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To log on the Powell Bill Reporting System, you will need your Enterprise Business Services (EBS) Portal User ID and password. If you have forgotten your ID or password, call NCDOT SAP Support Services at 919-707-2208 or send an email to [DOTITSAPSupportServices](mailto:DOTITSAPSupportServices). Notify the SAP Support Services personnel that you are an external user for the Grants System. You will need to provide the eight-digit number entered on your access authorization form.


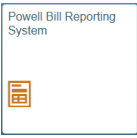
1. Navigate to <https://ebs.nc.gov/iri/portal>. The **Enterprise Business Services (EBS) Portal** log on screen displays. (Figure 1)
2. Enter your *EBS Portal User ID* in the **User** field.
3. Enter your *EBS Portal password* in the **Password** field.
4. Click  or press **Enter**. The **EBS Portal Home** screen displays. (Figure 2)

Figure 1

5. Click . The **Powell Bill Reporting System Home** screen displays. (Figure 3)

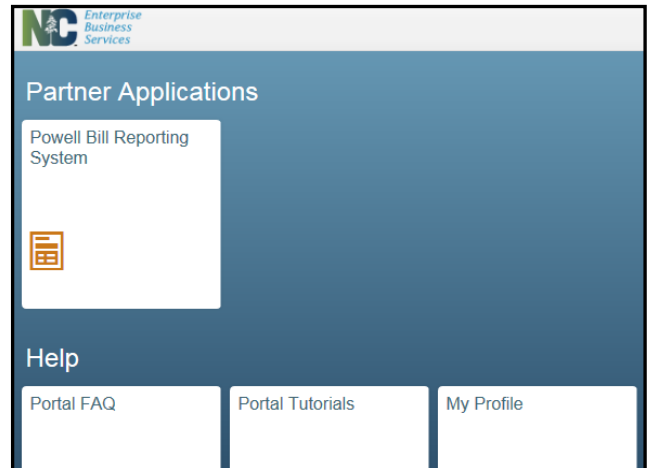


Figure 2

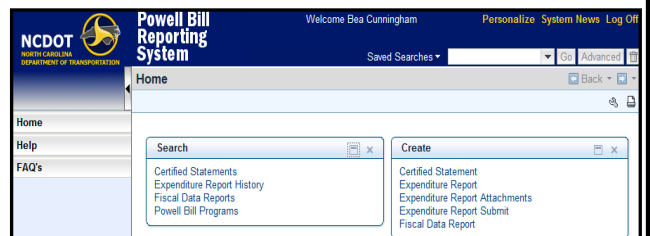


Figure 3



1. Log on to Grants System.  
**Note:** Refer to Log On Document.
2. Click **Certified Statement** from the Create box. (Figure 1)
3. Click **Agreement ID** (Number in blue). (Figure 2)
4. Click on Edit to enter your mileage details (Figure 3). Your **Agreement Overview** and **Street Length** boxes display (Figure 4).

Figure 1 - Powell Bill Home

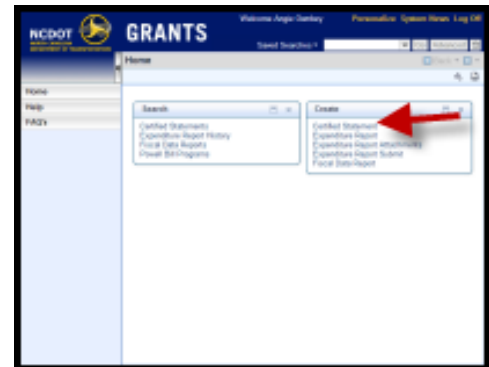
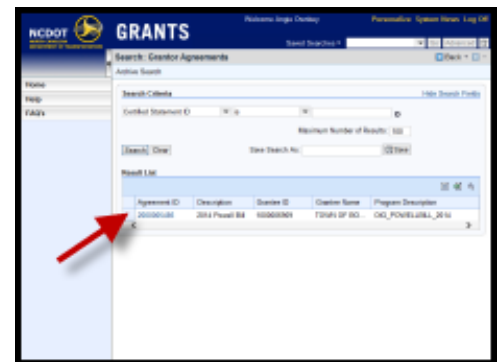


Figure 2 - Click Agreement ID



### Enter Street Length (Figure 4)

1. Select County
2. Enter Dirt Surfaced.
3. Enter Soil, Stone or Gravel Type.
4. Enter Hard Surface.
5. Enter Mileage Less Than 16 feet.
6. Click Save.

