AR-32 Seeded Reports

Purpose

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

Introduction and Overview

Accounts Receivable (AR) reports are available on-demand to meet various business needs. In NCFS, users can access a range of reports, which are categorized into two types: Standard and Customized.

Access Standard AR Reports

The following are the steps to access Standard Reports. There are 16 steps to complete this process.

Step 1. Click the **Company Single Sign-On (SSO)** button.

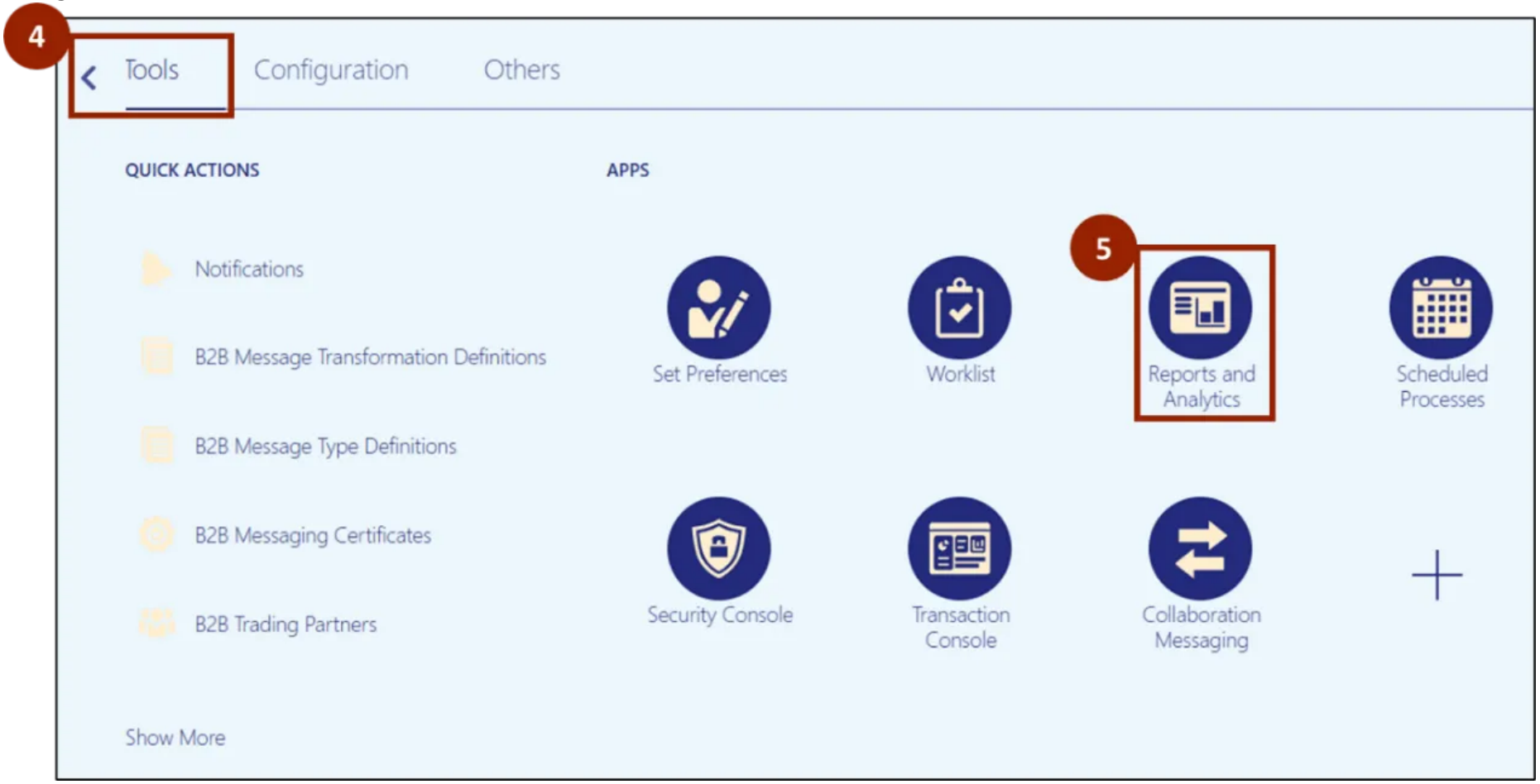
Step 2. Enter your **@dac.nc.gov** email address.

Step 3. Click **Next**, then enter **password**.

Step 4. On the Home page, select the **Tools** tab.

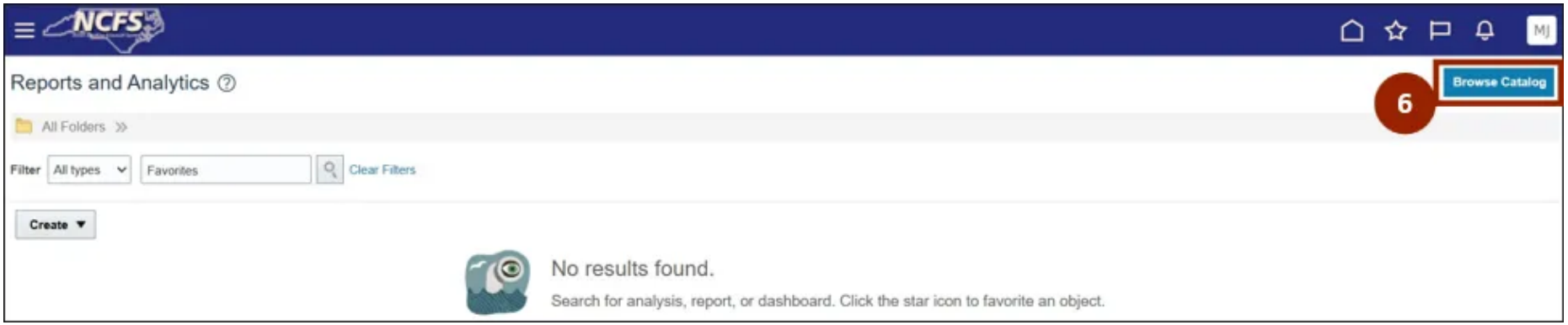
Step 5. Click Reports and Analytics application.

Image



Step 6. Click the **Browse Catalog** button.

