



Welcome to Focus on Finance!

February 28, 2019



Agenda

- **Financial Controls and Accountability - George Ninan**
- **Spring Budget- Deborah Keeney**
- **Inventory Confirmations - Kathy Archie**
- **Cayuse Integration/Grant Type – Heather Winters/Linda Heide**
- **Tips & Tricks – Payment to Individual or Contractor – LaTisha Williams**
- **What's New? Who Knew? What's Due?**

Financial Controls and Accountability



Responsibility

A duty or obligation upon one
moral, or legal accountability in t
to behave correctly in respect or
ability or authority to act or dec
take decisions independently.

George Ninan, Controller
Accounting Office



Financial Responsibility and Certification

- The Tennessee Financial Integrity Act (TCA 9-18-102) requires that management establish and maintain an adequate internal control system
- All employees that have the roles/capabilities of Financial Manager, Designee or Approver in the Banner financial system to acknowledge their responsibility and understanding of these roles



Financial Responsibility Certification-What needs to be done ?

- All Financial Managers will be receiving an email with a attachment of the Financial Responsibility Certification on or about March 8, 2019
- Due to be completed by March 22, 2019
- On or after March 22nd all Designees and Approvers will be receiving an email with an attachment of the Financial Responsibility Certification
- Due to be completed by March 31, 2019

Sample Forms

TO: George Ninan

FROM: George Ninan, Controller

DATE: 11/27/2017

SUBJECT: Financial Manager - Annual Financial Responsibility Certification

The Tennessee Financial Integrity Act (TCA 9-18-101-102) requires that management establish and maintain an adequate internal control system to ensure compliance with applicable laws and regulations, safeguarding of funds, property and assets and, the reliability of financial reports.

A good internal control system is a certain combination of policies, procedures, oversight, and attitudes that provides management the following assurances:

- Transactions in their area of responsibility are recorded properly.
- Financial information for their area of responsibility is reliable for decision making.
- The risk of loss of assets, including cash and equipment, due to fraud, waste, and abuse is minimized.

The Financial Manager, Designee and Approver roles within the Banner financial system are vital functions in your internal control framework. We are requiring all employees that have these roles/capabilities in the Banner financial system to acknowledge their responsibility and understanding of these roles.

As the Financial Manager you are responsible for the financial activity, including the safeguarding of physical assets. Authority is granted to create and approve financial transactions in Banner, Tigerbuy, Equipment Workflow, time and leave reporting, and Electronic Personnel Action Forms (EPAFs). A financial manager is expected to give careful consideration when appointing Designees and Approvers, as well as oversee their activities.

You are the Financial Manager for the organizations listed below. As the Financial Manager it is your responsibility to review and confirm that the following users require the access level currently granted. Circle the appropriate response (YES or NO) for each user. Please do not write in new Approvers or Designees on this; use the Request for B&F Access form http://bf.memphis.edu/forms/tech/bf_access_request.htm.

Org Code 511000 Accounting Office

Role	UUID	Name	Retain Current Access Level	
Designee	dabecker	Deborah Becker	Yes	No
Designee	jesmith	Jeanette Smith	Yes	No
Designee	karchie	Kathy Archie	Yes	No
Designee	lheid	Linda Heide	Yes	No
Designee	lilim	Lorlean Lim	Yes	No
Designee	mgldsby1	Monica Goldsby	Yes	No
Designee	twntfield	Terrice Watson	Yes	No

Org Code 511030 Grants and Contracts Accounting

Role	UUID	Name	Retain Current Access Level	
------	------	------	-----------------------------	--

gninan 11/27/2017

Page: 1 of 3

Questions



Spring Budget



**Deborah Keeney, Associate Director Budget
Financial Planning**

Lambuth Campus

Budget Development in February and March





Spring Budget – Key Dates

- **Revenue Projections ~ Due Friday, March 15, 2019**
 - Email with instructions will be sent out Friday March 1, 2019
 - Instructions for preparing revenue budget revisions can be found on the Financial Planning website under the Frequent Asked Question tab
- **Capital/R&R/Facility Projects ~ Due Monday, April 1, 2019**
 - If a Summer project is planned, submit by Spring deadline
- **Expenditure & Position Paper Budget Revisions ~ Due Monday, April 1, 2019**
 - Email with instructions will be sent out Friday March 1, 2019
 - If a position needs to be transferred for Fall, submit the transfer BR before deadline
 - Remember: no base budget revisions will be entered between the deadline and the opening of FY20
- **BD4 Online Budget Revisions ~ Due Friday, April 5, 2019**
 - Remember to align department budgets for the remainder of FY19
 - No functional changes after deadline

What are Functional Totals?

Budget & Expenditure totals in a specific range of Program Codes

Program Code Range	Function
2000 - 2499	Instruction
2500 - 2699	Research
3000 - 3499	Public Service
3500 - 3999	Academic Support
4000 - 4499	Student Services
4500 - 4799	Institutional Support
5000 - 5399	Physical Plant
5500 - 5699	Scholarship / Fellowships
6000 - 6999	Transfers
7000 - 7999	Auxiliary

Source: FGRPRGH Program Hierarchy Report



Why are Functional Totals Frozen in April?

- The final current year budget is submitted as part of the Spring Budget
 - Departments realign budgets and anticipate purchases
- E&G control totals are compared against final year-end amounts
- Functional Expenditure exceeding Estimated Budget – “Busting a Function”



Spring Budget – Benefit Fringe Rate

- **Benefits FY20 Proposed Fringe Rate (*To be Negotiated in April*)**
 - xx.x% Salaried Employees
 - xx.x% Hourly Employees
 - x.x% Temp Employees – No Insurance
 - xx.x% Temp Employees – With Insurance
 - x.x% Student / GA
- **Benefits FY19 Fringe Rate**
 - 35.3% Salaried Employees
 - 52.4% Hourly Employees
 - 7.5% Temp Employees – No Insurance
 - 19.8% Temp Employees – With Insurance
 - 1.9% Student / GA

Expense Budget – FYBR005

Program ID: FYBR005
Page No : 2862
Prior FY: 18
Current FY: 19
Next FY: 20

The University of Memphis
Budget by Organization Current Year and Base

Date Run: 02/11/19
Date Run: 06:50 AM

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: 235000	Health Studies		Fund: 126400	UM Online Program Incentive		
Prog: 2100	Revenue Producing Instruction		Actv Code: NONE	Missing Activity Code		
74500	Supplies		.00	-639.29	639.29	.00
74910	Cash Short and Over		.00	-115.00	115.00	.00
	Expense	.00	.00	-754.29	754.29	.00
Total		.00	.00	-754.29	754.29	.00

- Review expense Budget and YTD transactions
 - Departments may need to prepare Budget Revision to move budget or Accounting TVs to move expenses
- Action Items for this example:
 - 1) Banner Finance Program Guide – Search by Fund and Org to obtain list of valid Index – FOPA
 - 2) Banner Finance Admin Pages – FGITRND Detail Transaction Activity Filter by Account/Org/Program/Field=YTD/Fund
 - 3) Tools – Export data
 - 4) Save file as EXCEL
 - 5) Sort by Activity Code to locate transactions Missing Activity Code
 - 6) Investigate by using OnBase / SSB / Office Files / Bursar's Office

