

PRINTING DISPATCHED PURCHASE ORDERS (For Fax and E-mail orders only)

This is an **optional** process for in-house file copies of Fax or E-Mail Purchase Orders and Change Orders. The steps are similar to the Dispatching Approved Purchase Orders via Print process, but the criteria are different. The following is a process that should be set up for this purpose. Once the process criteria are defined and saved, the run control created will be available for reuse thereafter.

There are 3 pages used to complete this process:

- Dispatch Purchase Orders page (setup)
- Process Scheduler Request page (run)
- Process List page (view/verify results)

Once the process has run successfully, a %PDF+file will appear in your File List, which you will open in Adobe Acrobat. This is where your PO will appear. You will print them from this file.

****Helpful Hint:** You can run a process successfully, but may not have any PDF files to print. If this happens, review your setup page to be sure the criteria are appropriate.

Navigation: Main Menu > Core-CT Financials > Purchasing > Purchase Orders > Review PO information > Print POs

The screenshot displays the Core-CT Financials web application interface. The 'Main Menu' is open, showing a tree view of navigation options. The path 'Core-CT Financials > Purchasing > Purchase Orders > Review PO Information' is highlighted. The 'Review PO Information' sub-menu is expanded, and the 'Print POs' option is highlighted with a red box. Other options in the sub-menu include 'Purchase Orders', 'Activity Summary', 'PO Accounting Entries', and 'Document Status'. The background shows various dashboard elements like 'Core-CT News' and 'My Reports'.

The first time you print Purchase Orders, you will need to create a new Run Control Id.

The suggested Run Control ID name is: PO_DISPATCH_OTHER

Purchase Orders Print

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Anytime you run it afterwards, you can search for and existing value.

Purchase Orders Print

Enter any information you have and click Search. Leave fields blank

Run Control ID:

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-3 of 3 Last

Run Control ID
PO_DISPATCH_OTHER
PO_DISPATCH_PRINT
PS_PO_DISPATCH_DEFAULT

[Find an Existing Value](#) | [Add a New Value](#)

PROCESS REQUEST PARAMETERS

- **Business Unit:** Agency Business Unit
- **PO ID:** (optional if it is only one PO that needs to be dispatched)
- **From Date:** choose date
- **Thru Date:** choose date
- **Buyer:** (optional if you want each buyer to print their own POs, each user needs to set this up)

STATUSES TO INCLUDE

- Only Dispatched Status should be checked (no entry required if a specific PO is entered)

MISCELLANEOUS OPTIONS

- **Hold Status:** Suggested value to select is NOT on Hold (default value)
- **Chartfields:** Suggested value to select is the Valid Chartfields (default value)
- **Change Orders:** Suggested value to select is Changed and Unchanged Orders (default value)
This will print both POs and Change Orders created and are in Dispatched Status during the From and Thru dates selected.
- **Print PO Item Description** should be selected if not defaulted.

Print POs

Run Control ID: PO_DISPATCH_OTHER [Report Manager](#) [Process Monitor](#) Run

Language: English Specified Recipient's

Report Request Parameters		Statuses to Include	
Business Unit:	<input type="text" value="DOTM1"/> To: <input type="text" value="DOTM1"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Dispatched
PO ID:	<input type="text" value="0000115542"/> Select Purchase Order	<input type="checkbox"/> Open	<input type="checkbox"/> Pending
Contract SetID:	<input type="text"/>	<input type="checkbox"/> Canceled	<input type="checkbox"/> Completed
Contract ID:	<input type="text"/>	Miscellaneous Options	
Release:	<input type="text"/>	*Hold Status:	<input type="text" value="NOT On Hold"/>
From Date:	<input type="text"/>	*Chartfields:	<input type="text" value="Valid Chartfields"/>
Through Date:	<input type="text"/>	Change Orders:	<input type="text" value="Changed and Unchanged Orders"/>
Vendor ID:	<input type="text"/>	<input type="checkbox"/> Print Changes Only	
Buyer:	<input type="text"/>	<input checked="" type="checkbox"/> Print PO Item Description	
		<input type="checkbox"/> Print Duplicate	
		Number Of Copies:	<input type="text" value="1"/>
		Sort By:	<input type="text" value="Sort by Line Number"/>

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

If this is the first time you are creating the control, click Save to save all of the details of this process for reuse.

