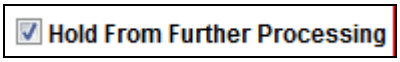
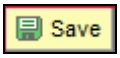
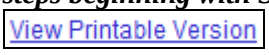
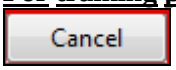
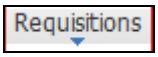
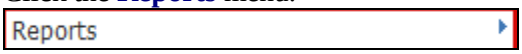
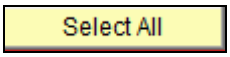
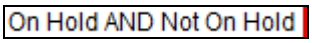
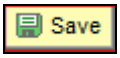
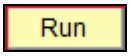
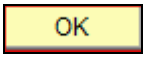
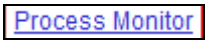
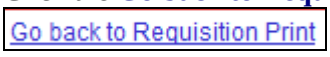
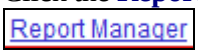
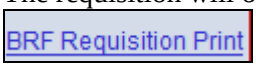
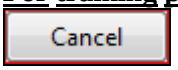
Budget Check and Print a Requisition

Step	Action
1.	Click the **Hold From Further Processing** option. 
2.	Click the **Save** button. ***NOTE: The requisition must be saved in order to Budget Check.*** 
3.	The Budget Status must be Valid in order for the requisition to be sourced as a P.O.
4.	Click the **Budget Check** button. ***NOTE: The system will automatically send you to the Process Monitor panel.***
5.	Click the **Refresh** button until the Run Status = Success and the Distribution Status = Posted to complete the process. ***NOTE: DO NOT repeatedly click the Refresh button as this uses system resources. Please allow 15 seconds between clicks.***
6.	Click the **Refresh** button.
7.	Click the **Go back to Requisitions** link to return to the Requisition header page.
8.	In this example, the Budget Status is Valid, so the requisition can now be sourced to a PO.
9.	This completes Budget Check a Requisition.
10.	There are two methods available for printing a requisition: View Printable Version and Accessing the Process Monitor. Both methods will be demonstrated here. The View Printable Version method will be demonstrated first.
11.	Click the **View Printable Version** link. ***NOTE: The View Printable Version button may not be used for printing purposes once the Requisition Status = Closed. The user must print the Requisition by following the steps beginning with Step 8 of this exercise once the Requisition Status = Closed.*** 
12.	The requisitions displays. Click the **Print** button.

Step	Action
13.	You can designate the number of copies you wish to print and then click OK. **For training purposes only**, click the **Cancel** button. 
14.	Click the **Close** button. ***This completes the demonstration of View Printable Version.***
15.	The second method, Print a Requisition using the Process Scheduler, will be demonstrated now. **Navigate** to Purchasing, Requisitions, Reports, Print Requisition, or From displayed **breadcrumbs** select Requisitions, Reports, Print Requisition. Click the **Requisitions** button. 
16.	Click the **Reports** menu. 
17.	Click the **Print Requisition** menu.
18.	Click the **Add a New Value** tab. ***See the Create/Find a Run Control ID topic for instructions on how to create a valid run control id.***
19.	Enter the desired information into the **Run Control ID** field. Enter "**print_req**".
20.	Click the **Add** button.
21.	The parameters you enter on the Print Requisition page will be saved to the specified run control id. When running the report in the future, the user will only change the Requisition ID; all other fields will remain as defaulted.
22.	Enter the desired information into the **Business Unit** field. Enter "**BRFHS**".
23.	**Requisition ID** You may enter your requisition id directly into the Requisition ID field. It is highly recommended that you note the requisition id when attempting to print the requisition and enter it in this page. If you do not know the requisition id, you may search for it as shown in the following steps. Click the **Look up Requisition ID** button.

Step	Action
24.	Enter the desired information into the **Requester** field. Enter "**Your Requester ID**".
25.	Click the **Look Up** button.
26.	Click the **0000041** link.
27.	***NOTE: Do not enter From Date, Through Date or Requester. If this information is entered incorrectly, it may prevent the requisition from printing. Since requisitions must be requested and printed ONE AT A TIME, entering the requisition id will be sufficient to identify the requisition.***
28.	Click the **Select All** button. 
29.	Click the button to the right of the **NOT On Hold** field.
30.	Click the **On Hold AND Not On Hold** list item. 
31.	Click the **Save** button. 
32.	**Process Scheduler** The Process Scheduler defines the Run Location and Output Destination of the Print Request. Click the **Run** button. 
33.	Click the **Server Name** list.
34.	Click the **PSNT** list item.
35.	***NOTE: The Type field should default as Web and the Format field should default as PDF. If the Type and Format fields do not properly default, you will need to correct them.***
36.	Click the **OK** button. 
37.	Click the **Process Monitor** link. 
38.	If the Run Status is not Success and the Distribution Status is not Posted, click the Refresh button until both statuses are achieved.
39.	Click the **Go back to Requisition Print** link. 

Step	Action
40.	Click the **Report Manager** link. 
41.	Click the **Administration** tab.
42.	The report is complete and ready for viewing when **Requisition Print SQR** under the Description column turns into a blue hyperlink and the **Status = Posted**. If the Status was not Posted, you would click the Refresh button until the Status = Posted and the BRF Requisition Print in the Description column became a blue link.
43.	Click the **BRF Requisition Print** link. The requisition will open and display in a new window. 
44.	Click the **Print** button.
45.	You can designate the number of copies you wish to print and then click OK. **For training purposes only**, click the **Cancel** button. 
46.	Click the **Close** button.
47.	Click the **Go back to Requisition Print** link.
48.	This completes ***Print a Requisition***. **End of Procedure.**