Banner Finance Program Guide

- FOPALs Search by Multiple Fields

Index/FOAPAL Multi-Search Results

7 Records Found.

Lookup Results					
Index ▲ ▼	Fund ▲ ▼	Organization ▲ ▼	Program ▲ ▼	Activity ▲ ▼	Location ▲ ▼
412725 (On-Line Health Promotion)	126400 (UM Online Program Incentive)	235000 (Health Studies)	2100 (Revenue Producing Instruction)	725	
412729 (On-Line Consumer Science in Educ)	126400 (UM Online Program Incentive)	235000 (Health Studies)	2100 (Revenue Producing Instruction)	729	
412740 (Online HSS Environmental Nutrition)	126400 (UM Online Program Incentive)	235000 (Health Studies)	2100 (Revenue Producing Instruction)	740	
412743 (Online PETE)	126400 (UM Online Program Incentive)	235000 (Health Studies)	2100 (Revenue Producing Instruction)	743	
412745 (On-Line Healthcare Leadership - HCL)	126400 (UM Online Program Incentive)	235000 (Health Studies)	2100 (Revenue Producing Instruction)	745	
412757 (Online Sport Nutrition/Dietary Supp)	126400 (UM Online Program Incentive)	235000 (Health Studies)	2100 (Revenue Producing Instruction)	757	
412758 (SHS Gen Ed Online)	126400 (UM Online Program Incentive)	235000 (Health Studies)	2100 (Revenue Producing Instruction)	758	

[illegible]

✕
ellucian
Detail Transaction Activity FGITRND 9.3.6 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
1

COA: U Fiscal Year: 19 Index: Fund: Organization: Account: Program: Activity: Location: Period: Commit Type: Both
Start Over

DETAIL TRANSACTION ACTIVITY
Insert
Delete
Copy
Filter

Basic Filter Advanced Filter

Account
Organization
Program
Field

74500
235000
2100
YTD

Amount
Fund

Add Another Field ...

Clear All
Go

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
<						<				>

[illegible]

FGITRND Detail Transaction Activity

@ellucian

Detail Transaction Activity FGITRND 9.3.6 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

COA: U Fiscal Year: 19 Index: Fund: Organization: Account: Program: Activity: Location: Period: Commit Type: Both

Start Over

DETAIL TRANSACTION ACTIVITY

Insert

Delete

Copy

Filter

Active filters:

Account: 74910

Organization: 235000

Program: 2100

Field: YTD

Fund: 126400

Clear All

Filter Again

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
74910	235000	2100	YTD	-80.00	-	CSS1	F0031312	08/02/2018	08/03/2018	Cash Over and Short
74910	235000	2100	YTD	-35.00	-	CSS1	F0031312	08/02/2018	08/03/2018	Cash Over and Short
74910	235000	2100	YTD	115.00	+	CSS1	F0031263	07/24/2018	07/25/2018	gb1050367-98sch of health
			Total	0.00	+					

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1 of 1

10 Per Page

Record 1 of 3

Account	Organization	Program	Activity Date	Type	Document	Description	Commit Type	Fund	Activity	Location	Transaction Date	Field	Amount	Sign
74910	235000	2100	3-Aug-2018	CSS1	F0031312	Cash Over and Short	U	126400			2-Aug-2018	YTD	(80.00)	-
74910	235000	2100	3-Aug-2018	CSS1	F0031312	Cash Over and Short	U	126400			2-Aug-2018	YTD	(35.00)	-
					</									



Spring Budget - Expense

❖ Reviewing FYBR005 Budget by Organization Current Year and Base

➤ Department can determine whether Base Budget adjustments are needed due to:

☐ Small amount less than \$100

☐ Change in expenditure plans

❖ Banner Self Service Query

➤ Department can use to analyze budgets to align as needed

Spring Budget - Expenses

Program ID: FYBR005
Page No : 301
Prior FY: 18
Current FY: 19
Next FY: 20

The University of Memphis
Budget by Organization Current Year and Base

Date Run: 02/11/19
Date Run: 06:50 AM

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: 202000	Anthropology		Fund: 110001	Undesignated E and G		
Prog: 2000	General Academic Instruction		Actv Code: NONE			
61210	Academic Faculty	465,950.94	621,677.00	598,126.88	23,550.12	593,478.00
61250	Support Pay Academic	12,000.00	.00	8,000.00	-8,000.00	.00
61253	Temporary Instructor Credit	38,431.98	20,629.00	29,937.00	-9,308.00	10.00
61255	Summer Administrative Pay	14,889.97	9,585.00	9,585.42	-.42	.00
61257	Academic Masters Graduate Assistant	.00	.00	.00	.00	45,146.00
61272	Academic Moving Allowance		9,000.00	9,000.00	.00	.00
61310	Support Clerical Salaries	30,702.10	31,093.00	30,438.23	654.77	31,748.00
61312	Monthly Support Clerical	34,556.64	36,296.00	36,295.20	.80	36,296.00
61375	Support Temporary Employee	2,153.00	.00	.00	.00	.00
61410	Student Assistants Hourly	655.39	888.00	834.98	53.02	940.00
61602	Employee Awards	284.28				
	Salaries	599,624.30	729,168.00	722,217.71	6,950.29	707,618.00

Lookup Results Matching Index 210010: Anthropology

Fund ▲▼	Organization ▲▼	Program ▲▼	Activity ▲▼	Location ▲▼
110001 (Undesignated E and G)	202000 (Anthropology)	2000 (General Academic Instruction)		

Spring Budget - Expenses

Program ID: FYBR005
Page No : 306
Prior FY: 18
Current FY: 19
Next FY: 20

The University of Memphis
Budget by Organization Current Year and Base

Date Run: 02/11/19
Date Run: 06:50 AM

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: 202000	Anthropology		Fund: 110001	Undesignated E and G		
Prog: 2600	Individual and Project Research		Actv Code: NONE			
61257	Academic Masters Graduate Assistant	51,999.93	68,000.00	63,796.20	4,203.80	.00
61602	Employee Awards	1,000.00				
	Salaries	52,999.93	68,000.00	63,796.20	4,203.80	.00

Lookup Results Matching Index 220010: Anthropology

Fund ▲▼	Organization ▲▼	Program ▲▼	Activity ▲▼	Location ▲▼
110001 (Undesignated E and G)	202000 (Anthropology)	2600 (Individual and Project Research)		

Spring Budget - Expenses

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2019			
As of Feb 12, 2019			
Chart of Accounts	U University of Memphis	Commitment Type	All
Fund	110001 Undesignated E and G	Program	%
Organization	202000 Anthropology	Activity	All
Account	All	Location	All
Account Type	61 Salaries		

