

Welcome to Focus on Finance & HR!

February 11, 2020



Agenda

- **Accounting Reminders**
- **Financial Responsibility and Certification**
- **Spring 2020 Budget**
- **Changes to Form W-4**
- **LinkedIn Learning**
- **Inventory Confirmations**
- **Announcements & Deadlines**

Accounting Reminders

Shan Arnold
Assistant Controller

Accounting Email Communication

A solid blue horizontal bar spanning the width of the slide, positioned below the title.

Please route your requests to the appropriate inbox for processing. This will help Accounting with lost documents, turnaround time and identify a method of accountability, which improves customer service.

Accounting Email Communication

Accounts Payable Inbox (accountspayable@memphis.edu)

- **Invoice**
- **Vendor Inquiry**
- **Stop/Reissue Check or ACH**
- **Vendor Setup (W-9 and W-8)**
- **Change of Address**

Accounting Email Communication

BF Accounting Inbox (accounting@memphis.edu)

- **Transfer Voucher**
- **De-obligation of Travel Purchase Order**
- **Increase Travel Purchase Order**
- **Tax Exempt Certificate**

Transfer Voucher Reminders

Purpose of Transfer Voucher

- **Correct Keying Error**
- **Reclass Expense from FOAPAL to Another**
- **Allocate Monthly Departmental Charges**
- **All Transactions must be in Current FY**

Transfer Voucher Reminders

Backup for Transfer Voucher

- **Invoice with Account Numbers/PO#**
- **Print Screens of Vendor Payment**
 - 1. FAIVNDH- Vendor Detail Payment History**
 - 2. FGITRND- Detail Transaction Activity**

Financial Controls and Accountability



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 will be electronic. No paper forms!!

Financial Responsibility Certification-What needs to be done ?

- All Financial Managers, Designees and Approvers will be receiving an email with a link to a page where they can complete the Financial Responsibility Certification on or about March 2, 2020
- Due to be completed by March 20, 2020

Sample Forms

ANNUAL FINANCIAL RESPONSIBILITY CERTIFICATION

[Home](#)

Welcome, George - LogoutHelp

TO:

George Ninan

FROM:

George Ninan, Controller

DATE:

December 3, 2019

SUBJECT:

Annual Financial Responsibility Certification

The Tennessee Financial Integrity Act (TCA 9-18-102) 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.

The Financial Manager, Designee and Approver roles within the Banner financial system are vital functions in our 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.

You are the Financial Manager for the organization(s) listed below:

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 to the appointment of Designees and Approvers, as well as oversee their activities.

As the Financial Manager it is your responsibility to review and confirm that the following users require the access level currently granted. Select the appropriate response (YES or NO) for each user. This form is not intended for adding new Approvers or Designees. To ADD new Approvers or Designees use the Request for B&F Access form https://bf.memphis.edu/forms/tech/bf_access_request.htm.

Organization Code 510000, Finance

☐ ORG Code no longer needed

Role	UUID	Name	Retain Current Access Level
Designee	lcurry	Ladonnal Curry	<input checked="" type="radio"/> Yes <input type="radio"/> No
Designee	dabecker	Deborah Becker	<input checked="" type="radio"/> Yes <input type="radio"/> No

Sample Forms

Organization Code 830000, Investment Banking Agreements

☐ **ORG Code** no longer needed

Role	UUID	Name	Retain Current Access Level
Designee	lcurry	Ladonnal Curry	<input checked="" type="radio"/> Yes <input type="radio"/> No
Designee	dabecker	Deborah Becker	<input checked="" type="radio"/> Yes <input type="radio"/> No
Designee	kurapati	Raajkumar Kurapati	<input checked="" type="radio"/> Yes <input type="radio"/> No

You have been granted access as the Designee for the organization(s) listed below:

500000	Chief Financial Officer
500100	University Initiatives
500103	Business and Finance Lambuth

If you need to make changes to your access, please contact the Financial Manager of the relevant organization listed in the [Finance Program Guide](#).

You have been granted access as the Approver for the organization(s) listed below.

500000	Chief Financial Officer
500100	University Initiatives
500103	Business and Finance Lambuth

If you need to make changes to your access, please contact the Financial Manager of the relevant organization listed in the [Finance Program Guide](#).

