

NCAS Course List

Materials Management

NCAS01 BASICS WBT (Web-Based Training) (NCAS01)

Recommended for: All individuals receiving further NCAS training.

Prerequisites: None

Teaching Method: NCAS01 Web-Based Training

Content:

- Mainframe logon/logoff
- NCAS logon/logoff
- Resetting ID's
- 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: 1

Estimated Duration: 1 hour

Advance Preparation: None

PROCUREMENT CARD (PC01)

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

Prerequisites: NCAS01 WBT

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
- Processing Grants and Awards
- Reviewing suspense

Level: 1

Estimated Duration: 8:30 – 12:30

Advance Preparation: None

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

Materials Management

ACCOUNTS PAYABLE PROCESSING (AP01)

Recommended for: Accounts Payable Managers and Accounts Payable Processors

Prerequisites: NCAS-1 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Business process overview
- Policy overview
- Vendor Processing
 - Trade Vendors
 - Employee Vendors
 - Non-Trade Vendors
 - Foreign Vendors
 - Electronic Payment Setup for Vendors
 - Inactivating Vendors
- Creating Control Groups
- Processing Direct Invoices
 - Entering Direct Invoices
 - Applying a Debit/Credit Memo to a Direct Invoice
 - Payment Options
 - Multiple Payments
 - Handling Code
 - Canceling Remaining Payments
 - Using Document Models
- Processing Matching Invoices
- Applying Key Matching Concepts
 - Payment Basis
 - Permit to Pay Calculations
- Processing Invoice Exceptions
 - Processing Invoice Header Exceptions
 - Processing Invoice Line Exceptions
- Obtaining Signature Verification
- Converting Units of Measure
- Manually Closing PO Lines to Invoicing
- Processing Employee Transactions
- Processing Grants/Awards
- Requesting Payment Cycles
- Canceling Checks and Replacing Payments
- Handling Special AP Processes
 - Processing 1099 Transactions
 - Backup Withholding
 - Factoring Vendor Payments

Level: 1

Estimated Duration: 8:30 – 4:30 (2 days) **Advance Preparation:** None

Materials Management

INVENTORY MANAGEMENT (Agency Specific)

Recommended for: Warehouse Administrators and Warehouse Managers

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

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

Level: 1

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

Advance Preparation: None

Inventory Accounting (Agency Specific) (IN02)

Recommended for: Inventory Accountants

Prerequisites: NCAS01 WBT

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: 2

Estimated Duration: 8:30 – 4:30

Advance Preparation: None

Materials Management

1099 PROCESSING (1099)

Recommended for: AP Managers/Assistants

Prerequisites: NCAS01 WBT, AP01

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/filing 1099's
 - Filing requirements
 - Sending 1099's to vendors
 - Filing 1099 information returns
- Backup withholding
 - State withholding
 - Federal withholding
 - NCAS processing of withheld payments

Level: 2

Estimated Duration: 8:30 – 4:30

Advance Preparation: None

VENDOR PROCESSING (VN01)

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: 1

Estimated Duration: 8:30 – 12:30

Advance Preparation: None

Materials Management

USAGE ORDERS (Agency Specific) (IN06)

Recommended for: Requisitioners, Requisition Approvers, and Warehouse Clerks

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Course overview
- NCAS inventory navigation tips
- Inventory supply inquiry
- Entering usage orders
- Approving usage orders

Level: 1

Estimated Duration: 8:30 – 12:30

Advance Preparation: None

E-PROCUREMENT PURCHASING IN NCAS INVENTORY (IN07)

Recommended for: Warehouse System Administrators, Warehouse Managers, External Requesters: Buyers/Approvers

Prerequisites: NCAS01 WBT, 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

Level: 1

Estimated Duration: 8:30 – 3:00

Advance Preparation: None

Materials Management

INVENTORY FOR LEA'S (Agency Specific) (IN05)

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: 1

Estimated Duration: 8:30 – 12:30

Advance Preparation: None

XPTR FOR INVENTORY (Agency Specific) (IN03)

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: 1

Estimated Duration: 8:30 – 12:30

Advance Preparation: None

Materials Management

ACCOUNTS RECEIVABLE FOR INVENTORY (Agency Specific) (IN04)

