Questions asked during the NCAS Approver Webinar
June 16, 2020

Note: Duplicate questions have been combined

CATEGORY	QUESTION	RESPONSE
Printing	Where/how would I print the requisition?	The print function is available in Expert View. It is not available in Guided Buying.
Viewing Details	In the old system, you had to look at each line in a RQ to find the multi year indicator. Is it easier to see the multi year indicator without looking at each line when there could be 25 lines or more?	In expert view, you have the ability to select multi year indicator as one of the columns to be visible on the line, and you can export all those line as a CSV / Excel file.
	Do you have to click on the detail button for each line to see the accounting information or will one click open the accounting information for all the lines	Within the system it is necessary to click the detail button for each line to see the accounting information. If approving via email, the accounting information is displayed in the email without the user needing to click into anything.
Editing	As an approver, do I have the option to "edit" the requisition to make corrections, changes, etc.?	You will need to be associated to the Edit role in order to 'Edit' the requisition to make corrections, changes. If you have this access now, you will also have it in the new system.
	As a Procurement Specialist, will I be able to correct commodity codes?	If you have the edit role, you will have the ability to change ad hoc or non-catalog commodity codes as an approver.
Denying	If we deny an order, will we still have access to view that particular order once denied?	In Expert View, it will disappear from your To Do queue, but it will show up in the recently viewed section, or you could always search for it. In Guided Buying it will move from the Your Approvals tab to the Recent Approvals tab.
Delegating Authority	Will this update have the same functionality as before with a designee of approval capabilities? For example, If I designate someone to approve on my behalf for a period of time, would I still be able to see all PR's as well and approve?	Yes, users in the new system will still have the ability to temporarily "delegate authority" to another user (as long as that user has the same or higher $ approval threshold as they do) that will allow them to approve on your behalf, and you'll still be able to log in to see all the PR's to approve.
Reporting	Will we still have access to creating reports? And saving that report to run over and over?	Reporting will still be available in a slightly different, yet expanded format. And, yes, you will still be able to save reports, you can even set up reports to run automatically and email those results out to different people.
What's Next?	Is there an online training environment available? Will there be written instructions/training/guides available?	There will be a training environment available once the new system goes live (it cannot be implemented before for technical reasons). Also we are developing additional online training content such as job aids and videos that will be shared with end-users at Go-Live.
	Will orders from the old system be archived and available anywhere?	You can still view and receive against oders in the old system through August 31, just not create any new ones. They will then be migrated to a Procurement solution hosted by the GDAC at some point between August 31 and the end of the year. **https://it.nc.gov/services/nc-gdac**
	Purchasing has a lot of work to do to make this GO Live successful for the end-users who are not as computer savvy as we would all like.	This is very true, and we want to do whatever we can to support you and your users. We'll have supplemental online training materials availabe by go-live and our Help Desk will be here to assist you as always.
	If we have questions after this, who should we ask?	Our help desk can answer questions non-stop Monday to Friday. Call **888-211-7440**, or email to **ephelpdesk@its.nc.gov**