ePro Application Enhancements - October 8, 2018

1. End User HawkID validation has been added to the End User field. You will now be required to enter a valid HawkID for the End User field. After adding the HawkID or using the Search functionality the End User information will be populated. The End User will receive the PO Created emails.

2. Asset Custodian HawkID validation has been added to the requisition. You will now be required to enter a valid HawkID for the Asset Custodian when the line contains IACT 6730, 6731 or 6740. After adding the HawkID or using the Search functionality the HawkID entered is updated to the directory name for the Asset Custodian.

3. Requested By has been added to the Notification Center on the requisition. The person listed as "Requested by" is the person requesting the order for the goods/services. This person will be receiving the Voucher Created email notifications for this order.

Voucher Created Email Example

4. If you need to make a change to the Requested by person after the order is workflow complete, please contact preqs@uiowa.edu. The team will need the Purchase Order number, full name and HawkID of the Requested by person that the order is changing to.

5. Requested By has been added to the Contact Information to the Non-Services Voucher, Services Voucher and Bulk Voucher. The person(s) listed for the Contact Name and Requested By will now get an email notification when payment is made. The Contact Name is the requester/initiator entering the eVoucher and the Requested By is the person requesting the eVoucher payment.

Contact Information

Contact Name: Michael Adam

Dept: VPFO-Purchasing
Phone: +1 319 335 1861
Email: michael-adam@uiowa.edu

The person listed as "Requested by" is the person requesting the payment. This person will receive email notification when payment has been made. To populate the Requested by table below enter a valid HawkID."

Requested by ⬅ add

Hawk ID	Name	Phone	Email	Department	Location	Remove
cleichty 🔍	Leichty, Christine L	319/335-0384	chris-leichty@uiowa.edu	VPFO-Purchasing	202 PCO	✕

**eVoucher Payment Email Example**

Subject: Voucher# V1180166

The Payment has been made for Voucher# V1180166.

Vendor Name: Apple Incorporated
First Line Description: ePro 414 Non-Services ACH Same
Payment Amount: 125.02

Payment #: 586781
Payment method: ACH
Payment Date: 09-11-2018

6. Existing Favorites will need to be updated with valid HawkIDs for End User and Asset Custodian fields. Favorites have been added for Requested By. These favorites now require HawkID validation to work on new orders.

ePro Sidebar
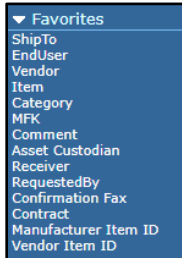
When you click **End User** under **Favorites** you may click **Add via EndUser Search** to add new EndUser's to your favorites. This will allow you to search by HawkID or name. After clicking **Find User** click the HawkID link to add. For existing favorites you can update the **Bookmark Name** and/or **HawkID**. When you're done click **Save**.

When you click **Asset Custodian** under **Favorites** you may click **Add** to add a new Asset Custodian to your favorites. Enter a valid HawkID in the Asset Custodian HawkID field and tab. The Asset Custodian name will be populated. You can update the **Bookmark Name, Bldg Abbr, Room Number and Asset Custodian Dept**. When you're done click **Save.**

When you click **Requested By** under **Favorites** you may click **Add via RequestedBy Search** to add new Requested By to your favorites. This will allow you to search by HawkID or name. After clicking **Find User** click the HawkID link to add. For existing favorites you can update the **Bookmark Name**. When you're done click **Save**.

RequestedBy Favorites

#	Act	BookmarkName
1	✕	Karen L Housel

name	hawkid	department	location	phone	email
Housel, Karen L	khousel	VPFO-Accounts Payable & Travel	202 PCO	319/335-0409	karen-housel@uiowa.edu

[Save] [Add via RequestedBy Search]