**Buyers Requisition Action Required Report (UFS)**

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.

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

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

6. Click **Submit** to display the **Requests** screen.

7. Click on **Refresh Data** until the **Phase** shows as completed.

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

**Example Report Output**