



# CREATE JOURNALS

GL

## QUICK REFERENCE GUIDE GL-02

### Purpose

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

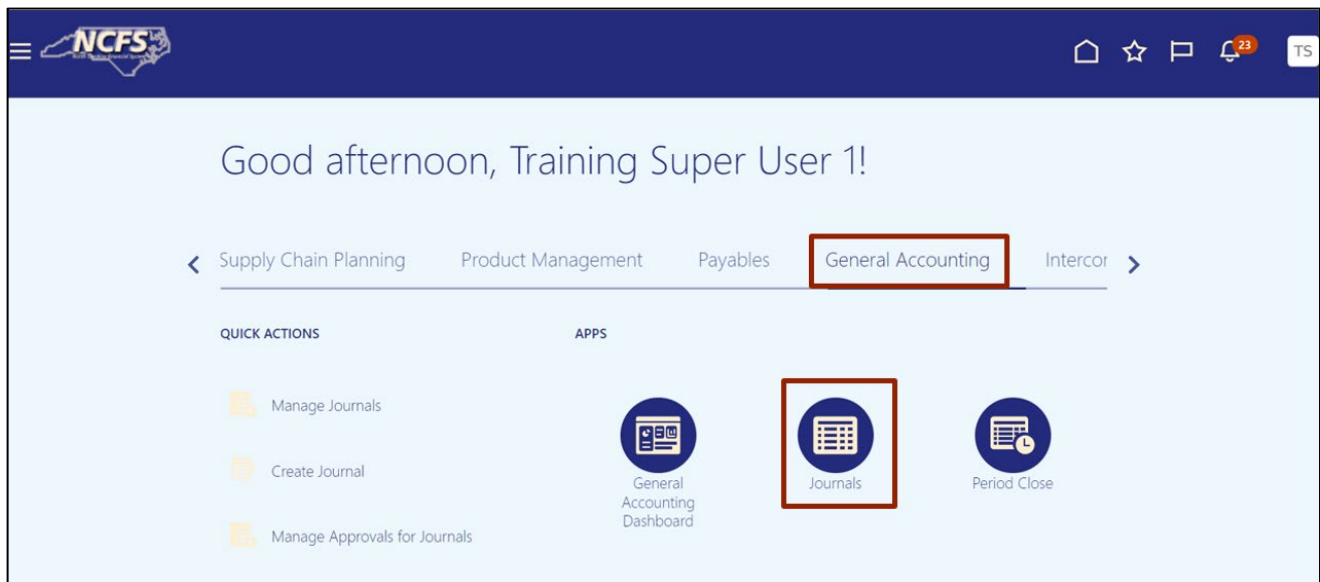
### Introduction and Overview

This QRG covers how to Create a Journal in NCFS by populating the information in journals and journal lines and requesting an approval for it.

### Create a Journal

To create a journal in the primary ledger using category "NC AGY INTERNAL BC ENTRY" for a primary agency and send it for approval, 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 **General Accounting** tab and select **Journals** app.




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

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

Data Access Set: NC CASH US [Change]

Journals

Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	Rejected	10/19/22
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	Rejected	10/19/22

4. Click the **Tasks** [  ] icon. Under **Journals**, click **Create Journal**.

Access Set: NC CASH US [Change]

Journals

Journals

Requiring Attention Incomplete Import Errors

View Format Freeze Detach Wrap

Accounted		Source	Journal Batch
Debit	Credit		
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...
10,000.00	10,000.00	AutoCopy	RTR338 nonCMCS entry 21-DEC-...

- Journals
  - Manage Journals
  - Create Journal**
  - Create Journal in Spreadsheet
  - Create Encumbrance Journal in Spreadsheet
  - Run AutoPost
  - Run AutoReverse
  - Manage Approvals
- Clearing Accounts Reconciliation
  - Reconcile Clearing Accounts Automatically
  - Reconcile Clearing Accounts Manually
  - Reverse Reconciliation
- Allocations
  - Create Allocation Rules
  - Generate General Ledger Allocations
  - Generate Intercompany Allocations

5. The **Create Journal** page opens. Enter relevant information in the fields.

For this example, choose **RTR 328 Agency Internal BC entry** for **Journal Batch** field and **Description** field, **Apr-23** for **\*Accounting Period** field.

Notes: **Accounting Period** may need to be changed to the period applicable to the journal. The addition of **Attachments** is optional. **Journal Batch** name should follow the state’s naming conventions.

The screenshot shows the 'Create Journal' interface. At the top left, it says 'Data Access Set: NC CASH US'. Below that is the title 'Create Journal' with a help icon. On the right, there are four buttons: 'Save', 'Complete', 'Post', and 'Cancel'. Below the title is a section for 'Journal Batch' with a 'Show More' link and 'Batch Actions' dropdown. The main form contains several fields: 'Journal Batch' (RTR 328 Agency Internal B), 'Description' (RTR 328 Agency Internal BC entry), 'Balance Type' (Actual), '\* Accounting Period' (Apr-23), and 'Attachments' (None). To the right of these fields are status indicators: Source (Manual), Approval Status (Required), Funds Status (Not attempted), Batch Status (Unposted), and Completion Status (Incomplete). On the far right, there is a 'Projected Balances' section with 'PTD' and 'Total' dropdowns and a message 'No lines selected.'

