Searching for Requisitions in myUF Marketplace

Overview

This instruction guide is designed to show how to pull a report of requisitions in myUF Marketplace using filters at the top to narrow down your search. For example, you can search by:

- Date range
- AP Status (Closed or open)
- ChartFields including Projects and PO Business Unit ranges

You can drill down through results using the filters on the left menu, such as Form type.

1. Log on to **http://my.ufl.edu** using your Gator Link username and password.
2. **Click Nav bar > Main Menu > Financials > eProcurement > myUF Market.**

To search for purchase orders:

1. Click the **Orders** icon on the left side of the page **>** Click **Orders > Purchase Orders**
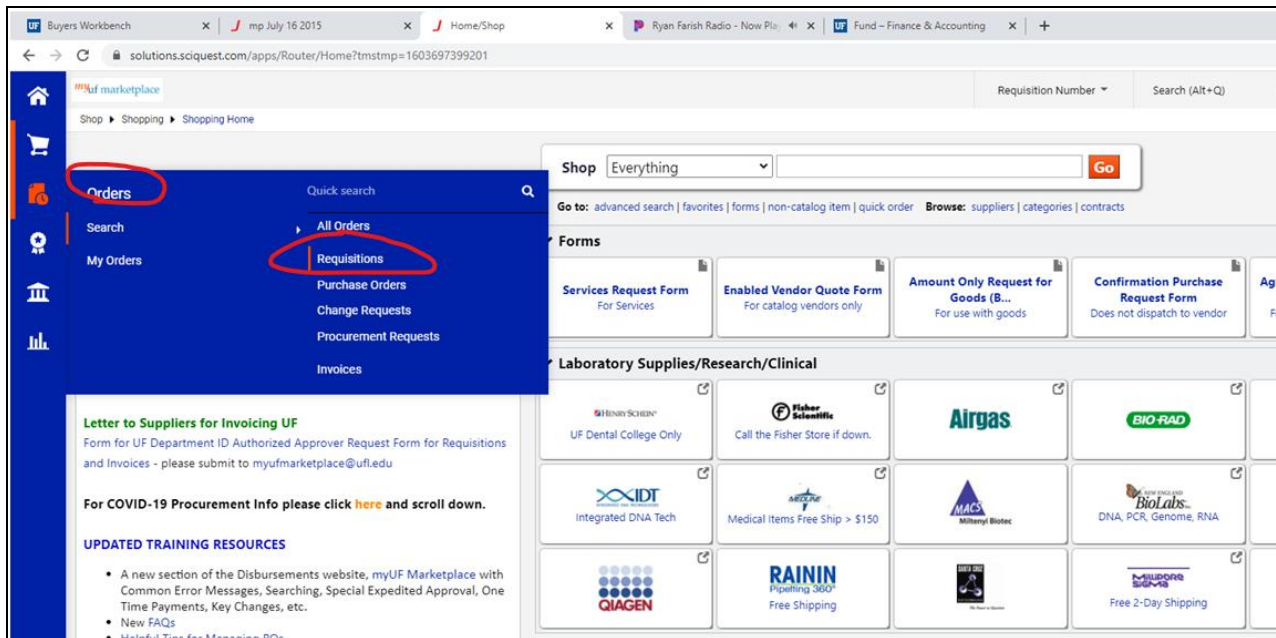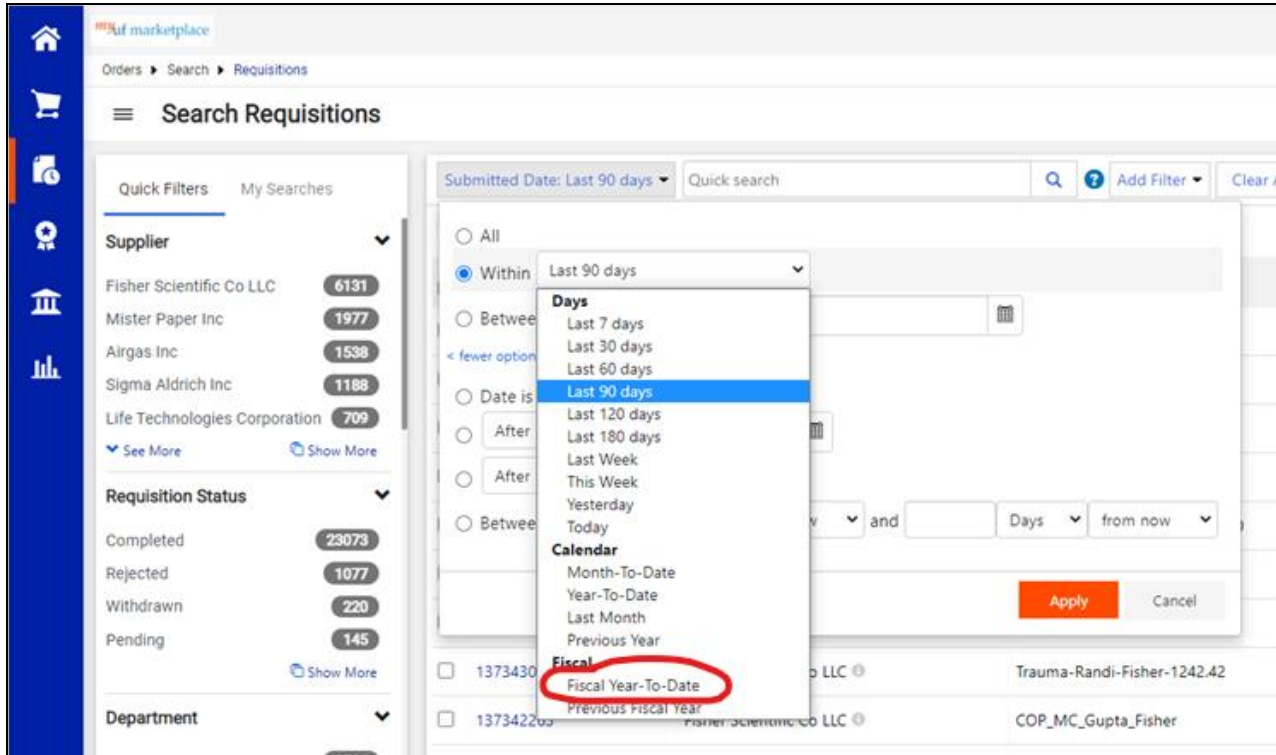

