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.
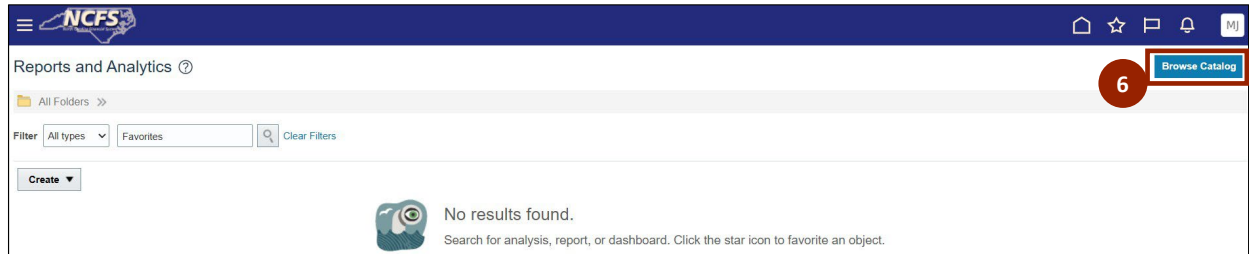
Access Standard AR Reports

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.
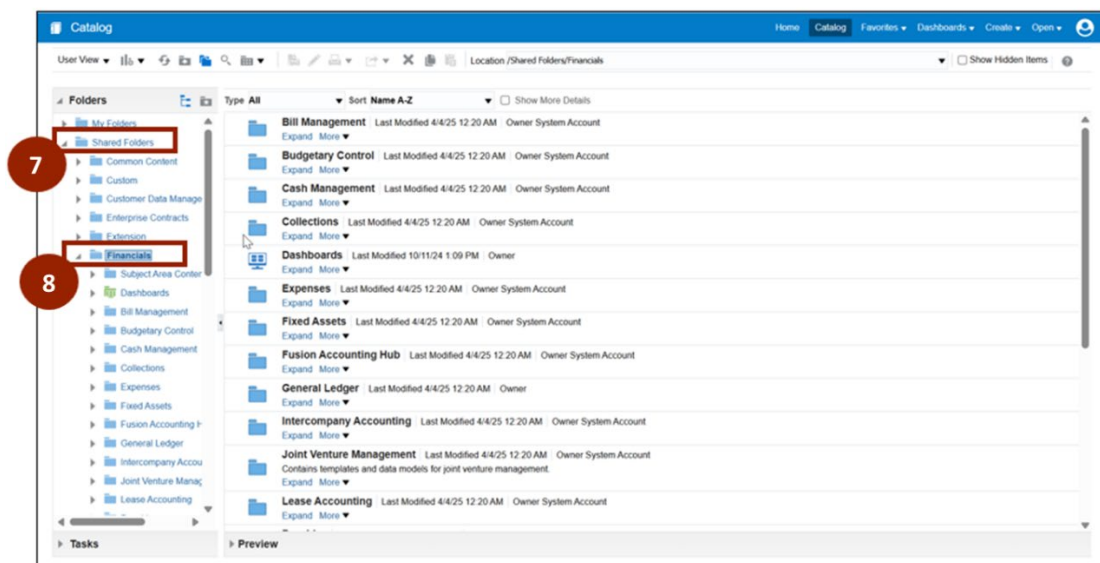
