PO-09 View Receipts

Purpose

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

Introduction and Overview

This QRG covers how to view receipts and receipt details.

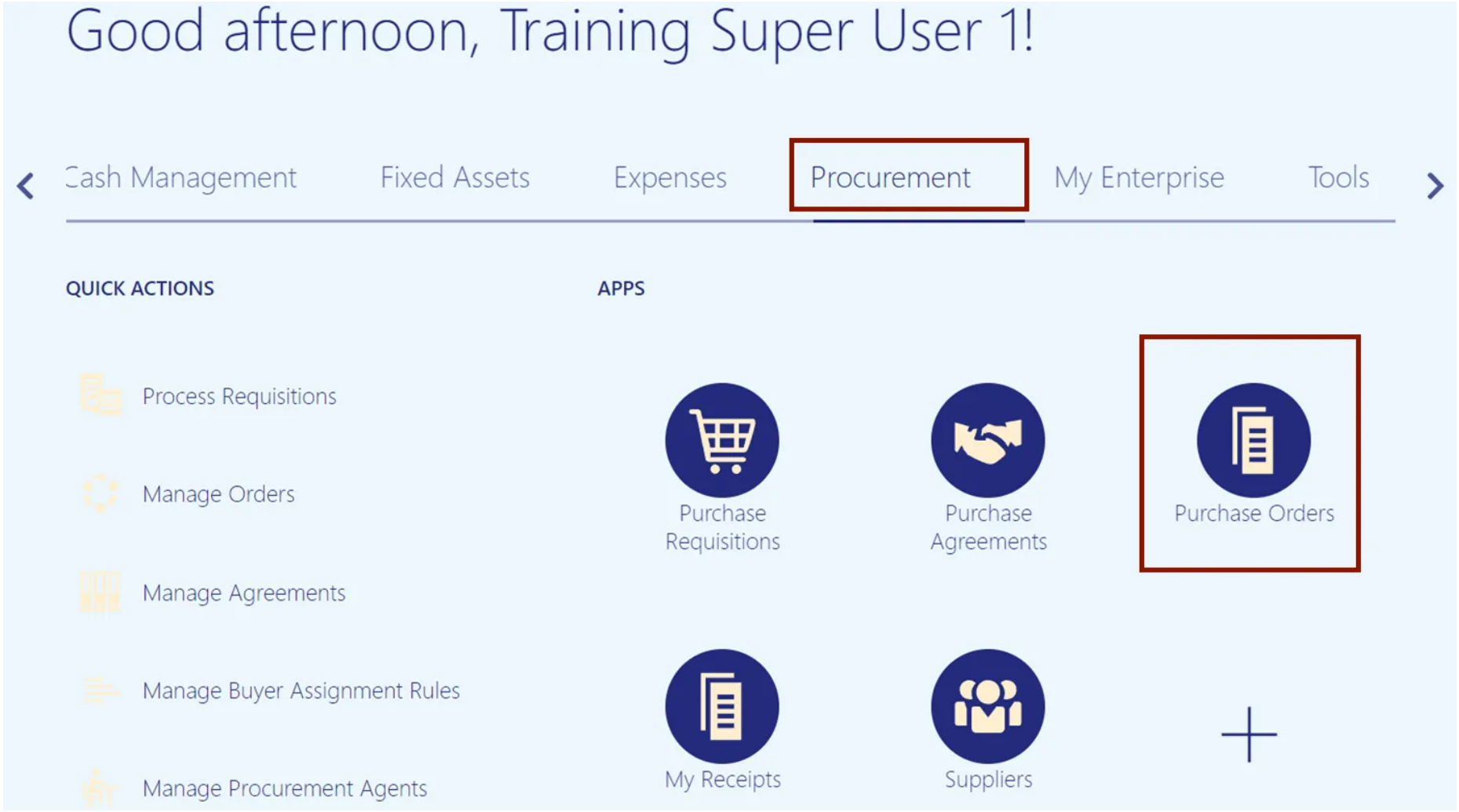
View Receipts

To view receipts in NCFS, please follow the steps below. There are 12 steps to complete this process.

