AP-01 Create Accounting (Ad Hoc)

Purpose

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

Introduction and Overview

This QRG covers the process of Creating Accounting (Ad Hoc) which gives users the flexibility to run the Create Accounting process on an as needed basis, and at any given point in time in NCFS.

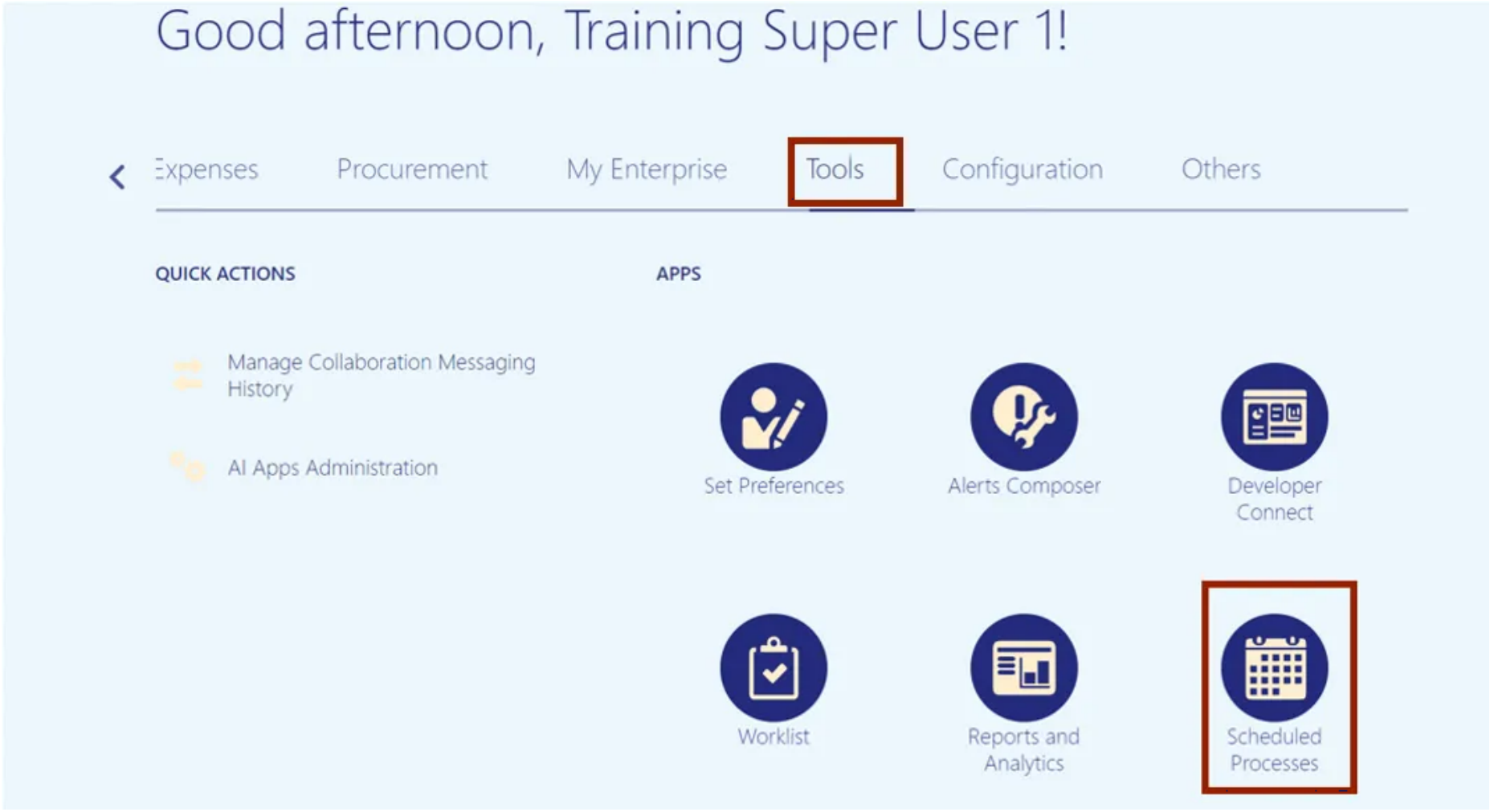
Create Accounting for Invoices/Payments

To Create Accounting for Invoices/Payments, please follow the steps below. There are 17 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

