GL-10 Approve Journals (Cash and Non-Cash)

Purpose

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

Introduction and Overview

This QRG covers how to Approve or Reject Journals (Cash and Non-Cash) in the NCFS. The approval steps are the same, regardless of the journal type, who is performing the approval, and for which ledger.

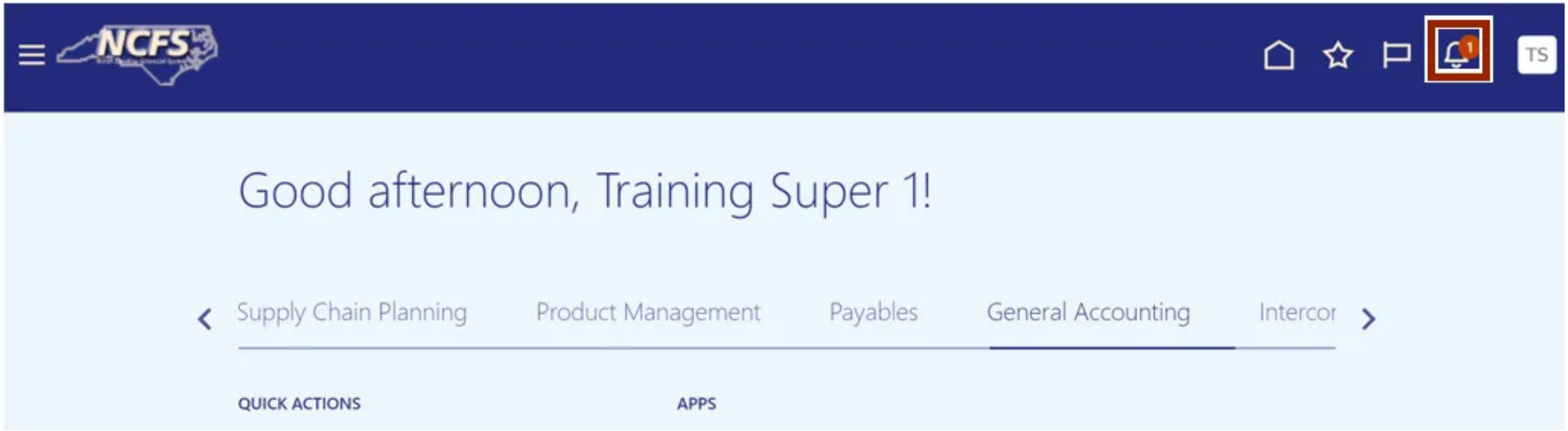
Approve/Reject a Journal

To approve/reject a journal, please follow the steps below. There are 12 steps to complete this process.

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

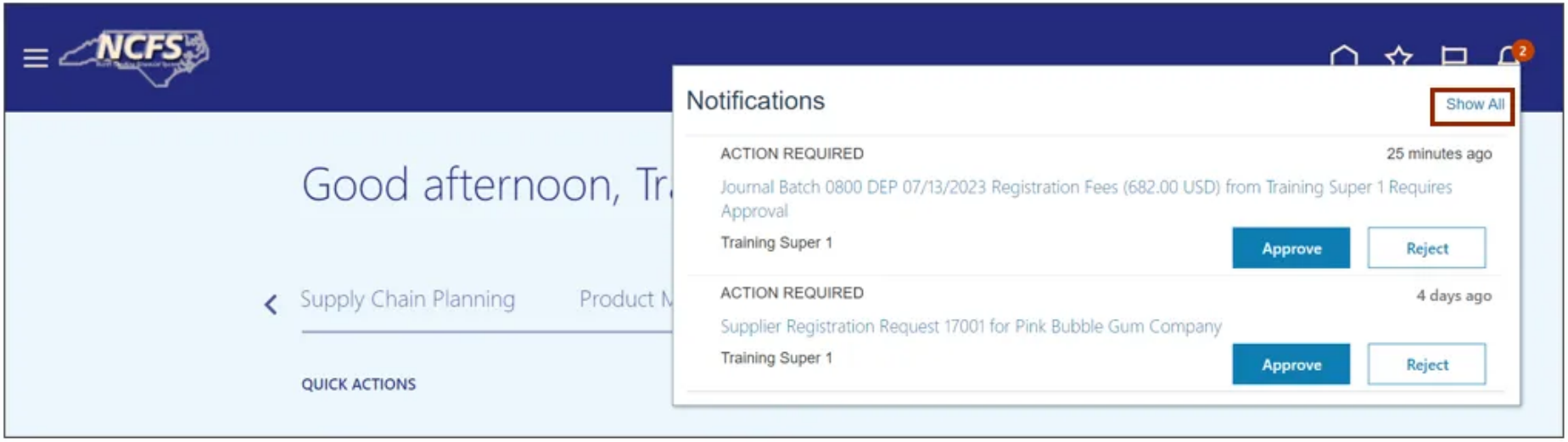
Step 2. On the **Home** page, click the **Notifications** icon on the top right corner.

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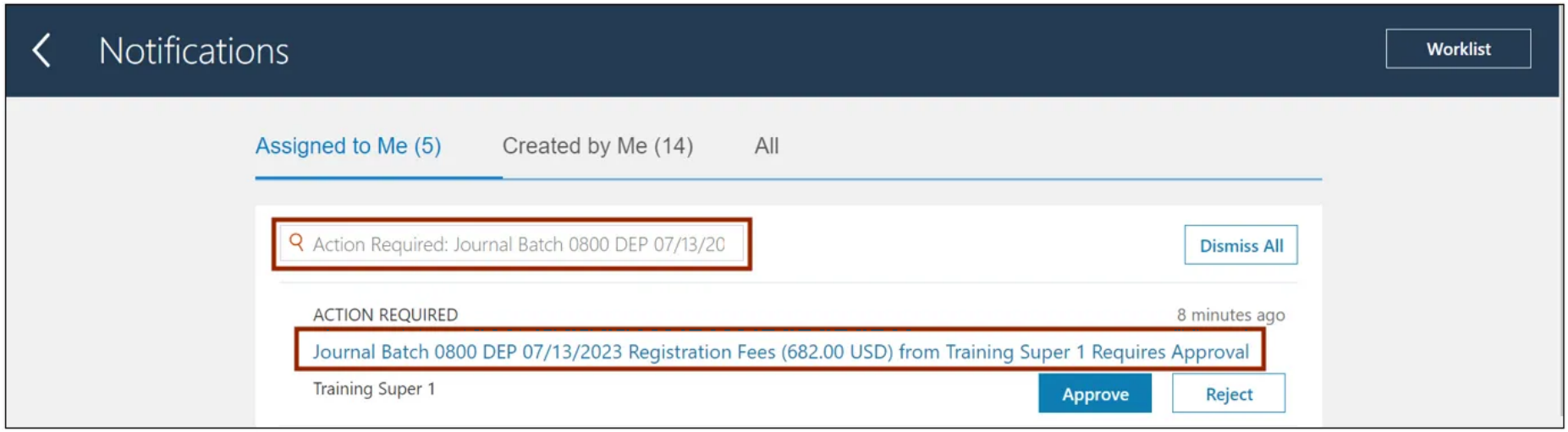
Step 3. The *Notification* pop-up appears. Click the **Show All** link.

