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**).

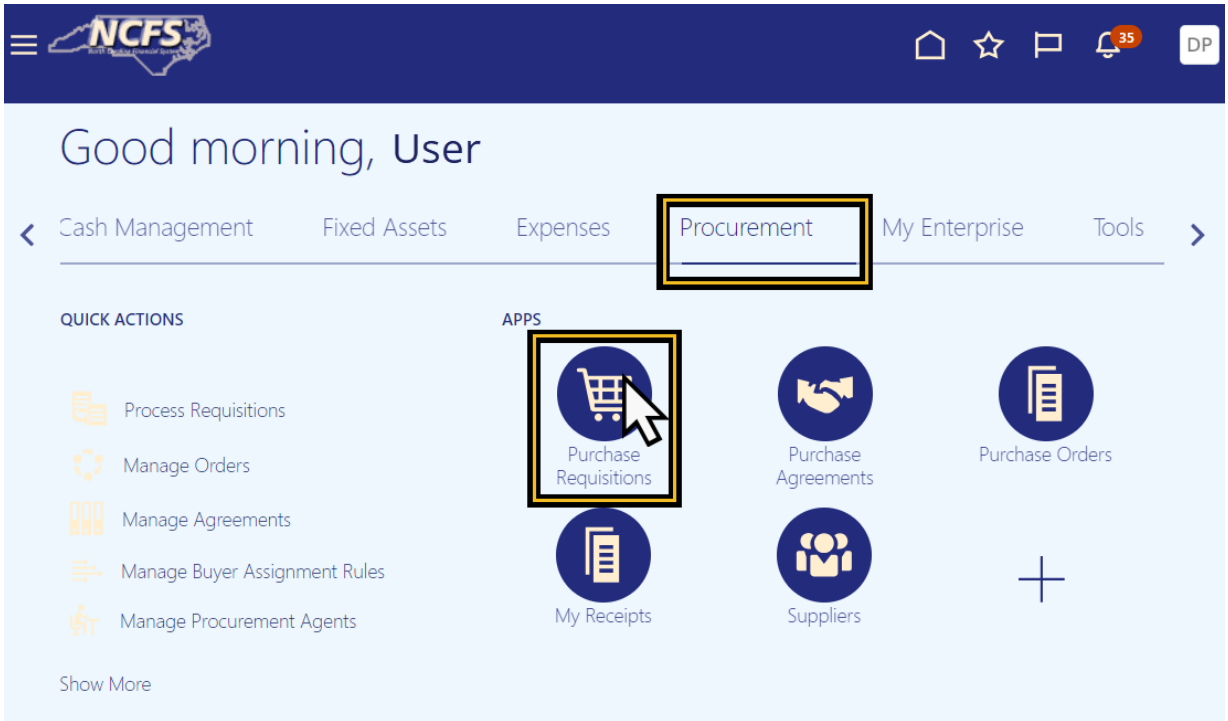
Introduction and Overview

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.

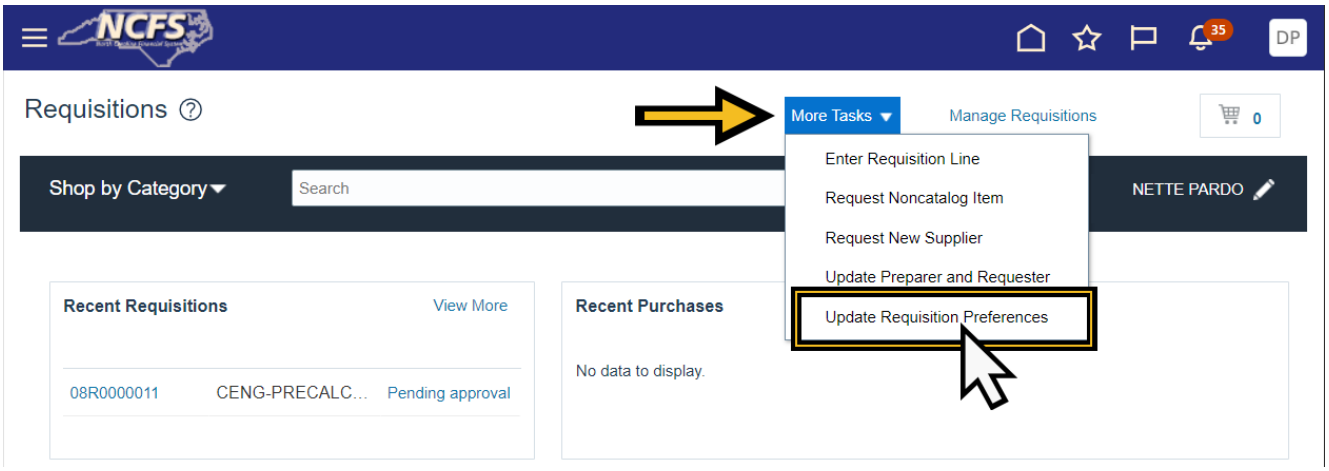
Create a Non-Catalog Requisition

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

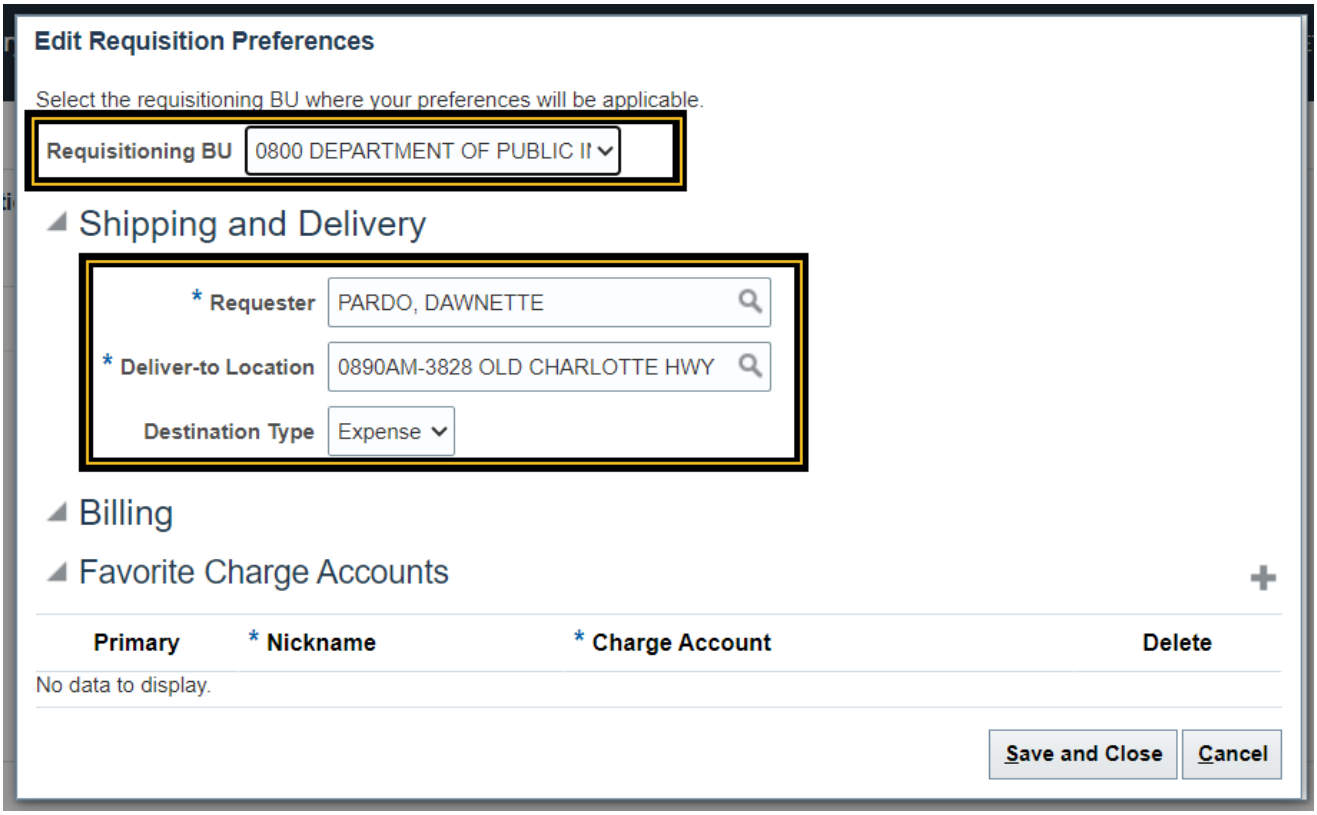
1. Log into the **NCFS** portal with your credentials to access the system.
2. Select the **Procurement** tab on the **Home** page.
3. Click the **Purchase Requisitions** app.



