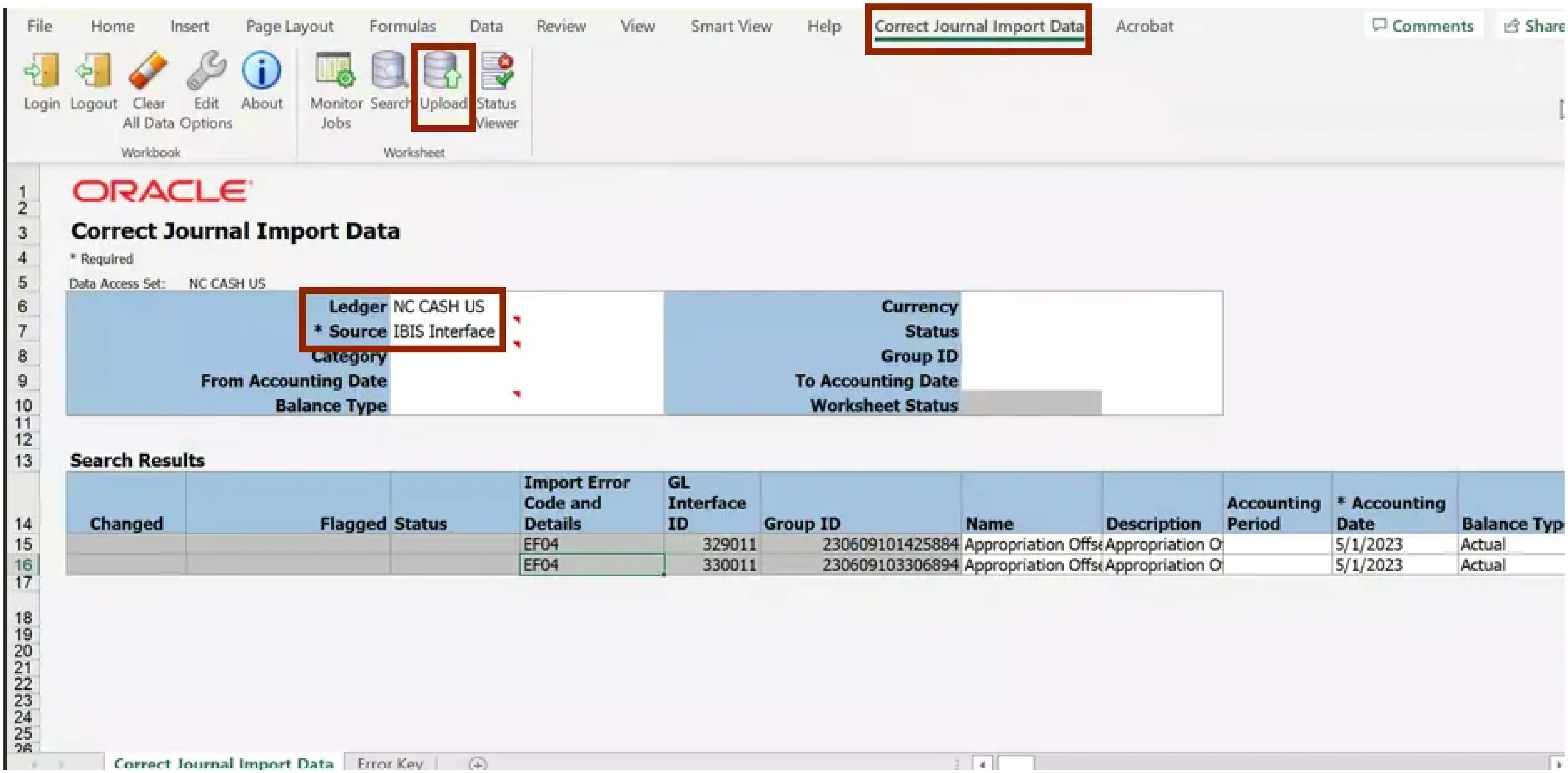


Step 10. **Search Results** are generated. Make the needed changes or corrections.

