



# FBDI UPLOADS

GL

## QUICK REFERENCE GUIDE GL-24

### Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to perform File Based Date Import (FBDI) Uploads in the North Carolina Financial System (NCFS).

### Introduction and Overview

This QRG covers the process of performing FBDI uploads in NCFS.



#### User Tip:

The following are prerequisites to upload using FBDI:

1. Download the Journals Import Interface FBDI from Oracle Docs.

### FBDI Uploads

To upload journal entries via FBDI, please follow the steps below:

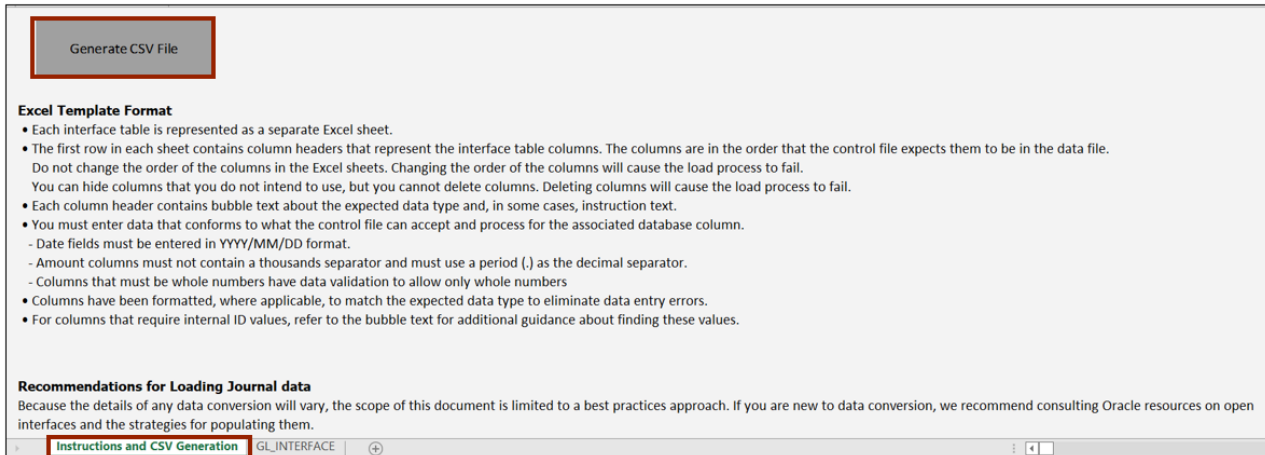
1. Prepare the data for each interface table. To prepare the data, set up data merge and search internal identifiers. Refer to the colored indicator on the top right corner of each column header to:
  - View detailed instructions on preparing the data in that column.
  - View a description of the data and data type that the column requires.

*Status Code	*Ledger ID	*Effective Date of Transaction	*Journal Source	*Journal Category	*Currency Code	*Journal Entry Creation Date	*Actual Flag Segment
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900
NEW	300000007999026	2022/12/31	Agency Journal Intr	NC AGY INTERNAL BC	USD	2023/01/05 A	230900

