GL-01 View Journals

Purpose

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

Introduction and Overview

This QRG covers how to View Journals in NCFS.

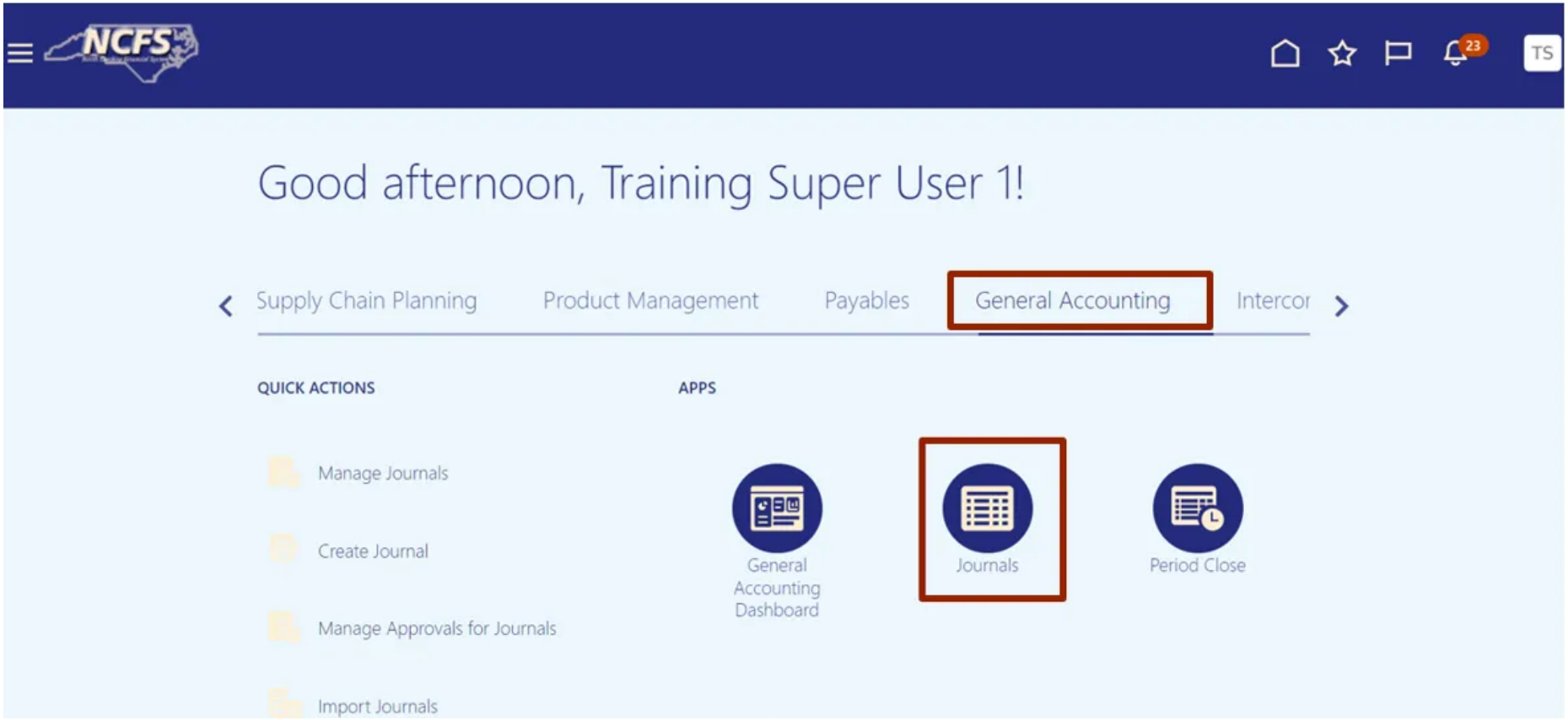
View Journals

To View Journals, please follow the steps below. There are 10 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **General Accounting** tab and select the **Journals** app.

