



# EDITING A JOURNAL ENTRY

## JOB AID CM-11

CM

The purpose of this Job Aid is to explain how to edit a journal entry in the North Carolina Financial System.

### Introduction

This Quick Reference Guide (QRG) provides the General Ledger (GL) Journal Entry users step-by-step instructions on how edit a journal entry.

### Overview

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.
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."

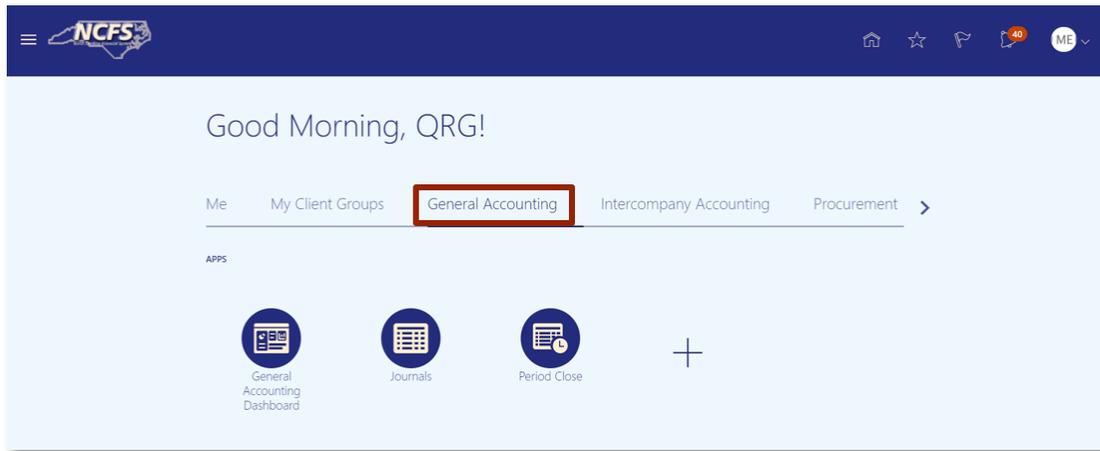


**User Tip: All first-time users should ensure at login, the browser cache is empty prior to initiating the logon sequence.**

## Edit Journal Entry

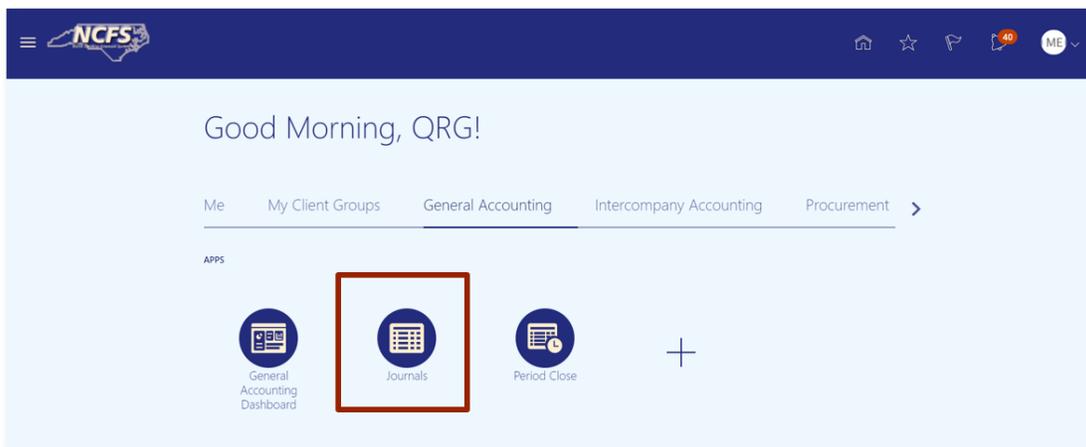
To edit a journal entry, please follow the steps below.

1. Access the Home Page and click the **General Accounting** icon.



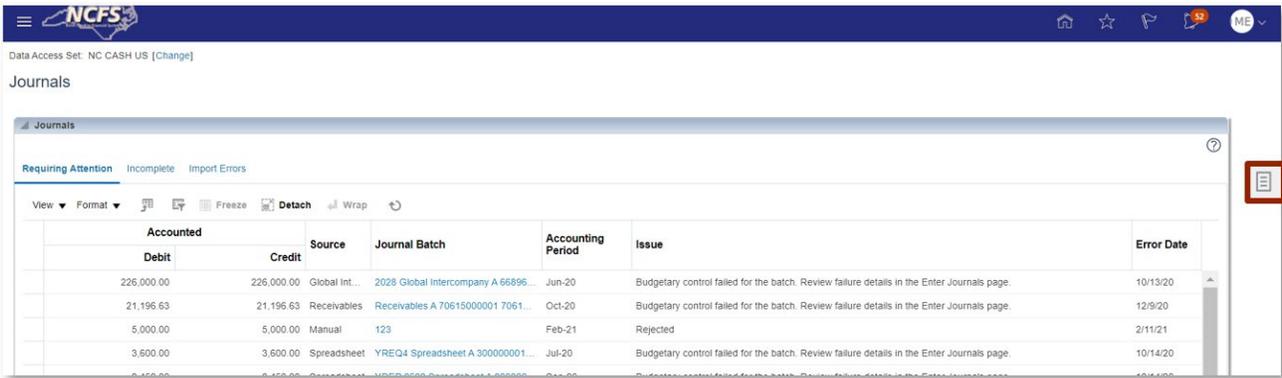
*The General Accounting icon on the NCFS Homepage*