Note: If no **Search Results** are generated, you may have selected a **Source** for which there are no existing journal errors.

Step 11. Under the **Correct Journals Import Data** tab on the header, click the **Upload** icon.

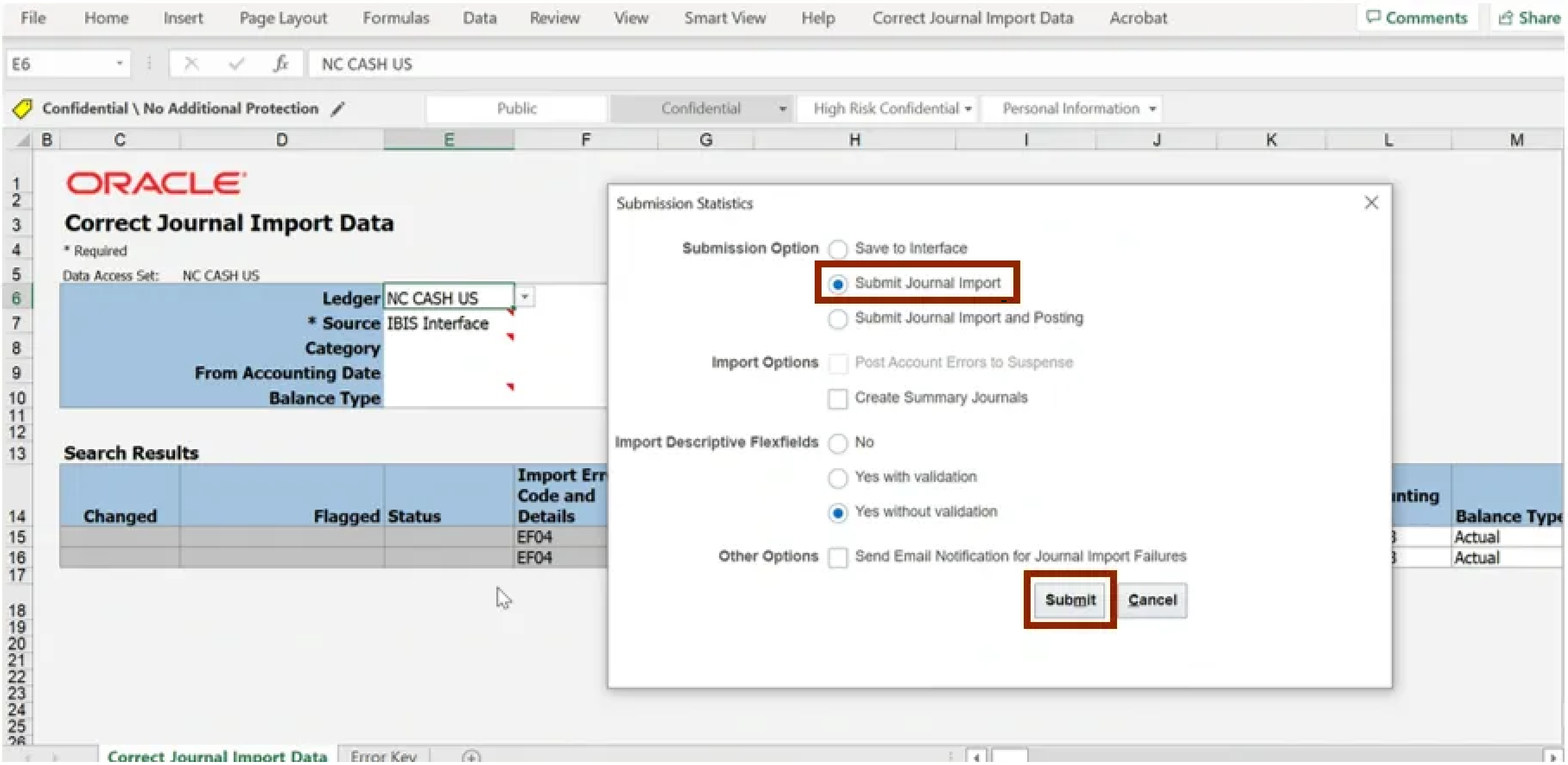
Image



Step 12. The *Submission Statistics* pop-up appears. Under **Submission Option**, select the appropriate option to submit the Journal.

