GL-49 Journal Import Error Correction

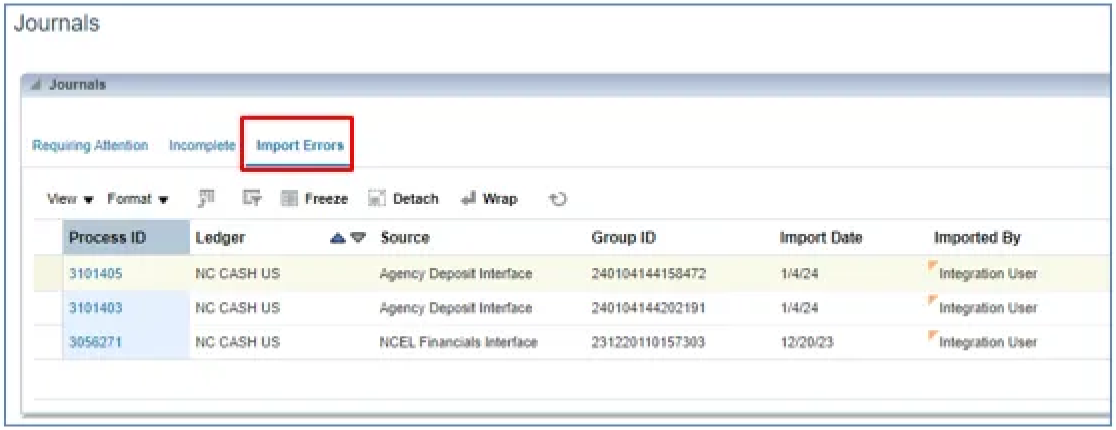
Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide an understanding of how to interpret and then take corrective action (ignore, correct, or delete) on one or more records that appear within the Import Errors tab on the Journals Dashboard in the North Carolina Financial System (**NCFS**).

Overview

In NCFS, the Import Errors tab contains a listing of Journal Batches that could not be successfully imported **for all agencies**. The rows listed often come from a variety of journal sources (ADFDI spreadsheet, FBDI, custom interface, etc.) and fail the journal import process for a variety of reasons. The list is not restricted to just your agency.

