Print a Purchase Order Process for ePro

Training Guide
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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.
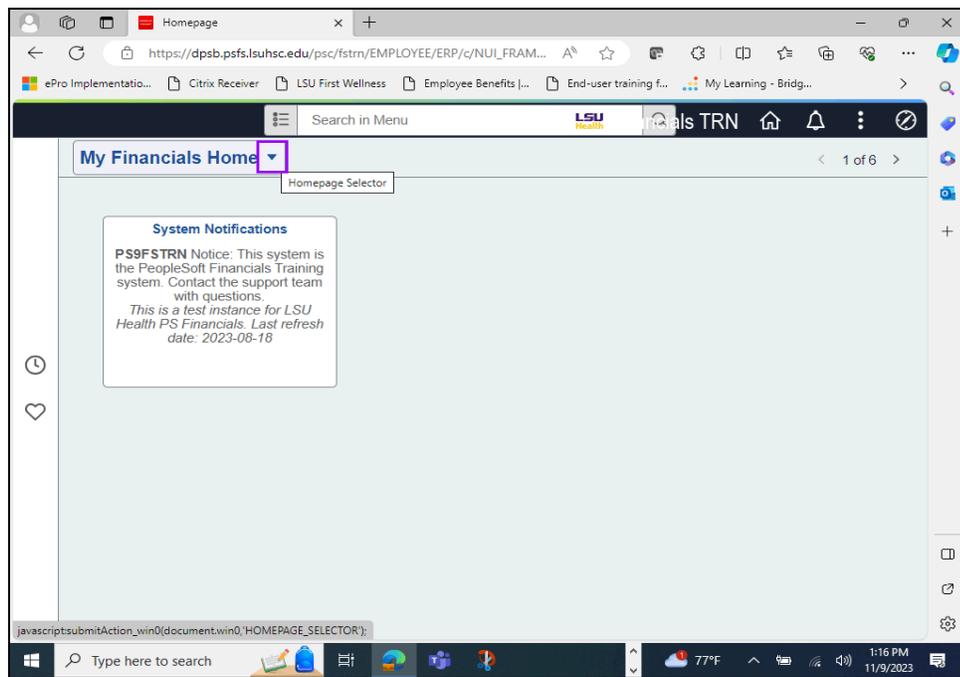
Step	Action
1.	**Option 1:** Click the button to the right of the **My Financials Home** field. ▼
2.	Click the **Procurement** link. Procurement

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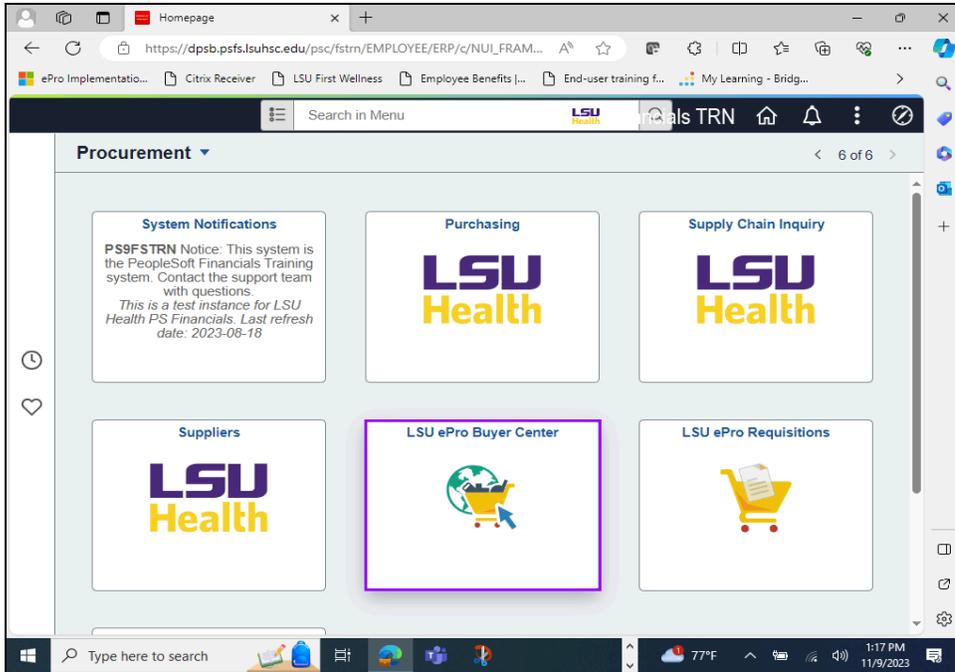
Step	Action
3.	The Procurement Home page will display. ***NOTE: The tiles displayed on the screen are the applications to which you have security access. If you have access to LSU ePro Buyer Center navigation collection, the tile will be listed on your screen.*** Click the **LSU ePro Buyer Center** button.
4.	*NOTE: The menu selections will appear on the left side of the screen.* 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 *Procurement Home Navigation*. **End of Procedure.**

