



## **REQ1000 - Requisition Log (Summary)**



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# REQ1000 - Requisition Log (Summary)

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This report provides a list of requisitions with line items that have not been disapproved. The requisitions are summed by the account code per requisition and show the requestor name. They are sorted by the requisition number and account code.

Parameter	Description
<b>Current Year (C), or Next Year (N)</b>	C - Include the current year requisitions. N - Include the next year requisitions. This is a required field.
<b>Select Requisition(s), or blank for ALL</b>	Type the six-digit requisition number, including all leading zeros and separating multiple requisition numbers with a comma (e.g., 000008, 091929). Or, click  to <a href="#">search for requisition numbers</a> . Otherwise, leave blank to use all requisition numbers.
<b>From Date (MMDDYYYY), or blank for ALL</b>	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Date (MMDDYYYY), or blank for ALL</b>	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Use Logged-on User as Originator (O), Requestor (R), Both (B)</b>	O - Use the logged-on user as the originator. R - Use the logged-on user as the requestor. B - Use the logged-on user as both the originator and the requestor. This is a required field.
<b>Select Requestor(s), or blank for ALL</b>	Type the requestor name, or click  to <a href="#">search for requestors</a> . Otherwise, leave blank to use all requestors.

[Generate the report.](#)