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.

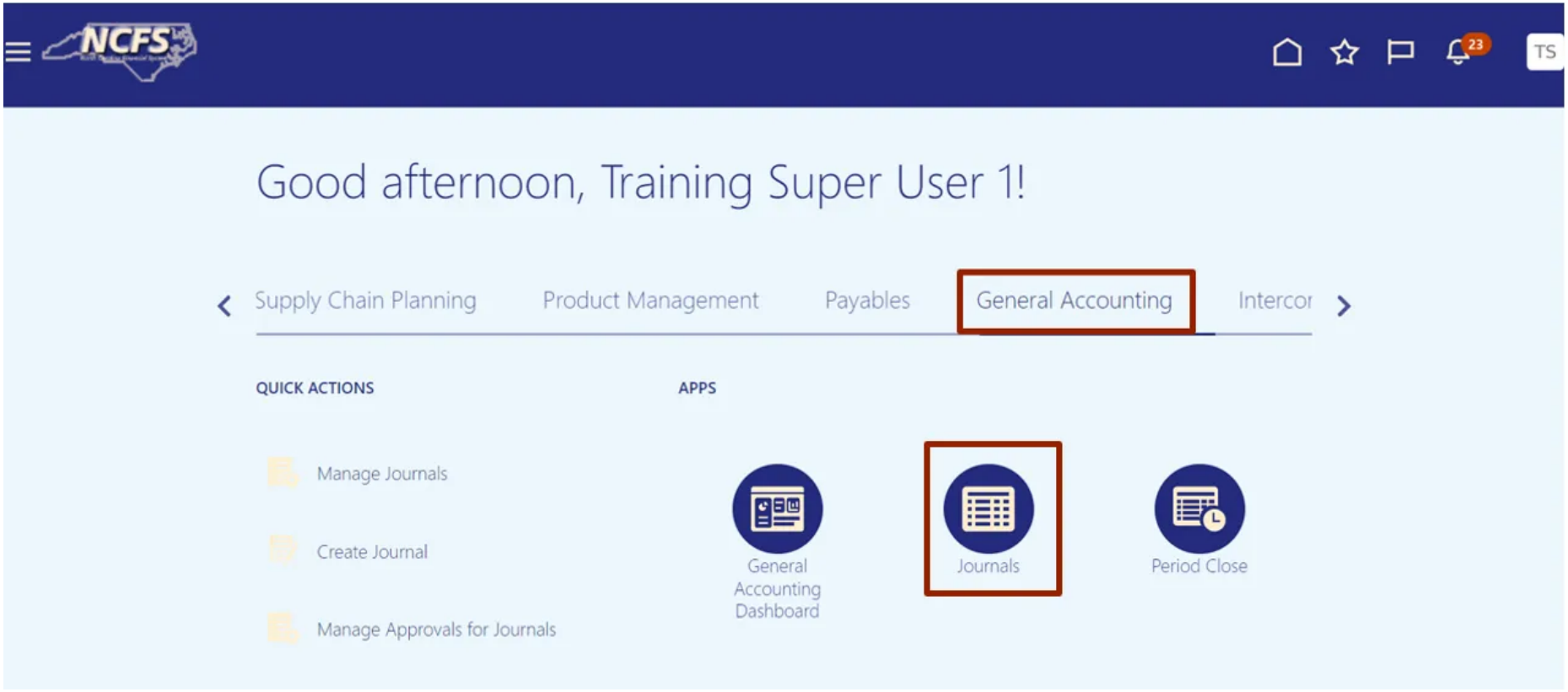
Create a Journal

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.