5. Click Reports and Analytics application.
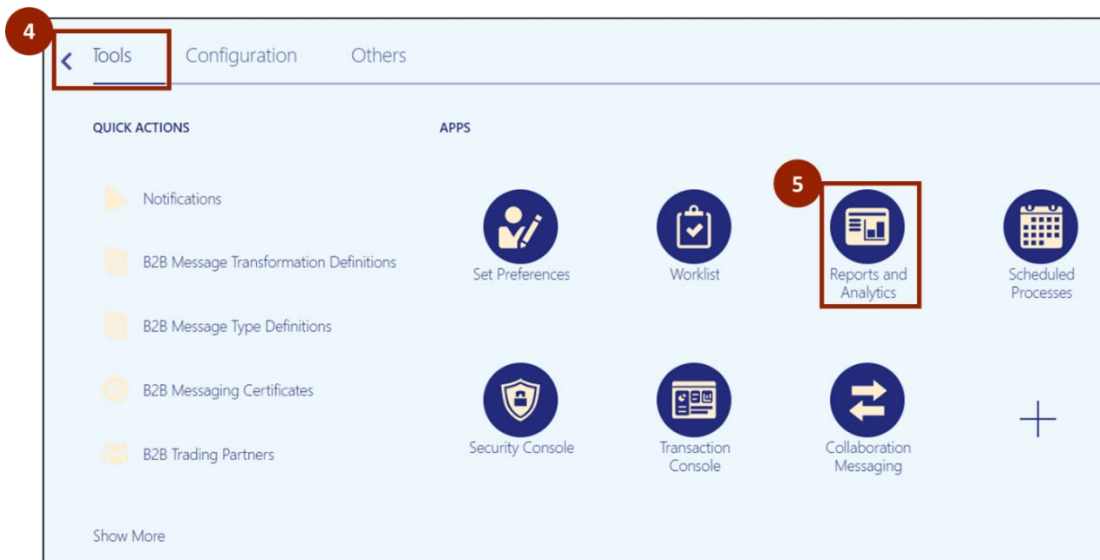
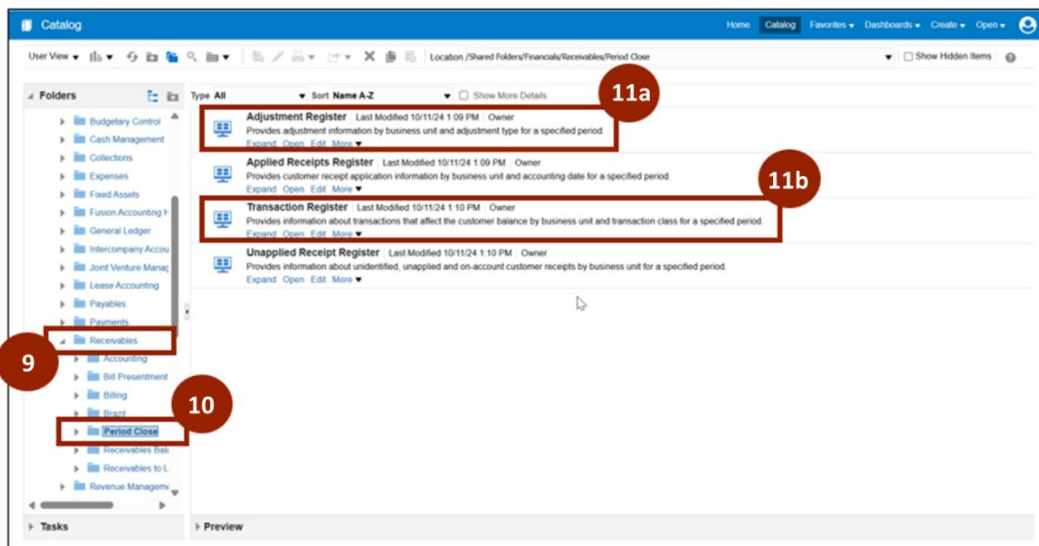6. Click the **Browse Catalog** button.

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**.

