



DPI - PROCESSING LEA TEXTBOOK ORDERS

QUICK REFERENCE GUIDE INV-59

INV

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to process Local Education Agency (**LEA**) textbook orders at the Department of Public Instruction (DPI) in the North Carolina Financial System (**NCFS**).

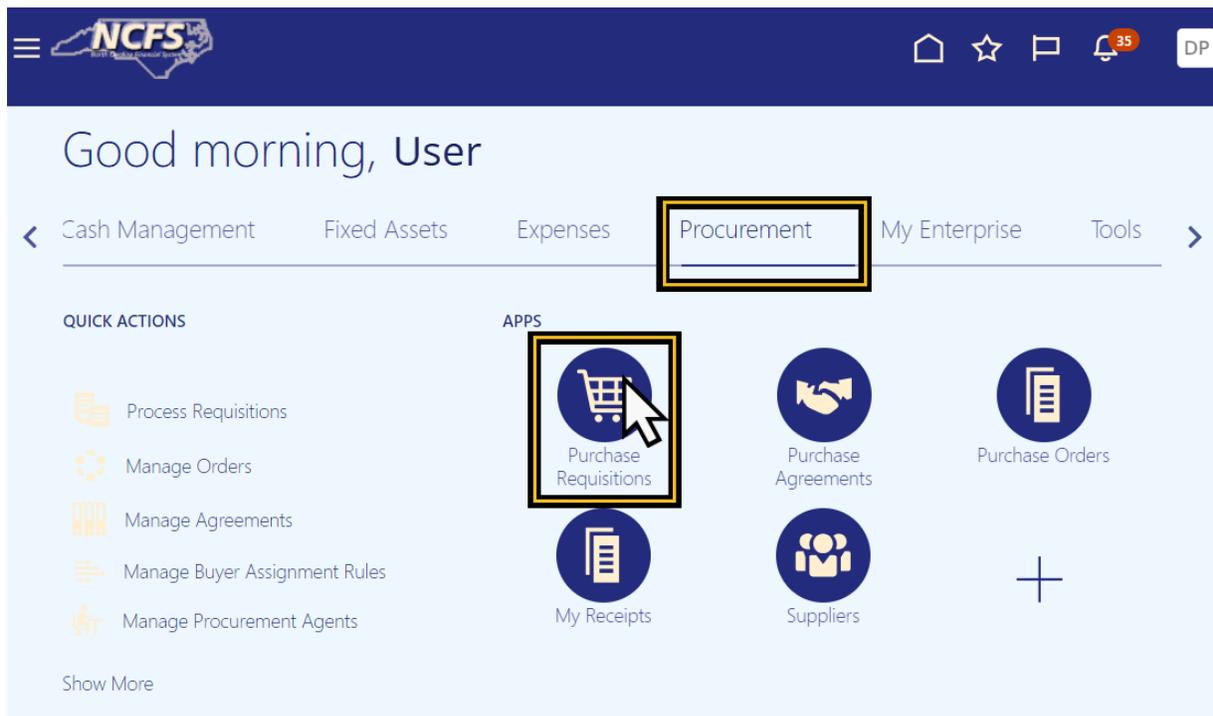
Introduction and Overview

This QRG covers how to Process LEA textbook orders at DPI in NCFS. This QRG also covers how to create a Non-Catalog Requisition, review Non-Catalog Purchase Orders, process Purchase Order Receipts, create a Purchase Order Matched Invoice, process a Manual Accounts Receivable (AR) invoice, mark AR invoice paid, add AR customers, and Deposit Payment in Cash Management in NCFS.

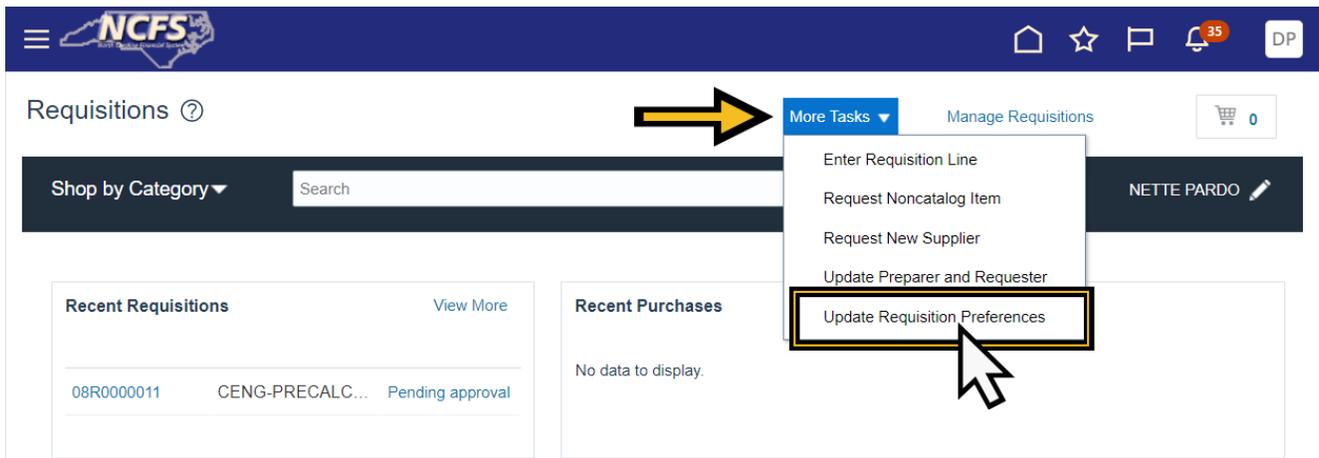
Create a Non-Catalog Requisition

To create a Non-Catalog Requisition in NCFS, please follow the steps below:

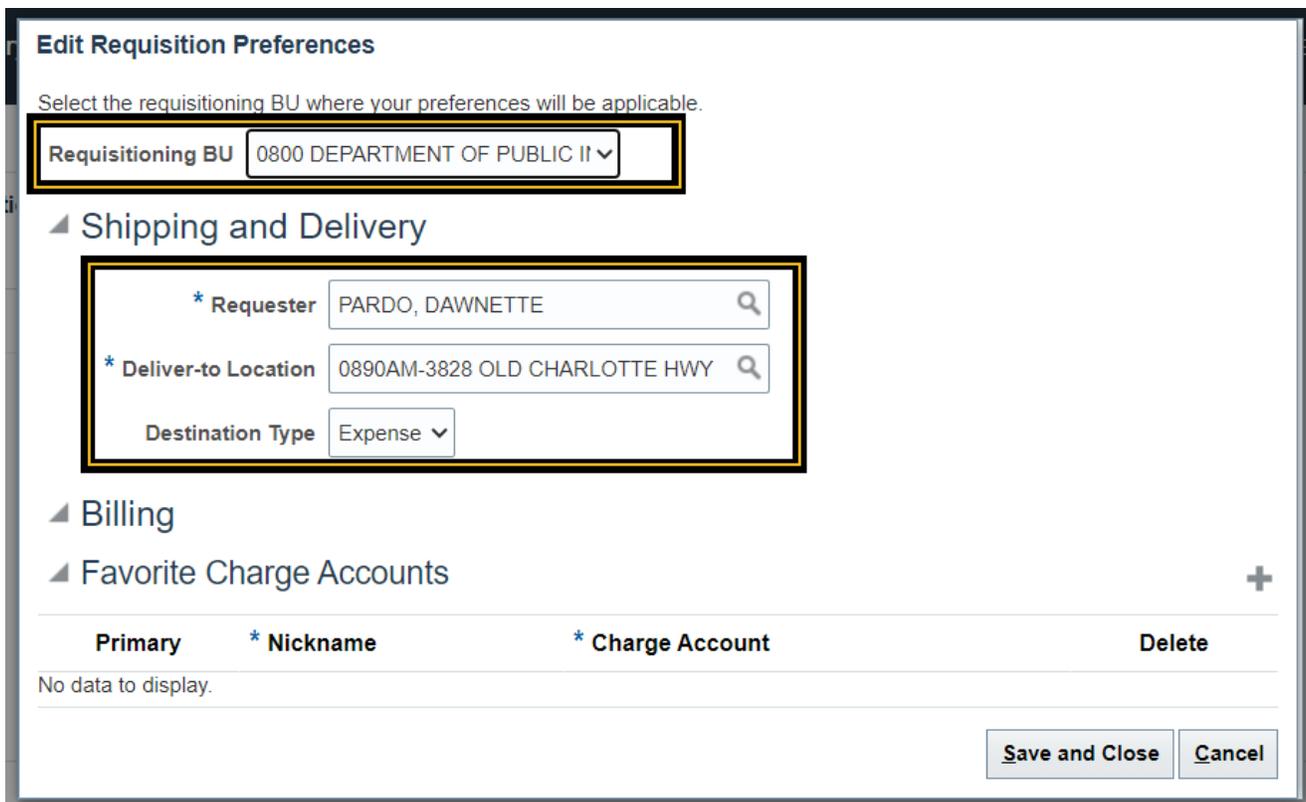
1. Log into the **NCFS** portal with your credentials to access the system.
2. Select the **Procurement** tab on the **Home** page.
3. Click the **Purchase Requisitions** app.



- Click the More Tasks drop down menu and select Update Requisition Preferences.



- Select 0800 Department of Public Instruction from the Requisitioning BU.
- In the Shipping and Delivery section, select the appropriate Requestor, Deliver-to Location, and the Destination Type as Expense.



7. Click Save and Close.

Edit Requisition Preferences

Select the requisitioning BU where your preferences will be applicable.

Requisitioning BU 0800 DEPARTMENT OF PUBLIC II ▼

Shipping and Delivery

* Requester PARDO, DAWNETTE 🔍

* Deliver-to Location 0890AM-3828 OLD CHARLOTTE HWY 🔍

Destination Type Expense ▼

Billing

Favorite Charge Accounts +

Primary	* Nickname	* Charge Account	Delete
No data to display.			

Save and Close Cancel

8. Click the More Tasks drop down menu and select Enter Requisition Line.

NCFS
🏠 ☆ 📄 🔔³⁵ DP

Requisitions ?
➔ More Tasks ▼ Manage Requisitions
🛒 0

Shop by Category ▼

DAWNETTE PARDO ✎

Recent Requisitions [View More](#)

08R0000011	CENG-PRECALC...	Pending approval
------------	-----------------	------------------

Recent Purchases

No data to display.

