RUN SUPPLIER REPORTS

QUICK REFERENCE GUIDE P2P-04

Purpose

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

Introduction and Overview

This QRG covers the process of running supplier reports by viewing various supplier reports and dashboards. Supplier reports provide information of supplier details like Supplier Tax ID, Address Details, etc. There are several supplier reports that can be generated. This includes Financial Backbone Replacement (**FBR**) Factored Suppliers Reports, FBR Supplier Holds Reports, FBR Supplier List Reports, and FBR Tax Configuration Reports.
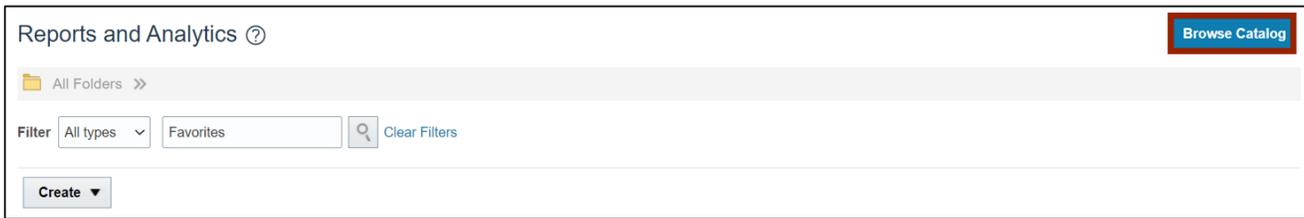
Run Supplier Reports

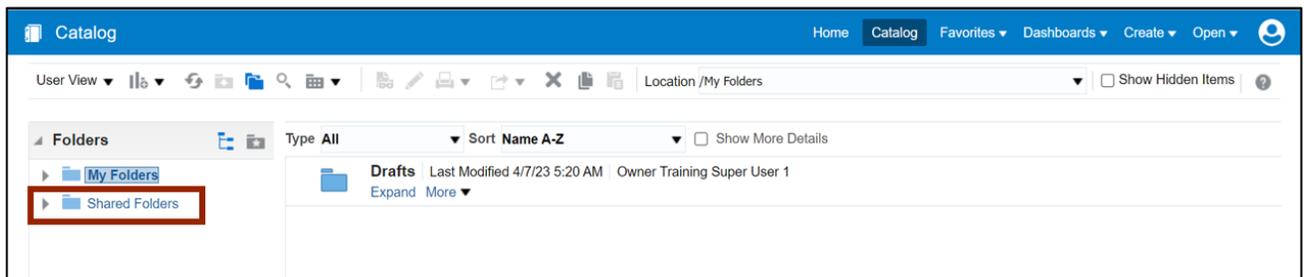To run supplier reports, please follow the steps below:

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

2. On the **Home** page, click the **Tools** tab and select the **Reports and Analytics** app.
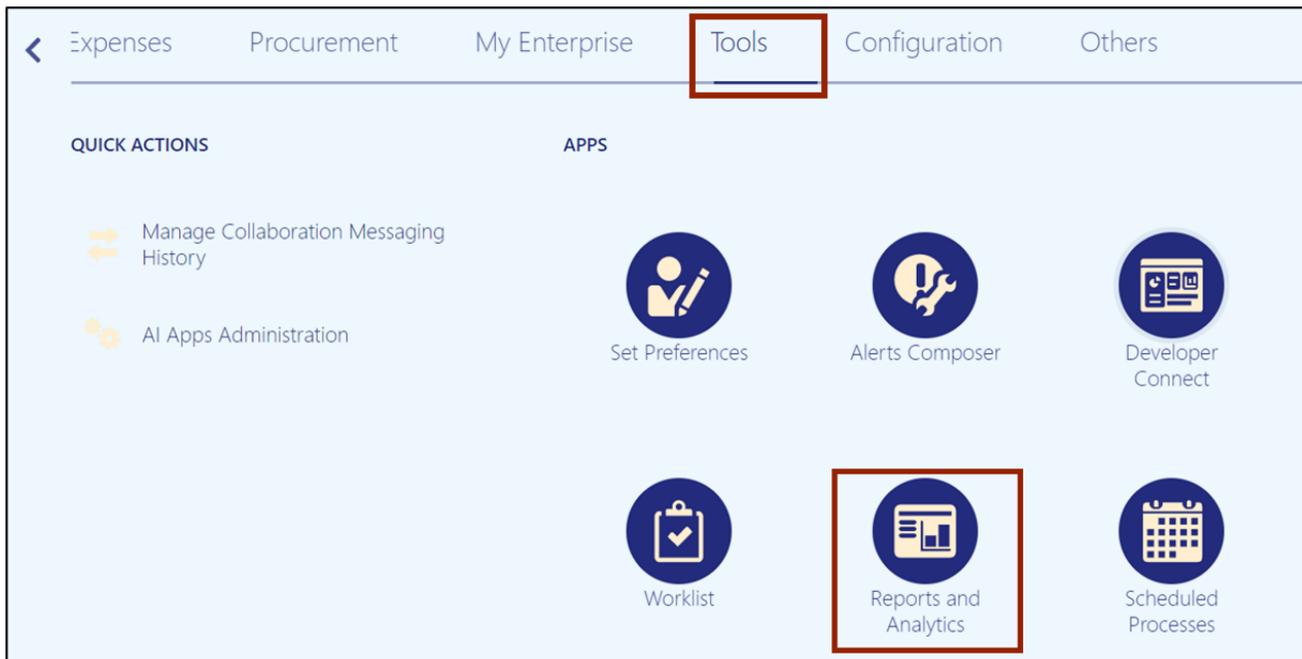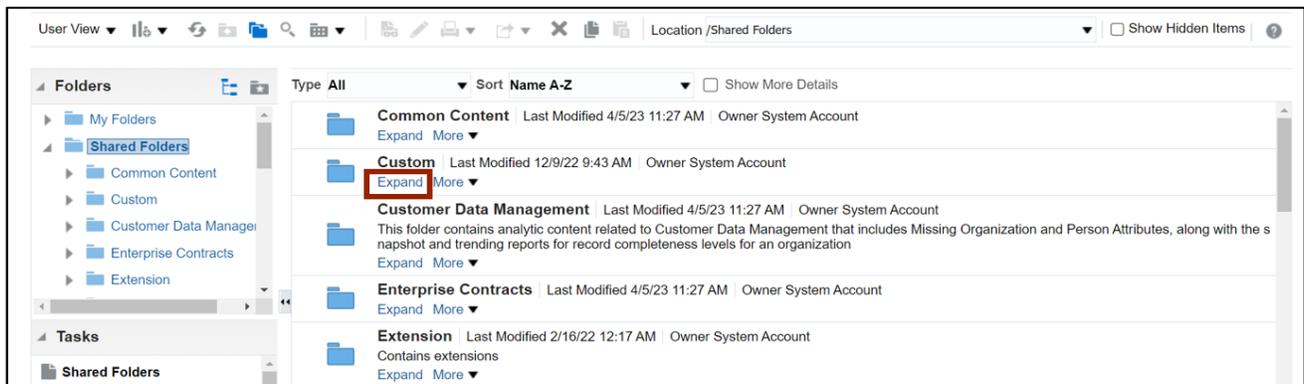
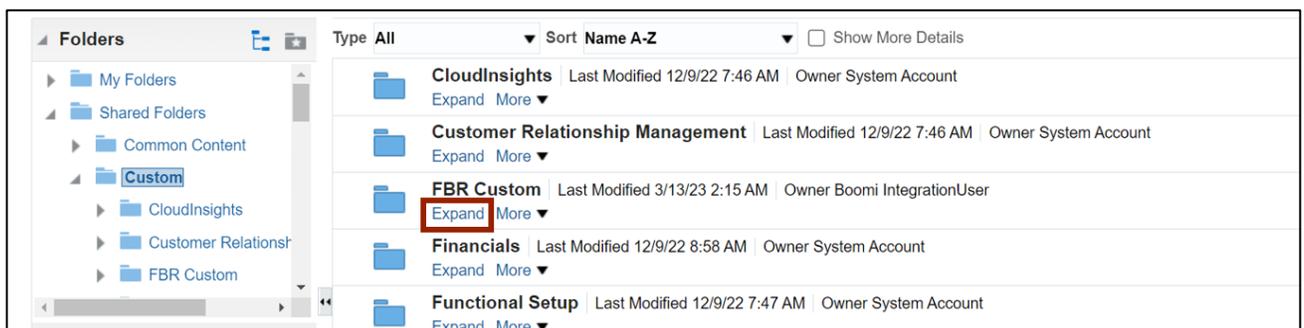3. Click the **Browse Catalog** button on the top right corner.

