



Welcome to Focus on Finance!

January 17, 2019

Agenda

- **Equipment Purchases – Kathy Archie**
- **Departmental Revenue – Deborah Keeney**
- **Tips & Tricks – Future Year Travel Authorizations – Terrice Watson**
- **What's New? Who Knew? What's Due?**

Equipment Purchases



**Kathy Archie – Manager, Financial Reporting
Accounting Department**

PO Account Codes – Items under \$1,500

Not Tagged (Under \$1,500)		
Account Number	Account Title	Examples
74500	Supplies	<ul style="list-style-type: none"> • IPad/Printer/Computer/AppleCare • Chairs/Monitors/Wall Mounts • USB Drive/Cables/Mouse
Tagged Equipment - Single Item/All Components (Under \$1,500)		
Account Number	Account Title	Examples
74504	Controlled Equipment under \$1,500	<ul style="list-style-type: none"> • IPad/Printer/Computer • Equipment tracking required by Grant

The University requires all office equipment and sensitive equipment (costing between \$1,500 and \$4,999) be tagged and maintained in the Fixed Asset System.

Tagged Equipment - Single Item/All Components (\$1,500 - \$4,999)		
Account Number	Account Title	Examples
74510	Sensitive Equipment (\$1,500 - \$4,999)	<ul style="list-style-type: none"> • Lab Equipment • Copiers
74511	Computers (\$1,500 - \$4,999)	<ul style="list-style-type: none"> • Computers

PO Account Codes – Single Item \$5,000 and Over

Tagged Capital Equipment - Single Item/All Components (\$5,000 and Over)

Account Number	Account Title	Examples
78110	Office Equipment	<ul style="list-style-type: none">• Office Equipment• Copiers
78111	Furniture and Fixtures	<ul style="list-style-type: none">• Custom Furniture/Trophy Case• Lockers
78120	Operational Equipment	<ul style="list-style-type: none">• Athletic Equipment• Air Compressor/Generator• Yard Equipment
78130	Instructional Equipment	<ul style="list-style-type: none">• Audio Visual Equipment• Lab Equipment
78190	Other Equipment	<ul style="list-style-type: none">• Forklift• Heavy Equipment
78195	Works of Art	<ul style="list-style-type: none">• Fine Art

Controlled Equipment PO Example

Items should be coded at the header with 74504 and accessories should be coded at the line to 74500.

Accounting Codes

Document Actions ▾ History ?

Chart	Fund	Organization	Account	Program	Activity	edit
U University of Memphis	110001	511000	74504 Controlled Equip under \$1,500	2600 Individual and Project Research	no value	

Accounting Codes values vary by line

Lines							Selected Line Item Actions ▾
	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	✓ XPS 8930 more info...		EA	1,365.00	6 EA	8,190.00 USD	<input type="checkbox"/>

Accounting Codes (same as header)

edit

2	✓ Dell 23 Monitor – P2319H more info...		EA	184.15	12 EA	2,209.80 USD	<input type="checkbox"/>
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Accounting Codes

values have been overridden for this line

Chart	Fund	Organization	Account	Program	Activity	edit
U University of Memphis	110001	511000	74500 Supplies	2600 Individual and Project Research	no value	

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total

10,399.80 USD

PO Example – Computer Purchase (**NOT** Tagged - **OK** under \$1,500)


Accounting Codes

Document Actions ▾ History  ?

Chart	Fund	Organization	Account	Program	Activity	edit
U University of Memphis	110001 Undesignated E and G	511000	74500 Supplies	4600	no value	

Lines

Selected Line Item Actions ▾

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	✓ OptiPlex 7760 AIO;OptiPlex 7760 AIO XCTO  more info...	210-APOM	EA	1,285.70	2 EA	2,571.40 USD	<input type="checkbox"/>

Accounting Codes (same as header)

[edit](#)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total

2,571.40 USD

Incorrect PO – Computer Purchase (Tagged)




Accounting Codes

Document Actions ▾ History  ?

