

Connect
CAROLINA

Finance

Journal Imports

VERSION: April 2016



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Introduction to Journal Imports - Fiscal Year 2016

Overview

The Journal Import process allows you to create journal entries by uploading an Excel file containing the journal information to the system. This can save data entry time when you need to enter multiple journals, or journals with multiple lines.

The Journal Import process can only be used in five specific business instances. Each instance carries its own Journal Source type. The five instances, their Journal Source type, and guidelines and restrictions for each type are listed in the table below.

Journal Source type	Description/Purpose	Guidelines/Restrictions
9PC	Correct journal lines originating from PCard transactions	The Account chartfield should not be changed. Any other chartfield can be changed. Use caution when correcting Fund and Source to ensure the charges are appropriate to the proposed corrected Fund and Source.
9DB	Correct journal lines originating from Data Collect Batches	These are mostly interdepartmental billings. It is allowable to change the Account chartfield, assuming it is the correct Account.
9DM	Correct Department Mapping	This is for correcting the Department, Program, or Cost Code chartfields. Fund, Source, and Account should remain the same.
9TD	Correct trust fund with negative cash balance	Use to transfer cash for eliminating cash deficits in Institutional Trust Funds including auxiliaries and faculty practices. The transfer Account chartfields should be appropriately paired and should net to zero.
9AP	Adjust funding for PO and NON-PO vouchers	Same as 9PC.

The Journal Import process only allows one Journal Source type per import. You need to do a separate import for each Journal Source type.

One implication of this is that if you want to make the same change to multiple lines, such as removing a Program code, and those lines stem from different Journal Source types, you need to do a separate import for each type.

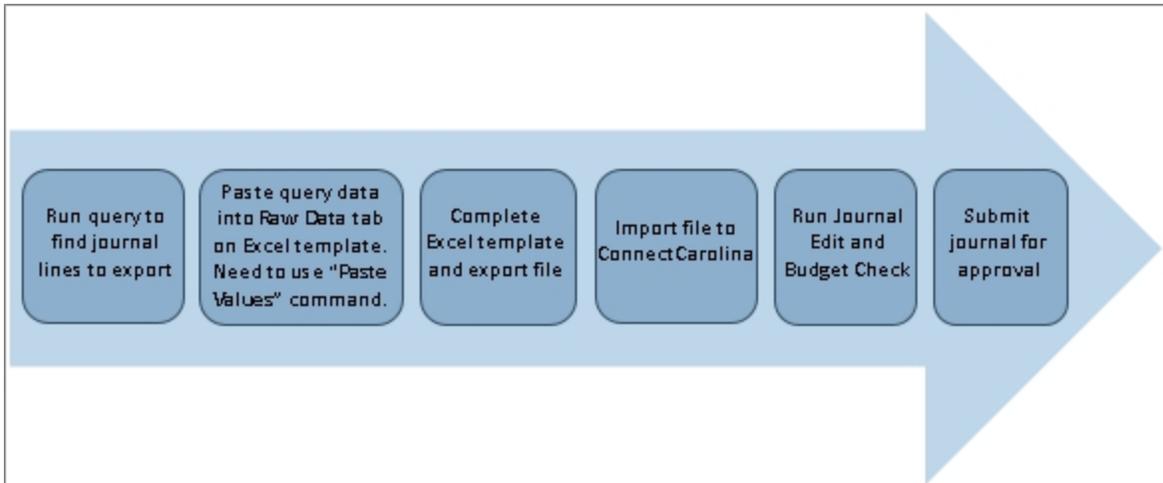
Process

The Journal Import process uses a standard Excel template. The template contains rows for header and lines. Most of the time, you will use the Journal Import process to create multiple journals, or journals with many lines, and so will use one of five queries to identify lines to import.

Once you identify the lines to export, you copy and paste the lines into the template, using the "Paste Values" command, and complete the rest of the header and line information.

With the template complete, you export the template to a folder on your computer, and then import the file from your computer to ConnectCarolina. Importing the file is what creates a journal in ConnectCarolina. Once the journal is created, you run the edit and budget check process, and submit the journal for approval.

The Journal Import process is illustrated below.



Additional Resources

Procedures related to the Journal Import process:

- *Running Queries for Journal Imports - Fiscal Year 2016, page 4*
- *Preparing Excel Template for Journal Import - Fiscal Year 2016, page 11*
Preparing Excel Template for Journal Import - Fiscal Year 2016, page 11
- *Importing a Journal from a Flat File - Fiscal Year 2016, page 18*
- *Submitting an Imported Journal - Fiscal Year 2016, page 23*
- *Journal Import Guidelines - 2016, page 29*

Running Queries for Journal Imports - Fiscal Year 2016

Overview

There are five queries expressly for the Journal Import process, listed in the table below along with the filters for each query. Please note these queries are in the RPT environment

Query Name	Description	Filters
NC_CPS_YE_PCD_CORRECT	P-Card corrections	Fund% Source% Dept%
NC_CPS_YE_DCB_CORRECT	DCB corrections	Fund% Source% Dept% Journal Source
NC_CPS_YE_DEPT_MAP	Dept mapping changes	Unit Fund Source Dept
NC_CPS_YE_TRUST_CASH	Trust fund cash balance	Unit Year Period Dept% Source% Project%
NC_CPS_YE_AP_VOUCHERS	PO and Non-PO Voucher corrections Note: PO vouchers that are State waived cannot be corrected through a Journal Import (same rule as Campus Journals).	Fund% Source% Dept% Beginning Period Ending Period Project ID% Voucher%

Once you run one of the queries for Journal Imports, you need to download the query results to Excel and use the Copy/Paste Values command to paste the lines into the standard Excel template. Instructions for completing the standard Excel template once you run the query are found here *Preparing Excel Template for Journal Import - Fiscal Year 2016, page 11*.

