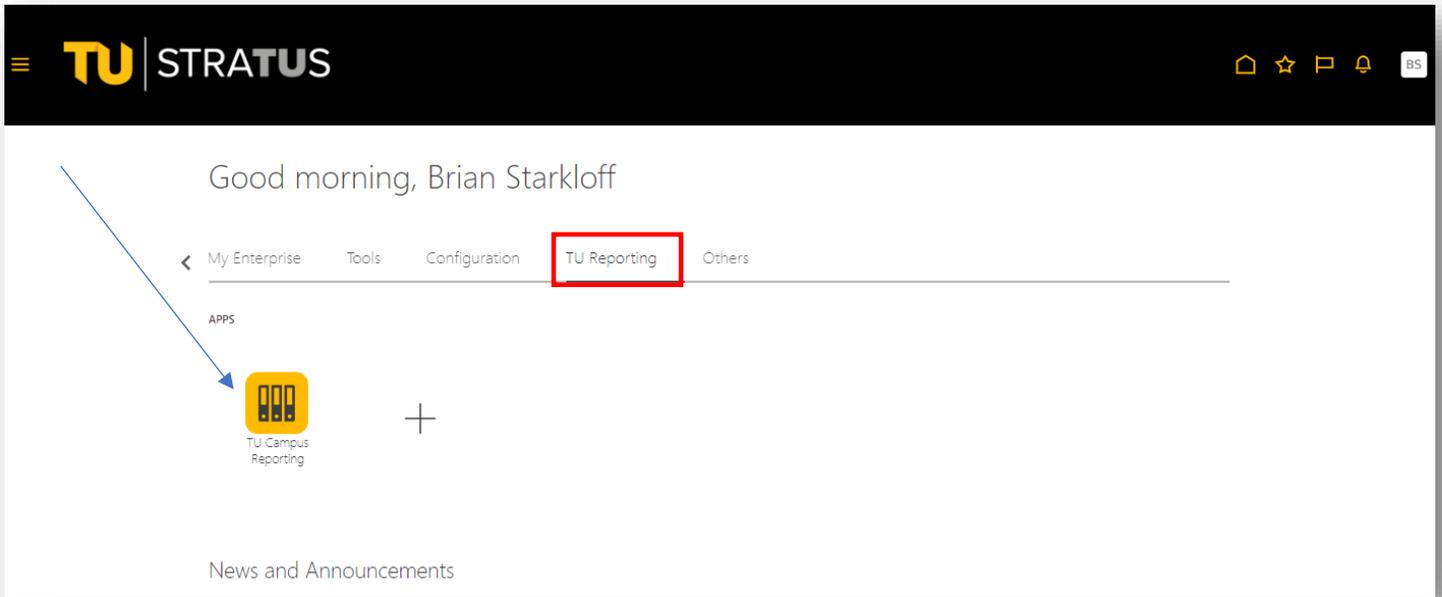# How to run the Requisition and Purchase Order Report
The TU_BC_REQ_PO_Listing report will show you a combined report for Requisition and Purchase order related information.

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

Select the Requsition Purchase Order Listing report here:

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.

