Viewing Related Content

UCF Financials has been updated with a **Related Content** feature that allows you to easily view additional vendor, purchase order, journal, and report information from select pages, including the following:

- Review PO Information
- Add/Update Express POs
- Add/Update PO
- Add/Update Vendor
- Create/Update Journal Entries
- Various PCard Reconcile Statement Pages
- View Budget Details on Valid Journals.

The **Related Content** feature helps buyers, Accounts Payable (AP) personnel, and departmental requesters and approvers view multiple layers of information on one page. Examples of uses for the **Related Content** feature including the following:

- While buyers are reviewing purchase orders, they can also review information about the requestors.
- Departmental approvers viewing vendor information can determine if the vendors have any pending payments.
- Journal entry creators who receive an error after processing a journal can determine the source of the error by reviewing material attached to the Related Content link.
- When reviewing a travel PO with multiple lines that need to be associated with a PCard transaction, an approver can use **Related Content** to identify the appropriate line and to key information about the PO such as PO and PO line status prior to tying the line to the transaction.
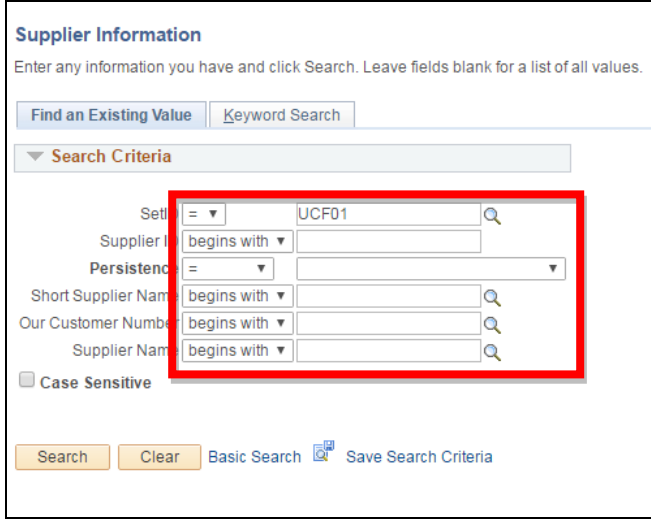
Note: When a page displays a **Related Content** link at the top, it means that related content has been defined for that page. Look for this link on other pages as more related content becomes available.

Note: The **Related Content** topics in this example are specific to **Supplier Information**. Other UCF Financials processes such as journal creation or purchase order review will display topics that are relevant to that particular process in the dropdown list under **Related Content**. Those topics may be accessed in the same manner as described in this Addy Note.
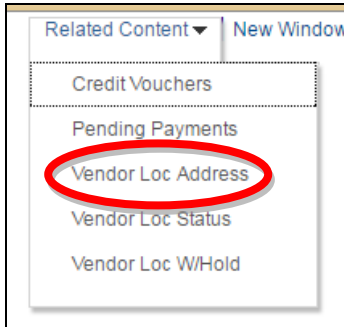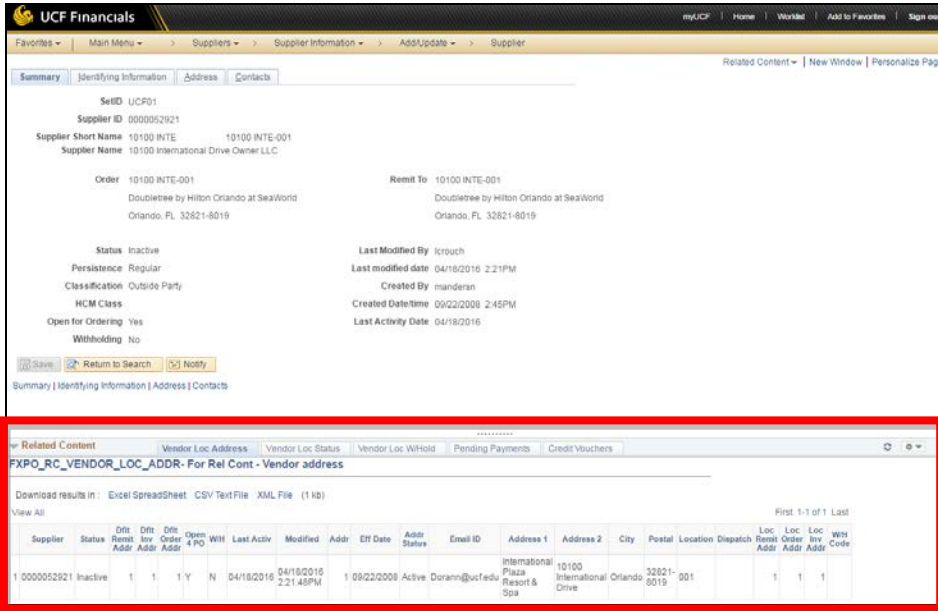
ADDY NOTES

UCF Financials

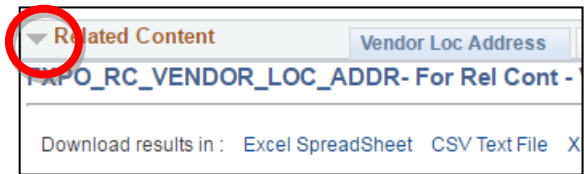| Step	Action
1.	Navigate to: Main Menu > Suppliers > Suppliers Information > Add/Update > Supplier
2.	Enter criteria in the appropriate field(s) to help you locate the supplier. **Supplier Information** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Keyword Search ▼ Search Criteria SetID = ▼ UCF01 Supplier ID begins with ▼ Persistence = ▼ Short Supplier Name begins with ▼ Our Customer Number begins with ▼ Supplier Name begins with ▼ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
3.	Click the **Search** button. **Note**: If there is more than one supplier, select a supplier from the search results.
4.	Select the **Related Content** link (or the dropdown arrow next to it). Related Content ▼ New Window | Personalize Page

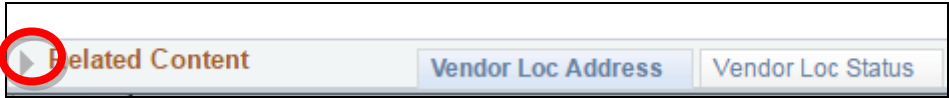| Step	Action
5.	Select Vendor Loc Address from the dropdown list. Note: As shown next, a horizontal panel will display at the bottom of the page with informaiton on the supplier location address.
6.	Use the right and left arrows on your keyboard to horizontally scroll and view more data.

Step	Action
7.	Click the other tabs to view more related content. **Note**: You can also access this data from the **Related Content** dropdown list at the top of the page.
8.	Click the **Collapse (▼) arrow** to hide the **Related Content** panel.
9.	Click the **Expand (►) arrow** to show the **Related Content** panel.
10.	If you need to view the Related Content in a separate spreadsheet, click the Excel SpreadSheet link. This will allow you to open or save the currently displayed data as a Microsoft Excel spreadsheet.