Figure 4—Enter Street Length

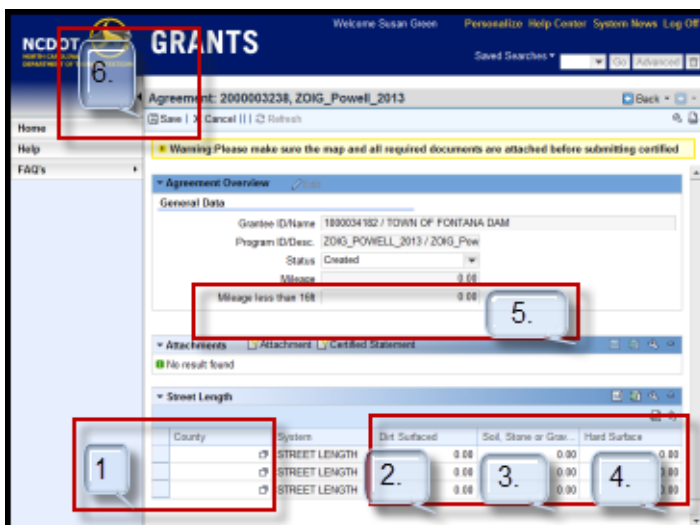
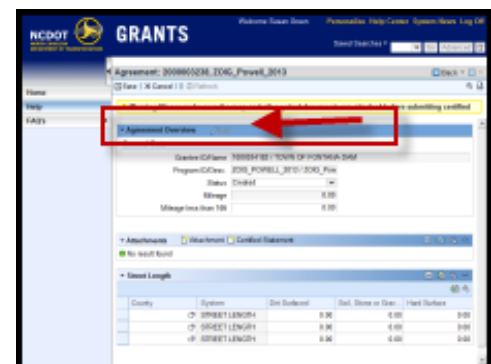


Figure 3—Select Edit





### Generate Certified Statement

1. Click on Certified Statement in the middle of the screen (Figure 5). A template form box displays with the appropriate colored template based upon your town's incorporation date.

**NOTE:** You do not need to print the Certified Statement on colored paper.

2. Click on the template to launch the certified statement (Figure 6). A Certified Statement will be generated and filled in with the mileage that you entered previously.
3. Enter information in all shaded fields on Certified Statement.
4. Print, Sign, Seal, Scan, Attach and Submit Certified Statement.

Figure 5—Generate Certified Statement

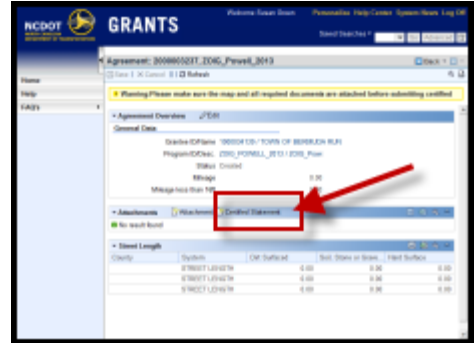
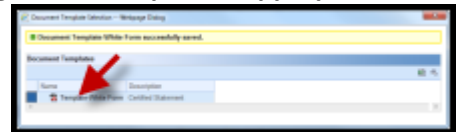


Figure 6—Template—Appropriate Color





### Attach Signed and Sealed Certified Statement

1. Click on Certified Statement from Create box on home screen.
2. Click on **Agreement ID** (Number in blue) to get the Certified Statement.
3. Click on **Attachment** link to the left of Certified Statement (Figure 7).
4. An attachment dialogue box displays. Click **Browse** (Figure 8). Navigate to where you have saved signed and sealed Certified Statement on your local pc .
5. Enter Signed Certified Statement in the **Name** box (Figure 8).
6. Enter Signed Certified Statement in the **Description** box (Figure 8).
7. Click Attach (Figure 8).

Figure 7—Attachment

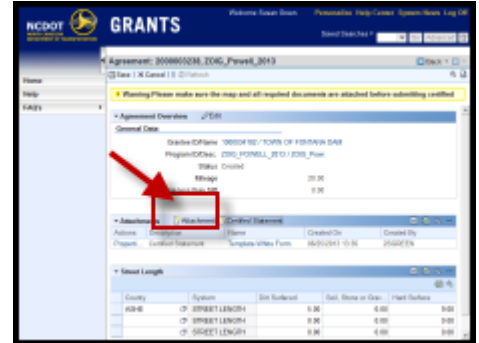
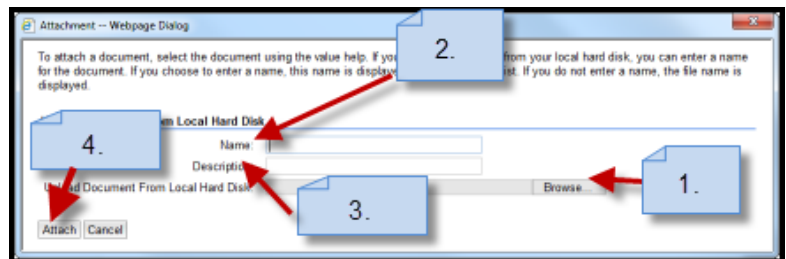


