



NCAS OpenBook Process Guide

This job aid provides detailed information related to the three primary NC OpenBook fields within the North Carolina E-Procurement system: Federal Award Number, Grant ID, and Bid Number. The functionality outlined below is particular to state agencies integrated with the North Carolina Accounting System (NCAS). NC OpenBook information allows for better tracking of State spending relating to federal awards, grants and bids. Agency specific process guides are also available for DHHS and Office of the Governor.

Note: Users can search for eRequisitions based on NC OpenBook fields. Please reference the **System Searches** training course for specific information.

I. Federal Award Number

Accounting Combinations created in the North Carolina Accounting System determine the use of Federal Award Numbers on NC E-Procurement transactions. Based on the Accounting information entered on an eRequisition, a Federal Award Number may be required to complete the transaction. Federal award numbers refer to awards by the federal government to state agencies or federally funded awards to businesses or non-government organizations. Federal awards can be designated as either American Reinvestment and Recovery Act (ARRA) funds or Non-ARRA funds.



1. When an Accounting Combination (Company, Account, Center) associated with American Recovery and Reinvestment Act (ARRA) funds is selected, NC E-Procurement will default the appropriate Federal Award Number, Catalog of Federal Domestic Assistance (CFDA) number, and award title based on data provided by the Office of State Budget and Management (OSBM).

Note: A Federal Award Number is required when using an Accounting Combination identified as ARRA by NCAS.

The screenshot displays the 'RQ20000878: Untitled Requisition' form. The 'ACCOUNTING - BY LINE ITEM' section is highlighted with a dashed box and contains the following fields:

- ARRA Funds: Yes
- Company: 1002
- Account: 538816
- Center: 2150
- Federal Award Number: 10.568_5NC840815 Emergency Food Assistance Program (Administrative Costs)

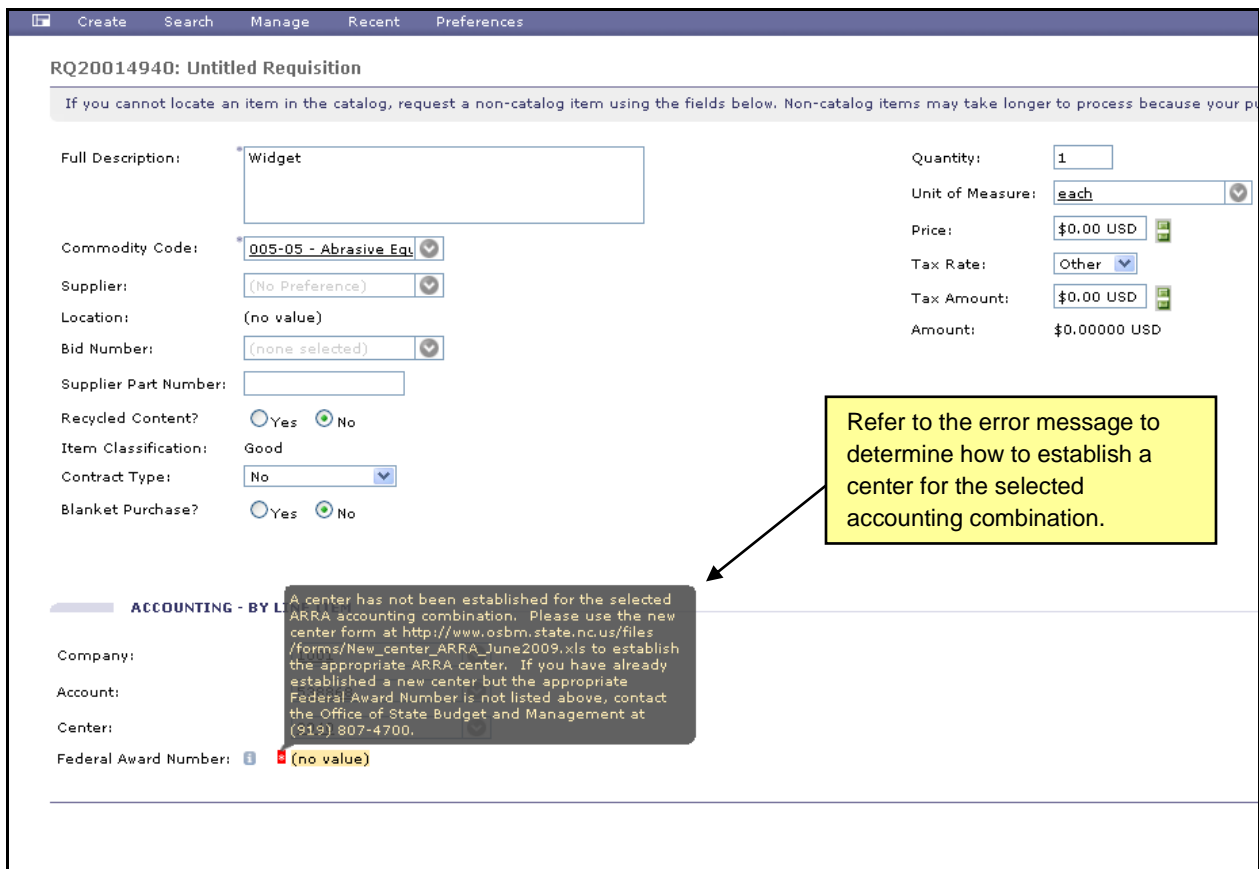
Annotations in yellow boxes provide context:

- One box points to the 'ARRA Funds' field, stating: "When an ARRA Federal Award Number is selected, an 'ARRA Funds' field is displayed indicating ARRA Funds are being used for the line item."
- Another box points to the 'Federal Award Number' field, stating: "When an ARRA designated Accounting Combination is selected, the appropriate Federal Award Number, CFDA number, and Title are automatically populated."

Other visible fields in the form include: Full Description: Widget; Quantity: 1; Unit of Measure: each; Price: \$0.00 USD; Tax Rate: Other; Tax Amount: \$0.00 USD; Amount: \$0.00000 USD.

2. If an ARRA designated Accounting Combination is selected and the NC E-Procurement system cannot default the appropriate Federal Award Number, the user will not be able to complete their transaction. A Federal Award Number related to the selected Company and Fund must be established by OSBM before the transaction can be completed.
3. As noted in the error message displayed below, use the new center link to work with OSBM and establish a Center for the selected Accounting Combination.

Note: NC E-Procurement receives Federal Award Numbers from OSBM nightly, Monday - Friday. An ARRA Federal Award Number established by 5PM will be available the next business day.



RQ20014940: Untitled Requisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your p...

