Month-End – Finance Facts/Journey to Excellence Submission

As part of the month-end process in each local council, the summary General Ledger balances that populate the Finance Facts database and Journey to Excellence at the National Council must be transmitted.

THIS IS NOT AN AUTOMATIC PROCESS

When you are at the point of closing the period for a month, you should navigate to the page below:

1. The first time you run this process, you must create a run control. Click on “Add a New Value” tab.
2. Enter a run control, such as “BSA_GL_Period_Balances”
3. Click “Add”. (In subsequent months you can use the saved Run Control you create)
1. Enter your Business Unit (L###)
2. Choose the fiscal year for the period you wish to submit
3. Choose the period you wish to submit
4. Choose Save
5. Choose Run
1. Leave the server screen blank
2. Click “OK”. You can see the progress on the Process Monitor link.
1. Using the “Refresh” button, wait until status is complete with “Success” in the Run Status column and “Posted” in the Distribution Status.

2. If this process completes with an “Error” in the Run Status, contact the National Support Center to report this condition.

**NOTE:** If you make an adjustment to a prior period that you had previously transmitted, you must resubmit that period and any subsequent periods affected. If you make an audit adjustment to December of last year, you should resubmit that December and then also resubmit January, February, etc. down to the last month you had previously transmitted. Because of the processes that work in the background when you submit, you must wait four hours between each period submission.