2. The results will default to the **Last 90 Days**. You can change that by clicking on the Created Date filter at the top and opening the box for more options.
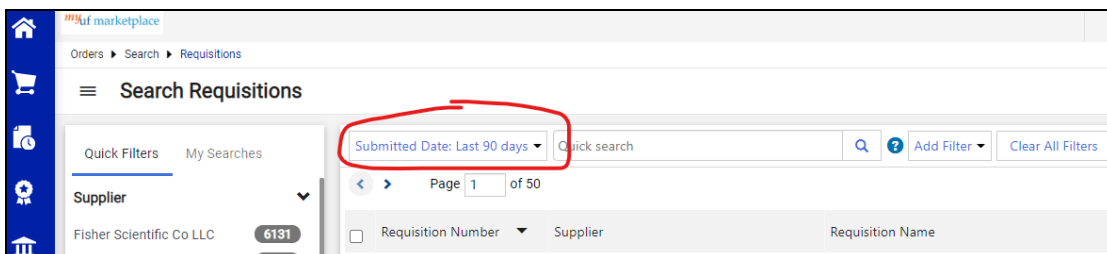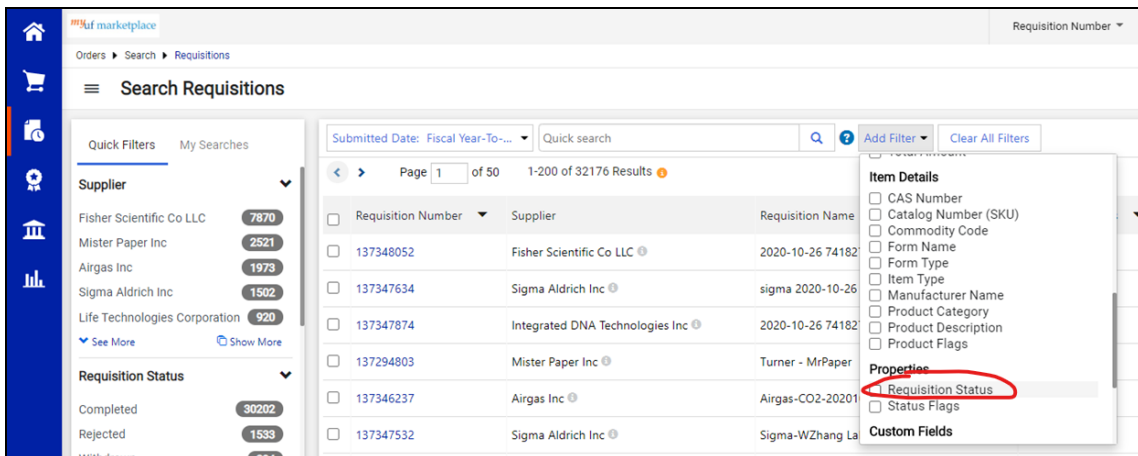
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For example, if you click on the Last 90 Days dropdown, you can select Fiscal Year to Date:

3. To apply more filters, click the Add Filter box on the right. Scroll down the list to see more filters. For example, you can select Requisition Status by checking the box.


Use this filter to see which requistions are still pending in workflow and have not become a purchase order. Select Pending when the options are shown and click the Apply button.

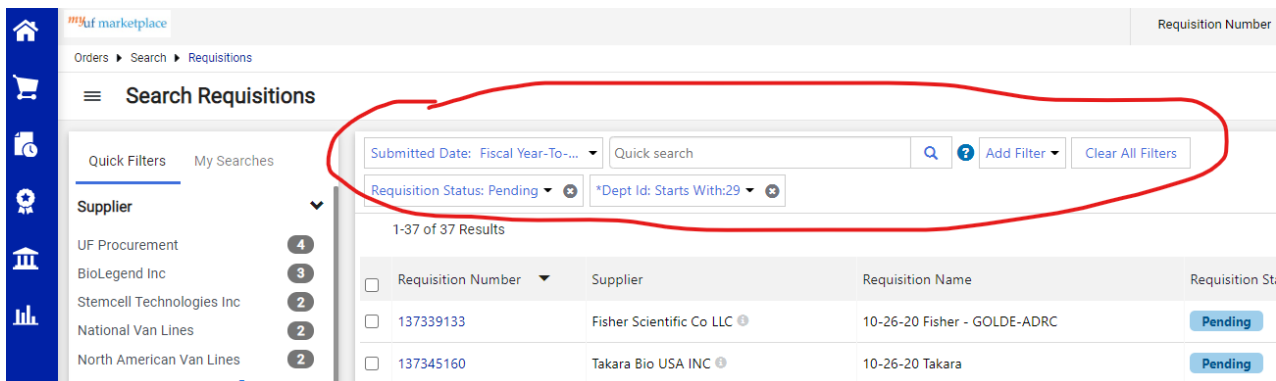## <u>Searching for Requisitions in myUF Marketplace</u>
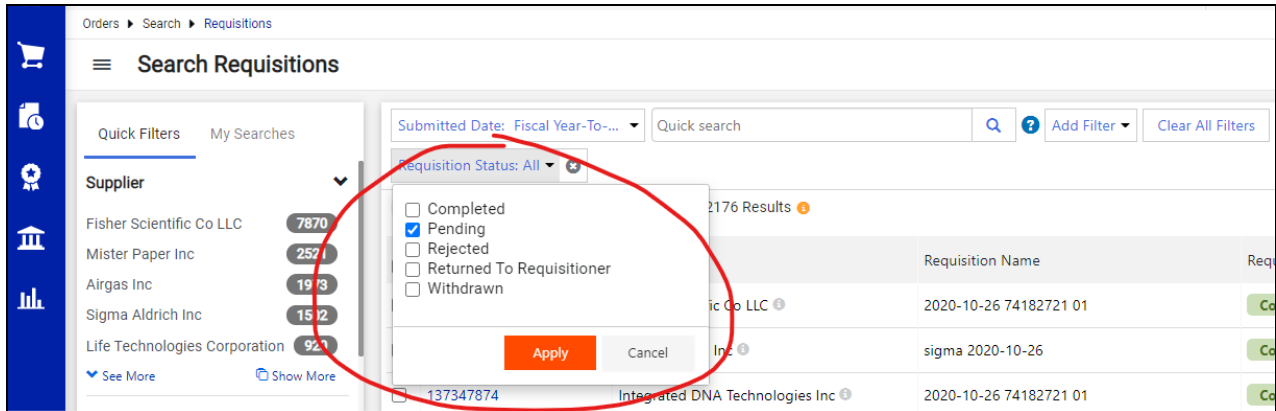
4. If you would like to narrow the search to your PO Business Unit, your Dept ID or your Project, or other ChartFields, click Add Filter and scroll down to Custom Fields.
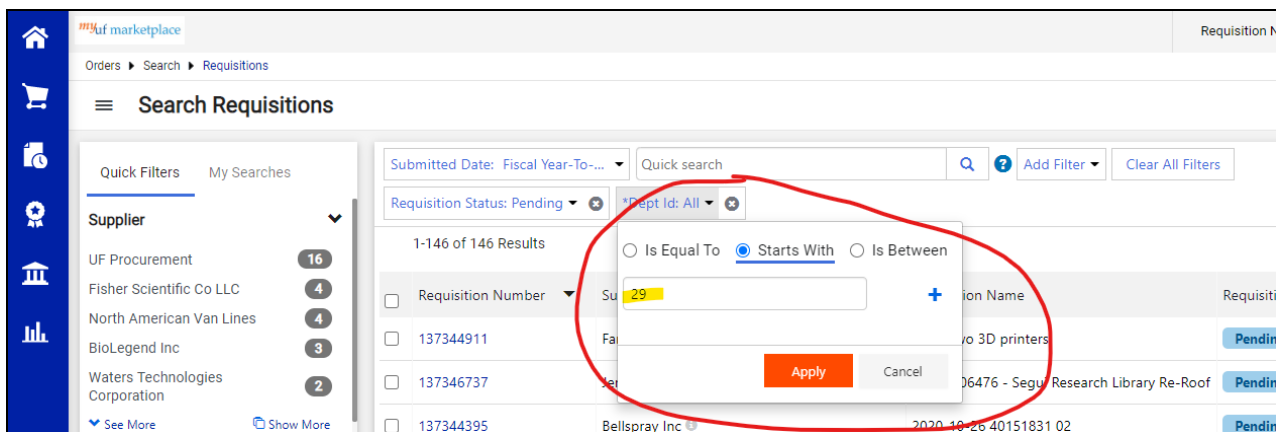
For this example, you may choose Start With to enter the first few digits of a Dept ID.

Before looking at the results, check the filters to make sure they are exactly what you need. If there are too many, you can remove or adjust.

5. Use the filters on the left to narrow down the results. Click on your selection.

As you narrow the results, you can continue to click on a filter on the left to find what you need to know. For this example, we are looking for requisitions still in Financial Approval.

Here are the final results:

For an example, click on this video to see how to search for requisitions for this week that are pending on Fund 201 with Financial Approvers.

For assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335.