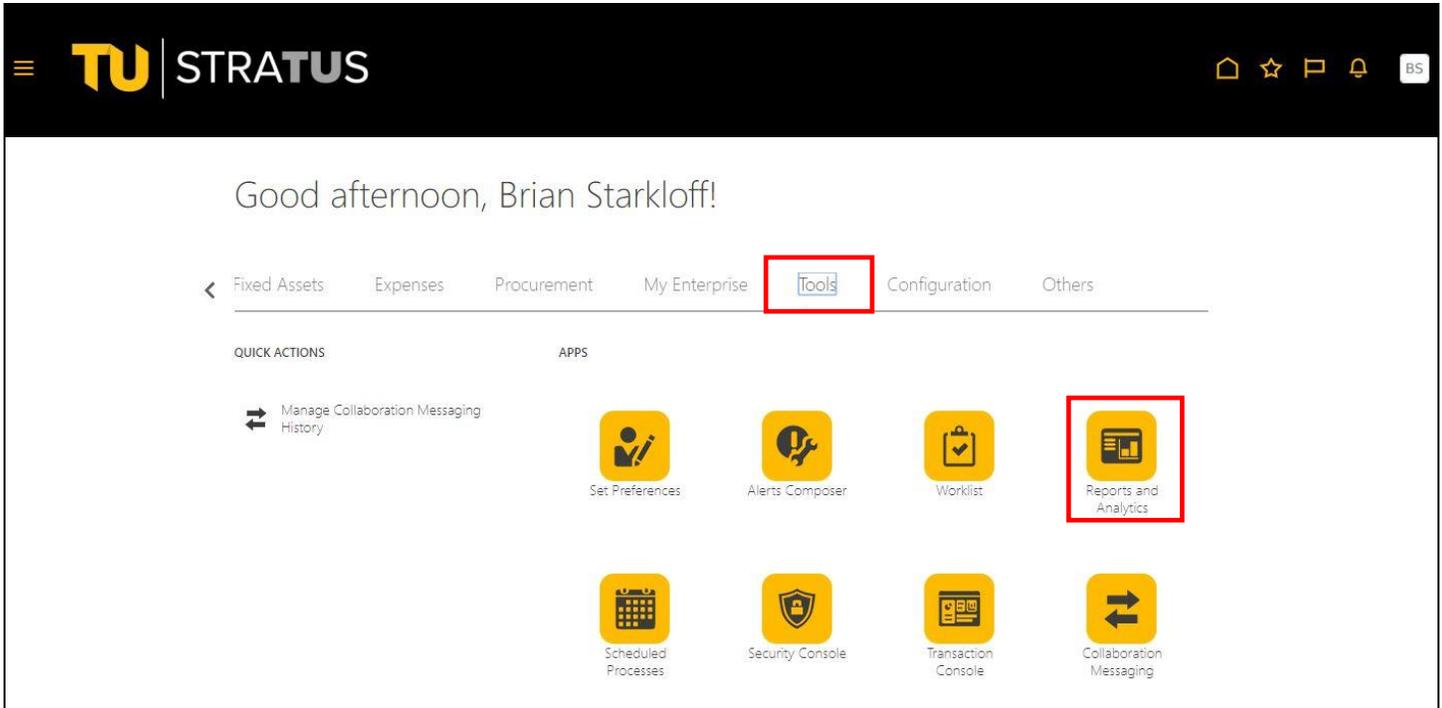


# How to Run the Requisitions not on a PO All Statuses

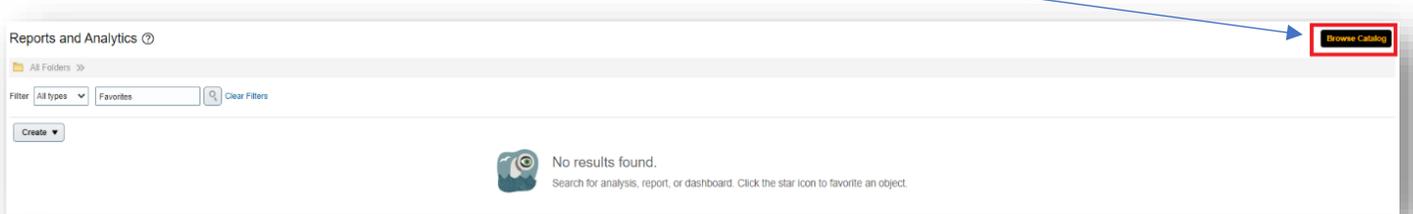
## TU\_REQ\_Requisitions\_not\_on\_PO\_all\_statuses\_campus

