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.

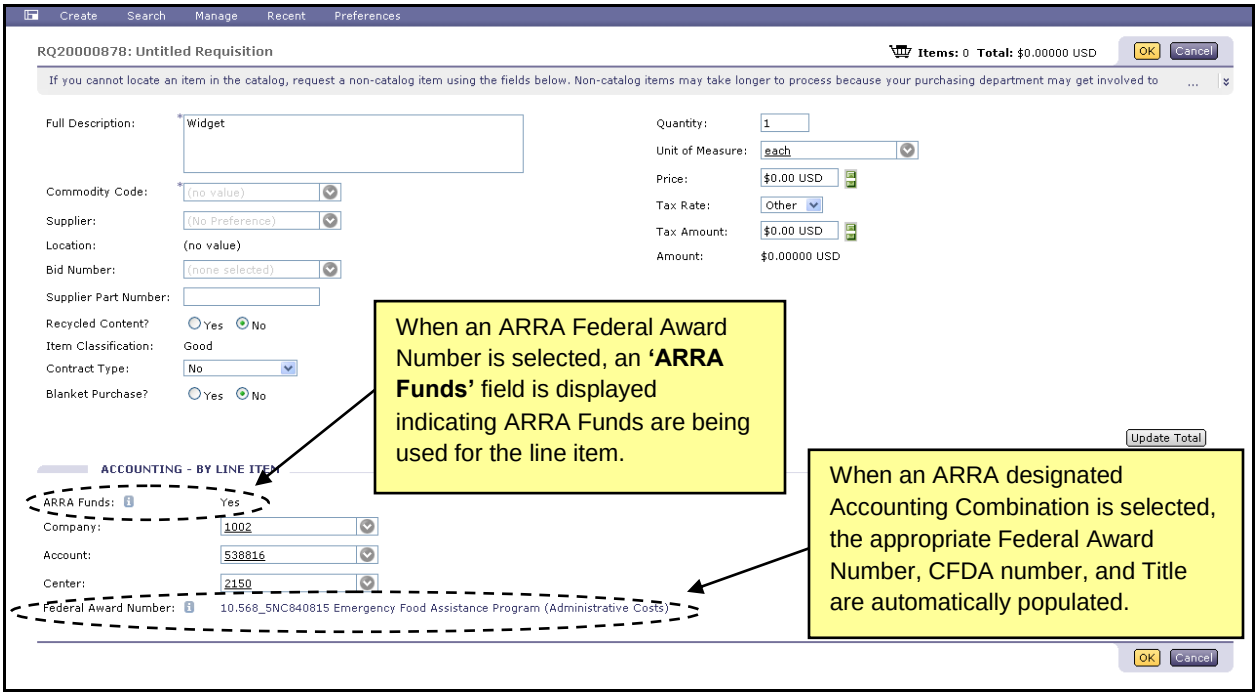
Note: Users can search for eRequisitions based on NC OpenBook fields. Please reference the **System Searches** training course for specific information.

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).

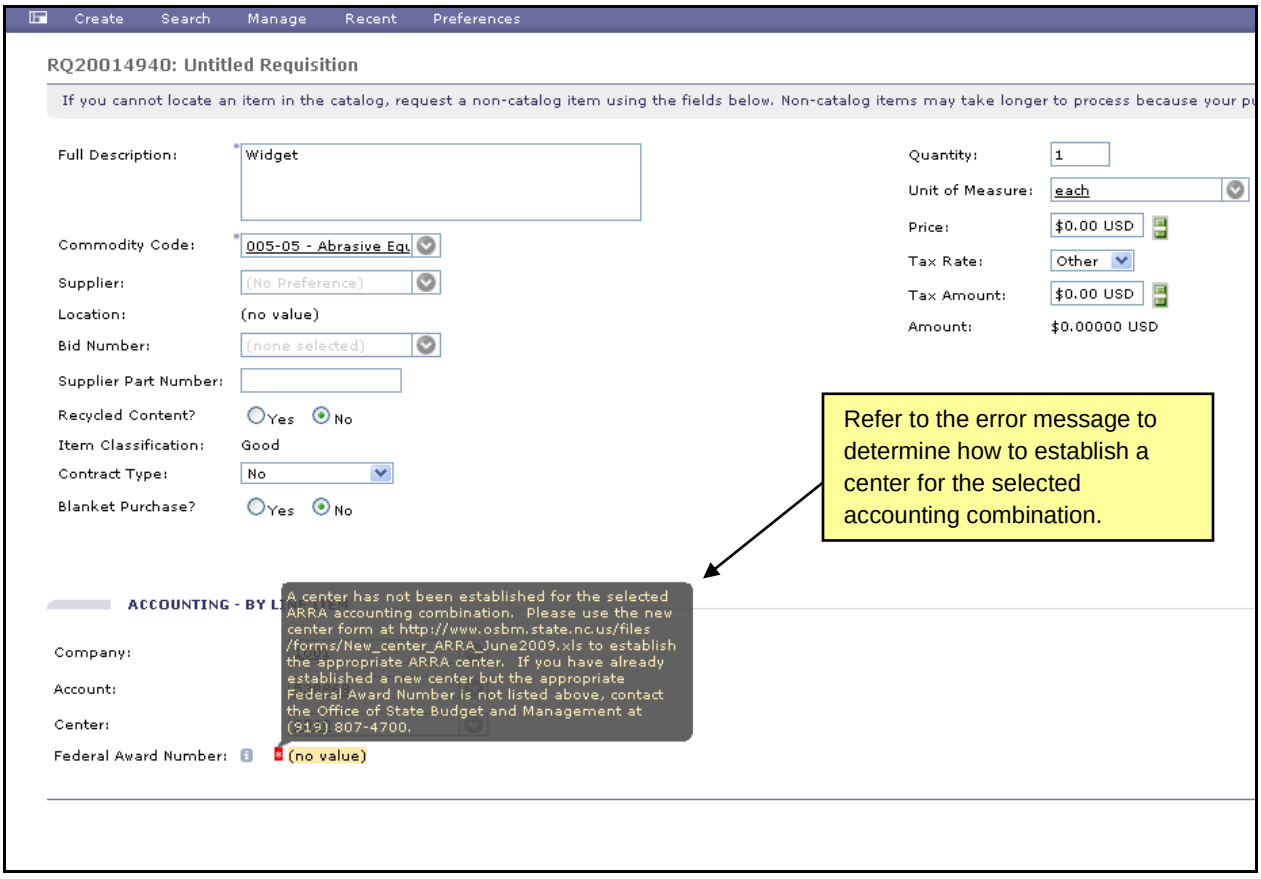
   Note: A Federal Award Number is required when using an Accounting Combination identified as ARRA by NCAS.



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.

