



Print a Purchase Order Process for Purchasing

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Training Guide
Print a Purchase Order Process for Purchasing

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Print a Purchase Order Process for Purchasing

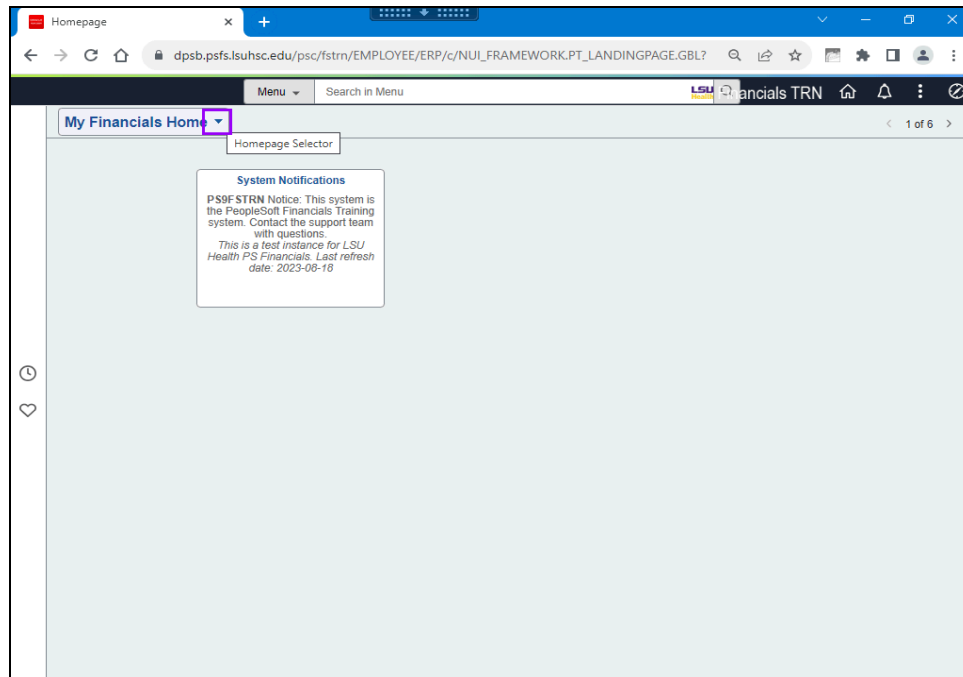
Print Options Navigations


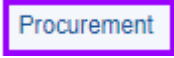
Procurement Home Navigation

Procedure

In this topic you will learn [Using the Procurement Home Navigation](#).


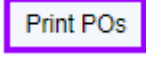
This document provides **Purchasing** users the navigational steps to print a Purchase Order using the menu option **Print PO**. There are two navigational options available. When the **REN** server is not running or when the user prefers to run the report on the Process Scheduler, the following options may be used.



Step	Action
1.	Click the button to the right of the My Financials Home field. 
2.	Click the Procurement link. 
3.	Click the Purchasing button.

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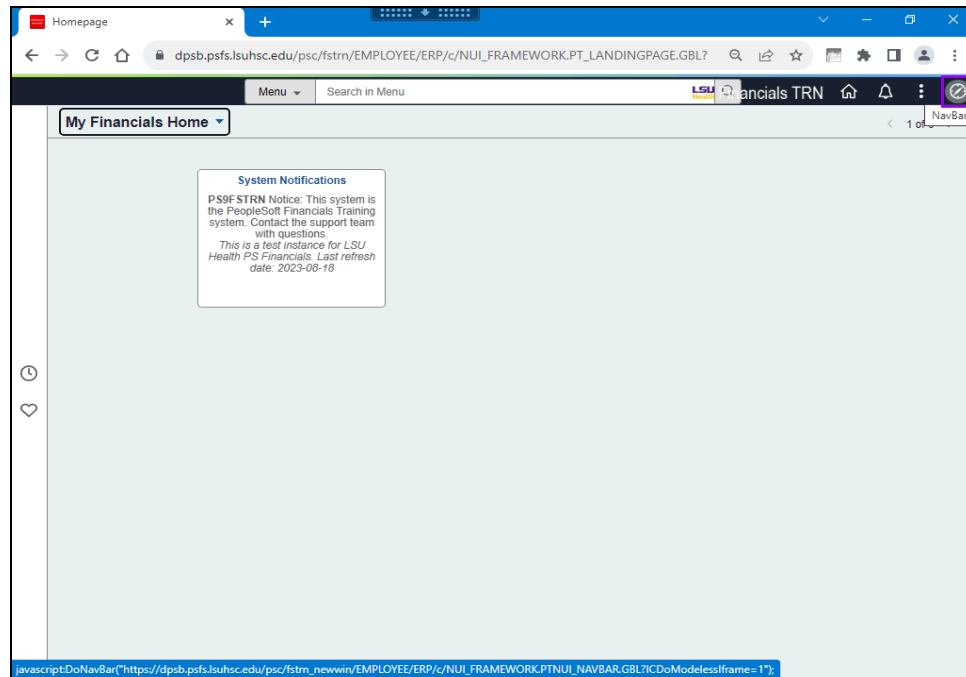
Print a Purchase Order Process for Purchasing




