



Welcome

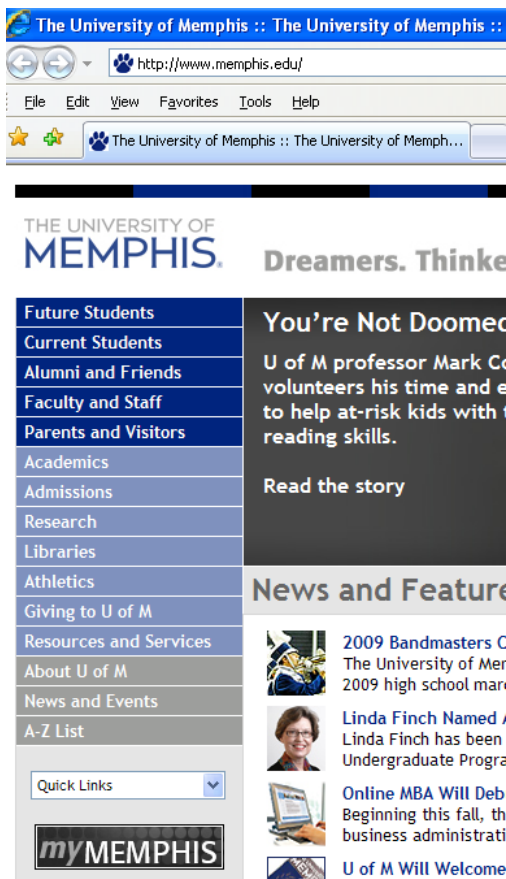
**SSB
Spectrum Self Service Banner
Training**

Log on to myMEMPHIS

Internet accessible from around the world

User friendly - just point and click

To log in use your UUID and password: the same as your email.





- Where can I find help?
- Who is my Business Officer?
- What do I need to know about the Finance tab?
 - Finance and HR Program Guides
 - SSB and INB
 - ePrint
 - TigerBuy



- **Let's start with the Finance Program Guide.**
- **What information is available with this tool?**
- **What have you found on this site?**
- **Chart of Accounts**
- **FOAPAL information**
- **HR Program Guide**
- **Let's explore for just a minute!**



FOAPAL

- **F**und 6 110001 E&G
- **O**rganization 6 200000 Provost
- **A**ccount (Must be Entered) 5 61210 Administrative
- **P**rogram 4 2000 Instruction
 - This is also referred to as a Function. After the budget has been submitted to TBR, every change between different Program codes has to be explained in detail. Called Busting a Function.
- **A**ctivity 6 Optional
- **L**ocation 6 Accounting for Inventory Tagging

• Where can I find my FOAPAL?

• Finance Program Guide

• Budget Query

Banner Reference Information

Spectrum Finance Program Guide
 Online information for Spectrum finance training and account information including FOAPAL lookup.

Spectrum HR Program Guide
 Online information for Spectrum HR training and information.

Code lookup results

Title	Index	Fund	Organization	Account	Program	Activity	Location
Budget Reserve	219990	119000	820000		2000		



- Now we move on to the SSB port on the Finance tab.
- What can we do with the information we have to find out the information we need?
 - Budget Revisions BD4
 - Approvals
 - Budget Queries
 - Purchase Requisitions



Budget Revisions BD4

- Are we moving money from just one account to another or are there multiple entries? Should it be a charge that is moved?
- Are we using FOAPAL information or the index? Do **NOT** use both!
- Click complete when using the index and then enter account information.
- Click complete only once and wait for a J number or error messages. If you click it more than once you could produce multiple entries for each entry. Please remember to print out this page for reference or write down the J00XXXXX.
- Follow the process through until this J is posted and completed.
- View document history to find out who needs to approve and ask them to approve or disapprove so that it does not become stuck in the system. Especially at the end of the month closing.
- Please use a description that will be helpful to everyone especially you when you are called to explain this transaction two years later.
- Only use Whole Dollars. Do **NOT** use Cents.

Use Code Lookup to query a list of available values.

