GL-09 Run Custom Pre-Built Reports

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.

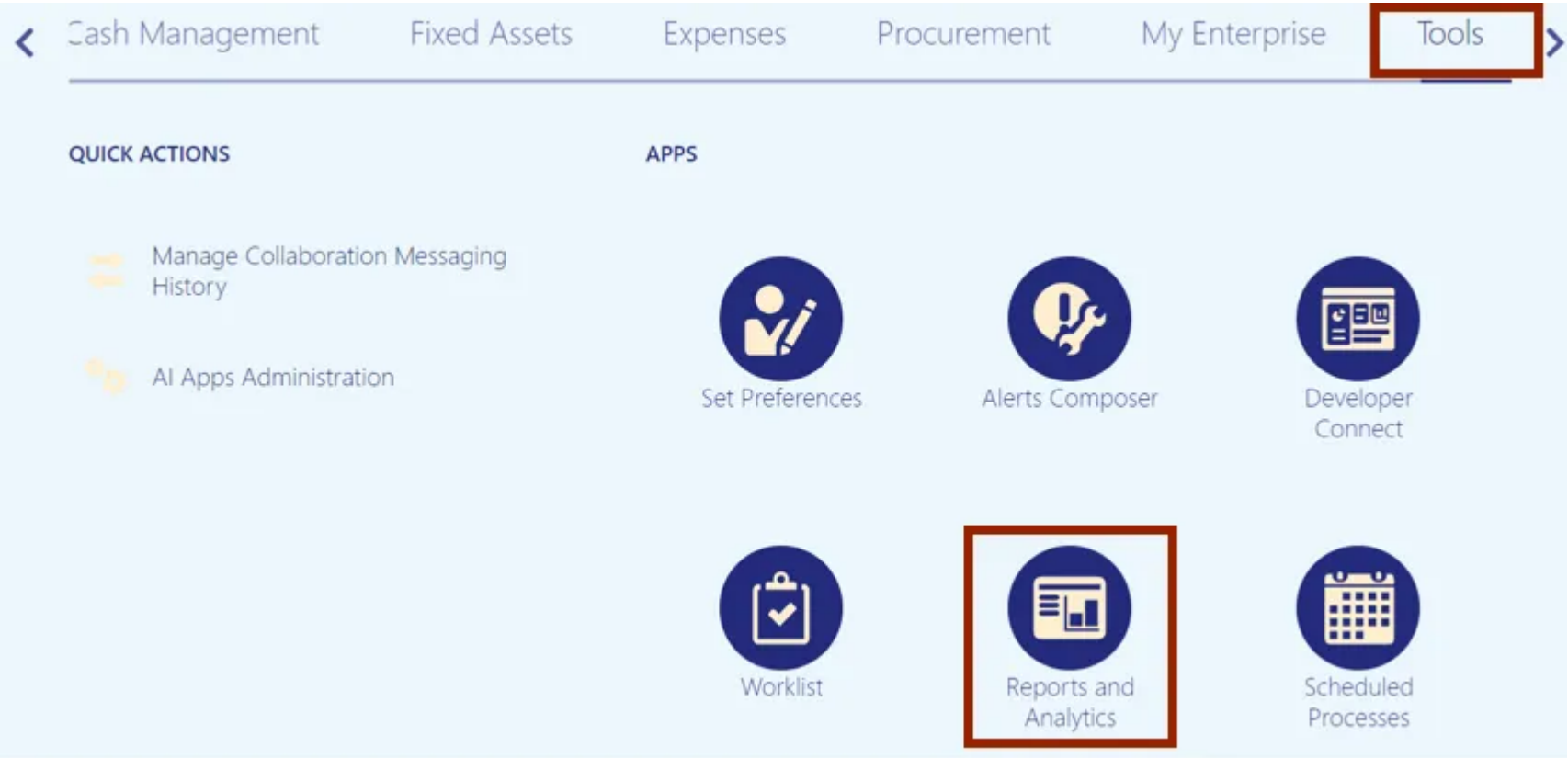
Run Custom Pre-Built Reports

To run custom pre-built reports in NCFS, please follow the steps below. There are 10 steps to complete this process.

