



Welcome to Focus on Finance!

March 21, 2019

Agenda

- **Student Employment - Summer/Fall 2019 – Jessica Howell**
- **Journal Vouchers – Monica Goldsby**
- **TigerBuy New Supplier/Vendor Registration – Kim Marks**
- **Audit Notes – Vicki Deaton**
- **What's New? Who Knew? What's Due?**

Student Employment Summer & Fall 2019



**Jessica Howell - Coordinator
Student Financial Aid**

Summer 2019 Process

- **Students do not need to be enrolled for the Summer to work under Regular Student Employment (RSE); however, they need to have maintained at least half-time status for Spring 2019 and be enrolled again at least half-time for the upcoming Fall semester.**
- **Please do NOT submit paperwork if student is not yet enrolled for the Fall 2019.**
- **Registration begins April 1st for Summer & Fall 2019**

Summer 2019 Process

- **Notify student that FICA taxes will be withheld if they are not enrolled at least half-time in the Summer.**
- **The student is responsible for obtaining a Summer Parking hangtag to avoid parking tickets.**

Summer 2019 Process

- If employing for both the **Summer and Fall semesters under RSE**, complete **ONE** RSE Payroll Action Form with employment dates inclusive of **5/11/2019 through 12/20/2019**.
- There is no Federal Work Study (FWS) available for Summer. If working under the RSE program for the Summer only, list employment dates from **5/11/2019 through 8/16/2019**.
- If working under the RSE program in the Summer, then **switching to FWS for Fall**, fill out a FWS Payroll Action Form to pick up from **8/17/2019 through 12/20/2019**.

Summer 2019 Process

- If the student is **graduating at the end of the Summer** semester, they have to be enrolled in at least half-time in the Summer. Their employment dates will be from **5/1/2019 through 8/17/2019**.
- If the student cannot meet enrollment requirement, please contact our Human Resources Department at (901) 678-3573 to hire student as a **Temporary Employee**.

Fall 2019 Process

- If it is a **new student starting in the Fall** (i.e., never enrolled here prior to Fall 2019), the first day the student can work is Monday, **8/26/2019** and can go through **12/20/2019**. These would be incoming freshmen, new graduate, transfer students, etc.
- **We will begin posting FWS awards for 2019-2020 once Spring 2019 grades are posted.**
- **Grades will be posted in late May or early June.**

Enrollment Confirmation

- **Students that are:**
 - Education majors
 - Nursing majors
 - Studying Abroad

Will need a letter from the department stating they will be enrolled in **at least half-time (6 hours) for the respective semester.**

Enrollment Confirmation

- The letter will need to have the following information.
 - Name
 - U-ID number
 - Number of hours for the Summer or Fall 2019 semester
 - Attach letter to the Payroll Action Form

Questions



Transfer Voucher Form

Transfer Vouchers

Create Transfer Voucher

Transfer Voucher Inquiry

Monica R. Goldsby – Manager - General Accounting
Accounting Department

Purpose for Transfer Voucher Form

- To reclass expenses from one FOAPAL to another.
- Classify expenses and revenue income in the proper period within the current fiscal year.
- Monthly departmental charges (such as Copier Vending, Physical Plant, etc.)
- Correct keying errors.

Transfer Voucher Form Needs:

- Date at the top left corner
- Account Title
- Index, Fund, Organization, Account and Program Activity (if applicable)
- Amount
- Comments
- Signatures for:
 - Approver for Department Charged (unless on file)
 - Approver for Department Credited

Full Transfer Voucher Form

Remember
Index
populates
Complete
FOPA in
Banner. Refer
to Finance
Program
Guide.

Please
ensure to
include
Comments.

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Transfer Voucher

General Online Help

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

Date:

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Approver for Department Charged:

Signature

Date

Approver for Department Credited:

Signature

Date

Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer affects restricted Ledger 5 accounts.