6. On the **Create Journal** page, user can create the journals in current or previous Accounting Period.

For this example, choose **Mar-23** for **\*Accounting Period**.

This screenshot is similar to the previous one but shows the '\* Accounting Period' field set to 'Mar-23'. The other fields and status indicators remain the same. The 'Projected Balances' section on the right also remains the same.

7. Scroll down to the **Journals** section, enter the relevant details.

For this example, choose:

**Journal Batch** and **Description** – RTR 328 Agency Internal BC entry

**\*Ledger** – NC CASH US

**\*Accounting Date** – 4/30/23

**\*Category** – NC AGY INTERNAL BC ENTRY

The screenshot shows the 'Journal' configuration form. A red rectangular box highlights the following fields:

- Journal:** RTR 328 Agency Internal BC
- Description:** RTR 328 Agency Internal BC entry
- \* Ledger:** NC CASH US
- \* Accounting Date:** 4/30/23
- \* Category:** NC AGY INTERNAL BC ENT
- Currency:** USD US Dollar
- Conversion Date:** 4/30/23
- Conversion Rate Type:** User
- Conversion Rate:** 1
- Inverse Conversion Rate:** 1

8. Scroll down to the **Journal Lines** section and click the **LOV picker** [  ] icon.

The screenshot shows the 'Journal Lines' section. The table has the following structure:

Line	* Account	Entered (USD)		Description
		Debit	Credit	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>				

A red box highlights the LOV picker icon (a magnifying glass over a list) located in the 'Account' column of the first row.

9. The **Account** segments appear. Populate the account details using the LOV picker and click the **OK** button.

**Account** [X]

Hide Segments

Agency	1600	DEPARTMENT OF ENVIRONMENTAL QUALITY
Budget Fund	102167	DEQ 1315 DMF - MARINE FISHERIES-ADMIN
Account	52199000	MISC CONTRACTUAL SERVICES
Agency Mgmt Unit	0000000	DEFAULT Agency Mgmt Unit NC CASH
Agency Program	0000000	DEFAULT Agency Program NC CASH
Funding Source	0000	UNDESIGNATED
Project	0000000000	DEFAULT Project NC CASH
Inter Fund	000000	DEFAULT Inter Fund NC CASH
Future 1	0000	DEFAULT Future 1 Test
Future 2	000000	DEFAULT Future 2
Future 3	00000	DEFAULT Future 3 NC CASH

Search | Reset | **OK** | Cancel

10. Select segment value details in **Journal Lines**.

For this example, choose:

Line #: 1

**Account #:** 1600-102167-52140000-1603151-0000000-0000-00000000000-000000-0000-000000-00000

**Credit:** 2513.23

Line #: 2

**Account #:** 1600-102167-52199000-0000000-0000000-0000-00000000000-000000-0000-000000-00000

**Debit:** 2513.23

**Line Description:** Correct expenditure coding

Journal Lines ?					
Actions ▾ View ▾ Format ▾ + [Icons] Detach Wrap					
	Line	* Account	Entered (USD)		Descri
			Debit	Credit	
▶	1	1600-102167-52140000-1603151-0000000-0000-0000		2,513.23	
▶	2	1600-102167-52199000-0000000-0000 [Search Icon]	2,513.23		Correc
<b>Total</b>			<b>2,513.23</b>	<b>2,513.23</b>	

11. After entering all relevant journal lines, ensuring your Budget Funds are in balance, click the **Save** button, and then the **Complete** button.

Data Access Set: NC CASH US

Create Journal ?

Journal Batch RTR328 Agency Internal BC

Description

Balance Type Actual

\* Accounting Period Apr-23

Attachments None +

Source Manual

Approval Status Required

Funds Status Not attempted

Batch Status Unposted

Completion Status Incomplete

Batch Actions

Projected Balances

PTD Total

No lines selected.

Journal ? Show More

Journal

Description

Currency USD US Dollar

Conversion Date 4/30/23

12. Click the *Batch Action* drop-down choice list and select the **Request Approval** option.

Journal Batch RTR 328 Agency Internal

Description

Balance Type Actual

\* Accounting Period Apr-23

Attachments None +

Source Manual

Approval Status Required

Funds Status Not attempted

Batch Status Unposted

Completion Status Incomplete

Batch Actions

- Copy
- Delete
- Check Funds
- Reserve Funds
- Override and Reserve Funds
- Request Override
- Unreserve Funds
- Request Approval
- Reverse
- Print

Journal RTR 328 Agency Internal B

Currency USD US Doll

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

**Confirmation**

Your journal approval request has been submitted.

OK

## Wrap-Up

Users can Create a journal and submit it for approval by following the steps explained above in NCFS.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- GL100b: Journal Entry
- GL100c: Journal Entry