

Welcome to Focus on Finance!

May 16, 2019

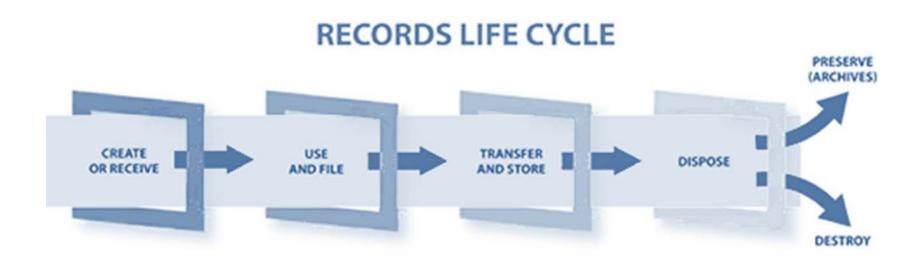


Agenda

- Records Management / Retention Ladonnal Curry
- Preparing for Year End Monica Goldsby
- Effort Reporting –Linda Heide
- Adjustment Time Sheets Russ Teague
- What's New? Who Knew? What's Due?



UNIVERSITY RECORDS MANAGEMENT

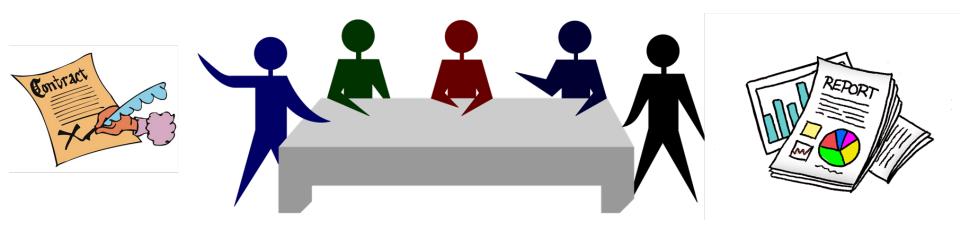


Ladonnal Curry, Asst Dir Busn Fin Operations
Division of Business and Finance



UNIVERSITY RECORDS MANAGEMENT PROGRAM – WHAT ARE RECORDS?

Records are the evidence of what the organization does. They capture its business activities and transactions such as contract negotiations, business correspondence, personnel files, and financial statements, just to name a few





UNIVERSITY RECORDS MANAGEMENT PROGRAM

- As a State university, we are considered an agency under T.C.A. 10-7-301(1) and are required to follow public record laws and rules established by the Public Records Commission
- Each University office has the primary legal responsibility for the proper care and management of its records
- No records are to be destroyed or otherwise disposed by University employees on their own initiative until the minimum retention period has elapsed



UNIVERSITY RECORDS MANAGEMENT PROGRAM

Examples of Records

The test for determining whether a record is public is "whether it was made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency." Griffin v. City of Knoxville, 821 S.W. 2d 921, 924 (Tenn. 1991).

- Working Papers
- Temporary Records
- Budget Documents
- Payroll Documents
- Contracts
- Revenue Reports
- Investigation files
- Audit reports
- Personnel files
- Grants
- Attendance & Leave Documents



UNIVERSITY RECORDS MANAGEMENT PROGRAM - REFERENCE MATERIALS ARE **NOT RECORDS**

Almanacs

TCA Books

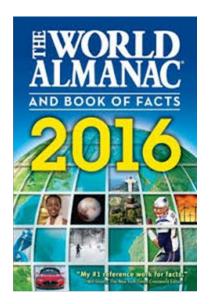
- Catalogs
- Bibliographies Blue Books
- Trade Journals

Indexes

- Directories
- Periodicals

- Atlases
- Handbooks
- Encyclopedias
- Dictionaries







UNIVERSITY OF MEMPHIS RECORDS INVENTORY STEP 1 – REVIEW THE RETENTION SCHEDULE



Record Retention and Disposition Schedule

The Records and Disposition Schedule lists common record series found in university departments and should be used when managing university records. It provides retention guidelines based on administrative, fiscal, historical, and legal values
To use the Records and Disposition database, search for records by "Office of Record" or using simple search terms.
For assistance, please contact Ladonnal Curry at 901-678-2121 or <u>lcurry@memphis.edu</u> .

https://bf.memphis.edu/vp/recordretention.php



UNIVERSITY OF MEMPHIS RECORDS INVENTORY STEP 2 - INSPECT FILES

As you inspect your records, collect only the following information:

- Location (room number, file cabinet drawer, etc.)
- Owner (determine who is the owner/custodian of the materials)*
- Volume (the total amount of your records in cubic feet or gigabytes)
- *If you are keeping documents for which you are not the official record owner, those documents should be considered copies.



