



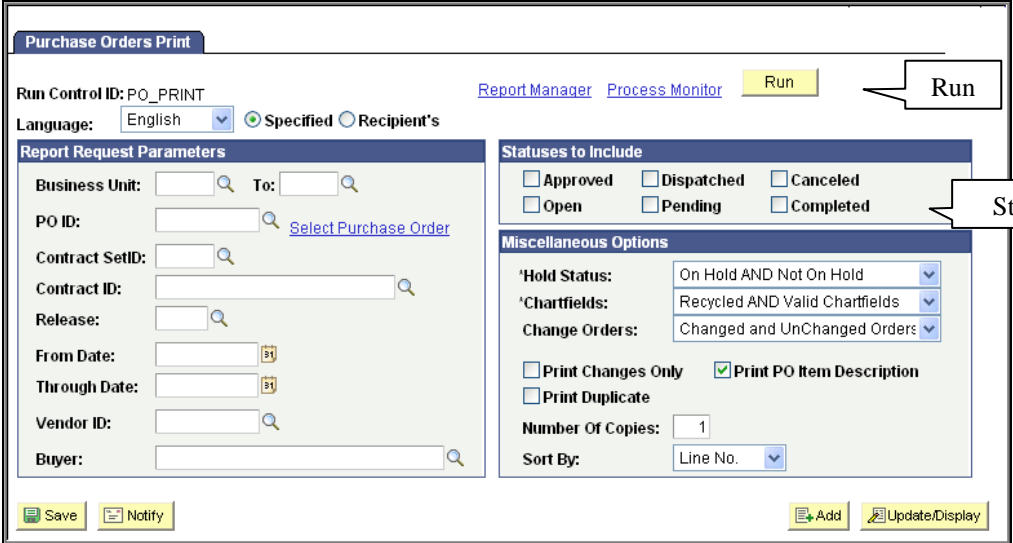




<h2>How to Print a PO</h2>	
	<p>Navigate to the following path: Purchasing → Purchase Orders → Review PO Information → Print POs</p>
<p>Step 1.</p>	<p>The Purchase Order Print page displays.</p> <div data-bbox="367 548 1365 1083" style="border: 1px solid black; padding: 10px;"> <p>Purchase Orders Print Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> 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> Search Clear Basic Search  Save Search Criteria </p> <p> Find an Existing Value Add a New Value </p> </div>
<p>Step 2.</p>	<p>Click the Add a New Value Tab.</p>
<p>Step 3.</p>	<p>The Purchase Orders Print, Add a New Value page appears.</p> <div data-bbox="367 1182 1365 1747" style="border: 1px solid black; padding: 10px;"> <p>Purchase Orders Print</p> <p> Find an Existing Value Add a New Value Run Control ID </p> <hr/> <p>Run Control ID: PO_PRINT</p> <p>Add</p> <p> Find an Existing Value Add a New Value </p> </div>

<p>Step 4.</p>	<p>In the <i>Run Control ID</i> field. Type: PO_PRINT.</p>
	<p>The Purchase Orders 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 5.</p>	<p>Click the  button.</p>
<p>Step 6.</p>	<p>The Purchase Orders Print Criteria Selection page appears.</p> 
<p>Step 7.</p>	<p>Type this information in the following fields:</p> <ul style="list-style-type: none"> • Business Unit: UMAMH. • To: UMAMH. • PO ID: The PO ID that you Note earlier in this training (or your trainer can provide you with a PO ID.) <p>Miscellaneous Options (verify these options are selected for best results):</p> <ul style="list-style-type: none"> • Hold Status: On Hold and Not on Hold. • Chartfields: Recycled and Valid Chartfields. <p>Change Orders: Changed and Unchanged Orders</p>
	<p>You are restricted to the use of specific fields, to insure that all purchase orders in the system are not selected to print accidentally.</p> <p>At a minimum, you will be required to select your Business Unit and either:</p> <ul style="list-style-type: none"> • a PO ID, <p>Or</p> <ul style="list-style-type: none"> • A Date Range and the Buyer Name, plus one or more status options.

