

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	• IPad/Printer/Computer/AppleCare					
		Chairs/Monitors/Wall Mounts					
		USB Drive/Cables/Mouse					
T	agged Equipment - Single Item/All Comp	onents (Under \$1,500)					
Account Number	Account Title	Examples					
74504	Controlled Equipment under \$1,500 • 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)	• Lab Equipment		
		• Copiers		
74511	Computers (\$1,500 - \$4,999)	Computers		



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

Tagged	Tagged Capital Equipment - Single Item/All Components (\$5,000 and Over)						
Account Number	Account Title	Examples					
78110	Office Equipment	Office Equipment					
		Copiers					
78111	Furniture and Fixtures	Custom Furniture/Trophy Case					
		• Lockers					
78120	Operational Equipment	Athletic Equipment					
		Air Compressor/Generator					
		Yard Equipment					
78130	Instructional Equipment	Audio Visual Equipment					
		Lab Equipment					
78190	Other Equipment	Forklift					
		Heavy Equipment					
78195	Works of Art	• Fine Art					



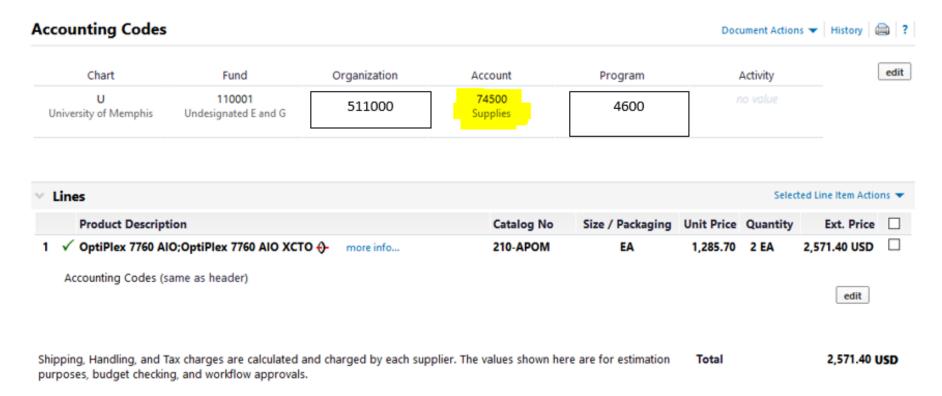
Controlled Equipment PO Example

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

Ac	counting Codes					Docu	ument Action	ns 🕶 History (≘ ?
	Chart	Fund	Organization	Account	Program	A	Activity		edit
	U University of Memphis	110001	511000	74504 Controlled Equip under \$1,500	2600 Individual and Project Research				
(4)	Accounting Codes values var	ry by line							
~	Lines						Selec	ted Line Item Actio	ons 🕶
	Product Description			Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	✓ XPS 8930 👺 more i	nfo			EA	1,365.00	6 EA	8,190.00 USD	
	Accounting Codes (same	as header)						edit	
2	✓ Dell 23 Monitor – P2	319H p more info			EA	184.15	12 EA	2,209.80 USD	
	Accounting Codes values have been over	ridden for this line							
	Chart	Fund	Organization	Account	Program	Activity	/	edit	
	U University of Memphis	110001	511000	74500 Supplies	2600 Individual and Project Research				

