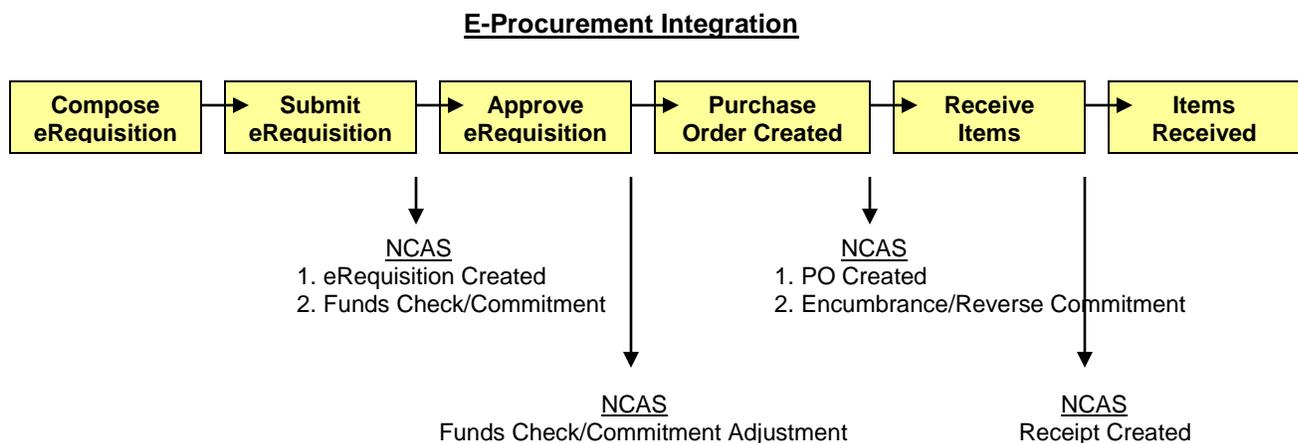


## E-Procurement Integration

Agencies that use the North Carolina Accounting System (NCAS) are integrated with NC E-Procurement @ Your Service. The E-Procurement system is used to complete all purchasing functions; however, the financial components are processed in NCAS. NC E-Procurement @ Your Service 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 @ Your Service communicates with NCAS.



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

**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.

**Approve eRequisition** – All approvals are done within the NC E-Procurement System. If an approval 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 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 the NC E-Procurement System. Receipts are entered for purchase orders and the receipt information is passed to NCAS for invoice payment. *Note: For purchase orders with a signature payment basis (unit of measure=dollar), the receipt information is not required in NCAS, therefore is not sent.*