More Tasks ▼

- Enter Requisition Line
- Request Noncatalog Item
- Request New Supplier
- Update Preparer and Requester
- Update Requisition Preferences

9. Select Goods for Line Type.
10. Enter the Item Description.
11. Select 551015-Printed Publications from the Category Name.
12. Enter the Quantity.
13. Select EACH for UOM Name.
14. Enter the Price.
15. Select USD as the Currency.
16. Check the Negotiated box. *(This box must be checked to auto approve the Purchase Order.)*



Enter Requisition Line ?

Add to Cart Done 0

→ * Line Type

Item

Revision

→ * Item Description

→ * Category Name

→ * Quantity

→ * UOM Name

→ * Price

→ * Currency

→ Negotiated

Source Type

Agreement

New supplier

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

Delivery



- 17. Select Supplier from Source Type.
- 18. Select the appropriate Supplier.
- 19. Select the appropriate Supplier Site.

- 20. Enter the Accounting Segment.

Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
0800-700100-56500159-08A0130-087	9/13/24	100	185	20,954.95	Not reserved	X
Total			100	185	20,954.95	



21. Review all information and click Add to Cart.

The screenshot shows the 'Enter Requisition Line' form. At the top left is the NCFS logo. At the top right are navigation icons (home, star, flag, bell) and a user profile icon labeled 'LB'. Below the navigation bar, the form title 'Enter Requisition Line' is followed by a help icon. To the right of the title are three buttons: 'Add to Cart' (highlighted with a yellow box and a mouse cursor), 'Done', and a shopping cart icon with the number '0'. The form fields include: '* Line Type' (Goods), 'Item' (empty search field), 'Source Type' (Supplier), and 'Agreement' (empty search field).

22. Click the Shopping Cart icon.

This screenshot is similar to the previous one, but the shopping cart icon now shows the number '1', indicating an item has been added. The 'Add to Cart' button is no longer highlighted.

23. Click the Review Button.

The screenshot shows a review modal window. At the top, it has 'Add to Cart', 'Done', and a shopping cart icon with '1'. The modal content includes: a camera icon, the item name 'Ceng- Math & You 6-8 Big Ideas Vol 6-8', the price '\$113.27 EACH', and a quantity input field with '185'. Below this, it shows 'Total \$20,954.95'. At the bottom of the modal are two buttons: 'Review' (highlighted with a yellow box and a mouse cursor) and 'Submit'. The background shows the 'Supplier' field from the previous form.

- 24. Review the Requisition order.
- 25. Select the appropriate Customer.

Requisition: 08R0000018

Shop | Check Funds | Manage Approvals | View PDF | Save | Submit

Requisitioning BU: 0800 DEPARTMENT OF PUBLIC INSTRUCTION
 * Description: Ceng- Math & You 6-8 Big Ideas Vol 6-8
 Emergency purchase order number required

Requisition Amount: 20,954.95 USD
 Approval Amount: 20,954.95 USD
 Funds Status: Not reserved

Attachments: None
 Customer: WATAUGA COUNTY SCHOOLS (LY MARZEPO BOX 1790, Bt)
 NOTE: Customer must be selected for consumption requisition only and not for purchase requisition

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions | View | Format | Freeze | Detach | Wrap

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Ceng- Math & You 6-8 Big Ideas Vol 6-8	551015-Printed publi...	185	EACH	113.27 USD	20,954.95	Not reserved	X
Total						20,954.95		

Rows Selected 1 | Columns Hidden 8

- 26. Click Save

Shop | Check Funds | Manage Approvals | View PDF | Save | Submit

Requisitioning BU: [Empty]
 * Description: [Empty]
 Emergency purchase order number required

Requisition Amount: 20,954.95 USD
 Approval Amount: 20,954.95 USD
 Funds Status: Not reserved

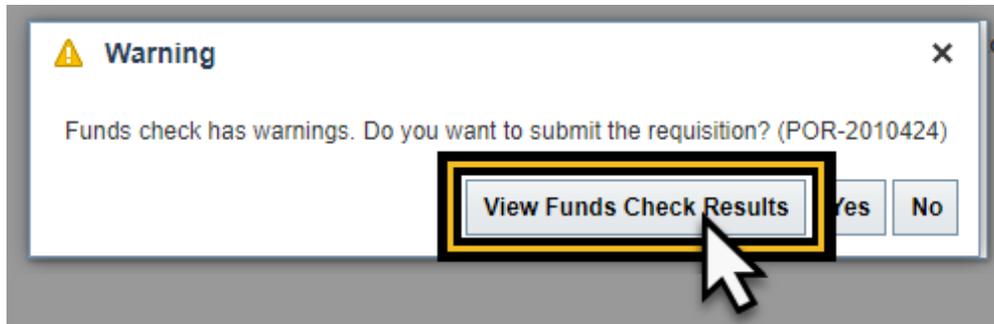
- 27. Click Submit.