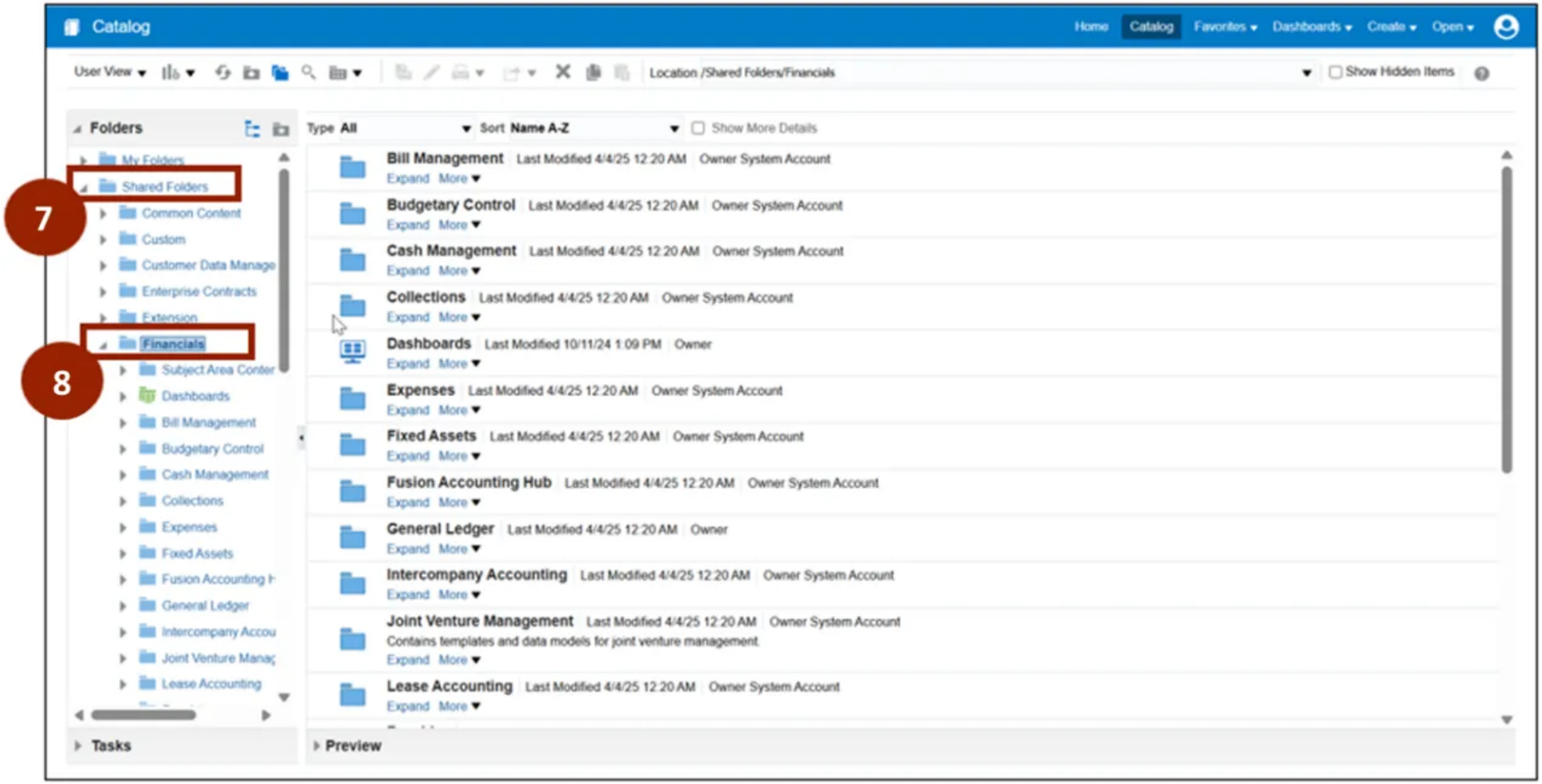
Image



Step 7. Navigate to Shared Folders.

Step 8. Select **Financials**.

Image



Step 9. Click **Receivables**.

Step 10. Select **Period Close**.

Step 11. Click **Either**.

Step 12. Adjustment Register or

Step 13. Transaction Register to open the desired report.

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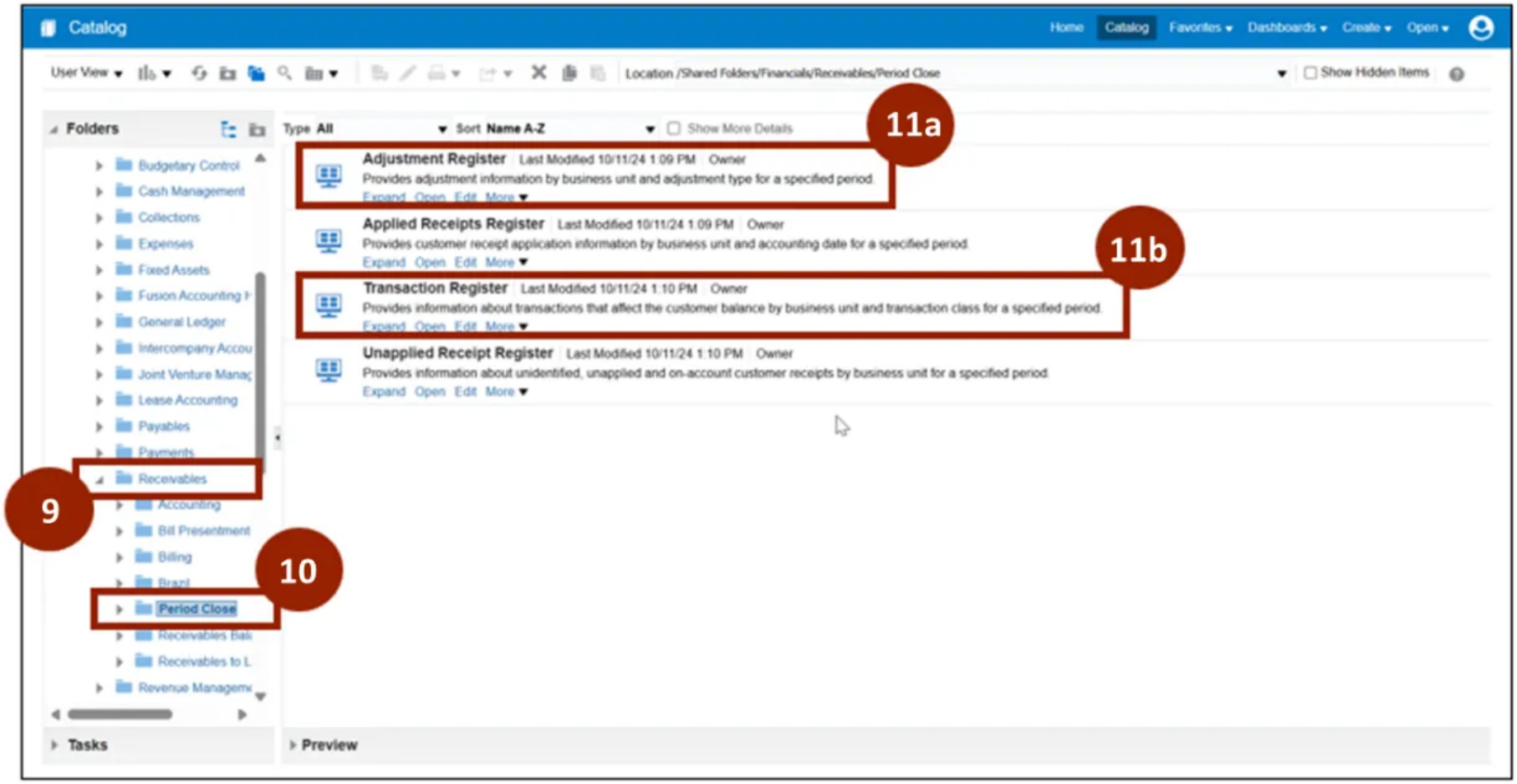
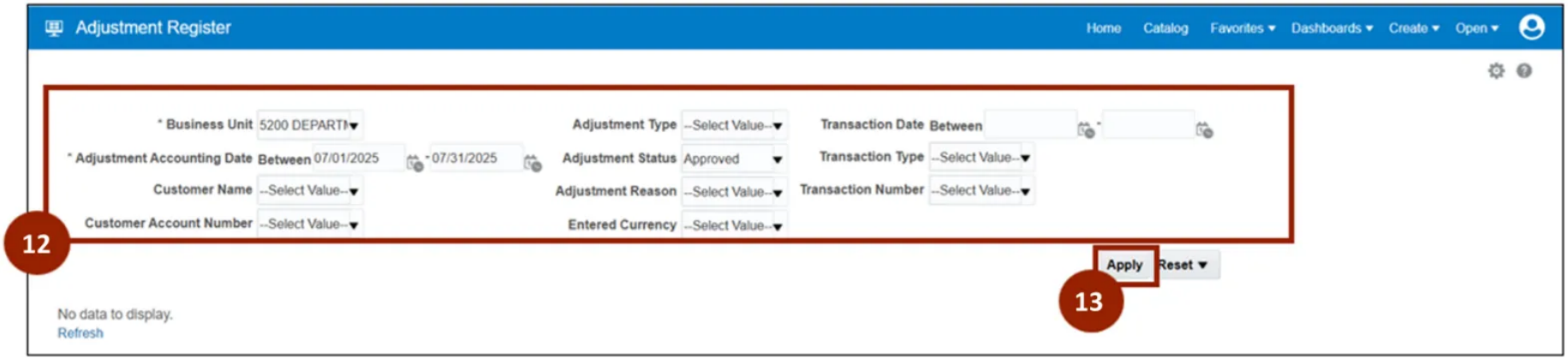


Step 14. Select the parameters. All required parameters are identified by an *.

