



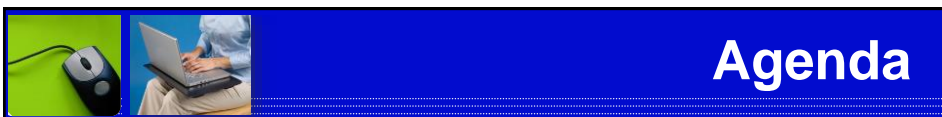
WELCOME

EPIC Reporting



AURORA  
Finance

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Agenda

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


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## 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


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## 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)


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## EPIC Reports Overview

- **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

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## EPIC Reports Overview

- **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

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## 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?

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## Reporting or Searching?

- **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

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## Reporting or Searching?

- **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

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## 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

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## 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


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## 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


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## 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

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## Additional reports

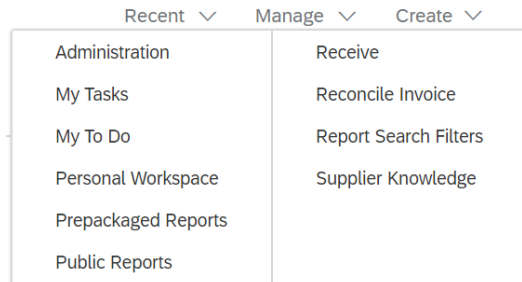
- EPIC has a huge report catalogue available
  - These are called “prepackaged reports”
  - These reports have limited access
    - You can browse but will not be able to open
  - If a report sounds useful to your area or you would like more information - let us know!
- Have suggestions for a custom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

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## 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

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## Demonstration

Let's log into EPIC and look at some reports!

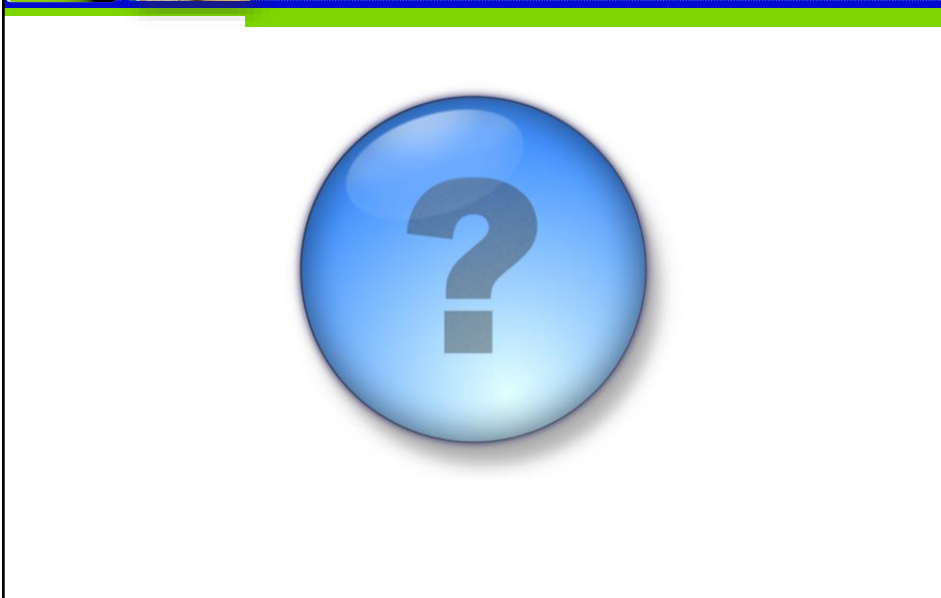
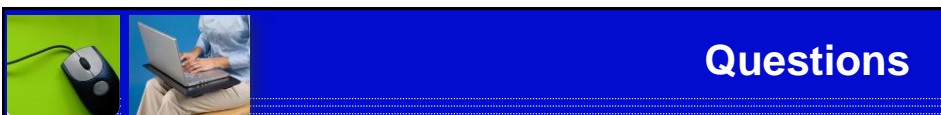
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- **Need additional support using EPIC?**
  - **Aurora Finance Customer Service Desk** for system support at 204-480-1001 ext. 2 or [epic@umanitoba.ca](mailto:epic@umanitoba.ca)
  - **Guides, Manual & eLearns** available on the Aurora Finance page
    - 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](mailto:purchasing@umanitoba.ca)
  - **Supplier Payment Services** for inquiries regarding supplier invoices, credits or payments, (*see webpage for contact*)
  - ASK Aurora sessions

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Thank you!

