

How to review FYBR005, Budget by Organization Current Year and Base

1. Verify the FOPA is valid for Dept Index
 - a) Finance Program Guide [FOAPALS](#) searches can assist the Dept
 - b) Finance Program Guide [FORMS](#) can assist the Dept
 - Refer to Example: FYBR005 Expense1
 - Refer to Example: Accounting TV Expense1
 - Refer to Example: FYBR005 Expense2
 - Refer to Example: Accounting TV Expense2
2. Verify the Expenses YTD Current FY are properly recorded
 - a) SSB Query can assist the Dept to review transaction
 - b) Matrix can assist the Dept to find original documentation
 - c) INB Query can assist the Dept to review Payroll transactions
 - d) Finance Program Guide [CODES](#) account code list can assist the Dept
 - Refer to Example: FYBR005 Expense3
 - Contact Payroll Office for Salaries
 - Contact Accounting Office for Travel / Operating / Capital
 - Contact Bursar's Office for Scholarships
3. Review Budget and prepare Budget Revision(s) as needed to align
 - a) Current FY - Final Estimate
 - b) Next Year - Proposed Budget
 - Refer to Example: FYBR005 Expense4
 - Refer to Example: FYBR005 Expense5
 - Refer to Example: BD04 CYOnly BR Expense5
 - Refer to Example: BD02 Base BR Expense5
 - Refer to Example: BD04 Fin CY BR Exp5

Note:

Internship budgets are managed by Grants Accounting
UMFoundation budgets are managed by Grants Accounting

FOAPALS
search by index
search by fund
search by organization
search by program
search by activity
search by multiple fields
search by orgn title
search by index title

SIGNATURES
signatures by org
signatures by name
approval queues by org
approval queues by name

EQUIPMENT REPS
assign equipment reps
view equipment reps
fixed asset workflow help

CODES
account code list
rule code list
location code search
program code list
data standards manual

TRAINING
learning curve

UTILITIES & REPORTS
budget overexpenditures
e-Print

FORMS
accounting
budget
direct deposit
procurement
system access

HR PROGRAM GUIDE
TIGERBUY PROGRAM GUIDE

Welcome to the Finance Program Guide!

[Print Version](#) 

This site is your online resource for all things related to the Banner Finance system. All information related to index numbers, FOAPALS, authorized signatures, and approval queues can be accessed via this program guide. You can access Banner Finance via the [myMemphis portal](#).

Use the links at the left to begin. If you have any questions or need more help, please contact the Admin Helpdesk at 678-8888.

Important to know your Index - FOPA information

myMemphis

[← Back to Finance Tab](#)

Personal Information
Employee
Finance

Code lookup results

Title	Index	Fund	Organization	Account	Program	Activity	Location
AE American Democracy Project	214992	110001	280000		3531	4992	

THE UNIVERSITY OF
MEMPHIS

Finance

Program Guide

FOAPAL Lookup Results

1 record(s) found.

Lookup Results for Index 214992: AE American Democracy Project				
Fund	Organization	Program	Activity	Location
110001 (Undesignated E and G)	280000 (Vice Provost Assessment, IR, Report)	3531 (Academic Enrichment)	4992	

Division of Business and Finance Business and Finance Forms

Business & Finance
Support Services Forms

Business Services Forms

Campus Planning & Design
Forms

Finance Forms

Human Resources Forms

Physical Plant Forms

Police Services Forms

Vice President's Office
Forms

Forms Alpha Listing

Online Help

Admin Helpdesk

Forms

Policies, Procedures &
Guidelines

myMEMPHIS

tigerText

QUICK LINKS



Business & Finance » Business & Finance Online Forms

Print Version

Financial Planning Forms

[Financial Planning Web site](#)

Finance Forms

- Temporary Budget Adjustment BD04 (Current)
- Permanent Budget Adjustment BD02 (Base)

Position Forms

- Temporary Position Budget Adjustment BD04 (Current)
- NBAPBUD Permanent Position Budget Adjustment BD02 (Base)
- FY14 Reversal Calendars
- Form FP-02: New Position (Pooled)

[back to top](#)

**Business & Finance
Support Services Forms**

Business Services Forms

**Campus Planning & Design
Forms**

Finance Forms

Human Resources Forms

Physical Plant Forms

Police Services Forms

**Vice President's Office
Forms**

Forms Alpha Listing

Online Help

Admin Helpdesk

Forms

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QUICK LINKS



Business & Finance » Business & Finance Online Forms

Print Version

Accounting Forms

[Accounting Web site](#)