Click Run.


The Process Scheduler Request page displays.

Process List: Only PO Dispatch/Print should be selected

Click .

Process Scheduler Request

User ID: TurbertJ Run Control ID: PO_DISPATCH_OTHER

Server Name: Run Date: 

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	CTPOR305	SQR Report	Web	PDF	Distribution

Note the Process Instance Number

To view/verify the latest results, click Process Monitor

Dispatch POs

Run Control ID: PO_DISPATCH_OTHER [Report Manager](#) [Process Monitor](#)

Language: Specified Recipient's Process Instance: 7030791

Process Request Parameters

Business Unit: To:

PO ID: [Select Purchase Order](#)

PO Status:

Contract SetID:

Contract ID:

Release:

From Date:

Through Date:

Vendor ID:

Buyer:

Fax Cover Page:

Template ID:

Statuses to Include

Approved Dispatched Pending Cancel

Dispatch Methods to Include

Print FAX EDX E-Mail Phone

Miscellaneous Options

*Chartfields:

Change Orders:

Print Changes Only Print BU Comments

Test Dispatch Print PO Item Description

Print Copy Print Duplicate

Sort By:

You are viewing a page that shows details of your process.

Click [Refresh](#) periodically to view the latest Run Status results.
Once the **Runs Status** shows **Success**, click [Details](#).

Run status steps are **Queued**, **Initial**, **Processing**, and then **Success** or **No Success**.

If you receive a No Success status, verify your criteria, and rerun the process. If it shows No Success again, call technical support.

Process List
Server List

Actions

Type

▼

Last

▼

Days

▼

Refresh

Name

Instance

to

Run Status

▼

Distribution Status

▼

Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7030794		SQR Report	CTPOR305	TurbertJ	02/28/2013 8:07:49AM EST	Success	Posted	Details
<input type="checkbox"/>	7030791		PSJob	PODISP	TurbertJ	02/28/2013 8:01:01AM EST	Success	Posted	Details
<input type="checkbox"/>	7030745		SQR Report	CTPOR305	TurbertJ	02/27/2013 3:02:40PM EST	Success	Posted	Details
<input type="checkbox"/>	7030726		SQR Report	CTPOR305	TurbertJ	02/27/2013 1:35:21PM EST	Success	Posted	Details
<input type="checkbox"/>	7030717		SQR Report	CTPOR305	TurbertJ	02/27/2013 12:37:09PM EST	Success	Posted	Details

[Go back to Dispatch Purchase Orders](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

The Process Details page will display.

Click [View Log/Trace](#).

Process Detail

Process	
Instance 7030794	Type SQR Report
Name CTPOR305	Description PO Dispatch/Print
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID PO_DISPATCH_OTHER	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 02/28/2013 8:08:31AM EST	Parameters Transfer
Run Anytime After 02/28/2013 8:07:49AM EST	Message Log
Began Process At 02/28/2013 8:08:55AM EST	Batch Timings
Ended Process At 02/28/2013 8:09:09AM EST	View Log/Trace

OK
Cancel

You should receive three files, including a PDF file containing the PO(s).

Click on the CTPOR305 process instance number.PDF file link. This will open the file in Adobe Acrobat.

Once opened, choose File and then print from the toolbar.

View Log/Trace

Report

Report ID: 5690259 Process Instance: 7030794 [Message Log](#)
 Name: CTPOR305 Process Type: SQR Report
11880
 Run Status: Success

PO Dispatch/Print

Distribution Details

Distribution Node: PRODRPTFTP Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
CTPOR305_7030794.PDF	3,706	02/28/2013 8:09:09.021520AM EST
CTPOR305_7030794.out	16,115	02/28/2013 8:09:09.021520AM EST
SQR_CTPOR305_7030794.log	1,948	02/28/2013 8:09:09.021520AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	TurbertJ

Return

Note: If your File List does not contain a PDF file, there were no POs included in your process.

