

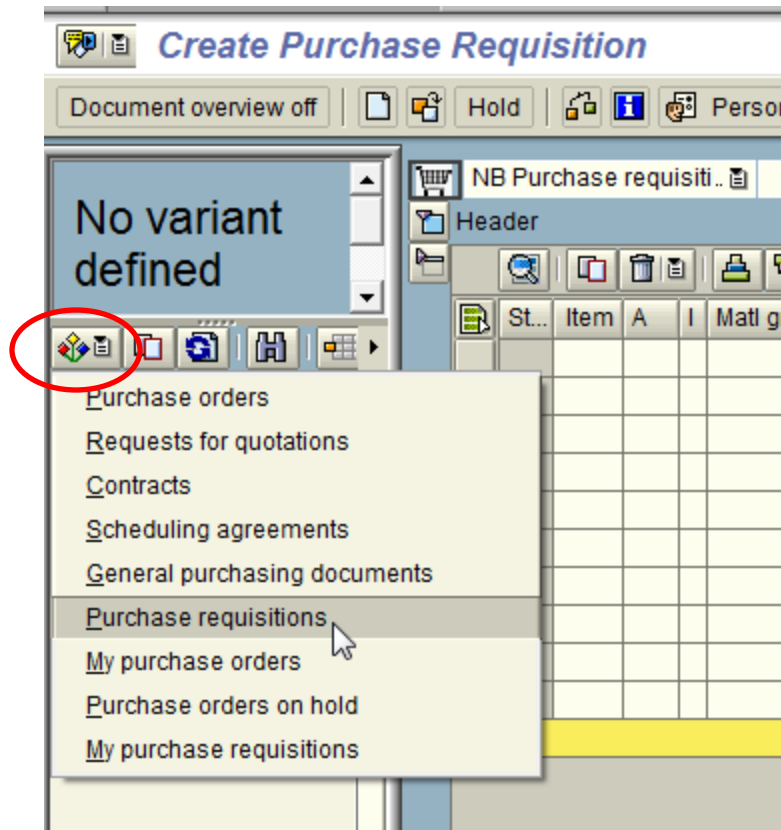
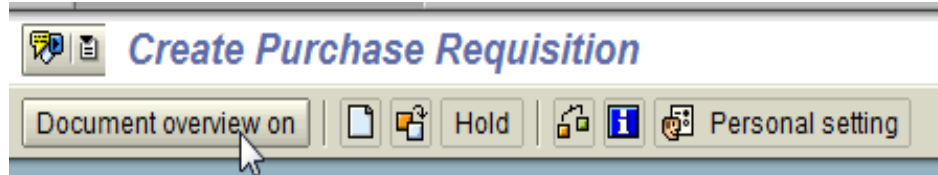
Requisition Reports/Features

