



CREATE ORDERS ON BEHALF OF OTHERS (SELF-SERVICE PROCUREMENT) QUICK REFERENCE GUIDE INV-12

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

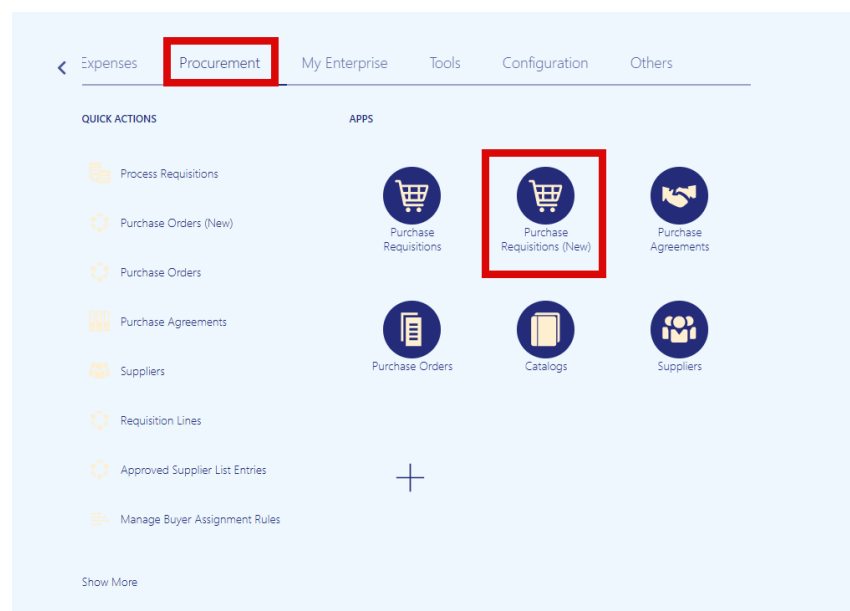
This QRG covers how to Process LEA textbook orders at DPI in NCFS. This QRG also covers how to create a Non-Catalog Requisition, review Non-Catalog Purchase Orders, process Purchase Order Receipts, create a Purchase Order Matched Invoice, process a Manual Accounts Receivable (**AR**) invoice, mark AR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

Create a Non-Catalog Requisition

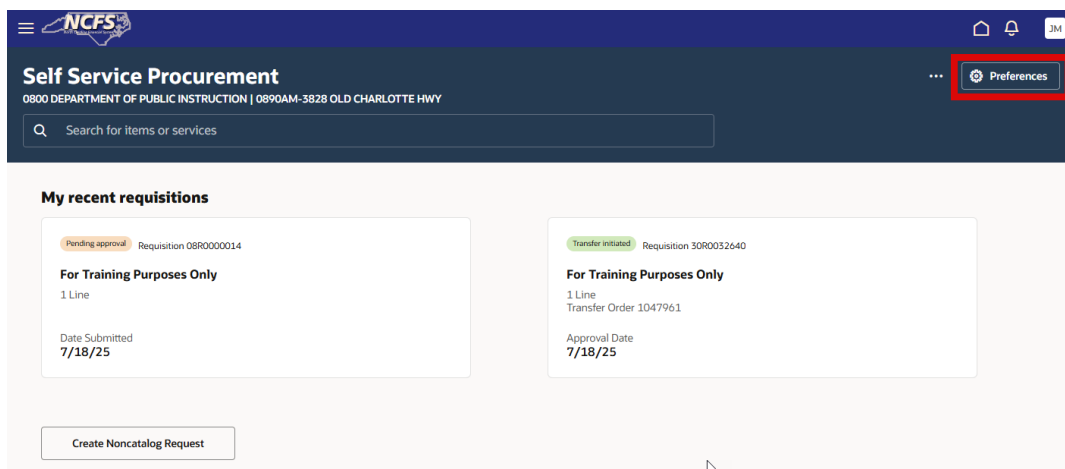
To create a Non-Catalog Requisition in NCFS, please follow these steps:

NCFS Home Screen

1. Log in to the **NCFS** portal with your credentials to access the system.
2. On the **Home** page, select the “**Procurement Tab**”. Select the “**Purchase Requisitions (New)**” app.



