



# VIEW RECEIPTS

## QUICK REFERENCE GUIDE P0-09

PO

### 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**).

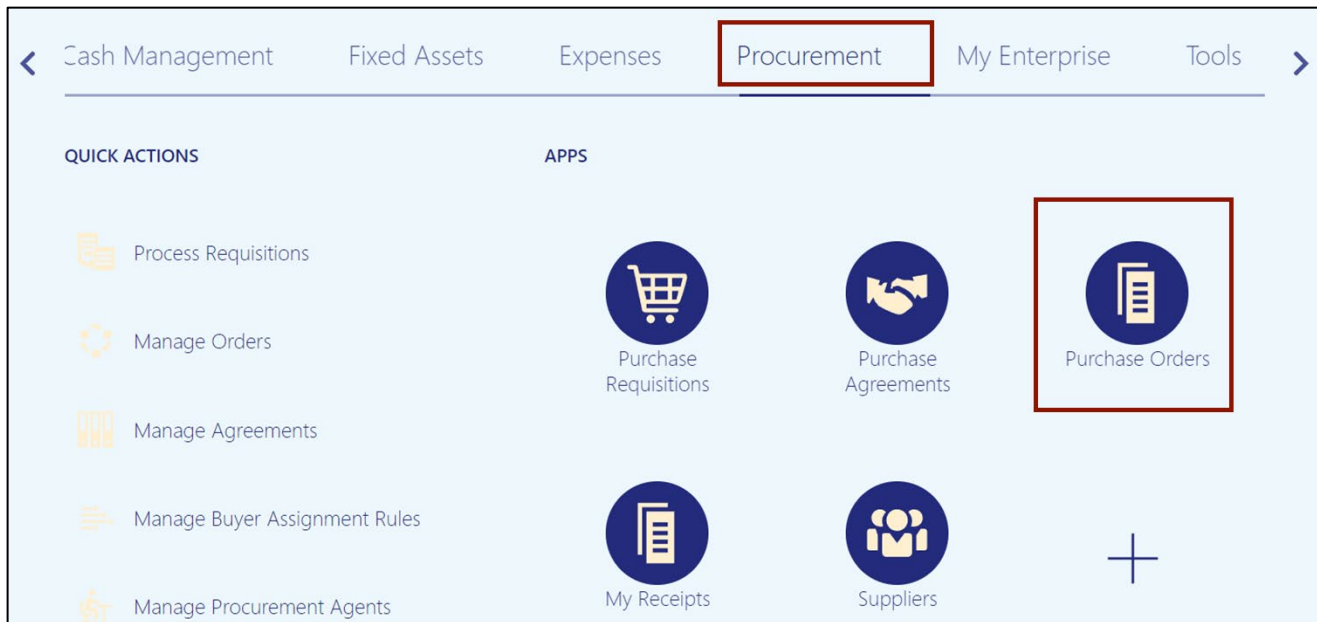
### Introduction and Overview

This QRG covers how to view receipts and receipt details.

### View Receipts

To view receipts in NCFS, please follow the steps below:

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



3. Click the **Tasks** [☰] icon, and then click **Manage Orders**.

The screenshot shows the 'Overview' dashboard. On the left, there are cards for 'Orders Requiring Attention' (with counts for Failed Submission, With Invoice Holds, and Rejected) and 'Orders in Process' (showing 'No data to display'). Below these are 'Recent Activity', 'Incomplete' (Orders and Change Orders), and 'Open Schedules'. On the right, a sidebar menu lists various actions: Requisitions, Orders (with 'Manage Orders' highlighted in a red box), Agreements, and Supply Base. A 'Tasks' icon (☰) is also highlighted in a red box.

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.

The screenshot shows the 'Manage Orders' page with the 'Headers' tab selected. The search section includes fields for Keywords, Procurement BU, Supplier, and Buyer. The 'Order' field is populated with 'NC471962' and is highlighted with a red box. The 'Buyer' field is empty and also highlighted with a red box. The 'Search' button is highlighted with a red box. Other filters include 'Advanced', 'Management Watchlist', 'Saved Search', and 'All My Orders'. A 'Done' button is in the top right corner.

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

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

Manage Orders

Search

Advanced Manage Watchlist Saved Search All My Orders

\*\* At least one is required

\*\* Keywords

Procurement BU

\*\* Supplier

\*\* Buyer

\*\* Order NC471902

\*\* Requisition

Status

Include Closed Documents No

Search Reset Save...