Department Chair:

Signature

Date

Principal Investigator:

Signature

Date

Dean:

Signature

Date

Grants & Contracts Accounting:

Signature

Date

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.

Finance Program Guide

- Is extremely helpful.
- <https://bf.memphis.edu/spectrum/results-program.php?program=4769>



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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

FOAPAL Lookup Results

0 Records Found.

Lookup Results Matching Program :

Index ▲▼	Fund ▲▼	Organization ▲▼	Activity ▲▼	Location ▲▼
No records found.				

[Go Back](#)



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Transfer Voucher Deadlines

<https://www.memphis.edu/accounting/deadlines.php>

ACCOUNTING MONTH-END DEADLINES (FY-19)

<i>Month End</i>	<i>FUPLOAD JV</i>	<i>P-Card File</i>	<i>Journal Entry</i>	<i>Run F&A</i>	<i>Closing</i>
Jul	Mon, Aug 06, 2018	Mon, Aug 06, 2018	Tue, Aug 07, 2018	Wed, Aug 08, 2018	TBD
Aug	Tue, Sep 04, 2018	Wed, Sep 05, 2018	Thu, Sep 06, 2018	Fri, Sep 07, 2018	TBD
Sep	Wed, Oct 03, 2018	Thu, Oct 04, 2018	Fri, Oct 05, 2018	Mon, Oct 08, 2018	TBD
Oct	Mon, Nov 05, 2018	Tue, Nov 06, 2018	Wed, Nov 07, 2018	Thu, Nov 08, 2018	Thu, Nov 08, 2018
Nov	Tue, Dec 04, 2018	Wed, Dec 05, 2018	Thu, Dec 06, 2018	Fri, Dec 07, 2018	Fri, Dec 07, 2018
Dec	Fri, Jan 04, 2019	Mon, Jan 07, 2019	Tue, Jan 08, 2019	Wed, Jan 09, 2019	Wed, Jan 09, 2019
Jan	Tue, Feb 05, 2019	Wed, Feb 06, 2019	Thu, Feb 07, 2019	Fri, Feb 08, 2019	Fri, Feb 08, 2019
Feb	Tue, Mar 05, 2019	Wed, Mar 06, 2019	Thu, Mar 07, 2019	Fri, Mar 08, 2019	Fri, Mar 08, 2019
Mar	Thu, Apr 04, 2019	Fri, Apr 05, 2019	Mon, Apr 08, 2019	Tue, Apr 09, 2019	Tue, Apr 09, 2019
Apr	Mon, May 06, 2019	Tue, May 07, 2019	Wed, May 08, 2019	Thu, May 09, 2019	Thu, May 09, 2019
May	Tue, Jun 04, 2019	Wed, Jun 05, 2019	Thu, Jun 06, 2019	Fri, Jun 07, 2019	Fri, Jun 07, 2019
Jun	Fri, Jul 05, 2019	Fri, Jul 05, 2019	TBD	After AP	TBD

Common Mistakes

- **Dates missing**
- **FOAPAL information missing or incorrect**
- **No Comment or purpose for Transfer Voucher**
- **Approval Signature missing**
- **Amount(s) missing**
- **Budget Pool Account Codes (73000, 74000, etc.)**

Frequently Asked Questions

- Where can transfer voucher forms be found?
 - Accounting Webpage
<https://www.memphis.edu/bf/forms/finance.php>
 - Under the Finance Forms - **Accounting - Transfer Voucher - PDF**
- Who do I contact if an error is discovered and needs to be corrected?
 - Accounting Data Entry Error - Please email us at:
accounting@memphis.edu
 - Department Error – Resubmit correct Transfer Voucher

What's Missing?

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Transfer Voucher

General Online Help

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

Date: 09/28/2018

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Accounting	262200	110001	511000	73200	4600		

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Grants	262300	110001	511030	73200	4600		

What's Wrong?



Date: 09/28/2018

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Accounting	262200	110001	511000	74470	4600		200.75

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Unallocated General Acctg	265105	110001	800500		4600		200.00

What's Wrong?

