Welcome to Focus on Finance!
October 19, 2017
Agenda

• Employee Awards – Terrice Watson
• IT Security Awareness – Walter Hoehn
• Dr. Rosie Phillips Bingham Student Emergency Fund & Tiger Pantry - Alison Brown
• Travel Purchase Orders – Monica Goldsby & Kate Sims
• Fraud, Waste, and Abuse – Vicki Deaton
• Tips & Tricks - Overexpended Budget Notice
• What’s New? Who Knew? What’s Due?
Employee Awards

Terrice Watson - Assistant Controller
Accounting Office
Employee Award Payments

• Award payments are considered taxable wages for the employee regardless of whether the payment is funded from the Foundation or the University and must be reported on the employee’s W-2 and applicable payroll taxes withheld.
Employee Award Payments

• All Employee Award Payments (including temporary, student workers, and graduate assistants) which had previously been submitted to the Foundation for payment, will now need to be processed through the University payroll system.

• Award payments to students can still be paid from the Foundation directly, as long as the student is not an employee of the University.
Employee Award Payments

- Based on an established award program.
- Funding must come from the University of Memphis Foundation.
- Departments will need to submit a University Account Budget Request form to the UM Foundation for the gross amount payable to the University.
- Grants Accounting will set up a revenue and expenditure budget in the employee’s home department for the award payment.
- The University will cover the benefits for payments made in E&G 110001.
Process

- Departments will need to submit an Employee Award Payment form with a copy of the award program guidelines and applicable signatures to Payroll AD272 for processing.
- Payroll will review approval signatures and that the payment is from an established award program and send to Grants to verify funding is in place.
- Award Payments will be included in the employee’s next regular scheduled paycheck if the Employee Award form is submitted to Payroll by the following deadlines:
  - Monthly paid employees – 5th day of the month
  - Biweekly paid employees – the Monday before the end of the pay period
Date: 07/24/17  
Submiting Department: Tiger Town
Employee's Name: John Doe  
UID: U0000xxxx
Position Number & Suffix: 001955-00  
ECLS: F9
Award Name: Tiger Award  
Award Date: 9/15/2017

Account Code: 61602 Employee Award  
Earnings Code: 122
Foundation Fund Name: Tiger Town fund  
Foundation Fund #: 12345

<table>
<thead>
<tr>
<th>UofM Fund/ORG/Program/Activity</th>
<th>Index</th>
<th>Gross Amount to be paid</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxx/xxxxxx/xxxx/x</td>
<td></td>
<td>$ 2,500.00</td>
<td>100%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$ 2,500.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Payment Calculation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Amount:</td>
<td>$ 2,500.00</td>
</tr>
<tr>
<td>Less: Income Tax Witholding (25%)</td>
<td>(625.00)</td>
</tr>
<tr>
<td>Less: FICA Tax (6.2%)</td>
<td>(155.00)</td>
</tr>
<tr>
<td>Less: Medicare Tax (1.45%)</td>
<td>(36.25)</td>
</tr>
<tr>
<td>Net Amount due to Employee:</td>
<td>$ 1,683.75</td>
</tr>
</tbody>
</table>

Note: Individuals in special tax situations (non-citizens, graduate students, etc.) may have more or less taxes deducted.

Please note: By signing this request you are verifying that this award payment request is from an established award program and Foundation funds are available. This payment will be processed through the payroll and reported as taxable income to the employee and applicable withholding taxes will be withheld from the payment. The employee's year-end tax statement (W-2) will include the gross amount of this award and all applicable taxes withheld in the year of the payroll check date. Please attach a copy of the established award program with your request.
Employee Award Payment Request Form

Payroll

- Adjustment Time Sheet (NOTE: For best results, please access this form only in Internet Explorer.)
- Administrative Employee Time Sheets (MS Excel):
- Generic BW Time Sheet (Use for all pay periods after 8/4/17)
- Bi-Weekly Time Sheet (Regular Employee): Web | PDF | Excel
- Direct Deposit Authorization: Web | PDF
- [Employee Award Payment Request Form: Excel]
- Faculty/Staff Payroll Deduction Authorization
- Foreign National Tax Information Form
- Monthly Time Sheet (Regular Employee): Web | PDF | Excel
- Overtime Outside Regular Department Time Sheet: Web
- Pre-Tax Parking Guidelines
- Pre-Tax Parking Waiver
- Salary Redistribution Request
- Student or Temporary Bi-Weekly Time Sheet: Web | PDF | Excel
- W-4
Account Codes

- Salary Account Code 61602 will be used for all employee awards and is appropriate for all types of employees (faculty, staff, and students) award payments.

- Revenue account code 57013 - Cash Gifts Foundation

- [http://www.memphis.edu/bf/forms/finance.php](http://www.memphis.edu/bf/forms/finance.php)
Frequently Asked Questions

• What if the employee is a Student Worker or Graduate Assistant?
  – Complete the Employee Award Request form. The process is the same for all employees.

• What if the employee has terminated?
  – Complete the Employee Award Request form.

• What if it is a student award?
  – Student awards are most likely scholarships and should follow the scholarship process.

• How should we handle faculty awards?
  – Complete the Employee Award Request form.
Questions
Information Security Program

Walter Hoehn - Identity Mgmt Tech Developer
IT Security, ID Mgmt and Compliance
Why is an Information Security Program Important?

• All of us, and our access to University data and services, are the primary target of hackers.

• Data breaches are expensive and damaging to our reputation as an institution.
  – Our Cyber Liability coverage with the State of TN has a $500,000 deductible, and a major breach could easily top that in forensics and other fees

• Our Information Security Program and its policies and guidelines help control the risk of a data breach.
U of M IT Security Policies and Guidelines

Policies:
- UM1804 – Information Security Program
  - UM1337 – Data Access
  - UM1535 – Acceptable Use of IT Resources
  - UM1566 – Security and Protection of IT Resources
  - UM1672 – University Websites
  - UM1691 – Campus Data Security
  - UM1713 – Authorization for Use of Electronic Signatures
  - UM1762 – Payment Card Industry (PCI) Compliance
- UM1805 – Email Use

Guidelines and Best Practices:
What can you do to support our program?