3. Select “**Preferences**” button in the top right corner.



4. On the **Preferences** page, enter the 0800 Department of Public Instruction in the **Requisition BU** field.
5. In the **Delivery** section, select the appropriate **Requestor**, **Deliver-to-Location**, the **Destination Type** as **Expense**.
6. Select the “**Update**” button.

The screenshot shows the 'Preferences' form. The 'Requisitioning BU' field is set to '0800 DEPARTMENT OF PUBLIC INSTRUCTION'. The 'Delivery' section has 'Requester' set to 'JAMITHA MATTHEWS', 'Deliver-to Location' set to '0890AM-3828 OLD CHARLOTTE HWY', and 'Destination Type' set to 'Expense'. The 'Update' button is highlighted in red.

7. Select “More Actions” (...) in the upper right corner and then select **Enter Requisition Line**.

8. On the **New Requisition Line** page, select “No, enter details” radio.
9. Enter the **Line Description**, **Line Type** defaults to **Goods**, enter **551015 Printed Publications** in the **Category** field, enter the **Requested Delivery Date**, **Destination Type** defaults to **Expense**.

10. In the **Source** section, enter/select **Supplier** and **Supplier Site**, **Supplier Contact** will default.

Source

☐ New supplier

Agreement Type
Contract Purchase Agreement

Agreement

Supplier
CENGAGE LEARNING

Supplier Site
O.08PT.04

Supplier Contact
pgyamfr gtfnxaxfe

Supplier Item

Suggested Buyer

11. In the **Pricing** section, enter **Quantity** in the **Quantity** field.

12. Enter the **Unit of Measure (UOM)** in the **UOM** field.

13. Enter **item price** in the **Price** field.

14. **Currency** will default to **USD**.

15. Check the **Negotiated** box (*This box must be checked to auto approve the **Purchase Order***)

16. Then select the “**Create and Continue**” button.

Pricing

Quantity
1

Price
\$ 100.00

UOM
EACH

Currency
USD

☐ Negotiation required

☒ Negotiated

17. On the **Delivery and Billing Details** page, review the **Delivery** information previously entered.

Back Cancel Update and Create New Update

Delivery and Billing Details
Requisition 08R0000017, Line 1

Line Description
Ceng-Math & You 6-8 Big Ideas Vol 6-8

Quantity
1

Delivery

Requester
JAMITHA MATTHEWS

Requested Delivery Date
8/14/25

Destination Type
Expense

Deliver-to Location
0890AM-3828 OLD CHARLOTTE HWY

Deliver-to Address
STATION, ROAD, WHITEVILLEN, 284720000, COLUMBUS, US

UN Number

UN Number Description

Hazard Class

Hazard Class Description

☐ Urgent

18. In the **Billing** section, select the **Actions for Test (...)** and select the **Edit** option to enter the **Charge Account**.

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$100.00	1

Distribution 1
Charge account not derived

Percentage	Amount	Quantity
100	\$100.00	1

Edit
Split

19. In the **Charge Account** section, select the **Box with arrow** in the **Charge To** field.

Distribution 1

Quantity: 1, Amount: \$100.00, Percentage: 100, Budget Date: 8/7/25

Charge account

Charge To: ---0000000-0000000-0000-0000000000-000000-0000-000000-0000

Additional information

Attribute Value: [dropdown], Attribute Value: [text box]

20. Select the **Agency, Budget Fund, Account, Agency Mgmt Unit, and Agency Program.**

21. Select the **Accounting Segment** and select the **“Apply”** button.

Search for combination

Agency: 0800, Budget Fund: 700100, Account: 54620000, Agency Mgmt Unit: 0800400, Agency Program: 0878115, Funding Source: 0000, Project: 0000000000, Inter Fund: 000000, Future 1: 0000, Future 2: 000000, Future 3: 00000

0800 - 700100 - 54620000 - 0800400 - 0878115 - 0000 - 0000000000 - 000000 - 0000 - 000000 - 00000

Cancel, Apply

22. Select the **“Update”** button to add the **Charge account** to the SSP Requisition order.

Distribution 1

Quantity: 1, Amount: \$100.00, Percentage: 100, Budget Date: 8/7/25

Charge account

Charge To: 0800-700100-54620000-0800400-0878115-0000-0000000000-0000C

Additional information

Attribute Value: , Attribute Value:

Cancel Update

23. The **Accounting Distribution** will now show under the **Billing** section, select the **“Update”** button to continue.