Full Description: Quantity:
 Unit of Measure:
 Price:
 Tax Rate:
 Tax Amount:
 Amount: \$0.00000 USD

Commodity Code:
 Supplier:
 Location: (no value)
 Bid Number:
 Supplier Part Number:
 Recycled Content? Yes No
 Item Classification: Good
 Contract Type:
 Blanket Purchase? Yes No

ACCOUNTING - BY L

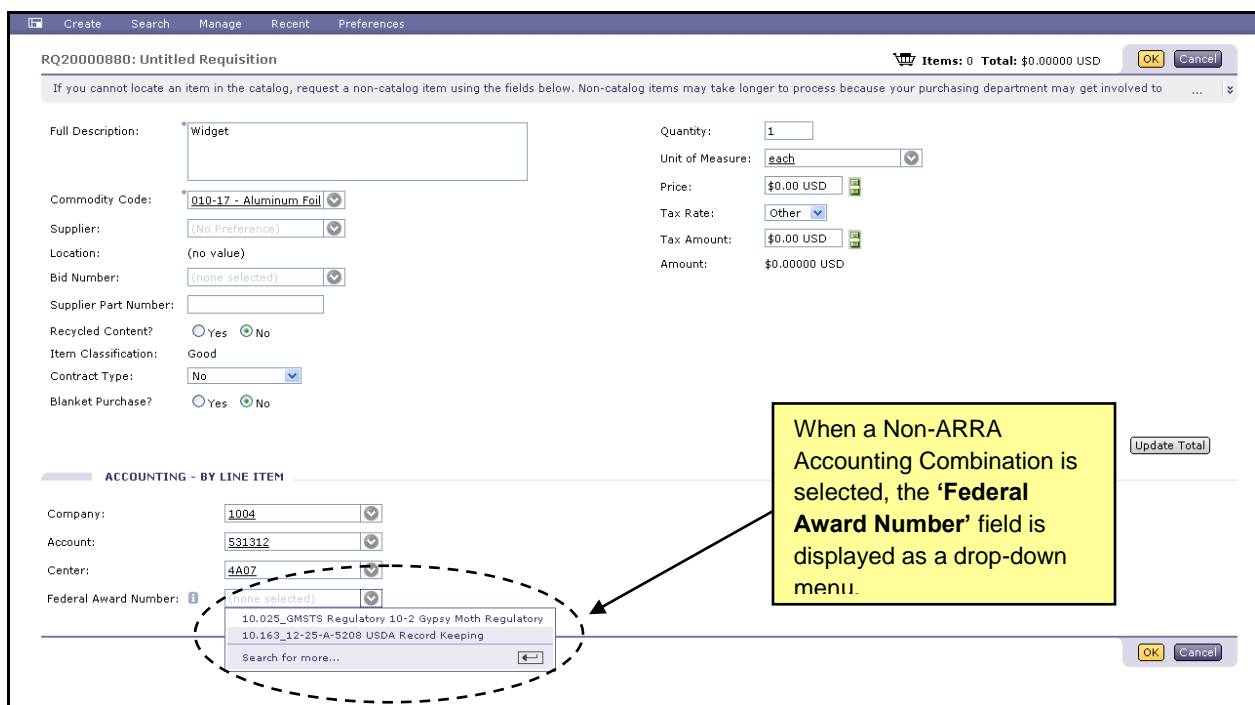
Company:
 Account:
 Center:
 Federal Award Number:

A center has not been established for the selected ARRA accounting combination. Please use the new center form at http://www.osbm.state.nc.us/files/forms/New_center_ARRA_June2009.xls to establish the appropriate ARRA center. If you have already established a new center but the appropriate Federal Award Number is not listed above, contact the Office of State Budget and Management at (919) 807-4700.

Refer to the error message to determine how to establish a center for the selected accounting combination.

4. When a Non-ARRA Accounting Combination is selected, the Federal Award Number field is displayed as a drop-down menu.
5. Select the down arrow next to the **'Federal Award Number'** field. If the appropriate Federal Award Number is not displayed as a recent selection, choose **'Search for more...'** to view the full list of available Federal Award Numbers.

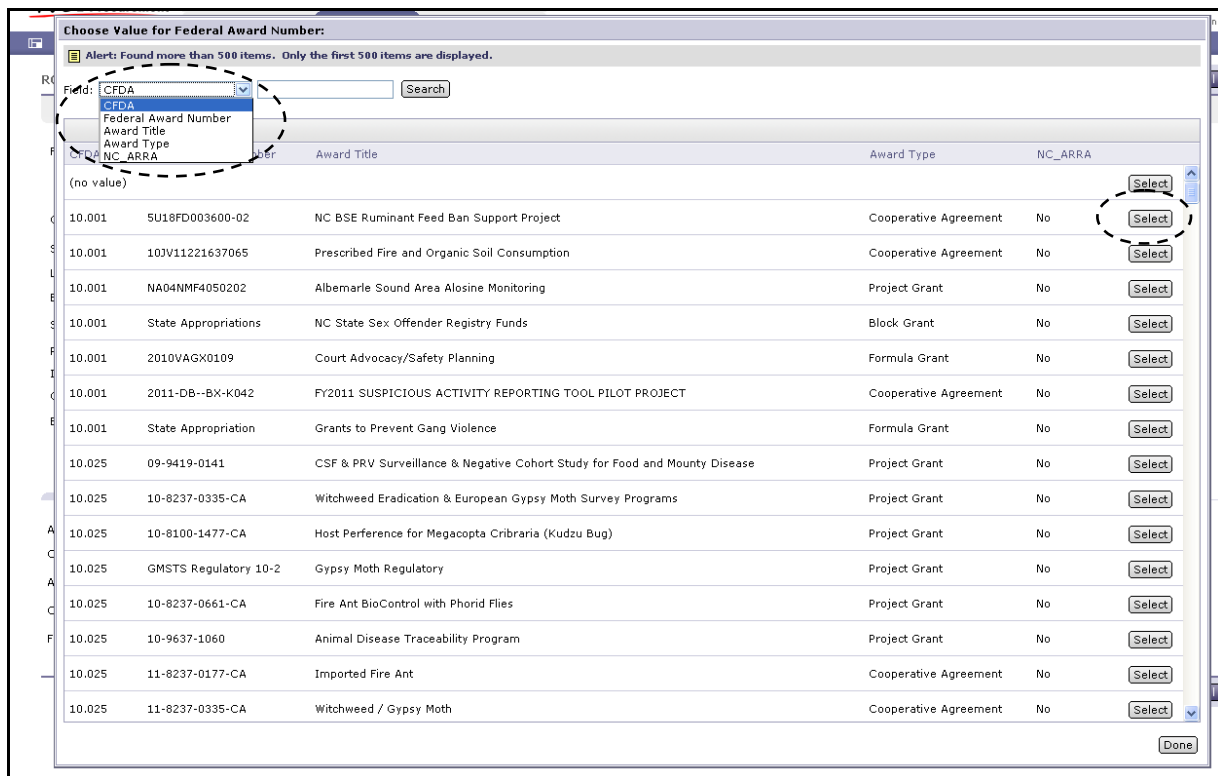
Note: When selecting an Accounting Combination that represents Non-ARRA federal funding, it is important to use the drop-down menu to select the appropriate Federal Award Number. This action allows for accurate reporting of State spending related to federal awards.



The screenshot shows the 'ACCOUNTING - BY LINE ITEM' section of the NCE-Procurement system. The 'Federal Award Number' field is highlighted with a dashed circle and a callout box. The callout box contains the text: "When a Non-ARRA Accounting Combination is selected, the 'Federal Award Number' field is displayed as a drop-down menu." The dropdown menu is open, showing options: "(none selected)", "10.025_GMSTS Regulatory 10-2 Gypsy Moth Regulatory", and "10.163_12-25-A-5208 USDA Record Keeping". There is also a "Search for more..." option with a left arrow.

6. Once 'Search for More...' is selected, the 'Choose Value for Federal Award Number' pop-up window allows users to search for and select the appropriate Federal Award Number for the line item. The user can search by CFDA, Federal Award Number, Award Title, Award Type or ARRA indicator.
7. To add a Federal Award Number to the line item, click the 'Select' button next to the appropriate value.

Note: The 'Choose Value for Federal Award Number' page will display a maximum of 500 Federal Award Numbers. If there are over 500 Federal Award Numbers available for selection, utilize the search functionality to narrow your results.



