



Welcome to Focus on Finance!

April 21, 2016

Agenda

- **Shared Services Helpdesk Ticket Update – Sam Cox**
- **Enterprise Car Rental – Jeffrey Stablein & Traci Vaughn**
- **Travel – Preparing for Year-End – Terrice Watson**
- **Who Knew? What's New? What's Due?**

Shared Services Helpdesk Ticket Update



Travel Help Desk

Sam Cox, Director – Business Development

SSC Helpdesk Ticket System Change Effective – May 2, 2016

OUT WITH THE OLD

- **Kayako Fusion Ticket System.**
- **Tickets entered prior to May 2nd.**
- **Old/Open Tickets will remain in the old system until trip is closed.**

IN WITH THE NEW

- **ITS Remedy Force Helpdesk Ticket System.**
- **Tickets entered after May 1st.**
- **The SSC Travel Ticket Process will remain the same, only minor system interface updates.**

SSC Helpdesk Ticket System Change

Key Points

- **Effective May 2nd.**
- **ITS Remedy Force Helpdesk Ticket System.**
- **Both Links will be available on our Webpage.**
- **The SSC Travel Ticket Process will remain the same, only minor system interface updates.**
- **Questions - <http://www.memphis.edu/ssc/>**

Questions?



Enterprise Car Rental



Jeffrey Stablein & Traci Vaughn

Questions?



Staples Vendor Show



Jim Nabors, Procurement & Contract Services

MAKE more HAPPEN

You're invited!

Come to the Staples / University of Memphis Vendor Show

Join us and learn how these amazing products and services can enhance your productivity in the office.

We'll explore:

- Many giveaways and door prizes that you can sample before you purchase.
- Manufacturers such as 3M, Pilot, Fellowes, Sanford, Avery, HP, Smead, Staples and many more....

Staples / University of Memphis Vendor Show

Tuesday, May 17, 2016

10:00 am–2:00 pm

University Center Shelby Room 342

To RSVP or learn more, contact Purchasing.

Jim Nabors

901-678-2266

jnabors@memphis.edu



STAPLES
Business Advantage

Travel – Preparing for Year-End



Terrice Watson, Manager - General Accounting

Year-End - Nonstop!

- Review Open Encumbrances.
- Request completion of Claim for Traveling Expenses form for finalized trips.
- Send email to department requesting anticipated travel information for trips through August.
- For trips ending on/before June 30th, complete an online Travel Purchase Orders.
- For trips ending on/after July 1st, complete a Future Year Travel Authorization.

Year-End – Final Approach!

Banner INB

- Banner INB
- FPIOPOF
- Enter Index and Acct

Banner Self-Service

- Finance *Encumbrance Query

Open Purchase Orders by FOAPAL FPIOPOF 8.0 (PROD)

COA	Index	Fund	Orgn	Acct	Prog
U	262200	110001	511000	73100	4600

- Select Next Block
- Rollback and complete for each Travel Account Number

Existing Query: None

Fiscal year: 2016 Fiscal period: 14

Encumbrance Status: Open

Commitment Type: All

Chart of Accounts	U	Index	
Fund	200883	Activity	
Organization	211000	Location	
Grant		Fund Type	
Account		Account Type	71
Program	2000		

Save Query as:

Shared

- Submit Query

Questions?



Who Knew? / What's New? / What's Due?



Who Knew? - Training

<i>Workshop</i>	<i>Date</i>
Travel Workshop - SSB Travel Purchase Order ADMIN 178	Friday, May 20, 2016 9:00 - 11:00 AM

What's New? – Campus Card Office

The Campus Card has been redesigned and is now available to those of you who want to trade in your old, outdated card in favor of the lovely new one (see below) at no charge! Your current card will still work fine---a new card is not required. (But who wants to be out-of-date???) A new photo will be made each time you have your Campus Card replaced. Come see us at 115 Wilder Tower, and bring your old card for trade in.



What's Due? - Bursar

Activity	Deadline
Summer GA contract changes are due to Grad school	Sunday, May 01, 2016
Miscellaneous department waivers are due for Pre-Summer Session	Sunday, May 01, 2016
Fee payment/course deletion deadline for pre-summer only or pre-summer and any other summer part of term for those who register between April 4 - May 6, 2016	Friday, May 6, 2016 by 4:30 p.m.
Fee Payment deadline to avoid \$100 late payment fee for those registering for pre-summer only or pre-summer and any other summer part of term (POT) for those who register between May 7 - 9, 2016 (Late Registration)	Monday, May 9, 2016 by 4:30 p.m.
Fee payment/course deletion deadline for pre-summer only or pre-summer and any other summer POT for those who register during late registration, May 7 - 9, 2016	Tuesday, May 10, 2016 by 4:30 p.m.
Miscellaneous department waivers are due for Full, 1st, and 2nd Part of Term Summer sessions	Sunday, May 15, 2016

