

GEN-04 Assigning an NCFS Report to Favorites

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to show the steps of how to assign an NCFS report in Favorites in the North Carolina Financial System (**NCFS**).

There are 7 steps to complete this process.

Assigning an NCFS Report to Favorites

Step 1. Log into NCFS using Company Single Sign-On. Use NCID and password.

Image

Sign In Oracle Applications Cloud



Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In

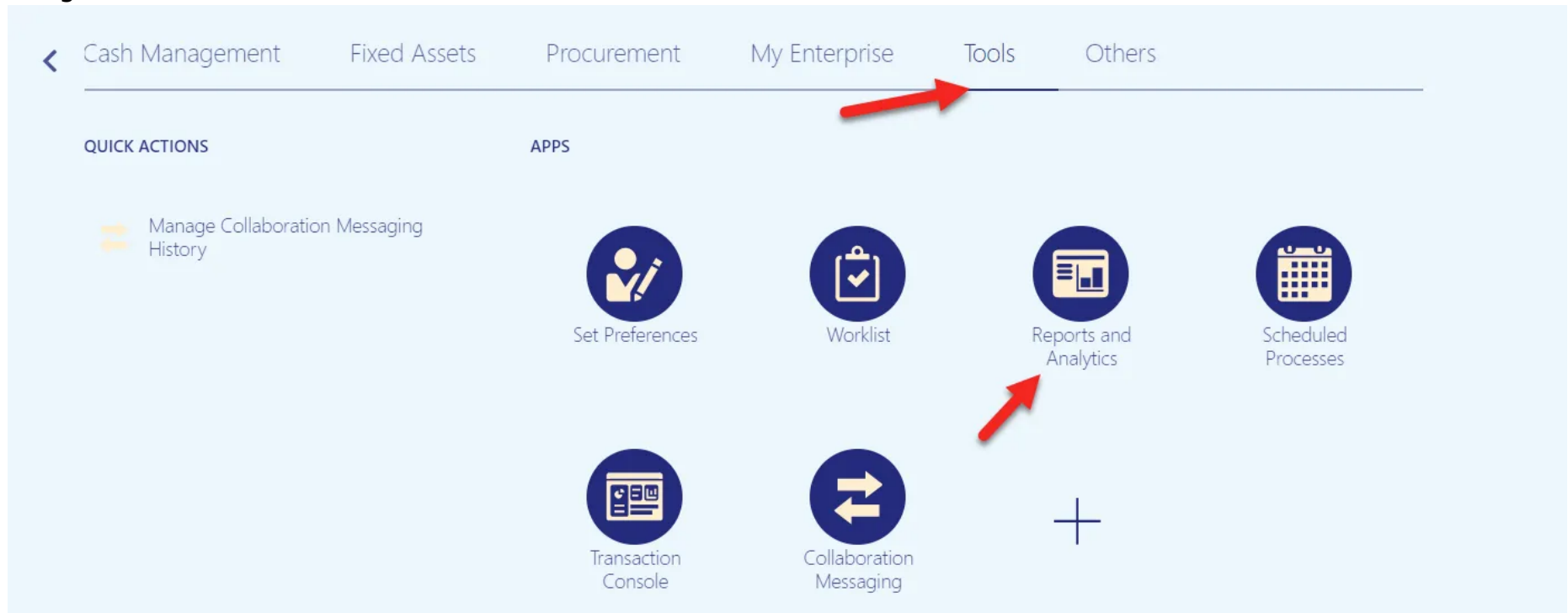
Select Language

English



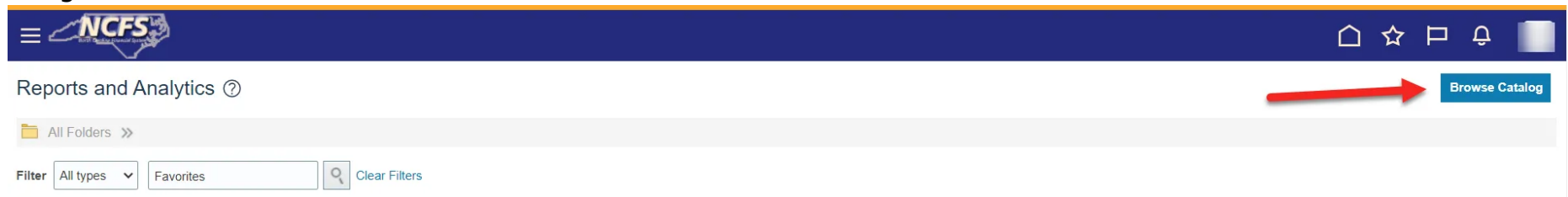
Step 2. Select **Tools** < **Reports and Analytics**.

