GL Inquiry: Reviewing Balances in NCFS

Quick Reference Guide BUD-10

BUD

The purpose of this Quick Reference Guide is to provide step-by-step instructions on how to review balances in the North Carolina Financial System (NCFS).

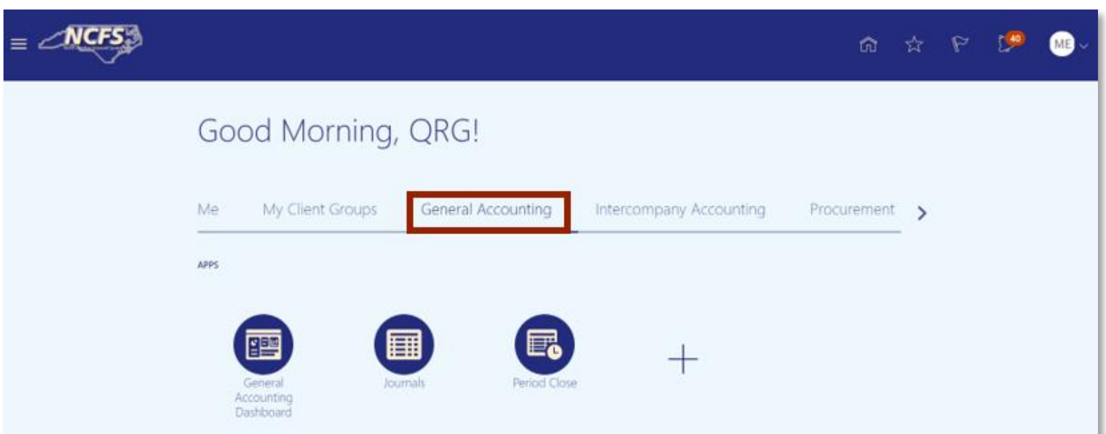
Overview

Users can query for General Ledger (GL) account balances and can drill down to view additional transaction details. The account balances capture all transactions including, but not limited to deposits, disbursements, and intercompany/intracompany transfers.

Reviewing Account Balances in NCFS

To review account balances in NCFS, please follow the steps below.

