



RESOLVE OR DELETE IMPORT DATA

GL

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**).

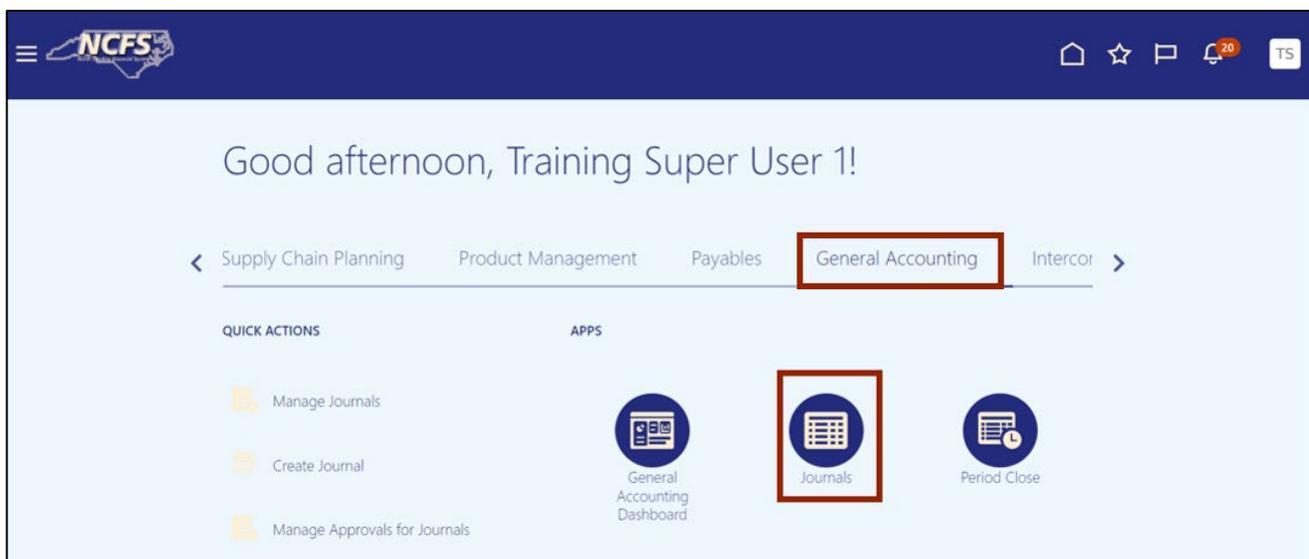
Introduction and Overview

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

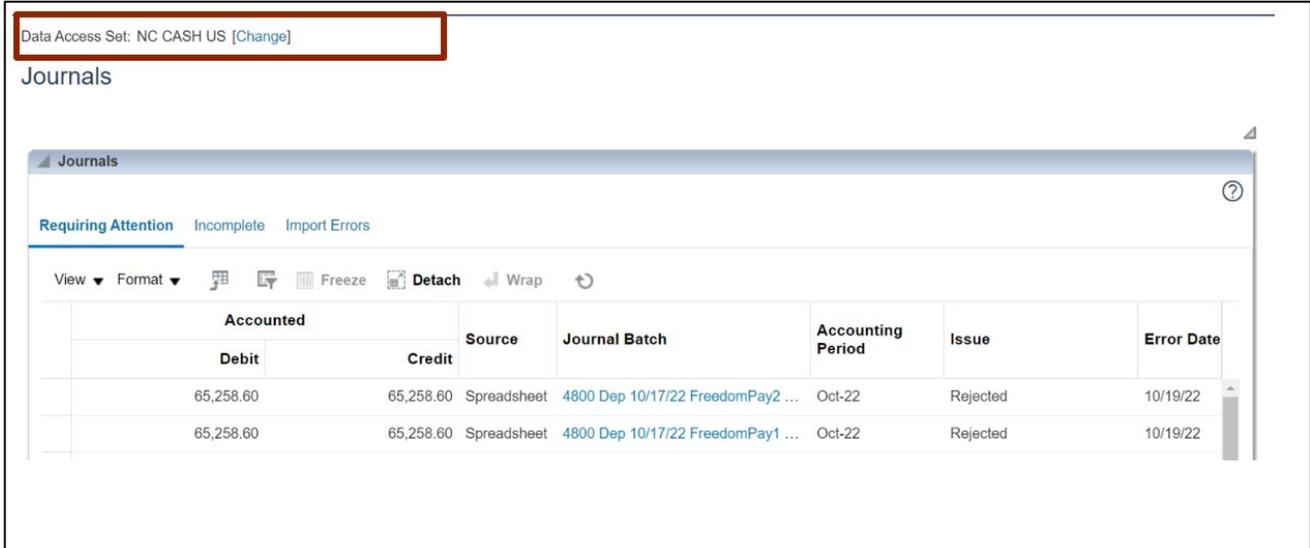
To resolve journal import errors and reimport journals, please follow the steps below:

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.



