

GL-01 View Journals

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.

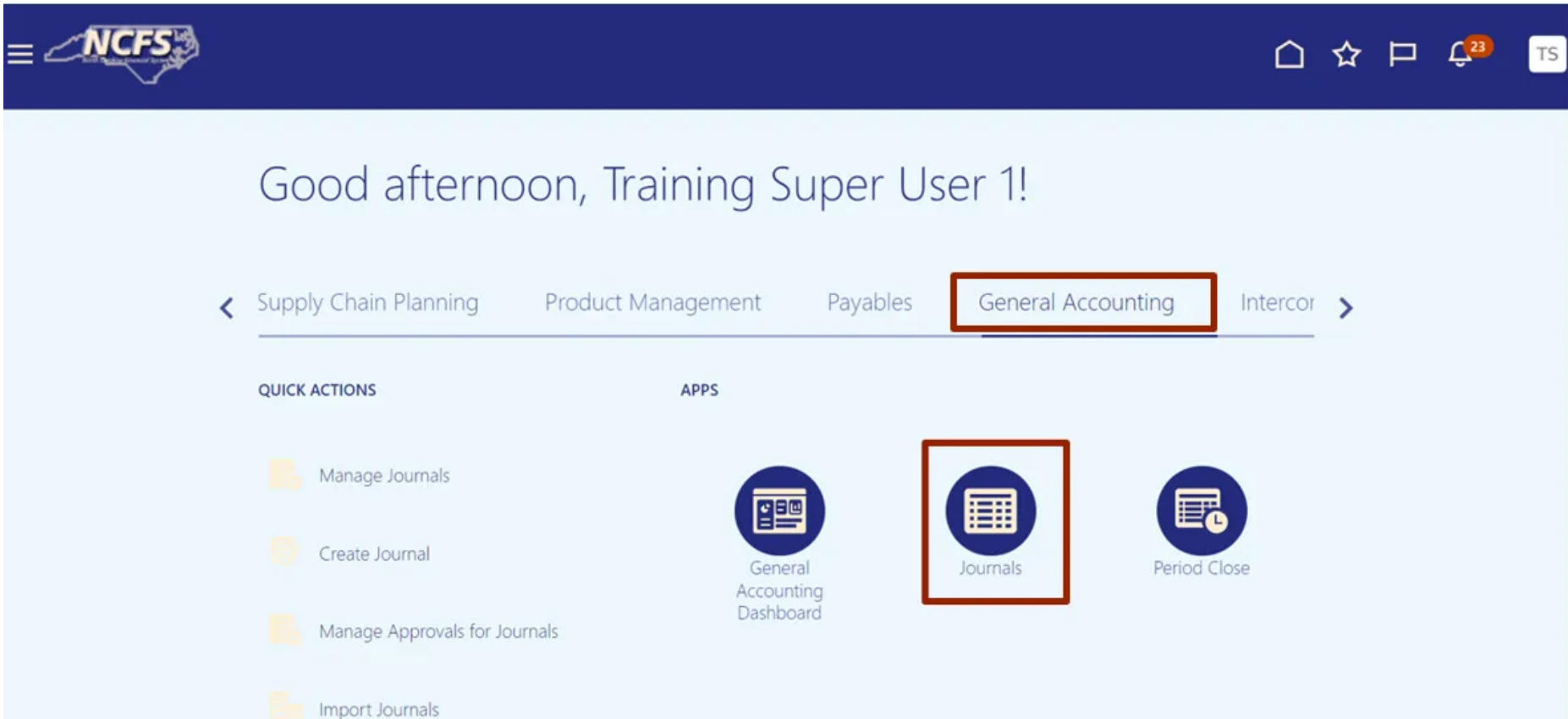
View Journals

To View Journals, please follow the steps below. There are 10 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 **General Accounting** tab and select the **Journals** app.

Image



Step 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**.

Image

Data Access Set: NC CASH US [\[Change\]](#)

Journals

Journals						
Requiring Attention Incomplete Import Errors						
View Format Freeze Detach Wrap						
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

Step 4. On the **Journals** page, click the **Tasks** icon.

Image

Data Access Set: NC CASH US [\[Change\]](#)

Journals

Journals

?

Requiring Attention

Incomplete

Import Errors

View

Format

Freeze

Detach

Wrap

Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
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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

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

Image



Step 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**.

Image

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	Apr-23
Source	Equals	
Category	Equals	
** Batch Status	Equals	Unposted

Batch Status

Search

Reset

Save...

Add Fields

Reorder

Step 7. Click the **Search** button.

Image

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



Apr-23



Source

Equals



Category

Equals



** Batch Status

Equals



Unposted



Search

Reset

Save...

Add Fields



Reorder

Step 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.

Image

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

Step 9. **Edit Journal** page appears. View the information.

Image

Launch Meeting - Z | DeloitteNet | FY24 Promotions Ar | NC FBR Training De | MASTER NC-FBR_Tr | Manage Journals - J

https://emzn-dev7.fa.us8.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=7vpont7...

Data Access Set: NC CASH US

Edit Journal

Journal Batch: Create Manual Journal for Training | Show More

Journal Batch: Create Manual Journal for Training
Description: Create Manual Journal for Training
Balance Type: Actual
* Accounting Period: Apr-23
Attachments: None

Source: Manual
Approval Status: In process
Funds Status: Not attempted
Batch Status: Unposted
Completion Status: Complete

Projected Balances
PTD Total
No lines selected.

Journal | Show More

Journal: Create Manual Journal for Training
Description: Create Manual Journal for Training
* Ledger: NC CASH US
Accounting Date: 4/26/23
* Category: NC AGY INTERNAL BC ENTRY

Currency: USD US Dollar
Conversion Date: 4/26/23
Conversion Rate Type: User
Conversion Rate: 1
Inverse Conversion Rate: 1

Journal Lines

Actions View Format Detach Wrap

Line	* Account	Entered (USD)		Description
		Debit	Credit	
1	1900-074550-11120000-0000000-0000000-0000-000000	100.00		
2	1900-074550-11120000-0000000-0000000-0000-000000		100.00	
Total		100.00	100.00	

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

Image

Edit Journal ?

Journal Batch: Create Manual Journal for Training ? | [Show More](#)

Journal Batch	Create Manual Journal for Training
Description	Create Manual Journal for Training
Balance Type	Actual
* Accounting Period	Apr-23
Attachments	None

Save ▼ Post ▼ Approve Reject Cancel

Batch Actions ▼

Source	Manual
Approval Status	In process
Funds Status	Not attempted
Batch Status	Unposted
Completion Status	Complete

Projected Balances	
PTD ▼	Total ▼
No lines selected.	

Wrap-Up

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

Additional Resources

- Web based Trainings (WBT)
 - [GL001: GL Journal Inquiry](#)
 - [GL101c: Journal Approval](#)

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