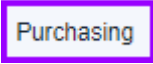
Step	Action
4.	Click the Reports link. 
5.	Click the Print POs link. 
6.	The Purchase Orders Print page will display.
7.	This completes <i>Using the Procurement Home Navigation</i> . End of Procedure.

NavBar Menu Navigation

Procedure

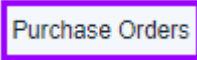
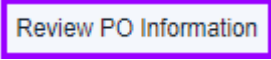
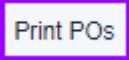
In this topic you will learn **Using the NavBar Menu Navigation.**



Step	Action
1.	Click the NavBar button. 
2.	Click the Menu link. 
3.	Click the Down button of the scrollbar. 
4.	Click the Purchasing link. 

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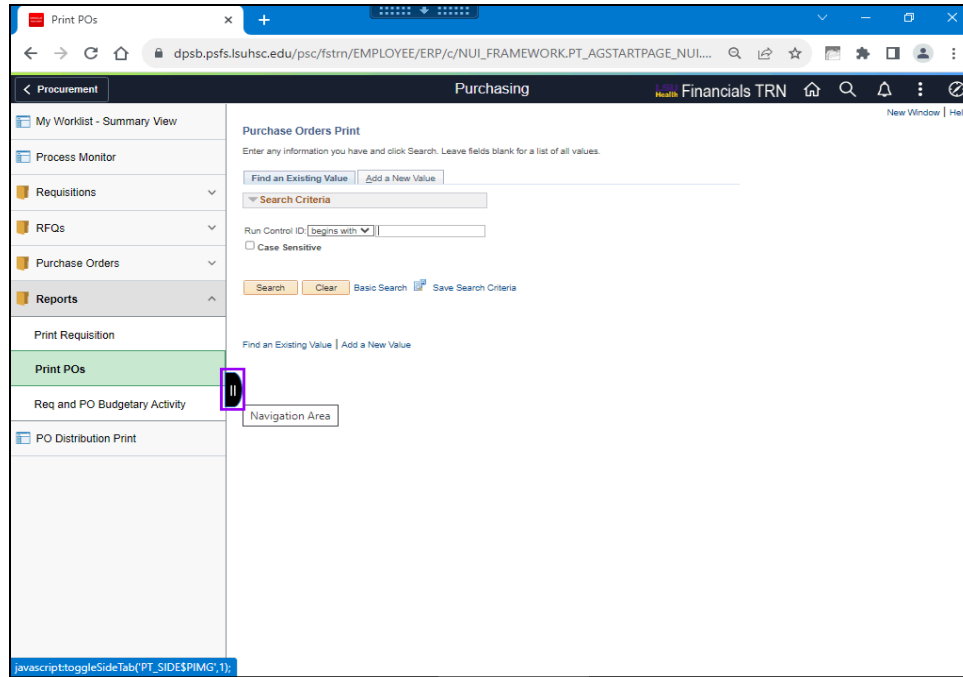
Step	Action
5.	Click the Purchase Orders link. 
6.	Click the Review PO Information link. 
7.	Click the Print POs link. 
8.	The Purchase Orders Print page will display.
9.	This completes the <i>Using the NavBar Menu Navigation</i> . End of Procedure.