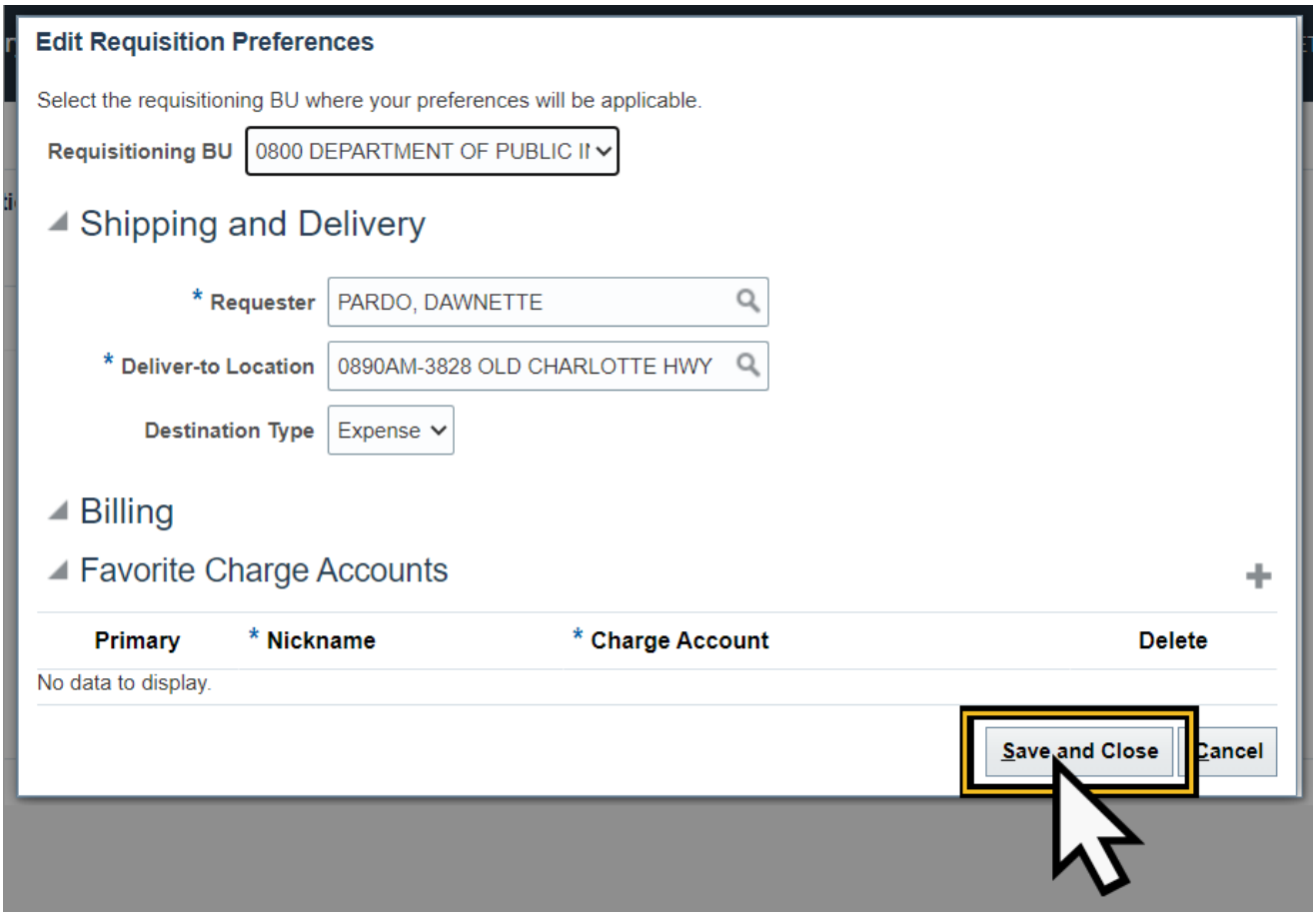
4. Click the More Tasks drop down menu and select Update Requisition Preferences.



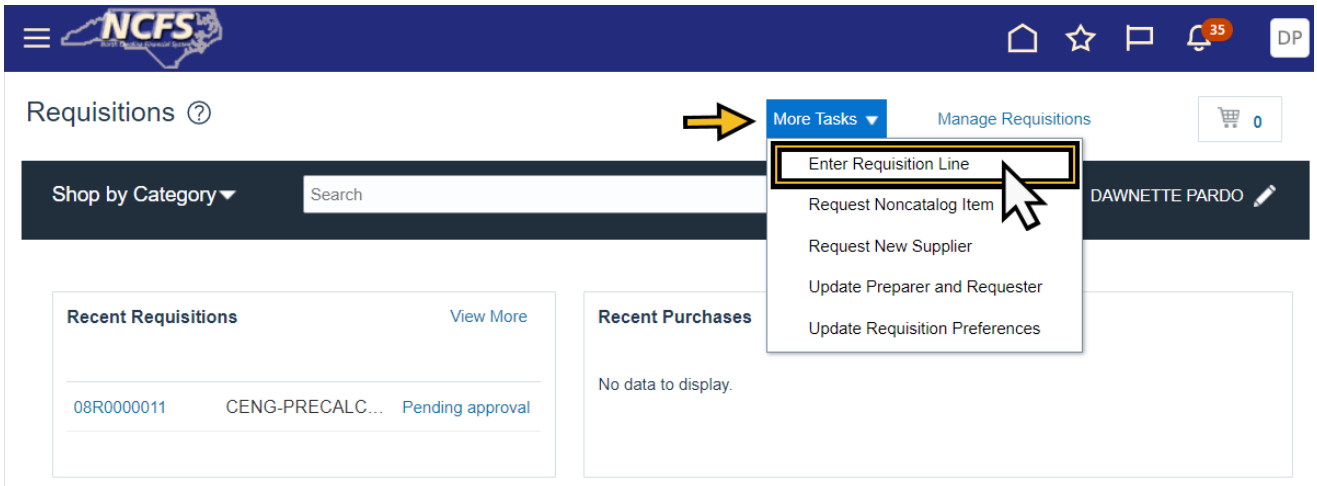
5. Select 0800 Department of Public Instruction from the Requisitioning BU.
6. In the Shipping and Delivery section, select the appropriate Requestor, Deliver-to Location, and the Destination Type as Expense.



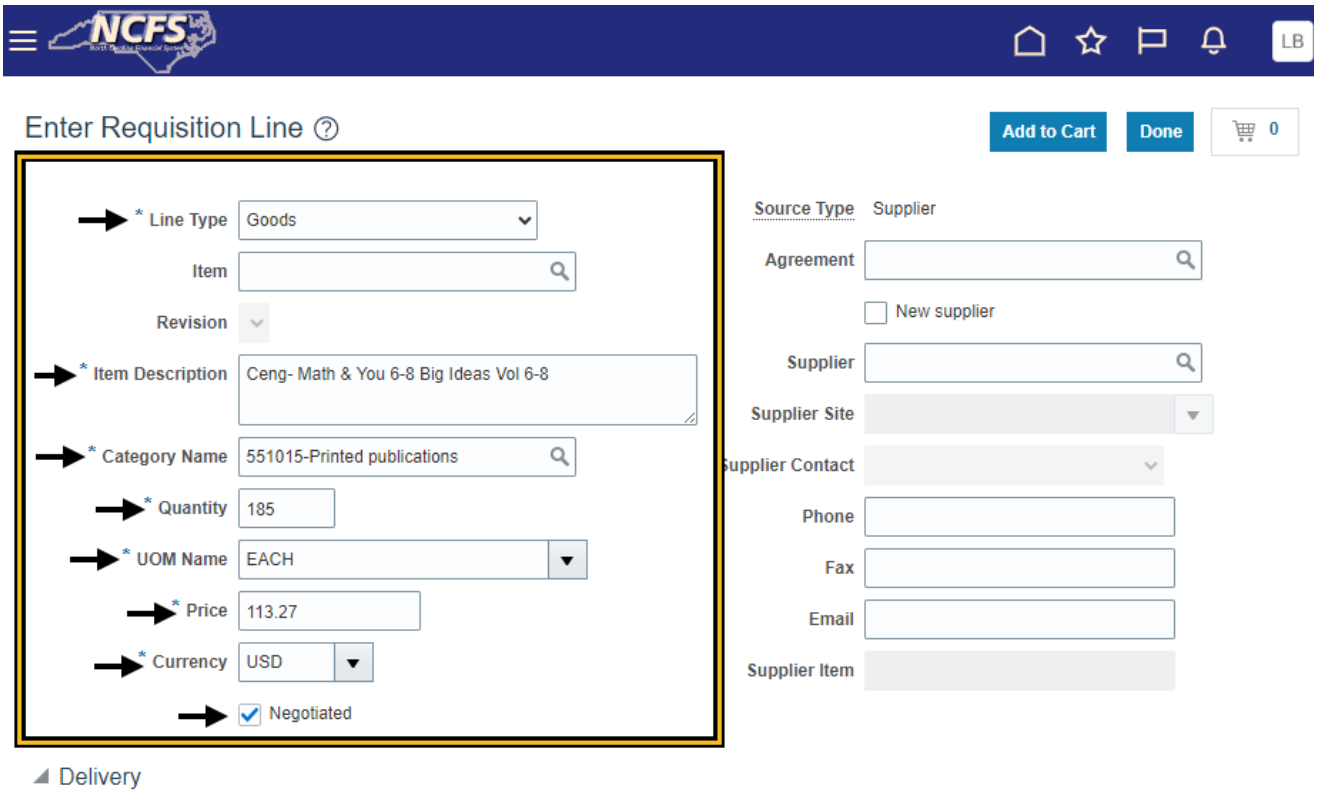
7. Click Save and Close.



