

RUN SUPPLIER REPORTS

QUICK REFERENCE GUIDE P2P-04

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Run Supplier Reports in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of running supplier reports by viewing various supplier reports and dashboards. Supplier reports provide information of supplier details like Supplier Tax ID, Address Details, etc. There are several supplier reports that can be generated. This includes Financial Backbone Replacement (**FBR**) Factored Suppliers Reports, FBR Supplier Holds Reports, FBR Supplier List Reports, and FBR Tax Configuration Reports.

Run Supplier Reports

To run supplier reports, 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 select the Reports and Analytics app.





3. Click the **Browse Catalog** button on the top right corner.

Reports and Analytics ⑦	Browse Catalog
all Folders »	
Filter All types V Clear Filters	
Create V	

4. The **Catalog** page opens. Under the *Folders* section on the left side of the page, click **Shared Folders**.

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User View 🔻 📙 🔻 🌝 🛅	९ 曲▾	cation /My Folders	Show Hidden Items
🔺 Folders 🔚 🖬	Type All V Sort Name A-Z	Show More Details	
My Folders	Drafts Last Modified 4/7/23 5:20 AM Owner Expand More ▼	Training Super User 1	
Silared Folders			

5. Under the **Custom** folder, click **Expand.**



6. Under the FBR Custom folder, click Expand.

∡ Folders	Type All	▼ Sort Name A-Z ▼ □ Show More Details
My Folders Shared Folders		CloudInsights Last Modified 12/9/22 7:46 AM Owner System Account Expand More ▼
Common Content		Customer Relationship Management Last Modified 12/9/22 7:46 AM Owner System Account Expand More ▼
CloudInsights		FBR Custom Last Modified 3/13/23 2:15 AM Owner Boomi IntegrationUser Expand More ▼
 Customer Relationsh FBR Custom 		Financials Last Modified 12/9/22 8:58 AM Owner System Account Expand More ▼
	"	Functional Setup Last Modified 12/9/22 7:47 AM Owner System Account Expand More ▼

7. Under the **Report** folder, click **Expand**.

∡ Folders	Type All	▼ Sort Name A-Z ▼ Show More Details
My Folders		Conversion Last Modified 3/13/23 2:15 AM Owner Boomi IntegrationUser Expand More ▼
Common Content		Integration Last Modified 3/13/23 2:08 AM Owner Boomi IntegrationUser Expand More ▼
 Custom CloudInsights 		Report Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser Expand More ▼
Customer Relationsh		
	••	

8. Scroll down to find the **Procurement** folder. Then, click **Expand**.

∡ Folders	Type All	▼ Sort Name A-Z ▼ Show More Details
My Folders		Expand More
Shared Folders		Fixed Asset Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser Expand More ▼
Custom		General Ledger Last Modified 3/13/23 1:56 AM Owner Boomi IntegrationUser Expand More ▼
 CloudInsights Customer Relationsh 		Grants Last Modified 3/14/23 12:00 PM Owner Boomi IntegrationUser Expand More ▼
FBR Custom		Inventory Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser Expand More ▼
⊿ Tasks		Procurement Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser
Report		Security Last Modified 3/13/23 1:53 AM Owner Boomi IntegrationUser Expand More ▼
Expand Archive RSS Unarchive		Test Agency 0500 Last Modified 3/13/23 2:02 AM Owner Boomi IntegrationUser Expand More ▼

9. Under FBR Supplier Dashboard, click Open.

⊿ Folders	Type All	▼ Sort Name A-Z ▼ □ Show More Details
My Folders		FBR Supplier Dashboard │ Last Modified 3/13/23 2:12 AM │ Owner Boomi IntegrationUser FBR Supplier Dashboard Expand <mark>Open</mark> Edit More ▼
Common Content		NC PO Balance by Various COA Elements Report (RPTPO001) Last Modified 3/13/23 1:55 AM Owner Boomi IntegrationUser Expand More ▼
 CloudInsights Customer Relationsh 		NC PO Line Count for Cost Allocation Report (RPTP0010) Last Modified 3/13/23 1:54 AM Owner Boomi IntegrationUser Expand More ▼
FBR Custom		NC PO Receipt Details Report (RPTPO003) Last Modified 3/13/23 1:55 AM Owner Boomi IntegrationUser Expand More ▼
⊿ Tasks		OTBI Analysis Last Modified 3/13/23 1:57 AM Owner Boomi IntegrationUser Expand More ▼

10. In the *Parameters* section of the **Supplier List** tab, select the required parameters from the respective drop-down choice lists to filter the supplier list, and click the **Apply** button.