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

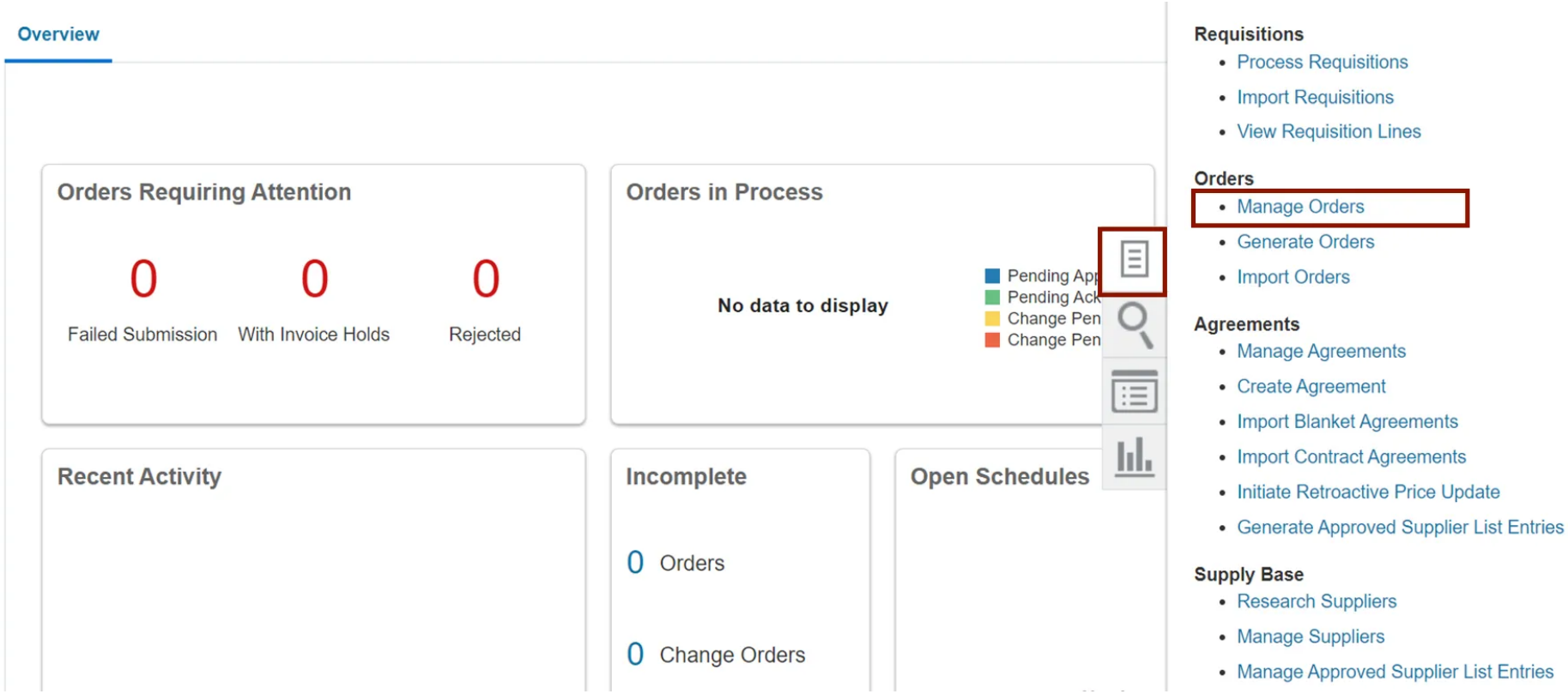
Step 2. On the **Home** page, click the **Procurement** tab and click the **Purchase Order** app.

Image



Step 3. Click the **Tasks** icon, and then click **Manage Orders**.

