

CM-11 Editing a Journal Entry

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to edit a journal entry in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This Quick Reference Guide provides the General Ledger (GL) Journal Entry users step-by-step instructions on how edit a journal entry. Journal Entry users use the edit journal feature when entering additional information to a saved journal that has not been completed and submitted for approval. This process is called editing the journal entry, and this QRG highlights the steps to completing this process. The editing a journal entry steps also can be used when a journal entry is rejected by a Journal Approver. The user receives a notification indicating that a journal entry has been reviewed, rejected, and requires editing. Journals can be rejected for different reasons including incorrect deposit/disbursement categories, and insufficient funds. A journal entry user must edit the rejected journal entry before submitting for approval again.

Key Terms

Key Terms	Description
Accounting Period	The fiscal period reports financial results, such as a calendar month or fiscal period.

Key Terms	Description
Journal Entries	Journal entries are a tool to record financial transactions to the system's general ledger. Journal creation, posting, and editing work together in the recording process to produce accurate financial records.
Journal Category	Journal categories are used to differentiate journal entries by purpose or type, such as accruals, payments, or receipts.
Ledger	Ledger is the main record-keeping tool for financial transactions. It records transactional balances by using a chart of accounts with a consistent calendar and currency, and accounting rules implemented in an accounting method.
Journal Batches	A Journal Batch is a single or group of journal entries processed under a combined "header".

User Tip

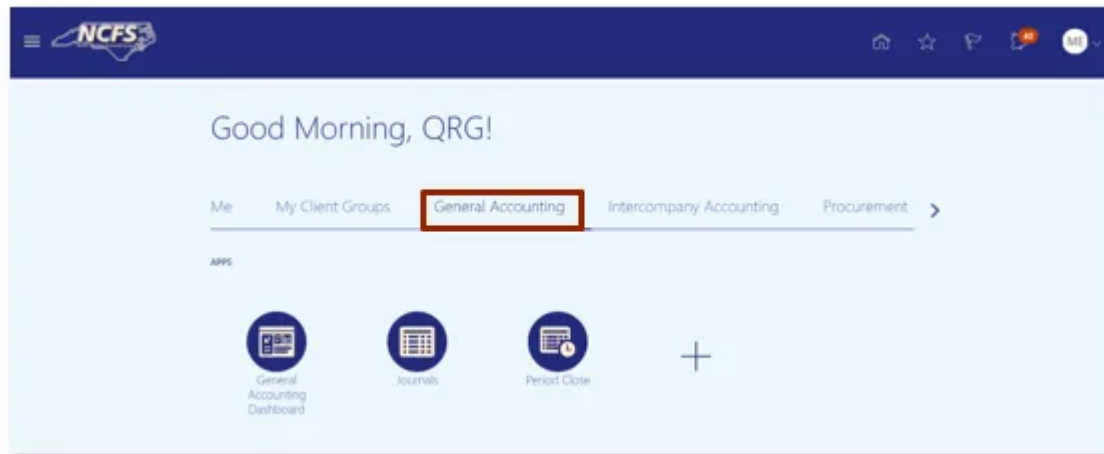
All first-time users should ensure at log-in that the browser cache is empty prior to initiating the log-on sequence.

Edit Journal Entry

To edit a journal entry, please follow the steps below. There are 8 steps to complete this process.

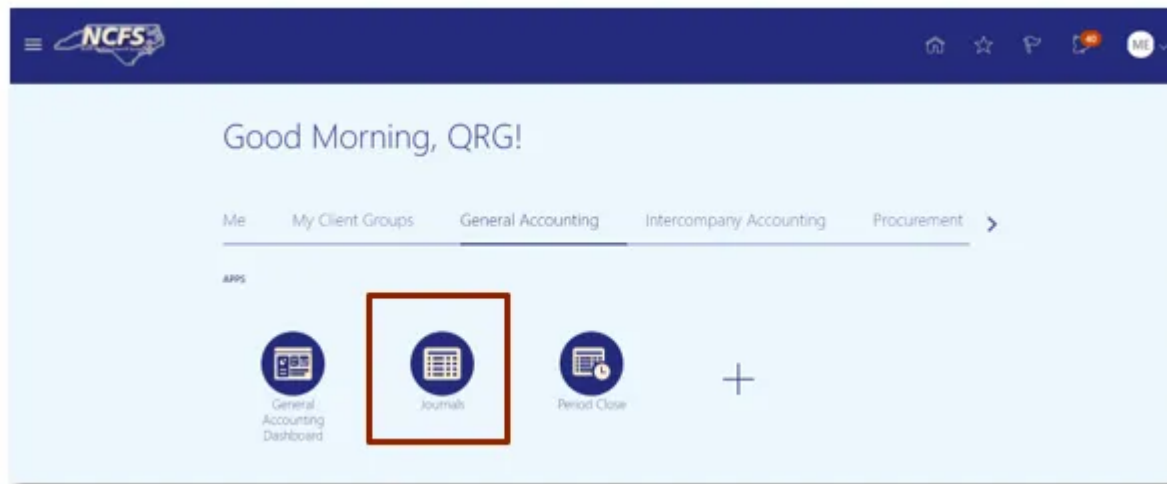
Step 1. Access the **Home** page and click the **General Accounting** icon.

