



The Source NC E-Procurement Newsletter

August 2018 Edition

Tips & Tricks: Fixing Account Code Errors

When selecting recently used accounting codes from the drop-down lists, you might receive a red asterisk warning that the selected code is not valid. If you believe that the accounting combination is valid, follow the instructions below to reset that information and resolve the error message.

1. Clear the information in the Company, Account, and Center fields by highlighting the information and pressing the 'Backspace' or 'Delete' button, leaving each field empty.

Company: (none selected) [Red asterisk]

Account: (none selected) [Red asterisk]

Center: (none selected) [Red asterisk]

2. Select the gray arrow to the right, and in the drop-down menu select 'Search for more...' to manually search for and select the accounting information.

Company: [Red asterisk] Search for more... [Gray arrow]

Account: [Red asterisk]

Center: [Red asterisk] (none selected)

3. For each line, search for and choose the code that you would like to use.

Choose Value for Company

Field: Company Code [123456] [Search]

Company Code ↑ Company Name

(no value) [Select]

After all fields are filled with selected values, the error messages should disappear.

If a combination or code does not appear when searching, confirm with your accounting department or budget officer that the combination is valid.

For additional assistance, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Statewide Term Contract Announcements

Statewide IT Contract 208S The Department of Information Technology has established a new [Statewide IT Contract 208S – Commercially Off the Shelf \(COTS\) Software and Related Services](#). This is a single-vendor convenience contract, which may be used by Executive State Agencies and non-Executive State Agencies as permitted by law. The term of the contract is August 1, 2018 through July 31, 2021. If you have any questions related to this contract, contact Kristen Burnette at (919) 754-6678 or kristen.burnette@nc.gov.

Statewide Term Contract 838A The Division of Purchase & Contract has established a new [Statewide Term Contract 838A - Security & Fire Protection Services](#). This is a single-vendor convenience contract, which may be used by state departments, agencies, higher education institutions as well as non-mandatory state agencies and other eligible entities. The term of this contract is August 20, 2018 through July 31, 2019. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 875A The Division of Purchase & Contract has established a new [Statewide Term Contract 875A – Veterinary Supplies & Equipment](#). This is a multi-vendor mandatory contract for state agencies, departments, institutions, universities, and community colleges – unless exempted by North Carolina General Statute. Non-mandatory entities, including schools and local governments, may use this contract if allowed by general statute. The term of this contract is August 13, 2018 through August 12, 2021. If you have any questions related to this contract, contact Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

P&C's Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the [2018 course catalog](#).

| DATE | COURSE TITLE | LOCATION | FACILITY & ADDRESS |
|------|------------------------------------|----------|---|
| 9/5 | E-Procurement | Raleigh | Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401 |
| 9/13 | Customizing Solicitation Templates | Raleigh | Wildlife Resources Commission 1751 Varsity Drive |
| 9/18 | E-Procurement | Raleigh | Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401 |
| 9/26 | Solicitation Documents and the Law | Raleigh | Dept. of Administration 116 W. Jones St. P&C Training Room (Suite G111-E) |

Follow-Up

This newsletter was sent to NCAS users.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.