GL SETUPS/CONFIGURATIONS

QUICK REFERENCE GUIDE GL-23

Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step explanation on how to Setup/Configure the General Ledger **(GL)** such as updating mapping sets, importing Code Combinations, creating Cross Validation Rules **(CVR)**, and manually assigning Legal Entity Balancing Segment Value **(LE BSV)** in the North Carolina Financial System **(NCFS)**.

Introduction and Overview

This QRG covers the setups and configurations of GL in NCFS.

Add/Update a Value in XXNC_COMM_ALLO_MAP Mapping Set Using Charge Objects in NCFS

To Add/Update a Value in XXNC_COMM_ALLO_MAP Mapping Set Using Charge Objects in NCFS, please follow the steps below:
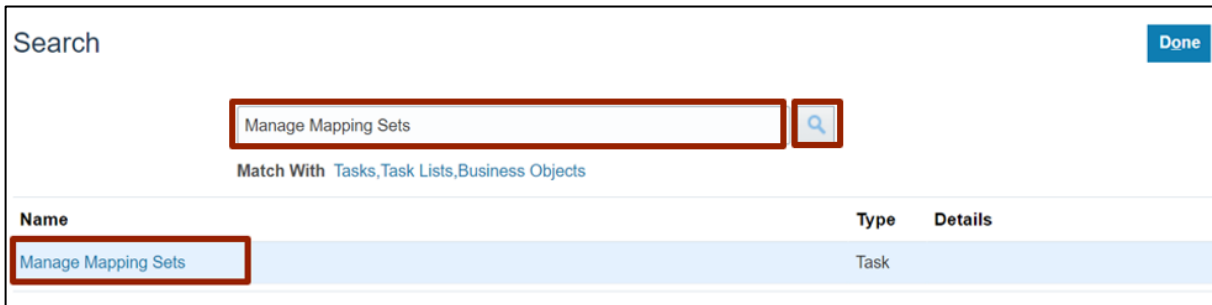
1. Log in to the NCFS portal with your credentials to access the system.

2. On the **Home** page, click the **My Enterprise** tab and then click the **Setup and Maintenance** app.
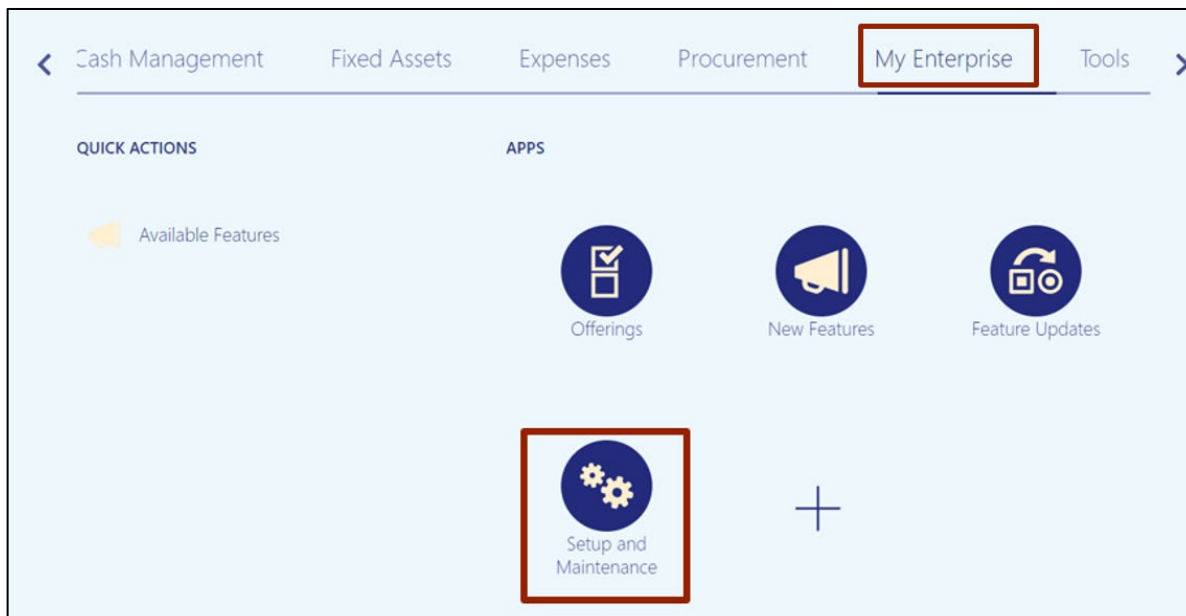
3. On the **Setup: Financials** page, click the **Tasks [☰]** icon, and then click **Search.**
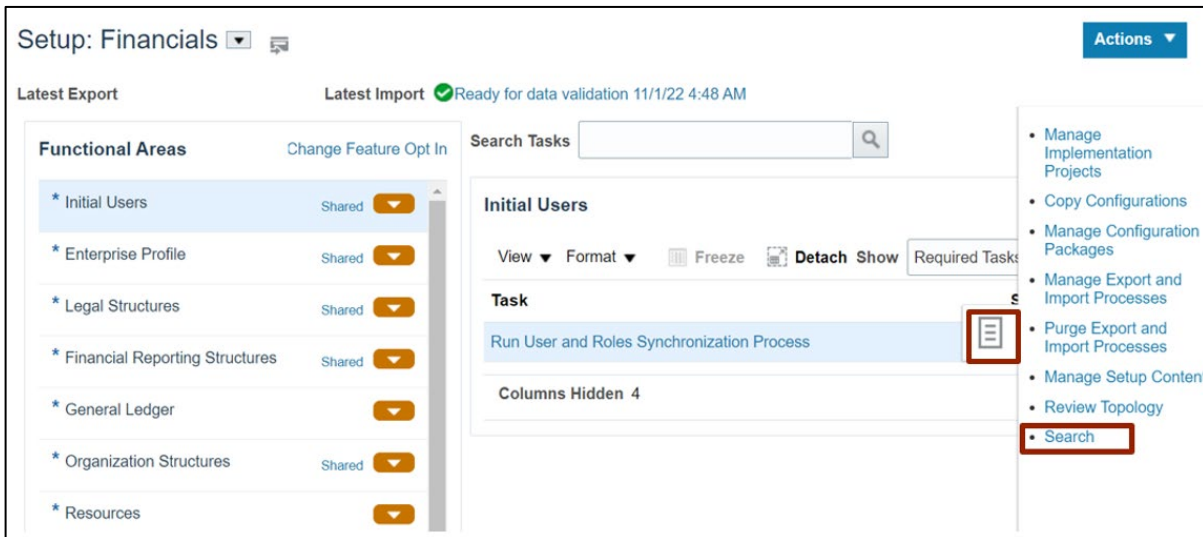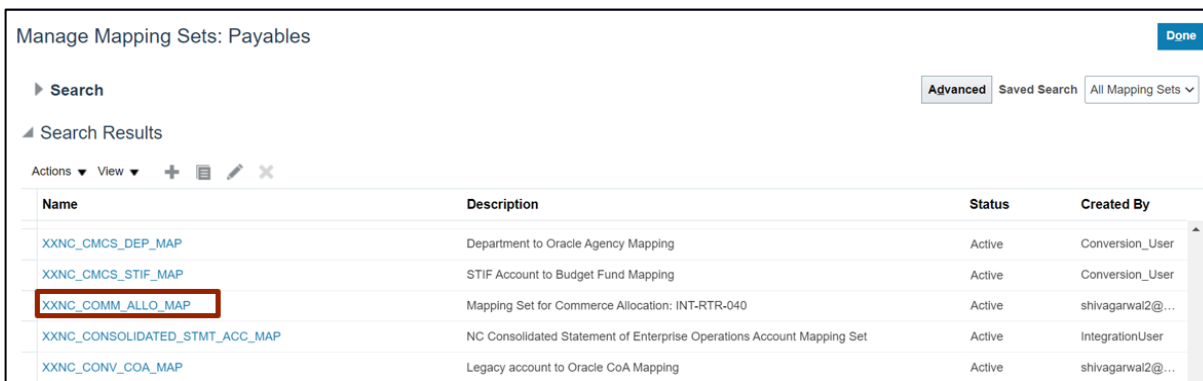

