APPROVE JOURNALS (CASH AND NON-CASH)

GL

QUICK REFERENCE GUIDE GL-10

Purpose

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

Introduction and Overview

This QRG covers how to Approve or Reject Journals (Cash and Non-Cash) in the NCFS. The approval steps are the same, regardless of the journal type, who is performing the approval, and for which ledger.

Approve/Reject a Journal

To approve/reject a journal, 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 **Notifications** icon [🔔²] on the top right corner.
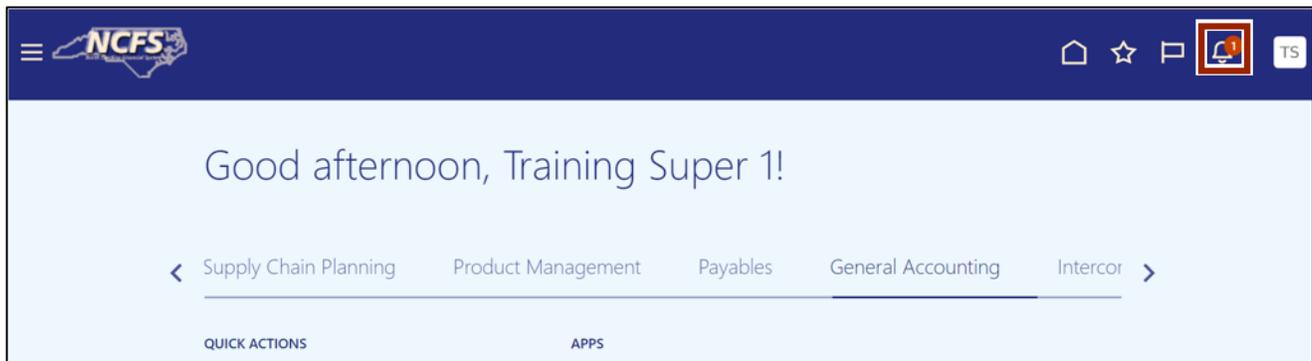
3. The *Notification* pop-up appears. Click the **Show All** link.
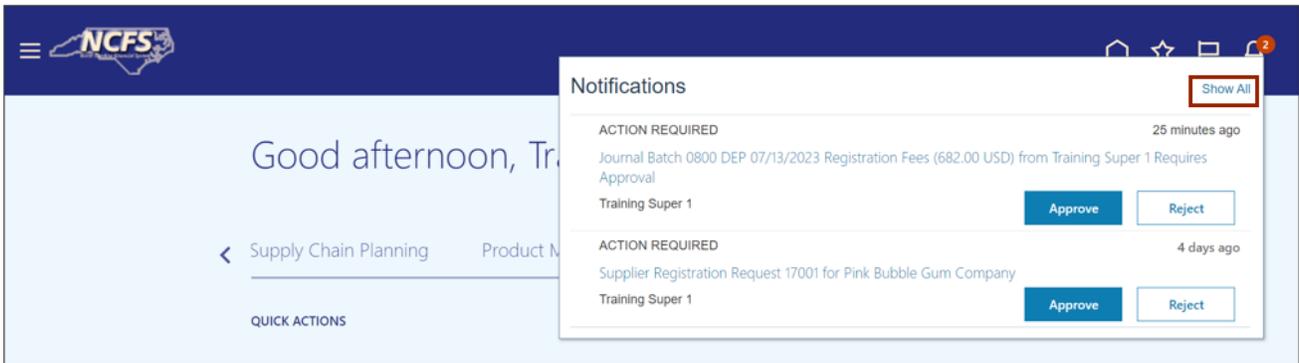
4. On the **Notifications** page, search for the required Journal. Click the **Journal Batch** link.
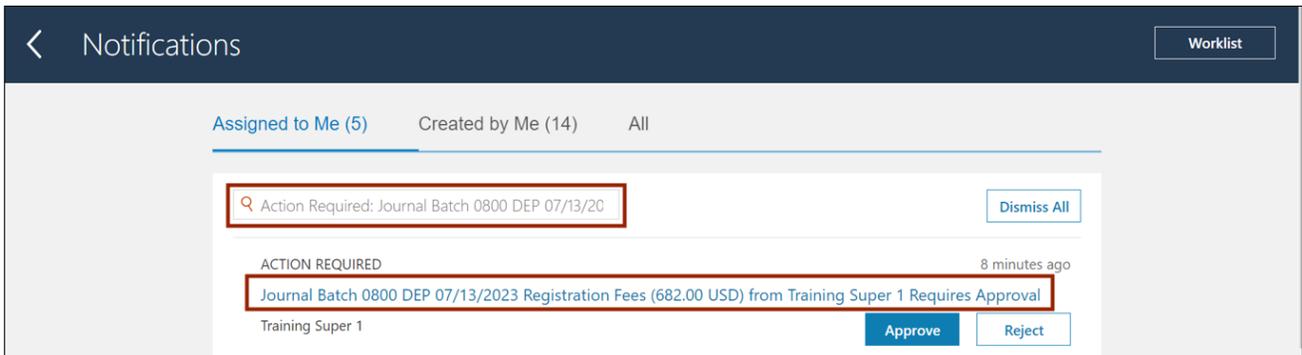
5. The **Journal Batch** page appears. Click the **View Journal** button to view the Journal details.
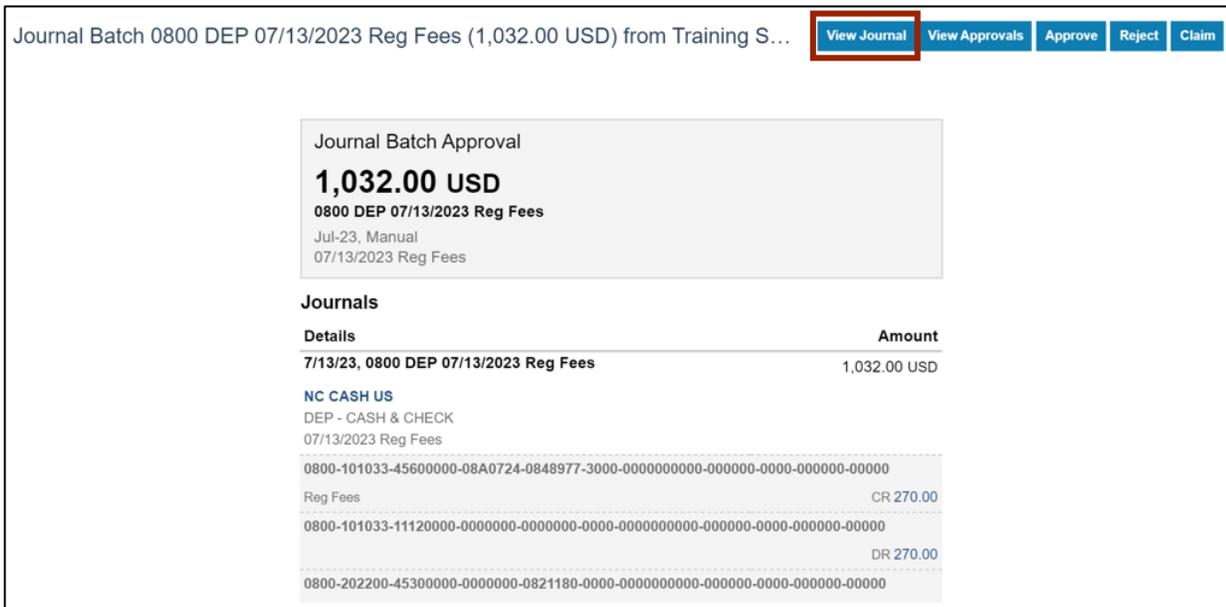
6. The **Edit Journal** page opens. Validate the Journal Batch details (For e.g., **Journal Batch** name**, Accounting Period**).