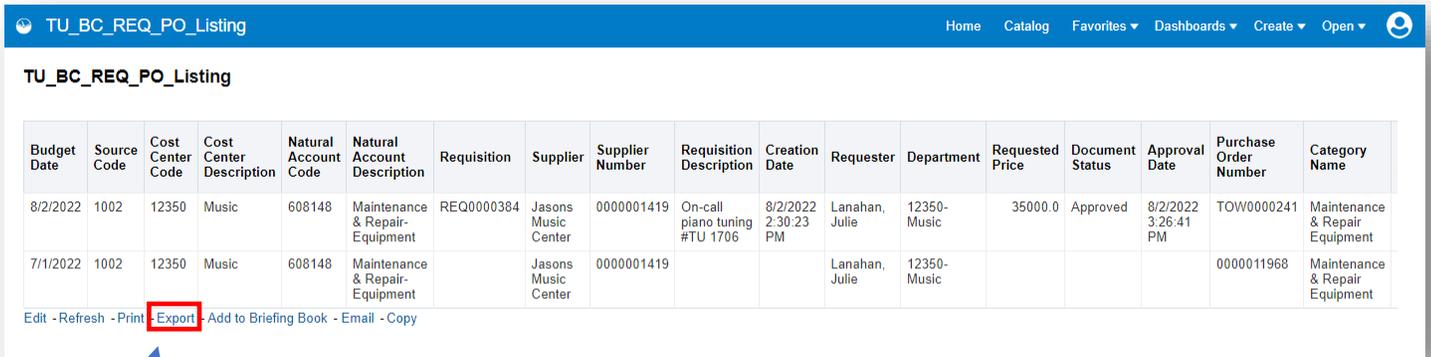The report will populate:

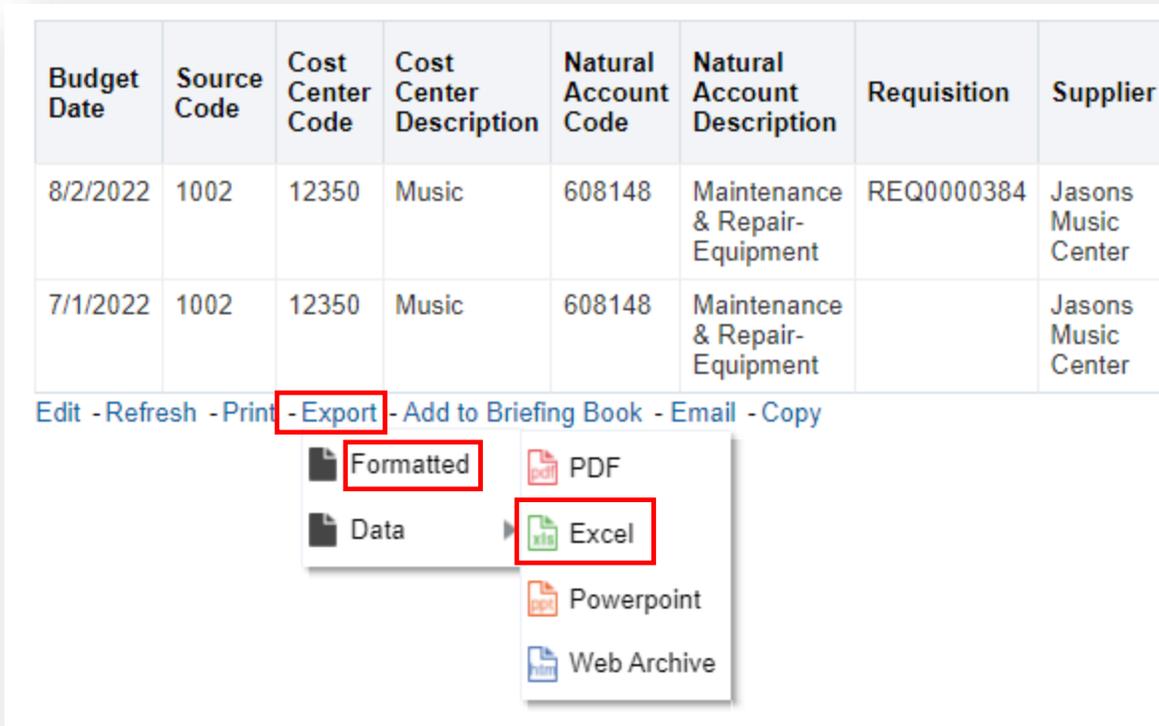Here you will see all types of related fields that are a part of your Req and PO information.

