



# JOURNAL CATEGORY AND APPROVAL CHART

GL

## QUICK REFERENCE GUIDE GL-28

### Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a comprehensive list of all valid Cash and non-Cash journal categories in North Carolina Financial System (NCFS).

### Introduction and Overview

This QRG covers all the valid General Ledger Journal categories and its Approval Charts including Cash and non-Cash across all the ledgers.

### Category Value Listing

1. **NCFS Journal Entries for Deposits:** The NCFS Deposit Categories listed below are all valid deposit categories, deposit types, and approval workflow for the Journal section.

#### NCFS Journal Categories for Deposits

NCFS Journal Categories for Deposits	
DEP - ACH	Approved by Agency and DST
DEP - CASH & CHECK	Approved by Agency only
DEP - CREDIT CARD	Approved by Agency only
DEP - INTEREST ALLOCATION	Approved by Agency only (interfaced)
DEP - STIF	Approved by Agency only (interfaced)
DEP - WIRE	Approved by Agency and DST

2. **NCFS Journal Entries for Disbursements:** The NCFS Disbursement Categories listed below are all valid disbursement categories, disbursement types and approval workflow for both the Journal section and Journal lines.

#### NCFS Journal Categories for Disbursements

NCFS Journal Categories for Disbursements	
PAY-1-DEBT SERVICE	Approved by Agency and OSC Central Compliance
PAY-2-PAYROLL	Approved by Agency and OSC Central Compliance
PAY-3-STATE AID	Approved by Agency and OSC Central Compliance
PAY-4-HEALTH/PROVIDER	Approved by Agency and OSC Central Compliance
PAY-5-E-PAYMENT	Approved by Agency and OSC Central Compliance
PAY-6-GENERAL EXPENSE	Approved by Agency and OSC Central Compliance
PAY-7-TRANSFERS OUT	Approved by Agency and OSC Central Compliance
PAY-8-REVENUE REFUNDS	Approved by Agency and OSC Central Compliance
PAY-9-IGO	Approved by Agency and OSC Central Compliance
PAY-10-SPECIAL FUNDS	Approved by Agency and OSC Central Compliance

PAY-STIF-AP	Approved by Agency only (interfaced)
PAY-STIF-EPAY	Approved by Agency only (interfaced)
<b>Valid DFF Type Codes for Cash Account Journal Lines</b>	
PAY-DISBURSEMENT	General expense and payroll disbursements
PAY-OTHER	Additional disbursements
PAY-STIF	Manual and e-pay disbursement from DST interface

3. **NCFS Journal Entries for OSC only categories:** The NCFS OSC only Categories listed below are all valid categories and approval workflow for both the Journal section and Journal lines.

<b>NCFS Journal Categories for OSC-only Categories</b>	
OSC UNRESERVE FB RECLASS	Approved by OSC Management
OSC FB TF OUT TO NON-RESV	Approved by OSC Management
OSC INTER-RESV TRANSFER	Approved by OSC Management
OSC ANNUAL EST REVENUE	Approved by OSC Management
OSC ANNUAL APPROPRIATION	Approved by OSC Management
CLEAR	Approved by OSC Management

4. **NCFS Journal Entries for Statewide Accruals:** The NCFS Statewide Accruals listed below are all valid categories and approval workflow for both the Journal section and Journal lines.

<b>NCFS Journal Categories for Statewide Accruals*</b>	
<b>* Categories used to key journals in Accrual and Modified Accrual ledgers</b>	
NC OSC STATEWIDE ACCR	Approved by OSC SADFR
NC PAYROLL ACCRUAL	Approved by OSC SADFR

5. **NCFS Journal Entries for Agency Internal Journals:** The NCFS Internal Journals listed below are all valid categories and approval workflow for both the Journal section and Journal lines. They are applicable to cash and accrual ledgers.

<b>NCFS Journal Categories for Agency Internal Journals</b>	
NC AGY INTERNAL BC ENTRY	Approved by Agency (Primary agencies) or OSC Other Approver (Interface agencies)
NC AGY BANK-INVST ENTRY	Approved by Agency (Primary agencies) or OSC Other Approver (Interface agencies)

6. **NCFS Journal Entries for Accrual Journals:** The NCFS Accrual Journals listed below are all valid categories and approval workflow for both the Journal section and Journal lines. They are applicable to cash and accrual ledgers.