Back Cancel Update and Create New **Update**

Delivery and Billing Details
Requisition 08R0000017, Line 1

Delivery

Requester: JAMITHA MATTHEWS, Requested Delivery Date: 8/14/25, Destination Type: Expense, Deliver-to Location: 0890AM-3828 OLD CHARLOTTE HWY, Deliver-to Address: STATION, ROAD, WHITEVILLENC, 284720000, COLUMBUS, US, UN Number: , UN Number Description: , Hazard Class: , Hazard Class Description: , ☐ Urgent

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$100.00	1

Distribution 1
0800-700100-54620000-0800400-0878115-0000-0000000000-000000-0000-00000000-00000

Percentage	Amount	Quantity
100	\$100.00	1

...

24. In the **Cart** section, verify all Requisition Order details prior to submitting.
25. You can edit the **Line Item details** by selecting the “Pencil” icon, edit the **Delivery and Billing** details by selecting the “Box Truck” icon, **Duplicate the line details** by selecting the “Two Overlapping boxes” icon, or delete the line by selecting the “Trashcan” icon.

The screenshot shows the NCFS Cart interface for Requisition 08R0000017. The 'Cart' header is highlighted with a red box. Below it, there's a button for 'Edit Multiple' and a section for '1 item'. The item is 'Ceng-Math & You 6-8 Big Ideas Vol 6-8' by CENGAGE LEARNING, priced at \$100.00 EACH with a quantity of 1. A red box highlights the action icons: a pencil (edit), a box truck (delivery/billing), two overlapping boxes (duplicate), and a trash can (delete). To the right, the 'Requisition summary' is shown with a pencil icon for editing. The summary includes Subtotal (\$100.00), Nonrecoverable Tax (\$0.00), and Approval Amount (\$100.00). Below this, the Description section lists Requester (JAMITHA MATTHEWS), Deliver-to Location (0890AM-3828 OLD CHARLOTTE HWY), Destination Type (Expense), Charge To (0800-700100-54620000-0800400-0878115-0000-0000000000-000000-0000-000000-000000), Funds Status (Not reserved), and Budget Date (8/7/25). At the bottom, a navigation bar shows 'Self Service Procurement', 'My Requisitions', and 'Cart 1', with the 'Cart 1' button highlighted by a red box.

26. Select the “Pencil” icon beside the **Requisition Summary** to enter a mandatory **Description**.

This close-up shows the 'Requisition summary' section. The title 'Requisition summary' is highlighted with a red box. To its right is a pencil icon, also highlighted with a red box, indicating the edit function. The summary details are: Subtotal \$100.00, Nonrecoverable Tax \$0.00, and Approval Amount \$100.00. Below this, the Description section contains the same information as the previous screenshot: Requester (JAMITHA MATTHEWS), Deliver-to Location (0890AM-3828 OLD CHARLOTTE HWY), Destination Type (Expense), Charge To (0800-700100-54620000-0800400-0878115-0000-0000000000-000000-0000-000000-000000), Funds Status (Not reserved), and Budget Date (8/7/25).

27. In the **Description** field, enter information that will be useful in identifying this *Requisition* i.e. **Requisition 08RXXXXXXX XX/XX/XXXX**
28. You can edit the **Requestor**, **Requested Delivery Date**, **Deliver to Location**, and **Charge Account** by selecting the “Pencil” icon next to the Requisition Summary.
29. Then select the “Update” button to continue.

