GL-36 Journal Entry Approval Overview

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide conceptual information on the Journal Entry Approval process in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the overview of Journal Entry approval in NCFS to control and monitor the approval process for Journals, and to validate the accuracy of Journal batches before posting to the General Ledger (GL).

Key Terms

The table below provides a description of the key terms relevant to the Journal entry approval process:

Key Terms	Description
Journal	A component of a Journal Entry consisting of the name, accounting date, category, and ledger that is used to group two or more journal lines.
Journal Entries	Journal Entries are used to record financial transactions to the system's GL. Journal creation, posting, and editing, work together in the recording process to produce accurate financial records.

Key Terms	Description
Journal Approval	Journal approval process is obtaining the necessary management approvals for Journal Batches from different sources such as manual, interface, spreadsheet, and from different categories such as DEP, PAY, NC AGY INTERNAL BC ENTRY.
Journal Posting	The process of using journal entries to update account balances in the general ledger.
Ledger	Central repository for accounting information that provides near real-time visibility of financial results.
Journal Batch	A batch can contain multiple journals. All the Journals created under the batch inherit the batch details and are posted together. In NCFS, you need to update 1 journal per batch, due to category distinction and approval routing.
Batch Status	Indicates the current posting status of the Journal.

Journal Entry Approval Overview

The steps below provide conceptual information on the Journal Entry approval process. There are 6 steps to complete this process.

Step 1. The user creates a Journal Entry.

Step 2. The Journal approver receives a notification when the user requests the approval of the Journal Entry.

Step 3. The Journal approver validates the Journal input data to ensure accuracy of information.

Step 4. The Journal approver either approves or rejects the Journal Entry, based on its field values.

Step 5. If the Journal Entry is approved, it is routed to posting. If the Journal Entry is rejected, it is routed back to the Journal Entry organization, with a rejection reason, for review and maintenance.

Step 6. The user receives a system notification indicating the approval or rejection of the Journal Entry.

Journal Review by Transaction Types (DFF)

The Journal Entry reviewing, and approving organization is dictated by the Journal Entry's transaction type (DFF).

The table below illustrates the reviewing organization, and schedule for approvals for DEP and PAY transactions to post the same day:

Transaction Type (DFF)	Reviewing & Approving Org.	Approval Time	Posting Time
DEP - ACH/WIRE	Agency (Level 1) and DST (Level 2)	An ACH/Wire Deposit must be approved by 9:44 a.m. to be posted on the same day.	An ACH and Wire Deposit posts daily (Monday – Friday) at 9:45 a.m.
DEP - CASH & CHECK	Agency (Level 1) and Auto Approved (Level 2)	A Cash and Check Deposit must be approved by 9:44 a.m. to be posted on the same day.	A Cash and Check Deposit posts daily (Monday – Friday) at 9:45 a.m.
DEP - INTEREST ALLOCATION	Agency (Level 1) and Auto Approved (Level 2)	An Interest Allocation must be approved by 9:44 a.m. to be posted on the same day.	Interest Allocation posts daily (Monday – Friday) at 9:45 a.m.
DEP - CREDIT CARD	Agency (Level 1) and Auto Approved (Level 2)	A Credit Deposit must be approved by 9:44 a.m. to be posted on the same day.	A Credit Deposit posts daily (Monday – Friday) at 9:45 a.m.

Transaction Type (DFF)	Reviewing & Approving Org.	Approval Time	Posting Time
PAY - 1 - DEBT SERVICE	Agency (Level 1) and OSC (Level 2)	A Debt Service must be approved by 12:59 p.m. to be posted on the same day.	A Debt Service posts daily (Monday – Friday) at 1:00 p.m.
PAY - 2 - PAYROLL	Agency (Level 1) and OSC (Level 2)	A Payroll must be approved by 12:59 p.m. to be posted on the same day.	A Payroll posts daily (Monday – Friday) at 1:00 p.m.
PAY - 3 - STATE AID	Agency (Level 1) and OSC (Level 2)	A State Aid must be approved by 12:59 p.m. to be posted on the same day.	A State Aid posts daily (Monday – Friday) at 1:00 p.m.
PAY - 4 - HEALTH/PROVIDER	Agency (Level 1) and OSC (Level 2)	A Health/Provider must be approved by 12:59 p.m. to be posted on the same day.	A Health/Provider posts daily (Monday – Friday) at 1:00 p.m.
PAY - 5 - E-PAYMENT	Agency (Level 1) and OSC (Level 2)	An E-Payment must be approved by 12:59 p.m. to be posted on the same day.	AN E-Payment posts daily (Monday – Friday) at 1:00 p.m.
PAY - 6 - GENERAL EXPENSE	Agency (Level 1) and OSC (Level 2)	A General Expense must be approved by 12:59 p.m. to be posted on the same day.	A General Expense posts daily (Monday – Friday) at 1:00 p.m.
PAY - 7 - TRANSFERS OUT	Agency (Level 1) and OSC (Level 2)	Transfers Out must be approved by 12:59 p.m. to be posted on the same day.	Transfers Out post daily (Monday – Friday) at 1:00 p.m.