• Annual IT Security Awareness Training
• In-Person Training For Your Department(s)
• Duo Account Security (MFA)
• Data Security
Annual IT Security Awareness Training

• Security Awareness Training is mandatory for all Banner Finance / HR users.
• Training must be completed before the end of the fiscal year.
• Employees are notified via email if they are required to take training.
• Completion reports will be generated for division leaders.
• Please remind your colleagues of the importance of completing training if it is required of them.
In-Person Training For Your Departments(s)

- IT Security would appreciate the opportunity to provide in-person training to your faculty and staff.
- We can tailor content to your area and respond to specific questions or concerns.
- Typical training covers:
  - University Policies
  - Email Security
  - Safe Browsing
  - Ransomware
  - Privacy
  - Data Security and Encryption
  - Mobile Device Security / Duo Account Security
  - Incident Reporting
- Contact IT Security (securitytraining@memphis.edu) to schedule.
Duo Account Security (MFA)

- Duo Account Security is a multi-factor authentication (MFA) solution that allows you to use something else you control in addition to your password when you log in.
- If someone gains access to your username and password, Duo will block the sign-in attempt unless they also have your second factor.
- The second factor could be an app on your mobile device, receiving a phone call or text message, or even a one-time passcode.
- Protects anything behind our SSO login page, including the myMemphis portal, Banner, eCourseware, and many other services.
- Quick and easy to enable!
Data Security

• Per policy UM1691, all UofM employees are responsible for ensuring the security of the data that they access.

• Restricted or other sensitive data, as defined by UM1691, should not be stored on insecure or unsupported storage platforms.

• Dropbox, Box, Google Drive, and other personal cloud platforms are not appropriate for the storage of Restricted University data, as the University does not have contracts/agreements with these vendors.

• If a data breach were to occur through the use of a personal account under these services, the University may not be able to respond appropriately or in a timely manner.

• See https://www.memphis.edu/its/security/data-storage-guidelines.php for further guidelines on storing University electronic data.
Don’t Get Phished!

Phishing is one of the most common and successful attacks on the internet. Recent statistics cite up to 90% of successful attacks against businesses begin with a malicious email.

Do:

• Always verify the sender of a message.
• Always hover over web page links (URLs) in email messages to see where they link to – beware URL shortening services (like bit.ly) that may obscure the final web site destination.
• Be skeptical of messages with odd spelling/grammar, improper logos or that ask you to upgrade or verify your account.
• Report suspicious emails to abuse@memphis.edu.

Don’t

• Open an attachment from an unknown sender. Consider the source and whether or not the file was expected.
• Click on a link from an unknown sender.
• Email someone your username or password.
THANK YOU!
Dr. Rosie Phillips Bingham
Student Emergency Fund & Tiger Pantry

Alison Brown - Administrative Associate I,
Office of VP for Student Affairs
Dr. Rosie Phillips Bingham Student Emergency Fund

• Gives small grants for emergency expenses
• Limit of $500: most awards are not that large
• Cannot be used for tuition

• More information:
  http://www.memphis.edu/studentlife/crisis/rpbsef.php
Application Process

- Students must complete both:
  - Dr. Rosie Phillips Bingham Student Emergency Fund Application
  - Tiger Scholarship Manager General Application

- Committee will respond to student within 2 business days with either approval or denial
Tiger Pantry

- Food and toiletry pantry located on 3rd floor of UC
- Students check in at UC 359 (Dean of Students Office) to have door unlocked
- Hours available are 9 am – 3 pm on university business days
- More information: [http://www.memphis.edu/tigerpantry](http://www.memphis.edu/tigerpantry)
Supporting RPBSEF and Tiger Pantry

• Emergency Fund: [http://www.memphis.edu/give](http://www.memphis.edu/give)
  – Choose “Student Affairs”
  – Choose “Bingham Student Emergency Fund”

• Tiger Pantry
  – Foundation fund: choose “fund not listed” and write “Tiger Pantry”
  – Donate items at:
    • Dean of Students Office (UC 359)
    • Vice President for Student Affairs Office (AD 235)
    • UC Help Desk (1st Floor)
  – Most needed items currently: hygiene products (tampons, pads), instant oatmeal, mac n cheese, fruit cups, canned protein (tuna, chicken, etc.)
  – Tiger Pantry does not accept clothing donations
Questions
Travel Purchase Orders

Monica Goldsby – Manager, General Accounting
Kate Sims - Shared Services Representative
How Travel Should Flow - Purchase Order Open to Close!

1. Purchase Order (Open/Close)
2. Reserve - Airline, Conf. Reg., etc.
3. Check Request
4. Travel Claim
5. Travel

Flow: Purchase Order → Reserve → Check Request → Travel → Purchase Order
Travel Resources

• Accounting Travel Resources -
  http://www.memphis.edu/accounting/travelmenu.php

• University Travel UM1309
  http://umwa.memphis.edu/umpolicies/UM1309.htm

• Travel Estimator Worksheet

• Enterprise Car Rentals/ Travelennium

• Request for Travel Advance

• Request for Future Year Travel Authorization (FY-19 Travel)

• Claim for Traveling Expenses

• Authorization for Direct Deposit of Vendor Payments
### Commodity Code Table

<table>
<thead>
<tr>
<th>Item</th>
<th>Commodity Code</th>
<th>Commodity Description</th>
<th>U/M</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
</tr>
</thead>
<tbody>
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### Calculated Commodity Amounts