Steps - Running Queries for Journal Import

Follow these steps to run queries for the Journal Import process:

1. Choose this menu option. This is the first of two menus you need to navigate to get to the correct environment.

Main Menu > Finance Menu > Reporting Tools > Query > Ad Hoc Queries (RPT)



Results: The system opens the RPT environment where you will navigate to Query Viewer.

2. Navigate to Query Viewer in the RPT environment: Main Menu > Reporting Tools > Query > Query Viewer



3. Enter the name of the query you want. The search field acts with the operand "begins with" so you have the option of entering the first few letters of the query name to get multiple returns.
4. Click the **Search** button.

A screenshot of the 'Query Viewer' search interface. It has a title 'Query Viewer' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with a dropdown menu set to 'Query Name', the text 'begins with', and a text input field containing 'NC_CPS_YE'. A 'Search' button is highlighted with an orange box. There is also a link for 'Advanced Search'.

5. Click the **HTML** link for the query you want.

Query					Personalize	Find	View All
Query Name	Description	Owner	Folder	Run to HTML			
	Year end DCB Corrections	Public		HTML			
NC_CPS_YE_DCB_CORRECT	Year end DCB Corrections	Public		HTML			

6. Complete the query prompts to find the journals lines you want. The more narrow your prompt entries, the fewer lines in your search results.

Notes:

- For prompts with the wildcard "%" in the prompt name, such as Fund%, you can use the wildcard in that prompt.
- If the prompt name does not have the wildcard, you can't use the wildcard for that prompt.
- No prompt field can be left blank.
- For the query NC_CPS_YE_DCB_CORRECT query, there is a prompt for source. A list of sources can be found here: *Data Collect Batch Journal Sources, page 8*

7. Click the **View Results** button.

NC_CPS_YE16_DCB_CORRECT - Year end DCB Corrections

Fund%:

Source%:

Dept%:

Journal Source:

8. Click the **Excel Spreadsheet** link to download the query results.

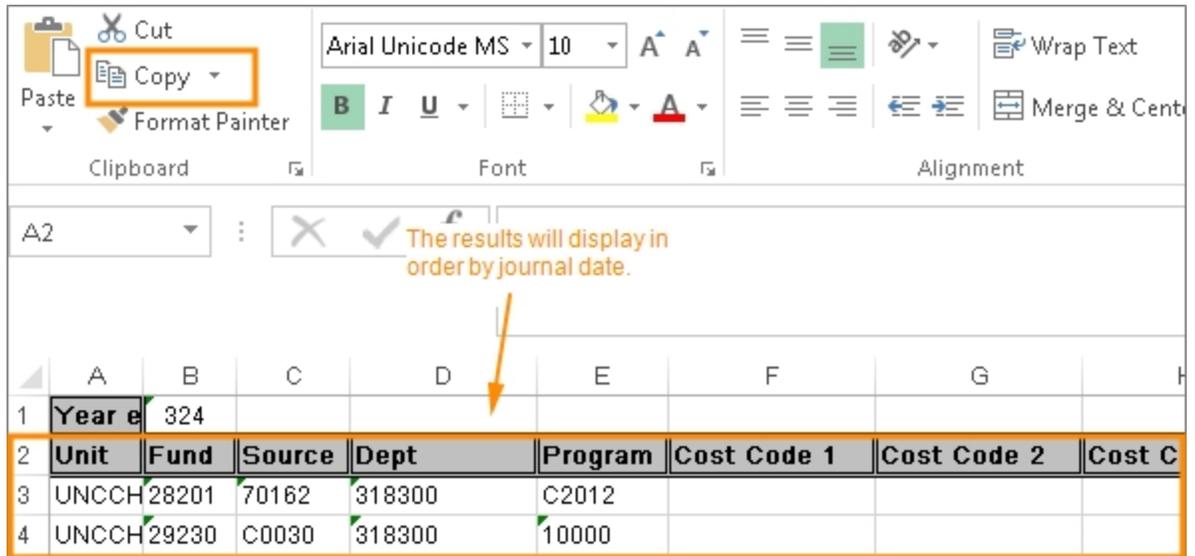
Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (138 kb)

View All

	Unit	Fund	Source	Dept	Program	Cost Code 1	Cost Code 2	Cost Code 3	Project ID	Affiliate	Acc
1	UNCCH	28201	70162	318300	C2012						569

9. Select the rows you want to copy from the spreadsheet and click the Copy command from the toolbar. The results will display in order by journal date.

Note: The next step is to paste the rows into the Excel template. See *Preparing Excel Template for Journal Import - Fiscal Year 2016, page 11* for this procedure.



The screenshot shows the Microsoft Excel interface. The ribbon is set to the Home tab, with the Clipboard group containing the Copy command highlighted by an orange box. The Font group shows the font set to Arial Unicode MS, size 10. The Alignment group shows text alignment options. Below the ribbon, the active cell is A2. A tooltip above the spreadsheet area reads "The results will display in order by journal date." with an orange arrow pointing to cell D2. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
1	Year e	324						
2	Unit	Fund	Source	Dept	Program	Cost Code 1	Cost Code 2	Cost C
3	UNCCH	28201	70162	318300	C2012			
4	UNCCH	29230	C0030	318300	10000			