If you have questions or concerns regarding your access levels listed above, please describe:

Sample Forms

If you need to make changes to your access, please contact the Financial Manager of the relevant organization listed in the [Finance Program Guide](#).

If you have questions or concerns regarding your access levels listed above, please describe:

CERTIFICATION

As an employee of The University of Memphis, I am aware that the data and materials to which I have access are to be treated with reasonable care, in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed, at any time, any such confidential information gained in the course of my employment. I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment. In this role, I am responsible for financial oversight and internal controls in my organization and area of responsibility. This includes having a working knowledge of the University of Memphis and Tennessee Higher Education Commission policies and procedures. I understand that it is my responsibility to notify the appropriate finance executive (Chief Business Officer in division, Controller, Executive Director – Financial Reporting and Accounting or Chief Financial Officer) of any violations of University policy or other matters that might warrant additional attention. I acknowledge that I concur with the above-mentioned statements and I understand and accept my role and responsibility as a Financial Manager, Designee and Approver.

Submit

Spring 2020 Budget

Deborah Keeney
Associate Director,
Financial Planning & Analysis

Lambuth Campus

Budget Development in February and March



Spring Budget – Key Dates

- **Revenue Projections ~ Due Friday, March 13, 2020**
 - Email with instructions will be sent out Friday February 28, 2020
 - 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, March 30, 2020**
 - If a Summer project is planned, submit by Spring deadline
- **Expenditure & Position Paper Budget Revisions ~ Due Monday, March 30, 2020**
 - Email with instructions will be sent out Friday February 28, 2020
 - 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 FY21
- **BD4 Online Budget Revisions ~ Due Friday, April 3, 2020**
 - Remember to align department budgets for the remainder of FY20
 - 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 FY21 Proposed Fringe Rate (*To be Finalized in May*)**
 - 35.6% Salaried Employees
 - 54.6% Hourly Employees
 - 7.2% Temp Employees – No Insurance
 - 33.7% Temp Employees – With Insurance
 - 1.1% Student / GA
- **Benefits FY20 Fringe Rate**
 - 35.6% Salaried Employees
 - 51.2% Hourly Employees
 - 8.1% Temp Employees – No Insurance
 - 31.7% Temp Employees – With Insurance
 - 0.8% Student / GA

Expense Budget – FYBR005

Program ID : FYBR005
 Page No : 2650
 Prior FY: 19
 Current FY: 20
 Next FY: 21

The University of Memphis
 Budget by Organization Current Year and Base

Date Run: 02/10/20
 Date Run: 06:50 AM

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Expense and Commitments YTD Current FY	Available Balance Current FY	Base / Future Next YR
Orgn: 235000	Health Studies		Fund: 126400	UM Online Program Incentive		
Prog: 2100	Revenue Producing Instruction		Actv Code: NONE	Missing Activity Code		
74500	Supplies		0.00	-639.29	639.29	0.00
74910	Cash Short and Over		0.00	-115.00	115.00	0.00
	Expense	0.00	0.00	-754.29	754.29	0.00
Total		0.00	0.00	-754.29	754.29	0.00

- 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	

FGITRND Detail Transaction Activity

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: 74500 Organization: 235000 Program: 2100 Field: YTD

Amount: Fund: 126400 Add Another Field ...

Clear All Go

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
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Account	Org	Program	Activity Date	Type	Document	Description	Commit Type	Fund	Activity	Location	Transaction Date	Field	Amount	Sign
74500	235000	2100	10-Jan-2019	F01	FT002262	Mv to Supplies I0764388	U	126400			8-Jan-2019	YTD	(347.98)	-
74500	235000	2100	17-Dec-2018	F01	FT002238	Mv to Supplies P0241714	U	126400			14-Dec-2018	YTD	0.01	+
74500	235000	2100	9-Nov-2018	CSS1	F0032003	ck F0043750 The U of M Foundat	U	126400			8-Nov-2018	YTD	(195.02)	-
74500	235000	2100	9-Nov-2018	CSS1	F0032003	ck F0043750 The U of M Foundat	U	126400			8-Nov-2018	YTD	(96.30)	-
													Total Missing Activity Code \$ (639.29)	

FGITRND Detail Transaction Activity

✕ ellucian Detail Transaction Activity FGITRND 9.3.12 (PROD)
ADD RETRIEVE RELATED TOOLS 1

COA: U Fiscal Year: 20 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 74910	Organization 235000	Program 2100	Field YTD
Amount	Fund 126400	Add Another Field ...	