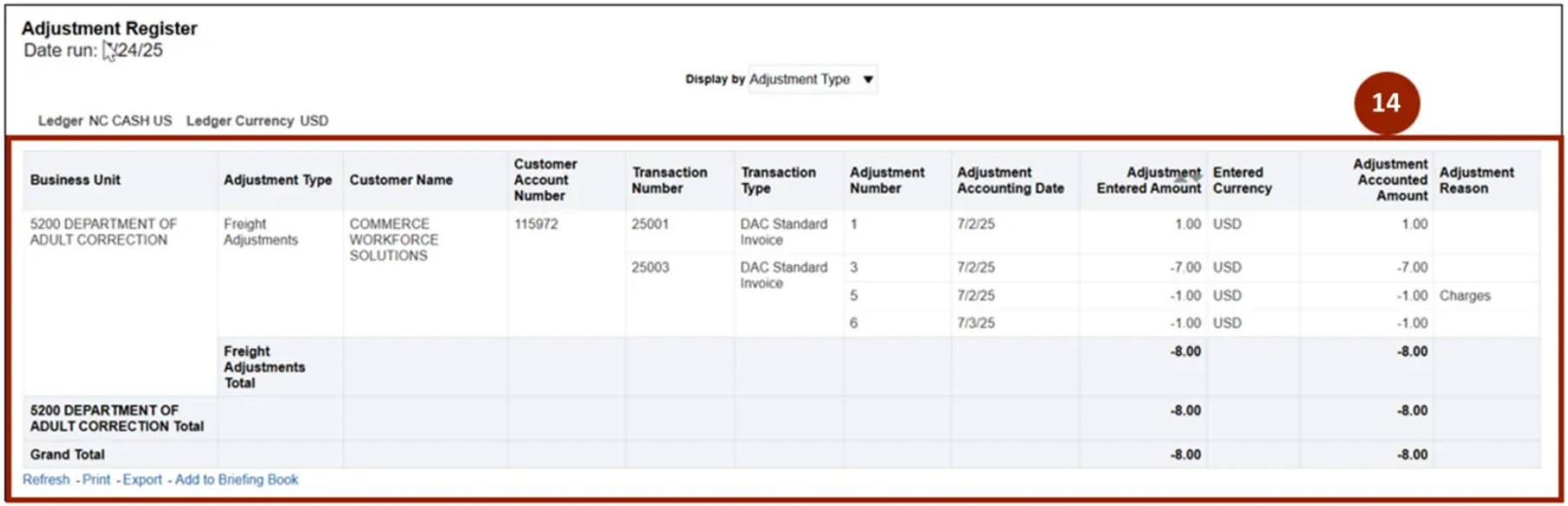
Step 15. Click **Apply**.

Image



Step 16. The selected register opens.

Image

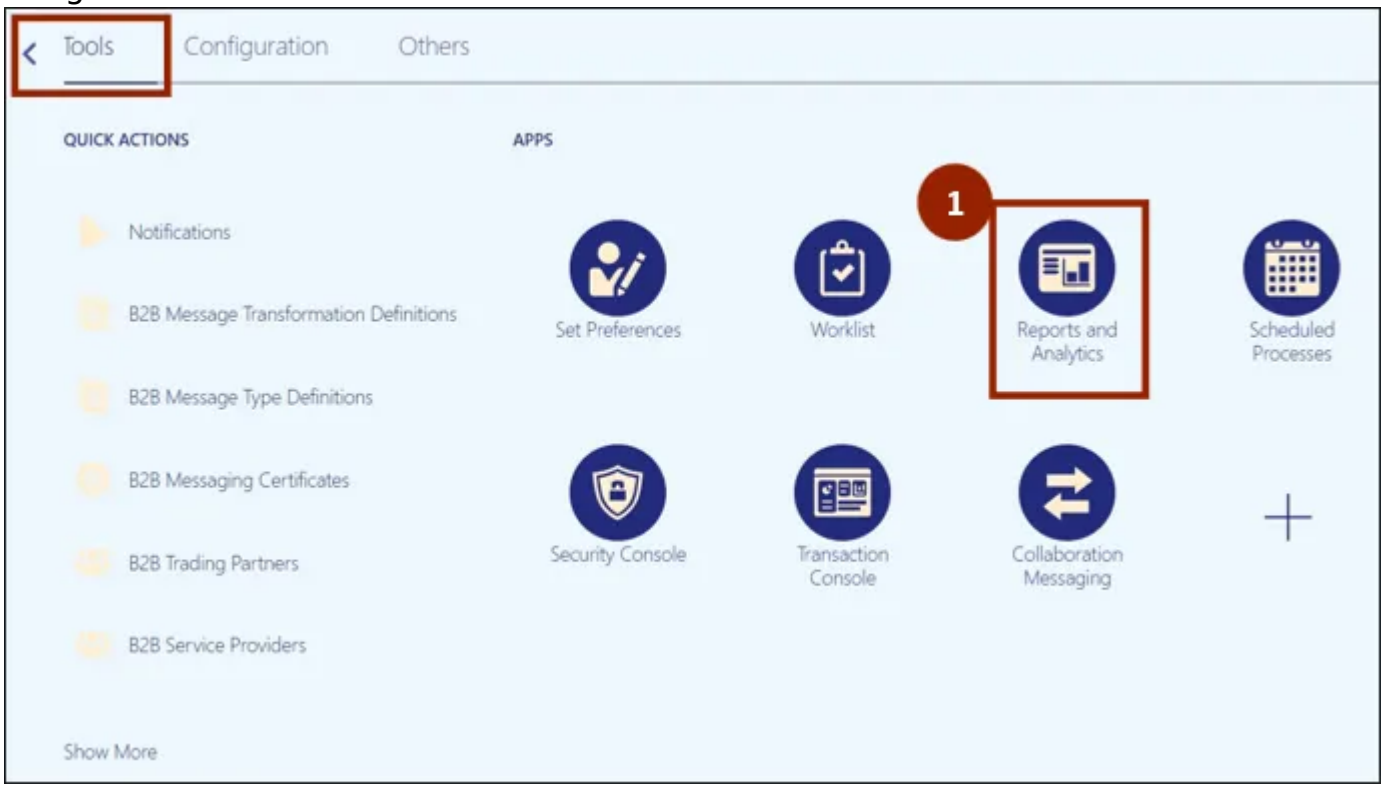


Access a Customized Report

The following are the steps to access Customized Reports. There are 28 steps to complete this process.

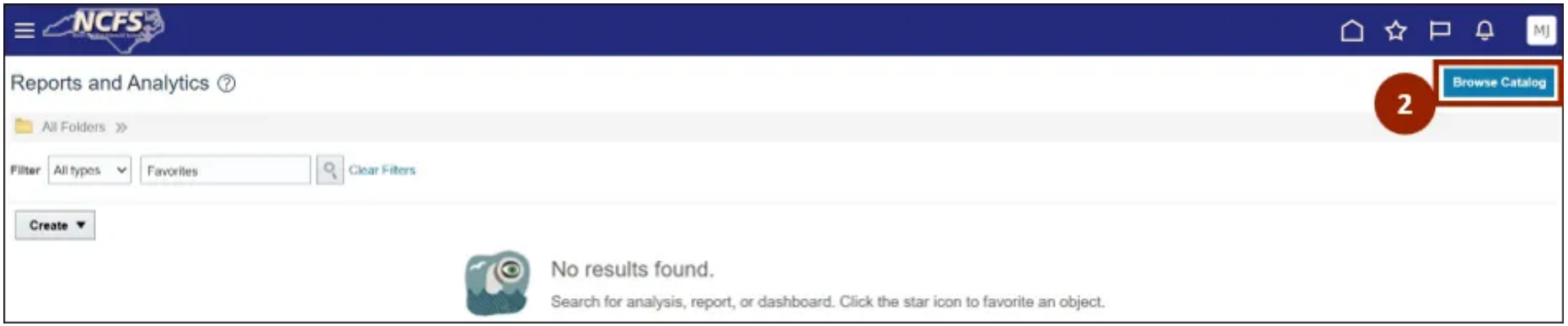
Step 1. In the **Tools** tab, click the **Reports and Analytics** application.

Image



Step 2. Click the **Browse Catalog**.

Image



Step 3. Navigate to Shared Folders.