Chart	Fund	Organization	Account	Program	Activity	edit
U University of Memphis	110001	511000	74504 Controlled Equip under \$1,500	2100 Revenue Producing Instruction	no value	

Lines

Selected Line Item Actions ▾

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	✓ OptiPlex 3060 MT;OptiPlex 3060 MT XCTO  more info...	210-AOTZ	EA	727.41	1 EA	727.41 USD	<input type="checkbox"/>
Accounting Codes (same as header)							
edit							
2	✓ Dell 27 Monitor - P2719H;Dell 27 Monitor - P2719H  more info...	210-AQCS	EA	260.99	2 EA	521.98 USD	<input type="checkbox"/>
Accounting Codes (same as header)							
<div>Should be coded at the line to 74500.</div> edit							
3	✓ C2G 3m High Speed HDMI Cable with Ethernet - 4k - UltraHD - 10ft - HDMI with Ethernet cable - 10 ft  more info...	A7426172	EA	10.79	1 EA	10.79 USD	<input type="checkbox"/>
Accounting Codes (same as header)							
<div>Should be coded at the line to 74500.</div> edit							

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total

1,260.18 USD

Accounting Codes

Document Actions History ?

Chart	Fund	Organization	Account	Program	Activity	edit
U University of Memphis	110001 Undesignated E and G	511000	74511 Computers (\$1,500 - \$4,999)	4500	no value	

Should be coded to 74504.

Lines Selected Line Item Actions

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	✓ OptiPlex 7060 MT more info...	GEL2Q5H	EA	1,190.61	1 EA	1,190.61 USD	<input type="checkbox"/>
Accounting Codes (same as header)							
edit							
2	✓ Dell 24 Monitor - P2417H more info...	P2417H	EA	217.28	2 EA	434.56 USD	<input type="checkbox"/>
Accounting Codes (same as header)							
Should be coded at the line to 74500.							
edit							
3	✓ C2G 6ft Displayport Cable With Latches M/M - Black more info...	A7639742	EA	16.19	2 EA	32.38 USD	<input type="checkbox"/>
Accounting Codes (same as header)							
Should be coded at the line to 74500.							
edit							
4	✓ N/A more info...		EA	0.00	1 EA	0.00 USD	<input type="checkbox"/>
Accounting Codes (same as header)							
This Line should be removed from Req/PO.							
edit							

Incorrect
PO –
Computer
Purchase
(Tagged)

Computer
less than
\$1,500.



Incorrect PO – Supplies

(Account Code **78XXX** – Item in excess of \$5,000)

Chart	Fund	Organization	Account	Program	Activity	edit
U University of Memphis	110001 Undesignated E and G	511000	78111 Furniture and Fixtures	4500	no value	

Should be coded to 74500.

Lines							Selected Line Item Actions
	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	✓ Undecided Finger Grip Grommet in Center Silver Locking - standard keyQuest Laminate 22x48 Right Full Pedestal ReturnItem number 11-M4822FRPR more info...	11-M4822FRPR	EA	513.36	1 EA	513.36 USD	<input type="checkbox"/>
Accounting Codes (same as header)							<input type="checkbox"/>
							edit
2	✓ Quest Laminate 66x30 Left Full Pedestal DeskUndecided Finger Grip No Grommet Black Locking - standard key11-M6630FLPD more info...	11-M6630FLPD	EA	760.03	1 EA	760.03 USD	<input type="checkbox"/>
Accounting Codes (same as header)							<input type="checkbox"/>
							edit
3	✓ OFS BRANDSTag(s): BBFQuest Laminate Transaction Counter 66"W x 14.125"D x 14"H11M-907821 more info...	11M-907821	EA	289.77	1 EA	289.77 USD	<input type="checkbox"/>
Accounting Codes (same as header)							<input type="checkbox"/>
							edit
4	✓ LABORDelivery and Installation Office Interiors of Memphis more info...		EA	425.00	1 EA	425.00 USD	<input type="checkbox"/>
Accounting Codes (same as header)							<input type="checkbox"/>
							edit

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total

1,988.16 USD

Dell Example - Requisition

1. Add items to the Shopping Cart.
2. Select Create Order Requisition.
3. Select Submit Order Requisition.
4. Review Order and Select Proceed to Checkout.
5. When Tigerbuy Requisition pops up, select Accounting Codes.