In this example, choose **Submit Journal Import**. Click the **Submit** button.

Image



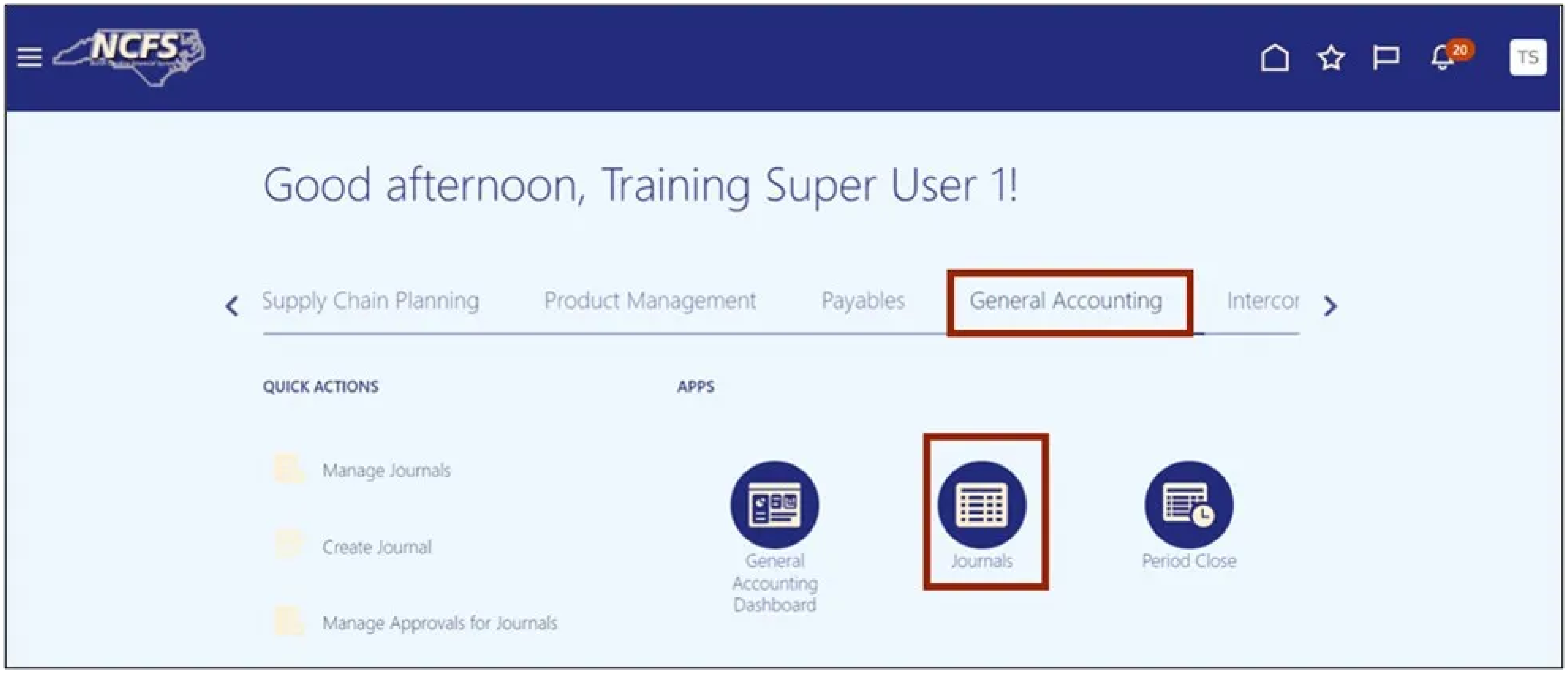
Delete Journal Interface Errors

To delete journal interface errors, 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 **General Accounting** tab and select the **Journals** app.