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

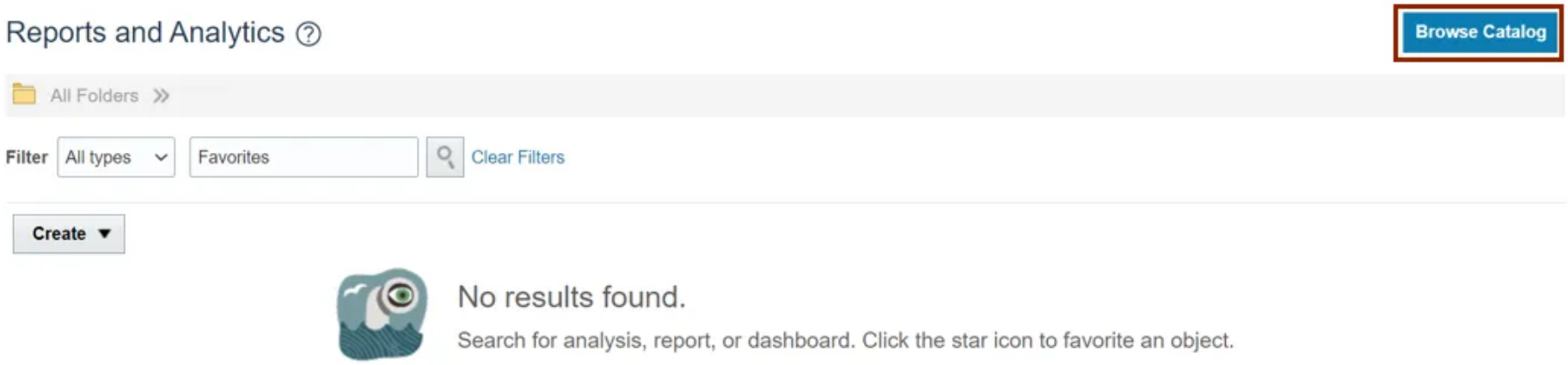
Step 2. On the **Home** page, click the **Tools** tab and then click the **Reports and Analytics** app.

Image



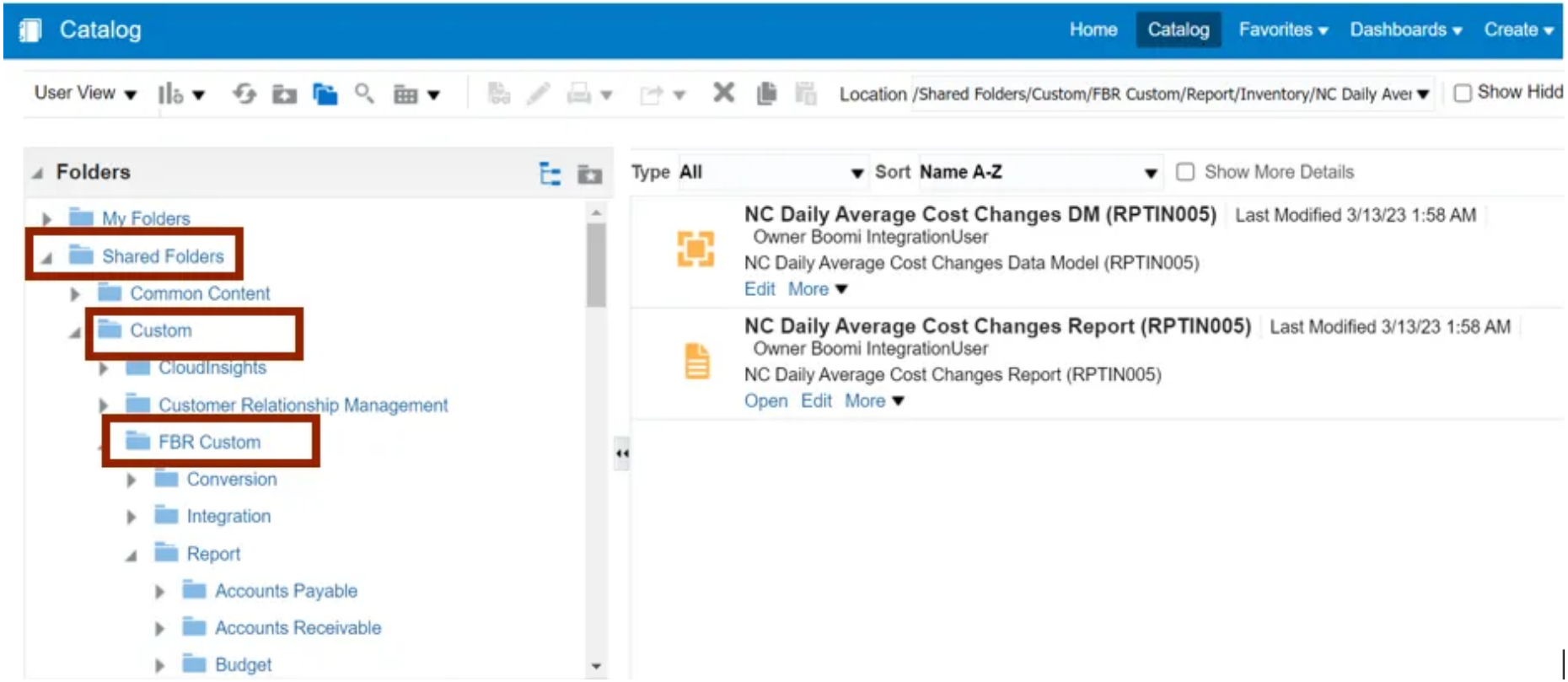
Step 3. On the **Reports and Analytics** page, click the **Browse Catalog** button.

