




Introduction to.....



AURORA  
Finance


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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

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## What is Aurora Finance?

**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

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## Aurora Finance Customer Service

Aurora Finance Customer Service provides Customer Service, Access & Training for the Aurora Finance financial systems.



UNIVERSITY OF MANITOBA
Aurora Finance

U of M Website
  People
  Research Experts

<p><b>Home</b></p> <ul style="list-style-type: none"> <li>About Us</li> <li>Aurora Finance</li> <li>Systems</li> <li>Financial Services</li> <li>Aurora Student</li> <li>Help</li> </ul>	<p><b>Latest News &amp; Updates</b></p> <ul style="list-style-type: none"> <li>Newsletters</li> <li>Need to know</li> <li>Subscribe to our Mailing List</li> </ul>	<p><b>Aurora Finance Systems</b></p> <ul style="list-style-type: none"> <li>Systems Overview</li> <li>Banner</li> <li>Concur</li> <li>EPIC</li> <li>FAST Reporting</li> <li>UMPlan</li> </ul>	<p><b>Training &amp; Resources</b></p> <ul style="list-style-type: none"> <li>Selecting Courses</li> <li>Manuals and Resources</li> <li>E-Learning</li> <li>Course Registration</li> </ul>	<p><b>Aurora Finance Customer Service</b></p> <p>Mon - Fri 8:30am to 4:30pm 204-480-1001 416 Administration Building</p>
<p><b>Help</b></p> <ul style="list-style-type: none"> <li>Gaining or Removing Access</li> <li>FACs</li> <li>Who to Contact</li> </ul>	<p><b>Quick Links</b></p> <ul style="list-style-type: none"> <li>The FOP / FOAP</li> <li>Finance Forms</li> <li>Chart of Accounts</li> </ul>	<p><b>Reports</b></p> <ul style="list-style-type: none"> <li>Monthly Reports</li> <li>Management Reports - Argos</li> <li>FAST Transaction Details Macro</li> </ul>		


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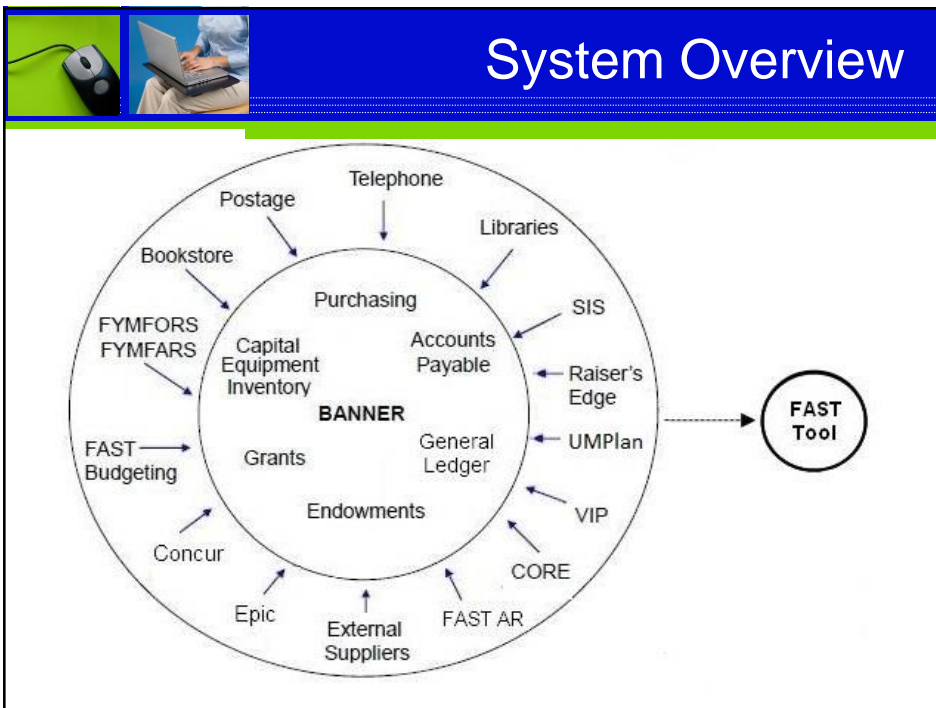
## Aurora Finance Training

- **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




How many certificates can you achieve?