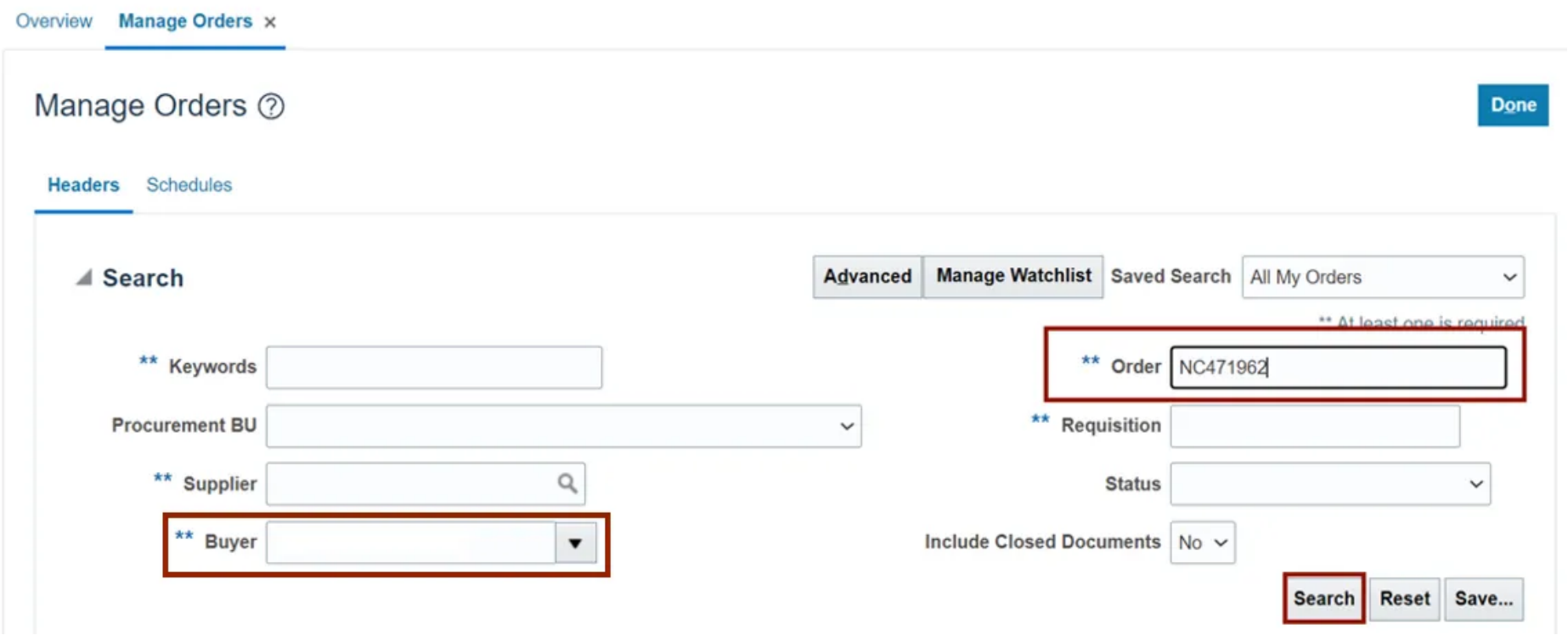
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Step 4. The **Manage Orders** page opens. On the **Headers** tab, enter the **Purchase Order** name in the ***Order** field and click the **Search** button.

Note: Remove the ***Buyer*** field before searching.

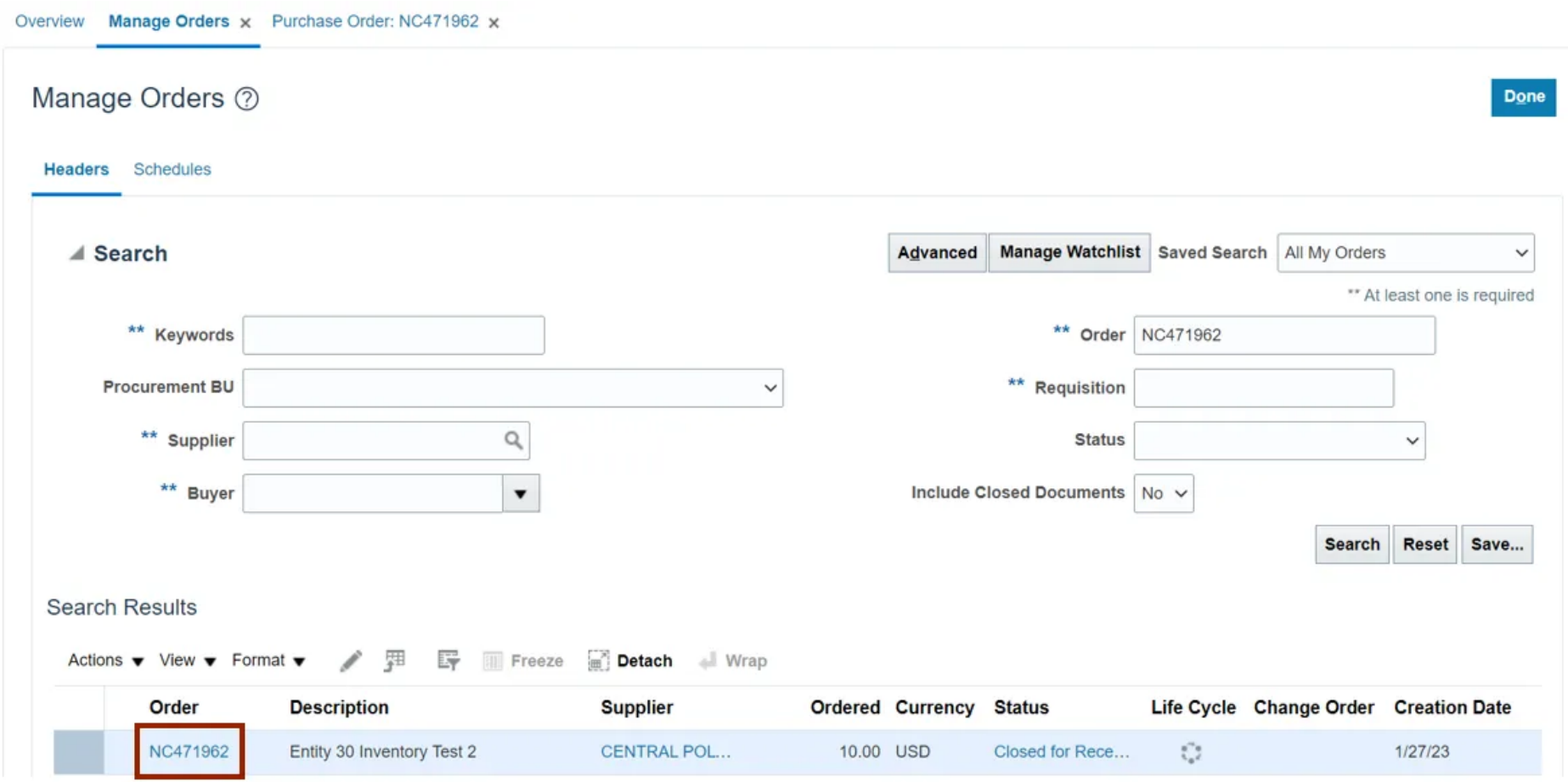
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Step 5. The Order is displayed in the ***Search Results*** section. Click the **Order** link.