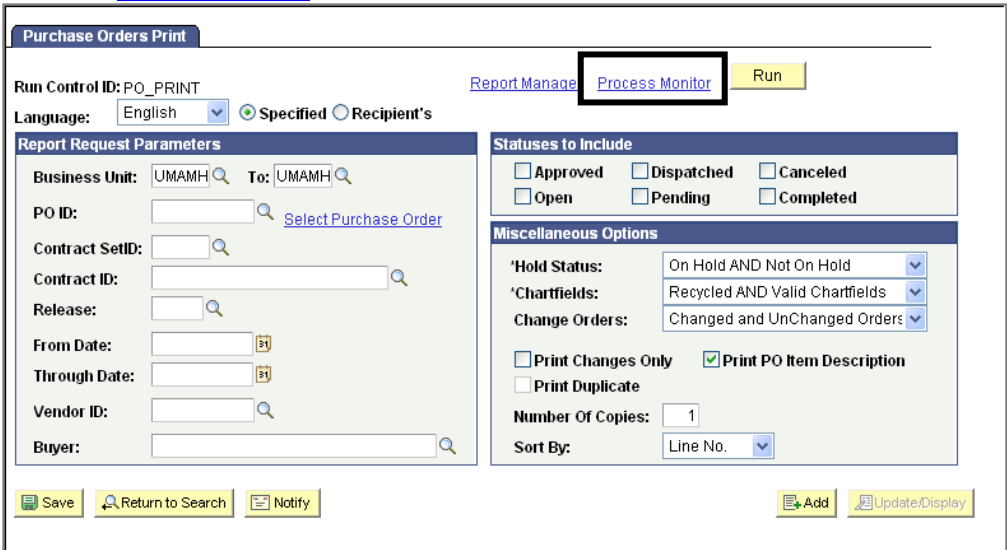
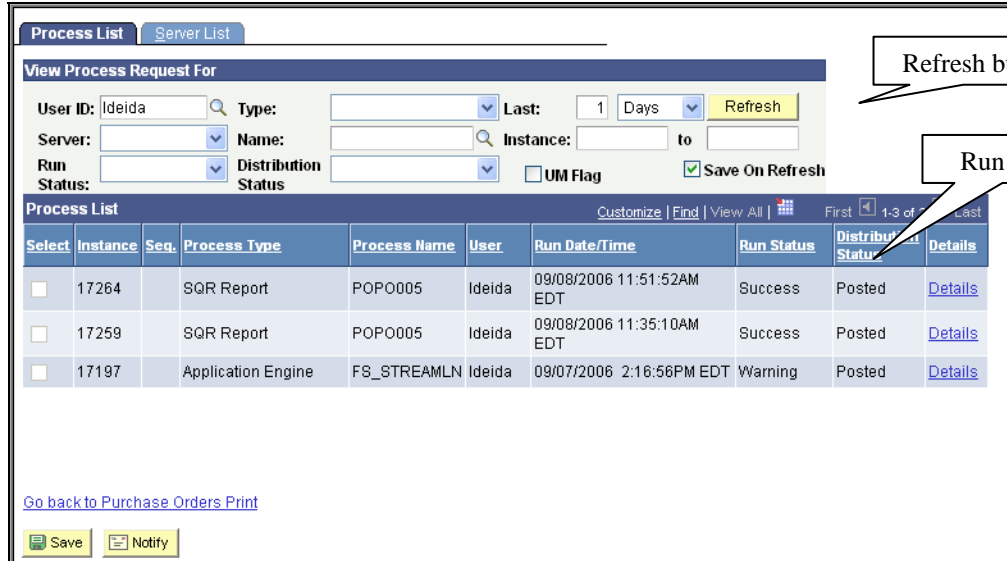
Step 8. Click the **Run** button to run the process.

The **Process Scheduler Request** page appears.