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

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

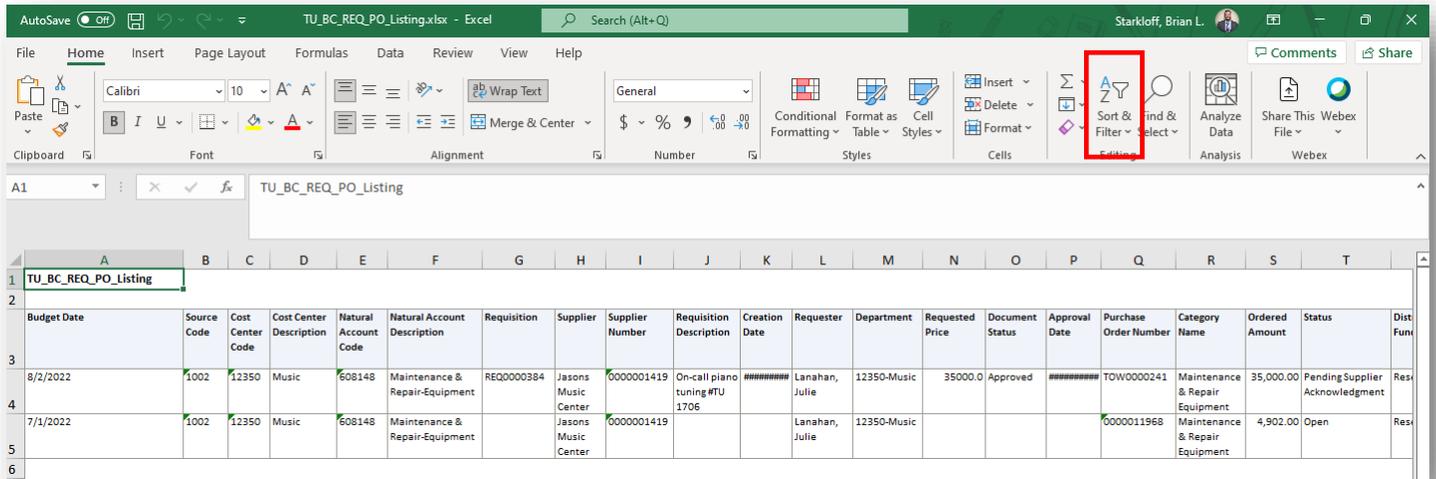Here is the export to excel. You can turn on the filter feature here to review data.

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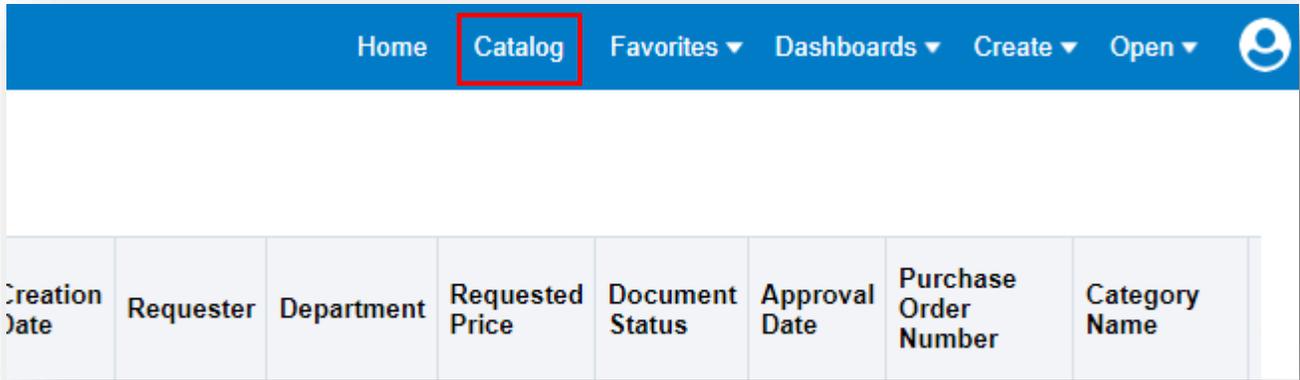
Catalog will take you back to the main menu where you can run another report or exit out by closing the tab