In this session we will:

1. EPIC Reports Overview
2. Reporting or Searching?
3. Reports
4. Finance Reconciliation reports
5. Additional Reports
6. Accessing reports & Report Demonstration
Expectations

By the end of today’s session you will have a basic understanding how to:

- Know when to use reports vs. searches in EPIC
- Access Reports available to you
- Run, download and print reports

EPIC Reports Overview

- EPIC offers various reports that allow you to report on every aspect of the Purchasing to Invoicing process
  - If it happens in EPIC, it can be captured in reports
- Reports allow you to review commitments and expenditures by various aspects:
  - FOP
  - Supplier
  - Preparer or Requester
  - Document ID (Requisition, PO, Contract or Invoice)
EPIC Reports Overview

- Reports will:
  - Replace the need to print every requisition, purchase order or invoice that is processed in EPIC
  - Provide you with the required supporting documentation for the reconciliation process
  - Allow Faculties and Departments to review approval history, purchases and invoices from any period quickly and easily

EPIC Reports Overview

- Reports can be:
  - Customized to meet your specific requirements
    - Explore by specific FOP
    - Add, move or remove columns
  - Exported to excel and saved to your own computer
  - Saved to your personal workspace in EPIC or to your Home Dashboard for quick access/review
• Searches provide quick and easy visibility of:
  - Any individual document (requisition, PO, invoice etc.)
    • Has my requisition been approved? Has the invoice come in yet?
  - An individual or series of documents for a specific supplier
    • Has the supplier been paid?
  - An individual or series of transactions processed by a preparer, requester or approver
    • How many requisitions has Joe processed this month?

• Searches can be defined by:
  - Document ID or Title, Specific dates or time periods, Status, Preparer or Requester, Supplier and much more

• Searches can be:
  - Created by you at anytime
  - Exported to excel and saved on your computer
  - Saved in EPIC on your dashboard for quick access
• Reporting or Searching?

  • Reports:
    • Reports can be:
      ○ Created by you at anytime
      ○ Exported to excel and saved on your computer
      ○ Saved in EPIC on your dashboard for quick access

  • Finance Reconciliation Reports
    • There are 6 reports to support the reconciliation process
      ○ 2 Approval Reports:
        ■ Requisition Approval History
        ■ Requisition Approval History (Ordered Status)
      ○ 2 Expenditure Reports:
        ■ Monthly Operating Report (PO related)
        ■ Monthly Operating Report (Non PO Invoices)
      ○ 2 Contract Related Reports:
        ■ Invoice Summary Report by Contract
        ■ Contract Amount Left
Finance Reconciliation Reports

- Requisition Approval History
  - Who has to approve a request or who already has

- Requisition Approval History (Ordered Status)
  - Who approved the request before the order was placed

- Monthly Operating Report
  - What were my PO expenditures on a specific FOP
  - What are my remaining commitments

- Monthly Operating Report (Non PO Invoices)
  - What were my Non PO invoice expenditures

- Invoice Summary Report by Contract
  - What invoices have been processed on a contract

- Contract Amount Left
  - What is the remaining commitment on a contract
Who did we buy from? How many times did we buy from that supplier?
- Try the **Orders Overview by ORG or Supplier** report

What contract requests do I have that are active?
- Try the **My Active Contract Requests** report

Looking to find more details on a contract you can see in FAST?
- Try the **Contract by Contract ID or Supplier** report

EPIC has a huge report catalogue available
- These are called “**prepackaged reports**”
- These reports have limited access
  - You can browse but will not be able to open
  - If a report sounds useful to your area or you would like more information - let us know!

Have suggestions for a custom report in EPIC?
- **Call us!**
Accessing Reports

- All reports are accessed through the Manage Menu

- Select Public Reports
  - Multiple folders of reports are listed in Public Reports however some reports do have restricted access

Demonstration

Let’s log into EPIC and look at some reports!
Assistance

- Need additional support using EPIC?
  - **Aurora Finance Customer Service Desk** for system support at 204-480-1001 ext. 2 or epic@umanitoba.ca
  - **Guides, Manual & eLearns** available on the Aurora Finance page
    - Visit the Aurora Finance website
    - Select the *Training* link on the left navigation bar & choose EPIC
  - **Purchasing Services** for supplier negotiation or process guidance 204-474-8348 or purchasing@umanitoba.ca
  - **Supplier Payment Services** for inquiries regarding supplier invoices, credits or payments, *(see webpage for contact)*
  - Aurora Finance Open Lab Sessions

Questions
Thank you!

AURORA Finance