e-Pro (E-Vouchers & PReqs) Home Page

The PReqs Home page provides a summary where Initiators can browse and check the status of Requisitions, Inventory Catalog Orders, Purchase Orders and eBuy Shopping Carts. Here an Initiator can only view and keep track of their orders.

**Accessing the PReqs Home**

- **Sign In to**
  - Employee Self Service
  - [https://hris.uiowa.edu/portal/](https://hris.uiowa.edu/portal/)

- **Go to the**
  - ADMINISTRATION tab >Systems box>
  - E-Pro(E-Vouchers & PReqs)

- **Continue by clicking PReqs**

Each line quantifies and describes the orders for that line. For example, at a glance the first line shows you how many requisitions in workflow and the second line shows how many draft requisitions. The rest of the lines are categorized by dates or a range of dates, such as today, within the past five, thirty or sixty days or all requisitions regardless of when they were created. Clicking on the Browse button to the left of any line will display the contents for what is described in that line.

**Inventory Catalog Orders Section**
- **Browse Draft** – displays orders that have not yet been submitted.
- **Browse In Progress** – displays orders that have at least one stock item that has not yet been sourced.
- **Browse Complete** – displays orders that have been submitted with only non-stock items or has stock items that have all been sourced or cancelled.
- **Browse Cancelled within the last 30 days** – displays orders with at least one stock item that was cancelled.
- **Browse All my Stock Orders** – displays all orders.
- **Browse Recurring Orders** – displays all orders setup as recurring.

*Supply Items sourced from a Warehouse will only be listed under the Catalog Orders section, while Supply Items that are sourced from a Vendor will only be listed under Catalog Orders section until it has been submitted at which then it will listed under the Requisitions and then Purchase Orders section.*
**Requisitions Section**

**Browse requisitions in workflow** — displays a list of requisitions that have the status of Inside Workflow or Sent to Workflow. Inside Workflow means that the requisition is actually inside the Workflow system and is waiting for one or more approvals while Sent to Workflow means it has not actually entered the Workflow process.

**Browse draft requisitions** — displays a list requisitions that have been saved as a draft copy however not yet completed, validated or sent to Workflow.

**Browse today’s requisitions** — displays a list of requisitions that were created on the current day.

**Browse created during the past 5, 30 or 60 days** — displays a list of requisitions that were created within that time frame.

**Browse all of my requisitions** — displays a list of all requisitions created by that Initiator.

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**Requisition Center**

Click on the blue header row to sort Search Results. Requisitions can have one of the following statuses listed below.

- **Inside Workflow** - the Requisition is inside Workflow and is waiting for one or more Approvals.
- **Draft Req** - the Requisition is saved as a Draft copy that has not yet been Validated or Sent to Workflow.
- **Sent to Workflow** - the Requisition that has been Validated and sent to Workflow, however not yet in Workflow.
- **Workflow Void** - the Requisition was Voided in Workflow.
- **Deleted** - the Requisition was Deleted by the Initiator before it was received in Workflow, and should also include an internal comment with explanation.
- **Workflow Complete** - the Requisition has been Approved in Workflow and a Purchase Order number assigned.
**Purchase Orders Section**

- **Browse today's purchase orders** – displays a list of purchase orders that were created on the current day.
- **Browse created during the past 5, 30 or 60 days** – displays a list of purchase orders that were created within that time frame.
- **Browse all of my purchase orders** – displays a list of all purchase orders created by that Initiator.

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**Purchase Order Center**

Click on the blue header row to sort Search Results. Purchase Orders can have one of the following statuses:

- **Open**: The PO has been uploaded to PeopleSoft, but has not been finalized by Purchasing or dispatched to the vendor. Funds are not yet encumbered.
- **Approved**: The PO has been verified and finalized by Purchasing. The order will be dispatched to the vendor on the next working day after it is approved.
- **Dispatched**: The PO has been sent to the vendor via fax or mail. Funds are encumbered. It can now be vouched.
- **Complete**: The PO has been fully vouched and has gone through PO Recon. Once an order is complete it cannot be reactivated. Funds are no longer encumbered.
- **Cancelled**: The PO has not been vouched and has been cancelled by Purchasing. Funds are no longer encumbered.

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**Receiving Worklist**

- **Browse POs Not Received** – displays a list of purchase orders not yet received.
- **Browse Partially Received** – displays a list of purchase orders that are partially received.
- **Browse Fully Received** – displays a list of all purchase orders fully received.

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The Receiving Worklist shows Receivers their POs that are assigned to them that need to be received. Click the **Browse** link to view the Receipt Center which displays a list of Purchasing Orders that require a Receipt. Click the column headings to sort and click the Req ID # to take you directly to the Receiving page.
Accessing the E-Voucher Home

The eVoucher Home page provides a summary where Initiators can check the status of Vouchers and Payments (they will only be able to see their orders).

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 eVoucher

Each line quantifies and describes the Vouchers for that line. For example, at a glance the first line shows you how many vouchers in workflow and the second line shows how many draft vouchers. The rest of the lines are categorized by dates or a range of dates, such as today, within the past five, thirty or sixty days or all vouchers regardless of when they were created. Clicking on the Browse button to the left of any line will display the contents for what is described in that line.

**Browse** Vouchers in Workflow - Inside or sent to Workflow.
**Browse** Draft Vouchers - Saved, but not yet sent to Workflow.
**Browse** Today's Vouchers - Created that day.
**Browse** Created During the Past 5, 30, 60 Days - Based on date.
**Browse** All of My Vouchers – All Vouchers.

After you click on any one of these Browse lists, the system takes you to the Voucher Center.

Voucher Center
Click on the blue header row to sort Search Results.
**In Progress** - In Draft Status and not yet validated or sent to Workflow.
**Sent to Workflow** - Validated and sent to Workflow, but has not yet in the Workflow process.
**Inside to Workflow** - Sent to Workflow and in the approval process.
**Deleted** - Voucher voided by the Initiator after it was saved but before Approvers received in Workflow.
**Workflow Void** - Voucher voided in Workflow approvals.
**Workflow Complete** - All approvals complete in Workflow and upload to PeopleSoft.

To view a voucher in the list, click on the Voucher # and the E-Voucher form will be displayed.