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## U of M Finance Terminology

**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:

<b>F</b>	<b>Fund</b>	<b>6 digits</b>
<b>O</b>	<b>Organization</b>	<b>6 digits</b>
<b>A</b>	<b>Account</b>	<b>6 digits</b>
<b>P</b>	<b>Program</b>	<b>4 digits</b>
<b>A</b>	<b>Activity</b>	<b>6 digits</b>
<b>L</b>	<b>Location</b>	<b>6 digits</b>

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## U of M Finance Terminology

**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.

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## U of M Finance Terminology

### FOP...What is a FOP?

<b><u>F</u>UND</b> (6 digits)	Identifies the source of funding <i>eg: Operating, Research, Endowment</i>
<b><u>O</u>RGANIZATION</b> (6 digits)	Who spent the \$\$? Identifies responsibility. <i>eg: faculty, school, department, unit</i>
<b><u>P</u>ROGRAM</b> (4 digits)	Classifies the expense or revenue according to purpose/function <i>eg: Instruction, Research, Support etc.</i>

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## FOP: What is it?

### FOP Examples

<b>120012</b>	<b>333000</b>	<b>1100</b>
Startup K. Smith	Forestry Dept	Academic Expense
<b>300236</b>	<b>333000</b>	<b>0000</b>
MB Conservation Grant	Forestry Dept	Revenue

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## U of M Finance Terminology

### What is a FOAP?

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

Revenue	562001 564001	Federal Grant Revenue Province of MB Grant Revenue
Payroll	63210 68000	Research Associate Salary Employment Insurance
Expenditures	706107 726411	Lab Equipment <\$2500 Scientific/Research Equipment >\$2500

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## U of M Finance Terminology

### FOAP Examples

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

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## U of M Finance Terminology

### 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

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## 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

Predecessor Fund:	11000	General Operating Allocation
Fund Source	110	Unrestricted Operating Funds
Fund Group	1100	General Operating Allocation
Fund Category	11000	General Operating Allocation
Fund - Data Entry	110000	General Operating Allocation

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## The FOAP

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

Name	Fund Type	Data Entry Prefix
Unrestricted Operating Funds	01	1
Internally Restricted Operating Funds	11	12
Research Grants	28, 30	3

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## 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

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## The FOAP

- Main account types you will use are :

Name	Account Type	Data Entry Prefix
Revenue	50	5
Salaries & Benefits	60	6
Non Salary Expenditures	70	7