Image



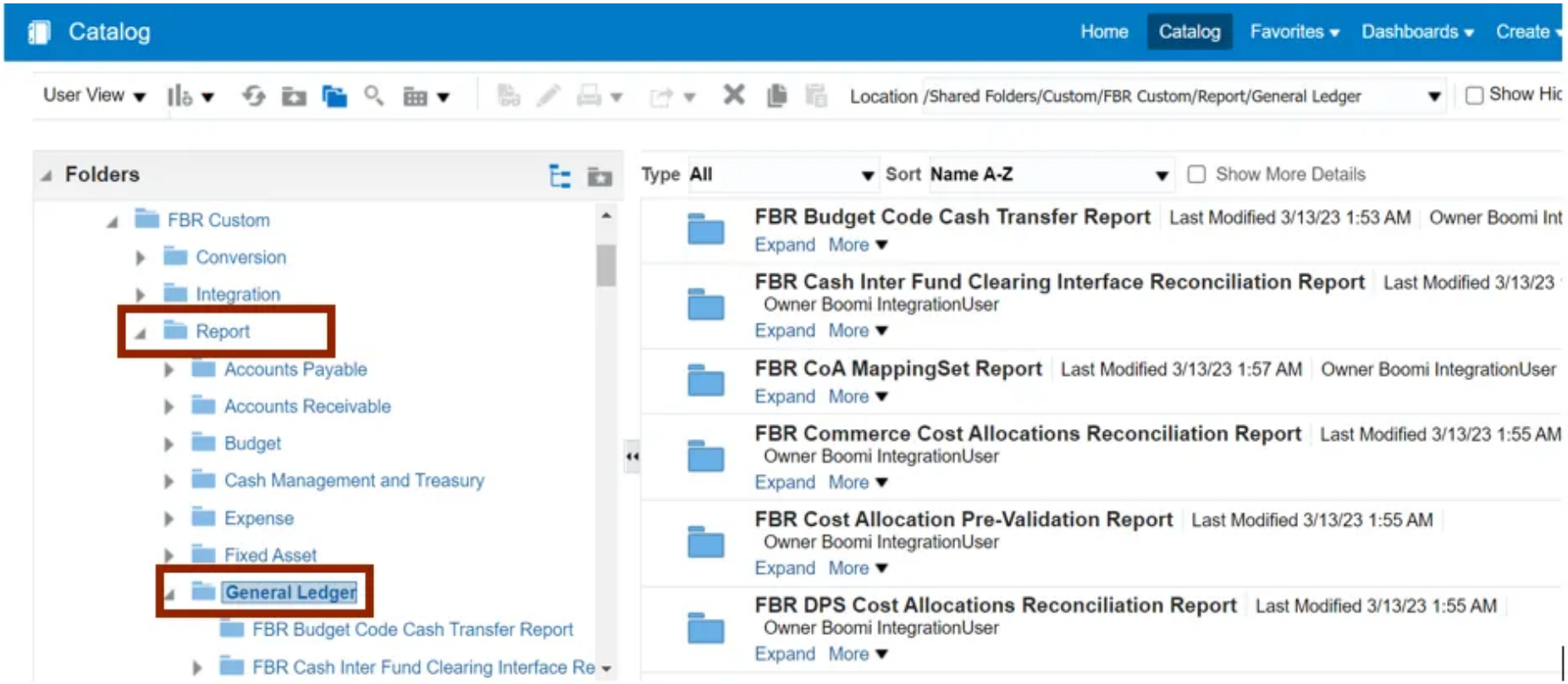
Step 4. Under the **Folders** pane, click the **Shared Folders** and then click the **Custom** folder. Furthermore, click the **FBR Custom** folder.

