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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

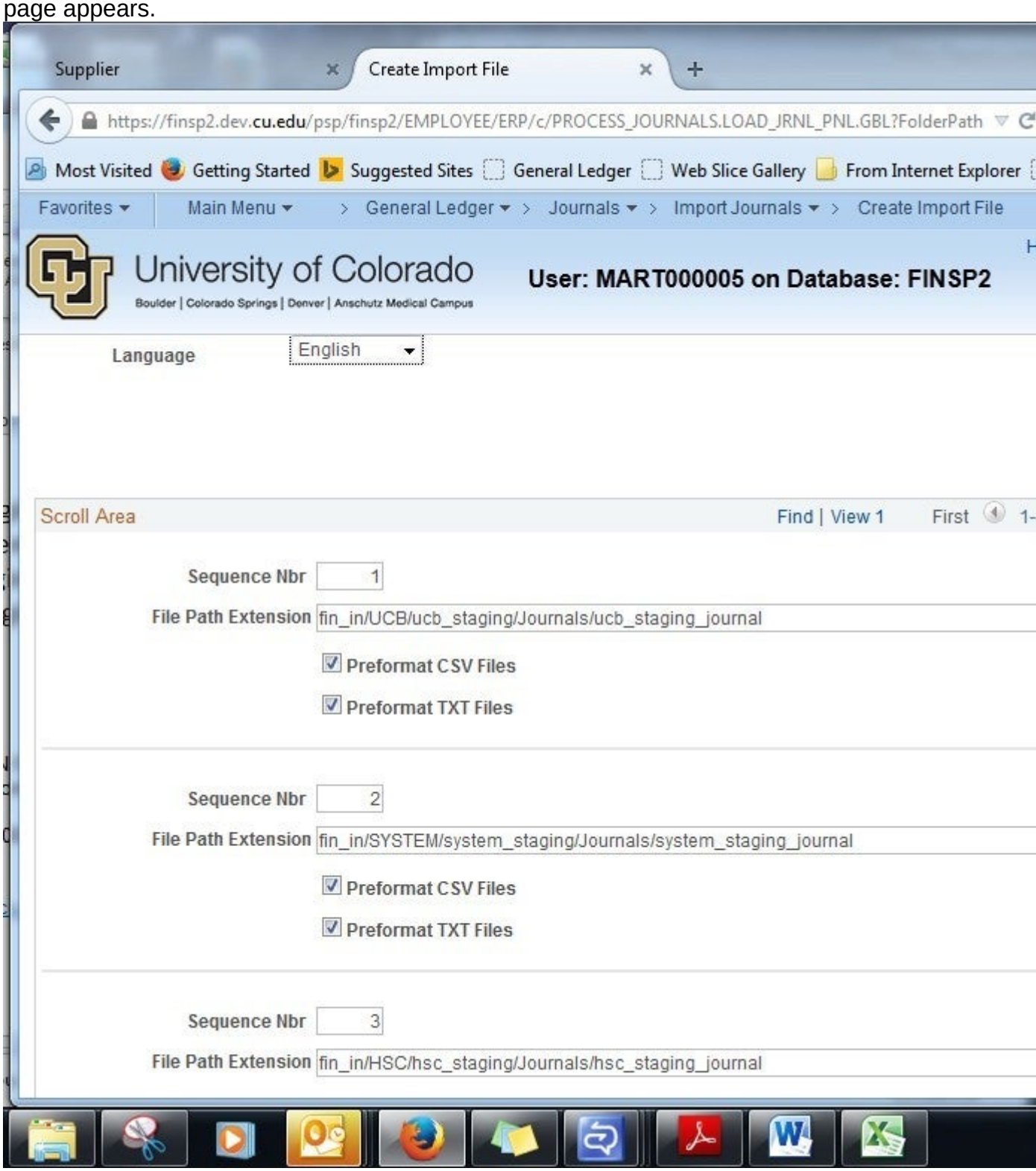
1. Copy the journal file in the appropriate directory folder on cu_transfer using the appropriate file name AAA_Department_Date.csv/txt… such as B13_Athletics_10302015.csv/txt
2. Automic takes backup of file.
3. Automic renames the file and places it in the PeopleSoft directory for PeopleSoft processing.
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.