NaBar Menu Navigation

Procedure

In this topic you will learn Using the **NavBar Menu Navigation**.
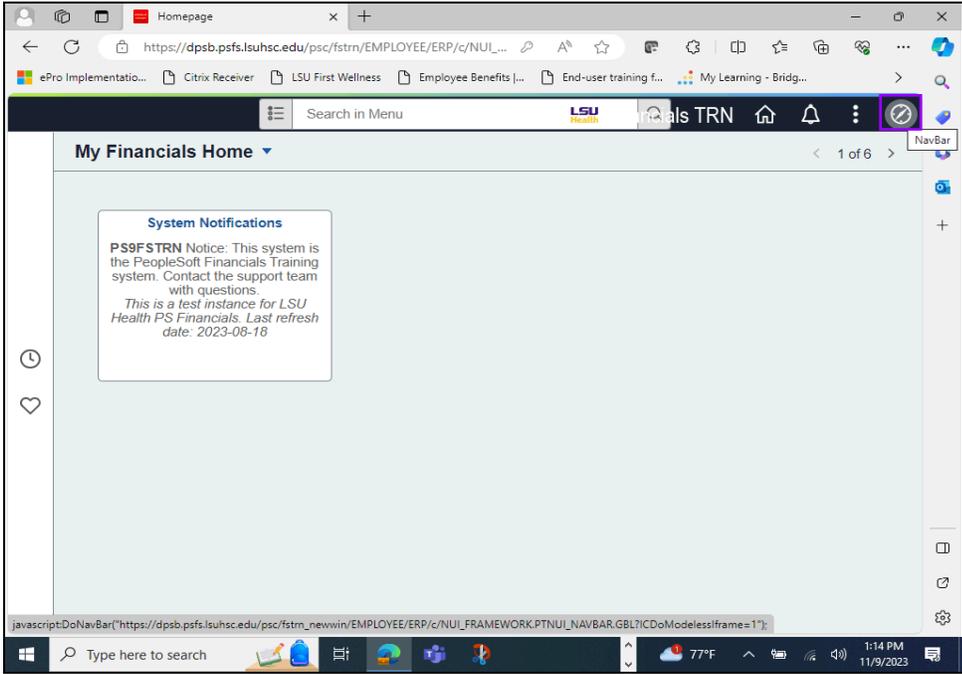
Step	Action
1.	Click the **NavBar** button.
2.	Click the **Menu** link.
3.	Click the **Down** button of the scrollbar.
4.	Click the **ePro Buyer Center** link.
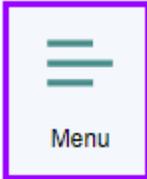
Step	Action
5.	Click the **Print POs** link. Print POs
6.	The **Purchase Orders Print** screen will display.
7.	This completes the Using the *NavBar Menu Navigation.* **End of Procedure.**