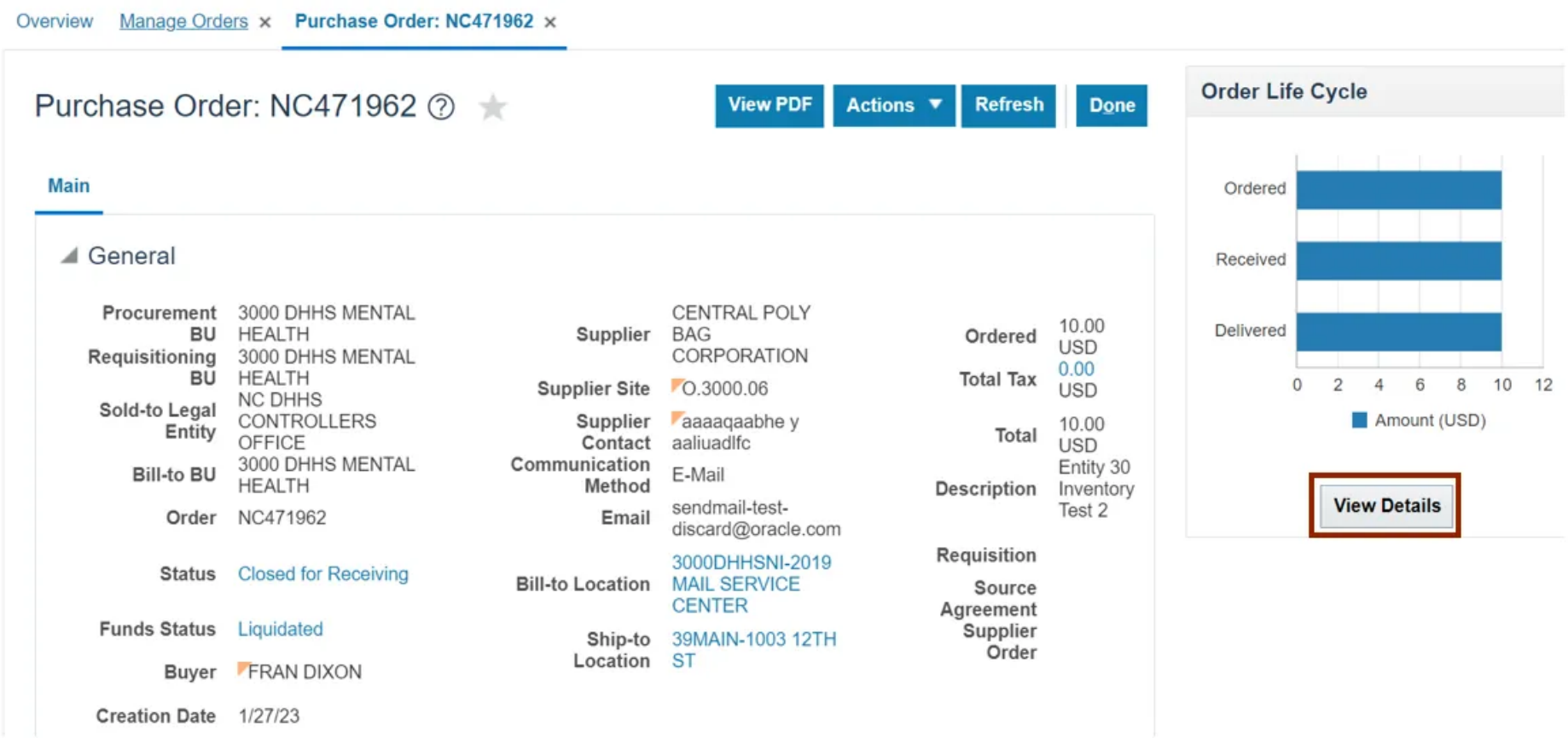
In this example, we choose **NC471902**.

