GEN-14 Pre-Built Report Search

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to use the Pre-Built Reporting Tool.

Introduction and Overview

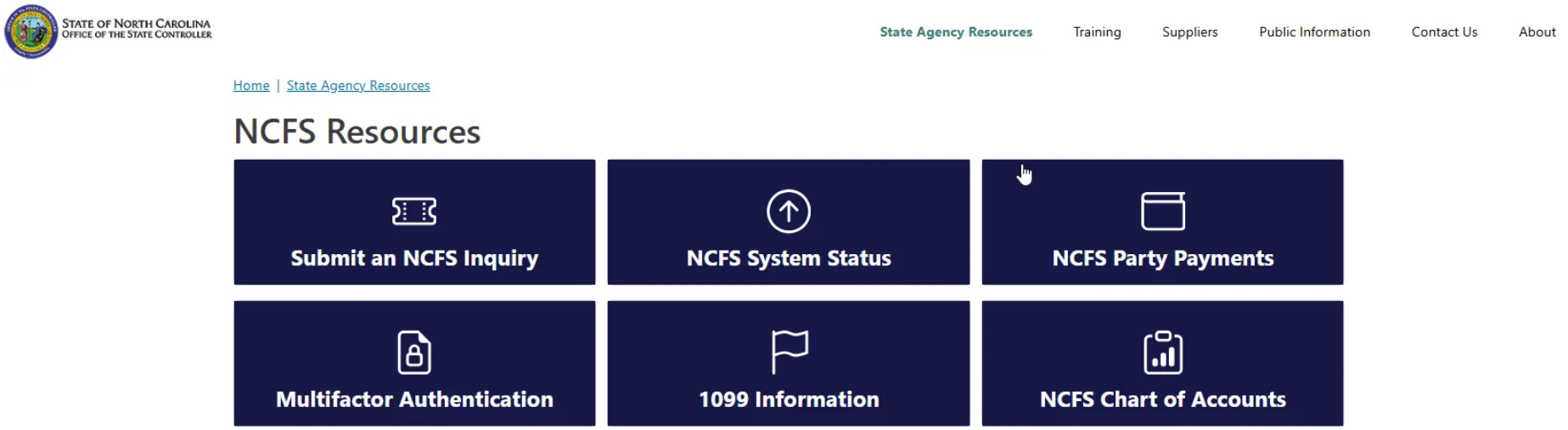
This QRG covers the process of searching for reports in NCFS.

Pre-Built Report Search

To use the Pre-Built Report Search tool, follow the steps below. There are 7 steps to complete this process.

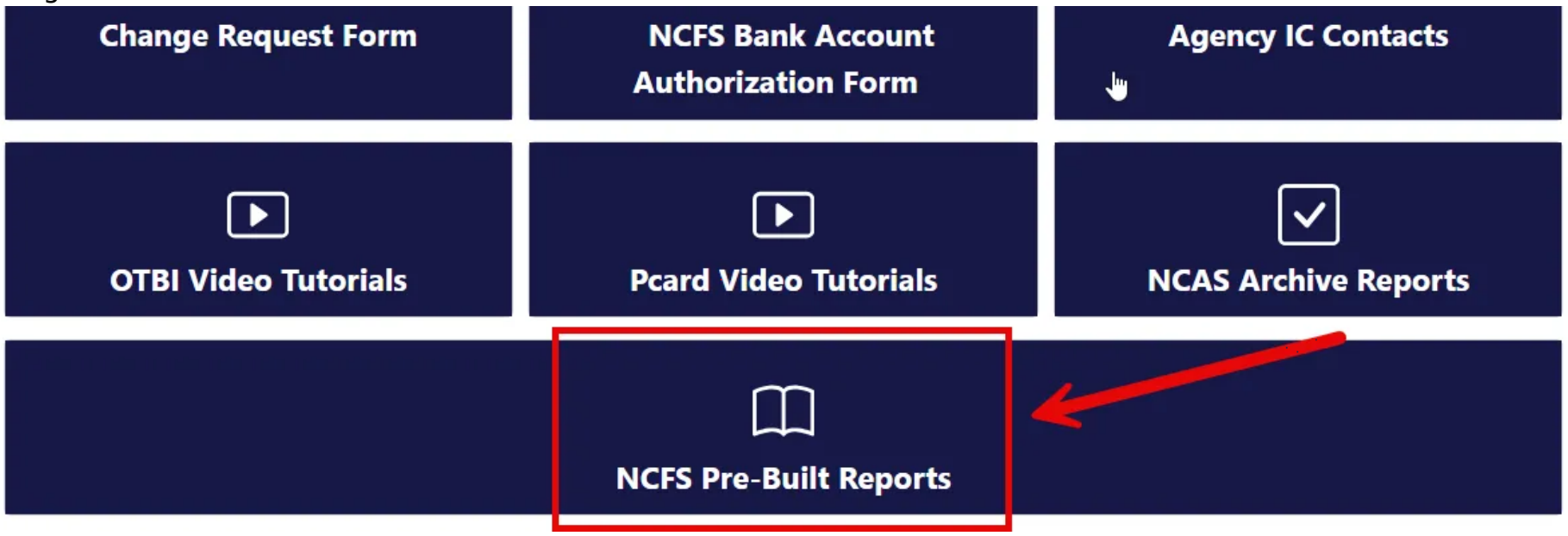
Step 1. From the **NCFS Resources** web page on the OSC website, scroll down to find the **Pre-Built Reports** tile. The URL is: https://ncosc.gov/state-agency-resources/ncfs-resources.

