




PRINTING PURCHASE ORDERS

Navigation for Printing the Purchase Orders

1. Purchasing  Purchase Orders  Review PO Information  Print PO's
2. Click on the yellow search button on the Purchase Orders Print screen . A Run Control ID will need to be established if you don't have one.

Purchase Orders 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: begins with

Case Sensitive

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

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

3. Enter your PO # in the PO ID field. Click the yellow Run button.

[N](#)

Purchase Orders Print

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

Language: Specified Recipient's

Report Request Parameters	Statuses to Include
Business Unit: <input type="text" value="UMBC1"/> To: <input type="text"/>	<input type="checkbox"/> Approved <input type="checkbox"/> Dispatched <input type="checkbox"/> Canceled
PO ID: <input type="text" value="0000004712"/> Select Purchase Order	<input type="checkbox"/> Open <input type="checkbox"/> Pending <input type="checkbox"/> Completed
Contract SetID: <input type="text"/>	
Contract ID: <input type="text"/>	
Release: <input type="text"/>	
From Date: <input type="text"/>	
Through Date: <input type="text"/>	
Vendor ID: <input type="text"/>	
Buyer: <input type="text"/>	

Miscellaneous Options
*Hold Status: <input type="text" value="On Hold AND Not On Hold"/>
*Chartfields: <input type="text" value="Recycled AND Valid Chartfields"/>
Change Orders: <input type="text" value="Changed and UnChanged Orders"/>
<input type="checkbox"/> Print Changes Only <input checked="" type="checkbox"/> Print PO Item Description
<input type="checkbox"/> Print Duplicate
Number Of Copies: <input type="text" value="1"/>
Sort By: <input type="text" value="Line No."/>

4. Click on the yellow OK button.

Process Scheduler Request

User ID: WICKHAM Run Control ID: WICKHAM

Server Name: PSUNX Run Date: 04/23/2008
Recurrence: Run Time: 1:08:59PM [Reset to Current Date/Time](#)
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POP0005	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

5. Click on Process Monitor link that is highlighted in blue.

[New Window](#) | [Help](#) | [C](#)

Purchase Orders Print

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

Language: English Specified Recipient's Process Instance: 677176

Report Request Parameters	Statuses to Include	Miscellaneous Options
Business Unit: UMBC1 To: PO ID: 0000004712 Select Purchase Order Contract SetID: Contract ID: Release: From Date: Through Date: Vendor ID: Buyer:	<input type="checkbox"/> Approved <input type="checkbox"/> Dispatched <input type="checkbox"/> Canceled <input type="checkbox"/> Open <input type="checkbox"/> Pending <input type="checkbox"/> Completed	*Hold Status: On Hold AND Not On Hold *Chartfields: Recycled AND Valid Chartfields Change Orders: Changed and UnChanged Orders <input type="checkbox"/> Print Changes Only <input checked="" type="checkbox"/> Print PO Item Description <input type="checkbox"/> Print Duplicate Number Of Copies: 1 Sort By: Line No.

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

6. Click on the yellow Refresh button until the Run Status reads Success.

7. Click on the word Details – highlighted in Blue.

Process 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"/>	677176		SQR Report	POPO005	WICKHAM	04/23/2008 1:08:59PM EDT	Success	N/A	Details
<input type="checkbox"/>	677120		SQR Report	PORQ010	WICKHAM	04/23/2008 11:43:57AM EDT	Success	Posted	Details
<input type="checkbox"/>	677034		SQR Report	POPO005	WICKHAM	04/23/2008 10:52:16AM EDT	Success	Posted	Details
<input type="checkbox"/>	677010		Application Engine	FS_BP	WICKHAM	04/23/2008 10:39:17AM EDT	Success	Posted	Details
<input type="checkbox"/>	677007		Application Engine	FS_BP	WICKHAM	04/23/2008 10:37:36AM EDT	Success	Posted	Details
<input type="checkbox"/>	676996		Application Engine	FS_BP	WICKHAM	04/23/2008 10:30:51AM EDT	Success	Posted	Details
<input type="checkbox"/>	676970		Application Engine	FS_BP	WICKHAM	04/23/2008 10:25:38AM EDT	Success	Posted	Details
<input type="checkbox"/>	676966		Application Engine	FS_BP	WICKHAM	04/23/2008 10:23:53AM EDT	Success	Posted	Details
<input type="checkbox"/>	676957		Application Engine	FS_BP	WICKHAM	04/23/2008 10:18:10AM EDT	Success	Posted	Details
<input type="checkbox"/>	676952		Application Engine	FS_BP	WICKHAM	04/23/2008 10:16:26AM EDT	Success	Posted	Details

8. Click on View Log/Trace – highlighted in blue

Process Detail

Process

Instance: 677176 Type: SQR Report

Name: POPO005 Description: PO Dispatch/Print

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: WICKHAM Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: Delete Request

Restart Request

Date/Time Actions

Request Created On: 04/23/2008 1:09:16PM EDT [Parameters](#) Transfer

Run Anytime After: 04/23/2008 1:08:59PM EDT [Message Log](#)

Began Process At: 04/23/2008 1:09:33PM EDT Batch Timings

Ended Process At: 04/23/2008 1:09:47PM EDT [View Log/Trace](#)

9. Click on the pdf link

[New 1](#)

[/view Log/Trace](#)

Report

Report ID: 559902 Process Instance: 677176 [Message Log](#)
 Name: POPO005 Process Type: SQR Report
 Run Status: Success

PO Dispatch/Print

Distribution Details

Distribution Node: psfsdev Expiration Date: 05/23/2008

File List

Name	File Size (bytes)	Datetime Created
SQR_POPO005_677176.log	1,555	04/23/2008 1:09:47.000000PM EDT
popo005_677176.PDF	2,874	04/23/2008 1:09:47.000000PM EDT
popo005_677176.out	124	04/23/2008 1:09:47.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	WICKHAM

10. Print out a copy of the Purchase Order.

Purchase Order

UMBC
 1000 Hilltop Circle
 Baltimore MD 21250
 United States

Vendor: 0000018248
 HACH ENVIRONMENTAL
 ATTN BILL HARRING
 5600 LINDBERG
 LOVELAND CO 80538

Dispatch via Print

Purchase Order	Date	Revision	Page
UMBC1-0000004712	09/21/2007		1
Payment Terms	Freight Terms	Ship Via	
Net 30	Ship Pt	Pre-Pay/Add	Truck
Buyer	Phone	Currency	
Ina B Caplan	410 4553915	USD	

Ship To: UMBC Warehouse B
 Central Receiving
 1000 Hilltop Circle
 Baltimore MD 21250
 United States

Bill To: UMBC ACCOUNTS PAYABLE DEPT
 ADMIN BLDG STE 300
 Baltimore MD 21250
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	OTT Parsivel, present weather sensor, Item #70.200.005.9.0		2.00	EA	3,680.00	7,360.00	09/21/2007
2- 1	ASDO Software for Parsivel, Item #56.551.001.9.7		2.00	EA	550.00	1,100.00	09/21/2007
3- 1	Converter Kit, RS232 to RS485, 115V, Item #5737800		2.00	EA	550.00	1,100.00	09/21/2007
4- 1	Shipping Costs		1.00	USD	60.50	60.50	09/21/2007