

Method 2: Printing a Requisition using the Req Print Page

Part A: Creating a Run Control

What is a Run Control ID?

A Run Control ID is an identification code that represents:

- your PeopleSoft ID
- the process you are running, such as printing a departmental budget report or printing a requisition

Each process that you run needs its own unique Run Control ID. If you print budget reports and print requisitions, you will create one Run Control ID for printing budget reports and one Run Control ID for printing requisitions.

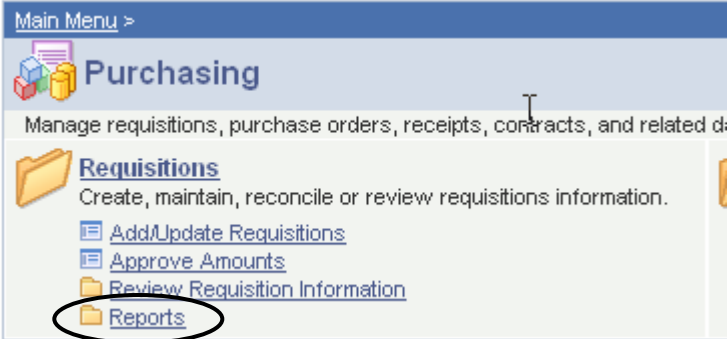
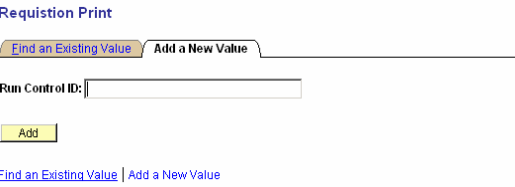
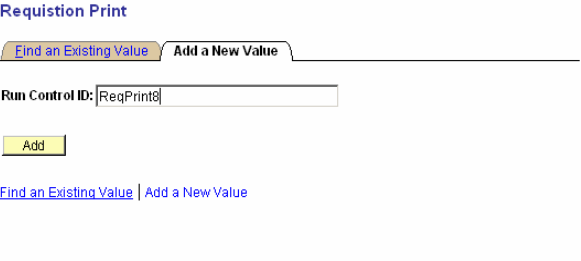
When do you create a Run Control ID?

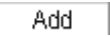
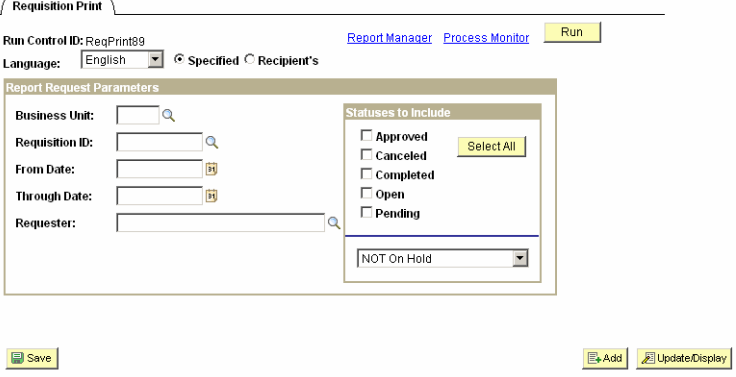
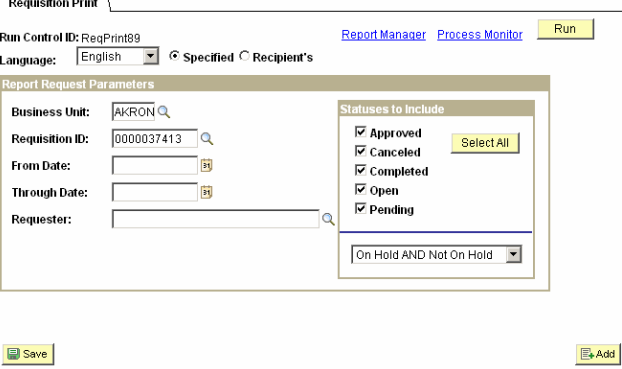
The first time that you run a process, you need to create a Run Control ID. Some examples of processes are gathering the data to print a Departmental Budget Report or gathering the data to print a requisition.