UNIVERSITY OF MEMPHIS RECORDS INVENTORY STEP 3 - INSPECT FILES

- Legal requirements Are these documents created or collected pursuant to a statute or regulation? If so, which one(s)?
- Vital records Are these documents needed for disaster recovery purposes or to protect rights and interests?
- Restrictions Do the documents contain any restricted information such as confidential business information (CBI), Privacy Act or enforcement sensitive information?
- Related records Are there any other records which are related to this group or series? Are copies maintained elsewhere, and if so, who holds them?



UNIVERSITY OF MEMPHIS RECORDS INVENTORY

STEP 4 – DOCUMENT ALL FILES

		RECORDS IN	IVENTO	RY					U THE M M	EMF	PHIS.
NAME OF SUBMITTER:		DIVISION/DEPARTMENT:						DATE			
Location of Records	Record Series Title & No.	Records Description	Type of Media	Original or Duplicate	Vital Record	Active or Inactive	Confidential	Volume	Dates of	Records	Retention Period
		·							FROM	TO	



University of Memphis Records Inventory STEP 5 – DESTRUCTION OR NOT

THE UNIVERSITE MEMPH	HIS. Re		s Dispos horizat			INSTRUCTIONS submit the origi Office of Busine Administration proposed dispo	inal and one co ess & Finance (3 Bldg) 10 days p sal date. Quest	py to the 67 rior to the		
College or Administrative	Unit:	2 1010	Department:			Office:				
SUBMITTED BY: We certify that the records listed below are no longer of any value for official or administrative purposes and that they are eligible for disposal in accordance with the Retention and Disposition Schedule for University Records (referenced in University of Memphis policy BF4005). We therefore request and authorize disposal in accordance with this policy. NOTICE OF INTENTION: The scheduled records listed below are to be disposed of in the manner checked (specify only one): Destruction Scanning and Destruction Other										
Requestor Printed Name: Requestor Signature: Date: Phone:										
Approving Authority Printed Name: Approving Authority Signature:			ignature:		Date:	Phone:				
Provost/Vice President Printed Name: Provost			/Vice President Signature: Date:			Date:	Phone:			
Box Number	Name of Record		Dates of Records Volu		me of Records	Retention	Proposed			
(current year and box (as liste number)	ed on the Retention and Disposition			(a box measuring 10 × 12 × 16 inches is generally counted as a cubic foot)		Period (listed on schedule)	Disposal Date			



University of Memphis Records Inventory FYI – RECORDS RETENTION REMINDERS

- When a document exists in both paper and electronic form, the electronic version of the document is considered the official document
- If you are the Office of Record for an electronic document, include that total in your count
- If you are not the Office of Record for a paper or electronic document, you should not include that record in your official count

Accounting Office

Procurement and Contract Services





University of Memphis Records Inventory FYI – RECORDS RETENTION REMINDERS

The following documents **SHOULD NOT** be included when submitting your count for the Records Holding Report:

- working papers;
- records scheduled for destruction;
- copies;
- reference materials;
- personal documents;
- empty file drawers and/or
- ALL documents on your computer



University of Memphis Records Management NEXT STEPS – RECORDS HOLDING REPORT

DUE JULY 12, 2019



Submit the information complied on your paper Records Inventory form in the online application:

https://memphis.co1.qualtrics.com/jfe/form/SV 1RMwur4clnSmIRL.