Lookup Results

Index ▲ ▼	Fund ▲ ▼	Organization ▲ ▼	Program ▲ ▼	Activity ▲ ▼	Location ▲ ▼
210010 (Anthropology)	110001 (Undesignated E and G)	202000 (Anthropology)	2000 (General Academic Instruction)		
220010 (Anthropology)	110001 (Undesignated E and G)	202000 (Anthropology)	2600 (Individual and Project Research)		

Query Results

Account	Account Title	Program	FY19/PD14 Adopted Budget	FY19/PD14 Budget Adjustment	FY19/PD14 Adjusted Budget	FY19/PD14 Temporary Budget	Base Budget	BD02 Base BR	Revised Base
61210	Academic Faculty	2000	550,595.00	71,082.00	621,677.00	28,199.00	593,478.00		
61250	Support Pay Academic	2000	0.00	0.00	0.00	0.00	0.00		
61253	Temporary Instructor Credit	2000	10.00	20,619.00	20,629.00	20,619.00	10.00	(10.00)	0.00
61255	Summer Administrative Pay	2000	0.00	9,585.00	9,585.00	9,585.00	0.00		
61257	Academic Masters Graduate Assistant	2000	45,146.00	(45,146.00)	0.00	(45,146.00)	45,146.00	(45,146.00)	0.00
61272	Academic Moving Allowance	2000	0.00	9,000.00	9,000.00	9,000.00	0.00		
61310	Support Clerical Salaries	2000	31,044.00	49.00	31,093.00	(655.00)	31,748.00		
61312	Monthly Support Clerical	2000	34,557.00	1,739.00	36,296.00	0.00	36,296.00		
61375	Support Temporary Employee	2000	0.00	0.00	0.00	0.00	0.00		
61410	Student Assistants Hourly	2000	940.00	(52.00)	888.00	(52.00)	940.00	60.00	1,000.00
61672	Professional Moving Allowance	2000	0.00	0.00	0.00	0.00	0.00		
61257	Academic Masters Graduate Assistant	2600	0.00	68,000.00	68,000.00	68,000.00	0.00	45,100.00	45,100.00
Report Total (of all records)			662,292.00	134,876.00	797,168.00	89,550.00	707,618.00	4.00	

Offset Account Code 74000
Index 210010

Spring Budget - Expenses

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

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name:

Example

Fiscal Year:

2019

Date:

February 12, 2019

Department:

Anthropology

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	210010	Anthropology	110001	202000	61253	2000			10		
02	210010	Anthropology	110001	202000	61257	2000			45,146		
03	210010	Anthropology	110001	202000	61410	2000		60			
04	220010	Anthropology	110001	202000	61257	2600		45,100			
05	210010	Anthropology	110001	202000	74000	2000			4		
		0	(J-K)-(N-M)				Total	45,160	45,160	-	-
		Document Total						Expense	Revenue		
		90,320	(J+K) + (M+N)								

The Reason for requesting this revision is as follows:

To align Base Salary Account Codes



Revenue Process

- Revenues are updated each budget cycle (Spring & Fall)
- All Revenue Budget Revisions must be submitted on paper
- Round Revenue Budget to 100's
- In the Spring you need to review current year and base for the next fiscal year
- Estimates & future projections should be realistic to reflect the activity you expect
- Return revenue worksheets to Financial Planning
(Note, Academic Affairs return to the Provost Office)

Spring Budget – Revenue FYBR001

PAGE: 78
REPORT: FYBR001

University of Memphis
Revenue Budget Estimate/Worksheet by Organization

11-FEB-2019

06:50 AM

Prior FY: 18
Current FY: 19
Next FY: 20

Fund: 110001 Undesignated E and G
Organization: 260000 School of Law
Program: 2000 General Academic Instruction
Actv Code: NONE

Account Code	Account Title	Actual Prior Yr	Adjusted Budget Current FY	Receipts YTD Current FY	Final Estimate Current FY	Future/Base Next Yr	Proposed Budget Next Yr
56000	Private Grants and Contracts	38,388.00					
57013	Cash Gifts Foundations	1,600.00	5,824	10,004.00			
	Total	39,988.00	5,824	10,004.00			

Financial Manager

Date

Print Layout set for Department to be able to use FYB001 Page to print-out above analysis on.

Account Code	Account Title	CY Only Budget	FY19 Y-T-D	Budget vs Y-T-D Variance	Base Budget	BR CYOnly	BR Base	Estimated Current Year Budget	Proposed Base Budget
56000	Private Grants and Contracts	-	-	-	-	-	-	-	-
57013	Cash Gifts Foundations	5,824	10,004.00	4,180.00	-	4,176	-	10,000	-
Total Revenue		\$ 5,824	\$ 10,004.00	\$ 4,180.00	\$ -	\$ 4,176	\$ -	\$ 10,000	\$ -

Note: Round Revenue Budget to nearest 100's

Lookup Results Matching Index 213020: School Of Law Instr

Fund	Organization	Program	Activity	Location
110001 (Undesignated E and G)	260000 (School of Law)	2000 (General Academic Instruction)		

Items shaded
have formulas for calculations

History:

Account Code	Account Title	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013	FY2012	FY2011
54300	State Residual Balance	-	0.29	-	-	-	-	-	-
56000	Private Grants and Contracts	38,388.00	38,192.00	38,220.00	-	-	-	-	-
57013	Cash Gifts Foundations	1,600.00	-	-	-	-	-	-	-
	Total	\$ 39,988.00	\$ 38,192.29	\$ 38,220.00	\$ -	\$ -	\$ -	\$ -	\$ -

Spring Budget – Revenue SSB Query

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2019			
As of Feb 12, 2019			
Chart of Accounts	U University of Memphis	Commitment Type	All
Fund	110001 Undesignated E and G	Program	2000 General Academic Instruction
Organization	260000 School of Law	Activity	All
Account	57013 Cash Gifts Foundations	Location	All

Query Results

Account	Account Title	FY19/PD14 Year to Date
57013	Cash Gifts Foundations	10,004.00
Report Total (of all records)		10,004.00

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
17-Dec-18	19-Dec-18	J0241047	AccessLex Institute Reclass	4,350.00	G01
27-Nov-18	28-Nov-18	F0032127	Miscellaneous Receipt	1,899.00	CSS1
10-Jul-18	11-Jul-18	F0031164	Miscellaneous Receipt	500.00	CSS1
10-Jul-18	11-Jul-18	F0031164	Miscellaneous Receipt	2,520.00	CSS1
10-Jul-18	11-Jul-18	F0031164	Miscellaneous Receipt	735.00	CSS1
Report Total (of all records):				\$ 10,004.00	

Lookup Results Matching Index 213020: School Of Law Instr

Fund ▲▼	Organization ▲▼	Program ▲▼	Activity ▲▼	Location ▲▼
110001 (Undesignated E and G)	260000 (School of Law)	2000 (General Academic Instruction)		



Which budget revision should be used?

