

Printing a Requisition

www.case.edu/erp/fin

- From the left-hand navigation menu, open the **Purchasing** menu group.
- Open **Requisitions**.
- Click [Maintain Requisitions](#).

The Requisitions – Add a New Value Page appears.

- Click the [Find an Existing Value](#) tab.

The Requisitions – Find an Existing Value Page appears.

- Enter the Requisition ID you wish to review.

- Click **Search**.

The Requisition Form page appears with the selected requisition ID.



Form Schedule

Unit: CASE1 Req ID: 100000119 Req Date: 07/09/2004

Requester: TRNA001

Status: Approved Budget Status: Final Accounting Date: 07/09/2004 Currency: Dollar

Line	Item ID	Description	Req Qty	3000	Category	Price	Ship To	Status
1		SOFTWARE	10.0000					Active

Total Amt: 5,000.00 USD Total Base Amt: 5,000.00 USD

Go To: Header Defaults | Header Comments | Item Search | Item Detail | Line Defaults | Line Details | Catalog | Line Comments | Sourcing Controls | More

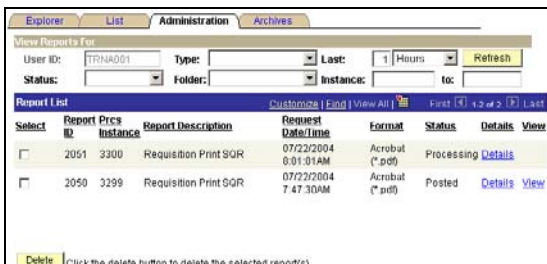
- Select **02-Preview Req** from the drop-down menu in the ***Go To** section at the bottom of the page.

Go To: Header Defaults | Header Comments | Item Search | Item Detail | Line Defaults | Line Details | Catalog | Line Comments | Sourcing Controls | **02-Preview Req**

- A new window opens the Report Manager.

- Click on the **Administration** tab.

The Administration page appears.



Explorer List Administration Archives

Where Report Is For

User ID: TRNA001 Type: Last: 1 Hours Refresh

Status: Folder: Instance: to:

Select	Report ID	Proc Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	2051	3300	Requisition Print SQR	07/22/2004 8:01:01AM	Acrobat (*.pdf)	Processing	Details	
<input type="checkbox"/>	2050	3299	Requisition Print SQR	07/22/2004 7:47:30AM	Acrobat (*.pdf)	Posted	Details	View

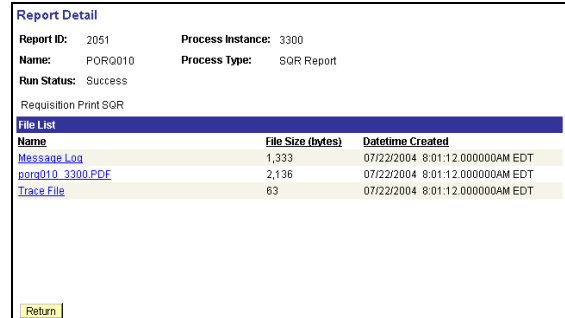
Delete: Click the delete button to delete the selected report(s)

- Click **Refresh** to update the status for the Requisition Print SQR report.

- When the status of the report is **Posted**, a [View](#) link will appear.

- Click the [View](#) link.

The Report Detail page appears.



Report Detail

Report ID: 2051 Process Instance: 3300

Name: POR0010 Process Type: SQR Report

Run Status: Success

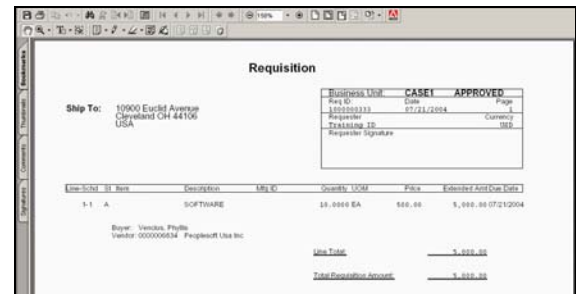
Requisition Print SQR

File List	Name	File Size (bytes)	Datetime Created
Message Log	Message Log	1,333	07/22/2004 8:01:12.000000AM EDT
por010_3300.PDF	por010_3300.PDF	2,136	07/22/2004 8:01:12.000000AM EDT
Trace File	Trace File	63	07/22/2004 8:01:12.000000AM EDT

Return

- Click the link ending in PDF. (nnnn = the instance number assigned by the printing process.)

A new window appears with a copy of the requisition.



Requisition

Ship To: 10900 Euclid Avenue
Cleveland OH 44106
USA



Business Unit	CASE1	APPROVED
Req ID	109000333	07/21/2004
Requester		
Requester ID		
Requester Signature		

Line/Seq	Item	Description	Qty	Unit	Price	Extended Amt	Unit
1-1	A	SOFTWARE	10.0000	EA	500.00	5,000.00	07/21/2004

Buyer: Vendor: Philip
Vendor: 000000004 - PeopleSoft USA Inc.

Line Total: 5,000.00

Total Requisition Amount: 5,000.00

- Use the   icons at the top of the page to print the requisition or save the requisition to your hard drive.

- Close the report window.

- Close the Report Manager window.