

# RESOLVE OR DELETE IMPORT DATA

**QUICK REFERENCE GUIDE GL-07** 

#### Purpose

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

#### Introduction and Overview

This QRG covers the processes of Resolving Import Data and Deleting Import Data in NCFS. It shows the steps to correct imported data via an Excel sheet. Resolving Import Data can be performed by users assigned the 'GL Journal Entry' security role, while Deleting Import Data can be performed by users assigned the 'GL Journal FBDI' security role.

## **Resolve Journal Import Errors and Reimport Journals**

To resolve journal import errors and reimport journals, 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 General Accounting tab and select the Journals app.

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	QUICK ACTIONS	APPS							
	Manage Journals								
	Create Journal	Gener	ral	Journals Period	Close				
	Manage Approvals for Joi	urnals Account	bard						



3. Validate the **Data Access Set.** If the data access set is not already selected, click the **Change** link, and select the **Data Access Set**.

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Journals							
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In this example, choose NC CASH US.

4. There are 2 methods to Import/ Correct errors.

**Method 1** - On the Journals landing page, click the **Import Errors** tab and highlight the **Process ID** link.

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Attention Alew ▼ Format ▼ Process ID 2368035 2400075	Incomplete Import Errors	e Detach el Wr Source IBIS Interface Integrated HR P	ap 🕑 Group ID 230609101425884 230622034356402	Import Date 6/9/23 6/22/23	Imported By PAULETTA HARPER PAULETTA HARPER	

5. Or Method 2- On the Journals landing page, click the Tasks [ ] icon. Under Journal Import, click Correct Import Errors.

Data Access Set: NC CASH US [Change]					Reverse Reconciliation
Journals					Allocations <ul> <li>Create Allocation Rules</li> <li>Generate General Ledger Allocations</li> <li>Generate Intercompany Allocations</li> </ul>
Requiring Attention Incomplete Imp	Freeze 🔐 Detach	📣 Wrap	ਚ	Ξ	Journal Import     Import Journals     Correct Import Errors     Delete Import Data
Accounted		Source	Journal Batch	Accounting Period	Subledger Accounting  • Create Accounting
Debit	Credit				Create Subledger Journal     Create Subledger Journals in Spreadsheet
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2	Oct-22	Review Subledger Journals
10,000.00	10,000.00	AutoCopy	4800 Dep 10/17/22 FreedomPay1 RTR338 nonCMCS entry 21-DEC	Jan-23	<ul> <li>Manage Accounting Errors</li> <li>Adjust Supporting Reference Balances</li> </ul>

6. Click the **Open** button to open the downloaded Excel file.

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Data Access Set: NC CASH US [Change]		Open	Save as	$\sim$		
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7. Open the Excel file and click the **Enable Editing** button.

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Note: Log in to Oracle again, if the **Enable Editing** button doesn't appear.

8. The *Connect* pop-up appears. Click the **Yes** button to successfully connect to the server.

Note: In the NCFS portal *Login* pop-up, enter your **User ID** and **Password** credentials and click the **Sign In** button.



9. Under **Correct Journal Import data**, double click on the cell next to **Ledger** and **\*Source** and select the required parameters and then click the **Search** icon.

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9 10 11		From Accounting Dat Balance Typ		•		To Accounting Date Worksheet Status					
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14	Changed	Flagge	d Status	Import Error Code and Details	GL Interface ID	Group ID	Name	Description	Accounting Period	* Accounting Date	Balance Typ
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17 18 19 20 21											

10. Search Results are generated. Make the needed changes or corrections.

Note: If no **Search Results** are generated, you may have selected a **Source** for which there are no existing journal errors.

- Acrobat Co Co 🖻 Sha File Page nents rect Journal Imp B i ÷. Edit Login 44 Mo All Data Options Workbook ORACLE 12 **Correct Journal Import Data** 3 4 5 6 7 8 9 10 11 12 13 Required Data Access Set NC CASH US NC CASH US ce IBIS Interfac Statu Group ID From Accounting Dat To Accou nting Date **Balance Typ** Search Results GL Interface ID Acco nting Accou Inting 14 15 16 17 Group ID Name Description 230609101425884 Appropriation Offs Appropriation O 230609103306894 Appropriation Offs Appropriation O Changed **Flagged Status** Date Bala ce Typ 329011 330011 5/1/2023 5/1/2023 Actua Actual 18 19 20 21 22 23 24 25
- 11. Under the **Correct Journals Import Data** tab on the header, click the **Upload** icon.