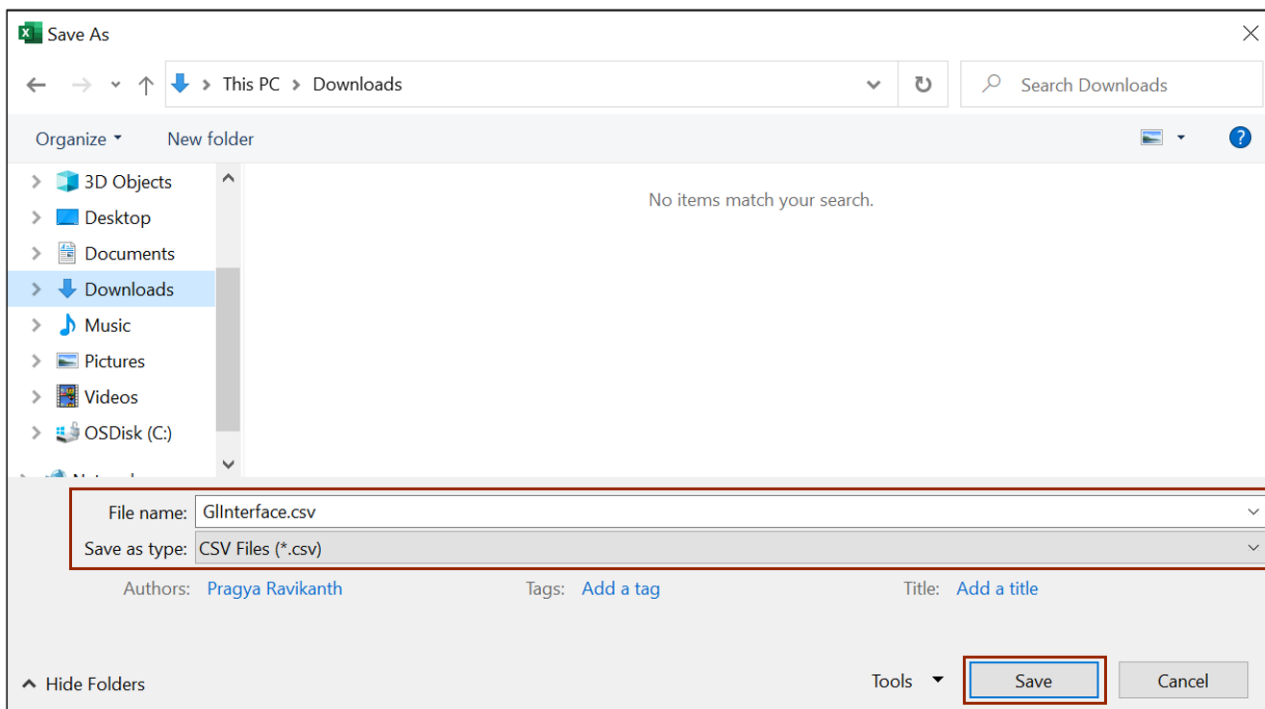


- Once the data is prepared, click the **Instructions and CSV Generation** sheet tab, and then click the **Generate the CSV File** button to generate a ZIP file that contains one or more CSV file.

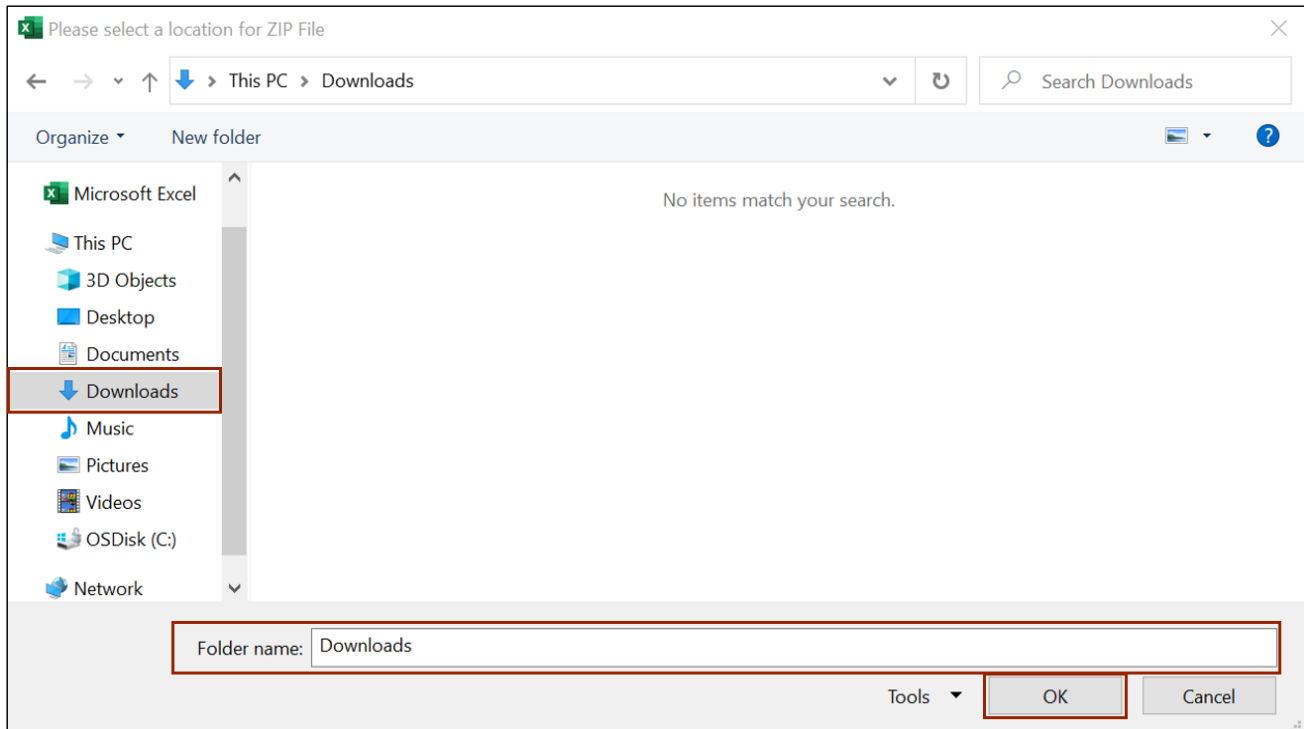
**Note:** To download the Oracle FBDI template and view a sample/example file, click the OSC webpage link - <https://www.osc.nc.gov/state-agency-resources/north-carolina-financial-system-ncfs-resources>



