

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.

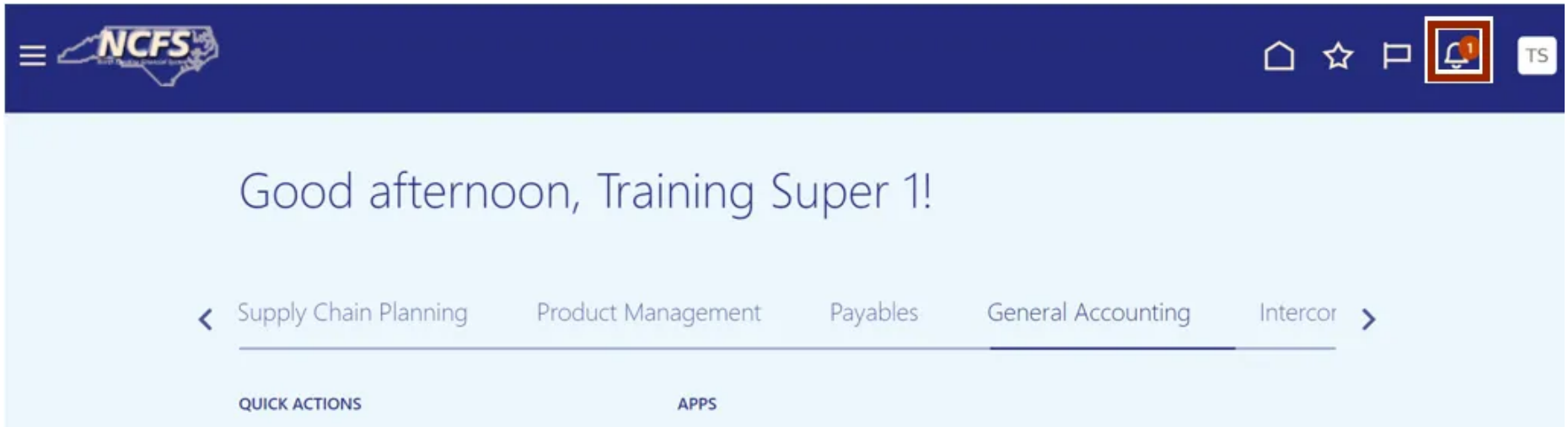
Approve/Reject a Journal

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.

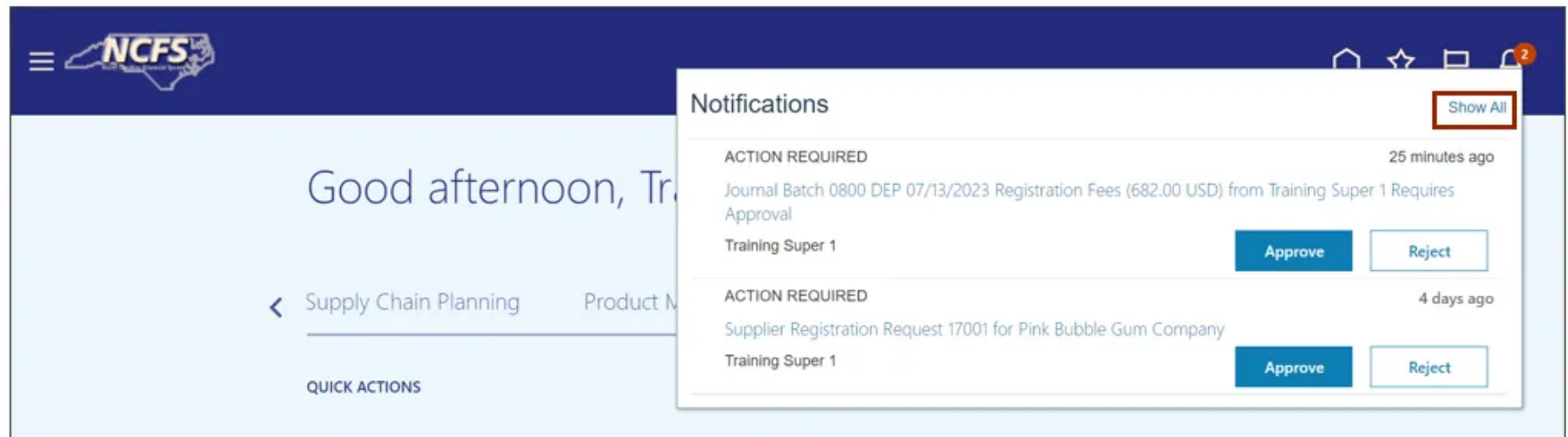
Step 2. On the **Home** page, click the **Notifications** icon on the top right corner.

