

INDIANA UNIVERSITY



FINANCIAL INFORMATION SYSTEM

Disbursement Voucher Payees and EPIC

Financial Management Services Department
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On June 12, 2004, Financial Management Services began using EPIC (Electronic Procurement and Invoicing Center). EPIC is a web-based application used to add vendors that will be paid using the FIS/TP Disbursement Voucher document.

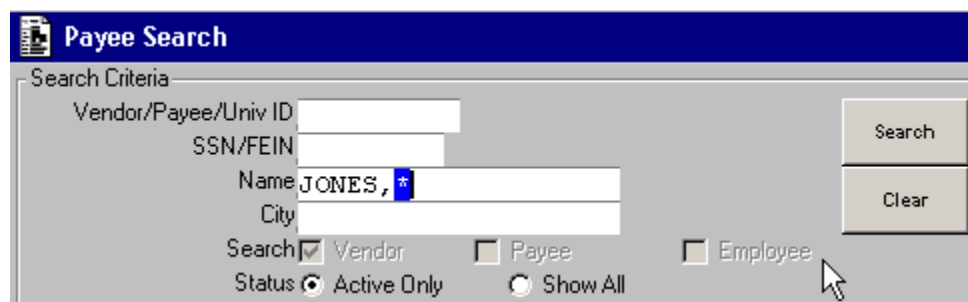
Prior to June 12, there was a TOPS vendor table and a FIS payee table. With the advent of EPIC the FIS and TOPS will share the same vendor table.

How do I Search for a Payee on the Disbursement Voucher?

The process of searching for a payee on the Disbursement Voucher remains largely unchanged.

You must now select a Payment Reason before you are allowed to do a Payee Search. This information helps FIS determine which tables should be eligible for your search.

When searching you will see that there are three different tables that a search can be conducted on: Vendor, Payee, and Employee.



As noted above, the payment reason selected determines which table or tables will be searched on.

Vendor: Payees added or converted into the EPIC Vendor system.

Payee: Payees that are added using the Payee Maintenance Document in FIS. See pg. 3 for information on which payees can be added in FIS.

Employee: This table only searches for IU employees based on employment records.

What if I Can't Find the Payee?

If you are unable to find a payee on the Payee search screen and click the “Add” button you will now receive one of three results, depending on the payment reason selected:

1. If the payment reason requires an EPIC Vendor, then a pop-up window will appear indicating that you should open Internet Explorer and navigate to <https://onestart.iu.edu/>.
2. If the payment reason allows an FIS Payee to be added using the Payee Maintenance

Document then a new Payee Maintenance document will be opened.

3. If the payment reason could allow either an EPIC or an FIS payee a pop-up window will appear indicating that to add a Vendor you should open Internet Explorer and navigate to <https://onestart.iu.edu/>. If you wish to add the payee through FIS you will need to instead navigate to the Payee Maintenance document.

See below for more information on which system can be used to add payees for different payment reasons.

When Should I Use EPIC?

The EPIC application should be used when adding Disbursement Voucher vendors for any of the following payment reasons:

- Claims, Settlements, or Tax Payments
- Compensation for Services
- Compensation in Respect to Decedent
- Medical, Health Care or Insurance Pmt.
- Moving Reimbursement
- Payment to Research Participant (If \$100 or more)
- Payments for Contractual Agreements
- Prizes or Awards
- Rental Payment
- Revolving Fund Reimbursement
- Royalties
- Subscriptions, Books, FEES, Resale
- Travel Payment for Non Employee
- Travel Payment for Non-Employee w/ Honorarium
- Utilities, Freight or Postage

If a vendor is added in EPIC, then the ID assigned will be in the format 0000000-00. EPIC requires a SSN/FEIN and a W9 (see pg. 8 for more information). If the vendor is set up in EPIC, the vendor will not be available for use in the FIS/TP application until 15 minutes after the vendor document has been approved.

Can I Still Add Payees Using the FIS Payee Maintenance Document?