Image



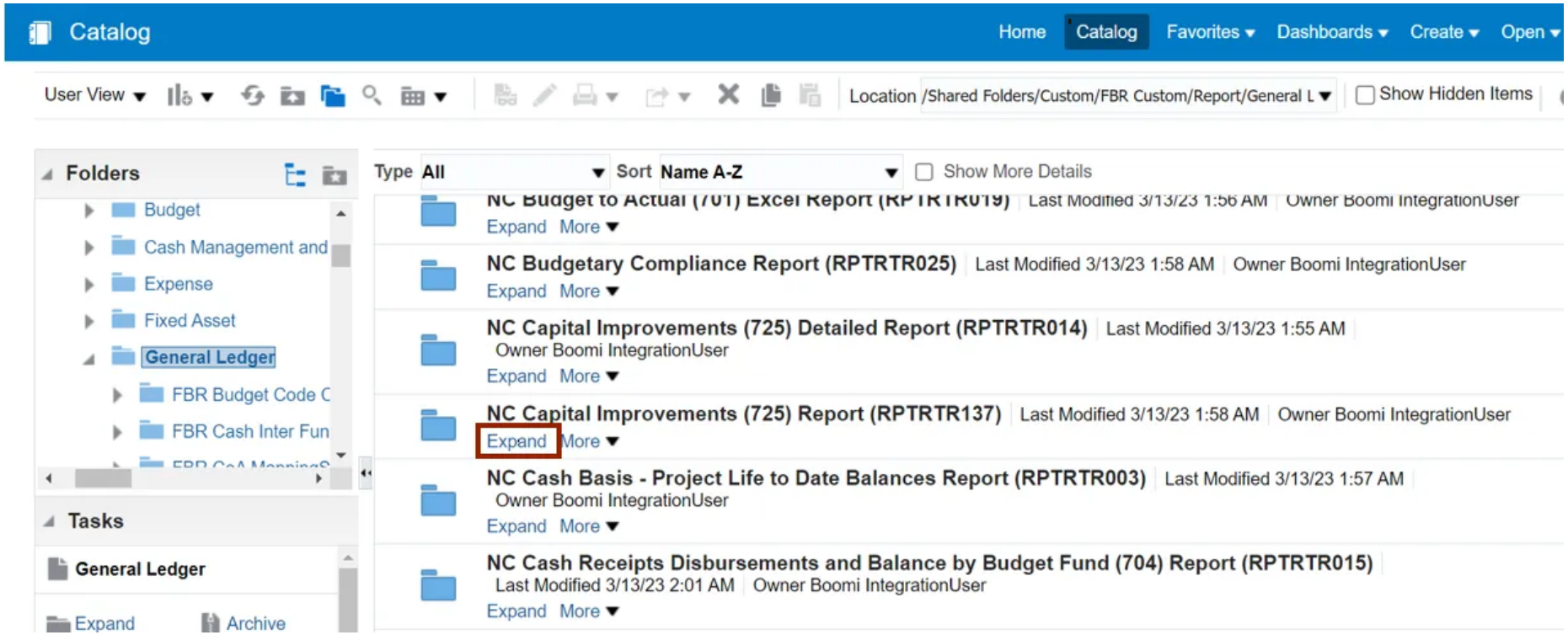
Step 5. Click the **Report** folder and then click the **General Ledger** folder.

