



# JOURNAL IMPORT ERROR CORRECTION

## QUICK REFERENCE GUIDE GL-49

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### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide an understanding of how to interpret and then take corrective action (ignore, correct, or delete) on one or more records that appear within the *Import Errors* tab on the Journals Dashboard in the North Carolina Financial System (**NCFS**).

### Overview

In NCFS, the *Import Errors* tab contains a listing of Journal Batches that could not be successfully imported **for all agencies**. The rows listed often come from a variety of journal sources (ADFDI spreadsheet, FBDI, custom interface, etc.) and fail the journal import process for a variety of reasons. The list is not restricted to just your agency.


Process ID	Ledger	Source	Group ID	Import Date	Imported By
3101405	NC CASH US	Agency Deposit Interface	240104144158472	1/4/24	Integration User
3101403	NC CASH US	Agency Deposit Interface	240104144202191	1/4/24	Integration User
3056271	NC CASH US	NCEL Financials Interface	231220110157303	12/20/23	Integration User

### NC Agency Journal Import Errors Report (RPT\_RTR\_170)

This custom prebuilt report was created because the 'as-is' Journal dashboard does not indicate for which agency the error relates. It is important that you only take corrective action to the **Process IDs** related to your agency. **Process ID** is an identification number which is system-generated during Journal Import.

The **NC Agency Journal Import Errors Report (RPT-RTR-170)** helps you determine which import error rows (and **Process IDs**) relate to your agency and the reason(s) they errored out. The report contains two tabs: one which will display critical fields associated with each errored row (**Process ID**, **Interface Status**, **Journal Batch Name**), and the other contains an *Error Key* for each **Interface Status** (Error Code).

To generate the report, use the following navigation path: **Home icon > Tools tab > Report and Analytics app > Browse Catalog button > Shared Folder > Custom > FBR Custom > Report > General Ledger > NC Agency Journal Import Error Report (RPT\_RTR\_170) > Open > Enter input parameters > Click Apply button > Download/Save/Open report.**



North Carolina Financial System

Office of State Controller

NC Agency Journal Import Errors Report (RPT-RTR-170)

01/06/2023 01:47:01 PM

Parameters

Agency	All
Ledger Name	All
Period Name	All
Journal Source	All
Group ID	All
Process ID	All

Group ID	Batch ID	Process ID	Source	Category	Interface Status	Journal Batch Name	Journal Name
	1764331	1937173	Agency Journal Interface	NC AGY INTERNAL BC ENTRY	EU02,EP01	RTR111-FBDI spreadsheet upload 2A00	RTR111-FBDI spreadsheet upload 2A00
	1764331	1937173	Agency Journal Interface	NC AGY INTERNAL BC ENTRY	EU02,EP01	RTR111-FBDI spreadsheet upload 2A00	RTR111-FBDI spreadsheet upload 2A00
	1764331	1937173	Agency Journal Interface	NC AGY INTERNAL BC ENTRY	EU02,EP01	RTR111-FBDI spreadsheet upload 2A00	RTR111-FBDI spreadsheet upload 2A00
	1764331	1937173	Agency Journal Interface	NC AGY INTERNAL BC ENTRY	EU02,EP01	RTR111-FBDI spreadsheet upload 2A00	RTR111-FBDI spreadsheet upload 2A00
	1764331	1937173	Agency Journal Interface	NC AGY INTERNAL BC ENTRY	EU02,EP01	RTR111-FBDI spreadsheet upload 2A00	RTR111-FBDI spreadsheet upload 2A00

NC Journal Import Errors Report

Error Key

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Based on journal **Source**, **Category**, **Journal Batch Name**, and **Journal Name**, determine and then take note of the **Process ID** numbers that relate to your agency and the error code(s) associated with each of those **Process ID** numbers.

Ignore all **Process ID** numbers that do not relate to your agency since you will only need to take corrective action on the **Process IDs** related to your agency.

