



AR SEEDED REPORTS

QUICK REFERENCE GUIDE

AR

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

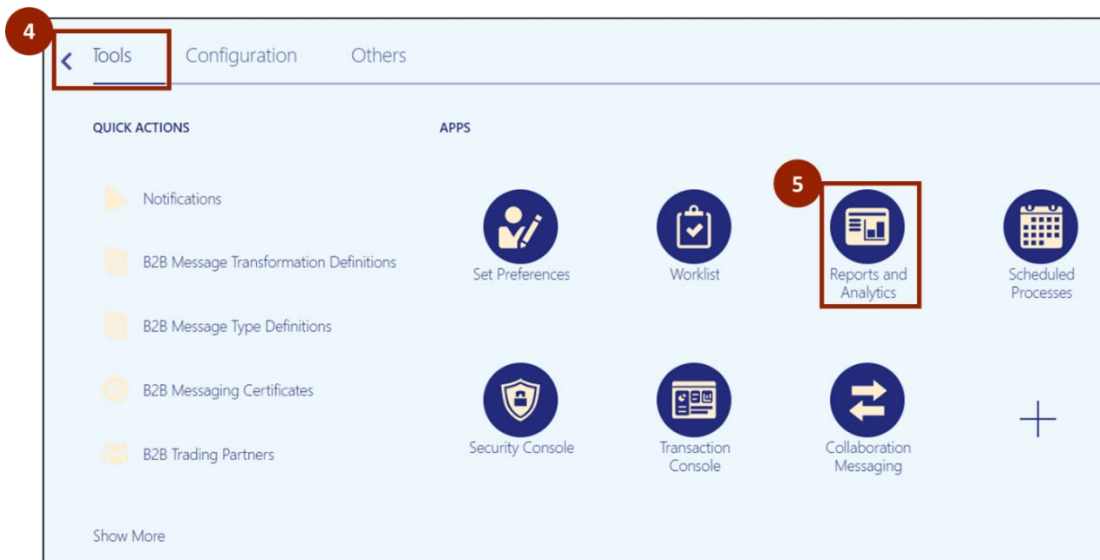
Introduction and Overview

Accounts Receivable (AR) reports are available on-demand to meet various business needs. In NCFS, users can access a range of reports, which are categorized into two types: Standard and Customized.

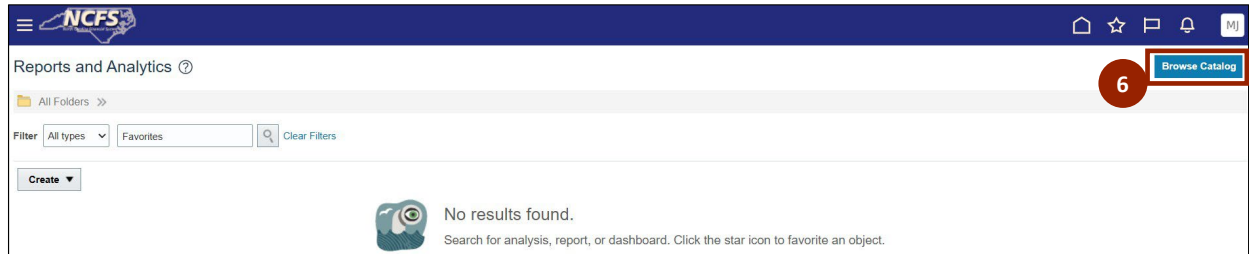
Access Standard AR Reports

The following are the steps to access Standard Reports:

1. Click the Company Single Sign-On (SSO) button.
2. Enter your dac.nc.gov email address.
3. Click **Next**, then enter **password**.
4. On the *Home* page, select the **Tools** tab.
5. Click Reports and Analytics application.