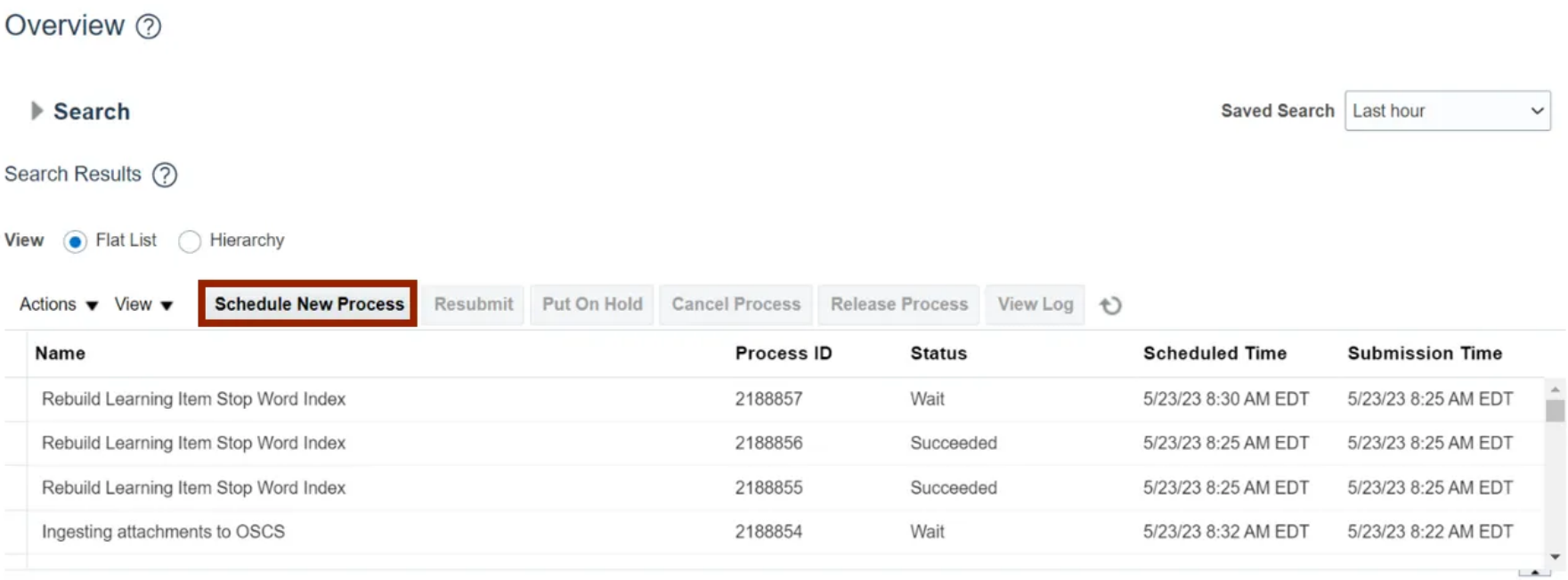
Step 2. On the **Home** page, click the **Tools** tab and select the **Scheduled Processes** app.

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Step 3. Click the **Schedule New Process** button.

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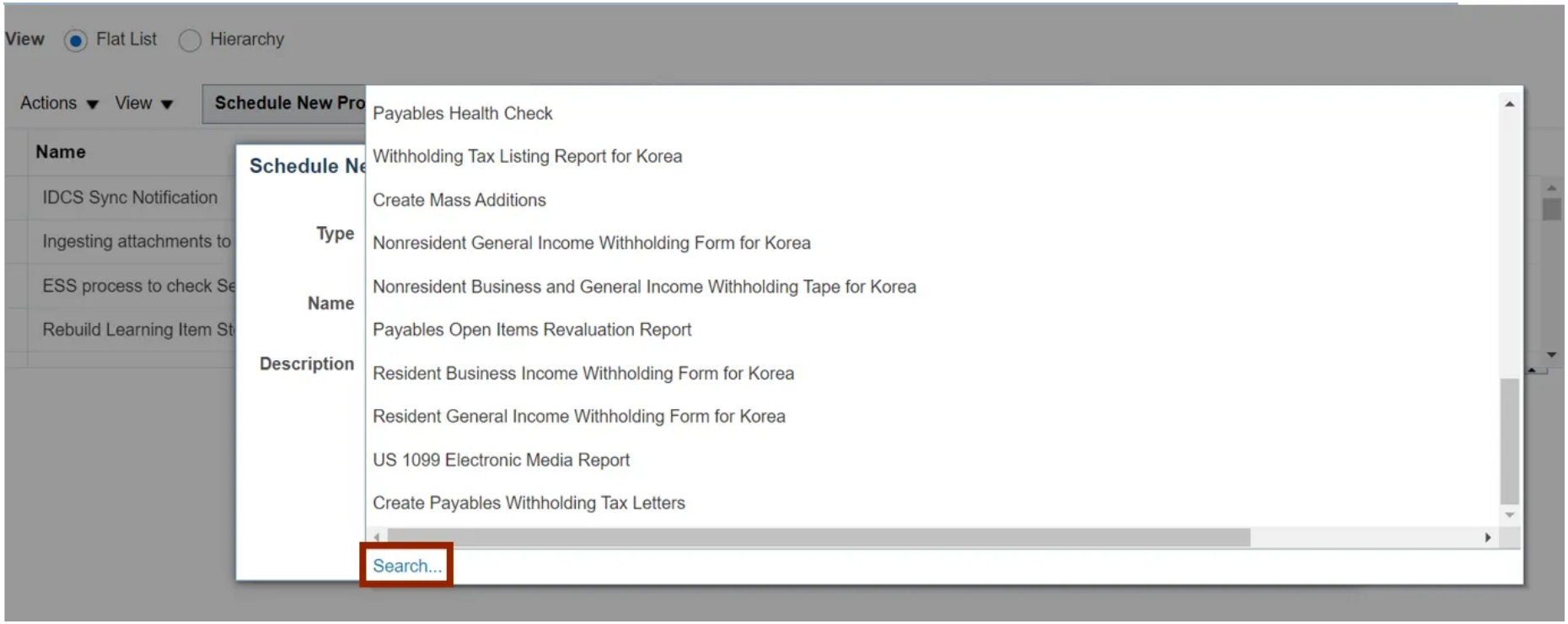
Step 4. The *Schedule New Process* pop-up appears. Enter **Create Accounting** in the ***Name*** field and click the drop-down choice list.