- Athletics Recruitment Expense Claim
- Auth. for Direct Deposit of Vendor Payments
- Auth. to Credit Cash Receipts to Expenditure Accts
- Check Request (Formerly Form 10)
- Claim for Traveling Expenses:
- Crisis Request for Check Disbursement
- Effort Re-Certification (Form)
- Equipment Transaction Form
- Financial Status Questionnaire
- Form 10: See "Check Request" Form Above
- Moving Expense Agreement
- Request for Cash Reimbursement
- Report of Lost or Stolen Property
- Request for Banner Index
- Request for Future Year Travel Authorization
- Request for International Travel (Including Hawaii & Alaska)
- Request for Meal Reimbursement
- Request for Off-Campus Use of Equipment
- Request for Payment to Individual or Contractor
- Request for Research Participant Payment
- Request for Travel Advance:
- Salary Redistribution Request
- Service Center Application Form
- Service Center Rate Development Worksheet
- Subrecipient Commitment
- Transfer Voucher

Program ID: FYBR005
 Page No : 2109
 Prior FY: 08
 Current FY: 09
 Next FY: 10

The University of Memphis
 Budget by Organization Current Year and Base

Date Run: 03/10/09
 Date Run: 07:41 AM

Example

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Expenses and Commitments YTD Current FY	Available Balance Current FY	Base/Future Next FY
Orgn: 320000	IT Operations		Fund: 110001	Undesignated E and G		
Prog: 3560	Chucalissa Museum		Activ Code: NONE			
74431	Software Maintenance		.00	409.50	-409.50	.00
	Expense	.00	.00	409.50	-409.50	.00
Total Prog 3560	Chucalissa Museum	.00	.00	409.50	-409.50	.00

} Not Valid FOP
 Program - Wrong

Account:	74431 Software Maintenance	Location:	All
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Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule
Jul 08, 2008	Jul 08, 2008	I0219415	Xythos Software Inc	409.50	INEI
Jul 09, 2008	Jul 08, 2008	A0145433	Xythos Software Inc	0.00	DNEI
Report Total (of all records):				409.50	

Lookup Results					
Index	Fund	Organization	Program	Activity	Location
266130 (Computer Serv Operat)	110001 (Undesignated E and G)	320000 (IT Operations)	3650 (Academic Computing Support)		
460990 (IT Internal Service Level Agreement)	110001 (Undesignated E and G)	320000 (IT Operations)	3100 (Community Service)		

To Do:
 Dept will move to valid
 Index - FOP



Date: **March 14, 2009**

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Software Maintenance	266130	110001	320000	74431	3650		409.50

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Software Maintenance	Not Valid	110001	320000	74431	3650		409.50

Request for cost transfer must be within 90 calendar days of initial charge, and occur in current Fiscal Year.

Comments – Provide reason for cost transfer, and how costs are allowable and allocable. If cost transfer exceeds 90 days of initial charge, explain why cost was charged incorrectly.

To properly record document I0219415, Xythos Software Inc to Index 266130,
Computer Service Operations from Invalid FOP. See Attached Documentation

Approver for Department Charged:

Signature _____ Date _____

Approver for Department Credited:

Signature _____ Date _____

Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer affects restricted Ledger 5 accounts.

Department Chair:

Signature _____ Date _____

Principal Investigator:

Signature _____ Date _____

Dean:

Signature _____ Date _____

Grants & Contracts Accounting:

Signature _____ Date _____

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.

Accounting Office Use Only

Accounting Office Signature _____

Received _____ Date _____

Program ID: FYBR005
Page No : 2119
Prior FY: 08
Current FY: 09
Next FY: 10

The University of Memphis
Budget by Organization Current Year and Base

Date Run: 03/10/09
Date Run: 07:41 AM

Example

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Expenses and Commitments YTD Current FY	Available Balance Current FY	Base/Future Next FY
Orgn: 321000	Network Services		Fund: 112300	Network Services		
Prog: 4650	Gen Admin and Logistical Services		Actv Code: 3110			
78120	Operational Equipment		.00	16,425.00	-16,425.00	.00
	Capital	.00	.00	16,425.00	-16,425.00	.00
Total Actv 3110		.00	.00	16,425.00	-16,425.00	.00

