New Faculty Orientation

FAQ’s for

FINANCIAL SERVICES
Our Mission
Our mission is to provide exemplary financial and materials management services which will satisfy the needs and expectations of the University’s many and varied customers -- students, their parents and families, staff, the Board of Governors and its committees, the President's Office, the public at large, government bodies and agencies, University suppliers and the various departments and offices in the University community. In fulfilling this mission, Financial Services must ensure that the appropriate financial controls are in place to protect and preserve University assets and must promote accountability for the use and responsible management of public funds in the University community, whether they are operating, capital, research, or trust and endowment funds.

The University of Manitoba operates in a decentralized manner. A primary expectation of stakeholders is the proper stewardship of financial resources. In order to meet this expectation we rely on each unit to adhere to policies and have a system of controls that includes:

- Review of monthly operating and grant statements and reconciliations
- Review of payroll authorizations
- Review of procurement card reconciliations
- Segregation of duties and proper handling of cash

These are just some of the controls. All of the Financial Services policies are accessible on the WEB at: University of Manitoba: University Governance - Governing Documents. Please refer to the website for current versions of policies.

Who are we?
Financial Services consists of the Comptroller’s Office and eight different departments:

- Budget & Expenditure Accounting Services
- Research and Special Fund Accounting Services
- Payroll Services
- Purchasing Services
- Revenue, Capital and General Accounting Services
- Capital Asset Management
- Supplier Payment Services
- Travel Services

In addition, under the direction of the Comptroller’s Office, Aurora Finance Customer Service provides support, access and training delivery for the University community in the range of financial systems used.

Please see the attached organization chart and contact sheet.
**Where are we located?**

Our main location is in the Administration Building on the Fort Garry Campus on the 3rd and 4th floors. Our main Cashiers Office is located in Room 138 University Centre next to the Book Store. The Comptroller’s Office is located in Room 406 Administration Building.

Financial Services also maintains an office on the Bannatyne Campus in Room P001 in the Pathology Building, consisting of Grant Accounting, Purchasing, and a Cashier. Our Research Accountants – Institutional Grants are housed within the Office of Research Services, 540 Machray Hall.

**What’s new in Financial Services?**

In June 2011 we upgraded our Aurora Finance financial management system to include the new FAST Tool. FAST now houses two new applications, FAST Accounts Receivable and FAST Budget Transfers. These new applications, along with the upgraded Financial Reporting application, provide new advanced features and improved reporting for Aurora Finance users. Visit our online video to see the changes brought about by the upgrade.

In the fall of 2011 the University rolled out a brand new integrated travel tool for all University employees. Anyone who travels or claims reimbursement for business expenses will be using Concur, our new travel tool. Visit our Travel Services website to become familiar with the policies and procedures surrounding the Concur tool. Training is mandatory before gaining access to the tool, and is available online for your convenience via the online training link on the Travel Services website.

In the fall of 2012 Financial Services will benefit from changes to how U of M makes its purchases.

- In 2011 the University saw significant changes to Purchasing Services and how it operates. As a result of these and upcoming changes, benefits will become highly apparent to University employees as the purchasing process becomes more streamlined and as significant savings are seen in their University FOPs.

- We will be implementing a new eProcurement system, *EPIC* (Electronic Procurement Information Centre). The *EPIC* online application will allow us to purchase almost everything online and save units both time and money.

To learn more about these and our other initiatives, please visit the ROSE Finance Initiatives website.

**Comptroller’s Office**

Tom Hay, Comptroller, 474-9507
Gord Pasieka, Associate Comptroller, 474-8713

The Comptroller’s Office provides leadership to the eight departments of Financial Services noted above. The Comptroller’s Office is responsible for ensuring that adequate financial controls are in place and are working effectively to protect the University’s assets. This Office develops the University’s financial policies and communicates them throughout the University community. The Comptroller’s Office is also responsible for the integrity and accuracy of the University’s financial records and for the preparation of various reports for the Finance, Administration and Human Resources Committee and the Audit and Risk Management Committee of the Board of Governors.
Budget & Expenditure Accounting
Caron Bueckert, Manager Budget & Expenditure Accounting, 474-8750
Janice Walters, Assistant Manager Budget Accounting, 474-9800

The University operates in a very decentralized manner, and Deans and Directors are responsible for administering their operating budgets, within the guidelines set forth in the Policy - Administration and Control of the Operating Budget. Please refer to the University website Governing Documents for the policy.