Figure 8—Attachment Browse



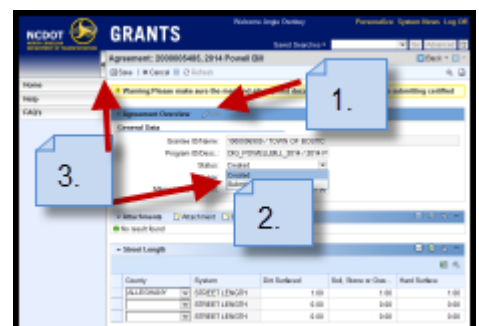
### Attach Map and Add/Delete Sheet

1. Complete Steps 1-7 to attach map, street listing and add/delete sheet.

### Submit Certified Statement to NCDOT Powell Bill Manager

1. Click On Certified Statement from Create box on home screen. (Figure 9)
2. Click **Agreement ID** (Number in blue) to get the Certified Statement.
3. Click on **Edit** in the Agreement Overview section.
4. Click the small arrow in the Status text box and select **Submitted**.
5. Click **Save**.

Figure 9—Submit Certified Statement





1. Log on to Grants System.  
**Note:** Refer to Log On Document.
2. Click **Expenditure Report** from the Create box (Figure 1) .  
Your Agreement ID displays (Figure 2).
3. Click **Powell Bill Expenditure Report**. Your Expenditure Report displays.

### Complete Expenditure Report

**NOTE:** Your Expenditure Report will be default with opening balance + total allocation and penalty amounts. Totals automatically calculate as information is entered.

4. Click either Cash or Accrual Basis.
5. Enter Revenue and Expenditure amounts in blue boxes against appropriate line items.

**NOTE:** The codes that appear beside each line item will assist in reporting.

**NOTE:** Bookkeeping Correction and Paving and Resurfacing line items require an explanation if information is entered into the field.

**NOTE:** Expenditure Report attachments are added by selecting Expenditure Report Attachments from the home screen.

6. Print expenditure report by selecting print icon at top of form.
7. Save the form by selecting the red Save at the bottom.

### NOTE:

- Print the Expenditure Report
- Save
- Sign (appropriate person)
- Apply your town seal (shade prior to scanning if raised seal)
- Notarize
- Scan

Figure 1 - Powell Bill Submit Expense Report



Figure 2—Click Powell Bill Expenditure Report

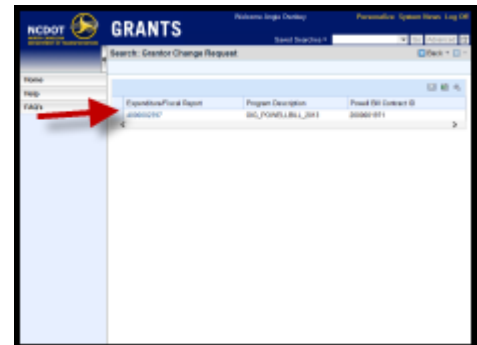


Figure 3—Powell Bill Expenditure Report





1. Log on to Grants System.  
**Note:** Refer to Log On Document.
2. Click **Expense Report Attachments** from the Create box. (Figure 1) The **Search Application** window displays.
3. Click **Expenditure Report ID** (Number in blue) (Figure 2).
4. The Attachment screen displays. Click **Attachment** in the middle of the screen (Figure 3).
5. The Attachment dialogue box displays.
  1. Click **Browse** and navigate to where you have saved the signed, sealed and scanned version of the Certified Statement (Figure 4).
  2. Enter Signed and Sealed Expenditure Report in the Name field.
  3. Enter Signed and Sealed Expenditure Report in the Description field.
  4. Click **Attach** (Figure 4).