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Transfer Voucher

General Online Help

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

Date: 09/28/2018

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Accounting	262200	110001	511000	74470	4600		175.00

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Payroll	262155	110001	513000	74000	4600		175.00

TVs Requiring Add'l Processing Time

Prior to posting:

- **Grants Accounting**: Must review all transfer vouchers with **Index Numbers** that begin with **“5XXXXX.”**
- **Financial Reporting**: Must review all transfer vouchers for **Fixed Assets Account Numbers** that begins with **“78XXX, 74504, 74510, and 74511.”**

Transfer Vouchers that CAN'T be processed

- **Transfer Vouchers with Salary Benefit Account Codes 6XXXX, with the exception of Employee Discounts and Fee Waivers (62710, 62720, 62750, 62760).**
 - Any change required for salary accounts should be submitted on a Salary Redistribution Form.
- **Budget Pool Account Numbers (73000, 74000)**

Questions



TigerBuy New Supplier/Vendor Registration



Kim D. Marks, Jr. Procurement Assistant
Procurement & Contract Services

Procurement and Contract Services

Vendor Registration Process

What is required to register with Tigerbuy or become a registered vendor?

- ✿ All of the requirements for Tigerbuy vendor registration are dictated in the [Welcome Letter](#). Vendors can either register online using these instructions or complete the PDF or paper [Vendor Registration](#) and [W9 forms](#). Completed forms must be scanned and emailed to procurement@memphis.edu.
- ✿ The benefit of the vendor completing self-registration online is that vendors will have access to receive emails/alerts for upcoming or current bid opportunities with the University of Memphis. The vendor can also control personal options by creating their own username and password for the account. Online registration also provides history of registration and documents.
- ✿ After the vendor registers initially (with online or paper forms), they won't have to do it again. However, if any of their information changes such as tax identification number or address changes, the vendor will have to submit the proper documentation such as an updated W9 to get modifications made.

Please contact Kim D. Marks in Procurement and Contract Services (901) 678-3853 for any questions about the forms or registrations.

Welcome Letter

Link: [Welcome Letter](#)



Procurement and Contract Services

115 Administration Building
Memphis, Tennessee 38152-3370

Office: 901.678.2265
Fax: 901.678.2102

www.memphis.edu/procurement

Dear Potential Vendor:

The University of Memphis invites you to become a registered vendor in our eProcurement System, Tigerbuy. Registering with the UofM allows you to receive purchase orders, contracts, and bid opportunities related to procurement transactions.

Register with us online today at <https://bf.memphis.edu/tbuy/>. We do not want you to miss our bid opportunities.

Questions regarding registering can be directed to the office of Procurement and Contract Services at 901-678-2265, or by email to purchasing@memphis.edu.

We look forward to your business connection to the UofM!

Sincerely,

Procurement and Contract Services

An Equal Opportunity - Affirmative Action
University



Vendor Registration Form

Submit form to procurement@memphis.edu

In order to comply with reporting regulations as required by the State of Tennessee and the United States federal income tax laws, it is necessary that the following information be provided prior to the issuance of any University contract. A copy of W-9 or W-8 must be attached.