Our Financial Services website highlights useful information on the operating budget guidelines and procedures which you may find helpful to review.

Budget Accounting will provide you with the support you need on your operating budget including:

- interpreting the University’s guidelines and operating budget policy;
- striking your April 1 operating budget;
- setting up new accounts;
- setting up new signing authorities;
- advising you on allowable expenses under Policy;
- monitoring the level of spending in your accounts and providing you with regular monthly reports;
- assisting in the accounting of your operating accounts; and
- processing journal entries and budget adjustments.

Research and Special Fund Accounting
Caron Bueckert, Manager Budget & Expenditure Accounting, 474-8750
Colin Nicolson, Assistant Manager, Research and Special Fund Accounting, 474-9421

Grant Accounting (Research and Special Fund Accounting) is involved with the financial administration of research grants and contracts. Working on behalf of researchers, the Department administers research funding similar to the above activities for the operating budget and compiles financial reports for granting agencies. Grant Accounting also provides you with advice on granting agency rules and regulations which may differ from University policies.

Travel Services
Caron Bueckert, Manager Budget & Expenditure Accounting, 474-8750
Janice Walters, Assistant Manager, 474-9800

Travel Services is responsible for processing all travel and business expense claims, accountable advances, and petty cash.

In October 2011 the University began roll out of the Concur system which provides an on-line booking tool (OBT) and expense management tool (EMT) that automates the process of booking travel electronically and the recording of expenses automatically into Banner. Rollout of the product Concur was completed in May of 2012 which at that time had 1,557 flight bookings and 2,497 expense reports submitted in the tool. Concur reduces the processing fees of the third party vendor who manually books the travel. Concur offers the lowest travel alternatives with West Jet as the preferred flight carrier. Concur flight search results will show an inclusive price that when compared to the online prices (which are not inclusive until the end of the booking) are between 10 – 15% less. If the preferred vendor is not booked, an explanation is required - this will provide more transparency and highlight the lowest cost airfares while
reducing travel fees. Reports will be generated to monitor the use of the Concur, highlighting exceptions to policy with further actions for follow-up. All travel expenses require one over one approval.

For more information on travel, and petty cash refer to the policies and procedures for “Travel and Business Expenses Claims” and “Petty Cash.” These can be found at [http://umanitoba.ca/admin/governance/governing_documents/index.html](http://umanitoba.ca/admin/governance/governing_documents/index.html)

**Payroll Services**
Caron Bueckert, Manager Budget & Expenditure Accounting, 474-8750
Ellen Cianflone, Assistant Manager, 474-7828

Payroll Services processes three pay cycles: a biweekly (full-time staff), a biweekly for casual staff and a semi-monthly payroll for academic staff by direct deposit to your bank account.

As part of its decentralized nature, the University relies on academic and administrative units to ensure that the payroll is accurate. As a result, prior to every pay date the department is required to print and verify “Payroll Authorization Report”. This is a key control to ensure that your payroll is accurate – i.e. new staff are paid when they begin employment and are removed from the payroll on termination of employment (i.e. resignation, retirement, layoff, etc).

For more information on Payroll Services, please refer to the Webpage at [www.umanitoba.ca/admin/financial_services](http://www.umanitoba.ca/admin/financial_services)

**Purchasing Services**
Paul Dugal, Manager, 474-9907

As a publicly funded institution, the University is committed to a fair and open tendering process and to facilitate this, Purchasing Services has been delegated responsibility for the purchase of all goods and services for the University. This centralized function is organized into purchasing specialty commodity groups with buyers specializing in the acquisition of certain types of goods and services. Each major commodity group is headed up by a Category Lead who is also available to assist with more complex acquisitions.

As part of the ROSE Project, Purchasing Services was part of two streams, the Purchasing Operating Model Initiative and eProcurement. The Purchasing Operating Model Initiative involved Purchasing staff being assigned to one of six category teams setting the stage for more spend analysis, supplier relationship management, contract compliance and performance management through KPIs and service level agreements. E-Procurement is an online tool for purchasing goods and services. Think of it as an amazon.com type of webpage for the U of M. It provides online access for purchases, using automated processes from end to end. So instead of faxing, calling or visiting supplier websites to place an order, everything is done in one place, with one sign-in, using one procurement method. Additionally, an eProcurement solution provides comprehensive buying statistics, empowering Financial Services to negotiate better pricing for users. Purchasing of all other goods and services is done via a buyer in Purchasing Services and depending on the value of the item, may involve obtaining competitive quotes from numerous suppliers. Working with you, Purchasing will compile your specifications to meet your needs, then identify potential suppliers, tender the acquisition and once the supplier is selected, issue a purchase order or contract. Depending on the complexity of the acquisition, you may be involved continuously throughout the process, and/or may be asked to participate on a review committee to select the supplier. In the post award stage Purchasing staff are available to assist you with performance and/or warranty issues.
Another streamlined form of purchasing is the Purchasing card with which you may purchase low dollar value items as discussed in Supplier Services below.

