

# Auto-Numbered Forms

## Financial & Business Services

# Auto-Numbered Forms

Financial & Business Services uses auto-numbered forms (pdf format) so that the form can be tracked as it is processed.

Browsers and Operating Systems are constantly being updated, which sometime causes issues for the logic on the form that creates the auto-number.

# Auto-Numbered Forms

The auto-numbered form needs to open in Adobe Acrobat Reader or Adobe Acrobat Pro for the logic to work.

Most browsers have a default setting to open pdf forms in a browser window and not in the Adobe platform.

# Auto-Numbered Forms

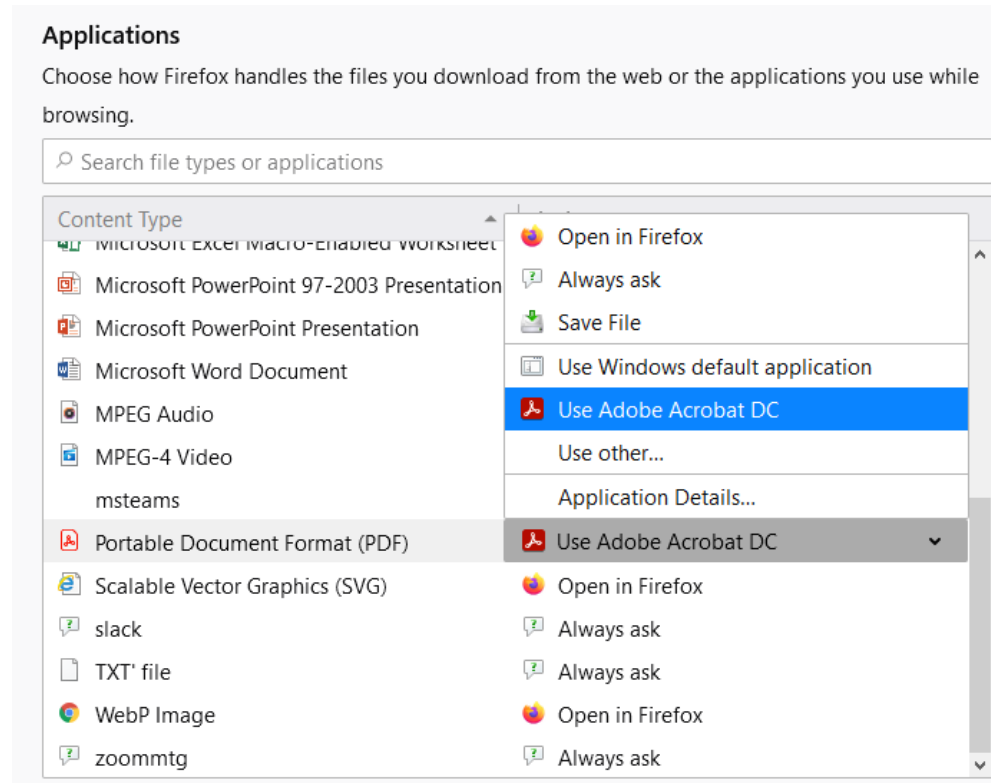
If the PC being used does not open the form in an Adobe application, access the browser settings to change to open in pdf.

Each browser has a different way to access this setting and after updates happen, that process may be different in the future.

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This is an example of the settings for Firefox.

The default was “Open in Firefox”, but is changed to “Use Adobe Acrobat DC”



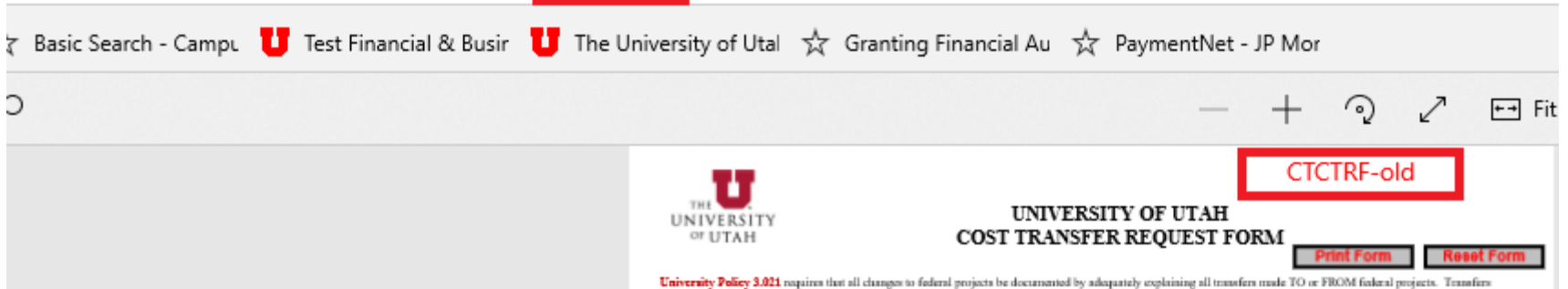
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If the computer still does not auto-number the form, there is another way to obtain a unique number for the form.

The unique number is part of the URL of the form. Each form has a combination of letters and numbers to make the auto-number.

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https://fbs.admin.utah.edu/scripts/script\_ctrf/data/84227.pdf



The above is an example of the Cost Transfer form opened in a browser. The auto-number is not populated correctly, but in the url is 84227.pdf. 84227 is the unique number for this form. If opened again, it will have a different number.

# Auto-Numbered Forms

Using the unique number from the URL, delete the number created incorrectly and use the following:

- Cost Transfer Form - CT000 + url, so 84227 becomes CT00084227
- Departmental Deposit for Hospital use only – W + url, so 84227 becomes W84227
- General Journal Entry – J + url, so 84227 becomes J84227
- Retirement/Transfer Form – url without any leading numbers or zeros, so 84227 is the complete number.