



CREATE JOURNALS THROUGH SPREADHSEET

GL

QUICK REFERENCE GUIDE GL-03

Purpose

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

Introduction and Overview

This QRG covers the process of creating journals with multiple lines using the Application Development Framework Desktop Integration (ADFDI) spreadsheet.



User Tip:

The following are prerequisites to creating and uploading a journal from spreadsheet:

1. User must download desktop integration installer for using ADFDI spreadsheet (Navigation: Tools >> Download Desktop Integration Installer)

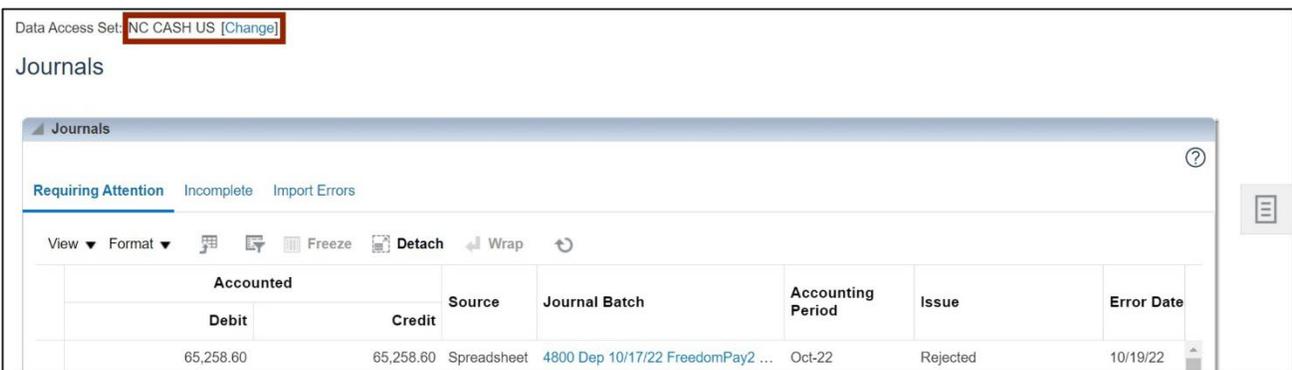
Create Single Journals through Spreadsheet

To create single journals through spreadsheet, please follow the steps below:

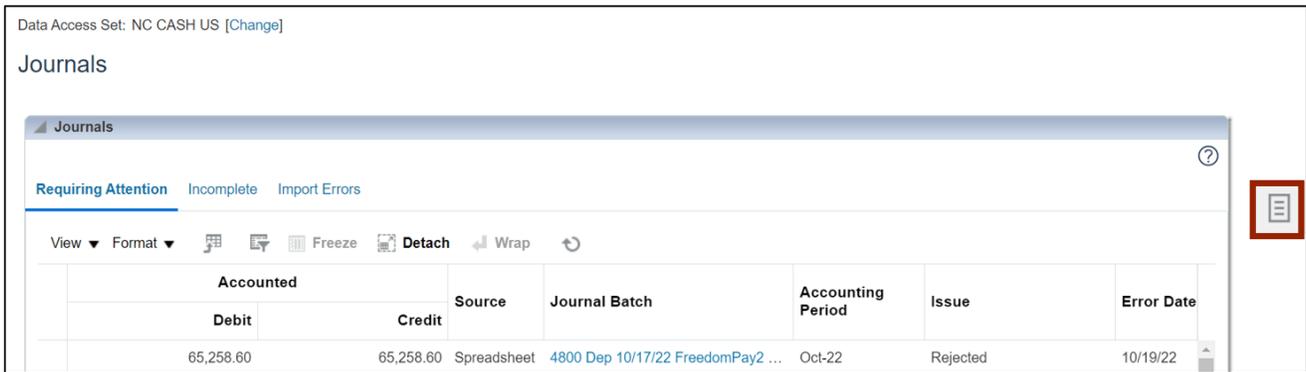
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **General Accounting** tab and click the **Journals** app.



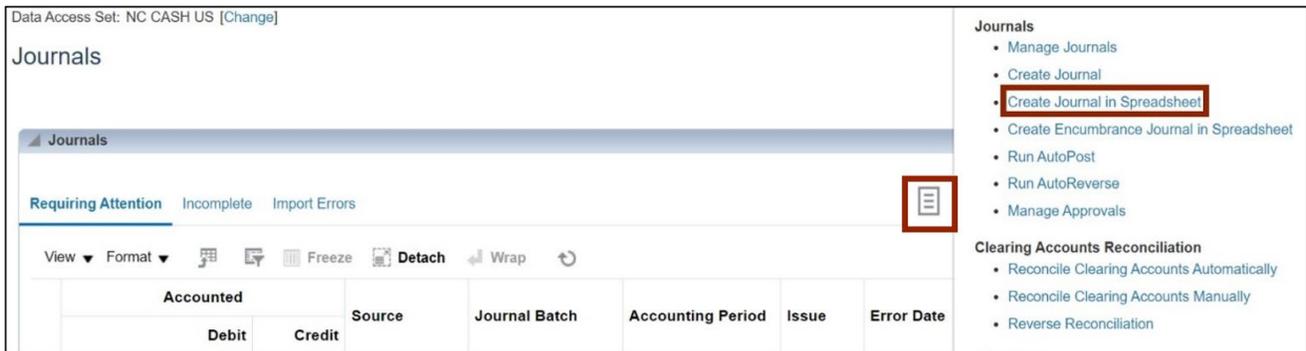
3. On the **Journals Landing** page, select the appropriate Data Access Set on the top left corner by clicking **Change**. In this example, choose **NC CASH US**.



