

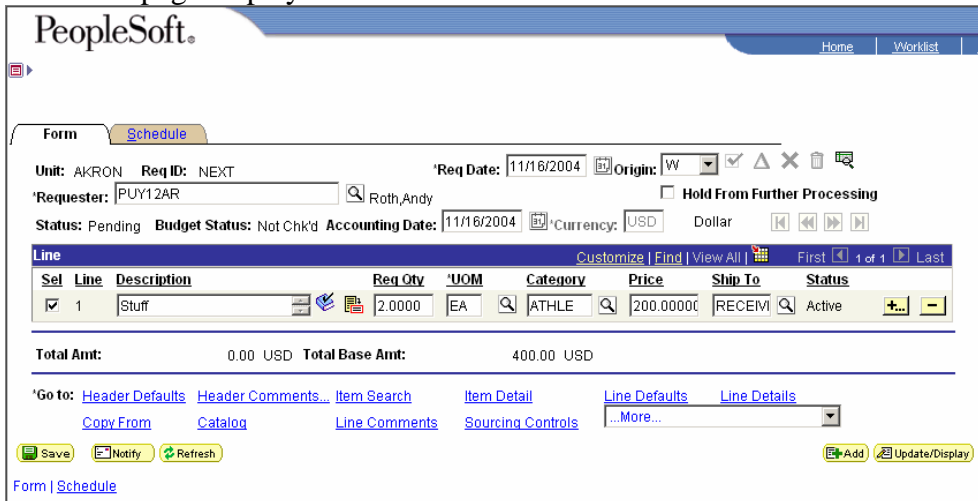
Chapter 4 : Printing a Requisition

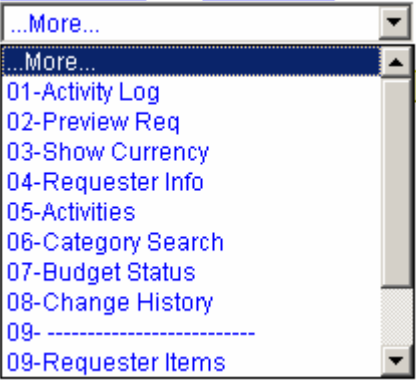
Method 1: Printing a Requisition from the Form Page

You can print a requisition right after you save it by using the More drop down box in the bottom right corner of the Form page. You can print the requisition from this page anytime before the requisition has a status of “Complete.” A Completed requisition is a requisition that has completed the Requisition Life Cycle. After a requisition has been completed, you will not be able to access this page and therefore you will need to follow Method 2 to print the requisition.

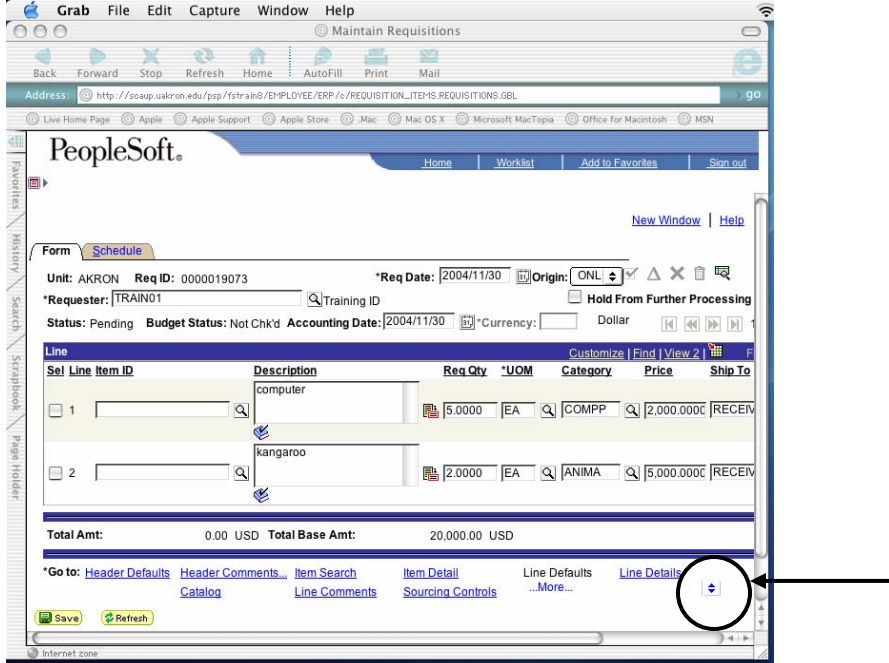
What you do	What happens
<p>1. If you just completed the requisition, verify that you are on the Form page.</p> <p>OR</p> <p>From the menu, chose: Purchasing, Requisitions, Maintain Requisitions</p> <p>Use the Find an Existing Value page to locate the requisition.</p>	

