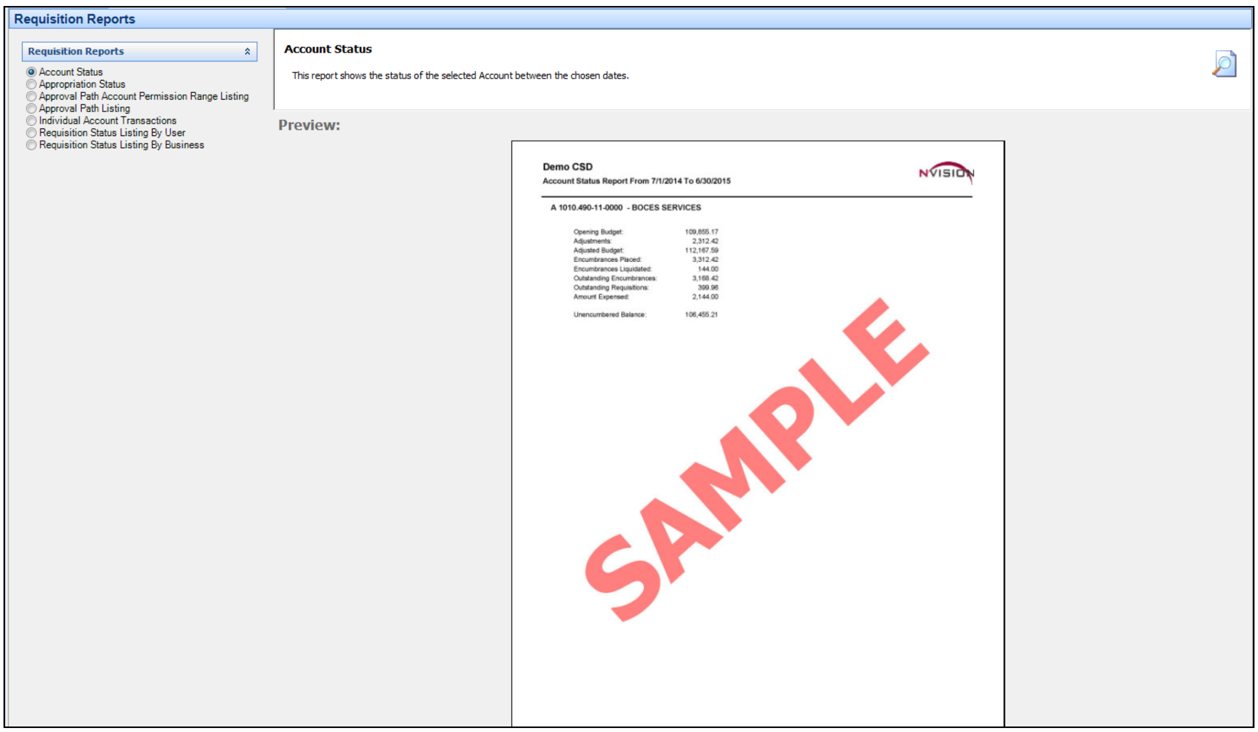
Finance Manager: Requisitioning Reports

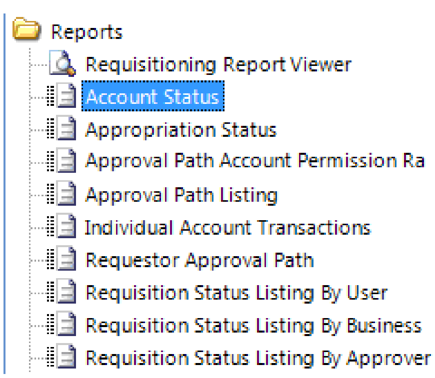
The Requisitioning Reports menu provides the user access to reports specific to the Requisition process. These reports can be generated as a print preview, printed report, or exported to a variety of file types, including Adobe® PDF® and Microsoft® Excel®.

From nVision Requisitioning, select Reports from the left menu tree.

The Requisition Reports Viewer allows the user to click on any report, view a description of that report, and preview a sample of the report contents. Set the radio button to the appropriate report option and click Run at the bottom of the Preview window to bring up the report selection criteria window.



Alternatively, simply select the specific report to run directly from the Reports menu.



Saving Reporting Criteria

Select nVision reports have the capability of allowing the user to save the selection criteria. The Save Criteria is a useful feature in that it creates a template for the user containing specific selections for a report that can be used for future report generation. Options are provided to create a private report accessible to the specific user or to create guest reports that any user may access.

For any of the options below, make the report selections first, then save the criteria.

Creating a Private Report

Click **Add**. Name the specified criteria. The **Shared** box should be **unchecked** so that only the user creating will only have access. Click **Save**. The saved report can now be accessed from the drop down. Click the saved criteria name and the system returns the report options window that has the preselected criteria.

Creating a Guest Report

Click **Add**. Name the specified criteria. **Check** the **Shared** box so that other users will be able to access this report. Check the **Editable** box to allow other users to modify the report name and selection criteria. Click **Save**. The saved report can now be accessed from the drop-down by any user with permission to run the report. Click the saved criteria name and the system returns the report options window that has the preselected criteria.

Modify Criteria

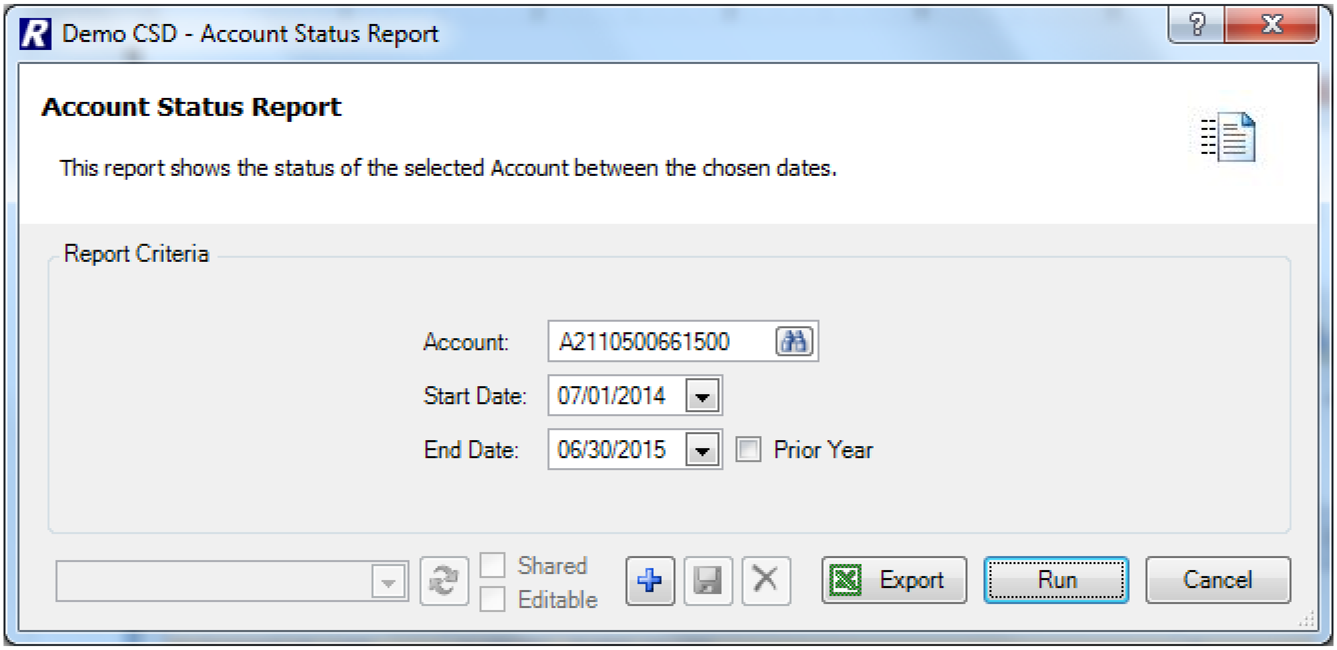
Using the drop-down, select the saved criteria report name. Update the appropriate report criteria. Click **Save**.

