

2009

The University of New Orleans

PeopleSoft 9.0: Print Purchase Order



THE UNIVERSITY *of*
NEW ORLEANS



Print Purchase Order

Navigation: Purchasing>Purchase Order>Review PO Information>Print POs

To print a purchase order:

1. Select the Add a New Value Tab
2. Create a Run Control of your choice
3. Select the Add Button

Purchase Orders Print

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

Run Control ID:

Add

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

4. Enter Business Unit: UNOLF
5. Enter Purchase order number in the PO ID field.
6. Check print duplicate
7. Select the Run button

Purchase Orders Print

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

Language: English Specified Recipient's

Report Request Parameters

Business Unit: UNOLF To: UNOLF

PO ID: 0000000001 [Select Purchase Order](#)

Contract SetID:

Contract ID:

Release:

From Date:

Through Date:

Vendor ID:

Buyer:

Statuses to Include

Approved Dispatched Canceled

Open Pending Completed

Miscellaneous Options

*Hold Status: On Hold AND Not On Hold

*Chartfields: Recycled AND Valid Chartfields

Change Orders: Changed and UnChanged Orders

Print Changes Only Print PO Item Description

Print Duplicate

Number Of Copies: 1

Sort By: Line No.

8. Select Ok from the Process Scheduler Request Screen

Process Scheduler Request

User ID: FTSTBSMGR Run Control ID: PRINT_PO

Server Name: Run Date: 04/23/2009

Recurrence: Run Time: 12:27:39PM

Time Zone:

Process List

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

9. Select the Report Manager link.

Purchase Orders Print

Run Control ID: PRINT_PO

Language: English Specified Recipient's Process Instance: 1046625

Report Request Parameters

Business Unit: UNOLF To: UNOLF

PO ID: 0000000001 [Select Purchase Order](#)

Contract SetID:

Contract ID:

Release:

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Number Of Copies: 1

Sort By: Line No.

10. Click on the Administration tab and select the description(PDF will appear in a new window)
11. Print
12. Click the delete button to delete the selected report.

View Reports For
 User ID:
 Type:
 Last: Days
 Status:
 Folder:
 Instance: to:

Report List

[Customize](#) | [Find](#) | [View All](#) | 1-7 of 7

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1052	1005895	PO Dispatch/Print	01/15/2009 1:27:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1051	1005894	PO Dispatch/Print	01/15/2009 1:24:35PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1050	1005893	PO Dispatch/Print	01/15/2009 11:42:07AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1045	1005886	PO Dispatch/Print	01/15/2009 10:34:57AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1039	1005879	Receiver Interface Push	01/15/2009 9:22:28AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1038	1005877	Email	01/15/2009 9:17:32AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1036	1005874	Comm. Cntrl. Budget Processor	01/15/2009 9:16:35AM	Text Files (*.txt)	Posted	Details

[Select All](#)
 [Deselect All](#)

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