INDIANA UNIVERSITY

ELECTRONIC PROCUREMENT AND INVOICE CENTER
-EPIC-

Payment Request (PREQ) Approval Process

October, 2005

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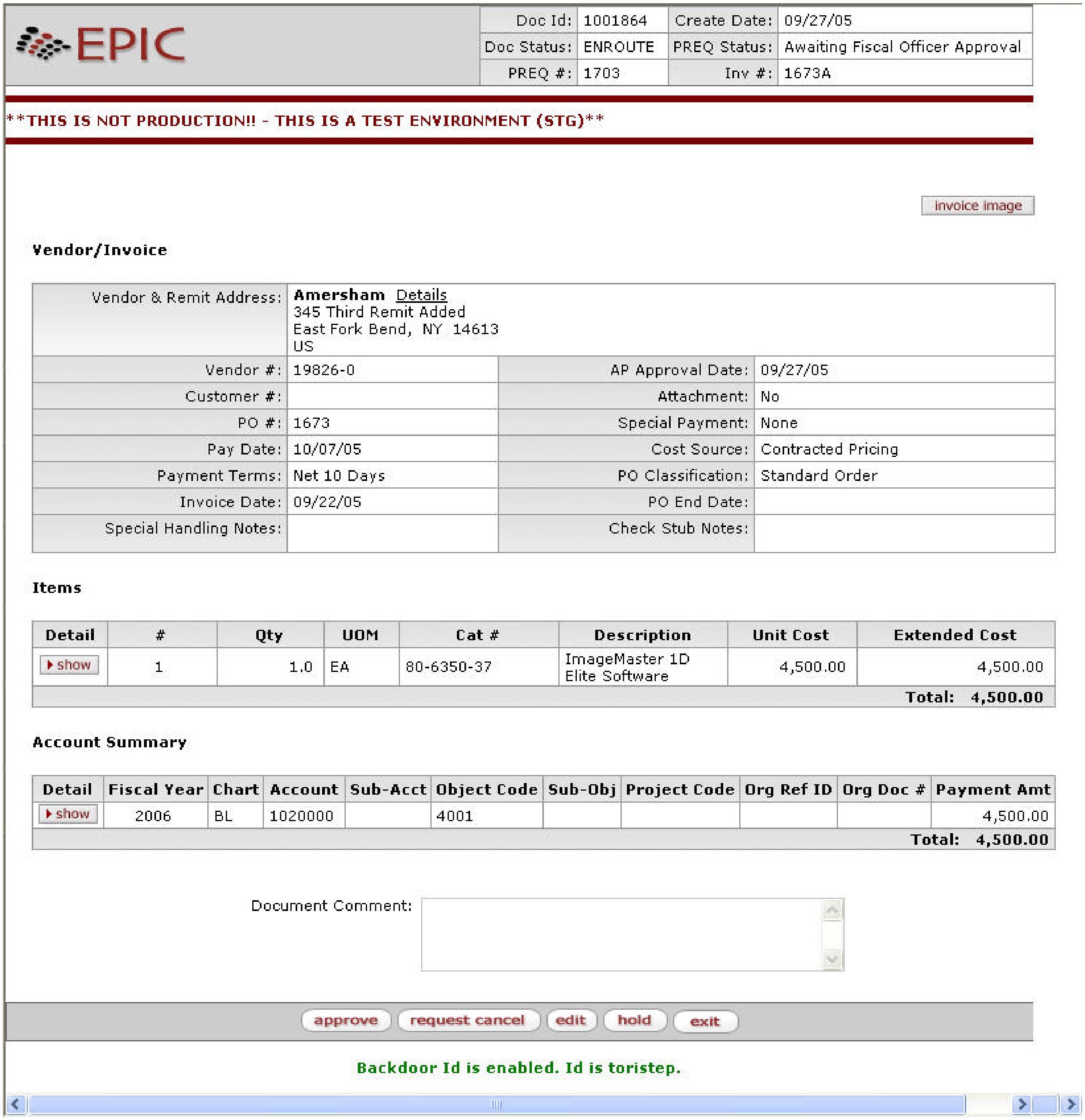
The PREQ (payment request) document is created when a vendor invoice is processed by an Accounts Payable processor in EPIC (Electronic Procurement and Invoicing Center). Once the PREQ is approved by the Accounts Payable processor and the invoice image is attached, the PREQ routes to departments for approval according to defined routing rules. Departments review the PREQs that are in routing and can either approve the payment request, place it on hold, change account information or request that the payment request be cancelled.

The purpose of this document is to support the departments in their role of approving PREQs.

1. The PREQ document

Here is an image of an entire PREQ document as it will appear in EPIC during routing for fiscal officer approval. Following the PREQ image, the main sections of the PREQ are displayed with explanation.



EPIC

Doc Id:	1001864	Create Date:	09/27/05
Doc Status:	ENROUTE	PREQ Status:	Awaiting Fiscal Officer Approval
PREQ #:	1703	Inv #:	1673A

THIS IS NOT PRODUCTION!! - THIS IS A TEST ENVIRONMENT (STG)

invoice image

Vendor/Invoice

Vendor & Remit Address:	**Amersham** Details 345 Third Remit Added East Fork Bend, NY 14613 US		
Vendor #:	19826-0	AP Approval Date:	09/27/05
Customer #:		Attachment:	No
PO #:	1673	Special Payment:	None
Pay Date:	10/07/05	Cost Source:	Contracted Pricing
Payment Terms:	Net 10 Days	PO Classification:	Standard Order
Invoice Date:	09/22/05	PO End Date:	
Special Handling Notes:		Check Stub Notes:	

Items

Detail	#	Qty	UOM	Cat #	Description	Unit Cost	Extended Cost
show	1	1.0	EA	80-6350-37	ImageMaster 1D Elite Software	4,500.00	4,500.00
						Total:	**4,500.00**

Account Summary

Detail	Fiscal Year	Chart	Account	Sub-Acct	Object Code	Sub-Obj	Project Code	Org Ref ID	Org Doc #	Payment Amt
show	2006	BL	1020000		4001					4,500.00
									Total:	**4,500.00**

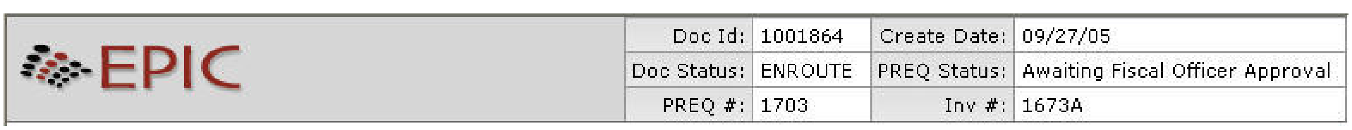
Document Comment:

approve | request cancel | edit | hold | exit

Backdoor Id is enabled. Id is toristep.

There are 5 main sections to the payment request. These sections are reviewed below:

1.1 The Document Header



EPIC

Doc Id:	1001864	Create Date:	09/27/05
Doc Status:	ENROUTE	PREQ Status:	Awaiting Fiscal Officer Approval
PREQ #:	1703	Inv #:	1673A

At the top of the PREQ, the document header provides identifying information as shown above.

- Doc Id - the routing id that Workflow uses to identify the document.
- Create Date - the date the AP user processed the invoice in EPIC.

