



NCAS Editing Line Item(s) Process Guide

This process guide provides instruction on the functional steps to edit line items on an eRequisition. To edit existing line item values or add additional line item information, such as accounting codes, users can edit the line item from the 'Summary' page.

I. Editing a Single Line Item

1. Place a checkmark in the box beside the line item to edit and click 'Edit'.

The screenshot shows the 'Summary' page of an eRequisition titled 'Untitled Requisition'. The page includes a navigation bar with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. Below the navigation bar, there are tabs for 'Summary' and 'Approval Flow'. The 'Summary' tab is active, displaying various fields for requisition details such as 'Title', 'Pre-Encumbrance Status', 'On Behalf Of', 'Delay Purchase Until', 'Buying Entity', and 'Transmit To Supplier?'. Below these fields is a table of 'Line Items' with columns for 'No.', 'Type', 'Description', 'Supplier Part Number', 'Qty', 'Unit', 'Tax', 'Price', and 'Amount'. The first line item, 'First non-catalog item.', is highlighted in yellow and has a checkmark in the 'No.' column. The 'Edit' button for this line item is circled in red. At the bottom right of the table, there is a 'Total Cost' of \$445,86000 USD and an 'Update Total' button.

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Price	Amount
1	First non-catalog item.			1	each	\$0.00000 USD	\$10.00 USD	\$10.00000 USD
2	Second non-catalog item.			1	each	\$0.00000 USD	\$20.00 USD	\$20.00000 USD
3	Computer Table with Flip Top Wire Management ...		23.3305.6**000	1	each	\$0.00 USD	\$378.00 USD	\$378.00000 USD
4	Hex Key Set, Ball End, Measurement Type SAB/...		4CR58	1	each	\$0.00 USD	\$27.86 USD	\$27.86000 USD
5	sQuote test item.		DefaultSupplierPartId	1	each	\$0.00 USD	\$10.00 USD	\$10.00000 USD



2. The **'Line Item Details'** page is displayed. All details related to this line item are shown on this page, where users can also update necessary information about the line item.
3. For NCAS integrated agencies, the **'Tax Rate'** defaults to **'Other'** but can be changed using the drop-down menu.
4. **'Item Classification'** is set by commodity code and cannot be changed. A 'good' commodity code will set the Item Classification to 'Good' and a 'service' commodity code will set the Item Classification to 'Service.'

Note: The fields that can be edited by a user are determined by the line item type being edited (non-catalog, catalog, or punchout).

The screenshot displays the 'LINE ITEM DETAILS' page for requisition RQ20004911. The page includes a navigation bar with 'Home' and 'Help' links, and a menu with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area shows the following fields and their values:

- No.: 1
- Description: First non-catalog item.
- Qty: 1
- UOM: each
- Commodity Code: 005-70 - Pumice Stor
- Amount: \$20.00000 USD
- Price: \$20.00 US\$
- Tax Rate: Other
- Tax Amount: \$0.00 USD
- Supplier: CITY ELECTRIC SUPPLI
- Location: Chapel Hill Branch - CHH 0049 [select]
- Supplier Part Number: [empty]
- Recycled Content?: Yes (radio), No (radio)
- Item Classification: Good
- Contract Type: No
- Blanket Purchase?: Yes (radio), No (radio)
- Bid Number: (none selected)
- Comments for Accounts Payable Attention: [empty]
- Due-on Date: [empty]

A yellow callout box with arrows pointing to the Description, Tax Rate, and Item Classification fields contains the text: "Free-text fields, drop-down menus and radio buttons indicate that the field can be edited by a user."



