



Agenda

- Financial Controls and Accountability
- Business Continuity Planning
- Annual Inventory Confirmations
- Spring Budget
- Announcements & Deadlines



Financial Controls and Accountability

George Ninan
Assistant Vice President and University Controller
Financial Accounting and Reporting

Financial Responsibility and Certification



- The Tennessee Financial Integrity Act (TCA 9-18-102) requires that management establish and maintain an adequate internal control system
- All employees that have the roles/capabilities of <u>Financial</u> <u>Manager, Designee or Approver</u> in the Banner financial system to acknowledge their responsibility and understanding of these roles
- Financial responsibility certification will be electronic. No paper forms!!



Financial Responsibility Certification-What needs to be done?

- All <u>Financial Managers</u>, <u>Designees and Approvers</u> will be receiving an email with a link to a page where they can complete the Financial Responsibility Certification on or about March 1, 2021
- Due to be completed by March 19, 2021

Sample Forms

ANNUAL FINANCIAL RESPONSIBILITY CERTIFICATION



Home Welcome, Kenneth - Logout Help

TO: John Doe

FROM: George Ninan, Controller

DATE: March 2, 2020

SUBJECT: Annual Financial Responsibility Certification

The Tennessee Financial Integrity Act (TCA 9-18-102) requires that management establish and maintain an adequate internal control system to ensure compliance with applicable laws and regulations, safeguarding of funds, property and assets and, the reliability of financial reports.

The Financial Manager, Designee and Approver roles within the Banner financial system are vital functions in our internal control framework. We are requiring all employees that have these roles/capabilities in the Banner financial system, to acknowledge their responsibility and understanding of these roles.

You are the Financial Manager for the organization(s) listed below:

As the Financial Manager you are responsible for the financial activity, including the safeguarding of physical assets. Authority is granted to create and approve financial transactions in Banner, Tigerbuy, Equipment Workflow, time and leave reporting, and Electronic Personnel Action Forms (EPAFs). A financial manager is expected to give careful consideration to the appointment of Designees and Approvers, as well as oversee their activities.

Sample Forms

As the Financial Manager it is your responsibility to review and confirm that the following users require the access level currently granted. Select the appropriate response (YES or NO) for each user. This form is not intended for adding new Approvers or Designees. To ADD new Approvers or Designees use the Request for B&F Access form https://bf.memphis.edu/forms/tech/bf_access_request.htm.



Organization	Code	217000,	Center for	Communi	ty Health
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□ ORG Code no longer needed

Role	UUID	Name	Retain Current Access Level
Designee	jdoe	John Doe	● Yes ○ No
Designee	jdoe	John Doe	● Yes ○ No
Approver	jdoe	John Doe	● Yes ○ No
Designee	jdoe	John Doe	● Yes ○ No

Organization Code 235100, SBS K Ward

☐ **ORG Code** no longer needed

Role	UUID	Name	Retain Current Access Level
Designee	jdoe	John Doe	
Designee	jdoe	John Doe	
Approver	jdoe	John Doe	

Sample Forms

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	974
ı	LMI

Ш	you have questions of concerns regarding your access levels listed above, please describe.

If you have guestions as concerns something your access levels listed above, places described

CERTIFICATION

As an employee of The University of Memphis, I am aware that the data and materials to which I have access are to be treated with reasonable care, in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed, at any time, any such confidential information gained in the course of my employment. I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment. In this role, I am responsible for financial oversight and internal controls in my organization and area of responsibility. This includes having a working knowledge of the University of Memphis and Tennessee Higher Education Commission policies and procedures. I understand that it is my responsibility to notify the appropriate finance executive (Chief Business Officer in division, Controller, Executive Director - Financial Reporting and Accounting or Chief Financial Officer) of any violations of University policy or other matters that might warrant additional attention. I acknowledge that I concur with the above-mentioned statements and I understand and accept my role and responsibility as a/an Financial Manager and Designee.

Submit

Questions







Business Continuity Planning Overview

Ronald Mark Heath
Executive Director
Business Continuity and Risk Management



BCP Purpose & Importance



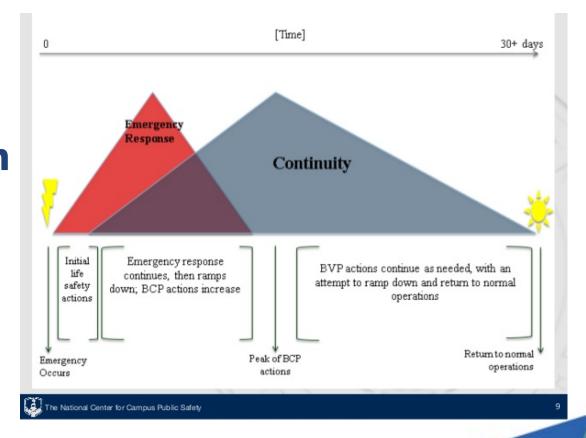
- Allow continuation of department / division / university business functions
- Identifies succession of Key Personnel
- Reduces disruptions to operations
- Allow us to resume services to the campus community
- Achieve a timely recovery
- Minimizes financial losses
- Mandated by the University Board of Trustees as a part of Best Practices

BCP vs. EOP, ERP & Crisis Management



Emergency and Crisis Plans Focus on Life Safety Issues

- √ Fire & Hazardous Materials Event
- ✓ Severe Weather
- **✓ Evacuation e.g., Civil Disturbance**
- Continuity Planning Focuses on on how to Resume Operations
- ✓ Identifies succession of Key Personnel
- **✓ Reduces disruptions to operations**
- ✓ Achieve a timely recovery
- **✓ Minimizes financial losses**



BC Planning Considerations



1. Single or Multiple Facilities Affected

Fire, Explosion, Severe Weather, Loss of Utilities

2. Loss of Personnel

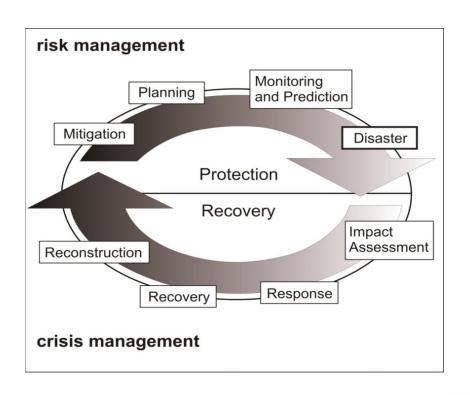
Infectious Disease

3. Loss of IT or Data

- Power Outage
- Act of Terrorism
- Equipment Failure

4. Additional Disruptions

- Communications (Cell)
- Logistics Support



Critical Function Principles



Four Defining Principles:

- 1. All university functions are necessary: some are critical
- 2. A critical function is a unit activity or service, not a unit name, not an object
- 3. A critical function is comprised of several—perhaps many—processes and almost never is comprised of a single process
- 4. A critical function is a high-value activity, or an activity set that is normally performed by your unit and must be available at a sufficient level within 30 days or less if a negative event affects the campus

Levels of Critical Functions



1. Critical:

A function that must be restored to a minimum level of service, preferably within 4 hours of an incident. Must continue at a normal or increased level. Pausing for more than 24 hours may cause significant consequences or serious harm. (Possible examples: police services, provide back-up facilities or housing, food/meals to University residents, maintain campus emergency web presence, email services, conduct hazardous waste materials response, etc.)

2. Priority:

Must continue, perhaps in a reduced mode. Stopping for more than one week may cause major disruptions. (Possible examples: manage payroll, conduct purchasing of campus goods or services)

3. Important:

May be temporarily suspended but must resume normal operations within a maximum time of 30 days. (Possible examples: research, administer course scheduling/room assignments, student advising, etc.)

4. Deferrable:

May pause; resume when conditions permit. (Possible examples: routine building maintenance, training, marketing.)



Critical Function Determination



A function is critical if it:

- Preserves life, prevents injury, or protects property
- Provides indispensable support for provision of other critical functions
- Is required by law or regulatory authority
- It must be continued under all circumstances/cannot suffer a significant interruption
- Directs or controls instruction or research—be sparing about tagging a function as directing or controlling these services.
- It provides vital support to another department, unit, or organization (with critical functions)



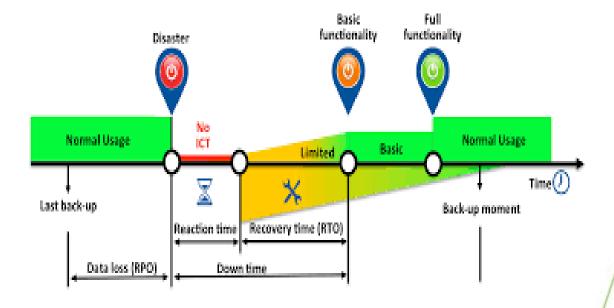
Recovery Time Objectives

➤ Critical **Duration:** Less than 4 hours and up to 8 hours

▶ Priority
Duration: Less than 24 hours
and up to 72 hours

➤ Important **Duration:** 4 to 7 days as a target but less than 30 days max

➤ Deferrable **Duration:** Greater than 30 days



Dependencies



• <u>Upstream Dependencies</u>

Are the departments (WITHIN the University) whose reduced functioning would seriously impair your own department's ability to perform a Critical Function

• <u>Downstream Dependencies</u>

Are the departments that would be seriously impacted if YOUR department could not perform a particular Critical Function

Dependencies can be external as well

NOTE: Do not name IT systems as dependencies. IT systems are treated separately.



