CM-07 Daily Cash Transactions Detail Report

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to navigate to and generate the Daily Cash Transactions Detail Report in the North Carolina Financial System (**NCFS**).

Introduction and Overview

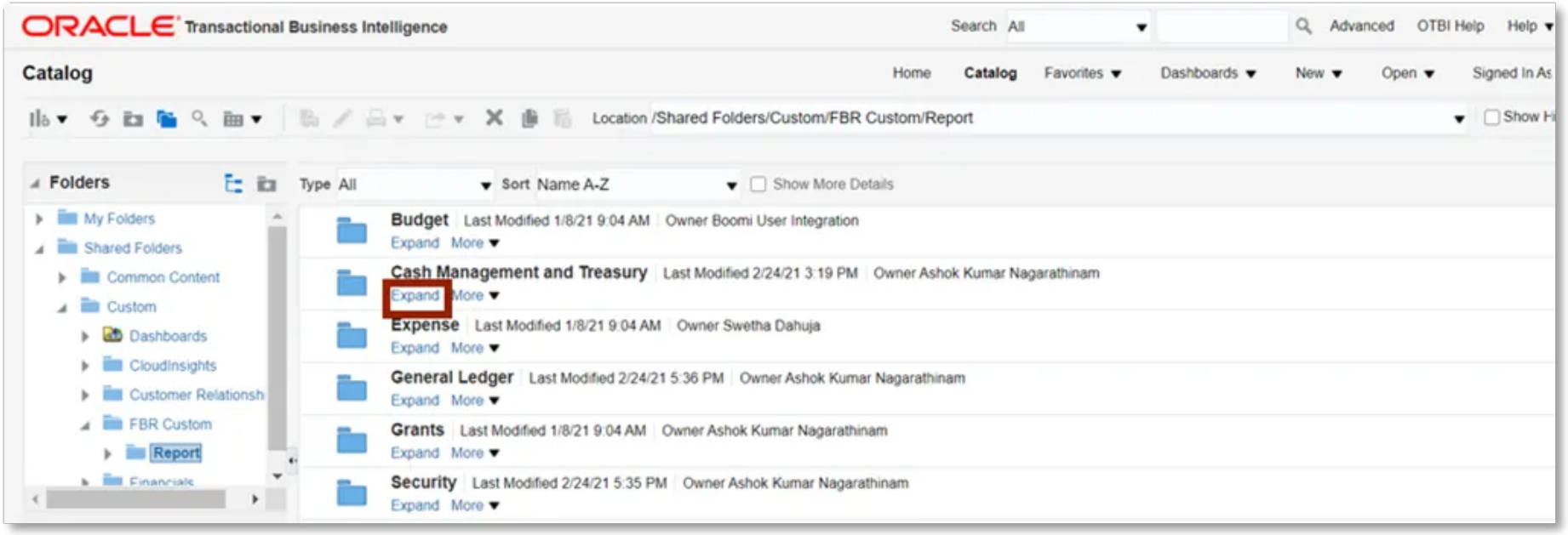
This Quick Reference Guide covers the navigation to the Daily Cash Transactions Detail Report and how to generate the report output. The Daily Cash Transactions Detail Report provides the detailed transaction information related to all cash transactions posted to a specific cash account by Budget code. This report lists all deposits, disbursements (requisitions), and transfers that have posted to the North Carolina Financial System.

Navigating to the Daily Cash Transactions Detail Report

To navigate to the Daily Cash Transactions Detail Report, please follow the steps below. There are 4 steps to complete this process.