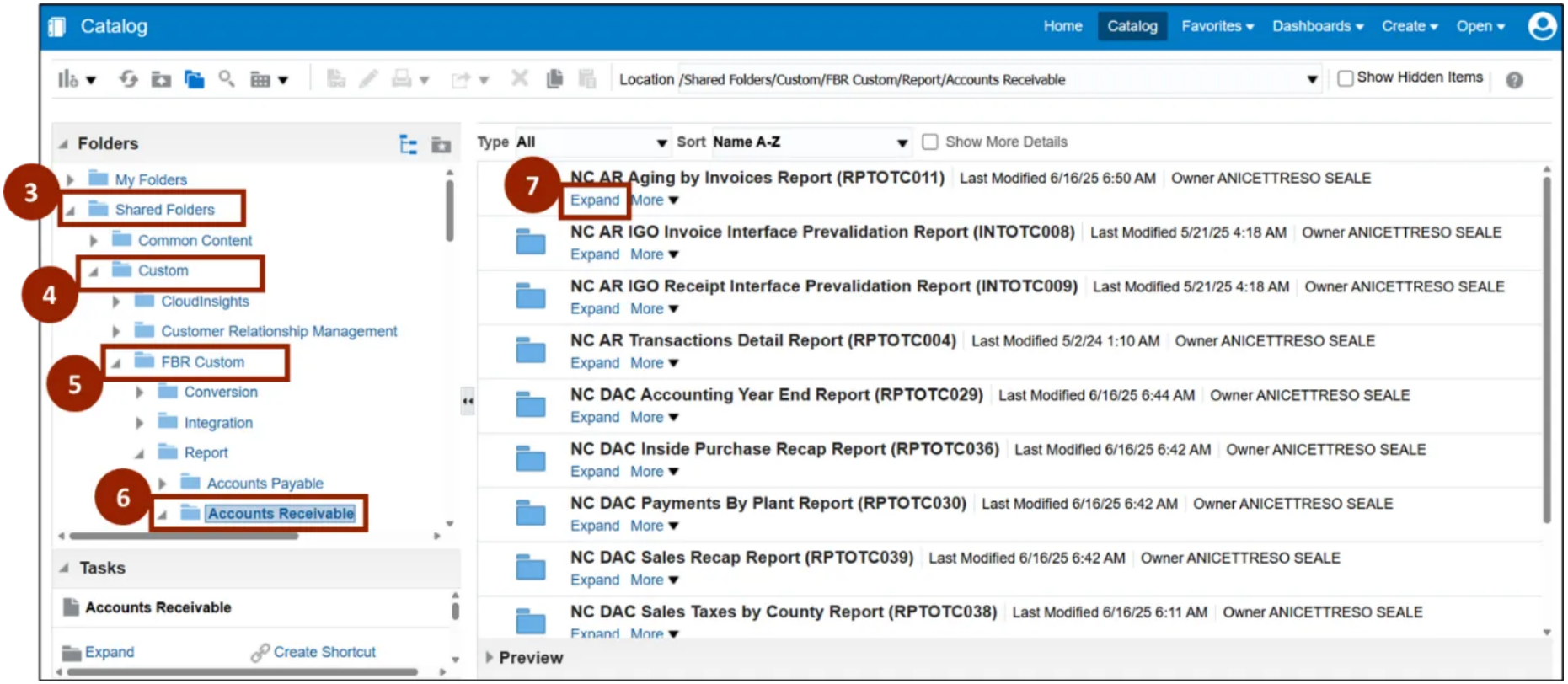
Step 4. Select **Custom**.

Step 5. Click **FBR Custom**.

Step 6. Under the **Report** folder, select **Accounts Receivables** to view the list of AR Custom Reports.

Step 7. Click the **Expand** link to expand the report view.

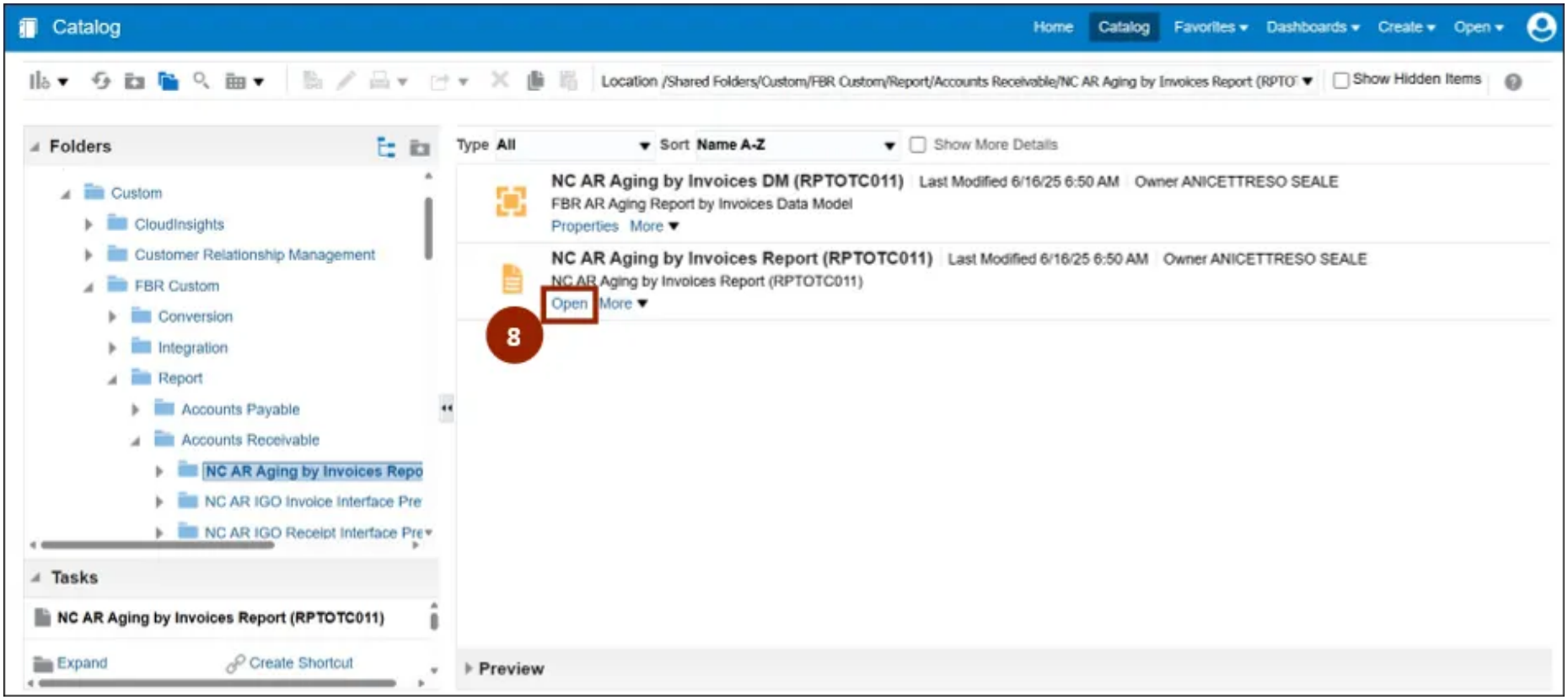
Image



Step 8. Click the **Open** link to open the report.

NOTE: The report can be downloaded immediately or scheduled for download later, once the process is fully completed.

