Introduction to Aurora Finance

Agenda

- What’s in your Training Package?
- Understand Aurora Finance and its suite of software available
- Gaining access to Aurora Finance and Security
- Use the FAST Tool for financial reporting needs
- Navigate within BANNER
Aurora Finance is the University of Manitoba’s fully integrated suite of administrative application software for financial management.

- Every accounting transaction and associated detail is recorded and reported within the system
- There are 5 primary Financial Applications
  - BANNER or Aurora INB
    - Finance and Student system administration
  - FAST (Financial Administrative Support Tool)
    - an easy-to-use tool for financial reporting, budget transfers and external invoices
  - Concur
    - Travel & Expense Management System
  - EPIC
    - E-Procurement system for purchases & payments
  - UM Plan
    - Planning and budgeting tool

Aurora Finance Training

- **Banner & FAST Training**
  - Introduction to Aurora Finance
  - Aurora For Researchers
  - BANNER Navigation Fundamentals
  - Journal Entries & Interdepartmental Charges (JE’s & IDC’s)
  - Advanced FAST
  - External Invoicing (FAST A/R)
  - Budget Transfers
- **Concur**
  - Travel and Expense Management
- **EPIC**
  - Introduction to EPIC
  - EPIC – After the Order
  - EPIC Contracts

System Overview
The Chart of Accounts is a series of codes used to account for every financial transaction that occurs at the University.

The University's new Chart of Accounts consists of six elements commonly referred to as a FOAPAL. The acronym is broken down as follows:

<table>
<thead>
<tr>
<th>FOAPAL letter</th>
<th>Description</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fund</td>
<td>6 digits</td>
</tr>
<tr>
<td>O</td>
<td>Organization</td>
<td>6 digits</td>
</tr>
<tr>
<td>A</td>
<td>Account</td>
<td>6 digits</td>
</tr>
<tr>
<td>P</td>
<td>Program</td>
<td>4 digits</td>
</tr>
<tr>
<td>A</td>
<td>Activity</td>
<td>6 digits</td>
</tr>
<tr>
<td>L</td>
<td>Location</td>
<td>6 digits</td>
</tr>
</tbody>
</table>

- **Fund**: Used for identifying the source of funds. Examples are Operating, Research, Endowment, etc.
- **Organization**: Identifies who spent the money. Usually a unit of budget responsibility and/or department(s) within an institution. This can be a faculty, school, department or administrative unit.
- **Account**: Identifies what the money was spent on, the type of revenue, and also used to define assets and liabilities.
- **Program**: Classifies the revenue or expense as defined by the purpose of your Unit or Grant.
- **Activity**: Used to define unique activities such as Campus Beautification Day, Emergency Preparedness activities, etc.
- **Location**: Optional in Aurora and cannot budget by this category. Primarily used by, but not limited to, the Fixed Assets module.
FOP...What is a FOP?

| **FUND** (6 digits) | Identifies the source of funding  
| eg: Operating, Research, Endowment |
| **ORGANIZATION** (6 digits) | Who spent the $$$? Identifies responsibility.  
| eg: faculty, school, department, unit |
| **PROGRAM** (4 digits) | Classifies the expense or revenue according to purpose/function  
| eg: Instruction, Research, Support etc. |

FOP: What is it?

**FOP Examples**

| 120012 | 333000 | 1100 |
| Startup | Forestry Dept | Academic Expense |
| K. Smith | |

| 300236 | 333000 | 2000 |
| MB Conservation Grant | Forestry Dept | Revenue |
What is a FOAP?

- Additional code is the ACCOUNT which details what the funding was spent on or where the funding came from.

