



Welcome to Focus on Finance!

June 21, 2018

Agenda

- **I-9 Overview – Angela Wheeler-Lester**
- **Year End Procedures – Terrice Watson & Deborah Keeney**
- **Audit Notes – Chelon Wilson**
- **What's New? Who Knew? What's Due?**

I-9 Update



**Angela Wheeler-Lester – HR Records
Management**

I-9: What's NEW???

- **I-9 Verifications/Immigration Certification/Re-certification**
 - Effective **March 2018**, HR Records Management now E-Verify's **ALL** new employees.
 - Effective **June 1, 2018**, HR Records Management has taken over I-9 verifications for new employees, and re-certifications for current employees for Shared Services.
 - Effective **August 1, 2018**, HR Records Management will take over processing I-9's for all undergraduate student employment for the Student Employment Office.

I-9: Who Should Complete a Form I-9?

- You must complete Form I-9 each time you hire any person to perform labor or services in the United States in return for wages or other remuneration.
 - Remuneration is anything of value given in exchange for labor or services, including food and lodging.
- The requirement to complete Form I-9 applies to new employees **hired after Nov. 6, 1986**.
- This requirement does not apply to employees **hired on or before Nov. 6, 1986**, who are continuing in their employment and have a reasonable expectation of employment at all times.

I-9: Where Should I go to Complete, Re-certify or Verify My I-9?

- You will go to RM 143 Administration, HR Records, and ask for Angela Lester, I-9 Coordinator, extension 3338, emprecords@memphis.edu.
- The link for the I-9 form can be found at <http://www.memphis.edu/bf/forms/hr.php> under HR Records Management.
- Bring acceptable and valid documentation.
 - **No expired documents will be accepted.**

I-9 Completion Deadline

- The employee completes Section 1 of Form I-9 at the time of hire.
 - “Hire” means **the beginning of employment** in exchange for wages or other remuneration.
 - The **date of hire** is noted on the form as the **first day of employment**.
- Employees **may complete** Section 1 **before the time of hire**, but no earlier than acceptance of the job offer.

I-9 Completion Deadline

- **I-9 Coordinator will review the employee's document(s) and fully complete Section 2 within **three business days** of the hire.**
 - **For example, if the employee begins employment on **Monday**, we must complete Section 2 by **Thursday**.**
- **If you hire a person for fewer than three business days, Sections 1 and 2 **must be fully completed** at the time of hire – in other words, **by the first day of employment**.**

Don't Complete the I-9 for Employees Who Are:

- **Hired on or before Nov. 6, 1986 who are continuing in their employment and have a reasonable expectation of employment at all times.**
- **Independent contractors. (*Unless working on a grant with a FAR clause.*)**
- **Employed by a contractor providing contract services (*such as employee leasing or temporary agencies*) and are providing labor to you.**
- **Not physically working on U.S. soil.**

Important Reminders

- ✓ You cannot hire an individual who you know is not authorized to work in the United States. *(They will not receive a paycheck if their I-9 is not complete and verified by HR Records.)*
- ✓ ***Do Not Allow Anyone to Work Without Completing an I-9!*** *(Offers of employment are contingent upon this process. Please ensure they come to HR Records, RM 143 to complete this process.)*
- ✓ Employees with expired documents **CANNOT** be allowed to continue to work until authorized by HR Records.
- ✓ **ALL** new hires will go through the E-verify process.

Questions?

Year End Procedures




**Terrice Watson, Assistant Controller
&
Deborah Keeney, Associate Director Budget
Financial Planning**

Year End To Do!



- 1. Complete All Travel Claims.**
- 2. Settle Supply Advances.**
- 3. Review and Request Deobligation of Purchase Orders. (Travel and Goods/Services)**
- 4. Ensure that all invoices for Goods and Services are forwarded to Accounting.**
- 5. Request Your Future Year Travel Purchase Orders.**
- 6. Review FGRODTA – Transaction Detail Report (ePrint Report)**
- 7. Ensure FY-18 Fixed Asset Purchases are Properly Tagged.**


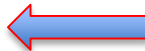
What Travel POs Do I Have Outstanding?

