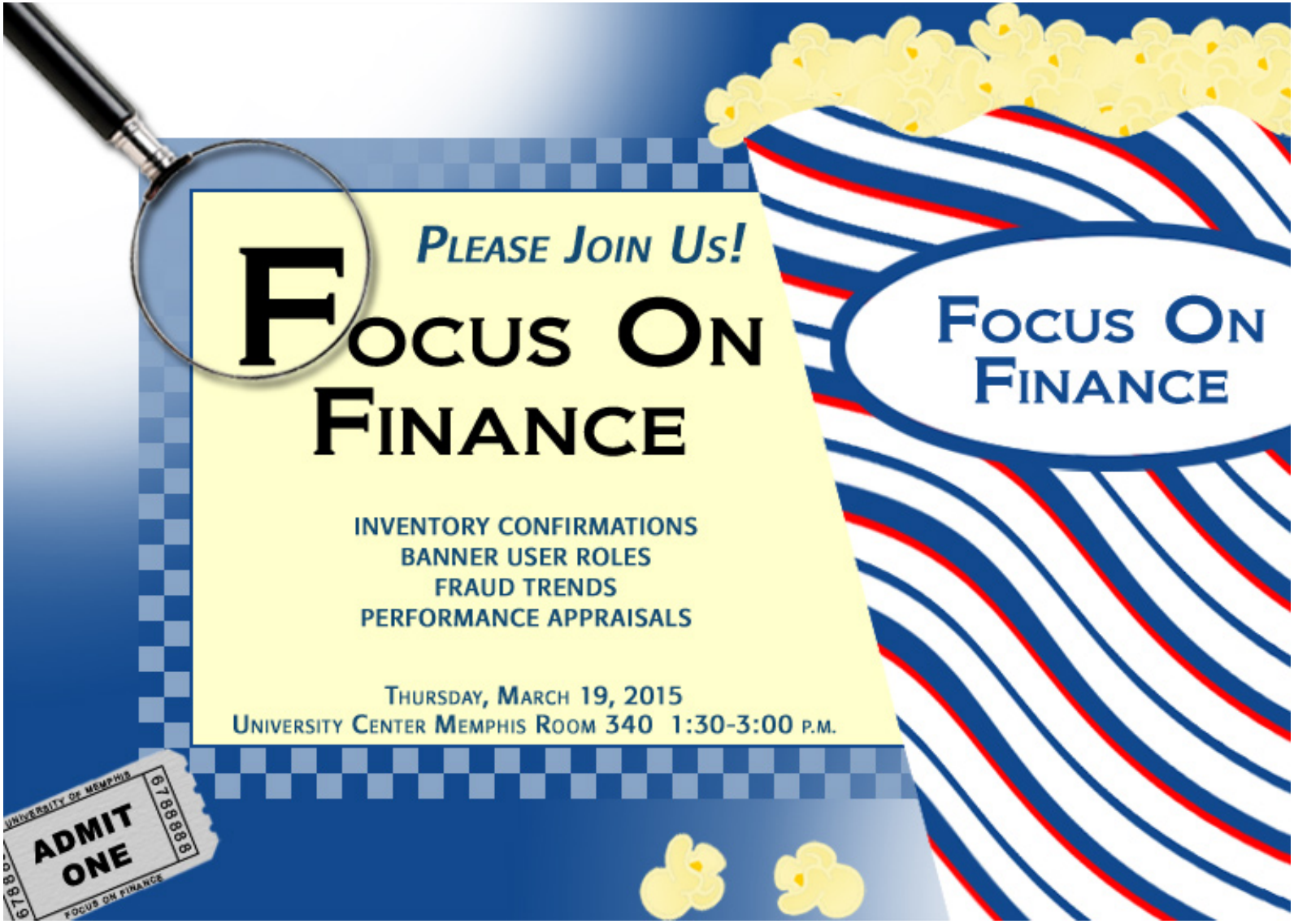

PLEASE JOIN US!
FOCUS ON FINANCE
INVENTORY CONFIRMATIONS
BANNER USER ROLES
FRAUD TRENDS
PERFORMANCE APPRAISALS
THURSDAY, MARCH 19, 2015
UNIVERSITY CENTER MEMPHIS ROOM 340 1:30-3:00 P.M.
ADMIT ONE
FOCUS ON FINANCE
FOCUS ON FINANCE

Welcome to Focus on Finance! Today's Agenda

- Inventory Confirmations ~ Wendi Scott
- Banner User Roles ~ Kim Josh
- Fraud Trends – Higher Education ~ Byron Morgan
- Performance Appraisals ~ Danny Linton

Inventory Confirmations

WENDI SCOTT
MANAGER OF FINANCIAL REPORTING

Annual Inventory Confirmation

- Annual Inventory Confirmation is a required procedure. UM 1772 Policy - http://umwa.memphis.edu/umpolicies/UM1772.htm

- Once a year Accounting will send a Fixed Asset Inventory Listing by Organization to Financial Managers / Equipment Reps.

- It is essential that you maintain accurate and up-to-date records of your department's inventory.