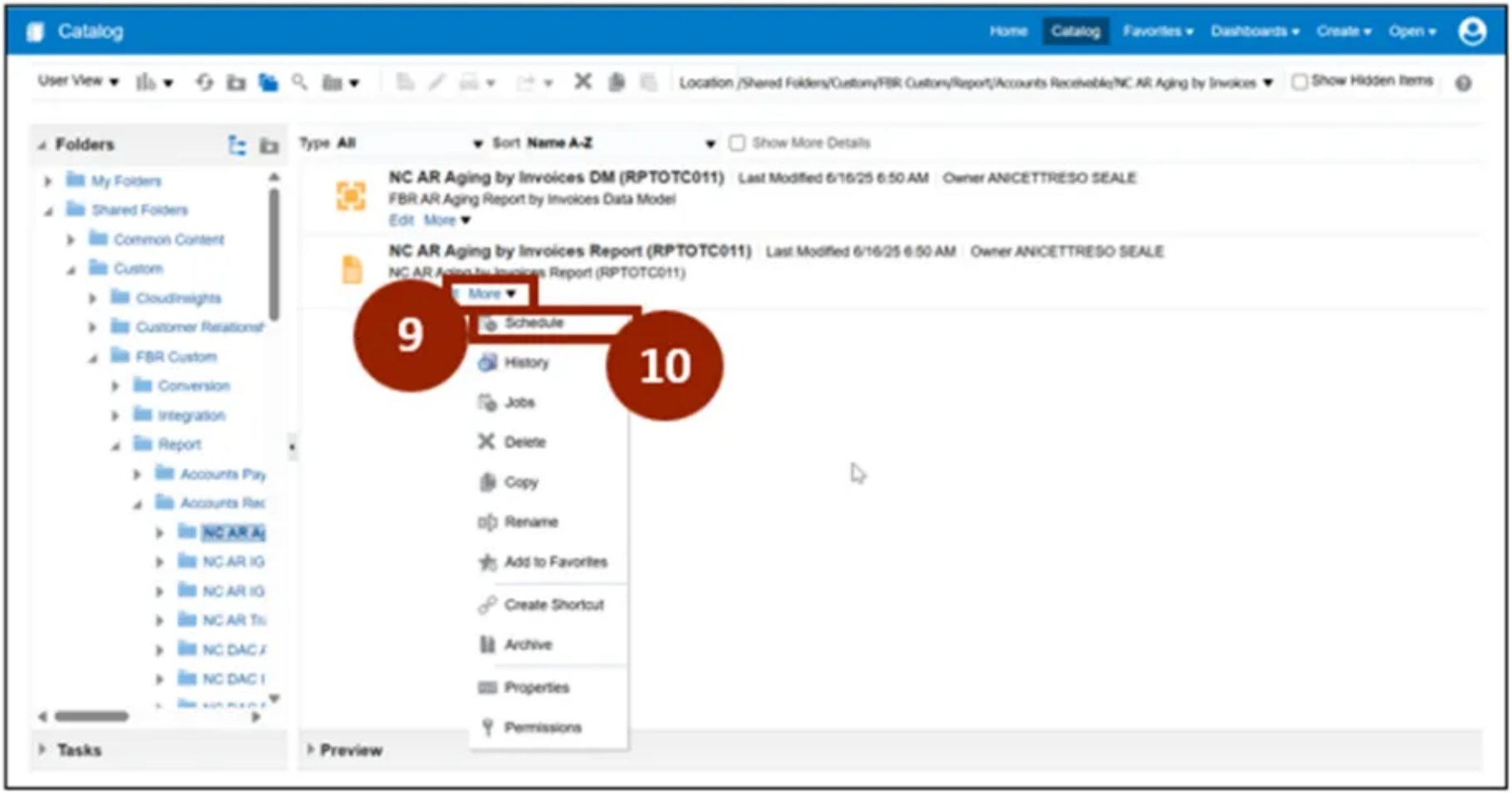
Image



Step 9. To schedule the download for later, click **More**.

Step 10. Select **Schedule** to schedule the report download.

Image

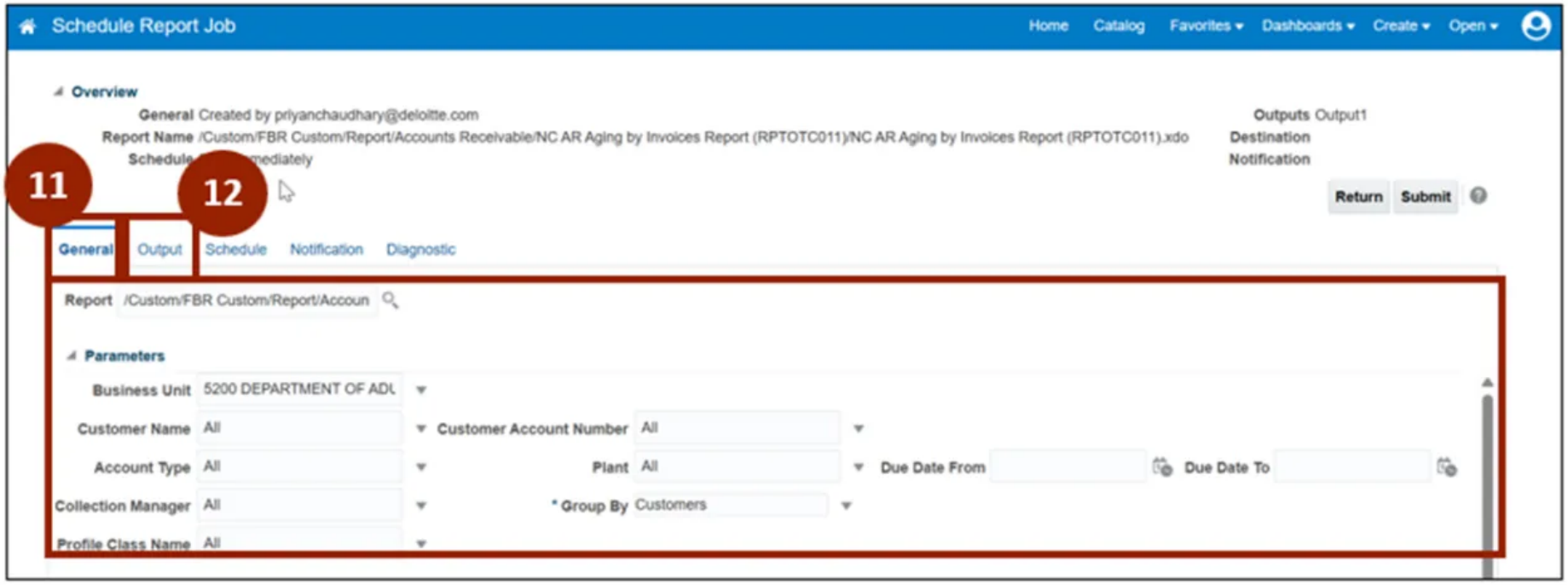


Step 11. In the **General** tab, fill in the required parameters.

- Business Unit
- Group By

Step 12. Click the **Output** tab.

Image

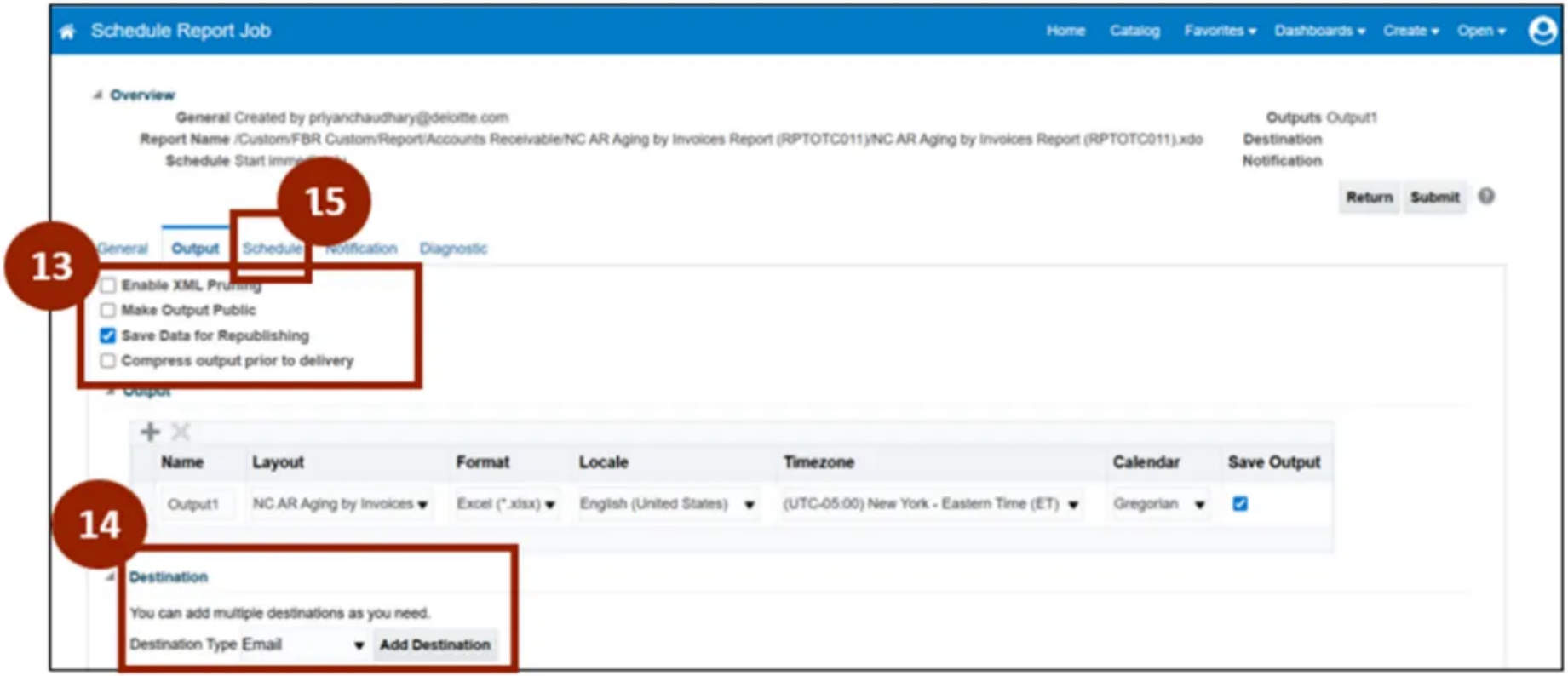


Step 13. In the Output tab, select the option **Save Data for Republishing**.

