Welcome to Focus on Finance!

March 17, 2016
Agenda

• Employee Tuition Discounts – Danny Linton
• Inventory Confirmation – Wendi Scott
• Tiger Catering Website – Jill Steinhauer
• Red Flag Policy – Sam Cox
• What’s New? What’s Due?
Employee Tuition Discounts

Danny Linton
Assistant Director, Human Resources
Employee Tuition Discounts

• New online process launches April 1, 2016
• Affects the following:
  • Staff Scholarship
  • Fee Waiver (Formerly known as PC-191)
  • Spouse/Dependent Tuition Discount
• Questions?
  • pip_empedubenefits@memphis.edu
Employee Tuition Discounts

DEMO
Inventory Confirmations

Wendi Scott, Manager Financial Reporting
Fixed Asset Team

Wendi Scott, Manager
Lisa Ellis, Accountant III
Joseph (Sonny) Garrone, Accounting Coordinator

wf-fixedasset-admins@memphis.edu
Annual Inventory Confirmation

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

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

• It is essential that you maintain accurate and up-to-date records of your department’s inventory.
Confirmed Fixed Assets

- **“Capital Equipment”** is a single item costing five thousand dollars ($5,000) or more.

- **“Sensitive Minor Equipment”** is particularly vulnerable to theft and has a cost between $1,500.00 and $4,999.99. Examples of items that may be viewed as sensitive minor equipment include: boats, boat motors, boat trailers, canoes, cameras, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment.

- Equipment under $1,500 is not included. A separate report may be requested.
ePrint Report – FYFR001 (Fixed Asset Inventory Listing)
Annual Inventory Confirmation

1. Make a copy of the Confirmation.
2. Physically confirm the location of all assets.
3. Update changes to asset description (make, model, serial, etc) – Indicate in RED on the Inventory Report.
4. Update Location or Org; surplus or zero value through Workflow (indicate WF on confirmation).
5. Additions – Complete & attach the “Items in Department Not on Inventory” form.
6. Older Items not found – Look up through FFIMAST.
7. Off-Campus (112688 and 112687) – Request for Off-Campus Use of Equipment Form
8. Missing Items – Report of Lost or Stolen Property Form
9. Make a copy and return signed report to Accounting by April 15, 2016.
FFIMAST – Asset Status

Use Banner INB FFIMAST screen to check asset status.

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

To determine which org the asset belongs to use the Banner INB FFIMAST screen. Enter Decal and select next block 3 times.
The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/eqreps.php

<table>
<thead>
<tr>
<th>FOAPALs</th>
<th>search by index</th>
<th>search by fund</th>
<th>search by organization</th>
<th>search by program</th>
<th>search by activity</th>
<th>search by multiple fields</th>
<th>search by orgn title</th>
<th>search by index title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURES</td>
<td>signatures by org</td>
<td>signatures by name</td>
<td>approval queues by org</td>
<td>approval queues by name</td>
<td></td>
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</tr>
<tr>
<td>EQUIPMENT REPS</td>
<td>assign equipment reps</td>
<td>view equipment reps</td>
<td>fixed asset workflow help</td>
<td></td>
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</tr>
</tbody>
</table>

### Equipment Reps List by Organization

- 10000
- 20000
- 30000
- 40000
- 50000
- 60000
- 70000
- 80000

Narrow results displayed by entering any part of the organization code number, title, or equipment rep name below.
# Items in Department Not on Inventory

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>Decal #</th>
<th>Description</th>
<th>Asset Type</th>
<th>Make</th>
<th>Model</th>
<th>Serial Number</th>
<th>Location Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Fixed Asset Workflow

• Equipment Transfer Workflow is an online process for equipment transfer transactions including location changes, transferring to another department, to surplus, and to declare an item zero value.

• Each organization has a Financial Manager and an Equipment Representative in workflow.

• The Financial Manager is assigned through Banner. There can only be ONE financial manager. The designee can not be a Financial Manager.

• The Financial Manager (or designee) assigns the equipment representative. There can only be ONE equipment representative for each org.
Two types of Workflow

• **Equipment Location Change Workflow:**
  • Change location within an organization

• **Equipment Transfer Workflow:**
  • Transfer between organizations
  • Surplus
  • Zero value
  • Cannibalization
Fixed Asset PTAG_Code

- PTAG_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.

- A valid 9-digit decal number is needed. Three different kinds of decals have been used.

