

## **ePro Receiving Functionality Updates - May 3, 2017**

### **Receivers:**

- Ability to select one primary or add multiple secondary receivers on the requisition
- The primary and secondary receivers that are selected on a requisition will be able to receive on that requisition and will receive separate emails with a link to the requisition after the purchase order is assigned. If you need to make a change to the receiver information on the requisition email preqs@uiowa.edu
- Ability to create Receiver favorites

### **New Receiving Worklist:**

- Displays Vouchers and Purchase Orders that need receipts
- Ability to sort, search and filter information
- Easier to find vouchers requiring receiving

### **Receiving Page:**

- Ability to apply receipt date, packing slip and capital asset information to all lines
- Ability to receive all lines
- Ability to cancel receipts

### **System Generated Emails:**

- Emails issued to Primary and Secondary Receiver indicating a need for a receipt
- Emails issued 2-3 days after voucher date coordinating with invoice image availability
- Automatic follow-up emails issued when receipts are still needed

### **Receiving Thresholds Updated:**

- Purchase Requisition \$10,000 or greater (with IACT 6200-6235)
- Purchase Requisition/Blanket Order Vouchers \$25,000 or greater
- Blanket Order/Contract Order (with IACT 6200-6235) at \$10,000 or greater or Capital Equipment
- Purchase Requisition for Capital Equipment threshold remains unchanged

### **Training:**

- [Receiving Guide](#)
- Receiving of Goods and Services training is included in the Procure to Pay Training course #W00209 online through Learning and Development. Log into My Training at <http://compliance.hr.uiowa.edu>.

### **Training classes available through Learning and Development:**

- Tuesday, May 9, 1:00-2:00, 107 English Philosophy Building (EPB)
- Thursday, May 11, 9:30-10:30, Braley Auditorium – 01136 Pomerantz Family Pavilion
- Wednesday, May 24, 9:30-10:30, 107 English Philosophy Building (EPB)