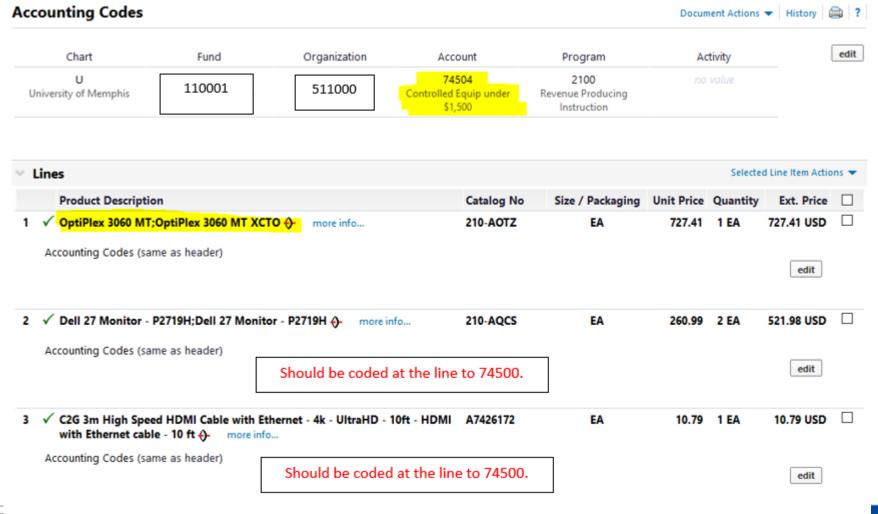


PO Example - Computer Purchase (NOT Tagged - OK under \$1,500)

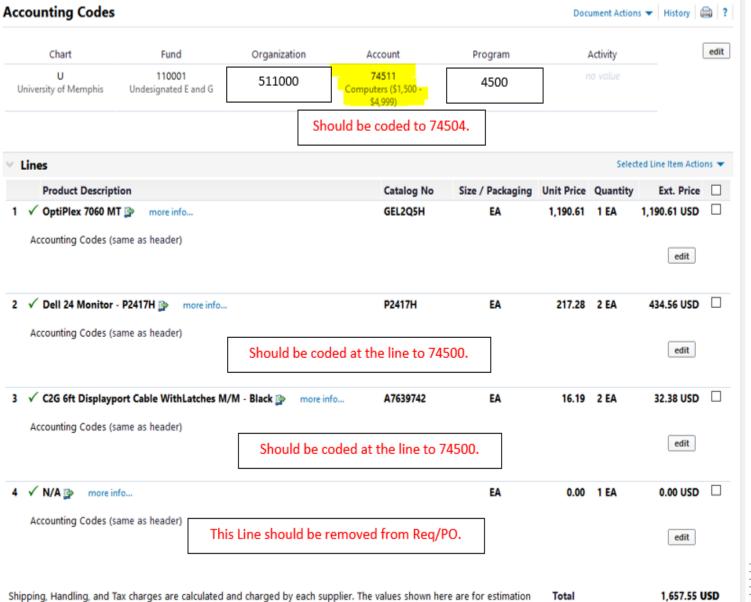




Incorrect PO - Computer Purchase (Tagged)





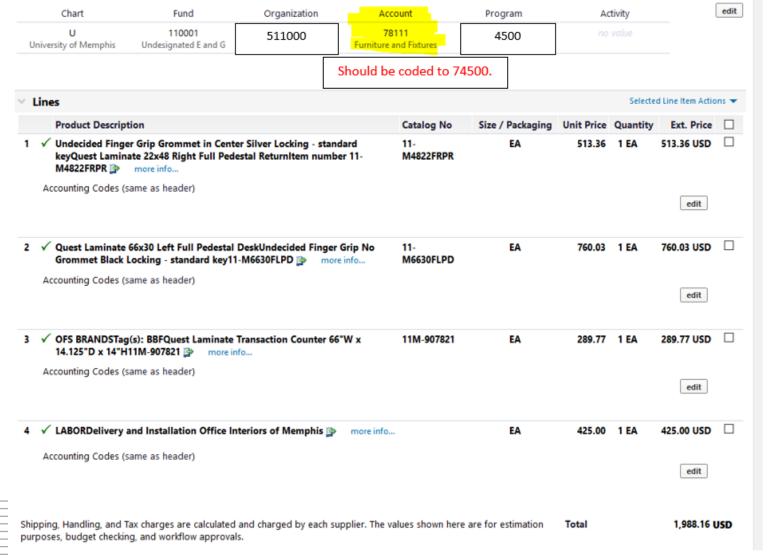


Incorrect Computer **Purchase** (Tagged)

Computer less than \$1,500.



