



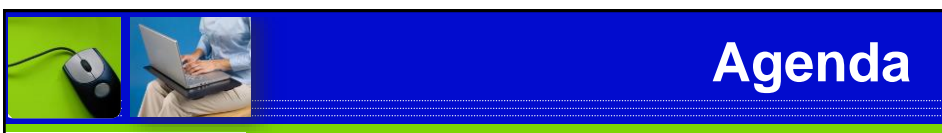
WELCOME

Introduction to EPIC



AURORA  
Finance

1




Agenda

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


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## 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


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## Introduction to EPIC

- What is **EPIC**?
  - **E**lectronic **P**rocurement **I**nformation **C**entre
    - 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


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The header of the slide features a blue background with the title "Introduction to EPIC" in white. To the left of the title is a small image showing a person's hands on a laptop keyboard, with a mouse visible in the foreground.

## 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

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The header of the slide features a blue background with the title "Access to EPIC" in white. To the left of the title is a small image showing a person's hands on a laptop keyboard, with a mouse visible in the foreground.

## Access to EPIC

**To gain access to EPIC follow these steps:**

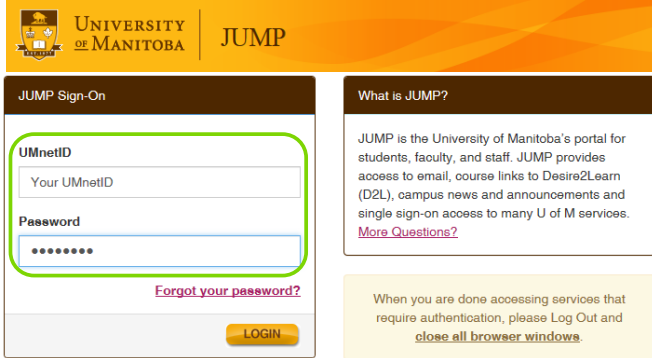
- Complete the Aurora Finance System Access form
- Complete Training by classroom or online
  - Access is granted within 5-10 business days once both requirements have been met
- Students and individuals who do not have a UMnetID will not be able to access the system.
  - A sponsored ID can be obtained in some cases - discuss with your Faculty/Department

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## Logging In

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

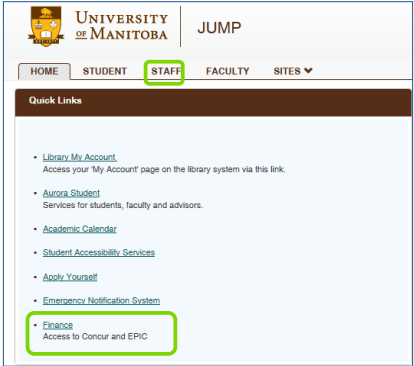


7




## 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

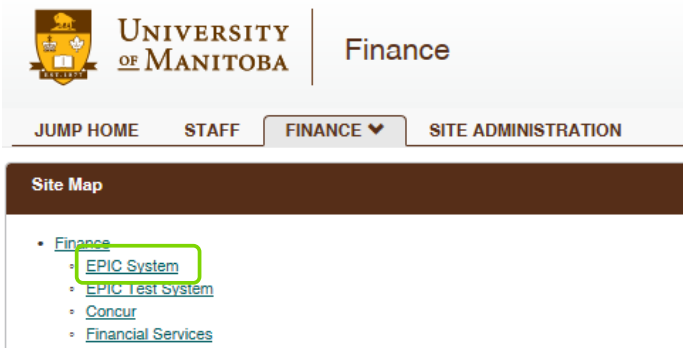


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# Logging In

- Both options will bring you to the Finance Tab
- In the Site Map section select the EPIC Link to log in



The screenshot shows the University of Manitoba Finance website. At the top, there is a navigation bar with 'JUMP HOME', 'STAFF', 'FINANCE' (selected with a dropdown arrow), and 'SITE ADMINISTRATION'. Below this is a 'Site Map' section with a tree structure. The 'Finance' category is expanded, showing sub-links: 'EPIC System', 'EPIC Test System', 'Concur', and 'Financial Services'. The 'EPIC System' link is highlighted with a green box.