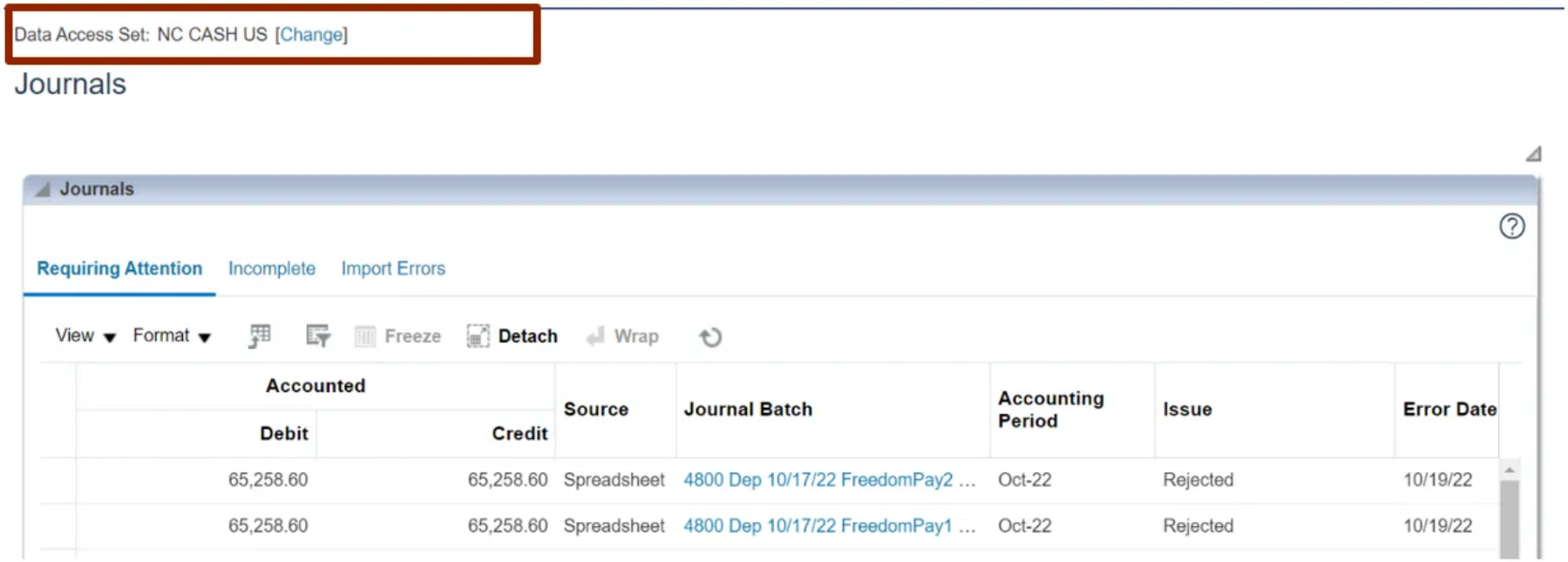
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Step 3. Validate the **Data Access Set**. If the desired data access set is not already selected, click the **Change** link and select the **Data Access Set**.