1. Access the Home Page and click the **General Accounting** icon.

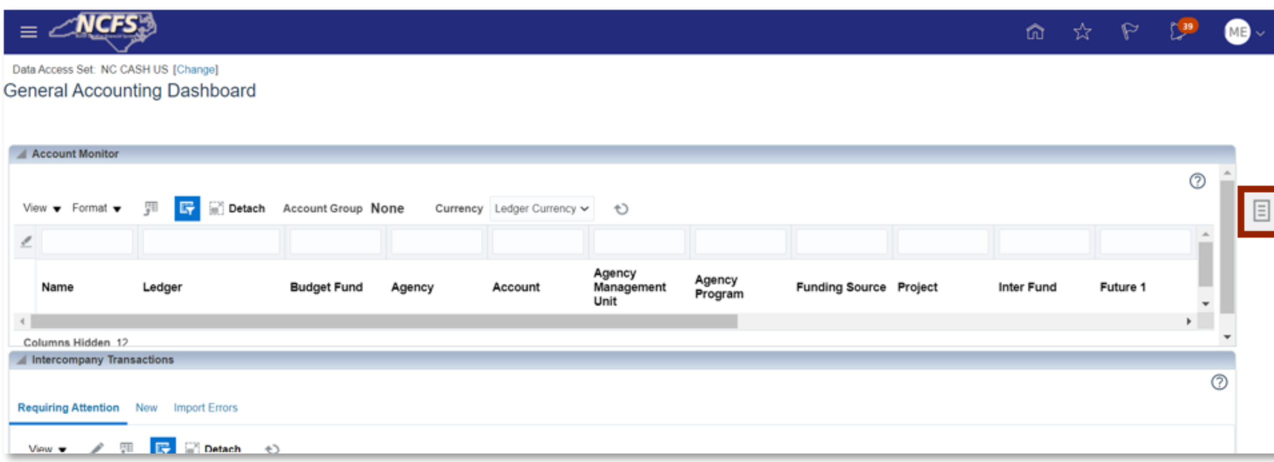


The General Accounting icon on the NCFS Homepage

2. Click the **General Accounting Dashboard**.

General Accounting Dashboard app

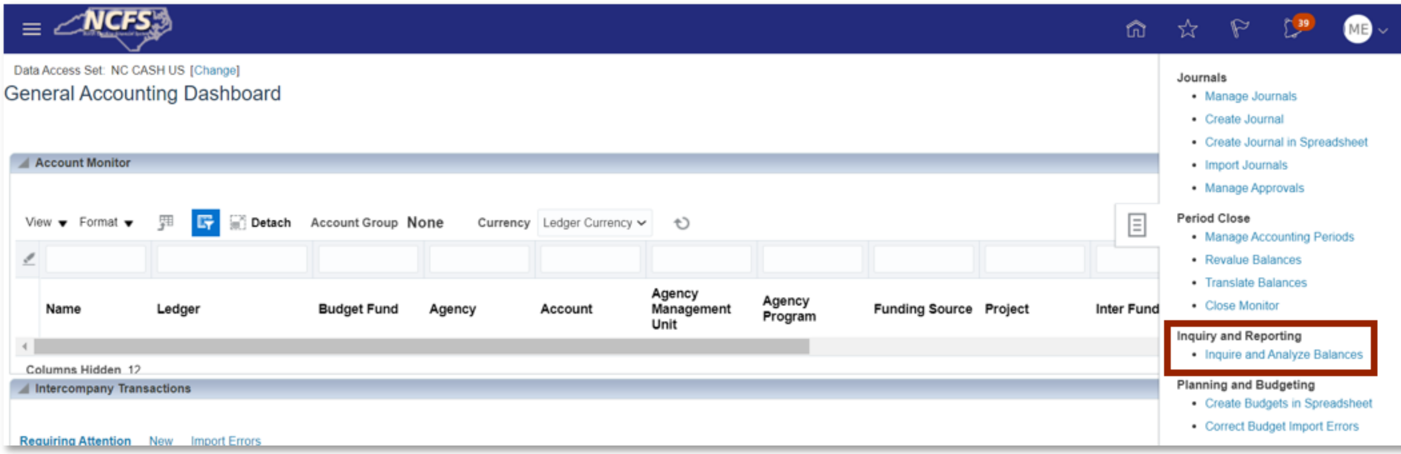
3. Click the **Tasks** icon to open the task list.



The Task list on the General Accounting Dashboard

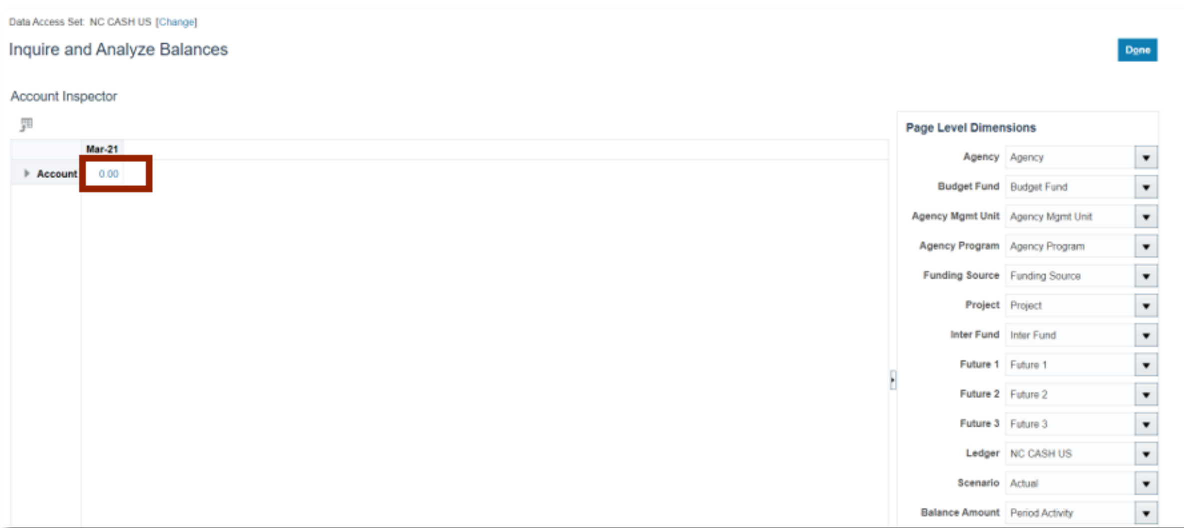
User Tip: Users entering this screen for the first time, might have to select Data Access Set (top left corner) if it does not default to NC Cash US.

