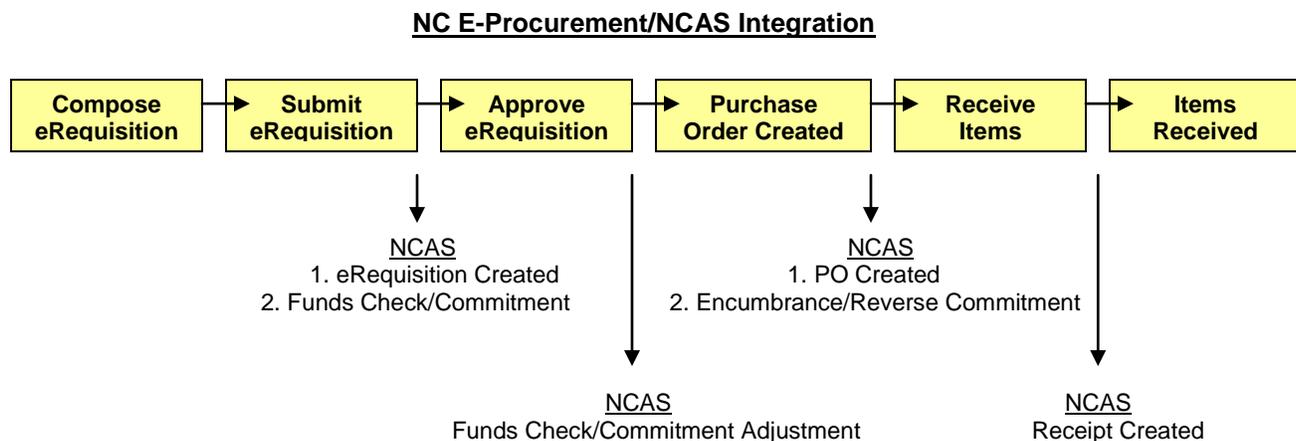




## NCAS Integration and Change Order Process Guide

Agencies that use the North Carolina Accounting System (NCAS) are integrated with NC E-Procurement. NC E-Procurement is used to complete all purchasing functions; however, the financial components are processed in NCAS. NC E-Procurement communicates with NCAS throughout the purchasing lifecycle to encumber funds and to pass eRequisition, purchase order, and receipt information.

The process flow below captures an overview of when NC E-Procurement communicates with NCAS. Each yellow text box below reflects an action taken in NC E-Procurement.



**Compose eRequisition** – All eRequisitions are created in NC E-Procurement.

**Submit eRequisition** – Once submitted, the eRequisition information is passed to NCAS to create the NCAS eRequisition and check available funds. If funds are available, the eRequisition amount is committed or pre-encumbered.

**Approve eRequisition** – All approvals are done within NC E-Procurement. If an approver makes a significant change to the eRequisition (e.g., changes quantity, price, account code information), the eRequisition is again passed to NCAS for funds checking.

**Purchase Order Created** – Once the final approver approves the eRequisition within NC E-Procurement, the information is sent to NCAS to create the purchase order and encumber the final purchase amount.

**Receive Items** – All receiving is done in NC E-Procurement. Receipts are entered for purchase orders and the receipt information is passed to NCAS for invoice payment.

**Note:** For purchase orders with a Unit of Measure of ‘Dollar’, the receipt information is not required in NCAS and therefore is not sent.



## I. Funds Checking

The status of an eRequisition is impacted by the outcome of funds checking in NCAS. An eRequisition is pre-encumbered and **'Submitted'** to the approval flow when funds checking is successful. The status of an eRequisition is **'Denied'** when the pre-encumbrance funds checking is unsuccessful. Users can review the comments in the **'History'** tab of a **'Denied'** eRequisition to determine whether it was denied by an approver or due to unavailable funds. If funds are unavailable the user can change the amount of the eRequisition to a lesser amount, select a different accounting combination, or the user can withdraw the eRequisition and edit it to pass to the entity's Override Budget Officer.

Below is an example of the message displayed in the comments in the **'History'** of an eRequisition when pre-encumbrance funds checking fails (the company/account/center combination will be provided for each line item):

**User attempted to Pre-Encumber Requisition. Pre-Encumbrance failed due to following reasons:  
Fail Requisition LineItem 1: SplitAccounting 1:: H999FBC 225: FUNDS NOT AVAILABLE FOR – xxx/xxx/xxxxxxx  
Requisition LineItem 2: SplitAccounting 1:: H999FBC 225: FUNDS NOT AVAILABLE FOR – xxx/xxx/xxxxxxx**

The Override Budget Officer can override a funds exception so the eRequisition can continue through the procurement process. Steps to add an Override Budget Officer to the approval flow are below.

