



## **REQ1250 - Cumulative Report by User**



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# REQ1250 - Cumulative Report by User

## **Purchasing > Reports > System User Reports > Cumulative Report by User**

This report provides a cumulative listing of all current year or next year requisitions and purchase orders. They are totaled by status (approved, disapproved, not submitted, or pending approval), account, and user.

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>Sort by Requestor/Status (R), Requestor/PO Nbr (P), or Requestor/Shipping Address (S)</b>	R - Sort the report by requestor first, and then by status. P - Sort the report by requestor first, and then by purchase order. S - Sort the report by requestor first, and then by shipping address. This is a required field.
<b>Include Requisition Comments? (Y/N)</b>	Y - Include requisition comments. N - Exclude requisition comments. This is a required field.
<b>Select Organization Code(s), or blank for ALL</b>	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⓘ to <a href="#">search for organization codes</a> . Otherwise, leave blank to use all organization numbers.
<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.](#)