INQUIRE ON DETAIL BALANCES

GL

QUICK REFERENCE GUIDE GL-35

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Inquire on GL Account Balances in the North Carolina Financial System (**NCFS**).

Introduction and Overview

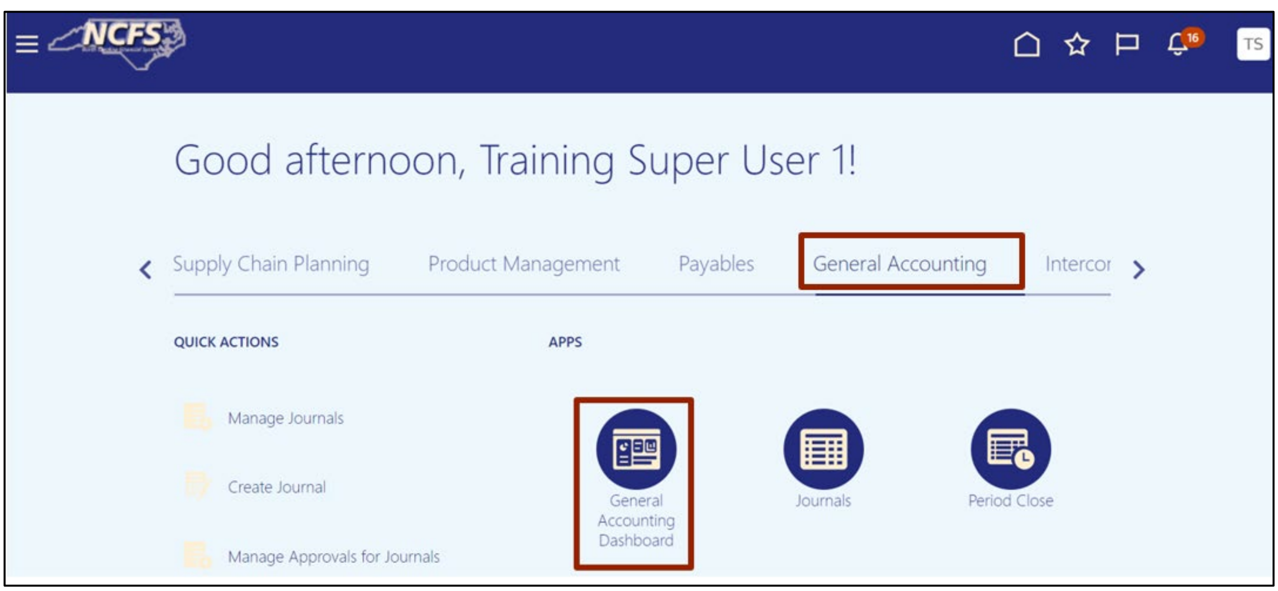
This QRG covers how to inquire on GL Account Balances in NCFS by using the Inquire on Detail Balances page.

Inquire on GL Account Balances

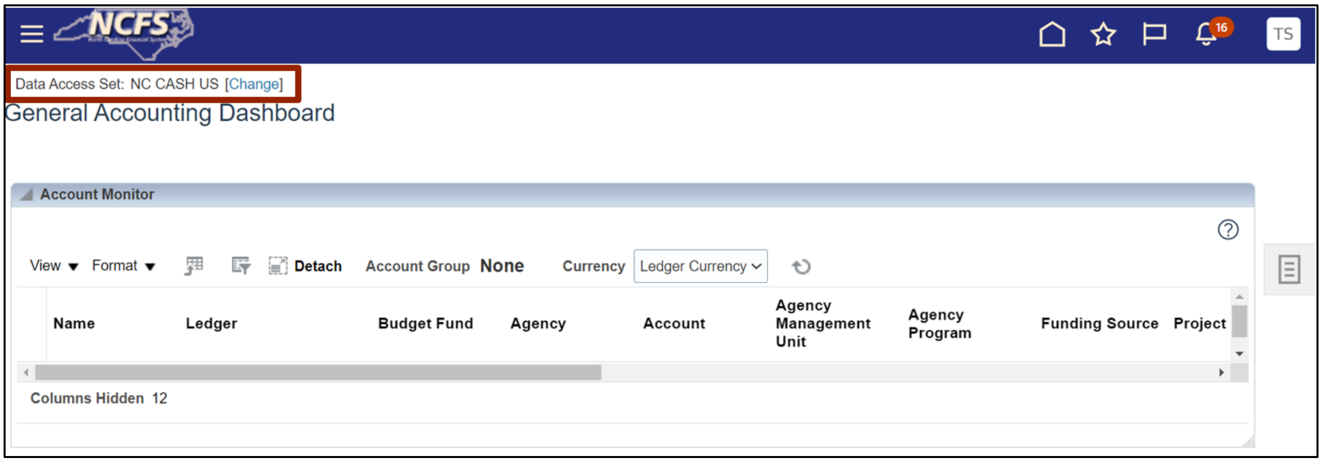
To inquire on GL Account Balances in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.

