

GL-50 Inquire Detail Balance

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide step-by-step instruction on how to inquire on detail balances in the North Carolina Financial System (**NCFS**).

Introduction and Overview

The Inquire on Detail Balances segment allows users to review account balances and the transactions impacting them within a specific timeframe in NCFS. This QRG also provides instructions on saving frequently used search parameters for easier access.

Inquire on Detail Balances

To Inquire on Detail Balances in NCFS, please follow the steps below. There are 13 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 select the **General Accounting Dashboard** app.

Image

Good evening, GL Journal Entry Main!

General Accounting

Tools

Others

QUICK ACTIONS

 Manage Journals

 Create Journal



APPS

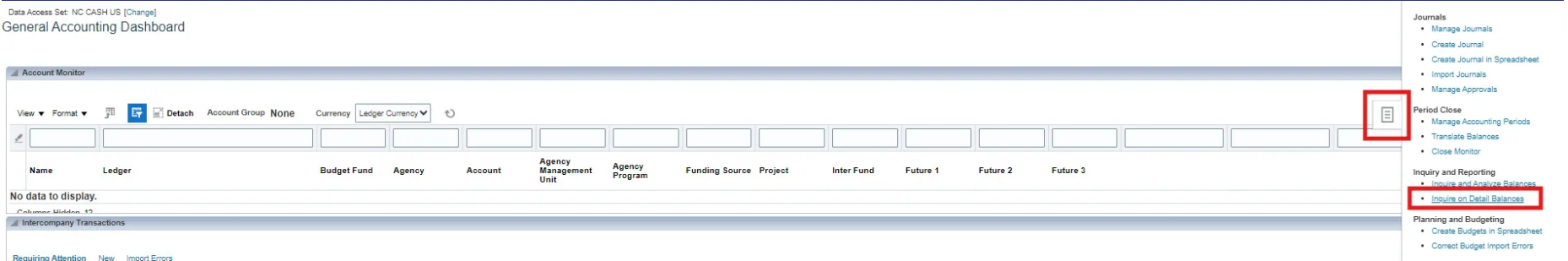
 General Accounting Dashboard

 Journals

 Period Close

Step 3. On the **General Accounting Dashboard** page, click the **Tasks** icon and select **Inquire on Detail Balances** from the **Tasks** pane.

Image



User Tip: Users entering this screen for the first time, might have to select Data Access Set (top left corner) if it does not default to NC Cash US.

Step 4. Enter the desired search parameters then click search.

Image

NCFS

Data Access Set: NC CASH US [Change]

Inquire on Detail Balances

▲ Search

* Ledger or Ledger Set	NC CASH US	▼	* Agency	1400	▼	* Project	All Project Values	▼
* From Accounting Period	Dec-24	▼	* Budget Fund	All Budget Fund Values	▼	* Inter Fund	All Inter Fund Values	▼
* To Accounting Period	Dec-24	▼	* Account	53110000	▼	* 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**

Note: You can save frequently used searches by clicking save, name the search, and click ok. You will find your saved search parameter under saved searches on your Inquire on Detail Balances screen.

User Tip: Data Access Set (top left corner) and Ledger or Ledger Set must be the same to ensure hyperlinks work in the following steps.

Step 5. Under your search results, click on the **Period Activity (USD)** Hyperlink to view additional transaction details.

Image
Search Results

View ▾ Format ▾ Freeze Detach Wrap

Account	Agency Mgmt Unit	Agency Program	Funding Source	Project	Inter Fund	Future 1	Future 2	Future 3	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
53110000	1401000	0000000	0000	0000000000	000000	0000	000000	00000	5,285.01	4,393.03	9,678.04
53110000	1401000	0000000	1000	0000000000	000000	0000	000000	00000	0.00	0.00	0.00
53110000	1402000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	0.00	0.00
53110000	1402456	0000000	0000	0000000000	000000	0000	000000	00000	0.00	0.00	0.00
53110000	1406200	0000000	0000	0000000000	000000	0000	000000	00000	0.00	0.00	0.00
53110000	1406200	0000000	1000	0000000000	000000	0000	000000	00000	0.00	0.00	0.00

Note: If several journals appear under the **Search Results**, determine the relevant Accounting Period, and select the Journal associated to that period.

