



## REQ9320 - Requisition Items Report



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# REQ9320 - Requisition Items Report

**Purchasing > Reports > User Created Reports > Requisition Items Report**

This report page allows you to perform the following functions:

- Pick the desired fields (i.e., columns) from preselected columns under the following groups:
  - **Vendor Columns**
  - **Requisition Columns**
  - **Requisition Items Columns**
- Create a report title.
- Run a report for a single requisition or for all requisitions in the tables.
- Save your report selections to create a customized report template that can be retrieved for future use.

## Create a report template:

Field	Description
<b>Report Template</b>	Type the new report template name. You can retrieve an existing report template by typing the report template name or pressing the SPACEBAR to select from a drop-down list of available templates.

Click **Retrieve** to retrieve the selections for the existing report template.

<b>Report Title</b>	Type a title or descriptive name for the report. This field is optional.
<b>Please Enter A Single Requisition Nbr or 'All' for All Requisitions</b>	Type a single requisition number, or type All to include all requisitions.

Under **Vendor Columns**, select the desired fields. Or, select the group name field to select the entire group of fields.

Under **Requisition Columns**, select the desired fields. Or, select the group name field to select the entire group of fields.

Under **Requisition Items Columns**, select the desired fields. Or, select the group name field to select the entire group of fields.

<b>Save</b>	<a href="#">Save the report template.</a> Click to save the report template.
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<b>Create Report</b>	Click to generate a report with the selected criteria. <a href="#">Review the report.</a>
	<p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
<b>Delete</b>	<a href="#">Delete the selected report template.</a> Click to delete the selected report template.