Confirmed Fixed Assets

- "**Capital Equipment**" is a single item costing five thousand dollars ($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, cameras, canoes, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment.

- Equipment under $1,500 is not included. A separate report may be requested.

Annual Inventory Confirmation

1. Make a copy of the Confirmation.
2. Physically confirm the location of all assets.
3. Update changes to asset description (make, model, serial, etc) – Indicate in RED on the Inventory Report.
4. Update Location or Org; surplus or zero value through Workflow (indicate WF on confirmation).
5. Additions – Complete & attach the "Items in Department Not on Inventory" form.
6. Older Items not found – Look up through FFIMAST.
7. Off-Campus (112688 and 112687) – Request for Off-Campus Use of Equipment Form
8. Missing Items – Report of Lost or Stolen Property Form
9. Make a copy and return signed report to Accounting by **April 15, 2015**.

Annual Inventory Confirmation – Con't

Report ID: FYFR001
Report Run: 03/04/15

The University of Memphis
Inventory Confirmation Report

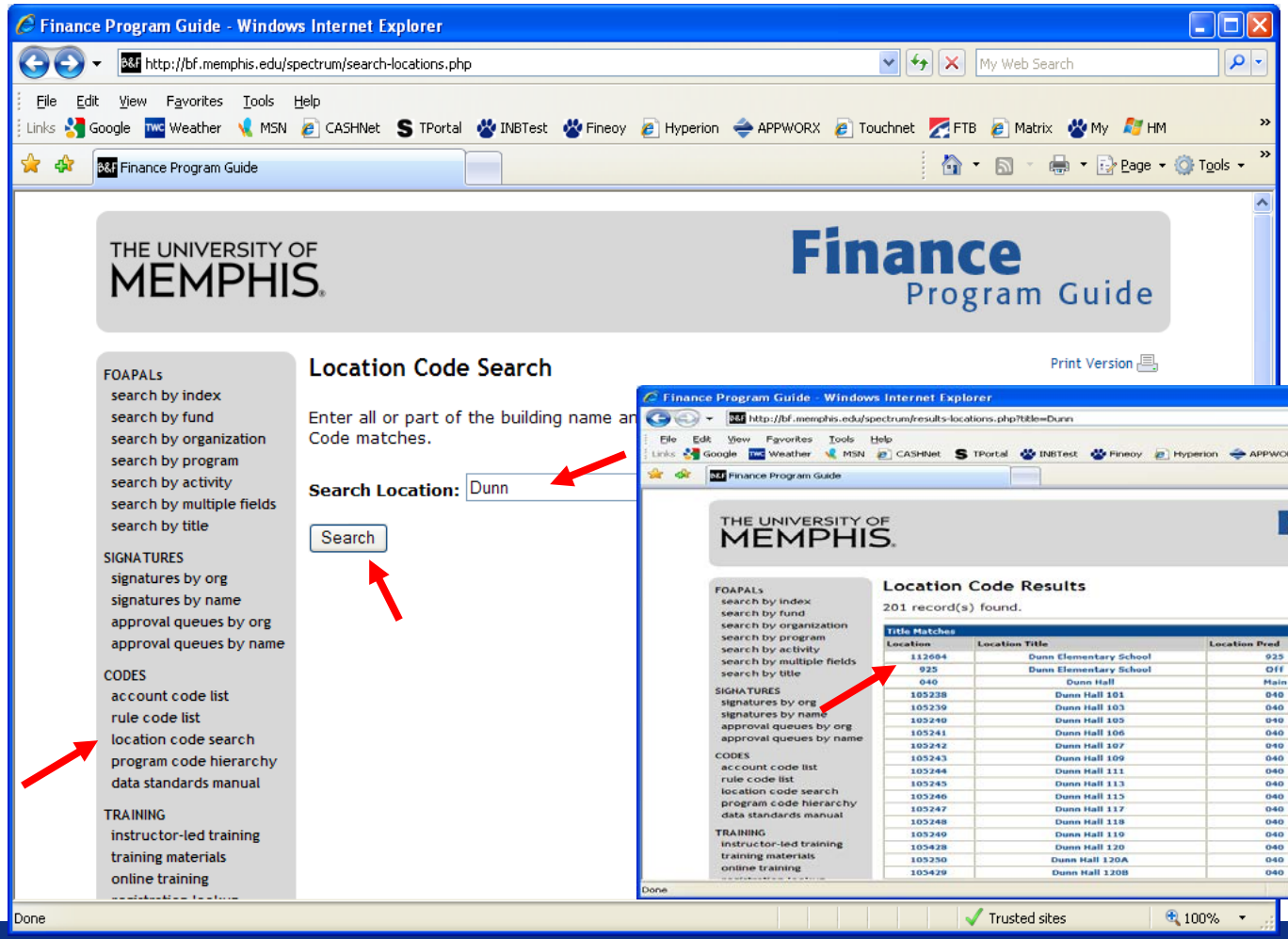
Page 389

Responsible Organization: 511000 Accounting Office

Decal	Description	Book Value	Net Value	Make	Model	Serial Number	Acq Date	Location	Locn
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	S6LCX91	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~~ J0B4LV1	07/31/12	Temporary Off Campus	112688