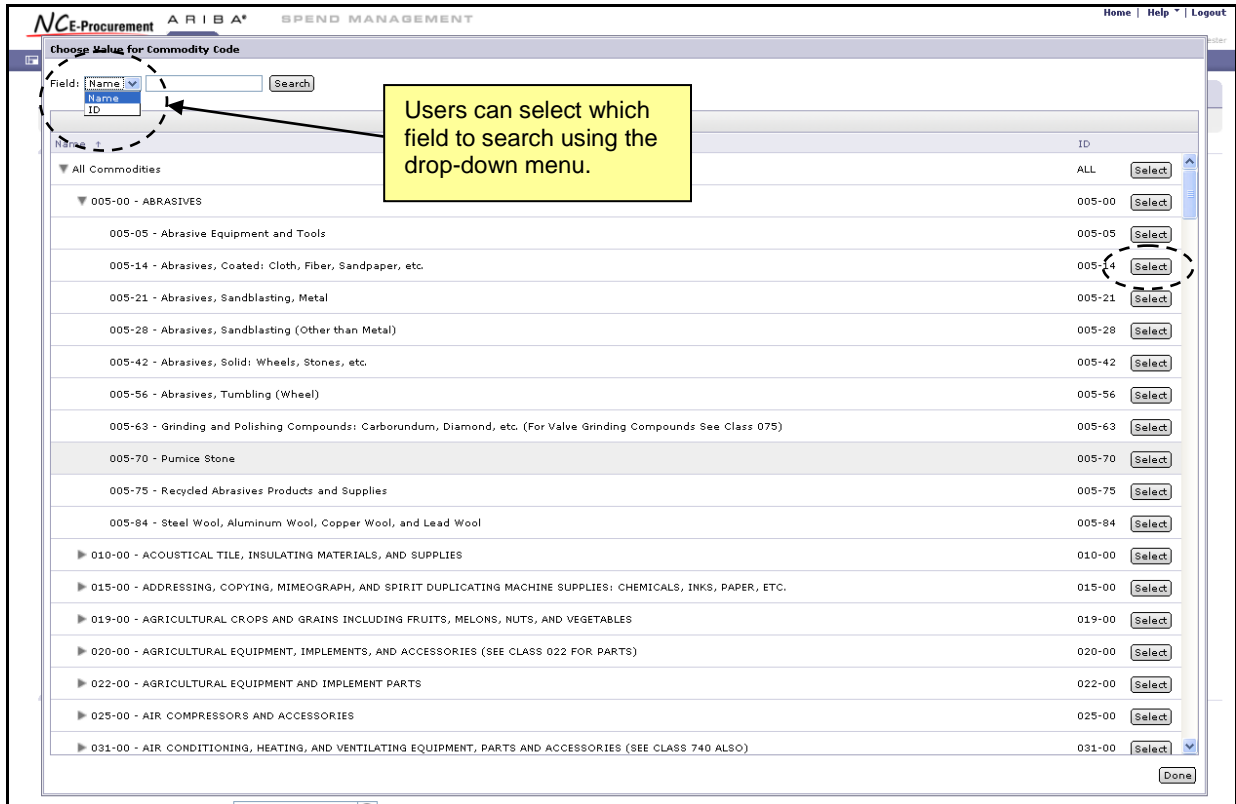
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- Click the drop-down menu of the field that needs to be updated. If the appropriate choice is not displayed as a recent selection, select **'Search for more...'** to view the full list of available selections. Below, **'Commodity Code'** is used as an example.

The screenshot shows the 'LINE ITEM DETAILS' for an 'Untitled Requisition' (RQ20004911). The 'Commodity Code' field is highlighted with a dashed circle, and a dropdown menu is open showing a list of commodity codes. A yellow callout box points to the 'Search for more...' option in the dropdown.

Enter information using the drop-down menus. If the desired value cannot be found in the list, click 'Search for more...' to view a complete list of selections.

- If 'Search for more...' is selected, a pop-up window will appear. This pop-up window allows users to search for and select the appropriate information for the line item.
- To select a value for the field that is being edited, click the 'Select' button next to the appropriate value.