Agenda

- Copying a Requisition
- My Requisitions
- Requisition Report
- Exercises







Copying a Requisition



Copying a Requisition

Purchase requisitions

General selections







Max. no. of hits

Open only

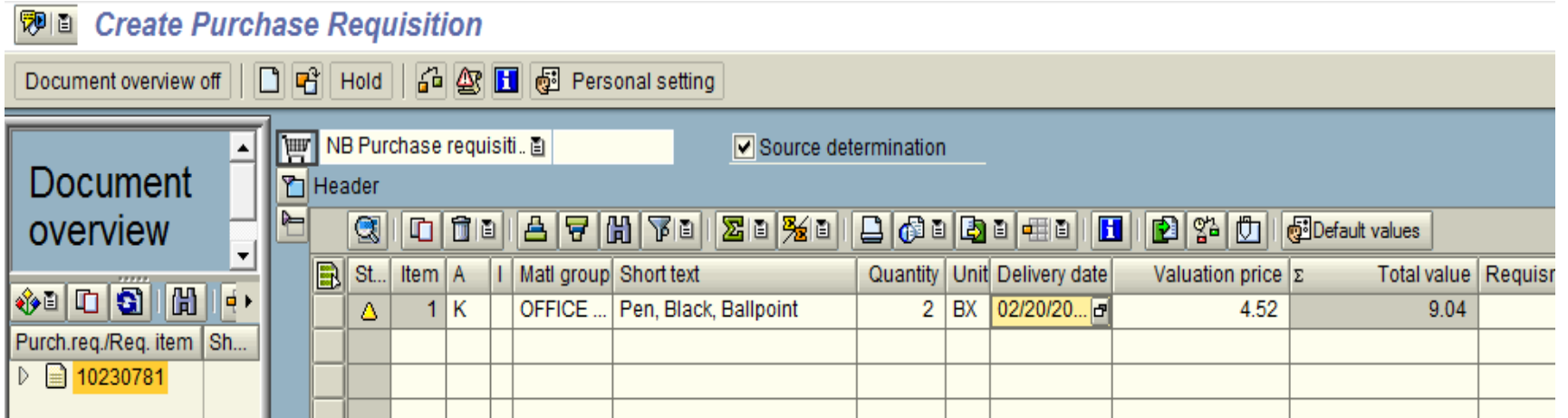
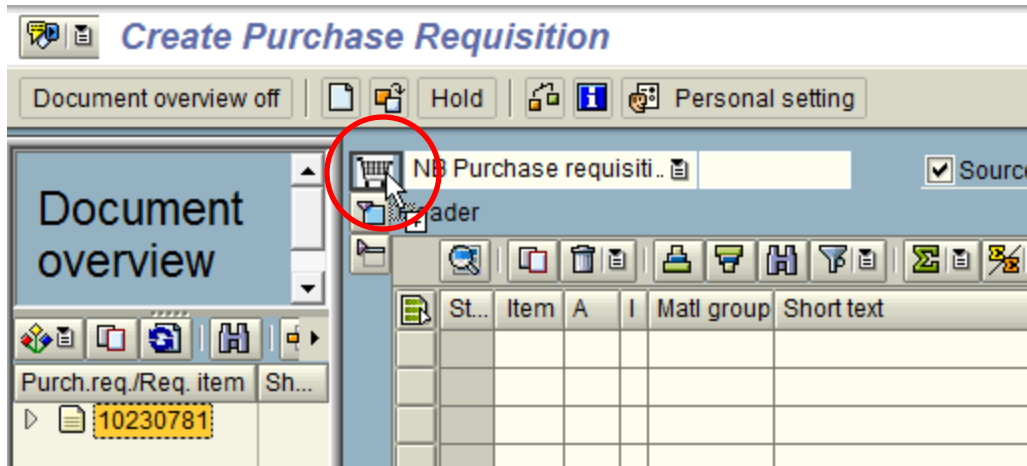
Released only

Assigned, open, and released

Program selections





Name of requisitioner/reques	<input type="text"/>	to	<input type="text"/>	
Requisition (request) date	<input type="text"/>	to	<input type="text"/>	
Purchase requisition number	<input type="text" value="10230781"/>	to	<input type="text"/>	
Requirement Tracking Number	<input type="text"/>	to	<input type="text"/>	
Item number	<input type="text"/>	to	<input type="text"/>	
Document type	<input type="text"/>	to	<input type="text"/>	



















Copying a Requisition



Requisition Report

List Display of Purchase Requisitions

Purchase requisition	<input type="text"/>	to	<input type="text"/>	
Purchasing group	<input type="text"/>	to	<input type="text"/>	
Material	<input type="text"/>	to	<input type="text"/>	
Material group	<input type="text"/>	to	<input type="text"/>	
Requirement tracking number	<input type="text"/>	to	<input type="text"/>	
Scope of list	A			
Plant	50	to	<input type="text"/>	
Document type	<input type="text"/>	to	<input type="text"/>	
Item category	<input type="text"/>	to	<input type="text"/>	
Account assignment category	<input type="text"/>	to	<input type="text"/>	
Delivery date	<input type="text"/>	to	<input type="text"/>	
Release date	<input type="text"/>	to	<input type="text"/>	
Materials planner/controller	<input type="text"/>	to	<input type="text"/>	
Processing status	<input type="text"/>	to	<input type="text"/>	
Fixed vendor	<input type="text"/>	to	<input type="text"/>	
PReq. processing state	<input type="text"/>	to	<input type="text"/>	
Blocking indicator	<input type="text"/>	to	<input type="text"/>	
Requisitioner	<input type="text"/>			
Short text	<input type="text"/>			
Sort indicator	1			
<input checked="" type="checkbox"/> Assigned purchase requisitions				
<input type="checkbox"/> Closed requisitions				
<input checked="" type="checkbox"/> "Partly ordered" requisitions				
<input type="checkbox"/> Released requisitions only				
<input checked="" type="checkbox"/> Requisns. for overall release				
<input checked="" type="checkbox"/> Requisns. f. item-wise release				
Cost center	<input type="text"/>	to	<input type="text"/>	
WBS element	<input type="text"/>	to	<input type="text"/>	



COMPLETE EXERCISES