Clear All Go

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

Activity							Commit		Transaction					
Account	Org	Program	Date	Type	Document	Description	Type	Fund	Activity	Location	Date	Field	Amount	Sign
74910	235000	2100	3-Aug-2019	CSS1	F0031312	Cash Over and Short	U	126400			2-Aug-2019	YTD	(80.00)	-
74910	235000	2100	3-Aug-2019	CSS1	F0031312	Cash Over and Short	U	126400			2-Aug-2019	YTD	(35.00)	+

Total Missing Activity Code	\$ (115.00)
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74910	235000	2100	25-Jul-2019	CSS1	F0031263	gb1050367-98 Sch of Health	U	126400	743	25-Jul-2019	YTD	115.00	+
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\$ -

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
 - ☐ Reminder Current Year Budget to be moved as needed for Departments spending plan through June 30th

Spring Budget - Expenses

Program ID : FYBR005
 Page No : 301
 Prior FY: 19
 Current FY: 20
 Next FY: 21

The University of Memphis
 Budget by Organization Current Year and Base

Date Run: 02/10/20
 Date Run: 06:50 AM

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Expense and Commitments YTD Current FY	Available Balance Current FY	Base / Future Next YR
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	0.00	8,000.00	-8,000.00	0.00
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	-0.42	0.00
61257	Academic Masters Graduate Assistant	0.00	0.00	0.00	0.00	45,146.00
61272	Academic Moving Allowance		9,000.00	9,000.00	0.00	0.00
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	0.80	36,296.00
61375	Support Temporary Employee	2,153.00	0.00	0.00	0.00	0.00
61410	Student Assistants Hourly	655.39	888.00	837.98	50.02	940.00
61602	Employee Awards	284.28				
	Salaries	599,624.30	729,168.00	722,220.71	6,947.29	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 : 301
Prior FY: 19
Current FY: 20
Next FY: 21

The University of Memphis
Budget by Organization Current Year and Base

Date Run: 02/10/20
Date Run: 06:50 AM

		Expense and				
Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Commitments YTD Current FY	Available Balance Current FY	Base / Future Next YR
Orgn: 202000	Anthropology		Fund: 110001	Undesignated E and G		
Prog: 2000	General Academic Instruction		Actv Code: NONE			
61257	Academic Masters Graduate Assistant	51,999.93	68,000.00	63,796.10	4,203.90	0.00
61602	Employee Awards	1,000.00				
	Salaries	52,999.93	68,000.00	63,796.10	4,203.90	0.00

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, 2020			
as of Feb 10, 2020			
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	FY20/PD14 Adopted Budget	FY20/PD14 Budget Adjustment	FY20/PD14 Adjusted Budget	FY20/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:

2020

Date:

February 11, 2020

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

10-Feb-2020

06:50 AM

Prior FY:

Current FY:

Next FY:

Fund: 110001 Undesignated E and G
Organization: 260000 School of Law
Program: 2000 General Academic Instru 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 FYBR001 Page to print-out above analysis on.

Account Code	Account Title	CY Only Budget	FY20 Y-T-D	Budget vs Y-T-D Variance	Base Budget	BR CY Only	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

History: Lookup Results Matching Index 213020: School Of Law Instr									
Account Code	Fund ▲▼	Organization ▲▼	Program ▲▼	Activity ▲▼	Location ▲▼	FY2019	FY2018	FY2017	FY2016
	110001 (Undesignated E and G)	260000 (School of Law)	2000 (General Academic Instruction)						
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	\$ 38,192.00	\$ 38,220.00	\$ -

Items shaded
have formulas for calculation

Spring Budget – Revenue SSB Query

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
as of Feb 10, 2020			
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
Account Type	57 Private Gifts		

