

How to review FYBR001, Revenue Budget Estimate / Worksheet by Organization

1. Verify the FOPA is valid for Dept Index
 - a) Finance Program Guide [FOAPALS](#) searches can assist the Dept
 - b) Finance Program Guide [FORMS](#) can assist the Dept
 - Refer to Example: FYBR001 Revenue Account Code1
 - Refer to Example: Account TV Rev Account Code1

2. Verify the Receipts YTD Current FY are properly recorded
 - a) SSB Query can assist the Dept to review transaction
 - b) Matrix can assist the Dept to find original documentation
 - c) Finance Program Guide [CODES](#) account code list can assist the Dept
 - Refer to Example: FYBR001 Revenue Account Code2
 - Refer to Example: Account TV Rev Account Code2

 - Refer to Example: FYBR001 Revenue Account Code3
 - Refer to Example: Account TV Rev Account Code3

3. Review Budget and prepare Budget Revision(s) as needed to report
 - a) Current FY - Final Estimate
 - b) Next Year - Proposed Budget
 - Refer to Example: FYBR001 Revenue Budget Est2
 - Refer to Example: Revenue BD04 CYOnly Example2
 - Refer to Example: Revenue BD02 Base Example2

Note:

Internship budgets are managed by Grants Accounting
UMFoundation budgets are managed by Grants Accounting

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

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

UTILITIES & REPORTS

budget overexpenditures
e-Print

FORMS

accounting
budget
direct deposit
procurement
system access

HR PROGRAM GUIDE

TIGERBUY PROGRAM GUIDE

Welcome to the Finance Program Guide!

Print Version 

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.

Important to know your Index - FOPA information

myMemphis

« Back to Finance Tab

Personal Information
Employee
Finance

Code lookup results

Title	Index	Fund	Organization	Account	Program	Activity	Location
AE American Democracy Project	214992	110001	280000		3531	4992	

THE UNIVERSITY OF
MEMPHIS.

Finance

Program Guide

FOAPAL Lookup Results

1 record(s) found.

Lookup Results for Index 214992: AE American Democracy Project				
Fund	Organization	Program	Activity	Location
110001 (Undesignated E and G)	280000 (Vice Provost Assessment, IR, Report)	3531 (Academic Enrichment)	4992	

Business & Finance
Support Services Forms

Business Services Forms

Campus Planning & Design
Forms

Finance Forms

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Police Services Forms

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Forms

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Financial Planning Forms

[Financial Planning Web site](#)

Finance Forms

- [Temporary Budget Adjustment BD04 \(Current\)](#)  
- [Permanent Budget Adjustment BD02 \(Base\)](#)  

Position Forms

- [Temporary Position Budget Adjustment BD04 \(Current\)](#)  
- [NBAPBUD Permanent Position Budget Adjustment BD02 \(Base\)](#)  
- [FY14 Reversal Calendars](#) 
- [Form FP-02: New Position \(Pooled\)](#) 

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- Online Help
- Admin Helpdesk
- Forms
- Policies, Procedures & Guidelines



Business & Finance » Business & Finance Online Forms

Print Version

Accounting Forms

[Accounting Web site](#)

- Athletics Recruitment Expense Claim
- Auth. for Direct Deposit of Vendor Payments
- Auth. to Credit Cash Receipts to Expenditure Accts
- Check Request (Formerly Form 10)
- Claim for Traveling Expenses:
- Crisis Request for Check Disbursement
- Effort Re-Certification (Form)
- Equipment Transaction Form
- Financial Status Questionnaire
- Form 10: See "Check Request" Form Above
- Moving Expense Agreement
- Request for Cash Reimbursement
- Report of Lost or Stolen Property
- Request for Banner Index
- Request for Future Year Travel Authorization
- Request for International Travel (Including Hawaii & Alaska)
- Request for Meal Reimbursement
- Request for Off-Campus Use of Equipment
- Request for Payment to Individual or Contractor
- Request for Research Participant Payment
- Request for Travel Advance:
- Salary Redistribution Request
- Service Center Application Form
- Service Center Rate Development Worksheet
- Subrecipient Commitment
- Transfer Voucher

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Prior FY: 08
 Current FY: 09
 Next FY: 10

1. Not a Valid Fund for Parking

Example

Fund: 110001 Undesignated E and G
 Organization: 540100 Parking
 Program: 7400 Parking
 Actv Code: NONE

Account Code	Account Title	Actual Prior Yr	Adjusted Budget Current FY	Receipts YTD Current FY	Final Estimate Current FY	Future/Base Next Yr	Proposed Budget Next Yr
58360	Sales and Services Non Taxable			26.00			
	Total	.00		26.00			