- Doc Status - the workflow status of the document.
- PREQ Status - the EPIC document status for the payment request. PREQ statuses include:

PREQ Status:	☐ AP-approved	☐ Auto-approved	☐ Awaiting Base Org Review
	☐ Awaiting Fiscal Officer Approval	☐ Awaiting Sub-account manager approval	☐ Cancelled
	☐ Department-approved	☐ In progress	

- PREQ # - the EPIC assigned number associated with the PREQ being viewed
- Inv # - the vendor assigned number associated with the invoice which was processed to create the PREQ being viewed

1.2 Vendor / Invoice Section

invoice image

Vendor/Invoice

Vendor & Remit Address:	**Amersham** Details 345 Third Remit Added East Fork Bend, NY 14613 US		
Vendor #:	19826-0	AP Approval Date:	09/27/05
Customer #:		Attachment:	No
PO #:	1673	Special Payment:	None
Pay Date:	10/07/05	Cost Source:	Contracted Pricing
Payment Terms:	Net 10 Days	PO Classification:	Standard Order
Invoice Date:	09/22/05	PO End Date:	
Special Handling Notes:		Check Stub Notes:	

The section of the PREQ titled 'Vendor / Invoice' provides information that defines the payment request. The following links are provided:

- invoice image - this link enables user to view a scanned image of the original invoice that was processed to create this PREQ
- Details – this link enables the user with the EPIC vendor record for that vendor. That view provides additional details from the vendor setup
- pdp status – this link is only available on PREQs that have been auto approved by the system and remain in the user's action list as an FYI document. This link enables the user to view details about the funds disbursement used to pay the PREQ.

Other important vendor/invoice information is displayed in this section as well including the PO#, Pay Date, Payment Terms, Special handling notes, Check stub notes (see above).

1.3 Items Section

Items

Detail	#	Qty	UOM	Cat #	Description	Unit Cost	Extended Cost
show	1	1.0	EA	80-6350-37	ImageMaster 1D Elite Software	4,500.00	4,500.00
							Total: 4,500.00

The Items section of the PREQ is where line items of the PREQ are displayed. Selecting edit from the action buttons at the bottom of the screen delivers the screen that allows fiscal officer editing. See “Section 3.4. What changes can I make?” for further explanation of line item accounting.

The line numbers on the PREQ correspond to the line numbers from the original purchase order. In the example above, an invoice has been processed against the first line of the PO.

Additional charges, if any, like freight charges, that were not included as individual line items on the purchase order are shown following the purchase order line items.

1.4 Account Summary Section

Account Summary

Detail	Fiscal Year	Chart	Account	Sub-Acct	Object Code	Sub-Obj	Project Code	Org Ref ID	Org Doc #	Payment Amt
hide	2006	BL	1020000		4001					4,500.00

Line #	Est. Payment Amt	Description
1	4,500.00	ImageMaster 1D Elite Software

Total: 4,500.00

The Account Summary section provides the invoiced amounts at the account-string level. In the image above, the show button has been selected to reveal the lines and amounts contributing to each accounting string. In this case, there is only one account string and the detail reflects only line #1 from the item section above. If there are multiple lines and multiple accounts on the PREQ, this view can be helpful in understanding the amount distribution.

The user clicks on the hide button to collapse the detail.

1.5 Document Comment Section

A note is required when the action request cancel or the action hold is performed. Comments for these actions are entered in the Document comment box (below):

Document Comment:

1.6 Action Buttons Section

The action buttons are located at the bottom of the PREQ screen.

approve | request cancel | edit | hold | close

These buttons are described briefly below. Action buttons are explained more completely in the referenced documentation section.

- approve: The fiscal officer or PREQ delegate uses this action button to approve the payment request document (see Section 3.2. Approving a PREQ).
- request cancel: Departments can request that a PREQ document be cancelled (see Section 3.8. Requesting that a PREQ be cancelled).
- edit: If the fiscal officer or PREQ delegate needs to change the accounting string, then edit is selected (see Section 3.4. Changes allowed on a PREQ).

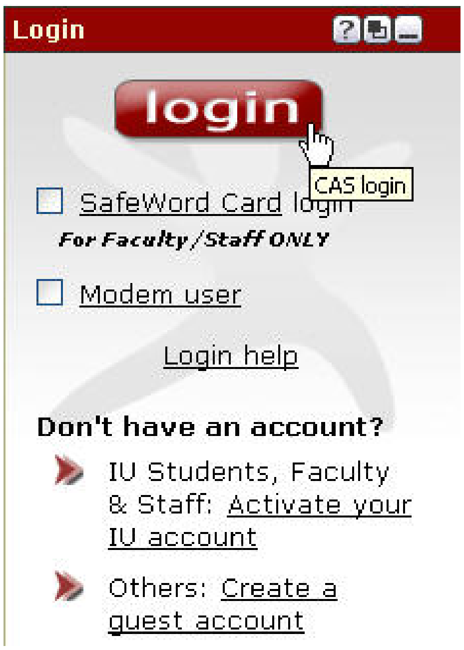
- hold: The fiscal officer or PREQ delegate can place a hold on the document (see Section 3.6. Placing a PREQ on Hold and Section 3.7. Taking a PREQ off Hold).
- close: Selecting close will close the document from view. No changes will be made to a PREQ when Close is selected. The document remains in the action list until action is taken on it.

2. PREQs route to the action list

2.1 Accessing documents in OneStart

Logging into OneStart enables a fiscal officer or fiscal officer delegate access to PREQs.

Departmental users log into OneStart using their CAS identification and password.



2.2 How a PREQ document routes

The PREQ document will route first through sub account routing, if any has been set up. Following sub account routing or if no sub account routing has been set up, the PREQ document will route through Fiscal Officer routing. Workgroups or individual approvers in Sub Account routing are set up in workflow. Fiscal Officer Approval delegates are set up in FIS. Fiscal officer routing will ignore all previous approvals in routing a document. For example, if an individual has been set up as a member of a sub account workgroup in sub account routing and is also the PREQ delegate, a single PREQ may require that individual's approval two times – once as a sub account workgroup member and a second time as a fiscal officer delegate.

2.3 Overview of workflow

Payment requests are routed through Fiscal Office routing (including Sub-account management routing, if applicable) via Workflow within OneStart. In OneStart, an approver can select her/his Action List or search for the document from Workflow to begin the approval process.

The action list link is located in the upper left corner of the OneStart screen. Action List

Selecting the link, Action List, brings forth the documents available for user action. The action list will contain all documents from university systems using workflow for routing and not just the payment request document.

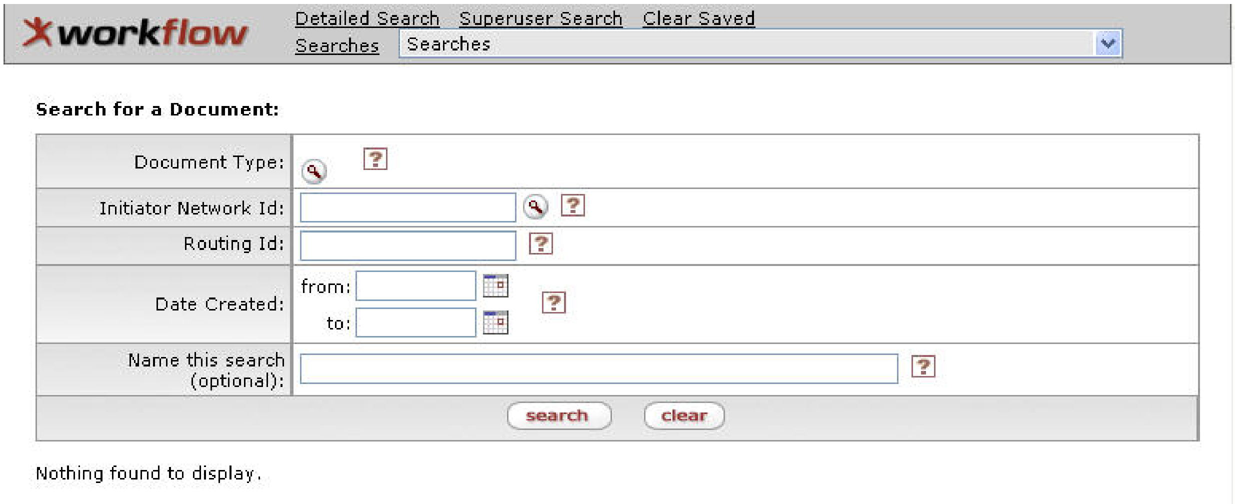
Action List

29 items found, displaying 11 to 20.[First/Prev] 1, 2, 3 [Next/Last]