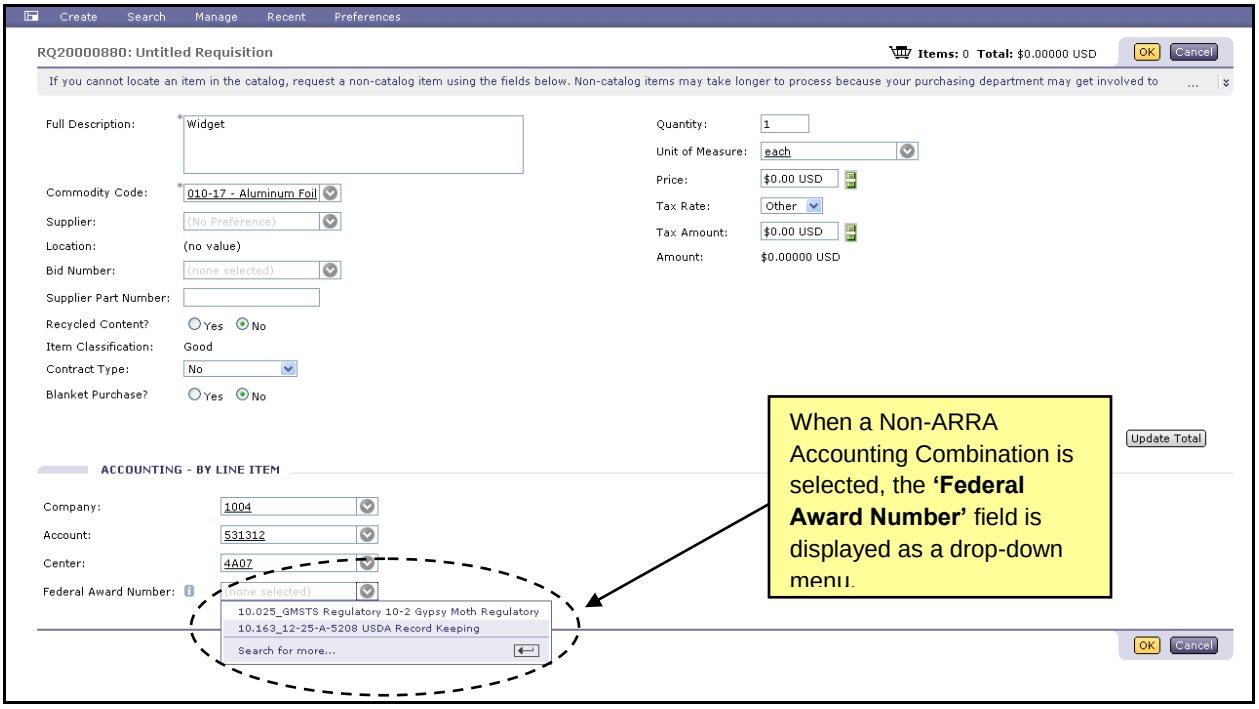
Note: NC E-Procurement receives Federal Award Numbers from OSBM nightly, Monday - Friday. An ARRA Federal Award Number established by 5PM will be available the next business day.



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.

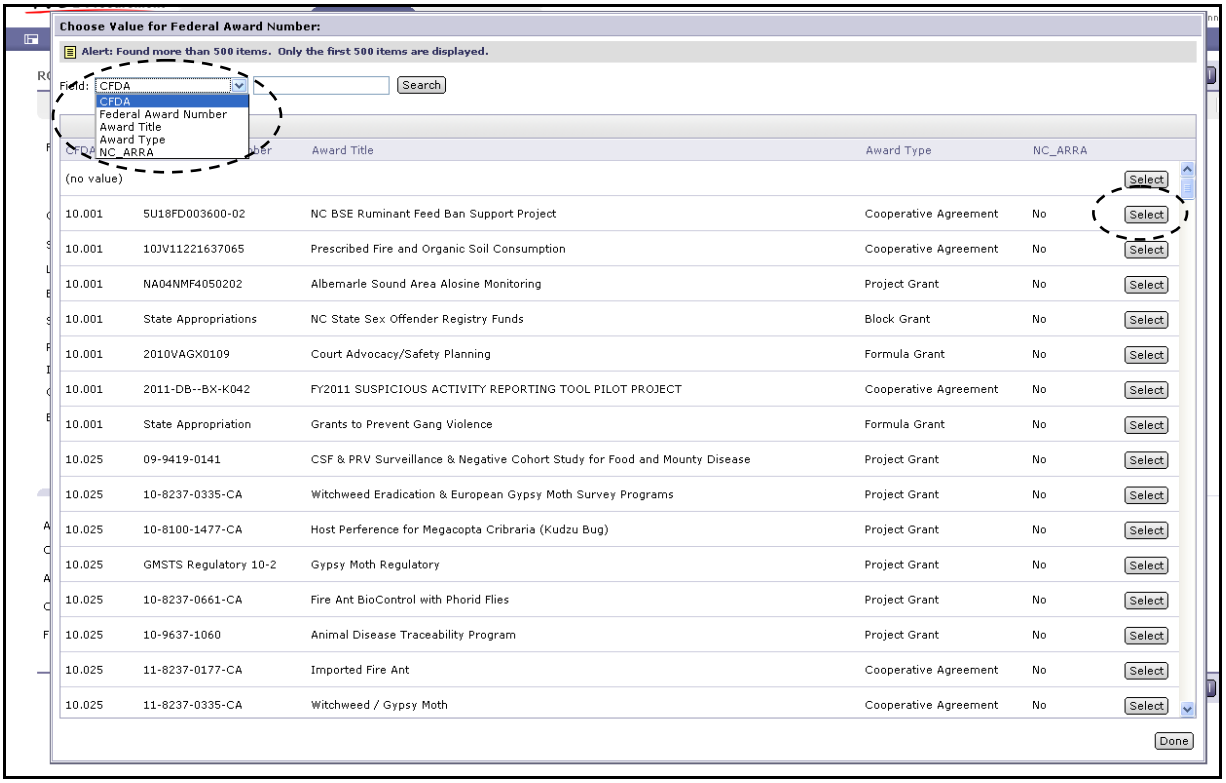
Note: When selecting an Accounting Combination that represents Non-ARRA federal funding, it is important to use the drop-down menu to select the appropriate Federal Award Number. This action allows for accurate reporting of State spending related to federal awards.



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.