} Not Valid FOP
Activity Code - Wrong

Account:	78120 Operational Equipment	Location:	All
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Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule
Aug 01, 2008	Aug 01, 2008	I0223722	Pomeroy IT Solutions	16,425.00	INEI
Aug 04, 2008	Aug 01, 2008	A0147305	Pomeroy IT Solutions	0.00	DNEI
Report Total (of all records):				16,425.00	

Lookup Results

Index	Fund	Organization	Program	Activity	Location
460800 (Network Services)	112300 (Network Services)	321000 (Network Services)	4650 (Gen Admin and Logistical Services)		

To Do:
Dept will move to valid
Index - FOP



Date: **March 14, 2009**

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Operational Equipment	460800	112300	321000	78120	4650		16,425.00

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Operational Equipment	Not Valid	112300	321000	78120	4650	3110	16,425.00

Request for cost transfer must be within 90 calendar days of initial charge, and occur in current Fiscal Year.

Comments – Provide reason for cost transfer, and how costs are allowable and allocable. If cost transfer exceeds 90 days of initial charge, explain why cost was charged incorrectly.

To properly record document I0223722, Pomeroy IT Solutions to Index 460800,
Network Service Operations from Invalid FOP. See Attached Documentation

Approver for Department Charged:

Signature _____ Date _____

Approver for Department Credited:

Signature _____ Date _____

Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer affects restricted Ledger 5 accounts.

Department Chair:

Signature _____ Date _____

Principal Investigator:

Signature _____ Date _____

Dean:

Signature _____ Date _____

Grants & Contracts Accounting:

Signature _____ Date _____

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.

Accounting Office Use Only

Accounting Office Signature _____

Received _____ Date _____

Program ID: FYBR005
Page No : 188
Prior FY: 08
Current FY: 09
Next FY: 10

The University of Memphis
Budget by Organization Current Year and Base

Date Run: 03/10/09
Date Run: 07:41 AM

Example

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Expenses and Commitments YTD Current FY	Available Balance Current FY	Base/Future Next FY
Orgn: 202105	Anth M Checker		Fund: 114000	Indirect Cost Recovery	} Not Valid FOP	
Prog: 2610	Indirect Cost Recoveries		Actv Code: NONE			
61210	Academic Faculty		.00	4,824.97	-4,824.97	.00
	Salaries	.00	.00	4,824.97	-4,824.97	.00
62990	Fringe Benefits Expense		.00	1,519.87	-1,519.87	.00
	Benefits	.00	.00	1,519.87	-1,519.87	.00
Total Prog 2610	Indirect Cost Recoveries	.00	.00	6,344.84	-6,344.84	.00
Total Fund 114000	Indirect Cost Recovery	.00	.00	6,344.84	-6,344.84	.00
Total Orgn 202105	Anth M Checker	.00	.00	6,344.84	-6,344.84	.00

Note: Could not locate an Index for
Organization 202105, Anth M Checker

Dept to contact: Payroll Office

Account:	61210 Academic Faculty	Location:	All
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Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule
Feb 27, 2009	Feb 24, 2009	F0007038	HR Payroll 2009 MN 2 0	1,206.24	HGNL
Jan 29, 2009	Jan 28, 2009	F0006841	HR Payroll 2009 MN 1 0	1,206.24	HGNL
Report Total (of all records):				2,412.48	

Account:	61210 Academic Faculty	Location:	All
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Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule
Feb 25, 2009	Feb 26, 2009	F0007047	Encumbrance Salaries (Adj)	(1,206.24)	HENA
Jan 28, 2009	Jan 29, 2009	F0006849	Encumbrance Salaries (Orig)	3,618.73	HENC
Report Total (of all records):				2,412.49	

Program ID: NYPR001
Page No : 58

The University of Memphis
LABOR DISTRIBUTION BY FOAPAL by Payroll
Payroll No: MN 2
Payroll Date: 02/27/09

Date Run: 02/24/09
Time Run: 01:30 PM

Organization: 202105 Anth M Checker

Example

Fund 114000	Orgn 202105	Program 2610	Activity	Location					
Indirect Cost Recovery	Anth M Checker	Indirect Cost Recoveries	} Not Valid FOP						
UID	Employee Name	Ecls	Posn & Suff	Account	Type	Ind	Fiscal YTD	Month YTD	Payroll
U00003484	Tiger, Tom	F9	002104 00	61210	LBR	C	2,412.48	1,206.24	1,206.24
				TOTAL Account Code 61210			2,412.48	1,206.24	1,206.24
U00003484	Tiger, Tom	F9	002104 00	62990	BEN	C	759.94	379.97	379.97
				TOTAL Account Code 62990			759.94	379.97	379.97
				Grand Total for FOAPAL LBR			2,412.48	1,206.24	1,206.24
				Grand Total for FOAPAL BEN			759.94	379.97	379.97

