

Print PO

The purpose of this job aid is to explain how to print a PO.

1. To Print a PO, use the Navigation path: **NavBar > Menu > Financials > Purchasing > Purchase Orders > Review PO Information > Print POs**.
2. The Purchase Orders Print page is displayed. This page searches for an existing Run Control ID (Find an Existing Value) or creates 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, 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.

Purchase Orders Print

Add a New Value Find an Existing Value

*Run Control ID UTARL

Add

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.

Purchase Orders Print

Find an Existing Value Add a New Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Run Control ID begins with

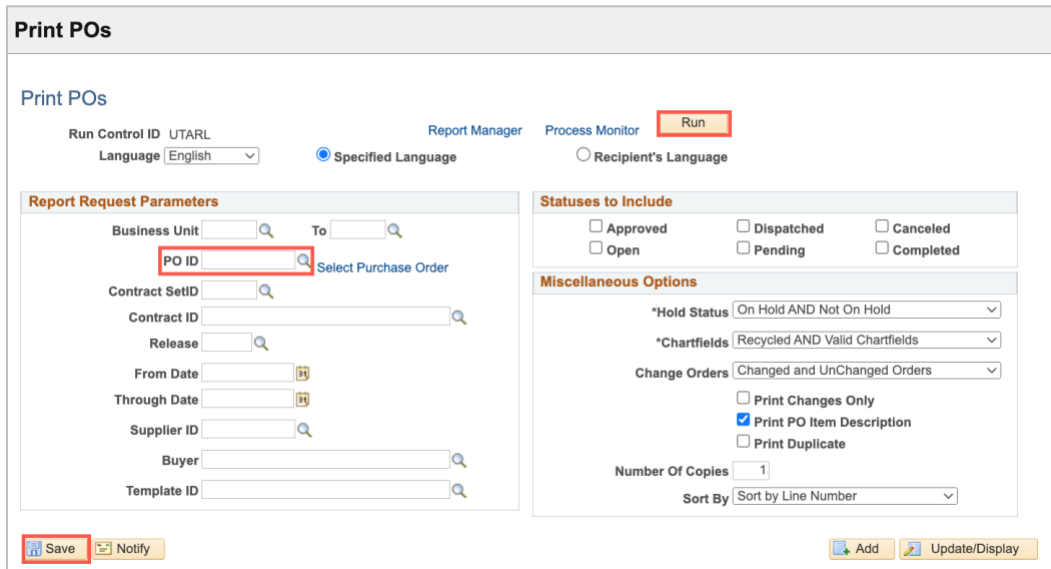
Show fewer options

Case Sensitive

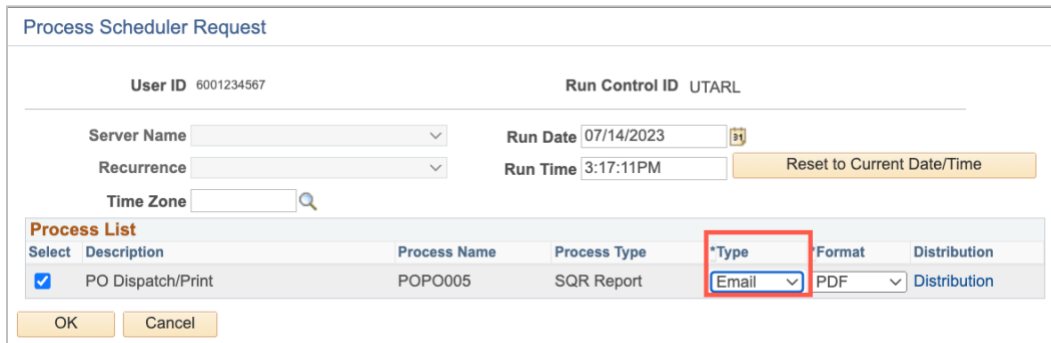
Search Clear

4. Click in the **Run Control ID field** and provide a name for the run control.
5. Click the **Add a New Value** 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**.

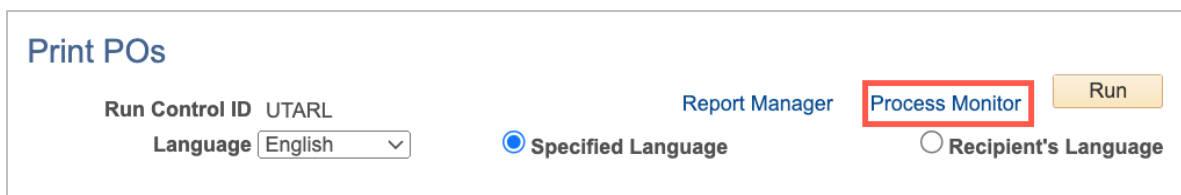


- 7. The Process Scheduler Request page will populate. From the **Type** drop-down menu, select:
 - a. **Web**, which will make the report available in the Reports Manager
 - b. **Email**, this will email the pdf PO to your email.