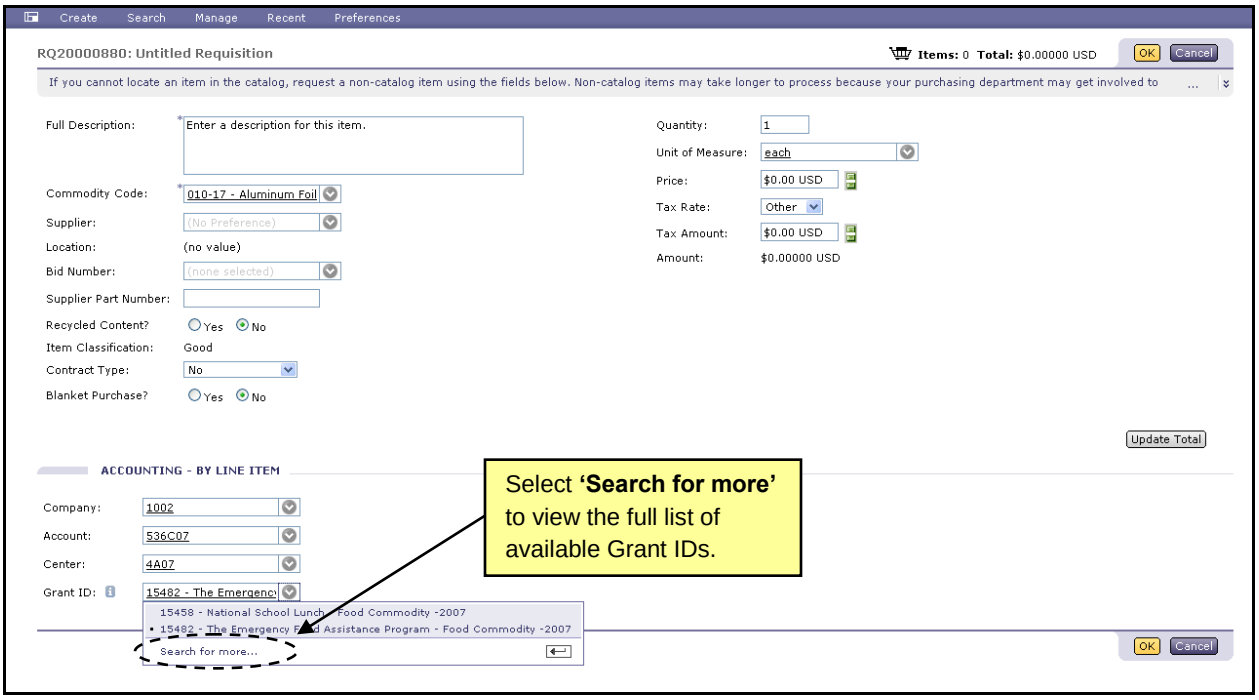
II. Grants

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.

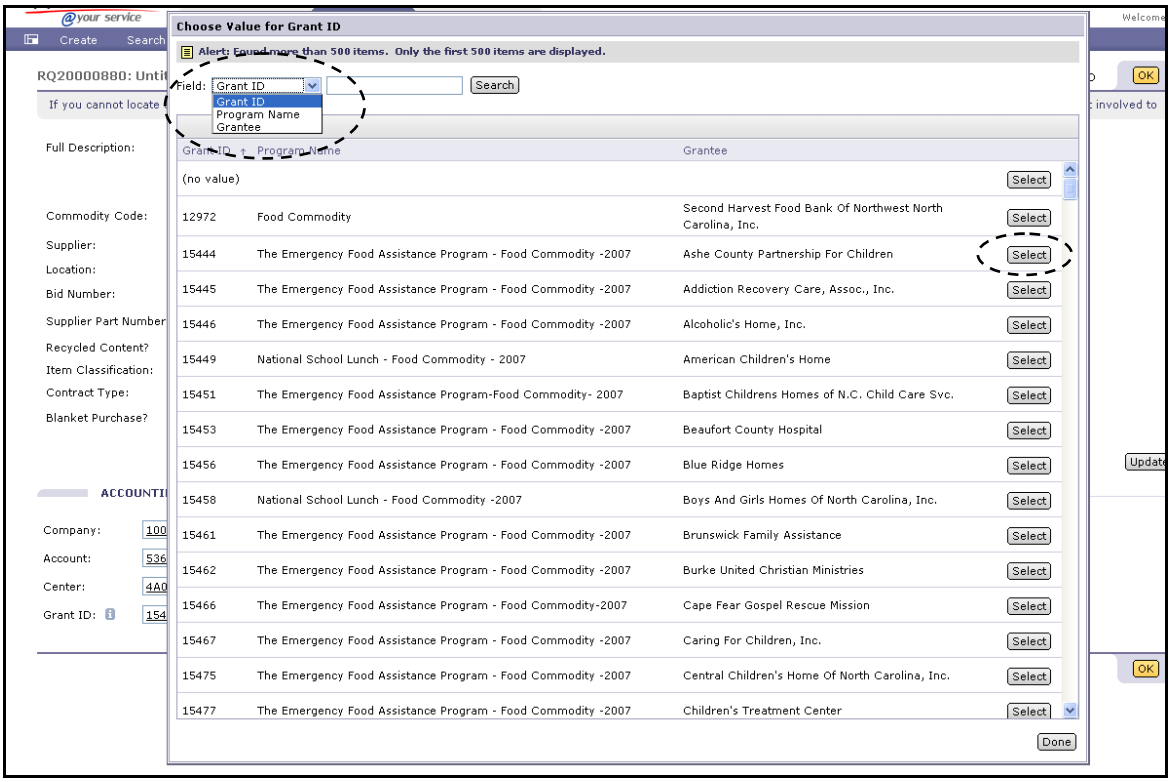
Note: A Grant ID is required when using a Non-Government designated Account.

2. 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.