Figure 1 - Powell Bill Home

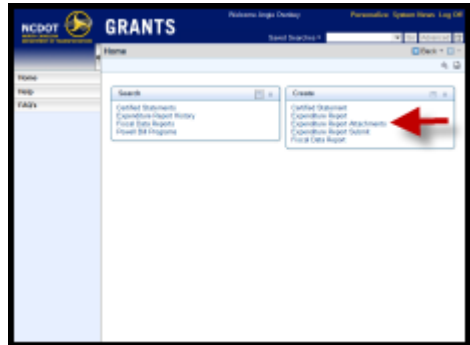


Figure 2—Click Expenditure Report ID

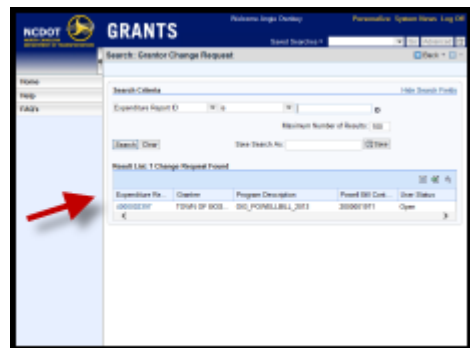


Figure 3—Click Attachment

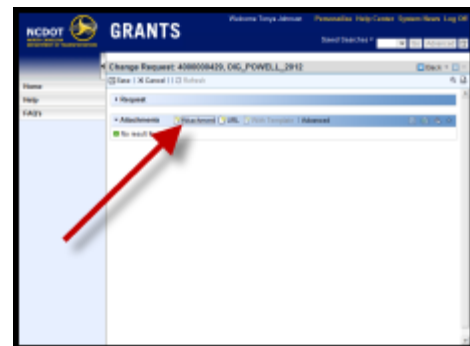
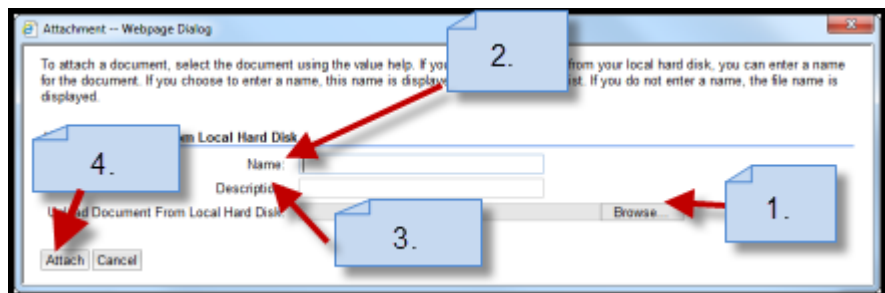


Figure 4— Attachment Dialogue Box





1. Log on to Grants System.  
**Note:** Refer to Log On Document.
2. Click **Expenditure Report Submit** from the Create box (Figure 1) . Your Agreement ID displays (Figure 2).
3. Click the blue number in the column labeled Expenditure/Fiscal Report. Your Expenditure Report displays (Figure 3) .

### Submit Expenditure Report

**NOTE:** Your Expenditure Report will be pre-populated with opening balance, total allocation and penalty amounts. Totals automatically calculate as information is entered.

4. Scroll to the bottom of the form and select Submit.

Figure 1 - Powell Bill Submit Expense Report



Figure 2—Click Powell Bill Expenditure Report

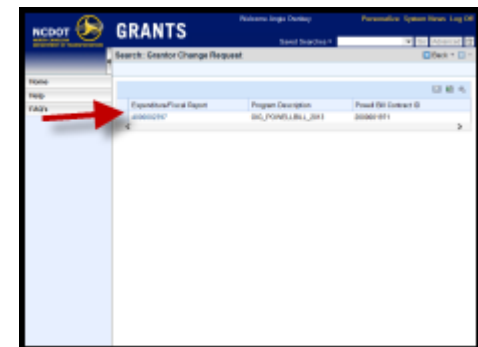


Figure 3—Powell Bill Expenditure Report







1. Log on to Grants System.  
**Note:** Refer to Log On Document.
2. Click **Fiscal Data Report** from the Create box. (Figure 1)
3. Click **Powell Bill Fiscal Report** (Figure 2).
4. Your Powell Bill Fiscal Report form displays (Figure 3).

### Complete Fiscal Data Report Form

5. Enter amounts by line item for all funds received and expended for street purposes (NOT just Powell Bill funds).
6. Enter Name.
7. Enter Title
8. Click Submit.

**NOTE:** You do not have to submit attachments or scan any documents.

**NOTE:** Line items 8 , 23, 26, 31 and 33 (Other) are now dropdown boxes, select the appropriate category if needed.

**NOTE:** If you do not complete the Fiscal Data Report in one sitting and elect to SAVE, you may re-open the report by selecting Fiscal Data Reports from the Search menu on the Home screen. Select the Fiscal Data Report with the status In Process by SR.