Search Results

Order	Description	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
NC471902	Entity 30 Inventory Test 2	CENTRAL POLY...	10.00	USD	Closed for Rece...			1/27/23

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

Purchase Order: NC471902

View PDF Actions Refresh Done

Main

General

Procurement BU 3000 DHHS MENTAL HEALTH  
 Requisitioning BU 3000 DHHS MENTAL HEALTH  
 Sold-to Legal Entity NC DHHS CONTROLLERS OFFICE  
 Bill-to BU 3000 DHHS MENTAL HEALTH  
 Order NC471902  
 Status Closed for Receiving  
 Funds Status Liquidated  
 Buyer FRAN DIXON  
 Creation Date 1/27/23

Supplier CENTRAL POLY BAG CORPORATION  
 Supplier Site O.3000.06  
 Supplier Contact aaaaqaabhe y aaliuadlfc  
 Communication Method E-Mail  
 Email sendmail-test-discard@oracle.com  
 Bill-to Location 3000DHHSNI-2019 MAIL SERVICE CENTER  
 Ship-to Location 39MAIN-1003 12TH ST

Ordered 10.00 USD  
 Total Tax 0.00 USD  
 Total 10.00 USD  
 Description Entity 30 Inventory Test 2  
 Requisition Source Agreement Supplier Order

Order Life Cycle

Ordered  
 Received  
 Delivered

0 2 4 6 8 10 12

Amount (USD)

View Details

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

Overview Manage Orders x Purchase Order: NC471962 x **Purchase Order: NC471962** x

### Order Life Cycle: NC471962 Done

<p><b>Sold-to</b> NC DHHS <b>Legal Entity</b> CONTROLLERS OFFICE <b>Order</b> NC471962 <b>Supplier</b> CENTRAL POLY BAG CORPORATION <b>Supplier Site</b> O.3000.06 <b>Supplier Contact</b> aaaaqaabhe y aaliuadlfc <b>Ordered</b> 10.00 USD <b>Funds Status</b> Liquidated</p>	<p><b>Order Life Cycle</b></p> <table border="1"> <caption>Order Life Cycle Data</caption> <thead> <tr> <th>Stage</th> <th>Amount (USD)</th> </tr> </thead> <tbody> <tr> <td>Ordered</td> <td>10.00</td> </tr> <tr> <td>Shipped</td> <td>0.00</td> </tr> <tr> <td>Received</td> <td>10.00</td> </tr> <tr> <td>Delivered</td> <td>10.00</td> </tr> <tr> <td>Invoiced</td> <td>0.00</td> </tr> </tbody> </table>	Stage	Amount (USD)	Ordered	10.00	Shipped	0.00	Received	10.00	Delivered	10.00	Invoiced	0.00	<p><b>Ordered</b> 10.00 USD <b>Shipped</b> 0.00 USD <b>Received</b> 10.00 USD <b>Delivered</b> 10.00 USD <b>Invoiced</b> 0.00 USD</p>
Stage	Amount (USD)													
Ordered	10.00													
Shipped	0.00													
Received	10.00													
Delivered	10.00													
Invoiced	0.00													

**In-Transit Shipments**

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of La
Columns Hidden 2							

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

**In-Transit Shipments**

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of La
Columns Hidden 2							

**Receipts**

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced
2	1/27/23 2:52 PM				0.00	10.00	10.00	0.00
Columns Hidden 3								

**Invoices**

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
Columns Hidden 3							

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

**In-Transit Shipments**

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of La
Columns Hidden 2							

**Receipts**

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced
2	1/27/23 2:52 PM				0.00	10.00	10.00	0.00
Columns Hidden 3								

**Invoices**

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
Columns Hidden 4							

10. Validate the receipt received amount or returned amount.

Overview Manage Orders x Purchase Order: NC471962 x Purchase Order: NC471962 x

Receipt: 2 Social View Transaction History Done

**Summary**

Supplier	CENTRAL POLY BAG CORPORATION	Packing Slip	
Shipment		Waybill	
Shipped Date		Bill of Lading	
Shipping Method		Note	
Number of Supplier Packing Units		Attachments	None
Supplier Site	PO.3000.06		

▶ Additional Information

**Lines**

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name
				Ordered	Returned	Net Received	Rejected	
3000879	1 Inventory Item 1	Purchase order	NC471962	1	0	1	0	EACH

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

Overview Manage Orders x Purchase Order: NC471962 x **Purchase Order: NC471962** x

Receipt: 2 Social **View Transaction History** Done

Summary

Supplier	CENTRAL POLY BAG CORPORATION	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments None
Supplier Site	PO.3000.06	

▶ Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name
				Ordered	Returned	Net Received	Rejected	
3000879	1 Inventory Item 1	Purchase order	NC471962	1	0	1	0	EACH

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

Overview Manage Orders x Purchase Order: NC471962 x **Purchase Order: NC471962** x

Transaction History: Receipt 2 **Done**

Actions View

Transaction Type	Revision	Transaction ID	Subinventory	Locator	Packing Unit	Transaction			Transaction Date
						Quantity	Transaction UOM	Amount	
▶ 3000879						1	EACH		

## 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