

Choosing a Purchase Category in UCF Financials

This Addy Note is helpful if you're experiencing difficulty deciding the most appropriate category to use for a requisition, or are having trouble finding a category for the item you're ordering. The Note will tell you about two resources, the **List of Categories for Requisitions** and **Purchase Orders** and the **Category Keyword Lookup Table**, that will make it easy to find and select a suitable category code or subject. This example uses the **Category Keyword Lookup Table**, but searching for a category code works the same.

Step	Action
1.	Enter the UCF Financials website: https://financials.ucf.edu/helpful-resources- about/
2.	Scroll down to the Purchasing section and you'll find the List of Categories for Requisitions and Purchase Orders and the Category Keyword Lookup Table links.
	 Purchasing Available Views and Actions for Requestor and/or Approver in ePro Updated 8/25/2015 Category Keyword Lookup Table Updated 12/14/2016 Expanded Categories Tutorial List of Categories for Requisitions and Purchase Orders Updated 12/14/2016 UCF Purchasing Cycle - "Req-to-Check"

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Step	Action
3.	The contents of both Excel spreadsheets are very similar:
	• If you know the category's subject – for example you're looking for "Computers" – but don't know the category number, you'll want to use the Category Keyword Lookup Table.
	• If you know the category code – for example you have code "10100000" – but don't know the category's subject, you'll want to use List of Categories for Requisitions and Purchase Orders .
4.	Click the appropriate link to download an Excel spreadsheet to your computer.
	Purchasing • Available Views and Actions for Requestor and/or Approver in ePro Updated 8/25/2015 • Category Keyword Lookup Table Updated 12/14/2016 • Expanded Categories Tutorial • List of Categories for Requisitions and Purchase Orders Updated 12/14/2016 • UCF Purchasing Cycle – "Req-to-Check"
5.	The simplest way to locate something in an Excel spreadsheet is to use the "Find" feature. Simply click the Control (Ctrl) key and the "F" key on your keyboard simultaneously to open the "Find" feature.

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Step	Action
6.	Enter either the category code or an appropriate subject in the Find and Replace box that you want to locate.
	Find and Replace ? × Find Replace Find what: Computers Options >> 1 Find All Find Next Close
7.	Click Find All.
	Find and Replace ? × Find Replace Find what: Computers Image: Computer s Image: Computer s Ima
8.	Click the subject or category code of interest.
	Sheet Name Cell Value F alk posted 080409.xlsx QUERY \$A\$434 Computers alk posted 080409.xlsx QUERY \$C\$434 Computers alk posted 080409.xlsx QUERY \$D\$4436 Computers alk posted 080409.xlsx QUERY \$D\$45436 Computers alk posted 080409.xlsx QUERY \$A\$436 Notebook computers alk posted 080409.xlsx QUERY \$A\$436 Notebook Computers alk posted 080409.xlsx QUERY \$A\$437 Laptop computers alk posted 080409.xlsx QUERY \$A\$437 Laptop computers alk posted 080409.xlsx QUERY \$A\$437 Notebook Computers alk posted 080409.xlsx QUERY \$A\$437 Notebook Computers alk posted 080409.xlsx QUERY \$A\$437 Notebook Computers alk posted 080409.xlsx QUERY \$A\$439 Desktop computers
9.	The Excel spreadsheet displays the category code (or subject).
	430 43202000 Removable Storage Media R Find All Eind Next Close 431 43202000 Removable Storage Media R Sheet Name Cell Value Fr 432 43202000 Removable Storage Media R Sheet Name Cell Value Fr 433 43202000 Removable Storage Media R Reposed 000409.vbx QLERY \$4\$433 Computers 433 43202000 Removable Storage Media F Reposed 000409.vbx QLERY \$4\$434 Computers 434 43211500 Computers C K posted 00409.vbx QLERY \$0\$4434 Computers 436 43211501 Computers C K posted 00409.vbx QLERY \$0\$4534 Notebook computers 436 43211501 Computers C K posted 00409.vbx QLERY \$0\$4534 Notebook computers