8. Users can also search for the appropriate value by typing directly in the associated field.

The screenshot displays the 'LINE ITEM DETAILS' form for requisition RQ20004911. The form includes fields for No. (1), Description (First non-catalog item), Qty (1), UOM (each), Commodity Code (stone), Amount (\$20.00 USD), Price (\$20.00 USD), Tax Rate (Other), Tax Amount (\$0.00 USD), Supplier (CITY ELECTRIC SUPPL), Location (Chapel Hill Branch - CHH 0049), and various checkboxes for Recycled Content, Item Classification, Contract Type, and Blanket Purchase. A search dropdown menu is open for the Commodity Code field, showing 'stone' and a 'Search for more...' option. A yellow callout box with an arrow pointing to the search dropdown contains the text: 'If the correct choice does not appear as a recent selection, the user can type a value into the field and press the 'Enter' key to search based on what has been entered in the text field.'



9. Search results matching what the user typed into the field will appear in a pop-up window. Review the results and click **'Select'** next to the appropriate value.

The screenshot shows the NCE-Procurement interface. A search window titled "Choose Value for Commodity Code" is open. The search field contains "stone" and has a "Search" button. Below the search field is a table of results:

Name	ID	Action
005-42 - Abrasives, Solid: Wheels, Stones, etc.	005-42	Select
005-70 - Pumice Stone	005-70	Select
052-54 - Murals: Stone, Tile	052-54	Select
▶ 135-00 - BRICKS, CLAY, REFRACTORY MATERIALS, STONE, AND TILE PRODUCTS		
135-00	135-00	Select
▶ 160-19 - Cleavers, Knives, Steels, Stones, and Sharpeners		
160-19	160-19	Select
▶ 175-19 - Crushers and Grinders (Metal and Stoneware): Ball Mills, etc.		
175-19	175-19	Select
▶ 195-00 - CLOCKS, WATCHES, TIMEPIECES, JEWELRY AND PRECIOUS STONES		
195-00	195-00	Select
▶ 245-05 - Cleaning Materials (For Dairy Equipment): Chlorine Sanitizers, Milkstone Remover, etc.		
245-05	245-05	Select
▶ 260-09 - Casting, Filling, and Molding Materials: Artificial Stone, Clay, Gypsum Plaster, Investments (Bonded and Solder), Molding Resins, Porcelain, etc.		
260-09	260-09	Select
▶ 285-16 - Commutators, Resurfacers, Stone		
285-16	285-16	Select
▶ 305-71 - Signage and Logos, Architectural (Glass, Photographic, Stone, Tile)		
305-71	305-71	Select
▶ 306-71 - Signage and Logos, Architectural (Glass, Photographic, Stone, Tile), Environmentally Certified Products		
306-71	306-71	Select
▶ 335-48 - Limestone, Agricultural		
335-48	335-48	Select
▶ 360-84 - Tile, Stone		
360-84	360-84	Select
▶ 400-49 - Castings, Stone and Mortar, etc.		
400-49	400-49	Select
▶ 465-57 - Lithotripters (For Breaking Kidney and Other Stones)		
465-57	465-57	Select
▶ 750-35 - Crushed Stone (Includes Riprap)		
750-35	750-35	Select
▶ 770-06 - Aggregate, Gravel, Marble and Stone Chips, etc. (For Roofs)		
770-06	770-06	Select
▶ 895-70 - Welding Accessories: Cutting Tips, Hammers, Hose, Inspection Shields, Lighters, Lighter Bells, Saws, Tin Cans, Tin Dip, etc.		
895-70	895-70	Select

The "Select" button for the second row (005-70 - Pumice Stone) is circled in red. The search field and "Search" button are also circled in red. The "Done" button is at the bottom right of the search window.



