In this session we will:

1. EPIC Reports Overview
2. Reporting or Searching?
3. Reports
4. Finance Reconciliation reports
5. Additional Reports
6. Accessing reports & Report Demonstration
Expectations

- By the end of today’s session you will have a basic understanding how to:
  - Know when to use reports vs. searches in EPIC
  - Access Reports available to you
  - Run, download and print reports

EPIC Reports Overview

- EPIC offers various reports that allow you to report on every aspect of the Purchasing to Invoicing process
  - If it happens in EPIC, it can be captured in reports
- Reports allow you to review commitments and expenditures by various aspects:
  - FOP
  - Supplier
  - Preparer or Requester
  - Document ID (Requisition, PO, Contract or Invoice)
- **Reports will:**
  - Replace the need to print every requisition, purchase order or invoice that is processed in EPIC
  - Provide you with the required supporting documentation for the reconciliation process
  - Allow Faculties and Departments to review approval history, purchases and invoices from any period quickly and easily

- **Reports can be:**
  - Customized to meet your specific requirements
    - Explore by specific FOP
    - Add, move or remove columns
  - Exported to excel and saved to your own computer
  - Saved to your personal workspace in EPIC or to your Home Dashboard for quick access/review
### Reporting or Searching?

**Searches provide quick and easy visibility of:**

- Any individual document (requisition, PO, invoice etc.)
  - Has my requisition been approved? Has the invoice come in yet?
- An individual or series of documents for a specific supplier
  - Has the supplier been paid?
- An individual or series of transactions processed by a preparer, requester or approver
  - How many requisitions has Joe processed this month?

**Searches can be defined by:**

- Document ID or Title, Specific dates or time periods, Status, Preparer or Requester, Supplier and much more

**Searches can be:**

- Created by you at anytime
- Exported to excel and saved on your computer
- Saved in EPIC on your dashboard for quick access
Reports:

Reports can be:
- Created by you at anytime
- Exported to excel and saved on your computer
- Saved in EPIC on your dashboard for quick access

Finance Reconciliation Reports

There are 6 reports to support the reconciliation process

- 2 Approval Reports:
  - Requisition Approval History
  - Requisition Approval History (Ordered Status)
- 2 Expenditure Reports:
  - Monthly Operating Report (PO related)
  - Monthly Operating Report (Other Invoices)
- 2 Contract Related Reports:
  - Invoice Summary Report by Contract
  - Contract Amount Left
### Finance Reconciliation Reports

- **Requisition Approval History**
  - Who has to approve a request or who already has

- **Requisition Approval History (Ordered Status)**
  - Who approved the request before the order was placed

- **Monthly Operating Report**
  - What were my PO expenditures on a specific FOP
  - What are my remaining commitments

### Finance Reconciliation Reports

- **Monthly Operating Report (Other Invoices)**
  - What were my invoice transactions for contracts, extra charges on purchase orders, and expenses processed through the Non-PO invoice form

- **Invoice Summary Report by Contract**
  - What invoices have been processed on a contract

- **Contract Amount Left**
  - What is the remaining commitment on a contract
Additional reports

- Who did we buy from? How many times did we buy from that supplier?
  - Try the Orders Overview by ORG or Supplier report

- What contract requests do I have that are active?
  - Try the My Active Contract Requests report

- Looking to find more details on a contract you can see in FAST?
  - Try the Contract by Contract ID or Supplier report

Additional reports

- EPIC has a huge report catalogue available
  - These are called “prepackaged reports”
  - These reports have limited access
    - You can browse but will not be able to open
  - If a report sounds useful to your area or you would like more information - let us know!

- Have suggestions for a custom report in EPIC?
  - Call us!
Accessing Reports

- All reports are accessed through the Manage Menu

- Select Public Reports
  - Multiple folders of reports are listed in Public Reports however some reports do have restricted access

Demonstration

Let’s log into EPIC and look at some reports!
Need additional support using EPIC?

- **Aurora Finance Customer Service Desk** for system support at 204-480-1001 ext. 2 or epic@umanitoba.ca
- **Guides, Manual & eLearns** available on the Aurora Finance page
  - Visit the Aurora Finance website
  - Select the *Training* link on the left navigation bar & choose EPIC
- **Purchasing Services** for supplier negotiation or process guidance 204-474-8348 or purchasing@umanitoba.ca
- **Supplier Payment Services** for inquiries regarding supplier invoices, credits or payments, *(see webpage for contact)*
- **ASK Aurora sessions**
Thank you!

AURORA Finance