Quick Reference Guide

Am I able to pull a Requisition Report for a particular time frame?
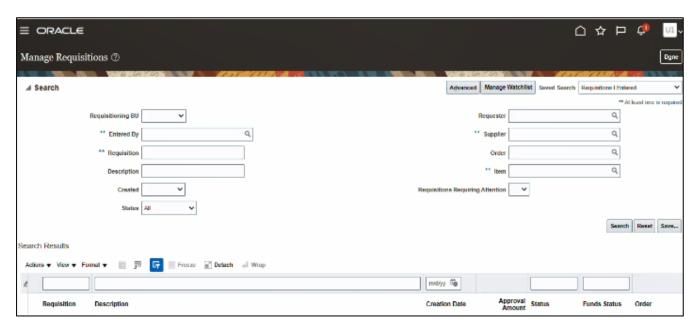
You can access a purchase order report for a specific period of time in the Fusion Purchasing platform. Through the **Manage Requisitions screen** you can search for requisitions and sort them by **Creation Date**, **Approval Amount**, **Status**, or **Funds Status.**

For more information, please **double-click** the *Module 2 – Advanced Requisitions Functions* link of the **Requisition Process in Fusion** course to review the *Managing Requisitions section*.