Use template None

Retrieve

Transaction Date 5 AUG 2009

Journal Type BD4 (Dept Temporary Budget Adjustment)

Transfer Amount

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From									-
To									+
Description					Budget Period	01			

Save as Template

☐ Shared

Complete

Code Lookup

Chart of Accounts Code U

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

Execute Query

Code Lookup

Chart of Accounts Code U

Type account

Code Criteria account

Title Criteria

Maximum rows to return

Execute Query

[[Budget Queries](#) | [End](#)]

RELEASE: 7.3



Error on page.

account
activity
address type
buyer
chart
commodity
currency
discount
fund
index
location
organization
program
ship
tax group

Browser address bar: http://my.memphis.edu/cp/render.UserLayoutRootNode.up?up_tparam=utf&utf=http%3A%2F%2Fmy.memphis.edu%2Fcp

myMemphis

Back to Finance Tab

E-mail Datebook Groups Logout Help

Use template None

Retrieve

Transaction Date 5 AUG 2009

Journal Type BD4 (Dept Temporary Budget Adjustment)

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<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"/>	- ▼
2	<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"/>	+ ▼
3	<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"/>	+ ▼
4	<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"/>	+ ▼
5	<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"/>	+ ▼

Description Budget Period 01

Save as Template ☐

☐ Shared

Complete

Pay very close
Attention to Plus
and Minus Signs
the transaction
has to Balance

This should always be 01

Give as much information as you can in 35 Characters:
Example: Destin, FL AHMI Sept 1-30 T Savage
Where, What, When, Who

THE UNIVERSITY OF
MEMPHIS

My Account
Content Layout

Welcome Terry Savage
You are currently logged in.

E-mail Datebook Groups Logout Help

August 5, 2009

Finance Home eCampus Resources Employee Student Account\$ eCampus Student Alumni and Friends

Finance - Banner Self-Service
Finance (in new browser window)
Finance (in portal frame)

Banner ePrint

- Banner Advancement Repository
- Banner Foundation Repository
- Banner Finance Repository
- Banner Student Repository

Approval Alerts
You have no documents pending approval

My Banner

Budget Queries
Encumbrance Query
Purchase Order
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer

Budget Queries

To create a new query choose a query type and select Create Query. Retrieve Query.

Create a New Query

Type Budget Status by Organizational Hierarchy

Create Query

View Document

To display the details of a document enter parameters then select View document parameters then select Approval history. If you do not know the document number feature. This enables you to perform a query and obtain a list of document numbers.

Choose type: Journal Voucher Document Number

Submission#: Change Seq#

Display Accounting Information

☒ Yes ☐ No

Display Document/Line Item Text Display Comments

☐ All ☒ Printable ☐ None ☐ All ☒ Printable

View document Approval history

Approve Documents

Enter Approval Parameters

User ID TSavage

Document Number:

☐ Documents for which you are the next approver

☒ All documents which you may approve

Submit Query

Document Approval Review



Document – click on document number to review Budget Transfer

- **History** – click to review approvals required and approvals secured for budget transfers
- **Approve** – select, if enabled, to approve a document
 - Approve Document form
 - Enter text in text box with **reason for approval** for INB messaging
 - click Approve document for final approval
 - or click Cancel to exit
- **Disapprove** – select, if enabled, to disapprove a document
 - Disapprove document form
 - enter text in text box with **reason for disapproving** for INB messaging
 - click Disapprove document for final disapproval
 - or click Cancel to exit

Financial Planning Forms

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

- **Banner Budget Transfers - Paper**

- **BD04, Temporary Budget Adjustment Banner Account Codes which require paper Budget Transfers**
 - **5xxxx, Revenue Account Codes**
 - **61110, 61210, 61310, 61312, and 61610, Regular Pay Positions**
 - **61x81, One Time Bonus (Funds beginning with "12")**
 - **Transfer between Funds (121212, Tom the Tiger Conference to 110001, Undesignated E&G)**
- **BD02, Permanent Budget Adjustment – All Account Codes must be on paper (Revenue / Salary / Benefit / Expense)**
- **Contact your Business Officer for assistance in preparing paper Budget Transfers (Budget Revisions)**