4. Click **Inquire and Analyze Balances**.



Inquire and Analyze Balances in the Task List

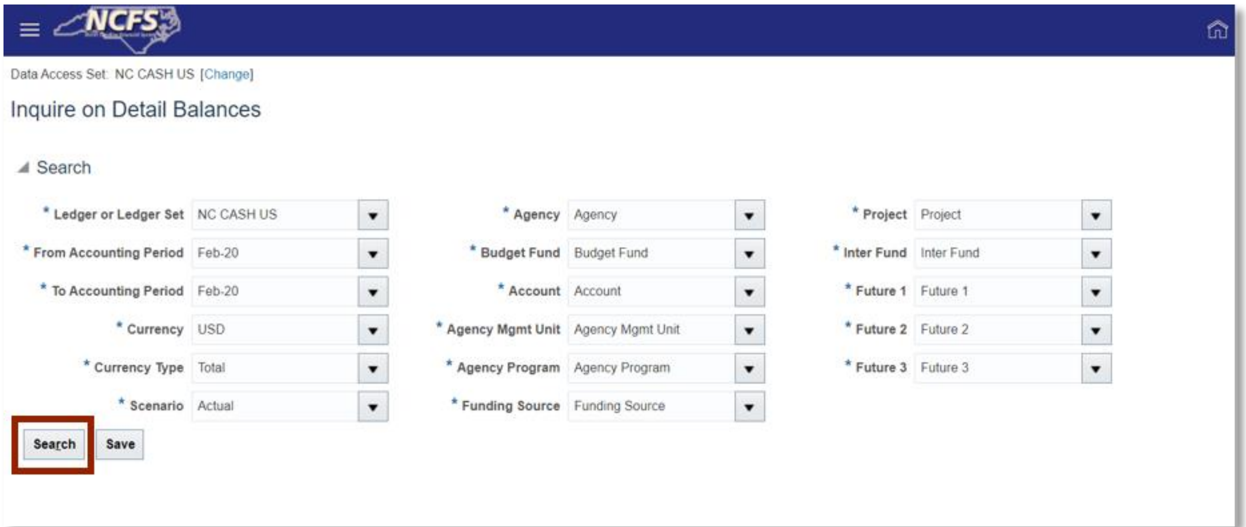
5. Click the Amount Hyperlink to the right of Account.



Account Hyperlink

User Tip: On the right side of the screen, users can change the Page Level Dimensions to analyze balances by different Points of Views (POV).

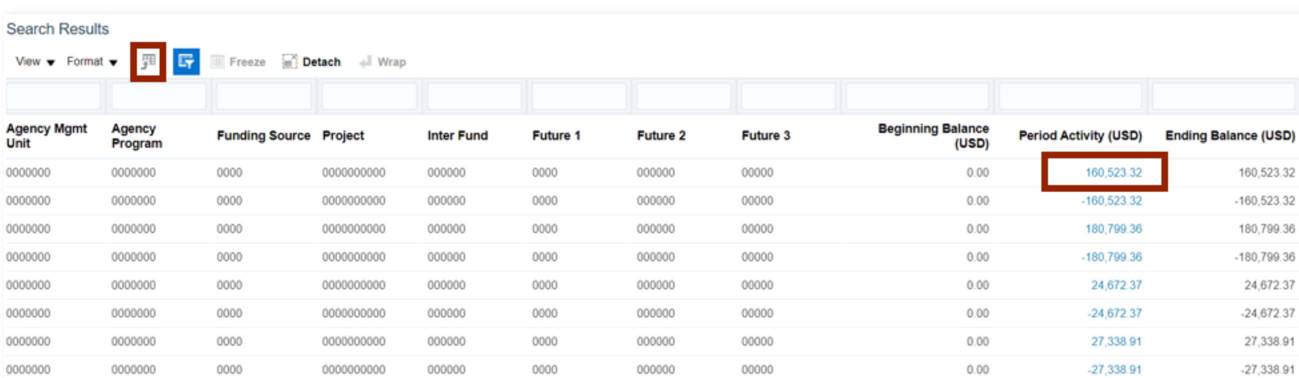
6. Enter the desired search parameters. Then click [SEARCH].



Detail Balances Search Parameters

User Tip: Users can click "Save" to save the search criteria for future use.

7. Scroll to the right and click the Period Activity (USD) Hyperlink to view additional transaction details. If necessary, export the desired data into Excel.