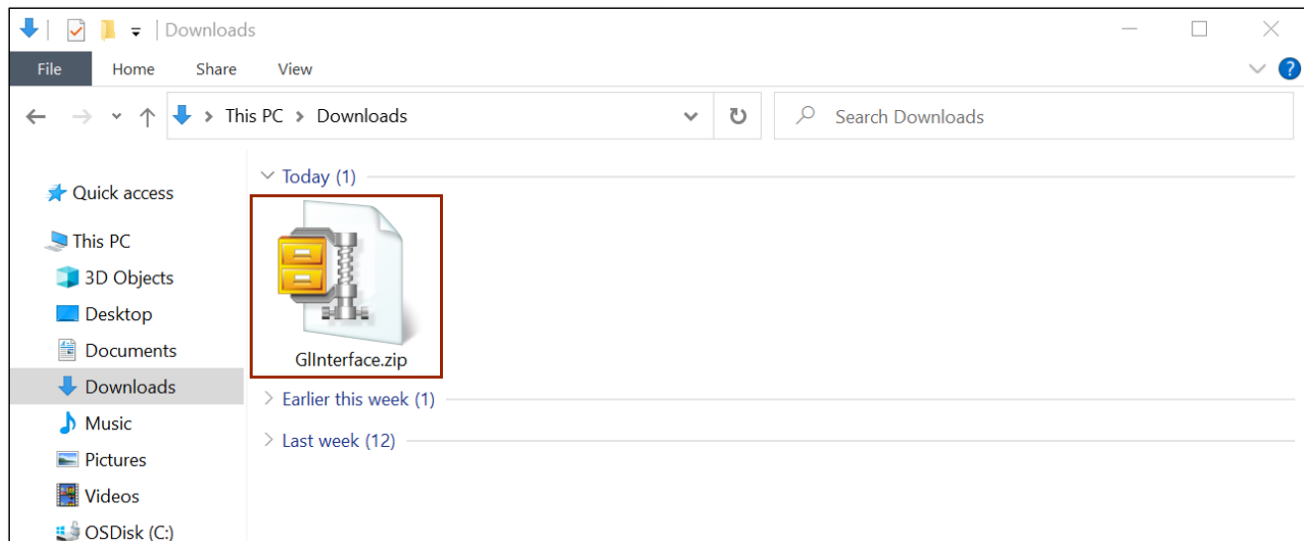
- The *Save As* pop-up appears. Enter the file name in the **File Name** field. In this example, choose **GLInterface**. From the *Save as type* drop-down choice list, select **CSV Files (\*.csv)**. Click the **Save** button.



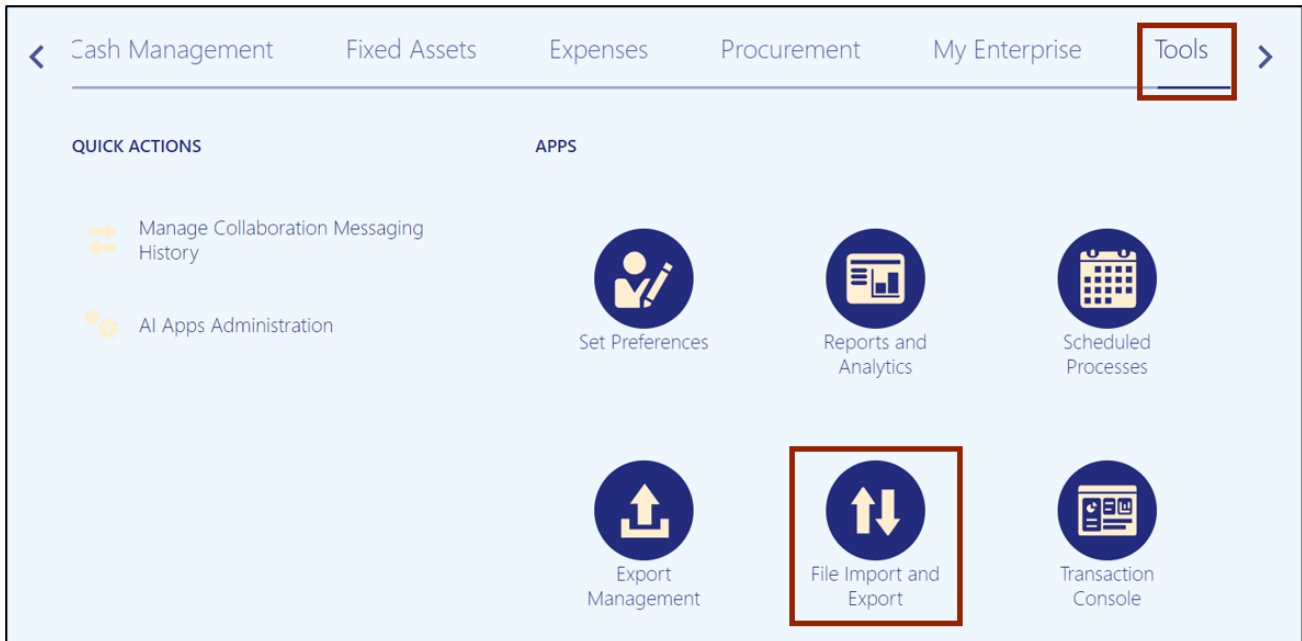
- The *Please select a location for ZIP file* pop-up appears. Select the required **Folder Name** you want to download the zip file into. In this example, choose **Downloads**. Click the **OK** button.



- The downloaded zip file can be viewed in the **Downloads** folder of the local device.



- Log into the NCFS portal with your credentials to access the system.
- On the **Home** page, click the **Tools** tab and select the **File Import and Export** app.



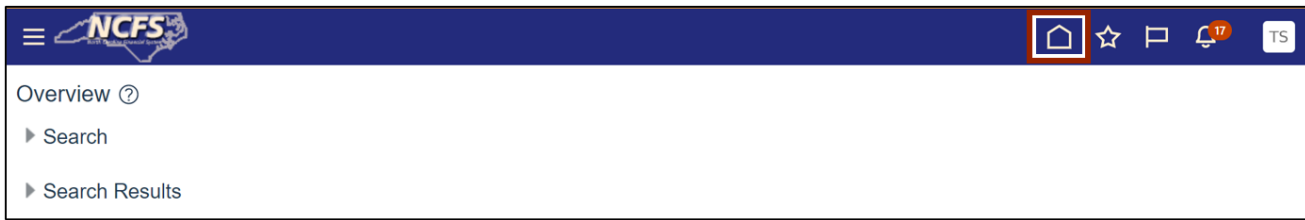
- Under the **Search Results** section, click the **Upload [ + ]** icon.