- **1x – Assets**
- **2x – Liabilities**
- **3x – Control Accounts**
- **4x – Fund Balances / Net Assets**
- **5x – Revenues**
- **6x – Salaries / Benefits**
 - » **60 – Salaries and Benefits**
 - » **61 – Salaries**
 - » **62 – Employee Benefits**
- **7x – Expenditures**
 - **70 – Expenditures**
 - **71 – Travel**
 - **74 – Operating Expenses**
 - **75 – Departmental Revenue**
 - **78 – Capital Expenditures**
 - **79 – Scholarships and Fellowships**
 - **7A – Depreciation Expense**
 - **7B – Grant Related Expense Items**
 - **7C – Other Non operating Expense Items**
 - **7D – Loan Fund Deductions**
- **8x – Transfers**
- **9x – Fund Additions / Deductions**





Code lookup results

Title	Account	Account Type
Employee Benefits Budget Pool	62000	62
Travel Budget Pool	73000	71
Operating Expense Budget Pool	74000	74
Utility Expense Budget Pool	75100	74
Allocated Charges Budget Pool	75300	74
Departmental Revenue Budget Pool	75400	75
Capital Expense Budget Pool	78000	78
Scholarships and Fellow Budget Pool	79000	79

ePrint Account Code Report

REPORT FGRACHTH
CHART: U

University of Memphis
Account Hierarchy Report
AS OF 07-Jul-2009

RUN DATE: 07/07/2009
TIME: 10:42 PM
PAGE: 23

TYP	ACCOUNT	DESCRIPTION	DATA ENTRY	STATUS	POOL ACCT	***** EFF	DATES TERM	***** NEXT CHANGE
	62950	Benefits and Deductions Suspense	Y	A	62000	01-JUL-2004		31-DEC-2099
	62990	Fringe Benefits Expense	Y	A	62000	01-JUL-2004		31-DEC-2099
	62991	Fringe Benefits Expense Over Short	Y	A	62000	01-JUL-2007		31-DEC-2099
	62995	Fringe Benefits Terminal Leave	Y	A	62000	01-JUL-2004		31-DEC-2099
	62999	Budget Control Benefits	Y	A	62000	01-JUL-2004		31-DEC-2099
70		Expenses				01-JUL-2004		31-DEC-2099
71		Travel				01-JUL-2004		31-DEC-2099
	730	Travel				01-JUL-2004		31-DEC-2099
	7300	Travel Budget	N	A		01-JUL-2004		31-DEC-2099
	73000	Travel Budget Pool	B	A		01-JUL-2004		31-DEC-2099
	7310	Individual Instate Travel	N	A		01-JUL-2004		31-DEC-2099
	73100	Individual Instate Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	7320	Individual Out of State Travel	N	A		01-JUL-2004		31-DEC-2099
	73200	Individual Out of State Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	73250	Individual Out of Country Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	7330	Teams or Groups Instate Travel	N	A		01-JUL-2004		31-DEC-2099
	73300	Teams or Groups Instate Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	7340	Teams or Groups Out of State Travel	N	A		01-JUL-2004		31-DEC-2099
	73400	Teams or Groups Out of State Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	73450	Team or Group Out of Country Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	7350	Visitors Instate Travel	N	A		01-JUL-2004		31-DEC-2099
	73500	Visitors Instate Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	7360	Visitors Out of State Travel	N	A		01-JUL-2004		31-DEC-2099
	73600	Visitors Out of State Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	73650	Visitors Out of Country Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	7370	Moving Expenses	N	A		01-JUL-2004		31-DEC-2099
	73700	Moving Expenses	Y	A	73000	01-JUL-2004		31-DEC-2099
	7380	Athletic Recruitment Travel	N	A		01-JUL-2004		31-DEC-2099
	73800	Athletic Recruitment Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
	7390	Other Travel	N	A		01-JUL-2004		31-DEC-2099
	73900	Other Travel	Y	A	73000	01-JUL-2004		31-DEC-2099
74		Operating Expenses				01-JUL-2004		31-DEC-2099
	740	Operating Expenses	N	A		01-JUL-2004		31-DEC-2099
	7400	Operating Expense Budget	N	A		01-JUL-2004		31-DEC-2099
	74000	Operating Expense Budget Pool	B	A		01-JUL-2004		31-DEC-2099
	74100	Utility Expense Budget Pool	B	I		20-APR-2006	20-APR-2006	31-DEC-2099
	741	Printing Duplicating and Film Proc	N	A		01-JUL-2004		31-DEC-2099
	7411	Printing of Supplies by UOM	N	A		01-JUL-2004		31-DEC-2099
	74110	Printing of Supplies by UOM	Y	A	74000	01-JUL-2004		31-DEC-2099
	7412	Printing of Supplies Outside UOM	N	A		01-JUL-2004		31-DEC-2099
	74120	Printing of Supplies Outside UOM	Y	A	74000	01-JUL-2004		31-DEC-2099
	7413	Duplicating and Copying by UOM	N	A		01-JUL-2004		31-DEC-2099
	74130	Duplicating and Copying by UOM	Y	A	74000	01-JUL-2004		31-DEC-2099
	7414	Duplicating and Copying Outside UOM	N	A		01-JUL-2004		31-DEC-2099
	74140	Duplicating and Copying Outside UOM	Y	A	74000	01-JUL-2004		31-DEC-2099
	7415	Film Processing	N	A		01-JUL-2004		31-DEC-2099
	74150	Film Processing	Y	A	74000	01-JUL-2004		31-DEC-2099

