Reconciling Your EPIC Invoice

1) Locate the IR in your To Do box and click *Reconcile*.

2) Your document will open to the *Assigned to Me* page. These are the exceptions you need to resolve.

You can continue to edit the invoice before submitting it for approval.
3) The exception that occurred is listed at the top of each line. A comparison of the invoice line and the PO line are directly below so that you can see what the difference is.

The *Reference link* can expand the information for further details on the order and invoice lines.

4) To resolve the variance and pay the supplier for the invoice, click the *Action* icon on the Line Item and select the option to *Accept Invoice*. You must repeat this for every line.

- Select *Manual Match* to move the invoiced amount to the correct PO line if incorrect
- Select *Defer to someone else* to send the variance to another person to manage.

**NOTE:** For full instructions on managing invoices please review the EPIC Invoice Reconciliation Pamphlet.
5) The system will show you a confirmation on each line of the action that has been taken and when all items are reconciled you will see the message *The invoice is now reconciled* at the top of the screen.

Click *Submit* once all variances have been resolved.

A confirmation that your Invoice Reconciliation has been submitted will be shown on the screen.

**Invoice Reconciliation - Submitted**

You can view the status or the approval flow to see where the reconciliation is in the process.

**IR456321789-45058** has been successfully reconciled and submitted.

- Print a copy of this request
- View the status of your request
- Continue working on other invoice reconciliations.
- Return to the Aniba Buyer Home Page

You can choose to View the status of your request to ensure it has gone forth to Paying Status or go back to the Home page to continue working on other documents.

**Need Help?**

Contact Aurora Finance Customer Service at **204.480.1001** or email us at **epic@umanitoba.ca**