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.

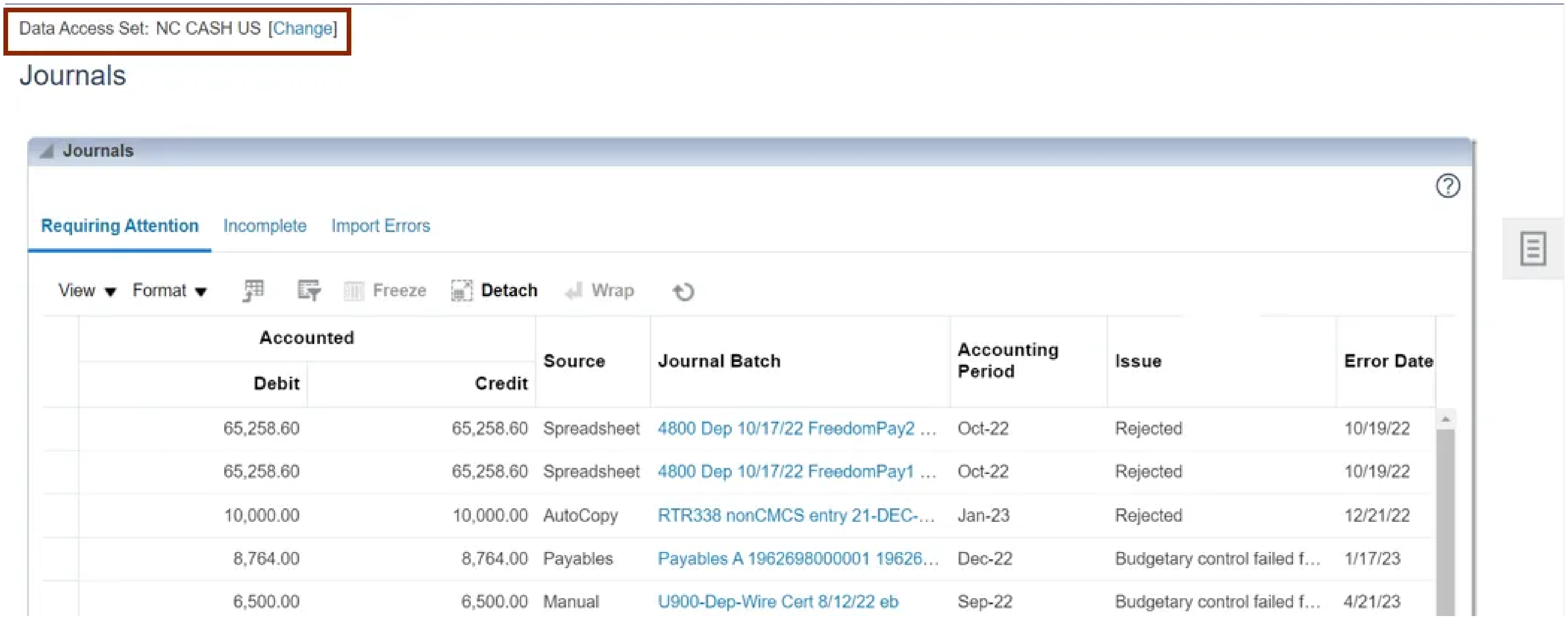
Step 2. On the **Home** page, click the **General Accounting** tab and then select the **Journals** app.

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**.

