

Print a Purchase Order Process for ePro

Version Date: November 28, 2023

Table of Contents

Print a Purchase Order Process for ePro	. 1
Print Option Navigations	1
Procurement Home Navigation	1
NaBar Menu Navigation	3
Using the Print PO Page	5
Using the Print PO Page and Running the Print Process	5

Print a Purchase Order Process for ePro

Print Option Navigations

Procurement Home Navigation

Procedure

In this topic you will learn Using the Procurement Home Navigation.

This document provides ePro 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.	Option 1: Click the button to the right of the My Financials Home field.
2.	Click the Procurement link.
	Procurement



Step	Action
3.	The Procurement Home page will display.
	<u>NOTE: The tiles displayed on the screen are the applications to which you have</u> <u>security access. If you have access to LSU ePro Buyer Center navigation</u> <u>collection, the tile will be listed on your screen.</u>
	Click the LSU ePro Buyer Center button.
4.	<i>NOTE: The menu selections will appear on the left side of the screen.</i> Click the Down button of the scrollbar.
5.	Click the Print POs link.
	Print POs
6.	The Purchase Order Print page will display.
7.	This completes the topic on Using the <i>Procurement Home Navigation</i> . End of Procedure.

NaBar Menu Navigation

Procedure

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

9	1 🗇 🗖 Homepage X + - 0	×
\leftarrow	\mathbb{C} (\mathbb{C} https://dpsb.psfs.lsuhsc.edu/psc/fstrn/EMPLOYEE/ERP/c/NUL P A ^h \mathbb{C} (\mathbb{C} (\mathbb{C}	0
eP	Pro Implementatio 🗅 Citrix Receiver 🖒 LSU First Wellness 🏠 Employee Benefits 🏠 End-user training f 📑 My Learning - Bridg >	Q
	📒 Search in Menu 🔛 🖓 als TRN 🏠 🗘 🗄 🧭	
	My Financials Home (1 of 6 >)	lavBar
		0
	System Notifications	+
	PS9FSTRN Notice: This system is the PeopleSoft Financials Training system. Contact the support team	
	Wind Questions: This is a test instance for LSU Health PS Financials. Last refresh	
()		
\odot		
Ť		
		Ø
javascrij	pt:DoNavBar("https://dpsb.psfs.lsuhsc.edu/psc/fstm_newwin/EMPLOYEE/ERP/c/NUL_FRAMEWORK.PTNUL_NAVBAR.GBL?ICDoModelessifirame=1");	1
-	🔎 Type here to search 🛛 🗾 📋 🧟 👘 🦹 🌔 🗘 1314 PM	Ę

Step	Action
1.	Click the NavBar button.
	\odot
2.	Click the Menu link.
	Menu
3.	Click the Down button of the scrollbar.
4.	Click the ePro Buyer Center link.
	ePro Buyer Center

Step	Action
5.	Click the Print POs link.
	Print POs
6.	The Purchase Orders Print screen will display.
7.	This completes the Using the <i>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.
	<u>A</u> dd a New Value
3.	Enter the desired information into the Run Control ID: field. Enter " PRINT_PO ".
4.	Click the Add button.
	Add
5.	On the Report Request Parameters page, enter the Business Unit.
	Enter the desired information into the Business Unit field. Enter "LSUSH".

Step	Action
6.	Under the Statuses to Include section, check the boxes for:
	Approved, Open, Pending, and Dispatched.

P	1 🗊 🧧 Print POs X + - 0	×
<	- 🕐 🖞 https://dpsb.psfs.lsuhsc.edu/psc/fstm/EMPLOYEE/ERP/c/NUI ର୍ Al 🏠 📭 🔇 🗊 🎓 🎭 …	0
	ePro Implementatio р Citrix Receiver 🌓 LSU First Wellness р Employee Benefits J р End-user training f 🃑 My Learning - Bridg >	0
		-
	Print POs	0
	Run Control ID: PRINT_PO Report Manager Process Monitor Run	0
	Language: English V ® Specified Language O Recipient's Language	
	Report Request Parameters Statuses to Include	+
	Business Unit LSUSH Q To Q Z Approved Dispatched Canceled	
	POID Select Purchase Order Miscellaneous Options	
	Contract ID A *Hold Status On Hold AND Not On Hold	
	Release Chartfields Recycled AND Valid Chartfields V	
	From Date Changed Orders V	
П	Through Date Print Changes Only	
	Supplier ID Q MPrint PO Item Description	
	Buyer Q Number Of Copies 1	
	Template ID Q Sort By	
	Save 🕅 Nolfy	
		Ø
		6
		263
Ŧ	🥠 Type here to search 🥂 🧾 首: 👔 👘 🦹 🌔 🕺 🎧 👘 🖓 👘 👘 🖓 👘 🖓 🕺 🕺 🕺 🕺 👘 👘 🖓 11/19/2023	垦

