NCDENR

NORTH CAROLINA DEPARTMENT OF
ENVIRONMENT AND NATURAL RESOURCES

Internal Operating
P O L I C Y

Section: Office of the Controller   **Number: FSR - 2**

Subject: Accessing the North Carolina Accounting System (NCAS)

Approved By: DENR Secretary

PURPOSE   The purpose of the Office of the Controller is to ensure that all Department financial transactions are processed in accordance with rules and regulations established by the Office of the State Controller, Office of State Budget and Management, federal regulations, the Department of ENR, and sound accounting principles.

POLICY   The North Carolina Accounting System (NCAS) is the central accounting system for the State of North Carolina. The Department's policy is to record all financial transactions using NCAS in order to maintain a general ledger control over transactions, resource balances, and subsidiary accounts and records. NCAS includes manual and automated procedures, and processes employed from the point a transaction is initiated to the time management information reports and financial statements are issued.

Internal Operating
P R O C E D U R E S

Section: Office of the Controller   Number: FSR - 2

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The procedures for accessing and using the North Carolina Accounting System are detailed in the following Table of Contents.

Table of Contents

Signing On

Accessing the *North Carolina Accounting System* (NCAS) menu is a two-step process. First, you must access CICS. In order to do this, you must have a RACF security number. These numbers are assigned by DENR's *Division of Information Technology Services* (ITS). You should put in a DOTS ticket if you need or are having problems with your RACF#. When you sign onto the system on the CICS screen, you will enter your USER ID number (which is your RACF ID) and your password as assigned by ITS.

Secondly, you must access the NCAS system. To do this, you must have an NCAS OPERATOR ID number and a password assigned by the Office of the State Controller and requested through DENR's Financial Systems Section in the Controller's Office (See Section on Requesting Operator ID).

Your CICS User ID and password are totally separate from your NCAS Operator ID and password. They are two separate access levels - hence the different terminology - *User ID* versus *Operator ID*.

Once you have turned on your computer and opened your QWS3270 or Host on Demand session, the Sign On screen will appear as follows:

```
10.251.168.50   VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK --

     -- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946 --      …
                                       …
* * * * * * * *     W A R N I N G    * * * * * * * * * * * * * * * * * * * * * * * * * *
* THIS IS A GOVERNMENT COMPUTER SYSTEM AND IS THE PROPERTY OF THE STATE*
*OF NORTH CAROLINA. USERS HAVE NO EXPECTATION OF PRIVACY.  USE OF THIS    *
*COMPUTER SYSTEM IS SUBJECT TO MONITORING OR OTHER REVIEW BY THE          *
*GOVERNMENT OPERATOR OR OTHERS. UNAUTHORIZED OR IMPROPER USE OF THIS*
*SYSTEM MAY RESULT IN ADMINISTRATIVE DISCIPLINARY ACTION AND CIVIL AND *
*CRIMINAL PENALTIES.                                                      *
*     USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING.               *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *  * * *

APPLICATION:
```

Signing On (Cont)

1.   Type CICSSCCP in the Application field and press <Enter>.

The CICS screen will appear as follows, and your cursor will be on the USERID field:

```
WELCOME TO ZSAP CICS TS 3.2 PRODUCTION REGION FOR O.S.C.  (NCAS)

  ccccccccccccc\    IIIIIIIIIIIIII\  ccccccccccccc\   sssssssssssss\
  ccccccccccccc\    IIIIIIIIIIIII\   ccccccccccccc\   sssssssssssss\
  cccc\\\\\\\\\\       \\\\III\\\\\\  cccc\\\\\\\\\\    ssss\\\\\\\\\\
 cccc\                  III\         cccc\             ssss\
 cccc\                  iii\         cccc\             ssss\    TS 3.2
 cccc\                  iii\         cccc\             ssss\
 cccc\                  iii\         cccc\             ssss\
 ccccccccccccc\     IIIIIIIIIIIIIi\  ccccccccccccc\   sssssssssssss\
  ccccccccccccc\    IIIIIIIIIIIIIi\   ccccccccccccc\  sssssssssssss\
  \\\\\\\\\\\\\\ \\\\\\\\\\\\\\\     \\\\\\\\\\\\\\  \\\\\\\\\\\\\\
                              PF 1  Help
                ..fill in bill-code (as:bbb-ddd).    PF 3  Exit
     Userid   ==>              bill-cde  ==>
     Password ==>              New Pswd ==>
        Please fill in your Userid and Password and press ENTER
 News -------------------------------------------------------- PF 2  Zoom
|****************************** N O T I C E !! ********************************|
| ** NCAS REGION WEEKEND AVAILABILTY FOR FEBRUARY 2013.  PF2 FOR MORE INFO ****|
| **            02/02/13     9AM - 2PM  KEYING AND INQUIRY ONLY              **|
| **            02/23/13     9AM - 2PM  KEYING AND INQUIRY ONLY              **|
+----------------------------------------------------------------------------+
 Tue Feb 26 02/26/13 16:19:34  term=$838/ZNS06556 sys=CICSSCCP  cpu=SYSB USER
```