Image



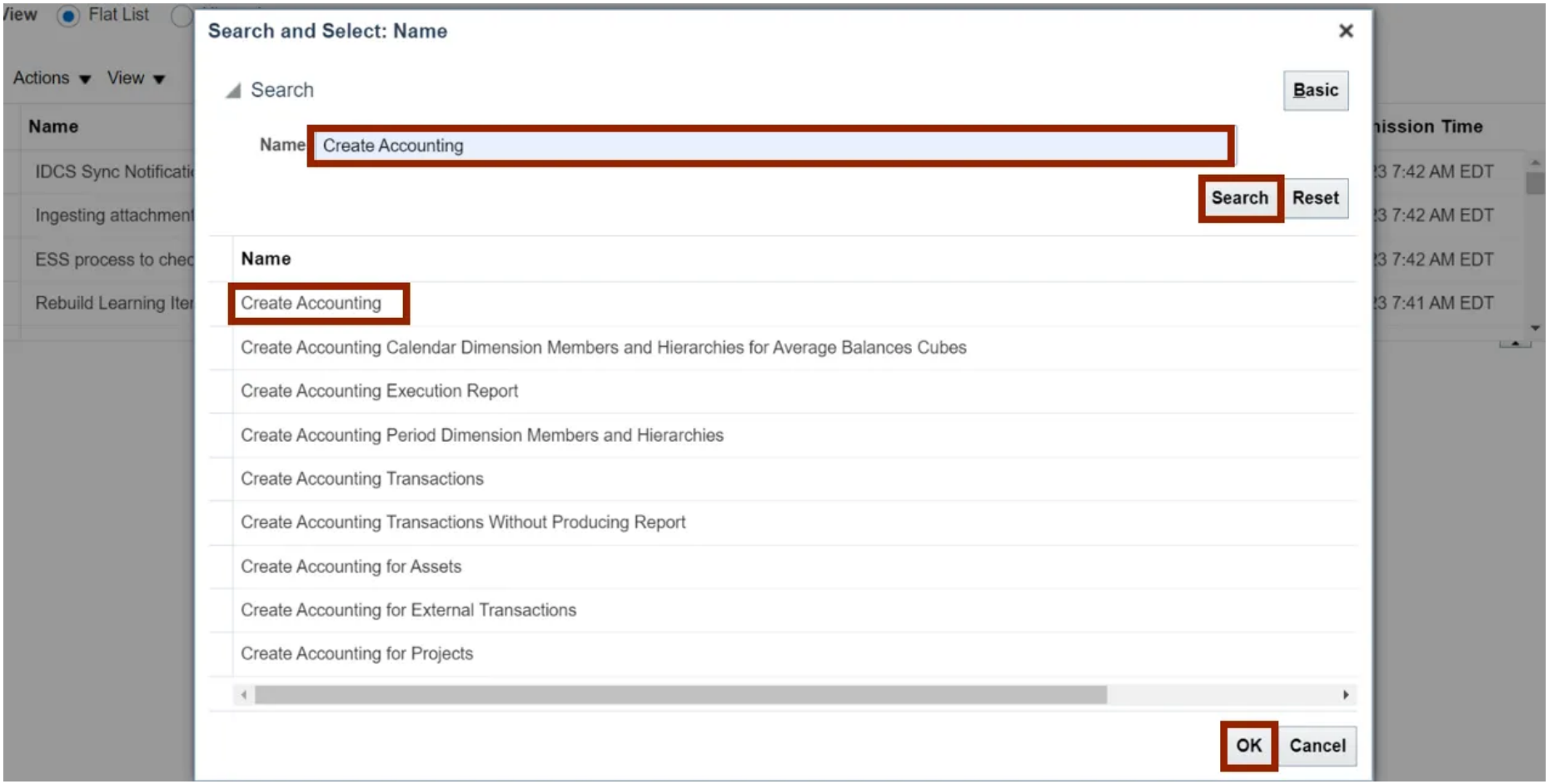
Step 5. Drop-down opens. Scroll down and click **Search**.

Image



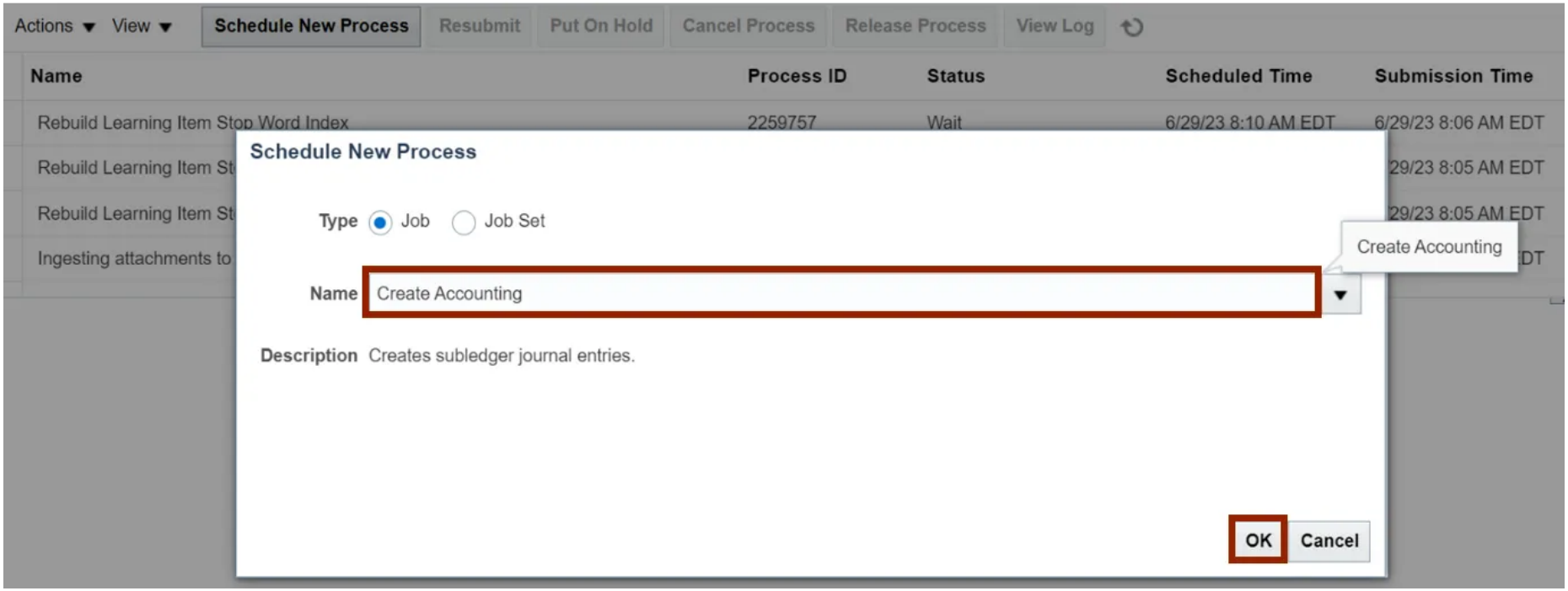
Step 6. ***Search and Select: Name*** section appears. Enter **Create Accounting** in the ***Name*** field and click the **Search** button. In the ***Name*** section below, select **Create Accounting** and click the **OK** button.

