

Print College Requisitions



**RHODE ISLAND
COLLEGE**

The information contained herein is intended to be used solely by Rhode Island College and its employees.

MyRIC Portal: FINANCIALS Print College Requisitions Guide

Last Update: 07/15/2013

[MyRIC_Financials_Print_Collge_Req](#)

Please call MISHelpDesk @9873 for assistance.

Print College Requisitions

The screenshot shows the 'Maintain Requisitions' page in the Rhode Island College Financials system. The requisition details are as follows:

- Business Unit: RICOL
- Requisition ID: 0000025957
- Status: Pending
- Budget Status: Valid
- Requisition Name: 0000025957
- Requester: WANGELL, William R
- Requisition Date: 07/15/2013
- Origin: ONL
- Currency Code: USD
- Accounting Date: 07/15/2013

The table below shows the requisition line items:

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	G GALLON	1.0000	EA	G105	28.27000	28.270	Pending

A blue arrow points from the 'View Printable Version' link to the instruction below.

Click: View Printable Version

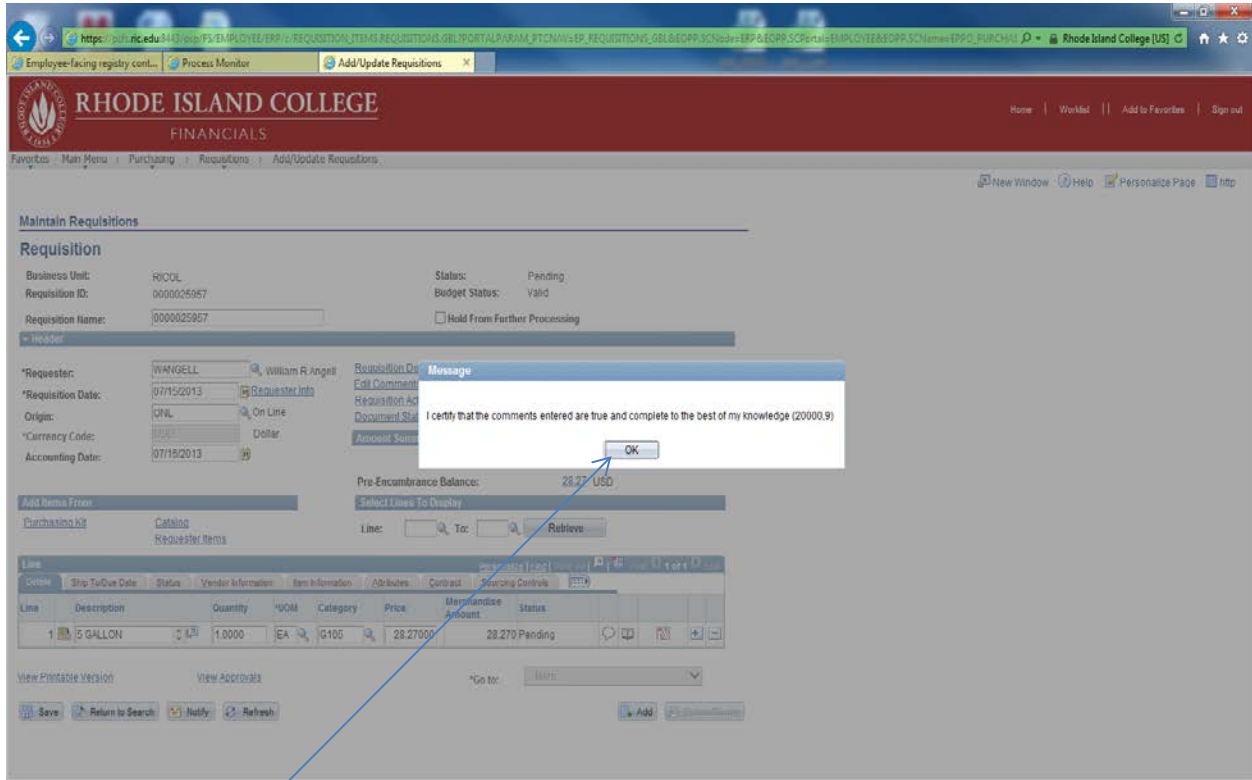
The screenshot shows the same requisition form as above, but with a message dialog box open. The message reads:

Do you wish to save the current document? (10250.274)
Document cannot be printed if it is not saved. If you choose Yes, document will be saved and printed. If you choose No, document cannot be printed.

