



PRE-BUILT REPORT SEARCH QUICK REFERENCE GUIDE GEN-14

GEN

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to use the Pre-Built Reporting Tool.

Introduction and Overview

This QRG covers the process of searching for reports in NCFS.

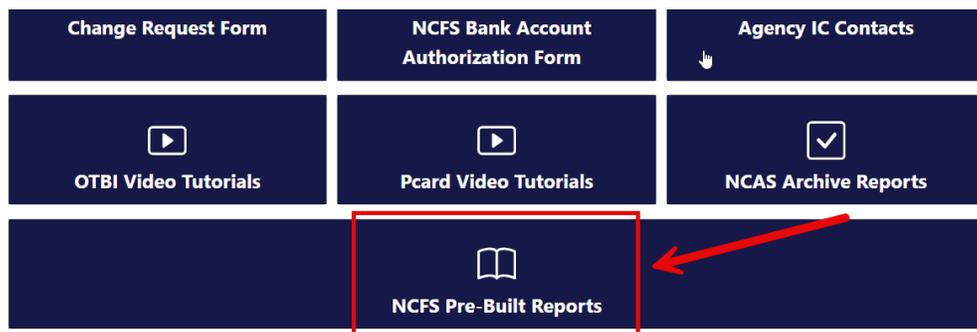
Pre-Built Report Search

NCFS Resources Web Page

1. From the **NCFS Resources** web page on the OSC website, scroll down to find the **Pre-Built Reports** tile. The URL is: <https://ncosc.gov/state-agency-resources/ncfs-resources>.



2. At the bottom of the page, select the **NCFS Pre-Built Reports** tile.



3. Click the drop-down arrow from the **Subject Area**.

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NCFS Pre-Built Reports

Subject Area: - Any - Search Keywords: Apply

Title	Description	Last Updated
NCFS Report - INT-CM-002	This interface will send receipts and expenditures monthly totals to Department of State Treasury (DST) to perform monthly reconciliations between Oracle GL and Flexcube. The interface will extract the data from Oracle to create a report and send specific information from the report to Flexcube for DST to complete reconciliation tasks.	05/22/2025
NCFS Report - INT-CM-004	DST to OSC Receipts and Expenditures Interface will send receipt and expenditure monthly totals from the Department of State Treasury (DST) to Oracle Cloud. The report will show revenue and expenditure balances by budget code in Oracle to compare it to the DST data sent for reconciliation purposes.	05/22/2025
NCFS Report - NC - INV	NC INV displays the inventory transfer order details keyed into NCFS.	06/03/2025

4. The drop-down area displays the list by Subject/Process Area.

For this example, we will select the **Cash Management (CM)** option and click **Apply**.

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NCFS Pre-Built Reports

Subject Area: - Any - Search Keywords: Apply

- Any -
- Any -
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Budget (BU)
- Cash Management (CM)**
- Expenses (EX)
- Fixed Assets (FA)
- General Information (GEN)
- General Ledger (GL)
- Grants Management (GM)
- Intercompany Transfer (IC)
- Inventory (INV)
- Oracle Transactional Business Intelligence (OTBI)
- Procurement (PO)
- Security (SEC)

Title	Description	Last Updated
NCFS Report - INT-CM-002	receipts and expenditures monthly totals to Department of State Treasury (DST) to perform monthly Oracle GL and Flexcube. The interface will extract the data from Oracle to create a report and send specific report to Flexcube for DST to complete reconciliation tasks.	05/22/2025
NCFS Report - INT-CM-004	nd Expenditures Interface will send receipt and expenditure monthly totals from the Department of State e Cloud. The report will show revenue and expenditure balances by budget code in Oracle to compare it to the ciliation purposes.	05/22/2025
NCFS Report - NC - INV	ventory transfer order details keyed into NCFS.	06/03/2025
NCFS Report - NC - PREPAY	nt Register Report will be run by Agencies for a specific Bank Account and Date Range as defined in the rt. The Summary level tab of the report will display the total cash by each unique combination of Agency-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 summaries,	06/05/2025

- 5. The available Pre-Built reports for Cash Management (CM) are now displayed. We will now expand the search with a keyword. Enter “**reversion**” in the **Search Keywords** field and click **Apply**.

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NCFS Pre-Built Reports

Subject Area: Cash Management (CM) Search Keywords: reversion Apply

Title	Description	Last Updated
NCFS Report - INT-CM-002	This interface will send receipts and expenditures monthly totals to Department of State Treasury (DST) to perform monthly reconciliations between Oracle GL and Flexcube. The interface will extract the data from Oracle to create a report and send specific information from the report to Flexcube for DST to complete reconciliation tasks.	05/22/2025
NCFS Report - INT-CM-004	DST to OSC Receipts and Expenditures Interface will send receipt and expenditure monthly totals from the Department of State Treasury (DST) to Oracle Cloud. The report will show revenue and expenditure balances by budget code in Oracle to compare it to the DST data sent for reconciliation purposes.	05/22/2025
NCFS Report - RPT-CM-002	Deposits Report provides information regarding posted and unposted deposit entries for the day by journal batch, budget code and by agency. This report consists of two pages, a summary and detail version to provide the deposits information. This report is critical to ensure the Daily Cash Management Activity Schedule is followed.	05/23/2025

- 6. The available report that contains the keyword “**reversion**”, is now displayed. To see the Pre-Built report details, click the **NCFS Report-RPT-CM-044** hyperlink.

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NCFS Pre-Built Reports

Subject Area: Cash Management (CM) Search Keywords: reversion Apply

Title	Description	Last Updated
NCFS Report - RPT-CM-044	General Fund Allotment Reversion report identifies agencies that have not yet processed reversion entries to close out cash for their reverting general fund budget codes for the budgetary (cash) fiscal year end.	05/22/2025

- 7. The report details are now displayed for the **NCFS Report – RPT-CM-044**.

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NCFS Report - RPT-CM-044

Report Name: RPT-CM-044 General Fund Allotment Reversion Report

Report Description: General Fund Allotment Reversion report identifies agencies that have not yet processed reversion entries to close out cash for their reverting general fund budget codes for the budgetary (cash) fiscal year end.

Report Data Flow: This report may be run by OSC analysts and Central Compliance staff, OSBM analysts, or by agency fiscal/budget staff as needed.

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Wrap-Up

Users can search for Pre-Built Reports in NCFS by following the steps explained above.