4. Click the **Tasks** [] icon.

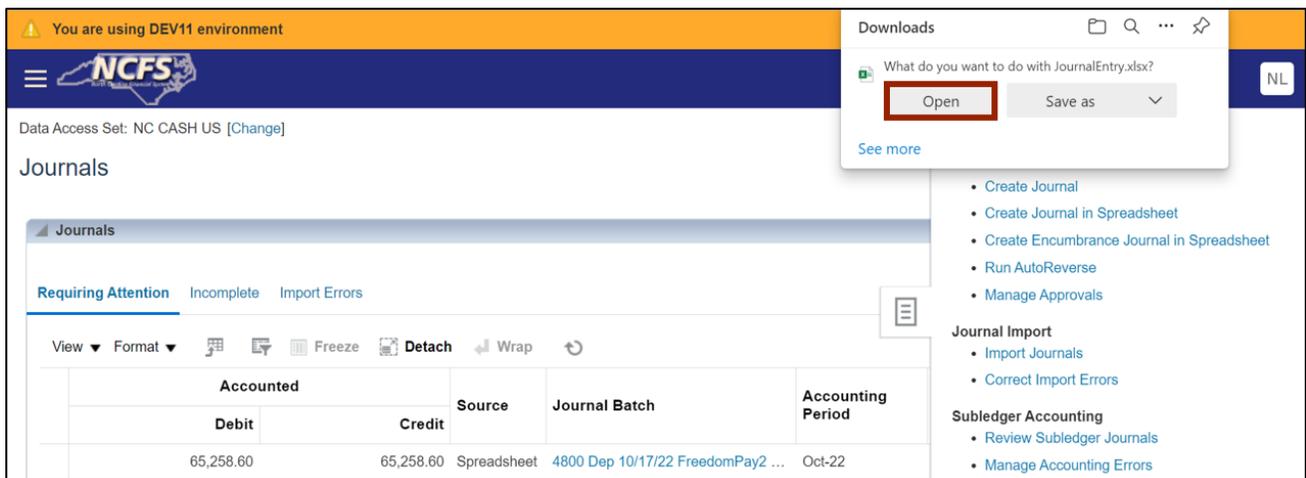


5. On the **Journals Landing Page**, choose **Create Journal in Spreadsheet** to download the spreadsheet.

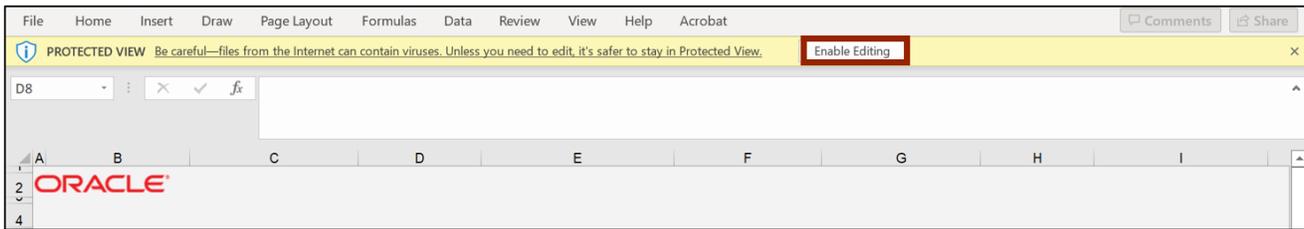


Click the **Open** button to open the downloaded Excel file.

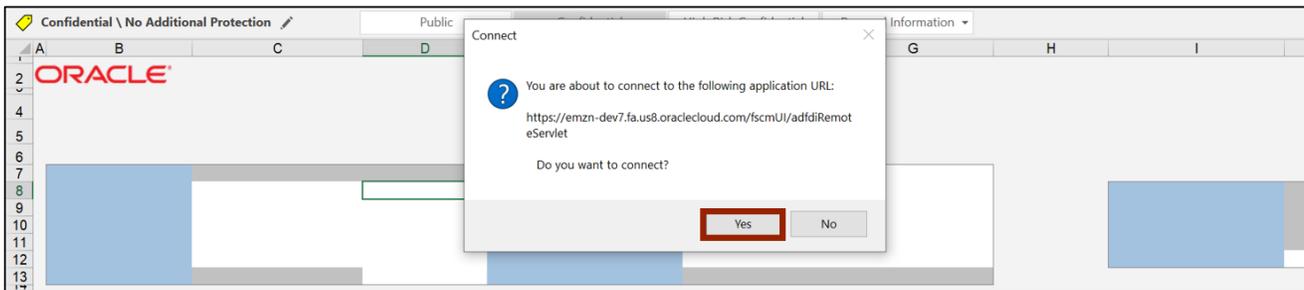
Note: Use Microsoft Edge or Google Chrome browser to open the spreadsheet. If working remotely, sign into a VPN before opening the spreadsheet.



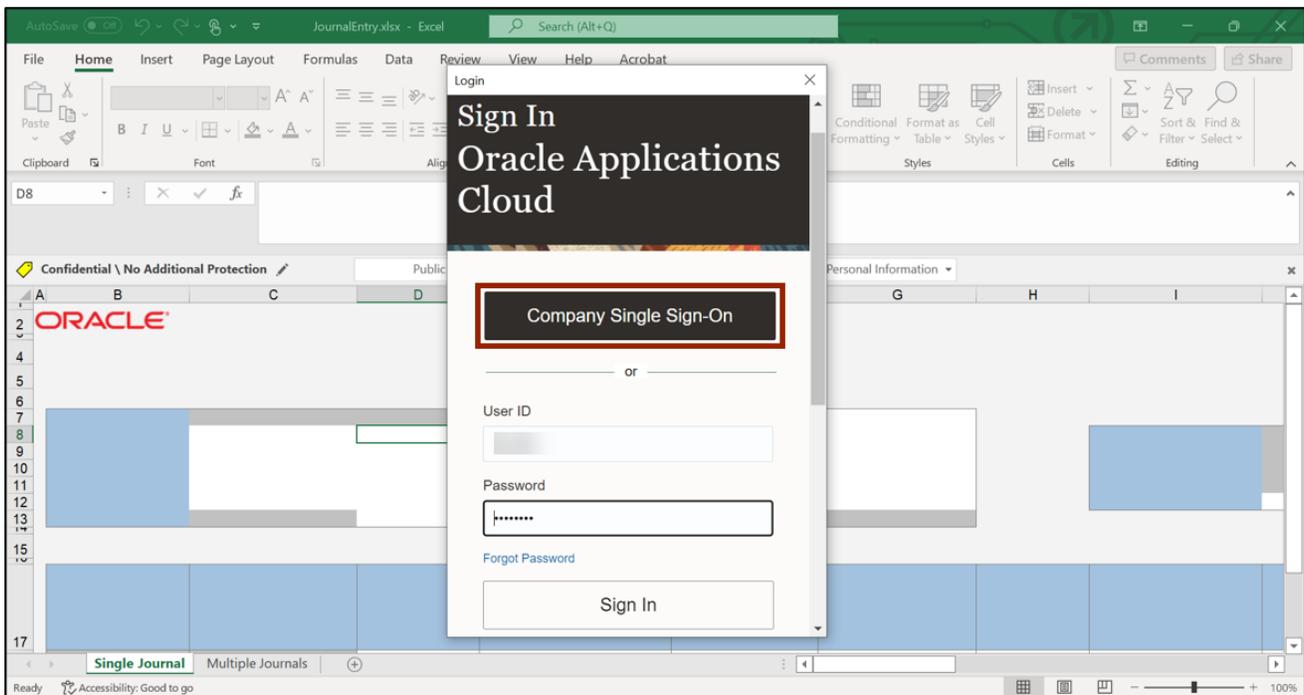
6. Open the spreadsheet and click the **Enable Editing** button on top of the Excel file.



