

# EPIC PREQ Printout Documentation

## October 7, 2005

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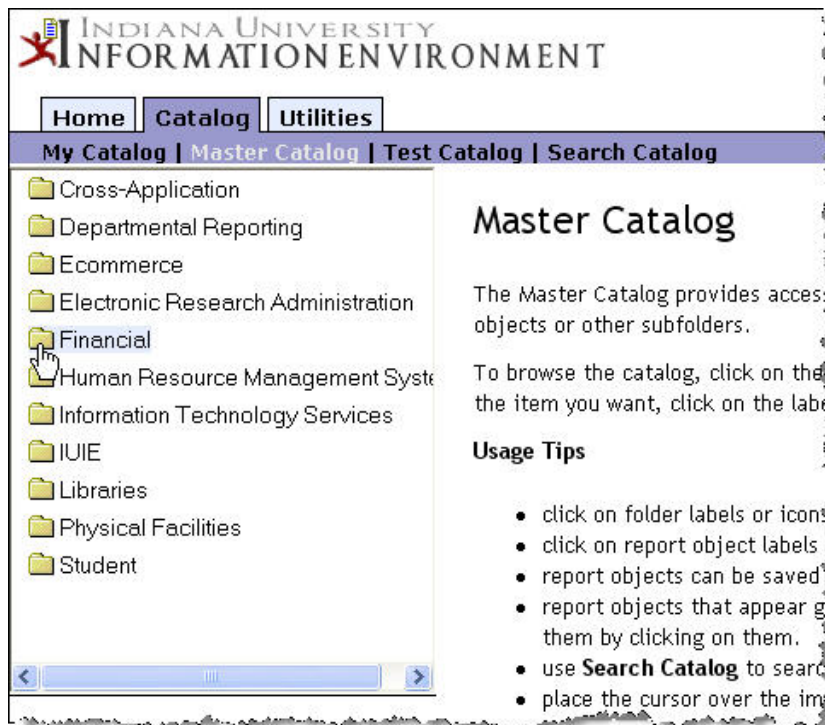
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This document guides the user in generating the EPIC PREQ Printout from IUIE, Indiana University Information Environment. The document includes the sequential steps to follow for a department to print PREQ reports based on input criteria.

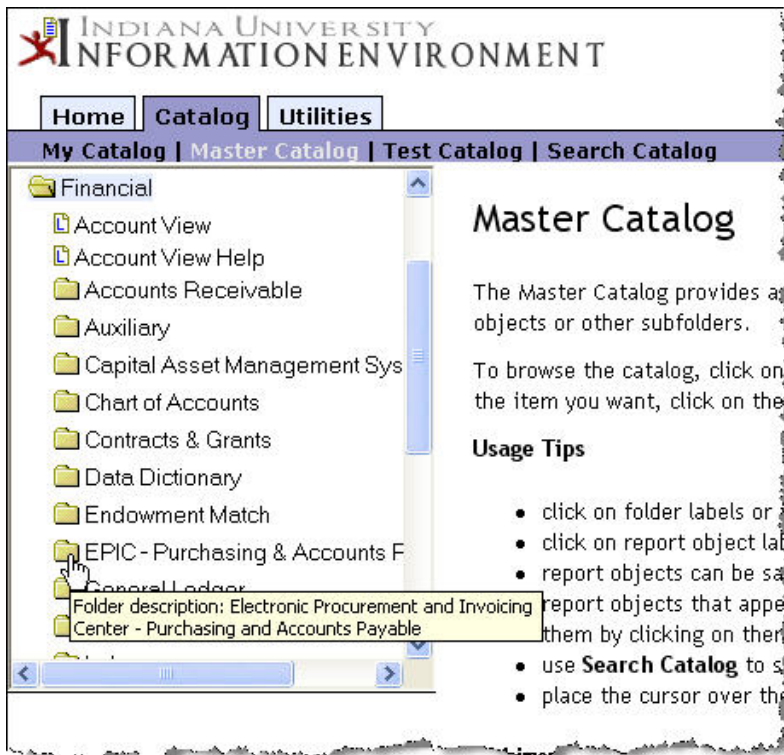
## 1. Access IUIE Master Catalog

The IUIE object report is accessed through IUIE at <https://www.indiana.edu/~iuie/prod/iuieWelcome.html> . Detailed instructions for accessing IUIE are contained in the document titled ‘Accessing IUIE Documentation’ on the FMS / AP website <http://www.fms.indiana.edu/ap/> .