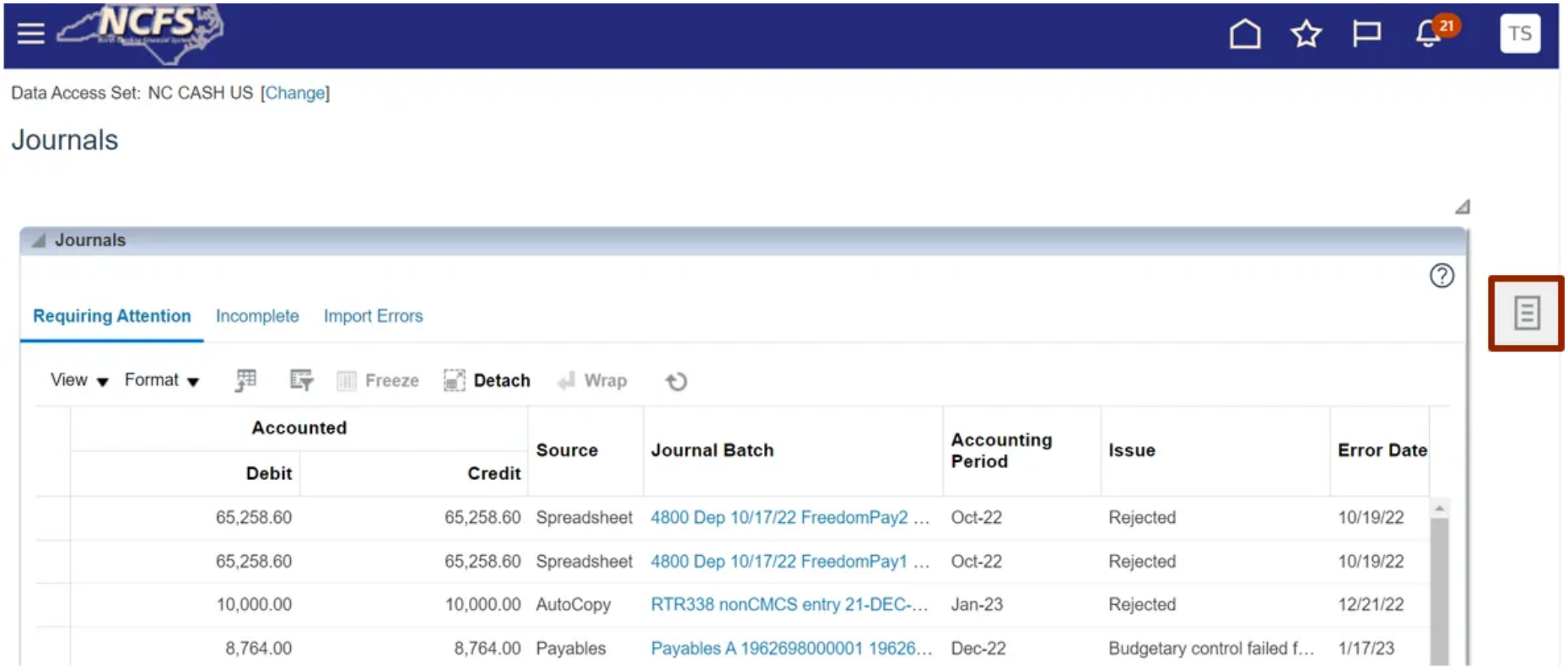
In this example, we choose **NC CASH US**.

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Step 4. On the **Journals** page, click the **Tasks** icon.

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Step 5. Under ***Journals***, click **Manage Journals**.

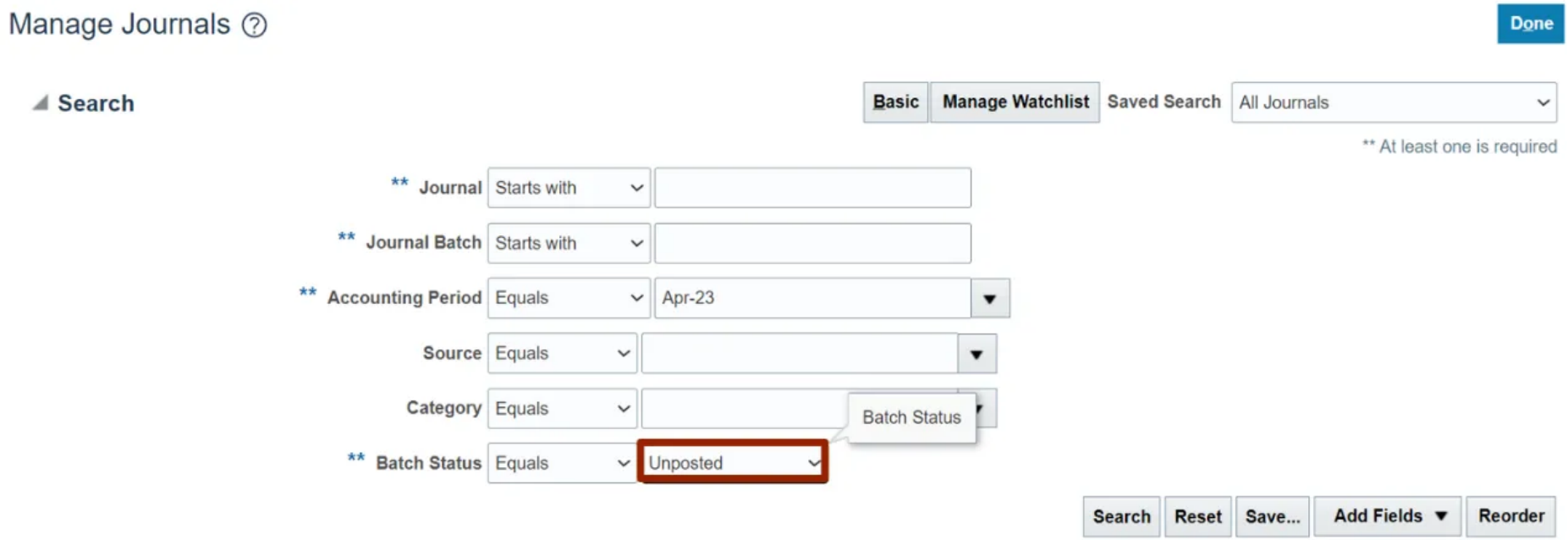
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Step 6. The **Manage Journals** page displays. Under the ***Search*** section, input criteria for at least one field marked with **.