Routing Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Clear FYI	Route Log
295184	Epic Payment Request	Payment Request: 1103	PROCESSED	ACKNOWLEDGE	Maschino, Peggy D		08:44 AM 06/07/2005			
295200	Epic Payment Request	1115 BL-1020000 Cannon IV $378.74	ENROUTE	APPROVE	Sissom, Jay D		09:58 AM 06/07/2005			
295321	Epic Payment Request	1126 UA-1912610 Cannon IV $8,867.30	ENROUTE	APPROVE	Maschino, Peggy D		02:06 PM 06/07/2005			
295336	Epic Payment Request	1083 IN-6182560 Cannon IV $763.92	ENROUTE	APPROVE	Danielson, Aline B		02:34 PM 06/07/2005			
296142	Epic Requisition	Requisition: 1774	ENROUTE	APPROVE	Sissom, Jay D		09:11 AM 06/13/2005			
296782	Maintain Funding	08/01/05 Type: SB SalPlan: SS Dept: UA-FMOP UnivId: 0001786122-0	PROCESSED	ACKNOWLEDGE	Taylor, Marci L		04:33 PM 06/21/2005			
296858	Maintain Funding	07/17/05 Type: SB SalPlan: SS Dept: UA-FMOP UnivId: 0001785999-0	PROCESSED	ACKNOWLEDGE	Taylor, Marci L		03:31 PM 06/22/2005			
296920	Epic Payment Request	Payment Request: 1222	PROCESSED	ACKNOWLEDGE	Maschino, Peggy D		11:35 AM 06/23/2005			
296931	Epic Payment Request	1162 UA-1912610 Cannon IV $275.00	ENROUTE	APPROVE	Maschino, Peggy D		11:53 AM 06/23/2005			
297068	Epic Payment Request	Payment Request: 1251	PROCESSED	ACKNOWLEDGE	Davis, Alena D		01:34 PM 06/24/2005			

29 items found, displaying 11 to 20.[First/Prev] 1, 2, 3 [Next/Last]

Selecting the searching glass Action List next to the Action List link allows a document search. This search can be useful if the routing id is known (below):



Action lists and document searches can also be accessed through Workflow from the choices in OneStart.

2.4 Identifying workflow documents as PREQs

PREQ documents can be located by viewing the column in the action list titled Type. Payment requests are the type 'Epic Payment Request'. In the title column for payment requests with a route status of 'Enroute', the Title provides the PO#, the chart and account for the first account on the first line item on the PREQ, the Vendor name and the total amount of payment request.

Routing Id	Type	Title	Route Status
295184	Epic Payment Request	Payment Request: 1103	PROCESSED
295200	Epic Payment Request	1115 BL-1020000 Cannon IV $378.74	ENROUTE
295321	Epic Payment Request	1126 UA-1912610 Cannon IV $8,867.30	ENROUTE

2.5 Do the PREQs for more than $5,000 appear red?

The PREQ does not display in the red in the action list. The total amount of the payment request is provided in the title column. For the document with routing id = 295321 (above), the total equals $8,867.30. This document will require positive approval.

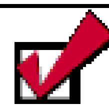
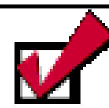
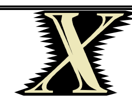
As referenced in Section 2.4, the PREQ with routing id = 295321 is for Purchase Order #1126, the chart is UA, the account is 19-126-10, the vendor is Cannon IV, and the total invoice is $8,867.30.

The account listed in the title column is the first account on the first line item on the PREQ.

3. PREQ approval

3.1 Note about internal controls – need separation of duties

Appropriate separation of duties means that at least two people from the department have been involved in the process of creating a requisition, approving a requisition and approving a payment request

Initiated Requisition	Approved Requisition	Approved PREQ	Proper Separation
Bob	Jane (Fiscal officer)	Jane (Fiscal officer)	
Jane (Fiscal officer)	Jane (Fiscal officer)	Bob (PREQ delegate)	
Jane (Fiscal officer)	Jane (Fiscal officer)	Jane (Fiscal officer)	

3.2 Approving a PREQ

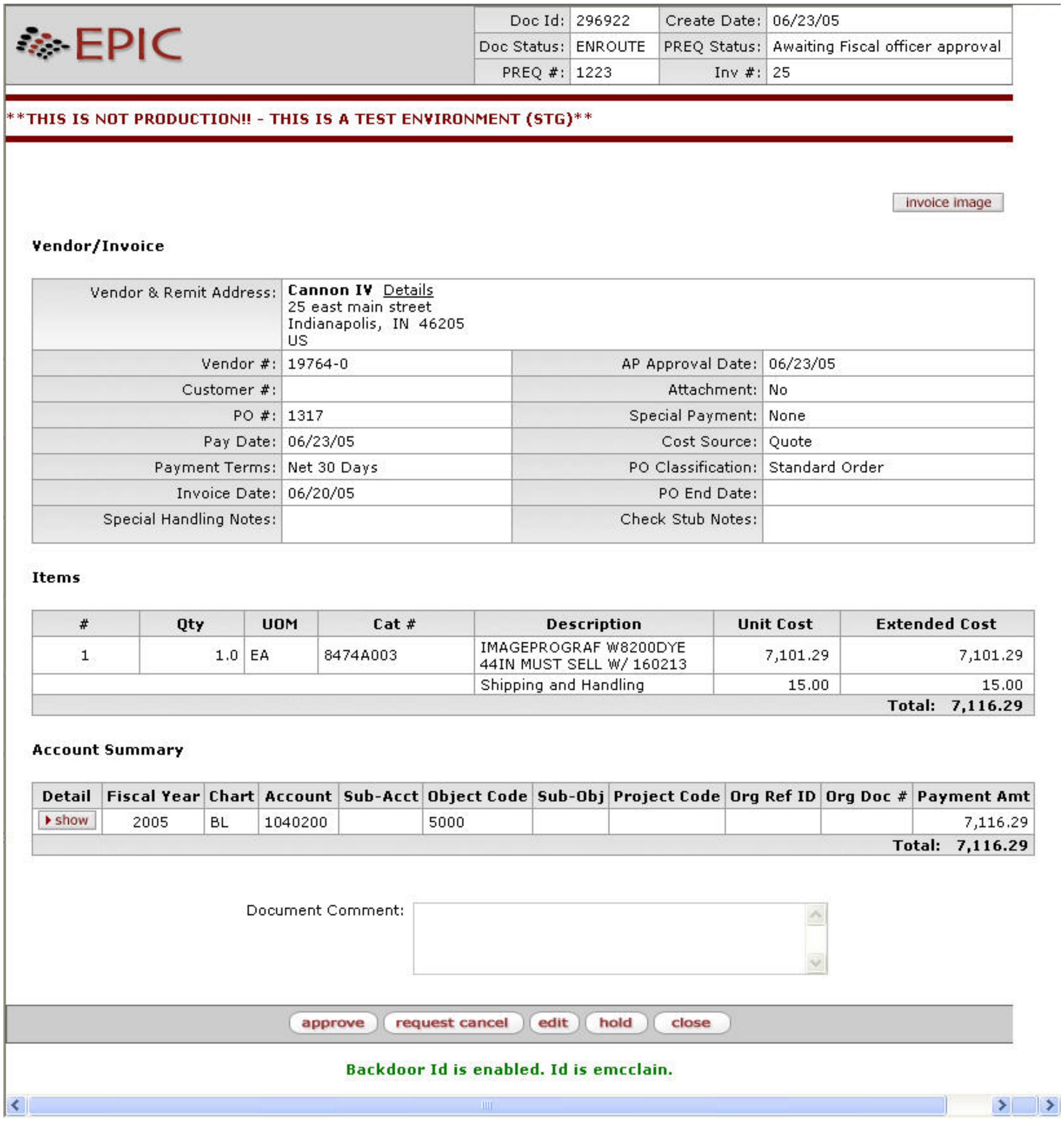
Departmental users can approve PREQ documents by clicking the approve button: 

at the bottom of the form. Once a document has been approved, it continues with routing. Approving a PREQ assumes that the following conditions have been met:

1. Approve means the PREQ is being approved for the payment to be made.
2. The invoice has been processed correctly with accounts charged to the fiscal officer or PREQ delegate’s satisfaction.
3. The goods and/or services have been delivered as ordered.

