



EPIC Reporting

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Agenda

- *EPIC reporting overview*
- *Reporting or Searching?*
- *Reports*
 - *Finance Reconciliation reports*
 - *Additional Reports*
 - *Accessing reports & Report Demonstration*
- *Resources*
- *Questions*



EPIC Reporting 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 /expenditures by various aspects:
 - FOP
 - Supplier
 - Preparer or Requester
 - Document ID (*Requisition, PO, Contract or Invoice*)



EPIC Reporting 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



EPIC Reporting 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



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 paid?*
 - An individual or series of transactions processed by a preparer, requester or approver
 - *How many requisitions has Joe processed this month?*



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



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 (Non PO 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 (Non PO Invoices)**
 - *What were my Non PO invoice expenditures*
- **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



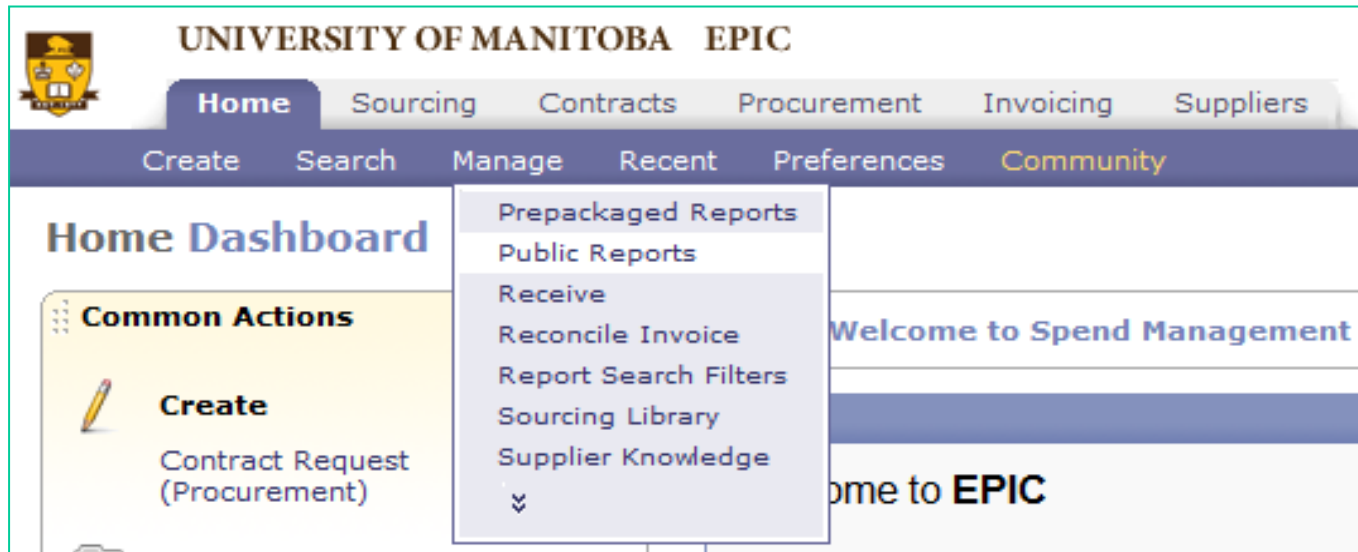
Additional reports

- 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



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



➤ Need additional support using EPIC?

- Help Line: 204-480-1001 ext. 2
- Email epic@umanitoba.ca
- Guides & Manuals available at:
www.umanitoba.ca/eprocurement

Select the Training & Support link on the left navigation bar to view available guides



Questions



Presentation Information

Presentation information and session topics available from the Financial Services website:

http://umanitoba.ca/admin/financial_services/brownbag.html

Thank You!