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# Logging In

## 1. Click **OK** to the Ariba Privacy Statement

**Ariba Privacy Statement**

Ariba cares about your privacy, and wants you to know how your data is processed and where it is stored. With your privacy in mind, the Ariba Site does not require you to enter any personally identifiable information (such as your name, email address, phone number, etc. - also known as "Contact Data"). You or your company may choose, in your sole discretion, to enter Contact Data into the Ariba Site.

Ariba is a global organization serving many multinational customers. Data entered into the Ariba Site is sent over the internet using a secure connection (SSL) and is processed and stored on servers in the U.S.A.. If your company has purchased and is using the Ariba Spend Visibility offering, some of your company's product data may be processed in India.

Ariba treats all user data confidentially, and handles the data only as described in the Ariba Privacy Statement. Please read the Ariba Privacy Statement before indicating below your acknowledgement of receiving it and your acceptance of those provisions that apply to your Contact Data. Otherwise, you will not be able to access the Ariba Site.

I have read and accept the terms of the [Ariba Privacy Statement](#) that relate to my Contact Data.

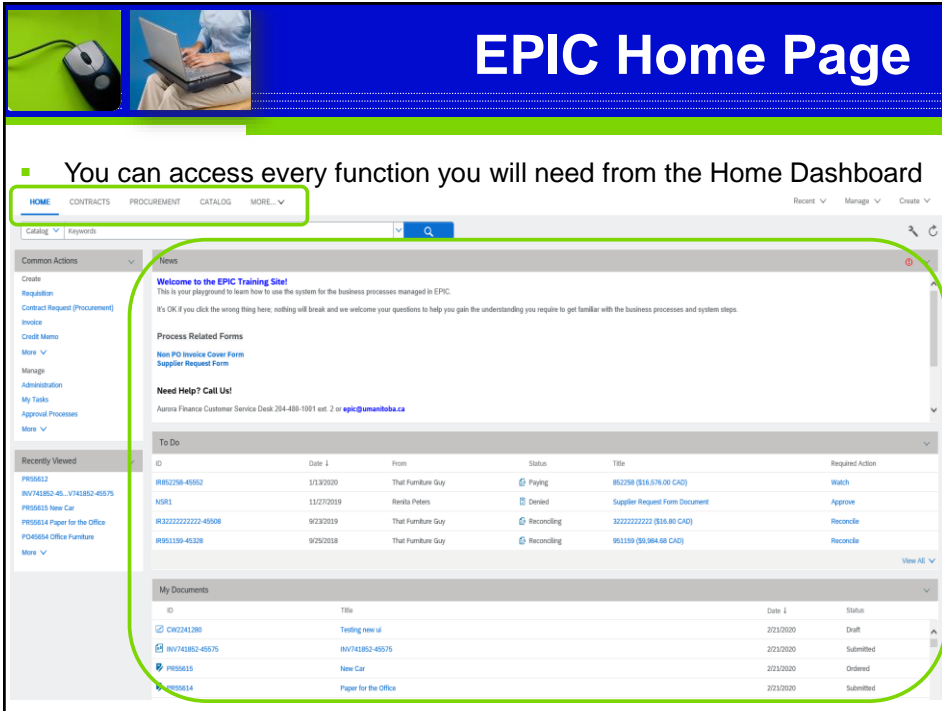
## 2. Click Ok to the **Invalid Fields** message

**Invalid Fields**

These fields are invalid. Click OK to continue.

Invalid Fields	Reason
Default Ship To	Default Ship To is not acceptable

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**EPIC Home Page**

You can access every function you will need from the Home Dashboard

HOME CONTRACTS PROCUREMENT CATALOGS MORE...

Recent Manage Create

Catalog Keywords

Common Actions

Create  
Requisition  
Contract Request (Procurement)  
Invoice  
Credit Memo  
Misc  
Manage  
Administration  
My Tasks  
Approval Processes  
More

Recently Viewed

PR5952  
INV741852-45\_V741852-45/75  
PR59515 New Car  
PR59514 Paper for the Office  
PO49554 Office Furniture  
More

News

**Welcome to the EPIC Training Site!**  
This is your playground to learn how to use the system for the business processes managed in EPIC.  
It's OK if you click the wrong thing here, nothing will break and we welcome your questions to help you gain the understanding you require to get familiar with the business processes and system steps.

