

AP-01 Create Accounting (Ad Hoc)

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Create Accounting (Ad Hoc) in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of Creating Accounting (Ad Hoc) which gives users the flexibility to run the Create Accounting process on an as needed basis, and at any given point in time in NCFS.

Create Accounting for Invoices/Payments

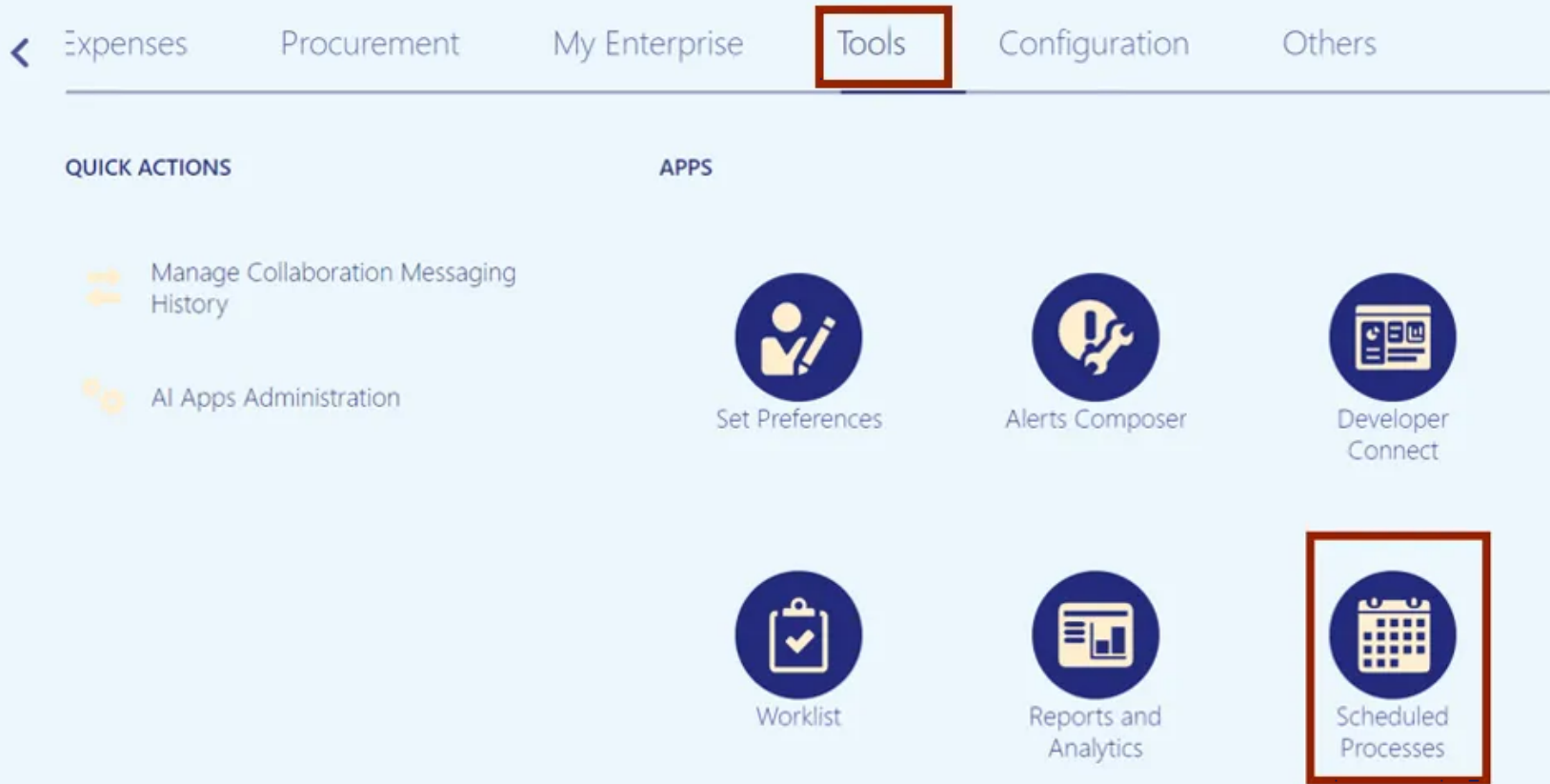
To Create Accounting for Invoices/Payments, please follow the steps below. There are 17 steps to complete this process.