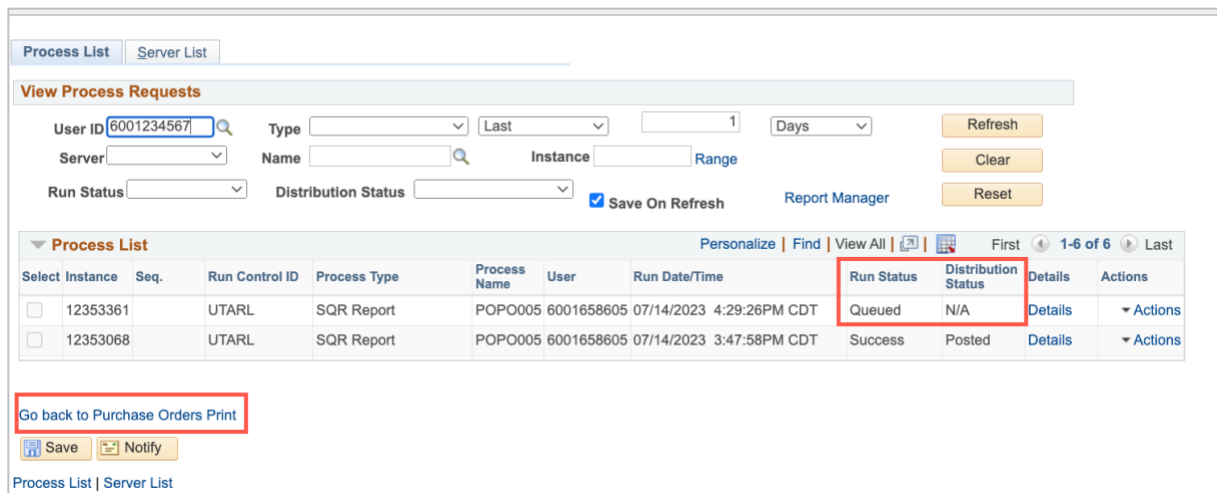


Select	Description	Process Name	Process Type	*Type	Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	Email	PDF	Distribution

- 8. Click **OK**
- 9. Click the **Process Monitor** link.



- 10. 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 Requests

User ID: 6001234567 | Type: [] | Last: [] | 1 | Days: [] | Refresh

Server: [] | Name: [] | Instance: [] | Range: [] | Clear

Run Status: [] | Distribution Status: [] | Save On Refresh | Report Manager | Reset

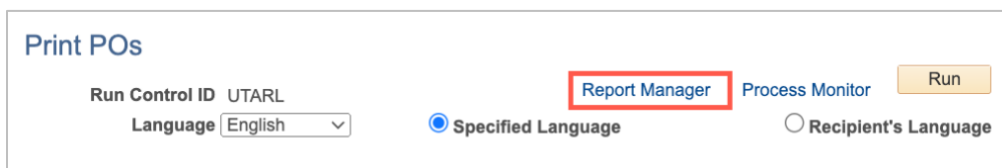
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	12353361		UTARL	SQR Report	POPO005	6001658605	07/14/2023 4:29:26PM CDT	Queued	N/A	Details	Actions
<input type="checkbox"/>	12353068		UTARL	SQR Report	POPO005	6001658605	07/14/2023 3:47:58PM CDT	Success	Posted	Details	Actions

Go back to Purchase Orders Print

Save | Notify

Process List | Server List

- Click the **Go back to Purchase Orders Print** link.
- If Email was chosen to have the Printed PO emailed, an email should be received with the PDF of the PO attached.
- If Web was chosen, click the **Report Manager** link.

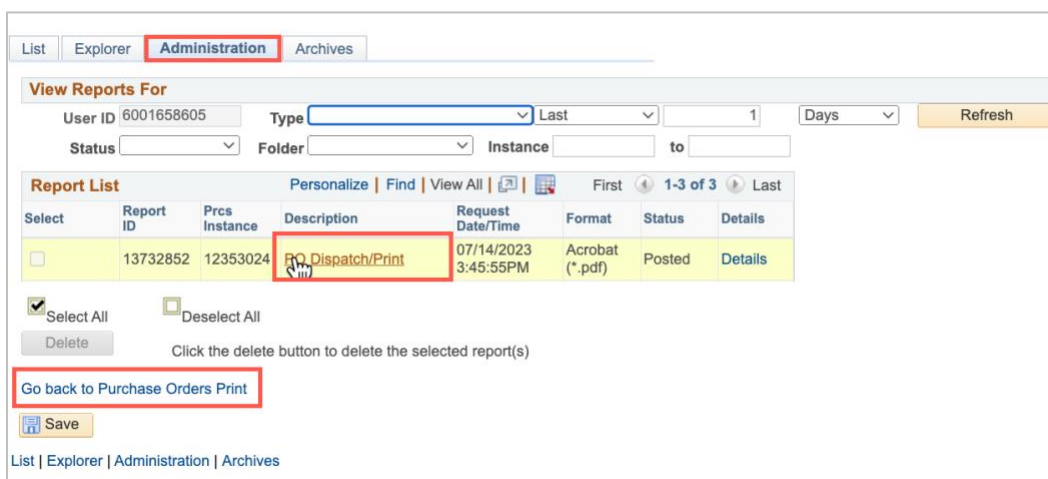


Print POs

Run Control ID: UTARL | Language: English | Specified Language | Recipient's Language

Report Manager | Process Monitor | Run

- Click the **Administration** tab to view the report.
- Click the **PO Dispatch/Print** link to display the PO.
- To go back to the Print PO screen, click the **Close** button to close the new window.
- Click the **Go back to Purchase Orders Print** link.



List | Explorer | **Administration** | Archives

View Reports For

User ID: 6001658605 | Type: [] | Last: [] | 1 | Days: [] | Refresh

Status: [] | Folder: [] | Instance: [] | to: []

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	13732852	12353024	PO Dispatch/Print	07/14/2023 3:45:55PM	Acrobat (*.pdf)	Posted	Details

Select All | Deselect All

Delete | Click the delete button to delete the selected report(s)

Go back to Purchase Orders Print

Save

List | Explorer | Administration | Archives