Requisition: 97561640

2018-01-03 twntfield 01

Status: Draft

Document Total: 2,122.36 USD

[What's next for my order?](#)

Requisition ▾

General ✓

Shipping ✓

Billing ✓

Accounting Codes ✓

Internal Notes and Attachm... ✓

External Notes and Attach... ✓

Supplier Information ✓

Final Review ✓

Dell Example – Requisition (cont'd)

6. If most of your items are supplies, indicated supplies (74500) at the header and change asset line item.
7. Select Edit, next to the applicable line.

3 OptiPlex 7450 AIO;OptiPlex 7450 AIO XCTO  [more info...](#) 210-AKMX EA 1,565.65 1 EA 1,565.65 USD ☐

Accounting Codes (same as header)

[edit](#)

8. Add items to the Shopping Cart.
9. Update Account Code and Select Save.

Chart	Fund	Organization	Account	Program
<input type="text" value="U"/> Select from profile values... Select from all values...	<input type="text" value="110001"/> Select from profile values... Select from all values...	<input type="text" value="511000"/> Select from profile values... Select from all values...	<input type="text" value="74511"/> Select from profile values... Select from all values...	<input type="text" value="4600"/> Select from profile values... Select from all values...

[Save](#) [Cancel](#)

10. Verify that Account Codes are consist with Account Code Guide.
11. Select Place Order. (Example on Next Slide.)

Accounting Codes

Document Actions ▾ History  ?

Chart	Fund	Organization	Account	Program	Activity	edit
U University of Memphis	110001 Undesignated E and G	511000 Accounting Office	74500 Supplies	4600 Fiscal Operations	<i>no value</i>	

[copy to other lines](#) Accounting Codes values vary by line

▼ Lines

Selected Line Item Actions ▾

Dell Marketing LP

   [more info...](#)


PO Purchase/Change Orders 3

1 Dell Way Bldg 8, Round Rock, TX 78682-7000 US

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	OptiPlex 3060 SFF;OptiPlex 3060 Small Form Factor BTX  more info...	210-AOIM	EA	448.03	1 EA	448.03 USD	<input type="checkbox"/>


Accounting Codes (same as header)

[edit](#)

2	Dell 22 Monitor - E2216HV;Dell E2216HV 22 Monitor  more info...	210-AGNC	EA	98.79	1 EA	98.79 USD	<input type="checkbox"/>
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Accounting Codes (same as header)

[edit](#)

3	OptiPlex 7450 AIO;OptiPlex 7450 AIO XCTO  more info...	210-AKMX	EA	1,565.65	1 EA	1,565.65 USD	<input type="checkbox"/>
---	---	----------	----	----------	------	--------------	--------------------------

Accounting Codes


 values have been overridden for this line

Chart	Fund	Organization	Account	Program	Activity	edit
U University of Memphis	110001 Undesignated E and G	511000 Accounting Office	74511 Computers (\$1,500 - \$4,999)	4600 Fiscal Operations	<i>no value</i>	

Purchasing Equipment

Capital Equipment (items \$5,000 & Over)

Account Codes

78110 – Office Equipment
78111 – Furniture and Fixtures
78120 – Operational Equipment
78130 – Instructional Equipment
78190 – Other Equipment
78195 – Works of Art

Sensitive Equipment (boats, boat motors, boat trailers, cameras, canoes, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment)

Account Codes

74504 – Controlled Equip under \$1,500
74511 – Computers (\$1,500 - \$4,999)
74510 – Sensitive Equipment (\$1,500 - \$4,999)

Other Equipment (under \$1,500 not tagged)

Account Codes

74500 – Supplies
74501 – Medical Supplies
74503 – Athletic Supplies
74505 – Animal Care
74506 – Technology Supplies
74507 – Instructional Supplies

Financial Statement Account Code
17400 – Equipment

Financial Reporting receives Report of Items to be tagged (T-Tag; O-Tag; Temporary Tag)

