



ACCOUNT MONITOR TOOL

GL

QUICK REFERENCE GUIDE GL-22

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).

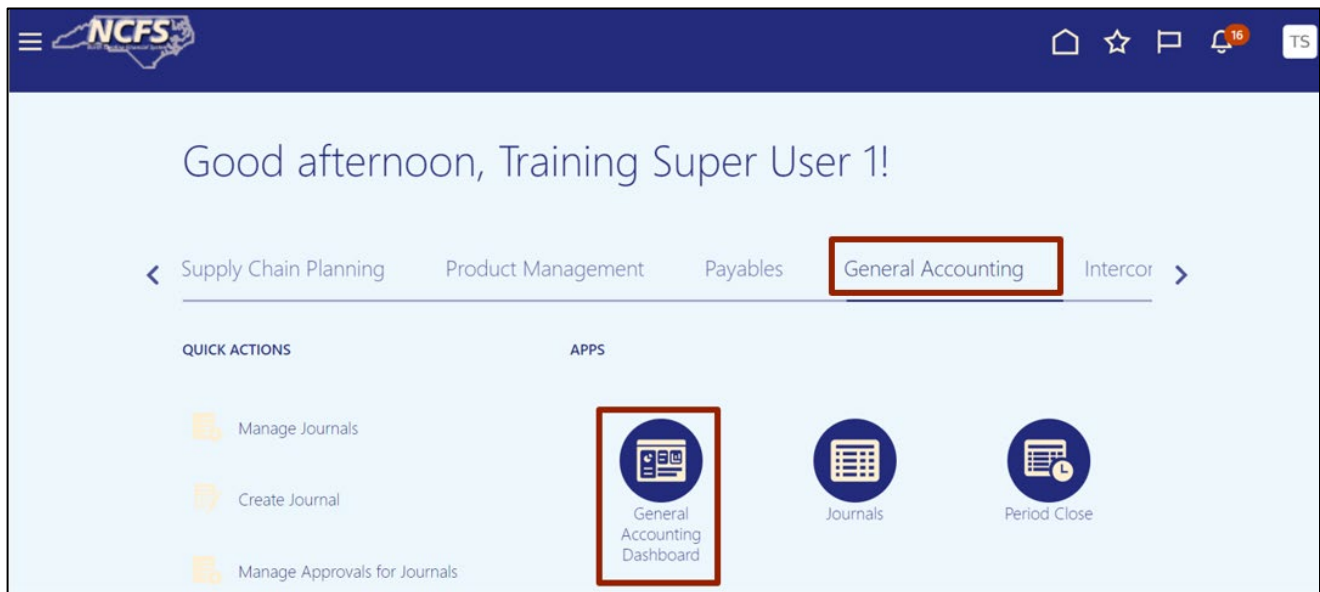
Introduction and Overview

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

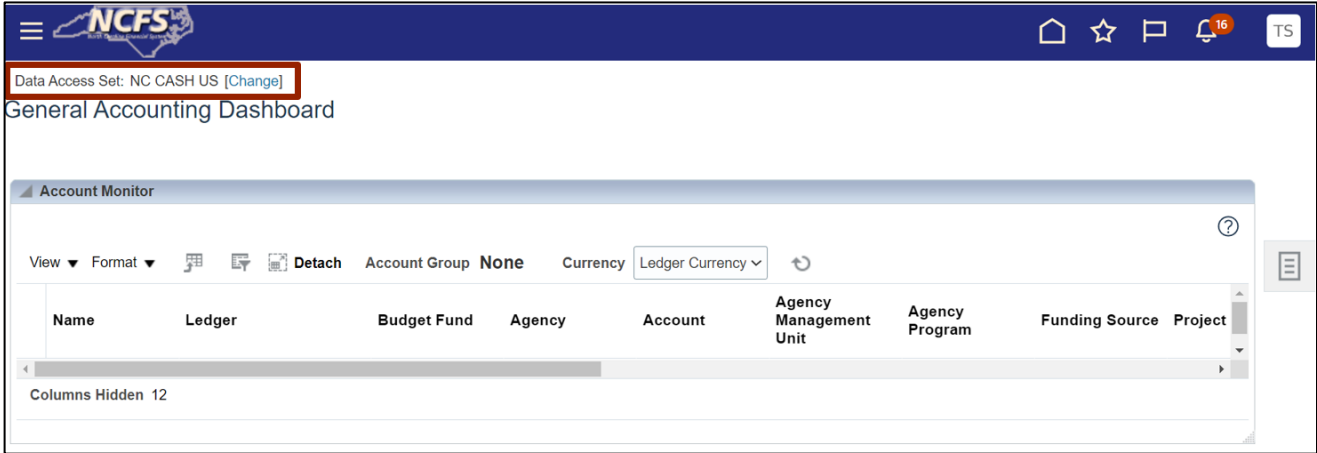
To create account groups and view balances in the General Accounting dashboard, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home Page**, click the **General Accounting** tab and then click the **General Accounting Dashboard** app.

