



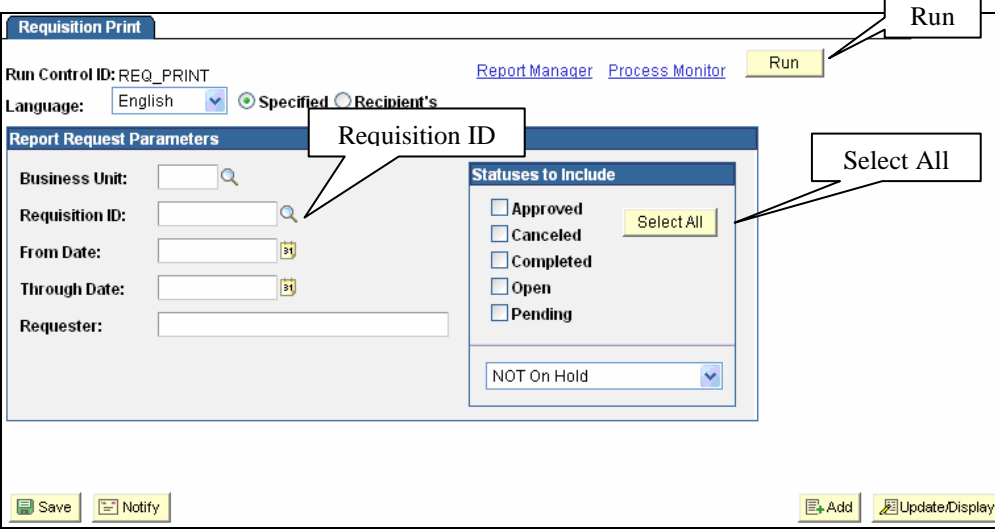



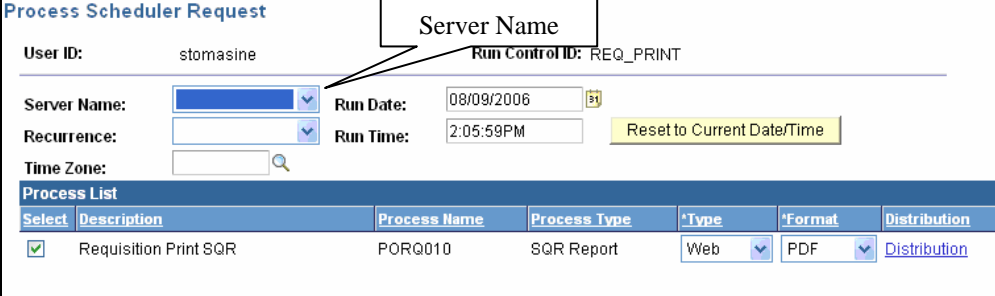



How to Print a Requisition	
	<p>This job aid shows you how to run the Requisition Print Report from the Confirmation page.</p> <p>You may also run it from the bottom of the Manage Requisitions page (path: eProcurement/Manage Requisitions) by clicking on the Requisition Report link. The steps are the same for both.</p>
Step 1.	<p>Log into the e*mpac Application with your Username and Password.</p>
	<p>Navigate to the following path:</p> <p style="text-align: center;"><i>eProcurement → Create Requisitions → Review & Submit → Confirmation</i></p>
	<p>Scroll to the bottom of the Confirmation page to view/print a copy of the requisition.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"> Submit Edit Requisition Apply Approval Changes Check Budget </p> <p> View Printable Version Manage Requisitions Create New Requisition </p> </div>
Step 2.	<p>Click the View Printable Version link.</p> <p>The Requisition Print page appears.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Requisition Print</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;"> Find an Existing Value Add a New Value Add a New Value </p> <hr/> <p>Run Control ID: begins with </p> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: center;"> Search Clear Basic Search Save Search Criteria </p> <p>Find an Existing Value Add a New Value</p> </div>
Step 3.	<p>Click the Add a New Value Tab.</p>

	<p>The Print Requisition, Add a New Value page appears.</p> <div data-bbox="399 407 1401 747" style="border: 1px solid black; padding: 5px;"> <p>Requisition Print</p> <p> Find an Existing Value Add a New Value </p> <hr/> <p>Run Control ID: <input type="text"/></p> <p>Add</p> <p> Find an Existing Value Add a New Value </p> </div>
	<p>Note: The Requisition Print process need only be named the 1st time the process is run. After the process has successfully run the first time, it will appear on your list of available processes in the Find an Existing Value tab for future use.</p>
<p>Step 4.</p>	<p>Enter the Run Control ID.</p> <div data-bbox="399 936 1401 1339" style="border: 1px solid black; padding: 5px;"> <p>Requisition Print</p> <p> Find an Existing Value Add a New Value </p> <hr/> <p>Run Control ID: <input type="text" value="REQ_PRINT"/></p> <p>Add</p> <p> Find an Existing Value Add a New Value </p> </div>
	<p>Warning: When entering the Run Control ID, remember you cannot use spaces in the name.</p>
<p>Step 5.</p>	<p>Click the Add button.</p>

