

Print Purchase Order

- 1) Begin by navigating to the Purchase Order Print page: NavBar > Menu > Financials > Purchasing > Purchase Orders > Review PO Information > Print POs.
- 2) The Purchase Orders Print page is displayed. This page is used to search for an existing Run Control ID (Find an Existing Value) or to create a new Run Control (Add a New Value).

The first-time a purchase order report is printed, a Run Control ID must be created. A Run Control ID is a unique name used to identify which inputs on a page are saved and used to run a specific report. It is case sensitive, can be up to 30 characters in length, and can contain underlines and dashes. It cannot contain spaces. Once a run control is created, it can be accessed from the "Find an Existing Value" tab.

Note: A run control is user-specific and cannot be used by anyone other than the individual who created it.

- 3) Click the Add a New Value tab.
- 4) Click in the Run Control ID field and provide a name for the run control.
- 5) Click the Add button.
- 6) From the Print POs page, enter the values needed to run a purchase order report.
 - a. Enter "UTARL" into the Business Unit field.
 - b. Enter the Purchase Order number that you want to print in the PO ID field.
 - c. Click Save.
 - d. Click Run.

Print POs

Run Control ID: PRINT Report Manager Process Monitor **Run**

Language: English Specified Language Recipient's Language

Report Request Parameters

Business Unit: **UTARL** To:

PO ID: **0000021047**

Contract SetID:

Contract ID:

Release:

From Date:

Through Date:

Supplier ID:

Buyer:

Template ID:

Statuses to Include

Approved Dispatched Canceled

Open Pending Completed

Miscellaneous Options

*Hold Status: On Hold AND Not On Hold

*Chartfields: Recycled AND Valid Chartfields

Change Orders: Changed and UnChanged Orders

Print Changes Only

Print PO Item Description

Print Duplicate

Number Of Copies: 1

Sort By: Sort by Line Number

- 7) The Process Scheduler Request page will populate. From the Type drop-down menu, select either Web (report available in the Reports Manager) or Email (emails the pdf PO to your email).

- 8) Leave the Format as PDF.
- 9) Click OK to run.

Process Scheduler Request

User ID 6001132971 Run Control ID PRINT

Server Name Run Date 05/06/2019

Recurrence Run Time 1:16:23PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Web	PDF	Distribution

- 10) Click the Process Monitor link.

Report Manager

Language Recipient's Language

- 11) Notice, the Run Status and the Distribution column. It may be necessary to click the Refresh button, until the Run Status is displaying "Success" and the Distribution Status is "Posted",

Process List **Server List**

View Process Request For

User ID 6001132971 Type Last 15 Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-50 of 58 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5731165		SQR Report	POPO005	6001132971	05/06/2019 1:16:23PM CDT	Queued	N/A	Details
<input type="checkbox"/>	5731155		Application Engine	FS_STREAMLN	6001132971	05/06/2019 12:41:15PM CDT	Success	Posted	Details
<input type="checkbox"/>	5730589		Application Engine	FS_STREAMLN	6001132971	05/03/2019 4:23:05PM CDT	Warning	Posted	Details
<input type="checkbox"/>	5730587		Application Engine	FS_STREAMLN	6001132971	05/03/2019 4:21:24PM CDT	Success	Posted	Details

- 12) Click the "Go back to Purchase Orders Print" link.

- 13) If "Email" was chosen to have the Printed PO emailed, an email should be received with the PDF of the PO attached.

- 14) If "Web" was chosen, click the Report Manager link.

- 15) Click the Administration tab to view the report.

List Explorer Archives

View Reports For

User ID 6001132971 Type Last 1

Status Folder Instance to

Report List Personalize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	6480470	5731165	PO Dispatch/Print	05/06/2019 1:22:42PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	6480460	5731155	On-Demand Process	05/06/2019 12:41:15PM	Acrobat (*.pdf)	Posted	Details

- 16) Click the PO Dispatch/Print link to display the PO.
- 17) To go back to the Print PO screen, click the Close button to close the new window, then Click the “Go back to Purchase Orders Print” link.