



RUN CUSTOM PRE-BUILT REPORTS

GL

QUICK REFERENCE GUIDE GL-09

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.

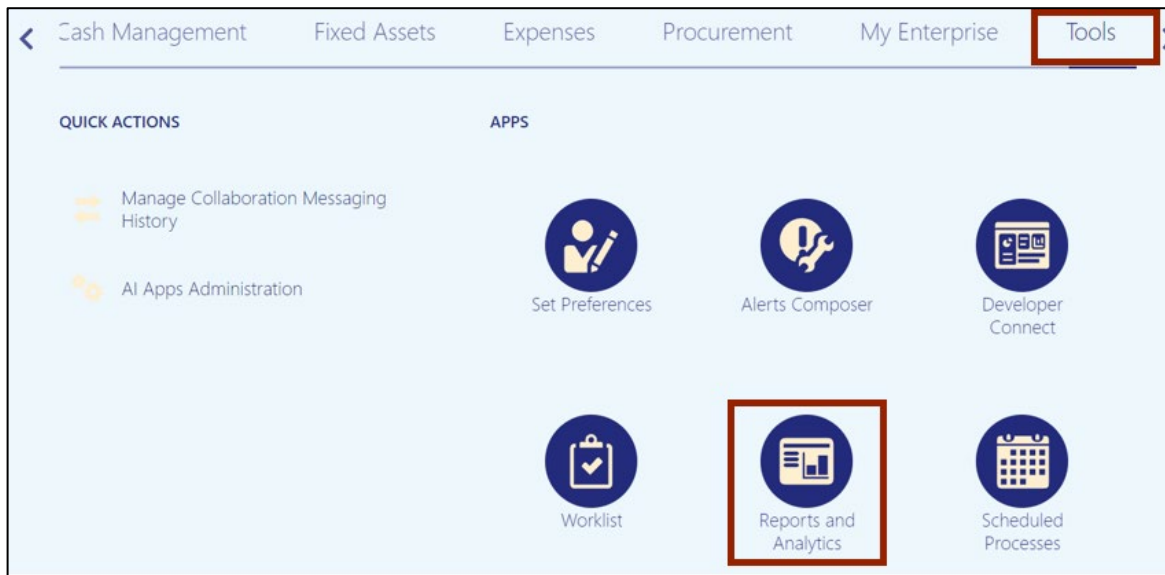
Introduction and Overview

This QRG covers how to run GL report in NCFS, which will enable you to extract information for the specified parameters.

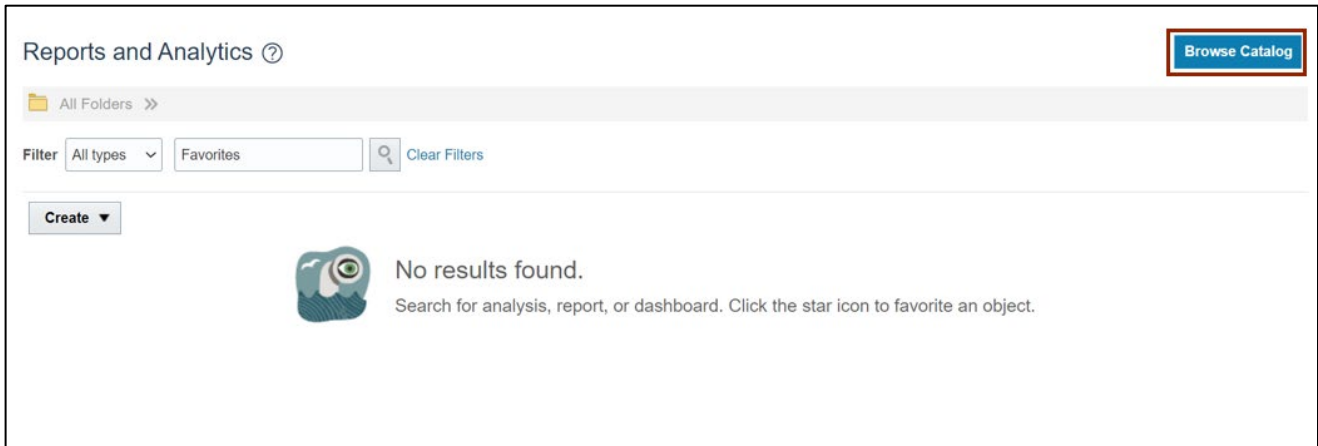
Run Custom Pre-Built Reports

To run custom pre-built reports in NCFS, please follow the steps below:

