



# CREATE ACCOUNTING (Ad Hoc)

AP

## QUICK REFERENCE GUIDE AP-01

### 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**.)

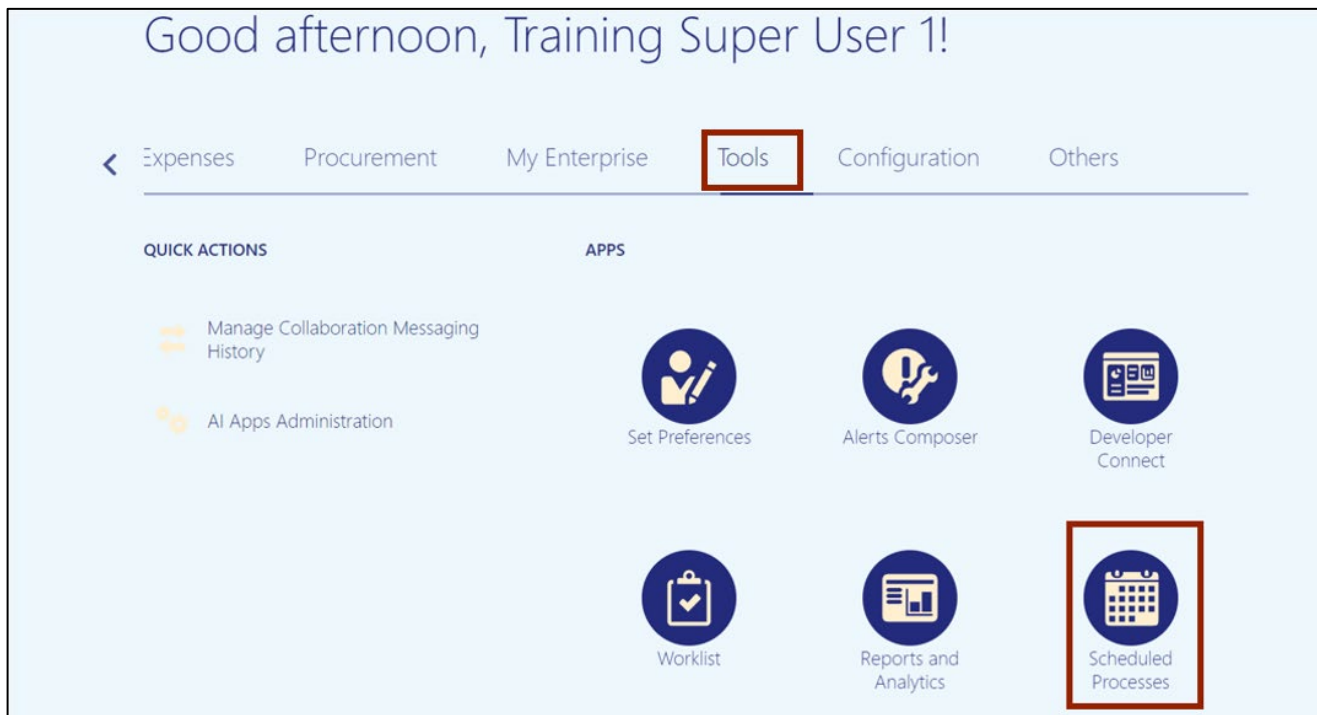
### Introduction and Overview

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:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Tools** tab and select the **Scheduled Processes** app.