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Step 6. The ***Purchase Order*** section displays. Click the **View Details** button in the ***Order Life Cycle*** section on the right side of the page.

Image



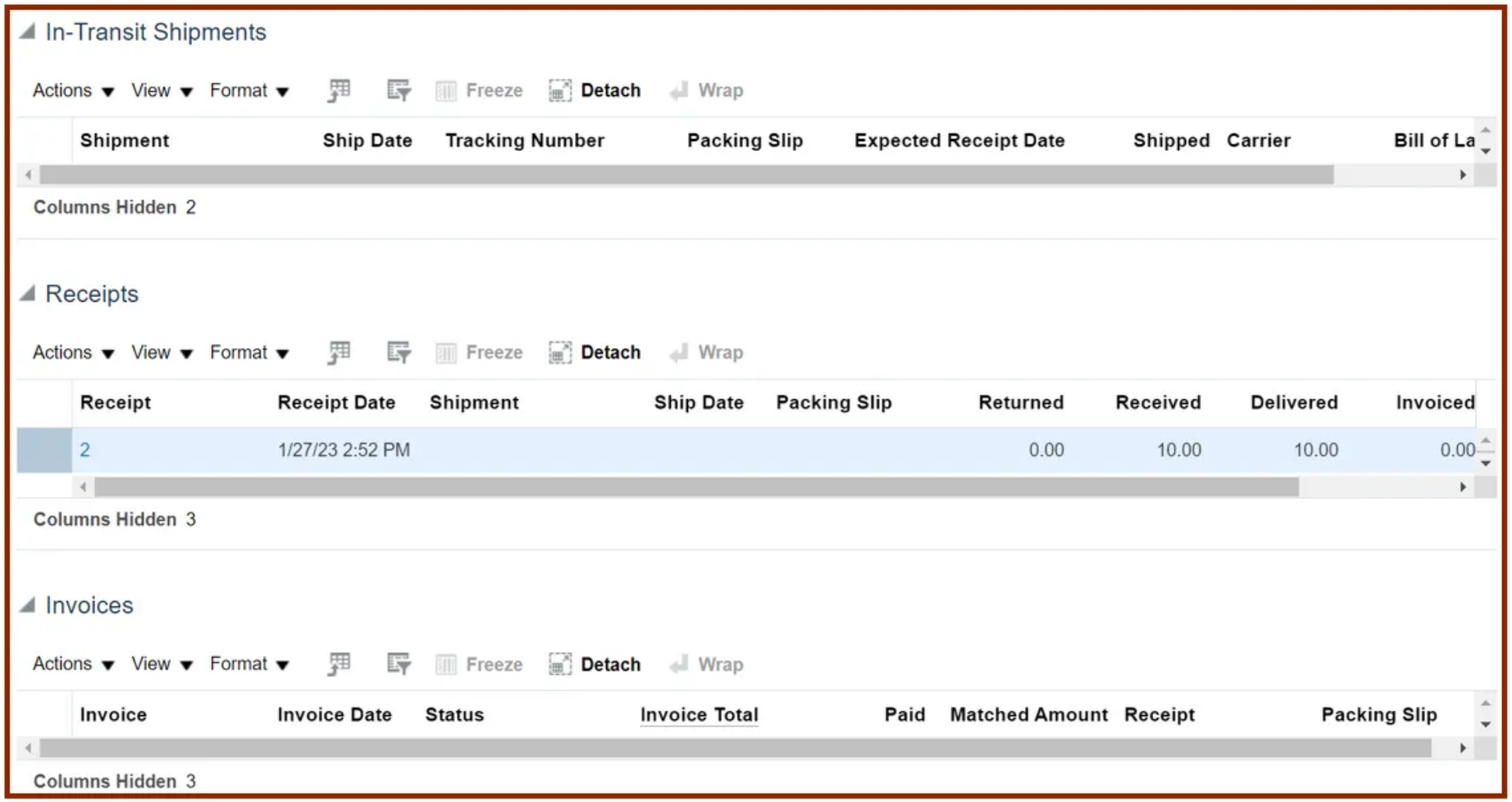
Step 7. The **Order Life Cycle** page displays.

