



Reference Numbers - Warehouse Requisitions - BWH4200

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This page is used to display a list of reference numbers and the requisition numbers associated with them. If a campus user performs maintenance on a warehouse requisition using the [Warehouse Requisition Status](#) page, the Reference Numbers - Warehouse Requisitions page can be used by the campus user to view other Warehouse requisitions currently being processed. To view additional details on a specific requisition, the campus user can return data to the Warehouse Requisition Status page for a specific requisition.

Perform a reference number inquiry:

Retrieve an existing record	Search for a record.	
	Use the following search fields to narrow your search:	
	Start At	Type a reference number to indicate the starting point for the retrieval. The field can be a maximum of seven characters and is optional.
	Requestor Name	Type the requester's name (last, first name). You can retrieve results by entering only the requestor's last name; however, you cannot enter only the first name.
	From Date	Type the from requisition date in the MMDDYYYY format, or leave blank to use all from dates.
	To Date	Type the to requisition date in the MMDDYYYY format, or leave blank to use all to dates.
Click Retrieve to process the inquiry based on the selected values. A list of requisitions that match the search criteria is displayed. The list is ordered by reference number.		

Retrieve	<p>Click to process the inquiry based on the selected values. Only the account codes listed in your user profile that match the selected accounts are displayed. Review the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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A list of requisitions that match the search criteria is displayed. All requisition details from the [Create/Modify Warehouse Requisitions - BWH3020](#) page are displayed along with the current requisition status.

Print	<p>Print requisition details.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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