Shop | Check Funds | Manage Approvals | View PDF | Save | Submit

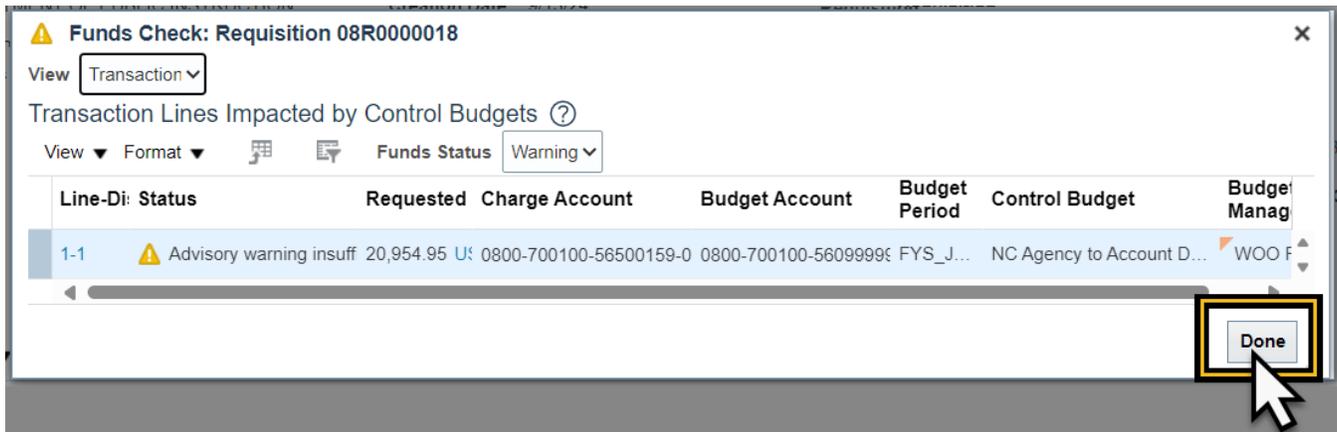
Requisitioning BU: [Empty]
 * Description: [Empty]
 Emergency purchase order number required

Requisition Amount: 20,954.95 USD
 Approval Amount: 20,954.95 USD
 Funds Status: Not reserved

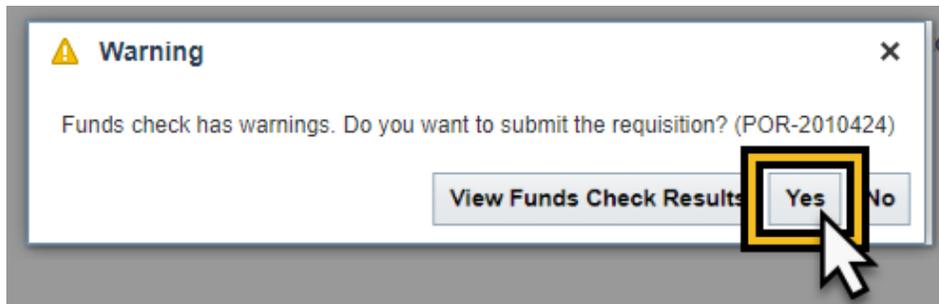
28. A Warning window may appear for Funds Checking. Click the View Funds Checking Results button.



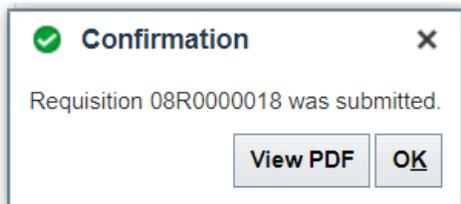
29. Review the Line Status and discuss with DPI’s Budget Analyst. Click Done.



30. The Warning window will reappear. Click Yes.



31. A Confirmation window will appear with the Requisition number. Click View PDF for a copy of the Requisition order, or click OK to close.



32. Click the Pending Approval hyperlink, from the recent requisitions.

Requisitions ? More Tasks Manage Requisitions 0

Shop by Category Requester LABRIZZIA BAKER

Recent Requisitions	View More
08R0000018 Ceng- Math & You... Pending approval	
08R0000013 CENG-NAT GEO ... Pending approval	
08R0000012 CNGE-REACH F... Pending approval	

Recent Purchases
No data to display.

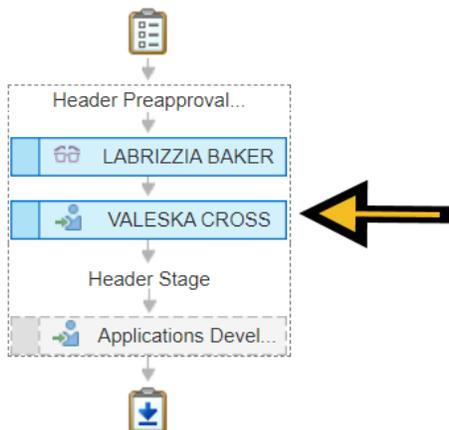
33. Review the assigned approver and work with them to have the Requisition approved.