Send your Records Inventory form via email to: lcurry@memphis.edu or deliver to 367 Administration Building



University of Memphis Records Management Resources

- For additional questions, please see the University of Memphis Records
 Management Program website, https://www.memphis.edu/cfo/recmgt.php, or contact Ladonnal Curry at lcurry@memphis.edu or 901-678-0410.
- University's Retention & Disposition Schedule: https://bf.memphis.edu/vp/recordretention.php
- Records Inventory Form:
 https://www.memphis.edu/cfo/pdf/records_inventory.pdf
- Annual Records Holding Report: https://memphis.co1.qualtrics.com/jfe/form/SV_1RMwur4clnSmlRL
- Records Management Training: Register in <u>Learning Curve</u>



Questions





Preparing for Year End – Bucket List



Monica Goldsby General Accounting Manager



Seven Things To Do Before FY-19 Rolls Over

- 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.



Seven Things To Do Before FY-19 Rolls Over

- 6. Review FGRODTA Transaction Detail Report (ePrint Report)
- 7. Ensure FY-19 Fixed Asset Purchases are Properly Tagged.



Bucket List Resources

- Accounting Forms
 http://bf.memphis.edu/forms/finance.php
 #accounting
- Review Open POs (FPIOPOF) & Finance ePrint Reports FGROPNE Open Encumbrances https://my.memphis.edu
- Fixed Assets
 http://bf.memphis.edu/finance/accounting
 /fixedassets.php



Questions



Effort Reporting



Linda Heide, Manager
Grants and Contracts Accounting
BF4010 Certification of Effort



Definitions

Effort

 Time spent on any activity by an individual, expressed as a percentage of the individual's total University Effort.

Effort Certification

The affirmation by the individuals completing each Effort Certification form that the percentages of effort charged to sponsored projects as direct charges or cost sharing reported on the form is accurate based on the work performed during the reporting period. Knowingly signing an inaccurate effort certification is a serious violation of University policy, as well as potentially a violation of civil and criminal fraud statutes.

Effort Reporting

The process by which the University documents the percent of Institutional Base Salary and Summer Salary charged to sponsored projects and other accounts during each effort reporting period, and individuals certify that the work was performed. The effort report form documents the proportion of time devoted to sponsored projects, teaching and other activities expressed as a percentage of total University effort.

Certification Period

 The 30 day time period for individuals to certify and/or approve effort for work performed on grant projects.



Roles and Responsibility

Principal Investigator (PI)

- Responsible for understanding the principals of accurate effort reporting
- Must be aware of the level of effort committed to a sponsor in relation to all other professional activities included in total effort.
- When appropriate, request sponsor approval in advance for planned reductions in effort greater than 25% (or other applicable threshold)
- Identify situations where the salary representing the effort devoted to a award is more than the actual percent of effort devoted to the award.
- Change the effort report when inaccuracies exist.
- Must certify his/her own form and should approve effort forms of others working on his/her awards.
- In accordance with Effort Certification Procedures, complete and/or approve all Effort Certifications for grants under his/her responsibility.
- 9-month faculty receiving summer compensation during the summer months must ensure that the effort was expended during the summer effort reporting period for which they were funded.

Administrator/Business Officer

- Assist individuals required to certify effort with understanding the certification of effort process.
- Assist PI in initiating requests for adjustments in labor distribution in accordance with the UM1720 Cost Transfers.
- Ensure that effort reports are completed and certified and in accordance with UM1676 Certification of Effort.
- Retain supporting documentation related to salary and effort distributions.



Effort Certification Reporting Schedule

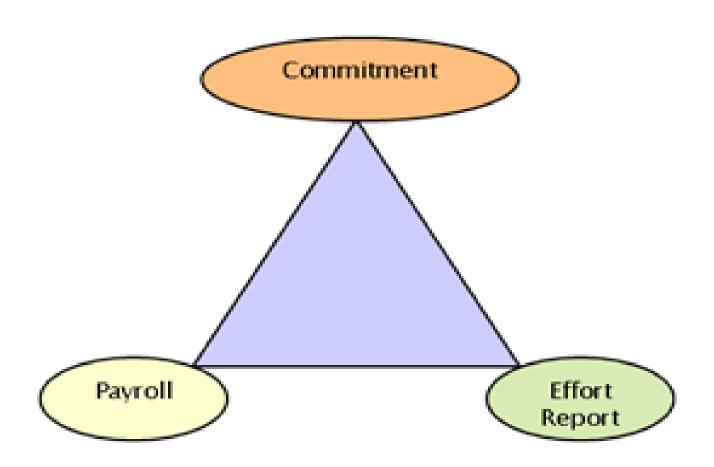
Fall Effort	Due: January 31				
Group	Reporting Period				
Admin/Faculty 12 month	July 1 - December 31				
Faculty 9 month	September 1 - December 31				