NOTE: Any information or notices from the Office of the State Controller will be listed in the **NEWS** block at the bottom of your screen; such as, which Saturdays the system will be up and available for use.

Signing On (Cont)

2.   Type your User ID in the USERID field. (This is also called your RACF ID.)

3.   Tab to the BILL CODE field and type in your division assigned bill code. (Format will be XXX-NER)

4.   Tab to the PASSWORD field and enter your password. (Follow the instructions in your confidential letter and contact FSR section for any problems on the CICS screen.)

5.   After you have typed in your password, press ENTER. Your blinking cursor will be at the top of a *blank* screen.

The fact that the North Carolina Accounting System is made up of several modules will help you to remember what to type on this screen:

Modular
State
Accounting
System

---

6.   Type MSAS at the cursor and press ENTER. The NCAS screen will appear, and your cursor will be on the OPERATOR ID field.

Signing On (Cont)

The NCAS screen will appear as follows:

```
****** ***   ********    *****    ***** ***
*** *** ***    ***   ***  *******   **********
*** *** *** ***           ***  ***   ****   **
*** *** *** ***           ***    ***    ****
*** ** *** ***         ********** **  *****
*** ***** ***  ***   ****  ****  **********
***   ****   ********  ****  ****  *** *****


        NORTH CAROLINA ACCOUNTING SYSTEM - P REGION


    OPERATOR ID:            PASSWORD:

    NEW PASSWORD:           VERIFY:

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POSSESSION, USE, REPRODUCTION, DISTRIBUTION,  DISPLAY OR
DISCLOSURE OF THIS MATERIAL OR THE INFORMATION  CONTAINED
HEREIN IS PROHIBITED.

                                        DCI REL 90.01
```

> Arabic \r 11. Type your NCAS System ID in the
> OPERATOR ID field. Your cursor will automatically move
> to the PASSWORD field.

2. Type your password in the Password field and press
   ENTER. (In the instructions in your confidential letter,
   you are advised to change your initial password you were
   given before preceding with your Log On. See section on
   Your Passwords. Call (919) 707-8550 and ask for the
   DENR Help Desk for assistance.)

   You are now signed on to NCAS!!

NOTE: If you get any error message on this screen, call the DENR Help Desk
at (919) 707-8550.

Signing On (Cont)

The system will display the following screen:

```
****** ***  ********   *****   ***** ***
*** *** ***  ***  ***   *******  **********
*** *** *** ***          *** ***    **** **
*** *** *** ***          *** ***      ****
***  ** *** ***          ************ ** *****
***  ***** *** ***  ****  ****   **********
***   ****  ******** ****  ****    *** *****


     NORTH  CAROLINA   ACCOUNTING SYSTEM - P REGION
                    MAIN MENU


              A - PAYROLL/PERSONNEL

              B - FINANCIAL SYSTEMS

              E - INFORMATION EXPERT

        ENTER THE SYSTEM TYPE YOU DESIRE: __



ACTION ____                                  DCI Release 01.00 SOX
```

1. YYY

```
******   ***   ********   *****   ***** ***
*** ***  ***   ***   ***  *******  **********
*** *** *** ***        *** ***   ****  **
*** *** *** ***        ***   ***    ****
***  ** *** ***        ***********  ** *****
***   *****  ***   *** ****  ****  **********
***   ****   ********  ****  ****  *** *****


        NORTH CAROLINA ACCOUNTING SYSTEM - P REGION
                    FINANCIAL SYSTEMS

    03 - GENERAL LEDGER            12 - FOREIGN EXCHANGE
    04 - ACCOUNTS RECEIVABLE       13 - PROJECT TRACKING
    06 - ACCOUNTS PAYABLE          14 - PURCHASING
    07 - INVENTORY                 21 - FINANCIAL CONTROLLER
    08 - FIXED ASSETS
    09 - BUDGETARY CONTROL


        ENTER THE SYSTEM NUMBER YOU DESIRE: __

ACTION ____                        DCI Release 01.00 SOX
```

