This program is used to review all draft or released PRs.

OPTION 1 – PURCHASE REQUISITION - To view an individual requisition, insert the PR number and click the Clock to execute. This view will display the total of the requisition and the amounts per line.
The individual PR line items will display the total amount of the PR and the amounts for each line item. Columns widths can be adjusted by clicking and dragging the column line. The bottom bar is used to scroll across the display to see all of the columns.

1. Type in the PR number
2. Click on the drop down and choose ALV (Excel format)
3. Click on the clock to execute

Use the bar at the bottom to scroll over to see the columns.

Total Value: Shows the total amount of the requisition and totals for each line item.

Change column width by dragging the column line.
OPTION 2: COST CENTER - To view a requisition by Cost Center, insert the Plant Number and/or Cost Center and click the Clock to execute.

1. Choose ALV (Excel format)
2. Type in Plant Number. (Example 3600)
3. Type in Cost Center (Example 36011511)
4. Click Clock to execute.

This display will show all of the PRs by Cost Center, the total amount of the PR and the amounts for each line item. Columns widths can be adjusted by clicking and dragging the column line. The bottom bar is used to scroll across the display to see all of the columns.

Use the Scroll Bar to move display to the far right in order to view the total amount of the PR and the total amount per line item. This display contains a lot of valuable information.