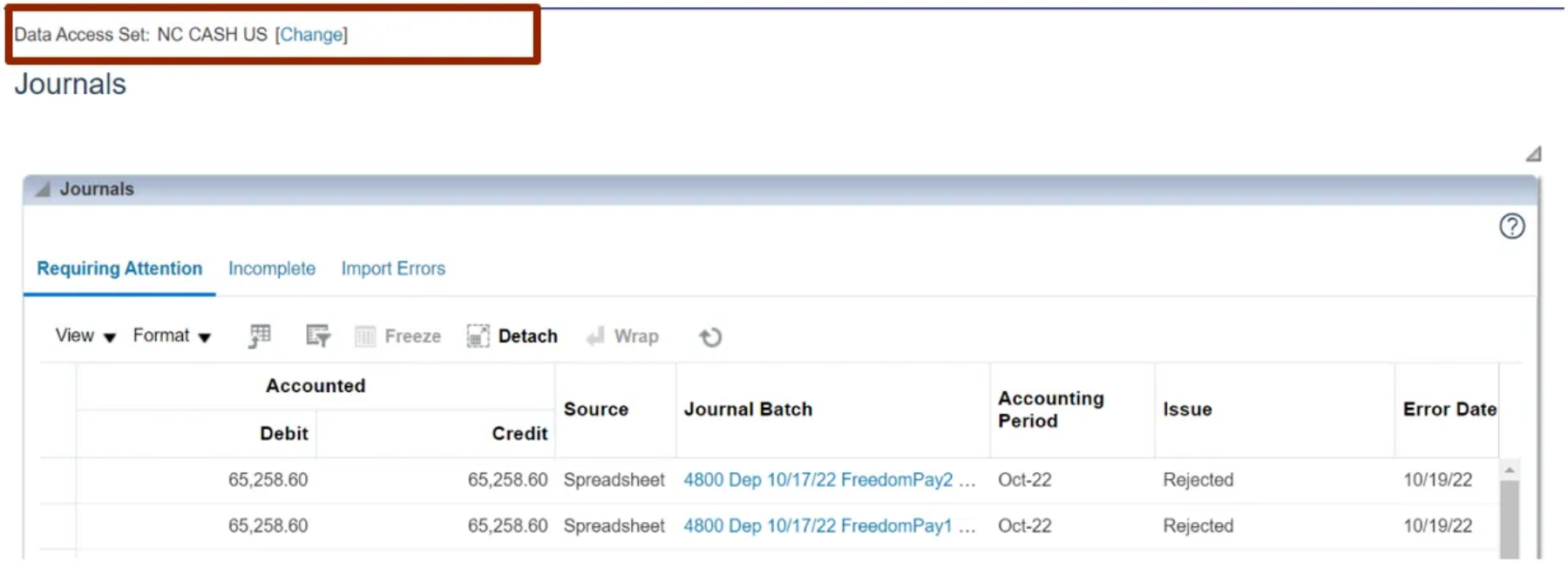
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Step 3. Validate the **Data Access Set**. If data access set is not already selected, click the **Change** link and select the appropriate **Data Access Set**.

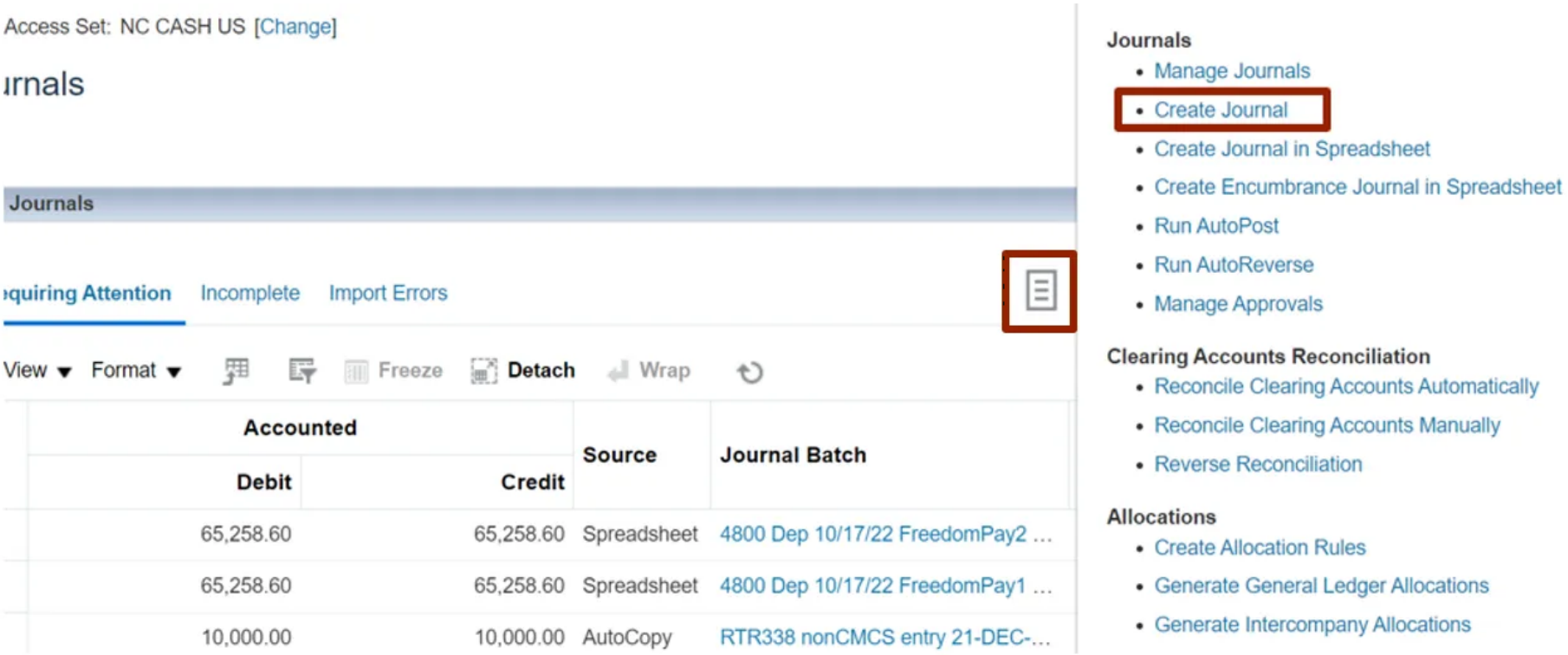
For this example, choose **NC CASH US**.