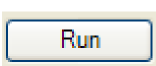
Remove Criteria

Using the drop-down, select the saved criteria report name. Click **Delete**. Confirm that this is the correct report criteria that to be deleted; choose **Yes**.

Account Status

The Account Status Report allows the user to display the different types of transactions associated with a selected account code for a selected date range. The account lookup only displays those accounts that the user has permissions to. This report is a summarized version of one account line from the Appropriation Status Report, showing each category of transaction starting with the opening budget amount, and includes any budget adjustments, encumbrances placed/liquidated, requisitions, and expenses that is used to determine the current available balance.



1. Select the account code from the listing by highlighting the account record.
2. Enter the start and end dates (in MM/DD/YYYY format) to be included in the report. The report will include any transactions made to the account during the specified date range. Check the Prior Year box to run the report for a prior fiscal year. The system automatically changes the date range to the prior fiscal year dates.
3. Click 

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The Account Status Report displays the selected date range and account. The report provides the following information: opening budget amount, adjustments, adjusted budget amount, encumbrances placed, encumbrances liquidated, outstanding encumbrances, outstanding requisitions, amount expensed, and unencumbered balance.

Adjusted Budget – (Outstanding Encumbrances + Outstanding Requisitions + Amount Expensed) = Unencumbered Balance

Demo CSD

Account Status Report From 7/1/2014 To 6/30/2015

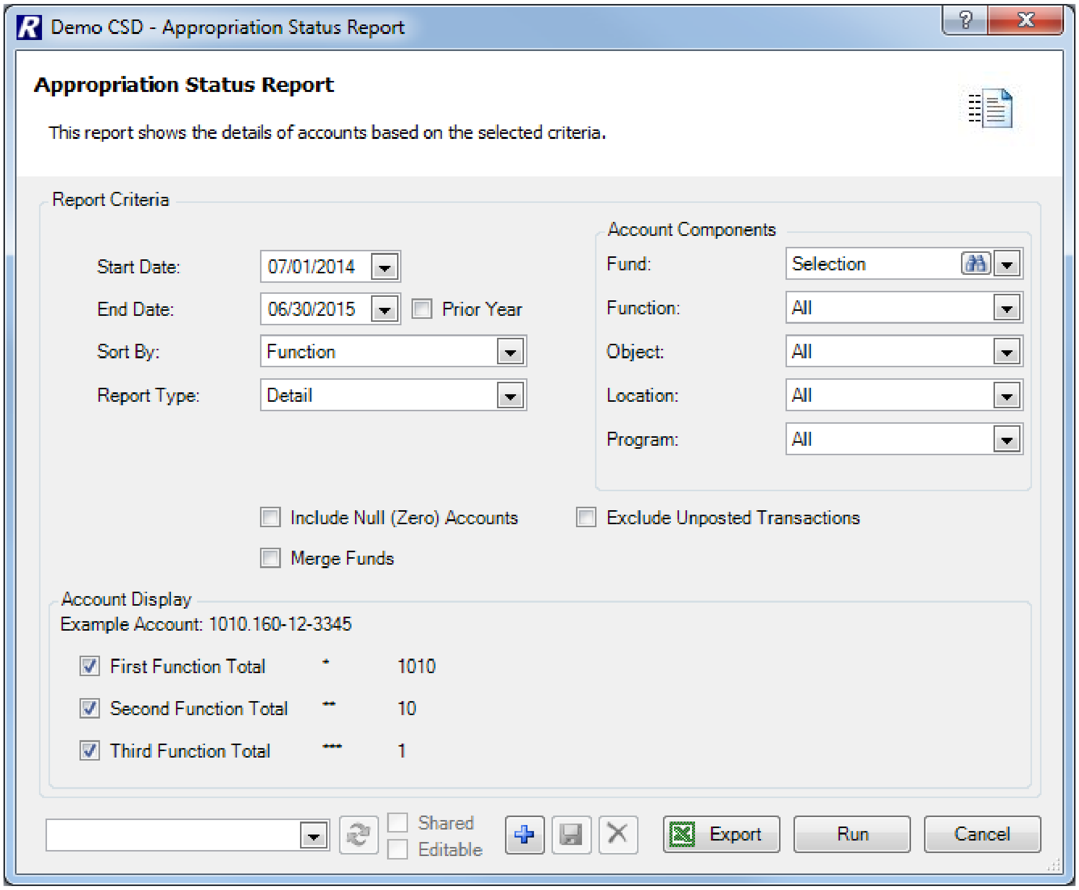
NVISION

A 2110.500-66-1500 - SUPPLIES - FIFTH GRADE

Opening Budget	10,000.00
Adjustments:	0.00
Adjusted Budget	10,000.00
Encumbrances Placed:	122.50
Encumbrances Liquidated:	0.00
Outstanding Encumbrances:	122.50
Outstanding Requisitions:	39.98
Amount Expensed:	0.00
Unencumbered Balance:	9,837.52

Appropriation Status

The Appropriation Status Report provides detail of the individual appropriation accounts with respect to the current adjusted budget, fiscal year-to-date expenses, current encumbrances, and current unencumbered balance. The report only displays those accounts that the user has permissions to see, as defined in the User Administration routine.



1. Indicate the **start** and **end dates** or use the drop-down to choose from the on-line calendar. Check the **Prior Year** box to enter in a date range from a previous fiscal year.

2. Indicate the **Sort By** option. The report may be sorted in one of the following ways:
   Function
   Object
   Function and Object
   Location and Function
   Location and Program
   Program and Object

3. Select the report type as either **Detail**, **Summary**, or **Consolidated**.

   The **Detail** report prints detail for each individual **account code**.

   The **Summary** report prints detail for each **account grouping**.

   The **Consolidated** Report is only available when running the report by Function or Object, or by Month. This type prints detail for a **range of account groupings**.

4. Check the **Include Null (Zero) Accounts** box to include account codes that have no activity.

5. If more than one fund is selected, check the box if report funds are to be **merged** together. Uncheck the **Merge Funds** box if report funds are to be listed separately.

6. Check the box if the report should **Exclude Unposted Transactions.**

7. Use the **First, Second,** and **Third Totals** options to specifically define the formatting of any report breaks that should be included. Specify whether to include all, some, or none of the totals (as shown in the examples on the criteria selection window) by checking the appropriate boxes. Based on the **Sort** option selected, the user can select the types of formatting breaks needed for each function, object, location, and program code.

   Check the **First Function Total** box to display totals for all accounts having the same function code.

   Check the **Second Function Total** box to display totals for the accounts having the same first 2 characters of the function code.

   Check the **Third Function Total** box to display totals for the accounts having the same first character of the function code.

8. Choose the **Funds** to include in the report. The default value is the **A Fund**. Use the drop-down to select All or Selected funds. Use the binoculars to search for selected funds.

   Once in the lookup, hold down the Ctrl key and select a nonconsecutive range of fund codes or the Shift key and select a consecutive range of fund codes. Check the **Select All** box to choose all Funds. Click OK to return to the criteria selection window.

9. Choose the **Function** portion of the account code to be included in the report. The default value is ALL; however specific functions can be chosen by clicking on the drop-down arrow and choosing **Selection**. The lookup is now displayed, allowing selection of one or more specific functions.

10. Choose the **Object** portion of the account code to be included in the report. The default value is ALL; however specific objects can be chosen by clicking on the drop-down arrow and choosing **Selection**. The lookup is now displayed, allowing selection of one or more specific objects.

11. Choose the **Location** portion of the account code to be included in the report. The default value is ALL; however specific locations can be chosen by clicking on the drop-down arrow and choosing **Selection**. The lookup is now displayed, allowing selection of one or more specific locations.