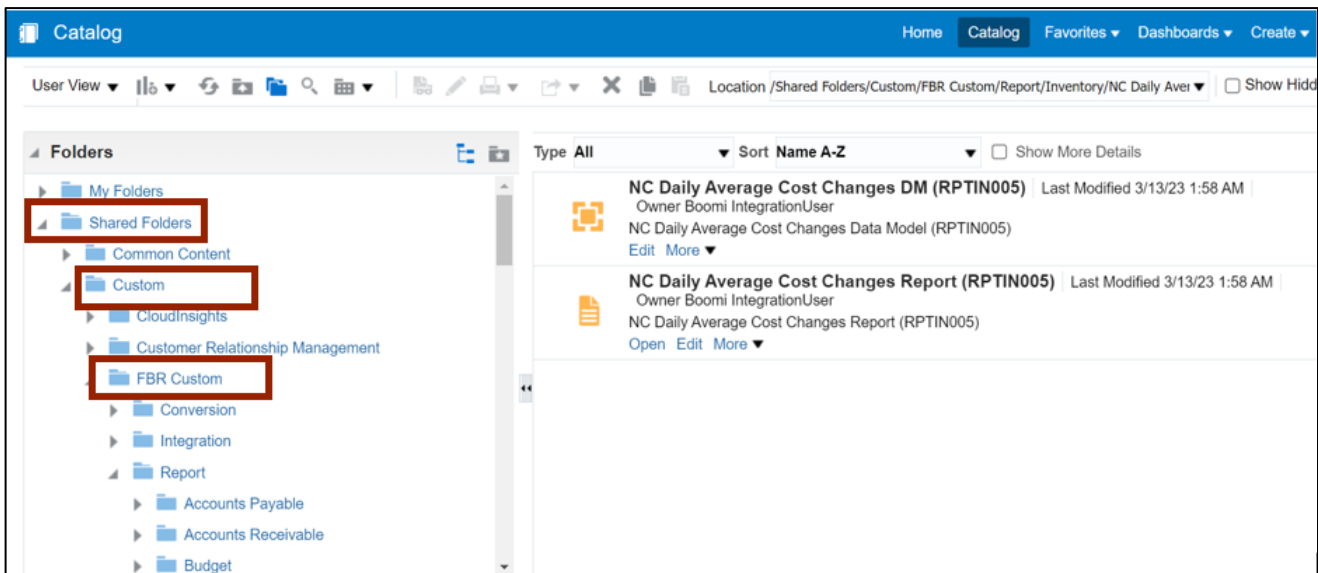
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Tools** tab and then click the **Reports and Analytics** app.



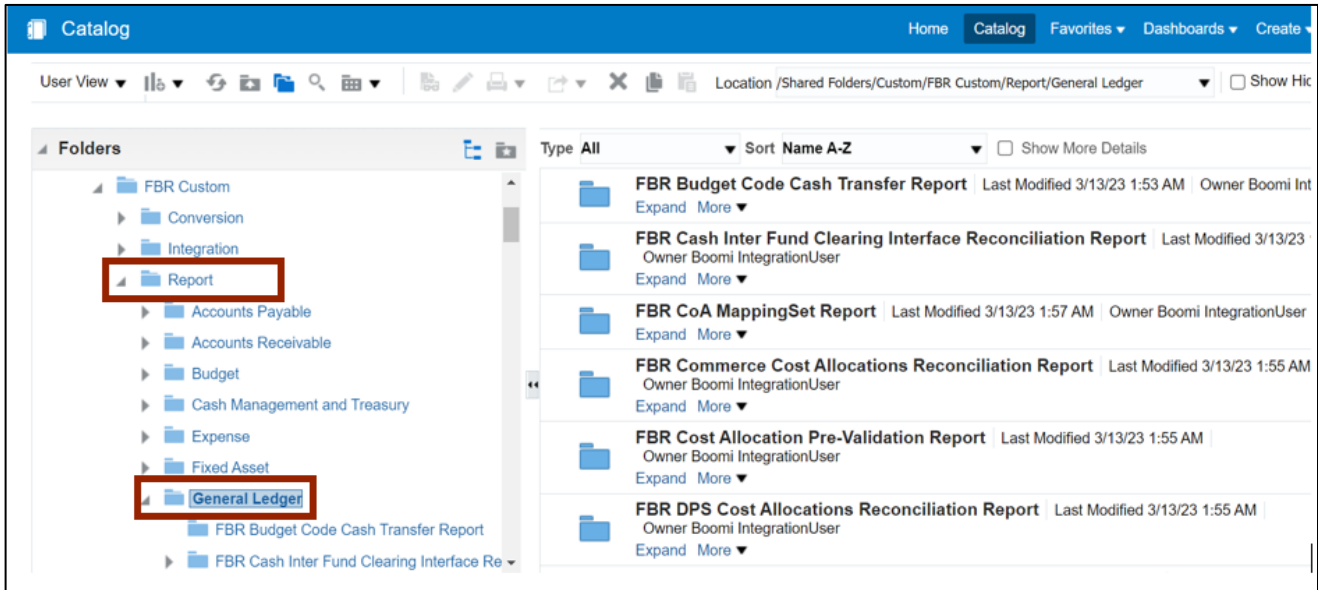
3. On the **Reports and Analytics** page, click the **Browse Catalog** button.



