Instruction Guide

UF | Office of Human Resource Services
Training and Organizational Development
UNIVERSITY *of* FLORIDA.

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 **Financials** menu.
3. Click the **General Ledger** menu.
4. Click the **Journals** menu.
5. Click the **Import Journals** menu.
6. Click the **Spreadsheet Journals** menu.

Run Control
7. 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.
8. Click the **Add a New Value** tab to add a new Run Control.
9. Enter the desired name for the new Run Control ID into the **Run Control ID** field.
   Note: Run Control IDs cannot contain spaces.
10. Click the **Add** button.
11. 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.

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

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

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Spreadsheet Journal Import Request

Run Control ID ImportSpreadsheetJournal   Report Manager   Process Monitor   Run

19. 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".**

20. Once import status is Success - Posted, click the **Details** link to verify that that data imported successfully.
21. 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	

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

23. Click the **Return** button.

24. Click the **Main Menu** button.
25. Click the **General Ledger** menu.
26. Click the **Journals** menu.
27. Click the **Journal Entry** menu.
28. 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**".

29. If the journal did not import, click the **View Log/Trace link**.
30. 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

31. **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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