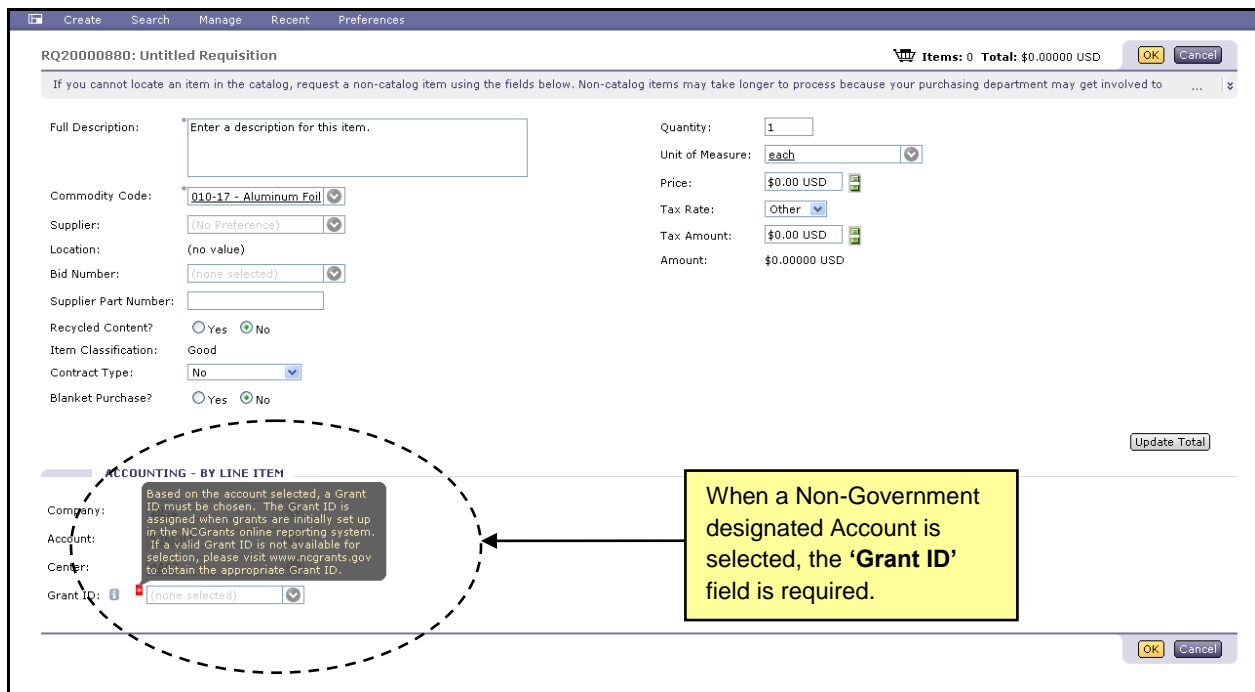
Field	Award Title	Award Type	NC_ARRA
(no value)			
10.001	SU18FD003600-02	NC BSE Ruminant Feed Ban Support Project	Cooperative Agreement
10.001	103V11221637065	Prescribed Fire and Organic Soil Consumption	Cooperative Agreement
10.001	NA04NMF4050202	Albemarle Sound Area Alosine Monitoring	Project Grant
10.001	State Appropriations	NC State Sex Offender Registry Funds	Block Grant
10.001	2010VAGX0109	Court Advocacy/Safety Planning	Formula Grant
10.001	2011-DB--BX-K042	FY2011 SUSPICIOUS ACTIVITY REPORTING TOOL PILOT PROJECT	Cooperative Agreement
10.001	State Appropriation	Grants to Prevent Gang Violence	Formula Grant
10.025	09-9419-0141	CSF & PRV Surveillance & Negative Cohort Study for Food and Mounty Disease	Project Grant
10.025	10-8237-0335-CA	Witchweed Eradication & European Gypsy Moth Survey Programs	Project Grant
10.025	10-8100-1477-CA	Host Preference for Megacopta Cribraria (Kudzu Bug)	Project Grant
10.025	GMSTS Regulatory 10-2	Gypsy Moth Regulatory	Project Grant
10.025	10-8237-0661-CA	Fire Ant BioControl with Phorid Flies	Project Grant
10.025	10-9637-1060	Animal Disease Traceability Program	Project Grant
10.025	11-8237-0177-CA	Imported Fire Ant	Cooperative Agreement
10.025	11-8237-0335-CA	Witchweed / Gypsy Moth	Cooperative Agreement

II. Grants

NCAS Accounting Combinations determine the use of Grant Numbers on NC E-Procurement transactions. Based on the Accounting information entered on a requisition, users may be required to select a Grant ID related to their purchase. There are two types of grants in NC E-Procurement: Non-Government Grants and Government Grants. Non-Government grants are grants from the State to non-government entities. Government Grants are grants from one State entity to another. The type of grant is determined by the Account used on the eRequisition.

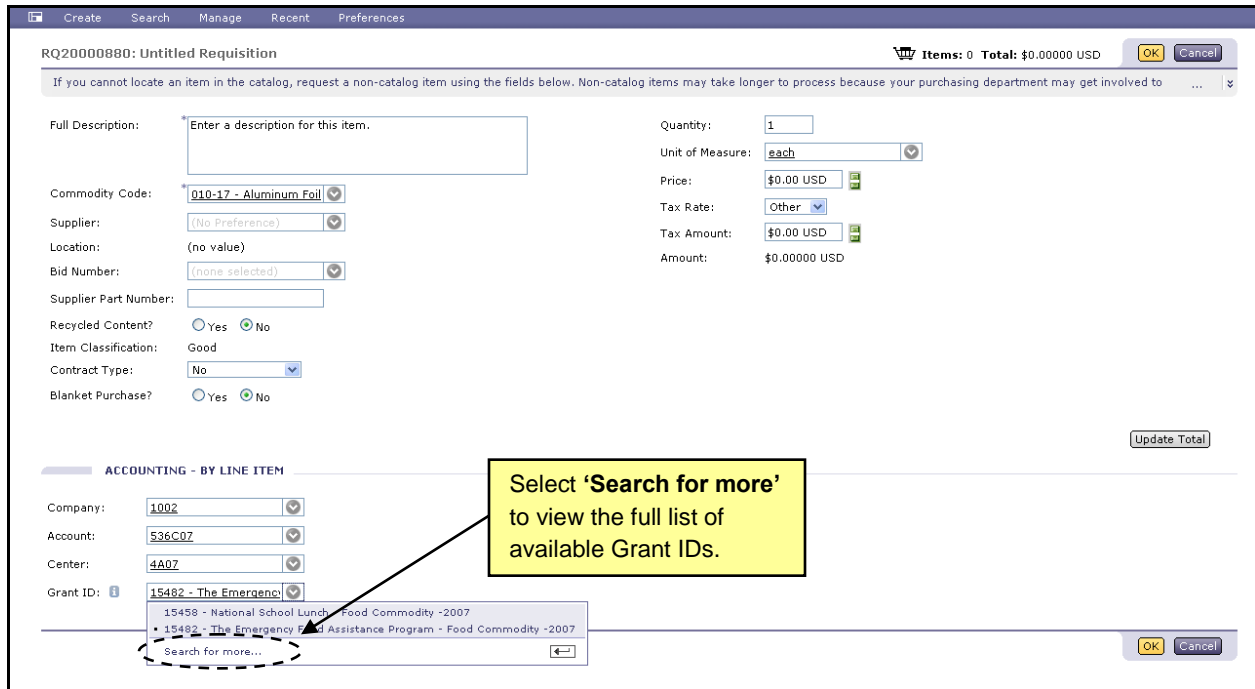
1. When a user selects a Non-Government designated Account, the **'Grant ID'** field is displayed as a drop-down menu.

Note: A Grant ID is required when using a Non-Government designated Account.