1. Locate the eRequisition that is in **'Denied'** status due to unavailable funds. This can be done by accessing the eRequisition from the **'My Documents'** Portlet or by searching using the **'Search'** Portlet. Access the eRequisition by clicking on the title.

The screenshot shows the NCE-Procurement @your service interface. The 'My Documents' portlet contains the following table:

ID	Title	Date	Status
RQ16982303	Untitled Requisition	7/11/2013	Denied
RQ16982305	Test eRequisition - Punchout Catalogs	7/11/2013	Composing
RQ16982302	Untitled Requisition	7/11/2013	Composing
RQ16982301	test eRequisition to withdraw	7/11/2013	Composing
RQ16982298	Untitled Requisition	7/11/2013	Composing
RQ16982293	Untitled Requisition	7/11/2013	Composing
RQ16982307-V2	Untitled Requisition	7/11/2013	Canceled

A yellow callout box with a black border points to the 'Search' portlet and contains the text: **Note: The 'Search' Portlet can also be used to locate the eRequisition.**



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2. Withdraw the eRequisition by clicking the **'Withdraw'** button.

The screenshot shows the NCE-Procurement web interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' options. Below this, there is a header with 'NCE-Procurement @ your service' and 'ARIBA\* SPEND MANAGEMENT'. The main content area displays 'RQ16982303 - Untitled Requisition' with a status of 'Denied'. A toolbar contains buttons for 'Back', 'Copy', 'Resubmit', 'Withdraw', and 'Print'. The 'Withdraw' button is circled in a dashed box. Below the toolbar, there is a 'Summary' tab and a table of line items. The table has columns for 'No.', 'Type', 'Description', 'Supplier Part Number', 'Qty', 'Unit', 'Tax', 'Other', 'Price', and 'Amount'. One line item is visible: '1 Tractor Backhoe' with a quantity of 1 and a price of \$15,000.00. A 'Total Cost' of \$15,000.00 is shown at the bottom right.

3. Edit the eRequisition by clicking **'Edit.'**

The screenshot shows the NCE-Procurement web interface displaying a 'Request Withdrawn' message. The message states: 'Your request has been withdrawn. Select an action to take with this request.' Below this, it says 'RQ16982303 - Untitled Requisition has been withdrawn.' There are two links: 'View the details of the withdrawn request' and 'Return to the NC E-Procurement Service Home Page'. The 'View' link is circled in a dashed box.



4. Place a check in the checkbox labeled, 'Pass to Budget Officer.'

**Note:** Placing a checkmark in the checkbox labeled, 'Pass to Budget Officer' will automatically add the agency's designated Override Budget Officer at the end of the approval flow. The Override Budget Officer must follow the steps as outlined in **Section II Override Budget Officer**, in order for the eRequisition to move forward.

**Note:** If the eRequisition is a V2 or later, the 'Pass to Budget Officer' field will also be located on the line item level. This field can be checked for each line on the eRequisition by editing each line individually rather than through a mass edit. Note that all lines associated with a purchase order must have the 'Pass to Budget Officer' box checked at the line item level if it is not checked at the header level of the eRequisition.

5. Submit the eRequisition.

The screenshot shows the 'Summary' tab for requisition RQ16982303. The 'Pre-Encumbrance Status' is 'Failed Pre-Encumbrance'. The 'Pass to Budget Officer' checkbox is checked. A yellow callout box with an arrow pointing to the 'Pre-Encumbrance Status' field contains the text: 'Note: The Pre-Encumbrance Status is 'Failed Pre-Encumbrance' as the eRequisition failed due to funds checking.'

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Tractor Backhoe		1	each	\$0.00000 USD	\$0.00000 USD	\$15,000.00 USD	\$15,000.00000 USD

Total Cost: \$15,000.00000 USD



## II. Override Budget Officer

The Override Budget Officer can edit and re-submit the eRequisition, override the funds exception, or deny the eRequisition. Overriding the funds exception will automatically commit funds in NCAS so a purchase order can be created. When the 'Pass to Budget Officer' box is checked, the Override Budget officer is added to the end of the approval flow. If no further changes that require funds checking are made the eRequisition passes through the normal approval flow. It is finally approved by the Override Budget Officer. If changes are made to the eRequisition after it has already failed funds checking once, and these changes cause the eRequisition to fail pre-encumbrance again, the requisition will continue to pass through the approval flow to be approved by the Override Budget Officer. The Override Budget Officer will only ever have to approve an eRequisition once.

