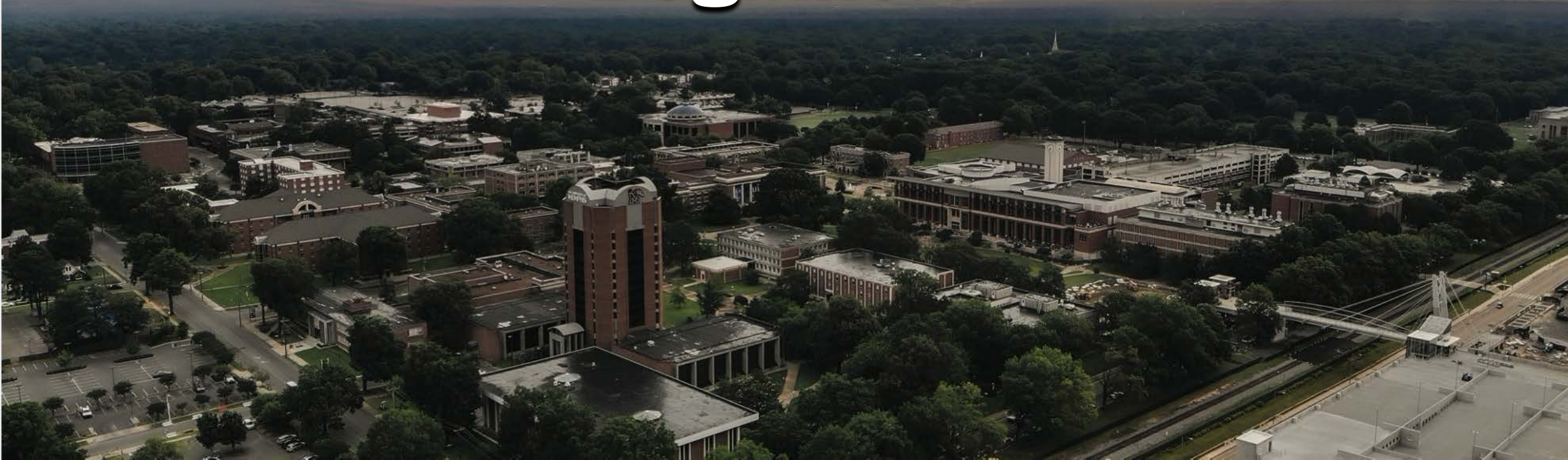


# Accounting Basics Training For Beginners





# Finance Program Guide



# Finance Program Guide

- The Finance Program Guide is your online resource for all things related to the Banner Finance system. All information related to index codes, FOAPALs, authorized signatures, and approval queues can be accessed via this program guide. You can access the Finance Program Guide via the myMemphis portal below.
- <https://bf.memphis.edu/spectrum/>

# Finance Program Guide Screen



## Finance Program Guide

### FOAPALS

- search by index
- search by fund
- search by organization
- search by program
- search by activity
- search by multiple fields
- search by orgn title
- search by index title

### SIGNATURES

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

### 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
- revenue budget reviews
- e-Print

### FORMS

- accounting
- budget
- 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 guide. 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.



# Finance Program Guide Screen Results



## Finance Program Guide

### FOAPALS

- search by index
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### SIGNATURES

- signatures by org
- signatures by name
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## FOAPAL Lookup Results

**Note:** Each element of a FOPAL code must be active for the index number to be considered active on the Finance Program Guide and in other University internal business applications.

1 Records Found.

Lookup Results Matching Index <b>262200</b> : Accounting Office				
Fund	Organization	Program	Activity	Location
▲▼	▲▼	▲▼	▲▼	▲▼
110001 (Undesignated E and G)	511000 (Accounting Office)	4600 (Fiscal Operations)		

[Go Back](#)

**Note: Account Numbers will have to be manually entered on documents every time.**



# TRANSFER VOUCHERS



# Purpose for Transfer Voucher Form

- To reclass expenses from one FOAPAL to another.
- Classify expenses and revenue income in the proper period and fiscal year.
- Monthly Departmental charges (such as Copier Vending, Physical Plant, Mail Services, etc.)
- Correct mis-keys



# Frequently Noted Concerns

- Where can transfer voucher forms be found?

## *Accounting Website*

<https://www.memphis.edu/bf/forms/finance.php>

Under the Accounting Section, Select Transfer Voucher: PDF

- Who should you contact if an error is discovered and needs to be corrected?

Please email us at: [accounting@memphis.edu](mailto:accounting@memphis.edu)





# EVERY Transfer Voucher Form Needs

- Date at the top left corner
- Account Title
- Index, Fund, Organization, Account, Program, Activity (if there is one)
- Amounts (Debits and Credits)
- Comments Section
- Signatures for: Approver for Department Charged & Approver for Department Credited
- Principal Investigator *if required* for Index 5XXXXX



# Full Transfer Voucher Form

- Please ensure that all of the yellow highlighted areas are filled out before submitting to the Accounting Office.

THE UNIVERSITY OF MEMPHIS

**Transfer Voucher**  
General Online Help  
Submit Completed Form to the Accounting Office, Administration Bldg., Room 275

Date:  TV No.

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

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

Request for cost transfer must be within 90 calendar days of initial charge, and occur in current Fiscal Year.

**Comments** – Provide reason for cost transfer, and how costs are allowable and allocable. If cost transfer exceeds 90 days of initial charge, explain why cost was charged incorrectly.

**Approver for Department Charged:**   
Signature  Date

**Approver for Department Credited:**   
Signature  Date

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

Department Chair:   
Signature  Date

Principal Investigator:   
Signature  Date

Dean:   
Signature  Date

Grants & Contracts Accounting:   
Signature  Date

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

# Common Journal/Transfer Voucher Mistakes



- Dates missing
- FOAPAL information missing or incorrect
- No Comments (purpose for transfer voucher)
- Approval Signatures missing
- Amounts missing
- Debit Amounts not equaling Credit Amounts
- Trying to post to Budget Pool Account Codes (73000, 74000, 78000 etc.)
- Transfer vouchers received after deadline
- Trying to use Salary Expense Accounts, instead of Salary Distribution Forms
- Missing Supporting Documentation for journal voucher
- Trying to reclass amounts from previous fiscal years



# TVs Requiring Additional Processing Time

Prior to posting:

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