In this session we will:

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

- By the end of today’s session you will have a basic understanding how to:
  - Access EPIC
  - Purchase goods and services within policy
  - 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
    - Official administrative system required to be used for purchasing
Introduction to EPIC

▪ As per the section 2.8 in the University’s Purchasing Procedure:
  “All purchase requests should normally be initiated in EPIC.”

▪ Purchases are initiated in EPIC using:
  ○ Requisition to Purchase
  ○ Non-P.O. Invoice request process
  ○ Contract Request process

Access to EPIC

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
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.

Financial 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, radioisotopes*
  
  - Ensure to refer to the guide prepared by EHSO when purchasing products containing radioisotopes as specific approvals are required to meet regulatory requirements.
Approval Process

- **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

- **Human Resources Approval (Outside of EPIC)**
  - Required for Goods or Services that are managed through a service agreement
  - Specifically, Human Resources must review goods or services which will include work being performed by a Supplier that could potentially be deemed employment
  - Purchases for goods that include the following services do **not** require the HR approval:
    - **Purchases of Hardware** that may include the Vendor supplying associated services such as installation and training
    - **Purchases of Software or Hardware licenses** where there is no human service component but includes the Vendor supplying support, maintenance, upgrades or new releases
Approval flows come in all shapes & sizes

- Financial Authority

- Financial 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
Approval Process

- 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

Approval Process

- 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:

Approval Process

If you choose to have consolidated emails or no email notification:

Approval Process
Approval Process

- 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 financial 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 financial authority approve the request in these situations.
Check with your unit to determine the process for you!
Approval Process

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.

Purchasing in EPIC

Before you begin…

- Review the Purchasing Policy and Procedure
  - All employees must comply with the policy and procedure when making purchases using University funding.
  - Guidelines have been established for the purchasing process of all goods and services as well as their dollar value

Review the Purchasing Policy and Procedure at the following webpage:
http://umanitoba.ca/admin/financial_services/purch/2130.html
Guidelines for Purchasing Goods and Services

- Using Exclusive and Preferred Suppliers
  - Supply/Service Agreements have been negotiated University wide for specific goods and services with some Suppliers
  - The University is obligated to purchase from Exclusive Suppliers
  - However, there is no obligation to purchase from a Preferred Supplier.

For the full list of Exclusive and Preferred Suppliers, visit the Purchasing Services webpage:
http://umanitoba.ca/admin/financial_services/purch/purchase.html

Guidelines for Purchasing Goods and Services

- Purchasing Thresholds
  - The purchasing procedure will differ depending on the value of an item or the total order. These dollar value ranges each have a different procedure:
    - Line item is under $10,000 or the total Purchase Order is under $25,000
    - Line item is between $10,000 and $50,000 or the total Purchase Order is between $25,000 and $50,000
    - Purchase Order is between $50,001 and $99,999
      (Construction/renovation between $50,001 and $250,000)
    - Purchase Order is $100,000 or greater
    - Construction/Renovations over $250,000
Purchasing in EPIC

The Purchasing policy states that all purchases will be made through EPIC.

- Exceptions include purchases to Individuals
- Transactions to Suppliers who do not accept Purchase Orders
  - The Visa Purchasing Card, within transaction limits, is an option
    - Visa Orders must use the Visa Order form to obtain financial authority approval
- If the product is available through an alternate Supplier who is already working with the University, it is recommended that the purchase be made through EPIC with the recommended Supplier

When using Research or Special Funds for purchases

- As per section 2.11 in the Purchasing Procedure,
  “It is the responsibility of the person initiating the purchase to be aware of applicable external sponsor policies and rules for purchases as well as the University’s Financial Administration and Control of Research and Special Funds Policy and Procedure.”
- Review the University's Financial Administration and Control of Research and Special Funds Policy and Procedure at the following webpage:
  http://umanitoba.ca/admin/governance/governing_documents/financial/379.html
When using Research or Special Funds for purchases

- Purchases must directly relate to the research and be clear on the connection.
- If it is not clear, supporting documentation must be included as per section 2.12 in the Purchasing Procedure:

  “… the Requester must provide an explanation of the direct connection of the purchase to the activity or project which is supported by the external sponsor. Examples include the purchase of a desktop computer, tablet, office supplies, exercise equipment, recreation items, GPS etc. The person initiating the purchase must attach this justification as an internal supporting document to the EPIC requisition.”