Click the **Error Key** tab and determine the description for each of your error codes. You may need to scroll down to locate the desired error code.

<p align="center"><b>A</b> <b>Error Key</b></p> <p>Processed Dependent Error -</p> <p>P The journal line is processed but not imported as it is dependent on other entered journal line within the same Batch/ Group Id</p> <p><b>Period Error Codes -</b></p> <p>EP01 This date is not in an open or future enterable period.</p> <p>EP02 This ledger does not have an open or future enterable period.</p> <p>EP03 This date is not within a period in an open encumbrance year.</p> <p>EP04 This date is not a business day.</p> <p>EP05 There are no business days in this period.</p> <p><b>Unbalanced Journal Error Codes -</b></p> <p>WU01 The journal entry is unbalanced. Suspense posting is allowed in this ledger and processed the entry.</p> <p>EU02 The journal entry is unbalanced, and suspense posting is not allowed in the ledger.</p> <p>EU03 The encumbrance journal entry is unbalanced, and the Reserve for Encumbrance account is not defined.</p> <p><b>Plenfield Error Codes -</b></p> <p>EP01 The account is inactive for the accounting date.</p> <p>EP02 Detail posting is not allowed for this account.</p> <p>EP03 There are disabled accounts.</p> <p>EP04 The account is invalid. Check your cross-validation rules and segment values.</p> <p>EP05 There is no account with this account combination ID.</p> <p>EP06 The alternate account is invalid.</p> <p>WF01 An alternate account was used instead of the original account.</p> <p>WF02 A suspense account was used instead of the original account.</p>		<p align="center"><b>B</b> <b>C</b></p> <p><b>Foreign Currency Error Codes -</b></p> <p>EC01 A conversion rate must be entered with the User conversion rate type.</p> <p>EC02 The conversion date is missing.</p> <p>EC03 A conversion rate type or an accounted amount must be supplied when entering foreign currency journal lines.</p> <p>EC06 There is no conversion rate for this currency, conversion rate type, and conversion date.</p> <p>EC08 There are invalid currencies.</p> <p>EC09 No currencies are enabled.</p> <p>EC10 Encumbrance journals cannot be created in a foreign currency.</p> <p>EC11 Invalid conversion rate type.</p> <p>EC12 The entered amount must equal the accounted amount in a ledger or statistical currency journal line.</p> <p>EC13 Amount is too large.</p> <p>ECW1 Converted amounts cannot be validated because the conversion rate type is not specified.</p> <p><b>Encumbrance Error Codes -</b></p> <p>EE01 An encumbrance type is required for encumbrance lines.</p> <p>EE02 Invalid or disabled encumbrance type.</p> <p>EE03 Encumbrance journals cannot be created in the STAT currency.</p> <p>EE04 The BUDGET VERSION, ID column must be null for encumbrance lines.</p> <p>EE05 Average journals cannot be created for encumbrances.</p> <p>EE06 Originating company information cannot be specified for encumbrances.</p> <p>EE07 Encumbrance accounting is not enabled.</p>	
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**Note:** The **Error Key** tab will always contain exactly the same information, regardless of which error codes exist in the first tab.

## Correcting Import Errors

Once you have identified the **Process ID** you need to correct, navigate to the **Journals Dashboard** page and simply click on the desired **Process ID** link to generate the *Correct Journal Import Data* spreadsheet. The filename created within your Downloads folder is: **JournalCorrection.xls**.

**Note:** You can use the QBE feature to locate the desired **Process ID**. For details on how to use the QBE feature, see QRG **GEN07 – Query By Example**.