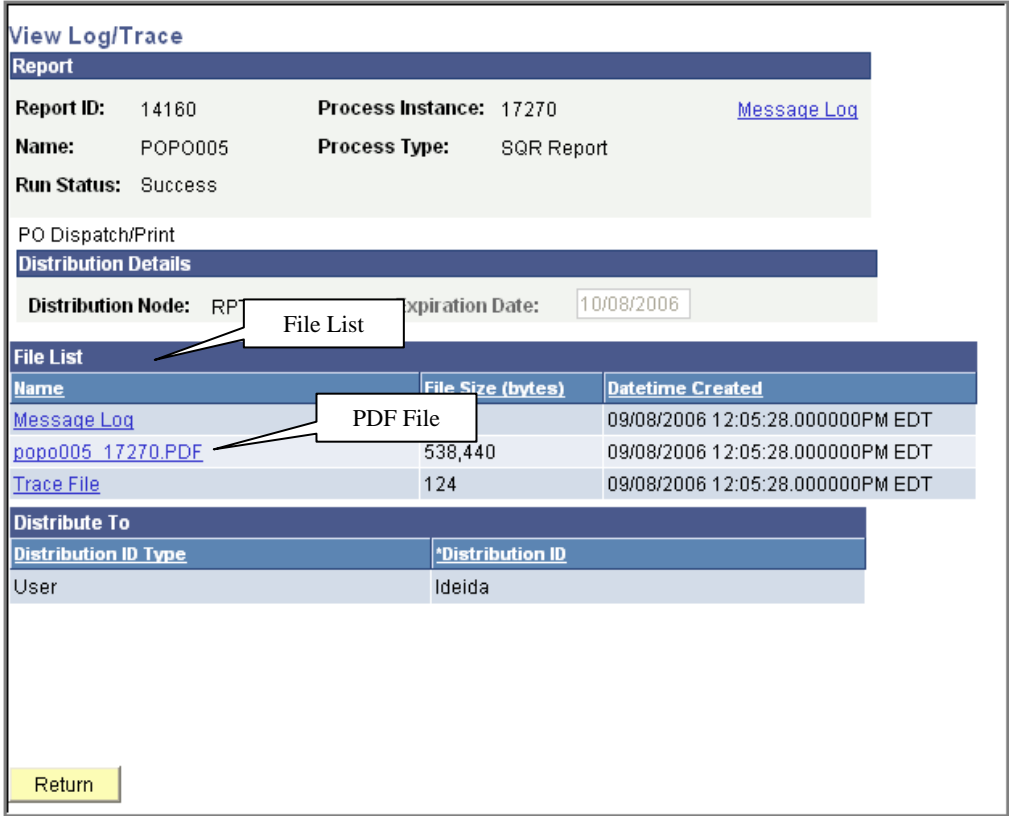
Step 9. Click the **Server Name** drop-down icon () and **Select PSUNX** from the list.

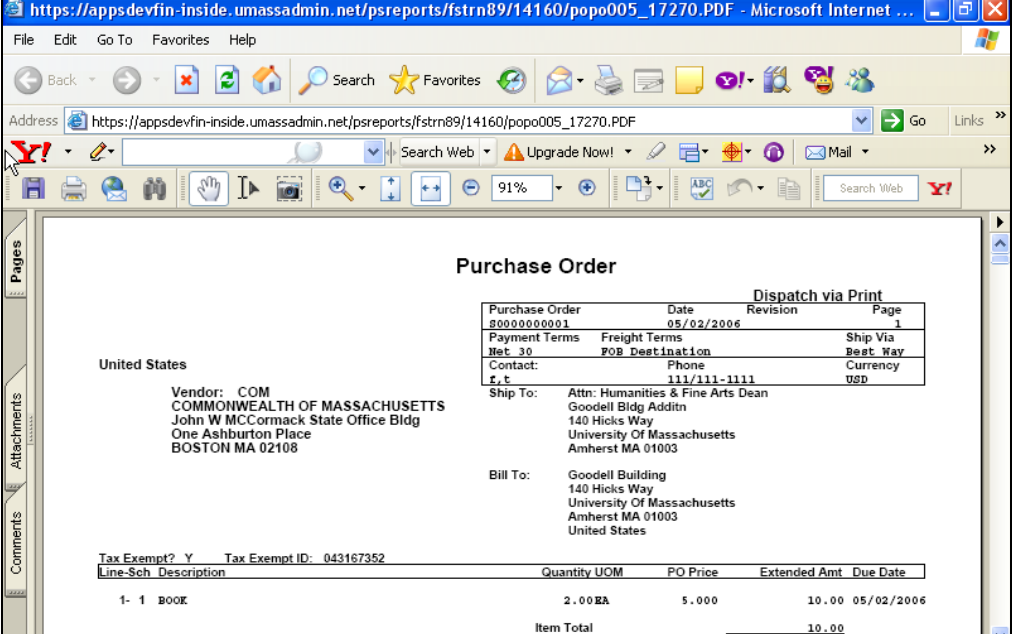


Step 10. Click the **OK** button.

The **Purchase Order Print Criteria Selection** page reappears.

<p>Step 11.</p>	<p>Click the Process Monitor link.</p> 																																								
<p>Step 12.</p>	<p>The Process List appears with updates. Your Instance number should appear in the first row.</p>  <table border="1" data-bbox="381 1220 1349 1409"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>17264</td> <td></td> <td>SQR Report</td> <td>POPO005</td> <td>Ideida</td> <td>09/08/2006 11:51:52AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>17259</td> <td></td> <td>SQR Report</td> <td>POPO005</td> <td>Ideida</td> <td>09/08/2006 11:35:10AM EDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>17197</td> <td></td> <td>Application Engine</td> <td>FS_STREAMLN</td> <td>Ideida</td> <td>09/07/2006 2:16:56PM EDT</td> <td>Warning</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	17264		SQR Report	POPO005	Ideida	09/08/2006 11:51:52AM EDT	Success	Posted	Details	<input type="checkbox"/>	17259		SQR Report	POPO005	Ideida	09/08/2006 11:35:10AM EDT	Success	Posted	Details	<input type="checkbox"/>	17197		Application Engine	FS_STREAMLN	Ideida	09/07/2006 2:16:56PM EDT	Warning	Posted	Details
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<p>Step 13.</p>	<p>Click the Refresh button periodically until the Run Status = Success.</p>																																								
<p>Step 14.</p>	<p>Click on the Details link at the end of the process line.</p>																																								
<p>Step 15.</p>	<p>The Process Details page appears.</p>																																								