Business Impact Analysis (Consequences)

Nine Key Areas of Concern

How to Cope Unique Skills

Working at Home Showstoppers

Risk Policy Exceptions

Action Items Campus Closure

Additional Vulnerabilities

Additional Areas



Key Resources

Staff, Teams, Equipment and Supplies, Inventories, Facilities, Transportation, Utilities or other unique Resources

Information Technology

The Information Technology section is designed to be to be completed on-screen with assistance by your ITS LSP

Faculty Preparedness

Applies to Academic/Instructional Units Only.





ANNUAL INVENTORY CONFIRMATIONS

Darya Maksimova Accountant III Financial Reporting

Policy & Statute Requirements



- Annual Inventory Confirmation is a required procedure: BF4025 Policy https://memphis.policytech.com/dotNet/documents/?docid=711&public=true
- Once a year Accounting will send a Fixed Asset Inventory
 Listing/Confirmation by Organization to Equipment Reps and Financial
 Managers.
- It is essential that you maintain accurate and up-to-date records of your department's inventory.
- State Auditors verify Inventory Confirmations as part of their normal audit procedures. Failure to complete Inventory Confirmations could be reported as an audit finding.

Fixed Assets Categories



- "Capital Equipment" is a single item costing \$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, and other scientific equipment. This category is NOT included in Report this year.
- Equipment under \$1,500 is not included in Report.

Report of all assets may be obtained from Banner ePrint – Banner Finance Repository – FYFR001-Fixed Asset Inventory Listing.

Annual Inventory Confirmation Process



- 1. Print a copy of the Confirmation and read instructions carefully.
- 2. Physically confirm the location of all assets.
- If information is missing or incorrect, update asset description information (make, model, serial number, etc) on the confirmation report, preferably using a red pen. Changes to description, make, model and serial number are made by Financial Reporting.
- 4. Update Location or Org; if needed zero value assets through Fixed Asset Workflow (indicate WF on confirmation).
- 5. For additions (only for assets that cost more than \$5,000), complete the Items in Department Not on Inventory form and send with completed inventory confirmation.

Annual Inventory Confirmation Process



- 6. Older items not found Look up in INB Banner on the FFIMAST page for System Status Code (assets with Codes "D" or "C" are NOT included).
- 7. Ensure you have a Request for Off-Campus Use of Equipment Form completed for all Off-Campus items (112688 and 112687).
- 8. You must complete a <u>Report of Lost or Stolen Property Form</u> for all missing/lost/stolen items.
- 9. Make a copy and return the signed confirmation report to Accounting by March 31, 2021.

Annual Inventory Confirmation – Samples



Completed Report

Report ID: FYFR001 University of Memphis Page 1 of 259
Report Run:4/20/2020 12:49:18 PM Inventory Confirmation Report

Decal	Description	Book ∀alue Ne	et ∀alue	Make	Model	Serial Number	Acq Date	Location	Locn
Respons	ible Organization: 100500	University I	Board Gov	ernance					
013344000	EXT60138101-DTP CrossPoint 108	10,233	7,931	Extron	DTP CrossPoint 108	A1JWRQ8	04/10/17 Adm	inistration 107	100024
013344500	Media Site ML820 Recorder	9,755	7,723	Mediasite	ML-820	003-5990020	03/14/17 Adm	inistration 107	100024

Correction Samples

Report ID: FYFR001 University of Memphis Page 54 of 259
Report Run:4/20/2020 12:49:18 PM Inventory Confirmation Report

Decal	Description	Book ∀alue	Net ∀alue	Make	Model	Serial Number	Acq Date	Location	Locn
Responsi	ible Organization: 212112	Physics J	lingbiao Cui	i					
013094400	Atomic Layer Deposition System	80,700	44,385E	nsure Scientific Group	Atomic Layer	ABC123456	01/13/15	Manning Hall 420	101186
013094500	Dual Tube Furnace	47,930	25,962	MTI Corporation	Dual Tube Furnace	56984	12/03/14	Manning Hall 420	101186
013094600	correct accot code-I0585734	9,100	4,853	Edwards 306 Vaccum	*	XYZ256	11/11/14	Manning Hall 420	101186
013094700	Potentiostat/Galvanostat	5,538	2,907	Gamry Instruments	Potentiostat/Galvanost	Q15-269	10/29/14	Manning Hall 420	101186
013201600	DXR Raman Microscope, a confocal	49,500	31,762	Thermo	**	714-029900	12/14/15	Manning Hall 420	101186
013559600	Experimenters Kit with 25mm2	16,025	13,621	Amptek	Experimenter's kit	1)	01/08/18	Manning Hall 221	101069

Advanced Series A567

1) 987XWQ268MN

^{**} Fisher IV -777

Items in Department - Not on Inventory



Before adding item to the list:		Make sure that it costs m	ore than \$5,000 ((assets that are l	ess than \$5,000.00	are not included in Inve	ntory Confirmation
,		Verify asset through FFIMAST (Sy	•	•	•		
		Verify asset through FFIMAST (Or	rganization - asset coul	ld belong to other (ORG and need to be	transferd using WF, do no	t add it to the list)
Purchase Order#	Decal #	Description	Asset Type	Make	Model	Serial Number	Location Code

FFIMAST - Asset Status



To determine System Status Code of the asset, use the Banner INB FFIMAST page. Enter Decal # (Asset Tag), click on **Go**

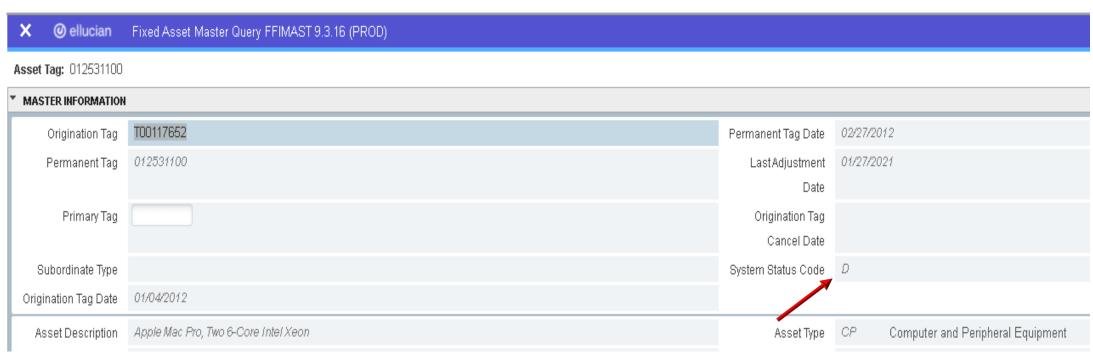
Active Status – System Status Code "J" or "I"

X @ ellucian	Fixed Asset Master Query FFIMAST 9.3.16 (PROD)		
Asset Tag: 014153000			
MASTER INFORMATION			
Origination Tag	T00148377	Permanent Tag Date	12/14/2020
Permanent Tag	014153000	Last Adjustment	
		Date	
Primary Tag		Origination Tag	
		Cancel Date	
Subordinate Type		System Status Code	J Source Journal Voucher
Origination Tag Date	12/14/2020		
Asset Description	Worstation Standard	Asset Type	FR Furniture

FFIMAST - Asset Status



 Inactive Status - Assets that were previously zero-valued, cannibalized, or disposed are indicated by "D" or "C" (not included in the Report).



FFIMAST – Organization



To determine which org the asset belongs, use the Banner INB FFIMAST page. Enter Decal # (Asset Tag), click on **Go**, and then, click on the down arrow in the bottom left of the screen 2 times.

×	@ ellucian	Fixed Asset Master Query FFIMAST 9.3.16 (PROD)			ADD ADD	RETRIEVE	<u> 4</u>	RELATED	🔅 тос
Asset '	Tag: 014108400							Star	t Over
PROC	CUREMENT INFORM	IATION				☐ Insert ☐	Delete	📤 Сору	Filter
	Origination Tag	T00147302	Permanen	t Tag 014108400	3D pr.	inter - Form 3 C	Complete	Package	
	Vendor Code	U00560005 Formlabs		Submission Number	()			
ı	Purchase Order	P0279077		Invoice Item	1	2			
	Purchase Item	2		Cancel Date					
	Receiver			Credit Memo	No				
	Receiver Date			Installments					
	Invoice	TB230984		Recurring					
	Invoice Date	09/25/2020							
Other	Source Data								
	Document		Document Tag	Date					
	Туре		Source Submis	ssion					
	Sequence								
Trans	fer Data								
	Date		(3rant					
	COA	U University of Memphis	Custodia	an ID					
	Organization	251000 Art	Equipment Man	ager					
	Location	115820 Arts & Communication Bldg 20A							

FFIPROC – Fixed Asset Procurement Query



Additional information may be found using the Banner INB FFIPROC page by purchase order #, serial #, description or other parameters.