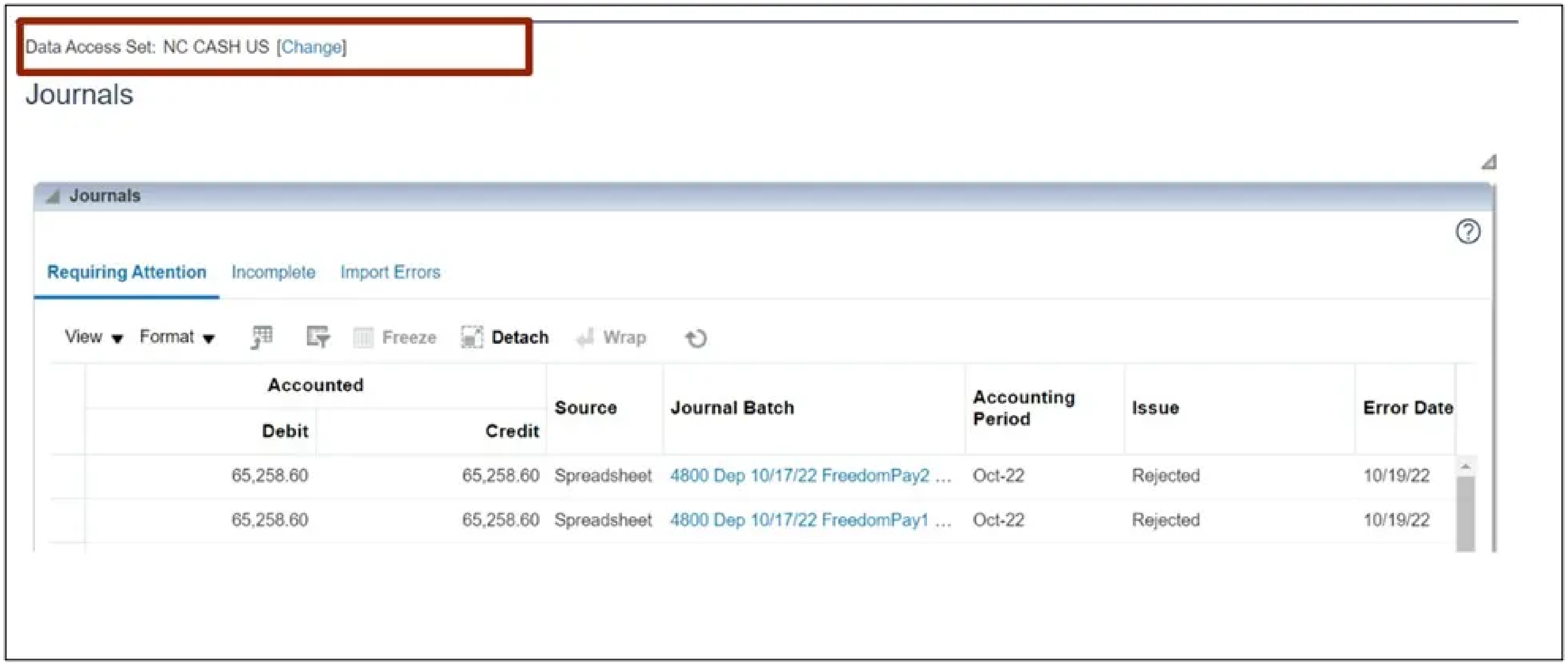
Image



Step 3. Validate the **Data Access Set**. If the desired data access set is not already selected, click the **Change** link, and select the desired **Data Access Set**.

