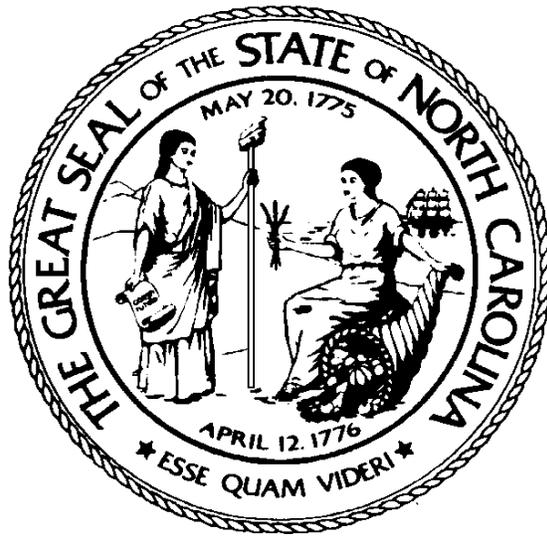


# Usage Orders Training Course

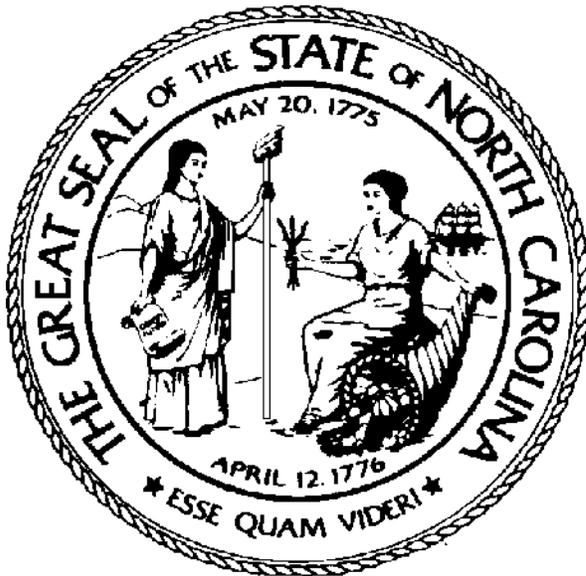


State of North Carolina

# NC Accounting System



North Carolina Accounting System  
**Usage Orders**  
Training Course  
*4th Edition*



Office of the State Controller  
March 19, 2009

This training was prepared by  
**The Office of the State Controller**  
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## Procedure 1: Logging on to the NCAS

1. Type **CICSNC23** at the NCAS Sign-On Banner and press .
2. Type **your User ID** in the USERID field. (This is also called your RACF ID.)
3. Type **the billing code for your agency (XXX-XXX)** in the BILL CODE field.
4. Type **your password** in the PASSWORD field and press . A message displays across the top of the screen, indicating you are now signed on to the system. The message then disappears, leaving a blinking cursor at the top of a blank screen.
5. Type **MSAS** at the cursor and press . The MSAS banner screen displays.
6. Type **your assigned user ID** in the OPERATOR ID field.
  -  You may obtain a user ID from your Agency Project Coordinator to use in the practice region. Use your NCAS System ID in the production region.
7. Type **your password** in the PASSWORD field and press . You are now signed on to the North Carolina Accounting System.
  -  If you get the message **Password not on file**, press , , or  twice to return to the blank screen with the flashing cursor in step 5. Repeat steps 6 through 7.



## Procedure 2: Logging Off of the NCAS

It is very important to sign off the North Carolina Accounting System properly. If you do not follow these instructions, you will not be able to reconnect to the system until your terminal is released by the Office of the State Controller.

### From any screen:

1. Type **SO** in the ACTION field and press **Enter**.
2. Press **Pause**. (There may not be a **Pause** key on your keyboard. Instead of **Pause**, you may press either **F2**, or **F3**).
3. Type **LOGOFF** on the blank screen and press **Enter**.

When the State Sign-On Banner displays, you are signed off of the system.



## Procedure 3: Performing an Item Search

### From the Purchasing module:

1. Type **ISN** in the NEXT FUNCTION field and press  to access the *Item Short Name Lookup (ISN)* screen.
2. Type a **short name for the item for which you are searching** in the SHORT NAME field.
3. Type **@** after the short name entered in the SHORT NAME field and press .