2. Next, click **Journals**.



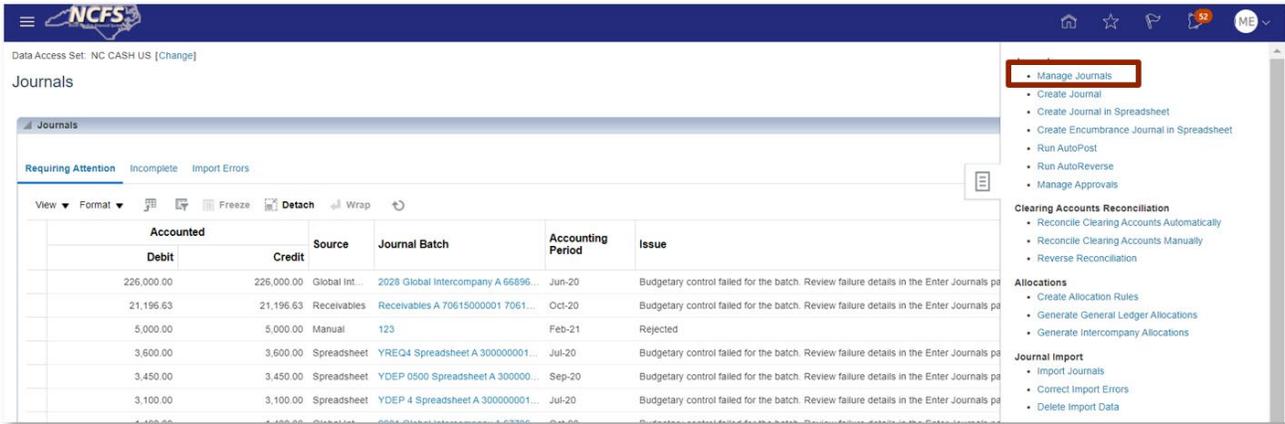
*NCFS Journals app*

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



*The Task list on the Journals screen*

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



*The Manage Journals options in the task list*

5. The *Manage Journals* screen is displayed. Enter **Journal Batch** and Click [SEARCH].



**User Tip: Users can search based on any system required fields.**

The screenshot shows the 'Manage Journals' interface. At the top, there's a navigation bar with the NCFSS logo and user information. Below that, the 'Manage Journals' title is followed by a search section. The search filters include:
 

- \*\* Journal** Contains
- \*\* Journal Batch** Starts with Manual 36027 (highlighted with a red box)
- \*\* Accounting Period** Equals Feb-21
- Source Equals
- Category Equals
- \*\* Batch Status** Equals

 At the bottom right of the search section, there are buttons for 'Search', 'Reset', 'Save...', 'Add Fields', and 'Reorder'. A note at the bottom right states '\*\* At least one is required'.

*The Manage Journals Screen*

**User Tip:** Any search requires data in at least one of the fields that has **\*\*** next to the field name.

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

The screenshot shows the 'Manage Journals' interface with a table of journal entries. The table has the following columns: Journal, Journal Batch, Accounting Period, Source, Category, Journal Entered Debit, Journal Entered Credit, and Batch Status. The first row is highlighted with a red box and contains the following data:
 

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
Manual 45009 10-FEB-202	Manual 36027 10-FEB-202...	Feb-21	Manual	Accrual	100.00 USD	100.00 USD	Unposted

 Below the table, it shows 'Rows Selected 1' and 'Columns Hidden 36'.

*The Journal Field Hvrerlink*

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

**User Tip:** All system required fields are editable to users.

The screenshot shows the 'Edit Journal' screen with the following details:

- Journal Batch:** Manual 36027 10-FEB-2021 22:22:01
- Description:** [Empty text field]
- Balance Type:** Actual
- Accounting Period:** Feb-21
- Attachments:** None
- Source:** Manual
- Approval Status:** Required
- Funds Status:** Not attempted
- Batch Status:** Unposted
- Completion Status:** Complete

The second journal entry details:

- Journal:** Manual 45009 10-FEB-202
- Description:** [Empty text field]
- 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

*The Edit Journals Screen*

8. Click [COMPLETE] to submit the journal for approval.

This screenshot is identical to the previous one, but the 'Complete' button in the top right corner is highlighted with a red box, indicating the action to be taken.

*Completing the Journal Entry*



**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

For more information on editing a journal entry, please review the following materials:

#### Web Based Training (WBT)

- None

#### Instructor Led Training (ILT)

- GL 100: Journal Entry

#### Quick Reference Guides (QRGs)

- NCFS Search Capabilities Overview
- Entering a Journal Entry (Manually)
- Entering Journal Entries (via Spreadsheet Upload) – Accessing, Entering and Uploading the GL Journal Entry Spreadsheet