	<p>The named Requisition Print Criteria Selection page appears.</p> 
<p>Step 6.</p>	<p>Place your cursor in the Requisition ID field.</p>
<p>Step 7.</p>	<p>Type in the Requisition ID.</p>
	<p>Note: All requisition numbers start with the letter “R” followed by a 9 character number.</p>
<p>Step 8.</p>	<p>Click the  button to include all requisition statuses in the process.</p>
<p>Step 9.</p>	<p>Click the  button to run the process.</p> <p>The Process Scheduler Request page appears.</p> 
<p>Step 10.</p>	<p>Click the Server Name drop-down icon ()</p>
<p>Step 11.</p>	<p>Select PSUNX from the list.</p>

Process Scheduler Request

User ID: stomasine Run Control ID: REQ_PRINT

Server Name: [dropdown] Run Date: 08/09/2006 [calendar] Run Time: PSUNX [dropdown] [Reset to Current Date/Time]

Recurrence: PSNT
 PS08390

Time Zone: [dropdown]

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

Process List: PSUNX, ZZTRACE

[OK] [Cancel]

Step 12.

Click the **OK** button.

The **Requisition Print Criteria Selection** page reappears.

Requisition Print

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

Language: English [dropdown] Specified Recipient's Process Instance: 16001

Report Request Parameters

Business Unit: [input] **Statuses to Include**

Requisition ID: 0000000103 [input] Approved Canceled Completed Open Pending [Select All]

From Date: [input] [calendar] [NOT On Hold] [dropdown]

Through Date: [input] [calendar]

Requester: [input]

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display]

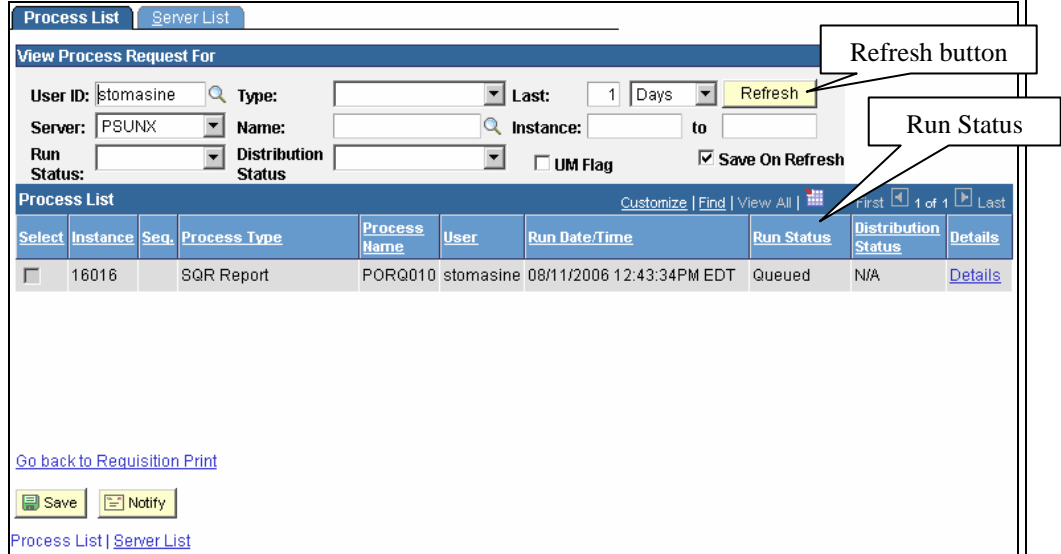


Note: The **Process Instance** number is listed in the top-right corner of the page. In this exercise, we will complete the process so this number is not needed. If, for some reason, you were unable to complete the process and needed to run it later, then the **Process Instance** number would be helpful to identify and complete the process.

Step 13.

Click the [Process Monitor](#) link.

The **Process List** appears with updates.