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

Step 2. On the **Home** page, click the **Tools** tab and select the **Scheduled Processes** app.

Image

Good afternoon, Training Super User 1!



Step 3. Click the **Schedule New Process** button.

Image

Overview ?

► Search

Saved Search Last hour ▼

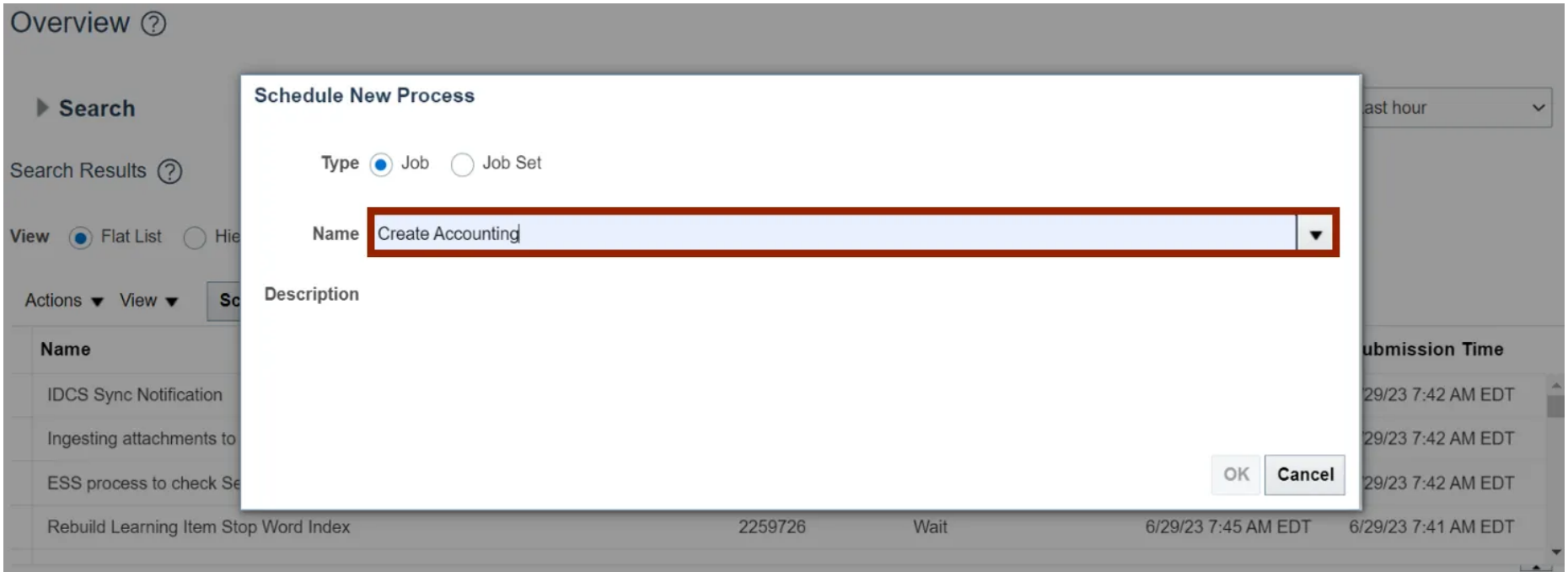
Search Results ?

View ☒ Flat List ☐ Hierarchy

Actions ▼ View ▼		Schedule New Process	Resubmit	Put On Hold	Cancel Process	Release Process	View Log	↻
Name	Process ID	Status	Scheduled Time	Submission Time				
Rebuild Learning Item Stop Word Index	2188857	Wait	5/23/23 8:30 AM EDT	5/23/23 8:25 AM EDT				
Rebuild Learning Item Stop Word Index	2188856	Succeeded	5/23/23 8:25 AM EDT	5/23/23 8:25 AM EDT				
Rebuild Learning Item Stop Word Index	2188855	Succeeded	5/23/23 8:25 AM EDT	5/23/23 8:25 AM EDT				
Ingesting attachments to OSCS	2188854	Wait	5/23/23 8:32 AM EDT	5/23/23 8:22 AM EDT				

