

GL-35 Inquire on Detail Balances

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.

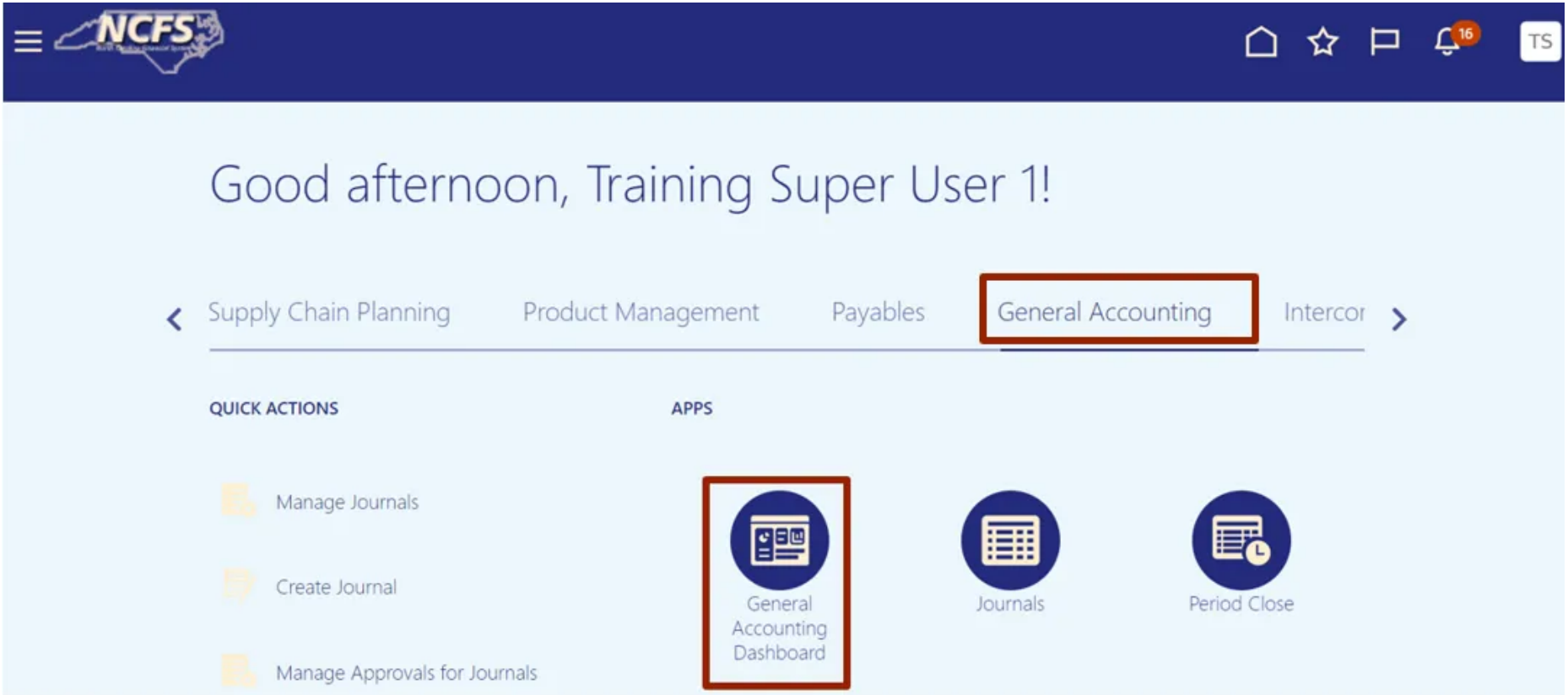
Inquire on GL Account Balances

To inquire on GL Account Balances in NCFS, please follow the steps below. 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 select the **General Accounting Dashboard** app.

Image



Step 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**.

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 **Tasks** icon, and click **Inquire on Detail Balances**.

Image

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

General Accounting Dashboard

Account Monitor

View ▼ Format ▼    Detach

Account Group Test Group Comparison Option Prior year PTD Period Jun-22 ▼ 

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

Intercompany Transactions

[Requiring Attention](#) [New](#) [Import Errors](#)

Journals

- [Manage Journals](#)
- [Create Journal](#)
- [Create Journal in Spreadsheet](#)
- [Import Journals](#)
- [Manage Approvals](#)

Period Close

- [Manage Accounting Periods](#)
- [Revalue Balances](#)
- [Translate Balances](#)
- [Close Monitor](#)

Inquiry and Reporting

- [Inquire and Analyze Balances](#)
- [Inquire on Detail Balances](#)

Planning and Budgeting

- [Create Budgets in Spreadsheet](#)
- [Correct Budget Import Errors](#)

Step 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**

Image

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

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

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.

Step 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.

Image

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

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

Image

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

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

Image

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
					Debit	Credit	Del
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

Step 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	Currency	USD US Dollar		
Description	Journal Import 1850509:	Conversion Date	12/1/22		
* Ledger	NC CASH US	Conversion Rate Type	User		
Accounting Date	12/1/22	Conversion Rate	1		
* Category	Purchase Invoices	Inverse Conversion Rate	1		

Image

Subledger Journal Lines

[Done](#)

Ledger NC CASH US

Journal Source Payables

Account 9000-199780-00007000-0602010-0000000-0000-00000000000-000000-0000-000000-000000

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	Transaction 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

▶ 9000-199780-00007000-0602010-0000000-0000-00000000000-000000-0000-000000-000000: Transaction Information

[View Transaction](#)

Step 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.

Image

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)
 - [GL100c: Journal Entry \(vILT\)](#)

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

First Published

Fri, 07/28/2023

Last Updated

Wed, 08/06/2025

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