The process is complete. Sign out, choose a new page from the left hand navigation menu or select return to go back to Dispatch Purchase Orders if other PO(s) are to be printed.

Optional Method: In Peoplesoft, a PO can be printed directly from the header page of the purchase order using the View Printable Version button located above the Save button.

Purchase Order

Business Unit: DOTM1 PO Status: Dispatched
 PO ID: 0000115538 Budget Status: Valid
 Copy From: [Dropdown] Hold From Further Processing

Header

*PO Date: 02/25/2013 Vendor Search
 *Vendor: [Dropdown] Vendor Details
 *Vendor ID: 0000010009 SUBURBAN STATIONERS INC
 *Buyer: TurbertJ DOT-TURBERT Julie
 PO Reference: [Text Field]

Backorder Status: Not Backordered [Create BackOrder](#)
 Receipt Status: Not Recvd
 *Dispatch Method: Print [Dispatch](#)

Amount Summary

Merchandise:	2,000.00	
Freight/Tax/Misc.:	0.00	Calculate
Total Amount:	2,000.00	USD
Encumbrance:	2,000.00	USD
Balance:		
Total PO Obligation:	30000.000	USD

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display
 Line: [Text] To: [Text] [Retrieve](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		test 2	20.0000	EA	440000	100.00000	2,000.00	Approved

[View Printable Version](#) (highlighted in red box)
[View Approvals](#) *Go to: [Dropdown: ... More ...]

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

You will receive the following message:

Message

Do you want to print the purchase order with distribution details Yes / No. (10250,337)

[Yes](#) [No](#)

If you click yes, you will see the distribution (Accounting Entries) for the item. Click No, if you do not want to see them.

A new window will open with a PDF copy of PO

Notes for View Printable Version

View Printable Version will not work with Closed Purchase Orders.

The PDF will be an Unauthorized Copy of the Purchase order.

Both versions will show the Contract ID and Purchasing Authority (If applicable)

Sample PO with distribution Details

Purchase Order Page: 1 of 1

<p>Dept. of Transportation Accounts Payable PO Box 317546 Newington CT 06131-7546 United States</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: right;">Dispatched</td> <td style="text-align: right;">Print</td> </tr> <tr> <td>Purchase Order</td> <td>Date</td> <td colspan="2">Revision</td> </tr> <tr> <td>DOTM1-0000131859</td> <td>2013-08-29</td> <td colspan="2"></td> </tr> <tr> <td>Payment Terms</td> <td>Freight Terms</td> <td colspan="2">Ship Via</td> </tr> <tr> <td>Due Now</td> <td>FOB Destin</td> <td colspan="2">See Detail Below</td> </tr> <tr> <td>Buyer</td> <td>Phone</td> <td colspan="2">Currency</td> </tr> <tr> <td>DOT-Milloy,Deirbhille</td> <td>860/594-2764</td> <td colspan="2"></td> </tr> </table>	Dispatched			Print	Purchase Order	Date	Revision		DOTM1-0000131859	2013-08-29			Payment Terms	Freight Terms	Ship Via		Due Now	FOB Destin	See Detail Below		Buyer	Phone	Currency		DOT-Milloy,Deirbhille	860/594-2764		
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Due Now	FOB Destin	See Detail Below																											
Buyer	Phone	Currency																											
DOT-Milloy,Deirbhille	860/594-2764																												

<p>Vendor: 0000010140 AQUARION WATER COMPANY OF CT 600 LINDLEY ST BRIDGEPORT CT 06606 United States</p>	<p>Ship To: 2800 Berlin Turnpike Engineering/Policy & Planning Financial Support Newington CT 06111 United States</p>	<p>Attention: Not Specified</p> <p>Bill To: Accounts Payable PO Box 317546 Newington CT 06131-7546 United States</p>
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Tax Exempt? Y	Tax Exempt ID: 066000798DOT	Replenishment Option: Standard
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Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	UTILITY RELOCATION - DOT00150363TP		1.00	EA	4500.00	4500.00	08/29/2013