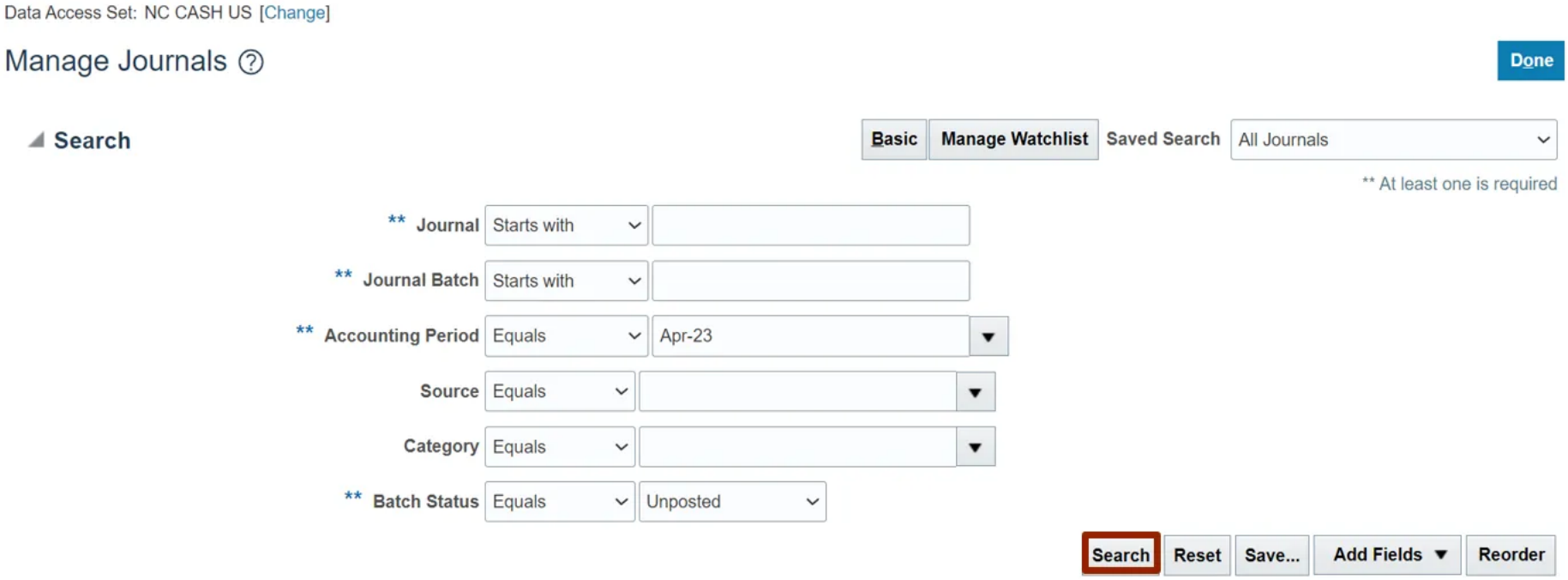
In this example, we choose: **Equals Unposted** for the ****Batch Status***.

