



# VIEW JOURNALS

## QUICK REFERENCE GUIDE GL-01

GL

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to View Journals in the North Carolina Financial System (**NCFS**).

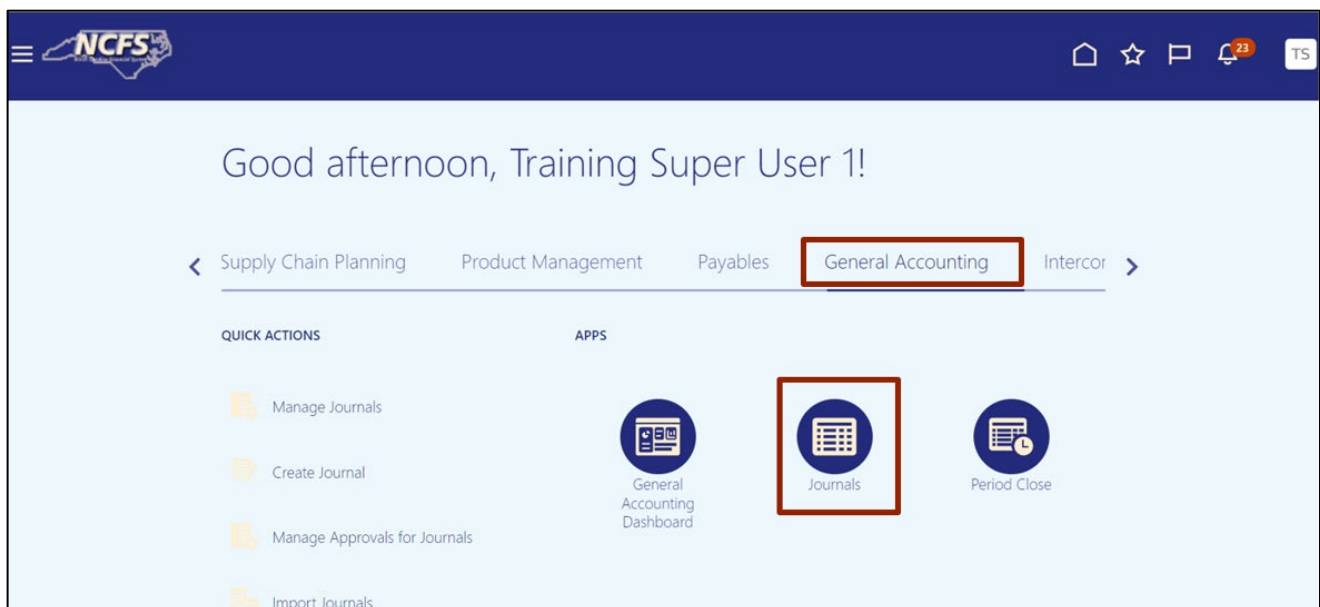
### Introduction and Overview

This QRG covers how to View Journals in NCFS.

### View Journals

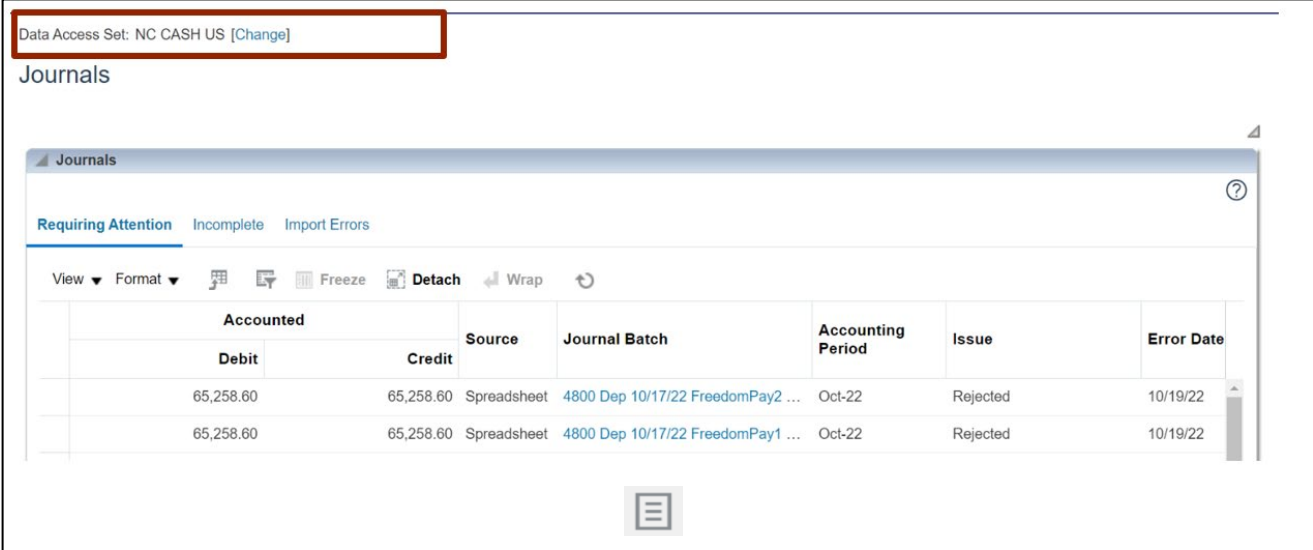
To View Journals, please follow the steps below:


1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **General Accounting** tab and select the **Journals** app.

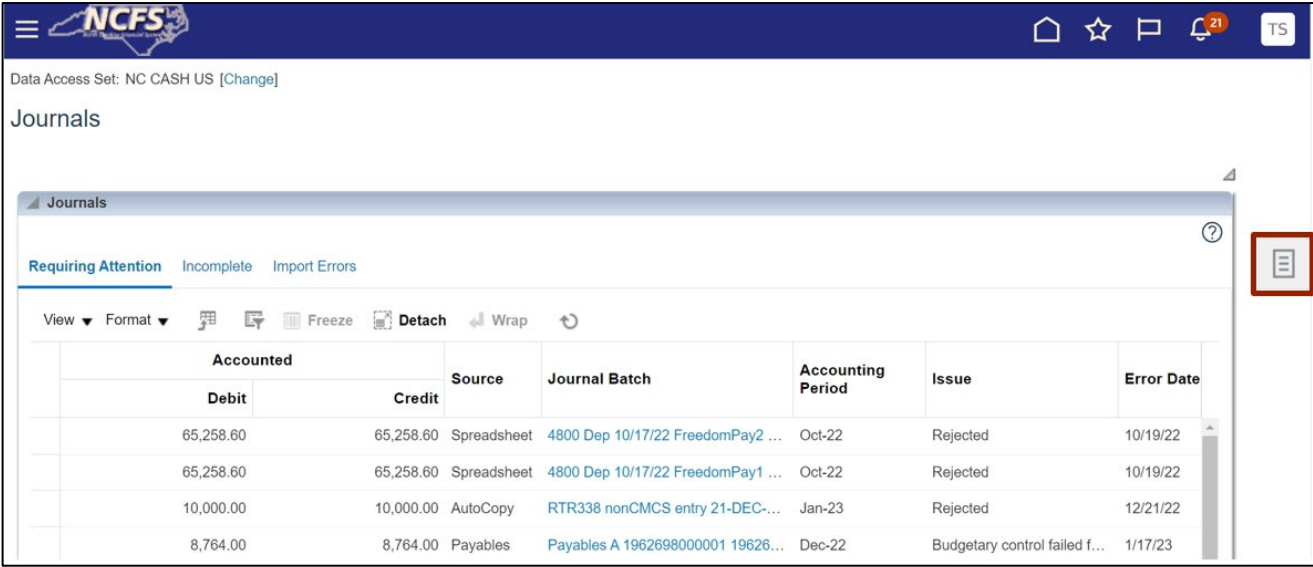


- 3. Validate the **Data Access Set**. If the desired data access set is not already selected, click the **Change** link and select the **Data Access Set**.

In this example, we choose **NC CASH US**.



- 4. On the **Journals** page, click the **Tasks** [  ] icon.