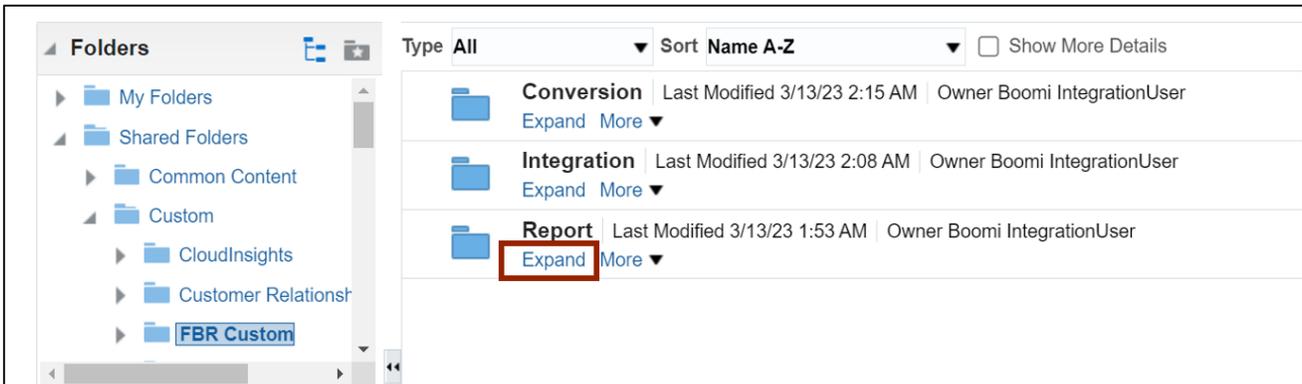4. The **Catalog** page opens. Under the *Folders* section on the left side of the page, click **Shared Folders**.

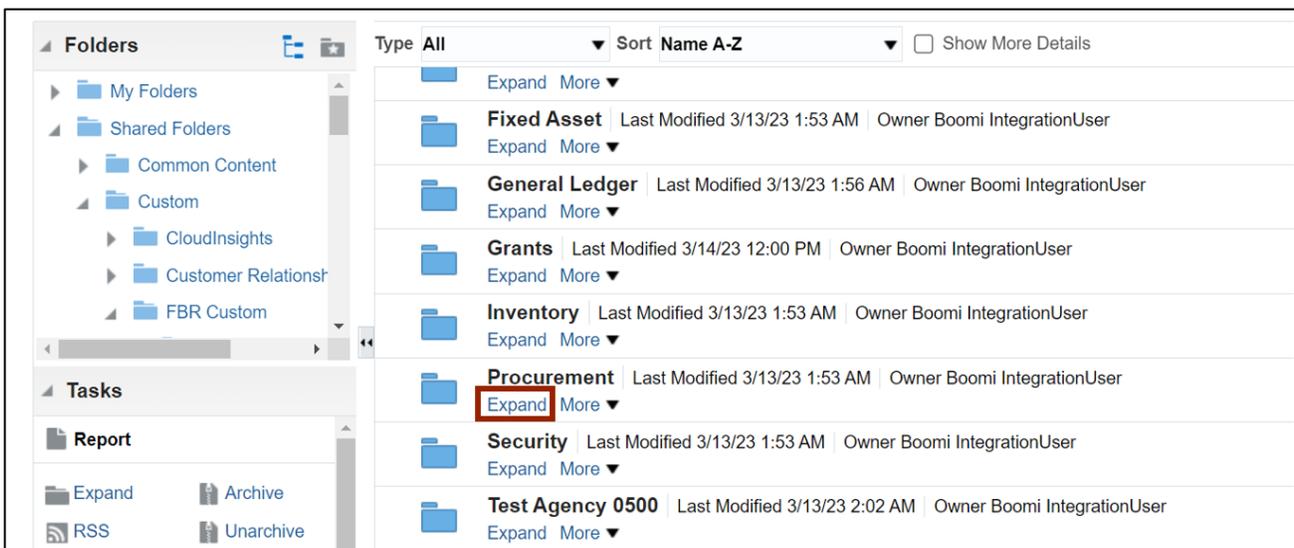5. Under the **Custom** folder, click **Expand.**