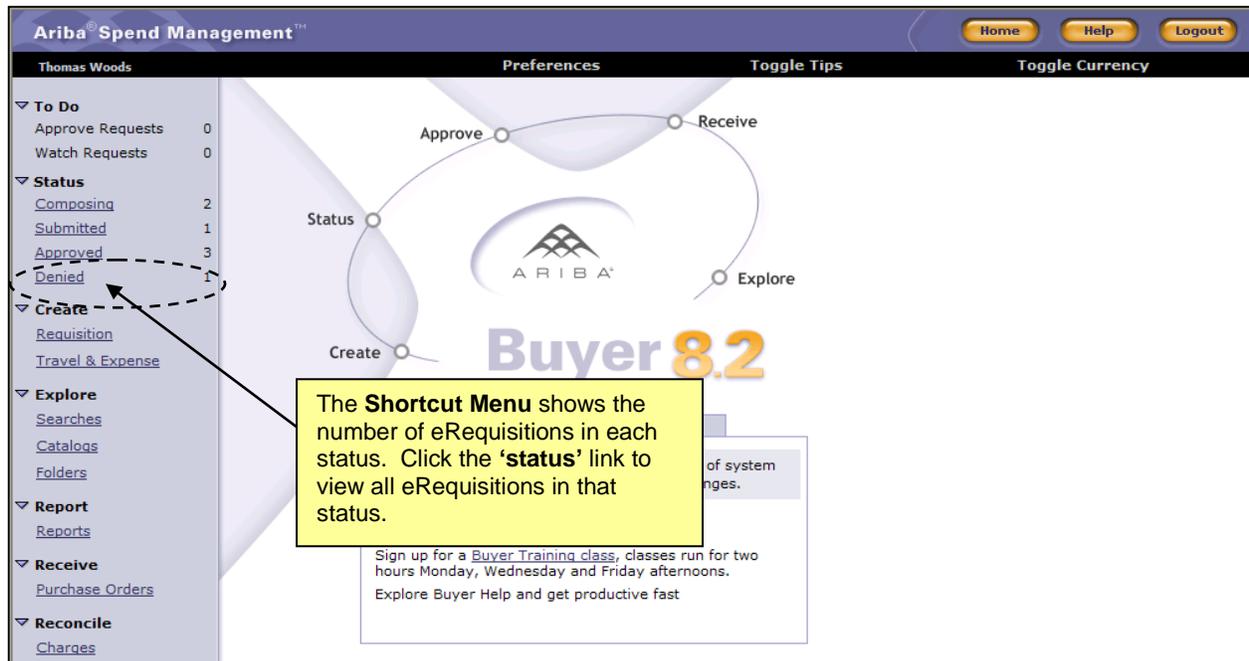
## 1.0 Funds Checking

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 funds checking is unsuccessful. Users review the comments 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 withdrawal the eRequisition and edit it to include their entity's Override Budget Officer.

Below is an example of the message displayed in the comments section of an eRequisition when 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 Lineltem 1: SplitAccounting 1:: H999FBC 225: FUNDS NOT AVAILABLE FOR – xxx/xxx/xxxxxxx  
 Requisition Lineltem 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 in the 'Denied' folder.

The screenshot shows the Ariba Spend Management interface. At the top, there are navigation buttons for Home, Help, and Logout. Below that, the user's name (Thomas Woods) and various toggle options (Preferences, Toggle Tips, Toggle Currency) are visible. The main content area displays a requisition titled "PR256 - Untitled Requisition" with a status of "Denied". A message prompts the user to review details and take action. Below the message are buttons for "Resubmit", "Withdraw", "Edit", and "Print". The "Edit" button is circled in red. A navigation bar below the buttons includes "Summary", "Approval Flow", "Orders", "Receipts", and "History". The requisition details show a single line item for a "Canon PC940 Copier" with a quantity of 1 and a price of \$449.98USD. A detailed description of the copier is provided, along with supplier information and a total cost of \$449.98USD.

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

PR82A460: RequisitionFail  
 Items: 1 Total: \$11.21USD

**3 Checkout** eRequisition

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: RequisitionFail

Pre-Encumbrance Status: Failed Pre-Encumbrance

On Behalf Of: NCAS Requestor 01

Delay Purchase Until: ?

\*Buying Entity: 42EG

Transmit To Supplier?

Pass to Budget Officer:

**Note: The Pre-Encumbrance Status is Failed Pre-Encumbrance as the eRequisition failed due to funds checking.**

Line Items (1) Show Details

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		Calculator Workbook, Middle School, ...	1	each	\$10.48USD	\$0.73USD	\$0.00USD	\$11.21USD

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

**Note:** Placing a checkmark in the checkbox labeled, 'Pass to Override Budget Officer' will automatically add the agency's designated Override Budget Officer at the beginning of the approval flow. The Override Budget Officer must follow the steps as outlined in Section 2.0 Override Budget Officer, in order to for the eRequisition to move forward.

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

4. Submit the eRequisition.

## 2.0 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.

**Approve Requests**

You have 3 requests awaiting your approval.