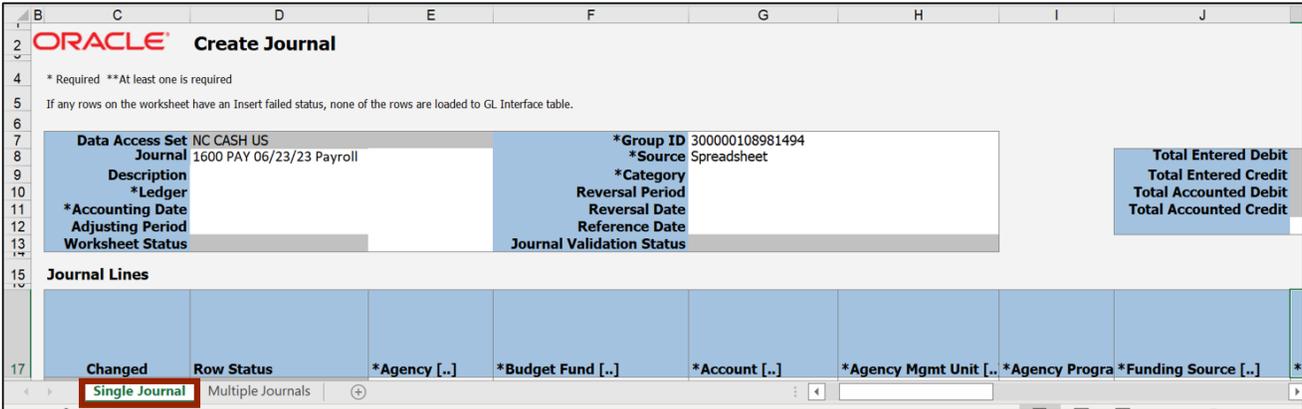
7. On the *Connect* pop-up, click the **Yes** button to connect to the server.



8. On the *NCFS Login* pop-up, click the **Company Single Sign-On** button to login.

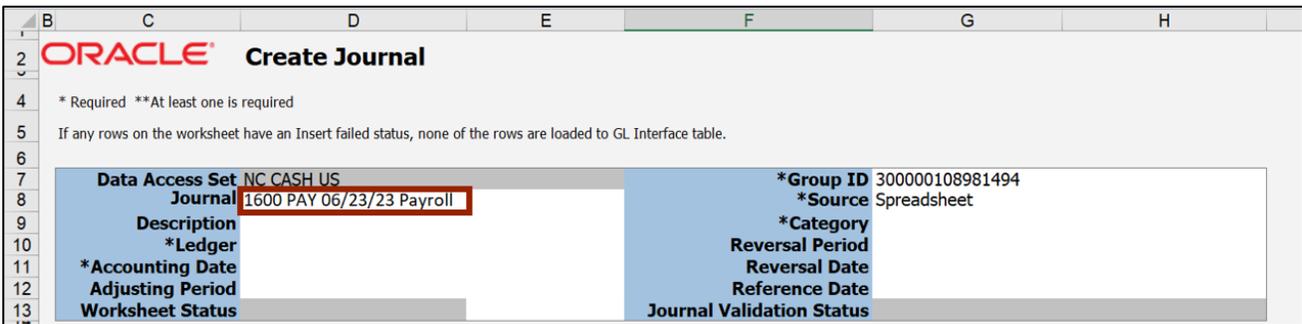


9. Click the **Single Journal** tab on the bottom left corner of the spreadsheet.



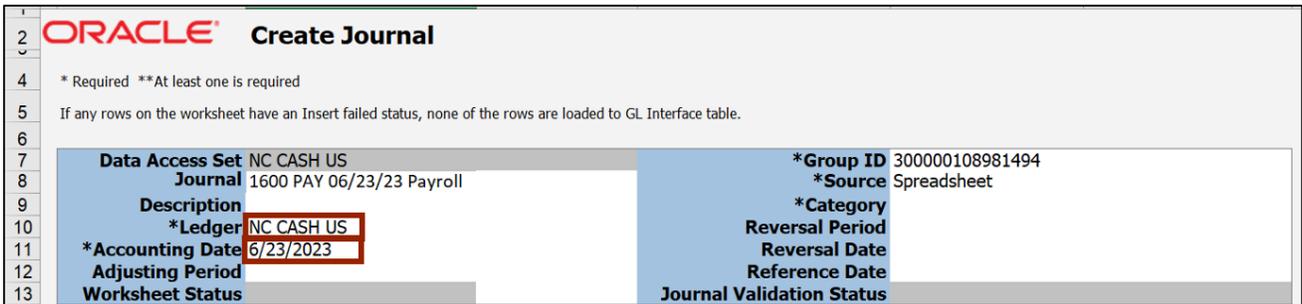
10. Enter the **Header** section information. Enter the **Journal Name** on the **Journal** field.

In this example, enter **1600 PAY 06/23/23 Payroll**. Next, enter a **Description** if desired.



11. Select the **Ledger** name from the drop-down choice list. Double-click in the field to activate the choice list.

In this example, choose **NC CASH US**. Next, enter the **Accounting Date**. In this example, enter **6/23/2023**.