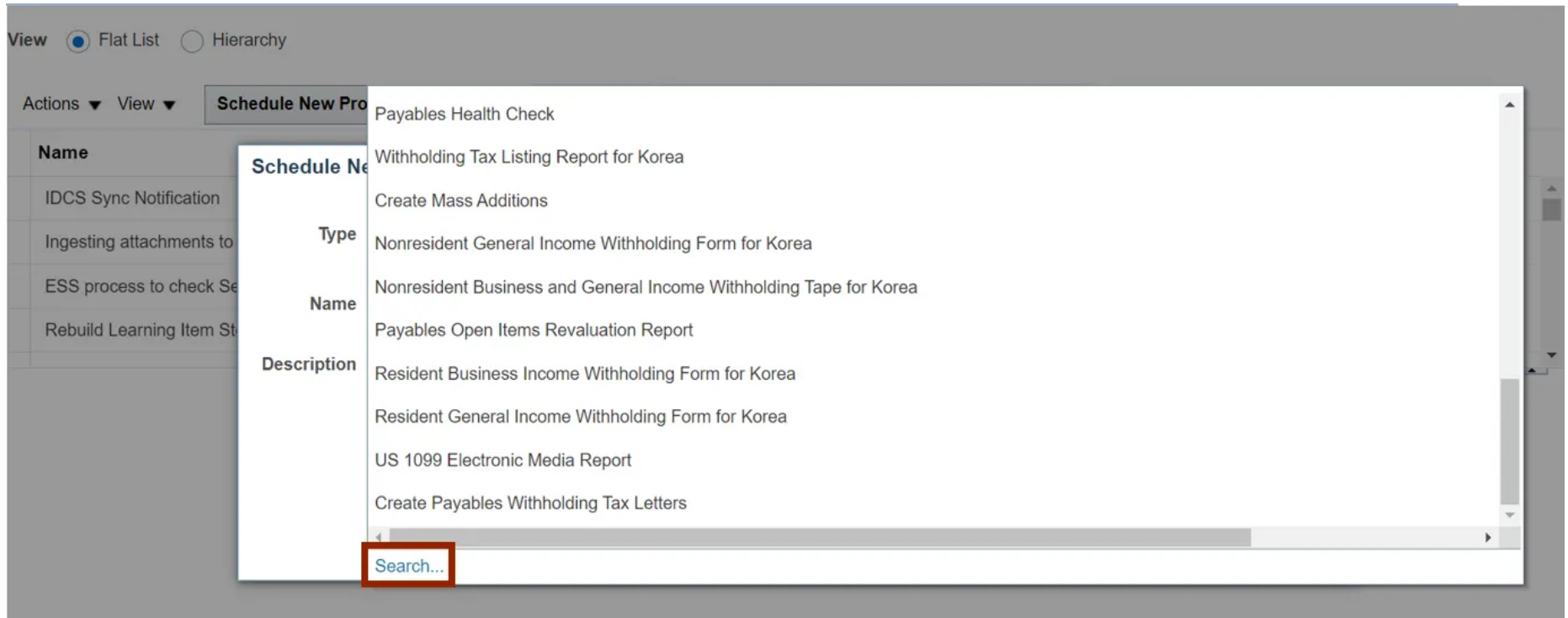
Step 4. The *Schedule New Process* pop-up appears. Enter **Create Accounting** in the **Name** field and click the drop-down choice list.

