Introduction to EPIC

Agenda

In this session we will:

1. Explore EPIC
2. Review Options for Personal Preferences & Profile Set-up
3. Review Approval processes
4. Create & manage Requests
Expectations

- By the end of today’s session you will have a basic understanding how to:
  - Access EPIC
  - Set up Personal Preferences & Profile Set-up
  - Search for items in catalogs
  - Create different types of Purchase Requisitions
  - Create a Non-PO Invoice
  - Approve Requests
  - Manage your Requests

Introduction to EPIC

- What is EPIC?
  - Electronic Procurement Information Centre
    - Enables us to purchase goods & services electronically
    - Allows some suppliers to invoice us electronically
    - Provides end to end transparency on all purchases
  - Most Purchases are initiated in EPIC using:
    - Requisition to Purchase
    - Non-P.O. Invoice request process
    - Contract Request process
To gain access to EPIC follow these steps:

- Complete the Aurora Finance System Access form
- Complete Training by classroom or online
  - Access is granted within 5-10 business days once both requirements have been met

- Students and individuals who do not have a UMnetID will not be able to access the system.
  - A sponsored ID can be obtained in some cases - discuss with your Faculty/Department

Logging In

- EPIC is accessed through the JUMP portal
- You will need to know your UMnetID and password to log in
Logging In

- EPIC is located on the **Finance Tab**
- There are 2 ways you can access within JUMP
  - Quick Link to Finance tab on Home Page
  - Navigate through the Staff tab to the Finance tab

- Both options will bring you to the Finance Tab
- In the Site Map section select the EPIC Link to log in
1. Click OK to the Ariba Privacy Statement

2. Click Ok to the Invalid Fields message

EPIC Home Page

- You can access every function you will need from the Home Dashboard
Exercise 1
Logging In & Setting up your Profile

Setting up your Personal Preferences in EPIC

- Change User Preferences
  - Change your profile
    - Review personal info
    - You can enter a default FOP and ‘ship to’ information

  - If you choose not to enter defaults you will need to enter for every requisition

- Email Preferences
  - Default is individual email for every transaction
Profile Hints & Tips

- Try EPIC as is at first to get a feel for the system
- Remember if you set up your default FOP & ship to that you cannot remove them, you can only change them
- Not receiving your emails?
  - Check your default email – we can add more to your ID if needed!
- Check your email preferences

Approval Process

- Every transaction in EPIC requires a minimum of 1 approval.
- EPIC approvals are pre-configured in the system to meet the University’s management process of purchases & payments.
- Default approval processes cannot be removed or adjusted on an individual transaction.
- Approvals can be added by any user in the system on an individual transaction
**Approval Process**

- **Signing Authority Approvers**
  - Individual(s) responsible to approve the expenditure on the selected FOP

- **Commodity Approvers**
  - Individual or group responsible to approve request based on the type of item being purchased  
    *e.g. gift cards, computers*

- **Other Approvers**
  - Purchasing Services – based on value of order or item
  - Supplier Payment Services – for invoice approvals
  - Research Accounting – for specific Grants
  - You – the selected supplier is not transacting with the University electronically

**Approval Process**

- Approval flows come in all shapes & sizes

- **Signing Authority**

- **Signing Authority with Split accounting**
This request was:
- Created by one person for another person
- Selected commodity requires approval
- Total value of the item/order requires Purchasing Services review
- The selected supplier is not transacting with the University electronically

Have you been added as the Final Approver?
- You MUST send the PO and any attachments to the supplier outside of EPIC to place the order with the supplier
- The document will appear in your To DO box

- You can hover over approval name or group to see a message of why that approval is required
- Depending on what has been chosen in the **Email Notification Preference**
  - An approver may:
    - Receive **individual email** notifications of pending requests for review
    - Receive **consolidated email** notifications of all pending requests at the end of the day

- If you choose to receive individual emails:

  ![Requisition Image]

