

How to Print a Receipt Delivery Report

Navigate as follows:

- Purchasing
- Receipts
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- Receipt Delivery
 - When running for the **first** time you will need to build your run control:
 - Click on Add a New Value
 - Next to Run Control ID: Type Receipt_Delivery or an appropriate name for this report. Click Add.



- Once you create the Run Control then you would click on Find an Existing Value and enter Run Control ID name.

Receipt Delivery

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

Language:

Report Request Parameters

Business Unit:

Receipt No:

Location:

From Date: Through Date:

- You will have the option to enter any or all of the following criteria:
 - Business Unit:
 - Receipt No:
 - Location:
 - From/Through Date:
- Click Run

PS8FSPRD
PSWEBFS1 DPS

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Process Scheduler Request

User ID: NELFER Run Control ID: Receipt_Delivery

Server Name: PSNT Run Date: 04/30/2008
 Recurrence: Run Time: 10:23:02AM [Reset to Current DateTime](#)
 Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution	Output Destination
<input type="checkbox"/>	Shop Floor Receipt Delivery	POYS035-	Crystal	Web	PDF	Distribution	
<input checked="" type="checkbox"/>	Receipt Delivery	RECV_DEL	PSJob	Printer	PDF		<input type="text" value="Enter Printer Name"/>

OK Cancel

- Define Server Name as PSNT
- Click box next to Receipt Delivery
- Click drop down under Type and select Printer.
- Click drop down under Format and select PDF.
- Under Output Destination enter your unit's related print sting defined in the table below.
- Click OK.

Receipt Delivery

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

Language: English [Report Distribution List](#) Process Instance 609419

Report Request Parameters

Business Unit: NCLNO
 Receipt No: 180558
 Location:
 From Date: Through Date:

- Click on Process Monitor

[New!](#)

Process List [Server List](#)

View Process Request For

User ID: NELFER Type: PSJob Last: 0 Minutes Refresh
 Server: Name: Instance: to
 Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [End](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	613781		PSJob	RECV_DEL	NELFER	04/30/2008 10:23:02AM CDT	Success	Posted	Details

- Click the Refresh button and once the Run Status reflects Success the Receipt Delivery Detail Report will print on the printer referenced.

The Report will print as shown below with the data requested in the report parameters defined.

Report ID:	PO1580	PeopleSoft Purchasing	Page No.							
User ID:	NGLFER	RECEIPT DELIVERY DETAIL REPORT	Run Date							
Run Control:	Receipt_Delivery		Run Time							
Location	200040	Site								
Address	2021 Perdido Street New Orleans LA 70112									
Receiving BU	MCLNO	Receiver ID	15050							
Vendor	000000650	DATEX - CHASCA								
Receipt Date	4/22/2006									
Receipt Status	Received									
Bill of Lading	038168710607735									
Phone	502-3195									
Building		Floor								
Attention										
Recv Lst	Item ID	Item Description	Quantity	UOM	Doc Date	PO BU	Purchase Order	Revision	Delivery Date	Delivered To
1		HANGER CABLE MOUNT FOR TOP OF MONITOR(QTY 1) 1/EA	25.00	EA	4/11/2006	MCLNO	00113901			

IBU	Network Print String
EKLMC	\\EKLMC-PRINTQ\WHSE-HP4250
LJCMC - Warehouse	\\LJC-PRINT\LJC-SR1
LAKMC	\\LKMC_GATEWAY_NT\WAREHOUSE-LABELS
MCLNO - Warehouse	\\MCLNOPRTSRV\MCL-PR-00067 \\MCLNOPRTSRV\MCL-PR-00068 \\MCLNOPRTSRV\MCL-PR-00207
UMCLA - Dietary	\\PHARMRX2\UMC_DIETARY-C2
UMCLA - SPD	\\UMC-APPS002\UMC_SPD
UMCLA - Warehouse	\\UMC329\HP LASERJET 4
WOMMC - Dietary	\\WOM-APP03\WOM-NUTRI
WOMMC - Storeroom	\\WOM-APP03\WOM-STRM
WOMMC - Warehouse	\\WOM-APP03\WOM-WHSE
WSTMC - Warehouse	\\WSTSRV03-W2K\WST-WHS-A