



CREATE EXPENSE REQUISITIONS

PO

QUICK REFERENCE GUIDE PO-01

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to Create Expense Requisitions for self in the North Carolina Financial System (NCFS).

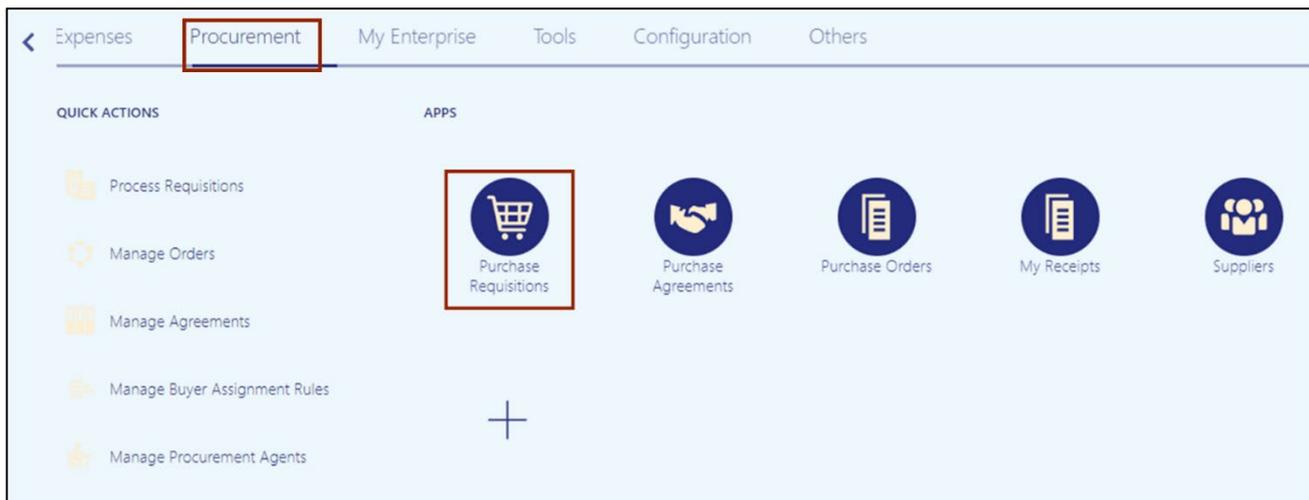
Introduction and Overview

This QRG covers the steps to create requisitions for self. A requisition is an internal purchasing document used to capture the need for goods and/or services.

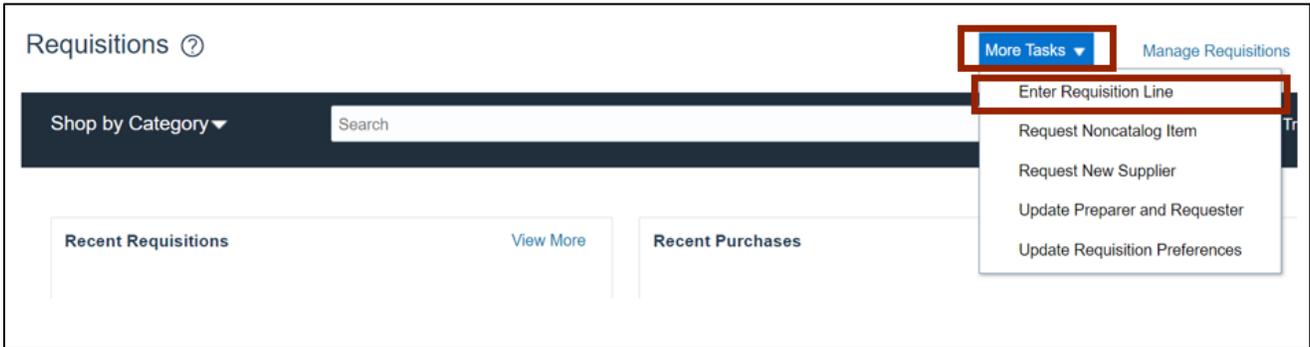
Create Expense Requisitions

To create Requisitions for self 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. Click the **Purchase Requisitions** app.



3. Click the *More Tasks* drop-down choice list, on the top right corner, and select **Enter Requisition Line**.



4. On the **Enter Requisition Line** page, select and enter the details in all the mandatory (marked with *) and required fields.

