**Purchase Requisition Status report**

Any requisitions with a status of *in-process, pre-approved* or *rejected* will show as commitments on the general ledger (and against a grant if the requisition has been checked out to a grant). These requisitions need to be processed appropriately (deleted, cancelled or completed) and this can only be done by the person that created the requisition.

This report provides a mechanism for departments to routinely identify requisitions that require action and more importantly it can be used to identify all requisitions that are outstanding for staff that will be leaving the department.

Departments are unable to cancel/delete any requisitions created by a person who has since left the department. Instead these requisitions would have to be referred to the Finance Division for processing.

**Step 1: Selecting the report**

1.1 Click in the **Program Name** field, and type in **Purchase** and then press tab. From the list of matching reports **Quick Select** the **Purchase Requisition Status Report**.

![Image of the search and select program name](image)

1.2 Now click **Next** to enter specific parameters.

**Step 2: Entering parameters**

You can enter any relevant parameters, such as a date range and importantly, specify a requester.
2.1 To constrain your report to a particular date range, use the **Creation Dates From** and **To** fields. You can click on the calendar icons beside each of these fields to select dates from the calendar.

2.2 In the **Requester** field, enter the requester’s surname and press tab. If necessary, **Quick Select** the requester from the list of matches.

2.3 Now press **Submit** to skip ahead to step 7 and finalise your request.

**Note:** steps 3-5 in creating a request provide you with access to advanced features such as scheduling reports and automatically notifying users when reports are complete.

### Step 7: Review and submitting the request

Information on this screen will summarise what you have entered on the previous steps.

If you have not progressed through each step, once at this screen we recommend that you click **Back** to go to step 6 and amend your copies from 1 to 0 to review the report on screen before printing.

7.1 Click **Submit** and an information message will display.

7.2 Click **OK** and your Request screen will display. Click **Refresh** to update the Phase and Status of the request.
**Viewing the report**

Click on **Output** and the report will display on your screen.

The report lists requisitions matching your search criteria. The details include:

- Requisition status
- Lines
- Purchase order numbers (where available)
- Purchase order statuses (where available)

Examples from this report are shown on the following page.
Examples from the Purchase Requisition Status Report

A complete requisition with approve purchase orders

An incomplete requisition