

INQUIRE ON DETAIL BALANCE

QUICK REFERENCE GUIDE GL-50

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 the North Carolina Accounting System (**NCFS**). This Quick Reference Guide (**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:

- 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 select the **General Accounting Dashboard** app.



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

Data/Joness Ser 10C CARFU 10 Drought General Accounting Dashboard	Journals Manage Journals Create Journal Create Journal in Spreadsheet
A Account Monitor	Import Journals
Veer + Former + J C Colesch Account Group None Currency 4	Manage Approvals Period Close Manage Accounting Periods Translate Balances Close Monitor Inquiry and Reporting Inquire and Analyze Balances
No data to display.	 Inpuire on Detail Balances
Polance Idda 19 Antonio Particularia Antonio Antoni	Planning and Budgeting
Residue Martino, Nay Incor Encs	Create Budgets in Spreadsheet Correct Budget Import Errors

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. Enter the desired search parameters then click search.

≡ NCFS									
Data Access Set: NC CASH US	[Change]								
Inquire on Detail Ba	alances								
A 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	•]	_		
							[Sea <u>r</u> ch	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.



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

Search Results											
View v Format v	严 🖙 🗉	Freeze 🛒 Deta	ch 📣 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	000000000	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 [\mathbb{P}] icon.

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

Data	Access Set: NC CASH US										
Jou	umal Lines: 1400-102000-53110000-	1401000-0000000-	0000-00000000-00000-0000-00000-00000								Dgne
14-											
1	Treeze gjoros										
	Journal Batch	lournal		Line Assessmentions Data	Accounting Data Source	Source	Catagony	Entered		Accounte	d (USD)
		ood mar		~ `	Accounting out	ooaree	category	Debit	Credit	Debit	Credit
	Payables A 55288880000004 5528945 N	04-12-2024 Payments	1	00	12/4/24	Payables	Payments	442.85 USD		442.85	
	Payables A 5565901000001 5565907 N	11-12-2024 Payments	8		12/11/24	Payables	Payments	198.75 USD		198.75	
	Payables A 5574213000004 5574293 N	11-12-2024 Payments	2	66 1	12/11/24	Payables	Payments	4,152.06 USD		4,152.05	
	Payables A 5574213000004 5574283 N	11-12-2024 Payments	2	87 1	12/11/24	Payables	Payments		398.62 USD		398.62

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

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

Data	Access Set: NC CASH US									J
Jou	mal Lines: 1400-102000-53110000-	1401000-0000000-0000-0000000-00000-00000-0000								Dgne
		Ledger NC CASH US								
		Account Description OFFICE OF THE STATE CONTROLLER-OSC 1000 OFFICE OF STATE CONTROLLER BC 14100-GENER	AL OFFICE S	SUPPLIES-ADMINISTRATION -	OSC-DEFAULT AGENCY PROGRAM	UNDESIGNATED-DEFAULT PROJECT-DEFAULT BUDGET FUND-D	EFAULT Future 1-DEFAULT Fut	ure 2-DEFAULT Fut	ure 3	
Ve	w 🕶 Format 🕶 📅 📴 📰 Freeze 🔐 Detaci	a 🚽 Wrap								
1										
							Entered		Accounted (US	SD)
	Journal Batch	Journal	Line	Accounting Date	Source	Category	Debit	Credit	Debit	Credit
	Payables A 5528885000004 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	196.75 USD		198.75	
	Payables A 5574213000004 5574293 N	11-12-2024 Payments	268	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		398.62 USD		398.62



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

≡ NCFS									
Data Access Set: NC CASH US	S [Change]								
Inquire on Detail B	alances								
A 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	•				
						-		Sea <u>r</u> ch	Save

9. Name the search and select OK.

Future 3	All Futur	e 3 Values	•	
	Create	Saved Search	;	<
	* Name	QRG Example		
	Set as D	efault 🖌		
			ок	
g Source	TOJect	inter i	unu	Future

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

10. Saved searches appear under the Saved Search dropdown.

Data Access Set: NC CASH U	S [Change]									
Inquire on Detail B	alances							Saved Search	ORG Example 🗸 🗸	Done
⊿ Search									GRG Example FY Ing on Det Bal	Γ
* Ledger or Ledger Set	NC CASH US	 Agency 	1400 •	* Project	All Project Values	•	•		Month End Template	
* From Accounting Period	Dec-24	Budget Fund	All Budget Fund Values	" Inter Fund	All Inter Fund Values	•	•		Baumanhan	
To Accounting Period	Dec-24	Account	53110000	Future 1	All Future 1 Values	•	•		Personalize	
* Currency	USD	 Agency Mgmt Unit 	All Agency Mgmt Unit Value	* Future 2	All Future 2 Values	•	r			
* Currency Type	Total	Agency Program	All Agency Program Values	^ Future 3	All Future 3 Values	•	•			
* Scenario	Actual	Funding Source	All Funding Source Values							
						Search	Sava			

North Carolina Office of the State Controller



- 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**

Saved Search	QRG Example V	Done	Search	
	QRG Example		Jearen	Personalize Saved Search ×
	FY Inq on Det Bal			Saved searches Cards Example
	FY24			Nama
	Month End Template			Set as Default
				ок
	Personalize			

- 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

Saved Search	QRG Example	✓ Done	Court I	-	
	QRG Example		Pe	ersonalize Saved Search	×
	FY Ing on Det Bal		30		 ete
	FY24		N		
	Month End Template		Se	et as Default	ן נ
					ок
	Personalize				



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

- 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.

mt Unit Values	•	^ Future 2	All Future 2 Values	
gram Values	Ŧ	* Future 3	All Future 3 Values	
urce Values	•			
			Search Save	
			Create Saved Search ×	
			* Name QRG Example	
			Set as Default	
			ок	
			Warning	
			A swed careb with the same OPG Evample already exists. Do you want to realize it?	
			A saved search with the name Gros Example already exists, bu you want to replace it?	
			OK Cancel	

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)

• GL100: Journal Entry

Quick Reference Guides (QRG)

- Cash Availability Report
- GL Inquiry Reviewing Balances in NCFS