In this example, we choose **Line Type** as **Goods**, **Item Description** as **Testing**, **Category Name** as **141115-Printing and writing paper**, **Quantity** as **1**, **UOM Name** as **Each**, **Price** as **5**, **Currency**, **Negotiated Flag** as **Yes**, **Supplier Name** as **FORMS & SUPPLY INC**, and **Supplier Site** as **O.02PT.A**. The above scenario is for AOC only.

A screenshot of the 'Enter Requisition Line' form. The form is divided into two main sections. The left section contains fields for: '* Line Type' (Goods), 'Item' (empty), 'Revision' (dropdown), '* Item Description' (Testing), '* Category Name' (141115-Printing and writing paper), '* Quantity' (1), '* UOM Name' (EACH), '* Price' (5.00), '* Currency' (USD), and a checked 'Negotiated' checkbox. The right section contains fields for: 'Source Type' (Supplier), 'Agreement' (empty), 'New supplier' (checkbox), 'Supplier' (FORMS & SUPPLY INC), 'Supplier Site' (O.02PT.A), 'Supplier Contact' (aaaaanzfc, aanbyaaczi), 'Phone' (empty), 'Fax' (empty), 'Email' (empty), and 'Supplier Item' (empty). At the top right of the form are 'Add to Cart' and 'Done' buttons.

- Under the **Delivery** section, validate the auto populated **Requester**, **Deliver-to Location**, **Requested Delivery Date**, and **Suggested Buyer** fields.

Delivery

* Requester: Super User 1, Training

* Deliver-to Location: 0200AOCNI-PO BOX 2448

Urgent: No

Deliver-to Address: STATION, ROAD, ALBEMARLENC, 280010000, US

Requested Delivery Date: 6/16/23

Suggested Buyer: Super User 1, Training

- Under the **Billing** section, select and enter the details in all the mandatory (marked with *) and required fields.

In this example, we choose **Charge Account** as **0200-022001-53190000-0000000-0000000-0000-0000000000-000000-0000-000000-000000**. **Budget Date**, **Percentage**, **Quantity**, and **Amount (USD)** fields will be auto populated.

Billing

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Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
0200-022001-53190000-0000000-0000	6/12/23	100	1	5.00	Not reserved	X
Total			100	1	5.00	

- Click the **Add to Cart** button.

Enter Requisition Line ?

Add to Cart Done

* Line Type: Goods

Item: [Search]

Revision: [Dropdown]

* Item Description: Testing

* Category Name: 141115-Printing and writing paper

* Quantity: 1

* UOM Name: EACH

Source Type: Supplier

Agreement: [Search]

New supplier

Supplier: FORMS & SUPPLY INC

Supplier Site: O.02PT.A

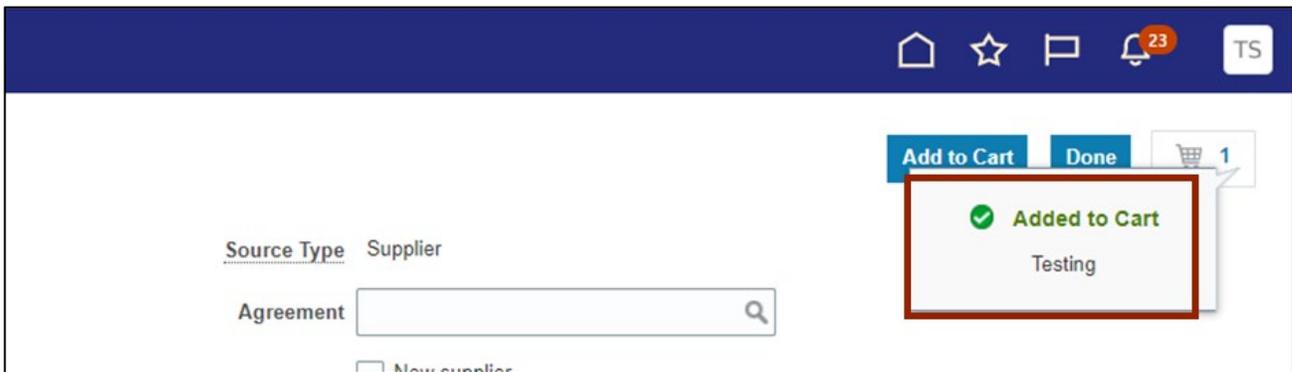
Supplier Contact: aaaanzfc, aanbyaaczi

Phone: [Field]