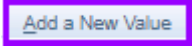
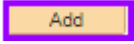
Using the Print PO Page

Using the Print PO Page and Running the Print Process

Procedure

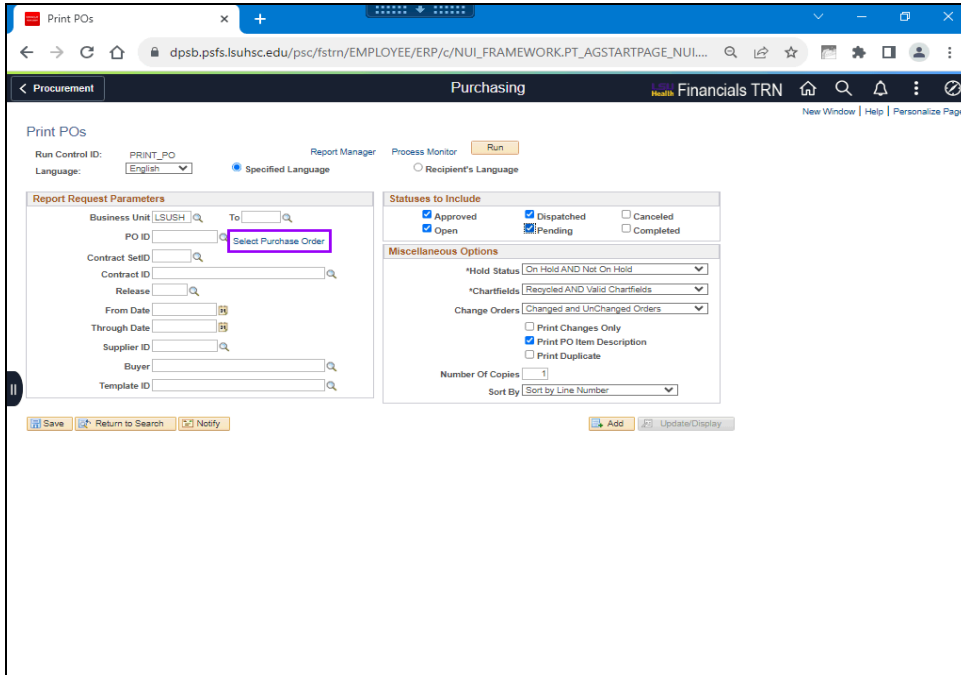
In this topic you will learn **Using the Print PO Page and Running the Print Process**.



Step	Action
1.	To collapse the menu on the left side of the screen, click the Navigation Area button. 
2.	While on the Purchase Orders Print page, click the Add a New Value tab. 
3.	Enter the desired information into the Run Control ID field. Enter " PRINT_PO ".
4.	Click the Add button. 
5.	In the Report Request Parameters section of the Print POs page, input the Business Unit. Enter the desired information into the Business Unit field. Enter " LSUSH ".

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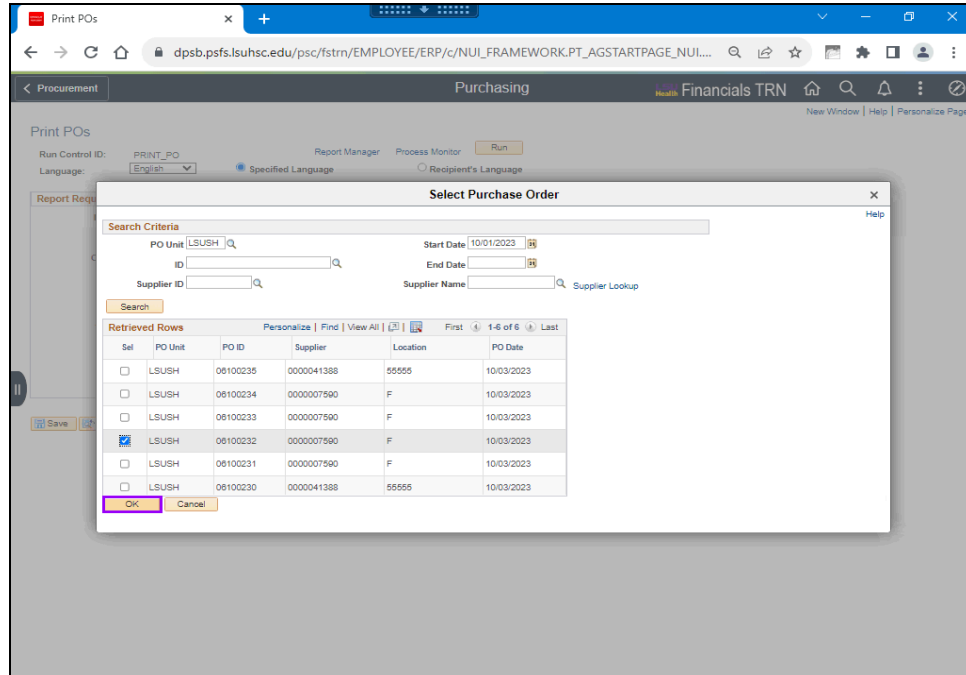
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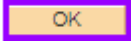
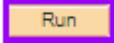


