

## 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

**Requisition Print**  
Enter any information you have and click Search. Leave fields blank

**Find an Existing Value** | Add a New Value

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- ▼ Purchasing
  - ▼ Requisitions
    - ▷ Reconcile Requisitions
    - ▷ Review Requisition Information
  - ▼ Reports
    - Print Requisition

or

**Requisition Print**

Find an Existing Value | **Add a New Value**

Run Control ID:

Add

Find an Existing Value | Add a New Value

1. Select “Find an Existing Value” and search for your existing Run Control ID. If you have never run this report before, select “Add a New Value” and type in a Run Control ID (one word (example: PrintReq)).

Note: Once the Run Control ID exists you can locate it by searching under “Find an Existing Value”. **DO NOT** create multiple Run Control for printing a requisition.

2. Enter Business Unit of SLCMP and type in the REQ ID. **Leave the Requester field blank.**
3. Click and

**Requisition Print**

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

Language:   Specified  Recipient's

**Report Request Parameters**

Business Unit:

Requisition ID:

From Date:

Through Date:

Requester:

**Statuses to Include**

Approved  Canceled  Completed  Open  Pending

On Hold AND Not On Hold

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

**Process Scheduler Request**

User ID: SLACARO Run Control ID: SLACARO

Server Name:   Run Date:

Recurrence:   Run Time:

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web <input type="button" value="Dropdown"/>	PDF <input type="button" value="Dropdown"/>	<a href="#">Distribution</a>

5. The report is now running and you are returned to the Requisition Print page.

6. Now select [Process Monitor](#)

7. If the Run Status is not Success, click [Refresh](#)
8. As the report runs the status will change from Queued, Initiated, and Posting to Success.
9. Click [Details](#) when it has reached Success.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	277173		SQR Report	PORQ010	SLACARO	07/15/2008 1:45:00PM PDT	Success	Posted	<a href="#">Details</a>

10. Click [View Log/Trace](#)

### Process Detail

Process	
<b>Instance:</b> 277173	<b>Type:</b> SQR Report
<b>Name:</b> PORQ010	<b>Description:</b> Requisition Print SQR
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted

Run	Update Process
<b>Run Control ID:</b> SLACARO	<input type="radio"/> Hold Request
<b>Location:</b> Server	<input type="radio"/> Queue Request
<b>Server:</b> PSUNX	<input type="radio"/> Cancel Request
<b>Recurrence:</b>	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
<b>Request Created On:</b> 07/15/2008 1:52:34PM PDT	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 07/15/2008 1:45:00PM PDT	<a href="#">Message Log</a>
<b>Began Process At:</b> 07/15/2008 1:53:08PM PDT	Batch Timings
<b>Ended Process At:</b> 07/15/2008 1:53:17PM PDT	<a href="#">View Log/Trace</a>


### View Log/Trace

Report	
<b>Report ID:</b> 187001	<b>Process Instance:</b> 293436
<b>Name:</b> PORQ010	<b>Process Type:</b> SQR Report
<b>Run Status:</b> Success	
Requisition Print SQR	

Distribution Details	
<b>Distribution Node:</b> FSLOTST	<b>Expiration Date:</b> 08/07/2008

File List		
Name	File Size (bytes)	Datetime
<a href="#">SQR_PORQ010_293436.log</a>	1,583	08/05/2008
<a href="#">porq010_293436.PDF</a>	3,386	08/05/2008
<a href="#">porq010_293436.out</a>	63	08/05/2008

Distribute To	
Distribution ID Type	*Distribution ID
User	BTESCH

- Click the .PDF link to view the report.
- The report title is porq010. The instance will always follow in the file name.
- The requisition opens in a new window.
- Click  to print the report.

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