Image



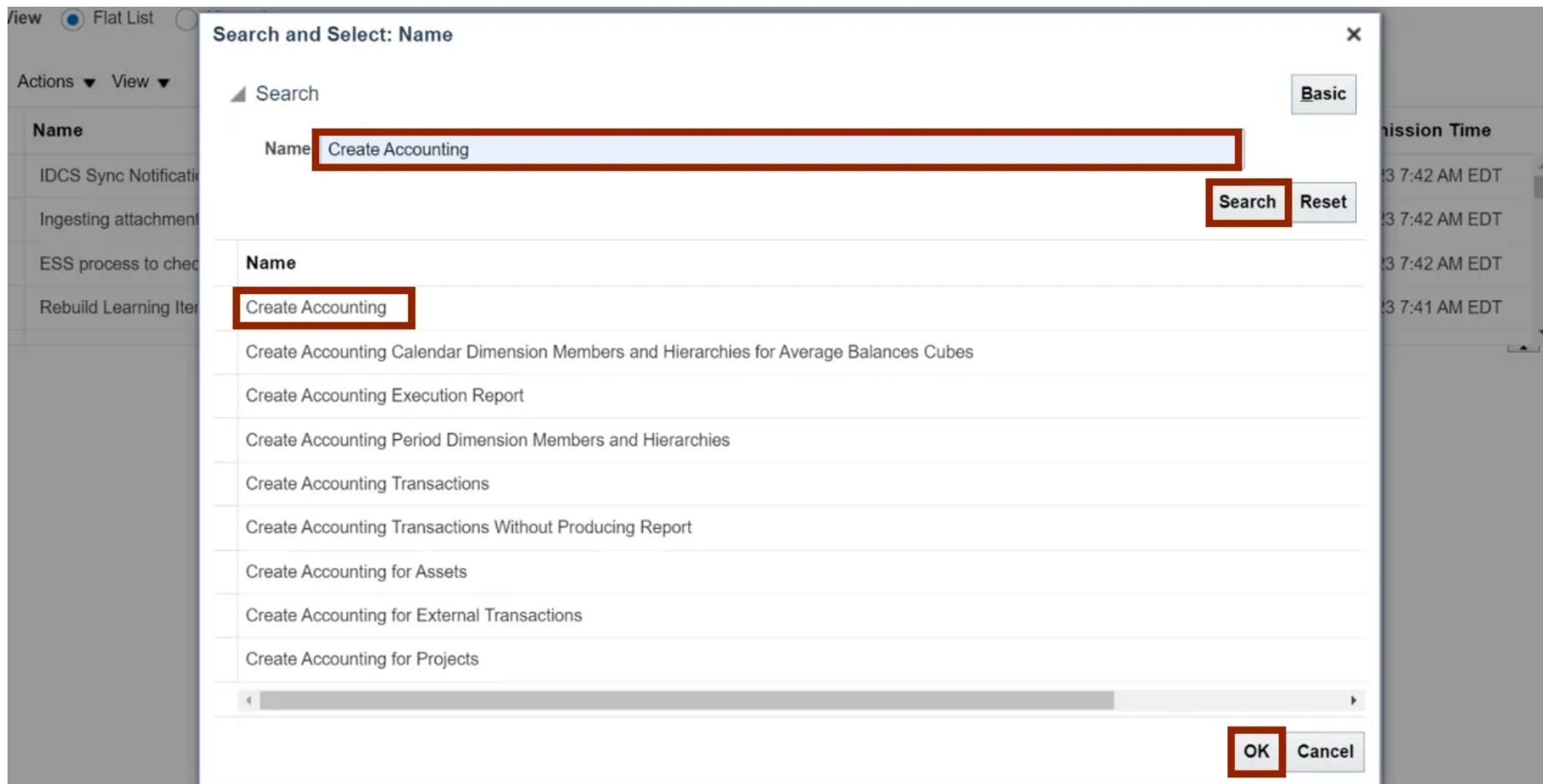
Step 5. Drop-down opens. Scroll down and click **Search**.

Image



Step 6. **Search and Select: Name** section appears. Enter **Create Accounting** in the **Name** field and click the **Search** button. In the **Name** section below, select **Create Accounting** and click the **OK** button.

Image



Step 7. Now, on the ***Schedule New Process*** section, ***Name*** field is populated with **Create Accounting**. Click the **OK** button.

Image

Actions ▼ View ▼ Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status	Scheduled Time	Submission Time
Rebuild Learning Item Stop Word Index	2259757	Wait	6/29/23 8:10 AM EDT	6/29/23 8:06 AM EDT
Rebuild Learning Item St				29/23 8:05 AM EDT
Rebuild Learning Item St				29/23 8:05 AM EDT
Ingesting attachments to				DT

Schedule New Process

Type ☒ Job ☐ Job Set

Name

Description Creates subledger journal entries.

OK Cancel

Step 8. The *Basic Options* pop-up appears. Enter the relevant information in the ***Basic Options*** section by selecting from the drop-down choice list for each field.

In this example, we choose:

- ***Subledger Application: Payables**
- ***Ledger: NC CASH US**
- ***End Date: Current System Date**
- ***Accounting Mode: Final**
- ***Process Events: All**
- ***Report Style: Detail**
- ***Transfer to General Ledger: Yes**
- ***Post in General Ledger: Yes**

- ****Include User Transactions for Identifiers: No***

Image

Basic Options

Parameters

* Subledger Application Payables ▼

* Ledger NC CASH US ▼

Process Category ▼

* End Date 5/24/23 

* Accounting Mode Final ▼

* Process Events All ▼

* Report Style Detail ▼

* Transfer to General Ledger Yes ▼

* Post in General Ledger Yes ▼

Journal Batch

* Include User Transaction Identifiers No ▼

Step 9. Click the **Submit** button.

