

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."





Edit Journal Entry

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

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

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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.

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The Task list on the Journals screen

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

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The Manage Journals options in the task list

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





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The Manage Journals Screen



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

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The Journal Field Hyperlink

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





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

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Completing the Journal Entry



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