## Procedure 4: Inquiring on an Item

### From the Inventory module:

#### To inquire on a single item:

1. Type **INI** in the NEXT FUNCTION field to access the *Item Number Inquiry (INI)* screen.
2. Type the **item number** in the first KEYS field and press .

#### To inquire on an item/warehouse record:

3. Type **IWI** in the NEXT FUNCTION field to access the *Item Warehouse Inquiry (IWI)* screen.
4. Type the **item number** in the first KEYS field.
5. Type the **warehouse ID** in the second KEYS field and press .

#### To inquire on the records for an item:

6. Type **FII** in the NEXT FUNCTION field to access the *Find Inventory by Item (FII)* screen.
7. Type the **item number** in the first KEYS field.
8. Type the **warehouse ID** in the second KEYS field and press .



## Procedure 5: Entering Usage Order Header Information

From the Inventory module:

1. Type **UOHE** for the *Usage Order Header Entry (UOHE)* screen in the NEXT FUNCTION field.
2. Type the **usage order number** in the second KEYS field.
3. *Optional:* Type the **usage order number suffix** in the third KEYS field.
4. Press . The system displays the following message: **VERIFICATION ACCOMPLISHED ORDER NUMBER -- RECORD NOT FOUND PROCEED WITH ACTIVITY.**
5. Type **C** for *consumption* in the ORDER TYPE field.
6. Type the **warehouse ID for the warehouse from which you are ordering** in the WAREHOUSE field.
7. Type the **date on which you want the order released** in the RELEASE ORDER DATE field.
8. Type the **date by which you need the order** in the ORDER DUE DATE field.
9. Type **your paying entity** in the PAY ENTITY field.
10. Type the **ship-to code** in the SHIP TO field.
11. Type **your requester ID** in the REQUESTER ID field.
12. Type **Y** for yes in the GL INDICATOR field.
13. Type **your company** in the USAGE COMPANY field.
14. Press . The *Usage Order Line Item Entry (UOLE)* screen displays.



## Procedure 6: Entering Usage Order Line Information

From the *Usage Order Header Entry (UOHE)* screen:

1. Press  to access the *Usage Order Line Item Entry (UOLE)* screen.
2. Type the **item number** on the first line under the ITEM NUMBER field.
3. Type the **quantity you are ordering** in the QTY field.
4. Type **Y** for yes in the GL IND field.
5. Type **your center** in the USAGE CENTER/GROUP ACCOUNT field.
  -  If you need to enter more than one line on an order, type = in the USAGE CENTER/ GROUP ACCOUNT field after you type your center on the first line. This repeats your center number without having to retype it.
6. Repeat steps 2-5 to add up to four more lines to this order.
7. Press  when you are finished adding order lines. The *Usage Order Line Item Entry (UOLE)* screen refreshes with five new available lines. To leave the *UOLE* screen, type another screen identifier in the NEXT FUNCTION field and press .



## Procedure 7: Adding a Usage Order Line

### From the Inventory module:

1. Type **UOA** for the *Usage Order Additions (UOA)* screen in the NEXT FUNCTION field.
2. Type the **usage order number** in the second KEYS field.
3. Press .
4. Type the **item number** of the item you want to add to the order on the first line under the ITEM NUMBER field.
5. Type the **quantity you are ordering** in the QTY field.
6. Type **Y** for yes in the GL IND field.
7. Type **your center** in the USAGE CENTER/GROUP ACCOUNT field.
8. Repeat steps 5-8 to add up to four more lines to this order.  
  
 If you need to add more than five lines to one order, type = in the first KEYS field and press  when you have finished adding the first five lines. This clears the lines on the *Usage Order Additions (UOA)* screen, allowing you to continue adding lines to the same order.
9. Press  when you are finished adding order lines. The *Usage Order Additions (UOA)* screen clears.



## Procedure 8: Ignoring a Stock Shortage Warning

If you receive a stock shortage warning and wish to continue the order, ignoring the warning:

1. Type **IGN** for *ignore* in the `REQUEST` field on the *Usage Order Line Item Entry (UOLE)* screen or the *Usage Order Additions (UOA)* screen.
2. Press .