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Step 4. Click the **Tasks** icon. Under ***Journals***, click **Create Journal**.

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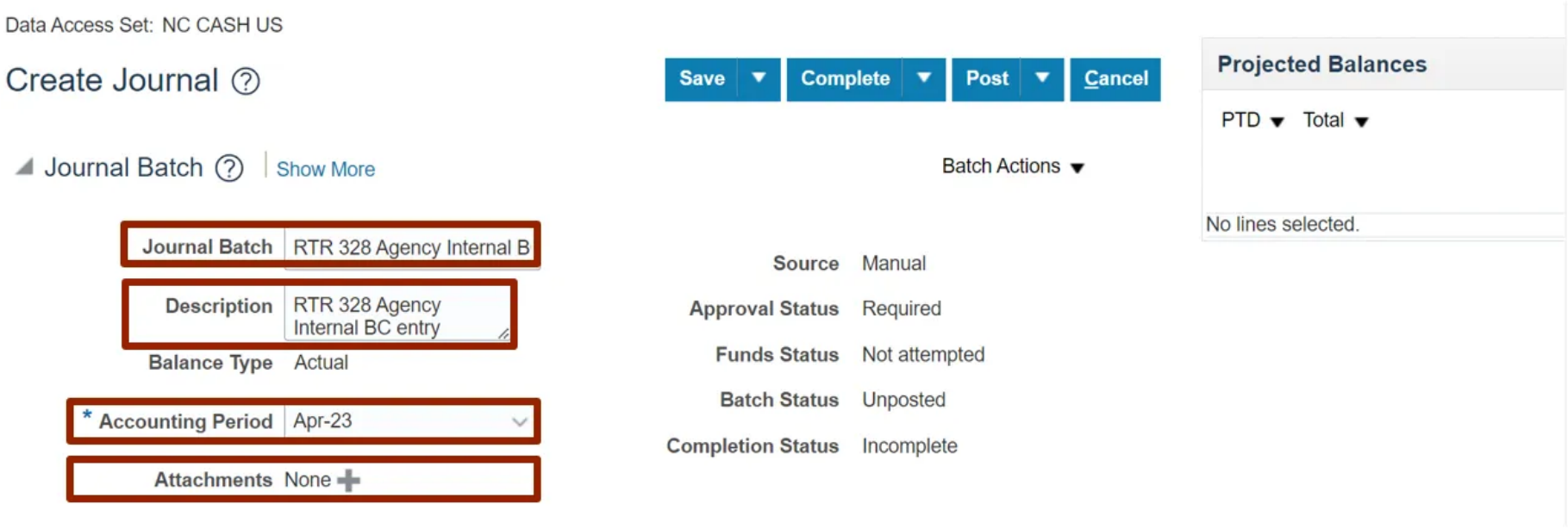


Step 5. The **Create Journal** page opens. Enter relevant information in the fields.

For this example, choose **RTR 328 Agency Internal BC entry** for ***Journal Batc***h 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.

