



# ENTERING JOURNAL ENTRIES (SPREADSHEET UPLOAD) ACCESSING, ENTERING, AND UPLOADING THE GL JOURNAL ENTRY SPREADSHEET JOB AID CM-13



The purpose of this Job Aid is to explain how journal entries are made via spreadsheet upload in the North Carolina Financial System.

## Introduction

This Quick Reference Guide (QRG) provides step-by-step instructions on how General Ledger (GL) Journal Entry users enter journal entries via North Carolina Financial System's (NCFS) Spreadsheet Upload functionality.

## Overview

A journal entry is the record of a financial transaction recorded (entered) into a journal. NCFS provides the capability for users to prepare journals via spreadsheet (outside the system) for later upload to the system. Prior to being able to access the North Carolina Financial System (NCFS) spreadsheet, the Application Development Framework Desktop Integration (ADFDI) plug-in must first be installed. Please reference our "Installing Application (ADFDI)" QRG for more information on how to download and install ADFDI plug-in on the device. The NCFS spreadsheet allows users to enter a single journal or multiple journals at a time. This spreadsheet must be downloaded initially from NCFS and will require the user to log in to allow the template to prepopulate. However, once this template is saved to the user's computer, it can be accessed and completed via Microsoft Excel. Once complete, the user must log in to NCFS from the spreadsheet to upload the journal to the system. Entering journals via Spreadsheet Upload is broken down into three distinct sections: accessing, entering, and uploading journal entries.



**User Tip: The ADFDI plug in must be installed on your computer prior to using the spreadsheet upload functionality.**

## Key Terms

Key Terms and Acronyms	Description
<b>Application Development Framework Desktop Integration (ADFDI)</b>	ADFDI enables desktop integration with MS Excel spreadsheets to enter journal entries via Excel.
<b>Spreadsheet Upload</b>	Journals can be entered via Spreadsheet Upload. Users can enter a single or multiple transaction into NCFS.

### Information needed to complete this Process

- Microsoft Excel
- Oracle Cloud Financials
- ADFDI Install
- Financial transaction data for bulk upload

### Outputs of this Process

- Completed Journal Entry

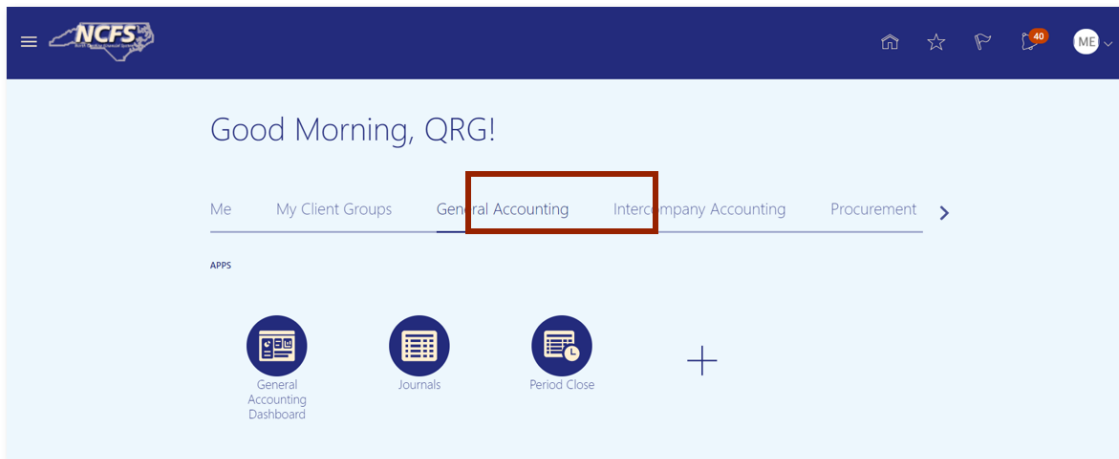


**User Tip: All first-time users should ensure at login, the browser cache is empty prior to initiating the logon sequence.**

