GL-34 Manage Journals

Purpose

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

Introduction and Overview

This QRG covers how to view journals with the manage journals page in NCFS.

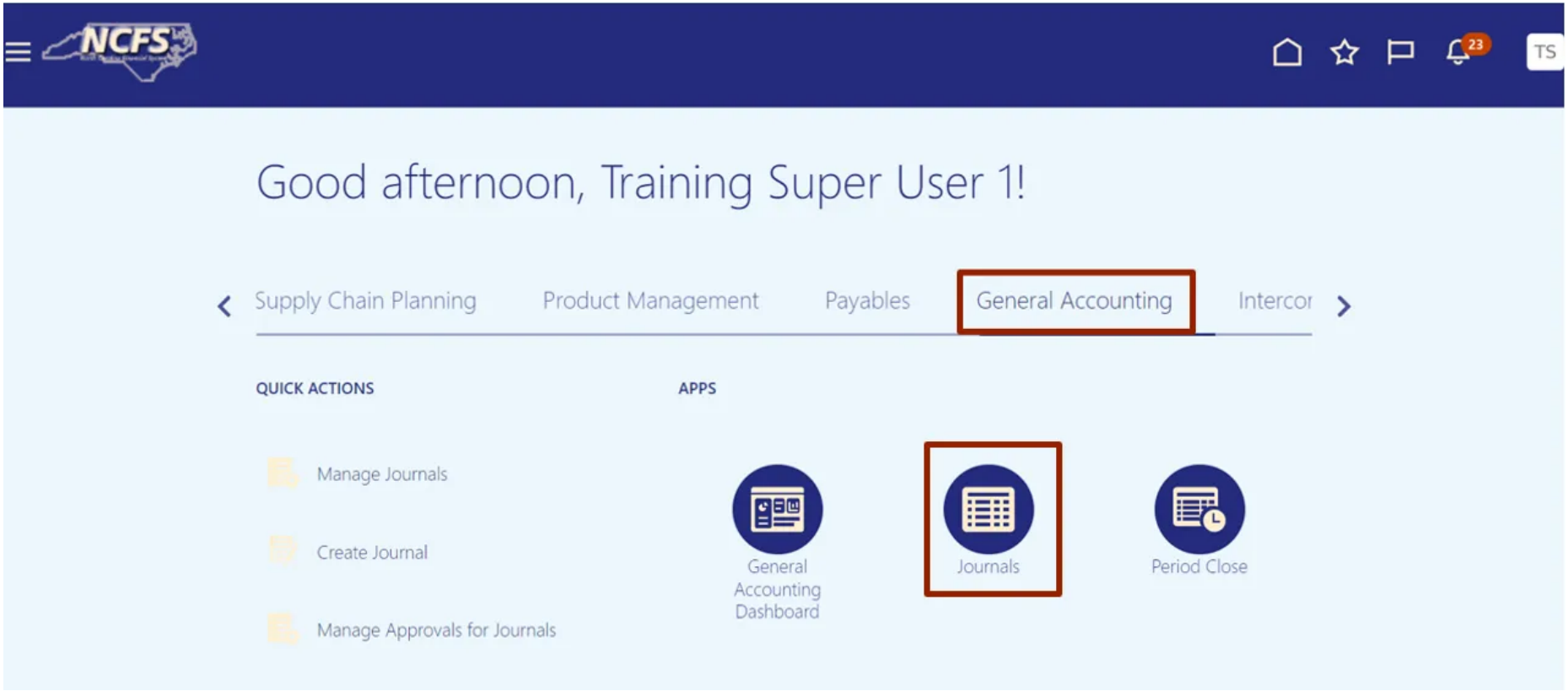
Inquire and Review Journal Entries – Manage Journals

To Inquire and Review Journal Entries using the Manage Journals page, please follow the steps below. There are 11 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.