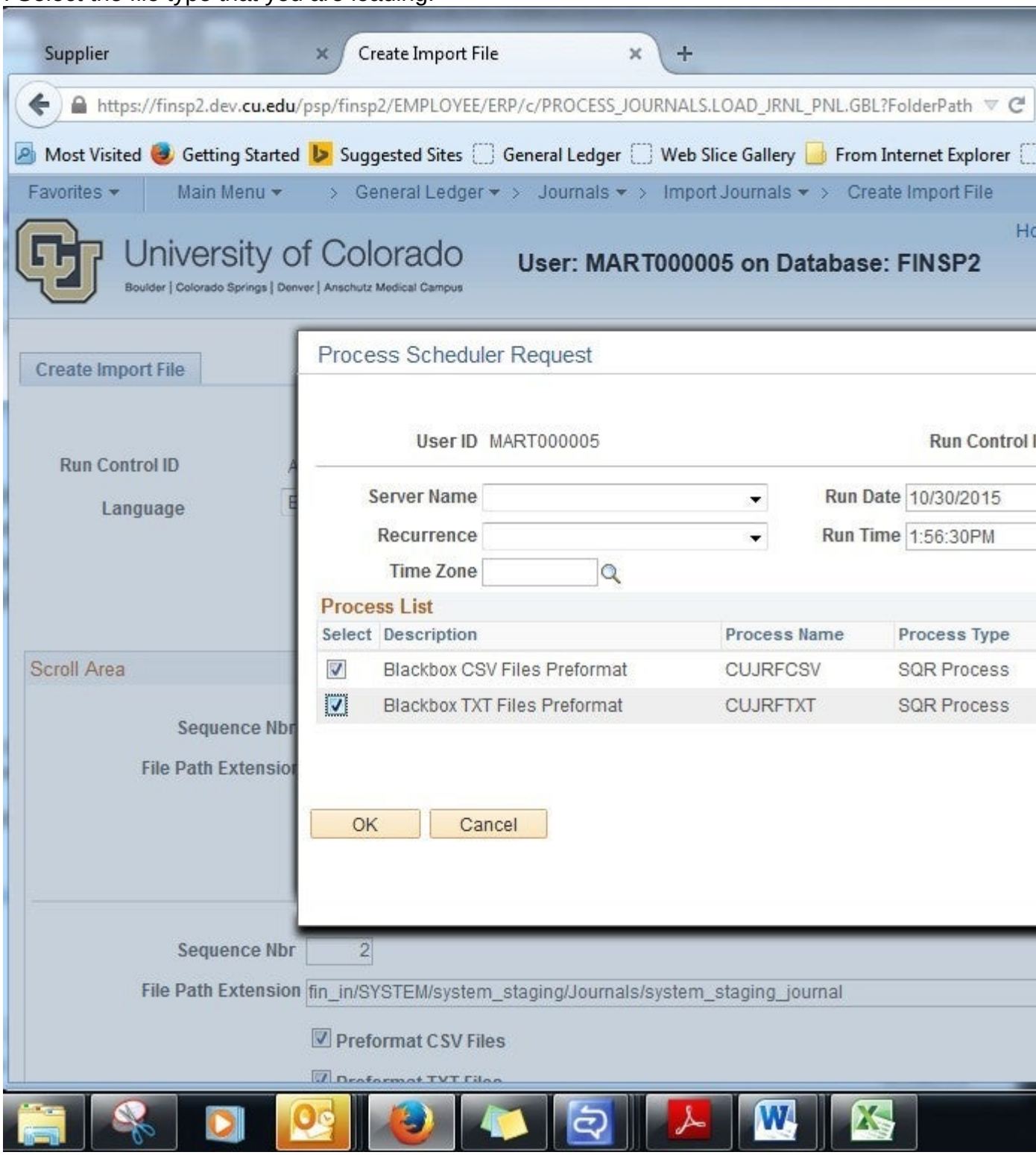
1. Create the journal file as usual.
2. Navigate to **Main Menu > General Ledger > Journals > Import Journals > Create Import File**
3. Click **Search** or create a new run control.
4. The **Import File**

page appears.