Always Check the Date and Use the most current Account Code List

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 title

SIGNATURE

- signatures by org
- signatures by name
- approval queues by org
- approval queues by name

CODES



- account code list
- location code search
- program code hierarchy
- data standards manual

TRAINING

- instructor-led training
- training materials
- online training
- registration lookup

Spectrum Finance Account Code Lists

Print Version 

Banner Finance Account Codes:   (Updated 08/04/2009)

**UNIVERSITY OF MEMPHIS
OPERATING LEDGER
ACCOUNTS**

COA = U

Account	Title	Acct Pred	Atyp Code	Acct Pool	DE	Normal Bal	Cap Asset
<u>REVENUES</u>							
510	<u>Mandatory Fees</u>		51		N	C	
5100	<i>In State Tuition</i>	510	51		N	C	
5100A	<i>In State Tuition Regular Term</i>	5100	51		N	C	
51011	<i>In State UG Tuition Regular Term</i>	5100A	51		Y	C	
73400	<i>Teams or Groups Out of State Travel</i>	7340	71	73000	Y	D	
73450	<i>Team or Group Out of Country Travel</i>	7340	71	73000	Y	D	
7350	<i>Visitors Instate Travel</i>	730	71		N	D	
73500	<i>Visitors Instate Travel</i>	7350	71	73000	Y	D	
7360	<i>Visitors Out of State Travel</i>	730	71		N	D	
73600	<i>Visitors Out of State Travel</i>	7360	71	73000	Y	D	
73650	<i>Visitors Out of Country Travel</i>	7360	71	73000	Y	D	
7370	<i>Moving Expenses</i>	730	71		N	D	
73700	<i>Moving Expenses</i>	7370	71	73000	Y	D	
7380	<i>Athletic Recruitment Travel</i>	730	71		N	D	
73800	<i>Athletic Recruitment Travel</i>	7380	71	73000	Y	D	
7390	<i>Other Travel</i>	730	71		N	D	
73900	<i>Other Travel</i>	7390	71	73000	Y	D	
740	<u>Operating Expenses</u>		74		N	D	
7400	<i>Operating Expense Budget</i>	740	74		N	D	
74000	<i>Operating Expense Budget Pool</i>	7400	74		B	D	
741	<u>Printing Duplicating and Film Proc</u>		74		N	D	
7411	<i>Printing of Supplies by UOM</i>	741	74		N	D	
74110	<i>Printing of Supplies by UOM</i>	7411	74	74000	Y	D	
7412	<i>Printing of Supplies Outside UOM</i>	741	74		N	D	
74120	<i>Printing of Supplies Outside UOM</i>	7412	74	74000	Y	D	
7413	<i>Duplicating and Copying by UOM</i>	741	74		N	D	
74130	<i>Duplicating and Copying by UOM</i>	7413	74	74000	Y	D	
7414	<i>Duplicating and Copying Outside UOM</i>	741	74		N	D	
74140	<i>Duplicating and Copying Outside UOM</i>	7414	74	74000	Y	D	
7415	<i>Film Processing</i>	741	74		N	D	
74150	<i>Film Processing</i>	7415	74	74000	Y	D	



See you later!
Ask Questions Anytime!
Remember to Stop, Take a Deep Breath, and Think!!!

Any Questions or Comments?