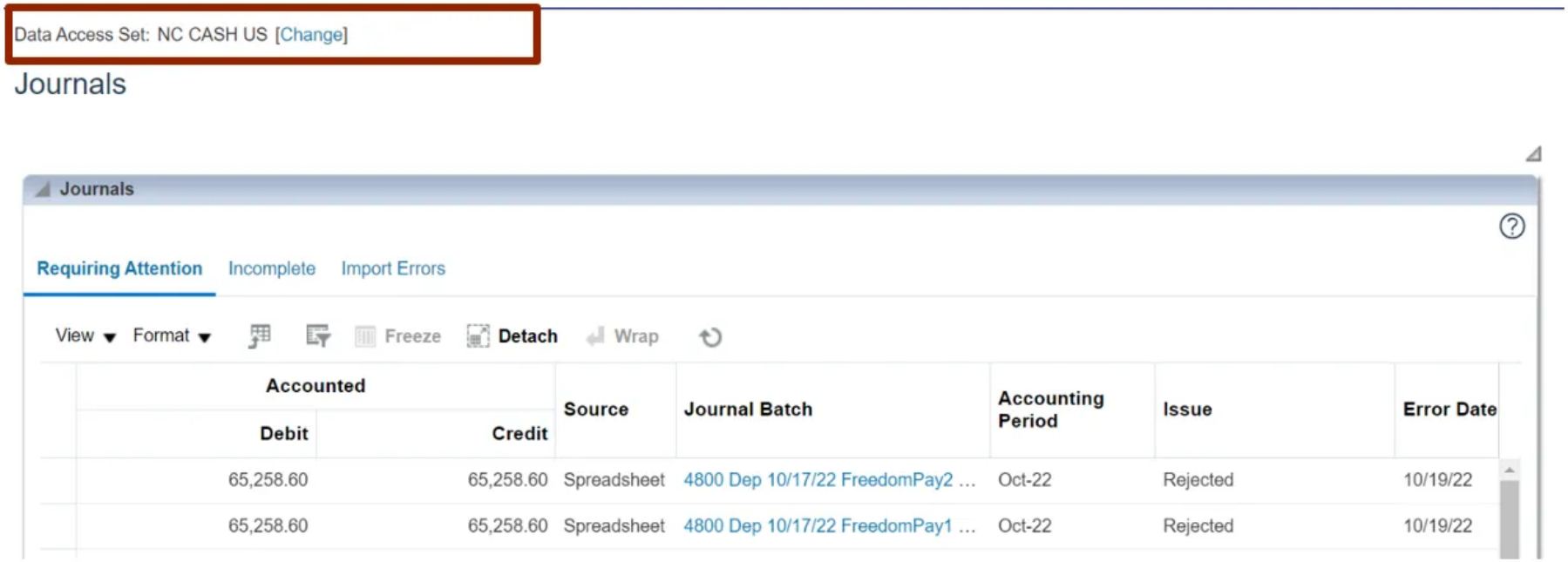
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Step 3. Validate the **Data Access Set**. If the data access set is not already selected, click the **Change** link, and select the **Data Access Set**.

