



REQ1250 - Cumulative Report by User

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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
Current Year (C), or Next Year (N)	C - Include the current year requisitions. N - Include the next year requisitions. This is a required field.
Sort by Requestor/Status (R), Requestor/PO Nbr (P), or Requestor/Shipping Address (S)	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.
Include Requisition Comments? (Y/N)	Y - Include requisition comments. N - Exclude requisition comments. This is a required field.
Select Organization Code(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click ⓘ to search for organization codes . Otherwise, leave blank to use all organization numbers.
Select Requestor(s), or blank for ALL	Type the requestor name, or click ⓘ to search for requestors . Otherwise, leave blank to use all requestors.

[Generate the report.](#)