

Display the Grand Total of a Requisition

From the SAP Easy Access PCSB Menu Initial screen

Click the **Expand** icon to the left of **PCSB Menu > Purchasing > Requisitions**, *Double-click ZE58_*
Display Grand Total of Requisition

-Or-

SAP Easy Access Command Box – Type **ZE58**



Press **Enter** or Click the **Green Check**

Display Purchase Requisition screen is displayed.

Plant – Enter **9420**

Document Type – Enter you four-digit school/location number.

Click – **Execute**



Requisitions that have not been turned into a Purchase Order are displayed.

Double-click on the **Requisition Number** that you want to display.

Display Purchase Requisitions							
Date: 06/14/2004		School Board of Polk County					
Time: 11:04:50		Display Open Purchase Requisitions					
Requisition	Created By	Date	Requisitioner	Buyer	Location		
10192383	KBROWN08940	05/25/2004	Mark Thomas	005	0031	Lakeland Senior High	
10192384	KBROWN08940	05/25/2004	Mark Thomas	005	0031	Lakeland Senior High	
10192386	KBROWN08940	05/25/2004	Mark Thomas	005	0031	Lakeland Senior High	
10192388	KBROWN08940	05/25/2004	Mark Thomas	005	0031	Lakeland Senior High	

The Requisition is displayed with each line total and the total amount of the Requisition.

Display Purchase Requisitions							
Requisition	10192383	Date	05/25/2004	Requisitioned By	Mark Thomas		
Vendor	108813	LARSON-JUHL	FL	Recipient	A Goodson		
		LAKELAND		Location	0031		
Ship To	LAKELAND HIGH SCHOOL /OFFICE			Lakeland Senior High			
	726 HOLLINGSWORTH RD						
	LAKELAND	FL	33801	Delivery Date	07/01/2004		
Item	Material	Description	Cost Center	G/L Account	Quantity	Contract Price	Details Total
00010	1001	Advanced Purchase Order	0031IADVPL	4510000	150.00	1.00	150.00
Total							150.00
Total for Selected Items							150.00

Click the green **back arrow** to select another **Requisition**.