12. Choose the **Program** portion of the account code to be included in the report. The default value is ALL; however specific programs can be selected by clicking on the drop-down arrow and choosing **Selection**. The lookup is now displayed, allowing selection of one or more specific programs..

13. Save the criteria if necessary. Refer to page 2 of this document for details on saving the selection criteria.

14. Click Run Run.

The Appropriation Status Report includes the following information for each account code within the selected fund: account number, account name, original budget amount, adjustment amount, revised budget amount, expensed amount, encumbered amount, requisitioned amount, and available amount. Subtotals are provided by function if the **Totals** option is selected. The report concludes with grand totals for the fund selected.

Original Budget + Adjustments = Revised Budget
Revised Budget – Expensed - Encumbered - Requisition = Available

The two columns to note on this report are the **REQUISITION** and **AVAILABLE** columns. The REQUISITION column reflects the total dollar amount in outstanding requisitions at the time the report is printed. This amount increases when requisitions are added and decreases when requisitions are either converted into purchase orders or are deleted. The AVAILABLE column is the total balance available to each requisition user that has access to any given account code.

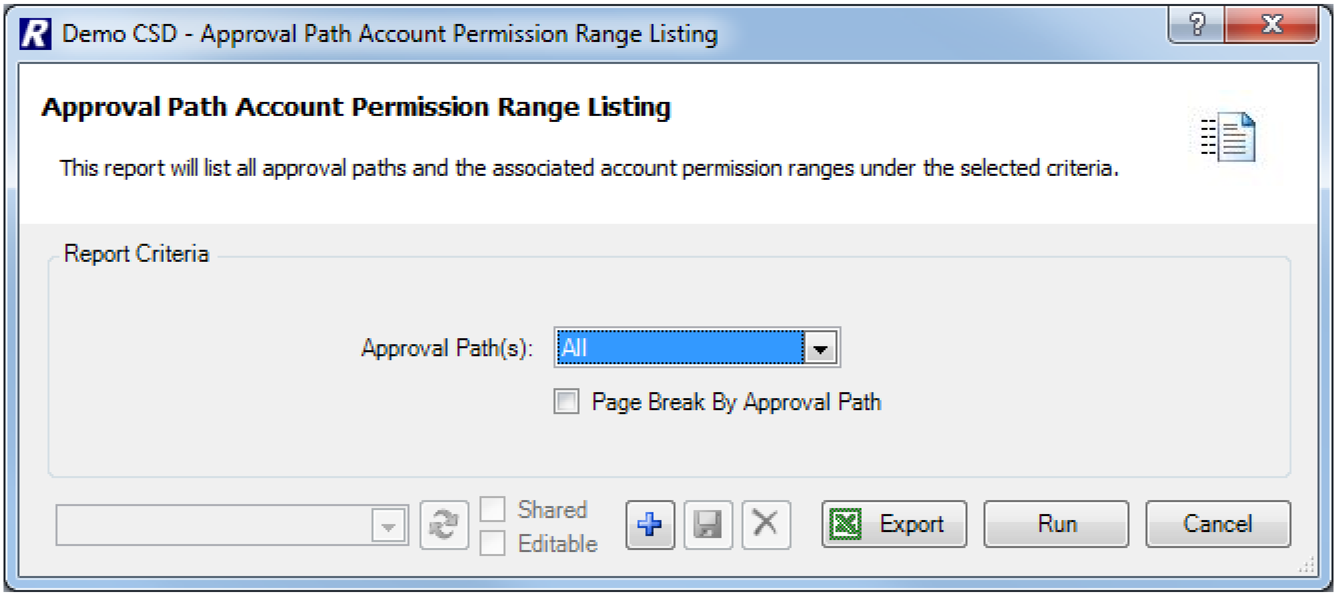
Demo CSD

Appropriation Status Detail Report By Function From 7/1/2014 To 6/30/2015

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Requisition	Available
A 2110.500-66-1500	SUPPLIES - FIFTH GRADE		10,000.00	0.00	10,000.00	0.00	122.50	39.98	9,837.52
A 2110.500-66-1600	SUPPLIES - SIXTH GRADE		18,000.00	0.00	18,000.00	0.00	0.00	45.96	17,954.04
2110	**TEACHING-REGULAR SCHOOL**	*	**28,000.00**	**0.00**	**28,000.00**	**0.00**	**122.50**	**85.94**	**27,791.56**
21		**	**28,000.00**	**0.00**	**28,000.00**	**0.00**	**122.50**	**85.94**	**27,791.56**
A 2250.500-88-4100	SUPPLIES - RESOURCE ROOM		17,000.00	0.00	17,000.00	0.00	0.00	84.98	16,915.02
2250	**PROGRAMS-STUDENTS W/ DISABIL**	*	**17,000.00**	**0.00**	**17,000.00**	**0.00**	**0.00**	**84.98**	**16,915.02**
22		**	**17,000.00**	**0.00**	**17,000.00**	**0.00**	**0.00**	**84.98**	**16,915.02**
2		***	**45,000.00**	**0.00**	**45,000.00**	**0.00**	**122.50**	**170.92**	**44,706.58**
A 5510.500-55-0000	SUPPLIES - GENERAL		15,000.00	0.00	15,000.00	0.00	0.00	29.99	14,970.01
5510	**DISTRICT TRANSPORT-MEDICAID**	*	**15,000.00**	**0.00**	**15,000.00**	**0.00**	**0.00**	**29.99**	**14,970.01**
55		**	**15,000.00**	**0.00**	**15,000.00**	**0.00**	**0.00**	**29.99**	**14,970.01**
5		***	**15,000.00**	**0.00**	**15,000.00**	**0.00**	**0.00**	**29.99**	**14,970.01**
	Fund ATotals:		**60,000.00**	**0.00**	**60,000.00**	**0.00**	**122.50**	**200.91**	**59,676.59**
	Grand Totals:		**60,000.00**	**0.00**	**60,000.00**	**0.00**	**122.50**	**200.91**	**59,676.59**

Approval Path Account Permission Range Listing

This report provides the ability to print the account code component range permissions and privileges for all requestors and approvers associated with the selected approval path(s).



1. Leave **ALL** to report on all **approval paths** <u>or</u> use the drop-down to choose **Selection** and click the lookup to choose a specific approval path(s).

2. Leave the **Page Break by Approval Path** box unchecked if the report output should be printed consecutively without any page breaks. Check the box to page break at the start of each approval path.

3. Click Run.

The Approval Path Account Permission Range Listing prints the general range of account elements (fund, function, object, location, or program) that requestors/approvers linked to the selected approval path(s) will have authorization to use. A blank starting and ending range indicates an all inclusive range for the account component.

A sample report follows:

Demo CSD

Approval Path Account Permission Range Listing

Middle School Approval - Middle School Approval

Appropriation

	Range Start	Range End
Fund	A	Z
Function		
Object		
Location	11	11
Program		

Middle School Approval > $5,000 - Middle School Approval Greater Than $5,000

Appropriation

	Range Start	Range End
Fund	A	Z
Function		
Object		
Location	11	11
Program		

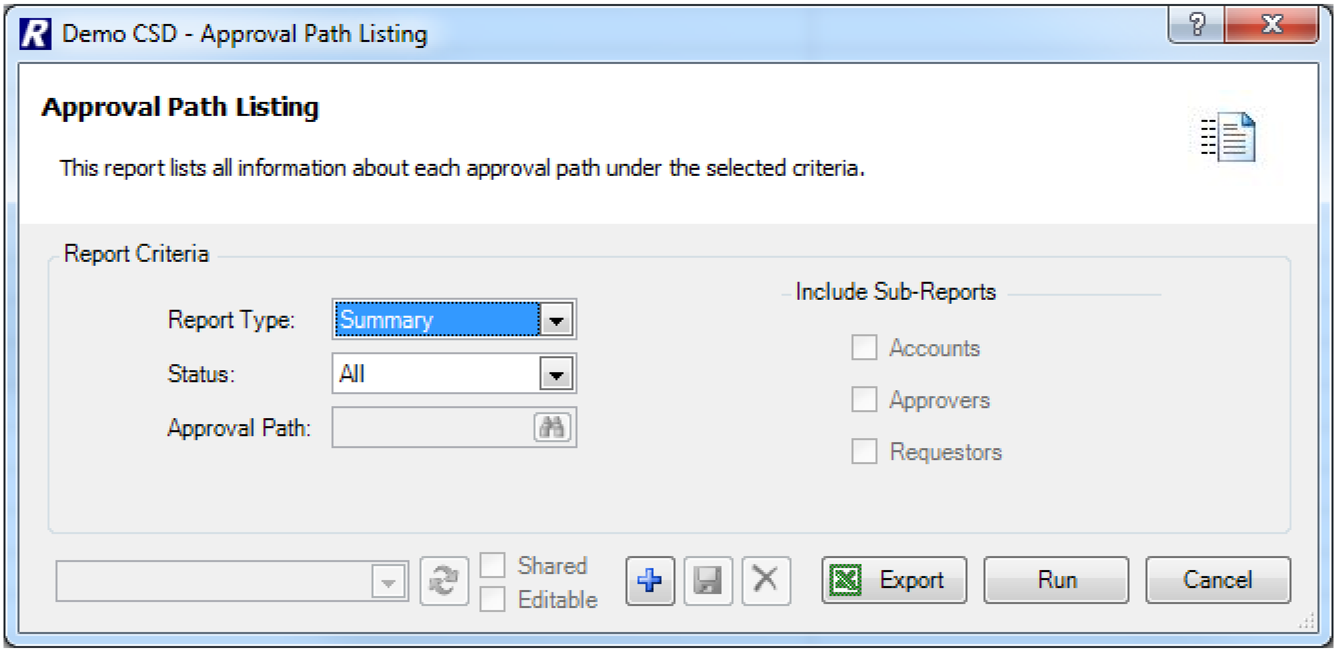
Middle School Approval Under 1K - Middle School Approval Less Than $1,000

Appropriation

	Range Start	Range End
Fund	A	Z
Function		
Object		
Location		
Program		

Approval Path Listing

This report provides the ability to print a detail or summary approval path report. The **summary** report simply provides the applicable threshold start and end dollar ranges for each approval path. In addition to printing the threshold starting and ending ranges, the **detail** report can include the approvers/approval levels, requestors, and account code permissions associated with the selected approval path.



1. Choose the **Report Type** – Summary or Detail.

2. If the report type is **Detail**, click the lookup to choose ONE specific approval path.

3. Use the **Include Sub Reports** check boxes to indicate the details to be included for the selected approval path. One, multiple, or all boxes can be checked.

   Check the **Accounts** box to list the account codes linked to the selected approval path.

   Check the **Approvers** box to list the approvers and approval levels linked to the selected approval path.

   Check the **Requestors** box to list the requestors linked to the selected approval path, along with the active/inactive status of each requestor.

4. Click Run.

Sample Summary and Detail reports are shown on the following pages.

Approval Path Listing – Sample Summary Report

Demo CSD

Approval Path Listing

Name	Description	Threshold Start	Threshold End
Business Office	Business Office		
HS Approval - IT	HS Approval - IT		
HS Approval - Non IT	Standard HS Approval - Non IT	0.00	2,999.99
HS Approval Over 3K - Non IT	HS Approval Over $3,000.00 - Not IT	3,000.00	999,999,999.99
Middle School Approval	Middle School Approval	0.00	5,000.00
Middle School Approval > $5,000	Middle School Approval Greater Than $5,000	5,000.01	999,999,999.99
Middle School Approval Under 1K	Middle School Approval Less Than $1,000		

Approval Path Listing – Sample Detail Report

Demo CSD

Approval Path Listing

Middle School Approval > $5,000

Description	Threshold Start	Threshold End
Middle School Approval Greater Than $5,000	5,000.01	999,999,999.99

Approval Levels

Approval Level	Approver
1	Principal, Alan
2	Business Official, Jim
3	Purchasing Official, Jane

Requestors

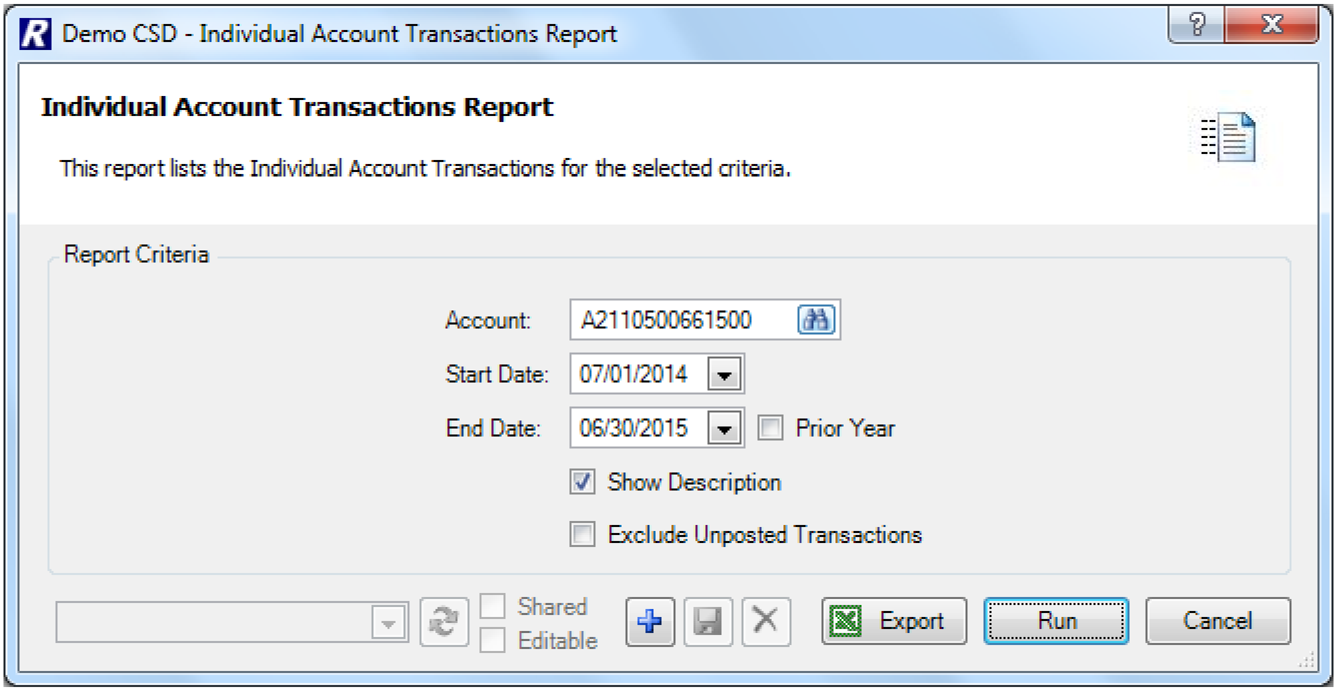
Requestor ID	Name	Active
20	Requser, Ann	☑
21	Requser, Bob	☑
22	Requser, Charlie	☑
6	Requser, John	☑