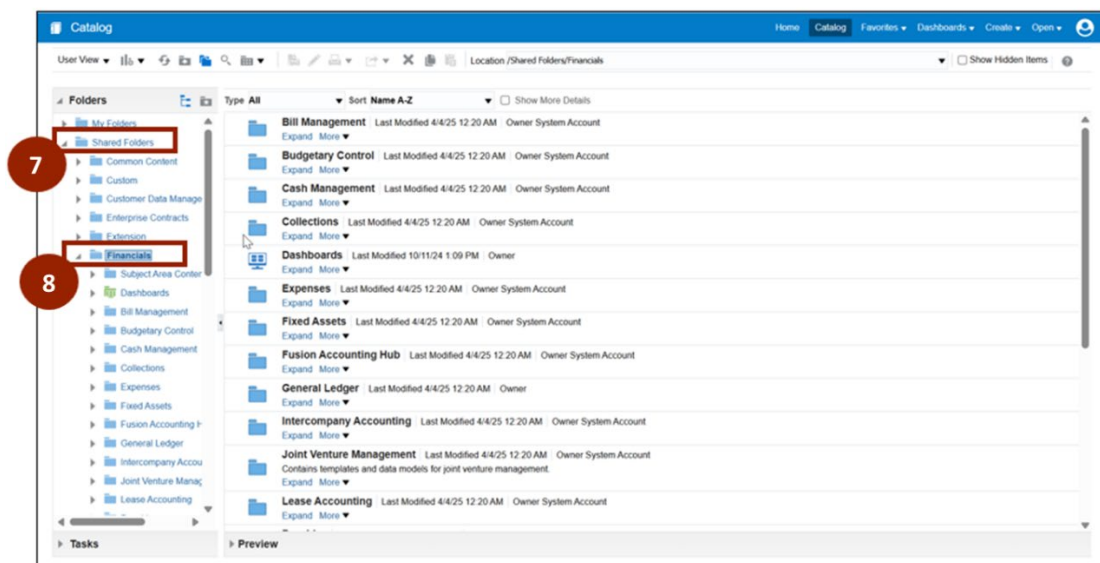


6. Click the **Browse Catalog** button.

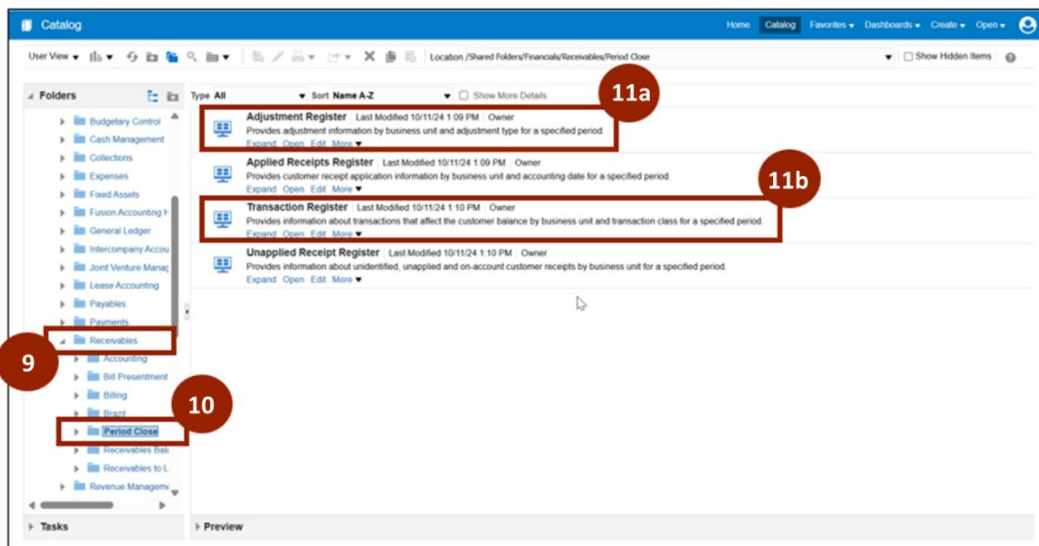


7. Navigate to Shared Folders.

8. Select Financials.



9. Click Receivables.
10. Select Period Close.
11. Click either.
12. Adjustment Register or
13. Transaction Register to open the desired report.