Image



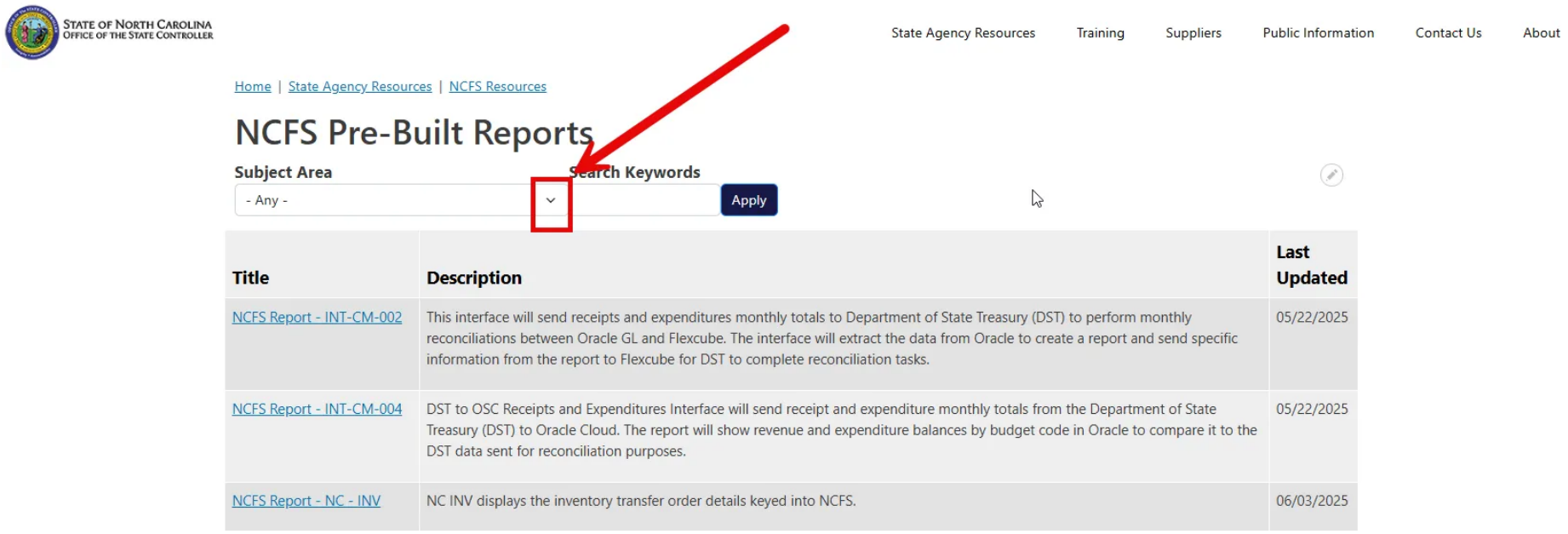
Step 2. At the bottom of the page, select the **NCFS Pre-Built Reports** tile.

Image



Step 3. Click the drop-down arrow from the **Subject Area**.