Examples:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>562001 564001</th>
<th>Federal Grant Revenue Province of MB Grant Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>63210 68000</td>
<td>Research Associate Salary Employment Insurance</td>
</tr>
<tr>
<td>Expenditures</td>
<td>706107 726411</td>
<td>Lab Equipment &lt;$2500 Scientific/Research Equipment &gt;$2500</td>
</tr>
</tbody>
</table>

U of M Finance Terminology

FOAP Examples

- 120012 Startup K. Potter 333000 Forestry Dept 706105 Chemicals 1100 Academic Expense
- 300236 MB Conservation Grant 333000 Forestry Dept 66201 PT Student Support Casual 2000 Sponsored Research Expense
What is a FOA?

- Excludes the Program code identifying the purpose of the Unit
- Used only in UM Plan for planning and budgeting
- Example:

  300236 - 333000 - 66201

  MB Conservation Grant
  Forestry Dept
  PT Student Support Casual

The FOAP

All FOAP elements are built into a ‘hierarchy’

- Used to facilitate financial reporting
- Upper levels of the hierarchy referred to as “levels”, “predecessors” or “types”
- Last level of the hierarchy referred to as “data enterable” level
The FOAP

- Fund Helpful Hints:
  - Funds are built into a hierarchy to facilitate financial reporting
  - Most popular funds are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Fund Type</th>
<th>Data Entry Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Operating Funds</td>
<td>01</td>
<td>1</td>
</tr>
<tr>
<td>Internally Restricted Operating Funds</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>Research Grants</td>
<td>28, 30</td>
<td>3</td>
</tr>
</tbody>
</table>

The FOAP

- Accounts are broken down into 8 different Account types:
  10  Assets
  20  Liabilities
  30  Control Accounts (never used for data entry)
  40  Fund Balance
  50  Revenue
  60  Salaries and Benefits
  70  Non Salary Expenditure
  80  Fund Transfers
Main account types you will use are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Account Type</th>
<th>Data Entry Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>60</td>
<td>6</td>
</tr>
<tr>
<td>Non Salary Expenditures</td>
<td>70</td>
<td>7</td>
</tr>
</tbody>
</table>

- Salaries & Benefits…data entry level is **5** digits
- All other accounts…data entry level is **6** digits

Impact of Account Codes:

- (Total $416.8 M)
  - Salaries & Wages $270
  - Utilities $15.3
  - Ancillaries Cost of Goods Sold $16.3
  - Staff Benefits $41.4
  - Supplies and Expenses $60.8
  - Payroll Tax Levy $5.8
  - Property Tax $0.4
  - Scholarships, Bursaries, Prizes and Awards $6.9
Why are Organization & Program codes important?

RESEARCH EXPENSE BY FACULTY (Total $132.6 Million)

- Medicine $69.2
- Environment, Earth & Resources $7.7
- Science $11.7
- Engineering $8.9
- Agricultural & Food Sciences $15.5
- Arts $4.7
- Graduate Studies $3.9
- Other $11.0

Addition of 2 other elements:

**Activity** = Used to define unique activities to the University (e.g. Pandemic planning, flood preparation activities)

**Location** = Primarily used, but not limited to the Fixed Assets module – identifies location of capital assets (e.g. 404A Administration Bldg)
Aurora Finance Security

- Gaining access to the University Financial Systems
  - Complete the Aurora Finance Systems Access Request form
    - Identifying which systems access is required
    - Indicating if a user needs to create transactions and/or report on FOPs, FOAPs, or FOAPALs
      - i.e. Journal Entries, ID Charges, Budget Transfer
    - Different access required for support staff type role and a Researcher

Aurora Finance Security

- Access is based on what Funds and Orgs a user is responsible for
  Example:
  - Employee who needs Dean's Office Agriculture will have access to:
    - Fund 110000 (Operating Fund) and
    - Organization 312000 (Dean's Office)

- Access can also be given according to a fund/org hierarchy for example:
  - Fund Type 11
  - Fund Type 28
  - Org pred 3440
Aurora Finance Security

Type of Access

- Query & Posting capability OR
- Query only OR
- Posting only

- Aurora does not provide security over the Account (FOAP) element – any user can view and post to all accounts (including salaries)

FAST

- FAST: What is it?
  - Financial Administration Support Tool
  - Houses 3 applications
    - Accounts Receivable
    - Budget Transfers
    - Finance Reporting
FAST

- Dynamic, web-based budgeting and reporting tool
  - Downloads data from Banner, stores it in FAST database and presents financial information in an easy-to-read and understandable format
  - Updates every morning

Check Budget Available

Exercise

Determine the amount available to spend on a FOAP and find detail on a transaction:

View the Expenditures Only report, as follows.