Image



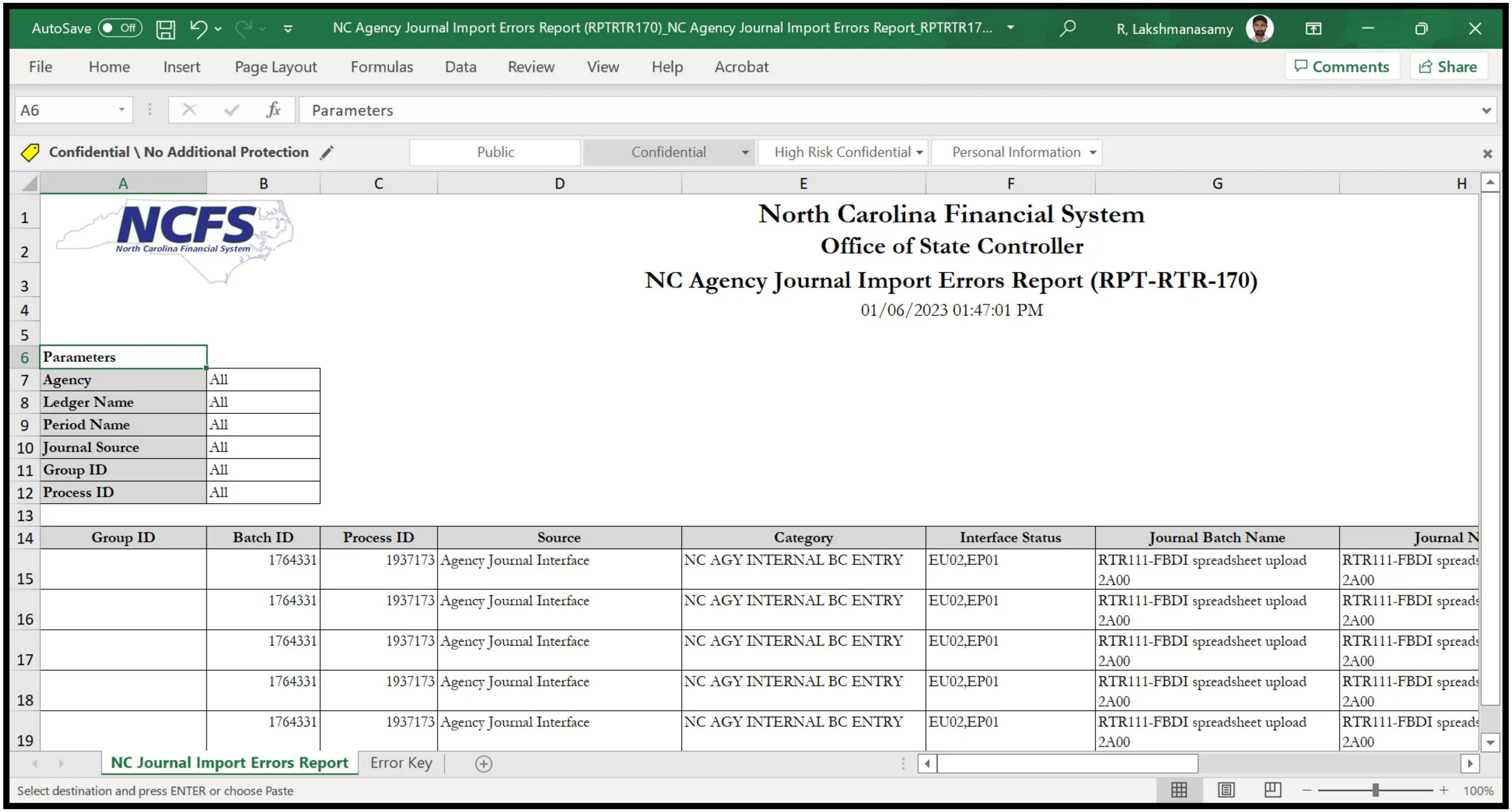
NC Agency Journal Import Errors Report (RPT_RTR_170)

This custom prebuilt report was created because the 'as-is' Journal dashboard does not indicate for which agency the error relates. It is important that you only take corrective action to the **Process IDs** related to your agency. **Process ID** is an identification number which is system-generated during Journal Import.

The **NC Agency Journal Import Errors Report (RPT-RTR-170)** helps you determine which import error rows (and **Process IDs**) relate to your agency and the reason(s) they errored out. The report contains two tabs: one which will display critical fields associated with each errored row (**Process ID, Interface Status, Journal Batch Name**), and the other contains an *Error Key* for each **Interface Status** (Error Code).

To generate the report, use the following navigation path: **Home** icon > **Tools** tab > **Report and Analytics** app> **Browse Catalog** button > **Shared Folder** > **Custom** > **FBR Custom** > **Report** > **General Ledger** > **NC Agency Journal Import Error Report (RPT_RTR_170)** > **Open** > Enter input parameters > Click **Apply** button > Download/Save/Open report.

Image



Based on journal **Source, Category, Journal Batch Name**, and **Journal Name**, determine and then take note of the **Process ID** numbers that relate to your agency and the error code(s) associated with each of those **Process ID** numbers.

Ignore all **Process ID** numbers that do not relate to your agency since you will only need to take corrective action on the **Process IDs** related to your agency.

Click the *Error Key* tab and determine the description for each of your error codes. You may need to scroll down to locate the desired error code.