Location Codes

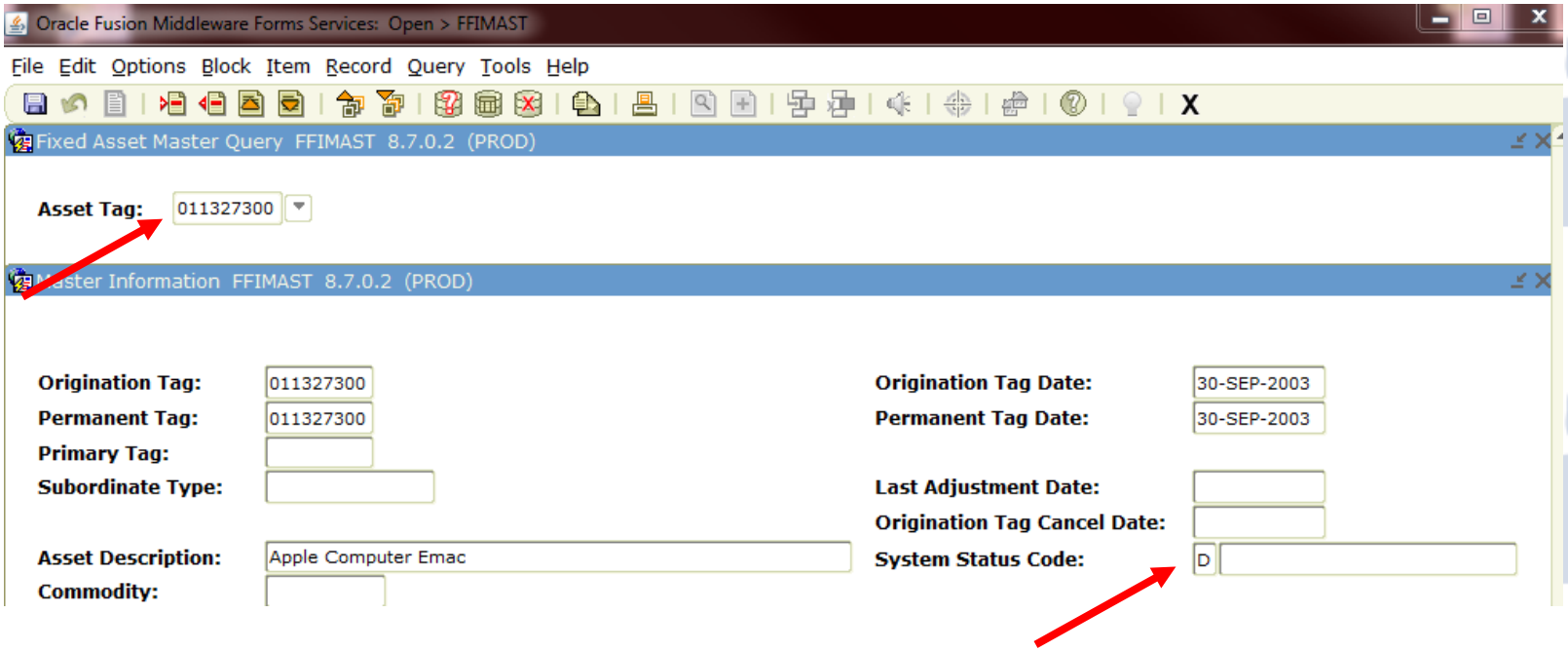
Enter any part of a building name and click 'Search'. It will bring up a list of rooms in the building. Select the location codes from the first column.



