PRE BUILT REPORTS QRG

QUICK REFERENCE GUIDE P2P-19

P2P

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide list of the Procure to Pay (PTP) pre-built reports and their descriptions available in the North Carolina Financial System (**NCFS**).

Process Area	Report Number	Report Name	Report Description
PTP	**OTBI**	**NC Invoiced Future Year PO Lines Report**	NC Invoiced Future Year PO Lines Report provides information on invoices that have been prematurely keyed to a future year PO line. The future year PO line designation is determined by the Multi-Year Indicator that is passed on the PO line from eProcurement. When a Future Year PO line is keyed against in the current year, the PO becomes ineligible for PO Budget Carry Forward to the next fiscal year. Agencies are encouraged to check this report during the fiscal year to correct any errors before the end of the fiscal year and CF process is started.
PTP	**RPT-AP-001**	**RPT-AP-001 Prepayment Register Report**	The 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.
PTP	**RPT-AP-002**	**RPT-AP-002 Zero Dollar Payments Report**	Zero Dollar Payments Report will show all invoice types grouped together that result in a zero dollar payment. This report can be used for clearing $0.00 from CM.
PTP	**RPT-AP-003**	**RPT-AP-003 Payments Statistical Report**	Payments Statistical Report summarizes the count and amount of payments by payment method, payment month and invoice

			settlement priority. This report can be used for EAGLE reporting.
PTP	**RPT-AP-005**	**RPT-AP-005 Outstanding Check Report**	Outstanding Check Report provides information regarding uncashed/unreconciled check payments within a selected date range for a selected Business Unit and Bank Account with the following details: Business Unit, Disbursement Bank Account Name, Remit-to-Supplier Number, Remit-to-Alternate Supplier Name, Remit-to-Supplier Site, Remit-to-Supplier Address Line 1, Remit-to Supplier Address Line 2, Remit-to Supplier Address Line 3, Remit-to Supplier Address Line 4, Remit-to Supplier Address City/State/Zip, Payment Process Request, Created By, Payment Number, Payment Date, Payment Amount, Total by Bank Account, Total by Business Unit, Total by Report.
PTP	**RPT-AP-006**	**RPT-AP-006 Payment Register Report**	Payment Register Report provides information regarding daily payments with the following details, By Payment Method: Business Unit, Payment Method, Payment Process Request, Created By, Payment Number, Payment Status, Payment Date, Gross Amount, Discount Amount, Withheld Amount, Payment Amount, Remit-to-Supplier Number, Remit-to Tax Reporting Supplier Name, Remit-To Alternate Supplier Site Name, Remit-to-Supplier Site, Remit-To Supplier Address Line 1, Remit-To Supplier Address Line 2, Remit-To Supplier Address Line 3, Remit-To Supplier Address Line 4, Remit-To Supplier Address City/State/Zip, Number, PO Number, Type, Date, Amount, Supplier Number, Tax Reporting Supplier Name, Supplier Alternate Site Name, Supplier Site Name, Supplier Type, Payment Priority, Pay Group, Invoice Group, Total by Payment Method, and Total By Business Unit By Supplier Type: Business Unit, Payment Method, Payment Process Request, Created By, Payment Number, Payment Status, Payment Date, Gross Amount, Discount Amount, Withheld Amount, Payment Amount, Remit-to-Supplier Number, Remit-to Tax Reporting Supplier Name, Remit-To Alternate Supplier Site Name, Remit-to-Supplier Site, Remit-To Supplier Address Line 1, Remit-To Supplier Address Line 2, Remit-To Supplier Address Line 3, Remit-To Supplier Address Line 4, Remit-To Supplier Address City/State/Zip, Number, PO Number, Type, Date, Amount, Supplier Number, Tax Reporting Supplier Name, Supplier Alternate Site Name, Supplier Site Name, Supplier Type, Payment Priority, Pay Group, Invoice Group, Total By Supplier Type, and Total By Business Unit
PTP	**RPT-AP-011**	**RPT-AP-011 Payment with COA Detail**	Payment with COA Detail Report provides daily payment information including the cost distribution for each line.
PTP	**RPT-AP-015**	**RPT-AP-015 Dollars Spent by County Report**	Dollars Spent by County Report provides county information for supplier invoices, payments, and purchase orders.
PTP	**RPT-AP-022**	**RPT-AP-022 1099 Invoice Maintenance Report**	1099 Invoice Maintenance Report shows all invoices entered within a specific timeframe and whether those invoices have been flagged for 1099 reporting.