Approval Account Code Access

Account	Description	Account Type
A 1010.438-11-0000	MEMBERSHIP DUES	Appropriation
A 1010.490-11-0000	BOCES SERVICES	Appropriation
A 1010.500-11-0000	SUPPLIES-BOARD OF ED	Appropriation
A 1040.160-11-0000	NON-INSTR SAL-DISTR CLERK	Appropriation
A 1040.402-11-0000	CONF & TRAVEL	Appropriation
A 1040.475-11-0000	TUITION REIMBURSEMENT	Appropriation
A 1040.479-11-0000	MISC EXPENSES	Appropriation
A 1040.500-11-0000	SUPPLIES-DISTRICT CLERK	Appropriation
A 1060.479-11-0000	MISC EXP-DISTRICT MEETING	Appropriation
A 1240.165-11-0000	NON-INSTR SUPT SEC SUB	Appropriation
A 1240.220-11-0000	COMPUTER HARDWARE	Appropriation
A 1240.402-11-0000	CONF & TRAVEL	Appropriation
A 1240.438-11-0000	MEMBERSHIP DUES	Appropriation
A 1240.475-11-0000	TUITION REIM-ADMIN ASST	Appropriation
A 1240.479-11-0000	MISC EXPENSES	Appropriation
A 1240.500-11-0000	SUPPLIES CSA	Appropriation
A 1430.479-11-0000	MISC EXP-ADVERTISING	Appropriation
A 1480.479-11-0000	MISC EXP-PUBLIC INFOR	Appropriation
A 1480.500-11-0000	SUPPLIES-PUBLIC INFOR	Appropriation
A 1920.400-11-0000	SCHOOL ASSOC DUES	Appropriation
A 8070.160-11-0000	COMM SERVICES - CENSUS	Appropriation

Individual Account Transactions

The Individual Account Transactions Report prints detail of account history transactions for a selected appropriation account code within a specified date range. The account lookup only displays those accounts that the user has permissions to see in nVision Requisitioning. The report can only be generated for one account code at a time. This report reflects a detail line item for each transaction starting with the opening budget amount, and shows all account activity (i.e., encumbrances placed, expenses, and requisitions) that determine the current available balance.



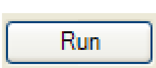
1. Select the **account code** from the listing by highlighting the account record.

2. Enter the **start** and **end dates** (in MM/DD/YYYY format) to be included in the report. The report will include any transactions made to the account during the specified date range. Check the Prior Year box to run the report for a prior fiscal year. The system automatically changes the date range to the prior fiscal year dates.

   NOTE: When running the Individual Account Transaction Report with a starting date that is **AFTER** the current fiscal year start date, the first line of the report includes a beginning balance line which encompasses all transactions from the starting fiscal date to the specified starting report date.

3. Leave the box checked to **show the description** in the Explanation field on the report. When the box is checked, the description or explanation is displayed. When the box is unchecked, the vendor is displayed instead.

4. Check the box if the report should **Exclude Unposted Transactions.**

5. Click .

The Individual Account Requisition Transaction Report includes the following information for each account code: transaction date, purchase order/requisition number, reference number, invoice number, transaction explanation, schedule number, appropriation amount, encumbrance amount, expensed amount, requisitioned amount, and available amount. The report concludes with the total appropriation, total encumbered, total expense, total requisition, and total available amount for the account code.

Appropriation Amount – Encumbrances – Expenses - Outstanding Requisitions = Available Amount

NOTE: The Explanation column will display the vendor associated with the transaction if the Show Description box was unchecked on the report criteria selection window. If a detail description was entered at the time of data entry; check the Show Description box so that the Explanation column on the report reflects that detail.

Demo CSD

Individual Account Transactions Report For A 2110.500-66-1500 From 7/1/2014 To 6/30/2015

Date	PO #/Req #	Ref Number	Invoice #	Explanation	Sch #	Appropriation	Encumbrance	Expense	Requisition	Available
09/12/2014		1		Opening Budgetary Entry	JE-1	10,000.00	0.00	0.00	0.00	10,000.00
09/12/2014	17	17		ABC SCHOOL SUP.	RQ-0	0.00	0.00	0.00	39.98	9,960.02
09/12/2014	1145541	1145541		ADDISON WESLEY PUBCO	EN-1	0.00	122.50	0.00	0.00	9,837.52
				Grand Totals:		**10,000.00**	**122.50**	**0.00**	**39.98**	**9,837.52**

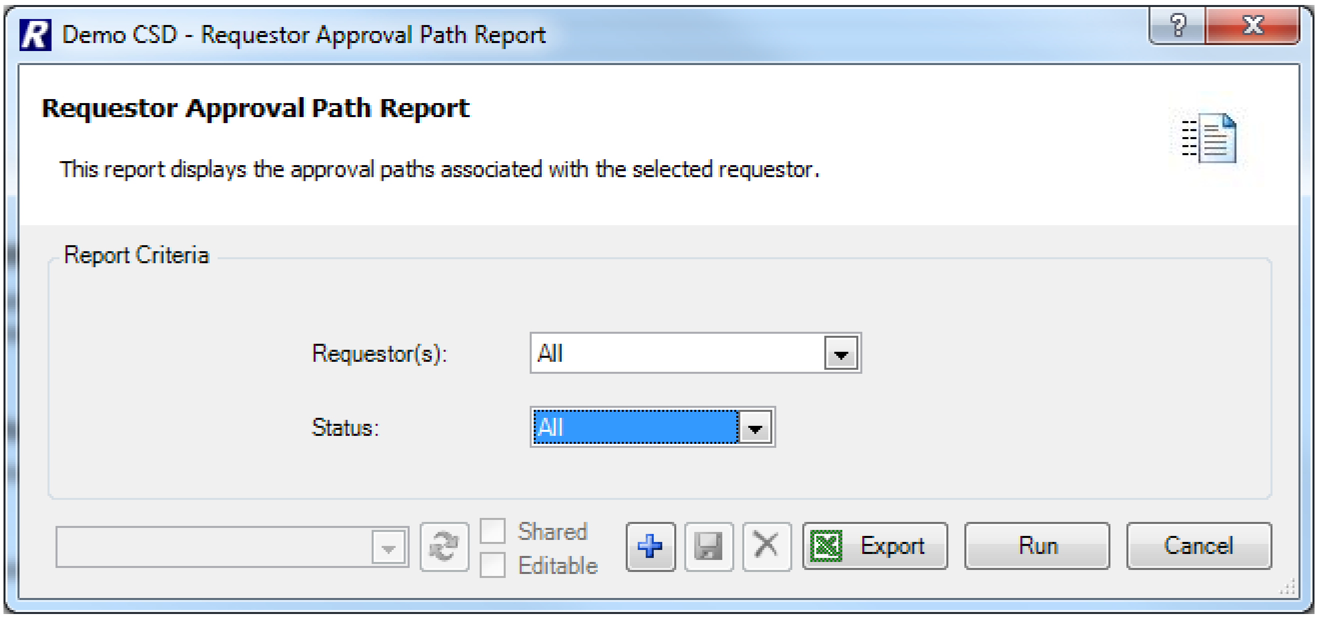
Requestor Approval Path

The Requestor Approval Path option is used to generate a report displaying the approval path(s) associated with all or selected requestors.

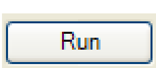
Access to Requestor Approval Path

1. Under the Reports menu tree, click the Requestor Approval Path option.

The Requestor Approval Path Report window displays.



Use this window to restrict the report to specific reporting criteria.

