



# Buyers Requisition Action Required Report (UFS)

Responsibility  
Navigate

CAPSA PO Buyer  
Reports > Run

This report is only available to depts. that use the Inventory module as the report is accessed via the old purchasing responsibility. It is very useful for those inventory departments who autocreate requisitions from the departmental pool, as it lists requisitions awaiting autocreation.

1. Once you have navigated to the **Run** screen, click **OK** to a Single Request.
2. In the **Name** field, type **BUY%** and then **Tab** and a list of reports will display.

Submit Request

Run this Request...

Name BUY%

Operating Unit

Parameters

Language

At these Times...

Run the Job As Soon as Pos

Upon Completion...

Save all Output

Layout

Notify

Print to

Help (Q)

Copy...

Reports

Find BUY%

Name	Application
Buyer's Requisition Action Required Report (UFS)	CAPSA
Buyer's Requisition Action Required Report	Purchasing

Find OK Cancel

3. Ensure the **Buyers Requisition Action Required Report (UFS)** is highlighted and click **OK**. This will display the Parameters screen.

4. Click **OK**.

Parameters

Title

Suggested Vendors From

To

Categories From

To

Need By Dates From

To

Location

Requestor

Requisition Numbers From

To

Print Price History

Dynamic Precision Option 2 -9,999,990.00

OK Cancel Clear Help

iProc Detailed Procedure  
Buyers Requisition Action Required Report (UFS)

- Once back at the **Submit Request** screen, click on **Options** to display this screen and amend the **Copies to 0** then click **OK**.

- Click **Submit** to display the *Requests* screen.
- Click on **Refresh Data** until the **Phase** shows as completed.

Request ID	Name	Parent	Phase	Status	Parameters
13125290	Buyer's Requisition Action		Completed	Normal	... 101... 2014/09/01 00:00:
13124681	Printed Purchase Order Re		Completed	Normal	R, , 1739529, 1739529, ....

- Click **View Output** to display your report on your screen

**Example Report Output**

CAPSA Set of Books      Buyer's Requisition Action Required Report (UFS)      Report Date: 05-APR-2016 14:50

Report Parameters  
Suggested Vendors From:  
To:  
Categories From:  
To:  
Need By Dates From:  
To:  
Location:  
Requestor:  
Requisition Numbers From:  
To:  
Print Price History: No

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Requisition Number	Line	Need-By Date	Creation Date	Location	Requestor	Unit	Quantity	Price	Amount	Item	Rev
Note To Buyer											
Suggested Vendor											
Suggested Buyer											
Category											
Description											
129980	1	07-APR-08	02-APR-08	ZZ			2	120.19	240.38	PREMIUM HIGH GLOSS PHOTO PAPER 260gsm 44" X 30	
129980	2	07-APR-08	02-APR-08	ZZ			1	9.95	9.95	CARRIAGE	
132379	1	14-MAY-08	30-APR-08	ZZ			2	72.34	144.69	Bed & Continental Breakfast for Prof Shin, arriv	
133644	1	15-MAY-08	14-MAY-08	ZZ			1	793.2	793.20	Flights for Prof Littlewood (HR > Leipzig > Stra	

Requestor's Name will be listed here