

How to print a requisition

Select: Purchasing>Reports>Print Requisitions

Select **Add New Value**, unless, you have saved a previous print job, and enter anything you would like to call this print job. As in this case we are using the requisition ID.

Select **Add**

The screenshot shows the PROMT system interface. On the left is a navigation menu with the following structure:

- Employee Self Service
- Associate Service Center
- Finance
 - Worklist
 - Vendors
 - Purchasing
 - Requisitions
 - Review Requisition
 - Information
 - Reports
 - Print Requisition (highlighted)
 - PO/Requisition Xref
 - Add/Update Requisitions
 - Approval Workflow
 - Purchase Orders
 - Receipts
 - Accounts Payable
 - Commitment Control
 - General Ledger
 - Set Up
 - Financials/Supply Chain

The main content area is titled 'Requisition Print'. It contains two buttons: 'Find an Existing Value' and 'Add a New Value' (highlighted with a pink box). Below these buttons is a text input field for 'Run Control ID' containing the value '2000004753'. An 'Add' button is located below the input field. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Enter your requisition number under Requisition ID.

Select **All**, if you want all this information to show

Select **RUN**

The screenshot shows the 'Requisition Print' form in the PROMT system. The 'Run Control ID' field contains '2000004753'. The 'Language' is set to 'English', and the 'Specified' radio button is selected. The 'Report Request Parameters' section includes:

- Business Unit: [empty]
- Requisition ID: 2000004753 (highlighted with a pink box)
- From Date: [empty]
- Through Date: [empty]
- Requester: [empty]

The 'Statuses to Include' section has the following options checked:

- Approved
- Canceled
- Completed
- Open
- Pending

The 'Select All' button in the 'Statuses to Include' section is highlighted with a pink box. At the top right of the form area, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button (highlighted with a pink box). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Select Server Name: PSNT

Select the type of "print" format. Conventional would be PDF, but you might need it in a spreadsheet format: csv or other....

Select OK

The screenshot shows the 'Process Scheduler Request' form in the PROMT system. The 'Server Name' dropdown is set to 'PSNT'. The 'Format' dropdown is open, showing options like PDF, CSV, HP, HTM, LP, PS, and SPF. The 'OK' button is highlighted.

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

Select Process Monitor

The screenshot shows the 'Requisition Print' process monitor form. The 'Process Monitor' button is highlighted. The 'Report Request Parameters' section shows 'Requisition ID: 2000004753' and 'Statuses to Include' with checkboxes for Approved, Canceled, Completed, Open, and Pending.

Status	Include
Approved	<input checked="" type="checkbox"/>
Canceled	<input checked="" type="checkbox"/>
Completed	<input checked="" type="checkbox"/>
Open	<input checked="" type="checkbox"/>
Pending	<input checked="" type="checkbox"/>

Select Details from the Process List

The screenshot shows the PROMT web application interface. On the left is a navigation menu with categories like Employee Self Service, Associate Service Center, Finance, Worklist, Vendors, Purchasing, Requisitions, Review Requisition Information, and Reports. The main content area is titled 'Process List' and includes a 'View Process Request For' section with filters for User ID (SCARRANZA), Type, Last, Server, Name, Instance, Run Status, and Distribution Status. Below this is a table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row shows Instance 86240, Process Type SQR Report, Process Name PORQ010, User SCARRANZA, Run Date/Time 01/10/2006 11:31:28AM PST, Run Status Queued, and Distribution Status N/A. The 'Details' link in the last column of this row is highlighted with a pink box.

Select View Log/Trace from the lower right side of the page

The screenshot shows the 'Process Detail' page in the PROMT application. It displays detailed information for the process instance 86240. The 'Process' section includes Instance (86240), Type (SQR Report), Name (PORQ010), and Description (Requisition Print SQR). The 'Run' section shows Run Control ID (2000004753), Location (Server), Server (PSNT), and Recurrence. The 'Date/Time' section lists Request Created On (01/10/2006 11:33:18AM PST), Run Anytime After (01/10/2006 11:31:28AM PST), Began Process At, and Ended Process At. On the right side, there is an 'Update Process' section with radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request. Below that is an 'Actions' section with links for Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace. The 'View Log/Trace' link is highlighted with a pink box.

Under File List your print report is located. In this example the print report is:

PORQ010_86240.PDF

Select the print report to view and subsequently print

PROMT Home My Page Search: My Links: Select One:

Menu

- Employee Self Service
- Associate Service Center
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View Log/Trace Report

Report ID: 57496 Process Instance: 86240 [Message Log](#)

Name: PORQ010 Process Type: SQR Report

Run Status: Success

Requisition Print SQR

Distribution Details

Distribution Node: PSNT Expiration Date: 01/17/2006

File List

Name	File Size (bytes)	Uatetime Created
PORQ010_86240.PDF	7,040	01/10/2006 11:33:45.270000AM PST
Index File	87	01/10/2006 11:33:45.270000AM PST
Message Log	1,688	01/10/2006 11:33:45.270000AM PST

Distribute To

Distribution ID	Type	Distribution ID
User		SCARRANZA

Print Report

Requisition

Ship To: District Warehouse
501 Fifth Avenue
Oakland CA 94606

Business Unit: PCCD1

Req ID:	Date	Page
2000004753	01/05/2006	1
Requester	Phone Number	
Marro, Marvin		
Requester Signature		

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1		Folder 1/3-cut legal size		10.0000	BOX	5.89	58.90	
Buyer: CUSSARY, COLETTE				Vendor Item: 420-810-838				
Vendor: 0000504505 OFFICE DEPOT BUSINESS SERVICE				Line Total: 58.90				
2-1		Stapler		1.0000	EA	63.69	63.69	
Buyer: CUSSARY, COLETTE				Vendor Item: 420-264-033				
Vendor: 0000504505 OFFICE DEPOT BUSINESS SERVICE								

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