





## 9.2.38 eProcurement Print an EDX PO

STEP	DESCRIPTION
1.	Sign into PeopleSoft
2.	<p>Select the EDX Purchase Order using either of the following navigation options:</p> <p>Use Home Page Tiles: Click on the Procurement tile, then select Purchasing &gt; Add/Update POs <b>OR</b></p> <p>Use NavBar: Click NavBar icon  Click Navigator option, then select Purchasing &gt; Purchase Orders &gt; Add/Update POs</p>
3.	<p>a) Enter the search criteria for the EDX PO you would like to print:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Purchase Order</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e0e0e0;">Find an Existing Value</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Add a New Value</span> </div> <p><b>Search Criteria</b></p> <div style="margin-top: 5px;"> <p>*Business Unit = <span style="border: 1px solid #ccc; padding: 2px 10px;">[Redacted]</span> <span style="float: right;">Q</span></p> <p>PO ID begins with <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Origin begins with <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Purchase Order Date = <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="float: right;">[Calendar Icon]</span></p> <p>PO Status = <span style="border: 1px solid #ccc; padding: 2px 10px;">Dispatched</span></p> <p>Short Supplier Name begins with <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="float: right;">Q</span></p> <p>Supplier ID begins with <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="float: right;">Q</span></p> <p>Supplier Name begins with <span style="border: 1px solid #ccc; padding: 2px 10px;">Staples</span> <span style="float: right;">Q</span></p> <p>Buyer begins with <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="float: right;">Q</span></p> <p>Buyer Name begins with <span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="float: right;">Q</span></p> <p>PO Type = <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Purchase Order Reference begins with <span style="border: 1px solid #ccc; padding: 2px 10px;"></span></p> <p>Hold From Further Processing <input type="checkbox"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Search</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Clear</span> <span style="font-size: small;">Basic Search </span> <span style="font-size: small;">Save Search Criteria</span> </div> </div> </div> <p style="margin-top: 10px;">A red arrow points to the <b>Search</b> button in the screenshot above.</p>



## 9.2.38 eProcurement Print an EDX PO

b) Select “View Printable Version” hyperlink located at the bottom left of the PO header page:

Line	Item	Description	PO Qty	UOM	Category	Georgia Procurement Registry Item Search
1		Staples Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 12/Pack (50793)	10,000	DOZ	62080	

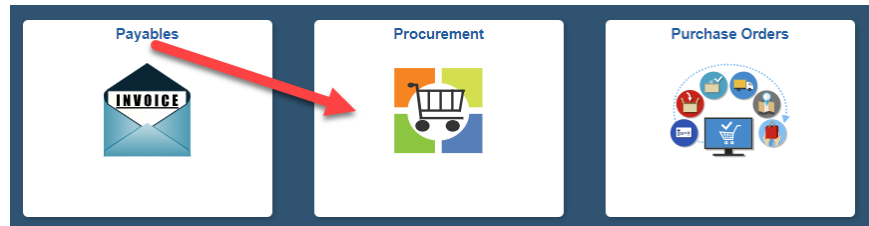
- This action will launch a background process that is kicked off on the Process Monitor.
- You can pick up the pdf version of the PO under Process Monitor > Details > View Log/Trace, OR “Report Manager” (Step 6)

4.

Click on the “Home” icon located at the top right section of the page.



a) Select the Procurement Tile which will take you to the main tab of the Procurement WorkCenter





## 9.2.38 eProcurement Print an EDX PO

b) Select the Repots/Queries tab to proceed

Procurement WorkCenter

Main Reports/Queries Pagelets

Links

Dashboards

- Procurement Dashboard

eProcurement

- Requisition
- Manage Requisitions

5. Click on the Process Monitor under Reports/Processes

< Home

Procurement WorkCenter

Main Reports/Queries Pagelets

Queries

- Query Manager

Pcard Queries

- 0PO201B - Pcard status by BU-detail
- 0PO204A - Pcard PO's by BU
- 0PO201H - Pcard doc tol errors

Purchasing Queries

- 0PO001 - POs with BCM Errors
- 0PO003B - Encumbrance Balance by PO ID
- 0PO013 - Outstanding Encumbrances by BU
- 0PO013FP - Encumbrance as of Fiscal Period
- 0PO013KK - Outstand