- Determine what type of Budget Revision
 - Current Year or Base Budget
- Is the source of the revenue one time or recurring
- Round Revenue Budget to 100's
- Explanation for Revenue Change
 - Questions Who? and Why? to be answered

Spring Budget – Revenue Budget Revision



Temporary Current Year Budget Revision (BD04)

[General Online Help](#)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

User ID: (e.g., jsmith)

Fiscal Year:

Date: 02/12/2019

Name: Christopher Whitehead

Department: School of Law

Temporary Current Year Budget Revision (BD04)										
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	213020 School Of Law Instr	110001	260000	57013	2000		0	0	0	4,176
02	213020 School Of Law Instr	110001	260000	74000	2000		4,176	0	0	0
03							0	0	0	0
04							0	0	0	0
05							0	0	0	0
06							0	0	0	0
07							0	0	0	0
08							0	0	0	0
Net Change										
<input type="text" value="0"/>										
Document Total										
<input type="text" value="8,352"/>										
Total							4,176	0	0	4,176

The reason for requesting this revision is as follows:

Space is limited--your response will be limited to 225 characters, and pressing the Enter or Return key to create a new line has been disabled.

AccessLex Institute to UoM Law for LSSSE study participate. Note this entry will round revenue budget to 100's see attached worksheet

Questions:

Who AccessLex Institute

Why Participate in UoM Law LSSSE study

Banner Description:

AccessLex Institute UoM Law LSSSE





Financial Planning Web Page

Presentations & Trainings

[Access Budget reports via Eprint](#)

[Budget Reports Reference Guide](#)

[Self Service Banner](#)

[Revenue Tips: How to Review FYBR001](#) *from FY2009 - note principles are the same for today*

[Expense Tips: How to Review FYBR005](#) *will report Departmental Revenue*

[InterFund Transfer Examples BD04 Form](#)

[Position Budget Training I](#)

[January 2014 Faculty Senate Budget Presentation](#)

[Academic Leadership Budget Presentation \(10/16/2013\)](#)

Financial Planning Office:

Email: budget@Memphis.edu

Phone: 901.678.2117

Website: <http://www.memphis.edu/budget/>



THE UNIVERSITY OF
MEMPHIS

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RESOURCES FOR... >

Financial Planning

Staff DirectoryUniversity Budget InformationFAQsLinks

Home > Financial Planning



FOCUS ON FINANCE
Focus on Finance is a monthly communication & networking resource for those within the University community who provide financial services in their respective areas.

Presentations & Trainings

Helpful guides from Financial Planning

Finance Program Guide

Your online resource for all things related to the Banner Finance system

Forms

All of B&F's forms in one place

Contact Us

Our team is here to help

Questions?



Inventory Confirmations



Kathy Archie, Financial Reporting Manager

Annual Inventory Confirmation

- Annual Inventory Confirmation is a required procedure:
BF4025 Policy – <https://memphis.policytech.com/dotNet/documents/?docid=457>
- Once a year Accounting will send a Fixed Asset Inventory Listing/Confirmation by Organization to Equipment Reps and Financial Managers.
- It is essential that you maintain accurate and up-to-date records of your department's inventory.

Fixed Assets Categories

- “Capital Equipment” is a single item costing **\$5,000** or more.
- “Sensitive Minor Equipment” is particularly vulnerable to theft and has a cost between **\$1,500.00 and \$4,999.99**. Examples of items that may be viewed as sensitive minor equipment include: boats, boat motors, boat trailers, canoes, cameras, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment.
- **Equipment under \$1,500 is not included. A separate report may be requested.**

Annual Inventory Confirmation Process

1. Make a copy of the Confirmation.
2. Physically confirm the location of all assets.
3. If missing or incorrect, update asset description information (make, model, serial number, etc) on the confirmation report, preferably using a red pen.
4. Update Location or Org; surplus or zero value through Workflow (indicate WF on confirmation).
5. For additions, complete the [Items in Department Not on Inventory](#) form and send with completed inventory confirmation
6. Older items not found - Look up in INB Banner on the FFIMAST page
7. Ensure you have a [Request for Off-Campus Use of Equipment Form](#) completed for all Off-Campus items (112688 and 112687)
8. You must complete a [Report of Lost or Stolen Property Form](#) for all missing items.
9. Make a copy and return the signed confirmation report to Accounting by March 29, 2019.

Annual Inventory Confirmation - Samples

Option 1

Report ID: FYFR001
Report Run: 03/02/16

The University of Memphis
Inventory Confirmation Report

Page 413

Decal	Description	Book Value	Net Value	Make	Model	Serial Number	Acq Date	Location	Locn
-------	-------------	------------	-----------	------	-------	---------------	----------	----------	------

Responsible Organization: 511000 Accounting Office

000079791	Mobile Shelf File Unit	13,200.00	0.00				06/23/86	Administration 275	100252
011258500	Laser Mate Pressure Seal	4,259.00		Moore	LM-5	FAH9595	06/06/03	Jones Hall 110	100476
011617700	DELL LATITUDE D820 LAPTOP COMPUTE	2,145.66		DELL	D820	56LCX91	11/29/06	Temporary Off Campus	112688
012316200	Dell Latitude E4310;Latitude E4310	1,849.08		Dell	Latitude E4310	6ZWQRM1	07/22/10	Administration 275	100252
012696600	Dell Latitude E6520;Latitude E6520	1,612.79		Dell	Latitude E6520	15974849629 / 7C70GV1	07/31/12	Temporary Off Campus	112688
012836200	Dell Latitude E6520	1,630.30		Dell	Latitude E6520	J0B4LV1	07/31/12	Temporary Off Campus	112688

WF

Option 2

Report ID: FYFR001
Report Run: 03/02/16

The University of Memphis
Inventory Confirmation Report

Page 413

Decal	Description	Book Value	Net Value	Make	Model	Serial Number	Acq Date	Location	Locn
-------	-------------	------------	-----------	------	-------	---------------	----------	----------	------

Responsible Organization: 511000 Accounting Office

000079791	Mobile Shelf File Unit	13,200.00	0.00				06/23/86	Administration 275	100252
011258500	Laser Mate Pressure Seal	4,259.00		Moore	LM-5	FAH9595	06/06/03	Jones Hall 110	100476
011617700	DELL LATITUDE D820 LAPTOP COMPUTE	2,145.66		DELL	D820	56LCX91	11/29/06	Temporary Off Campus	112688
012316200	Dell Latitude E4310;Latitude E4310	1,849.08		Dell	Latitude E4310	6ZWQRM1	07/22/10	Administration 275	100252
012696600	Dell Latitude E6520;Latitude E6520	1,612.79		Dell	Latitude E6520	15974849629 / 7C70GV1	07/31/12	Temporary Off Campus	112688
012836200	Dell Latitude E6520	1,630.30		Dell	Latitude E6520	J0B4LV1	07/31/12	Temporary Off Campus	112688

- ① Correct sln 56LCX91
- ② Correct sln 6ZWQRM1
- ③ correct sln 7670GV1

[illegible]

THE UNIVERSITY OF
MEMPHIS

FFIMAST - Asset Status

Fixed Asset Master Query FFIMAST 9.3.6 (PROD)

Asset Tag: 012599200

Start Over

MASTER INFORMATION

Origination Tag	T00118678	Permanent Tag Date	12/03/2012
Permanent Tag	012599200	Last Adjustment Date	
Primary Tag		Origination Tag	
Subordinate Type		Cancel Date	
Origination Tag Date	06/04/2012	System Status Code	Invoiced

Assets that were previously zero-valued, cannibalized, or disposed are indicated by “D” or “C”.