Figure 1 - Powell Bill Home

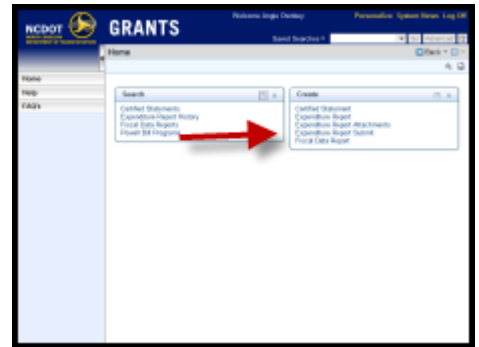


Figure 2 - Fiscal Data Report

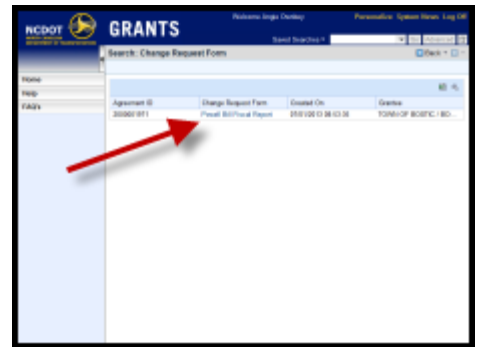
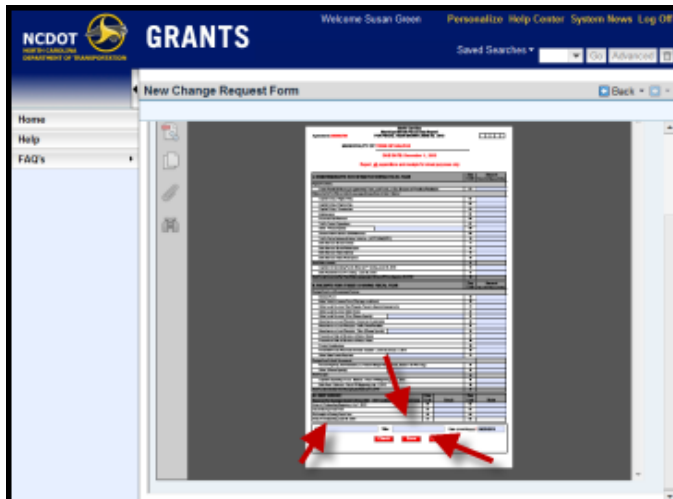


Figure 3—Fiscal Data Report Form



### Shanna Moye

Powell Bill Manager

slmoye@ncdot.gov

919-707-4586

(For Powell Bill Reporting System help or if you forget your eight-digit number)

### SAP Support Services

919-707-2208

(For user ID and password help only. You must provide your eight-digit number to the he support personnel)

### Powell Bill website:

<https://connect.ncdot.gov/municipalities/State-Street-Aid/Pages/default.aspx>



1. Log on to Grants System.  
**Note:** Refer to Log On Document.
2. Click **Certified Statement** from the Create box. (Figure 1)
3. Click **Agreement ID** (Number in blue) (Figure 2). Your Agreement Overview displays (Figure 3)
4. Click the link beside the Program ID/Desc. (Figure 3).
5. All Powell Bill related documents display as attachments. These documents include :

- Add/Delete Sheet
- Announcement
- Certified Statement & Map Information & Instructions
- Digital Map Information
- Expenditure Guidance
- General Statutes
- Link to the Powell Bill Web Site
- Participation Requirements
- Powell Bill Guidance

**NOTE:** All of these documents are also listed on the Powell Bill website.

Figure 1 - Powell Bill Home

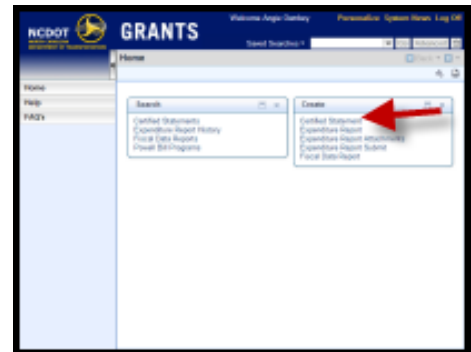


Figure 2 - Click Agreement ID

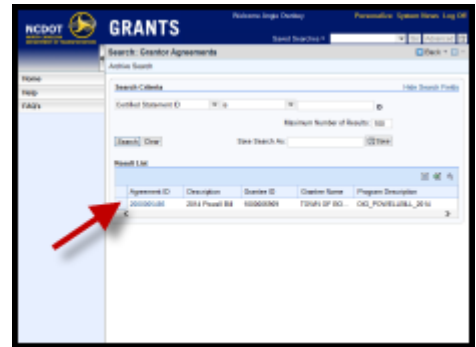


Figure 3- Program ID/Desc.