User Tip: Users can export desired data to Excel by selecting the **Export All to Excel** icon.

Step 6. The journal information appears, displaying the Journal Batch, Journal Name, and amounts. To view detailed journal information, click the journal hyperlink.

Image

Data Access Set: NC CASH US

Journal Lines: 1400-102000-53110000-1401000-0000000-0000-0000000000-000000-0000-0000000-000000

Ledger NC CASH US

Account Description OFFICE OF THE STATE CONTROLLER-OSC 1000 OFFICE OF STATE CONTROLLER BC 14180-GENERAL OFFICE SUPPLIES-ADMINISTRATION - OSC-DEFAULT AGENCY PROGRAM-UNDESIGNATED-DEFAULT PROJECT-DEFAULT BUDGET FUND-DEFAULT Future 1-DEFAULT Future 2-DEFAULT Future 3

View ▾ Format ▾ Freeze Detach Wrap

Journal Batch	Journal	Line	Accounting Date	Source	Category	Entered		Accounted (USD)	
						Debit	Credit	Debit	Credit
Payables A 5528860000004 5528945 N	04-12-2024 Payments	100	12/4/24	Payables	Payments	442.85 USD		442.85	
Payables A 5555901000001 5555907 N	11-12-2024 Payments	9	12/11/24	Payables	Payments	198.75 USD		198.75	
Payables A 5574213000004 5574293 N	11-12-2024 Payments	288	12/11/24	Payables	Payments	4,152.05 USD		4,152.05	
Payables A 5574213000004 5574293 N	11-12-2024 Payments	287	12/11/24	Payables	Payments		398.82 USD		398.82

Note: You can continue drilling down to retrieve additional information by selecting a Hyperlink on any item that is blue.

Step 7. Click **Done** to return to Inquiry on Detail Balances Screen.

Image

Data Access Set: NC CASH US

Journal Lines: 1400-102000-53110000-1401000-0000000-0000-0000000000-000000-0000-000000-00000

Done

Ledger NC CASH US

Account Description OFFICE OF THE STATE CONTROLLER/OSC 1000 OFFICE OF STATE CONTROLLER BC 14180-GENERAL OFFICE SUPPLIES-ADMINISTRATION - OSC-DEFAULT AGENCY PROGRAM-UNDESIGNATED/DEFAULT PROJECT-DEFAULT BUDGET FUND-DEFAULT Future 1-DEFAULT Future 2-DEFAULT Future 3

View Format Freeze Detach Wrap

Journal Batch	Journal	Line	Accounting Date	Source	Category	Entered		Accounted (USD)	
						Debit	Credit	Debit	Credit
Payables A 5528890000004 5528945 N	04-12-2024 Payments	100	12/4/24	Payables	Payments	442.85 USD		442.85	
Payables A 5506901000001 5506907 N	11-12-2024 Payments	9	12/11/24	Payables	Payments	198.75 USD		198.75	
Payables A 5574213000004 5574293 N	11-12-2024 Payments	266	12/11/24	Payables	Payments	4,152.05 USD		4,152.05	
Payables A 5574213000004 5574293 N	11-12-2024 Payments	267	12/11/24	Payables	Payments		398.82 USD		398.82

Step 8. To save search parameters that are frequently used, from the **Inquire on Detail Balances** screen select **Save**.