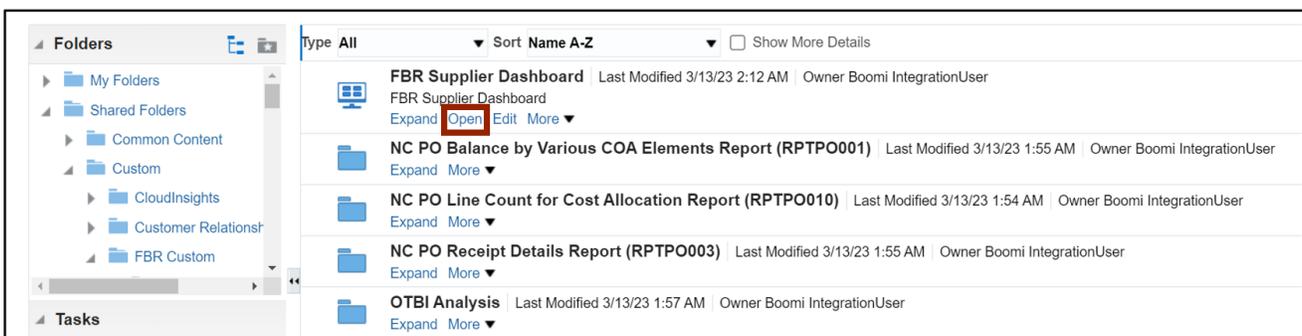6. Under the **FBR Custom** folder, click **Expand.**

7.   Under the **Report** folder, click **Expand**.

8.   Scroll down to find the **Procurement** folder. Then, click **Expand**.

9.   Under **FBR Supplier Dashboard**, click **Open.**

10. In the *Parameters* section of the **Supplier List** tab, select the required parameters from the respective drop-down choice lists to filter the supplier list, and click the **Apply** button.
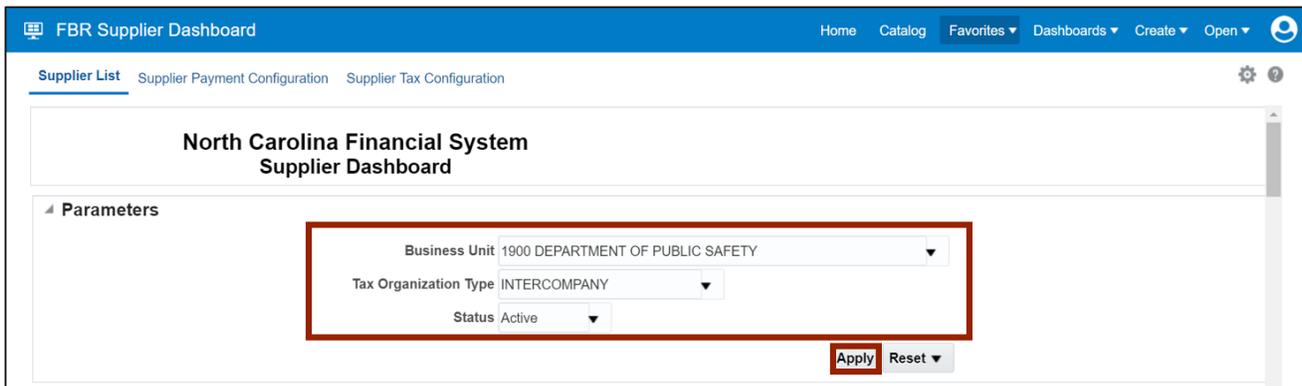
    In this example, we choose:
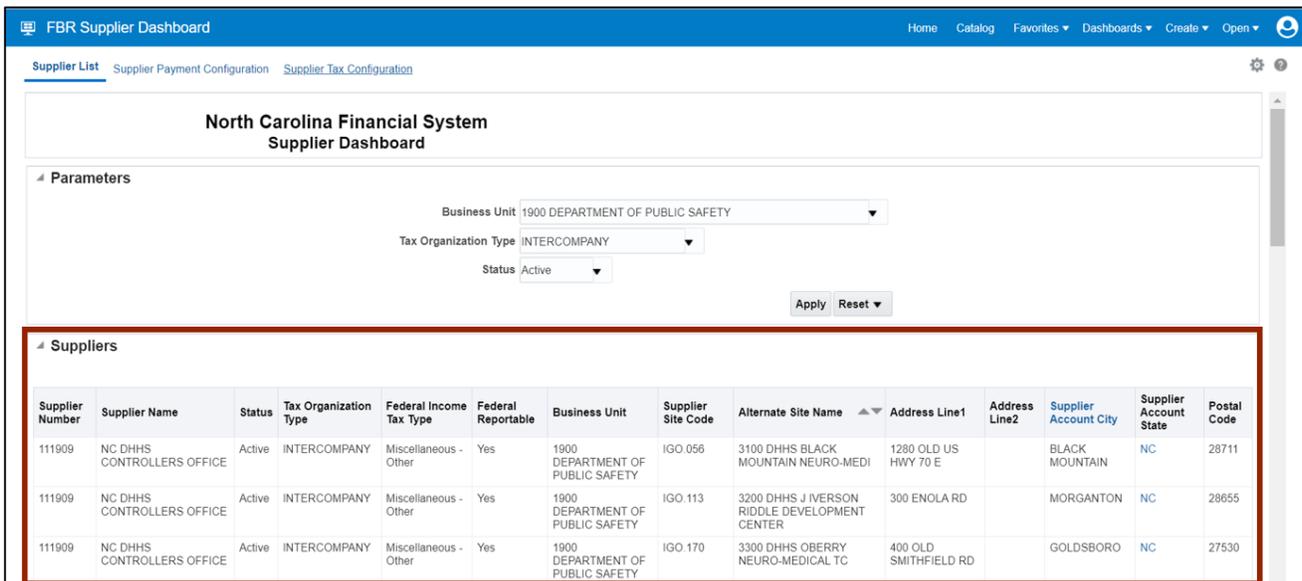   *Business Unit*- **1900 DEPARTMENT OF PUBLIC SAFETY**
    Tax Organization Type- **INTERCOMPANY**
    Status- **Active**

