

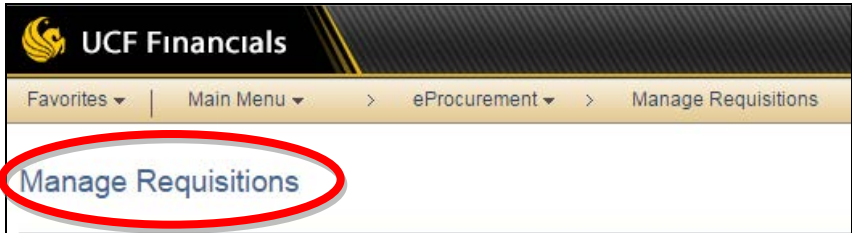
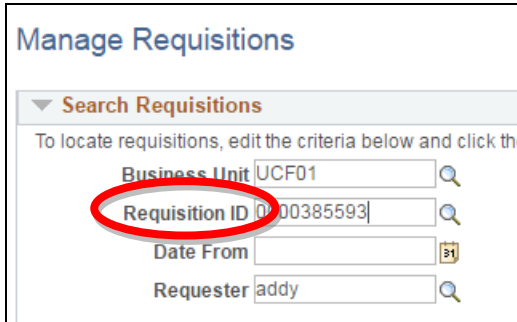

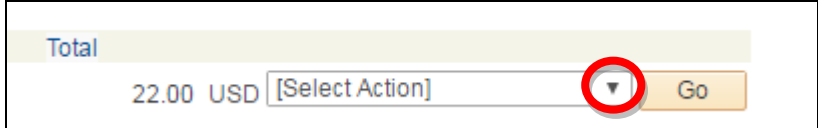


ADDY NOTES



Copying a Requisition

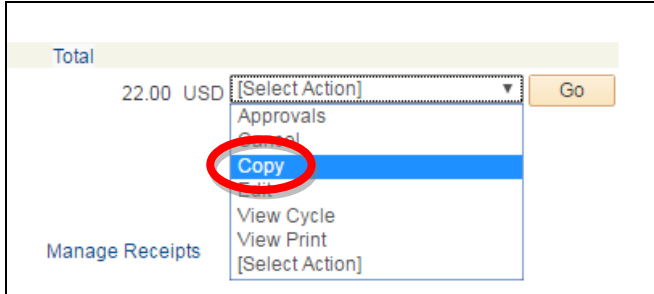
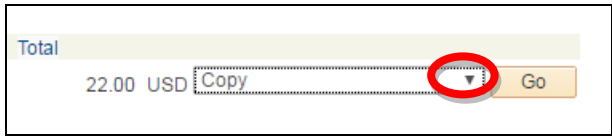
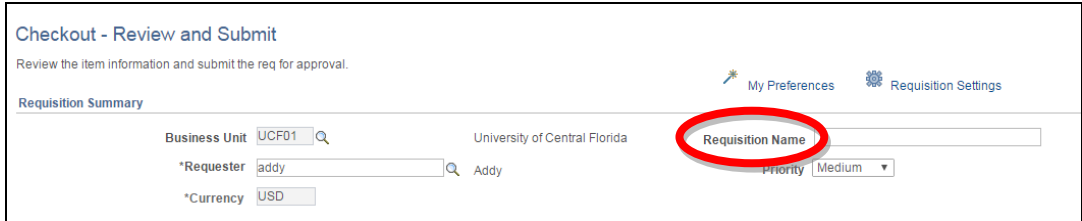
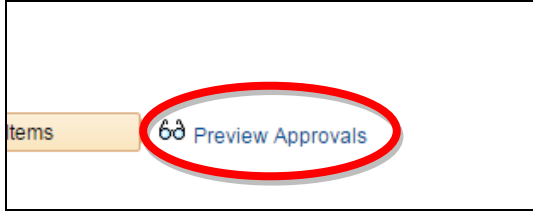
If you find yourself ordering the same item or groups of items often and are familiar with creating an ePro requisition, you'll find this Addy Note on copying a requisition helpful.

Step	Action
1.	Navigate to: Main Menu > eProcurement > Manage Requisitions. 
2.	Enter the requisition number in the Requisition ID field. Or, complete any applicable fields to narrow down your search. 
3.	Click Search . 
4.	Click the requisition's Select Action down arrow. 



ADDY NOTES



Step	Action
5.	Select Copy from the drop down list. 
6.	Click Go . 
7.	Enter a name for the new requisition in the Requisition Name field. 
8.	Make any necessary adjustments to the requisition.
9.	Click the Preview Approvals link. 



ADDY NOTES



Step	Action
10.	The Confirmation page displays with the requisition number that UCF Financials assigns to the requisition. Click the Check Budget button.
11.	Click Return . Verify the Budget Status is “ Valid ” and click the Save & Submit button to initiate the workflow approval process.
12.	<p>The approval status changes from “Initiated” to “Pending.”</p> <div data-bbox="306 821 805 1113" style="border: 1px solid black; padding: 5px;"> <p>Department/Project Approval</p> <p>▼ Line 1: Pending</p> <p>DESK SETS</p> <p>Accounting Line 1</p> <p>Pending</p> <p>Addy Approver</p> <p>Chartfield Approval +</p> </div>