3.3 Viewing the PREQ form

The PREQ has been set up in EPIC as a form once it has been AP approved. Note that this form does not contain the collapsible folders that are present in the invoice processing screens. Note the features of the form:



EPIC

Doc Id:	296922	Create Date:	06/23/05
Doc Status:	ENROUTE	PREQ Status:	Awaiting Fiscal officer approval
PREQ #:	1223	Inv #:	25

THIS IS NOT PRODUCTION!! - THIS IS A TEST ENVIRONMENT (STG)

invoice image

Vendor/Invoice

Vendor & Remit Address:	**Cannon IV** Details 25 east main street Indianapolis, IN 46205 US		
Vendor #:	19764-0	AP Approval Date:	06/23/05
Customer #:		Attachment:	No
PO #:	1317	Special Payment:	None
Pay Date:	06/23/05	Cost Source:	Quote
Payment Terms:	Net 30 Days	PO Classification:	Standard Order
Invoice Date:	06/20/05	PO End Date:	
Special Handling Notes:		Check Stub Notes:	

Items

#	Qty	UOM	Cat #	Description	Unit Cost	Extended Cost
1	1.0	EA	8474A003	IMAGEPROGRAF W8200DYE 44IN MUST SELL W/ 160213	7,101.29	7,101.29
				Shipping and Handling	15.00	15.00
						Total: 7,116.29

Account Summary

Detail	Fiscal Year	Chart	Account	Sub-Acct	Object Code	Sub-Obj	Project Code	Org Ref ID	Org Doc #	Payment Amt
show	2005	BL	1040200		5000					7,116.29
										Total: 7,116.29

Document Comment:

approve | request cancel | edit | hold | close

Backdoor Id is enabled. Id is emcclain.

3.4 Changes allowed on a PREQ

Changes can be made to the PREQ in the accounting string and the account distribution percentage of a line item amount.

If the accounting string requires editing, the departmental user will select edit from the action buttons located at the bottom of the PREQ. The document returns in the form that allows editing (below).

EPIC

Doc Id:	297363	Pay Req Number:	1286
Doc Status:	ENROUTE	Pay Req Status:	Awaiting Fiscal officer approval
Create Date:	06/29/05	Initiator:	csinex

THIS IS NOT PRODUCTION!! - THIS IS A TEST ENVIRONMENT (STG)

Edit a Routed Payment Request

expand all collapse all

Vendor hide

Vendor Name:	Cannon IV	City:	Indianapolis, IN
RemitAddress 1:	703 E. 30th St., Suite 11	Postal Code:	46205
RemitAddress 2:		Country:	US
RemitAddress 3:			
PO #:	1511	Vendor #:	19764-0

Invoice Info hide

		Attachment Flag:	☐
Pay Date:	07/20/05 ☐ (immediate pay)	PO Notes:	No
Payment Terms:	Net 30 Days	Special Payment:	None
Invoice Date:	06/20/05	Cost Source:	Quote
PO End Date:		Payment Classification:	Standard Order
		Initiator:	Charles Alan Sinex
Special Handling Instructions:	Adding handling instruction while on Hold by sbeaver Instruction by ad1.	Check Stub Notes:	

Process Items hide

Add/Edit Items

#			PO UOM	PO Unit/Ext Price	Qty Invoiced	Invoice Unit Price	Total Inv Cost	Catalog #	Description
2	edit		EA	1241.27	1.00	1241.27	1241.27	SYPM2KU	SYMMETRA RM 2KVA PWR MOD

Additional Charges

	Invoice Total Prior to Additional Charges	**1,241.27**	
edit	Freight	0.00	
edit	Shipping and Handling	0.00	
edit	Minimum Order	0.00	
edit	Miscellaneous	0.00	

Total

Grand Total	**1,241.27**	

review... exit

Changes can be made to the PREQ accounting string as long as the account string change is within the approver's domain. The dollar amount associated with the accounting string for that line item cannot change in total. To edit the accounting string on line two, the approver should select edit on the line marked #2. This will return the accounting fields:

Process Items ▾ hide

Line Item 2 - Detail return to all line items ▸

PO UOM	PO Unit/Ext Price	Qty Invoiced	Invoice Unit Price	Total Inv Cost	Catalog #	Description
EA	1241.27	1.00	1241.27	1241.27	SYPM2KU	SYMMETRA RM 2KVA PWR MOD

Line Item 2 - Accounts

	Chart	Acct	Sub-Acct	Obj Code	Sub-Obj	Project Code	Org Ref Id	%	
2.1	IN	6186918	ADHD	5000				60 %	
2.2	UA	1912610		5000				40	delete account

add additional accounts

Note that this fiscal office owns the account in Line 2.2. The fields that can be changed are indicated by text boxes, . In the above example, changes can be made to the accounting string, which includes Chart, Account, Sub-account, Object code, Project code, and Organization Reference ID.

In this example, the purchase order allocated 60% of the item cost to IN-6186918 and 40% of the item cost to UA-1912610. The fiscal officer or PREQ delegate is able to make changes to the 40% cost that is allocated on line 2.2. If it is determined that the account, sub-account, object code, sub-object code, project code, or organization reference id needs changed, that action is permitted as long as the account is in the domain of the fiscal officer or PREQ delegate.

If the fiscal officer or PREQ delegate needs to reallocate the 40% cost to two accounts, the FO simply selects add additional accounts and line 2.3 is returned and ready for input. As many accounting lines can be added as are needed.

Line Item 2 - Accounts

	Chart	Acct	Sub-Acct	Obj Code	Sub-Obj	Project Code	Org Ref Id	%	
2.1	IN	6186918	ADHD	5000				60 %	
2.2	UA	1912610		5000				40	delete account
2.3									delete account

add additional accounts

The constraints on the changes that can be made are:

The account-string must be in the fiscal officer or PREQ delegate's domain. . If the account is not in that domain an error message will return:

ERROR: On Item 2 you are unauthorized for the Accounting String on Account 2

The total % allocated must equal the beginning percentage under the fiscal officer or PREQ delegate's control. In this case, the final total percentage must sum to 40%.

An error message will return if account percentage totals are not correct.

ERRORS FOUND ON PAGE (SEE OPEN TABS)

ERROR: Item 2 has invalid totals. The total percent of the accounts must equal 100%.

Accounting lines must have a percentage between 1% and 100%. If a line is changed to 0%, it must be deleted by selecting delete account.

ERROR: All %s of Item 2 must be whole numbers between 1-100

Once all edits have been made to the fiscal officer or PREQ delegate's satisfaction, the action button review... is selected at the bottom of the page. The system will then validate the changes. If any errors exist or warnings are needed, the error and warning messages will return to the screen to be resolved. If the validation is clean, the fiscal officer or PREQ delegate will be returned to the approval screen with the changes included. The action buttons from the approval screen will then be available.

approve | request cancel | edit | hold | close

3.5 Auto approvals

PREQs will be auto approved in a 9:00 pm batch process on the evening before the pay date if they meet the following criteria:

- The total PREQ is less than $5,000
- The PREQ contains no accounts that require positive approval
- The PREQ does not have a "Hold" flag
- The PREQ does not have a "Request Cancel" flag
- The PREQ is in "Awaiting Fiscal Officer Approval" or "Awaiting Sub-account Manager Approval" status

Once auto approved, a PREQ is eligible for extract to PDP in the next batch.