Image



Step 7. Now, on the ***Schedule New Process*** section, ***Name*** field is populated with **Create Accounting**. Click the **OK** button.

Image



Step 8. The *Basic Options* pop-up appears. Enter the relevant information in the ***Basic Options*** section by selecting from the drop-down choice list for each field.

In this example, we choose:

- ***Subledger Application*: Payables**
- ***Ledger*: NC CASH US**
- ***End Date*: Current System Date**
- ***Accounting Mode*: Final**
- ***Process Events*: All**
- ***Report Style*: Detail**
- ***Transfer to General Ledger*: Yes**
- ***Post in General Ledger*: Yes**

- ***Include User Transactions for Identifiers*: No**

Image

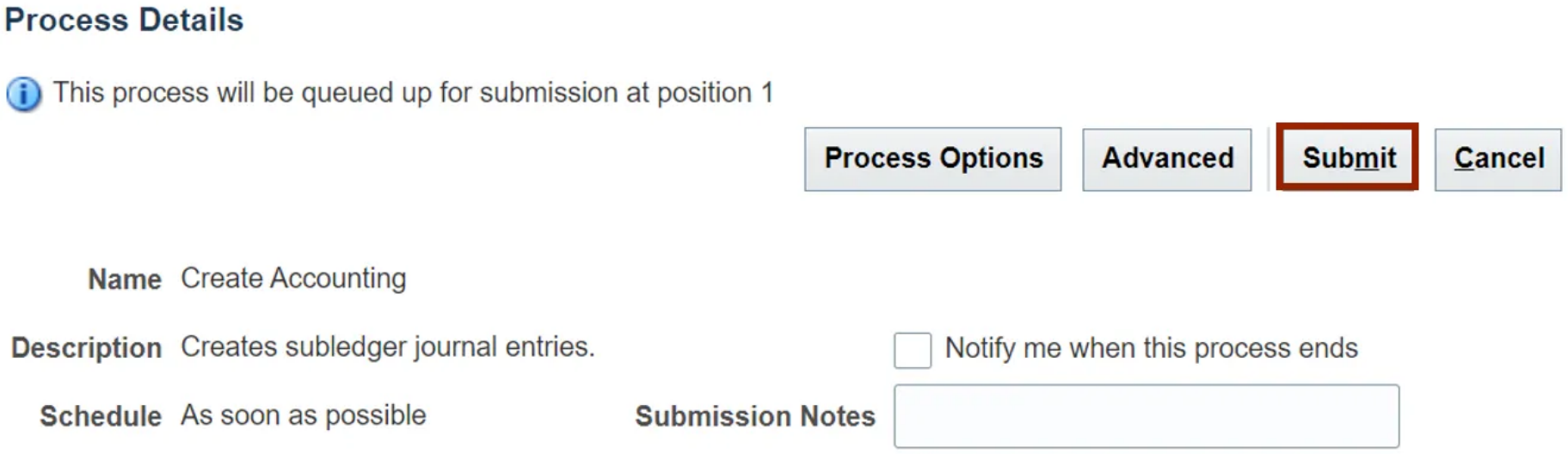
Basic Options

Parameters

* Subledger Application	Payables
* Ledger	NC CASH US
Process Category	
* End Date	5/24/23
* Accounting Mode	Final
* Process Events	All
* Report Style	Detail
* Transfer to General Ledger	Yes
* Post in General Ledger	Yes
Journal Batch	
* Include User Transaction Identifiers	No