14. Select the parameters. All required parameters are identified by an *.
15. Click **Apply**.

The screenshot shows the 'Adjustment Register' report parameters form. A red box labeled '12' encloses the parameter fields: '* Business Unit' (dropdown), '* Adjustment Accounting Date' (date range), 'Customer Name' (dropdown), 'Customer Account Number' (dropdown), 'Adjustment Type' (dropdown), 'Adjustment Status' (dropdown), 'Adjustment Reason' (dropdown), 'Entered Currency' (dropdown), 'Transaction Date Between' (date range), 'Transaction Type' (dropdown), and 'Transaction Number' (dropdown). A red box labeled '13' highlights the 'Apply' and 'Reset' buttons at the bottom right of the form. Below the form, it says 'No data to display. Refresh'.

16. The selected register opens.

Adjustment Register
Date run: 11/24/25

Display by Adjustment Type ▼

Ledger NC CASH US Ledger Currency USD

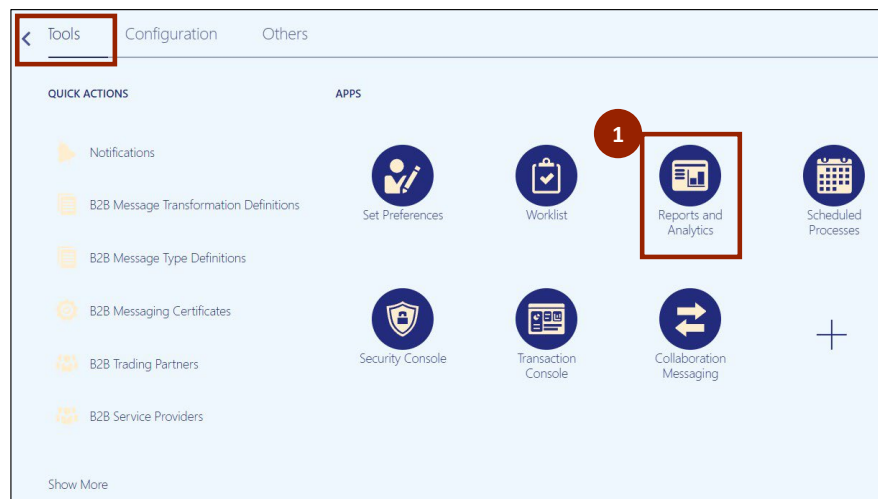
14

Business Unit	Adjustment Type	Customer Name	Customer Account Number	Transaction Number	Transaction Type	Adjustment Number	Adjustment Accounting Date	Adjustment Entered Amount	Entered Currency	Adjustment Accounted Amount	Adjustment Reason
5200 DEPARTMENT OF ADULT CORRECTION	Freight Adjustments	COMMERCE WORKFORCE SOLUTIONS	115972	25001	DAC Standard Invoice	1	7/2/25	1.00	USD	1.00	
				25003	DAC Standard Invoice	3	7/2/25	-7.00	USD	-7.00	
						5	7/2/25	-1.00	USD	-1.00	Charges
						6	7/3/25	-1.00	USD	-1.00	
	Freight Adjustments Total							-8.00		-8.00	
5200 DEPARTMENT OF ADULT CORRECTION Total								-8.00		-8.00	
Grand Total								-8.00		-8.00	

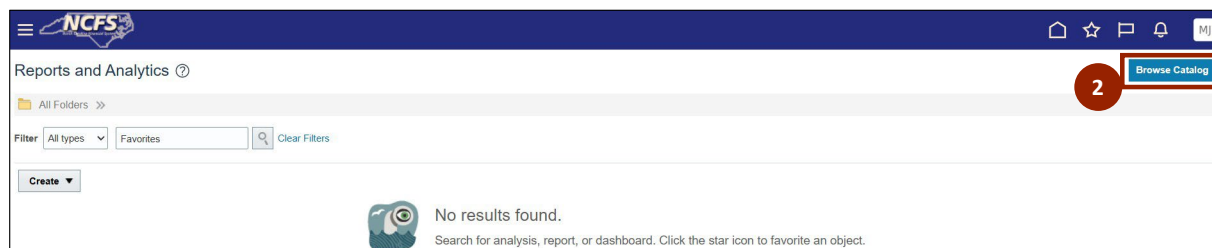
Refresh - Print - Export - Add to Briefing Book

