

GL-09 Run Custom Pre-Built Reports

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.

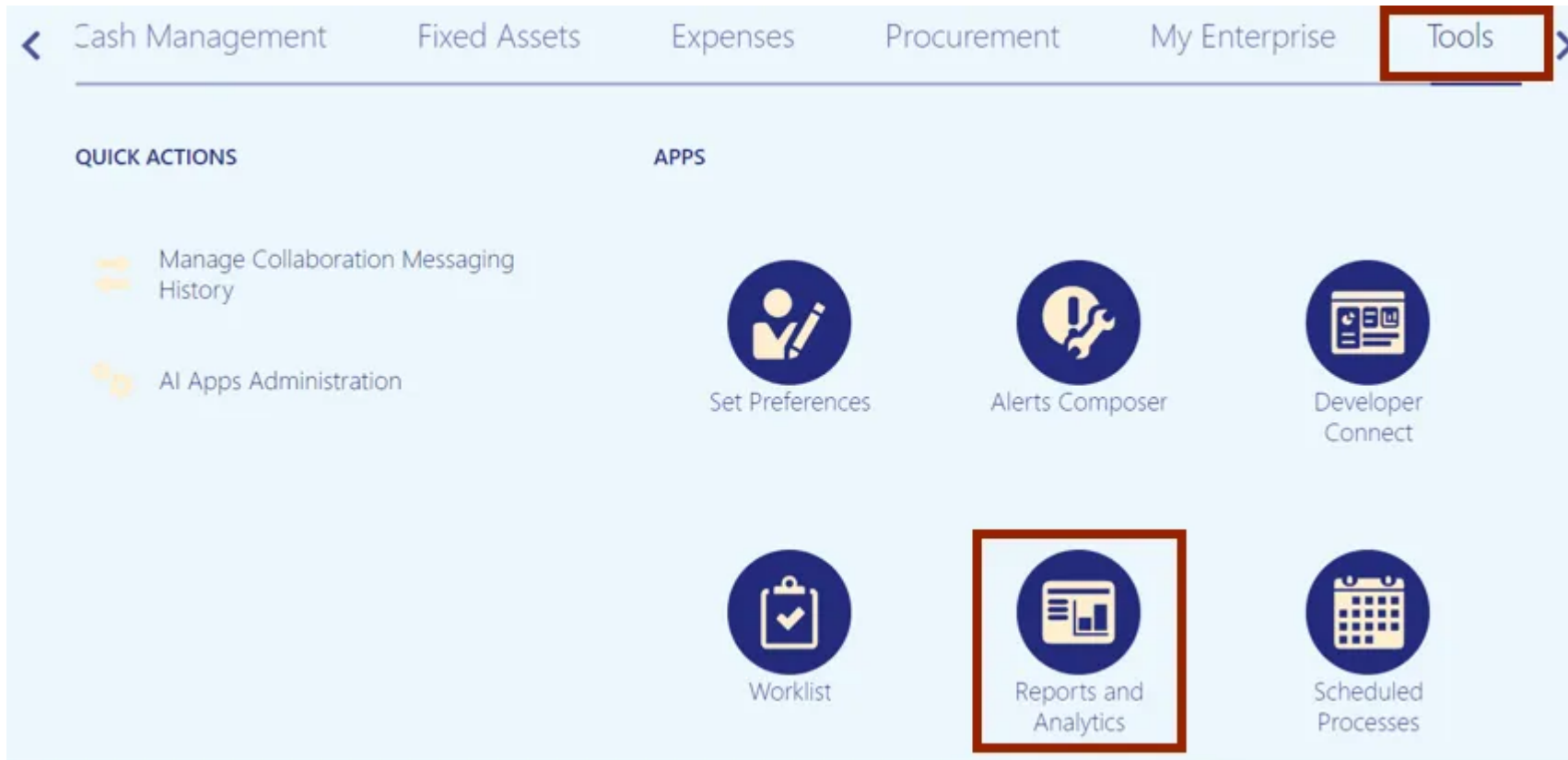
Run Custom Pre-Built Reports

To run custom pre-built reports in NCFS, please follow the steps below. There are 10 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Tools** tab and then click the **Reports and Analytics** app.

Image



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

Image

Reports and Analytics ?

[Browse Catalog](#)

📁 All Folders >>

Filter

All types ▾

Favorites



Clear Filters

Create ▾



No results found.

