

How to View A Requisition in Report Manager

If you have clicked the [View Printable Version](#) hyperlink at the bottom of the Main Requisition screen and experience problems viewing your Requisition, go to your Report Manager in PeopleSoft to view or print the Requisition.

(Please make sure your Pop-up Blockers are turned off!)

Maintain Requisitions

Requisition

Business URIPS Requires State Approval: Resubmit Status Open
Unit
Requisition ID 0000152231 Budget Status Not Chk'd
Requisition Name 0000152231 Return: Hold From Further Processing

Header

*Requester kristenbellotti Bellotti,Kristen
*Requisition Date 03/13/2019 Requester Info
Origin CR College Requisition
*Currency Code USD Dollar
Accounting Date 03/13/2019

Requisition Defaults Edit Comments Amount Summary
Requisition Activities Total Amount 5,001.00 USD
Document Status

Add Items From **Select Lines To Display**

Purchasing Kit Catalog Search for Lines
Item Search Requester Items Line To Retrieve

Line Personalize | Find | View All | First 1-2 of 2 Last

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	Advice of Change to PO	1.0000	TOT	655A	1.00000	1.00	Open
2	And increase by \$5,000	1.0000	TOT	655A	5,000.00000	5,000.00	Open

[View Printable Version](#) *Go to ...More...
Save Return to Search Previous in List Next in List Notify Refresh Add

Usually you would click "View Printable Version"
If this does not generate a new window with
the printable version, use the following directions:

Click New Window at the top right side of the Peoplesoft screen:

Maintain Requisitions [New Window](#) [Help](#) [Personalize Page](#)

Requisition

Business Unit: URIPS Requires State Approval: Resubmit Status: Open

Requisition ID: 0000152231 Budget Status: Not Chk'd

Requisition Name: 0000152231 Return: Hold From Further Processing

Header

*Requester: kristenbellotti Bellotti, Kristen
*Requisition Date: 03/13/2019 Requester Info
Origin: CR College Requisition
*Currency Code: USD Dollar
Accounting Date: 03/13/2019

[Requisition Defaults](#) [Edit Comments](#)
[Requisition Activities](#)
[Document Status](#)

Amount Summary

Total Amount: 5,001.00 USD

Add Items From

Purchasing Kit Catalog
Item Search Requester Items

Select Lines To Display

Search for Lines
Line: To: Retrieve

Line

Personalize | Find | View All | First 1-2 of 2 Last

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	Advice of Change to PO	1.0000	TOT	655A	1.00000	1.00	Open				
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[View Printable Version](#) *Go to ...More...

Save Return to Search Previous in List Next in List Notify Refresh Add

In the new Window, follow this navigation to get to the Report Manager:

The screenshot shows the 'Financials e-Campus' interface. The breadcrumb trail is 'Main Menu > Purchasing > Requisitions > Add/Update Requisitions'. A blue arrow points to the 'Main Menu' link in the breadcrumb. Three callout boxes provide instructions: '1 - Select Main Menu' points to the breadcrumb; '2 - Select Reporting Tools' points to the 'Reporting Tools' folder in the left-hand menu; '3 - Select Reporting Manager' points to the 'Report Manager' link in the sub-menu.

You will be brought to the Report Manager screen:

The screenshot shows the 'Report Manager' screen. The breadcrumb trail is 'Main Menu > Reporting Tools > Report Manager'. The 'Administration' tab is selected and circled in red. A callout box says 'Click on the Administration tab'. Below the navigation are search filters for 'Folder', 'Instance', 'Name', and 'Created On'. A table titled 'Reports' contains one entry:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

At the bottom left, there is a 'Save' button and a breadcrumb 'List | Administration'.

The Administration tab shows your Report List. The newest print job should appear at the top of the list and the status will be 'Processing'. Click **Refresh** to update the screen.