Name of Contractor: Federal ID / Social Security Number:		Is Contractor a US citizen? <input type="radio"/> Yes <input type="radio"/> No If yes, include an authorized W-9. If no, enter country of citizenship:
Excluded from Federal Procurement or Nonprocurement Programs? <input type="radio"/> Yes <input type="radio"/> No		(If not a US Citizen, please include a copy of Visa and W-8 with this form.)
Address: 1) _____ (Line) 2) _____ (Line) (State, Zip) _____ (City)		Contact Information: Phone number: _____ Fax number: _____ E-mail address: _____
Kind of Ownership (Must select one): <input type="radio"/> Govt. (GO) <input type="radio"/> Agency of the State of Tennessee (SA) <input type="radio"/> Non-Profit (NO) <input type="radio"/> Majority (MJ) <input type="radio"/> Minority* (see definition) <input type="radio"/> Women (WO)** (see definition) <input type="radio"/> Small (SM)*** (see definition) <input type="radio"/> Service-Disabled Veteran (DV)**** (see definition) <input type="radio"/> Disabilities***** (see definition)		Minority/Ethnicity Code (Select one if applicable): <input type="radio"/> African-American (MA) <input type="radio"/> Native American (MN) <input type="radio"/> Hispanic American (MH) <input type="radio"/> Asian American (MS) North American Industry Classification System (NAICS) Code(s): (Required)
Preference for reporting purposes: (Note: If Contractor qualifies in multiple categories as small, woman-owned and/or minority, Contractor is to specify in which category he/she is to be considered for reporting and classification purposes.) <input type="radio"/> Small <input type="radio"/> Minority <input type="radio"/> Woman Owned <input type="radio"/> Service-Disabled Veteran <input type="radio"/> Disabilities		

Certification: I certify that all the information as completed above is accurate and true.

Name (Printed): _____

Title: _____

Signature _____

Date _____

[Create & Print the form](#) [Reset](#)

*Minority Ownership Clarification:

"Minority owned business" means a business that is a continuing, independent, for profit business which performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more minority individuals who are impeded from normal entry into the economic mainstream because of past practices of discrimination based on race or ethnic background.

"Minority" means a person who is a citizen or lawful permanent resident of the United States and who is:

- African American (a person having origins in any of the black racial groups of Africa);
- Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
- Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
- Native American (a person having origins in any of the original peoples of North America).

**Woman Owned Business Clarification:

A "woman-owned business" means a woman owned business that is a continuing, independent, for profit business which performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one or more women; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more women and whose management and daily business operations are under the control of one (1) or more women.

***Small Business Ownership Clarification:

A "small business" means a business that is independently owned and operated for profit, is not dominant in its field of operation and is not an affiliate or subsidiary of a business dominant in its field of operation.

The Governor's Office of Diversity Business Enterprise establishes small business guidelines on industry size standards. The criteria guidelines are required to be met in order for a business to be considered small. The annual receipts or number of employees indicates the maximum allowed for a small business concern and its affiliates to be considered small.

****Service-Disabled Veteran Business Enterprise (SDVBE) Clarification

Tennessee Service-Disabled Veteran owned mean any person who served honorably on active duty in the Armed Forces of the United States with at least a twenty percent (20%) disability that is service-connected meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service. "Tennessee service disabled veteran owned business" means a service-disabled veteran owned business that is a continuing, independent, for profit business located in the state of Tennessee that performs a commercially useful function, and

- is at least fifty-one percent (51%) owned and controlled by one (1) or more service-disabled owned veterans;
- In the case of a business solely owned by (1) service-disabled veteran and such person's spouse, is at least fifty percent (50) owned and controlled by the service-disabled veteran; or
- In the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more service-disabled veteran and whose management and daily business operations are

Vendor Registration Form

Link: [Vendor Registration Form](#)

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Cat. No. 10231X

- There are 8 pages to this document.
- <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>