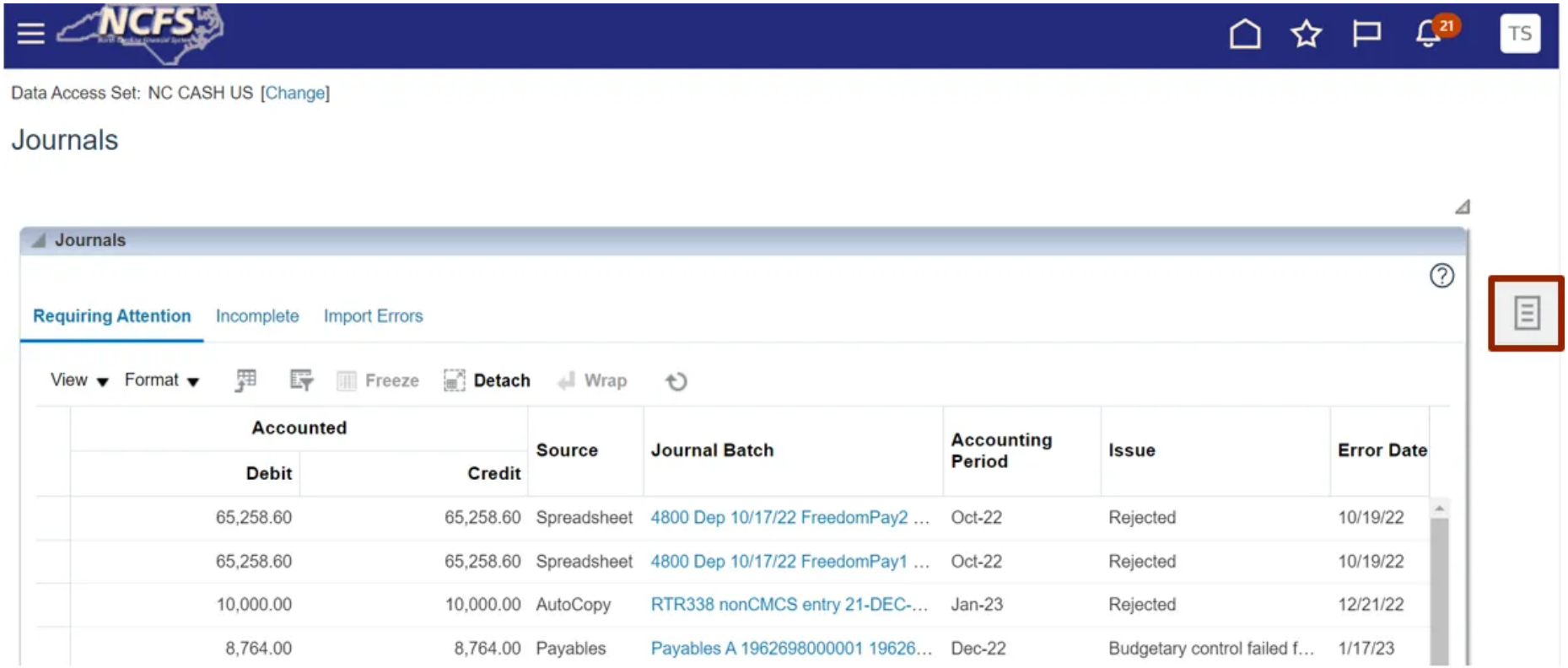
In this example, choose **NC CASH US**.

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

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

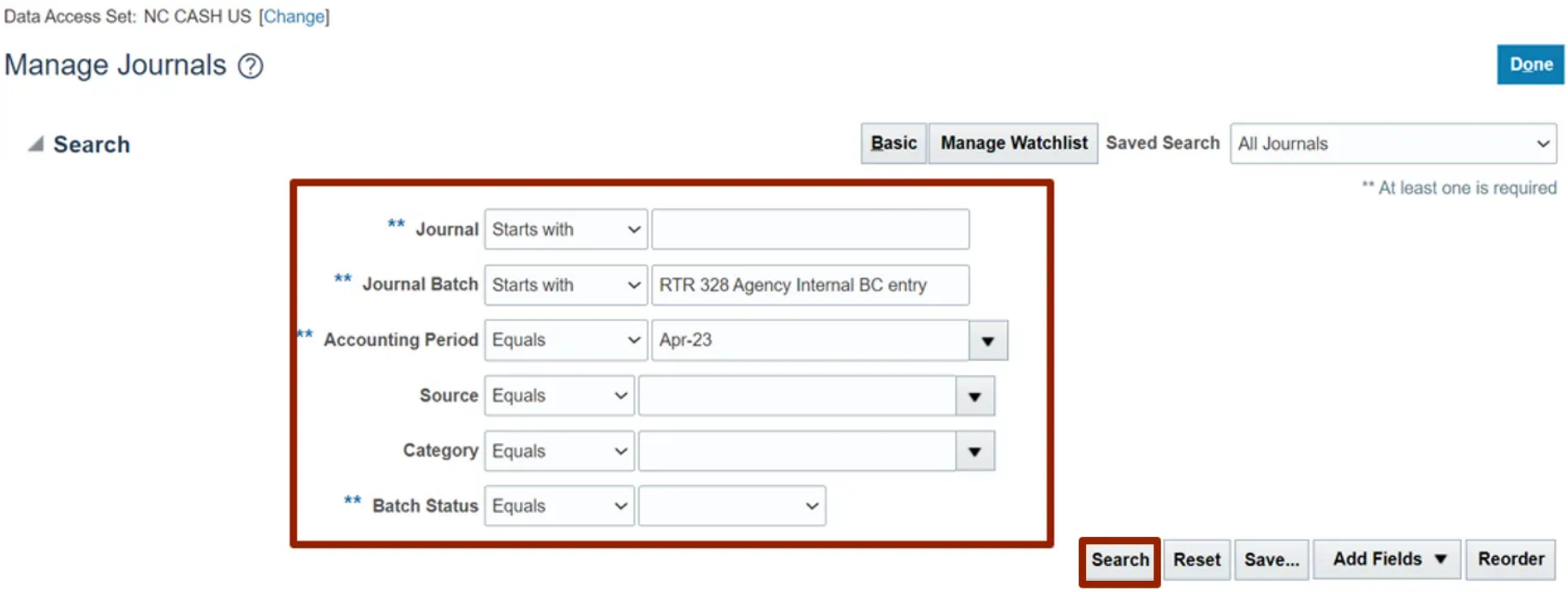
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Step 6. On the **Manage Journals** page, enter information in at least one field marked with ** mark.