Image

	A	B	C
2	Error Key		
3	Processed Dependent Error -		Foreign Currency Error Codes -
4	P The journal line is processed but not imported as it is dependent on other errored journal line within the same Batch/ Group Id		EC01 A conversion rate must be entered with the User conversion rate type.
5	Period Error Codes -		EC02 The conversion date is missing.
6	EP01 This date is not in an open or future enterable period.		EC03 A conversion rate type or an accounted amount must be supplied when entering foreign currency journal lines.
7	EP02 This ledger does not have an open or future enterable period.		EC06 There is no conversion rate for this currency, conversion rate type, and conversion date.
8	EP03 This date is not within a period in an open encumbrance year.		EC08 There are invalid currencies.
9	EP04 This date is not a business day.		EC09 No currencies are enabled.
10	EP05 There are no business days in this period.		EC10 Encumbrance journals cannot be created in a foreign currency.
11			EC11 Invalid conversion rate type.
12	Unbalanced Journal Error Codes -		EC12 The entered amount must equal the accounted amount in a ledger or statistical currency journal line.
13	WU01 The journal entry is unbalanced. Suspense posting is allowed in this ledger and processed the entry.		EC13 Amount is too large.
14	EU02 The journal entry is unbalanced, and suspense posting is not allowed in the ledger.		ECW1 Converted amounts cannot be validated because the conversion rate type is not specified.
15	EU03 The encumbrance journal entry is unbalanced, and the Reserve for Encumbrance account is not defined.		
16			Encumbrance Error Codes -
17	Flexfield Error Codes -		EE01 An encumbrance type is required for encumbrance lines.
18	EF01 The account is inactive for the accounting date.		EE02 Invalid or disabled encumbrance type.
19	EF02 Detail posting is not allowed for this account.		EE03 Encumbrance journals cannot be created in the STAT currency.
20	EF03 There are disabled accounts.		EE04 The BUDGET_VERSION_ID column must be null for encumbrance lines.
21	EF04 The account is invalid. Check your cross-validation rules and segment values.		EE05 Average journals cannot be created for encumbrances.
22	EF05 There is no account with this account combination ID.		EE06 Originating company information cannot be specified for encumbrances.
23	EF06 The alternate account is invalid.		EE07 Encumbrance accounting is not enabled
24	WF01 An alternate account was used instead of the original account.		
25	WF02 A suspense account was used instead of the original account.		
26			

NC Journal Import Errors Report | Error Key

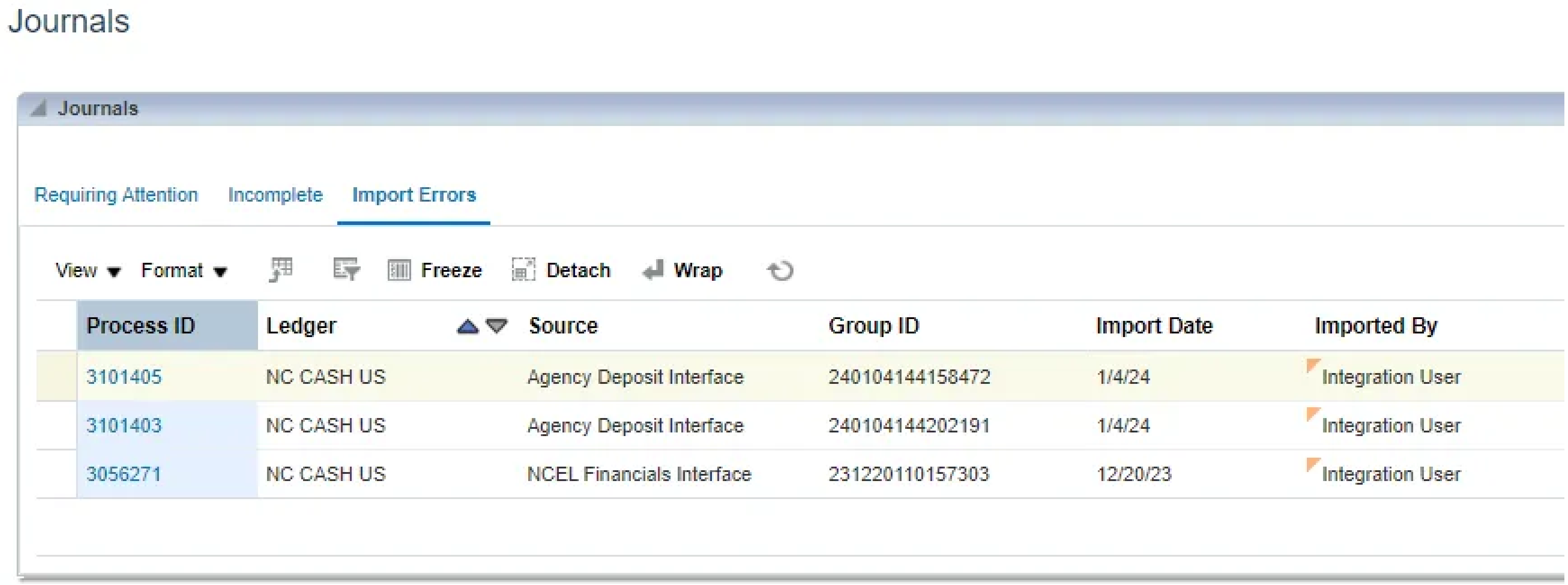
Note: The *Error Key* tab will always contain exactly the same information, regardless of which error codes exist in the first tab.

