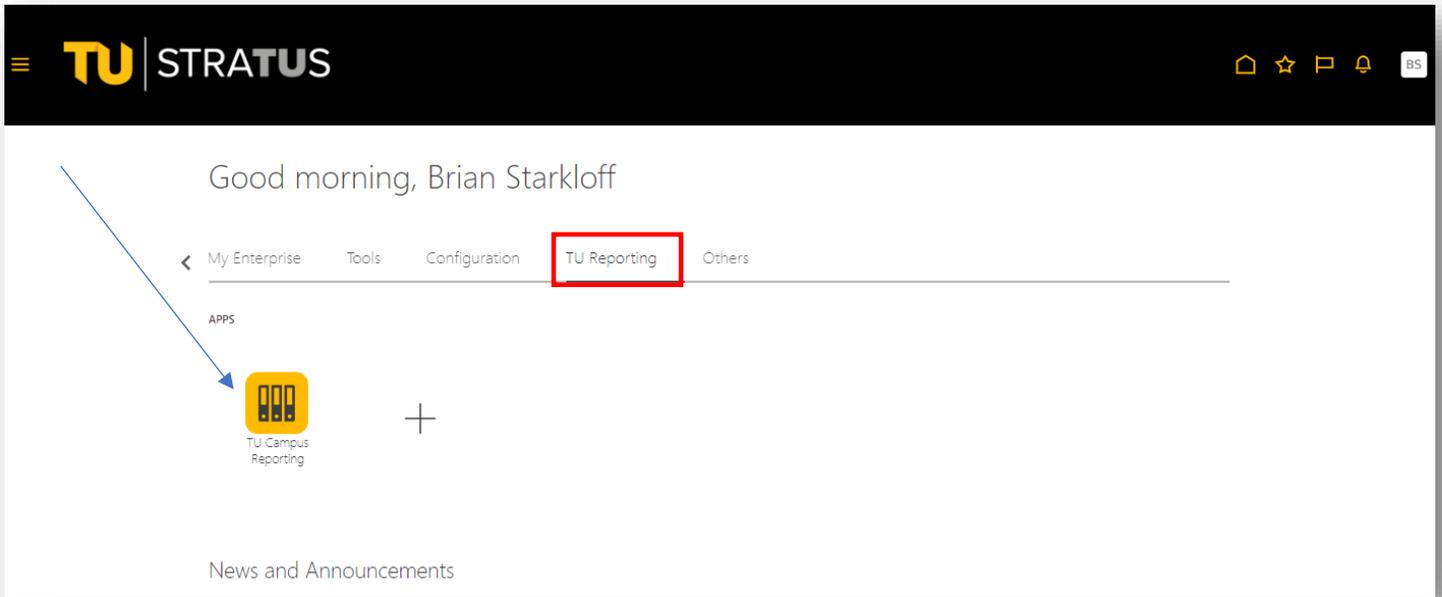


How to run the Requisition and Purchase Order Report

The TU_BC_REQ_PO_Listing report will show you a combined report for Requisition and Purchase order related information.

Navigate to TU Reporting, and select the tile for TU Campus Reporting.



Select the Requisition Purchase Order Listing report here:

The screenshot shows a 'Reporting Dashboard' with several report categories:

- Budget Summary Reports**
 - Cost Center Reports (Formatted Report)
 - Multiple Cost center prompts separated with commas (,)
 - Dept Cost Center Budget Summary by Account
 - Dept Cost Center Budget Summary by Parent Account
 - Grant Cost Center Budget Summary by Account
 - Grant Cost Center Budget Summary by Parent Account
 - Project Cost Center Budget Summary by Account
 - Project Cost Center Budget Summary by Parent Account
 - Dept budget balance reports (Data Exports)
 - Multiple Cost center prompts separated with a semi colon (;)
 - Department Budget Balance Child Account Report
 - Department Budget Balance Parent Account Report
- Divisional Summary Rollups**
 - Divisional Summary Rollups
 - Divisional Self Support Fund Detailed Summary (NAT)
 - Divisional Self Support Parent Budget Summary
 - Divisional State Fund Detailed Summary (NAT)
 - Divisional State Fund Parent Budget Summary
 - Divisional Agency Fund Detailed Summary (NAT)
 - Divisional Agency Fund Parent Budget Summary
 - Divisional Auxiliary Fund Detailed Summary (NAT)
 - Divisional Auxiliary Fund Parent Budget Summary
 - Divisional Grants Fund Detailed Summary (NAT)
 - Divisional Grants Fund Parent Budget Summary
 - Account Summary by Div and Cost Center Rollups
 - Account Summary by Div and Dept Cost Center
 - Account Summary by Div and Grant Cost Center
 - Account Summary by Div and Grant Cost Center LTD
 - Account Summary by Div and Project Cost Center
 - Account Summary by Div and Project Cost Center LTD
- Transaction Details Reports**
 - Pcard expense reports
 - Multiple Cost center prompts separated with a semi colon (;)
 - Pcard Expense Report Completed
 - Pcard Expense Report Pending
 - Pcard not on Expense report
 - Travel Expense reports
 - Multiple Cost center prompts separated with a semi colon (;)
 - Travel Expense Report Completed
 - Travel Expense Report Pending
 - TU Travel Authorization Campus Version
 - General transaction reports
 - Multiple Cost center prompts separated with a semi colon (;)
 - Revenue Expenses All Transactional Details Report
 - Revenue Expense Summary Transaction
 - Invoices Pending Report
 - Invoice Expense List Report
 - Budget Adjustments Report
 - Transactional Reports Dashboard
 - Requisition/PO Reporting
 - Multiple Cost center prompts separated with a semi colon (;)
 - PO Listing Report
 - Requisition Purchase Order Listing
 - Requisitions listing campus report
 - Requisitions not on PO (All statuses campus)
 - Requisitions not on PO Workflow
 - Foundation Reimbursement
 - Foundation Payroll Reimbursement Report
 - Foundation Operation Reimbursement Report
- Fund Balance Reports**
 - Multiple Source code prompts separated with commas (,)
 - Fund Balance by Source Code
- Campus OSPR_SPAR Grant reporting**
 - Multiple Cost center prompts separated with a semi colon (;)
 - *Separated with comma
 - Grant Balances for closing Grant
 - Grant Budget Journal Listing
 - Grant Cost Center FY BDGT Bal by Acct
 - Grant Cost Center FY Expense BDGT Bal
 - Grant Cost Center Listing
 - Grant Cost Center PTD BDGT Bal by Acct
 - Grant Cost Center PTD BDGT Bal by Parent Acct
 - Grant Cost Center PTD BDGT Bal NoAcct
 - Grant Rev & Exp Journal by Cost Center Range
 - Grants Expense summary with budget revisions (Year)
 - Grant Cost Center Summary P Report PriorYr *
- COA Reports (Data Exports)**
 - Cost Center Report-Campus
 - Initiative Report
 - Source Report Campus
- Accounts Receivable**
 - AR Transaction Detail
 - TU Customer Details Report
- Campus Divisional Budget Officers**
 - Facilities Management
 - Multiple Cost centers separated with a comma (,)
 - Project Cost Center Summary P Report PriorYr
- Campus Inventory Coordinator**
 - FA Active Asset Detail Campus Version Report
 - FA Retired Asset Detail CampusVersion Report
- Payroll**
 - STRATUS DPR

Follow the prompts;

The default date range is set for the current fiscal year. It can be changed to another date.

Type in your cost center.

If you want to run multiple cost centers, separate them with a semi-colon (;)

The other boxes are optional.

