



VIEW REQUISITION LINES

PO

QUICK REFERENCE GUIDE PO-05

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

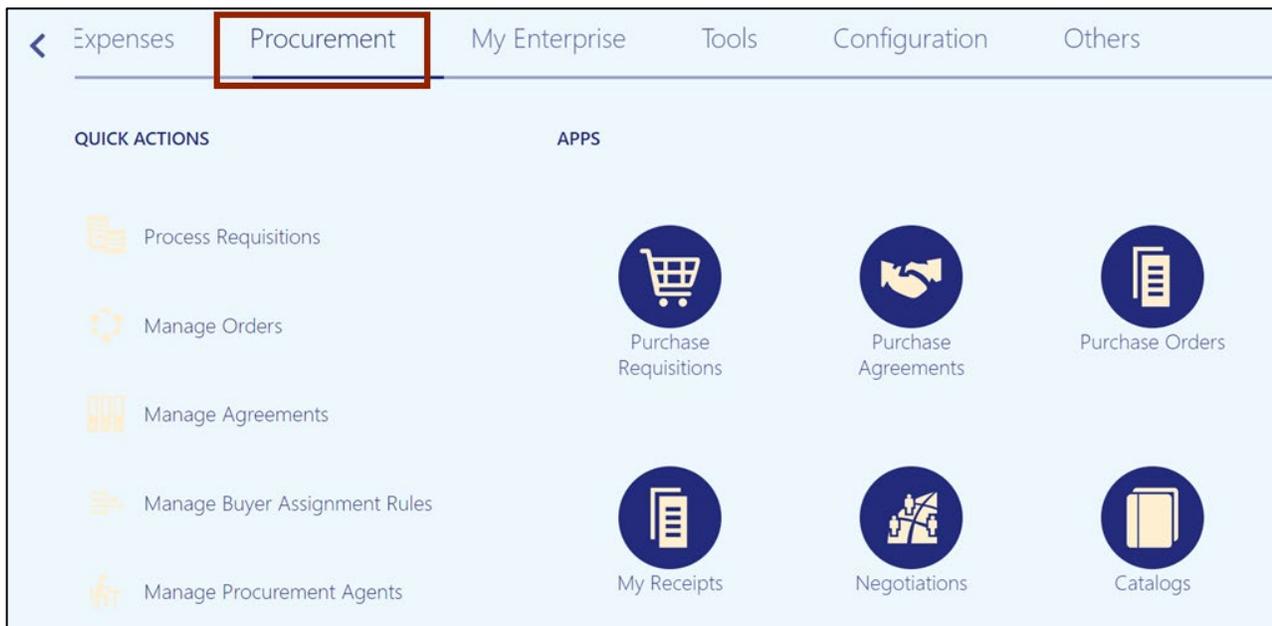
This QRG covers the steps to view requisition lines which is a flattened view of the lines associated to a requisition and requisition details like line quantity, Unit of Measure (UOM), Price, Amount, Currency, etc., in one view.

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

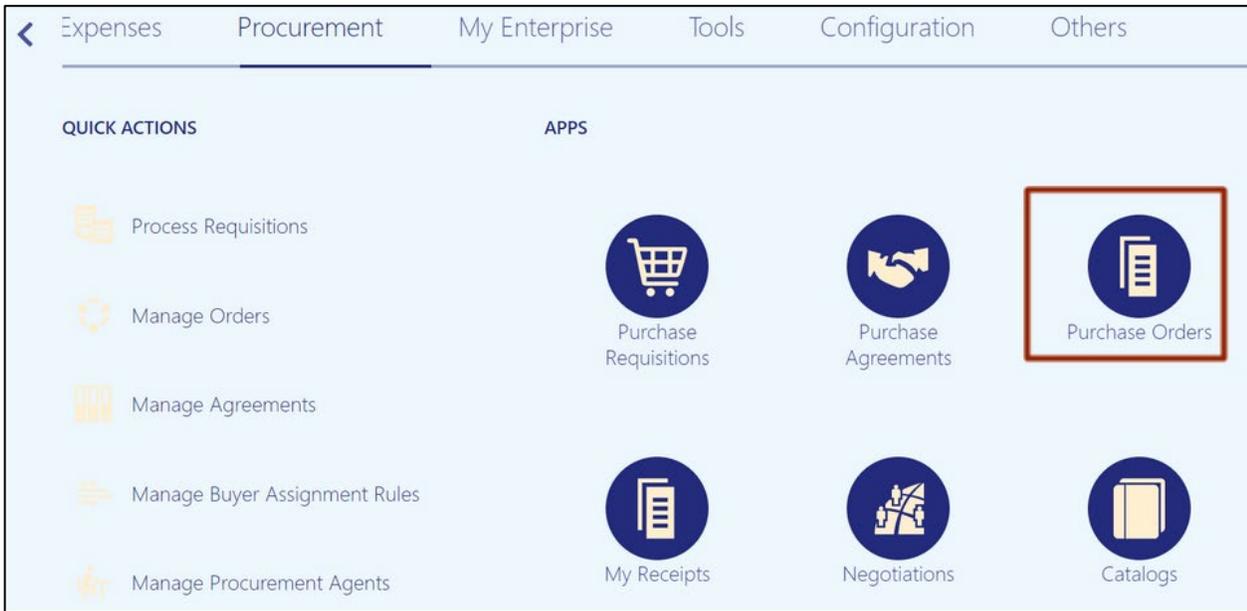
View Requisition Lines

To View Requisition Lines in NCFS, please follow the steps below:

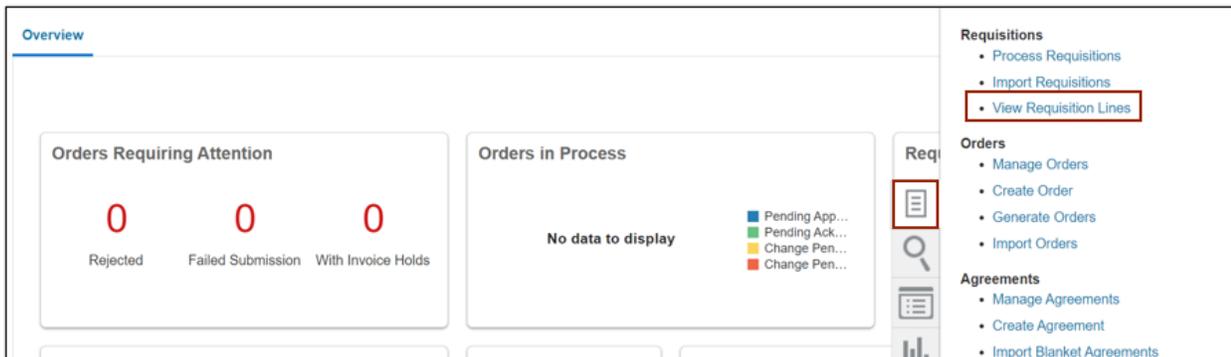
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Procurement** tab.



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



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



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

The screenshot shows the 'View Requisition Lines' page with the following search filters:

- Procurement BU: [Empty]
- Requisitioning BU: [Empty]
- Requisition: [Empty]
- Buyer: [Empty] (highlighted with a red box)
- Requester: [Empty]
- Deliver-to Location: [Empty]
- Line Description: [Empty]
- Category Name: [Empty]

Buttons at the bottom right: Search, Reset, Save... A 'Done' button is in the top right corner.

- 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.

The screenshot shows the 'View Requisition Lines' page with the following search filters:

- Procurement BU: 0200 ADMINISTRATIVE OFFICE OF THE COURTS (highlighted with a red box)
- Requisitioning BU: 0200 ADMINISTRATIVE OFFICE OF THE COURTS (highlighted with a red box)
- Requisition: [Empty]
- Buyer: [Empty]
- Requester: [Empty]
- Deliver-to Location: [Empty]
- Line Description: [Empty]
- Category Name: [Empty]

Buttons at the bottom right: Search (highlighted with a red box), Reset, Save... A 'Done' button is in the top right corner.

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

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

Requisition Lines ? Done

Search Advanced Manage Watchlist Saved Search All My Requisition Lines

Procurement BU 0200 ADMINISTRATIVE OFFICE OF THE COURTS

**** Requisitioning BU** 0200 ADMINISTRATIVE OFFICE OF THE COURTS

**** Requisition**

**** Buyer**

**** Requester**

**** Deliver-to Location**

Line Description

**** Category Name**

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Requisitioning BU	Requisition	Line	Line Description	Requester	Quantity	UOM Name	Price	Amount	Currency	Deliver-to L
0200 ADMINISTR...	02R0000022	1	Test Req 0200	ROGERS, ABRI...	250,000	Dollar	1.00	250,000.00	USD	0200AOCNI-F
0200 ADMINISTR...	02R0000020	1	Test req 0200	ROGERS, ABRI...	250,000	Dollar	1.00	250,000.00	USD	0200AOCNI-F
0200 ADMINISTR...	02R0000019	1	Test Req 0200	ROGERS, ABRI...	250,000	Dollar	1.00	250,000.00	USD	0200AOCNI-F

8. The **Requisition** page opens.

Overview View Requisition Lines Requisition: 02R0000022

Requisition: 02R0000022 View PDF Done

Requisitioning BU 0200 ADMINISTRATIVE OFFICE OF THE COURTS **Creation Date** 5/15/23 **Requisition Amount** 250,000.00 USD

Entered By ABRIGAIL ROGERS **Status** Approved **Approval Amount** 250,000.00 USD

Description Test Req 0200 **Justification**

Funds Status Liquidated

Attachments None

Requisition Lines

View Format Freeze Detach Wrap

Line	Line Type	Description	Category Name	Cost Center	Quantity	UOM	Price	Price (USD)
1	Rate Based Ser...	Test Req 0200	801015-Business and cor...	0200550	250,000	Dollar	1.00 USD	1.00

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