Printing a Purchase Order
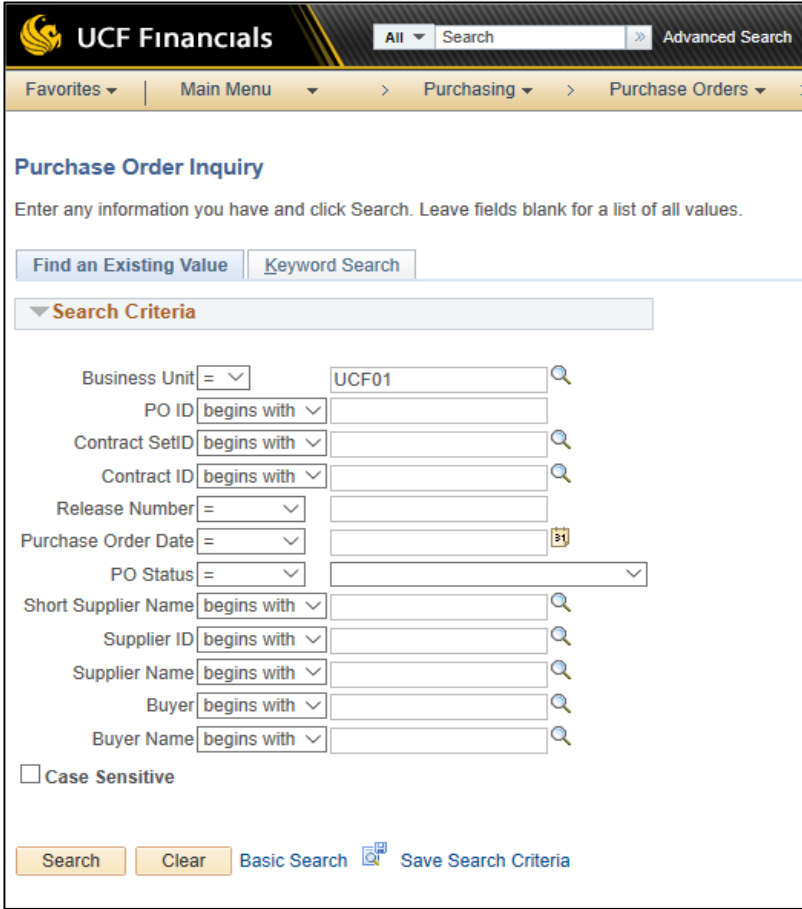
Note: Beginning on July 2, 2019, the procedure to print an additional copy of a purchase order has changed. The previous procedure used to print purchase orders will no longer work.

The following Addy Note provides the instructions in how to print a Purchase Order (PO) in UCF Financials.

Step	
1.	Navigate to **Main Menu** > **Purchasing** > **Purchase Orders** > **Review PO Information** > **Purchase Orders** This takes you to the **Purchase Order Inquiry** search page.

2. In the **PO ID** field, enter the **Purchase Order (PO)** number and then select the **Search** button.

3.	The **Purchase Order** page displays. Select the **View Printable Version** hyperlink on the page.

4.	The following pop-up window message appears:

If you **do** want to include the distribution details, select the "**Yes**" button.

If you **do not** want to include the distribution details, select the "**No**" button.

| 5. | A printable copy of the purchase order will display. |

The following is an example of a purchase order with distribution details, i.e., chartfield values and requisition information.

Purchase Order   Page: 1 of 5

University of Central Florida
Orlando Tech Center
12479 Research Parkway
Orlando FL 32826
United States

Dispatched		Dispatch Via Print
Purchase Order UCF	Date	Revision
Payment Terms Now	Freight Terms Destination, Freight Prepay	Ship Via Best Way
Buyer Justin Michael Strobel	Phone	Currency USD

Supplier: EMP

Ship To:

Attention: See Detail Below   Bill To:

E-MAIL INVOICES TO:
vendor@ucf.edu
If e-mail is not an option,
please mail to:
12424 Research
Parkway, Suite 300
Orlando FL 32826-3249
United States

Tax Exempt? Y   Tax Exempt ID: 85-8012703010C-9   Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1			1.00	TRP			

Attention: Ehmer,James Paul

DIST: 1

Chartfields

Status	Percentage	PO Qty	Amount
Open	100.0000	1.0000	

GLUnit	Account	Alt-Acc	Fund	Dept	Program
UCF01			1007	1031030	ZZ
			1	1	

Details/Tax

BaseAmt	BaseCurrency	Currency	Location	Consigned
	USD	USD	000100210	N

Req Details

ReqBU	ReqID	Lin	Sch	Dist	OpenQty	Requester	RequesterNm	Attention
UCF01		1	1	1				Ehmer,James Paul

Schedule Total

Item Total

Copy

6. The following is an example of a **Purchase Order** without distribution details:

Note: The bottom of the **Purchase Order** will have no signature and will say "**Copy**".