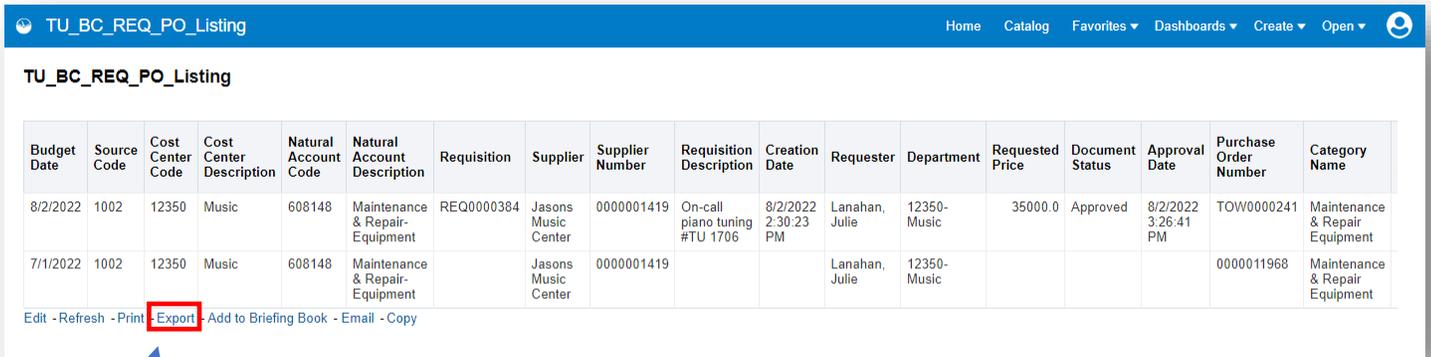
Click OK.

The screenshot shows the 'TU_BC_REQ_PO_Listing' form with the following fields:

- * Budget Date Between: 07/01/2022 - 06/30/2023
- * Cost Center Code: 12350
- Account-not required Between: --Select Value-- - --Select Value--
- Requisition: (All Column Value:)
- Purchase Order Number: (All Column Value:)
- Supplier: (All Column Value:)
- Buttons: OK (highlighted), Reset
- Footer: Edit - Refresh - Copy

The report will populate:

Here you will see all types of related fields that are a part of your Req and PO information.