Image



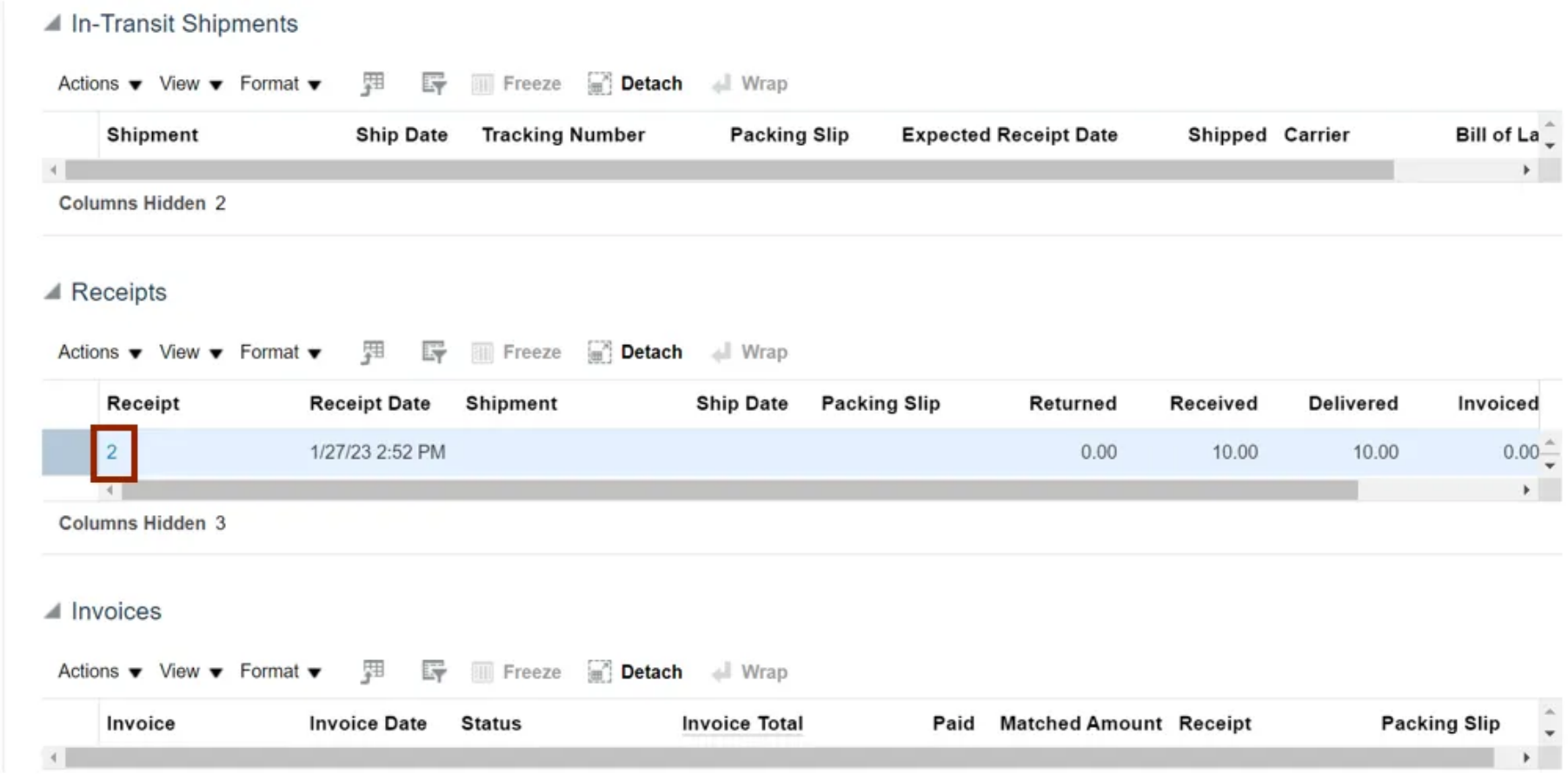
Step 8. Scroll down to validate **Receipts** connected to the purchase order.