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

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

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

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

**Schedule New Process**

Type  Job  Job Set

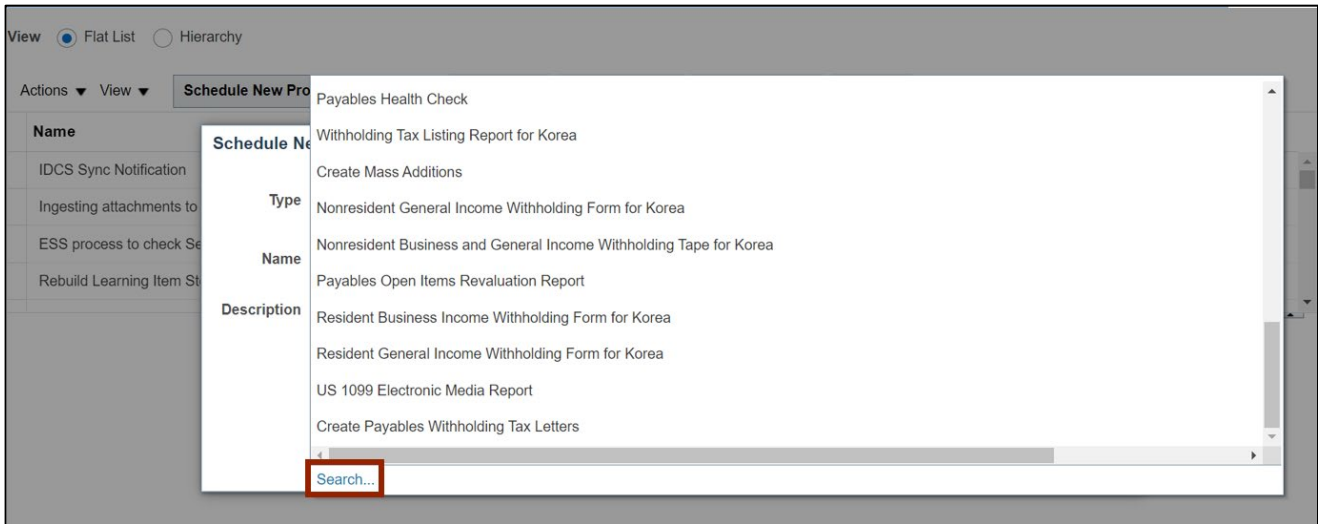
Name **Create Accounting** ▼

Description

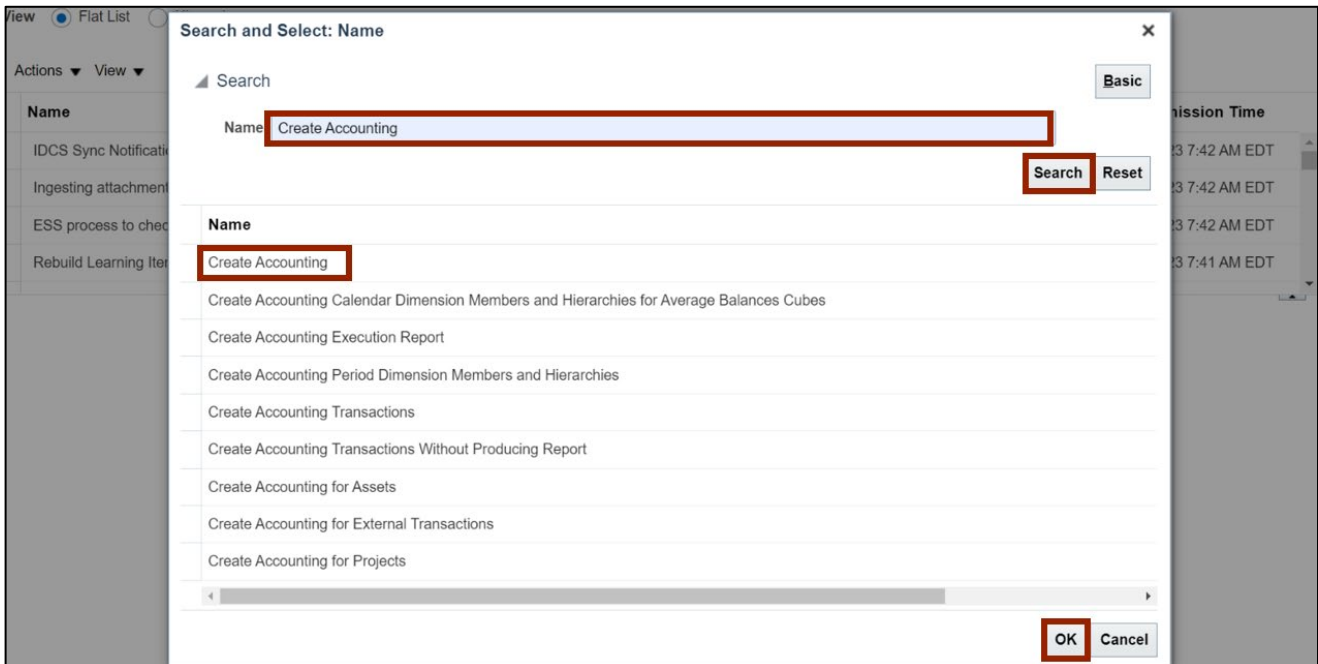
OK Cancel

Name	Process ID	Status	Scheduled Time	Submission Time
IDCS Sync Notification				29/23 7:42 AM EDT
Ingesting attachments to				29/23 7:42 AM EDT
ESS process to check Se				29/23 7:42 AM EDT
Rebuild Learning Item Stop Word Index	2259726	Wait	6/29/23 7:45 AM EDT	6/29/23 7:41 AM EDT

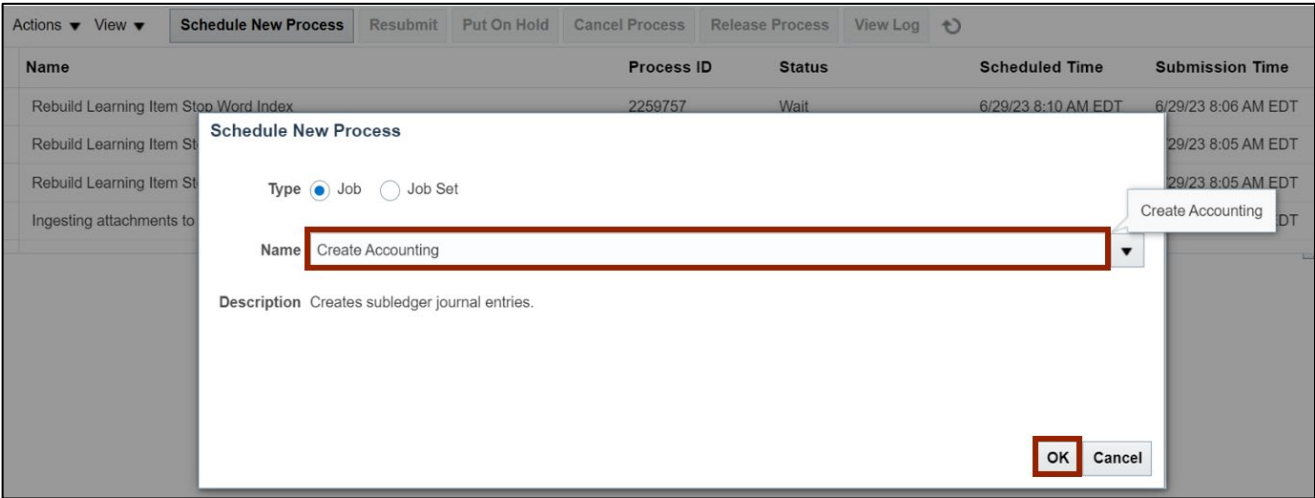
5. Drop-down opens. Scroll down and click **Search**.



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.



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



- 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**

### Basic Options

Parameters

- \* Subledger Application  ▾
- \* Ledger  ▾
- Process Category  ▾
- \* End Date
- \* Accounting Mode  ▾
- \* Process Events  ▾
- \* Report Style  ▾
- \* Transfer to General Ledger  ▾
- \* Post in General Ledger  ▾
- Journal Batch
- \* Include User Transaction Identifiers  ▾

9. Click the **Submit** button.

**Process Details**

This process will be queued up for submission at position 1

**Name** Create Accounting

**Description** Creates subledger journal entries.  Notify me when this process ends

**Schedule** As soon as possible **Submission Notes**

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

**Process Details** ✕

This process will be queued up for submission at position 1

**Name** Create Accounting

**Description** Creates subledger journal entries.  Notify me when this process ends

**Schedule** As soon as possible **Submission Notes**

**Basic Options**

Parameters

**Confirmation**

Process 2190652 was submitted.

