



# PROCEDURE 31:

## LOCATING GRANTS AND AWARDS IN NCAS

---

### Job Aid AP01-31

AP01

The purpose of this job aid is to explain how to locate grants and awards in NCAS.

#### After accessing the Accounts Payable module:

1. Type **GBL** in the NEXT FUNCTION field and press **ENTER**.

#### Federal Grants

1. Type the **first two digits of the agency company followed by \*\* (XX\*\*)** in the PAY ENTITY field for agency specific federal awards.
  - a. ENTITY field for agency specific federal awards.

OR

  - b. Type **SW\*\*** in the PAY ENTITY field for statewide federal awards.
2. Type **FED** in the CATEGORY CODE field.
3. Press **ENTER** to receive a list of all agency specific or statewide federal grants.
  - a. Can search by four-digit FED identifier if known in the GRANT/BID ID field
  - b. Can search by the GRANT/BID TYPE: A (ARRA); F (NON-ARRA)
  - c. Can search by the NCOB number if known in the NCOB/CONTRACT# field

#### Bid Awards

1. Type the **first two digits of the agency company followed by \*\* (XX\*\*)** in the PAY ENTITY field for agency specific bid awards.

OR

Type **SW\*\*** in the PAY ENTITY field for statewide bid awards.
2. Type **BID** in the CATEGORY CODE field.
3. Press **ENTER** to receive a list of all agency specific or statewide bid awards.
  - a. Can search by four-digit BID identifier if known in the GRANT/BID ID field
  - b. Can search by the Bid Contract number if known in the NCOB/CONTRACT# field

## NC Grants

1. Type the **first two digits of the agency company followed by \*\* (XX\*\*)** in the PAY ENTITY field.
2. Type **NCG** in the CATEGORY CODE field.
3. Press **ENTER** to receive a list of NC Grants for your agency.
  - a. Can search by four-digit NCG identifier if known in the GRANT/BID ID field
  - b. Can search by the NC Grant number if known in the NCOB/CONTRACT# field