16. The selected register opens.
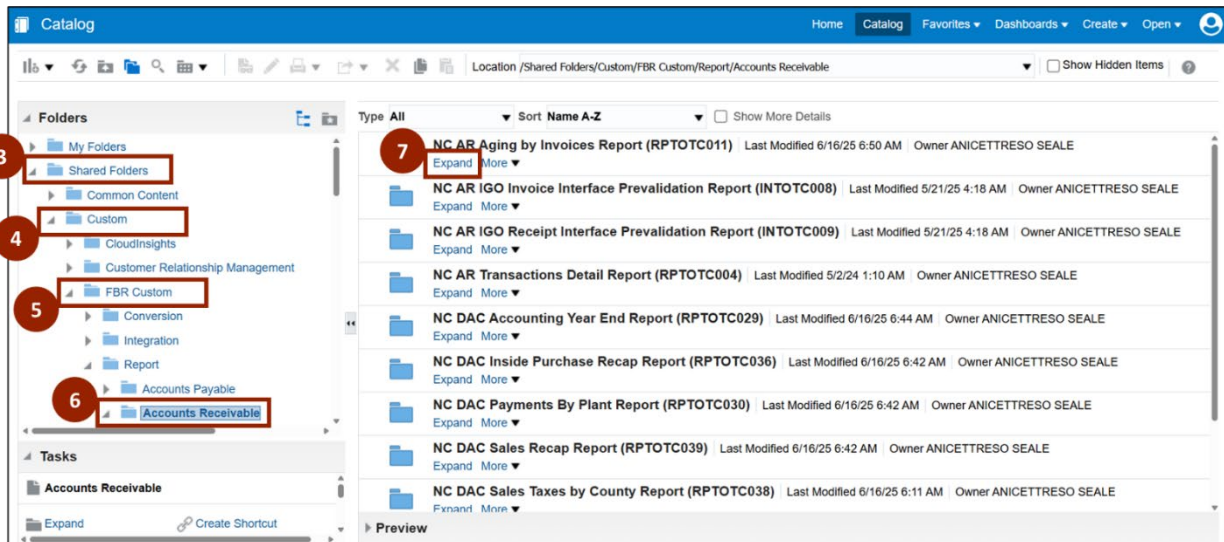

Access a Customized Report

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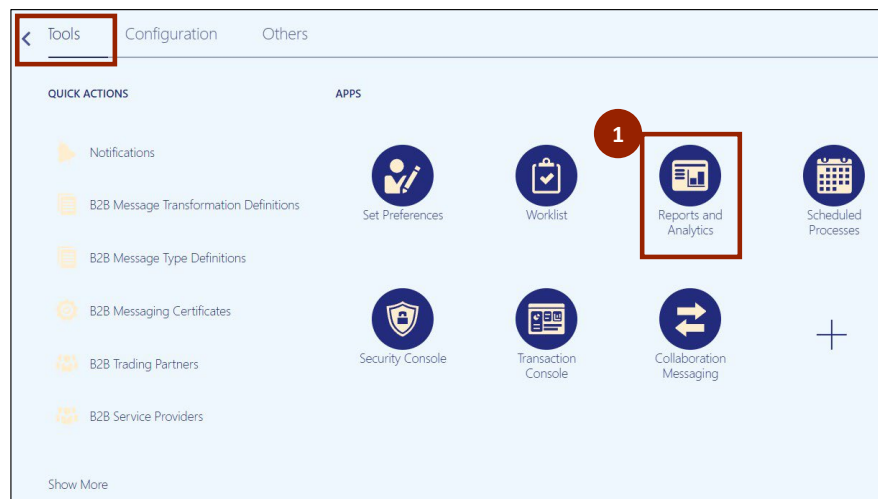