When you run the process in the future, you use the same Run Control ID as the first time that you ran the process.

What are the characteristics of a Run Control ID?

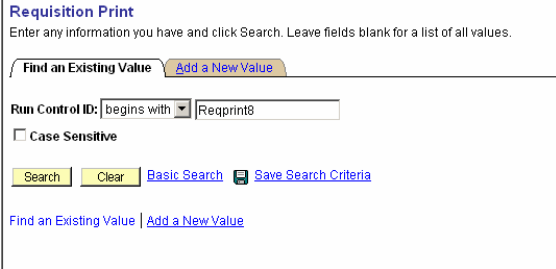
A Run Control ID can be up to 16 characters in length. It cannot contain spaces. Some examples of Run Control IDs are **BudgetPrint8** or **ReqPrint8**. You may use your old Run Control from Version 7.5 to print requisitions in Version 8.

What you do	What happens
<p>1. From the main menu, choose: Purchasing</p>	<p>The Purchasing menu is displayed.</p>  <p>The screenshot shows the 'Main Menu >' navigation bar with the 'Purchasing' menu selected. Below the menu title, there is a description: 'Manage requisitions, purchase orders, receipts, contracts, and related documents.' Underneath, there are several links: 'Requisitions' (with a folder icon), 'Add/Update Requisitions', 'Approve Amounts', 'Review Requisition Information', and 'Reports' (with a folder icon). The 'Reports' link is circled in red.</p>
<p>2. Click the Reports link.</p> <p>3. Click the Print Requisition link.</p> <p>4. Click on the Add a New Value link or on the Add a New Value folder tab</p>	<p>The Add a New Value page is displayed.</p>  <p>The screenshot shows the 'Requisition Print' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Run Control ID:' which is currently empty. Below the input field is a yellow 'Add' button. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.</p>
<p>5. Type a RunControl ID with a maximum number of 16 characters and no spaces.</p> <p>For example, enter ReqPrint8.</p>	 <p>The screenshot shows the 'Requisition Print' page with the 'Add a New Value' tab selected. The 'Run Control ID:' text input field now contains the text 'ReqPrint8'. The yellow 'Add' button is still visible below the input field. The 'Find an Existing Value' and 'Add a New Value' links are also present at the bottom.</p>

What you do	What happens
<p>6. Click on the Add button</p> 	<p>The Requisition Print page is displayed.</p> 
<p>7. Enter or verify information as follows: Recipient's radio button is active Business Unit: Akron Requisition ID: Enter ID with lead zeros. Statuses to Include Frame: Select All and select the option "On Hold AND Not On Hold" from the drop-down list.</p> <p>Click on the Save button.</p>	
<p>8. Go to Step 5 in the next section (printing a requisition) to continue with the Requisition Print Process.</p>	

Part B: Printing a Requisition

You should have already created a Run Control ID for printing a requisition. If you have not created a Run Control ID, please refer to the previous section in this chapter, Creating a Run Control.

What you do	What happens
<p>1. From the main menu, choose: Purchasing</p> <p>Click the Reports link.</p> <p>Click the Print Requisition link.</p> <p>If necessary, click on the Find an Existing Value tab or link at the bottom of the page.</p>	<p>The Find an Existing Value page displays.</p>
<p>2. In the Run Control ID field, enter the ID that you created, i.e., ReqPrint8.</p> <p>OR</p> <p>Click on the Search button.</p> <p>If you did not enter the complete Run Control ID or if you clicked on the Search button, you will be returned Search Results at the bottom of the page. Click on the correct Run Control ID to advance to the next step.</p>	

What you do	What happens
-------------	--------------

3. The Requisition Print page displays.

Requisition Print

Run Control ID: ReqPrint89

Language: English Specified Recipient's

[Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

Business Unit:	<input style="width: 90%;" type="text" value="AKRON"/>	
Requisition ID:	<input style="width: 90%;" type="text" value="0000037413"/>	
From Date:	<input style="width: 90%;" type="text"/>	<input type="button" value="31"/>
Through Date:	<input style="width: 90%;" type="text"/>	<input type="button" value="31"/>
Requester:	<input style="width: 90%;" type="text"/>	

Statutes 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

Add

4. Enter or verify information as follows:
Business Unit: Akron
Requisition ID: Enter ID with lead zero's
Statutes to Include Frame: Select All and "On Hold AND Not On Hold"

5. Click on the **Run** button.

The Process Scheduler Request page displays.