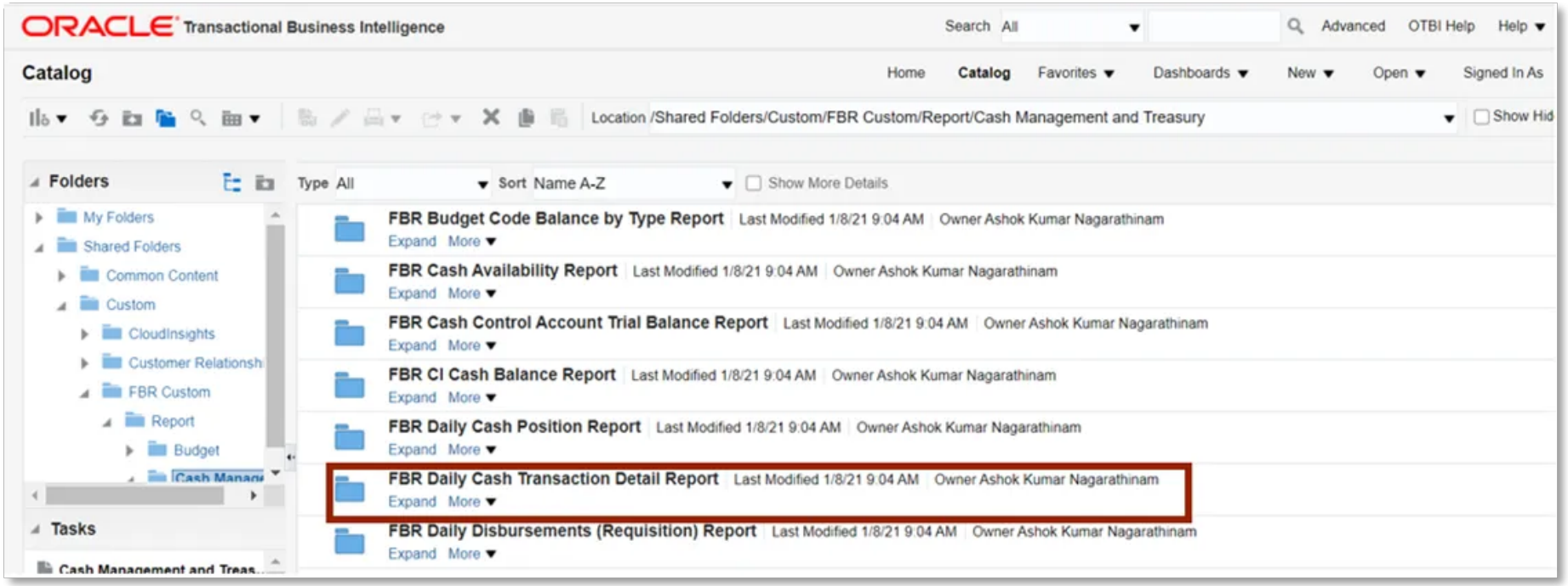
Step 1. Click **Expand** in the Cash Management and Treasury Section.

Image



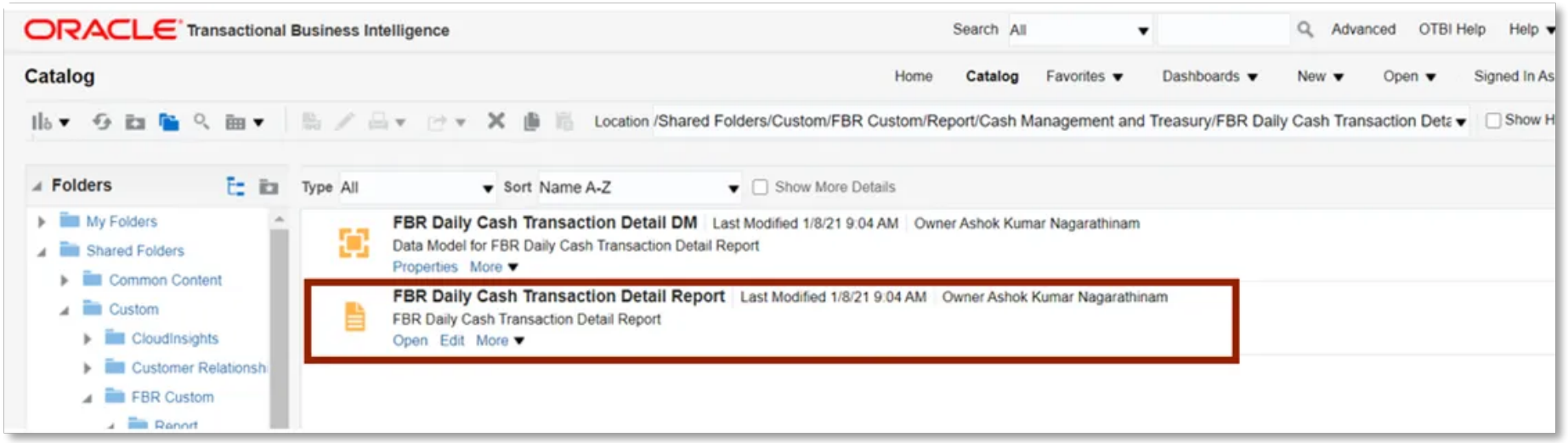
Step 2. Scroll down and click **Expand** under the Daily Cash Transaction Detail Report.

