

## VENDOR PAYMENTS REPORT HELP DOCUMENTATION

### **IMPORTANT:**

The information initially displayed is, by default, filtered to the current Fiscal Year (which runs from July 1 through June 30). To change the desired collection of data, use the “Select Filters” button in the upper left corner to adjust search criteria. Right click in the filter boxes to clear or reset filters, if desired. In some cases, the list of filter check boxes can be reduced by entering text in the available search bar.

Different report views are indicated by the small tabs at the top of the screen. A toggle button allows changing views within each report view (for example a chart versus a data list table).

 Should this symbol display in the lower right corner of the table, it indicates that not all rows of information are able to be displayed. If this occurs, it is recommended that additional or different filters be selected to reduce the number of rows to be displayed. Another option would be to right click in the data table to export to a spreadsheet. This would download all filtered records, even if they could not all be displayed.

### **Special Printing Instructions:**

To print graphs or tables in this report, please right click and select the ‘Print object...’ function from the menu. If ‘Print...’ is selected, after a significant delay, you may receive the following SAS REPORT VIEWER error message: “TransportWarning::SERVER\_UNAVAILABLE Unable to connect to the server. The server does not exist or is currently unavailable.”. This message can be misleading, as there is no issue with availability of the server. If you receive this message, close the message dialog box, and use the ‘Print object...’ function.

### **About the Vendor Payments Report**

The State Payments Report provides data on state payments to vendors and recipients for operational costs (e.g. contracted services, supplies, property, equipment, etc.) and public aid (e.g. grants to local governments and nonprofits). The data only includes payments that are processed through the North Carolina Accounting System (NCAS). For certain programs and accounts, vendor names have been replaced with descriptive terms to minimize risk of exposing information that may be protected by privacy laws. For example, individuals receiving public assistance payments are shown as “benefit recipient” and recipients of legal settlements are shown as “legal settlement recipient.” If you believe a redacted name is not protected information, you may contact the appropriate paying agency to request additional information about the payment.

### **Explore Payments Tab**

This tab displays the top 10 vendors/recipients based on total payments and the table provides additional details on all payments. For additional detail on payments to an individual vendor or recipient, double select a bar on the chart and select “View Vendor Details.” The data can be filtered by multiple fields to build a custom view of the specific data of interest. Data can be exported to Excel or PDF format by right selecting the chart or table.

### **Search by Vendor Tab**

This tab allows users to search all payments by recipient name. Note that some vendors may appear in the data under multiple names, so it may be necessary to search multiple variations (e.g. full name vs. acronyms) to find complete information. The chart displays top 10 payments by agency and the table provides additional detail on all payments. The default view shows the top 10 funding agencies across all recipients. The data can be filtered by fiscal year and recipient.

**About the Data**

**Data Source:**

Data is sourced from the North Carolina Accounting System (NCAS) and the Integrated Budget Information System (IBIS).

**Data Elements:**

Fiscal Year

Agency

Budget Code

Fund Code

Major Category of Spending

Account Vendor/Recipient

Payment Amount

**Filters (Explore Payments Tab):**

Fiscal Year

Agency

Budget Code

Fund

Major Category of Spending

**Filters (Search by Vendor Tab):**

Fiscal Year

Name of Recipient

**Update Frequency:**

Data is updated on a monthly basis