

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.

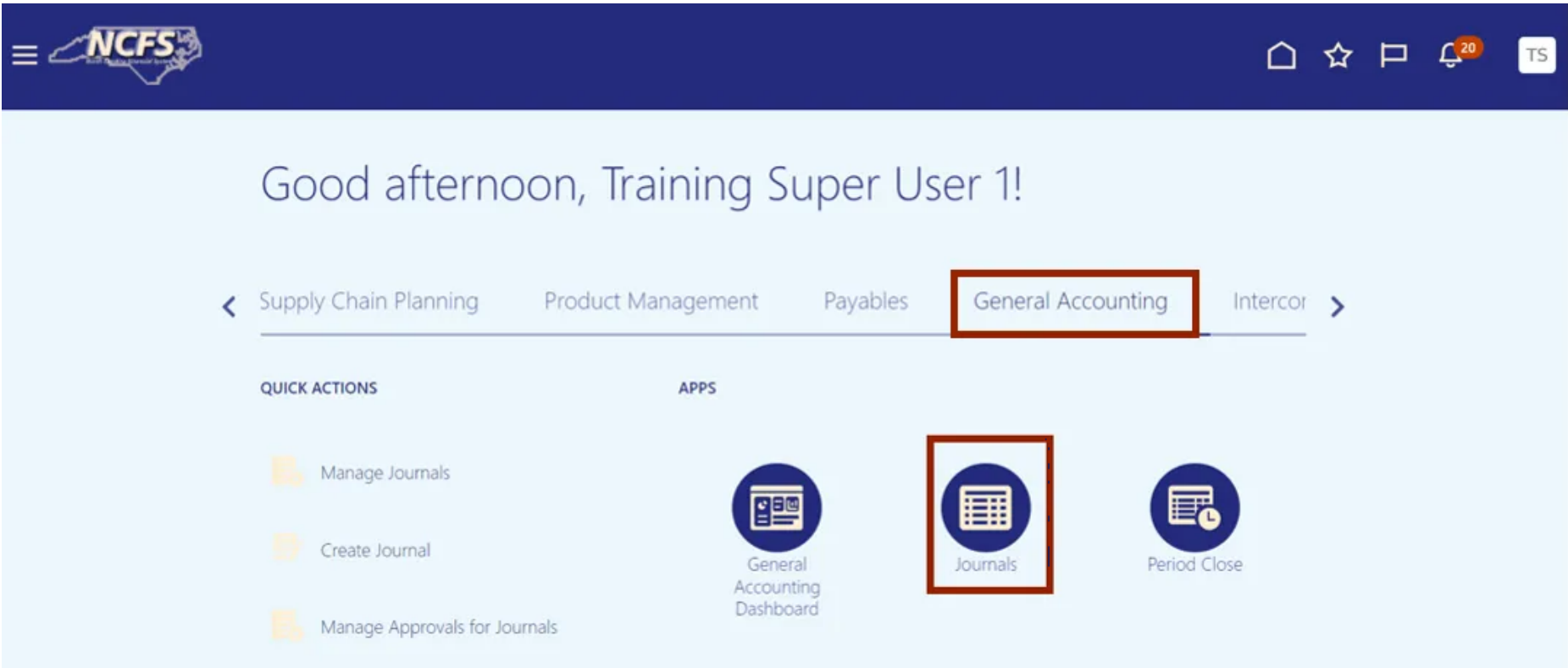
Resolve Journal Import Errors and Reimport Journals