Note that accounting changes are not allowed on PREQ that have a status of Department-Approved or Auto-Approved. Only an AP user can place a PREQ on hold or cancel it if the status is Department-Approved or Auto-Approved. These actions can be taken only until the time the PREQ is extracted to PDP.

3.6 Placing a PREQ on hold

Once placed on Hold, a PREQ will not continue with routing and cannot be paid. Departmental users can place the document on hold if they do not want the vendor to be paid – goods and/or services have not been delivered in a satisfactory manner.

While on hold, the PREQ will remain in the inbox of the departmental user until it is taken off hold by that same departmental user or an AP supervisor.

A PREQ can be placed on hold by clicking on the hold button. The system will require a note to be entered when a PREQ is placed on hold.

Document Comment:

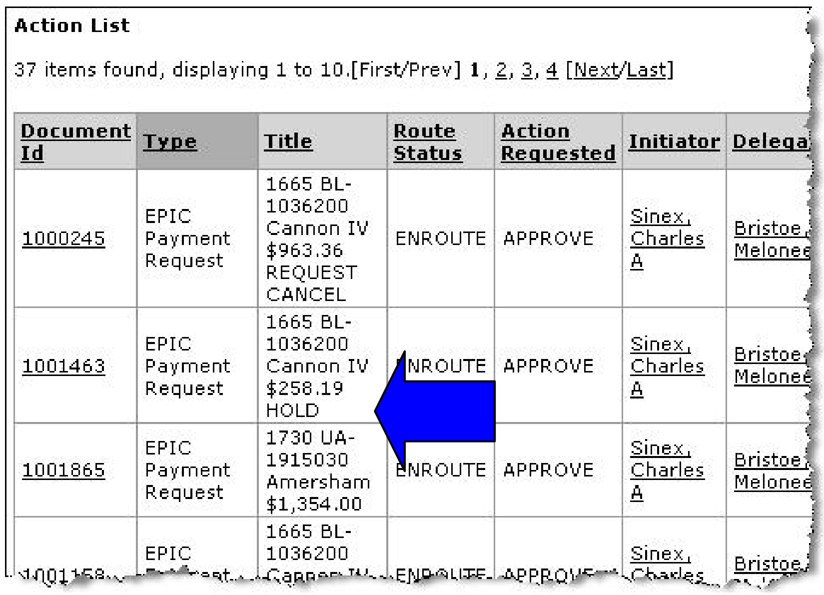
The note should clearly indicate why the item is being placed on hold thereby enabling the campus AP department to respond to vendor inquiries.

Please note: PREQs that are "On Hold" cannot be approved by another individual if it is in parallel routing for a different account. In addition, On Hold PREQs can only be taken off hold by the individual who originally placed it on hold or by an AP supervisor. If, for whatever reason, the individual who placed an item on hold is not able to take it off hold and the department would like the hold to be removed from the PREQ, the department should contact the AP department on their campus.

A payment request that is on hold has a message at the top of the document indicating who placed the document on hold:

This Payment Request has been Held by Melonee J Bristoe

A payment request that is on hold will indicate the HOLD in the fiscal officer or PREQ delegate action list.

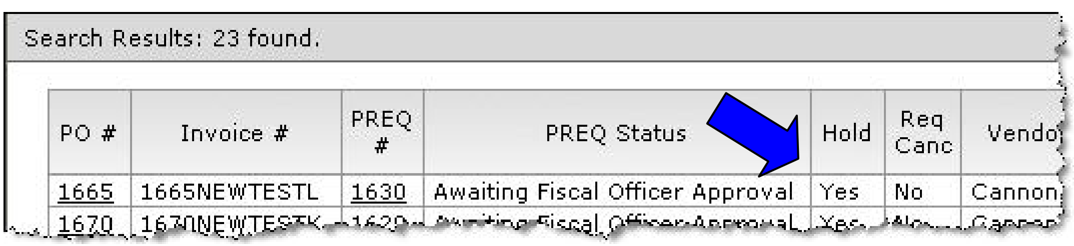


Action List

37 items found, displaying 1 to 10.[First/Prev] 1, 2, 3, 4 [Next/Last]

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delega
1000245	EPIC Payment Request	1665 BL-1036200 Cannon IV $963.36 REQUEST CANCEL	ENROUTE	APPROVE	Sinex, Charles A	Bristoe, Melonee
1001463	EPIC Payment Request	1665 BL-1036200 Cannon IV $258.19 HOLD	ENROUTE	APPROVE	Sinex, Charles A	Bristoe, Melonee
1001865	EPIC Payment Request	1730 UA-1915030 Amersham $1,354.00	ENROUTE	APPROVE	Sinex, Charles A	Bristoe, Melonee
[illegible]	EPIC [illegible]	1665 BL-1036200 [illegible]	[illegible]	[illegible]	Sinex, [illegible]	Bristoe [illegible]

A payment request that is on hold will indicate Hold=yes in the search for documents results in EPIC.



Search Results: 23 found.

PO #	Invoice #	PREQ #	PREQ Status	Hold	Req Canc	Vendo
1665	1665NEWTESTL	1630	Awaiting Fiscal Officer Approval	Yes	No	Cannon
1670	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

3.7 Taking a PREQ off Hold

Taking an item off hold will allow it to continue with routing and auto-approve for payment if the conditions are met (calculated pay date of tomorrow or earlier and amount is less than $5,000).

Once on hold the only options available to the user are remove hold or close.

A PREQ can be taken off hold by clicking on the remove hold button. A note is required to remove a Hold from a PREQ.

Document Comment:

3.8 Requesting that a PREQ be cancelled

A Payment Request should be cancelled only when a department believes that the invoice is not valid. An example is when items have been paid on another invoice or by a p-card. If the vendor charged a higher unit price than quoted or charged for items not shipped, it often best to place the invoice on hold and request a credit memo from the vendor. These issues should be discussed with the campus AP personnel to identify the optimal method of reconciling.

If a department meets the above criteria for canceling a PREQ, they should click on the request cancel button on the screen.

A note is required from the department describing why the PREQ should be cancelled.

Document Comment:

Once the department has requested that a PREQ be cancelled, the request will be reviewed by the campus AP department to determine if the PREQ should be cancelled or just placed on hold. See the Request Cancel search in the search section of this documentation. The AP department may contact the department at that time to discuss the issue.

The AP department will either cancel the PREQ or place it on hold. The PREQ will remain in the action list of the user who has requested the cancellation until action is taken by the AP department. A PREQ with a Request Cancel indicator cannot be auto approved for payment or cannot be approved by another individual in the case of parallel routing.

A payment request that has been requested cancel has a message at the top of the document indicating who requested cancel:

This Payment Request has been Requested for Cancel by Hooten, Jeremy Lucas

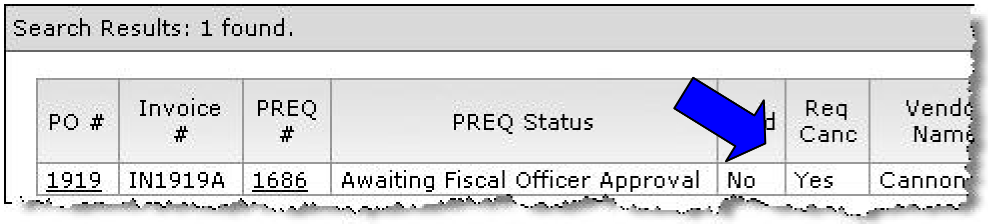
A payment request that has been requested for cancel will indicate REQUEST CANCEL in the fiscal officer or PREQ delegate action list.

Action List

7 items found, displaying all items.**1**

Document Id	Type	Title	Route Status	Action Requested	Initiator	Deleg
1000463	EPIC Payment Request	1693 BL-1024600 Cannon IV $18,228.28	ENROUTE	APPROVE	Sinex, Charles A	Martin Debra
1000464	EPIC Payment Request	1693 BL-1024600 Cannon IV $15,079.16	ENROUTE	APPROVE	Sinex, Charles A	Martin Debra
1001661	EPIC Payment Request	1919 BL-1024600 Cannon IV $6,120.60 REQUEST CANCEL		APPROVE	Sinex, Charles A	Martin Debra
	EPIC	1919 BL-				

A payment request that has been requested cancel will indicate Req Canc=yes in the search for documents results in EPIC.