### Accessing the NCFS Spreadsheet

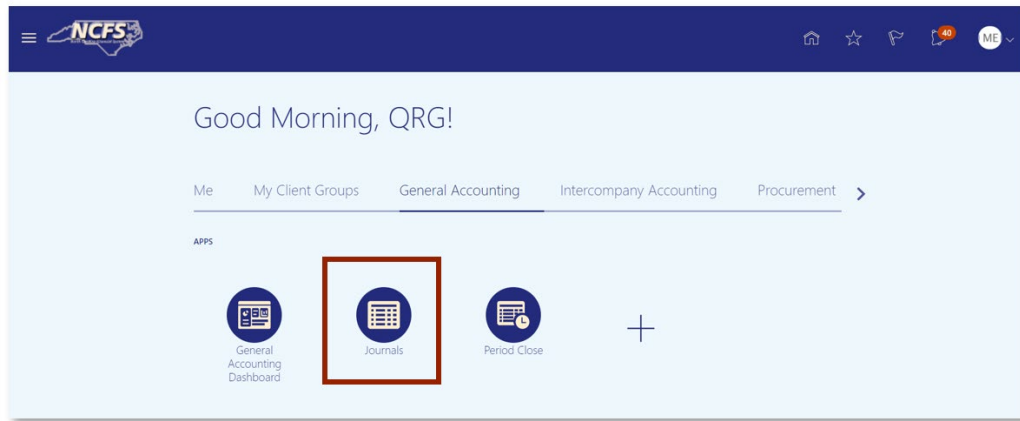
To access the NCFS Spreadsheet, please follow the steps below.