## 2. Select the Financial Folder in the Master Catalog



### 3. Select the EPIC – Purchasing and Accounts Payable in the Financial folder



### 4. Select the PREQ Printout template



## 5. Template ready for input

The PREQ Printout returns to the screen ready for the report specifications to be entered. Reports can be run on Chart, Org and Date. Account number can be specified as well.

**PREQ Printout**

Last Refresh Of Underlying Datagroup:  
unavailable - AP\_PMT\_RQST\_ACCT\_T

[Instructions](#) [Security Information](#)  
[Report Object Help](#)

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Specified Field Values Will Determine the Resulting Output:

Chart(s)	<input type="text"/>
Org(s)	<input type="text"/>
Begin Date - MM/DD/YY	<input type="text"/>
End Date - MM/DD/YY	<input type="text"/>
Account Number(s)	<input type="text"/>

Select the Output Format      Select the Output Destination\*

Word-RTF       Wait for Output  
 Send Output to Completed Reports  
 Send Output to BARR

Printer

**\* Security Note:** Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough to be secure and therefore we strongly recommend not storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional data, and for instructions on how to connect to that server in order to access and work with your data, please contact your local computer support provider (LSP).

## 6. Input criteria to the template

Criteria are input depending on PREQ information desired. In the example below

Specified Field Values Will Determine the Resulting Output:

Chart(s)	<input type="text" value="BL"/>
Org(s)	<input type="text" value="BI"/>
Begin Date - MM/DD/YY	<input type="text" value="10/05/05"/>
End Date - MM/DD/YY	<input type="text"/>
Account Number(s)	<input type="text" value="4824412"/>

a specific account 48-244-12 is input for BL-BI. The AP-approval date is October 5, 2005.

If multiple charts, orgs or accounts are desired, then commas are used to separate the field input.

If a date range is desired, the begin date and the end date are both entered. In the example below the report will return PREQ records for the dates from October 5 through October 7, 2005.

Begin Date - MM/DD/YY	<input type="text" value="10/05/05"/>
End Date - MM/DD/YY	<input type="text" value="10/07/05"/>

The report is returned as Word-RTF (Rich Text Format) document that is formatted to page break at each PREQ. This selection is the default and automatic.

Select the Output Format

Word-RTF

The report destination can be selected from three choices:

Select the Output Destination\*

Wait for Output  
 Send Output to Completed

Reports

Send Output to BARR

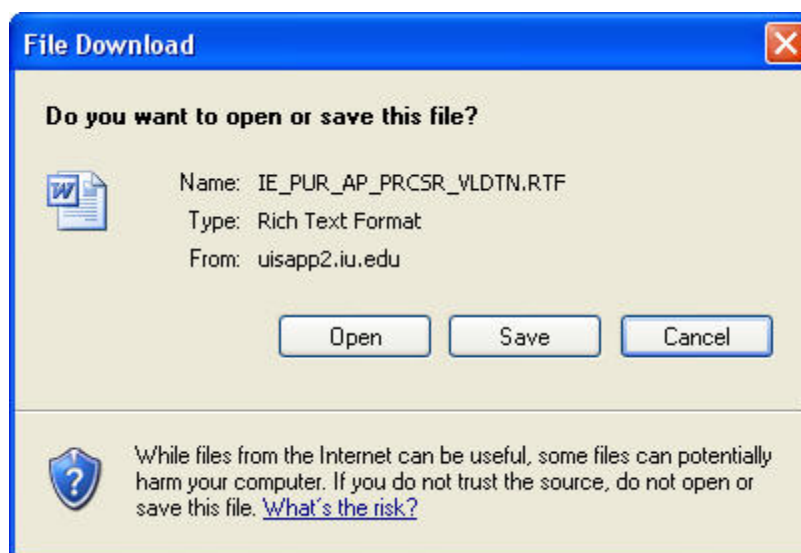
Printer

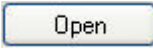
The BARR Printer code is input to send the report directly to a BARR printer.