The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a search area with fields for 'User ID' (stomasine), 'Type', 'Last' (1 Days), 'Server' (PSUNK), 'Name', 'Instance', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted with a callout. Below the search area is a table with the following data:

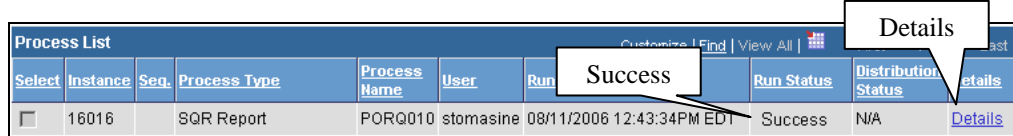
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	16016		SQR Report	PORQ010	stomasine	08/11/2006 12:43:34PM EDT	Queued	N/A	Details

At the bottom of the interface, there are links for 'Go back to Requisition Print', 'Save', 'Notify', and 'Process List | Server List'.

Step 14.

Click the **Refresh** button periodically until the **Run Status** = Success.

Updated **Process List** screen with the **Run Status** = Success.



The screenshot shows the 'Process List' interface after the status has updated. The 'Run Status' column now shows 'Success'. A callout points to the 'Details' link in the table row.

Select	Instance	Seq.	Process Type	Process Name	User	Run	Run Status	Distribution Status	Details
<input type="checkbox"/>	16016		SQR Report	PORQ010	stomasine	08/11/2006 12:43:34PM EDT	Success	N/A	Details

Step 15.

Click on the [Details](#) link.

The **Process Details** page appears.

Process Detail

Process			
Instance:	16016	Type:	SQR Report
Name:	PORQ010	Description:	Requisition Print SQR
Run Status:	Success	Distribution Status:	Posted

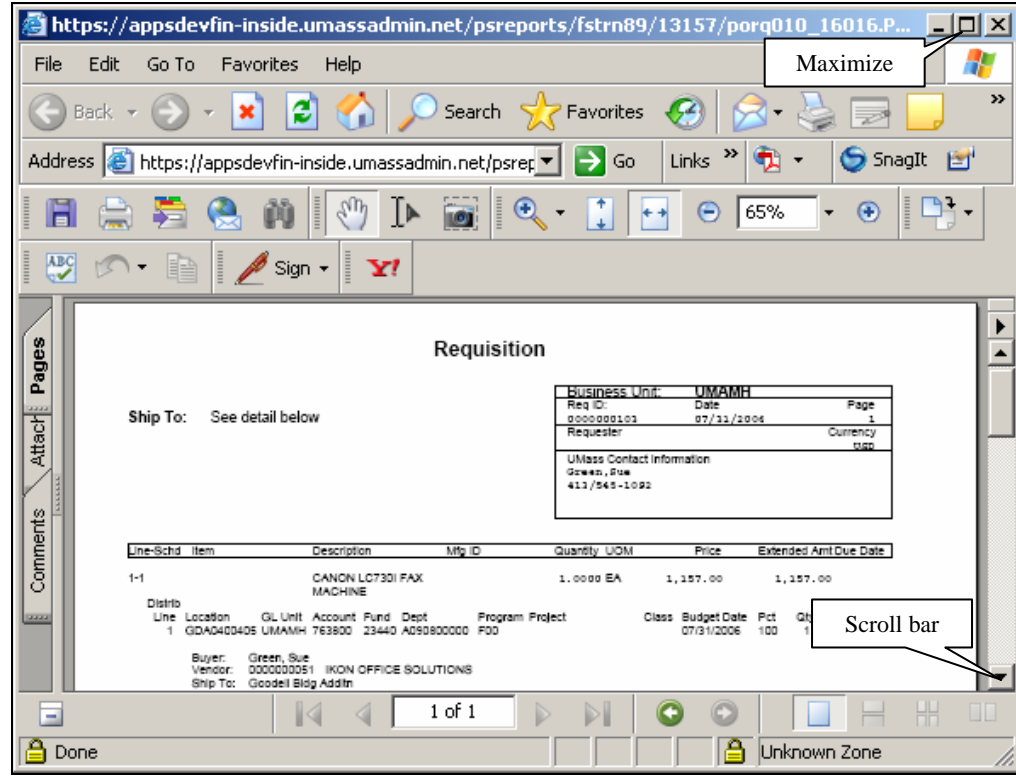
Run	Update Process
Run Control ID: REQ_PRINT	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request


Date/Time	Actions
Request Created On: 08/11/2006 12:43:44PM EDT	Parameters Transfer
Run Anytime After: 08/11/2006 12:43:34PM EDT	Message Log
Began Process At: 08/11/2006 12:44:00PM EDT	Batch Timings
Ended Process At: 08/11/2006 12:44:09PM EDT	View Log/Trace View Log/Trace

Step 16. Click the [View Log/Trace](#) link.

