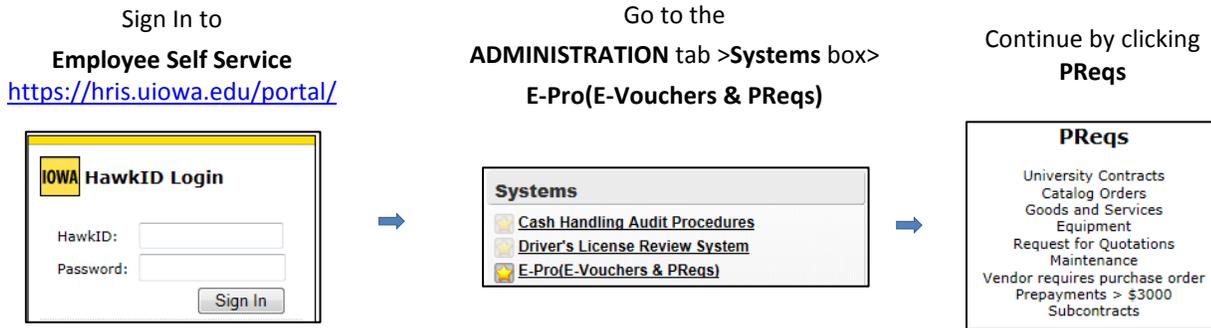# ePro (E-Vouchers & PReqs) Copy Voucher and Copy Req

Users can copy e-Vouchers and requisitions into a completely new order, providing a very convenient way to repeat an order. Items can be removed or additional items can be added to the order if needed. Now lets take a look in the application to see the various ways to copy an existing order to a new order.

Accessing Copy Req

Sign In to
Employee Self Service
https://hris.uiowa.edu/portal/

Go to the
ADMINISTRATION tab >**Systems** box>
E-Pro(E-Vouchers & PReqs)

Continue by clicking
PReqs

IOWA HawkID Login

HawkID:

Password:

Sign In

Systems

Cash Handling Audit Procedures
Driver's License Review System
E-Pro(E-Vouchers & PReqs)

PReqs

University Contracts
Catalog Orders
Goods and Services
Equipment
Request for Quotations
Maintenance
Vendor requires purchase order
Prepayments > $3000
Subcontracts

Copy Req

1. **Search** for a Requisition either by your Home Page or through the Requisition Search Center.

PReqs Home

Requisitions

Browse 7 requisitions in workflow.
Browse 6 draft requisitions.
Browse 0 today's requisitions.
Browse 1 created during the past 5 days.
Browse 12 created during the past 30 days.
Browse 12 created during the past 60 days.
Browse 13 all of my requisitions.
Search my requisitions.

Requisition Search Center

Note:
Search entries are case in-sensitive. Using 'Equal To' with 'foo,bar' will find 'Foo,Bar', 'FOO,BAR', etc.
You may use wildcards '*' on search entries. For Requisition ID, using 'Like' with '*10' will find IDs ending in 10 such as 'W000000010', or 'W000056110'. Using 'Like' with '*10*' will find IDs having 10 in them such as 'W000000105', or 'W000561108'.

Search

Requisition ID | Equal To | |
PO ID | Equal To | |

2. **Open** the Requisition by clicking on the Req ID.

Req #	Req Date	End User	Status	Vendor Name	Req Amt
W000542896	2013-06-17	TEST	Inside Workflow	Maxient LLC	$ 2,000.00
W000546060	2014-02-13	Chris Leichty	Draft Req	Owens And Minor Distribution Incorporated	$ 239.18
W000546062	2014-02-13	Chris Leichty	Inside Workflow	Baxter Healthcare Corporation	$ 164.64

3. On the Sidebar, select the **Copy Req** link
   (it should now be highlighted)

PReqs
Create Req
Req Search Center
Catalog Order Search
Return to Req
Copy Req

4. On the new Requisition:
   a. Review copied fields to ensure that they still apply to this new order.
   b. Add, update or make changes to the Requisition.

5. Click Save, Validate or Send to Workflow.

Accessing Copy Voucher

Sign In to	Go to the	Continue by clicking
Employee Self Service	**ADMINISTRATION** tab >**Systems** box>	**eVoucher**
https://hris.uiowa.edu/portal/	**E-Pro(E-Vouchers & PReqs)**	

Copy Voucher

1. **Search** for a Voucher either by your Home Page or through the Voucher Search Center.

2. **Open** the Voucher by clicking the Voucher ID.

Voucher #	Voucher Date	Initiator	Status	Voucher Type
V0845239	2014-02-26	khousel	Inside Workflow	Services -Stipend
V0845238	2014-02-26	khousel	Workflow Complete	Services -Honorarium
V0845237	2014-02-26	khousel	Workflow Complete	Food and Alcohol
V0845236	2014-02-26	cleichty	Workflow Complete	Services -Guest Speaker

3. On the Sidebar, select the **Copy Voucher** link *(it should now be highlighted)*

   e-Voucher
   Create Non-Services Voucher
   Create Services Voucher
   Create Bulk Voucher
     Bulk Voucher Instructions
     Bulk Voucher Template
   Create Multi-Payment Voucher
   Create Inbound Freight Voucher
   Create AccelaPay Vendor(s)
   Voucher Search Center
   Return to Voucher
   Copy Voucher

4. On the new Voucher:
   a. Review copied fields to ensure that they still apply to this new Voucher.
   b. Add, update or make changes to the Voucher.

5. Click Save, Validate or Send to Workflow.