PTP	**RPT-AP-017**	**RPT-AP-017 1099 MISC Report Lean Spec**	1099 MISC Report populates 1099 MISC Forms to be printed and mailed to suppliers.
PTP	**RPT-AP-023**	**RPT-AP-023 Fixed Assets Invoice Report**	Fixed Asset Invoices Report generates a list of Asset invoice line purchases which are completed and accounted in NCFS. These lines interface on the FA Mass Additions Interface as source lines. The report also pulls in applicable Payment information from NCFS Accounts Payable when the invoice is paid, as well as applicable Purchase order information and Asset information once an asset is created. The payment information will not be pushed to FA unless the payment was made prior to the Mass Addition Interface being run. The report has two tabs, one for Excluded transactions and the other for Prospective transactions. AP Manager can review this report to validate that all asset invoices are paid, interfaced to FA, and source lines/assets are created.
PTP	**RPT-AP-018**	**RPT-AP-018 1099 G Report**	1099 MISC Report populates 1099 G Forms to be printed and mailed to suppliers.
PTP	**RPT-AP-024**	**RPT-AP-024 AP Invoice Approval Workflow Status Report**	AP Invoice Approval Workflow Status Report provides information regarding Unapproved Invoices with the following details: Business Unit, Supplier Number, Tax Reporting Supplier Name, Supplier Alternate Site Name, Supplier Site Name, Invoice Type, Invoice Number, Invoice Date, Invoice Due Date, Invoice Amount, Workflow Type, Invoice Approval Status, Invoice Created By, Invoice Creation Date, Initiated By, Initiated Date, Time, Initiated Action, Approver, Assigned Date, Assigned Time, Pending With Approver (In Days), Cumulative Days, Reason, and Comments.
PTP	**RPT-AP-019**	**RPT-AP-019 1099 NEC Report**	1099 MISC Report populates 1099 NEC Forms to be printed and mailed to suppliers.
PTP	**RPT-AP-025**	**RPT-AP-025 NCG Grant Payments Report**	NCG Grant Payments Report provides information regarding payments of invoices containing an NCG Grant Number.
PTP	**RPT-AP-027**	**RPT-AP-027 Direct Entry vs PO Matched Invoices Paid Report**	Direct Entry vs PO Matched Invoices Paid Report provides information regarding matched and Unmatched Paid Invoices with the following details: Business Unit, Disburse Bank Account Name, PO Indicator, PO Number, Account, Account Description, Invoice Number, Invoice Date, Invoice Line Number, Invoice Line Distribution Number, Invoice Line Distribution Amount, Supplier Type, Remit-to-Supplier Number, Remit-to-Supplier Site, Supplier/Party/Employee Name Remit to Name, Payment Number, Payment Date, and Payment Status.
PTP	**RPT-AP-030**	**RPT-AP-030 Open Credit Memo Report**	Open Credit Memo Report will display all open credit memos along with the related invoices that were offset resulting in credit balance. Once the credit memo has been completely offset, and paid the credit memo will drop off the report.