Fixed Asset Master Query FFIMAST 9.3.6 (PROD)

Asset Tag: 011327300

Start Over

MASTER INFORMATION

Origination Tag	011327300	Permanent Tag Date	09/30/2003
Permanent Tag	011327300	Last Adjustment Date	
Primary Tag		Origination Tag	
Subordinate Type		Cancel Date	
Origination Tag Date	09/30/2003	System Status Code	D

FFIMAST - Organization

To determine which org the asset belongs, use the Banner INB FFIMAST page. Enter Decal #, click on go, and then, click on the down arrow in the bottom left of the screen 3 times.

The screenshot shows the FFIMAST 9.3.6 (PROD) interface. The top bar includes the user 'ellucian' and the title 'Fixed Asset Master Query FFIMAST 9.3.6 (PROD)'. The 'Asset Tag' field is set to '011327300', and the 'Go' button is circled in red. Below the search bar, a message states: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

The main data table is titled 'PROCUREMENT INFORMATION' and contains the following fields:

PROCUREMENT INFORMATION	
Origination Tag	011327300
Permanent Tag	011327300
Vendor Code	
Purchase Order	
Purchase Item	
Receiver	
Receiver Date	
Invoice	
Invoice Date	
Submission Number	
Invoice Item	
Cancel Date	
Credit Memo	
Installments	
Recurring	
Document Tag Date	
Source Submission	
Transfer Data	
Date	07/23/2009
COA	U
Organization	235000 Health Studies
Location	101774 Fieldhouse 361
Grant	
Custodian ID	
Equipment Manager	

A red arrow points to the 'Organization' field in the 'Transfer Data' section. The bottom of the screen shows a navigation bar with a red circle around the 'down arrow' button.

The list of current equipment representatives can be viewed at <http://bf.memphis.edu/spectrum/eqreps.php>

THE UNIVERSITY OF
MEMPHIS

Finance Program Guide

Print Version 


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

Equipment Reps List by Organization

Expand All

Collapse All

Export to Excel

- + 10000
- + 20000
- + 30000
- + 40000
- + 50000
- + 60000
- + 70000
- + 80000

Narrow results displayed by entering any part of the organization code number, title, or equipment rep name below.

Search



Fixed Asset Workflow

- Equipment Transfer Workflow is an online process for equipment transfer transactions including location changes, transferring to another department, to surplus, and to declare an item zero value.
- Each organization should have a Financial Manager and an Equipment Representative in workflow.
- The Financial Manager is assigned through Banner. There can only be ONE financial manager. The designee can not be a Financial Manager.
- The Financial Manager (or designee) assigns the equipment representative. There can only be ONE equipment representative for each org.

Types of Workflow

- **Equipment Location Change Workflow:**
 - Change location *within* an organization
- **Equipment Transfer Workflow:**
 - Transfer items *between* organizations
 - Surplus (*must have item in your possession*)
 - Zero value – item has no value due to extensive use, age, outdated, broken, etc.
 - Cannibalization – item has been taken apart or broken down and its parts could be used as spare parts for repair or construction of similar equipment

To initiate the workflow, the **Equipment Representative** must:

1. Log into the My Memphis Portal at <http://my.memphis.edu>
2. Select the 'Workflow' tab



3. Scroll down to 'My Processes' and select the three dots
4. Select one of the two types of Equipment Workflow.

The screenshot displays the 'My Processes' interface. On the left sidebar, the 'User Profile' section is expanded, and the 'My Processes' link is selected, indicated by a red arrow. The main content area shows a header for 'My Processes' with a three-dot menu icon in the top right corner, also indicated by a red arrow. Below the header, the text 'No Processes found.' is visible. Further down, under the 'My Processes' section, there is a list of processes: 'UOM Equipment Location Change' and 'UOM Equipment Transfer'.

Fixed Asset Workflow instructions can be viewed at
<http://bf.memphis.edu/spectrum/fahelp.php>

THE UNIVERSITY OF
MEMPHIS

Finance Program Guide

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

Fixed Asset Workflow Help

Print Version 

PDF Documents:

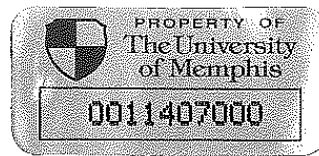
- [Designation of Equipment Representatives](#)
- [Changing Equipment Reps](#)
- [Location Change](#)
- [Transfer to Another Org](#)
- [Surplus](#)
- [Zero Value / Cannibalization](#)
- [Errors](#)

Fixed Asset PTAG_Code

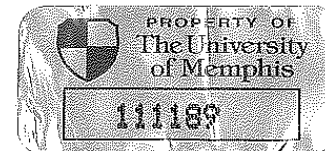
- PTAG_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.
- A valid 9-digit decal number is needed. Three different kinds of decals have been used.



Standard decal.
Enter all 9 digits
in Workflow.



Drop the 1st zero
and enter the rest of
9 digits in Workflow.



Standard decal.
Enter all 9 digits
in Workflow.



RESOURCES

Equipment Policy:

BF4025 Policy

<https://memphis.policytech.com/dotNet/documents/?docid=457>

Training material:

<http://bf.memphis.edu/spectrum/fahelp.php>

Questions / Issues:

wf-fixedasset-admins@memphis.edu

Financial Reporting Website – Fixed Assets

<http://www.memphis.edu/accounting/fixedassets.php>

Fixed Assets

Questions? wf-fixedasset-admins@memphis.edu

Obtaining a New Decal

- Complete the [Tagging Log Form](#)
- E-mail the Tagging Log Form to wf-fixedasset-admins@memphis.edu
- Financial Reporting will provide the UOM decal and enter the information into the Banner Fixed Asset System

Inventory Confirmations

- Monthly Eprint Report - FYFR001 (Fixed Asset Inventory Listing) [Visit [e~Print](#)]
- [Inventory Confirmation Instructions](#)
- [Items in Department Not on Inventory Form](#)

Fixed Asset Workflow

- [Fixed Asset Workflow](#)
- [Fixed Asset Workflow Instructions](#)


Forms

- [Report of Lost or Stolen Property](#)
- [Request for Off-Campus Use of Equipment Form](#)
- [Tagging Log Form](#)
- [List of Asset Types](#)
- [List of Account Codes](#)
- [Location Code Search](#)

ePrint Report – FYFR001 (Fixed Asset Inventory Listing)

