GEN-16 Update Print Engine in the Financial Reporting Studio (FRS)

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to update the print engine for exporting ACFR reports to Excel on a single tab in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This update directly improves the formatting and usability of the ACFR reports located in the Financial Reporting Studio (FRS) of the North Carolina Financial System (NCFS), ensuring the FRS reports export to Excel on a single tab.

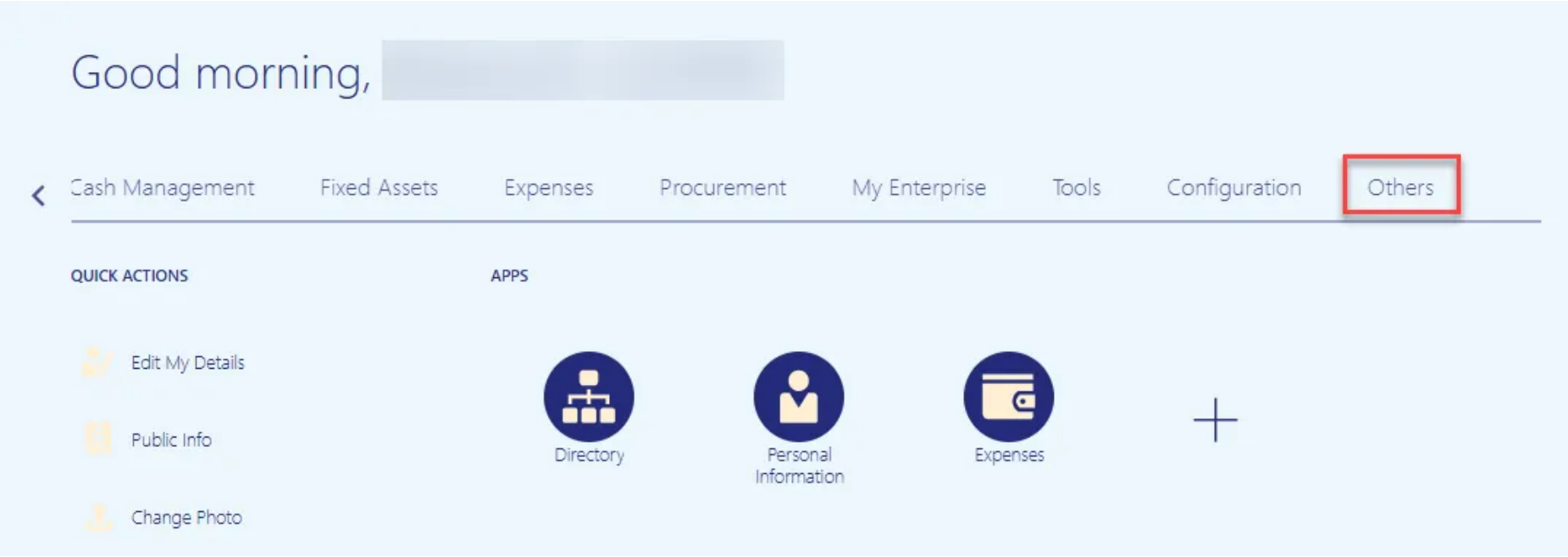
Update Print Engine

To update the print engine for FRS reports, please follow the steps below. There are 9 steps to complete this process.