4. On the **Search** page, enter **Manage Mapping Sets** in the *Search* bar, and click the **Search** [🔍] icon. Click **Manage Mapping Sets.**

5. On the **Manage Mapping Sets: Payables** page, under the *Search Results* section, click the **Name** link.

    In this example, choose **XXNC_COMM_ALLO_MAP.**

6. Scroll down to the *NC CASH: Mappings* section, and then click the **Add [+]** icon.

7. On the **NC Cash Mappings** page, enter details in the required fields.

In this example, choose:
Intercompany Transaction Attribute: TEST
Intercompany Batch Attribute 1: 104608
Intercompany Batch Attribute 2: 4303300
Intercompany Batch Attribute 3: 000000
Intercompany Batch Attribute 4: 1000
Intercompany Batch Attribute 5: 0000000000
Intercompany Batch Attribute 6: 000000
Intercompany Batch Attribute 7: 0000
Intercompany Batch Attribute 8: 000000
Intercompany Batch Attribute 9: 00000
Agency: 4300

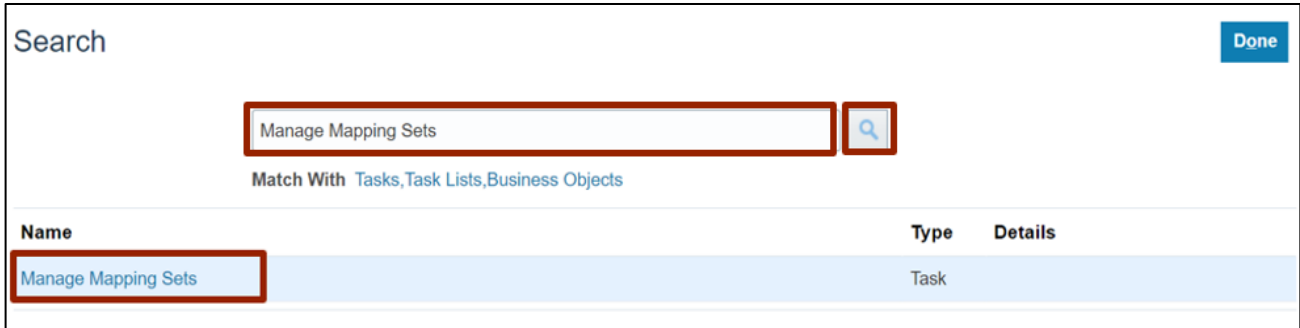8. Scroll to the top of the page and click the **Save and Close** button.

Add Fiscal Year and Periods to Agency Certification Mapping Set in NCFS

To add fiscal year and periods to agency certification mapping set in NCFS, please follow the steps below:
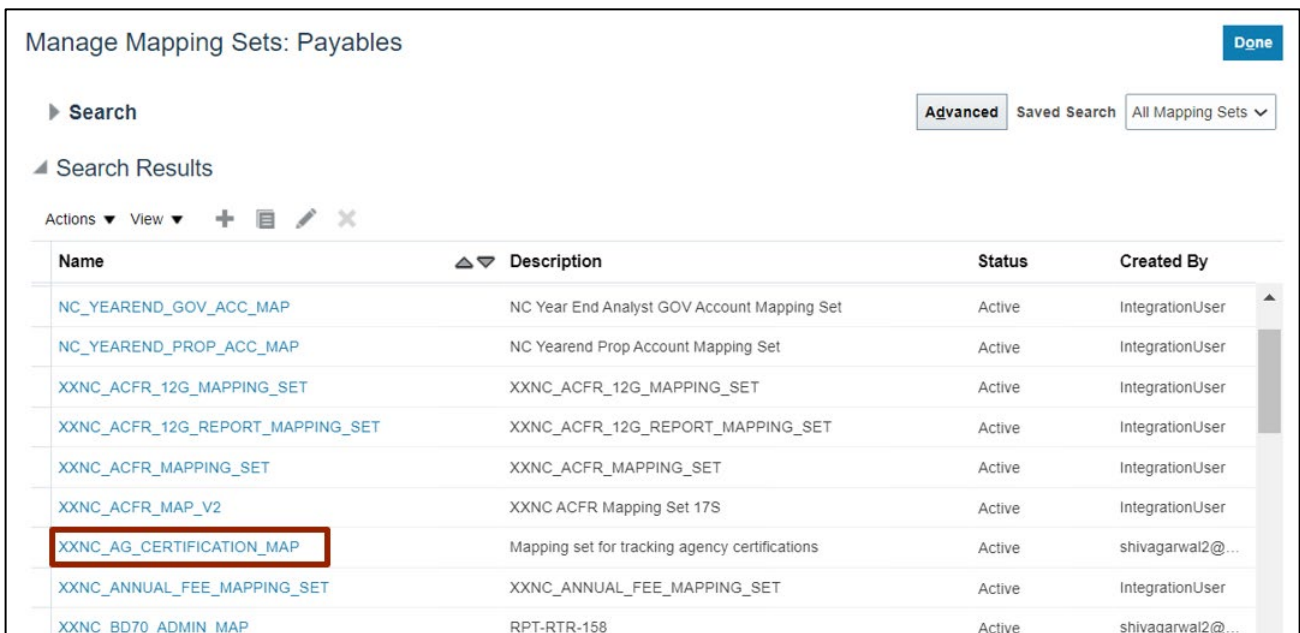
1. Log in to the NCFS portal with your credentials to access the system.

2. On the **Home** page, click the **My Enterprise** tab and then click the **Setup and Maintenance** app.

3. On the **Search** page, enter **Manage Mapping Sets** in the *Search* bar, and click the **Search** [🔍] icon. Click **Manage Mapping Sets.**

4. On the **Manage Mapping Sets: Payables** page, under the *Search Results* section, click the Mapping Set link.

    In this example, choose **XXNC_AG_CERTIFICATION_MAP.**

5. Scroll down to the *NC CASH: Mappings* section. Click the *Export* drop-down choice list and select the **Export Template** option.
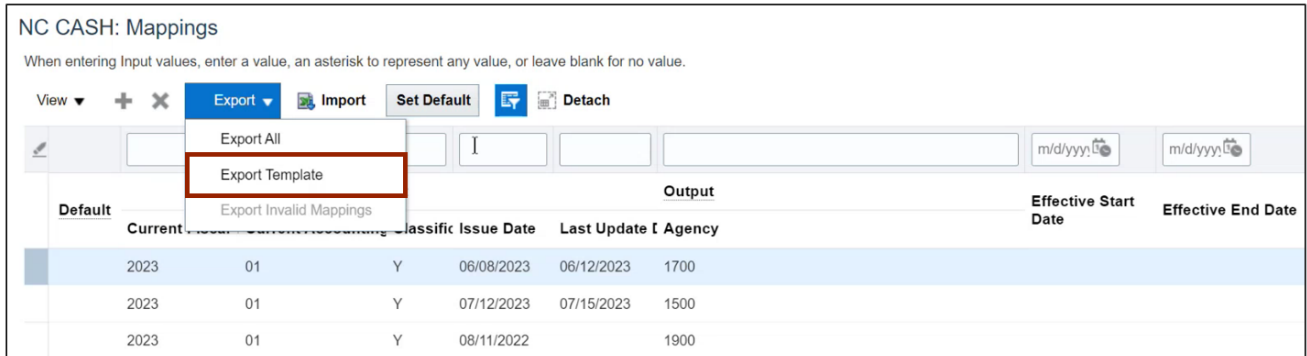
6. After the Mappings Template is downloaded into the local device, click the **Open File** link.