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



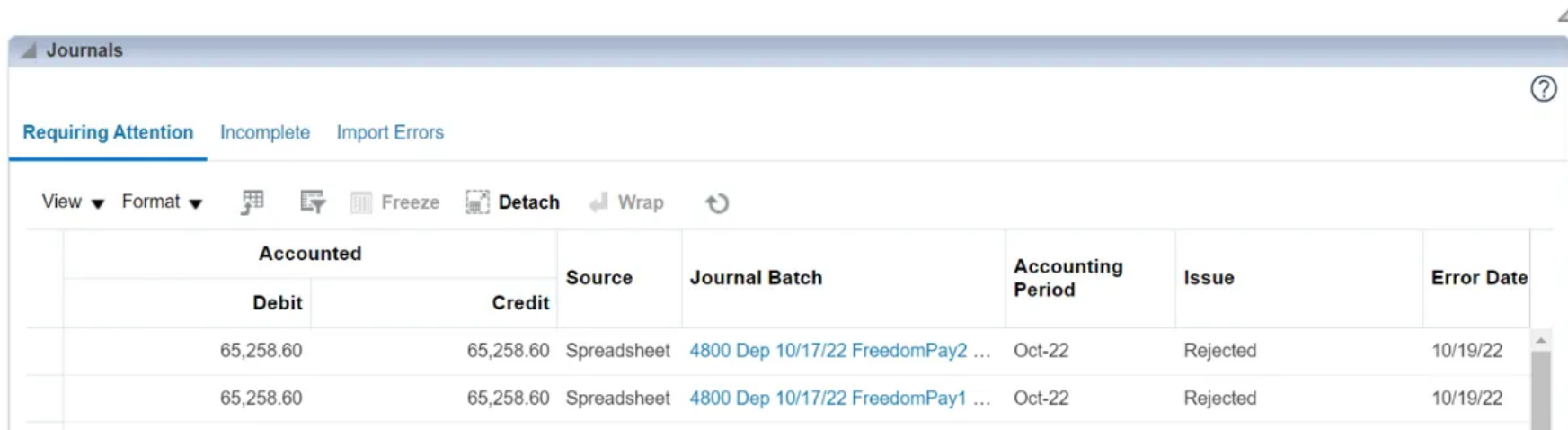
Step 3. Validate the **Data Access Set**. If the data access set is not already selected, click the **Change** link, and select the **Data Access Set**.

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

Image

Data Access Set: NC CASH US [\[Change\]](#)

Journals



The screenshot shows the 'Journals' application window. At the top, there's a header bar with the title 'Journals' and a help icon. Below the header, there are three tabs: 'Requiring Attention' (which is selected), 'Incomplete', and 'Import Errors'. Under the 'Requiring Attention' tab, there's a toolbar with icons for 'View', 'Format', 'Freeze', 'Detach', 'Wrap', and a refresh icon. The main area displays a table of journal entries. The table has columns for 'Accounted' (with sub-columns 'Debit' and 'Credit'), 'Source', 'Journal Batch', 'Accounting Period', 'Issue', and 'Error Date'. Two entries are visible, both with a value of 65,258.60, source 'Spreadsheet', and issue 'Rejected' on 10/19/22. The first entry's batch is '4800 Dep 10/17/22 FreedomPay2 ...' and the second is '4800 Dep 10/17/22 FreedomPay1 ...'.

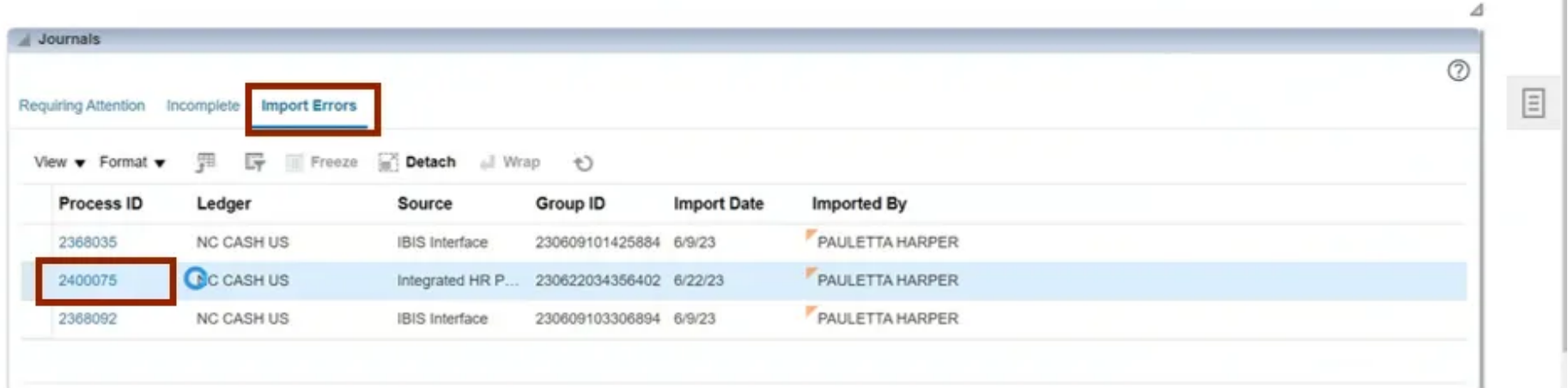
Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	Rejected	10/19/22
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	Rejected	10/19/22