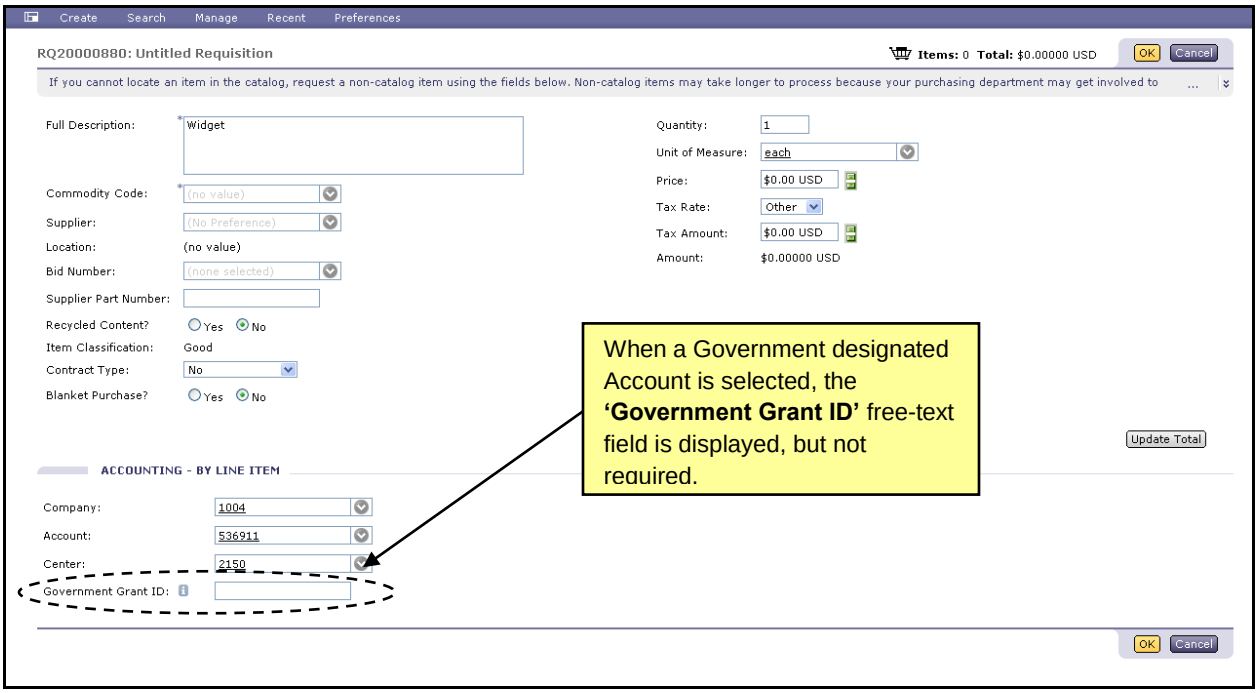


3. The **'Choose Value for Grant ID'** pop-up window allows users to search for and select the appropriate Grant ID for the line item. The user can search by Grant ID, Program Name, or Grantee.

4. To add a Grant ID to the line item, click the **'Select'** button next to the appropriate value.



5. 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.

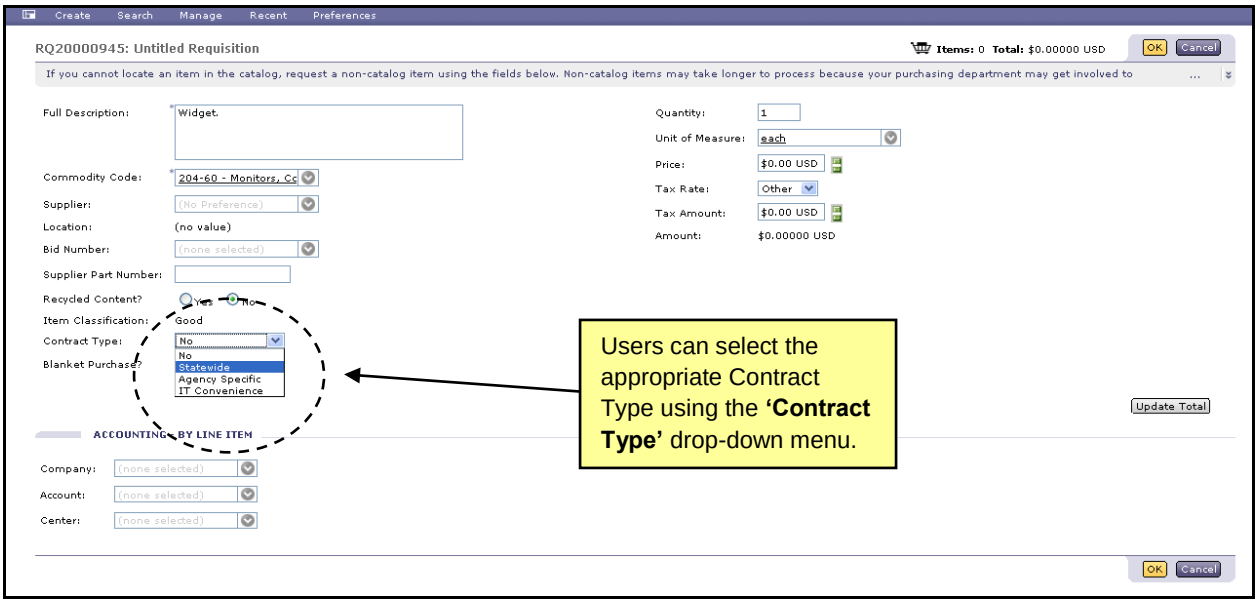


III. Bid Number and Contract Type

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.

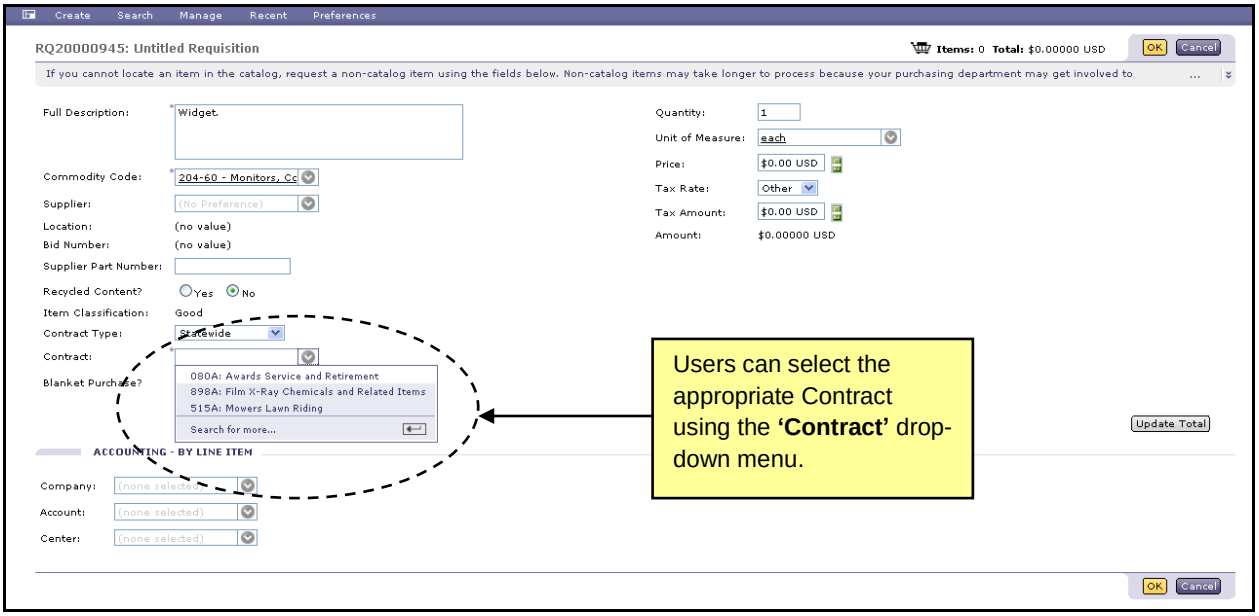
Note: Contract Type, Contract ID, and Bid Number must all 'match.' Users who encounter an error message after selecting a value from the drop-down menu may need to select **'Search for more…'** to find the appropriate value. This ensures that the Contract Type, Contract ID, and Bid Number combination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