    Note: Be mindful that opening a csv directly into Excel will result in the loss of leading zeros.

7. In the Mappings Template, enter the data in the required fields and then click the **Save [⊟]** icon.
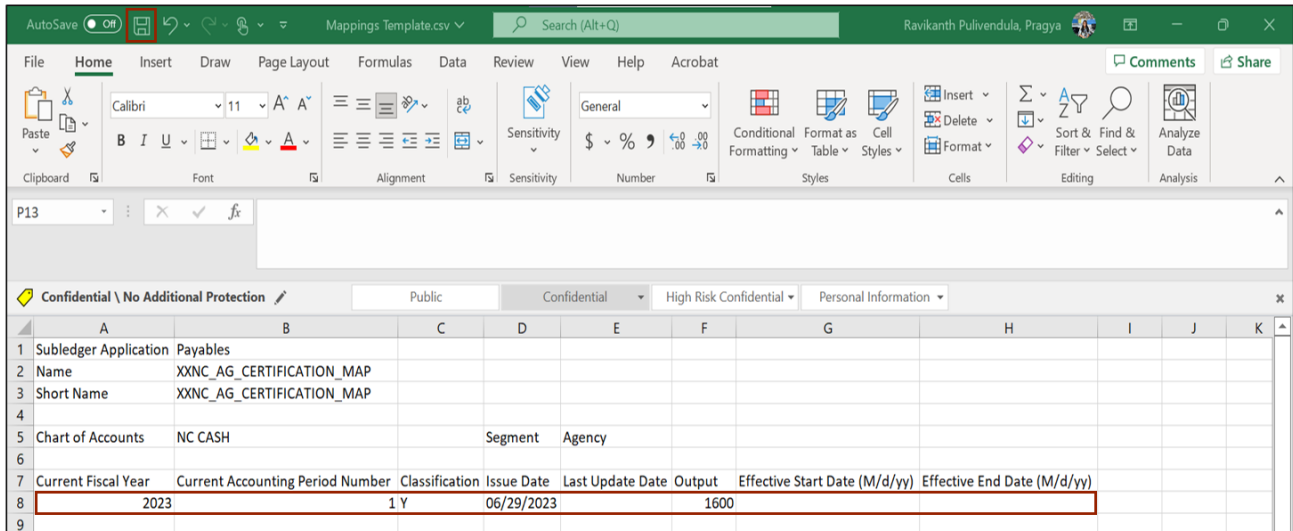
    In this example, choose:
    Current Fiscal Year: 2023
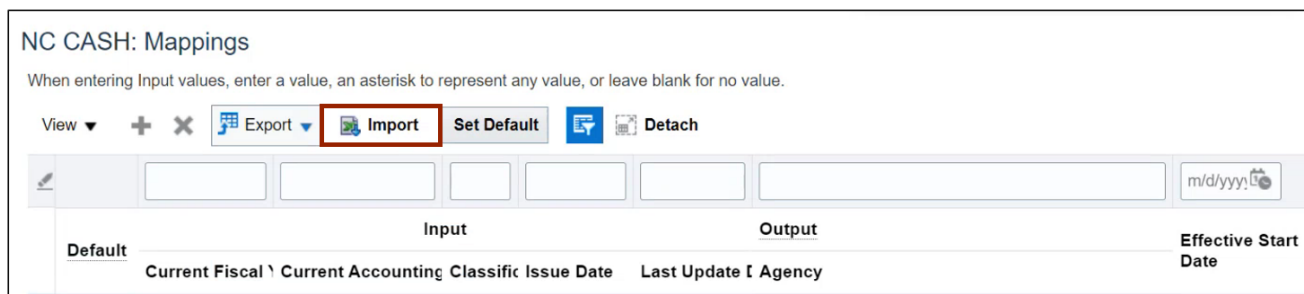   *Current Accounting Classification:* 01
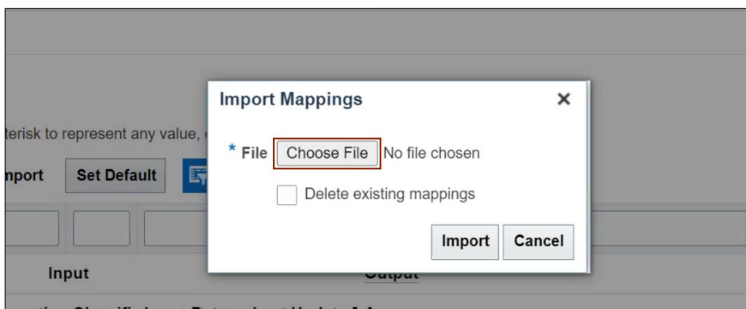   *Issue Date Last:* Y
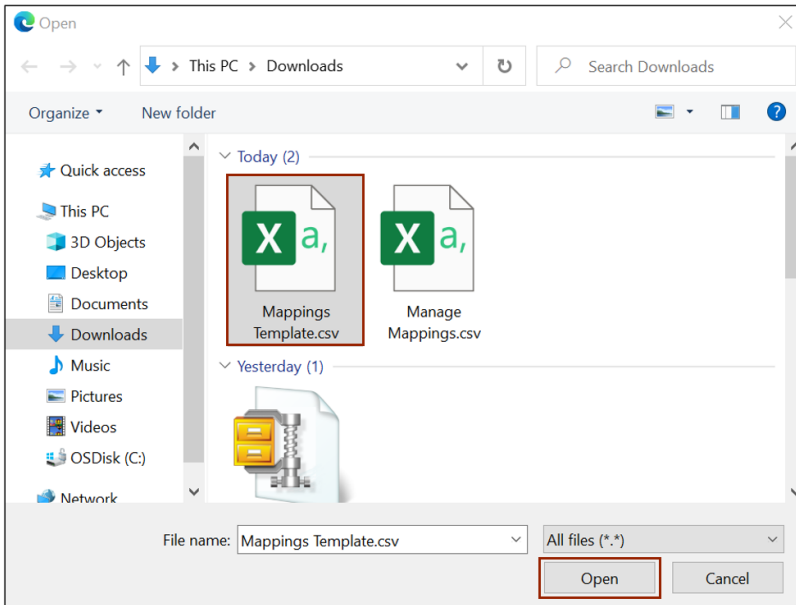   *Update Date:* 07/15/2023
    Agency: 1500

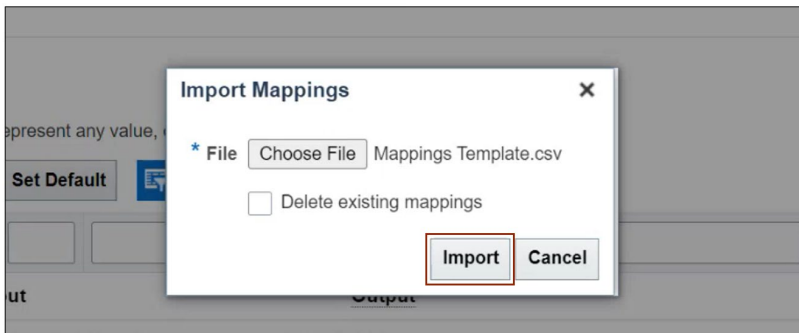8. Go back to the *NC CASH: Mappings* section on NCFS and click the **Import** button.