Process Related Forms

New PO Invoice Cover Form  
Supplier Request Form

Need Help? Call Us!  
Aurora Finance Customer Service Desk 204-488-1001 ext. 2 or [epic@umanitoba.ca](mailto:epic@umanitoba.ca)

To Do

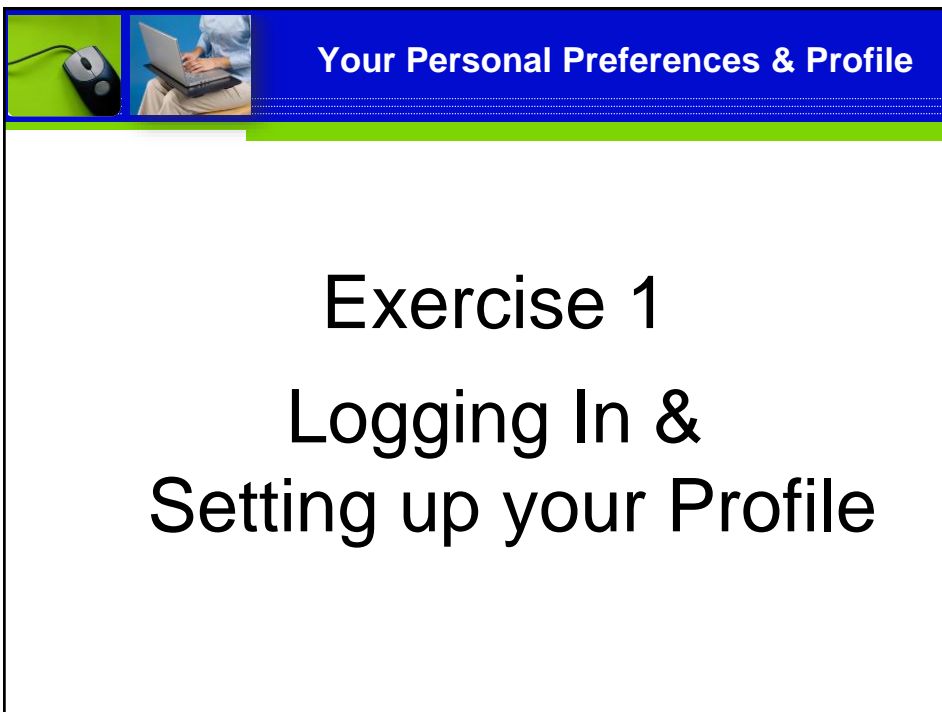
ID	Date I	From	Status	Title	Required Action
PR62298-4502	1/13/2020	That Furniture Guy	Paying	852258 (\$14,576.00 CAD)	Watch
NOR1	11/27/2019	Benita Peters	Denied	Supplier Request Form Document	Approve
IR322222222-4508	9/23/2019	That Furniture Guy	Reconciling	322222222 (\$18.80 CAD)	Reconcile
PR51159-4538	9/29/2018	That Furniture Guy	Reconciling	951159 (\$9,984.68 CAD)	Reconcile

View All

My Documents

ID	Title	Date I	Status
CM2041286	Testing new id	2/13/2020	Draft
INV741852-45/75		2/13/2020	Submitted
PR59515	New Car	2/13/2020	Ordered
PR59514	Paper for the Office	2/13/2020	Submitted

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**Your Personal Preferences & Profile**

**Exercise 1**

**Logging In & Setting up your Profile**

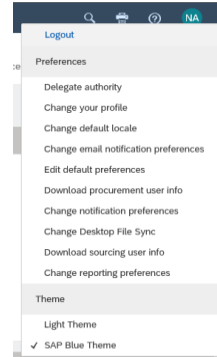
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## Your Personal Preferences & Profile

### 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



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## Your Personal Preferences & Profile

### 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

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## 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

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## Approval Process

- **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

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## 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