Image

Process Details

 This process will be queued up for submission at position 1

Process Options

Advanced

Submit

Cancel

Name Create Accounting

Description Creates subledger journal entries.

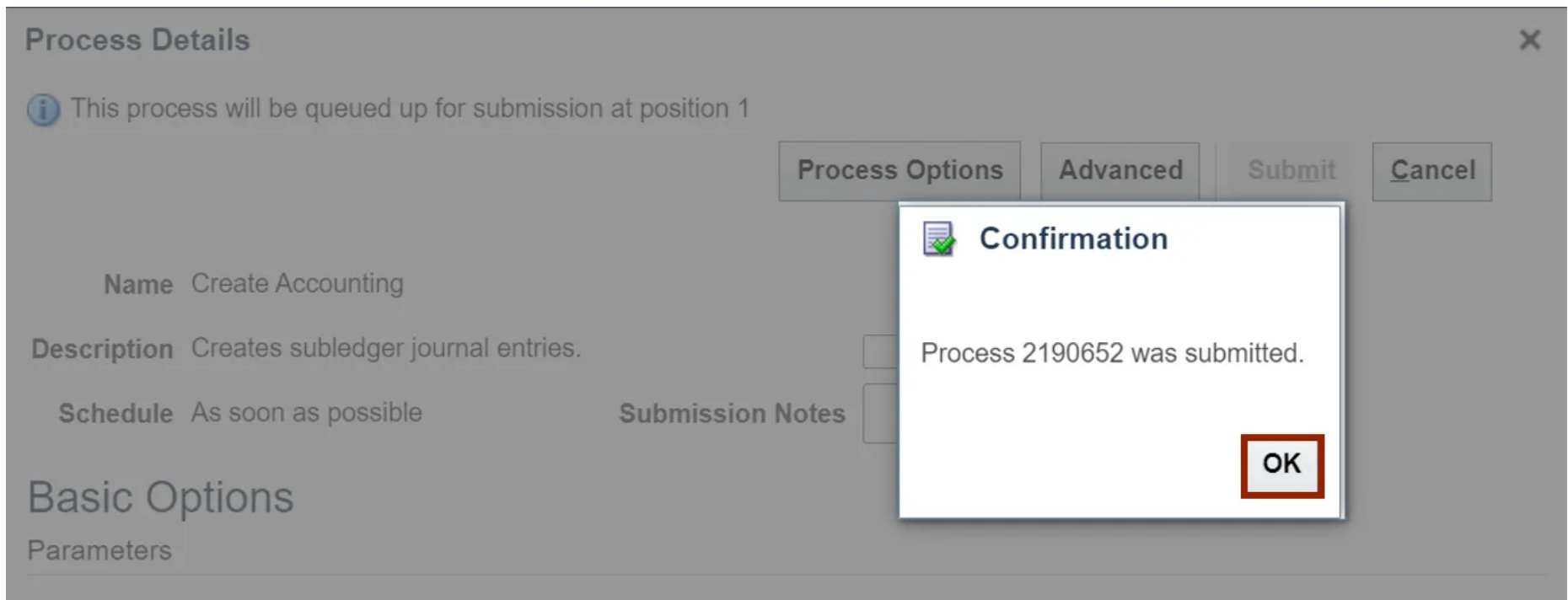
☐ Notify me when this process ends

Schedule As soon as possible

Submission Notes

Step 10. The *Confirmation* pop-up appears. Click the **OK** button.

Image



Step 11. Click the **Refresh** icon. On the **Search Result** section, wait for the status to update as **Succeeded**. Click the **Create Accounting** line item.

Image

Overview ?

► Search

Saved Search Last hour ▼

Search Results ?