Type	ID	Date Submitted	Requester	Status	Title	Total
<input type="checkbox"/>	PR82A460	Today, 2:38 PM	NCAS Requestor 01	Submitted	<a href="#">RequisitionFail</a>	\$11.21USD
<input type="checkbox"/>	PR82A455	Today, 10:47 AM	NCAS Requestor 01	Pending	<a href="#">REQFAIL</a>	\$42.00USD
<input type="checkbox"/>	PR82A448	Wed, 4 Jan, 2006	NCAS Requestor 01	Pending	<a href="#">Received Example</a>	\$21.40USD

Move to Folder:

1. Locate the eRequisition in the 'Needs Approval' folder.

Request PR82A717 of 1

**NCAS Requestor 10 : \$109.75USD**  
 PR82A717 : [Edit Line Item](#)

[Hide Details](#)

No.	Type	Description	Supplier Part Number	Qty	Unit	Price	Tax	Other	Amount
1		Ammunition, 12 Gauge, 00 Buckshot, 9 Pellets,...	XB1200	1	case	\$109.75USD	\$0.00USD	\$0.00USD	\$109.75USD

Contract ID: 680A  
 Supplier: [ARRINGTON POLICE DISTRIBUTORS](#)  
 Location: [ARRINGTON POLICE DISTRIBUTORS](#)  
 Commodity Code: [580-04 - Ammunition](#)

Company: 4200  
 Account: 535900  
 Center: 0100  
 Federal Award Number: ? (no value)  
 Bid Number: [601239 - Ammunition](#)

**Approval Flow**

Legend:  Pending  Active  Approved  Returned  Watcher

PR82A717  NCAS Approver 10  System Administrator  Approved

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

PR82A460: RequisitionFail  
 Items: 1 Total: \$11.21USD

**3 Checkout**

Summary Approval Flow

Title: RequisitionFail

Pre-Encumbrance Status: Failed Pre-Encumbrance

On Behalf Of: NCAS Requestor 01

Delay Purchase Until: ?

\*Buying Entity: 42EG

Requisition Type: Under Delegation

Transmit To Supplier?

Override Funds Exception:

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		Calculator Workbook, Middle School, ...	1	each	\$10.48USD	\$0.73USD	\$0.00USD	\$11.21USD

Contract ID: 600A

- 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.

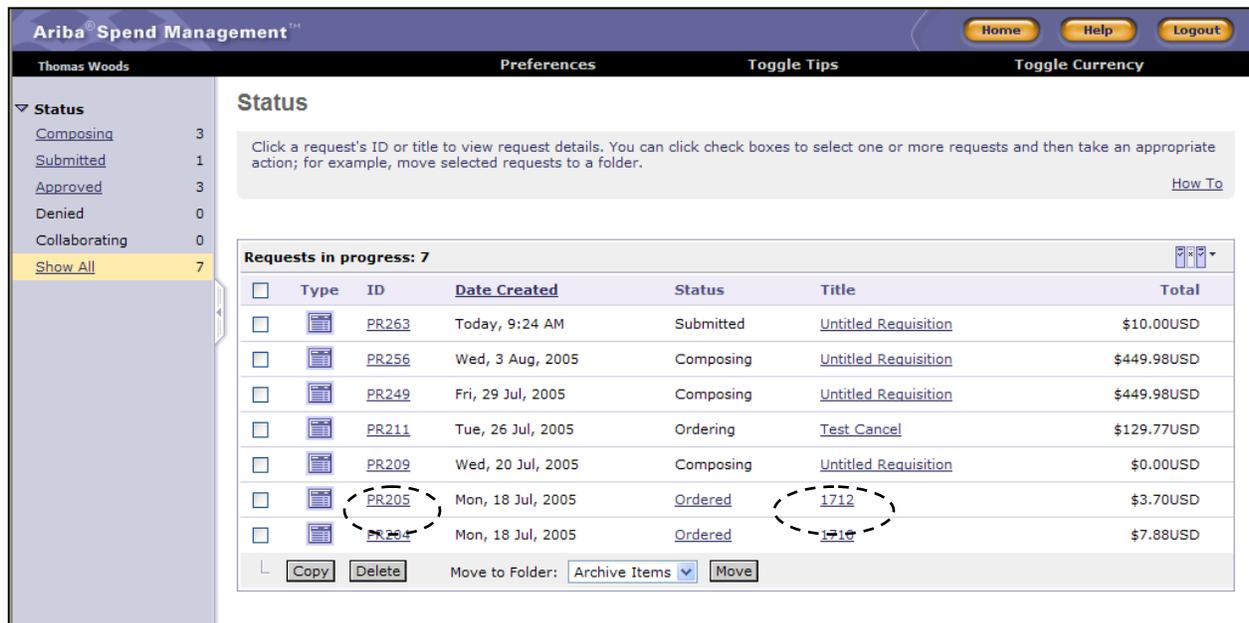
- Submit the eRequisition.
- The Override Budget Officer will then need to approve the eRequisition before the eRequisition can continue through the normal approval flow.