Account	Account Title	FY20/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-19	19-Dec-19	J0241047	AccessLex Institute Reclass	4,350.00	G01
27-Nov-19	28-Nov-19	F0032127	Miscellaneous Receipt	1,899.00	CSS1
10-Jul-19	11-Jul-19	F0031164	Miscellaneous Receipt	500.00	CSS1
10-Jul-19	11-Jul-19	F0031164	Miscellaneous Receipt	2,520.00	CSS1
10-Jul-19	11-Jul-19	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)

[Request Help](#)

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

User ID: (e.g., jsmith)

Fiscal Year:

Date: 02/11/2020

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		0	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										
										-4,176
Document Total										
										4,176
Total							0	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 and Analysis Web Page

Presentations & Trainings

[Advice on Budgeting](#)

[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 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](#)

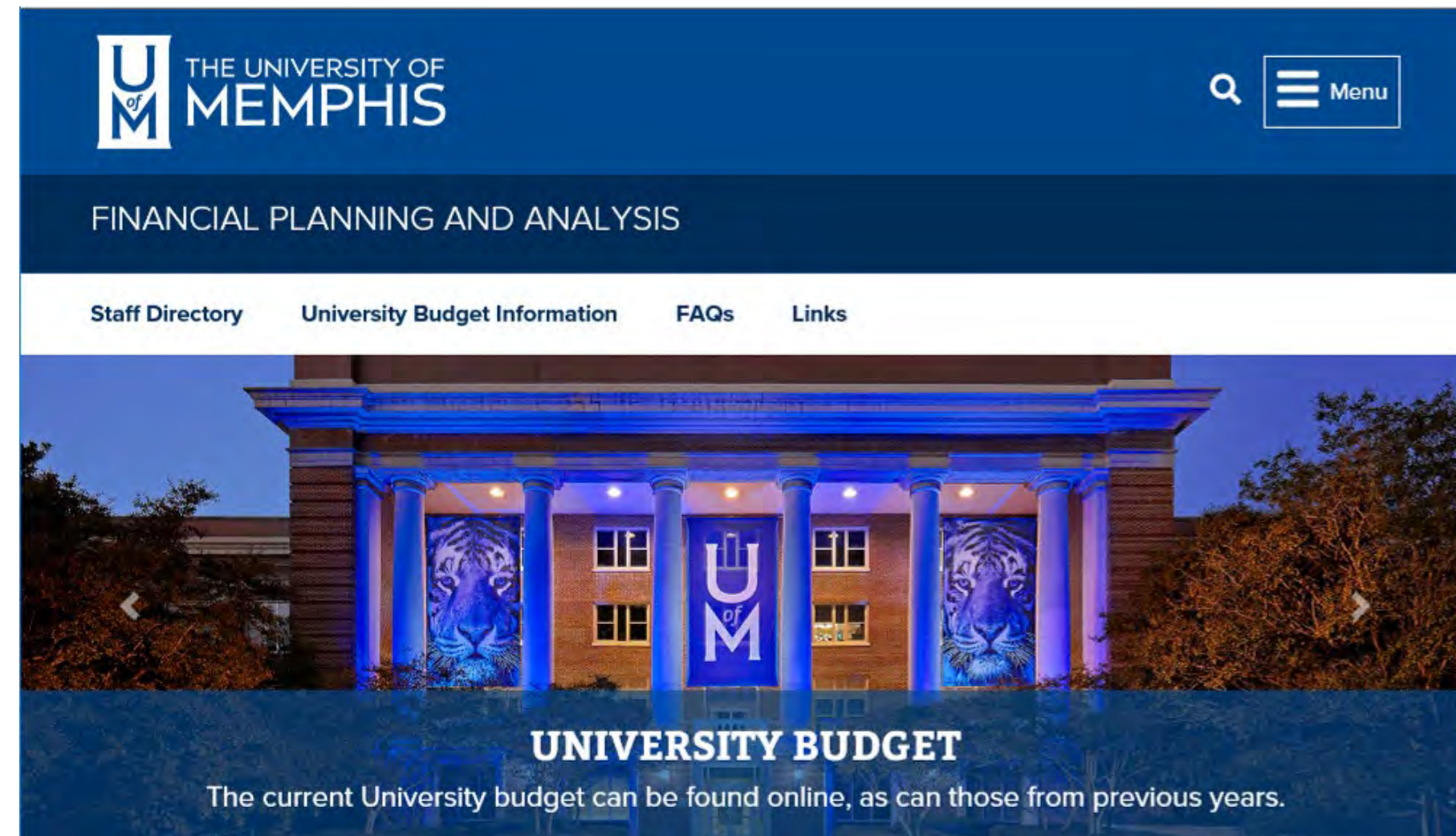
[Academic Leadership Budget Presentation \(10/16/2013\)](#)

