



MANUALLY POST JOURNALS

GL

QUICK REFERENCE GUIDE GL-15

Purpose

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

Introduction and Overview

This QRG covers the procedure of manually posting a journal. This process will apply only to OSC Functional Support and Central Compliance.



User Tip:

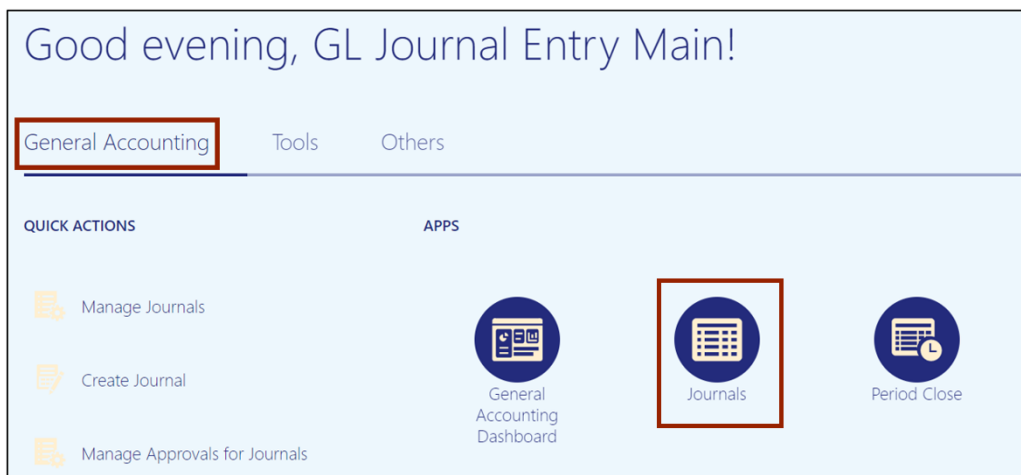
The following are prerequisites to manually post journals:

1. Journal must be unposted and approved.

Manually Post Journals

To manually post journals in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **General Accounting** tab and then select the **Journals** app.



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, we choose **NC CASH US**.

Data Access Set: NC CASH US [Change]

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 196269800001 19626...	Dec-22	Budgetary control failed f...	1/17/23
6,500.00	6,500.00	Manual	U900-Dep-Wire Cert 8/12/22 eb	Sep-22	Budgetary control failed f...	4/21/23

4. Click the **Tasks** [Tasks icon] icon and click **Manage Journals**.

Data Access Set: NC CASH US [Change]

Journals

Requiring Attention Incomplete Import Errors

View Format Freeze Detach Wrap

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

- Journals
 - Manage Journals
 - Create Journal
 - Create Journal in Spreadsheet
 - Create Encumbrance Journal in Spreadsheet
 - Run AutoReverse
 - Manage Approvals
- Journal Import
 - Import Journals
 - Correct Import Errors
- Subledger Accounting
 - Review Subledger Journals
 - Manage Accounting Errors

- On the **Manage Journals** page, select the applicable choices for the *Accounting Period* and *Batch Status* drop-down choice lists and click the **Search** button.

In this example, we choose **Nov-22** for *Accounting Period*, and **Unposted** for *Batch Status*.

The screenshot shows the 'Manage Journals' search interface. A red box highlights the search filters: Journal, Journal Batch, Accounting Period (set to Nov-22), Source, Category, and Batch Status (set to Unposted). The Search button is also highlighted with a red box.

- Click the **Journal** link that needs to be posted.

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
	0700 PAY 11/01/22 GO De...	0700 PAY 11/01/22 GO De...	Nov-22	Manual	PAY-1-DEBT SE...	2,011,400.00 USD	2,011,400.00 USD	Unposted
	0700 PAY 11/01/22 LOBs D...	0700 PAY 11/01/22 LOBs D...	Nov-22	Manual	PAY-1-DEBT SE...	23,619,075.00 USD	23,619,075.00 USD	Unposted
	1 Global Intercompany	109439 Global Intercompan...	Nov-22	Global Intercom...	Global Intercom...	10,000.00 USD	10,000.00 USD	Unposted
	21-11-2022 Purchase Invoi...	Payables A 182386300000...	Nov-22	Payables	Purchase Invoices	1,000.00 USD	1,000.00 USD	Unposted
	DELETE-0100 PAY-2-PAYR...	DELETE-0100 Spreadshes...	Nov-22	Spreadsheet	PAY-2-PAYROLL	100.00 USD	100.00 USD	Unposted

7. On the **Edit Journal** page, click the **Post** button.

Data Access Set: NC CASH US

Edit Journal ?

Save **Post** Cancel

Journal Batch: Payables A 1823863000001 1823863 Y ? | Show More Batch Actions ▼

Journal Batch	Payables A 1823863000001 1823863 Y	Source	Payables
Description	Journal Import Payables 1823863:	Approval Status	Not required
Balance Type	Actual	Funds Status	Reserved in subledger
* Accounting Period	Nov-22	Batch Status	Unposted
Attachments	None	Completion Status	Complete

Journal ? | Show More 21-11-2022 Purchase Invoices ▼ | + × | Journal Actions ▼

Journal	21-11-2022 Purchase Invoices	Currency	USD US Dollar
Description	Journal Import 1823863:	Conversion Date	11/21/22

8. The *Confirmation* pop-up appears. Click the **OK** button. Click the **Cancel** button to return to the **Journals** dashboard page.

Data Access Set: NC CASH US

Edit Journal ?

Save **Post** Cancel

Last Saved 6/7/23 11:45 PM

Journal Batch: Payables A 1823863000001 1823863 Y ? | Show More Batch Actions ▼

Journal Batch	Payables A 1823863000001 1823863 Y	Funds Status	Reserved in subledger
Description	Journal Import Payables 1823863:	Batch Status	Selected for posting
Balance Type	Actual	Completion Status	Complete
* Accounting Period	Nov-22		
Attachments	None		

Confirmation

Your process 2219051 has been submitted.

OK

Journal ? | Show More 21-11-2022 Purchase Invoices ▼ | + × | Journal Actions ▼

Journal	21-11-2022 Purchase Invoices	Currency	USD US Dollar
Description	Journal Import 1823863:	Conversion Date	11/21/22

Wrap-Up

Manually post journals using the steps above for journals needing to be posted immediately, outside of the normal AutoPost schedule.

Additional Resources

Virtual Instructor-Led Training (vILT)

- GL102: Journal Posting