

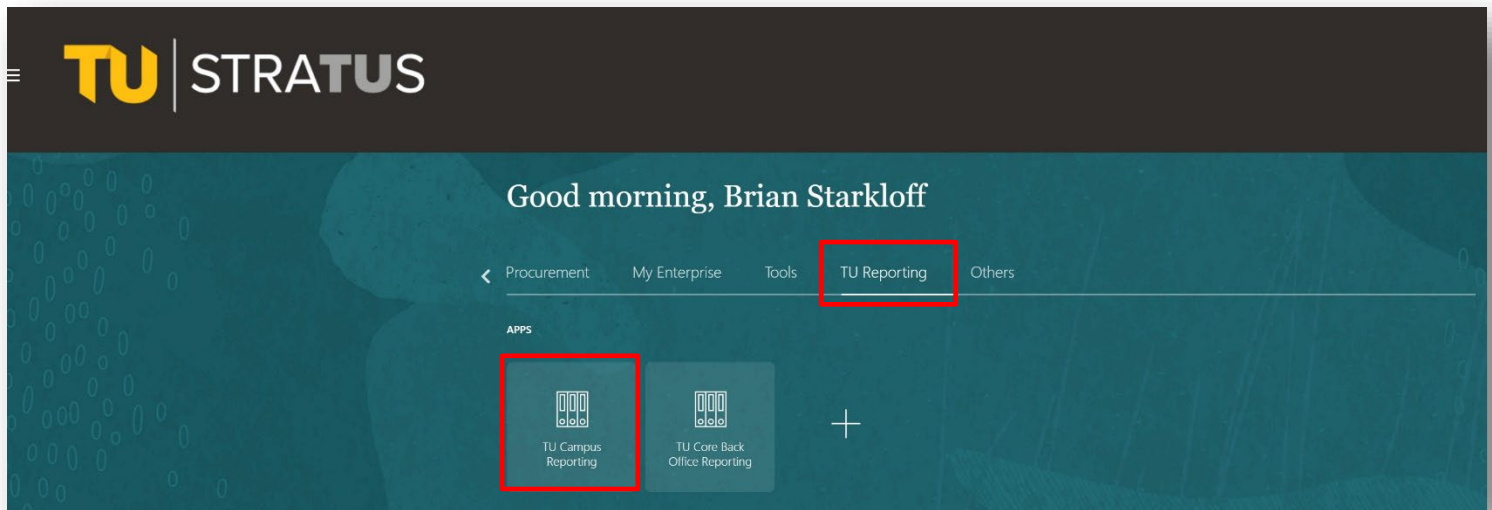
How to Run the Requisition Workflow report

TU_REQ_Requisitions_not_on_PO_Workflow

Lists Purchase Requisitions for a selected budget year that are not on a Purchase Order (PO) and are unapproved. This report gives the workflow history of the requisition and 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 Workflow

Reporting Dashboard

<p>Budget Summary Reports</p> <p>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 through FY26 Grant Cost Center Budget Summary by Account through FY25 Grant Cost Center Budget Summary by Account through FY24 Project Cost Center Budget Summary by 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 Parent 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 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</p> <p>Divisional Summary Rollups</p> <p>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) through FY26 Divisional Grants Fund Detailed Summary (NAT) through FY25 Divisional Grants Fund Detailed Summary (NAT) through FY24 Divisional Grants Fund Parent Budget Summary through FY26 Divisional Grants Fund Parent Budget Summary through FY25 Divisional Grants Fund Parent Budget Summary through FY24 Divisional Grants Fund Parent Budget Summary through FY23</p> <p>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</p>	<p>Transaction Details Reports</p> <p>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</p> <p>Travel Expense Reports 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</p> <p>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 AP Invoice Account Coding Approval Status Report</p> <p>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 Preview Draft Requisitions</p> <p>Foundation Reimbursement Foundation Payroll Reimbursement Report Foundation Operation Reimbursement Report</p> <p>Student Financials Student Financials Details by Cost Center</p> <p>Fund Balance Reports Multiple Source code prompts separated with commas (,) Fund Balance by Source Code</p>	<p>Campus OSPR_Business & Public Engagement Grant Reporting</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 & Exp Journal by Cost Center Range Grants Expense summary with budget revisions (Year) Grant Cost Center Summary P Report PriorYr *</p> <p>COA Reports (Data Exports) Cost Center Report-Campus Natural Account Report-Campus Initiative Report Source Report Campus</p> <p>Accounts Receivable TU AR Memo Lines by Department TU Customer Details Report AR Transaction Detail 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>Payroll STRATUS DPR</p>	<p>Campus Divisional Budget Officers</p> <p>Facilities Management Multiple Cost centers separated with a comma (,) Project Cost Center Summary P Report PriorYr Fund Balance by Self/Aux Source Reports *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>Campus Inventory Coordinator FA Active Asset Detail Campus Version Report FA Retired Asset Detail Campus/Version Report</p> <p>BPA Committee 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

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

Cost Center 13210

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:

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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	Additional Information	Performed By	Assignment Date	Action Date	Action Performed	Sequence Number
13210	609108	00000	State-Support-CHP-Kinesiology-Supplies-Medical-Default Initiative-UO Default-Future-Default Interfund	8/23/23	REQ0002815	8/23/23	8/24/23 10:44 AM	4-sensor EMG system	Camm, Corinne	Camm, Corinne	DeLuca, Jaime	Franze, Chanel	9,999	1	Requisition is returned by the buyer.	Not reserved	Requisition line 1: Duplicate Request. PO TOW1647 issued on 8/19/23.	Chanel Franze		8/24/23 12:26 PM	Return requisition line	4
13210	609108	00000	State-Support-CHP-Kinesiology-Supplies-Medical-Default Initiative-UO Default-Future-Default Interfund	8/23/23	REQ0002815	8/23/23	8/24/23 10:44 AM	4-sensor EMG system	Camm, Corinne	Camm, Corinne	DeLuca, Jaime	Franze, Chanel	9,999	1	Requisition is returned by the buyer.	Not reserved		Jaime DeLuca	8/23/23 3:54 PM	8/24/23 10:44 AM	Approve	2
13210	609108	00000	State-Support-CHP-Kinesiology-Supplies-Medical-Default Initiative-UO Default-Future-Default Interfund	8/23/23	REQ0002815	8/23/23	8/24/23 10:44 AM	4-sensor EMG system	Camm, Corinne	Camm, Corinne	DeLuca, Jaime	Franze, Chanel	9,999	1	Requisition is returned by the buyer.	Not reserved		Corinne Camm		8/23/23 3:54 PM	Submit requisition	0

Edit - Refresh - Print - Export - Add to Bookmarks - Email - Copy

Formatted PDF

Data Excel

Powerpoint

Web Archive

To download to Excel, scroll down to the bottom of the page and select Export, Formatted, Excel.

APPENDIX

- Budget date – Date in which the commitment/obligation will show in the budget.
- Document Status Description – Status of the Requisition in the workflow.
- Distribution – Cost center Distribution line number on the Requisition.
- Funds Status – Status of the impact to the budget.
 - Reserved: Funds are reserved and a commitment is created.
 - Liquidated: Commitment is reversed and the obligation is created for the Purchase Order associated with the Requisition.
- Assignment date – Date that task was created/submitted (i.e. Request for approval).