

Print a Requisition



This job aid provides the steps required for running the **Requisition Print Report**.



Note: This job aid demonstrates running the **Requisition Print Report** from the **Confirmation** page, after submitting a requisition. This report may also be run from the **Manage Requisitions** page (**eProcurement** → **Manage Requisitions**) by clicking the [Requisition Report](#) link. The procedure is the same via both paths.



After submitting a requisition, the **Confirmation** page appears:

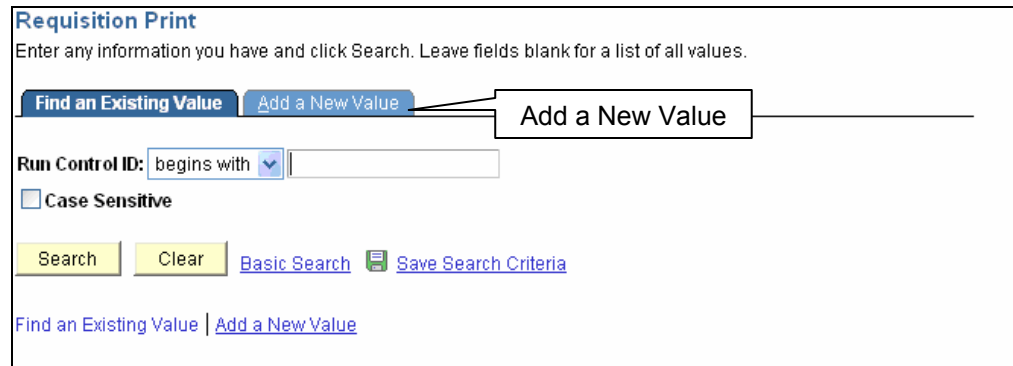
eProcurement → **Create Requisitions** → **Review & Submit** → **Confirmation**

Step 1. Scroll to the bottom of the **Confirmation** page.



Step 2. Click the [View Printable Version](#) link.

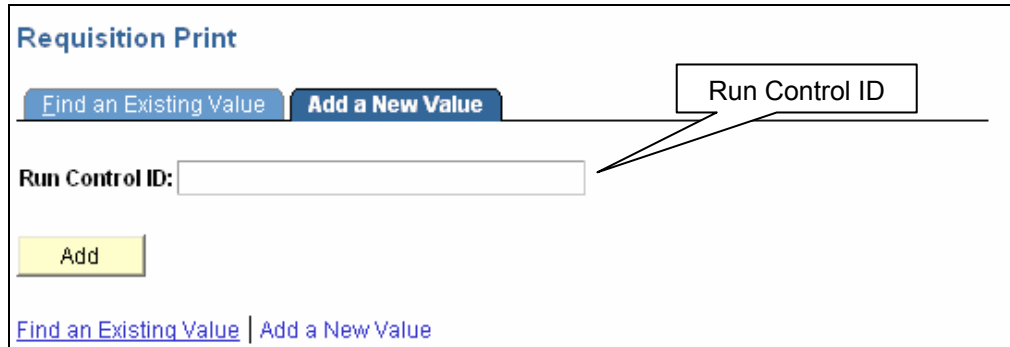
The **Requisition Print** page appears.



Step 3.

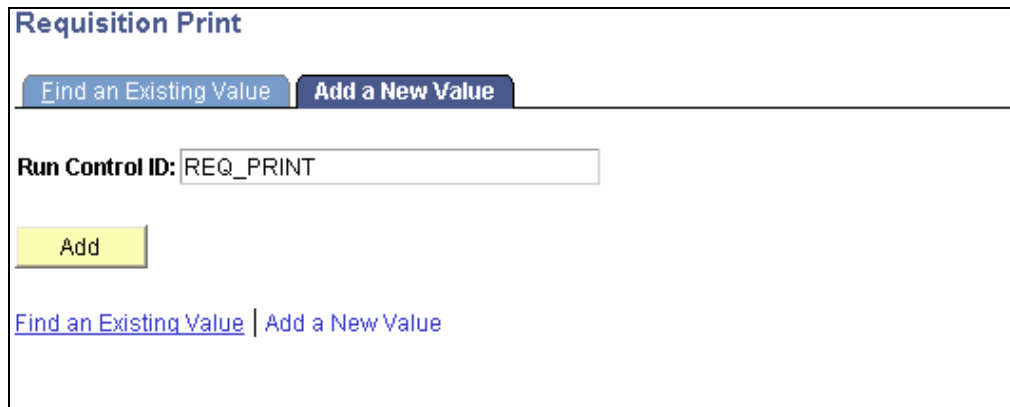
Click the **Add a New Value** tab.