1. Use the **Requestor(s)** field to select one or more requestors to report on. Choose **All** to report on all requestors <u>or</u> use the drop-down to choose **Selection** and click the lookup to choose specific requestors.
2. Choose the requestor **Status** to report on – **All** (Active and Inactive Requestors), **Active** (Only Active Requestors), or **Inactive** (only Inactive Requestors).
3. Click 

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The Requestor Approval Path Report is sorted alphabetically by requestor and provides the following information: requestor name, active/inactive requestor status indicator, default approval path flag, approval path name, approval level number, and approver name for the level. A sample report follows:

Demo CSD

Requestor Approval Path Report

Requestor	Default	Approval Path	Active/Inactive	Active/Inactive	Approval Level	Approver
Approver, John			Active			
	☐	HS Approval - Non IT		Active		
					1	Principal, Paul
	☑	Middle School Approval Under 1K		Active		
					1	Approver, Lori
					2	Approver, Frank A
					2	Business Official, Jim
Requser, Ann			Active			
	☑	Middle School Approval		Active		
					1	Principal, Alan
					2	Purchasing Official, Jane
	☐	Middle School Approval > $5,000		Active		
					1	Approver, Lori
					2	Principal, Alan
					2	Purchasing Official, Jane
					3	Business Official, Jim
Requser, Bob			Active			
	☑	Middle School Approval		Active		
					1	Principal, Alan
					2	Purchasing Official, Jane
	☐	Middle School Approval > $5,000		Active		
					1	Approver, Lori
					2	Principal, Alan
					2	Purchasing Official, Jane
					3	Business Official, Jim
Requser, Charlie			Active			
	☑	Middle School Approval		Active		
					1	Principal, Alan
					2	Purchasing Official, Jane
	☐	Middle School Approval > $5,000		Active		
					1	Approver, Lori
					2	Principal, Alan
					2	Purchasing Official, Jane
					3	Business Official, Jim
Requser, David			Active			
	☑	Business Office		Active		
					1	Approver, Lori
Requser, Diane			Active			
	☐	Middle School Approval		Active		
					1	Principal, Alan
					2	Purchasing Official, Jane
	☑	Middle School Approval Under 1K		Active		
					1	Approver, Lori
					2	Approver, Frank A
					2	Business Official, Jim
Requser, John			Active			
	☑	Middle School Approval		Active		
					1	Principal, Alan
					2	Purchasing Official, Jane
	☐	Middle School Approval > $5,000		Active		
					1	Approver, Lori
					2	Principal, Alan
					2	Purchasing Official, Jane
					3	Business Official, Jim
Secretary, Susan			Active			
	☐	HS Approval - IT		Active		
					1	ITDirector, Beth
					2	Principal, Paul
	☑	HS Approval - Non IT		Active		
					1	Principal, Paul
	☐	HS Approval Over 3K - Non IT		Active		

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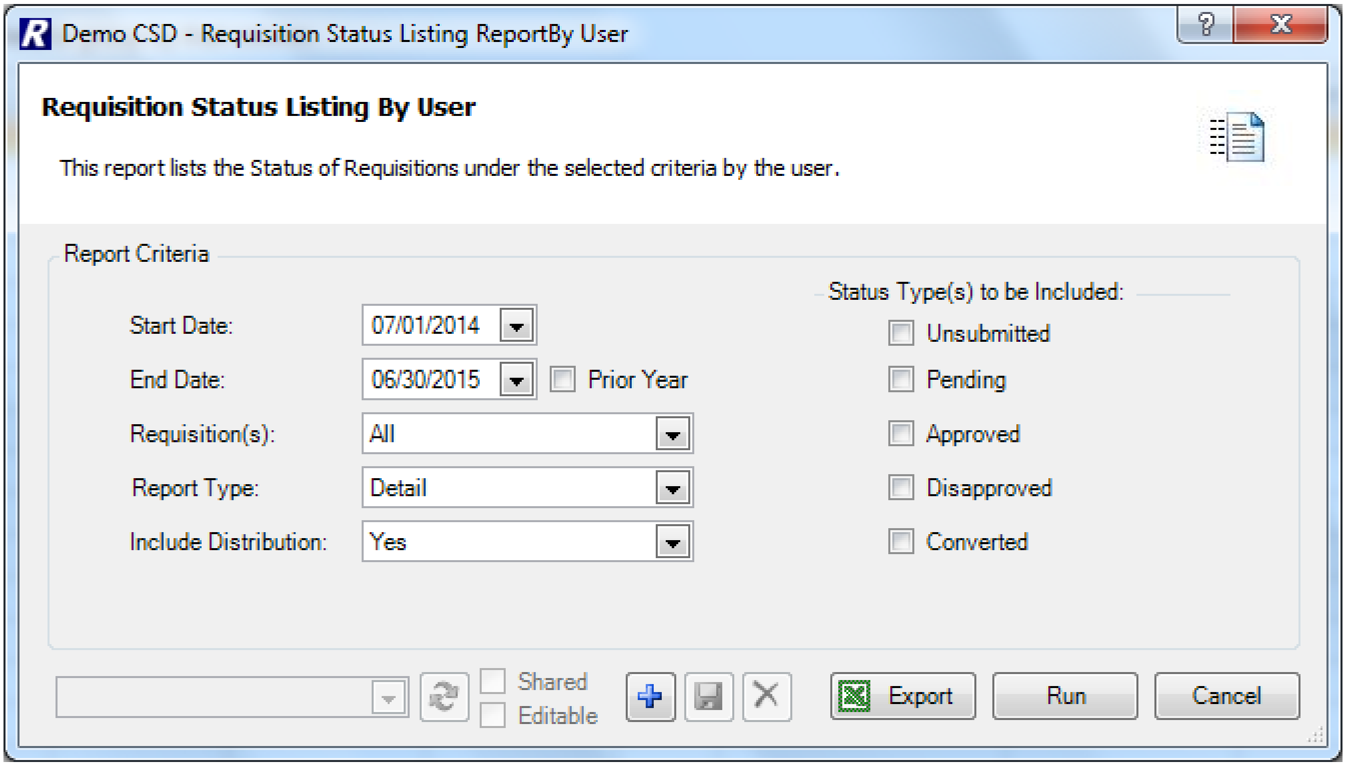
Requisition Status Listing by User

To generate a printout of the status of the requisition(s) that you entered into the system, you may do so through the Requisition Status Listing by User routine. The Requisition Status Listing by User routine allows each user to generate a detail or summary report indicating the status (Unsubmitted, Pending, Approved, Disapproved, and/or Converted) and approval level of the requisitions associated with his/her own requisitions.

Access to Requisition Status Listing by User

2. Under the Reports menu tree, click the Requisition Status Listing by User option.

The Requisition Status Listing Report by User window displays.



Use this window to restrict the report to specific requisition criteria.

1. Enter the **Starting** and **Ending Date** in the range of requisitions to be included in the report. These fields default to the starting and ending dates of the current fiscal year and may be changed as needed. To report on requisitions entered on one specific date, enter the same date in the Starting and Ending Date fields. Check the **Prior Year** box to report on requisitions dated from a prior fiscal year.

2. Leave **ALL** to report on all requisitions within the specified date range and status type(s) or use the drop-down to choose **Selection** and click the lookup to choose specific requisitions.

3. Indicate the **Report Type** to be generated.

   Summary – This report provides the requisition number, date, vendor name, total amount, approver name, total amount, current approval level or purchase order number, status, reason for disapproval (if applicable), and requestor name.

   Detail – This report provides the requisition number, date, vendor name, approver name, total amount, current approval level or purchase order number, status, reason for disapproval (if applicable), and requestor name. In addition, the report provides the account numbers to which the items are to be charged, line item descriptions, quantity ordered, unit price, shipping charges, discount amounts, and extended price.

4. The **Include Distribution** field is only available if the **Report Type** selected is **Detail**. Choose **YES** to display any account information entered. Choose **NO** to exclude account distribution information.

5. Use the **Status Type** check box fields to specify one or more requisition status types on which to report. Check one, multiple, or all status types. Valid types are Unsubmitted (Open), Pending, Approved, Disapproved, or Converted to PO. Example, if the Pending and Approved statuses are checked, the listing will include those requisitions that are currently in a Pending or Approved status within the selected requisition date range.

6. Click Run.

Sample reports are shown on the following pages.

