

Table of Contents

NCAS Overview

NCAS Basics (Computer-Based Training).....	2
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Materials Management

Procurement Card.....	3
Accounts Payable Overview	3
Accounts Payable Matching.....	4
Accounts Payable Management	4
Inventory Management (Agency Specific)	5
Inventory Accounting (Agency Specific)	5
1099 Processing	6
Vendor Processing.....	6
Usage Orders (Agency Specific)	7
E-Procurement Purchasing in NCAS Inventory (Agency Specific).....	7
Inventory for LEAs (Agency Specific).....	8
XPTR for Inventory (Agency Specific)	8
Accounts Receivable for Inventory (Agency Specific)	9

General Accounting

Agency System Management	10
Capital Improvements	10

Budget Management

Budget Management.....	11
------------------------	----

Information Access

Information Access Tools CBT (Computer-Based Training)	12
Using IE in the NCAS Environment.....	12
Basic Information Expert (IE) Reporting	13
Advanced Information Expert (IE) Reporting.....	13
DSS (Decision Support System) Basics	14

General Topics

Security Administrator's Workshop.....	15
Fixed Assets Basics.....	15

Effective April 1, 2009, the Office of the State Controller will no longer offer CPE accreditation for NCAS classes.

SO: NCAS01

NCAS BASICS CBT (Computer-Based Training)

Recommended for: All individuals receiving further NCAS training

Prerequisites: None

Teaching Method: CBT (Computer Based Training)

Content:

- Mainframe logon/logoff
- NCAS logon/logoff
- Resetting Ids
- System background/history
- Chart of accounts overview
- Terminology
- Moving from module to module
- Moving from screen to screen
- Accessing help
- Action fields
- Required fields
- Basic inquiry
- Benefits
- Training approach
- Information access (reports)

Level: I

Estimated Duration: 1 hour

Advance Preparation: None

MM: PC01

PROCUREMENT CARD

Recommended for: Procurement card managers and those responsible for setting up procurement cardholders or reconciling procurement card transactions.

Prerequisites: NCAS Basics CBT (SO: NCAS01) and Accounts Payable Matching (AP03) or Accounts Payable Integrated (AP04) or Accounts Payable Overview (AP01).

Teaching Method: Instructor-led, Hands-on

Content:

- Process overview
- Accessing the procurement card module
- Agency policy
- Adding cardholders
- Cardholder inquiry
- Reconciling transactions
- Maintenance
- Creating invoices
- Reviewing suspense

Level: I

Estimated Duration: Half Day

Breaks: 15 minutes

Advance Preparation: None

MM: AP01

ACCOUNTS PAYABLE OVERVIEW

Recommended for: Accounts Payable Managers and Accounts Payable Processors

Prerequisites: NCAS Basics CBT (SO: NCAS01)

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Policy overview
- Applying key matching concepts
- Adding trade/non-trade/employee vendors
 - 1099s
- Processing and maintenance of invoices/debit memos/credit memos
 - Matching invoices
 - Direct invoices
 - Employee reimbursement/travel advances
 - Document models
 - Control groups
- Processing exceptions
- Obtaining signature verification
- Converting units of measure
- Adjusting payments
- Batching/keying documents/invoices
- Balancing accounts payable
- Special processes
 - Year-end accruals
 - AP fixed assets interface
 - Employee reimbursement/travel advances
 - Sales tax
 - Tax payable to DMV
- Manually closing purchase order lines to invoicing
- Document/payment inquiries
- Information access (reports)

Level: I

***Estimated Duration:** 8:30 – 4:30 (3-days)

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

***NOTE:** The third day of this course is the AP03 A/P Matching class.

MM: AP02

ACCOUNTS PAYABLE MANAGEMENT

Recommended for: Accounts Payable Managers

Prerequisites: NCAS Basics CBT (SO: NCAS01) and Accounts Payable Matching (MM: AP03) or Accounts Payable Integrated (MM: AP04) or Accounts Payable Overview (AP01) or 6 months processing payments experience confirmed by supervisor.

