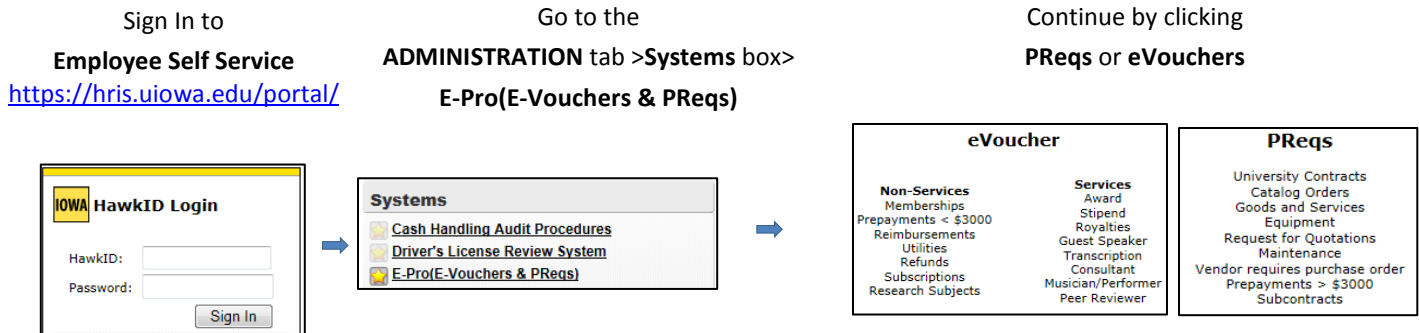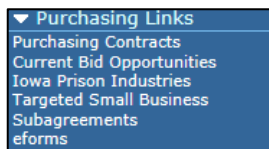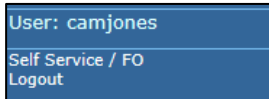# e-Pro (E-Vouchers & PReqs) Sidebar

The e-Pro sidebar changes from e-Voucher to PReqs to put the tools, forms, and help you need at your fingertips.   This document outlines all links on the Sidebar for both the eVoucher and PReq.

Accessing the e-Pro (E-Voucher & PReqs) Sidebar

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 or **eVouchers**

IOWA HawkID Login

HawkID:

Password:

Sign In

Systems

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

eVoucher

Non-Services	Services
Memberships	Award
Prepayments < $3000	Stipend
Reimbursements	Royalties
Utilities	Guest Speaker
Refunds	Transcription
Subscriptions	Consultant
Research Subjects	Musician/Performer
	Peer Reviewer

PReqs

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

These Tools are on both the e-Voucher and PReqs Sidebar.

e-Pro
e-Voucher PReqs eBuy ProTrav

Links: The top portion of the sidebar remains constant between the two systems. The e-Pro title is a link to the One Stop e-Procurement page and the row of buttons under allows you to navigate between four systems; e-Voucher, PReq, eBuy, and ProTrav, with just one click.

User: camjones
Self Service / FO
Logout

User: The HawkID of the Initiator currently logged in.
Self Service/FO: A Link to the Self Service page.
Logout: A Link to Logout of e-Pro .

▼ Favorites
ShipTo
EndUser
Vendor
Item
Category
MFK
Comment
Asset
Receiver
Confirmation Fax
Contract
Manufacturer Item ID
Vendor Item ID

Favorites: Are for your convenience, to reduce the amount of time you spend filling in repetitive information and to help you organize and manage that information. It is a central location to add, remove or update frequently used ShipTo Locations, End Users, Vendors, Items, Categories, MFKs, Comments, Assets, Receivers, Confirmation Fax Numbers, Contracts, Manufacturer Item IDs and Vendor Items IDs. Favorites provides the user the ability to quickly apply the information to a Requisition, Order or eVoucher by selecting from the Favorites Menu. (see _Favorites_ Guide for more detailed information)

▼ Purchasing Links
Purchasing Contracts
Current Bid Opportunities
Iowa Prison Industries
Targeted Small Business
Subagreements
eforms

Purchasing Contracts: University of Iowa contracts are considered a primary tool for the departments to receive the best pricing and quality. Contact Purchasing Agents if you have questions.
Current Bid Opportunities: Currently Active Bids-applies to PReq/eBid.
Iowa Prison Industries: Web site showing Iowa Prison Industries Items.
Targeted Small Business: System providing State of Iowa certified Targeted Small Businesses with advance notice of procurement opportunities.
Subagreements: Takes you to the Division of Sponsored Programs web site
E-forms: Electronic forms web site.

