

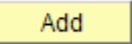
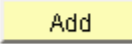


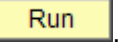






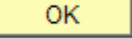






The Preparer Print PO functionality provides a tool for identified CSUF employees to print purchase orders from CMS after the requisition has been converted into a purchase order and sent to the vendor.

Frequency: ad-hoc (as needed). Purchase Orders will occur throughout the year.

<p>Step 1:</p> <p>Navigate to the Preparer Print PO page:</p> <p>Home > Fullerton Customizations > PO > Preparer PO Print</p>	
<p>Step 2a: (Retrieving an existing Run Control ID)</p> <p>A Run Control ID must exist in order to run a CMS report or process.</p> <p>Click Search to see what run controls you have available to you.</p> <p>Note: If no Run Control IDs return, or if this is your first time running the report, go to Step 2b.</p>	<p>Preparer PO Print Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <hr/> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
<p>Step 2b:</p> <p>To create a new Run Control ID, click Add a New Value.</p> <p>Note: A Run Control ID should only be created once! Your request parameters and settings will be saved and you may retrieve the existing Run Control ID.</p>	<p>Preparer PO Print Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <hr/> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>



<p>Step 3</p> <p>Create your "Run Control ID" name.</p> <p>You may give it any name you would like, though we recommend naming it the report (i.e. print_po).</p> <p>Note: Do not use spaces; use an underscore (_) instead.</p> <p>Click .</p>	<p>Preparer PO Print</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text" value="Print_PO"/></p> <p></p> <p>Find an Existing Value Add a New Value</p>														
<p>Step 4</p> <p>The Preparer PO Print page displays.</p> <p>In the "Process Request Parameters" box, enter the Purchase Order number.</p> <p>If you need to look up a purchase order number, click . When you click , all purchase orders within your defined security access will display.</p> <p>Click .</p>	<p>Preparer PO Print</p> <p>Run Control ID: Print_PO Process Monitor </p> <p>Process Request Parameters</p> <p>Business Unit: <input type="text" value="FLCMP"/> </p> <p>PO Number: <input type="text" value="0000004062"/> </p> <table border="1"> <thead> <tr> <th>Field</th> <th>What do I need to enter?</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td>No entry required. Business Unit defaults to FLCMP and does not need to be changed.</td> </tr> <tr> <td>Purchase Order</td> <td>Required entry. Enter the PO you are requesting to print. If the PO number is unknown, click  to view POs within your defined security access.</td> </tr> </tbody> </table>	Field	What do I need to enter?	Business Unit	No entry required. Business Unit defaults to FLCMP and does not need to be changed.	Purchase Order	Required entry. Enter the PO you are requesting to print. If the PO number is unknown, click  to view POs within your defined security access.								
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<p>Step 5</p> <p>The Process Scheduler Request page displays. Verify the following:</p> <p>Server Name: PSUNX</p> <p>Type = Web</p> <p>Format = PDF</p> <p>Click .</p>	<p>Process Scheduler Request</p> <p>User ID: 800484735 Run Control ID: Print_PO</p> <p>Server Name: <input type="text" value="PSUNX"/> Run Date: <input type="text" value="01/07/2009"/> </p> <p>Recurrence: <input type="text"/> Run Time: <input type="text" value="2:27:34PM"/> </p> <p>Time Zone: <input type="text"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PO Dispatch/Print</td> <td>POPO005</td> <td>SQR Report</td> <td><input type="text" value="Web"/></td> <td><input type="text" value="PDF"/></td> <td>Distribution</td> </tr> </tbody> </table> <p> </p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution
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<p>Step 6</p> <p>A Process Instance number will appear indicating that your report is being generated.</p> <p>You may check the status and view the report by clicking Process Monitor.</p>																					
<p>Step 7</p> <p>The Process List page displays.</p> <p>Your process request is not completed until the following is complete:</p> <p>Run Status = Success Distribution Status = Posted</p> <p>Click Refresh to refresh the status of the process.</p>	<table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>113286</td> <td></td> <td>SQR Report</td> <td>POPO005</td> <td>800484735</td> <td>01/07/2009 2:27:34PM PST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	113286		SQR Report	POPO005	800484735	01/07/2009 2:27:34PM PST	Success	Posted	Details
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A new window for the report opens.

Step 11

To print the report, click



Step 12

When finished printing the report, close the report and process monitor windows.

The screenshot shows a web browser window displaying a purchase order report from Cal State Fullerton. The browser's address bar shows the URL: https://cmsdev4f-reports.calstate.edu/psreports/FFULTST/78293/popo005_113286.PD.... The browser toolbar includes a search bar, navigation buttons, and a print icon that is circled in red. The report content includes the Cal State Fullerton logo, contract information, and a table of purchase order details.

Purchase Order	Date	Revision	Page
0205004002	12/17/2008		1
Payment Terms	Freight Terms	Ship Via	
Net 30	F03-Condition Pre Pay & Adv	Insured	
Requestor	Department	Location	REG ID
MBN NGUYEN 0201	Accounts Payable	CPN300	0000054228

Vendor: 0000002679
ABC OFFICE
1142 W FLINT MEADOW DR
KATYVILLE UT 84037


Ship To: RECEIVING (714) 278-2431
CAL STATE FULLERTON
800 N STATE COLLEGE BLVD
FULLERTON CA 92831-3599

Bill To: ACCOUNTS PAYABLE (714) 278-4278
CAL STATE FULLERTON-CP300
PO BOX 8026
FULLERTON CA 92834-8826

Line	Seq	Quantity	UOM	Item/Description	Unit Price	Extended Amt	Due Date
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The following table is a list of CMS field names and their definitions used throughout this guide.

Field	Definition
Process Request Parameters	
Business Unit	No entry required. Business Unit defaults to FLCMP and does not need to be changed.
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