NCFS Report - RPT-AP-001

Report Name: RPT-AP-001 Prepayment Register Report

Report Description: RPT-AP-001 Prepayment Register Report will be run by Agencies for a specific Bank Account and Date Range as defined in the parameters of the report. The Summary level tab of the report will display the total cash by each unique combination of Agency-Budget Fund segment values. This summary-level data will be sourced from the Prepay 2 tab of the report. Following the Summary tab, there will be three Detail-level tabs filled with information. The first Detail-level tab will be the “Prepay 1 by Supplier Site” tab. This will display Invoice Information, grouped by Supplier Site, Supplier Type, then by Business Unit. Within each of these groupings, a subtotal will be calculated for the Total by the respective grouping. The second Detail-level tab will be the “Prepay 2 by BF-Account” tab. This will display Invoice information but grouped first by each unique Agency-Budget Fund-Account segment combination, then by Business Unit. The third Detail-level tab will be the “Prepay 3 by IC Transfers Only” tab. This will display Invoice information for only the intercompany transfers created in AP grouped by Supplier Site and then totaled by Business Unit.

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