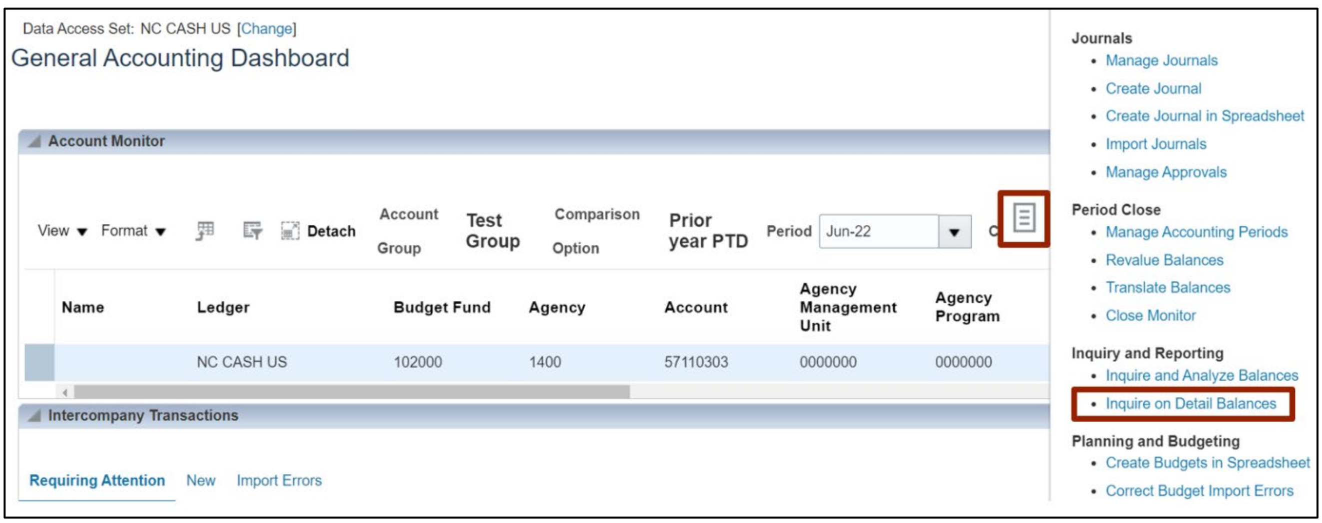
2. On the **Home** Page, click the **General Accounting** tab and then select the **General Accounting Dashboard** app.



3. Validate the **Data Access Set.** If the data access set is not already selected, click **Change** link, and select the **Data Access Set** needed. In this example, choose **NC CASH US.**

