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FIN How-to: Blackbox Journal Load [1]

The blackbox journal load for FIN resides within PeopleSoft and runs hourly each weekday from 2 p.m. to 6 p.m.

Read the procedures

Blackbox Journal Load

- Copy the journal file in the appropriate directory folder on cu_transfer using the appropriate file name AAA_Department_Date.csv/txt... such as B13_Athletics_10302015.csv/txt
- 2. Automic takes backup of file.
- 3. Automic renames the file and places it in the PeopleSoft directory for PeopleSoft processing.
- 4. The file is transformed into the necessary format for PeopleSoft import.
- 5. The file is loaded into FIN as a journal, hourly during the week between 2 p.m. and 6 p.m.
- 6. The user is notified by Automic via email that the journal has been loaded.
- 7. The user can then go in and validate/approve the journal for posting.

Manual Blackbox Journal Load

Journals that need to be loaded in batch, can be loading using the following procedures.

- 1. Create the journal file as usual.
- 2. Navigate to Main Menu > General Ledger > Journals > Import Journals > Create Import File
- 3. Click **Search** or create a new run control.
- 4. The Import File

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5. Complete the page as necessary and click Run

. Select the file type that you are loading.

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6. Click **OK** and the journal will load.

Configuring the Blackbox Journal Load

Configuration for blackbox journals is required to assign the appropriate journal source.

- 1. Navigate to Main Menu > General Ledger > Other Processes > Daily Processes > Journal Mask Mapping.
- 2. The Journal Mask Mapping page appears.

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Add the journal ID mask, the journal source and the description.

3. Click **Save**.

Have a question or feedback?

Questions & Feedback [2]

Your Name

Your Email Address

- CAPTCHA -

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

Source URL:https://www.cu.edu/controller/fin-how-blackbox-journal-load

Links

[1] https://www.cu.edu/controller/fin-how-blackbox-journal-load [2] https://www.cu.edu/controller/forms/questions-feedback-0