

RUN CUSTOM PRE-BUILT

REPORTS

QUICK REFERENCE GUIDE GL-09

Purpose

The purpose of this Quick Reference Guide **(QRG)** is to provide a step-by-step explanation of how to Run Custom Pre-Built Reports in the North Carolina Financial System **(NCFS)** through the **Reports and Analytics** app.

Introduction and Overview

This QRG covers how to run GL report in NCFS, which will enable you to extract information for the specified parameters.

Run Custom Pre-Built Reports

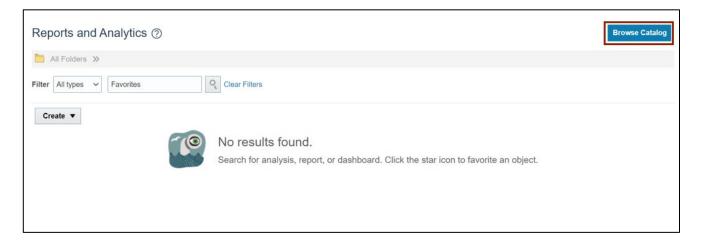
To run custom pre-built reports in NCFS, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the Home page, click the Tools tab and then click the Reports and Analytics app.

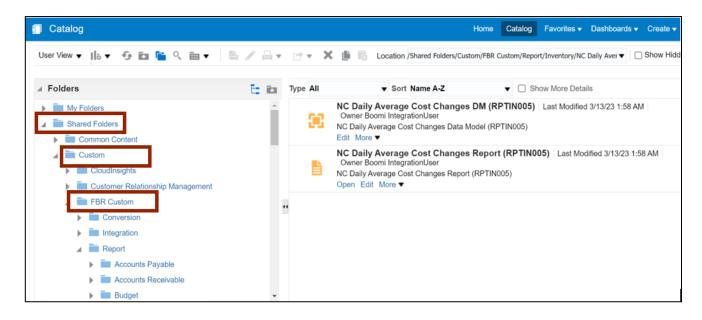


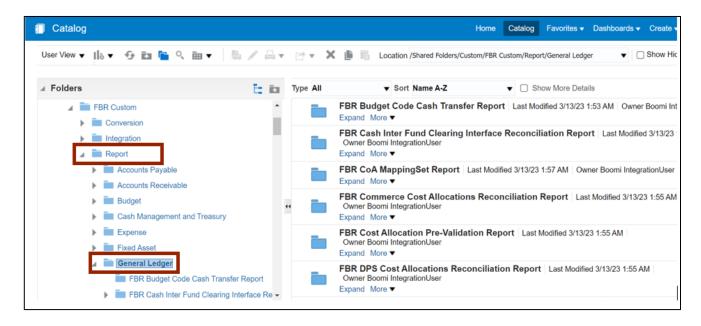


3. On the **Reports and Analytics** page, click the **Browse Catalog** button.



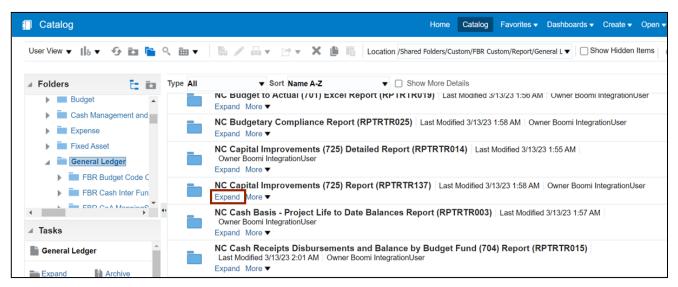
4. Under the **Folders** pane, click the **Shared Folders** and then click the **Custom** folder. Furthermore, click the **FBR Custom** folder.





5. Click the **Report** folder and then click the **General Ledger** folder.

6. On the right side of the page, under the **NC Capital Improvements (725) Report (RPTRTR137),** click the **Expand** link.



7. On the NC Capital Improvements (725) Report (RPTRTR137), click the Open link.

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Expense Fixed Asset General Ledger		NC Capital Improvements (725) Report (RPTRTR137) Last Modified 3/13/23 2:04 AM Owner Boomi IntegrationUser NC Capital Improvements (725) Report (RPTRTR137) Open Edit More ▼
FBR Budget Code C FBR Cash Inter Fun FBR Cash MenningS		

8. Select the applicable parameters from the respective drop-down choice lists and click the **Apply** button.

In this example, choose **Budget Fund Detail** for *Mode* field, **0100-NC GENERAL ASSEMBLY** for *Agency* field, **Dec-22** for *Period* field, and **ALL** for *Budget Code* and *Budget Fund* field.

Mode Budget Fund Detail

9. The report is displayed (or downloaded). Verify and confirm data elements within the report.

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10. Review the report. Scroll to the right of the screen to review all the fields.

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Optional: Click on the **Actions** [] icon on the top right corner of the page then select **Export** to export the report in the desired format.

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Wrap-Up

Run Custom Pre-Built Reports using the steps above to view transaction level information for the specified parameter for the NC Capital Improvements (725) Report (RPTRTR137).

Additional Resources

Web Based Training (WBT)

- GL001: GL Journal Inquiry
- GEN106: Submitting and Scheduling Existing Reports

Virtual Instructor-Led Training (vILT)

• GL100: Journal Entry