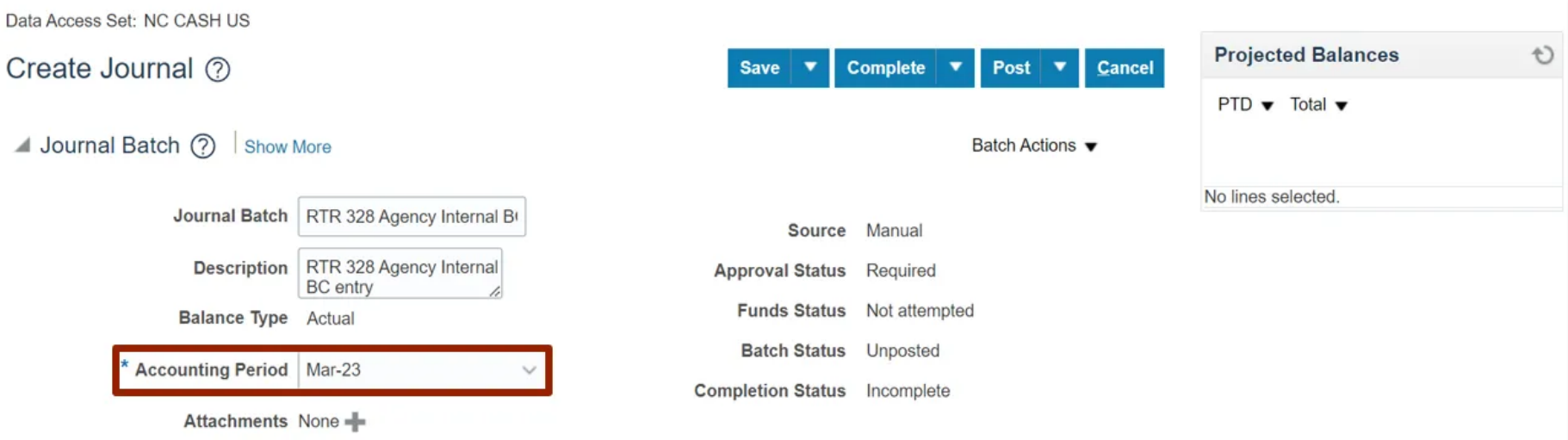
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Step 6. On the **Create Journal** page, user can create the journals in current or previous Accounting Period.

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

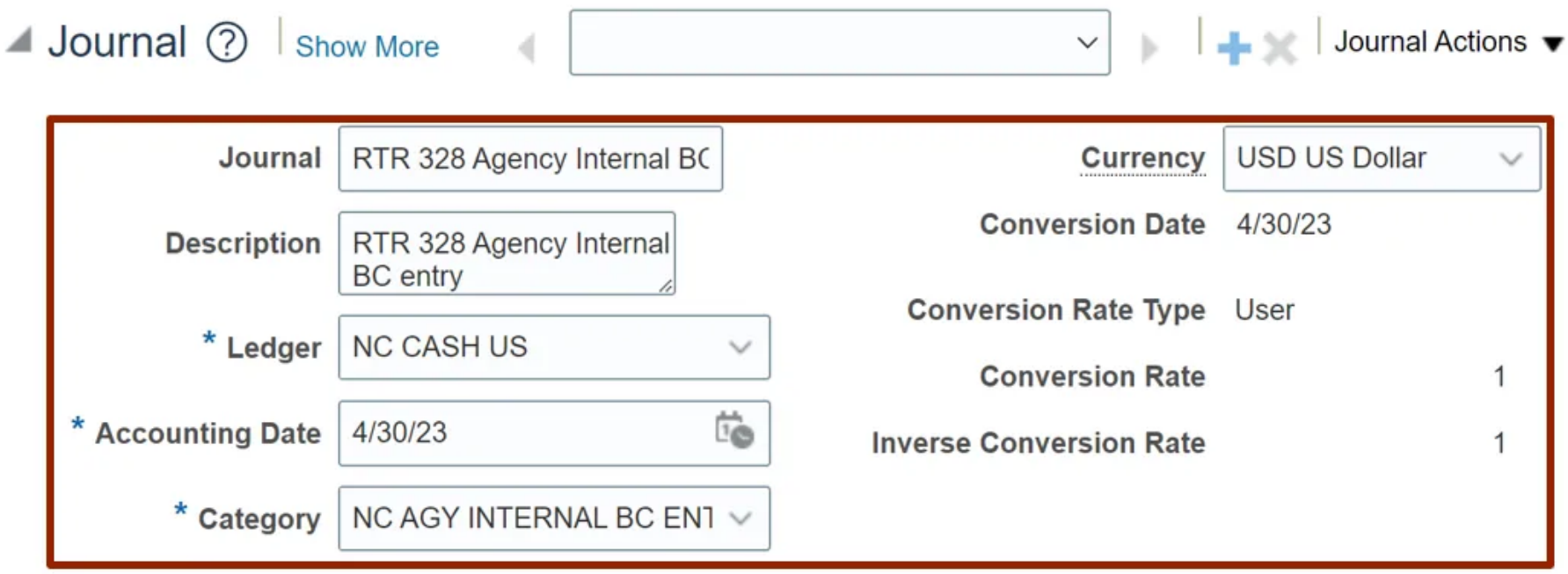
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Step 7. Scroll down to the ***Journals*** section, enter the relevant details.

