

GL-22 Account Monitor Tool

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to view General Ledger (**GL**) dashboards in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to view GL Actual balances in detail, create, and analyze balances by account groups using the Account Monitor found on the General Accounting dashboard.

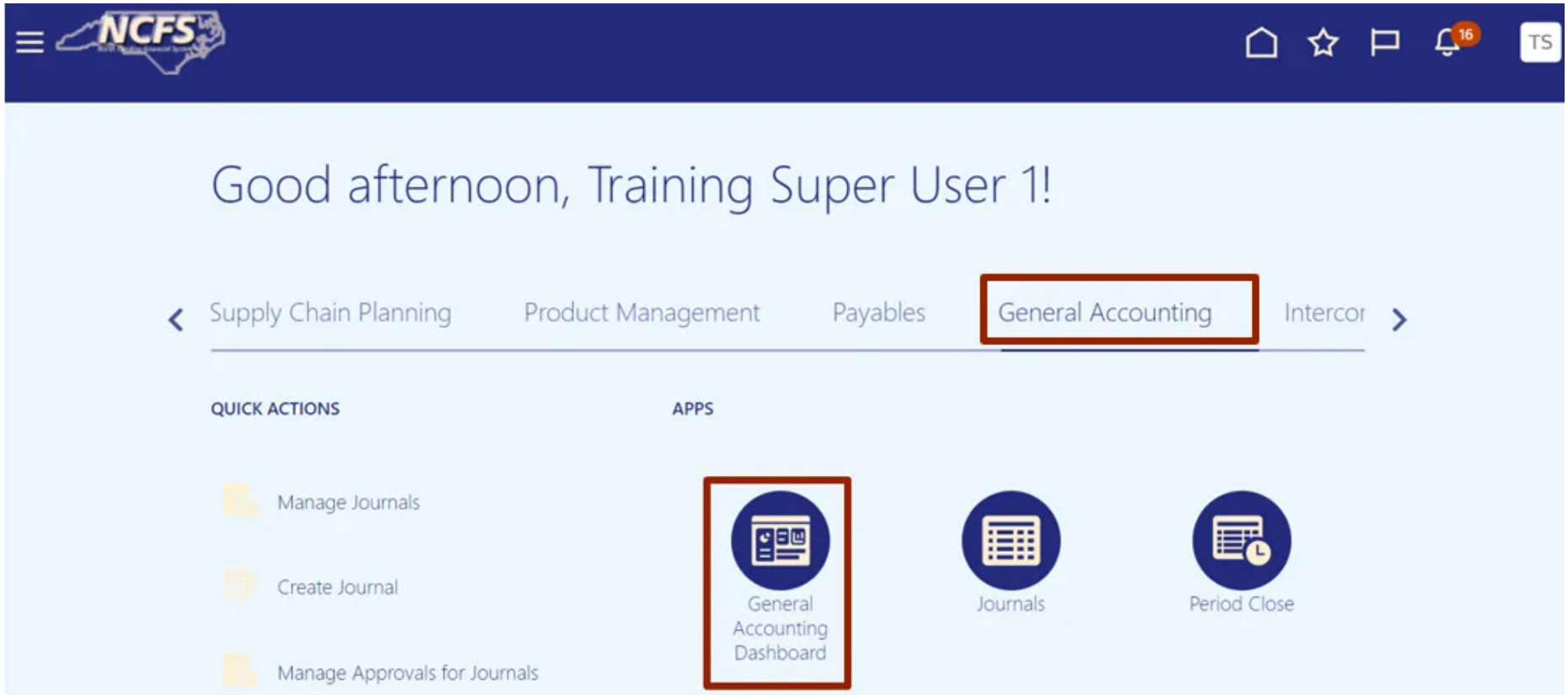
Create and View Balances by Account Groups in General Accounting Dashboard

To create account groups and view balances in the General Accounting dashboard, please follow the steps below. There are 11 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 click the **General Accounting Dashboard** app.

Image



Step 3. Validate the **Data Access Set**. If the desired **Data Access Set** is not already selected, click **Change** link, and select the **Data Access Set**.

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

Image

Data Access Set: NC CASH US [\[Change\]](#)

