

Questions asked during the NCAS Receiver Webinar June 18, 2020

Note: Duplicate questions have been combined



CATEGORY	QUESTION	RESPONSE
Getting Started	Why are there two views? What are the advantages?	Guided Buying is designed to make it easier for basic users to make routine purchases in a more modern user interface. It is usually preferred by first-time users. Expert View will act more like the system you're currently used to. At the end of the day, it will come down to personal preference and we encourage you to explore both views to see what will work best for you.
Searching	Will we be able to search by ADMIN Requester?	If you have an extended role to search for other requisitions in the system today, you will still have the ability to search for them in the new system.
	Can you use the date field(s) to help narrow your search results?	Yes, you can use date fields to help you narrow your search results.
Packing Slips	Would the packing slip number still be accessed somewhere in the purchase order? besides just the public report?	Yes, packing slip numbers are still accessible per previous receipts. The report can just help if you have a giant order with lots of previous receipts.
Printing	Are you able to print the receipt page or do you have to go to the expert view to print?	Print functionality is only available in Expert View. But there is a report available in both Guided Buying and Expert View which will allow you to export information and print.
Archiving	Once EPs are received, can we post them in Archives and name folders?	Yes you have the ability to archive and label orders.
What's Next?	What happens after August 31st? Can we no longer view the old system?	The current system will be visible until at least August 31. At some point between then and the end of the year, all legacy data in the system (including receipts) will be archived in a reporting portal hosted by DIT at the GDAC (N.C. Government Data Analytics Center). More information to come in the coming months. 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 available 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