The **Requisition Print (Add a New Value)** page appears.



Note: The **Requisition Print** process need only be named the first time the process is run. After the process has successfully run the first time, it will appear on the list of available processes in the **Find an Existing Value** tab for future use.

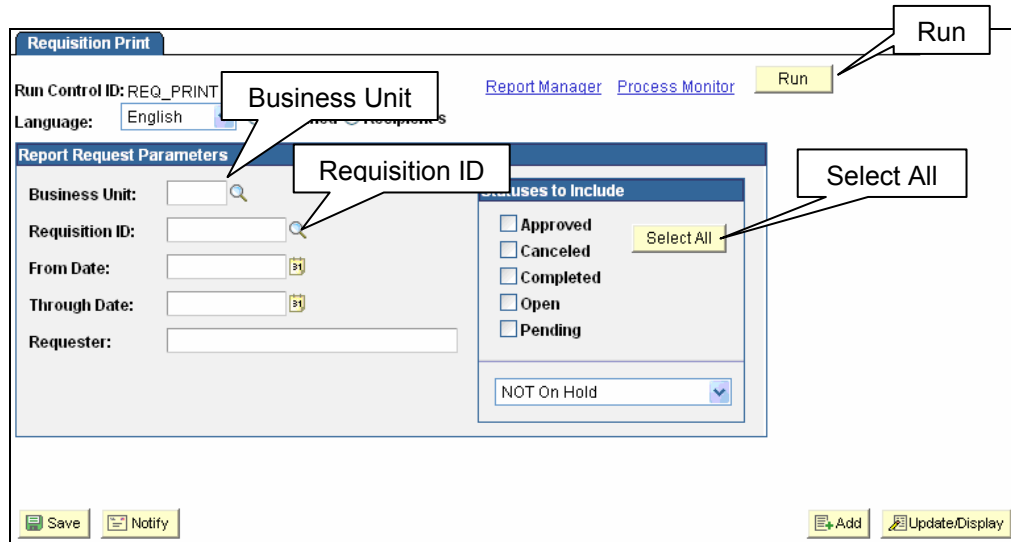
Step 4. Enter the **Run Control ID**.



Warning: When creating the **Run Control ID**, the name may not contain spaces.

Step 5. Click the **Add** button.

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



Step 6. Enter the **Business Unit**, if necessary.



Note: The **Business Unit** for the Dartmouth campus is **UMDAR**.


Step 7. Enter the **Requisition ID**.



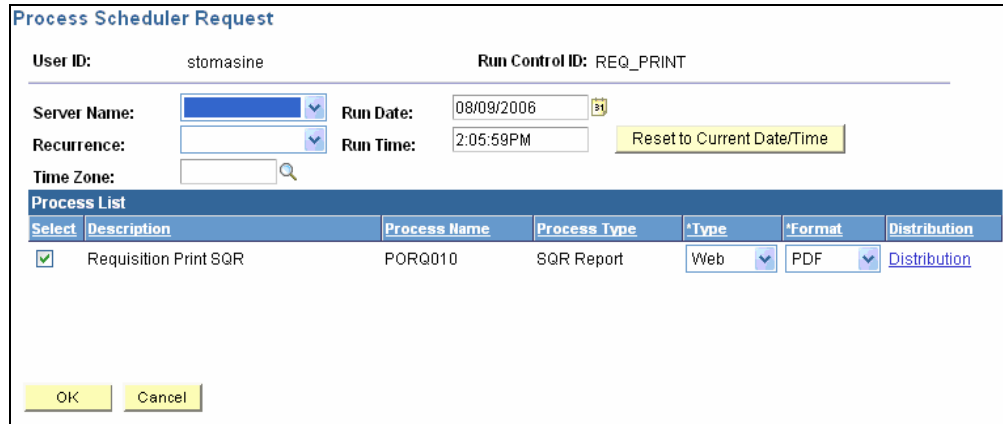
Note: All **Requisition ID** numbers begin with the letter "R," followed by a 9-character number.