Image



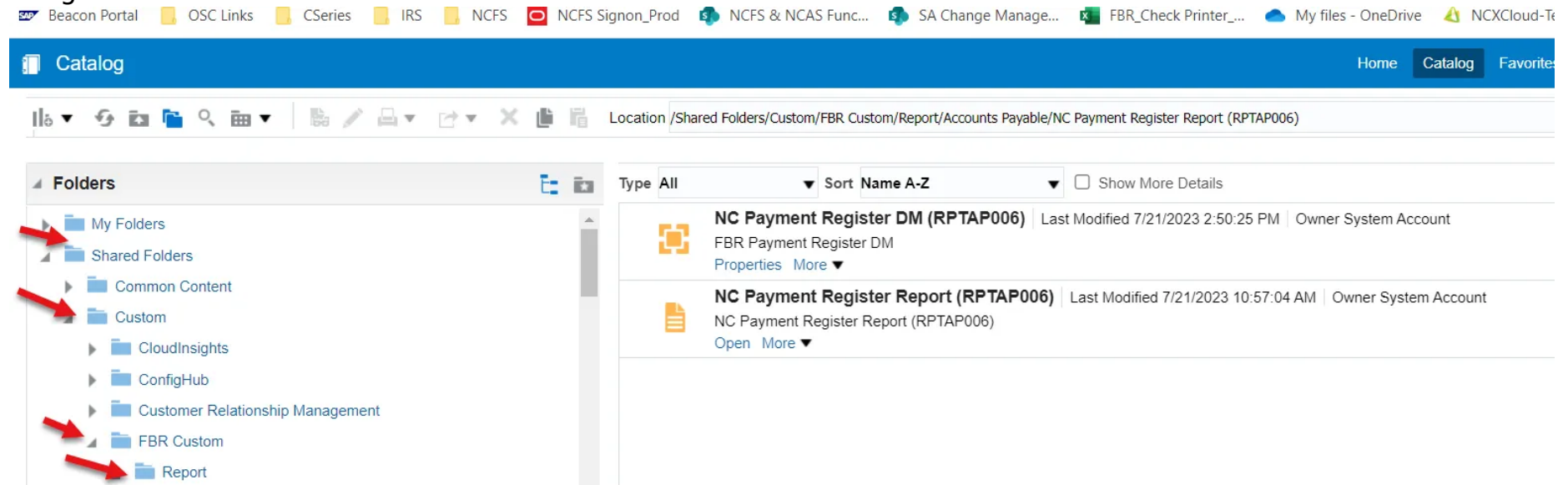
Step 3. Select **Browse Catalog**.

Image



Step 4. Navigate to the report under the following path: **Shared Folders** < **Custom** < **FBR Custom** < Report.

Image



Step 5. Pick the process area and report to be assigned as a favorite.

Example below shows Account Payable<NC Payment Register Report.

Image

Beacon Portal OSC Links CSeries IRS NCFS NCFS Signon_Prod NCFS & NCAS Func... SA Change Manage... FBR_Check Printer... My files - OneDrive NCXCloud-Te

Catalog Home Catalog Favorites

Location /Shared Folders/Custom/FBR Custom/Report/Accounts Payable/NC Payment Register Report (RPTAP006)

Folders

- My Folders
- Shared Folders
 - Common Content
 - Custom
 - CloudInsights
 - ConfigHub
 - Customer Relationship Management
 - FBR Custom
 - Report
 - Accounts Payable
 - NC 1099 Electronic Media Report (RPTAP020)
 - NC 1099 G Report (RPTAP018)
 - NC 1099 MISC Report (RPTAP017)