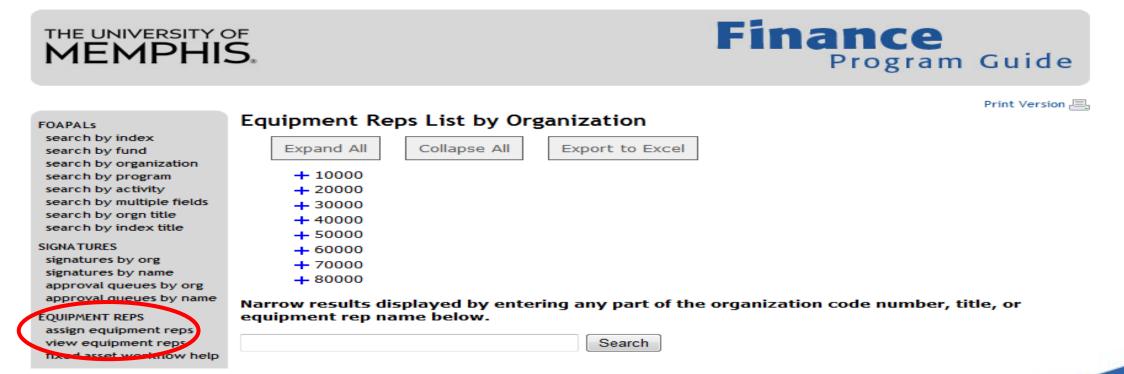
X @ ellucian Fixed Asset Procurement Query FFIPROC 9.0 (F	PROD)			ADD 🖺 RETRIEVE	A RELATED
* FIXED ASSET PROCUREMENT QUERY				1 In	sert 🖃 Delete
Basic Filter Advanced Filter					
Origination Tag Permanent Tag	Description	Origination Tag Cancel Date	Purchase Order Add Anoth	er Field 🔻	
Origination Tag Permanent Tag Description	Cost Origination Tag Cancel Date	Purchase Order Invoice	Receiver Vendor Other Sources Type	Submission Num Serial Number/VIN	As:
O ellucian Fixed Asset Procurement Query FFIPROC 9.0 (PROFIXED ASSET PROCUREMENT QUERY Basic Filter Advanced Filter	OD)			PADD PRETRIEVE PRELATED	
Origination Tag Permanent Tag	Description •	Origination Tag Cancel Date	urchase Order Serial Number/VIN	Add Another Field	~
					Clear All
Origination Tag Permanent Tag Description Cos	Origination Tag Cancel Date	Purchase Order Invoice Rec	ceiver Vendor other Sources Type Submis	ssion Num Serial Number/VIN	Asset Type 0

Equipment Representatives Listing



The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/eqreps.php

Make sure that each Organization has assigned equipment representative



Location Code Search



The list of location codes can be viewed at https://bf.memphis.edu/spectrum/search-locations.php





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
location code search
data standards manual

	_	_	
Location	COMP	Searc	n
_OCGCIOI		<u> </u>	

Enter all or part of the building name and click Search to generate a list of corresponding Location Code matches.

Search Location:

Search

RESOURCES



- Questions / Issues
 - wf-fixedasset-admins@memphis.edu
- Financial Reporting Website Fixed Assets
 http://www.memphis.edu/accounting/fixedassets.php
- ePrint Report FYFR001 (Fixed Asset Inventory Listing)



QUESTIONS





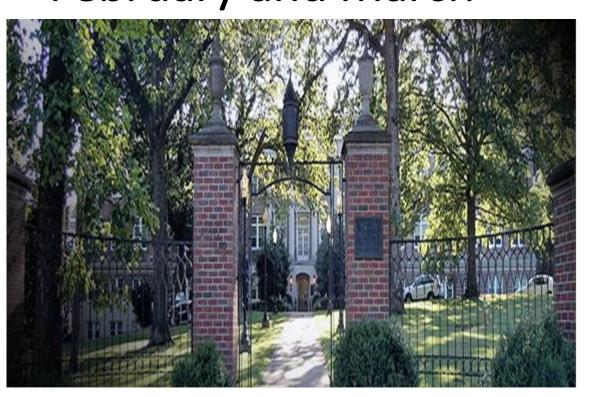


SPRING BUDGET

Deborah Keeney Associate Director Budget Financial Planning and Analysis

Lambuth Campus

Budget Development in February and March





Spring Budget – Key Dates



- Revenue Projections ~ Due Friday, March 19, 2021
 - Email with instructions will be sent out Friday February 26, 2021
 - o If you desired, you may schedule a time for individual review with a Financial Planning Staff member
 - Tuesday, Mar 2nd thru Friday Mar 5th
 - Instructions for preparing revenue budget revisions can be found on the Financial Planning website under the Frequent Asked
 Question tab
- Capital/R&R/Facility Projects ~ Due Monday, March 29, 2021
 - o If a Summer project is planned, submit by Spring deadline
- Expenditure & Position PDF Budget Revisions ~ Due Monday, March 29, 2021
 - o Email with instructions will be sent out Friday February 26, 2021
 - Submit revision to cover any newly hired Limited position and those FY21 Limited positions that have not been covered previously
 - o If a position needs to be transferred for Fall, submit the transfer BR before deadline
 - o Remember: no base budget revisions will be entered between the deadline and the opening of FY22
- BD4 Online Budget Revisions ~ Due Friday, April 9, 2021 with all approvals
 - o Remember to align department budgets for the remainder of FY21
 - No functional changes after deadline

What are Functional Totals?

Budget & Expenditure totals in a specific range of Program Codes



Program Code Range	Function
2000 - 2499	Instruction
2500 - 2699	Research
2700 - 2799	University Libraries Research
3000 - 3499	Public Service
3500 - 3999	Academic Support
4000 - 4499	Student Services
4500 - 4799	Institutional Support
5000 - 5499	Operations and Facilities
5500 - 5699	Scholarship / Fellowships
6000 - 6999	Transfers
7000 - 7999	Auxiliary

Source: FGRPRGH Program Hierarchy Report

Why are Functional Totals Frozen in April?



- The final current year budget is submitted as part of the Spring Budget
 - Departments realign budgets and anticipate purchases

E&G control totals are compared against final year-end amounts

Functional Expenditure exceeding Estimated Budget – "Busting a Function"

Spring Budget – Benefit Fringe Rate



- Benefits FY22 Proposed Fringe Rate (To be Finalized in May)
 - 34.8% Salaried Employees
 - 52.5% Hourly Employees
 - 7.3% Temp Employees No Insurance
 - 19.2% Temp Employees With Insurance
 - 1.1% Student / GA

Benefits FY21 Fringe Rate

- 36.3% Salaried Employees
- 55.9% Hourly Employees
- 7.2% Temp Employees No Insurance
- 32.3% Temp Employees With Insurance
- 1.1% Student / GA

Expense Budget – FYBR005



Program ID:	FYBR005		Date Run:	01/11/21			
Page No :	5578	Budget	by Organizat	ion Current Year and	d Base	Date Run:	06:55 AM
Prior FY: 20)						
Current FY: 21	l						
Next FY: 22	2				Expense and		
			Actual	Adjusted Budget	Commitments YTD	Available Balance	Base / Future
Account		Account Title	Prior FY	Current FY	Current FY	Current FY	Next YR
Orgn: 424000		Housing and Residence Life	_	Fund: 330000	Student Housing		
Prog: 7200		Student Housing		Actv Code: NONE	Missing Ad	ctivity Code	
74500	Supplies		5,857.35	0.00	11,593.65	-11,593.65	0.00
75210		el Oil Lubricants	261.66		,	•	0.00
	Expense		6,119.01	0.00	11,593.65	-11,593.65	0.00
Total			6,119.01	0.00	11,593.65	-11,593.65	0.00

Review expense Budget and YTD transactions

Departments may need to prepare Budget Revision to move budget or Accounting TVs to move expenses

Action Items for this example:

- 1) Banner Finance Program Guide Search by Fund and Org to obtain list of valid Index FOPA
- 2) Banner Finance Admin Pages FGITRND Detail Transaction Activity Filter by Account/Org/Program/Field=YTD/Fund
- 3) Tools Export data
- 4) Save file as EXCEL
- 5) Sort by Activity Code to locate transactions Missing Activity Code
- 6) Investigate by using OnBase / SSB / Office Files / USBS Bursar's

Banner Finance Program Guide

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FOAPALs Search by Multiple Fields

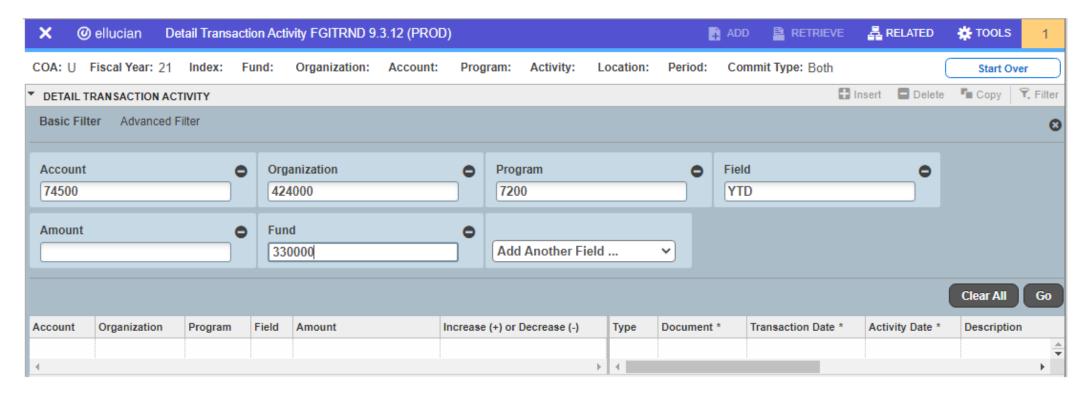
Index/FOAPAL Multi-Search Results

13 Records Found.

Lookup Results									
Index ▲ ▼	Fund ▲ ▼	Organization ▲ ▼	Program ▲ ▼	Activity ▲ ▼	Location ▲ ▼				
331000 (Residence Life Administration)	330000 (Student Housing)	424000 (Housing and Residence Life)	7200 (Student Housing)	1000					
331002 (Residence Life Admin Dorm Refunds)	330000 (Student Housing)	424000 (Housing and Residence Life)	7200 (Student Housing)	1002					
332200 (Rawls Hall)	330000 (Student Housing)	424040 (Rawls Hall)	7200 (Student Housing)						
332700 (Smith Hall)	330000 (Student Housing)	424070 (Smith Hall)	7200 (Student Housing)						
332800 (Mynders Hall)	330000 (Student Housing)	424080 (Mynders Hall)	7200 (Student Housing)						