**NCFS Journal Categories for Accrual Journals\***

\* Categories used to key journals in Accrual and Modified Accrual ledgers

<b>NC AGY NON REVERSE ACCR</b>	Approved by Agency (Primary agencies) or OSC Other Approver (Interface agencies)
<b>NC AGY REVERSING ACCR</b>	Approved by Agency (Primary agencies) or OSC Other Approver (Interface agencies)

7. **NCFS Journal Entries for DHHS Allocation:** The NCFS DHHS Allocation listed below are all valid categories and approval workflow for both the Journal section and Journal lines. They are applicable to cash and accrual ledgers and restricted to DHHS only (agencies listed below).

**NCFS Journal Categories for DHHS Allocation (Agency Approval)\***

\* Categories used to key journals in Accrual and Modified Accrual ledgers

<b>DHHS Expense Allocation</b>	Approved by Agency
<b>DHHS Revenue Distribution</b>	Approved by Agency

\*Note: - Agency Approval is applicable for these listed agencies- "2000", "2100", "2200", "2300", "2400", "2500", "2600", "2700", "2800", "2A00", "2B00", "3000", "2D00"

8. **NCFS Journal Entries for Interface Agency Financials:** The NCFS Interface Agency Financials listed below are all valid other categories and approval workflow for both the Journal section and Journal lines.

**NCFS Journal Categories for Interface Agency Financials**

<b>NCHFA Financial Interface</b>	Approved by OSC Other Approver
<b>NCEL Financials Interface</b>	Approved by OSC Other Approver
<b>DOT Financials Interface</b>	Approved by OSC Other Approver
<b>Univ Financial Interface</b>	Approved by OSC Other Approver

9. **NCFS Journal Entries for Other categories:** The NCFS Other Categories listed below are all valid other categories and approval workflow for both the Journal section and Journal lines. Agency users should not use the below categories, they are either interfaced or applies to conversion.

**NCFS Journal Categories for Other Categories**

<b>IBIS CI APPROP</b>	Used in IBIS Interface, Approval not required
<b>IBIS CI ALLOTMENT</b>	Used in IBIS Interface, Approval not required
<b>IBIS CI APPROP TRANSFER</b>	Used in IBIS Interface, Approval not required
<b>IBIS GF ALLOTMENT</b>	Used in IBIS Interface, Approval not required
<b>REVERSIONS</b>	Approved by OSC Other approver
<b>CONV CI ALLOT BAL</b>	Agency do not use - for conversion only

<b>CONV CI UNALLOT BAL</b>	Agency do not use - for conversion only
<b>CONV CM NON-CI FY20</b>	Agency do not use - for conversion only
<b>CONV CM CI ALLOT FY20</b>	Agency do not use - for conversion only
<b>CONV CM CI REV FY20</b>	Agency do not use - for conversion only
<b>CONV CM CI UNALLOT FY20</b>	Agency do not use - for conversion only
<b>CONV CM CI EXPEND FY20</b>	Agency do not use - for conversion only
<b>CONV APPROP OFFSET</b>	Agency do not use - for conversion only
<b>CONV GF ALLOT BAL</b>	Agency do not use - for conversion only
<b>DEP-CONV REV BAL</b>	Agency do not use - for conversion only
<b>PAY-CONV EXP BAL</b>	Agency do not use - for conversion only
<b>R3 NCAS Conv-Reversions</b>	Agency do not use - for conversion only
<b>R3 NCAS Conversion</b>	Agency do not use - for conversion only
<b>Global Intercompany</b>	Used in Intercompany Transfers, journal entries are generated through IC and approvals are covered in Intercompany module
<b>Income Statement Close</b>	OSC Year end process to close expenditure and revenue balances to equity accounts, does not require approval

### Wrap-Up

Transactions can be created or interfaced using all the valid General Ledger Journal **Categories** mentioned above, including Cash and non-Cash across all the ledgers.

### Additional Resources

#### Virtual Instructor-Led Training (vILT)

- GL100c: Journal Entry

**Approval Matrix considering Cash and non-Cash categories covering end to end approval workflow.**

- [Approval Workflow Matrix RTR CM.xlsx](#)