Search Results: 1 found.

PO #	Invoice #	PREQ #	PREQ Status	d	Req Canc	Vendo Nam
1919	IN1919A	1686	Awaiting Fiscal Officer Approval	No	Yes	Cannon

3.9 Attached image cannot be viewed

If a user is unable to view the invoice image attached to a PREQ, the cause may be one of two cases:

1. The user does not have sufficient rights to view the image. One must be the PREQ delegate, the Doc type ALL delegate or the fiscal officer on one of the accounts charged on the PREQ to have the rights to view the image. The status must also be active in one of these roles to view the attached image. If a user does not have sufficient rights to view an image, the link to the image, invoice image, is not visible on the payment request. An individual will have to be set up as a delegate in this case in order to be able to view an image.

2. Technical issues may prevent one from being able to view the image. Refer to the document "Guide to Viewing OnBase Images in EPIC", which can be found in the Support Section of the EPIC page in OneStart (coming soon).

3.10 Attached image is not the correct invoice for a given PREQ

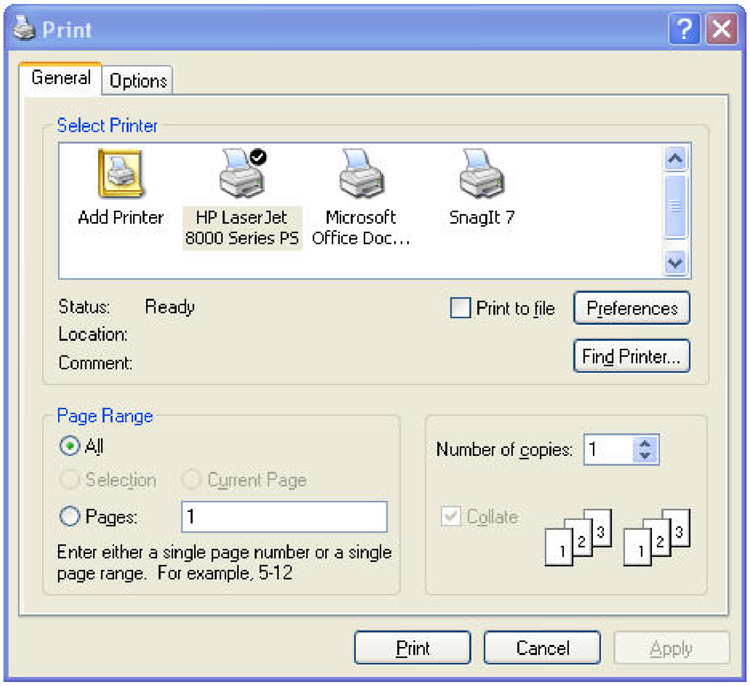
If the attached image is not correct for the PREQ to be approved, the user should contact the campus AP department. This condition is most likely resulting from an error in the indexing process.

3.11 Printing a PREQ

3.11.1 Printing a single PREQ

To print a PREQ, the user should simultaneously click on the control key and on the "P" key (Ctl-P).

A Print popup screen will appear.



Choose preferences 

and select landscape

prior to printing. This will insure that the right column of the document is not cut off.

3.11.2 Printing PREQs in batch

Detailed instructions to printing PREQs in batch are contained in the document titled "IUIE EPIC PREQ Printout Documentation", which can be linked from the EPIC support link titled EPIC Reporting in IUIE.

The user accesses Indiana University Information Environment (IUIE). In IUIE the user selects

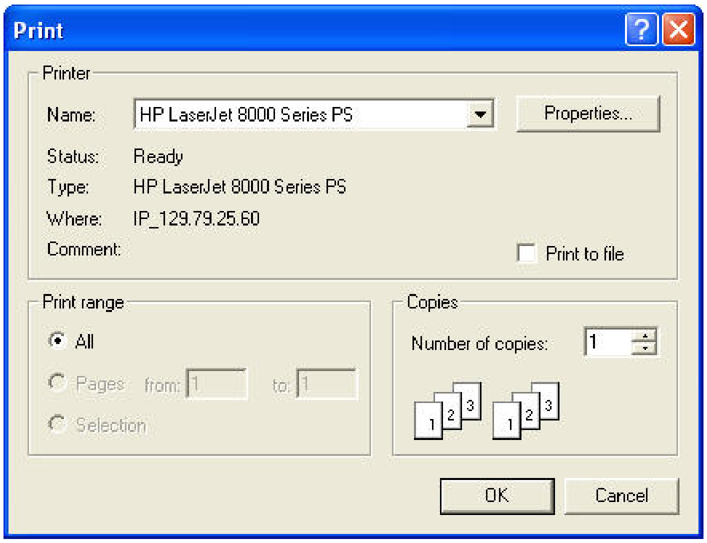
a. Master Catalog, then
b. Financial Folder, then
c. EPIC – Purchasing and Accounts Payable Folder, then
d. The PREQ Printout report template.

The report returns a word document in rich text format with page breaks on each new PREQ record.

3.12 Printing the invoice image

While viewing the invoice image, select the print icon.

The print box will return to confirm Properties and # of Copies, etc.

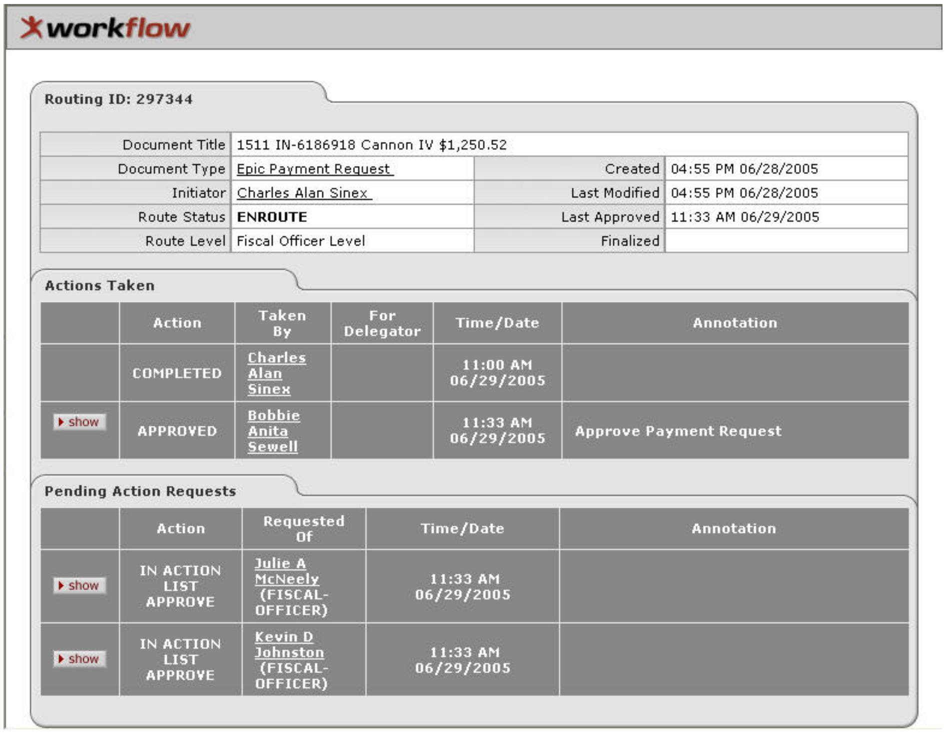


4. PREQ routing

4.1 View the routing for a PREQ

The routing for a PREQ document can be accessed by selecting the icon in the column titled ‘Route Log’ on the row of the document of interest.