### 3.0 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 @ Your Service. When a change order is created, NC E-Procurement @ Your Service will append a version number to the end of the eRequisition and purchase order number (e.g., -V2, -V3, etc).

Before creating the change, users will need to verify the order is not already 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 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'.

All change orders must go back through the eRequisition approval flow. Integration with NCAS does not take place until the final approval occurs in E-Procurement. Users should check their entity's policies prior to making changes to an order.



**Ariba® Spend Management™**

Thomas Woods      Preferences      Toggle Tips      Toggle Currency

**Status**

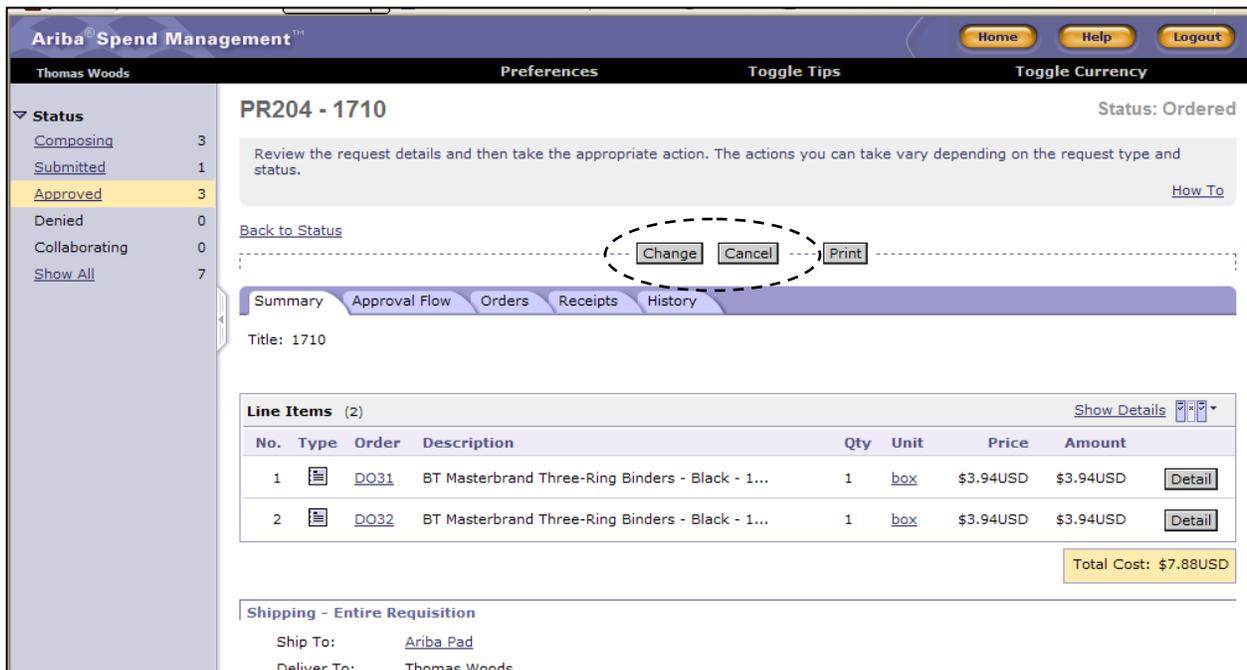
Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder. [How To](#)