> 3.   **Your cursor will be on the ENTER THE SYSTEM TYPE YOU DESIRE field.**
>
> 3.   **The following options are displayed on the main menu screen:**
>> A.   **Payroll/Personnel**
>> B.   **Financial Systems**
>> E.   **Information Expert**

      Type B and press ENTER.

Signing On (Cont)

      The system will display the following screen:

On the FINANCIAL SYSTEMS MENU screen, type the number of the module needed.

Locked Out

**If you have not used the system for 10 minutes, your terminal will "lock."
If you then try to use the system, the screen on the following page will
appear:**

```
PIE - Terminal locked, confirm password for: N1AB118
Lock entered at: 13:03:59
Enter password and press enter to resume work, or
Press PF3 or PF15 to disconnect terminal
```

1.   **To unlock your terminal, type your RACF password. It
        will be invisible when you enter it to ensure security.**

2.   **Press Enter.**

3.   **After you enter your RACF password, the system will
        return to the original screen from which it automatically
        suspended, and you may continue with your processing.**

Kicked Out

If you accidently type an incorrect key, and the following screen appears:

```
                    RETURNING TO CICS - HIT CLEAR




```

1.   **Press the CLEAR button at the bottom of your screen to clear your screen (depending on your communication software). A blank screen will appear.**

2.   **Type MSAS at the cursor and press ENTER. The NCAS screen will appear, and your cursor will be on the OPERATOR ID field.**

3.   **Type your NCAS System ID in the OPERATOR ID field. Your cursor will automatically move to the PASSWORD field.**

4.   **Type your password in the Password field and press ENTER.**

5.   **The system will return you to the main menu screen, and you may continue processing.**
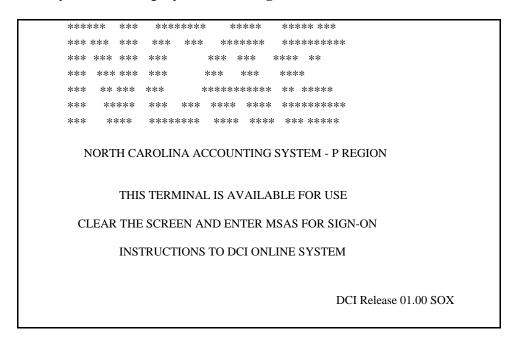
Signing Off

> **WARNING!!**
>   It is very important to sign off of 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 released by the Help Desk.

As a precaution against unauthorized system use, the operator should sign off whenever processing is finished or leaving the terminal unattended for a length of time.

1. **On any screen, move the cursor to the ACTION field, type SO and press ENTER (see the following example).**

```
OCP AP            DOCUMENT GENERAL INFORMATION          DGI

 NEXT FUNCTION: _____ ACTION: so_____ HISTORY: _          02/27/2013  16:29:12


==================================================================================
 PAY ENTITY              :    16PT          VENDOR/EMP NUMBER :    560677225   A

 VEND/EMP SHORT NAME :                      DOCUMENT NUMBER    :        3351
 DOCUMENT DATE        :    02/06/2013

 CONTROL NUMBER       :  9259             CONTROL DATE         :    02/25/2013
 DOCUMENT TYPE        :   INVOICE         APPLICATION AREA     :    CI
 DOCUMENT STATUS      :   PD-FULL         DATE ENTERED         :    02/26/2013
 CURRENCY CODE        :                   DATE LAST UPDATED  :    02/26/2013
 GROSS DOC AMOUNT     :        250.00     PROV ACCTG DATE      :

 AMOUNT PAID          :        250.00
 COUNTY CDE/TRIP NBR  :    76
 PO REFERENCE      :
 SIGN APPROVAL CODE   :
 DATES APPROVED       :

 REMIT MESSAGE        :    NC ZOOLOGICAL PARK
```

Signing Off (Cont)

