

GL-02 Create Journals

Purpose

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

Introduction and Overview

This QRG covers how to Create a Journal in NCFS by populating the information in journals and journal lines and requesting an approval for it.

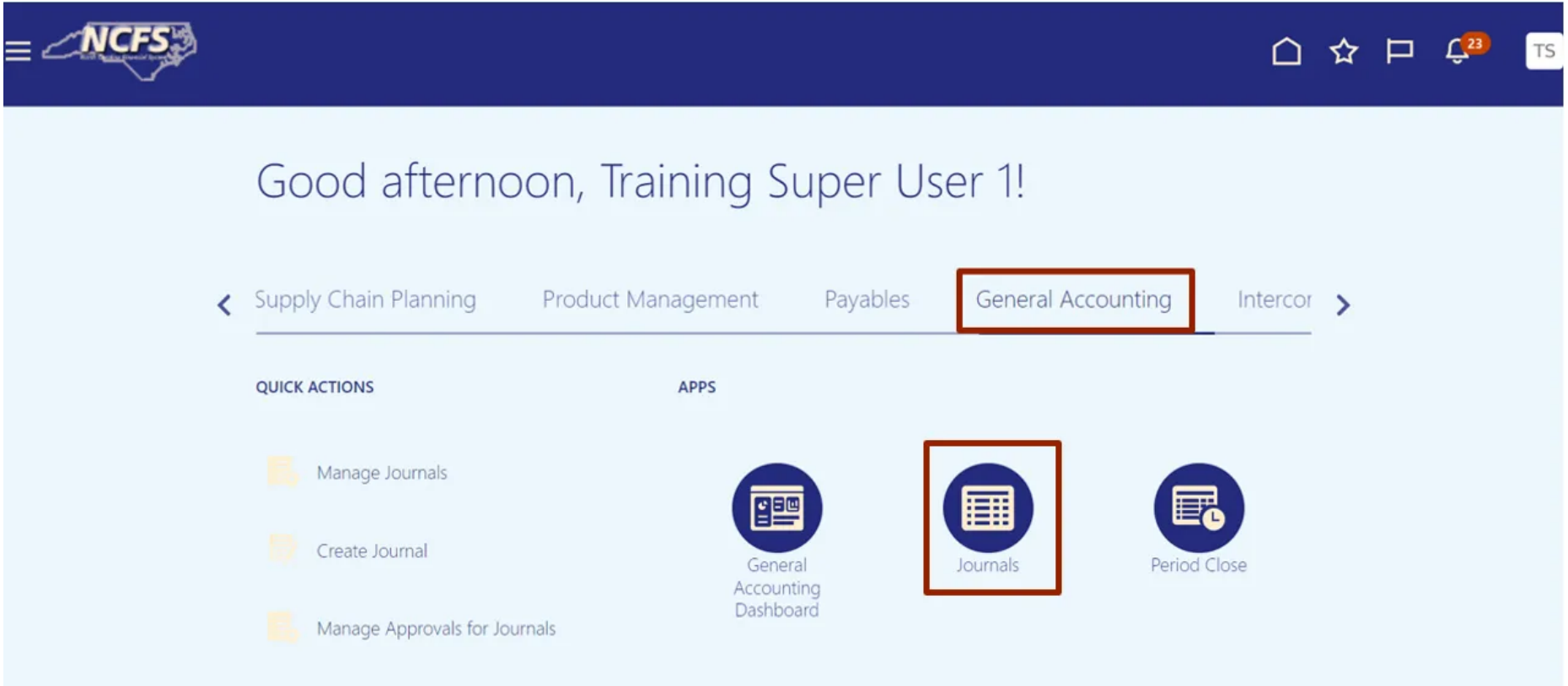
Create a Journal

To create a journal in the primary ledger using category "NC AGY INTERNAL BC ENTRY" for a primary agency and send it for approval, please follow the steps below. There are 13 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 **Journals** app.