Journals

Requiring Attention Incomplete **Import Errors**

View Format Freeze Detach Wrap

Process ID	Ledger	Source	Group ID	Import Date	Imported By
3101405	NC CASH US	Agency Deposit Interface	240104144158472	1/4/24	Integration User
3101403	NC CASH US	Agency Deposit Interface	240104144202191	1/4/24	Integration User
3056271	NC CASH US	NCEL Financials Interface	231220110157303	12/20/23	Integration User

Once the spreadsheet has been created, perform the following tasks:

- Open the spreadsheet
- Enable editing
- Connect to NCFS
- Make the necessary corrections
- Upload the corrected data
- Submit Journal Import

**ORACLE**

**Correct Journal Import Data**

\* Required

Data Access Set: NC CASH US

Ledger	NC CASH US	Currency	
* Source	Spreadsheet	Status	
Category		Group ID	432
From Accounting Date		To Accounting Date	
Balance Type		Worksheet Status	

**Search Results**

Changed	Flagged	Status	Import Error Code and Details	GL Interface ID	Group ID	Name	Description	Accounting Period	* Accounting Date	Balance Type	* Category
			EU02,EM29	730685		432	Error 0800 12 for		8/29/2023	Actual	NC AGY INT

Correct Journal Import Data Error Key

**Note:** The *Error Key* tab will always contain exactly the same information, regardless of which error codes exist in the first tab. This is the same information that is available in the **Agency Journal Import Error Report (RPT\_RTR\_170)** report.

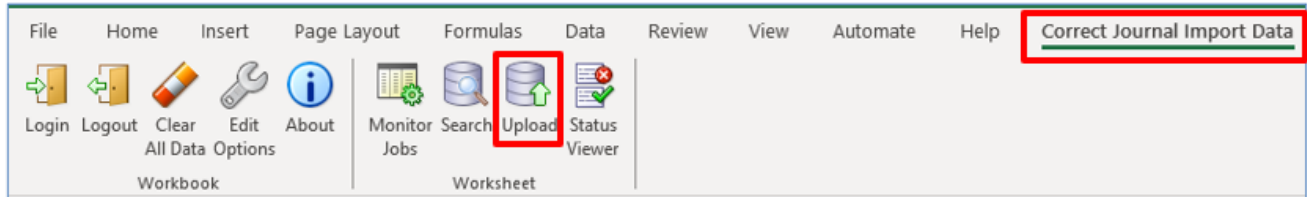
In the *Search Results* section, make the necessary changes/corrections, keeping the following in mind:

- This is a (very wide spreadsheet. Scroll to the right to access additional columns, such as the distribution account segments and the descriptive flex field columns.
- For each row you change (via one or more keystrokes) the row will be flagged with the triangle symbol within in the **Changed** column.

13	<b>Search Results</b>		
14			
15	<b>Changed</b>	<b>Flagged</b>	<b>Status</b>
16	▲		

In the menu bar, click the **Correct Journal Import Data** tab.

Click the **Upload** icon.



When the *Submission Statistics* pop-up window appears:

- Select **Submit Journal Import**
- Select **Yes with Validation**
- Click the **Submit** button

The 'Submission Statistics' window contains the following options:

- Submission Option:**
  - ☐ Save to Interface
  - ☒ **Submit Journal Import** (highlighted with a red box)
  - ☐ Submit Journal Import and Posting
- Import Options:**
  - ☐ Post Account Errors to Suspense
  - ☐ Create Summary Journals
- Import Descriptive:**
  - ☐ No
- Flexfields:**
  - ☒ **Yes with validation** (highlighted with a red box)
  - ☐ Yes without validation
- Other Options:**
  - ☐ Send Email Notification for Journal Import Failures

At the bottom right, there are **Submit** and **Cancel** buttons. The **Submit** button is highlighted with a red box.

When the *Confirmation* pop-up window appears:

- Take note of the **Process ID**
- Click the **OK** button



**Tip:** Consider using the **Scheduled Processes** app to verify that **Journal Import** did in fact run successfully. If the user mistakenly selects 'Save to Interface' rather than 'Submit Journal Import' in the *Submission Statistics* pop-up window, the job may finish with a **Status** of 'Success' (for your above Confirmation number), but data simply stays in the interface table and will not be imported.