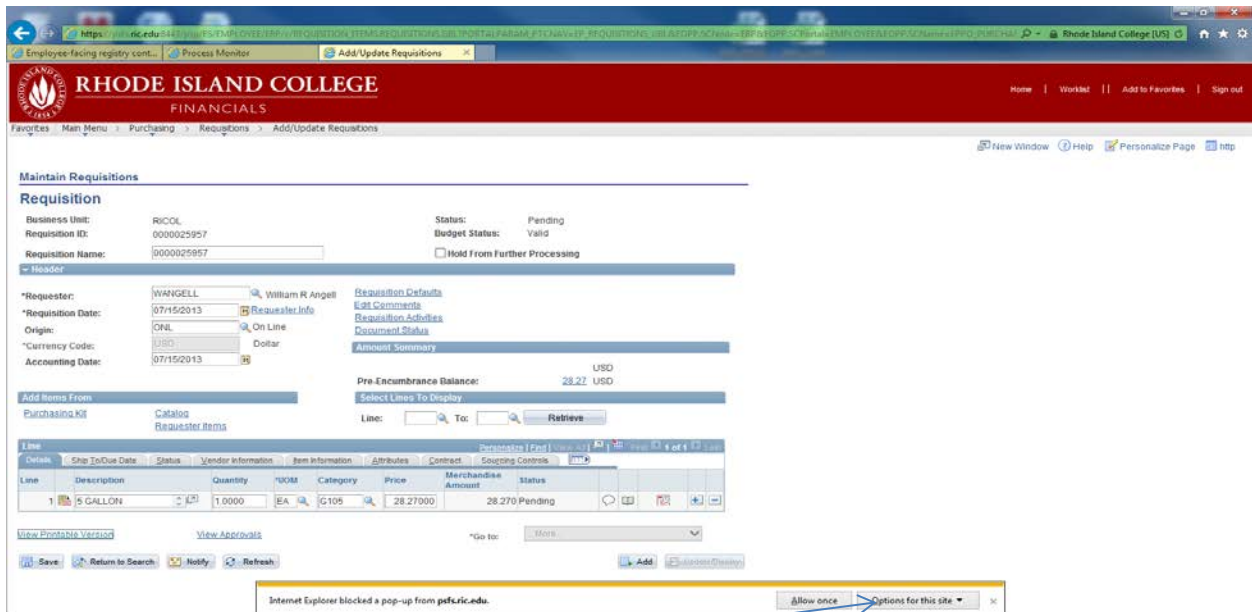
There are 'Yes' and 'No' buttons at the bottom of the dialog box. A blue arrow points from the 'Yes' button to the instruction below.

Click: Yes (Do you wish to save the current document?)

Print College Requisitions



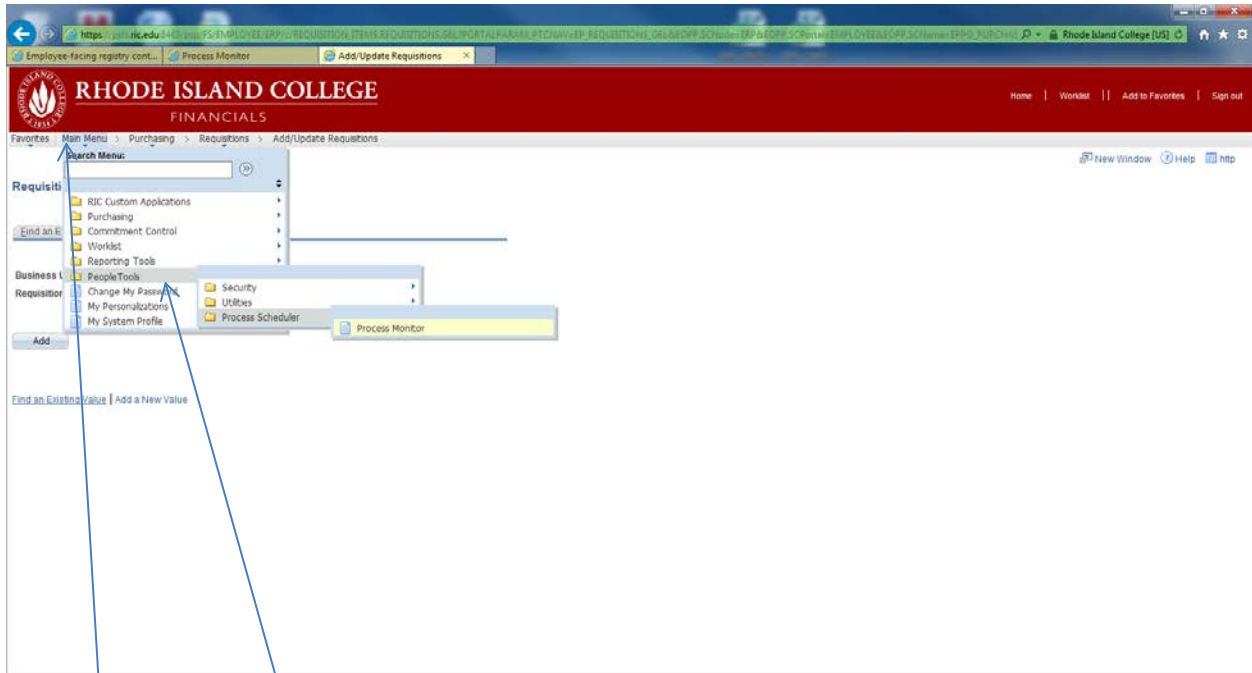
Click: **Ok** (I certify that the commands entered are true and complete to the best of my knowledge.)



