



EPIC – Reconciling an Invoice

This guide has been prepared for you to provide a step-by-step through the Invoice Reconciliation (IR) process in EPIC.

Reconciling Your EPIC Invoice

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

To Do						
ID	Date ↓	From	Status	Title	Required Action	
IR241047-45579	2/25/2020	That Furniture Guy	Reconciling	241047 (\$2,055.20 CAD)	Reconcile	
IR02242020-45578	2/25/2020	That Furniture Guy	Reconciling	02242020 (\$4,816.00 CAD)	Reconcile	
IR852258-45552	1/13/2020	That Furniture Guy	Paying	852258 (\$16,576.00 CAD)	Watch	
NSR1	11/27/2019	Renita Peters	Denied	Supplier Request Form Document	Approve	
IR3222222222-45508	9/23/2019	That Furniture Guy	Reconciling	3222222222 (\$16.80 CAD)	Reconcile	
IR471471-45356	9/25/2018	That Furniture Guy	Reconciling	471471 (\$8,757.50 CAD)	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.

[Submit](#) [Exit](#) [Refer](#) [Manual Match](#) [Print](#)

Exceptions | Line View | Approval Flow | Reference | History

IR852852-45581

Invoice ID: INV852852-45581 | Total Amount: \$14,000.00 CAD | Details

Invoice From: That Furniture Guy on Wed, 26 Feb, 2020

Invoice Type: Purchase Order

Purchase Order(s): PO45682

Header Information

Assigned To Me (1) | All Exceptions (1)

PO Line Amount Variance 1 Open



Order : PO45682 | Invoice Line No. : 1 | Amount : \$12,500.00 CAD ⓘ
Summer Picnic Tables | Order Line No. : 1 | Expected Amount : \$10,000.00 CAD

[View Details](#) | [Reference](#) | [Action](#)

- 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.

PO Line Amount Variance 1 Open



Order : [PO45682](#) Invoice Line No. : 1 Amount : \$12,500.00 CAD
 Summer Picnic Tables Order Line No. : 1 Expected Amount : \$10,000.00 CAD Action ▾

[View Details](#) ▾ [Reference](#) ▾  

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

PO Line Amount Variance 1 Open

Order : [PO45682](#) Invoice Line No. : 1 Amount : \$12,500.00 CAD
 Summer Picnic Tables Order Line No. : 1 Expected Amount : \$10,000.00 CAD Action ▾

[View Details](#) ▾ [Reference](#) ▲  

Reference Documents ✕

Invoice

No. ↑	Description	Qty	Unit	Price	Discount	Charges	Taxes	Gross Amount
1	Summer Picnic Tables	5	each	\$2,500.0000 CAD			\$1,500.00 CAD	\$14,000.00 CAD

Purchase Order



No. ↑	Description	Qty	Unit	Price	Amount
1	Summer Picnic Tables	5	each	\$2,000.0000 CAD	\$10,000.00 CAD

- 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.

Assigned To Me (1) [All Exceptions \(1\)](#)

PO Line Amount Variance 1 Open

Order : [PO45682](#) Invoice Line No. : 1 Amount : \$12,500.00 CAD
 Summer Picnic Tables Order Line No. : 1 Expected Amount : \$10,000.00 CAD Action ▾

[View Details](#) ▾ [Reference](#) ▾  

Action ▾

Accept Invoice Amount

Manual Match

Defer to someone else

- ✓ 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.

You can continue to edit the invoice before submitting it for approval.


The invoice is now reconciled.



Exceptions | Line View | Approval Flow | Reference | History



IR852852-45581  





Invoice ID: [INV852852-45581](#) Total Amount: **\$14,000.00 CAD** [Details](#)
Invoice From: That Furniture Guy on Wed, 26 Feb, 2020
Invoice Type: Purchase Order
Purchase Order(s): [PO45682](#)


Header Information 

Assigned To Me (1) | [All Exceptions \(1\)](#)

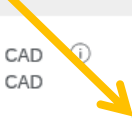
PO Line Amount Variance

Order : PO45682 Summer Picnic Tables	Invoice Line No. : 1 Order Line No. : 1	Amount : \$12,500.00 CAD Expected Amount : \$10,000.00 CAD	 Action 
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[View Details](#)  [Reference](#)   

 Amount Accepted

Confirmation the variance has 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 Ariba 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.