Image



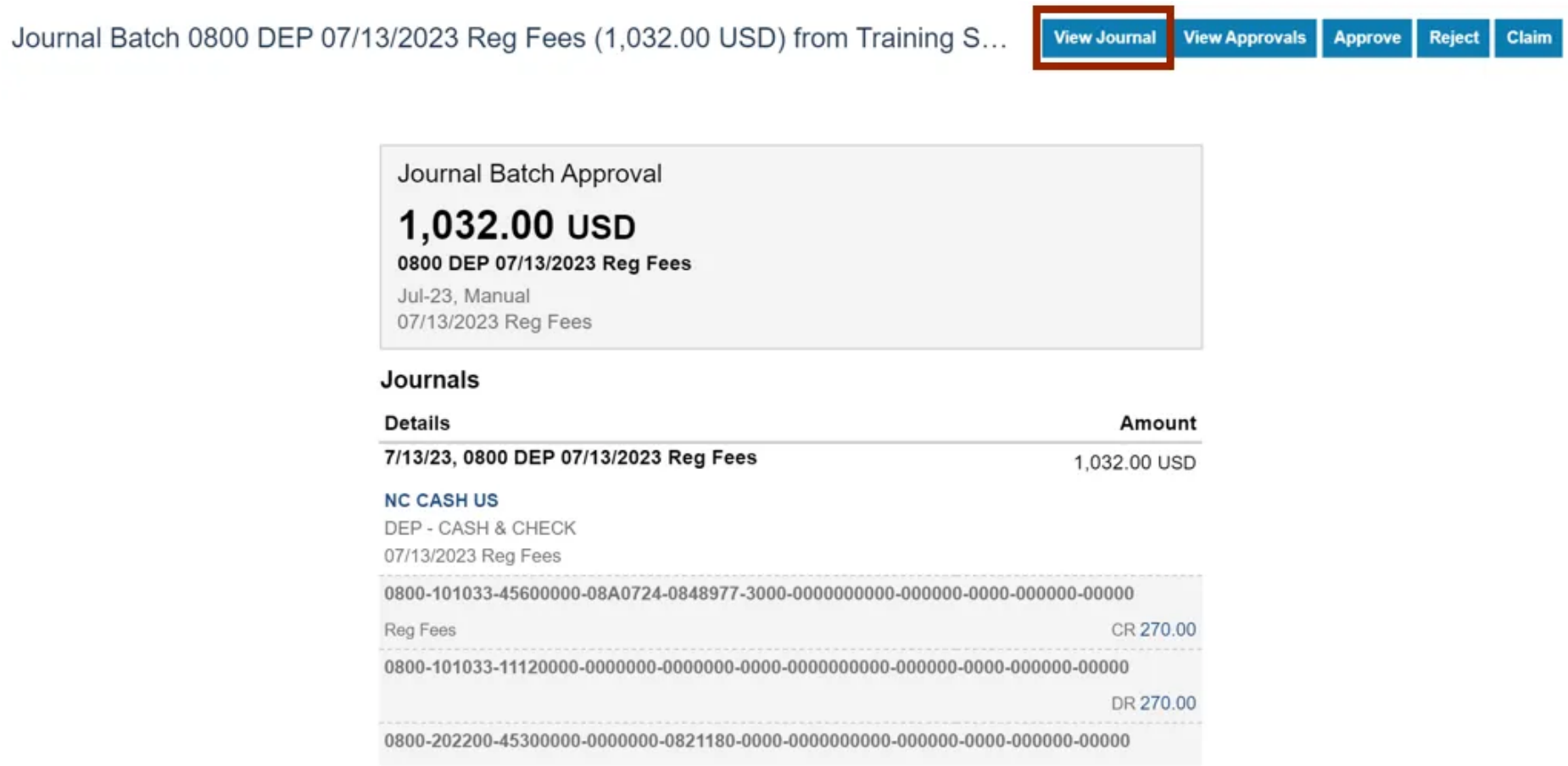
Step 4. On the **Notifications** page, search for the required Journal. Click the **Journal Batch** link.

Image



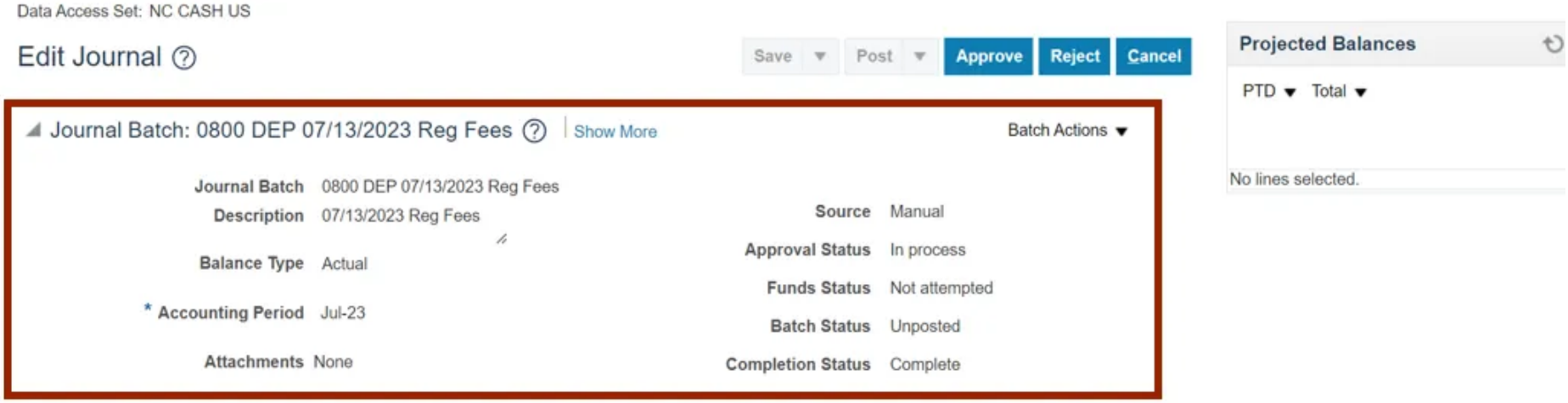
Step 5. The **Journal Batch** page appears. Click the **View Journal** button to view the Journal details.

