



ADDY NOTE



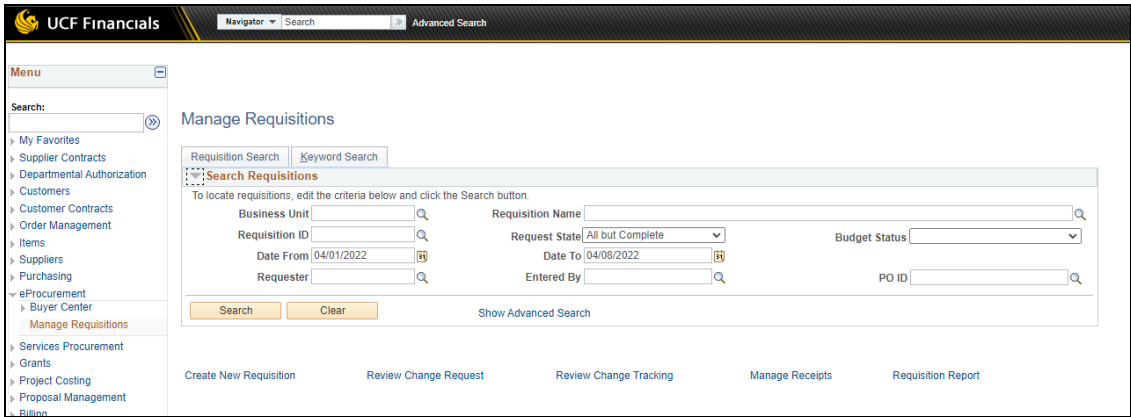

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REFERENCE
DATABASE

ATTENTION:

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

Printing an ePro Requisition

If you need to print a requisition, this Addy Note explains the steps you'll need to follow. Your requisition will print as a PDF document, which you can save as a file and/or print as a hard copy.

Step	Action
1.	<p>Navigate to: Main Menu > eProcurement > Manage Requisitions.</p> 
2.	<p>Click the Requisition Report link at the bottom of the Manage Requisitions page.</p> 



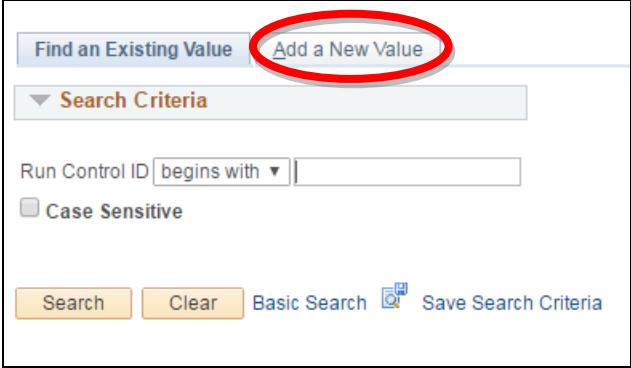
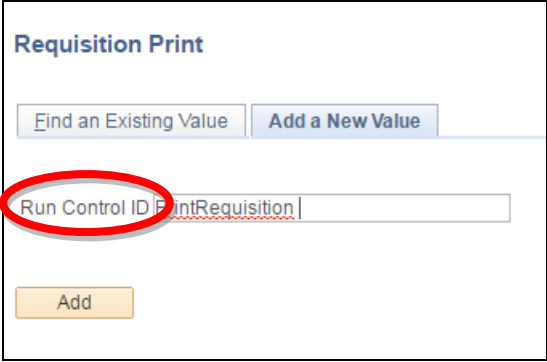
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Step	Action
3.	<p>The first time you print a requisition, create a run control by selecting the Add a New Value tab. (If you already have a run control ID, enter it in the Run Control ID field and skip to Step 6.)</p>  <p>The screenshot shows a search interface with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is circled in red. Below the tabs is a 'Search Criteria' section with a dropdown menu set to 'begins with' and an empty input field. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>
4.	<p>Create a Run Control ID (for example “PrintRequisition”).</p>  <p>The screenshot shows the 'Requisition Print' interface. It has two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a 'Run Control ID' field with the text 'PrintRequisition' entered. The field is circled in red. Below the field is an 'Add' button.</p>



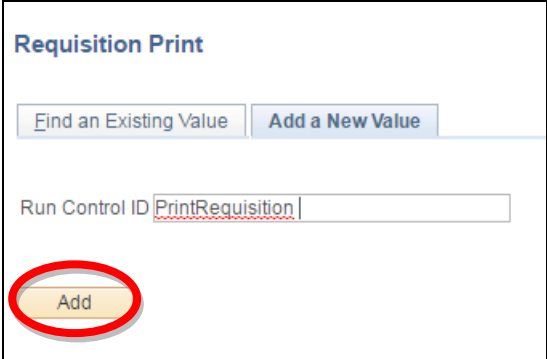
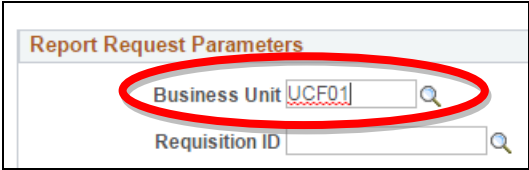
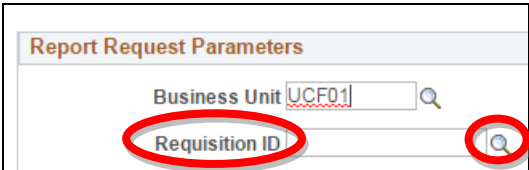
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5.	<p>Click Add.</p>  <p>Note: Each time thereafter, you will use the Find an Existing Value tab and retrieve the run control initially created.</p>
6.	<p>Enter UCF01 in the Business Unit field.</p> 
7.	<p>Enter the requisition number (including zeros) in the Requisition ID field. Or, click the Lookup icon to search for your requisition.</p> 