Step	Action			
7.	Click the Select Purchase Order link.			
	Select Purchase Order			
8.	NOTE: On the Select Purchase Order window, you may search for Purchase Orders by <u>Date, Buyer</u> , or <u>Supplier</u> .			
9.	Enter the desired information into the Start Date field. Enter "10/01/2023".			
10.	Click the Search button.			
	Search			

	ement			ePro	Buyer Center	Financia	als TRN	ŵ	Q	\Diamond	:	\oslash
	_	_	_			_		New \	Vindow H	Help Per	sonalize	Page
				Select	Purchase Order							×
Search	Criteria											icih.
	PO Unit LS	лан 🔍		Start Date	10/01/2023							- 1
	ID		Q	End Date								- 1
S	upplier ID	Q		Supplier Name	Q	Supplier Lookup						- 1
Searc	ch											- 1
Retriev	ed Rows	Pe	ersonalize Find Viev	v All [🖉 🛛 🔣 🛛 First	(1-6 of 6 (e) Last							- 1
Sel	PO Unit	POID	Supplier	Location	PO Date							- 1
	LSUSH	06100235	0000041388	55555	10/03/2023							- 1
	LSUSH	06100234	0000007590	F	10/03/2023							- 1
	LSUSH	06100233	0000007590	F	10/03/2023							- 1
	LSUSH	06100232	000007590	F	10/03/2023							- 1
	LSUSH	06100231	000007590	F	10/03/2023							- 1
	LSUSH	06100230	0000041388	55555	10/03/2023							- 1
		8										- 1
С ОК	Cance											- 88
С ОК	Cance	_									_	_

Step	Action
11.	In the list of Retrieved Rows , place a check in the box of the desired Purchase Order.
	Click the OK button.

Print POs x +	- 0 X
$\leftarrow C$ $\stackrel{(a)}{\mapsto}$ https://dpsb.psfs.lsubsc.edu/psc/fstrp/EMPLOYEE/ERP/c/NUL	
APro Implementation Citrix Paraiser ISI First Wallnerr Employee Banafitr I	End-urantraining f
ero implementatio	
C Procurement ePro Buyer Cent	er 🔚 Financials TRN 🏠 🔍 🗘 🕴 🥏
B : 180	New Window Help Personalize Page
Print POS Paper Manager Process Manifer	Run
Language: English V	"s Lang Process Request Dialog
Panort Raquast Daramatars Statusas to Inclusion	+
Business Unit LSUSH Q To Q Approv	red Dispatched Canceled
PO ID 06100235 R ISelect Burchase Order	Pending Completed
Contract SetID Miscellaneous C	Options
Contract ID	*Hold Status On Hold AND Not On Hold V
Release	*Chartfields Recycled AND Valid Chartfields
From Date Ch	ange Orders Changed and UnChanged Orders
II Through Date	Print Changes Only Print PO Item Description
- Supplier ID	Print Duplicate
Template ID	er Of Copies 1
i onipiato i o	Sort By Sort by Line Number
Save Notify	📑 Add 🗾 Update/Display
	Ø
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
javascriptsubmitAction_win0(document.win0,'PO_PICK_ORD_WRK_PB_SELECT_PO');	283
📲 🔎 Type here to search 🛛 🗾 🖆 🤹 😵	🌔 🥌 77°F 🧄 🚈 🥢 🕅 11/9/2023 🔜

Step	Action
12.	The <b>PO ID</b> field is now populated.
	Click the <b>Run</b> button.
	Run
13.	The Process Scheduler Request window will display.
	Click the button to the right of the Server Name field.
	×
14.	Click the <b>PSNT</b> list item.
	PSNT
15.	Click the <b>OK</b> button.
	ОК
16.	Click the Process Monitor link.
	Process Monitor
17.	NOTE: A successful report run will display a Run Status = Success and a Distribution Status = Posted.
	Click the <b>Refresh</b> button, every 10-15 seconds until you have a Run Status = Success and a Distribution Status = Posted.
	Refresh

Step	Action
18.	Click the Report Manager link.
	Report Manager

										-0	~
Keport Manager	×								_		×
← C ♠ https://dpsb.psfs.lsuhs	c.edu/psc/fstrn/EMPLC	YEE/ERP/c/NU	II Q	AN 🗘	65	\$	כו	£≡	۹	s	- 📀
🚦 ePro Implementatio 🗅 Citrix Receiver 🏾 [	LSU First Wellness	🗅 Employee Ber	nefits   🕒	End-user tr	aining f	📑 My Lei	arning -	Bridg		>	Q
< Procurement	e	Pro Buver	Center	LSU Fin	anciale		۵	0	$\wedge$	: 0	
		. To Dujoi		Health I III	anciais		New W	/indow 1	Help   Per	sonalize Pag	e 💙
Administration List Explorer Archives											0
View Reports For											0
Folder Instance	to	Refre	sh	Dava	-						
Name Created On		LOL		Days 🗸	1						+
Report Report Description	Folder Name	Completion	Report	Process							
POXMLP_PRINT POXMLP_PRINT -		Date/Time 11/09/23	ID	Instance							
ZZPO_PRINT.pdf	General	1:32PM	23152	32777							
Go back to Process Requests											
Save											
Automistration   List   Explorer   Archives											
											Ø
											ŝ
javascript:submitAction_win0(document.win0,'REPOR	T_NAME\$0');										දහ
Type here to search	1 <u>2</u> 🛱 🛖	👘 🤱			Û 🔺	977°F		<b>9</b> (//	<b>.</b> ⊲»)	1:33 PM 11/9/2023	5
			and the second se								

Step	Action
19.	NOTE: The most recent report will appear at the top of the list under Reports.
	Click the <b>POXMLP_PRINT - ZZPO_PRINT.pdf</b> link.
	POXMLP_PRINT - ZZPO_PRINT.pdf
20.	Click the <b>ZZPO_PRINT.pdf</b> link.
	ZZPO_PRINT.pdf
21.	The file will download to the Desktop. This can be seen in the upper right corner of the screen. Select the downloaded file to open the pdf.

Step	Action
22.	The <b>Purchase Order</b> file will display.
	Click the <b>Printer</b> button.
23.	This completes the <i>Using the Print PO Page and Running the Print Process</i> . End of Procedure.