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<th>Item</th>
<th>Extended Amount</th>
<th>Discount Amount</th>
<th>Additional Amount</th>
<th>Net Amount</th>
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<tr>
<td>5</td>
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</table>

### Seq# Chart Table

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Accounting</th>
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</tr>
</tbody>
</table>

### Save as Template

- [ ] Shared

- [Validate]
- [Complete]
- [Save In Process]
Travel Purchase Order Tips - Department

• Use Banner Self-Service to create the PO (If no UID#, obtain W-9 and copy of ID. Complete PO in Department Head’s Name with the visitor’s information in the Document Text in order to finalize arrangements in a timely manner.)
• PO required in advance of all non-local travel. (Same Day Travel no PO required.)
• Valid AP address required (If new AP Vendor, send an email to accounts payable@memphis.edu requesting address.)
• Fund/Organization security is used
• Available budget must be present
• Once started must complete (Save In Process Button does not work.)
• Automatically forwarded through approval queue – Including International Travel (73250, 73450, 73650 AND 73850 Requires President’s Office Approval.) Must be submitted 21 days prior to departure date.
# Estimated Travel Expenses Worksheet

<table>
<thead>
<tr>
<th>Traveler:</th>
<th>U#:</th>
<th>Departure Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination:</td>
<td>AP#:</td>
<td>Return Date:</td>
</tr>
</tbody>
</table>

## Conference/Meeting

<table>
<thead>
<tr>
<th>Event Title:</th>
<th>Location:</th>
<th>Conference Dates:</th>
<th>Purpose of Attendance:</th>
</tr>
</thead>
</table>

### Conference Fee: (receipt required for reimbursement)

$ \_\_\_ -$

## Air Transportation (receipt required for reimbursement)

### Estimate Airfare - Expedia.com

<table>
<thead>
<tr>
<th>Airline:</th>
<th>Flight:</th>
<th>Airline:</th>
<th>Flight:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure Date:</td>
<td>Departure City/Time:</td>
<td>Departure Date:</td>
<td>Departure City/Time:</td>
</tr>
<tr>
<td>Arrival City/Time:</td>
<td></td>
<td>Arrival City/Time:</td>
<td></td>
</tr>
</tbody>
</table>

### Estimated Cost: $ \_\_\_ -$

## Hotel Information (receipt required for reimbursement)

- **One Night for 6 Employees**
- **CONUS rate reimbursed if not conference hotel**

<table>
<thead>
<tr>
<th>Hotel Name:</th>
<th>Reservation No:</th>
<th>Check-In Date:</th>
<th>Check-Out Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td>Time:</td>
<td>Time:</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td>Daily Room Rate:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cancellation Policy:
Estimated Travel Expenses Worksheet (Part 2)

<table>
<thead>
<tr>
<th>Car Rental:</th>
<th>(receipt required for reimbursement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Rental Agency:</td>
<td>Reservation No:</td>
</tr>
<tr>
<td>Address:</td>
<td>Pick-Up Date:</td>
</tr>
<tr>
<td></td>
<td>Time:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Drop-Off Date:</td>
</tr>
<tr>
<td></td>
<td>Time:</td>
</tr>
</tbody>
</table>

Two Travel Days for 6 Employees

<table>
<thead>
<tr>
<th>Per Diem Estimates:</th>
<th>Meals and Incidental:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONUS Rates</strong></td>
<td><strong>UoM Travel Rate Schedule</strong></td>
</tr>
<tr>
<td>Full Day</td>
<td>Travel Day</td>
</tr>
<tr>
<td>No. Days</td>
<td>No. Days</td>
</tr>
</tbody>
</table>

Personal Auto Mileage:

**MapQuest - Estimate Mileage**

<table>
<thead>
<tr>
<th>One Way</th>
<th>Round Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>To:</td>
</tr>
<tr>
<td>Total Miles Driven:</td>
<td>0.47 Mileage Rate</td>
</tr>
</tbody>
</table>

Other Travel Expenses:

* (receipt required for reimbursement)

| Airport Parking/Baggage Fee: |
| Taxi/Ground Transportation: |
| Miscellaneous: |

Total Estimated Travel:
### Exhibit 1

**Document/Commodity Text**

**Enter Document Text, Print:**

- Dates of Travel
- Destination
- Conference Hotel (Should be Conference or Government Rate)
- Mode of Travel
- Faculty/Staff/Student
- Purpose of Travel
- Additional Information (International Travel - Breakdown of Expenses)

4000 Character Limit

**Enter Document Text, Print:**

- January 5 - 10, 2015
- Little Rock, AR
- Holiday Inn (Conference Rate/Government Rate)
- Rental Car (Enterprise Direct Billed)
- Staff
- Attending SACUBO Accounting Training

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### Exhibit 2

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TVL IDV IS</td>
<td>73100</td>
<td>Individual Instate Travel</td>
</tr>
<tr>
<td>TVL IDV OS</td>
<td>73200</td>
<td>Individual Out of State Travel</td>
</tr>
<tr>
<td>TVL IDV OC</td>
<td>73250</td>
<td>Individual Out of Country Travel</td>
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<tr>
<td>TVL GRP IS</td>
<td>73300</td>
<td>Teams or Groups Instate Travel</td>
</tr>
<tr>
<td>TVL GRP OS</td>
<td>73400</td>
<td>Teams or Groups Out of State Travel</td>
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<tr>
<td>TVL GRP OC</td>
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<td>Teams or Groups Out of Country Travel</td>
</tr>
<tr>
<td>TVL VST IS</td>
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<td>Visitors Instate Travel</td>
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<td>Visitors Out of State Travel</td>
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<td>73650</td>
<td>Visitors Out of Country Travel</td>
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<tr>
<td>TVL MDV EX</td>
<td>73700</td>
<td>Moving Expenses Travel</td>
</tr>
<tr>
<td>TVL ATH RC</td>
<td>73800</td>
<td>Athletic Recruitment Travel</td>
</tr>
<tr>
<td>TVL OTHER</td>
<td>73900</td>
<td>Other Travel</td>
</tr>
</tbody>
</table>
SSB - View Travel Purchase Order Approval Status

