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The purpose of this Job Aid is to explain how to navigate to, review and decide on journal entries in the North Carolina Financial System.

Introduction

This Quick Reference Guide (QRG) provides General Ledger (GL) Journal Approval users step-by-step instructions on how to navigate to, review, and decide on journal entries.

Overview

After organizations enter their deposits and disbursements, the Office of the State Controller (OSC) and the Department of the State Treasurer (DST) must review the journal entries and determine whether to approve them for posting or return them to the originator for updating and resubmission. If approved, the journals are posted which updates to the GL account balances. If rejected, the journals return to the user who initiated the entry and must be edited and resubmitted for approval. Users receive a system notification informing them that the transaction has been approved or rejected.







Key Terms

Key Terms	Description
Accounting Period	The fiscal period reports financial results, such as a calendar month or fiscal period.
Journal Batches	A Journal Batch is a single or group of journal entries processed under a combined "header."
Journal Category	Journal categories are used to differentiate journal entries by purpose or type, such as accruals, payments, or receipts.
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.
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.

Information needed to complete this process:

• General Ledger Journal Entry Search Criteria



Outputs of this process:

• Approved General Ledger Transaction (ready for posting)



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

Journal Entry Review and Approval or Rejection

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

1. Access the Home Screen and click the **Notification** icon.

NCFS		â	☆	P	[<mark>14</mark>	T ~
	Good afternoon, TRAIN_GL_APPROVAL!					
	Me General Accounting Tools Others					
	QUICK ACTIONS APPS					
	My Organization Chart					
	Change Photo Directory Personal Information					

The Notification icon on the NCFS Home Screen

2. Click Show All.

= CNCFS	るなで	19 TR
Data Access Set: NC CASH US [Change]	Notifications Show /	IIA
Journals	Q Search	
/ Journals	ACTION REQUIRED 1 minute ago	
Requiring Attention Incomplete Import Errors	Journal Batch 345 (400.00 USD) from TRAIN_GL_ENTRY Requires Approval TRAIN_GL_ENTRY Roject Roject	0

Pending NCFS Notifications



3. Click Worklist.

≡ 4	NCFS					â	☆	P	(<mark>1</mark> 9	ME ~
<	Notifications								Worl	klist
		Assigned to Me (35)	Created by Me (3)	All	 					

Worklist Button

4. Review the transaction information by clicking the title hyperlink.

BPM Worklist								
Views + 🗸 🗙	- Ac	tions 🔻 🕥 🛞		् ▼	Me & My Group All	As	signed ~	
Inbox	Ê	Journal Batch '	Year_End_Journal_k7YX (100.00 USI	D) from AUTOM	ATION_USER_2 R	203474	AUTOMATION	2
My Tasks (78) initiated Tasks Administrative Tasks Views		Journal Batch Journal Batch Journal Batch Journal Batch Journal Batch	Year_End_Journal_kpzy (100.00 USE TestJournal0gEo (100.00 USD) from / Reverses Manual 45035 15-FEB-202 TestJournalrrEu (100.00 USD) from A TestJournalZEEC (100.00 USD) from)) from AUTOMA AUTOMATION_1 1 12:34:54 15-0: UTOMATION_U AUTOMATION_	NTION_USER_2 Re USER_2 Requires / 2-21 16:39:56 8685 SER_2 Requires A USER_2 Requires	203445 203403 203374 203338 203336	AUTOMATION AUTOMATION AUTOMATION AUTOMATION	2 2 2 2 2 2
Due Soon High Priority	1) 1) 10	Journal Batch	TestJournalqLSB (100.00 USD) from / TestJournals6LM (100.00 USD) from /		USER_2 Requires /	203334 203301 203312	AUTOMATION AUTOMATION	2
Past Day Past Week	i i	Journal Batch	TestJournalbyCC (100.00 USD) from a Approval 2410 for Transaction 1 from	AUTOMATION_ 1400 INTERNA	USER_2 Requires	203284 203278	AUTOMATION	2
Past Month Past Quarter	i i	Inbound Batch Inbound Batch	Approval 2409 for Transaction 1 from Approval 2408 for Transaction 1 from	1400 INTERNA 1400 INTERNA		203273 203272	AUTOMATION	2
New Tasks	Ē	Inbound Batch Journal Batch	n Approval 2407 for Transaction 1 from TestJournalrfCl (100.00 USD) from Al	1400 INTERNA	SER_2 Requires Ar	203269 203260	AUTOMATION	2

Title Hyperlink



5. To review the journal details. Click **View Journal**.

Ç	User Tip: Some common items to lo include account, transaction amou	ook for during journal review nt, and journal type.
lournal E	atch Year_End_Journal_k7YX (100.00 USD) from AUTOMATION_USE	R_2 Requir View Journal View Approvals Approve Reject Claim
	Journal Batch Approval	
	100.00 USD Year_End_Journal_k7YX 13_Jun-20, Manual Testing	
	Journals	
	Details	Amount
	6/30/20, Manual 45069 18-FEB-2021 10:10:49	100.00 USD
	NC CASH US Manual	
	1400-014160-00001000-0000000-0000000-000000000-00	0000-0000-000000
		DR 100.00
	1400-014160-00002000-0000000-0000000-0000000000-00	0000-0000-000000 CR 100 00
	Batch Total	100.00 USD

Journal Notification Screen



User Tip: When approving Deposit journal entries, journal approvers should review bank account information. When reviewing a transaction, bank account information is in the "Account" field. If bank account information is missing or incorrect, journal approvers should reject the journal entry.

