



PeopleSoft eProcurement Implementation Project



BU Admin ePro Information

**PeopleSoft Version: 9.1 Financials/Supply Chain
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Revision Control

VERSION	DATE	NAME	COMMENTS
1.0	1/11/2017	Denise McDonald	



UW ePro Information

The steps below describe the business process of running ePro queries.

1. Follow the path below to the UW ePro Information page.

Main Menu > eProcurement > UW eProcurement > UW ePro Information

Information - ePro

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Row Number =

Search [Advanced Search](#)

Click Search
All values will be displayed.

Information - ePro

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Row Number =

Search [Advanced Search](#)

Search Results

View All First 1-4 of 4 Last

<u>Row Number</u>	<u>Description</u>
1	eProcurement Workflow
30	eProcurement Approvers
600	Person data from HRS
999	Help on eProcurement Information



Queries

Select any row number to view available queries. The below represents items from Row Number 30.

Favorites Main Menu > eProcurement > UW eProcurement > UW ePro Information

UW eProcurement

Information - eProcurement

UW-ePro Group 30 GL Business Unit

eProcurement Approvers

Information about ePro approvers

Items for this Group Find First 1-8 of 8 Last

10	Total approvers A list of all approvers and their departments. Details prompts for a business unit	0	Details
15	Who approves a dept? For a specific business unit and department list out all the defined ePro approvers		Details
20	Is person an approver? For a specific person (a prompt) what business units and departments can they approve in ePro?		Details
22	Approvers w multiple profiles List of approvers who have multiple profiles either within a business unit or to a different business unit.		Details
25	List approvers for a level List all the approvers for a specific business unit (a prompt) and approval level (a prompt), the departments they approve, their email address, and if their account is locked.		Details
30	Info on one Emplid Summary information about a single EMPLID: operator ID, account locked or not and basic information on all of their jobs. This joins PERSONAL_DATA, PSOPRDEFN, EMPLOYMENT, and JOB		Details
50	History of an approver Change history for a single approver. When were they added, removed, changed, etc. Prompt is for the operator ID of the approver in question. Results are all changes for a single individual regardless of business unit.		Details
60	Changes to approvers List of all changes made to ePro approvers. Sorted newest first		Details

[Return to Search](#) [Previous in List](#) [Next in List](#)



To run a query Select Details.

The below represents Query 10 Total Approvers

UWEPRO_R30_APPRV - ePro Approvers

GL Business Unit: Q

[View Results](#)

GL Unit	Profile	Department From	Department To	Approver Oprid	Description	Email ID	Locked Out?
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Enter in a GL Business Unit and Select View Results. The below will appear.

UWEPRO_R30_APPRV - ePro Approvers

GL Business Unit: Q

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (17 kb)

View All First Last

	GL Unit	Profile	Department From	Department To	Approver Oprid	Description	Email ID	Locked Out?
1	UWADM	L1	010100	010100	00607371	CROSS, RAYMOND	RCROSS@UWSA.EDU	0
2	UWADM	L1	010200	010200	00504049	TORMEY, JESSICA	JTORMEY@UWSA.EDU	0
3	UWADM	L1	010500	010500	00504049	TORMEY, JESSICA	JTORMEY@UWSA.EDU	0
4	UWADM	L1	051000	051000	00240796	MILLER, DAVID	DMILLER@UWSA.EDU	1
5	UWADM	L1	052000	052000	00742730	BRUKARDT, DAVID	DBRUKARDT@UWSA.EDU	0
6	UWADM	L1	101000	101000	00157079	WARD, DAVID	DWARD@UWSA.EDU	1
7	UWADM	L1	101500	101500	00548065	KOLISON, STEPHEN	AVP-KOLISON@UWSA.EDU	0
8	UWADM	L1	102000	102000	00375798	ANDREWS, KRISTINE	KANDREWS@UWSA.EDU	0
9	UWADM	L1	265000	265000	00157598	HARRIS, FREDA	FHARRIS@UWSA.EDU	0
10	UWADM	L1	281000	281000	00086482	EISELE, JULIE	JGORDON@UWSA.EDU	0
11	UWADM	L1	282501	282501	00086482	EISELE, JULIE	JGORDON@UWSA.EDU	0
12	UWADM	L1	284000	284000	00355019	HOERR, DOUGLAS	DHOERR@UWSA.EDU	0
13	UWADM	L1	284010	284010	00355019	HOERR, DOUGLAS	DHOERR@UWSA.EDU	0
14	UWADM	L1	285000	285000	00185331	ANDERSON PARKS, RUTH	RANDERSON@UWSA.EDU	0
15	UWADM	L1	286000	286000	00051084	LAMPE, RICHARD	RLAMPE@UWSA.EDU	0
16	UWADM	L1	289000	289000	00185331	ANDERSON PARKS, RUTH	RANDERSON@UWSA.EDU	0
17	UWADM	L1	423000	423000	00327559	STAFFORD, TOMAS	TSTAFFORD@UWSA.EDU	0
18	UWADM	L1	441000	441000	00110157	BUTH, SUE	SBUTH@UWSA.EDU	0
19	UWADM	L1	451000	451000	00835004	BROKENBURR, SHENITA	SBROKENBURR@UWSA.EDU	0
20	UWADM	L1	454000	454000	00835004	BROKENBURR, SHENITA	SBROKENBURR@UWSA.EDU	0
21	UWADM	L1	457000	457000	00152227	LESSARD, MARGO	MLESSARD@UWSA.EDU	0
22	UWADM	L1	457100	457100	00152227	LESSARD, MARGO	MLESSARD@UWSA.EDU	0
23	UWADM	L1	961000	961000	00768700	TENLEY, THOMAS	TTENLEY@UWSA.EDU	0
24	UWADM	L1	962000	962000	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
25	UWADM	L1	963000	963000	00155853	KRAUS, MICHAEL	MKRAUS@UWSA.EDU	0
26	UWADM	L1	964000	964000	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
27	UWADM	L1	965000	965000	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
28	UWADM	L1	967000	967000	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
29	UWADM	L1	980100	980100	00798466	KALSBECK, JULIE	JKALSBECK@UWSA.EDU	0
30	UWADM	L1	982000	982000	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
31	UWADM	L1	983000	983000	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
32	UWADM	L1	985500	985500	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
33	UWADM	L1	988000	988000	00155853	KRAUS, MICHAEL	MKRAUS@UWSA.EDU	0
34	UWADM	L1	989000	989000	00155853	KRAUS, MICHAEL	MKRAUS@UWSA.EDU	0
35	UWADM	L1	989997	989997	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
36	UWADM	L1	989999	989999	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
37	UWADM	L1	PRDFLT	PRDFLT	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
38	UWADM	L1	PRSUSP	PRSUSP	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
39	UWADM	L1	TRSUSP	TRSUSP	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
40	UWADM	L2	010100	989999	00155203	HINTZ, GINGER	GHINTZ@UWSA.EDU	0
41	UWADM	L3	010100	989999	00051084	LAMPE, RICHARD	RLAMPE@UWSA.EDU	0
42	UWADM	L3	010100	989999	00818443	DUBOIS, MARCEL	MDUBOIS@UWSA.EDU	0
43	UWADM	L3	010100	989999	00848539	JONES, JESSICA	JONES@UWSA.EDU	0