FGITRND Detail Transaction Activity





			Activity				Commit			l	Transaction			
Account	Org	Program	Date	Type	Document	Description	Type	Fund	Activity	Location	Date	Field	Amount	Sign
74500	424000	7200	7-Aug-2020	XPC	PC000201	ALL RITE PLUMBING PART	U	330000			31-Jul-2020	YTD	14.36	+
74500	424000	7200	7-Aug-2020	XPC	PC000201	THE HOME DEPOT 0703	U	330000			31-Jul-2020	YTD	20.21	+

Total Missing Activity Code \$ 11,587.67

Note: EXAMPLE does not show all sixty nine XPC Purchasing Card transactions missing Activity Code

Spring Budget - Expense



Reviewing FYBR005 Budget by Organization Current Year and Base

- ➤ Department can determine whether Base Budget adjustments are needed due to
 - ☐ Small amount less than \$100
 - ☐ Change in expenditure plans

- Banner Self Service Query
 - > Department can use to analyze budgets to align as needed
 - □ Reminder Current Year Budget to be moved as needed for Departments spending plan through June 30th

Spring Budget - Expense

Program ID: FYBR005 The University of Memphis Date Run: 01/11/21

Page No Budget by Organization Current Year and Base 331

Date Run: 06:55 AM

Prior FY: Current FY: 21 Next FY: 22

Expense and

Next FY: 22	<u> </u>			expense and		
Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Commitments YTD Current FY	Available Balance Current FY	Base / Future Next YR
Account	Account Title	FIIOFFI	Current	Current	Current	NEXT IN
Orgn: 202000	Anthropology		Fund: 110001	Undesignated E and	l G	
Prog: 2000	General Academic Instruction		Actv Code: NONE			
61210	Academic Faculty	516,253.62	585,058.00	571,116.56	13,941.44	545,323.00
61250	Support Pay Academic	5,000.00	400.00	400.00	0.00	0.00
61252	Temporary Instructor Non Credit		500.00	500.00	0.00	0.00
61253	Temporary Instructor Credit	18,869.40	13,687.00	21,372.60	-7,685.60	10.00
61254	Summer Other	8,000.00				
61255	Summer Administrative Pay	15,913.45	10,692.00	10,692.30	-0.30	0.00
61257	Academic Masters Graduate Assistant	0.00	0.00	0.00	0.00	45.146.00
61272	Academic Moving Allowance	3,000.00				
61310	Support Clerical Salaries	32,008.07	0.00	0.00	0.00	0.00
61312	Monthly Support Clerical	37,303.60	37,506.00	37,505.28	0.72	37,506.00
61410	Student Assistants Hourly	506.43	1,650.00	702.99	947.01	940.00
61250	Support Pay Professional Support	3,000.00				
	Salaries	639,854.57	649,493.00	642,289.73	7,203.27	628,925.00

Lookup Results Matching Index 210010: Anthropology								
Fund ▲ ▼	Organization ▲ ▼	Program ▲ ▼	Activity ▲ ▼	Location ▲ ▼				
110001 (Undesignated E and G)	202000 (Anthropology)	2000 (General Academic Instruction)						



Spring Budget - Expense

Program ID: FYBR005 The University of Memphis Date Run: 01/11/21
Page No: 337 Budget by Organization Current Year and Base Date Run: 06:55 AM

Prior FY: 20 Current FY: 21 Next FY: 22

Expense and

Account	Account Title	Actual Prior FY	Adjusted Budget Current FY	Commitments YTD Current FY	Available Balance Current FY	Base / Future Next YR
Orgn: 202000	Anthropology		Fund: 110001	Undesignated E and	l G	
Prog: 2600	Individual and Project Research		Actv Code: NONE			
61210	Academic Faculty	161,545.83	0.00	0.00	0.00	0.00
61250	Support Pay Academic		400.00	0.00	400.00	0.00
61254	Summer Other	28,000.00				
61257	Academic Masters Graduate Assistant	75,675.00	97,119.00	65,400.00	31,719.00	0.00
61410	Student Assistants Hourly	840.00	360.00	360.00	0.00	0.00
61657	Admin Masters Graduate Assistant		2,895.00	2,895.00	0.00	0.00
	Salaries	266,060.83	100,774.00	68,655.00	32,119.00	0.00

Lookup Results Matching Index 220010: Anthropology								
Fund ▲ ▼	Organization ▲ ▼	Program ▲ ▼	Activity ▲ ▼	Location ▲ ▼				
110001 (Undesignated E and G)	202000 (Anthropology)	2600 (Individual and Project Research)						

Spring Budget - Expenses



Report Parameters

Report Farameters								
Organization Budget Status Report								
By Account								
	Period Ending Jun 30, 2021							
	As of Jan 22, 2021							
Chart of Accounts	U University of Memphis	Commitment Type	ΑII					
Fund	110001 Undesignated E and G	Program	%					
Organization	202000 Anthropology	Activity	ΑII					
Account	All	Location	ΑII					
Account Type	61 Salaries							

Lookup Results					
Index ▲ ▼	Fund ▲ ▼	Organization ▲ ▼	Program ▲ ♥	Activity ▲ ▼	Location ▲ ▼
210010 (Anthropology)	110001 (Undesignated E and G)	202000 (Anthropology)	2000 (General Academic Instruction)		
220010 (Anthropology)	110001 (Undesignated E and G)	202000 (Anthropology)	2600 (Individual and Project Research)		

Query Results

Account	Account Title	Program	FY21/PD14 Adopted Budget	FY21/PD14 Budget Adjustment	FY21/PD14 Adjusted Budget	FY21/PD14 Temporary Budget	Base Budget	BD02 Base BR	Revised Base
61210	Academic Faculty	2000	611,573.00	(26,515.00)	585,058.00	28,199.00	556,859.00		
61250	Support Pay Academic	2000	0.00	400.00	400.00	0.00	400.00		
61252	Temporary Instructor Non Credit	2000	0.00	500.00	500.00		500.00		
61253	Temporary Instructor Credit	2000	10.00	13,687.00	13,687.00	13,677.00	10.00	(10.00)	0.00
61255	Summer Administrative Pay	2000	0.00	10,692.00	10,692.00	10,692.00	0.00		
61257	Academic Masters Graduate Assistant	2000	45,146.00	(45,146.00)	0.00	(45,146.00)	45,146.00	(45,146.00)	0.00
61310	Support Clerical Salaries	2000	32,898.00	(32,898.00)	0.00	0.00	0.00		
61312	Monthly Support Clerical	2000	37,506.00	0.00	37,506.00	0.00	37,506.00		
61410	Student Assistants Hourly	2000	940.00	710.00	1,650.00	710.00	940.00	60.00	1,000.00
61210	Academic Faculty	2600	0.00	0.00	0.00	0.00	0.00		
61250	Support Pay Academic	2600	0.00	400.00	400.00	400.00	0.00		
61257	Academic Masters Graduate Assistant	2600	0.00	97,119.00	97,119.00	97,119.00	0.00	45,100.00	
61410	Student Assistants Hourly	2600	0.00	360.00	360.00	360.00	0.00		
61257	Academic Masters Graduate Assistant	2600	0.00	2,895.00	0.00	0.00	0.00	0.00	0.00
61254	Summer Other	2600	0.00	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00
Report Tot	tal (of all records)		728,073.00	25,204.00	750,372.00	109,011.00	641,361.00	4.00	

Offset Account Code 74000 Index 210010

Spring Budget Expense

The University of Memphis Permanent Base/Future Year Budget Revision (BD02)



Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name:	Fiscal Year:	Date:
Example	2021	January 22, 2021
Department:		

Permanent Base Budget/ Future Year
Request for BD02 Base 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	210010	Anthropology	110001	202000	61253	2000			10		
02	210010	Anthropology	110001	202000	61257	2000			45,146		
03	210010	Anthropology	110001	202000	61410	2000		60			
04	220010	Anthropology	110001	202000	61257	2600		45,100			
05	210010	Anthropology	110001	202000	74000	2000			4		

The Reason for requesting this revision is as follow

To align Base Salary Account Codes

Anthropology

Expense Budget – FYBR005

Program ID: FYBR005 The University of Memphis Date Run: 01/11/21
Page No: 1467 Budget by Organization Current Year and Base Date Run: 06:55 AM

Prior FY: 20 Current FY: 21 Next FY: 22

Expense and

Actual Adjusted Budget Commitments YTD Available Balance Base / Future

Account Account Title Prior FY Current FY Current FY Current FY Next YR

Orgn: 213000 Political Science Fund: 110001 Undesignated E and G

Prog: 2001	UM OnLine Instruction		Actv Code: 747	Should No	t Have Activity	y Code
61250	Support Pay Academic		0.00	2,262.00	-2,262.00	0.00
61253	Temporary Instructor		0.00	9,048.00	-9,048.00	0.00
	Salaries	0.00	0.00	11,310.00	-11,310.00	0.00
62990	Fringe Benefits Expense		0.00	1,472.50	-1,472.50	0.00
	Benefits	0.00	0.00	1,472.50	-1,472.50	0.00
Total Actv 747		0.00	0.00	12,782.50	-12,782.50	0.00