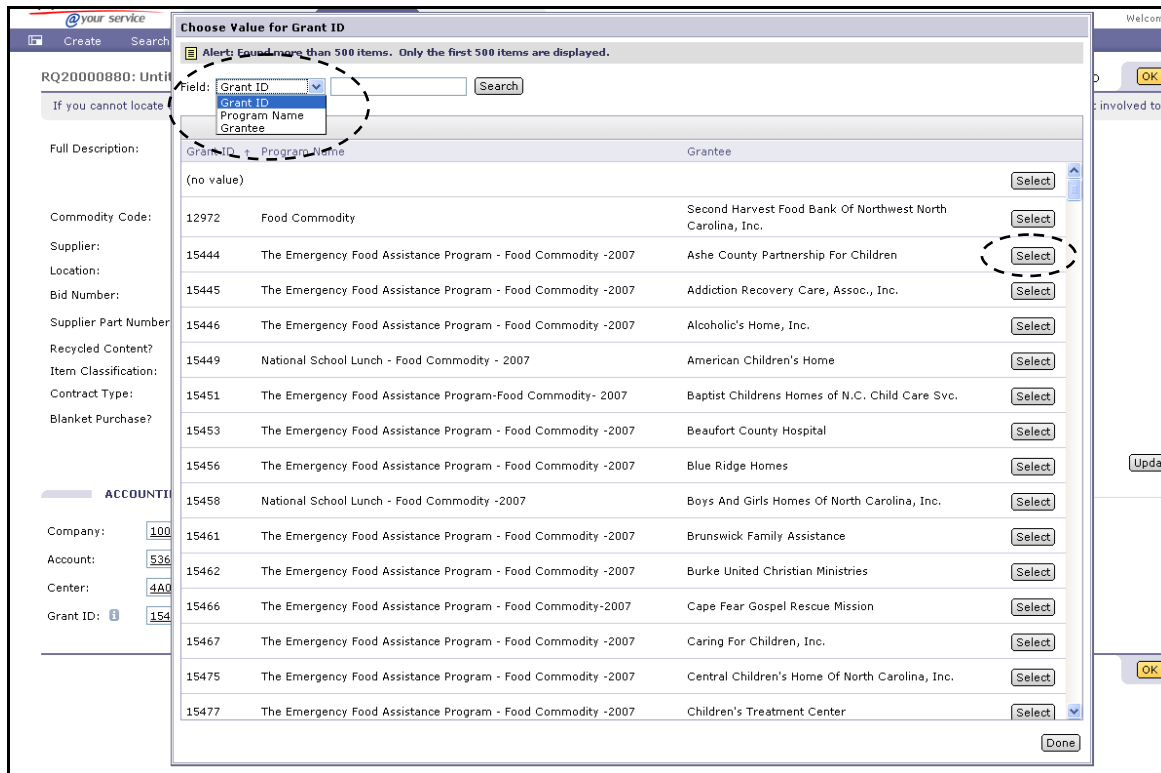
The screenshot shows the 'ACCOUNTING - BY LINE ITEM' section of a requisition form. The 'Grant ID' field is highlighted with a dashed circle and a yellow callout box stating: "When a Non-Government designated Account is selected, the 'Grant ID' field is required." A tooltip also explains that a Grant ID must be chosen based on the account selected.

- Click the down arrow on the 'Grant ID' drop-down menu. If the appropriate Grant ID is not displayed as a recent selection, select 'Search for more...' to view the full list of available Grant IDs.



The screenshot shows the 'RQ20000880: Untitled Requisition' form. The 'Grant ID' dropdown menu is open, showing a list of options: '15482 - The Emergency Food Assistance Program - Food Commodity -2007', '15498 - National School Lunch - Food Commodity -2007', and 'Search for more...'. A yellow callout box points to the 'Search for more...' option with the text: 'Select 'Search for more' to view the full list of available Grant IDs.' The 'Search for more...' option is circled in red.

3. The 'Choose Value for Grant ID' pop-up window allows users to search for and select the appropriate Grant ID for the line item. The user can search by Grant ID, Program Name, or Grantee.
4. To add a Grant ID to the line item, click the 'Select' button next to the appropriate value.



Choose Value for Grant ID

Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: **Grant ID** Search

Grant ID	Program Name	Grantee	Select
(no value)			Select
12972	Food Commodity	Second Harvest Food Bank Of Northwest North Carolina, Inc.	Select
15444	The Emergency Food Assistance Program - Food Commodity -2007	Ashe County Partnership For Children	Select
15445	The Emergency Food Assistance Program - Food Commodity -2007	Addiction Recovery Care, Assoc., Inc.	Select
15446	The Emergency Food Assistance Program - Food Commodity -2007	Alcoholic's Home, Inc.	Select
15449	National School Lunch - Food Commodity - 2007	American Children's Home	Select
15451	The Emergency Food Assistance Program-Food Commodity - 2007	Baptist Childrens Homes of N.C. Child Care Svc.	Select
15453	The Emergency Food Assistance Program - Food Commodity -2007	Beaufort County Hospital	Select
15456	The Emergency Food Assistance Program - Food Commodity -2007	Blue Ridge Homes	Select
15458	National School Lunch - Food Commodity -2007	Boys And Girls Homes Of North Carolina, Inc.	Select
15461	The Emergency Food Assistance Program - Food Commodity -2007	Brunswick Family Assistance	Select
15462	The Emergency Food Assistance Program - Food Commodity -2007	Burke United Christian Ministries	Select
15466	The Emergency Food Assistance Program - Food Commodity-2007	Cape Fear Gospel Rescue Mission	Select
15467	The Emergency Food Assistance Program - Food Commodity -2007	Caring For Children, Inc.	Select
15475	The Emergency Food Assistance Program - Food Commodity -2007	Central Children's Home Of North Carolina, Inc.	Select
15477	The Emergency Food Assistance Program - Food Commodity -2007	Children's Treatment Center	Select

ACCOUNT INFORMATION:

Company: 100
Account: 536
Center: 4A0
Grant ID: 154



- When a user selects a Government designated Account, the 'Government Grant ID' field is displayed as a free text field. The 'Government Grant ID' is a non-required field that holds up to 15 characters.

The screenshot shows the 'RQ20000880: Untitled Requisition' form. The 'ACCOUNTING - BY LINE ITEM' section is expanded, showing the following fields:

- Company: 1004
- Account: 526911
- Center: 2150
- Government Grant ID: [Free-text field]

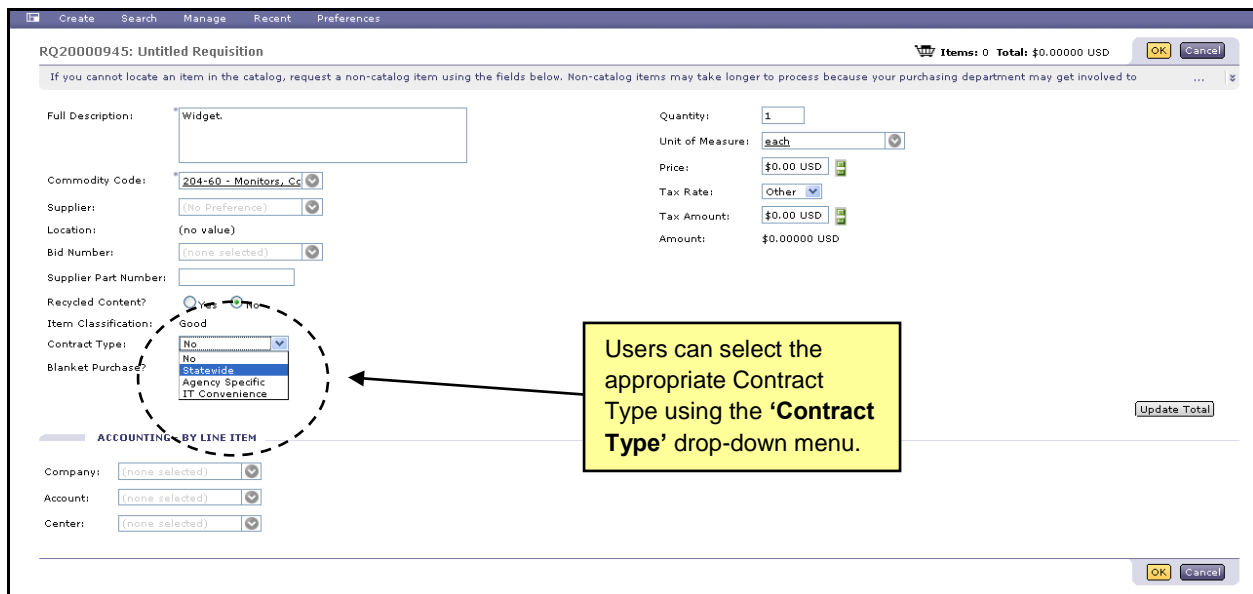
A yellow callout box with a black border and an arrow pointing to the 'Government Grant ID' field contains the text: "When a Government designated Account is selected, the 'Government Grant ID' free-text field is displayed, but not required."

