



## **REQ9310 - Requisition Report**



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# REQ9310 - Requisition Report

## ***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 title.
- Save your report selections to create a customized report template that can be retrieved for future use. Additionally, you can set a report template to **Public** to allow others with access to User Created Reports to view and use the created report template.

Once the report is created, it can be sorted or filtered. To restore the report to the original view, click **Reset**.