

REQ1050 - Requisitions Pending Approval

Table of Contents

REQ1050 - Requisitions Pending Approval i
REQ1050 - Requisitions Pending Approval 1

REQ1050 - Requisitions Pending Approval

Purchasing > Reports > Purchasing Reports > Requisitions Pending Approval

This report provides a list of requisitions that have been submitted but are not yet approved. The report allows you to view pending requisitions by vendor number assignment or by account number assignment. The requisitions are totaled by the requisition number, originator, and organization. The requisitions can be sorted by the requestor, receiving location, vendor, or requisition number if the parameter is left blank.

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.
Select Vendor(s), or blank for ALL	Type the five-digit vendor number, including all leading zeros and separating multiple vendor numbers with a comma. Or, click ⋮ to search for vendor numbers. Otherwise, leave blank to use all vendor numbers.
Select Bid Category(s), or blank for ALL	Type the three-character bid category code. Or, click ⋮ to search for bid category codes. Otherwise, leave blank to include all bid category codes.
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.
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.