



# Welcome to Focus on Finance!

June 20, 2019

# Agenda

- Year-End Bucket List Monica Goldsby
- University P-Card Program Kerri Reese
  - What's New? Who Knew? What's Due?

# Year End Procedures



**Monica Goldsby, General Accounting Manager**

# **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-19 Fixed Asset Purchases are Properly Tagged.**

# To Do List!

1. Ensure FY-19 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 2<sup>nd</sup>**.
4. Complete all Travel Claims for outstanding Travel POs or request closure to [accountspayable@memphis.edu](mailto:accountspayable@memphis.edu) prior to **July 5<sup>th</sup>**.
5. Request Invoices from vendors, Enter all Receipts in Tigerbuy and Forward to Accounting prior to **July 5<sup>th</sup>**.

# 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.

**my**MEMPHIS

# 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 Retrieval Query

Fiscal year 2019 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	P0248195	Watson, Terrice Elaine.	120.00	0.00	0.00	0.00	120.00	0.00	Uncommitted
73100	P0252530	Ninan, George	1,300.00	0.00	( 1,300.00)	1,404.14	0.00	100.00	Uncommitted
Report Total (of all records)			1,420.00	0.00	( 1,300.00)	1,404.14	120.00	91.55	

Another Query



# 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 06/20/19 – Select AP Status Open
  - Enter Organization – Select Search

The screenshot displays the Tigerbuy web application interface. At the top, the 'tigerbuy' logo is visible. Below it, a breadcrumb trail reads 'Documents > Document Search > Search Documents'. A blue sidebar on the left contains icons for home, shopping cart, documents, and other functions. The 'Documents' icon is highlighted with a red arrow. The main content area is titled 'Documents' and includes a 'Document Search' section with a 'Search Documents' button. Below this, there are links for 'View Saved Searches', 'Download Export Files', and 'My Forms'. A 'Date Range' dialog box is open, showing 'Start Date' as 07/01/2016 and 'End Date' as 06/20/2019. To the right of the date range, there is an 'AP Status' section with checkboxes for 'Open' (checked), 'Soft Closed', and 'Closed'. At the bottom, there is an 'Organization' field with a dropdown menu set to 'Is Exactly' and a text input field containing '511000'. A red arrow points to the 'Search' button at the bottom right of the interface.

# ePrint Report FYBR027

Program ID: FYBR027  
Page No : 29  
Prior FY : 18  
Adopted FY: 19  
Base FY : 20  
Avl Bal FY: 19

The University of Memphis  
Base Budget Expenditures by Major Unit with Available Balance  
Benefits Included

Date Run: 06/10/19  
Time Run: 08:26 AM

Organization	Fund	Actual Prior FY18	Adopted Budget FY19	Preliminary Base FY20	Available Bal FY19
Budget Unit: 208 Enrollment Services					
Unrestricted E&G 110001					
268000 Enrollment Services	110001 Undesignated E and G	411,584	458,171	293,793	140,552
268010 Admissions Communications	110001 Undesignated E and G	239,820	381,664	379,949	68,010
268011 One Stop Shop	110001 Undesignated E and G	324,847	296,312	300,312	33,270
268100 Admissions Operations	110001 Undesignated E and G	1,957,217	1,845,781	1,894,793	41,700
268120 Admissions Recruitment Orientation	110001 Undesignated E and G	794,772	796,082	971,961	91,874
268200 Registrar Office	110001 Undesignated E and G	1,519,750	1,599,693	1,654,135	142,939
268210 Answer Center	110001 Undesignated E and G	378			4
268230 Veterans Affairs	110001 Undesignated E and G	45,504	58,433	61,300	4,602
268310 Financial Aid Operations	110001 Undesignated E and G	1,229,241	1,333,392	1,334,484	28,961
268320 Financial Aid Scholarships	110001 Undesignated E and G	11,146	11,021	11,021	-148
Sub-Total Unrestricted E&G	110001	6,534,259	6,780,549	6,901,748	551,764
Designated E&G Funds					
268000 Enrollment Services	116000 Lambuth			1,700	1,800
268001 Lambuth Enrollment Services	116000 Lambuth	105,340	104,317	107,397	1,667
268101 Lambuth Recruitment	116000 Lambuth	159,693	139,010	141,087	8,681
268120 Admissions Recruitment Orientation	116000 Lambuth	1,019			91
Sub-Total Designated E&G Funds		266,052	243,327	250,184	12,239
Revenue-Generated E&G Funds					
268120 Admissions Recruitment Orientation	127060 TN Assoc Registrars and Admi				3,826
268120 Admissions Recruitment Orientation	127780 Enrollment Services	303,353	320,000	330,000	198,342
Sub-Total Revenue-Generated E&G Funds		303,353	320,000	330,000	202,168
Budget Unit: 208 Enrollment Services	Total	7,103,664	7,343,876	7,481,932	766,171

