

# **EPIC Reconciliation Reports Guide**



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The information contained in this document is subject to change without notice.

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# EPIC Reconciliation Reports Guide

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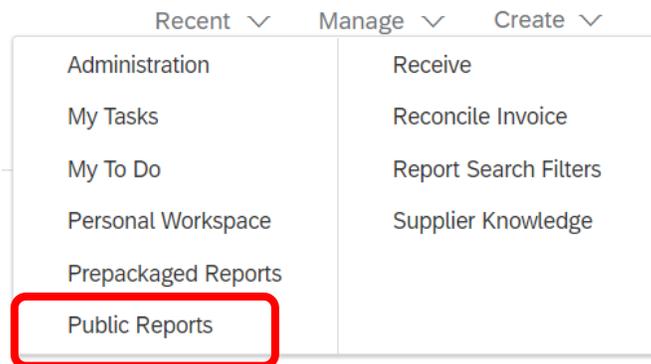
## EPIC Reconciliation Reports

Specific reports have been designed to assist Faculties and Departments with the financial reconciliation process associated with EPIC transactions in conjunction with FAST reporting. The reports available to you in EPIC provide you with supporting documentation for expenditure transactions replacing the need to print each requisition or purchase order to track expenditures and transactions.

### Accessing Reports

Reports can be accessed from the *Home Dashboard*

- Select the **Manage menu** on the Command bar
- Choose **Public Reports**



### 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 (Other Invoices)** is available for the invoice transactions related to contracts, extra charges on purchase orders and expenses processed through 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.

## 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.

The screenshot shows the University of Manitoba EPIC system interface. At the top, there is a navigation bar with the University of Manitoba logo. Below this, the 'Public Reports' section is visible. Under 'Quick Links', there are three links: 'Monthly Operating Report', 'Monthly Operating Report (Non PO)', and 'PO & Contract Invoice Summary Report'. Below this, there is a 'Public Reports' section with a search bar labeled 'Name'. Underneath, there are several folders: 'Gift Card Reports', 'Financial Reconciliations', 'Monthly Operating Report', 'Monthly Operating Report (Non PO)', and 'Pending Approvals on Contract Invoices'. The 'Financial Reconciliations' folder is highlighted with a red box and a red arrow pointing to it from the word 'Folder'. Below it, the 'Monthly Operating Report' folder is also highlighted with a red box and a red arrow pointing to it from the word 'Report'. The 'Requisition Approval History (Ordered Status)' report is highlighted with a red box and a red arrow pointing to it from the word 'Report'.

## 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)
  - **Select** the option button beside the *Relative date range* field
  - **Click** the drop down arrow beside the *Time Period* field and choose the desired time period
  - **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.
  - **Select** the option button beside the *Fixed Date Range* field
  - **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.**

## Refine Data

Filter the data in your report by selecting values for the fields below. All reports include a date field filter. To select a different date

[APH (REQ)] Submit Date\* (Calendar):

Relative date range

Time period: Month(s) ▾

Most recent 1 ▾ time periods

Future 0 ▾ time periods

Fixed date range from: 4/1/2014  to: 3/31/2015 

Automatically adjust the range to include complete months

Click the option button for the required date range

- 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(s) 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**

[INV-P&I] Company: (All) ▼ 

[INV-P&I] Business Unit: (All) ▼

[INV-P&I] Cost Center: (All) ▼

Click the drop down arrow on any of these fields to select specific Fund, Organization or Program codes to include in your report.

- 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*

[INV-P&I] Company: (All) ▼

[INV-P&I] Business Unit: (All)

[INV-P&I] Cost Center: 126931 - Aliani - Overhead Alloc

127478 - Travel & Expense -Edward Giesbrecht  
 110000 - General Operating Allocation  
 120044 - Dentistry Mobile Van  
 128183 - TSA Int.-Soil Sci - Sample Analysis  
Select Others ...  
 Select Search Filter ...