Image



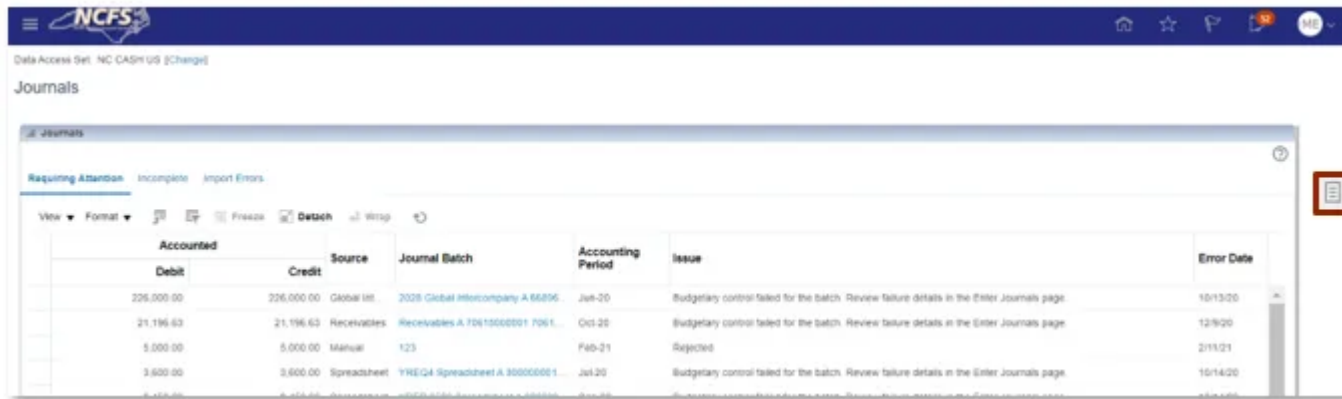
Step 2. Next, click **Journals**.

Image



Step 3. Click the **Tasks** icon to open the task list.

Image



NCFS

Data Access Set: NC CASH US [Change]

Journals

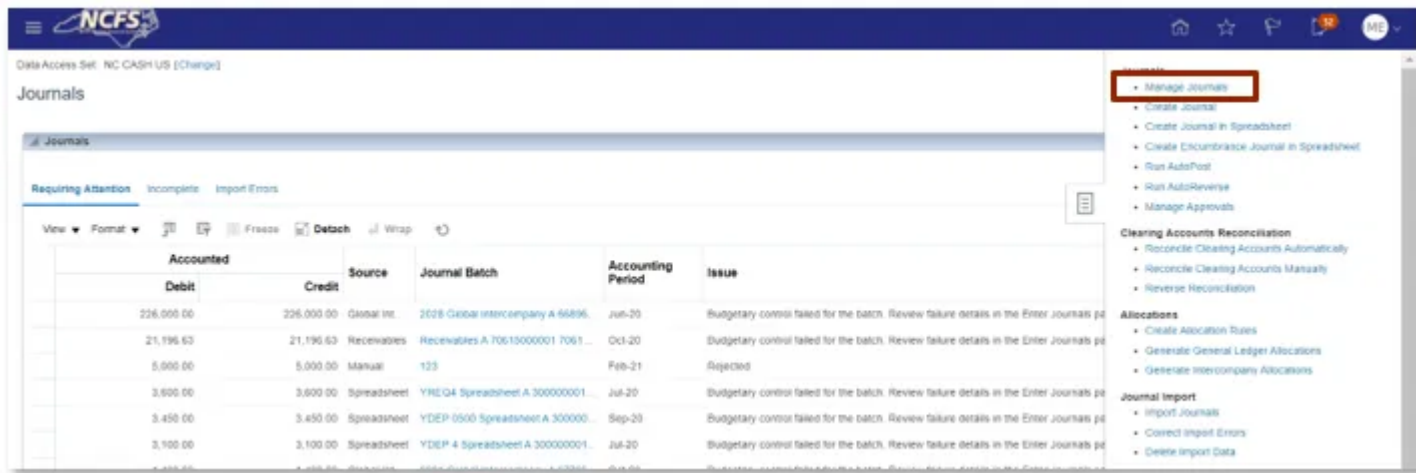
Requiring Attention Incomplete Import Errors