Form W-8BEN-E (Rev. July 2017) Department of the Treasury Internal Revenue Service	Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities) <small>► For use by entities. Individuals must use Form W-8BEN. ► Section references are to the Internal Revenue Code. ► Go to www.irs.gov/FormW8BEN for instructions and the latest information. ► Give this form to the withholding agent or payer. Do not send to the IRS.</small>	OMB No. 1545-1621
Do NOT use this form for:		
• U.S. entity or U.S. citizen or resident • A foreign individual • A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the U.S. (unless claiming treaty benefits) • A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) • A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115/26501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) • Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer)		
Instead use Form: W-9 W-8BEN (individual) or Form 8233 W-8ECI W-8IMY W-8ECI or W-8EXP W-8IMY		
Part I Identification of Beneficial Owner		
1 Name of organization that is the beneficial owner		2 Country of incorporation or organization
3 Name of disregarded entity receiving the payment (if applicable, see instructions)		
4 Chapter 3 Status (entity type) (Must check one box only): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Simple trust <input type="checkbox"/> Central Bank of Issue <input type="checkbox"/> Tax-exempt organization </div> <div> <input type="checkbox"/> Grantor trust <input type="checkbox"/> Complex trust <input type="checkbox"/> Private foundation </div> <div> <input type="checkbox"/> Disregarded entity <input type="checkbox"/> Estate <input type="checkbox"/> International organization </div> <div> <input type="checkbox"/> Partnership <input type="checkbox"/> Government </div> </div> If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes" complete Part III. <input type="checkbox"/> Yes <input type="checkbox"/> No		
5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.) <div style="display: flex;"> <div style="flex: 1;"> <input type="checkbox"/> Nonparticipating FFI (including an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner). <input type="checkbox"/> Participating FFI. <input type="checkbox"/> Reporting Model 1 FFI. <input type="checkbox"/> Reporting Model 2 FFI. <input type="checkbox"/> Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part X). See instructions. <input type="checkbox"/> Sponsored FFI. Complete Part IV. <input type="checkbox"/> Certified deemed-compliant nonregistering local bank. Complete Part V. <input type="checkbox"/> Certified deemed-compliant FFI with only low-value accounts. Complete Part VI. <input type="checkbox"/> Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII. <input type="checkbox"/> Certified deemed-compliant limited life debt investment entity. Complete Part VIII. <input type="checkbox"/> Certain investment entities that do not maintain financial accounts. Complete Part IX. <input type="checkbox"/> Owner-documented FFI. Complete Part X. <input type="checkbox"/> Restricted distributor. Complete Part XI. </div> <div style="flex: 1;"> <input type="checkbox"/> Nonreporting IGA FFI. Complete Part XII. <input type="checkbox"/> Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII. <input type="checkbox"/> International organization. Complete Part XIV. <input type="checkbox"/> Exempt retirement plans. Complete Part XV. <input type="checkbox"/> Entity wholly owned by exempt beneficial owners. Complete Part XVI. <input type="checkbox"/> Territory financial institution. Complete Part XVII. <input type="checkbox"/> Excepted nonfinancial group entity. Complete Part XVIII. <input type="checkbox"/> Excepted nonfinancial start-up company. Complete Part XIX. <input type="checkbox"/> Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX. <input type="checkbox"/> 501(c) organization. Complete Part XXI. <input type="checkbox"/> Nonprofit organization. Complete Part XXII. <input type="checkbox"/> Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII. <input type="checkbox"/> Excepted territory NFFE. Complete Part XXIV. <input type="checkbox"/> Active NFFE. Complete Part XXV. <input type="checkbox"/> Passive NFFE. Complete Part XXVI. <input type="checkbox"/> Excepted inter-affiliate FFI. Complete Part XXVII. <input type="checkbox"/> Direct reporting NFFE. <input type="checkbox"/> Sponsored direct reporting NFFE. Complete Part XXVIII. <input type="checkbox"/> Account that is not a financial account. </div> </div>		
6 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address). <div style="display: flex; justify-content: space-between;"> <div>City or town, state or province. Include postal code where appropriate.</div> <div>Country</div> </div>		
7 Mailing address (if different from above) <div style="display: flex; justify-content: space-between;"> <div>City or town, state or province. Include postal code where appropriate.</div> <div>Country</div> </div>		
8 U.S. taxpayer identification number (TIN), if required		9a GIN
10 Reference number(s) (see instructions)		
<small>Note: Please complete remainder of the form including signing the form in Part XXX.</small>		
<small>For Paperwork Reduction Act Notice, see separate instructions.</small>		
Cat. No. 50680N		Form W-8BEN-E (Rev. 7-2017)

Top 5 FAQs or Concerns

- ❖ My vendor said that they completed their Tigerbuy online registration. Why can't I find them in our system?
- ❖ I have the UID for the vendor, and I can see their profile in Tigerbuy. Why am I not able to complete a purchase order for them?
- ❖ What is the difference between registering online and with paper/PDF registration forms?
- ❖ What is the process for registering an individual or person in Tigerbuy?
- ❖ My vendor invoice was paid by Accounting in the past. Why do I have to register them now?