Step 14. Choose the destination type from the available options: **Email, Printer,** or **Content Server**.

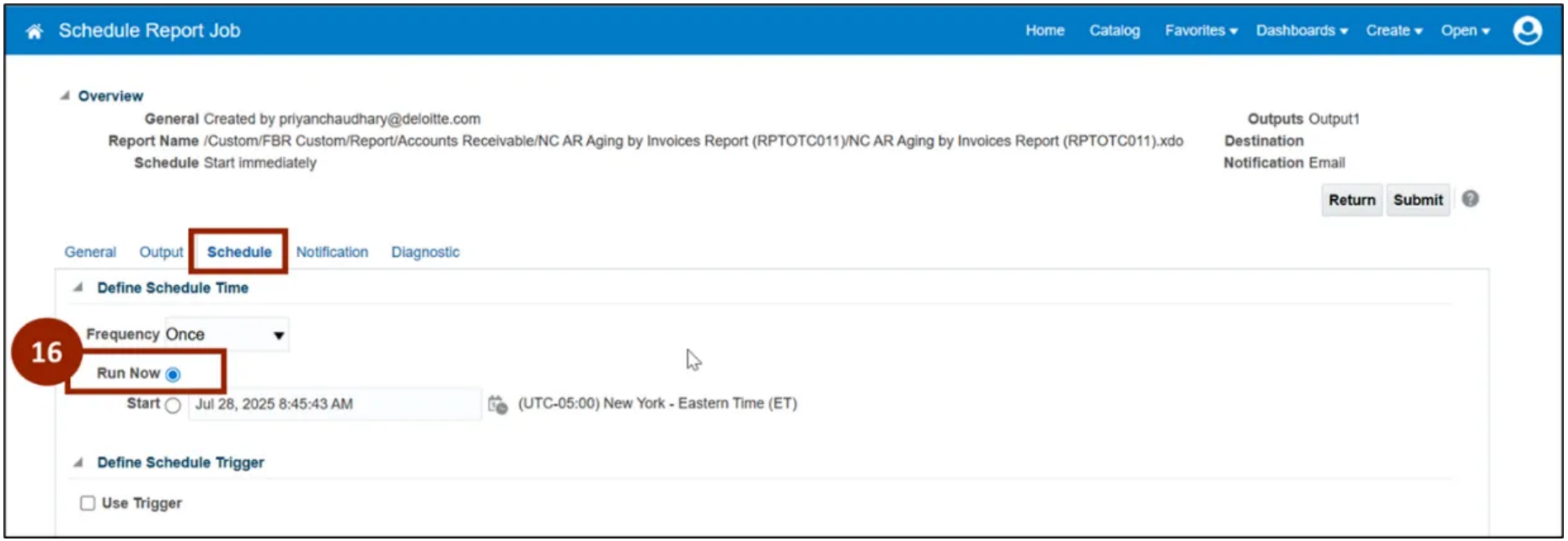
Step 15. Click the **Schedule** tab.

Image



Step 16. In the **Schedule** tab, select the **Run Now** option if you'd like to run the report now **(this is optional)**.

Image



Step 17. Click the **Notification** tab.

Step 18. Check the **Email** checkbox to be notified by email.

Step 19. Enter the **email address** where you want to receive the notification.

Step 20. Click **Submit**.

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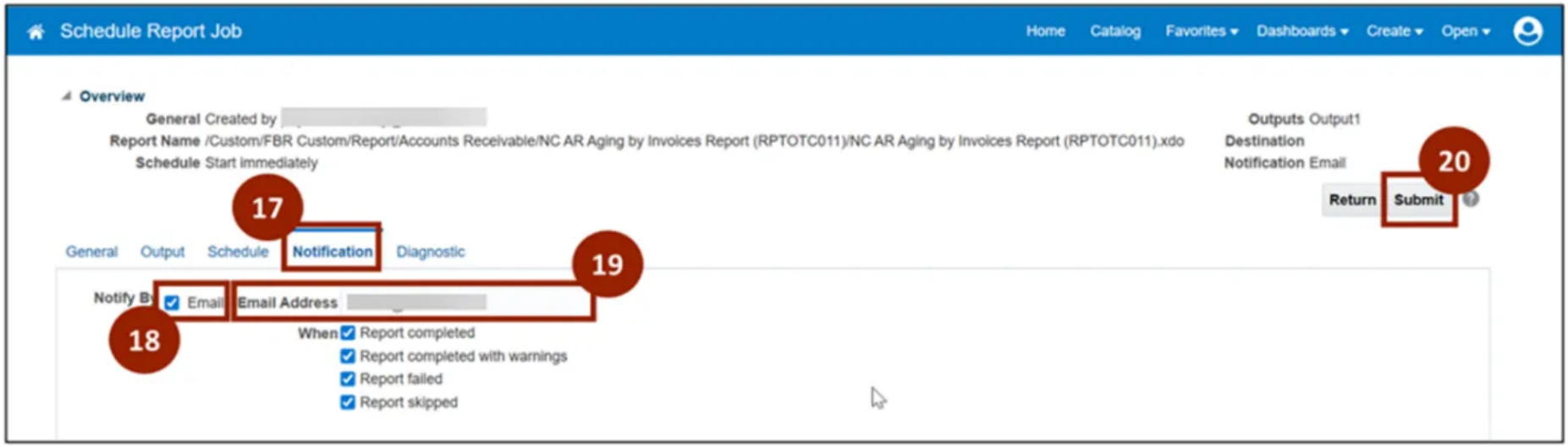
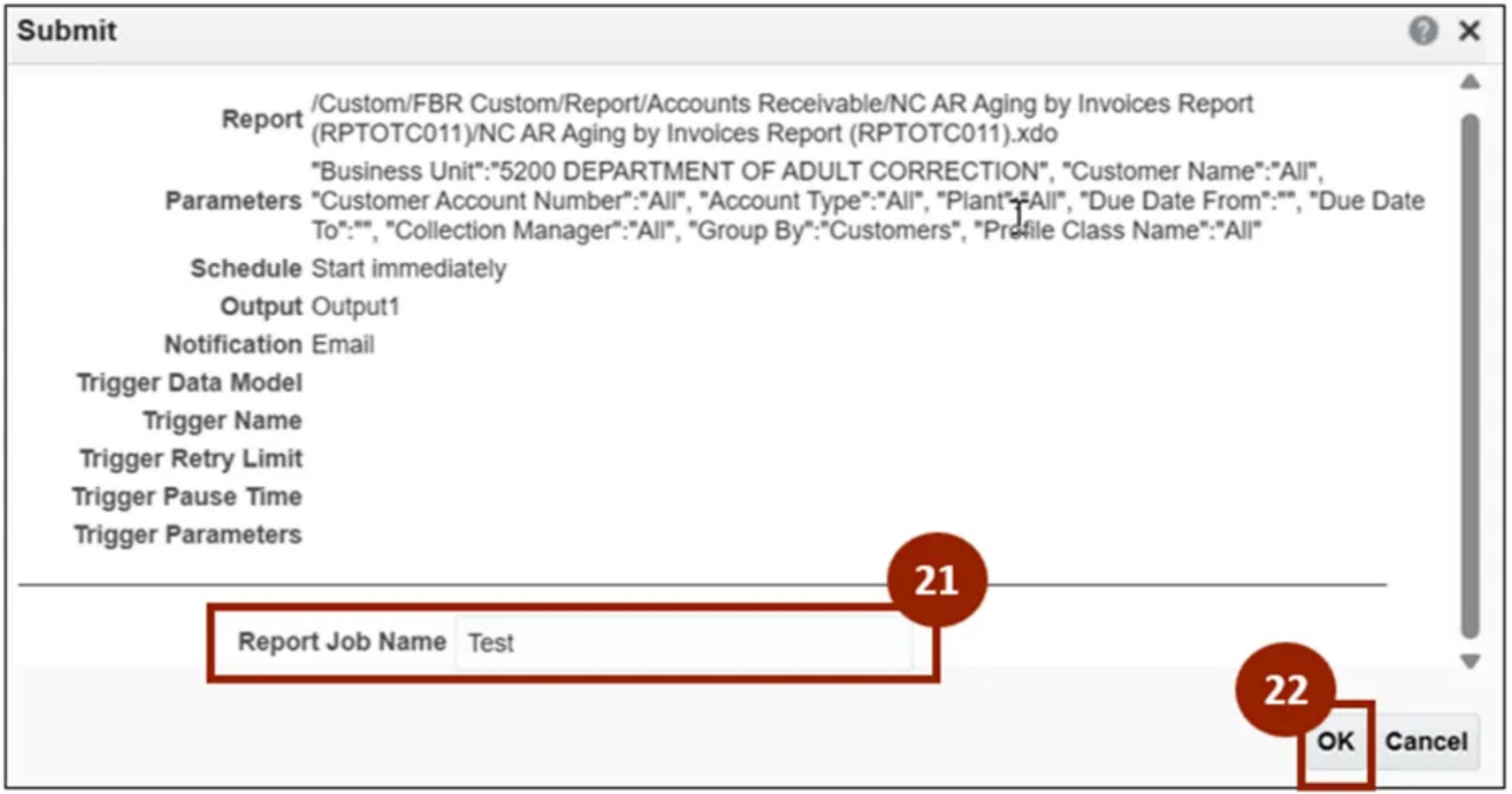