 **Banner ePrint**

- Banner Development Repository
- Banner Foundation Repository
- Banner Finance Repository
- **Banner Student Repository**
- Banner Financial Aid Repository
- Banner HR Repository



















Select Report from Repository Banner Finance

Banner Finance Repository
karchie

[About Banner ePrint](#) | [FAQ](#) | [My ePrint](#) | [Change CAS Repository](#) | [Help](#) | [Logout](#)

Banner Finance

	Report	Description	Latest Date
 	FYFR001- Fixed Asset Inventory Listing	Fixed Asset Inventory Listing	Sun Feb 10, 2019 06:45am
 	FYGH002 - Schedule 2 - Current Funds Revenues	Schedule 2 - Current Funds Revenues	Fri Jul 10, 2015 12:30pm
 	FYGU001 - General Ledger Funds Summary	General Ledger Funds Summary	Mon Oct 12, 2015 10:00am
 	FYGU001 - Gen Ledger Funds Summary - CSV	General Ledger Funds Summary - CSV	Sun Feb 10, 2019 06:15am
 	FYGU002 - Operating Ledger Summary by Organization	Operating Ledger Summary by Organization	Sat Oct 10, 2015 07:00am
 	FYGU002 - Operating Ledger Summary by Organization-CSV	Operating Ledger Summary by Organization - CSV	Mon Feb 08, 2016 2:15pm
 	FYGU003 - General Ledger Accounts Summary by Fund	General Ledger Accounts Summary by Fund	Fri Sep 06, 2013 09:01am
 	FYGU004 - General Ledger Accounts Summary by Fund Type	General Ledger Accounts Summary by Fund Type	Thu Jul 30, 2015 11:00am

Previous

FYFR001- Fixed Asset Inventory Listing

Next



Additional Workshop

Wednesday, March 6, 2019

10:00 – 11:00 a.m.

Administration Building, Room 178



Fixed Asset Team

Kathy Archie, Financial Reporting Manager
Darya Maksimova, Accountant III

wf-fixedasset-admins@memphis.edu

QUESTIONS



Cayuse Banner Integration



Heather Winters, Sr Dir Research Administration

Linda Heide, Manager



Cayuse Banner Integration

- New data points captured in Cayuse
- Most Cayuse Award/Project data points will feed to Banner/FRAGRNT
- Ability to have increased data points on research expenditure reports
- Sponsored Projects **Activity Type** maps to Banner **Grant Type**



Cayuse Banner Integration

Cayuse Updates:

- **New Activity Types for Research:**
 - **Research Applied**
 - Original investigation undertaken in order to acquire new knowledge. It is directed primarily towards a specific, practical aim or objective.
 - **Research Basic (existing data defaulted to Basic)**
 - Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
 - **Research Development**
 - Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

Cayuse Banner Integration

What you'll see in Cayuse

Activity Code (choose an Activity code by clicking the name)

[Academic Support](#)

[Clinical Trial](#)

[Fellowship/Scholarship](#)

[Instruction](#)

[Other Sponsored Activity](#)

[Public Service](#)

[Research - Applied](#)

[Research - Basic](#)

[Research - Clinical](#)

[Research - Developmental](#)

[Student Services](#)



Cayuse Banner Integration

FRAGRNT Updates:

- **New grant types for Research:**
 - **Research Applied = 2502 or 2602**
 - **Research Basic = 2503 or 2603**
 - **Research Development = 2504 or 2604**

Cayuse Banner Integration

SYSTEM DATA LIST				
Chart of Account		Entity	FRBGRNT	Attribute GRANT_TYPE
Option1	Option2	Level	Data	Long Title
AS				Academic Support
CP				Capital Project
CT				Clinical Trial
IN				Instruction
IS				Institutional Support
OM				Operation and Maintenance
PS				Public Service
RA				Research-Applied
RB				Research-Basic
RD				Research-Development
RS				Research
SF				Scholarships and Fellowships
SS				Student Services



Cayuse Banner Integration

FRAGRNT Updates:

- Grant code will be the Cayuse Project Number (minus the A and any hyphens) unless it is legacy data in Banner before the integration (Grant Code = 2XXXXX).
- Foundation accounts will continue with “fund” as grant code.

Cayuse Banner Integration

ellucian Grant Maintenance FRAGRNT 9.3.8 (TBANR) ADD RETRIEVE RELATED TOOLS

Grant: 000132 Proposal Grant text exists: Cayuse Project Number Start Over



Main Grant Agency Location Cost Code Defined Data Effort Reporting Pass Through Agency

GRANT MAINTENANCE Insert Delete Copy Filter

Chart of Accounts *	U	...	Pass Through Indicator	<input checked="" type="checkbox"/>
Responsible *	245105	...	Alternate Description	A00-0132-004
Organization			Status Date	02/05/2019
Long Title *	Simulation of Magnetically Induce		Current Amount	34,730.00
Title *	Fluid Motion in Reduced		Cumulative Amount	
	<input type="checkbox"/> Requires Effort Certification		Maximum Amount	
Agency	U00004388	...	Total Recipient	
	Vanderbilt University		Share	
Principal Investigator	U00001437	...	Related Grant	
ID	Marchetta, Jeffrey G.		Grant Type	RB ... Research-Basic
Project Start Date *	08/04/2015		Category	F ... Federal
Project End Date	08/03/2019		Sub Category	PVHE ...
Proposal			CFDA Number	43.008 ...
Termination Date			Sponsor ID	UNIV59415-3798-019687
Expenditure End				
Date				
Status	A	...		
	Active A00-0132-004			





Grant Type Definition from Financial Accounting and Reporting Manual for Higher Education (FARM)



Grant Type - Instruction

Instruction

Expenses for all activities that are part of an institution's instruction program. Expenses for credit and noncredit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions are included.



Grant Type - Instruction


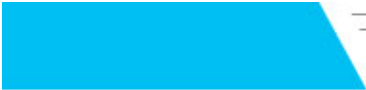
Classification includes the following five subclasses:

- **General Academic Instruction**
- **Vocational/Technical Instruction**
- **Community Education**
- **Preparatory/Remedial Instruction**
- **Instructional Information Technology**

Grant Type - Instruction

Commonly used program codes for grants to identify Instruction:



COA = U		University of Memphis Program Codes		
▲ ▼ Program	▲ ▼ Program Title	▲ ▼ Prog Pred	▲ ▼ Data Entry	▲ ▼ PT
20	Instruction		N	20
200	General Academic Instruction	20	N	20
2000	General Academic Instruction	200A	Y	20
2012	Faculty Discretionary	200A	Y	20
2030	Professorships	200A	Y	20
2400	Community Education	210A	Y	20
2450	Preparatory and Remedial Instruct	220A	Y	20



Grant Type - Research

Research

Expenses for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to those conditions, the classification includes expenses for individual and/or project research as well as that of institutes and research centers.



