

Voucher Created Email Notification Instructions

October 8, 2018

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Requested By Notification Center

- Beginning October 8, 2018 the person listed as “Requested by” is the person requesting the order for the goods/services. This person will only 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	

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								

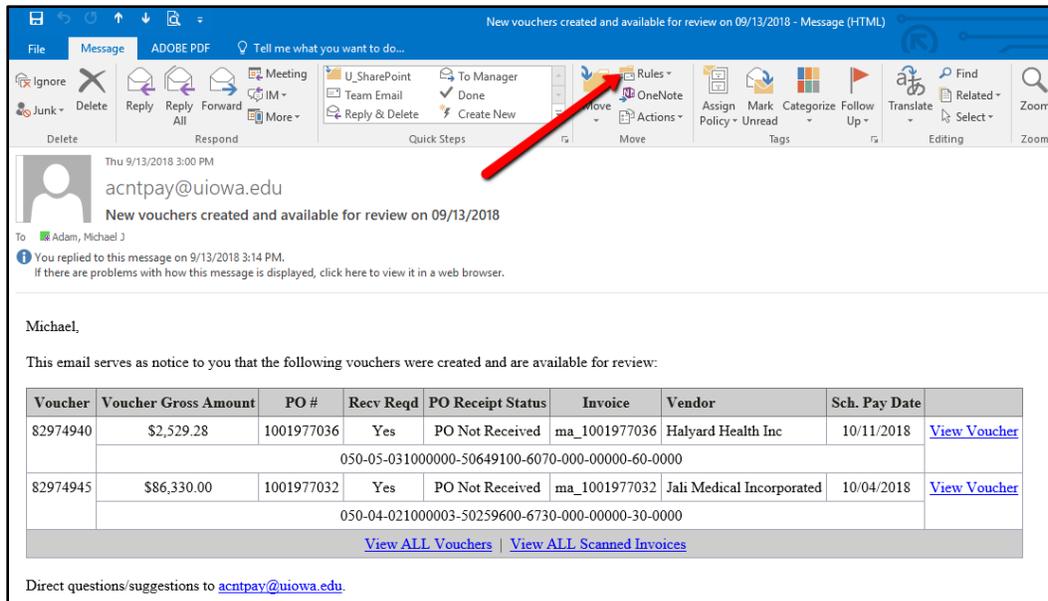
[View ALL Vouchers](#) | [View ALL Scanned Invoices](#)

Direct questions/suggestions to acntpay@uiowa.edu.

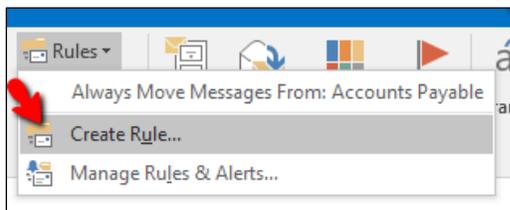
- If you need to make a change to the Requested by person after the order is workflow complete, please contact preqs@uiowa.edu. The team will need the Purchase Order number, full name and HawkID of the Requested by person that the order is changing to.

Requested By Outlook Rule (Optional)

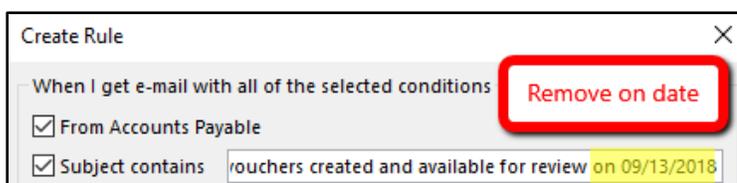
1. If you are the Requested by person, and you would like to have your Voucher Created Emails forwarded to another individual(s) you will need to create a Microsoft Outlook rule. This functionality has replaced the Maintain your requestor relationships that used to exist in APPO which has been disabled.
2. Open a Voucher Created Email and click on “Rules” in the Outlook Ribbon.



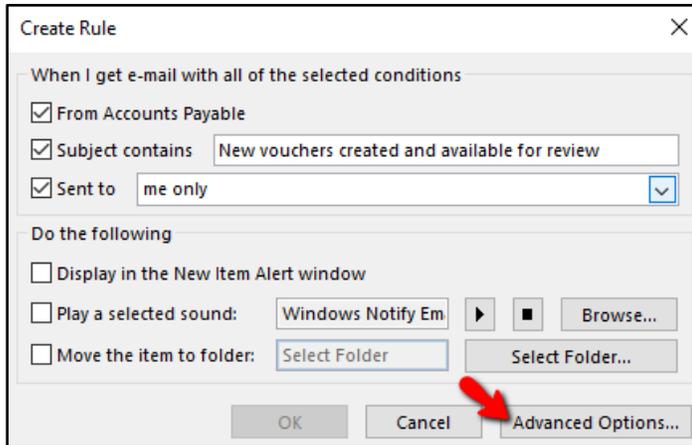
3. Click “Create Rule”.



