

HOW TO RUN A CDD REPORT

PURCHASE REQUEST LISTING (POREPR)

CENTRAL SQUARE TECHNOLOGIES Purchase Request Listing (POREPR) Help RW

▶ How would you like the Report sorted

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

▼ Would you like the short format? (Yes)

└ Select a manner in which to accumulate totals

▼ Selection Criteria

- 01 Purchase Request Num.
- 02 Purchase Order Number
- ▼ 03 PR/PO Information
 - 01 Requisition Status
 - 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	<input type="text"/>
20 Blanket Remaining	<input type="text"/>
21 Ship to ID	<input type="text"/>
22 Ship To Name	<input type="text"/>
23 Bill To ID	<input type="text"/>
24 Bill To Name	<input type="text"/>
25 Date Items are Req. By	<input type="text"/>
26 Requisition Codes	<input type="text"/>
27 Entry Date	<input type="text"/>
28 Expiration Date	<input type="text"/>
29 Auto EN	<input type="text"/>
30 Encumbrance Division	<input type="text"/>
31 Requester	<input type="text"/>
32 Request Date	<input type="text"/>
33 Approved By	<input type="text"/>
34 Request Approval Date	<input type="text"/>
35 End Use	<input type="text"/>
36 Printed By	<input type="text"/>
37 PO Printing Date	<input type="text" value="07/01/2023-06/06/2024"/>
38 Buyer	<input type="text"/>
39 Quotation Number	<input type="text"/>
40 PR/PO Total	<input type="text"/>
41 Project ID	<input type="text"/>
42 Remit ID	<input type="text"/>
43 Remit Name	<input type="text"/>

- ▶ 04 Item Information
- ▶ 05 Associated Value Information
- ▶ 06 Receiving Information
- ▶ 07 Event Information

▶ Line Printer

▶ 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.

Jobs

Desc	Job #	Status	Start	Type
Job: POREPR	3666387	Completed	5/17/2024 2:12:26 PM	Job
Job: POREPR	3666385	Completed	5/17/2024 2:11:45 PM	Job
Job: POREPR	3666376	Completed	5/17/2024 2:09:10 PM	Job
EN_TRANS_LL	3665922	Completed	5/17/2024 9:23:18 AM	CDD Report
A Comparison of Actual Rev and Exp to Budget V.3	3665920	Completed	5/17/2024 9:23:06 AM	CDD Report

1 - 5 of 25 items

Job Details

Job: 3666387	Status: Completed
Desc: Job: POREPR	Start: 5/17/2024 2:12:26 PM
Type: Job	End: 5/17/2024 2:13:44 PM

Attachments

Doc	Type	Desc
3666387	Tail Sheet	
2270178	Doc	Purchase Request Summary (Short Format)

Refreshed at Fri May 17 2024 14:14:29 GMT-0700 (Pacific Daylight Time)