12. Double-click the field next to **Category** field to open a pop-up.

	B	C	D	E	F	G	H
4		* Required **At least one is required					
5		If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.					
6							
7		Data Access Set	NC CASH US		*Group ID	300000108981494	
8		Journal	1600 PAY 06/23/23 Payroll		*Source	Spreadsheet	
9		Description			*Category		
10		*Ledger	NC CASH US		Reversal Period		
11		*Accounting Date	6/23/2023		Reversal Date		
12		Adjusting Period			Reference Date		
13		Worksheet Status			Journal Validation Status		

13. The **Category** pop-up from NCFs appears. Enter the required **Category** or click the **Search** button to get a list of categories.

The screenshot shows the spreadsheet from step 12 with a 'Category' pop-up window overlaid. The pop-up window has a 'Search' section with a text input field and a 'Search' button (highlighted with a red box). Below the search section, it says 'Category' and 'No data to display.' At the bottom of the pop-up are 'OK' and 'Cancel' buttons.

14. Select the required **Category** and click the **OK** button.

In this example, choose **PAY-2-PAYROLL** and click the **OK** button.

The screenshot shows the 'Category' pop-up window with a list of categories. The category 'PAY-2-PAYROLL' is selected and highlighted with a red box. At the bottom of the window, the 'OK' button is also highlighted with a red box.

15. Scroll down to the **Journal Lines** section. Double-click the cell below the **Agency** field to open a pop-up from NCFS.

Journal Lines							
Changed	Row Status	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Mgmt Unit [..]	*Agency Progra	*Funding Source [..]

16. The **Accounts** pop-up appears. On the **Accounts** field, click the **Select []** icon.

Note: Additional lines can be added if the number journal lines exceed the ones enabled.

Journal Lines							
Changed	Row Status	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Mgmt Unit [..]	*Agency Progra	*Funding Source [..]

Accounts

OK Cancel

17. The **Key Flexfield** pop-up appears. Enter the required account information and click **OK**.

In this example, we choose:

Agency: 1600

Budget Fund: 603196

Account: 11120000

Key Flexfield ✕

▲ Hide Segments

Agency DEPARTMENT OF ENVIRONMENTAL QUALITY

Budget Fund DEQ 6185 WIF -CLEAN WATER REVOLVING FUND (DWQ) BC 64311

Account CONSOLIDATED BUDGET CODE CASH

Agency Mgmt Unit DEFAULT AMU

Agency Program DEFAULT AGENCY PROGRAM

Funding Source UNDESIGNATED

Project DEFAULT PROJECT

Inter Fund DEFAULT Inter Fund NC CASH

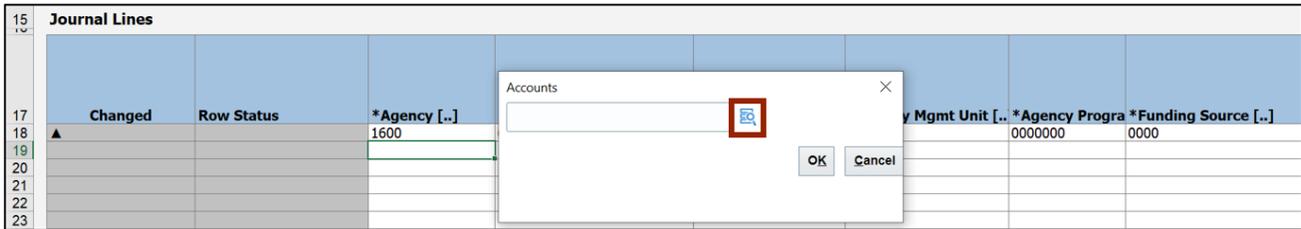
Future 1 DEFAULT Future 1

Future 2 DEFAULT Future 2

Future 3 DEFAULT Future 3

22. The *Accounts* pop-up appears. On the **Accounts** field, click the **Select** [🔍] icon.

Note: Additional lines can be added if the number journal lines exceed the ones enabled in the sheet.



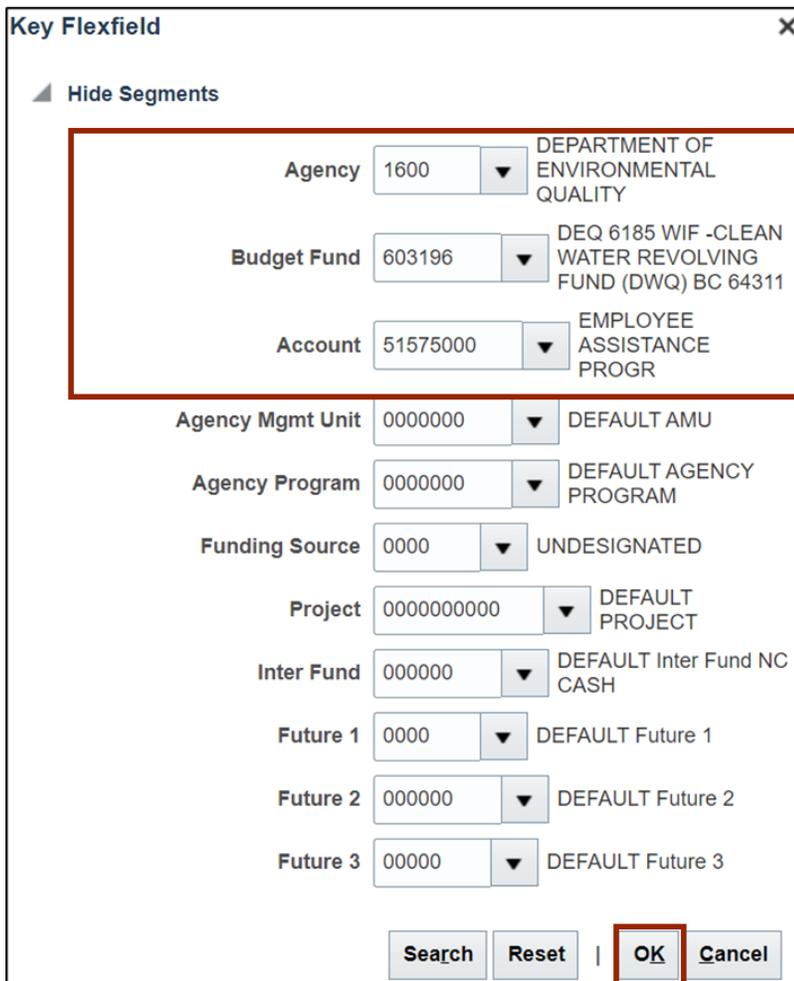
23. The *Key Flexfield* pop-up appears. Enter the required account information and click the **OK** button.