- MyMemphis – Finance
- Banner Self-Service –
Finance –
Encumbrance Query –
Select Encumbrance
Status – **Open** - Enter
FOP – Enter Account
Type – **71** – Select
Submit Query.

Existing Query None 

Retrieve Query

Fiscal year 2018  Fiscal period 14 

Encumbrance Status Open  



Commitment Type All 

Chart of Accounts U Index

Fund 110001 Activity

Organization 511000 Location


Grant Fund Type

Account Account Type 71 

Program 4600

Save Query as:

☐ Shared

Submit Query 

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
73100	P0231471	Watson, Terrice Elaine.	800.00	300.00	(891.12)	891.12	208.88	81.01	Uncommitted
73100	P0232750	Watson, Terrice Elaine.	1,200.00	800.00	(1,929.19)	1,929.19	70.81	96.46	Uncommitted
Report Total (of all records)			2,000.00	1,100.00	(2,820.31)	2,820.31	279.69	90.98	

What Tigerbuy POs Do I Have Outstanding?

- MyMemphis – Finance
 - Tigerbuy (Production)
 - Select Documents Icon
 - Select Document Search * Search Documents
 - Select Custom Date Range 07/01/16 06/20/18
 - Select AP Status Open
 - Enter Organization
 - Select Search

The screenshot displays the MyMemphis Finance Tigerbuy interface. On the left is a vertical navigation bar with icons for Home, Shopping Cart, Documents, Approvals, and My Forms. The 'Documents' icon is highlighted with a red arrow. The main content area is titled 'Documents' and contains a 'Document Search' section. A red arrow points to the 'Search Documents' link. Below this is a 'Date Range' dialog box with 'Start Date' set to 07/01/16 and 'End Date' set to 06/20/18. A red arrow points to the 'End Date' field. To the right of the dialog is the 'AP Status' section with radio buttons for 'Open' (selected), 'Soft Closed', and 'Closed'. A red arrow points to the 'Open' radio button. Below the dialog is the 'Organization' search field with a dropdown menu set to 'Is Exactly' and the value '511000'. A red arrow points to the '511000' value. To the right of the field is a link 'Add another Organization'. At the bottom right is a 'Search' button with a magnifying glass icon. A red arrow points to the 'Search' button.

To Do List!

1. Ensure FY-18 Fixed Asset Purchases are Properly Tagged. - **TODAY**
2. Review FGRODTA – Transaction Detail Report (ePrint Report) – **TODAY**
3. Review FGRODTA – Transaction Detail Report (ePrint Report) – **July 2nd**.
4. Complete all Travel Claims for outstanding Travel POs or request closure to accountspayable@memphis.edu prior to **July 6th**.
5. Request Invoices from vendors, Enter all Receipts in Tigerbuy and Forward to Accounting prior to **July 6th**.

Accounting Resources

- Accounting Forms

<http://www.memphis.edu/bf/forms/finance.php>

- Review Open POs (FPIOPOF) or Finance ePrint Reports FGROPNE Open

Encumbrances <https://my.memphis.edu>

- Fixed Assets

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

Banner Finance Program Guide

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

TRAINING
learning curve
banner finance reference
card

UTILITIES & REPORTS
budget overexpenditures
e-Print

FORMS
accounting
budget
direct deposit
procurement
system access

HR PROGRAM GUIDE
TIGERBUY WEB SITE

Welcome to the Finance Program Guide!

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

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

myMEMPHIS

ePrint Report FYBR027

Program ID : FYBR027
 Page No : 1
 Prior FY : 17
 Adopted FY : 18
 Base FY : 19
 Avl Bal FY : 18

The University of Memphis
 Base Budget Expenditures by Major Unit with Available Balance
 Benefits Not Included