Ship Via:

DIST: 1

Chartfields			
Status	Percentage	PO Qty	Amount
Open	100.0000	1.0000	4500.000

GLUnit	Account	Fund	Dept	Program	Class	BudRef
STATE	55850	12062	DOT57191	34001	22108	2014

PCBusUnit	Project	Activity	SourceTy
DOTM1	DOT00150363PE	PE0000	PE156

Details/Tax				
BaseAmt	BaseCurrency	Currency	Location	Consigned
4500.000	USD	USD	ACORE	N

Contract ID: 96DOT1016AA CT_PO Auth : CONT	Version: 1	Schedule Total	4500.00
		Contract Line: 49	Release: 52
		Item Total	4500.00
		Total PO Amount	4500.00

Unauthorized

Updated 08/29/13

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Sample PO without Distribution Details

Purchase Order Page: 1 of 1

Dept. of Transportation Accounts Payable PO Box 317546 Newington CT 06131-7546 United States	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Dispatched</th> <th style="text-align: right;">Print</th> </tr> <tr> <td>Purchase Order</td> <td>Date</td> <td>Revision</td> </tr> <tr> <td>DOTM1-0000131859</td> <td>2013-08-29</td> <td></td> </tr> <tr> <td>Payment Terms</td> <td>Freight Terms</td> <td>Ship Via</td> </tr> <tr> <td>Due Now</td> <td>FOB Destin</td> <td>See Detail Below</td> </tr> <tr> <td>Buyer</td> <td>Phone</td> <td>Currency</td> </tr> <tr> <td>DOT-Milloy,Deirbhille</td> <td>860/594-2764</td> <td></td> </tr> </table>	Dispatched		Print	Purchase Order	Date	Revision	DOTM1-0000131859	2013-08-29		Payment Terms	Freight Terms	Ship Via	Due Now	FOB Destin	See Detail Below	Buyer	Phone	Currency	DOT-Milloy,Deirbhille	860/594-2764		<table border="0" style="width: 100%;"> <tr> <td>Vendor: 0000010140 AQUARION WATER COMPANY OF CT 600 LINDLEY ST BRIDGEPORT CT 06606 United States</td> <td>Ship To: 2800 Berlin Turnpike Engineering/Policy & Planning Financial Support Newington CT 06111 United States</td> <td>Attention: Not Specified</td> <td>Bill To: Accounts Payable PO Box 317546 Newington CT 06131- 7546 United States</td> </tr> </table>	Vendor: 0000010140 AQUARION WATER COMPANY OF CT 600 LINDLEY ST BRIDGEPORT CT 06606 United States	Ship To: 2800 Berlin Turnpike Engineering/Policy & Planning Financial Support Newington CT 06111 United States	Attention: Not Specified	Bill To: Accounts Payable PO Box 317546 Newington CT 06131- 7546 United States
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Tax Exempt? Y	Tax Exempt ID: 066000798DOT	Replenishment Option: Standard
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1 - 1	UTILITY RELOCATION - DOT00150363TP		1.00	EA	4500.00	4500.00	08/29/2013

Ship Via:	Version: 1	<table border="0" style="width: 100%;"> <tr> <td>Schedule Total</td> <td style="text-align: right;">4500.00</td> </tr> <tr> <td>Contract Line: 49</td> <td style="text-align: right;">Release: 52</td> </tr> <tr> <td>Item Total</td> <td style="text-align: right;">4500.00</td> </tr> <tr> <td>Total PO Amount</td> <td style="text-align: right;">4500.00</td> </tr> </table>	Schedule Total	4500.00	Contract Line: 49	Release: 52	Item Total	4500.00	Total PO Amount	4500.00
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Unauthorized