In this example, choose: **RTR 328 Agency Internal BC entry** for the ****Journal Batch Starts with*** field and **Apr-23** for the ****Accounting Period*** field. Now, click the **Search** button.

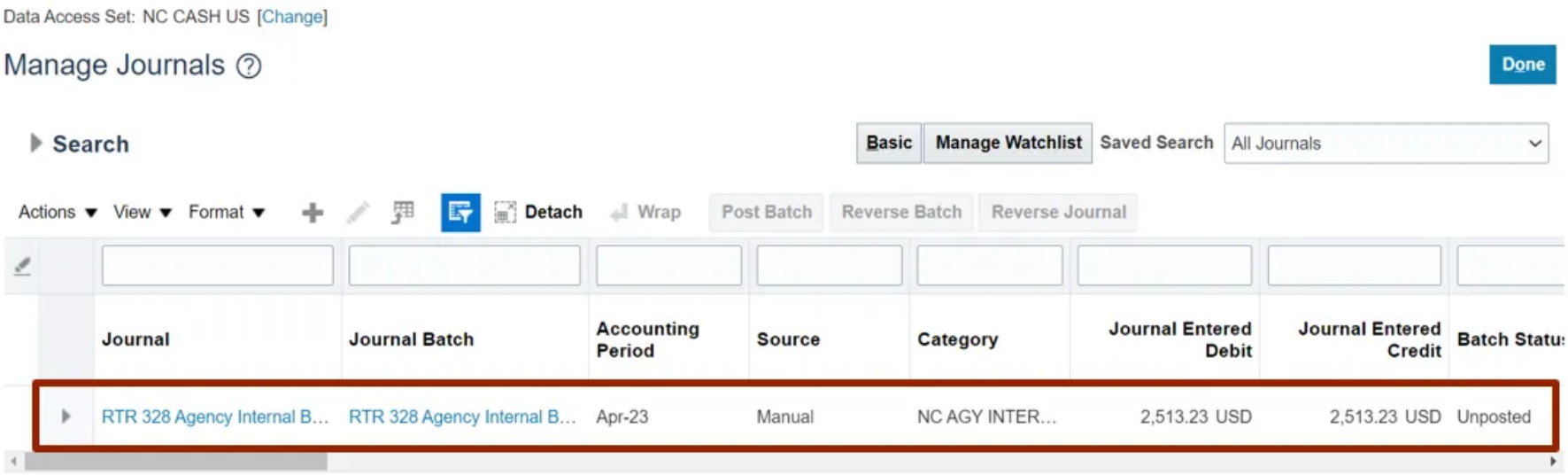
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Step 7. Under ***Search*** results section, click the desired **Journal** link.