PTP	**RPT-AP-034**	**RPT-AP-034 Invoice Hold and Released Report**	Invoice Hold and Released Report displays Invoices on hold as of the current system date OR Invoices Released within a selected date range for a selected Business Unit with the following details: Business Unit, Supplier Number, Tax Reporting Supplier Name, Supplier Name, Supplier Site Name, Invoice Type, Invoice Number, Invoice Date, Invoice Due Date, Invoice Amount, Invoice Line Number, Invoice Line Amount, Hold Name, Hold Reason, Held By, Held Date, Held Time, Assigned to, Releasable, Release Name, Release Reason, Released By, Released Date, Released Time, Agency, Budget Fund, Natural Account, Agency Mgmt Unit, Agency Program, Funding Source, Project, Inter Fund, Future 1, Future 2, Future 3, Remittance Message 1, Remittance Message 2, and Remittance Message 3.
PTP	**RPT-AP-035**	**RPT-AP-035 Invoice Analytics Report**	Invoice Analytics Report provides stats regarding invoice creation such as Invoice Creator, Invoice Creation Date, Funds Status, Invoice Status, Approval Status, Approval Action Date, Payment Number, Payment Date, Paid Amount, Paid Status, Invoice Creation to Invoice Approval Days, Invoice Approval to Invoice Payment Days, Invoice Creation to Invoice Payment Days, and Days Payment Past due.
PTP	**RPT-AP-040**	**RPT-AP-040 Supplier Tax Withholding Report**	Supplier Tax Withholding report provides information on Withholding Tax amounts taken out of payments for respective Suppliers. This report includes the Invoice Distribution level information including the Withholding Rates that were taken from specific Invoices.
PTP	**RPT-AP-042**	**RPT-AP-042 AP Invoice Line Count Extract by Employee_Project**	AP Invoice Line Count Extract by Employee_Project provides invoice line count information for agencies to complete cost allocations.
PTP	**RPT-AP-043**	**RPT-AP-043 PCard Invoice OTBI**	PCard Invoice OTBI report provides detailed information on PCard transactions processed in NCFS Accounts Payable as interfaced from Bank of America.
PTP	**RPT-AP-044**	**RPT-AP-044 Payables Unpaid Invoices OTBI**	Unpaid Invoices Report is an OTBI report that provides detailed information on unpaid invoices. This report includes fields for PCard information.
PTP	**RPT-AP-045**	**RPT-AP-045 Expense Delegate by Agency Report**	This report captures Expense Delegate set up information for employees. Report populates expense delegates, and the employees assigned to each expense delegate along with employee assignment status, and employee bank account indicator for electronic payment of employee expenses.
PTP	**RPT-AP-047**	**RPT-AP-047 Payment Process Request In Process Report**	Payment Process Request in Process Report provides information on all invoices currently pulled into PPRs that have not yet been completed. This report can be run by BU or for a specific PPR. The summary tab totals the dollar amount of the PPR by Budget Fund.
PTP	**RPT-AP-048**	**RPT-AP-048 NC Unpaid Invoice Status Report**	Unpaid Invoice Status Report provides detailed information on unpaid invoices including invoice approval and validation status, invoice hold information, and days past due. The Summary tabs in this report count the number of unpaid

			invoices by Status Group. There is a summary tab for all unpaid invoices and a separate tab for past due invoices.
PTP	**RPT-EX-001**	**RPT-EX-001 Employee Cash Advance Summary and Detail Report**	This report shows open employee cash advances and any employee reimbursements that are partial applied to advances with remaining outstanding balance.
PTP	**RPT-EX-004**	**RPT-EX-004 Wright Express and Bank of America Credit Card Duplicate Transactions Report**	This report captures possible duplicate transactions that interface from Wright Express (WEX) and Bank of America.
PTP	**RPT-EX-005**	**RPT-EX-005 Wright Express Spending Report**	The NC Wright Express Spending report captures spending on individual Wright Express gas cards. Report displays transaction data by card holder and by vendor as interfaced from WEX.
PTP	**RPT-EX-006**	**RPT-EX-006 - Expense Report Template**	This report provides a printable/PDF friendly copy of employee expense reports. The template includes approver information with dates and expense item information. The AP invoice and payment information populate as the expense moves through the payment process.
PTP	**RPT-EX-011**	**RPT-EX-011 Expense Analytics Report**	This report shows analytical information regarding the process of employee expenses and cash advances including who prepared the expense, the expense item information, approval and auditor information, along with the number of days the expense remained at each stage of processing.
PTP		**RPT-PO-001 PO Balance by Various COA Elements Report**	This report captures Open Purchase Orders with remaining obligations at the PO distribution level.
PTP		**RPT-PO-003 PO Receipt Details**	PO Receipt Details Report will be developed to report PO receipts daily & monthly which are entered in the system.
PTP		**RPT-PO-009 Suppliers Report OTBI**	The Supplier Dashboard provides information regarding Supplier, Sites & Contacts in the system to facilitate an ability to track and report on the list of master supplier data so that Business User can manage the process. This dashboard shows suppliers on hold, suppliers set up EPay, and suppliers with 3rd Party/Factor relationships. u
PTP		**RPT-PO-010 PO Line Count Extract for Cost Allocation**	This report captures PO lines counts by COA as a basis for agencies to complete cost allocations.
PTP		**RPT-PO-011 Bread and Dairy Purchase Orders DAC Report**	This report is specific to DAC and tracks PO purchases for Bread and Diary.
PTP		**RPT-PO-012 Bread and Dairy Receipts DAC Report**	This report is specific to DAC and tracks receipts again purchase orders for Bread and Diary.