Correcting Import Errors

Once you have identified the **Process ID** you need to correct, navigate to the **Journals Dashboard** page and simply click on the desired **Process ID** link to generate the *Correct Journal Import Data* spreadsheet. The filename created within your Downloads folder is: **JournalCorrection.xls**.

Note: You can use the QBE feature to locate the desired **Process ID**. For details on how to use the QBE feature, see QRG **GEN07 – Query By Example**.

Image



Once the spreadsheet has been created, perform the following tasks:

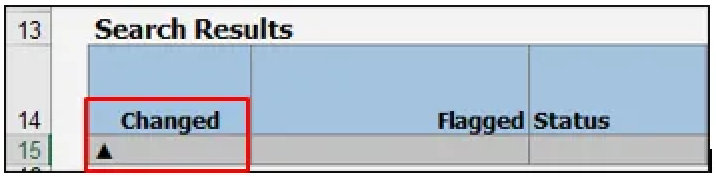
- Open the spreadsheet
- Enable editing
- Connect to NCFS
- Make the necessary corrections
- Upload the corrected data
- Submit Journal Import

Note: The *Error Key* tab will always contain exactly the same information, regardless of which error codes exist in the first tab. This is the same information that is available in the **Agency Journal Import Error Report (RPT_RTR_170)** report.

In the *Search Results* section, make the necessary changes/corrections, keeping the following in mind:

- This is a (very wide spreadsheet. Scroll to the right to access additional columns, such as the distribution account segments and the descriptive flex field columns.
- For each row you change (via one or more keystrokes) the row will be flagged with the triangle symbol within in the Changed column.

Image



In the menu bar, click the **Correct Journal Import Data** tab.

Click the **Upload** icon.

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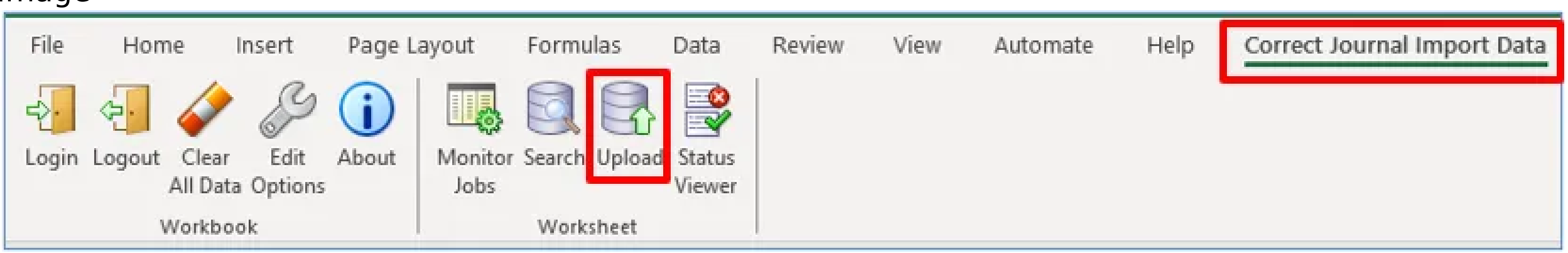

When the *Submission Statistics* pop-up window appears:

- Select **Submit Journal Import**
- Select **Yes with Validation**
- Click the **Submit** button

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When the *Confirmation* pop-up window appears:

- Take note of the Process ID
- Click the OK button

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Tip: Consider using the **Scheduled Processes** app to verify that **Journal Import** did in fact run successfully. If the user mistakenly selects ‘Save to Interface’ rather than ‘Submit Journal Import’ in the Submission Statistics pop-up window, the job may finish with a **Status** of ‘Success’ (for your above Confirmation number), but data simply stays in the interface table and will not be imported.