Image



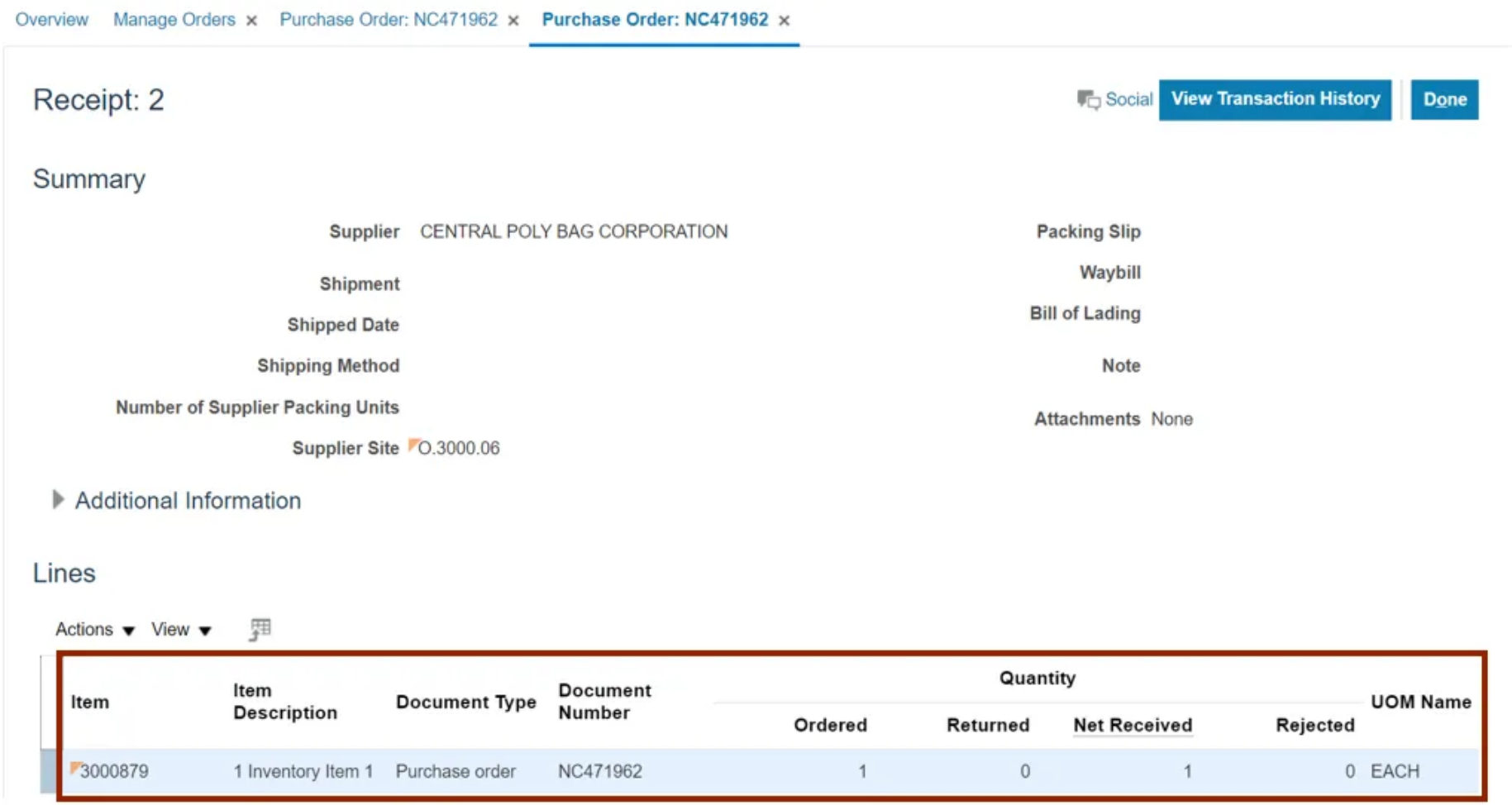
Step 9. Click the **Receipt Number** link.

