



North Carolina Department of Health and Human Services Office of the Controller

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MEMORANDUM #2011-6

TO: Division Directors
Division Budget Officers
Contract Administrators

FROM: Laketha M. Miller

A handwritten signature in cursive script that reads "Laketha M. Miller".

SUBJECT: System Modifications for the North Carolina Accounting System (NCAS) Requiring New Fields for Federal Award Identifier Codes, BID Identifier Codes, and NC Grant (NCG) Identifier Codes Effective November 1, 2010

To improve NC Open Book reporting and the tracking of state spending, data validation enhancements were developed by the Office of State Budget and Management (OSBM) and Office of the State Controller (OSC) to expand the tracking of procurement functions and the spending of monies that State agencies receive from federal grants. The modification includes the addition of new fields to the NCAS Purchasing, Accounts Payable, and Procurement Card modules to allow for payment reporting with an association back to Federal Award Number, Bid Number, and/or NC Grant (NCG) number. The Federal Award identifier, BID identifier and NCG identifier can be recorded using the NC E-procurement purchasing system and/or the NCAS Purchasing, Accounts Payable, and/or Procurement Card modules. A monthly file will be sent from the NCAS payment file to OSBM including these identifiers and corresponding information in order to fulfill Executive Order 4 and oversight of ARRA funds. Therefore, it is critical for accurate reporting in NC Open Book for all divisions to enter the necessary information into the new data fields.

Detailed instructions, including screenshots, prepared by OSC titled **NCAS USER PROCEDURES TO ACCOMMODATE TRACKING STATE SPENDING FOR PURPOSES OF NC OPENBOOK AND ARRA OVERSIGHT** related to all of the November 1, 2010 enhancements can be found at http://www.osc.nc.gov/sigdocs/sig_docs/NCAS_ARRA_OPENBOOK_Users%20Instructions.pdf

While the requested information should be entered into all new data fields, as appropriate, for payments processed in all 536xxx expenditure accounts, only NCAS Accounts 536CAA – 536HAA and 536JAA will require entry of either a valid Grant ID and/or the 4-character NCG identifier in order for a payment to be processed. The Federal Grants Registry, NC E-Procurement @ Your Service, and NCAS applications began using the system-generated grant ID and corresponding NCG identifier in their transactions and related business processes November 1, 2010.

All state grants to Nongovernmental Organizations (NGOs) must be registered in OSBM's NCGrants.gov website and a valid four-character NCG identifier will be required in order to successfully submit transactions in the following NCAS NGO accounts:

536CAA Cost Reimbursements to NGOs

536DAA Formula Grants to NGOs

536EAA Discretionary Grants to NGOs

536FAA Statutory Distributions to NGOs

536GAA Directed Grants to NGOs

536HAA Loans to NGOs

536JAA Other Aids and Grants to NGOs

Full definitions for each of the above accounts can be found at

http://www.osc.nc.gov/sigdocs/sig_docs/data_elements/account/sigExpenditure_Accounts_536XXX.html

Once a grant to a NGO has been entered in the www.NCGrants.gov system, a 5 to 7 digit unique Grant ID will be generated and available to the person entering the information. The GrantID will be required to identify a corresponding 4-character NCG identifier in NCAS. A one-to-one relationship exists between each unique Grant ID and NCG identifier for every award entered into www.NCGrants.gov. Due to limited space on the NCAS transaction processing screen, users will be required to enter the 4-character NCG identifier when entering transactions to represent the Grant ID mentioned above.

As previously stated, new fields have been added to the NCAS Purchasing, Accounts Payable, and Procurement Card modules to capture NC GRANT identifier code.

In the NC E-procurement system, a requisition and associated purchase order can be created designating the 5-7 digit Grant ID at the time of creation. A Grant ID entered onto the NC E-Procurement requisitions and purchase orders will be displayed on the PO and corresponding invoices as the 4-character NCG identifier and be included on the NCAS requisitions and purchase orders created as part of the NC E-Procurement to NCAS integration process. As long as the Grant ID is entered in the appropriate field as the PO is established in E-Procurement, the 4-character NCG does not have to be entered as each subsequent payment is processed. If this information needs to be changed after the requisition and/or purchase order has been created, the changes should be made in the NC E-Procurement system to be integrated to the NCAS.

Similarly, if the purchase order is created in NCAS, the NCG identifier can be entered in the appropriate data field at the time of creation, then payments can be processed against this PO without the need to enter the 4-character NCG identifier for the matching invoices.

Only when a PO is set up without entry of the 4-character NCG identifier will the valid NCG identifier have to be manually entered for every payment transaction to be processed in the NGO GL accounts identified above.

It is the responsibility of each Division to either designate the valid 5 to 7 digit Grant ID (in E-Procurement) or the 4-character NCG identifier (in NCAS) at the time of PO creation or to document the www.NCGrants.gov system-generated Grant ID and identify the corresponding 4-character NCG identifier on all requests for payments submitted to the Office of the Controller (OOC). Unless the appropriate information was entered on the PO, OOC staff will be unable to process requests for payments in the NGO GL accounts without the correct NCG identifier and the request will be sent back to the division for clarification.

Since November 1, 2010, several divisions have attempted to make payments in these accounts for transactions to entities not required to be registered on the [NCGrants.gov](http://www.NCGrants.gov) website for various reasons (i.e. grants to governmental entities, payments for Purchase of Service contracts, etc.). These payments will need to be budgeted and recorded to the appropriate NCAS account by division budget officers in coordination with the DHHS Division of Budget & Analysis. In order to allow the Department to continue these payments without interruption while the re-budgeting process occurs, OSBM has implemented a temporary solution to allow divisions to process payments with no valid NCG indicator in the 536CAA – 536HAA and 536JAA account series through the use of “dummy” Grant IDs and NCG Identifiers. The “dummy” Grant IDs and NCG Identifiers will remain valid until December 31 of this year, after which point they will no longer work. The “dummy” Grant IDs / NCG Identifiers for each division to use are listed below:

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Central Administration (including Offices of Economic Development and Rural Health) 33528 / 0DV9

Division of Aging & Adult Services: 33529 / 0DW4

Division of Child Development: 33530 / 0DVQ Office of Education Services: 33531 / 0DVX

Division of Social Services: 33532 / 0DVM

Division of Medical Assistance: 33533 / 0DWB

Divisions of Services for the Blind/Deaf and Hard of Hearing: 33534 / 0DVV

Division of Health Services Regulation: 33535 / 0DVY

Division of Vocational Rehabilitation: 33536 / 0DWC

Division of Mental Health, Developmental Disabilities and Substance Abuse Services: 33537 / 0DVL

Division of Public Health: 33393 / 0DQZ

Since the “dummy” Grant IDs and corresponding NCG Identifiers will post erroneous information to NCGrants and NCOpenBook, the Department must complete the moving of non-Financial Assistance to NGO transactions to the correct NCAS accounts as quickly as possible.

If you have questions related to processing payments for Financial Assistance to NGOs in the above NCAS accounts or regarding valid NCG Grant Identifiers please contact the appropriate Branch Head in Program/Benefit Payments or General Accounting/Financial Management. Thank you in advance for your continued cooperation and assistance.

cc: DHHS Executive Committee
DHHS Office of the Controller