View Format Freeze Detach Wrap

Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
226,000.00	226,000.00	Global Int	2028 Global Intercompany A 66896	Jun-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.	10/13/20
21,196.63	21,196.63	Receivables	Receivables A 70610000001 7061...	Oct-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.	12/9/20
5,000.00	5,000.00	Manual	123	Feb-21	Rejected	2/11/21
3,600.00	3,600.00	Spreadsheet	YREQ4 Spreadsheet A 300000001	Jul-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.	10/14/20

Step 4. From the task list, click **Manage Journals** under the **Journal** section.

Image



NCFS

Data Access Set: NC CASH US [Change]

Journals

Requiring Attention Incomplete Import Errors

View Format Freeze Detach Wrap

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3,600.00	3,600.00	Spreadsheet	YREQ4 Spreadsheet A 300000001	Jul-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.
3,450.00	3,450.00	Spreadsheet	YDEP 0500 Spreadsheet A 300000001	Sep-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.
3,100.00	3,100.00	Spreadsheet	YDEP 4 Spreadsheet A 300000001	Jul-20	Budgetary control failed for the batch. Review failure details in the Enter Journals page.

- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoPost
- Run AutoReverse
- Manage Approvals
- Cleaning Accounts Reconciliation
 - Reconcile Cleaning Accounts Automatically
 - Reconcile Cleaning Accounts Manually
 - Reverse Reconciliation
- Allocations
 - Create Allocation Rules
 - Generate General Ledger Allocations
 - Generate Intercompany Allocations
- Journal Import
 - Import Journals
 - Correct Import Errors
 - Delete Import Data

Step 5. The **Manage Journals** screen is displayed. Enter **Journal Batch** and click **Search**.

User Tip

Users can search based on any system required fields.

Image

NCFS

Data Access Set: NC CASH US [Change]

Manage Journals ⓘ

Search

Basic Manage Watchlist Saved Search: All Journals copy

At least one is required

** Journal Contains

** Journal Batch Starts with Manual 35027

** Accounting Period Equals Feb-21

Source Equals

Category Equals

** Batch Status Equals

Search Reset Save... Add Fields Reorder

User Tip

any search requires data in at least one of the fields that has "***" next to the field name.

Step 6. Click the **Journal** hyperlink to open the journal.

Image

NCFS

Data Access Set: NC CASH US [Change]

Manage Journals ⓘ

Search

Basic Manage Watchlist Saved Search: All Journals copy

Actions View Format + / Detach Wrap Post Batch Reverse Batch Reverse Journal

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
Manual 45009 10 FEB-2021	Manual 35027 10 FEB-2021	Feb-21	Manual	Accrual	100.00 USD	100.00 USD	Unposted

Rows Selected: 1 Columns Hidden: 35

Step 7. The **Edit Journal** screen is displayed. Update the necessary information.

User Tip

All system required fields are editable to users.

Image

The screenshot displays the 'Edit Journal' interface in the NCFPS system. The top navigation bar includes the NCFPS logo, a home icon, a star icon, a magnifying glass icon, a notification icon with a red '32' badge, and a user profile icon labeled 'ME'. Below the navigation bar, the page title is 'Data Access Set: NC CASH US'. The main content area is titled 'Edit Journal' and features three buttons: 'Save', 'Complete', and 'Cancel'. The interface is divided into two sections for editing journal entries.

Journal Batch: Manual 36027 10-FEB-2021 22:22:01 (Show More)

Journal Batch: Manual 36027 10-FEB-2021
Description:
Balance Type: Actual
* Accounting Period: Feb-21
Attachments: None

Source: Manual
Approval Status: Required
Funds Status: Not attempted
Batch Status: Unposted
Completion Status: Complete

Journal (Show More)

Journal: Manual 45009 10-FEB-2021
Description:
* Ledger: NC CASH US
* Accounting Date: 2/10/21
* Category: Accrual

Currency: USD US Dollar
Conversion Date: 2/10/21
Conversion Rate Type: User
Conversion Rate: 1
Inverse Conversion Rate: 1

Projected Balances

PTD: Total
No lines selected

Step 8. Click **Complete** to submit the journal for approval.

Image

User Tip

If users are not finished inputting the necessary journal information, they can click **Save** and input the information later.

Wrap Up

Once the user has completed any required edits, the journal can be forwarded for approval and posting.

Additional Resources

- Instructor Led Training (ILT)
 - [GL100c: Journal Entry](#)

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