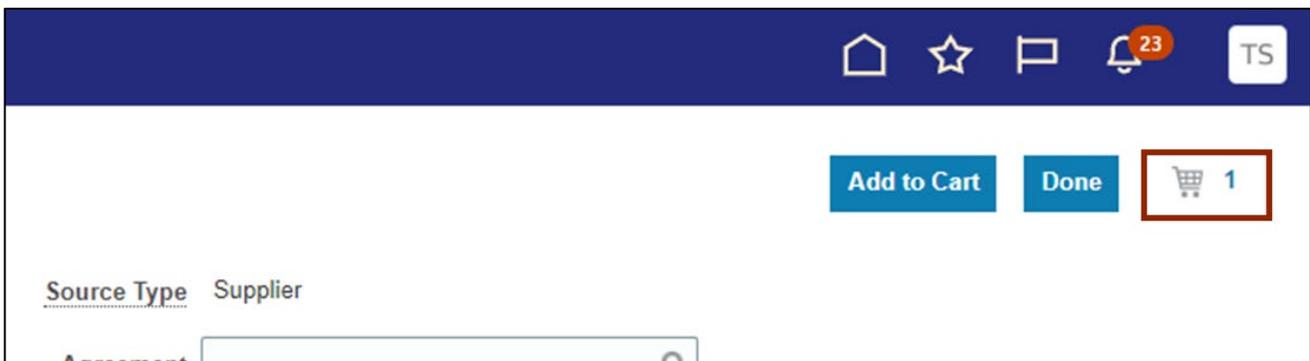
Fax: [Field]

Email: [Field]

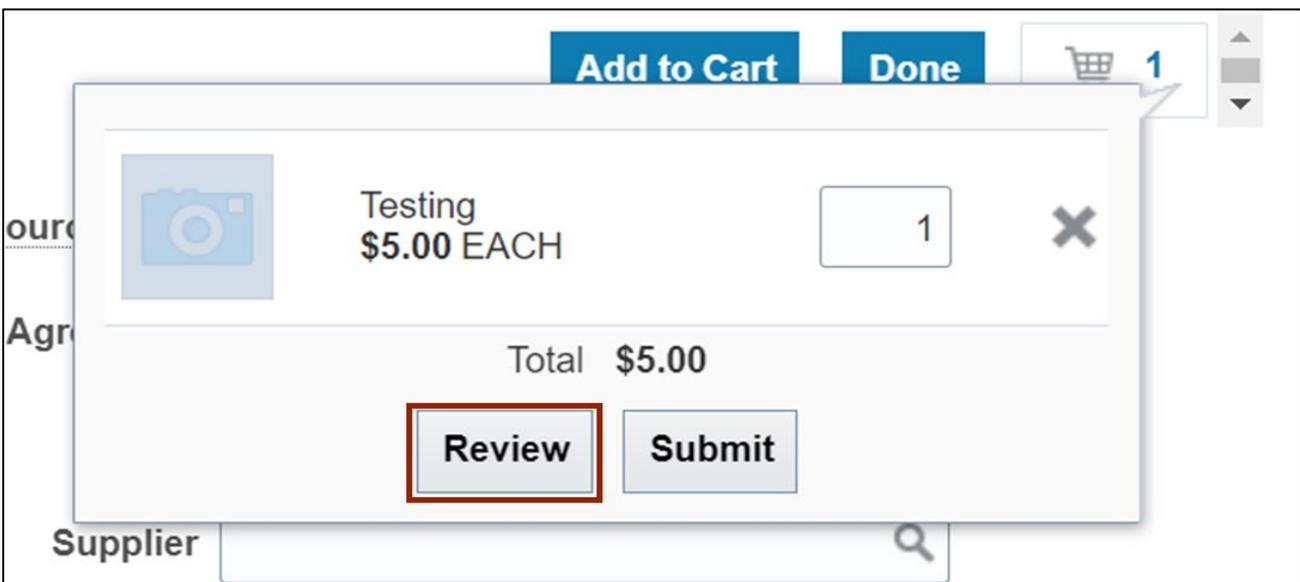
8. This will create a Requisition in NCFS and **Added to Cart** message will appear.



9. Click the **Shopping Cart** [] icon.



10. Click the **Review** button.



11. On the **Edit Requisition** page, review the Requisition details and click the **Submit** button.

Edit Requisition: 02R0000025 ?