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

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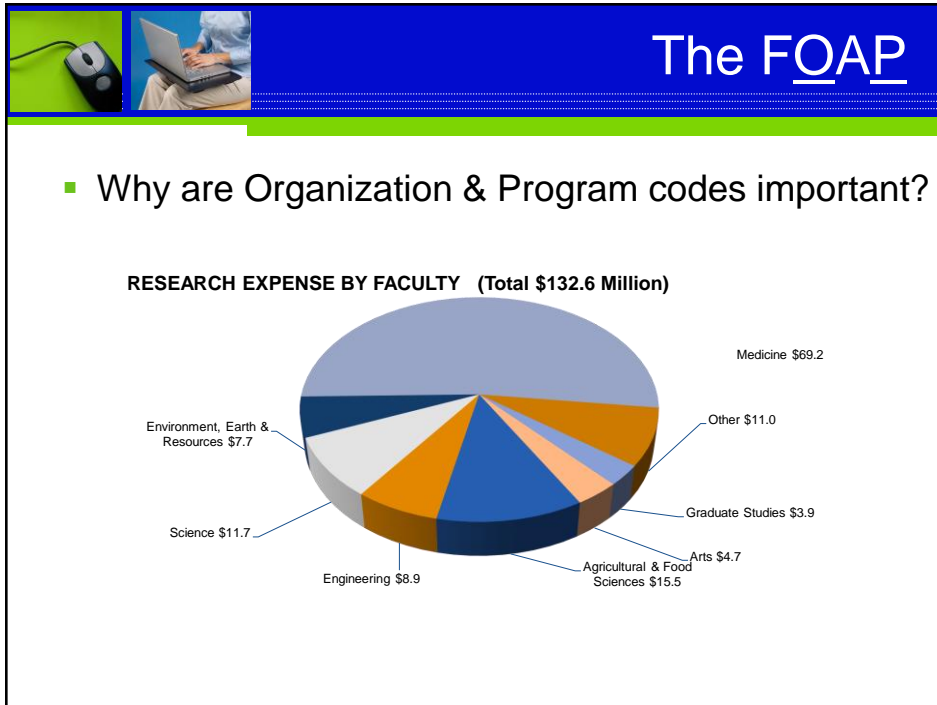
## The FOAP

- Impact of Account Codes:

**Expense by Type**  
**(Total \$416.8 M)**

Expense Type	Amount (\$M)
Salaries & Wages	270
Supplies and Expenses	60.8
Staff Benefits	41.4
Ancillaries Cost of Goods Sold	16.3
Utilities	15.3
Scholarships, Bursaries, Prizes and Awards	6.9
Payroll Tax Levy	5.8
Property Tax	0.4
<b>Total</b>	<b>416.8</b>

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**FOAPAL: What is it?**

- 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)


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## 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
      - ie. Journal Entries, ID Charges, Budget Transfer
    - Different access required for support staff type role and a Researcher

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## 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

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## 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)


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## FAST

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

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## 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

\$ Finance Reporting
 (Data as of 26-01-2021 04:35:50 AM)

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## 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 **January 2018**
- 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 **\$62.22**
- Find Invoice # **I2045266** for **\$7.71**, click on the document to find the description of what the amount was for.

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## Budget Checking

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)