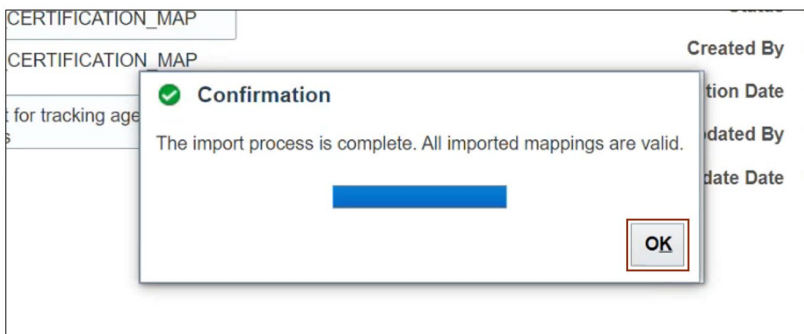9. The *Import Mappings* pop-up appears. Click the **Choose File** button.

10. The *Open* pop-up appears. Select the **Mappings Template** file to be imported and click the **Open** button.

11. Click the **Import** button.

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

13. The details from the imported file are added in the *NC CASH: Mappings* section.

14. Scroll up and click the **Save and Close** button. You will be redirected to the **Manage Mapping Sets: Payables** page.
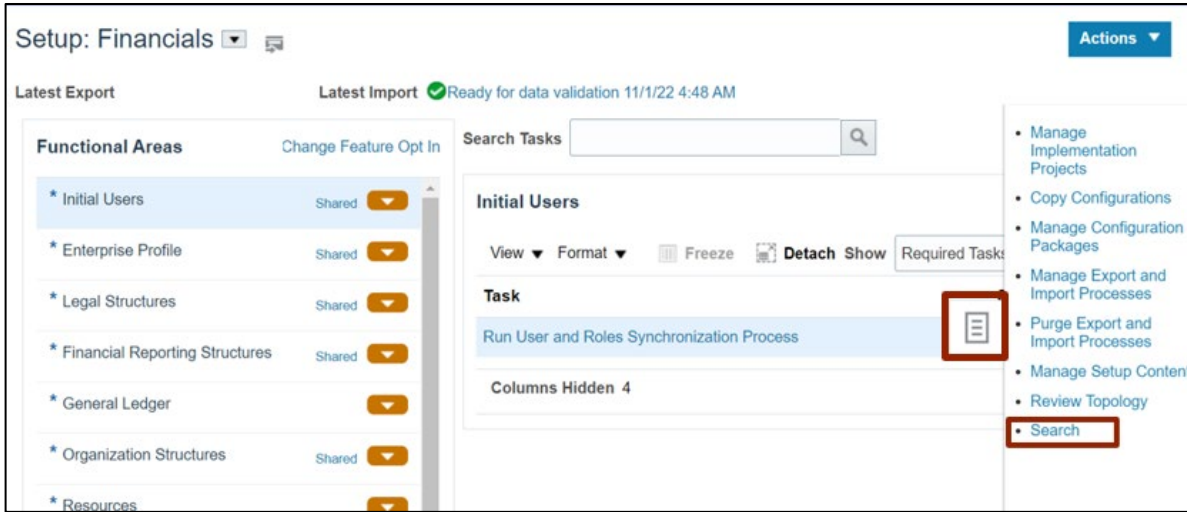
Update Agency Certification Date Mapping Set

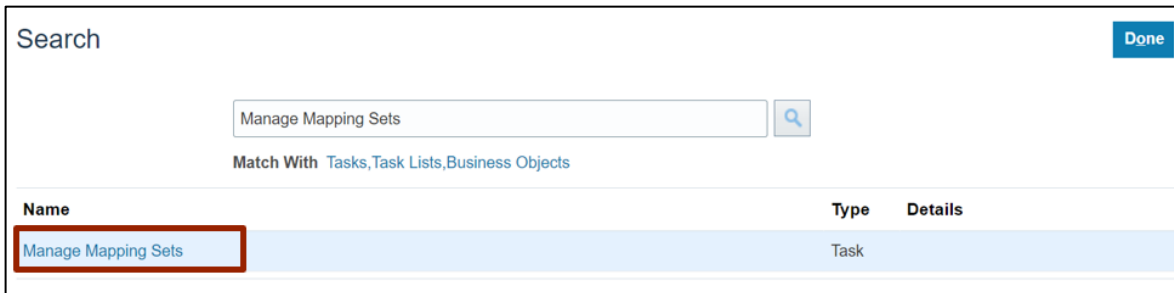To Update Agency Certification Date in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.

2. On the **Home** page, click the **My Enterprise** tab, and click the **Setup and Maintenance** app.
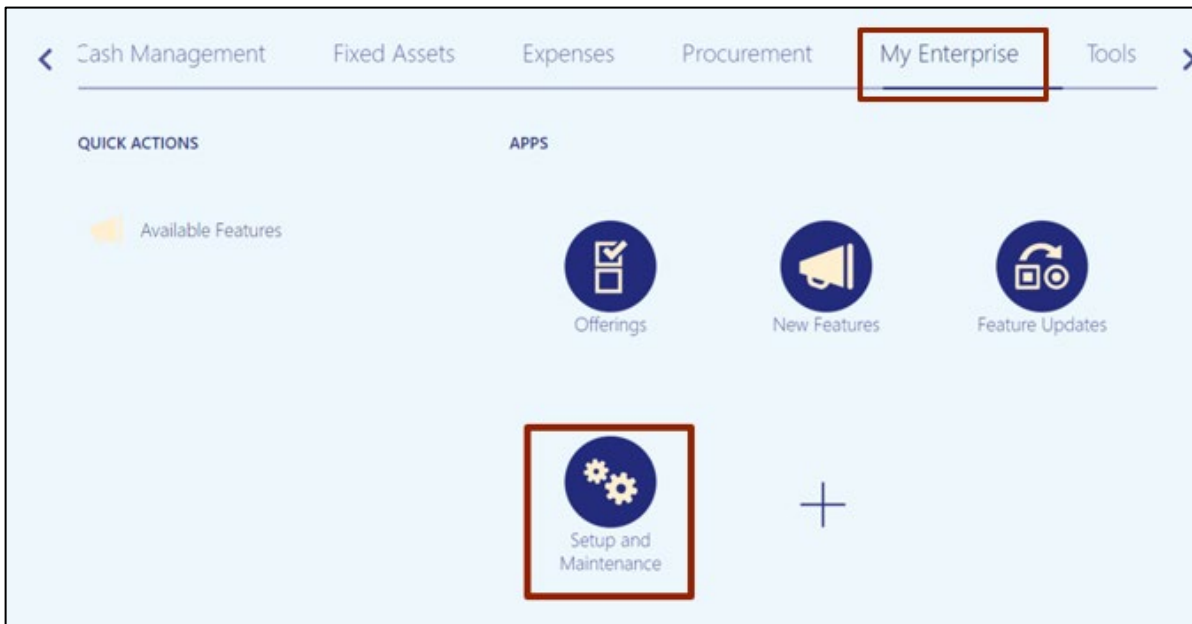
3. On the **Setup and Maintenance** page, click the **Tasks [☰]** icon, and then click the **Search** link.