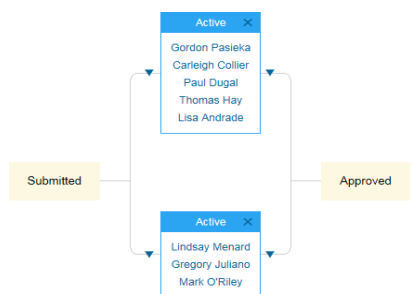
17



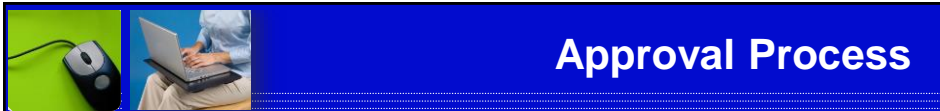
## Approval Process

- Approval flows come in all shapes & sizes
  - Financial Authority
    - Financial Authority with Split accounting

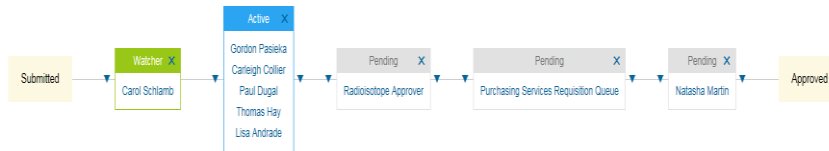




18

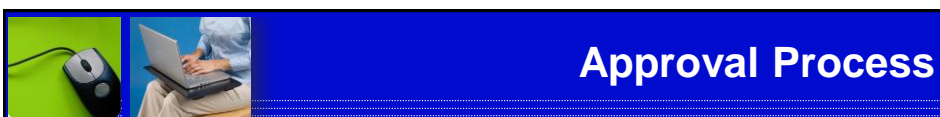


# Approval Process



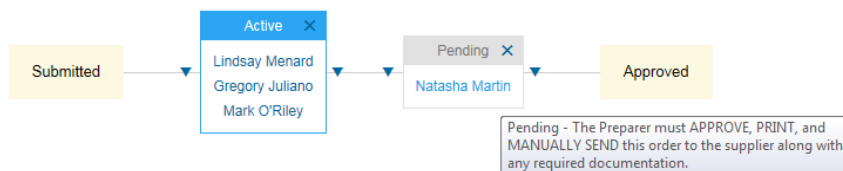
- This request was:
  - Created by one person for another person
  - Selected commodity requires approval
  - Total value of the item/order requires Purchasing Services review
  - The selected supplier is not transacting with the University electronically

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# 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


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# 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

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# Approval Process

- If you choose to receive individual emails:


Requisition

**Requires your action**

PR54477 - requires your action because "Approval Required on all orders from Signing Authority."

Approve

Deny

View

Requester  
Kristine Ward


Requisition  
PR54477 - FS- Course Textbooks

Created  
Tuesday, May 2, 2017 at 12:18 PM, CDT

Total Amount  
**\$6,170.00 CAD**

Line Items									
1	Description	Supplier	Qty	Unit	Price	Amount			
	Fundamentals of Accounting Textbooks reprint	Chartered Professional Accountants Manitoba	60.00	each	\$100.00 CAD	\$6,000.00 CAD			
	Account Type Expense	Deliver To Kristine Ward							
	Program	Organization	Fund	Account	SubAccount	Activity	Location	Product Type	Proportion
	1300-Administration Expenses	571000 - Financial Services	110000 - General Operating Allocation	704001-Printing					Percentage 100.00
2	Description	Supplier	Qty	Unit	Price	Amount			
	Delivery	Chartered Professional Accountants Manitoba	1.00	each	\$170.00 CAD	\$170.00 CAD			
	Account Type Expense	Deliver To Kristine Ward							

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## Approval Process


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

From: Arriba Administrator [mailto:arriba-reply@ansmtp.ariba.com]  
 Sent: Wednesday, June 28, 2017 2:29 AM  
 To: Kristine Ward <Kristine.Ward@umanitoba.ca>  
 Subject: Arriba email Summary: 8 Notification(s)

You have 8 Notification(s). Click on the URL in each section to access the request in Arriba Buyer.

