PO-06 View Purchase Orders

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to View Purchase Orders in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to view purchase orders in NCFS which will enable you to view the purchase order.

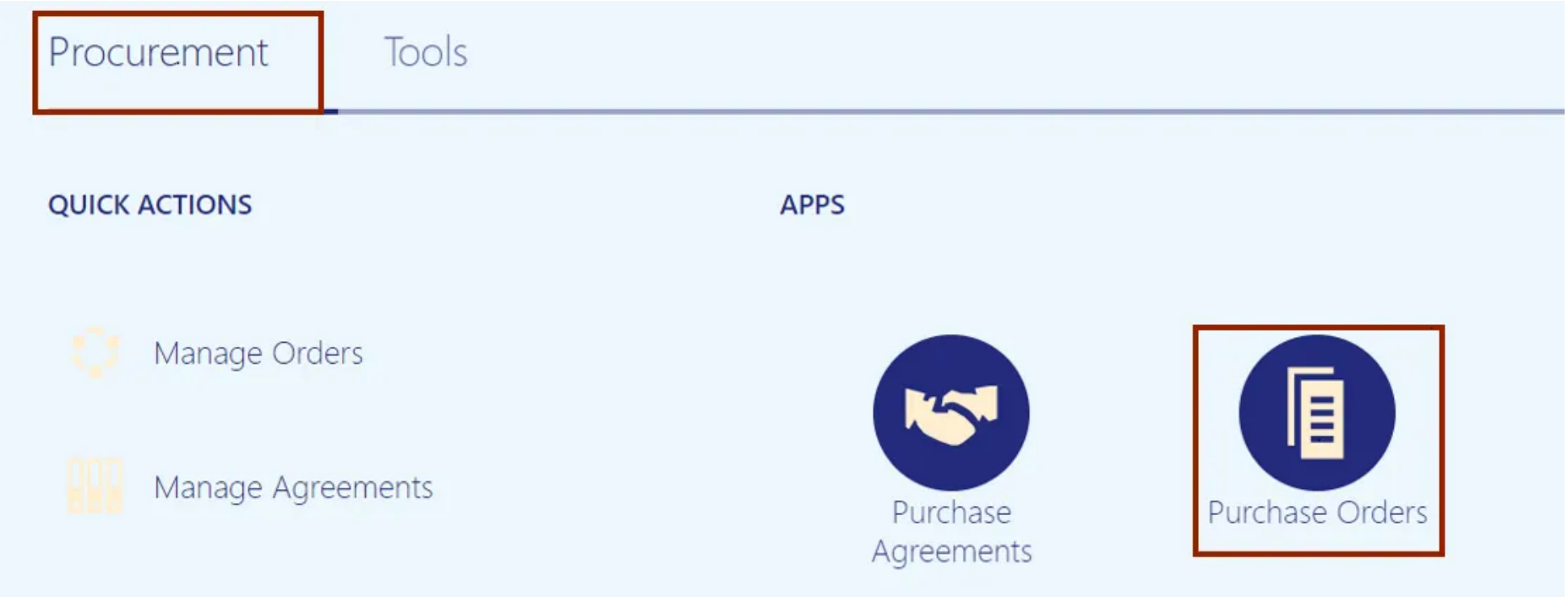
View Receipts

To view purchase order in NCFS, please follow the steps below. There are 16 steps to complete this process.

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

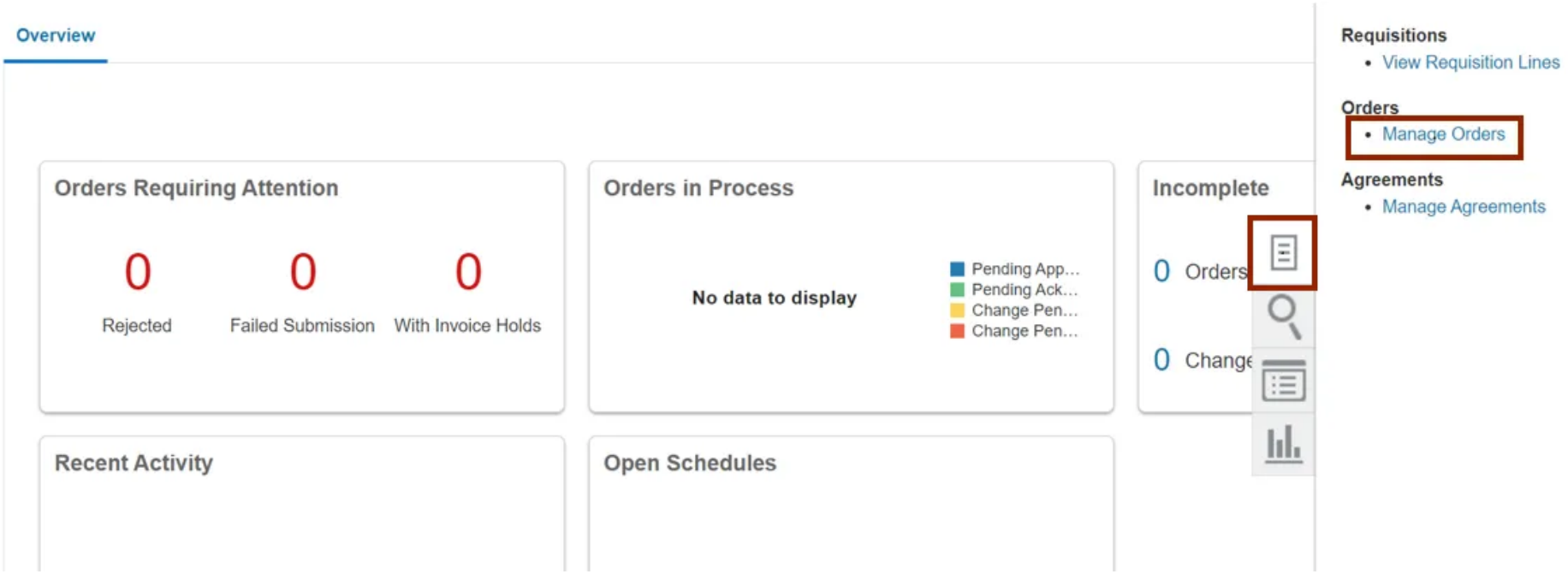
Step 2. On the **Home** page, click the **Procurement** tab, and then click **Purchase Orders** app.