10. Users can also edit accounting and shipping information on the **'Line Item Details'** page.
 11. **Account Type** – Defaults to **'Expense'** and should not be modified.
 12. **Bill To** – Defaults from the user's profile but can be modified using the drop-down menu. The Bill To code selected will determine the Bill To address that is printed on the line item. The invoice will be delivered to the specified address.
 13. **Payment Basis** – Defaults to Receipt or Signature based on the Unit of Measure specified. This information is passed to NCAS to determine the payment basis in NCAS.
 14. **Federal Award Number** – This field appears when certain a certain account combination (Company, Account and Center) is selected. Select the applicable Federal Award Number from the drop-down menu or select **'Search for more...'** to view a complete list of federal award numbers.
 15. **Company** – Defines a unique fund type within a reporting entity.
 16. **Account** – Defines the purpose of the expenditure.
 17. **Center** – Defines the type of expenditures made by an individual cost center.
- Note:** The 'Company' and 'Center' fields will default based on the values selected in the user's profile.
- Note:** The **'Company,' 'Account,'** and **'Center'** fields are generated to ensure only valid NCAS general ledger accounting combinations can be chosen using the drop-down menu. The values in these fields must match a valid 'Account Combination.'
- Note:** If a selected accounting combination is not valid, users may have to back out all information from subsequent fields by selecting **'(no value)'** from the **'Search for more...'** menu. For example, to update the **'Company'** field users may have to set the **'Account'** and **'Center'** fields to **'(no value)'** first.
18. **Multi Year Indicator** – Defines the fiscal year for which the funds on this eRequisition should be encumbered.
 19. **Project Company** – Defines a unique fund type within a reporting entity for a purchase order that requires funds to be encumbered over multiple years.
 20. **Project Code** – Use the drop-down menu to select the appropriate project code.

ACCOUNTING - BY LINE ITEM

Account Type:	Expense
Bill To:	41PT
Payment Basis:	Receipt
Federal Award Number:	(none selected)
Entity:	41
Company:	4102
Account:	522110
Center:	27001030
Multi Year Indicator:	Unspecified
Project Company:	Unspecified
Project Code:	Unspecified

Payment basis is determined by 'Unit of Measure' and should not be modified.



21. **Ship To** – Defaults from the user’s profile but can be modified using the drop-down menu.
22. **Deliver To** – Defaults from the user’s profile but can be modified using the free text field. Enter the name and/or department in which the merchandise should be delivered.
23. **Need-by Date** – Enter the date for the items to be delivered if necessary.
24. **Shipping Method** – Using the drop-down box, select the appropriate shipping method.
25. **FOB Code** – Select the FOB (Freight on Board) code using the drop-down menu.
26. **Terms of Payment** – The Terms of Payment default to what has been selected under the **‘Shipping - Entire eRequisition’** section on the Summary page. The appropriate Terms of Payment can also be set for each line item.
27. Click **‘OK’** to complete all edits on the line item.

The screenshot displays the 'SHIPPING - BY LINE ITEM' form. It includes fields for 'Ship To', 'Deliver To', 'Need-by Date', 'Shipping Method', 'FOB Code', and 'Terms of Payment'. Below these are sections for 'COMMENTS - BY LINE ITEM' and 'ATTACHMENTS - BY LINE ITEM'. Three callout boxes provide instructions: one points to the calendar icon next to the 'Need-by Date' field, another points to the 'Add Comment' button, and a third points to the 'Add Attachment' button. At the bottom right, 'OK' and 'Cancel' buttons are visible.



II. Editing a Non-Catalog Item

1. When editing a non-catalog item, the follow fields can be edited:

- Price
- Supplier Location
- Contract
- Commodity Code
- Tax Rate
- Bill To
- Federal Award Number
- Company
- Center
- Project Company
- Ship To
- Need-By Date
- FOB Code
- Supplier
- Contract Type
- Blanket Purchase Order Indicator
- Bid Number
- Account Type
- Payment Basis
- Grant ID/Government Grant Number
- Account
- Multi Year Indicator
- Project Code
- Deliver To
- Shipping Method
- Terms of Payment