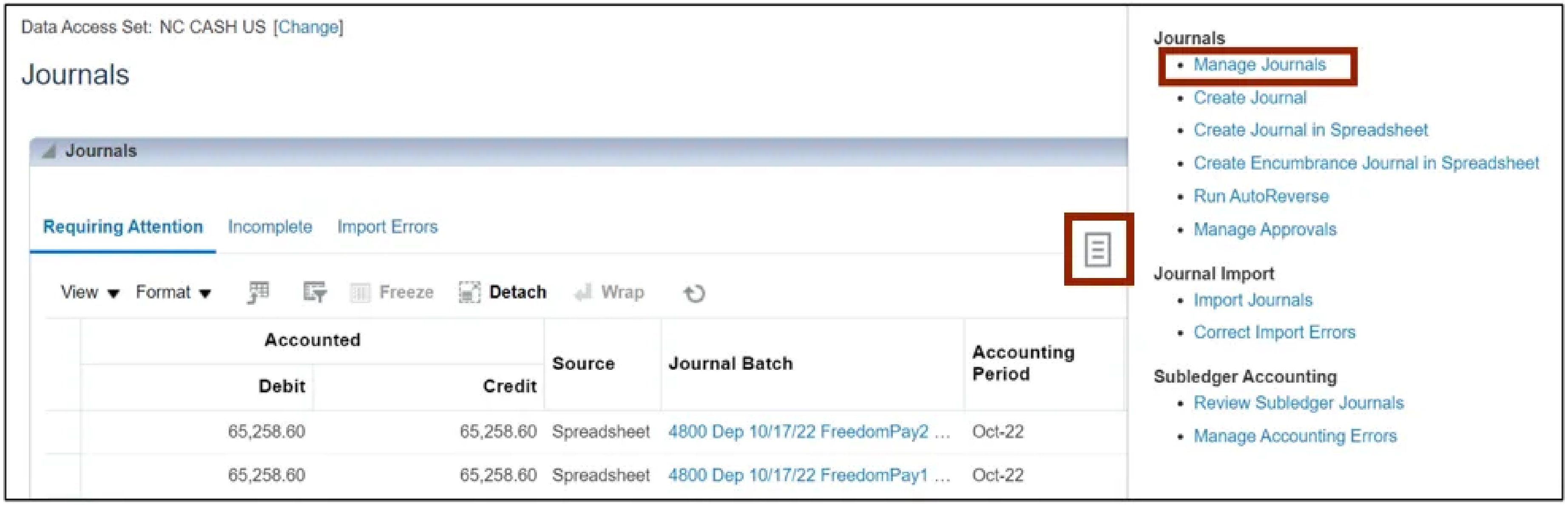
In this example, we choose **NC CASH US**.