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



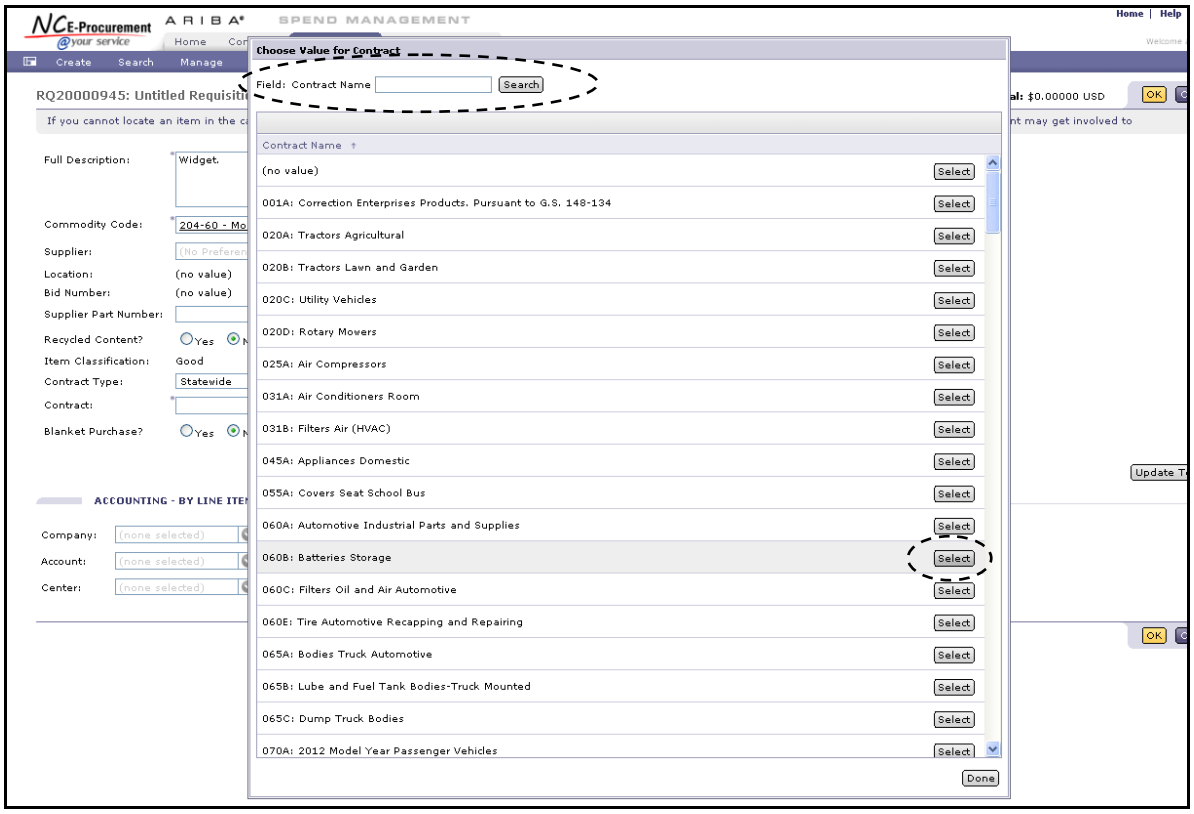
2. When the user selects **'Statewide'** as the Contract Type, the **'Contract'** field is displayed as a drop-down menu.

3. Select the down arrow from the **'Contract'** drop-down menu. Choose **'Search for more…'** to view the full list of available contracts.



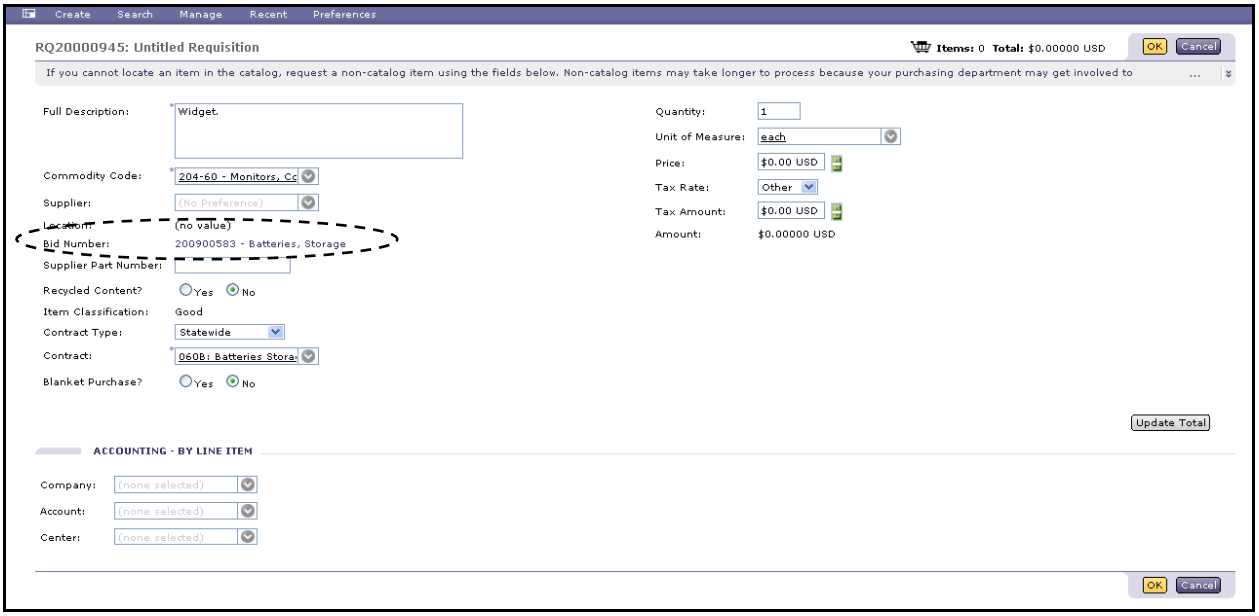
4. If **'Search for more...**' is selected, the **'Choose Value for Contract'** pop-up window will appear. This pop-up window allows users to search by contract name and select the appropriate contract.