4. On the **Search** page, enter **Manage Mapping Sets** in the *Search* bar, and click the **Search [🔍]** icon. Click **Manage Mapping Sets**.

5. On the **Manage Mapping Sets: Payables** page, under the *Search Results* section, click the Mapping Set link.

   In this example, choose **XXNC_AG_CERTIFICATION_MAP**.

6. Scroll down to *NC CASH: Mappings* section and click the *Issue Date* field for the desired mapping set.

7. Enter the required data.

   In this example, choose:
   Issue Date: 06/08/2023
   Last Update Date: 06/12/2023

   Note**:** The Issue Date was 08/08/2022 and has been updated to 06/08/2023. The Last Update Date was not previously updated but has now been updated to 06/12/2023.

8. Click **Save and Close** button. **Manage Mapping Sets: Payables** page appears.

Create Code Combination Using FBDI

To Create Code Combination using FBDI in NCFS, please follow the steps below:

1. Prepare the data for each interface table using **Account Combinations Import Interface FBDI** template.
   - Segments are as follows:
     - Segment1: Budget Fund
     - Segment2: Agency
     - Segment3: Account
     - Segment4: Agency Management Unit (AMU)
     - Segment5: Agency Program
     - Segment6: Funding Source
     - Segment7: Project
     - Segment8: Interfund
     - Segment9: Future1
     - Segment10: Future2
     - Segment11: Future3
   - You must also populate the following fields:
     - Chart of Accounts Code
     - Enabled
     - Allow Posting
     - Interface Group Identifier

   Note**:** Make note of the **Group ID** (Interface Group Identifier) used in the FBDI template.

2. Once the data has been prepared, click the **Generate CSV File** button. This will generate a CSV file and then place it in a zip file. The zip file containing one or more CSV files is generated.
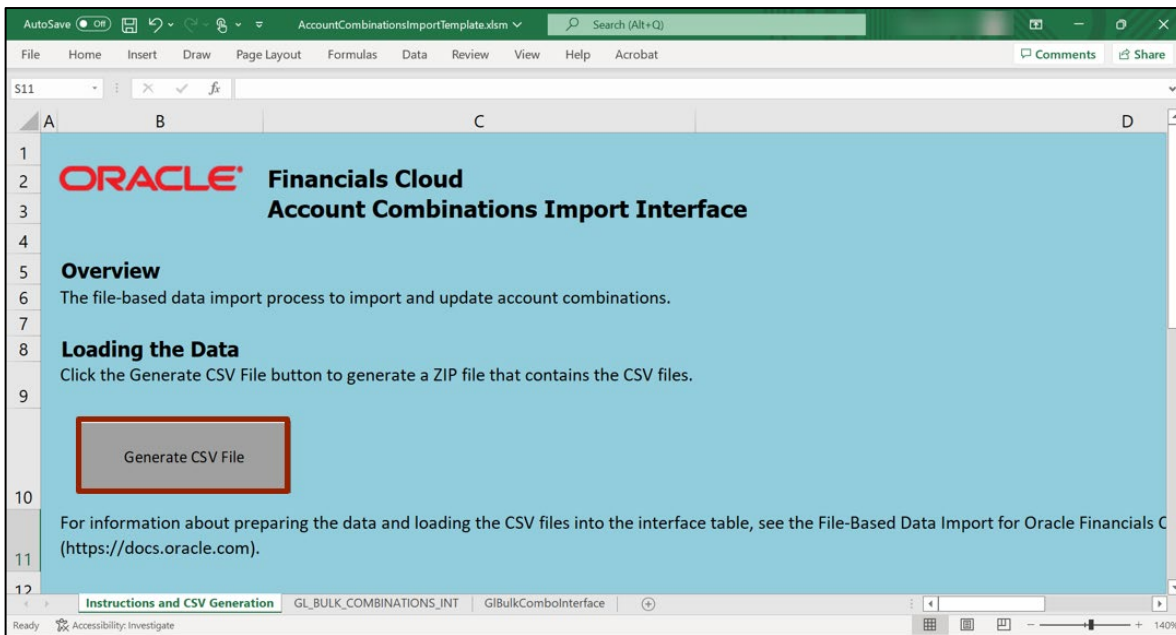
3. Log in to the NCFS portal with your credentials to access the system.

4. On the **Home** page, click the **Tools** tab, and then click **Scheduled Process** app.

5. Click the **Schedule New Process** button.

6. The *Schedule New Process* pop-up appears. In the **Name** field, enter **Load Interface File for Import.** Alternatively, you can search from the drop-down choice list. Click the **OK** button.

7. A *Process Details* pop-up appears. Select the applicable choices from the respective drop-down choice lists for the mandatory fields (marked with *****) and click the **Submit** button.

    In this example, choose **Import Account Combinations** for *Import Process*, and **Gljournals.zip** for *Data File*.

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

9. Click the **Schedule New Process** button.

    Note: Proceed with the step after the **Load Interface File for Import** process has successfully completed.

10. A *Schedule New Process* pop-up appears. In the ***Name*** field, enter **Import Account Combinations.** Alternatively, you can search from the drop-down choice list. Click the **OK** button.

11. A *Process Details* pop-up appears. Select the applicable choices from the respective drop-down choice lists for the mandatory fields (marked with *****) and click the **Submit** button.

   In this example, choose **NC Cash** for *Chart of Accounts*, and **25** for *Group ID.*

   Note**:** User can reference the **Group ID** from the file imported or from the FDBI details from the excel template populated by the user.

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

Create CVR that Restricts AMU Values by Agency

To Create CVR that Restricts AMU Values by Agency in NCFS, please follow the steps below:
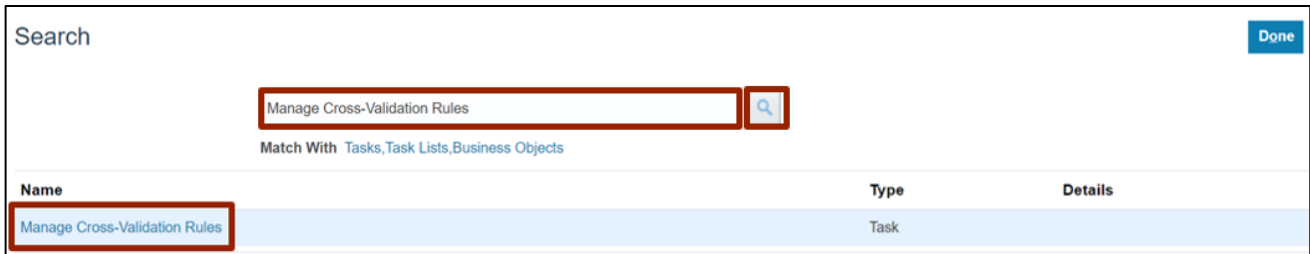
1. Log in to the NCFS portal with your credentials to access the system.

