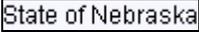
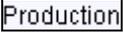
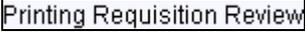
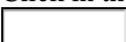
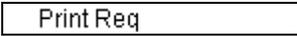


Review & Print Print Shop Requisitions Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Production link. 
3.	Click the Printing Requisition Review link. 
4.	Click the Review Completed Printing Requisition link. 
5.	All completed requisitions are available for review. The requisitions are in a "50 - Printed" status. Use the Query by Example, QBE, line to narrow the search for your agency's Printing Requisition. Requisition Number and Order Number are printed on your IBT. Click in the Ship To Agency field. 
6.	Enter the desired information into the Ship To Agency field. Enter a valid value e.g. "GAME & PARKS COMMISSION" .
7.	To view Printing Requisitions with Accounting Instructions (which are entered at the time the requisition is created and submitted, enter a "T" in the "Acctg Exists" field. Click in the Acctg Exists field. 
8.	Enter the desired information into the Acctg Exists field. Enter a valid value e.g. "T" .
9.	Click the Find button. 
10.	Select the Printing Requisition you want to review. You can only review one record at a time. Click the Row:6 option. 
11.	Click the Row button. 
12.	VIEW ACCOUNTING INSTRUCTIONS Click the Accounting menu. 

Step	Action
13.	Requisition Accounting data is created at the time the Printing Requisition is submitted to AS Printing Services. Agencies can use this to share information between the person submitting the Printing Requisition and the Accounting Division within the agency. Accounts are NOT affected until processed through IBT processing. The information contained here is FOR INFORMATION ONLY.
14.	Click the OK button. 
15.	PRINT PRINTING REQUISITION Click the Row button. 
16.	Click the Print Req menu. 
17.	Click the OK button. View/Print printed document in View Job Status. 
18.	Click the Row:6 option. 
19.	REVIEW PRINTING REQUISITION DETAILS Click the Select button. 
20.	Tab: 1 - Agency Provides details regarding contact person from Agency
21.	Tab: 2 - Shipping Indicates location to which printed materials are delivered
22.	Tab: 3 - Send Invoice To Indicates Address Book number to be used for Consolidated IBT. The (Orig Req) may differ from the current data due to updates to the Address Book record in NIS.
23.	Tab: 4 - Pre-Press/Print Provides details regarding the print job prior to printing the materials.
24.	Tab: 5 - Finishing Provides details regarding the print job after printing the materials.
25.	Tab: 6 - Packaging Provides details regarding the print job packaging.

Step	Action
26.	<p>Tab: 7 - Special Work</p> <p>Provides details regarding any extra work required for the printed material</p>
27.	<p>Tab: 8 - Mailing</p> <p>Provides information regarding mailing of printed material, if applicable.</p>
28.	<p>Tab: 9 - Attachment</p> <p>Includes comments submitted by person submitting Printing Requisition.</p> <p>If additional accounting instructions were submitted with the Printing Requisition, the Accounting Exists box will be checked.</p> <p>If any type of electronic document was submitted with the Printing Requisition, the Attachment Exists box will be checked. You are not able to access attachments from this application.</p>
29.	<p>Click the Cancel button.</p> 
30.	<p>Click the Close button.</p> 
31.	<p>End of Procedure.</p>