1. Access the NCFS Home Page and click the **General Accounting** icon.



*The General Accounting icon on the NCFS Homepage*

2. Click the **Journals** app.

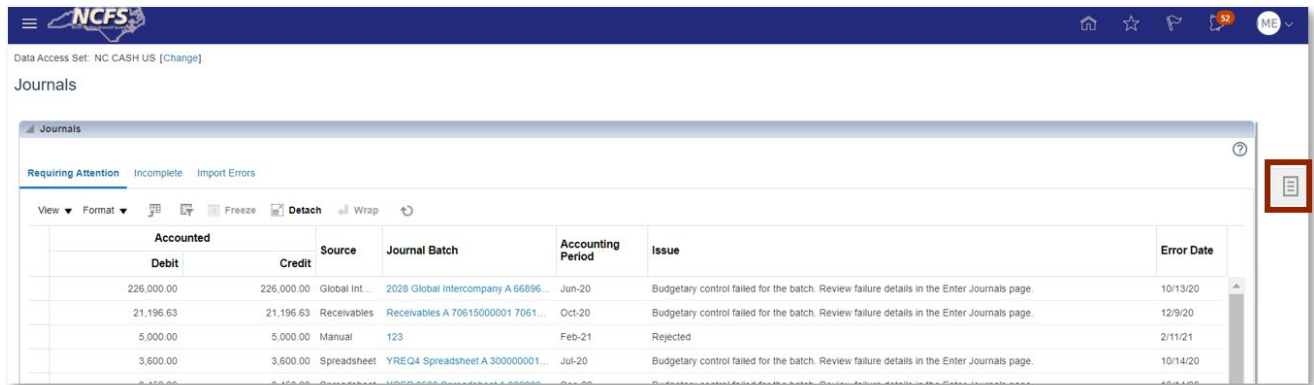


**NCFS Journals app**



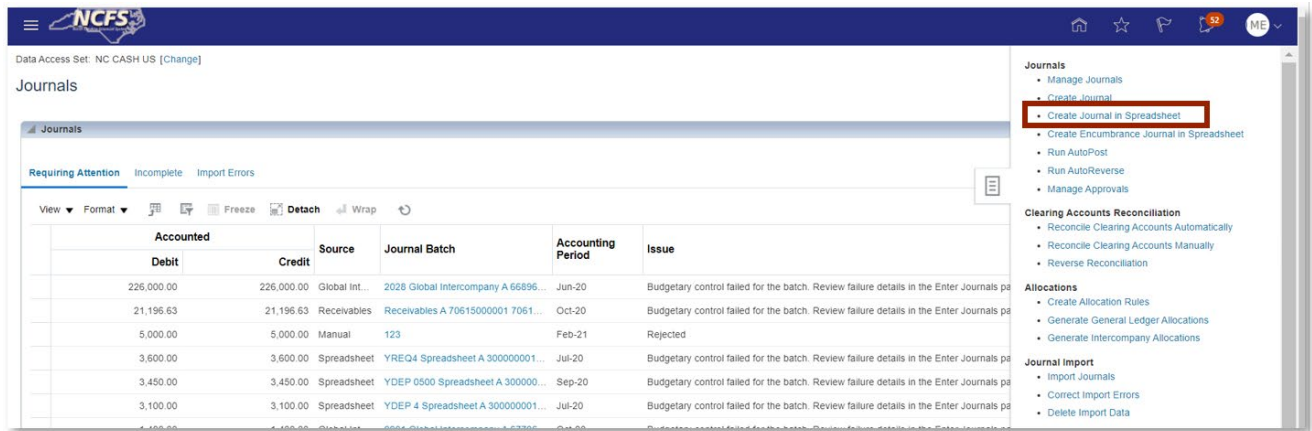
**User Tip: Users also can Create Journals via Spreadsheet by navigating via the General Accounting Dashboard.**

3. Click the **Tasks** icon to open the task list.



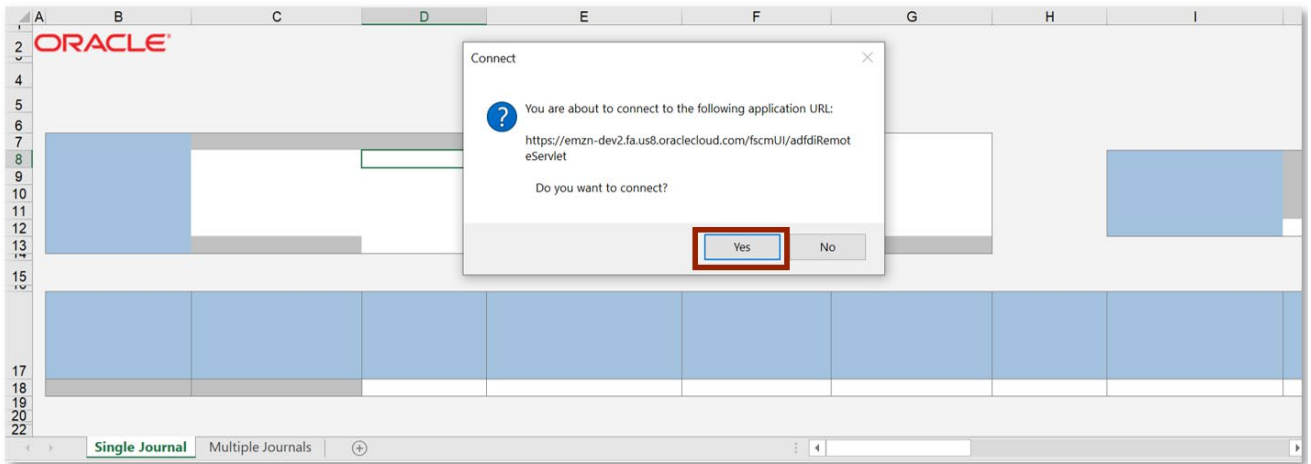
**The Task list on the Journals screen**

4. From the task list, click **Create Journal in Spreadsheet** under the *Journal* section.




*The Create Journal in Spreadsheet option on the Journals Screen*

5. The Connect popup appears. Click [YES]. When prompted, enter a NCFS User ID and NCFS Password.



*NCFS Spreadsheet Connection Pop Up Screen*



**User Tip: Pop Up Blockers should be turned off for the NCFS System.**

## Entering Journals

Follow the steps below to enter a journal via the spreadsheet.

