

GL-34 Manage Journals

Purpose

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

Introduction and Overview

This QRG covers how to view journals with the manage journals page in NCFS.

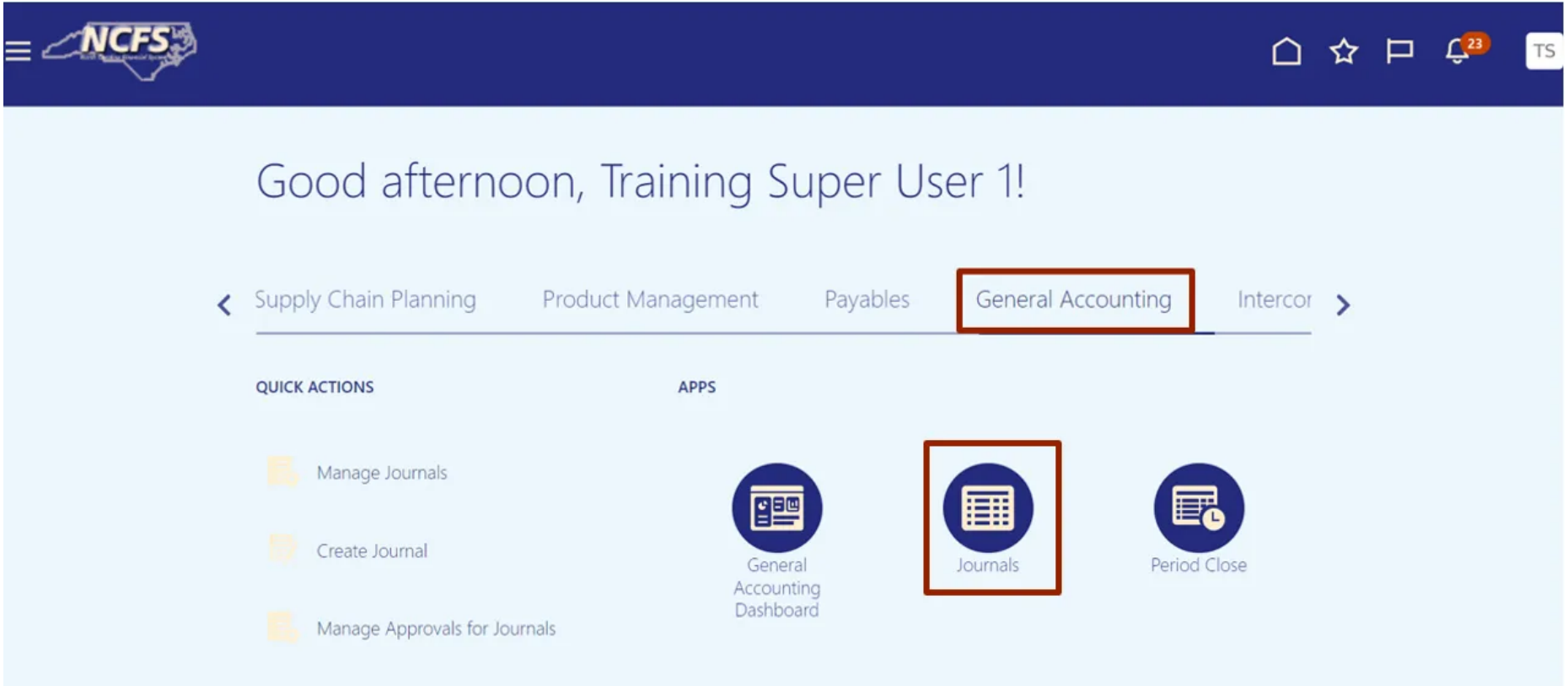
Inquire and Review Journal Entries - Manage Journals

To Inquire and Review Journal Entries using the Manage Journals page, please follow the steps below. There are 11 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 click the **Journals** app.

Image



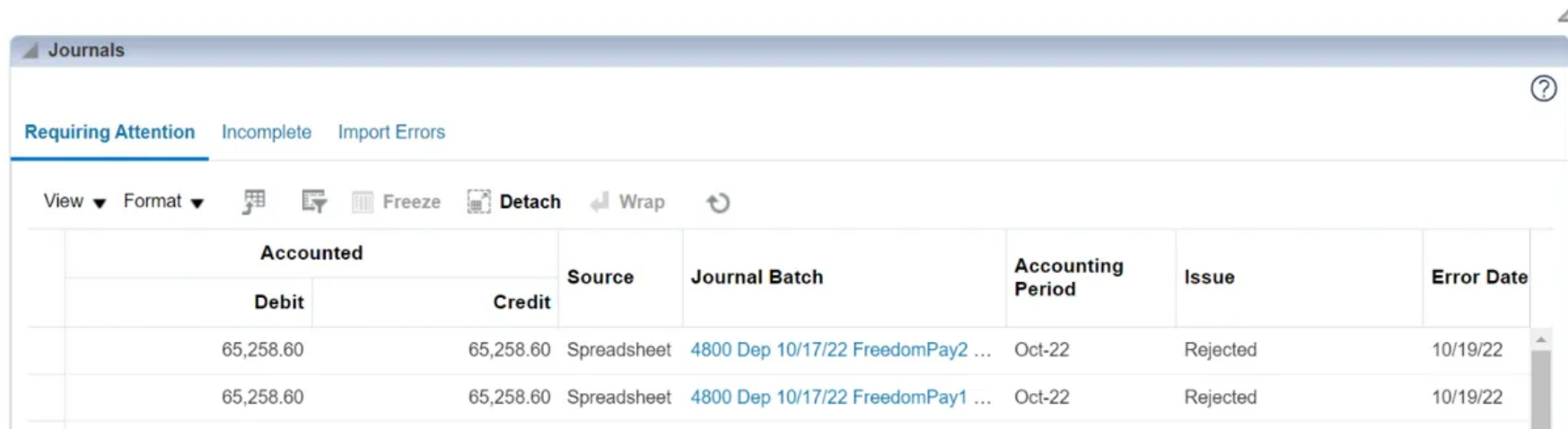
Step 3. Validate the **Data Access Set**. If the data access set is not already selected, click the **Change** link, and select the **Data Access Set**.