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

Journals



The screenshot shows the 'Journals' application interface. At the top, there is a header bar with the title 'Journals' and a help icon. Below the header, there are three tabs: 'Requiring Attention', 'Incomplete', and 'Import Errors'. The 'Import Errors' tab is selected and highlighted with a red box. Below the tabs, there is a toolbar with various icons for actions like 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. Below the toolbar, there is a table with the following columns: 'Process ID', 'Ledger', 'Source', 'Group ID', 'Import Date', and 'Imported By'. The table contains three rows of data. The second row, with Process ID '2400075', is highlighted in blue and has a red box around its Process ID cell. The 'Imported By' column for all rows shows 'PAULETTA HARPER'.

Process ID	Ledger	Source	Group ID	Import Date	Imported By
2368035	NC CASH US	IBIS Interface	230609101425884	6/9/23	PAULETTA HARPER
2400075	NC CASH US	Integrated HR P...	230622034356402	6/22/23	PAULETTA HARPER
2368092	NC CASH US	IBIS Interface	230609103306894	6/9/23	PAULETTA HARPER

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

Image

Data Access Set: NC CASH US [\[Change\]](#)

Journals

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Allocations

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- [Generate General Ledger Allocations](#)
- [Generate Intercompany Allocations](#)

Journal Import

- [Import Journals](#)
- [Correct Import Errors](#)
- [Delete Import Data](#)

Subledger Accounting

- [Create Accounting](#)
- [Create Subledger Journal](#)
- [Create Subledger Journals in Spreadsheet](#)
- [Review Subledger Journals](#)
- [Manage Accounting Errors](#)
- [Adjust Supporting Reference Balances](#)

Journals					
Requiring Attention Incomplete Import Errors					
View Format Freeze Detach Wrap					
Accounted		Source	Journal Batch	Accounting Period	
Debit	Credit				
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	
10,000.00	10,000.00	AutoCopy	RTR338 nonCMCS entry 21-DEC-...	Jan-23	

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

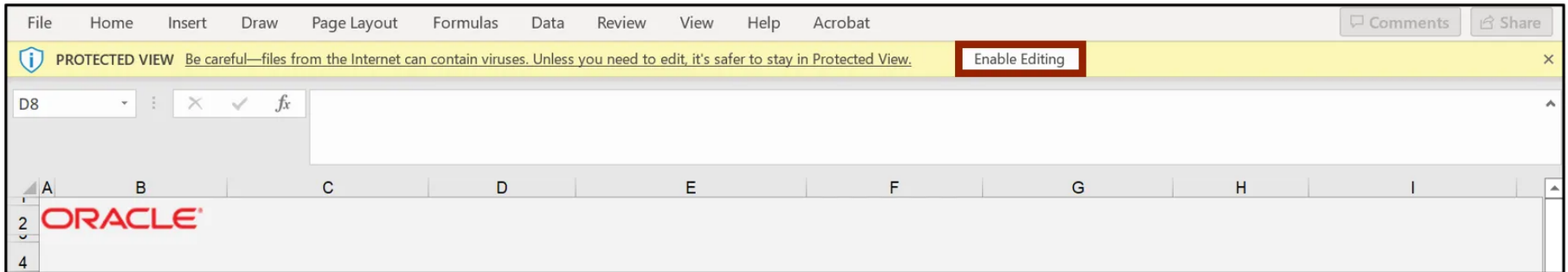
Image



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.