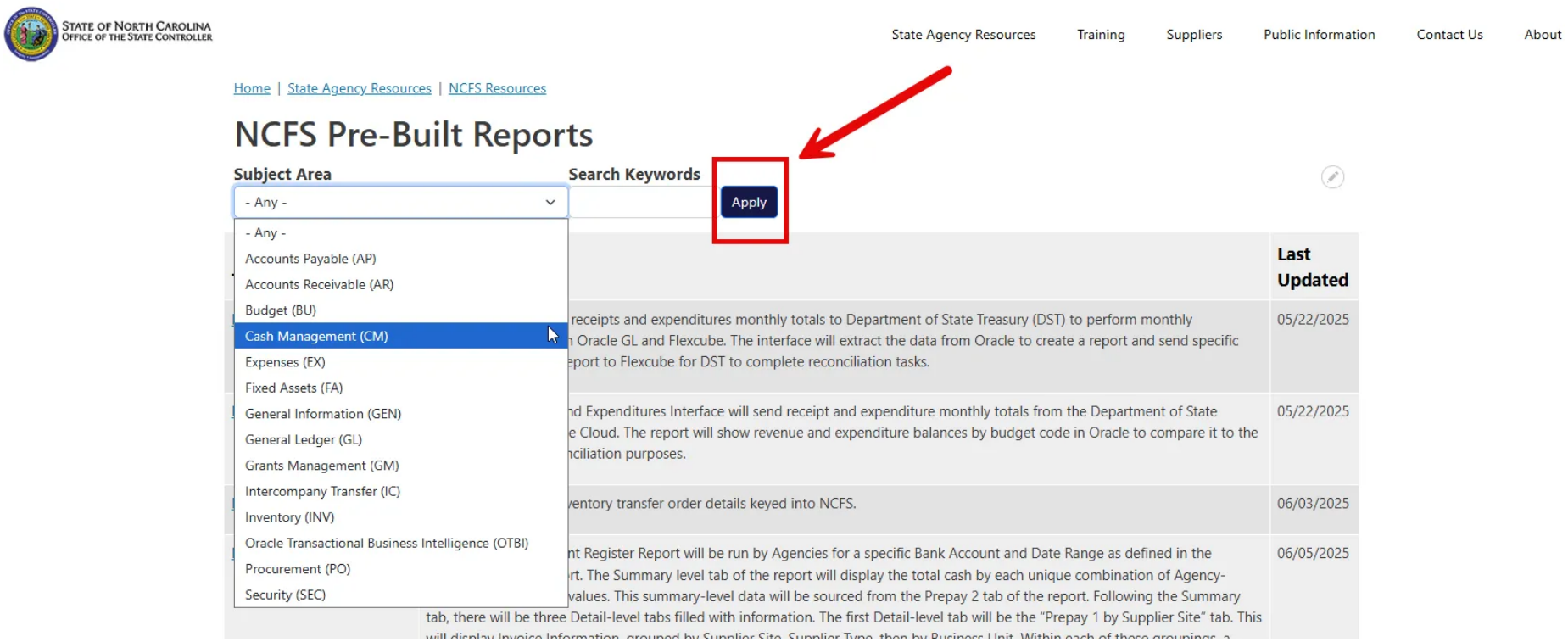
Image



Step 4. The drop-down area displays the list by Subject/Process Area.