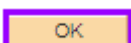
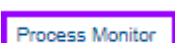


Step	Action
6.	<p>Under the Statuses to Include section, check the boxes for: Approved, Open, Pending, and Dispatched.</p> <p>Click the Select Purchase Order link.</p> <p>Select Purchase Order</p>
7.	<p>On the Select Purchase Order window, you may search for Purchase Orders by Date, Buyer, or Supplier.</p> <p>In this example, we will search by the PO Date.</p> <p>Enter the desired information into the Start Date field. Enter "10/01/2023".</p>
8.	<p>Click the Search button.</p> <p>Search</p>

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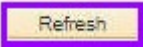

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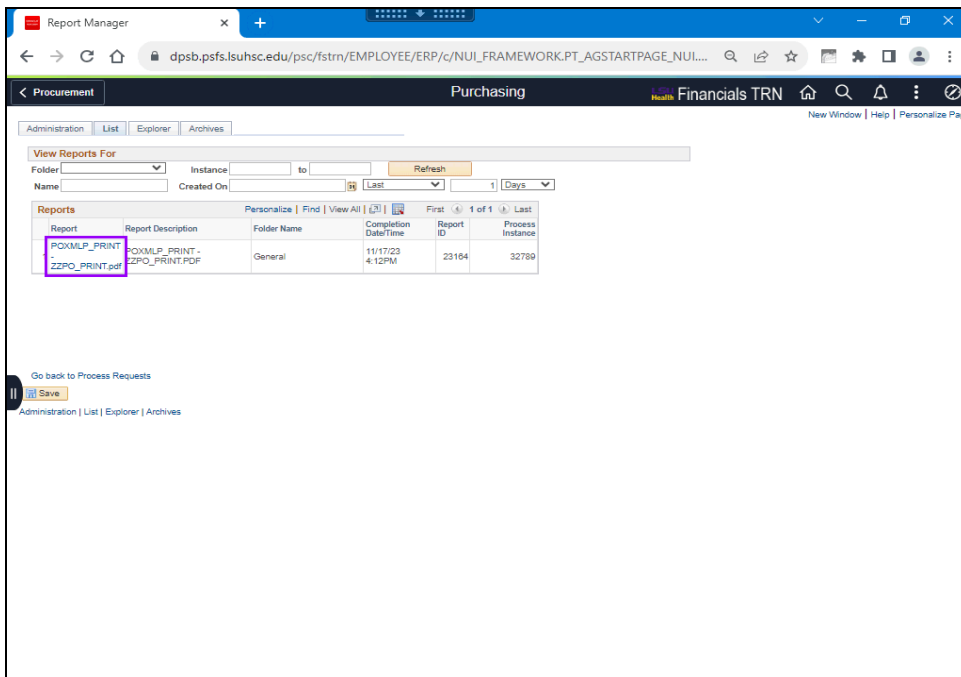


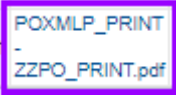
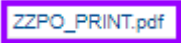
Step	Action
9.	In the list of Retrieved Rows , place a check in the box of the desired Purchase Order. Click the OK button. 
10.	Click the Run button. 
11.	Click the button to the right of the Server Name field. 
12.	Click the PSNT list item. 
13.	Click the OK button. 
14.	Click the Process Monitor link. 

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Step	Action
15.	<p>NOTE: A successful report run will display a <u>Run Status = Success</u> and a <u>Distribution Status = Posted</u>.</p> <p>Click the Refresh button every 10-15 seconds until you have a <u>Run Status = Success</u> and a <u>Distribution Status = Posted</u>.</p> <p>Click the Refresh button.</p> 
16.	<p>Click the Report Manager link.</p> 



Step	Action
17.	<p>NOTE: The most recent report will appear at the top of the list under Reports.</p> <p>Click the POXMLP_PRINT - ZZPO_PRINT.pdf link.</p> 
18.	<p>Click the ZZPO_PRINT.pdf link.</p> 

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Print a Purchase Order Process for Purchasing

Step	Action
19.	<p>The Purchase Order file will display.</p> <p>To print the file, use either the File option or the Print icon.</p> <p>Click the PRINT button.</p> 
20.	<p>This completes the <i>Using the Print POs Page and Running the Print Process</i>.</p> <p>End of Procedure.</p>