Image



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

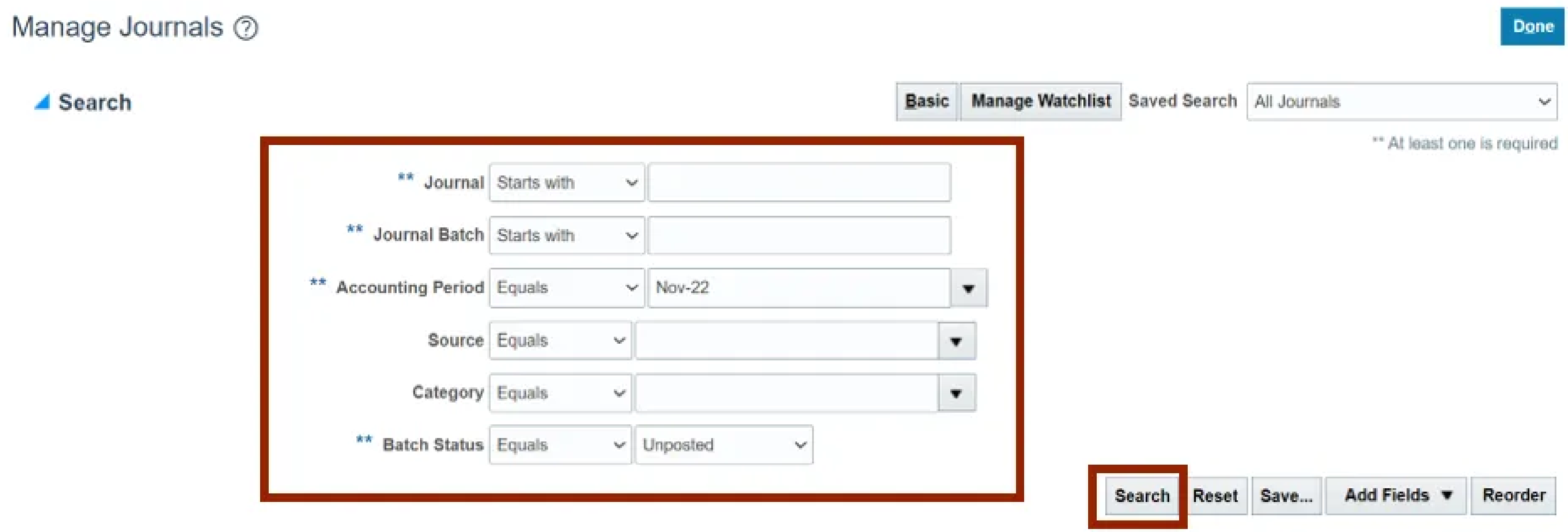
Image



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.

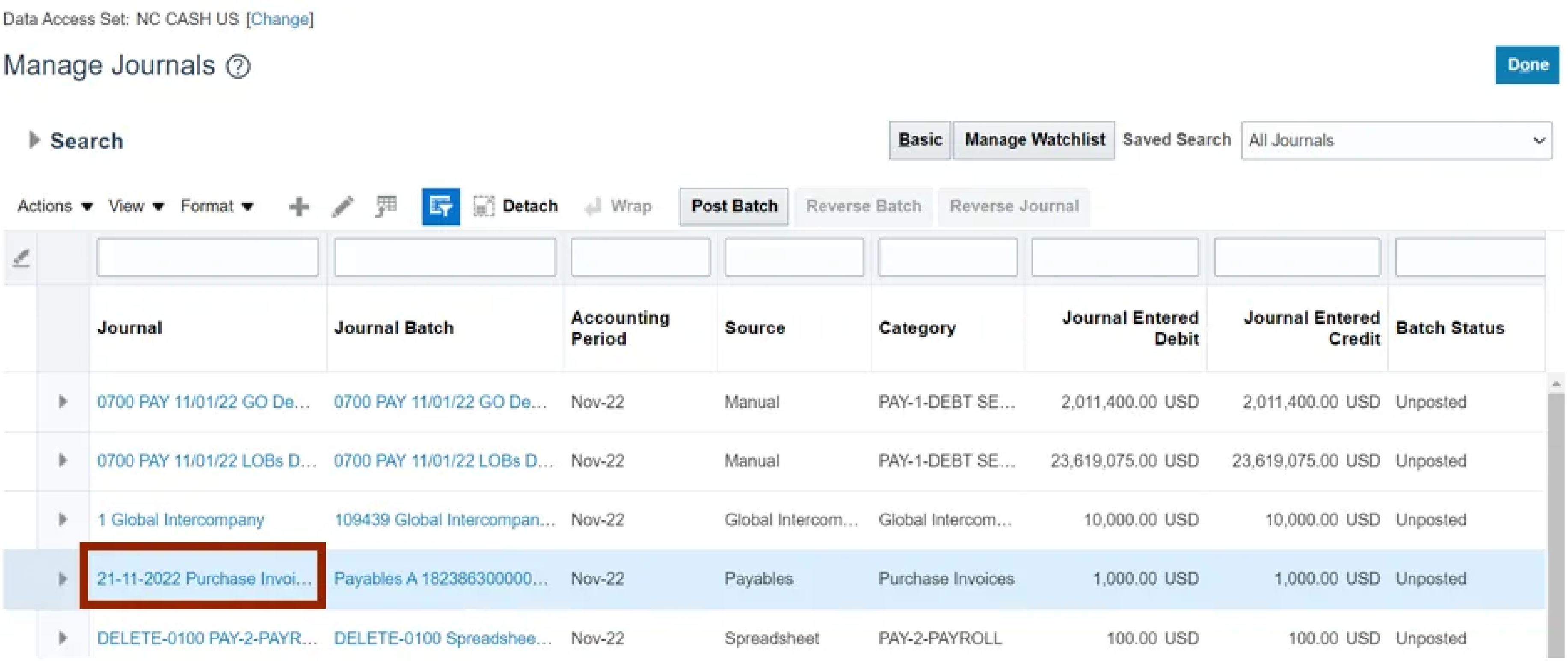
In this example, we choose **Nov-22** for Accounting Period, and **Unposted** for Batch Status.