Image



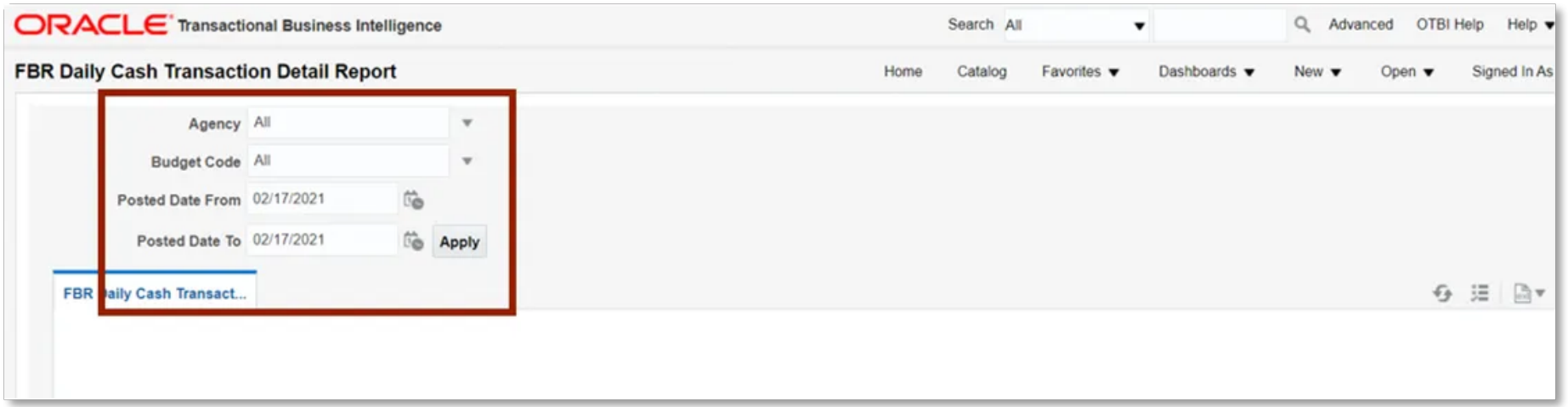
Step 3. Click **Open** under the FBR Daily Cash Transaction Detail Report.

Image



Step 4. Select the desired **Agency, Budget Code Type, Posted Date From,** and **Posted Date To**. Then click **Apply**.