Image



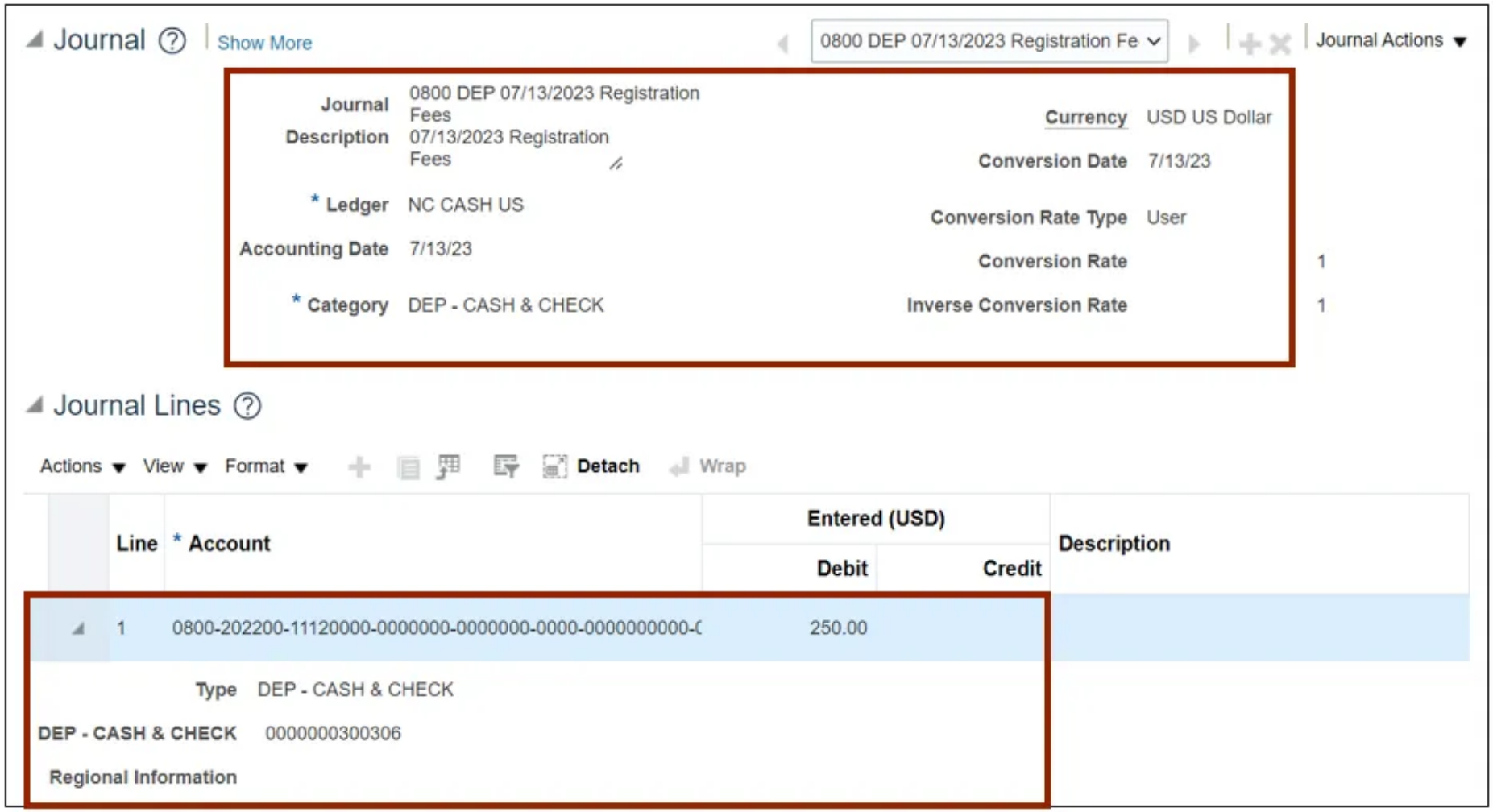
Step 6. The **Edit Journal** page opens. Validate the Journal Batch details (For e.g., **Journal Batch** name, **Accounting Period**).

Image



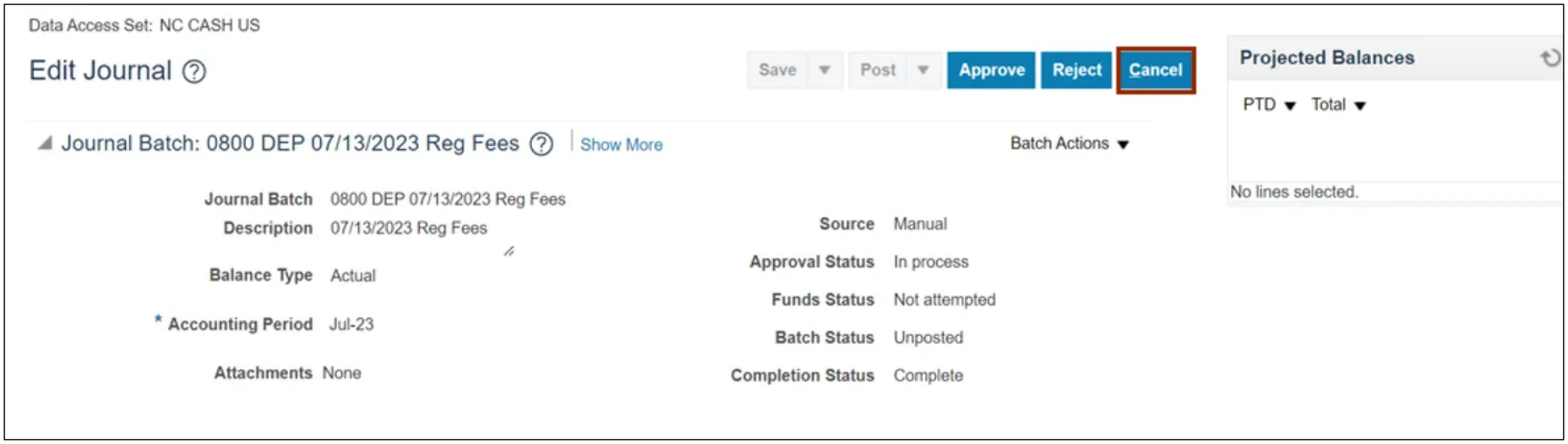
Step 7. Scroll down and validate the Journal details (For e.g., **Ledger, Category** and **Journal Lines** (for e.g., **Account** segment values, and DFF bank account field for deposits).