1. Locate the eRequisition in the 'To Do' Portlet. Access it by clicking the eRequisition Title.

The screenshot shows the NCE-Procurement Home Dashboard. The 'To Do' portlet contains a table with the following data:

ID	Date ↓	From	Status	Title	Required Action
RQ16982305	4/2/2012	08 Requester	Submitted	Untitled Requisition	Approve

The 'Untitled Requisition' title in the table is circled with a dashed line. Other portlets include 'Common Actions' (Manage Reports), 'Recently Viewed' (RQ16982305 U...d Requisition), 'Purchasing Links' (E-Procurement Resources), 'Search' (eRequisition, Purchase Order, Receipt, User Profile, More...), 'News' (Welcome to NC E-Procurement Version 2.0!), and 'My Documents' (No items).



2. Edit the eRequisition by clicking the 'Edit' button.

The screenshot shows the 'Summary' tab of an eRequisition titled 'RQ16982303 - Untitled Requisition'. The status is 'Submitted'. A toolbar contains buttons for 'Back', 'Edit', 'Approve', 'Deny', and 'Print'. The 'Edit' button is circled in a dashed black box. Below the toolbar, the 'Summary' tab is active, showing fields for Title, Pre-Encumbrance Status, Buying Entity, Override Funds Exception, and Transmit To Supplier. A table of 'Line Items' is visible, with one item: 'Tractor Backhoe' (Qty: 1, Unit: each, Price: \$15,000.00 USD). The total cost is \$15,000.00000 USD.

3. Place a checkmark in the checkbox labeled, 'Override Funds Exception'.

**Note:** If the eRequisition is a V2 or later, the 'Override Funds Exception' field will be located on the line item level. This field will need to be updated for each line on the eRequisition by editing each line.

4. Click the 'Save' button to save the changes made to the eRequisition.

The screenshot shows the 'Summary' tab of the same eRequisition. The 'Override Funds Exception' checkbox is now checked. The 'Save' button in the top right toolbar is circled in a dashed black box. The 'Line Items' table remains the same, showing 'Tractor Backhoe' with a total cost of \$15,000.00000 USD.

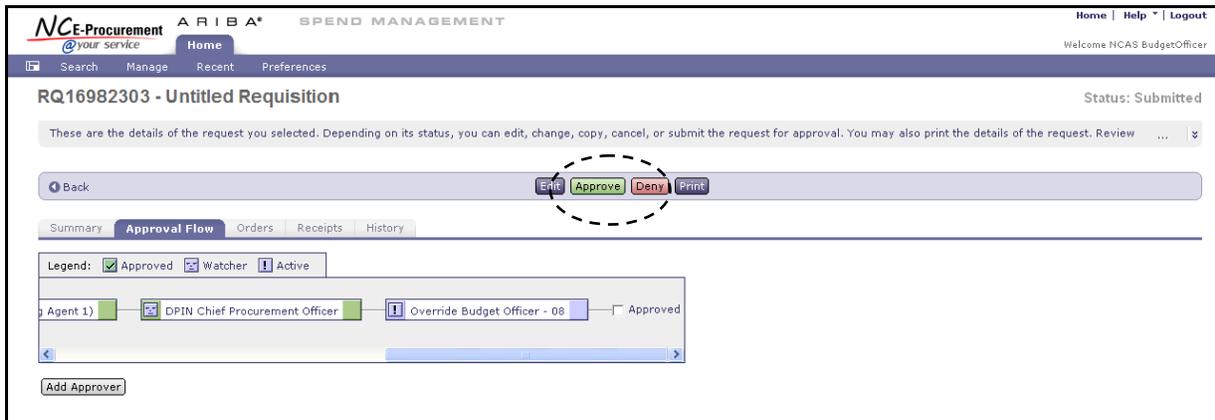


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5. Click 'View' to view the status of the eRequisition. The Override Budget Officer will need to approve the eRequisition before the eRequisition can continue through the normal approval flow.