Transaction Type (DFF)	Reviewing & Approving Org.	Approval Time	Posting Time
PAY - 8 - REVENUE REFUNDS	Agency (Level 1) and OSC (Level 2)	Revenue Refunds must be approved by 12:59 p.m. to be posted on the same day.	Revenue Refunds post daily (Monday – Friday) at 1:00 p.m.
PAY - 9 - IGO	Agency (Level 1) and OSC (Level 2)	An IGO must be approved by 12:59 p.m. to be posted on the same day.	An IGO posts daily (Monday – Friday) at 1:00 p.m.
PAY - 10 - SPECIAL FUNDS	Agency (Level 1) and OSC (Level 2)	Special Funds must be approved by 12:59 p.m. to be posted on the same day.	Special Funds post daily (Monday – Friday) at 1:00 p.m.
PAY - STIF - AP	Agency (Level 1) and Auto Approved (Level 2)	STIP-AP must be approved by 12:59 p.m. to be posted on the same day.	STIP-AP posts daily (Monday – Friday) at 1:00 p.m.
PAY - STIF - EPAY	Agency (Level 1) and Auto Approved (Level 2)	STIF-EPAY must be approved by 12:59 p.m. to be posted on the same day.	STIF-EPAY posts daily (Monday – Friday) 1:00 p.m.
Transfer	Refer to the note below.	Transfer must be approved by 12:59 p.m. to be posted on the same day.	A Transfer posts daily (Monday – Friday) at 1:00 p.m.

Note: Transfers are entered and approved in Intercompany module by Agency and OSC or auto approved, based on Transfer type (DFF).

The table below illustrates the reviewing organization, schedule for approvals, and descriptions for OSC transactions to post the same day:

Transaction Type (DFF)	Description	Reviewing & Approving Org.	Approval Time	Posting Time
OSC UNRESERVE FB RECLASS	Legislatively mandated transfer from unreserved fund balance to a reserve account.	OSC Management	Must be submitted for approval by 10:30 a.m. and approved by 12:59 p.m. to be posted on the same day	AutoPost runs daily (M-F) at 1:00 p.m.
OSC FB TF OUT TO NON-RESV	Legislatively mandated transfer from unreserved fund balance to a non-reserve account.	OSC Management	Must be submitted for approval by 10:30 a.m. and approved by 12:59 p.m. to be posted on the same day	AutoPost runs daily (M-F) at 1:00 p.m.
OSC INTER-RESV TRANSFER	Legislatively mandated transfer from one reserve account to another reserve account.	OSC Management	Must be submitted for approval by 10:30 a.m. and approved by 12:59 p.m. to be posted on the same day	AutoPost runs daily (M-F) at 1:00 p.m.
OSC ANNUAL EST REVENUE	OSBM authorization of estimated annual revenues.	OSC Management	Must be submitted for approval by 10:30 a.m. and approved by 12:59 p.m. to be posted on the same day	AutoPost runs daily (M-F) at 1:00 p.m.
OSC ANNUAL APPROPRIATION	OSBM authorization of annual appropriations.	Agency & OSC Management	Must be submitted for approval by 10:30 a.m. and approved by 12:59 p.m. to be posted on the same day.	AutoPost runs daily (M-F) at 1:00 p.m.

Note: Schedule is subject to change.

Journal Rejection

The Journal could be rejected for the following reasons:

- Incorrect deposit/disbursement categories
- Insufficient funds
- Transactions have a future date
- Budget funds not in balance
- Incorrect account value(s)
- Missing attachment

If a Journal batch is rejected, the following are the steps to resolve the issue. There are 3 steps to complete this process.

Step 1. Rejected Notification: A notification will be sent to the user, with a rejection reason once the Journal Entry has been Rejected.

Step 2. Edit the Journal Entry: Once the rejection notification has been received, the user will edit the Journal by navigating to the Manage Journals page via the Journals app within the General Accounting tab.

Step 3. Resubmit for Approval: Once the necessary information has been edited the user must resubmit the journal batch for approval.

Wrap-Up

Approved Journal Entries are eligible for posting. After a Journal Entry is posted to the GL, account balances are updated accordingly.

Additional Resources

- Web-Based Training (WBT)
    - GL101c: Journal Approval
- Virtual Instructor-Led Training (vILT)
    - GL100c Journal Entry

First Published

Fri, 07/28/2023

Last Updated

Wed, 01/21/2026

Printable PDF