

REQ1000 - Requisition Log (Summary)

Table of Contents

REQ1000 - Requisition Log (Summary) 1

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Purchasing > Reports > Purchasing Reports > Requisition Log (Summary)

This report provides a list of requisitions with line items that have not been disapproved. The requisitions are summed by the account code per requisition and show the requestor name. They are sorted by the requisition number and account code.

Parameter	Description
Current Year (C), or Next Year (N)	C - Include the current year requisitions. N - Include the next year requisitions. This is a required field.
Select Requisition(s), or blank for ALL	Type the six-digit requisition number, including all leading zeros and separating multiple requisition numbers with a comma (e.g., 000008, 091929). Or, click ⋮ to search for requisition numbers. Otherwise, leave blank to use all requisition numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
Use Logged-on User as Originator (O), Requestor (R), Both (B)	O - Use the logged-on user as the originator. R - Use the logged-on user as the requestor. B - Use the logged-on user as both the originator and the requestor. This is a required field.
Select Requestor(s), or blank for ALL	Type the requestor name, or click ⋮ to search for requestors. Otherwise, leave blank to use all requestors.

Generate the report.


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Back Cover