4 Steps to EPM Training Success

**Please follow these steps before coming to EPM training. If done, EPM training can be a far richer experience.*

#1. EPM Access – Getting to the Main Menu

Refer to "3 Steps to the EPM Main Menu"

- Verify that you can properly access EPM and get to the EPM Main Menu.

#2. Revenue & Expense Planning Input Template

- Insert an activity and click "Display Data." Did the data pull up as expected?
- Become familiar with the input columns (yellow cells) and template layout.

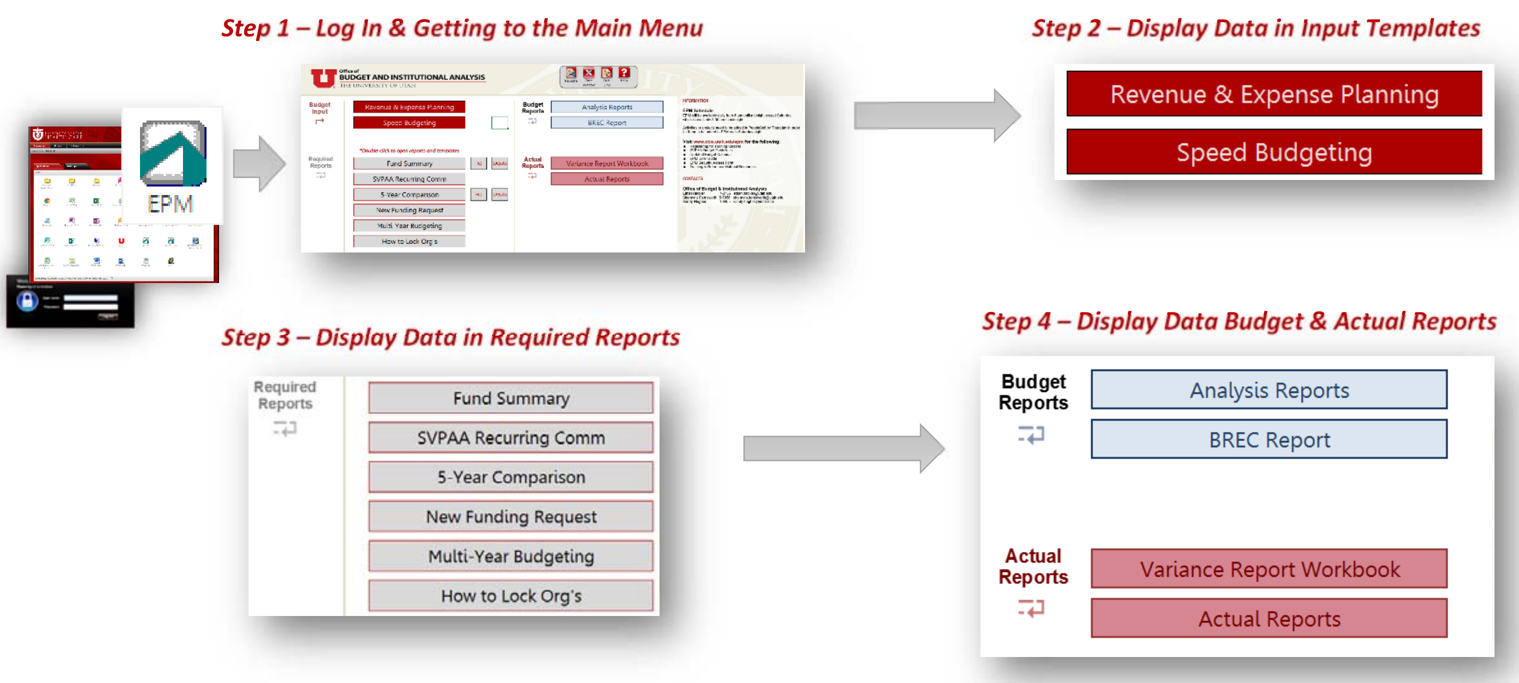
#3. Required Reports

- Insert an org or activity and "Display Data" within a report. Did the data pull up as expected?

#4. Budget & Actual Reports

- Become familiar with the various reports available to assist you with your budgeting.

Instructions Above Visually Summarized



Come ready with any questions that may arise after following the above steps – Remember, you can refer to the EPM User Guide on the EPM website in answering many EPM related questions.