HOW TO RUN A CDD REPORT
PURCHASE REQUEST LISTING (POREPR)

▶ How would you like the Report sorted   `ID`

List only unworked Purchase Requests? (Y/N)   ☐ (No)

▼ Would you like the short format?   ☑ (Yes)

   └ Select a manner in which to accumulate totals   `NO - No totals ▼`

▼ Selection Criteria

├ 01 Purchase Request Num.

├ 02 Purchase Order Number   `B24@`

├ ▼ 03 PR/PO Information

  ├ 01 Requisition Status   `PR,PO`

  ├ 02 Security Code

  ├ 03 Approval Code

  ├ 04 Next Approval Code

  ├ 05 Person/Entity ID

  ├ 06 Vendor Name

  ├ 07 Address Code

  ├ 08 Confirming Party

  ├ 09 Vendor Account

  ├ 10 Terms

  ├ 11 Currency Code

  ├ 12 Text File Name

  ├ 13 Format Code

  ├ 14 Category

  ├ 15 Bid Number

  ├ 16 Purchase Order Type

  ├ 17 Contract Number

  ├ 18 Blanket Number

19 Blanket Amount	
20 Blanket Remaining	
21 Ship to ID	
22 Ship To Name	
23 Bill To ID	
24 Bill To Name	
25 Date Items are Req. By	
26 Requisition Codes	
27 Entry Date	
28 Expiration Date	
29 Auto EN	
30 Encumbrance Division	
31 Requester	
32 Request Date	
33 Approved By	
34 Request Approval Date	
35 End Use	
36 Printed By	
37 PO Printing Date	07/01/2023-06/06/2024
38 Buyer	
39 Quotation Number	
40 PR/PO Total	
41 Project ID	
42 Remit ID	
43 Remit Name	

▶ 04 Item Information

▶ 05 Associated Value Information

▶ 06 Receiving Information

▶ 07 Event Information

▶ Line Printer   ARCHIVE - Archive ▾

▶ Optional Questions

Submit

You can put one date or a range of dates, just remember to put the – in between the dates.

Click Submit. See next page.

Then go to your Jobs, once it's finished running look under the "Attachments" section Doc. Type Doc.