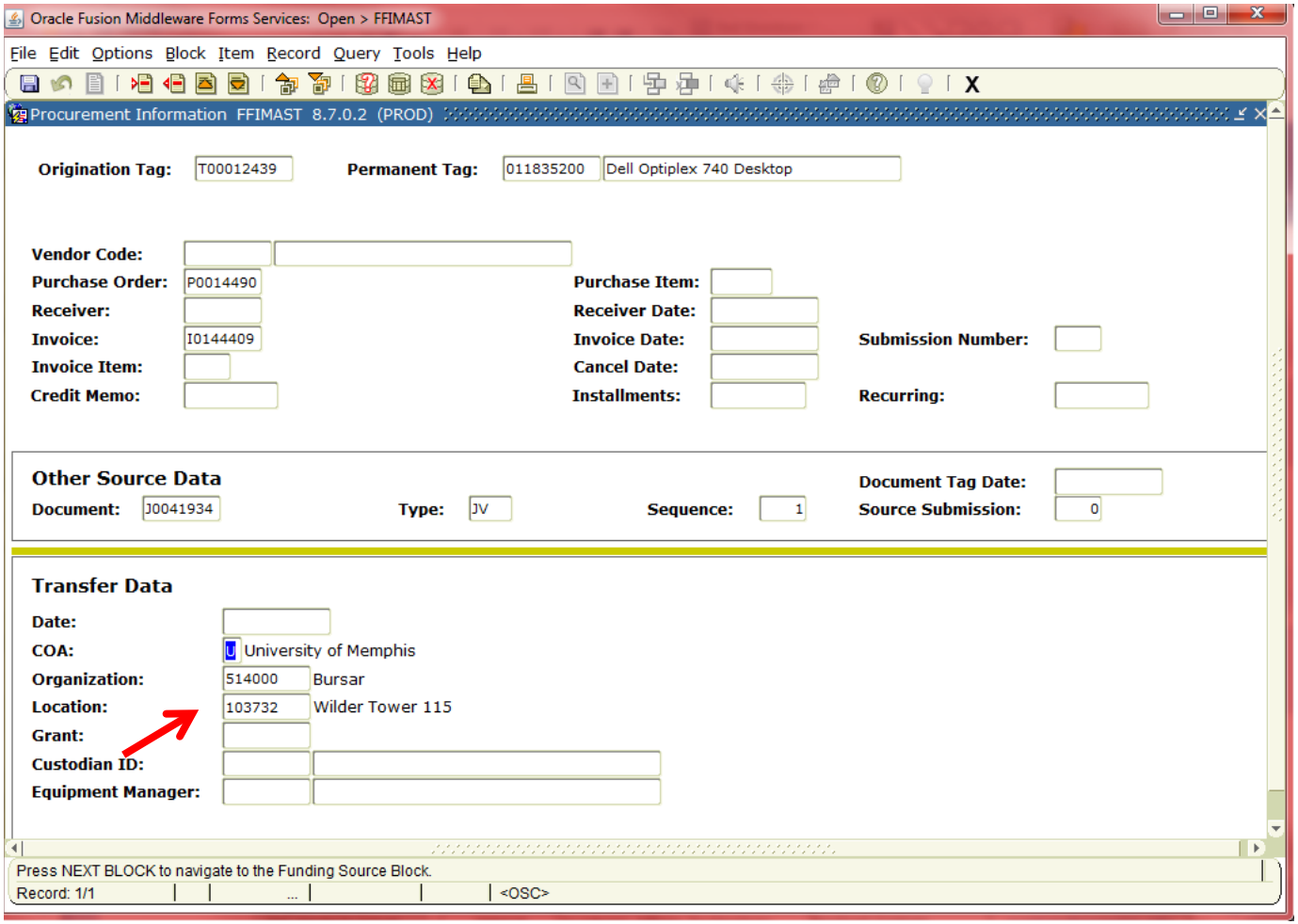
How To Look Up Asset Status

Use Banner INB screen FFIMAST to check asset status.

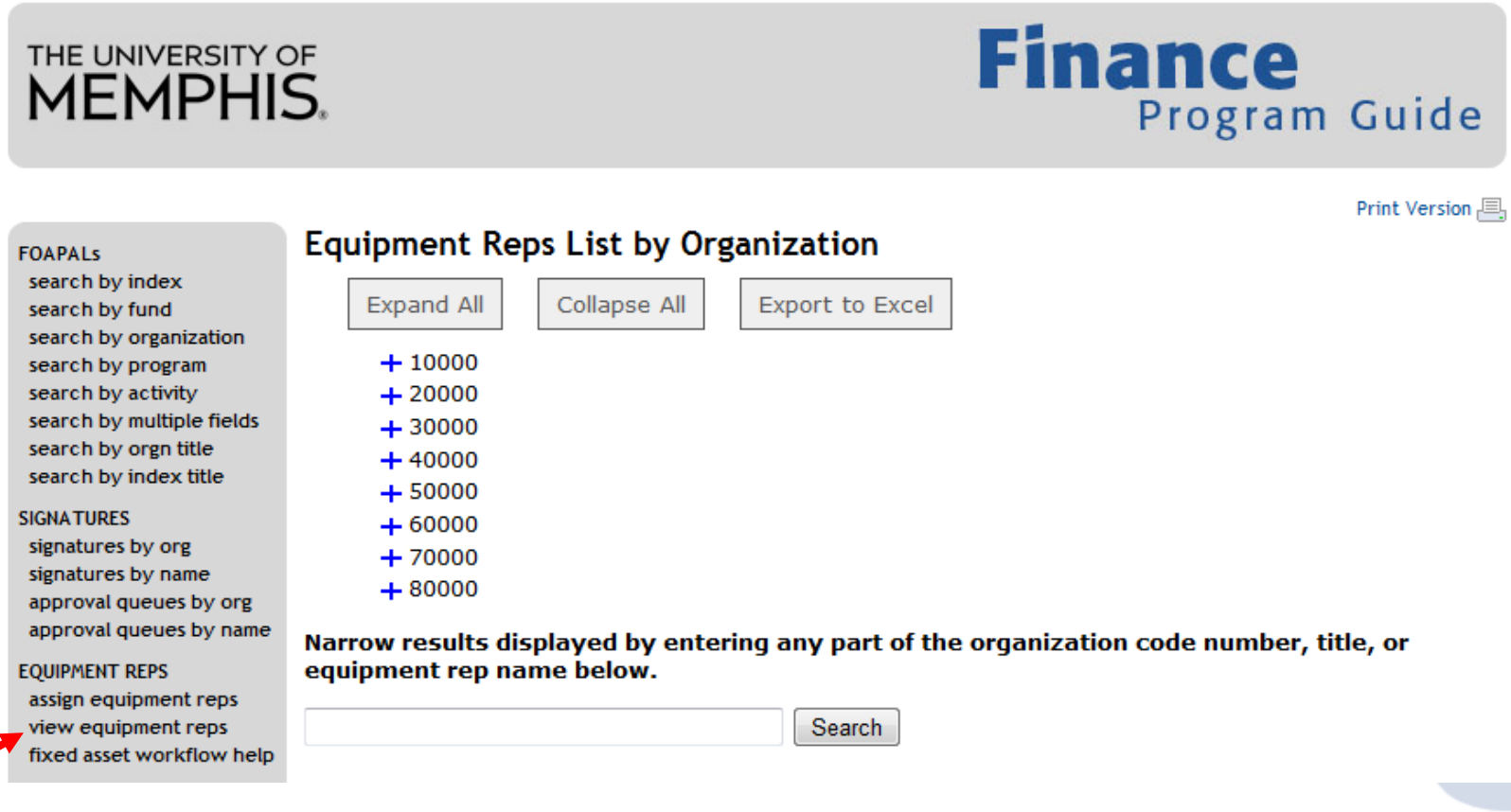
Assets that were previously zero-valued, cannibalized, surplused, or disposed are indicated by “D” or “C”.



