

Quick Reference Guide

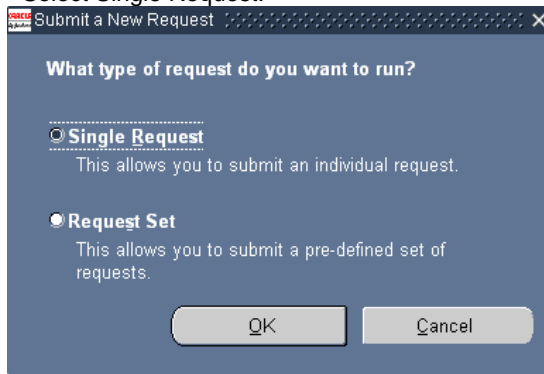
Printing Requisitions

In the Oracle Application

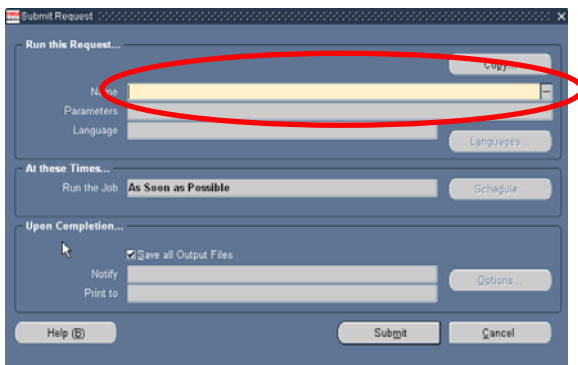
PRINTING REQUISITIONS

To print a copy of a requisition for your files complete the following steps.

- 1) Login to the Oracle application and click on your user responsibility to display the Functions menu.
- 2) Select Run Reports
- 3) Select Single Request.

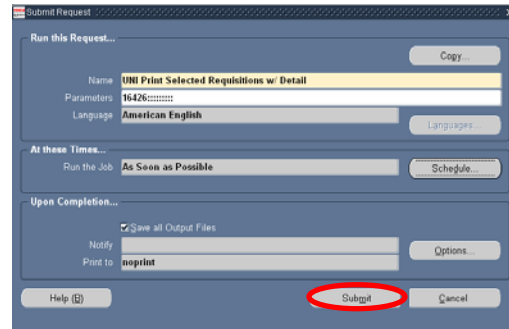


- 4) Click the OK button.
- 5) In the Name field and select UNI Print Selected Requisitions w/Detail from the LOV (list of values) and click OK.

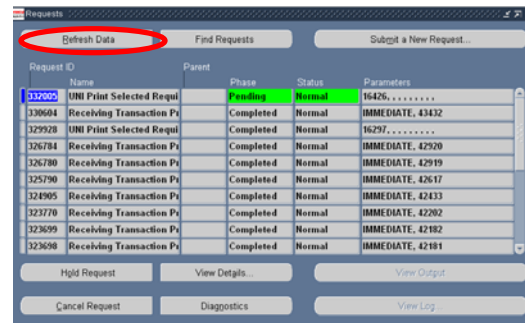


- 6) In the Parameters form enter the requisition number (up to 10 requisition numbers) and click OK.

- 7) In the Submit Request form click on Submit.



- 8) Click the Refresh Data button on refresh your form until the Phase is "Completed" and the Status is "Normal".



- 9) Click the View Output button to view the report.
- 10) Select File then Print or the Printer icon to print the report.

For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.