The system will display the following screen:

```
****** ***   ********   *****    ***** ***
*** *** ***  ***   ***   *******   **********
*** *** *** ***        ***  ***    ****  **
*** *** *** ***         ***   ***    ****
***   ** *** ***       ***********  **  *****
***    *****  ***  ***  ****  ****  **********
***    ****  ********  ****  ****  *** *****


        NORTH CAROLINA ACCOUNTING SYSTEM - P REGION


            THIS TERMINAL IS AVAILABLE FOR USE

       CLEAR THE SCREEN AND ENTER MSAS FOR SIGN-ON

           INSTRUCTIONS TO DCI ONLINE SYSTEM


                              DCI Release 01.00 SOX
```

2. **Press the CLEAR, button at the bottom of the screen to clear your screen (depending on your communication software). A blank screen will appear.**

3. **Type LOGOFF on the blank screen and press ENTER. This will close your session, and you are signed off of the system.**

Your Passwords

The first time you access the system, you will use the passwords that were provided to you by the *DENR ITS and DENR FSR section in The Controller's Office*. You *must* change these passwords immediately to ensure that no one can access the system using your assigned access numbers.

CICS

RACF was designed to control access to computer systems and resources. It uses your **USER ID** to identify who is trying to gain access to the system. It then uses your password to verify that you really are the assigned authorized user. The terms **RACF** number and **USER ID** number are one and the same. This number and temporary password are assigned by the *DENR ITS*.

> **RACF** is the acronym for *Random Access Control Facility*.
> (**NOTE: RACF** is pronounced *"Rack - F"*.)

t

The password that was assigned to you when you first received your **USER ID** is a *temporary* password. You can use this password the first time you sign on to the system. You **must** choose a new password during that initial signon. The following rules apply:

Password Naming Rules

1. The first character must be one of the 26 letters of the alphabet.

2. A password must be 8 characters long.

3. Duplicate passwords are not accepted. RACF remembers what your preceding passwords were. You cannot repeat passwords.

    4. You may change your password as often as is desired or necessary. It is recommended that you change your password every payday since that is an easy day to remember.

Your Passwords (Cont)

Regulatory Rules

1.   Remember your password. RACF will allow you 3 attempts to correctly key in a password. If you try a 4th time, it will revoke your access.

2.   RACF will revoke your access if you do not use the system at least once every 30 days.

3.   You must change your password at least once every 90 days. RACF will automatically revoke your password on the ninety-first day if it has not been changed.

4.   It is recommended that you sign on and change your password every payday. Payday was chosen because it is an easy day to remember. You may choose any other day of the month that you will remember. If you do this, you will be sure that your access will not be revoked because you have inadvertently passed your 90 day limit.

5.   Your RACF userid and password have been assigned to you alone. Do not share them with anyone, including your supervisor, as it is a violation of security.

NOTE: If your password has been revoked on the **CICS** screen, you will need to submit a DOTS ticket to have your password reset.

Your Passwords (Cont)

Changing Your Password on the CICS Screen

The system will prompt you to change this password every 90 days. You can change this password at any time. You do not need to wait for the system to prompt you; however, you must change your password when prompted or you will be revoked.

The CICS screen will appear as follows:

```
WELCOME TO ZSAP CICS TS 3.2 PRODUCTION REGION FOR O.S.C.  (NCAS)

 cccccccccccccc\    IIIIIIIIIIIIII\  cccccccccccccc\   sssssssssssss\
 cccccccccccccc\    IIIIIIIIIIIIII\  cccccccccccccc\   ssssssssssssss\
 cccc\\\\\\\\\\        \\\\\III\\\\\\  cccc\\\\\\\\\\       ssss\\\\\\\\\\
 cccc\               III\       cccc\             ssss\
 cccc\               iii\       cccc\                    ssss\  TS 3.2
 cccc\               iii\       cccc\                ssss\
 cccc\               iii\       cccc\                   ssss\
 cccccccccccccc\    IIIIIIIIIIIIIIi\  cccccccccccccc\   sssssssssssss\
 cccccccccccccc\    IIIIIIIIIIIIIIi\   cccccccccccccc\  ssssssssssssss\
  \\\\\\\\\\\\ \\\\\\\\\\\\      \\\\\\\\\\\\ \\\\\\\\\\\\
                                                                      PF 1  Help
                           ..fill in bill-code (as:bbb-ddd).          PF 3  Exit
     Userid  ===>                          bill-cde ===>
     Password ===>                         New Pswd ===>
      Please fill in your Userid and Password and press ENTER
News ---------------------------------------------------------------------------------- PF 2  Zoom
| ************************* NEWS UPDATE! **************************************** |
| **                              PF2 FOR MORE INFO                           ** |
| **The Office of the State Controller (OSC) is implementing an enhancement   ** |
| ** to the North Carolina Accounting System (NCAS) relating to password      ** |
+-------------------------------------------------------------------------------- +
 Mon Mar 04 03/04/13 13:18:00  term=$678/ZNU03210 sys=CICSSCCP  cpu=SYSB USER
```