Image



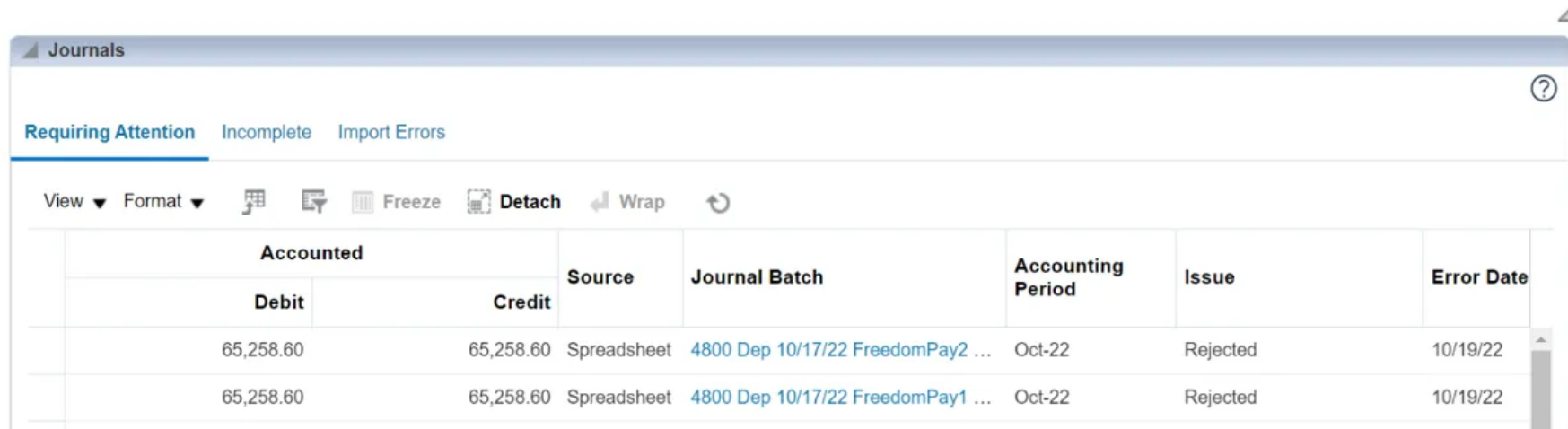
Step 3. Validate the **Data Access Set**. If data access set is not already selected, click the **Change** link and select the appropriate **Data Access Set**.

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

Image

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

Journals



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. Click the **Tasks** icon. Under **Journals**, click **Create Journal**.

Image

Journals

Journals				
Requiring Attention Incomplete Import Errors				
View ▼ Format ▼ Freeze Detach Wrap ↺				
Accounted		Source	Journal Batch	
Debit	Credit			
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	
10,000.00	10,000.00	AutoCopy	RTR338 nonCMCS entry 21-DEC-...	

Journals

- [Manage Journals](#)
- [Create Journal](#)
- [Create Journal in Spreadsheet](#)
- [Create Encumbrance Journal in Spreadsheet](#)
- [Run AutoPost](#)
- [Run AutoReverse](#)
- [Manage Approvals](#)

Clearing Accounts Reconciliation

- [Reconcile Clearing Accounts Automatically](#)
- [Reconcile Clearing Accounts Manually](#)
- [Reverse Reconciliation](#)

Allocations

- [Create Allocation Rules](#)
- [Generate General Ledger Allocations](#)
- [Generate Intercompany Allocations](#)

Step 5. The **Create Journal** page opens. Enter relevant information in the fields.

For this example, choose **RTR 328 Agency Internal BC entry** for **Journal Batch** field and **Description** field, **Apr-23** for ***Accounting Period** field.

Notes: **Accounting Period** may need to be changed to the period applicable to the journal. The addition of **Attachments** is optional. **Journal Batch** name should follow the state's naming conventions.

Image

Create Journal ?

Journal Batch ? | [Show More](#)

Journal Batch	RTR 328 Agency Internal B
Description	RTR 328 Agency Internal BC entry
Balance Type	Actual
* Accounting Period	Apr-23
Attachments	None +

[Save](#) [Complete](#) [Post](#) [Cancel](#)

Batch Actions ▼

Source	Manual
Approval Status	Required
Funds Status	Not attempted
Batch Status	Unposted
Completion Status	Incomplete

Projected Balances

PTD ▼ Total ▼

No lines selected.

Step 6. On the **Create Journal** page, user can create the journals in current or previous Accounting Period.

For this example, choose **Mar-23** for ***Accounting Period**.

Image

Data Access Set: NC CASH US

Create Journal ?

Journal Batch ? | [Show More](#)

Journal Batch RTR 328 Agency Internal B

Description RTR 328 Agency Internal
BC entry

Balance Type Actual

* Accounting Period Mar-23

Attachments None +

Save Complete Post Cancel

Batch Actions

Source Manual

Approval Status Required

Funds Status Not attempted

Batch Status Unposted

Completion Status Incomplete

Projected Balances

PTD Total

No lines selected.