Yes, but only in limited circumstances. Disbursement Voucher payees can be added in the FIS/TP application by using the Payee Maintenance Document only for the following payment reasons:

- Payment to Research Participant (If less than \$100)
- Refund to Individual or Agency
- Revolving Fund Reimbursement
- Reimbursement for Out of Pocket Expense

- Travel Payment for Prepaid Travel

These particular payment reasons, with the exception of "Payment to Research Participant," are not considered reportable for tax purposes. Therefore the payee can be set up in the FIS/TP application and the ID assigned will begin with P00000000. The system will not require a SSN/FEIN or W9. The exception is "Payment to Research Participant." SSN/FEIN is required for this payment reason and the edit on the DV checks to ensure that this information has been provided.

If a payee is set up in the FIS, then the system assigned payee is available for immediate use on the disbursement voucher.

Payees can be added for most of the above payment reasons using either Vendor or the FIS Payee Maintenance document. If added in Vendor, a SSN/FEIN and W-9 must be supplied.

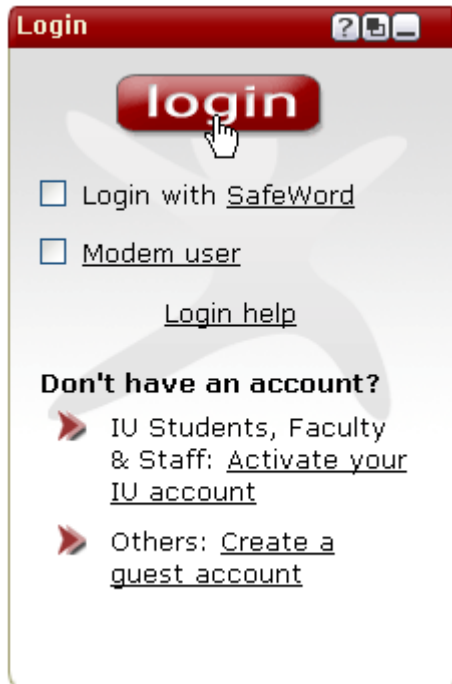
Please note that payees established in FIS will not be loaded into the Vendor database and payees added in FIS will not appear in EPIC Vendor searches.

How Do I Access EPIC?

EPIC is accessed through IU's OneStart portal: <https://onestart.iu.edu/>

The recommended browser for using EPIC is Internet Explorer 6.0 or greater.

Users must login to OneStart to access EPIC. Login consists of your network username and password. Safeword card authentication is not required to access EPIC. If the Safeword box is checked, it may be unchecked. If you leave the Safeword box checked you will still be able to use EPIC but will be forced to authenticate with your Safeword card as well as your username and password.



Once you've logged in, look for the "University Systems" tab along the top of your OneStart menus. If you do not see the "University Systems" tab click on "More" and select it from that list.

On the "University Systems" tab click on the **Vendor** link in the **EPIC Channel**.



From the Vendor Maintenance window you can now search for and create new payees.

Vendor Maintenance ? [] []

Search for a Vendor

Enter at least one of the following search criteria: Vendor Actions:

Vendor Name: <input style="width: 90%;" type="text"/>	Status: <input style="width: 90%;" type="text"/>
Tax # (FEIN or SSN): <input style="width: 90%;" type="text"/>	Vendor Type: <input style="width: 90%;" type="text"/>
Vendor #: <input style="width: 90%;" type="text"/>	Legacy Payee ID: <input style="width: 90%;" type="text"/>

How do I Add a Payee in Vendor?

1. Under the “Vendor Actions” drop-down select “Add a New Vendor” and click the “Go” button.

Vendor Actions:

Vendor Actions:
 Add A New Vendor

s:

2. Enter the following information:

Start >	Address >	Vendor Detail >	Additional >	Review/Submit
	Tax Number:	<input style="width: 90%;" type="text" value="111223333"/>		
	Tax # type:	<input type="radio"/> FEIN <input checked="" type="radio"/> SSN <input type="radio"/> NONE		
	Vendor Type:	<input style="width: 90%;" type="text" value="Disbursement Voucher"/>		
	Is this a foreign vendor?	<input style="width: 90%;" type="text" value="No"/>		

Tax Number (no dashes or spaces)

Tax # Type: Is it Federal ID # or a Social Security #? Select None if entering a Non-Resident Alien or Foreign Corporation.

