The Source NC E-Procurement Newsletter
June 2013 Edition

New Releases The NC E-Procurement team made updates to NC E-Procurement on June 13, 2013. **Here are some updates from the recent release that might be of interest to you:**

- **'Address Maintenance'** eForms cannot be saved if the **'Entity'** field is not populated

- Deleted users can be selected in System Search filters

- Users with the **'Extended Reporting Role'** can access the **'Order Details Extended'** and **'Requisition Detail Extended'** reports, which show additional header and line item information compared to the **'Order Details'** and **'Requisition Detail'** reports, respectively

- The **'Payment Basis'** field on change orders will default to the same value listed on the previous version

- eRequisitions that fail NCAS encumbrance when canceled will return to **'Ordered'** status

- Messages indicating the reason for cancellations that fail NCAS encumbrance will appear on the **'History'** tab of the requisition

- The **'Receipts'** tab displays an **'Integration Status'** column to view whether a receipt push has been successfully completed

- The **'Integration Status'** for receipts with the unit of measure **'Dollar'** will display as **'Receipt Push Bypassed'**

- Receipt push failures appear on the **'History'** tab of the receipt

Note: The NC E-Procurement team has made several updates to receipt functionality in NC E-Procurement, in addition to those items noted above. Please review the Receiving Job Aid on the NC E-Procurement User Training web site for a complete overview of receiving functionality.

FY14 Multi-Year Indicator Please note that on Monday, July 1st, the Multi-Year Indicator for FY14 will be removed from NC E-Procurement. Any requisitions utilizing this fiscal year will need to be edited prior to submission or full approval to have a new fiscal year selected. If this value is not updated, a red-letter error message will be received upon submission. Beginning on July 1st, any requisitions needing to encumber funds in the new fiscal year (FY14) should utilize the **'Unspecified'** option for the Multi-Year Indicator field.

System Tips Remember reading about a tip in a newsletter but can't find it? Working late and have a question, but the Help Desk is closed? The answers to your questions may be found in the NC E-Procurement System Tips! The NC E-Procurement System Tips are located on the NC E-Procurement Home Page at http://eprocurement.nc.gov/Buyer.html. These tips include information from previous newsletters and other communications updated to accommodate functionality of the 2012 NC E-Procurement upgrade, and the site will also be updated on an ongoing basis as future newsletters are released. You can also review the NC E-Procurement

[Job Aids](#) and [Web-Based Training Courses](#) for other helpful information.

Tips and Tricks: My Documents Portlet The **'My Documents'** portlet on the Dashboard will only display the last 20 items created by you. If you would like to view all of the items that you created, click the **'View More…'** link at the bottom-right of the portlet and select the item type that you would like to view. Alternatively, Labels, Saved Searches, and customized dashboards may also be used to organize your items. Please review the **'System Navigation'** job aids on the NC E-Procurement [User Training](#) page for more information.

My Documents				
ID	Title		Date ↓	Status
US15941	Untitled UserMaintenance		4/23/2013	Composing
US15940	Untitled UserMaintenance		4/23/2013	Actioned
RQ16809599	Untitled Requisition		4/22/2013	Composing
US15611	Untitled UserMaintenance		4/16/2013	Composing
RQ16755584	Untitled Requisition		4/1/2013	Composing
RQ16725028	Untitled Requisition		3/20/2013	Composing

Click the item type to view a list of documents created by you

View More … (49)
AddressMaintenance (7)
eRequisition (4)
UserMaintenance (38)

Search
Catalog   ID:

News
Welcome to NC E-Procurement @ Your

This newsletter was sent to all NCAS users.

Questions about information covered in this Newsletter? Send an e-mail to: ephelpdesk@its.nc.gov