- At the Main Menu, leave blank to see all FOAP combinations you are authorized to see.
- Select the Fiscal Period October 2016
- Select the Expenditures Only Report from the Report drop-down list.
- Select ENTER to generate the report.
- View the Budget Available column total.
- Drill down on the Unrestricted blue hyperlink ‘110’ until you get to the desired level of detail for org 312200, Animal Science
- Find account code 706003 and click on the amount $26.81
- Find Invoice #11579065 for $16.43, click on the document to find the description of what the amount was for.
Something to remember:

- Budget Checking occurs for the combined FOP upon creating entries against the FOP.
- Account is “ignored” which allows you to be overspent in one account (e.g. Printing) and under spent in another (e.g. Telephone, Equipment rental).

**Budget Example**

<table>
<thead>
<tr>
<th>Account</th>
<th>2018 Budget</th>
<th>2018 Exp</th>
<th>Under/Over</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined Benefits</td>
<td>660.05</td>
<td>660.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Education Levy</td>
<td>660.05</td>
<td>660.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel &amp; Conferences</td>
<td>760.05</td>
<td>760.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials, Supplies and Services</td>
<td>760.05</td>
<td>760.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Non-Salary Expenditures</td>
<td>27.45</td>
<td>27.45</td>
<td></td>
<td>108.4% U</td>
</tr>
<tr>
<td>Total All Expenses</td>
<td>27.45</td>
<td>27.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue Less Expenses and</td>
<td>-37.45</td>
<td>-37.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Structure of Banner**

Banner Finance

- Aurora Finance
  - Module
    - Form
      - Key Block
      - Info Block
      - Record

**Form Acronym**

- Grant Code Inquiry Form
  - **FRIGRNT**
    - F – Financial System
    - R – Research Account Module
    - I – Type of Form – Query or “Informational”
    - GRNT – shortened version of form name
There are several types of signing authority or responsibility that can be provided to an employee of the University of Manitoba for each FOP or FA combination.

The types that exist are:

**PS** Primary Signing Authority
- The person ultimately responsible for the FOP or FA, also known as the principal investigator of a grant. Only one person per FOP or FA combination.

**AS** Alternate Signing Authority
- An employee who has been given the authority by the PS to sign off on expenditures for the FOP or FA combination.

**PM** Payroll Mail
- Person who will receive all payroll related printed materials. Only one person per FOP or FA combination. No signing authority rights.

**VR** VIP Report Access
- Person responsible for running the VIP payroll reports for the FOP or FA combination. No signing authority rights.

**FS** Financial Services Responsibility
- The accountant in Financial Services responsible for the FOP or FA combination.

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

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**Summary**

- Aurora Finance is the suite of University of Manitoba’s financial systems
- Chart of Accounts is comprised of the FOAPAL elements
- Access to Aurora Finance and understand basic security rules
- Use the FAST Tool for financial reporting needs
- How Navigation within BANNER works
Assistance

- **Need additional support?**
  - **Aurora Finance Customer Service Desk** for system & process support at 204-480-1001 or Aurora_Finance@umanitoba.ca
    - Aurora Chart of Accounts
    - Online Help
    - FAQs
    - Manuals/Guides and more!
  - ASK Aurora! Sessions
  - Subscribe to our client email list! [http://umanitoba.ca/computing/renewal/aurora/finance/subscribe_to_list.html](http://umanitoba.ca/computing/renewal/aurora/finance/subscribe_to_list.html)

Questions
Thank you!