

REQ1100 - Outstanding Requisitions Report

Table of Contents

REQ1100 - Outstanding Requisitions Report i
REQ1100 - Outstanding Requisitions Report 1

REQ1100 - Outstanding Requisitions Report

Purchasing > Reports > Purchasing Reports > Outstanding Requisitions Report

This report provides a list of requisitions that have become purchase orders with line items that have not yet been completely received or disapproved. The requisitions can be sorted by requestor, date of requisition, priority, location, purchase order number, or requisition number if the parameter is left blank. They are totaled by the account code and requisition number.

Parameter	Description
Current Year (C), or Next Year (N)	C - Include the current year requisitions. N - Include the next year requisitions. This is a required field.
Sort by Requestor (R), Rcv Location (L), Vendor (V), or blank for Req #	R - Sort the report by the requestor. D - Sort the report by the date. L - Sort the report by the receiving location. P - Sort the report by the purchase order number. T - Sort the report by the priority. Blank - Sort the report by requisition number.
Select Requisition(s), or blank for ALL	Type the six-digit requisition number, including all leading zeros and separating multiple requisition numbers with a comma (e.g., 000008, 091929). Or, click ⋮ to search for requisition numbers. Otherwise, leave blank to use all requisition numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
Use Logged-on User as Originator (O), Requestor (R), Both (B)	O - Use the logged-on user as the originator. R - Use the logged-on user as the requestor. B - Use the logged-on user as both the originator and the requestor. This is a required field.
Select Requestor(s), or blank for ALL	Type the requestor name, or click ⋮ to search for requestors. Otherwise, leave blank to use all requestors.

Generate the report.