2. Click the **Browse Catalog**.
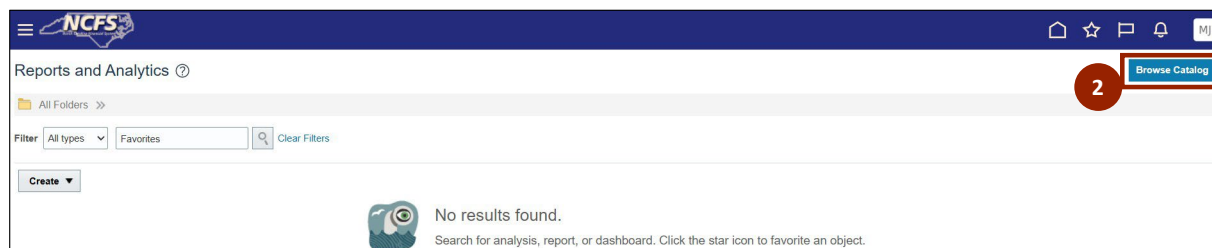
3. Navigate to Shared Folders.

4. Select **Custom.**

5. Click **FBR Custom**.

6. Under the *Report* folder, select **Accounts Receivables** to view the list of AR Custom Reports.

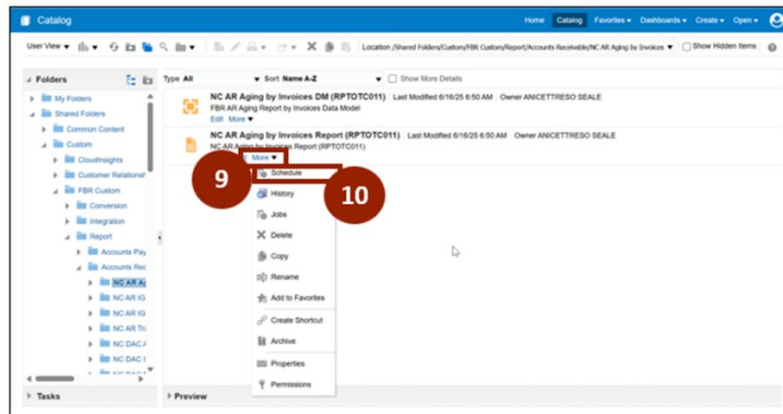7. Click the **Expand** link to expand the report view.

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.
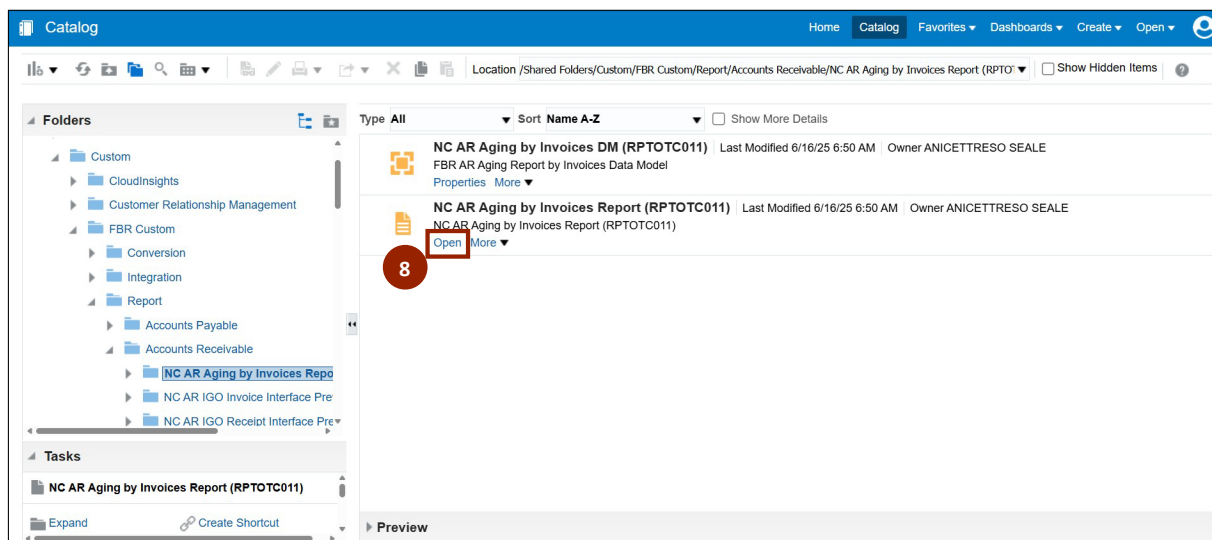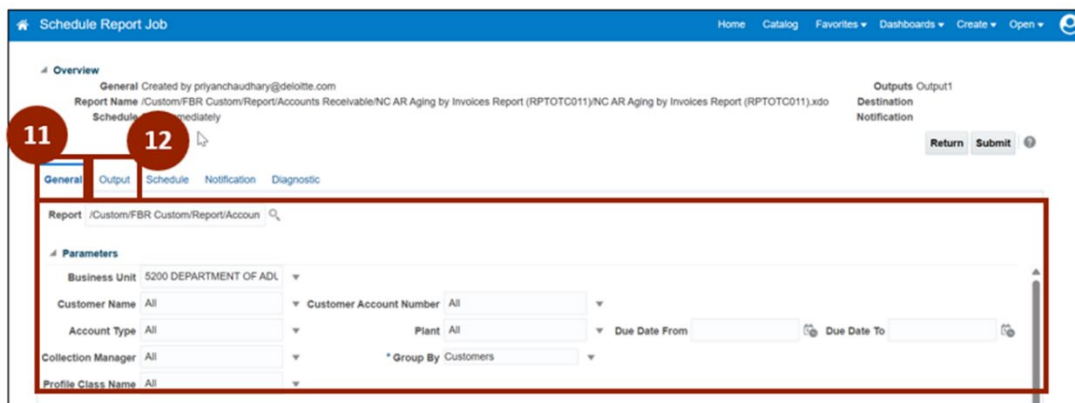
9. To schedule the download for later, click **More**.