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

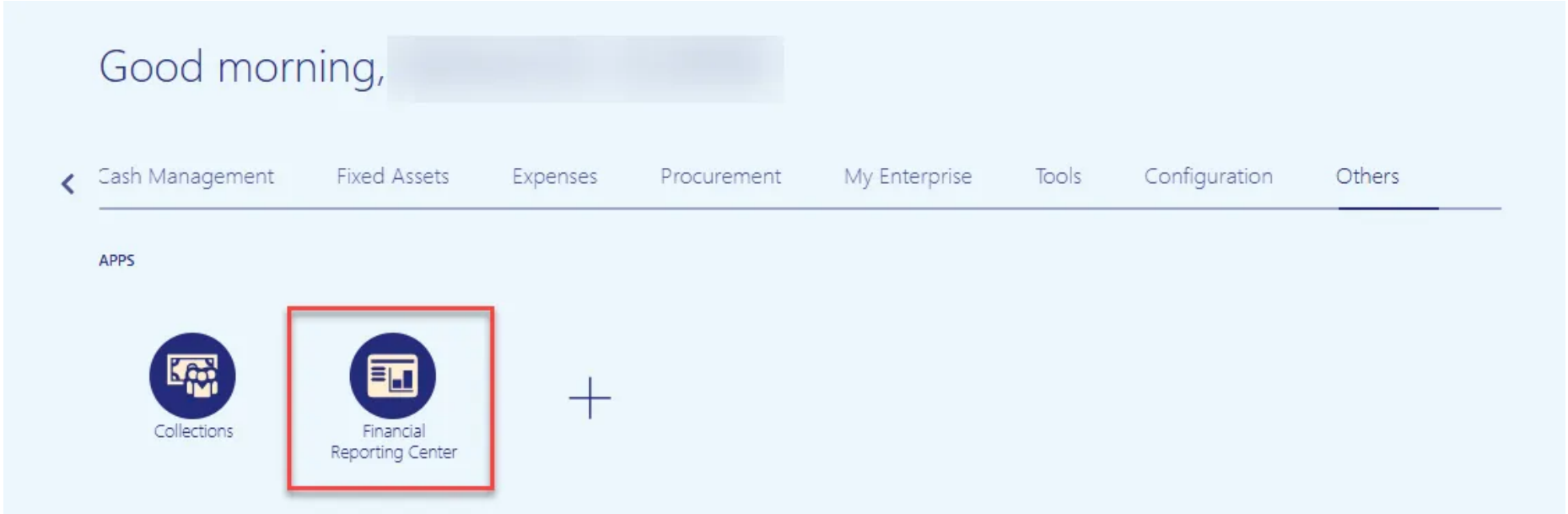
Step 2. On the Home page, click the **Others** tab.

Image



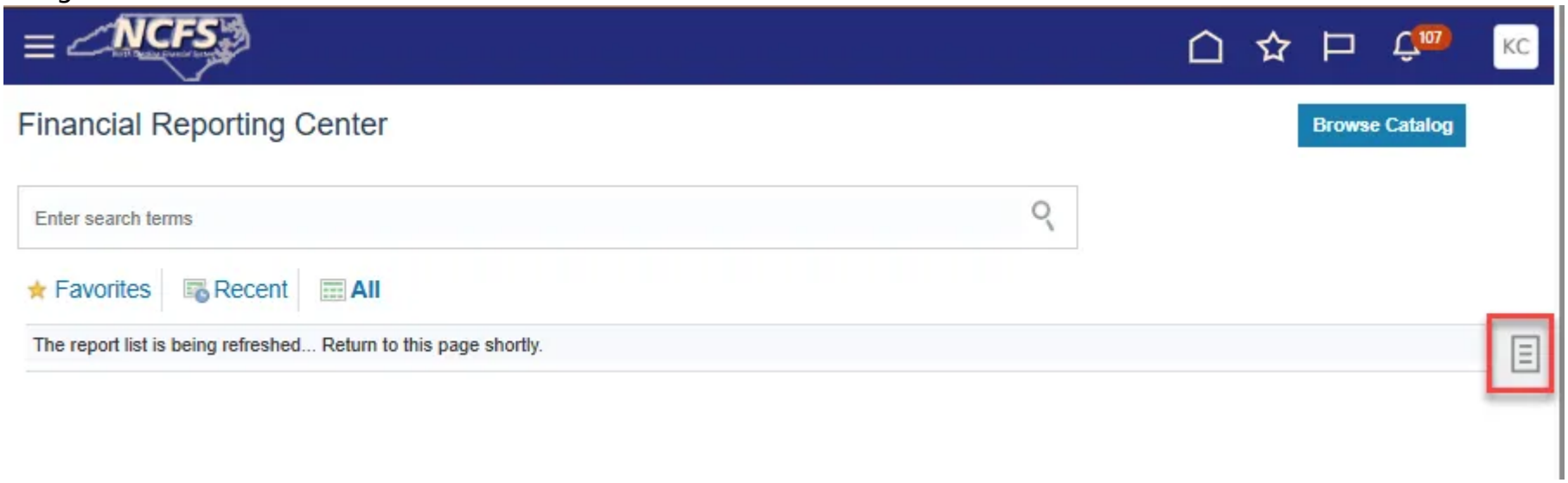
Step 3. Select the **Financial Reporting Center** app.