Summary Report

Demo CSD

Requisition Status Listing Report for User: Iapprove from 7/1/2014 to 6/30/2015

Requisition Number	Date	Vendor Name	Approver	Total Amount	Level / PO #	Status	Reason	Requested By
20	10/06/2014	ADAMS BOOK CO INC		67.95		Not Submitted		Approver, Lori

Detail Report (with Distribution)

Demo CSD

Requisition Status Listing Report for User: Iapprove from 7/1/2014 to 6/30/2015

Requisition Number	Date	Vendor Name	Approver	Total Amount	Level / PO #	Status	Reason	Requested By
20	10/06/2014	ADAMS BOOK CO INC		67.95		Not Submitted		Approver, Lori

Requisitioned Items

Account	Description	Quantity	Unit Price	Shipping	Discount	Ext Price
G 2250.450-77-0000	Ledger Book	2.00	24.99	0.00	0.00	49.98
G 2250.450-77-0000	Receipt Book	3.00	5.99	0.00	0.00	17.97
				Total:		**67.95**

Account Distribution

Account	Description	Amount
G 2250.450-77-0000	OFFICE SUPPLIES	67.95
	Total:	**67.95**

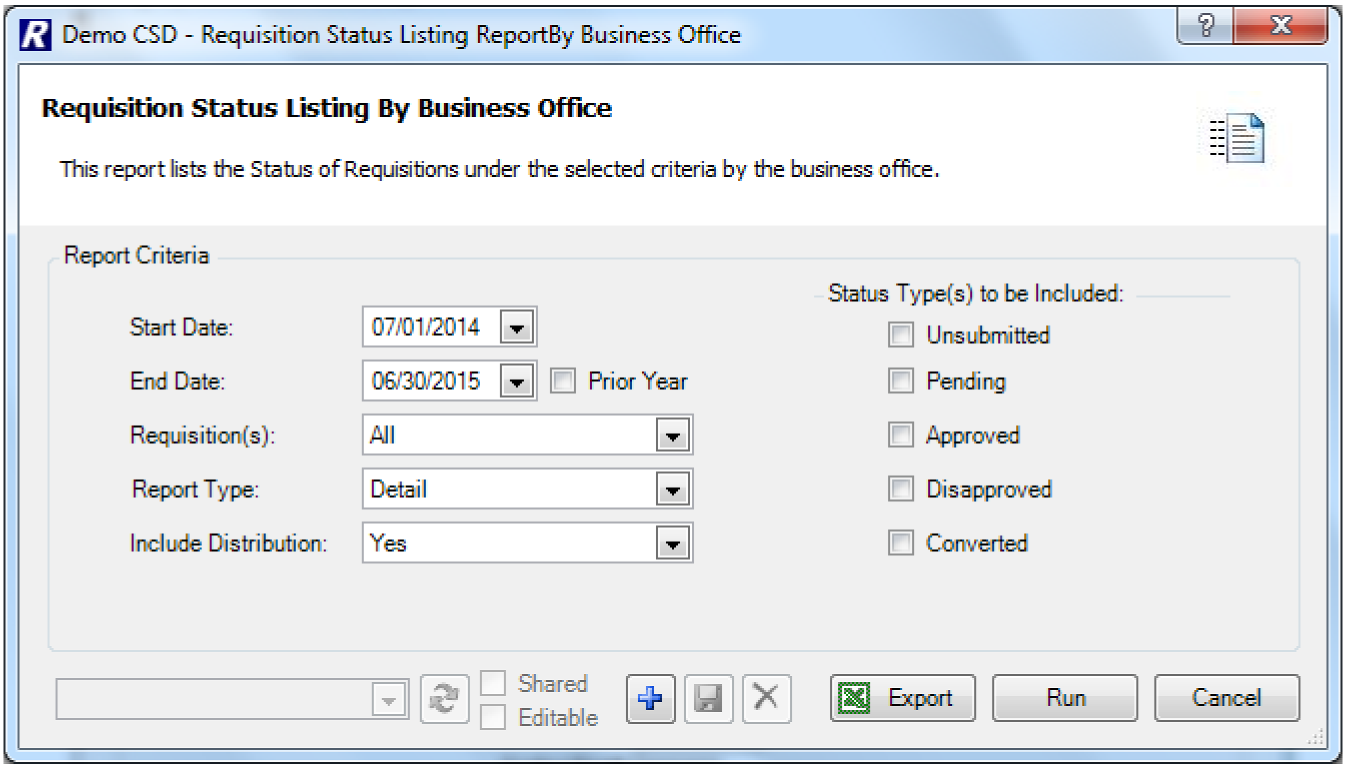
Requisition Status Listing by Business

If the Business Office wants to generate a printout of the status and approval level of the requisition(s) that were entered into nVision by **all** users, they may do so through the Requisition Status Listing by Business routine.

Access to Requisition Status Listing by Business

1. Under the Reports menu tree, click the Requisition Status Listing by Business option.

The Requisition Status Listing by Business Office window displays.



Use this window to restrict the report to specific requisition criteria.

1. Enter the **Starting** and **Ending Date** in the range of requisitions to be included in the report. These fields default to the starting and ending dates of the current fiscal year and may be changed as needed. To report on requisitions entered on one specific date, enter the same date in the Starting and Ending Date fields. Check the **Prior Year** box to report on requisitions dated from a prior fiscal year.

2. Leave **ALL** to report on all requisitions within the specified date range and status type(s) or use the drop-down to choose **Selection** and click the lookup to choose specific requisitions.

3. Indicate the **Report Type** to be generated.

   Summary – This report provides the requisition number, date, vendor name, total amount, approver name, total amount, current approval level or purchase order number, status, reason for disapproval (if applicable), and requestor name.

   Detail – This report provides the requisition number, date, vendor name, approver name, total amount, current approval level or purchase order number, status, reason for disapproval (if applicable), and requestor name. In addition, the report provides the account numbers to which the items are to be charged, line item descriptions, quantity ordered, unit price, shipping charges, discount amounts, and extended price.

4. The **Include Distribution** field is only available if the **Report Type** selected is **Detail**. Choose **YES** to display any account information entered. Choose **NO** to exclude account distribution information.

5. Use the **Status Type** check box fields to specify one or more requisition status types on which to report. Check one, multiple, or all status types. Valid types are Unsubmitted (Open), Pending, Approved, Disapproved, or Converted to PO. Example, if the Pending and Approved statuses are checked, the listing will include those requisitions that are currently in a Pending or Approved status within the selected requisition date range.

6. Click Run.

Sample reports are shown on the following page.

Summary Report

Demo CSD

Requisition Status Listing Report for all Requisitions from 7/1/2014 to 6/30/2015

Requisition Number	Date	Vendor Name	Approver	Total Amount	Level / PO #	Status	Reason	Requested By
17	09/12/2014	ABC SCHOOL SUP.	Approver, Lori	200.91	L1	Pending Approval		Requser, Diane
18	09/15/2014	ACADEMIC BOOK SERVICE INC		628.20		Not Submitted		Requser, Diane
19	10/06/2014	ADVANTAGE SPORT & FITNESS		262.99		Not Submitted		Requser, Diane

Detail Report (with Distribution)

Demo CSD

Requisition Status Listing Report for all Requisitions from 7/1/2014 to 6/30/2015

Requisition Number	Date	Vendor Name	Approver	Total Amount	Level / PO #	Status	Reason	Requested By
18	09/15/2014	ACADEMIC BOOK SERVICE INC		628.20		Not Submitted		Requser, Diane

Requisitioned Items

Account	Description	Quantity	Unit Price	Shipping	Discount	Ext Price
A 2110.500-66-1600	People of the Ancient World by Robert A. Vincent, ISBN 192839287	30.00	12.95	0.00	0.00	388.50
A 5510.500-55-0000	Our Changing Earth by James Nemes, ISBN 1448862906	30.00	7.99	0.00	0.00	239.70
				Total:		**628.20**

Account Distribution

Account	Description	Amount
A 2110.500-66-1600	SUPPLIES - SIXTH GRADE	388.50
A 5510.500-55-0000	SUPPLIES - GENERAL	239.70
	Total:	**628.20**

