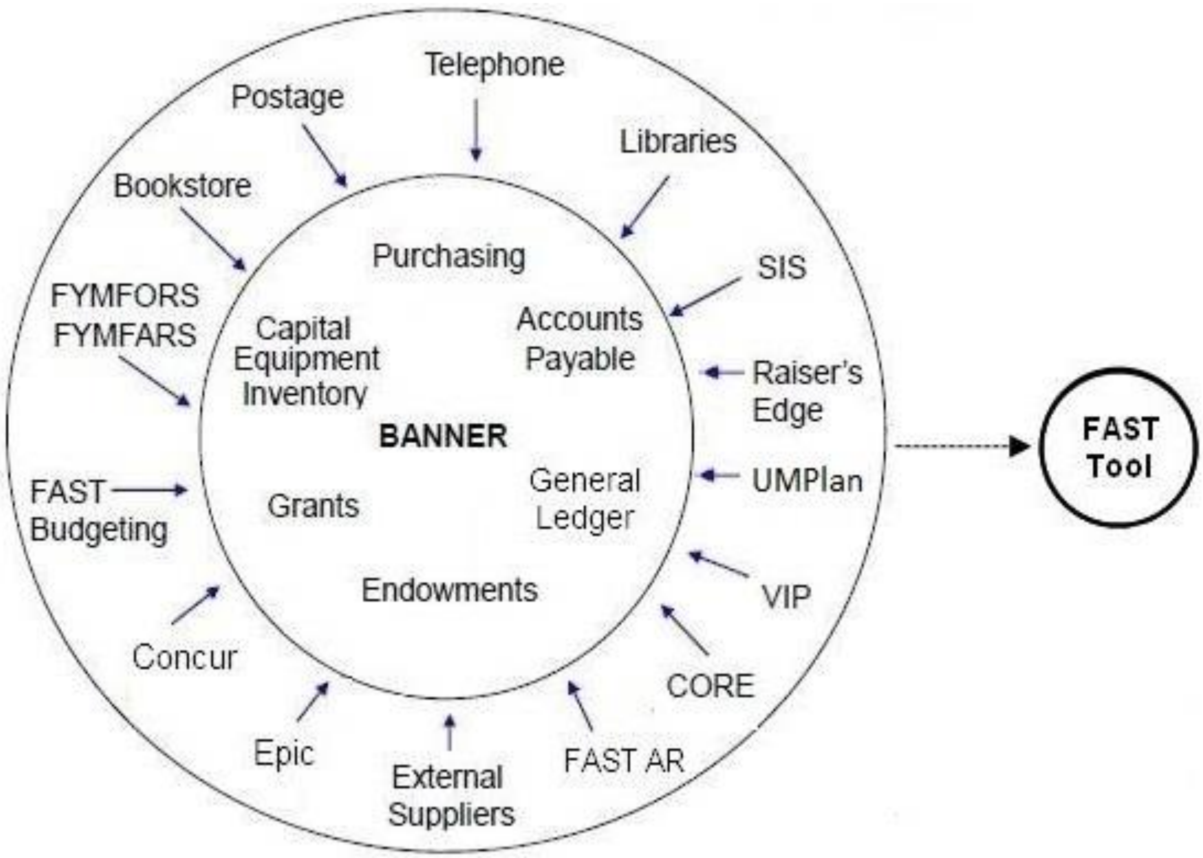
Fundamentals of FAST

Contents

Aurora Finance

The Aurora Finance system is the University of Manitoba's financial management system. The central piece of the system is the **Banner** database. The other core piece of the Aurora Finance system is the **FAST Tool**, which is used to report on all the information housed in Banner.



Information from other University systems, such as the Human Resources system (VIP), is fed into Banner on a daily basis. Each night all information housed in Banner is then copied to the FAST Tool where Aurora Finance users can obtain the status of all their FOPs.

Gaining Access to Aurora Finance

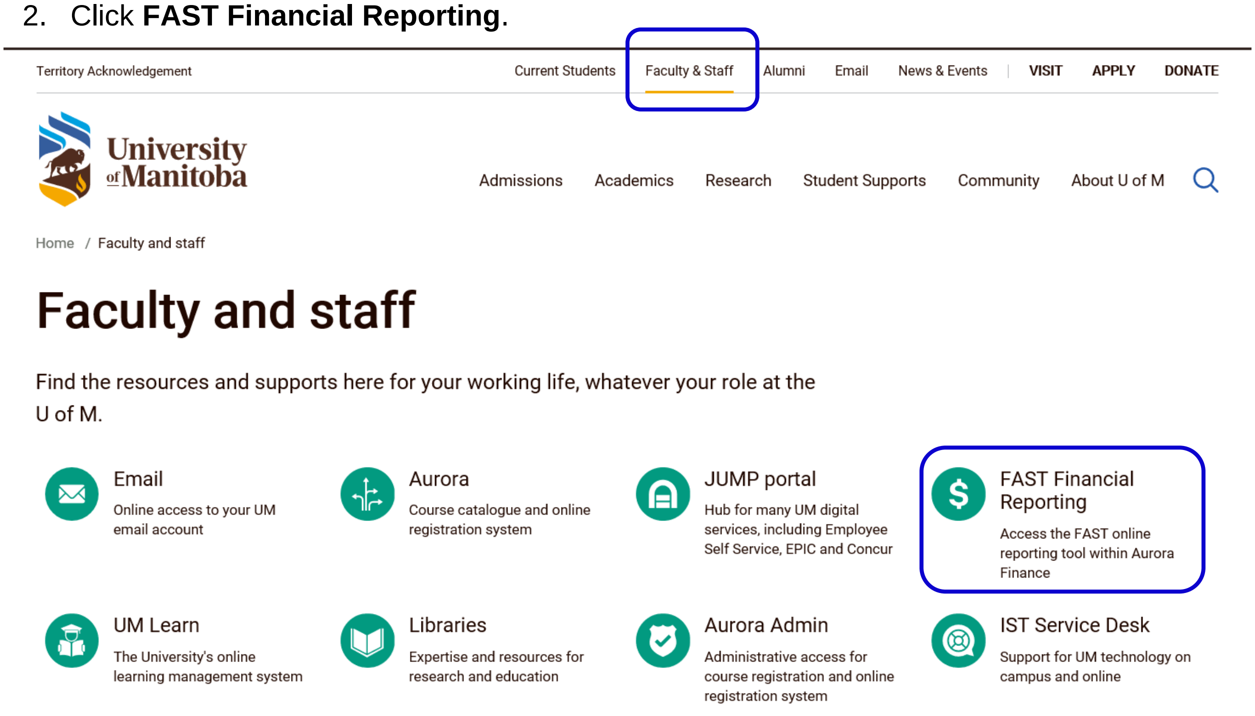
To gain access to the Aurora Finance system, you need to:

1. Claim an Aurora Finance user id through SignUM, the University's identity management system at umanitoba.ca/signum.
2. Complete and email to Aurora_Finance@umanitoba.ca the **Aurora Finance Systems Access Request** form available at http://umanitoba.ca/computing/renewal/fm/media/AFCS_System_Access_Request_Form.pdf

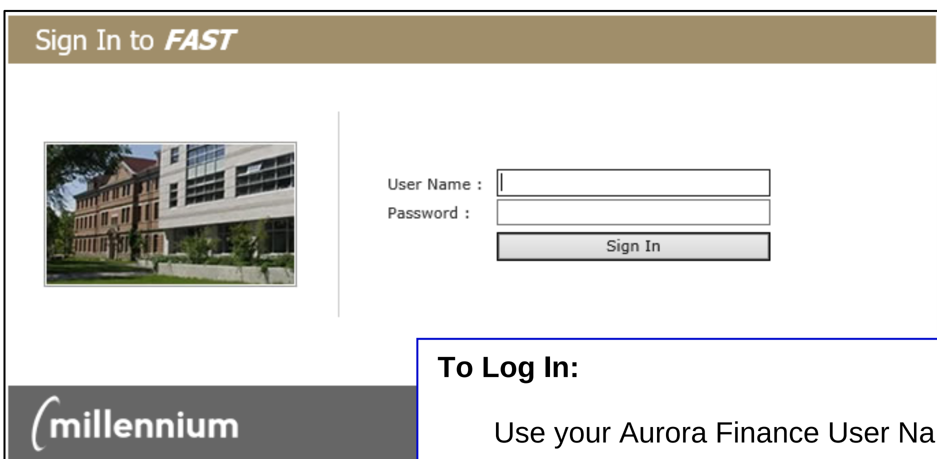
Logging into the FAST Tool

From the University of Manitoba homepage (umanitoba.ca):

1. Click the **Faculty & Staff** tab.
2. Click **FAST Financial Reporting**.



3. The FAST Tool Sign In screen will display.



To Log In:

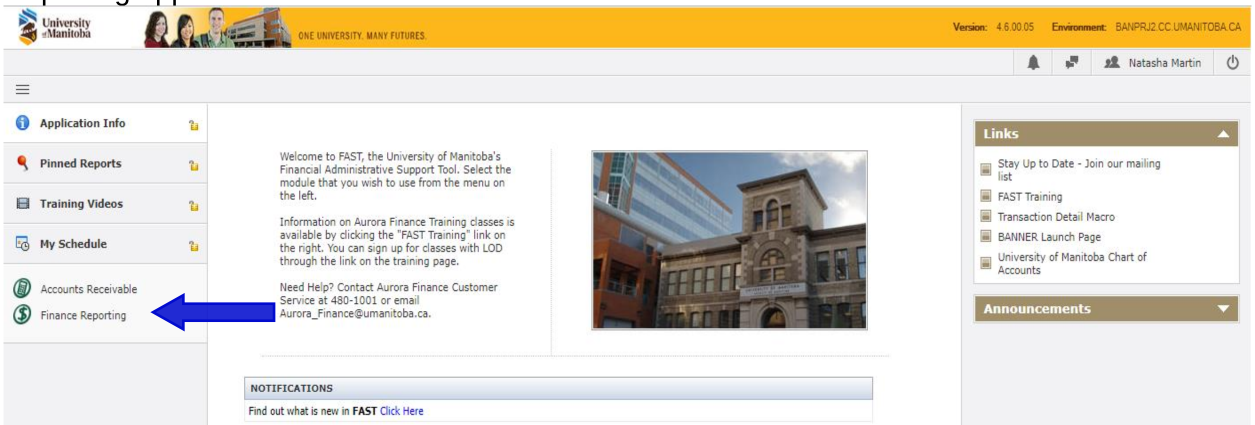
Use your Aurora Finance User Name (ID) and password

1. In the **User Name** box, type your User ID.
2. In the **Password** box, type your password.
3. Click **Sign In**.

4. The FAST Tool Homepage will display.

FAST Homepage

Click on the **Finance Reporting** application on the right hand side to access the Finance Reporting application.