From **Journals Dashboard**, check whether your original **Process ID** is still displayed within the *Import Errors* tab. It should disappear from the *Import Errors* tab once the new Journal Import process is completed. You may need to click the **Refresh** icon a few times.

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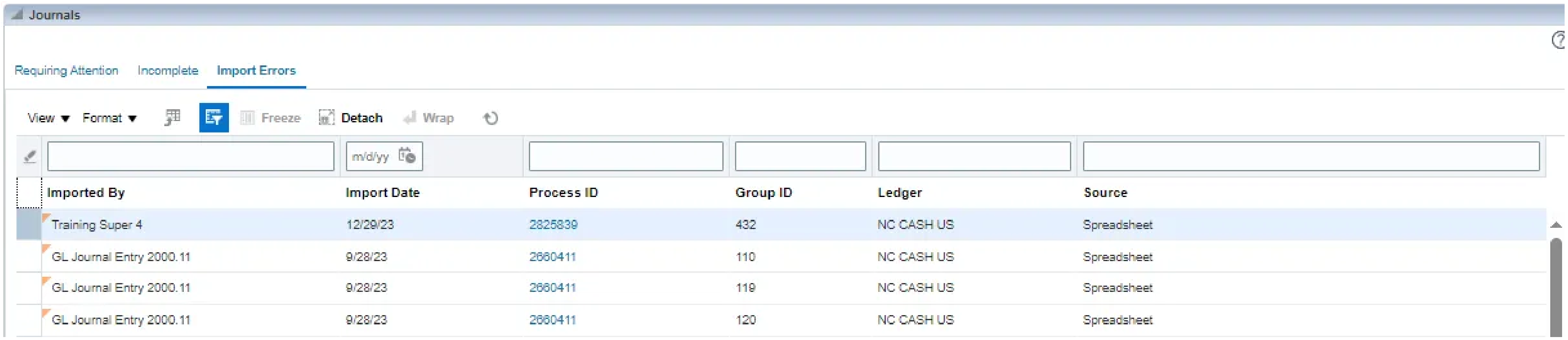
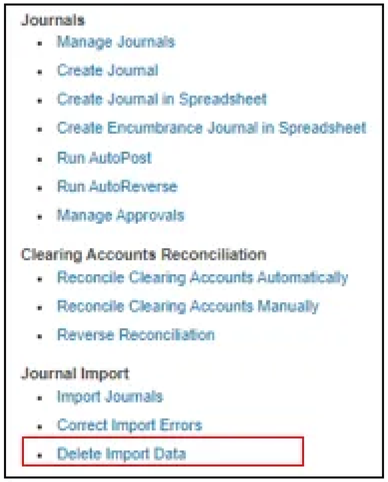


Deleting Import Errors

Sometimes, correcting the errors is best achieved by deleting the rejected journal batch and then reloading it into the GL_INTERFACE table. This method of resolution should only be used if the rejected journal batch can be fixed in the source system and transferred again, in full, to NCFS’ GL module.

