



EPIC – Documents and Statuses

EPIC Document Types

Document Prefix	Definition	What is it?
PR	Purchase Requisition	A document created to request approval for the purchase of items.
PO	Purchase Order	A document that is generated after approvals are completed in the PR document. The Purchase Order is provided to the vendor to fill the order and invoice against for payment.
RC	Receiving document	A document to acknowledge that the items or services you have ordered have been received in your office. This document will generate for you to complete when an item is more than \$2,500 or your order is \$25,000. Items or orders under these amounts will be completed automatically by EPIC.
IR	Invoice Reconciliation	<p>A document that generates after a comparison is done between the PO and Invoice that has been applied. If there are variances that exceed the quantity/price/amount/receiving of a PO, a notification will be sent to you to review and reconcile before the invoice proceeds for payment.</p> <p>This document also generates when invoices are applied to a contract. It is to allow the review of the invoice before proceeding with payment.</p>
INV	Invoice	The document that is the formal request from the vendor for payment of services or goods.

Document Statuses

Document	Status	Definition
PR	Composing	The document is currently being created or edited.
	Submitted	The document is pending approvals.
	Approved or Denied	An approver has taken action on the request.
	Ordering/Ordered	A Purchase Order document is generating or has been generated.
PO	Ordering/Ordered	A Purchase Order document is generating or has been generated.
	Receiving/Received	Confirmation of receiving the items/services is pending or has been completed. Note: Receiving will be automatically completed if the item is below \$2,500 or the order is under \$25,000. If action is required from you, an RC document will appear in your To Do box. See the instruction document How to Complete Receiving for further details.
	Canceling/Cancelled	Canceling has been initiated or is complete. Note: When cancelling a PO, you must speak with the supplier first. The cancellation in EPIC does not notify the supplier.
INV	Reconciling	There are variances between the PO and the Invoice that are required to be resolved before going forward for payment.
	Reconciled	The invoice has been cleared of variances and will proceed for payment.
	Paying	Processing payment for the invoice.
	Paid	Payment has been processed in Banner.