GEN-04 Assigning an NCFS Report to Favorites

Purpose

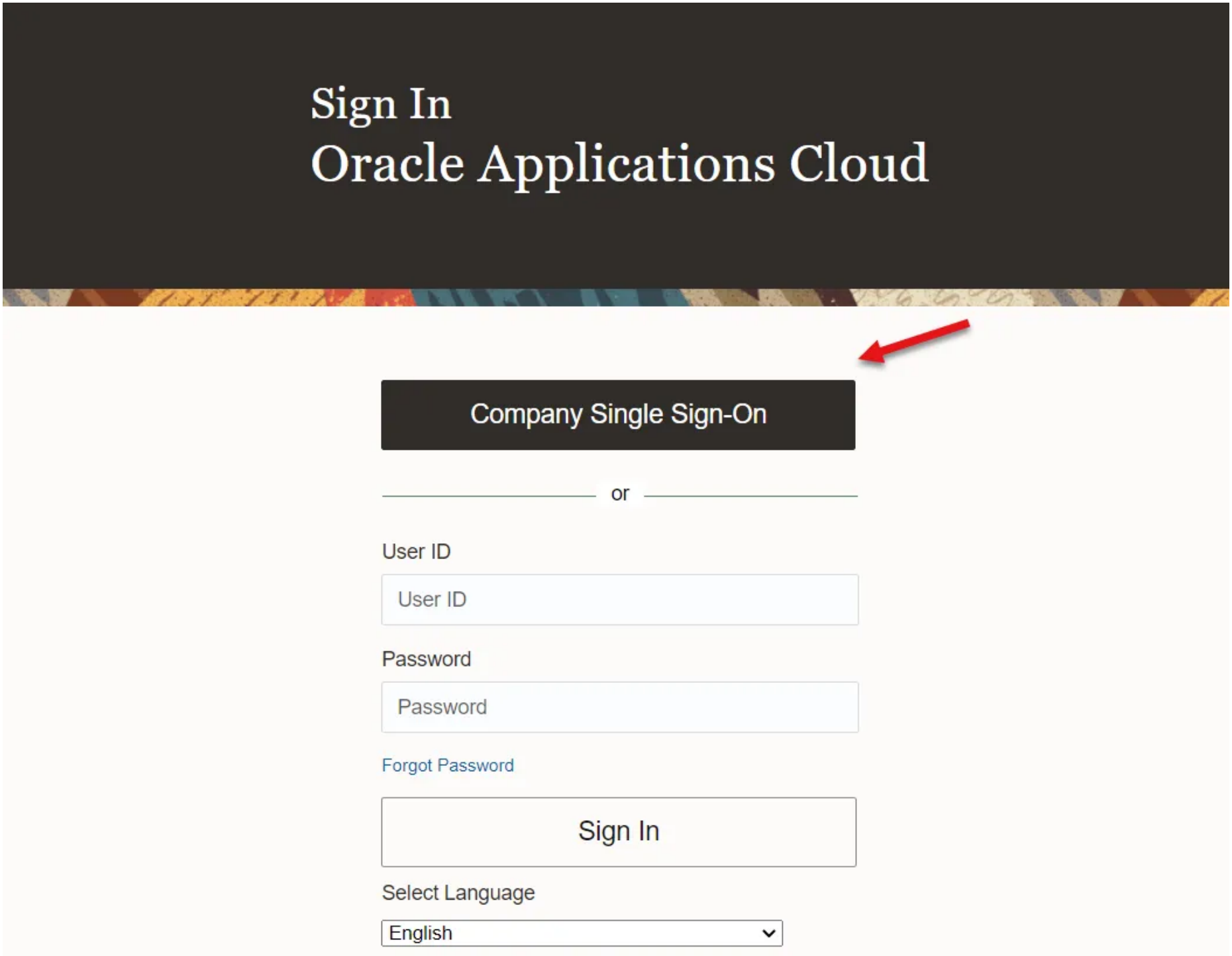
The purpose of this Quick Reference Guide (**QRG**) is to show the steps of how to assign an NCFS report in Favorites in the North Carolina Financial System (**NCFS**).

There are 7 steps to complete this process.

Assigning an NCFS Report to Favorites

Step 1. Log into NCFS using Company Single Sign-On. Use NCID and password.