Department notifies Financial Reporting of asset information for POs coded to Capital or Sensitive Equipment Accounts

Financial Reporting Contacts Department to tag item with UOM Decal (P-Tag; Permanent Tag; PTAG)

Information entered into Banner Fixed Asset by Financial Reporting (Decal, Asset Type, Make, Model, Serial Number, Location)

QUESTIONS?



wf-fixedasset-admins@memphis.edu

901-678-4926

Departmental Revenue



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

Banner Finance Account Types and Budget Pool Account Codes

Title	Account Type
Tuition and Fees	51
State Appropriations	52
Federal Grants and Contracts	53
State Grants and Contracts	54
Local Grants and Contracts	55
Private Grants and Contracts	56
Private Gifts	57
Sales and Services of Edu Act	58
Other Sources	59
Investment Income	5A
Loan Fund Additions	5B
Auxiliary Rev Generating Activities	5C
Nonoperating Grants and Contracts	5D
Capital Grants and Gifts	5E
Additions to Permanent Endowments	5F
Nonoperating Gifts	5G
Nonoperating Other Revenue Sources	5H
Other Capital Revenues	5J
Sales and Services of Other Act	5K

Title	Account Type
Salaries	61
Employee Benefits	62
Travel	71
Operating Expenses	74
Departmental Revenues	75
Capital Expenses	78
Scholarships and Fellowships	79
Transfers	81

Title Budget Pool	Account Code
Employee Benefits Budget Pool	62000
Travel Budget Pool	73000
Operating Expense Budget Pool	74000
Utility Expense Budget Pool	75100
Allocated Charges Budget Pool	75300
Departmental Revenue Budget Pool	75400
Capital Expense Budget Pool	78000
Scholarships and Fellow Budget Pool	79000

Revenue Account Types / Account Codes
Begin with "5"

Departmental Revenue Account Type 75
With Account Codes Beginning with "754"

What is Account Type 75?

Departmental Revenue Account Codes

- Are to be used only for services provided by a Campus Department to another Campus Department
- Are not to be used for a Campus Department expense (invoice, travel, reimbursement, etc.)
- The most misunderstood are:
 - **75431, Conference Fees Non Taxable**
The correct expense Account Code 74830, Training Costs for Employees
 - **75432, Equipment Rental Non Taxable**
The correct expense Account Code 74630, Rental of Equipment
 - **75435, Parking Fees – Non Taxable**
The correct expense Account Code 74992, Parking Spaces / Decals

Where to find Listing of Account Codes

FOAPALS

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

SIGNATURES

- signatures by org
- signatures by name
- approval queues by org
- approval queues by name

EQUIPMENT REPS

- assign equipment reps
- view equipment reps
- fixed asset workflow help

CODES

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

Banner Finance Account Code Lists

Expand All

Collapse All

Export to Excel

+ 10000

+ 20000

+ 30000

+ 40000

+ 50000

+ 60000

+ 70000

+ 80000

+ 90000

Narrow results displayed by entering any part of the account code number or title below.

Search

Account Type 75

Departmental Revenue Account Code Listing

Account Code	Account Title	Account Pred	Account Type Code	Account Pool	Account Data Entry	Account Normal Bal	Account Cap Asset
Code	Title	AP	ATC	AP	DE	NB	CA
754	Departmental Revenues		75		N	C	
7540	Departmental Revenues Budget	754	75		N	C	
75400	Departmental Revenue Budget Pool	7540	75		B	C	
7541	Departmental Revenues	754	75		N	C	
75410	Departmental Revenues	7541	75	75400	Y	C	
75411	Dept Revenues A Non Taxable	7541	75	75400	Y	C	
75412	Dept Revenues B Non Taxable	7541	75	75400	Y	C	
75413	Dept Revenues C Non Taxable	7541	75	75400	Y	C	
75414	Dept Revenues D Non Taxable	7541	75	75400	Y	C	
75415	Dept Revenues E Non Taxable	7541	75	75400	Y	C	
75416	Dept Sales and Services A Non Tax	7541	75	75400	Y	C	
75417	Dept Sales and Services B Non Tax	7541	75	75400	Y	C	
75418	Dept Sales and Services C Non Tax	7541	75	75400	Y	C	
75419	Dept Sales and Services D Non Tax	7541	75	75400	Y	C	
75420	Dept Sales and Services E Non Tax	7541	75	75400	Y	C	

