



# 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.

▼ Search Criteria

Run Control ID: begins with

Case Sensitive

### Requisition Print

Run Control ID:

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

### Search Results

View All First 1-8 of 8 Last

Run Control ID
Dispatch_PO
Dispatch_PO_Pending
Print
Print_PO
Print_Req
Receipt_Delivery
Requisition
print_req

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



**Print Requisition**

Run Control ID Prin      Report Manager    Process Monitor    Run

Language English    Specified Language    Recipient's Language

**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

Save    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: 90000007475      Run Control ID: Prin

Server Name:    Run Date: 04/18/2014    Recurrence:    Run Time: 11:27:28AM    Reset to Current Date/Time

Time Zone:    Process List

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



**Print Requisition**

Run Control ID Prin      Report Manager    Process Monitor    Run

Language English    Specified Language    Recipient's Language    Process Instance: 5298557

**Report Request Parameters**

Business Unit STCMP    Requisition ID 0000002512

From Date    Through Date

Requester

**Statuses to Include**

Approved     Canceled     Completed     Open     Pending

On Hold AND Not On Hold

Save    Notify    Add    Update/Display

- 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 90000007475    Type    Last    1    Days    Refresh

Server    Name    Instance    to

Run Status    Distribution Status    Save On Refresh

**Process List**    Personalize | Find | View All | First 1 of 1 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5298557		SQR Report	PORQ010	90000007475	04/18/2014 11:27:28AM PDT	Success	Posted	Details

Go back to Requisition Print

Save    Notify

Process List | Server List

- 14. Read the Run Status; it should say Success
- 15. Read the Distribution Status; it should say Posted
- NOTE: If the Statures 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	5298557	Type	SQR Report
Name	PORQ010	Description	Requisition Print SQR
Run Status	Success	Distribution Status	Posted

Run

Update Process

Run Control ID	Prin	<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	04/18/2014 11:28:13AM PDT	Parameters	Transfer
Run Anytime After	04/18/2014 11:27:28AM PDT	Message Log	
Began Process At	04/18/2014 11:28:46AM PDT	Batch Timings	
Ended Process At	04/18/2014 11:28:51AM PDT	View Log/Trace	

OK Cancel

17. Select the View Log/Trace link

**View Log/Trace**

Report

Report ID: 20553      Process Instance: 5298557      Message Log

Name: PORQ010      Process Type: SQR Report

Run Status: Success

Requisition Print SQR

Distribution Details

Distribution Node: FBCFSTRN      Expiration Date: 05/09/2014

File List

Name	File Size (bytes)	Datetime Created
SQR_PORQ010_5298557.log	1,647	04/18/2014 11:28:51.080402AM PDT
porq010_5298557.PDF	4,749	04/18/2014 11:28:51.080402AM PDT
porq010_5298557.out	70	04/18/2014 11:28:51.080402AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	90000007475

Return

18. Select the PDF file within the links



**Requisition**  
CSU Stanislaus

**Ship To:** CSU Stanislaus Main Campus  
One University Circle  
Turlock CA 95382

Business Unit:	STCMP	OPEN
Req ID	Date	Page
0000002512	04/07/2014	1
Requester	Telephone	Entered By
Sather,Bernadette	209/667-3988	Sather,Bernadette

19. A PDF document will open in a new window

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

Line-Schd-Dist Distribution	Description Account	Fund	Dept	Category Prgm	Quantity UOM Class	Price Project	Extended Amt	Due Date	Dist Amt
Supplier: 0000000553 Dell Marketing LP									
1-1	Laptop			20400	1.0000 EA	950.00	950.00	05/31/2014	
1-1-1	619804	G0106	99999						950.00
<u>Line Total:</u>							950.00		
<u>Total Requisition Amount:</u>							950.00		

Training Document