



Buyers Requisition Action Required Report (UFS)

This **UFS, Purchasing** report is only available to depts. that use the Inventory module as it accessed via the old purchasing responsibility. It lists requisitions raised in iProcurement that are awaiting autocreation.

Responsibility **CAPSA PO Buyer**

Navigate to **Reports > Run**

Report Parameters (for this report leave the parameters as per screen shot)

Example report output

Requisition Number	Line	Need-By Date	Creation Date	Location	Requestor	Unit	Quantity	Price	Amount	Item	Rev
<p>Report Parameters</p> <p>Suggested Vendors From: _____ To: _____</p> <p>Categories From: _____ To: _____</p> <p>Need By Dates From: _____ To: _____</p> <p>Location: _____</p> <p>Requestor: _____</p> <p>Requisition Numbers From: _____ To: _____</p> <p>Print Price History: No</p> <p>Dynamic Precision Option: 2 -9,999,990.00</p>											
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	144.68	Bed & Continental Breakfast for Prof Shin, arriv	
133644	1	15-MAY-08	14-MAY-08	ZZ			1	793.20	793.20	Flights for Prof Littlewood LHR > Leipzig > Stra	