## Procedure 9: Reducing the Quantity Ordered

**If you receive a stock shortage warning and wish to reduce the quantity ordered:**

- 1.** Type a **smaller amount than first specified** in the QTY field on the *Usage Order Line Item Entry (UOLE)* screen or the *Usage Order Additions (UOA)* screen.
- 2.** Press .
  -  If you still get the message, continue to reduce the quantity until you do not get the message.
  -  If the item is completely out-of-stock, you will not be able to eliminate the warning by reducing the quantity.



## Procedure 10: Canceling a Usage Order Line

**If you receive a stock shortage warning and wish to cancel the order line:**

1. Type **can** for *cancel* in the REQUEST field on the *Usage Order Line Item Entry (UOLE)* screen or the *Usage Order Additions (UOA)* screen.
2. Press . The screen clears, indicating that the line has been canceled.
  -  Using the cancel command on the *Usage Order Line Item Entry (UOLE)* or *Usage Order Additions (UOA)* screen cancels all lines listed on the screen. If you have multiple lines on the screen and wish to cancel only one of them, you should ignore the stock shortage warning and then delete that line using the *Usage Order Line Item Delete (UOLD)* screen.



## Procedure 11: Changing Usage Order Lines

### From the Inventory module:

1. Type **UOLU** for the *Usage Order Line Item Update (UOLU)* screen in the NEXT FUNCTION field.
2. Type the **usage order number** in the second KEYS field.
3. *Optional:* Type the **usage order number suffix** in the third KEYS field.
4. Press .
5. Type the **new information** over the old information in the appropriate fields.
6. Press .



## Procedure 12: Closing a Usage Order (by Warehouse Manager)

### From the Inventory module:

1. Type **UOC** for the *Usage Order Close (UOC)* screen in the NEXT FUNCTION field.
2. Type the **usage order number** in the second KEYS field.
3. Press .
4. Type **C** for *close* in the ENTER 'C' TO APPROVE CLOSE field.
5. Type **today's date** in the DATE SHIPPED field.  
 Even though you may not actually be shipping anything, you must enter a date in this field. It is a required field.
6. Press .



## Procedure 13: Deleting a Usage Order Line

### From the Inventory module:

1. Type **UOLD** for the *Usage Order Line Item Delete (UOLD)* screen in the NEXT FUNCTION field.
2. Type the **usage order number** in the second KEYS field.
3. Press .
4. Type **D** for *delete* under the DEL field to the left of the line you wish to delete.
5. Press .



## Procedure 14: Deleting a Usage Order

### From the Inventory module:

1. Type **UOHD** for the *Usage Order Header Delete (UOHD)* screen in the NEXT FUNCTION field.
  2. Type the **usage order number** in the second KEYS field.
  3. Press .
  4. Type **D** for *delete* in the ENTER 'D' TO APPROVE DELETE field.
  5. Press .
-  Deleting a usage order header deletes the entire usage order. The order lines do not have to be deleted individually.



## Procedure 15: Inquiring on Basic Usage Order Data

**From the Inventory module:**

1. Type **UOI** for the *Usage Order Inquiry (UOI)* screen in the NEXT FUNCTION field.
2. Type the **usage order number** in the second KEYS field.
3. Press . Information on your order displays. Continue to press  to scroll through the order lines.



## Procedure 16: Inquiring on a Usage Order Approval Status

### From the Purchasing module:

1. Type **RAI** in the NEXT FUNCTION field and press  to access the *Requisition Approval Inquiry (RAI)* screen.
2. Type the **buying entity** of the usage order on which you are inquiring in the BUY ENTITY field.
3. Type the **requester ID used for the usage order** in the REQUESTER field.
4. Type **X** (or any other character) in the USAGE ORDER field and press .
5. Press  again to scroll through the list of usage orders.

### To determine the approver that is associated with the signature approval code:

6. Type **SACL** in the NEXT FUNCTION field and press  to access the *Signature Approval Code List (SACL)* screen.
7. Type the **buying entity** of the usage order on which you are inquiring in the ENTITY field.
8. Type **buy** in the ENTITY TYPE field.
9. Type the **approval code you are looking up** in the BEGINNING SIGNATURE APPROVAL CODE field and press .
-  The signature approval code displays under the usage order number (to the left of the date) in the ORDER NUMBER field on the *Requisition Approval Inquiry (RAI)* screen.
10. Look for the signature approval code that was displayed on the *Requisition Approval Inquiry (RAI)* screen in the SIGNATURE APPROVAL CODE field.
11. Find the name that corresponds to the signature approval code in the DESCRIPTION field.
12. Type **RAI** or **R** in the NEXT FUNCTION field and press  to return to the *Requisition Approval Inquiry (RAI)* screen.



