



## Requisition Report - BWH9000



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# Requisition Report - BWH9000

**Warehouse > 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
<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.
<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**

Under **Requisition Columns**

Click **Save**

Click **Create Report**