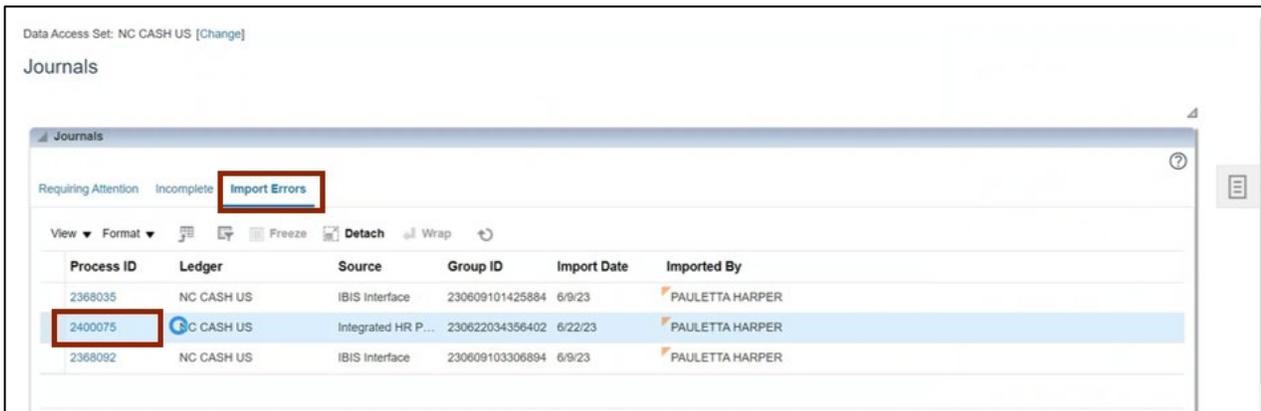
3. Validate the **Data Access Set**. If the data access set is not already selected, click the **Change** link, and select the **Data Access Set**.

In this example, choose **NC CASH US**.

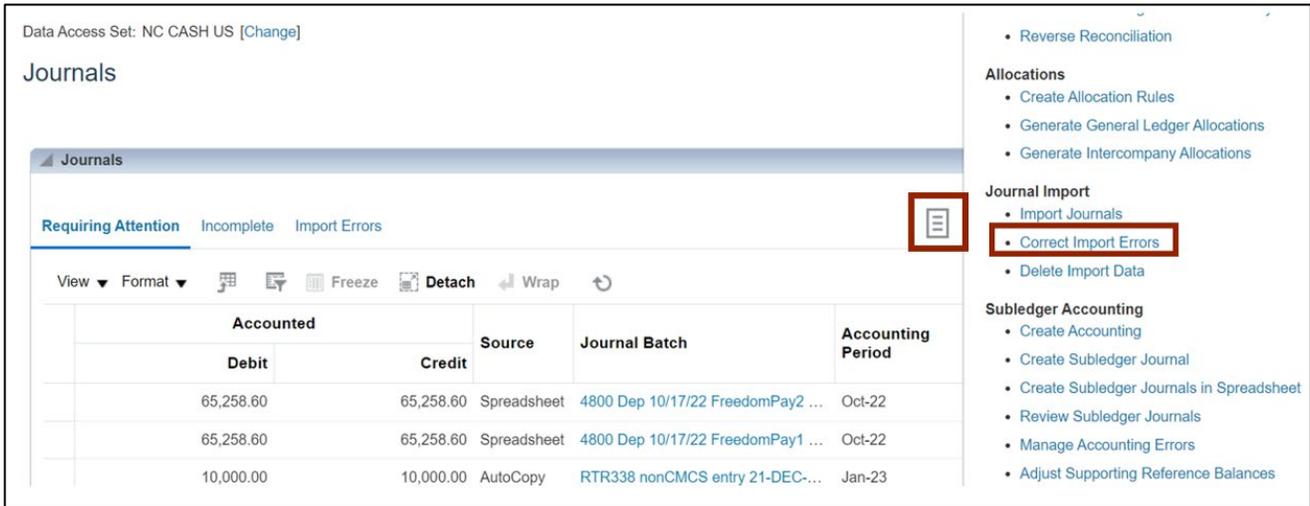


4. There are 2 methods to Import/ Correct errors.

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



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]