Search for analysis, report, or dashboard. Click the star icon to favorite an object.

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

Image

Catalog

Home Catalog Favorites Dashboards Create

User View Location /Shared Folders/Custom/FBR Custom/Report/Inventory/NC Daily Aver Show Hidd

Folders

- My Folders
- Shared Folders**
 - Common Content
 - Custom**
 - CloudInsights
 - Customer Relationship Management
 - FBR Custom**
 - Conversion
 - Integration
 - Report**
 - Accounts Payable
 - Accounts Receivable
 - Budget

Type All Sort Name A-Z Show More Details

NC Daily Average Cost Changes DM (RPTIN005) Last Modified 3/13/23 1:58 AM
Owner Boomi IntegrationUser
NC Daily Average Cost Changes Data Model (RPTIN005)
[Edit](#) [More](#)

NC Daily Average Cost Changes Report (RPTIN005) Last Modified 3/13/23 1:58 AM
Owner Boomi IntegrationUser
NC Daily Average Cost Changes Report (RPTIN005)
[Open](#) [Edit](#) [More](#)

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

Image

Catalog

Home Catalog Favorites Dashboards Create

User View Location /Shared Folders/Custom/FBR Custom/Report/General Ledger Show Hic

Folders

- FBR Custom
 - Conversion
 - Integration
 - Report**
 - Accounts Payable
 - Accounts Receivable
 - Budget
 - Cash Management and Treasury
 - Expense
 - Fixed Asset
 - General Ledger**
 - FBR Budget Code Cash Transfer Report
 - FBR Cash Inter Fund Clearing Interface Re

Type All Sort Name A-Z Show More Details

- FBR Budget Code Cash Transfer Report** Last Modified 3/13/23 1:53 AM Owner Boomi Int
Expand More
- FBR Cash Inter Fund Clearing Interface Reconciliation Report** Last Modified 3/13/23
Owner Boomi IntegrationUser
Expand More
- FBR CoA MappingSet Report** Last Modified 3/13/23 1:57 AM Owner Boomi IntegrationUser
Expand More
- FBR Commerce Cost Allocations Reconciliation Report** Last Modified 3/13/23 1:55 AM
Owner Boomi IntegrationUser
Expand More
- FBR Cost Allocation Pre-Validation Report** Last Modified 3/13/23 1:55 AM
Owner Boomi IntegrationUser
Expand More
- FBR DPS Cost Allocations Reconciliation Report** Last Modified 3/13/23 1:55 AM
Owner Boomi IntegrationUser
Expand More

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

Image

Catalog

Home
Catalog
Favorites
Dashboards
Create
Open

User View
Location /Shared Folders/Custom/FBR Custom/Report/General L
Show Hidden Items

Folders

- Budget
- Cash Management and
- Expense
- Fixed Asset
- General Ledger
 - FBR Budget Code C
 - FBR Cash Inter Fun
 - FBR CoA MappingS