  **Requisition**

  **Requires your action**

  **FRG4477** - requires your action because "Approval Required on all orders from Signing Authority."

  **Request**
  
  **Kirsten Ward**

  **Date**
  
  Tuesday, May 3, 2017 at 12:18 PM PDT

  **Total amount**
  
  $6,170.00 CAD

  **Line Items**

  1. **Description**
     
     Fundamentals of Accounting Textbooks requested
     
     **Account Type**
     
     Expense
     
     **Support**
     
     Professional Accountants Manitoba
     
     **Delivered To**
     
     Kirsten Ward
     
     **Program**
     
     130 Administration
     
     **Organization**
     
     571000 - Financial Services
     
     **Procurement**
     
     116600 - General Operating Allocation
     
     **Amount**
     
     714461 - Printing
     
     **Percentage**
     
     100.00

   2. **Description**
      
      Delivery
      
      **Account Type**
      
      Expense
      
      **Support**
      
      Professional Accountants Manitoba
      
      **Delivered To**
      
      Kirsten Ward
      
      **Program**
      
      130 Administration
      
      **Organization**
      
      571000 - Financial Services
      
      **Procurement**
      
      116600 - General Operating Allocation
      
      **Amount**
      
      714461 - Printing
      
      **Percentage**
      
      100.00
If you choose to have consolidated emails or no email notification:

- log into EPIC and review the To Do box

An approver can select Approve or Deny and add comments.
If you create the requisition and have signing authority on the selected Fund you can approve your own requisition
- The requisition will appear in your To Do box
- If your email notifications are on an email will generate

** Some units choose to have a different signing authority approve the request in these situations.
Check with your unit to determine the process for you!

Approval Hints & Tips
- If you are an approver, watch for email notifications or check in EPIC periodically for pending approvals.
- You have 2 options as an approver:
  - Approve
  - Deny
- Know what you are approving! Look at the details including what is being requested, the costs & the FOAP.
- Are you the final approver? You will need to print & fax the order to the supplier to have it processed.
Creating Purchase Requisitions

- **What types of Requisitions are available?**
  - There are two types of requisitions in EPIC
  - **Catalog Purchase Requisitions**
    - Search for items or suppliers
    - View UofM pricing
    - Compare items
    - Select items
  - **Non-Catalog Requisitions**
    - Create requests for items not available in catalog

Creating Purchase Requisitions

- **There are 4 steps to process a Purchase Requisition:**
  - **Step 1:** Search for your item in EPIC
    - Try variations of your search – review results
  - **Step 2:** Select items
    - Add items to Cart to start a requisition
  - **Step 3:** Review and Edit details
    - Add a Title and a Need by Date to your requisition
    - Review Ship to and Accounting (FOP) details
    - Add comments or attachments
  - **Step 4:** Submit the requisition to the Approval process
Exercise 2
Searching Catalogs & Creating a Requisition

- I cannot find the items I want in a catalog. How do I create a Purchase requisition for these items?

- I cannot find the supplier I need to order from in EPIC. Am I limited to make purchase only from the suppliers I can see in EPIC?
EPIC allows you to create a **Non-Catalog request** for any item not available in a catalog from any supplier that accepts Purchase Orders.

**Recommendations:**
- Obtain a quote from the supplier
- Attach the quote to the request in EPIC
- Provide full description and pricing of each item
  - e.g. Add a line on your requisition for shipping if known

Creating a Non-Catalog Purchase Requisition
- When you search for an item in EPIC & it is not found select the **Create Non-Catalog Item** icon.
Creating Purchase Requisitions

- The Requisition form is opened.
- Fields marked with an asterisk are required.
- Once all sections are complete you can Add to Cart.

Exercise 3
Creating a Non-Catalog Purchase Requisition
Creating Purchase Requisitions

- What if I cannot find the supplier I need in EPIC?
  - Complete a **New Supplier Request Form**
    - Available from the **News** section on the Home tab and on Financial Services Forms page
  - Submit form to supplier_support@umanitoba.ca or fax to 474-7509

- The Purchasing Support Services team will:
  - Review the request
  - Obtain additional details from supplier as needed
  - Add the supplier to BANNER Finance

Creating Purchase Requisitions

**Requisition Hints & Tips**

- You can create requests from Catalogs & you can create non-catalog items
- Search for items first in the **Catalog Home** tab.
- When doing any type of search remember sometimes “less is more”
- Check out the EPIC Commodity Code Quick List!
  - [http://umanitoba.ca/computing/renewal/aurora/finance/1341.html](http://umanitoba.ca/computing/renewal/aurora/finance/1341.html)
- Check your approval flows
  - Who needs to approve the requisition?
  - Are you the final approver?
Non PO Invoice

What is a Non-PO Invoice?
- A form used to submit specific types of invoices to Supplier Payment Services for payment.