Image



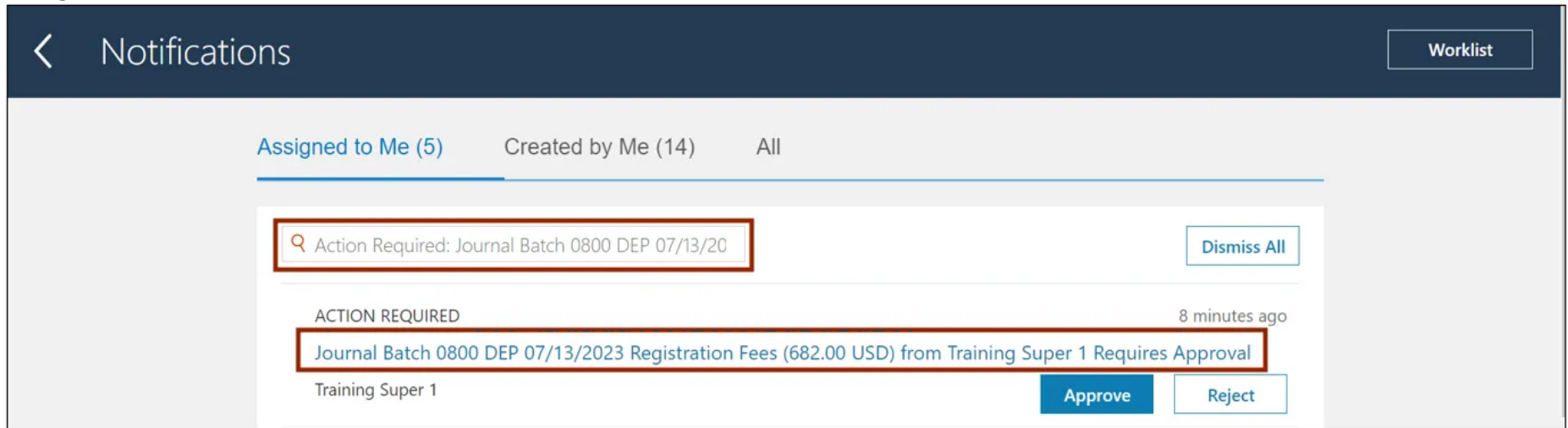
Step 3. The *Notification* pop-up appears. Click the **Show All** link.

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

Journal Batch 0800 DEP 07/13/2023 Reg Fees (1,032.00 USD) from Training S...

[View Journal](#)[View Approvals](#)[Approve](#)[Reject](#)[Claim](#)

Journal Batch Approval

1,032.00 USD

0800 DEP 07/13/2023 Reg Fees

Jul-23, Manual

07/13/2023 Reg Fees

Journals

Details	Amount
7/13/23, 0800 DEP 07/13/2023 Reg Fees	1,032.00 USD
NC CASH US	
DEP - CASH & CHECK	
07/13/2023 Reg Fees	
0800-101033-45600000-08A0724-0848977-3000-000000000000-0000000-0000-0000000-000000	
Reg Fees	CR 270.00
0800-101033-11120000-00000000-00000000-0000-000000000000-0000000-0000-0000000-000000	
	DR 270.00
0800-202200-45300000-00000000-0821180-0000-000000000000-0000000-0000-0000000-000000	

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

Image

Edit Journal ?