Financial Planning and Analysis Office:

Email: budget@memphis.edu

Phone: 901.678.2117

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



Changes to Form W-4

Judith Nance, CPP
Asst. Manager, Payroll

Notable Changes to Form W-4:

Accounting for inflation

Step-by-step process

No more allowances

Accounting for multiple jobs

What You Should Know:



- Am I required to complete a new Form W-4?
 - ✓ No, if you have no changes, you may continue with your current Form W-4 already on file in the Payroll Office.
- I was hired in 2020, must I use the new Form W-4?
 - ✓ Yes, anyone hired after December 31, 2019, must fill out the new Form W-4.
- I was hired before January 1, 2020, but I need to make some changes. Do I have to use the new form to make any changes?
 - ✓ Yes, any changes to your current information or any new hire information made in 2020, must use the new Form W-4.

Communication



Tools

Form W-4 Comparison Example

Pre-2020 Item #	Post-2019 Step	Post-2019 Item #	Description	Pre-2020 Item #
1	1	a	Name, home address, City, State, Zip Code	
2	1	b	Social security number	
3	1	c	Filing status	Options changed: Single or Married filing separately; Married filing jointly; Head of Household

Tools

Form W-4 Comparison Example

Pre-2020 Item #	Post-2019 Step	Post-2019 Item #	Description	Pre-2020 Item #
4	1	-	Last Name differs from social security card	Information ONLY. No check box.
5	n/a	n/a	Number of allowances	No longer applicable
6	4	4(c)	Additional amount withheld	Renamed extra withholding

Step-By-Step Process

Step 1. Personal information

Step 2: Account for multiple jobs

Step 3: Claim dependents

Step 4: Other adjustments

Step 5: Sign and date

Steps 1. Personal Information

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number	
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .	
	City or town, state, and ZIP code			
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			

Step 5. Sign and Date

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)		Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cal. No. 10220Q Form **W-4** (2020)

Step 2. Multiple Jobs

Complete Steps 2 through 4 **ONLY** if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ☐

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

Complete Steps 3 through 4(b) on Form W-4 for **only one of these jobs**. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3. Dependents

Step 3:

Claim
Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$

Multiply the number of other dependents by \$500 . . . ▶ \$

Add the amounts above and enter the total here . . . 3 \$

Step 4. Other Adjustments

Step 4
(optional):

Other
Adjustments

(a) **Other income.** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs . . .

4(a) \$

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . .

4(b) \$

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period .