Image


Sign In
Oracle Applications Cloud
Company Single Sign-On
or
User ID
User ID
Password
Password
Forgot Password
Sign In
Select Language
English

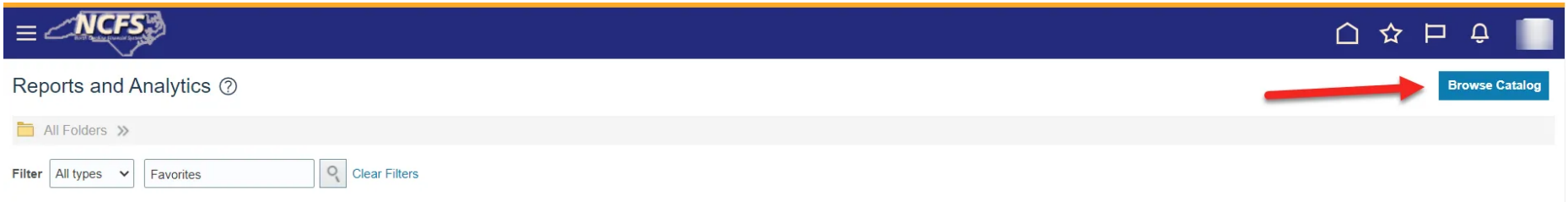
Step 2. Select **Tools** < **Reports and Analytics**.

Image



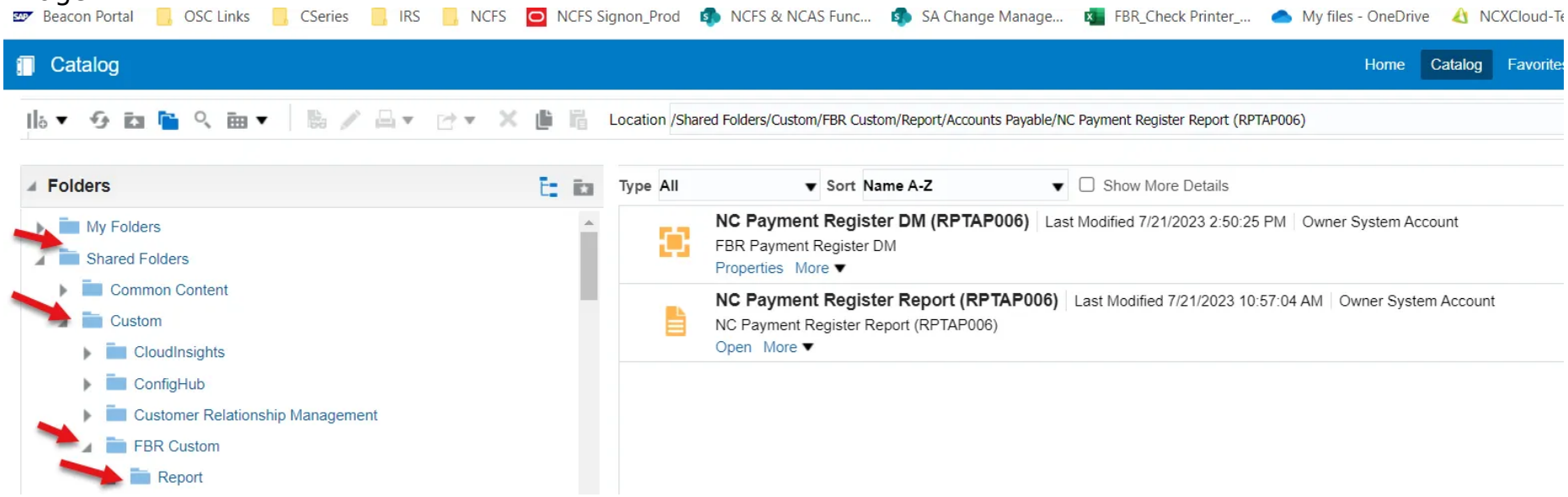
Step 3. Select **Browse Catalog**.

Image



Step 4. Navigate to the report under the following path: **Shared Folders** < **Custom** < **FBR Custom** < Report.