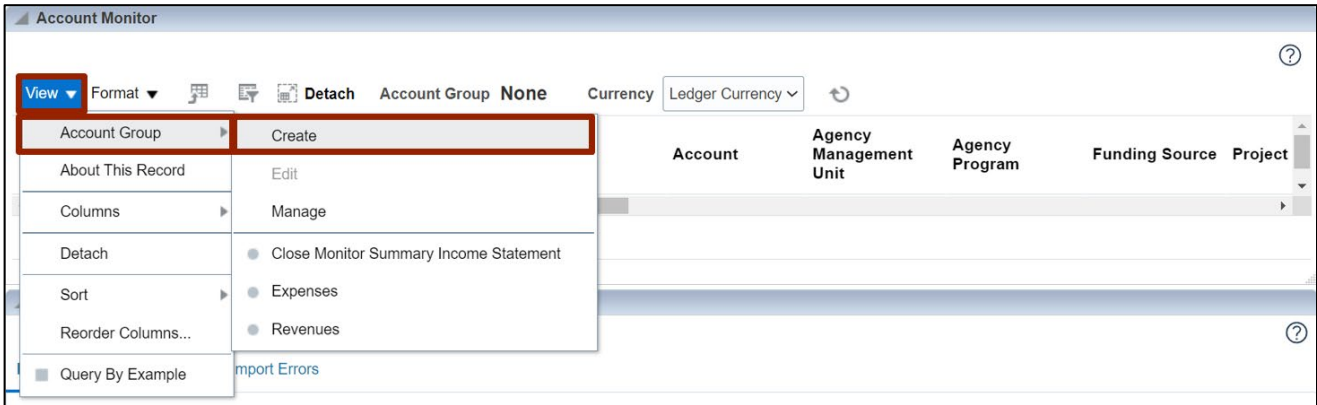


3. Validate the **Data Access Set**. If the desired **Data Access Set** is not already selected, click **Change** link, and select the **Data Access Set**.

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



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



- 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**

- In the **Accounts** section, click the **Add** [+] icon.

- 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.

The screenshot shows the 'Accounts' form with the following fields selected and highlighted by a red box:

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

- 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.**

The screenshot shows the 'Accounts' form with the following fields selected and highlighted by a red box:

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

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

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**.

Data Access Set: NC CASH US [Change]

General Accounting Dashboard

Account Monitor

View Format Detach Account Expenses Ledger NC CASH US Comparison Prior year YTD Period Jul-19 Currency Ledger Currency

Account Group Create

About This Record Edit

Columns Manage

Detach Close Monitor Summary Income Statement

Sort Expenses Revenues Test Group

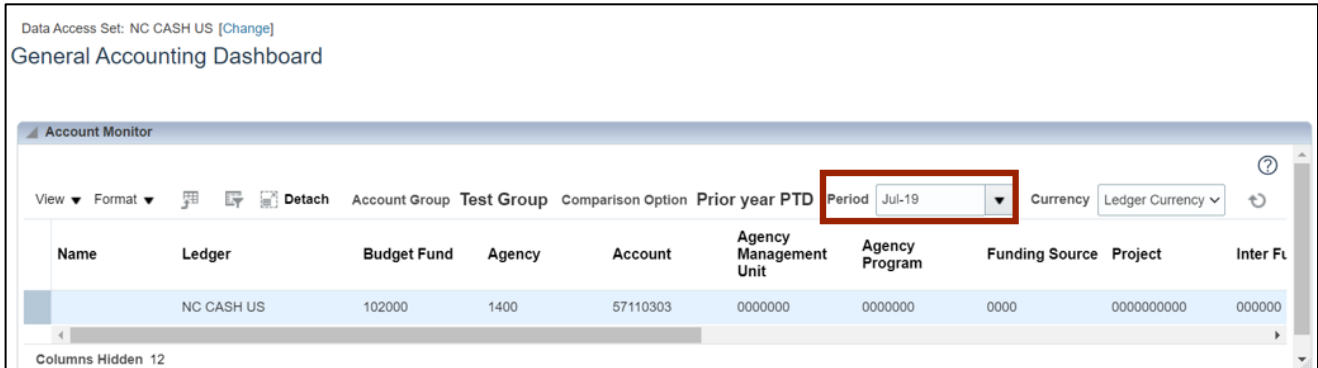
Reorder Columns...

Query By Example

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

Transaction Status	Transaction Amount	Accounted Amount	Transaction Type	Provider	Receiver	Issue	Accounting Period	Batch Number	Description
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

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



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)

- GL100b: Journal Entry (vILT)
- GL100c: Journal Entry (vILT)

Web Based Training (WBT)

- GL001: GL Journal Inquiry (WBT)