The screenshot shows the 'Administration' tab in Report Manager. At the top, there are filters for 'View Reports For' including User ID (kristenbellotti), Type, Last (1), Days, Status, Folder, and Instance. A 'Refresh' button is circled in red. Below this is the 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, and Status. The first row shows a report with ID 43176137, Instance 8009504, Description 'Requisition Print SQR', Request Date/Time '03/27/2019 1:45:50PM', Format 'Acrobat (*.pdf)', and Status 'Processing'. The 'Processing' status is circled in red. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	43176137	8009504	Requisition Print SQR	03/27/2019 1:45:50PM	Acrobat (*.pdf)	Processing

When the status updates to 'Posted', the PDF is ready for viewing.

The screenshot shows the 'Administration' tab in Report Manager. The 'View Reports For' filters are the same as in the previous screenshot. The 'Report List' table now shows the report with Status 'Posted'. The 'Posted' status is circled in red, and an arrow points to it from the text above. The 'Delete' button is now disabled. The 'Save' button is still present.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	43176137	8009504	Requisition Print SQR	03/27/2019 1:45:50PM	Acrobat (*.pdf)	Posted	Details

Click on [Details](#) to view your Requisition.

Administration

View Reports For

User ID: kristenbellotti Type: Last: 1 Days Refresh

Status Folder Instance to

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	43176137	8009504	Requisition Print SQR	03/27/2019 1:45:50PM	Acrobat (*.pdf)	Posted	Details

You will need to choose the file name with the .PDF

Report Detail

Report

Report ID: 43176137 Process Instance: 8009504 [Message Log](#)

Name: PORQ010 Process Type: SQR Report

Run Status: Success

Requisition Print SQR

Distribution Details

Distribution Node: URI_REPORTS_DEV Expiration Date: 07/25/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_PORQ010_8009504.log	1,807	03/27/2019 1:46:16.757641PM EDT
porq010_8009504.PDF	8,196	03/27/2019 1:46:16.757641PM EDT
porq010_8009504.out	10,518	03/27/2019 1:46:16.757641PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	kristenbellotti

OK Cancel

Another window will open up with the Printable Requisition displayed.

College Requisition
This Form is for Internal Use Only

Suggested Vendor Name: Dimeo Construction Co
Vendor Address: 75 Chapman St
Providence, RI 02905
Vendor#: 0000019684

Ship To: URI Central Receiving
Kingston, RI 02881
Office of Capital Projects
60 Tootell Rd., Sherman Bldg.

Business Unit	URIPS	OPEN
Date	Page	Req ID
09/19/2019	1	0000152291
Requester	E-mail for Receiving Report	
Bellotti, Kriston	kristonbellotti@uri.edu	
Requester Dept	Phone #	Fax #
Research Purchasing	401/874-2325	401/874-2306

Attachments: N

Line	Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1		Advice of Change to PO #106816 to transfer funds and decrease by \$5,000 for FY19 Type in details about the transfer here if you need more info to explain	1.0000	TOT	1.0000	1.00	06/30/2019
2-1		And increase by \$5,000 for FY19	1.0000	TOT	5,000.0000	5,000.00	06/30/2019

See attached Single Source Justification Form

URI Capital Projects
c/o The Ryan Center
One Lincoln Almond Plaza
Kingston, RI 02881

Current P.O. Amount \$100,000.00
This Change \$ 0.00
New P.O. Amount \$100,000.00

Total Requisition Amount 5,001.00

Period	Line-Sch-Dist	Accounts	Project	Activity	Amount	FAB
FY2019	1-1-1	9655-100-4055-0000			1.00	
FY2019	2-1-1	9655-110-4061-0000			5,000.00	

For purchasing use only

Buyer	Date	Type/Code	SR#	Clerk	Date	
Buyer	Date	Type/Code	PO#	Rev.#	Clerk	Date

The Requisition can now be printed or saved electronically.

Close the new windows by clicking on the **X** on the tabs after you have viewed the PDF and return to the Requisition screen to finish the On-Line Requisition process.