Image



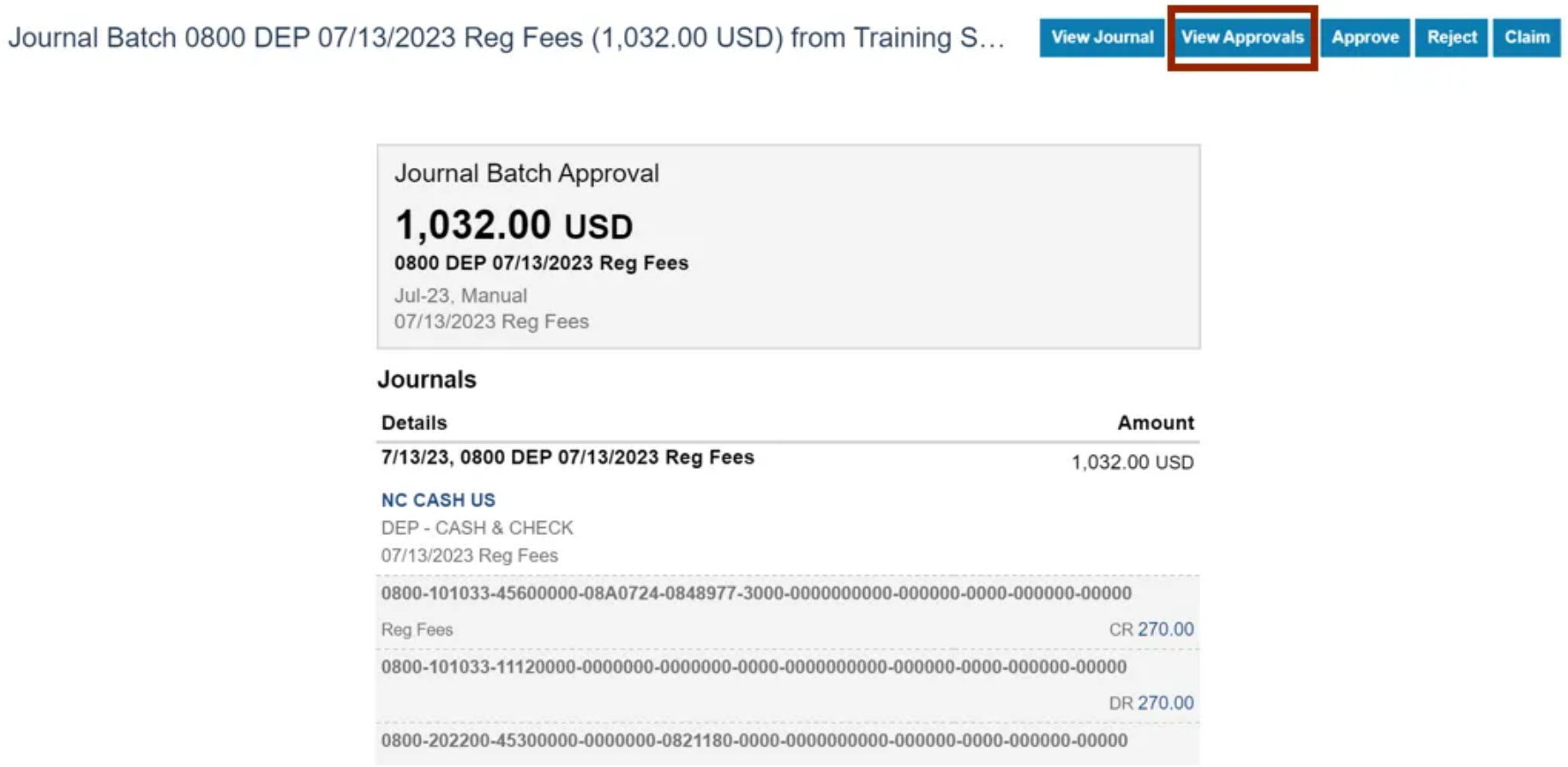
Step 8. Scroll up, click the **Cancel** button.

Image



Step 9. On the **Journal Batch** page, click the **View Approvals** button.