Data Access Set: NC CASH US

Edit Journal ⓘ   Save ▾   Post ▾   **Approve**   **Reject**   **Cancel**   **Projected Balances** ↻

PTD ▾   Total ▾

▲ Journal Batch: 0800 DEP 07/13/2023 Reg Fees ⓘ | Show More   Batch Actions ▾

No lines selected.

Journal Batch	0800 DEP 07/13/2023 Reg Fees
Description	07/13/2023 Reg Fees
Balance Type	Actual
* Accounting Period	Jul-23
Attachments	None

Source	Manual
Approval Status	In process
Funds Status	Not attempted
Batch Status	Unposted
Completion Status	Complete

7. Scroll down and validate the Journal details (For e.g., **Ledger, Category** and Journal Lines (for e.g., **Account** segment values, and DFF bank account field for deposits).

▲ Journal ⓘ | Show More   ◄ 0800 DEP 07/13/2023 Registration Fe ∨ ► | + ✕ | Journal Actions ▾

Journal Description	0800 DEP 07/13/2023 Registration Fees
	07/13/2023 Registration Fees
* Ledger	NC CASH US
Accounting Date	7/13/23
* Category	DEP - CASH & CHECK

Currency	USD US Dollar
Conversion Date	7/13/23
Conversion Rate Type	User
Conversion Rate	1
Inverse Conversion Rate	1

▲ Journal Lines ⓘ

Actions ▾   View ▾   Format ▾   +   ▤   ▦   ▤   ▣ Detach   ◁ Wrap

	Line	* Account	Entered (USD) Debit	Entered (USD) Credit	Description
▲	1	0800-202200-11120000-0000000-0000000-0000-0000000000-0	250.00		

Type   DEP - CASH & CHECK

DEP - CASH & CHECK   0000000300306

Regional Information

8. Scroll up, click the **Cancel** button.

Data Access Set: NC CASH US

Edit Journal ⓘ   Save ▼ Post ▼ **Approve** **Reject** **Cancel**

▲ Journal Batch: 0800 DEP 07/13/2023 Reg Fees ⓘ | Show More   Batch Actions ▼

Journal Batch	0800 DEP 07/13/2023 Reg Fees	Source	Manual
Description	07/13/2023 Reg Fees	Approval Status	In process
Balance Type	Actual	Funds Status	Not attempted
		Batch Status	Unposted
* Accounting Period	Jul-23	Completion Status	Complete
Attachments	None		

Projected Balances ↺

PTD ▼ Total ▼

No lines selected.

9. On the **Journal Batch** page, click the **View Approvals** button.

Journal Batch 0800 DEP 07/13/2023 Reg Fees (1,032.00 USD) from Training S...   View Journal **View Approvals** Approve Reject Claim

Journal Batch Approval

1,032.00 USD

0800 DEP 07/13/2023 Reg Fees
Jul-23, Manual
07/13/2023 Reg Fees

Journals

Details	Amount
7/13/23, 0800 DEP 07/13/2023 Reg Fees	1,032.00 USD
NC CASH US	
DEP - CASH & CHECK	
07/13/2023 Reg Fees	
0800-101033-45600000-08A0724-0848977-3000-0000000000-000000-0000-000000-00000	
Reg Fees	CR 270.00
0800-101033-11120000-0000000-0000000-0000-0000000000-000000-0000-000000-00000	
	DR 270.00
0800-202200-45300000-0000000-0821180-0000-0000000000-000000-0000-000000-00000	

10. The *Approvals* pop-up appears. Review the details and click the **OK** button.

    Note: There are 2 levels of Approvers – Agency User and OSC.

    In this example, we are a first-tier agency-level approver. For second-tier OSC-level approvers, this list of approval events will contain a longer list of events.
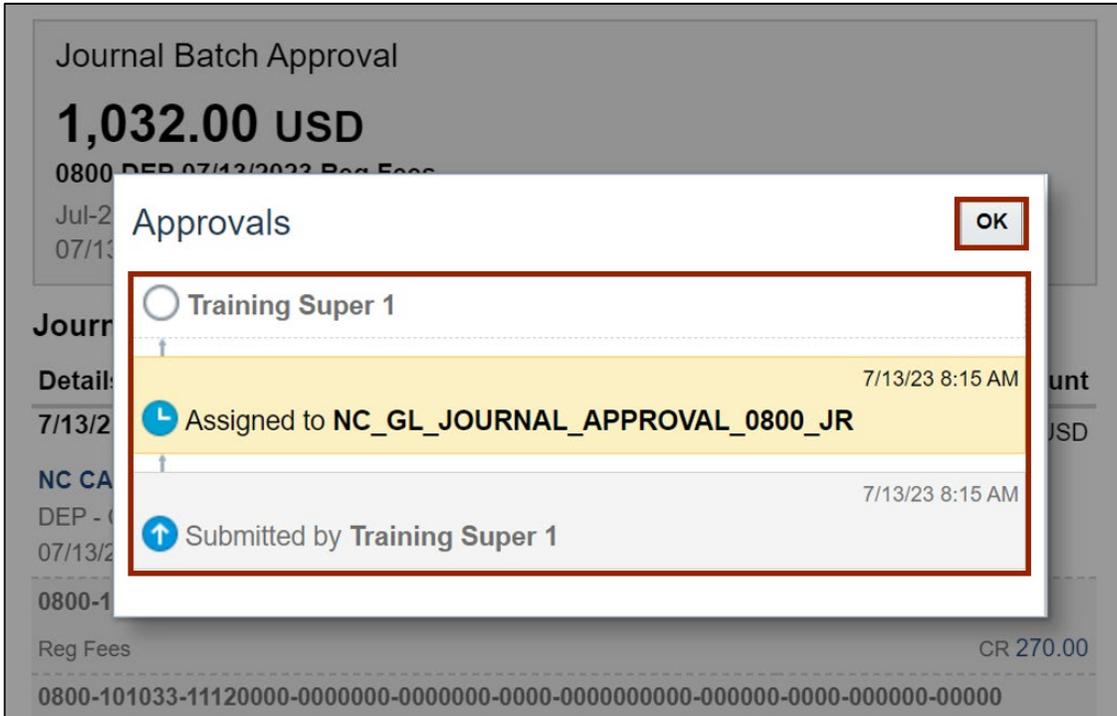
11. Click the **Approve** or **Reject** button as required.