Image



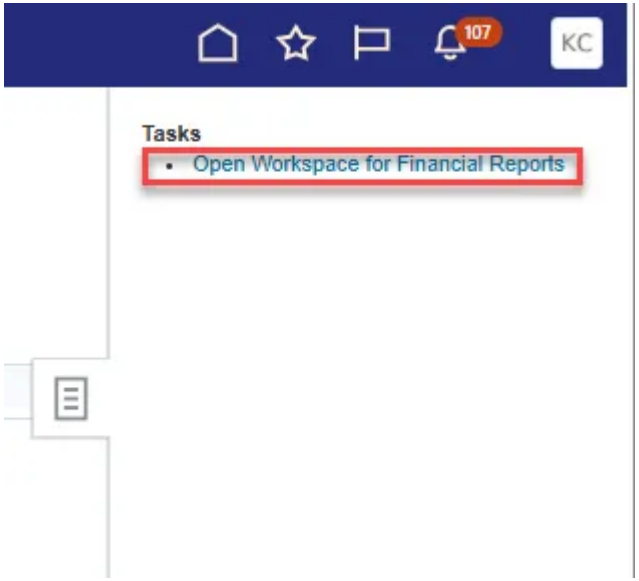
Step 4. Choose the **Tasks** icon.

Image



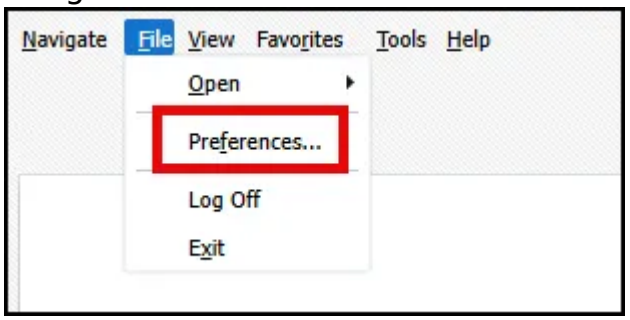
Step 5. Select **Open Workspace** for Financial Reports from the Tasks pane.

Image



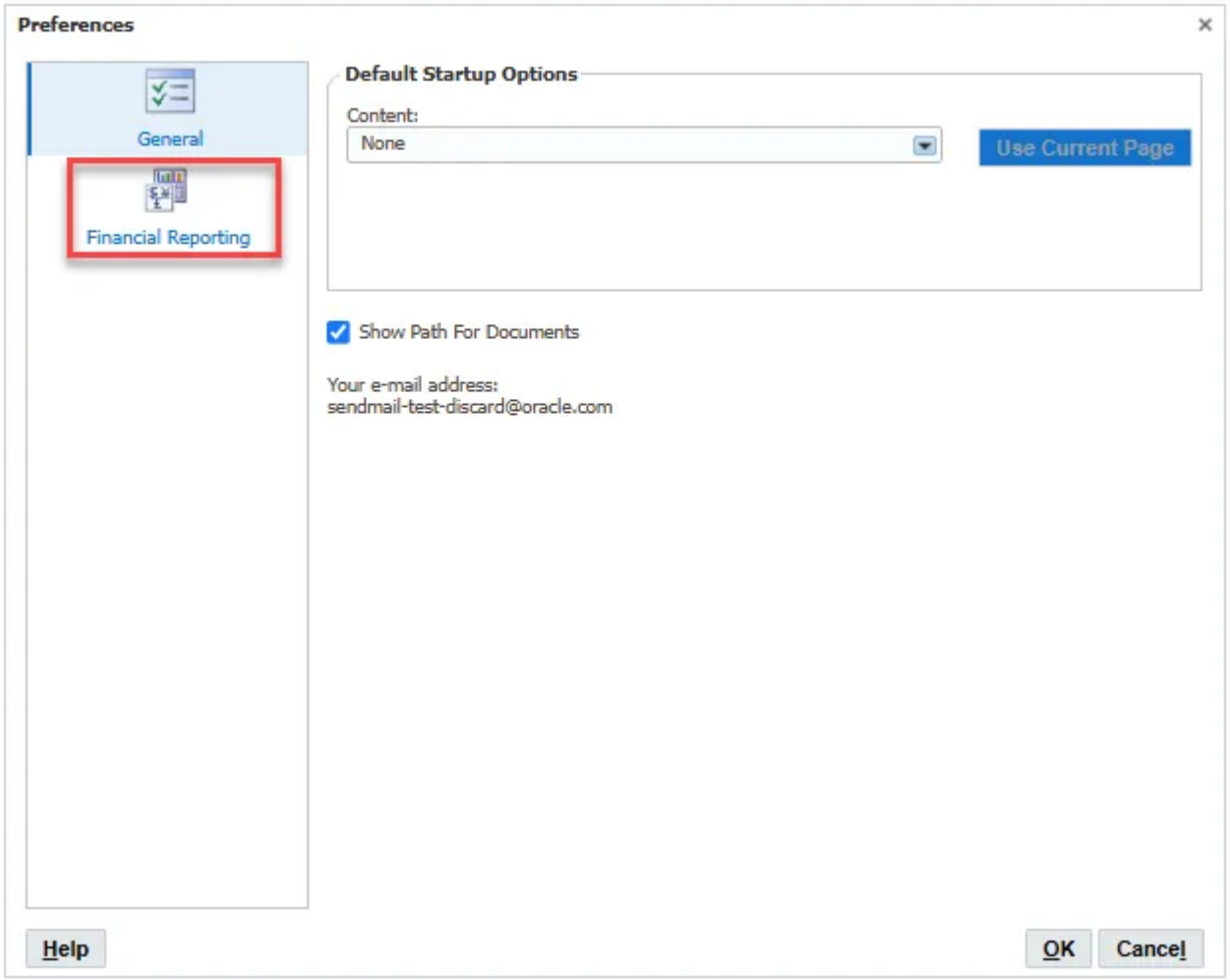
Step 6. Select **File and Preferences** to open your report preferences.