Answers

- ✿ **My vendor said that they completed their Tigerbuy online registration. Why can't I find them in our system?**
 - ✿ Please contact Procurement at procurement@memphis.edu to check the status of your vendor's registration. Registration does not mean the profile is active, entered, and COMPLETED. Completed registrations mean information all information is received, accurate, and entered in both Banner & Tigerbuy. Incomplete registrations default to 'Draft' status until supplier submits documents.
- ✿ **I have the UID for the vendor, and I can see their profile in Tigerbuy. Why am I not able to complete a purchase order for them?**
 - ✿ You may be able to see the vendor in Tigerbuy. But, they profile may be INACTIVE. The vendor will have to update company information or may not be registered at all. Please contact Procurement at procurement@memphis.edu to ask about the vendor's status.
- ✿ **What is the difference between registering online and with paper/PDF registration forms?**
 - ✿ The benefit of the vendor completing self-registration online is that vendors will have access to receive emails/alerts for upcoming or current bid opportunities with the University of Memphis. The vendor can also control personal options by creating their own username and password for the account.
- ✿ **What is the process for registering an individual or person in Tigerbuy?**
 - ✿ Tigerbuy will not allow individual W-9 with Social Security Number to be uploaded. Individuals are required to submit their W9 manually and email to procurement@memphis.edu along with a copy of your VALID PICTURE ID to complete the application process. So, completing the paper registration forms attached may better serve individual registrants.
- ✿ **My vendor invoice was paid by Accounting in the past. Why do I have to register them now?**
 - ✿ All vendors must also complete the vendor registration either online or paper form along with the W9 form in order to be paid.

Procurement & Contract Services Contact Information

Email: procurement@memphis.edu

Phone: 901-678-2265

Website: <http://www.memphis.edu/procurement/tigerbuy/>

Questions



Audit Notes



Vicki Deaton, Chief Audit Executive

Fixed Asset Audit

- One of our areas of audit is Fixed Assets.
- An audit of Fixed Assets is included in all departmental audits.
- An audit of Fixed Assets is sometimes performed as a separate audit.

Organizations are currently performing their own Fixed Asset Audits for the annual inventory confirmation completion.

Audit Objectives

- 1. To ensure that Fixed Assets physically exist and that Fixed Asset records are complete and accurate.**
- 2. To determine compliance with BF4025 Equipment Inventory, GE2029 Lost or Stolen University Property, and other related University policies.**

Policy Definitions

- **Capital Equipment:** Single equipment items (movable, repairable, durable, and unique) costing \$5,000 or more
- **Sensitive Minor Equipment:** Single equipment items (movable, repairable, durable, and unique) costing between \$1,500 and \$5,000 and that are vulnerable to theft
- **Workflow System:** Centralized Fixed Asset System to track all Capital Equipment and Sensitive Minor Equipment

Policy Requirements

- **Capital Equipment and Sensitive Minor Equipment must be tagged with a p-tag (decal) and tracked in the Workflow System to ensure accurate location, identifying information, transfers and other changes, and deletions.**
- **A Request for Off-Campus Use of Equipment form must be completed for any other usage or removal from campus, including release to a faculty's or employee's custody.**

Policy Requirements

- An annual inventory confirmation must be performed by those responsible for Fixed Assets. (Annual inventory confirmations must be completed, certified by the Equipment Representative and the Financial Manager, and returned to the Accounting Office by March 30, 2019.)