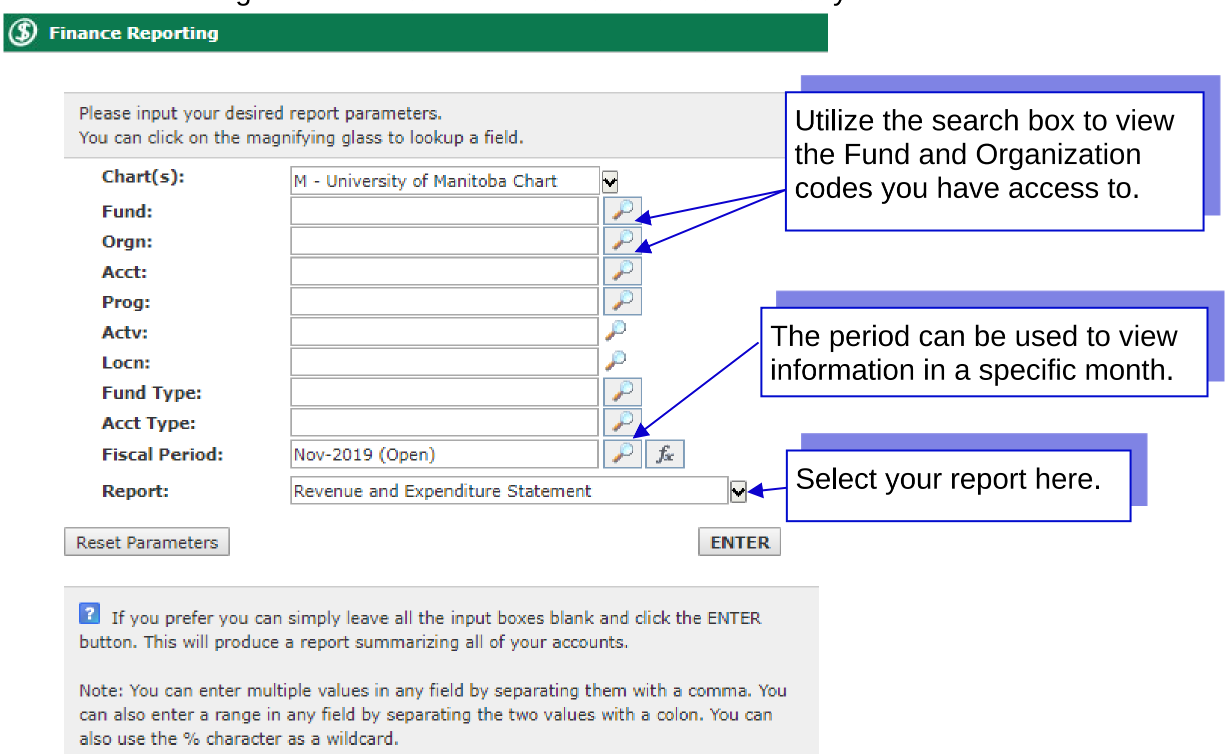


Note: some users have access to multiple FAST applications within the Applications tab while some may have access to Finance Reporting. To monitor your funds, Finance Reporting is the only tab you require.

Finance Reporting Main Menu

Reports are generated by using the Main Menu. To begin any report, you have the choice of:

- inputting the Fund code from your FOP in the Fund field ***or***
- leaving the main menu blank to see the status of all your FOPs.

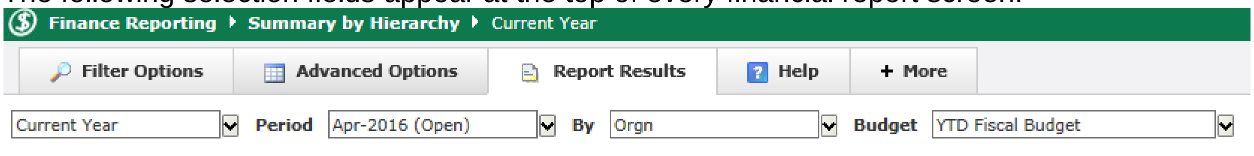


You can choose to input codes in any of the other fields to further limit your search, but they are not necessary in order to generate the reports.

Using Finance Reporting Screens

Screen Header

The following selection fields appear at the top of every financial report screen:



You can use the drop-down lists to choose the data for the report and/or the format of the report.

Current Year: Select one of the following to change the format of the Revenue and Expenditure Statement:

- **Current Year**: Displays the data for the fiscal year of the selected period.
- **Comparative**: Displays the data for the previous and current fiscal years.
- **Date Range**: Displays all data found between the start of the first selected period to the end of the second selected period.
- **Monthly Trend**: Displays information on a month by month basis for the fiscal year.
- **Annual Trend**: Displays data for the past 5 years.
- **Annual Variance**: Provides how much the budget, actuals and commitments have changed throughout each of the past 5 years.
- **Budget Changes**: Provides the budget changes, both fiscal and baseline, for the fiscal year.
- **Quarterly Trend**: Displays the YTD actual amount for each quarter within the fiscal year.
- **User Defined**: Allows you to select the columns you wish to display in your report.

Period: Select the desired reporting period for the statement.

By: Display the report sorted by the FOAPAL code selected.

Budget: Select one of the following to change the data in the Budget column

- **YTD Fiscal Budget**: Displays the Fiscal budget.
- **YTD Base Budget**: Displays the Base budget.

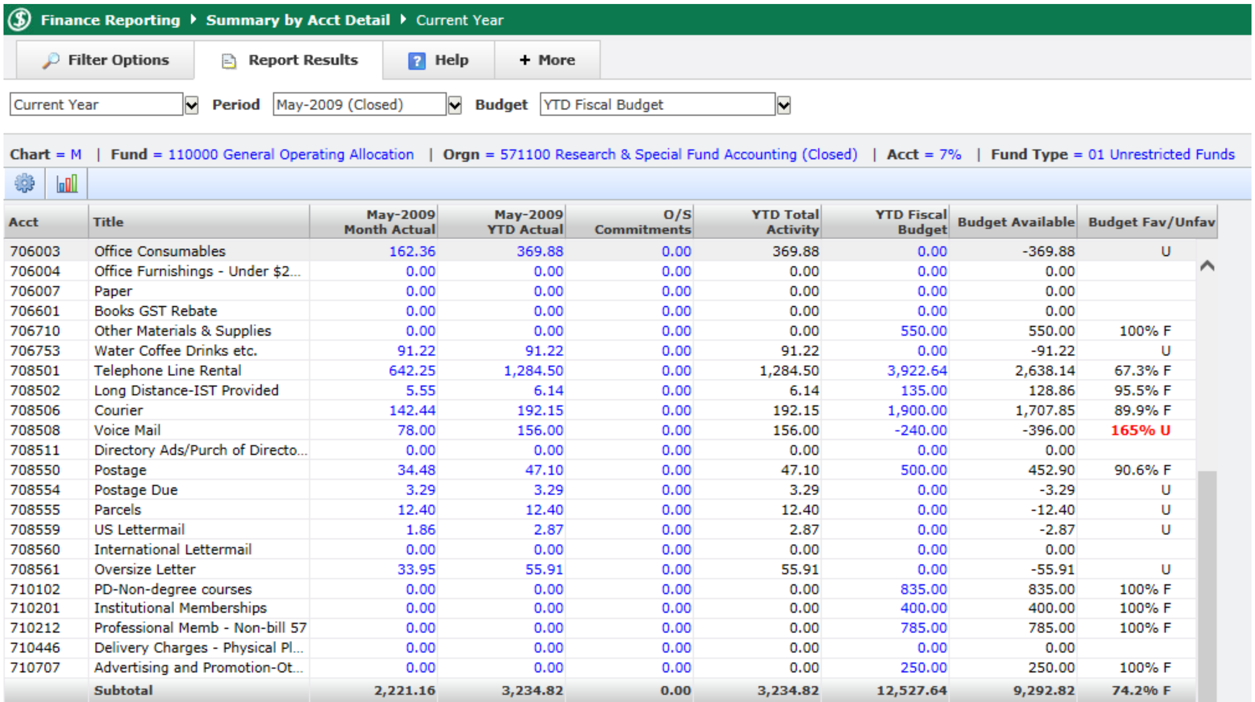
Display: Display dollar amounts as a whole number or decimal.