Image



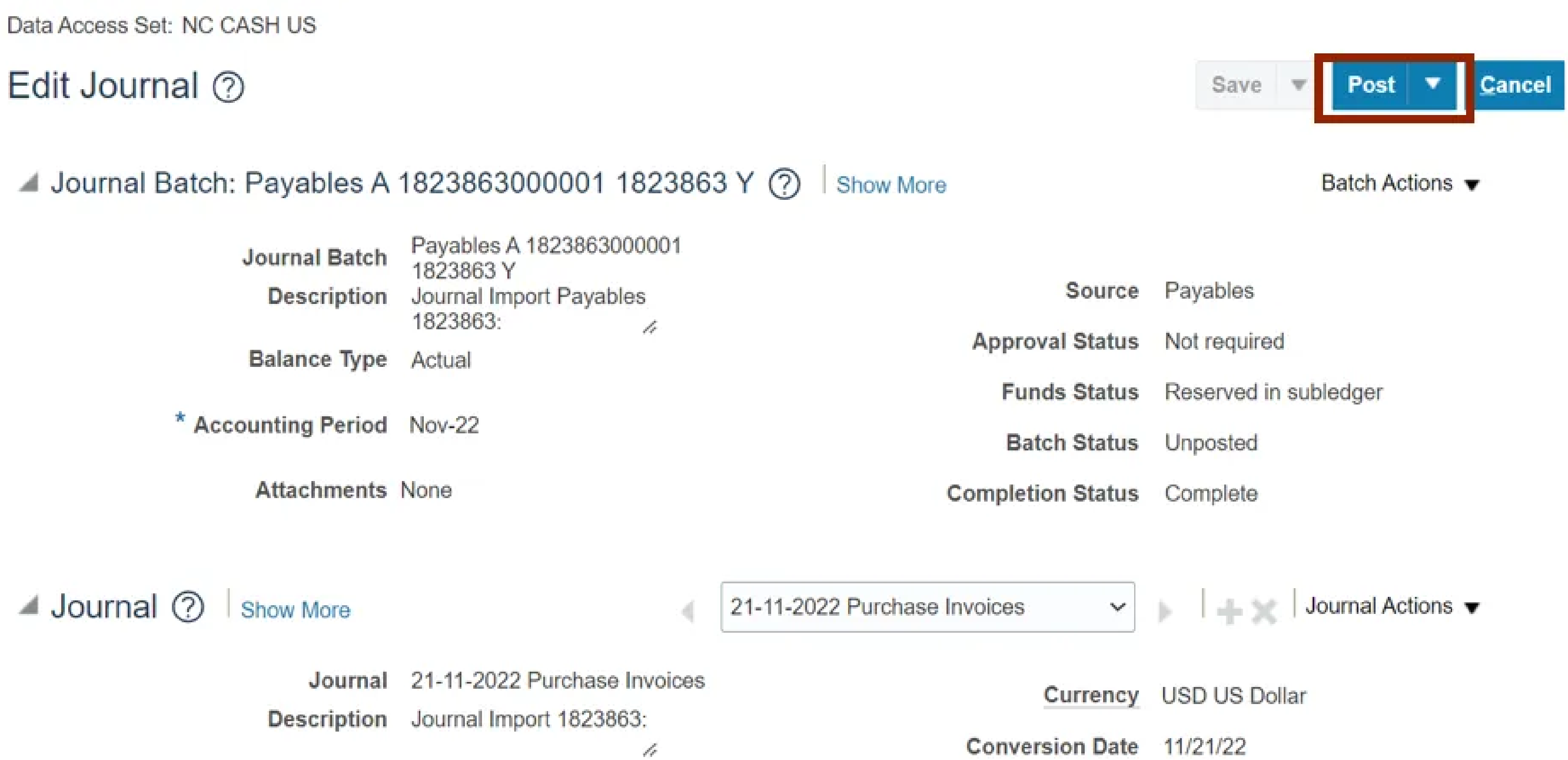
Step 6. Click the **Journal** link that needs to be posted.

