PO-05 View Requisition Lines

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to View Requisition Lines in the North Carolina Financial System (**NCFS**) for Agencies AOC and DPI.

Introduction and Overview

This QRG covers the steps to view requisition lines which is a flattened view of the lines associated to a requisition and requisition details like line quantity, Unit of Measure (UOM), Price, Amount, Currency, etc., in one view.

To view requisition lines, the user must have access to a Business Unit that generates Requisitions and the Procurement Purchase Order Area.

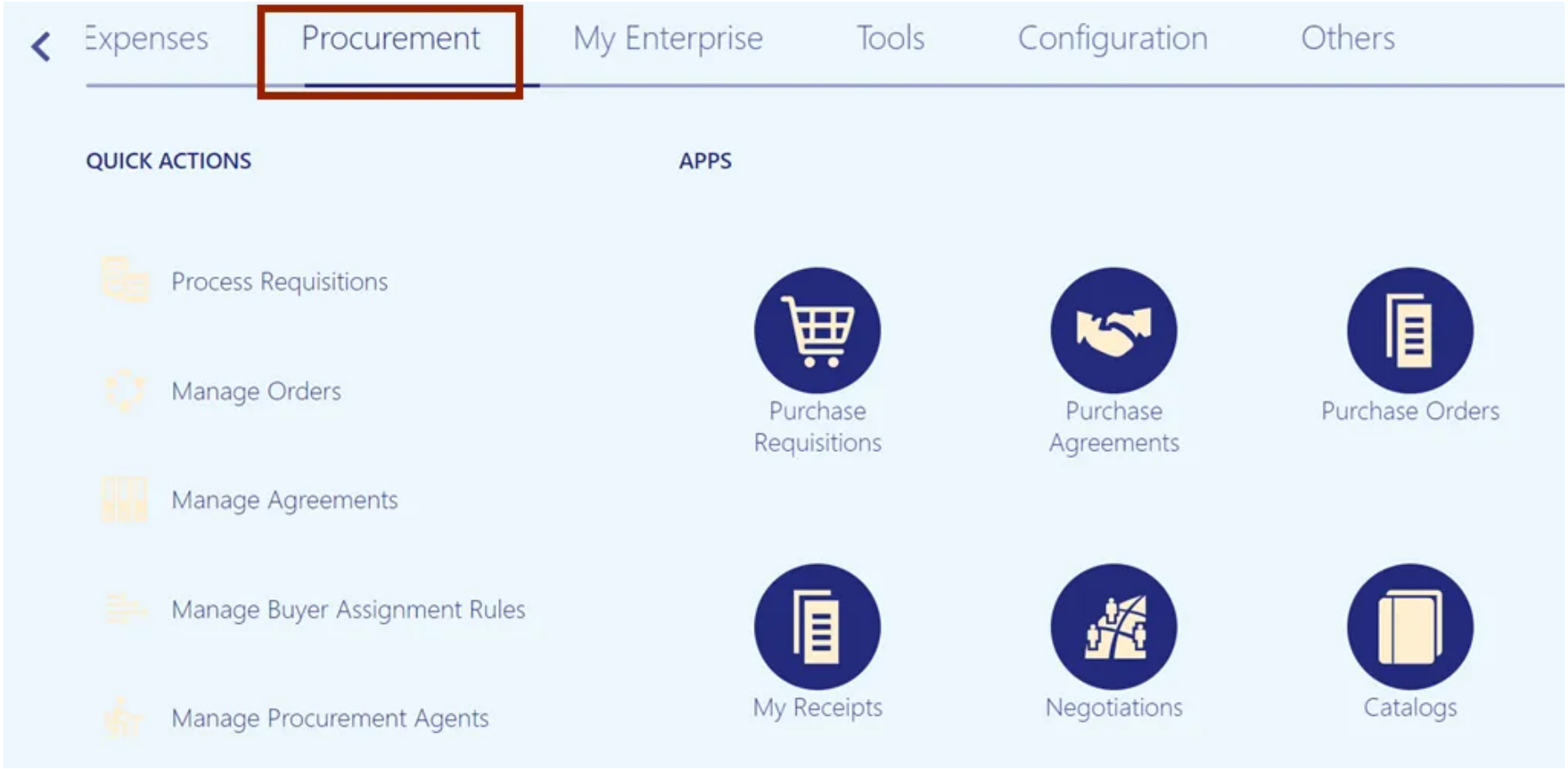
View Requisition Lines

To View Requisition Lines in NCFS, please follow the steps below. There are 8 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