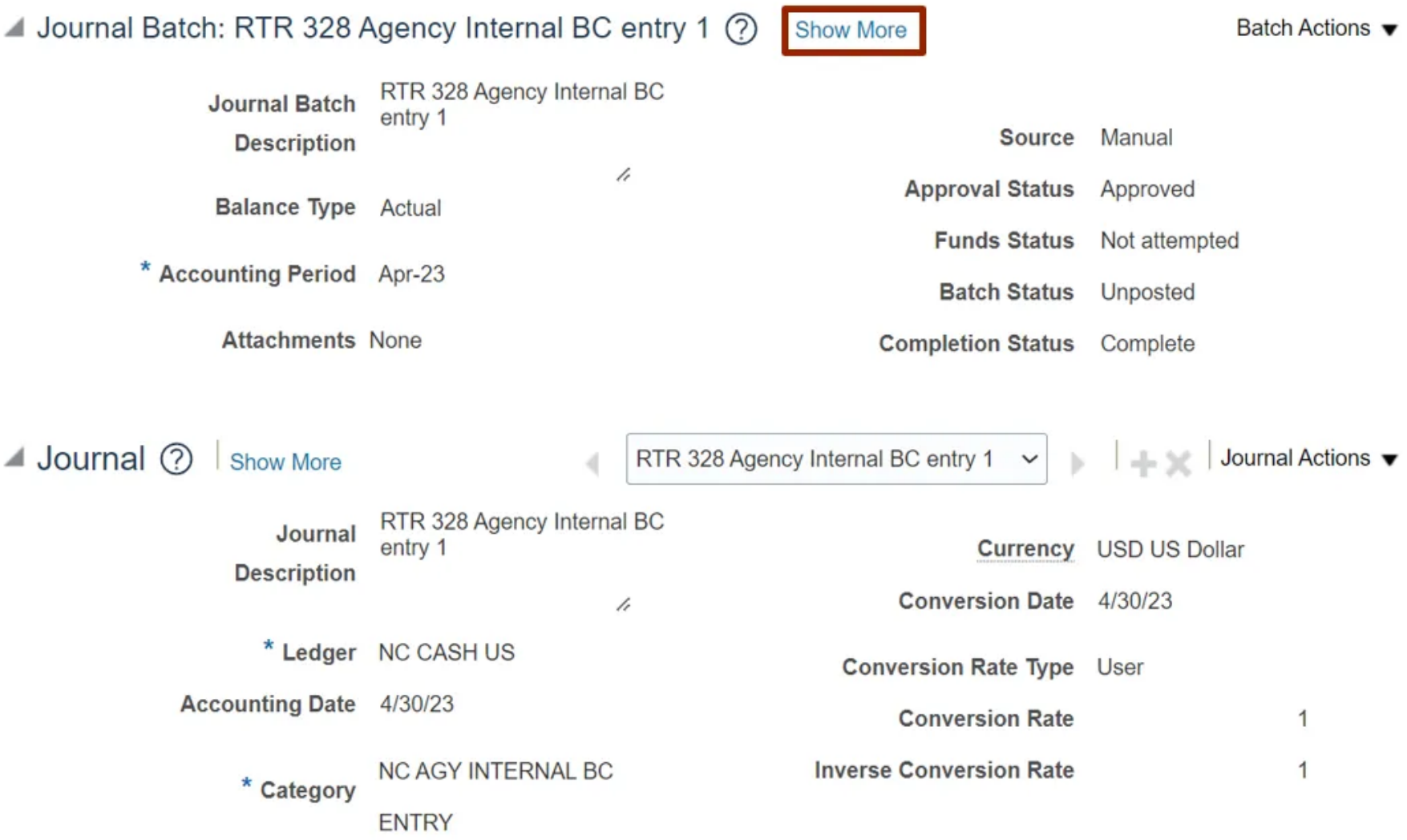
In this example, choose, **RTR 328 Agency Internal BC**.