Image

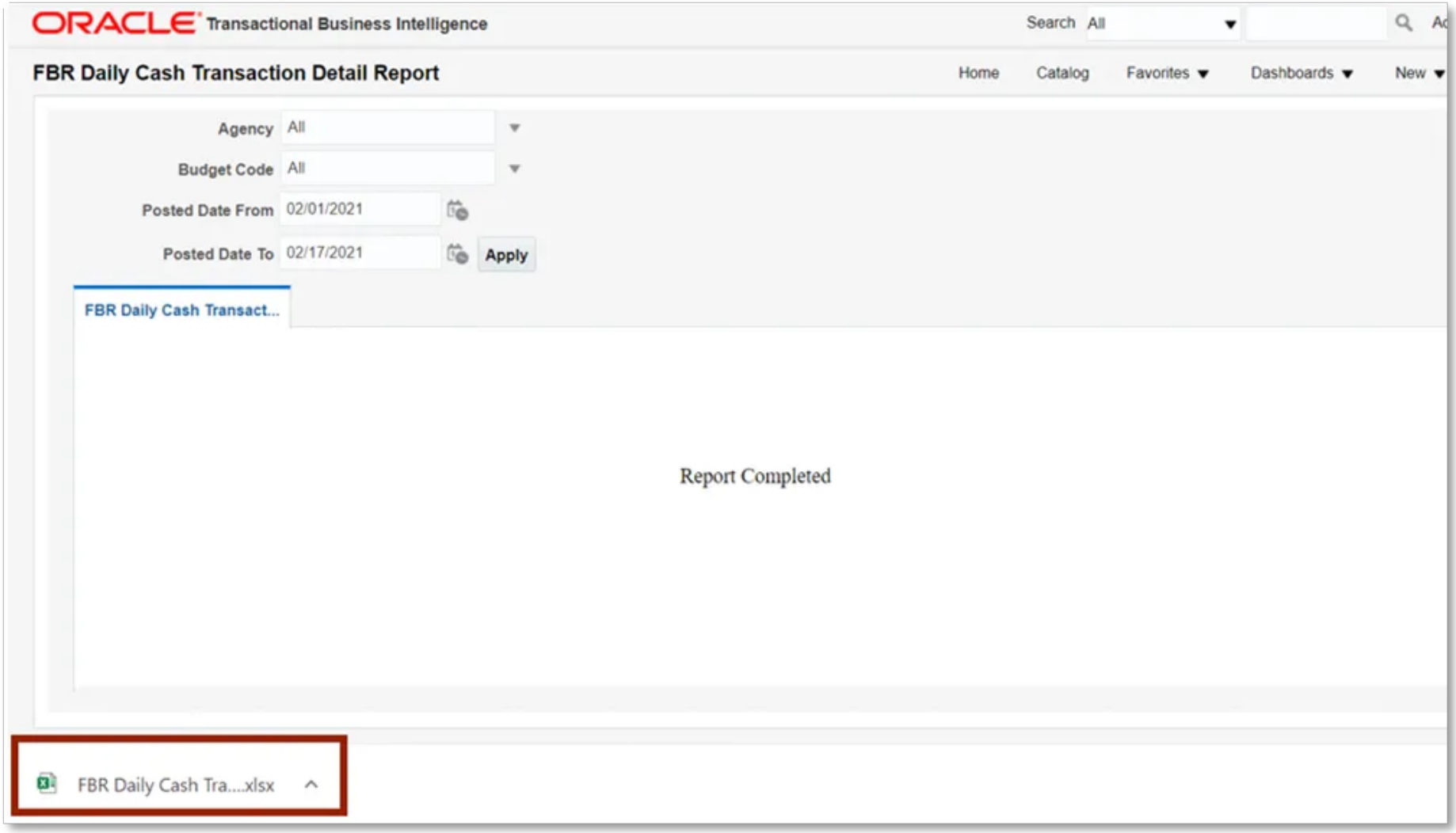


Daily Cash Transactions Detail Report Output

To navigate to the Daily Cash Transaction Detail Report output, please follow the steps below. There are 2 steps to complete this process.

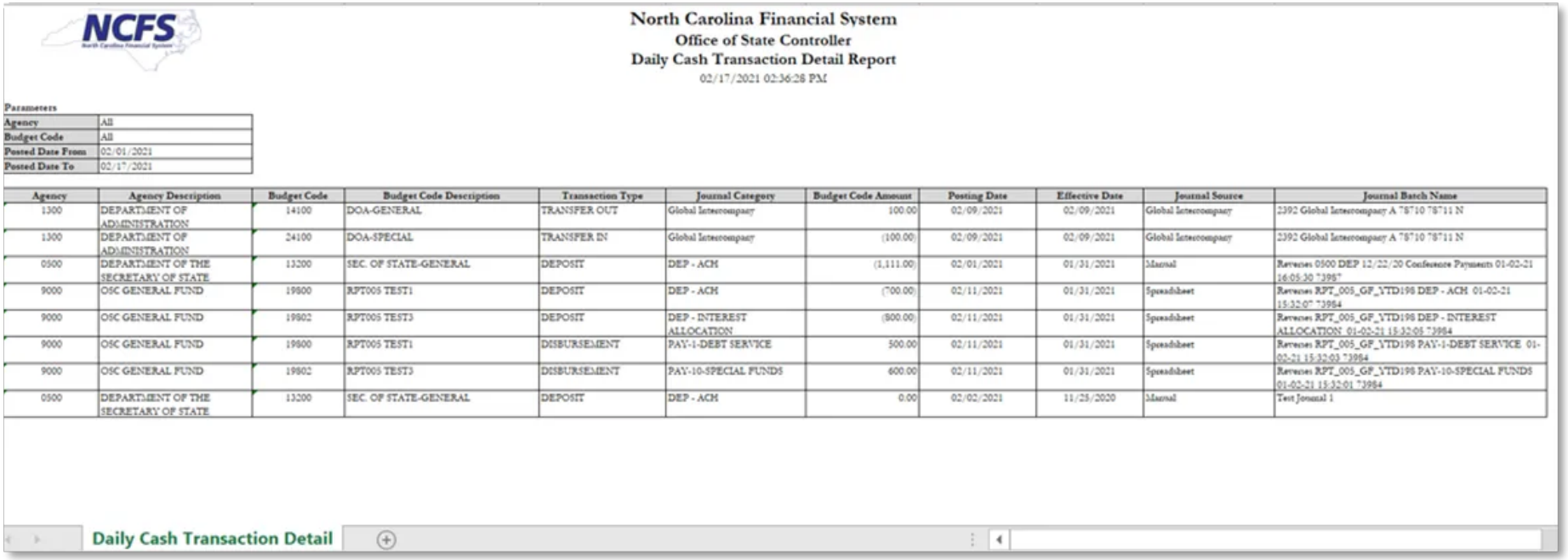
Step 1. In the bottom left-hand corner, click the **Microsoft Excel Document**.