FFIMAST – Enter Decal
Next Block 3 times



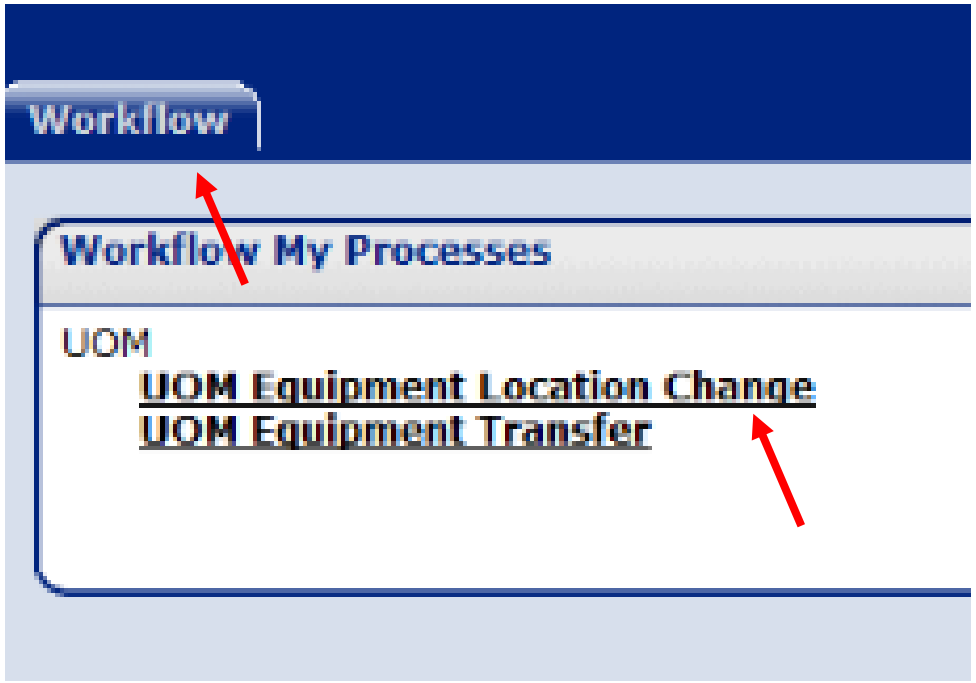
The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/eqreps.php



Workflow

To initiate the workflow, the Equipment Representative:

- Log into the My Memphis Portal at http://my.memphis.edu
- Select the 'Workflow' tab
- Select one of the two types of Equipment Workflow based on your need.



- **Equipment Location Change Workflow**:
  - Change location within an organization
- **Equipment Transfer Workflow:**
  - Transfer between organizations
  - Surplus
  - Zero value
  - Cannibalization

Fixed Asset Workflow Workshop

Tuesday, March 24, 2015

9:30 a.m. – 11:30 a.m.

UC Senate Chamber Room 261

Equipment Policy:

http://umwa.memphis.edu/umpolicies/UM1772.htm

Training material:

http://bf.memphis.edu/spectrum/fahelp.php

Questions / Issues:

wf-fixedasset-admins@memphis.edu

Banner User Roles

Kim Josh
ITS
kjosh@memphis.edu

Banner User Roles

- User Role Descriptions
- Finance Program Guide
- Equipment Representatives
- Human Resource Program Guide

User Role Descriptions

Departmental HR and FI roles	Description
Financial Manager	An individual designated by position title with budget responsibility and authority to create and approve financial transactions in Banner and Tigerbuy, time and leave reporting, and Electronic Personnel Action Forms (EPAFs). When approving time and leave reporting, the financial manager is known as the Web Time Entry approver.
Designee/Proxy	An individual appointed by a financial manager to act on his/her behalf when creating and approving financial transactions in Banner, Tigerbuy and EPAFs. This person is called a proxy when approving time and leave reporting, with access to HR and FI data in Banner.
Approver Finance	An individual appointed by a financial manager to act on his/her behalf when approving invoices, cash reimbursements, and transfer vouchers only. Banner access to create financial transactions, as well as, access to create Tigerbuy transactions with approval authority in Tigerbuy up to $5000.