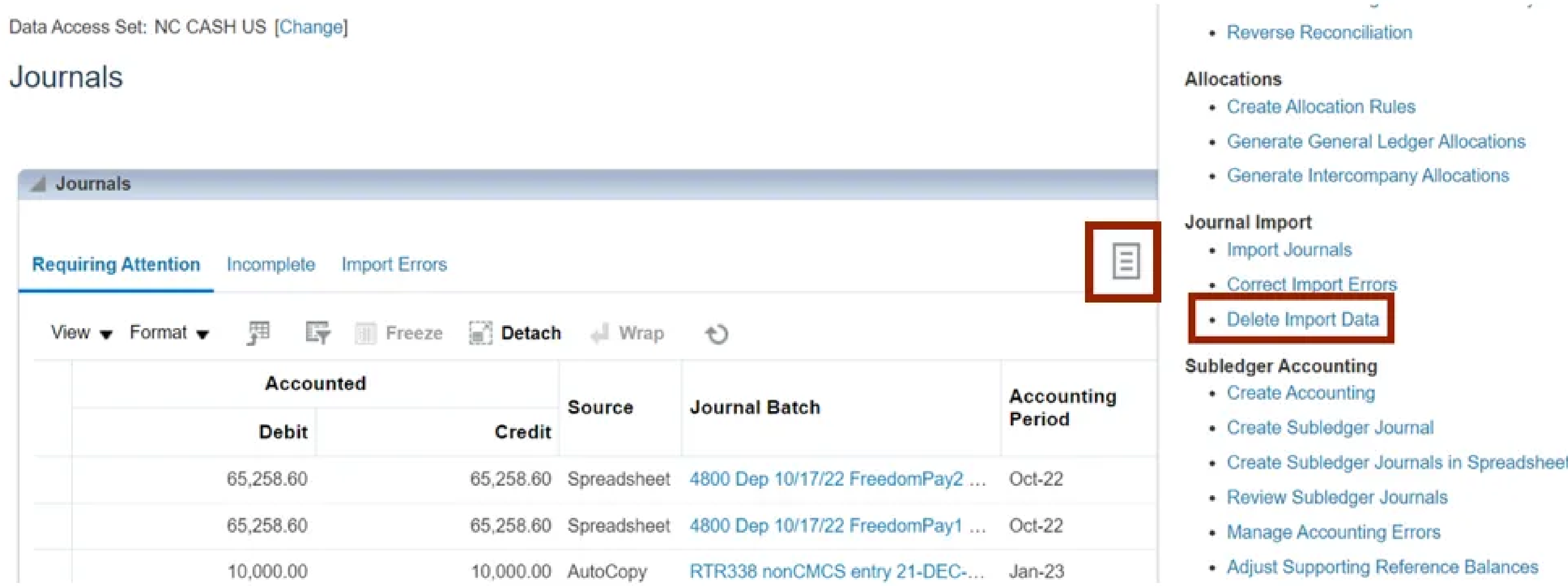
In this example, choose **NC CASH US**.

Image



Step 4. On the **Journals** page, click the **Tasks** icon. Under the ***Journal Import*** section, click **Delete Import Data**.