> **NOTE:**   Any information or notices from the Office of the State Controller will be listed in the **NEWS** block at the bottom of your screen; such as, which Saturdays the system will be up and available for use.

1.   When prompted to change your password, type your User ID in the USERID field. (This is also called your RACF ID.)

Your Passwords (Cont)

2.   Tab to the BILL CODE field and type in your division assigned bill code. (Format will be XXX-NER. "XXX" represents the bill code assigned to your division.)

3.   Tab to the PASSWORD field and enter your *current* password.

4.   Type a new password (containing six to eight characters and no spaces) in the NEW PSWD field and press ENTER.

5.   You will see the message RE-ENTER NEW PASSWORD FOR VERIFICATION.

6.   Type the new password, *again,* in the NEW PSWD field and press ENTER to verify it.

7.   After you have verified your new password, you will continue your Signon process (See section on Signon/Signoff). The temporary password is no longer valid. Your password has now been changed to what you keyed in the NEW PSWD field. The next time you sign on to CICS, you need to use this password in the PASSWORD field. It is not necessary to key anything in the NEW PSWD field until you want to change the password again.

NCAS

Once you have signed on to CICS, you will follow the procedures indicated in the Signon/Signoff section to access NCAS. After you change the initial password for your NCAS Operator ID that you received from OSC, you can change your password at any time; however, you must change your NCAS password when the system prompts you or you'll be revoked.

Changing Your Password on NCAS

Some operators prefer having the same password for accessing both CICS and NCAS. If you choose to use the same password on both screens, please remember that when you change your password on the CICS screen, your NCAS password is NOT automatically changed. You must continue to use your *old* NCAS password unless you manually change it.

Your Passwords (Cont)

The NCAS screen will appear as follows:

```
******   ***   ********    *****    ***** ***
*** ***  ***   ***   ***   *******  **********
*** *** *** ***          ***  ***   ****  **
*** *** *** ***          ***   ***   ****
***  ** *** ***         ***********  ** *****
***   ***** ***  ***  ****  ****  **********
***    ****  ********  ****  ****  *** *****


        NORTH CAROLINA ACCOUNTING SYSTEM - P REGION


   Welcomes you to the E Series Online Applications

    Operator ID:         Password:

    New Password:          Verify:

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ACTION                                            DCI Release 01.00 SOX
```

1

1. **Type your NCAS System ID in the OPERATOR ID field. Your cursor will automatically move to the PASSWORD field.**

2. **Type your *current* password in the PASSWORD field. *Do Not Press Enter!***

3. **Tab to the NEW PASSWORD field and type a new password.**

4. **Tab to the VERIFY field.**

5. **Type the new password in the VERIFY field and press ENTER. This will be the password you use the next time you sign on.**

Your Passwords (Cont)

NOTE: If you get the message **PASSWORD VERIFICATION FAILED-PLEASE CHECK YOUR INPUT**, check your Operator ID and try entering the number and your password again. Be sure to delete the information you previously entered prior to keying any new information by pressing **CLEAR** (depending on your communication software). If you still receive the message or you have forgotten your password, please call and ask for the **DENR Help Desk at 919-707-8550**.

If you get the message **OPERATOR ALREADY SIGNED ON**, call the DENR NCAS Help Desk at 919-707-8550 or email ooc.systems@ncdenr.gov.

GLOSSARY of TERMS

.AP
What you type in the Action field to access the Accounts Payable module.

.BC
What you type in the Action field to access the Budgetary Control module.

.FC
What you type in the Action field to access the Financial Controller module.

.GL
What you type in the Action field to access the General Ledger module.

.PS
What you type in the Action field to access the Purchasing module.

16EG
Buying entity used to purchase goods in eProcurement.

16ES
Buying entity used to purchase services in eProcurement.

16PC
Paying entity used for contracted vendors.