Choose a Fund displayed in the drop down selection in the Company field or click on “*Select Others ...*” to search for the desired 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.

Search Criteria

Company:    ← Enter search criteria.

<input type="checkbox"/>	Company ↑
<input checked="" type="checkbox"/>	110000 - General Operating Allocation
<input type="checkbox"/>	120044 - Dentistry Mobile Van
<input type="checkbox"/>	126931 - Aliani - Overhead Alloc
<input type="checkbox"/>	127478 - Travel & Expense -Edward Giesbrecht
<input type="checkbox"/>	128183 - TSA Int.-Soil Sci - Sample Analysis

←   ← Click include to add your selection to the report.

- 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.

Search

- **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”.

Search

<input checked="" type="checkbox"/>	Company ↑
<input checked="" type="checkbox"/>	110000 - General Operating Allocation

←

- **Click OK** on the bottom right of the page to save the selection.
- Repeat these steps for selecting any other search criteria that is available for the report.

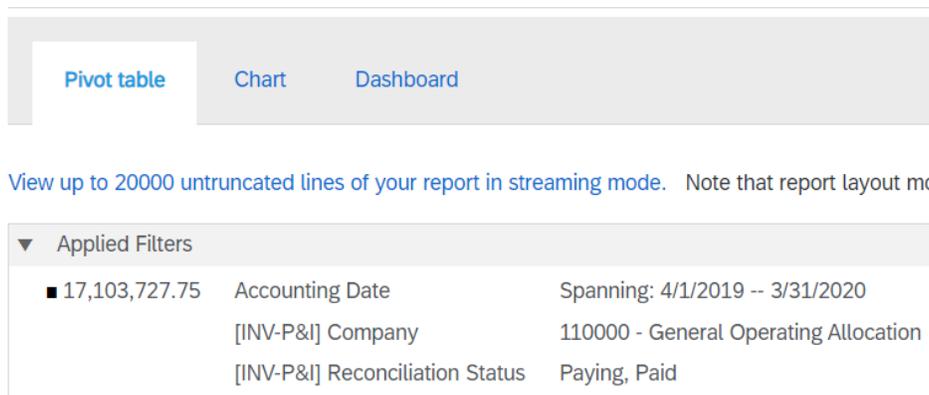
## Viewing a Report

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.



- All of the reports will display the “*Applied Filters*” you defined before running the report at the top of the page. This includes:
  - Date range
  - All specified FOAP information
  - Any additional filters used to narrow the search.



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.



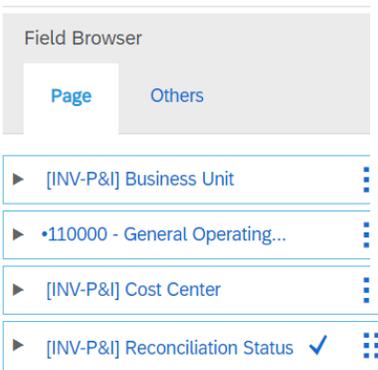
- “**Edit**” returns to the previous “Refine Data” page to change the date or FOAP selection.
- “**Save**” will save the report to view or run at a later date in the Personal Workspace.
- “**Export**” will download the report to an Excel Template that you can save to your computer for your records.
  - If you receive an error exporting your report. Return to the results page and select the Actions icon to configure your export to CSV format
- “**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.
  - This can be done for informational fields only. Numerical columns cannot be moved.

### Reporting



- **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.
- **Summary information** can also be viewed by clicking on the arrow beside the field title in the *Field Browser Box*.
  - 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)**
  - 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 Dashboard.
- 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 Aurora Finance Customer Service.

## Need Assistance?

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The Aurora Customer Service Helpdesk is available to assist you with any of our financial systems.

- **Aurora Finance Customer Service:**
  - **Phone** 204-480-1001 option 2
  - **Email** [epic@umanitoba.ca](mailto:epic@umanitoba.ca)