General Accounting Dashboard

Account Monitor

View ▼ Format ▼

 Detach

Account Group **None**

Currency

Ledger Currency ▼



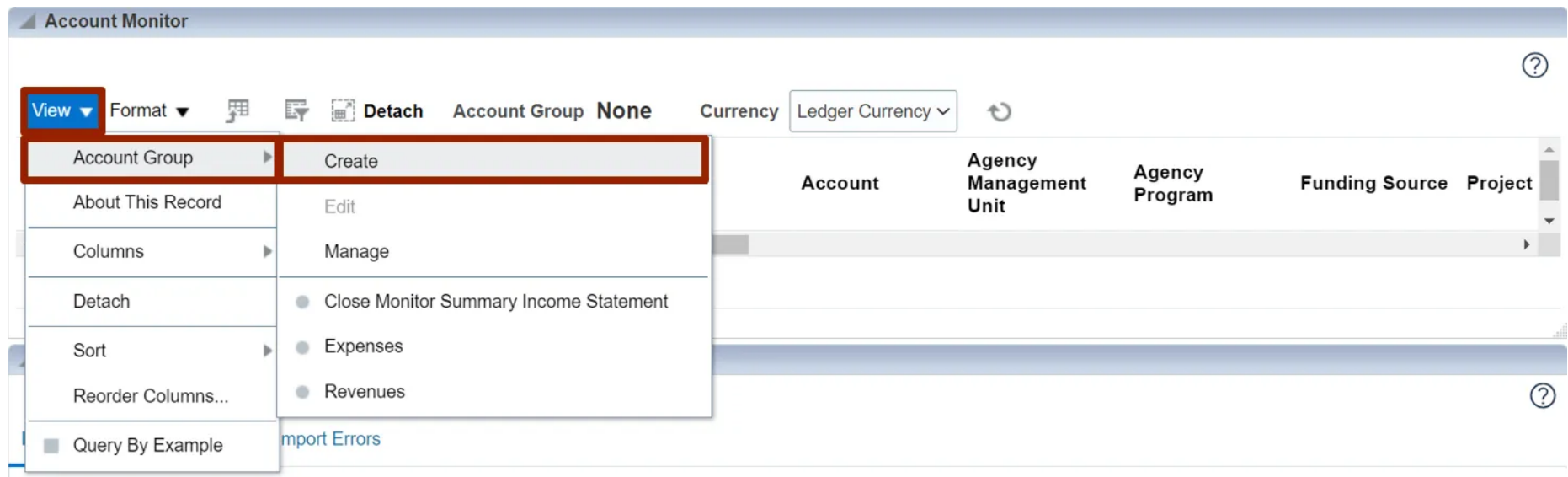


Name	Ledger	Budget Fund	Agency	Account	Agency Management Unit	Agency Program	Funding Source	Project
Columns Hidden 12								



Step 4. Click the **View** menu button drop-down choice list, then select the **Account Group** and **Create** option.

Image



Step 5. On the **Create Account Group** page, enter the required data fields and carefully review all defaulted values and options.

In this example, choose:

- ***Name - Test Group**
- ***Display In - Account Monitor**
- ***Time Option - Accounting period**
- ***Comparison Option - Prior year PTD**
- ***Access - Private**

Image

Create Account Group

Save

Cancel

* Name

Test Group

Description

Owner

Training Super User 1

* Display In

Account Monitor

☒ Set as default

☐ Dynamically derive ledger

* Time Option

☒ Accounting period

☐ Quarter

☐ Year

* Comparison Option

Prior year PTD

* Access

Private

Accounts

View ▼ Format ▼ + Freeze Detach Wrap

Name	* Ledger	* Budget Fund	* Agency	* Account	* Agency Management Unit	* Agency Program

Step 6. In the **Accounts** section, click the **Add** icon.

Image

Accounts

View ▼ Format ▼ Freeze Detach Wrap

Name	* Ledger	* Budget Fund	* Agency	* Account	* Agency Management Unit	* Agency Program

Step 7. Select the applicable choices from the respective drop-down choice lists for the mandatory fields (marked with *).

In this example, choose:

- ***Ledger: NC CASH US**
- ***Budget Fund: 102000**
- ***Agency: 1400**
- ***Account: 57110303**
- ***Agency Management Unit: 0000000**
- ***Agency program: 0000000**

Note: Parent values are available for selection.

Image

Accounts

View ▼ Format ▼ + [] X [] Freeze [] Detach [] Wrap []

Name	* Ledger	* Budget Fund	* Agency	* Account	* Agency Management Unit	* Agency Program
	NC CASH US ▼	102000 ▼	1400 ▼	57110303 ▼	0000000 ▼	0000000 ▼

Step 8. Scroll the bar to the right and continue adding the relevant information by selecting the applicable choices from the respective drop-down choice lists for the mandatory fields (marked with *).

In this example, choose:

- ***Funding Source: 0000**
- ***Project: 0000000000**
- ***Inter Fund: 000000**
- ***Future 1: 0000**
- ***Future 2: 000000**
- ***Future 3: 00000**
- ***Change:** Accept the default value of **Always Display**, or override, based on the requirement.

Image

Accounts

View ▼ Format ▼ + [Icons] Freeze [Icon] Detach [Icon] Wrap

* Funding Source	* Project	* Inter Fund	* Future 1	* Future 2	* Future 3	* Change
0000 ▼	0000000000 ▼	000000 ▼	0000 ▼	000000 ▼	00000 ▼	Always Display ▼

Step 9. Click the Save drop-down choice list and select **Save and Close** option.