2. Supplier Location can be edited by clicking the **'Select'** link next to the **'Location'** field.

The screenshot shows the 'LINE ITEM DETAILS' section of the NCE-Procurement application. The 'Location' field is highlighted with a dashed circle and contains the text 'Chapel Hill Branch - CHH 049 [select]'. Other fields include 'No.: 1', 'Description: First non-catalog item.', 'Qty: 1', 'UOM: sach', 'Commodity Code: 005-05 - Abrasive B', 'Amount: \$20.00000 USD', 'Price: \$20.00 US\$', 'Tax Rate: Other', 'Tax Amount: \$0.00 USD', 'Supplier: CITY ELECTRIC SUR', 'Supplier Part Number: [empty]', 'Recycled Content? No', 'Item Classification: Good', 'Contract Type: No', 'Blanket Purchase? No', 'Bid Number: (none selected)', 'Comments for Accounts Payable Attention: [empty]', and 'Due-on Date: [empty]'.



- Users can select which type of Contract is associated with the non-catalog line item using the 'Contract Type' drop-down menu.

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.

The screenshot shows the 'LINE ITEM DETAILS' form for a non-catalog item. The form includes the following fields and values:

- No.: 1
- Description: First non-catalog item.
- Qty: 1
- UOM: each
- Commodity Code: 005-05 - Abrasive Eqt
- Amount: \$20.00000 USD
- Price: \$20.00 US\$
- Tax Rate: Other
- Tax Amount: \$0.00000
- Supplier: CITY ELECTRIC SUPPL
- Location: Chapel Hill Branch - CHH 0049 [select]
- Supplier Part Number: [empty]
- Recycled Content? Yes No
- Item Classification: [empty]
- Contract Type: [open dropdown menu showing: No, Statewide, Agency Specific, IT Convenience]
- Blanket Purchase?
- Bid Number: [empty]
- Comments for Accounts Payable Attention: [empty]
- Due-on Date: [empty]