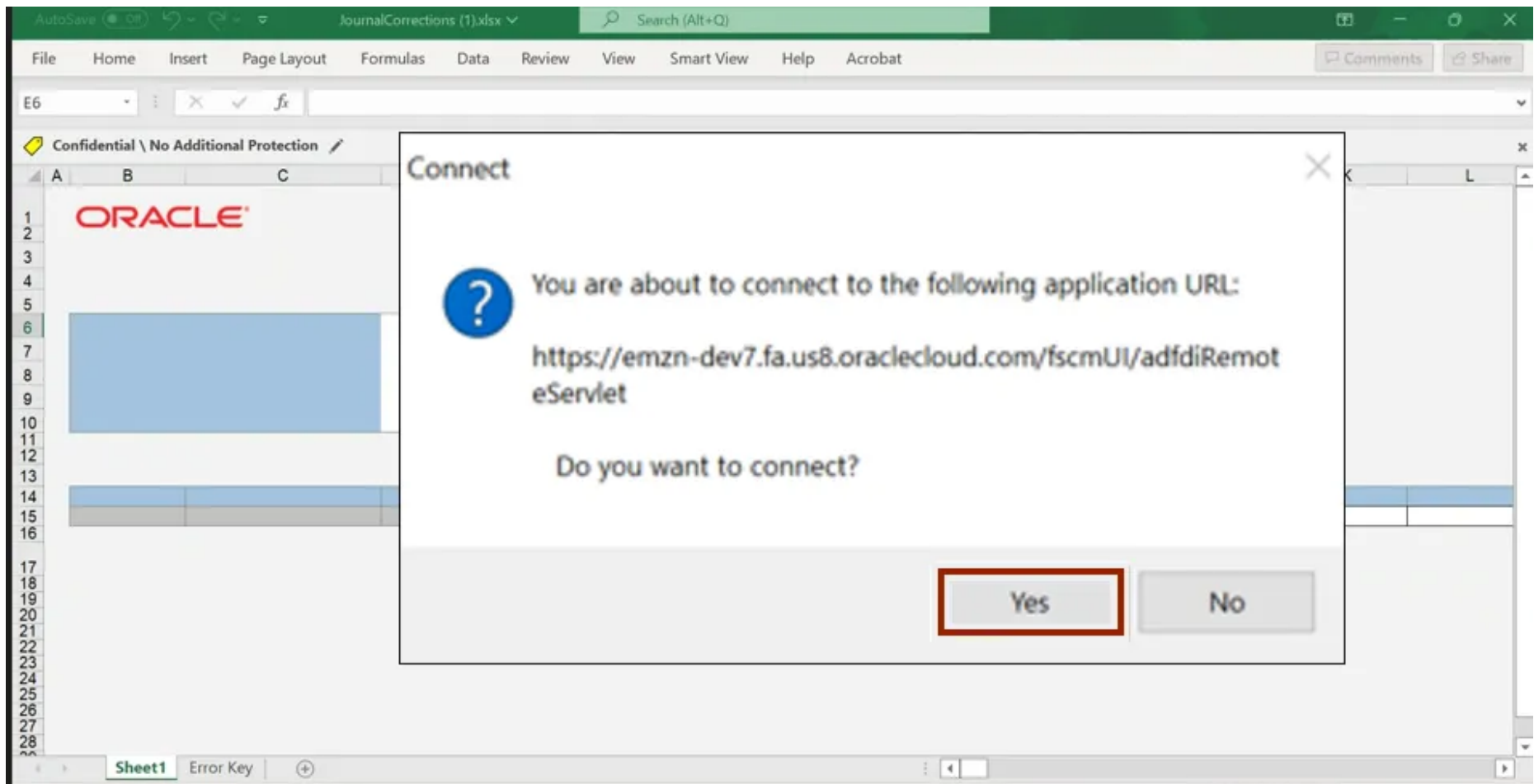
Image



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

Correct Journal Import Data

* Required

Data Access Set: NC CASH US

Ledger NC CASH US
*** Source** IBIS Interface
Category
From Accounting Date
Balance Type

Currency
Status
Group ID
To Accounting Date
Worksheet Status

Search Results

Changed	Flagged	Status	Import Error Code and Details	GL Interface ID	Group ID	Name	Description	Accounting Period	* Accounting Date	Balance Type
			EF04	329011	230609101425884	Appropriation Offs	Appropriation O		5/1/2023	Actual
			EF04	330011	230609103306894	Appropriation Offs	Appropriation O		5/1/2023	Actual

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

File Home Insert Page Layout Formulas Data Review View Smart View Help **Correct Journal Import Data** Acrobat Comments Share