08R0000017
Requisition

Cancel Update

Description
Requisition 08R0000017 08/07/2025

Justification

☐ Emergency purchase order request

Delivery

Requester
JAMITHA MATTHEWS

Requested Delivery Date
8/14/25

Deliver-to Location
0890AM-3828 OLD CHARLOTTE HWY

☐ Urgent

Charge account

Charge To
0800-700100-54620000-0800400-0878115-000

30. Review the **SSP Requisition Order details** and then select the “Submit” button.

NCFS

Cart
Requisition 08R0000017

Submit

Edit Multiple

☐ 1 item

Ceng-Math & You 6-8 Big Ideas Vol 6-8
Sold By CENGAGE LEARNING

☐ \$100.00 EACH

Quantity
1

Requisition summary

Subtotal \$100.00
Nonrecoverable Tax \$0.00
Approval Amount \$100.00

Description
Requisition 08R0000017 08/07/2025

Requester
JAMITHA MATTHEWS

Deliver-to Location
0890AM-3828 OLD CHARLOTTE HWY

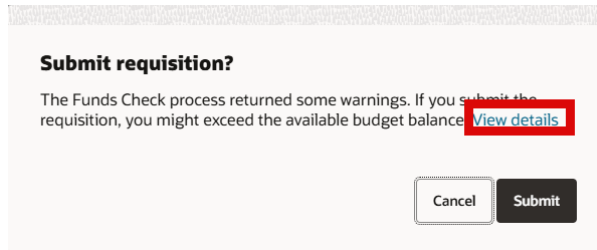
Destination Type
Expense

Charge To
0800-700100-54620000-0800400-0878115-0000-0000000000-000000-000000-000000

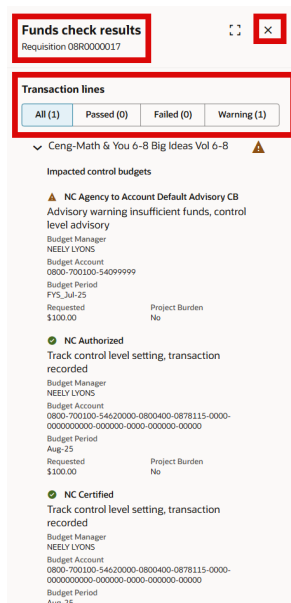
Funds Status
Not reserved

Budget Date
8/7/25

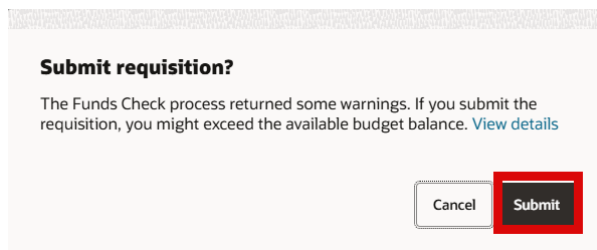
31. A **Pop-Up Box** will appear, if there are any **Funds Check** warnings.
32. Select the **“View Details”** link to see any warning details.



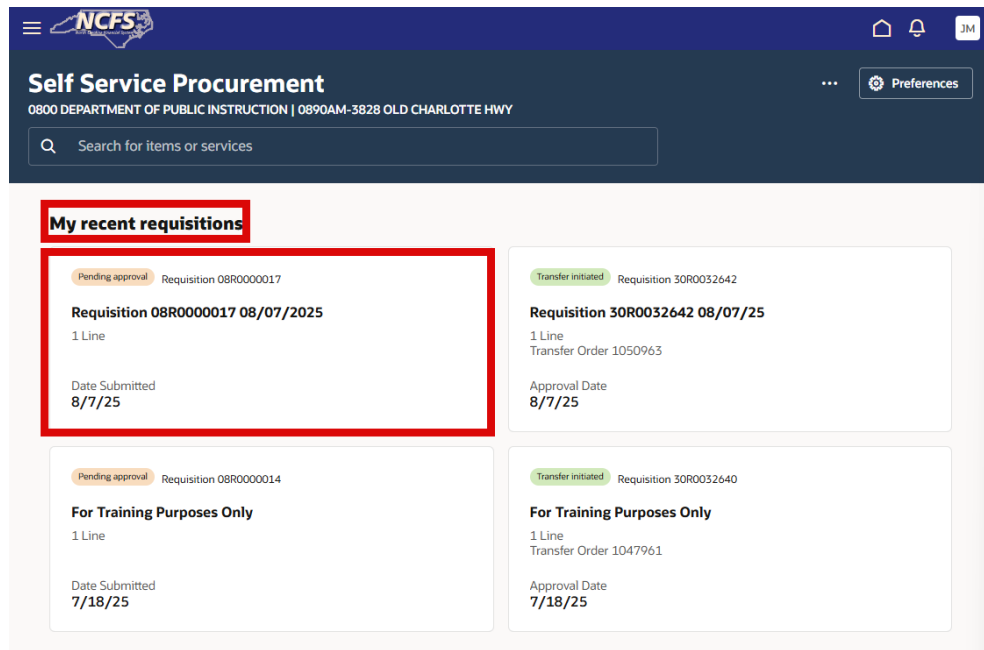
33. Review the **Transaction Line Status** and discuss with DPI’s Budget Analyst. Select the **“X”** to exit.