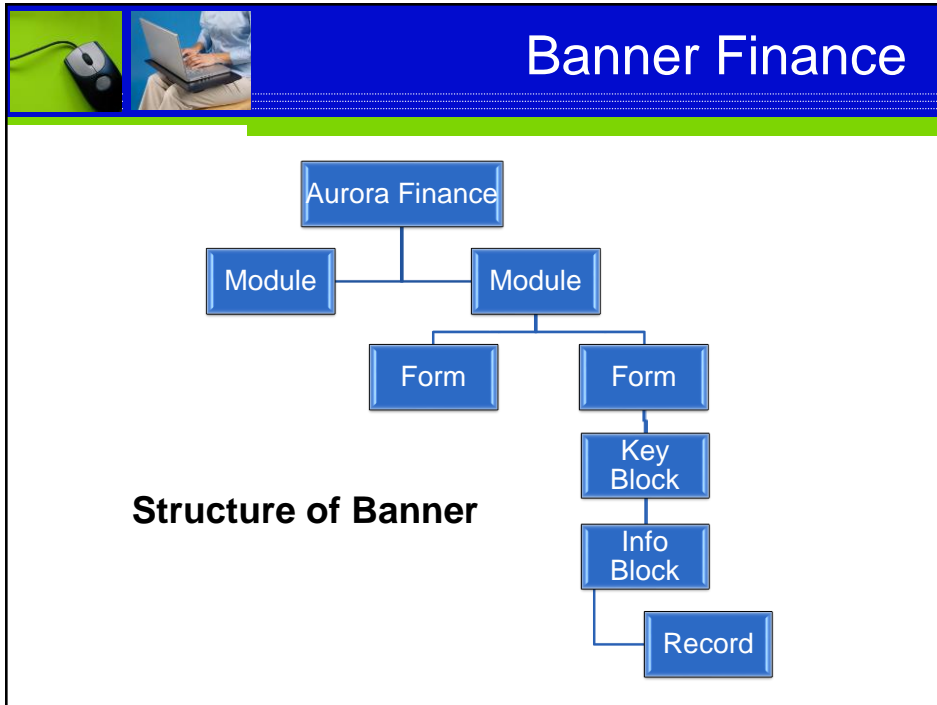
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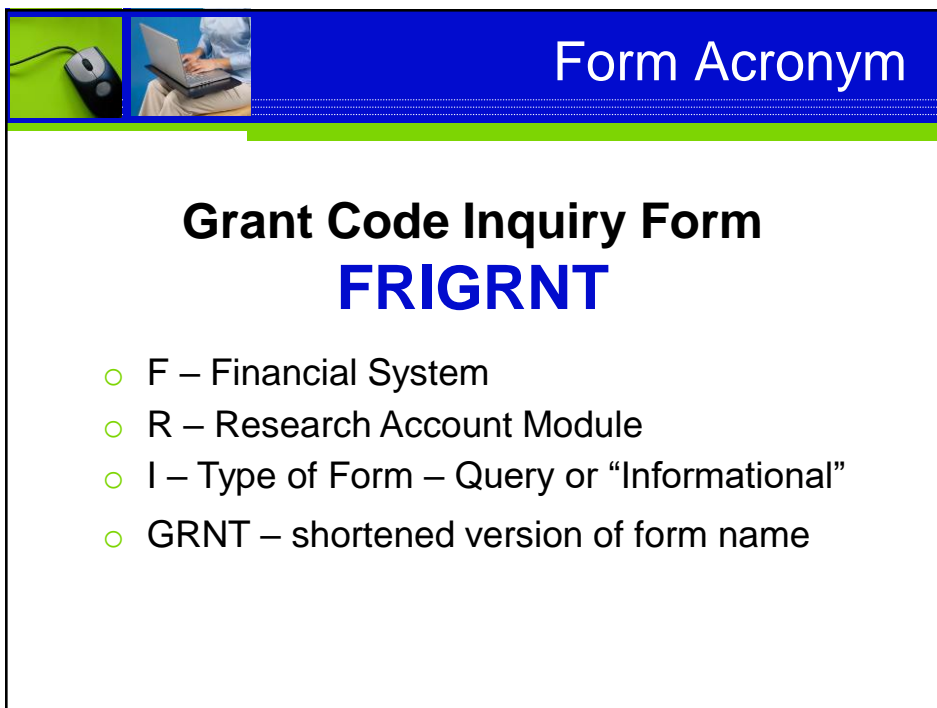
## Budget Example

