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.

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

Need Help? Contact Aurora Finance Customer Service at 204.480.1001 or email us at epic@umanitoba.ca
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.

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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.

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.

IR852852-45581 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.