Image



Step 3. The **Overview** dashboard displays, click the **Tasks** icon, and then click **Manage Orders**.

Image

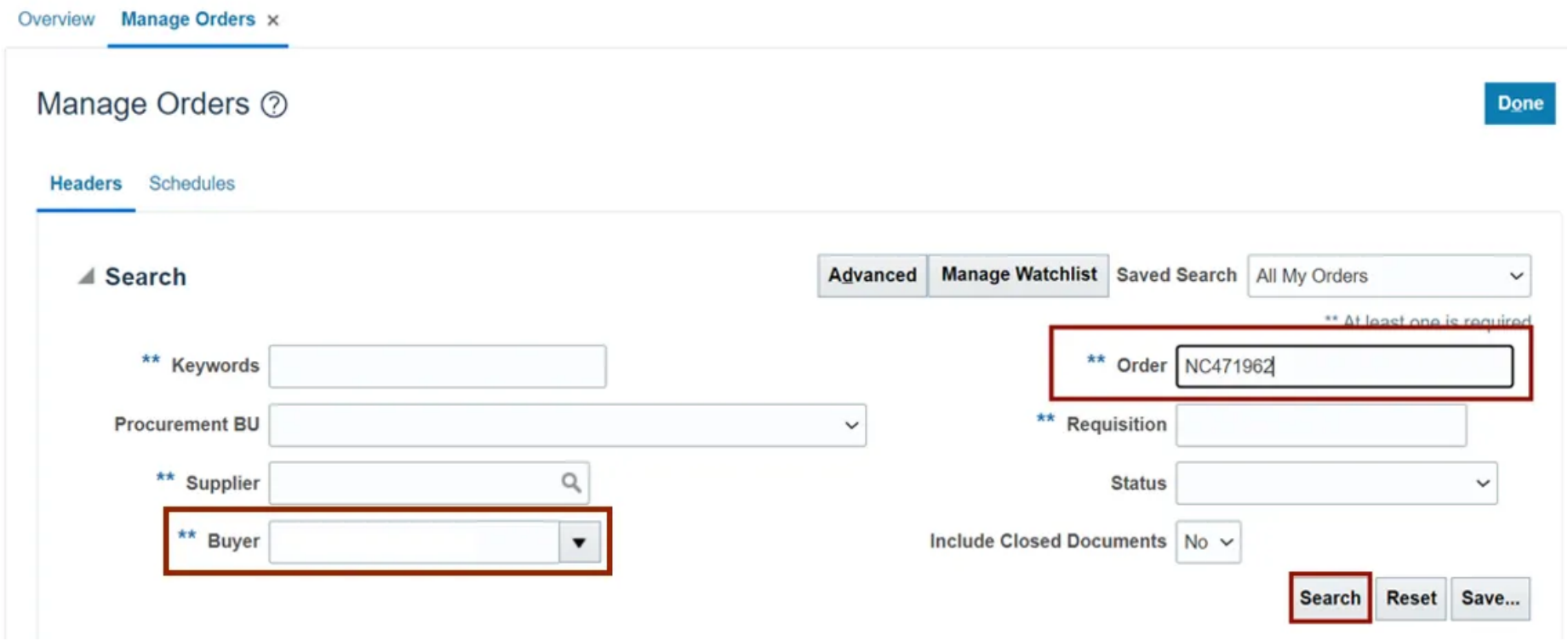


Step 4. The **Manage Orders** page displays. On the **Headers** tab, enter the **Purchase Order** number in the ***Order** field.

In this example, we choose NC471962 and click the **Search** button.

Note: Remove the Buyer field before searching as it defaults to the login username.