Login Logout Clear All Data Options Edit About Monitor Search **Upload** Status Viewer

Workbook Worksheet

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Correct Journal Import Data

* Required

Data Access Set: NC CASH US

Ledger NC CASH US
*** Source** IBIS Interface

Category
 From Accounting Date
 Balance Type

Currency
Status
Group ID
 To Accounting Date
 Worksheet Status

Search Results

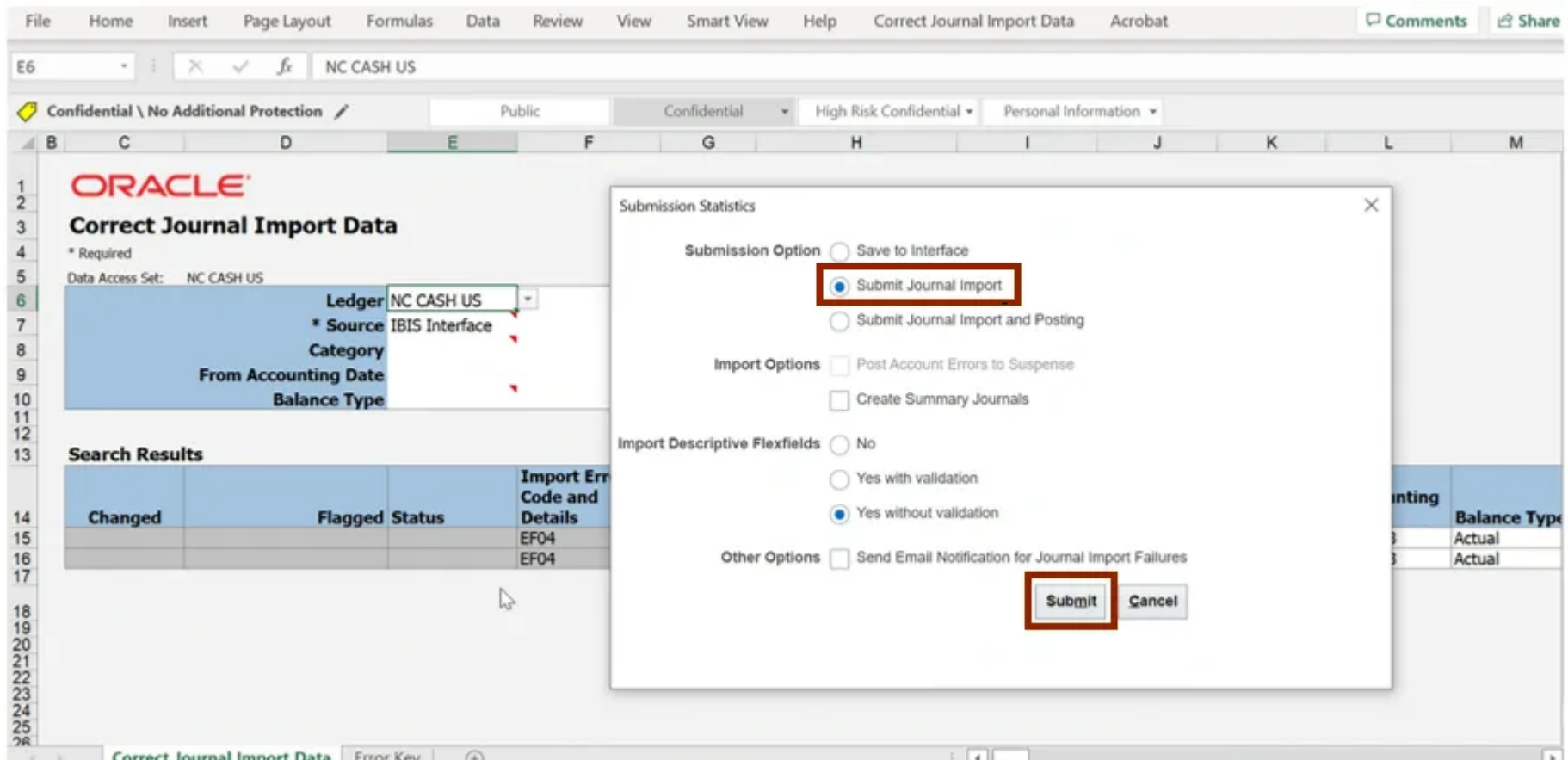
Changed	Flagged	Status	Import Error Code and Details	GL Interface ID	Group ID	Name	Description	Accounting Period	* Accounting Date	Balance Type
			EF04	329011	230609101425884	Appropriation Offs	Appropriation O		5/1/2023	Actual
			EF04	330011	230609103306894	Appropriation Offs	Appropriation O		5/1/2023	Actual

