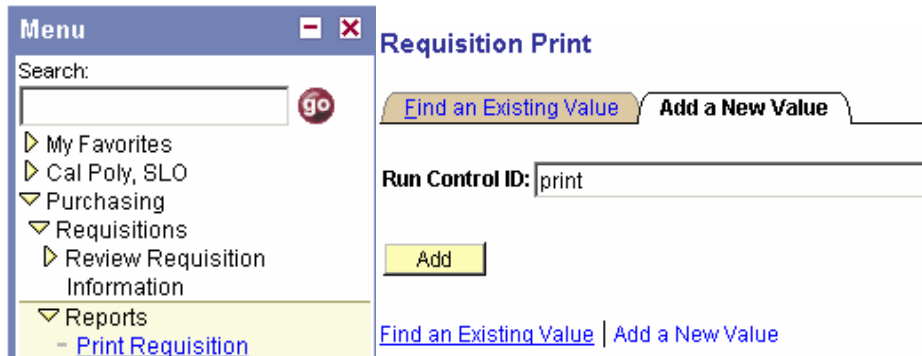


Printing a Requisition

This report allows the requester to have a hard copy of the requisition for reference only.

Navigation: Purchasing, Requisitions, Reports, Print Requisition



(Note: In order for the Requisition comments to appear on this report, **Send to Vendor** must be checked on the [Header Comments...](#) page of the requisition.)

The first time you run this report, select “Add a New Value” and type in a Run Control Id (one word). If you have already added a Run Control Id, select “Find an Existing Value” and search. The Run Control Id is a name given to the parameters of the report. Since the parameters will always be SLCMP and a requisition number, the same Run Control Id should be used each time you run the report. The Run Control ID shown above is “print”

Once the Run Control Id exists you can locate it by searching under “Find an Existing Value.” If you try to add it again, the following message appears and you need to select the Run Control ID listed below.

Requisition Print

[Find an Existing Value](#)

Add

The value you tried to add already exists.
Select it below if you'd like to update it,
or specify a new value in the fields above.

Requisition Print

Run Control ID: print [Report Manager](#) [Process Monitor](#) Run

Language: English Specified Recipient's

Report Request Parameters

Business Unit: SLCMP

Requisition ID: 2003100996

From Date:

Through Date:

Requester:

Statutes to Include

Approved Select All

Canceled

Completed

Open

Pending

NOT On Hold

➤ Enter Business Unit of SLCMP and type in the requisition Id. **Leave the Requester field blank.** Click Select All and Run

➤ The Process Scheduler Request Page displays. Nothing needs to be entered. Click OK

Process Scheduler Request

User ID: ABOYER Run Control ID: print

Server Name: Run Date: 02/10/2004

Recurrence: Run Time: 4:01:15PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web	PDF

OK Cancel

➤ The report is now running and you are returned to the Report Request Page

➤ Now select [Process Monitor](#)

Requisition Print

Run Control ID: print [Report Manager](#) [Process Monitor](#) Run

Language: English Specified Recipient's

Report Request Parameters

Business Unit: SLCMP

Requisition ID: 2003100996

From Date:

Through Date:

Requester:

Statutes to Include

Approved Select All

Canceled

Completed

Open

Pending

NOT On Hold

- If the Run Status is not Success, click **Refresh**
- As the report runs the status will change from Queued, Initiated, and Posting to Success.

[Process List](#) | [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

[Customize](#) | [Find](#) | [View All](#) | 1 of 1

<u>Instance</u>	<u>Seq.</u>	<u>Process Type</u>	<u>Process Name</u>	<u>User</u>	<u>Run Date/Time</u>	<u>Run Status</u>	<u>Details</u>
12016		SQR Report	PORQ010	CLKIDD	03/17/2004 12:06:21PM PST	Queued	Details

- Click [Details](#) when it has reached Success.

Process Detail

Process

Instance: 12016 **Type:** SQR Report
Name: PORQ010 **Description:** Requisition Print SQR

Run [Update Process](#)

Run Control ID: PO **Hold Request**
Location: Server **Queue Request**
Server: PSUNX **Cancel Request**
Recurrence: **Delete Request**
 Restart Request

Date/Time [Actions](#)

Request Created On: 03/17/2004 12:06:27PM PST [Parameters](#) Transfer
Run Anytime After: 03/17/2004 12:06:21PM PST [Message Log](#)
Began Process At: 03/17/2004 12:06:35PM PST Batch Timings
Ended Process At: 03/17/2004 12:06:50PM PST [View Log/Trace](#)


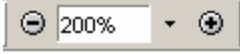

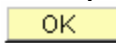
- Click [View Log/Trace](#)

View Log/Trace

Report ID: 7840 **Process Instance:** 12016
Name: PORQ010 **Process Type:** SQR Report
Run Status: Success

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,426	03/17/2004 12:06:36.000000PM PST
porq010_12016.PDF	7,649	03/17/2004 12:06:36.000000PM PST
Trace File	63	03/17/2004 12:06:36.000000PM PST

- Click the PDF link to view the report.
- The report title is porq010. The instance will always follow in the file name.
- The report opens in a new window.
- Click  to print the report.
- For viewing purposes, increase the text size by clicking on the tool bar .
- Close the Report Window (File, Close) and click  on the **View Log/Trace** Page.
- Click  on the Process Detail Page
- Click [Go back to Requisition Print](#) on the Process Request Page.

To run the report for another Requisition, enter the Req ID number and start the steps again.