	<p>The View Log/Trace page appears.</p> <div data-bbox="391 407 1401 1220"> <p>View Log/Trace</p> <p>Report</p> <p>Report ID: 13157 Process Instance: 16016 Message Log</p> <p>Name: PORQ010 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>Requisition Print SQR</p> <p>Distribution Details</p> <p>Distribution Name: File List Expiration Date: 09/10/2006</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>Message Log</td> <td>1,800</td> <td>08/11/2006 12:44:09.000000PM EDT</td> </tr> <tr> <td>porq010_16016.PDF</td> <td>2,918</td> <td>08/11/2006 12:44:09.000000PM EDT</td> </tr> <tr> <td>Trace File</td> <td>63</td> <td>08/11/2006 12:44:09.000000PM EDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>stomasine</td> </tr> </tbody> </table> <p>Return</p> </div>	Name	File Size (bytes)	Datetime Created	Message Log	1,800	08/11/2006 12:44:09.000000PM EDT	porq010_16016.PDF	2,918	08/11/2006 12:44:09.000000PM EDT	Trace File	63	08/11/2006 12:44:09.000000PM EDT	Distribution ID Type	*Distribution ID	User	stomasine
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Trace File	63	08/11/2006 12:44:09.000000PM EDT															
Distribution ID Type	*Distribution ID																
User	stomasine																
<p>Step 17.</p>	<p>Note the File List section of the page.</p> <div data-bbox="391 1304 1401 1493"> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>Message Log</td> <td>1,800</td> <td>08/11/2006 12:44:09.000000PM EDT</td> </tr> <tr> <td>porq010_16016.PDF</td> <td>2,918</td> <td>08/11/2006 12:44:09.000000PM EDT</td> </tr> <tr> <td>Trace File</td> <td>63</td> <td>08/11/2006 12:44:09.000000PM EDT</td> </tr> </tbody> </table> </div>	Name	File Size (bytes)	Datetime Created	Message Log	1,800	08/11/2006 12:44:09.000000PM EDT	porq010_16016.PDF	2,918	08/11/2006 12:44:09.000000PM EDT	Trace File	63	08/11/2006 12:44:09.000000PM EDT				
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Trace File	63	08/11/2006 12:44:09.000000PM EDT															
<p>Step 18.</p>	<p>Click the file link in the list that ends in "PDF" (default, it appears most often in the middle row).</p>																

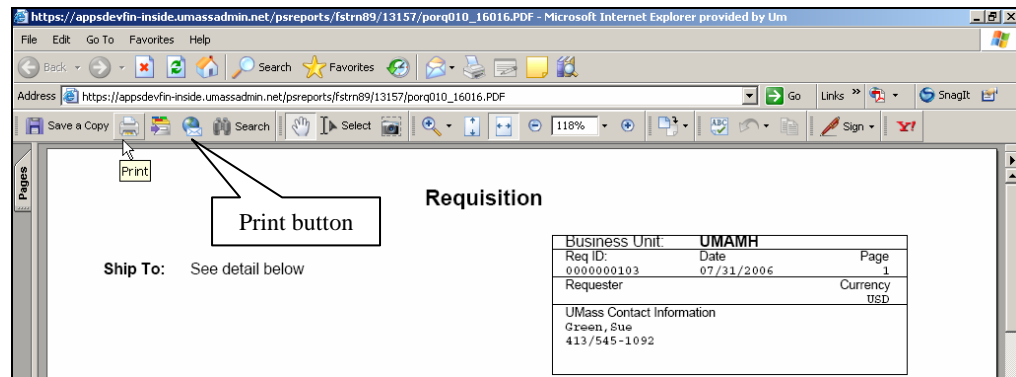
The **Adobe Acrobat Reader** program will launch and open in a new window.



