



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).

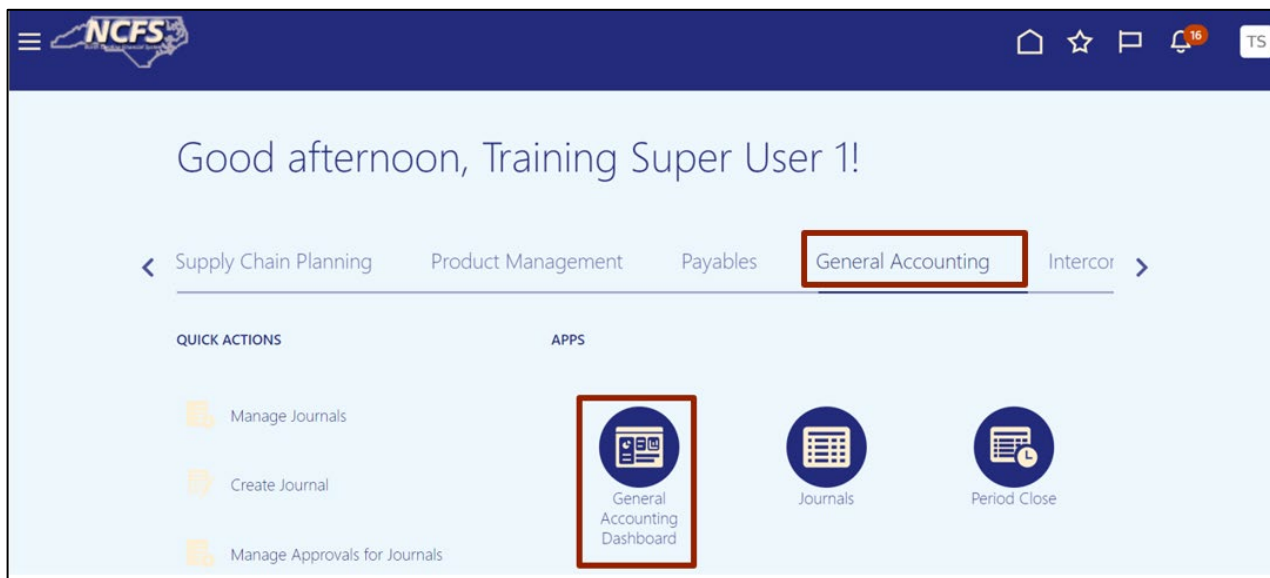
Introduction and Overview

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

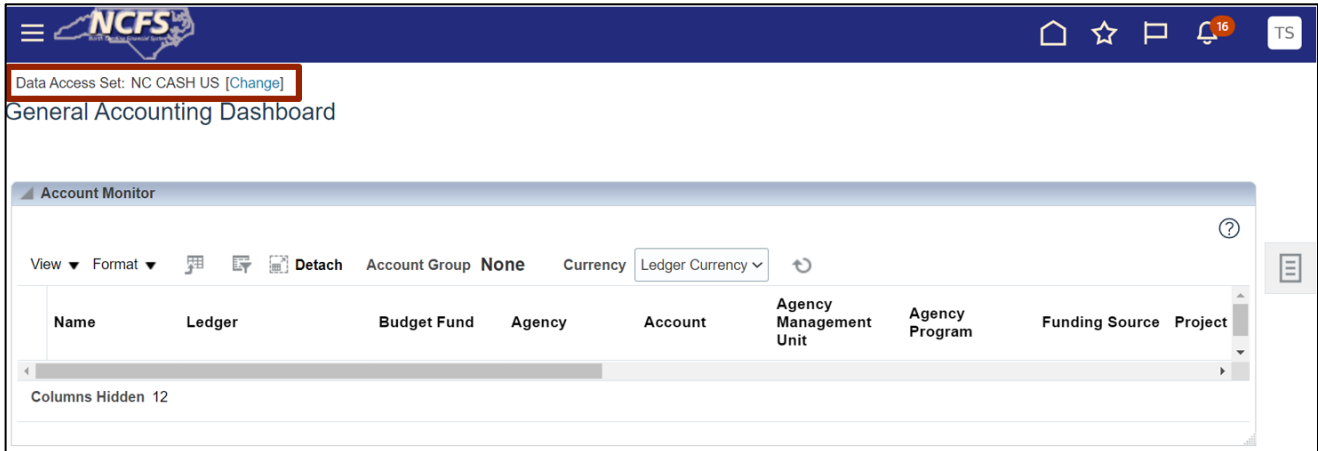
Inquire on GL Account Balances


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

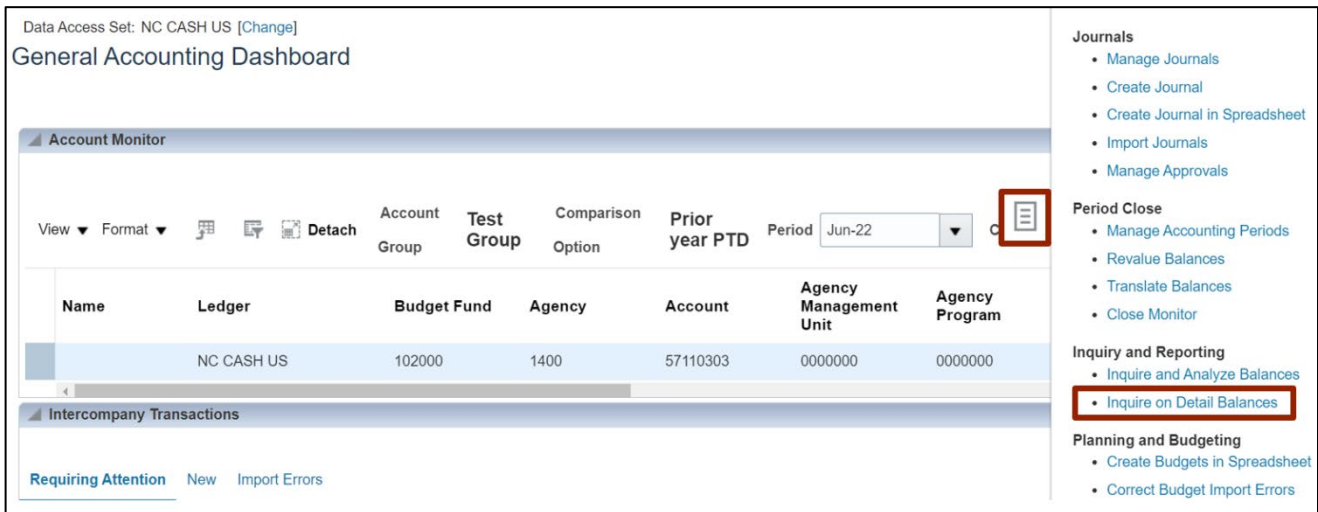
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** Page, click the **General Accounting** tab and then select the **General Accounting Dashboard** app.



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**.



- 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**

The screenshot shows the 'Inquire on Detail Balances' search interface. The search criteria are as follows:


* 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		

Buttons: Search, Save

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


Search

* Ledger or Ledger Set: NC CASH US
 * From Accounting Period: Jul-22
 * To Accounting Period: Dec-22
 * Currency: USD
 * Currency Type: Total
 * Scenario: Actual

* Agency: 9000
 * Budget Fund: 199780
 * Account: 00007000
 * Agency Mgmt Unit: All Agency Mgmt Unit Value
 * Agency Program: All Agency Program Values
 * Funding Source: All Funding Source Values

* Project: All Project Values
 * Inter Fund: All Inter Fund Values
 * Future 1: All Future 1 Values
 * Future 2: All Future 2 Values
 * Future 3: All Future 3 Values

Search Results


View 

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 

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	000000	0.00	0.00	0.00
0000	0000000000	000000	0000	000000	000000	0.00	0.00	0.00

