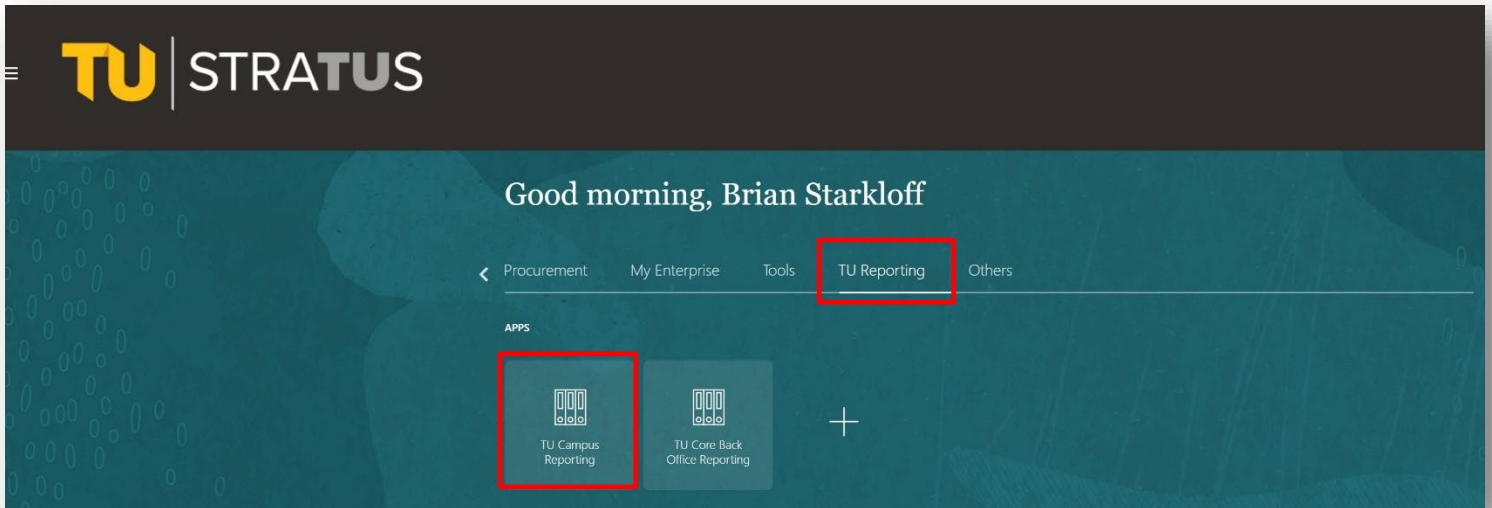


# How to Run the Requisitions not on a PO All Statuses

## 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.***

Navigate to TU Reporting, then select the TU Campus Reporting app.



Select Requisitions not on PO (All statuses campus)

**Reporting Dashboard**

<p><b>Budget Summary Reports</b></p> <p><b>Cost Center Reports (Formatted Report)</b> 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 through FY26 Grant Cost Center Budget Summary by Account through FY25 Grant Cost Center Budget Summary by Account through FY24 Grant Cost Center Budget Summary by Parent Account through FY26 Grant Cost Center Budget Summary by Parent Account through FY25 Grant Cost Center Budget Summary by Parent Account through FY24 Project Cost Center Budget Summary by Account through FY26 Project Cost Center Budget Summary by Account through FY25 Project Cost Center Budget Summary by Account through FY24 Project Cost Center Budget Summary by Parent Account through FY26 Project Cost Center Budget Summary by Parent Account through FY25 Project Cost Center Budget Summary by Parent Account through FY24 <b>Dept Budget Balance Reports (Data Exports)</b> Multiple Cost center prompts separated with a semi colon (;) Department Budget Balance Child Account Report Department Budget Balance Parent Account Report</p>	<p><b>Transaction Details Reports</b></p> <p><b>Peard Expense Reports</b> Multiple Cost center prompts separated with a semi colon (;) Peard Expense Report Completed Peard Expense Report Pending Peard not on Expense report <b>Travel Expense Reports</b> Multiple Cost center prompts separated with a semi colon (;) Travel Expense Report Completed Travel Expense Report Pending TU Travel Mileage Report TU Travel Authorization Campus Version <b>General Transaction Reports</b> 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 AP Invoice Account Coding Approval Status Report <b>Requisition/PO Reporting</b> Multiple Cost center prompts separated with a semi colon (;) PO Listing Report Requisition Purchase Order Listing Requisitions listing campus report <b>Requisitions not on PO (All statuses campus)</b> Requisitions not on PO workview Preview Draft Requisitions <b>Foundation Reimbursement</b> Foundation Payroll Reimbursement Report Foundation Operation Reimbursement Report <b>Student Financials</b> Student Financials Details by Cost Center</p> <p><b>Fund Balance Reports</b> Multiple Source code prompts separated with commas (,) Fund Balance by Source Code</p>	<p><b>Campus OSPR_Business &amp; Public Engagement Grant Reporting</b></p> <p>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 &amp; Exp Journal by Cost Center Range Grants Expense summary with budget revisions (Year) Grant Cost Center Summary P Report PriorYr *</p> <p><b>COA Reports (Data Exports)</b> Cost Center Report-Campus Natural Account Report-Campus Initiative Report Source Report Campus</p> <p><b>Accounts Receivable</b> TU AR Memo Lines by Department TU Customer Details Report <b>AR Transaction Detail</b> AR Find Unapplied Payments Report AR Transaction Balance with DD by Customer AR Transaction Balance with DD by Transaction Source AR Transaction Balance with DD BPE</p> <p><b>Payroll</b> STRATUS DPR</p>	<p><b>Campus Divisional Budget Officers</b></p> <p><b>Facilities Management</b> Multiple Cost centers separated with a comma (,) Project Cost Center Summary P Report PriorYr <b>Fund Balance by Self/Aux Source Reports</b> *Has additional Subdivision prompt Fund Balance by Self/Aux Source Division 01 Fund Balance by Self/Aux Source Division 02* Fund Balance by Self/Aux Source Division 03 Fund Balance by Self/Aux Source Division 04* Fund Balance by Self/Aux Source Division 05* Fund Balance by Self/Aux Source Division 06 Fund Balance by Self/Aux Source Division 08 Fund Balance by Self/Aux Source Division 09 Fund Balance by Self/Aux Source Division 10 Fund Balance by Self/Aux Source Division 13* Fund Balance by Self/Aux Source Division 15</p> <p><b>Campus Inventory Coordinator</b> FA Active Asset Detail Campus Version Report FA Retired Asset Detail Campus/Version Report</p> <p><b>BPA Committee</b> AP Invoice Account Coding Approval Status Report Parent Budget vs Actual By Cost Center and Div Accounts Payable Turnover Metric Summary report Accounts Payable Turnover Metric detailed report Expense report Turnover rate metric report</p>
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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

\* 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\_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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Powerpoint

Web Archive

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