In this example, we choose: **Business Unit- 1900 DEPARTMENT OF PUBLIC SAFETY Tax Organization Type- INTERCOMPANY Status- Active**

Note: By default, **All Column Values** is selected for all three parameters. This grays out all other selections. Click the respective drop-down choice list and uncheck the **All Column Values** check box to make an individual selection.

FBR Supplier Dashboard				Home	Catalog	Favorites <	Dashboards 🔻	Create 🔻	Open 🔻	0
Supplier List Supplier Payment Configura	ation Supplier Tax Configuratio	n							¢	0
North Caro Sup	lina Financial Syst plier Dashboard	em								
	Business Unit Tax Organization Type Status	1900 DEPARTMENT OF P INTERCOMPANY Active	UBLIC SAFETY		Ŧ					
				Appl	y Reset v	,				

11. View and verify the Suppliers information from the dashboard.

FBR S	upplier Dashboard								Home Cat	alog Fav	orites 🔻 Dashboa	rds 🔻 Create	 Open
Supplier Lis	st Supplier Payment Confi	guration	Supplier Tax Config	uration									î
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⊿ Paran	neters												
				Busir	ness Unit 190	0 DEPARTMENT OF P	UBLIC SAFET	Y 🔻					
				Tax Organizat	tion Type INT	ERCOMPANY	•						
					Status Acti	ve 🔻							
								Apply Reset -					
⊿ Suppl	iers												
Supplier Number	Supplier Name	Status	Tax Organization Type	Federal Income Tax Type	Federal Reportable	Business Unit	Supplier Site Code	Alternate Site Name	Address Line1	Address Line2	Supplier Account City	Supplier Account State	Postal Code
111909	NC DHHS CONTROLLERS OFFICE	Active	INTERCOMPANY	Miscellaneous - Other	Yes	1900 DEPARTMENT OF PUBLIC SAFETY	IGO.056	3100 DHHS BLACK MOUNTAIN NEURO-MEDI	1280 OLD US HWY 70 E		BLACK MOUNTAIN	NC	28711
111909	NC DHHS CONTROLLERS OFFICE	Active	INTERCOMPANY	Miscellaneous - Other	Yes	1900 DEPARTMENT OF PUBLIC SAFETY	IGO.113	3200 DHHS J IVERSON RIDDLE DEVELOPMENT CENTER	300 ENOLA RD		MORGANTON	NC	28655

12. Navigate to the **Supplier Payment Configuration** tab.

Note: In the *Parameters* section, the *Business Unit* field is filled by default.

In this example, the *Business Unit* field drop-down choice list has **1900 DEPARTMENT OF PUBLIC SAFETY** check box selected.

FBR S	upplier Dashboard						Home	Catalog F	-avorites ▼	Dashboards 🔻	Create 🔻	Open 🔻	(
Supplier List	Supplier Payment Co	nfiguration Supplier	r Tax Configura	ation								¢	•
	North Ca	arolina Finan Supplier Dashb	cial Sys loard	tem									Í
⊿ Param	neters	Busi	ness Unit 190	00 DEPARTMENT C	F PUBLIC SAFETY			¥					
⊿ Suppl	iers on Hold						Apply Res	et 🔻					
Supplier Number	Supplier Name	Business Unit	Supplier Site Code	Alternate Site Name	Address Line1	Address Line2	Supplier Account City	Supplier Account State	Postal Code	Hold from Payment : All Invoices Flag	Payment Reason	Hold	
102195	RICOH USA INC-002	1900 DEPARTMENT OF PUBLIC SAFETY	R.1900.04	Ricoh USA	123 Main St		Raleigh	NC	27609	Yes	Pending of W-9/W documen	receipt /-8 its	