For more information, see Purchasing Services Programs & Processes on the Purchasing department website at www.umanitoba.ca/admin/financial_services/purch/index.html.

**Revenue, Capital and General Accounting Services**

Rhonda Chorney, Manager, 474-8727
Jonathan Hyman, Assistant Manager Capital, 474-7330
Vanessa Ryplanski, Assistant Manager Revenue and Student Accounts, 474-8480

Revenue, Capital and General Accounting Services is responsible for the collection and allocation of all student fee revenue, general accounts receivable, receipt control, the cashiering function, journal entries, inter-departmental charges, the production of the general ledger, the Capital Equipment Inventory system, accounting for capital projects and expenditures, and recording all bank transactions.

Student fees may be paid by cash, cheque or via the WEB through the student or payee’s financial institution. All fee payments, except for Extended Education’s non-degree program fees, are collected centrally by the Cashiers’ Office, and deposited into the University’s bank account. To ensure the safekeeping of cash and cheques payable to the University, the use of the University of Manitoba’s name on faculty, school, etc. or student bank accounts is not permitted. Questions from students relating to fees owing, fee payment deadline dates, holds due to non-payment of fees, cancellation and fee refunds should be directed to Revenue Accounting, Darren McRobbie, 474-9699.

In June 2011, the University moved to the new FAST Accounts Receivable system which has improved the invoicing and reporting capabilities available to all university users. This tool houses multiple applications, including FAST accounts receivable, FAST budget transfers, and financial reporting. All implementation aspects have been completed including automating the process for generating delinquency letters, customer statements, and automating email notifications to the Faculty/Unit business officers of invoices over 90 days old. If staff in your department are unable to use the online invoicing system or assistance is required to begin using it, you should contact Revenue Accounting. Please see the policy “Invoicing and Collection” at University of Manitoba: University Governance - Governing Documents.

Cashiers are located in Room 138 University Centre on the Fort Garry Campus and in Room P001 Pathology Building on the Bannatyne Campus. Deposits are accepted from 8:30AM to 4:00PM daily. If you have a Petty Cash Fund you may also receive petty cash fund reimbursements of $200 or less by presenting a properly completed Petty Cash Form together with the supporting receipts to the Cashier.

The Department is also responsible for capital accounting, tracking of capital equipment through the completion of Asset Advice and Disposal Forms and for providing you with pre-numbered capital equipment identification stickers. For disposals, Capital Accounting maintains a “Goods for Sale” website for advertising the sale of surplus equipment on your behalf. A budget adjustment will be provided to your department for the proceeds received, in accordance with University Policy or granting agency guidelines, as the case may be. Capital Accounting also accounts for major capital projects, setting up project budgets and ensuring that sources of funds have been identified in support of the project. In this regard, Capital Accounting may be in contact with your department to identify funding sources prior to proceeding with a project and capital related expenditures such as renovations and repairs.
Supplier Payment Services
Caron Bueckert, Manager Budget & Expenditure Accounting, 474-8750
Tannis Wills, Assistant Manager, 474-9337

Supplier Payment Services is responsible for the processing and payment of supplier invoices via cheque or through electronic funds transfer. This Department is responsible for preparing periodic returns relating to Manitoba PST and federal GST as well as remitting all statutory deductions relating to payroll.

Cheques are produced twice a week, on Tuesdays and Thursdays, typically with a 7 to 10 day turnaround time. Requests for payments for conference registration or travel therefore should be made in advance of the due date to allow adequate time for processing. Travel reimbursements are paid via direct deposit to your bank account on Friday of each week.

VISA Purchasing cards are also available for use; they provide departments with the ability to make direct purchases of low value items as opposed to maintaining petty cash floats or being out-of-pocket, awaiting reimbursement. Information on the Purchasing card program can be obtained by contacting Supplier Payment Services.
# Financial Services Managers Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone #</th>
<th>Fax #</th>
<th>Email Address</th>
</tr>
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<tbody>
<tr>
<td>BUECKERT, Caron</td>
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