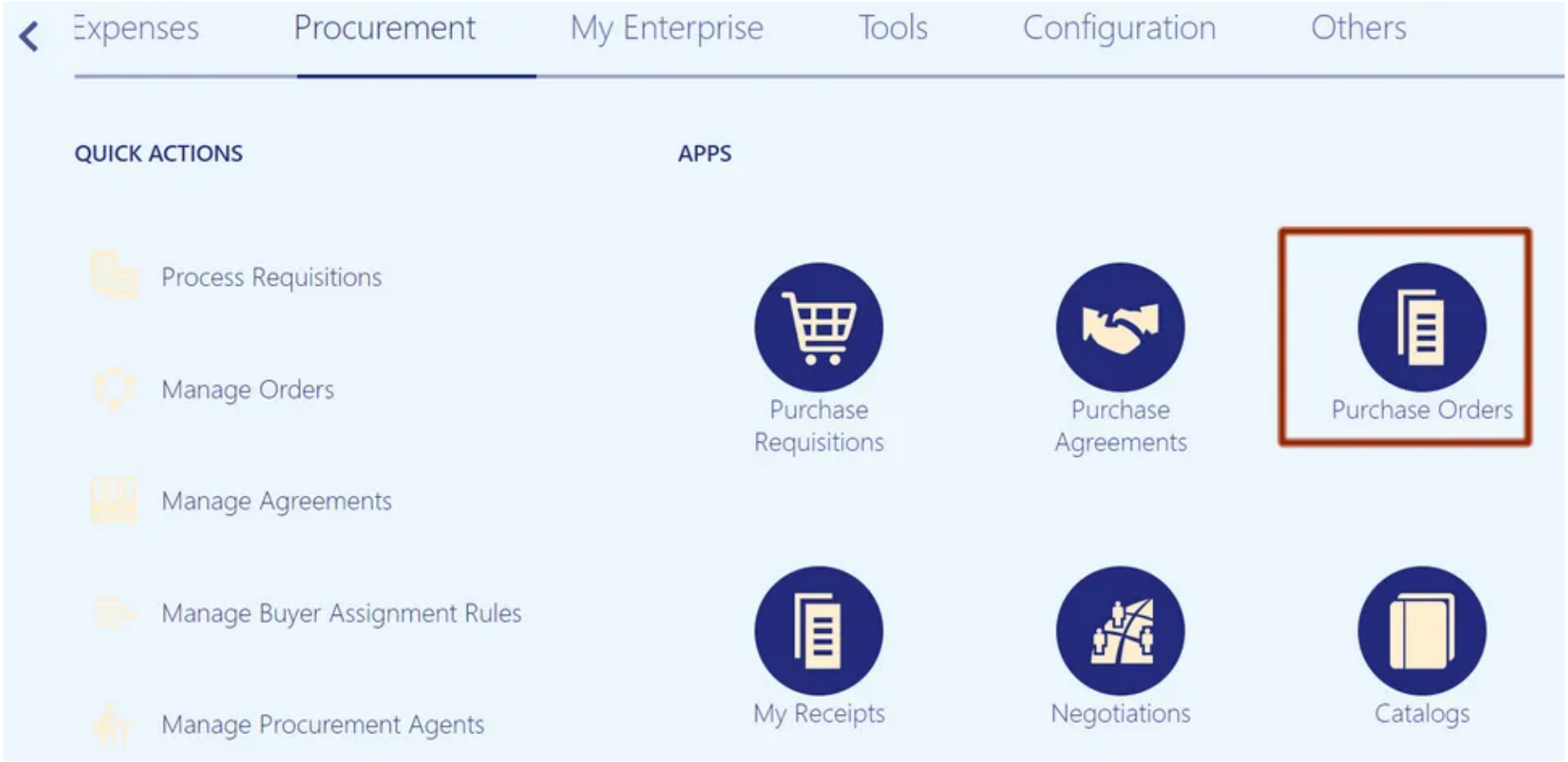
Step 2. On the **Home** page, click the **Procurement** tab.