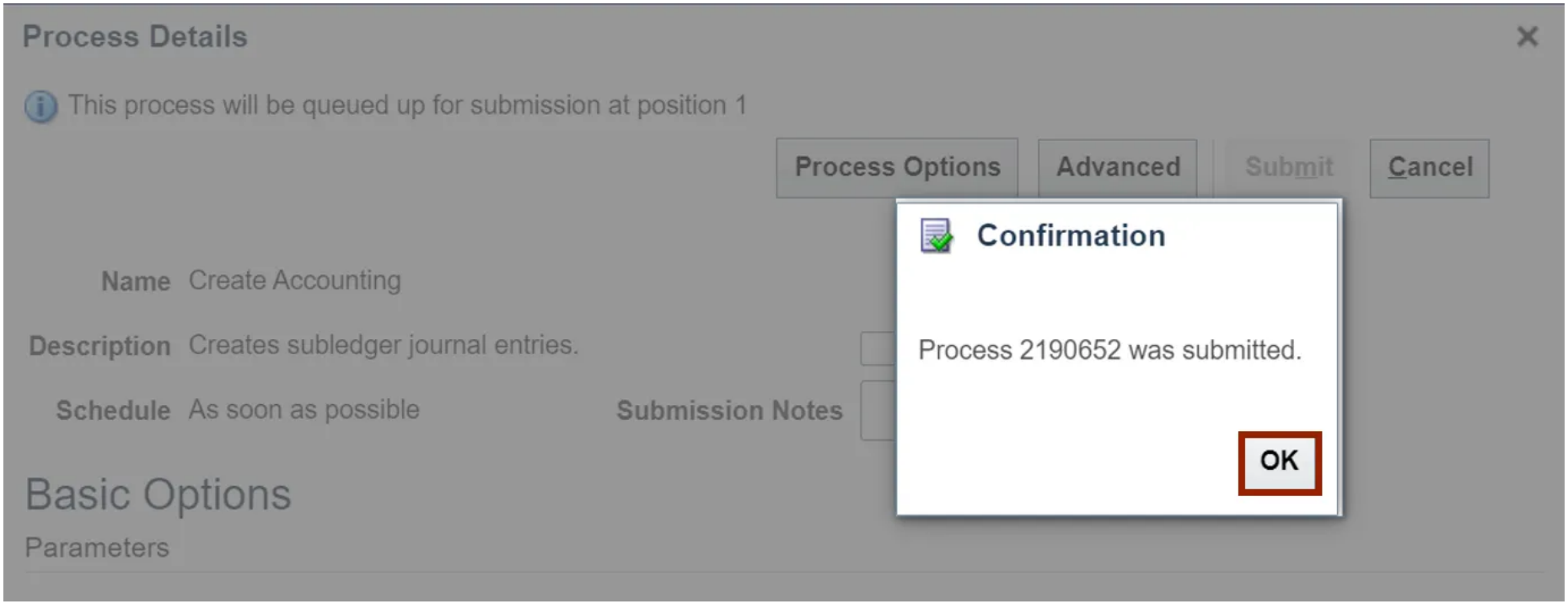
Step 9. Click the **Submit** button.

Image



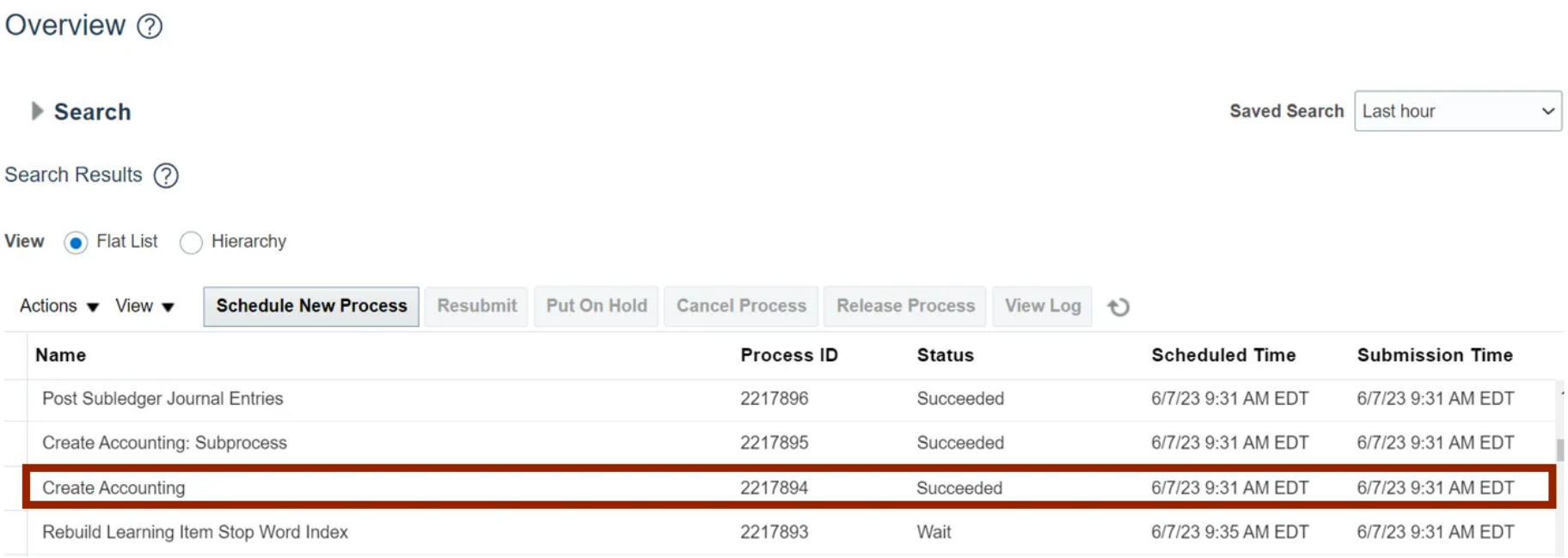
Step 10. The *Confirmation* pop-up appears. Click the **OK** button.

Image



Step 11. Click the **Refresh** icon. On the ***Search Result*** section, wait for the status to update as **Succeeded**. Click the **Create Accounting** line item.