<a href="#">View</a>	Message PR2479-R09 - - The collaboration request was permanently rejected by Arriba Network.	Requester David Mosscrop	Created Tuesday, August 14, 2012 at 2:27 PM, CDT
<b>COLLABORATIONTHREADFAILED</b>			
<a href="#">View</a>	Message PR617-R11 -	Requester Kristine Ward (Test)	Created Thursday, April 19, 2012 at 7:16 AM, CDT
<a href="#">View</a>	Message PR618-R12 -	Requester Kristine Ward (Test)	Created Thursday, April 19, 2012 at 7:23 AM, CDT
<a href="#">View</a>	Message PR170-R23 -	Requester Kristine Ward (Test)	Created Friday, May 18, 2012 at 10:28 AM, CDT
<a href="#">View</a>	Message PR2479-R09 -	Requester David Mosscrop	Created Tuesday, August 14, 2012 at 2:27 PM, CDT

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## Approval Process

- If you choose to have consolidated emails or no email notification:
  - log into EPIC and review the **To Do** box

To Do					
ID	Date ↓	From	Status	Title	Required Action
PR55614	2/21/2020	Natasha Ann Martin	Submitted	Paper for the Office	Approve
IR852258-45552	1/13/2020	That Furniture Guy	Paying	852258 (\$16,576.00 CAD)	Watch
NSR1	11/27/2019	Renita Peters	Denied	Supplier Request Form Document	Approve
IR3222222222-45508	9/23/2019	That Furniture Guy	Reconciling	3222222222 (\$16.80 CAD)	Reconcile
IR951159-45328	9/25/2018	That Furniture Guy	Reconciling	951159 (\$9,984.68 CAD)	Reconcile


View All

- An approver can select **Approve** or **Deny** and add comments

Approve

Deny


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## Approval Process

- 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!

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## 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.

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## 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](http://umanitoba.ca/admin/financial_services/purch/2130.html)

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## Purchasing in EPIC

**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](http://umanitoba.ca/admin/financial_services/purch/purchase.html)

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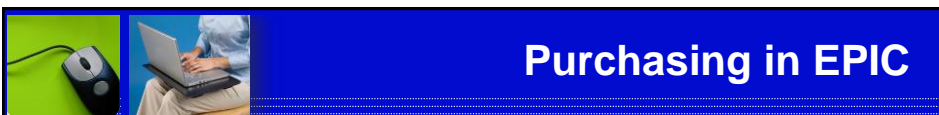


## Purchasing in EPIC

### 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

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## 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

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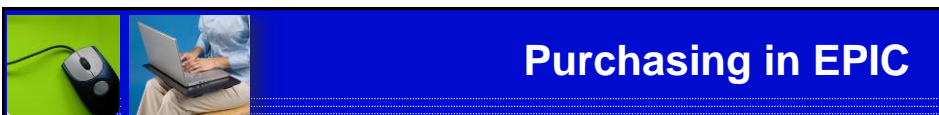
## Purchasing in EPIC

### 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](http://umanitoba.ca/admin/governance/governing_documents/financial/379.html)

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## Purchasing in EPIC

### 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.”*

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## Purchasing in EPIC

- **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](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.

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## Purchasing in EPIC

### 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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## Purchasing in EPIC

### 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.



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## 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.

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## What type of expenses are processed in EPIC versus Concur?

EPIC	Concur
<p><u>Department purchases</u> such as:</p> <ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Lab equipment and supplies</li> <li>• Software</li> <li>• Reprints</li> <li>• Consulting services</li> </ul> <p>Or any other procured good or service.</p>	<p>Travel and business expenses for an <u>individual</u> such as:</p> <ul style="list-style-type: none"> <li>• Travel costs</li> <li>• Conference registrations and related expenses</li> <li>• Meals</li> <li>• Professional development</li> <li>• Individual professional memberships</li> <li>• Hospitality</li> </ul>

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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.


