



ADDY NOTES



Creating a Travel Requisition

This Addy Note outlines the steps you will take to create a travel requisition.

Step	Action
1.	Navigate to: Main Menu > eProcurement > Requisition.
2.	<p>On the Requisition Settings page, enter a description in the Requisition Name field.</p> <div data-bbox="250 789 1255 936" style="border: 1px solid black; padding: 5px;"> <p>Requisition Settings</p> <p>Business Unit <input type="text" value="UCF01"/> University of Central Florida</p> <p>*Requisition Name <input type="text" value=""/> Requisition Name</p> <p>*Requester <input type="text" value="addy"/> Addy Priority Medium</p> <p>*Currency <input type="text" value="USD"/></p> </div> <p>Note: The name you enter will display on many requisition pages, including Manage Requisitions, Approve Requisitions, and Receive Items. If you leave the Requisition Name field blank, the ID assigned to the requisition will automatically populate the Requisition Name field.</p>
3.	<p>In the Default Options section of the screen, select the Override option.</p> <div data-bbox="261 1234 1471 1371" style="border: 1px solid gray; padding: 5px;"> <p>Default Options ?</p> <p><input type="radio"/> Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.</p> <p><input checked="" type="radio"/> Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.</p> </div>



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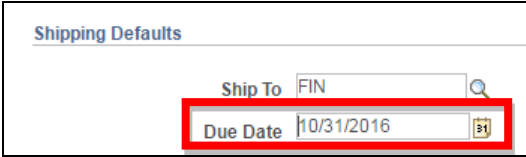
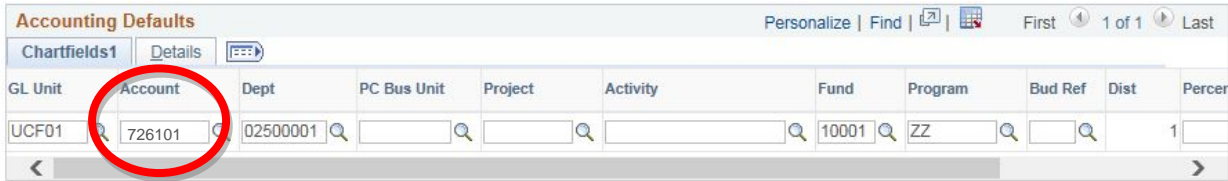
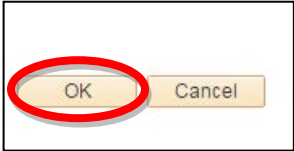


Step	Action
<p>4.</p>	<p>In the Line Defaults section, enter the supplier ID in the Supplier field, or click the lookup icon to search for a supplier.</p> <div data-bbox="250 611 802 831" style="border: 1px solid black; padding: 5px;"> </div> <p>Note: When you enter the supplier information on the Requisition Settings page, the supplier information will populate automatically for the other two pages.</p> <p>If you are looking to add an employee as a supplier, you can use the lookup icon by searching on the term “EMP”.</p>
<p>5.</p>	<p>Add the Buyer (travel processor), if you know it. You can use the look up icon to review a list of buyers.</p> <div data-bbox="282 1184 716 1289" style="border: 1px solid black; padding: 5px;"> </div>
<p>6.</p>	<p>Enter TRP (Trip) in the UOM (unit of measure) field.</p> <div data-bbox="250 1377 784 1556" style="border: 1px solid black; padding: 5px;"> </div>
<p>7.</p>	<p>In the Ship To field, replace the default text with FIN.</p> <div data-bbox="250 1646 821 1803" style="border: 1px solid black; padding: 5px;"> </div>



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Step	Action
8.	<p>In the Due Date field, enter the date the traveler will return.</p> 
9.	<p>In the Accounting Details section of the page, enter the account number for the requisition that corresponds to the travel type. The three options include: 726101 – Travel In State 726201 – Travel Out Of State 726301 – Travel Foreign</p>  <p>Note: The Alternate Account will automatically update with the correct information once the Account number has been entered in this field.</p>
10.	<p>Click the OK button to proceed to the next page.</p> 