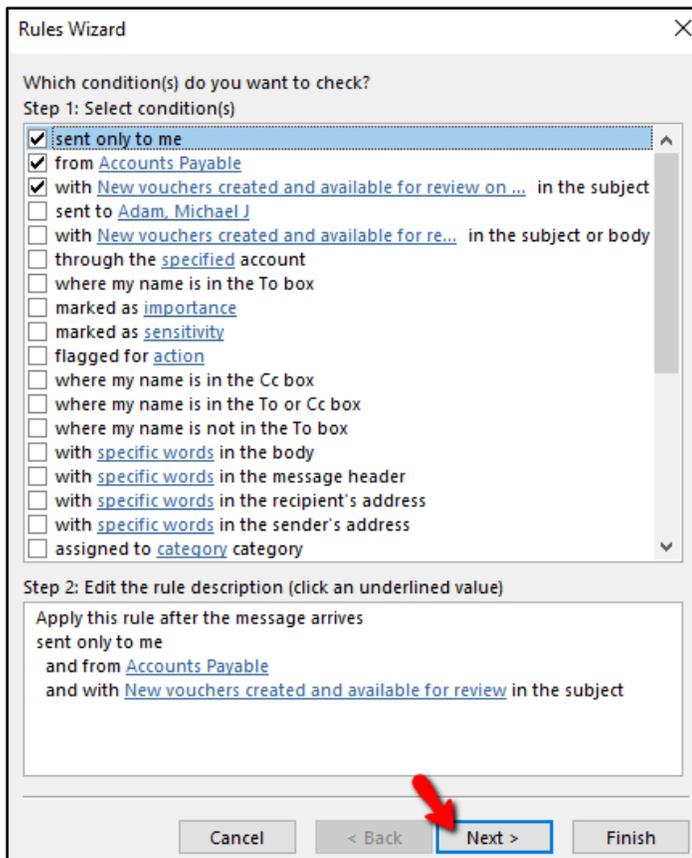
4. Create Rule pop-up window displays.
 - a. Check the box, “From Accounts Payable”
 - b. Check the box, “Subject contains”
 - c. **IMPORTANT!** Remove the reference in the email subject line ‘on mm/dd/yyyy’. This step is needed so that this rule is not dependent on the specific date in the subject line.



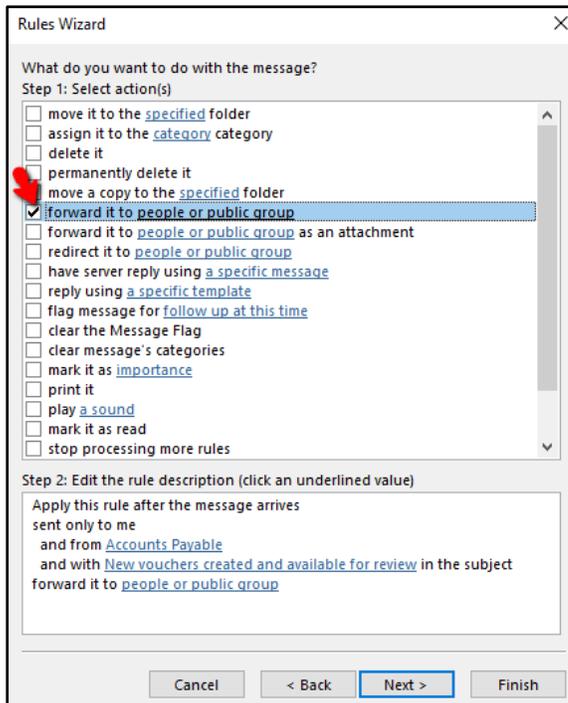
- d. Check the box "Sent to" me only
- e. Click "Advanced Options..."