2. Is this Parking Revenue?

- a) per SSB Query - Campus Rec Revenue
- b) contact Campus Rec for Index
- c) prepare Accounting Transfer Voucher (TV) with documentation

Financial Manager _____ Date _____

Lookup Results for Index 354100: Parking				
Fund	Organization	Program	Activity	Location
380000 (Parking)	540100 (Parking)	7400 (Parking)		

Lookup Results for Index 251210: Recreation Intramurl				
Fund	Organization	Program	Activity	Location
125100 (Student Activity Fee Recreation)	426000 (Campus Recreation)	4100 (Social and Cultural Development)		

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jan 31, 2009			
As of Feb 17, 2009			
Chart of Accounts	U University of Memphis	Commitment Type	All
Fund	110001 Undesignated E and G	Program	7400 Parking
Organization	540100 Parking	Activity	All
Account	5%	Location	All

Query Results

Account	Account Title	FY09/PD07 Adopted Budget	FY09/PD07 Budget Adjustment	FY09/PD07 Adjusted Budget	FY09/PD07 Temporary Budget	FY09/PD07 Year to Date	FY09/PD07 Commitments	FY09/PD07 Available Balance
58360	Sales and Services Non Taxable	0.00	0.00	0.00	0.00	26.00	0.00	(26.00)
Report Total (of all records)		0.00	0.00	0.00	0.00	26.00	0.00	

Account: 58360 Sales and Services Non Taxable Location: All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 17, 2008	Sep 19, 2008	F0005906	CAMPUS REC	26.00	CSS1
Report Total (of all records):				26.00	

Available Budget Balance: (26.00)

2. Is this Parking Revenue?
- a) per SSB Query - Campus Rec Revenue
 - b) contact Campus Rec for Index
 - c) prepare Accounting Transfer Voucher (TV) with documentation

Date:

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Sales and Services Non Taxable	Not Valid	110001	540100	58360	7400		26.00

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Sales and Services Non Taxable	251210	125100	426000	58360	4100		26.00

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.

To properly record document F0005906, Campus Rec, Account Code 58360, from Invalid FOP for Index 251210, Recreation Intramural (Campus Recreation) See Attached Documentation

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 _____

Dean:

Signature _____ Date _____

Principal Investigator:

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.

Accounting Office Use Only

Accounting Office Signature _____

Received _____ Date _____

Example

PAGE: 15
REPORT: FYBR001

University of Memphis
Revenue Budget Estimate/Worksheet by Organization

10-FEB-2009 07:39 AM

Prior FY: 08
Current FY: 09
Next FY: 10

Fund: 110001 Undesignated E and G
Organization: 203116 Biol C Lopez-Estrano
Program: 2620 Faculty Research Grants Actv Code: NONE

Account Code	Account Title	Actual Prior Yr	Adjusted Budget Current FY	Receipts YTD Current FY	Final Estimate Current FY	Future/Base Next Yr	Proposed Budget Next Yr
58511	Conference Fees Non Taxable			-570.00			
	Total	.00		-570.00			

Financial Manager _____ Date _____

1. Is this Biol C Lopez-Estrano Revenue?
 a) per SSB Query - Registration Fee (Expense)
 b) per Matrix - Registration/Meals/Hotel = Travel
 c) per Finance Program Guide Account Code Listing - 73200
 d) prepare Accounting TV with documentation

Fund	Organization	Program	Activity	Location
110001 (Undesignated E and G)	203116 (Biol C Lopez-Estrano)	2620 (Faculty Research Grants)		

UNIVERSITY OF MEMPHIS			
OPERATING LEDGER			
ACCOUNTS			
COA	Account	Title	Atyp Code
		EXPENSES	70
U	730	Travel	71
U	7300	Travel Budget	71
U	73000	Travel Budget Pool	71
U	7310	Individual Instate Travel	71
U	73100	Individual Instate Travel	71
U	7320	Individual Out of State Travel	71
U	73200	Individual Out of State Travel	71
U	73250	Individual Out of Country Travel	71

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2009			
As of Feb 16, 2009			
Chart of Accounts	U University of Memphis	Commitment Type	All
Fund	110001 Undesignated E and G	Program	2620 Faculty Research Grants
Organization	203116 Biol C Lopez-Estrano	Activity	All
Account	5%	Location	All

Query Results

Account	Account Title	FY09/PD14 Adopted Budget	FY09/PD14 Budget Adjustment	FY09/PD14 Adjusted Budget	FY09/PD14 Temporary Budget	FY09/PD14 Year to Date	FY09/PD14 Commitments	FY09/PD14 Available Balance
58511	Conference Fees Non Taxable	0.00	0.00	0.00	0.00	(570.00)	0.00	570.00
Report Total (of all records)		0.00	0.00	0.00	0.00	(570.00)	0.00	

