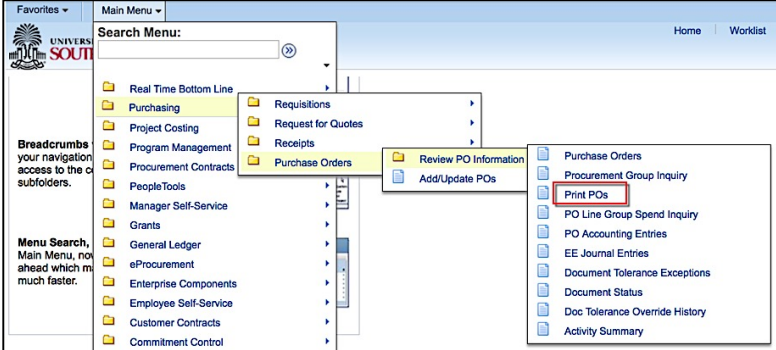

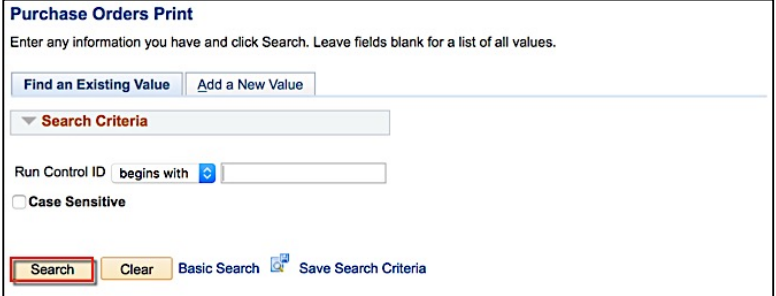





Processing Steps	Screen Shots
<p>Step 1: Navigate to the Print POs page in PeopleSoft:</p> <p>Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs</p>	
<p>Step 2: A Run Control ID must exist in order to run a report or process.</p> <p>Click Search to see your available run control IDs.</p> <p> If no Run Control IDs are available or if this is your first time running this process, go to step 2b.</p>	
<p>Step 2a: To create a new Run Control ID, click Add a New Value.</p> <p>A Run Control ID should only be created once! Your request parameters and settings will be saved and you may retrieve the existing Run Control ID.</p>	



Step 3:

Enter a Run Control ID name.



You may give it any name you would like, though we recommend naming it the report (i.e. Print_PO).

Do not use spaces; use an underscore (_) instead.

Click **Add**.

Purchase Orders Print

Find an Existing Value Add a New Value

Run Control ID

Step 4:

Fill out the following required fields:

- **Business Unit** = USC01
- **To** = USC01
- **PO ID** = Purchase Order Number

If you do not know the Purchase Order number, you can go to the Manage Requisitions page if you know the Requisition ID, or the Document Status page, to retrieve it.

Print POs

Run Control ID Print_PO Report Manager Process Monitor Run

Language English Specified Language Recipient's Language

Report Request Parameters

Business Unit USC01 To USC01

PO ID 2000029346 Select Purchase Order

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 Un-Changed Orders

Print Changes Only

Print PO Item Description

Print Duplicate

Number Of Copies 1

Sort By Sort by Line Number

Save Notify Add Update/Display



Step 5:
Click Run.

Step 6:
A box should appear. **PO Dispatch/Print** should be selected.

Verify the following settings:

- **Type** = Web
- **Format** = PDF

Click **OK**.

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

Step 7:
A Process Instance number will appear indicating that your report is being generated.

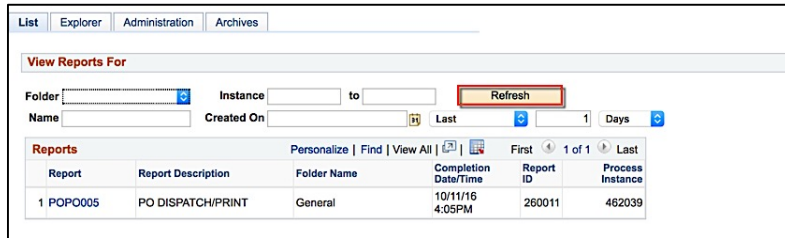
You may view the report by clicking the **Report Manager** link.



Step 8:

Your process request is not completed until the following Report appears with the current date and time.

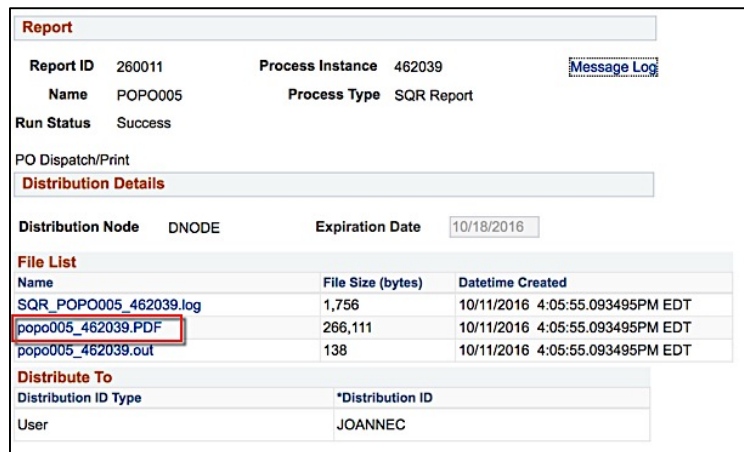
Click **Refresh** to refresh the status of the process. (You may have to do this several times before request appears.)



Step 9:

Under the section titled File List the PDF file appears.

Click the **PDF**.
(popo005_XXXXXXX.PDF)



Step 10:

The Purchase Order opens in a new window.

To print the purchase order, click **Print** from the File menu.

To save the purchase order on your hard drive, click Save As from the File menu.