Grant Type – Research

Classification includes the following three subclasses:

- **Institutes and Research Centers**
- **Individual and Project Research**
- **Research Information Technology**

Grant Type - Research

Commonly used program codes for grants to identify Research:

COA = U		University of Memphis Program Codes		
Program	Program Title	Prog Pred	Data Entry	PT
25	Research		N	25
250	Institutes and Research Centers	25	N	25
2500	Institutes and Research Centers	250A	Y	25
2502	IRC Applied Research	250A	Y	25
2503	IRC Basic Research	250A	Y	25
2504	IRC Developmental Research	250A	Y	25
2510	Centers of Excellence	250A	Y	25
260	Individual and Project Research	25	N	25
2600	Individual and Project Research	260A	Y	25
2601	Fedex Institute Technology Research	260A	Y	25
2602	Individual Applied Research	260A	Y	25
2603	Individual Basic Research	260A	Y	25
2604	Individual Developmental Research	260A	Y	25
2615	Chairs of Excellence I	260A	Y	25
2616	Chairs of Excellence II	260A	Y	25
2620	Faculty Research Grants	260A	Y	25
2625	Unallocated IDCR	260A	Y	25
2630	Startup Funds	260A	Y	25
2635	Research Appropriations	260A	Y	25
2640	Research Support and Infrastructure	260A	Y	25



Grant Type – Public Service

Public Service

Expenses for activities established primarily to provide non-instructional services for the benefit of individuals and groups that are external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this classification are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.



Grant Type – Public Service

Classification includes the following four subclasses:

- **Community Service**
- **Cooperative Extension Service**
- **Public Broadcasting Service**
- **Public Service Information Technology**

Grant Type – Public Service

Commonly used program codes for grants to identify Public Service:

COA = U		University of Memphis Program Codes			
▲ ▼ Program	▲ ▼	Program Title	▲ ▼ Prog Pred	▲ ▼ Data Entry	▲ ▼ PT
30		Public Service		N	30
300		Community Service	30	N	30
3000		Public Service Activities and Ctrs	300A	Y	30
3100		Community Service	300B	Y	30
3200		Conferences and Institutes	300C	Y	30

Grant Type – Academic Support

Academic Support

Expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. It includes the following activities:

- The retention, preservation, and display of educational materials, such as libraries, museums, and galleries
- The provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education
- Media, such as audio-visual services, and technology, such as computing support
- Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions
- Separately budgeted support for course and curriculum development



Grant Type – Academic Support

Classification includes the following eight subclasses:

- **Libraries**
- **Museums and Galleries**
- **Educational Media Services**
- **Ancillary Support**
- **Academic Administration**
- **Academic Personnel Development**
- **Course and Curriculum Development**
- **Academic Support Information Technology**

Grant Type – Academic Support

Commonly used program codes for grants to identify Academic Support:

COA = U		University of Memphis Program Codes		
▲ ▼ Program	▲ ▼ Program Title	▲ ▼ Prog Pred	▲ ▼ Data Entry	▲ ▼ PT
35	Academic Support		N	35
355	Museums and Galleries	35	N	35
3550	Art Museum	355A	Y	35
3560	Chucalissa Museum	355A	Y	35
360	Educational Media Services	35	N	35
365	Academic Computing Support	35	N	35
3650	Academic Computing Support	365A	Y	35
370	Ancillary Support	35	N	35
3700	Campus School	370A	Y	35
3710	Lipman Early Childhood School	370B	Y	35
3730	WUMR FM Radio	370D	Y	35
380	Academic Administration	35	N	35
385	Academic Personnel Development	35	N	35
3800	Academic Administration	380A	Y	35
3850	Academic Personnel Development	385A	Y	35



Grant Type – Student Services

Student Services

Expenses incurred for offices of admissions and the registrar and activities that, as their primary purpose, contribute to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. This classification includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise).



Grant Type – Student Services

Classification includes the following eight subclasses:

- **Student Services Administration**
- **Social and Cultural Development**
- **Counseling and Career Guidance**
- **Financial Aid Administration**
- **Student Admissions**
- **Student Records**
- **Student Health Services**
- **Student Services Information Technology**

Grant Type – Student Services

Commonly used program codes for grants to identify Student Services:

COA = U		University of Memphis Program Codes		
▲ ▼ Program	▲ ▼ Program Title	▲ ▼ Prog Pred	▲ ▼ Data Entry	▲ ▼ PT
40	Student Services		N	40
400	Student Services Administration	40	N	40
4000	Student Services Administration	400A	Y	40
4050	Student Admissions	405A	Y	40
4051	Student Recruitment	405A	Y	40
4100	Social and Cultural Development	410A	Y	40
420	Athletics	40	N	40
4200	Athletics Administration	420A	Y	40
4210	Men Athletics	420A	Y	40
4220	Women Athletics	420A	Y	40
430	Counseling and Career Guidance	40	N	40
4300	Counseling and Career Guidance	430A	Y	40
4360	Student Retention	430A	Y	40



Grant Type – Scholarships and Fellowships

Scholarships and Fellowships

Expenses for scholarships and fellowships—from restricted or unrestricted funds—in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source. In public institutions, they may result from selection by the institution or from an entitlement program. The classification also includes trainee stipends, prizes, and awards. (However, trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service.)



Grant Type – Scholarships and Fellowships

Classification includes the following two subclasses:

- **Scholarships**
- **Fellowships**

Grant Type – Scholarships and Fellowships

Commonly used program codes for grants to identify Scholarships and Fellowships:

COA = U		University of Memphis Program Codes		
▲ ▼ Program	▲ ▼ Program Title	▲ ▼ Prog Pred	▲ ▼ Data Entry	▲ ▼ PT
55	Scholarships and Fellowships		N	55
550	Scholarships	55	N	55
5500	Scholarships	550A	Y	55
560	Fellowships	55	N	55
5600	Fellowships	560A	Y	55

Questions



Tips & Tricks – Payment to Individual or Contractor



**LaTisha Williams, Assistant Manager
Accounting Office**

Independent Contractor

- **Independent Contractor**
 - Contracts of \$5,000 or more require the approval of the Director of Procurement and Contract Services. (**Single or Aggregate total in a Calendar Year.**)
 - ☐ **Required Documents:**
 1. Tigerbuy PO
 2. Contract/Agreement Routing Form
 3. Agreement for Personal, Professional & Consulting Service
 - Contracts less than \$5,000 can be completed with the Request for Payment to Individual or Contractor form. (All construction and renovations agreements require approval through Procurement & Contracts Services.)
 - **Former Employees:** Individual's separation date must be 6 months prior to date of independent contractor services. (Banner INB – PEAEMPL)



Vendor Information – US Citizen/Business

- **Individuals**
 - Completed W-9 Form
 - Copy of State Issued ID or Driver's License
- **Businesses**
 - Completed W-9 Form
- Please provide vendor's information to Accounting Office as soon as possible. This will expedite processing upon receipt of payment request.