The route log icon will return a screen that shows routing information. Selecting  provides additional detail:



workflow

Routing ID: 297344

Document Title	1511 IN-6186918 Cannon IV $1,250.52		
Document Type	Epic Payment Request	Created	04:55 PM 06/28/2005
Initiator	Charles Alan Sinex	Last Modified	04:55 PM 06/28/2005
Route Status	ENROUTE	Last Approved	11:33 AM 06/29/2005
Route Level	Fiscal Officer Level	Finalized	

Actions Taken

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Charles Alan Sinex		11:00 AM 06/29/2005	
show	APPROVED	Bobbie Anita Sewell		11:33 AM 06/29/2005	Approve Payment Request

Pending Action Requests

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	Julie A McNeely (FISCAL-OFFICER)	11:33 AM 06/29/2005	
show	IN ACTION LIST APPROVE	Kevin D Johnston (FISCAL-OFFICER)	11:33 AM 06/29/2005	

4.2 Typical routing of a PREQ

The payment request document begins its workflow routing following AP-approval and the matching of the invoice image with the document. If sub-accounts exist on the PREQ, then the document will route to the sub-account manager for action. The document status is ‘Awaiting sub-account manager approval’.

If sub-accounts do not exist on the PREQ, then sub-account manager approval is assumed and instantaneous and the PREQ routes to the fiscal officers or the PREQ delegates for approval. The document status is ‘Awaiting fiscal officer approval’.

4.3 Setting up or modifying the routing on a PREQ

Initially, the setup and maintenance of routing will be managed centrally for each campus. The EPIC help desk at 855-EPIC can provide assistance regarding whom to contact on a given campus.

4.4 Ad hoc routing a PREQ document

Ad hoc routing is not currently available on the PREQ document within workflow.

4.5 Setting up an alternate delegate

Documents in EPIC route to the primary delegate if both the primary delegate and the secondary delegate have been set up. The secondary delegate can view the document but the document is not routed to the secondary delegate.

5. Search for a Document

Section 5 describes how to search for a document in EPIC.

The EPIC system is accessed through University Systems in OneStart.

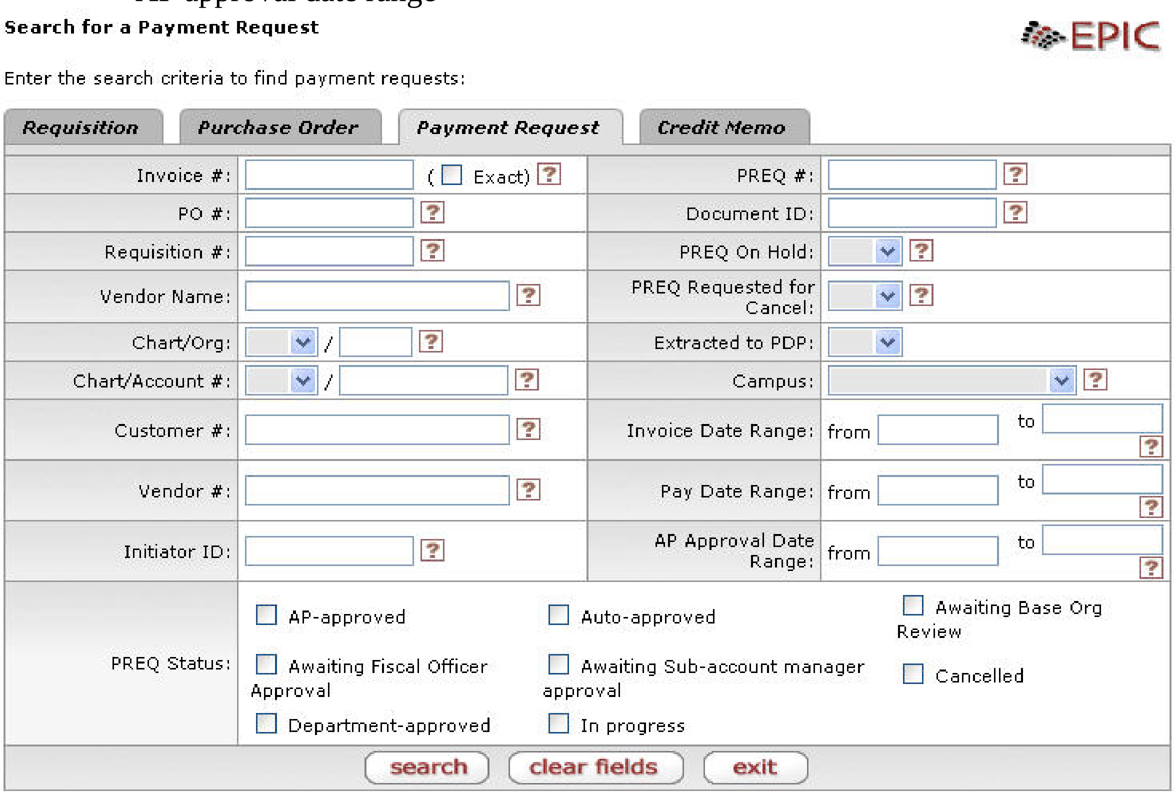
The next step is to either select the EPIC link at the top of the University systems folder:

or on the EPIC window:

Within EPIC, the window titled EPIC Tasks allows the user to Search for Documents:

The search screen is shown below. For most searches, the department user will need to enter a chart and organization combination or a chart and account combination. One of these two combinations is required in addition to the search criteria for the following searches:

- Vendor name
- Customer #
- Vendor #
- Initiator ID
- PREQ status
- PREQ on hold
- PREQ Requested for Cancel
- Campus
- Invoice date range
- Pay date range
- AP approval date range



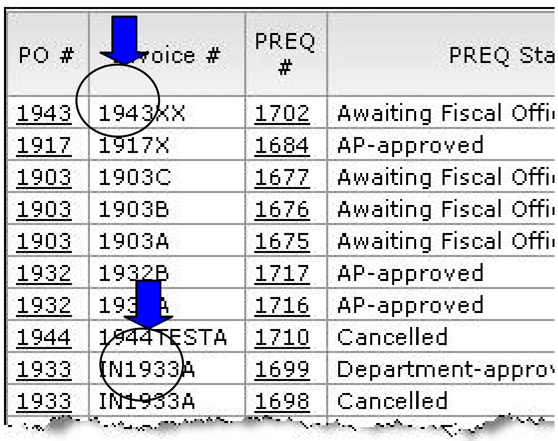
Searches on requisition, purchase order, and credit memo are also available by selecting one of those tabs.

5.1 Search Criteria

5.1.1 Invoice #

The invoice number search can either be an assumed wild card search or an exact search. For example, searching on the number '19'

returns any PREQ containing the numeric '19' whether at the beginning, middle or end of the invoice number:



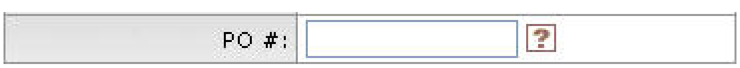
PO #	voice #	PREQ #	PREQ Sta
1943	1943XX	1702	Awaiting Fiscal Offi
1917	1917X	1684	AP-approved
1903	1903C	1677	Awaiting Fiscal Offi
1903	1903B	1676	Awaiting Fiscal Offi
1903	1903A	1675	Awaiting Fiscal Offi
1932	1932B	1717	AP-approved
1932	193[illegible]A	1716	AP-approved
1944	1944TESTA	1710	Cancelled
1933	IN1933A	1699	Department-appro
1933	IN1933A	1698	Cancelled

In this case, the search for an exact invoice number '19'

will not return any PREQs because none exist in the test data base. The system will notify the user that none exists:

No payment requests were found which match the search criteria. Please try again.

5.1.2 PO #



Purchase order numbers are assigned by EPIC as sequential numbers beginning with 1000. An error message will be returned if the number format is not valid, for example, *565 will return the following error message:

ERROR: PO # must be a valid number.

A search on a valid PO#, which does not yet have an associated PREQ, will return the 'no match' statement:

No payment requests were found which match the search criteria. Please try again.

