



NORTH CAROLINA
Department of Transportation

EBS and FIORI

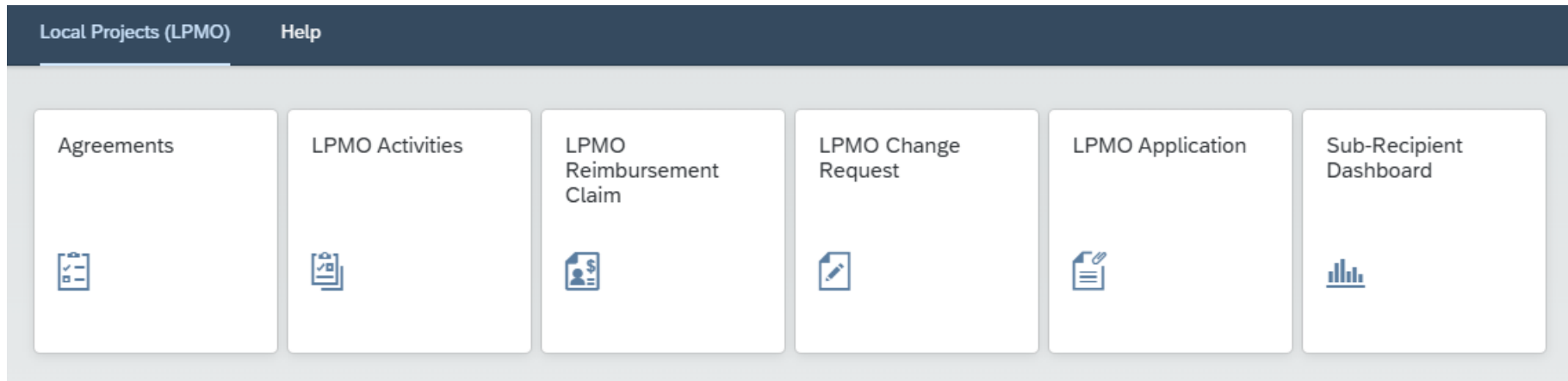
Local Programs Management Office

10/01/2025

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

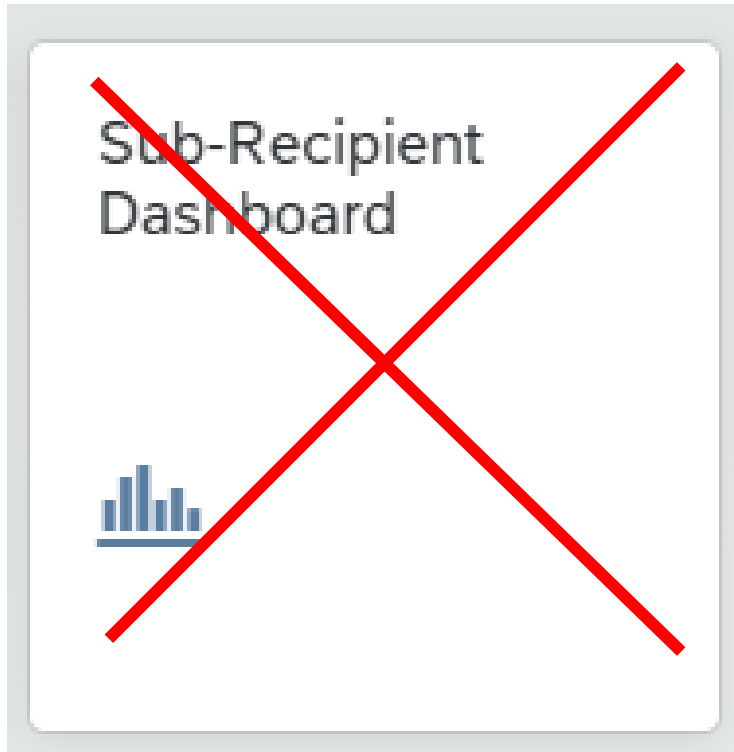
Fiori Helpful Hints

FIORI Interface in EBS



- New FIORI Interface in EBS
- Access by TILES not a menu
- Quick Overview
 - Agreements – for current projects
 - LPMO Activities – document submittals for review
 - LPMO Reimbursement Claim – for reimbursement requests
 - LPMO Change Request – to authorize funds or request a supplemental agreement
 - LPMO Application – to request an agreement on a new project
 - Sub-Recipient Dashboard – shows all the programs you have access to

SUB-RECIPIENT DASHBOARD



- Shows all PROGRAMS in EBS
- Quick overview of number of Agreements, Activities, Change Requests, Claims
- No customization
- “In Process” is not helpful

Agreements



- Set FILTERS and VIEW
- Organize based on any of the headers
- Pin header at the top
- Save VIEW as – give it a name
- Manage VIEWS

AGREEMENTS – SET UP PERSONALIZED VIEW

Standard ▾

Agreement ID:

Description:

WBS Element:

Process Type:

Grantee ID:

Status:

Program:

Tip#:

Go

Adapt Filters

^

✱

Agreements (33)

Show Details

Grantee Name	Agreement ID	Description	WBS Element	Agreement Amount	Expense Amount	Grant Expiration Date	Balance Amount	
--------------	--------------	-------------	-------------	------------------	----------------	-----------------------	----------------	--

- First login – view will be Standard
- Let’s customize!

Reimbursement Claim / Change Request



- Only one CLAIM or CHANGE REQUEST at a time
- If one is ACTIVE, it will show in CURRENT view.
- See HISTORY for approved/rejected/canceled
- LGA has the power to CANCEL outdated Claims or Change Requests (will show as rejected in HISTORY)
- Use CREATE (on far right) to start a new Claim or Change Request

Future Improvements:

- Need settings tool to filter, group, sort, etc. just like on Agreements – a lot of column headings are not needed
- Need save as option for view

Activities



- Standard view shows CURRENT (in workflow) and HISTORY (Approved or Rejected)
- Use CREATE on far right to start a new activity
- LGA has the power to CANCEL outdated activities (will show as rejected in HISTORY)

Future Improvements:

- Is there a way to sort attachments?
- Is there a limit on attachments?

AGREEMENT DETAILS

Enterprise Business Services Agreement Details ▾					
2000032427					
General Sidewalk Improvements					
Agreement Amount:		Balance Amount:		Expense Amount:	
1,949,267.00		115,096.79		1,834,170.21	
Agreement Overview	Grantee	Funding	Additional Information	Items	Attachments

- Shows high-level information on project
- Click through the different sections
- Work In Progress
- No longer use this screen to submit documents; instead click on appropriate tile.

New Claim Worksheet

Claim Workbook

- Will contain every reimbursement request from LGA per phase
- Allows LGA to document each invoice paid to vendors, contractors, consultants
- Avoid Duplicate Reimbursement Requests

Future Improvement:

- Incorporate Cover Letter into Workbook