Image

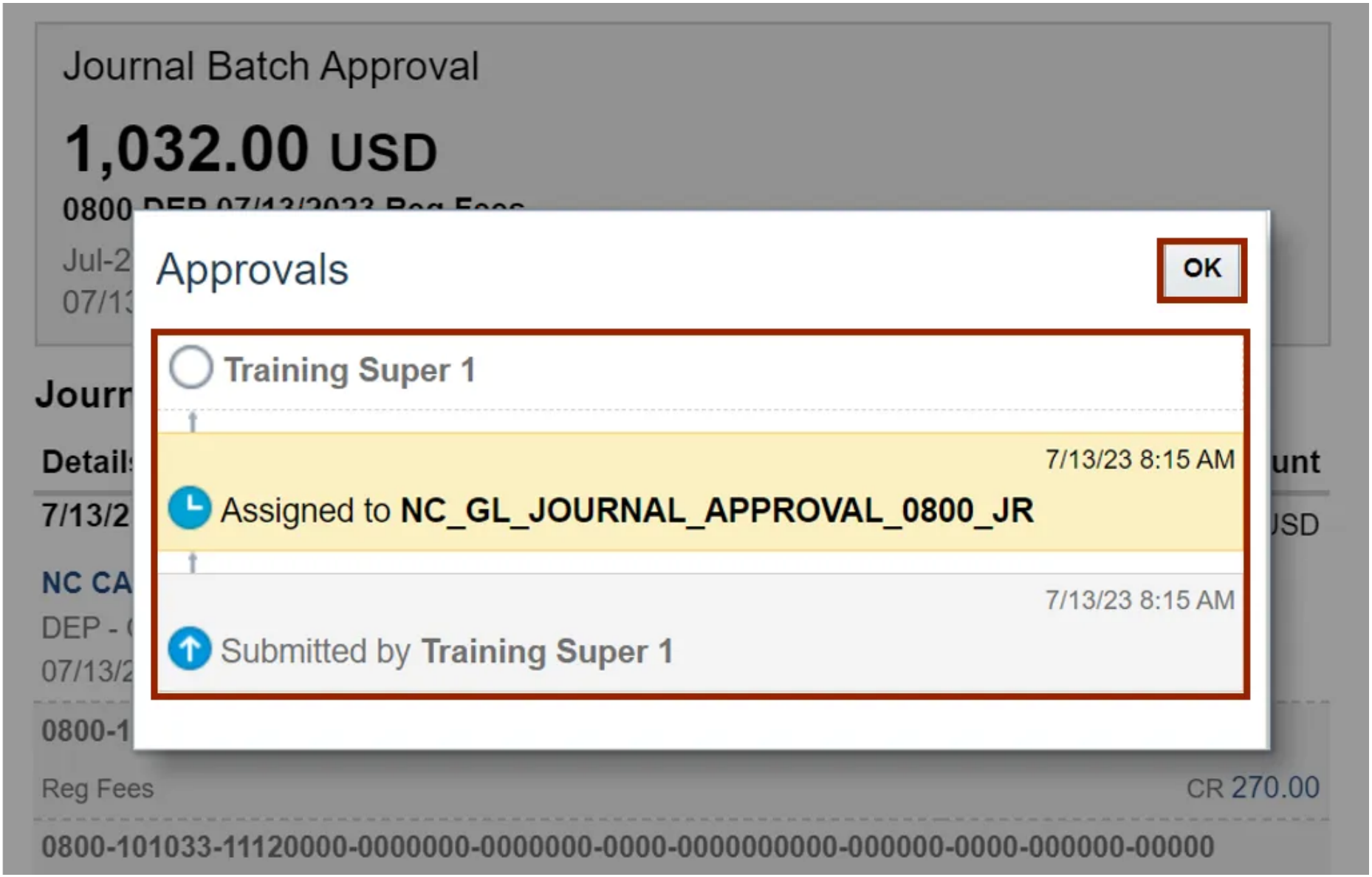


Step 10. The *Approvals* pop-up appears. Review the details and click the **OK** button.

Note: There are 2 levels of Approvers – Agency User and OSC.

In this example, we are a first-tier agency-level approver. For second-tier OSC-level approvers, this list of approval events will contain a longer list of events.

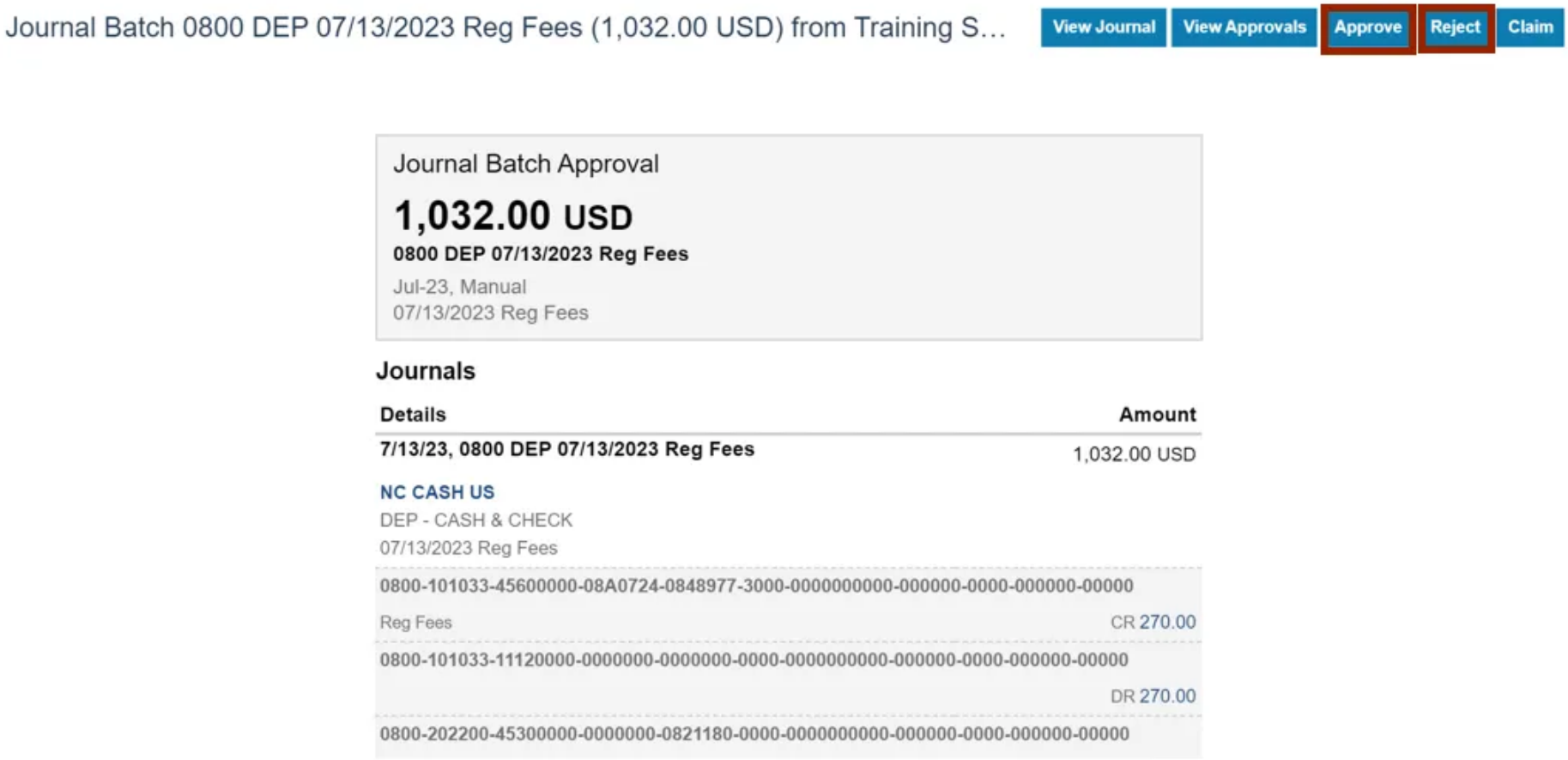
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Step 11. Click the **Approve** or **Reject** button as required.

