

APPROVE JOURNALS (CASH AND NON-CASH)

QUICK REFERENCE GUIDE GL-10

Purpose

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

Introduction and Overview

This QRG covers how to Approve or Reject Journals (Cash and Non-Cash) in the NCFS. The approval steps are the same, regardless of the journal type, who is performing the approval, and for which ledger.

Approve/Reject a Journal

To approve/reject a journal, 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 **Notifications** icon [📿] on the top right corner.

≡ CRCFS					∩ ☆	ז 🟳 🚺 די
	Good afterno	oon, Training S	uper 1!			
<	Supply Chain Planning	Product Management	Payables	General Accounting	Intercor	>
	QUICK ACTIONS	APPS				



3. The *Notification* pop-up appears. Click the **Show All** link.

		^	
		Notifications	Show All
	Good afternoon, T	ACTION REQUIRED Journal Batch 0800 DEP 07/13/2023 Registration Fees (682.00 USD) from Training Sup Approval Training Super 1 Approve	25 minutes ago ler 1 Requires Reject
	C Supply Chain Planning Product	ACTION REQUIRED Supplier Registration Request 17001 for Pink Bubble Gum Company Training Super 1 Approve	4 days ago Reject

4. On the **Notifications** page, search for the required Journal. Click the **Journal Batch** link.

<	Notification	IS			Worklist
	A	ssigned to Me (5)	Created by Me (14) All		
		Q Action Required: Journ	al Batch 0800 DEP 07/13/20	Dismiss All	
		ACTION REQUIRED		8 minutes ago	
		Journal Batch 0800 D Training Super 1	P 07/13/2023 Registration Fees (682.00 USD) from Training Super 1 Requires Approve	Approval Reject	

5. The Journal Batch page appears. Click the View Journal button to view the Journal details.

Journal Batch 0800 DEP 07/1	3/2023 Reg Fees (1,032.00 USD) from Training S…	View Journal	View Approvals	Approve	Reject	Claim
	Journal Batch Approval					
	1,032.00 USD 0800 DEP 07/13/2023 Reg Fees Jul-23, Manual 07/13/2023 Reg Fees					
	Journals					
	Details	Amou	nt			
	7/13/23, 0800 DEP 07/13/2023 Reg Fees	1,032.00 US	SD			
	NC CASH US DEP - CASH & CHECK 07/13/2023 Reg Fees					
	0800-101033-45600000-08A0724-0848977-3000-00000000000-00000-0000-0	00000-00000				
	Reg Fees	CR 270.	00			
	0800-101033-11120000-0000000-0000000-00000-0000000-00000	00000-00000				
		DR 270.	00			
	0800-202200-45300000-0000000-0821180-0000-00000000-00000-0000-	00000-00000				

6. The **Edit Journal** page opens. Validate the Journal Batch details (For e.g., **Journal Batch** name, **Accounting Period**).

Data Access Set: NC CASH US Edit Journal ⑦		Save 🔻 Po	st v Approve Reject <u>C</u> ano	Projected Balances
Journal Batch: 0800 DEP 07/	/13/2023 Reg Fees ⑦ Show More		Batch Actions 👻	PTD ▼ Total ▼
Journal Batch 0	800 DEP 07/13/2023 Reg Fees			No lines selected.
Description 0)7/13/2023 Reg Fees	Source	Manual	
Balance Type A	Actual	Approval Status	In process	
		Funds Status	Not attempted	
* Accounting Period Ju	ul-23	Batch Status	Unposted	
Attachments No	one	Completion Status	Complete	

7. Scroll down and validate the Journal details (For e.g., **Ledger, Category** and Journal Lines (for e.g., **Account** segment values, and DFF bank account field for deposits).

Journal ⑦ Show Me	ore	0800 DEP 07/13/2023 Reg	gistration Fe 🗸 🕨 🛉 🕂 🗙	Journal Actions 🔻				
	Journal 0800 DEP 07/13/2023 Registration Fees 07/13/2023 Registration Fees //	ation	Currency USD US Dollar rsion Date 7/13/23					
	* Ledger NC CASH US	Conversion	Rate Type User					
Acco	unting Date 7/13/23	Conve	rsion Rate	1				
	* Category DEP - CASH & CHECK	Inverse Conve	sion Rate	1				
▲ Journal Lines ⑦ Actions ▼ View ▼ Format	▲ Journal Lines ⑦ Actions ▼ View ▼ Format ▼ → ■ 第 ☞ 第 Detach ↓ Wrap							
Line * Account		Entered (USD)	Entered (USD)					
Ente		Debit Credit	Description					
▲ 1 0800-202200-	11120000-0000000-000000-0000-00000000	000-0 250.00						
Type DEf	P - CASH & CHECK							
DEP - CASH & CHECK 00	00000300306							
Regional Information								