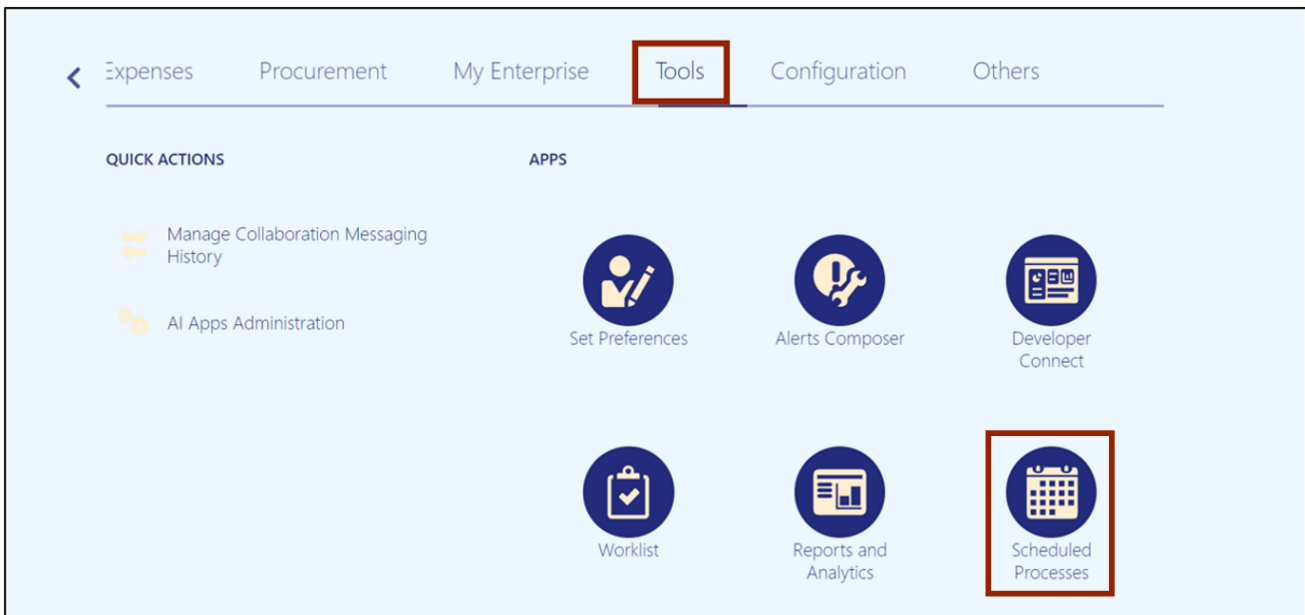
- The **Upload File** pop-up appears. Click the **Choose File** button to attach and select the zip file, the macro generated. On the **Account** field, select **fin/generalLedger/import** from the drop-down choice list. Then, click the **Save and Close** button.



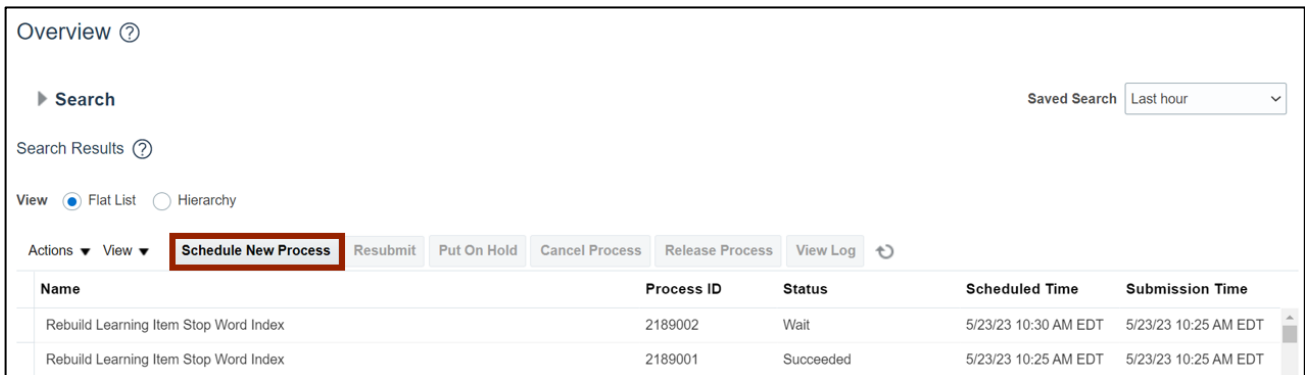
10. Click the **Home** [  ] icon.