Date Run: 06/11/18
 Time Run: 06:46 AM

				Actual Prior FY17	Adopted Budget FY18	Preliminary Base FY19	Available Bal FY18
Budget Unit: 100 Tiger Units							
Unrestricted E&G 110001							
100000	Tom Tiger	110001	Undesignated E and G	3,300,263	3,170,671	3,235,642	10,468
105000	Daisy Tiger	110001	Undesignated E and G	666,868	609,267	676,863	(6,494)
Sub-Total Unrestricted E&G				3,967,131	3,779,938	3,912,505	3,974
Designated E&G Funds							
100000	Tom Tiger	114000	Indirect Cost Recovery	1,371			4,806
105000	Daisy Tiger	114500	Cost Share			28,000	10,506
Sub-Total Designated E&G Funds				1,371	-	28,000	15,312
Revenue - Generated E&G Funds							
100000	Tom Tiger	127100	C&I Tiger	11,671	15,000	13,800	3,682
105000	Daisy Tiger	128100	UMF Tiger Professorship	10,000			
Sub-Total Revenue-Generated E&G Funds				21,671	15,000	13,800	3,682
Budget Unit: 100 Tiger Units				Total	3,990,173	3,794,938	3,954,305
							22,968

ePrint Report FYBR005

Program ID: FYBR005
Page No : 5620
Prior FY: 17
Current FY: 18
Next FY: 19

The University of Memphis
Budget by Organization Current Year and Base

Date Run: 06/11/18
Date Run: 06:42 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: 550000	AVP Campus Planning Design		Fund: 110001	Undesignated E and G		
Prog: 5000	Physical Plant Administration		Actv Code: 110001	<i>Not a Valid Activity Code</i>		
74500	Supplies		.00	1,800.00	-1,800.00	.00
	Expense	.00	.00	1,800.00	-1,800.00	.00
Total Actv 110001		.00	.00	1,800.00	-1,800.00	.00
Total Prog 5000	Physical Plant Administratio	482,610.78	1,276,217.95	710,531.37	565,686.58	765,136.00

Banner Self Service Query

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Continue

Fiscal year:	2018 ▼	Fiscal period:	14 ▼
Comparison Fiscal year:	None ▼	Comparison Fiscal period:	None ▼
Commitment Type:	All ▼		
Chart of Accounts	U	Index	
Fund	110001	Activity	110001
Organization	550000	Location	
Grant		Fund Type	
Account		Account Type	
Program	5500		
<input type="checkbox"/> Include Revenue Accounts			
Save Query as:			
<input type="checkbox"/> Shared			
Submit Query			

Query Results

Account	Account Title	FY18/PD14 Year to Date	FY18/PD14 Encumbrances
74500	Supplies	0.00	1,800.00
74511	Computers (\$1,500 - \$4,999)	0.00	0.00
Report Total (of all records):		\$ -	\$ 1,800.00

Encumbrance Query

Existing Query None ▼

Retrieve Query

Fiscal year 2018 ▼ Fiscal period 14 ▼

Encumbrance Status All ▼

Commitment Type All ▼

Chart of Accounts U Index

Fund 110001 Activity 110001

Organization 550000 Location

Grant Fund Type

Account Account Type 74

Program 5000

Save Query as:

☐ Shared

Submit Query

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
74500	P0216897	ETI Corporation	1,800.00	0.00	0.00	0.00	1,800.00	0.00	Uncommitted
74500	P0217748	M3 Technology Group Inc	12,875.00	0.00	(12,875.00)	12,875.00	0.00	100.00	Uncommitted
74500	P0219519	Staples Contract and Commercial Inc	85.57	0.00	(85.57)	83.35	0.00	100.00	Uncommitted
74511	P0219193	Dell Marketing LP	4,700.00	0.00	(4,700.00)	4,700.00	0.00	100.00	Uncommitted
Report Total (of all records)			19,460.57	0.00	(17,660.57)	17,658.35	1,800.00	90.75	

Another Query

ePrint FGROPNE

FGROPNE 8.9

University of Memphis
Open Encumbrances Report

15-JUN-2018 01:36:27 PM
Page 2

DOCUMENT TYPE: Purchase Orders

FUND: 110001 Undesignated E and G

Not a Valid Activity Code

COAS: U FUND: 110001 ORGN: 550000 ACCT: 74500 PROG: 5000 ACTV: 110001 LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0216897	U00322221 ETI Corporation	FFARMER		24-AUG-2017	1,800.00	1,800.00
P0232266	U00003842 Fastsigns	FFARMER		04-MAY-2018	45.00	45.00*