Image



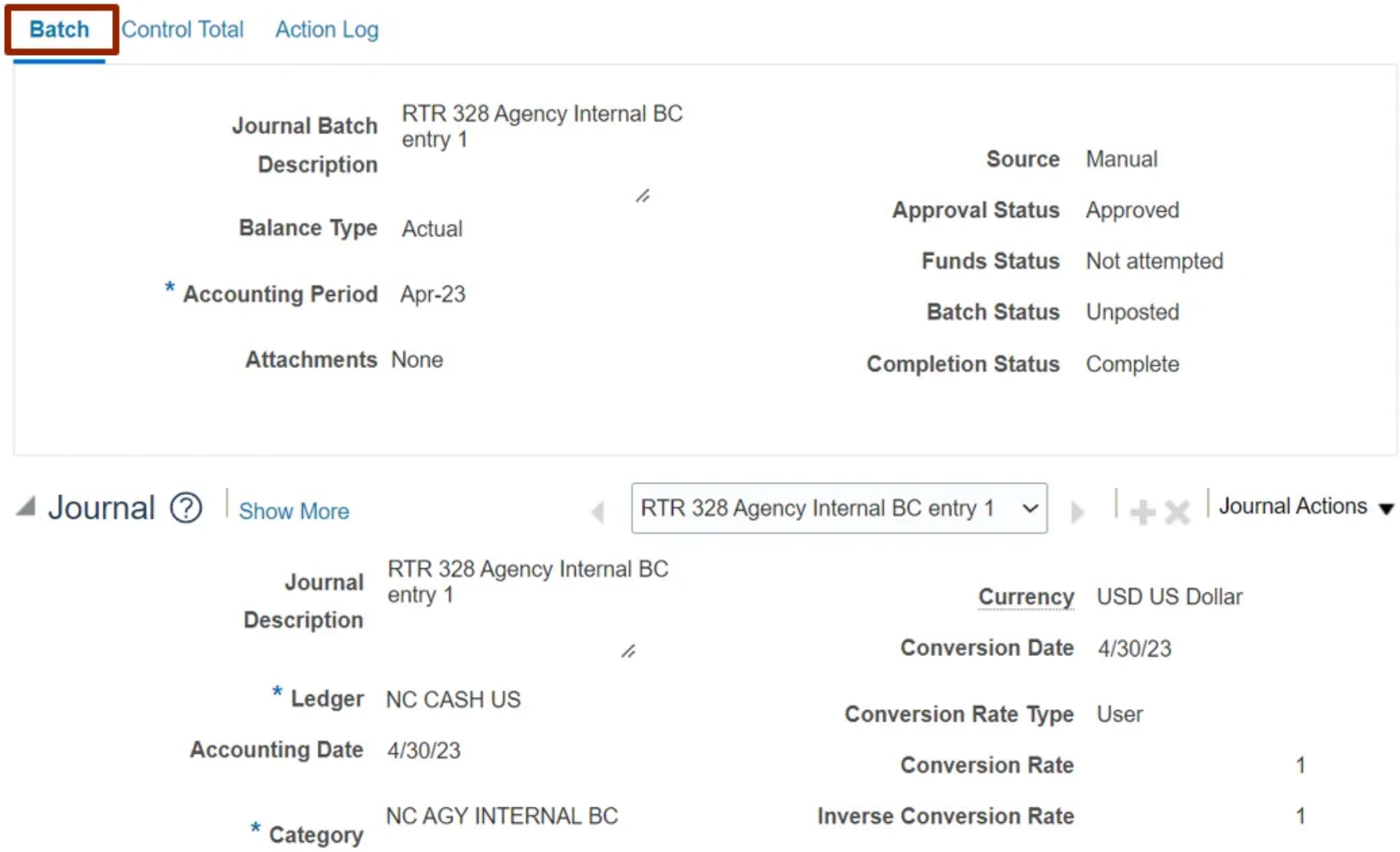
Step 8. The **Edit Journal** page opens. Next to the *Journal Batch: RTR 328 Agency Internal BC entry* section, click **Show More**.