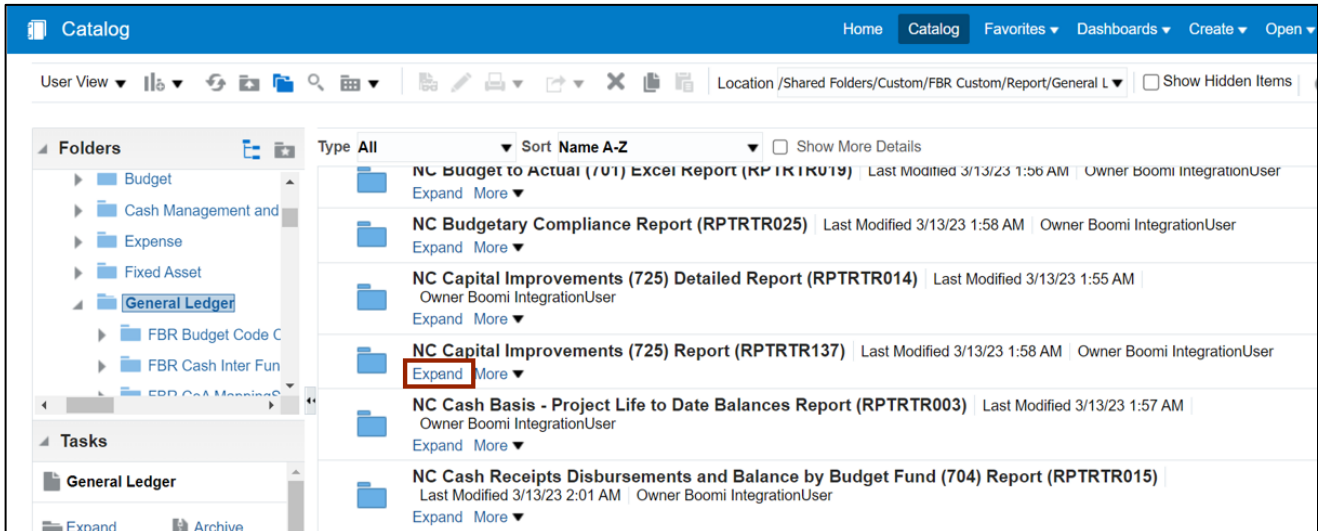
4. Under the **Folders** pane, click the **Shared Folders** and then click the **Custom** folder. Furthermore, click the **FBR Custom** folder.