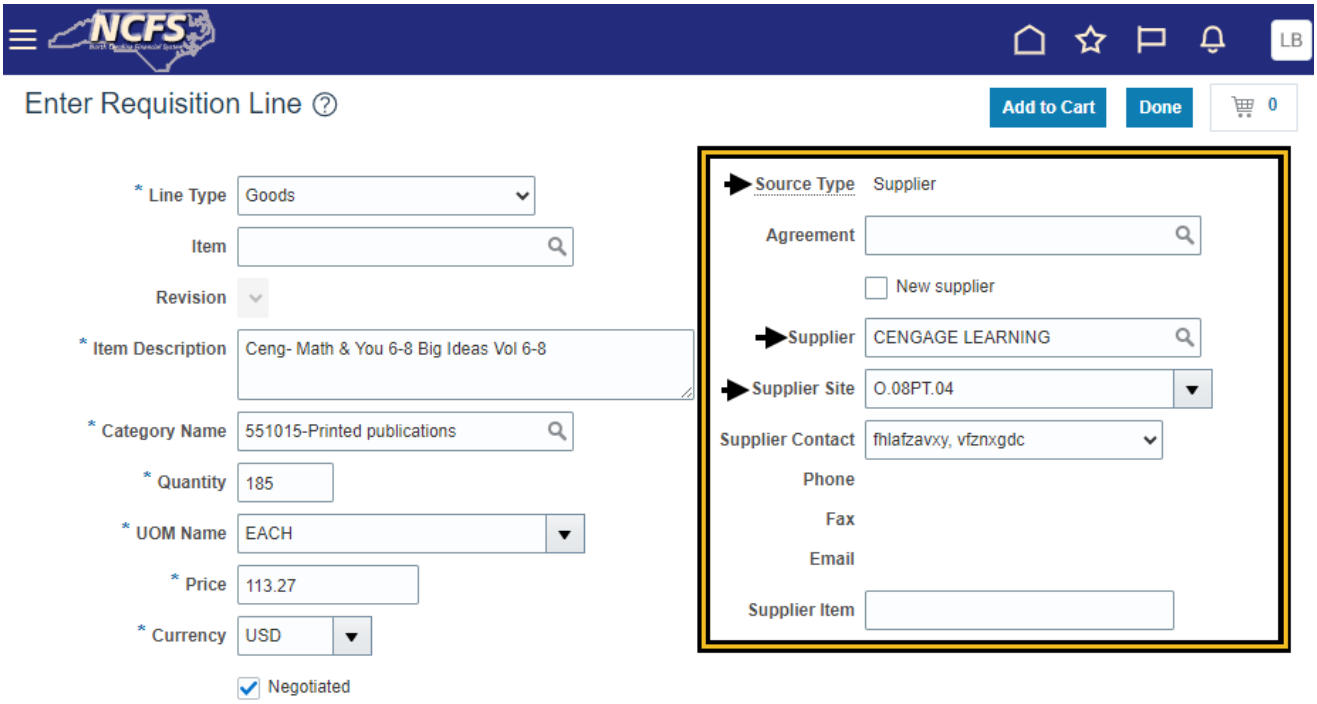
8. Click the More Tasks drop down menu and select Enter Requisition Line.



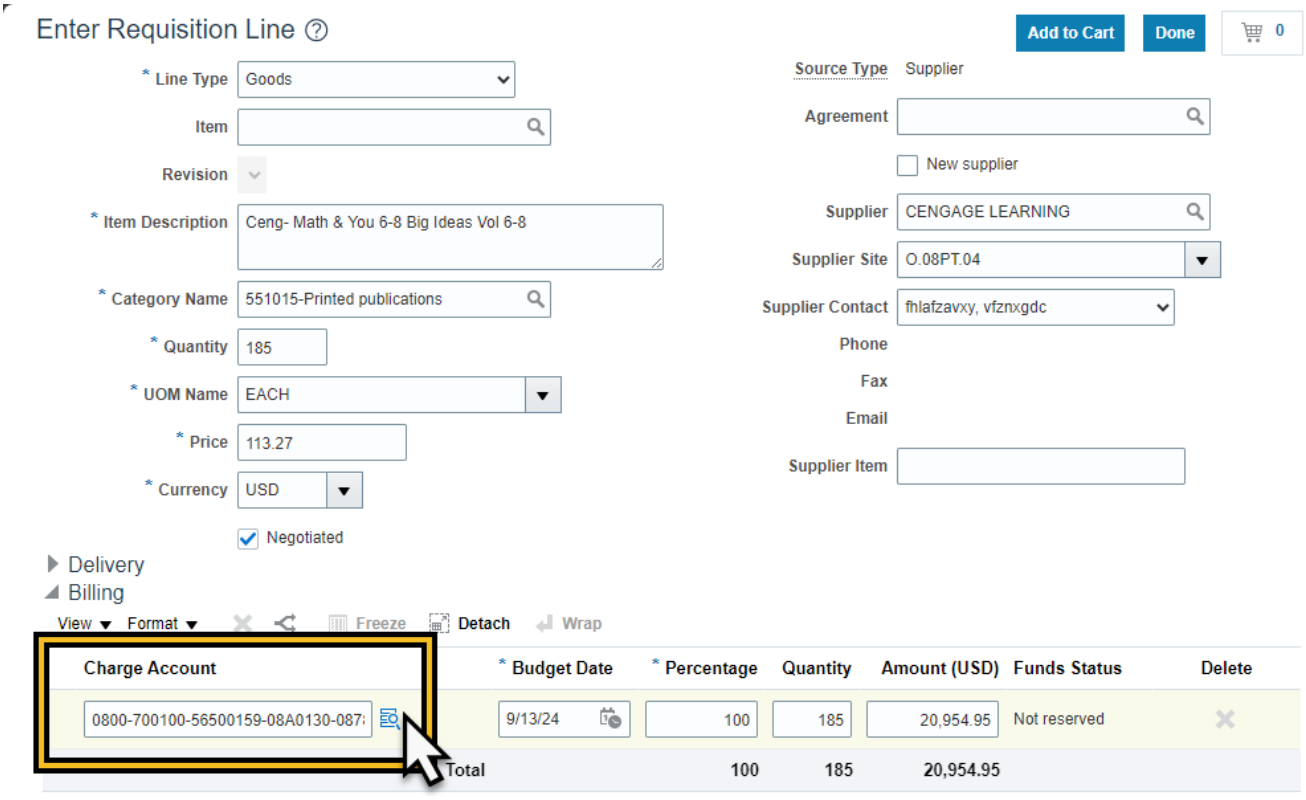
9. Select Goods for Line Type.
10. Enter the Item Description.
11. Select 551015-Printed Publications from the Category Name.
12. Enter the Quantity.
13. Select EACH for UOM Name.
14. Enter the Price.
15. Select USD as the Currency.
16. Check the Negotiated box. *(This box must be checked to auto approve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



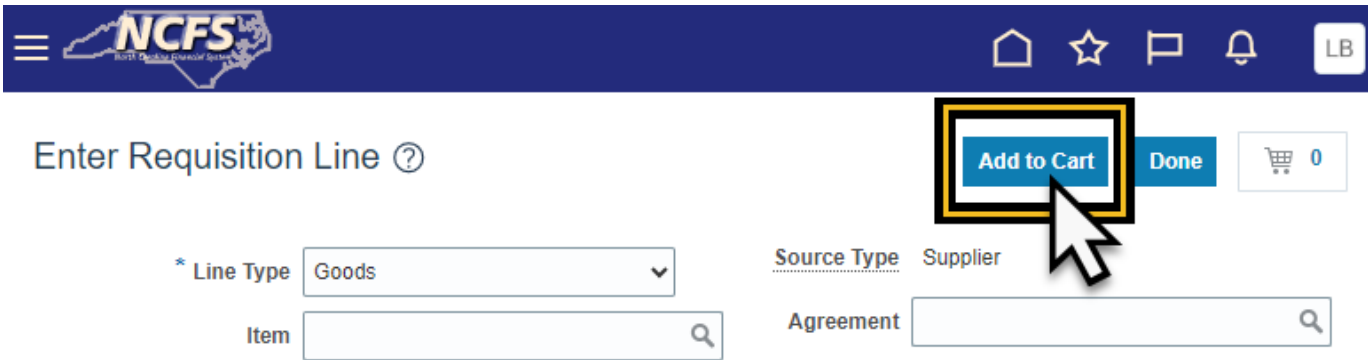
17. Select Supplier from Source Type.
18. Select the appropriate Supplier.
19. Select the appropriate Supplier Site.