Step 21. Enter the Report Job Name.

Step 22. Click **OK**.

Image



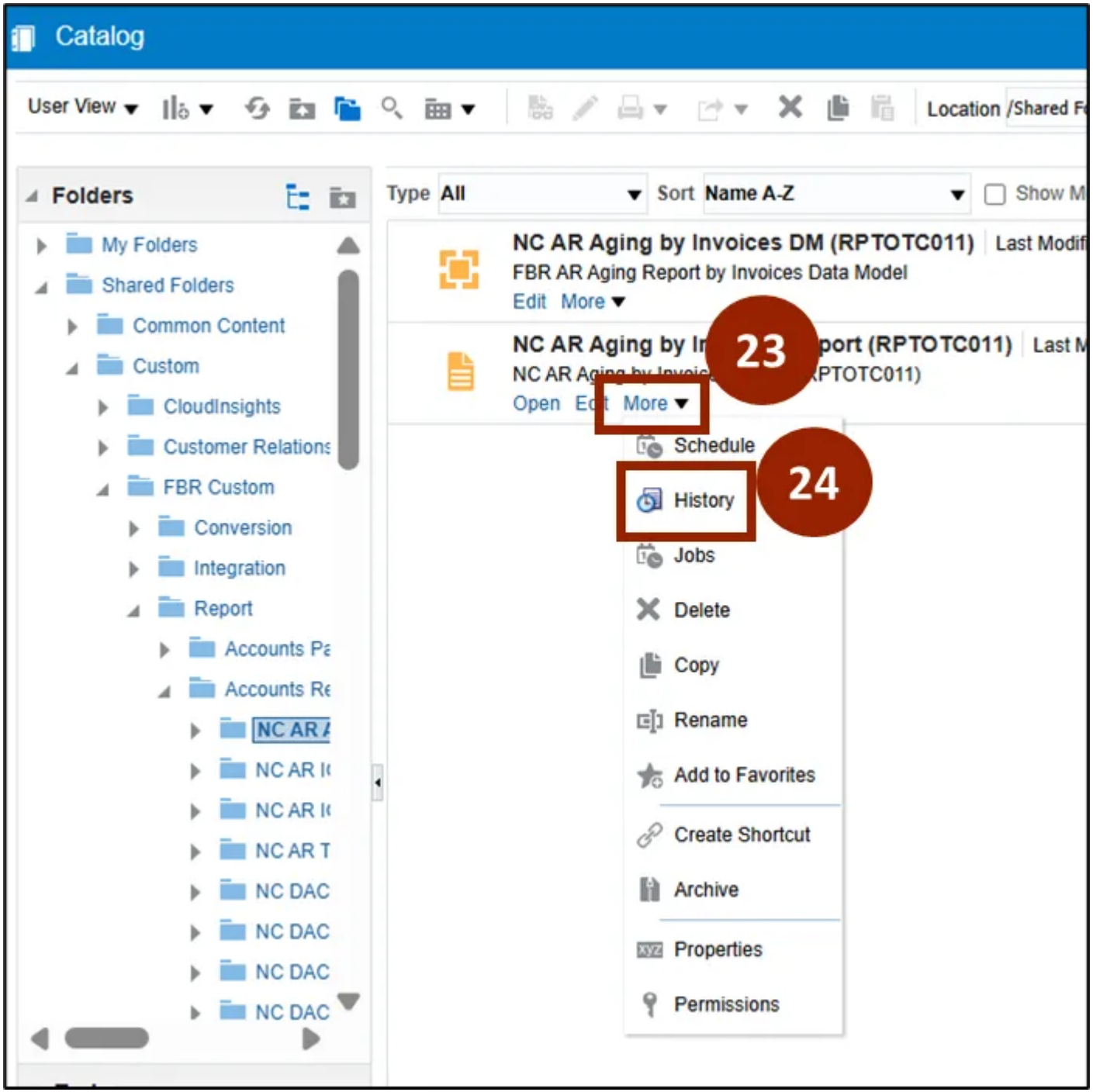
Open Scheduled Report

To open a report after it has been scheduled.

Step 23. From **desired report** in the **Report Catalog** list, click the **More** dropdown.

Step 24. Select **History**.

Image


Catalog
User View
Location /Shared F
Folders
My Folders
Shared Folders
Common Content
Custom
CloudInsights
Customer Relations
FBR Custom
Conversion
Integration
Report
Accounts Pa
Accounts Re
NC AR A
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FBR AR Aging Report by Invoices Data Model
Edit More
NC AR Aging by In
port (RPTOTC011)
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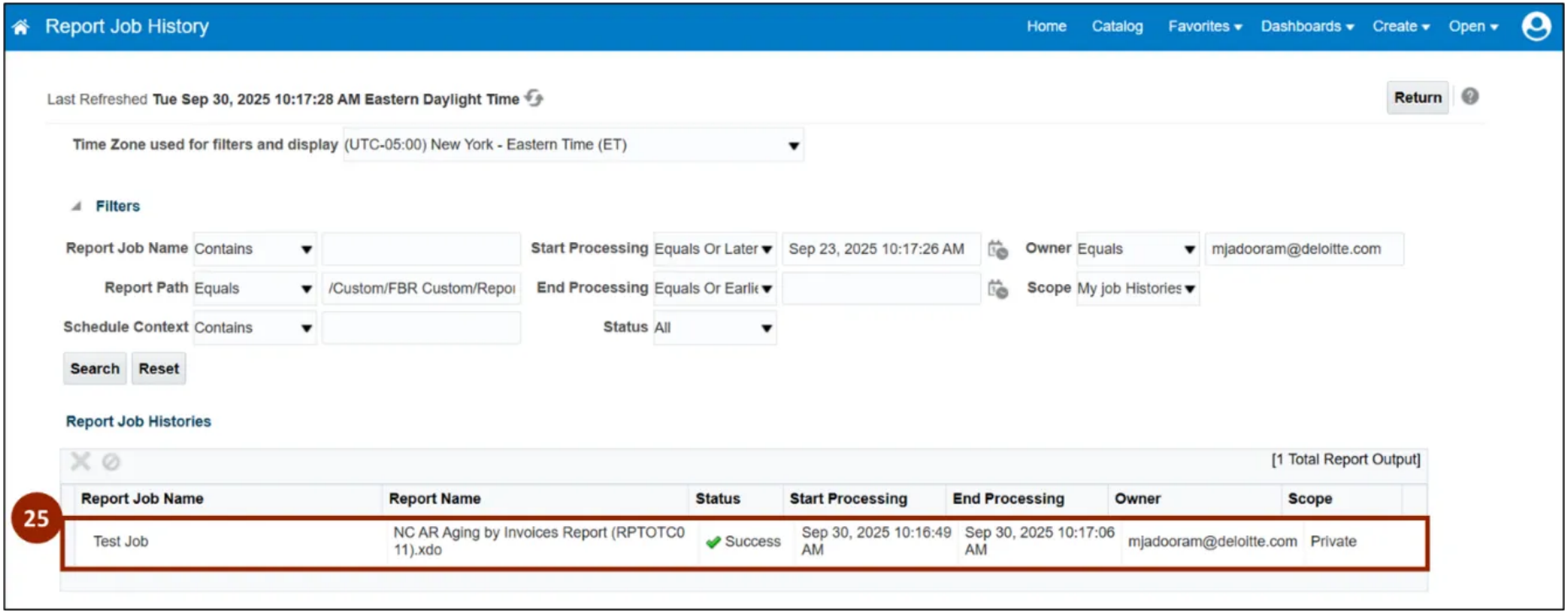
RPTOTC011)
Open Edit More
23
Schedule
History
24
Jobs
Delete
Copy
Rename
Add to Favorites
Create Shortcut
Archive
Properties
Permissions