Action Detail: 08R0000018 Done

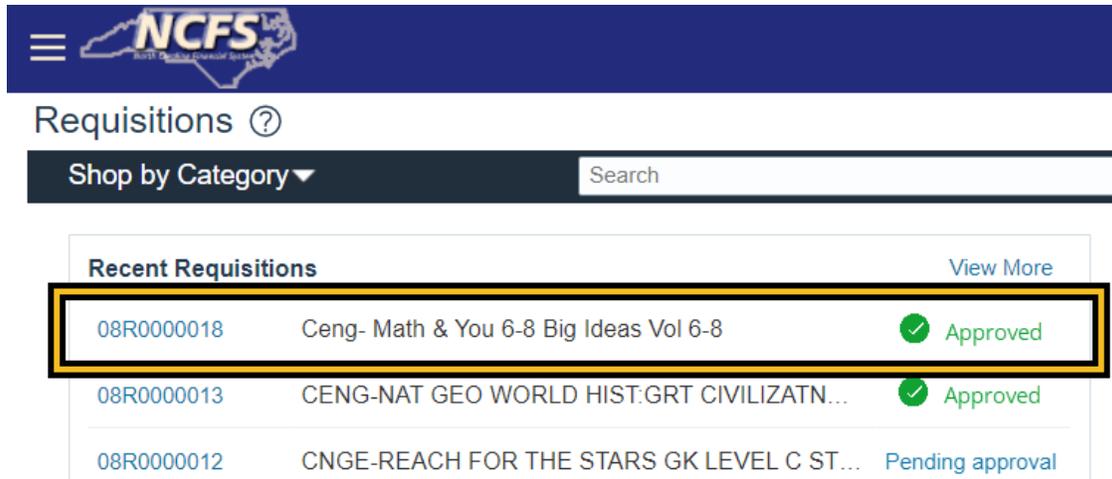
Requisition 08R0000018
Date Submitted 9/13/24 2:17 PM

Options ▾

Section	Stage or Participant
1	Header Preapproval Stage
1.1	LABRIZZIA BAKER - Requester FYI Assigned 9/13/24 2:17 PM LABRIZZIA BAKER
1.2	Parallel
1.2.1	VALESKA CROSS - Preapproval Header Hierarchy Assigned 9/13/24 2:17 PM LABRIZZIA BAKER
2	Header Stage
2.1	Parallel
2.1.1	Applications Development Framework Application Identity for Procurement - Header Hierarchy



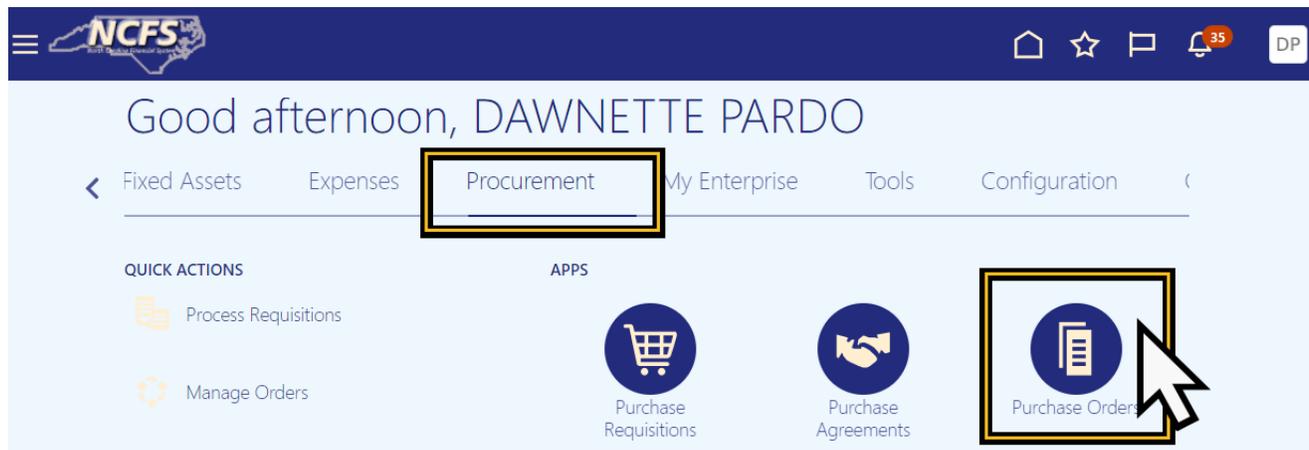
34. Once approved the Requisition status will update to Approved.