Spring Effort	Due: May 31				
Group	Reporting Period				
Admin/Faculty 12 month	January 1 - April 30				
Faculty 9 month	January 1 - April 30				

Summer Effort	Due: July 5				
Group	Reporting Period				
Admin/Faculty 12 month	May 1- June 30				

Summer Comp Effort	Due: October 31			
Group	Reporting Period			
Faculty 9 month	May 1 - September 30			







Effort Review

- ✓ Review salary charges for effort certification period with PI and staff.
- ✓ Is all of the effort accounted for in the system?
- ✓ Does salary splits agree with budget and Pl's expectation?
- ✓ If changes are needed, submit salary redistribution form. If after the fact, submit effort re-certification form.

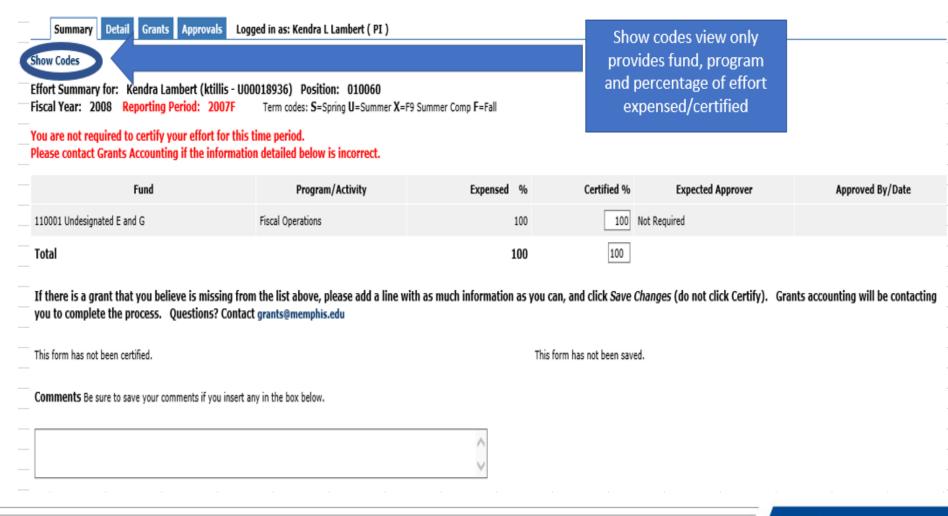


Tabs: Summary, Detail, Grants, Approvals

- Summary- provides effort percentage data for the certifying period, i.e. Fall, Spring, Summer (12-month), and Summer Compensation (Faculty)
- Detail- provides actual payroll distribution data by month
- Grants- list of individuals on grant(s) by fund
- Approval- Forms awaiting approval

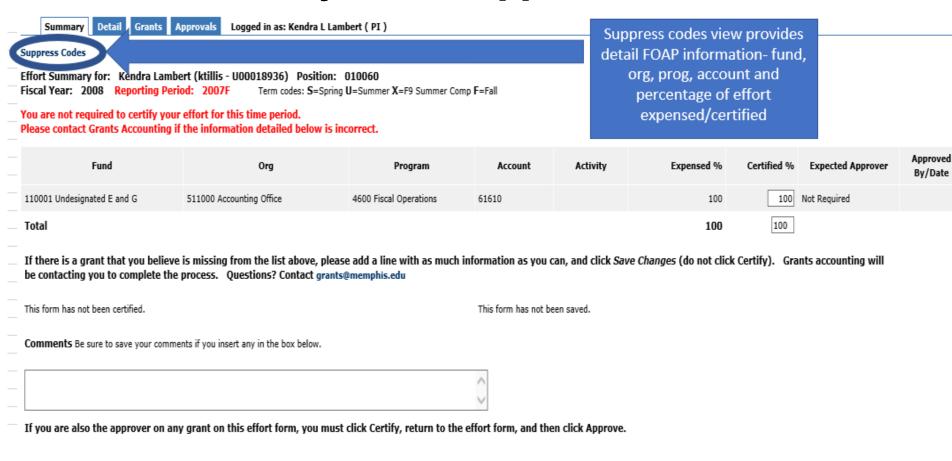


Summary Tab – Show Codes View





Summary Tab – Suppress Codes View





Detail Tab

Summary

Detail Grants Approvals

Logged in as: Kendra L Lambert (PI)