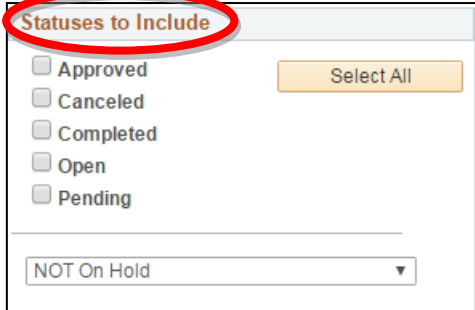
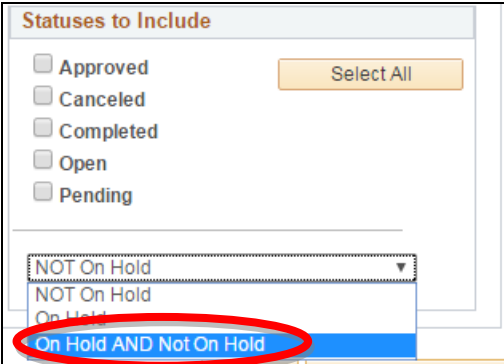
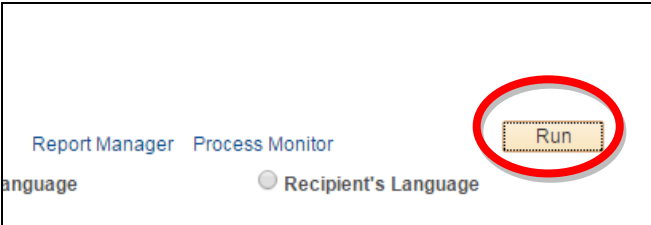
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8.	<p>In the Statuses to Include section, select one or more of the check boxes, or click the Select All button.</p> 
9.	<p>From the Statuses to Include drop down list, select On Hold AND Not On Hold.</p> 
10	<p>Click the Run button near the top of the page.</p> 



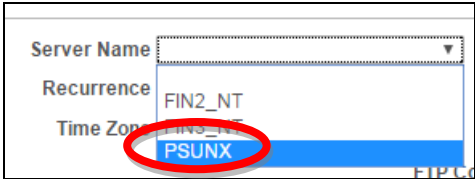
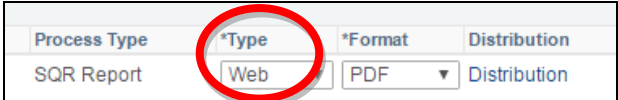
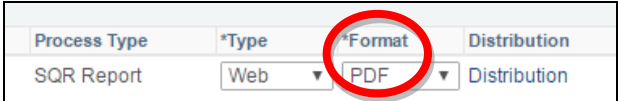
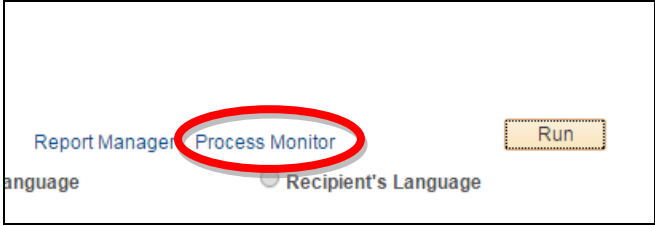
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Step	Action
11	Select PSUNX from the Server Name drop down field. 
12	Select Web from the Type drop down field, if it does not default. 
13	Select PDF from the Format field, if it does not default. 
14	Click OK .
15	Click the Process Monitor link. 



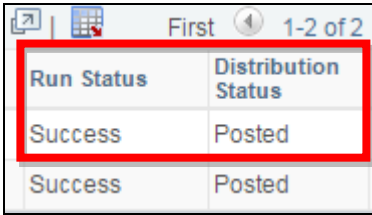
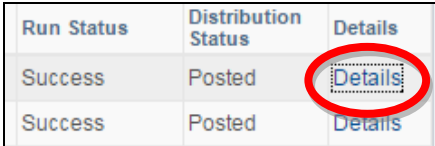
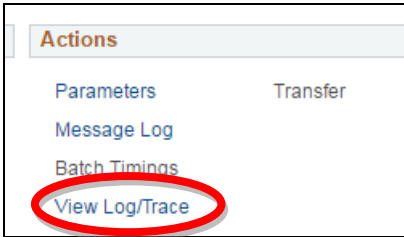
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Step	Action
16	<p>Click the Refresh button until your process has a:</p> <ul style="list-style-type: none"> • Run Status of Success • Distribution Status of Posted 
17	<p>Click the Details link to display the Process Detail page.</p> 
18	<p>Click the View Log/Trace link.</p> 



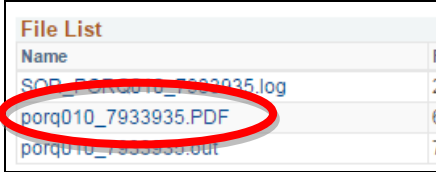
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Step	Action
19	<p>Click the PDF file link to open the purchase order in Adobe Acrobat.</p> 
20	<p>Click the Print icon to print the requisition.</p> 