  - Standard decal. Enter all 9 digits in Workflow.
  - Drop the 1st zero and enter the rest of 9 digits in Workflow.
  - Standard decal. Enter all 9 digits in Workflow.
Use Banner INB screen FFIMAST to check asset status

<table>
<thead>
<tr>
<th>Asset Tag:</th>
<th>012599200</th>
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<tbody>
<tr>
<td>Origination Tag:</td>
<td>T00116678</td>
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<tr>
<td>Permanent Tag:</td>
<td>012599200</td>
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<tr>
<td>Primary Tag:</td>
<td>012599200</td>
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<tr>
<td>Asset Description:</td>
<td>Dell OptiPlex 990 MiniTower</td>
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<tr>
<td>Commodity:</td>
<td></td>
</tr>
<tr>
<td>System Status Code:</td>
<td>I (Invoiced)</td>
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</table>

<table>
<thead>
<tr>
<th>Asset Tag:</th>
<th>011327300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origination Tag:</td>
<td>011327300</td>
</tr>
<tr>
<td>Permanent Tag:</td>
<td>011327300</td>
</tr>
<tr>
<td>Primary Tag:</td>
<td>011327300</td>
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<tr>
<td>Asset Description:</td>
<td>Apple Computer Emac</td>
</tr>
<tr>
<td>Commodity:</td>
<td></td>
</tr>
<tr>
<td>System Status Code:</td>
<td>D</td>
</tr>
</tbody>
</table>

**Fixed Asset Master Query FFIMAST 8.7.0.2 (PRD)**

| Origination Tag Date: | 04-JUN-2012 |
| Permanent Tag Date: | 03-DEC-2012 |
| Last Adjustment Date: |  |
| Origination Tag Cancel Date: |  |
| Cost: | 1,274.00 |
| Total Cost: | 1,274.00 |
| Net Book Value: | 0.00 |
| Total Net Book Value: | 0.00 |
| Insurance Value: |  |
| Market Value: |  |
| Replacement Value: |  |
| Book Value: | 1,274.00 |
To initiate the workflow, the **Equipment Representative**:  

1. Log into the My Memphis Portal at [http://my.memphis.edu](http://my.memphis.edu)  
2. Select the ‘Workflow’ tab
3. Scroll down to ‘My Processes’ and select the three dots
4. Select one of the two types of Equipment Workflow based on your need.
Fixed Asset Workflow instructions can be viewed at http://bf.memphis.edu/spectrum/fahelp.php
Fixed Asset Workshop

Wednesday, March 23, 2016
10:00 a.m. – 11:00 a.m.
UC Senate Chamber Room 261

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

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

Questions / Issues:
wf-fixedasset-admins@memphis.edu
<table>
<thead>
<tr>
<th>Decal</th>
<th>Description</th>
<th>Book Value</th>
<th>Net Value</th>
<th>Make</th>
<th>Model</th>
<th>Serial Number</th>
<th>Acq Date</th>
<th>Location</th>
<th>Locn</th>
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<tbody>
<tr>
<td>000079791</td>
<td>Mobile Shelf File Unit</td>
<td>13,200.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Administration 275</td>
<td>100252</td>
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<td>011258500</td>
<td>Laser Mate Pressure Seal</td>
<td>4,259.00</td>
<td></td>
<td>Moore</td>
<td>LM-5</td>
<td>FAH8595</td>
<td>06/06/03</td>
<td>Jones Hall 110</td>
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<tr>
<td>011617700</td>
<td>DELL LATITUDE D820 LAPTOP COMPUTER</td>
<td>2,145.66</td>
<td></td>
<td>DELL</td>
<td>D820</td>
<td>56LCX91</td>
<td>11/29/06</td>
<td>Temporary Off Campus</td>
<td>112688</td>
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<tr>
<td>012316200</td>
<td>Dell Latitude E4310:Latitude E4310</td>
<td>1,849.08</td>
<td></td>
<td>Dell</td>
<td>Latitude E4310</td>
<td>62WQRM1</td>
<td>12/22/10</td>
<td>Administration 275</td>
<td>100252</td>
</tr>
<tr>
<td>012696600</td>
<td>Dell Latitude E6520:Latitude E6520</td>
<td>1,612.79</td>
<td></td>
<td>Dell</td>
<td>Latitude E6520</td>
<td>G7489629 / 7C70GV1</td>
<td>07/31/12</td>
<td>Temporary Off Campus</td>
<td>112688</td>
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<td>012836200</td>
<td>Dell Latitude E6520</td>
<td>1,630.30</td>
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<td>Dell</td>
<td>Latitude E6520</td>
<td>J084LV1</td>
<td>07/31/12</td>
<td>Temporary Off Campus</td>
<td>112688</td>
</tr>
</tbody>
</table>

Report ID: FYFR001
Report Run: 03/02/16

The University of Memphis Inventory Confirmation Report

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1. Correct s/n 56LCX91
2. Correct s/n 65WQRM1
3. Correct s/n 7670GV1
Financial Reporting Website – Fixed Assets
http://www.memphis.edu/accounting/fixedassets.php