TOTALS FOR FUND: Undesignated E and G
Open Purchase Order Records: 2 Purchase Order Balance: \$ 1,845.00

* Department submitted Change Order to correct Index / FOP

Focus on Finance March 2018 presentation also has Tips & Tricks – Encumbrance Review

ePrint FYBR001

PAGE: 292
REPORT: FYBR001

University of Memphis
Revenue Budget Estimate/Worksheet by Organization

11-JUN-2018

06:42 AM

Prior FY: 17
Current FY: 18
Next FY: 19

Fund: 126200 Art Academic Course Fees
Organization: 256000 Architecture
Program: 2000 General Academic Instruction

Not a Valid FOP

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
51801	Material Fees Regular Term			720.00			
	Total	.00		720.00			

Financial Manager

Date

Banner Self Service Query

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
30-May-18	31-May-18	J0230913	S 2018 GA Waiver	270.00	B16
30-May-18	31-May-18	J0230913	F 2017 GA Waiver	450.00	B16
Report Total (of all records):				\$ 720.00	

Banner Self Service Query

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input type="checkbox"/> Available Balance

Save Query as:

☐ Shared

[Continue](#)

Fiscal year:	2018	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	U	Index	
Fund	126200	Activity	
Organization	256000	Location	
Grant		Fund Type	
Account	5%	Account Type	
Program	2000		

☒ Include Revenue Accounts

Save Query as:

☐ Shared

[Submit Query](#)

Query Results

Account	Account Title	FY18/PD14 Year to Date
51801	Material Fees Regular Term	720.00
Report Total (of all records)		720.00

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

Save Query as:

☐ Shared

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
30-May-18	31-May-18	J0230913	S 2018 GA Waiver	270.00	B16
30-May-18	31-May-18	J0230913	F 2017 GA Waiver	450.00	B16
Report Total (of all records):				\$ 720.00	

Account Type 62 Benefits

Query Results

Account	Account Title	FY18/PD14 Accounted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Available Balance	Dept Budget Available
62000	Employee Benefits Budget Pool	10,000.00	0.00	0.00	10,000.00	University Benefits
62710	Emp Discounts UOM Spouse Dependent	0.00	2,290.00	0.00	(2,290.00)	University Benefits
62750	Masters GA Fee Waivers	7,895.00	0.00	0.00	7,895.00	7,985.00
62990	Fringe Benefits Expense	0.00	1,358.10	1,358.10	(2,716.20)	University Benefits
Report Total (of all records):		\$17,895.00	\$ 3,648.10	\$ 1,358.10	\$ 12,888.80	\$ 7,985.00

Fund	University Cover Benefits	Account	Department owns Budget
110001	Undesignated E and G	62750	Masters GA Fee Waivers
116000	Lambuth	62760	Doctoral GA Fee Waivers
114500	Cost Share		
114501	Chairs of Excellence Cost Share		
126xxx	Academic Course Fees Only		
12xxxx	UMF Support Foundation		
... there are a few additional funds not list			

Note, in Mid-July Financial Planning will process a Year End FY18 Benefits Budget Revision to match Benefits Budget Pool to Actual Benefits.

During the CarryForward process Financial Planning will include the GA Fee Waivers Available Balance as part of the Department's calculated CarryForward. The CarryForward will post in Mid to Late September.

Once, CarryFoward posts to Account Code 74000, Operating Expense Budget Pool in FY19, please redistributed per your current year spending plan.

Questions



Audit Notes



Chelon Wilson, Senior Internal Auditor

GE2016 – Notification of External Audits and Reviews

What is an external audit or review?

Any examination or investigation performed by an agency, company, consultant, or other organization or individual outside of the University for the purpose of assessing operational or financial effectiveness, legal or regulatory compliance, and/or conformance with contractual obligations. An external audit or review may be mandatory or voluntary.

Policy Exclusions

Specialized reviews associated with academic accreditation are specifically excluded from the requirements of this policy.

What Needs to Be Communicated When the External Project is Scheduled?

- ✓ The primary contact person should notify Internal Audit of an external audit or review as early in the process as possible.
- ✓ An Internal Audit external audit notification form is available at our website:
<http://www.memphis.edu/audit/external.php>
- ✓ The Office of Grants and Contracts Accounting should also be notified if the external audit or review involves funding for a sponsored project.