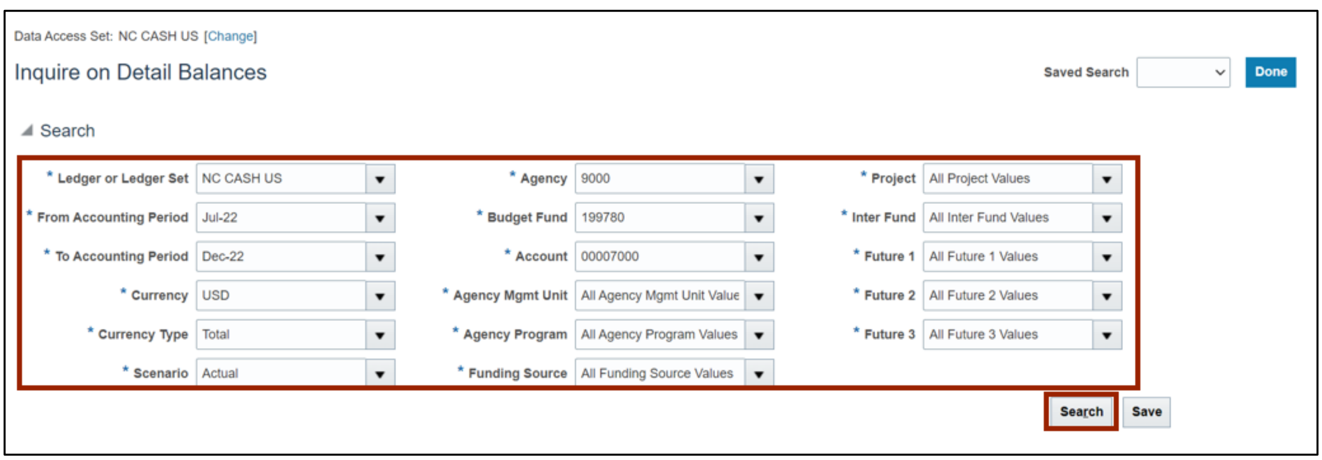


4. Click the **Tasks** [ ] icon, and click **Inquire on Detail Balances.**



5. On the **Inquire on Detail Balances** page, under the ***Search*** section, select the applicable choices from the respective drop-down choice lists for the mandatory fields (marked with *) and click the **Search** button.

   In this example, choose:
   ***Ledger or Ledger Set* - NC CASH US**
   ***From Accounting Period* – Jul-22**
   ***To Accounting Period* – Dec-22**
   ***Currency* - USD**
   ***Currency Type* - Total / Based on the requirement**
   ***Scenario* - Actual / Based on the requirement**
   ***Agency* - 9000**
   ***Budget Fund* - 199780**
   ***Account* - 00007000**
   ***Agency Mgmt Unit* - All Agency Mgmt Unit Values / Based on the requirement**
   ***Agency Program* - All Agency Program Values / Based on the requirement**
   ***Funding Source* - All Funding Source Values / Based on the requirement**
   ***Project* - All Project Values / Based on the requirement**
   ***Inter Fund* - All Inter Fund Values / Based on the requirement**
   ***Future 1* - All Future 1 Values / Based on the requirement**
   ***Future 2* - All Future 2 Values / Based on the requirement**
   ***Future 3* - All Future 3 Values / Based on the requirement**