Effort Detail for Kendra Lambert (ktillis - U00018936) 2007F

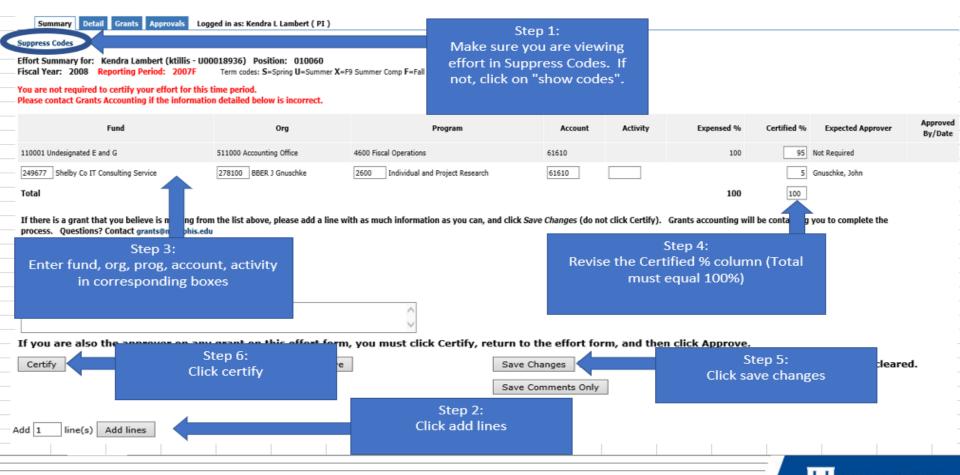
Month	Account	Fund	Org	Activity Percent
July	61610	Undesignated E and G - 110001 Accounting	Office - 511000	100
August	61610	Undesignated E and G - 110001 Accounting	Office - 511000	100
Septembe	er 61610	Undesignated E and G - 110001 Accounting	Office - 511000	100
October	61610	Undesignated E and G - 110001 Accounting	Office - 511000	100
Novembe	r 61610	Undesignated E and G - 110001 Accounting	Office - 511000	100
December	61610	Undesignated E and G - 110001 Accounting	Office - 511000	100

Detail tab provides payroll distribution by month.

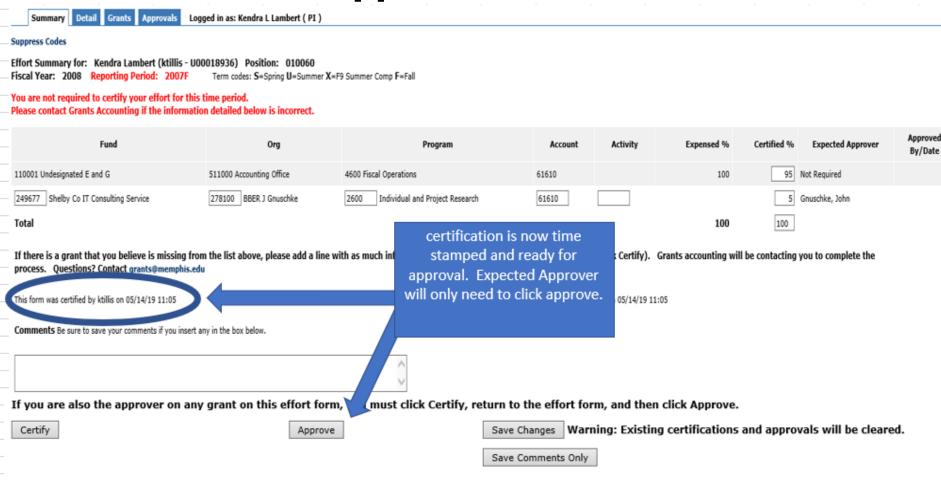


Add Lines to Effort Form

After review of effort form, if you believe grant is missing- add line to capture effort on effort form.