Image



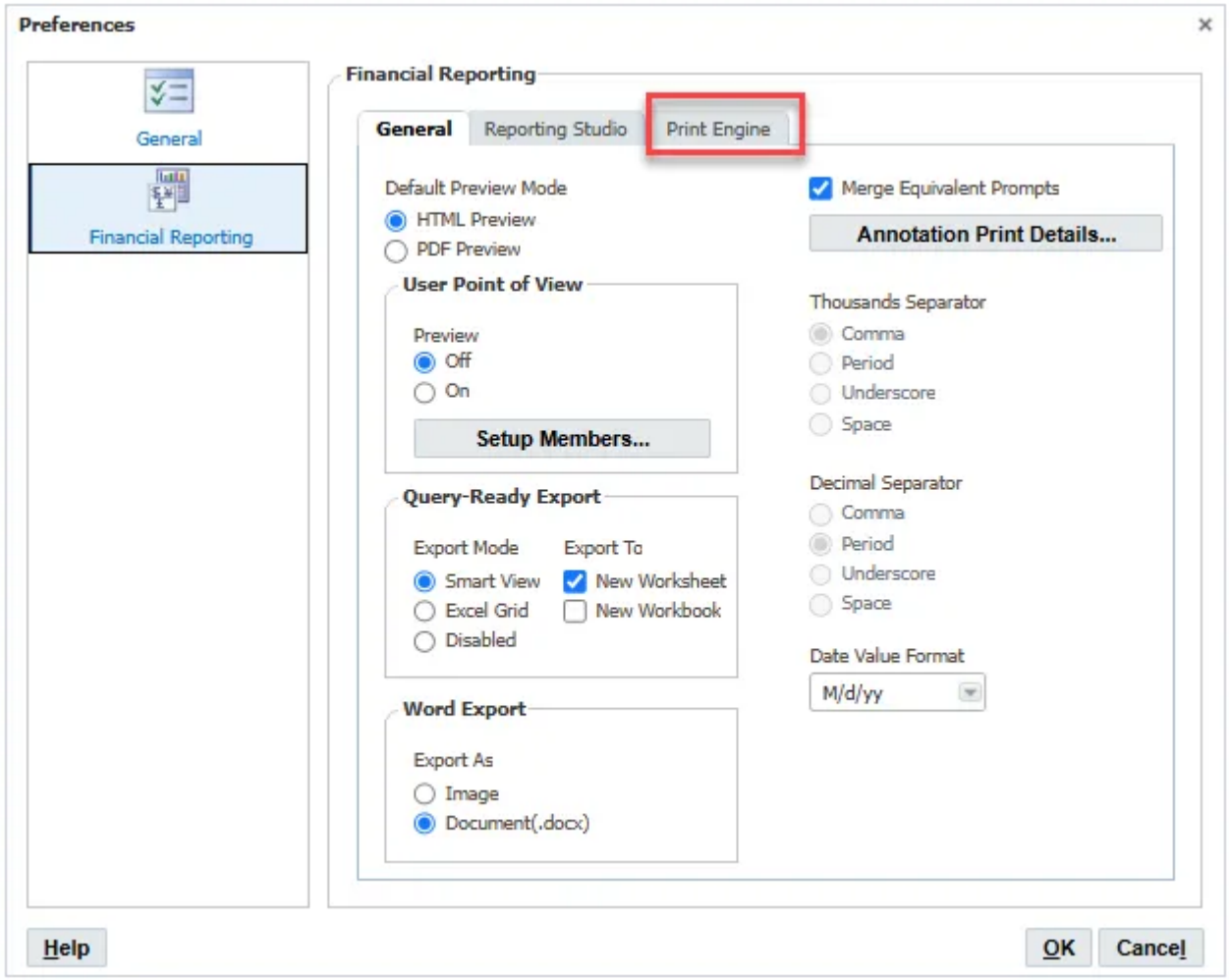
Step 7. On the Preferences pop-up box, select **Financial Reporting**.