III. Bid Number and Contract Type

Items purchased from a catalog in NC E-Procurement are associated with a specific State Term Contract ID and Bid Number. When a catalog line item is added to an eRequisition, the **'Contract ID'** and **'Bid Number'** fields are automatically pre-populated with the appropriate values. Items purchased using Non-Catalog functionality will have drop-down menus for both the Contract ID and Bid Number, allowing users to select the appropriate values for their transaction.

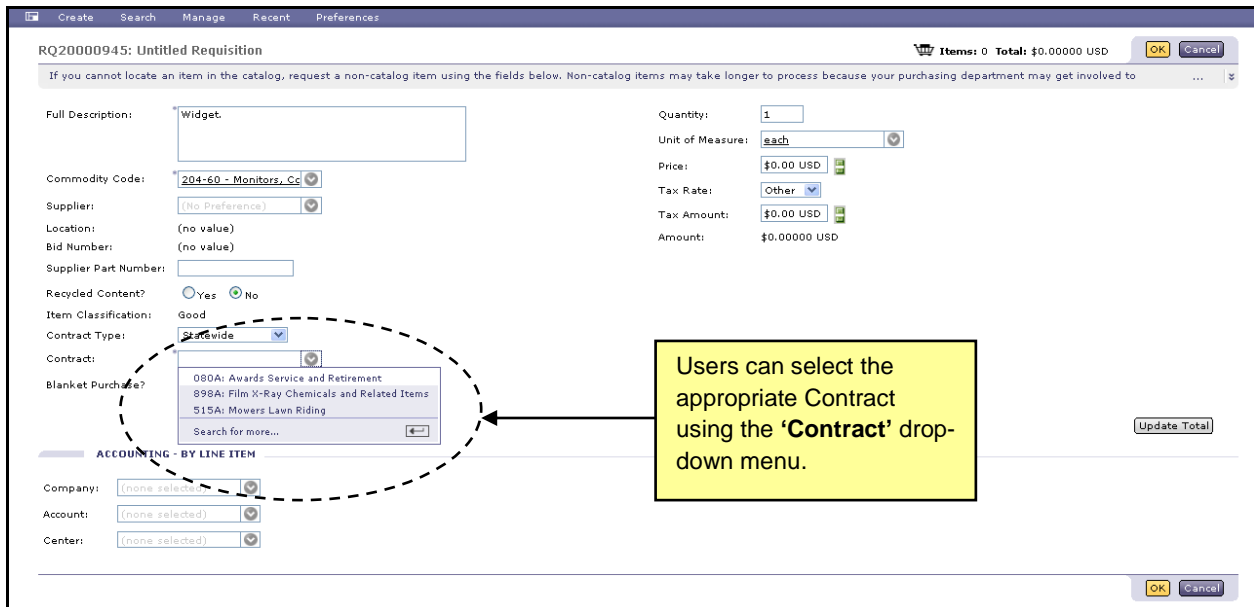
Note: Contract Type, Contract ID, and Bid Number must all 'match.' Users who encounter an error message after selecting a value from the drop-down menu may need to select **'Search for more...'** to find the appropriate value. This ensures that the Contract Type, Contract ID, and Bid Number combination on the eRequisition match the most current information in NCAS.

1. Select the appropriate Contract Type using the **'Contract Type'** drop-down menu.



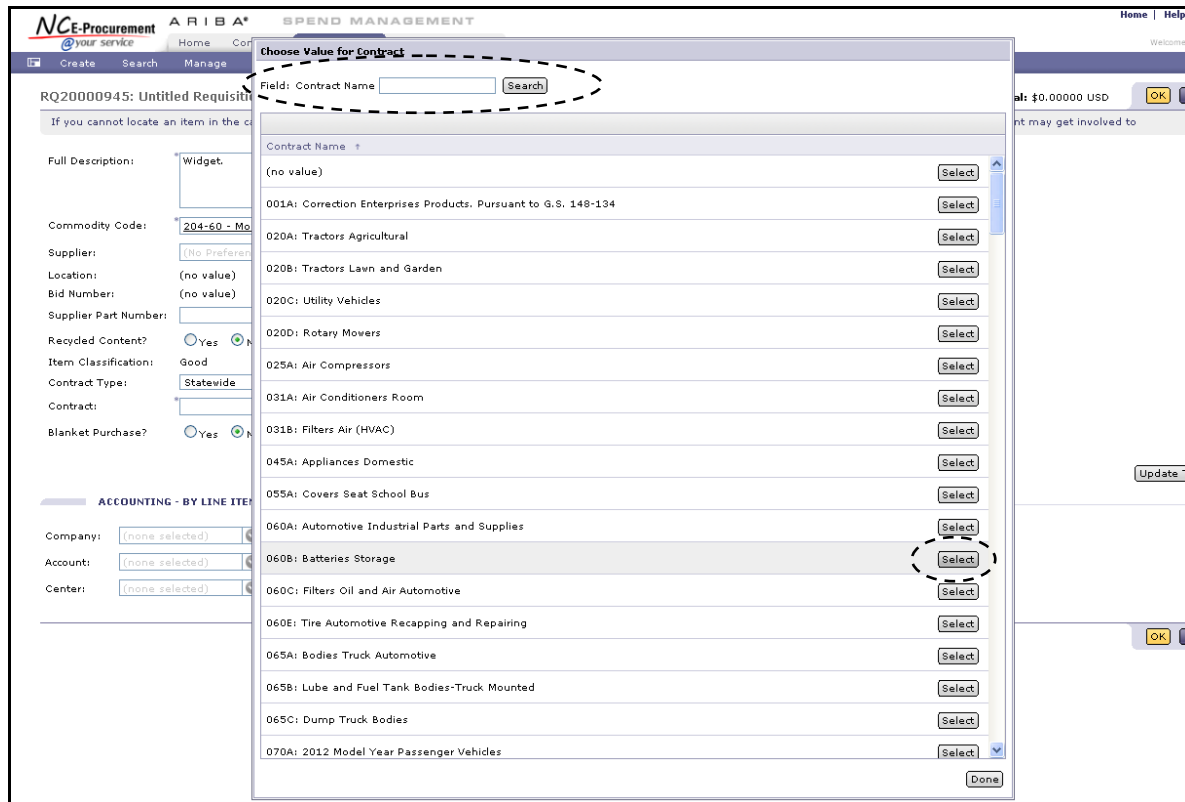
The screenshot displays the 'Untitled Requisition' form for requisition RQ20000945. The form includes fields for Full Description, Quantity, Unit of Measure, Price, Tax Rate, Tax Amount, and Amount. The 'Contract Type' dropdown menu is highlighted with a dashed circle, and a callout box points to it with the text: "Users can select the appropriate Contract Type using the 'Contract Type' drop-down menu." The dropdown menu options are: No, Stakewide, Agency Specific, and IT Convenience. The 'ACCOUNTING BY LINE ITEM' section at the bottom includes fields for Company, Account, and Center, all currently set to '(none selected)'. The interface also features 'OK' and 'Cancel' buttons at the top right and bottom right.