Access a Customized Report

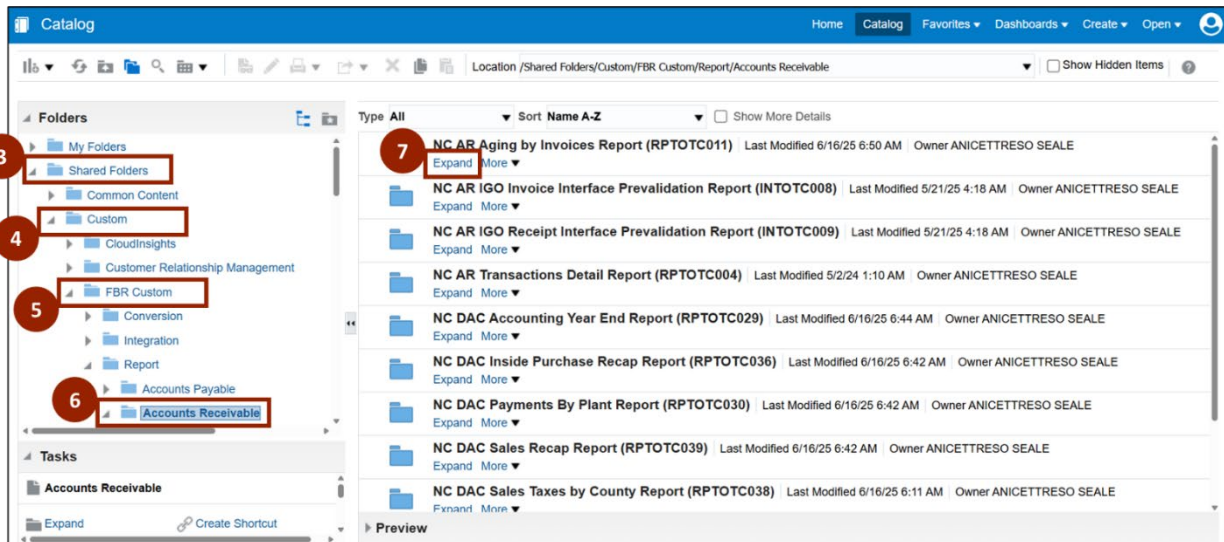
1. In the **Tools** tab, click the **Reports and Analytics** application.