13. View the *Suppliers on Hold, Factored Suppliers,* and *ePay Suppliers* reports for the filtered Agency.

FBR Su	pplier Dashboard							Home Cat	talog	Favorites - Dashb	oards 👻 Create י	Open
upplier List	Supplier Payment Configuration	Supplier Tax Configurat	lion									ŝ
	North	Carolina Financi Supplier Dashbo	ial System ard	1								
Parame	eters											
Supplie	ers on Hold											
Supplier Number	Supplier Name	Business Unit	Supplier Site Code	Alternate Site Name	Address Line1	Address Line2	Supplier Account City	Supplier Account State	Posta Code	I Hold from Payr : All Invoices Fl	ag Reason	lold
102195	RICOH USA INC-002	1900 DEPARTMENT OF PUBLIC SAFETY	R.1900.04	Ricoh USA	123 Main St		Raleigh	NC	27609	Yes	Pending re 9/W-8 doc	ceipt of W uments
106430	US FOOD SERVICE	1900 DEPARTMENT OF PUBLIC SAFETY	R.1900.12	US Foods	123 Main St		Raleigh	NC	27609	Yes	Pending re 9/W-8 doc	ceipt of W uments
106766	CONCORDANCE HEALTHCARE SOLUTIONS LLC	1900 DEPARTMENT OF PUBLIC SAFETY	R.1900.08	Concordance Healthcare Solutions	123 Main St		Raleigh	NC	27609	Yes	Pending re 9/W-8 doc	ceipt of W uments
107107	GREGORY J MASON	1900 DEPARTMENT OF PUBLIC SAFETY	R.19PT.01	MASON PROPERTIES	4614 RIVERWOOD CIR APT 1111		RALEIGH	NC	27612	Yes	Placing ho AP-SCN-0	ld to test 34
111327	SYSTEL BUSINESS EQUIPMENT COMPANY INC	1900 DEPARTMENT OF PUBLIC SAFETY	R.1900.06	SYSTEL BUSINESS EQUIPMENT CO.	123 Main St		Raleigh	NC	27609	Yes	Pending re 9/W-8 doc	ceipt of W uments
150011	L C Ind, INC.	1900 DEPARTMENT OF PUBLIC SAFETY	R.1900.01	L C Ind, INC.	123 Main St		Raleigh	NC	27609	Yes	Pending re 9/W-8 doc	ceipt of W uments
				Refr	esh - Print - Export							

14. Navigate to the **Supplier Tax Configuration** tab.

Note: In the *Parameters* section, the *Business Unit* field is filled by default.

In this example, the *Business Unit* field drop-down choice list has **1900 DEPARTMENT OF PUBLIC SAFETY** check box selected.

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	Supplier List Supplier Payment Configuration Supplier Tax Configuration						¢	0
	North Carolina Financial System Supplier Dashboard							Î
	A Parameters							
	Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY		•					
		Apply R	eset ▼					

15. View the *Withholding Suppliers* report for the filtered Agency.

	upplier Dashboa	rd					Н	ome Catal	og Favo	orites 🔻 Da	shboards 🔻	Create 🔻	Open 🔻
upplier List	t Supplier Payment	Configuration Suppli	er Tax Config	uration									Ŕ
	North	Carolina Fina Supplier Das	ancial Sy hboard	/stem									
Param	neters												
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		В	usiness Unit	1900 DEPARTME	INT OF PUBL	LIC SAFETT		•					
		В	usiness Unit	1900 DEPARTME	ENT OF PUBL	LIC SAFETT	Appl	y Reset ▼					
Withh Supplier	olding Supplier	Business Unit	usiness Unit Supplier	1900 DEPARTME	Address	Address	Appl	y Reset •	Postal	Allow tax	Withb	olding Tax (Broup
Withh Supplier Number	olding Supplier Supplier Name	S Business Unit	usiness Unit Supplier Site Code	1900 DEPARTME Alternate Site Name	Address Line1	Address Line2	Appl Supplier Account City	y Reset ▼ Supplier Account State	Postal Code	Allow tax withholdin	g Withh	olding Tax 0	Group
Withhe Supplier Number	olding Supplier Supplier Name MATRIX OCCUPATIONAL HEALTH	Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY	Supplier Site Code 0.19PT.02	Alternate Site Name NEXTCARE URGENT CARE	Address Line1 1713 S CHURCH ST	Address Line2	Appl Supplier Account City BURLINGTON	y Reset • Supplier Account State NC	Postal Code 27215	Allow tax withholdin Yes	g Withh	olding Tax (Group

Wrap-Up

Run supplier reports using the steps above to view various supplier reports and dashboards.

Additional Resources

Web-Based Training (WBT)

• PO002: Supplier Inquiry