Data Collect Batch Journal Sources

ANI - DCB-LCCC Animal Experiment
ATH - DCB-Athletics Diners Club Card
AUX - DCB-Carolina Dining Services
BKP - DCB-Iron Mountain Renewal
BNY - DCB-BNY Mellon Investment
BRI - DCB-Biomedical Research Image
CAB - DCB-Central Airfare Billing
CCC - DCB-Carolina Copy
CEU - DCB-Friday Cntr Continuing Ed
CRC - DCB-ITS Computer Repair Center
DEV - DCB-University Development
DIG - DCB-LCCC Digital Imaging
DIS - DCB-ITS CRC Dispatch
DNA - DCB-LCCC DNA Sequencing Center
DPS - DCB-Dept of Public Safety
DRC - DCB-Dept of Computer Science
DSI - DCB-Debt Service Interest
DSP - DCB-Debt Service Principal
ECD - DCB-eCommerce Dept Default
ECO - DCB-eCommerce
ECS - DCB-ECSI
EHS - DCB-Environment Health Safety
ELE - DCB-LCCC Electron Microscopy
FB2 - DCB-Faculty Benefits 2
FBA - DCB-Faculty Benefits
FLW - DCB-Flow Cytometry
FRI - DCB-Friday Center
FSB - DCB-AIM Work Management System

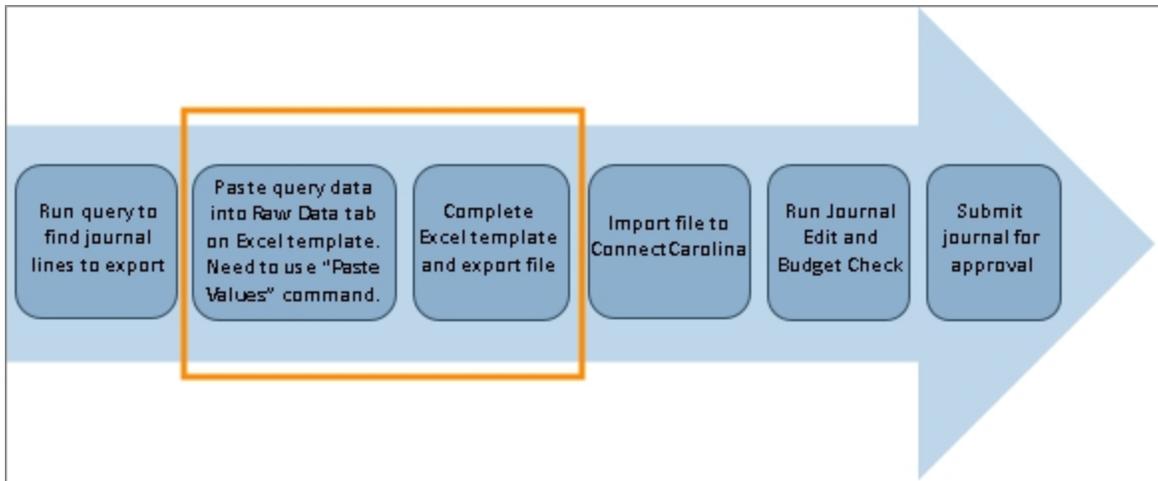
FSE - DCB-Facilities Liquidations
GAI - DCB-General Administration
GEN - DCB-LCCC Genomics
GFT - DCB-Gift Assessment
GRD - DCB-GradStar
GSP - DCB-Grad Student Health Ins
HAI - DCB-LCCC CHAI
HC1 - DCB-UNC Hospital-Healthcare
HC2 - DCB-UNC Hospital-Resident
HFP - DCB- APCF Charge From Hospital
HIC - DCB-Hooker Imaging Core
HLL - DCB-Leave Liability Interface
HRB - DCB-OHR Background Check
HST - DCB-LCCC Histopathy
INN - DCB-Carolina Inn
IRC - DCB-TRMS Insurance Chargeback
IRP - DCB-TRMS Fire Protection Grant
ITS - DCB-ITS Services
LAM - DCB-Lab Animal Medicine
LSV - DCB-Laundry Services
NUC - DCB-LCCC Nucleic Acids
OC1 - DCB-OneCard 1
OC2 - DCB-OneCard 2
OIS - DCB-SOM Information Systems
ONC - DCB-LCCC Protocol Oncology
PCD - DCB-Procurement Card
PNA - DCB-UNC Faculty Physicians
PRK - DCB-Parking Services
RCL - DCB-LCCC Radiology Computer Lb

REL - DCB-UNC Creative
RFE - DCB-LCCC FedEx & Xerox Charges
RFS - DCB-Remedy License Renewal
RVY - DCB-LCCC Retrovirology
SMR - DCB-SOM Core Facility Recharge
SOG - DCB-SOG Netsuite
SOP - DCB-LCCC Pharmacology
SSC - DCB-Student Stores
SUR - DCB-Surplus Property Mgmt Sys
TEL - DCB-Telecom Charges
TIS - DCB-LCCC Tissue Culture
TLE - DCB-Telecom Encumbrances
TLL - DCB-Telecom Liquidations
TPL - DCB-LCCC Anatomic Pathology
TPR - DCB-LCCC Tissue Procurement
UAS - DCB-Unit Accounting System
UMS - DCB-University Mail Services
UTL - DCB-Campus Utilities
VIR - DCB-LCCC Vironomics

Preparing Excel Template for Journal Import - Fiscal Year 2016

Overview

This procedure covers steps two and three of the Journal Import process, as highlighted in the graphic below.



This procedure assumes you have already run a query to identify journal lines to import. See *Running Queries for Journal Imports - Fiscal Year 2016*, page 4 for how to run queries for the Journal Import process.

You complete the lines on the Excel template by copying and pasting the results of a query. Queries are used because the intent of the Journal Import process is to create multiple journals, or journals with multiple lines.

Overview of the Excel Template

There are two sections on the template, header and lines. Each row on the template can contain either header information or line information, but not both.