Correct Journal Import Data Error Key (+)

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



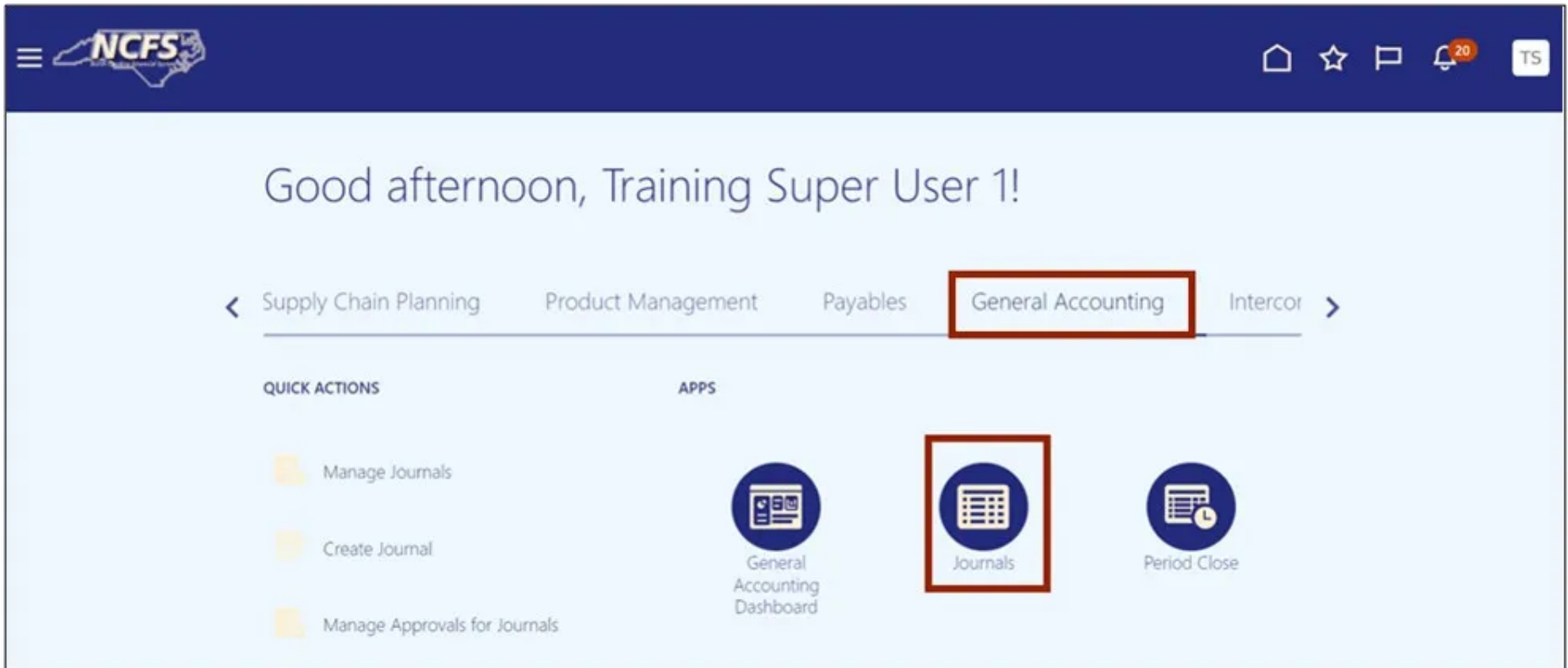
Delete Journal Interface Errors

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

Data Access Set: NC CASH US [\[Change\]](#)

Journals

Journals							
Requiring Attention Incomplete Import Errors							
View ▼ Format ▼ Freeze Detach Wrap							
Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date	
Debit	Credit						
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	Rejected	10/19/22	
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	Rejected	10/19/22	