1. Log into MyMemphis
2. Select Finance Tab
3. Under Finance – Banner Self-Service
4. Select View Document
5. Click Down Arrow Next to Choose Type (See A Below)
6. Select Purchase Order
7. Enter Document Number (PO Number) (See B Below)
8. Select Approval History (See C Below)
10. Document Identification – Indicates creator of PO
11. Approvals required – Indicates additional approvers (i.e. Provost’s Office 40 - President’s Office 10 - Department/Accounting Office)
12. Approvals recorded – Indicates the approvals recorded

SSB – View Document (Purchase Order)

Choose type: Purchase Order
Submission#: 
Display Accounting Information
• Yes • No
Change Seq#:
Display Document/Line Item Text
• All • Printable • None
Display Commodity Text
• All • Printable • None
View document Approval history
The Shared Services Center (SSC) is currently providing support for domestic in-state and out-of-state travel, international, and blanket travel for staff and faculty travel.

Note: Travel, within the SSC, is a multi-faceted process. Any business trip which includes reimbursement will involve different people/units, depending on where in the cycle the travel planning or reimbursement is located.
Service Request – Domestic/International Travel

Fields highlighted in Red must be completed Before requesting a Trip.

On Behalf of...
Self

Request For: Teresa Watson
Requested By: Teresa Watson

Is This Domestic or International Travel? *(Required)*
- Domestic
- International

Trip Information

Name of Trip *(Required)*

Primary Destination City and State: *(Required)*

Blanket Travel *(Required)*
- Yes
- No

Trip Summary *(Required)*

Mode of Travel *(Required)*
- Personal Vehicle
- Rental Vehicle
- Airline (Employee-paid)
- Airline (via Travelentum)
- University Vehicle

Purpose of Travel: *(Required)*
- Conference, Convention, Symposium

Departure Date *(Required)*

Return Date *(Required)*
Service Request – Domestic/International Travel

Trip Funding (What index(es) will you be using to fund the trip?)

Department Index #1: *(Required)*

Amount for Index #1 *(Required)*

Department Index #2:

Amount for Index #2

Department Index #3:

Amount for Index #3

Alternate Contact Information (not required)

If we have questions, who in your department do we contact?

Email

Phone Number

This Field Will Be Completed by the Shared Services Center

P.O. Number *(To be completed by SSC)*

Add Attachment e.g. *(Conference brochure, Travel Estimation Worksheet, related travel information)*

Add Attachment

Submit  Cancel
Shared Services – Travel Purchase Order (PO)

**Pre-Trip Activities – Process Flow**

**Traveler**
- Obtains authorization to travel
- Estimates total travel expenses

**Financial Manager**
- Approves the travel
- Provides Index Number and Budget Amount

**Traveler**
- Creates a Help Desk ticket requesting a Travel PO Number
- Attaches conference brochure and Estimated Travel Expense Worksheet (required for international travel)

**Shared Services**
- Reviews PO request for completeness and accuracy
- Initiates PO approval process

**Financial Manager**
- Reviews and approves PO

**Accounting Office**
- Reviews and approves PO

**Shared Services**
- Sends email to traveler providing the approved PO Number

**Traveler**
- Completes conference registration
- Makes travel arrangements (Hotel/Airline)

---

**Pre-Trip Activities – Process Flow**

**Traveler**
- Collects all "PAID" receipts
- Scans receipts in PDF format and attaches to the travel ticket

**Shared Services**
- Reviews uploaded receipts
- Prepares travel claim according to University Policy

**Traveler**
- Reviews claim for accuracy
- Prints and signs travel claim and attaches original receipts
- Submits to Financial Manager

**Financial Manager**
- Reviews PO payment history/balance
- Reviews claim and signs as approver
- Forwards hard copy of travel claim & receipts to Shared Services

**Accounting Office**
- Processes payment within 7 - 10 business days

**Traveler**
- Completes Shared Services Center Survey
Questions
Reporting Fraud, Waste or Abuse & the Role of Internal Audit

Vicki Deaton, Interim Chief Audit Executive
What is Fraud, Waste or Abuse?

UOM Policy Definitions:

**Fraud** – An intentional deception that violates a law or the public trust for personal benefit or the benefit of others.

**Waste** – Behavior involving the extravagant careless, or needless use of government funds, property, and/or personnel.

**Abuse** – Behavior involving the use of government funds or property that a prudent person would not consider reasonable and necessary business practice given the facts and circumstances.

Reference: UM1640 Reporting Fraud, Waste, or Abuse of University Resources
When Should Suspected Fraud, Waste or Abuse be Reported?

All UOM faculty, staff, students, and other interested citizens are strongly encouraged to report known or suspected acts of fraud, waste or abuse.

It is not necessary to have proof of wrongdoing at the time of reporting dishonest or suspicious activity; however, anyone reporting such activity must have reasonable grounds for doing so.
How is Suspected Fraud, Waste or Abuse Reported?

If you have information about activities you believe constitute fraud, waste or abuse, you may submit a report online to the University of Memphis Office of Internal Audit and Consulting through the Internal Audit page of the University’s website. Reports may be made anonymously.

http://www.memphis.edu/audit/report.php

Other options for reporting fraud at the University include:

- Telling your supervisor
- Notifying a University official
- Contacting Internal Audit at 678-2125 or UoM_audit@memphis.edu
- Contacting the Tennessee Comptroller @ 1-800-232-5454 or http://www.comptroller.tn.gov/hotline
What Happens When Suspected Fraud, Waste or Abuse is Reported to UOM Internal Audit?