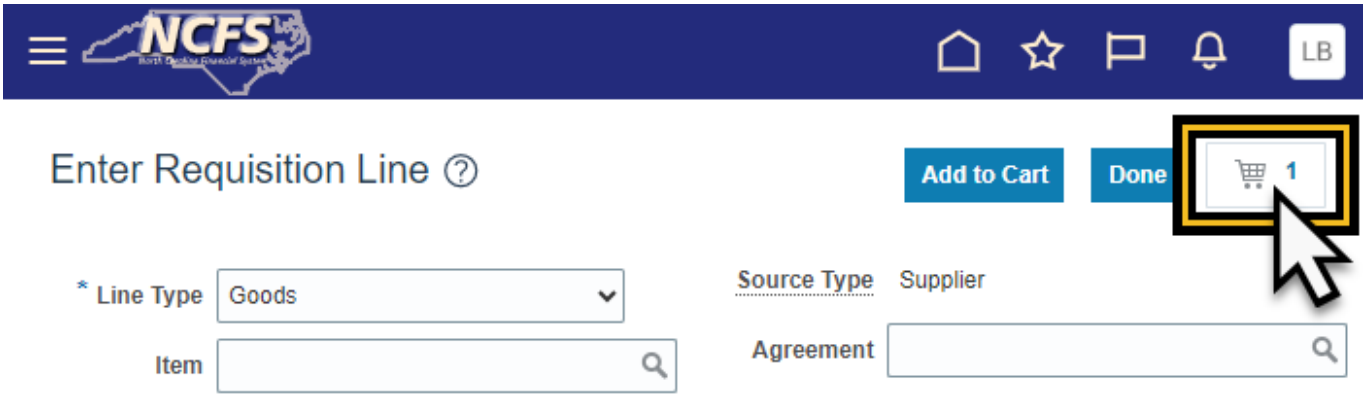
20. Enter the Accounting Segment.



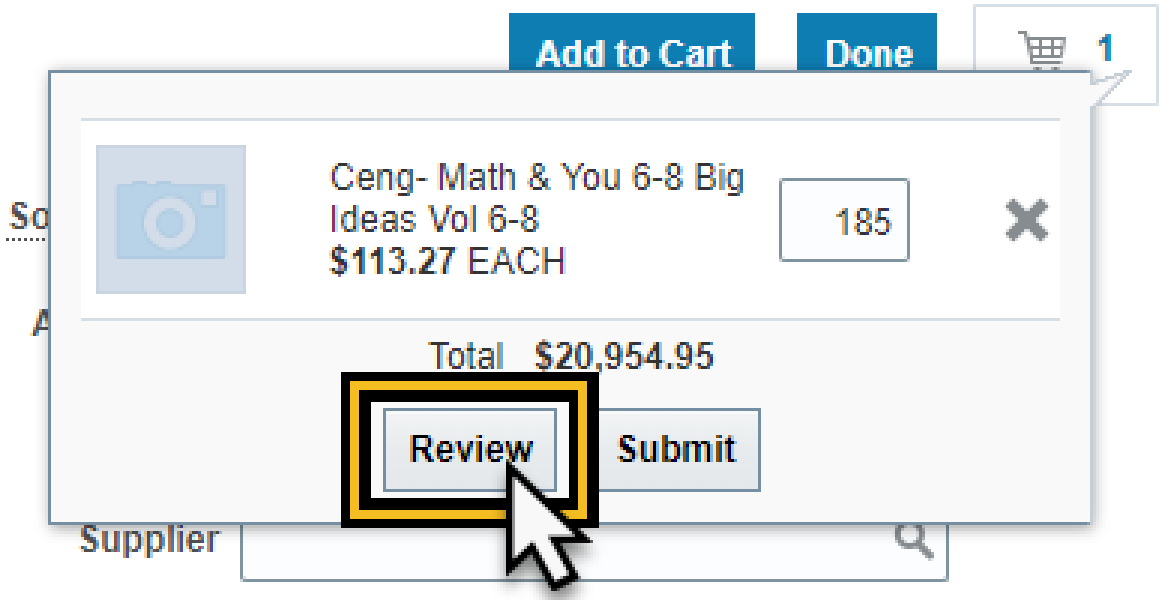
21. Review all information and click Add to Cart.



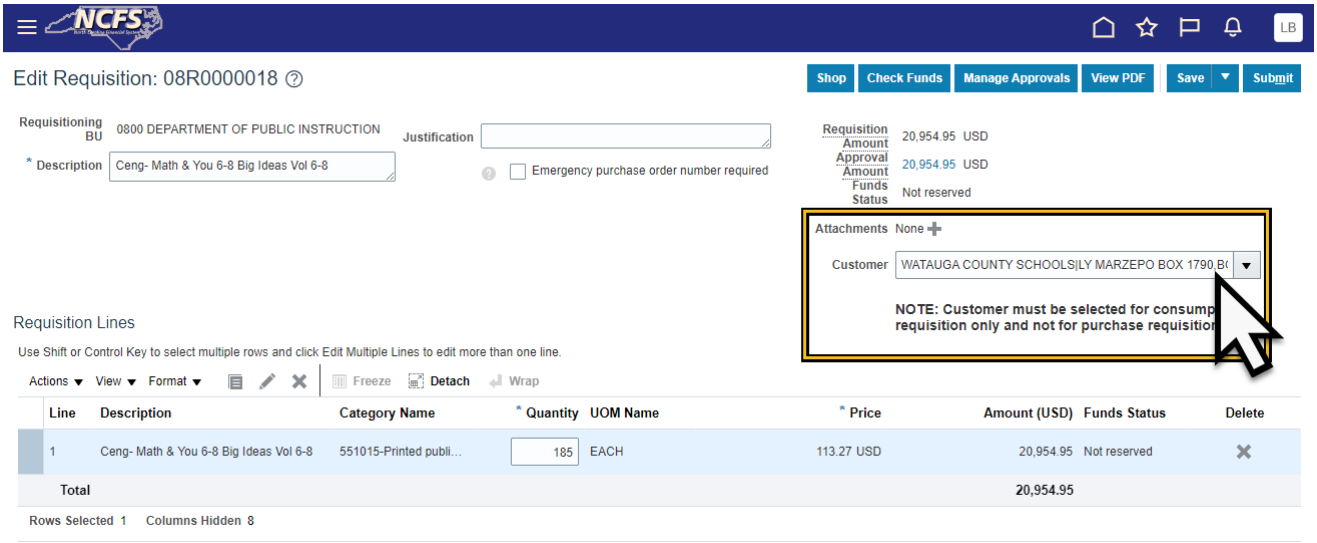
22. Click the Shopping Cart icon.



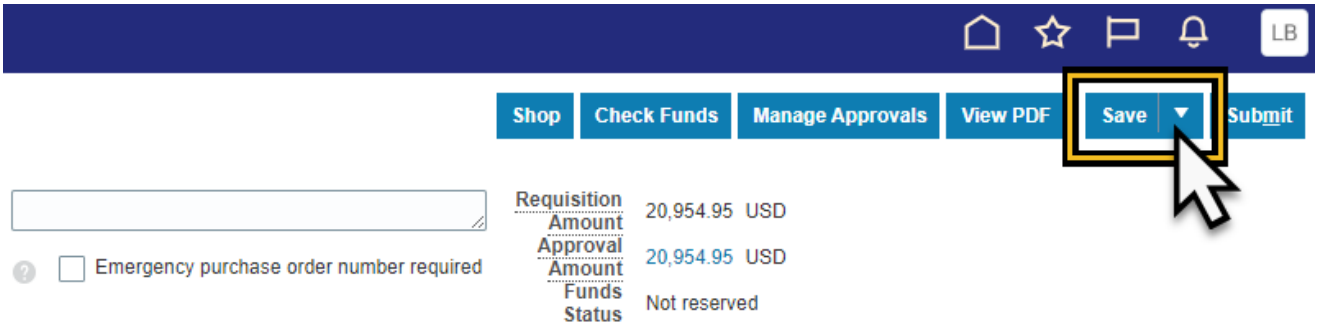
23. Click the Review Button.



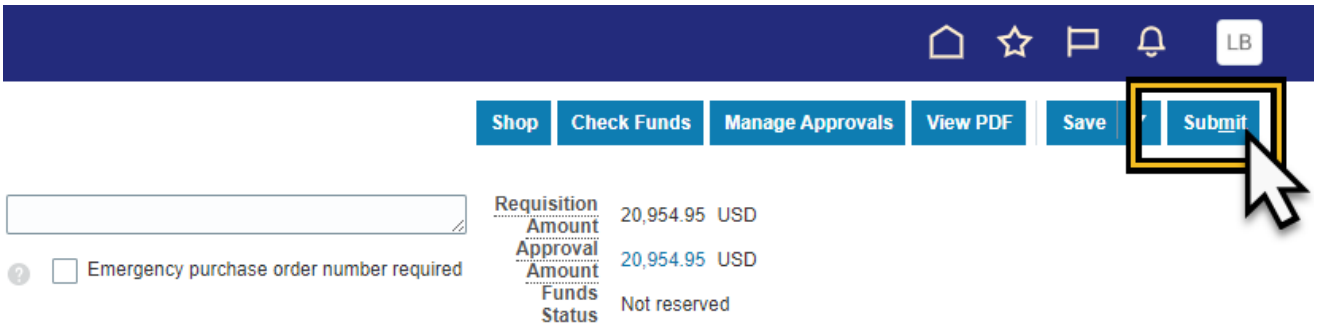
24. Review the Requisition order.
25. Select the appropriate Customer.



