

Buyers Requisition Action Required Report (UFS)

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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.

OSubmit Request		3	<u>د</u>
Run this Request			
		Сору	
Name	BUY%		
Operating Unit			
Parameters		Reports	×
Language		Find DI IVW	
		Name Ruver's Requisition Action Required Report (LES)	Application
At these Times		Buyer's Requisition Action Required Report	Purchasing
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Help (<u>C</u>)			
		Eind 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		
То		
Categories From		
То		
Need By Dates From		
То		
Location		
Requestor		
Requisition Numbers From		
То		
Print Price History		
Dynamic Precision Option	2 -9,999,990.00	
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	QK Qancel Clear	Help

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

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

Befre	sh Data Find R	lequests	Submi	t a New Request	Submit New Request Set
			Copy	Single Request	Copy Reguest Set
Request ID	Name	Parent	Phase	Status	Parameters
3125250	Buyer's Requisition Action		Completed	Normal	, 101,, 2014/09/01 00:007
3124681	Printed Purchase Order Re		Completed	Normal	R., 1739529, 1739529,
					1 million garage of

8. Click View Output to display your report on your screen

Example Report Output

AFOM Set OI E	Books			Buy	ver's Requisit	tion Action Required	Repor	t (UFS)		Report Date: 05-APR-2016 14:50
	Report Parameters									
Sugges	sted Vendors From:									
bugges	To:									
	Categories From:									
	To:									
Ne	eed By Dates From:									
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Pri	int Price History:	No								
CAPSA Set of	f Books			Buj	yer's Requisit	tion Action Required	Repor	t (UFS)		Report Date: 05-APR-2016 14:5 Page: 2 of 3
CAPSA Set of equisition mber	f Books Need-By Line Date	Creation Date	Location	Buy Requestor	ver's Requisit Unit	tion Action Required Quantity	Repor	t (UFS) Price	Amount Item	Report Date: 05-APR-2016 14:5 Page: 2 of 3 Rev
CAPSA Set of equisition umber	f Books Need-By Line Date Note To Buyer	Creation Date	Location	Buy Requestor Suggested Ve	ver's Requisit Unit 	cion Action Required Quantity Suggested Buyer	Repor	Price gory	Amount Item Description	Report Date: 05-APR-2016 14:5 Page: 2 of 3 Rev
CAPSA Set of equisition mmber	Need-By Line Date Note To Buyer	Creation Date	Location	Buy Requestor Suggested Ve	Unit	cion Action Required Quantity Suggested Buyer	Cate	Price gory 	Amount Item Description 240.38	Report Date: 05-APR-2016 14:5 Page: 2 of 3 Rev
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