Enterprise Business Services (EBS) and the Powell Bill Reporting System (PBRS)
Frequently Asked Questions

1. **Who can I contact if I have questions on the Powell Bill program?**
   You can contact the Powell Bill Unit (PBU) at NCDOT_PowellBill@ncdot.gov or by phone at 919-707-4586.

2. **What is EBS?**
   EBS is Enterprise Business Services. It is the website where the Powell Bill Reporting System (PBRS) users will log in to submit the required Powell Bill (PB) information.

3. **How does the town staff get access to the PBRS?**
   Anyone who needs access to the PBRS will need to obtain an NCID and then fill out an Access Authorization form. The EBS access instructions can be found on the PB website. Each individual must fill out a form and email it to NCDOT_PowellBill@ncdot.gov for processing. Access to the PBRS is set up on an individual basis and sharing of log on information is against NCDIT SAP Security policy.

4. **When is the PBRS available?**
   The system will generally be available 24/7. However, there will be periodic maintenance performed when the system will not be available (usually occurring on weekends).

5. **What version of Adobe Reader do I need in order to view the Powell Bill Reporting System forms?**
   Adobe Reader 9.0 or higher

6. **I am trying to log on and know that I remember my password, but I am not able to log on.**
   If you are having an issue logging onto the PBRS or any technological issues with the system, please contact EBS Support Services at EBSSupport@ncdot.gov and include a phone number. The PBU does not have the ability to assist with log on or technical issues in the PBRS.

7. **How can I print from my PC?**
   Click Generate Certified Statement and then on the Download area at the bottom right-hand side of the screen.

8. **What is the definition for a street, what are the standards for a street and what is included in the measurement of the street to meet the average width of not less than 16 feet?**
   The word "street" (includes Right of Way) as used in this section is hereby defined as any public road maintained by a municipality and open to use by the general public, and having an average width of not less than 16 feet. The street must be within corporate limits. For lane width for local roads it is a function of the posted speed limit and traffic.

   Here are the recommended minimum widths for ROW:
   - 2 lanes – 60 ft
   - 3 lanes – 80 ft
   - 4 lanes – 110 ft Boulevard or Arterial
   - 4 lanes – 300 ft Freeway or Interstate
   - 6 lanes – 200 to 300 ft

9. **I logged in and selected Certified Statement, Expenditure Report or Fiscal Data Report, but I see a red X.**
   If you see a red X, there are three possible reasons:
   1. You do not have Adobe Reader 9.0 or higher installed, please ask your technical support person to install. If you do have Adobe Reader 9.0 or higher installed, see reason 2 or 3.
   2. Adobe Reader may not be enabled for you to use. Select Tools > Internet Options> Program> Manage Add-ons> Adobe PDF Reader> Enable> OK. This path may vary slightly based upon your browser version.
   3. The web browser options in Adobe may not be set correctly. Open Adobe Reader> Select Ed- it> Preferences> Internet> Check Display PDF in Browser> OK. Reboot.

10. **I changed my password after I logged into the system for the first time but the system will not allow me to log in using my new password.**
    1. Make sure your Caps Lock is not on.
    2. Clean out your cache. IE Tools> Internet Options> Delete (Under Browsing History)> Delete All (Bottom of Window), Check Also delete files and settings stored by Add-Ons> Yes> OK. Close Browser Window.
    3. EBS Support Services EBSSupport@ncdot.gov and include a phone number.

11. **Will I be able to access the Powell Bill Reporting System using my MacBook?**
    The Grants System can be accessed if you are running Windows, but not if you are using the MacOS.

12. **I am having technological issues with completing work in the PBRS, who should I contact?**
    Contact EBS Support Services EBSSupport@ncdot.gov and include a phone number.

13. **Are there limits on the size of attachments?**
    It is recommended to keep attachment size under 1MB for optimal performance.

14. **Will the PBRS time me out due to inactivity?**
    The system will automatically log you out after thirty minutes of inactivity. All unsaved data will be lost. Prior to being logged off, you will see a pop-up that allows you to extend your session through clicking "OK".

15. **I selected Submitted, but when I checked the status of the Certified Statement (CS), it still reads "Created". What happened?**
    You will need to click the Save button after you have clicked the Submitted button. You must click Submit and then click on the Save button.

16. **Will I receive an email that tells me I submitted the CS?**
    Yes, the Powell Bill reporting system (PBRS) is set up to send a system generated email to all of the PBRS users. If are a PBRS user and do not receive system generated emails, please contact the Powell Bill Unit (PBU) at NCDOT_PowellBill@ncdot.gov.

17. Can I change the CS after I have submitted it?

No, once you select Submit, the CS it is locked for editing by you and can only be displayed. If you need to update the CS, and it has not already been approved, you can contact the Powell Bill Unit at NCDOT_PowellBill@ncdot.gov for further assistance.

18. When is the CS due?

The CS is due between July 1 and July 21. A Street Listing is required along with the CS. The Expenditure and Fiscal Data report can be submitted at any time after July 1 also.

19. What are the map requirements?

If there are changes to the corporate limits or total Powell Bill (PB) street mileage, then a new digital map and Add/Delete (when there is a mileage change) Sheet is required to be attached along with the Certified Statement and updated Streets Listing. If there are no changes to the corporate limits or the total PB street mileage, then a map is required every 5 years. The current PB maps can be found on the PB website.

20. When do I have to submit a digital map?

Digital maps are submitted when there are changes to the corporate limits or to the total PB street mileage or if there is not any change, then every 5 years. It should be submitted with the Certified Statement and Streets listing. Map requirements and an example map is on the PB website. Digital maps must have a Professional Engineer or Professional Surveyor's seal, signature and have a date of July 1 or after. The scanning of the map can be performed as a duty of the engineering firm hired by the municipality.

21. What is helpful information for the Expenditure Report (ER)?

You will need to select to outline whether or not your expenses are done on a cash or accrual basis on the ER. The ER is for the PB funding and expenditures only.

22. Why are there spaces for a Correction and Paving and Resurfacing in the ER?

A Correction (entered in the Additional Revenues section and the correction can be a negative number) and Paving and Resurfacing (Expenditure section) both require an explanation, if you use those line items. For Paving and Resurfacing you can enter "Please see attachment" in the blank space provided if numerous streets have been paved and/or resurfaced. Be sure to upload the attachment after entering all the information for the expenditure report.

23. When is the ER due?

The Expenditure Report is due on August 1 of every year. The Expenditure and Fiscal Data Reports can be submitted any time after July 1.

24. What information am I supposed to enter on the Fiscal Data Report (FDR)?

Enter amounts, on the appropriate line item, for all funds/money received and spent for street purposes (including the Powell Bill funds).

25. When is the FDR due in the PBRS?

The FDR is due December 1 and can be submitted in the PBRS at any time after July 1 annually.