    Note: By default, **All Column Values** is selected for all three parameters. This grays out all other selections. Click the respective drop-down choice list and uncheck the **All Column Values** check box to make an individual selection.

11. View and verify the Suppliers information from the dashboard.

| Supplier Number	Supplier Name	Status	Tax Organization Type	Federal Income Tax Type	Federal Reportable	Business Unit	Supplier Site Code	Alternate Site Name	Address Line1	Address Line2	Supplier Account City	Supplier Account State	Postal Code
111909	NC DHHS CONTROLLERS OFFICE	Active	INTERCOMPANY	Miscellaneous - Other	Yes	1900 DEPARTMENT OF PUBLIC SAFETY	IGO.056	3100 DHHS BLACK MOUNTAIN NEURO-MEDI	1280 OLD US HWY 70 E		BLACK MOUNTAIN	NC	28711
111909	NC DHHS CONTROLLERS OFFICE	Active	INTERCOMPANY	Miscellaneous - Other	Yes	1900 DEPARTMENT OF PUBLIC SAFETY	IGO.113	3200 DHHS J IVERSON RIDDLE DEVELOPMENT CENTER	300 ENOLA RD		MORGANTON	NC	28655
111909	NC DHHS CONTROLLERS OFFICE	Active	INTERCOMPANY	Miscellaneous - Other	Yes	1900 DEPARTMENT OF PUBLIC SAFETY	IGO.170	3300 DHHS OBERRY NEURO-MEDICAL TC	400 OLD SMITHFIELD RD		GOLDSBORO	NC	27530

12. Navigate to the **Supplier Payment Configuration** tab.

Note: In the *Parameters* section, the *Business Unit* field is filled by default.

In this example, the *Business Unit* field drop-down choice list has **1900 DEPARTMENT OF PUBLIC SAFETY** check box selected.

13. View the *Suppliers on Hold, Factored Suppliers,* and *ePay Suppliers* reports for the filtered Agency.

14. Navigate to the **Supplier Tax Configuration** tab.

Note: In the *Parameters* section, the *Business Unit* field is filled by default.