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**.
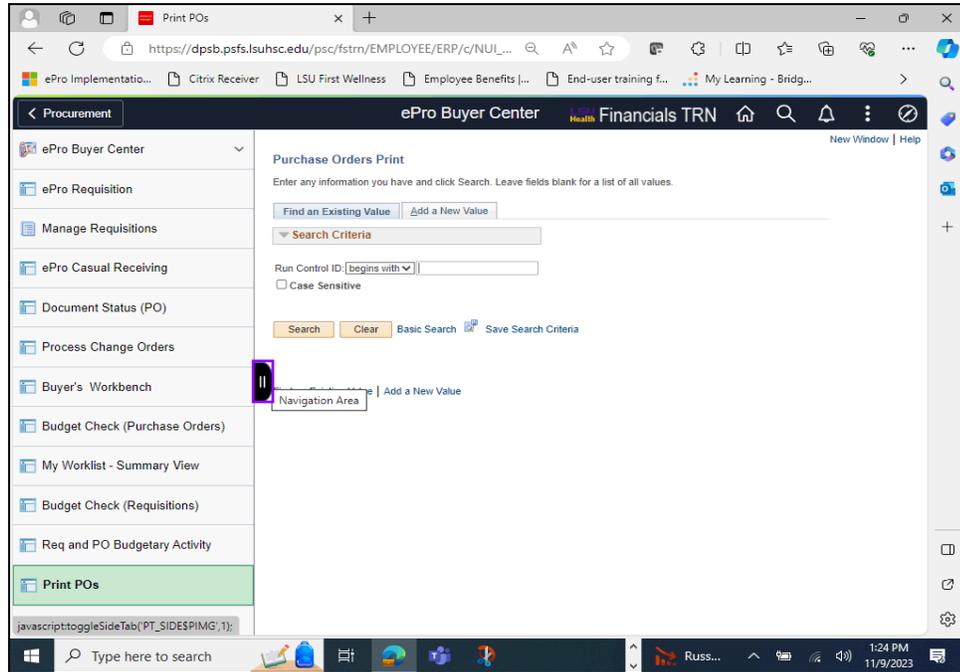
Step	Action
1.	To collapse the menu on the left side of the screen, click the **Navigation Area** button.
2.	While on the **Purchase Orders Print** page, click the **Add a New Value** tab.
3.	Enter the desired information into the **Run Control ID:** field. Enter "**PRINT_PO**".
4.	Click the **Add** button.
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**.
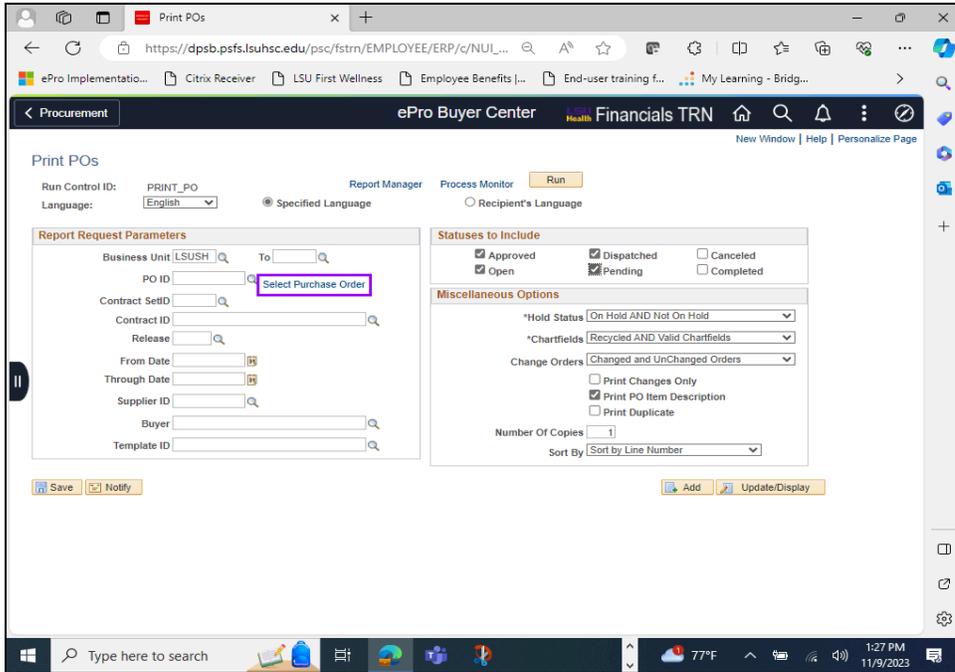
Step	Action
7.	Click the **Select Purchase Order** link.
8.	*NOTE: On the Select Purchase Order window, you may search for Purchase Orders by Date, Buyer, or Supplier.*
9.	Enter the desired information into the **Start Date** field. Enter "**10/01/2023**".
10.	Click the **Search** button.
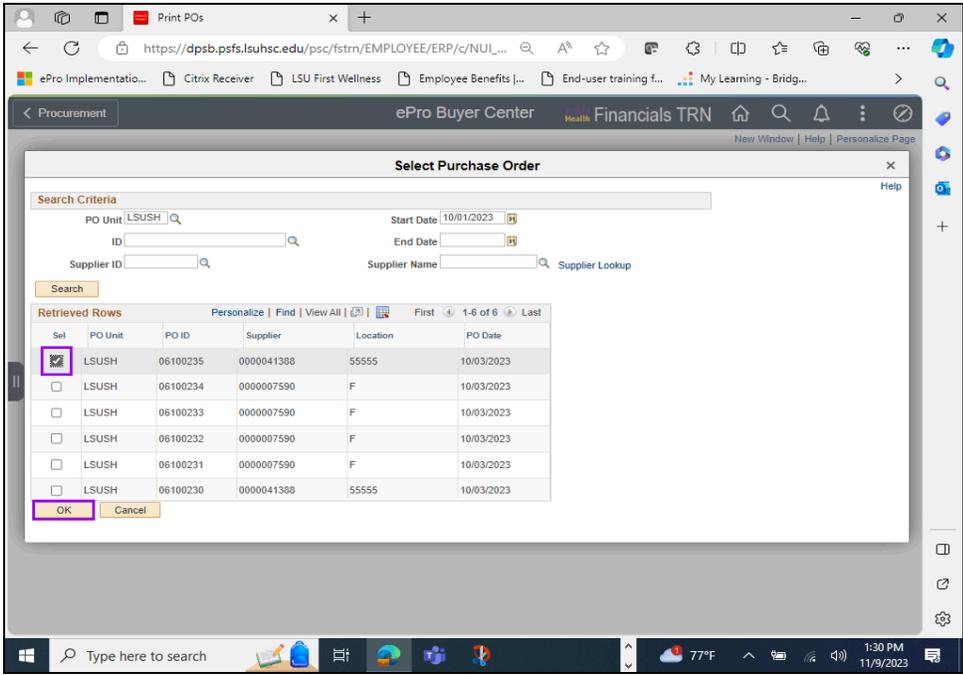
Step	Action
11.	In the list of **Retrieved Rows**, place a check in the box of the desired Purchase Order. Click the **OK** button. OK