    In this example, we choose to **Reject** the Invoice.
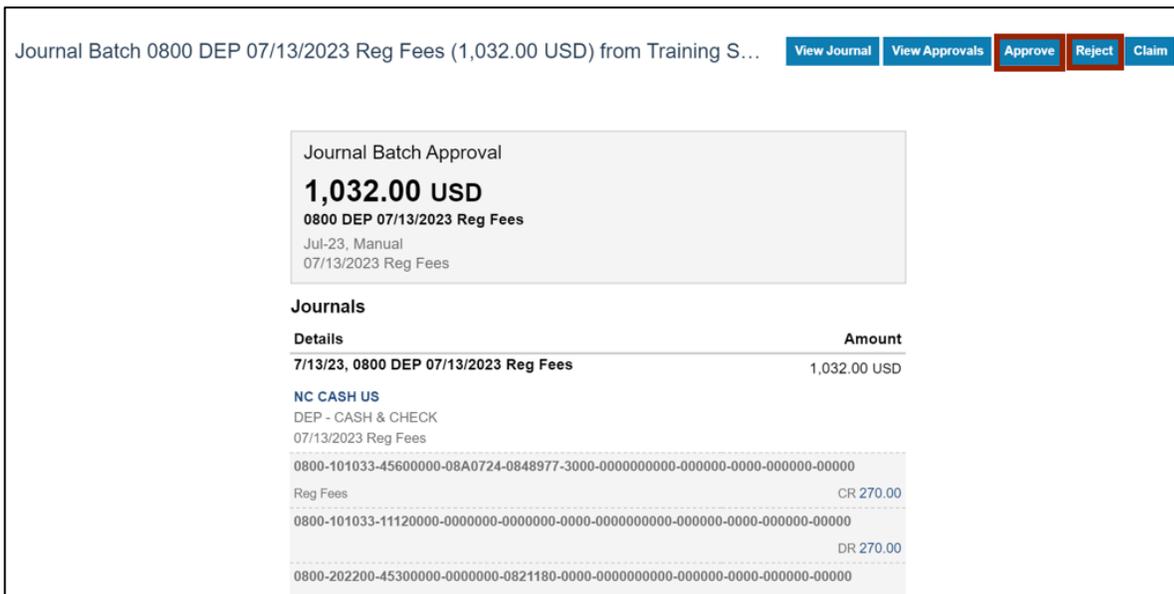
12. The *Reject* pop-up appears. Enter **Comment** in *Comment* field and Click the **Submit** button. The Invoice is rejected.