In this example, we choose to **Reject** the Invoice.

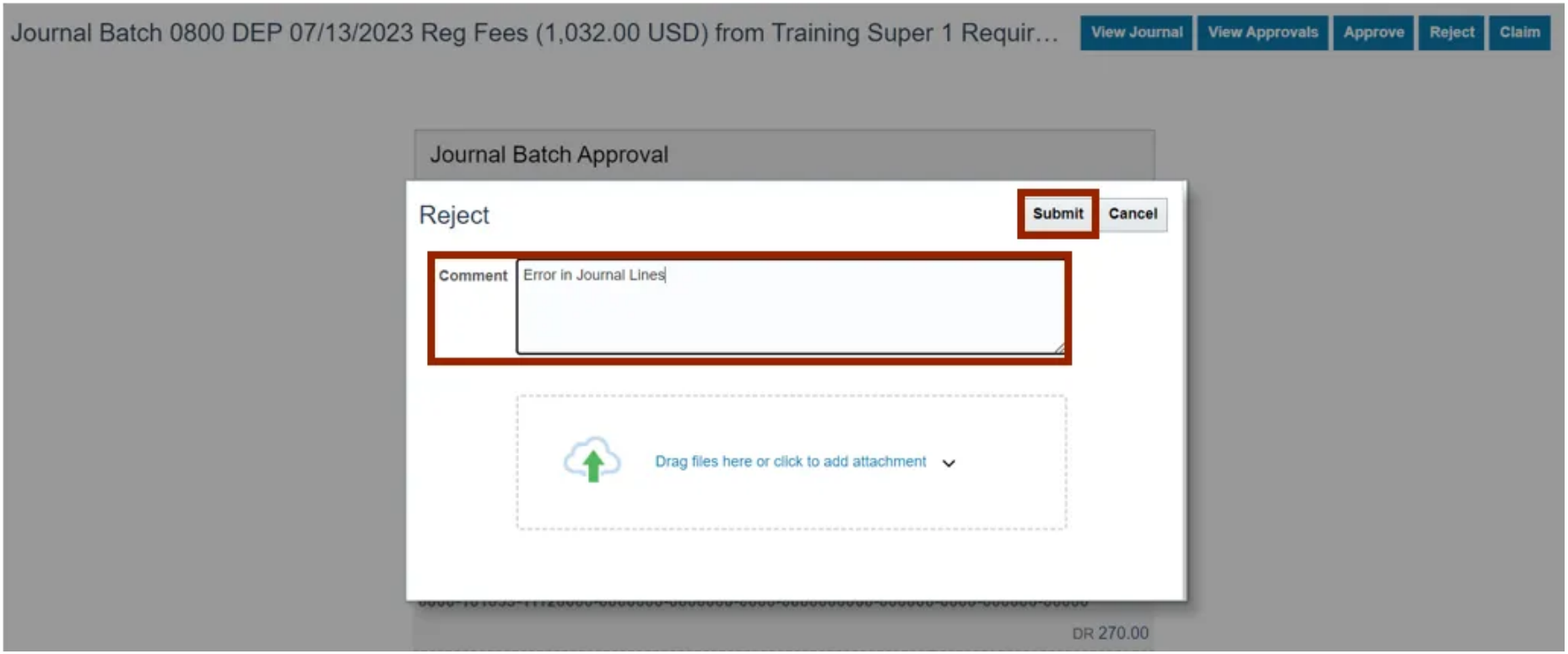
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Step 12. The *Reject* pop-up appears. Enter **Comment** in ***Comment*** field and Click the **Submit** button. The Invoice is rejected.

Note: State policy is that a **Comment** must be entered for all Rejections. For Approvals, entering a **Comment** is optional.

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Validate the Approval Status

To validate the approval status of the Journal, follow the steps below. There are 8 steps to complete this process.

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

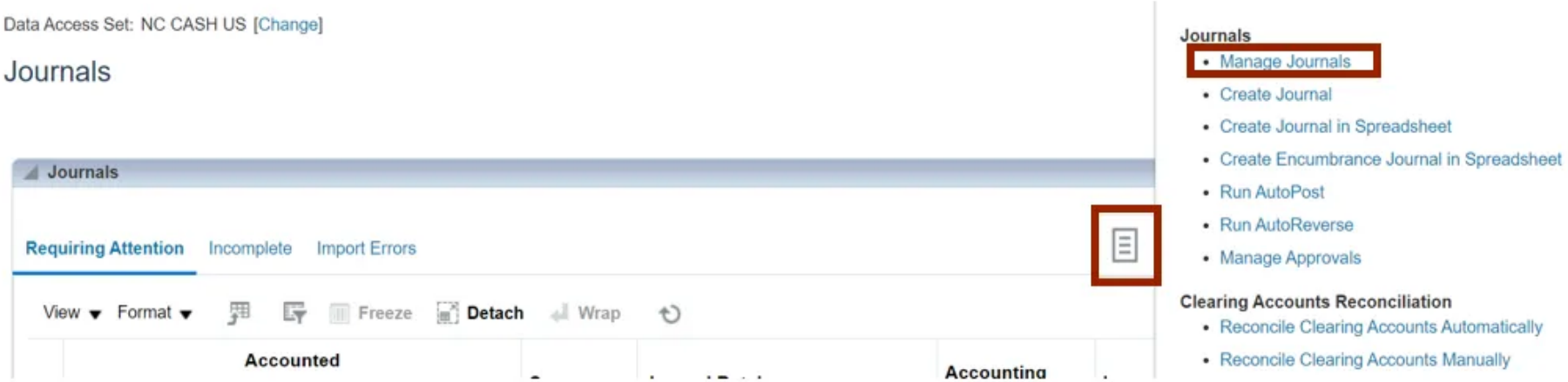
Step 2. On the **Home** page, click the **General Accounting** tab and click the **Journals** app.