Purpose: Select “Disbursement Voucher”

Is this a Foreign Vendor? Select “Yes” if the payee is a Non-Resident Alien or Foreign Corporation. If the payee is a Non-Resident Alien or a Foreign Corporation then Tax Number is not required. You will need to complete the Foreign Individual/Entity Certification form (see pg. 14) in order to get foreign Vendors established.

When you have entered this information click “Continue.”

3. Enter the following information:

Start	Address	Vendor Detail	Additional	Review/Submit
**Vendor's Legal Name: <input type="text"/> -or- <input type="text"/>				
Last, First <input type="text"/> Vendor, <input type="text"/> Joseph				
Address Type: Remit				
**Address Line 1: <input type="text"/> 123 First Street		*Postal Code: <input type="text"/> 47403		
Address Line 2: <input type="text"/>		Province: <input type="text"/>		
**City: <input type="text"/> Bloomington		**Country: UNITED STATES <input type="button" value="v"/>		
*State: INDIANA <input type="button" value="v"/>				
<input type="button" value="cancel new vendor"/> <input type="button" value="previous"/> <input type="button" value="continue"/> <input type="button" value="review/submit"/>				

Vendor's Legal Name: Or First and Last name if the Vendor is an individual.
Address: Address, City, State, and Postal Code, and Country are required fields for US addresses.

When you have entered the Vendor's name and address, click "Continue."

4. Enter the following information:

Start	Address	Vendor Detail
Ownership Type:		<input type="button" value="Individual/Sole Proprietor"/> <input type="button" value="v"/>
Ownership Category:		<input type="button" value=""/> <input type="button" value="v"/>
Supplier Diversity:		<input type="button" value="EDIT"/>
Backup Withholding Begin Date:		<input type="text"/>
Backup Withholding End Date:		<input type="text"/>
W9 Received:		<input type="button" value="Yes"/> <input type="button" value="v"/>
W-8BEN Received:		<input type="button" value=""/> <input type="button" value="v"/>
Payment Terms:		<input type="button" value=""/> <input type="button" value="v"/>

Ownership Type: Select the appropriate choice from the drop-down list.
W-9 Received: Vendor payees cannot be approved without a completed W-9. If the payee is a Foreign Vendor a W-8BEN will be needed to process a payment but it is not needed to establish the Vendor. See pg. 8 for more information on tax documentation for Foreign Vendors.

No other fields on this page are required.

5. Click the "Review/Submit" button and review the information you have entered.

6. Click "Route for Approval" and you will receive a message indicating your document ID number and telling you where to send the Vendor's completed tax documentation.

The new vendor, **Vendor, Joseph**, has been routed for approval.
The vendor's document ID is: **12104**
The vendor ID is: **19489-0**

[Search for a Vendor](#)

Please print out this page and mail it with your tax documentation to:

DV Vendor Approval Workgroup
Poplars 532
Bloomington Campus

or fax your tax documentation to (812) 856-4452 for vendor approval.
If faxed please write the Eden document number on the top of the tax document submitted. To follow-up on your vendor approval, please contact Tim Keene (tkeene@indiana.edu) or Alena Davis (ad1@indiana.edu).

What Tax Documentation is Needed to Approve My Vendor?

For a U.S. Vendor:

- **A W-9 is required** to establish a Vendor in EPIC unless you are establishing a Foreign Vendor (Non-Resident Alien or a Foreign Corporation).

If establishing a Foreign Vendor:

- **The *Foreign Individual/Entity Certification of Address for Vendor Set Up* form is required** (a copy is available on pg. 14). If you have a completed **W8-BEN** you can submit that in lieu of this form.

Please note that for Foreign Vendors this is the only information required to establish the Vendor, but additional information may be required to make a payment.

Your Vendor document will not be approved until the Approval Workgroup receives the appropriate tax documentation.

After the workgroup has approved your new Vendor you should be able to use it on the Disbursement Voucher within 15 minutes.

How do I Search for Existing Vendors in EPIC?

When you navigate to EPIC in OneStart the default screen is the Vendor Search screen.

You can conduct a Vendor search in EPIC using any of the fields below.