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

Image

Data Access Set: NC CASH US [\[Change\]](#)

Journals



Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	Rejected	10/19/22
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	Rejected	10/19/22

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

Image

Data Access Set: NC CASH US [\[Change\]](#)

Journals

Journals

?

Requiring Attention

Incomplete

Import Errors

View

Format

Freeze

Detach

Wrap

	Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
	Debit	Credit					
	65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	Rejected	10/19/22
	65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22	Rejected	10/19/22
	10,000.00	10,000.00	AutoCopy	RTR338 nonCMCS entry 21-DEC-...	Jan-23	Rejected	12/21/22
	8,764.00	8,764.00	Payables	Payables A 1962698000001 19626...	Dec-22	Budgetary control failed f...	1/17/23

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

Image

NCFS

Data Access Set: NC CASH US [Change]

Journals

Journals

- Manage Journals
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoPost
- Run AutoReverse
- Manage Approvals

Requiring Attention Incomplete Import Errors

Step 6. On the **Manage Journals** page, enter information in at least one field marked with ** mark.

In this example, choose: **RTR 328 Agency Internal BC entry** for the ****Journal Batch Starts with** field and **Apr-23** for the ****Accounting Period** field. Now, click the **Search** button.

Image

Manage Journals [?](#)

Done

Search

Basic

Manage Watchlist

Saved Search

All Journals



** At least one is required

** Journal

Starts with

▼

** Journal Batch

Starts with

▼

RTR 328 Agency Internal BC entry

** Accounting Period

Equals

▼

Apr-23

▼

Source

Equals

▼

▼

Category

Equals

▼

▼

** Batch Status

Equals

▼

▼

Search

Reset

Save...

Add Fields ▼

Reorder

Step 7. Under **Search** results section, click the desired **Journal** link.

In this example, choose, **RTR 328 Agency Internal BC**.

Image

Data Access Set: NC CASH US [\[Change\]](#)

Manage Journals [?](#)

Done

► Search

Basic

Manage Watchlist

Saved Search

All Journals

Actions ▼

View ▼

Format ▼



Detach



Wrap

Post Batch

Reverse Batch

Reverse Journal

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
► RTR 328 Agency Internal B...	RTR 328 Agency Internal B...	Apr-23	Manual	NC AGY INTER...	2,513.23 USD	2,513.23 USD	Unposted

Step 8. The **Edit Journal** page opens. Next to the *Journal Batch: RTR 328 Agency Internal BC entry* section, click **Show More**.

Image

Journal Batch: RTR 328 Agency Internal BC entry 1 ?

Show More

Batch Actions ▼

Journal Batch Description	RTR 328 Agency Internal BC entry 1	Source	Manual
Balance Type	Actual	Approval Status	Approved
* Accounting Period	Apr-23	Funds Status	Not attempted
Attachments	None	Batch Status	Unposted
		Completion Status	Complete

Journal ? | Show More

RTR 328 Agency Internal BC entry 1 ▼



Journal Actions ▼

Journal Description	RTR 328 Agency Internal BC entry 1	Currency	USD US Dollar
* Ledger	NC CASH US	Conversion Date	4/30/23
Accounting Date	4/30/23	Conversion Rate Type	User
* Category	NC AGY INTERNAL BC ENTRY	Conversion Rate	1
		Inverse Conversion Rate	1

Step 9. Information related to Journal Batch is displayed under the **Batch** tab.

Image

Batch

Control Total

Action Log

Journal Batch	RTR 328 Agency Internal BC entry 1	Source	Manual
Description		Approval Status	Approved
Balance Type	Actual	Funds Status	Not attempted
* Accounting Period	Apr-23	Batch Status	Unposted
Attachments	None	Completion Status	Complete

Journal ⓘ | [Show More](#) | RTR 328 Agency Internal BC entry 1 | + × | Journal Actions ▼

Journal Description	RTR 328 Agency Internal BC entry 1	Currency	USD US Dollar
		Conversion Date	4/30/23
* Ledger	NC CASH US	Conversion Rate Type	User
Accounting Date	4/30/23	Conversion Rate	1
* Category	NC AGY INTERNAL BC	Inverse Conversion Rate	1

Step 10. Click the **Control Total** tab to view other relevant information.

Image

Batch **Control Total** Action Log

Control Total			
Total Entered Debit	2,513.23	<u>Total Accounted Debit</u>	2,513.23
Total Entered Credit	2,513.23	<u>Total Accounted Credit</u>	2,513.23

Step 11. Click the **Action Log** tab to view the actions taken on this journal batch, including approval history.

Image

Batch Control Total **Action Log**

View ▼		
Event Date and Time	Action	Name
6/2/23 9:19 AM	Approved	Training Super User 1

Wrap-Up

Users can manage a journal by following the steps explained above in NCFS.

Additional Resources

- Virtual Instructor-Led Training (VILT)
 - [GL100c: Journal Entry](#)

First Published

Fri, 07/28/2023

Last Updated

Wed, 08/06/2025

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