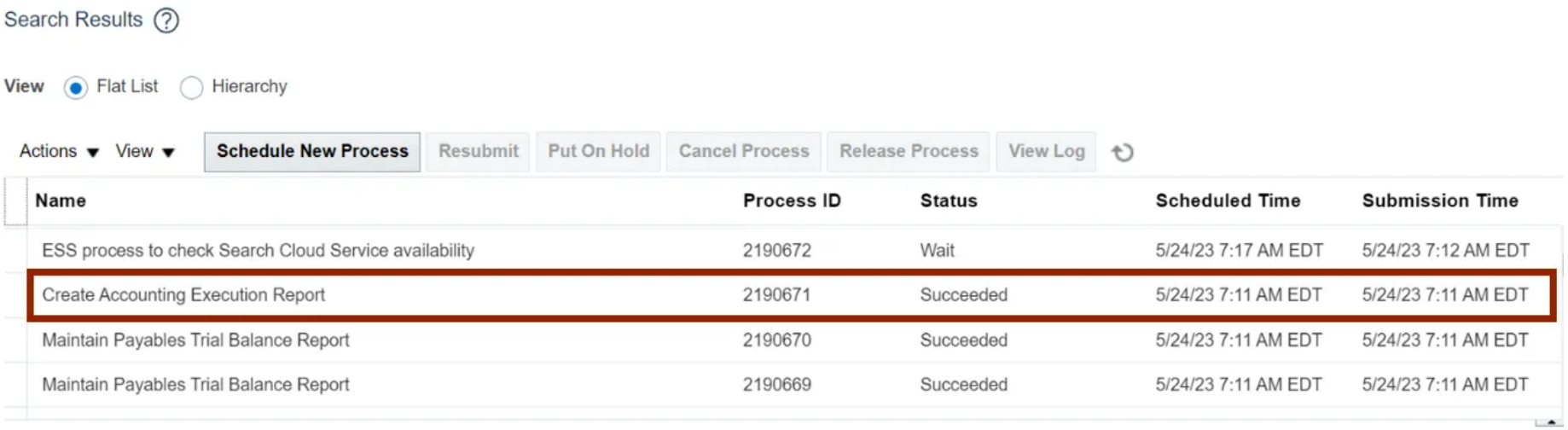
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Step 12. On the ***Search Result*** section, wait for the status to be updated as **Succeeded**. Click the **Create Accounting Execution Report** line item and scroll down.

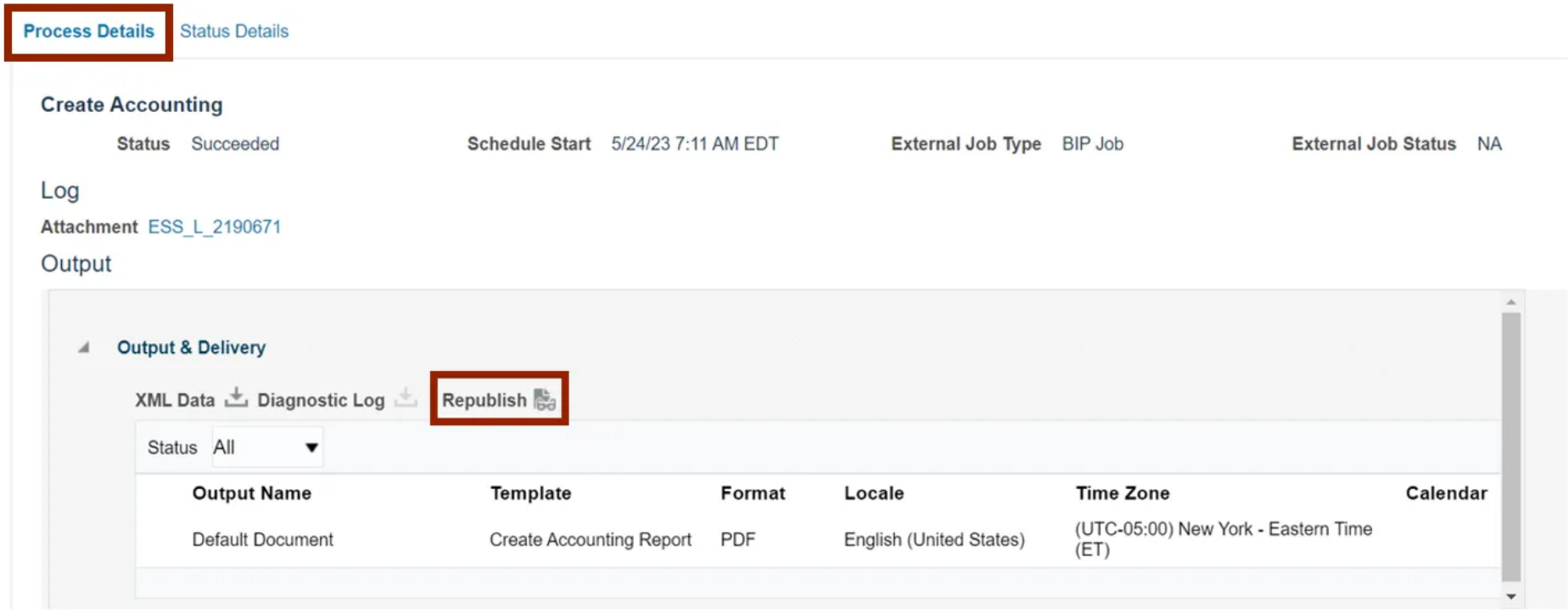
Note: There are various status reflecting such as Wait, Running, Warning etc.