2. Click the **Browse Catalog**.

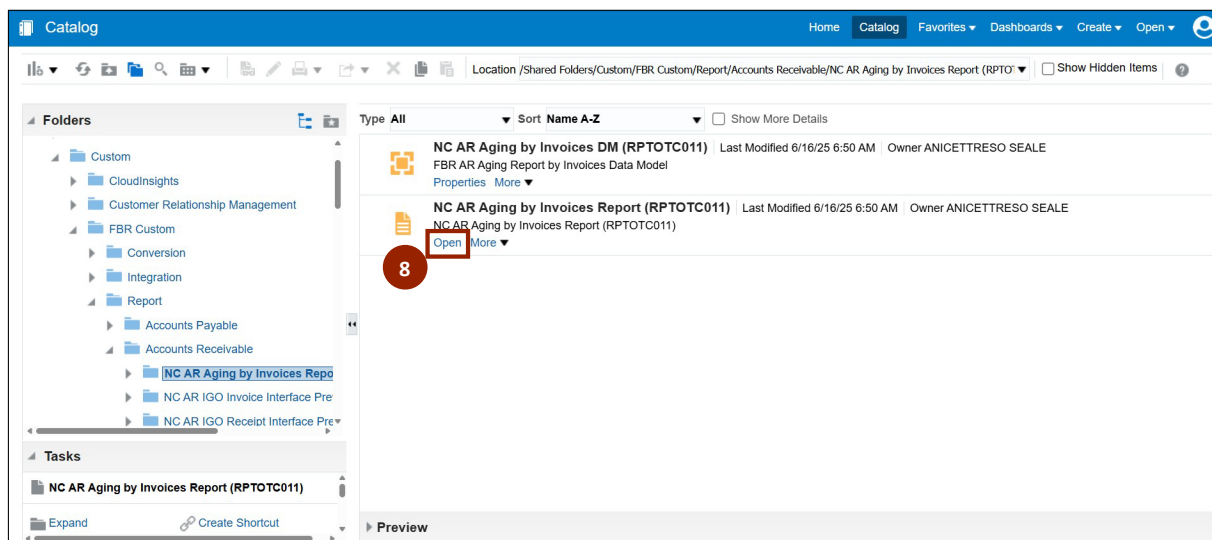


3. Navigate to Shared Folders.
4. Select **Custom**.
5. Click **FBR Custom**.
6. Under the *Report* folder, select **Accounts Receivables** to view the list of AR Custom Reports.
7. Click the **Expand** link to expand the report view.

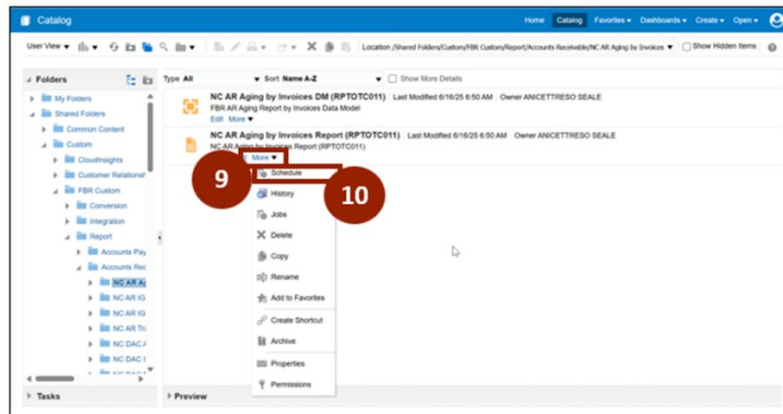


8. Click the **Open** link to open the report.

NOTE: The report can be downloaded immediately or scheduled for download later, once the process is fully completed.



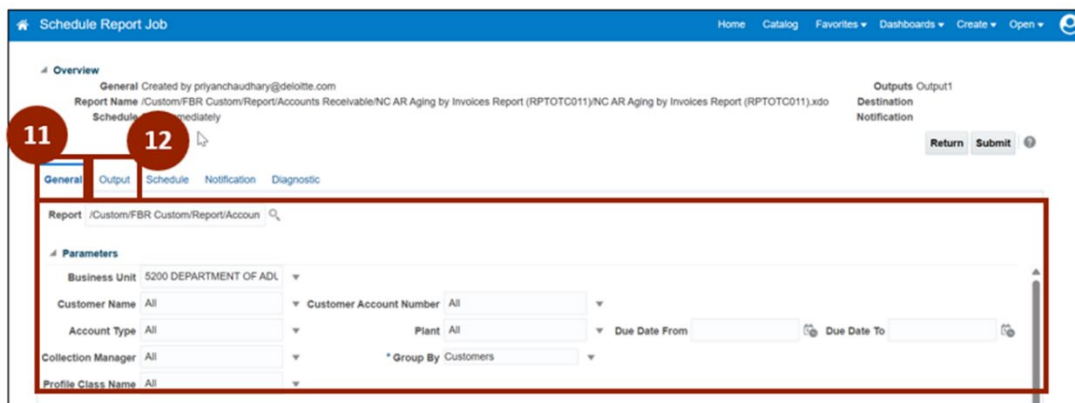
9. To schedule the download for later, click **More**.
10. Select **Schedule** to schedule the report download.