Image



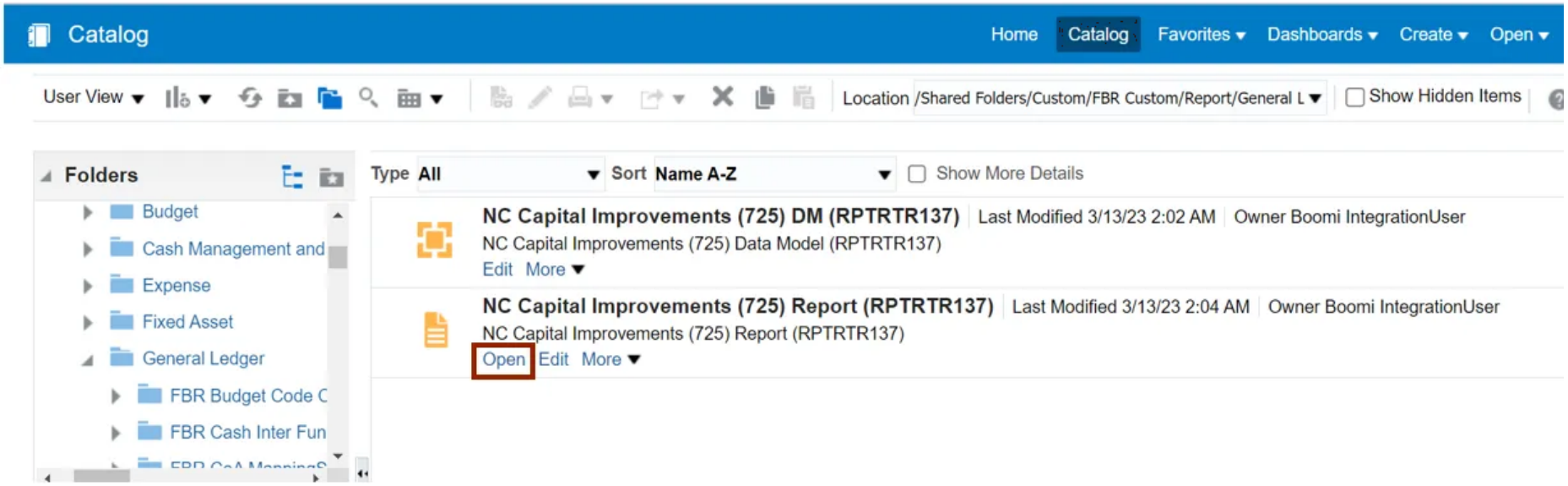
Step 6. On the right side of the page, under the **NC Capital Improvements (725) Report (RPTRTR137)**, click the **Expand** link.