Approval of Effort





Questions



Adjustment Time Sheets



Russ Teague, Director Payroll



Adjustment Time Sheets

- Used for Biweekly paid employees only
- Open using Internet Explorer
- Adjusts time submitted on the Web Time Sheet after the deadline or payroll has passed
- Submit time for a past payroll
- Total of top section must equal total of bottom section
- Top section tells type of earnings being adjusted and bottom tells hours by day
- Submit signed originals to the Payroll Office



Adjustment Time Sheets

- Payroll ID is BW
- Payroll Number and the dates of the payroll periods may be found on the Payroll Schedules web site for the current Fiscal Year (2018-19)
 - (http://www.memphis.edu/payroll/schedules.php)
- E.C. to the far left hand side of form is used to enter an earnings code that is not already listed or one that is listed at the box on the lower right hand side
- Most common earnings codes:
 - 009 Regular pay for benefit eligible employees
 - 014 Graduate Assistant Doctoral
 - 015 Graduate Assistant Master's
 - 019 Hourly Temporary Employees
 - 025 Work-Study Students
 - 026 Regular Student Worker
 - 032 Overtime 1.0 (Straight OT)
 - 035 Overtime 1.5 (Premium OT)
 - 150 Holiday
 - 152 Inclement Weather
 - 170 Annual Leave
 - 180 Sick Leave
 - 420 Leave without Pay

MEMPHIS

Adjustment Time Sheet

Total Adjustment Hours

Payroll ID:		Hours Present			Hours on Leave With Pay		
Payroll No.:	Regular	Straight OT	Prem OT	Sick	Annual	Other	
Dept:		032	035	180	170	EC	
Organization Code:					170		
Name:						EC:	
UID:						EC.	
Position No.: Suffix:							
Earnings Code:							
Clear Information	1				Total:	0	
						Clear Hour	

Detailed Adjustment Hours

For the Pay Period Beginning:

Through:

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
							Total:	0.0
						1	Hodate Total	Class Dataile

Earning Codes:

- 150 Holiday 152 Inclement Weather 165 Bereavement 230 Military Leave 310 Jury Duty
- 310 Jury Duty 315 Voting Leave 420 Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) signed by the employee and approved by the supervisor are on file in this department for the employee listed above.

I hereby certify that the time in attendance, hours worked, and leave time reported above is true and accurate and in compliance with provisions of the fair labor standards act and University policy and procedures. All services were performed for the benefit of this budgetary unit. All work assignments for CVVSP students have been performed in a satisfactory manner.

Department Head Signature: ______ Date: _____



Regular

 employee, John
 Doe, reported
 time as Regular
 but actually was
 out on sick leave

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Adjustment Time Sheet

Total Adjustment Hours

Payroll ID: BW	Hours Present			Hours on Leave With Pay		
Payroll No.: 22	Regular	Straight OT	Prem OT	Sick	Annual	Other
Dept: Testing		032	035	180	170	EC
Organization Code: 123456		032	000	100		
Name to a						
Name: John Doe				7.50		EC:
UID: U12345678	-7.50					
Position No.: 002900 Suffix: 00	-7.50					
Earnings Code:						
Clear Information					Total:	0
						Clear Hour

Detailed Adjustment Hours

For the Pay Period Beginning: 10/14/2017 Through: 10/28/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of	(+)	(+)	(+)	(+)	(+)	(+)	(+) 7.5	7.5
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-) 7.5	-7.5
							Total:	0.0

Earning Codes:

150 Holiday 152 Inclement Weather 165 Bereavement 230 Military Leave

310 Jury Duty 315 Voting Leave 420 Unpaid Leave - LWOP I certify that supporting time card(s) and/or time clock document(s) signed by the employee and approved by the supervisor are on file in this department for the employee listed above.

I hereby certify that the time in attendance, hours worked, and leave time reported above is true and accurate and in compliance with provisions of the fair labor standards act and University policy and procedures. All services were performed for the benefit of this budgetary unit. All work assignments for CWSP students have been performed in a satisfactory manner.

Department Head Signature: ______ Date: _____



Clear Details

 Student worker, Jane Smith failed to turn in time for the BW21 pay period, but did work.

