



REQ9310 - Requisition Report

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Purchasing > Reports > User Created Reports > Requisition 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**
- 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
Report Template	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.

Report Title	Type a title or descriptive name for the report. This field is optional.
Please Enter A Single Requisition Nbr or 'All' for All Requisitions	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.

Save	Click if you want to save the report template.
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Create Report	<p>Click to generate a report of the selected criteria. Review the report.</p> <p>Review the report using the following buttons:</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>The report can be viewed and saved in various file formats.</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 X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
Delete	Click to delete the displayed report template.