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

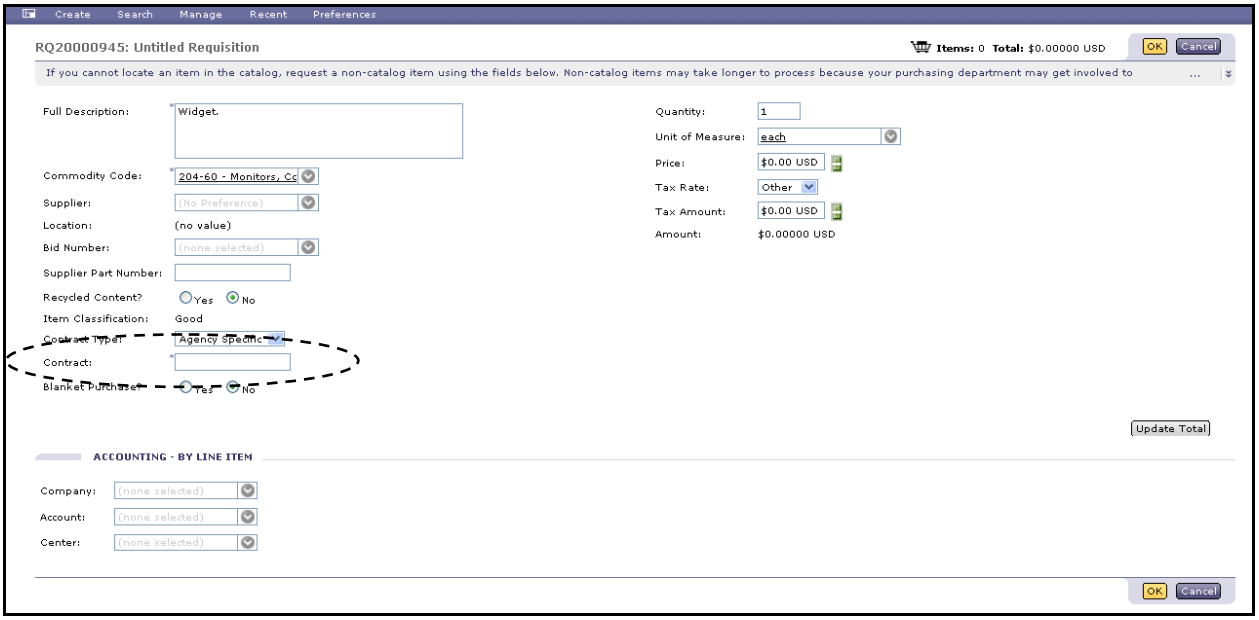


6. When a Contract is selected, the **'Bid Number'** field automatically populates with the Bid Number associated with that Contract.

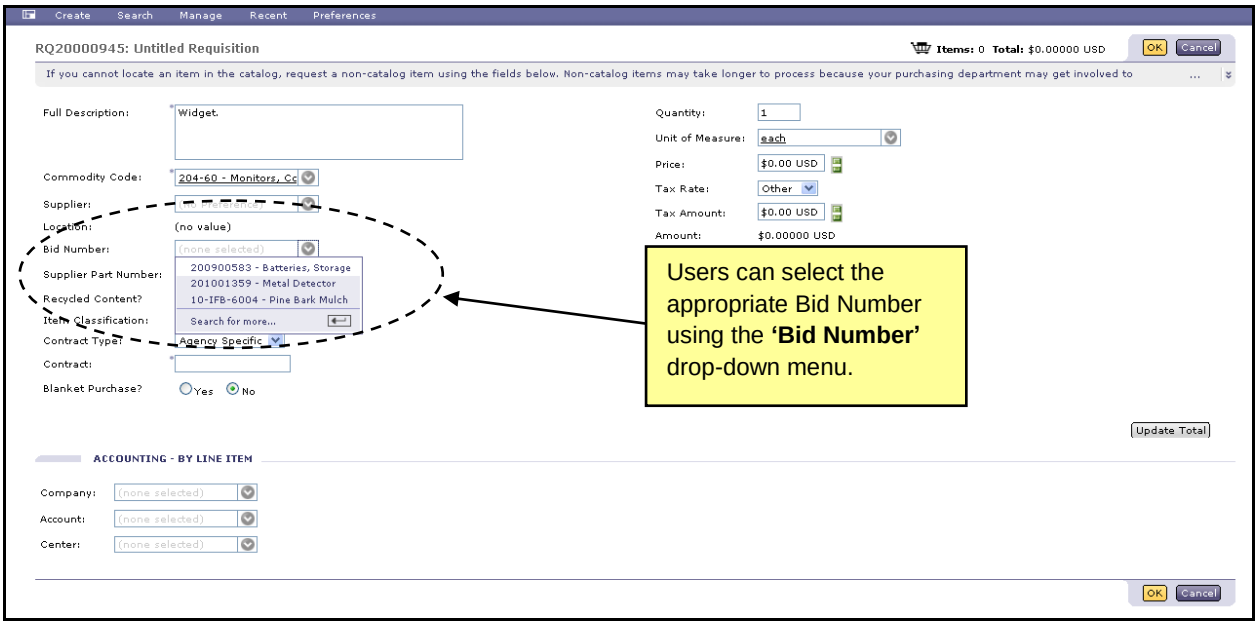
Note: If the existing Bid Number is inactivated while the order is in progress or when a change order is created, the user can reselect the correct/newly active Bid Number from the Bid Number dropdown box.