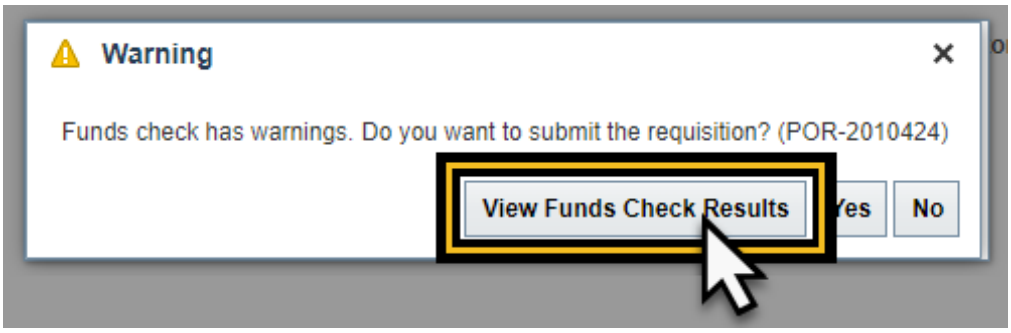
26. Click Save



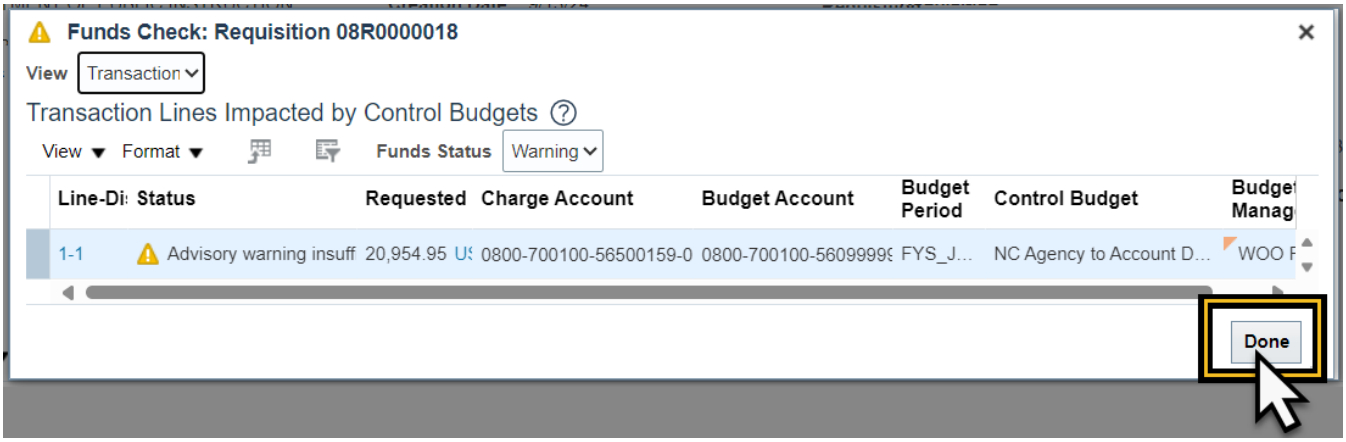
27. Click Submit.



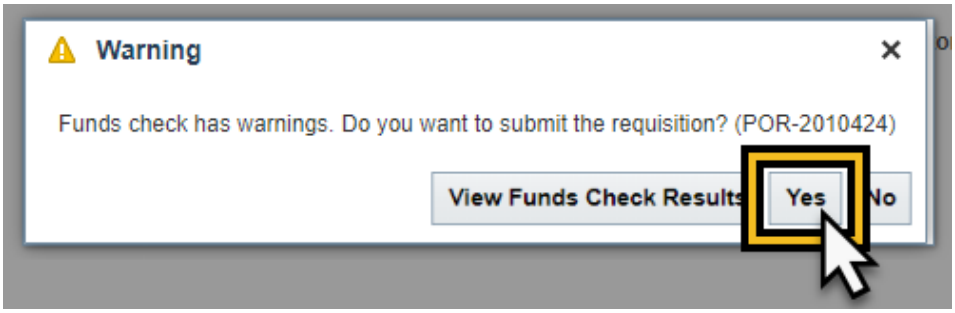
28. A Warning window may appear for Funds Checking. Click the View Funds Checking Results button.



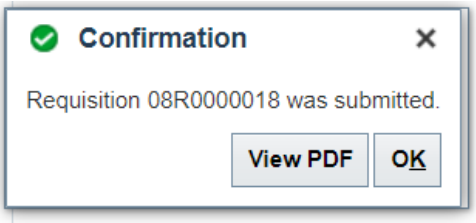
29. Review the Line Status and discuss with DPI's Budget Analyst. Click Done.



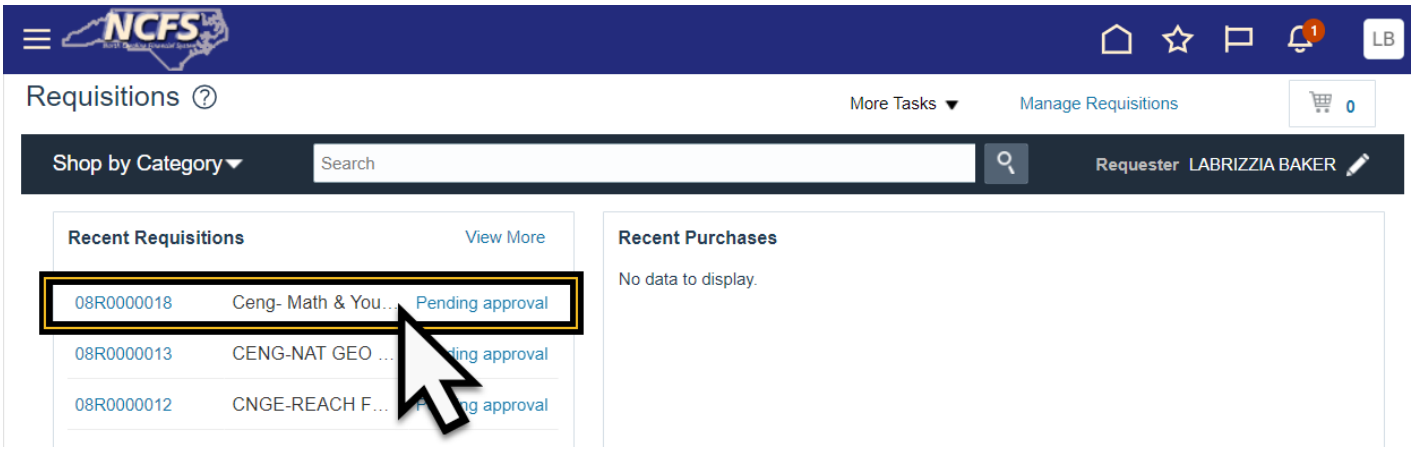
30. The Warning window will reappear. Click Yes.



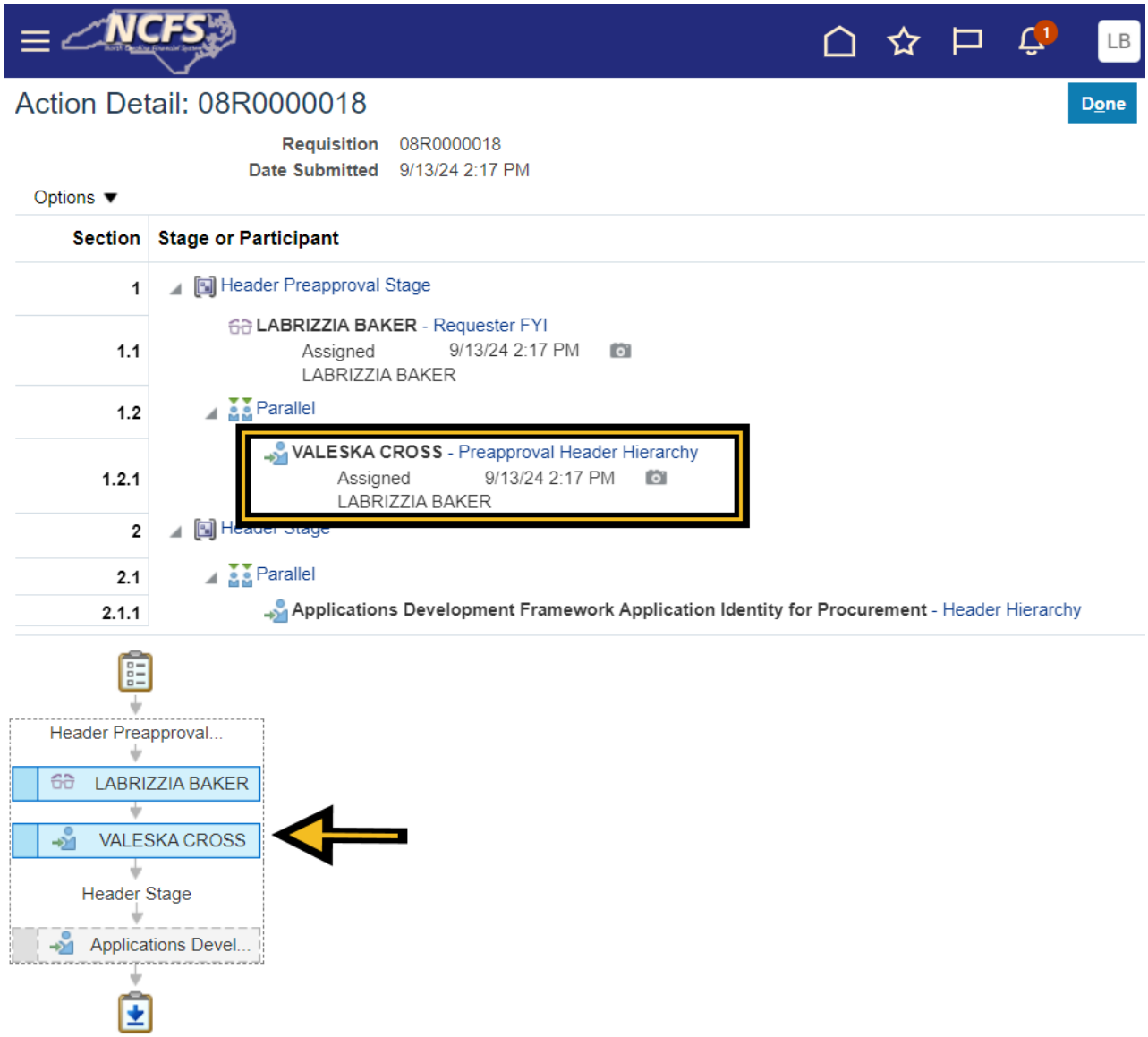
31. A Confirmation window will appear with the Requisition number. Click View PDF for a copy of the Requisition order, or click OK to close.