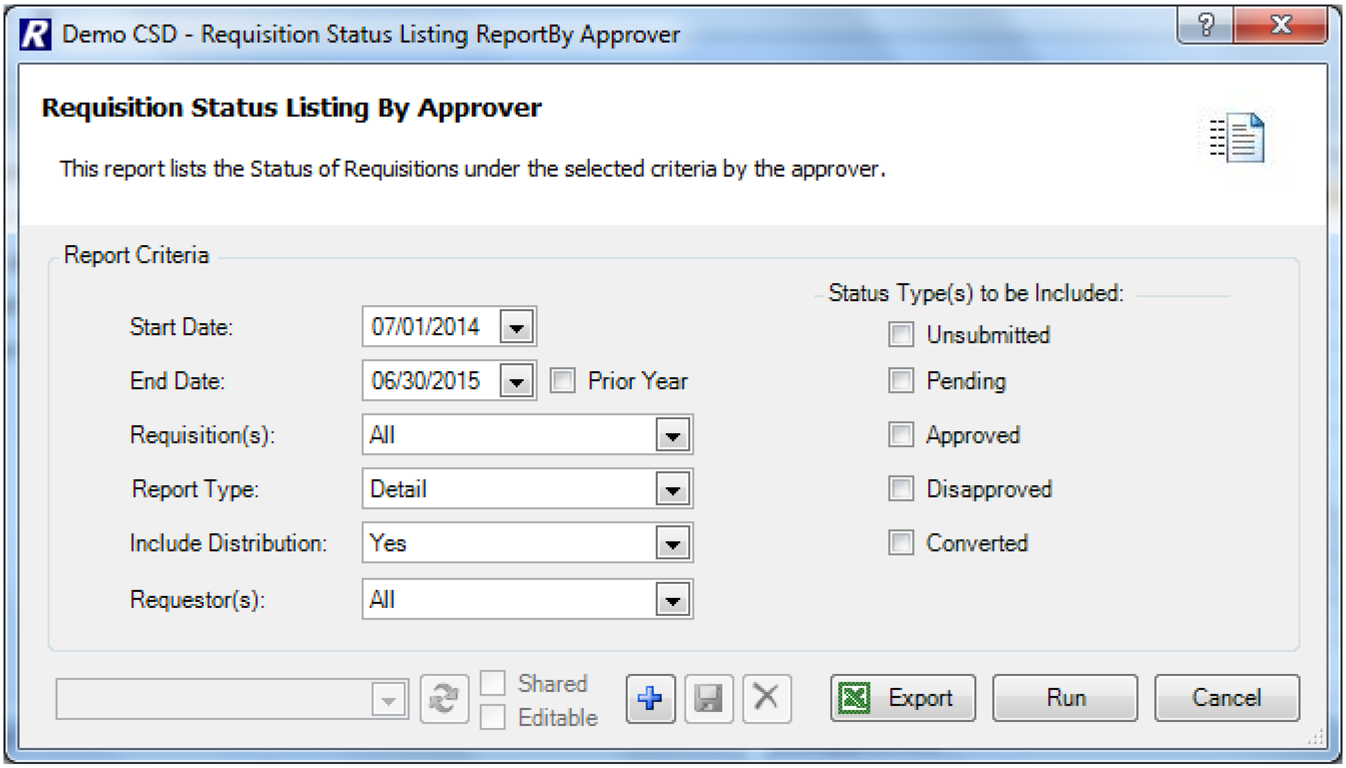
Requisition Status Listing by Approver

If Approvers want to generate a printout of the status and approval level of the requisition(s) that they approve for various requestors, they may do so through the Requisition Status Listing by Approver routine. This gives you the ability to generate a detail or summary report indicating the status (Unsubmitted, Pending, Approved, Disapproved, and/or Converted) and approval level of requisitions that you approve.

Access to Requisition Status Listing by Approver

1. Under the Reports menu tree, click the Requisition Status Listing by Approver option.

The Requisition Status Listing by Approver window displays.



Use this window to restrict the report to specific requisition criteria.

4. Enter the **Starting** and **Ending Date** in the range of requisitions to be included in the report. These fields default to the starting and ending dates of the current fiscal year and may be changed as needed. To report on requisitions entered on one specific date, enter the same date in the Starting and Ending Date fields. Check the **Prior Year** box to report on requisitions dated from a prior fiscal year.

5. Leave **ALL** to report on all requisitions within the specified date range and status type(s) or use the drop-down to choose **Selection** and click the lookup to choose specific requisitions.

6. Indicate the **Report Type** to be generated.

   Summary – This report provides the requisition number, date, vendor name, total amount, approver name, total amount, current approval level or purchase order number, status, reason for disapproval (if applicable), and requestor name.

   Detail – This report provides the requisition number, date, vendor name, approver name, total amount, current approval level or purchase order number, status, reason for disapproval (if applicable), and requestor name. In addition, the report provides the account numbers to which the items are to be charged, line item descriptions, quantity ordered, unit price, shipping charges, discount amounts, and extended price.

7. The **Include Distribution** field is only available if the **Report Type** selected is **Detail**. Choose **YES** to display any account information entered. Choose **NO** to exclude account distribution information.

8. Use the **Requestors** field to select one or more users whose requisitions you want to report on. Choose **All** to report on all requestors or use the drop-down to choose **Selection** and click the lookup to choose specific requestors.

9. Use the **Status Type** check box fields to specify one or more requisition status types on which to report. Check one, multiple, or all status types. Valid types are Unsubmitted (Open), Pending, Approved, Disapproved, or Converted to PO. Example, if the Pending and Approved statuses are checked, the listing will include those requisitions that are currently in a Pending or Approved status within the selected requisition date range.

10. Click Run.

Sample reports follow.

Summary Report

Demo CSD

Requisition Status Listing Report for all Approval Paths associated with lapprove from 7/1/2014 to 6/30/2015

Requisition Number	Date	Vendor Name	Approver	Total Amount	Level / PO #	Status	Reason	Requested By
17	09/12/2014	ABC SCHOOL SUP.	Approver, Lori	200.91	L1	Pending Approval		Requser, Diane
18	09/15/2014	ACADEMIC BOOK SERVICE INC		628.20		Not Submitted		Requser, Diane
19	10/06/2014	ADVANTAGE SPORT & FITNESS		262.99		Not Submitted		Requser, Diane

Detail Report (with Distribution)

Demo CSD

Requisition Status Listing Report for all Approval Paths associated with lapprove from 7/1/2014 to 6/30/2015

Requisition Number	Date	Vendor Name	Approver	Total Amount	Level / PO #	Status	Reason	Requested By
17	09/12/2014	ABC SCHOOL SUP.	Approver, Lori	200.91	L1	Pending Approval		Requser, Diane

Requisitioned Items

Account	Description	Quantity	Unit Price	Shipping	Discount	Ext Price
A 2110.500-66-1500	3-Ring Binder, 1-Inch Wide Spine, Black, 10-Count Box	2.00	19.99	0.00	0.00	39.98
A 2110.500-66-1600	Folders, Box of 50	2.00	22.98	0.00	0.00	45.96
A 2250.500-88-4100	Ball Point Pens, Black, Case of 100	1.00	34.99	0.00	0.00	34.99
A 2250.500-88-4100	Copy Paper, Medium Weight, White, 8 1/2 X 11 Paper Size	1.00	49.99	0.00	0.00	49.99
A 5510.500-55-0000	No 2 Pencils, Case of 100	1.00	29.99	0.00	0.00	29.99
				Total:		**200.91**

Account Distribution

Account	Description	Amount
A 2110.500-66-1500	SUPPLIES - FIFTH GRADE	39.98
A 2110.500-66-1600	SUPPLIES - SIXTH GRADE	45.96
A 2250.500-88-4100	SUPPLIES - RESOURCE ROOM	84.98
A 5510.500-55-0000	SUPPLIES - GENERAL	29.99
	Total:	**200.91**

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