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

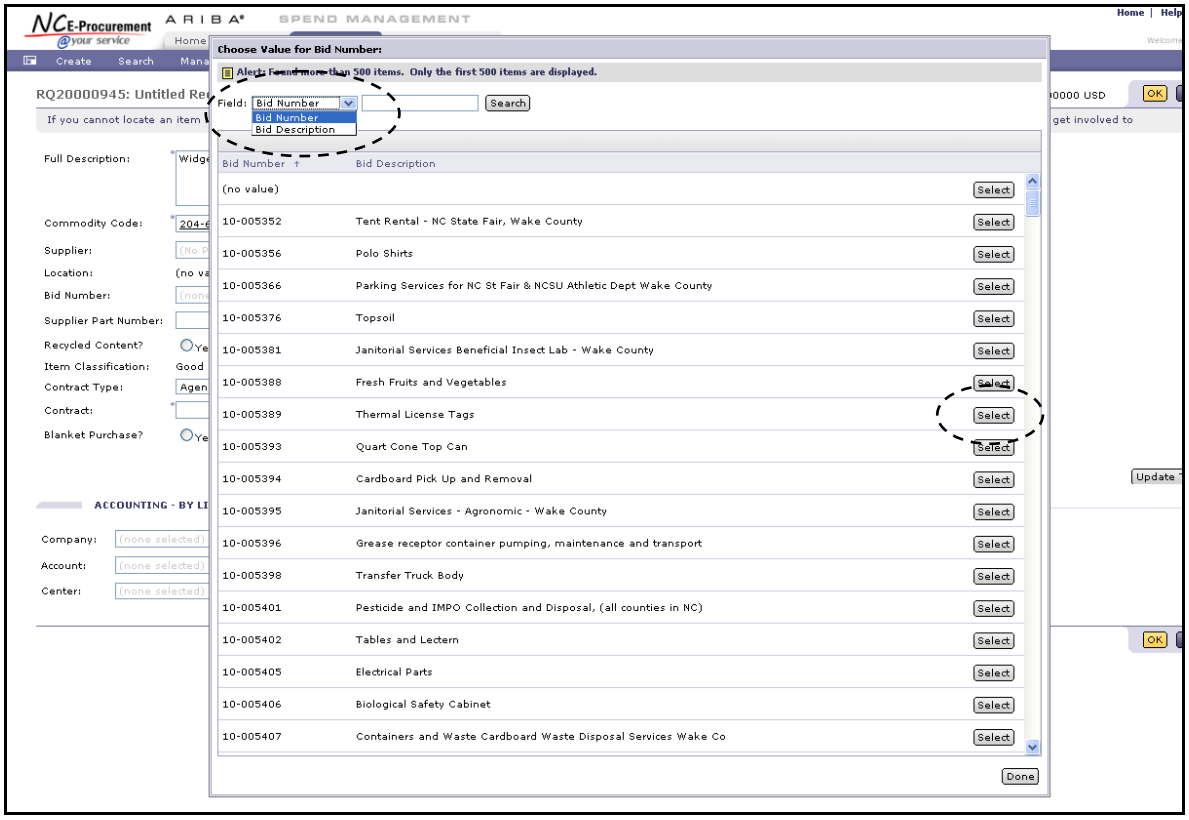


8. The **'Bid Number'** field appears as a drop-down menu. Users can click the down arrow to view recent Bid Numbers and select the appropriate Bid Number. Choose **'Search for more…'** to view the full list of available Bid Numbers.



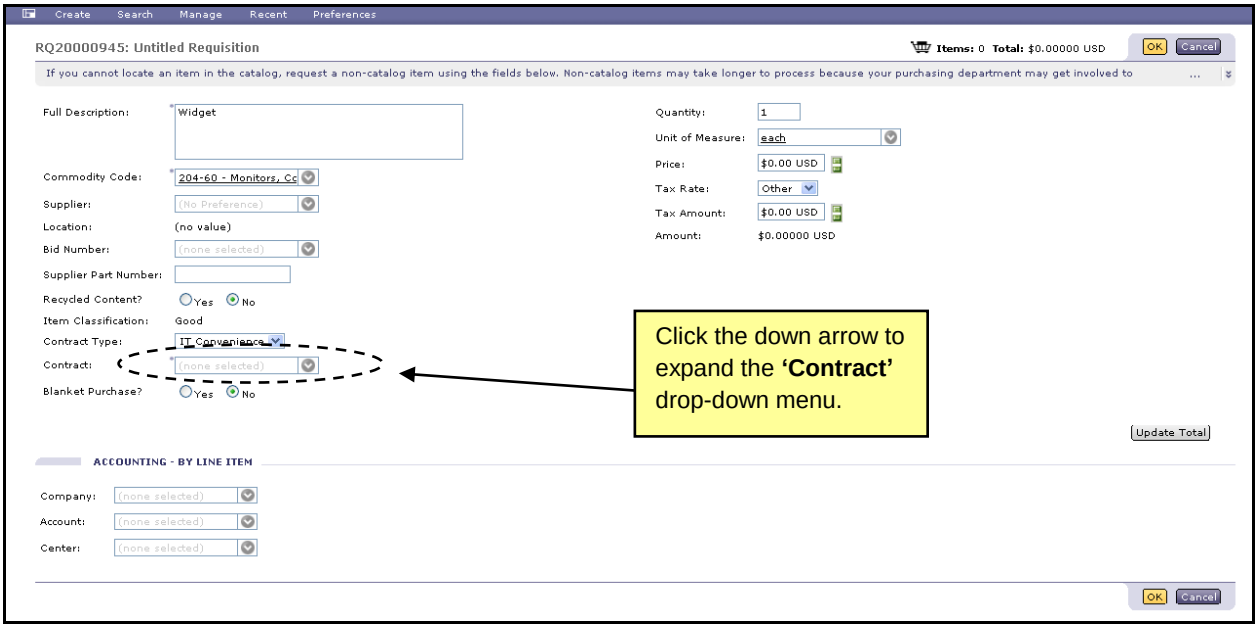
9. If **'Search for more...**' is selected, the **'Choose Value for Bid Numbers'** pop-up window will appear. This pop-up window allows users to search by bid number or description and to select the appropriate bid number.

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



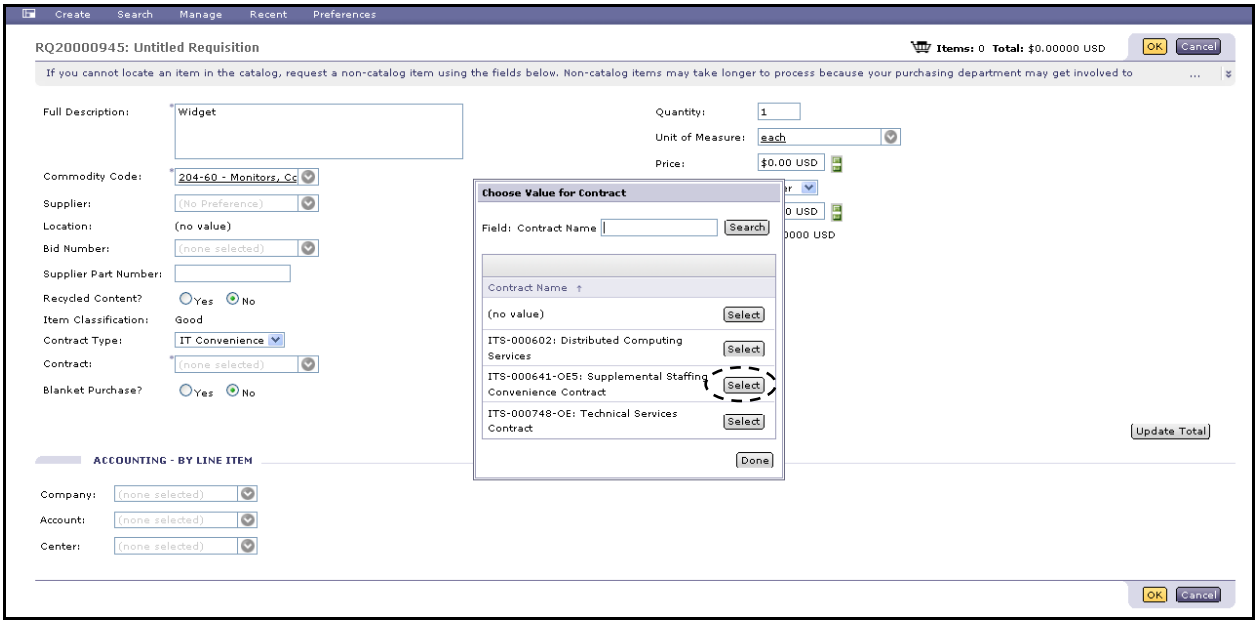
11. When the user selects **'IT Convenience'** as the Contract Type, the **'Contract'** field is displayed as a drop-down menu.