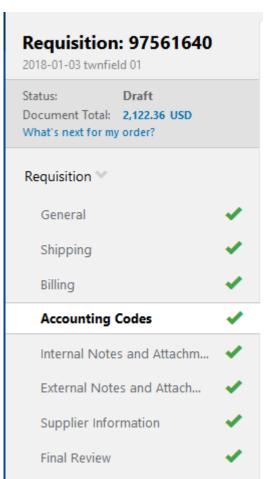
Incorrect PO – Supplies (Account Code 78XXX – Item in excess of \$5,000)





Dell Example - Requisition

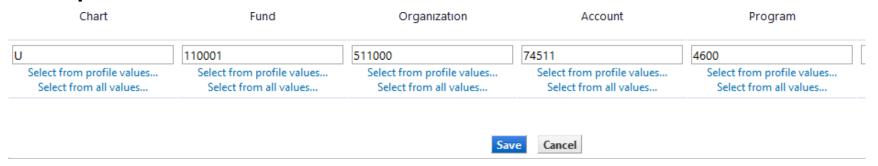
- 1. Add items to the Shopping Cart.
- 2. Select Create Order Requisition.
- 3. Select Submit Order Requisition.
- 4. Review Order and Select Proceed to Checkout.
- 5. When Tigerbuy Requisition pops up, select Accounting Codes.





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

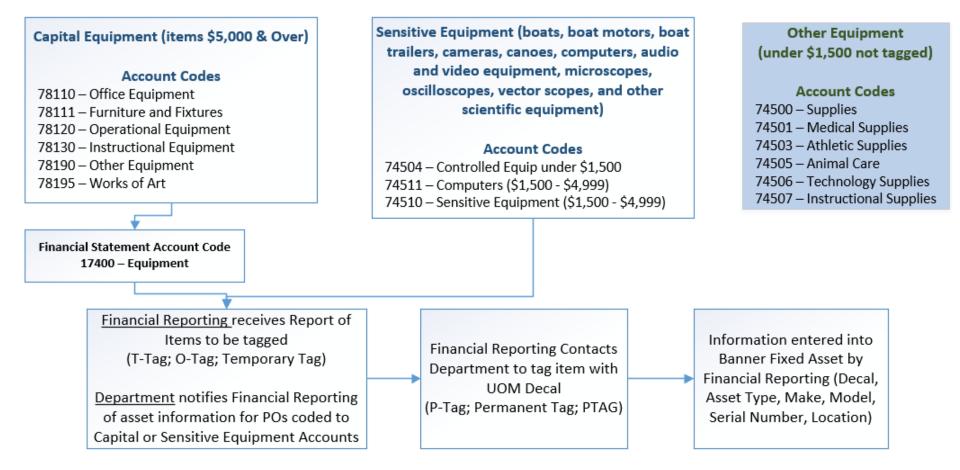


- 10. Verify that Account Codes are consist with Account Code Guide.
- 11. Select Place Order. (Example on Next Slide.)



Accounting Code	s				Docui	ment Actions	▼ History @
Chart	Fund	Organization	Account	Program	A	ctivity	[
U University of Memphis	110001 Undesignated E and G	511000 Accounting Office	74500 Supplies	4600 Fiscal Operations		o value	
copy to other lines Accounting Codes value	ies vary by line						
V Lines						Selected	Line Item Action
Dell Marketing LP							
more info PO Purchase/Change Ord 1 Dell Way Bldg 8, Round							
Product Descript	ion		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
Accounting Codes (same as header)						edit
	E2216HV-Dall E2216HV 22	Monitor ()- more info	210 ACNG				
2 Dell 22 Monitor	22210HV,Dell 22210HV 22	Monitor & more into	210-AGNC	EA	98.79	1 EA	98.79 USD
2 Dell 22 Monitor - Accounting Codes (more mo	210-AGNC	EA	98.79	1 EA	98.79 USD
Accounting Codes (•	210-AGNC	EA	98.79		
Accounting Codes (OptiPlex 7450 Ale Accounting Codes	same as header) O;OptiPlex 7450 AlO XCTO	•					edit
Accounting Codes (OptiPlex 7450 Ale Accounting Codes	same as header) O;OptiPlex 7450 AlO XCTO	•				1 EA 1	edit
Accounting Codes (OptiPlex 7450 Ale Accounting Codes values have been	o;OptiPlex 7450 AIO XCTO o overridden for this line Fund 110001	Organization 511000	210-AKMX	EA	1,565.65	1 EA 1	edit ,565.65 USD

Purchasing Equipment





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

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

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

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

THE UNIVERSITY OF MEMPHIS.