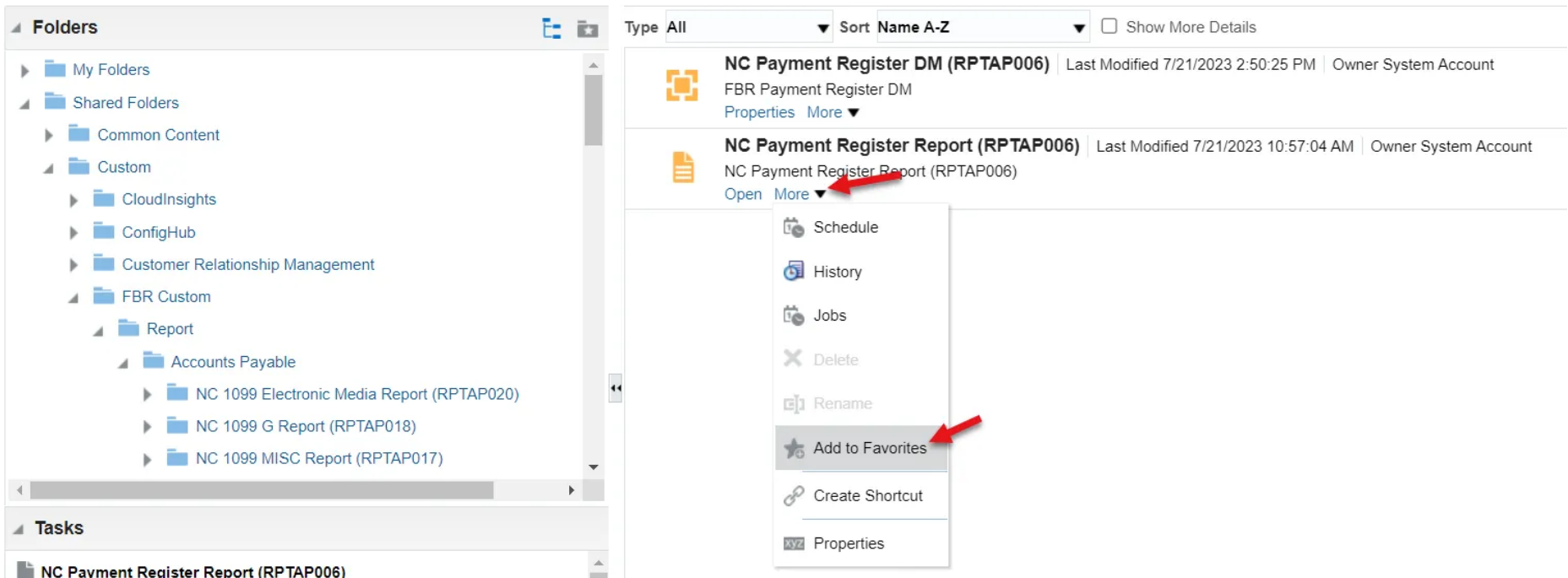
Tasks

Type All Sort Name A-Z Show More Details

	NC Payment Register DM (RPTAP006) FBR Payment Register DM Properties More	Last Modified 7/21/2023 2:50:25 PM Owner System Account
	NC Payment Register Report (RPTAP006) NC Payment Register Report (RPTAP006) Open More	Last Modified 7/21/2023 10:57:04 AM Owner System Account

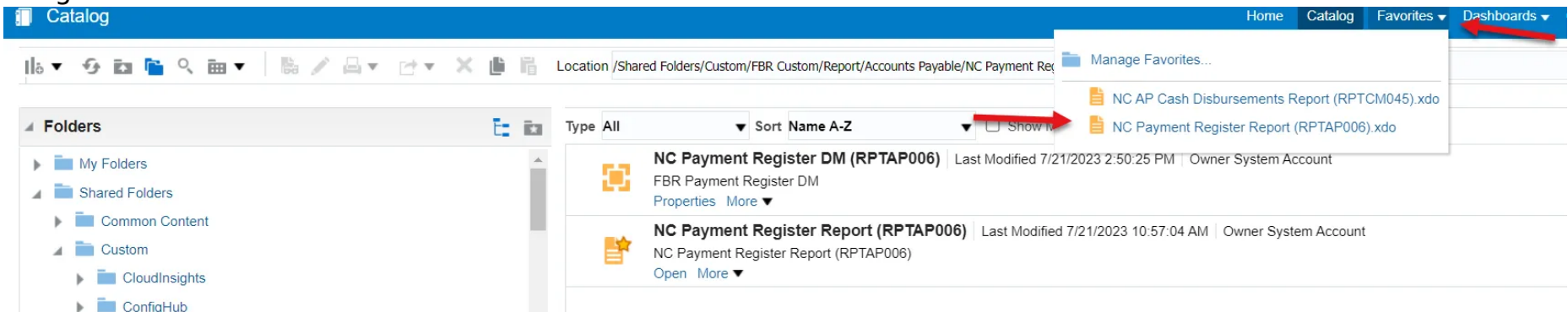
Step 6. Under the report to be assigned as a favorite, click the **More** hyperlink and select **Add to Favorites**.

Image



Step 7. Click the **Favorites** menu on the top toolbar to see assigned reports to the Favorites menu.

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