Journals

Requiring Attention Incomplete Import Errors

View Format Freeze Detach Wrap

Accounted		Source	Journal Batch	Accounting Period
Debit	Credit			
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22
10,000.00	10,000.00	AutoCopy	RTR338 nonCMCS entry 21-DEC-...	Jan-23

- Reverse Reconciliation
- Allocations**
 - Create Allocation Rules
 - Generate General Ledger Allocations
 - Generate Intercompany Allocations
- Journal Import**
 - Import Journals
 - Correct Import Errors**
 - Delete Import Data
- Subledger Accounting**
 - Create Accounting
 - Create Subledger Journal
 - Create Subledger Journals in Spreadsheet
 - Review Subledger Journals
 - Manage Accounting Errors
 - Adjust Supporting Reference Balances

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



You are using DEV11 environment

NCFS

Data Access Set: NC CASH US [Change]

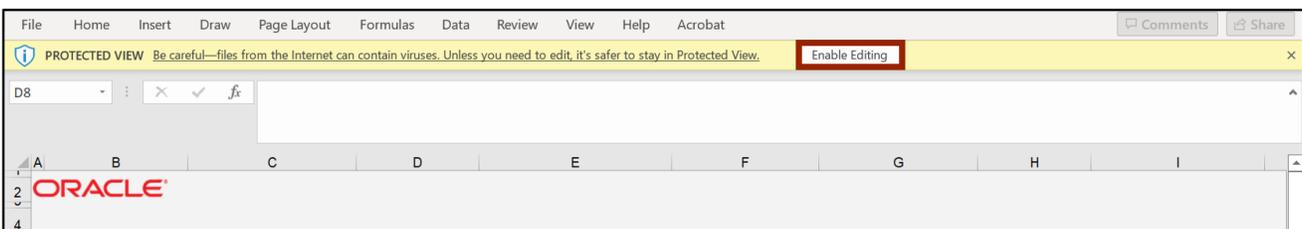
Journals

Downloads

What do you want to do with JournalCorrection...