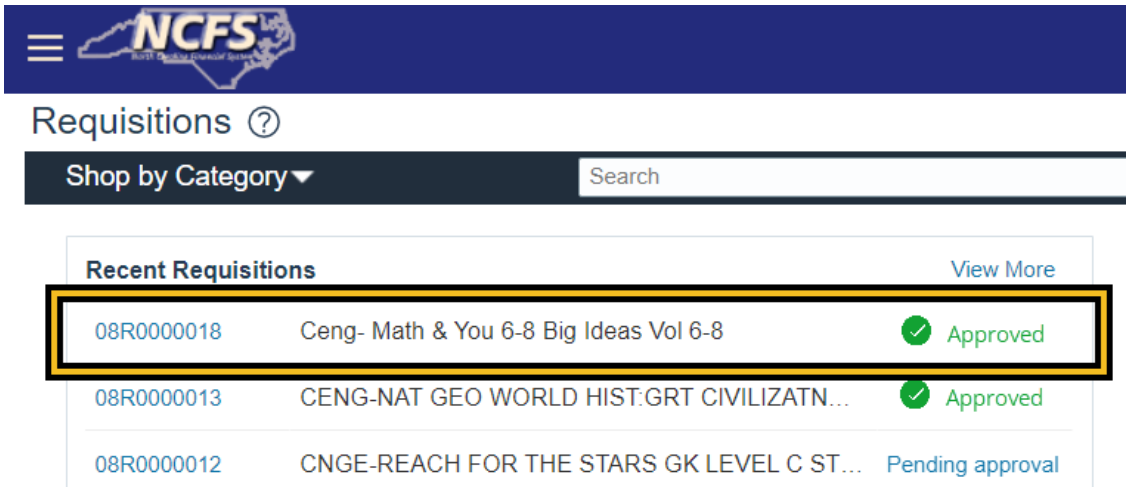
32. Click the Pending Approval hyperlink, from the recent requisitions.



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



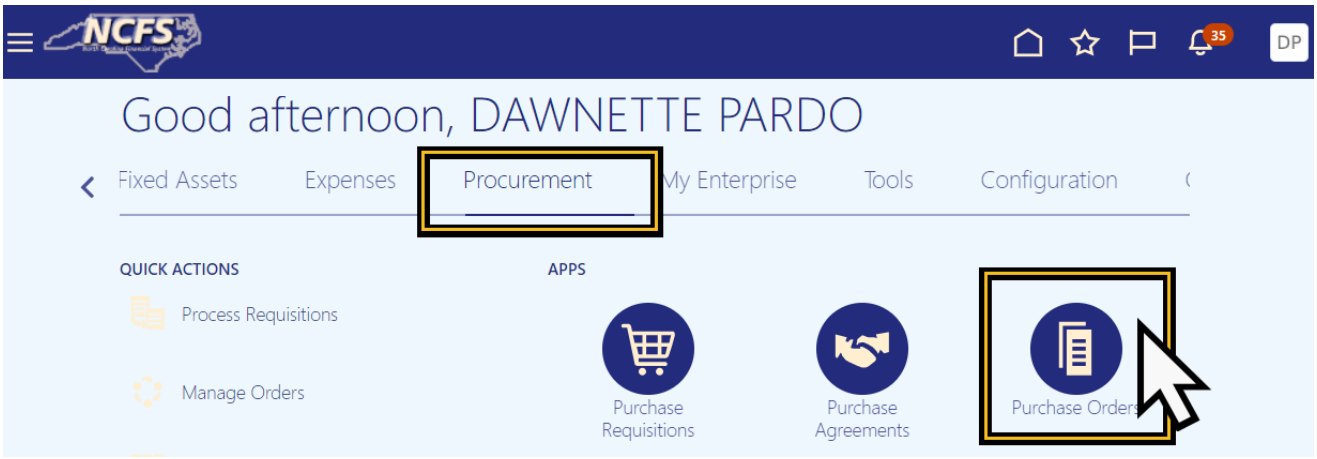
34. Once approved the Requisition status will update to Approved.



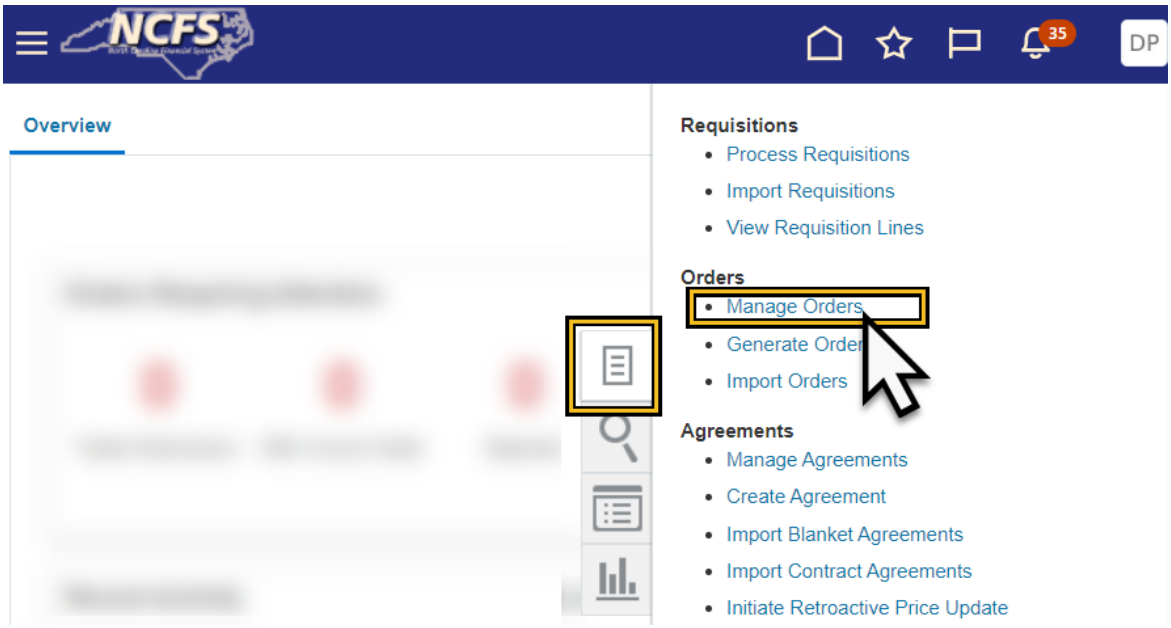
Review Created Non-Catalog Purchase Order

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

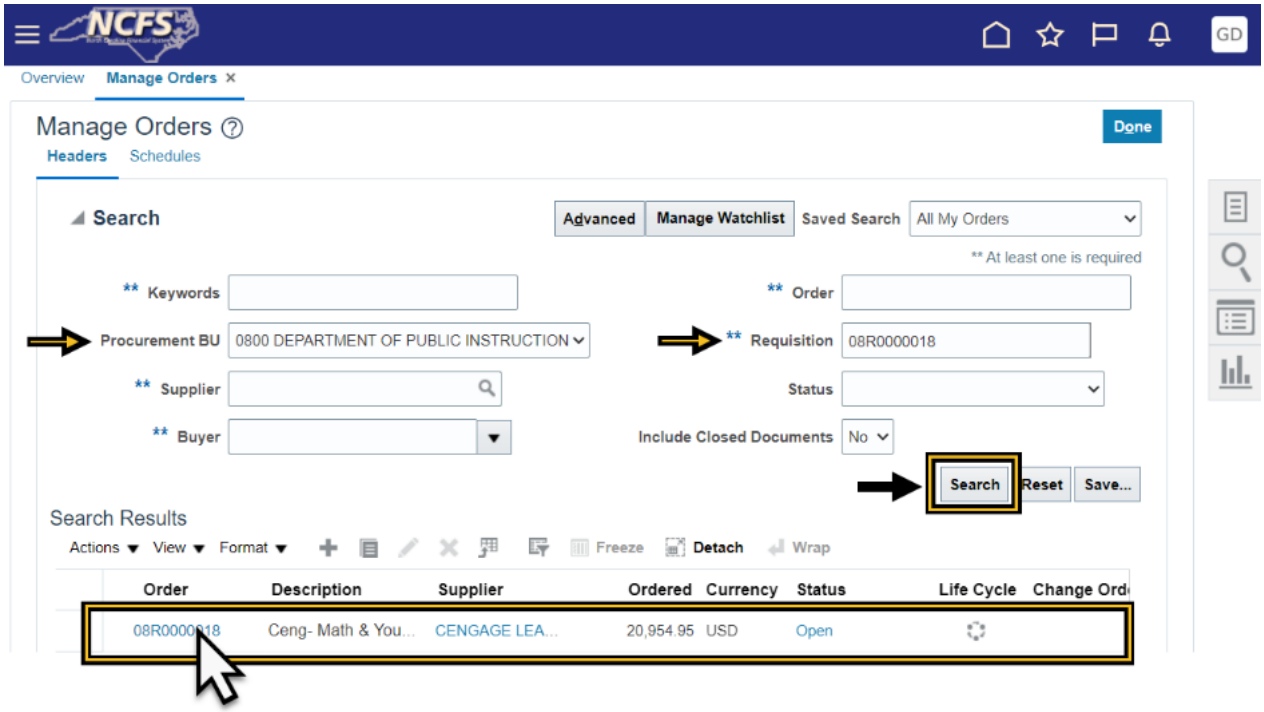
1. Select the **Procurement** tab on the Home page.
2. Click the **Purchase Orders** app.