Source: Banner Finance Program Guide Account Code List (Export to EXCEL)

Account Type 75

Departmental Revenue Account Code Listing

Account Code	Account Title	Account Pred	Account Type Code	Account Pool	Account Data Entry	Account Normal Bal	Account Cap Asset
Code	Title	AP	ATC	AP	DE	NB	CA
75421	Departmental Local Telephone	7541	75	75400	Y	C	
75422	Departmental Long Distance	7541	75	75400	Y	C	
75423	Departmental Sales and Services	7541	75	75400	Y	C	
75424	Departmental Leases	7541	75	75400	Y	C	
75425	Departmental Cellular	7541	75	75400	Y	C	
75426	Departmental Cable Vision	7541	75	75400	Y	C	
75427	Departmental Chargeback	7541	75	75400	Y	C	
75430	Univ Facilities Rental Non Taxable	7541	75	75400	Y	C	
75431	Conference Fees Non Taxable	7541	75	75400	Y	C	
75432	Equipment Rental Non Taxable	7541	75	75400	Y	C	
75433	Vendor Fees Non Taxable	7541	75	75400	Y	C	
75434	Technical Service Fees Non Tax	7541	75	75400	Y	C	
75435	Parking Fees - Non Tax	7541	75	75400	Y	C	
75436	Departmental WCCG	7541	75	75400	Y	C	
75437	Dept Catering - Other	7541	75	75400	Y	C	

Source: Banner Finance Program Guide Account Code List (Export to EXCEL)

Account Type 75

Departmental Revenue Account Code Listing

Account Code	Account Title	Account Pred	Account Type Code	Account Pool	Account Data Entry	Account Normal Bal	Account Cap Asset
Code	Title	AP	ATC	AP	DE	NB	CA
75440	Rats	7541	75	75400	Y	C	
75441	Rabbits	7541	75	75400	Y	C	
75442	Mice Voles	7541	75	75400	Y	C	
75443	Hamsters	7541	75	75400	Y	C	
75444	Warm Blooded Creatures	7541	75	75400	Y	C	
75445	Pigs	7541	75	75400	Y	C	
75446	Animal Purchase	7541	75	75400	Y	C	
75450	Corel Word Perfect Revenue	7541	75	75400	Y	C	
75451	Software Licenses Revenue	7541	75	75400	Y	C	
75452	Surgical Room Rental	7541	75	75400	Y	C	
75453	Surgery Room Clean Up	7541	75	75400	Y	C	
75454	Pig Room Charges	7541	75	75400	Y	C	
75455	Veterinarian Service Fees	7541	75	75400	Y	C	
75456	Technician Service Fees	7541	75	75400	Y	C	

Source: Banner Finance Program Guide Account Code List (Export to EXCEL)

Account Type 75

Departmental Revenue Account Code Listing

Account Code	Account Title	Account Pred	Account Type Code	Account Pool	Account Data Entry	Account Normal Bal	Account Cap Asset
Code	Title	AP	ATC	AP	DE	NB	CA
75460	Dept PP Direct Charge Utilities	7541	75	75400	Y	C	
75461	Dept PP Direct Charge Maint Repair	7541	75	75400	Y	C	
75462	Dept PP Direct Charge Grounds	7541	75	75400	Y	C	
75463	Dept PP Direct Charge Custodial	7541	75	75400	Y	C	
75464	Dept PP Direct Charge Motor Fuel	7541	75	75400	Y	C	
75470	Grants Non-Sponsor Revenue	7541	75	75400	Y	C	
75490	Student Activity Fee Allocations	7541	75	75400	Y	C	

Source: Banner Finance Program Guide Account Code List (Export to EXCEL)

Banner Finance SSB Query



THE UNIVERSITY OF
MEMPHIS

Driven by doing.

