



JOURNAL IMPORT ERROR CORRECTION

QUICK REFERENCE GUIDE GL-49

GL

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, FBFI, custom interface, etc.) and fail the journal import process for a variety of reasons. The list is not restricted to just your agency.

Process ID	Ledger	Source	Group ID	Import Date	Imported By
3101405	NC CASH US	Agency Deposit Interface	240104144158472	1/4/24	Integration User
3101403	NC CASH US	Agency Deposit Interface	240104144202191	1/4/24	Integration User
3056271	NC CASH US	NCEL Financials Interface	231220110157303	12/20/23	Integration User

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 of 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 with 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** (aka, Error Code).

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**.

Journals

Requiring Attention Incomplete **Import Errors**

View Format Freeze Detach Wrap

Process ID	Ledger	Source	Group ID	Import Date	Imported By
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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

ORACLE

Correct Journal Import Data

* Required

Data Access Set: NC CASH US

Ledger: NC CASH US	Currency Status: 432
* Source: Spreadsheet	Group ID: 432
Category: From Accounting Date	To Accounting Date
Balance Type	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	* Category
			EU02,EM29	730685	432	Error 0800 12 for			8/29/2023	Actual	NC AGY INT

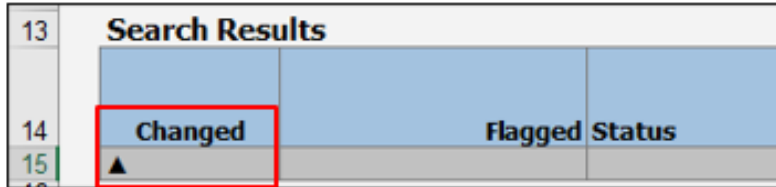
Correct Journal Import Data Error Key

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.



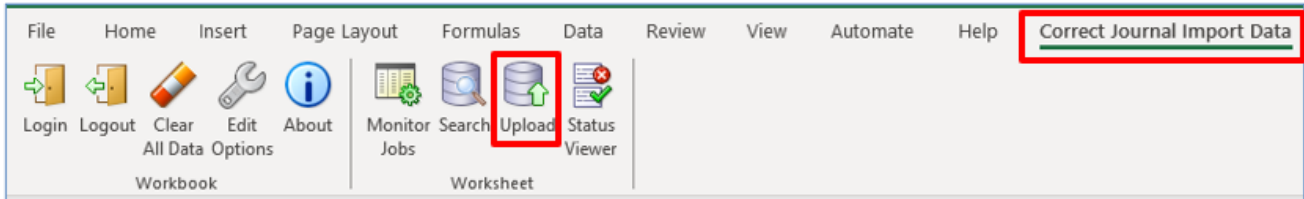
In the *Search Results* section, make the necessary changes/corrections, keeping the following in mind:

- This is a (very wide spreadsheet. Scroll to the right to access additional columns, such as the distribution account segments and the descriptive flexfield 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.



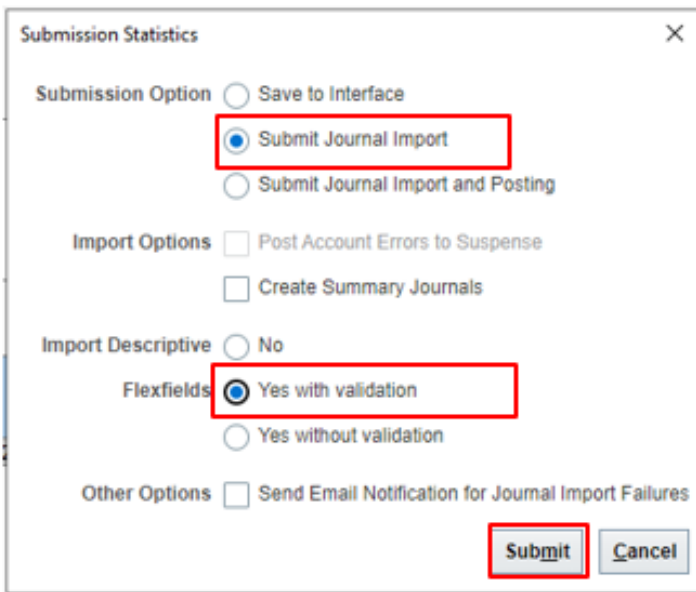
In the menu bar, click the **Correct Journal Import Data** tab.

Click the **Upload** icon.



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

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



When the *Confirmation* pop-up window appears:

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



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.

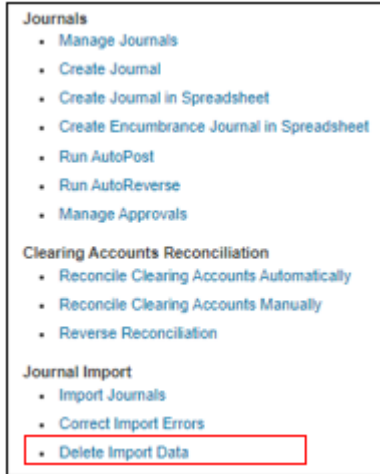
A screenshot of the 'Journals' dashboard. The 'Import Errors' tab is active. The table below shows journal entries with columns: Imported By, Import Date, Process ID, Group ID, Ledger, and Source. A refresh icon (circular arrow) in the toolbar is highlighted with a red box.

Imported By	Import Date	Process ID	Group ID	Ledger	Source
Training Super 4	12/29/23	2825839	432	NC CASH US	Spreadsheet
GL Journal Entry 2000.11	9/29/23	2660411	110	NC CASH US	Spreadsheet
GL Journal Entry 2000.11	9/29/23	2660411	119	NC CASH US	Spreadsheet
GL Journal Entry 2000.11	9/29/23	2660411	120	NC CASH US	Spreadsheet

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 NCF's GL module.

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



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.

A screenshot of a web-based process form titled 'Delete Journal Import Data'. The form includes a 'Name' field, a 'Description', a 'Schedule' field, and a 'Submission Notes' text area. There are buttons for 'Process Options', 'Advanced', 'Submit', and 'Cancel'. A 'Basic Options' section is highlighted with a red border and contains five required parameters, each with a dropdown menu: 'Data Access Set' (set to 'NC CASH US'), 'Source', 'Process ID', 'Ledger', and 'Group ID'. A 'Notify me when this process ends' checkbox is also present.

Below is a sample of populated parameters values:

A screenshot of the 'Basic Options' section of the form, showing the following populated values in the dropdown menus: 'Data Access Set' is 'NC CASH US', 'Source' is 'NCEL Financials Interface', 'Process ID' is '3056271', 'Ledger' is 'NC CASH US', and 'Group ID' is '231220110157303'.

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 ... complete, request approval, and posting.

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
- GEN07 – Query By Example