What are the guidelines for the Non-PO Invoice?
- An invoice **must** meet the following prerequisites:
  - Invoiced items are on the approved invoice type list
  - Invoice is not associated to an EPIC Purchase Order or Contract ID

What types of invoices can be submitted on this form?
- Memberships
- Registrations – for conferences, workshops, seminars, does not include tuition registration
- Professional Dues
- Subscriptions – excluding licenses, software, and other computer related items
- Allowable professional license fees
- Exhibitor fees
- Abstract fees
- Manuscript submission fees
- Reprint fees
- Commission fees
- Page Charges
- Journals
- Directories
- Conference Proceedings
- Permits
- Sponsorship Payments

* If you are processing your request online you **CAN** use your Pcard to process the payment. The Non PO Invoice form is an alternative process.
There are 5 steps to process a Non-PO invoice:

- **Step 1:** Enter Invoice Header Information & add attachments
  - Invoice #, Invoice date, supplier
- **Step 2:** Enter Line item details
  - Description of items, commodity code, accounting, price etc.
- **Step 3:** Review and Edit details
- **Step 4:** Submit the invoice to the Approval process
- **Step 5:** Send originals to Supplier Payment Services (SPS)

You are not required to enter:
- Taxes, shipping or handling charges or discounts

From the Create menu select Invoice

EPIC will assign part of the document number for you

The details added to the form will complete it
Exercise 4
Entering a Non-PO Invoice

After you create your invoice in EPIC:

- Complete the **Non-PO Invoice Cover form** with the following details:
  - Supplier Name
  - Current Date
  - EPIC Invoice number
  - Requester name, phone #, email and Department
- Attach the **original invoice** to the form
  - You can only submit 1 invoice per form
- Send to SPS via Campus mail
- All Non-PO Invoices are approved by the Signing Authority on the selected FOP
- The final approver is Supplier Payment Services (SPS)

- Why is the Non PO invoice process limited to specific invoice types?
  - These are items that are not normally ordered but commonly auto-renew *i.e. subscriptions*

- I have an invoice but its not on the approved list of invoice types, what do I do?
  - Contact Purchasing Services to discuss your options
  - You may be guided to the exception memo process
    - Exceptions to the normal procurement process are processed outside of EPIC (directly in BANNER Finance) and require authorization from a signing authority.
Non PO Invoice Hints & Tips

- When the planning for any purchase, event or other expenditure starts, ask yourself *How will we be paying this?*
  - When possible create a request to obtain a PO first!
  - Stick to the list! Invoices for items not on the list will not be processed.
  - No Invoice # on the invoice? Use the invoice date in the following format numeric MONTH DAY YEAR
    - Use a 2 digit format for each *e.g. 060115*
    - No spaces, commas or dashes

Managing Purchase Requisitions

- Can I copy a Purchase Requisition?
- Can I change or edit a Purchase Requisition that I have already created?
- Can a Purchase Requisition be deleted once its created and submitted for approvals?
Did you know that in EPIC you can:

- Copy a Purchase Requisition
- Change, edit or delete a Purchase Requisition that is already created but not yet approved
- Add split accounting to any or all lines on your requisition
- Search for any transaction that was created in EPIC by supplier, who created it, date range, who approved it and many more options!

Exercise 5 & 6

Searching, Copying, Editing, Withdrawing & Deleting Requisitions
Managing Requisitions Hints & Tips

- Review all your items and details.
- Check your pending approvals periodically.
  - These are your PR’s that are in Submitted status
- You can search & copy any requisition
- Review all fields on copied requisitions to ensure the correct information has been updated
- You can edit, withdraw or delete your requisitions before a PO is generated
- When doing split accounting keep it simple.
  - Too many splits can result in errors

EPIC Training

- Introduction to EPIC
  This 3 hour session introduces you to the basics of requisitions and navigating EPIC. This session is required to obtain access
- EPIC – After the Order
  This 2 hour session takes you to the next step and is highly recommended for new clients. We will look at Managing Purchases & Receiving, Invoice Reconciliations and Tracking orders & Reporting
- Contract Requests
  This 3 hour session provides hands on practice with the Contract Request process. Learn how to set up contract agreements in EPIC, approve invoices and manage the documents related to a contract.
Additional Training

- More Aurora Finance Training Opportunities
  - Banner & FAST Training
    - Introduction to Aurora Finance
    - Aurora For Researchers
    - BANNER Navigation Fundamentals
    - Journal Entries & Interdepartmental Charges (JE’s & IDC’s)
    - Advanced FAST
    - External Invoicing (FAST A/R)
    - Budget Transfers
  - Concur
    - Travel and Expense Management

Assistance

- Need additional support using EPIC?
  - Aurora Finance Customer Service Desk for system support at 204-480-1001 ext. 2 or epic@umanitoba.ca
  - Guides, Manuals & eLearns available on the Aurora Finance page
    - Visit the Aurora Finance website
    - Select the Training link on the left navigation bar & choose EPIC
  - Purchasing Services for supplier negotiation or process guidance 204-474-8348 or purchasing@umanitoba.ca
  - Supplier Payment Services for inquiries regarding supplier invoices, credits or payments, (see webpage for contact)
  - ASK Aurora Sessions
Thank you!