2. On the **Home** page, click the **My Enterprise** tab, and click the **Setup and Maintenance** app.
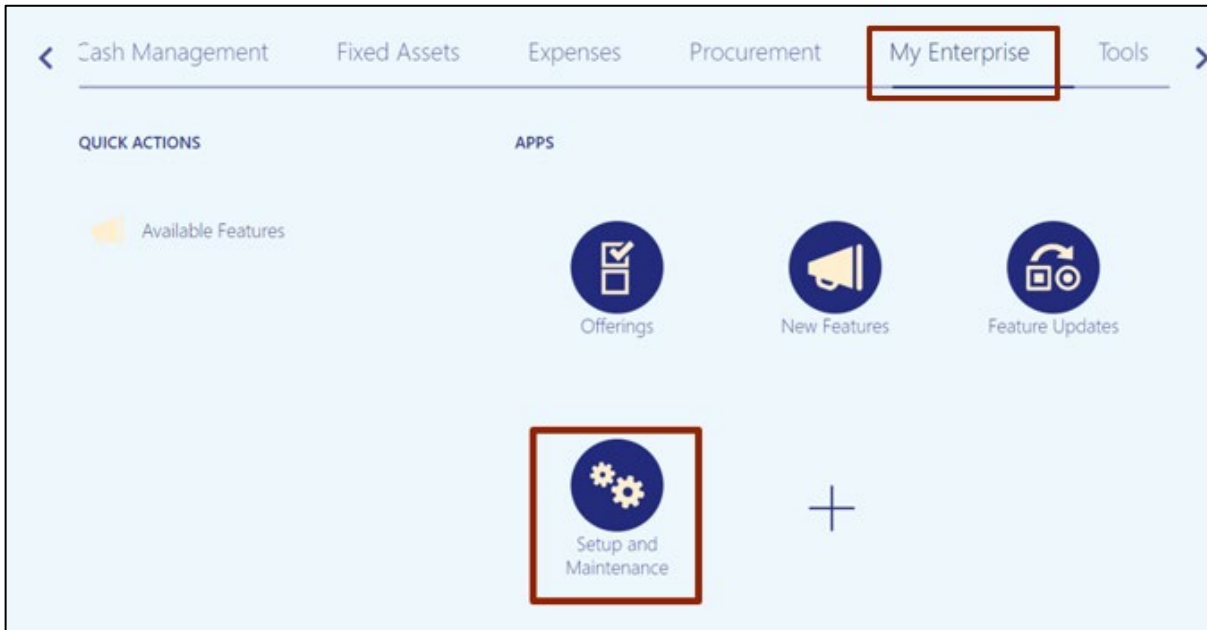
3. On the **Setup: Financials** page, click the **Tasks [▤]** icon and click **Search** on the **Tasks** pane.
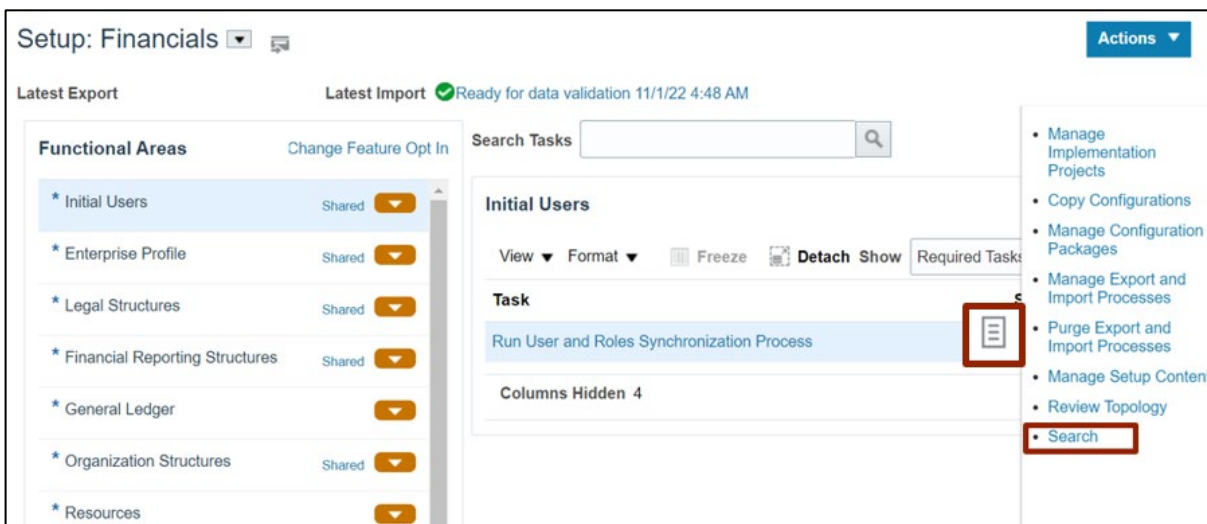
4. On the **Search** page, enter **Manage Mapping Sets** in the *Search* bar, and click the **Search [🔍]** icon. Click **Manage Mapping Sets.**
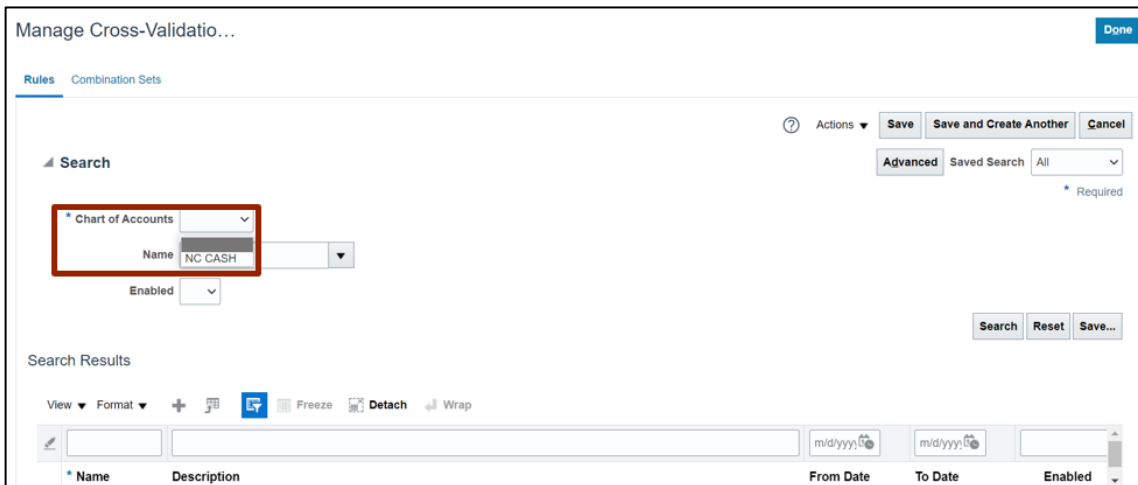
5. Select **NC CASH** from *Chart of Accounts* drop-down checklist.
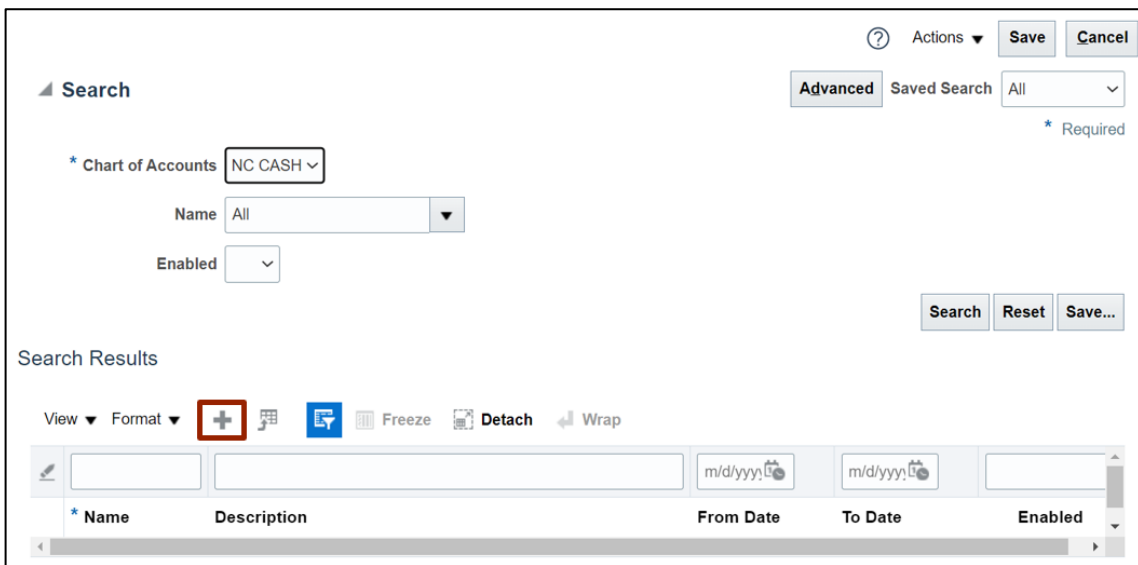
6. Click the **Add [➕]** icon to add a rule.