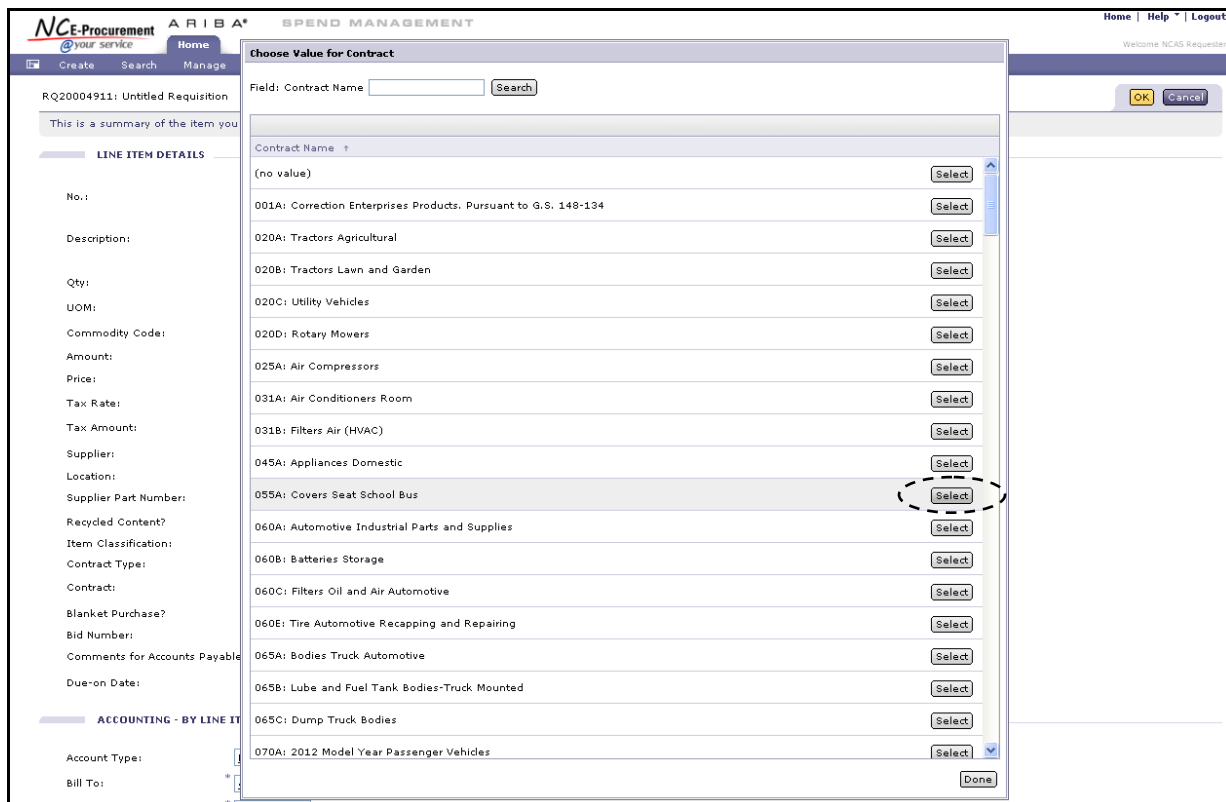


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- When a Contract Type is selected, the **'Contract'** field appears. Depending on the Contract Type selected it will appear either as a drop-down menu or a free-text field. The Contract Type has been set to **'Statewide'** in the example below.
- Select the down arrow from the **'Contract'** drop-down menu. If the appropriate Contract ID is not displayed as a recent selection, choose **'Search for more...'** to view the full list of available contracts.

The screenshot shows the NCE-Procurement web application interface. At the top, there is a navigation bar with 'Home', 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. A message bar indicates 'There is 1 problem that requires completion or correction in order to complete your request.' The main content area is titled 'RQ20004911: Untitled Requisition' and contains a summary of the selected item. The 'LINE ITEM DETAILS' section is expanded, showing various fields for the requisition line item. The 'Contract Type' is set to 'Statewide', and the 'Contract' dropdown menu is open, displaying a list of contract options: '060B: Batteries Storage', '204B: Mobile Ruggedized Computers', and 'Search for more...'. The 'Search for more...' option is highlighted with a dashed circle. Other fields include 'No.: 1', 'Description: First non-catalog item.', 'Qty: 1', 'UOM: each', 'Commodity Code: 005-05 - Abrasive Equ', 'Amount: \$20.00000 USD', 'Price: \$20.00 US\$', 'Tax Rate: Other', 'Tax Amount: \$0.00 USD', 'Supplier: CITY ELECTRIC SUPPLY', 'Location: Chapel Hill Branch - CHH 0049 [select]', 'Supplier Part Number: [empty]', 'Recycled Content? No', 'Item Classification: Good', 'Blanket Purchase? [empty]', 'Bid Number: [empty]', 'Comments for Accounts Payable Attention: [empty]', and 'Due-on Date: [empty]'.

6. 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.
7. To add a Contract to the line item, click **'Select'** next to the appropriate value.





III. Editing a Catalog Item

1. When editing a catalog item, the following fields can be edited:

- Supplier Location
- Account Type
- Payment Basis
- Grant ID/Government Grant Number
- Account
- Multi Year Indicator
- Project Code
- Deliver To
- Shipping Method
- Terms of Payment
- Tax Rate
- Bill To
- Federal Award Number
- Company
- Center
- Project Company
- Ship To
- Need-by Date
- FOB Code

Note: Users with the Purchasing Agent role can edit the price on catalog items to decrease it. Users cannot increase the price on a catalog item. If the data on a catalog item is incorrect, please also contact the NC E-Procurement Helpdesk at (888) 211-7440 Option 1, or email ephelpdesk@its.nc.gov, so that the issue can be researched.