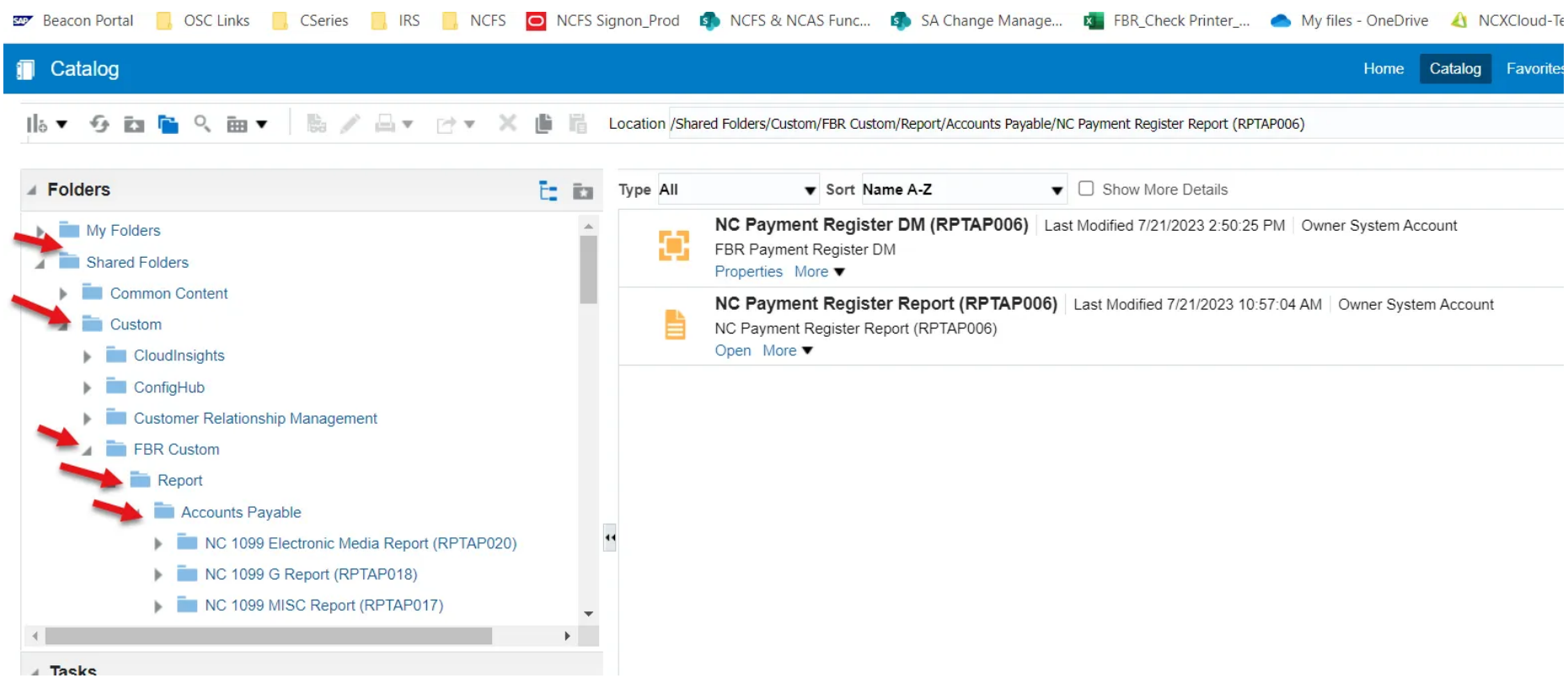
Image



Step 5. Pick the process area and report to be assigned as a favorite.

