PRINTING AN APPROVED PURCHASE ORDER
Step 1: Set up a Print Run Control
To print an approved purchase order, follow the menu below.

**Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs**
Click on the Add a New Value to tab to generate a PO Print Run Control
In the Run Control ID box, end users will need to first create a run control before a PO Print process can run.
Purchasing has requested that run controls be standardized in naming convention, please use: PO_Print
Once the run control is created, you will need to setup the run control parameters. More specifically those listed circled.
In the Business Unit, select UTSA1
The Template ID, select PO_DISPATCH_1
Ensure the “Print PO Item Description” is selected.
Then click the Save button to store the run control.
Once the parameters are set, to print a PO, click on the Lookup glass to find your purchase order.
From the lookup table, select the PO number to be printed.
Once the PO is selected, click on the “Run” button to start the process.
Once the run button is pressed, click on the system process to be initiated. The only process listed is PO Dispatch/Print, click OK to initiate the process.
Once the run control is started, a Process Instance number will be given. To track the status of the process, click on the Process Monitor link.
Monitor the run status, click on the Refresh button until the Run Status and Distribution Status is updated to Success and Posted.
Once the run control is complete, click on the Home key and the Employee Self-Service tab.
Scroll down to the bottom of the screen and find the “My Reports” section. Find the report POP005, this is the purchase order print process.

<table>
<thead>
<tr>
<th>Report</th>
<th>Folder</th>
<th>Database Name</th>
<th>Report Description</th>
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<td>General</td>
<td>ZFIQA</td>
<td>PO DISPATCH/PRINT</td>
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<td>PO_RECVDELV2</td>
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The link will pop open second window, and from the file list select the “popo005 PDF” file. This will download the Purchase Order.
Users can download the PDF file to their computers and/or print the file for records.
Step 2: Future Purchase Order Prints
Follow the menu below.

Main Menu > Purchasing > Purchase Orders > Review PO Information > Print POs
After the run control has been created, users **DO NOT** need to recreate a new run control each time a PO needs to be printed.

From the “Find an Existing Value,” click on the Search button to find the created “PO_Print” run control already created.
Next, select the run control created for PO printing. Select “PO_Print” from the list.
Once the run control is opened, select the PO from the lookup table and follow the process from slides 9-18.