All reports of fraud, waste or abuse are reviewed carefully to determine if an Internal Audit investigation is appropriate. Internal Audit may:

- perform an investigation,
- consult with others, such as HR or the Office of Legal Counsel,
- refer reports to others, or
- refer any actual or alleged reports of criminal activity to the appropriate law enforcement agency for investigation. (Internal Audit does not perform investigations of criminal acts but may provide support or assistance if requested by the law enforcement agency.)

Internal Audit investigations generally have the objectives of determining the facts, maintaining confidentiality, determining responsibility, and recommending corrective actions.

Results of Internal Audit investigations are shared with the Audit Committee of the Board of Trustees and the Tennessee Comptroller of the Treasury.
Besides Investigations, What Kinds of Audits Are Performed?

• Audits Required by State Law
  Examples:
  President’s Expense Audit
  Follow Up of UOM Financial Audit Findings

• Risk Based Audits
  Examples:
  Departmental Audits
  IT Security Audits
  Grant Audits
  Vendor Audits
Example Audit Objectives

- Compliance with Cash Handling Guidelines for any cash or receipts
- Compliance with expenditure policies and procedures for procurement cards, travel expenses, meal expenses, memberships and subscriptions, other expenses, and close attention to approval of all expenses
- Fixed asset review with physical verification
- Compliance with sponsored agreement policies and procedures for charges to sponsored agreements, cost sharing, subrecipient monitoring, financial disclosure requirements, and effort certification
Example Audit Objectives

- Compliance with employee pay and leave policies and procedures for leave reporting, extra compensation, overtime charges, alternative work arrangements, outside employment, and wireless device allowance
- Other employee procedures for nepotism, conflict of interest, terminations, employee debt, annual financial responsibility certification, completion of FERPA training, and completion of IT Security Awareness training
- Physical considerations, such as facility access and security, lab safety, and facility fire protection
- IT controls and compliance with IT policies and procedures
Discussion of Common Audit Issues

Beginning next month and at each Focus on Finance meeting, we will briefly discuss an audit issue that we have encountered at the UOM. General information will be shared – no departments will be named.
Questions?

Contact Information:
Office of Internal Audit & Consulting - 271 Administration Building

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Senior Information Technology and Network Security Auditor
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Senior Internal Auditor
901.678.1750 | pggnelis@memphis.edu
Tips & Tricks - Overexpended Budget Notice

Deborah Keeney, Associate Director
Financial Planning
Email to Financial Managers and Designees

This is to advise you of an overexpended budget situation as shown on Banner Finance records. As prudent managers of state resources, it is important to ensure that overexpended accounts are addressed promptly.

Please login to the following web site to review the details of the overexpenditure(s): https://bf.memphis.edu/spectrum/cas/budgetoverexpended/index.php. Only the Financial Managers and Designees for the affected organization will be able to view the data at this web site.

For assistance, please contact your Department/College Business Officer or Financial Representative. If additional information is needed, please contact budget@memphis.edu.

Thanks,

Lorraine Lim
Director, Financial Analysis & Treasury Services
Finance Office

The University of Memphis
276 Administration Building
Memphis, TN 38152

901.678.3088 | bf.memphis.edu/finance
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. It is possible that a budget revision is in process or that action by someone else may be required.

Following are the details of the overexpenditure(s) as of October 10, 2017. Please note that this is a static file as of the date indicated.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Prog</th>
<th>Actv</th>
<th>Account Pool</th>
<th>Current Budget</th>
<th>Actual Expenditures</th>
<th>Commitments</th>
<th>Overexpended Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No records found.</td>
</tr>
</tbody>
</table>

Please resolve these overexpenditures promptly. If needed, the account code list is located online. For assistance, please contact accounting@memphis.edu or call (901) 678-2271.
Budget – Expenditures – Commitments = Available Balance  
(Negative Balance = Overexpended)

Following are the details of the overexpenditure(s) as of October 10, 2017. Please note that this is a static file as of the date indicated.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Prog</th>
<th>Actv</th>
<th>Account Pool</th>
<th>Current Budget</th>
<th>Actual Expenditures</th>
<th>Commitments</th>
<th>Overexpended Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>110001</td>
<td>21100</td>
<td>2000</td>
<td>0</td>
<td>61253</td>
<td>4636</td>
<td>3100</td>
<td>2313</td>
<td>-778</td>
</tr>
<tr>
<td>110001</td>
<td>21100</td>
<td>2000</td>
<td>0</td>
<td>61256</td>
<td>0</td>
<td>8400</td>
<td>0</td>
<td>-8400</td>
</tr>
<tr>
<td>110001</td>
<td>21100</td>
<td>2000</td>
<td>0</td>
<td>61272</td>
<td>0</td>
<td>7500</td>
<td>0</td>
<td>-7500</td>
</tr>
<tr>
<td>110001</td>
<td>21100</td>
<td>2000</td>
<td>0</td>
<td>79000</td>
<td>0</td>
<td>1468</td>
<td>0</td>
<td>-1468</td>
</tr>
<tr>
<td>110001</td>
<td>21110</td>
<td>2600</td>
<td>0</td>
<td>61255</td>
<td>0</td>
<td>2500</td>
<td>0</td>
<td>-2500</td>
</tr>
<tr>
<td>110001</td>
<td>21110</td>
<td>2600</td>
<td>0</td>
<td>61272</td>
<td>0</td>
<td>2500</td>
<td>0</td>
<td>-2500</td>
</tr>
<tr>
<td>126400</td>
<td>21100</td>
<td>2000</td>
<td>0</td>
<td>74000</td>
<td>0</td>
<td>1350</td>
<td>0</td>
<td>-1350</td>
</tr>
</tbody>
</table>

Please resolve these overexpenditures promptly. If needed, the account code list is located online. For assistance, please contact accounting@memphis.edu or call (901) 678-2271.
Overexpended Budget Notices sent