Shop Check Funds Manage Approvals View PDF Save **Submit**

Requisitioning BU: 0200 ADMINISTRATIVE OFFICE OF THE COURTS
 Justification:
 * Description:
 Emergency purchase order number required

Requisition Amount: 5.00 USD
 Approval Amount: 5.00 USD
 Funds Status: Not reserved
 Attachments: None +

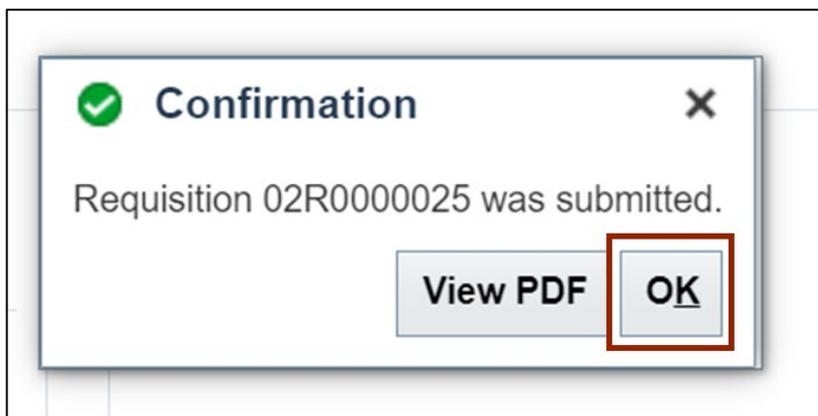
Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

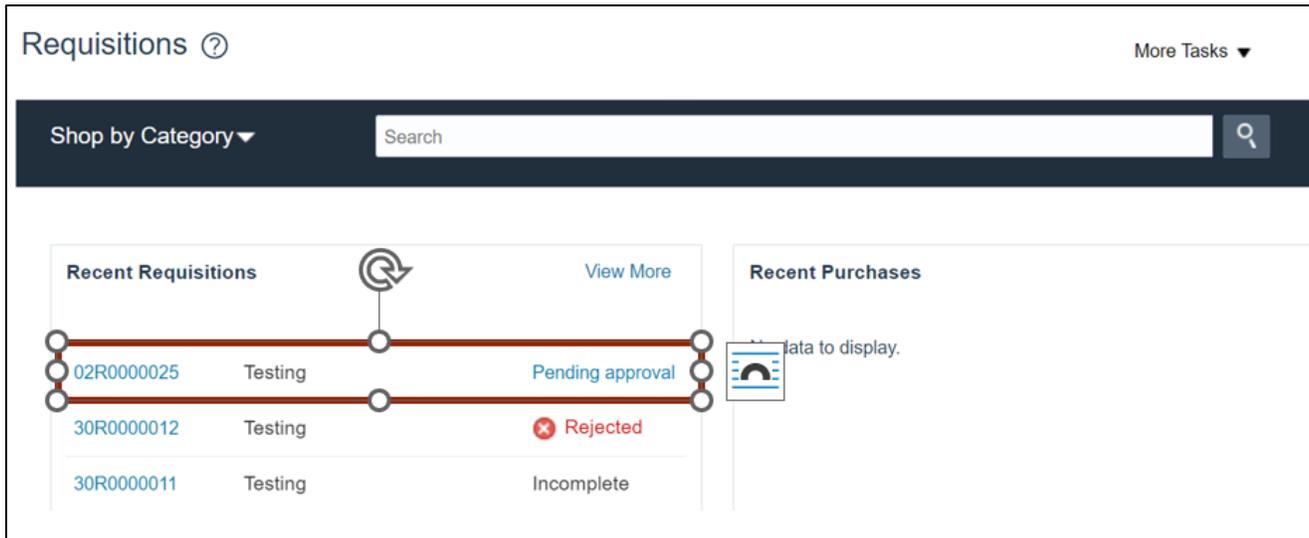
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Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Funds Status	Delete
1	Testing	141115-Printing and ...	<input type="text" value="1"/>	EACH	5.00 USD	5.00	Not reserved	✖
Total						5.00		

12. The *Confirmation* pop-up appears. Click the **OK** button.



13. On the **Requisitions** page, under the **Recent Requisitions** section, view the recently submitted Requisition and its status.



Wrap-Up

Create expense requisitions in NCFs using the steps above.

Additional Resources

Instructor Led-Trainings (ILT)

- PO101: PO Procurement Requestor (ILT)

Web-based Trainings (WBT)

- PO107: PO Advanced Procurement Requestor (WBT)