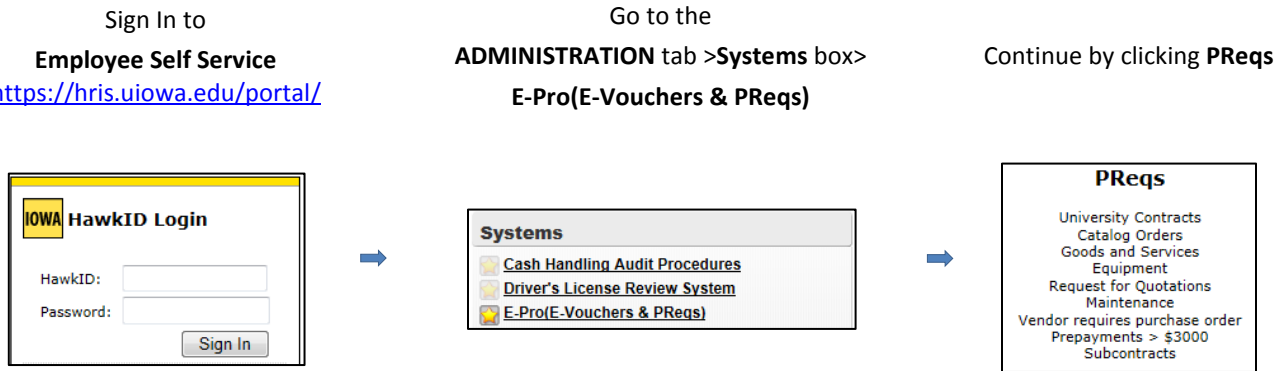


e-Pro (E-Vouchers & PReqs) Home Page

The PReqs Home page provides a summary where Initiators can browse and check the status of Requisitions, Inventory Catalog Orders, Purchase Orders and eBuy Shopping Carts. Here an Initiator can only view and keep track of their orders.

Accessing the PReqs Home



Each line quantifies and describes the orders for that line. For example, at a glance the first line shows you how many requisitions in workflow and the second line shows how many draft requisitions. The rest of the lines are categorized by dates or a range of dates, such as today, within the past five, thirty or sixty days or all requisitions regardless of when they were created. Clicking on the Browse button to the left of any line will display the contents for what is described in that line.

PReqs Home

Requisitions	Inventory Catalog Orders *
Browse 0 requisitions in workflow.	Browse 0 Draft
Browse 0 draft requisitions.	Browse 0 In Progress
Browse 0 today's requisitions.	Browse 0 Complete
Browse 0 created during the past 5 days.	Browse 0 Cancelled within the last 30 days
Browse 0 created during the past 30 days.	Browse 0 All of my Stock Orders
Browse 0 created during the past 60 days.	Browse 0 Recurring Orders
Browse 0 all of my requisitions.	Search my orders.
Search my requisitions.	* Supply Items sourced from a Warehouse and/or Vendor
Purchase Orders	eBuy Shopping Carts
Browse 0 today's purchase orders.	Browse 0 Draft eBuy Shopping Carts
Browse 0 created during the past 5 days.	Browse 0 today's eBuy Shopping Carts
Browse 0 created during the past 30 days.	Browse 0 loaded from eBuy the past 5 days
Browse 0 created during the past 60 days.	Browse 0 loaded from eBuy the past 30 days
Browse 0 all of my purchase orders.	Browse 0 loaded from eBuy the past 60 days
	Browse 0 All of my eBuy Shopping Carts
Receiving Worklist	
Browse 0 POs Not Received	
Browse 0 Partially Received.	
Browse 0 Fully Received.	

Inventory Catalog Orders Section

- [Browse Draft](#) – displays orders that have not yet been submitted.
 - [Browse In Progress](#) – displays orders that have at least one stock item that has not yet been sourced.
 - [Browse Complete](#) – displays orders that have been submitted with only non-stock items or has stock items that have all been sourced or cancelled.
 - [Browse Cancelled within the last 30 days](#) – displays orders with at least one stock item that was cancelled.
 - [Browse All my Stock Orders](#) – displays all orders.
 - [Browse Recurring Orders](#) – displays all orders setup as recurring.
- *Supply Items sourced from a Warehouse will only be listed under the Catalog Orders section, while Supply Items that are sourced from a Vendor will only be listed under Catalog Orders section until it has been submitted at which then it will listed under the Requisitions and then Purchase Orders section.*

Requisitions Section

[Browse requisitions in workflow](#) –displays a list of requisitions that have the status of Inside Workflow or Sent to Workflow. Inside Workflow means that the requisition is actually inside the Workflow system and is waiting for one or more approvals while Sent to Workflow means it has not actually entered the Workflow process.

[Browse draft requisitions](#) – displays a list requisitions that have been saved as a draft copy however not yet completed, validated or sent to Workflow.