Image

Create Account Group

* Name

Description

Owner Training Super User 1

* Display In

☒ Set as default

☐ Dynamically derive ledger

* Time Option ☐ Quarter ☐ Year

* Comparison Option

* Access

Accounts

View ▼ Format ▼ + Freeze Detach Wrap

Name	* Ledger	* Budget Fund	* Agency	* Account	* Agency Management Unit	* Agency Program

Step 10. Click the *View* drop-down choice list and select **Account Group** option to view **Expenses, Revenues**, or the **Account Group** name needed.

In this example, choose **Expenses**.

Image

General Accounting Dashboard

View

Format

Detach

Account Group

About This Record

Columns

Detach

Sort

Reorder Columns...

Query By Example

Create

Edit

Manage

Close Monitor Summary Income Statement

Expenses

Revenues

Test Group

Account

Expenses

Ledger

NC CASH US

Comparison Option

Prior year YTD

Period

Jul-19

Currency

Ledger Currency

Account	Agency Management Unit	Agency Program	Funding Source	Project	Inter Fund	Future 1	
and-All...	51099999	All Agency Mgm...	All Agency Prog...	All Funding Sou...	All Project Values	All Inter Fund V...	All Future 1

View

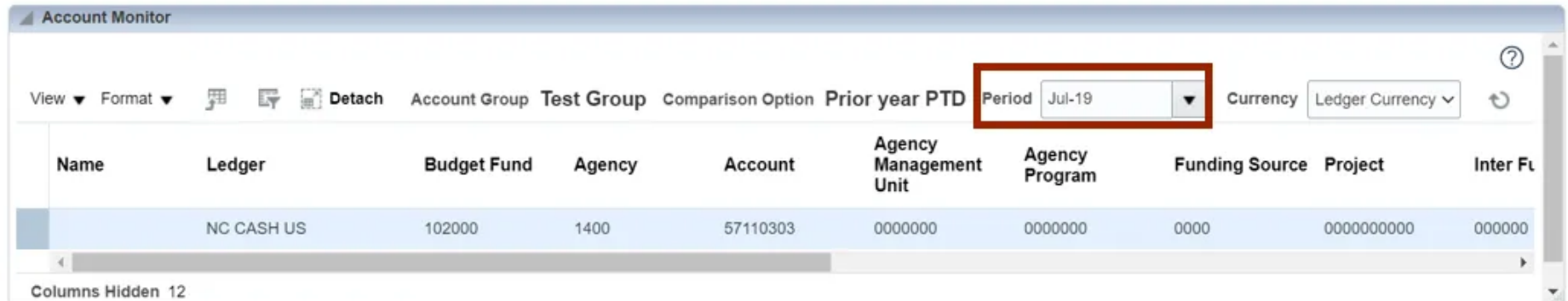
Detach

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Accounting Period	Batch Number	Descrip
Rejected	-78,882.02 USD	-78,882.02 USD	IC Transfer Out	1000 DEPARTMENT ...	1000 INTERNAL DEP...		Oct-22	109282	trans 63
Rejected	-4,355,547.85 USD	-4,355,547.85 USD	IC Transfer Out	U650 INTERNAL EAS...	U650 EAST CAROLI...		Apr-23	109521	T035 00

Step 11. Validate the displayed information on the **General Accounting Dashboard** page, selecting a different **Accounting Period** or different **View** if desired.

Image

General Accounting Dashboard



The screenshot shows the 'Account Monitor' window. At the top, there are tabs for 'View', 'Format', and 'Detach'. Below these are filters for 'Account Group', 'Test Group', 'Comparison Option', and 'Prior year PTD'. A 'Period' dropdown menu is highlighted with a red box, showing 'Jul-19'. To its right is a 'Currency' dropdown set to 'Ledger Currency'. Below the filters is a table with the following columns: Name, Ledger, Budget Fund, Agency, Account, Agency Management Unit, Agency Program, Funding Source, Project, and Inter F. The table contains one row of data: NC CASH US, 102000, 1400, 57110303, 0000000, 0000000, 0000, 0000000000, and 000000. At the bottom left, it says 'Columns Hidden 12'.

Name	Ledger	Budget Fund	Agency	Account	Agency Management Unit	Agency Program	Funding Source	Project	Inter F
NC CASH US		102000	1400	57110303	0000000	0000000	0000	0000000000	000000

Wrap-Up

The user will be able to view general ledger dashboards using the steps above to create and view balances by account groups using the general accounting dashboard in NCFS.

Additional Resources

- Instructor-Led Training (WBT)
 - [GL100c: Journal Entry \(vILT\)](#)
- Web Based Training (WBT)
 - [GL001: GL Journal Inquiry \(WBT\)](#)

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