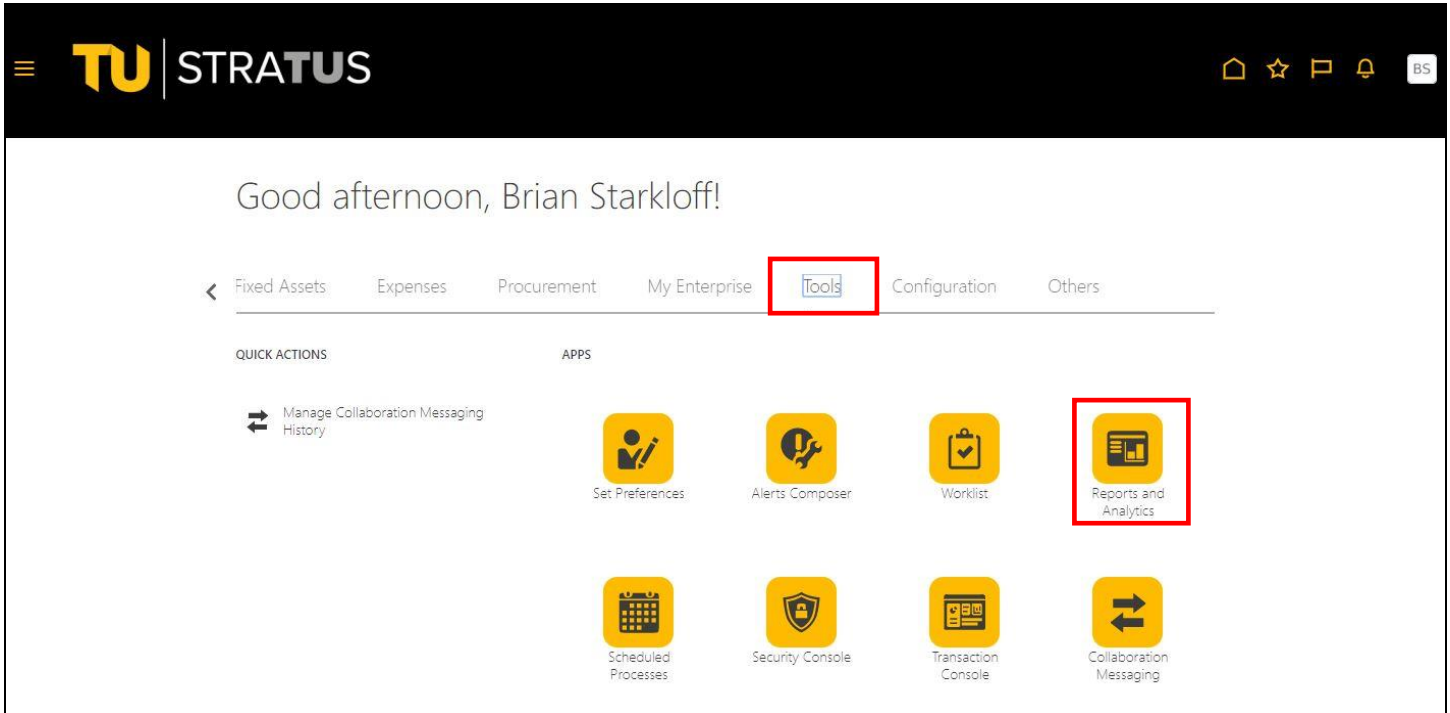


# How to Run All Requisitions Listing

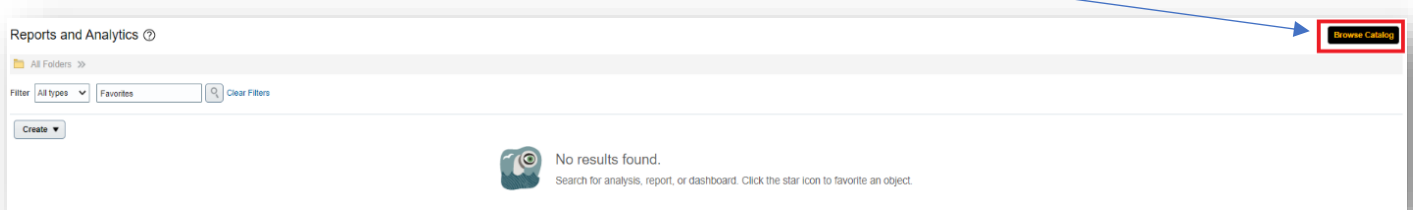
## TU\_REQ\_ALL\_Requisitions\_listing\_campus

***This report lists all Purchase Requisitions for a selected budget year. Prompts include Cost Center, Account, Requestor, Requisition number, and more. Includes Requisitions that have been put on a PO and those that have not. Allows to get a history of all requisitions created in a particular budget year.***