Image



Step 7. Click the **Search** button.

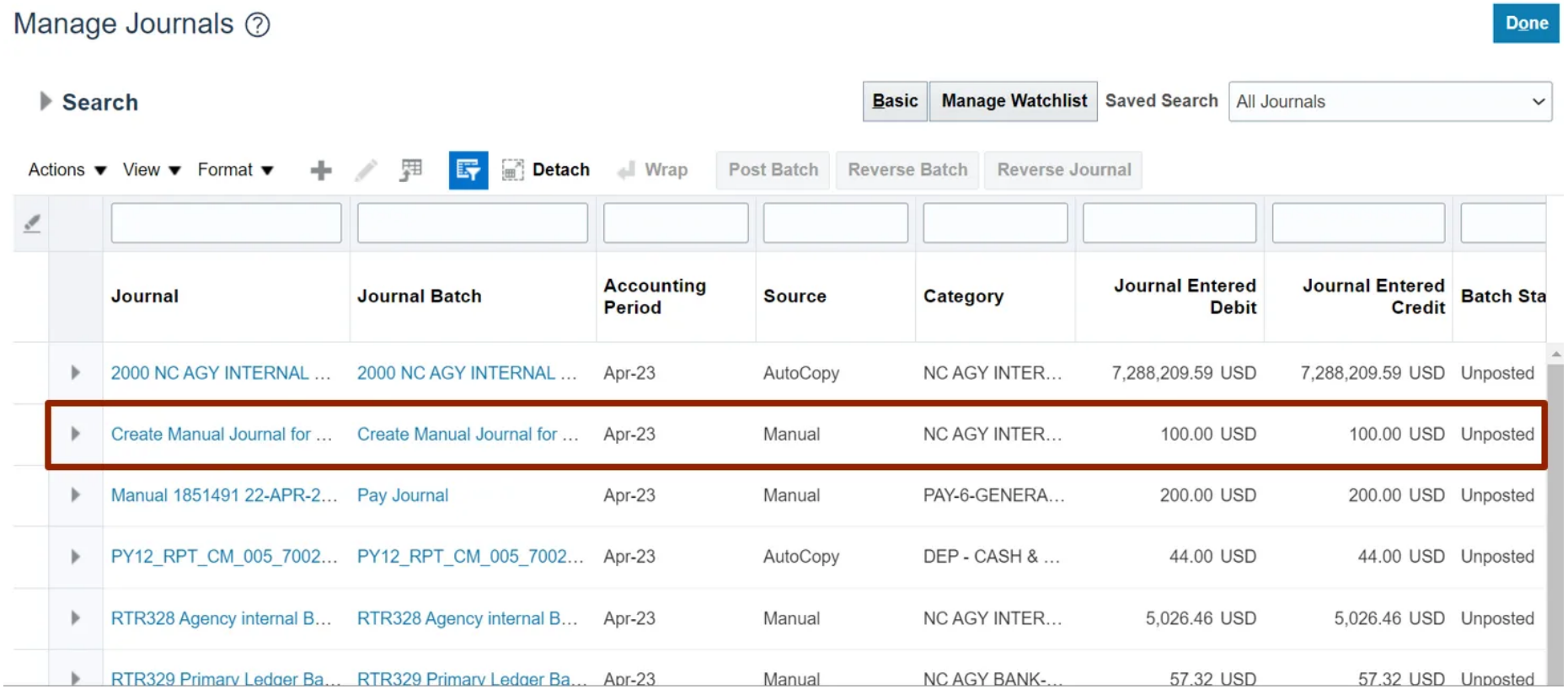
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Step 8. The **Manage Journals** page will change in appearance, with the search criteria collapsed and the search results displayed. Click the **Journal** name to view journal.