## Procedure 17: Approving a Usage Order

### From the Purchasing module:

1. Type **RAS** in the NEXT FUNCTION field and press  to access the *Requisition Approval (RAS)* screen.
2. Type **your approval code** in the APPROVAL CODE field.
3. Type **your buying entity** in the BUY ENTITY field.
4. Type **X** (or any other character) in the USAGE ORDER field and press .
5. To view additional information relating to a usage order, type **UOI** for the *Usage Order Inquiry (UOI)* screen in the ACT S/R field next to the usage order number.
6. Press . The *Inventory System Menu (IN)* screen displays with the order number already in the second KEYS field.
7. Type **UOI** again in the NEXT FUNCTION field and press  to access the *Usage Order Inquiry (UOI)* screen.
8. Press  again to scroll through the lines of the usage order.
9. Type **.PS** in the ACTION field and press  to return to the Purchasing module.
10. Type **RAS** in the NEXT FUNCTION field and press  to return to the *Requisition Approval (RAS)* screen.
11. Type **your approval code** in the APPROVAL CODE field.
12. Type **your buying entity** in the BUY ENTITY field.
13. Type **X** (or any other character) in the USAGE ORDER field and press .
14. Type **S** for *supply* approval in the ACT S/R field next to the usage order you wish to approve.
  -  If you wish to reject a usage order, type **R** for *reject* in the ACT S/R field next to the usage order you wish to reject.
  -  If you wish to exercise override authority and approve the usage order for all other approvers, type **A** for sign-off *authority* for in the ACT S/R field next to the usage order you wish to approve.
15. Press  to approve the usage order.
  -  The usage order is now forwarded to the next approver. If you are the last approver, it is now ready to be released and allocated.

- 16.** Repeat steps 5 through 15 until you have approved all the usage orders that you wish to approve in your queue.



The message **THERE ARE NO REQUISITIONS REQUIRING APPROVAL** is displayed at the top of the screen when the last usage order has been approved.

## QRG 1: Selected Inventory Screens

### Primary Inventory Screens

ID	NAME	PURPOSE
UOA	Usage Order Additions	Add new lines to an existing usage order
UOHE	Usage Order Header Entry	Create a usage order header
UOHU	Usage Order Header Update	Change information on a usage order header
UOHD	Usage Order Header Delete	Delete a usage order. All lines associated with the usage order will also be deleted.
UOI	Usage Order Inquiry	Primary screen used when inquiring on a specific usage order. Displays order header and line detail information including item number, quantity ordered, per unit cost, and accounting distribution to be changed.
UOLE	Usage Order Line Entry	Enter a line on a new usage order
UOLU	Usage Order Line Update	Change an existing line on a usage order
UOLD	Usage Order Line Delete	Delete an existing line on a usage order

### Other Useful Screens

ID	NAME	PURPOSE
IWI	Item Warehouse Inquiry	Review a warehouse's quantities of an item (on hand, on order, available)
OBI	Order Browse Inquiry	Displays list of orders matching selection criteria in KEYS field
ORBI	Order Requirements Inquiry	Compare the quantity ordered with the quantity allocated
RAI	Requisition Approval Inquiry	(Purchasing module) View the approval code status of a usage order
RAS	Requisition Approval	(Purchasing module) Approve a usage order
UOC	Usage Order Close	Manually close a usage order
UOS	Usage Order Shortage Check	Compare the amount requested on a usage order to the amount available in the warehouse at the time the usage order is created



## QRG 2: Selected Status Codes

<b>Usage Order Status Codes</b>	
1	Approval Denied
2	Approved
3	Pending Approval
4	Release (cannot delete)
5	Partially Shipped (cannot delete)
6	Closed (cannot delete)
7	Real-time Allocation

<b>Usage OrderLine Item Status Codes (requirement status)</b>	
F	Firm (initial status when order is entered)
R	Released (warehouse has the order)
S	Shipped partial
C	Shipped complete

<b>Usage Order Line Allocation Status Codes</b>	
F	Released Order
A	Partially Allocated
C	Completely Allocated

