

# Copy or Print Requisition

#1.

The screenshot shows the 'Requisitions' page in the myPeralta system. The left-hand menu is expanded to 'Requisitions' > 'Add/Update Requisitions'. The main content area has 'Business Unit' set to 'PCCD1' and 'Requisition ID' set to 'NEXT'. A yellow 'Add' button is circled in red. Below the button are links for 'Find an Existing Value' and 'Add a New Value'.

#2.

The screenshot shows the 'Maintain Requisitions' page for a specific requisition. The 'Business Unit' is 'PCCD1' and the 'Requisition ID' is 'NEXT'. The 'Status' is 'Open' and the 'Budget Status' is 'Not Chk'd'. A blue 'Copy From' link is circled in red. Below this are sections for 'Header' (Requester, Requisition Date, Origin, Currency Code, Accounting Date) and 'Amount Summary' (Total Amount: 0.00 USD). At the bottom, there is an 'Add Items From' section with links for 'Purchasing Kit', 'Catalog', 'Item Search', and 'Requester Items'. A table with one row is visible at the bottom.

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Statu
1			0.0000			0.00000		Oper

#3

myPeralta

Search:  My Links: Select One:

Home My Page

**Menu**

- Employee Self Service
- Associate Service Center
  - Finance
    - Worklist
    - Vendors
    - Purchasing
      - Requisitions
        - Review Requisition Information
        - Reports
        - Add/Update Requisitions
        - Approval Workflow
      - Purchase Orders
    - Accounts Payable
    - Commitment Control
    - General Ledger
    - Set Up
    - Financials/Supply Chain

**Header**

Business Unit: PCCD1

Requisition ID: 2000000493

Req Status:  Origin:

Requester:

Requester Name:

Requisition Date:  To:

Vendor SetID: PCCD1 Vendor Lookup

Vendor ID:  Vendor Details

Vendor Name:

Item SetID: PCCD1

Item ID:

Item Description:

Cost Center:

Drop Ship

Search

**Requisition**

Sel	Req ID	Status	Origin	Requester
<input type="checkbox"/>				

OK Cancel Refresh

#4

myPeralta

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**Header**

Business Unit: PCCD1

Requisition ID: 2000000493

Req Status:  Origin:

Requester:

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Requisition Date:  To:

Vendor SetID: PCCD1 Vendor Lookup

Vendor ID:  Vendor Details

Vendor Name:

Item SetID: PCCD1

Item ID:

Item Description:

Cost Center:

Drop Ship

Search

**Requisition**

Sel	Req ID	Status	Origin	Requester
<input checked="" type="checkbox"/>	2000000493	Approved	VPO	FSHAH

OK Cancel Refresh

#5

The source requester (FSHAH) is different from the target requester (), copy? (10150,186)

All copied defaults will remain unchanged. Do you want to copy?

The screenshot shows the myPeralta interface with a menu on the left and a confirmation dialog in the center. The dialog asks if the user wants to copy defaults from a source requester (FSHAH) to a target requester. The 'Yes' button is circled in red.

#6

**Requisition**

**Business Unit:** PCCD1 **Status:** Open

**Requisition ID:** NEXT [Copy From](#) **Budget Status:** Not Chk'd

**Hold From Further Processing**

**Header**

**Requester:** FSHAH Shah, Fatima [Requisition Defaults](#) [Requisition Activities](#)  
[Requester Info](#)

**Requisition Date:** 10/31/2005 [Add Comments](#)

**Origin:** VPO Vista Purchase Order **Amount Summary**

**Currency Code:** USD Dollar **Total Amount:** 700.00 USD

**Accounting Date:** 10/31/2005

**Add Items From**

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		Open account to provide	1.0000	EA	7630	700.00000	700.00	Open

[View Printable Version](#) **Go to:**

The screenshot shows the 'Requisition' details page in myPeralta. The 'View Printable Version' link is circled in red. The requisition details include Business Unit (PCCD1), Requisition ID (NEXT), Requester (FSHAH), and a total amount of 700.00 USD. A table below shows one line item: 'Open account to provide' with a quantity of 1.0000 and a price of 700.00000.