Flowchart to Create a Travel Requisition using ePro

**START**

**UCF Financials Navigation Menu**
- Main Menu
- eProcurement
- Create Requisition

**1. Define Requisition Page**
- Requisition Name = A description of the req.

In the Line Defaults section, click on the Expand Section Icon
- Buyer
- Unit of Measure = TRP
- Due Date
- Click Continue

**2. Add Items and Services Page**
Click the Special Request tab
Click the Special Item Link
For Each Line:
- Description = The type of expense: airfare, reg., etc.
- Price = Enter the dollar value of the expense type
- Quantity = 1
- Category = 99007xxx (choose the category that fits the expense type)
Click Add Item
Click Review and Submit Link

**3. Review and Submit Page**
Click the Use Standard Comments link
- Comment Type = TVL
- Comment ID = T001
Click SEARCH – Not Ok
- Select the comment and accept
OVERRIDE COMMENTS (only use append comments if changing or adding to existing comments)
- Click OK
- Click the Display Comment Modal Window icon to edit comments
- Initial and date at the bottom
- Click OK
- There are 4 Checkboxes; Select the “Send to Vendor”, “Show at Voucher” and “Approval Justification” boxes
- Click OK
- Click Chartfields 2 tab in Acct. Lines
- Verify SpChrt is selected
- Type in speed chart
- Click Line Details and select the Amount Only box
- Click OK and then Yes
- Click Line Details
- Click OK
- Click Save and preview approvals

**Confirmation Page**
Click the Check Budget button
Once Budget Status = Valid, click the submit button
Note the Requisition #

For Change Order:
1.) Description = Type of expense followed by “Change Order to PO #”
2.) Don’t repeat the header comments

**FINISH**