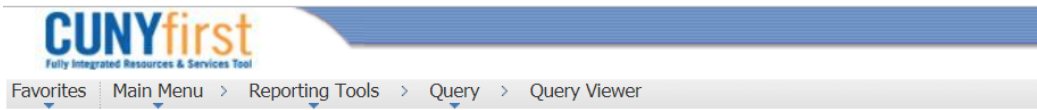# Reviewing a List of CF Requisitions

Use this query to view a list of requisitions for your department.

1. Log in to CUNYfirst and navigate to Financials Supply Chain > Reporting Tools > Query > Query Viewer:
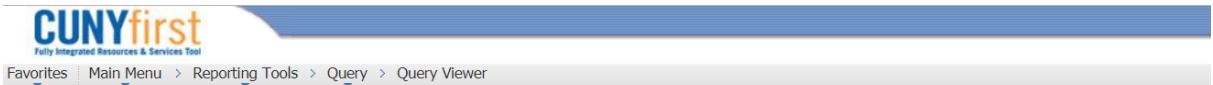

2. Type **CU_FSPO_REQ_INFO_BY_DEPT** in the empty box next to "begins with" and click on the search button.

   The query may be run in various file formats including HTML, Excel or XML file. I suggest running the query in Excel by clicking on the Excel hyperlink. You can save and favorite this query for future use by clicking "Favorite."

3. On the next screen, enter the following information:

- Business Unit: enter BCCPR
- Vendor ID (%): optional field, enter %
- Requestor ID (%): optional field, enter %
- Contract ID (%): optional field, enter %
- Source Status (%): optional field, enter %
- Req Status (%): optional field, enter %
- Budget Checking Hdr Status (%): optional field, enter %
- Dept # (%): enter your five-digit CUNYfirst department code (e.g. 10022)
- Budget Date From: enter the starting date for your search. To search from the beginning of fiscal year 2018, enter 07/01/2017
- Budget Date To: enter the ending date for your search

Click "View Results". You may need to disable popup blockers to view query results.

CU_FSPO_REQ_INFO_BY_DEPT - Req and PO status by Dept.

Business Unit:	BCCPR
Vendor ID (%):	%
Requester ID (%):	%
Contract ID (%):	%
Source Status (%):	%
Req Status (%):	%
Budget Checking Hdr Status (%):	%
Dept # (%):	10022
Budget Date From:	07/01/2017
Budget Date To:	11/30/2017

View Results

Bus Unit	Sourcing Status	Date Submitted	Date Needed	Date Due	Approval Date	Requester	Creator

4. Click on the Excel file when it appears in the lower left-hand side of the screen.

CU_FSPO_REQ_INFO_BY_DEPT - Req and PO status by Dept.

Business Unit:	BCCPR 🔍
Vendor ID (%):	% 🔍
Requester ID (%):	% 🔍
Contract ID (%):	%
Source Status (%):	% 🔍
Req Status (%):	% 🔍
Budget Checking Hdr Status (%):	% 🔍
Dept # (%):	10022
Budget Date From:	07/01/2017 📅
Budget Date To:	11/30/2017 📅

View Results

Bus Unit	Sourcing Status	Date Submitted	Date Needed	Date Due	Approval Date	Requester	Creator

📗 CU_FSPO_REQ_INF....xl... ^
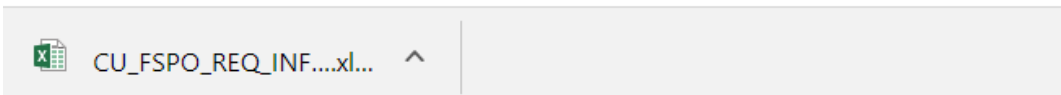
5. The Excel report will list requisitions for your department by the date submitted for the reporting period entered in the query form. You can filter the data, sort the information and save the report in several file formats.

1	2	3	4	5	6	7	8	9	10	11	12
Bus Unit	Sourcing Status	Date Submitted	Date Needed	Date Due	Approval Date	Requester	Creator	Buyer	Vendor ID	Vendor Name	Req Status
BCCPR	Sourcing Complete	7/27/2017	7/27/2017		7/27/2017	Luis Martinez	Luis Martinez		1000005071	SCHOOL OUTFITTERS LLC	Approved
BCCPR	Sourcing Complete	7/27/2017	7/27/2017		7/27/2017	Luis Martinez	Luis Martinez		1000005071	SCHOOL OUTFITTERS LLC	Approved
BCCPR	Sourcing Complete	7/27/2017	7/27/2017		7/27/2017	Luis Martinez	Luis Martinez		1000005071	SCHOOL OUTFITTERS LLC	Approved

13	14	15	16	17	18	19	20	21	22	23
Budget Status	Req ID	Req Line	Amt Only Flag	Contract ID	Line Description	Req Qty	Req Price	Req Line Amount	Dept	Budg Dt
Valid Budget Check	10121	1	N		(SAN-TA4R-462472) Transport Series Double-Doc	1.00	575.30	575.300	10022	7/27/2017
Valid Budget Check	10121	2	N		(SCR-BFSL683) Simplex Divider - Three Panels (5'	1.00	422.38	422.380	10022	7/27/2017
Valid Budget Check	10121	3	N		Shipping & Handling	1.00	480.91	480.910	10022	7/27/2017