16PE
Paying entity used for employee reimbursements.

16PN
Paying entity used for non-trade vendors.

16PT
Paying entity used for trade vendors.

Action field
The field that allows you to move from module to module or sign-off the NCAS.

Account
Defines the nature of the accounting activity as an asset, liability, equity , expenditure, or revenue transaction.

Approval Process
The process by which a requisition or usage order is approved by the designated approvers to begin the purchasing process.

BAP Code	The Bank Account Payment code represents the bank account and the type of payment method. The BAP code ties the general ledger account to the bank account number. Checks are sorted by BAP code.
Bids	Quoted prices from vendors.
Budget Code	A five-digit number, assigned by the Office of State Budget and Management, which groups all related funds into specific categories for the DENR.
Buy Entity	The code that states what kind of purchase is to be made:

                     16EG - Buying Goods (in ePro)

                     16ES - Buying Services (in ePro)

Center	Defines the fund and cost center through which an agency controls and reports on it accounting transactions.
Change Mode	The state in which displayed information can be changed. The information available for change will appear highlighted.
Chart of Accounts	The financial information key of NCAS used to classify accounting entries, as well as to meet the statewide uniform reporting requirements and agency management needs. The chart is made up of three key recording elements:

                     Company
                     Account
                     Center

CICS Screen	The screen that allows you to sign on to the State mainframe system.
Company	The first recording element of the NCAS key is made up of four digits. The first three define the *Financial Reporting Unit* and the last tracks the *GAAP Fund Type*.

21

Cursor   A blinking prompt (square or underlined) that indicates where to type information.

NCAS System ID   A unique six-digit code used to access the North Carolina Accounting System. This is also called your Operator ID.

Defaults   Information held by the system that will automatically be entered into fields when these fields are left blank.

Field   A blank in which information can be typed.

Fund   A four-digit number used to identify the Division as well as specific programmatic operations.

GAAP   Generally Accepted Accounting Principles.

Module   There are 7 modules in the North Carolina Accounting System:

                                    Accounts Payable
                                    Budgetary Control
                                    Financial Controller
                                    Fixed Assets
                                    General Ledger
                                    Inventory
                                    Purchasing

NCAS screen   The screen that allows you to sign on to the North Carolina Accounting System.

NCAS   North Carolina Accounting System.

Next Function field   The field that allows you to move from screen to screen within a module by typing a 3-character screen name/number.

Operator ID   A unique six-digit code used to access the North Carolina Accounting System.

Packing Slip	A sheet of paper provided with most orders from the vendor stating the contents of the shipment.
Password	A code word used for security purposes that is unique to each person.
Paying Entity	The code provided to indicate the source of billing - 16PE - Employee payables 16PT - Trade vendor payables 16PN - Non-trade vendor payables 16PC - Contract vendor payables
Program	A four-digit number used to identify the type of money being used (e.g.- state, federal, other).
Purchase Order (PO)	Requisitions are converted into POs by purchasing agents once they are approved. POs are filled by outside vendors.
RACF	The system designed to control access to computer systems and resources. It uses your **USER ID** to identify who is trying to gain access to the system. It then uses your password to verify that you really are the assigned authorized user. **RACF** is the acronym for *Random Access Control Facility*.
RACF ID	A unique number for employees that allows access to the State mainframe system. This is also called your USER ID.
RCC	Responsibility Cost Center, a four-digit number used to further identify specific program information.
Requisition	A request to obtain merchandise or services from outside vendors.
Requisition Number	A unique number that is assigned to each new requisition.
Screen	What you see on your monitor.

Scroll   Moving through a list of information by
                                    pressing Enter.

Ship-To Code   A 3-character code that identifies the warehouse, plant,
                                     or business location to which items should be delivered.

Signing Off   Exiting the NC Accounting System.

Signing On   Accessing the NC Accounting System.

Tab   A key on the left side of your keyboard. Pressing this key
                                    allows you to move to the next field on a screen.

1099 Form   A form required by the Internal Revenue Service to
                                    be issued to unincorporated vendors who have
                                    performed specific services for the Department and
                                    have received at least $600 in payments.

User   Anyone who has access to and uses the
                                    North Carolina Accounting System.

USER ID   A unique number for employees that allows access
                                    to the State mainframe system. This is also called your
                                    RACF ID.

Vendor   A person or company who sells the service or merchandise
                                    you need.