Image

Inquire on Detail Balances

▲ Search

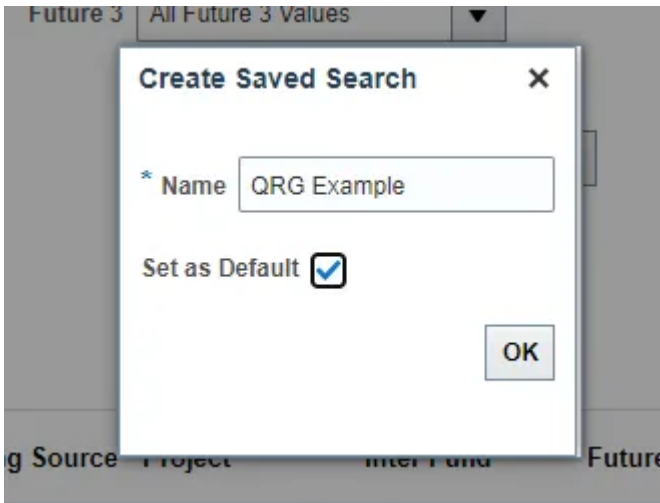
* Ledger or Ledger Set	NC CASH US	▼	* Agency	1400	▼	* Project	All Project Values	▼
* From Accounting Period	Dec-24	▼	* Budget Fund	All Budget Fund Values	▼	* Inter Fund	All Inter Fund Values	▼
* To Accounting Period	Dec-24	▼	* Account	53110000	▼	* Future 1	All Future 1 Values	▼
* Currency	USD	▼	* Agency 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

Step 9. Name the search and select OK.

Image



Note: You can check “Set as Default” to save these parameters as your default on the Inquire on Detail Balances screen.

Step 10. Saved searches appear under the Saved Search dropdown.

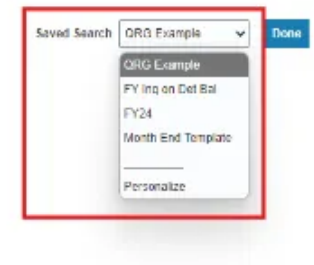
Image

Data Access Set: NC CASH US [Change]

Inquire on Detail Balances

Search

* Ledger or Ledger Set	NC CASH US	* Agency	1400	* Project	All Project Values
** From Accounting Period	Dec-24	* Budget Fund	All Budget Fund Values	** Inter Fund	All Inter Fund Values
** To Accounting Period	Dec-24	* Account	53110000	* Future 1	All Future 1 Values
* Currency	USD	* Agency Mgmt Unit	All Agency Mgmt Unit Values	* 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		

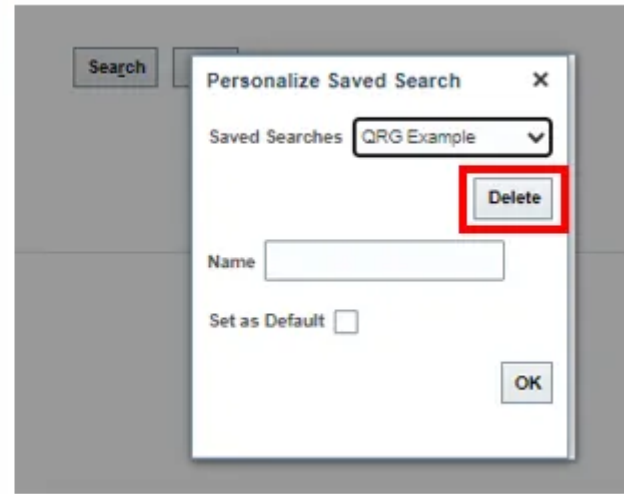
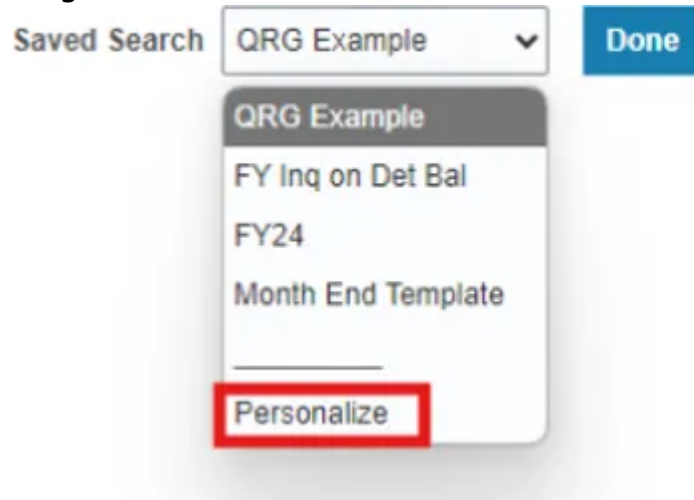