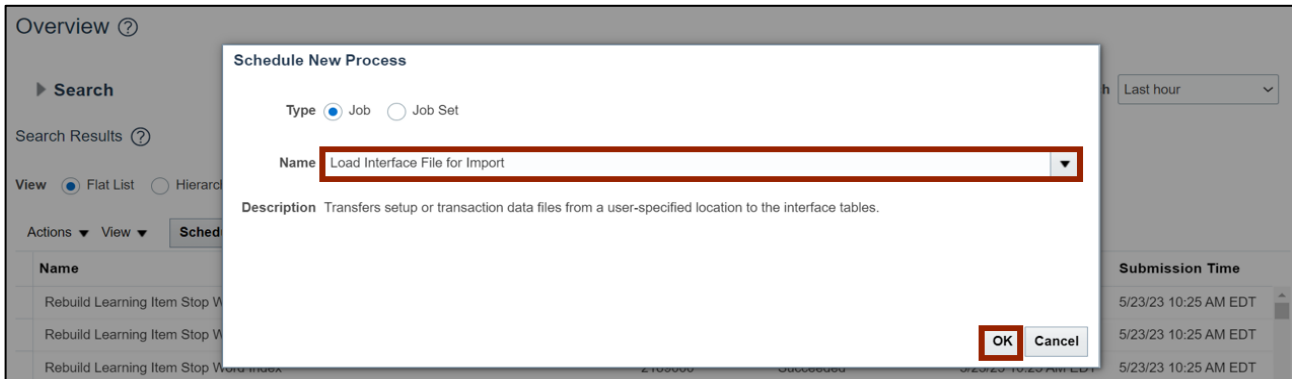
11. On the **Home** page, click the **Tools** tab and select the **Scheduled Processes** app.



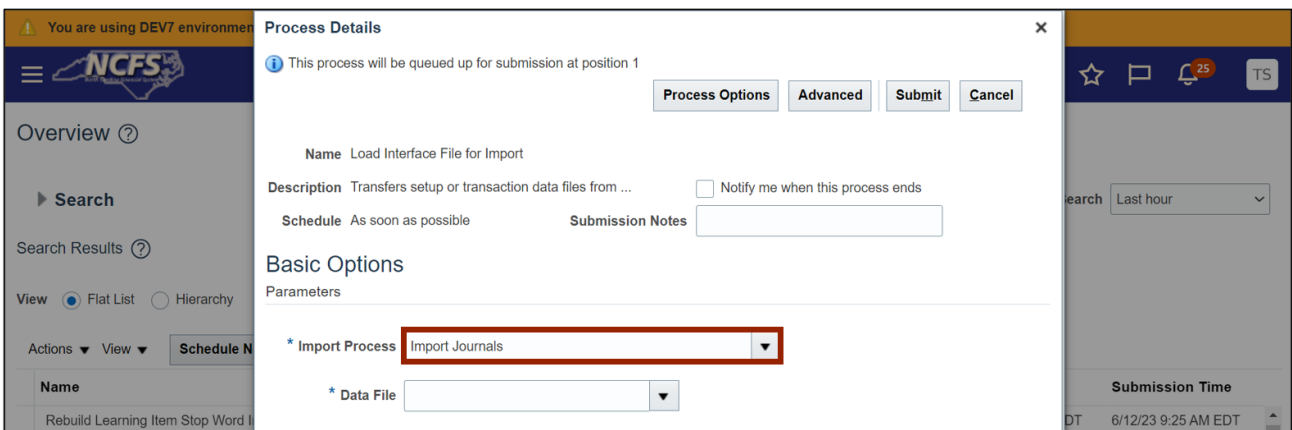
12. On the **Overview** page, click the **Schedule New Process** button.



13. The *Schedule New Process* pop-up appears. On the **Name** field, select **Load Interface File for Import** from the drop-down choice list. Then, click the **OK** button.

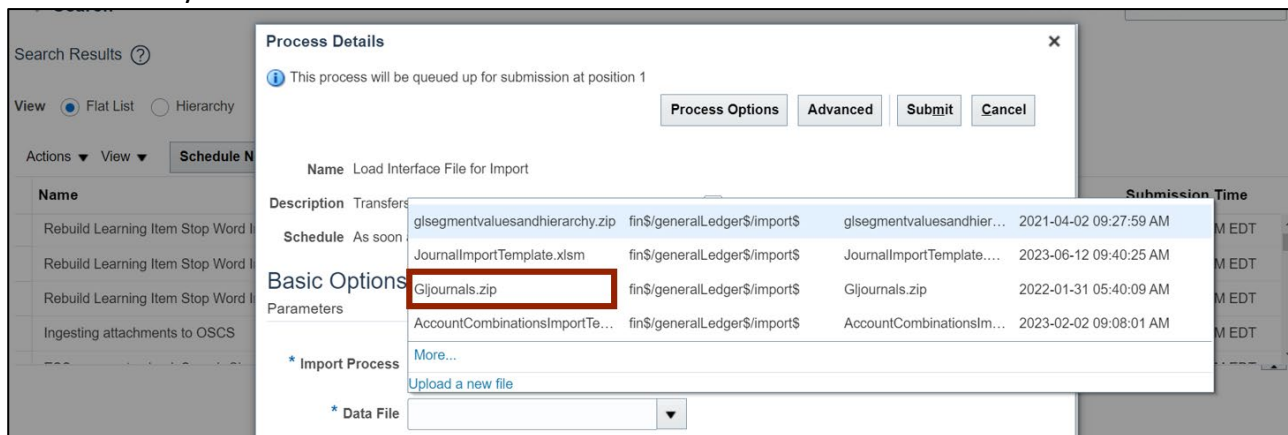


14. The *Process Details* pop-up appears. On the **Import Process** field, select **Import Journals** from the drop-down choice list.