Image



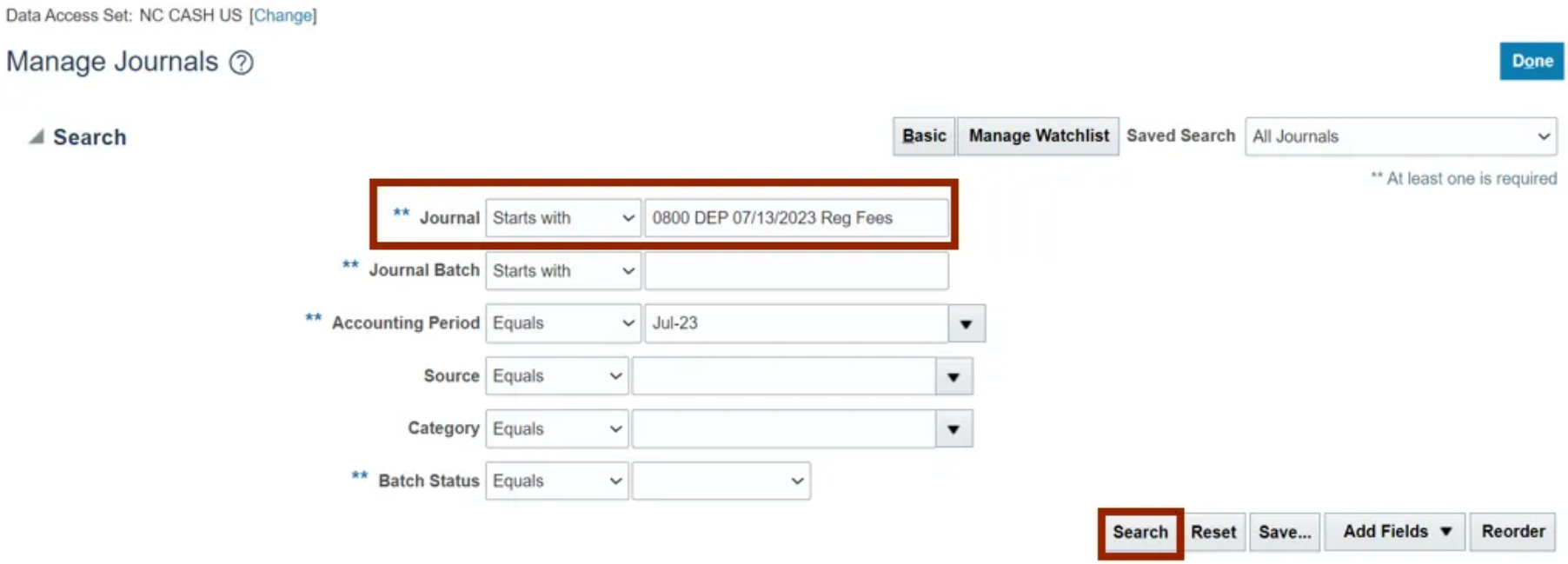
Step 3. The **Journals** page opens. Click the **Tasks** icon and select **Manage Journals**.

Image



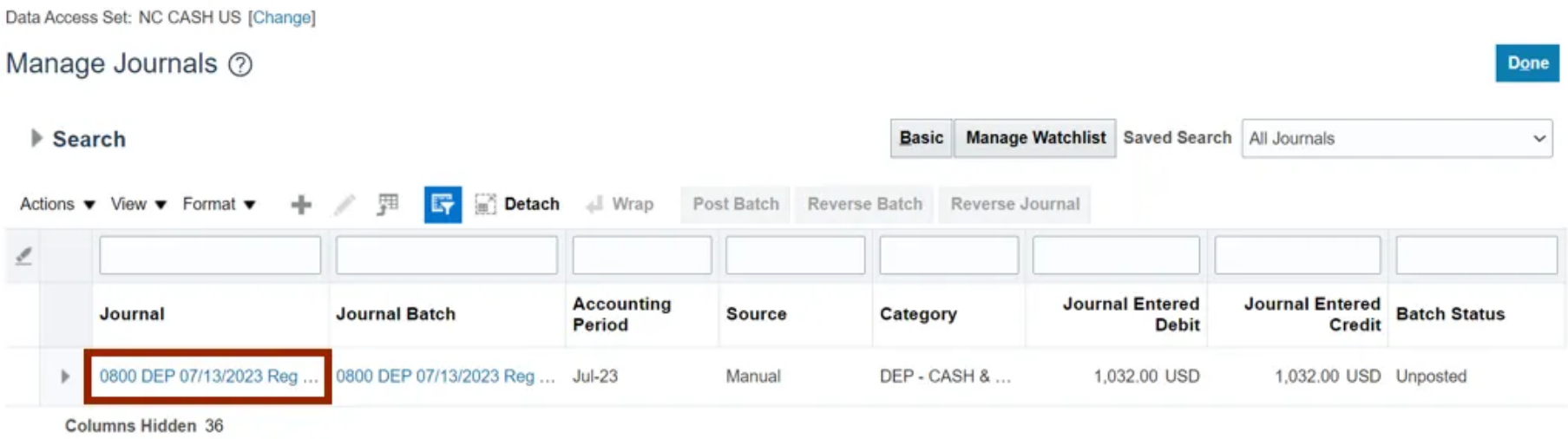
Step 4. The **Manage Journals** page opens. Enter your search criteria, such as the **Journal** name, and click the **Search** button.

Image



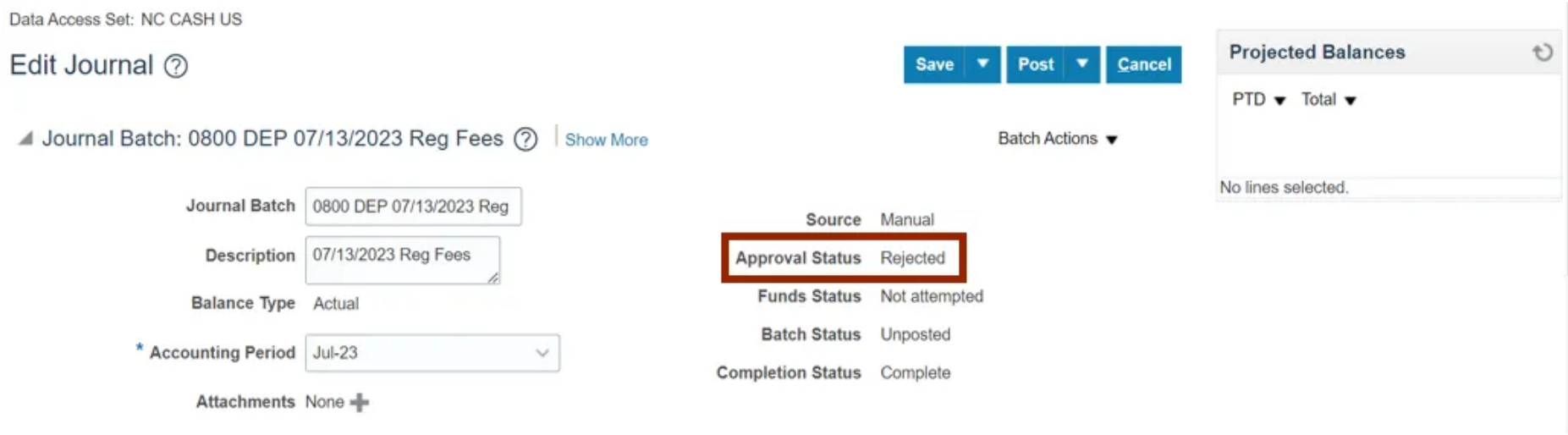
Step 5. Search results are displayed. Locate your **Journal**, using **Query By Example (QBE)** icon if needed, then click the **Journal** name link.