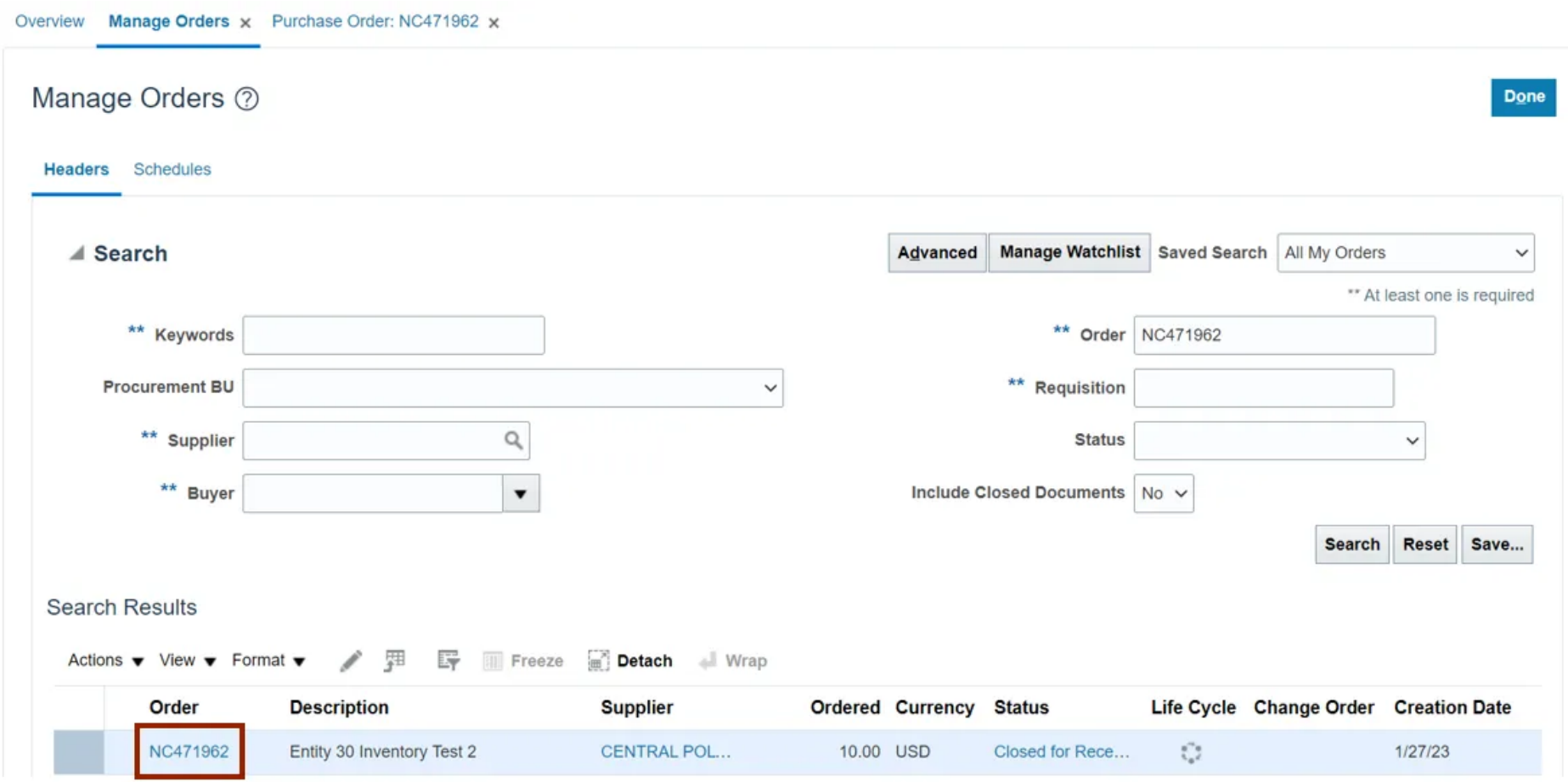
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Step 5. The Order is displayed in the **Search Results** section. Click the **Order** link to view details.

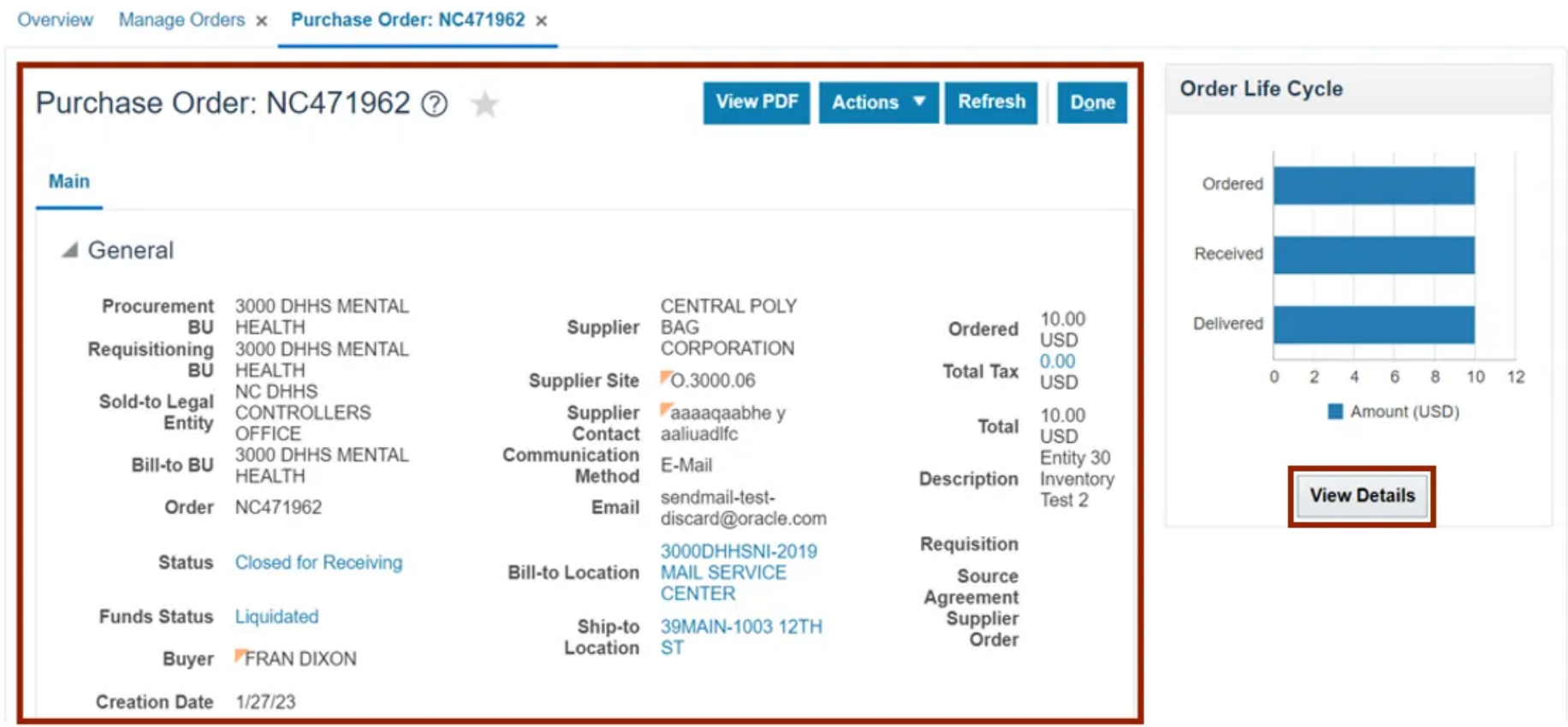
- Click the small arrow button beside “View” and then choose “Columns > Show all” to view all PO data.