Columns Hidden 11

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

Data Access Set: NC CASH US

Journal Lines: 9000-199780-00007000-0602010-0000... Done

Ledger NC CASH US
 Account Description OSC GENERAL FUND-OSCGENFND 1978 NON-TAX REV-INTRA STATE TRANS-ACCOUNTS PAYABLE SLA CLEARING-FINANCIAL AUDIT-DEFAULT Agency Program NC CASH-UNDESIGNATED-DEFAULT Project NC CASH-DEFAULT Inter Fund NC CASH-DEFAULT Future 1 Test-DEFAULT Future 2-DEFAULT Future 3 NC CASH

View Format Freeze Detach Wrap

Journal	Line	Accounting Date	Source	Category	Entered		Acc Del
					Debit	Credit	
01-12-2022 Purchase Invoices	1	12/1/22	Payables	Purchase Invoices	3,000.00 ...		3,000.
01-12-2022 Purchase Invoices	2	12/1/22	Payables	Purchase Invoices		3,000.00 USD	

Columns Hidden 4

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**.

Journal ? | Show More

01-12-2022 Purchase Invoices | Journal Actions

Journal 01-12-2022 Purchase Invoices
 Description Journal Import 1850509:
 * Ledger NC CASH US
 Accounting Date 12/1/22
 * Category Purchase Invoices

Currency USD US Dollar
 Conversion Date 12/1/22
 Conversion Rate Type User
 Conversion Rate 1
 Inverse Conversion Rate 1

Journal Lines ?

Actions View Format Detach Wrap

Line	* Account	Entered (USD)	
		Debit	Credit
1	9000-199780-00007000-0602010-00000000-0000-0000000000-000000-000000-000000	3,000.00	
2	9000-199780-00007000-0602010-00000000-0000-0000000000-000000-000000-000000		3,000.00
Total		3,000.00	3,000.00

Columns Hidden 11

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

Data Access Set: NC CASH US

Subledger Journal Lines Done

Ledger NC CASH US
Journal Source Payables

Account 9000-199780-00007000-0602010-00000000-0000-0000000000-000000-0000-000000-000000
 Account Description OSC GENERAL FUND-OSCGENFND 1978 NON-TAX REV-INTRA STATE TRANS-ACCOUNTS PAYABLE SLA CLEARING-FINANCIAL AUDIT-DEFAULT Agency Program NC CASH-UNDESIGNATED-DEFAULT Project NC CASH-DEFAULT Inter Fund NC CASH-DEFAULT Future 1 Test-DEFAULT Future 2-DEFAULT Future 3 NC CASH

View View Journal Entry Detach

Accounting Date	Transactio Number	Accounting Class	Accounted (USD)		Event Type	Line Description	Attachments
			Debit	Credit			
12/1/22	113022-1	Liability	1,500.00		Invoice Cancel...	None	
12/1/22	113022-1	Item expense	1,500.00		Invoice Validated	None	

▶ 9000-199780-00007000-0602010-00000000-0000-0000000000-000000-0000-000000-000000: Transaction Information View Transaction

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.

Invoice: 113022-1 Done

Business Unit 9000 OSC GENERAL FUND
 Legal Entity Name OSC CENTRAL ACCOUNTS & GENERAL FUND
 Supplier or Party NC DEPARTMENT OF STATE TREASURER
 Supplier Site ESCH.9000
 Address 3200 ATLANTIC AVE STE 200, RALEIGHNC, 276041668, WAKE, US
 Invoice Date 12/1/22

Invoice Amount 0.00 USD
 Unpaid Amount 0.00 USD
 Payment Currency USD
 Tax Control Amount
 Conversion Rate Type
 Conversion Rate
 Conversion Date

Invoice Type Standard
 Intercompany invoice No
 Description
 Funds Status ✔ Reserved
 Attachment None

Lines Payments

Items

Actions View View Distributions View Results Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt			C
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Num	
1	0.00		11/30/22	✔ Reserved										
2	0.00		11/30/22	✔ Reserved										

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)