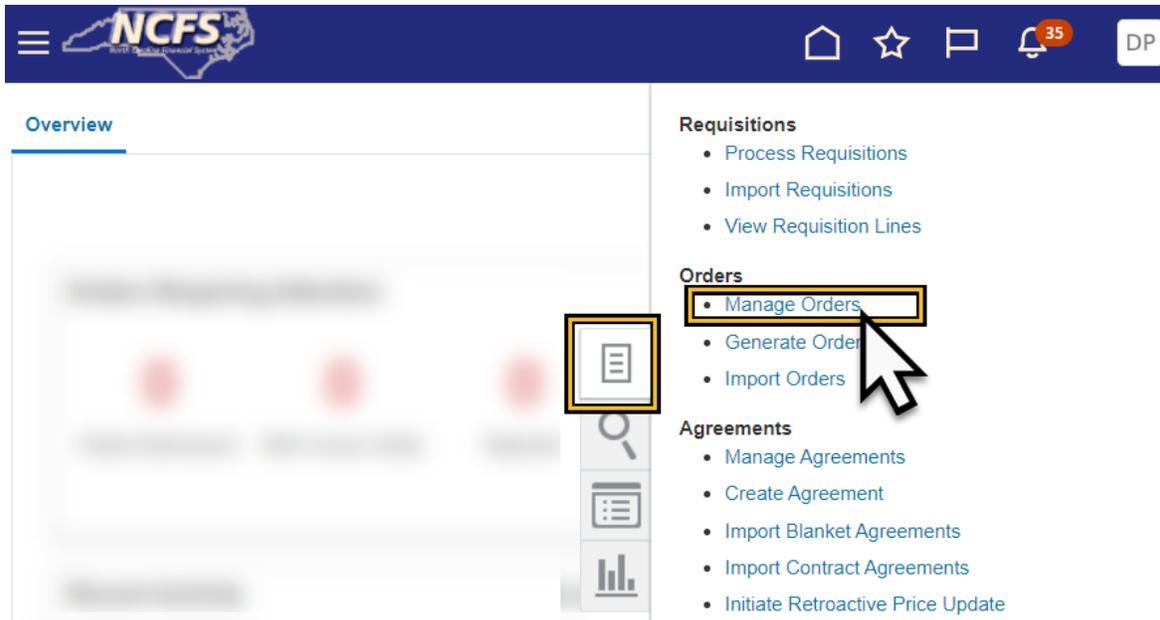
Review Created Non-Catalog Purchase Order

Once the requisition is approved the purchase order will automatically be generated. Follow the below steps to review the purchase order in NCFS.

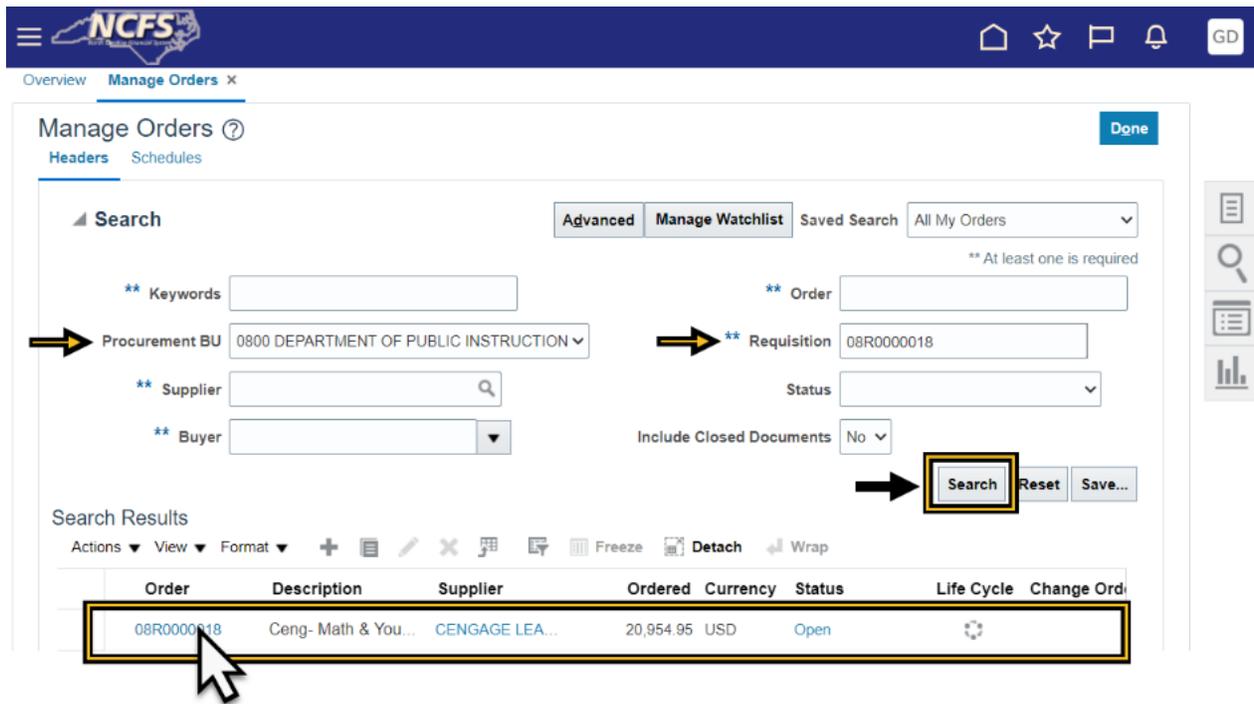
1. Select the **Procurement** tab on the Home page.
2. Click the **Purchase Orders** app.



3. Click the **Tasks** menu and select **Manage Orders**.



4. The **Procurement BU** will default. Enter the **Requisition number** in the **Requisition** field. Click **Search** to pull up the **Purchase Order** created.