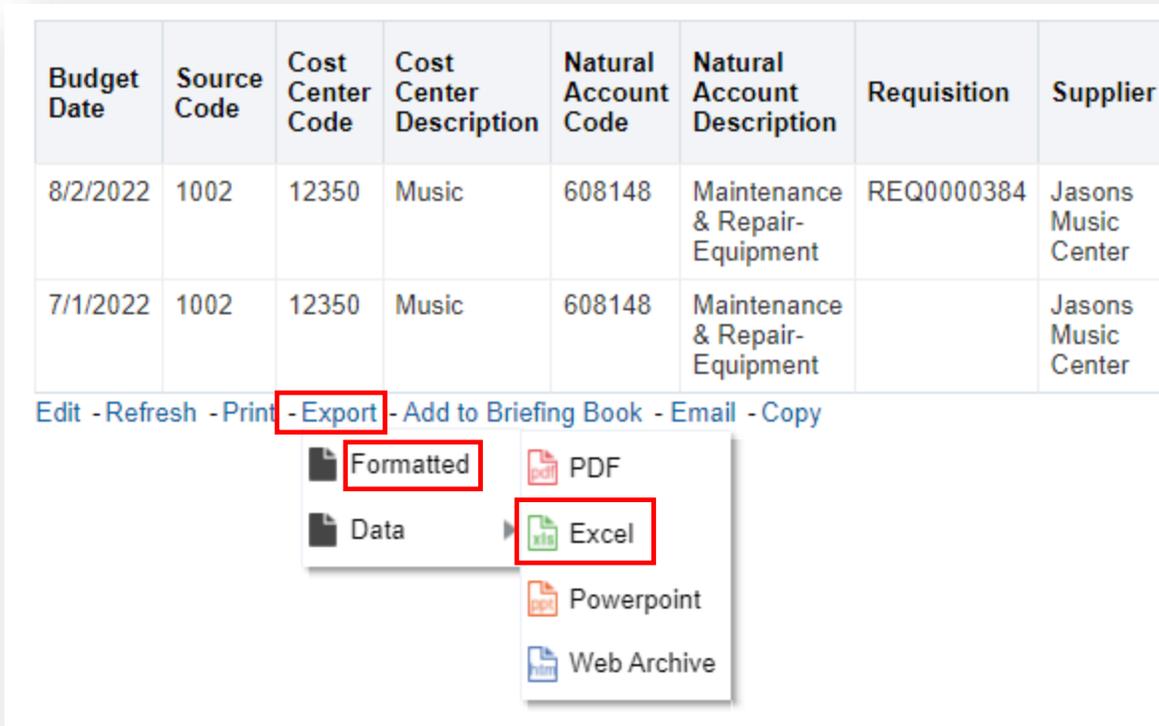
TU_BC_REQ_PO_Listing

| Budget Date | Source Code | Cost Center Code | Cost Center Description | Natural Account Code | Natural Account Description | Requisition | Supplier | Supplier Number | Requisition Description | Creation Date | Requester | Department | Requested Price | Document Status | Approval Date | Purchase Order Number | Category Name |
|-------------|-------------|------------------|-------------------------|----------------------|--------------------------------|-------------|---------------------|-----------------|-------------------------------|---------------------|----------------|-------------|-----------------|-----------------|---------------------|-----------------------|--------------------------------|
| 8/2/2022 | 1002 | 12350 | Music | 608148 | Maintenance & Repair-Equipment | REQ0000384 | Jasons Music Center | 0000001419 | On-call piano tuning #TU 1706 | 8/2/2022 2:30:23 PM | Lanahan, Julie | 12350-Music | 35000.0 | Approved | 8/2/2022 3:26:41 PM | TOW0000241 | Maintenance & Repair Equipment |
| 7/1/2022 | 1002 | 12350 | Music | 608148 | Maintenance & Repair-Equipment | | Jasons Music Center | 0000001419 | | | Lanahan, Julie | 12350-Music | | | | 0000011968 | Maintenance & Repair Equipment |

Edit - Refresh - Print - **Export** - Add to Briefing Book - Email - Copy

At the bottom left of the page you have the option to Export.

If you want to export to Excel, select Export, Formatted, Excel.