View ☒ Flat List ☐ Hierarchy

Actions ▼ View ▼

Schedule New Process

Resubmit

Put On Hold

Cancel Process

Release Process

View Log



Name	Process ID	Status	Scheduled Time	Submission Time
Post Subledger Journal Entries	2217896	Succeeded	6/7/23 9:31 AM EDT	6/7/23 9:31 AM EDT
Create Accounting: Subprocess	2217895	Succeeded	6/7/23 9:31 AM EDT	6/7/23 9:31 AM EDT
Create Accounting	2217894	Succeeded	6/7/23 9:31 AM EDT	6/7/23 9:31 AM EDT
Rebuild Learning Item Stop Word Index	2217893	Wait	6/7/23 9:35 AM EDT	6/7/23 9:31 AM EDT

Step 12. On the **Search Result** section, wait for the status to be updated as **Succeeded**. Click the **Create Accounting Execution Report** line item and scroll down.

Note: There are various status reflecting such as Wait, Running, Warning etc.

Image

Search Results

View ☒ Flat List ☐ Hierarchy

Actions ▼ View ▼

Schedule New Process

Resubmit

Put On Hold

Cancel Process

Release Process

View Log



Name	Process ID	Status	Scheduled Time	Submission Time
ESS process to check Search Cloud Service availability	2190672	Wait	5/24/23 7:17 AM EDT	5/24/23 7:12 AM EDT
Create Accounting Execution Report	2190671	Succeeded	5/24/23 7:11 AM EDT	5/24/23 7:11 AM EDT
Maintain Payables Trial Balance Report	2190670	Succeeded	5/24/23 7:11 AM EDT	5/24/23 7:11 AM EDT
Maintain Payables Trial Balance Report	2190669	Succeeded	5/24/23 7:11 AM EDT	5/24/23 7:11 AM EDT

Step 13. Scroll down to view the **Process Details** tab. Under the **Output** section, click the **Republish** icon.