5. Click the Purchase Order hyperlink to view the Purchase Order details.

Purchase Order: 08R0000018

General

Procurement BU	0800 DEPARTMENT OF PUBLIC INSTRUCTION	Supplier	CENGAGE LEARNING	Ordered	20,954.95 USD
Requisitioning BU	0800 DEPARTMENT OF PUBLIC INSTRUCTION	Supplier Site	O.0800.50	Total Tax	0.00 USD
Sold-to Legal Entity	NC DEPARTMENT OF PUBLIC INSTRUCTION	Supplier Contact	dtwqdmkplc y yowqzed	Total	20,954.95 USD
Bill-to BU	0800 DEPARTMENT OF PUBLIC INSTRUCTION	Communication Method	E-Mail	Description	Ceng- Math & You 6-8 Big Ideas Vol 6-8
Order	08R0000018	Communication Email	sendmail-test-discard@oracle.com	Requisition	
Status	Open	Bill-to Location	0800DPINI-6336 MAIL SERVICE CENTER	Source Agreement	
Funds Status	Reserved	Ship-to Location	0800DPINI-6336 MAIL SERVICE CENTER	Supplier Order	
Buyer	VALESKA CROSS				
Creation Date	9/13/24				

Order Life Cycle

Ordered: 20,954.95 USD

View Details

Terms

Required Acknowledgment	None	Shipping Method	
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Additional Information

Context Prompt	Ariba	VERSION_NUMBER	1	XXNC_OVERRIDE_REJ_TO_AOD
ARIBA_PO_NUMBER	NC460853	REQUISITION_NUMBER	RQ27675	

Lines

Line	Item	Description	Quantity	UOM	Price	Ordered	Status	Funds	Status	Details
1		Ceng- Math & You 6-8 Big Ideas Vol 6-8	185	EACH	113.27	20,954.95	Open	Reserved		

Process Purchase Order Receipt

Once LEAs receive the textbook orders, DPI should be notified of the quantity and accuracy of the order received.

Follow the below steps to receive the order against the Purchase Order in NCFS.

1. Select the **Procurement** tab on the Home page.
2. Click the **My Receipts** app.

Good morning,
Procurement Tools

QUICK ACTIONS

- Manage Receipts

APPS

- Purchase Agreements
- Purchase Orders
- My Receipts** (highlighted)



3. On the **Receive Items** screen, enter the **Purchase Order** number.
4. Select **Any Time** from the **Items Due** dropdown menu.
5. Click **Search**.

Receive Items ?

Advanced Saved Search Items Due in Last 7 Days ▾

** At least one is required

** Requester Requisitioning BU 0800 DEPARTMENT OF PUBLIC INSTRUCTION

** Entered By ** Purchase Order 08R0000018

Requisition ** Transfer Order

Items Due Any time ▾

Search Reset Save...

6. Select the desired **row**.
7. Click **Receive**.

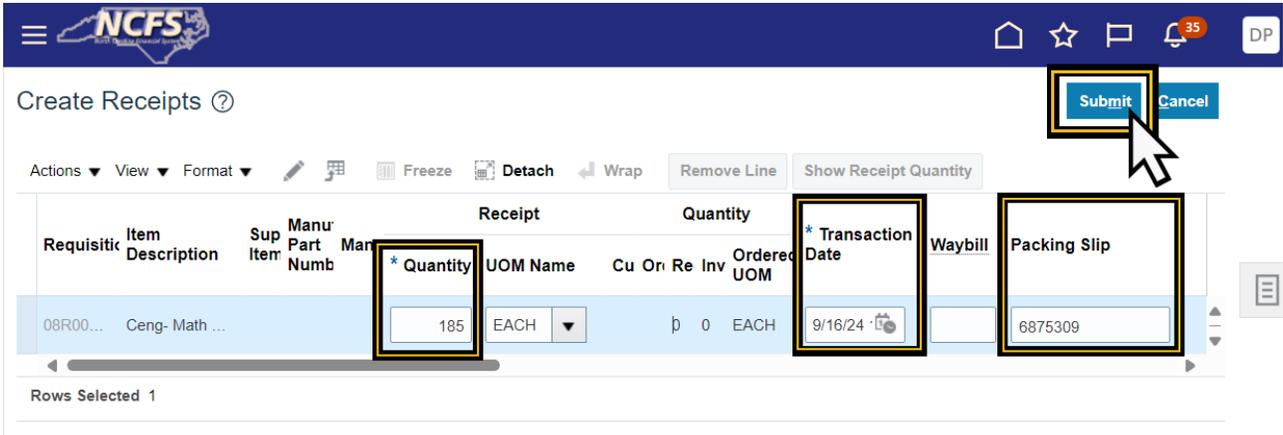
Search Results

View ▾ Format ▾ Freeze Detach Wrap **Receive**

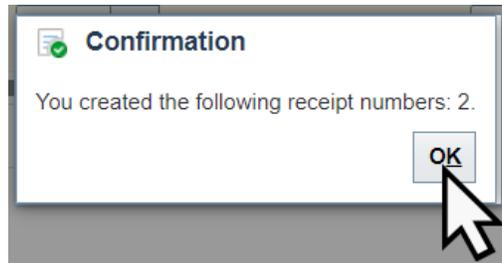
Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Ordered		
						Quantity	UOM Name	Curr
DEPARTM...	08R0000018	1	Ceng- Math & You 6-8 Bi...	CENGAGE LEA...	9/20/24		EACH	

