CREATE JOURNALS

QUICK REFERENCE GUIDE GL-02

GL

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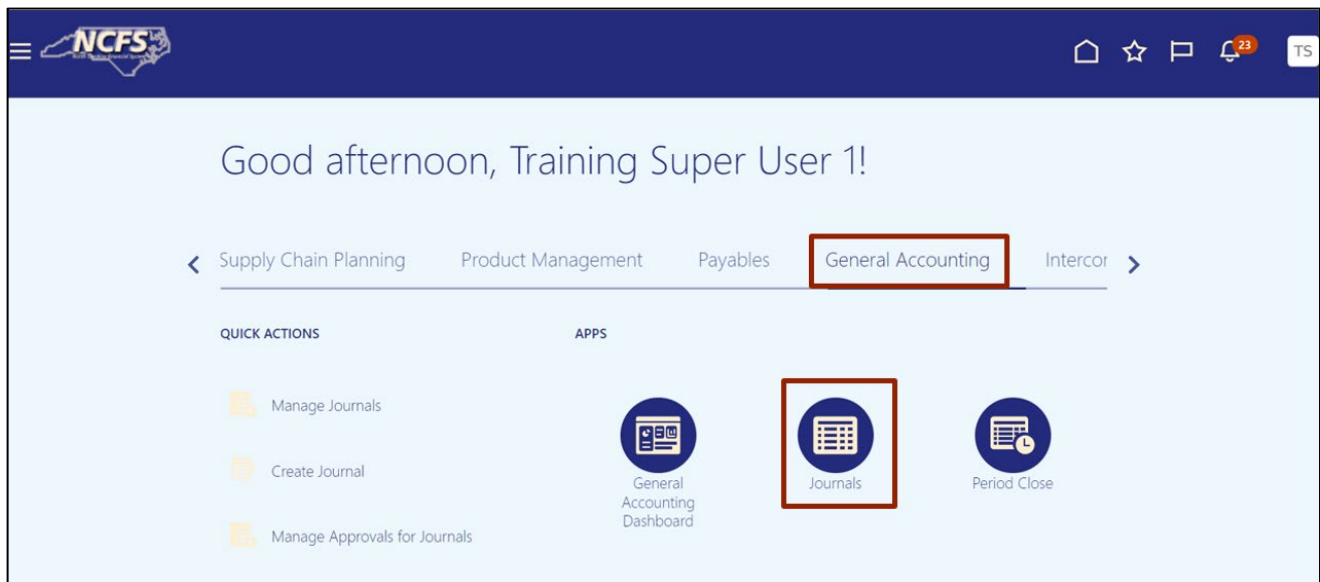
3. Validate the **Data Access Set**. If data access set is not already selected, click the **Change** link and select the appropriate **Data Access Set**.

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

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

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.

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.*

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**

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

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

Account			×

◢ 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 #: **1600-102167-52140000-1603151-0000000-0000-0000000000-000000-0000-000000-00000**
    Credit: **2513.23**

    Line #: 2
    Account #: **1600-102167-52199000-0000000-0000000-0000-0000000000-000000-0000-000000-00000**
    Debit: **2513.23**
    Line Description: **Correct expenditure coding**

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

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

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

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