The Revenue and Expenditures Statement also contains the following:

- **You Are Viewing** line: Shows which Chart and FOAPAL filters you currently have selected. This line changes whenever you display a different view.
- **Last Updated** displays the date of the last update from Banner.

Screen Body

Within the standard finance reports, the body of each report contains the following headings and titles:


Finance Reporting ▸ Summary by Acct Detail ▸ Current Year

Filter Options | Report Results | Help | + More

Current Year | Period May-2009 (Closed) | Budget YTD Fiscal Budget

Chart = M | Fund = 110000 General Operating Allocation | Orgn = 571100 Research & Special Fund Accounting (Closed) | Acct = 7% | Fund Type = 01 Unrestricted Funds

Acct	Title	May-2009 Month Actual	May-2009 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
706003	Office Consumables	162.36	369.88	0.00	369.88	0.00	-369.88	U
706004	Office Furnishings - Under $2...	0.00	0.00	0.00	0.00	0.00	0.00	
706007	Paper	0.00	0.00	0.00	0.00	0.00	0.00	
706601	Books GST Rebate	0.00	0.00	0.00	0.00	0.00	0.00	
706710	Other Materials & Supplies	0.00	0.00	0.00	0.00	550.00	550.00	100% F
706753	Water Coffee Drinks etc.	91.22	91.22	0.00	91.22	0.00	-91.22	U
708501	Telephone Line Rental	642.25	1,284.50	0.00	1,284.50	3,922.64	2,638.14	67.3% F
708502	Long Distance-IST Provided	5.55	6.14	0.00	6.14	135.00	128.86	95.5% F
708506	Courier	142.44	192.15	0.00	192.15	1,900.00	1,707.85	89.9% F
708508	Voice Mail	78.00	156.00	0.00	156.00	-240.00	-396.00	165% U
708511	Directory Ads/Purch of Directo...	0.00	0.00	0.00	0.00	0.00	0.00	
708550	Postage	34.48	47.10	0.00	47.10	500.00	452.90	90.6% F
708554	Postage Due	3.29	3.29	0.00	3.29	0.00	-3.29	U
708555	Parcels	12.40	12.40	0.00	12.40	0.00	-12.40	U
708559	US Lettermail	1.86	2.87	0.00	2.87	0.00	-2.87	U
708560	International Lettermail	0.00	0.00	0.00	0.00	0.00	0.00	
708561	Oversize Letter	33.95	55.91	0.00	55.91	0.00	-55.91	U
710102	PD-Non-degree courses	0.00	0.00	0.00	0.00	835.00	835.00	100% F
710201	Institutional Memberships	0.00	0.00	0.00	0.00	400.00	400.00	100% F
710212	Professional Memb - Non-bill 57	0.00	0.00	0.00	0.00	785.00	785.00	100% F
710446	Delivery Charges - Physical Pl...	0.00	0.00	0.00	0.00	0.00	0.00	
710707	Advertising and Promotion-Ot...	0.00	0.00	0.00	0.00	250.00	250.00	100% F
	Subtotal	2,221.16	3,234.82	0.00	3,234.82	12,527.64	9,292.82	74.2% F

Acct: Depending on how you view the report, the account can be any FOAPAL element. Click any blue hyperlink to drill down to the next level of account.

Title: The description for the Code in the first column.

Month Actual: The transactional activity for the month selected.

YTD Actual: A total of all transactional activity from April 1 to the month selected. When viewing an Expenditure Account, this column would represent all expenses made to the Account from the beginning of the year to the current period selected.

O/S Commitments: Represents your commitment to purchase something or to pay a salary to someone. It includes items such as outstanding commitments for purchase orders and salary commitments.

YTD Total Activity: A sum of the **YTD Actual** and the **O/S Commitments** columns.

YTD Fiscal or **YTD Base Budget**: The column displays either the Year to Date Fiscal Budget or the Year to Date Base Budget, depending on the type of budget you select from the **Budget** drop-down list **Budget** YTD Fiscal Budget located at the top of the screen.

Budget Available: Amount remaining to be spent after YTD Actual Expenses and Commitments have been deducted from the YTD Fiscal or Base Budget.

Budget Fav/Unfav: Displays an **F** for a Favourable variance or a **U** for an Unfavourable variance.

- *Favourable* - there are funds left to be spent
- *Unfavourable* - overspent

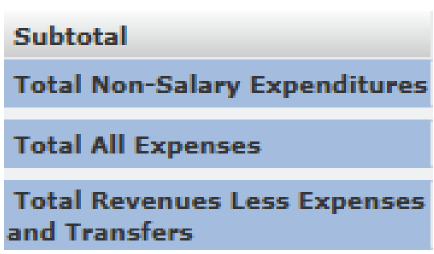
Tips for Working with Your Reports

There are standard elements of every report within Finance Reporting. Here are some things to note:

- For many of the reporting options you select, there are summary screens. As you drill into the summary screens, you are eventually brought to a detail screen which provides you with all the financial transactions that have been processed, classified by account code.
- There are standard reporting conventions for every report:

Reporting Convention	Description
333000	Amounts in blue indicate you can drill in further to obtain more detail
	Select to return to the main menu
	Download the report to an Excel spreadsheet
	Download the report to a PDF
Save As...	Save as a Pinned Report
	Download report to an Excel Comma Separated Value spreadsheet (Only available for Transaction Details Report)

- If you encounter transaction specific information that houses an account code beginning with a 1 or 2 – ignore such transactions. These account codes detail what happens "behind the scenes" on the general ledger and are not transactions that will affect your funds.
- At the bottom of the account listing detail screen, there is a subtotal area. If you have difficulty reading this area, note the following:

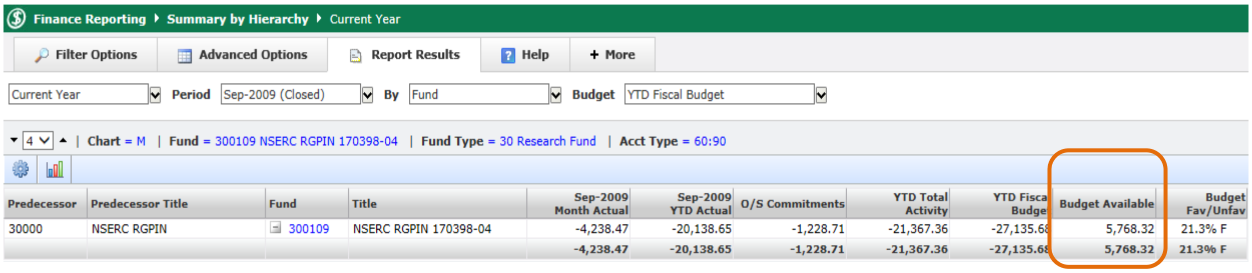


The **Budget Available** column for this row reveals your Budget Available.

