## Processing Requisitions for Commitments

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | Begin by navigating to the **Purchasing** page.  
      | Click the **Project Costing** link. |
| 2.   | Click the **Cost Collection** link. |
| 3.   | Click the **Purchasing** link. |
| 4.   | You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.  
      | Click the **Add a New Value** tab. |
| 5.   | A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.  
      | Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "PROC_REQ". |
| 6.   | Click the **Add** button. |
| 7.   | Use the **Purchasing** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run. |
| 8.   | Use the **Option** field to select a project business unit, project, or activity option to restrict processing to these values.  
      | Click the **Option** list.  
      | All |
| 9.   | Click the **Business Unit/Project** list item.  
      | Business Unit/Project |
| 10.  | Click in the **Business Unit** field. |
| 11.  | Enter the desired information into the **Business Unit** field. Enter a valid value e.g. "US004". |
| 12.  | Use the **Date Option** field to filter by Accounting Date, Transaction Date, or both. |
| 13.  | Click in the **Project** field. |
## Step 14
Enter the desired information into the **Project** field. Enter a valid value e.g. "CONSULT001".

## Step 15
Click the **Purchasing Select Options** list.

## Step 16
Click the **Requisitions** list item.

## Step 17
Click the **Run** button.

## Step 18
Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

## Step 19
You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.

## Step 20
Click the **Server Name** list.

## Step 21
Click the **PSNT** list item.

## Step 22
Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.

## Step 23
Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.

## Step 24
Click the **OK** button.

## Step 25
Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.

## Step 26
Click the **Process Monitor** link.

## Step 27
The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success.

## Step 28
The status is now Success.

## Step 29
You have successfully loaded requisitions and purchase orders for the specified project for integration with Project Costing.

**End of Procedure.**