Image



Step 6. The **Purchase Order: NC471962** page is displayed. Validate the **Purchase Order** details and click the **View Details** button.

Image



Step 7. View the Order Life Cycle details.

Image

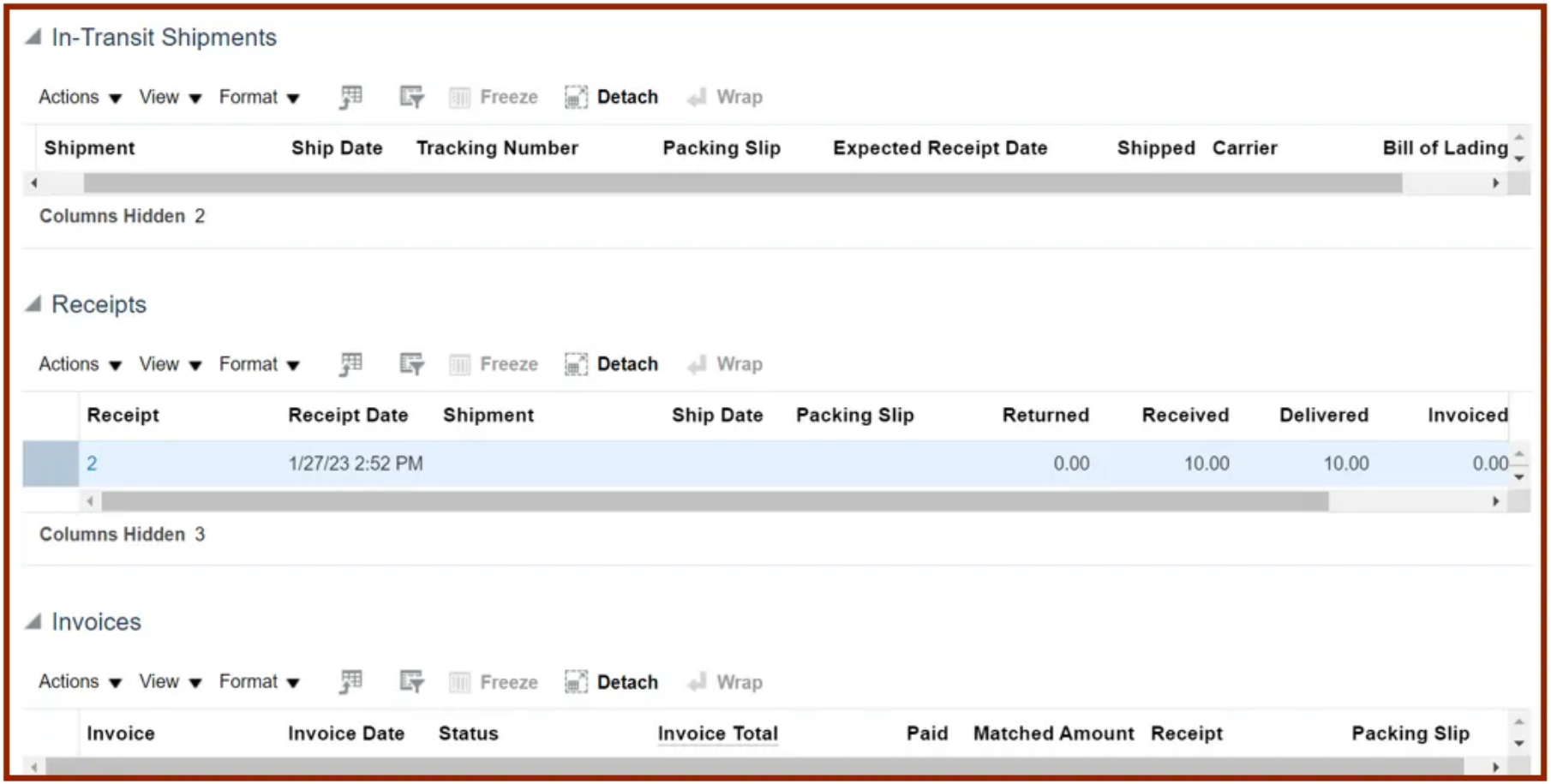


- Step 7a. **The invoiced amount shown here is the total amount of the PO that has been invoiced.**

Step 8. Scroll down to view **In-Transit Shipments, Receipts,** and **Invoices** section.