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

**Overview**

**Search** Saved Search Last hour

Search Results

View  Flat List  Hierarchy

Actions

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

- 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.

Search Results

View  Flat List  Hierarchy

Actions

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

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

**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

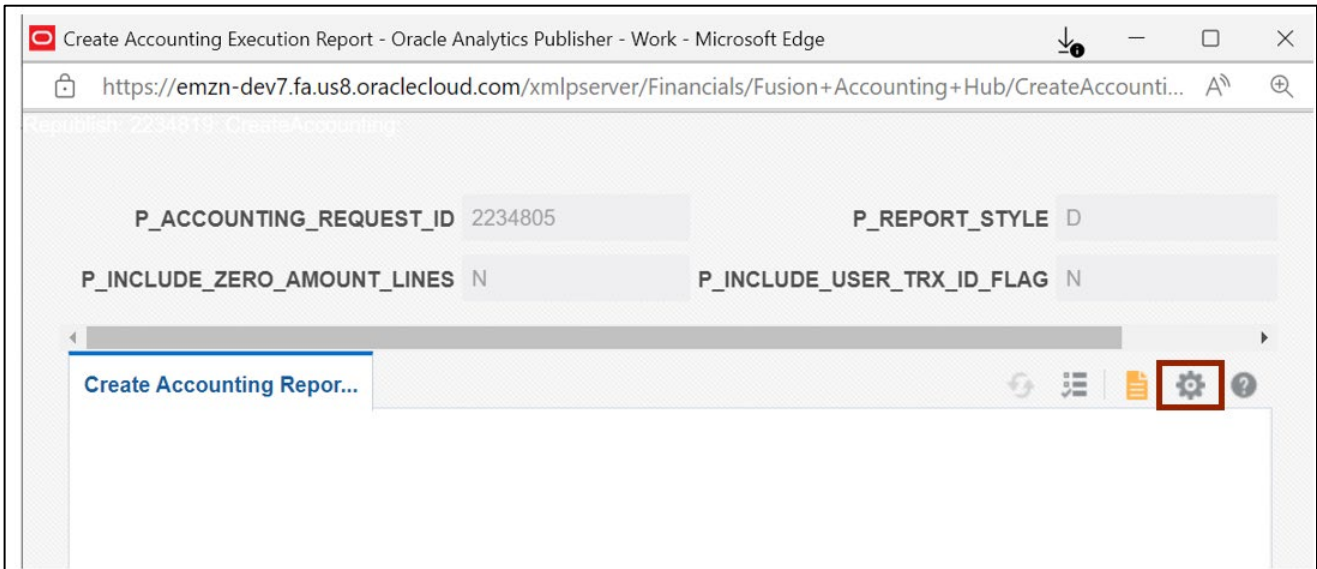
**Output & Delivery**

XML Data Diagnostic Log Republish

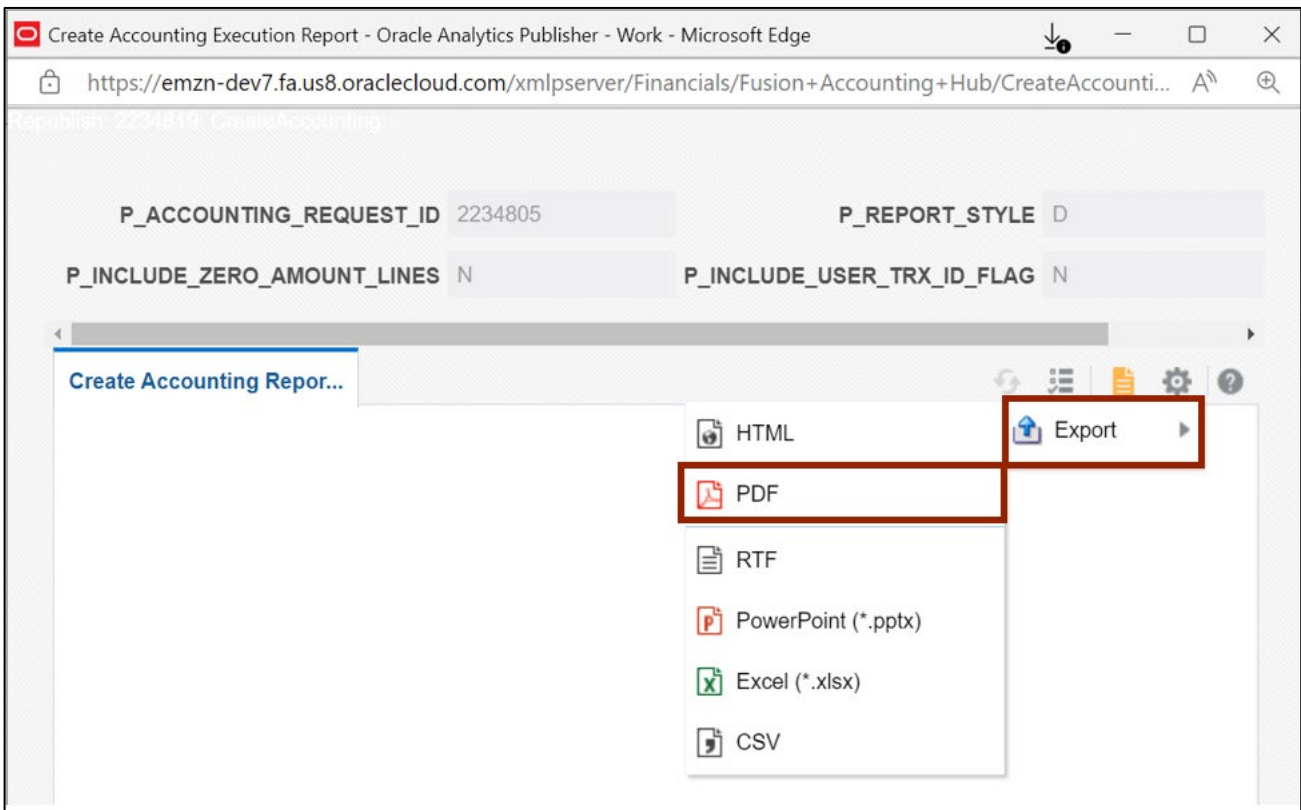
Status All