[Browse today's requisitions](#) – displays a list of requisitions that were created on the current day.

[Browse created during the past 5, 30 or 60 days](#) –displays a list of requisitions that were created within that time frame.

[Browse all of my requisitions](#) – displays a list of all requisitions created by that Initiator.

Requisitions

- [Browse](#) 0 requisitions in workflow.
- [Browse](#) 0 draft requisitions.
- [Browse](#) 0 today's requisitions.
- [Browse](#) 0 created during the past 5 days.
- [Browse](#) 0 created during the past 30 days.
- [Browse](#) 0 created during the past 60 days.
- [Browse](#) 0 all of my requisitions.
- [Search my requisitions.](#)

Requisition Center								
Req #	Req Date	End User	Status	Vendor Name	Req Amt	Description	Attach	Order ID
W000542896	2013-06-17	Chris Leichty	Inside Workflow	Maxient LLC	\$ 2,000.00	Tape Twilled 1 In X 72 Yards		SC00280039
W000546060	2014-02-13	Chris Leichty	Draft Req	Owens And Minor Distribution Incorporated	\$ 239.18	Pack Gyn Abdomen		SC00280039
W000546062	2014-02-13	Chris Leichty	Sent to Workflow	Baxter Healthcare Corporation	\$ 164.64	Evacuated Bag (Automix) 250 ml		SC00280039
W000546064	2014-02-13	Chris Leichty	Workflow Void	Cook Medical Incorporated	\$ 150.00	Adapter 1-Fr 18cm w/Connecting		SC00280039
W000546065	2014-02-13	Chris Leichty	Deleted	McKesson Incorporated	\$ 65.01	Bacitracin Zinc Top Ointment 5		SC00280040
W000546066	2014-02-13	Chris Leichty	Workflow Complete	Medline Industries Incorporated	\$ 165.72	Toothpaste Dry Mouth .7 oz tub		SC00280040

Requisition Center

Click on the blue header row to sort Search Results. Requisitions can have one of the following statuses listed below.

Inside Workflow - the Requisition is inside Workflow and is waiting for one or more Approvals.

Draft Req - the Requisition is saved as a Draft copy that has not yet been Validated or Sent to Workflow.

Sent to Workflow - the Requisition that has been Validated and sent to Workflow, however not yet in Workflow.

Workflow Void - the Requisition was Voided in Workflow.

Deleted - the Requisition was Deleted by the Initiator before it was received in Workflow, and should also include an internal comment with explanation.

Workflow Complete - the Requisition has been Approved in Workflow and a Purchase Order number assigned.

Purchase Orders

- [Browse](#) 0 today's purchase orders.
- [Browse](#) 0 created during the past 5 days.
- [Browse](#) 0 created during the past 30 days.
- [Browse](#) 0 created during the past 60 days.
- [Browse](#) 0 all of my purchase orders.

Purchase Orders Section

[Browse](#) **today's purchase orders** – displays a list of purchase orders that were created on the current day.

[Browse](#) **created during the past 5, 30 or 60 days** – displays a list of purchase orders that were created within that time frame.

[Browse](#) **all of my purchase orders** – displays a list of all purchase orders created by that Initiator.

Purchase Order Center

Req #	End User	PO ID	PO Date	PO Type	PO Status	Vendor Name	Req Amt	Description
W000172906	Chris Leichty	1000746647	2010-01-28	Regular Order	Open	Computer Discount Warehouse Government Incorporated	\$ 441.68	TROY Security Toner toner cart
W000292111	Chris Leichty	1000902171	2011-06-13	Regular Order	Approved	Computer Discount Warehouse Government Incorporated	\$ 217.99	Hand Held IMAGETEAM 3800r barc
W000542803	Chris Leichty	1001103057	2013-03-28	Regular Order	Dispatched	Gen Probe Incorporated	\$ 812.50	Kit, APTIMA COMBO 2
W000542889	Chris Leichty	1001103111	2013-06-13	Regular Order	Complete	Owens And Minor Distribution Incorporated	\$ 100.00	Screw Locking Max Drive 2.3mm
W000542891	Chris Leichty	1001103112	2013-06-13	Regular Order	Cancelled	Maxient LLC	\$ 1,000.00	Shoulder Glenosphere

Purchase Order Center

Click on the blue header row to sort Search Results. Purchase Orders can have one of the following statuses:

Open: The PO has been uploaded to PeopleSoft, but has not been finalized by Purchasing or dispatched to the vendor. Funds are not yet encumbered.

Approved: The PO has been verified and finalized by Purchasing. The order will be dispatched to the vendor on the next working day after it is approved.

Dispatched: The PO has been sent to the vendor via fax or mail. Funds are encumbered. It can now be vouchered.