12. Click the down arrow on the **'Contract'** drop-down menu. Choose **'Search for more…'** to view the full list of available contracts.

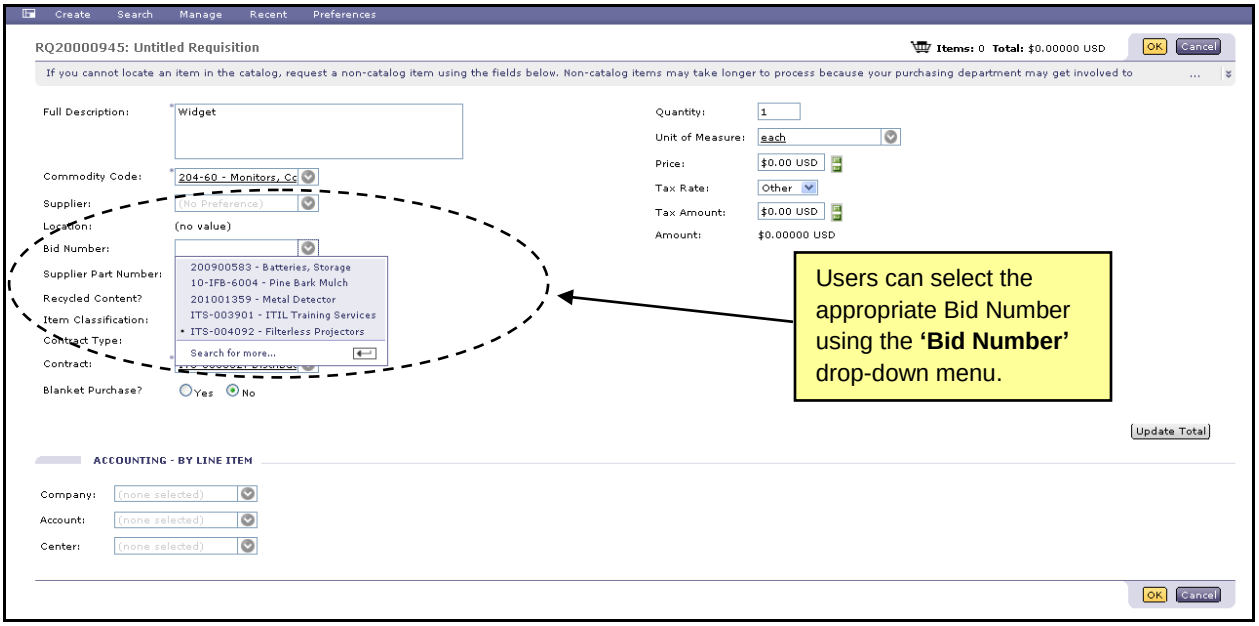


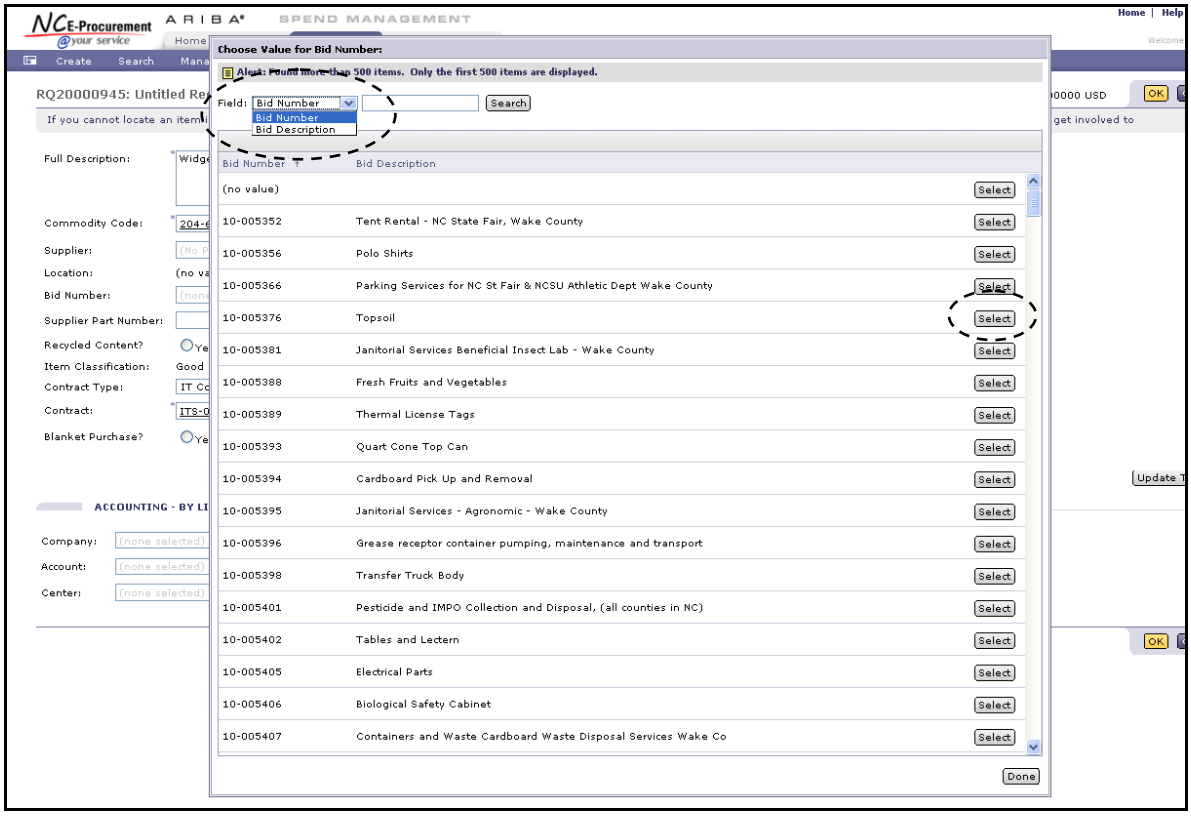
13. If **'Search for more...**' is selected, the **'Choose Value for Contract'** pop-up window will appear. This pop-up window allows users to search by contract name and select the appropriate bid number.

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



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



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.