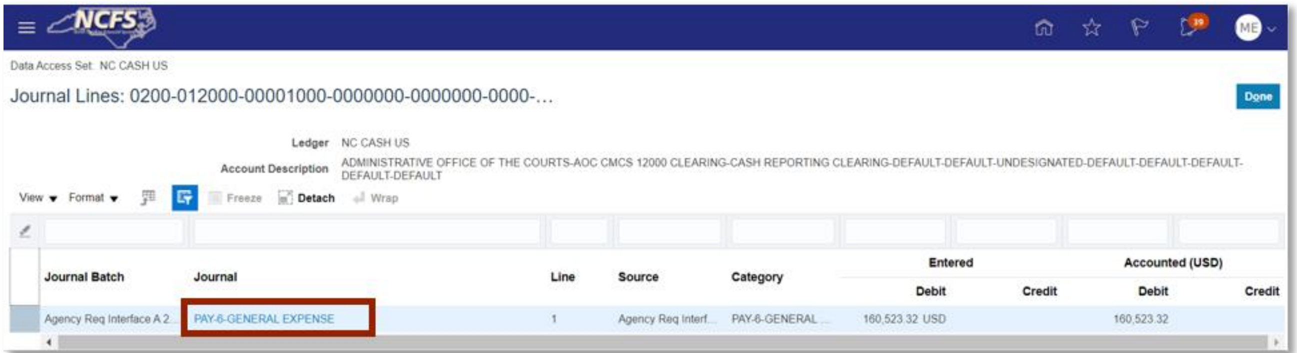


Agency Mgmt Unit	Agency Program	Funding Source	Project	Inter Fund	Future 1	Future 2	Future 3	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
0000000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	160,523.32	160,523.32
0000000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	-160,523.32	-160,523.32
0000000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	180,799.36	180,799.36
0000000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	-180,799.36	-180,799.36
0000000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	24,672.37	24,672.37
0000000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	-24,672.37	-24,672.37
0000000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	27,338.91	27,338.91
0000000	0000000	0000	0000000000	000000	0000	000000	00000	0.00	-27,338.91	-27,338.91

Period Activity (USD) Hyperlink

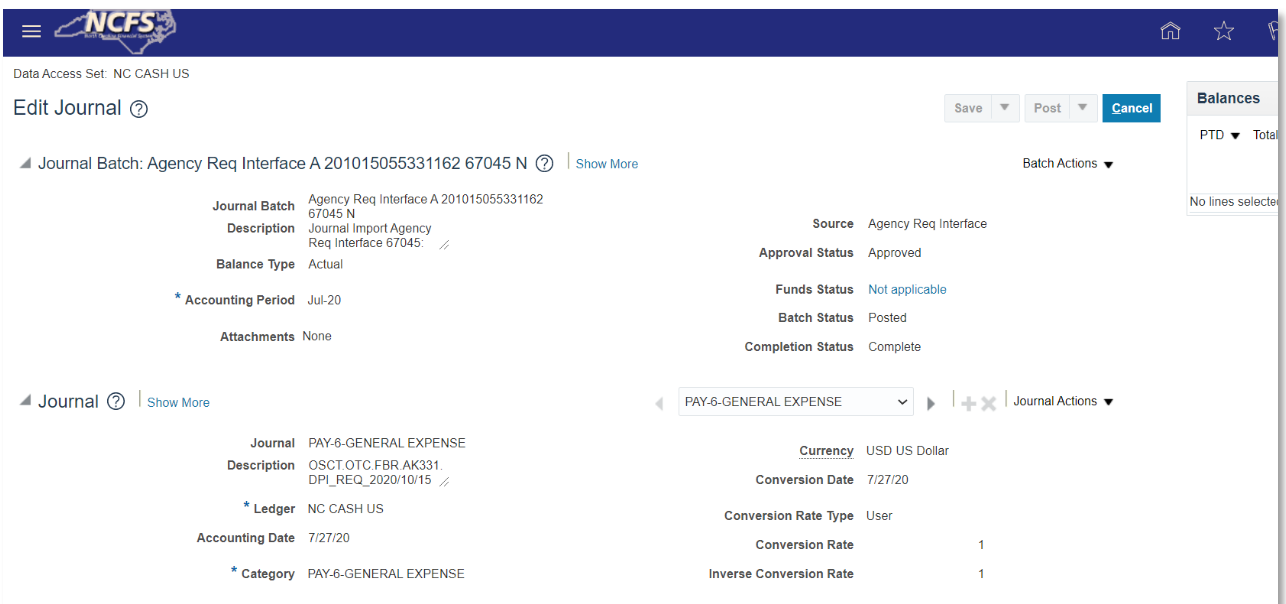
User Tip: If exporting data to Excel, be aware some values may show more than 2 decimal places. This is a known issue between Oracle and Microsoft Excel. The underlying data in the system is two decimal places.

8. The Journal information appears, displaying the **Journal Batch**, **Journal Name** and **Debit amount**. To view additional journal information, click the Journal Hyperlink.



Journal Line Information

9. Review the additional journal transaction details.



Additional Journal Details.

Wrap Up

Users can review all balances and corresponding transactions (deposits, disbursements, and transfers) using this navigation. The drilldown functionality allows users to view additional details including the original journal information.

Additional Resources

For more information on reviewing balances, please review the following materials:

Web Based Training (WBT)

- None

Instructor Led Training (ILT)

- GL 100: Journal Entry

Quick Reference Guides (QRGs)

- Cash Availability Report