The buttons across the top of the header section allow you to validate the journal entries before exporting, view a printable version of the journal, and export the file. Exporting the file is the final step of completing the Excel template.

	<input type="button" value="Validate Journal"/> <input type="button" value="Print Preview"/> <input type="button" value="Export File"/>							
	HEADER(S)							LINE(S)
Record Type (H or L)	Business Unit	Journal ID	Journal Date	Ledger	Hdr Ref Source (Onyen)	Journal Header Description	Business Unit	

The tabs at the bottom are for various stages and purposes of completing the template.

- The **Instructions-LoadedToCC** tab contains text instructions for the template.
- The **Raw Data - Support** tab is where you paste (using Paste Values) the data from your downloaded query. Accounting Services requires you to provide the raw data from the query on the Excel template.
- The **Errors** tab displays any errors that would cause the journal to not export.
- The **Print View** tab displays a printable version of the journal.
- The **Account Descriptions** tab contains account descriptions.



Notes:

- Use this document *Journal Import Guidelines - 2016, page 29* as a resource for checking your work.
- You can create multiple journals on a single template. For each new journal, enter a new header and new lines.
- You can only have one Source Type per journal import.
- Accounting Services requires you to provide the raw data from your Excel download on the Raw Data - Support tab.

Steps

Follow these steps to complete the Excel template:

1. Open the Excel template and the Excel file with your query results. You should have two Excel files open.

Important! Each time you use the Excel template, you should download the latest version available here: <http://ccinfo.unc.edu/training/resource-documents/#je>.

2. If a security warning appears when you open the Excel template, click the **Enable Content** button to enable the macros that are built into the spreadsheet.
3. In Row 3 of the Excel template, enter or select "H" from the **Record Type** field. The field is case sensitive and only allows uppercase. Each row can have either Header or Line information, but not both.

Results: The Business Unit, Journal ID, Journal Date, and Ledger fields appear with default values. You can change the business unit if needed. The other three default values cannot be changed.

Also, the Header row in the Lines section, the blue area, is grayed out. The Line information is entered on a separate row from the Header information.

HEADER(S)							LINE(S)
	Validate Journal		Print Preview		Export File		
Record Type (H or L)	Business Unit	Journal ID	Journal Date	Ledger	Hdr Ref Source (Onyen)	Journal Header Description	Business Unit
H	UNCCH	NEXT	3/30/2016	ACTUALS			

- Enter or select the Source Type. There are five Source Types. The Source Types coincide with the allowable uses for the Journal Import process:
 - 9PC - journals to correct PCard charges
 - 9DB - journals to correct Data Collect Batch files
 - 9DM - journals to correct data mapping
 - 9TD - journals to address a trust fund with negative cash
 - 9AP - journals to adjust funding on PO and non-PO vouchers
- Enter your onyen in the **Hdr Ref** field. This should always be the onyen of the person who completes the form. This may be different from who imports the file.
- Enter a description in the **Journal Header Information** field. The description needs to provide the business reason for the journal and any other relevant information. The field allows up to 254 characters.

HEADER(S)						
Business Unit	Journal ID	Journal Date	Ledger	Source	Hdr Ref	Journal Header Description
UNCCH	NEXT	3/28/2016	ACTUALS	9DB	rlongo	Gradstar Program code

- In Row 4 of the Excel template, select "L" in the **Record Type** field. The field is case sensitive and only allows uppercase. Repeat this step for the number of lines in your journal. You can copy and paste the first "L" to save time. Do not leave any rows blank where you have entered an H or L. This will cause an error.

HEADER(S)								LINE(S)
Record Type (H or L)	Business Unit	Journal ID	Journal Date	Ledger	Source (Onyen)	Hdr Ref	Journal Header Description	Business Unit
H	UNCCH	NEXT	3/30/2016	ACTUALS	9DB	rlongo	Gradstar Program code	
L								
L								

- Go to the Excel spreadsheet you downloaded from your query and copy the rows that you want to import. You may have to go through several "copy and paste" iterations if the rows you want are not in sequence.

Note: The query download is not normally green. The green is just in this document to differentiate it from the Excel template.

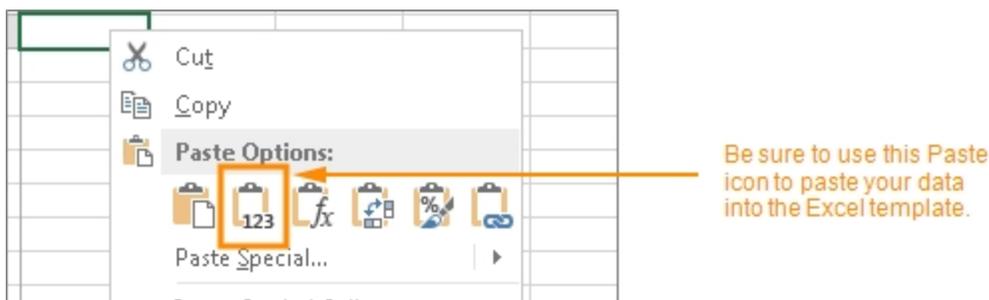
Unit	Fund	Source	Dept	Program	Cost Code 1	Cost Code 2	Cost Code 3
UNCCH	29230	C0030	318300	10000			

- Go back to the Excel template file and click the **Raw Data - Support** tab.



- In the **Raw Data - Support** tab, put your cursor in a cell in column A and select the **Paste Values** command.

Warning! You need to use the **Paste Values** command in order for your template to be valid.



Results: The line is copied into the **Raw Data - Support** tab of the Excel template file.

- From the **Raw Data - Support** tab, highlight and copy the new line from the Unit field to the Journal Description field. Don't copy the whole line.