Tasks

General Ledger

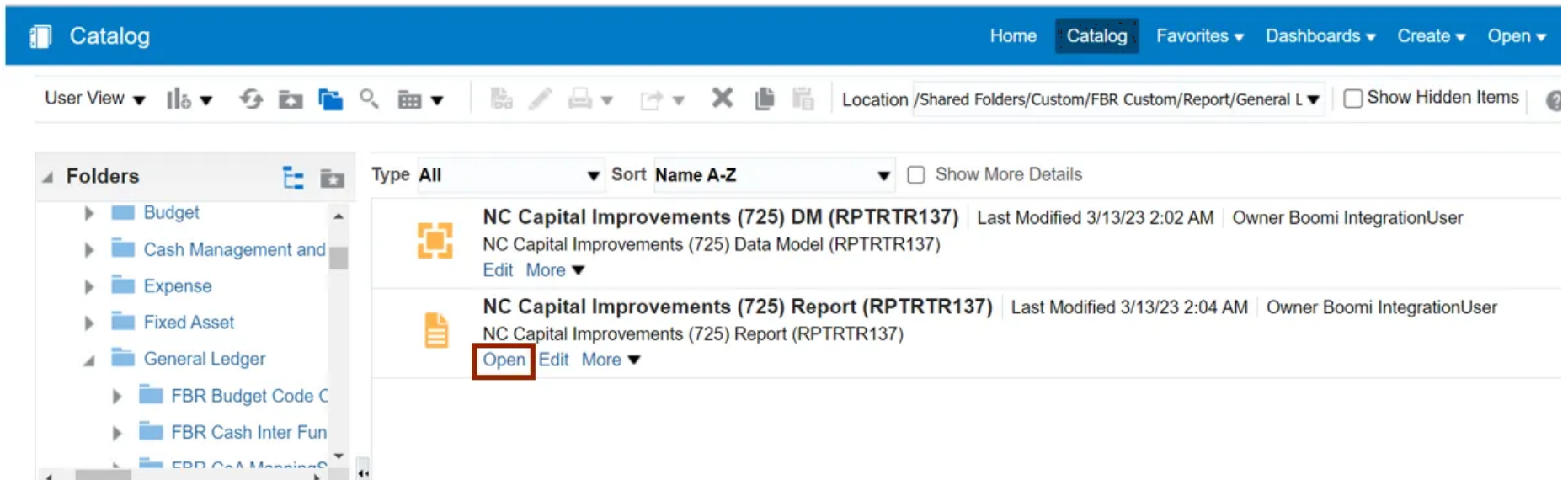
Expand Archive

Type All Sort Name A-Z Show More Details

NC Budget to Actual (701) Excel Report (RPTTRTR019)	Last Modified 3/13/23 1:56 AM	Owner Boomi IntegrationUser
Expand More		
NC Budgetary Compliance Report (RPTTRTR025)	Last Modified 3/13/23 1:58 AM	Owner Boomi IntegrationUser
Expand More		
NC Capital Improvements (725) Detailed Report (RPTTRTR014)	Last Modified 3/13/23 1:55 AM	Owner Boomi IntegrationUser
Expand More		
NC Capital Improvements (725) Report (RPTTRTR137)	Last Modified 3/13/23 1:58 AM	Owner Boomi IntegrationUser
Expand More		
NC Cash Basis - Project Life to Date Balances Report (RPTTRTR003)	Last Modified 3/13/23 1:57 AM	Owner Boomi IntegrationUser
Expand More		
NC Cash Receipts Disbursements and Balance by Budget Fund (704) Report (RPTTRTR015)	Last Modified 3/13/23 2:01 AM	Owner Boomi IntegrationUser
Expand More		

Step 7. On the **NC Capital Improvements (725) Report (RPTTRTR137)**, click the **Open** link.

Image



Step 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.

Image

NC Capital Improvements (725) Report (RPTRTR137)

HomeCatalogFavorites ▾Dashboards ▾Create ▾Open ▾

Mode Budget Fund Detail ▾

Agency 0100-NC GENERAL ASSEMI ▾

Period Dec-22 ▾

Apply

Budget Code All ▾

Budget Fund All ▾

NC Capital Improvements...



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

Image

NC Capital Improvements...

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

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.

Image

NC Capital Improvements...

North Carolina Financial System
Office of State Controller
NC Capital Improvements (725) Report (RPT-RTR-137)
06/16/2023 07:48:01 AM

Page: 1

	Budget Fund	Period
	All	Dec-22

	Account Description	Total Budget	Unallotted	Total Allotments	Current	Year to Date	Life to Date	Allotment Balance
	OTH STR-RESTOR & RENOVATN-UNDESIGNATED- DEFAULT Inter Fund NC CASH	1,160,990.30	0.00	1,160,990.30	0.00	0.00	580,495.15	580,495.15
	AGENCY OPERATING TRANSFER OUT-UNDESIGNATED- DEFAULT Inter Fund NC CASH	2,099,761.46	0.00	2,099,761.46	0.00	0.00	1,049,880.73	1,049,880.73
	Total Expenditures	3,260,751.76	0.00	3,260,751.76	0.00	0.00	1,630,375.88	1,630,375.88
	AGENCY OPERATING TRANSFER IN-UNDESIGNATED- DEFAULT Inter Fund NC CASH	3,260,751.76	0.00	3,260,751.76	0.00	0.00	1,630,375.88	1,630,375.88
	Total Revenues	3,260,751.76	0.00	3,260,751.76	0.00	0.00	1,630,375.88	1,630,375.88

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 (RPT-RTR-137).

Additional Resources

- Web Based Training (WBT)
 - [GL001: GL Journal Inquiry](#)
 - [GEN106: Submitting and Scheduling Existing Reports](#)
- Virtual Instructor-Led Training (vILT)
 - [GL100c: Journal Entry](#)

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