

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:

BSA GL Period Balances

Find an Existing Value | Add a New Value

Run Control ID: BSA_GL_Period_Balances

Add

Find an Existing Value | Add a New Value

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)

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

GL Period Balances

Run Control ID: BSA_GL_Period_Balances [Report Manager](#) [Process Monitor](#) Run 5

Language: English

Report Request Parameters

Business Unit: 1

Fiscal Year: 2013 2 Period: 10 3

4

Save Return to Search Previous in List Next in List Notify Add Update/Display

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

[Favorites](#) | [Main Menu](#) > [BSA](#) > [Local Council Updates](#) > [LC Month-end GL Transmittal](#)

Process Scheduler Request

User ID: DONDAY Run Control ID: BSA_GL_Period_Balances

Server Name: **1** Run Date:

Recurrence: Run Time:

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL Period Balances	BSA_LC_GL007	Application Engine	Web	TXT	Distribution

2

1. Leave the server screen blank
2. Click "OK". You can see the progress on the Process Monitor link.

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

Process List | Server List

View Process Request For

User ID: Type: Last Hours Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1030509		Application Engine	BSA_LC_GL007	DONDAY	12/17/2013 8:56:42AM CST	Success	Posted	Details

Verify "Success" & "Posted"

[Go back to BSA GL Period Balances](#)

Save Notify

Process List | Server List

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.