

GL-15 Manually Post Journals

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 of 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. There are 8 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 then select 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, we choose **NC CASH US**.

Image

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

Step 4. Click the **Tasks** icon and click **Manage Journals**.

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
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

Step 5. 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.

Image

Manage Journals ?

Done

Search

Basic

Manage Watchlist

Saved Search

All Journals



** At least one is required

** Journal

Starts with

** Journal Batch

Starts with

** Accounting Period

Equals

Nov-22

Source

Equals

Category

Equals

** Batch Status

Equals

Unposted

Search

Reset

Save...

Add Fields



Reorder

Step 6. Click the **Journal** link that needs to be posted.

Image

Manage Journals ?

Done

Search

BasicManage WatchlistSaved SearchAll Journals

ActionsViewFormat+DetachWrapPost BatchReverse BatchReverse 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 Spreadshее...	Nov-22	Spreadsheet	PAY-2-PAYROLL	100.00 USD	100.00 USD	Unposted

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

Image

Data Access Set: NC CASH US

Edit Journal ?

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

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

Image

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
Description	Journal Import Payables 1823863: //
Balance Type	Actual
* Accounting Period	Nov-22
Attachments	None

Confirmation

Your process 2219051 has been submitted.

OK

Funds Status	Reserved in subledger
Batch Status	Selected for posting
Completion Status	Complete

Journal ? [Show More](#) 21-11-2022 Purchase Invoices ▼ + X Journal Actions ▼

Journal	21-11-2022 Purchase Invoices
Description	Journal Import 1823863: //
Currency	USD US Dollar
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](#)

First Published

Thu, 07/27/2023

Last Updated

Thu, 07/31/2025

[View PDF](#)