4(c) \$



Examples

AMERICAN
PAYROLL
ASSOCIATION

Scenario 1. Susan 2019 Legacy Form W-4

- Paid weekly \$1,750
- Claims married with 5 allowances
- Line 6 blank



Scenario 1. Susan 2019 Legacy Form W-4

Employer's Withholding Worksheet

Line	Result
1a	\$ 1,750.00
1b	52
1c	\$ 91,000.00

Scenario 1. Susan 2019 Legacy Form W-4

Employer's Withholding Worksheet

Line	Result
1j	5
1k	\$21,000.00
1l	\$70,000.00

Scenario 1. Susan 2019 Legacy Form W-4

Employer's Withholding Worksheet

Line	Result
2a	\$70,000.00
2b	\$31,200.00
2c	\$1,940.00
2d	12%

Scenario 1. Susan 2019 Legacy Form W-4

STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)					HIGHER Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)				
If the Adjusted Annual Wage Amount (line 2c) is:					If the Adjusted Annual Wage Amount (line 2c) is:				
At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage (line 2c) exceeds—	At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage (line 2c) exceeds—
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					Married Filing Jointly				
\$0	\$11,800	\$0.00	0%	\$0	\$0	\$12,200	\$0.00	0%	\$0
\$11,800	\$21,500	\$0.00	10%	\$11,800	\$12,200	\$21,000	\$0.00	10%	\$12,200
\$21,500	\$31,200	\$1,940.00	12%	\$31,200	\$21,000	\$31,075	\$970.00	12%	\$21,900
\$31,200	\$40,750	\$2,385.00	22%	\$40,750	\$31,075	\$46,400	\$4,543.00	22%	\$31,675
\$40,750	\$50,250	\$26,785.00	24%	\$50,250	\$46,400	\$172,825	\$14,302.50	24%	\$46,400
\$50,250	\$60,000	\$65,497.00	32%	\$60,000	\$172,825	\$216,300	\$32,748.50	32%	\$172,925
\$60,000	\$624,150	\$83,257.00	35%	\$624,150	\$216,300	\$318,375	\$46,620.50	35%	\$216,300
		\$164,709.50	37%		\$318,375		\$62,345.75	37%	\$318,375

Percentage Method Table

Scenario 1. Susan 2019 Legacy Form W-4

Employer's Withholding Worksheet

Line	Result
2e	\$38,800.00
2f	\$4,656.00
2g	\$6,596.00
2h/4b	\$126.85

Scenario 2. Fred Uses 2020 Form W-4

- Claiming Married filing jointly
- Step 2 box (2 jobs only) **NOT** checked
- Nothing entered in Steps 3 and 4



Scenario 2. Fred Uses 2020 Form W-4

Employers Withholding Worksheet

Line	Result
1a	\$1,750.00
1b	52
1c/1e	\$91,000.00

Scenario 2. Fred Uses 2020 Form W-4

Employers Withholding Worksheet

Line	Result
1f	0
1g/1h	\$12,600.00
1i/2a	\$78,400.00
2b	\$31,200.00

Scenario 2. Fred Uses 2020 Form W-4

Employers Withholding Worksheet

Line	Result
2c	\$1,940.00
2d	12%
2e	\$47,200.00

Scenario 1. Fred 2020 Form W-4

STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)					HIGHER Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)				
If the Adjusted Annual Wage Amount (line 2c) is:					If the Adjusted Annual Wage Amount (line 2c) is:				
At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage (line 2c) exceeds—	At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage (line 2c) exceeds—
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					Married Filing Jointly				
\$0	\$11,800	\$0.00	0%	\$0	\$0	\$12,200	\$0.00	0%	\$0
\$11,800	\$21,200	\$0.00	10%	\$11,800	\$12,200	\$21,900	\$0.00	10%	\$12,200
\$21,200	\$31,200	\$1,940.00	12%	\$31,200	\$21,900	\$31,675	\$970.00	12%	\$21,900
\$31,200	\$40,750	\$2,085.00	22%	\$40,750	\$31,675	\$40,400	\$4,543.00	22%	\$31,675
\$40,750	\$50,250	\$2,705.00	24%	\$50,250	\$40,400	\$49,925	\$14,382.50	24%	\$40,400
\$50,250	\$60,000	\$3,497.00	32%	\$60,000	\$49,925	\$59,300	\$32,748.50	32%	\$49,925
\$60,000	\$70,000	\$4,257.00	35%	\$70,000	\$59,300	\$68,075	\$46,820.50	35%	\$59,300
\$70,000	\$80,000	\$5,042.00	37%	\$80,000	\$68,075	\$76,375	\$62,343.75	37%	\$68,075

Percentage Method Table

Scenario 2. Fred Uses 2020 Form W-4

Employers Withholding Worksheet

Line	Result
2f	\$5,664.00
2g	\$7,604.00
2h/4b	\$146.23

LinkedIn Learning

Melanie Drisdale

***Director, Employee Engagement,
Learning & Development***

LinkedIn Learning

- LinkedIn Learning is an online learning platform enabling organizations to achieve development objectives.
- Offers 12,000 technology and professional skill-based courses. Each year, LinkedIn Learning adds approximately 1,800 courses.
- Learn on the go! The platform has mobile optimization.

LinkedIn Learning

- The LinkedIn Learning sign on is located on the MyMemphis portal's Employee tab under Training Opportunities. Click the LinkedIn Learning logo to begin activation. You will sign on using your Memphis login.



LinkedIn Learning

- You have to the choice to link to your personal LinkedIn account or not.
- Linking to your personal account will increase the professional skills listed on your personal LinkedIn account.

