Accounting Basics Training For Beginners
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/
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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: Account Numbers will have to be manually entered on documents every time.
TRANSFER VOUCHERS
Purpose for Transfer Voucher Form

• To reclassify 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
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.
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 begin with “78XXX, 74504, 74510, and 74511.”