**Requests in progress: 7**

Type	ID	Date Created	Status	Title	Total
<input type="checkbox"/>	PR263	Today, 9:24 AM	Submitted	<a href="#">Untitled Requisition</a>	\$10.00USD
<input type="checkbox"/>	PR256	Wed, 3 Aug, 2005	Composing	<a href="#">Untitled Requisition</a>	\$449.98USD
<input type="checkbox"/>	PR249	Fri, 29 Jul, 2005	Composing	<a href="#">Untitled Requisition</a>	\$449.98USD
<input type="checkbox"/>	PR211	Tue, 26 Jul, 2005	Ordering	<a href="#">Test Cancel</a>	\$129.77USD
<input type="checkbox"/>	PR209	Wed, 20 Jul, 2005	Composing	<a href="#">Untitled Requisition</a>	\$0.00USD
<input type="checkbox"/>	PR205	Mon, 18 Jul, 2005	Ordered	<a href="#">1712</a>	\$3.70USD
<input type="checkbox"/>	PR204	Mon, 18 Jul, 2005	Ordered	<a href="#">1716</a>	\$7.88USD

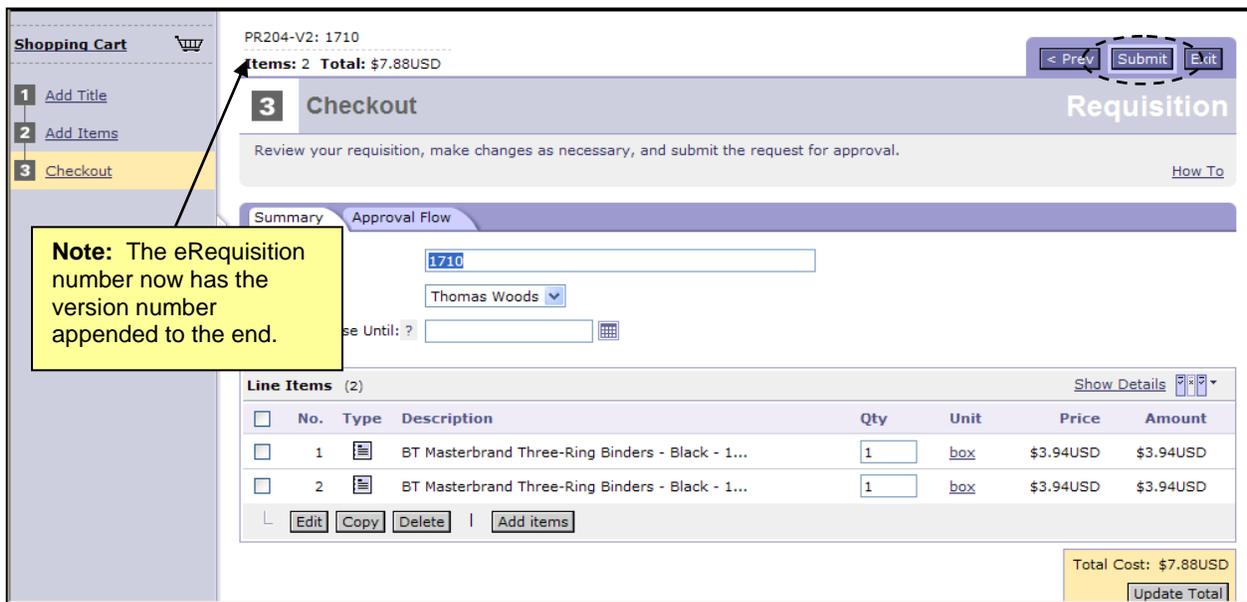
Move to Folder:

1. Locate the purchase order to change in the **'Status'** folder.
2. Click on the eRequisition 'ID' or the 'Title' of the eRequisition to display the eRequisition Summary.



3. Click the **'Change'** button to change the eRequisition.

**Note:** In order to cancel the order completely, click the **'Cancel'** button. A cancellation notice will be sent to the supplier. 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 line items to be cancelled will need to be set to zero.



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