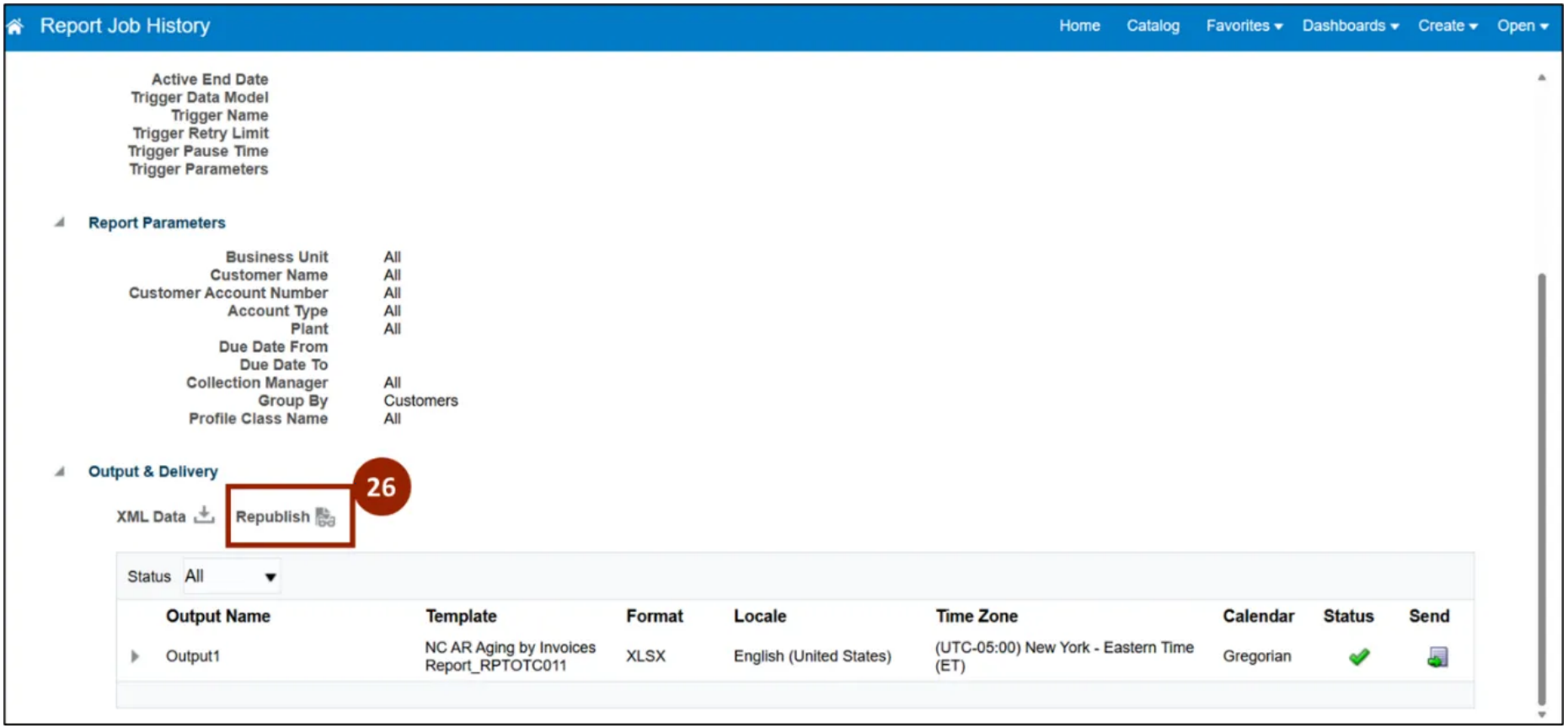
Step 25. In the **Report Job History** page, click the name of the **Report Job link**.

Image



Step 26. In the **Output & Delivery** section, click **Republish**.

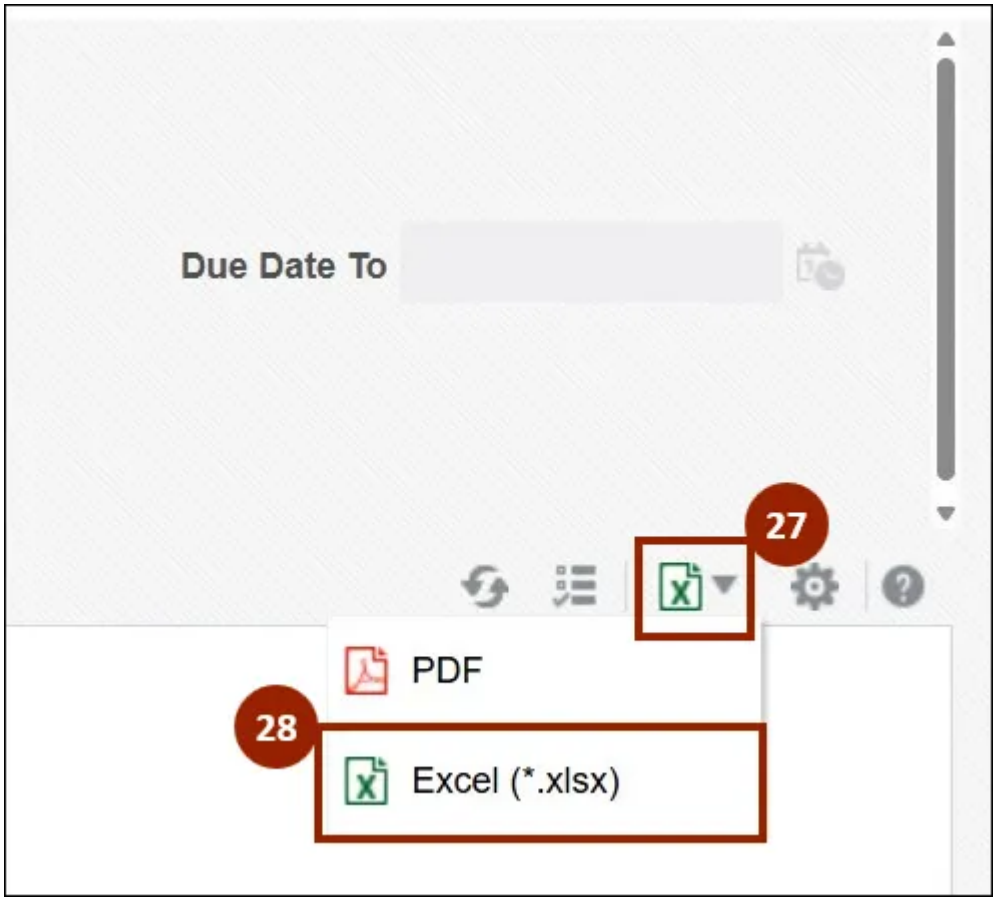
Image



Step 27. On the right-hand side of the page, click the **Excel** icon.

Step 28. Select the **desired report format** from the drop-down to download the report.

Image



Wrap-Up

NCFS users can Access AR Seeded Reports by following the steps outlined above.

Additional Resources

- Instructor Led Training (ILT)
  - AR109 – AR Reporting (Coming Soon)

- Web-based Training (WBT)
  - MFG100: Introduction to NCFS Manufacturing (Coming Soon)
  - MFG101: The Journey Through NCFS Manufacturing (Coming Soon)

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