Image

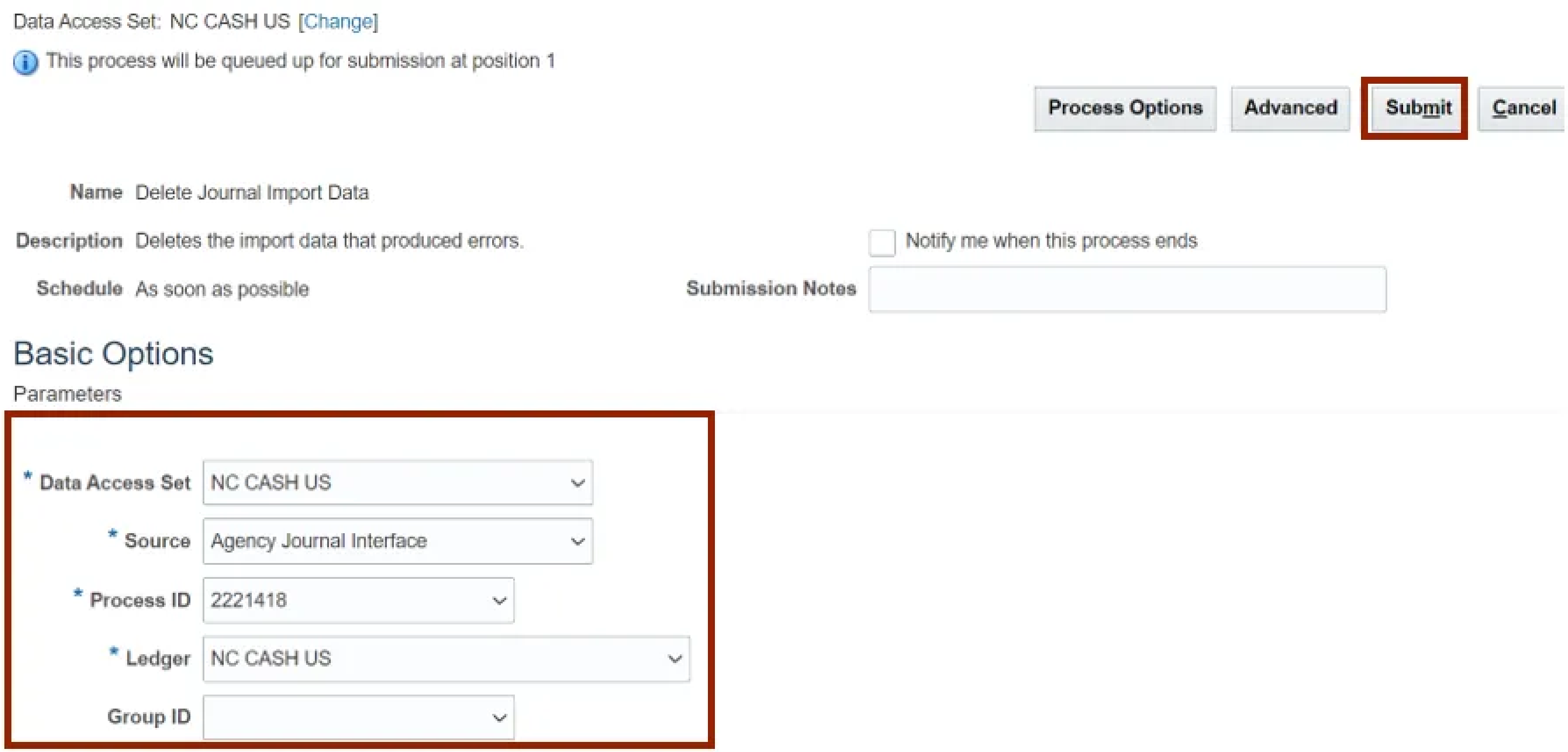


Step 5. On the ***Basic Options*** section, select the mandatory parameter values from the drop down choice lists and then click **Submit**.

In this example, choose:

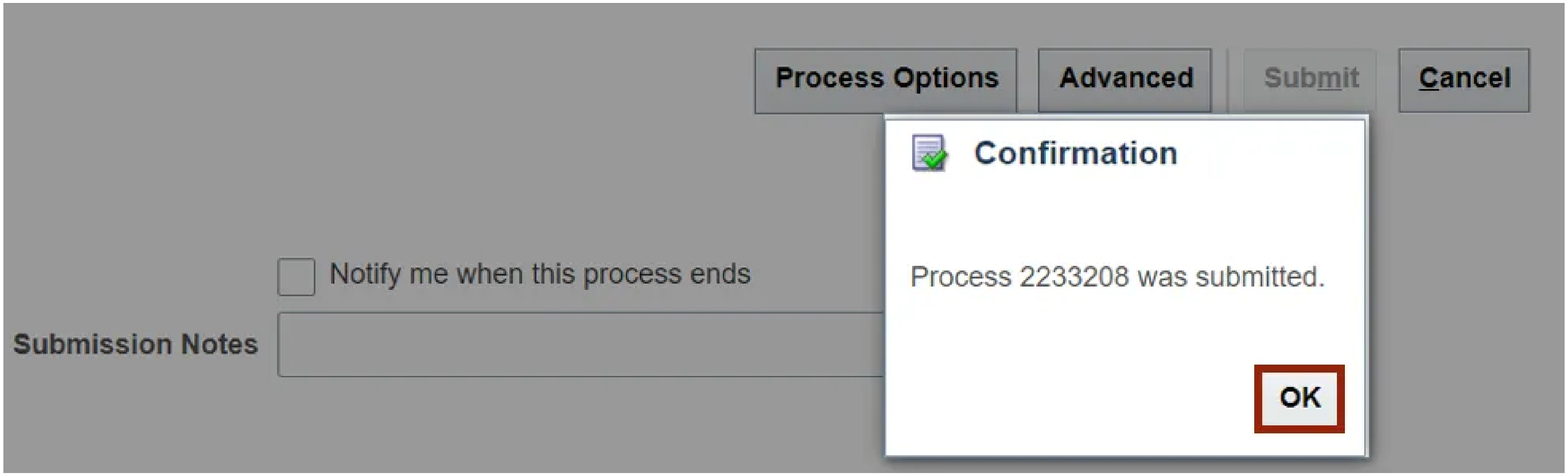
- **NC CASH US** for ***Data Access Set***
- **Agency Journal Interface** for ****Source***
- **2221418** for ****Process ID***
- **NC CASH US** for ****Ledger***