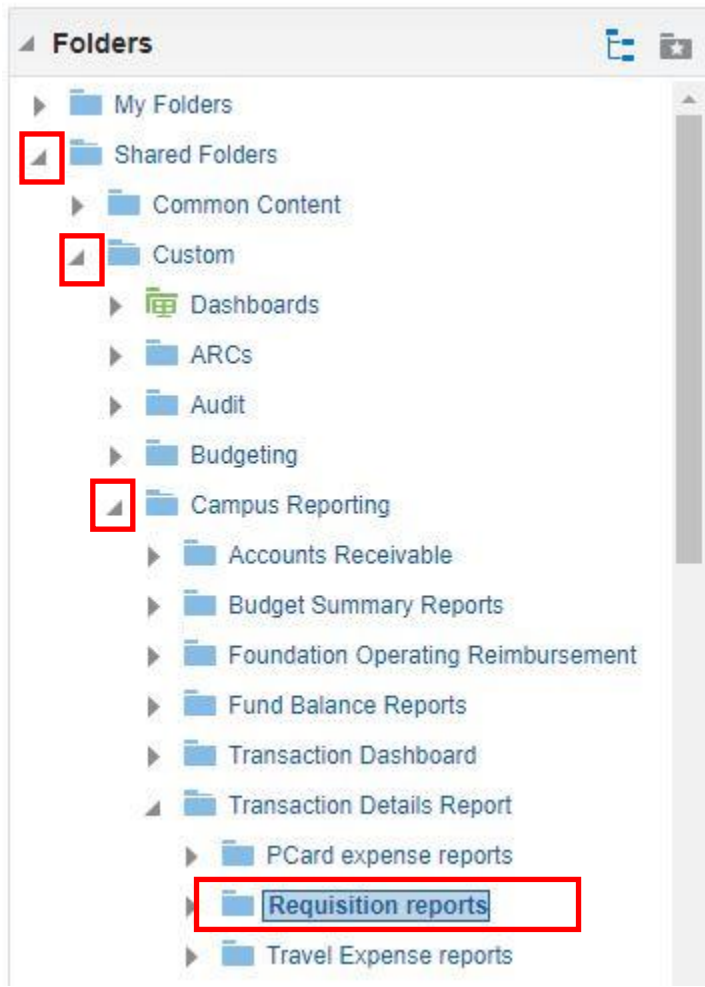
Log into Stratus. Go to Tools>Reports and Analytics.



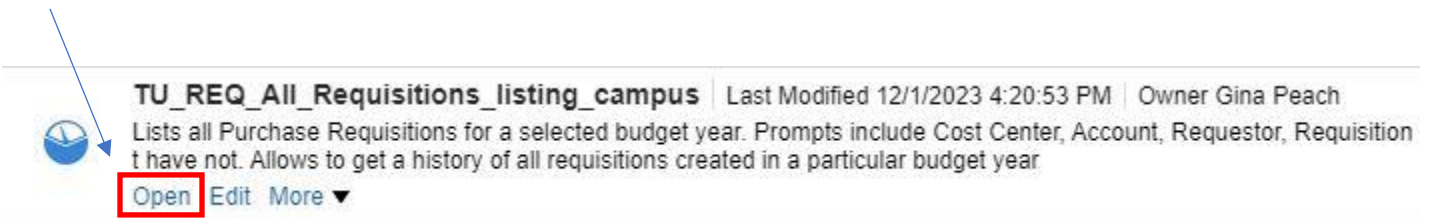
Select Browse Catalog.



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\_All\_Requisitions\_listing\_campus

\* Budget Date Between   -  

Cost Center  ▼

Preparer Name  ▼

Requester Name  ▼

Purchase Requester Supervisor Name  ▼

Requisition  ▼

Document Status Description  ▼

Buyer Name  ▼

[Edit](#) - [Refresh](#) - [Copy](#)

The report will generate:

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	Purchase Order Number
41320	608106	00000	Events & Conference Services-ECS\-\Admin-\Contractual Services-\Housekeeping-Default Initiative-\UO Default-Future-Default Interfund	7/1/2023	REQ0002272	5/31/2023	6/7/2023 2:29:04 PM	Full Service Housekeeping Services per TU-2126	Rusnak, Tracie	Rusnak, Tracie	Norman, Renee	Baxter, Nina	190000.0	1.0	Requisition is approved.	Liquidated	TOW0001591
41320	608119	00000	Events & Conference Services-ECS\-\Admin-\Services-\Closed Captioning-Default Initiative-\UO Default-Future-Default Interfund	8/9/2023	REQ0002722	8/9/2023	8/9/2023 3:11:52 PM	AI Media Captioning for H.S. Commencement Ceremonies ADDITIONAL FUNDS NEEDED TO COVER INVOICE 23323 - Purchase Order # 1413	Stevenson, Yvonne	Stevenson, Yvonne	Ridge, Carol	Young, Destiny	3450.0	1.0	Requisition is approved.	Liquidated	TOW0001413
41320	608166	00001	Events & Conference Services-ECS\-\Admin-\Food Services-\Catering-Initiative 00001-\UO Default-Future-Default Interfund	7/1/2023	REQ0002404	6/28/2023	6/28/2023 8:15:39 PM	Summer Camp Meals FY24 (July-August '23)	Stevenson, Yvonne	Stevenson, Yvonne	Ridge, Carol	Franze, Chanel	124998.5	1.0	Requisition is approved.	Liquidated	TOW0001465
41320	608166	00003	Events & Conference Services-ECS\-\Admin-\Food Services-\Catering-Initiative 00003-\UO Default-Future-Default Interfund	7/1/2023	REQ0002404	6/28/2023	6/28/2023 8:15:39 PM	Summer Camp Meals FY24 (July-August '23)	Stevenson, Yvonne	Stevenson, Yvonne	Ridge, Carol	Franze, Chanel	15411.2	2.0	Requisition is approved.	Liquidated	TOW0001465

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

41320	610221	00000	Events & Conference Services-Admin-Equipme Admin N Teaching	23	REQ0002826	8/24/2023	8/24/2023 7:54:46 PM	12 Laptops for Event and Conference Services
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Powerpoint

Web Archive

**Formatted**

Data

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