Process Scheduler Request

User ID: wsara Run Control ID: ReqPrint89

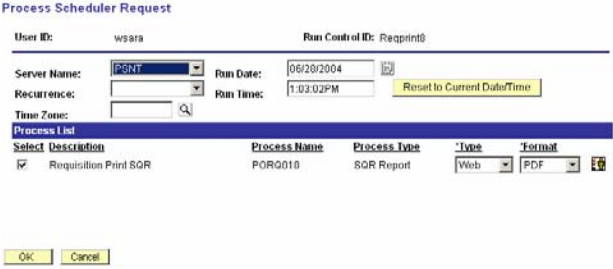
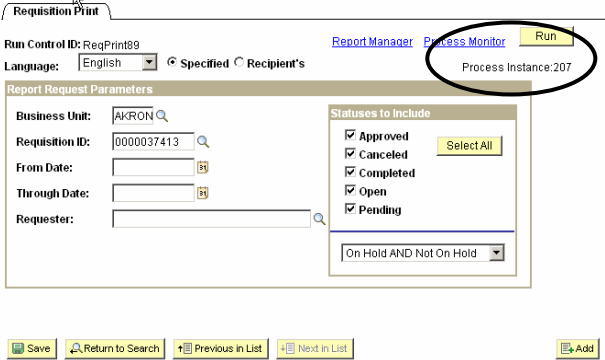
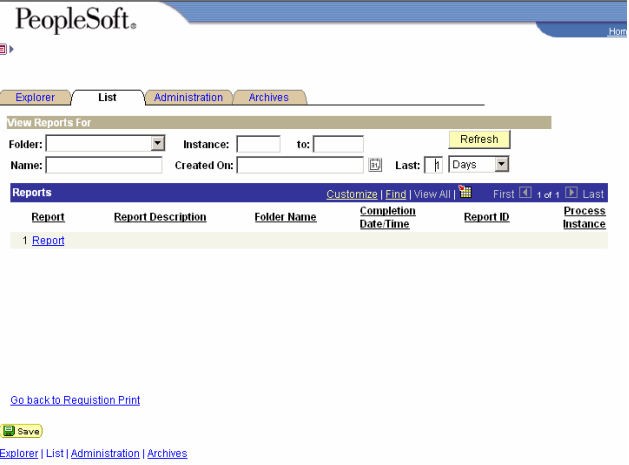
Server Name: G5V1 Run Date: 06/28/2004

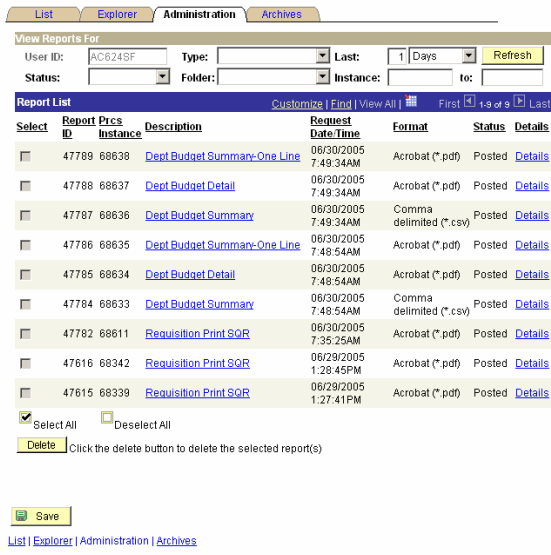
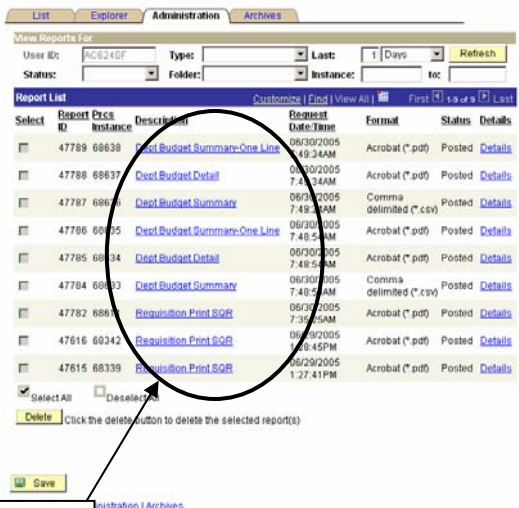
Recurrence: Daily Run Time: 1:03:02PM Reset to Current Date/Time