Open Save as

7. Open the Excel file and click the **Enable Editing** button.



File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

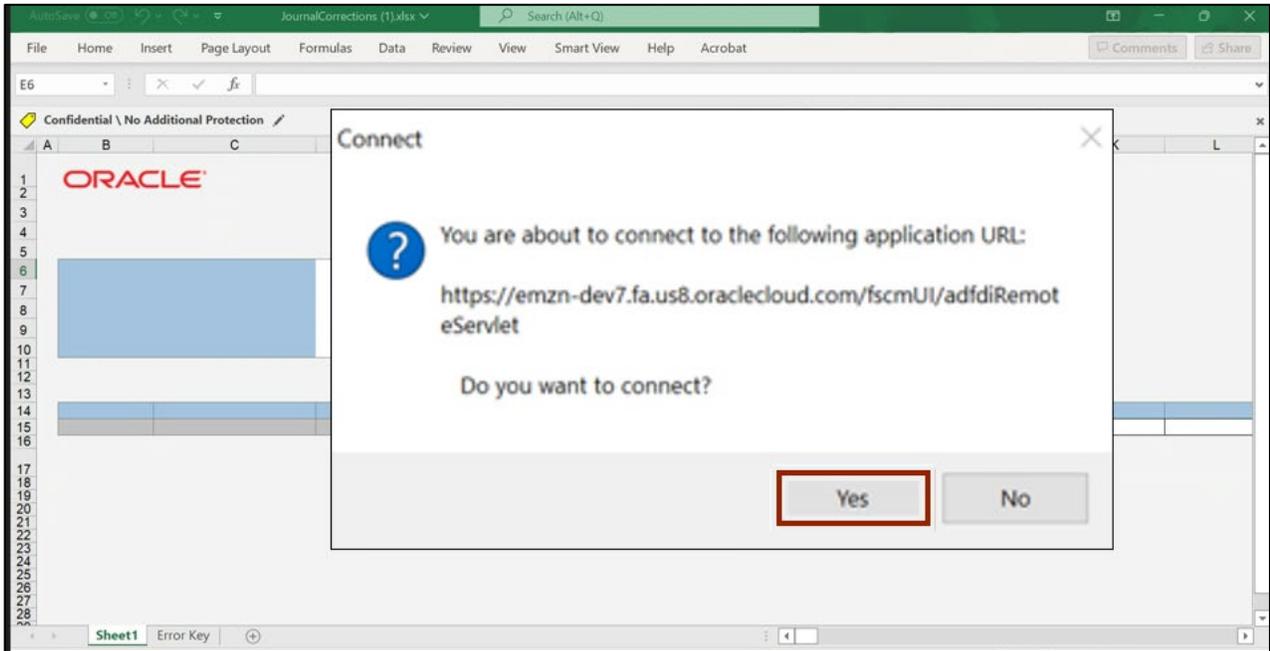
D8

ORACLE

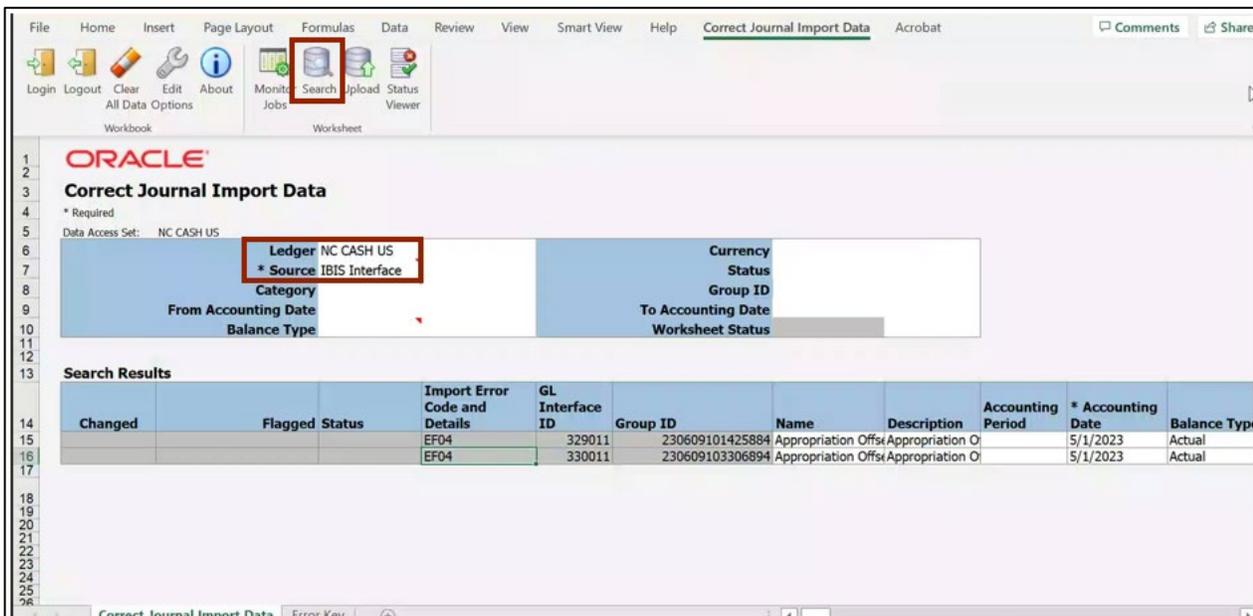
Note: Log in to Oracle again, if the **Enable Editing** button doesn't appear.

- 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.