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Adjustment Time Sheet

Total Adjustment Hours

Payroll ID: BW		Hours Present			Hours on Leave With Pay		
Payroll No.: 21	Regular	Straight OT	Prem OT	Sick	Annual	Other	
Dept: Admissions		032	035	180	170	EC	
Organization Code: 654321							
Name: Jane Smith							
UID: U67891234	40					EC:	
Position No.: 019289 Suffix: 00							
Earnings Code: 026							
Clear Information					Total:	40	
						Clear Hour	

Detailed Adjustment Hours

For the Pay Period Beginning: 09/30/2017 Through: 10/13/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of	(+)	(+)	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	20.0
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of	(+)	(+)	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	20.0
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
							Total:	40.0

Update Total Clear Deta

Earning Codes:

- 150 Holiday 152 Inclement Weather 165 Bereavement 230 Military Leave
- 310 Jury Duty 315 Voting Leave 420 Unpaid Leave - LWOP
- I certify that supporting time card(s) and/or time clock document(s) signed by the employee and approved by the supervisor are on file in this department for the employee listed above.

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Department Head Signature: ______ Date: _____



 Hourly temporary employee, Alex Fall, stayed over to help with project after BW22 time was submitted and approved. Overtime was not reported.

THE UNIVERSITY OF **MEMPHIS**

Adjustment Time Sheet

Total Adjustment Hours

Payroll ID: BW		Hours Present	ours Present		Hours on Leave Wit		
Payroll No.: 22	Regular	Straight OT	Prem OT	Sick	Annual	Other	
Dept: Landscape		032	035	180	170	EC	
Organization Code: 987654		002	000		170		
Name: Alex Fall						EC:	
UID: U897256401						EC.	
Position No.: 004897 Suffix: 00		2.50	3.0				
Earnings Code: 019							
Clear Information					Total:	5.5	
						Clear Hou	

Detailed Adjustment Hours

Through: 10/28/17 For the Pay Period Beginning: 10/14/2017

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of	(+)	(+)	(+)	(+)	(+)	(+)	(+) 5.5	5.5
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
							Total:	5.5

Earning Codes:

- 150 Holiday 152 Inclement Weather
- 165 Bereavement
- 230 Military Leave
- 310 Jury Duty
- 420 Unpaid Leave LWOP
- 315 Voting Leave

I certify that supporting time card(s) and/or time clock document(s) signed by the employee and approved by the supervisor are on file in this department for the employee listed above

I hereby certify that the time in attendance, hours worked, and leave time reported above is true and accurate and in compliance with provisions of the fair labor standards act and University policy and procedures. All services were performed for the benefit of this budgetary unit. All work assignments for CWSP students have been performed in a satisfactory manner

Department Head Signature:



 Student worker, **Emily Johnson**, reported and turned in time that she was going to be at work on the 2nd Friday of the time period, but she did not show up for work.

THE UNIVERSITY OF MEMPHIS.

Adjustment Time Sheet

Total Adjustment Hours

Payroll ID: BW		Hours Present			Hours on Leave With Pay		
Payroll No.: 23	Regular	Straight OT	Prem OT	Sick	Annual	Other	
Dept: Help Desk Organization Code: 849721		032	035	180	170	EC	
Name: Emily Johnson UID: U54829716						EC:	
Position No.: 002009 Suffix: 00 Earnings Code: 026	-3.5						
Clear Information					Total:	-3.5	
	-					Clear Hours	

Detailed Adjustment Hours

For the Pay Period Beginning: 10/29/2017 Through: _11/10/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
Pay Period	(-)	(-)	(-)	(-)	(-)	(-)	(-) 3.5	-3.5
							Total	2.5

Earning Codes:

150 Holiday

152 Inclement Weathe 165 Bereavement

230 Military Leave 310 Jury Duty

315 Voting Leave

I certify that supporting time card(s) and/or time clock document(s) signed by the employee and approved by the supervisor are on file in this department for the

I hereby certify that the time in attendance, hours worked, and leave time reported above is true and accurate and in compliance with provisions of the fair labor standards act and University policy and procedures. All services were performed for the benefit of this budgetary unit. All work assignments for CWSP students have been



Questions





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





Who Knew?

Workshops	Date
Accounting Basics	Wednesday, May 29, 2019
Admin Bldg Room 178	9:30 - 11:00 AM
Budget Basics	Thursday, May 30, 2019
Admin Bldg Room 178	9:30 - 11:00 AM



Who Knew?