Vendor Maintenance (STG)

Enter at least one of the following search criteria:

Vendor Actions:

Vendor Name:	<input type="text" value="Vendor"/>	Status:	<input type="text" value=""/>
Tax # (FEIN or SSN):	<input type="text" value=""/>	Vendor Type:	<input type="text" value=""/>
Vendor #:	<input type="text" value=""/>	Legacy Payee ID:	<input type="text" value=""/>

Search Results: 2 found.

Vendor Name	Vendor Id	Status	Vendor Type	City	State	Supplier Diversity Type
Vendor Joseph	40963-0	Active	DV	Bloomington	IN	No

Vendor Name: No wildcard characters are necessary when searching by “Vendor Name.” A search will return any match made in the name field as long as there are at least 2 characters used in the search.

Tax #: Entered with no dashes or spaces.

Vendor #: The number assigned by the EPIC Vendor system in the format 0000000-00.

Status: Either “Active,” ready for current use; “Inactive,” removed and no longer usable; or “Pending,” currently being routed for approval. If you choose a status for a search you must also enter something in the “Vendor Name” field.

Vendor Type: “Disbursement Voucher” or “Purchase Order.” Currently only Disbursement Voucher Vendors are added using EPIC.

Legacy Payee ID: If you know the Payee’s ID number from the previous payee maintenance system (ex. P000111111) you can enter it here. This search is only successful if the vendor was converted from the old payee system.

A search will not display more than 50 results. So you may need to use additional criteria to restrict your search to a reasonable number of results.

How do I Modify Existing Vendors?

To modify a Vendor, perform a search as described above and then click the Vendor’s name to select it.

Summary	Detail	Address	Contact	Notes
Vendor Id:	40963-0			
Vendor Name:	Vendor,Joseph			
Vendor Type:	Disbursement Voucher			
Contact Name:				
Contact Phone:				
Default Address:	Remit 123 First Street Bloomington, IN 47403			
Vendor Phone:				
Vendor URL:				

You will be presented with a summary of the Vendor information. To change information select the appropriate heading, such as “address” to modify the payee’s address or add a second address.

How do I Change the Address of a Current Vendor?

To change an address select the Address heading then click the “Address Type” of the address you wish to modify.

Summary	Detail	Address	Contact	Notes
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Address Info:						
Address Type	Address	City	State	PO Fax #	Campus Default	Status
Remit	123 First Street	Bloomington	IN		IU	

[add new address](#)

The current address information will appear below. Make your modifications and click Save.

**Address Type:	Remit		
**Address Line 1:	123 First Street	Province:	
Address Line 2:		**Country:	UNITED STATES
Attention:		URL:	
**City:	Bloomington		
*State:	INDIANA		
*Postal Code:	47403		

[save](#)

Any changes will need to route for approval before they appear in FIS. After you click “Save” you will be given a document ID # identifying your changes.

Address has been routed for approval. The document Id is 21339.

You can search for this document and check on it’s approval (see below).

How Can I Tell if a Vendor Document has been Approved?

In OneStart you can search for a Vendor document and see if it has been approved.


There are two different ways you can search for Vendor documents:

Select the **HRMS tab** available to staff under the “More” tab. In the “Routing” channel select “Document Search.”

or

Select the **Eden Services tab** (if this does not appear as an option you can send an e-mail to eden@indiana.edu and request access). Then select the “Document Search” channel.

Enter the document ID in “Routing ID” (or you can search by any of the other available criteria) and click “Search.”

Document Type: ?	Document Type quickfinder Document Type Group quickfinder					
Initiator Network Id: ?	<input type="text"/> User quickfinder					
Routing Id: ?	<input type="text" value="146317"/>					
Date Created: ?	from <input type="text"/> to <input type="text"/>					
<input type="button" value="Search"/> <input type="button" value="Clear"/> Detailed Search						
Search Results:						
1 of 1 Document						
Routing ID	Type	Title	Route Status	Initiator	Date Created	Route Log
146317	Add Vendor	BL Stone,Kenneth	ENROUTE	Janet S Thoms	06/22/2004	
1 of 1 Document						

If the document has a Route Status of “Final” then it has been fully approved and the Vendor should be ready for use in FIS. If the Status is “Enroute” that indicates that the document is still waiting for approval.