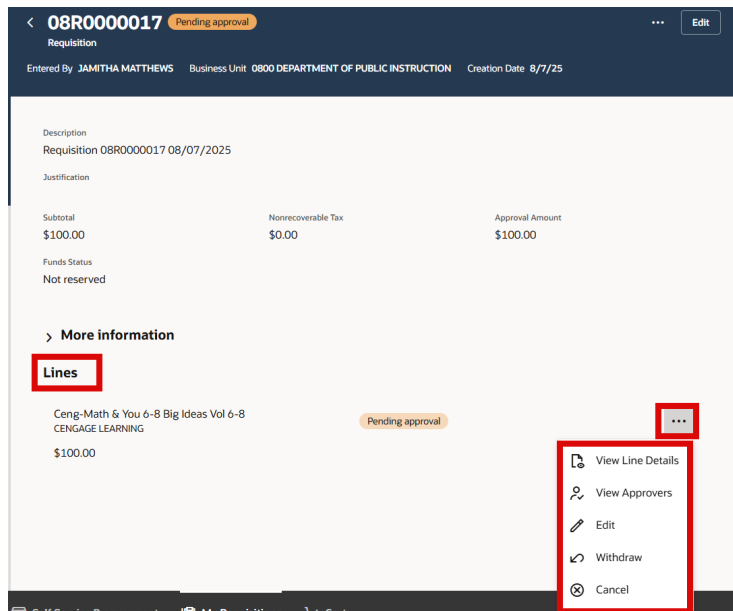
34. The Warning window will reappear, select the **“Submit”** button.



35. Select the “SSP Requisition Order” tile from the **My recent requisitions** page.



36. Under the **Lines** section, select the **Actions (...)** to **View Approvers**.



37. Review the **Pending approved by** and communicate with this end user to have the SSP Requisition approved.

< Approvers
Requisition 08R0000017

Entered By JAMITHA MATTHEWS Business Unit 0800 DEPARTMENT OF PUBLIC INSTRUCTION Description Requisition 08R0000017 08/07/2025

Next Approver
Application
Header Hierarchy: ApprovalRuleforDPI

Pending approval by
TOMIKIO CUNNINGHAM
Preapproval Header Hierarchy:
ApprovalRuleforDPIRequisitions
8/7/25 5:32 AM

FYI Only
JAMITHA MATTHEWS
Requester FYI: NotifyRequestersFYI
8/7/25 5:32 AM

Submitted by
You
08R0000017.pdf
8/7/25 5:32 AM

38. Once approved, the **SSP Requisition** status will update to **Approved**.

Self Service Procurement
0800 DEPARTMENT OF PUBLIC INSTRUCTION | 0800AM-3828 OLD CHARLOTTE HWY

Search for items or services

My recent requisitions

Approved Requisition 08R0000013
Requisition 08R0000013 07/10/2025
1 Line
Buyer
TOMIKIO CUNNINGHAM

Transfer Initiated Requisition 30R0032638
Requisition 30R0032638 07/08/2025
1 Line
Transfer Order 3046061
Approval Date
7/8/25