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)	

14. Create Accounting Execution Report page is displayed. Click the Action [  ] icon.

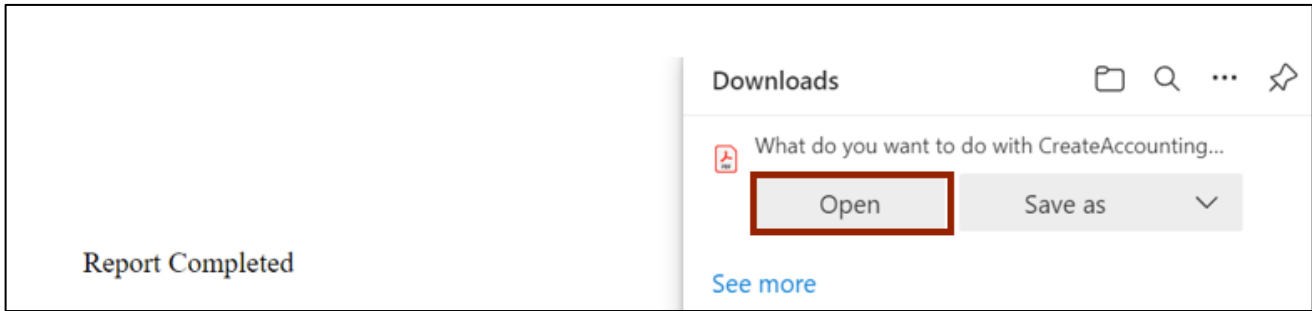


15. Click the *Export* drop-down choice list and export the Report into a PDF file.





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



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.

**ORACLE**  
NC CASH US

**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

**ORACLE**  
NC CASH US

**Create Accounting Execution Report**

Report Date 6/29/23 3:54 AM  
Page 1 of 30

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