2. **Additional Data** – When an eRequisition line item is a BForm Item (Business Form), the additional information for that line item (e.g., color, size) will display in the **'Additional Data'** field. The selection in this field can be edited by clicking on the linked value that appears.

The screenshot shows the 'LINE ITEM DETAILS' section of the NCE-Procurement system. The item is 'Computer Table with Flip Top Wire Management - Unitized Welded Steel Frame with 4 adjustable legs and fully welded frame below top - 30"W x 30"D x 23"-35"H'. Fields include Qty (1), UOM (each), Commodity Code (420-84 - Schoolroom Furnitu...), Amount (\$378.00000 USD), Price (\$378.00 USD), Tax Rate (Other), Tax Amount (\$0.00 USD), Supplier (BLANKENSHIP ASSOCIATES INC), Location (BLANKENSHIP ASSOCIATES INC [select]), Supplier Part Number (23.3305.6**000), Recycled Content? (No), Item Classification (Good), Contract Type (Statewide), Contract (420B: Furniture Classroom Metal), and Bid Number (801277 - Furniture, Classroom, Metal). The 'Additional Data' field contains a link 'Computer Furniture Options' which is circled with a dashed line. Two yellow callout boxes provide instructions: one states that 'Description,' 'UOM,' 'Price,' 'Commodity Code,' and 'Supplier' fields are not editable, and the other instructs to click the 'Additional Data' link for more information.



IV. Editing a Punchout Catalog Item

When editing a punchout catalog item, the following fields can be edited:

- Supplier Location
- Tax Rate
- Bill To
- Federal Award Number
- Account
- Multi Year Indicator
- Project Code
- Deliver To
- Shipping Method
- Terms of Payment
- Commodity Code
- Account Type
- Payment Basis
- Company
- Center
- Project Company
- Ship To
- Need-by Date
- FOB Code

Note: Changes to the **'Quantity'** field must be made within the supplier's punchout catalog. Users can click the **'Edit'** link to punch out to the supplier's catalog.

'Description,' 'UOM,' 'Price,' and 'Supplier' fields are not editable for punchout catalog line items.

Click 'Edit' to return to the punchout catalog to update the quantity.



V. Mass Edit Functionality

When creating an eRequisition with multiple line items, users can mass edit eRequisition line items to set the same values for multiple lines. Not all fields are available for mass editing. Users will find this feature helpful when setting account codes.

During Mass Edit, the sample line item is determined based on the following order of the line item type: Catalog, Punch-out, Non-Catalog. Users will only be able to edit the fields associated with the sample item according to the chart below.

Editable Fields by Sample Line Item Type			
Field	Non-Catalog	Catalog	Punchout
Supplier	X		
Supplier Location	X	X	X
Contract Type	X		
Contract	X		
Blanket Purchase Order Indicator	X		
Commodity Code	X		X
Bid Number	X		
Quantity			
Price			
Tax Rate	X	X	X
Account Type	X	X	X
Bill To	X	X	X
Payment Basis	X	X	X
Federal Award Number	X	X	X
Grant ID/Government Grant Number	X	X	X
Company	X	X	X
Account	X	X	X
Center	X	X	X
Multi Year Indicator	X	X	X
Project Company	X	X	X
Project Code	X	X	X
Ship To	X	X	X
Deliver To	X	X	X
Need-by Date	X	X	X
Shipping Method	X	X	X
FOB	X	X	X
Terms of Payment	X	X	X



1. To mass edit line items, place a check in the checkbox beside each line item to be edited and click the 'Edit' button.

The screenshot shows the NCE-Procurement web interface for a requisition titled 'Untitled Requisition'. The interface includes a navigation bar with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. Below the navigation bar, there are tabs for 'Summary' and 'Approval Flow'. The 'Summary' tab is active, showing fields for Title, Pre-Encumbrance Status, On Behalf Of, Delay Purchase Until, Buying Entity, and Transmit To Supplier. Below the summary, there is a table of line items with columns for No., Type, Description, Supplier Part Number, Qty, Unit, Tax, Price, and Amount. Line items 1 and 2 are highlighted in yellow and have checkboxes checked. Line item 1 is 'First non-catalog item.' and line item 2 is 'Second non-catalog item.'. Below the table, there are buttons for 'Edit', 'Copy', 'Delete', 'Add from Catalog...', and 'Add Non-Catalog Item...'. A 'Total Cost' of \$445,86000 USD is displayed at the bottom right of the table area.