Account: 58511 Conference Fees Non Taxable Location: All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 31, 2008	Jul 31, 2008	I0223526	Marine Biological Laboratory Swope	(570.00)	INNI
Aug 01, 2008	Jul 31, 2008	A0147160	Marine Biological Laboratory Swope	0.00	DNNI
Report Total (of all records):				(570.00)	

Available Budget Balance: 570.00

Lookup Results for Index 220091: Lopez-Estrano, Carlos Biology				
Fund	Organization	Program	Activity	Location
110001 (Undesignated E and G)	203116 (Biol C Lopez-Estrano)	2620 (Faculty Research Grants)		

Date:

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Individual Out-of-State Travel	220091	110001	203116	73200	2620		570.00

ACCOUNT CREDITED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Conference Fees Non Taxable	220091	110001	203116	58511	2620		570.00

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.

To properly record Invoice I0223526, Marine Biological Laboratory SWOPE for registration to Travel Account Code 73200 from Revenue Account Code 58511.

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 _____

Dean:

Signature _____ Date _____

Principal Investigator:

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.

Accounting Office Use Only

Accounting Office Signature _____

Received _____ Date _____

Prior FY: 08
 Current FY: 09
 Next FY: 10

Example

Fund: 110001 Undesignated E and G
 Organization: 217400 Navy ROTC
 Program: 2000 General Academic Instruction Actv Code: NONE

Account Code	Account Title	Actual Prior Yr	Adjusted Budget Current FY	Receipts YTD Current FY	Final Estimate Current FY	Future/Base Next Yr	Proposed Budget Next Yr
57013	Cash Gifts Foundations			20.00			
58360	Sales and Services Non Taxable	.00					
	Total	.00		20.00			

See Notes below:

Financial Manager _____ Date _____

Lookup Results for Index 214100: Naval Rotc				
Fund	Organization	Program	Activity	Location
110001 (Undesignated E and G)	217400 (Navy ROTC)	2000 (General Academic Instruction)		

Notes:

- 1) Department to verify what type of Revenue
 - a) if Cash Gift from Individual = Account Code 57012
 - b) if not Cash Gift contact Accounting Office for proper Account Code
- 2) Department to prepare Accounting Transfer Voucher TV with documentation to move to proper Account Code

UNIVERSITY OF MEMPHIS			
OPERATING LEDGER			
ACCOUNTS			
COA	Account	Title	Atyp Code
		REVENUES	50
U	570	Private Gifts	57
U	5700	Private Gifts	57
U	5700A	Private Cash Gifts	57
U	57011	Cash Gifts Alumni	57
U	57012	Cash Gifts Other Individuals	57
U	57013	Cash Gifts Foundations	57
U	57014	Cash Gifts Corporations	57
U	57015	Cash Gifts Other Sources	57

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2009			
As of Feb 16, 2009			
Chart of Accounts	U University of Memphis	Commitment Type	All
Fund	110001 Undesignated E and G	Program	2000 General Academic Instruction
Organization	217400 Navy ROTC	Activity	All
Account	5%	Location	All

Query Results

Account	Account Title	FY09/PD14 Adopted Budget	FY09/PD14 Budget Adjustment	FY09/PD14 Adjusted Budget	FY09/PD14 Temporary Budget	FY09/PD14 Year to Date	FY09/PD14 Commitments	FY09/PD14 Available Balance
57013	Cash Gifts Foundations	0.00	0.00	0.00	0.00	20.00	0.00	(20.00)
Report Total (of all records)		0.00	0.00	0.00	0.00	20.00	0.00	

Account: 57013 Cash Gifts Foundations Location: All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule
Dec 19, 2008	Dec 29, 2008	F0006579	Robert Tatom	20.00	CHS1
Report Total (of all records):				20.00	

Available Budget Balance: (20.00)

Rules Maintenance FTMRUCL 7.0 (PROD)

Rule Class: CHS1 Banner Student Charges/Non-Cash Pay

Rule Class Type: Journal Type

Balancing Method: C Debits = Credits for each Chart

Start Date: 01-OCT-1988 **Termination Date:**

Lookup Results for Index 214100: Naval Rotc				
Fund	Organization	Program	Activity	Location
110001 (Undesignated E and G)	217400 (Navy ROTC)	2000 (General Academic Instruction)		



Date:

TV No.

ACCOUNT CHARGED

Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
Cash Gifts Foundation	214100	110001	217400	57013	2000		20.00
<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
Cash Gifts Other Individuals	214100	110001	217400	57012	2000		20.00
<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.

To properly record document F0006579, Robert Tatom, cash receipt to Account Code 57012 from Account Code 57013.