Personal Information

Alumni and Friends

Employee

Finance

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Budget Queries

Fiscal year:

2019 ▼

Fiscal period:

14 ▼

Comparison Fiscal year:

None ▼

Comparison Fiscal period:

None ▼

Commitment Type:

All ▼

Chart of Accounts

U

Index

Fund

110001

Activity

Organization

320000

Location

Grant

Fund Type

Account

Account Type

Program

3650

75

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

Code lookup results

Title	Account Type
Departmental Revenues	75



THE UNIVERSITY OF
MEMPHIS

Banner Finance SSB Query

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2019			
As of Jan 07, 2019			
Chart of Accounts	U University of Memphis	Commitment Type	All
Fund	110001 Undesignated E and G	Program	3650 Academic Computing Support
Organization	320000 Enterprise Infrastructure Services	Activity	All
Account	All	Location	All
Account Type	75 Departmental Revenues		

Query Results

Account	Account Title	FY19/PD14 Accounted Budget	FY19/PD14 Year to Date	FY19/PD14 Available Balance
75400	Departmental Revenue Budget Pool	(2,000.00)	0.00	(2,000.00)
75410	Departmental Revenues	0.00	13.88	(13.88)
Report Total (of all records)		(2,000.00)	13.88	(2,013.88)

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
10-Dec-18	11-Dec-18	J0240517	USB cable for Kristian	13.88	G01
Report Total (of all records):				\$ 13.88	

OnBase – Document Lookup



Transfer Voucher

General Online Help

Submit Completed Form to the Accounting Office, Administration Bldg., Room 275

Date: 12/10/18

TV No. J0240517

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
ITS	266130	110001	320000	75410	3650		13.88

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
ITS	266120	110001	310000	75410	3650		13.88

27.76

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

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

USB cable for Kristian

Code lookup results

Move To:

Title	Account
Supplies	74500

Accounting TV



Transfer Voucher

General Online Help

Submit Completed Form to the Accounting Office, Administration Bldg., Room 275

Date: January 8, 2019

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
ITS Enterprise Infrastructure Support	266130	110001	320000	74500	3650		13.88
(To Correct Charge as Expense)							

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
ITS Enterprise Infrastructure Support	266130	110001	320000	75410	3650		13.88
(To Correct Expensed Dept Revenue)							

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

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

J0240517 USB cable for Kristian

Approver for Department Charged:

Tina Magueyal

Signature _____ Date _____

Approver for Department Credited:

Tina Magueyal

Signature _____ Date _____

Banner Finance ePrint Report

FYBR005

Program ID: FYBR005
 Page No : 4783
 Prior FY: 18
 Current FY: 19
 Next FY: 20

The University of Memphis
 Budget by Organization Current Year and Base

Date Run: 01/07/19
 Date Run: 10:53 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: 320000	Enterprise Infrastructure Services		Fund: 110001	Undesignated E and G		
Prog: 3650	Academic Computing Support		Actv Code: NONE			
75400	Departmental Revenue Budget Pool	.00	-2,000.00	.00	-2,000.00	-2,000.00
75410	Departmental Revenues		.00	13.88	-13.88	.00
	Dept Revenue	.00	-2,000.00	13.88	-2,013.88	-2,000.00

Lookup Results Matching Index 266130: Enterprise Infrastructure Support

Fund ▲▼	Organization ▲▼	Program ▲▼	Activity ▲▼	Location ▲▼
110001 (Undesignated E and G)	320000 (Enterprise Infrastructure Services)	3650 (Academic Computing Support)		

Financial Planning Web Page

<https://www.memphis.edu/budget/>



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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

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/>

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Financial Planning

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

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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.

Questions



Tips & Tricks

Future Year Travel Authorizations



Terrice Watson – Assistant Controller
Accounting Department

Purpose of Request for Future Year Travel Authorization

- To request authorization for travel in the next fiscal year.
 - Any travel dates that extend past June 30th are considered future year. (i.e. June 26th – July 3rd)
 - Travel begins on or after July 1st.

Is a Request for Future Year Travel Authorization required?