Determining Your Available Budget

To quickly determine how much funding remains on a FOP, use the **Expenditures Only** report as follows:

1. Input Your FOP **fund** code in the **Fund** field (or leave the field blank).
2. Select **Expenditures Only** report from the **Report** drop down menu.
3. Click the **Enter** button.
4. The **Budget Available** column will provide you with your remaining budget for the year.

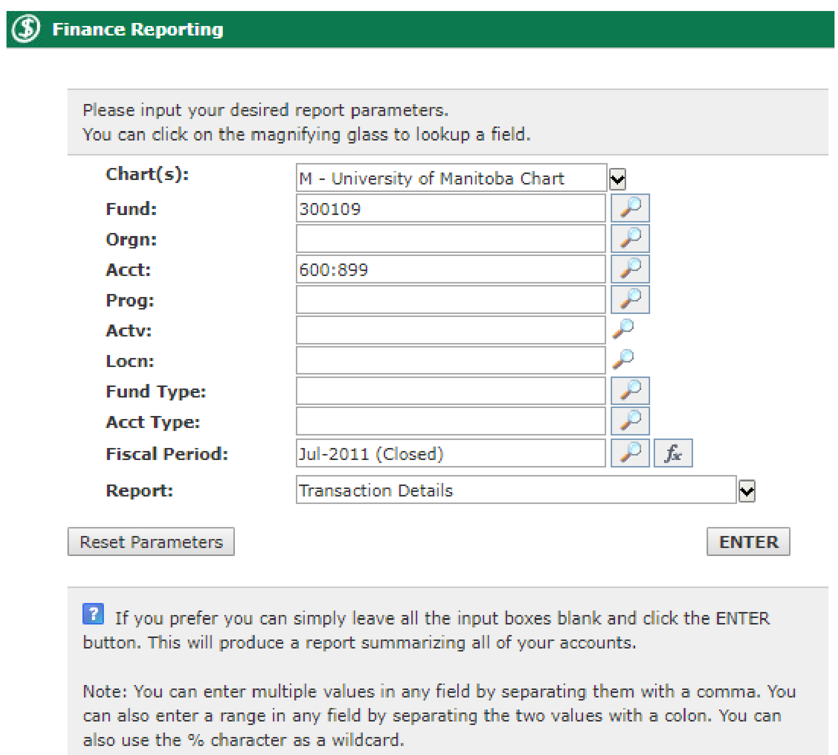


Budget Available - Amount remaining to be spent after YTD Actual Expenses and Commitments have been deducted from the YTD Fiscal Budget.

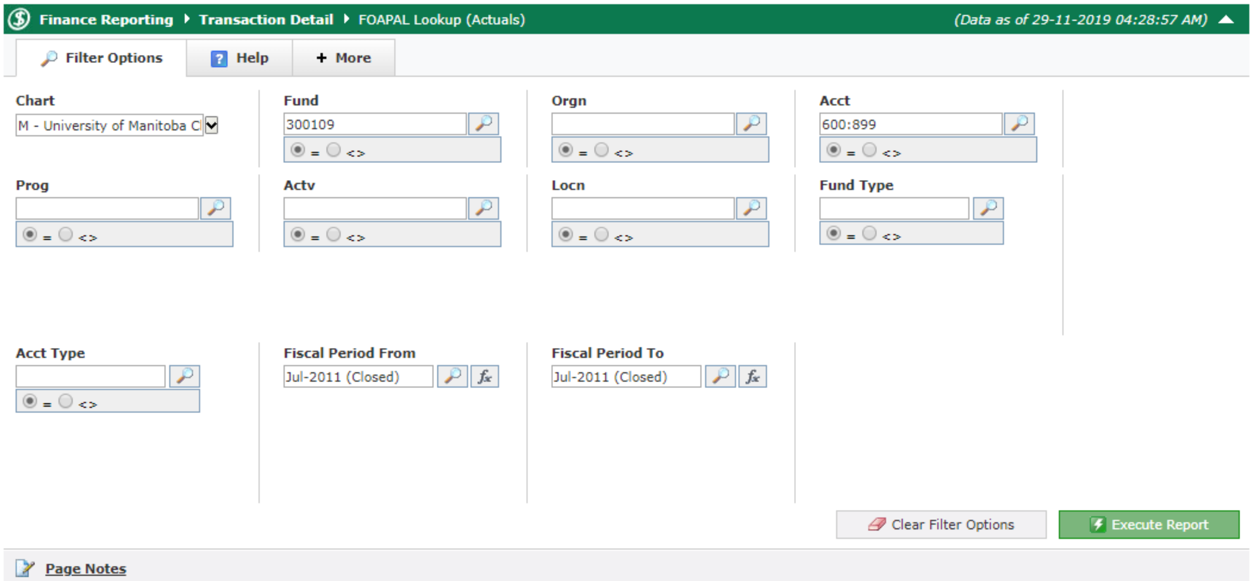
Viewing all Expenses on Your FOP

To obtain a listing of all transactions processed against your FOP, utilize the Transaction Details report available from the **Main Menu**:

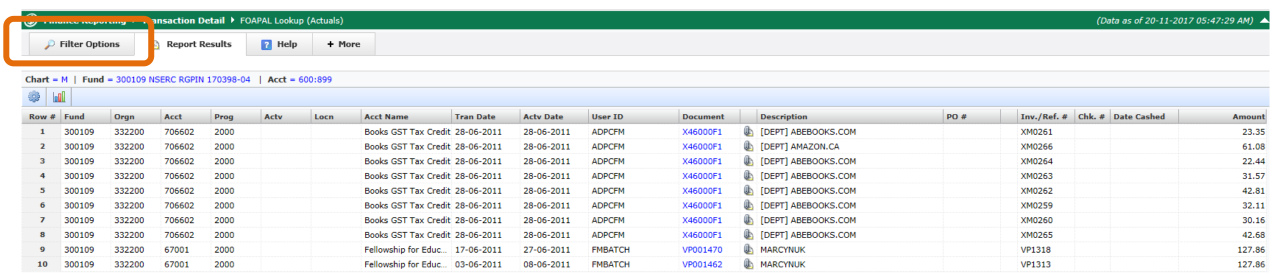
1. Input a **Fund** code in the **Fund** field
2. In the **Acct** (Account) field, select the account you wish to query or utilize wildcards to get a listing of specific accounts you wish to view:
   - **6%** = salary, benefits and pay levy accounts
   - **7%** = non salary expense accounts
   - **600:899** = all expenditures and fund transfers.
3. Change the **Fiscal Period** field if you wish to query another month other than the current. (optional)



4. Select **Transaction Details** from the **Report** drop down menu.
   Your main menu should look similar to this. Click the **Enter** button.
5. You will be directed to the Filter Options to further specify the report. Click **Execute Report**.



Your report will display. To obtain a listing of transactions for a different range of months, select the Filters Options tab to change the **Fiscal Period From** and **Fiscal Period To** fields.



Row #	Fund	Orgn	Acct	Prog	Actv	Locn	Acct Name	Tran Date	Actv Date	User ID	Document	Description	PO #	Inv./Ref. #	Chk. #	Date Cashed	Amount
1	300109	332200	706602	2000			Books GST Tax Credit	28-06-2011	28-06-2011	ADPCFM	X46000F1	[DEPT] ABEBOOKS.COM		XM0261			23.35
2	300109	332200	706602	2000			Books GST Tax Credit	28-06-2011	28-06-2011	ADPCFM	X46000F1	[DEPT] AMAZON.CA		XM0266			61.08
3	300109	332200	706602	2000			Books GST Tax Credit	28-06-2011	28-06-2011	ADPCFM	X46000F1	[DEPT] ABEBOOKS.COM		XM0264			22.44
4	300109	332200	706602	2000			Books GST Tax Credit	28-06-2011	28-06-2011	ADPCFM	X46000F1	[DEPT] ABEBOOKS.COM		XM0263			31.57
5	300109	332200	706602	2000			Books GST Tax Credit	28-06-2011	28-06-2011	ADPCFM	X46000F1	[DEPT] ABEBOOKS.COM		XM0262			42.81
6	300109	332200	706602	2000			Books GST Tax Credit	28-06-2011	28-06-2011	ADPCFM	X46000F1	[DEPT] ABEBOOKS.COM		XM0259			32.11
7	300109	332200	706602	2000			Books GST Tax Credit	28-06-2011	28-06-2011	ADPCFM	X46000F1	[DEPT] ABEBOOKS.COM		XM0260			30.16
8	300109	332200	706602	2000			Books GST Tax Credit	28-06-2011	28-06-2011	ADPCFM	X46000F1	[DEPT] ABEBOOKS.COM		XM0265			42.68
9	300109	332200	67001	2000			Fellowship for Educ...	17-06-2011	27-06-2011	FMBATCH	VP001470	MARCYNUK		VP1318			127.86
10	300109	332200	67001	2000			Fellowship for Educ...	03-06-2011	08-06-2011	FMBATCH	VP001462	MARCYNUK		VP1313			127.86

NOTE: There is a macro available to all Aurora Finance users that takes an excel download of the Transaction Detail report and manipulates into an easy-to-read format. Download the report template/macro at **umanitoba.ca/computing/renewal/aurora/finance/reports/index.html**.

Querying a Specific Transaction/Document Number

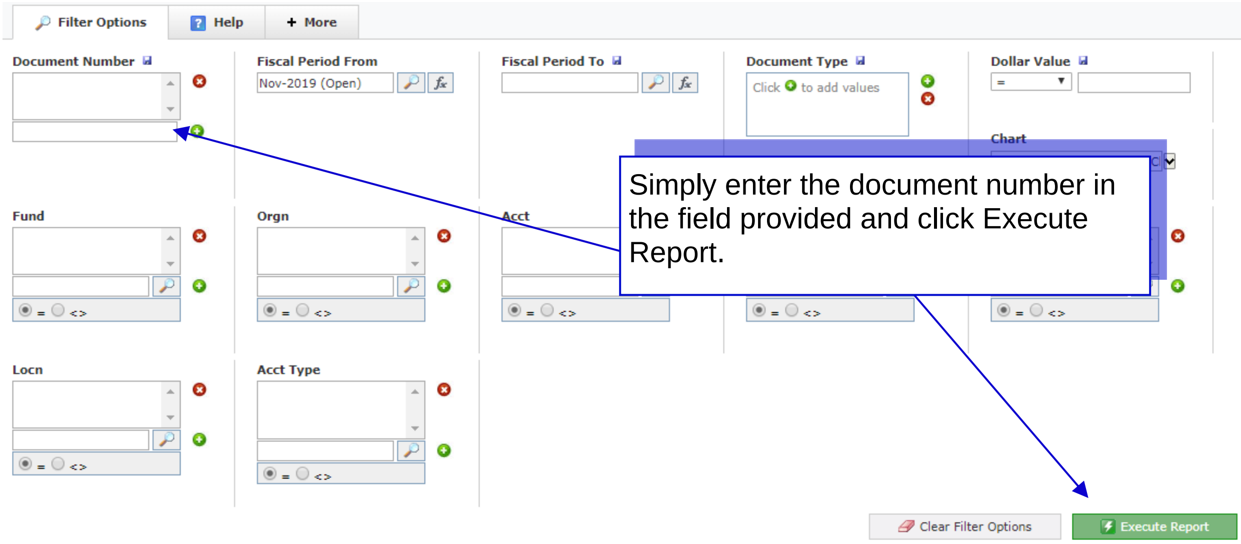
Each transaction recorded in Aurora Finance is assigned a unique number which identifies what type of transaction it is. All document numbers are 8 characters long beginning with at least one letter.

Go to page 10 for a listing of all the document code prefixes.

To look for a specific transaction (e.g. purchase order, invoice, visa charge):

1. Leave **the Main Menu** blank

2. Select **Document Query** from the **Report** drop down menu
3. Click the **Enter** button. You will be brought to the **Filter Options** page.



Review the output, which includes the User ID of the person who initiated the transaction, the period it was entered, descriptions, amounts, and much more.