Recommended for: Account Receivable Clerks

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Course overview
- Sign-on/Navigation
- AR policy
- Customer setup
- Invoices/Credit memos
- Cash application
- Inquiry
- Account cleanup

Level: 1

Estimated Duration: 8:30 – 4:30

Advance Preparation: None

Budget Management

AGENCY SYSTEM MANAGEMENT (SM01)

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

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands-on

Content:

- Business process flow overview
 - System controls
- Chart of accounts overview/maintenance
- System automated entries
- Basic inquiry
 - General ledger
 - Balances
 - Tracing transactions (audit/trace back)
 - Available funds file
- Recognizing/correcting unprocessed transactions
 - Suspense transactions
 - Suspended batch master
- System balancing
 - Daily/Monthly/Quarterly
 - Month-end procedures
- General ledger interfaces
- Intra-governmental transactions
 - Reimbursements
 - Budgetary issues
 - Interfund transfers
 - Federal/State Grant transactions
- Recording cash receipts/general journal entries
 - Recording journal/accrual journal vouchers
- Managing appropriations/allotments
 - Recording quarterly allotments/reversions
- Information access (reports)

Level: 1

Estimated Duration: 8:30 – 4:30 (Day 1)
8:30 – 1:00 (Day 2)

Advance Preparation: None

CAPITAL IMPROVEMENTS (CI01)

Recommended for: Capital Improvement Managers

Prerequisites: NCAS01 WBT, SM01

Teaching Method: Instructor-led

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: 2

Estimated Duration: 10:00 – 12:00

Advance Preparation: None

Budget Management

BUDGET MANAGEMENT (BD01)

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

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led, Hands on

Content:

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

Level: 3

Estimated Duration: 8:30 – 4:00

Advance Preparation: None

Information Access

USING IE IN THE NCAS ENVIRONMENT (IE01)

Recommended for: Primary NCAS IE Users

Prerequisites: NCAS01 WBT

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/Printing a report
- Using advanced features

Level: Non-technical

Estimated Duration: 8:30 – 12:30

Advance Preparation: Complete WBT's

BASIC INFORMATION EXPERT (IE) REPORTING (IE03)

Recommended for: NCAS IE Report Writers (Technical/non-technical), Experienced IE Users ONLY.

Prerequisites: IE01

Teaching Method: Instructor-led

Content:

- Understanding how the eight NCAS business applications are coordinated during the nightly production process
- Understanding basic IE terms
- Creating and IE report using Exper
- 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/navigating through the resulting report
- Maintaining the user library
- Identifying problems/resolving them

Level: 2

Estimated Duration: 2 days 8:30 – 4:30

Advance Preparation: None

Information Access

ADVANCED INFORMATION EXPERT (IE) REPORTING (IE04)

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

Prerequisites: IE01, 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

Advance Preparation: None

DSS (DECISION SUPPORT SYSTEM) BASICS

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

Prerequisites: None

Teaching Method: Instructor-led, Hands-on

Content:

- Understand the role of the DSS in the North Carolina Accounting System (NCAS)
- Understand the nature of the information in the DSS databases
- Select an appropriate report 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: 1

Estimated Duration: 8:30 – 4:30

Advance Preparation: None

General Topics

SECURITY ADMINISTRATOR'S WORKSHOP (SA01)

Recommended for: System Security Administrators

Prerequisites: NCAS01 WBT

Teaching Method: Instructor-led workshop

Content:

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

Level: 3

Estimated Duration: 8:30 – 10:00

Advance Preparation: None

FIXED ASSETS BASICS

Recommended for: Fixed Assets Officers

Prerequisites: NCAS01 WBT

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: 3

Estimated Duration: 8:30 – 12:30

Advance Preparation: None

CASH MANAGEMENT CONTROL SYSTEM OVERVIEW (CMCS)

Recommended for: CMCS Users, Agency Management

Prerequisites: None

Teaching Method: Instructor-led, Hands-on (not a key stroke by key stroke class)

Requirement: RACF ID/Password

Content:

- Security
- System Navigation
- Detail Screens
 - AK-03 – AK-08
- Transfers
- Requisitions
- Deposits

Level: 1

Estimated Duration: 9:00 – 12:00

Advance Preparation: None