- **No**

- There will be no transactions related to the trip in this fiscal year.

- **Yes**

- Reservations related to the trip will be made in this fiscal year. (i.e. airline)
- Expenditures related to the trip will be paid in this fiscal year. (i.e. registration)
- International Travel and the 21-day requirement includes current fiscal year.

Future Year Travel Authorization Form

- **Fully Complete** the Request for Future Year Travel Authorization Form. (Signatures are not required by Accounting, however, departmental authorizations apply.)
 - International Travel – Include a detail listing of expenditures. (Memo or Estimated Travel Expenses Worksheet)
- Submit to Accounting for data entry.
- After Accounting has created the PO, an email will be sent to the contact person notifying that the PO has been created and approval is required. (Please be sure to review and approve PO.)
- After all approvals are complete, the traveler may begin making reservations and submit Check Requests.

General Travel - Frequently Asked Question

- Is Hawaii, Alaska, Puerto Rico, Canada, or Mexico considered international?
 - **Yes**, they are considered international and require detailed expenses and the 21-day rule applies.

Applicable Forms

Request for Future Year Travel Authorization

<http://bf.memphis.edu/forms/trav/trav01.htm>

Estimated Travel Expenses Worksheet

http://bf.memphis.edu/forms/trav/travel_worksheet.xls

Questions



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



What's New?

Duo MFA Update

A screenshot of the Duo MFA authentication interface. On the left is the University of Memphis logo (a blue 'U' with 'of' and 'M' in white) and links for "What is this?" and "Need help?". On the right, there is a "Device:" dropdown menu, a "Choose an authentication method" section with three options: "Duo Push" (with a checkmark icon and a "Send Me a Push" button), "Call Me" (with a phone icon and a "Call Me" button), and "Passcode" (with a passcode icon and an "Enter a Passcode" button). At the bottom is a checkbox labeled "Remember me for 7 days".

Jon Weber, Director

IT Security, Identity Management and Compliance

Reminder: Duo MFA Requirement

- The University will enable Duo multi-factor authentication (MFA) for all employees
 - Provides an additional layer of authentication
 - Does not include student workers/GAs who don't teach
 - Can use office phone, mobile phone, mobile app, or token for secondary authentication
 - Protects all single-sign on (SSO) resources
 - Assistance can be requested via the ITS Service Desk at extension 8888
 - Current employees opt-in period: Now through February 4, 2019
 - New employees effective: November 1, 2018
 - Effective all employees: February 4, 2019

NEW - Duo Tokens



- Additional authentication option being offered – small physical device resembling a USB key
- Generates a one-time use passcode
- Intended for use as a primary or backup device for users who do not have phones or travel internationally without a US-based device
- Available for a one-time \$20 fee charged to a campus index
 - Fee will be waived through June 30th to cover initial rollout period
- More information will be available on the Duo webpage - <https://www.memphis.edu/its/security/duo.php>

Links & Contact Information

<http://www.memphis.edu/its/security/>

<https://www.memphis.edu/its/security/duo.php>

Email: jweber2@memphis.edu

Thank you!

Who Knew?

<i>Workshops</i>	<i>Date</i>
Budget Basics Admin Bldg. Room 178	Wednesday, January 30, 2019 10:30 - 12:00 Noon
Accounting Basics Admin Bldg. Room 178	Thursday, January 31, 2019 1:30 - 3:00 PM
Fixed Asset Inventory (Finance Workshop) Admin Bldg. Room 178	Tuesday, February 26, 2019 2:00 - 3:00 PM
Fixed Asset Inventory (Finance Workshop) Admin Bldg. Room 178	Wednesday, March 6, 2019 10:00 - 11:00 AM

What's Due?

<i>Activity</i>	<i>Deadline</i>
W-2 and Vendor 1099-MISC Availability/Mailing	Wednesday, January 31, 2019
Fall Effort Certification - July 2018 - December 2018	Wednesday, January 31, 2019
Inventory Confirmation (Distribution)	Friday, February 15, 2019
Inventory Confirmation (Due to Accounting)	Monday, April 1, 2019

Next Focus on Finance

February 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>