1. After accessing the Journal Entry spreadsheet, enter the **Journal, Description, Ledger, Accounting Date, and Category**.

**ORACLE Create Journal**

\* Required \*\*At least one is required  
If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set	NC CASH US	Group ID	
Journal	Cash Journal	*Source	Spreadsheet
Description	Deposit Entry	*Category	DEP - CASH & CHECK
*Ledger	NC CASH US	Reversal Period	
*Accounting Date	1/22/2021	Reversal Date	
Adjusting Period		Reference Date	
Worksheet Status		Journal Validation Status	

**Journal Lines**

Changed	Row Status	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Mgmt Unit [..]	*Agency Pro

Single Journal | Multiple Journals

### Journal Header Information



**User Tip:** Users can double click on the category to pull up the search options.

2. Enter the appropriate **Agency, Budget Fund, and Account**. The remaining chart of account fields should be defaulted to zero.

**ORACLE Create Journal**

\* Required \*\*At least one is required  
If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set	NC CASH US	Group ID		Total Entered Debit	100.00
Journal	Cash Journal	*Source	Spreadsheet	Total Entered Credit	100.00
Description	Deposit Entry	*Category	DEP - CASH & CHECK	Total Accounted Debit	0.00
*Ledger	NC CASH US	Reversal Period		Total Accounted Credit	0.00
*Accounting Date	1/22/2021	Reversal Date			
Adjusting Period		Reference Date			
Worksheet Status		Journal Validation Status			

**Journal Lines**

Changed	Row Status	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Mgmt Unit [..]	*Agency Progra	*Funding Source [..]	*Project [..]	*Inter Fund [..]	*Future 1 [..]
		1400	000002	11112000	0000000	0000000	0000	0000000000	000000	0000
		1400	000002	11112000	0000000	0000000	0000	0000000000	000000	0000

### Journal Line Information



**User Tip:** Users can double click on the agency. This allows the search options for all the Chart of Account segments to appear.

- Click the *Currency* dropdown arrow the select **USD**. Enter the amount in either the **Entered Debit** or **Entered Credit** column as applicable for each line.

<b>Total Entered Debit</b>	100.00
<b>Total Entered Credit</b>	100.00
<b>Total Accounted Debit</b>	0.00
<b>Total Accounted Credit</b>	0.00

*Funding Source [..]	*Project [..]	*Inter Fund [..]	*Future 1 [..]	*Future 2 [..]	*Future 3 [..]	*Currency	**Entered Debit	**Entered Credit
0000	0000000000	000000	0000	000000	00000	USD	100.00	
0000	0000000000	000000	0000	000000	00000	USD		100.00

*Currency, Entered Debit, and Entered Credit Fields*

- Enter the **Line Description**, **Line Descriptive Flexfield Context** and **Line Descriptive Flexfield Values**. These are not system required fields; however, they are required according to the State business process.

Conversion Date	Conversion Rate Type	Conversion Rate	Accounted Debit	Accounted Credit	Line Description	Statistical Quantity	Clearing Company	Line Descriptive flexfield Context	Line Descriptive flexfield Values	Captured information Context	Captured Information	Reconciliation Reference	Error
					Disbursement Transaction			AY-DISBURSEME	000019				