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Step	Action
<p>11.</p>	<p>The Create Requisition page will display. This page is used to enter information about the items being purchased.</p> <p>Enter a description of the goods or services you are ordering in the Description field.</p> <p>Express Item Entry ?</p> 
<p>12.</p>	<p>Enter the item's price in the Price field.</p> <p>Express Item Entry ?</p>  <p>Note: Requisitions default to the Amount Only open setting automatically. When the Quantity field is set to Amount Only, the quantity field is set to an amount of 1.0000 and is not editable. For travel requisitions, this default setting should be used for all lines of a requisition.</p>



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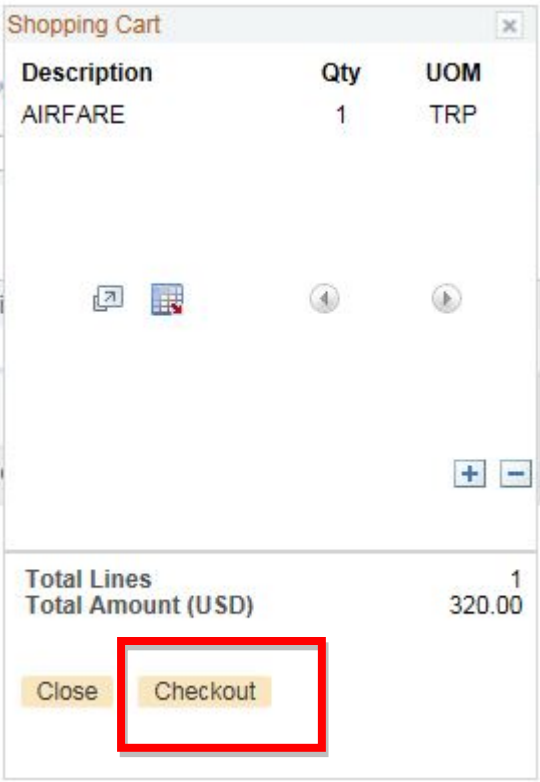


Step	Action																								
<p>13.</p>	<p>Enter a category in the Category field, or click the lookup icon to locate one. The following is a list of the category numbers available for travel requisitions:</p> <ul style="list-style-type: none"> 99007001 – Registration acct 726xxx 99007002 – Airfare acct 726xxx 99007003 – Hotel acct 726xxx 99007004 – Travel Advance 99007005 – Meals acct 726xxx 99007006 – Per Diem acct 726xxx 99007007 – Mileage acct 726xxx 99007008 – Car Rental acct 726xxx 99007009 – Parking acct 726xxx 99007010 – Taxi/Shuttle/Tolls acct 726xxx 99007011 – Bus Call/Internet acct 726xxx 99007012 – Trn/Presnt/Exh Matl acct 726x 99007013 – Passport/Visa/Immun/Conv Fees <p>You can also use the Category field lookup icon to perform a search for the appropriate category.</p> <p>Note: It is important for you to select the correct Category that matches the description in order to ensure your requisition proceeds through the approval process.</p> <div data-bbox="272 1325 1469 1606" style="border: 1px solid #ccc; padding: 5px;"> <p>Express Item Entry ?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="6" style="text-align: right; font-size: small;">Personalize Find View All First 1 of 1 Last</td> </tr> <tr> <td colspan="2" style="text-align: left;">Details</td> <td colspan="4" style="text-align: right; font-size: small;">Supplier Information </td> </tr> <tr> <th style="width: 10%;">Line</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">UOM</th> <th style="width: 15%;">Category</th> <th style="width: 15%;">Price</th> </tr> <tr> <td>1</td> <td>Airfare </td> <td>1</td> <td>TRP</td> <td>99007002 </td> <td>320.00</td> </tr> </table> <p style="text-align: left; margin-top: 5px;">Add to Cart</p> </div>	Personalize Find View All First 1 of 1 Last						Details		Supplier Information				Line	Description	Quantity	UOM	Category	Price	1	Airfare	1	TRP	99007002	320.00
Personalize Find View All First 1 of 1 Last																									
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<p>14.</p>	<p>Click Add to Cart button.</p> <div data-bbox="248 1759 467 1837" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">Add to Cart</p> </div>																								