Reports/Processes

Report Retrieval

- Report Manager
- Query Viewer

Monitor

- Process Monitor



## 9.2.38 eProcurement Print an EDX PO

- a) Select the "Details" hyperlink under the PO4003XA process that was automatically kicked off after the status shows "Success":

Process List    Server List

View Process Request For

User ID  Type  Last  2 Hours  Refresh

Server  Name  Instance From  Instance To  Report Manager

Run Status  Distribution Status   Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	57188614		PO SQR Reports	PO4003XA		04/12/2022 4:01:35PM EDT	Success	Posted	<a href="#">Details</a>

- b) Select View Log/Trace:

Process Detail

Process

Instance 57188614    Type PO SQR Reports  
Name PO4003XA    Description PO Dispatch/Print  
Run Status Success    Distribution Status Posted

Run

Run Control ID PS\_PO\_403000000007805\_2414985  
Location Server  
Server PSUNX  
Recurrence

Update Process

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content     Restart Request

Date/Time

Request Created On 04/12/2022 4:01:35PM EDT  
Run Anytime After 04/12/2022 4:01:35PM EDT  
Began Process At 04/12/2022 4:01:49PM EDT  
Ended Process At 04/12/2022 4:01:56PM EDT

Actions

Parameters    Transfer  
Message Log  
Batch Timings  
[View Log/Trace](#)

OK    Cancel



## 9.2.38 eProcurement Print an EDX PO

c) Click on the PDF created. Save to file or print as needed.

**View Log/Trace**

**Report**

Report ID 22077089      Process Instance 57188614      [Message Log](#)  
 Name PO4003XA      Process Type PO SQR Reports  
 Run Status Success

PO Dispatch/Print

**Distribution Details**

Distribution Node RepRPS      Expiration Date 05/12/2022

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_PO4003XA_57188614.log</a>	2,009	04/12/2022 4:01:56.271477PM EDT
<b>po4003xa_57188614.PDF</b>	15,808	04/12/2022 4:01:56.271477PM EDT
<a href="#">po4003xa_57188614.out</a>	246	04/12/2022 4:01:56.271477PM EDT

**Distribute To**

Distribution ID Type -Distribution ID

User [REDACTED]

[Return](#)

6. Click on Report Manager under Reports/Processes:

Procurement WorkCenter

Main | Reports/Queries | Pagelets

Queries

Query Manager

- PCard Queries
  - 0PO201B - Pcard status by BU-detail
  - 0PO204A - Pcard PO's by BU
  - 0PO201H - Pcard doc tot errors
- Purchasing Queries
  - 0PO001 - POs with BCM Errors
  - 0PO003B - Encumbrance Balance by PO ID
  - 0PO013 - Outstanding Encumbrances by BU
  - 0PO013FP - Encumbrance as of Fiscal Period
  - 0PO013KK - Outstand Encum by BU-KK Ledger
  - 0PO014KK - Outstand Encum by PO-KK Ledger
  - 0PO025 - PO Accounting Entries

Reports/Processes

- Report Retrieval
  - Report Manager**
  - Query Viewer
- Monitor
  - Process Monitor

List | Explorer | **Administration**

View Reports For

User ID [REDACTED]    Type [ ]    Last [ ]    5 Days    [Refresh](#)

Status [ ]    Folder [ ]    Instance [ ]    to [ ]

**Report List**

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	22077089	57188614	PO DispatchPrint	04/12/2022 4:01:35PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select All     Deselect All

[Delete](#)    Click the delete button to delete the selected report(s)

[Save](#)

List | Explorer | Administration



## 9.2.38 eProcurement Print an EDX PO

a) Select the "Administration" tab

- Click on the report hyperlink which will launch the pdf version of the PO
- Save to file or print as needed

The screenshot shows the 'Administration' tab selected in the top navigation bar. Below the navigation bar, there is a 'View Reports For' section with various filters: User ID (masked), Type (dropdown), Last (dropdown), 5 Days (input), Status (dropdown), Folder (dropdown), and Instance (input). A 'Refresh' button is located to the right. Below this is the 'Report List' section, which includes a table with the following data:

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	22077089	57188614	<a href="#">PO Dispatch/Print</a>	04/12/2022 4:01:35PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

A red arrow points to the 'PO Dispatch/Print' link in the 'Description' column of the report list.