User Role Descriptions

Non Approver Finance	An individual appointed by a financial manager to create financial transactions and Tigerbuy purchases. No approval authority.
Tigerbuy Requester	An individual appointed by a financial manager to create purchase orders in Tigerbuy with no approval authority. No access is granted to Banner.
Budget Transfer Limited Access	An individual appointed by a financial manager to act on his/her behalf to create budget transfers **only** with no access to financial reports in Banner or e~Print, and no approval authority. Usually granted to users in other departments to create budget revisions between org codes when one of the org codes is not the org code of employment.
Faculty Budget e~Print Report	Any faculty member that needs access to the departmental budget report in e~Print.

User Role Descriptions

Departmental User HR data	An individual appointed by a financial manager to query Human Resource information for all employees within an organization and EPAF originator access. No approval authority.
Proxy Time and Leave	An individual appointed by a financial manager to approve time and leave on his/her behalf. No access to Banner HR or FI data is granted.
Acknowledger Time and Leave	An individual appointed by a financial manager to review time and leave transaction prior to final approval by financial manager or proxy. No approval authority.

All descriptions are available on the Request for B&F System Access form.

http://bf.memphis.edu/forms/tech/bf_access_request.htm

Finance Program Guide

- Signature Authority information is available on the Finance Program Guide
  - http://bf.memphis.edu/spectrum/
  - Search by name
  - Search by organization

Equipment Representatives

- Finance Program Guide
- View all equipment reps
  - Search by name
  - Search by org code
- Update equipment reps
  - Financial Manager and Designees have access to:
    - Remove
    - Add

Human Resource Program Guide

- Web Time Entry approvers are available on the HR Program Guide
  - http://bf.memphis.edu/spectrum/hr/
  - Search by name
  - Search by organization

Reminders

- It is your responsibility to notify ITSAS@memphis.edu when a user no longer needs access.
  - Changes jobs
  - Leaves the University
- The user's signature is not required to remove access.
- We accept scanned and faxed copies of forms.

Contact Info

- IT System Access and Support team
- Scates Hall Room 311
- itsas@memphis.edu
- Fax 678-3061

Kim Josh

Melissa Ramage

Khandakar Islam

Fraud Trends – Higher Education

Focus on Finance – March 19, 2015

Office of Internal Audit and Consulting
University of Memphis
Byron Morgan, Chief Audit Executive
bmorgan3@memphis.edu
678 -2125

Association of Certified Fraud Examiners (ACFE)
2014 Global Report on Fraud
Summary – The Cost of Fraud

- 5% - Average Annual Revenue Loss to an Organization
- $145,000 – Median Fraud Loss to an Organization
- $300,000 – Median Loss When Collusion is Present (2 or more people)

Report Details at this Link:
http://www.acfe.com

Current Fraud Areas Higher Education

- TECHNOLOGY DRIVEN
  - Phfishing emails and “hacking”.
  - ACH & Wire Transfer Exposure
- PROCUREMENT CARDS & INTERNET PURCHASES

Fraud Trends – Higher Education

- **Technology Driven**
  - Email Phishing Tremendous Increase

DO NOT CLICK ON STUFF IN EMAILS THAT YOU DO NOT RECOGNIZE OR TRUST

Immediately report any suspicious emails to UOM-ITS at

abuse@memphis.edu

Review the UOM-ITS Security Website

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

–

Phishing Higher Education

- **November 2014**- According to a public advisory issued by the **Research and Education Networking Information Sharing and Analysis Center** , universities and colleges have been "targeted by phishing campaigns designed to steal user credentials for many years." The stolen credentials are used for many reasons, including "sending spam from compromised e-mail accounts, gaining access to university-licensed resources, and hosting malware."

- **Various FBI Alerts 2014** - The Internet Crime Complaint Center (IC3) is aware of multiple scams targeting universities, university employees, and students across the nation. The scams range from Internet fraud to intrusions. Phishing e-mails are being sent to university employees that appear to be from their employer.

- **September 2014** - The University of Akron warned people using its email service Monday not to click on an email alerting them that their inbox is too full and is bouncing incoming mail.

ACH & Wire Transfer Fraud on the Rise

- Do not respond to emails or popups that asks for account or ID information of any kind regarding your bank or credit union accounts or debit or credit card accounts.
- A separate and isolated computer should be used for ACH and wire transfer transactions.
- All other browser tabs should be closed and the browser and internet connection closed immediately after any online financial transactions particularly ACH or wire transfer.
- Set dollar limits with the bank for all transfers, ACH and wire transfer activity and set alerts for immediate automatic notification if offered.
- Review and reconcile all financial activity in the account no less than monthly and the reconciliation should be done timely.
- Be very careful using debit cards which access your bank account directly. You have much more exposure using a debit card that a credit card.
- Do not use public wi-fi locations for financial transactions.