Step 11. To **Delete** an existing saved search:

1. Inquire on Detail Balances screen

2. Select **Personalize** under **saved search**
3. Select the saved search from the dropdown menu
4. Click **Delete**

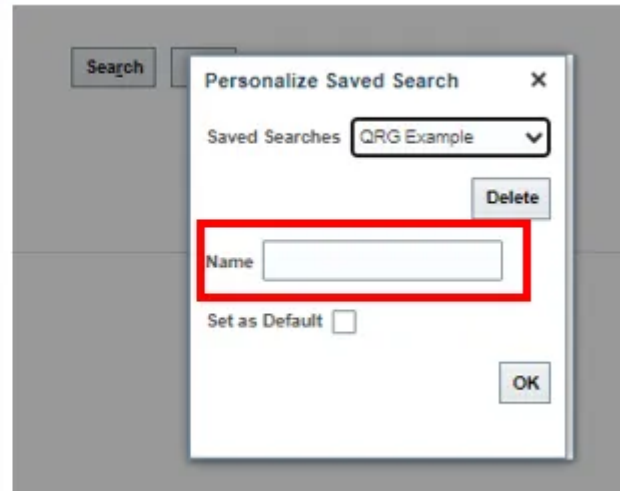
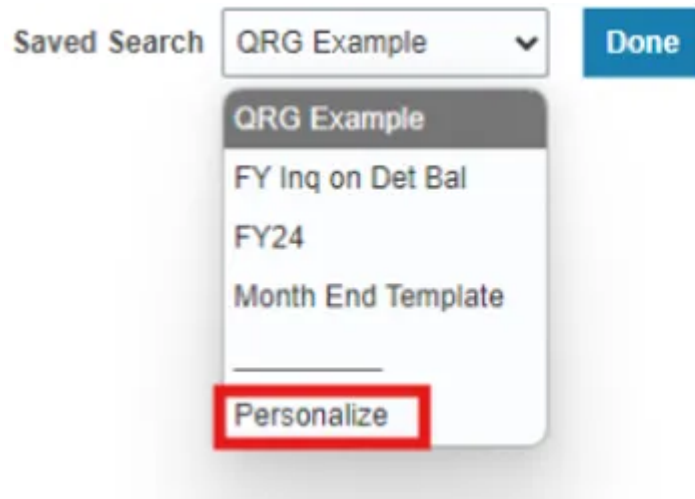
Image



Step 12. To **Edit** the *naming convention* for an existing saved search:

1. Inquire on Detail Balances screen
2. Select **Personalize** under **saved search**
3. Select the saved search from the dropdown menu
4. Edit the Name and click **OK**

