



IMPORTING JOURNALS

GL

QUICK REFERENCE GUIDE GL-06

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Import Journals in the North Carolina Financial System (**NCFS**).

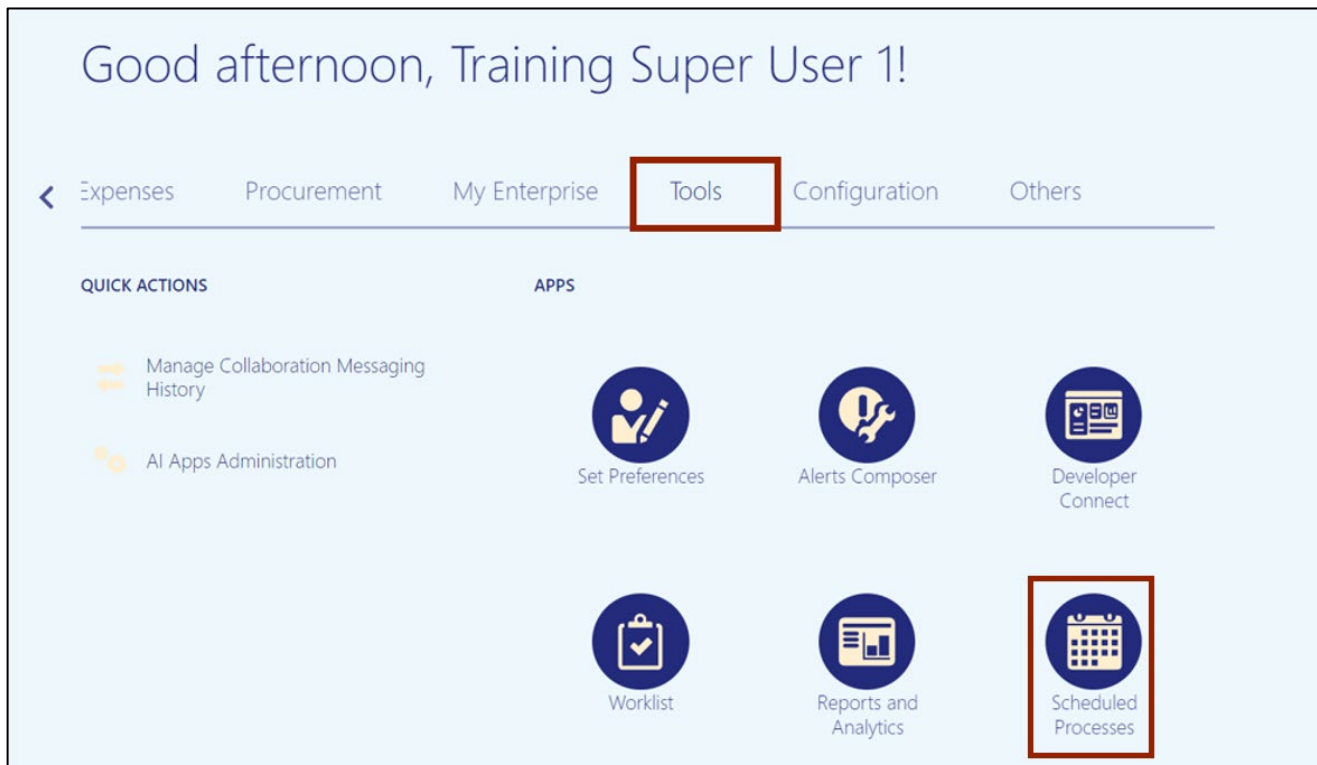
Introduction and Overview

This QRG covers the process of importing journals in NCFS. This process will only be needed if/when journal data is erroneously 'stuck' in the interface table. This could happen if the wrong upload option is selected when a user makes corrections to the contents of the interface table.

Importing journal entries

To import journal entries, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Tools** tab and click the **Scheduled Processes** app.



- On **Overview** page, select **Schedule New Process** button.

Overview ?

Search

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
IDCS Sync Notification	2221141	Wait	6/9/23 2:42 AM EDT	6/9/23 2:12 AM EDT
Ingesting attachments to OSCS	2221140	Wait	6/9/23 2:22 AM EDT	6/9/23 2:12 AM EDT
ESS process to check Search Cloud Service availability	2221139	Wait	6/9/23 2:17 AM EDT	6/9/23 2:12 AM EDT
Rebuild Learning Item Stop Word Index	2221138	Wait	6/9/23 2:15 AM EDT	6/9/23 2:11 AM EDT

- The *Schedule New Process* pop-up appears. Enter **Import Journals** in the **Name** field and click **OK** button, or use the drop-down choice list to find the process **Name**.

