EPIC Reconciliation Reports Guide
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The information contained in this document is subject to change without notice.

Revised – June 14, 2013

Published by EPIC Implementation Team
Financial Services
University of Manitoba
Winnipeg, MB  R3T 2N2
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Table of Contents

EPIC Reconciliation Reports ........................................................................................................... 4
Accessing Reports .......................................................................................................................... 4
Report Definitions .......................................................................................................................... 4
Opening an EPIC Report ............................................................................................................... 5
Refining the Report ....................................................................................................................... 6
Viewing a Report ........................................................................................................................... 10
Changing a Report View ............................................................................................................... 11
Changing Report Filter Options ................................................................................................. 12
Closing a Report or Running a New Report .................................................................................. 12
Working in your Personal Workspace ......................................................................................... 12

EPIC eProcurement Assistance

Assistance with the EPIC Reporting tool is available in the following options:

- **EPIC Online Resources** – the EPIC webpage is devoted to support materials such as manuals, documents, links and videos. [www.umanitoba.ca/eprocurement](http://www.umanitoba.ca/eprocurement)
- **Aurora Finance Customer Service** provides help desk support to EPIC users:
  - **Phone** 480-1001 option 2
  - **Email** [epic@umanitoba.ca](mailto:epic@umanitoba.ca)
- **EPIC System Administrator** provides comprehensive reporting support
  - **Phone** 474-7055
EPIC Reconciliation Reports

Specific reports have been designed to assist Faculties and Departments with the reconciliation process associated with EPIC transactions. You will still use FAST reporting as your primary reconciliation tool.

These reports replace the need to print each requisition or purchase order for reconciliation and tracking expenditures and transactions in EPIC.

Accessing Reports

Reports can be accessed from the *Home Tab*

- Select the *Manage menu* on the blue tool bar
- Choose *Public Reports*

![Image of EPIC interface]

Report Definitions

EPIC reconciliation reports are available in a folder called *Finance Reconciliation*. These reports were designed for a specific purpose and will provide details using specific search filters. Each of these reports allows you to filter based on any of the individual or combined chart elements (FOAP) and specific date ranges as required.

There are currently 6 available reports in the *Finance Reconciliation* folder which focus on 4 key concepts (Approvals, Requisitions, Non-PO invoices, Contracts). These reports are:

1) **Requisition Approval History/Requisition Approval History (Ordered Status)**
   Definition - Who approved a purchase requisition or if an approval is needed to complete the order.
   There are two reports for approvals available.

   a) **Requisition Approval History** is a list of requisitions in any status including approved, denied and unapproved. Unclassified data will indicate an approval is still required to complete the order.

   b) **Requisition Approval History (Ordered Status)** includes only approved requisitions that have been sent to and posted in BANNER as a Purchase Order.
These audit reports provide the details of every purchase request that was Submitted and Approved or Denied within a certain timeframe. All of the approvers are listed and the reason they were added to the flow is included. The resulting Purchase Order created is also provided.

2) **Monthly Operating Report/Monthly Operating Report (Non-PO Invoices)**

**Definition - How much has been committed and spent in a FOP**

There are two reports available.

a) **Monthly Operating Report** should be used with your monthly reconciliation process to identify purchase order commitments charged to your FOP as well as any invoice expenses that have been applied to the related orders. You will be able to identify PO’s with outstanding Invoices. The full item description is provided as well as who did the purchase, the expense account that it was charged to, and its most current status. (PO Spend in EPIC does not include taxes. Tax amounts (GST & PST) are included in the total commitment displayed in FAST).

b) **Monthly Operating Report (Non-PO Invoices)** is also available for the transactions relating specifically to the Non PO Invoice Form.

3) **Invoice Summary Report by Contract**

**Definition - How much has been spent against a Contract**

This report identifies all invoice payments against a contract. Line item details are provided along with invoice amounts applied and the expense account charged. You are able to identify all of your outstanding contracts and related invoices to be applied in the specified time period for the selected FOP.

4) **Contract Amount Left**

**Definition - How much is left to spend against a contract**

This report identifies the full contract amount less the total of the invoices applied against specific FOAPs. This report assists in identifying whether a contract amount needs to be increased or if payments have exceeded the contracted amount.

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**Opening an EPIC Report**

Although there are several reports to choose from in the “Finance Reconciliations” folder, all reports are accessed using the following steps:

- **Open** the “Finance Reconciliations” folder by clicking the triangle next to the folder name.
- **Click** on the report name you wish to access. A drop down menu is displayed.
- **Select** Open. The selected report will open.
Refining the Report

Each report requires you to define the criteria you wish to report on based on a date range and/or accounting elements (FOAP).

- Select a **Relative date range** which is a time period (Year, Quarter, Month)
  
  o **Select** the option button beside the *Relative date range* field
  
  o **Click** the drop down arrow beside the *Time Period* field and choose the desired time period
  
  o **Click** the drop down arrow beside the *Most recent* field and select the number of periods you wish to report on

  **OR**

- Select a **Fixed date range** with a specific start and end date.
  
  o **Select** the option button beside the *Fixed Date Range* field
  
  o **Click** the *Calendar icons* to define the desired *start and end date*

Reconciliations should be performed monthly. It is recommended to use the Fixed date range for the month you are reconciling.
Once the date range has been selected, filter the report based on the additional options given.