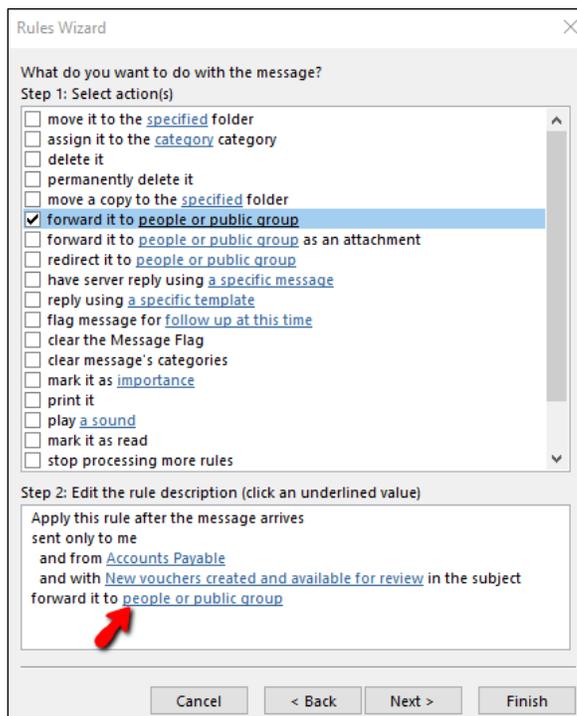
- 5. Rules Wizard pop-up window displays.
 - a. Click "Next"



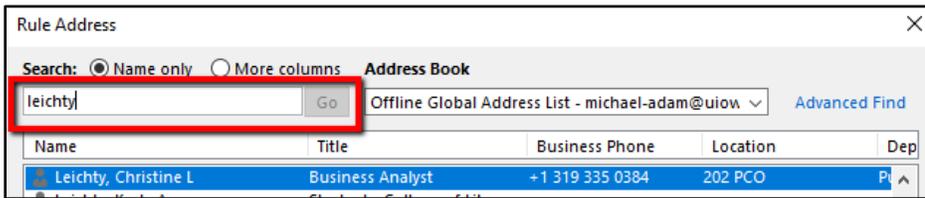
- b. Check the box, “forward it to people or public group”.



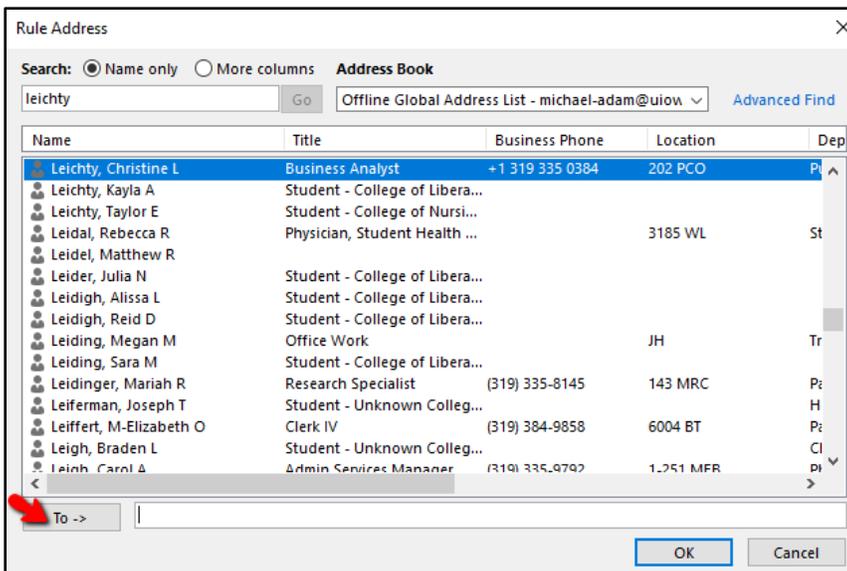
- c. Under Step 2, click the underlined text “people or public group” to add people from the directory you wish to have your Voucher Created email forwarded to.



- d. Use the Search box to find the person you would like to add.