Fixed Assets

Questions? wf-fixedasset-admins@memphis.edu

Obtaining a New Decal

- Complete the Tagging Log Form
- E-mail the Tagging Log Form to wf-fixedasset-admins@memphis.edu
- Financial Reporting will provide the UOM decal and enter the information into the Banner Fixed Asset System

Inventory Confirmations

- Monthly Eprint Report - FYFR001 (Fixed Asset Inventory Listing) [Visit e-Print]
- Inventory Confirmation Instructions
- Items in Department Not on Inventory Form

Fixed Asset Workflow

- Fixed Asset Workflow
- Fixed Asset Workflow Instructions

Forms

- Report of Lost or Stolen Property
- Request for Off-Campus Use of Equipment Form
- Tagging Log Form
- List of Asset Types
- List of Account Codes
- Location Code Search
Tiger Catering Website

DEMO
UM1311 – Purchase of Meals

All hospitality and special expenses, such as meals, must withstand the test of public scrutiny. University officials authorized to approve the purchase of meals should exercise prudent judgment when determining whether an expenditure is appropriate. The following principles should be used as a guide when determining the appropriateness of the expenditure:

- The expenditure must support the mission and purpose of the University.
- If for an event, the event must be an authorized official University event.
- The expenditure should not be personal in nature.
- Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.
- It should be apparent to the IRS that the expenditure is not additional compensation to the claimant.
- The amount expended should be reasonable.
- State funds may not be used for the purchase of alcoholic beverages.

If you have any questions or concerns you can discuss with Steve Lackey or Terrice Watson.
What is the Red Flag Program?

A program regarding the detection, prevention, and mitigation of identity theft.
Why do we have a Red Flag Program?

- United States Code – 15 USC 1681m
- Code of Federal Regulations - 16 CFR Part 681
- Administered by the Federal Trade Commission
- TBR Policy – 4:01:05:60
- UM Policy – UM1714
What does this mean to us?

• Each of us is tasked with protecting every individual’s Personally Identifiable Information (PII) and be on alert for suspicious activity
• This includes PII and suspicious activity that is online or on paper
• Report any suspicious activity to the Red Flag Committee at the following email address: Red Flag Responses@memphis.edu
What steps has the Red Flag Committee taken?

- Created UM1714
- Collaborated with IT to create a verifying email when an address is changed in self service Banner
- Included a Red Flag training video in the IT Online Security Awareness Training Program
- Visit groups such as Focus on Finance
What are your resources?

- UM Policy UM1714
- Red Flag Response – informationupdate@memphis.edu
- Sam Cox – scox@memphis.edu
- Kim Josh – kjosh@memphis.edu
Questions?

Answers?
Who Knew? / What’s New? / What’s Due?
<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Installment Fee Payment Deadline (4:30 p.m.) for students who utilized the Installment Payment Plan for the Spring 2016 semester</td>
<td>Friday, April 01, 2016</td>
</tr>
<tr>
<td>Registration loans are due in order to avoid a $25 late payment fee</td>
<td>Friday, April 01, 2016</td>
</tr>
<tr>
<td>Registration holds for Summer 2016 and Fall 2016 will be set for students who have an outstanding debt at that time. Students should check their accounts online through TigerXpress to ensure that they do not have charges that would prevent them from registering.</td>
<td>Friday, April 01, 2016</td>
</tr>
<tr>
<td>Registration for Summer 2016 and Fall 2016 begins</td>
<td>Monday, April 04, 2016</td>
</tr>
<tr>
<td>Summer GA contract changes are due to Grad school</td>
<td>Sunday, May 01, 2016</td>
</tr>
<tr>
<td>Miscellaneous department waivers are due for Pre-Summer Session</td>
<td>Sunday, May 01, 2016</td>
</tr>
<tr>
<td>Miscellaneous department waivers are due for Full, 1st, and 2nd Part of Term Summer sessions</td>
<td>Sunday, May 15, 2016</td>
</tr>
<tr>
<td>Activity</td>
<td>Deadline</td>
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<td>-----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Due to Financial Planning for Spring Budget:</td>
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<tr>
<td>• Capital, R&amp;R and Facility Projects</td>
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<tr>
<td>• Expenditure Paper Budget Revisions</td>
<td>Monday, April 04, 2016</td>
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<tr>
<td>• Position Paper Budget Revisions</td>
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</tr>
<tr>
<td>All Online Budget Revisions (BD4) Completed by 4:30</td>
<td>Friday, April 15, 2016</td>
</tr>
<tr>
<td>Inventory Confirmations</td>
<td>Friday, April 15, 2016</td>
</tr>
</tbody>
</table>
Next Focus on Finance
April 21, 2016
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!

www.memphis.edu/finance