AP-29 Report Mapping for Procure-to-Pay

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a mapping of reports between NCFS and NCAS.

Introduction and Overview

This QRG contains a listing of NCFS report names. Along with report names, additional information is provided to help you understand the purpose of the report, the navigation path needed to submit the report, and the most closely associated NCAS report (if any).

User Tip

To locate the NCFS report most closely related to your legacy report (NCAS or Cognos), search [Ctl+F] for the name of the legacy report, or a portion of the legacy report name.

Navigation	NCFS Report Name	NCAS Equivalent	Description	Use/Frequency

Custom/FBR Custom/Report/Accounts Payable	NC AP Invoice Approval Workflow Status Report (RPTAP024)	N/A	Provides information on Unapproved Invoices for agencies.	To report on unapproved invoices with Workflow hold and Invoice hold so invoices can be followed up on by the agencies.
Custom/FBR Custom/Report/Accounts Payable	NC AP Invoice Line Count by Employee-Project Report (RPTAP042)	Cost Allocation: PO Count Information A20-Cost-PO-Count-Info	Captures AP invoice distribution counts entered during a given period based on AMU of employee that entered and sums them by FRU/Project.	Used to complete cost allocation.
Custom/FBR Custom/Report/Accounts Payable	NC Direct Entry vs PO Matched Invoices Paid Report (RPTAP027)	N/A	Displays details of paid direct entry invoices vs invoices matched with a PO.	Used to report on direct invoices to account spend that is not matched with a purchase order.
Custom/FBR Custom/Report/Accounts Payable	NC Dollars Spent by County Report (RPTAP015)	N/A	Displays invoices paid by county for agency, program, or project.	Used to report payments for agency by county, program, or project.

Custom/FBR Custom/Report/Accounts Payable	NC Fixed Assets Invoice Report (RPTAP023)	MM132-1 AP to FA Interface	Lists of asset invoice line which are completed and accounted in NCFS AP.	AP Manager will review for Asset invoice lines.
Custom/FBR Custom/Report/Accounts Payable	NC Invoice Analytics Report (RPTAP035)	MM-122-8 AP Doc Entry	Lists invoices processed by AP Technicians and days taken to process.	Provide a list of invoices processed by AP Technicians and days taken to process each invoice to track employee productivity.
Custom/FBR Custom/Report/Accounts Payable	NC Invoice Hold and Released Report (RPTAP034)	MM122-H & MM122-B	Displays the invoices on hold with hold reason and released information once hold is released.	Retrieve invoices on hold status so they may be researched to determine the reason for the hold and once resolved release the hold.
Custom/FBR Custom/Report/Accounts Payable	NC NCG Grant Payments Report (RPTAP025)	N/A	Provides payments of invoices, credit and debit memos paid with NCG number and displays the COA string.	Used to monitor sub-grant payments to non-governmental entities.

Custom/FBR Custom/Report/Accounts Payable	NC Open Credit Memo Report (RPTAP030)	MM122-6, AP-I0004 (Negative Balance Report by Vendor)	Open credit/debit memos along with related invoices that were completely offset resulting in credit balance.	To display all open credit/debit memos along with related invoices that were completely offset resulting in credit balance.
Custom/FBR Custom/Report/Accounts Payable	NC Outstanding Check Report (RPTAP005)	AP-R0004 Outstanding Payments report	Provide information regarding unreconciled (cleared) check.	To identify stale dated checks that have not been cashed and cleared.
Custom/FBR Custom/Report/Accounts Payable	NC Payment Register Report (RPTAP006)	N/A	Provides information regarding the daily payments.	To report all daily payments in financial system including zero-dollar payments.
Custom/FBR Custom/Report/Accounts Payable	NC Payment with COA Detail (RPTAP011)	N/A	Displays payments made to supplier, parties, and employees.	To query and report all payments made to supplier, parties, and employees.
Custom/FBR Custom/Report/Accounts Payable	NC Payments Statistical Report (RPTAP003)	MM EOY CK STATS	Summarize the count and amount of payments by payment method, payment month, and invoice settlement priority.	To summarize the count and amount of payments by payment method, payment month, and invoice settlement priority.