- Click the **small arrow button** beside **View** and then choose **Columns > Show** all to view all shipment, receipt and invoice data.

Image



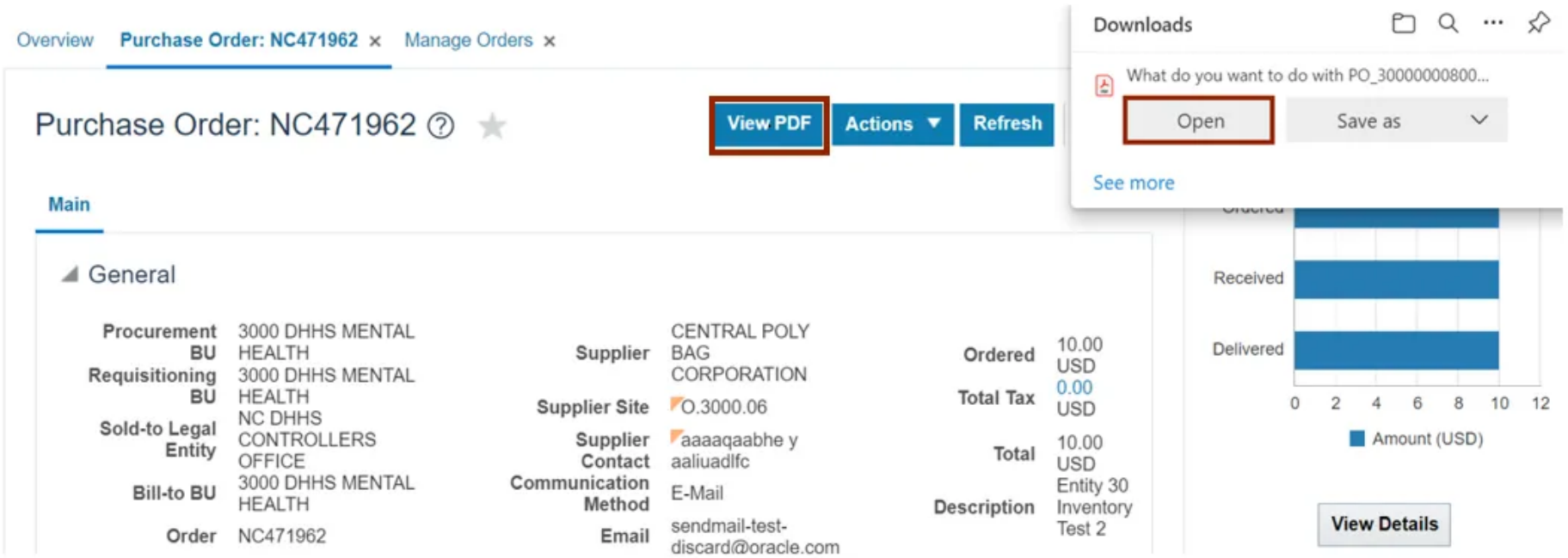
Step 9. Scroll up and click the **Done** button which will redirect you to the **Purchase Order** page.

Image



Step 10. Optionally, you can click the **View PDF** button to export and view the Purchase Order details in a PDF format. The Downloads pop-up appears, click the **Open** button.

Image



Step 11. The **Purchase Order NC471962** details are displayed in the PDF format.

Image

Purchase Order NC471962

Supplier Details:

Company	CENTRAL POLY BAG CORPORATION
Contact	Andrew Hoffer
Address	123 MAIN ST RALEIGHNC 276090000 WAKE US

Submit your response to:

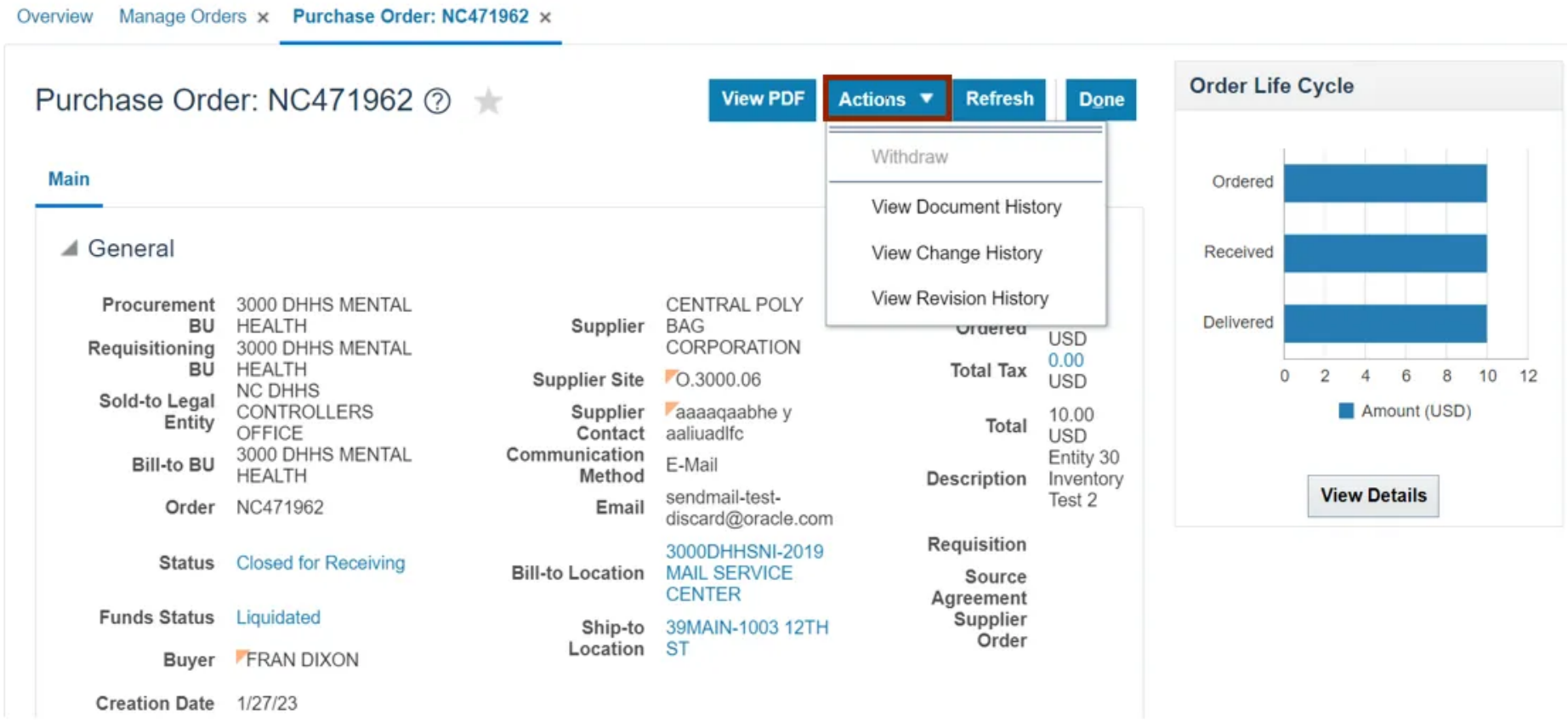
Company	NC DHHS CONTROLLERS OFFICE
Contact	Test Ariba Buyer 3000
Address	2019 MAIL SERVICE CENTER RALEIGHNC 276992019 WAKE US
Phone	
Fax	
E-mail	ncep.alerts@accenture.com

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This agreement between NC DHHS CONTROLLERS OFFICE and CENTRAL POLY BAG CORPORATION is authorized for binding commitment. The parties hereto have read and executed this agreement as of the _____day of _____, _____.

Step 12. Back on the **Purchase Order: NC471962** page, click the **Actions** drop-drown choice list to view the actions that can be performed on the Purchase Order.

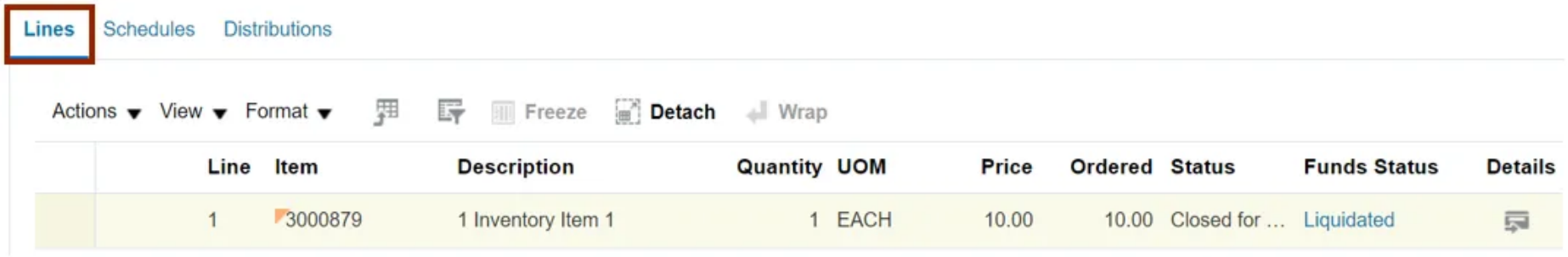
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Step 13. Scroll down and validate the information in the **Lines** section.

- Click the **small arrow button** beside **View** and then choose **Columns > Show all** to view all line data.

Image

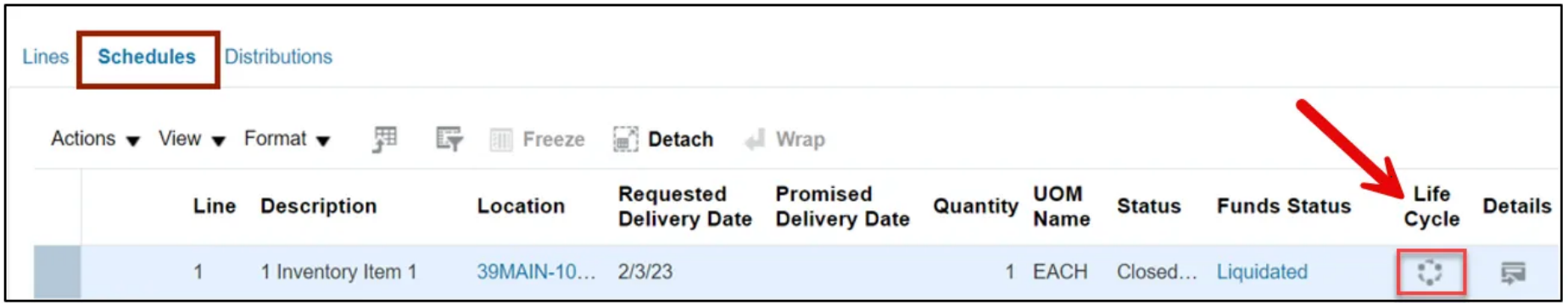


Step 14. Validate the information in the **Schedules** section.