2. The Form page displays.



What you do	What happens
<p>3. Click in the More drop down box for a list of selections. This box is in the lower right corner of the page.</p>	<p>The More drop down box:</p> 

4. **Note:** If you are a MAC user, the Form page will display as follows:



You will need to click on the arrows button (circled above) to open the **More** drop down box.

What you do	What happens
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- Select from the list, **02-Preview Req.**

The Administration page displays.

The screenshot shows the Administration page with the following report list:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	47789	68638	Dept Budget Summary-One Line	06/30/2005 7:49:34AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	47788	68637	Dept Budget Detail	06/30/2005 7:49:34AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	47787	68636	Dept Budget Summary	06/30/2005 7:49:34AM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	47786	68635	Dept Budget Summary-One Line	06/30/2005 7:48:54AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	47785	68634	Dept Budget Detail	06/30/2005 7:48:54AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	47784	68633	Dept Budget Summary	06/30/2005 7:48:54AM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	47782	68611	Requisition Print SQR	06/30/2005 7:35:25AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	47616	68342	Requisition Print SQR	06/29/2005 1:28:45PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	47615	68339	Requisition Print SQR	06/29/2005 1:27:41PM	Acrobat (*.pdf)	Posted	Details

Buttons: Select All, Deselect All, Delete, Save

- Locate the requisition by looking for, **Requisition Print SQR** in the Report Description column.

- Click on the **Refresh** button until the **Status** is Posted. After the report is Posted, the **report description** will become a hyperlink.

The Report Name will become a hyperlink once the status is Posted. Use this hyperlink to view the report.

The Report Description hyperlink appears.

The screenshot shows the same report list as above, but with a circle around the 'Requisition Print SQR' entries and an arrow pointing from the text box to the hyperlinked description.

What you do	What happens
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8. Click on the report description hyperlink for the report.

The report is opened in a new Internet Explorer/Adobe Viewer window.

Departmental Purchase Requisition

Ship To: Central Stores
185 East Mill Street
Akron OH 44325-0703
USA

Business Unit: AKRON	
Req ID: 0000019191	Date: 11/30/2004
Requester: <u>Both, Andy</u>	Page: 1
Requester Signature:	Currency: USD

Line-Schd	St	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1	A		ABC		1.0000	EA	100.00	100.00	
			Vendor: 0000001342 Department of Purchasing						
			Distribution: 10000/A4756002 (200704) Software Training Svcs				100.00		
							<u>Line Total:</u>	<u>100.00</u>	
2-1	A		XYZ		1.0000	EA	100.00	100.00	
			Vendor: 0000001342 Department of Purchasing						
			Distribution: 10000/A4756002 (200704) Software Training Svcs				100.00		
							<u>Line Total:</u>	<u>100.00</u>	
							<u>Total Requisition Amount:</u>	<u>200.00</u>	

9. Select from the browser's menu **File, Print.**

OR

Click on the Printer tool in the browser's toolbar or in Adobe Acrobat's toolbar.

In the Window's Print dialog box, make your printing choices.

10. You may opt to save the document instead of printing if you wish to conserve paper or forward the requisition to someone else on campus electronically.