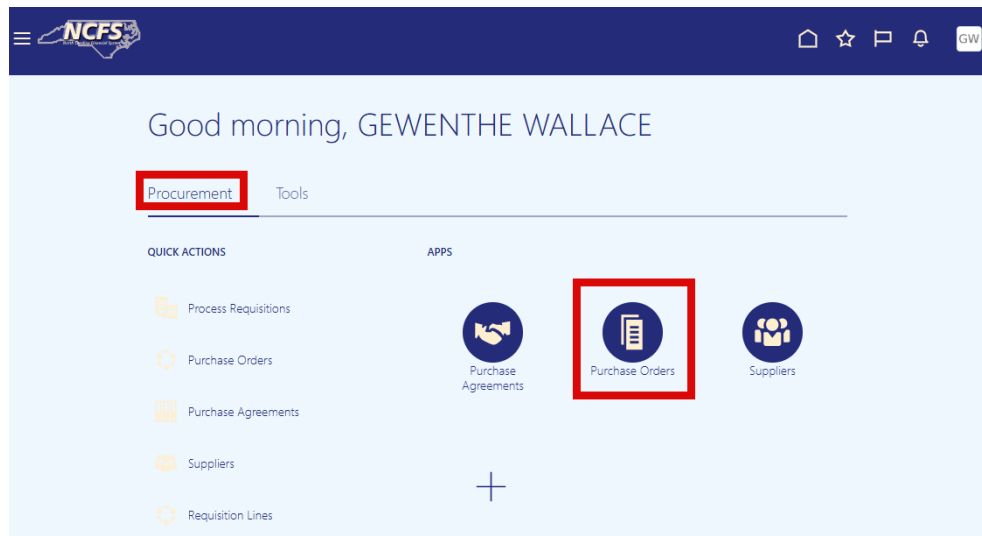
Transfer Initiated Requisition 30R0032637
Requisition 30R0032637 07/07/2025
1 Line
Transfer Order 3046059
Approval Date
7/7/25

Outlined Requisition 08R0000012
Testing
1 Line
Purchase Order 08P00000003
Buyer
TOMIKIO CUNNINGHAM

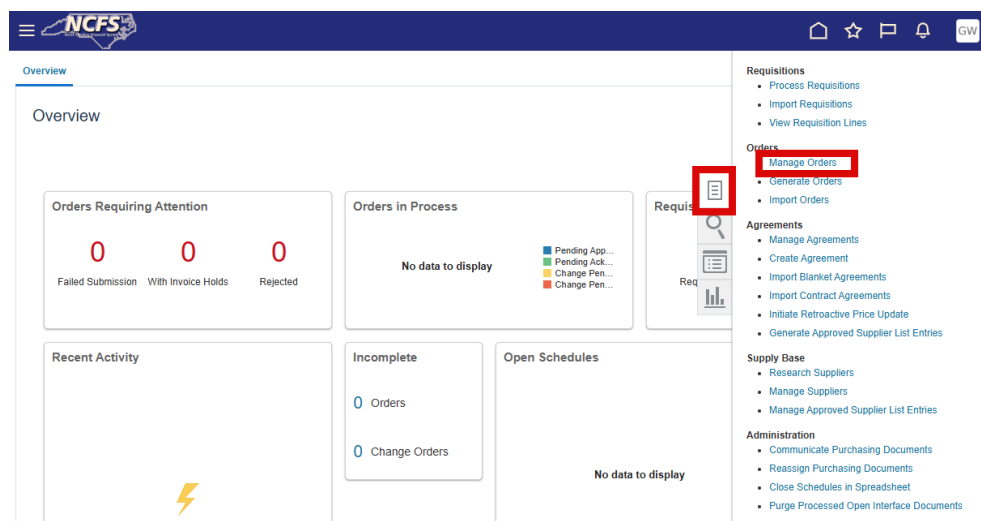
Review Created Non-Catalog Purchase Order

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

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



3. Select the **“Tasks”** icon menu and select **Manage Orders**.



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

Manage Orders Done

Search

Advanced Manage Watchlist Saved Search All My Orders

** Keywords

** Order

** At least one is required

** Procurement BU **0800 DEPARTMENT OF PUBLIC INSTRUCTION**

** Requisition **08R0000018**

** Supplier

** Buyer

Status

Include Closed Documents

Search Reset Save...