11. In the **General** tab, fill in the required parameters.

- Business Unit
- Group By

12. Click the **Output** tab.



13. In the Output tab, select the option **Save Data for Republishing**.

14. Choose the destination type from the available options: **Email, Printer, or Content Server**.

15. Click the **Schedule** tab.

The screenshot shows the 'Schedule Report Job' interface. The 'Output' tab is active, showing options for 'Enable XML Printing', 'Make Output Public', 'Save Data for Republishing' (checked), and 'Compress output prior to delivery'. Below this is a table with columns: Name, Layout, Format, Locale, Timezone, Calendar, and Save Output. The 'Destination' dropdown is set to 'Email'. The 'Schedule' tab is highlighted in the top navigation bar.

16. In the **Schedule** tab, select the **Run Now** option if you'd like to run the report now (*this is optional*).

The screenshot shows the 'Schedule Report Job' interface with the 'Schedule' tab active. Under 'Define Schedule Time', the 'Run Now' option is selected. The 'Frequency' is set to 'Once'. The 'Start' date is 'Jul 28, 2025 8:45:43 AM'. The 'Define Schedule Trigger' section has 'Use Trigger' unchecked.

17. Click the **Notification** tab.

18. Check the **Email** checkbox to be notified by email.

19. Enter the **email address** where you want to receive the notification.

20. Click **Submit**.

The screenshot shows the 'Schedule Report Job' interface with the 'Notification' tab active. The 'Notify By' section has 'Email' checked. An email address is entered in the 'Email Address' field. The 'When' section has checkboxes for 'Report completed', 'Report completed with warnings', 'Report failed', and 'Report skipped'. The 'Submit' button is highlighted.

21. Enter the Report Job Name.

22. Click **OK**.

The 'Submit' dialog box contains the following information:

- Report:** /Custom/FBR Custom/Report/Accounts Receivable/NC AR Aging by Invoices Report (RPTOTC011)/NC AR Aging by Invoices Report (RPTOTC011).xdo
- Parameters:** "Business Unit": "5200 DEPARTMENT OF ADULT CORRECTION", "Customer Name": "All", "Customer Account Number": "All", "Account Type": "All", "Plant": "All", "Due Date From": "", "Due Date To": "", "Collection Manager": "All", "Group By": "Customers", "Profile Class Name": "All"
- Schedule:** Start Immediately
- Output:** Output1
- Notification:** Email
- Trigger Data Model:**
 - Trigger Name
 - Trigger Retry Limit
 - Trigger Pause Time
 - Trigger Parameters

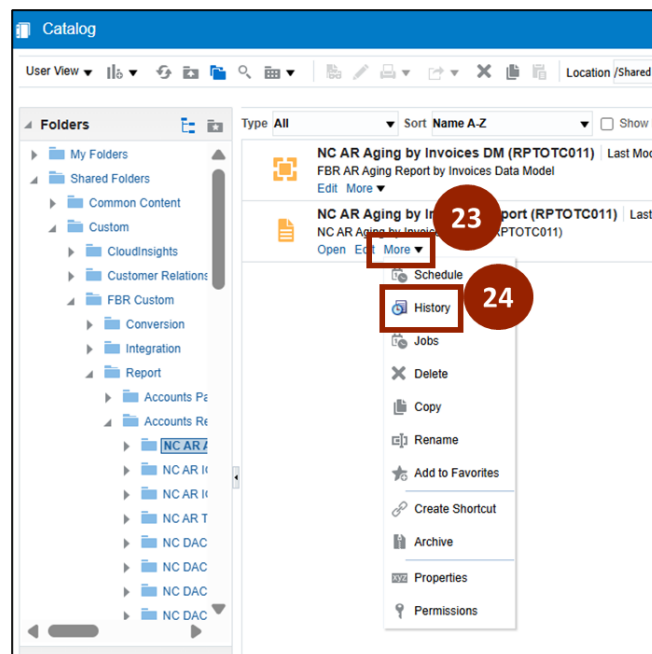
At the bottom, there is a text field labeled 'Report Job Name' with the value 'Test' entered. To the right of this field are 'OK' and 'Cancel' buttons.