8. Scroll up, click the **Cancel** button.

Data Access Set: NC CASH US				
Edit Journal ⑦		Save 🔻 Po	st 🔻 Approve Reject <u>C</u> ancel	Projected Balances
				PTD 🔻 Total 👻
Journal Batch: 0800 DEP 0	07/13/2023 Reg Fees ⑦ Show More		Batch Actions 🔻	
Journal Batch	0800 DEP 07/13/2023 Reg Fees			No lines selected.
Description	07/13/2023 Reg Fees	Source	Manual	
Balance Type	Actual	Approval Status	In process	
		Funds Status	Not attempted	
* Accounting Period	Jul-23	Batch Status	Unposted	
Attachments	None	Completion Status	Complete	

9. On the **Journal Batch** page, click the **View Approvals** button.

Journal Batch 0800 DEP 07/13/2023 Reg Fees (1,032.00 USD) from Traini	ing S View Journal View Approvals Approve Reject Claim
Journal Batch Approval	
1,032.00 USD 0800 DEP 07/13/2023 Reg Fees Jul-23, Manual 07/13/2023 Reg Fees	
Journals	
Details	Amount
7/13/23, 0800 DEP 07/13/2023 Reg Fees	1,032.00 USD
NC CASH US DEP - CASH & CHECK 07/13/2023 Reg Fees	
0800-101033-45600000-08A0724-0848977-3000-00000000-000	00000-0000-000000-00000
Reg Fees	CR 270.00
0800-101033-11120000-0000000-0000000-0000000000	00000-0000-000000 DR 270.00
0800-202200-45300000-0000000-0821180-0000-0000000-000	00000-0000-000000-00000

10. The *Approvals* pop-up appears. Review the details and click the **OK** button.

Note: There are 2 levels of Approvers – Agency User and OSC.

In this example, we are a first-tier agency-level approver. For second-tier OSC-level approvers, this list of approval events will contain a longer list of events.

Journ	nal Batch Approval	
1,0	32.00 USD	
Jul-2 07/1:	Approvals OK	
Jourr	O Training Super 1	
Detail: 7/13/2	7/13/23 8:15 AM Assigned to NC_GL_JOURNAL_APPROVAL_0800_JR	unt JSD
NC CA DEP - (07/13/2	1 7/13/23 8:15 AM Submitted by Training Super 1	
0800-1 Reg Fees	CR 27	0.00
0800-10	1033-11120000-0000000-000000-0000-000000000-00000	

11. Click the **Approve** or **Reject** button as required.

In this example, we choose to **Reject** the Invoice.

ournal Batch 0800 DEP	07/13/2023 Reg Fees (1,032.00 USD) from Trai	ning S View Journal View A	pprovals Approve Reject C
	Journal Batch Approval		
	1,032.00 USD 0800 DEP 07/13/2023 Reg Fees Jul-23, Manual 07/13/2023 Reg Fees		
	Journals		
	Details	Amount	
	7/13/23, 0800 DEP 07/13/2023 Reg Fees	1,032.00 USD	
	NC CASH US DEP - CASH & CHECK 07/13/2023 Reg Fees		
	0800-101033-45600000-08A0724-0848977-3000-000000000-0	00000-0000-00000-00000	
	Reg Fees	CR 270.00	
	0800-101033-11120000-0000000-0000000-00000-00000000	00000-0000-00000-00000 DR 270.00	
	0800-202200-45300000-0000000-0821180-0000-000000000-0	00000-0000-00000-00000	

12. The *Reject* pop-up appears. Enter **Comment** in *Comment* field and Click the **Submit** button. The Invoice is rejected.

Note: State policy is that a **Comment** must be entered for all Rejections. For Approvals, entering a **Comment** is optional.

Journal Batch 0800 DEP 07/13/2023 R	eg Fees (1,032.00 USD) from Training Super 1 Requir…	View Journal	View Approvals	Approve	Reject	Claim
Journal Batch 0800 DEP 07/13/2023 R	eg Fees (1,032.00 USD) from Training Super 1 Requir lournal Batch Approval eject	View Journal	View Approvals	Approve	Reject	Claim
	Drag files here or click to add attachment v	000 DR 270.00				

Validate the Approval Status

To validate the approval status of the Journal, 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 click the Journals app.