If negative balances in the following:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>61xxx (individual)</td>
<td>Salary Accounts</td>
</tr>
<tr>
<td>62</td>
<td>62000 – 62999 (pool)</td>
<td>Benefit Accounts</td>
</tr>
<tr>
<td>71</td>
<td>73000 - 73999 (pool)</td>
<td>Travel Accounts</td>
</tr>
<tr>
<td>74</td>
<td>74000 – 77999 (pool)</td>
<td>Operating Expense Accounts</td>
</tr>
<tr>
<td>75</td>
<td>75400 – 75499 (pool)</td>
<td>Departmental Revenue Accounts</td>
</tr>
<tr>
<td>78</td>
<td>78000 – 78999 (pool)</td>
<td>Equipment/Fixed Asset Accounts</td>
</tr>
<tr>
<td>79</td>
<td>79000 – 79999 (pool)</td>
<td>Scholarships/Fellowships Accounts</td>
</tr>
</tbody>
</table>

Budget at the **POOL**, but spend at the individual ACCOUNT. (Except Salaries)
Benefits Covered (or not)

• University will transfer budget to Account 62000 to cover expenses in Fund 110001 – Account 62990 – Fringe Benefits
  – See attached list of other funds covered.

• All other funds must cover all benefits expenses.
  ➢ Budget in Account 62000, Employee Benefits Budget Pool

• University will NOT cover (even in Fund 110001)
  • Account 62750 – Masters GA Fee Waivers
  • Account 62760 – Doctoral FA Fee Waivers
    (Budget in Account 62750/62760 – not 62000)
University will transfer budget to cover benefits expenses for the following:

<table>
<thead>
<tr>
<th>Title</th>
<th>Fund</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undesignated E and G</td>
<td>110001</td>
<td>E&amp;G</td>
</tr>
<tr>
<td>Mail Services</td>
<td>112400</td>
<td>Misc</td>
</tr>
<tr>
<td>Cost Share</td>
<td>114500</td>
<td>Cost Share</td>
</tr>
<tr>
<td>Chairs of Excellence Cost Share</td>
<td>114501</td>
<td>Chair Cost Share</td>
</tr>
<tr>
<td>FCE Academic Course Fee</td>
<td>120000</td>
<td>Misc</td>
</tr>
<tr>
<td>Hospitality Resort Mgmt Course Fee</td>
<td>126050</td>
<td>Misc</td>
</tr>
<tr>
<td>Engineering Academic Course Fees</td>
<td>126100</td>
<td>Misc</td>
</tr>
<tr>
<td>Broadcast &amp; Film/Video Course Fees</td>
<td>126210</td>
<td>Misc</td>
</tr>
<tr>
<td>Performing Arts Academic Course Fee</td>
<td>126215</td>
<td>Misc</td>
</tr>
<tr>
<td>Nursing Academic Course Fees</td>
<td>126500</td>
<td>Misc</td>
</tr>
<tr>
<td>Education Academic Course Fees</td>
<td>126700</td>
<td>Misc</td>
</tr>
<tr>
<td>CSD Academic Course Fees</td>
<td>126800</td>
<td>Misc</td>
</tr>
<tr>
<td>Campus School</td>
<td>127345</td>
<td>Misc</td>
</tr>
<tr>
<td>Helmiman</td>
<td>127530</td>
<td>Misc</td>
</tr>
<tr>
<td>Vice Prov Extended Programs</td>
<td>127680</td>
<td>Misc</td>
</tr>
<tr>
<td>University College</td>
<td>127690</td>
<td>Misc</td>
</tr>
<tr>
<td>Conference Planning Operation</td>
<td>127760</td>
<td>Misc</td>
</tr>
<tr>
<td>UMF Support Foundation</td>
<td>127901</td>
<td>UMF thru 127999 + 128999</td>
</tr>
<tr>
<td>Herff Trust Unrest Gifts</td>
<td>127910</td>
<td>Misc</td>
</tr>
<tr>
<td>Lambuth</td>
<td>110000</td>
<td>Special Reporting</td>
</tr>
<tr>
<td>UoM UMF Support Foundation</td>
<td>127900</td>
<td>Covers their own Benefits</td>
</tr>
</tbody>
</table>

Note: Index 24156, CSD Partnership UT Le Bonheur ULPS Org 274000 CSD / Program 3400 Other Community Service with fund 110001 covers their own Benefits.
INB, where is my Budget?

Banner INB:
Form: FGIBDSR or FGIBDST

Enter Account Type for Available Balance in Pool of accounts.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>74000</td>
<td>E Operating Expense Budget Po</td>
<td>39,901.00</td>
<td>0.00</td>
<td>0.00</td>
<td>39,901.00</td>
</tr>
<tr>
<td>74110</td>
<td>E Printing of Supplies by UOM</td>
<td>0.00</td>
<td>223.75</td>
<td>0.00</td>
<td>-223.75</td>
</tr>
<tr>
<td>74120</td>
<td>E Duplicating and Copying by U</td>
<td>0.00</td>
<td>66.45</td>
<td>0.00</td>
<td>-66.45</td>
</tr>
<tr>
<td>74210</td>
<td>E Telephone Local Charges</td>
<td>0.00</td>
<td>309.06</td>
<td>0.00</td>
<td>-309.06</td>
</tr>
<tr>
<td>74220</td>
<td>E Telephone Long Distance</td>
<td>0.00</td>
<td>56.10</td>
<td>0.00</td>
<td>-56.10</td>
</tr>
<tr>
<td>74230</td>
<td>E Postal Charges</td>
<td>0.00</td>
<td>83.80</td>
<td>0.00</td>
<td>-83.80</td>
</tr>
<tr>
<td>74440</td>
<td>E Consulting Services</td>
<td>0.00</td>
<td>1,204.75</td>
<td>0.00</td>
<td>-1,204.75</td>
</tr>
<tr>
<td>74500</td>
<td>E Supplies</td>
<td>0.00</td>
<td>227.30</td>
<td>0.00</td>
<td>-227.30</td>
</tr>
<tr>
<td>74830</td>
<td>E Training Costs for Employees</td>
<td>0.00</td>
<td>727.00</td>
<td>0.00</td>
<td>-727.00</td>
</tr>
<tr>
<td>74083</td>
<td>E Meals and Food Services</td>
<td>0.00</td>
<td>80.00</td>
<td>0.00</td>
<td>-80.00</td>
</tr>
</tbody>
</table>

Net Total: 39,901.00  2,978.21  0.00   35,082.70
SSB, where is my Budget?

