

RUN FRS REPORT

QUICK REFERENCE GUIDE GL-33

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Run FRS Reports in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to run and view results of FRS Reports in NCFS.

Run FRS Report

To run and view FRS Report in NCFS, please follow the steps below:

- 1. Log in to NCFS portal with your credentials to access the system.
- 2. On the Homepage, click the **Others** Tab. Click the **Financial Reporting Center** app.





3. The Financial Reporting Center page is displayed. Click the Tasks []] icon and click Open Workspace for Financial Reports.

| Financial Re | porting Center | | Tasks Open Workspace for Financial Reports |
|--------------------|---|---|--|
| Enter search terms | s Q | | |
| ★ Favorites | Recent All | | |
| > | # Of Action Items 🔗 This analysis provides the count of open action items | Ξ | |
| > == 1 | # Of Enrollments 🔗 . This analysis provides the count of the number of enrollments | | |

4. Click the **Navigate** option on the top left corner. Click the **Applications** option from the drop-down choice list and then select **BI Catalog** option.



5. The **Oracle BI Catalog** page is displayed. Under the **Folders** pane, click the **Shared Folders** and then click the **Custom** folder. Furthermore, click the **FBR Custom** folder.

| Oracle BI Catalog × | | | |
|------------------------------------|----------------------|-------------------------------------|--|
| Oracle BI Catalog | | | |
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| | | | |
| ⊿ Folders 🛅 🔝 | Туре АП | ▼ Sort Name A-Z | ▼ |
| My Folders | Expand Mor | n Last Modified 3/13/23 2:15 e ▼ | AM Owner Boomi IntegrationUser |
| Common Content | Expand Mor | Last Modified 3/13/23 2:08 / | AM Owner Boomi IntegrationUser |
| Custom | Report La Expand Mor | st Modified 3/13/23 1:53 AM e ▼ | Owner Boomi IntegrationUser |
| Customer Relationsh FBR Custom | | | |
| Conversion | | | |
| Integration | | | |
| Report - | | | |

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



7. Click the **FRS Reports** folder, then the **ACFR Reports** folder, select the correct year. For this example, choose FY22.

| racle BI Catalog | | | |
|---------------------|---|--------------|---|
| User View 🔻 📙 🔻 😏 | 🖬 📔 🤇 🏛 🔻 | ₿ ∕ B | 💌 🗁 💌 🕌 🔓 Location /Shared Folders/Custom/FBR Custom/Report/Gener. 🕶 🗌 Show Hidden Ite |
| ✓ Folders | E in | Type All | ▼ Sort Name A-Z ▼ □ Show More Details |
| FBR OSC Payroll Co | ost Allocations Recor | | NC ACFR 11F - Fiduciary Net Position Report (RPTRTR100) Last Modified 3/13/23 2:03 AM Owner Boomi IntegrationUser Expand More ▼ |
| ACFR Reports | | | NC ACFR 11G - Balance Sheet Report (RPTRTR141) Last Modified 5/24/23 4:46 AM Owner Boomi IntegrationUser Expand More ▼ |
| FY22 | 11F - Fiduciary Net | • | NC ACFR 11G Debt Balance Sheet Report (RPTRTR102) Last Modified 5/24/23 11:38 AM Owner Boomi IntegrationUser Expand More ▼ |
| NC ACFR NC ACFR | 11G - Balance Shee 11G Debt Balance \$ | | NC ACFR 11P - Statement of Net Position Report (RPTRTR103) Last Modified 3/13/23 2:02 AM Owner Boomi IntegrationUser Expand More ▼ |
| NC ACFR | 11P - Statement of I | | NC ACFR 50G - Statement of Activities - Part 2 - Govt'l Funds Report (RPTRTR109) |

8. On the right side of the page, under the NC ACFR 11G Debt Balance Sheet Report (RPTRTR102), click the Expand link.



9. On the NC ACFR 11G Debt Balance Sheet Report (RPTRTR102), click the Open link.

| User View 🔻 🎼 🔻 🚱 🖬 🎦 🤇 🎰 | ▼ 100 | 🖉 🔄 💌 🔄 🗶 🏥 💼 Location /Shared Folders/Custom/FBR Custom/Report/Gener. 🛡 🗌 Sh |
|--|----------|---|
| 🖌 Folders 🗄 🖬 | Type All | ▼ Sort Name A-Z ▼ □ Show More Details |
| FY21 | | FRS Schedule Test Last Modified 3/13/23 2:05 AM Owner Boomi IntegrationUser FRS Schedule Test Open More ▼ |
| NC ACFR 11F - Fiduciary Net P NC ACFR 11G - Balance Sheet NC ACFR 11G Debt Balance S | | NC ACFR 11G Debt Balance Sheet Report (RPTRTR102) Last Modified 5/24/23 11:38 AM Owner Boomi IntegrationUser NC ACFR 11G Debt Balance Sheet Report (RPTRTR102) Open More ▼ |
| NC ACFR 11P - Statement of N NC ACFR 50G - Statement of A NC ACFR 52C DEBT. Dobt Str | | |
| NC ACFR 52G DEBT - Debt Sta NC ACFR 52G Statement of Re | | |

10. The *Respond to Prompts* pop-up appears. On the *Enter Accounting Period* field, click the **Search** [**I** icon.

Note: Some prompt values will default. User may change prompt values as desired: *Enter Ledger, Enter Accounting Period, Enter Amount Type,* and *Enter Agency* field.

