



Print Requisitions

This guide outlines the process to print a requisition entered into the system. Printing requisitions uses a run control. Run controls are processes that require certain parameters in order to bring back the necessary information requested. The parameters only need to be set up one time, but can be changed based on the information necessary.

Purchasing > Requisition > Reports > Print Requisition

Requisition Print

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

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Requisition Print

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Click on the Search button on the Find an Existing Value tab
2. Select the run control from the search results

Search Results

Run Control ID
AFilson
Delivery_Report
PO_DISPATCH

3. If no run control exists, one will need to be created by using the Add a New Value tab
4. Enter your user ID all in lower case characters
5. Click the Add button



Requisition Print

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

Language: English Specified Recipient's

Report Request Parameters

Business Unit: STCMP

Requisition ID:

From Date:

Through Date:

Requester:

Statuses to Include

Approved Canceled Completed Open Pending

Select All

On Hold AND Not On Hold

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

6. Enter the BU; STCMP
7. Enter the Requestor ID in the Requester field, if unknown, use the magnifying glass to search
8. Click the Select All button to mark all statuses
- If you only want to print Approved requisitions then only select that box
9. From the drop down menu select the appropriate item for what you are wanting to see
- On Hold
- Not On Hold
- On Hold AND Not On Hold
10. Click the Run button

Process Scheduler Request

User ID: AFilson Run Control ID: AFilson

Server Name: Run Date: 09/24/2009

Recurrence: Run Time: 3:06:28PM **Reset to Current Date/Time**

Time Zone:

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

OK **Cancel**

11. Click the OK button



Requisition Print

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

Language: English Specified Recipient's Process Instance: 179026

Report Request Parameters

Business Unit: STCMP

Requisition ID:

From Date:

Through Date:

Requester:

Statuses to Include

Approved Canceled Completed Open Pending

On Hold AND Not On Hold

- 12. There will be a Process Instance number under the Run button
- 13. Select the Process Monitor link

Process List [Server List](#)

View Process Request For

User ID: AFilson Type: Last: 1 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	179026		SQR Report	PORQ010	AFilson	09/24/2009 3:09:17PM PDT	Success	Posted	Details

Customize | Find | View All | First | 1-15 of 15 | Last

- 14. Read the Run Status; it should say Success
- 15. Read the Distribution Status; it should say Posted
- NOTE: If the Statuses do not say Success and Posted, click the Refresh button every few seconds until the statuses update.
- 16. Select the Details link



Process Detail

Process

Instance: 179026 Type: SQR Report
Name: PORQ010 Description: Requisition Print SQR
Run Status: Success Distribution Status: Posted

Run

Run Control ID: AFilson
Location: Server
Server: PSUNX
Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 09/24/2009 3:09:20PM PDT
Run Anytime After: 09/24/2009 3:09:17PM PDT
Began Process At: 09/24/2009 3:09:50PM PDT
Ended Process At: 09/24/2009 3:10:13PM PDT

Actions

- [Parameters](#) Transfer
- [Message Log](#)
- Batch Timings
- [View Log/Trace](#)

OK Cancel

17. Select the View Log/Trace link



18. Select the PDF file within the links

View Log/Trace

Report

Report ID: 132444 **Process Instance:** 179026 [Message Log](#)
Name: PORQ010 **Process Type:** SQR Report
Run Status: Success

Requisition Print SQR

Distribution Details

Distribution Node: FSTATST **Expiration Date:** 09/26/2009

File List

Name	File Size (bytes)	Datetime Created
SQR_PORQ010_179026.log	1,579	09/24/2009 3:10:13.000000PM PDT
porq010_179026.PDF	374,456	09/24/2009 3:10:13.000000PM PDT
porq010_179026.out	63	09/24/2009 3:10:13.000000PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	AFilson

Return



Requisition

Ship To: One University Circle
Turlock CA 95362

BUSINESS UNIT	STCMP	APPROVED
Req ID	Date	Page
0000000005	07/29/2009	1
Requester	Currency	
Requesting	USD	
Requester Signature		

Line-Subst	Item	Description	Mfg ID	Quantity	UCM	Price	Extended Amt	Due Date
1-1		Antiembolism Stockings, Thigh, Large (04-88-4730)		2.0000	EA	11.64	23.12	08/30/2009
		Buyer: Julie M. Anderson						
		Vendor: 0000001749 Pocket Nurse						
		<u>Line Total:</u>					<u>23.12</u>	
2-1		Luer Lock Syringes, 10mL, 100 Star (06-82-265)		1.0000	BOX	18.64	18.64	08/30/2009
		Buyer: Julie M. Anderson						
		Vendor: 0000001749 Pocket Nurse						
		<u>Line Total:</u>					<u>18.64</u>	
		<u>Total Requisition Amount:</u>					<u>41.76</u>	

Approval Signature	Approval Signature	Approval Signature
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19. A PDF document will open in a new window

The document can be saved to your computer or printed out.