Self Service Banner

Budget Queries

Create a New Query

Budget Status by Organizational Hierarchy

Select the Operating Ledger Data columns to display on the report.

- Adopted Budget
- Year To Date
- Budget Adjustment
- Encumbrances
- Adjusted Budget
- Reservations
- Temporary Budget
- Commitments
- Accounted Budget
- Available Balance

Save Query as:

- Shared

Continue

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access Accounts fields. If Grant Information is queried, all retrieved information is Grant Information.

To perform a comparison query, select a Comparison Fiscal Year and Period in an corresponding comparison fiscal period.

Fiscal year: 2018
Comparison Fiscal year: None
Fiscal period: 14
Comparison Fiscal period: None

Commitment Type:
- Chart of Accounts
- Fund
- Organization
- Grant
- Account
- Program

Include Revenue Accounts

Save Query as:

- Shared

Submit Query
## Budget by the POOL

### Query Results

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Title</th>
<th>FY18/PD14 Accounted Budget</th>
<th>FY18/PD14 Year to Date</th>
<th>FY18/PD14 Encumbrances</th>
<th>FY18/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>S10000</td>
<td>AVP Finance</td>
<td>533,860.00</td>
<td>131,753.08</td>
<td>343,165.04</td>
<td>58,941.88</td>
</tr>
<tr>
<td></td>
<td>S10000 Rollup</td>
<td>533,860.00</td>
<td>131,753.08</td>
<td>343,165.04</td>
<td>58,941.88</td>
</tr>
</tbody>
</table>

### Query Results

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>FY18/PD14 Accounted Budget</th>
<th>FY18/PD14 Year to Date</th>
<th>FY18/PD14 Encumbrances</th>
<th>FY18/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Salaries and Benefits</td>
<td>489,399.00</td>
<td>128,774.87</td>
<td>340,165.04</td>
<td>20,459.09</td>
</tr>
<tr>
<td>70</td>
<td>Expenses</td>
<td>44,461.00</td>
<td>2,978.21</td>
<td>3,000.00</td>
<td>38,482.79</td>
</tr>
<tr>
<td>80</td>
<td>Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Query Results

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>FY18/PD14 Accounted Budget</th>
<th>FY18/PD14 Year to Date</th>
<th>FY18/PD14 Encumbrances</th>
<th>FY18/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td>Travel</td>
<td>4,500.00</td>
<td>0.00</td>
<td>3,000.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td>74</td>
<td>Operating Expenses</td>
<td>39,961.00</td>
<td>2,978.21</td>
<td>0.00</td>
<td>36,982.79</td>
</tr>
<tr>
<td>75</td>
<td>Departmental Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>Capital Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>Scholarships and Fellowships</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7A</td>
<td>Depreciation Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B</td>
<td>Grant Related Expense Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7C</td>
<td>Other Nonoperating Expense Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7D</td>
<td>Loan Fund Deductions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70 Rollup</td>
<td></td>
<td>44,461.00</td>
<td>2,978.21</td>
<td>3,000.00</td>
<td>38,482.79</td>
</tr>
<tr>
<td>Account</td>
<td>Same Fund Code</td>
<td>Online</td>
<td>Paper</td>
<td>Account</td>
<td>Same Fund Code</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------</td>
<td>--------</td>
<td>-------</td>
<td>-------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>(Regular Positions)</td>
<td></td>
<td>X</td>
<td></td>
<td>61366 Undistributed Salary Budget</td>
<td>X</td>
</tr>
<tr>
<td>61110 Administrative</td>
<td></td>
<td>X</td>
<td></td>
<td>61374 Overtime Support Clerical</td>
<td>X</td>
</tr>
<tr>
<td>61210 Academic Faculty</td>
<td></td>
<td>X</td>
<td></td>
<td>61375 Support Temporary Employee</td>
<td>X</td>
</tr>
<tr>
<td>61310 Support Clerical Salaries</td>
<td></td>
<td>X</td>
<td></td>
<td>61410 Student Assistants Hourly</td>
<td>X</td>
</tr>
<tr>
<td>61312 Monthly Support Clerical</td>
<td></td>
<td>X</td>
<td></td>
<td>61657 Admin Masters Graduate Assistants</td>
<td>X</td>
</tr>
<tr>
<td>61610 Professional Support</td>
<td></td>
<td>X</td>
<td></td>
<td>61658 Admin Doctoral Graduate Assistants</td>
<td>X</td>
</tr>
<tr>
<td>(All other Salary Accounts)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61150 Support Pay AdminProf</td>
<td></td>
<td>X</td>
<td></td>
<td>62000 Employee Benefits Budget Pool</td>
<td>X</td>
</tr>
<tr>
<td>61250 Support Pay Academic</td>
<td></td>
<td>X</td>
<td></td>
<td>73000 Travel Budget Pool</td>
<td>X</td>
</tr>
<tr>
<td>61253 Temporary Instructor Credit</td>
<td></td>
<td>X</td>
<td></td>
<td>74000 Operating Expense Budget Pool</td>
<td>X</td>
</tr>
<tr>
<td>61256 Summer Credit Instruction</td>
<td></td>
<td>X</td>
<td></td>
<td>75400 Departmental Revenue Budget Pool</td>
<td>X</td>
</tr>
<tr>
<td>61257 Academic Masters Graduate Assistant</td>
<td></td>
<td>X</td>
<td></td>
<td>78000 Capital Expense Budget Pool</td>
<td>X</td>
</tr>
<tr>
<td>61258 Academic Doctoral Graduate Assist</td>
<td></td>
<td>X</td>
<td></td>
<td>79000 Scholarships and Fellow Budget Pool</td>
<td>X</td>
</tr>
<tr>
<td>61266 Undistributed Salary Budget</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Different Fund Codes X
SSB: Transaction detail