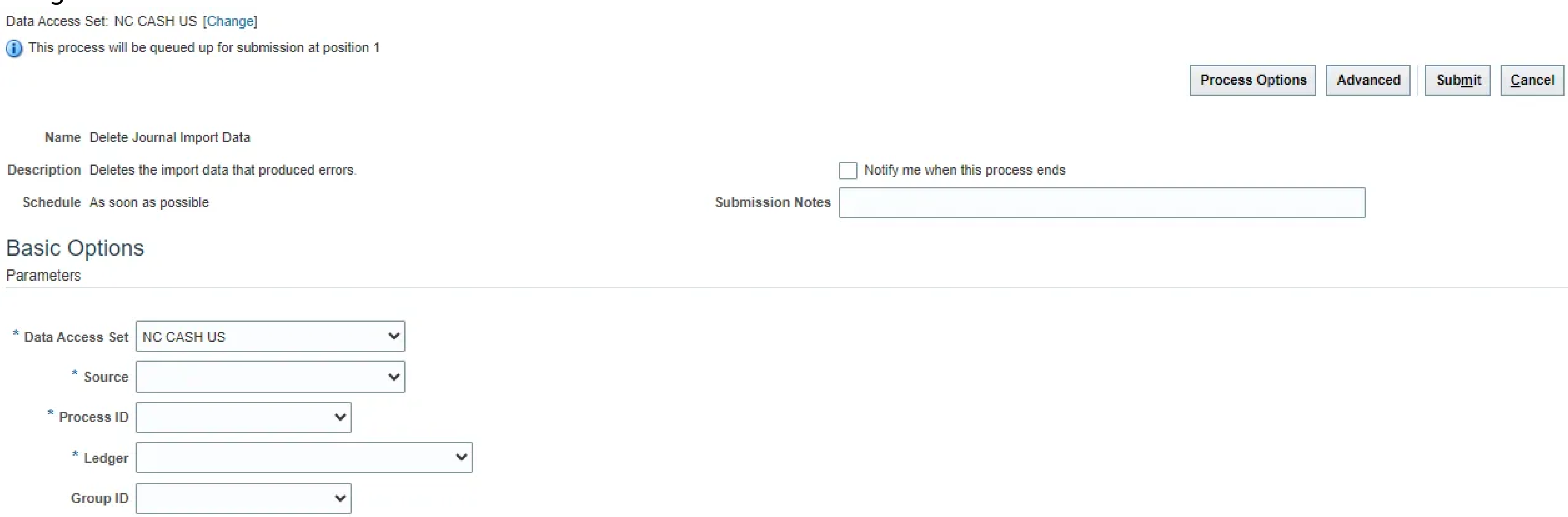
Navigation: General Accounting > Journals > Tasks icon > Delete Import Data

Image



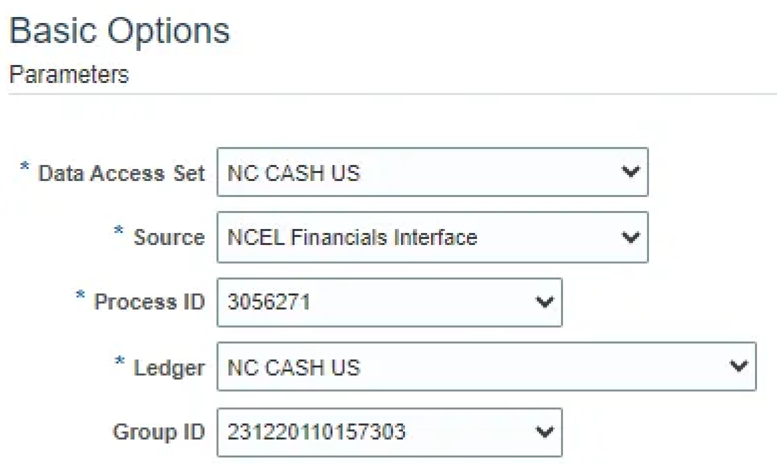
From the dropdown choice lists, select a valid value for each of the five parameters then click the **Submit** button. Each of the five parameters are required. Be sure to select values that pertain to your agency.

Image



Below is a sample of populated parameters values:

Image



Note: Use the output from the **NC Agency Journal Import Error Report (RPT-RTR-170)** to determine the correct parameter values (for your agency)!

Note: After corrected data has been loaded into the GL_INTERFACE table, the updated records must once again attempt to be imported. It is only upon successful import that the corrected journal batch(es) can proceed to the next steps of the process.

Wrap Up

This QRG covered how to interpret and take corrective action on journal batches that appear in the *Import Errors* tab of the **Journals Dashboard** page.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - GL100c – GL Journal Entry
  - GL103 – FBDI Journal Upload
- Web-Based Training (WBT)
  - GEN106 – Submitting and Scheduling Existing Reports
- Quick Reference Guides (QRG)
  - GL-09 – Run Custom Pre-Built Reports
  - GEN-07 – Query By Example

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