Custom/FBR Custom/Report/Accounts Payable	NC Prepayment Register Report (RPTAP001)	MM122-P Prepayment Register	Report can be run by the agencies for specific bank accounts and date ranges. Summary level tab will display the total cash by each Agency-Budget Fund. First detail tab will display invoices grouped by supplier site, supplier type, and business unit. Second detail tab will display invoice information grouped by Agency budget-fund-account and then by business unit.	Agencies can use to check pending payments that will process in the next payment cycle for their available cash to determine if they need to hold invoices.

Custom/FBR Custom/Report/Accounts Payable	NC Supplier Tax Withholding Report (RPTAP040)	N/A	Provides information on Withholding tax amounts taken out of payments for suppliers.	Provide all withholding tax details including amount, distributions, and dates for specific agencies, suppliers, and supplier types to report withholding tax amounts and analyze invoices and payments.
Custom/FBR Custom/Report/Accounts Payable	NC Zero Dollar Payments Report (RPTAP002)	AP-ZERO-DOLLAR-CHECK	Displays all invoice types grouped to result in zero-dollar payments.	Identify all invoice types grouped to generate a zero-dollar payment.
Custom/FBR Custom/Report/Accounts Payable	PCard Invoice OTBI (RPTAP043)	N/A	To report on BOA PCard Transaction Details.	Used to review/validate BOA PCard details.
Custom/FBR Custom/Report/Expense	NC Employee Cash Advance Summary and Detail Report (RPTEX001)	AP-R0003	To report on unapplied and applied advances to expense reports.	To review employee cash advances which are unapplied or applied with expense reports.

Custom/FBR Custom/Report/Expense	NC Printable Expense Template Report (RPTEX006)	N/A	Template used in the Expense module by employees or employee delegate to create expense reports.	Developed to be a customizable template to create expense reports for employees within the Expense module.
Custom/FBR Custom/Report/Expense	NC WEX and BofA Credit Card Duplicate Txns Report (RPTEX004)	N/A	Report to review possible duplicate Pcard transactions from WEX and BOA.	To report duplicate Pcard transactions for WEX and BOA for effective reconciliation.
Custom/FBR Custom/Report/Expense	NC Wright Express Spending Report (RPTEX005)	N/A	Developed to view and track member wise spending of associated individual Wright Express gas card and track vendor wise spending of all Wright Express gas credit card transactions. Report will display data by card holder and by vendor.	Developed in order to report expense data with employee and vendor information for effective reconciliation of Wright Express (WEX) credit card transactions and invoice payments.

Custom/FBR Custom/Report/Procurement	NC PO Balance by Various COA Elements Report (RPTPO001)	PS-PO-ECUMBRANCE	PO Balance by Various COA Elements will be developed to view and track Open Purchase Orders which includes partially received and to be received PO’s.	Report captures open PO details by Agency, PO Number, Vendor, COA segments and Quantity details.
Custom/FBR Custom/Report/Procurement	NC PO Line Count for Cost Allocation Report (RPTPO010)	A20-Cost-PO-Count-Info	Reports on PO distribution counts for cost allocation.	Captures PO distribution counts during a given period to report cost allocation.
Custom/FBR Custom/Report/Procurement	NC PO Receipt Details Report (RPTPO003)	N/A	Reports PO receipts daily & monthly.	To report on receipt details of POs created in Oracle.
Custom/FBR Custom/Report/Procurement/OTBI Analysis	Suppliers Report	N/A	Provides information regarding suppliers, supplier sites, and contacts in the system.	Used to inquire on supplier, supplier sites, and contact details.

Wrap-Up

Using the information contained in this document, determine which NCFS reports have an NCAS equivalent report.

Additional Resources

- Web-Based Training (WBT)
  - GEN106 – Submitting and Scheduling Existing Reports

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