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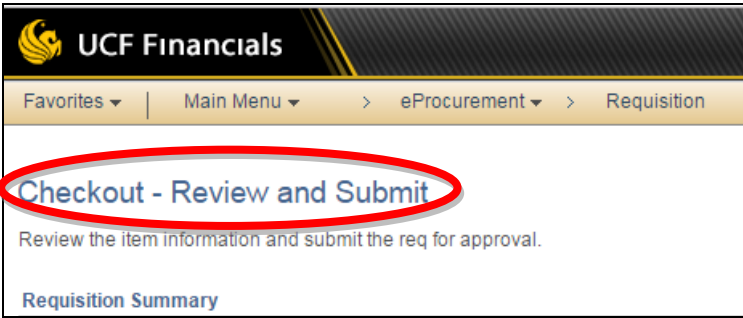
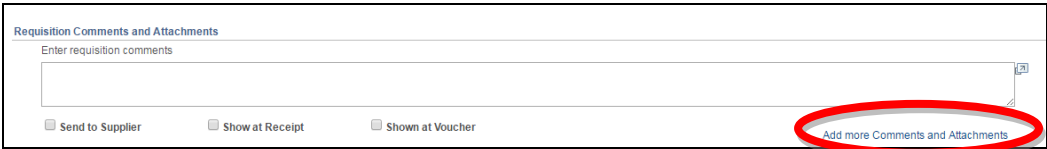
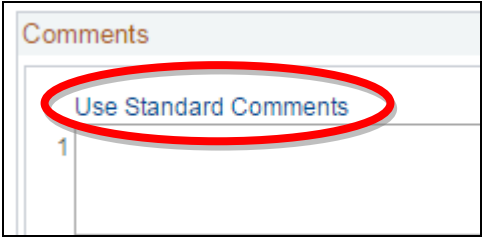


Step	Action
15.	Click Checkout button. 



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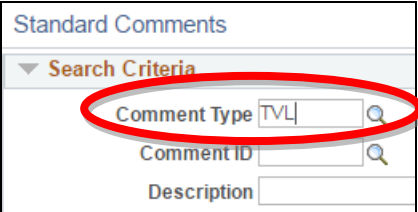
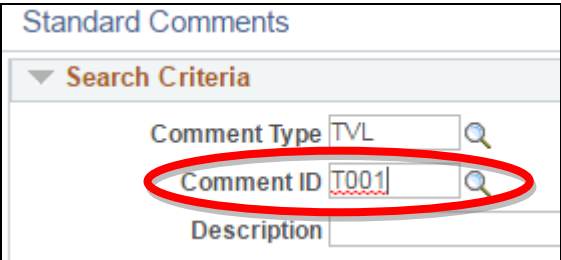
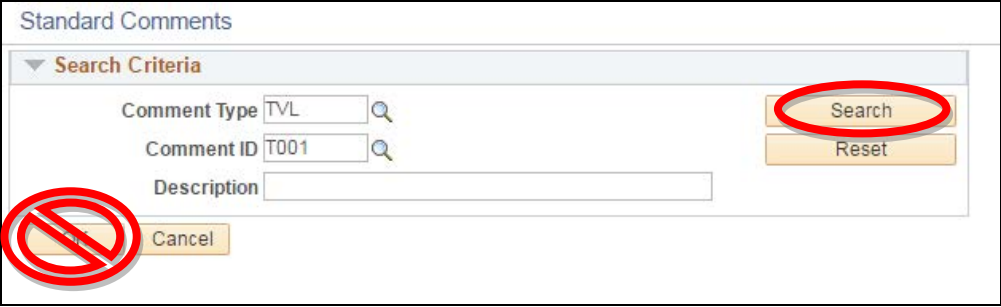