Index/FOAPAL Multi-Search Results

1 Records Found.

Valid Index

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

Lookup Results										
Index ▲ ▼	Fund ▲ ♥	Organization ▲ ▼	Program ▲ ♥	Activity ▲ ▼	Location ▲ ▼					
212411 (CAS Political Science UM OnLine)	110001 (Undesignated E and G)	(Political	2001 (UM OnLine Instruction)							



Banner HR ePrint Report NYPR001 Labor Distribution





Go to ▼

 $my \\ Memph \\ is$

Home

UofMOnline

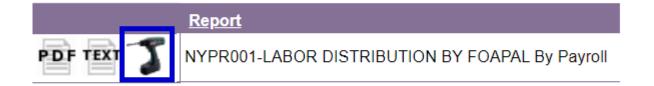
Employee

Finance

Banner ePrint

- · Banner Development Repository
- · Banner Foundation Repository
- · Banner Finance Repository
- · Banner Student Repository
- · Banner Financial Aid Repository
- Banner HR Repository





	<u>Title</u>
PDF TEXT	DISTRIBUTION BY FOAPAL by Pay Payroll No: MN 1 Payroll Date: 01/31/21
PDF TEXT	DISTRIBUTION BY FOAPAL by Pay Payroll No: BW 2 Payroll Date: 01/22/21
PDF TEXT	DISTRIBUTION BY FOAPAL by Pay Payroll No: BW 1 Payroll Date: 01/08/21

NYPR001 Labor Distribution Payroll No: MN (Monthly)

Program ID: NYPR001 The University of Memphis

Page No 343 LABOR DISTRIBUTION BY FOAPAL by Payroll

Payroll No: MN 1

Payroll Date: 1/31/21

Date Run: 01/26/21 Date Run: 04:40 PM

Should Not Have Activity Code

> Activity 747

Location

Organization: 213000 Political Science

Fund 110001 Undesignated E and G

Orgn 213000 Political Sciences

Program 2001 **UM OnLine Instruction**

UID	Employee Name	Ecls	Posn 8	Suff	Account	Туре	Ind	Fiscal YTD	Month YTD	Payroll
U00059879	Purple, Peggy P	AD	019537	X4	61250	LBR	С	2,262.00		
					TOTAL Acco	ount Code	61250	2,262.00	0.00	0.00
U00059879	Purple, Peggy P	AD	019537	X4	62990	BEN	C	821.10		
					TOTAL Acco	ount Code	62990	821.10	0.00	0.00
					Grnad Total	for FOAP	AL LBR	2,262.00	0.00	0.00
					Grnad Total	for FOAPA	AL BEN	821.10	0.00	0.00

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

Index/FOAPAL Multi-Search Results

1 Records Found.

Valid Index

Lookup Results											
Index ▲ ▼	Fund	Organization ▲ ▼	Program ▲ ▼	Activity	Location ▲ ▼						
212411 (CAS Political Science UM OnLine)	110001 (Undesignated E and G)	(Political	2001 (UM OnLine Instruction)								



NYPR001 Labor Distribution Payroll No: BW (Bi-Weekly)

Program ID: NYPR001

The University of Memphis

Page No : 77

LABOR DISTRIBUTION BY FOAPAL by Payroll

Payroll No: BW2

Payroll Date: 01/22/21

Organization: 213000 Political Science

Fund 110001 Orgn 213000 Program 2001

Undesignated E and G

Political Sciences

UM OnLine Instruction

Date Run: 01/20/21 Date Run: 02:30 PM

Should Not Have Activity Code

> Activity 747

ocation

7

UID	Employee Name	Ecls	Posn 8	 & Suff	Account	Туре	Ind	Fiscal YTD	Month YTD	Payroll
U00678773	Blue, Bobby B	PF	022241	00	61253	LBR	С	2,262.00		
U00010847	Lamb, Lisa L	PF	022241	00	61253	LBR	C	2,262.00		
U00365901	Orange, Oliva O	PF	022241	00	61253	LBR	C	2,262.00		
U00372565	Fox, Fred F	PF	022241	00	61253	LBR	С	2,262.00		
					TOTAL Acco	ount Code	61253	9,048.00	0.00	0.00
U00678773	Blue, Bobby B	PF	022241	00	62990	BEN	С	162.84		
U00010847	Lamb, Lisa L	PF	022241	00	62990	BEN	С	162.84		
U00365901	Orange, Oliva O	PF	022241	00	62990	BEN	С	162.88		
U00372565	Fox, Fred F	PF	022241	00	62990	BEN	С	162.84		
					TOTAL Acco	ount Code	62990	651.40	0.00	0.00
					Grnad Total	for FOAP	AL LBR	9,048.00	0.00	0.00
					Grnad Total	for FOAP	AL BEN	651.40	0.00	0.00



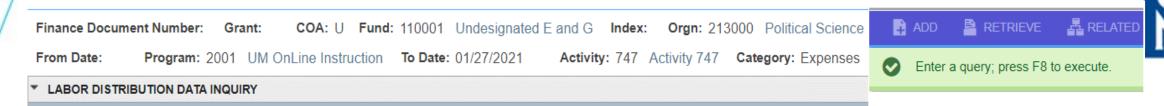
NHIDIST Labor Distribution Data Inquiry



X	@ ellucian	Labor Distribution Data Inquiry NHIDIST 9.3.11 (PROD)			ADD	RETRIEVE	₽ RELATED	* TOOLS
Fina	nce Document: Number	•••	Grant:				7	Go
	COA:	<u> </u>	Fund:	110001	Undesigna	ted E and G	/ Click ()n·
	Index:	•••	Orgn:	213000	Political Sc	ience	Chek	<i></i>
Hie	erarchy Roll Up:		Account:					
	From Date:		Program:	2001	UM OnLine	Instruction		
	To Date:		Activity:	747	Activity 747	7		
	Category: *	Expenses	Location:					

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

NHIDIST Labor Distribution Data Inquiry

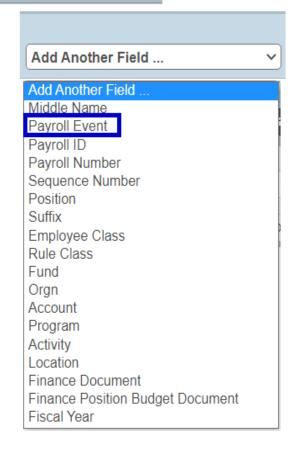


EXAMPLE - only showing information needed for Salary Redistribution Request

Advanced Filter

Basic Filter





Salary Redistribution Request



EXAMPLE

Salary Redistribution Request

Request Help

Use this form for retroactive redistribution of salary only. Submit Completed Grant Form to Grants & Contracts Accounting, Administration Bldg., Room 263. Submit Completed Non-Grant Form to Financial Reporting, Administration Bldg., Room 275.

EMPLOYEE	E INFORMATIO	N	Date 28Jan2021			Grants email: grants@memphis.edu					
Full Name	Bobby B. B	lue	Pay ID (s	select one) O	IN BW	Accounting	email: ka	rchie@me	emphis.edu		
Banner ID U00678773			Position	Number 0	22241 _	to submi	t Salary Re	distributio	n Request		
	CURRENT										
Index	Fund	Orgn	Account	Program	Activity	Percent	Amount	Pay Period *	Earnings Code **		
N/A	110001	213000	61253	2001	747	100	377.00	18	018		
N/A	110001	213000	61253	2001	747	100	377.00	19	018		
N/A	110001	213000	61253	2001	747	100	377.00	20	018		
N/A	110001	213000	61253	2001	747	100	377.00	21	018		
				CHAN	IGE TO						
Index	Fund	Orgn	Account	Program	Activity	Percent	Amount	Pay Period *	Earnings Code **		
212411	110001	213000	61253	2001		100	377.00	18	018		
212411	110001	213000	61253	2001		100	377.00	19	018		
212411	110001	213000	61253	2001		100	377.00	20	018		
212411	110001	213000	61253	2001		100	377.00	21	018		

Explain why salary was charged incorrectly. Provide reason for salary redistribution, and how costs are allowable and allocable to the project:

Due to Activity Code 747 used/posted in error

Note: Will Need a 2nd Request listing

Pay Period: 22 and 23



Banner Finance ePrint report FGROPNE Open Encumbrances

Banner Finance ePrint report: FGROPNE

Note: Control F to Search by Organization Code



FGROPNE 8.9		University of Memph Open Encumbrances Re			08-JAN-2021 01:48:32 PM Page 149			
DOCUMENT TYPE: Purchase Or	iers							
FUND: 126400 UM Online Pro	gram Incentive							
COAS: U FUND: 12640	O ORGN: 221000 ACCT:	74290 PROG: 2100) ACTV:	LOCN:				
P.O. VENDOR/PAYEE NUMBER NUMBER NAME		USER ID	BLANKET '	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAIN: BALAN	CE	
P0268706 U00779085 Nation	al Association of State Bo	oard FDURANT			19.40		0.01	
	UM Online Program Incent rds: 1 Purchase On				\$		0.01	
FUND: 126400 UM Online Pro	gram Incentive							
COAS: U FUND: 12640	O ORGN: 221000 ACCT:	74984 PROG: 2100	ACTV:	LOCN:				
P.O. VENDOR/PAYEE NUMBER NUMBER NAME		USER ID	NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAIN: BALANO	CE	
P0268706 U00779085 Nation	al Association of State Bo	oard FDURANT	:	14-DEC-2019	200.00	*	0.01	
	UM Online Program Incent rds: 1 Purchase On				\$		0.01	