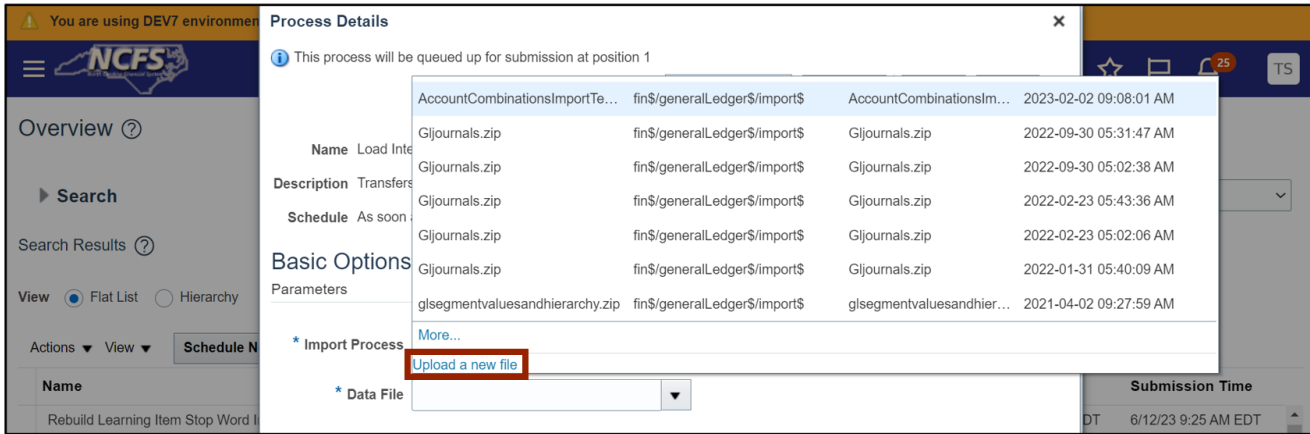


15. Select the imported file from the *Data File* drop-down choice list.

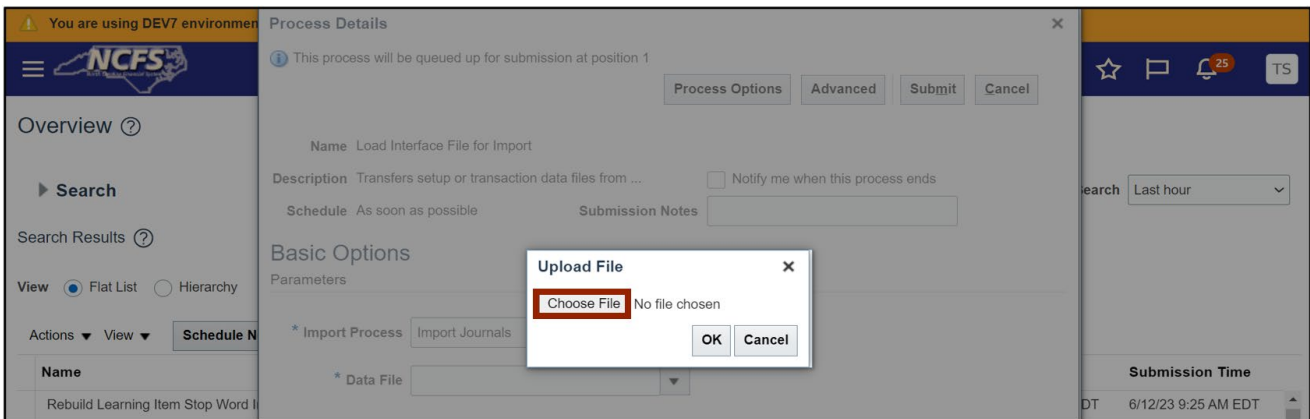
**Note:** The file can only be selected if steps 4-6 are followed, and the file is uploaded into the system.



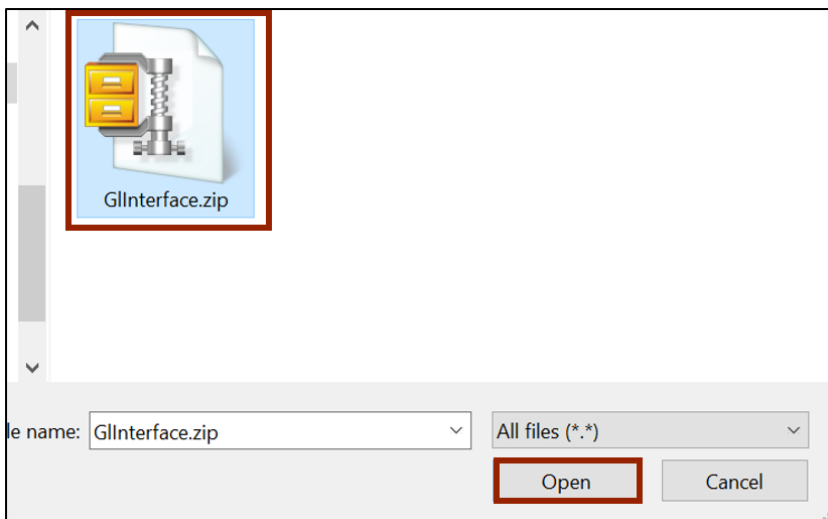
16. To open a file that wasn't uploaded into the system, click the *Data File* drop-down choice list and select the **Upload a new file** link to upload the created zip file from the local device.