In this example, choose:

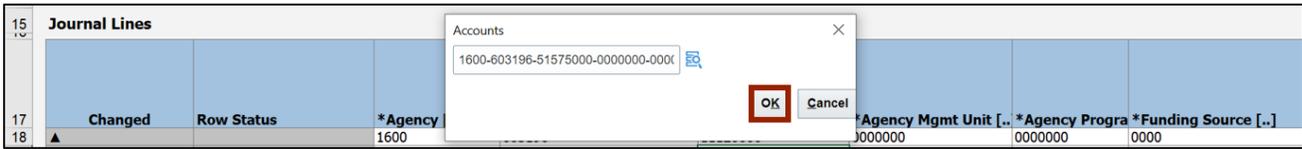
Agency: 1600

Budget Fund: 603196

Account: 51575000



24. The respective COA combination fields get auto populated with this information.

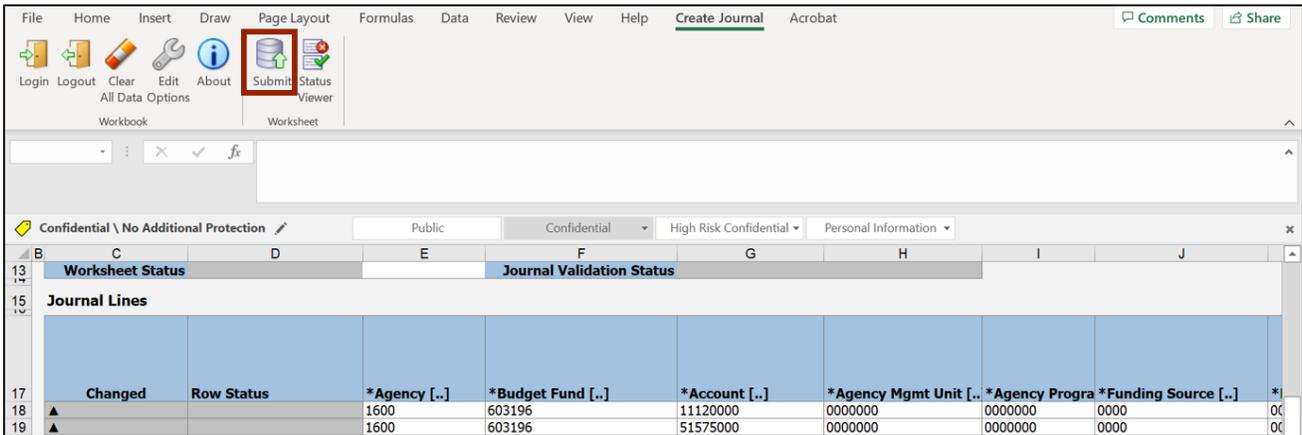


25. Scroll to the right and select the **Currency** from the drop-down choice list.

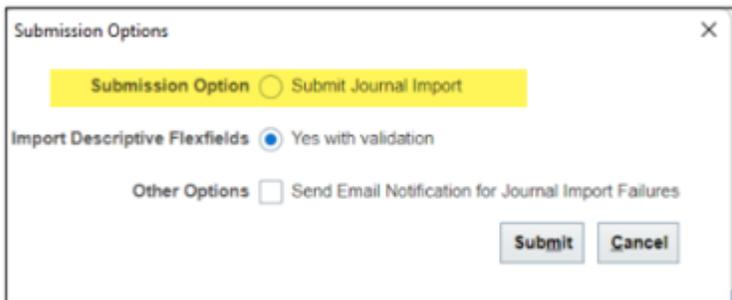
In this example, we choose **USD**. Next, enter the required debit amount on the **Entered Debit** field. In this example, choose **4000**.

Row	Project	Inter Fund	Future 1	Future 2	Future 3	Currency	Entered Debit	Entered Credit	Conversion Date	Conversion Rate Type	Conversion Rate
17						USD		4,000.00			
18	0000000000	000000	0000	000000	000000	USD	4,000.00				
19	0000000000	000000	0000	000000	000000	USD	4,000.00				

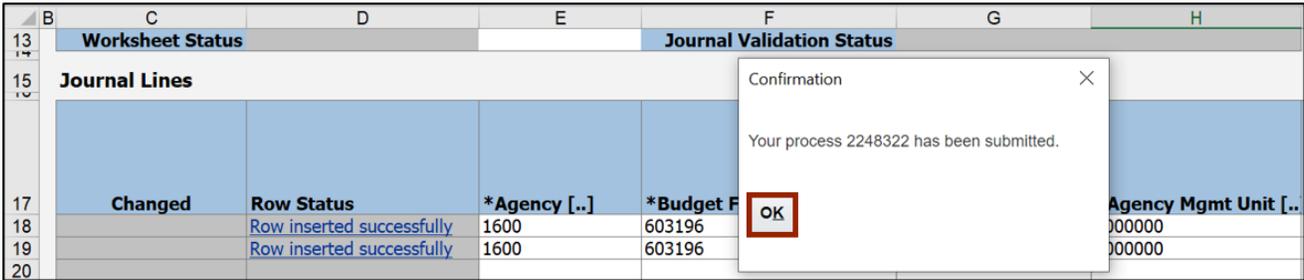
26. On the **Create Journal** tab on top of the sheet, click **Submit** icon to attempt the upload of your journal entry.



27. The **Submission Options** pop-up appears. Ensure the **Submit Journal Import** radio button is selected and click the **Submit** button.