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

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		

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

ı	
П	Searcr

+80000

+ 90000



Account Type 75

Departmental Revenue Account Code Listing

	Dopartinontal Ite		<u> </u>		<u> </u>		
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	С	
7540	Departmental Revenues Budget	754	75		N	С	
75400	Departmental Revenue Budget Pool	7540	75		В	С	
7541	Departmental Revenues	754	75		N	С	
75410	Departmental Revenues	7541	75	75400	Υ	С	
75411	Dept Revenues A Non Taxable	7541	75	75400	Υ	С	
75412	Dept Revenues B Non Taxable	7541	75	75400	Υ	С	
75413	Dept Revenues C Non Taxable	7541	75	75400	Υ	С	
75414	Dept Revenues D Non Taxable	7541	75	75400	Υ	С	
75415	Dept Revenues E Non Taxable	7541	75	75400	Υ	С	
75416	Dept Sales and Services A Non Tax	7541	75	75400	Υ	С	
75417	Dept Sales and Services B Non Tax	7541	75	75400	Υ	С	
75418	Dept Sales and Services C Non Tax	7541	75	75400	Υ	С	
75419	Dept Sales and Services D Non Tax	7541	75	75400	Υ	С	
75420	Dept Sales and Services E Non Tax	7541	75	75400	Υ	С	

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

THE UNIVERSITY OF MEMPHIS.

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	Υ	С	
75422	Departmental Long Distance	7541	75	75400	Υ	С	
75423	Departmental Sales and Services	7541	75	75400	Υ	С	
75424	Departmental Leases	7541	75	75400	Υ	С	
75425	Departmental Cellular	7541	75	75400	Υ	С	
75426	Departmental Cable Vision	7541	75	75400	Υ	С	
75427	Departmental Chargeback	7541	75	75400	Υ	С	
75430	Univ Facilities Rental Non Taxable	7541	75	75400	Υ	С	
75431	Conference Fees Non Taxable	7541	75	75400	Υ	С	
75432	Equipment Rental Non Taxable	7541	75	75400	Υ	С	
75433	Vendor Fees Non Taxable	7541	75	75400	Υ	С	
75434	Technical Service Fees Non Tax	7541	75	75400	Υ	С	
75435	Parking Fees - Non Tax	7541	75	75400	Υ	С	
75436	Departmental WCCG	7541	75	75400	Υ	С	
75437	Dept Catering - Other	7541	75	75400	Υ	С	

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

THE UNIVERSITY OF MEMPHIS.

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	Υ	С	
75441	Rabbits	7541	75	75400	Υ	С	
75442	Mice Voles	7541	75	75400	Υ	С	
75443	Hamsters	7541	75	75400	Υ	С	
75444	Warm Blooded Creatures	7541	75	75400	Υ	С	
75445	Pigs	7541	75	75400	Υ	С	
75446	Animal Purchase	7541	75	75400	Υ	С	
75450	Corel Word Perfect Revenue	7541	75	75400	Υ	С	
75451	Software Licenses Revenue	7541	75	75400	Υ	С	
75452	Surgical Room Rental	7541	75	75400	Υ	С	
75453	Surgery Room Clean Up	7541	75	75400	Υ	С	
75454	Pig Room Charges	7541	75	75400	Υ	С	
75455	Veterinarian Service Fees	7541	75	75400	Υ	С	
75456	Technician Service Fees	7541	75	75400	Υ	С	

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

THE UNIVERSITY OF MEMPHIS.