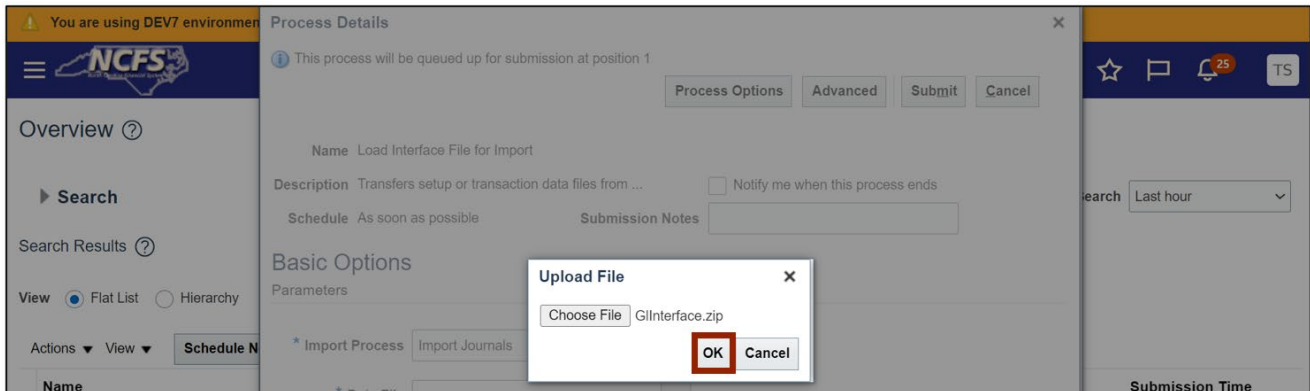
17. Click the **Choose File** button.



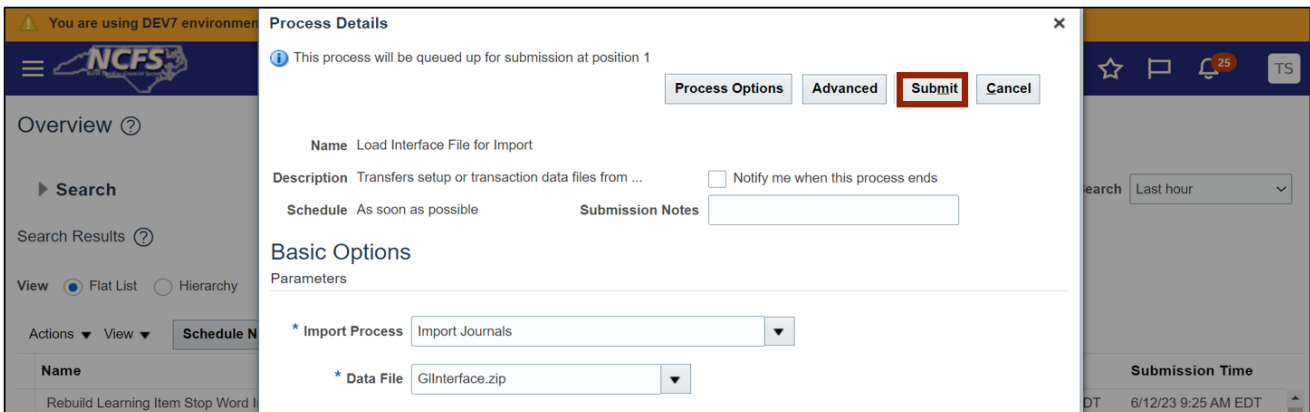
18. Select the zip file from your local device and click the **Open** button.



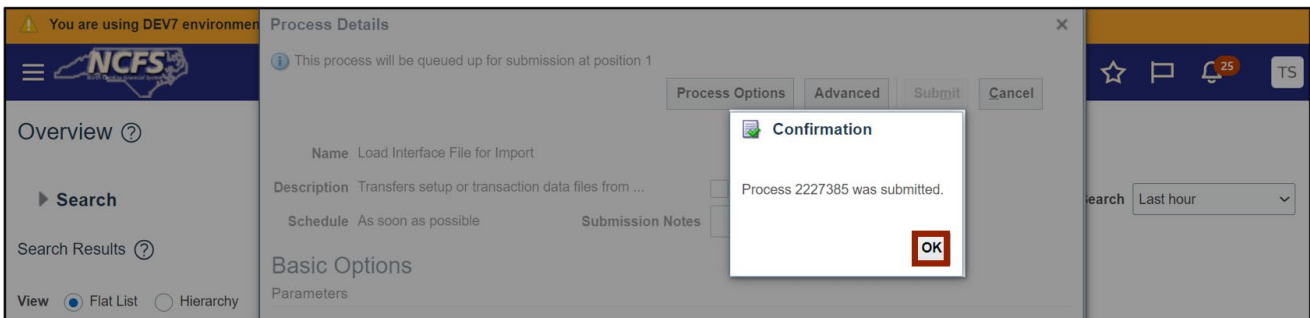
19. Click the **OK** button.