Step 8. Click the **Select All** button to include all requisition statuses.

Step 9.

Click the  button to begin processing the request.

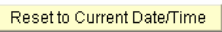
The **Process Scheduler Request** page appears.



Process Scheduler Request



User ID: stomasine Run Control ID: REQ_PRINT

Server Name: Run Date: 08/09/2006 [BT]

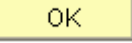
Recurrence: Run Time: 2:05:59PM 

Time Zone: [M]

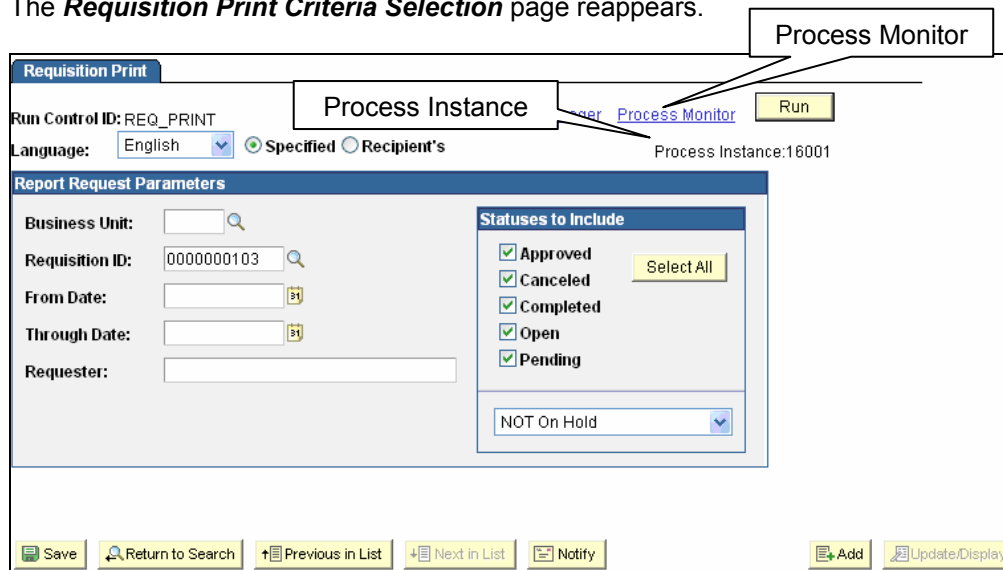
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web [v]	PDF [v]	Distribution

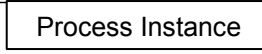

Step 10.

Click the  button.

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



Requisition Print

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

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

Report Request Parameters

Business Unit: [M]

Requisition ID: 0000000103 [M]


From Date: [BT]

Through Date: [BT]


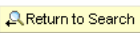
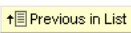
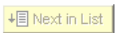


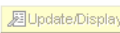
Requester:

Statuses to Include

- Approved
- Canceled
- Completed
- Open
- Pending



NOT On Hold [v]

