


"Flagged Rows" and "Automatically Submit Journal Import" should be checked (should default to this)
SELECT "Import With Validation" - this step is important for importing descriptive flexfields including Foundation
account numbers and employee numbers

Journals Upload ×

Upload Parameters


Rows to Import 

All Rows

Flagged Rows

Automatically Submit Journal Import
Journal Import will be automatically submitted on successful completion of the upload

Create Summary Journals
Journal Import will summarize all transactions that share the same account, period and currency

Descriptive Flexfields 

Do Not Import


Import With Validation

Import Without Validation
Specify how Journal Import will handle descriptive flexfields

Click "Upload"

Make sure all rows successfully uploaded. You should receive the following message and rows on journal entry will have green happy faces

Journals Upload ×

 **Confirmation**

The upload process has completed with the following status:(Note that this upload involved two steps: upload of rows to intermediate staging tables, followed by upload to the final application tables. Upload validation errors can occur in either step)

- Group ID was populated with system generated value 685302459499.
- 2 row(s) successfully uploaded to the staging tables.
- Journal Import Request ID 40128996

Please select Close to return to the spreadsheet.

Congratulations! Your journal entry has been uploaded!

If there are errors on the journal entry... invalid accounts or out of balance entry the following message will appear. A red sad face will appear on the line that needs correcting along with an error message. See below:

Journals Upload



Error

The upload process has completed with the following status:

- 1 row(s) failed validation, and 0 row(s) successfully uploaded.

Please select Close to return to the spreadsheet, fix the failed rows and reupload, or contact your system administrator for assistance.

Close

The screenshot shows an Oracle spreadsheet interface with a journal entry table. The table has columns for Organization, Object, Program, Function, Activity, Line Number, Debit, Credit, Line Description, Line DFF, and Messages. Row 16 contains a debit entry for organization 41001, object 64010, program 0000, function 61, activity 0000, and line number 000, with a debit of 100.00. Row 17 contains a credit entry for organization 42001, object 64010, program 0000, function 61, activity 0000, and line number 000, with a credit of 100.00. The Line Description for row 17 is "Invoice #1234 ABC Company from 42001 to 41001". The Line DFF for row 17 is "None". The Messages column for row 17 contains a red sad face icon and the text "Appropriation Year: Value 23 for the flexfield segment Appropriation Year does not exist".

Organization	Object	Program	Function	Activity	Line Number	Debit	Credit	Line Description	Line DFF	Messages
41001	64010	0000	61	0000	000	100.00		Invoice #1234 ABC Company from 42001 to 41001	None	
42001	64010	0000	61	0000	000		100.00	Invoice #1234 ABC Company from 42001 to 41001	None	Appropriation Year: Value 23 for the flexfield segment Appropriation Year does not exist
						100.00	100.00			

*Reminder: Departments are responsible for keeping supporting documentation that is necessary to support the journal entry for seven years. Supporting documents include contracts or agreements, emails, etc. A paper copy of statement of account activity is not necessary to keep.

*Utilize the journal description to explain the purpose of the journal entry as much as possible.