Document Code Prefixes

Documents generated by Banner are assigned a single character prefix, e.g. (I for invoice, J for journal voucher) and those generated outside of Banner are assigned a two character prefix (e.g. BT for Budget Transfer, VP for payroll).

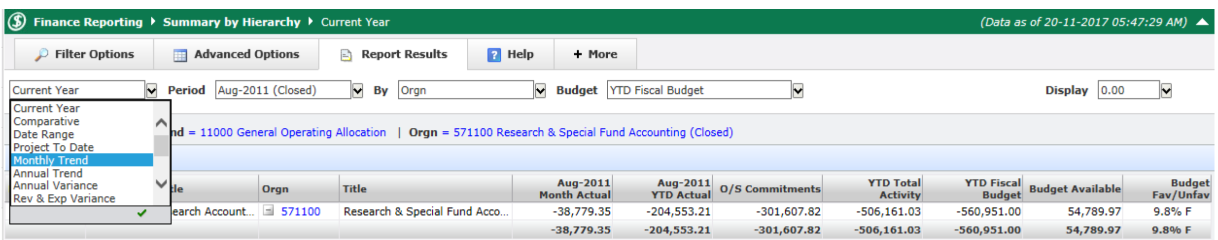
Below is a listing of some of the most common document code prefixes.

Prefix	Area	Type of Entry
B	Supplier Payment Services	Foreign currency cheque
BS	Bookstore	Bookstore charge
BT	Budget and Grant Accounting	Budget transfer
C	Supplier Payment Services	Canadian cheque
EI	Revenue Accounting	External invoice
ET	Telephone Office	Telephone commitment
F	Revenue Accounting	Accts Receivable document
H	General	Wire transfer
I	Supplier Payment Services	Vendor invoice
J	General	Journal voucher and ID charge
K	Supplier Payment Services	Visa airline card transaction (obsolete as of June 2012)
M	Capital Asset Management	Fixed asset adjustment
P	Purchasing Services	Purchase orders
PH	Telephone Office	Telephone charge

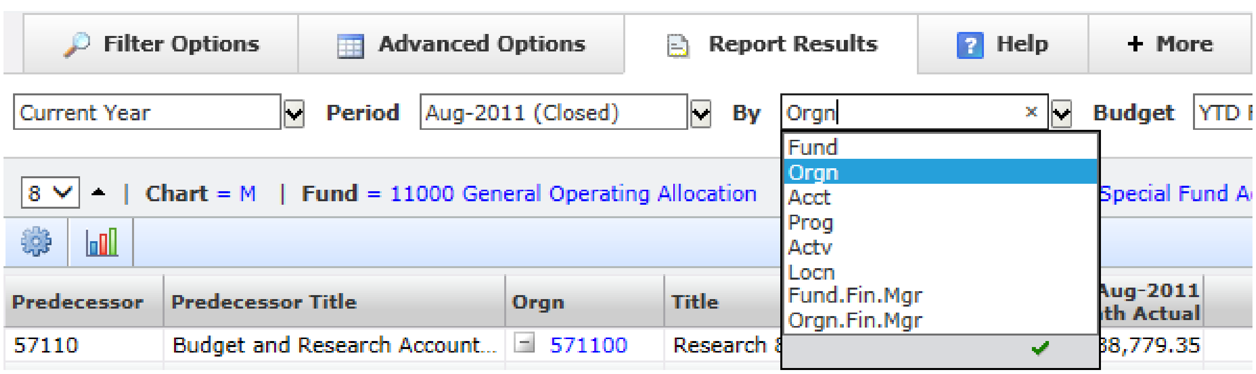
PK	Parking Services	Parking charge
PS	Postal Office	Postage charge
RN	Travel Services	Travel arrangement and/or expense report processed in Concur
TA	Travel Services	Travel authorization (obsolete as of June 2012)
TV	Supplier Payment Services	Travel agent charge
U	Supplier Payment Services	US cheque
VP	Payroll Services	Payroll or benefit amount
X	Supplier Payment Services	Visa PCard transaction

Obtaining a Monthly Trend Report

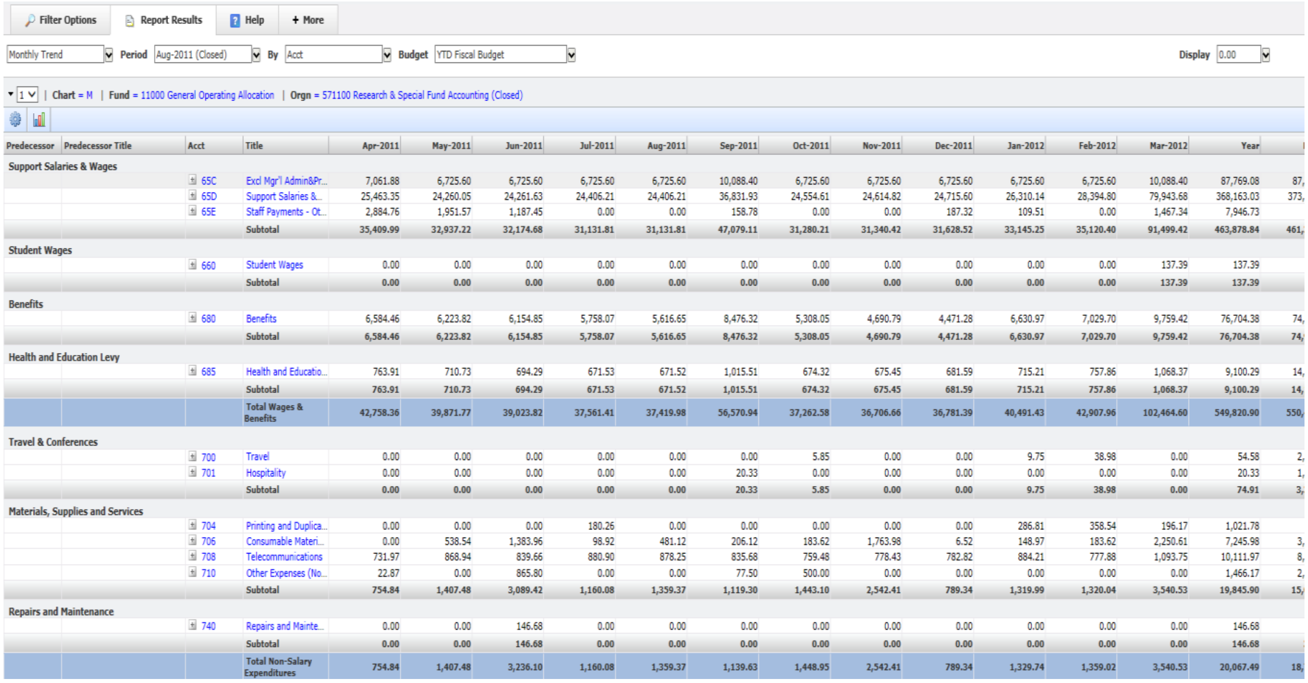
1. From within the **Revenue and Expenditure Statement** or the **Expenditures Only Report**, select the **Monthly Trend** option to view your information by month.