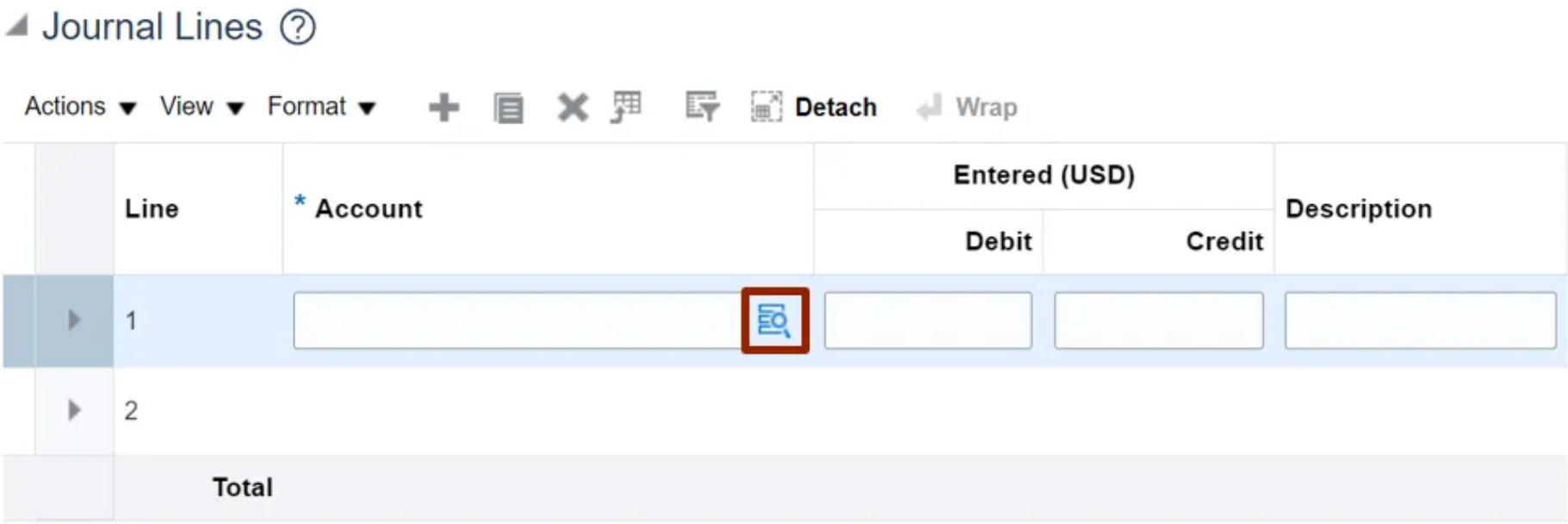
For this example, choose:
Journal Batch and ***Description*** **– RTR 328 Agency Internal BC entry**
****Ledger*** **– NC CASH US**
****Accounting Date*** **– 4/30/23**
****Category*** **– NC AGY INTERNAL BC ENTRY**