Save ▼

Post ▼

Approve

Reject

Cancel

Projected Balances



PTD ▼ Total ▼

No lines selected.

Journal Batch: 0800 DEP 07/13/2023 Reg Fees ? | [Show More](#)

Batch Actions ▼

Journal Batch 0800 DEP 07/13/2023 Reg Fees

Description 07/13/2023 Reg Fees

Balance Type Actual

* Accounting Period Jul-23

Attachments None

Source Manual

Approval Status In process

Funds Status Not attempted

Batch Status Unposted

Completion Status Complete

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

Journal ?
Show More
0800 DEP 07/13/2023 Registration Fe
Journal Actions

Journal0800 DEP 07/13/2023 Registration Fees
Description07/13/2023 Registration Fees
* LedgerNC CASH US
Accounting Date7/13/23
* CategoryDEP - CASH & CHECK

CurrencyUSD US Dollar
Conversion Date7/13/23
Conversion Rate TypeUser
Conversion Rate1
Inverse Conversion Rate1

Journal Lines ?

Actions View Format + Detach Wrap

Line	* Account	Entered (USD)		Description
		Debit	Credit	
1	0800-202200-11120000-00000000-00000000-0000-000000000000-C	250.00		

TypeDEP - CASH & CHECK
DEP - CASH & CHECK0000000300306
Regional Information

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

Image

Data Access Set: NC CASH US

Edit Journal ?

Save ▼ Post ▼ Approve Reject **Cancel**

Journal Batch: 0800 DEP 07/13/2023 Reg Fees ? | [Show More](#) Batch Actions ▼

Journal Batch	0800 DEP 07/13/2023 Reg Fees	Source	Manual
Description	07/13/2023 Reg Fees	Approval Status	In process
Balance Type	Actual	Funds Status	Not attempted
* Accounting Period	Jul-23	Batch Status	Unposted
Attachments	None	Completion Status	Complete

Projected Balances

PTD ▼ Total ▼

No lines selected.

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

Image

Journal Batch 0800 DEP 07/13/2023 Reg Fees (1,032.00 USD) from Training S...

View Journal

View Approvals

Approve

Reject

Claim

Journal Batch Approval

1,032.00 USD

0800 DEP 07/13/2023 Reg Fees

Jul-23, Manual

07/13/2023 Reg Fees

Journals

Details	Amount
7/13/23, 0800 DEP 07/13/2023 Reg Fees	1,032.00 USD
NC CASH US	
DEP - CASH & CHECK	
07/13/2023 Reg Fees	
0800-101033-45600000-08A0724-0848977-3000-000000000000-000000-0000-0000000-000000	
Reg Fees	CR 270.00
0800-101033-11120000-00000000-00000000-0000-000000000000-000000-0000-0000000-000000	
	DR 270.00
0800-202200-45300000-00000000-0821180-0000-000000000000-000000-0000-0000000-000000	

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.

Image

Journal Batch Approval

1,032.00 USD

0800-DEP-07/13/2023 Reg Fees

Jul-2

07/13

Approvals

OK

☐ Training Super 1



7/13/23 8:15 AM

☒ Assigned to NC_GL_JOURNAL_APPROVAL_0800_JR



7/13/23 8:15 AM

☒ Submitted by Training Super 1

Journal

Details

7/13/2

NC CA

DEP - (

07/13/2

0800-1

Reg Fees

CR 270.00

0800-101033-11120000-00000000-00000000-0000-000000000000-000000-0000-00000000-000000

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

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

Image

Journal Batch 0800 DEP 07/13/2023 Reg Fees (1,032.00 USD) from Training S...