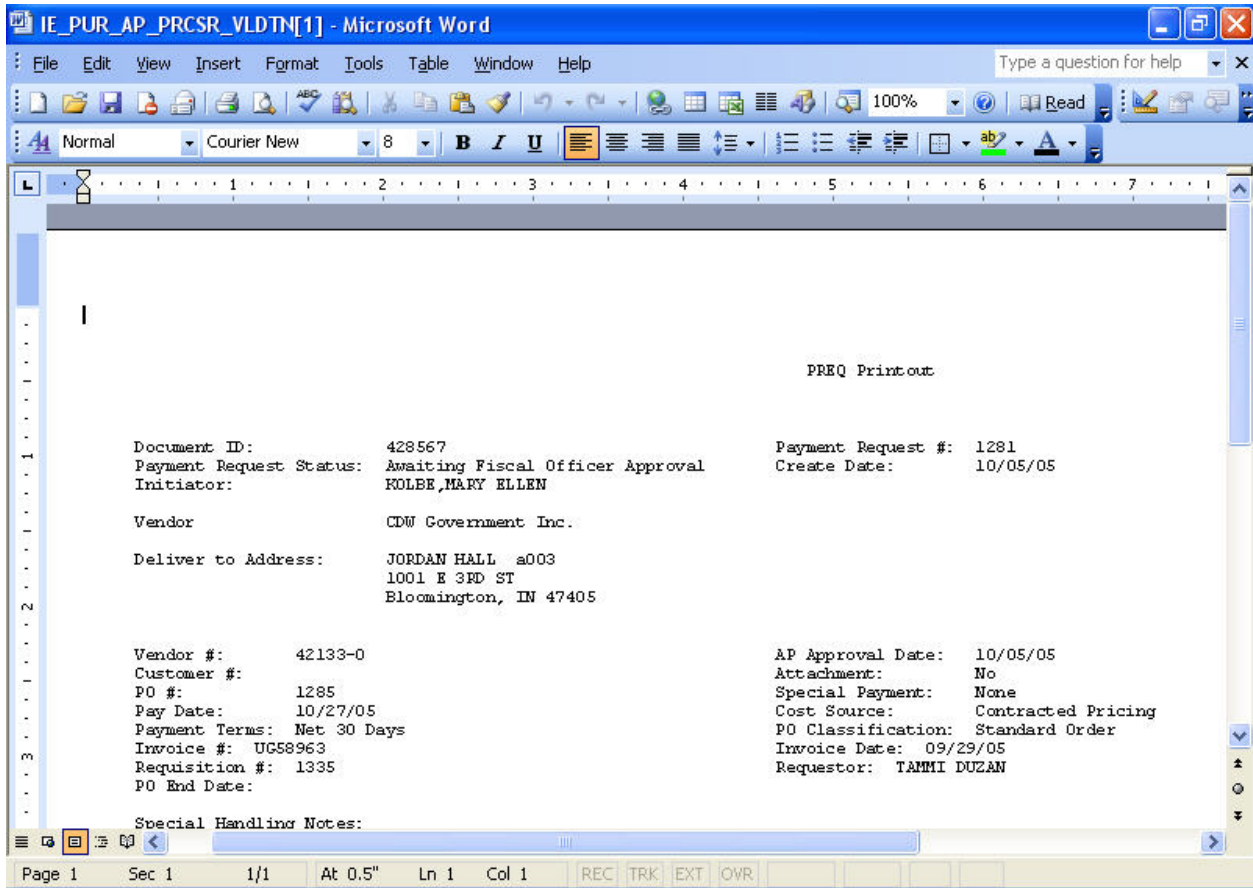
When all input criteria are confirmed, the user selects  for IUIE to process and return the report document.


## 7. Report for printing

If Wait for Output has been selected, the following screen returns to the user.



Selecting  will open the report. The document is ready for printing, including page breaks for each PREQ record. The documents are sort in PREQ number order. Here is an example of the computer screen after running the report.



The user simply selects the print icon, , on the tool bar to print the reports.