From **Journals Dashboard**, check whether your original **Process ID** is still displayed within the *Import Errors* tab. It should disappear from the *Import Errors* tab once the new Journal Import process is completed. You may need to click the **Refresh** icon a few times.

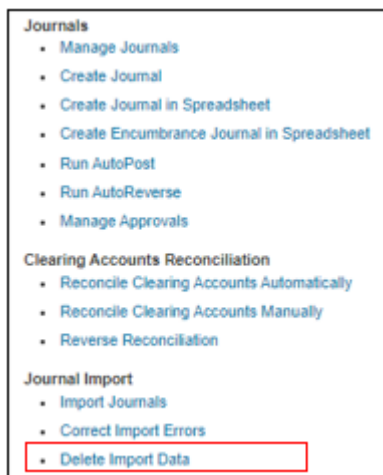
A screenshot of the 'Journals' application interface. The 'Import Errors' tab is selected. Above the table, there are buttons for 'View', 'Format', 'Freeze', 'Detach', 'Wrap', and a 'Refresh' icon (a circular arrow) which is highlighted with a red box. Below the buttons is a table with the following columns: Imported By, Import Date, Process ID, Group ID, Ledger, and Source.

Imported By	Import Date	Process ID	Group ID	Ledger	Source
Training Super 4	12/29/23	2825839	432	NC CASH US	Spreadsheet
GL Journal Entry 2000.11	9/28/23	2660411	110	NC CASH US	Spreadsheet
GL Journal Entry 2000.11	9/28/23	2660411	119	NC CASH US	Spreadsheet
GL Journal Entry 2000.11	9/28/23	2660411	120	NC CASH US	Spreadsheet

## Deleting Import Errors

Sometimes, correcting the errors is best achieved by deleting the rejected journal batch and then reloading it into the GL\_INTERFACE table. This method of resolution should only be used if the rejected journal batch can be fixed in the source system and transferred again, in full, to NCFS' GL module.

Navigation: General Accounting > Journals > Tasks icon > Delete Import Data



From the dropdown choice lists, select a valid value for each of the five parameters then click the **Submit** button. Each of the five parameters are required. Be sure to select values that pertain to your agency.

The screenshot shows the 'Delete Journal Import Data' form. The 'Basic Options' section is highlighted with a red box and contains five required parameters (indicated by an asterisk): Data Access Set (set to NC CASH US), Source (empty), Process ID (empty), Ledger (empty), and Group ID (empty). The form also includes a 'Name' field (Delete Journal Import Data), a 'Description' (Deletes the import data that produced errors.), a 'Schedule' (As soon as possible), a 'Submission Notes' field, and a 'Notify me when this process ends' checkbox. Buttons for 'Process Options', 'Advanced', 'Submit', and 'Cancel' are located at the top right.

Below is a sample of populated parameters values:

The screenshot shows the 'Basic Options' section with the following populated values: Data Access Set (NC CASH US), Source (NCEL Financials Interface), Process ID (3056271), Ledger (NC CASH US), and Group ID (231220110157303).

Note: Use the output from the **NC Agency Journal Import Error Report (RPT-RTR-170)** to determine the correct parameter values (for your agency)!

**Note:** After corrected data has been loaded into the GL\_INTERFACE table, the updated records must once again attempt to be imported. It is only upon successful import that the corrected journal batch(es) can proceed to the next steps of the process.

## **Wrap Up**

This QRG covered how to interpret and take corrective action on journal batches that appear in the *Import Errors* tab of the **Journals Dashboard** page.

## **Additional Resources**

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

- GL100c – GL Journal Entry
- GL103 – FBDI Journal Upload

### **Web-Based Training (WBT)**

- GEN106 – Submitting and Scheduling Existing Reports

### **Quick Reference Guides (QRG)**

- GL-09 Run Custom Pre-Built Reports
- GEN07 – Query By Example