# Epicor® Electronic Reports

**EPICOR.**

## Product

▶ Epicor® ERP

## Benefits

▶ Prepare electronic reports for third party organizations

▶ Work efficiently with advisory companies and auditors

▶ File your tax returns in electronic format

▶ Leverage simple e-invoicing

▶ Strengthen your global business management with legally required electronic reports

▶ Modify the electronic reports delivered by the Epicor ERP Country Specific Functionality (CSF) packages

## A Powerful and Easy-to-Use Architecture

Epicor Electronic Reports is an optional module for your Epicor ERP system that allows multiple stakeholders to design, deliver and share electronic reporting solutions.

If your business needs to send any data from your Epicor ERP system in electronic format to a third-party organization such as customers, suppliers, auditing firms, analysts, advisory companies, banks, investors or authorities, regardless the amount of data or the frequency needed, this module is a smart addition to your Epicor ERP system.

Files generated in Epicor Electronic Reports may contain financial and non-financial data retrieved from Epicor ERP, such as the entire Chart of Accounts (COA), accounting transactions, tax rates, customer and supplier data, invoices, payments, inventory, supply chain and more.

## Meeting Your Business Needs for Electronic Reporting

With Epicor Electronic Reporting you can deliver many different types of electronic reporting solutions that your business may need, including legally required electronic reports in certain countries.

Financial advisory companies offer services to businesses on improving their cash flow, help them with accessing financial capital or investments with better conditions. To assist the advisory process, during the initial analysis, these companies often require data in a pre-defined electronic structure and format, such as certain financial accounting transactions, periodic balances, income statements or financial budget plans.

Publicly traded companies are obliged to file their financial statements, quarterly reports and many forms to the Electronic Data Gathering, Analysis, and Retrieval (EDGAR) system used at the U.S. Securities and Exchange Commission (SEC). With Epicor Electronic Reports it is possible to create reports fetching data directly from your Epicor ERP system and to generate the appropriate XML files for the filing process in an automated way in each period.

| Type of Deliverable | Frequency | Size |
|---|---|---|
| Audit File Generation | Low | Large |
| Periodic Electronic Reports | Varies | Varies |
| Live Data Feeds | High | Small |

Filing tax returns and forms to authorities electronically is also possible with Epicor Electronic Reports. Even though the required structure may change each year, maintaining your report and tailor making it to your business is easy with a tax advisor or consultant.

Epicor Electronic Reports allows to generate electronic invoice data files which contain the same data as the customer invoice in human readable (i.e. in PDF) format, or even more—helping your customers to process the electronic invoices with non-human, automated systems, portals or other solutions.

Large enterprises may require their suppliers to adopt to their own vendor management systems and provide all business documents such as orders, delivery notes or invoices in electronic formats.

The integration to bank payment systems is also possible, when there is a point in the process that needs a robust report on certain data—BAQ reports alone or chained can provide the necessary data to perform a payment reconciliation with the bank.

## Global Business Management

When doing business globally, companies face diverse local legal requirements, especially in financials. More and more legislations require businesses to send financial data electronically to local tax authorities or government bodies to combat tax evasion and fraud.

The content and frequency of these data submissions varies heavily from country to country. Certain practices such as public procurement may require electronic invoicing capabilities. Compliance to these regulations is essential in every geography.

## Country Specific Functionality (CSF)

Epicor helps its customers by delivering Country Specific Functionality (CSF) packages for Epicor ERP along each Epicor ERP release and these primarily contain add-on functionality on top of the standard Epicor ERP functionality.

However, these may also contain electronic reporting or electronic invoicing solutions depending on legal or industry specific requirements in the given country—delivered via the Epicor Electronic Reports as part of the CSF.

With the Epicor Electronic Reports license, it is possible to change those electronic reporting and electronic invoicing solutions that were delivered as part of the CSF packages using this specific module, to ease a quick

maintenance and customization of these solutions in shorter time than the Epicor ERP and CSF release cadence.

## Electronic Reporting Types
### Audit XML files

These are very large files that may include almost the entire database from a full financial year. Audit firms need these files for financial audits, or advisory firms utilize these to perform certain financial analysis and controlling.

The Organization for Economic Co-operation and Development (OECD) initiated the creation of a standard for member states on sending tax related data between businesses and governments. The Structured Audit File for Taxation (SAF-T) is one of the first standards – however the member states adopted it in different ways.
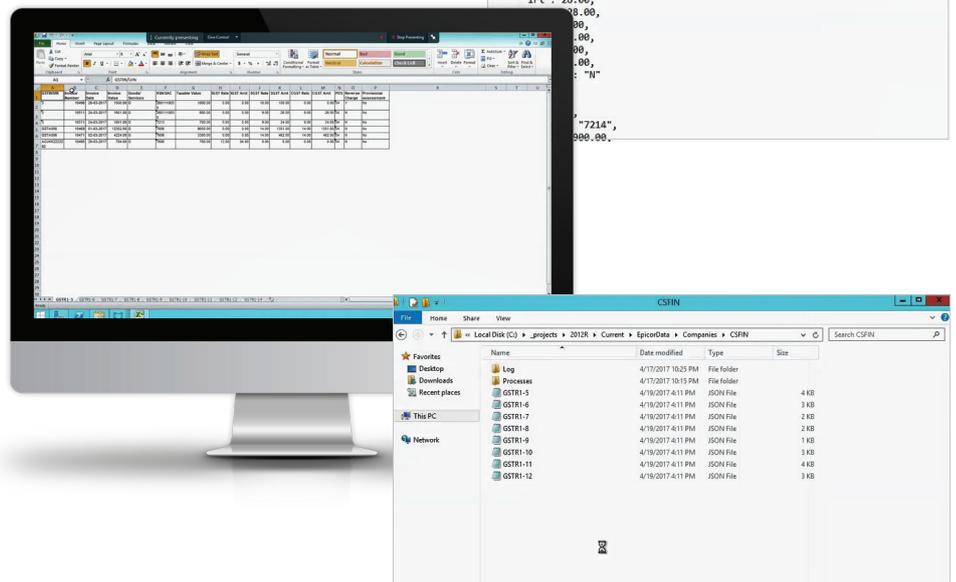
## Periodical electronic reporting