Lookup Results for Index 224613: Idcr

Tom Tiger

Fund	Organization	Program	Activity	Location
114000 (Indirect Cost Recovery)	242104 Tom Tiger	2610 (Indirect Cost Recoveries)		

It appears that the correct
Index 224613, IDCR Tom Tiger
Note there is not enough Budget
to support his Pay/Encumbrance
and Benefits

Program ID: FYBR005
Page No : 1451
Prior FY: 08
Current FY: 09
Next FY: 10


The University of Memphis
Budget by Organization Current Year and Base

Date Run: 03/10/09
Date Run: 07:41 AM

Example

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Expenses and Commitments YTD Current FY	Available Balance Current FY	Base/Future Next FY
Orgn: 242104	Tom Tiger					
Prog: 2610	Indirect Cost Recoveries					
			Fund: 114000	Indirect Cost Recovery		
			Actv Code: NONE			
74000	Operating Expense Budget Pool	.00	1,036.00	.00	1,036.00	.00
	Expense	.00	1,036.00	.00	1,036.00	.00
Total Prog 2610	Indirect Cost Recoveries	.00	1,036.00	.00	1,036.00	.00
Total Fund 114000	Indirect Cost Recovery	.00	1,036.00	.00	1,036.00	.00
Total Orgn 242104	Tom Tiger	.00	1,036.00	.00	1,036.00	.00

Location:

[Print Version](#) 

Program ID: FYBR005
Page No : 1730
Prior FY: 08
Current FY: 09
Next FY: 10

The University of Memphis
Budget by Organization Current Year and Base

Date Run: 03/10/09
Date Run: 07:41 AM

Example

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Expenses and Commitments YTD Current FY	Available Balance Current FY	Base/Future Next FY
Orgn: 260300	Law Admissions Records		Fund: 110001	Undesignated E and G		
Prog: 4050	Student Admissions		Actv Code: NONE			
74000	Operating Expense Budget Pool	.00	-70.00	.00	-70.00	.00
74986	Other Services and Expenses	70.00				
	Expense	70.00	-70.00	.00	-70.00	.00
Total Prog 4050	Student Admissions	70.00	-70.00	.00	-70.00	.00

} Not Valid FOP
Program - Wrong

**Contact Financial Planning
to prepare FOPAL Budget Revision**

Account: 74000 Operating Expense Budget Pool Location: All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule
Sep 30, 2008	Oct 08, 2008	CB000069	CarryForward Budget	(70.00)	XCB
Report Total (of all records):				(70.00)	

FOPAL BD04
for CarryForward

Lookup Results					
Index	Fund	Organization	Program	Activity	Location
413015 (Orientation Fees Law)	110001 (Undesignated E and G)	260300 (Law Admissions Records)	4100 (Social and Cultural Development)		

Program ID: FYBR005
 Page No: 42
 Prior FY: 08
 Current FY: 09
 Next FY: 10

The University of Memphis
 Budget by Organization Current Year and Base

Date Run: 03/10/09
 Date Run: 07:41 AM

Example

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Expenses and Commitments YTD Current FY	Available Balance Current FY	Base/Future Next FY
Orgn: 200000	Blue Bird		Fund: 110001	Undesignated E and G		
Prog: 2000	General Academic Instruction		Actv Code: NONE	Current Year Budget Problem		
61266	Undistributed Salary Budget	.00	3,589.00	.00	3,589.00	10,911.00
61366	Undistributed Salary Budget	.00	12,148.00	.00	12,148.00	.00
61666	Undistributed Salary Budget	.00	-37,481.00	.00	-37,481.00	25,326.00
	Salaries	.00	-21,744.00	.00	-21,744.00	36,237.00
74000	Operating Expense Budget Pool	.00	69.00	.00	69.00	-902.00
74230	Postal Charges	.00	.00	22.54	-22.54	.00
	Expense	.00	69.00	22.54	46.46	-902.00
Total Prog 2000	General Academic Instruction	.00	-21,675.00	22.54	-21,697.54	35,335.00

Lookup Results for Index 219980: Blue Bird Nest

Fund	Organization	Program	Activity	Location
110001 (Undesignated E and G)	200000 Blue Bird	2000 (General Academic Instruction)		

