



MANAGE JOURNALS

GL

QUICK REFERENCE GUIDE GL-34

Purpose

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

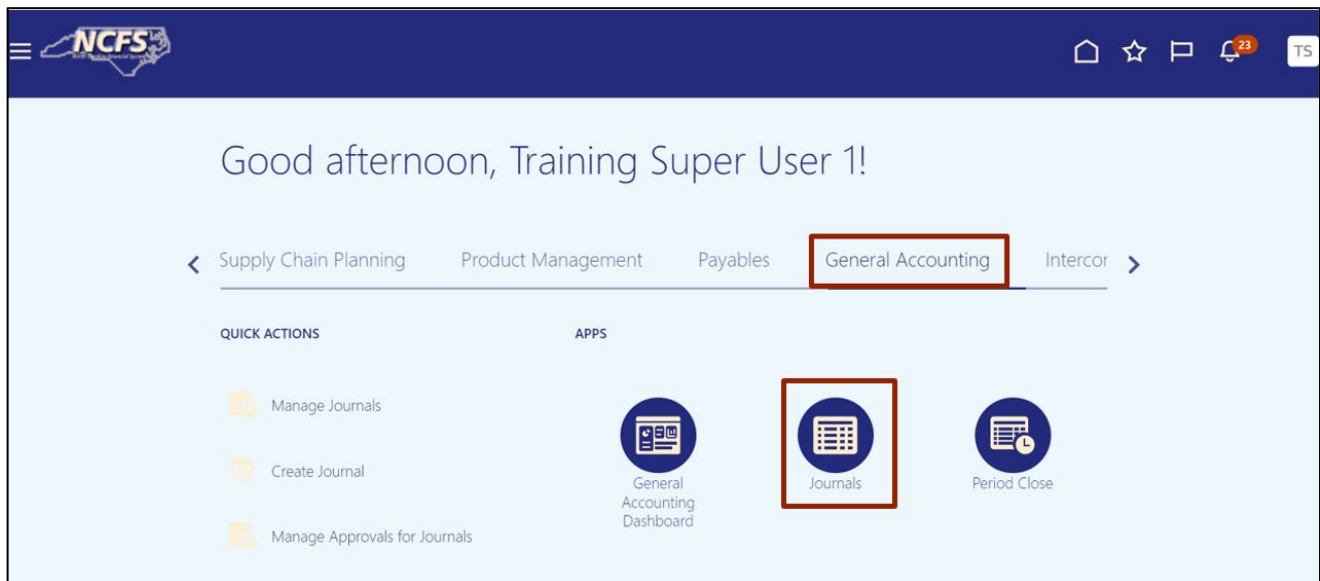
Introduction and Overview

This QRG covers how to view journals with the manage journals page in NCFS.

Inquire and Review Journal Entries – Manage Journals

To Inquire and Review Journal Entries using the Manage Journals page, 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 click the **Journals** app.



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

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

The screenshot shows the 'Journals' page with the 'Data Access Set' dropdown menu open and 'NC CASH US' selected. The table below shows two journal entries:

Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	Rejected	10/19/22
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	Rejected	10/19/22

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

The screenshot shows the 'Journals' page with the 'Tasks' icon (a list icon) highlighted in a red box on the right side of the page. The table below shows four journal entries:

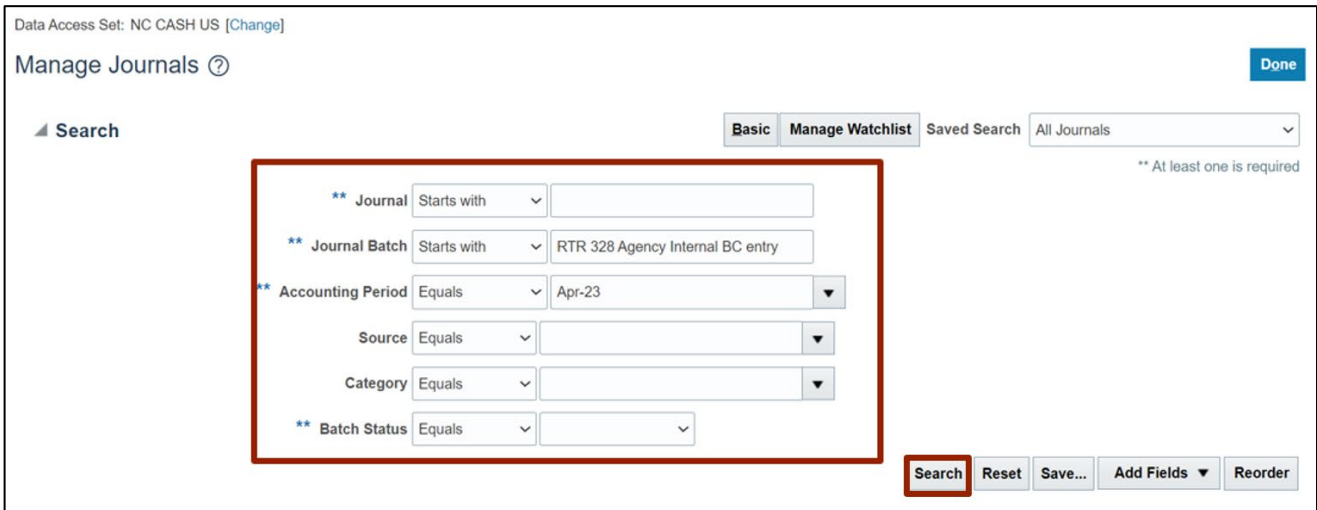
Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	Rejected	10/19/22
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	Rejected	10/19/22
10,000.00	10,000.00	AutoCopy	RTR338 nonCMCS entry 21-DEC...	Jan-23	Rejected	12/21/22
8,764.00	8,764.00	Payables	Payables A 1962698000001 19626...	Dec-22	Budgetary control failed f...	1/17/23

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



6. On the **Manage Journals** page, enter information in at least one field marked with ****** mark.

In this example, choose: **RTR 328 Agency Internal BC entry** for the ****Journal Batch Starts with** field and **Apr-23** for the ****Accounting Period** field. Now, click the **Search** button.



7. Under **Search** results section, click the desired **Journal** link.

In this example, choose, **RTR 328 Agency Internal BC**.

Data Access Set: NC CASH US [Change]

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 Status
RTR 328 Agency Internal B...	RTR 328 Agency Internal B...	Apr-23	Manual	NC AGY INTER...	2,513.23 USD	2,513.23 USD	Unposted

8. The **Edit Journal** page opens. Next to the *Journal Batch: RTR 328 Agency Internal BC* entry section, click **Show More**.

Journal Batch: RTR 328 Agency Internal BC entry 1 Batch Actions

Show More

Journal Batch: RTR 328 Agency Internal BC entry 1

Description: // Source: Manual

Balance Type: Actual Approval Status: Approved

* Accounting Period: Apr-23 Funds Status: Not attempted

Attachments: None Batch Status: Unposted

Completion Status: Complete

Journal RTR 328 Agency Internal BC entry 1 Journal Actions

Journal Description: RTR 328 Agency Internal BC entry 1 // Currency: USD US Dollar

* Ledger: NC CASH US Conversion Date: 4/30/23

Accounting Date: 4/30/23 Conversion Rate Type: User

* Category: NC AGY INTERNAL BC ENTRY Inverse Conversion Rate: 1

9. Information related to Journal Batch is displayed under the **Batch** tab.

Batch Control Total Action Log

Journal Batch RTR 328 Agency Internal BC entry 1

Description RTR 328 Agency Internal BC entry 1

Source Manual

Balance Type Actual

Approval Status Approved

*** Accounting Period** Apr-23

Funds Status Not attempted

Attachments None

Batch Status Unposted

Completion Status Complete

Journal ? | Show More | RTR 328 Agency Internal BC entry 1 | Journal Actions

10. Click the **Control Total** tab to view other relevant information.

Journal Batch: RTR 328 Agency Internal BC entry 1 ? | Show Less | Batch Actions

Batch **Control Total** Action Log

Control Total			
Total Entered Debit	2,513.23	Total Accounted Debit	2,513.23
Total Entered Credit	2,513.23	Total Accounted Credit	2,513.23

11. Click the **Action Log** tab to view the actions taken on this journal batch, including approval history.

Journal Batch: RTR 328 Agency Internal BC entry 1 ? | Show Less | Batch Actions

Batch Control Total **Action Log**

View

Event Date and Time	Action	Name
6/2/23 9:19 AM	Approved	Training Super User 1

Wrap-Up

Users can manage a journal by following the steps explained above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- GL100b: Journal Entry
- GL100c: Journal Entry