Under Search Results you can view the Vendor document by clicking the Routing ID number or view the routing by clicking the “Route Log” icon.

Release Number: 1.5 RC4 Build Date: 06/04/2004 04:28 PM			
Routing ID: 146317		Route Log	
Document Information			
Document Title: ?	BL Stone,Kenneth		
Document Type: ?	Add Vendor	Created: ?	01:28:08 PM 06/22/2004
Initiator: ?	Janet S Thoms	Last Modified: ?	01:28:08 PM 06/22/2004
Route Status: ?	ENROUTE	Last Approved: ?	
Route Level: ?	AdHoc	Finalized: ?	
Document Monitors Add new monitor			
Actions Taken			
Action	Taken By	Time/Date	Annotation
COMPLETED	Janet S Thoms	01:28:08 PM 06/22/2004	Route Document Annotation
IN ACTION LIST	UA.PUR.PURNONPURCHASING		

If the document is in the action list of a workgroup (as seen above) rather than a person, you can click the name of that workgroup to see who its individual members are. Checking the membership of a workgroup may require you to log in with a safeword card.

Can I Receive a Notification that my Vendor has been Approved?

The system can be configured to send you an e-mail when your Vendor documents are final approved. This is a preference that can be set by navigating to your action list in OneStart.

To set this preference follow these steps:

1. Navigate to the Action List

Select the **HRMS tab** available to staff under the “More” tab. In the “Routing” channel select “Action List.”

or

Select the **Eden Services tab** (if this does not appear as an option you can send an e-mail to eden@indiana.edu and request access). Then select the “Action List” channel.

2. Select the Preferences button

Action List								
Release Number: 1.5.5 GA Build Date: 07/14/2004 04:04 PM								
							preferences	filter
Routing ID	Document Type	Title	Route Status	Action Requested	Initiator	Date Created	Workgroup Request	Route Log

3. Select a frequency for e-mail notifications.

Action List Preferences	
Values	
General:	
Automatic Refresh Rate:(in whole minutes - 0 is no automatic refresh.)	<input type="text" value="1"/>
Action List Page Size:	<input type="text" value="10"/>
Email Notification:	<input type="text" value="Daily"/> <input type="text" value="None"/> <input type="text" value="Daily"/> <input type="text" value="Weekly"/>
Fields Displayed In Action List (Checked is displayed):	
Document Type:	<input checked="" type="checkbox"/>

4. Scroll to the bottom of the page and click “Save Preferences.”

Who Can I Contact with Questions?

For general questions please contact the FMS Help Desk with questions:

FMS Help Desk
(812) 855-0375
fmshelp@indiana.edu

For Non-Resident Alien questions additional information is available online at:

<https://www.fms.indiana.edu/tax/NRA/FVTguide.asp>
or e-mail taxpayer@exchange.ucs.indiana.edu
or call (812) 855-5657

FOREIGN INDIVIDUAL / ENTITY
CERTIFICATION OF ADDRESS FOR VENDOR SET UP

Assigned Vendor Number: _____

Eden Routing Number: _____

Name of Payee: _____

Address of Payee (*do not use department address*):

City of Payee: _____

Country of Payee: _____

Postal Code of Payee: _____

The undersigned hereby certifies that the information listed above is true and correct as of the date of the undersigned signature below.

Vendor Signature: _____ Date of Signature: _____

Department Name: _____

Department Contact Name: _____

Department Contact Phone #: _____

Documentation Required Prior to Payments to Foreign Individuals / Entities

Copies of the following documents will be required prior to approval of payments to Foreign Individuals. Documents should be sent attached to DV, PO, or Paper DV to FMS, Poplars, Room 509.

1. W8BEN
2. Visa
3. Passport
4. I-94

Required for Foreign Entity prior to approval of payments:

1. W8BEN

Conditional Documentation:

1. If requesting treaty benefits for Compensation for Services, Wages, Honorarium:

Form 8233

Social security number

IU sponsoring document (I20 or DS2019)

2. If NRA is from Canada:

Copy of picture ID

3. If NRA is B1, B2, WB or WT:

Compliance Statement