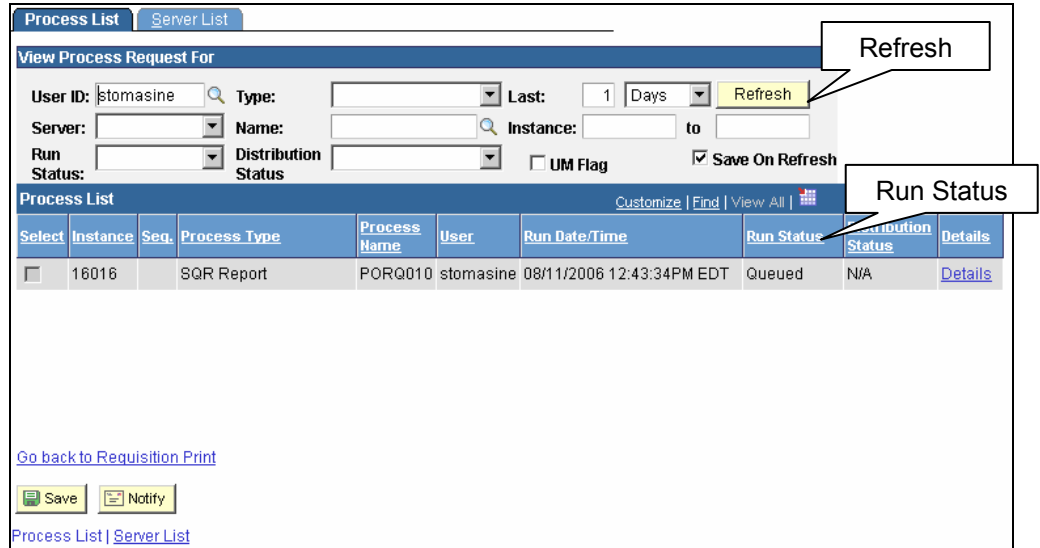
      



Note: The **Process Instance** number is listed in the top right-hand corner of the page. The **Process Instance** number can help to identify the report in the **Process Monitor**.

Step 11. Click the [Process Monitor](#) link.

The **Process List** appears with updates.

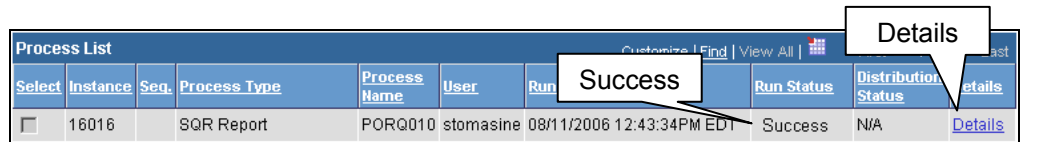


The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a search area titled 'View Process Request For' with fields for 'User ID' (stomasine), 'Type', 'Last' (1 Days), 'Server', 'Name', 'Instance', 'Run Status', and 'Distribution 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 12. Click the **Refresh** button periodically until the **Run Status = Success**.



The screenshot shows the 'Process List' interface after a refresh. The 'Run Status' for the process is now 'Success'. A callout points to the 'Success' text in the 'Run Status' column. Another callout points to the 'Details' link in the 'Details' column.

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	Success	N/A	Details



Step 13. Click the [Details](#) link for the appropriate report.

The **Process Detail** 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
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

View Log/Trace

Step 14. Click the [View Log/Trace](#) link.

The **View Log/Trace** page appears.

View Log/Trace

Report

Report ID: 13157 **Process Instance:** 16016 [Message Log](#)

Name: PORQ010 **Process Type:** SQR Report

Run Status: Success

Requisition Print SQR

Distribution Details

Distribution Method: [File List](#) **Expiration Date:** 09/10/2006

File List

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

Distribute To

Distribution ID Type	*Distribution ID
User	stomasine

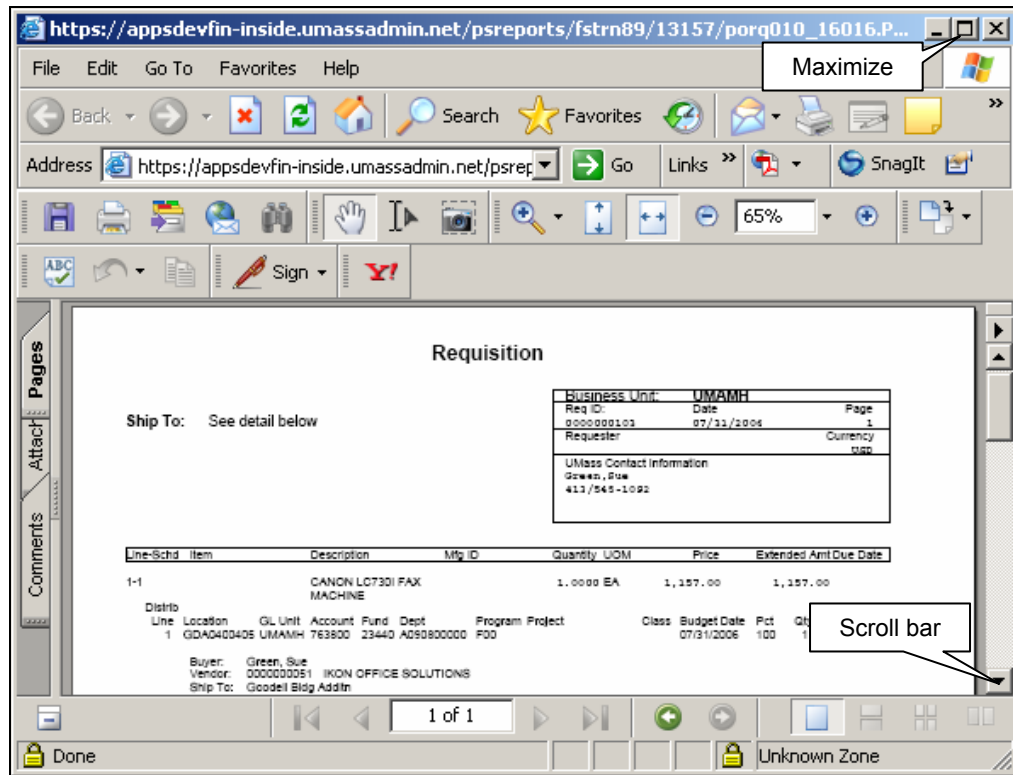
[Return](#)


