



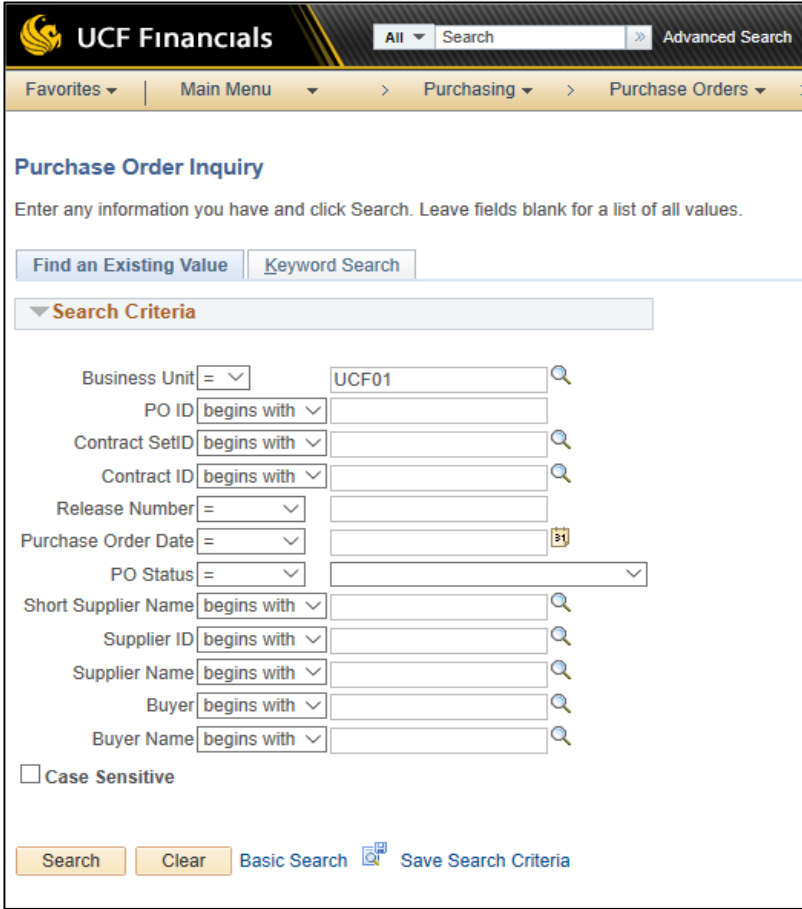
ADDY NOTES



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.	<p>Navigate to Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders</p> <p>This takes you to the Purchase Order Inquiry search page.</p> 



ADDY NOTES



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

The screenshot shows the UCF Financials web application interface. At the top, there is a navigation bar with the UCF Financials logo, a search bar, and a 'Sign out' link. Below this is a breadcrumb trail: 'Favorites > Main Menu > Information > Purchase Orders'. A 'New Window' link is visible on the right. The main heading is 'Purchase Order Inquiry', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Keyword Search'. Under the 'Search Criteria' section, there are several search fields: 'Business Unit' (set to 'UCF01'), 'PO ID' (set to 'begins with'), 'Contract SetID' (set to 'begins with'), 'Contract ID' (set to 'begins with'), 'Release Number' (set to '='), 'Purchase Order Date' (set to '='), 'PO Status' (set to '='), 'Short Supplier Name' (set to 'begins with'), 'Supplier ID' (set to 'begins with'), 'Supplier Name' (set to 'begins with'), 'Buyer' (set to 'begins with'), and 'Buyer Name' (set to 'begins with'). Each field has a magnifying glass icon to its right. At the bottom, there is a 'Case Sensitive' checkbox and a row of buttons: 'Search' (circled in red), 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.



ADDY NOTES



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

UCF Financials | Search | Advanced Search | Last Search Results | myUCF | Home | Worklist | Performance Trace | Add to Favorites

Favorites | Main Menu | Purchasing | Purchase Orders | Review PO Information | Purchase Orders

Related Content | New Window | Personalize

Purchase Order Inquiry
Purchase Order

Business Unit: UCF01
PO ID: [Redacted]

PO Status: Dispatched
Budget Status: Valid

Header

PO Date: 03/01/2019
Supplier Name: [Redacted]
Supplier ID: [Redacted]
Buyer: [Redacted]
PO Reference: [Redacted]

Backorder Status: Not Backordered
Receipt Status: Not Recvd
☐ Hold From Further Processing

Amount Summary

Merchandise: [Redacted]
Freight/Tax/Misc.: 0.00
Total: [Redacted] USD
Encumbrance Balance: [Redacted] USD

View Printable Version | Header Details | Activity Summary | Header Comments... | Document Status | Actions

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status	
1	[Redacted]	[Redacted]	99007001	1.0000	[Redacted]	USD	Approved	[Redacted]
2	[Redacted]	[Redacted]	99007002	1.0000	[Redacted]	USD	Approved	[Redacted]
3	[Redacted]	[Redacted]	99007004	1.0000	[Redacted]	USD	Approved	[Redacted]
4	[Redacted]	[Redacted]	99007005	1.0000	[Redacted]	USD	Approved	[Redacted]
5	[Redacted]	[Redacted]	99007007	1.0000	[Redacted]	USD	Approved	[Redacted]
6	[Redacted]	[Redacted]	99007009	1.0000	[Redacted]	USD	Approved	[Redacted]
7	[Redacted]	[Redacted]	99007011	1.0000	[Redacted]	USD	Approved	[Redacted]

Return to Search | Previous in List | Next in List | Notify | Related Links

4. The following pop-up window message appears:

Message

Do you want to print the purchase order with distribution details Yes / No. (10250,337)

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.



ADDY NOTES



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.

Page: 1 of 5

Purchase Order

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

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

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

Replenishment Option: Standard **Attention:** Ehmer, James Paul

DIST: 1

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	Consiged
	USD	USD	000100210	N

Req Details

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

Schedule Total

Item Total

Copy



ADDY NOTES



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

Page: 1 of 2

Purchase Order

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

Dispatched		Dispatch Via Print
Purchase Order UCF01-0000389994	Date 03-01-2019	Revision
Payment Terms Now	Freight Terms Destination, Freight Prepay	Ship Via Best Way
Buyer Justin Michael Strobel	Phone	Currency USD

Supplier: EMP [REDACTED]

Ship To: 12424 Research
Parkway, Suite 300
Orlando FL 32826-3249
United States

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
Line-
Sch

Tax Exempt ID: 85-8012703010C-9
Mfg ID

Replenishment Option: Standard
PO Price

Extended Amt
Due Date

Quantity	UOM	Item/Description	PO Price	Extended Amt	Due Date
1 - 1		[REDACTED]			
Attention: [REDACTED]					
Schedule Total					
Item Total					
2 - 1		[REDACTED]			
Attention: [REDACTED]					
Schedule Total					
Item Total					
3 - 1		[REDACTED]			
Attention: [REDACTED]					
Schedule Total					

Copy

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