Lookup Results Matching Index 412730: On-Line Accountancy										
Fund	Organization	Program □ □	Activity	Location						
126400 (UM Online Program Incentive)	221000 (School of Accountancy)	2100 (Revenue Producing Instruction)								

TigerBuy PO's are managed by Procurement and Contract Services

- * Determine the status of PO
 - 1) The user needs to verify all POs have been receipted, invoices matched and paid in the TigerBuy system
 - 2) The user to notify vendor to provide invoice, if needed for payment or credit for return to be processed by Accounts Payable
- 3) The user to complete a TigerBuy Change Order Request To cancel/close PO (Decrease PO) or To add funds (Increase PO)

Banner SSB – Encumbrance Review

Report Parameters									
Organization Budget Status Report									
By Account									
	Period Ending Jun 30, 2021								
	As of Jan 27, 2021								
Chart of Accounts	U University of Memphis	Commitment Type	ΑII						
Fund	126400 UM Online Program Incentive	Program	%						
Organization	221000 School of Accountancy	Activity	Αll						
Account	All	Location	Αll						
Account Type	74 Operating Expenses								

Query Results

Account	Account Title	Program	FY21/PD14 Encumbrances
74210	Telephone Local Charges	2100	0.00
74290	Other Comm and Shipping Costs	2100	0.01
74500	Supplies	2100	0.00
74984	Non Catalogued Books Periodicals	2100	0.01
Report To	otal (of all records)		0.02

Lookup Results Matching Index 412730: On-Line Accountancy											
Fund	Organization	Program	Activity	Location							
▲ ▼	▲ ▼	▲ ▼	_ ▲ ▼	▲ ▼							
126400	221000	2100									
(UM Online Program	(School of	(Revenue Producing									
Incentive)	Accountancy)	Instruction)									



Banner SSB – Encumbrance Query



Encumbrance Query

Lookup Results Matching	Lookup Results Matching Index 412730: On-Line Accountancy											
Fund	Organization ▲ ▼	Program	Activity	Location								
126400 (UM Online Program Incentive)	221000 (School of Accountancy)	2100 (Revenue Producing Instruction)										

		(UM Online Program Incentive)
Existing Query N	one	~
R	etrieve Query	
Fiscal year	2021 🕶	Fiscal period 14 🗸
Encumbrance Sta	tus All 🗸	
Commitment Typ	e All	~
Chart of Accounts	U	Index
Fund	126400	Activity
Organization	221000	Location
Grant		Fund Type
Account		Account Type 74
Program	2100	
Save Query as:		
	Shared	
Submit Query		

Banner SSB – Encumbrance Query

Report Parameters

Organization Encumbrance Status Report

All Encumbrance Summary by Document, Account Distribution

			•		
	Lookup Results Matching I	ndex 412730: On-Line	e Accountancy		
Period Ending Jun 30, 2021	Fund	Organization	Program	Activity	Location
As of Jan 27, 2021	126400 (UM Online Program Incentive)	221000 (School of Accountancy)	2100 (Revenue Producing Instruction)		

Chart of Accounts	U University of Memphis	Commitment Type	All
Fund Code	126400 UM Online Program Incentive	Program Code	2100 Revenue Producing Instruction
Orgn Code	221000 School of Accountancy	Activity Code	All
Account Code	All	Location Code	All
Fund Type	All	Account Type	74 Operating Expenses

Query Results

Account	Account Document Description 0			Encumbrance	Encumbrance	Year to	Current	%	Cmt Type
	Code		Commitments				Commitments		.н.с.т.с.у.р.н
74290	P0268706	National Association of State Board	19.40	0.00	(19.39)	0.00	0.01	99.95	Uncommitted
74290	P0274347	directFX Solutions	15.00	0.00	(15.00)	15.00	0.00	100.00	Uncommitted
74500	P0266664	Staples Contract and Commercial Inc	110.03	0.00	(110.03)	110.03	0.00	100.00	Uncommitted
74500	P0274347	directFX Solutions	280.00	0.00	(280.00)	280.00	0.00	100.00	Uncommitted
74984	P0268706	National Association of State Board	200.00	0.00	(199.99)	0.00	0.01	100.00	Uncommitted
Report To	otal (of all re	ecords)	624.43	0.00	(624.41)	405.03	0.02	100.00	



Banner SSB – View Document Purchase Order



View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans.Date	Delivery Date	Print Date	Total					
P0268706		Dec 14, 2019	Dec 14, 2019	Dec 15, 2019	Dec 14, 2019	219.40					
Vendor:	U00779085	National Asso	ciation of Stat	e Boards of Ac	countancy Inc						
	150 4th Ave	.50 4th Ave N Ste 700									
	Nashville, T	Nashville, TN 37219-2496									

Note: Only showing information to determine the status of PO

Lookup Results Matching Index 412730: On-Line Accountancy											
Fund Organization Program Activity Location											
126400 (UM Online Program Incentive)	221000 (School of Accountancy)	2100 (Revenue Producing Instruction)									

Purchase Order Commodities

Item	Commodity	Description	U./M	Qty	Unit Price	Ext.Amount	
				Disc	Addl	Tax	Cost
1		-2018 Candidate Performance Book	EΑ	1	200	200.00	
				0.00	0.00	0.00	200.00

Purchase Order Accounting

Seg#	COA	F.Y.	Index	Fund	Orgn	Acct	Prog	Acty	Loca	Proj	NSESusp	NSFOvr	Susp	Amount
1	U	20		126400	221000	74984	2100				N	N	N	182.31
2	U	20		126400	221000	74290	2100				N	N	N	17.69
Total of displayed sequences:										200.00				

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext.Amount	
				Disc	Addl	Tax	Cost
2		-Shipping and Handling	EΑ	1	19.4	19.40	
				0.00	0.00	0.00	19.40

Purchase Order Accounting

i di citabe di dei ricedanting														
Seq#	COA	EY.	Index	Fund	Orgn	Acct	Prog	Acty	Loca	Proj	NSFSusp	NSEOvr	Susp	A mount
1	U	20		126400	221000	74984	2100				N	N	N	17.69
2	U	20		126400	221000	74290	2100				N	N	Ν	1.71
Total of displayed sequences:									19.40					

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Mar 19, 2020	Check Disbursement	A0501081	Final Reconciliation
Mar 19, 2020	Invoice	TB222219	Paid

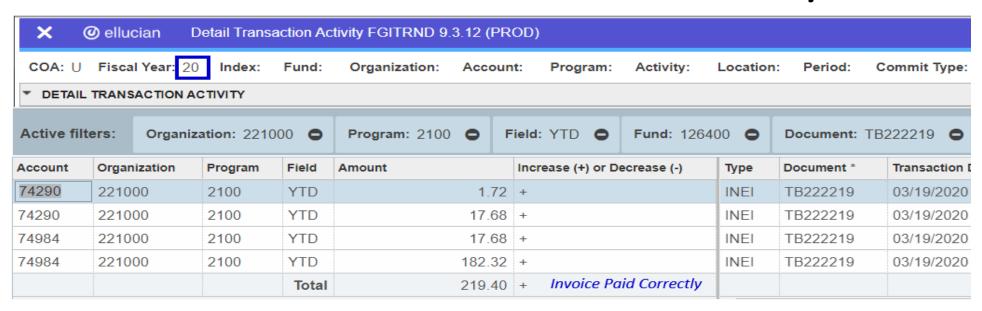
FGITRND Detail Transaction Activity



X (X @ ellucian Detail Transaction Activity FGITRND 9.3.12 (PROD)										
COA: U	Fiscal	Year: 20) Index:	Fund:	Organization:	Accoun	t: Program:	Activity:	Location:	Period:	Commit Type:
▼ DETAIL	TRANSA	ACTION A	CTIVITY								
Active file	ters:	Organia	zation: 2210	000	Program: 2100	• F	und: 126400	Docum	ent: TB222	219	Clear All
Account	Organ	ization	Program	Field	Amount		Increase (+) or [Decrease (-)	Туре	Document *	Transaction
74290	2210	00	2100	ENC		-1.71	-		INEI	TB222219	03/19/2020
74290	2210	00	2100	YTD		1.72	+		INEI	TB222219	03/19/2020
74290	2210	00	2100	ENC		-17.68	-		INEI	TB222219	03/19/2020
74290	2210	00	2100	YTD		17.68	+		INEI	TB222219	03/19/2020
74984	2210	00	2100	ENC		-182.31	-		INEI	TB222219	03/19/2020
74984	2210	00	2100	ENC		-17.68	_		INEI	TB222219	03/19/2020
74984	2210	00	2100	YTD		17.68	+		INEI	TB222219	03/19/2020
74984	2210	00	2100	YTD		182.32	+		INEI	TB222219	03/19/2020
				Total		0.02	+ Encumbi	rance Did No	ot Liquidate	Properly	

Lookup Results Matching Index 412730: On-Line Accountancy										
Fund	Organization ▼	Program ▲ ▼	Activity	Location						
126400 (UM Online Program Incentive)	221000 (School of Accountancy)	2100 (Revenue Producing Instruction)								