6. Click 'Approve' to fully approve the eRequisition and encumber the funds.





### III. Changing/Canceling an Existing Purchase Order

When a change needs to be made to a purchase order that has already been sent to the supplier, a change order can be created within NC E-Procurement. Once a change order is created, NC E-Procurement will append a version number to the end of the eRequisition and purchase order number (e.g., -V2, -V3, etc) if the requested change is significant enough to generate a new version of the purchase order.

**Before creating the change, users will need to verify the order is not closed to invoicing in NCAS. Creating a change to an order closed to invoicing will cause the order to fail when the change order is sent to NCAS.** In addition, lines to be changed need to be unreceived in NC E-Procurement before creating the change order. If the line to be changed has been fully received, users will receive a message indicating 'the line is fully received and cannot be changed.'

Change orders submitted by the requester must go back through the eRequisition approval flow. Change orders submitted by a purchasing agent may bypass the approval flow if the **'Bypass Approval Flow'** box is checked. Encumbrance does not take place in NCAS until the final approval occurs in NC E-Procurement. Users should check their entity's policies prior to making changes to an eRequisition.

1. Find the eRequisition associated with the purchase order that needs to be changed. This can be done by accessing the eRequisition from the **'My Documents'** Portlet or by searching using the **'Search'** Portlet.
2. Click on the eRequisition **'ID'** or the **'Title'** of the eRequisition to display the eRequisition Summary.

The screenshot shows the NC E-Procurement Home Dashboard. The top navigation bar includes 'Home | Help | Logout' and 'Welcome 08 Requester'. The dashboard features several portlets: 'Common Actions' (Create eRequisition, Manage Receive Reports), 'Recently Viewed' (RQ20001082 U...d Requisition), 'Purchasing Links' (E-Procurement Resources, Purchasing Sites of Interest), 'To Do' (No items), 'Search' (Catalog, ID: [input], Search button), 'News' (Welcome to NC E-Procurement Version 2.0!), and 'My Documents' (Table with columns ID, Title, Date, Status). The 'My Documents' table contains one entry: ID RQ16982303, Title 'Untitled Requisition', Date 4/2/2012, Status 'Ordered'. A yellow callout box with a black border points to the 'Search' portlet and contains the text: 'Note: The 'Search' Portlet can also be used to locate the eRequisition.'



- Click the **'Change'** button to change the eRequisition. If the **'Change'** button does not appear, the order may be closed for changes.

**Note:** If the item being changed is an expired catalog item, the only updates that can be performed are to reduce the quantity or update it to zero.

**Note:** In order to cancel the order completely, click the **'Cancel'** button. If the original order was transmitted to the supplier, a cancellation notice will be sent to the supplier. If the original order was not sent to the supplier, the cancellation also will not be sent. Purchase orders that have been partially or fully invoiced cannot be cancelled. In this case, a change order will need to be created and the quantities of the line items to be cancelled will need to be set to zero.

The screenshot shows the 'RQ16982303 - Untitled Requisition' page. The status is 'Ordered'. A toolbar contains buttons for 'Back', 'Cancel', 'Change', 'Receive', and 'Print'. The 'Change' button is circled in red. Below the toolbar, there are tabs for 'Summary', 'Approval Flow', 'Orders', 'Receipts', and 'History'. The 'Summary' tab is active, showing details like 'Title: Untitled Requisition', 'Pre-Encumbrance Status: Pre Encumbered', and 'Buying Entity: 08EG'. A 'Line Items' table is visible with one item: 'Tractor Backhoe' (Qty: 1, Unit: each, Price: \$15,000.00 USD). The total cost is \$15,000.00000 USD.

- Make the necessary changes and click the **'Submit'** button.

The screenshot shows the 'RQ16982303-V2: Untitled Requisition' page. The status is 'Ordered'. A toolbar contains buttons for 'Back to Catalog', 'Submit', and 'Exp'. The 'Submit' button is circled in red. A yellow note box with a black border contains the text: 'Note: The eRequisition number now has the version number appended to the end.' Below the toolbar, there are tabs for 'Summary' and 'Approval Flow'. The 'Summary' tab is active, showing details like 'Title: Untitled Requisition', 'Pre-Encumbrance Status: Not Encumbered', and 'On Behalf Of: 08 Requester'. A 'Line Items' table is visible with one item: 'Tractor Backhoe' (Qty: 1, Unit: each, Price: \$15,000.00 USD). The total cost is \$15,000.00000 USD.