Image

Process Details

Status Details

Create Accounting

Status

Succeeded

Schedule Start

5/24/23 7:11 AM EDT

External Job Type

BIP Job

External Job Status

NA

Log

Attachment

ESS_L_2190671

Output

Output & Delivery

XML Data

Diagnostic Log

Republish

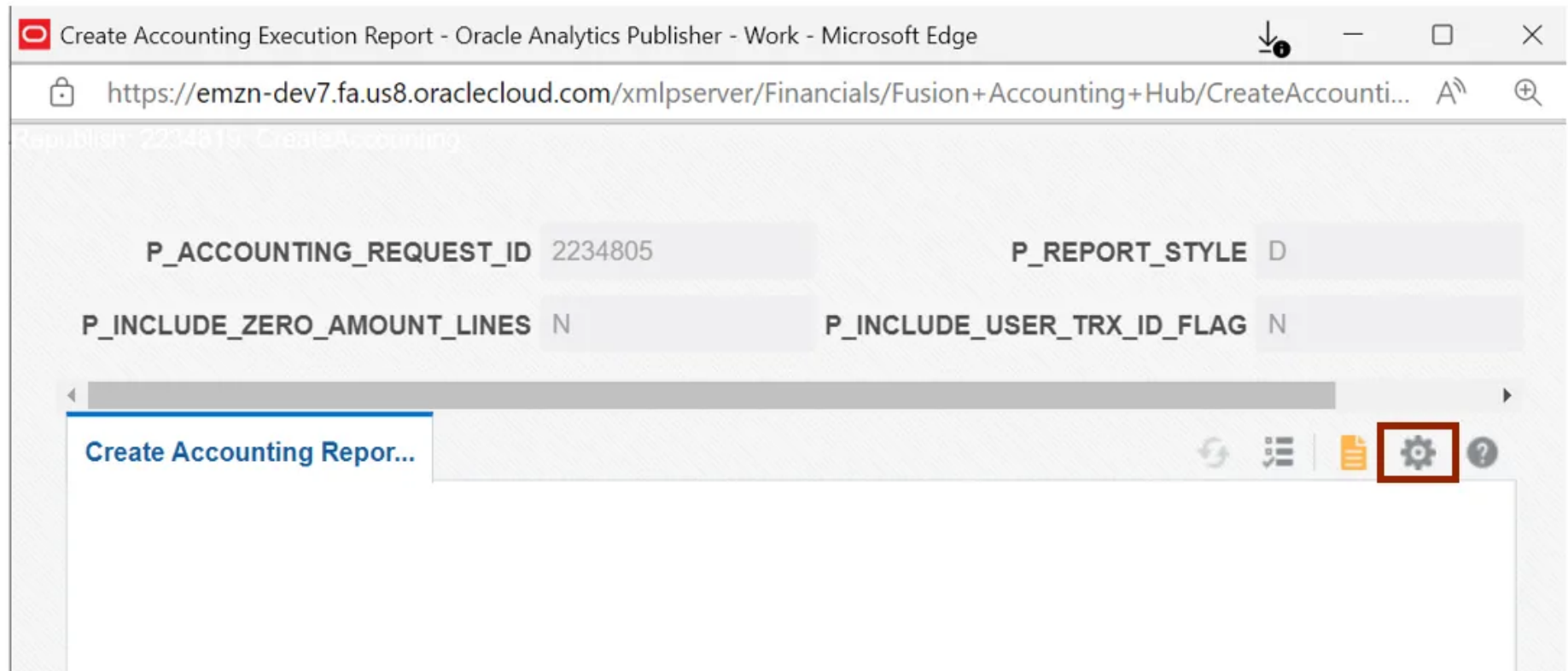
Status

All

Output Name	Template	Format	Locale	Time Zone	Calendar
Default Document	Create Accounting Report	PDF	English (United States)	(UTC-05:00) New York - Eastern Time (ET)	

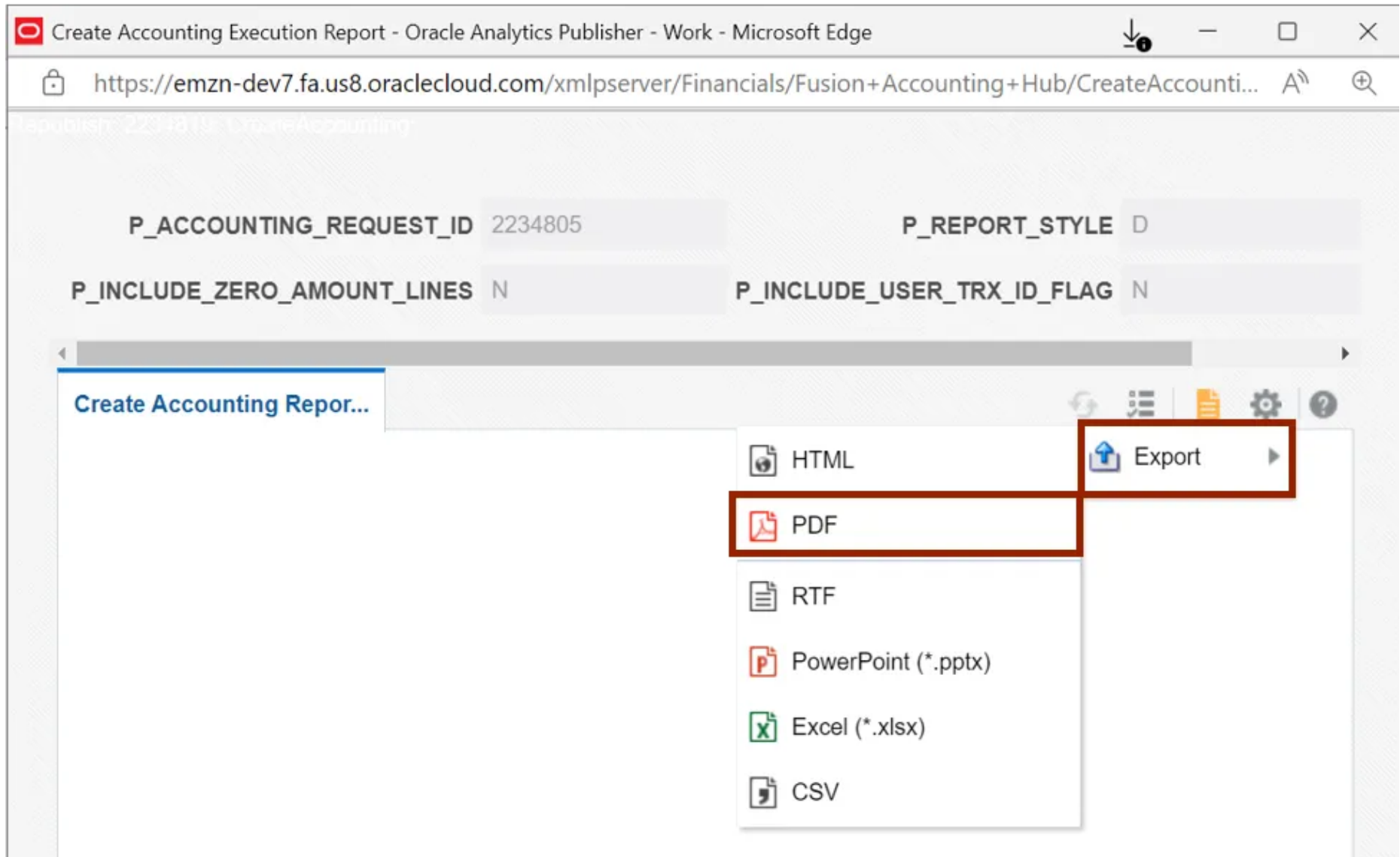
Step 14. **Create Accounting Execution** Report page is displayed. Click the **Action** icon.