What Needs to Be Communicated When the External Project is Completed?

- ✓ **The primary contact should forward a copy of the results to Internal Audit.**
- ✓ **The primary contact should also forward a copy of the results to the Grants and Contracts Accounting if the external audit or review involves funding for a sponsored project.**

Why Share this Information with Internal Audit?

- 1. To prevent the duplication of audit effort.**
- 2. To ensure the appropriate personnel and office(s) are involved in providing information for the external audit or review.**
- 3. To ensure the University responds to external audits and reviews and provides notice when required.**
- 4. To provide notice to the University's Board of Trustee's Audit Committee and State of TN entities as necessary.**

Contact Information

Office of Internal Audit & Consulting – 271 Administration Building
678-2125, www.memphis.edu/audit/

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Chief Audit Executive

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Jesse Pierce, CISA, CRISC

Senior Information Technology & Network Security Auditor

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Chelon Wilson, CFE

Senior Internal Auditor

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Emily Bridges, CPA

Senior Internal Auditor

901.678.4084 / ebridges@memphis.edu

Questions



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



User ID: (e.g., jsmith)

Fiscal Year:

Date:

Name:

Department:

What's New?

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							0	0	0	0
02							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										
<input type="text"/>										
Document Total										
<input type="text"/>										
Total							0	0	0	0

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.

Approved

Departmental Authority Date

Chief Financial Officer Date

Approved

Dean/Director/AVP Date

President Date

Approved

Provost/Vice President Date

Reviewed

Office of Financial Planning Date

Director of Financial Planning Date

Who Knew?

<i>Workshops</i>	<i>Date</i>
Banner 9 Training See Learning Curve!	Beginning July 2018
Tigerbuy Training Admin Bldg. - Room 119	Thursday, July 12, 2018 9:30 - 11:00 AM
Banner 9 Finance Training - Learning Curve Admin Bldg. - Room 178	August & September 2018

What's Due? Year-End

Activity	Deadline
Process FY-18 Purchase Requisitions that require bidding (\$10,000 or more)	Tuesday, May 15, 2018
Process FY-19 Purchase Requisitions that require bidding (\$10,000 or more) with July 1, 2018 contract start date	May 15 - June 30, 2018
Process FY-18 Purchase Requisitions that do NOT require bidding	Beginning Monday, May 15, 2018
Book Airfare Reservation via Travelennium for Travel in FY-18	Monday, June 11, 2018
Process FY-18 Purchase Requisitions that do NOT require bidding	Friday, June 08, 2018
Cancel, Adjust, Deobligate Remaining Balances on FY-18 Requisitions	Friday, June 22, 2018
Time Sheet for BW13 Biweekly Payroll (June 9th - June 22rd)	Friday, June 22, 2018
Complete Staples Purchase Orders	Monday, June 25, 2018
Settle Travel Advances for FY-18	Monday, June 25, 2018
Submit Claims for Petty Cash Reimbursement	Monday, June 25, 2018
Online Budget Revisions between Account Pools	Monday, June 25, 2018
Submit Invoices, Travel Claims and Reimbursements to Accounting (FY-18)	Friday, July 06, 2018
Submit Transfer Vouchers to Accounting	Friday, July 06, 2018
Time Sheet for Split BW14 Biweekly Payroll (June 23rd - July 6th)	Friday, July 06, 2018

What's Due?

<i>Activity</i>	<i>Deadline</i>
Inventory Confirmations (Overdue - Only 75% Complete)	Friday, March 30, 2018
All FedEx Packages & USPS Bulk Mailings (FY-18)	Friday, June 22, 2018
All USPS Mail Processed Through Mail Services - 12:00 Noon	Friday, June 29, 2018
Title VI Training https://memphis.co1.qualtrics.com/jfe/form/SV_e9X7bm1YfocWpy5	Saturday, June 30, 2018
Security Awareness Training http://www.memphis.edu/its/security/security-awareness.php	Saturday, June 30, 2018

Next Focus on Finance

September 20, 2018

1:30-3:00 PM

UC Memphis Room 340

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