

Importing Journal

Once the journal file with **.txt** extension has been prepared, it must be imported into myUFL. This instruction guides covers the steps involved in importing a journal file.

Navigation

1. Click the **Main Menu** button.
2. Click the **General Ledger** menu.
3. Click the **Journals** menu.
4. Click the **Import Journals** menu.
5. Click the **Spreadsheet Journals** menu.

Run Control

6. When importing the journal file, you can create a new **Run Control ID** or use an existing one.
Note: If using an existing Run Control ID, click **Find an Existing Value** tab, search for and locate the Run Control ID you wish to use.
7. Click the **Add a New Value** tab to add a new Run Control.
8. Enter the desired name for the new Run Control ID into the **Run Control ID** field.
Note: Run Control IDs cannot contain spaces.
9. Click the **Add** button.
10. Notice the new **Run Control ID** name appears at the top of the screen.

Note: If a previous Run Control ID had been used, check to see if a file has already been attached. If so, the name would appear in the **Attached File** field. To remove the attached file, you would click the **Delete** button. If the Delete button is inactive, there is currently no attached file.

*If Journal Already Exists Skip

*If Journal is Invalid Skip

Check Decimal Position:

Add Delete View Attached File

Attaching the File

11. When ready to add the needed journal file click the **Add** button.
12. Click the **Browse...** button.
13. Once you have located the prepared **.txt** file, click to select it.
14. Click the **Open** button.
15. Click the **Upload** button.
Note: The file name now appears in the **Attached File** field.

Running the Import Process

16. Click the **Run** button to begin the import process.
17. Click the **OK** button.
Note: The import now has a **Process Instance**.

Spreadsheet Journal Import Request

Run Control ID ImportSpreadsheetJournal Report Manager Process Monitor Run

18. Click the **Process Monitor** to check the process of the import and verify all data import successfully.

Journal Status

The journal import may display:

- Run Status = Queued
 - Distribution Status = N/A.
- or
- Run Status = Success
 - Distribution Status = Posted

If import status is Queued-N/A, click the **Refresh** button until the Status columns indicate **"Success"** and **"Posted"**.

19. Once import status is Success - Posted, click the **Details** link to verify that that data imported successfully.

20. Click the **Message Log** link.

Date/Time	Actions
Request Created On 02/13/2015 3:07:01PM EST	Parameters Transfer
Run Anytime After 02/13/2015 3:06:56PM EST	Message Log View Locks
Began Process At 02/13/2015 3:07:05PM EST	Batch Timings
Ended Process At 02/13/2015 3:07:10PM EST	View Log/Trace

21. Look for the Message Text that reads **"Process completed successfully with 1 journals imported"**. This indicates the journal has been imported successfully.

Message Log

Process

Instance: 286400 Type: Application Engine
 Name: GL_EXCL_JRNL Description: Spreadsheet Journal Import

Personalize | Find | View All | First 1-6 of 6 Last

Severity	Log Time	Message Text	Explain
10	3:07:05PM	Journal Import processing has started.	Explain
	3:07:05PM	Processing file AGR1502001.bt...	Explain
	3:07:05PM	Process completed successfully with 1 journals imported.	Explain
10	3:07:05PM	Journal Import processing has finished.	Explain
	3:07:10PM	Published message with ID e4b8cfd0-b3bb-11e4-a723-cff102378a8b to create entry in folder GENERAL.	Explain
	3:07:10PM	Successfully posted generated files to the report repository	Explain

Return

22. Click the **Return** button.

23. Click the **Main Menu** button.
24. Click the **General Ledger** menu.
25. Click the **Journals** menu.
26. Click the **Journal Entry** menu.
27. Click the **Create/Update Journal Entries** to search for the journal you just imported and conduct Journal Edit process.

Potential Errors

Sometimes data do not import successfully. When that happens the Message Text will read "**Process completed successfully with 0 journals imported**".

28. If the journal did not import, click the **View Log/Trace link**.
29. Click the **last** link in the **File List** of the **View Log/Trace** window to display the reason for the failed data import.

File List		
Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_286400.log	390	02/13/2015 3:07:10.398303PM EST
GL_EXCL_JRNL_286400.LOG	744	02/13/2015 3:07:10.398303PM EST

Reasons for Import Errors

There are many reasons why the journal may not import successfully. Some examples are:

- Journal [name] already exists** – there is already a JE in MyUfl with the same Journal ID and same Journal Date. Change this Journal's ID and re-import.
- Invalid User ID** – the User ID included in the journal is not valid. Correct the User ID and re-import
- Invalid Department ID** – the Department ID is not valid. Correct the Department ID and re-import

30. **Close** the Log file.
31. Click the **Return** button.
32. Click the **OK** button.
33. Click the **Go back to Spreadsheet Journal Import** link.
34. After correcting the journal file, re-import.

If you need help with...

- Technical issues, contact the UF Help Desk:
392-HELP
helpdesk@ufl.edu
- Any other issues, contact the General Accounting Department:
392-1326
gahelp@ad.ufl.edu
<http://www.fa.ufl.edu/departments/general-accounting/>

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