Step	Action
12.	The **PO ID** field is now populated. Click the **Run** button. ![Run]
13.	The **Process Scheduler Request** window will display. Click the button to the right of the **Server Name** field.
14.	Click the **PSNT** list item. PSNT
15.	Click the **OK** button. OK
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 **Refresh** button, every 10-15 seconds until you have a Run Status = Success and a Distribution Status = Posted. Refresh
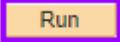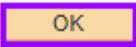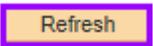
Step	Action
18.	Click the **Report Manager** link. Report Manager
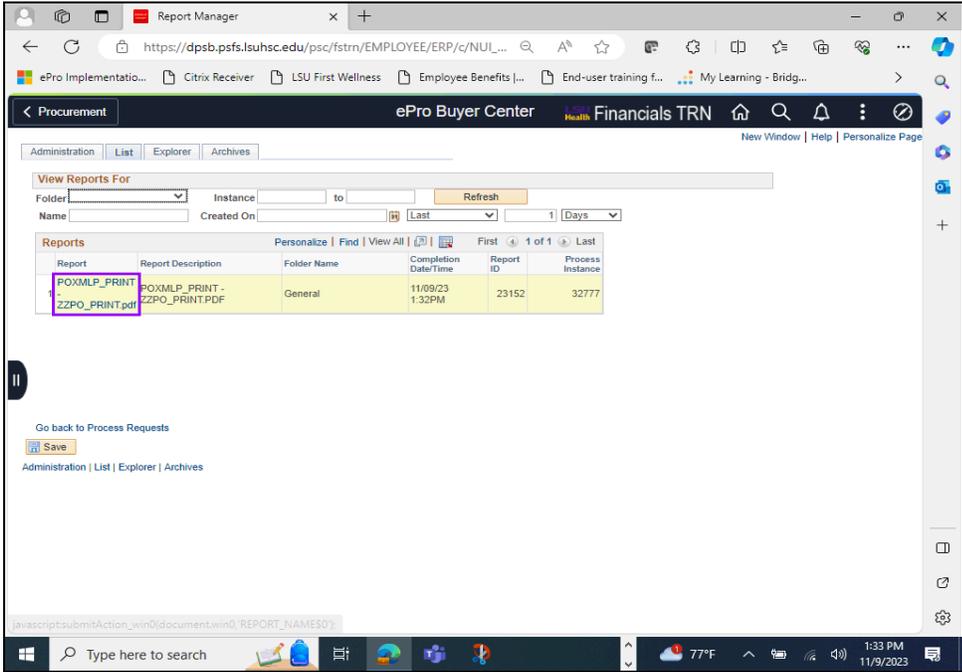
Step	Action
19.	*NOTE: The most recent report will appear at the top of the list under Reports.* Click the **POXMLP_PRINT - ZZPO_PRINT.pdf** link. POXMLP_PRINT - ZZPO_PRINT.pdf
20.	Click the **ZZPO_PRINT.pdf** link. ZZPO_PRINT.pdf
21.	The file will download to the Desktop. This can be seen in the upper right corner of the screen. Select the downloaded file to open the pdf.

Step	Action
22.	The **Purchase Order** file will display. To print the file, use either the **File** option of the **Print** icon. Click the **Printer** button. 🖨️
23.	This completes the *Using the Print PO Page and Running the Print Process*. **End of Procedure.**