

Most Used UPKs

Area	Folder	UPK Name	Comments
ePro Requesters	Creating Requisitions	Create a Small Cost Requisition	
ePro Requesters	Creating Requisitions	Create a Requisition for RFB/RFC	
ePro Requesters	Creating Requisitions	Create a Requisition for RFB for Capital Asset	
ePro Requesters	Creating Requisitions	Create a Requisition for RFP	
ePro Requesters	Creating Requisitions	Create an Exemption Request for a Sole Source	
ePro Requesters	Creating Requisitions	Manage Requisitions	Will show you all the information available from this one screen
ePro Requesters	Creating Requisitions	Cancel a Requisition	
ePro Requesters	Creating Requisitions	Edit a Requisition	
ePro Requesters	Creating Requisitions	Receive a Purchase Order	How to receive an item before AP can make payment (note: services that have been marked with "Amount Only" do not need to be received)
ePro Requesters	Creating Requisitions	Change an Account after the Requisition is saved	
ePro Requesters	Creating Purchase Orders	Expedite a Requisition to a PO	This is actually the first step to creating a PO started on the Manage Requisitions screen
ePro Requesters	Creating Purchase Orders	Create a Small Cost PO	
ePro Requesters	Creating Purchase Orders	Create a PO for a Contract Purchase	
ePro Requesters	Creating Purchase Orders	Expedite a Req for a Supplier with Multiple Locations	Choosing the correct location for a supplier with multiple addresses is vital in getting payment sent to the correct place
ePro Approvers	Approving Requisition	Approve a requisition	
ePro Approvers	Approving Requisition	Deny a requisition	
ePro Approvers	Approving Requisition	Approval - Hold a requisition	
ePro Approvers	Approving Requisition	Approval - Pushback Requisition	