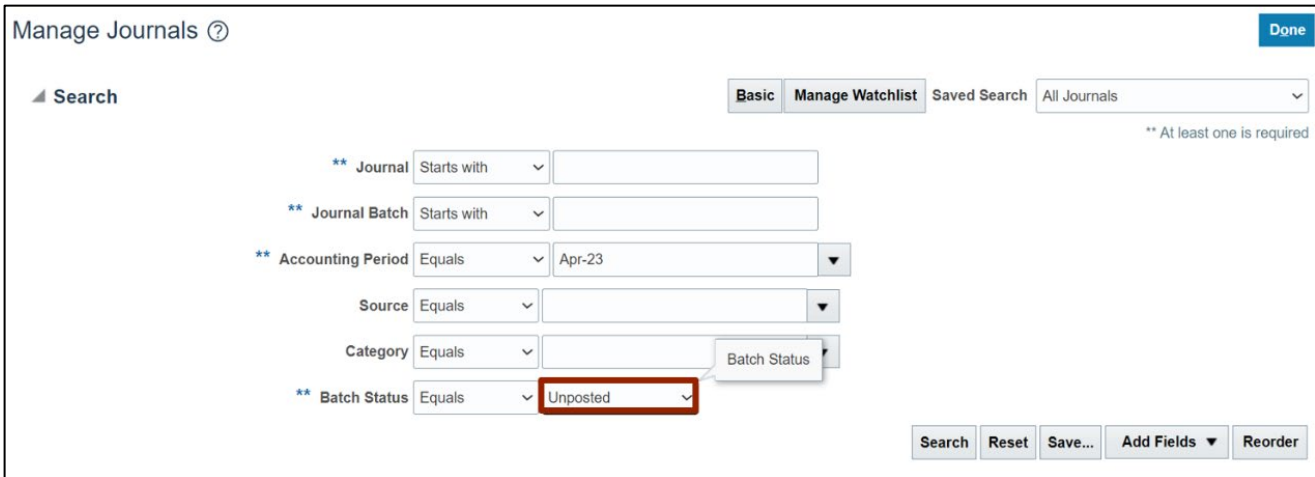


5. Under *Journals*, click **Manage Journals**.



6. The **Manage Journals** page displays. Under the *Search* section, input criteria for at least one field marked with **\*\***.

In this example, we choose: **Equals Unposted** for the **\*\*Batch Status**.



7. Click the **Search** button.

Data Access Set: NC CASH US [Change]

Manage Journals ? Done

Search Basic Manage Watchlist Saved Search All Journals

\*\* At least one is required

\*\* Journal Starts with

\*\* Journal Batch Starts with

\*\* Accounting Period Equals

Source Equals

Category Equals

\*\* Batch Status Equals

Search Reset Save... Add Fields Reorder

8. The **Manage Journals** page will change in appearance, with the search criteria collapsed and the search results displayed. Click the **Journal** name to view journal.

In this example, we choose **Create Manual Journal for...** link.

Manage Journals ? Done

Search Basic Manage Watchlist Saved Search All Journals

Actions View Format + Detach Wrap Post Batch Reverse Batch Reverse Journal

	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Sta
▶	2000 NC AGY INTERNAL ...	2000 NC AGY INTERNAL ...	Apr-23	AutoCopy	NC AGY INTER...	7,288,209.59 USD	7,288,209.59 USD	Unposted
▶	Create Manual Journal for ...	Create Manual Journal for ...	Apr-23	Manual	NC AGY INTER...	100.00 USD	100.00 USD	Unposted
▶	Manual 1851491 22-APR-2...	Pay Journal	Apr-23	Manual	PAY-6-GENERA...	200.00 USD	200.00 USD	Unposted
▶	PY12_RPT_CM_005_7002...	PY12_RPT_CM_005_7002...	Apr-23	AutoCopy	DEP - CASH & ...	44.00 USD	44.00 USD	Unposted
▶	RTR328 Agency internal B...	RTR328 Agency internal B...	Apr-23	Manual	NC AGY INTER...	5,026.46 USD	5,026.46 USD	Unposted
▶	RTR329 Primary Ledger Ba...	RTR329 Primary Ledger Ba...	Apr-23	Manual	NC AGY BANK-...	57.32 USD	57.32 USD	Unposted

9. Edit Journal page appears. View the information.

The screenshot shows the 'Edit Journal' interface. At the top, it displays 'Data Access Set: NC CASH US' and 'Edit Journal'. There are buttons for 'Save', 'Post', 'Approve', 'Reject', and 'Cancel'. The main area is divided into sections: 'Journal Batch: Create Manual Journal for Training', 'Journal', and 'Journal Lines'. The 'Journal Lines' section contains a table with the following data:

Line	* Account	Entered (USD)		Description
		Debit	Credit	
1	1900-074550-11120000-00000000-00000000-0000-000000	100.00		
2	1900-074550-11120000-00000000-00000000-0000-000000		100.00	
Total		100.00	100.00	

10. Click the **Cancel** button to close the page.

This screenshot is identical to the previous one, but the 'Cancel' button in the top right corner is highlighted with a red border, indicating the action to be taken.

### Wrap-Up

Users can View Journals in NCFIS by following the steps explained above.

### Additional Resources

#### Web based Trainings (WBT)

- GL001: GL Journal Inquiry
- GL101b: Journal Approval
- GL101c: Journal Approval