2. You can choose to drill into the detail or utilize the **By**: field at the top of the report to select any FOAP element by which to review the report.



A snapshot of a report sorted by Account:


Filter Options | Report Results | Help | + More

Monthly Trend | Period Aug-2011 (Closed) | By Acct | Budget YTD Fiscal Budget | Display 0.00

1 | Chart = M | Fund = 11000 General Operating Allocation | Orgn = 571100 Research & Special Fund Accounting (Closed)

Predecessor	Predecessor Title	Acct	Title	Apr-2011	May-2011	Jun-2011	Jul-2011	Aug-2011	Sep-2011	Oct-2011	Nov-2011	Dec-2011	Jan-2012	Feb-2012	Mar-2012	Year	
Support Salaries & Wages																	
		65C	Excl Mgr'l Admin&Pr...	7,061.88	6,725.60	6,725.60	6,725.60	6,725.60	10,088.40	6,725.60	6,725.60	6,725.60	6,725.60	6,725.60	10,088.40	87,769.08	87,
		65D	Support Salaries &...	25,463.35	24,260.05	24,261.63	24,406.21	24,406.21	36,831.93	24,554.61	24,614.82	24,715.60	26,310.14	28,394.80	79,943.68	368,163.03	373,
		65E	Staff Payments - Ot...	2,884.76	1,951.57	1,187.45	0.00	0.00	158.78	0.00	0.00	187.32	109.51	0.00	1,467.34	7,946.73	
			Subtotal	**35,409.99**	**32,937.22**	**32,174.68**	**31,131.81**	**31,131.81**	**47,079.11**	**31,280.21**	**31,340.42**	**31,628.52**	**33,145.25**	**35,120.40**	**91,499.42**	**463,878.84**	**461,**
Student Wages																	
		660	Student Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.39	137.39	
			Subtotal	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**137.39**	**137.39**	
Benefits																	
		680	Benefits	6,584.46	6,223.82	6,154.85	5,758.07	5,616.65	8,476.32	5,308.05	4,690.79	4,471.28	6,630.97	7,029.70	9,759.42	76,704.38	74,
			Subtotal	**6,584.46**	**6,223.82**	**6,154.85**	**5,758.07**	**5,616.65**	**8,476.32**	**5,308.05**	**4,690.79**	**4,471.28**	**6,630.97**	**7,029.70**	**9,759.42**	**76,704.38**	**74,**
Health and Education Levy																	
		685	Health and Educatio...	763.91	710.73	694.29	671.53	671.52	1,015.51	674.32	675.45	681.59	715.21	757.86	1,068.37	9,100.29	14,
			Subtotal	**763.91**	**710.73**	**694.29**	**671.53**	**671.52**	**1,015.51**	**674.32**	**675.45**	**681.59**	**715.21**	**757.86**	**1,068.37**	**9,100.29**	**14,**
			Total Wages & Benefits	**42,758.36**	**39,871.77**	**39,023.82**	**37,561.41**	**37,419.98**	**56,570.94**	**37,262.58**	**36,706.66**	**36,781.39**	**40,491.43**	**42,907.96**	**102,464.60**	**549,820.90**	**550,**
Travel & Conferences																	
		700	Travel	0.00	0.00	0.00	0.00	0.00	0.00	5.85	0.00	0.00	9.75	38.98	0.00	54.58	2,
		701	Hospitality	0.00	0.00	0.00	0.00	0.00	20.33	0.00	0.00	0.00	0.00	0.00	0.00	20.33	1,
			Subtotal	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**20.33**	**5.85**	**0.00**	**0.00**	**9.75**	**38.98**	**0.00**	**74.91**	**3,**
Materials, Supplies and Services																	
		704	Printing and Duplica...	0.00	0.00	0.00	180.26	0.00	0.00	0.00	0.00	0.00	286.81	358.54	196.17	1,021.78	
		706	Consumable Materi...	0.00	538.54	1,383.96	98.92	481.12	206.12	183.62	1,763.98	6.52	148.97	183.62	2,250.61	7,245.98	3,
		708	Telecommunications	731.97	868.94	839.66	880.90	878.25	835.68	759.48	778.43	782.82	884.21	777.88	1,093.75	10,111.97	8,
		710	Other Expenses (No...	22.87	0.00	865.80	0.00	0.00	77.50	500.00	0.00	0.00	0.00	0.00	0.00	1,466.17	2,
			Subtotal	**754.84**	**1,407.48**	**3,089.42**	**1,160.08**	**1,359.37**	**1,119.30**	**1,443.10**	**2,542.41**	**789.34**	**1,319.99**	**1,320.04**	**3,540.53**	**19,845.90**	**15,**
Repairs and Maintenance																	
		740	Repairs and Mainte...	0.00	0.00	146.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146.68	
			Subtotal	**0.00**	**0.00**	**146.68**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**146.68**	
			Total Non-Salary Expenditures	**754.84**	**1,407.48**	**3,236.10**	**1,160.08**	**1,359.37**	**1,139.63**	**1,448.95**	**2,542.41**	**789.34**	**1,329.74**	**1,359.02**	**3,540.53**	**20,067.49**	**18,**

Aurora Finance Assistance

If you require assistance when working with the FAST Finance Reporting application, you have various tools and individuals to assist you.

- **Aurora Finance Customer Service** – contact 480-1001 or aurora_finance@umanitoba.ca for personal assistance working with the application or with questions regarding your security (access) settings.

- **Aurora Finance Online Help** – the Aurora Finance site contains help documents tailored for the University of Manitoba user. www.umanitoba.ca/computing/renewal/aurora/finance/ohelp/index.html