

Financial Services News !



Have you tried the new view in EPIC yet?

In January 2016 EPIC was updated to a new view with the option to use the classic or new view.

- **The classic view will be removed on June 9, 2016.**

A screenshot of the EPIC system interface. The top navigation bar includes 'HOME', 'SOURCING', 'CONTRACTS', 'CATALOG', and 'MORE'. Below the navigation bar is a search bar and a 'Requestion' dropdown menu. The main dashboard area features several widgets: 'Common Actions' with options like 'Create Requestion', 'Contract Request (Procurement)', 'Analytical Report', and 'Non-PO Invoice'; 'IR To Do' with a 'To Reassign' button and a '1' indicator; 'My Requisitions' showing '1 Denied' and '3 Total Submitted'; 'My Receipts' showing '0 Denied' and '3 Total Receipts'; and 'My Invoices' showing '1 Denied' and '2 Total Submitted'. A 'News' section at the bottom contains a 'Welcome to EPIC Training!' message and a 'Need Help?' section with contact information for the Aurora Finance Customer Service Desk.

Haven't tried the new design yet?

Check out our video highlighting the changes on the Aurora Finance Training Resources website

http://umanitoba.ca/computing/renewal/aurora/finance/training/AF_trainingresources.html

What browser are you using?

The system provider for EPIC will be discontinuing support for Internet Explorer versions 6, 7 and 8 on June 9, 2016.

Supported Browsers

Browser	Version
Apple Safari	Versions 4, 5, 6, 7, 8 and 9
Google Chrome	Versions 47, 48, and 49
Microsoft Edge	Version 25
Microsoft Internet Explorer (32-bit)	Versions 9, 10 and 11 <i>Note: Compatibility mode is not supported</i>
Mozilla Firefox	Versions 43, 44 and 45

Supported Browser Plugins

Adobe Flash Player versions 7, 8, 9, 10, and 11.

UPCOMING dates

Date	Event
June 1, 2016	Hands on Aurora Session (Fort Garry)
June 1, 2016	Banner Navigation Fundamentals (Fort Garry)
June 1, 2016	Journal Entries & ID Charges (Fort Garry)
June 2, 2016	Hands on Aurora Session (Bannatyne Campus)
June 2, 2016	Banner Navigation Fundamentals (Bannatyne Campus)
June 2, 2016	Journal Entries & ID Charges (Bannatyne Campus)
June 9, 2016	Introduction to EPIC (Fort Garry)
June 9, 2016	EPIC – After the Order (Fort Garry)

Travel Booking and Expense Management Project

Did you know that the University is preparing to review the Travel & Expense Management process with faculty and staff?

- A formal announcement of the Travel Booking and Expense Management Project was made on May 17th, 2016
- For details on the announcement and related Travel Booking and Expense Management Report, please see the article from the UM Today publication
<http://news.umanitoba.ca/travel-and-expense-management-to-be-reviewed/>
- Share your thoughts and experiences!
 Email travel.review@umanitoba.ca

Who is your contact on the Budget Accounting Team?

Our Budget Accounting team has some new faces!

http://umanitoba.ca/admin/financial_services/budgrant/budgetacctg_staff.html

Manager, Financial Reporting
 Carla Buchanan, 204-474-8750

Assistant Manager, Budget Accounting
 Jonathan Hyman, 204-474-9800

Who?	Faculty/Unit Responsibility
Jill Mangin Supervisor 204-474-6394	Ancillary Services Audit Services Campus Planning Office Financial Services Graduate Studies Human Ecology Office of Change Management Office of Continuous Improvement President's Office Risk Management Smartpark Sustainability Office Treasury Services University General Fund University Secretariat VP & Associate VP (Administration) VP (External)
Jun Wei Budget Accountant 204-474-9285	Agricultural & Food Science Arts Environment IST Physical Plant St. John's College University 1 University College VP (Academic & Provost)
Breanne Stoller Budget Accountant 204-474-6848	Education Kinesiology & Recreation Management Libraries Music Nursing Pharmacy School of Art Social Work St. Paul's College VP (Research & International)
Emmanuel MODOZIE Budget Accountant 204-474-9318	Architecture I.H. Asper School of Business College of Rehabilitation Sciences Dentistry Extended Education Engineering Law Medicine Sciences



Going, Going, Almost Gone!

It's time to say good-bye to FAST Classic Reporting!
Classic Reporting will be removed on June 1, 2016.

Operating Statement Additional Reports

Home **Finance Reporting**

Application Info Dashboard Pinned Reports My Schedule Accounts Receivable Budget Transfers Finance Reporting

Please input your desired report parameters.
You can click on the magnifying glass to lookup a field.

Chart(s): M - University of Manitoba Chart

Fund: Origin: Acct: Prog: Actv: Locn: Fund Type: Acct Type: Fiscal Period: Report:

Revenue and Expenditure Statement

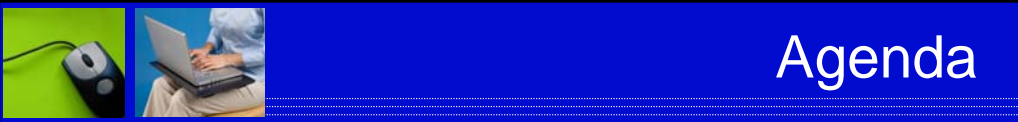
Reset Parameters ENTER

Need help?

- Visit the Aurora Finance Training Resources website for documentation on the new FAST Reporting functions
http://umanitoba.ca/computing/renewal/aurora/finance/training/AF_trainingresources.html
- Contact us!
Call 204-480-1001 or email Aurora_Finance@umanitoba.ca



The New FAST Reporting



Agenda

In this session we will :

- Introduce you to the new FAST Reporting
- Show you how to navigate the new view
- Provide you with some tools & tips to obtain your reports
- Show you the advanced features available to you



FAST Features

What's New?

- Menu options and tab views
- Some Navigational changes
- New menu choices to select reports
- New filter options to improve your reporting experience
- Pinned Reports - Ability to build & save



FAST Features

FAST continues to...

- Be a web based application
- Be point and click navigation
- Provide ability to drill down to transaction detail level
- Provide comparative and date range views of data
- Allow you to filter on any of the FOAPAL elements
- Report on any period or date range
- Export to Microsoft Excel or PDF



Assistance

Need additional support?

Aurora Finance Customer Service Desk for system support
at 204-480-1001 → ext. 3 for access/security assistance
→ ext.4 for training/application assistance

Aurora_Finance@umanitoba.ca

Training Resources are available on our website

Manuals & Resources

umanitoba.ca/computing/renewal/aurora/finance/training/AF_trainingresources.html

[Getting to Know the new FAST Reporting](#)

[Advanced FAST Reference Guide](#)



Questions