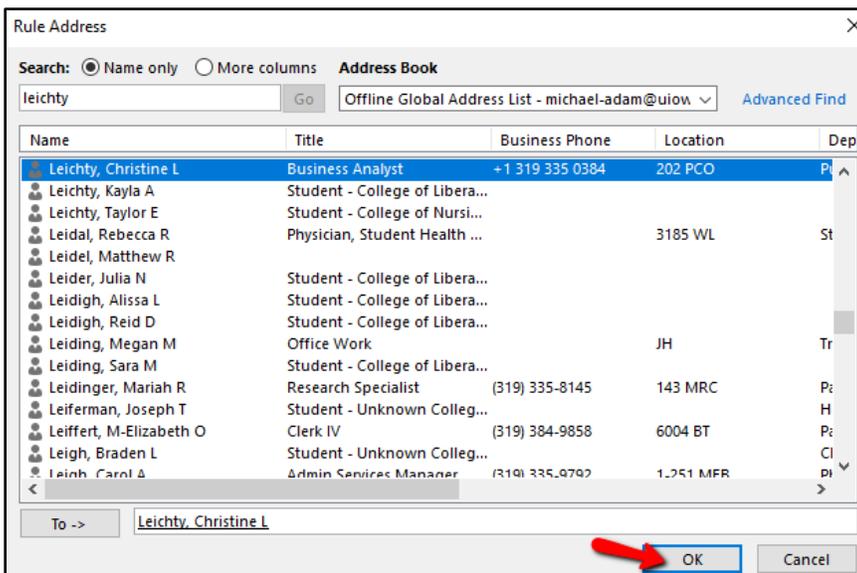


- e. Click "To" to add the person.

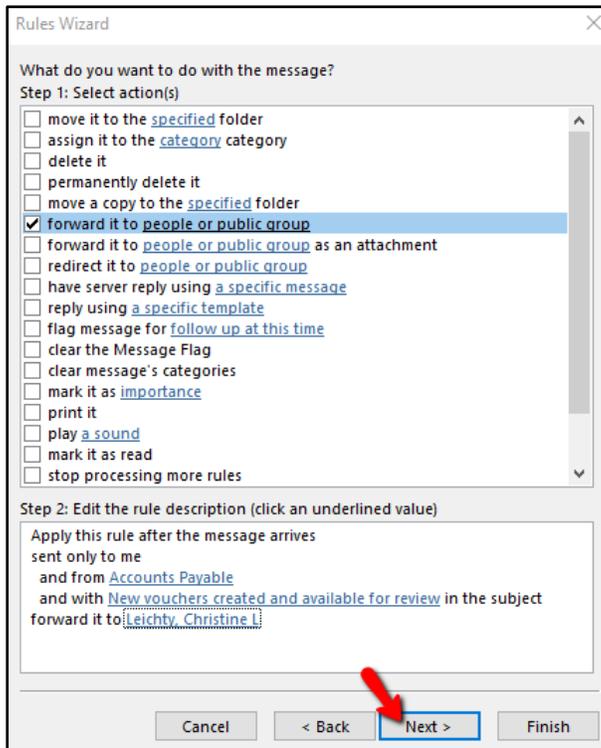


- f. If you wish, repeat the search to add multiple people to this rule.

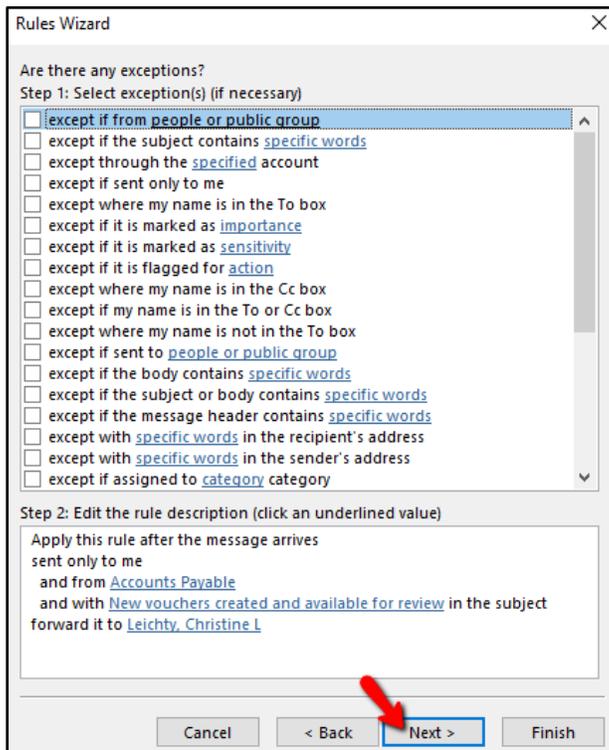
- g. Click "OK" when you are done adding people to the rule.



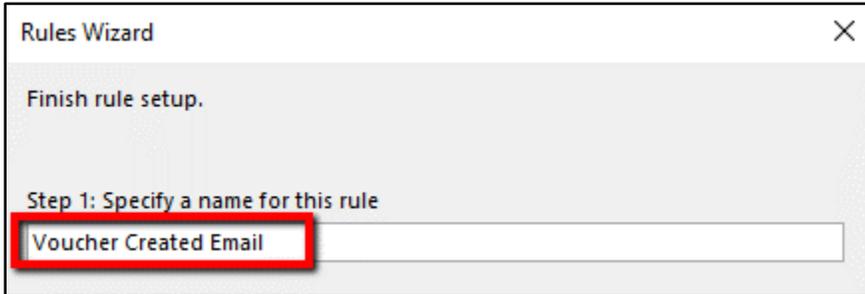
h. Click "Next".