20. Click the **Submit** button.



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





22. On the **Overview** page, ensure that the process is completed successfully by verifying that the **Status** says **Succeeded**.

Search Results ?

View  Flat List  Hierarchy

Actions View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time	Submission Time
Load Interface File for Import	2227385	Succeeded	6/12/23 9:47 AM EDT	6/12/23 9:47 AM EDT

23. On the **Overview** page, click the **Schedule New Process** button.

Overview ?

Search Saved Search Last hour

Search Results ?

View  Flat List  Hierarchy

Actions View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time	Submission Time
Rebuild Learning Item Stop Word Index	2189002	Wait	5/23/23 10:30 AM EDT	5/23/23 10:25 AM EDT
Rebuild Learning Item Stop Word Index	2189001	Succeeded	5/23/23 10:25 AM EDT	5/23/23 10:25 AM EDT
Rebuild Learning Item Stop Word Index	2189000	Succeeded	5/23/23 10:25 AM EDT	5/23/23 10:25 AM EDT
Ingesting attachments to OSCS	2188999	Wait	5/23/23 10:32 AM EDT	5/23/23 10:22 AM EDT

24. The *Schedule New Process* pop-up appears. On the **Name** field, select **Import Journals** from the drop-down choice list. Then, click the **OK** button.

Overview ?

Search Saved Search Last hour

Search Results ?

View  Flat List  Hierarchy

Actions View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

**Schedule New Process**

Type  Job  Job Set

Name **Import Journals**

Description Transfers setup or transaction data files from a user-specified location to the interface tables.

**OK** Cancel

Name	Submission Time
Rebuild Learning Item Stop W	6/16/23 5:56 AM EDT
Rebuild Learning Item Stop W	6/16/23 5:56 AM EDT
Rebuild Learning Item Stop W	6/16/23 5:56 AM EDT

25. The *Process Details* pop-up appears. Enter the values in the parameters mentioned. In this example, choose:

**Data Access Set: NC CASH- AGENCY 2A00**

**\*Source: Agency Journal Interface**

**\*Ledger: NC CASH US**

**Group ID: No Group ID**

**Post Account Errors to Suspense: No**

**Create Summary Journals: No**

**Import Descriptive Flexfields: No**

This process will be queued up for submission at position 1

**Process Options** **Advanced** **Submit** **Cancel**

Name: Import Journals

Description: Creates journal entries from imported informati...  Notify me when this process ends

Schedule: As soon as possible Submission Notes:

**Basic Options**

Parameters

Data Access Set: NC CASH - AGENCY 2A00

\* Source: Agency Journal Interface

\* Ledger: NC CASH US

Group ID: No Group ID

Post Account Errors to Suspense: No

Create Summary Journals: No

Import Descriptive Flexfields: No

Scheduled Time	Submission Time
1/5/23 11:36 AM EST	1/5/23 11:36 AM EST
1/5/23 11:36 AM EST	1/5/23 11:36 AM EST
1/5/23 11:35 AM EST	1/5/23 11:35 AM EST

26. Click the **Submit** button.

This process will be queued up for submission at position 1

**Process Options** **Advanced** **Submit** **Cancel**

Name: Import Journals

Description: Creates journal entries from imported informati...  Notify me when this process ends

Schedule: As soon as possible Submission Notes:

**Basic Options**

Parameters

Data Access Set: NC CASH - AGENCY 2A00

\* Source: Agency Journal Interface

\* Ledger: NC CASH US

Group ID: No Group ID

Post Account Errors to Suspense: No

Create Summary Journals: No

Import Descriptive Flexfields: No

Scheduled Time	Submission Time
1/5/23 11:36 AM EST	1/5/23 11:36 AM EST
1/5/23 11:36 AM EST	1/5/23 11:36 AM EST
1/5/23 11:35 AM EST	1/5/23 11:35 AM EST

27. The imported journal’s details can be viewed here by clicking the schedule process **Import Journals: Child**.

Overview ?

Search Saved Search Last hour

Search Results ?

View  Flat List  Hierarchy

Actions View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status	Scheduled Time	Submission Time
Import Journals: Child	2221397	Succeeded	6/9/23 5:18 AM EDT	6/9/23 5:18 AM EDT
Import Journals	2221396	Succeeded	6/9/23 5:18 AM EDT	6/9/23 5:18 AM EDT

28. Under the **Process Details** tab, click the **1 more...** link to view all the attachments.

Process Details Status Details

**Import Journals: Child, 2221397**

Status Succeeded Schedule Start 6/9/23 5:18 AM EDT Parent ID 2221396

Log and Output

Attachment [ESS\\_L\\_2221397](#) **1 more...**

Parameters

29. Click the **.txt** link to view further details about the imported journal.

Name	Process ID	Status	Scheduled Time	Submission Time
Import Journals: Child	2114000	Succeeded	4/7/23 2:54 AM EDT	4/7/23 2:54 AM EDT

**Attachments**

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	Enterprise Scr	2221397.log	ESS_L_2221397	ESS Job Request Process	Training Supe
File	Enterprise Scr	<b>2221397.txt</b>	ESS_O_2221397	ESS Job Request Process	Training Supe

Rows Selected 1

OK Cancel

## Wrap-Up

Users can Import Journals to load feeder system journal entries and upload the journals via FBDI by following the steps above.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- GL103 Journal FBDI Uploads