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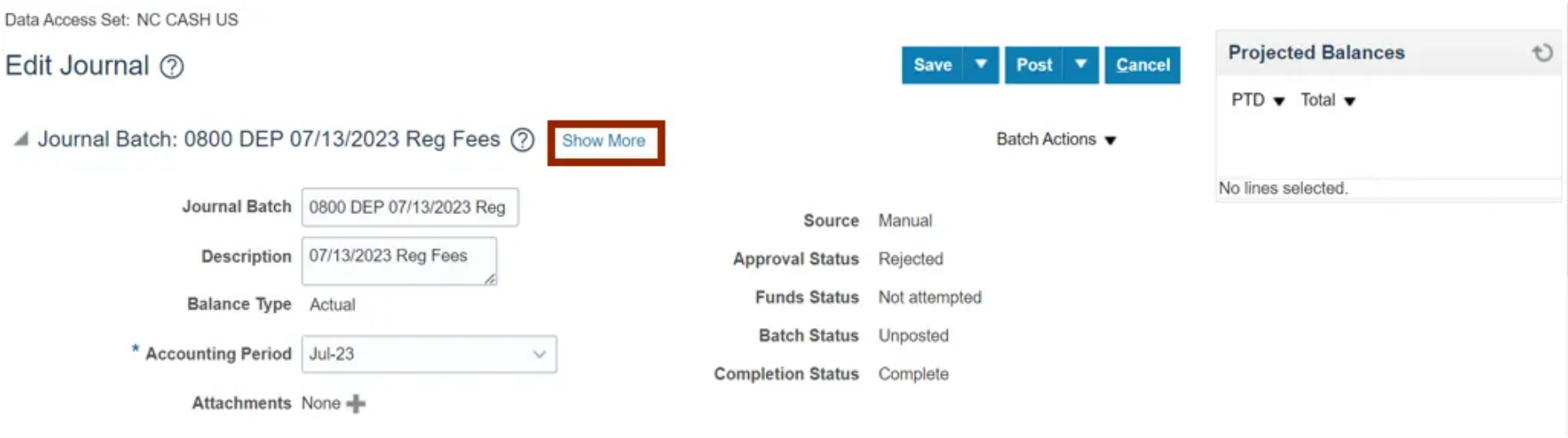
Step 6. The **Edit Journal** page opens. Validate the **Approval Status**.

Image



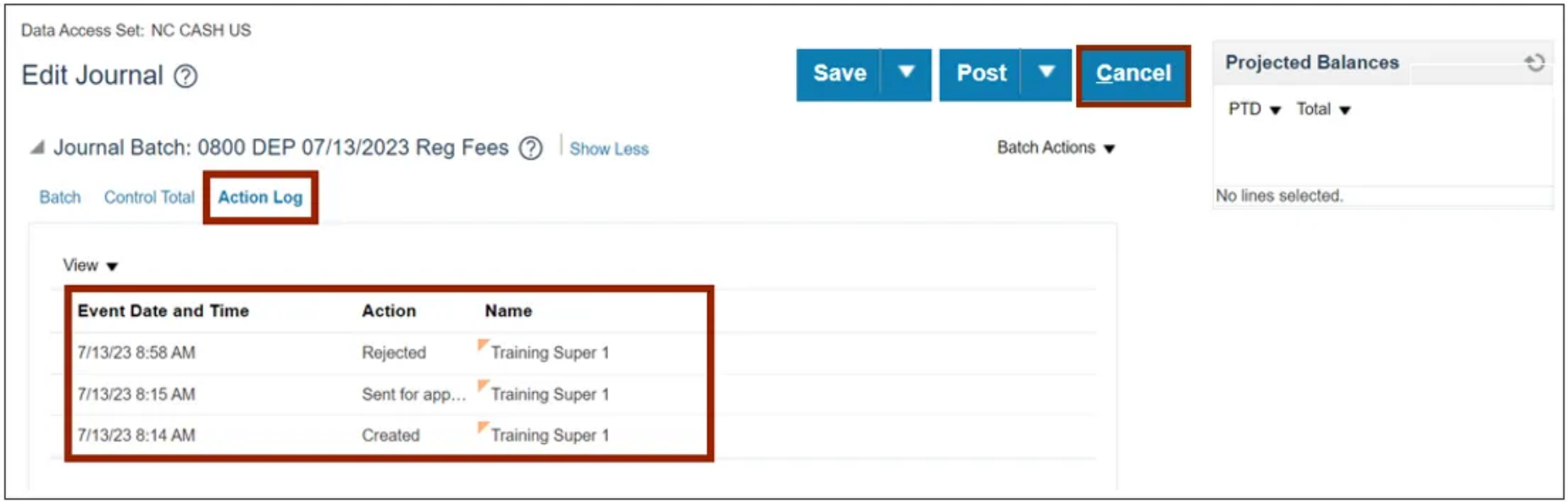
Step 7. Click the **Show More** link.

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Step 8. Click the **Action Log** tab and review the details. Click the **Cancel** button. You are redirected to the **Manage Journals** page.

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Wrap-Up

Approve Journals (Cash and Non-Cash) in NCFS using the above steps, will enable you to approve/reject a journal.

Additional Resources

- Web Based Trainings (WBT)
  - GL101c: Journal Approval
- Quick Reference Guide (QRG)
  - GL-28: Category Values Listing
  - CM-19: Journal Entry Approval Overview

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