Image



Step 3. Click the **Purchase Orders App**.

Image



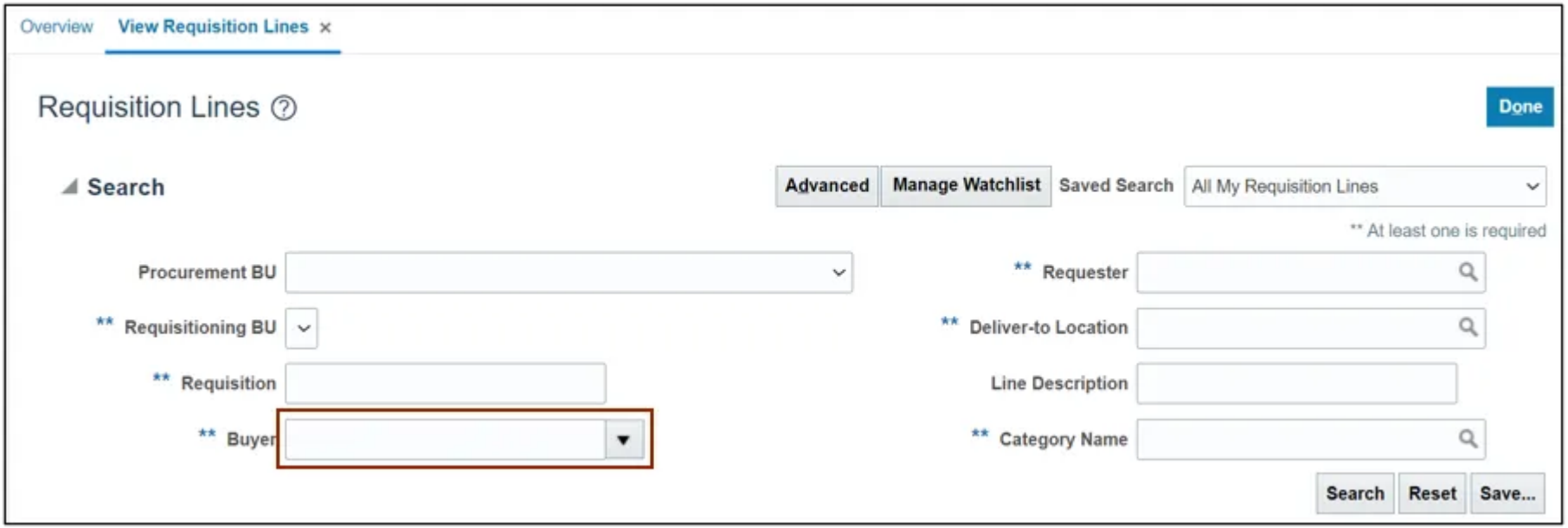
Step 4. On the **Purchase Order Overview** page, click the **Tasks** icon, then click the **View Requisition Lines** link.

Image



Step 5. The **Requisition Lines** page opens. Delete the auto-populated Buyer Name from the ***Buyer*** field.

Image



Step 6. In the ***Search*** section, select the appropriate option from the ***Procurement BU*** and ***Requisitioning BU*** drop-down choice list, then click the **Search** button.

In this example, we choose **0200 ADMINISTRATIVE OFFICE OF THE COURTS** from the ***Procurement BU*** and ***Requisitioning BU*** drop-down choice lists.