# Encumbrance Query

**Existing Query** None ▼  
Retrieve Query

**Fiscal year** 2019 ▼ **Fiscal period** 14 ▼

**Encumbrance Status** All ▼

**Commitment Type** All ▼

Chart of Accounts U Index

Fund 110001 Activity

Organization 511000 Location

Grant  Fund Type

Account  Account Type 74

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
74500	P0229421	Dell Marketing LP	903.60	0.00	( 903.60)	0.00	0.00	100.00	Uncommitted
74500	P0237481	Dell Marketing LP	897.62	0.00	( 897.62)	897.62	0.00	100.00	Uncommitted
74500	P0237482	Staples Contract and Commercial Inc	885.06	0.00	( 885.06)	688.84	0.00	100.00	Uncommitted
74500	P0237570	Staples Contract and Commercial Inc	62.25	0.00	( 62.25)	62.25	0.00	100.00	Uncommitted
74500	P0239493	Staples Contract and Commercial Inc	62.87	0.00	( 62.87)	62.87	0.00	100.00	Uncommitted
74500	P0241284	Dell Marketing LP	9.89	0.00	( 9.89)	9.89	0.00	100.00	Uncommitted
74500	P0243461	Staples Contract and Commercial Inc	1,311.70	0.00	( 1,311.70)	1,257.51	0.00	100.00	Uncommitted
74500	P0243936	Staples Contract and Commercial Inc	114.42	0.00	( 114.42)	114.42	0.00	100.00	Uncommitted
74500	P0245884	Dell Marketing LP	191.39	0.00	( 191.39)	191.39	0.00	100.00	Uncommitted
74500	P0246694	Staples Contract and Commercial Inc	94.22	0.00	( 94.22)	94.22	0.00	100.00	Uncommitted
74500	P0247285	Staples Contract and Commercial Inc	644.59	0.00	( 644.59)	644.59	0.00	100.00	Uncommitted
74500	P0248614	Dell Marketing LP	1,166.80	0.00	( 1,166.80)	1,166.80	0.00	100.00	Uncommitted
74500	P0251027	Staples Contract and Commercial Inc	112.16	0.00	( 112.16)	112.16	0.00	100.00	Uncommitted
74500	P0251365	Staples Contract and Commercial Inc	109.03	0.00	( 91.81)	91.81	17.22	84.23	Uncommitted
74500	P0252080	Staples Contract and Commercial Inc	80.67	0.00	( 80.67)	80.67	0.00	100.00	Uncommitted
Screen Total			6,646.27	0.00	( 6,629.05)	5,475.04	17.22	99.74	
Running Total			6,646.27	0.00	( 6,629.05)	5,475.04	17.22	99.74	
Report Total (of all records)			13,696.95	0.00	( 12,138.67)	10,984.66	1,558.28	88.62	

# ePrint FGROPNE

FGROPNE 8.9

University of Memphis  
Open Encumbrances Report

07-JUN-2019 01:26:28 PM  
Page 115

DOCUMENT TYPE: Purchase Orders

FUND: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 275220 ACCT: 73200 PROG: 2000 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0239622	U00052393 Johnson,Tiffany G.	CCHOI		31-AUG-2018	1,960.00	455.60

TOTALS FOR FUND: Undesignated E and G  
Open Purchase Order Records: 1 Purchase Order Balance: \$ 455.60

FUND: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 276000 ACCT: 73100 PROG: 2600 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0255470	U00246393 Bartelli,Debra	CDHGGHIS		15-MAY-2019	1.00	1.00

TOTALS FOR FUND: Undesignated E and G  
Open Purchase Order Records: 1 Purchase Order Balance: \$ 1.00

