

Purchase Order Print (Copy)

Usage

This process prints an unauthorized copy of the purchase order. This process will not dispatch the purchase order.

Steps

- At Find an Existing Value, click Search and you will either go directly to the page or to a list of purchase orders from which you will select your PO.
- *If you need to create a run control*, click on the Add a New Value tab. Enter the name of your new run control. Remember that the name is case sensitive and cannot contain spaces. Use an underscore as a space, if necessary.

The screenshot shows a web application interface for "My Fresno State". At the top right, it displays the user name "Vickie Veen (11439)" and the last accessed time "10/29/2004 16:03:35". The main heading is "Purchase Orders Print". Below the heading, there is a text instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (which is active) and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Run Control ID:" label, a dropdown menu currently showing "begins with", and an empty text input field. Below this is a checkbox labeled "Case Sensitive" which is unchecked. At the bottom of the form area, there are buttons for "Search" and "Clear", and links for "Basic Search" and "Save Search Criteria". At the very bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

Process Request Parameters

My Fresno State
Vickie Veen (11439)
Last Accessed: 10/27/2004 15:41:42
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Purchase Orders Print

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

Language: English Specified Recipient's Process Instance: 12868

Report Request Parameters

Business Unit: FRSNO To:

PO ID: 9000000052 [Select Purchase Order](#)

Contract SetID:

Contract ID:

Release:

From Date:

Thru Date:

Vendor ID:

Buyer:

Statuses to Include

Approved Dispatched Canceled
 Open Pending Completed
*Hold Status: On Hold AND Not On Hold

Miscellaneous Options

*Chartfields: Recycled AND Valid ChartFields
Change Orders: Changed and UnChanged Order
 Print Changes Only Print PO Item Description
 Print Duplicate
Number Of Copies: 1
Sort By: Line No.

Steps

- Business Unit = FRSNO
- Change Hold Status = "on Hold AND Not On Hold.
- Change Chartfields = "Recycled AND Valid ChartFields.
- Change Change Orders = "Changed and UnChanged Order.
- Key in purchase order number.
- If you need to search for the PO number, use the Select Purchase Order link. This link takes you to the Pick Purchase Order page, where you can search for a PO number.
- After these parameters are changed, click save and click run.

Process Scheduler Request

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Process Scheduler Request

User ID: 11439 Run Control ID: Report

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

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

Steps

- Server Name = PSUNX
- Type = Web
- Format = PDF
- Click OK and you will be returned to the Process Request Parameter page.
- Click Report Manager.

Report List

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Explorer List Administration Archives

View Reports For

User ID: 11439 Type: [dropdown] Last: 1 Days Refresh

Status: [dropdown] Folder: [dropdown] Instance: [input] to: [input]

Report List Customize | Find | View All | First 1-3 of 3 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	8987	12869	PO Dispatch/Print	10/28/2004 12:50:44PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	8986	12868	PO Dispatch/Print	10/28/2004 12:48:58PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	8883	12710	PO Dispatch/Print	10/27/2004 2:16:37PM	Acrobat (*.pdf)	Posted	Details	View

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

Save

[Explorer](#) | [List](#) | [Administration](#) | [Archives](#)

Steps

- Click on Administration tab.
- Scan the list for your report.
- Click Refresh until status changes to Processed.
- You will see a View link.
- Click View and you will go to Report Detail.

Report Detail

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Report Detail

Report ID: 8987 **Process Instance:** 12869
Name: POPO005 **Process Type:** SQR Report
Run Status: Success

PO Dispatch/Print

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,720	10/28/2004 12:50:50.000000PM PDT
popo005_12869.PDF	5,697	10/28/2004 12:50:50.000000PM PDT
Trace File	1,211	10/28/2004 12:50:50.000000PM PDT

[Return](#)

Steps

- Click on View Log/Trace.
- Click on the file with PDF suffix. This is your PDF file.
- From the command line, select File then Print.
- You can also save and e-mail this document.