Step	Action
16.	<p>The Checkout- Review and Submit page will display. This page is used to make required adjustments, enter comments, preview approvals, check budget, and save and submit your requisition.</p> 
17.	<p>In the Requisition Comments and Attachments section, click Add more Comments and Attachments.</p>  <p>Note: The Addy Note <i>Addy Comments and Attachments to a Requisition</i> is a great place to learn more about the difference between header and line comments and how to add attachments to a requisition.</p>
18.	<p>Click the Use Standard Comments link.</p> 



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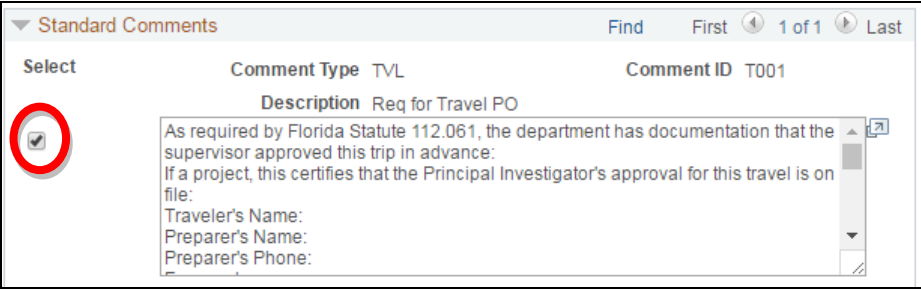
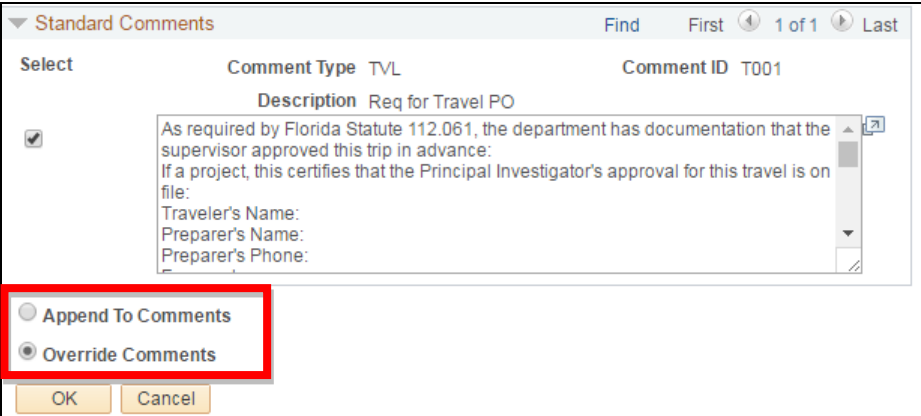



Step	Action
19.	Enter TVL in the Comment Type field. 
20.	Enter T001 in the Comment ID field. 
21.	Click the Search button. Do not click OK .  Note: You do not need to add a description in the Description field.