FGITRND Detail Transaction Activity





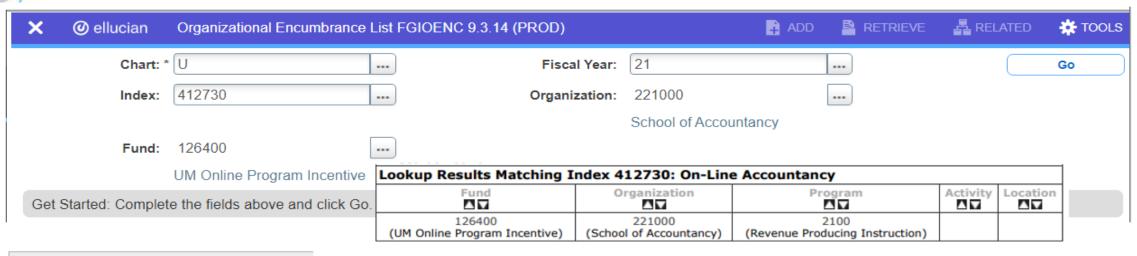


FGIOENC – Organizational Encumbrance List

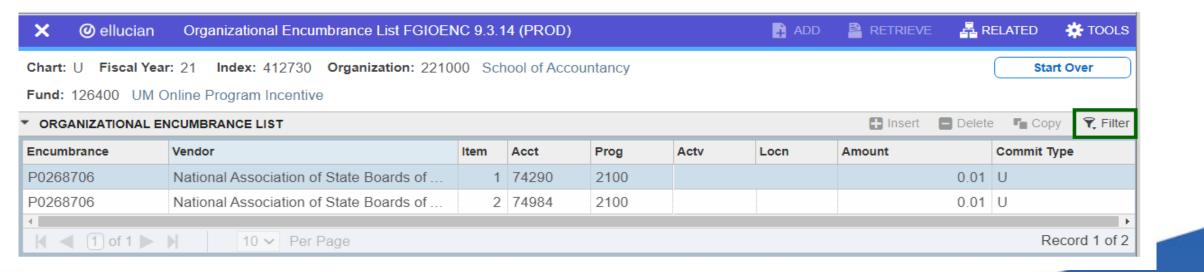
ORGANIZATIONAL ENCUMBRANCE LIST

Encumbrance: P0%

Active filters:



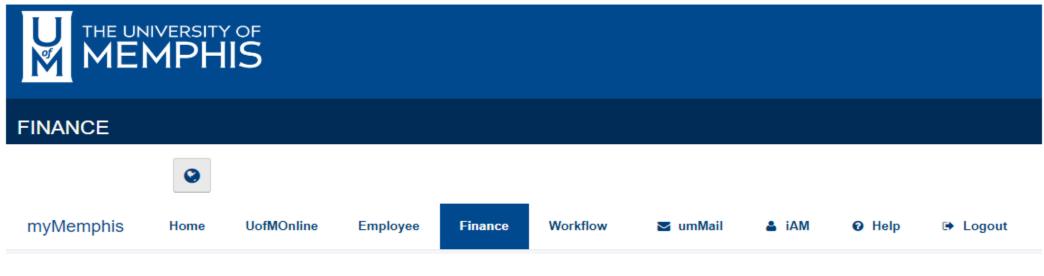
Note, use **Filter** to search for only Purchase Oders with P0%



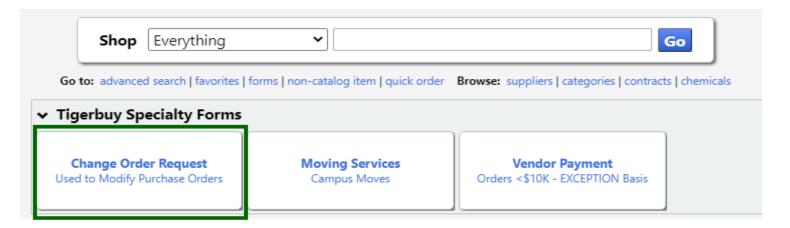


TigerBuy – Change Order Request









TigerBuy – Change Order Request

UM

Once filled out Click On: Go

Change Order Request	Available Actions: Add and go to Cart Go Close
	Supplier Info ?
Enter Supplier	National Association of State Boards of Accountancy Inc or Supplier Search
	General Info ?
Non-Configurable Fields	
GeneralInstructions	Use this form if you want to modify an existing Purchase Order (i.e increase/decrease funds, cancel a PO, renew/extend an existing agreement, etc.) Attach supporting documentation, if necessary. Reference the Requisition Number on all documents related/attached to this Change Order Request. All attachments and notes can be added in cart review.
Form Type	Change Order Request
Catalog No.	
Product Description	Close P0268706 Note, Encumbrance did not fully
	liquidate when invoice was paid
	254 characters remaining expand clear
Quantity	
Packaging (UOM)	EA - Each
Estimated Price	
Configurable Fields	
Manufacturer Name	
Manufacturer Part No	
Purchase Order Number	P0268706

Revenue Process

Revenues are updated each budget cycle (Spring & Fall)



Accessed via Financial Program Guide – revenue budget reviews

UTILITIES & REPORTS budget overexpenditures revenue budget reviews e~Print

- Designees and Financial Managers to review report and make any necessary Revenue changes with Budget Revisions or Accounting Transfer Vouchers — (Use Transfer Voucher for corrections of actual transactions posted)
- Eliminated the Revenue Certification Process

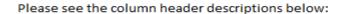
 FYBR001 ePrint report will continue to run for analysis review
- In the Spring you need to review current year and base for the next fiscal year
- Estimates & future projections should be realistic to reflect the activity you expect
- Return revenue pdf Budget Revisions to Financial Planning (Note, Academic Affairs units return to the Provost Office)

Banner Finance Program Guide – revenue budget reviews

Revenue Budget Reviews

To help you manage you accounts, we are providing this notice to aid in the review of the revenue budget and actuals as shown on Banner Finance records.

It is important that your current estimates and future projections are realistic and accurately
reflect the activity you expect for the respective current and base budgets. Please review and
determine if action is required (budget revision or error correction). Please note, if submitting
a revenue budget revision, amounts should be rounded to the nearest hundreds. Budget
revision forms can be found online and need to be submitted in PDF format to
FPRevisions@memphis.edu.



- PY2 Actuals:
 - Fall cycle: year-to date Actuals data as of the reporting period from 2 years prior
 - Spring cycle: year-end Actuals data from 2 years prior
- PY Actuals:
 - Fall cycle: year-to date Actuals data as of the reporting period from 1 year prior
 - Spring cycle: year-end Actuals data from 1 year prior
- CY Actuals: year-to date Actuals data as of the report date for the current fiscal year

Following are the details of the revenue account(s) as of February 25, 2021. Please note that this is a static file as of the date indicated.

Revenue Budget Revisions due Friday, March 19, 2021

					Account					CY Adj			CY Base
Index	Fund	Org	Prog	Act	Title	Account Title	PY2 Actuals	PY Actuals	CY Actuals	Budget	CY Avail Bal	CY vs PY	Budget
413013	110001	260000	2100		51816	Locker Fees	975.00	1,080.00	105.00	1,000.00	-895.00	-975.00	1,000.00
						Vendor Fees							
413013	110001	260000	2100		58868	Non Taxable	3,700.00	2,084.00	950.00		950.00	-1,134.00	

Questions? Contact budget@memphis.edu.



FYBR001 Revenue Budget Estimate / Worksheet by Organization Reference Only – Eliminated the Revenue Certification Process



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3,164.00

REPORT: FYBR001 Revenue Budget Estimate / Worksheet by Organization

 Prior FY:
 20

 Current FY:
 21

 Next FY:
 22

Fund: 110001 Undesignated E and G

Organization: 260000 School of Law

Total

Program: 2100 Revenue Producing Instruction Actv Code: None

			Adjusted				Proposed
		Actual	Budget	Receipts YTD	Final Estimate	Future / Base	Budget
Account Code	Account Title	Prior Yr	Current FY	Current FY	Current FY	Next Yr	Next Yr
51816	Locker Fees	1,080.00	1,000	100.00			
58868	Vendor Fees Non Taxable	2,084.00		950.00			

1,000

1,050.00

Financial Manager Date

Lookup Results Matching Index 413013: School Of Law Instr										
Fund ▲ ▼	Organization ▲ ▼	Program ▲ ▼	Activity ▲ ▼	Location ▲ ▼						
110001 (Undesignated E and G)	260000 (School of Law)	2100 (Revenue Producing Instruction)								

FYBR001 Revenue Budget Estimate / Worksheet by Organization Best Tool to review Revenue to address issues / problems



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University of Memphis

11-Jan-2020

06:55 AM

REPORT: F

FYBR001

Revenue Budget Estimate / Worksheet by Organization

Prior FY: 20 Current FY: 21 Next FY: 22

Fund: 112000

Not Valid Fund for Organization

Organization:

543500

Intercollefiate Athletics
Tiger Copy and Graphics

Program:

4650 Gen Admin and Logistica Service

Acty Code: None

			Adjusted				Proposed
		Actual	Budget	Receipts YTD	Final Estimate	Future / Base	Budget
Account	Account Title	Prior Yr	Current FY	Current FY	Current FY	Next Yr	Next Yr
Code							
58010	Sales Tax Paid - Athletics	0.00		-0.95			
58878	Other Sales - Taxable	0.00		51.15			
58882	Sales Tax Paid	0.00		-4.56			
	Total	0.00		45.64			

Financial Manager

Date

Valid Index:

l	Lookup Results Matching Index 264200: Reprographics									
	Fund ☑ ☐	Organization	Program	Activity 🔼 🔽	Location					
	112200 (Reprographics)	543500 (Tiger Copy and Graphics)	4650 (Gen Admin and Logistical Services)							

FYBR001 Revenue Budget Estimate / Worksheet by Organization



- Review revenue Budget and YTD transactions
 - Department may need to prepare Budget Revision to adjust budget or Accounting TV to move revenue
- Action Items for this example:
 - 1) Banner Finance Program Guide Search by Org and Program to obtain list of valid FOPA
 - 2) Banner Finance Self Service Query Items in Blue can be clicked on to drill down to detail
 - 3) Investigate Document Number by using OnBase / Office Files / USBS Bursar's
- Note, once the Accounting TV to move Account Code 58878, Other Sales Taxable has posted; Accounting Office will process the Sales Tax Paid entry during their monthly process.