Image



Step 15. Click the *Export* drop-down choice list and export the **Report** into a **PDF** file.

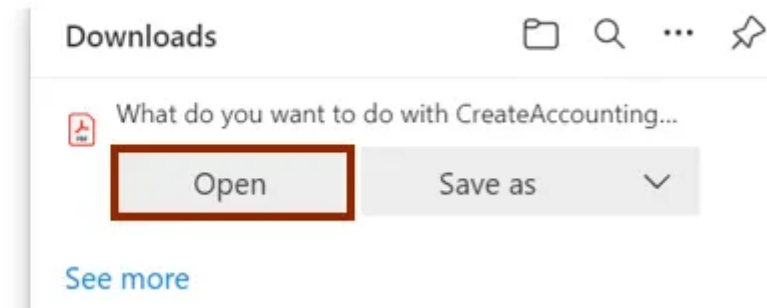
Image



Step 16. A PDF is generated, and the Report is downloaded. Click the **Open** button from the drop-down choice list.

Image

Report Completed



Step 17. Review the details of the report generated, including any errors that are caught in creating accounting. Fix the issues, if any, and return to the process.

Image

Create Accounting Execution Report

Report Date 6/16/23 7:07 AM

Report Parameters	
Subledger Application	Payables
Process Category	
End Date	5/24/23
Accounting Mode	Final
Process Events	All
Transfer to General Ledger	Yes
Post in General Ledger	Yes
Journal Batch	
Report Style	Detail
Include User Transaction Identifiers	No
Accounting Program Request ID	2234805

Image

Create Accounting Execution Report

Accounting Event Summary				
Event Class	Number of Transactions	Number of Events Processed	Number of Events with Warning	Number of Events in Error
Invoices	3	3	0	0
Payments	7	0	0	7

Subledger Journal Entries Summary				
Ledger	Final Journal Entries	Draft Journal Entries	Invalid Journal Entries	Incomplete Journal Entries
NC ACCRUAL US	3	0	7	0
NC MODIFIED ACCRUAL US	3	0	7	0
NC CASH US	3	0	0	0

Transfer to General Ledger Summary			
Ledger	Journal Entries Transferred	Journal Entries Not Transferred	Journal Entries Not Required To Be Transferred
NC ACCRUAL US	3	0	0
NC MODIFIED ACCRUAL US	3	0	0
NC CASH US	3	0	0

Journal Entry Errors and Warnings						
Event Class	Event Type	Ledger	Transaction Number	Journal Entry Status	Journal Line Number	Error and Warning Message
Payments	Payment Created	NC ACCRUAL US	1017	Invalid		The accounting date 01-APR-23 isn't in an open or a future enterable period. Details: You must open the accounting period or modify the journal entry rule set or the source value to use a different accounting date.
Payments	Payment Created	NC ACCRUAL US	1018	Invalid		The accounting date 01-APR-23 isn't in an open or a future enterable period. Details: You must open the accounting period or modify the journal entry rule set or the source value to use a different accounting date.
Payments	Payment Created	NC ACCRUAL US	1019	Invalid		The accounting date 01-APR-23 isn't in an open or a future enterable period. Details: You must open the accounting period or modify the journal entry rule set or the source value to use a different accounting date.
Payments	Payment	NC	1020	Invalid		The accounting date 01-APR-23 isn't in an open or a future enterable period.

Wrap-Up

Users can create accounting (Ad Hoc) in NCFS by following the steps explained above.

Additional Resources

- Web Based Training (WBT)
 - [AP103: Ad Hoc Accounting & Review Journal Entries](#)

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