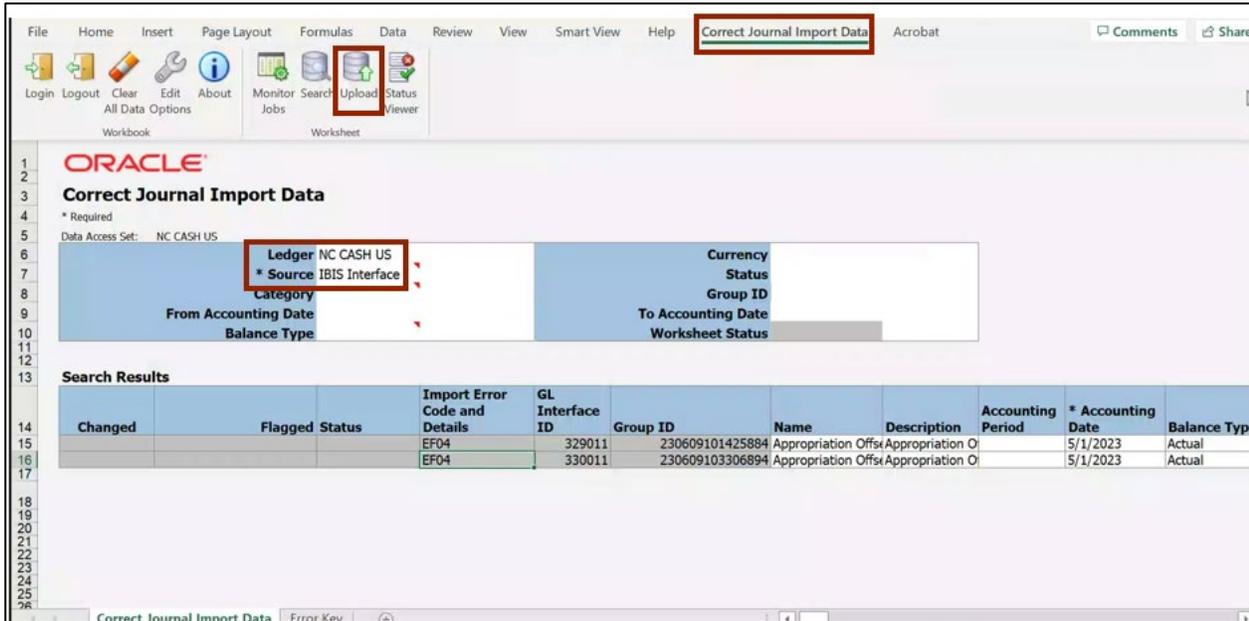
- Under **Correct Journal Import data**, double click on the cell next to **Ledger** and ***Source** and select the required parameters and then click the **Search** icon.



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

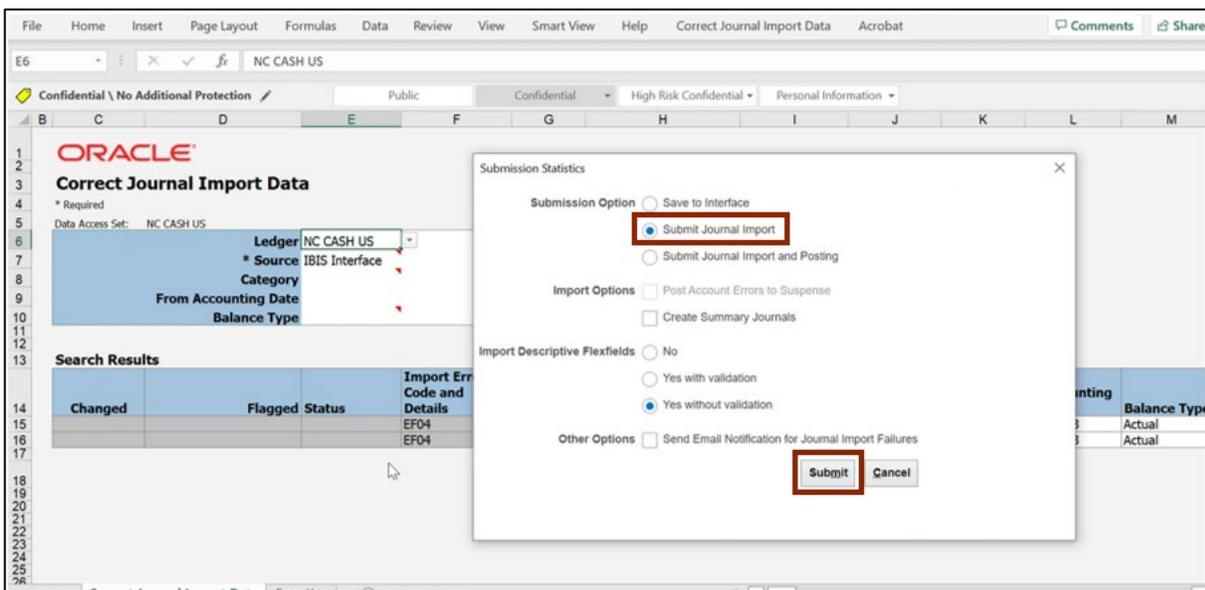
Note: If no **Search Results** are generated, you may have selected a **Source** for which there are no existing journal errors.