FUND: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 276000 ACCT: 73200 PROG: 3800 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0252831	U00340879 Yacoubian,Ashley Marie.	CDHGGHIS		02-APR-2019	1,500.00	1,176.55
P0255467	U00405694 Nolan,Vikki G.	CDHGGHIS		15-MAY-2019	2,440.00	2,440.00
P0256230	U00495510 Gurney,James G.	LLWLMS4		01-JUL-2019	2,600.00	2,600.00

TOTALS FOR FUND: Undesignated E and G  
Open Purchase Order Records: 3 Purchase Order Balance: \$ 6,216.55

FUND: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 276000 ACCT: 73250 PROG: 2600 ACTV: LOCN:

P.O. NUMBER	VENDOR/PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0254766	U00368289 Jia,Chunrong	LLWLMS4		01-JUL-2019	2,480.00	2,480.00

TOTALS FOR FUND: Undesignated E and G  
Open Purchase Order Records: 1 Purchase Order Balance: \$ 2,480.00

# ePrint FYBR001 – FY18

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	

# Questions



# Procurement Card Update

## Procurement Card Administrator

Kerri Reece

kreece@memphis.edu

(901) 678-3775



# New Procurement Cards:

-  **REGIONS** P Cards end June 30
- New P cards from 



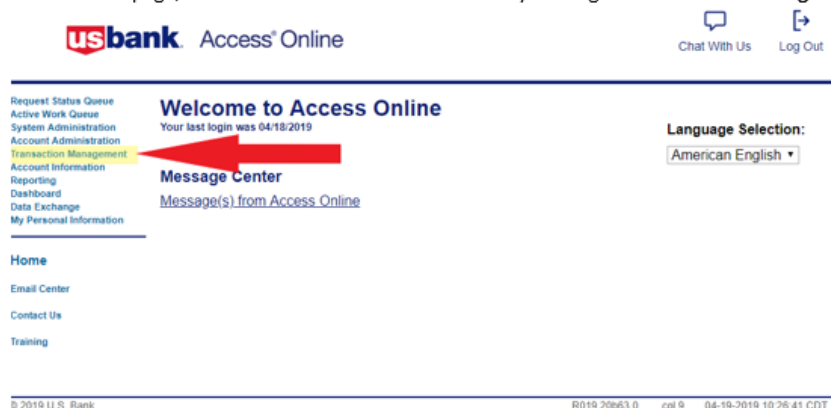
- US Bank cards have been requested for ALL active Regions cardholders
- All Regions cardholders converted to US Bank:
  - will receive the Step-by-Step instructions for the new system
  - received prior P Card training, documented in files
  - sign updated Agreement at card pickup acknowledging & agreeing to P Card guidelines



New instructions use screenshots from our system and include step-by-step instructions for our required functions.

### Attaching Receipts:

On the Homepage, Cardholder can access transactions by clicking on **Transaction Management**:



Next, click the **Transaction List** link:



On the list of transactions, click the Paperclip icon on the line of the transaction you are working with (you may have to scroll to the right):

	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment
1	AMZN.COM/BILL, WA	\$280.15	Ⓜ	04596325187011052019-04-1600002	112-0750761-58730	📎
	AMZN.COM/BILL, WA	\$398.32	Ⓜ	04596325187011052019-04-1600001	112-0750761-58730	📎
2	AMZN.COM/BILL, WA	\$192.08	Ⓜ	04596325187011052019-04-1200001	112-8560520-18986	📎
	AMZN.COM/BILL, WA	\$204.40	Ⓜ	04596325187011052019-04-1100001	112-3571246-33610	📎
11	WWW.AMAZON.CO, WA	\$4.99	Ⓜ	04596325187011052019-04-0900001	D01-7698138-70210	📎
	MEMPHIS, TN	\$9.98	Ⓜ	04596325187011052019-04-0100001		📎

load Attachments 📎 Attachment

# Questions



# What's Due?

Activity	Deadline
Process FY-20 Purchase Requisitions that require bidding (\$10,000 or more) with July 1, 2019 contract start date	Through June 30, 2019
Process FY-20 Purchase Requisitions that do NOT require bidding	Ongoing

# **Next Focus on Finance**

## **October or November, 2019**

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