


Printing a Purchase Order


This article covers how to print a copy of a Purchase Order in CFS.

 Typically the Buyer will email you the Purchase Order ID along with a copy of the purchase order when it is sent to the vendor, so you can also [reach out to the assigned Buyer](#) for assistance with obtaining a copy of a purchase order.

Before Getting Started

Before you start this process, you will want to know the Purchase Order ID of the purchase order that you want print.

[View information on how to find the purchase order associated with your purchase requisition.](#)

 You can copy the purchase order ID so you can paste it later in this process, but you'll also want to write down the PO ID in case the paste doesn't work.

1. Log in to CFS from Titan Online on the campus portal.

[View How Do I Access CFS? for more information.](#)

2. Click on the CFS End User navigation tile.

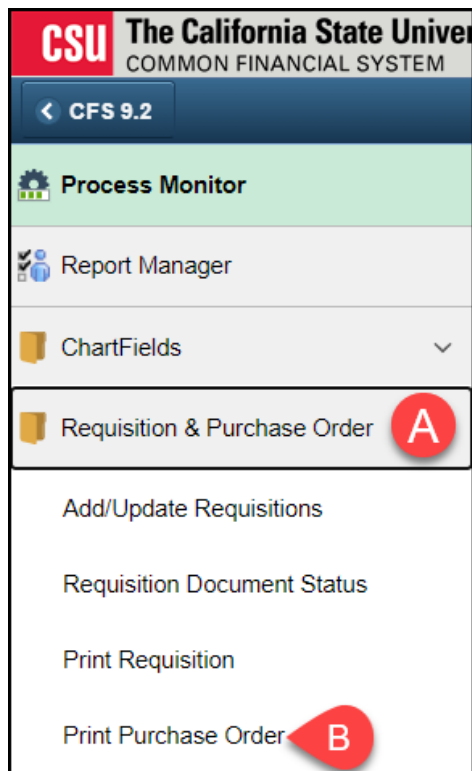


A. Click on the **CFS End User** tile.

B. Or you click on the NavBar icon to navigate to NavBar > Navigator > Purchasing > Purchase Orders > Review PO Information > Print POs.

[View instructions on how to add a tile to your CFS Homepage.](#)

3. Select Requisition & Purchase Order and then click Print Purchase Order.



4. First time users should click Add a New Value to create a Run Control ID. Returning users should click Search to find the Run Control ID they have already created.

Purchase Orders Print

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **A** Add a New Value

▼ **Search Criteria**

Run Control ID begins with ▼

☐ Case Sensitive

Search **B** Basic Search Save Search Criteria

Search Results

View All |< < 1-2 of 2 > >|

Run Control ID
Print_PO C
Send_For_Approval

- First time users should click on **Add a New Value** and follow the instructions below to create a Run Control ID.
- Returning users who have already created a Run Control ID for printing purchase orders should click **Search**.
- Returning users can then select the Run Control ID that they already created.

First Time Users: Creating a Run Control ID

4.1. Click Add a New Value.

Purchase Orders Print

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ **Search Criteria**

Run Control ID begins with ▼

☐ Case Sensitive

4.2. Enter the Run Control ID name as Print_PO or PrintPO. Then click Add.

Purchase Orders Print

Find an Existing Value
Add a New Value

Run Control ID

Add



Make sure there are no spaces in your Run Control ID or you will get an error message when you try to create the PDF.

- A. Enter a name for your Run Control such as **Print_PO** or **PrintPO**.
- B. Then click **Add**.

5. Enter FLCMP in both the Business Unit and To fields.



It's important to have the FLCMP in BOTH fields as there are multiple business units in CFS.

Run Control ID Print_PO Repo

Language English ▾ Specified Language

Report Request Parameters

Business Unit FLCMP 🔍 To FLCMP 🔍

6. Type or paste the purchase order ID in the PO ID field. Then press the Tab key on your keyboard.



After you press the Tab key, all of the other fields on the screen will be grayed out.

Report Request Parameters

Business Unit
To

PO ID
[Select Purchase Order](#)

7. Click the Run button.



You can leave all other fields set on their default values.

Print POs

Run Control ID Print_PO

Language

☒ Specified Language

[Report Manager](#)

[Process Monitor](#)

Run

☐ Recipient's Language

Report Request Parameters

Business Unit To

PO ID [Select Purchase Order](#)

Contract SetID

Contract ID

Release

From Date

Through Date

Supplier ID

Buyer

Statuses to Include

☐ Approved
☐ Dispatched
☐ Canceled

☐ Open
☐ Pending
☐ Completed

Miscellaneous Options

*Hold Status

*Chartfields

Change Orders

☐ Print Changes Only
☒ Print PO Item Description
☐ Print Duplicate

Number Of Copies

Sort By

8. Change the Type to Email. Then click OK.

💡 Optionally, you can click on Distribution to change the Subject or Message Text (body) of the email that is sent to you, but it's not necessary.

Process Scheduler Request

User ID

50802547190

Run Control ID

Print_PO

Server Name

Run Date

02/18/2021

Recurrence

Run Time

11:05:59AM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PO Dispatch/Print	POPO005	SQR Report	<div>A</div> Email	PDF	Distribution

OK

Cancel


9. You will receive an email with the PDF attached within about 5-10 minutes. Open the PDF and ensure that all of the information is correct.

💡 Didn't get the email? Or did you get an email with no PDF attached? [View the Troubleshooting Printing a Purchase Order article.](#)

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Output from PORQ010 (#13497992)



porq010_13497992.PDF

5 KB

Message from Process Scheduler running on system cfsdev301, using database FBCFSTRN:

Need More Help?

Technical issue with CFS? Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Questions about how to do something in CFS? Contact IT Training at ittraining@fullerton.edu or 657-278-5647.

Questions about procurement policies or status of a requisition/purchase order? Contact [Procurement](#) at DL-C_and_P@fullerton.edu.