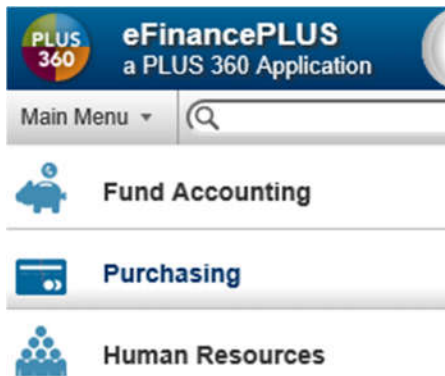


## eFinancePLUS – Printing a Requisition

Main Menu > Purchasing > Entry & Processing > Requisition Processing > Print Requisitions





From the Print Requisitions screen:

1. Click on “OK” or tab to get to the “Requisition” field.
2. Enter requisition number.
3. Click on “OK” or hit <ENTER>.
4. Answer “YES” to message asking if you would like to print notes.
5. Click on “OK” to print to Screen.
6. A pdf of the requisition will be created for you to open and print.



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**eFinancePLUS**  
a PLUS 360 Application

Print Requisitions - ISD 272-TRAINING Apr 17 2018



Date: 04/30/2018 Period: 1/19

### Report Information



This option will print or reprint requisitions entered in the system.

### Print Options

☒ Print Requisitions ☐ Reprint Requisitions

### Requisition Print Criteria

Requisition	2	R190192	x	3 - <ENTER>
APPROVAL GROUP				
Date Requested				
Date Required				
Ship Code				
Recommended Vendor				
Freight				
Buyer				
Attention Of				
Year				

**Question**

Would you like to print the notes associated with the requisitions?

4

Yes

No

Print - ISD 272-TRAINING Apr 17 2018

printed\_reqs.rpt

Destination	File Options
<input type="radio"/> File	File Name H:/rpt/printed_reqs.rpt
<input checked="" type="radio"/> Screen	

5

OK

Back



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PAGE 1

REQUISITION R190192

REQUESTED 04/26/18  
REQUIRED

APPROVAL GROUP BUSINESS OFFICE BUYER  
BUSINESS OFFICE DEPARTMEN JASON MUTZENBERGE

SHIP TO ASC  
EDEN PRAIRIE SCHOOLS #272  
ADMINISTRATIVE SERVICES  
8100 SCHOOL RD  
EDEN PRAIRIE, MN 55346  
ATTN: JIM ANDERSON  
OPEN PO OR

VENDOR 10544  
HILLYARD FLOOR CARE COMPA  
274 APPOLLO DRIVE  
LINO LAKES MN 55014

FREIGHT

LN/ST	COMMODITY	STOCK NO	QUANTITY	UOM	UNIT PRICE	EXTENSION/ TAX/TRADE-IN
01			3.00		5,000.0000	15,000.00
0	ITEM # WAX					0.00
						-150.00
					TOTAL PRICE	14,850.00
	BUDGET CODE	ACCOUNT		ACCOUNT	CHARGE	AMOUNT
	01006110000000	401				850.00
	01005130000000	401				14,000.00
					REQUISITION TOTAL	14,850.00

If you need to reprint a requisition select "Reprint Requisitions" under Print Options and follow the steps 1 – 6.

### Print Options

☐ Print Requisitions ☒ Reprint Requisitions