What's Due? - Current Year

<i>Activity</i>	<i>Deadline</i>
Inventory Confirmations Due (Overdue)	Friday, April 15, 2016
Time Sheet for BW11 Biweekly Payroll (May 14th - May 27th) EARLY!!	Thursday, May 26, 2016
Effort Certification (Grants Accounting)	Tuesday, May 31, 2016
Book Airfare Reservation via Travelennium for Travel in FY-16	Wednesday, June 08, 2016
Complete Staples Purchase Orders (FY-16)	Thursday, June 23, 2016
Time Sheet for BW13 Biweekly Payroll (June 11th - June 24th)	Friday, June 24, 2016
Deobligate Remaining Balances of Completed FY-16 POs (Travel - Email/Tigerbuy - Change Order)	Friday, June 24, 2016
Submit Claims for Petty Cash Reimbursement	Monday, June 27, 2016
Online Budget Revisions between Account Pools (i.e. Salaries, Travel, Operating, etc.)	Monday, June 27, 2016
Settle Travel/Supply Advances for FY-16	Monday, June 27, 2016

What's Due? – July 2016

<i>Activity</i>	<i>Deadline</i>
Ensure Receipts posted for all FY-16 POs.	Friday, July 01, 2016
Preliminary Reports Available on E-Print	Tuesday, July 05, 2016
Deliver Invoices and Travel Claim Reimbursements to Accounting (FY-16)	Wednesday, July 06, 2016
Submit Transfer Vouchers (FY-16 Corrections) to Accounting	Wednesday, July 06, 2016
Time Sheet for Split BW14 Biweekly Payroll (June 25th - July 8th)	Friday, July 08, 2016

Year End – Procurement Current Year (2016) Purchase Requisitions/Orders

Deadlines for Current Year (FY2016) Purchase Requisitions

April 15, 2016: FY16 requisitions that require bidding (≥\$10k) and award of contract before July 1.

Notes: 1) All contracts that require a signed University-approved agreement, regardless of the dollar or bid thresholds must be submitted to Procurement and Contract Services for approval prior to the contract start date. 2) Any purchases/contracts requiring TBR approval (≥\$250k) must be completed and submitted to TBR by June 1, 2016, if the effective contract start date is July 1, 2016. 3) Any purchases/contracts requiring Fiscal Review approval (≥\$250k, sole source, and a term of more than 1 year) must be submitted to TBR 75 days in advance of the start date.

June 23, 2016: FY16 requisitions that do not require bidding. Emergencies will be reviewed on a case-by-case basis.

Reminder: For purchases initiated in the current year (FY16), accrued expenses will be processed as follows:

- *If goods/services are received on or before June 30, 2016, the expense will be posted in FY16*
- *If goods/services are received after June 30, 2016, the expense will be posted in FY17*

June 24, 2016: Cancel, adjust or deobligate remaining balances on FY16 purchase orders. Review open purchase orders and enter a Change Order Request form in Tigerbuy to cancel, adjust or deobligate purchase orders.

Year End – Procurement Future Year (2017) Purchase Requisitions

Deadlines for Future Year (FY2017) Purchase Requisitions

April 15-May 5, 2016: FY17 requisitions (\geq \$10k) that require bidding with an effective contract start date of July 1, 2016, to allow sufficient time for the bid process. *Note: All contracts that require a signed University-approved agreement, regardless of the dollar or bid thresholds must be submitted to Procurement and Contract Services for approval prior to the contract start date.*

May 6, 2016 or after: FY17 requisitions that do not require bidding with an effective contract start date of July 1 may be entered any time on or after May 6, 2016; however, resulting purchase orders will not be released and sent to the vendor until the start of the new fiscal year (on or around July 1, 2016). If a vendor requires early notification that a purchase order is forthcoming on July 1, advise Procurement & Contract Services so that a Letter of Intent can be sent to the vendor.

The following process applies to entering future year (FY17) purchase requisitions mentioned above:

1. Access Tigerbuy e-Procurement System
2. From April 15 – June 30, under the “Billing Options” section, change “Accounting Date” to July 1, 2016. On July 1, allow system to default to “no value.” Notice will be posted on the Tigerbuy Message Board and via email to active users indicating that the Accounting Date field can default to “no value.”

July 1, 2016 or after: All other FY17 requisitions

Note: Pursuant to accounting and auditing standards, requisitions for maintenance, service, & license agreements must be charged to the year in which they are effective. Example: If a software license agreement is effective July 1, 2016 to June 30, 2017, the requisition must be entered and charged to FY17.

Next Focus on Finance

May 19, 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