6. Review the journals details. Then click [APPROVE] or [REJECT].

Data Access Set: NC CASH US				
Edit Journal ⑦		Save	▼ Post ▼	Approve Reject <u>C</u> ancel
A Journal Batch: Year, End Journal k	7YX ② Show More			Batch Actions
Journal Batch	Year_End_Journal_k7YX			
Description	Testing	Source	Manual	
Balance Type	Actual	Approval Status	In process	
•• •• ••		Funds Status	Not attempted	
" Accounting Period	13_Jun-20	Batch Status	Unposted	
Attachments	None	Completion Status	Complete	
Journal () Show More		Manual 45069 18-FEB-2021 10	:10:49 🗸 🍺	🕂 🗙 🛛 Journal Actions 🔻
Journal	Manual 45069 18-EEB-2021 10:10:49			
Description	Manual 40000 101 202021 10.10.40	Currency	USD US Dollar	
	11	Conversion Date	6/30/20	
* Ledger	NC CASH US	Conversion Rate Type	User	
Accounting Date	6/30/20	Conversion Rate		1
* Category	Manual	Inverse Conversion Rate		1
Journal Lines ②				
Actions - View - Format - F	E CR Detech / Wron			

View Journal Details Screen





User Tip: Approvers should review Cash Availability, account information, transaction amount and journal type.



User Tip: When approving Disbursement journal entries, journal approvers should review Disbursement account information. When reviewing a transaction, the Disbursement account information is in the "Account" field. If bank account information is missing or incorrect, journal approvers should reject the journal entry.

7. The journal is now eligible for posting to the General Ledger.

Transaction Types	Reviewing and Approving Organization	Approval Time	Posting Time
ACH/Wire	DST	An ACH/Wire Deposit must be approved by 9:44 am to be posted on the same day.	An ACH/Wire Deposit posts weekly (Monday – Friday) at 9:45 am.
Cash and Check	Auto Approved	A Cash Deposit must be approved by 9:44 am to be posted on the same day.	A Cash Deposit posts weekly (Monday – Friday) at 9:45 am.
Credit Card	Auto Approved	A Credit Deposit must be approved by 9:44 am to be posted on the same day.	A Credit Deposit posts weekly (Monday – Friday) at 9:45 am.
Disbursements	OSC Central Compliance	A Disbursement must be approved by 12:59 pm to be posted on the same day.	A Disbursement posts weekly (Monday – Friday) at 1:00 pm.
Transfer	OSC Central Compliance	Transfer must be approved by 12:29 pm to be posted on the same day.	A Transfer posts weekly (Monday – Friday) at 1:00 pm.



Rejecting Journal Entries

If rejecting a journal entry, please follow the steps below.

1. In the upper right corner of the screen, click [REJECT].

Journal Batch 123 (5000.00 USD) from AUTOMATIO	N_USER_2 Requires Approval	View Journat View Approvals Approve Reject Claim
	Journal Batch Approval 5000.00 USD 123 Feb-21, Manual Testing	
	Journale	





User Tip: A journal may be rejected due to incorrect deposit/disbursement categories, missing information such as bank or disbursement accounts, insufficient funds, or having a future date.

2. Enter a Rejection Comment then click [SUBMIT].

Journal Batch 123 (5,000.00 USD)	from AUTOMATION_USER_2 Requires Approv	Val View Journa	I View Approvals Approv	Reject Claim
	Journal Batch Approval 5,000.00 USD 123			
	Comment	Submit Cancel		

Journal Rejection Comments



Wrap Up

Once Journal entries are completed and the user requests approval, journals are routed for approval. ACH and Wire deposit journals are routed for DST approval while all other deposits are auto approved. Disbursements are routed to OSC Central Compliance for approval. If approval is given, the journal information will be eligible for posting and will be posted to the General Ledger. If the journal is not approved, the journal will be routed back to the user for either editing or deletion. No journal entry will be reflected in the General Ledger balances until approved and posted.

Additional Resources

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

Web Based Training (WBT)

• GL 101: Journal Approval

Instructor Led Training (ILT)

• GL 100: Journal Entry

Quick Reference Guides (QRGs)

• Approving Journal Entries