In this example, we accept all defaults but must choose *Enter Accounting Period*.

| The following prompts | s have been defined in the report. You may use the defa | ult values shown, or select o | ther members. |
|-----------------------------|---|-------------------------------|---|
| Respond to Prompts | at Report Level 🖌 | | |
| Prompt | Selection | Туре | Source |
| Enter Ledger: | NC MODIFIED ACCRUAL US | Report | Report: NC ACFR 11G Debt Balance She Report (RPTRTR102) Grid: All |
| Enter Accounting Period: | | Report | Report: NC ACFR 11G Debt Balance She Report (RPTRTR102) Grid: All |
| Enter Amount Type: | YTD | Report | Report: NC ACFR 11G Debt Balance She Report (RPTRTR102) Grid: All |
| Enter Agency: | Agency NC CASH-Agency NC CASH Current | Report | Report: NC ACFR 11G Debt Balance She Report (RPTRTR102) Grid: All |

11. Check the appropriate **Accounting Period**.

In this example, we choose Sep-22. Click the Right Arrow []] icon to move the selected Accounting Period to **Selected** pane and click the **OK** button.

| vailable: AccountingPeriod (1-100 o | of 183) ≫ | 0 | | Selected: |
|-------------------------------------|------------|---|------------------------------|-----------|
| nd: Name | Y * | ~ | Use Wildcards Case-Sensitive | |
| Rows Per Page: 100 V | · | | IVIAY 2022 | Name |
| 🗊 🗋 Jun-22 | | | June 2022 | |
| 🏶 🗌 13_Jun-22 | | | 13_Jun-22 | |
| 🗘 🗆 Jul-22 | | | July 2022 | |
| 🏶 🗋 Aug-22 | | | August 2022 | 1 |
| 📽 🗹 Sep-22 | | | September 2022 | 2 |
| 🗘 🗆 Oct-22 | | | October 2022 | |
| 🗘 🗆 Nov-22 | | | November 2022 | |
| 🗘 🗆 Dec-22 | | | December 2022 | |
| 📬 🗋 Jan-23 | | | January 2023 | |
| 🗘 🗆 Feb-23 | | | February 2023 | |
| 🗊 🖂 Mar-23 | | | March 2023 - | |

12. On the **Response to Prompts** pop-up page, the **Accounting Period** field is auto populated. Click the **OK** button to generate the report.

| The following prompts | s have been defined in the report. You may use the defau | It values shown, or select of | ther members. |
|-----------------------------|--|-------------------------------|---|
| Respond to Prompts | at Report Level 🖌 | | |
| Prompt Enter Ledger: | Selection NC MODIFIED ACCRUAL US | Type Report | Source Report: NC ACFR 11G Debt Balance Sheet Report (RPTRTR102) Grid: All |
| Enter Accounting Period: | Sep-22 | Report | Report: NC ACFR 11G Debt Balance Sheet Report (RPTRTR102) Grid: All |
| Enter Amount Type: | YTD | Report | Report: NC ACFR 11G Debt Balance Sheet Report (RPTRTR102) Grid: All |
| Enter Agency: | Agency NC CASH-Agency NC CASH Current | Report | Report: NC ACFR 11G Debt Balance Sheet Report (RPTRTR102) Grid: All |
| .lp | | | OK Cancel Reset |