Image



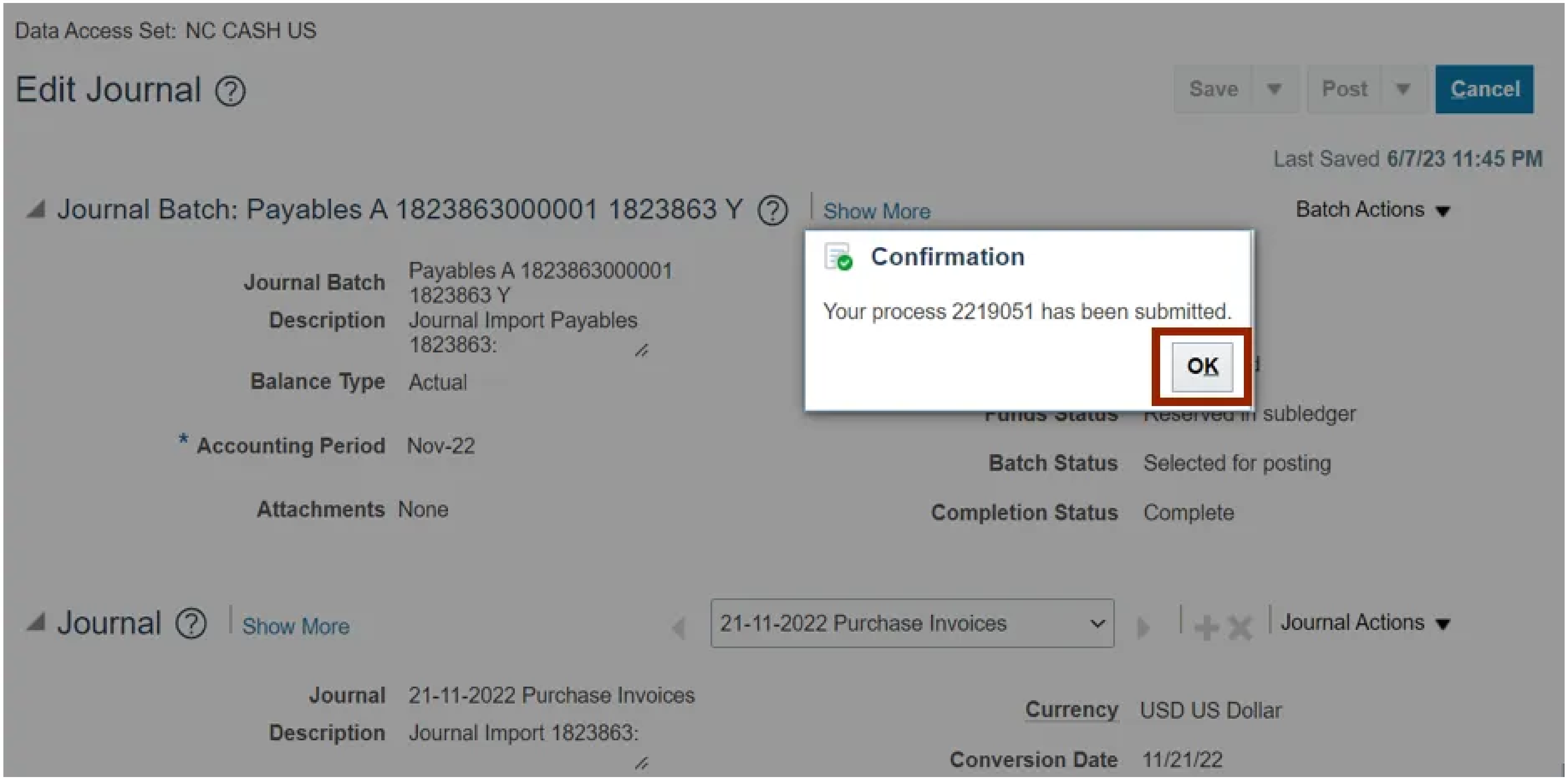
Step 7. On the **Edit Journal** page, click the **Post** button.

Image



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

Image



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]

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