Finding a Requisition

1. Open **NEW ENCORE**
2. Click on **FINANCIALS**
3. Select **PURCHASING**
4. Under **TOP APPLICATIONS**, select **REQUISITION SEARCH**
5. Enter the *requisition number, vendor,* and/or *entry date*
6. Click **SEARCH**
7. Select appropriate requisition.
8. Click **DETAIL**
9. Once the next screen comes up, be sure to only click on **PRINT**. This will give a detailed list of items on the requisition you selected.