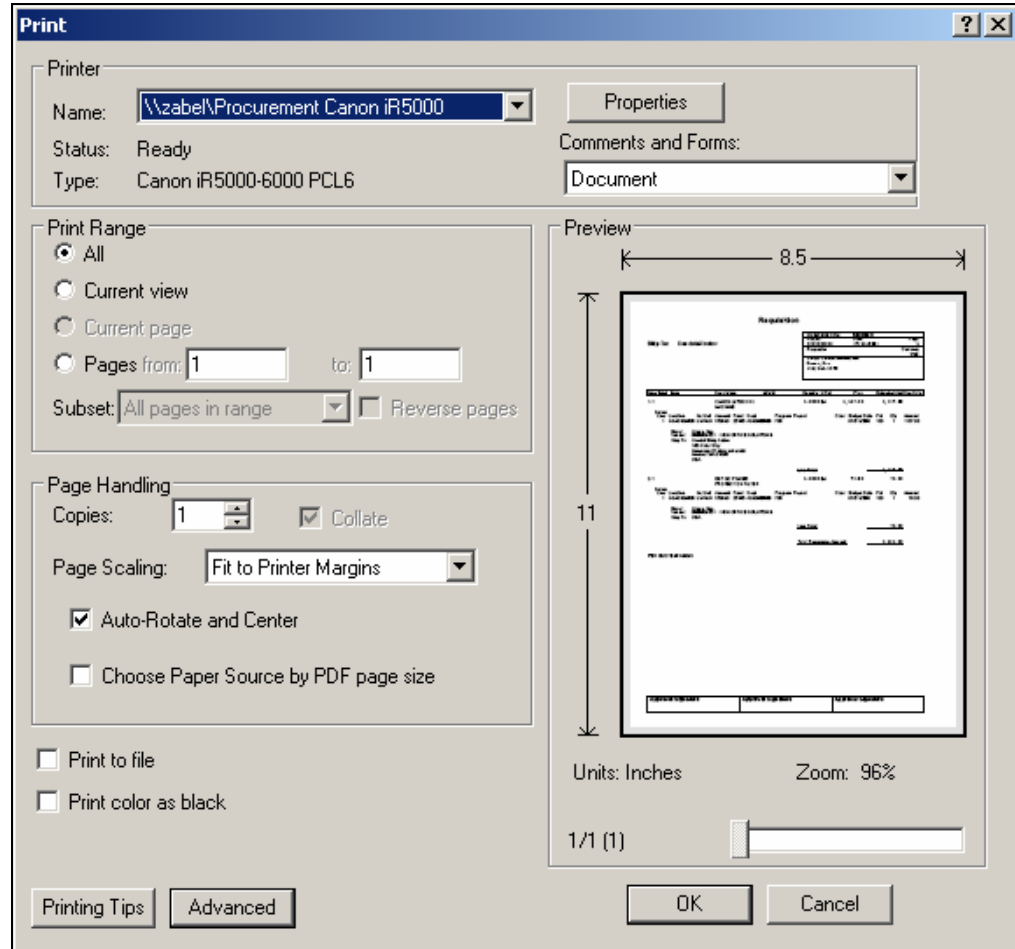
Step 19. Click the  (Maximize) button to maximize the new window if it is not maximized.

Step 20. **Scroll** down to view the **Approval Signature** fields at the bottom of the page.

Step 21. Click the **Print** button to to print a requisition.



A Printer Dialog Box will appear.



Note: *Print Dialog Boxes* will vary.

Step 22.

Click the  button to print the Requisition.

A printed example appears on the next page.



Requisition

Ship To: See detail below

Business Unit: UMAMH	
Req ID: 0000000119	Date: 08/07/2006
Requester	Page: 1
	Currency: USD
UMass Contact Information	
Smith, Mary	
413/545-1092	

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1		ZEISS DEMO EQUIPMENT-AXIOVIS ION SOFTWARE. 4101300200000000 AV4 BASIC SOFTWARE		1.0000	EA	8,192.00	8,192.00	
Distrib								
Line	Location	GL Unit	Account	Fund	Dept	Program	Project	Class
1	WHI0000000	UMAMH	740890	23440	A090800000	001		08/07/2006
2	WHI0000000	UMAMH	740890	23505	A010300000	B03	SA7770000000277	08/07/2006
								Pct
								49
								51
								Qty
								0
								1
								Amount
								4000.00
								4192.00
								Buyer: stomasine
								Vendor: 0000000053
								Ship To: USA
								Line Total:
								8,192.00
2-1		ZEISS 0000001222047000 AV4 MOD INSIDE 4D		1.0000	EA	2,880.00	2,880.00	
Distrib								
Line	Location	GL Unit	Account	Fund	Dept	Program	Project	Class
1	WHI0000000	UMAMH	740890	23440	A090800000	001		08/07/2006
								Pct
								100
								Qty
								1
								Amount
								2880.00
								Buyer: stomasine
								Vendor: 0000000053
								Ship To: USA
								Line Total:
								2,880.00
								Total Requisition Amount:
								11,072.00

EQUIPMENT WILL BE ON TRIAL THROUGH 12/31/06

Approval Signature	Approval Signature	Approval Signature
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End of Job Aid



Last Edited Date	3/14/2007
Last Edited By	Kristina England