Image



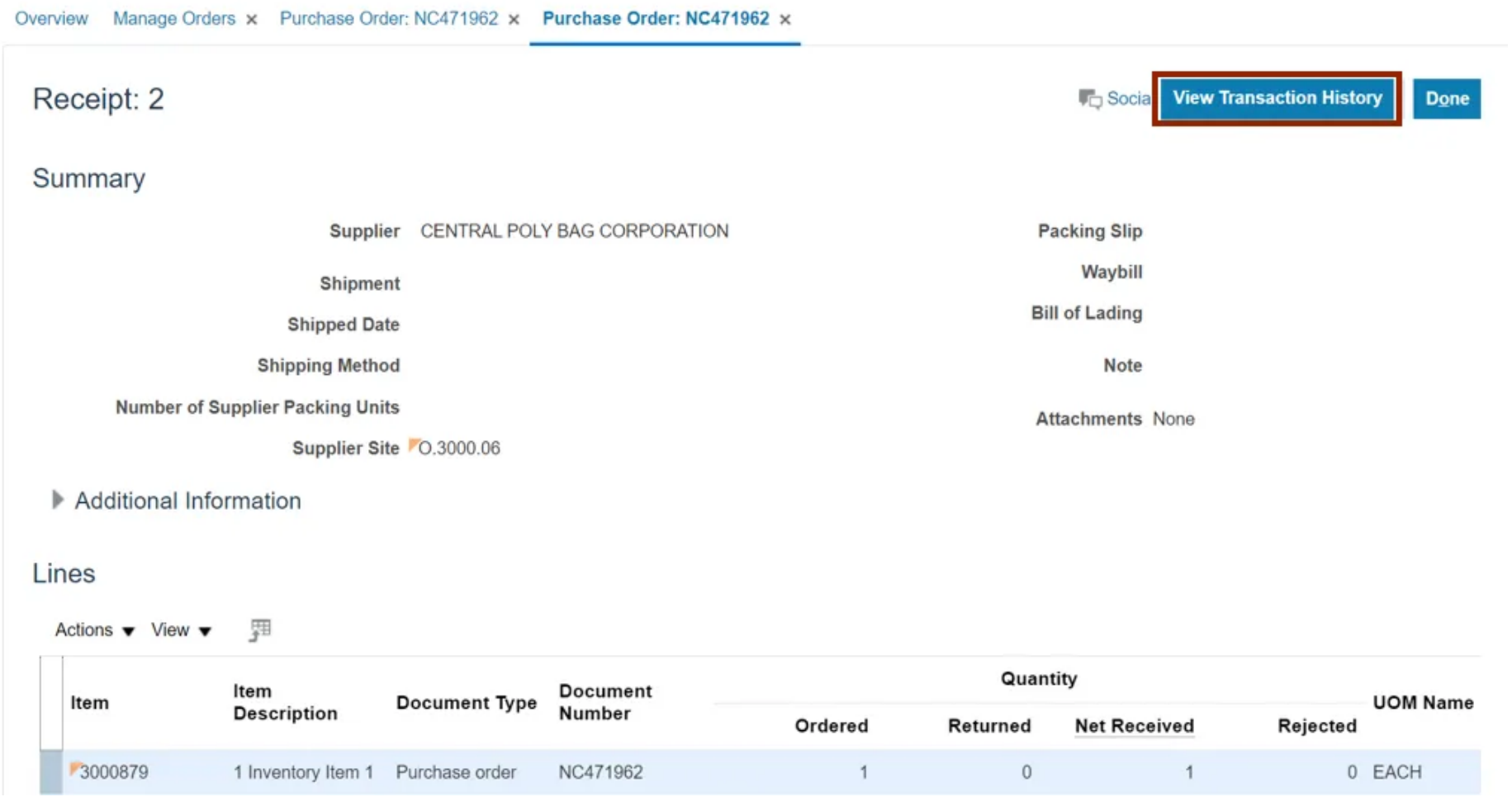
Step 10. Validate the receipt received amount or returned amount.

Image



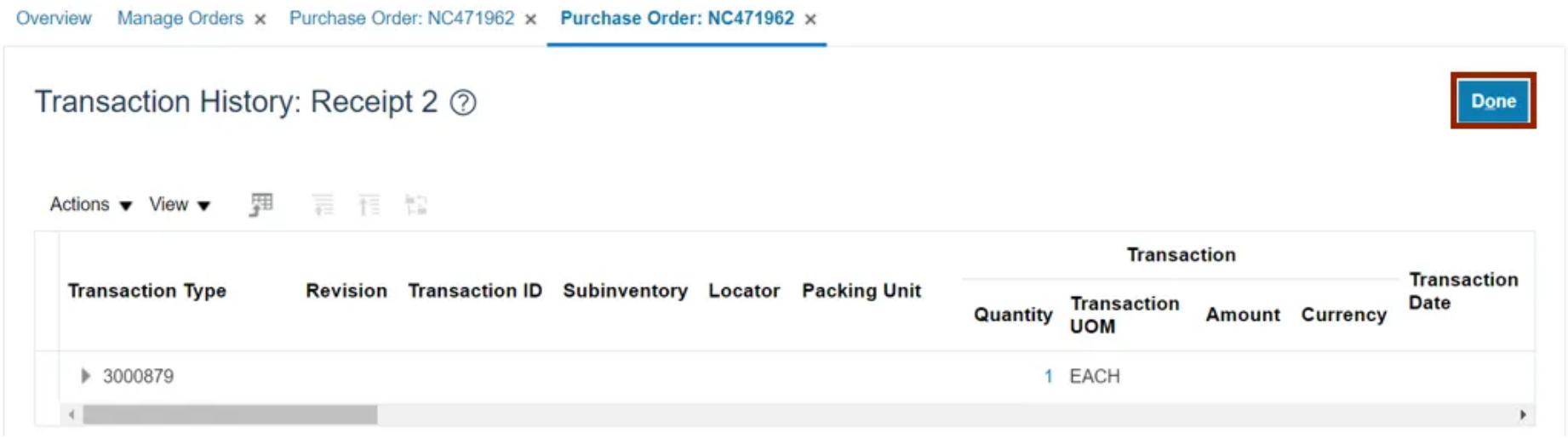
Step 11. Click the **View Transaction History** button.

Image



Step 12. View the **Transaction History** page and click the **Done** button.

Image



Wrap-Up

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

Additional Resources

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

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