Unit	Fund	Source	Dept	Program	Cost Co	Cost Cc	Cost Co	Proje	Affili	Account	A.MONET	Ref	Journal De
UNCCH	29230	C0030	318300	10000						569170	1750	720165827	GRD 0000

- Click the **Data** tab from the bottom toolbar in the Excel template.
- Paste the new row into the blue Lines section of the **Data** tab in the first row you marked with an "L". The Lines section is the area with the blue header.

Note. Use the Paste Values command again when pasting into the Data tab.

- Still on the Data tab, copy the new row into a second row on the Data tab. There should now be two rows with the same values on the Data tab.
- Edit the chartfields on the second row according to the change you want.
- Change the sign on the first row to reverse the original entry. The sign on the first row should be the opposite of the original line. Do not change the sign on the second row. The signs on the first and second row should be opposite.

Important Excel note: To change the sign of an amount, click in the field with the amount, change the sign, and press **Enter** on your keyboard. Do not click out of the cell before pressing **Enter**.

LINE(S)									
Business Unit	Fund	Source	Department	Program	Cost Code 1	Cost Code 2	Cost Code 3	Project	
UNCCH	29230	C0030	318300	10000					
UNCCH	29230	C0030	318300						

Edit the chartfields on the second row according to the changes you want.

Account	Monetary Amount	Journal Line Reference	Line Description
569170	-1750	720165827	GRD_0000095830_1
569170	1750	720165827	GRD_0000095830_1

Change the sign to reverse the original entry. The signs on the original line and the new line should be opposite.

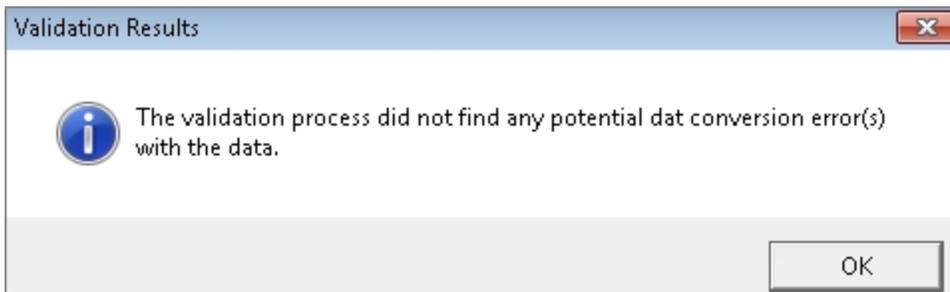
- Repeat this process for as many lines as you need on this journal, or to create a new journal with a separate header and lines.
- Click the **Validate Journal** button.

Note: The Validate Journal button checks for valid values and some combo edits on fund and project. However, the full edit of the journal is completed when you run the edit process on the journal after you've imported it into ConnectCarolina.

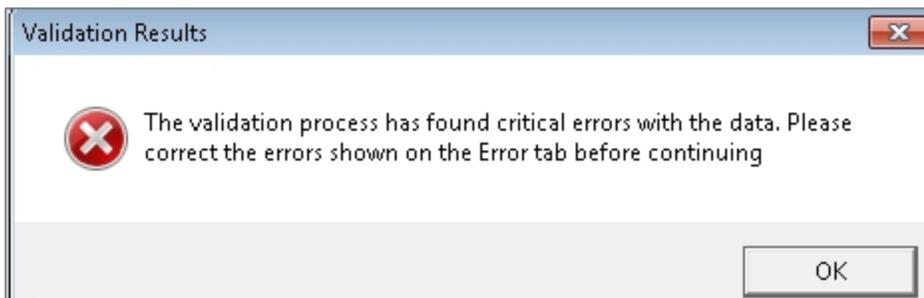


19. You will get one of three messages:

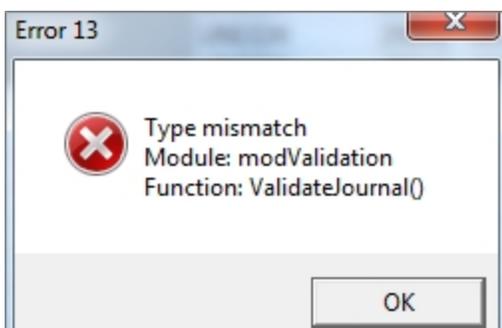
- a. If there are no errors, a message indicating no errors appears. Click the **OK** button.



- b. If you have an error stemming from invalid values, blank fields, or certain Fund/Source combinations, you will get the message below. Click **OK** and go to the Errors tab to read the explanation of the error.



- c. If you did not use the Paste Values command, you will get this error. It means you have a formatting error. Click **OK** and re-copy and paste your rows.



20. Click the **Print Preview** button. This step is optional.



Result: The system displays a printable version of the file. You can also check that your debits and credits are in balance from this view.

