

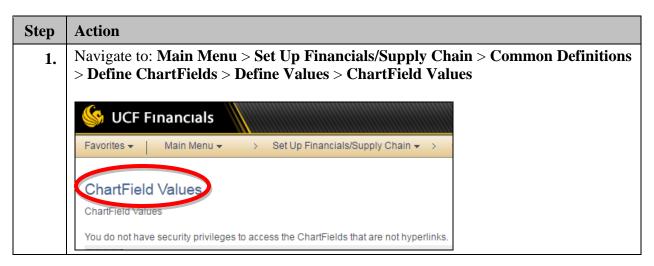


Confirming the Correct Business Unit

This Addy Note explains how to confirm which **Business Unit** should be used when creating a requisition.

It is very important that the correct **Business Unit** be selected at the start of creating the requisition. If you attempt to create a requisition for departments or projects that are associated with a business unit other than the one you select at the start of the requisition, this will result in the requisition failing to save and you will need to begin again.

If you have items you are purchasing, some for a **RFD01** project and some for a **UCF01** project, UCF Financials will NOT allow you to save them on the same requisition. You will need to create two individual requisitions, one for each business unit.







| Step | Action |
|------|---|
| 2. | Click the Project link. |
| | ChartField Values ChartField Values |
| | You do not have security privileges to access the ChartFields that are not hyperlinks. Account |
| | Department Project |
| | Fund Code Program Code |
| | Budget Reference Alternate Account |
| | Operating Unit Book Code |
| | Adjustment Type Scenario |
| | Statistics Code |





| tep | Action |
|-----|---|
| 3. | Enter the project number you wish to look up in the Project data entry field. |
| | Project ID |
| | Enter any information you have and click Search. Leave fields blank for a list of all values. |
| | |
| | Find an Existing Value |
| | ▼ Search Criteria |
| | Soul |
| | Project begins with ▼ 13278008 |
| | Description begins with |
| | Case Sensitive |
| | |
| | Search Clear Basic Search Save Search Criteria |
| | |
| | |
| | Click Search. |
| 4. | Chek Search. |
| | Project ID |
| | Enter any information you have and click Search. Leave fields blank for a list of all values. |
| | Find an Existing Value |
| | ▼ Search Criteria |
| | y Search Citteria |
| | SetID = ▼ UCF01 Q |
| | Project begins with ▼ 13278008 |
| | Description begins with ▼ Case Sensitive |
| | = Case Selisiuve |
| | Search Clear Basic Search Save Search Criteria |
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