Click: **Options for this site.**

Click: **Always**

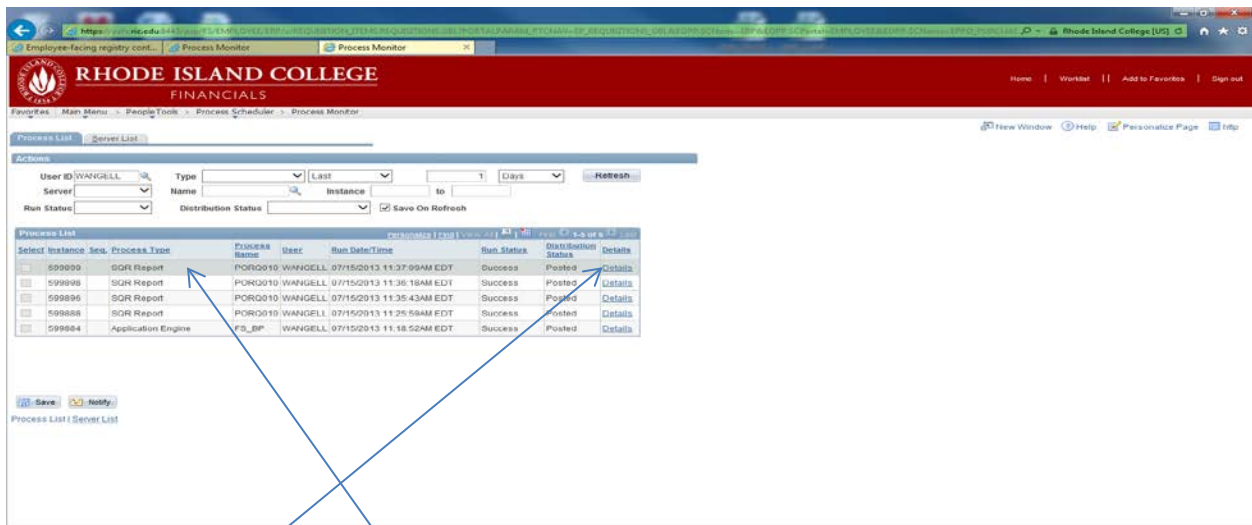
Print College Requisitions



Click: Main Menu

Click: PeopleTools → Process Scheduler → Process Monitor

→ Displays the SQR report.



Click: Details (SQR Report)

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Process Detail

Process

Instance	599899	Type	SQR Report
Name	PORQ010	Description	Requisition Print SQR
Run Status	Success	Distribution Status	Posted

Run

Run Control ID: PS_REQ_RV00L0000025957_3502493
Location: Server
Server: PSBIT
Recurrence: [blank]

Data/Time

Request Created On	07/15/2013 11:37:10AM EDT	Parameters	Transfer
Run Anytime After	07/15/2013 11:37:09AM EDT	Message Log	
Began Process At	07/15/2013 11:37:30AM EDT	Batch Timings	
Ended Process At	07/15/2013 11:37:45AM EDT	View Log/Trace	

OK Cancel

Click: View Log/Trace

View Log/Trace

Report

Report ID:	1509949	Process Instance:	599899	Message Log
Name:	PORQ010	Process Type:	SQR Report	
Run Status:	Success			

Distribution Details

Distribution Node:	ZRIC_XCOPY	Expiration Date:	08/14/2013
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File List

Name	File Size (bytes)	DateTime Created
PORQ010_599899.PDE	7,521	07/15/2013 11:37:45:460000AM EDT
PORQ010_599899.out	87	07/15/2013 11:37:45:460000AM EDT
SQR_PORQ010_599899.log	1,772	07/15/2013 11:37:45:460000AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	WANNELL

Return

Displays the View Log/Trace data.

Double-click: the "PDE" file. Example: PORQ010_599899.PDF

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Rhode Island College
Purchasing Department
600 Mount Pleasant Avenue
Providence RI 02908
United States

Requisition
0000025957

RICOL		
Req ID:	Date	Page
0000025957	07/15/2013	1
Requester	Currency	
William P. Angell	USD	
Purchasing Department Approval:		
Pending		

Vendor: 8759 POLAND SPRING NATURAL SPRING WATER
375 PARAMOUNT DRIVE
RAYNHAM MA 02767
United States

Ship To: Rhode Island College
Central Receiving
600 Mount Pleasant Avenue
Providence RI 02908
United States

Line-Schd	Description	Quantity	UOM	Price	Extended Amt
1-1	5 GALLON DRINKING WATER WITH CUPS.	1.0000	EA	28.27	28.27
Line Total:					28.27
Amount:					28.27

Show previous page (Left Arrow)

Displays your College Requisition.

Placing your mouse bottom center you will see an **icon** to print your college requisition.

Click: Printer Icon