



REQ1200 - Requisition Returned/Disapproved Report



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This report provides a list of returned, voided, or deleted requisitions. The report can be filtered by requisition number, date range, or current year/next year parameters.

| 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. |
| 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.](#)