

## 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

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### 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

▼ Search Criteria

Run Control ID: begins with ▼

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

  

### Requisition Print

Find an Existing Value
Add a New Value

Run Control ID:

Add

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
Prin
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

Requisition ID

From Date

Through Date

Requester

**Statuses to Include**

Approved   

Canceled

Completed

Open

Pending

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:

Recurrence:                       Run 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

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

Requisition ID

From Date

Through Date

Requester

**Statuses to Include**

Approved     

Canceled

Completed

Open

Pending

- 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      Type     Last      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"/>	5298557		SQR Report	PORQ010	90000007475	04/18/2014 11:27:28AM PDT	Success	Posted	<a href="#">Details</a>

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[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 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 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 type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time

Actions

Request Created On 04/18/2014 11:28:13AM PDT	<a href="#">Parameters</a>	<a href="#">Transfer</a>
Run Anytime After 04/18/2014 11:27:28AM PDT	<a href="#">Message Log</a>	
Began Process At 04/18/2014 11:28:46AM PDT	<a href="#">Batch Timings</a>	
Ended Process At 04/18/2014 11:28:51AM PDT	<a href="#">View Log/Trace</a>	

17. Select the View Log/Trace link

### View Log/Trace

Report

Report ID: 20553	Process Instance: 5298557	<a href="#">Message Log</a>
Name: PORQ010	Process Type: SQR Report	
Run Status: Success		
Requisition Print SQR		

Distribution Details

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

18. Select the PDF file within the links

Last Updated: October 3, 2014

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**Requisition**  
CSU Stanislaus

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

Business Unit:	<b>STCMP OPEN</b>	
Req ID	Date	Page
000002512	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	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date
Distribution	Account			Prgm	Class	Project			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