Conflict of Interest Policy should also be considered when creating requests for purchases or paying an invoice.

- A conflict of interest occurs when an individual’s personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions in the workplace.
- You can review the full policy here:
  https://umanitoba.ca/admin/governance/governing_documents/community/248.html

  - The policy provides guidance on what a conflict of interest is, what responsibility we each have and how conflicts are handled.
What is a conflict of interest?

Decisions made with the influence of:

- **Family or Friends**
  Favoring a company that employs someone you or others have a relationship with.

- **Financial Factors**
  Receiving money or gifts personally from a company for having purchased goods or services from them.

- **Social Factors**
  Making a purchase from a business for personal gains.

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When in doubt, ask!

- An old saying that makes sense when working through conflicts of interest. There is no harm in asking, but there could be a great deal of harm to an individual, the University, or both, by not asking.
EPIC versus Concur

What is the difference between EPIC and Concur?

- **EPIC** is used to purchase goods and services from suppliers.

- **Concur** is used by individuals to claim their travel and business expenses for reimbursement.

Expenses in EPIC versus Concur

What type of expenses are processed in EPIC versus Concur?

<table>
<thead>
<tr>
<th>EPIC</th>
<th>Concur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department purchases such as:</td>
<td>Travel and business expenses for an individual such as:</td>
</tr>
<tr>
<td>- Office supplies</td>
<td>- Travel costs</td>
</tr>
<tr>
<td>- Lab equipment and supplies</td>
<td>- Conference registrations and related expenses</td>
</tr>
<tr>
<td>- Software</td>
<td>- Meals</td>
</tr>
<tr>
<td>- Reprints</td>
<td>- Professional development</td>
</tr>
<tr>
<td>- Consulting services</td>
<td>- Individual professional memberships</td>
</tr>
<tr>
<td>Or any other procured good or service.</td>
<td>- Hospitality</td>
</tr>
</tbody>
</table>

37

38
Expenses in EPIC versus Concur

Depending on the context, the expense may be processed in either EPIC or Concur.

- It is important to make the distinction especially for charges that relate to memberships and professional development.

<table>
<thead>
<tr>
<th>EPIC</th>
<th>Concur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional memberships in the name of:</td>
<td>Professional memberships for an individual.</td>
</tr>
<tr>
<td>• a department</td>
<td></td>
</tr>
<tr>
<td>• a lab</td>
<td></td>
</tr>
<tr>
<td>• a research group</td>
<td></td>
</tr>
<tr>
<td>• the University as a whole</td>
<td></td>
</tr>
<tr>
<td>• a group of people</td>
<td></td>
</tr>
<tr>
<td>Professional development for a group that is not attributed to specific individuals.</td>
<td>Professional development for an individual that includes learning to earn or maintain professional credentials, attending conferences, and informal learning opportunities.</td>
</tr>
<tr>
<td></td>
<td>• Documented pre-approval is required by the one-over-one of the individual for all expenses. This includes memberships, professional development, conferences, courses, seminars, webinars, academic degrees, coursework.</td>
</tr>
</tbody>
</table>
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

- **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 **Add 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](mailto: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

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?
### 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?
- Subscriptions – excluding licenses, software, other computer related items and subscriptions for individuals
- Exhibitor fees
- Abstract fees
- Manuscript submission fees
- Reprint fees
- Page Charges
- Journals
- Directories
- 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

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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 Financial 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 financial authority.
Non PO Invoice Hints & Tips

- When 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?
Managing Purchase Requisitions

- 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 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