28. The *Confirmation* pop-up appears, which indicates that the process has been submitted. Click the **OK** button.

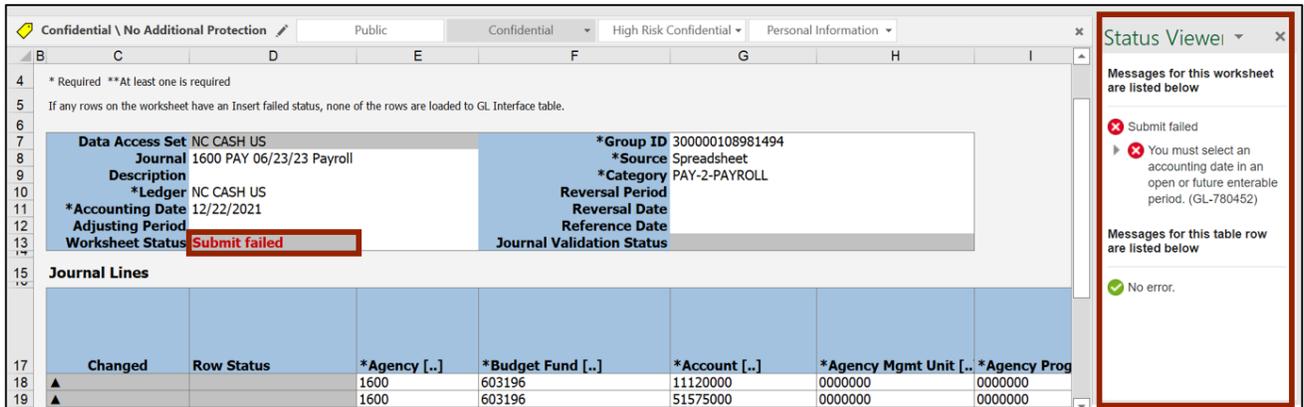


29. Once the Submission Status showcases that the journal entries have been submitted, the **Row Status** field gets updated with **Row Inserted Successfully**.

Changed	Row Status	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Mgmt Unit [..]	*Agency Progra
	Row inserted successfully	1600	603196	11120000	0000000	0000000
	Row inserted successfully	1600	603196	51575000	0000000	0000000

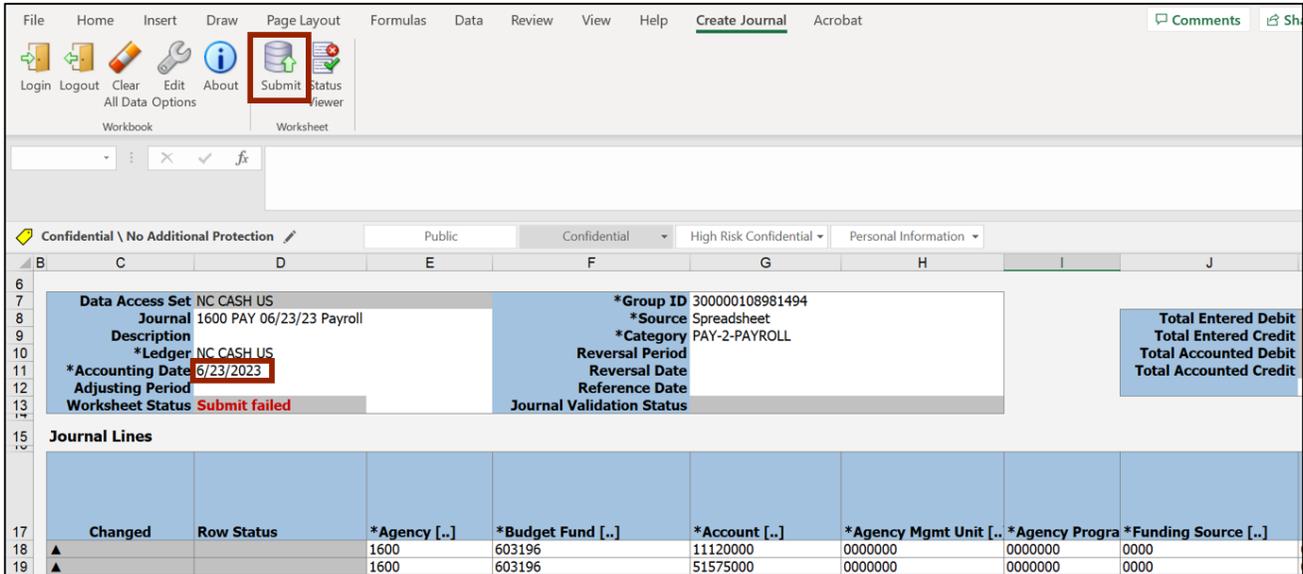
Note: If the process fails, an error message will appear either on the header or the journal line causing the error.

In this example, we choose to show a worksheet error where the submission failed since the accounting date must be in an open or future enterable period. The error can be viewed on the **Status Viewer** section.

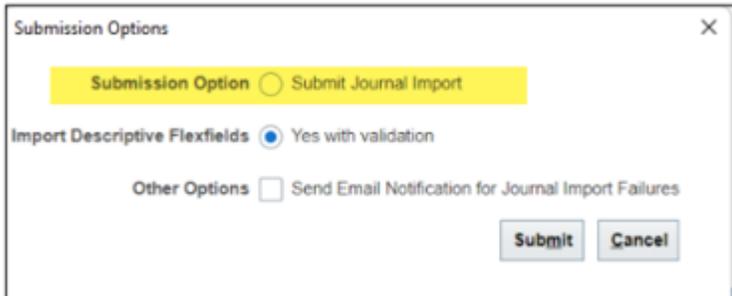


30. Make the required fixes as per the nature of the error and click the **Submit** icon.

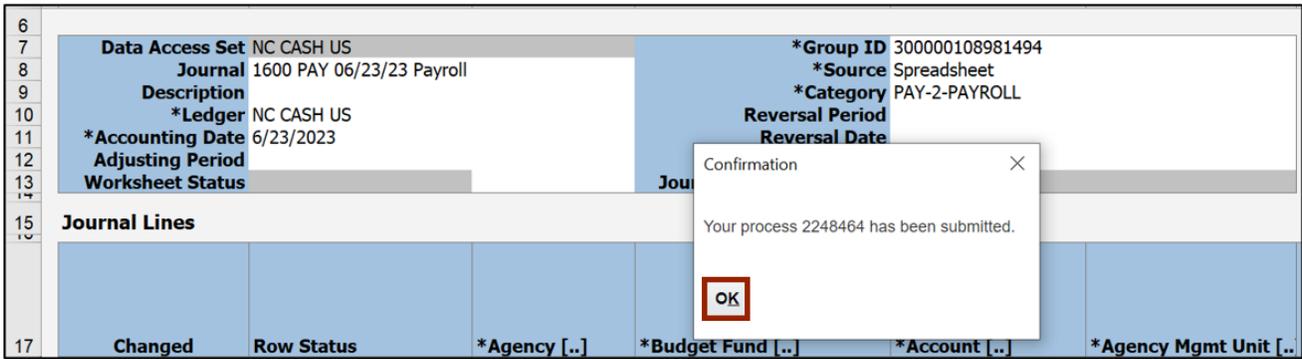
In this example, we choose to enter an **Accounting Date** in an open or future enterable period.