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## Expenses in EPIC versus Concur

EPIC	Concur
<p><u>Institutional</u> memberships in the name of:</p> <ul style="list-style-type: none"> <li>• a department</li> <li>• a lab</li> <li>• a research group</li> <li>• the University as a whole</li> <li>• a group of people</li> </ul>	<p>Professional memberships for an <u>individual</u>.</p>
<p>Professional development for a <u>group</u> that is <b>not</b> attributed to specific individuals.</p>	<p>Professional development for an <u>individual</u> that includes learning to earn or maintain professional credentials, attending conferences, and informal learning opportunities.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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## 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


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## 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

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## Creating Purchase Requisitions

# Exercise 2

## Searching Catalogs & Creating a Requisition

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## Creating Purchase Requisitions


University of Manitoba

HOME   CONTRACTS   PROCUREMENT   CATALOG   MORE... ▾   Recent ▾   Manage ▾   Create ▾

Catalog ▾   Keywords   🔍   🔍   ↻

- 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?

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## Creating Purchase Requisitions


University of Manitoba

HOME   CONTRACTS   PROCUREMENT   CATALOG   MORE... ▾   Recent ▾   Manage ▾   Create ▾

Catalog ▾   Keywords   🔍   🔍   ↻

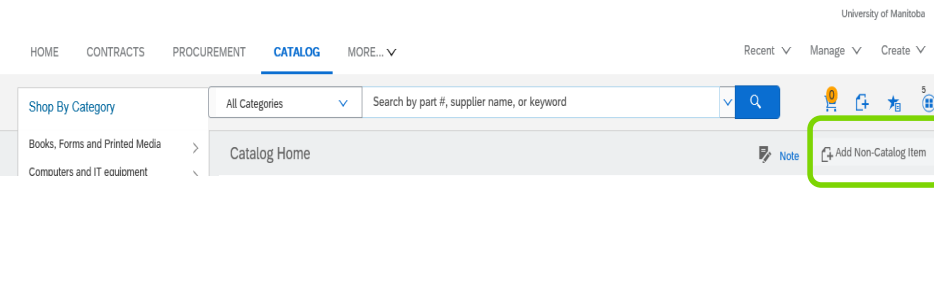
- EPIC allows you to create a **Non-Catalog request** for any item not available in a catalog from any supplier that accepts Purchase Orders
- Recommendations:
  - Obtain a quote from the supplier
  - Attach the quote to the request in EPIC
  - Provide full description and pricing of each item
    - e.g. Add a line on your requisition for shipping if known

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## Creating Purchase Requisitions

- 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



University of Manitoba


HOME CONTRACTS PROCUREMENT **CATALOG** MORE... ▾ Recent ▾ Manage ▾ Create ▾

Shop By Category All Categories ▾ Search by part #, supplier name, or keyword 🔍

Books, Forms and Printed Media > Catalog Home 📄 Note ➕ Add Non-Catalog Item

Computers and IT equipment >

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## 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**.

Create Non-Catalog Item

Full Description: \*

Commodity Code: \* (no value) ▾

Account Type: \* (no value) ▾

Quantity:

Unit of Measure: each ▾

Price: \* \$0.0000 CAD ▾

Additional Pricing Details ⓘ

Amount: \$0.0000 CAD

Supplier Information


Supplier: (No Preference) ▾

Contact: (no value) [select]

Supplier Part Number:

Supplier Auxiliary Part ID:

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## Creating Purchase Requisitions

# Exercise 3

## Creating a Non-Catalog Purchase Requisition

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## 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

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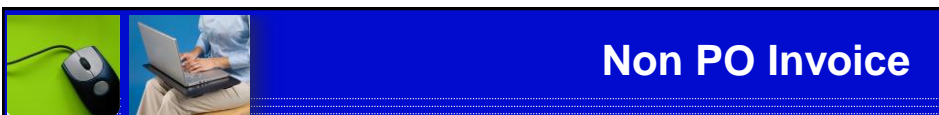


## Creating Purchase Requisitions

### 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>
- Check your approval flows
  - Who needs to approve the requisition?
  - Are you the final approver?


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## 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
    - AND**
    - Invoice is not associated to an EPIC Purchase Order or Contract ID

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## Non PO Invoice

- **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
  - Commission 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.