Step 15. Note the **File List** section of the page.

File List		
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

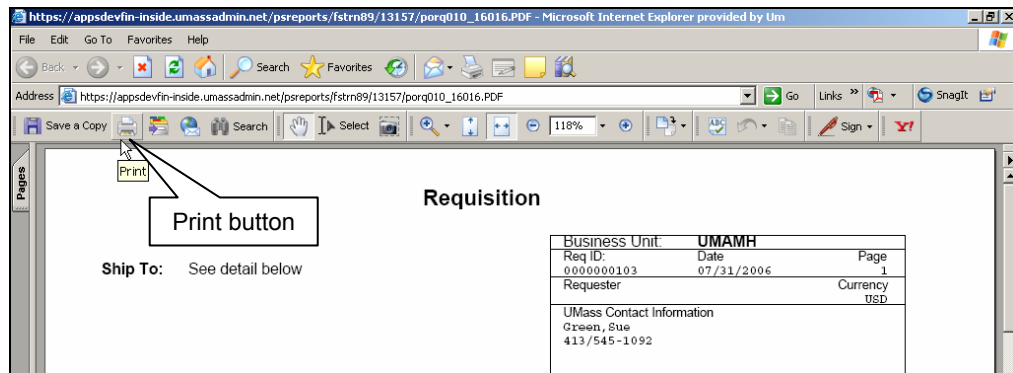
Step 16. Click the file link in the list that ends in “[PDF](#)” (it appears most often in the middle row).

The **Adobe Acrobat Reader** program launches and opens in a new window.