Image



Step 2. Review the Daily Cash Transactions Detail Report.

Image



North Carolina Financial System
Office of State Controller
Daily Cash Transaction Detail Report
02/17/2021 02:36:28 PM

Parameters

Agency	All
Budget Code	All
Posted Date From	02/01/2021
Posted Date To	02/17/2021

Agency	Agency Description	Budget Code	Budget Code Description	Transaction Type	Journal Category	Budget Code Amount	Posting Date	Effective Date	Journal Source	Journal Batch Name
1300	DEPARTMENT OF ADMINISTRATION	14100	DOA-GENERAL	TRANSFER OUT	Global Intercompany	100.00	02/09/2021	02/09/2021	Global Intercompany	2392 Global Intercompany A 78710 78711 N
1300	DEPARTMENT OF ADMINISTRATION	24100	DOA-SPECIAL	TRANSFER IN	Global Intercompany	(100.00)	02/09/2021	02/09/2021	Global Intercompany	2392 Global Intercompany A 78710 78711 N
0500	DEPARTMENT OF THE SECRETARY OF STATE	13200	SEC. OF STATE-GENERAL	DEPOSIT	DEP - ACH	(1,111.00)	02/01/2021	01/31/2021	Manual	Reverses 0500 DEP 12/22/20 Conference Payments 01-02-21 16:05:30 7395
9000	OSC GENERAL FUND	19800	RPT005 TEST1	DEPOSIT	DEP - ACH	(700.00)	02/11/2021	01/31/2021	Spreadsheet	Reverses RPT_005_GF_YTD198 DEP - ACH 01-02-21 15:32:07 7984
9000	OSC GENERAL FUND	19802	RPT005 TEST3	DEPOSIT	DEP - INTEREST ALLOCATION	(800.00)	02/11/2021	01/31/2021	Spreadsheet	Reverses RPT_005_GF_YTD198 DEP - INTEREST ALLOCATION 01-02-21 15:32:05 7984
9000	OSC GENERAL FUND	19800	RPT005 TEST1	DISBURSEMENT	PAY-1-DEBT SERVICE	500.00	02/11/2021	01/31/2021	Spreadsheet	Reverses RPT_005_GF_YTD198 PAY-1-DEBT SERVICE 01-02-21 15:32:03 7984
9000	OSC GENERAL FUND	19802	RPT005 TEST3	DISBURSEMENT	PAY-10-SPECIAL FUNDS	600.00	02/11/2021	01/31/2021	Spreadsheet	Reverses RPT_005_GF_YTD198 PAY-10-SPECIAL FUNDS 01-02-21 15:32:01 7984
0500	DEPARTMENT OF THE SECRETARY OF STATE	13200	SEC. OF STATE-GENERAL	DEPOSIT	DEP - ACH	0.00	02/02/2021	11/25/2020	Manual	Test Journal 1

Daily Cash Transaction Detail

Report Field Name	Report Field Description
Agency	This field displays the agency code assigned to the organization.
Agency Description	This field displays the Agency Name.
Budget Code	This field displays the agency budget code for the transaction displayed.
Budget Code Description	This field displays the budget code title.
Transaction Type	This field displays the transaction type (deposit, disbursement, transfer in, transfer out) entered when the transaction was created.
Journal Category	This field displays the category type of the journal entry. An example is DEP – ACH and PAY.

Report Field Name	Report Field Description
Budget Code Amount	This field displays the dollar amount of the transaction(s).
Posting Date	This field displays the date the transaction was processed.
Effective Date	This field displays the accounting date that is entered for the transaction.
Journal Source	This field displays the source the initial entry derives from (manual, spreadsheet, interface).
Journal Batch Name	This field displays the journal batch name that was entered in the initial entry. The journal batch name can be copied and used to search for a specific transaction in the “Manage Journals” screen.

Wrap Up

The Daily Cash Transaction Detail Report lists all transactions affecting cash, by budget code, for a given posting date range. The Daily Cash Transaction Detail Report provides all posted transactional data by budget code and date ranges.

Additional Resources

- Instructor Led Training (ILT)
  - GL 100c: Journal Entry
- Web-Based Training (WBT)
  - GL101c: Journal Approval

First Published

Thu, 04/01/2021

Last Updated

Mon, 09/22/2025

Printable PDF