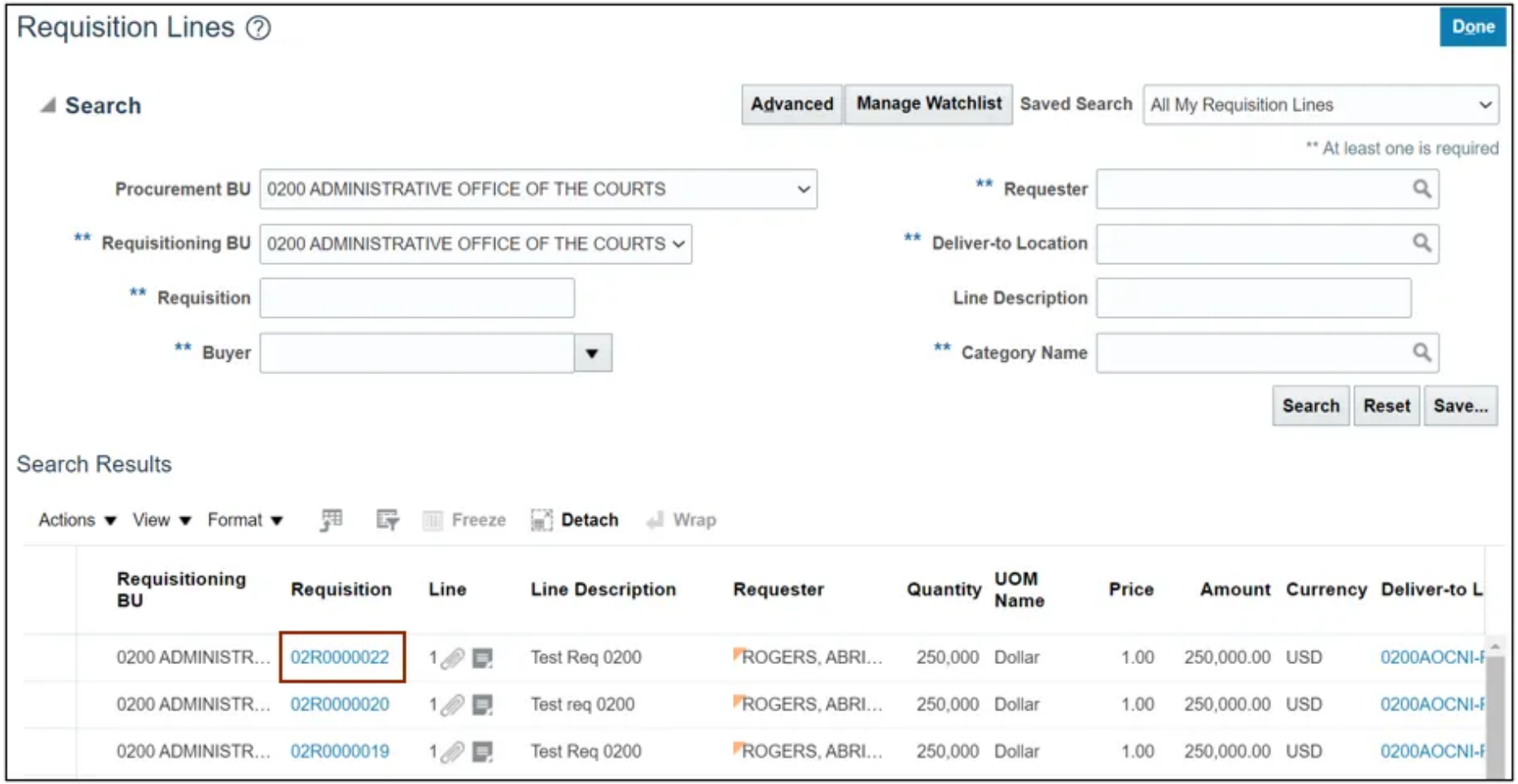
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Step 7. From the ***Search Results*** section, select the required **Requisition number** link.

In this example, we choose **02R0000022.**

Image



Step 8. The **Requisition** page opens.

Image



Wrap-Up

Use the view requisition lines page to search and view requisition lines, including the life cycle of the requisition line. This view allows for a complete view of the lines associated with a requisition.

Additional Resources

- Web-based Training (WBT)
  - PO001: Procurement Inquiry

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