Complete: The PO has been fully vouchered and has gone through PO Recon. Once an order is complete it cannot be reactivated. Funds are no longer encumbered.

Cancelled: The PO has not been vouchered and has been cancelled by Purchasing. Funds are no longer encumbered.

Receiving Worklist

- [Browse](#) 0 POs Not Received
- [Browse](#) 0 Partially Received.
- [Browse](#) 0 Fully Received.

The Receiving Worklist shows Receivers their POs that are assigned to them that need to be received. Click the [Browse](#) link to view the Receipt Center which displays a list of Purchasing Orders that require a Receipt. Click the column headings to sort and click the Req ID # to take you directly to the Receiving page.

Receiving Worklist

[Browse](#) **POs Not Received** – displays a list of purchase orders not yet received.

[Browse](#) **Partially Received** – displays a list of purchase orders that are partially received.

[Browse](#) **Fully Received** – displays a list of all purchase orders fully received.

Receipt Center

Req #	End User	PO ID	PO Date	PO Type	PO Status	Vendor Name	Req Amt	Description
W000465174	Test	1001069177	2012-11-08	Regular Order	Complete	Fisher Scientific Company	\$ 449.55	THERMOMETE DIGITAL NIST 1EA
W000465175	Test	1001069178	2012-11-08	Regular Order	Complete	VWR International Incorporated	\$ 57.37	MINI MAILER TEMP SENS SPN NITR

Accessing the E-Voucher Home

The eVoucher Home page provides a summary where Initiators can check the status of Vouchers and Payments (they will only be able to see their orders).

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 **eVoucher**

Each line quantifies and describes the Vouchers for that line. For example, at a glance the first line shows you how many vouchers in workflow and the second line shows how many draft vouchers. The rest of the lines are categorized by dates or a range of dates, such as today, within the past five, thirty or sixty days or all vouchers regardless of when they were created. Clicking on the Browse button to the left of any line will display the contents for what is described in that line

- [Browse Vouchers in Workflow](#) - Inside or sent to Workflow.
 - [Browse Draft Vouchers](#) - Saved, but not yet sent to Workflow.
 - [Browse Today's Vouchers](#) - Created that day.
 - [Browse Created During the Past 5, 30, 60 Days](#) - Based on date.
 - [Browse All of My Vouchers](#) – All Vouchers.
- After you click on any one of these **Browse** lists, the system takes you to the Voucher Center.

Voucher Home	
Vouchers	Service Vouchers
Browse 2 vouchers in workflow.	Browse 6 vouchers in workflow.
Browse 11 draft vouchers.	Browse 13 draft vouchers.
Browse 0 today's vouchers.	Browse 1 today's vouchers.
Browse 0 created during the past 5 days.	Browse 1 created during the past 5 days.
Browse 4 created during the past 30 days.	Browse 29 created during the past 30 days.
Browse 51 created during the past 60 days.	Browse 69 created during the past 60 days.
Browse 113 all of my vouchers.	Browse 72 all of my vouchers.
Payments	Payments
Browse 0 created during the past 5 days.	Browse 0 created during the past 5 days.
Browse 2 created during the past 30 days.	Browse 16 created during the past 30 days.
Browse 38 created during the past 60 days.	Browse 52 created during the past 60 days.
Browse 88 all of my payments.	Browse 53 all of my payments.

Voucher Center

Click on the blue header row to sort Search Results.

In Progress - In Draft Status and not yet validated or sent to Workflow.

Sent to Workflow - Validated and sent to Workflow, but has not yet in the Workflow process.

Inside to Workflow - Sent to Workflow and in the approval process

Deleted - Voucher voided by the Initiator after it was saved but before Approvers received in Workflow.

Workflow Void - Voucher voided in Workflow approvals.

Workflow Complete - All approvals complete in Workflow and upload to PeopleSoft.

To view a voucher in the list, click on the Voucher # and the E-Voucher form will be displayed.

Voucher #	Voucher Date	Initiator	Status	Voucher Type	Vendor Name	Payment #	Voucher Amt	Description
V0845130	2014-02-19	cleichty	Workflow Void	Reimbursement	Accurate Engineering Incorporated		\$ 30.00	test
V0845129	2014-02-19	cleichty	Deleted	Food	Goree John		\$ 40.00	Food:test
V0845128	2014-02-19	cleichty	In Progress	Food and Alcohol	Jasons Deli		\$ 4,570.00	Food:
V0845127	2014-02-19	cleichty	Workflow Complete	Food	Shelsky Constance	208435	\$ 13.99	Food: for breakfast research m
V0845126	2014-02-19	cleichty	Sent to Workflow	Miscellaneous	Devotay Incorporated		\$ 50.00	Test Misc
V0845125	2014-02-18	cleichty	Inside Workflow	Reimbursement	Humpleby Lucinda Kay		\$ 12.60	Food:test