Fraud Trends – Higher Education

Procurement Cards & Internet Purchases

Be cautious with online vendors that you do not recognize.

Online vendors should use the URL https:// with the "s" which means "secure site".

Be careful when you fax your pcard number to a vendor. Verify the fax number before faxing and destroy (shred) the fax sheet with the pcard number.

Fraud Trends – Higher Education

- **Procurement Cards & Internet Purchases** (cont)

  Do your homework and research vendors you do not know.
  Look for online merchants who are members of a seal-of-approval program that sets voluntary guidelines for privacy-related practices, such as **TRUSTe** (www.truste.org), **Verisign** (www.verisign.com), or **BBBonline** (www.bbbonline.org).

  NOTE: Be careful with Amazon Marketplace vendors and check those out carefully. Particularly new vendors on Marketplace.

No guarantee that if a vendor has all these things that fraud could not occur but does help reduce the risk. Always be cautious with internet purchases.

Check the pcard statement every month for fraud charges.
Credit card fraud with Internet purchases is a growing trend.

Question – Fraud Trends

Why is chip technology more secure that magnetic strip technology with credit cards?

(Hint: magnetic strip technology is 1960's era technology)

Answer – Fraud Trends

- Chip cards are more difficult to “clone”.

(magnetic strip cards can be scanned or copied).

- The data on a chip card is encrypted.
- Chip technology has been in other countries for years---coming to U.S. by October 2015 (maybe?) (The merchant has to have a chip scanner for a customer to use a chip card)
- Chip cards can be PIN based or signature based. Most U.S chip cards will be signature based initially. A few U.S. banks are issuing PIN based chip cards.

Top 3 Technology Tips From FBI Cyber Security Division

These are the top 3 exposures from the data breeches currently in media reports.

1. Think and pause before you click anything in any email. Best policy is to not click anything if you are in doubt.

2. Use 12 to 15 character passwords (mix of upper case, lower case and special characters) or use pass phrases. Do not use the same password for all your applications.

3. Use multi factor authentication if your application offers that feature (such as Facebook, LinkedIn, Gmail, Yahoo mail, hotmail, etc.)

To Report Suspected Fraud

Options for reporting fraud at the University include:

1.Telling your supervisor.

2.Notifying a University Official

NOTE: Go to a Supervisor or University Official first – If possible.

3.Contacting Internal Audit at 678-2124 or UoM_audit@memphis.edu or use the online form on the Internal Audit website.

www.memphis.edu/reportfraud

To Report Suspected Fraud (cont)

University of Memphis Internal Audit Website URL for Fraud

www.memphis.edu/reportfraud

When Reporting Suspected Fraud:

- Reporting must have reasonable grounds to suspect fraud is occurring. (**no false accusations**).

- Protection from Retaliation - State law (T.C.A. § 8-50-116)

- Confidentiality Protected – State Law (T.C.A. § 49-14-103)

The Report May be Made Anonymously

QUESTIONS

Office of Internal Audit and Consulting
University of Memphis
Byron Morgan, Chief Audit Executive

bmorgan3@memphis.edu

678 -2125

Website
https://umdrive.memphis.edu/g-uomaudit/www/

Department of Human Resources

Office of Employee Relations
&
Engagement

Performance Management Training Session

THE UNIVERSITY OF MEMPHIS

Our Office…

- The Office of Employee Relations & Engagement within the Department of Human Resources supports the faculty and staff of the University of Memphis in providing services as it relates to **performance management**, **performance improvement**, **conflict resolution and recognition programs** to name a few. Our goal is to assist you in having a safe and successful work experience here at the University of Memphis.

Performance Management Cycle

http://umwa.memphis.edu/umpolicies/UM1242.htm

- Set Performance Standards
- Identify Goals and Expectations
  - Goals should be SMART orientated:
    - ✓ Specific
    - ✓ Measurable
    - ✓ Achievable
    - ✓ Realistic
    - ✓ Timely
- Monitor Employee Performance
- Provide Feedback

Performance Appraisal Deadlines

- Performance appraisals for Clerical/Support (non-exempt/bi-weekly) employees are due **February 28**.

- Performance appraisals for Administrative/Professional (exempt/monthly) employees are due **March 31**.

  - Note: Per UM1242 All supervisors/managers are required to attend a mandatory training session on the Performance Management Cycle and administration of the performance appraisal/annual review forms **at least once**, and retraining is mandatory in the event of significant changes to the program and/or forms.

Performance Appraisal Resources

- Performance Appraisal Policy
  - http://umwa.memphis.edu/umpolicies/UM1242.htm
- Performance Appraisal Reference Guide
  - http://bf.memphis.edu/hr/employeerelations/appraisalguide.php
- Performance Management Worksheet
  - http://bf.memphis.edu/hr/employeerelations/worksheet.pdf
- Electronic Performance Management Assessment System
  - https://umwa.memphis.edu/performance/

Demonstration of Online Performance Management Assessment System

THE UNIVERSITY OF MEMPHIS
Dreamers. Thinkers. Doers.