- When the user selects **'Statewide'** as the Contract Type, the **'Contract'** field is displayed as a drop-down menu.
- Select the down arrow from the **'Contract'** drop-down menu. Choose **'Search for more...'** to view the full list of available contracts.



The screenshot shows the 'RQ20000945: Untitled Requisition' form. The 'Contract Type' is set to 'Statewide'. The 'Contract' dropdown menu is open, showing a list of contract options: '080A: Awards Service and Retirement', '898A: Film X-Ray Chemicals and Related Items', and '515A: Mowers Lawn Riding'. A 'Search for more...' option is also visible. A yellow callout box with an arrow points to the dropdown menu, containing the text: 'Users can select the appropriate Contract using the 'Contract' drop-down menu.'

4. If **'Search for more...'** is selected, the **'Choose Value for Contract'** pop-up window will appear. This pop-up window allows users to search by contract name and select the appropriate contract.
5. To add a Contract to the line item, click **'Select'** next to the appropriate value.





- When a Contract is selected, the **'Bid Number'** field automatically populates with the Bid Number associated with that Contract.

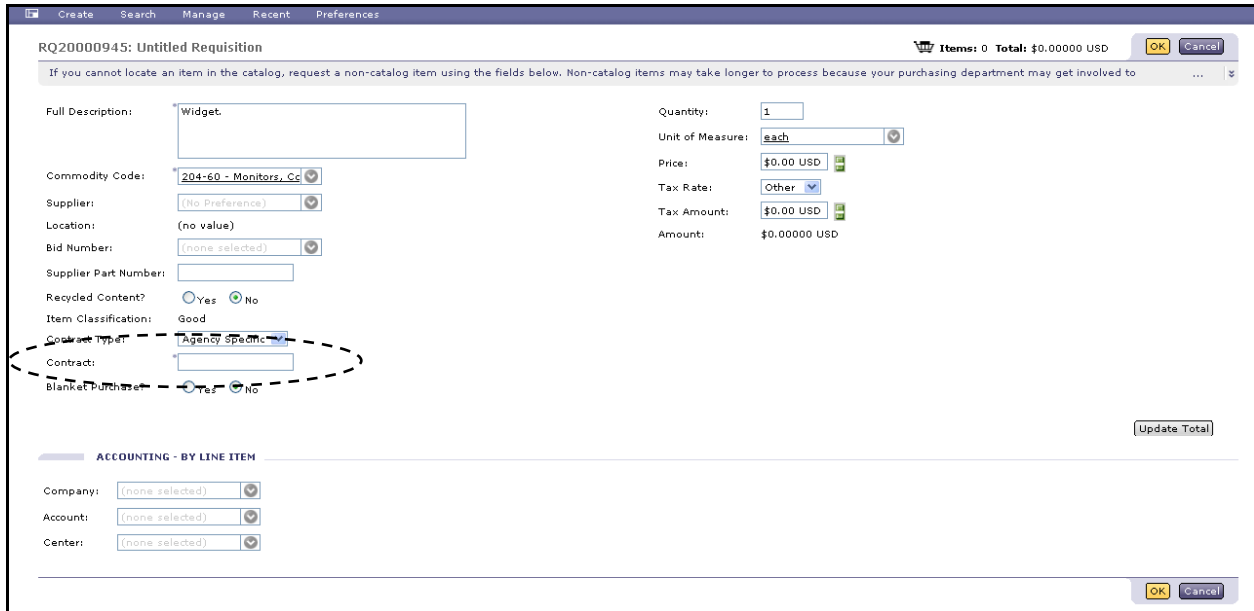
Note: If the existing Bid Number is inactivated while the order is in progress or when a change order is created, the user can reselect the correct/newly active Bid Number from the Bid Number dropdown box.

The screenshot shows a software interface for creating a requisition. The title bar reads "RQ20000945: Untitled Requisition" and the status bar shows "Items: 0 Total: \$0.00000 USD". The main form area contains the following fields and values:

- Full Description: Widget
- Quantity: 1
- Unit of Measure: each
- Price: \$0.00 USD
- Commodity Code: 204-60 - Monitors, Cc
- Tax Rate: Other
- Supplier: (No Preference)
- Tax Amount: \$0.00 USD
- Amount: \$0.00000 USD
- Location: (no value)
- Bid Number: 200900583 - Batteries, Storage** (This field is circled in red in the original image)
- Supplier Part Number: (empty)
- Recycled Content? Yes No (No is selected)
- Item Classification: Good
- Contract Type: Statewide
- Contract: 0608: Batteries, Storage
- Blanket Purchase? Yes No (No is selected)

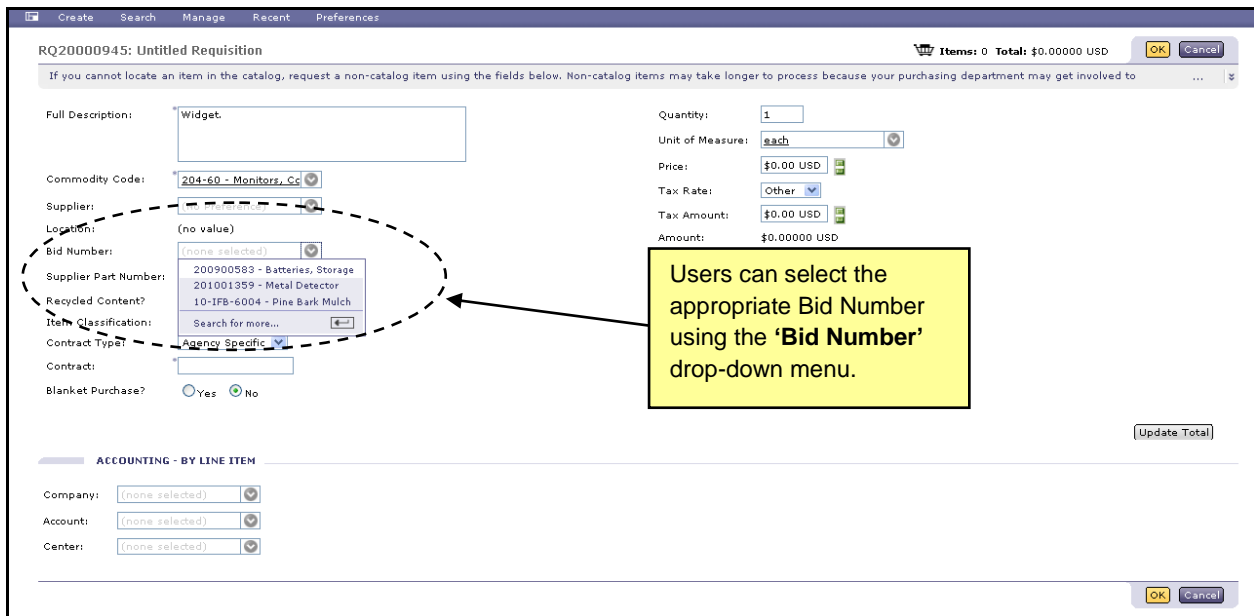
Below the main form is an "ACCOUNTING - BY LINE ITEM" section with three dropdown menus for Company, Account, and Center, all currently set to "(none selected)". An "Update Total" button is located to the right of the main form. At the bottom right, there are "OK" and "Cancel" buttons.