5.1.3 Requisition #

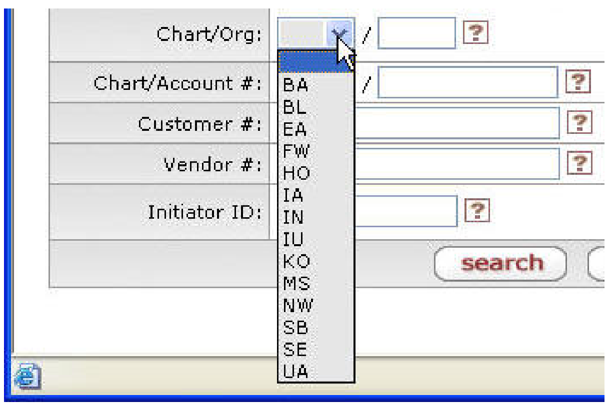
Requisition numbers are assigned by EPIC as sequential numbers beginning with 1000. Error messages and statements regarding the search will return similarly to PO# searches.

5.1.4 Vendor Name

The vendor name search criterion assumes wild cards. Any of the following entries, 'Can', 'non' or 'IV', will return Cannon IV payment request matches. It is advisable to include additional search criteria with vendor name in order to limit the number of the matches returned. A fiscal officer or a fiscal officer delegate is required to enter either Chart/org: or Chart/account #: in a search on vendor name.

5.1.5 Chart/Org

Searches are performed on Chart and organization. The drop down menu for chart is:



5.1.6 Chart/ Account #

Searches are performed on Chart and account. The chart dropdown menu is identical to the menu for the Chart/Org dropdown.

5.1.7 Customer #

The customer number field assumes wild cards and is case insensitive. The customer number is the number the vendor assigns to Indiana University as its customer. Chart/org: or Chart/account #: is required.

5.1.8 Vendor #

The vendor number search is on the EPIC vendor number. The number can be input with the division extension or without. For example, Cannon IV may be input as ‘19764’ or ‘19764-0’ (in the Test environment). EPIC ignores leading zeros in the matching logic so 019764 is the same input as 19764. If an invalid vendor number is input, then an error message will return:

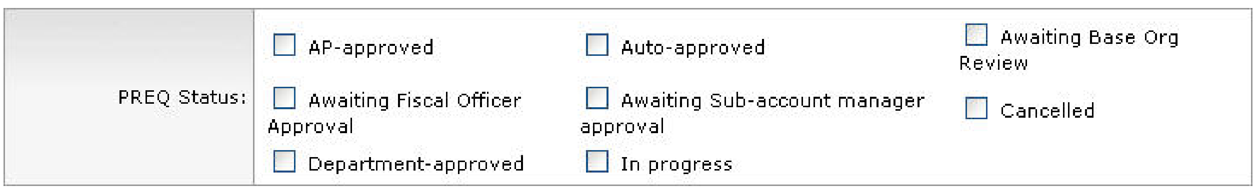
ERROR: 10000000019764 is not a valid Vendor #.

A fiscal officer or a fiscal officer delegate is required to enter either Chart/org: or Chart/account #: in a search on vendor number.

5.1.9 Initiator ID

The initiator id is the university system id of the AP user who processed the payment request. Chart/org: or Chart/account #: is required.

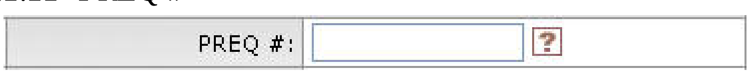
5.1.10 PREQ Status



It is useful to search on a given PREQ status depending on the search need. The default mode for payment request status is all statuses. Searches can be run on single status or multiple statuses by ticking the box next to the desired status prior to selecting search.

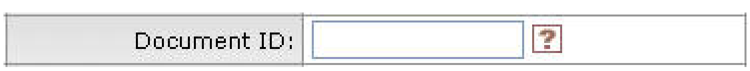
Chart/org: or Chart/account #: is required for searches on PREQ status.

5.1.11 PREQ #



Payment request numbers are assigned by EPIC as sequential numbers beginning with 1000. Error messages and statements regarding the search will return similarly to PO# searches.

5.1.12 Document ID

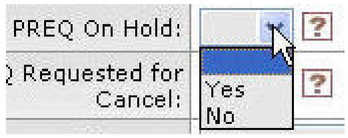


The document id is assigned in EPIC. It is the id that Workflow uses to identify the document. Here is a sample of the document id from a routed document: Document ID: 297487. An error message will return if the document id is entered as an invalid number.

ERROR: Document ID must be a valid number.

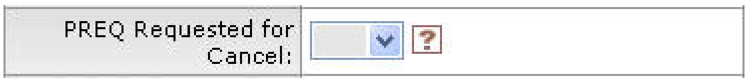
5.1.13 PREQ on Hold

The Hold indicator can be specified as part of the search. Select ‘yes’ to return matches for PREQs that are currently on hold. Note: Hold is not a status in EPIC.

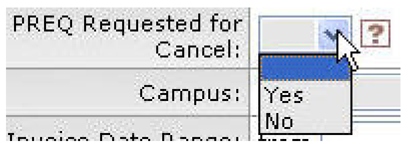


Chart/org: or Chart/account #: is required.

5.1.14 PREQ Requested for Cancel



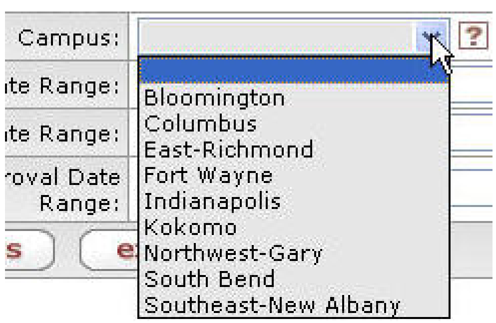
Payment requests for which cancel has been requested and not yet acted upon can be found by specifying yes for the PREQ request for cancel indicator. Once a PREQ is cancelled, it will not return as a match with yes selected here. For a cancelled document, search for PREQ with status equal to cancel. The dropdown menu for Requested for cancel is shown:



Chart/org: or Chart/account #: is required.

5.1.15 Campus

The campus criterion returns matches for the campus associated with the originator of the payment request. The dropdown menu is shown:



Chart/org: or Chart/account #: is required.

5.1.16 Invoice Date Range

Date ranges should be entered as MM/DD/YY. Entering a date in only the ‘from’ field will search on matches dated from that date through the current date. The system will advise with an error message if the date is not a valid format:

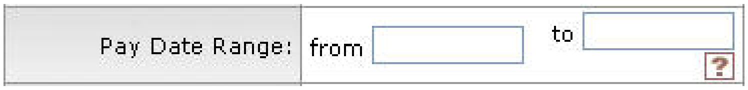
ERROR: 09/8/05 is not a valid date for the Invoice Date Range, the date format is MM/DD/YY.

The date must be entered with slashes. An error message will return if the slashes are omitted:

ERROR: 090805 is not a valid date for the Invoice Date Range, the date format is MM/DD/YY.

Chart/org: or Chart/account #: is required.

5.1.17 Pay Date Range



Date ranges should be entered as MM/DD/YY. Entering a date in only the 'from' field will search on matches dated from that date through the current date. Error messages are similar to the error messages for Invoice Date Range. Chart/org: or Chart/account #: is required.

5.1.18 AP Approval Date Range

Date ranges should be entered as MM/DD/YY. Entering a date in only the 'from' field will search on matches dated from that date through the current date. Error messages are similar to the error messages for Invoice Date Range. Chart/org: or Chart/account #: is required.

5.2 Techniques to Manage searches

Searches will process more quickly if combinations of criteria are chosen. For example, the processor campus in combination with a limited AP Approval Date Range will process more quickly than processor campus alone.

It is helpful to use the 

button between searches, because an unintended search criteria left from the prior search may prevent results from returning on a second search.