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
**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 Administrative Forms
    - Core systems for Finance and Student information (G/L)
  - FAST (Financial Administrative Support Tool)
    - Financial reporting, budget transfer and external invoice tool
  - Concur
    - Travel & Expense Management System
  - EPIC
    - E-Procurement system for purchases & payments
  - UMPlan
    - Planning and Budgeting tool

**Aurora Finance Customer Service**


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Pages 3 and 4 contain images related to Aurora Finance and its applications, but the text is not legible due to image quality.
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
**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:

<table>
<thead>
<tr>
<th>FOAPAL</th>
<th>Description</th>
<th>Digits</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

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGANIZATION</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>120012</td>
<td>333000</td>
<td>1100</td>
</tr>
<tr>
<td></td>
<td>Startup</td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Smith</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300236</td>
<td>333000</td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td>MB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conservation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant</td>
<td></td>
</tr>
</tbody>
</table>
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>Category</th>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>562001 Federal Grant Revenue</td>
<td>564001 Province of MB Grant Revenue</td>
</tr>
<tr>
<td></td>
<td>63210 Research Associate Salary</td>
<td>68000 Employment Insurance</td>
</tr>
<tr>
<td>Payroll</td>
<td>706107 Lab Equipment &lt;$2500</td>
<td>726411 Scientific/Research Equipment &gt;$2500</td>
</tr>
<tr>
<td>Expenditures</td>
<td>300236 MB Conservation Grant</td>
<td>120012 Startup K. Potter</td>
</tr>
<tr>
<td></td>
<td>333000 Forestry Dept</td>
<td>706105 Chemicals</td>
</tr>
<tr>
<td></td>
<td>66201 PT Student Support</td>
<td>1100 Academic Expense</td>
</tr>
<tr>
<td></td>
<td>11000 Casual</td>
<td>2000 Sponsored Research</td>
</tr>
<tr>
<td></td>
<td>120012 K. Potter Forestry Dept</td>
<td>706105 Chemicals</td>
</tr>
<tr>
<td></td>
<td>333000 Forestry Dept</td>
<td>66201 PT Student Support</td>
</tr>
<tr>
<td></td>
<td>11000 Casual</td>
<td>2000 Sponsored Research</td>
</tr>
<tr>
<td></td>
<td>120012 Startup K. Potter</td>
<td>706105 Chemicals</td>
</tr>
<tr>
<td></td>
<td>333000 Forestry Dept</td>
<td>66201 PT Student Support</td>
</tr>
<tr>
<td></td>
<td>11000 Casual</td>
<td>2000 Sponsored Research</td>
</tr>
</tbody>
</table>
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
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>

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
The FOAP

- 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:

Scholarships, Bursaries, Prizes and Awards $6.9
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
Salaries & Wages $270

(Total $416.8 M)
Why are Organization & Program codes important?

RESEARCH EXPENSE BY FACULTY (Total $132.6 Million)

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

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)
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

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 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.
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

#### Combined Benefits

| Account | Title | YTD Actual | YTD Budget | Percent of Budget
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>600000</td>
<td>Combined Benefits</td>
<td>283,762.42</td>
<td>288,237.28</td>
<td>99.2%</td>
</tr>
<tr>
<td>600000</td>
<td>Health &amp; Education Levy (Dep)</td>
<td>35,436.89</td>
<td>30,211.68</td>
<td>99.9%</td>
</tr>
<tr>
<td>700000</td>
<td>Materials, Supplies and Services</td>
<td>4,226.40</td>
<td>4,226.40</td>
<td>100.0%</td>
</tr>
<tr>
<td>700000</td>
<td>Office Supplies</td>
<td>566.89</td>
<td>566.89</td>
<td>100.0%</td>
</tr>
<tr>
<td>700000</td>
<td>Office Furniture - Under $2</td>
<td>25.00</td>
<td>25.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>700000</td>
<td>Office Furniture - Under $1</td>
<td>526.40</td>
<td>526.40</td>
<td>100.0%</td>
</tr>
<tr>
<td>700000</td>
<td>Telephone</td>
<td>67.44</td>
<td>67.44</td>
<td>100.0%</td>
</tr>
<tr>
<td>700000</td>
<td>Transportation</td>
<td>610.50</td>
<td>610.50</td>
<td>100.0%</td>
</tr>
<tr>
<td>700000</td>
<td>Travel &amp; Conferences</td>
<td>4,226.40</td>
<td>4,226.40</td>
<td>100.0%</td>
</tr>
<tr>
<td>700000</td>
<td>Utilities</td>
<td>566.89</td>
<td>566.89</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**Subtotal:** 4,226.40

**Total:** 288,237.28

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### Total Non-Salary Expenditures

<table>
<thead>
<tr>
<th>Account</th>
<th>Title</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>700000</td>
<td>Total Non-Salary Expenditures</td>
<td>27,831,418.60</td>
<td>25,000,000.00</td>
<td>107.3%</td>
</tr>
</tbody>
</table>

---

### Total All Expenses

<table>
<thead>
<tr>
<th>Account</th>
<th>Title</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>700000</td>
<td>Total All Expenses</td>
<td>30,646,747.44</td>
<td>25,000,000.00</td>
<td>122.6%</td>
</tr>
</tbody>
</table>

---

### Total Revenue Less Expenses and Transfers

<table>
<thead>
<tr>
<th>Account</th>
<th>Title</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>700000</td>
<td>Total Revenue Less Expenses and Transfers</td>
<td>-37,402,135.86</td>
<td>-25,000,000.00</td>
<td>-149.6%</td>
</tr>
</tbody>
</table>
Structure of Banner

Banner Finance

Aurora Finance

Module

Page

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
Fund Organization Responsibility Tracking
FYMFTORS

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

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/signingAuthorities.html
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
  □ 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