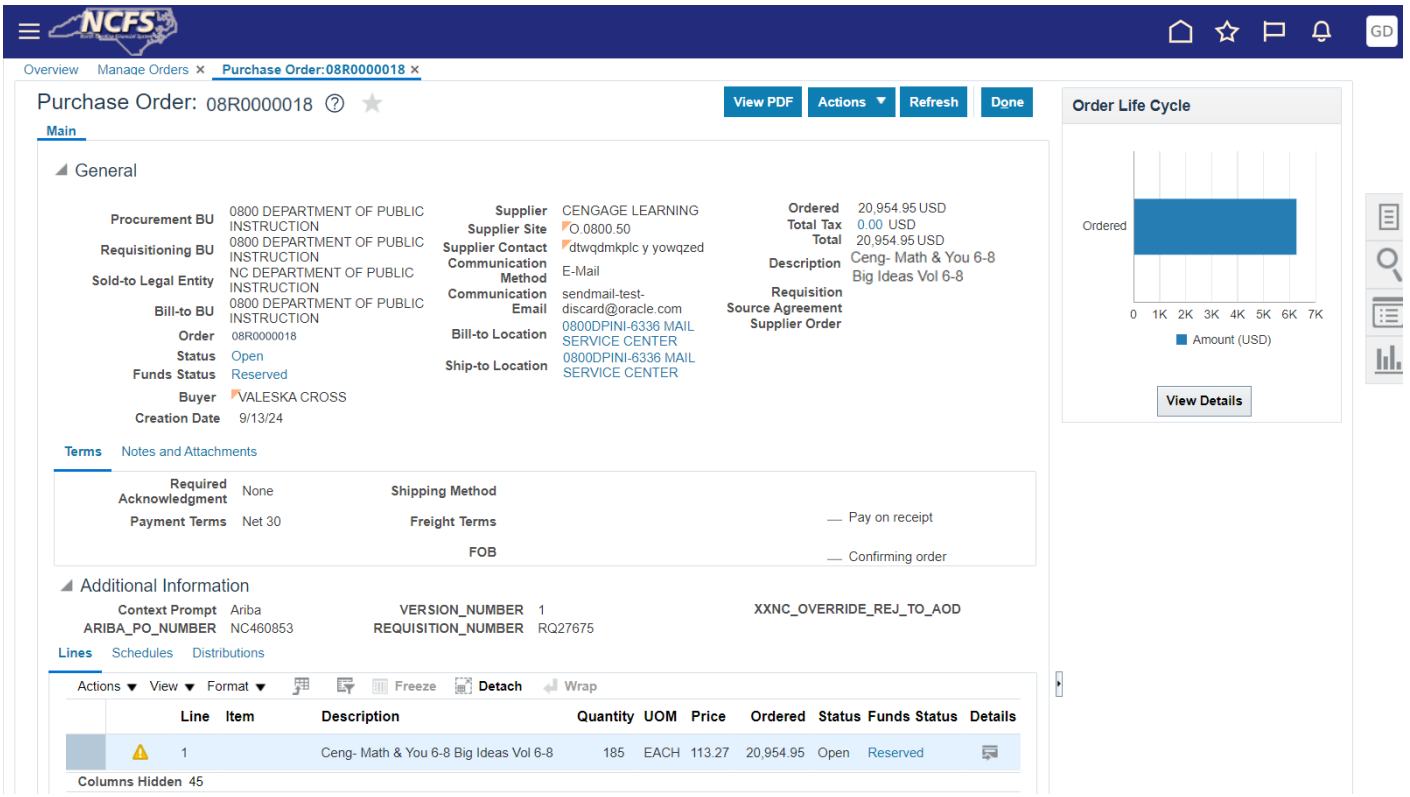
3. Click the **Tasks** menu and select **Manage Orders.**



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.

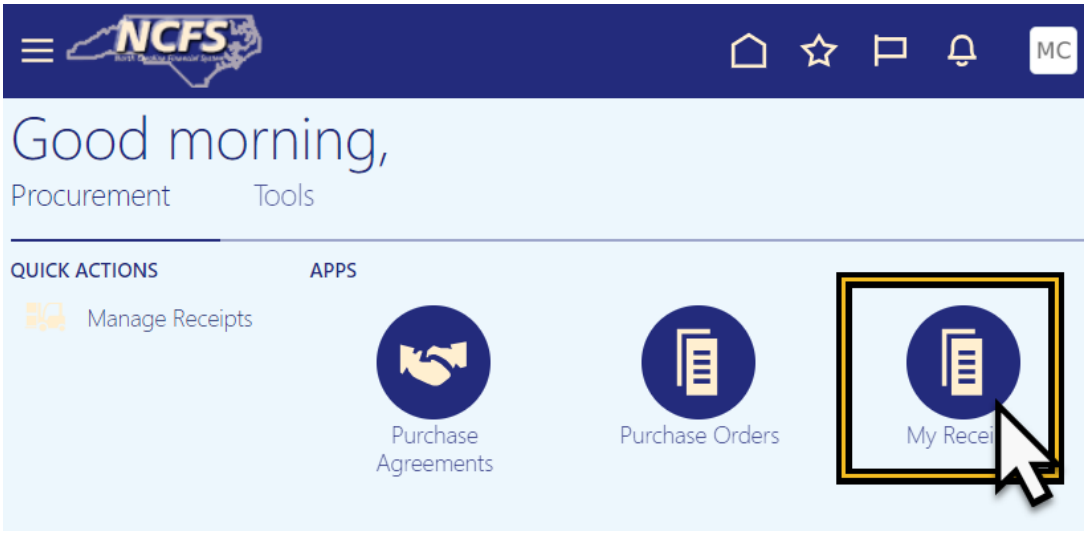


Process Purchase Order Receipt

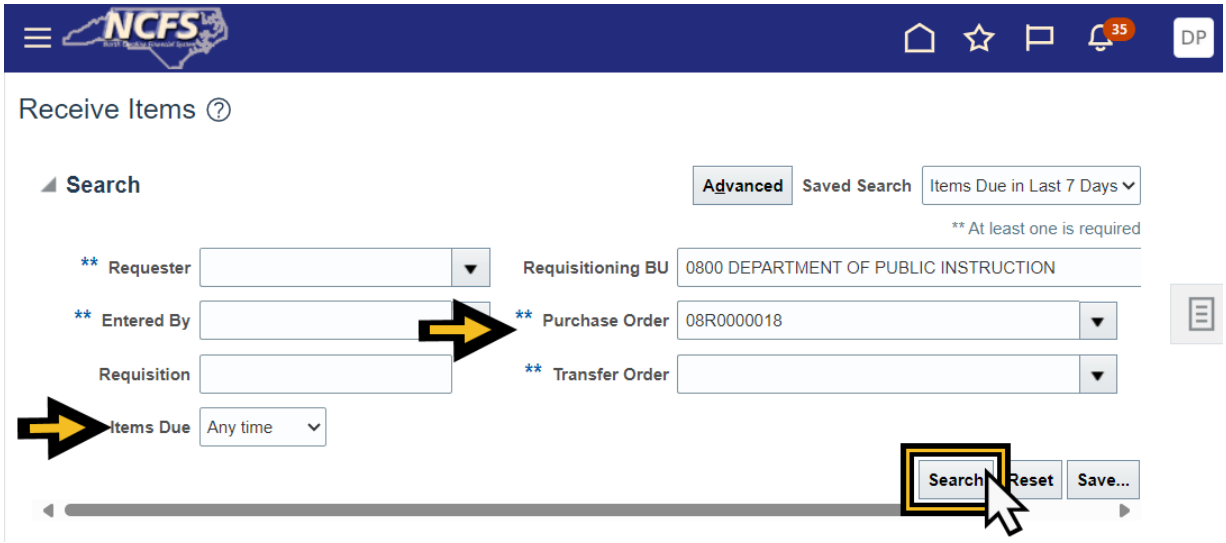
Once LEAs receive the textbook orders, DPI should be notified of the quantity and accuracy of the order received.