Division of Business and Finance
Human Resources

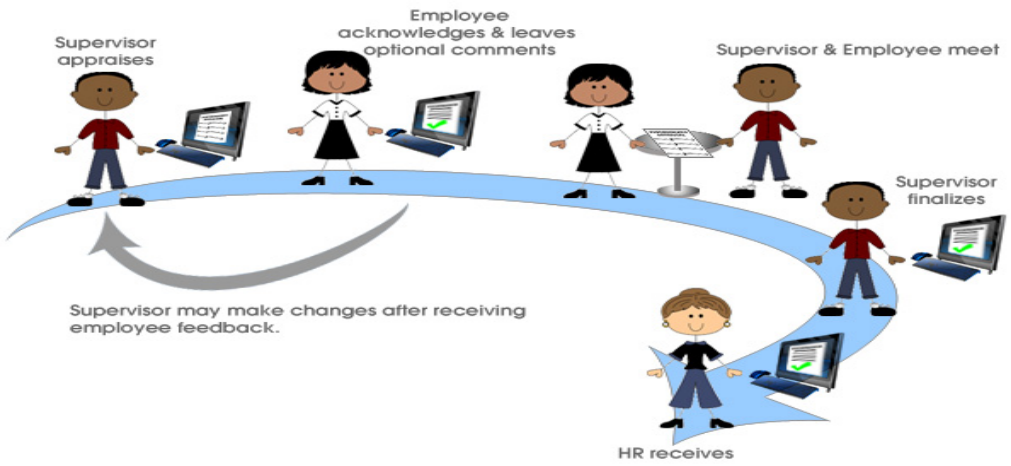
Electronic Performance Management Assessment

Employee Access | Appraiser Access | HR Access | Appraisal Dates | FAQs | Glossary | UM Policy

Welcome to the online staff performance appraisal system! In this application, supervisors and employees may access current appraisals, view historical appraisals created in this online application, and electronically submit completed appraisals to Human Resources. While a face-to-face meeting between supervisor and employee is still required, this application makes the rest of the review process seamless and much less paper-intensive!

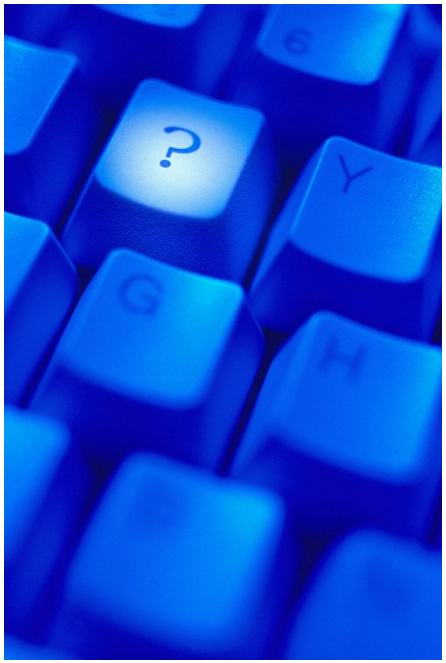
If you are accessing this system as an employee to review your own appraisal, please choose **Employee Access** from the menu above. **If you are accessing this system as a supervisor to create/manage your employees' appraisals**, please choose **Appraiser Access** from the menu above.

The online performance appraisal process is designed to follow the following structure:



THE UNIVERSITY OF MEMPHIS

Q & A



Contact Us

Office of Employee Relations & Engagement

176 Administration Building

Telephone Number:

(901) 678-3076 or (901) 678-2603

Email Address:

emprelations@memphis.edu

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

What's Due? – Bursar's Office

Activity	*Deadline*
Final Installment Payment Plan Payment Due, Registration Loan Payment Due (Late Fee Assessed)	**April 1**
Registration for Summer and Fall Begins	**April 6**

What's Due? – Accounting Office

Activity	*Deadline*
Inventory Confirmation Mailout	Early March
Inventory Confirmation Due	Wednesday, April 15, 2015

Who Knew? – Training

Workshops	*Date*
Fixed Asset Workshop UC – Senate Chamber Room 261	Tuesday, March 24, 2015 9:30 - 11:00 AM

What's New? - Process Improvement Team for Procurement and Contract Services Policies

Background:

- We received a Tennessee State audit comment regarding an inadequate segregation of duties for procurement/purchasing transactions.
- A process improvement team was formed to address the audit comment and identify a new process. The team consisted of key members across University divisions.

Key Process changes:

- The individual creating the purchase request cannot be the same person who approves the requisition.
- The Tigerbuy system will be modified to systematically prevent the requester and approver from being the same individual.
- Update UM policies 1303 and 1507.

Transition plan:

- Policies are being refined.
- Changes are going through approval processes.
- Training is being developed.
- More information to be provided at the April meeting.

Questions

Next Focus on Finance
April 16, 2015
1:30 – 3:00 PM
UC Memphis Room 340

Comments or suggestions?
Email: bffin@memphis.edu

Focus on Finance website:
http://bf.memphis.edu/finance/focus