Fund/Org security is not present in EPIC. For the best reporting results you need to filter the report to the specific FOP being reconciled.

EPIC uses different terminology than what we are accustomed to seeing for our accounting. The following bullets define what each field represents in comparison to the Universities Chart of Accounts:

- **Company** equals **Fund**
- **Business Unit** equals **Organization**
- **Account** equals **Account**
- **Cost Center** equals **Program**

To select each chart element (Fund, Organization, Program), **click** the down arrow in the field selection box.

The example below explains how to find a specific Fund.
All available Funds are listed.

- Enter the desired Fund in the Company field or search by using the Fund Number or Fund Name
  - Click Search.
  - Select the checkbox beside the desired Fund
  - Click on the "Include" button.

Choose a Fund displayed in the drop down selection in the Company field or click on “Select Others ...” to search for the desired Fund.
When a Fund is chosen, the *Included Items tab* will display a number that identifies how many Funds have been added.

- To report on a specific Fund only, make sure there are no other Funds selected by looking at the *Included Items Tab* at the top of the search box.

- **Click** on the “Included Items” tab or “Excluded Items” tab to see a list of chosen items.
  - Remove any Funds you do not want included or excluded in the report by clicking the appropriate tab and selecting the checkbox beside the listed Fund
  - **Select** “Remove”.

Enter search criteria

Click include to add your selection to the report
• Click OK on the bottom right of the page to save the selection.
• Repeat these steps for selecting Organization, Program, or any other search criteria that is available for the report.

**Viewing a Report**

Once you have defined your report criteria you are ready to view the report.
• **Select** the “View Report” button at the top or bottom right side of the page to run the report after all the search criteria is selected.

There is also a **Chart** and **Dashboard Tab** at the top of the page.

• The **Chart tab** allows for building various Pie and Bar graphs but requires some understanding of summarizing chart data.
• The **Dashboard Tab** allows you to add the report to your EPIC dashboard for quick viewing.

There are four buttons at the top right for additional functionality.

• “**Edit**” returns to the previous “Refine Data” page to change the date or FOAP selection.
• “Save” will save the report to view or run at a later date in the Personal Workspace.
• “Export” will download the report to an Excel Template that you can save to your computer for your records.
  o The excel workbook contains 5 tabs including a Bar Chart, Pivot chart, Pie Chart, Chart Pivot Table, and Raw Data tab.
• “Actions” provides advanced features used primarily by the report writers as well as export options.

### Changing a Report View

It is recommended to view the reports in the format they are presented. You can make changes to the view without changing the report template. This can be done while viewing the report by moving column titles or adding new columns with additional information.

- **Moving Column titles** can be performed by placing the cursor on the report column title, click and hold, then drag the title left or right.
  o This can be done for informational fields only. Numerical columns cannot be moved.

  ![Field Browser](image)

- **Adding additional fields** can be performed by dragging and dropping page fields into the report. These fields are available on the left side of the report in the field browser box and are made up of the search criteria used to filter the report.

  ![Field Browser](image)

- **Summary information** can also be viewed by clicking on the arrow beside the field title in the Field Browser Box.
  o This can give a quick view summary with totals for each field if applicable

- **Deleting Column titles** can be performed by placing the cursor on the report column title, click and hold, then drag the title left over to the Field Browser. *(Deleting titles could change the view of the report)*
  o This can be done for informational fields only. Numerical columns cannot be removed.
### Changing Report Filter Options

To rerun the same report with different filter data:

- **Click** on the **Edit** button on the top of the page to return to the filter selection page.
- **Change** the *date range or the FOAP* selection and run the report with the revised filter data.

### Closing a Report or Running a New Report

The report page does not have an exit or close option. You can exit the reporting tool or run a new report by following the below options:

**Closing a report:**

- Close the report page by selecting the Home Tab.
- When asked to save the report, choose either:
  - **“Save”** to a personal workspace or **“Discard”**

  - Saving a report to your personal workspace allows you to access the report with your defined search criteria at any time without repeating all of the above steps.
  - **Please Note:**
    - Changes to reports made by Financial Services will only be reflected in the template reports available in Public Reports. It is recommended to run the template report periodically to ensure that you are viewing the most up to date version.
    - Unauthorized reports saved in the public folder will be deleted without notice.

**Running a New Report:**

- Select the **Manage menu** then **Public reports**
- When asked to save the report, choose either “Save” to a personal workspace or “Discard” as described above.
- The **Public Reports** menu is opened. **Choose** a new report from the **Finance Reconciliation folder**.
- Repeat the steps outlined in the “Opening an EPIC Report” section of this document.

### Working in your Personal Workspace

When closing any report, you are given the option to “**Save**” to a personal workspace. This is your own personal report sandbox that allows you to save reports you have made filter changes to and create new reports for your own private use.
Run a report in your Personal Workspace

- On your dashboard’s command bar, select Manage > Personal Workspace.
- Click the expand arrow by a folder to see the reports available in that folder.
- Click a report and select Open.

- Click View Report.

Need a different report?

EPIC offers a robust reporting tool. If there are additional EPIC related reports that you would like to suggest that Financial Services considers developing, please contact the EPIC Helpline.