***This report lists Purchase Requisitions for a selected budget year that have not been put on a Purchase Order (PO) and gives the latest document status. Prompts include Cost Center, Account, Requestor, Requisition number, and more.***

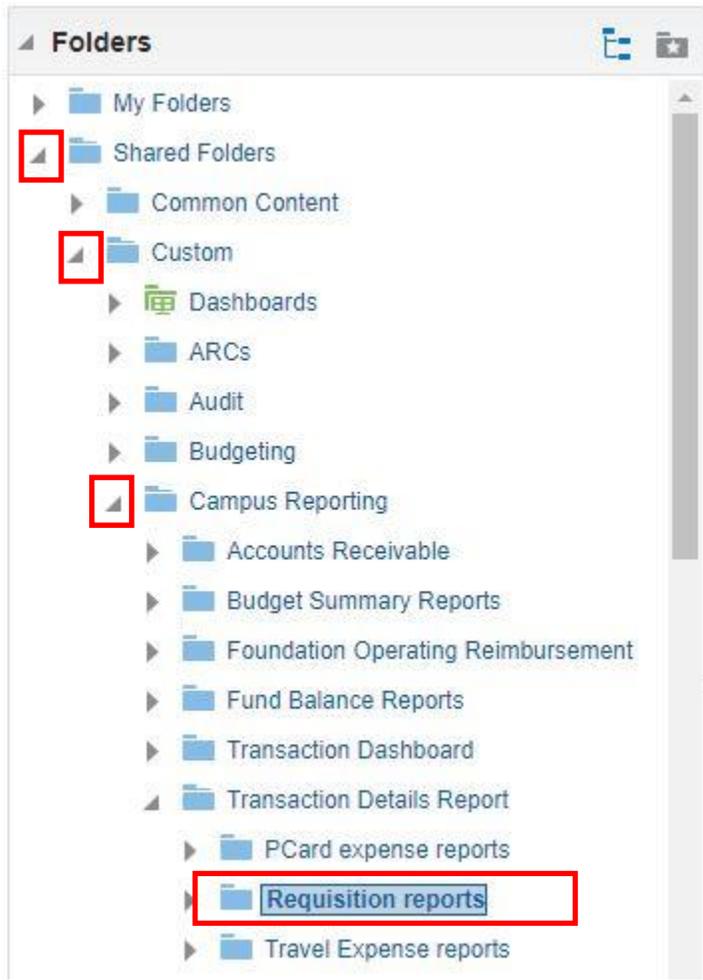
Log into Stratus. Go to Tools>Reports and Analytics.



Select Browse Catalog.



Select Shared Folders > Custom > Campus Reporting > Requisition reports



Select [Open](#) under the report name.



Here you will enter your parameters:

- The default budget date (Fiscal Year) will be selected. You can choose to run a previous year from the drop-down menu.
- You can type in your cost center or select from drop down. You can enter multiple Cost centers by separating them by a ; (i.e. 20830;18930)
- If you want to run the report by Preparer Name, Requester Name, Purchase Requester Supervisor Name, Requisition, Document Stratus Description, or Buyer Name, **leave cost center blank** and choose from the drop down menu(s).

When you are finished selecting your parameters, click OK

TU\_REQ\_Requisitions\_not\_on\_PO\_all\_statuses\_cam...

\* Budget Date Between 07/01/2023 - 06/30/2024

Cost Center 18930

Preparer Name --Select Value--

Requester Name --Select Value--

Purchase Requester Supervisor Name --Select Value--

Requisition --Select Value--

Document Status Description --Select Value--

Buyer Name --Select Value--

OK Reset

Edit - Refresh - Copy

The report will generate:

TU\_REQ\_Requisitions\_not\_on\_PO\_all\_statuses\_cam...

Home Catalog Favorites Dashboards Create Open

TU\_REQ\_Requisitions\_not\_on\_PO\_all\_statuses\_campus

Cost Center	Account	Initiative	Account String Description	Budget Date	Requisition	Report Date	Requisition Approved Date	Description	Preparer Name	Requester Name	Purchase Requester Supervisor Name	Buyer Name	Requisition Header Amount	Distribution	Document Status Description	Funds Status
18930	609006	00000	State\Support-Admin & Finance-Financial Services-Office Supply Interdepartmental-Default Initiative-UO Default-Future-Default Interfund	8/2/2023	REQ0002685	8/2/2023		fgfbhgf ghfgbh	Oyelaja, Oreoluwa	Oyelaja, Oreoluwa	Jones, Bruce		520.0	1.0	Requisition is not submitted for approval yet.	Not reserved

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- Web Archive

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