Workshops	Date
Tigerbuy Training	Thursday, May 23, 2019
Admin Bldg Room 119	9:30 - 11:00 AM
Tigerbuy Training	Wednesday, June 5, 2019
Admin Bldg Room 119	9:30 - 11:00 AM
Tigerbuy Training	Wednesday, June 26, 2019
Admin Bldg Room 119	9:30 - 11:00 AM
Tigerbuy Training	Thursday, July 11, 2019
Admin Bldg Room 119	9:30 - 11:00 AM
Tigerbuy Training	Wednesday, July 24, 2109
Admin Bldg Room 119	9:30 - 11:00 AM



What's New

- You can now update your IRS W-4 form in Banner in the Portal.
 - It is not easy to find in the portal, but we are trying to get a more-direct link.
 - Currently, go to the Employee tab in the Portal
 - Under Employment Details, click W-2 Wage and Tax Statement link. From there, select the W-4 Employee's Withholding Allowance Certificate link, then the Update link once in the W-4.



What's Due

Activity	Deadline		
Effort Certification - January 1st - April 30th (Released April 30th)	Friday, May 31, 2019		
Time Sheet for BW11 Biweekly Payroll (May 11th - May 24th) EARLY!!	Thursday, May 23, 2019		
Payroll Redistribution for May 2019	Monday, May 20, 2019		
Payroll Redistribtution for June 2019	Tuesday, June 18, 2019		
Payroll Redistribution FY19 Final	Wednesday, July 3, 2019		



What's Due? Year-End

Activity	Accounting Deadlines		
Book Airfare Reservation via Travelennium for Travel in FY19	Monday, June 10, 2019		
Cancel, Adjust, Deobligate Remaining Balances on FY19 Requisitions	Friday, June 21, 2019		
Time Sheet for BW13 Biweekly Payroll (June 8th - June 21st)	Friday, June 21, 2019		
Complete Staples Purchase Orders	Monday, June 24, 2019		
Settle Travel Advances for FY19	Monday, June 24, 2019		
Submit Claims for Petty Cash Reimbursement	Monday, June 24, 2019		
Online Budget Revisions between Account Pools	Monday, June 24, 2019		
Submit Invoices, Travel Claims, & Reimbursements to Accounting (FY19)	Friday, July 5, 2019		
Submit Transfer Vouchers to Accounting	Friday, July 5, 2019		
Time Sheet for Split BW14 Biweekly Payroll (June 22nd - July 5th)	Friday, July 5, 2019		



Budget Overexpenditures





FOAPALS

search by index search by fund search by organization search by program search by activity 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

RAINING

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 quide. 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.

Note: May 2019
Budget Overexpenditure
Notice will be sent
out the week of
May 20th



Example Budget Overexpenditure





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

FORMS accoun

accounting budget direct deposit procurement system access

HR PROGRAM GUIDE TIGERBUY WEB SITE

Overexpended Budgets

To help you manage your accounts, we are providing this notice to advise of an overexpended budget as shown on Banner Finance records. Institutional policy is for all activities to operate within their approved budgets. Please determine what corrective action is required (commitment deobligation, budget revision, or error correction) and resolve accordingly.

Following are the details of the overexpenditure(s) as of April 1, 2019. Please note that this is a static file as of the date indicated.

Fund	Org	Prog	Actv	Account Pool	Current Budget	Actual Expenditures	Commitments	Overexpended Balance
110001	515000	4600		61650	0	1000	0	-1000
119090	810000	4650		74000	0	175	0	-175

Please resolve these overexpenditures promptly. If needed, the account code list is located online. For assistance, please contact budget@memphis.edu.

Logout







We Are Past The Deadline To Move Budget Between Program Code Functions

Program Code Range	Function			
2000 - 2499	Instruction			
2500 - 2699	Research			
3000 - 3499	Public Service			
3500 - 3999	Academic Support			
4000 - 4499	Student Services			
4500 - 4799	Institutional Support			
5000 - 5399	Physical Plant			
5500 - 5699	Scholarship / Fellowships			
6000 - 6999	Transfers			
7000 - 7999	Auxiliary			
Source: FGRPRGH Program Hierarchy Report				



Next Focus on Finance

June 20, 2019 1:30-3:00 PM FedEx Institute of Technology – FIT 103

Comments or suggestions?
 Email: bffin@memphis.edu

 Focus on Finance website: http://memphis.edu/focusonfinance