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.

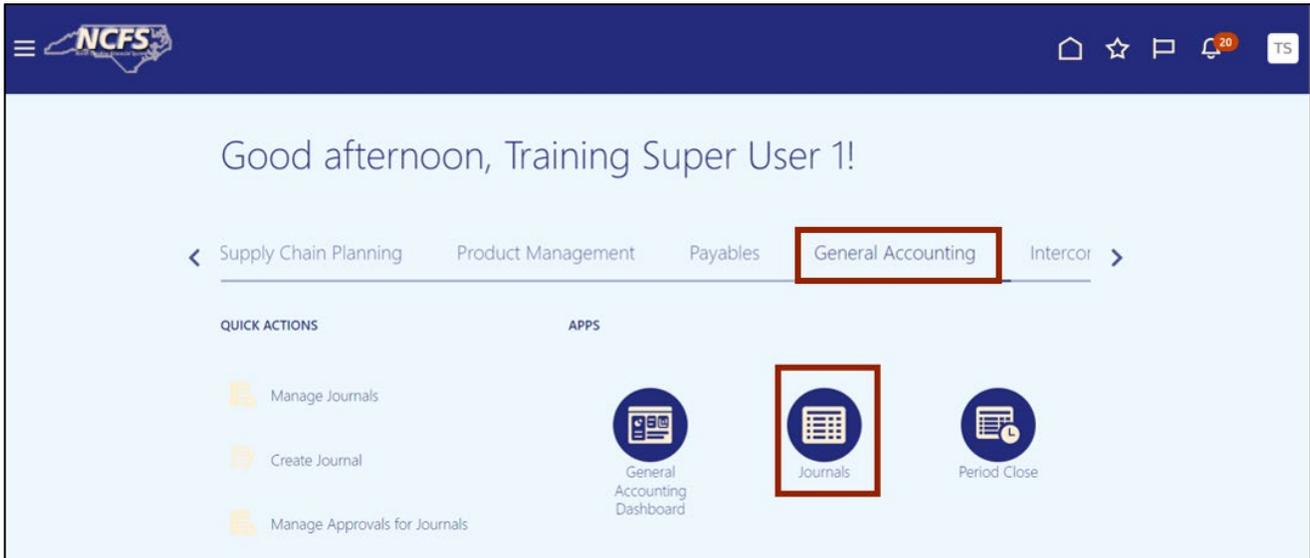
In this example, choose **Submit Journal Import**. Click the **Submit** button.



Delete Journal Interface Errors

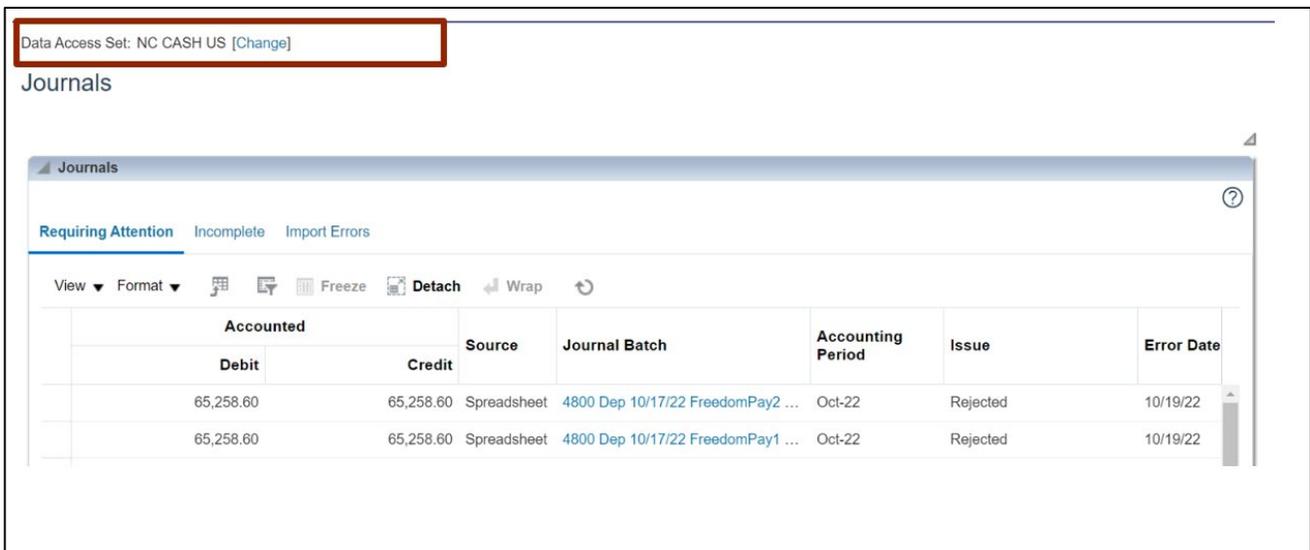
To delete journal interface errors, please follow the steps below:

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.



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**.

In this example, choose **NC CASH US**.



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

Data Access Set: NC CASH US [Change]

Journals

Requiring Attention Incomplete Import Errors 

View Format Freeze Detach Wrap

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- 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**

Data Access Set: NC CASH US [Change]

 This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name Delete Journal Import Data

Description Deletes the import data that produced errors. Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Data Access Set NC CASH US

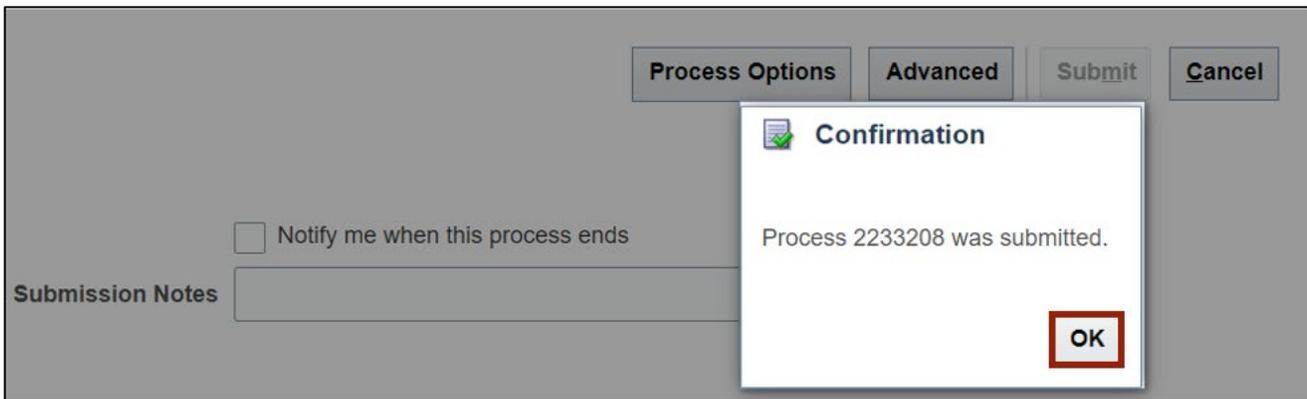
* Source Agency Journal Interface

* Process ID 2221418

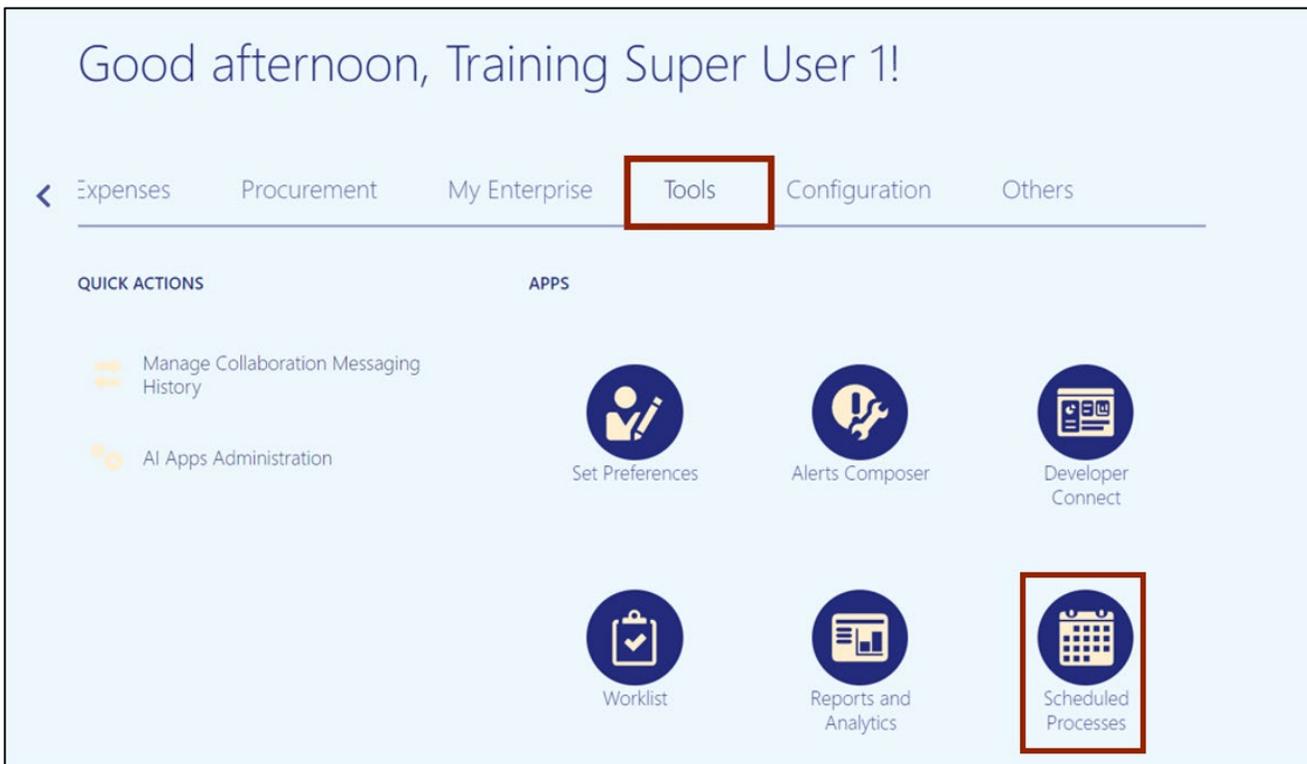
* Ledger NC CASH US

Group ID

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

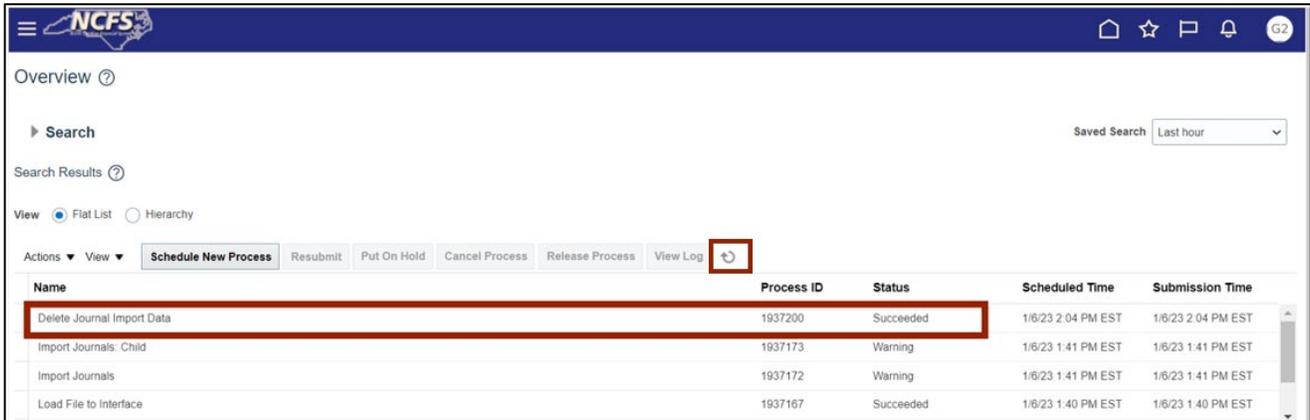


7. On the **Home** page, click the **Tools** tab and select the **Scheduled Processes** app.



- On the **Overview** page, under the **Search Results** section, click the **Refresh** [↻] 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.



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