Open Scheduled Report

To open a report after it has been scheduled:

23. From **desired report** in the *Report Catalog* list, click the **More** dropdown.

24. Select **History**.



25. In the *Report Job History* page, click the name of the **Report Job** link.

Report Job History

Last Refreshed Tue Sep 30, 2025 10:17:28 AM Eastern Daylight Time

Time Zone used for filters and display (UTC-05:00) New York - Eastern Time (ET)

Filters

Report Job Name Contains [] Start Processing Equals Or Later Sep 23, 2025 10:17:28 AM Owner Equals mjadooram@deloitte.com

Report Path Equals /Custom/FBR Custom/Repor End Processing Equals Or Earlier [] Scope My Job Histories

Schedule Context Contains [] Status All

Search Reset

Report Job Histories

[1 Total Report Output]

Report Job Name	Report Name	Status	Start Processing	End Processing	Owner	Scope
Test Job	NC AR Aging by Invoices Report (RPTOTC011).xdo	Success	Sep 30, 2025 10:16:49 AM	Sep 30, 2025 10:17:06 AM	mjadooram@deloitte.com	Private

26. In the *Output & Delivery* section, click **Republish**.

Report Job History

Home Catalog Favorites Dashboards Create Open

Active End Date
Trigger Data Model
Trigger Name
Trigger Retry Limit
Trigger Pause Time
Trigger Parameters

Report Parameters

Business Unit All
Customer Name All
Customer Account Number All
Account Type All
Plant All
Due Date From
Due Date To
Collection Manager All
Group By Customers
Profile Class Name All

Output & Delivery

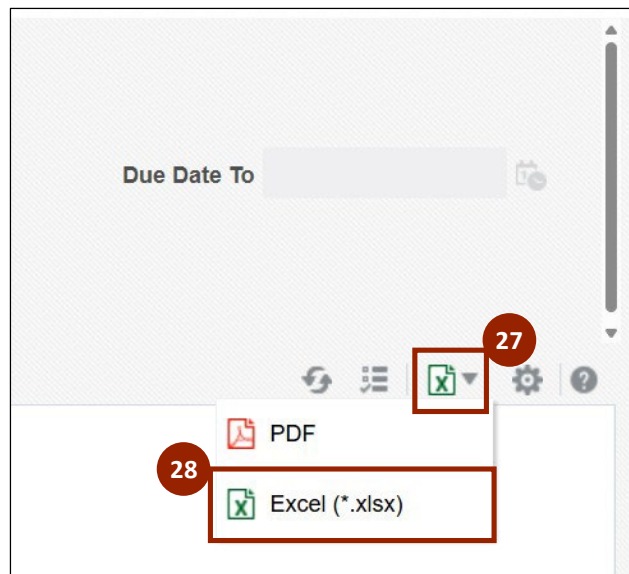
XML Data [] Republish []

Status All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Output1	NC AR Aging by Invoices Report_RPTOTC011	XLSX	English (United States)	(UTC-05:00) New York - Eastern Time (ET)	Gregorian	Success	[]

27. On the right-hand side of the page, click the **Excel** icon.

28. Select the **desired report format** from the drop-down to download the report.



Wrap-Up

NCFS users can **Access AR Seeded Reports** by following the steps outlined above.

Additional Resources

Instructor Led Training (ILT)

- AR109 – AR Reporting

Web-based Training (WBT)

- MFG100: Introduction to NCFS Manufacturing
- MFG101: The Journey Through NCFS Manufacturing

Change Record

Effective Date 11/18/2025

- QRG creation