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

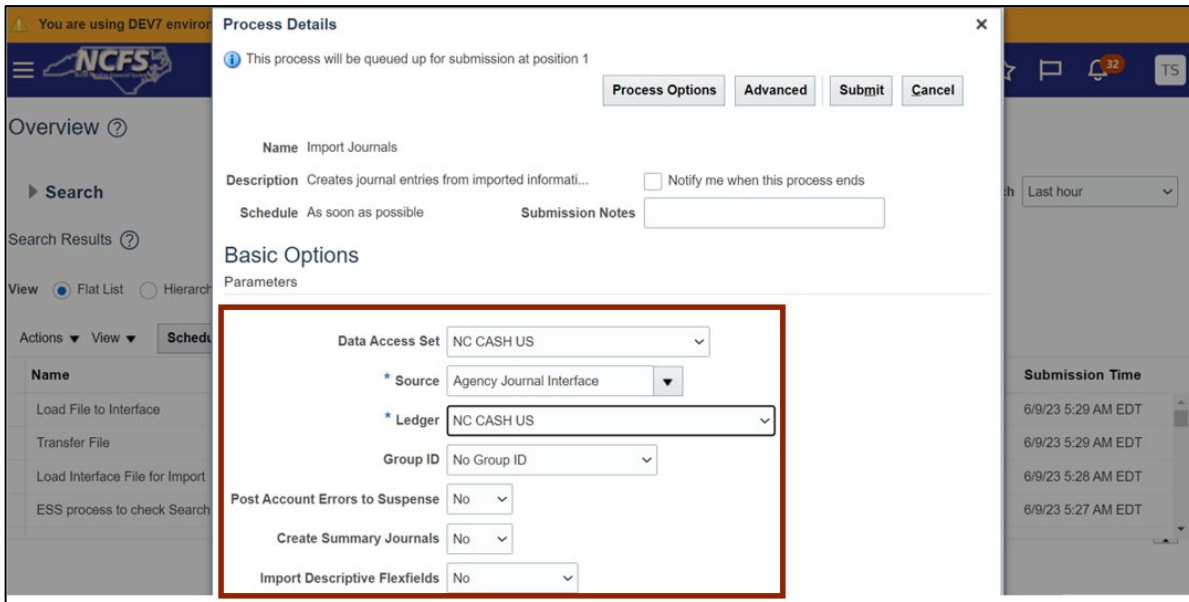
Description Creates journal entries from imported information from subledgers and other source systems.

OK Cancel

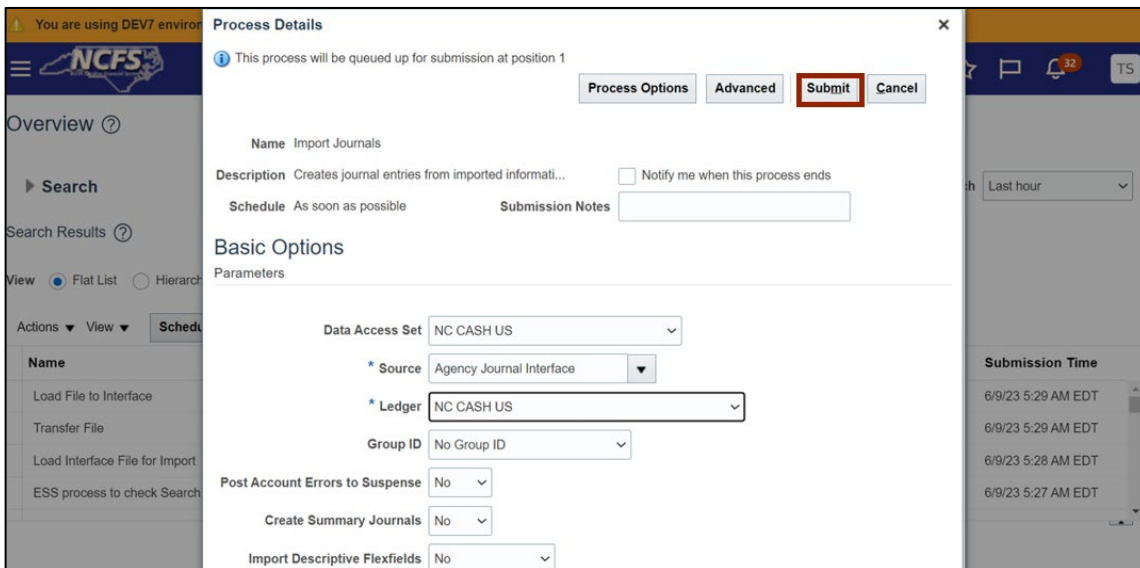
- The *Basic Options* pop-up appears. Enter parameter values, ensuring you select the appropriate **Source**.