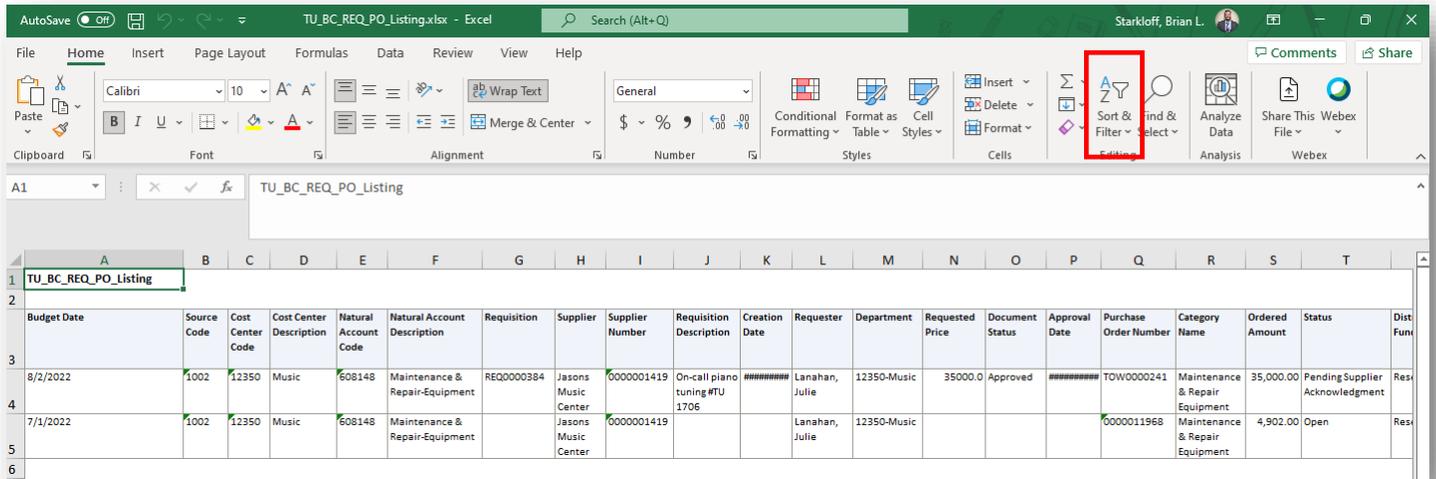


| Budget Date | Source Code | Cost Center Code | Cost Center Description | Natural Account Code | Natural Account Description | Requisition | Supplier |
|-------------|-------------|------------------|-------------------------|----------------------|--------------------------------|-------------|---------------------|
| 8/2/2022 | 1002 | 12350 | Music | 608148 | Maintenance & Repair-Equipment | REQ0000384 | Jasons Music Center |
| 7/1/2022 | 1002 | 12350 | Music | 608148 | Maintenance & Repair-Equipment | | Jasons Music Center |

Edit - Refresh - Print - **Export** - Add to Briefing Book - Email - Copy

- Formatted**
- Data
 - Excel**
 - Powerpoint
 - Web Archive
- PDF

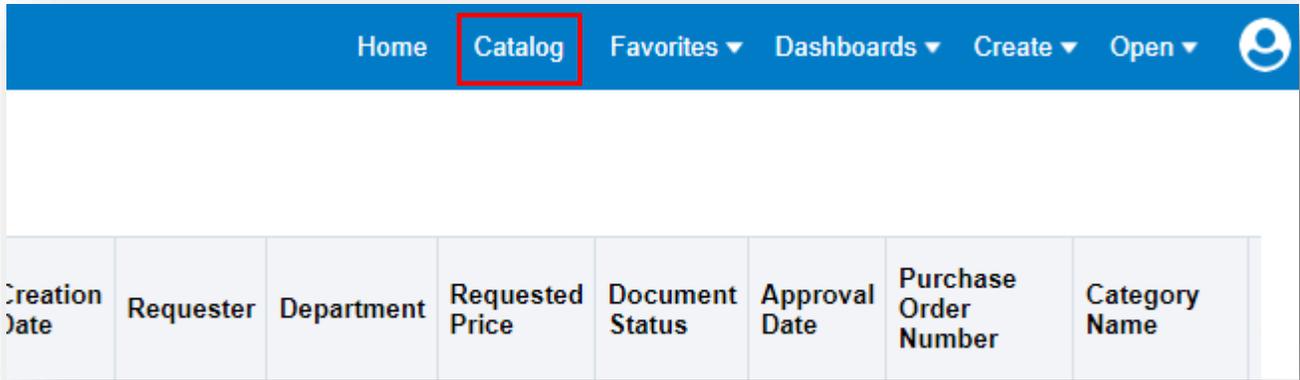
Here is the export to excel. You can turn on the filter feature here to review data.



Status Definitions:

- Closed – Invoicing and Receiving have been processed in full.
- Finally closed – Procurement closes the PO after confirming no more activity is expected.
- Open – Invoicing and Receiving is still expected.
- Canceled – Order was canceled.
- Pending Approval – Pending manager approval within the Procurement department.
- Closed for Invoicing – Invoicing is complete.
- Closed for Receiving – Receiving is complete.
- Pending Supplier Acknowledgment – Awaiting confirmation from Supplier.
- Rejected – Order was rejected during the Procurement approval process.

To exit the report, click on the Catalog option in the blue ribbon



Catalog will take you back to the main menu where you can run another report or exit out by closing the tab