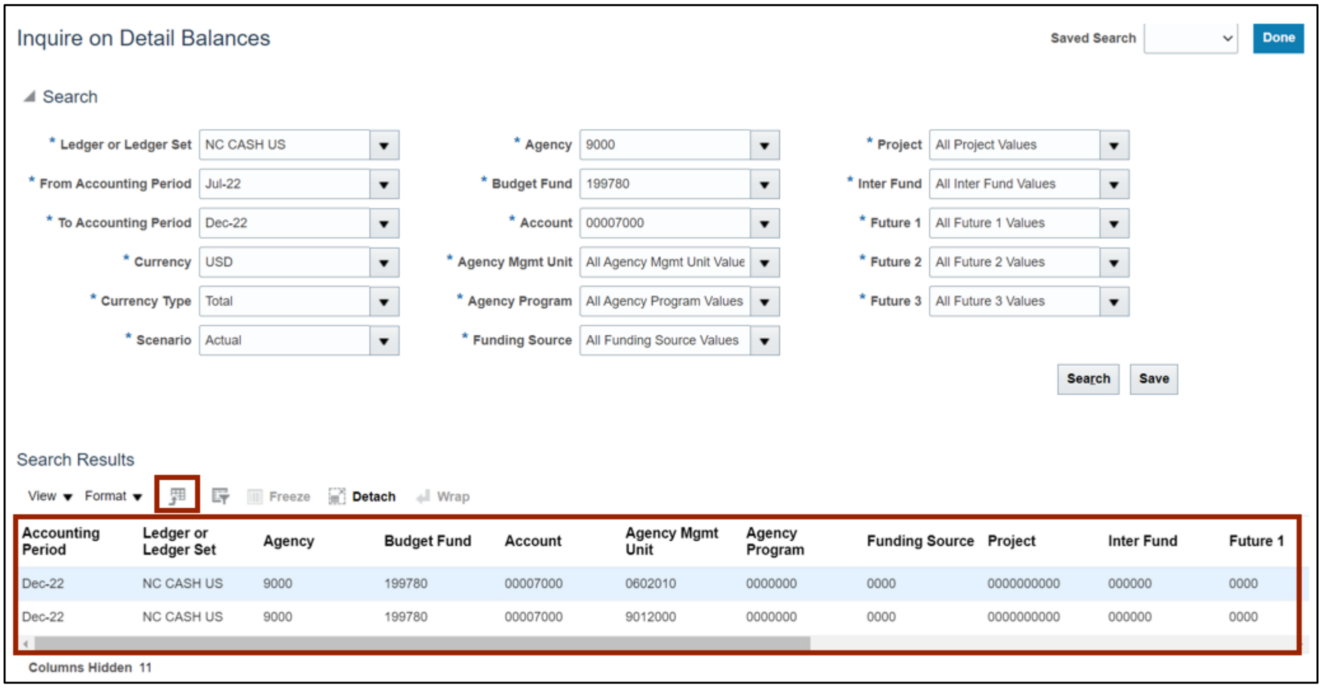


Notes:

- A value is required for each of the COA segments.
- Parent values are available for selection.
- Once your search criteria are populated, you may want to save them via the **Saved Search** feature to save time in future uses of this page.

6. Under the ***Search Results*** section, review the details.

   Note: The records in the ***Search Results*** section can be exported at any time by clicking the **Export** [ ] icon.


Inquire on Detail Balances

Saved Search | Done

Search

* Ledger or Ledger Set	NC CASH US	* Agency	9000	* Project	All Project Values
* From Accounting Period	Jul-22	* Budget Fund	199780	* Inter Fund	All Inter Fund Values
* To Accounting Period	Dec-22	* Account	00007000	* Future 1	All Future 1 Values
* Currency	USD	* Agency Mgmt Unit	All Agency Mgmt Unit Value	* Future 2	All Future 2 Values
* Currency Type	Total	* Agency Program	All Agency Program Values	* Future 3	All Future 3 Values
* Scenario	Actual	* Funding Source	All Funding Source Values		

Search | Save

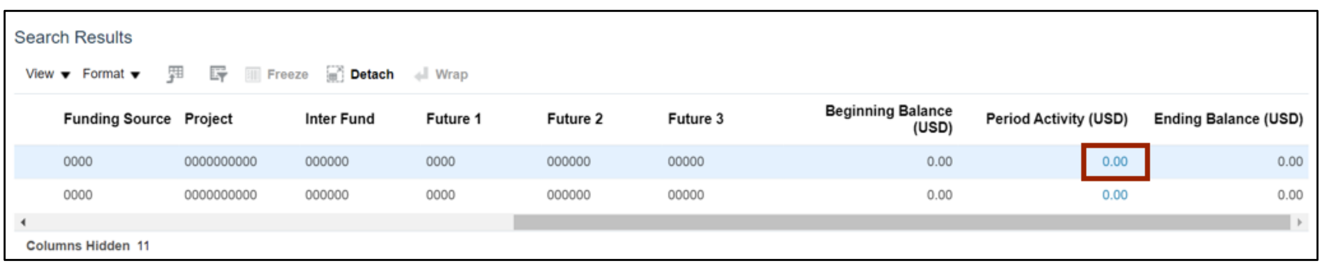
Search Results

View | Format | Freeze | Detach | Wrap

Accounting Period	Ledger or Ledger Set	Agency	Budget Fund	Account	Agency Mgmt Unit	Agency Program	Funding Source	Project	Inter Fund	Future 1
Dec-22	NC CASH US	9000	199780	00007000	0602010	0000000	0000	0000000000	000000	0000
Dec-22	NC CASH US	9000	199780	00007000	9012000	0000000	0000	0000000000	000000	0000