Image



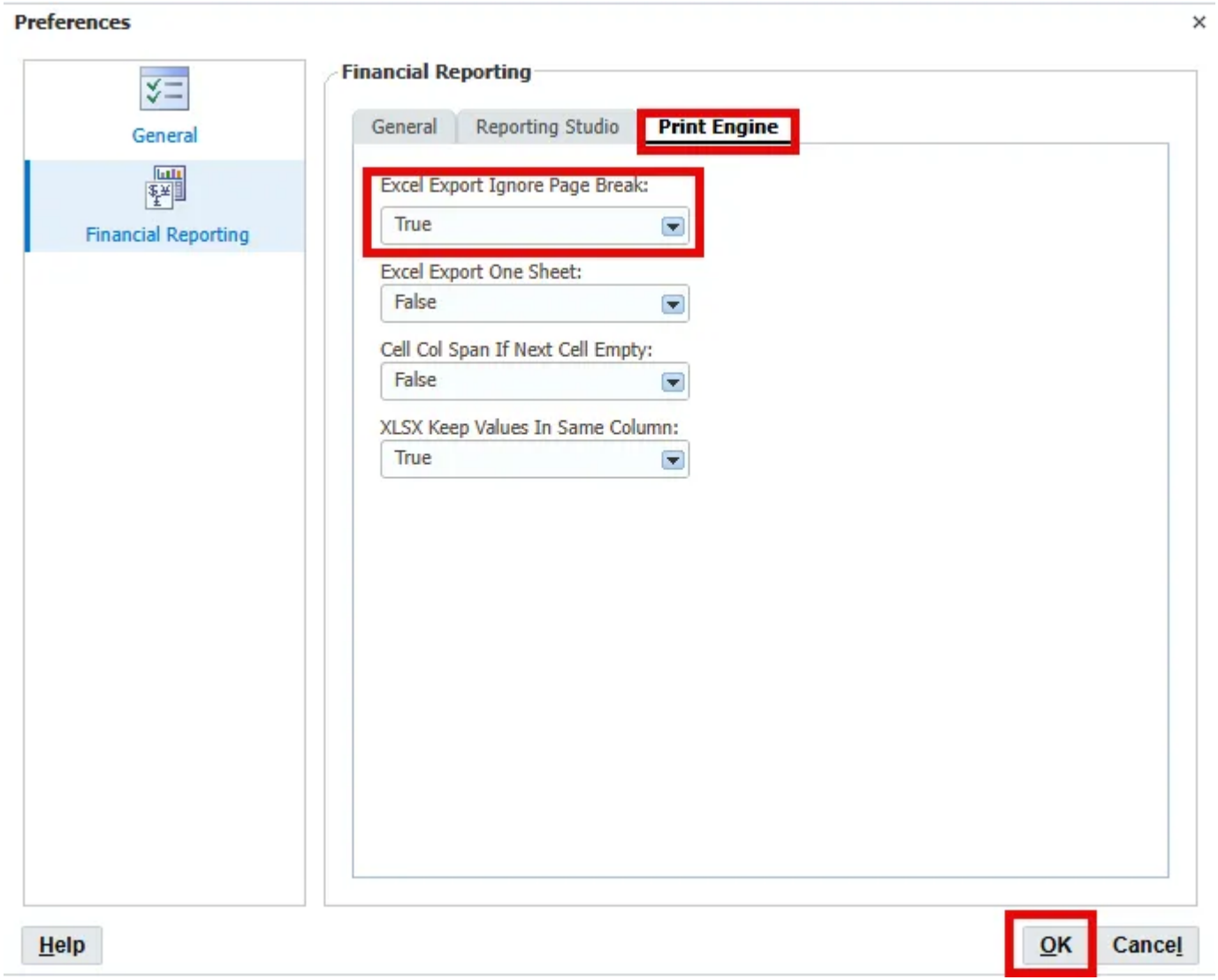
Step 8. Choose the **Print Engine** tab.

Image



Step 9. Select **True** under Excel Export Ignore Page Break and select **OK**.

Image



Wrap-Up

By updating the print engine preferences, your FRS reports will display on a single tab when downloaded to Excel.

First Published

Thu, 07/02/2026

Last Updated

Mon, 07/06/2026

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