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Requesting check runs
- Printing automated checks
- Recording manual checks
- Cash requisitioning
- Check reconciliation/cancellation
- Daily balancing of accounts payable
- Filing source documents
- Basic inquiry
- Information access (reports)

Level: III

Estimated Duration: 8:30 – 3:00

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

MM: AP03

ACCOUNTS PAYABLE MATCHING

Recommended for: Accounts Payable Managers and Accounts Payable Processors

Prerequisites: NCAS Basics CBT (SO: NCAS01), and Accounts Payable Integrated (MM: AP04) or Accounts Payable Overview (AP01) or 6 months processing payments experience confirmed by supervisor.

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Policy overview
- Applying key matching concepts
- Processing exceptions
- Obtaining signature verification
- Converting units of measure
- Adjusting payments
- Manually closing purchase order lines to invoicing

Level: I

***Estimated Duration:** 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

***NOTE:** This class is included as the third day of the AP01 A/P Overview class.

MM: IN01

INVENTORY MANAGEMENT (Agency Specific)

Recommended for: Warehouse Administrators and Warehouse Managers

Prerequisites: NCAS Basics CBT (SO: NCAS01), Requisitioning and Requisitioning Approval (MM: RQ01), and Receiving (MM: RC01)

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Establish inventory information
- Replenish inventory
- Evaluate inventory supply
- Replenish internally and externally
- Approve replenishment orders
- Issue inventory
- Process backorders and usage order returns
- Manage inventory
- Use inventory detail records and document numbers
- Use cycle counts to reconcile inventory

Level: I

Estimated Duration: 8:30 – 4:30 (3-days)

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

MM: IN02

INVENTORY ACCOUNTING (Agency Specific)

Recommended for: Inventory Accountants

Prerequisites: NCAS Basics CBT (SO: NCAS01)

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Define accounting distributions for specific sets of items
- Process inventory accounting transactions
- Audit inventory accounting transactions
- Analyze inventory activity

Level: II

Estimated Duration: 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

MM: 1099

1099 PROCESSING

Recommended for: AP Managers and Assistants

Prerequisites: NCAS Basics CBT (SO: NCAS01), and Accounts Payable Integrated (AP04) or Accounts Payable Overview (AP01). Accounts Payable Management (AP02) would be beneficial.

Teaching Method: Instructor-led, Hands-on

Content:

- 1099 Process Overview
- Establishing Vendor 1099 Information
- Flagging Invoices with 1099 Codes
- Correcting NCAS Information Prior to December 31st.
- Making 1099 Corrections after Calendar Year-end
- Distributing and Filing 1099s
 - ◆ Filing Requirements
 - ◆ Sending 1099s to Vendors
 - ◆ Filing 1099 Information Returns
- Backup Withholding
 - ◆ State Withholding
 - ◆ Federal Withholding
 - ◆ NCAS Processing of Withheld Payments

Level: II

Estimated Duration: 8:30 – 4:00

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes **Advance**

Preparation: None

MM: VN01

VENDOR PROCESSING

Recommended for: AP Managers and Accounts Payable Processors

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Policy Overview
- Vendor Overview
- Trade Vendors
- Employee Vendors
- Non-Trade Vendors
- E-Pay Vendors
- 1099 Vendors
- Backup Withholding Vendors
- Factored Vendors

Level: I

Estimated Duration: 8:30 – 3:00

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

MM: IN06

**USAGE ORDERS
(Agency Specific)**

Recommended for: Requisitioners, Requisition Approvers, and Warehouse Clerks

Prerequisites: NCAS Basics CBT (SO: NCAS01)

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- NCAS Inventory Navigation Tips
- Inventory Supply Inquiry
- Entering Usage Orders
- Approving Usage Orders

Level: I

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

MM: IN07

**E-Procurement Purchasing in
NCAS Inventory (Agency
Specific)**

Recommended for: Warehouse System Administrators, Warehouse Managers, External requesters: Buyers & Approvers