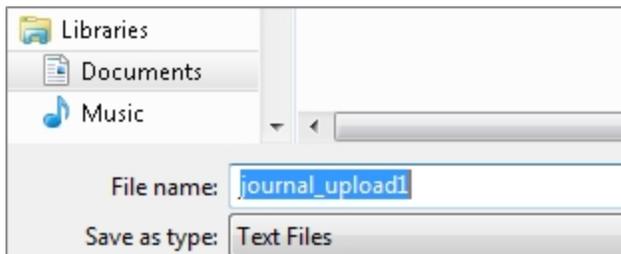
Journal Lines: <u>2</u>	<u>1,750.00</u> Total Debits	<u>(1,750.00)</u> Total Credits
<u>NEXT</u>	Journal Date: <u>March 28, 2016</u>	<u>Sou</u>

21. Click the **Export File** button.

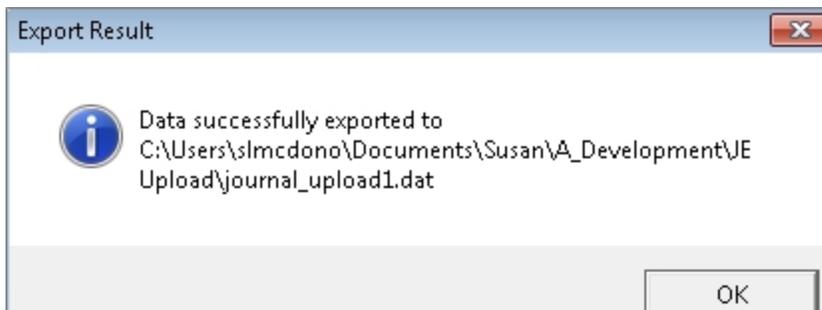


22. Save the file to a place on your computer where you will remember where it is. You will need it during the import process.

You can also name the file whatever you want. It would be helpful to name the files so you can identify them.



23. If the file successfully loaded, a message indicating success appears. Click **OK**.



Importing a Journal from a Flat File - Fiscal Year 2016

Overview

After you complete and export the Excel template to your computer, you need to import the file to ConnectCarolina. It is the import step that creates the journal in ConnectCarolina.

You verify the success of the import process by viewing the system log file, as outlined in this instruction.

After successfully importing the journal data from the flat file, you then edit, budget check, and submit the journal for approval. These steps are explained here, *Submitting an Imported Journal - Fiscal Year 2016, page 23*.

Steps - Importing a Journal from an Excel template

Follow these steps to import the journal from the Excel template to ConnectCarolina.

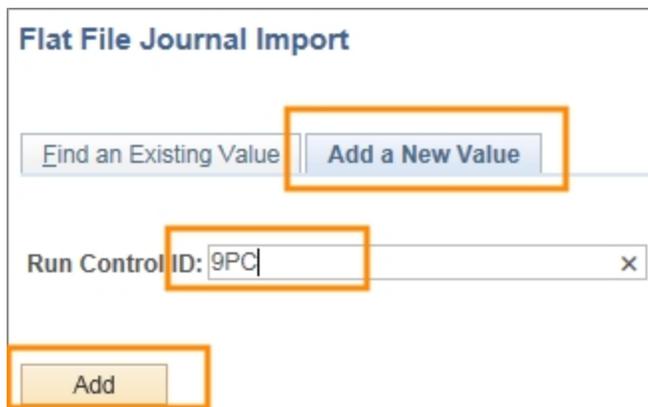
1. Choose this menu option:

Main Menu > Finance Menu > General Ledger > Journals > Import Journals > External Flat Files

2. Click the **Add a New Value** tab.
3. Enter a name for the process in the Run Control ID field. The name cannot contain any spaces.

Note: If you save a run control, you can reuse it with the Find an Existing Value tab the next time you run the process.

4. Click the **Add** button.



Result: The system displays the Flat File Journal Import Request page.

Flat File Journal Import Request

5. Complete the fields:

In this field:	Do the following:
Character Set	Leave the system default value ISO_8859-1 .
Valid Chartfields	Choose All Common Chartfields .
Journal ID Mask	Leave the field blank.

6. Click **Save** to save the run control for future use.
7. Click the **Add** button to browse for and attach the journal output file you saved to your computer.

Note: If you are reusing this RunControl ID, the file from your previous import will still be attached. You need to delete it and add the new file. Click the Delete button to delete the attachment.

When you attach the file, the name of the attachment shows in the Attached File field.

You can click the View button to view the attachment.

8. Click the **Run** button.

Flat File Journal Import Request

Run Control ID: 9PC Report Manager Process Monitor **Run**

Process Request Parameters

*Character Set: ISO_8859-1

*Validate ChartFields: All Common ChartFields

Journal ID Mask:

Check Decimal Position:

Add **Delete** **View** Attached-File: 9PC.dat

Save Return to Search Notify **Add**

Process Scheduler Request

9. Click **OK**.

Process Scheduler Request

User ID: kulmer Run Control ID: 9PC

Server Name: PSUNX Run Date: 05/12/2015

Recurrence: Run Time: 2:03:14PM [Reset to Current Date/Time](#)

Time Zone: [Q](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Flat File Journal Import	GL_JRNL_IMP	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Result: The system displays the Flat File Journal Import Request page.

Flat File Journal Import Request

10. Click the **Process Monitor** link to view the run status of the process you just ran.

Flat File Journal Import Request

Run Control ID: 9PC Report Manager [Process Monitor](#) [Run](#)

Process Instance: 396003

Process Request Parameters

*Character Set: ISO_8859-1 [Q](#)

Process List Tab

11. View the Run Status of the process. Once successfully completed, the status displays as "Success" and the Distribution Status is "Posted".

Caution! A run status of "No Success" or "Warning" indicates there is an error with the import. Most likely, you have an incorrect chartfield value. The error must be fixed in the source file, and the process rerun.

12. Click the **Refresh** button to get the most current run status.
13. Click the **Details** link as a first step to drill down to the log file and find the journal ID that was created.