7. Enter details in the required fields.

   In this example choose:
   Name: NC_AG_0400_AMU_TESTING
   Description: Agencies should only be able to use agency management units that are assigned to them.
   Enabled: Yes

8. Scroll down to *Details* section, and click the **Filter [🔲]** icon adjacent to the *Condition Filter* field.

   Note: The red highlight on Error Message is system generated to bring user's attention to populate this required field.

9. The *Condition Filter* pop-up appears. Click the *Add Fields* drop-down choice list and select **Agency Mgmt Unit.**
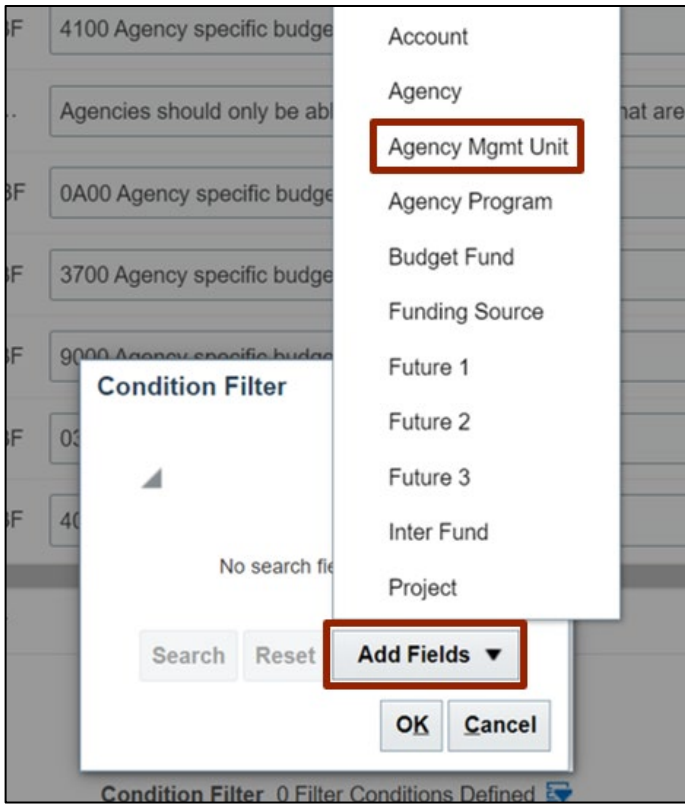
10. Click the *Agency Mgmt Unit* drop-down choice list and select **Is a descendant of** and **0499999**. Click the **OK** button.
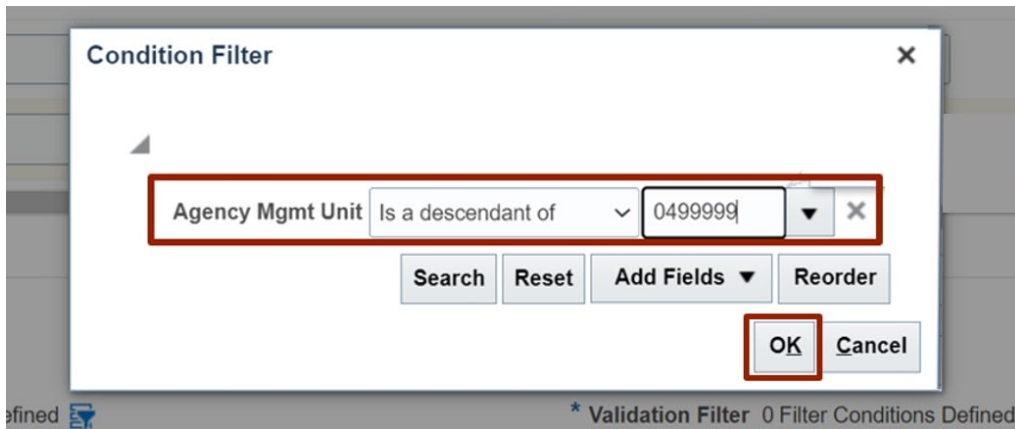
11. Under the *Details* section, click the **Filter [🖬]** icon adjacent to the *Validation Filter* field.

12. The *Validation Filter* pop-up appears. Click the *Add Fields* drop-down choice list and select **Agency Mgmt Unit.**

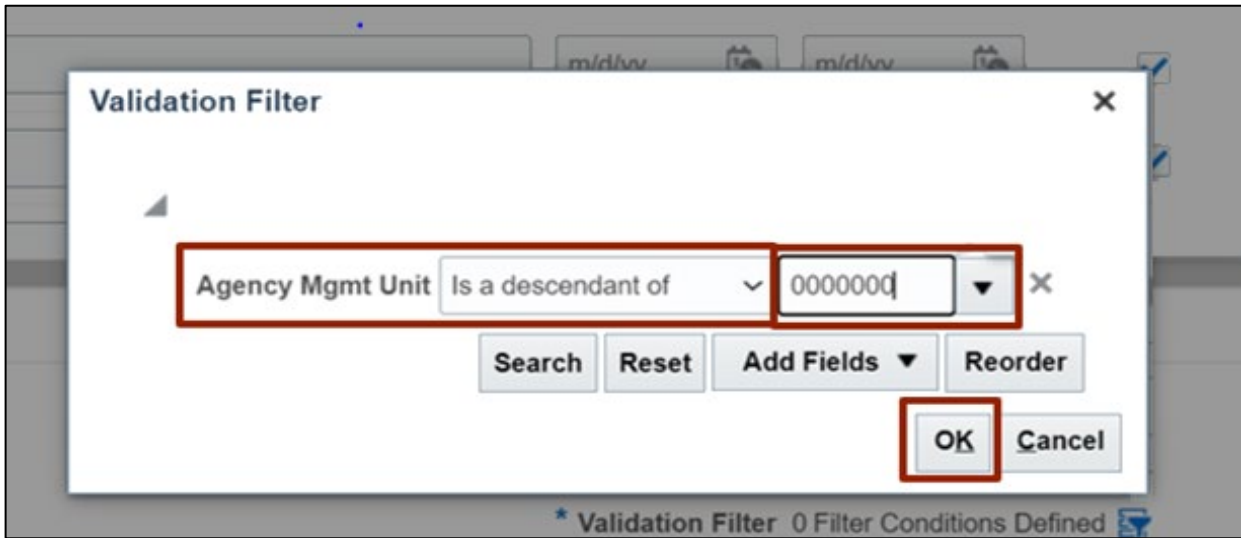13. Click the *Agency Mgmt Unit* drop-down choice list and select **Is a descendant of** and **0000000**. Click the **OK** button.