Image

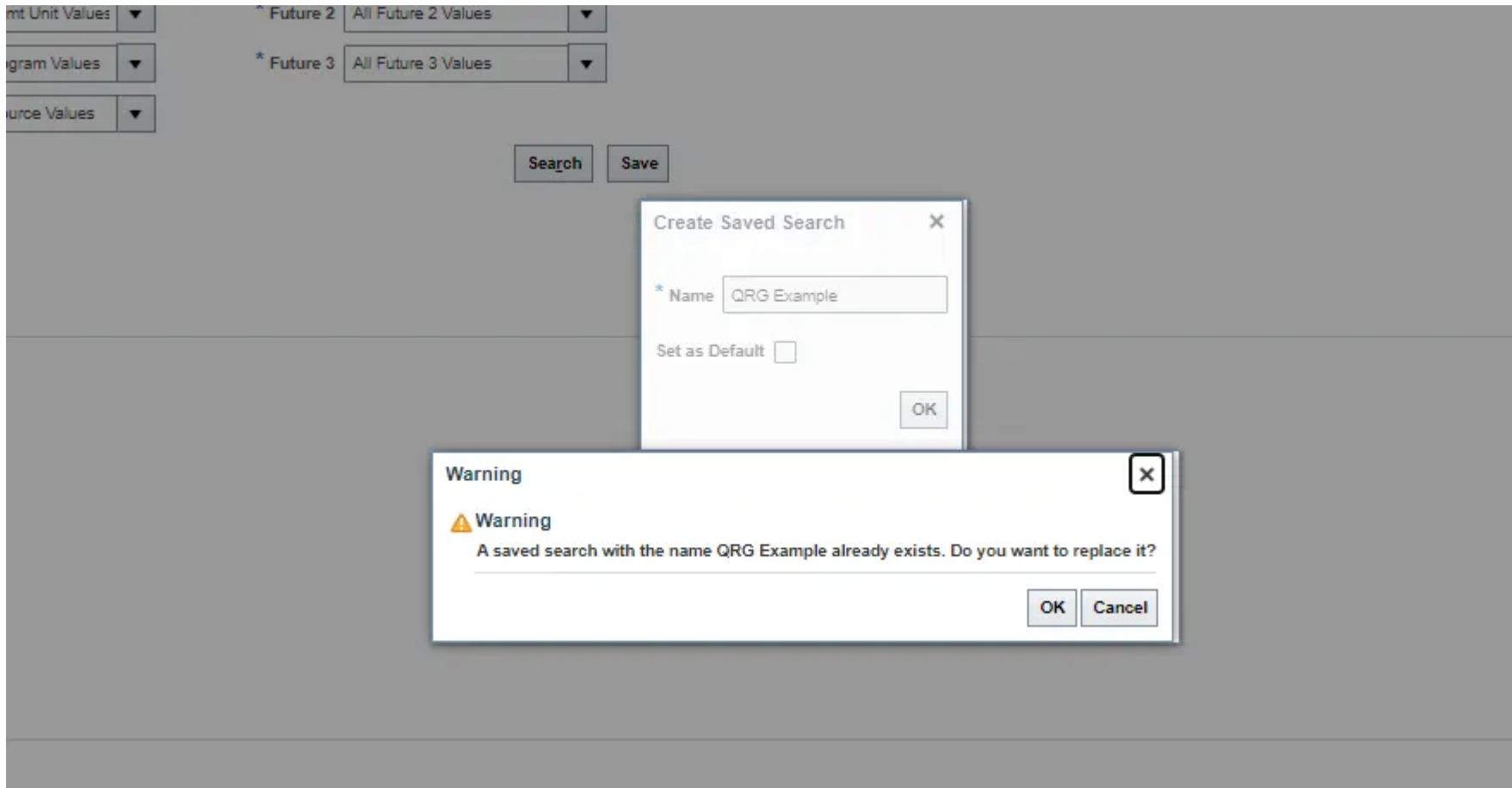


Note: This does not change your saved parameters, only the naming convention.

Step 13. To **Update** the *parameters* on an existing search:

1. Inquire on Detail Balances screen
2. Update your parameters and select **Save**
3. Name the same as the existing search you are updating
4. Warning pop up – Click **OK** to override old parameters.

Image



Wrap-Up

Users can review all balances and corresponding transactions (deposits, disbursements, and transfers) using Inquire on Detail Balances screen. Drilldown functionality allows users to view additional details including original journals and payments. They can also save search parameters that are frequently used.

Additional Resources

- Instructor Led Training (vILT)
 - [GL100c: Journal Entry](#)
- Quick Reference Guides (QRG)
 - [CM-03: Generate Cash Availability Report](#)

First Published

Tue, 01/07/2025

Last Updated

Thu, 08/07/2025

[View PDF](#)