Image



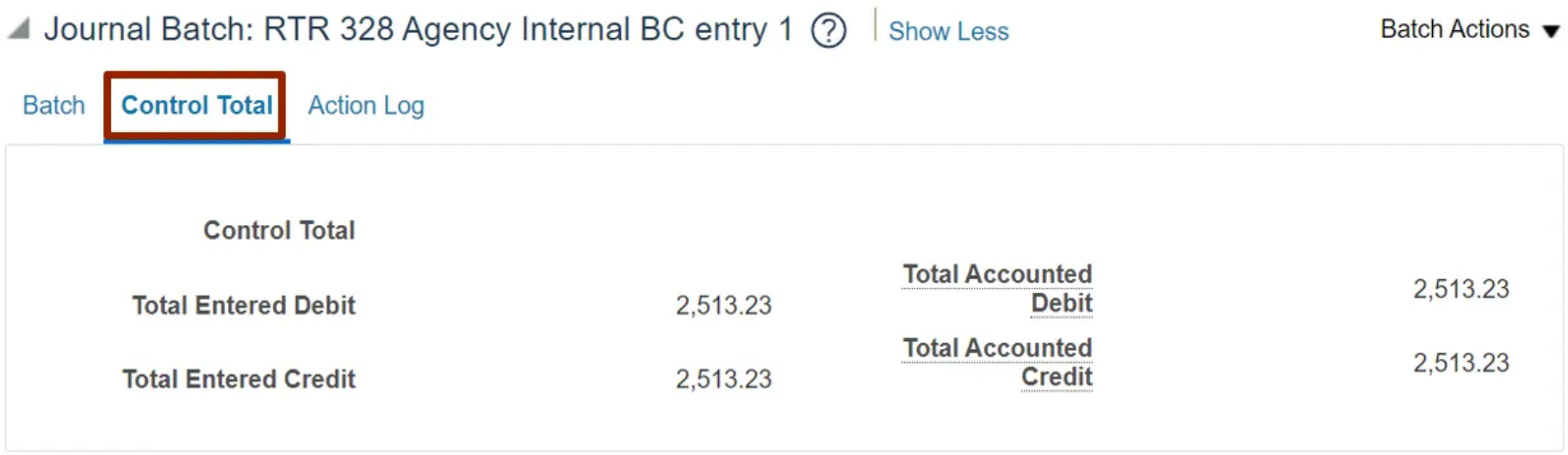
Step 9. Information related to Journal Batch is displayed under the **Batch** tab.

Image



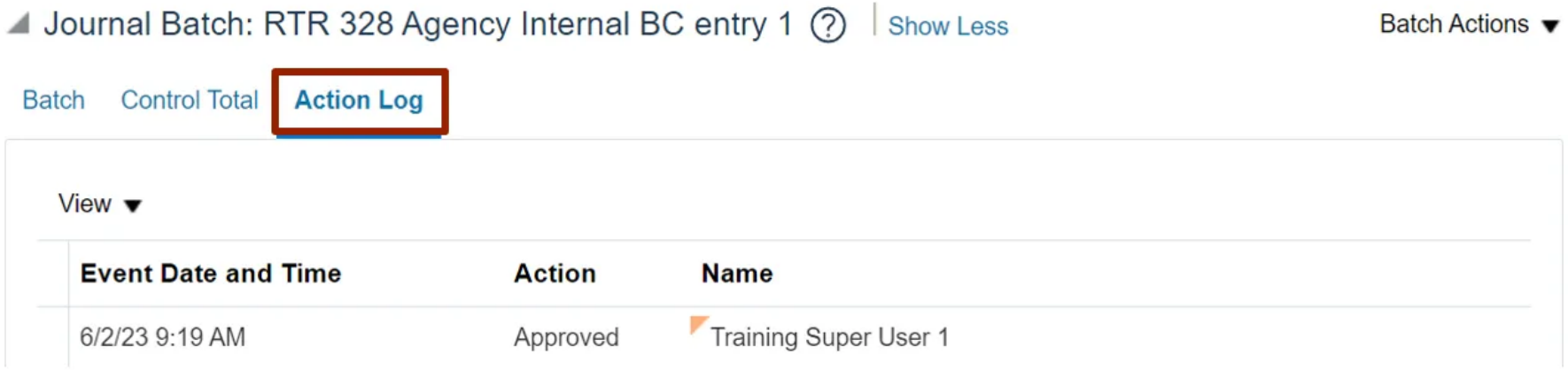
Step 10. Click the **Control Total** tab to view other relevant information.

Image



Step 11. Click the **Action Log** tab to view the actions taken on this journal batch, including approval history.

Image



Wrap-Up

Users can manage a journal by following the steps explained above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - GL100c: Journal Entry

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