Image



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

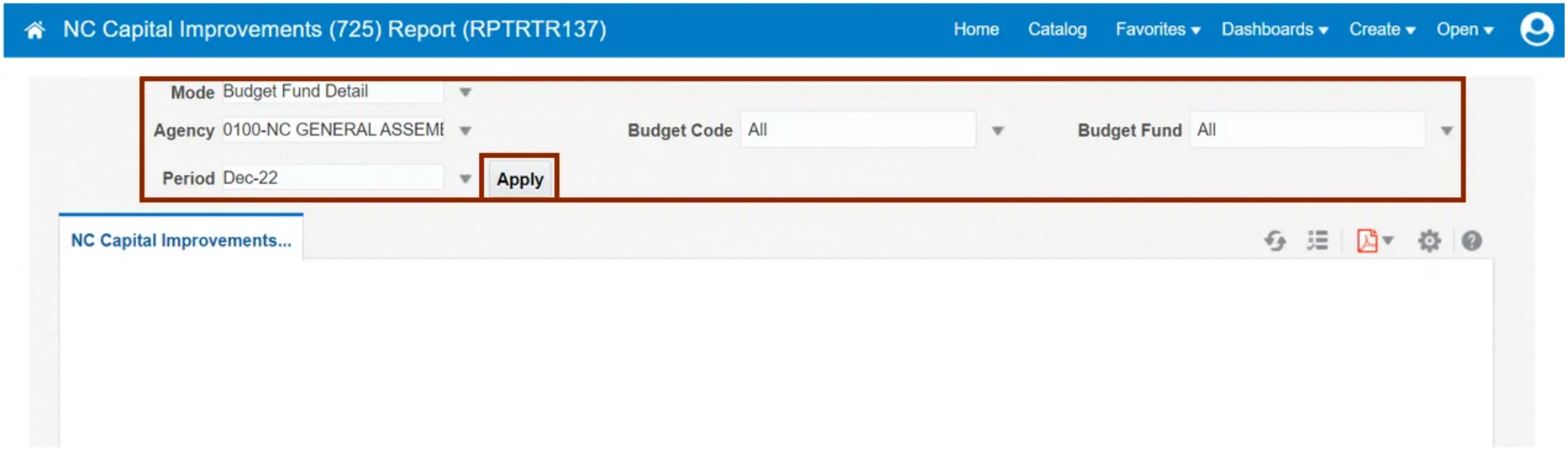
Image



Step 8. Select the applicable parameters from the respective drop-down choice lists and click the **Apply** button.

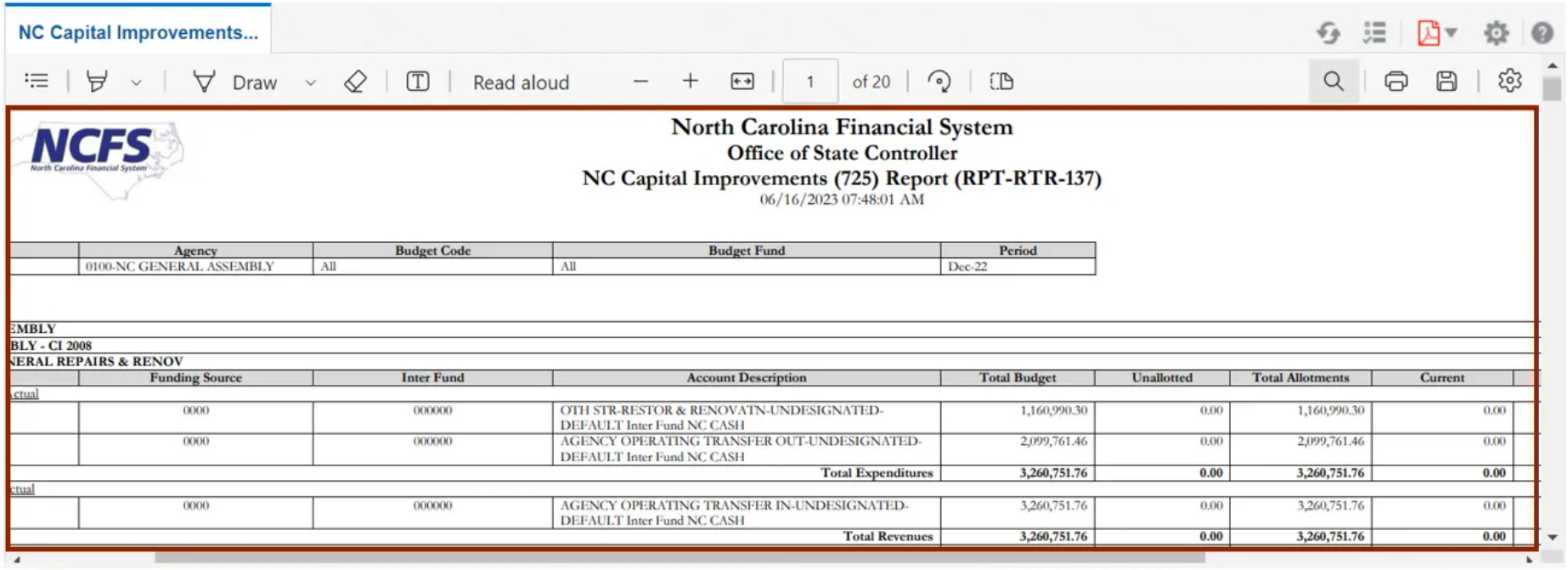
In this example, choose **Budget Fund Detail** for ***Mode*** field, **0100-NC GENERAL ASSEMBLY** for ***Agency*** field, **Dec-22** for ***Period*** field, and **ALL** for ***Budget Code*** and ***Budget Fund*** field.