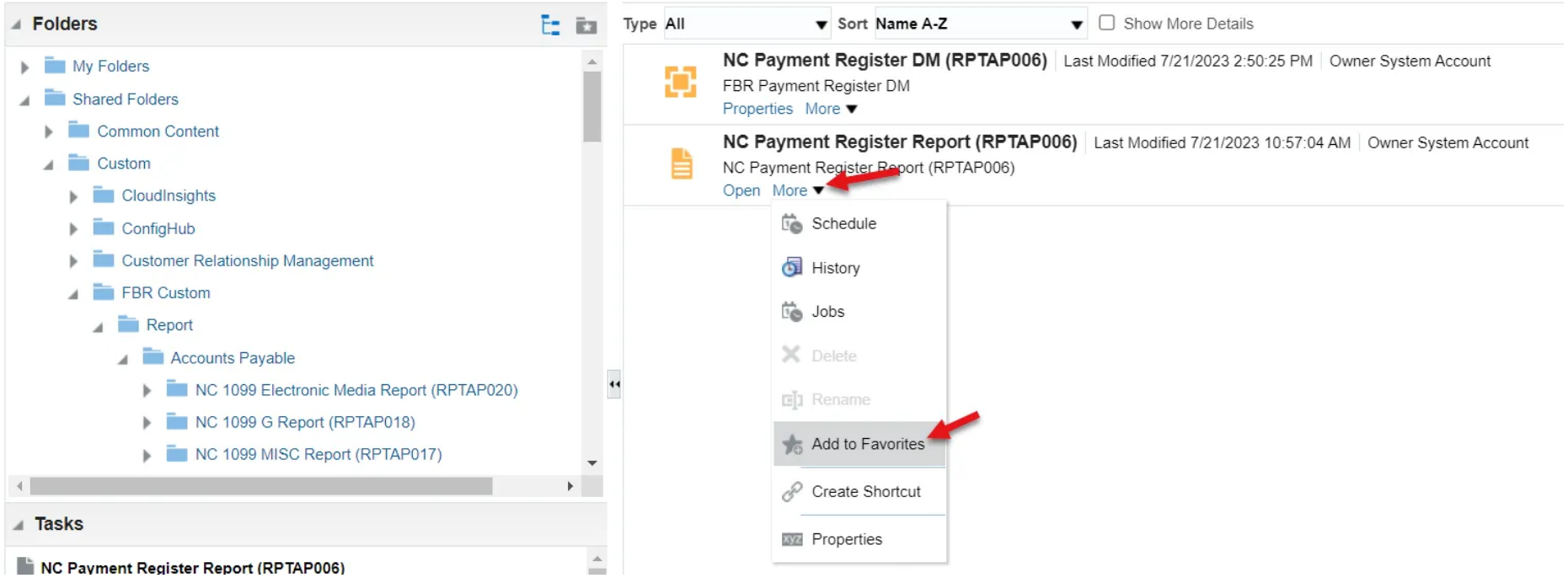
Example below shows Account Payable<NC Payment Register Report.

Image



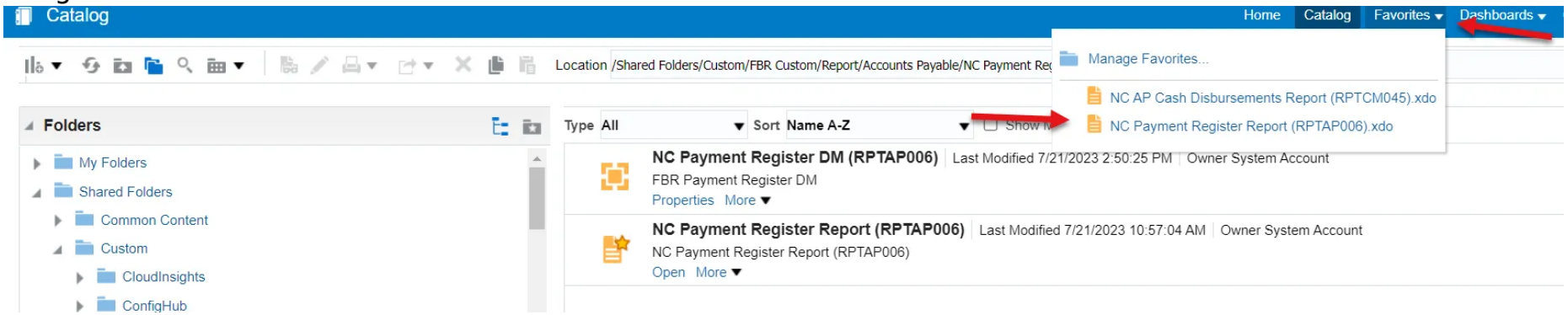
Step 6. Under the report to be assigned as a favorite, click the **More** hyperlink and select **Add to Favorites**.

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Step 7. Click the **Favorites** menu on the top toolbar to see assigned reports to the Favorites menu.

Image



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