Columns Hidden 11

7. Scroll to the right and click the **Period Activity (USD)** link.

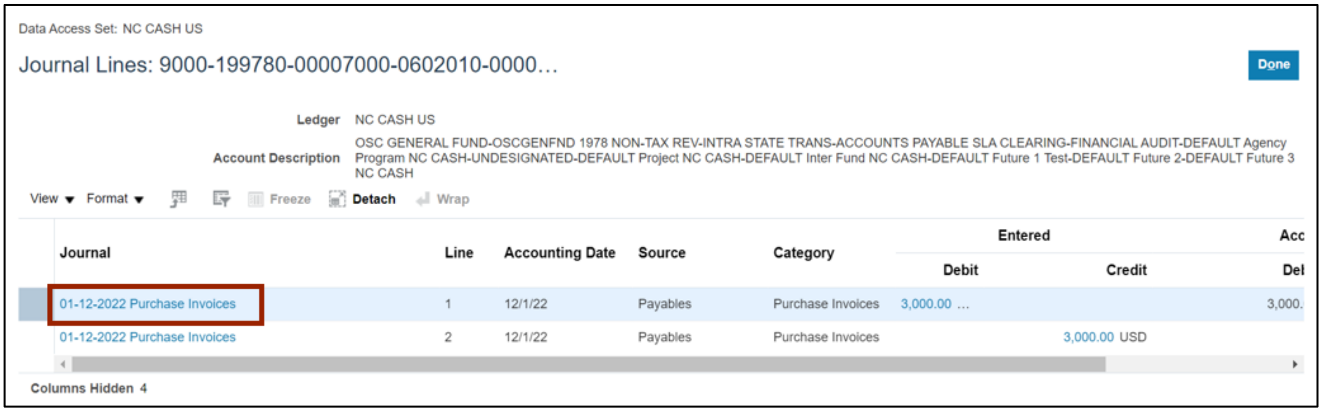

Search Results

View | Format | Freeze | Detach | Wrap

Funding Source	Project	Inter Fund	Future 1	Future 2	Future 3	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
0000	0000000000	000000	0000	000000	00000	0.00	0.00	0.00
0000	0000000000	000000	0000	000000	00000	0.00	0.00	0.00

