



# Requisition Items Report - BWH9010



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# Requisition Items Report - BWH9010

## Warehouse > 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.

- If **Vendor Nbr** is selected, only restock requisitions are retrieved.
- If **Vendor Nbr** is not selected, all Warehouse requisitions are retrieved.

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><br>Click to save the report template. |
|-------------|---|

|                             |  |
|-----------------------------|--|
| <p><b>Create Report</b></p> | <p>Click to generate a report with the selected criteria. <a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>         Click  to go back one page.<br/>         Click  to go forward one page.<br/>         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.<br/>         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.<br/>         Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
| <p><b>Delete</b></p>        | <p><a href="#">Delete the selected report template.</a><br/>         Click to delete the selected report template.</p>   |