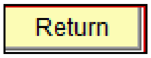
View an Existing Requisition and the Activity Log

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Requisitions** menu. Requisitions
4.	Click the **Add/Update Requisitions** menu. Add/Update Requisitions
5.	Click the **Find an Existing Value** tab to search for an existing requisition. Find an Existing Value
6.	Enter the desired information into the **Business Unit** field. Enter "**BRFHS**".
7.	**Find an Existing Value** To find an existing requisition, you **<u>must</u>** enter all or part of one of the following search criteria: • **Requisition ID** – to view a specific requisition; or • **Requester** – to view the requisitions entered by a specific person.
8.	**Requisition ID** It is highly recommended you make a note of your Requisition ID after saving your requisitions, so that you can enter it directly onto the search page when searching for an existing requisition.
9.	**Search for a Requester** It is recommended the Requester option be used as the search parameter when searching for existing requisition id. You **<u>must</u>** enter the requester's user id in the Requester field. If you enter the requester's name in the Requester field, you will receive the following message: "**No matching values found**". ***NOTE: Other than Requisition ID and Requester, the remaining displayed search options are <u>not</u> recommended for use as search parameters.***

Step	Action
10.	The Requester field is not case sensitive. However, if the Case Sensitive checkbox is checked, you **must** enter the Requester information in **ALL CAPITAL (CAPS)** letters. Checking the Case Sensitive box will limit your results since the system will only be looking for an ALL CAPS match. If the Case Sensitive box is unchecked, you will retrieve all records, regardless of whether the text is in ALL CAPS. ***NOTE: It is recommended that the Case Sensitive and Hold From Further Processing boxes remain as defaulted.***
11.	Enter the desired information into the **Requester** field. Enter "**Your User ID**".
12.	Click the **Search** button. ***NOTE: The Search results will display at the bottom of the page.*** Search
13.	The results will display in descending order with the most recent requisition at the top of the list. ***NOTE: If a specific Requisition ID was entered, the Maintain Requisitions page associated with the Requisition ID will display. The option list would not display at the bottom of the page.*** Click the **0000041** link. 0000041
14.	Once the Hold From Further Processing box is unchecked and the requisition saved, the end-user may not enter any additional information into the requisition.
15.	**Buttons on the Maintain Requisitions page** **Return to Search** button allows you to return to the list of requisitions retrieved on the Search page; **Previous in List** button also you to view the previous requisition in the list of requisitions retrieved on the Search page. The Previous in List button in this example is greyed out because it is the first requisition in the search results list; **Next in List button** allows you to view the next requisition in the list of requisitions retrieved on the Search page; **Notify** buttons allows you to e-mail the requisition page; **Refresh** button is used to update the information on the page. **Delete Requisitions** button (not viewable on this page) should **never be used** by the end-user; and **Add** button takes you directly to the Add a New Value tab to create a new requisition.

Step	Action
16.	Click the button to the right of the **Go to** field. 
17.	Click the **02-Activity Log** list item. 
18.	The **Activity Log** will **indicate** the following: 1. **Entered -** the User ID of the Requester and the date the requisition was entered into the system; 2. **Modified -** the User ID of the person who most recently modified the requisition, and the date and time the modifications were entered into the system; and 3. **Approved -** the User ID of the person who Approved the requisition, and the date and time the requisition was approved.
19.	Click the **Return** button. 
20.	This completes ***View an Existing Requisition and the Activity Log***. **End of Procedure.**