    Note: State policy is that a **Comment** must be entered for all Rejections. For Approvals, entering a **Comment** is optional.
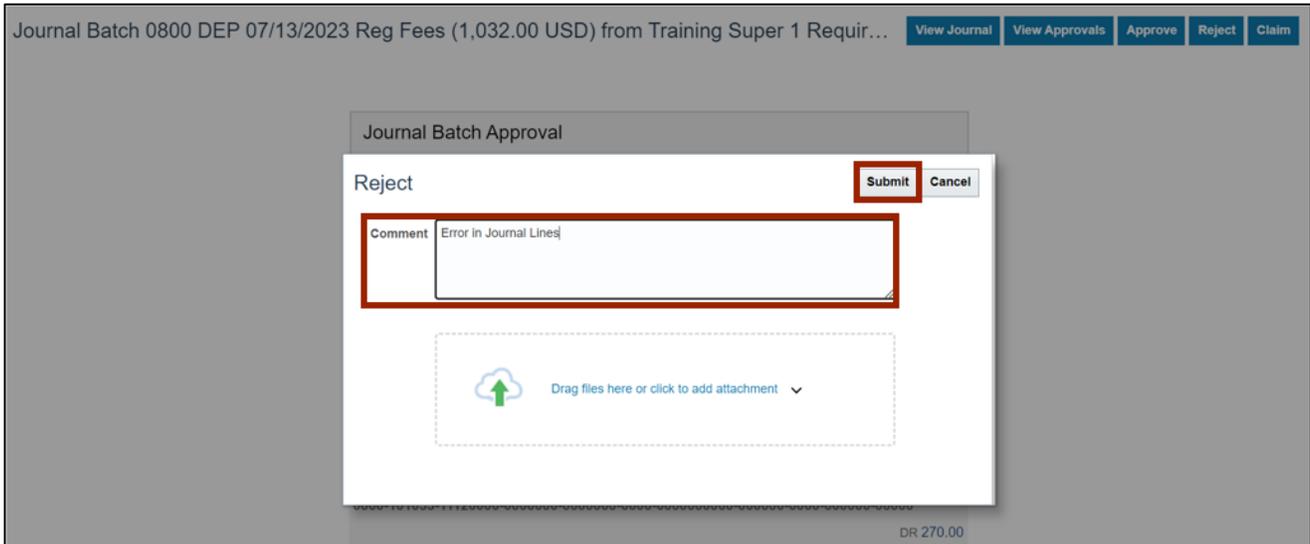
Validate the Approval Status

