1. How to get to the eRequest Informational Report.
   b. Click login.
   c. Enter your OSU Internet username (Name.#) and password.
   d. Click Login.
2. Navigate to the eRequest Report

Path: eReports>OSU>Financials>eRequest Reports>ERQ100DW - eRequest Informational Report

3. Double click **ERQ100DW - eRequest Informational Report** to open the eRequest Informational Report parameters page.
4. Select the Business Unit.
   a. Choose UNIV, OSURF, or OSUMC from the drop down list.
   b. Select the desired parameters.

5. Make selections for Option 1. (See Step 6 for free-form entry)
   a. Select the radio button next to VP/College or College_1 Level. The choice populates the valid values in the drop down box.
   b. Select a value from the drop down box.
   c. Select the radio button next to Department Level (Dxxxx) or Organization. The choice populates the valid values in the drop down box.
   d. Select a value from the drop down box.

   More Information
   To select multiple options, hold the control key and click on each item.
   It is recommended that you not choose ALL for the Business Unit and Organization parameters. Instead, choose a specific Business Unit and College/Organization/Dnode to narrow your parameters, which will result in a faster report run.
6. Use Option 2 to enter Organization and Chartfield values.
   a. Type the desired value(s) for Fund, Account, Project, Program, and User Defined in the appropriate text boxes.
   b. Use commas to separate multiple items.

7. Enter Report Specific Parameters

   Report Specific Parameters are optional and are used to narrow the report data.
   a. Enter the Submitted Date Range for your report in MM/DD/YYYY format in the From Date and Through Date text boxes.
   b. Enter the Blanket PO ID(s). Use commas to separate multiple items.
c. Select the **Distribution Method** from the drop down list.

*More Information*

- **Blanket Order Release** is shown as BLANKET in the menu.
- **Purchasing Card** is shown as PCARD in the menu.

d. Select the **Request Status** from the drop down list.

e. Select the **Activity Status** from the drop down list.

f. If you are looking for Purchasing Card transactions, enter the **Last Four Digits of Purchasing Card**.

g. To see specific Purchase/Payment requests, enter the **PR#(s)**. Use commas to separate multiple items.
h. Select an **Internal Vendor** from the drop down list. Scroll the list to see additional vendors.

i. Click ![Select Report](image) to view the **Information Topics** page.
8. Select a report and output option.
   a. You may choose Print or Export as your output options.
      
      *More Information*

      Popular Export options include Excel (default), HTML, PDF, and text.

   b. Click the check box next to the report.

   c. Click [Process Selected Reports] to print or export the selected version(s).

Notes:
1. For **DENIED** transactions, there will be no date/time stamps showing for the **Submitted Date** or **Approval Dates**. This is because the workflow “clock” resets once the request has been denied. When the request is resubmitted, that **Submitted Date** date/time stamp (and subsequent **Approval Dates** date/time stamps) will show up on the report.

2. If there is only 1 level of approval for an organization, the PRs that are approved will show the same date/time stamp for the Level I and Level II Approval Dates. Also, the report will show the same name for the Level I and Level II Approver.

3. When viewing an eRequest Report or Pivot Table, use the following chart to identify how Purchasing/ Payment Options from the eRequest are displayed in the eReport.

<table>
<thead>
<tr>
<th>Purchasing/Payment Options in eRequest</th>
<th>Purchasing/Payment Options on Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Purchasing Request</td>
<td>STANDARD</td>
</tr>
<tr>
<td>Purchasing Card Preferred</td>
<td>PCARD</td>
</tr>
<tr>
<td>Internal Order</td>
<td>INTERNAL</td>
</tr>
<tr>
<td>Blanket Order Release</td>
<td>BLANKET</td>
</tr>
<tr>
<td>Reimbursement to Employee</td>
<td>REIMBURSEMENT</td>
</tr>
<tr>
<td>Payment</td>
<td>PAYMENT</td>
</tr>
<tr>
<td>Refund</td>
<td>REFUND</td>
</tr>
<tr>
<td>Reimbursement to Non-Employee</td>
<td>REIMBURSE_NON_EMPL</td>
</tr>
</tbody>
</table>

4. When viewing the Distribution Method column in an eRequest Report or Pivot Table, **Blanket Order Release** is shown as BLANKET and **Purchasing Card** is shown as PCARD.
9. **View a Preformatted Report.**
   a. Click **Report** to view a preformatted printable report.

10. **View and Format a Pivot Table.**
    a. Click **Pivot** to view your report in pivot table format.
    b. Sort Pivot Table data, if desired, by clicking **Sort** on the pivot table title bar.
    c. Use the drop-down lists to select sorting criteria.
    d. Determine the sort order by clicking **Ascending** to sort in ascending order or **Descending** to sort in descending order.

Note:
For more information see [Using Pivot Tables](https://assist-erp.osu.edu/assistereports84/WebHelp/assistereports.htm) and [Pivot Table Tips](https://assist-erp.osu.edu/assistereports84/WebHelp/assistereports.htm) at [https://assist-erp.osu.edu/assistereports84/WebHelp/assistereports.htm](https://assist-erp.osu.edu/assistereports84/WebHelp/assistereports.htm).