- Click the **small arrow button** beside **View** and then choose **Columns > Show all** to view all line data in the following steps.

- Step 14a. Click on the **Life Cycle** circle to view detailed information about a specific PO line.

Image



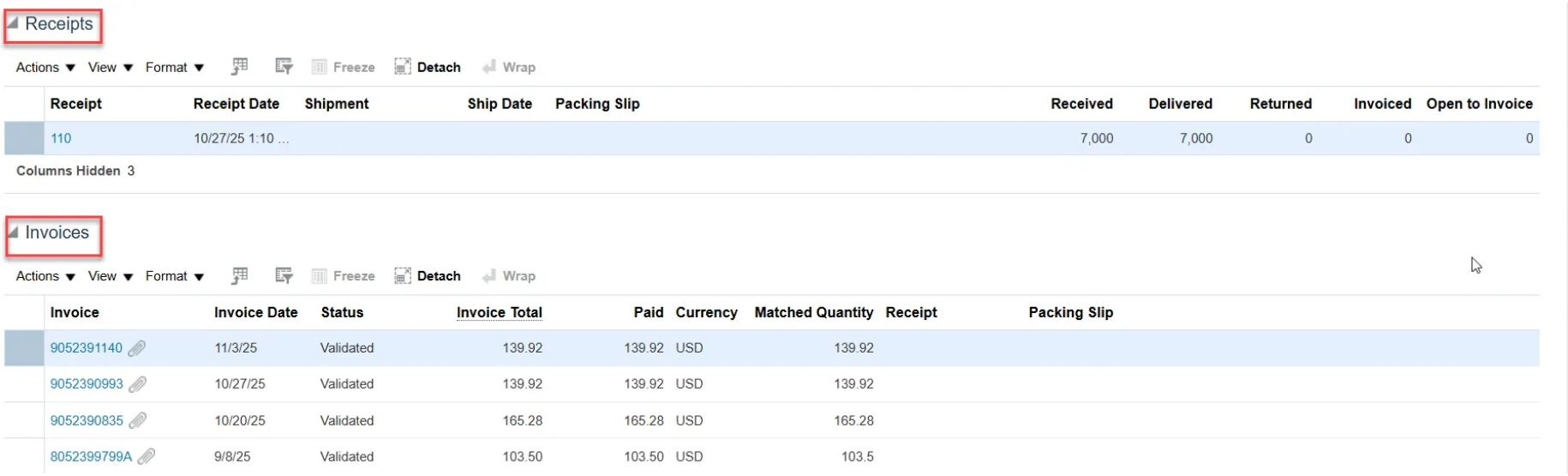
- Step 14b. **The invoiced amount shown here is the quantity that has been invoiced for the PO line.**

Image



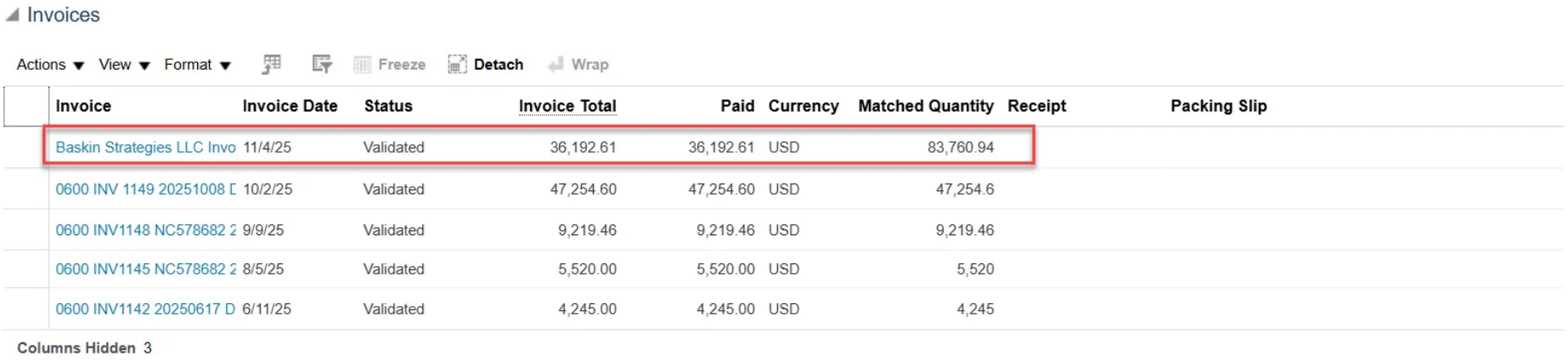
- Step 14c. Scroll down to see receipts and invoices that have been paid to the PO line.