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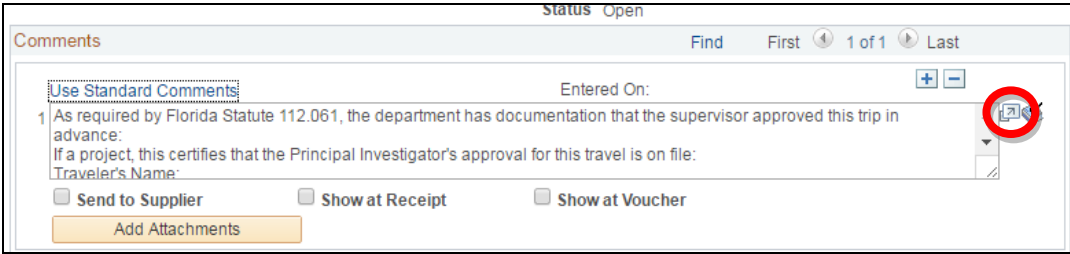
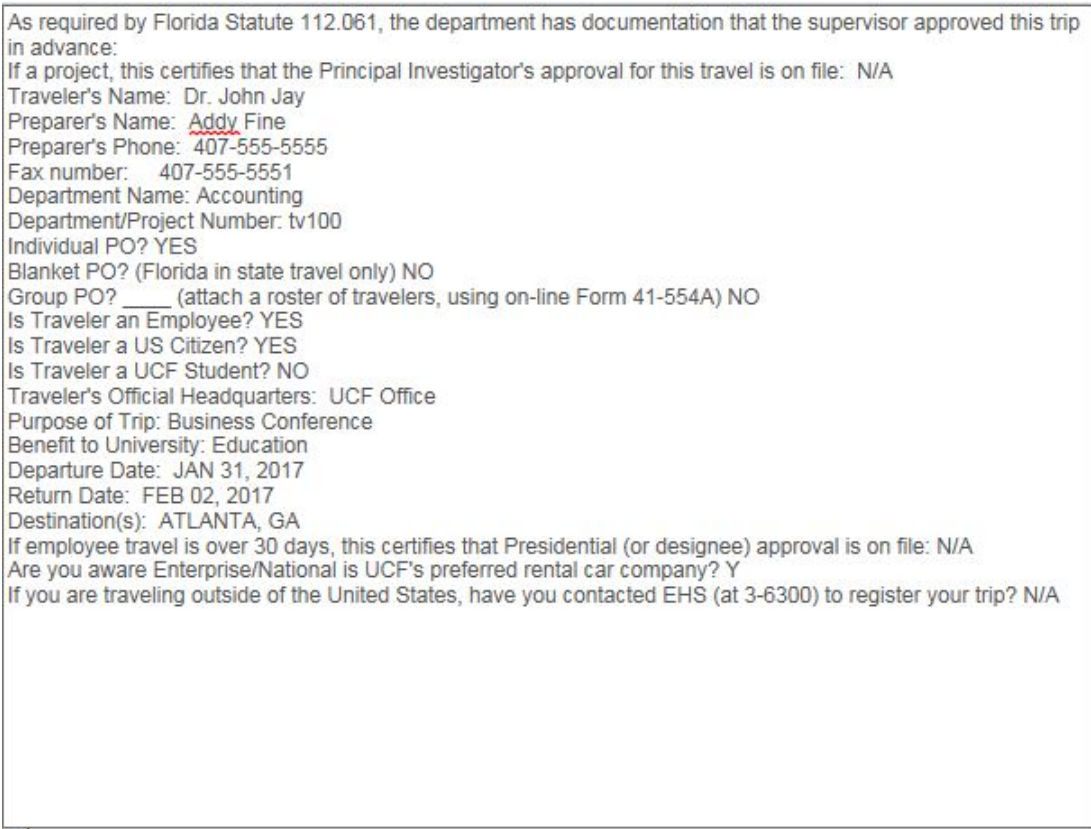


Step	Action
22.	<p>To add the comment to your requisition, select the comment by clicking the checkbox.</p> 
23.	<p>If you are adding a brand new comment, accept Override Comments, the default option.</p>  <p>Note: Append to Comments should be selected to change or add to an existing comment. Override Comments should be selected to automatically overwrite any previous comments in the line (the default).</p>
24.	<p>Click the OK button.</p> 



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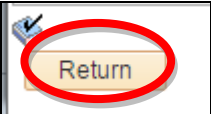
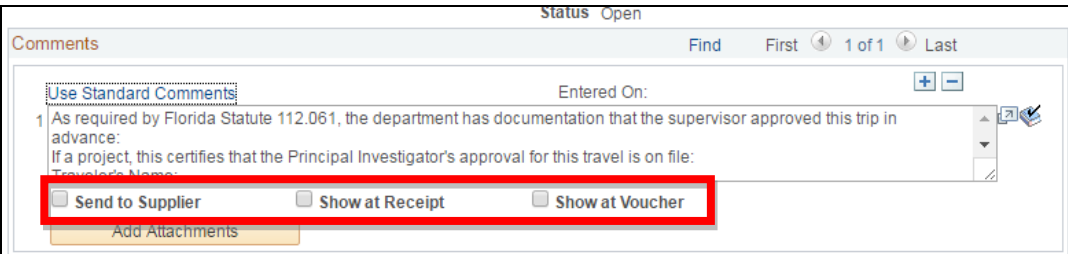
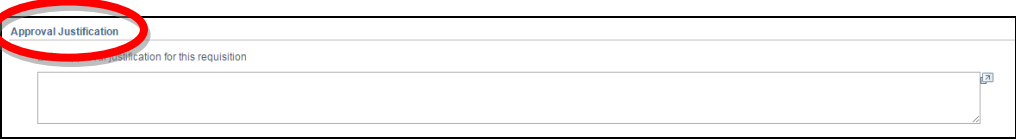