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.

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

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**.

21. Enter the Report Job Name.

22. Click **OK.**

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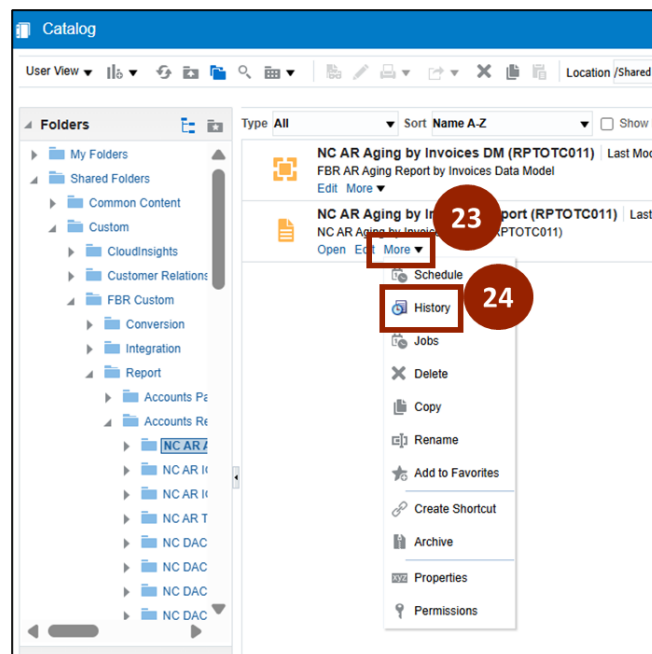
25. In the *Report Job History* page, click the name of the **Report Job link**.

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

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.
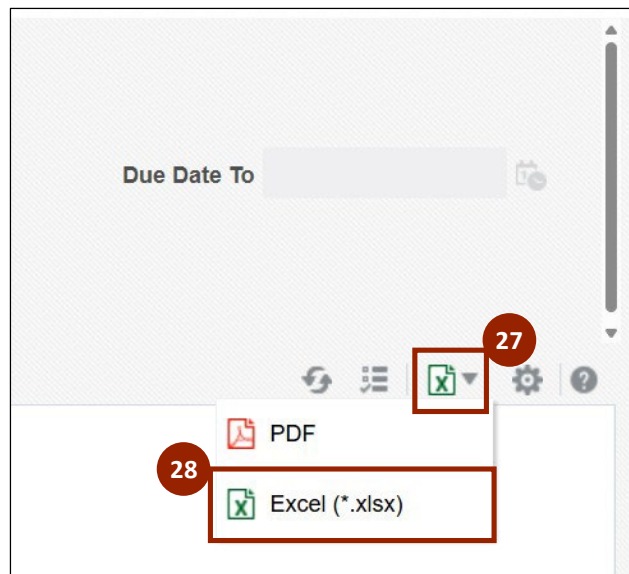
Wrap-Up

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

- o QRG creation