Accessing Department Finance Contact Listing

Financial Services is currently maintaining a contact list of individuals that are responsible for finances in University of Manitoba departments. Please keep the following in mind when accessing this listing:

- Only one contact per department can be stored – the person you see may not be the contact for every financial question but is the person identified as most logical person for general financial questions or issues relating to that department.

- The contact name is the formal name as stored in our finance system so it may not be that person's common name – for example if a person normally uses their middle or a shorter version of their legal name it will not show up on this report.

- Contact names are generally only stored for the 4 and 5 digit organization codes. The contact person for the 4 digit organization code (faculty/unit level) is generally the business manager for the faculty/unit. Unresolved items of a financial nature may be escalated to this person. The contact person for the 5 digit organization code (department level) is generally responsible for the day-to-day finance functions in the unit. General correspondence will usually be sent to this person. These may be the same contact names especially in smaller units.

- To determine the contact for a 6 digit organization number you will first need to determine which department or faculty it falls under in the hierarchy (its “predecessor”) by accessing the organization hierarchy. For example organization 310454 (Education Library) reports to 31045 (Dafoe Library) which reports to 3100 (Libraries). You can either find the fund “predecessors” by accessing FTMORGN in Banner or looking in the organization hierarchy report: [http://www.umanitoba.ca/computing/renewal/aurora/finance/aca/coa.html](http://www.umanitoba.ca/computing/renewal/aurora/finance/aca/coa.html)

There are three different ways to access the department finance contact information:

1. Access the report located on the Aurora Finance website. You will find the names, email addresses and mailing addresses for the various contacts. This report is searchable (hint – use Ctrl and F) and the email addresses are hyperlinked for convenience.

2. Access FTMORGN – this screen will give you the contact name for the person only and you can view one organization number at a time.

3. Run the Argos Report – this will provide a comprehensive report specific to the information you input. This report is generally only used by Business Managers or Financial Services staff. Detailed instructions are provided.

For instructions specific to business managers please navigate to the bottom of this document:
Instructions for running the Argos report
Navigate to Argos by visiting the following URL (both instructions and a link to launch to Argos are provided)

http://www.umanitoba.ca/computing/renewal/aurora/finance/reports/index.html

Choose the Department Finance Contact Listing Banded report under the Aurora/Financial Services directory:

Choose Execute Report and the following menu will appear:
A – Faculty/Unit Code.

Choose the desired 4 digit faculty/unit code – the report will list departments and organizations that report to that faculty/unit in the “organization hierarchy”. To see all faculties/units leave this field blank. The field may be filled in partially for other wild-card combinations. For a complete hierarchy listing report please see the following:

http://www.umanitoba.ca/computing/renewal/fm/media/OrganizationHierarchy.htm

B - Department/Organization Codes (must be selected)

Choose one or both boxes to see all 5 digit department codes and/or all 6 digit organization codes that fall under the hierarchy of the faculty/unit selected. Most units will only have contacts listed under the 5 digit department codes.

C – Contact Listed (must be selected)

Choose one or both boxes to see departments listed with and/or without contact names. (hint – to see if any departments in your faculty are missing a contact name run the report and check off “without contact” only).

D – Employee Status (must be selected if “with contact” is selected in “C”)

Choose one or any combination:

Current Employee – only current active employees

Nil Employees – individuals that are not paid a salary by the University of Manitoba but have certain responsibilities and have been given access to the financial system. Please check to ensure any individual who has a nil appointment and is listed as a department contact also has a current email address listed in our system. If the email is blank please contact Human Resources to have the information updated.
Invalid Employees – Inactive or invalid employee numbers – please provide updated contact names for any departments with invalid employees listed as the contact name. These names will not be listed in any of the reports provided on the University of Manitoba website.

Once you have selected all the desired fields, either choose “Quick View” to see a summary of the information directly on the screen, or choose “Next” to run the report and receive output to review, save, forward as an email or print a copy.

For a CSV format that can be saved as an Excel file for your own sorting and formatting you may also run the “Financial Services Extract”. There are additional fields on this report that are not useful for non-Financial Services users, but you may simply delete those fields on your output.

For more information on accessing Argos please see the following document:
Using FTMORGN to determine the hierarchy or the contact name:
Navigate to FTMORGN in Banner. Choose “enter query” and then enter the 6 digit organization code in the “Organization” field. Choose “execute query” to view the organization information. Choose “Options” and “View Hierarchy” for a hierarchy listing.

All the levels of the hierarchy are listed – the 4 and 5 digit organization codes usually contain the contact name.
Access the Contact Name:
To determine the contact name of a 4 or 5 digit organization code simply choose this code when entering your initial query. The responsible name is listed as the “Financial Manager”. 

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## Department Contact Listings – for Faculty/Unit Responsibility

When verifying department responsibility contact (5 digit organization) please check for the following:

1. **Departments without a contact** – run the report choosing your faculty and selecting 5 digit organizations and without contact. If you would like to add contacts at the 6 digit level this is also possible.

   ![Department Finance Contact Listing](image1)

2. **Department contacts that are not active employees** – run the report choosing your faculty and selecting 5 and 6 digit organizations, with a contact, and invalid employee (I). Employees with a nil appointment (N) are allowed to be listed as a contact person as long as there is a current email address available on the report.

   ![Department Finance Contact Listing](image2)

3. **Department contacts that are no longer in the role or that are in the role but do not contact information** – run the report choosing your faculty and selecting 5 and 6 digit organizations, with a contact, and current employee (A) and nil appointment (N). Check for contacts where the email address is blank or the mailing address is unknown. Please have the employee contact HR in order to update the contact information. If employee should no longer be in the role please contact our Aurora Finance Customer Service department to request a change.

   ![Department Finance Contact Listing](image3)

Any requests to change department contact names should be directed to our Aurora Finance Customer Service Department by emailing AuroraFinance@umanitoba.ca. Requests to add new names will only be accepted from the faculty business manager.

[Back to Argos Instructions](#)