Vendor Information–Non-US Citizen/Business

- **Individuals**
 - W-8BEN – Certificate of Foreign Status of Beneficial Owner for US Tax Withholding and Reporting
 - Copy of visa (not visa application)
 - Copy of Passport (photo page, as well as any/all US entry and exit stamps)
 - List of all previous visits (entry/exit dates), immigration status/Visa type, and primary purpose of visit on a separate sheet of paper. Each visit should be listed.
- **Businesses**
 - Completed W-8BEN-E: Certificate of Foreign Status of Beneficial Owner for United States Withholdings and Reporting (Entities)
- Provide vendor's information along with the payment request to Accounting Office as soon as possible. This will ensure that payment is ready when services are rendered. Please allow at least 15 business days for Non-US Citizen/Business review.



Request for Payment to Individual or Contractor

[General Online Help](#)



INSTRUCTIONS : Give two copies to Contractor. Contractor must sign and return one copy. Complete all sections of Part I. Send original to the Accounting Office

This authorization may be used in lieu of a written contract if, and only if, the total compensation to the individual or contractor is less than \$5,000.00. Payments to the same individual or contractor for \$5,000.00 or more during a calendar year (whether fragmented or paid in a lump sum) require an obligated contract established through the Procurement and Contract Services. This form is sent to the Accounting Office any time a payment is requested to be made to an individual regardless of the amount. A form must be completed for each individual to be paid. The form is prepared by the requesting department and is used to secure approval of the authorization and to process the payment. Payments cannot be made to any University or State employee (which includes full or part-time faculty, staff) under this procedure.

I. GENERAL INFORMATION

(This information is necessary to complete IRS Form 1099-MISC)

1. Name of Payee:
2. (a) U.S. Social Security Number: OR (b) Federal Tax ID Number:
3. Local Address:
Address City ST Zip+4
4. Permanent Address:
Address City ST Zip+4
5. Telephone Number: 6. Fax Number:
7. E-mail Address:
8. Is payee a U of M student? Yes ☐ No ☐
9. U.S. Citizen? YES ☐ If not, state country of citizenship
(If payee is not a U.S. citizen, withholding may be required. Please complete IRS Form 8233 if individual is not claiming residence in U.S. or IRS Form W-9 if individual is claiming residence in U.S.)
10. Total Amount \$ 11. Index Number/Acct Code -
12. Purchase Order (If none, Section II below must be completed.)
13. Are services being performed? Yes ☐ No ☐ (If "Yes," complete Section A. If "No," complete Section B.)

SECTION A : Describe the services being performed

Date Rendered	Units of Service (Hours/Days)	Brief Description of Services Provided (Be Specific)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Department Head/Higher Authority

This is to certify that the payee identified above was authorized to perform services in accordance with U of M Operating Procedure Number 2D:03:07B and services were rendered in accordance with a contract dated or the Section II, "Authorization to Contractor" and payment for services should now be made.

Dept Head/Higher Authority Signature Date Department Name:

2. (Complete only if check is requested in advance of services.)

I hereby request the check to be prepared in advance to give to the contractor upon completion of services. I certify that the check will not be released until services have been completed in accordance with the above-identified contract of Section II on the reverse hereof. (Attach statement explaining the reason the check is needed in advance.)

Dept Head/Higher Authority Signature Date

SECTION B : Describe the purpose of the payment

This is to certify that the payee identified above was authorized to receive payment.

Dept Head/Higher Authority Signature Date Department Name:

II. AUTHORIZATION TO CONTRACTOR

(This authorization may be used in lieu of a written contract, if and only if, the total compensation to the individual or contractor during a calendar year is less than \$5,000.)

1. This is to authorize (Contractor's Name) to perform the following services:
(Enter detailed description, including type, scope, duration, form, quality, place, size, time, purpose, and identification of concerned University department.)

2. Contractor shall be compensated (Rate of Compensation: hourly, daily, etc.) for services rendered. Payment will be made only after services have been performed. In no event shall the liability of the University under this authorization exceed \$.
3. The Contractor within the past six months has not been and during the term of this Authorization will not become an employee of the State of Tennessee which includes full or part-time faculty, staff, student employees or graduate assistants. The Contractor shall not directly or indirectly pay any of the compensation to any officer or employee of the University or the State of Tennessee.
4. No person on the grounds of disability, race, color, religion, sex, veteran status, creed, age, or national origin will be excluded from participation in, or be denied benefits of, or be otherwise subject to discrimination in the performance of this Authorization, or in the employment practices of the Contractor.
5. The Contractor, being an independent Contractor and not an employee of the University, agrees to protect and hold harmless the University from any and all liability not specifically provided for in this Authorization.

6. The term of this Authorization is from to .

7. This Authorization may be terminated by either party by giving written notice to the other, at least days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.

Requester/Initiator Signature _____ Date _____

Dept Head/Higher Authority Signature _____ Date _____

8. I agree and accept the terms of this contract and any attached addendum. (Required if fee over \$100.00)

Contractor Signature _____ Date _____

CONTRACTOR INFORMATION FOR NON-U.S. CITIZENS:

For non-US citizens, this section must be completed in its entirety.

Country of citizenship Passport number Exp. Date
Type of Visa Dates at U of M: From to

Any prior visits to the U.S.? Yes ☐ No ☐

If Yes, please list entry & exit dates, immigration status/Visa type, and primary purpose on separate sheet. Each visit should be listed.

Is the activity to receive the honorarium to last more than nine (9) days? Yes ☐ No ☐

Have you received honorariums from more than five (5) organizations in the last six (6) months? Yes ☐ No ☐

U.S. Social Security # or Federal Tax ID #

Permanent Address:

Non-U.S. citizens may be subject to 30% withholding.



Request for Payment to Individual or Contractor

- Request for Payment to Individual or Contractor available online at <http://www.memphis.edu/bf/forms/finance.php>
- The vendor should complete the following sections:
 - Section I – General Information (excluding numbers 10 - 12)
 - Section II – Authorization to Contractor – sign and date on number 8
 - Final Section – Non-US Contractor's Information (Completed in its entirety)
 - The Business Officer will fill in all other fields.

QUESTIONS?



accountspayable@memphis.edu
901-678-2271

What's New? / Who Knew? / What's Due?



Who Knew?

<i>Workshops</i>	<i>Date</i>
Fixed Asset Inventory (Finance Workshop) Admin Bldg. - Room 178	Wednesday, March 6, 2019 10:00 - 11:00 AM
Budget Basics Admin Bldg. - Room 178	Thursday, May 30, 2019 9:30 - 11:00 AM

What's Due?

<i>Activity</i>	<i>Deadline</i>
Revenue FYBR001 Pages and Budget Revisions	Friday, March 15, 2019
Inventory Confirmation	Friday, March 29, 2019
Capital/R&R/Facility Projects	Monday, April 1, 2019
Expenditure & Position Paper Budget Revisions	Monday, April 1, 2019
BD4 Online Budget Revisions	Friday, April 5, 2019



Next Focus on Finance

March 21, 2019

1:30 - 3:00 PM

Senate Chamber - UC 261

- **Comments or suggestions?**
Email: bffin@memphis.edu
- **Focus on Finance website:**
<http://memphis.edu/focusonfinance>