Rows Selected 1 Columns Hidden 13

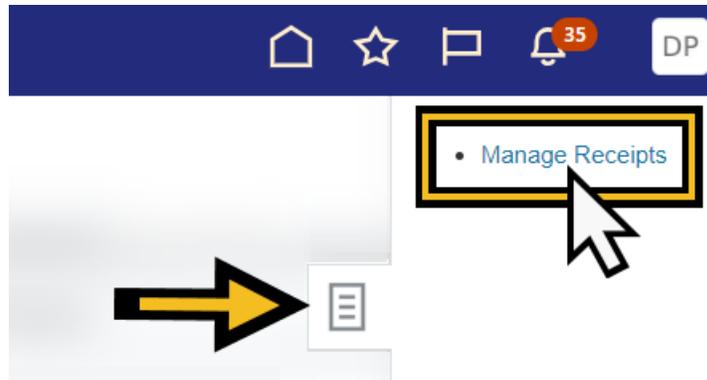
8. On the **Create Receipts** screen, enter the **Quantity Received** by LEAs in the **Quantity** field. (If the LEAs receive a partial order quantity, enter the partial quantity that was received).
9. The **Transaction Date** will default to today’s date, enter the appropriate date received.
10. Enter the **Packing Slip** number, if available in the **Packing Slip** field.
11. Click **Submit**.



12. A **Confirmation window** will appear with the **Receipt Number**.
13. Click **OK**.



14. Click the **Tasks Menu** and select **Manage Receipts** to review the receipts processed.



15. On the **Manage Receipts** screen, enter the **Receipt number** in the **Receipt** field.
16. Select the **Requisitioning BU** as **0800 DEPARTMENT OF PUBLIC INSTRUCTION**.
17. Click **Search** to review the receipt details.

Manage Receipts Done

Search Advanced Saved Search All Receipts

**** Receipt** 2 **Requisitioning BU** 0800 DEPARTMENT OF PUBLIC INSTRUCTION

Requisition **** Purchase Order**

Items Received Last 7 days **** Transfer Order**

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Return Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchas
				Quantity	UOM Name	Currency		
0800 DEPARTM...	2	Ceng- Math & You 6-8 Bi...	CENGAGE LEARNING	185	EACH		9/16/24 11:0...	08P0000

Columns Hidden

Create a Purchase Order Matched Invoice

Once the textbook supplier sends the invoice to DPI, DPI Accounts Payable staff will Create a Purchase order matched invoice in Payables to pay the invoice against the purchase order. Please reference **QRG: AP-30 Create PO Matched Invoice & Update Invoice Cost Distribution** at the below link:

https://www.osc.nc.gov/training/ncfs-help-documents?field_document_entity_terms_target_id=2215&combine=

Process a Manual Accounts Receivable (AR) Invoice

DPI will create an AR invoice to the LEA for the invoice plus 1.75% fee amount and send to the LEA for payment. To Create and Manage Invoices in AR, please reference **QRG: AR-06 Create and Manage Invoices** at the link below.

https://www.osc.nc.gov/training/ncfs-help-documents?field_document_entity_terms_target_id=2212&combine=



Mark an AR Invoice Paid

Once payment is received by DPI from the LEA, DPI will mark the AR invoice paid. To mark an AR Invoice paid, please reference **QRG: AR-11 Create and Manage Receipts** at the link below.

https://www.osc.nc.gov/training/ncfs-help-documents?field_document_entity_terms_target_id=2212&combine=

Create New Customers in AR

Only needed if DPI adds a new LEA. To create a new customer(s) in AR, please reference **QRG: AR-19 Process for Creating Customer** at the link below.

https://www.osc.nc.gov/training/ncfs-help-documents?field_document_entity_terms_target_id=2212&combine=

Deposit Payment into Cash Management

Deposit Payment into Cash Management

Please refer to your agency’s procedures for processing receipt of a paper check from the LEAs. To enter a journal entry manually to record the deposit, please refer to **QRG: CM-12 Entering a Journal Entry Manually** at the link below.

https://www.osc.nc.gov/training/ncfs-help-documents?field_document_entity_terms_target_id=2164&combine=

Wrap-Up

Create a Non-Catalog Requisition, Review Non-Catalog Purchase Order, process Purchase Order Receipt, close a Non-Catalog Purchase Order, process a Manual Accounts Receivable (AR) invoice, mark AR invoice paid, Add AR customers, and Deposit Payment in Cash Management.

Additional Resources

Instructor Led-Trainings (ILT) and Web-based Trainings (WBT)

- AP100: AP Agency Payment Management
- AP101: Invoice Management
- AP102: AP Approvals
- AR100: Customer Maintenance
- AR101: Collections Management
- AR102: Receipt Management
- AR001: Accounts Receivable Inquiry
- GL100a: Journal Approver
- GL100b: Journal Entry

- GL100c: Journal Entry
- GL001: Journal Inquiry (Part 1 & 2)
- PO001: Procurement Inquiry
- PO101: PO Procurement Requestor
- PO107: PO Advanced Procurement Requestor