Time Zone: EST

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Requisition Print SOR	POR0010	SOR Report	Web	PDF

OK Cancel

What you do	What happens
<p>6. Note/Select the following:</p> <p>Server Name: PSNT Run Date: (Do not change the system date that defaults.) Run Time: (Do not change the system time that defaults.)</p> <p>In the Process List grid at the bottom of the page: A checkmark needs to appear in the Select checkbox. Type: Web Format: PDF</p>	<p>The Process Scheduler page is displayed with your choices.</p> 
<p>7. Click on the OK button.</p> <p>Note the Process Instance number.</p>	<p>The Requisition Print page returns with the Process instance.</p> 
<p>8. Click on the Report Manager link.</p>	<p>The Report Manager component is displayed. The List page is on top.</p> 

What you do	What happens
<p>9. Click on the Administration folder tab.</p>	<p>The Administration page is displayed.</p> 
<p>10. In the Report List grid, look in the Prcs Instance field to locate the Process Instance number for your report.</p> <p>You noted that number on the Requisition Print page.</p> <p>11. Click on the Refresh button until the Status is Posted. After the report is Posted, the report description will become a hyperlink.</p> <div data-bbox="212 1388 738 1535" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The Report Name will become a hyperlink once the status is Posted. Use this hyperlink to view the report</p> </div>	<p>The Administration page:</p> 

What you do	What happens
--------------------	---------------------

12. Click on the report description hyperlink for the report.

The report is opened in a new Internet Explorer/Adobe Viewer window.

Departmental Purchase Requisition

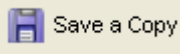

Ship To: Central Stores
185 East Mill Street
Akron OH 44325-0703

Business Unit	AKRON	APPROVED
Req ID:	Date	Page
0000037413	10/25/2006	1
Requester		Currency
Instructor, Suzie		USD
Requester Signature		

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1		XYZ computers		3.0000	EA	700.00	2,100.00	11/14/2006
	Buyer:	Radin, Al					2,100.00	
	Vendor:	0000000003 Lakefront Lines Inc						
	Distribution:	10000/A4756002 (200704) Software Training Svcs						
							<u>2,100.00</u>	
								<u>2,100.00</u>
2-1		software		2.0000	EA	120.00	240.00	11/14/2006
	Buyer:	Collins, Vicki					240.00	
	Vendor:	0000000003 Lakefront Lines Inc						
	Distribution:	10000/A4751001 (200700) Information Technology Svcs						
							<u>240.00</u>	
								<u>240.00</u>
							<u>Total Requisition Amount:</u>	<u>2,340.00</u>

This item is ordered for Sara Wise
Please deliver the item to LIB
Room number 52B
Zip+4

Please call
x , with any questions.

What you do	What happens
<p>13. Select from the browser's menu File, Print.</p> <p>OR</p> <p>Click on the Printer tool in the browser's toolbar or in Adobe Acrobat's toolbar.</p> <p>14. You may opt to save the document  instead of printing if you wish to conserve paper or forward the requisition to someone else on campus electronically .</p>	