Image



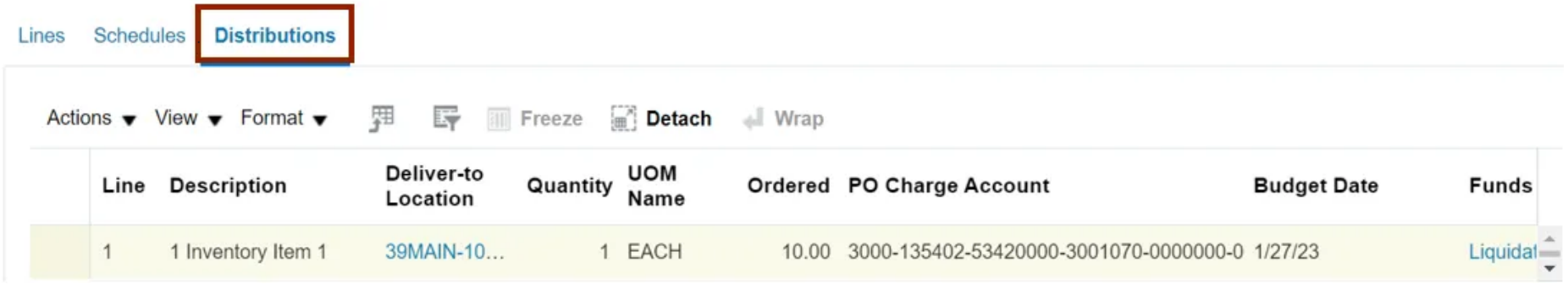
Note: If you see the Invoice Total, Paid, and Matched Quantity are NOT the same amount, you will have a price/quantity exception that will need to be corrected. See QRG AP-34 Correct PO Matched Paid Invoices.

Image



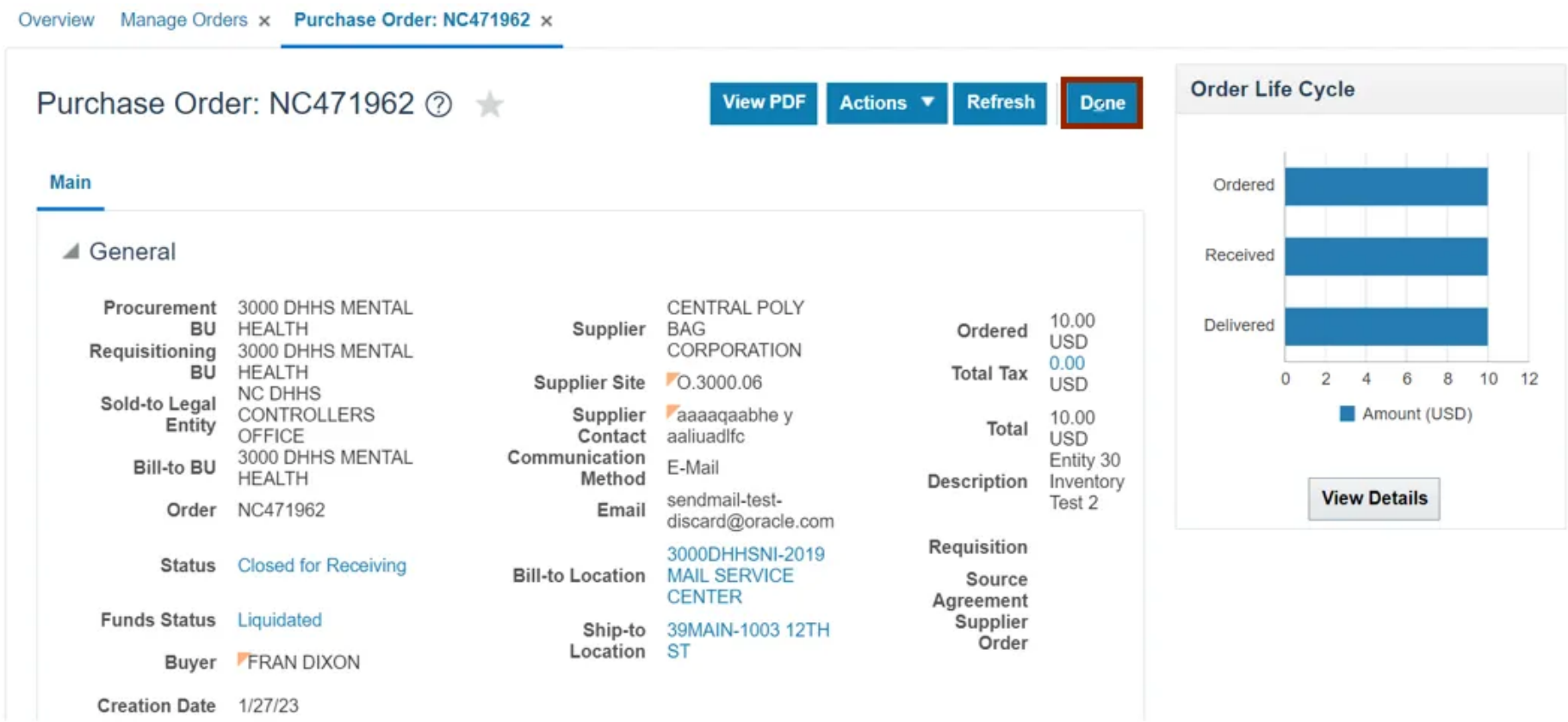
Step 15. Validate the information in the **Distributions** section.

Image



Step 16. Scroll up and click the **Done** button once the PO is reviewed. This will redirect you to the **Manage Orders** page.

Image



Wrap-Up

View purchase orders using the steps above for any purchase order that needs to be viewed and validated.

Additional Resources

- Web-Based Training (WBT)
  - PO001: Procurement Inquiry
  - PO108: PO Buyer Close

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