Search Results

Actions View Format + Freeze Detach Wrap

Order	Description	Supplier	Ordered	Currency	Status	Lif Change Cy Order	Creation Date
08P0000001		CENGAGE LEA...	20,954.95	USD	Closed for Receiving		9/16/24

Columns Hidden: 43

- Select the **“Purchase Order”** hyperlink to view the **Purchase Order** details.

Purchase Order: 08P0000001 View PDF Actions Refresh Done

Main

General

Procurement BU 0800 DEPARTMENT OF PUBLIC INSTRUCTION
 Requisitioning BU 0800 DEPARTMENT OF PUBLIC INSTRUCTION
 Sold-to Legal Entity NC DEPARTMENT OF PUBLIC INSTRUCTION
 Bill-to BU 0800 DEPARTMENT OF PUBLIC INSTRUCTION
 Order 08P0000001
 Status Closed for Receiving
 Funds Status Reserved
 Buyer VALESKA CROSS
 Creation Date 9/16/24

Supplier CENGAGE LEARNING
 Supplier Site PO DEPT 04
 Supplier Contact Vtznvgdo y Rhtazvov
 Communication Method None
 Bill-to Location 0800DPIN-6336 MAIL SERVICE CENTER
 Ship-to Location 08440M-215 CHARLES ST

Ordered 20,954.95 USD
 Total Tax 0.00 USD
 Total 20,954.95 USD
 Description
 Requisition 08R0000018
 Source Agreement
 Supplier Order

Order Life Cycle

Ordered
 Received
 Delivered

0 5K 10K 24K
 Amount (USD)
 View Details

Terms Notes and Attachments

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

Additional Information

Context Prompt

Lines Schedules Distributions

Actions View Format + Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Price	Ordered	Status	Funds Status	Details
1		Ceng- Math 5 You 6-8 Big Ideas Vol 6-8	185	EACH	113.27	20,954.95	Closed for...	Reserved	

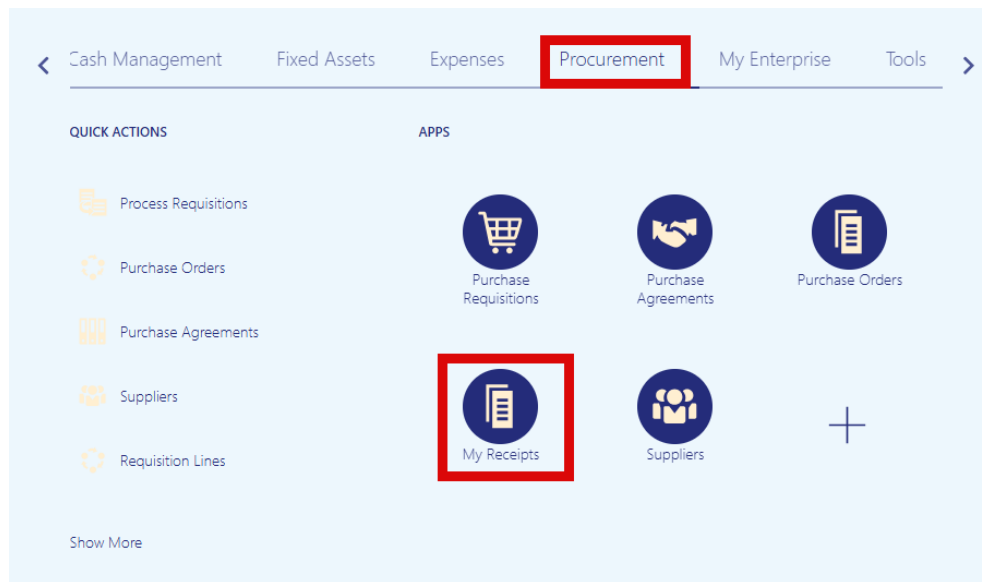
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Process Purchase Order Receipt

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

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

1. Select the **“Procurement”** tab on the **Home** page.
2. Select 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. Select the **“Search”** button.