Acct	Title	Aug-2016 Month Actual	Aug-2016 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
68080	Combined Benefits	0.00	0.00	0.00	0.00	680,850.00	680,850.00	overspent
68100	Basic AD&D	0.00	89.04	0.00	89.04	0.00	-89.04	
	<b>Subtotal</b>	<b>0.00</b>	<b>248,526.42</b>	<b>476,428.00</b>	<b>724,954.42</b>	<b>680,850.00</b>	<b>-44,104.42</b>	<b>6.5% U</b>
<b>Health and Education Levy</b>								
68500	Health & Education Levy (Ope...	0.00	35,536.84	70,169.08	105,705.92	108,048.00	2,342.08	under spent
	<b>Subtotal</b>	<b>0.00</b>	<b>35,536.84</b>	<b>70,169.08</b>	<b>105,705.92</b>	<b>108,048.00</b>	<b>2,342.08</b>	<b>2.2% F</b>
	<b>Total Wages &amp; Benefits</b>	<b>0.00</b>	<b>284,063.26</b>	<b>546,597.08</b>	<b>830,660.34</b>	<b>788,898.00</b>	<b>-41,762.34</b>	<b>5.3% U</b>
<b>Travel &amp; Conferences</b>								
706752	Meals for Staff Meetings	0.00	2,948.00	0.00	2,948.00	0.00	-2,948.00	U
713313	Meals/Receipts - Hospitality	0.00	83.23	0.00	83.23	0.00	-83.23	U
	<b>Subtotal</b>	<b>0.00</b>	<b>3,031.23</b>	<b>0.00</b>	<b>3,031.23</b>	<b>0.00</b>	<b>-3,031.23</b>	<b>0% U</b>
<b>Materials, Supplies and Services</b>								
706002	Toner and Ink	0.00	115.25	0.00	115.25	0.00	-115.25	U
706003	Office Consumables	77.86	1,014.97	183.96	1,198.93	0.00	-1,198.93	U
706004	Office Furnishings - Under \$2.	0.00	494.32	97.08	591.40	0.00	-591.40	U
706005	Office Equipment - Under \$25.	0.00	723.00	0.00	723.00	0.00	-723.00	U
706007	Paper	0.00	908.59	105.12	1,013.71	0.00	-1,013.71	U
706102	Other Lab Supplies	-20.18	-1.69	0.00	-1.69	0.00	1.69	F
706106	Laboratory Consumables	-30.25	4,804.46	56.68	4,861.14	0.00	-4,861.14	U
706702	General Equipment - Under \$...	0.00	21.44	24.51	45.95	0.00	-45.95	U
706710	Other Materials & Supplies	0.00	133.40	0.00	133.40	8,164.00	8,030.60	98.4% F
706714	Barcode Labels	0.00	76.34	0.00	76.34	0.00	-76.34	U
706716	Food	0.00	67.44	8.77	76.21	0.00	-76.21	U
706753	Water Coffee Drinks etc.	0.00	248.61	13.32	261.93	0.00	-261.93	U
706801	Computer Hrdwre - Under \$2...	0.00	227.84	3,808.10	4,035.94	0.00	-4,035.94	U
706901	Gasoline	0.00	191.89	0.00	191.89	0.00	-191.89	U
706912	Caretaking Paper Products	0.00	5.51	0.00	5.51	0.00	-5.51	overspent
	<b>Subtotal</b>	<b>27.43</b>	<b>9,031.37</b>	<b>4,297.54</b>	<b>13,328.01</b>	<b>8,164.00</b>	<b>-5,164.01</b>	<b>63.3% U</b>
	<b>Total Non-Salary Expenditures</b>	<b>27.43</b>	<b>12,062.60</b>	<b>4,297.54</b>	<b>16,360.14</b>	<b>8,164.00</b>	<b>-8,196.14</b>	<b>100.4% U</b>
	<b>Total All Expenses</b>	<b>27.43</b>	<b>296,125.86</b>	<b>550,894.62</b>	<b>847,020.48</b>	<b>797,062.00</b>	<b>-49,958.48</b>	<b>6.3% U</b>
	<b>Total Revenues Less Expenses and Transfers</b>	<b>-27.43</b>	<b>-296,125.86</b>	<b>-550,894.62</b>	<b>-847,020.48</b>	<b>-797,062.00</b>	<b>-49,958.48</b>	<b>6.3% U</b>


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## Form Acronym

# Fund Organization Responsibility Tracking FYMFORS

- Use to query financial authorities on a fund, for a department/organization code

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## Financial Authorities

There are several types of Financial 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 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 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 financial authority rights.


**VR VIP Report Access**  
Person responsible for running the VIP payroll reports for the FOP or FA combination. No financial 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](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

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## Assistance


- **Need additional support?**
  - **Aurora Finance Customer Service Desk** for system & process support at 204-480-1001 or [Aurora\\_Finance@umanitoba.ca](mailto:Aurora_Finance@umanitoba.ca)
  - Visit the Aurora Finance website  
<http://umanitoba.ca/computing/renewal/aurora/finance/index.html>
    - 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)

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Questions



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Thank you!



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