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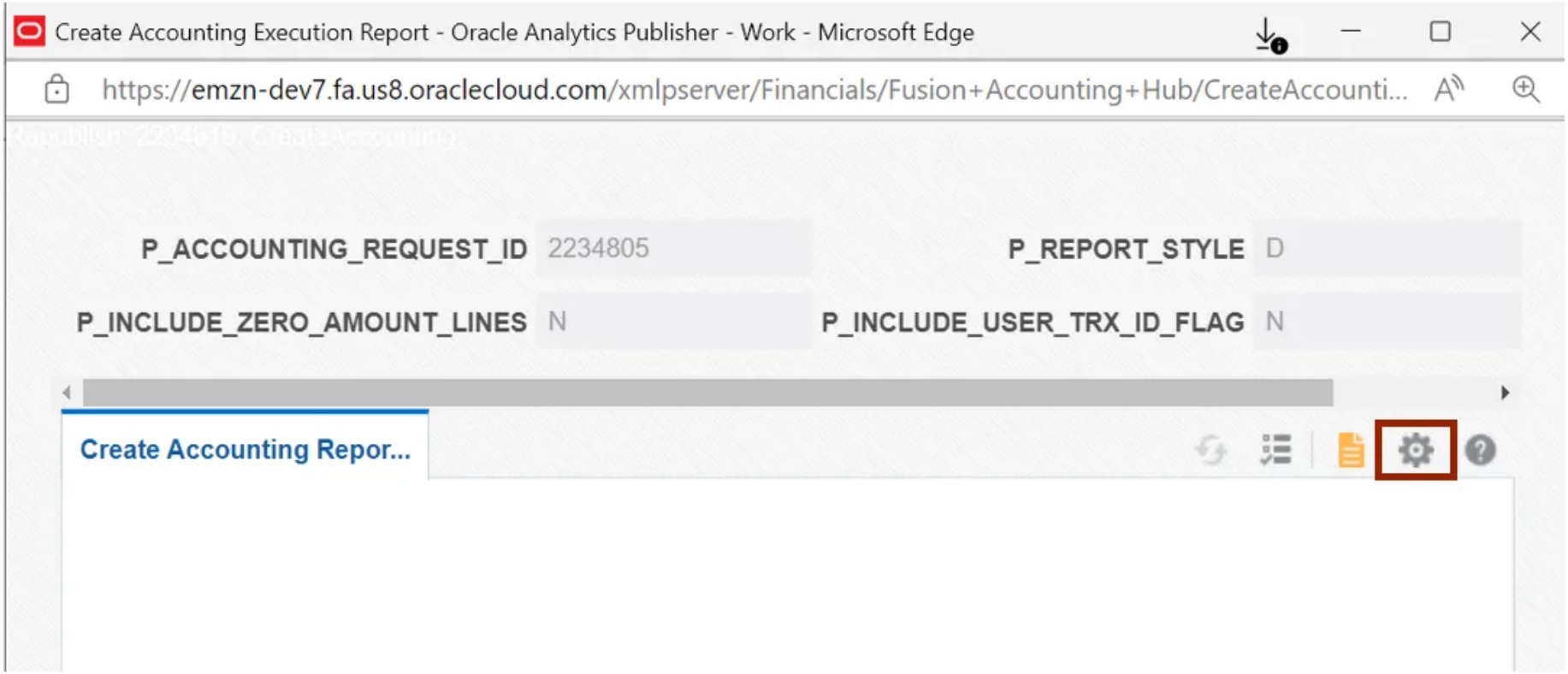
Step 13. Scroll down to view the ***Process Details*** tab. Under the ***Output*** section, click the **Republish** icon.

Image



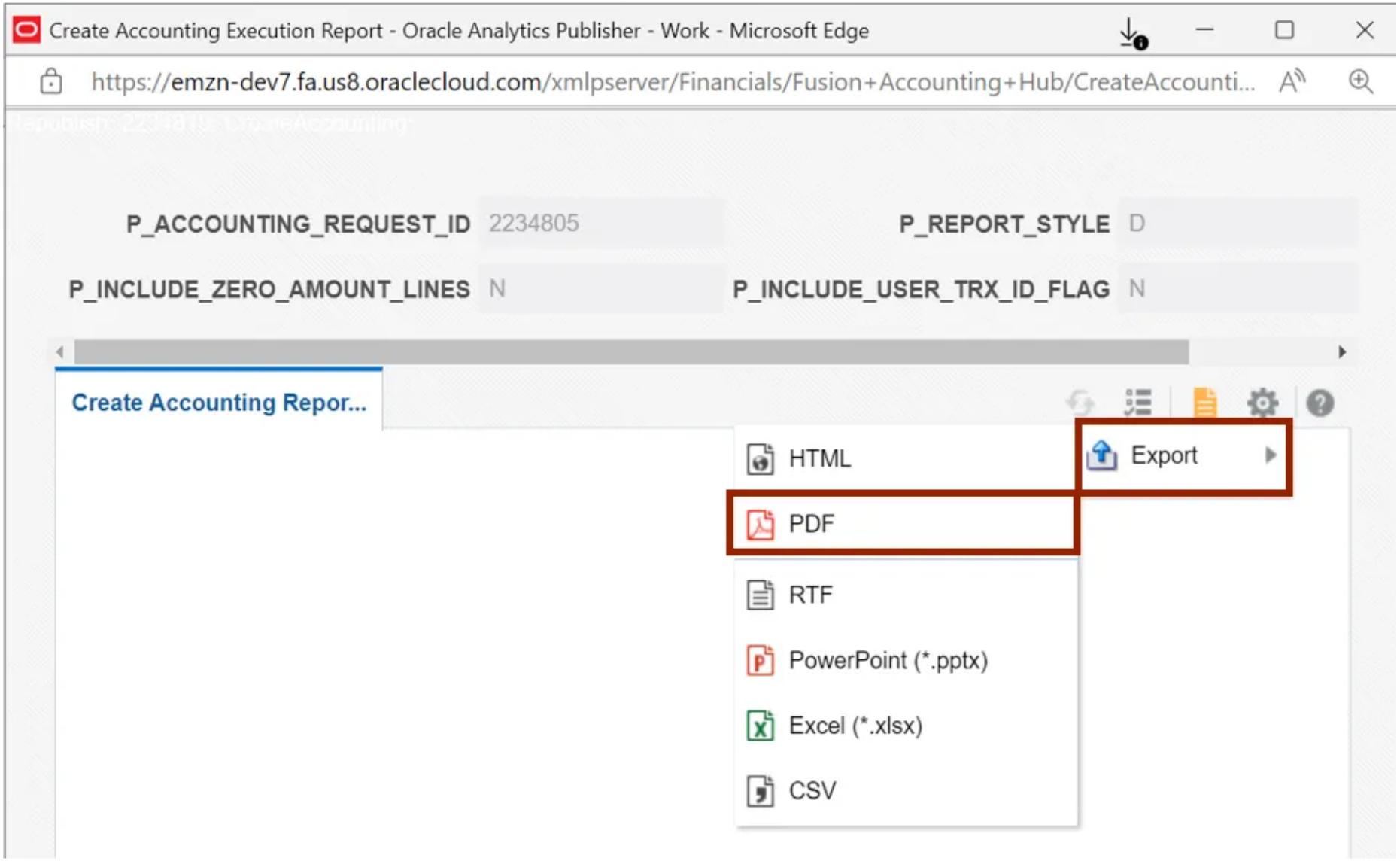
Step 14. **Create Accounting Execution** Report page is displayed. Click the **Action** icon.