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## Non PO Invoice

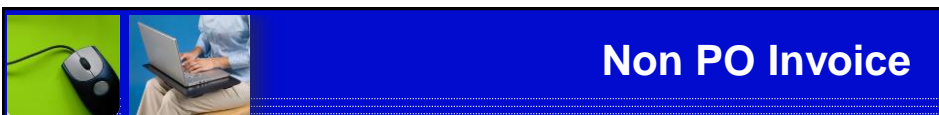
- **There are 5 steps to process a Non-PO invoice:**
  - **Step 1:** Enter Invoice Header Information & add attachments
    - *Invoice #, Invoice date, supplier*
  - **Step 2:** Enter Line item details
    - *Description of items, commodity code, accounting, price etc.*
  - **Step 3:** Review and Edit 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

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# Exercise 4

## Entering a Non-PO Invoice

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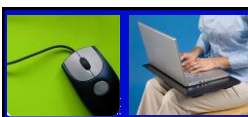


## Non PO Invoice

After you create your invoice in EPIC:

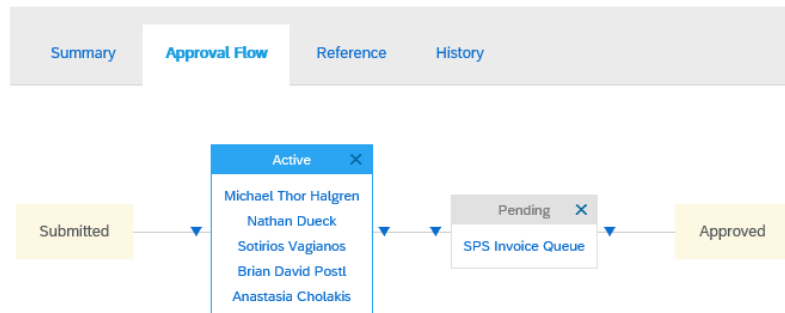
- Complete the **Non-PO Invoice Cover form** with the following details:
  - Supplier Name
  - Current Date
  - EPIC Invoice number
  - Requester name, phone #, email and Department
- Attach the **original invoice** to the form
  - You can only submit **1 invoice per form**
- Send to SPS via Campus mail

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## Non PO Invoice

- All Non-PO Invoices are approved by the Financial Authority on the selected FOP
- The final approver is Supplier Payment Services (SPS)




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## Non PO Invoice

- **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.

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## Non PO Invoice

### 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

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- 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?

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- **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!

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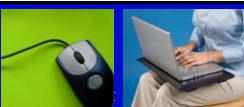


## Managing Purchase Requisitions

# Exercise 5 & 6

## Searching, Copying, Editing, Withdrawing & Deleting Requisitions

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## Managing Purchase 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

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## 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

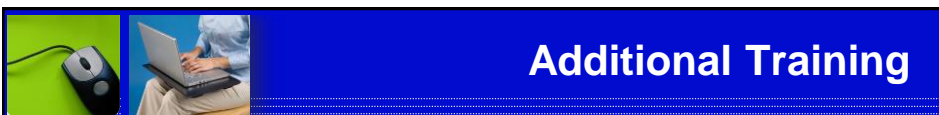
- **EPIC – After the Order**

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.

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## 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



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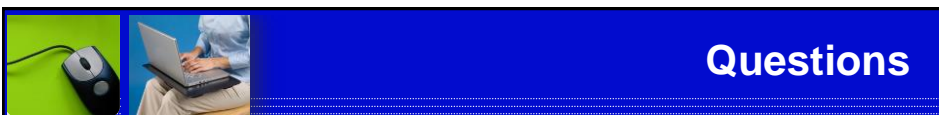




## Assistance

- **Need additional support using EPIC?**
  - **Aurora Finance Customer Service Desk** for system support at 204-480-1001 ext. 2 or [epic@umanitoba.ca](mailto: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](mailto:purchasing@umanitoba.ca)
  - **Supplier Payment Services** for inquiries regarding supplier invoices, credits or payments, (*see webpage for contact*)
  - ASK Aurora Sessions

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## Questions



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Thank you!