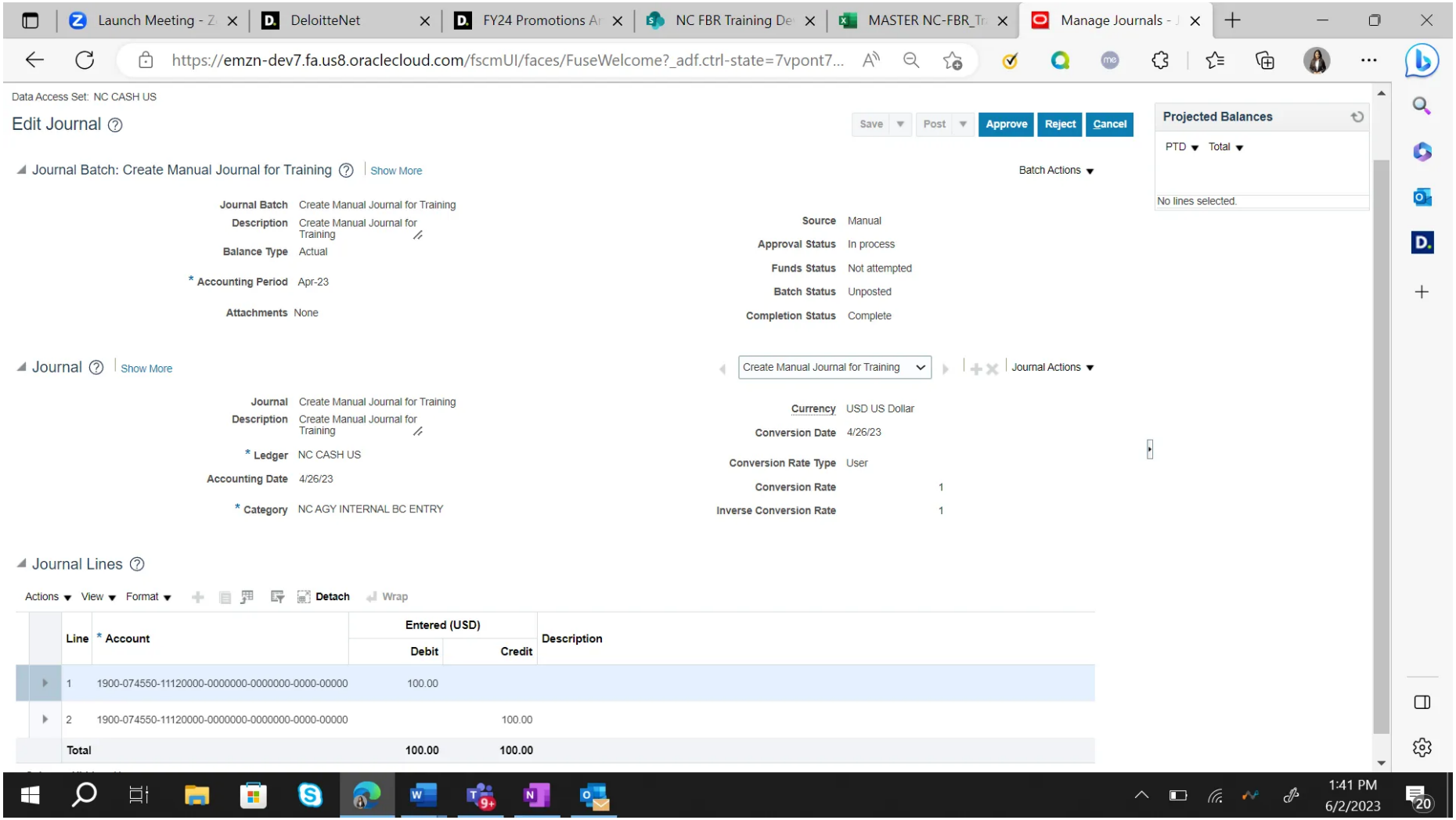
In this example, we choose **Create Manual Journal for**... link.

Image



Step 9. **Edit Journal** page appears. View the information.

Image



Step 10. Click the **Cancel** button to close the page.

Image



Wrap-Up

Users can View Journals in NCFS by following the steps explained above.

Additional Resources

- Web based Trainings (WBT)
  - GL001: GL Journal Inquiry
  - GL101c: Journal Approval

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