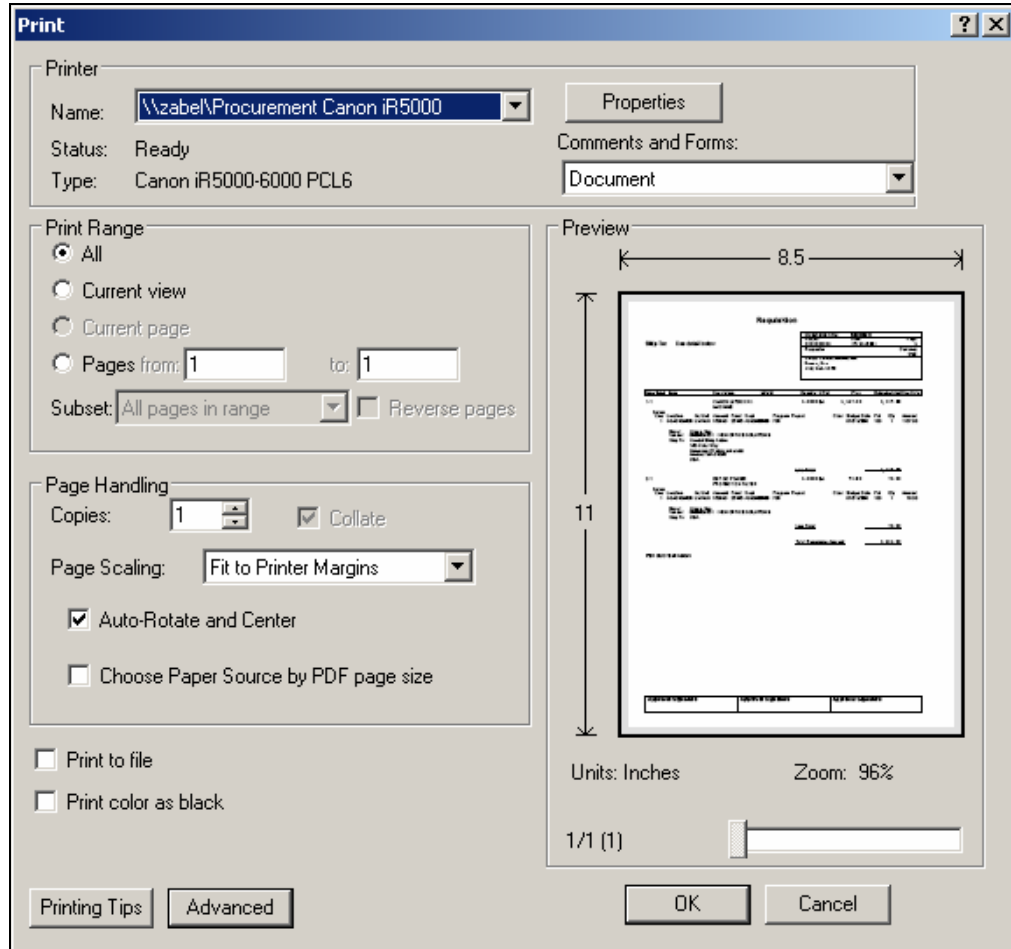


Step 17. Click  to maximize the new window if it is not maximized.

Step 18. Click the **Print** button to to print the requisition.



A **Print** dialog box will appear.



The screenshot shows a Windows-style 'Print' dialog box. The 'Printer' section is set to '\\zabel\Procurement Canon iR5000' with a 'Properties' button. The status is 'Ready' and the type is 'Canon iR5000-6000 PCL6'. The 'Comments and Forms' dropdown is set to 'Document'. The 'Print Range' section has 'All' selected, with 'Pages from: 1 to: 1' and a 'Subset: All pages in range' dropdown. The 'Page Handling' section shows 'Copies: 1' with a 'Collate' checkbox checked, 'Page Scaling: Fit to Printer Margins', and 'Auto-Rotate and Center' checked. There are also checkboxes for 'Print to file' and 'Print color as black'. The 'Preview' section shows a document page with dimensions 8.5 inches wide and 11 inches high, and a 'Zoom: 96%' setting. The page number '1/1 (1)' is displayed at the bottom of the preview. Buttons for 'Printing Tips', 'Advanced', 'OK', and 'Cancel' are visible at the bottom.



Note: *Print* dialog boxes may vary.



Step 19.



Click the button to print the requisition.

Requisition

Ship To: See detail below

Business Unit: UMAMH	
Reg ID: 000000119	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, 410130020000000 AV4 BASIC SOFTWARE		1.0000	EA	8,192.00	8,192.00					
Distrib												
Line	Location	GL Unit	Account	Fund	Dept	Program	Project	Class	Budget Date	Pct	Qty	Amount
1	WHI0000000	UMAMH	740890	23440	A090800000	001			08/07/2006	49	0	4000.00
2	WHI0000000	UMAMH	740890	23505	A010300000	B03	SA7770000000277		08/07/2006	51	1	4192.00
Buyer:		stomasine										
Vendor:		0000000053 CARL ZEISS INC										
Ship To:		USA										
<u>Line Total:</u>							<u>8,192.00</u>					
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	Budget Date	Pct	Qty	Amount
1	WHI0000000	UMAMH	740890	23440	A090800000	001			08/07/2006	100	1	2880.00
Buyer:		stomasine										
Vendor:		0000000053 CARL ZEISS INC										
Ship To:		USA										
<u>Line Total:</u>							<u>2,880.00</u>					
<u>Total Requisition Amount:</u>							<u>11,072.00</u>					

EQUIPMENT WILL BE ON TRIAL THROUGH 12/31/06

Approval Signature	Approval Signature	Approval Signature
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