Image



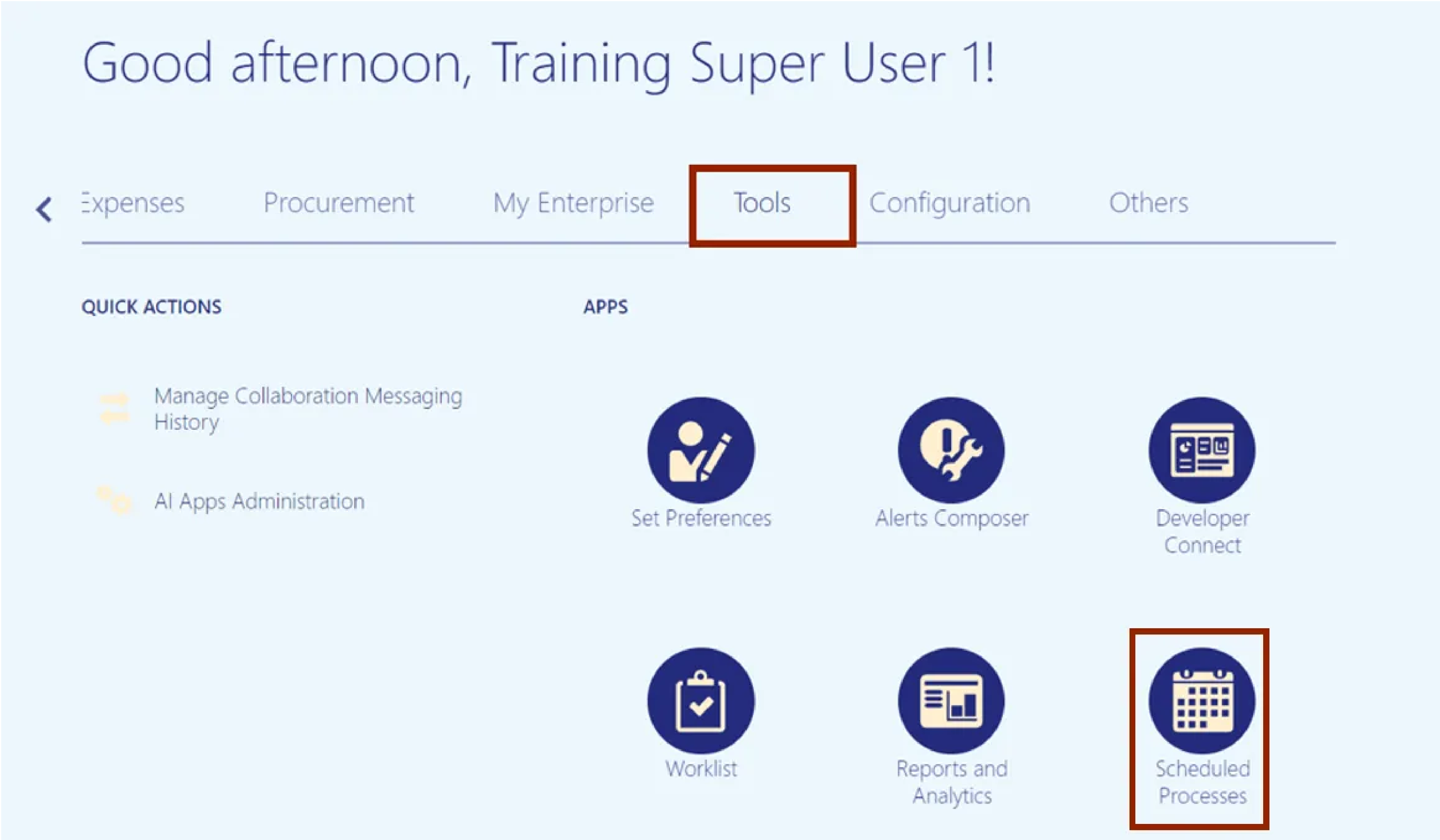
Step 6. A *Confirmation* pop-up appears. Click the **OK** button.

