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