Inventory Confirmations



Darya Maksimova, Accountant III

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.
- State Auditors verify Inventory Confirmations as part of their normal audit procedures. Failure to complete Inventory Confirmations could be reported as an audit finding.

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, and other scientific equipment.
- **Equipment under \$1,500 is not included. Report may be obtained from Banner ePrint – Banner Finance Repository – FYFR001-Fixed Asset Inventory Listing.**

Annual Inventory Confirmation Process

1. Print a copy of the Confirmation and read instructions carefully.
2. Physically confirm the location of all assets.
3. If information is missing or incorrect, update asset description information (make, model, serial number, etc) on the confirmation report, preferably using a **red** pen. Changes to description, make, model and serial number are made by Financial Reporting.
4. Update Location or Org; surplus or zero value through Fixed Asset 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/lost/stolen items.
9. Make a copy and return the signed confirmation report to Accounting by March 31, 2020.

Annual Inventory Confirmation - Samples

Option

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
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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

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
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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
②
③

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

Items in Department - Not on Inventory

[illegible][illegible]

FFIMAST - Asset Status

ellucian

Fixed Asset Master Query FFIMAST 9.3.6 (PROD)

ADDRETRIEVERELATEDTOOLS

Asset Tag: 012599200

Start Over

MASTER INFORMATION

InsertDeleteCopyFilter

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	I Invoiced

Assets that were previously zero-valued, cannibalized, or disposed are indicated by “D” or “C” (not included in the Report).

ellucian

Fixed Asset Master Query FFIMAST 9.3.6 (PROD)

ADDRETRIEVERELATEDTOOLS

Asset Tag: 011327300

Start Over

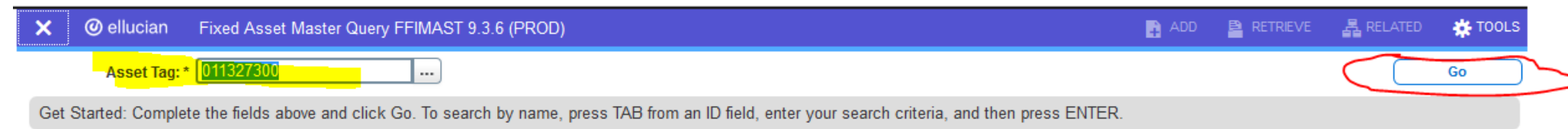
MASTER INFORMATION

InsertDeleteCopyFilter

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.

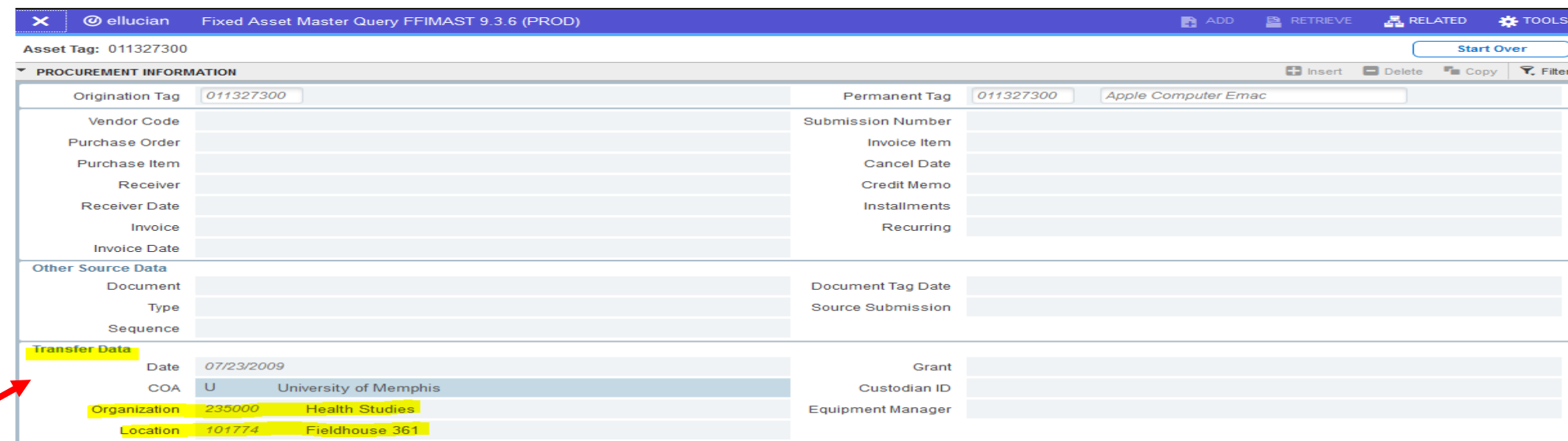


Fixed Asset Master Query FFIMAST 9.3.6 (PROD)

Asset Tag: * 011327300

Go

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.