Policy Requirements

- **Whenever University property is lost, stolen, or missing, the responsible organization must file the Report of Lost or Stolen Property with Police Services. This must be done whether or not the item is in the Workflow System.**
- **Lost or stolen equipment storing restricted University data must be reported as a Security Incident. (IT6005 Data Security Policy – Equipment Disposal Section)**

Possible Security Incident

IT6005 Data Security Policy contains a link to the Classification of University Data document. Data classified as restricted is defined as data protected by federal or state law or regulations, or by contract.

Restricted University data includes, but is not limited to, data that is protected by the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or the Gramm-Leach Bliley Act (GLBA).

Possible Security Incident

What if equipment such as a laptop or other mobile device cannot be located and is misplaced, lost, or stolen?

- **Review IT6005 Data Security Policy and the Classification of University Data document.**
- **Contact ITS for guidance.**

Auditing Fixed Assets

- 1. Select a department or organization for audit.**
- 2. Obtain the Fixed Asset list for the department or organization.**
- 3. Select a sample of Fixed Assets and physically verify each selected asset with assistance from the designated Equipment Representative.**
- 4. Verify the accuracy of the asset record (description, make, model, SN, and location).**

Auditing Fixed Assets

- 5. Review supply transactions for the last few years to identify Capital Equipment or Sensitive Minor Equipment that was not recorded in the Workflow System and tagged.**
- 6. Review the last annual inventory confirmation submitted to Accounting and note the date completed, authorized signatures, and accuracy of the asset records.**
- 7. Ensure that Reports of Lost or Stolen Property are completed and filed as necessary.**

Audit Issues Identified

While auditing Fixed Assets in various organizations the last few fiscal years, we found:

- 1. Some Fixed Assets could not be located.**
- 2. Some Reports of Lost or Stolen Property were not completed and filed.**
- 3. Some Security Incident Reports were not completed and filed.**
- 4. Many Fixed Assets were not in the location noted in the Workflow System asset record.**

Audit Issues Identified

- 5. Many Fixed Asset records were not accurate in the Workflow System (description, make, model, SN).**
- 6. Some Fixed Assets were off campus, but no Request for Off-Campus Use of Equipment form was completed.**
- 7. Some Fixed Assets were coded as supplies and did not get capitalized promptly.**
- 8. Some annual inventory confirmations were not completed accurately or in a timely manner.**

Audit Action Plans Developed

Departmental management agreed to complete the following steps to address these audit issues:

- ✓ All Capital Equipment and Sensitive Minor Equipment will be entered in the Workflow System and tagged.**
- ✓ Fixed Asset records will be updated in the Workflow System.**
- ✓ Request for Off-Campus Use of Equipment forms will be completed as needed.**

Audit Action Plans Developed

- ✓ **The annual inventory confirmation will be completed accurately and timely.**
- ✓ **The Equipment Representative will physically verify all Fixed Assets.**
- ✓ **Reports of Lost or Stolen Property will be completed for all Fixed Assets that cannot be located.**
- ✓ **Security Incident Reports will be completed for all lost or stolen equipment storing restricted University data.**

Questions



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



Who Knew?

<i>Workshops</i>	<i>Date</i>
Budget Basics Admin Bldg. - Room 178	Thursday, May 30, 2019 9:30 - 11:00 AM

What's New?

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Q

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Ms Terrice Elaine Watson

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What's Due?

<i>Activity</i>	<i>Deadline</i>
Revenue FYBR001 Pages and Budget Revisions	Friday, March 15, 2019
Inventory Confirmation	Friday, March 29, 2019
Capital/R&R/Facility Projects	Monday, April 1, 2019
Expenditure & Position Paper Budget Revisions	Monday, April 1, 2019
BD4 Online Budget Revisions	Friday, April 5, 2019

Next Focus on Finance

April 18, 2019

1:30-3:00 PM

UC Memphis Room 340

- **Comments or suggestions?**

Email: bffin@memphis.edu

- **Focus on Finance website:**

<http://memphis.edu/focusonfinance>