Image



Step 9. The report is displayed (or downloaded). Verify and confirm data elements within the report.

Image



North Carolina Financial System
Office of State Controller
NC Capital Improvements (725) Report (RPT-RTR-137)
06/16/2023 07:48:01 AM

	Agency	Budget Code	Budget Fund	Period
	0100-NC GENERAL ASSEMBLY	All	All	Dec-22

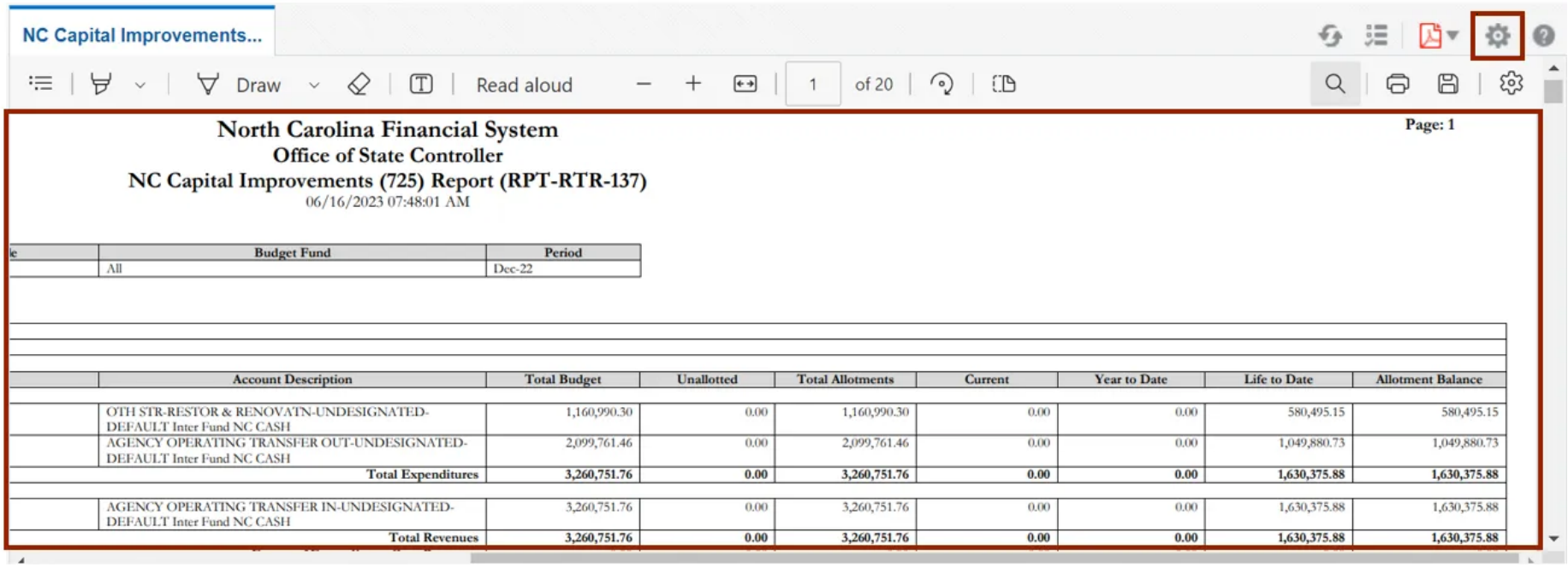
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NERAL REPAIRS & RENOV

	Funding Source	Inter Fund	Account Description	Total Budget	Unallotted	Total Allotments	Current
ctual							
	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**
ctual							
	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**

Step 10. 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.

Image



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)
  - GL100c: Journal Entry

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