Image



Step 7. On the **Home** page, click the **Tools** tab and select the **Scheduled Processes** app.

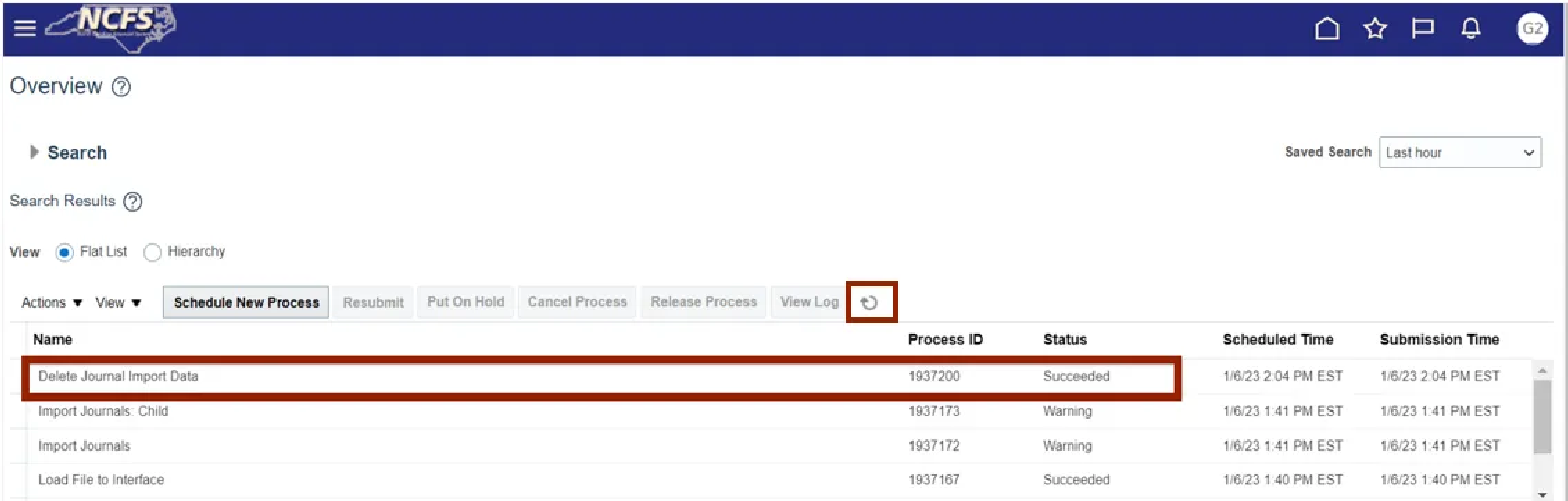
Image



Step 8. On the **Overview** page, under the ***Search Results*** section, click the **Refresh** icon. The status is available as **Succeeded** for **Delete Journal Import Data** option.

Note: If **Delete Journal Import Data** does not appear in the list of displayed process **Names**, you may need to search for it using the Search section of page which is located in the top portion of the page.

Image



Wrap-Up

Users can Resolve journal import errors and Reimport journals or Delete journal interface errors by following the steps shown above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - GL100c: Journal Entry

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