14. On the *Details* section, add the error message in the *Error Message* field. This is the verbiage that will appear to the end user when they violate this CVR.

    In this example, choose **Agencies should only be able to use agency mgmt units that are assigned to them.**

    Note: The *Name* of the CVR should be included as the final characters within each *Error Message*.
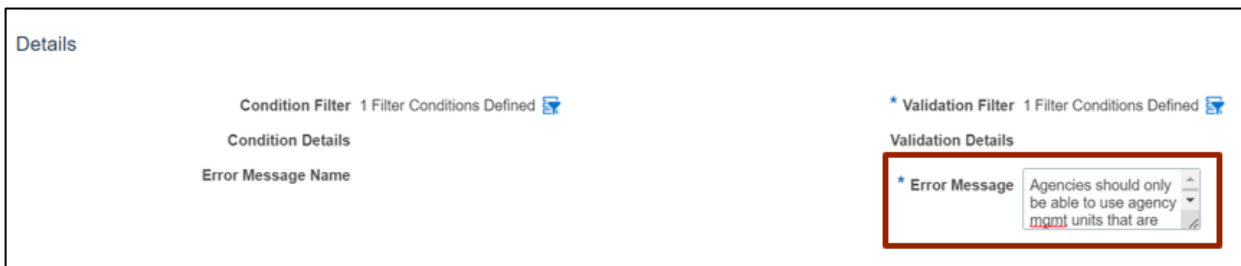
15. Click the **Save** button.

16. In the ***Search Results*** section, search the name of the newly created CVR to view all details.

Manual LE BSV Assignment

To assign LE BSV Manually in NCFS, 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 **My Enterprise** tab, and click the **Setup and Maintenance** app.

3. On the **Setup: Financials** page, enter **Assign Balancing Segment Values to Legal Entities** in the Search Tasks bar and click the **Search [🔍]** icon.

4. Click **Assign Balancing Segment Values to Legal Entities.**

5. On the **Assign Balancing Segment Values to Legal Entities** page, click the **Add [➕]** icon.
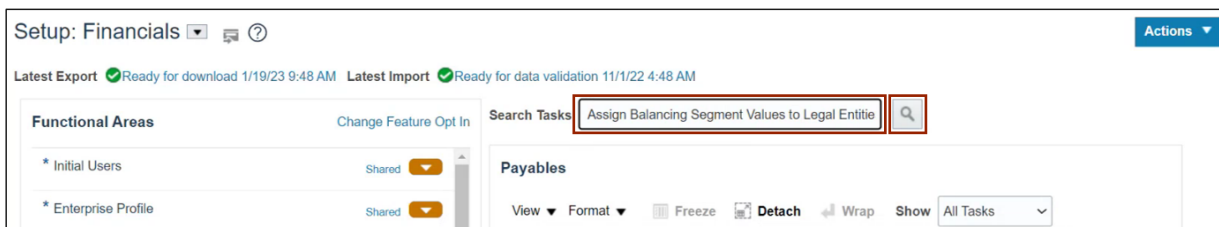
6. The *Assign Budget Fund Value* pop-up appears. Click the *Legal Entity* drop-down choice list and select **APPALACHIAN STATE UNIVERSITY**. Click the *Company Value* drop-down choice list and select **040990**. Click the **Save and Close** button.

7. On Assign **Balancing Segment Values to Legal Entities** page, click the **Save and Close** button.
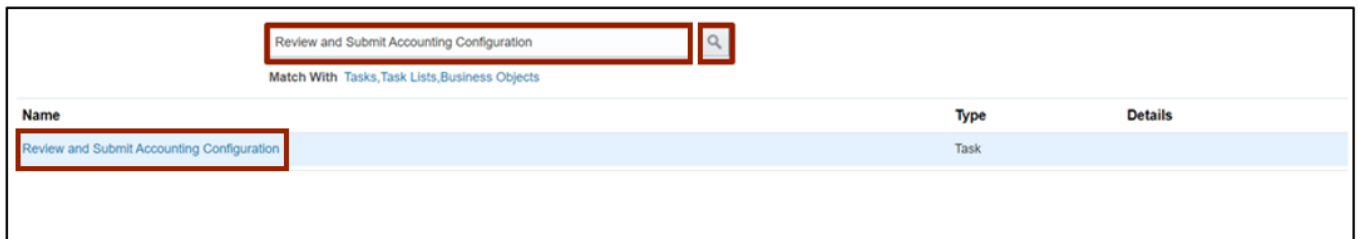
8. On the **Setup and Maintenance** page, click the **Tasks [▤]** icon and click **Search.**

9. On the **Search** page, enter **Review and Submit Accounting Configuration** in the Search bar and click the **Search [🔍]** icon. Click **Review and Submit Accounting Configuration.**
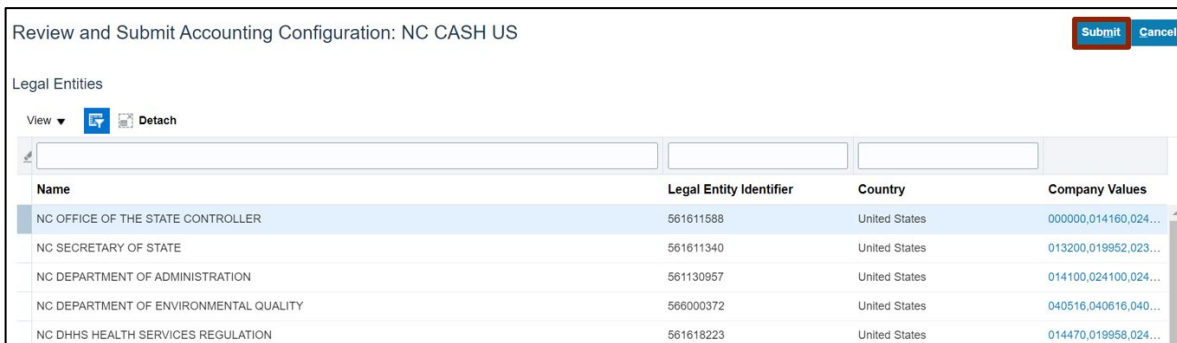

10. On the **Review and Submit Accounting Configuration** page, click the **Submit** button.

11. A *Confirmation* Pop-up appears. Click the **OK** button.

Wrap-Up

Setup and configuration related to General Ledger such as updating mapping sets, importing code combinations, creating CVRs, and manually assigning LE BSV can be performed using the steps shown above.

Additional Resources

GL Configuration Workbook