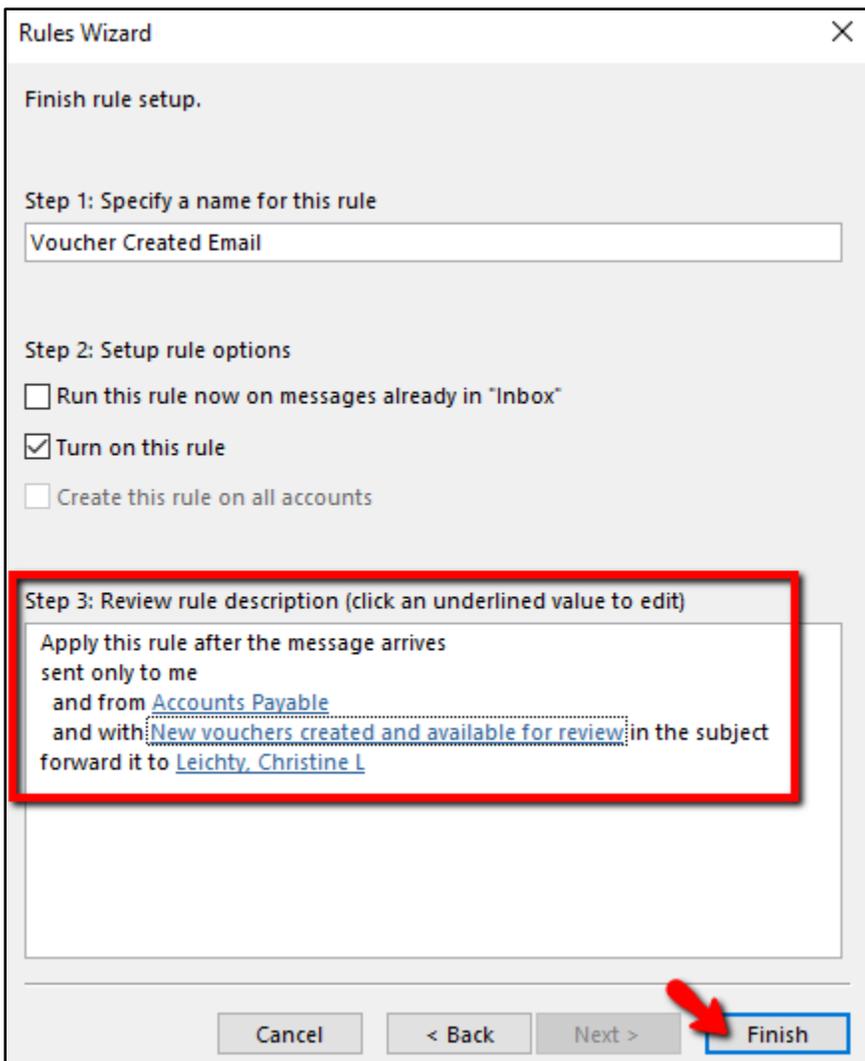
i. Click "Next".



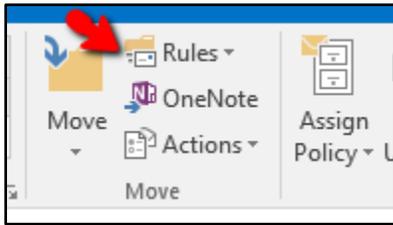
- j. Specify a name for this rule.
 - i. Example..."Voucher Created Email"



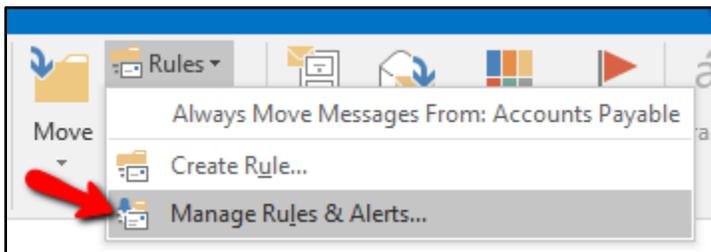
- k. Verify the Step 3 information and if it looks good, click "Finish" to complete the rule.



6. If you need to make changes to the Outlook rule, click “Rules” in the Outlook Ribbon.



7. Click “Manage Rules & Alerts...”



8. Rules and Alerts pop-up window displays.