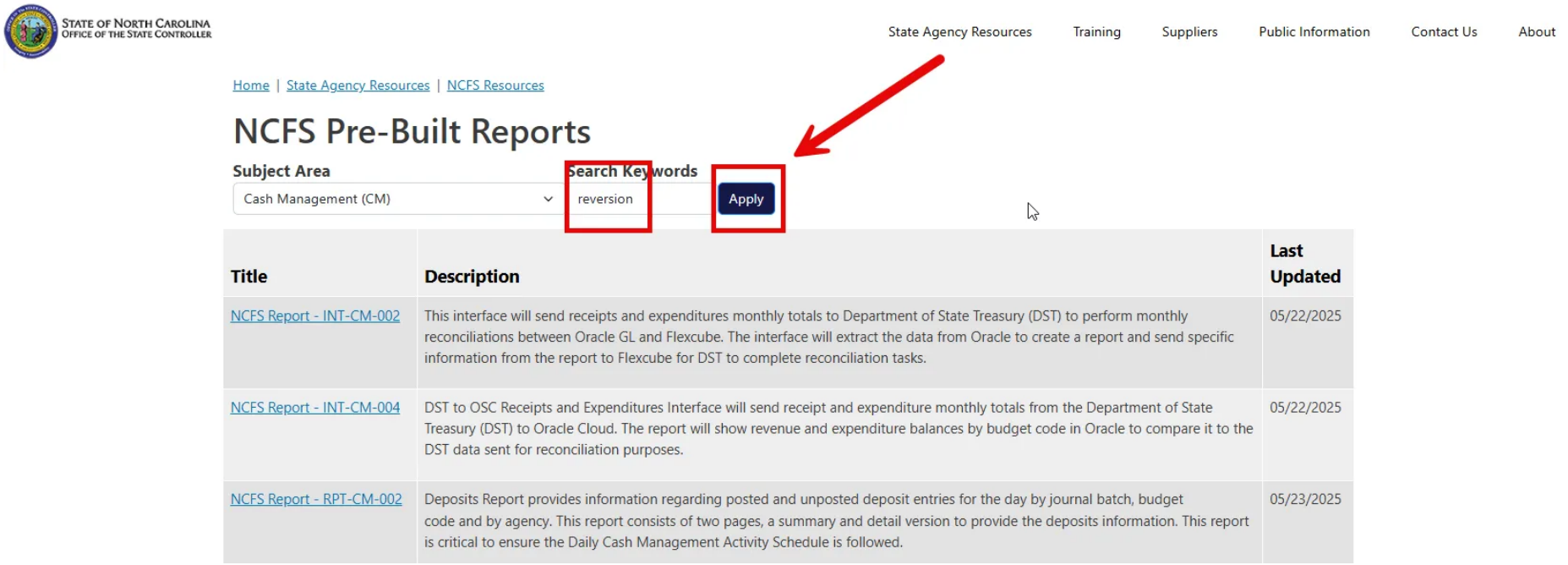
For this example, we will select the **Cash Management (CM)** option and click **Apply**.

Image



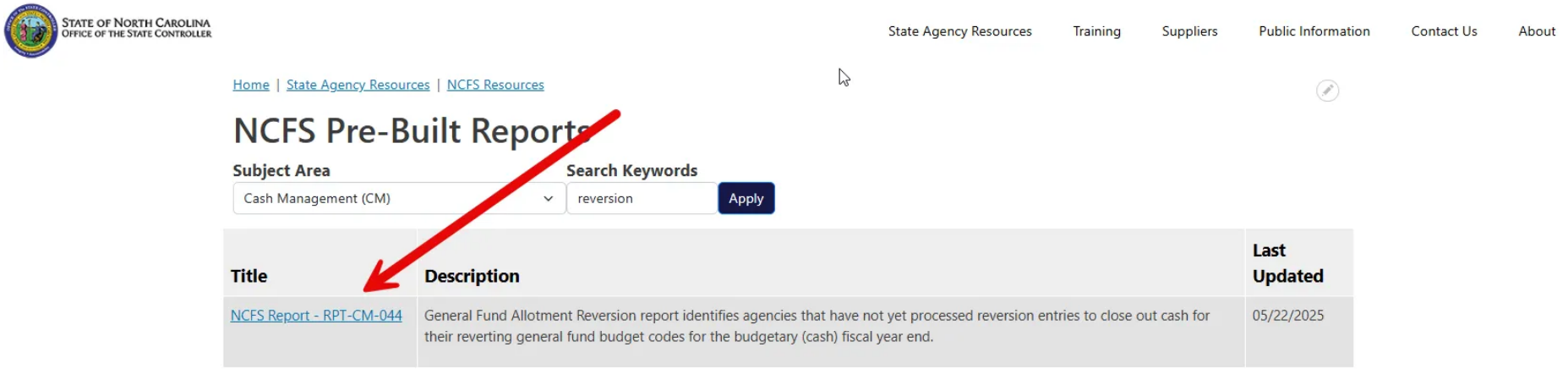
Step 5. The available Pre-Built reports for Cash Management (CM) are now displayed. We will now expand the search with a keyword. Enter "**reversion**" in the **Search Keywords** field and click **Apply**.

Image



Step 6. The available reports that contains the keyword “reversion”, is now displayed. To see the Pre-Built report details, click the **NCFS Report-RPT-CM-044** hyperlink.

Image



Step 7. The report details are now displayed for the NCFS Report – RPT-CM-044.

Image



Wrap-Up

Users can search for Pre-Built Reports in NCFS by following the steps explained above.

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