P2P-19 Pre Built Reports - Procure to Pay

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.

Process Area	Report Number	Report Name	Report Description
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.

Process Area	Report Number	Report Name	Report Description
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.

Process Area	Report Number	Report Name	Report Description
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.

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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.

Process Area	Report Number	Report Name	Report Description
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.

Process Area	Report Number	Report Name	Report Description
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.

Process Area	Report Number	Report Name	Report Description
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.

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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.

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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
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.

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