Server List

Request For

mer Type Last 1 Days

Name Instance to

Distribution Status Save On Refresh

Personalize | Find | View All | | First 1-4 of 4 Last

Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	Application Engine	GL_JRNL_IMP	kulmer	05/12/2015 2:03:14PM EDT	Success	Posted	Details

14. Click the **View Log/Trace** link.

Date/Time	Actions
Request Created On 05/12/2015 2:05:23PM EDT	Parameters Transfer
Run Anytime After 05/12/2015 2:03:14PM EDT	Message Log View Locks
Began Process At 05/12/2015 2:05:38PM EDT	Batch Timings
Ended Process At 05/12/2015 2:05:39PM EDT	View Log/Trace

15. Click the link with the **.LOG** extension to view the journal ID that was generated by the journal import.

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JRNL_IMP_396003_stdout	586	05/12/2015 2:05:39.572871PM EDT
GL_JRNL_IMP_396003.LOG	472	05/12/2015 2:05:39.572871PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	kulmer

Result: The system displays the log page, and if the import was successful, shows the journal ID.

```
Flat File Journal Import (GL_JRNL_IMP) Successful Import Log
2015-05-12
-----
14.05.38 Processing file 9PC.dat ...
=== Ruby test, &ACCOUNT_TYPE = E, &BUSINESS_UNIT_PC = CHOSR
14.05.38 Validating imported data.
14.05.39 Moving data into target table.
14.05.39 Process completed successfully with 1 journals imported.
14.05.39 Imported these journals: System ID (Unit, Journal ID, Date) Reference, Descrip
UNCCN, 0000016471, 2015-05-12
```

This is the journal that was created from the import process.

Result: If the import was unsuccessful, you may get a log file that looks like this:

```
Flat File Journal Import (GL_JRNL_IMP) Unsuccessful Import Log
2015-05-08
-----
07.33.25 Processing file BAD_UNCH_IntraUnitTest.dat ...
07.33.25 Validating imported data.
Journal Line errors (Journal ID, Date, Journal Line) :
(0000016447, 2015-05-08, 1) - Invalid Department value 111111 for business unit UNCCN.
07.33.26 Process failed - all work rolled back. See log file for error details.
```

- 16. Write down the Journal ID. You will use it in the next step, *Submitting an Imported Journal - Fiscal Year 2016, page 23.*

Submitting an Imported Journal - Fiscal Year 2016

Overview

After you create a journal in ConnectCarolina through the Journal Import process, you need to open the journal and run the edit and budget check processes, and submit the journal for approval.

The edit process checks the journal for valid combo edits, balanced lines, and open accounting period. The budget check process validates the journal against budget rules per the chartfield strings on the journal.

Steps - Submitting an Imported Journal

Follow these steps to edit, budget check, and submit an imported journal for approval:

1. Choose this menu option:

Main Menu > Finance Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

2. Enter the **Journal ID**.
3. Click the **Search** button.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit: = ▼ UNCCCH

Journal ID: begins with ▼ 0000016471

Journal Date: = ▼

Document Sequence Number: begins with ▼

Line Business Unit: = ▼

Journal Header Status: = ▼ No Status - Needs to be Edited ▼

Budget Checking Header Status: = ▼

Source: = ▼

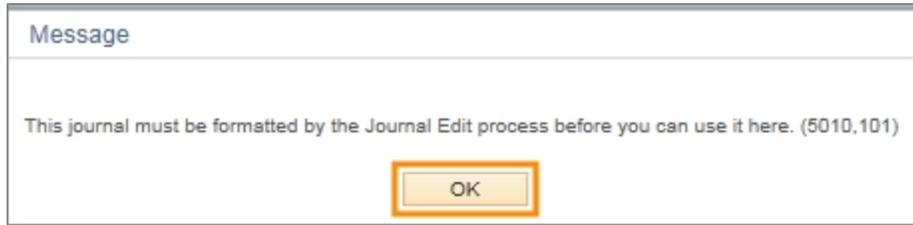
Entered By: begins with ▼

Attachment Exist: = ▼

Case Sensitive

Result: The system displays a pop-up message.

4. Click **OK**.



Result: The system displays the journal Header tab.

5. Do not make any changes to the fields on the Header tab. These fields contain the values you entered on the Excel template. Accounting Services requires that these fields be the same as the Excel template.
6. Click the **Attachments (0)** link.

Header	Lines	Totals	Errors	Approval	
Unit:	UNCCH	Journal ID:	0000016471	Date:	05/12/2015
Long Description:					
*Ledger Group:	ACTUALS	Adjusting Entry:	Non-Adjusting Entry		
Ledger:		Fiscal Year:			
*Source:	BPC	Period:			
Reference Number:		ADB Date:	05/12/2015		
Journal Class:					
Transaction Code:	GENERAL	<input type="checkbox"/> Auto Generate Lines			
SJE Type:		<input type="checkbox"/> Save Journal Incomplete			
Currency Defaults: USD / CRRNT / 1		<input type="checkbox"/> Autobalance on 0 Amount			
Attachments (0)		Commitment Control			
Reversal: Do Not Generate Reversal					

Result: The system displays the Journal Entry Attachments page.

7. You need to attach the Excel template associated with your journal. Accounting Services reviews the original entries on the Raw Data - Support tab on the template. You can also attach additional files as supporting documentation.

Click the **Add Attachments** button, and the system displays the **File Attachment** pop-up window. Click **Browse** to navigate to the file you want to attach, then click **Upload**.

8. After attaching the file, enter a description and click **OK**.

File Name	Show to Approver?	Description
Journal_Template_-_Program_0329.xlsm	<input checked="" type="checkbox"/>	Remove Program code

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Buttons: Add Attachment, OK, Cancel, Refresh

9. Click the **Lines** tab.
10. Leave the the Process field with the default of **Edit Journal**, and click the **Process** button to run the journal edit and budget check processes.