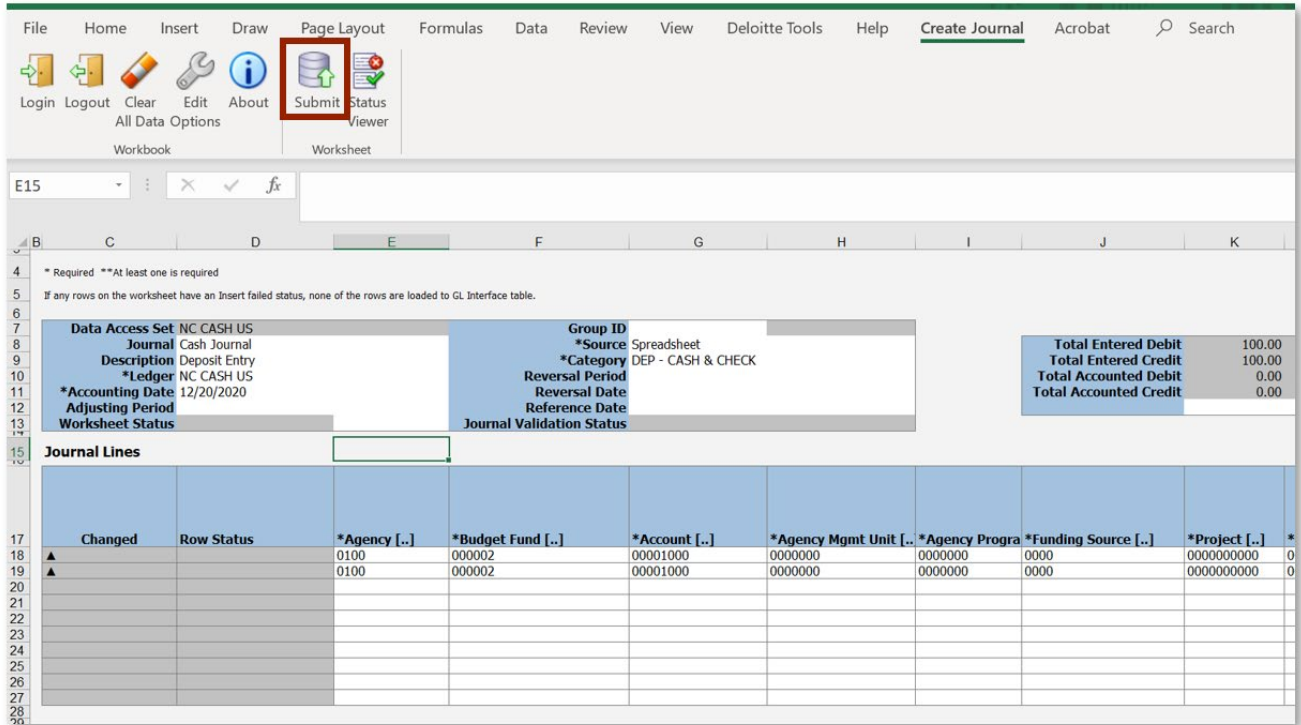
*Additional Information Fields*



## Uploading Journals

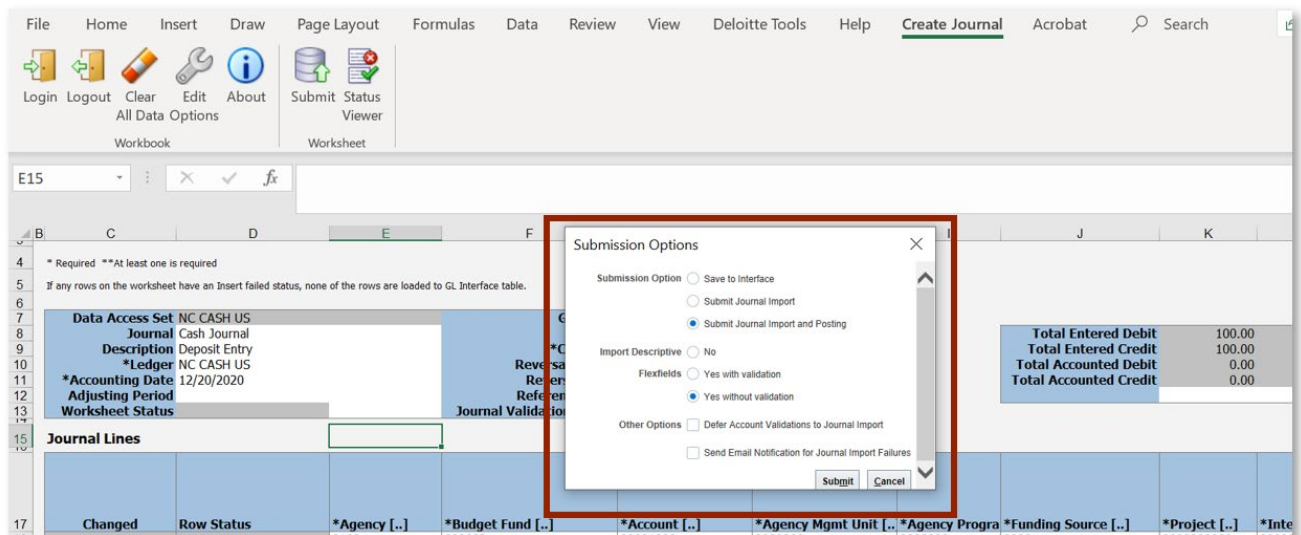
Follow the steps below to upload a journal via the spreadsheet.

1. Click the [SUBMIT] button in the *Create Journal* menu bar to submit the journal(s).



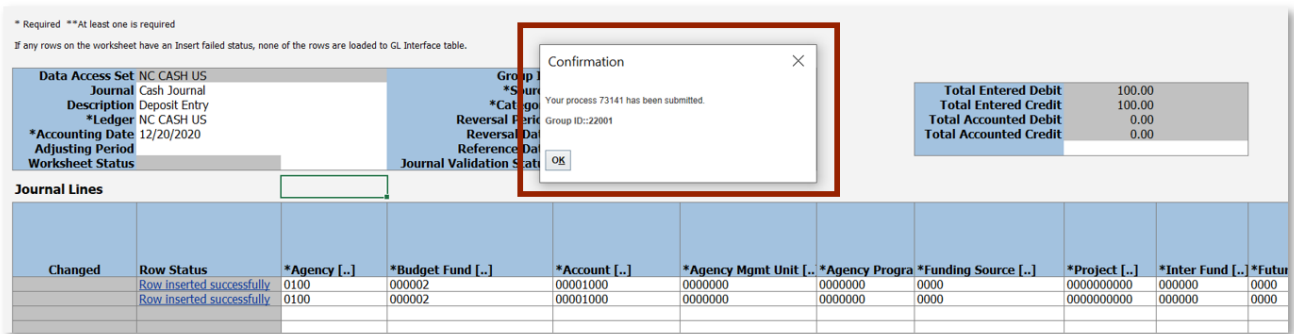
**Journal Submit Button**

2. The Submission Options popup displays. Selected the desired **Submission Option**, **Import Descriptive**, **Flexfields**, and **Other Options**. Then click **Submit**.



**Journal Submission Options**

3. Click [OK].



**Journal Submission Confirmation**

**Wrap Up**

Once the journal has been submitted it must be approved before it is eligible for posting. Users can search for the uploaded journal by querying the Journal Name from the Manage Journals screen. If the entry is rejected, the users will receive a rejection notification that includes the reason for the rejection. If the Journal is rejected, the user can edit, complete, and request approval for the journal or delete the journal. Users can confirm the spreadsheet upload in the manage journals screen in the General Accounting Module.

**Additional Resources**

For more information on journal entries, please review the following materials:

**Web Based Training (WBT)**

- None

**Instructor Led Training (ILT)**

- GL 100: Journal Entry

**Quick Reference Guides (QRGs)**

- Entering a Journal Entry (Manually) QRG
- Editing a Journal Entry QRG