31. The *Submission Options* pop-up appears. Ensure the **Submit Journal Import** radio button is selected and click the **Submit** button.



32. The *Confirmation* pop-up appears, which indicates that the process has been submitted. Click the **OK** button.



33. Once the Submission Status showcases that the journal entries have been submitted, the *Row Status* field gets updated with **Row Inserted Successfully**.

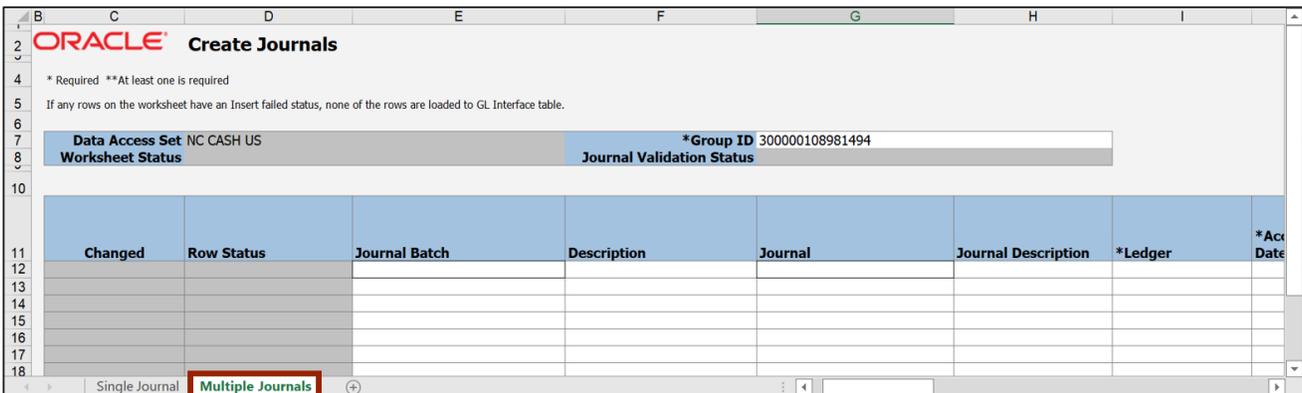
Note: To search for this journal, go to the **Manage Journals** page and search for your journal by selecting *Source* equals **Spreadsheet** as part of your search criteria.

Changed	Row Status	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Mgmt Unit [..]	*Agency Progra	*Funding Source [..]
	Row inserted successfully	1600	603196	11120000	0000000	0000000	0000
	Row inserted successfully	1600	603196	51575000	0000000	0000000	0000

Create Multiple Journals through Spreadsheet

To create multiple journals through spreadsheet, please follow the steps below:

1. Follow steps 1-9 from the above section.
2. Click the **Multiple Journals** tab on the bottom left corner of the spreadsheet.



3. Enter the **Journal Batch** and **Journal** names in the respective fields.

10						
11	Changed	Row Status	Journal Batch	Description	Journal	Journal Description
12	▲		1600 PAY 2 06/23/23 Payroll		1600 PAY 06/23/23 Payroll	
13						*Ledger

4. Select the **Ledger** name from the drop-down choice list.

In this example, we choose **NC CASH US**. Next, enter the **Accounting Date**. In this example, choose **6/23/2023**.

11	Row Status	Journal Batch	Description	Journal	Journal Description	*Ledger	*Accounting Date
12		1600 PAY 2 06/23/23 Payroll		1600 PAY 06/23/23 Payroll		NC CASH US	6/23/2023
13							

5. Double-click the cell below the **Category** field to open a pop-up.

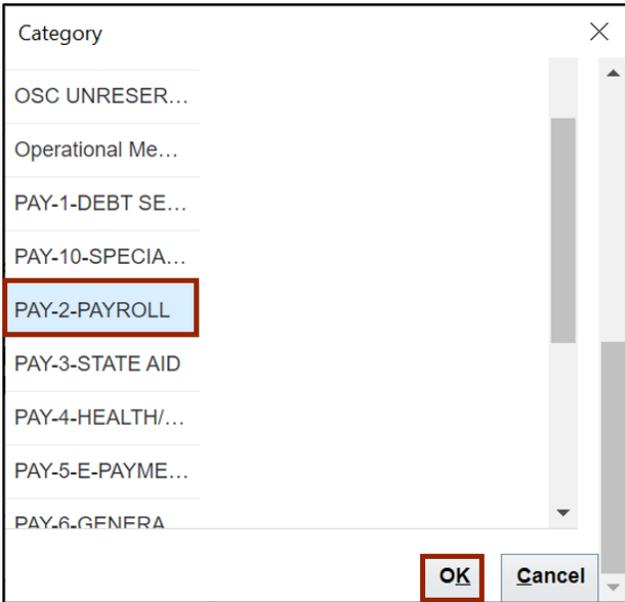
11	Journal	Journal Description	*Ledger	*Accounting Date	*Source	*Category	*Agency [..]	*Budget Fund [*Account [..]
12	1600 PAY 06/23/23 Payroll		NC CASH US	6/23/2023	Spreadsheet	Spreadsheet		
13								

6. The **Category** pop-up appears. Enter the required **Category** or click the **Search** button to get a list of categories.

The screenshot shows a spreadsheet with a 'Category' pop-up window. The spreadsheet has columns for Journal, Journal Description, *Ledger, *Accounting Date, *Source, *Category, *Agency [..], and *Budget Fund [*Account [..]. The 'Category' pop-up window has a search bar, a 'Search' button, and a list of categories. The 'Search' button is highlighted with a red box.