Step 7. Scroll down to the **Journals** section, enter the relevant details.

For this example, choose:

Journal Batch and **Description** - RTR 328 Agency Internal BC entry

***Ledger** - NC CASH US

***Accounting Date** - 4/30/23

***Category** - NC AGY INTERNAL BC ENTRY

Image

Journal	RTR 328 Agency Internal BC	Currency	USD US Dollar ▼
Description	RTR 328 Agency Internal BC entry	Conversion Date	4/30/23
* Ledger	NC CASH US ▼	Conversion Rate Type	User
* Accounting Date	4/30/23 📅	Conversion Rate	1
* Category	NC AGY INTERNAL BC EN1 ▼	Inverse Conversion Rate	1

Step 8. Scroll down to the **Journal Lines** section and click the **LOV picker** icon.

Image

Journal Lines ?

Actions ▼ View ▼ Format ▼ +      Detach  Wrap

	Line	* Account	Entered (USD)		Description
			Debit	Credit	
▶	1				
▶	2				
	Total				

Step 9. The **Account** segments appear. Populate the account details using the LOV picker and click the **OK** button.

Image

Account



Hide Segments

Agency	1600	▼	DEPARTMENT OF ENVIRONMENTAL QUALITY
Budget Fund	102167	▼	DEQ 1315 DMF - MARINE FISHERIES-ADMIN
Account	52199000	▼	MISC CONTRACTUAL SERVICES
Agency Mgmt Unit	0000000	▼	DEFAULT Agency Mgmt Unit NC CASH
Agency Program	0000000	▼	DEFAULT Agency Program NC CASH
Funding Source	0000	▼	UNDESIGNATED
Project	0000000000	▼	DEFAULT Project NC CASH
Inter Fund	000000	▼	DEFAULT Inter Fund NC CASH
Future 1	0000	▼	DEFAULT Future 1 Test
Future 2	000000	▼	DEFAULT Future 2
Future 3	00000	▼	DEFAULT Future 3 NC CASH

Search

Reset

OK

Cancel

Step 10. Select segment value details in **Journal Lines**.

For this example, choose:

Line #: 1

Account #: 1600-102167-52140000-1603151-0000000-0000-00000000000-000000-0000-000000-00000

Credit: 2513.23

Line #: 2

Account #: 1600-102167-52199000-0000000-0000000-0000-00000000000-000000-0000-000000-00000

Debit: 2513.23

Line Description: Correct expenditure coding

Image

Journal Lines ?

Actions View Format + [Icons] Detach Wrap

	Line	* Account	Entered (USD)		Description
			Debit	Credit	
	1	1600-102167-52140000-1603151-00000000-0000-0000		2,513.23	
	2	1600-102167-52199000-00000000-0000-0000	2,513.23		Corrected
Total			2,513.23	2,513.23	

Step 11. After entering all relevant journal lines, ensuring your Budget Funds are in balance, click the **Save** button, and then the **Complete** button.

Image

Data Access Set: NC CASH US

Create Journal

Journal Batch  | [Show More](#)

Journal Batch RTR328 Agency Internal BC

Description

Balance Type Actual

* Accounting Period Apr-23 

Attachments None 

Batch Actions 

Source Manual

Approval Status Required

Funds Status Not attempted

Batch Status Unposted

Completion Status Incomplete

Projected Balances

PTD  Total 

No lines selected.

Journal  | [Show More](#)

  |   | Journal Actions 

Journal

Currency USD US Dollar 

Description

Conversion Date 4/30/23

Step 12. Click the *Batch Action* drop-down choice list and select the **Request Approval** option.

Image

Journal Batch (?) | Show More

Journal Batch RTR 328 Agency Internal

Description

Balance Type Actual

* Accounting Period Apr-23

Attachments None +

Source Manual
Approval Status Required
Funds Status Not attempted
Batch Status Unposted
Completion Status Incomplete

Batch Actions ▼

Copy
Delete
Check Funds
Reserve Funds
Override and Reserve Funds
Request Override
Unreserve Funds
Request Approval
Reverse
Print

Journal (?) | Show More

Journal RTR 328 Agency Internal B

Currency USD US Doll

Step 13. The *Confirmation* pop-up appears. Click the **OK** button.

Image

 **Confirmation**

Your journal approval request has been submitted.

OK

Wrap-Up

Users can Create a Journal and submit it for approval by following the steps explained above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (VILT)
 - [GL100c: Journal Entry](#)

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