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 _____

Dean:

 Signature _____ Date _____

Principal Investigator:

 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.

Accounting Office Use Only

Accounting Office Signature _____
 Received _____ Date _____

University of Memphis
Revenue Budget Estimate / Worksheet by Organization

Prior FY: 08
Current FY: 09
Next FY: 10

Example 1

Fund: 110001, Undesignated E and G
Organization: 254321, Academic Tom the Tiger
Program: 2000, General Academic Instruction

Account Code	Account Title	Actual Prior Yr	Adjusted Budget Current FY	Receipts YTD Current FY	Final Estimate Current FY	Future / Base Next Yr	Proposed Budget Next Yr
58440	Sales and Services Taxable	9,203.50	22,300	5,717.50		22,300	
58441	Sales Tax Paid	(779.27)		(484.10)			
	Total	8,424.23	22,300	5,233.40		22,300	

<i>Recommended Entry if Revenue decline to continue</i>		<i>CY/Base Budget</i>	<i>BR CYOnly</i>	<i>BR Base</i>	<i>Estimated Current Year Budget</i>	<i>Proposed Base Budget</i>
BD02 (Base Budget) entry						
58440	Sales and Services Taxable	22,300	-	(12,800)	9,500	9,500
58441	Sales Tax Paid	-	-	(800)	(800)	(800)
Total Revenue		\$ 22,300	\$ -	\$ (13,600)	\$ 8,700	\$ 8,700
74000	Operating Expense Budget Pool		\$ (13,600)	Offset to Balance Budget Revision		

Note: Round Revenue Budget to nearest 100's

TBR budget reporting requires explanations for all revenue changes.

University of Memphis
Revenue Budget Estimate / Worksheet by Organization

Prior FY: 08
Current FY: 09
Next FY: 10

Example 2

Fund: 110001, Undesignated E and G
Organization: 254321, Academic Tom the Tiger
Program: 2000, General Academic Instruction

Account Code	Account Title	Actual Prior Yr	Adjusted Budget Current FY	Receipts YTD Current FY	Final Estimate Current FY	Future / Base Next Yr	Proposed Budget Next Yr
58440	Sales and Services Taxable	9,203.50	15,000	5,717.50		22,300	
58441	Sales Tax Paid	(779.27)		(484.10)			
	Total	8,424.23	15,000	5,233.40		22,300	
Recommended Entry if Revenue decline to continue							
BD04 (Current Year Only) and		<i>CY Budget</i>	<i>Base Budget</i>	<i>BR CYOnly</i>	<i>BR Base</i>	<i>Estimated Current Year Budget</i>	<i>Proposed Base Budget</i>
BD02 (Base Budget) entry							
58440	Sales and Services Taxable	15,000	22,300	7,300	(12,800)	9,500	9,500
58441	Sales Tax Paid	-	-	-	(800)	-	-
Total Revenue		\$ 15,000	\$ 22,300	\$ 7,300	\$ (13,600)	\$ 9,500	\$ 9,500
74000	Operating Expense Budget Pool			\$ 7,300	\$ (13,600)	Offset to Balance Budget Revision	

Note: Round Revenue Budget to nearest 100's

TBR budget reporting requires explanations for all revenue changes.

**The University of Memphis
Temporary Current Year Budget Revision (BD04)**

Submit completed form to Financial Planning Office, Administration Bldg., Room 273

Example

Name:
Mary Blue

Department:
College of Arts and Sciences

Fiscal Year:
2009

Date:
February 14, 2009

**Temporary Current Year/This Fiscal Year
Request for BD04 Budget Revision**

Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)	
01	Tom the Tiger Teaches	110001	214140	58440	2000					7,300	
02	Tom the Tiger Teaches	110001	214140	74000	2000		7,300				
Net Change											
0 (J-K)-(N-M)							TOTAL	7,300	-	-	7,300
Document Total											
14,600 (J+K) + (M+N)								Expense		Revenue	

The Reason for requesting this revision is as follows: Important for the Dept to give a detail description due to UoM must report all Revenue changes to TBR for the Budget cycle revenue schedules

Tom the Tiger change in plan to add outside teaching load. Due to University's need to offer more degree courses Tom the Tiger will continue to only teach one outside special class during the fall. Refer to Base Budget Revision for decrease.

Approved	_____	_____	_____
	Departmental Authority		Date
Approved	_____	_____	_____
	Dean/Director/AVP		Date
Approved	_____	_____	_____
	Provost/Vice President		Date
Reviewed	_____	_____	_____
	Office of Financial Planning		Date

For Financial Planning Use Only

BR Number:	Fiscal Year:	Entered by:	Date Entered:	Banner JV Number:
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