Image



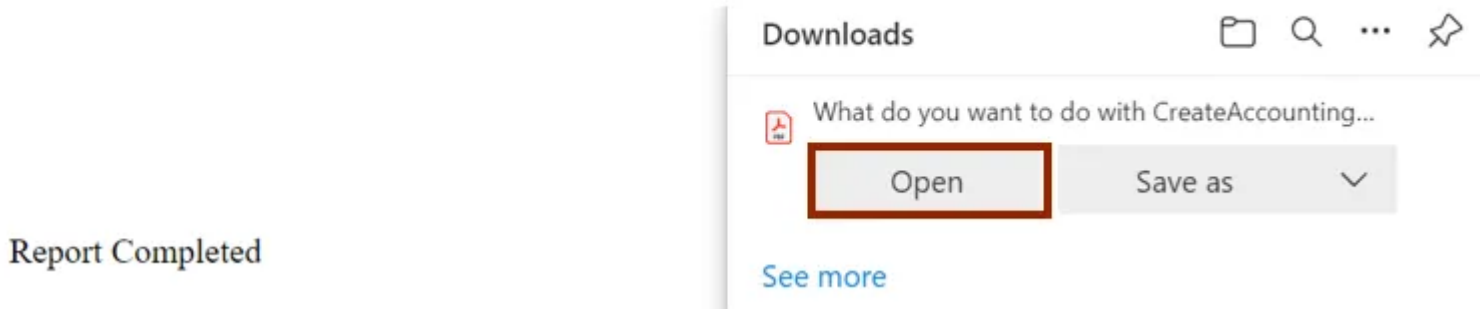
Step 15. Click the *Export* drop-down choice list and export the **Report** into a **PDF** file.

Image



Step 16. A PDF is generated, and the Report is downloaded. Click the **Open** button from the drop-down choice list.

Image



Step 17. Review the details of the report generated, including any errors that are caught in creating accounting. Fix the issues, if any, and return to the process.

Image

ORACLE
NC CASH US

Create Accounting Execution Report

Report Date 6/16/23 7:07 AM

Report Parameters	
Subledger Application	Payables
Process Category	
End Date	5/24/23
Accounting Mode	Final
Process Events	All
Transfer to General Ledger	Yes
Post in General Ledger	Yes
Journal Batch	
Report Style	Detail
Include User Transaction Identifiers	No
Accounting Program Request ID	2234805

Image

Create Accounting Execution Report

Accounting Event Summary				
Event Class	**Number of Transactions**	**Number of Events Processed**	**Number of Events with Warning**	**Number of Events in Error**
Invoices	3	3	0	0
Payments	7	0	0	7

Subledger Journal Entries Summary				
Ledger	**Final Journal Entries**	**Draft Journal Entries**	**Invalid Journal Entries**	**Incomplete Journal Entries**
NC ACCRUAL US	3	0	7	0
NC MODIFIED ACCRUAL US	3	0	7	0
NC CASH US	3	0	0	0

Transfer to General Ledger Summary			
Ledger	**Journal Entries Transferred**	**Journal Entries Not Transferred**	**Journal Entries Not Required To Be Transferred**
NC ACCRUAL US	3	0	0
NC MODIFIED ACCRUAL US	3	0	0
NC CASH US	3	0	0

Journal Entry Errors and Warnings						
Event Class	**Event Type**	**Ledger**	**Transaction Number**	**Journal Entry Status**	**Journal Line Number**	**Error and Warning Message**
Payments	Payment Created	NC ACCRUAL US	1017	Invalid		The accounting date 01-APR-23 isn't in an open or a future enterable period. Details: You must open the accounting period or modify the journal entry rule set or the source value to use a different accounting date.
Payments	Payment Created	NC ACCRUAL US	1018	Invalid		The accounting date 01-APR-23 isn't in an open or a future enterable period. Details: You must open the accounting period or modify the journal entry rule set or the source value to use a different accounting date.
Payments	Payment Created	NC ACCRUAL US	1019	Invalid		The accounting date 01-APR-23 isn't in an open or a future enterable period. Details: You must open the accounting period or modify the journal entry rule set or the source value to use a different accounting date.
Payments	Payment	NC	1020	Invalid		The accounting date 01-APR-23 isn't in an open or a future enterable period.

Wrap-Up

Users can create accounting (Ad Hoc) in NCFS by following the steps explained above.

Additional Resources

- Web Based Training (WBT)
  - AP103: Ad Hoc Accounting & Review Journal Entries

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