[View Journal](#)[View Approvals](#)[Approve](#)[Reject](#)[Claim](#)

Journal Batch Approval

1,032.00 USD

0800 DEP 07/13/2023 Reg Fees

Jul-23, Manual

07/13/2023 Reg Fees

Journals

Details	Amount
7/13/23, 0800 DEP 07/13/2023 Reg Fees	1,032.00 USD
NC CASH US	
DEP - CASH & CHECK	
07/13/2023 Reg Fees	
0800-101033-45600000-08A0724-0848977-3000-0000000000-000000-0000-000000-000000	
Reg Fees	CR 270.00
0800-101033-11120000-00000000-00000000-0000-0000000000-000000-0000-000000-000000	
	DR 270.00
0800-202200-45300000-00000000-0821180-0000-0000000000-000000-0000-000000-000000	

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.

Image

Journal Batch Approval

Reject

Submit

Cancel

Comment Error in Journal Lines



Drag files here or click to add attachment



DR 270.00

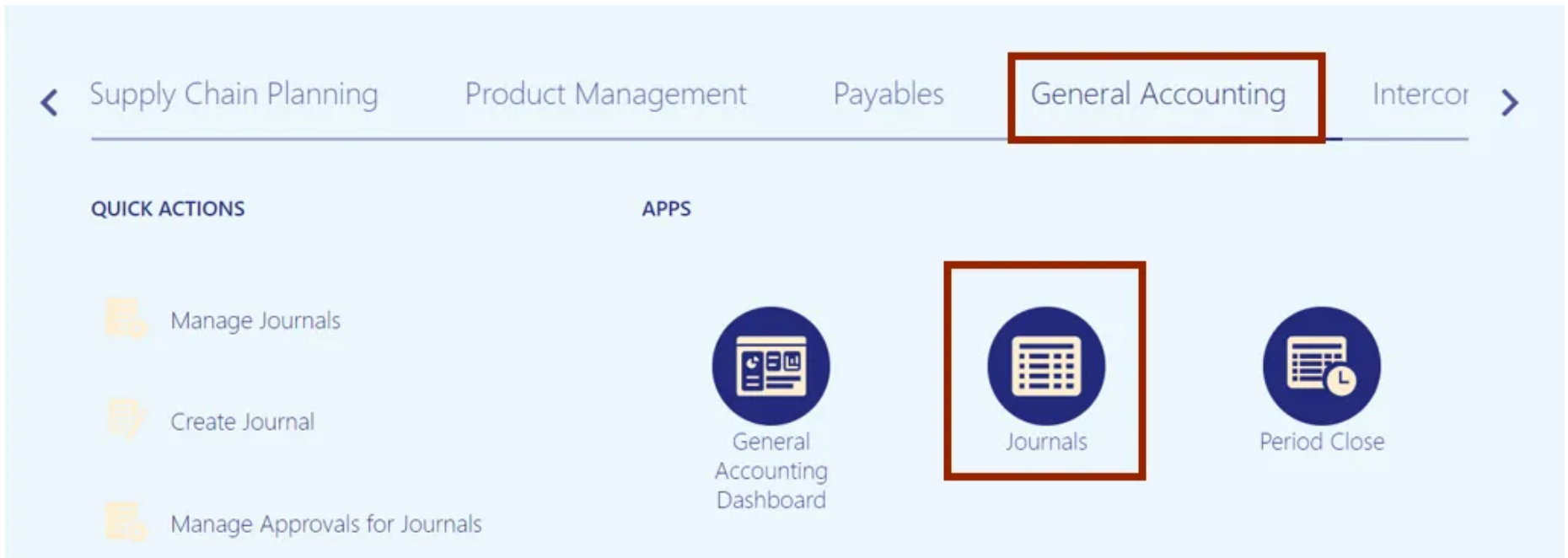
Validate the Approval Status

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

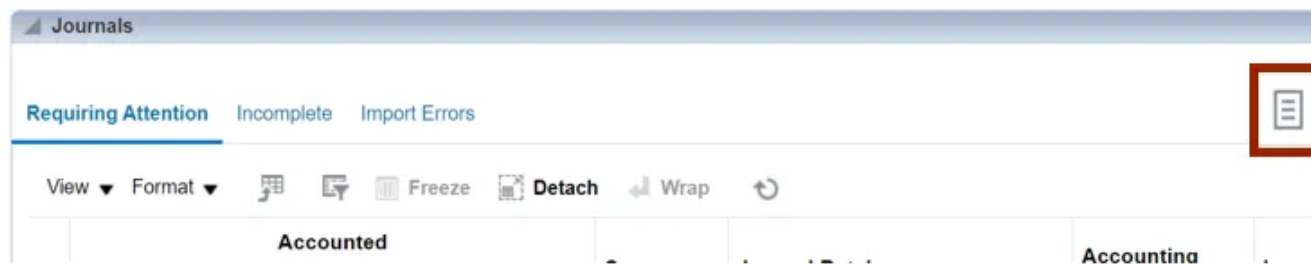


Step 3. The **Journals** page opens. Click the **Tasks** icon and select **Manage Journals**.

Image

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

Journals



Journals

- **Manage Journals** (highlighted with a red box)
- 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

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

Image

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

Manage Journals [?](#)

Done

Search

Basic

Manage Watchlist

Saved Search

All Journals

** At least one is required

** Journal	Starts with	0800 DEP 07/13/2023 Reg Fees
** Journal Batch	Starts with	
** Accounting Period	Equals	Jul-23
Source	Equals	
Category	Equals	
** Batch Status	Equals	

Search

Reset

Save...

Add Fields

Reorder

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

Image

Manage Journals ?

Done

Search

BasicManage WatchlistSaved SearchAll Journals

