Finding Requisitions

Navigation: Requisitions>Requisition Summary

Use the Find Requisitions window to:

> Access the Requisitions window.

> Perform requisition inquiries at header, line, and distribution levels

Depending on the function security assigned to your responsibility, you have varying levels of access to information.

To enter search criteria:

> Navigate to the Find Requisitions window by selecting Requisition Summary from the menu. Then enter as many as desired of the search criteria described in the following steps.

> Enter the requisition number. If you enter a requisition number, you can also enter a Line number.

> Select the requisition Type (Purchase or Internal).

> Enter the Preparer.

> Enter the Requestor.

> Enter the Buyer.

> Select *Yes* or *No* to restrict the search to Modified requisitions.

> Enter the Reference Number.

> Enter the Import Source.

> Enter the Line Type.

> Use the tabbed regions to further restrict the search:

>> In the Item region, you can enter the following search criteria: Item number, Revision number, Category, item Description, and Supplier Item number.

>> In the Status region, you can limit the search by Approval status (Approved, Incomplete, In Process, Pre-Approved, Rejected, or Returned), Control status (Open, Cancelled, or Finally Closed), or Reserved status (Yes or No).

>> In the Date Ranges region, you can enter date ranges for the following dates: Creation, Need By, and Closed.

In the Related Documents region, you can limit the search by Document Type, Document number and Line Number, Purchase Order number, and drop shipment Sales Order number.

In the Accounting region, you can limit the search by Period, GL Date, Charge Account, Budget Account, and whether there are Active Encumbrances (Yes or No).

In the Projects region, you can limit the search by Project or Task number.

Select the Results group (Headers, Lines, or Distributions) to determine which summary window to open. Depending on the search criteria you have specified, all summary windows may not be available. For example, if you specify criteria in the Accounting region, only the Distributions summary window is available.

Select the Find button to initiate the search and open the appropriate Summary window.

To clear existing search criteria:

Select the Clear button to clear any existing search criteria.

To see a Purchase Order created from a requisition:

Click on Tools>View Purchase Orders

Oracle Applications - OAPROD

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ORACLE

Find Requisitions (UAB Operating Unit)

Requisition Number [   ] [...]   Type [▼]
Preparer [   ]   Requestor [   ]
Buyer [   ]   Modified [▼]
Reference Num [   ]   Import Source [   ]

Line [   ]   Line Type [   ]

| Item | Status | Date Ranges | Sourcing | Deliver To | Related Documents |

Item, Rev [   ] [   ]
Category [   ]
Description [   ]
Supplier Item [   ]

Results
◉ Headers
◉ Lines
◉ Distributions

[Clear]   [New]   [Find (B)]

Purge Sourcing Rules

[Open]

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