Certain electronic reports need to be generated periodically, these are usually monthly revenue and VAT reports, tax returns, invoices issued, General Ledger (GL) journals, GL or inventory balances. The electronic report generation can be automated and saves valuable amount of time and cost.

## Live data feeds

Stringent legislations require that businesses send transactional data right after the invoice or delivery transaction was generated and booked, often with some kind of certification or validation of the message. Electronic invoicing solutions or live integration to third party systems such as bank payments are also good examples.

## How Does It Work?

Epicor Electronic Reports is an organic part of Epicor ERP and it can work with all data available in Epicor ERP. It is a flexible framework where the solutions can be created, edited, copied, loaded, saved or shared easily.

The data are usually retrieved from the Epicor ERP database by several Business Activity Query (BAQ) reports that every user can create themselves with a user-friendly interface in Epicor ERP. Whenever a BAQ is run, it always provides a fresh, up-to-date query result, for example a transaction list or balances from the previous accounting period. These BAQs are chained together into a structure that complies with the requested file format. The mapping of the internal information to the external format is easy with the Epicor Electronic Reports.

## Templated Approach

Once a report is created, it possesses all the business parameters, data structure definitions and output format defined. These reports can be saved and distributed across multiple Epicor ERP systems. The Epicor Electronic Reports is a framework where multiple electronic reports can be installed or updated from a single file using the Solution Workbench.

## Who Are the Report Creators?

- ▶ Epicor ERP users
- ▶ IT staff
- ▶ Epicor Professional Services (PS) consultants
- ▶ Epicor Custom Solutions Group (CSG)
- ▶ Epicor authorized consulting partners
- ▶ Epicor development team

## Possible Data Sources

- ▶ Epicor ERP database table
- ▶ Internal or External Business Activity Query (BAQ)
- ▶ Electronic Interface (EI) programs

## Main Components

Epicor Electronic Reports comprises several existing elements in the Epicor ERP system:

- ▶ Business Activity Query (BAQ)
- ▶ Report Data Definition (RDD)
- ▶ Report Style
- ▶ Electronic Interface (EI)
- ▶ Printing User Interface
- ▶ User definable parameter entry screens
- ▶ Business Process Management (BPM)
- ▶ Solution Workbench

## Business Activity Query (BAQ)

The user-friendly Business Activity Query (BAQ) designer is available to every Epicor ERP user—allowing the creation of personalized data queries with grouping, filtering, with the associated security.

The external BAQs can work with databases outside the Epicor ERP system offering a flexible way to work with external data sources.

### 1. Planning
- ▶ Analyze and define report data requirements
- ▶ Create/modify data sources— BAQs,Tables, Els

### 2. Design
- ▶ Create Report Data Definition, define relationships between data sources, define prompts for criteria

### 3. Mapping
- ▶ Construct structured report by mapping report fields to the data source column
- ▶ Define report style and select electronic structured report

### 4. Execution
- ▶ Define a menu item for reports and select the report style as program to run

### 5. Running
- ▶ Start the report using the menu item, fill in the criteria, and execute the report

Epicor Electronic Reports leverages the power of BAQs by allowing the report editor person to combine several BAQs together to build the final structure required.

## Human Readable Formats

Most electronic formats are not easy to consume for humans. However, the report editor person may decide to create an auxiliary summary report with identical content to the electronically created files, but in an easy to understand format.

Most probably it would be a PDF file showing transactions and summary figures or perhaps an Excel file with multiple sheets each representing the data files generated.

Human readable file types can be created with the SSRS Report Server using the associated report styles.

## Supported Output Formats

Epicor Electronic Reports provides the generated electronic reports in the below formats:

- XML
- JSON
- CSV
- TXT

The SSRS Report Server may render the report data into multiple formats on the fly:

- Excel
- Word
- PDF
- Images
- Live connection

## Live Connection

If the requirements coming from the business, local authorities or business parties stipulate that a communication channel should be established between your company and the recipient of the electronic data report file, it is also possible. In most cases it would be a bidirectional Web Service that saves confirmation messages and identification codes. Epicor ERP is able to communicate with external systems on a business transactional basis leveraging the Epicor ERP Service Connect architecture. Such channels should be implemented separately as these are not part of the Epicor Electronic Reports.



## Example Application Areas

- Compliance/audit reports
- Electronic Financial Statements in International Standards (US-GAAP, IFRS etc.)
- SAF-T reports
- Tax return filings
- Electronic documents
- Electronic sales / purchase orders
- Electronic ledgers
- Electronic invoicing
- Bank payment files in XML format
- EDI transfers

## About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software designed to fit the precise needs of our manufacturing, distribution, retail, and service industry customers. More than 45 years of experience with our customers' unique business processes and operational requirements are built into every solution—in the cloud or on premises. With this deep understanding of your industry, Epicor solutions dramatically improve performance and profitability while easing complexity so you can focus on growth. For more information, connect with Epicor or visit www.epicor.com.

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