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

Image

Journals

Journals					
Requiring Attention Incomplete Import Errors					
View ▼ Format ▼ Freeze Detach Wrap					
Accounted		Source	Journal Batch	Accounting Period	
Debit	Credit				
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	
10,000.00	10,000.00	AutoCopy	RTR338 nonCMCS entry 21-DEC-...	Jan-23	

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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

Data Access Set: NC CASH US [\[Change\]](#)

 This process will be queued up for submission at position 1

Process Options

Advanced

Submit

Cancel

Name Delete Journal Import Data

Description Deletes the import data that produced errors.

Schedule As soon as possible

☐ Notify me when this process ends

Submission Notes

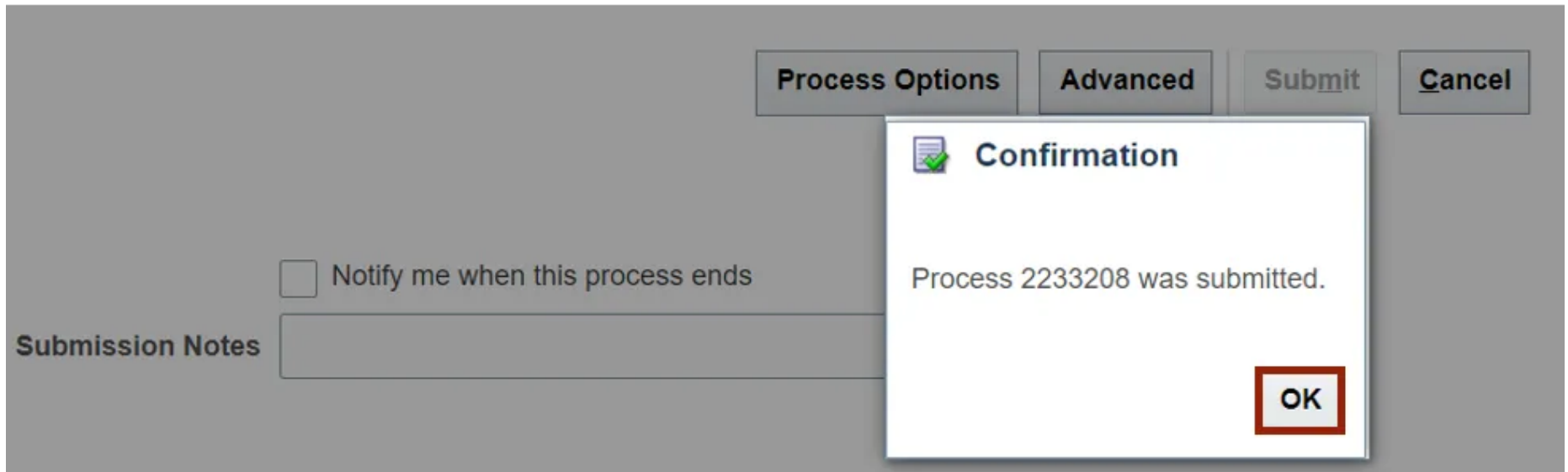
Basic Options

Parameters

* Data Access Set	NC CASH US	▼
* Source	Agency Journal Interface	▼
* Process ID	2221418	▼
* Ledger	NC CASH US	▼
Group ID		▼