7. Select the required **Category** and click the **OK** button.

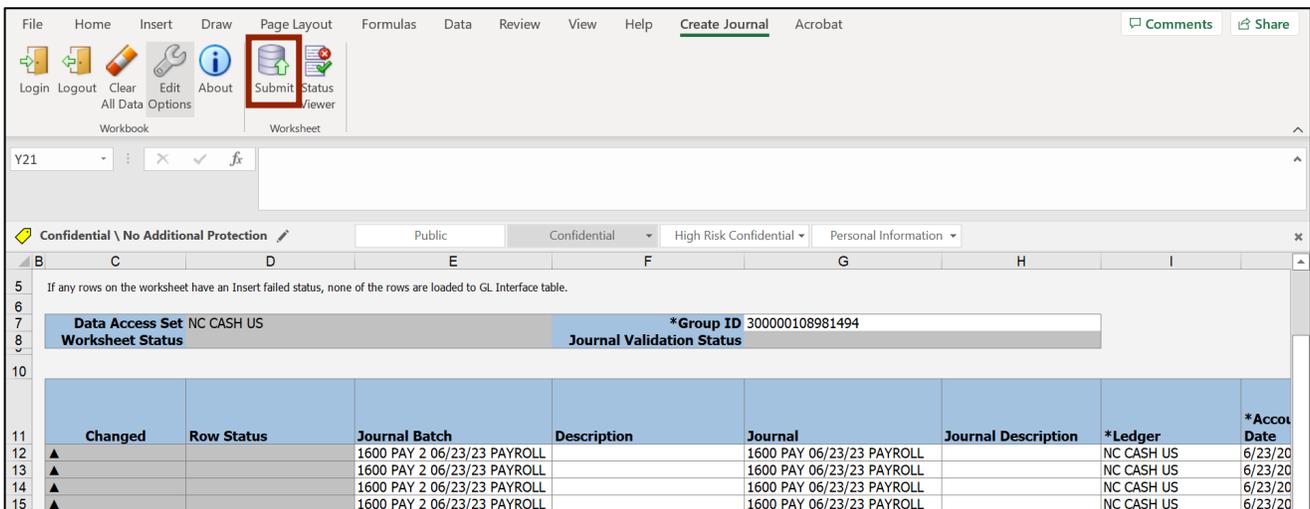
In this example, choose **PAY-2-PAYROLL** and click the **OK** button.



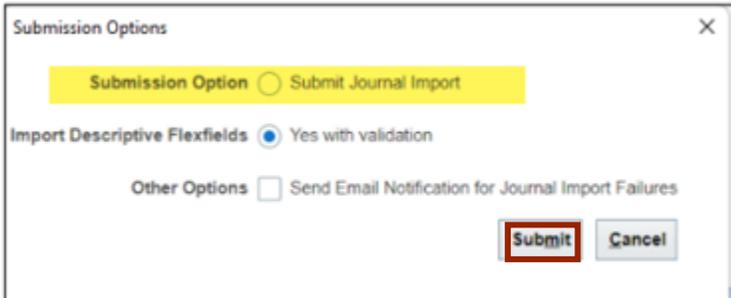
8. To enter information on the COA Combination, Entered Debit, and Entered Credit fields, follow steps 16-28 from the previous section of this document.

	*Source	*Category	*Agency [..]	*Budget Fund [..]	*Account [..]	*Agency Maint	*Agency Progra	*Funding Source	*Project [..]	*Inter Fund [..]	*Future 1 [..]	*Future 2 [..]	*Future 3 [..]	*Currency	**Entered Debit	**Entered Credit
11	Spreadsheet	PAY-2-PAYROLL	1600	603196	11120000	00000000	00000000	0000	00000000000	000000	0000	000000	000000	USD		3,000.00
13	Spreadsheet	PAY-2-PAYROLL	1600	603196	51575000	00000000	00000000	0000	00000000000	000000	0000	000000	000000	USD	3,000.00	
14	Spreadsheet	PAY-2-PAYROLL	1600	603196	S8300027	00000000	00000000	0000	00000000000	000000	0000	000000	000000	USD		6,500.00
15	Spreadsheet	PAY-2-PAYROLL	1600	603196	48800000	1601850	1602022	0000	00000000000	000000	0000	000000	000000	USD	6,500.00	

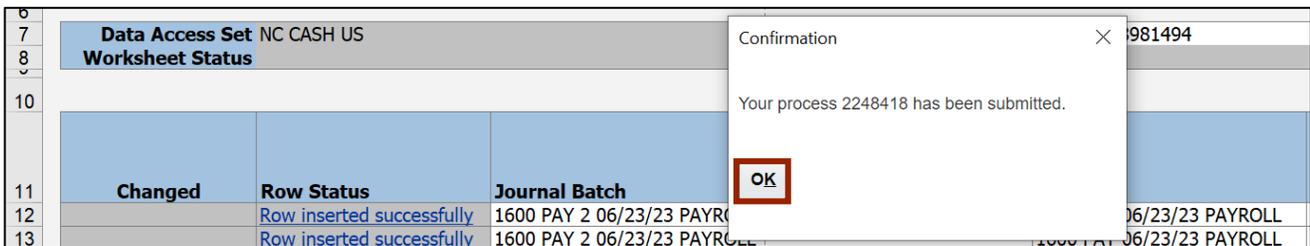
9. On the **Create Journal** tab on top of the sheet, click **Submit** to submit the journal entries.



10. The *Submission Options* pop-up appears. Review the options and click the **Submit** button.



11. The *Confirmation* pop-up appears, which indicates that the process has been submitted. Click the **OK** button.



12. Once the Submission Status showcases that the journal entries have been submitted, the **Row Status** field gets updated with **Row Inserted Successfully**.

Data Access Set NC CASH US		*Group ID 300000108981494				
Worksheet Status		Journal Validation Status				
Changed	Row Status	Journal Batch	Description	Journal	Journal Description	*Ledger
	Row inserted successfully	1600 PAY 2 06/23/23 PAYROLL		1600 PAY 06/23/23 PAYROLL		NC CASH US
	Row inserted successfully	1600 PAY 2 06/23/23 PAYROLL		1600 PAY 06/23/23 PAYROLL		NC CASH US
	Row inserted successfully	1600 PAY 2 06/23/23 PAYROLL		1600 PAY 06/23/23 PAYROLL		NC CASH US
	Row inserted successfully	1600 PAY 2 06/23/23 PAYROLL		1600 PAY 06/23/23 PAYROLL		NC CASH US

Wrap-Up

This QRG demonstrates how to create journals using the ADFDI spreadsheet by following the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- GL100c: Journal Entry
- GL100b: Journal Entry