	<div style="border: 1px solid black; padding: 5px;"> <p>Process Detail</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2">Process</th> </tr> </thead> <tbody> <tr> <td>Instance: 17270</td> <td>Type: SQR Report</td> </tr> <tr> <td>Name: POPO005</td> <td>Description: PO Dispatch/Print</td> </tr> <tr> <td>Run Status: Success</td> <td>Distribution Status: Posted</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>Run</th> <th>Update Process</th> </tr> </thead> <tbody> <tr> <td>Run Control ID: PO_PRINT</td> <td><input type="radio"/> Hold Request</td> </tr> <tr> <td>Location: Server</td> <td><input type="radio"/> Queue Request</td> </tr> <tr> <td>Server: PSUNX</td> <td><input type="radio"/> Cancel Request</td> </tr> <tr> <td>Recurrence:</td> <td><input checked="" type="radio"/> Delete Request</td> </tr> <tr> <td></td> <td><input type="radio"/> Restart Request</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>Date/Time</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Request Created On: 09/08/2006 12:04:44PM EDT</td> <td>Parameters Transfer</td> </tr> <tr> <td>Run Anytime After: 09/08/2006 12:04:40PM EDT</td> <td>Message Log</td> </tr> <tr> <td>Began Process At: 09/08/2006 12:05:03PM EDT</td> <td>Batch Timings</td> </tr> <tr> <td>Ended Process At: 09/08/2006 12:05:28PM EDT</td> <td>View Log/Trace</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>	Process		Instance: 17270	Type: SQR Report	Name: POPO005	Description: PO Dispatch/Print	Run Status: Success	Distribution Status: Posted	Run	Update Process	Run Control ID: PO_PRINT	<input type="radio"/> Hold Request	Location: Server	<input type="radio"/> Queue Request	Server: PSUNX	<input type="radio"/> Cancel Request	Recurrence:	<input checked="" type="radio"/> Delete Request		<input type="radio"/> Restart Request	Date/Time	Actions	Request Created On: 09/08/2006 12:04:44PM EDT	Parameters Transfer	Run Anytime After: 09/08/2006 12:04:40PM EDT	Message Log	Began Process At: 09/08/2006 12:05:03PM EDT	Batch Timings	Ended Process At: 09/08/2006 12:05:28PM EDT	View Log/Trace
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<p>Step 16.</p>	<p>Click the View Log/Trace link.</p>																														

<p>Step 17.</p>	<p>The View Log/Trace page appears.</p>  <p>View Log/Trace</p> <p>Report</p> <p>Report ID: 14160 Process Instance: 17270 Message Log</p> <p>Name: POPO005 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>PO Dispatch/Print</p> <p>Distribution Details</p> <p>Distribution Node: RP Expiration Date: 10/08/2006</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></td> <td>09/08/2006 12:05:28.000000PM EDT</td> </tr> <tr> <td>popo005_17270.PDF</td> <td>538,440</td> <td>09/08/2006 12:05:28.000000PM EDT</td> </tr> <tr> <td>Trace File</td> <td>124</td> <td>09/08/2006 12:05:28.000000PM 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>Ideida</td> </tr> </tbody> </table> <p>Return</p>	Name	File Size (bytes)	Datetime Created	Message Log		09/08/2006 12:05:28.000000PM EDT	popo005_17270.PDF	538,440	09/08/2006 12:05:28.000000PM EDT	Trace File	124	09/08/2006 12:05:28.000000PM EDT	Distribution ID Type	*Distribution ID	User	Ideida
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<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>																

<p>Step 19.</p>	<p>The Adobe Acrobat Reader program will launch and open in a new window.</p> 
<p>Step 20.</p>	<p>Scroll down to view the rest of the purchase order</p>
	<p>The PO Print Report will print “Unauthorized Copy” in the signature field</p>
<p>Step 21.</p>	<p>Click the  (Close) button to close the Adobe Acrobat Reader window.</p>
<p>END</p>	<p>END</p>