Help Center: At times you could be accessing a feature or trying to make a purchase that you do not do on a regular basis. The Help Center is there to assist you by providing just in time help. Contact information is also provided if you have questions about the PReq or E-Voucher applications.

e-Voucher Help Center

▼ Help Center
Contact Us
Immigration Status Codes
Services Voucher Tutorial
Non-Services Voucher Tutorial
Purchase Req Tutorial
Catalog Order Tutorial
Purchasing Policy Manual
Freight Account
Payroll Department
Email Payroll
Research Subjects Policy
RsrchSubj Recipient List
W-9
Substitute W-9 form

PReq Help Center

▼ Help Center
Contact Us
Purchasing Policy Manual
Purchase Req Tutorial
Catalog Order Tutorial
Receiving Guide
Receipt Quick Guide
Services Voucher Tutorial
Non-Services Voucher Tutorial
Freight Account
FAQ
Requester Search

These Tools are only on the e-Voucher Sidebar.

Vchr ID: V0845239
WF Tx#:   3962961
Date: 02-26-2014

Vchr ID: The E-Voucher system electronically assigns an eight-digit number which begins with a V for Voucher and B for Bulk Voucher.

WFTx#: This is the Workflow transaction number that is assigned for tracking purposes.

Date: The date the voucher was created.

e-Voucher
Create Non-Services Voucher
Create Services Voucher
Create Bulk Voucher
  Bulk Voucher Instructions
  Bulk Voucher Template
Voucher Search Center
Return to Voucher
Copy Voucher

Create Non-Services Voucher: Begin to process a Non-Services Voucher.

Create Services Voucher: Begin to process a Services Voucher.

Create Bulk Voucher: Begin to process a Bulk Voucher. There is an Instruction link as well as the Template for the file to upload provided.

Voucher Search Center: Allows you to find Vouchers based on selected criteria. Access must be granted to the Search Center by the User's workflow administrator.

Return to Voucher: Takes the user to the main Voucher entry page.

Copy Voucher: Bring up an existing Voucher>click Copy Voucher, the information from the Voucher will be populated in a new record>make any changes needed and submit.

▼ Payroll Links
Professional Services Agreement (PSA)
Payroll Home Page

Professional Services Agreement (PSA): A link the PSA homepage.

Payroll Home Page: A link to the Payroll homepage.

These Tools are only on the PReqs Sidebar.

Req ID: W000546051
WF Tx#:   3962430
Date: 01-28-2014
PO: 1001234352

Req ID: The PReqs system electronically assigns this 10-digit number which begins with a W.

WF Tx#: This is a Workflow transaction number assigned for tracking purposes.

Date: The Date the Requisition was created.

PO: The PReqs system electronically assigns this 10-digit number after Workflow Approval. The number may begin with a 1, B or C depending on the Purchase Order type.

PReqs
Create Req
Req Search Center
Catalog Order Search
Return to Req
Copy Req
Copy Order
Find UI Contract

Create Req: Takes you to the Order By Page to start a Requisition.

Req Search Center: Allows you to find Requisitions based on selected criteria. Access must be granted to the Search Center by the User's workflow administrator.

Catalog Order Search: Allows you to find Shopping Cart Orders based by inputted criteria.

Return to Req: Takes the user to the main Requisition entry page.

Copy Req: Bring up an existing Req>click Copy Req, the information from the Req will be populated in a new record>make any changes needed and submit.

Copy Order: Bring up an existing Order>click Copy Order, the information from the Order will be populated in a new record>make any changes needed and submit.

Find UI Contract: Allows you to search for University Contracts by Vendor, Category or Products and Services.

Forms
PReqs Access Form
PReqs Access Form Search
ShipTo Codes Form
Indiv Contractor Doc

PReqs Access Forms: A link to the PReqs Access Form which allows you to request, update or remove Requester setup information.

PReqs Access Forms Search: Opens a search page that is used to find Preqs Access Forms and to search for Requester/Initiator status.

ShipTo Codes Forms: This form is used to request a new, update an existing, or remove a current Ship To Location. link to the ShipTo Codes Form to request, update or remove Ship To Codes.

Indiv Contractor Doc: Access to the Payroll Form to Pay Contractors.