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

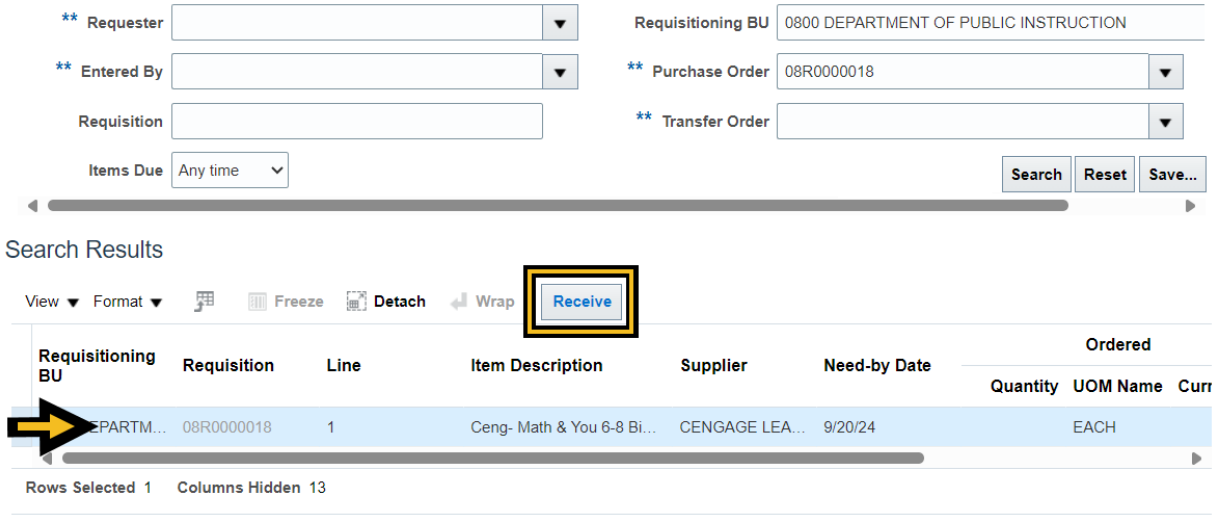
1. Select the **Procurement** tab on the Home page.
2. Click the **My Receipts** app.



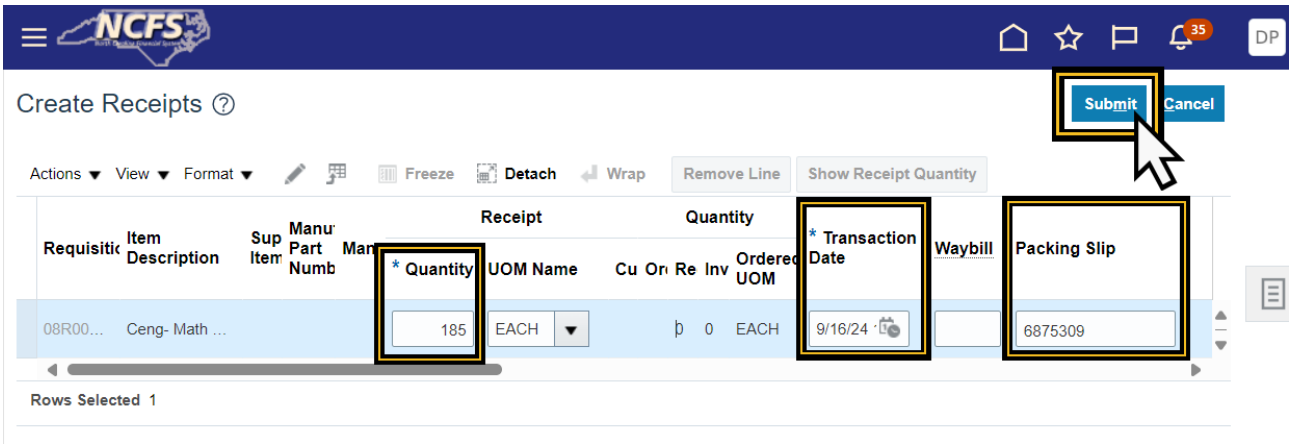
3. On the **Receive Items** screen, enter the **Purchase Order** number.
4. Select **Any Time** from the **Items Due** dropdown menu.
5. Click **Search**.



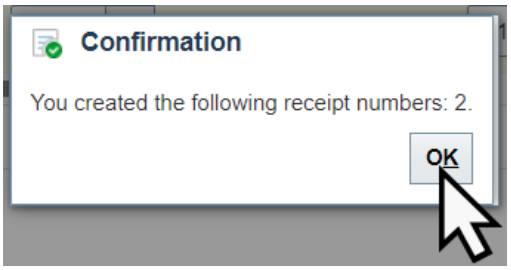
6. Select the desired **row.**
7. Click **Receive**.



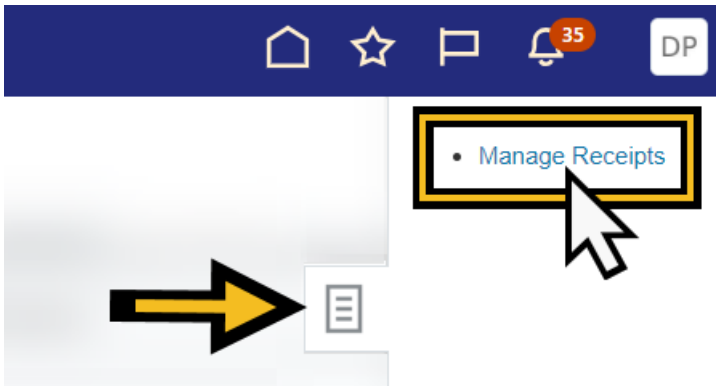
8. On the **Create Receipts** screen, enter the **Quantity Received** by LEAs in the **Quantity** field. (If the LEAs receive a partial order quantity, enter the partial quantity that was received).
9. The **Transaction Date** will default to today's date, enter the appropriate date received.
10. Enter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



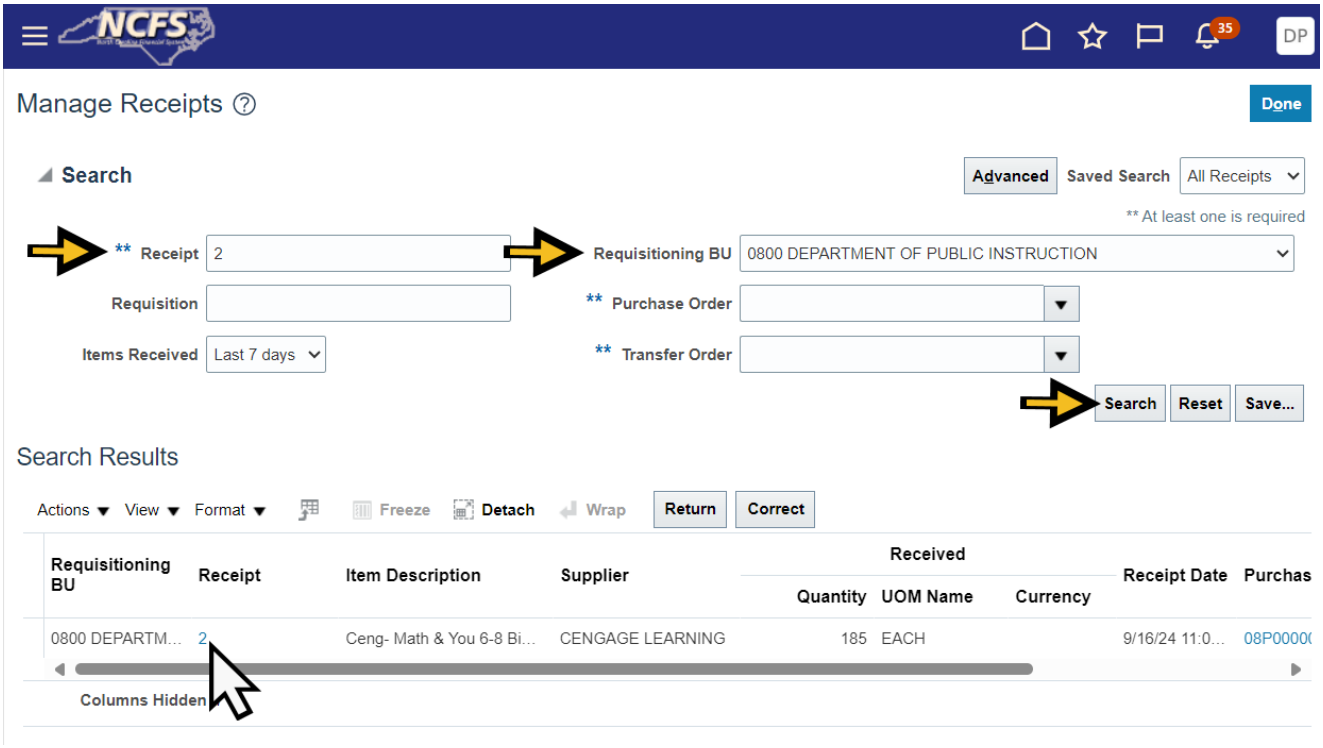
12. A **Confirmation window** will appear with the **Receipt Number**.
13. Click **OK**.



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.



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