The screenshot shows the NCFS Receive Items screen. At the top, there is a header bar with the NCFS logo and navigation icons. Below the header, there is a search bar with the text "Receive Items". To the right of the search bar, there are buttons for "Advanced", "Saved Search", and a dropdown menu for "Items Due in Last 7 Days". Below the search bar, there are several input fields: "Requester", "Entered By", "Requisition", "Purchase Order" (with the value "EP5140083" and highlighted with a red box), and "Transfer Order". Below the "Purchase Order" field, there is a dropdown menu for "Items Due" with the value "Any time" and highlighted with a red box. At the bottom right, there are buttons for "Search" (highlighted with a red box), "Reset", and "Save...".

6. Select the desired **row**.
7. Select the **“Receive”** button.

Receive Items ?

Search Advanced Saved Search Items Due in Last 7 Days

Search Results

View Format Freeze Detach Wrap **Receive**

Requisitioning BU	Requisition	Line	Item Description	Supplier	Need-by Date	Quantity	UOM Name	Currency	Purchase Order	Tran
0800 DEPART...		1	Open purchase order ...	AUGUST PRO...	10/16/23		Dollar		EP5140083	

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. Select the **“Submit”** button.

Create Receipts ? Submit Cancel

Actions View Format Freeze Detach Wrap Remove Line Show Receipt Quantity

Requisition	Item Description	Suppl Item	Manufact Part Number	Man	Quantity	UOM Name	Cu	Ord	Rec	Invoice	Orde UOM	Transaction Date	Waybill	Packing Slip	Note	Requisitioning BU
1 Open purc...					185	Dd		0	0	Do...		8/7/25 1		6875310		0800 DEPART...

Rows Selected 1

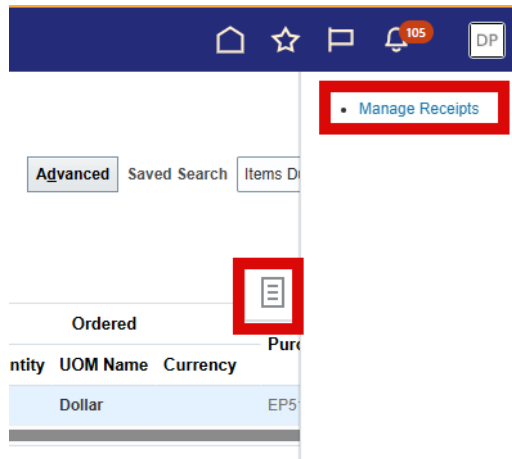
12. A **Confirmation** window will appear with the **Receipt Number**.
13. Select **OK**.

Confirmation

You created the following receipt numbers: 1539.

OK

14. Select the “Tasks” icon 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. Select **Search** to review the receipt details.

Manage Receipts ⓘ

Done

Search

Advanced Saved Search All Receipts

** Receipt 1539

Requisitioning BU 0800 DEPARTMENT OF PUBLIC INSTRUCTION

Requisition

Items Received Last 7 days

** Purchase Order

** Transfer Order

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Return Correct

Requisitioning BU	Receipt	Item Description	Supplier	Received			Receipt Date	Purchase Order	Transfer Order	Shi
				Quantity	UOM Name	Currency				
0800 DEPARTM...	1539	1 Open purchase order fo...	AUGUST PRODUCE ...	185	Dollar		8/7/25 10:33...	EP5140083		

Columns Hidden 7

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

Web Based Training (WBT)

- **INV100:** Inventory Request
- **INV107:** Consumption Requisition Approvals
- **AR001:** Accounts Receivable Inquiry
- **GL100a:** Journal Approver
- **GL100b:** Journal Entry
- **GL001:** Journal Inquiry (Part 1 & 2)
- **PO001:** Procurement Inquiry
- **PO107:** PO Advanced Procurement Requestor

Instructor Led Training (ILT)

- **INV100:** Inventory Request
- **INV107:** Consumption Requisition Approvals
- **AP100:** AP Agency Payment Management
- **AP101:** Invoice Management
- **AP102:** AP Approvals
- **AR100:** Customer Maintenance
- **AR101:** Collections Management
- **AR102:** Receipt Management
- **GL100c:** Journal Entry
- **PO101:** PO Procurement Requestor