



# Quick Reference Guide – Print A Requisition

## Purpose

This guide explains how to print a requisition.

## Step 1 – Identify Requisition

**Navigation: Purchasing > Requisitions > Reports > Print Requisition**

A new Run Control may be needed, I call mine REQUISITION\_PRINT

Print Requisition

Run Control ID REQUISITION\_PRINT Report Manager Process Monitor **Run**

Language English Specified Language Recipient's Language

**Report Request Parameters**

Business Unit SMCMP Requisition ID 0000016151

From Date Through Date Requester

**Statuses to Include**

Approved  Canceled  Completed  Open  Pending

On Hold AND Not On Hold

Save Notify Add Update/Display

Process Scheduler Request

User ID 68100269392 Run Control ID REQUISITION\_PRINT

Server Name Run Date 01/23/2019

Recurrence Run Time 1:32:52PM Reset to Current Date/Time

Time Zone

Select	Description	Process Name	Process Type	^Type	^Format	Distribution
<input checked="" type="checkbox"/>	Requisition Print SQR	PORQ010	SQR Report	Web	PDF	Distribution

OK Cancel



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## Step 2 - Go to Process Monitor

**Navigation: PeopleTools > Process Scheduler > Process Monitor**

Process List | Server List

View Process Request For

User ID: 68100269392 | Type: | Last: | 50 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Status	Posted	Details
<input type="checkbox"/>	15870842		SQR Report	PORQ010	68100269392	01/23/2019 1:32:52PM PST	Posted		Details
<input type="checkbox"/>	15869902		Application Engine	PSQUERY	68100269392	01/23/2019 11:41:27AM PST	Success	Posted	Details
<input type="checkbox"/>	15868731		Application Engine	PSQUERY	68100269392	01/23/2019 10:18:31AM PST	Success	Posted	Details

Date/Time | Actions

Request Created On 01/23/2019 1:35:34PM PST | Parameters | Transfer

Run Anytime After 01/23/2019 1:32:52PM PST | Message Log

Began Process At 01/23/2019 1:35:57PM PST | Batch Timings

Ended Process At 01/23/2019 1:36:10PM PST | **View Log/Trace**

File List

Name	File Size (bytes)	Datetime Created
SQR_PORQ010_15870842.log	1,658	01/23/2019 1:36:10.385180PM PST
<b>porq010_15870842.PDF</b>	6,250	01/23/2019 1:36:10.385180PM PST
porq010_15870842.out	70	01/23/2019 1:36:10.385180PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	68100269392

## Step 3 - Review the Requisition

Review the requisition to make sure it is the right one and contains the expected information.

**Requisition**  
Cal State San Marcos

Ship To: Receiving  
441 La Moree Road  
San Marcos CA 92078

Business Unit:	SMCMP	APPROVED
Req ID	Date	Page
0000016151	10/22/2018	1
Requester	Telephone	Entered By

Line-Schd-Dist	Description	Fund	Dept	Category	Quantity	UOM	Price	Extended Amt	Due Date
Distribution	Account			Prgm	Class	Project			Dist Amt
Buyer: Van Ness, Steven Supplier: 000000209 BIO RAD LABORATORIES									
1-1	Touch Cyclor			57800	1.0000	EA	5,395.00	5,395.00	11/09/2018
1-1-1	619001	48500	1269			26901			5,395.00
<b>Line Total:</b>								5,395.00	