In this example, we choose:

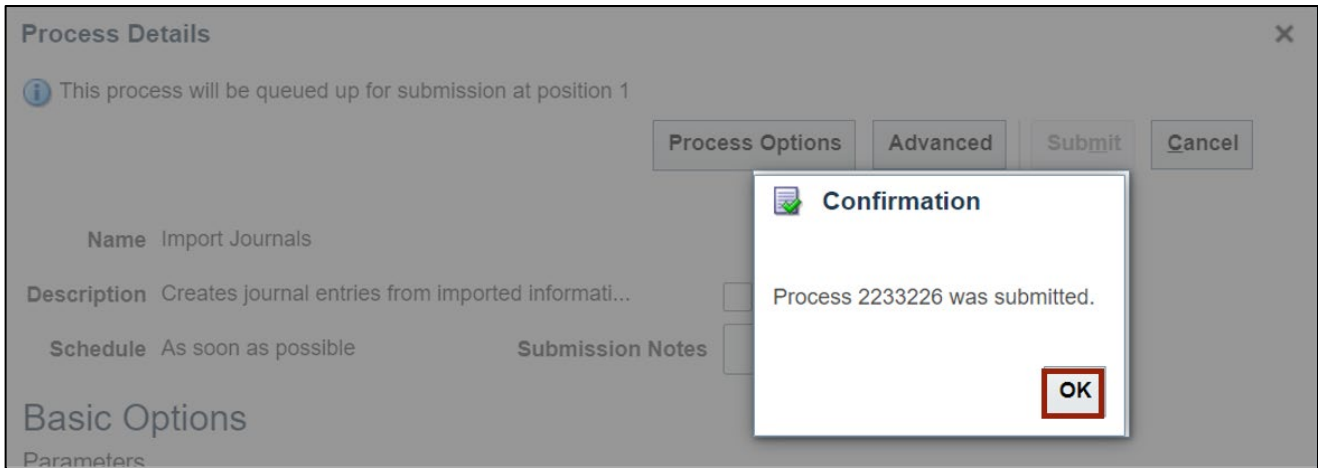
- NC CASH US** for *Data Access Set*,
- Agency Journal Interface** for **Source*,
- NC CASH US** for **Ledger*,
- No Group ID** for *Group ID*,
- No** for *Post Account Errors to Suspense*,
- No** for *Create Summary Journals*, and
- No** for *Import Descriptive Flexfields*



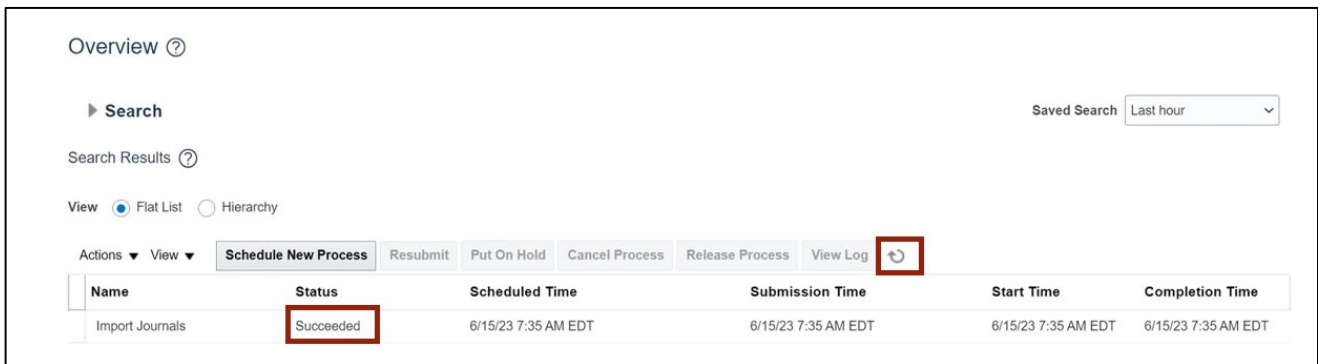
- Click the **Submit** button.



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



8. On the **Overview** page, click the **Refresh** [↻] icon. Under the *Search Results* section, the status is available as **Succeeded** for **Import Journals** option.



Note: If the **Status** of the Journal does not reflect as **Succeeded**, please follow the steps below:

Go to Tools > Scheduled Processes app > and review the output to determine why the process did not succeed.

Wrap-Up

Users can Import Journals by following the steps explained above.

Additional Resources

Virtual Instructor-Led Training (vILT) and Quick Reference Guide (QRG)

- GL100b: Journal Entry
- GL100c: Journal Entry
- GL-07 QRG: Resolve or Delete Import Data