Base Budget Problem

Account: 74000 Operating Expense Budget Pool Location: All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule
Feb 20, 2009	Feb 20, 2009	J0058815	Fund VP Enrollment search	(1,600.00)	BD4
Feb 17, 2009	Feb 17, 2009	J0058637	Move funds for Grad School Ad	(600.00)	BD4
Jan 13, 2009	Jan 13, 2009	J0056792	CY Reversal Pos 003127 Blue Bird	377.00	BD04
Jan 12, 2009	Jan 12, 2009	J0056765	Pos003127 Blue Bird LIMTD to Base	(902.00)	BD02
Sep 30, 2008	Oct 08, 2008	CB000075	CarryForward Budget	2,794.00	XCB
Report Total (of all records):				69.00	

Ref to: BR915

Department - How to cover:

CYonly Budget Problem

61666 Undistributed Salary Budget \$ (37,481) BD4 Online Entry or BD04 Paper Entry

Base Only Budget Problem

74000 Operating Expense Budget Pool \$ (902) BD02 Entry and BD04 Reversal Entry

Example

Name:

Mary Blue

Department:

Blue Bird Nest

Fiscal Year:

2009

Date:

February 14, 2009

Approved

Departmental Authority

Date _____

Approved

Dean/Director/AVP

Date _____

President

Date _____

Approved

Provost/Vice President

Date _____

Reviewed

Office of Financial Planning

Date _____

Director of Financial Planning

Date _____

For Financial Planning Use Only

BR Number:

Fiscal Year:

Entered by:	
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Date Entered:

Banner JV Number:

The University of Memphis
Permanent Base/Future Year Budget Revision (BD02)

Example

Submit completed form to Financial Planning Office, Administration Bldg., Room 273

Name:

Mary Blue

Fiscal Year:

2009

Date:

February 14, 2009

Department:

Blue Bird Nest

Permanent Base Budget/ Future Year
Request for BD02 Base Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	219980	Blue Bird Nest	110001	200000	74000	2000		902			
02	210160	Tom Tiger Den	110001	211111	74000	3800			902		
03											
04											
05											
06											
07											
08											
09											
10											
		Net Change						902	902	-	-
		0 (J-K)-(N-M)					Total				
		Document Total						Expense	Revenue		
		1,804 (J+K) + (M+N)									

The Reason for requesting this revision is as follows:

Cover New Hire Position 003127, Blue Bird
See Attached Documentation

Approved

Departmental Authority

Date

Approved

Dean/Director/AVP

Date

Approved

Provost/Vice President

Date

Reviewed

Office of Financial Planning

Date

President

Date

Director of Financial Planning

Date

For Financial Planning Use Only

BR Number:

Fiscal Year:

Entered by:

Date Entered:

Banner JV Number:

The University of Memphis
Temporary Current Year Position Budget Revision (BD04)

Example

Submit completed form to Financial Planning Office, Administration Bldg., Roc

Name: <div style="border: 1px solid black; padding: 5px; text-align: center;">Peggy P. Purple</div>	Fiscal Year: <div style="border: 1px solid black; padding: 5px; text-align: center;">2009</div>	Date: <div style="border: 1px solid black; padding: 5px; text-align: center;">March</div>
Department: <div style="border: 1px solid black; padding: 5px; text-align: center;">Blue Bird Nest</div>		

Temporary Current Year/This Fiscal Year
Request for BD04 Budget Revision

	Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)
01	219980	Blue Bird Nest	110001	200000	74000	2000			902		
02	210160	Tom Tiger Den	110001	211111	74000	3800		902			
04											
05											
06											
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> Net Change <div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px;">0</div> Document Total <div style="border: 1px solid black; padding: 5px; text-align: center; width: 100px;">1,804</div> </div> <div> (J-K)-(N-M) (J+K) + (M+N) </div> </div>								902	902	-	-
TOTAL								<i>Expense</i>		<i>Revenue</i>	

The Reason for requesting this revision is as follows:

Current Year Reversal for New Hire Position 003127, Blue Bird
 See Attached Documentation

Approved _____ Departmental Authority _____ Date _____	
Approved _____ Dean/Director/AVP _____ Date _____	
Approved _____ Provost/Vice President _____ Date _____	
Reviewed _____ Office of Financial Planning _____ Date _____	
President _____ Date _____	
Director of Financial Planning _____ Date _____	

For Financial Planning Use Only