Click on “blue” item for more details

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY18/DD14 Budget Adjusted</th>
<th>FY18/DD14 Year to Date</th>
<th>FY18/DD14 Encumbrances</th>
<th>FY18/DD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>74511</td>
<td>Computers ($1,500 - $4,999)</td>
<td>0.00</td>
<td>1,350.04</td>
<td>0.00</td>
<td>(1,350.04)</td>
</tr>
</tbody>
</table>

| Report Total (of all records) | 0.00 | 1,350.04 | 0.00 | (1,350.04) |

Download All Ledger Columns | Download Selected Ledger Columns | View Payroll Expense Detail

Document List

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 22, 2017</td>
<td>Aug 22, 2017</td>
<td>FB1562640</td>
<td>Dell Marketing LP</td>
<td>1,350.04</td>
<td>DNEI</td>
</tr>
<tr>
<td>Aug 23, 2017</td>
<td>Aug 22, 2017</td>
<td>90882830</td>
<td>Dell Marketing LP</td>
<td>0.00</td>
<td>DNEI</td>
</tr>
</tbody>
</table>

Report Total (of all records): 1,350.04

Available Budget Balance: 1,350.04
Transfer Voucher

• To transfer an actual expense to another FOAPA

• Prepare, sign and submit to Accounting (Admin 275)
Report available to Argos-FI-BusinessOfficers-RV group

Folder: Finance
General Ledger

After selecting Orgs, click on wheel – data will open into Excel

Double click
Resources

- FINANCIAL PLANNING
  - [http://www.memphis.edu/budget/](http://www.memphis.edu/budget/)
    » Presentations & Trainings
    » FAQs
- ACCOUNTING OFFICE
  - [http://www.memphis.edu/accounting/](http://www.memphis.edu/accounting/)
    » Policies and Procedures
    » Forms
- Finance Program Guide
  - [https://bf.memphis.edu/spectrum/](https://bf.memphis.edu/spectrum/)
- Learning Curve – training
- E~print reports
- Argos reports
Questions
Who Knew? / What’s New? / What’s Due?
<table>
<thead>
<tr>
<th>Workshops</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Basics</td>
<td>Wednesday, November 08, 2017</td>
</tr>
<tr>
<td>Administration Bldg 178</td>
<td>9:30 - 11:00 AM</td>
</tr>
<tr>
<td>Accounting Basics</td>
<td>Thursday, November 09, 2017</td>
</tr>
<tr>
<td>Administration Bldg 178</td>
<td>1:30 - 3:30 PM</td>
</tr>
</tbody>
</table>
What’s New?

Procurement and Contract Services

**Important Notice: Foundation-Funded Contracts**

Effective immediately, University of Memphis Foundation-funded contracts will be issued by the University Memphis and must be submitted to Procurement and Contract Services. The contracts must comply with University Procurement policies and procedures: [http://bf.memphis.edu/bfguide/pur.php](http://bf.memphis.edu/bfguide/pur.php).

In order to process the request for purchase, the department shall request a transfer of funds from the Foundation to a University FOAP, enter a requisition into TigerBuy, and attach a contract routing form and contract to the requisition.

Please contact Procurement staff at purchasing@memphis.edu or 901-678-2265 if you have questions regarding the procurement process.
## What’s Due?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Accounts Payable Check Run Prior to Thanksgiving Holiday <strong>(In order to ensure payments are processed. Documentation should be received at least two weeks prior to deadline, Nov. 8th)</strong></td>
<td>Wednesday, November 22, 2017</td>
</tr>
<tr>
<td>Time Sheet for BW24 Biweekly Payroll (Nov. 11th - Nov. 24th)</td>
<td>Wednesday, November 22, 2017</td>
</tr>
<tr>
<td>Time Sheet for BW26 Biweekly Payroll (Dec. 9th - Dec. 22nd)</td>
<td>Friday, December 15, 2017</td>
</tr>
<tr>
<td>Last Accounts Payable Check Run of Calendar Year <strong>(In order to ensure payments are processed. Documentation should be received at least two weeks prior to deadline, Dec. 7th.)</strong></td>
<td>Thursday, December 21, 2017</td>
</tr>
</tbody>
</table>
## What’s Due?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Print Financial Reports (June - September 2017)</td>
<td>Wednesday, October 18, 2017</td>
</tr>
<tr>
<td>October Over Expenditure Reports</td>
<td>Wednesday, November 15, 2017</td>
</tr>
<tr>
<td>Summer Comp. Effort Report - <strong>If required</strong>, submit Salary Redistribution Form to Grants Accounting</td>
<td>Monday, October 16, 2017</td>
</tr>
<tr>
<td>Summer Comp. Effort Report</td>
<td>Tuesday, October 31, 2017</td>
</tr>
</tbody>
</table>
Next Focus on Finance

November 16, 2017
1:30 – 3:00 PM
UC Memphis Room 340

• Comments or suggestions?
  Email: bffin@memphis.edu

• Focus on Finance website:
  http://memphis.edu/focusonfinance
Thank you for attending!
memphis.edu/focusonfinance