To validate the approval status of the Journal, 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 click the **Journals** app.
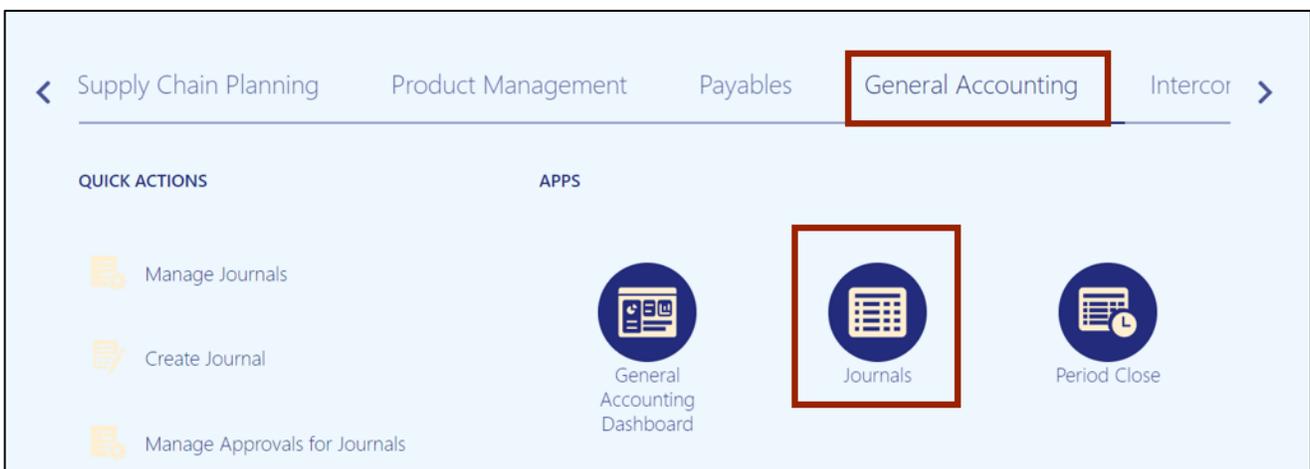
3. The **Journals** page opens. Click the **Tasks [▤]** icon and select **Manage Journals.**
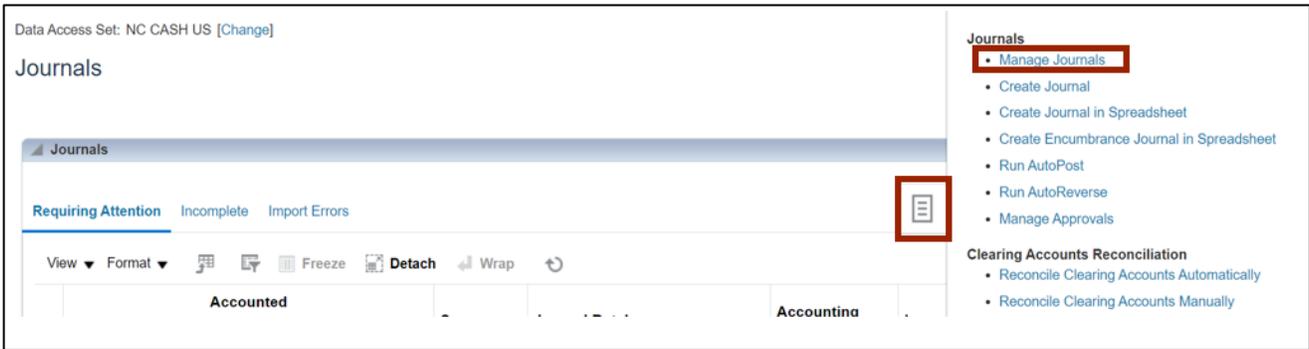
4. The **Manage Journals** page opens. Enter your search criteria, such as the **Journal** name, and click the **Search** button.
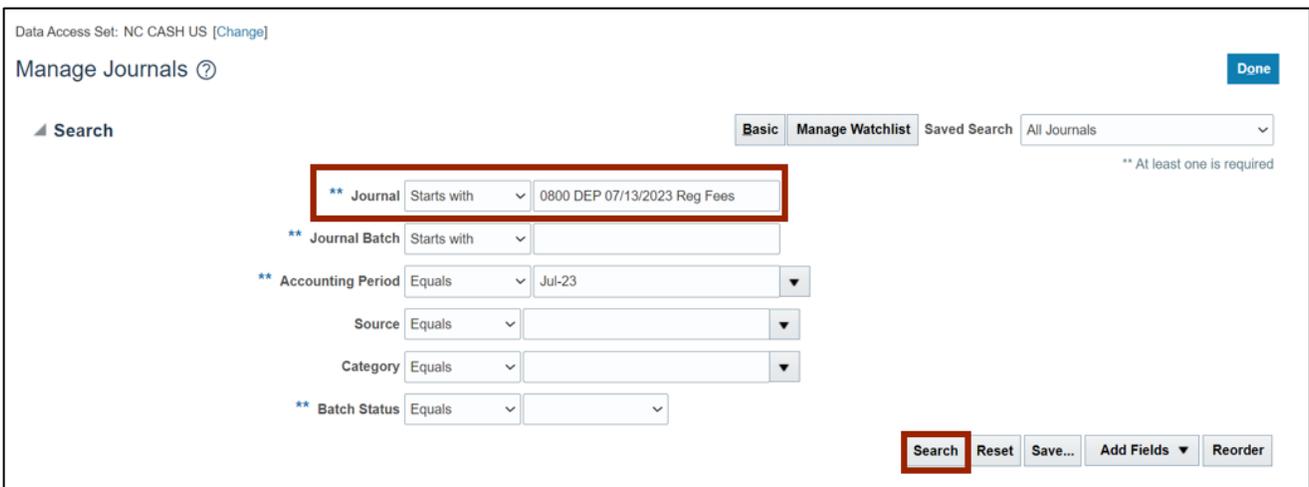
5. Search results are displayed. Locate your **Journal**, using **Query By Example (QBE) icon [▤]** if needed, then click the **Journal** name link.

6. The **Edit Journal** page opens. Validate the **Approval Status.**

7. Click the **Show More** link.

8. Click the **Action Log** tab and review the details. Click the **Cancel** button. You are redirected to the **Manage Journals** page.

Wrap-Up

Approve Journals (Cash and Non-Cash) in NCFS using the above steps, will enable you to approve/reject a journal.

Additional Resources

Web Based Trainings (WBT)

- GL101b: Journal Approval
- GL101c: Journal Approval

Quick Reference Guide (QRG)

- GL-28: Category Values Listing
- CM-19: Journal Entry Approval Overview