<	Supply Chain Planning	Product Management	Payables	General Accounting	Intercor 🔉
	QUICK ACTIONS	APPS			
	Manage Journals				
	Create Journal	Genera	il J	Journals Per	iod Close
	Manage Approvals for Jou	Irnals	ird		

3. The Journals page opens. Click the Tasks [📃] icon and select Manage Journals.

Data Access Set: NC CASH US [Change]	Journals
Journals	Manage Journals Create Journal Create Journal in Spreadsheet
Requiring Attention Incomplete Import Errors	Create Encumbrance Journal in Spreadsheet Run AutoPost Run AutoReverse Manage Approvals
View 🔻 Format 👻 💯 📴 Freeze 🔛 Detach 🚽 Wrap 🏷	Clearing Accounts Reconciliation Reconcile Clearing Accounts Automatically
Accounted Accounting .	Reconcile Clearing Accounts Manually

4. The **Manage Journals** page opens. Enter your search criteria, such as the **Journal** name, and click the **Search** button.

Data Access Set: NC CASH US [Change]							
Manage Journals ⑦							D <u>o</u> ne
▲ Search			Basic	Manage Watchlist	Saved Search	All Journals	~
							** At least one is required
** Journal	Starts with ~	0800 DEP 07/13/2023 Reg Fees					
** Journal Batch	Starts with ~	•		•			
** Accounting Period	Equals ~	Jul-23		•			
Source	Equals 🗸		•	•			
Category	Equals ~		•	•			
** Batch Status	Equals ~	~		_			
				5	Search Reset	Save	Add Fields v Reorder

5. Search results are displayed. Locate your **Journal**, using **Query By Example (QBE) icon** [] if needed, then click the **Journal** name link.

Data Access Set: NC CASH US [Change] Manage Journals ⑦						D <u>o</u> ne
▶ Search Actions ▼ View ▼ Format ▼ + // 第	🕞 🔛 Detach 🚽 Wrap	Post Batch Reverse	Basic Manage	Watchlist Saved Search	h All Journals	~
<u>_</u>						
Journal Journal	Batch Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
> 0800 DEP 07/13/2023 Reg 0800 DEP	2 07/13/2023 Reg Jul-23	Manual	DEP - CASH &	1,032.00 USD	1,032.00 USD	Unposted
Columns Hidden 36						

6. The Edit Journal page opens. Validate the Approval Status.

Data Access Set: NC CASH US							
Edit Journal ⑦			Save	▼ Post ▼	<u>C</u> ancel	Projected Balances	Ð
						PTD v Total v	
Journal Batch: 0800 DEP 0	07/13/2023 Reg Fees ⑦ Show More			Batch Actions	5 ▼		
						No lines selected.	
Journal Batch	0800 DEP 07/13/2023 Reg	Source	Manual				
Description	07/13/2023 Reg Fees	Approval Status	Rejected				
Balance Type	Actual	Funds Status	Not attempted	i			
* A construction Provided	1100	Batch Status	Unposted				
Accounting Period	Jul-23 ~	Completion Status	Complete				
Attachments	None -						

7. Click the **Show More** link.

Data Access Set: NC CASH US					
Edit Journal ⑦			Save ▼ Post ▼	<u>Cancel</u>	Projected Balances 🕥
_					PTD v Total v
Journal Batch: 0800 DEP 0	07/13/2023 Reg Fees ⑦ Show More	9	Batch Action	ns 🔻	
					No lines selected.
Journal Batch	0800 DEP 07/13/2023 Reg	Source	Manual		
Description	07/13/2023 Reg Fees	Approval Status	Rejected		
Balance Type	Actual	Funds Status	Not attempted		
* Accounting Period	lul 22	Batch Status	Unposted		
Accounting Period	Jul-25 ~	Completion Status	Complete		
Attachments	None 🕂				

8. Click the **Action Log** tab and review the details. Click the **Cancel** button. You are redirected to the **Manage Journals** page.

Journal @			Sav	e 🔻	Post V	Cancel	Projected Balances	4
oouniar ()							PTD v Total v	
ournal Batch: 0800 DEP	07/13/2023 Reg F	ees ⑦ Show Less			Batch Ac	tions 🔻		
							Mar Reason and a stand	
ch Control Total Action Log							No lines selected.	
ch Control Total Action Log							No lines selected.	
ch Control Total Action Log			_				No lines selected.	
the Control Total Action Log	Action	Name					No lines selected.	
the Control Total Action Log fiew T Event Date and Time 7/13/23 8:58 AM	Action Rejected	Name Training Super 1]				No lines selected.	
Control Total Action Log //iew ▼ Event Date and Time 7/13/23 8:58 AM	Action Rejected Sent for app	Name Training Super 1 Training Super 1					NO lines selected.	

Wrap-Up

Approve Journals (Cash and Non-Cash) in NCFS using the above steps, will enable you to approve/reject a journal.

Additional Resources

Web Based Trainings (WBT)

- GL101b: Journal Approval
- GL101c: Journal Approval

Quick Reference Guide (QRG)

- GL-28: Category Values Listing
- CM-19: Journal Entry Approval Overview