5. Complete the page as necessary and click **Run**

. Select the file type that you are loading.



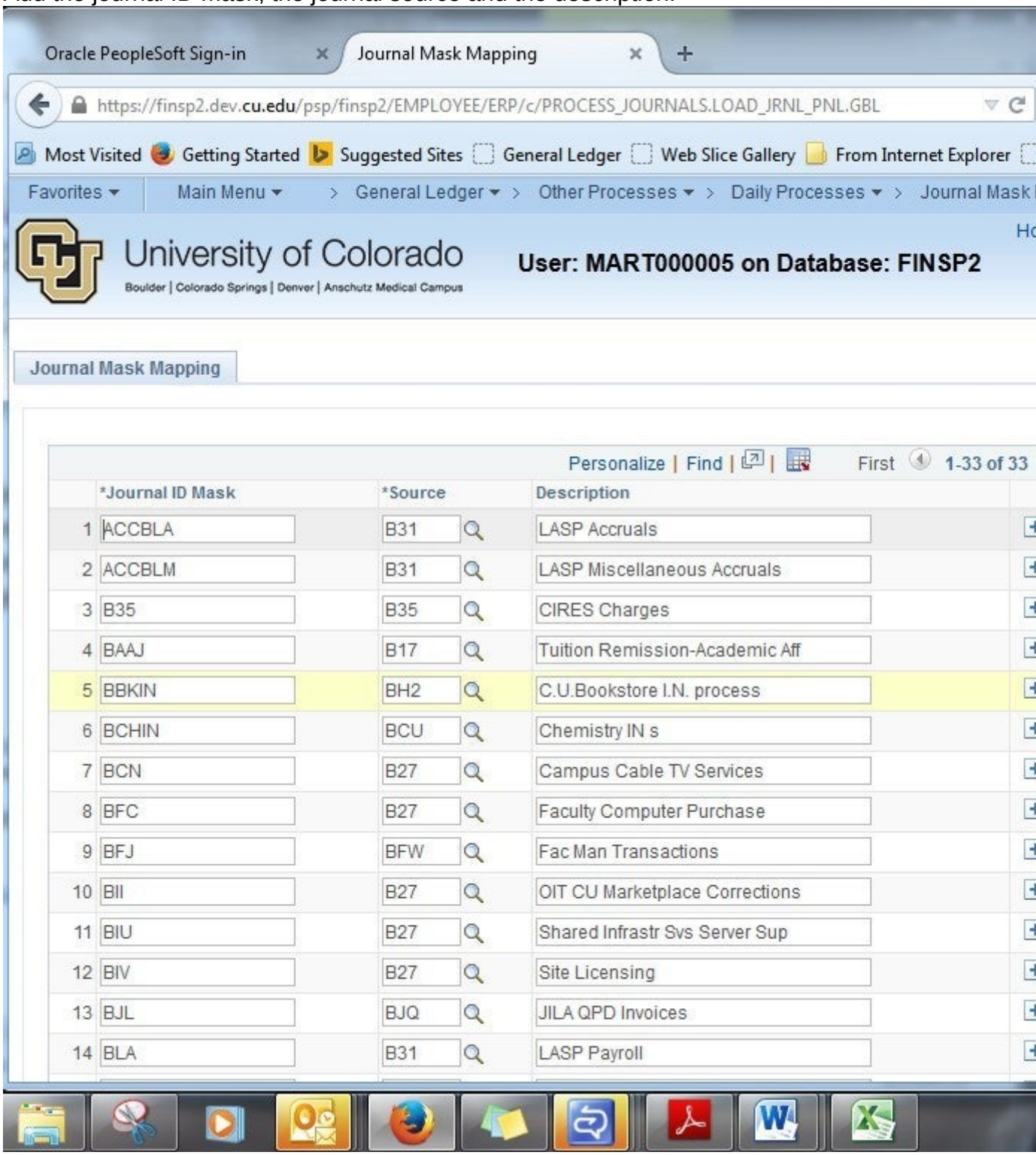
6. Click **OK** and the journal will load.

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.

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



3. Click **Save**.

Have a question or feedback?

For questions or feedback contact

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] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20' + window.location.href +