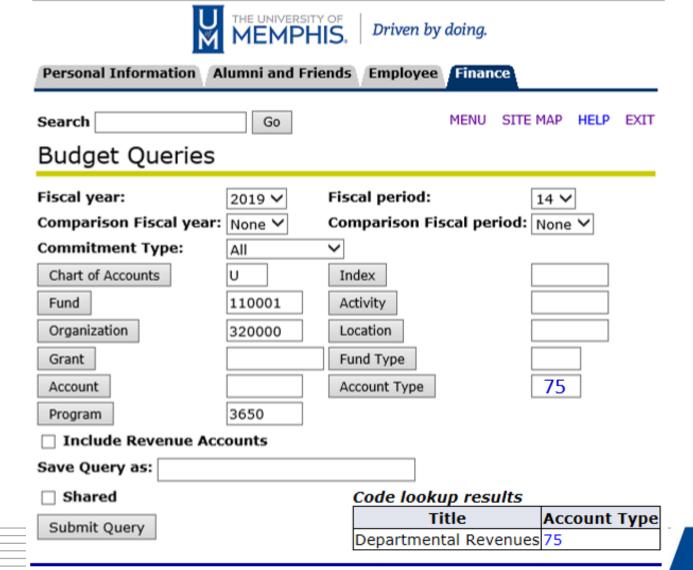
Account Type 75 Departmental Revenue Account Code Listing

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

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

THE UNIVERSITY OF MEMPHIS

Banner Finance SSB Query





Banner Finance SSB Query

керогі Раганіец	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	AII				
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			-	FY19/PD14 Available Balance
	Departmental Revenue Budget Pool	(2,000.00)	0.00	(2,000.00)
75410	Departmental Revenues	0.00	13.88	(13.88)
Report To	otal (of all records)	(2,000.00)	13.88	(2,013.88)

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	An	nount	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 Bidg., Room 275

Date: 12/10/18		TV	No. JO2	40511			
		ACCOL	JNT CHARGED				
Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
TS Section 1997 - 1997	266130	110001	320000	75410	3650		13.88
							The analysis of the second of
В писоциалитетом утаковые тук и инфиситом.	es processor and an all the same and all		INT CREDITED	1			Land one absorber to a subsemble field
Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
	266120	110001	310000	75410	3650		13.88
Request for cost transfer mus Comments — Provide reason t charge, explain why cost was	for cost transfer, and ho	•	•				27,76 90 days of initial
USB cable for Kristian		ode looku	ıp results		Mo	ve To:	
Action to the contract of the			Title		Ac	count	
			Supplies		74	4500	



Accounting TV

THE UN	VIVERS	SITY O	F
ME	MP	HIS	5.

Transfer Voucher

General Online Help

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

		ubiliit Collip	leted Form to	ule Account	ung Onice, A	ummsuauom	blug., Room
Date: January 8, 2019]	TV N	lo.				
		ACCOUN	T CHARGED)			
Account Title	Index	Fund	Organization	n Account	Program	Activity	Amount
ITS Enterprise Infrastructure Support	266130	110001	320000	74500	3650		13.88
(To Correct Charge as Expense)							
		ACCOUN	T 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 wit	hin 90 caler	ndar days o	f initial charg	je, and occi	ur in current	Fiscal Year	
Comments – Provide reason for cost tra of initial charge, explain why cost was cl			allowable an	d allocable.	If cost transfe	er exceeds 9	0 days
J0240517 USB cable for Kristian							
Approver for Department Charged:			Approver for Department Credited:				
Tina Magueyal			Tina Magueyal				
Signature[Date		Signature_			Date	



Banner Finance ePrint Report FYBR005

Program ID: FYBR005 The University of Memphis
Page No : 4783 Budget by Organization Current Year and Base

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

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 Se	rvices	Fund: 110001	Undesignate	d E and G	
Prog: 3650	Academic Computing Support		Actv Code: NONE			
75400 Departm	ental Revenue Budget Pool	.0	0 -2,000.00	.00	-2,000.00	-2,000.00
75410 Departs	mental Revenues		.00	13.88	-13.88	.00
Dept Re	evenue	.0	0 -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)					



Date Run: 01/07/19

Date Run: 10:53 AM

Financial Planning Web Page

https://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

Staff Directory University Budget Information FAQs

Home > Financial Planning



Links



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:

budget@Memphis.edu **Email:**

901.678.2117 Phone:

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



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Finance Program Guide

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Forms

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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

- <u>Fully Complete</u> 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. (<u>Please be sure to review and approve PO</u>.)
- 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





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: <u>jweber2@memphis.edu</u>

Thank you!



Who Knew?

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



What's Due?

Activity	Deadline
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