ActionsViewFormat+DetachWrapPost BatchReverse BatchReverse Journal

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
0800 DEP 07/13/2023 Reg ...	0800 DEP 07/13/2023 Reg ...	Jul-23	Manual	DEP - CASH & ...	1,032.00 USD	1,032.00 USD	Unposted

Columns Hidden 36

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

Image

Data Access Set: NC CASH US

Edit Journal ?

SavePostCancel

Journal Batch: 0800 DEP 07/13/2023 Reg Fees ? Show More

Batch Actions

Journal Batch0800 DEP 07/13/2023 Reg

Description07/13/2023 Reg Fees

Balance TypeActual

* Accounting PeriodJul-23

AttachmentsNone

SourceManual

Approval StatusRejected

Funds StatusNot attempted

Batch StatusUnposted

Completion StatusComplete

Projected Balances

PTDTotal

No lines selected.

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

Image

Data Access Set: NC CASH US

Edit Journal ?

Journal Batch: 0800 DEP 07/13/2023 Reg Fees ? [Show More](#)

Journal Batch 0800 DEP 07/13/2023 Reg

Description 07/13/2023 Reg Fees

Balance Type Actual

* Accounting Period Jul-23

Attachments None +

Save ▼ Post ▼ Cancel

Batch Actions ▼

Source Manual
Approval Status Rejected
Funds Status Not attempted
Batch Status Unposted
Completion Status Complete

Projected Balances	
PTD ▼	Total ▼
No lines selected.	

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

Image

Data Access Set: NC CASH US

Edit Journal ?

Journal Batch: 0800 DEP 07/13/2023 Reg Fees ? | Show Less

Batch Actions ▼

Batch Control Total **Action Log**

View ▼

Event Date and Time	Action	Name
7/13/23 8:58 AM	Rejected	Training Super 1
7/13/23 8:15 AM	Sent for app...	Training Super 1
7/13/23 8:14 AM	Created	Training Super 1

Projected Balances

PTD ▼ Total ▼

No lines selected.

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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