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

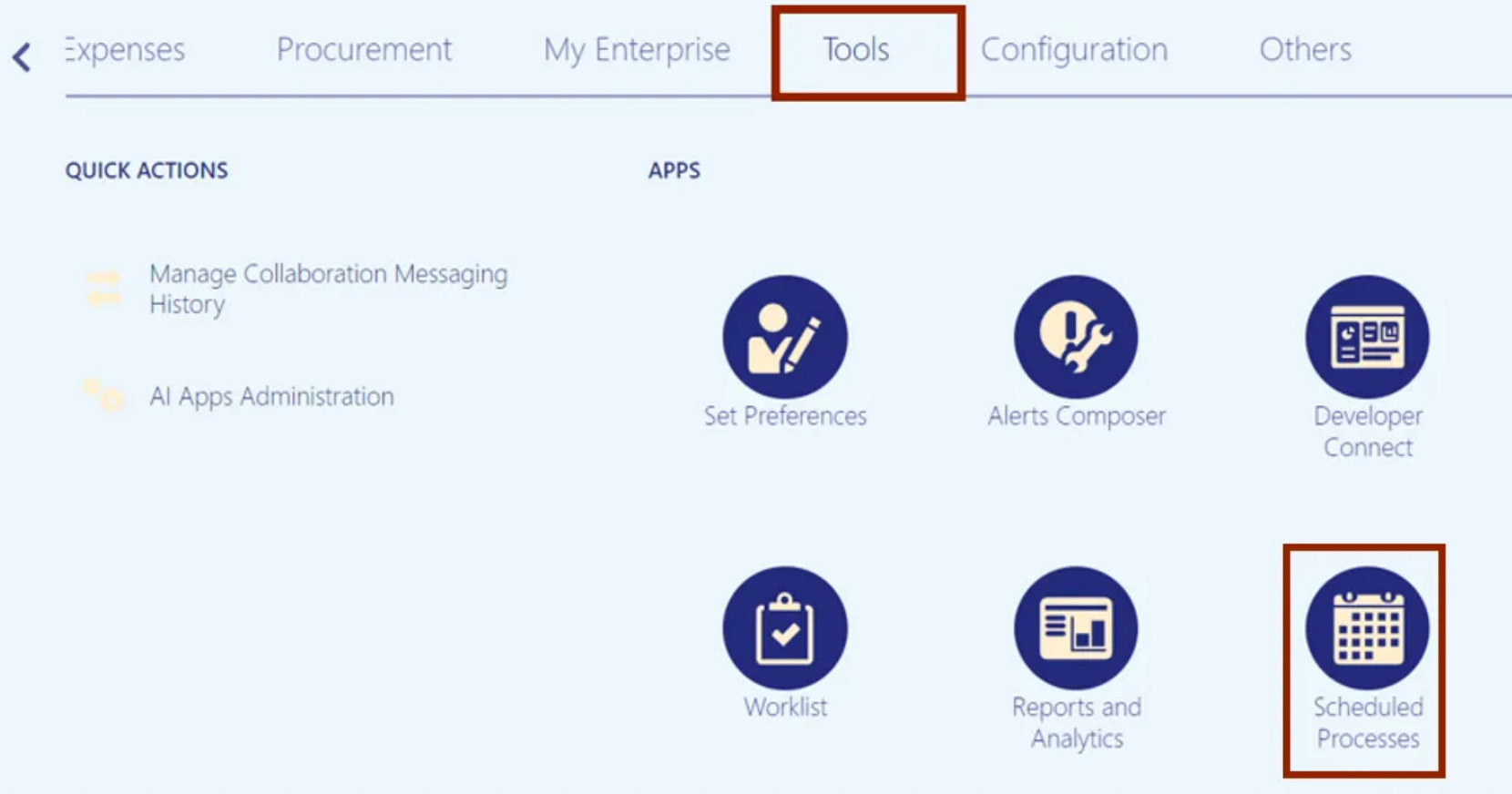
Image



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

Image

Good afternoon, Training Super User 1!



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

The screenshot shows the NCFS (North Carolina Fiscal System) interface. At the top, there is a navigation bar with the NCFS logo and a user profile icon labeled 'G2'. Below the navigation bar, there is a section for 'Overview' and a 'Search' button. The 'Search Results' section shows a list of processes. The 'View' options are 'Flat List' (selected) and 'Hierarchy'. The 'Actions' section includes buttons for 'Schedule New Process', 'Resubmit', 'Put On Hold', 'Cancel Process', 'Release Process', 'View Log', and a refresh icon. The table below lists the processes:

Name	Process ID	Status	Scheduled Time	Submission Time
Delete Journal Import Data	1937200	Succeeded	1/6/23 2:04 PM EST	1/6/23 2:04 PM EST
Import Journals: Child	1937173	Warning	1/6/23 1:41 PM EST	1/6/23 1:41 PM EST
Import Journals	1937172	Warning	1/6/23 1:41 PM EST	1/6/23 1:41 PM EST
Load File to Interface	1937167	Succeeded	1/6/23 1:40 PM EST	1/6/23 1:40 PM EST

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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