Prerequisites: NCAS Basics CBT (SO: NCAS01), E-Procurement access and working knowledge in either: Requesting, Purchasing, or Approving

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- Replenishing Inventory
- Evaluating Inventory Supply
- Establishing Item Information
- External Replenishment
- Replenishment Action Reports

Level: I

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

MM: IN05

INVENTORY FOR LEAs (Agency Specific)

Recommended for: Textbook Coordinators

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- Introduction to NCAS
- Accounting for Inventory Purchases
- Navigational Tips in the Inventory Module
- Inventory Supply Inquiry
- Entering Usage Orders
- Allotment Balances and Locally Funded Purchases
- Logging Off NCAS
- Inventory Report Management (X/NET)
- Accessing and Logging On to X/NET
- Browsing Reports Using X/NET
- Changing the Report List
- Printing Reports from X/NET
- Logging Off X/NET

Level: I

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

MM: IN03

XPTR FOR INVENTORY (Agency Specific)

Recommended for: Fiscal and Materials Management Staff

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- Initial Setup
- Report Viewing
- Printing Reports
- Online Help

Level: I

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None

MM: IN04

ACCOUNTS RECEIVABLE FOR INVENTORY (Agency Specific)

Recommended for: Account Receivable
Clerks

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Course Overview
- Signon and Navigation
- AR Policy
- Customer Setup
- Invoices and Credit Memos
- Cash Application
- Inquiry
- Account Cleanup

Level: I

Estimated Duration: 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

GA: SM01

AGENCY SYSTEM MANAGEMENT

Recommended for: Accounting Management, Grant Managers, Capital Improvement Managers and Cost Allocation Managers

Prerequisites: NCAS Basics CBT (SO: NCAS01)

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
 - System controls
- Chart of accounts overview/maintenance
- System automated entries (accounting rules)
- Basic inquiry
 - General ledger
 - Balances
 - Tracing transactions (audit/traceback)
 - Available Funds File
- Recognizing and correcting unprocessed transactions
 - Suspense transactions
 - Suspended batch master
- System balancing
 - Daily/monthly/quarterly
- General ledger interfaces (e.g., payroll)
- Intragovernmental transactions
 - Quasi-external transactions
 - Reimbursements
 - Operating transfers
 - Residual equity transfers
 - Grant transactions
- Recording cash receipts and general journal entries
 - Recording journal vouchers
 - Recording accrual journal vouchers
- Managing appropriations and allotments
 - Recording quarterly allotments
 - Recording quarterly reversions
- Information access (reports)

Level: I

Estimated Duration: 8:30 – 4:30 (2-days)

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

GA: CI01

CAPITAL IMPROVEMENTS

Recommended for: Capital Improvement Managers

Prerequisites: NCAS Basics CBT (SO: NCAS01) and Agency System Management (GA: SM01)

Teaching Method: Lecture

Content:

- Business process overview
- Chart of accounts structure
- Budget authorization
- Budgetary account structure
- NCAS accounting procedures
- Life-to-date accounting
- Account balances
- Information access (reports)

Level: II

Estimated Duration: 2 hours

Advance Preparation: None

BD: BD01

BUDGET MANAGEMENT

Recommended for: Budget Officers, Chief Fiscal Officers, and Accounting Management (if responsible for budget transfers)

Prerequisites: NCAS Basic CBT (SO: NCAS01)

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Establishing the budget
- Checking Funds
 - Available Funds File
 - Funds checking
 - Company policy
- Recording budget transfers (internal and BD606s)
- Processing unfinished documents
- Resolving budgetary exceptions
- Monthly budgetary reports
- Understanding OSBM/BRS interface process
- Basic inquiries
- Budgetary management reports

Level: III

Estimated Duration: 8:30 – 4:00

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

IA: IA01

INFORMATION ACCESS CBT (Computer-Based Training)

Recommended for: All NCAS Users

Prerequisites: NCAS Basics CBT (SO: NCAS01)

Teaching Method: CBT (Computer Based Training)

Content:

- Online Report Query
- Report Management Distribution System (RMDS)
- Information Expert (IE)
- SmartStream Decision Support

Level: Technical

Estimated Duration: 3 hours

Advance Preparation: None

IA: IE01

USING IE IN THE NCAS ENVIRONMENT

Recommended for: Primary NCAS IE Users

Prerequisites: NCAS Basics CBT (SO: NCAS01) and Information Access (IA: IA01 - Information Expert section only)

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Understanding the NCAS environment
- Understanding basic IE contents
 - Screen basics
 - Function keys
 - Libraries
- Selecting an IE report
 - Examining members
 - Understanding run statement format
- Requesting an IE report
- Viewing and Printing a report
- Using advanced features

Level: Non-technical

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: Complete CBTs

IA: IE03

BASIC INFORMATION EXPERT (IE) REPORTING

Recommended for: NCAS IE Report writers (Technical and non-technical), *Experienced IE Users ONLY*.

Prerequisites: Using IE in the NCAS Environment (IE01)

Teaching Method: Instructor-led, Hands-on

Content:

- Understanding how the eight NCAS business applications are coordinated during the nightly production process
- Understanding basic Information Expert terms
- Creating an IE report using Expert Reporting to solve an informational need
- Using the Source Management Facility to create a report series
- Learning the Expert Language commands used to create tailored reports
- Editing source code to enhance the data appearing in a report
- Submitting a request to the mainframe to produce the report
- Viewing and navigating through the resulting report
- Maintaining the user library
- Identifying problems and resolving them

Level: Non-technical

Estimated Duration: 8:30 – 4:30 (2-days)

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

IA: IE04

ADVANCED INFORMATION EXPERT (IE) REPORTING

Recommended for: NCAS IE Report writers (Technical and non-technical), *Experienced IE Users ONLY*.

Prerequisites: Using IE in the NCAS Environment (IE01), Basic Information Expert (IE) Reporting (IE03)

Teaching Method: Instructor-led, Hands-on

Content:

- Understanding basic testing techniques
- Understand advanced data access techniques
- Understand how to use data storage commands
- Understand how to use looping commands
- Understand how to use and create procedures and subroutines
- Understand how to create output datasets

Level: Non-technical

Estimated Duration: 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

IA: DSS-01A

DSS (DECISION SUPPORT SYSTEM) BASICS

Recommended for: Program Managers, IT Directors, Chief Fiscal Officers and End Users

Prerequisites: NCAS Basics CBT (SO: NCAS01), Information Access (IA: IA01-SmartStream section only), and Experience using spreadsheet software (preferably MS Excel).

Teaching Method: Instructor-led, Hands-on

Content:

- Understand the role of the DSS in the North Carolina Accounting System
- Understand the nature of the information in the DSS databases
- Select an appropriate report and database file for financial data
- Access detailed data by filtering and drilling down through summary information
- Create customized reports which are automatically updated
- Export specific data for a permanent record
- Access available help and learning resources to maintain and expand their skills

Level: I

Estimated Duration: 8:30 – 4:30

Breaks: 15 minutes

Lunch: 1 hour, 15 minutes

Advance Preparation: None

GT: SA01

SECURITY ADMINISTRATOR'S WORKSHOP

Recommended for: System Security Administrators

Prerequisites: NCAS Basics CBT (SO: NCAS01)

Teaching Method: Instructor-led Workshop

Content:

- Overview of system security
- Agency security profile procedures
- OSC security form requirements

Level: III

Estimated Duration: 3.5 hours

Advance Preparation: None

GT: FA01

FIXED ASSETS BASICS

Recommended for: Fixed Assets Officers

Prerequisites: NCAS Basics CBT (SO: NCAS01)

Teaching Method: Instructor-led, Hands-on

Content:

- Entering fixed assets
- Changing fixed assets
- Transferring fixed assets
- Retiring fixed assets
- Deleting fixed assets
- Interfacing to the fixed asset module

Level: III

Estimated Duration: Half Days

Breaks: 15 minutes

Advance Preparation: None