12. The *Submission Statistics* pop-up appears. Under **Submission Option**, select the appropriate option to submit the Journal.

In this example, choose **Submit Journal Import.** Click the **Submit** button.

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### **Delete Journal Interface Errors**

To delete journal interface errors, 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 General Accounting tab and select the Journals app.

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	QUICK ACTIONS	APPS				
	Manage Journals					
	Create Journal	Gener	ral	Journals Period	Close	
	Manage Approvals for Jo	urnals	bard			

3. Validate the **Data Access Set.** If the desired data access set is not already selected, click the **Change** link, and select the desired **Data Access Set**.

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65,258.60 65,258.60 Spreadsheet 4800 Dep 10/17/22 FreedomPay2 Oct-22 Rejected 10/19	22
65,258.60 65,258.60 Spreadsheet 4800 Dep 10/17/22 FreedomPay1 Oct-22 Rejected 10/19	22

In this example, choose NC CASH US.

4. On the **Journals** page, click the **Tasks** icon [ ]. Under the **Journal Import** section, click **Delete Import Data.** 

ta Access Set: NC CASH US [Change]					Reverse Reconciliation Allocations
Journals					Create Allocation Rules     Generate General Ledger Allocations     Generate Intercompany Allocations
Requiring Attention Incomplete Import	Errors			E	Journal Import • Import Journals
View 🔻 Format 👻 🗍 📭	reeze 🔄 Detach		Ð		Correct Import Errors     Delete Import Data
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5. On the *Basic Options* section, select the mandatory parameter values from the drop down choice lists and then click **Submit**.

In this example, choose: NC CASH US for \*Data Access Set, Agency Journal Interface for \*Source, 2221418 for \*Process ID, and NC CASH US for \*Ledger

	CASH US [Change]							
<ol> <li>This process will t</li> </ol>	be queued up for submission at position	11						
					Process Options	Advanced	Sub <u>m</u> it	Cancel
Name Delete	Journal Import Data							
Description Deletes	the import data that produced errors.			Notify me whe	en this process ends			
Schedule As soon	n as possible		Submission Notes					
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Basic Option	5							
Parameters	5		_					
Parameters								
* Data Access Set	NC CASH US	~	1					
* Data Access Set * Source	NC CASH US Agency Journal Interface	~						
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6. A *Confirmation* pop-up appears. Click the **OK** button.

	Process Options Advanced Submit					
	Confirmation					
Submission Notes	Notify me when this process ends	Pr	rocess 2233208 was su	bmitted.		
				ок		

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



8. On the **Overview** page, under the **Search Results** section, click the **Refresh** [ 1] icon. The status is available as **Succeeded** for **Delete Journal Import Data** option.

Note: If **Delete Journal Import Data** does not appear in the list of displayed process **Names**, you may need to search for it using the *Search* section of page which is located in the top portion of the page.

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Overview (?)					
▶ Search			Saved Search	Last hour	~
Search Results ⑦					
View  Flat List Hierarchy					
Actions <b>v</b> View <b>v</b> Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log 🕑					
Name	Process ID	Status	Scheduled Time	Submission Time	
Delete Journal Import Data	1937200	Succeeded	1/6/23 2:04 PM EST	1/6/23 2:04 PM EST	-
Import Journals: Child	1937173	Warning	1/6/23 1:41 PM EST	1/6/23 1:41 PM EST	
Import Journals	1937172	Warning	1/6/23 1:41 PM EST	1/6/23 1:41 PM EST	
Load File to Interface	1937167	Succeeded	1/6/23 1:40 PM EST	1/6/23 1:40 PM EST	

# Wrap-Up

Users can Resolve journal import errors and Reimport journals or Delete journal interface errors by following the steps shown above.

#### Additional Resources

#### Virtual Instructor-Led Training (vILT)

• GL100: Journal Entry