Unit: UNCCH Journal ID: 0000016471 Date: 05/12/2015

Template List: Inter/IntraUnit Search Criteria: *Process: Edit Journal Change Values: Process

Select	Line	*Unit	*Ledger	Fund	Source	Account	Dept
<input type="checkbox"/>	1	UNCCH	ACTUAL	07440	44404	537340	420004

11. Click **OK**.

Message

Journal 0000016471 is saved. (5210,8)

Buttons: OK

Note: During the Edit Journal process, the system does two things:

- Generates the offsetting lines:

Inter/IntraUnit		*Process:	Edit Journal		Process			
▼ Lines								
Select	Line	Error	Unit	Ledger	Fund	Source	Account	Dept
<input type="checkbox"/>	31		UNCCH	ACTUALS	25210	49000	111099	428001
<input type="checkbox"/>	30		UNCCH	ACTUALS	27110	14101	111099	428001

- Displays the results of the journal edit and budget check processes in the **Journal Status** and **Budget Status** columns on the Lines tab. If the processes ran successfully, the status fields display "V" for valid.

▼ Totals				Personalize	Find	View All	First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status				
UNCCH	31	21,440.39	21,440.39	E	N				

Note: In the example directly above, The Journal Status "E" indicates there are errors with the journal lines. Budget Status "N" indicates not checked. You can click directly on the status indicators to get more information.

Error Resolution

12. Click the **Error** tab to view any error messages for the edit process.
13. Identify the lines that are in error and the nature of the error.

Totals		Errors		Approval	
Journal ID:		0000016471		Date: 05/12/2015	
Personalize Find [?] [?]					
name	Field Long Name	Set	Msg	Message Text	
HDR_STATUS	Journal Header Status	5880	53	Journal line errors exist for this header.	
Personalize Find [?] [?] First					
name	Field Long Name	Set	Msg	Message Text	
		5880	81	Invalid PC Business Unit, Project ID, and Activity ID combination.	

14. Click the **Lines** tab to fix any errors. The lines in error are marked with an "X".
15. Fix any lines in error.

Header | **Lines** | Totals | Errors | Approval

Unit: UNCCH Journal ID: 0000016471 Date: 05/12/2015

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	Error	*Unit	*Ledger	Fund	Source	Account	Dept
<input type="checkbox"/>	27	X	UNCCH	ACTUALS	25210	49000	537210	428001

Lines to add: 1 + - 🗑️

16. Once you've fixed any errors, rerun the **Edit Journal** process.

Once the journal successfully passes the journal edit and budget checking processes and both the Journal Status and Budget Status fields have a "V" status, you must submit the journal for approval.

Personalize | Find | View All | First 1 of 1 | Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNCCH	28	10,684.35	10,684.35	V	V

Ready for Approvals.

17. Choose **Submit Journal** from the Process field and click the **Process** button.

Header | Lines | Totals | Errors | Approval

Unit: UNCCH Journal ID: 0000016471 Date: 05/12/2015

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Submit Journal Process

Result: The journal is submitted for approval. You can monitor the path and progress for approvals on the **Approval** tab of the journal.

Header | Lines | Totals | Errors | **Approval**

Central Office Stage

Unit UNCCH. ID 0000016471, Date 2015-05-12, Line Unit UNCCH:Pending

UNCCH Acctg Services Path

Pending

Multiple Approvers
NC_WF_CH_GL_ACC_SERV

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step
35681	NC_JOURNAL_WF	01/01/1909	kulmer	40	1	1.00	Per

Journal Import Guidelines - 2016

Overview

As a temporary solution to prepare for year-end, the Journal Import process in ConnectCarolina is available to select users on campus. Below are guidelines and requirements for the Journal Import process.

The Journal Import process can only be used for five specific business instances. These instances carry a unique Journal Source type. The five instances, their Journal Source types, and guidelines and restrictions for each are listed in the table below.

Journal Source type	Description/Purpose	Guidelines/Restrictions
9PC	Correct journal lines originating from PCard transactions	The Account chartfield should not be changed. Any other chartfield can be changed. Use caution when correcting Fund and Source to ensure the charges are appropriate to the proposed corrected Fund and Source.
9DB	Correct journal lines originating from Data Collect Batches	These are mostly interdepartmental billings. It is allowable to change the Account chartfield, assuming it is the correct Account.
9DM	Correct Department Mapping	This is for correcting the Dept, Program, or Cost Code chartfields. Fund, Source, and Account should remain the same.
9TD	Correct trust fund with negative cash balance	Use to transfer cash for eliminating cash deficits in Institutional Trust Funds including auxiliaries and faculty practices. The transfer Account chartfields should be correctly paired and should net to zero.
9AP	Adjust funding for PO and Non-PO Voucher corrections Note: PO vouchers that are State waived cannot be corrected through a Journal Import.	Same as 9PC.

Requirements for All Journal Source Types

- **Excel template.** Each time you use the Journal Import process, you need to get the latest version of the template at <http://ccinfo.unc.edu/training/resource-documents/#je>.
- **Journal Header Long Description.** The Header Long Description you enter on the Excel template must indicate the business justification for the import and any other relevant information pertinent to the Journal Source type.
- **Journal Source type.** The Journal Source type you enter on the Excel template, such as 9PC and 9DB, needs to match the business purpose.
- **Query results as backup.** The rows you are correcting must be copied directly from the query Excel download into the Raw Data - Results tab on the Excel template. This data includes the Journal ID and Line Number from the original journal, which is required by Accounting Services. Be sure not to make any changes from the Excel download after copying to the Raw Data tab.
- **Positive and Negative signs on the Journal lines.** The positive and negative signs on the lines must be correct. The sign from the original line from the query download should be reversed. The row you copy from the original line should be the opposite. The original line and the new line need to have opposite signs.
- **Attachments.** You need to attach the completed Excel template to the journal in ConnectCarolina. Do this before submitting the journal in ConnectCarolina for approval.