In this example, the *Business Unit* field drop-down choice list has **1900 DEPARTMENT OF PUBLIC SAFETY** check box selected.
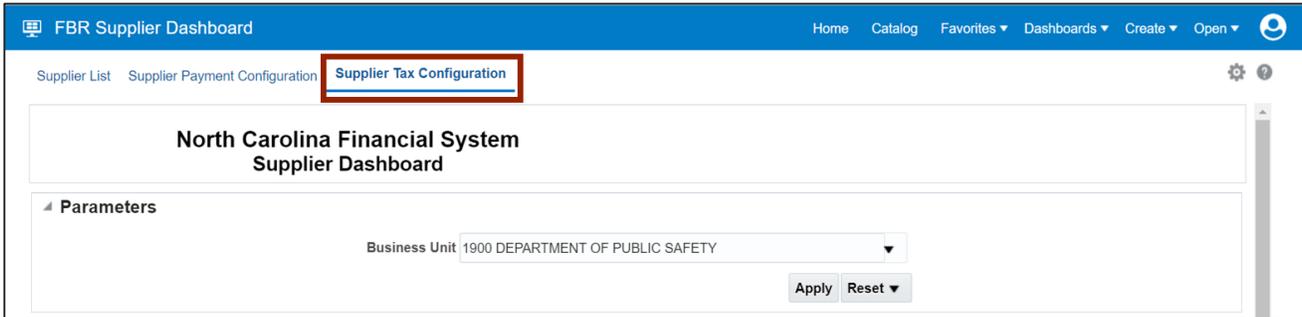
15. View the *Withholding Suppliers* report for the filtered Agency.
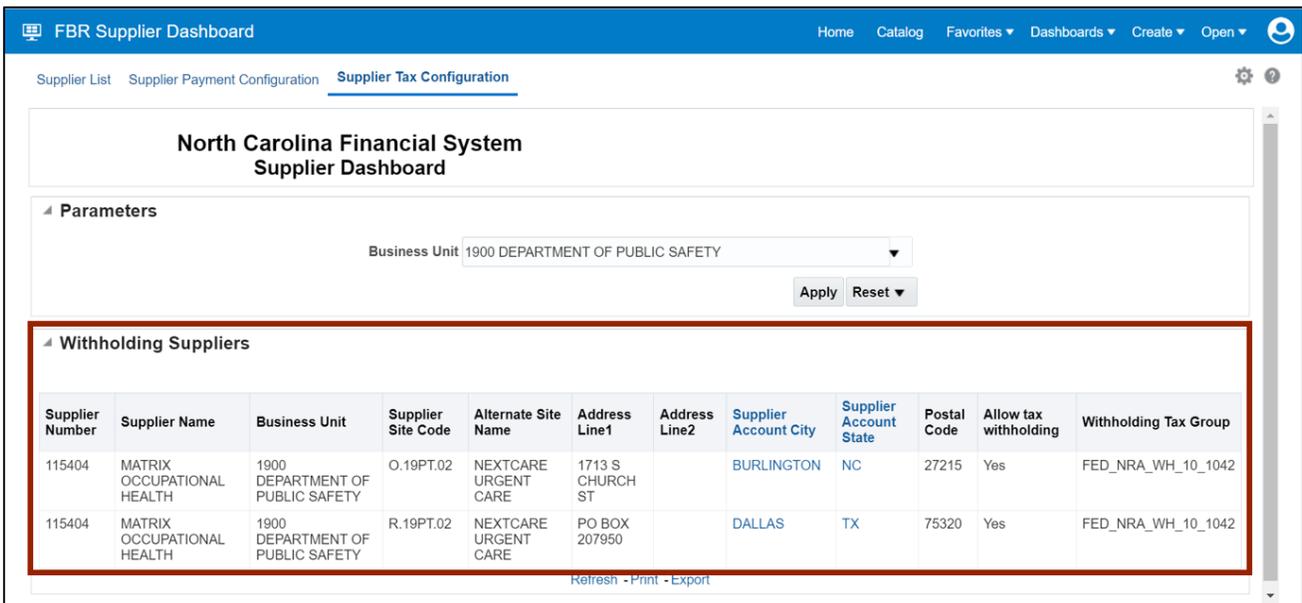
Wrap-Up

Run supplier reports using the steps above to view various supplier reports and dashboards.

Additional Resources

Web-Based Training (WBT)

- PO002: Supplier Inquiry