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Price	Amount
1	Non-Catalog	First non-catalog item.		1	each	\$0.00000 USD	\$10.00 USD	\$10.00000 USD
2	Non-Catalog	Second non-catalog item.		1	each	\$0.00000 USD	\$20.00 USD	\$20.00000 USD
3	Catalog	Computer Table with Flip Top Wire Management ...	23.3305.6**000	1	each	\$0.00 USD	\$378.00 USD	\$378.00000 USD
4	Catalog	Hex Key Set, Ball End, Measurement Type SAE/...	4CR58	1	each	\$0.00 USD	\$27.86 USD	\$27.86000 USD
5	Non-Catalog	@Quote test item.	DefaultSupplierPartId 1	1	each	\$0.00 USD	\$10.00 USD	\$10.00000 USD

2. During Mass Edit, the sample line item is determined based on the following order of the line item type: Catalog, Punchout, Non-Catalog. Users will only be able to edit the fields associated with the sample item, as described in the chart at the beginning of this section. The screenshot on the next page shows the mass edit functionality when both a non-catalog item and a catalog item are selected for editing.

Note: Some changes made during a mass edit do not apply to all line items. For instance, if the supplier location has been updated for two line items with different suppliers, the edit is only applied to the sample line item because the selected location is invalid for the other line item.

3. Edit the necessary fields.



4. Click **'Next'** to review the mass edit changes.

'Description,' 'UOM,' 'Price,' 'Commodity Code,' and 'Supplier' fields are not editable because the catalog item is used as the sample item.

Supplier: * BLANKENSHIP ASSOCIATES INC
Location: BLANKENSHIP ASSOCIATES INC [select]
Contract Type: Statewide
Contract: * 420B: Furniture Classroom Metal
Blanket Purchase? No
Commodity Code: 420-84 - Schoolroom Furnitu...
Bid Number: 801277 - Furniture, Classroom, Metal
Tax Rate: Other

ACCOUNTING - BY LINE ITEM

Account Type: Expense
Bill To: 41PT
Payment Basis: Receipt
Federal Award Number: (none selected)

Entity: 41
Company: 4101
Account: 535680
Center: 1000
Multi Year Indicator: Unspecified
Project Company: Unspecified
Project Code: Unspecified

Note: The mass edit function uses line item 1 as a sample item for the mass edit only if all of the line items are of the same type. If different line item types are being edited, the line used as the example is determined by this hierarchy: catalog, punchout, non-catalog. Users edit the necessary fields on the sample line item. When done editing, the changes made against the sample line item will be applied to qualifying line items.

5. Review the modified fields and click **'Done'** to complete the mass edit and apply the changes.

These are the fields you have modified. Confirm the changes or cancel making changes.

eRequisition item 1 is used as the sample item for mass edit.

Old Value		New Value	
Location	Fuquay-Varina - FUQ_0524	Location	Chapel Hill Branch - CHH_0049
Accounting	Account Type: Expense Bill To: 41PT Payment Basis: Receipt Federal Award Number: (no value)	Accounting	Account Type: Expense Bill To: 41PT Payment Basis: Receipt Federal Award Number: (no value)
Entity:	41	Entity:	41
Company:		Company:	
Account:		Account:	
Center:		Center:	
Multi Year Indicator:	Unspecified	Multi Year Indicator:	Unspecified
Project Company:	Unspecified	Project Company:	Unspecified
Project Code:	Unspecified	Project Code:	Unspecified