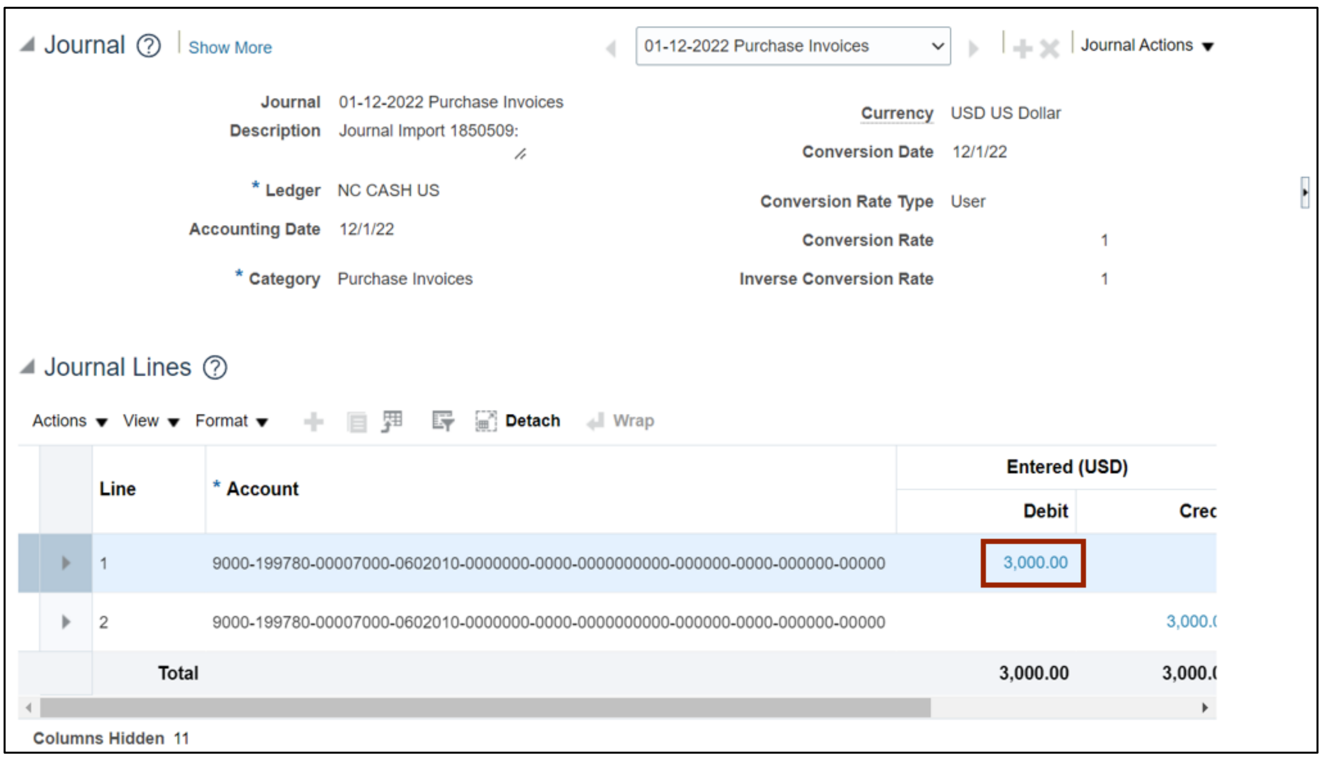
Columns Hidden 11

8. The **Journal Lines** page opens. Click the **Journal** name link.

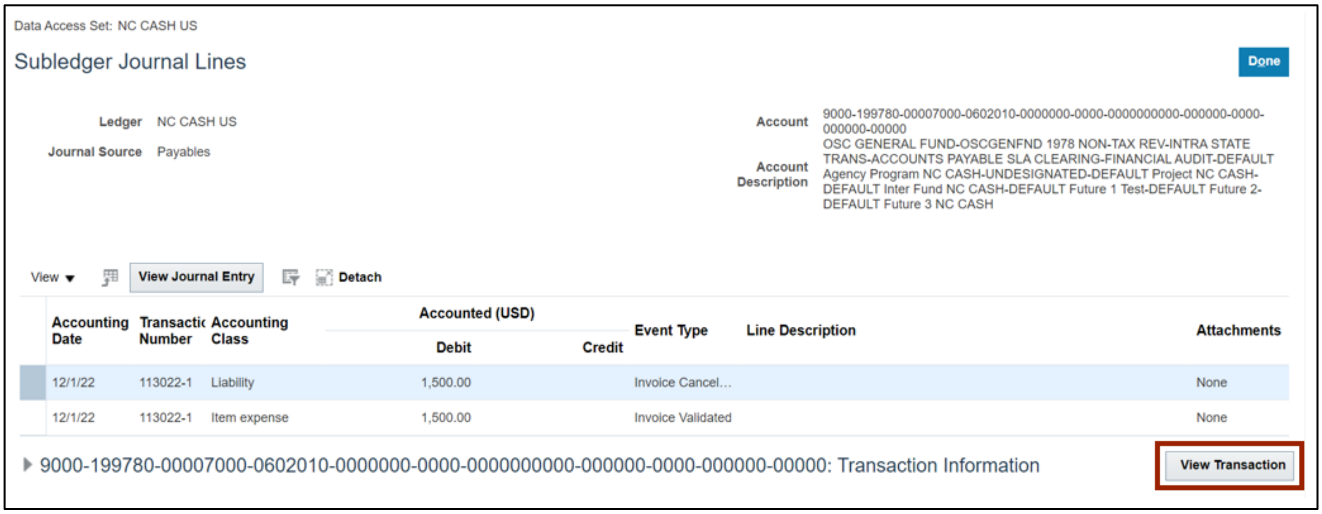


9. The **Edit Journal** page opens. Scroll down and click the **Debit** amount to view the Subledger details.

   Note: The **Debit** and **Credit** values will be available for further drill-down only if the journal batch ***Source*** is one of the Oracle subledgers, such as **Payables** or **Assets.**

