

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.

End User HawkID: ? [add](#)

Name: Christine L Leichty

Location: 202 PCO

Phone: 319/335-0384

Department: VPFO-Purchasing

Email: chris-leichty@uiowa.edu

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.

#	Act	Qty	UOM	Category	Price	Extension
1		1.0	Each	43211500 ? add	\$ 2750.00000	\$ 2,750.00000
PC unit with guardrails				Vendor Item ID: <input type="text" value="8015"/> add Mfg ID: <input type="text" value="Apple"/> Mfg Item ID: <input type="text" value="M18015"/> add Contract ID: <input type="text"/>		
+ fund org dept sdept grnt/prgm iact oact dact fn cctr slid slac mfk amt 990 17 3215 01000 54000600 6730 ? 000 00000 00 0000 \$2750.00000						
Note: Asset information must be completed for Equipment Purchases (6730, 6731, or 6740). *Required fields.						
*Bldg Abbr:		*UI Room #:		*Description:		*Asset Custodian (HawkID): ? add
<input type="text" value="PCO"/>		<input type="text" value="202"/>		<input type="text" value="Computer"/>		<input type="text" value="Leichty, Christine L"/>
*Custodian Dept/SDept:		Trade-In Tag #:		Trade-In Allowance:		Adjustments to Existing Tag #: add
<input type="text" value="021000003"/>		<input type="text" value="n/a"/>		<input type="text" value="n/a"/>		<input type="text"/>

- 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.

Notification Center

Receivers [add](#)

Primary	Name	Hawk ID	Phone	Email	Department	Location	Remove

Available Receivers

<- Add Selected

The person listed as "Requested by" is the person requesting the order for the goods/services. This person will be receiving email notifications for this order including the Voucher Created email. To populate the Requested by table below enter a valid HawkID.

Requested by [add](#)

Hawk ID	Name	Phone	Email	Department	Location	Remove
MJADAM	Adam, Michael J	319/335-1861	michael-adam@uiowa.edu	VPFO-Purchasing	211 PCO	✕

Voucher Created Email Example

Thu 9/13/2018 3:00 PM

acntpay@uiowa.edu

New vouchers created and available for review on 09/13/2018

To: [Adam, Michael J](#)

You replied to this message on 9/13/2018 3:14 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.

Michael,

This email serves as notice to you that the following vouchers were created and are available for review:

Voucher	Voucher Gross Amount	PO #	Recv Reqd	PO Receipt Status	Invoice	Vendor	Sch. Pay Date	
82974940	\$2,529.28	1001977036	Yes	PO Not Received	ma_1001977036	Halyard Health Inc	10/11/2018	View Voucher
050-05-031000000-50649100-6070-000-00000-60-0000								
82974945	\$86,330.00	1001977032	Yes	PO Not Received	ma_1001977032	Jali Medical Incorporated	10/04/2018	View Voucher
050-04-021000003-50259600-6730-000-00000-30-0000								

[View ALL Vouchers](#) | [View ALL Scanned Invoices](#)

Direct questions/suggestions to acntpay@uiowa.edu.

- 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:



Dept:

Phone:

Email:

Requested by  [add](#)

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."

Hawk ID	Name	Phone	Email	Department	Location	Remove
<input type="text" value="cleichty"/> 	Leichty, Christine L	319/335-0384	chris-leichty@uiowa.edu	VPFO-Purchasing	202 PCO	

eVoucher Payment Email Example

Subject: Voucher# V1180166

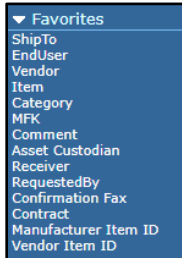
The Payment has been made for Voucher# V1180166.

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

- 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**.

EndUser Favorites

#	Act	BookmarkName
1	X	Christine L Leichty

hawkid	name	phone	email	department	location
cleichty	Christine L Leichty	319/335-0384	chris-leichty@uiowa.edu	VPFO-Purchasing	202 PCO

Update HawkID

HawkID Search

User HawkID:

First Name:

Last Name:

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

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**.

Asset Favorites

#	Act	BookmarkName
1	X	Mike Adam

Bldg Abbr	Room Number	Asset Custodian	Asset Custodian Dept
PCO	202	Adam, Michael J	0310

Asset Custodian HawkID

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 Houseel

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