Step	Action
25.	<p>Click the Display Comment Modal Window icon to edit the comment.</p> 
26.	<p>Enter the appropriate information. Don't forget to add your initials and date at the bottom.</p> 



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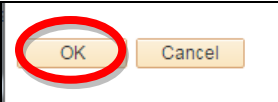
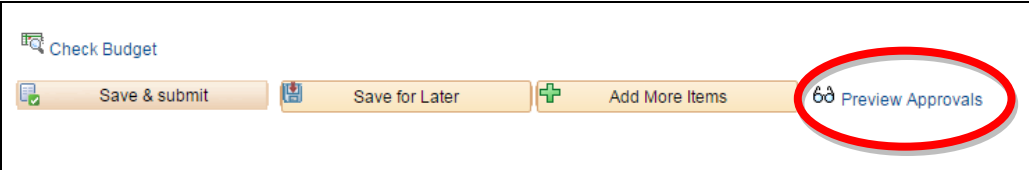
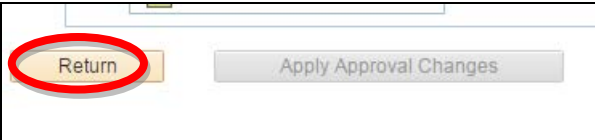
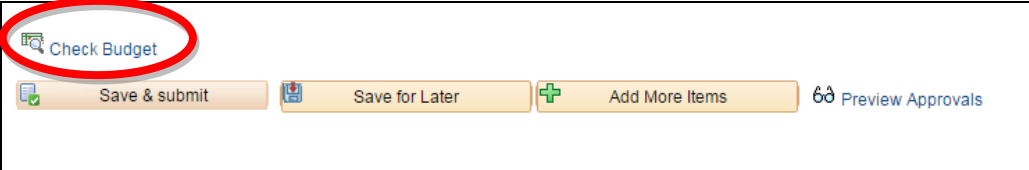



Step	Action
27.	Click the Return button. 
28.	Select the appropriate checkbox(s).  <ul style="list-style-type: none"> • Send to Supplier: By clicking this check box, the comment will display on the purchase order for the supplier to view. • Show at Receipt: By clicking this check box, the comment will display for the person/department performing the receiving. • Show at Voucher: By clicking this check box, the comment will display for Accounts Payable.
29.	The Approval Justification section provides you with a distinct section for typing a justification comment for your requisition.  <p>Note: The justification comment is the only header comment that appears on the workflow routing page that approvers can see at a glance. Thus, it is highly recommended that you use the justification comment to add helpful information such as the purpose of the requisition to allow approvers to move efficiently through the approval process.</p>



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Step	Action
28.	Click the OK button. 
29.	Click the Preview Approvals link. 
30.	The Confirmation page displays with the requisition number that UCF Financials assigned to the requisition. Click the Return button. 
31.	Click the Check Budget link. 
32.	Verify that the Budget Status is Valid . 



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Step	Action
33.	<p>Click the Save & Submit button.</p> <div data-bbox="248 575 1273 743" style="border: 1px solid black; padding: 5px;"> </div>
34.	<p>The requisition is now entered in workflow – having gone from Initiated to Pending status.</p> <div data-bbox="248 833 1174 1402" style="border: 1px solid black; padding: 10px;"> <p>Confirmation</p> <hr/> <p>Your requisition has been submitted.</p> <p style="text-align: center;">Requested For Addy</p> <p style="text-align: center;">Requisition Name Dr. Jay Educational Conference</p> <p style="text-align: center;">Requisition ID 0000385721</p> <p style="text-align: center;">Business Unit UCF01</p> <p style="text-align: center;">Status Pending</p> <p style="text-align: center;">Priority Medium</p> </div>