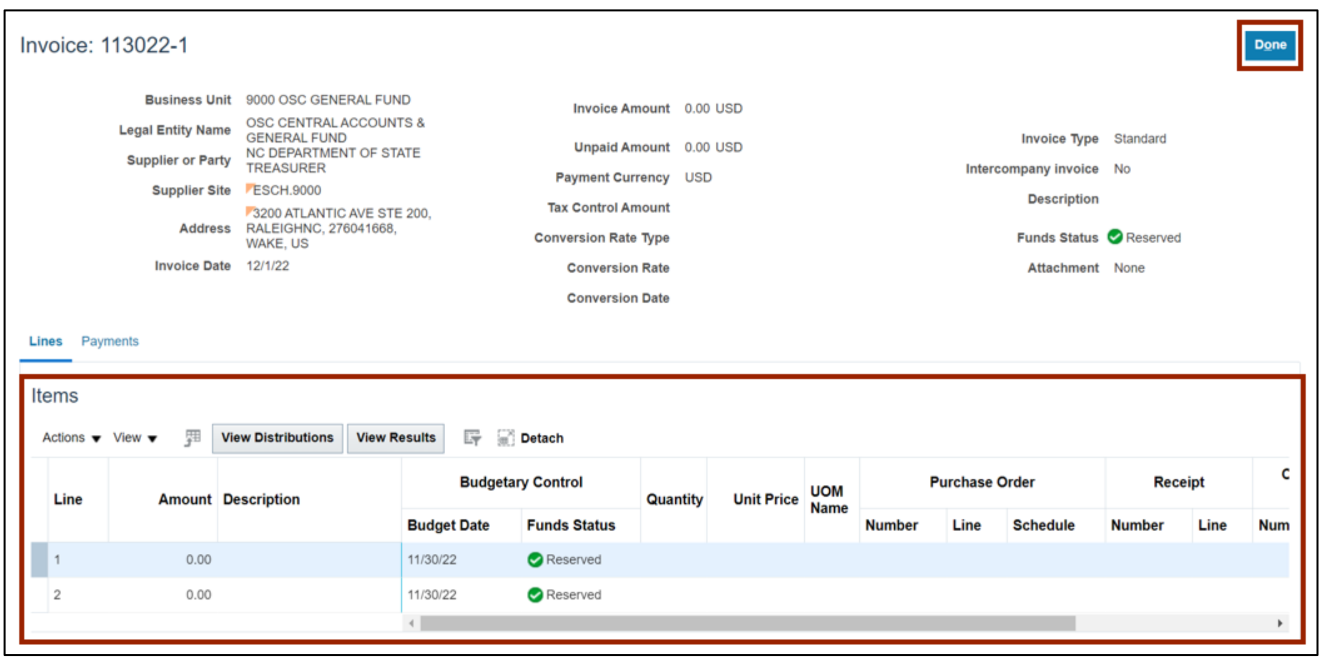


10. The **Subledger Journal Lines** page opens. Review the details and click the **View Transaction** button to view the source transaction details.



11. The **Invoice** page opens. Review the details and click the **Done** button.

    In this example, we have drilled down to an invoice within the Payables module.



Wrap-Up

Users can inquire on GL account balances in the NCFS using the Inquire on Detail Balances page.

Additional Resources

Virtual Instructor-Led Training (vILT)

- GL100b: Journal Entry (vILT)
- GL100c: Journal Entry (vILT)

Web-Based Training (vILT)

- GL001: GL Journal Inquiry (WBT)