



ADDY NOTE



FINANCIALS
REFERENCE
DATABASE

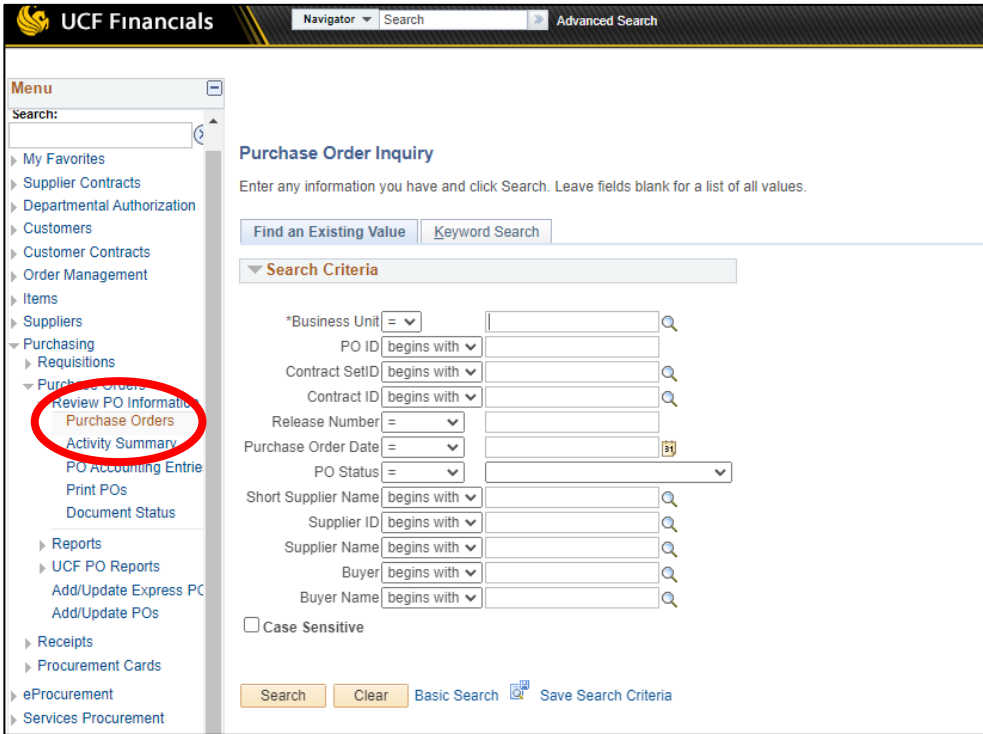
ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

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).

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> 



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

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#)

▼ **Search Criteria**

Business Unit =

PO ID begins with ▼

Contract SetID begins with ▼

Contract ID begins with ▼

Release Number = ▼

Purchase Order Date = ▼

PO Status = ▼

Short Supplier Name begins with ▼

Supplier ID begins with ▼

Supplier Name begins with ▼

Buyer begins with ▼

Buyer Name begins with ▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



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

Purchase Order Inquiry

Purchase Order

Business Unit: UCF01 PO ID: 10250337 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: 0.00 Freight/Tax/Misc.: 0.00 Total: 0.00 USD Encumbrance Balance: 0.00 USD

View Printable Version

Header Details All RTV Matching Activity Summary Header Comments... Document Status Actions

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

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)

Yes No

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.



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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	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 **Quantity:** 1.00 **UOM:** TRP **Replenishment Option:** Standard **PO Price:** **Extended Amt:** **Due Date:**

Line-Sch: 1 - 1

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	Consiged
0000.00	USD	USD	000100210	N

Req Details						
ReqBU	ReqID	Lin	Sch	Dist	OpenQty	Requester
UCF01		1	1	1		Ehmer, James Paul

Schedule Total **Item Total**

Copy



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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	Date	Revision	
UCF01-0000389994	03-01-2019		
Payment Terms	Freight Terms	Ship Via	
Now	Destination, Freight Prepay	Best Way	
Buyer	Phone	Currency	
Justin Michael Strobel		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 **Tax Exempt ID:** 85-8012703010C-9

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	Replenishment Option: Standard	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”.



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UCF Financials Navigator Search Advanced Search

Menu

Search:

- My Favorites
- Supplier Contracts
- Departmental Authorization
- Customers
- Customer Contracts
- Order Management
- Items
- Suppliers
- Purchasing
 - Requisitions
 - Purchase Orders
 - Review PO Information
 - Purchase Orders**
 - Activity Summary
 - PO Accounting Entries
 - Print POs
 - Document Status
- Reports
- UCF PO Reports
- Add/Update Express PO
- Add/Update POs
- Receipts
- Procurement Cards
- eProcurement
- Services Procurement

Purchase Order Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#)

Search Criteria

*Business Unit =

PO ID begins with

Contract SetID begins with

Contract ID begins with

Release Number =

Purchase Order Date =

PO Status =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Buyer begins with

Buyer Name begins with

☐ Case Sensitive

[Basic Search](#)