| gency Mgmt Unit: Agency Mgmt Unit 📔 Agency Program: Agency Program | Funding Source: Funding Source | Project: Project | Inter Fund: Int | er Fund Futur | e 1: Future 1 | Future 2: Future | \$ |
|---|--|---|---|---|--|---|--------------------|
| NCFS | North C NC ACFR 11G D | Carolina Fi Office of State ebt Balance S 06/19/2023 11 | inancial Sys Controller Theet Report (35:57 PM | tem RPT-RTR-1 | (02) | | |
| Parameters Ladger: NC MODIFIED ACCRUAL US Amnor: Annor NC CASH-Annor NC CASH Current | | | | | | | |
| Accounting Period: Sep-22 Amount Type: YTD | | | | | | | |
| Accounting Period: Sep-22 Amount Type: YTD | Scenario: Actual Balance Amount: Period. | Activity Currency: U | SD Currency Type: | Total | | | |
| Accounting Period: Sep-22 Amount Type: YTD | Scenario: Actual Balance Amount: Period. | Activity Currency: U 29006-OSBM COPS-R&R 2007B \$75M | SD Currency Type: 29015-2/3 GO BONDS 2015 | <u>Total</u> ▲ 29016- CONNECT NC C 2017 | 29018- CONNECT NC € 2018 | ▲29019- CONNECT NC CO 2019 | ■29 DNNI 20 |
| Accounting Period: 549-22 Amount Type: YTD ASSETS AND OTHER DEBITS | Scenario: Actual Balance Amount: Period. | Activity Currency: U ▲29006-OSBM COPS-R&R 2007B \$75M | SD Currency Type: 29015-2/3 GO BONDS 2015 | Total ▲29016- CONNECT NC C 2017 | ≥29018- CONNECT NC 0 2018 | ≥29019- CONNECT NC CO 2019 | ▲25 DNNI 20 |
| Accounting Period: 5:p-22 Amount Type: YTD ASSETS AND OTHER DEBITS Gab, cash equin, and pooled cash | Scenario: Actual Balance Amount: Period. | Activity Currency: U \$29006-OSBM COPS-R&R 2007B \$75M | 50 Qurrency Type: ▲ 29015-2/3 GO BONDS 2015 | Total ▲29016- CONNECT NC C 2017 | ▲29018- CONNECT NC 0 2018 | ▲29019- CONNECT NC CO 2019 | -25 DNNI 20 |
| Accounting Period: 519-22 Amount Type: YTD ASSETS AND OTHER DEBITS Cash, cash equis, and pooled cash 11129598-POOLED CA5H | Scenario: Actual Balance Amount: Period. | Activity Currency: U 29006-OSBM COPS-R&R 2007B \$75M (907.50) | SD Qurrency Type: ▲29015-2/3 GO BONDS 2015 | Total 29016- CONNECT NC C 2017 0.00 | ▲29018- CONNECT NC 0 2018 0.00 | 29019- CONNECT NC CO 2019 0.00 | ▲25 DNNI 20. |
| Accounting Period: 5(p-22 Amount Type: YTD ASSETS AND OTHER DEBITS Cath, each equin, and pooled each >1112999B-POOLED CASH >1119999B-CASH AND CASH EQUIVALENTS | Scenario: Actual Balance Amount: Period. | Activity Currency: U 29006-OSBM COPS-R&R 2007B \$75M (207.50) 0.00 | SD Currency Type: 29015-2/3 GO BONDS 2015 0.00 0.00 0.00 | Total 29016- CONNECT NC C 2017 0.00 0.00 | 29018- CONNECT NC 0 2018 0.00 0.00 | 29019- CONNECT NC CO 2019 0.00 0.00 | ■29 DNNI 20 |

13. The NC ACFR 11G Debt Balance Sheet Report (RPTRTR102) is displayed.

14. Scroll down to view the detailed balances. Click the **right arrow** [] icon to drill-down further in the Account Hierarchy.

In this example, choose **112R999B-Restricted Investments**, under the *Investments* section.

| North Carolina Financial System Office of State Controller NC ACFR 11G Debt Balance Sheet Report (RPT-RTR-102) 06/07/2023 3:48:15 AM | | | | | | | |
|---|--|-----------------------------|-------|------------------------------|-------------------------------|-------------------------------|--|
| Parameter Ladger: NC MODIFIED ACCRUAL US Agency: Agency NC CASH Agency NC CASH Current Accounting Periods Sep-22 Amount Type: YTD | | | | | | | |
| Scer | ario: Actual Balance Amount: Period Activity Currency: U | ISD Currency Type: | Total | | | | |
| | ~ 29906-OSBM COPS-R&R 2007B \$75M | ▲29015-2/3 GO BONDS 2015 | | 29018- CONNECT NC 2018 | ≥29019- CONNECT NC 2019 | ▲29020- CONNECT NC 2020 | AG4190-OSC- PROCD PUB IMP BONDS 2002A |
| ASSETS AND OTHER DEBITS | | | | | | | |
| Cash, cash equity, and pooled cash | | | | | | | |
| ▶ 1112999B-POOLED CASH | (907.50) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 1119999B-CASH AND CASH EQUIVALENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 11R1999B-RESTRICTED CASH AND CASH EQUIVALENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 11R2999B-RESTRICTED POOLED CASH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Investments | | | | | | | |
| ▶ 1122999B-POOLED INVESTMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 1129999B-INVESTMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▼112R999B-RESTRICTED INVESTMENTS | 0.00 | (140,153.91) | 0.00 | 0.00 | 0.00 | (30,944,873.91) | 0.00 |
| 11212500-NON-TREAS RESTRICT INVEST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11215200-ALLOW-FV RESTRICT INVESTM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11225000-POOL INV-BOND PROC-RESTRI | 0.00 | (140.153.91) | 0.00 | 0.00 | 0.00 | (30,944,873.91) | 0.00 |
| Receivables, net | | | | | | | |
| ▶ 1131999B-TAXES RECEIVABLE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 1132999B-ACCOUNTS RECEIVABLE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 1134999B-INTERGOVERNMENTAL RECEIVABLES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 1135999B-INTEREST RECEIVABLE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 1136999B-PREMIUMS RECEIVABLE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 1137999B-CONTRIBUTIONS RECEIVABLE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ▶ 1139999B-OTHER RECEIVABLES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Wrap-Up

Run & view results of FRS Reports using the steps above.

Additional Resources

Web Based Training (WBT)

• GEN106- Submitting and Scheduling Existing Reports