Image



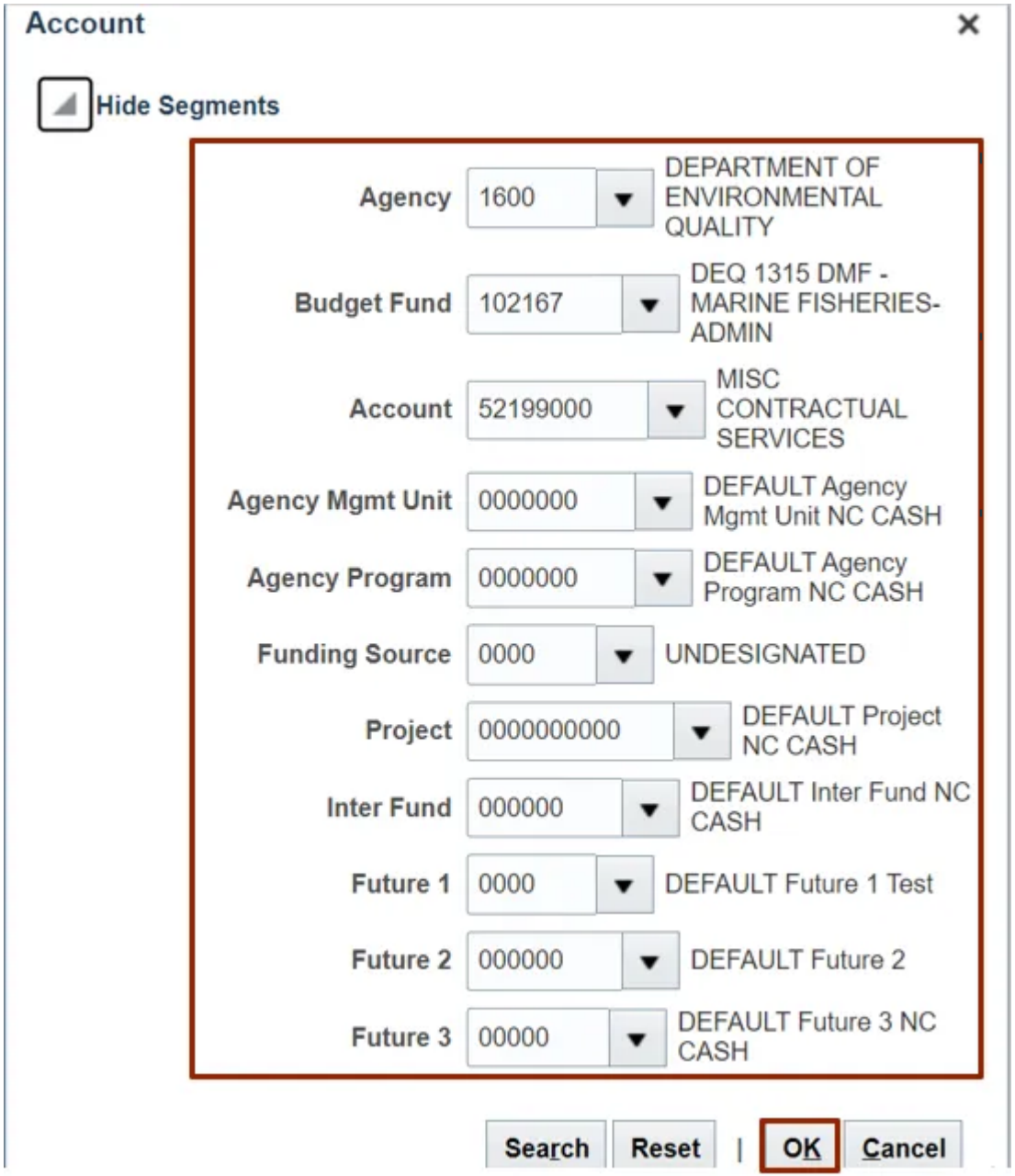
Step 8. Scroll down to the ***Journal Lines*** section and click the **LOV picker** icon.

Image



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**.

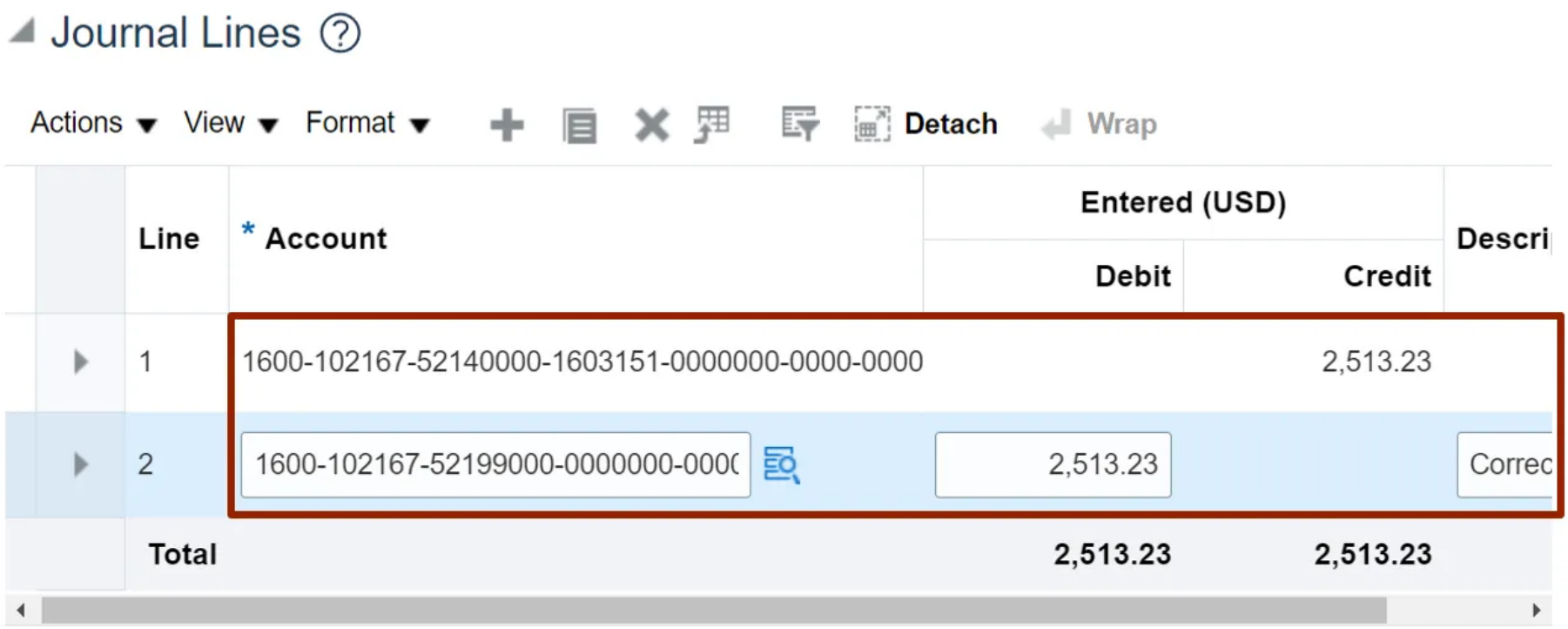
For this example, choose:

Line #: 1
***Account #*: 1600-102167-52140000-1603151-0000000-0000-0000000000-000000-0000-000000-00000**

***Credit*: 2513.23**

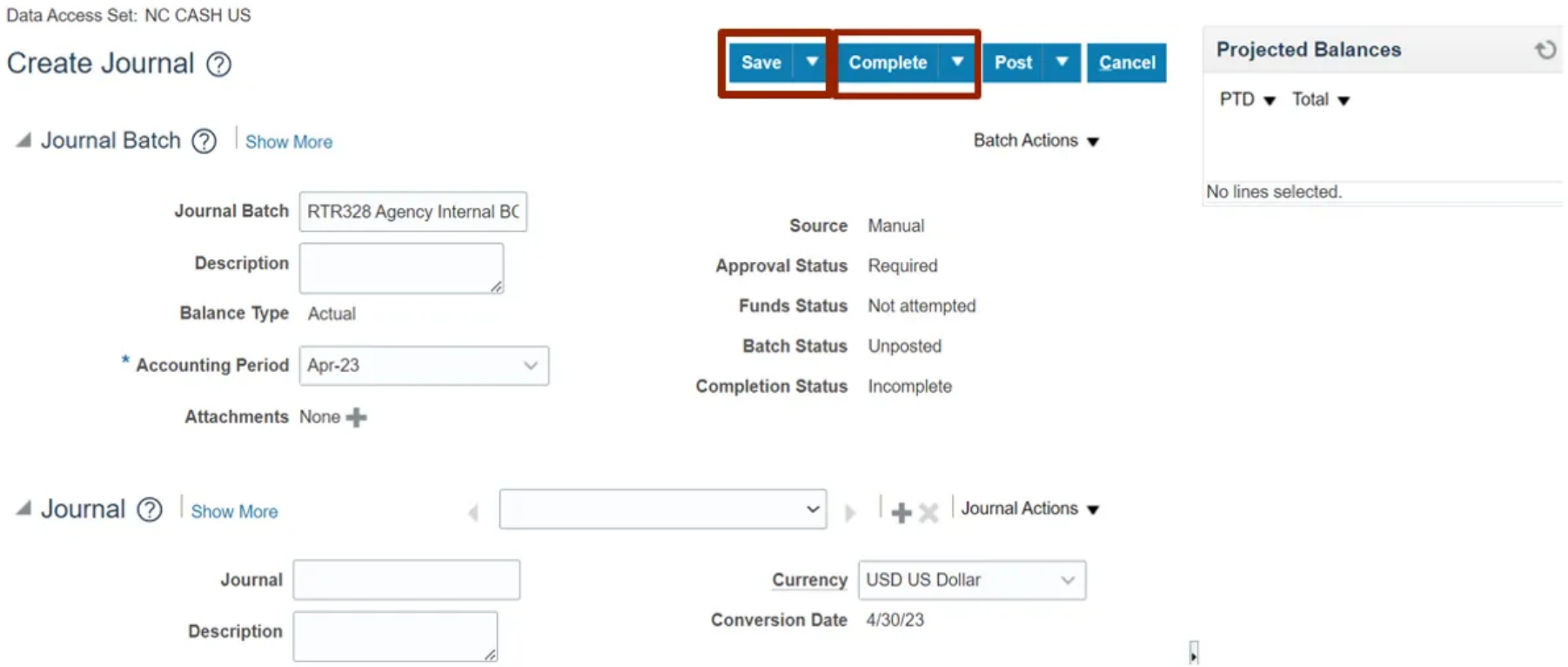
Line #: 2
***Account #*: 1600-102167-52199000-0000000-0000000-0000-0000000000-000000-0000-000000-00000**
***Debit*: 2513.23**
***Line Description*: Correct expenditure coding**