Fixed Asset Master Query FFIMAST 9.3.6 (PROD)

Asset Tag: 011327300

PROCUREMENT INFORMATION

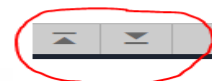
Origination Tag	011327300	Permanent Tag	011327300	Apple Computer Emac
Vendor Code		Submission Number		
Purchase Order		Invoice Item		
Purchase Item		Cancel Date		
Receiver		Credit Memo		
Receiver Date		Installments		
Invoice		Recurring		
Invoice Date				

Other Source Data

Document		Document Tag Date	
Type		Source Submission	
Sequence			

Transfer Data

Date	07/23/2009	Grant	
COA	U University of Memphis	Custodian ID	
Organization	235000 Health Studies	Equipment Manager	
Location	101774 Fieldhouse 361		



FFIPROC – Fixed Asset Procurement Query


Additional information may be found using the **Banner INB FFIPROC** page by purchase order #, serial #, description or other parameters.

[illegible]

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

The list of location codes can be viewed at
<https://bf.memphis.edu/spectrum/search-locations.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
EPAF 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

Location Code Search

Enter all or part of the building name and click Search to generate a list of corresponding Location Code matches.

Search Location:

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

Fixed Asset Team

Kathy Archie, Financial Reporting Manager
Darya Maksimova, Accountant III

wf-fixedasset-admins@memphis.edu

Announcements & Deadlines

Announcements & Deadlines

Records Inventory Report Due Dates

- March 31st – 9-Month Faculty
- May 31st - All Others Faculty and Staff

Announcements & Deadlines

- Don't forget to review the University's current job openings at workforum.memphis.edu.
- Subscribe to our Twitter feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!

Announcements & Deadlines

- Financial Planning and Analysis

Deadlines and Workshop

<i>Activity</i>	<i>Deadline</i>
Revenue FYBR001 Pages and Budget Revisions	Friday, March 13, 2020
Capital/R&R/Facility Projects	Monday, March 30, 2020
Expenditure & Position Paper Budget Revisions	Monday, March 30, 2020
BD4 Online Budget Revisions	Friday, April 3, 2020

<i>Workshops</i>	<i>Date</i>
Budget Basics Admin Bldg. - Room 178	Thursday, May 28, 2020 9:30 - 11:00 AM

Announcements & Deadlines

- At HR's UMboarding (New Employee Orientation), Customer Service Excellence training is now covered for new employees.
- Supervisors are encouraged to help employees complete list of post-orientation tasks (see MyMemphis portal).

Announcements & Deadlines

- 2019 Total Compensation statements and online W-2s have all been distributed electronically and all appropriate employees have been notified.

Announcements & Deadlines

- Performance appraisals
- Annual faculty appraisals were released in WorkforUM on January 28.
- Annual staff appraisals, completed in the SAMS system, are due to Human Resources by April 30, 2020 and should (generally) reflect May 1, 2019 – April 30, 2020.
- SAMS training is available now in Learning Curve.

Announcements & Deadlines

- Customer Service Training
February 11, 2020 - 2:00pm
AD177B

More dates to come in 2020!

Announcements & Deadlines

- **Banner Navigation**
Online Training is now live!
- **WorkforUM Training**
April 29, 2020 - 1:30pm
AD178

Announcements & Deadlines

- **Pre-Retirement Seminar**
 - Thursday, April 30
 - University Center
 - Invitations first to employees potentially nearing retirement, then open to all University employees as space allows

Announcements & Deadlines

A solid blue horizontal bar spanning the width of the slide, positioned below the title.

NEXT MEETING

March 10, 2020

340 University Center

Thank you for attending!
memphis.edu/focus