- When the user selects 'Agency Specific' as the Contract Type, a required 'Contract' free-text field appears.



The screenshot shows the 'RQ20000945: Untitled Requisition' form. The 'Contract Type' dropdown is set to 'Agency Specific', which has been circled with a dashed line. Below it, the 'Contract' field is now a required text input field. Other fields include 'Full Description: Widget', 'Commodity Code: 204-60 - Monitors, Cc', 'Quantity: 1', 'Unit of Measure: each', 'Price: \$0.00 USD', and 'Tax Rate: Other'. The 'Accounting - By Line Item' section at the bottom shows 'Company', 'Account', and 'Center' dropdowns, all currently set to '(none selected)'.

- The 'Bid Number' field appears as a drop-down menu. Users can click the down arrow to view recent Bid Numbers and select the appropriate Bid Number. Choose 'Search for more...' to view the full list of available Bid Numbers.



This screenshot shows the same requisition form as above, but with the 'Bid Number' dropdown menu open. The menu lists several bid numbers: '200900583 - Batteries, Storage', '201001359 - Metal Detector', and '10-IFB-6004 - Pine Bark Mulch'. A yellow callout box with an arrow pointing to the dropdown contains the text: 'Users can select the appropriate Bid Number using the 'Bid Number' drop-down menu.' The 'Contract Type' remains 'Agency Specific'.

9. If 'Search for more...' is selected, the 'Choose Value for Bid Numbers' pop-up window will appear. This pop-up window allows users to search by bid number or description and to select the appropriate bid number.
10. To add a Bid Number to the line item, click 'Select' next to the appropriate value.

Choose Value for Bid Numbers:

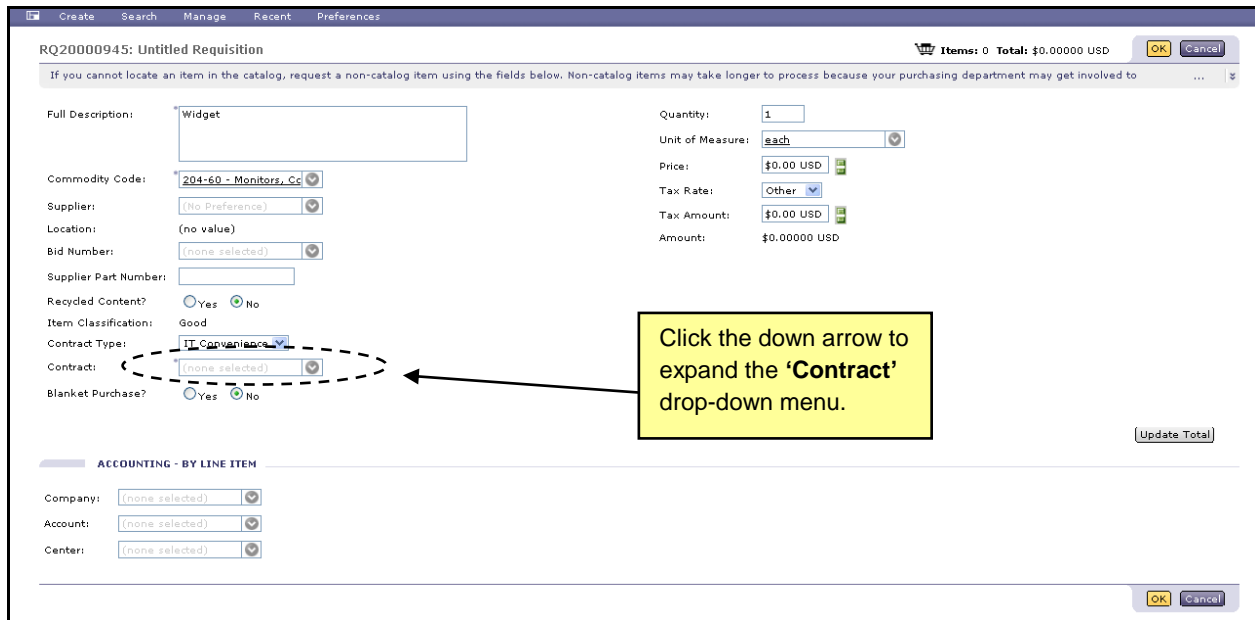
Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: Bid Number (selected) | Search

Bid Number	Bid Description	Select
(no value)		Select
10-005352	Tent Rental - NC State Fair, Wake County	Select
10-005356	Polo Shirts	Select
10-005366	Parking Services for NC St Fair & NCSU Athletic Dept Wake County	Select
10-005376	Topsoil	Select
10-005381	Janitorial Services Beneficial Insect Lab - Wake County	Select
10-005388	Fresh Fruits and Vegetables	Select
10-005389	Thermal License Tags	Select
10-005393	Quart Cone Top Can	Select
10-005394	Cardboard Pick Up and Removal	Select
10-005395	Janitorial Services - Agronomic - Wake County	Select
10-005396	Grease receptor container pumping, maintenance and transport	Select
10-005398	Transfer Truck Body	Select
10-005401	Pesticide and IMPO Collection and Disposal, (all counties in NC)	Select
10-005402	Tables and Lectern	Select
10-005405	Electrical Parts	Select
10-005406	Biological Safety Cabinet	Select
10-005407	Containers and Waste Cardboard Waste Disposal Services Wake Co	Select

Done

11. When the user selects 'IT Convenience' as the Contract Type, the 'Contract' field is displayed as a drop-down menu.
12. Click the down arrow on the 'Contract' drop-down menu. Choose 'Search for more...' to view the full list of available contracts.



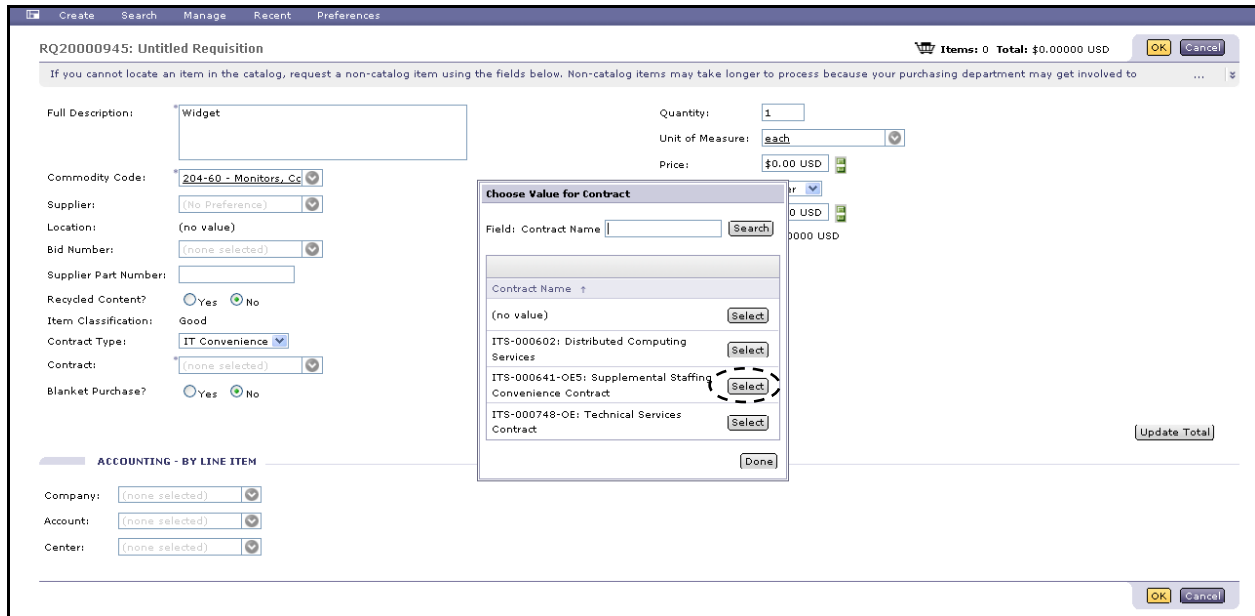
The screenshot shows a software interface for creating a requisition. The title bar reads "RQ20000945: Untitled Requisition". The main form area contains the following fields and options:

- Full Description:** Widget
- Quantity:** 1
- Unit of Measure:** each
- Price:** \$0.00 USD
- Tax Rate:** Other
- Tax Amount:** \$0.00 USD
- Amount:** \$0.00000 USD
- Commodity Code:** 204-60 - Monitors, Cc
- Supplier:** (No Preference)
- Location:** (no value)
- Bid Number:** (none selected)
- Supplier Part Number:** (empty)
- Recycled Content?:** Yes (radio), No (radio, selected)
- Item Classification:** Good
- Contract Type:** IT Convenience
- Contract:** (none selected) - This field is circled with a dashed line and has a callout box pointing to its down arrow.
- Blanket Purchase?:** Yes (radio), No (radio, selected)

At the bottom of the form, there is an "ACCOUNTING - BY LINE ITEM" section with fields for Company, Account, and Center, all set to "(none selected)".

13. If **'Search for more...'** is selected, the **'Choose Value for Contract'** pop-up window will appear. This pop-up window allows users to search by contract name and select the appropriate bid number.

14. To add a Contract to the line item, click **'Select'** next to the appropriate value.

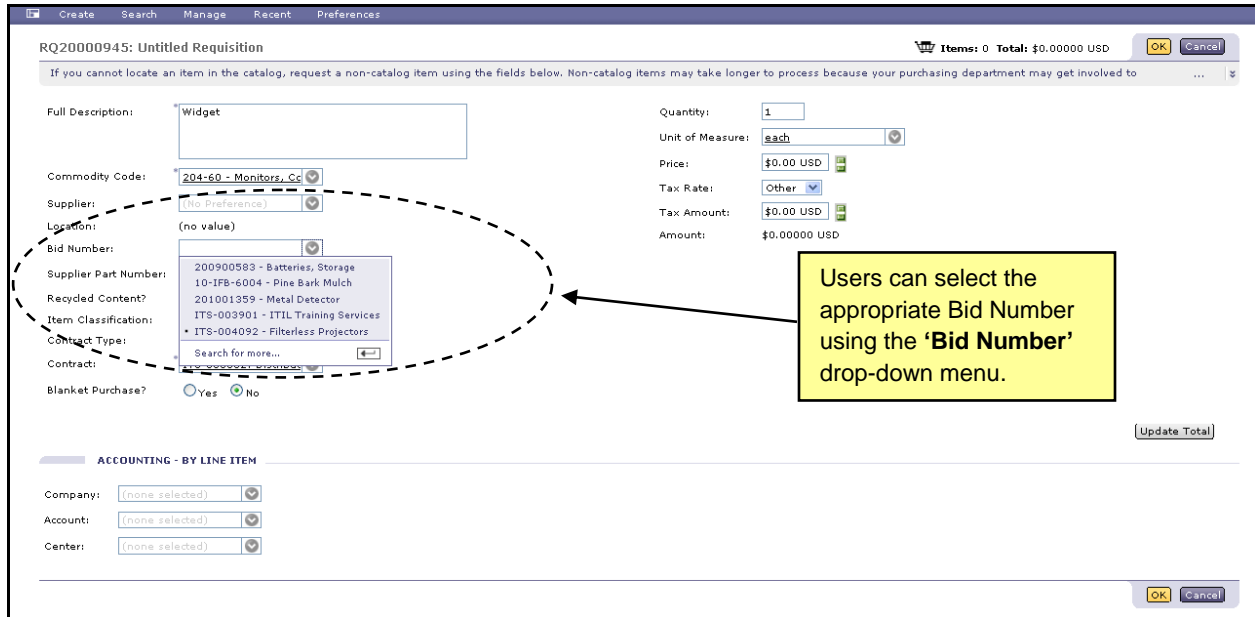


The screenshot displays the 'RQ20000945: Untitled Requisition' form. The main form includes fields for 'Full Description' (Widget), 'Quantity' (1), 'Unit of Measure' (each), and 'Price' (\$0.00 USD). A 'Choose Value for Contract' pop-up window is open, showing a search field for 'Contract Name' and a list of contract options:

- (no value) [Select]
- ITS-000602: Distributed Computing Services [Select]
- ITS-000641-OE5: Supplemental Staffing Convenience Contract [Select]
- ITS-000748-OE: Technical Services Contract [Select]

The 'Select' button for 'ITS-000641-OE5: Supplemental Staffing Convenience Contract' is circled in red. The main form also includes an 'ACCOUNTING - BY LINE ITEM' section with fields for 'Company', 'Account', and 'Center', all currently set to '(none selected)'. Buttons for 'OK', 'Cancel', and 'Update Total' are visible.

15. The **'Bid Number'** field appears as a drop-down menu. Choose **'Search for more...'** to view the full list of available Bid Numbers.



The screenshot shows the 'RQ20000945: Untitled Requisition' form. The 'Bid Number' field is highlighted with a dashed oval, and its dropdown menu is open, showing a list of bid numbers and a 'Search for more...' option. A yellow callout box with a black border contains the text: 'Users can select the appropriate Bid Number using the 'Bid Number' drop-down menu.' The form includes fields for Full Description, Quantity, Unit of Measure, Price, Tax Rate, Tax Amount, Amount, Supplier, Location, Supplier Part Number, Recycled Content?, Item Classification, Contract Type, Contract, and Blanket Purchase?. The 'ACCOUNTING - BY LINE ITEM' section at the bottom has fields for Company, Account, and Center.

16. If 'Search for more...' is selected, the 'Choose Value for Bid Numbers' pop-up window will appear. This pop-up window allows users to search by bid number or description and to select the appropriate bid number.

17. To add a Bid Number to the line item, click 'Select' next to the appropriate value.

Choose Value for Bid Numbers:

Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: Bid Number [Search]

Bid Number	Bid Description	Select
(no value)		Select
10-005352	Tent Rental - NC State Fair, Wake County	Select
10-005356	Polo Shirts	Select
10-005366	Parking Services for NC St Fair & NCSU Athletic Dept Wake County	Select
10-005376	Topsoil	Select
10-005381	Janitorial Services Beneficial Insect Lab - Wake County	Select
10-005388	Fresh Fruits and Vegetables	Select
10-005389	Thermal License Tags	Select
10-005393	Quart Cone Top Can	Select
10-005394	Cardboard Pick Up and Removal	Select
10-005395	Janitorial Services - Agronomic - Wake County	Select
10-005396	Grease receptor container pumping, maintenance and transport	Select
10-005398	Transfer Truck Body	Select
10-005401	Pesticide and IMPO Collection and Disposal, (all counties in NC)	Select
10-005402	Tables and Lectern	Select
10-005405	Electrical Parts	Select
10-005406	Biological Safety Cabinet	Select
10-005407	Containers and Waste Cardboard Waste Disposal Services Wake Co	Select

Done