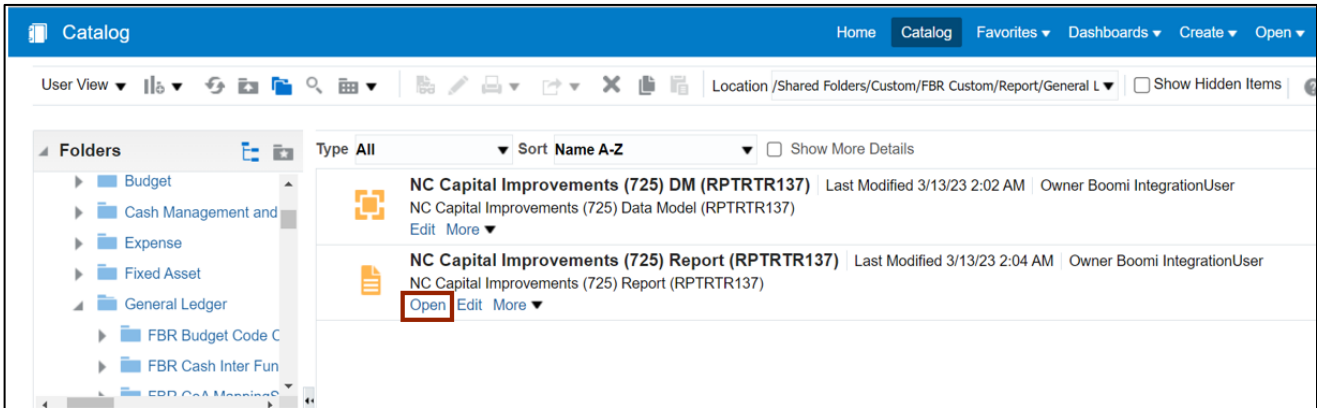
- Click the **Report** folder and then click the **General Ledger** folder.



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

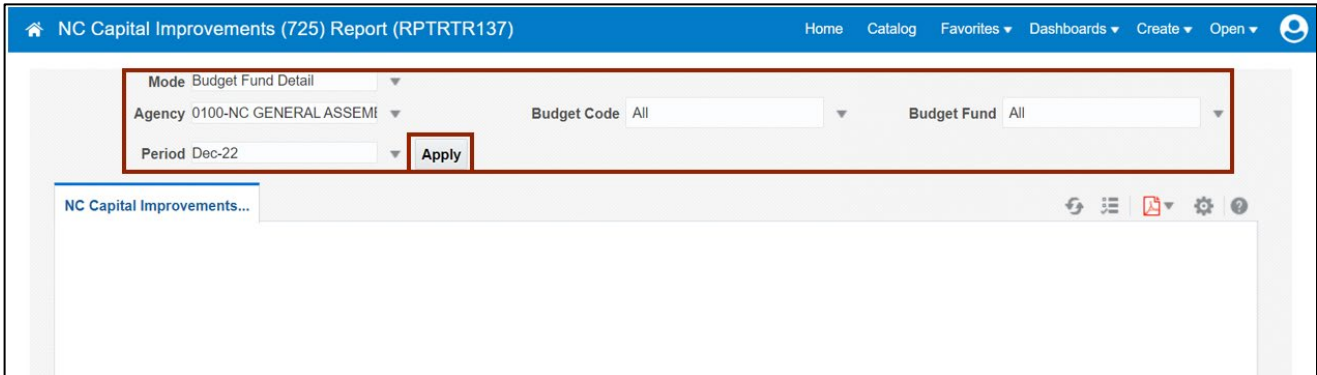


7. On the **NC Capital Improvements (725) Report (RPTRTR137)**, click the **Open** link.



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.



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


North Carolina Financial System
Office of State Controller
NC Capital Improvements (725) Report (RPT-RTR-137)
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Agency	Budget Code	Budget Fund	Period
0100-NC GENERAL ASSEMBLY	All	All	Dec-22

Funding Source	Inter Fund	Account Description	Total Budget	Unallotted	Total Allotments	Current
0000	000000	OTH STR-RESTOR & RENOVATN-UNDESIGNATED-DEFAULT Inter Fund NC CASH	1,160,990.30	0.00	1,160,990.30	0.00
0000	000000	AGENCY OPERATING TRANSFER OUT-UNDESIGNATED-DEFAULT Inter Fund NC CASH	2,099,761.46	0.00	2,099,761.46	0.00
Total Expenditures			3,260,751.76	0.00	3,260,751.76	0.00
0000	000000	AGENCY OPERATING TRANSFER IN-UNDESIGNATED-DEFAULT Inter Fund NC CASH	3,260,751.76	0.00	3,260,751.76	0.00
Total Revenues			3,260,751.76	0.00	3,260,751.76	0.00

- 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.

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NC Capital Improvements (725) Report (RPT-RTR-137)
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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 (RPTRTR137).

Additional Resources

Web Based Training (WBT)

- GL001: GL Journal Inquiry
- GEN106: Submitting and Scheduling Existing Reports

Virtual Instructor-Led Training (vILT)

- GL100: Journal Entry