Image



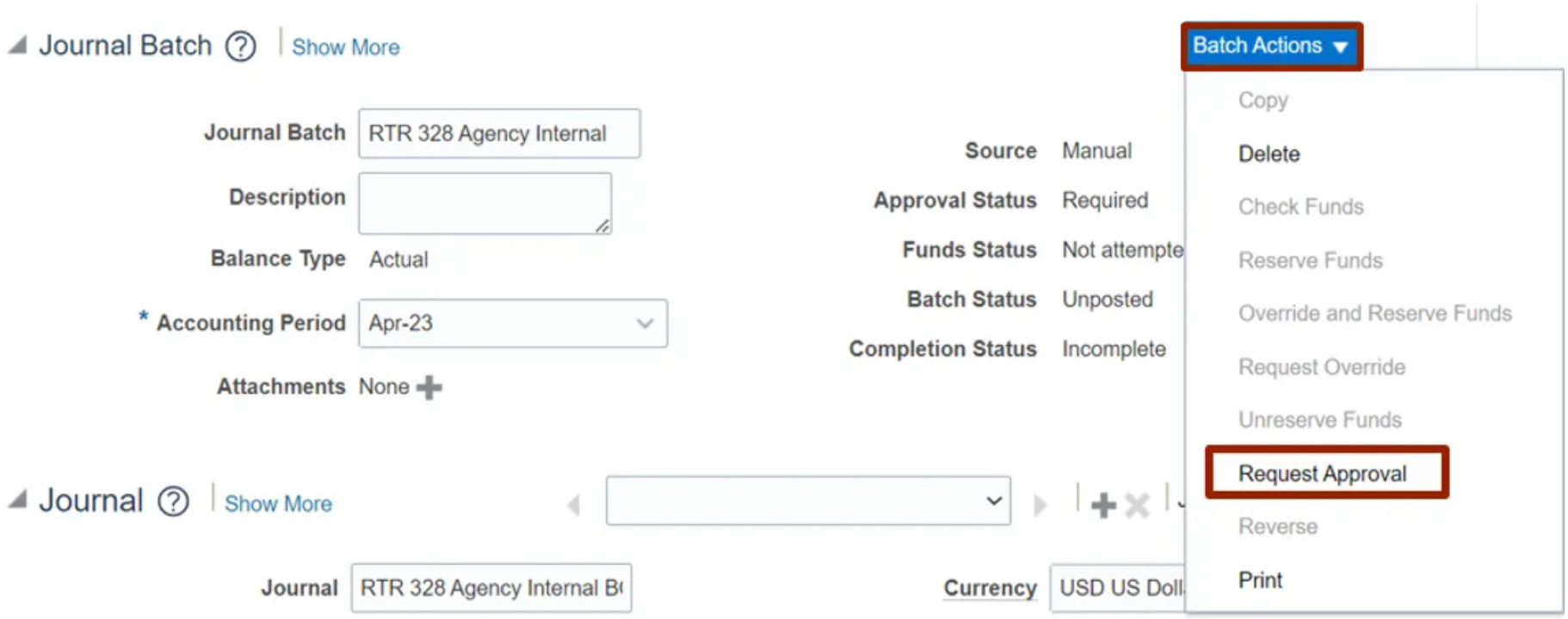
Step 11. After entering all relevant journal lines, ensuring your Budget Funds are in balance, click the **Save** button, and then the **Complete** button.

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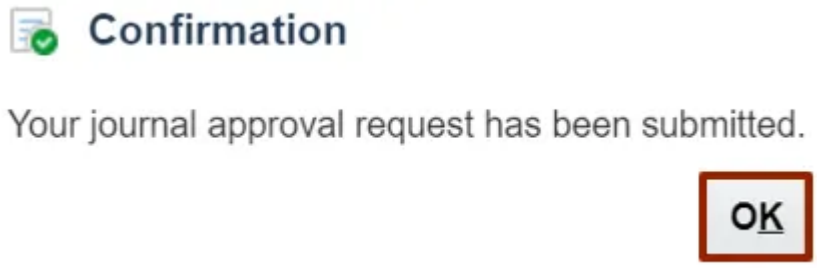
Step 12. Click the *Batch Action* drop-down choice list and select the **Request Approval** option.

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

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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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