Banner Finance SSB Query Account Code 5%

Report	Paran	neters
--------	-------	--------

Report Paramete	ers						
Organization Budget Status Report							
By Account							
	Period Ending Jun 30, 2021						
	As of 3	Jan 24, 2021					
Chart of Accounts	U University of Memphis	Commitment Type	All				
Fund	110001 Undesignated E and G	Program	2100 Revenue Producing Instruction				
Organization	260000 School of Law	Activity	All				
Account	5%	Location	All				

MP Law Wall Locker Law Orientation Sponsor

Account	Account Title	FY20/PD14 Year to Date
51816	Locker Fees	105.00
58868	Vendor Fees Non Taxable	950.00
Report Total (1,055.00	

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
14-Aug-20	18-Aug-20	F0037116	Law School gb 1047333-335	950.00	CSS1
Report Total (of	950.00				

Lookup Results Matching Index 413013: School Of Law Instr							
Fund ▲ ▼	Organization ▲ ▼	Program ▲ ▼	Activity ▲ ▼	Location ▲ ▼			
110001 (Undesignated E and G)	260000 (School of Law)	2100 (Revenue Producing Instruction)					



Which budget revision should be used?



- Determine what type of Budget Revision
 - Current Year or Base Budget

Is the source of the revenue one time or recurring

Round Revenue Budget to 100's

Explanation for Revenue Change
 Questions Who? and Why? to be answered

Spring Budget Revenue



Temporary Current Year Budget Revision (BD04)

Temporary Current Year Budget Revision (BD04)

Request Help

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

User ID: cwhitehd (e.g., jsmith) Fiscal Year: 2021 Date: 01/25/2021

Name: Christopher Whitehead Department: School of Law

		Temporary Current Tear Budget Revision (BB04)									
	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	413013	School Of Law Instr	110001	260000	51816	2100		0	0	900	0
02	413013	School Of Law Instr	110001	260000	74000	2100		0	900	0	0
03	413013	School Of Law Instr	110001	260000	58868	2100		0	0	0	900
04	413013	School Of Law Instr	110001	260000	74000	2100		900	0	0	0
05								0	0	0	0
06								0	0	0	0
07								0	0	0	0
08								0	0	0	0
	Net Change 0 Document Total 3,600 Total 900 900 900										

The reason for requesting this revision is as follows:

Space is limited--your response will be limited to 225 characters, and pressing the Enter or Return key to create a new line has been disabled.

01 - 02 Law Locker Fees Down due to COVID-19 pandemic. 03 - 04 Law Orientation Sponsors

Questions:

Banner Description:

Who

01 - 02 LawLocker ParticipantsDown COVID-19

Why

03 - 04 Law Orientation Sponsors

Banner Finance Account Types and Budget Pool Account Codes



Title	Account Type
Tuition and Fees	<u>51</u>
State Appropriations	<u>52</u>
Federal Grants and Contracts	<u>53</u>
State Grants and Contracts	<u>54</u>
Local Grants and Contracts	<u>55</u>
Private Grants and Contracts	<u>56</u>
Private Gifts	<u>57</u>
Sales and Services of Edu Act	<u>58</u>
Other Sources	<u>59</u>
Investment Income	<u>5A</u>
Loan Fund Additions	<u>5B</u>
Auxiliary Rev Generating Activities	<u>5C</u>
Nonoperating Grants and Contracts	<u>5D</u>
Capital Grants and Gifts	<u>5E</u>
Additions to Permanent Endowments	<u>5F</u>
Nonoperating Gifts	<u>5G</u>
Nonoperating Other Revenue Sources	<u>5H</u>
Other Capital Revenues	<u>5J</u>
Sales and Services of Other Act	<u>5K</u>

Title	Account Type
Salaries	<u>61</u>
Employee Benefits	<u>62</u>
Travel	<u>71</u>
Operating Expenses	<u>74</u>
Departmental Revenues	<u>75</u>
Capital Expenses	<u>78</u>
Scholarships and Fellowships	<u>79</u>
Transfers	<u>81</u>

Title	Account
Budget Pool	Code
Employee Benefits Budget Pool	<u>62000</u>
Travel Budget Pool	<u>73000</u>
Operating Expense Budget Pool	<u>74000</u>
Utility Expense Budget Pool	<u>75100</u>
Allocated Charges Budget Pool	<u>75300</u>
Departmental Revenue Budget Pool	<u>75400</u>
Capital Expense Budget Pool	<u>78000</u>
Scholarships and Fellow Budget Pool	<u>79000</u>

Revenue Account Types / Account Codes
Begin with "5"

Departmental Revenue Account Type 75 With Account Codes Beginning with "754"

What is Account Type 75? Departmental Revenue Account Codes



- ➤ Are to be used only for services provided by a Campus Department to another Campus Department
- ➤ Are not to be used for a Campus Department expense (invoice, travel, reimbursement, etc.)
- > The most misunderstood are:
 - 75431, Conference Fees Non Taxable
 The correct expense Account Code 74830, Training Costs for Employees
 - 75432, Equipment Rental Non Taxable
 The correct expense Account Code 74630, Rental of Equipment
 - 75435, Parking Fees Non Taxable
 The correct expense Account Code 74992, Parking Spaces / Decals

Where to find Listing of Account Codes







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

Banner Finance Account Code Lists

Expand All	Collapse All	Export to Excel
+ 10000		
+ 20000		
+ 30000		
+ 40000		
+ 50000		
+ 60000		
+ 70000		
+80000		
+ 90000		

Narrow results displayed by entering any part of the account code number or title below.

Sear	rch
------	-----



Account	A	Account	Account Type	Account	Account Data	Account Normal	Account
Code	Account Title	Pred	Code	Pool	Entry	Bal	Cap Asset
Code	Title	AP	ATC	AP	DE	NB	CA
754	Departmental Revenues		75		N	С	
7540	Departmental Revenues Budget	754	75		N	С	
75400	Departmental Revenue Budget Pool	7540	75		В	С	
7541	Departmental Revenues	754	75		N	С	
75410	Departmental Revenues	7541	75	75400	Υ	С	
75411	Dept Revenues A Non Taxable	7541	75	75400	Υ	С	
75412	Dept Revenues B Non Taxable	7541	75	75400	Υ	С	
75413	Dept Revenues C Non Taxable	7541	75	75400	Υ	С	
75414	Dept Revenues D Non Taxable	7541	75	75400	Υ	С	
75415	Dept Revenues E Non Taxable	7541	75	75400	Υ	С	
75416	Dept Sales and Services A Non Tax	7541	75	75400	Υ	С	
75417	Dept Sales and Services B Non Tax	7541	75	75400	Υ	С	
75418	Dept Sales and Services C Non Tax	7541	75	75400	Υ	С	
75419	Dept Sales and Services D Non Tax	7541	75	75400	Υ	С	
75420	Dept Sales and Services E Non Tax	7541	75	75400	Υ	С	







Account Code	Account Title	Account Pred	Account Type Code	Account Pool	Account Data Entry	Account Normal Bal	Account Cap Asset
Code	Title	AP	ATC	AP	DE	NB	CA
75421	Departmental Local Telephone	7541	75	75400	Υ	С	
75422	Departmental Long Distance	7541	75	75400	Υ	С	
75423	Departmental Sales and Services	7541	75	75400	Υ	С	
75424	Departmental Leases	7541	75	75400	Υ	С	
75425	Departmental Cellular	7541	75	75400	Υ	С	
75426	Departmental Cable Vision	7541	75	75400	Υ	С	
75427	Departmental Chargeback	7541	75	75400	Υ	С	
75430	Univ Facilities Rental Non Taxable	7541	75	75400	Υ	С	
75431	Conference Fees Non Taxable	7541	75	75400	Υ	С	
75432	Equipment Rental Non Taxable	7541	75	75400	Υ	С	
75433	Vendor Fees Non Taxable	7541	75	75400	Υ	С	
75434	Technical Service Fees Non Tax	7541	75	75400	Υ	С	
75435	Parking Fees - Non Tax	7541	75	75400	Υ	С	
75436	Departmental WCCG	7541	75	75400	Υ	С	
75437	Dept Catering - Other	7541	75	75400	Υ	С	





Account Code	Account Title	Account Pred	Account Type Code	Account Pool	Account Data Entry	Account Normal Bal	Account Cap Asset
Code	Title	AP	ATC	AP	DE	NB	CA
75440	Rats	7541	75	75400	Υ	С	
75441	Rabbits	7541	75	75400	Υ	С	
75442	Mice Voles	7541	75	75400	Υ	С	
75443	Hamsters	7541	75	75400	Υ	С	
75444	Warm Blooded Creatures	7541	75	75400	Υ	С	
75445	Pigs	7541	75	75400	Υ	С	
75446	Animal Purchase	7541	75	75400	Υ	С	
75450	Corel Word Perfect Revenue	7541	75	75400	Υ	С	
75451	Software Licenses Revenue	7541	75	75400	Υ	С	
75452	Surgical Room Rental	7541	75	75400	Υ	С	
75453	Surgery Room Clean Up	7541	75	75400	Υ	С	
75454	Pig Room Charges	7541	75	75400	Υ	С	
75455	Veterinarian Service Fees	7541	75	75400	Υ	С	
75456	Technician Service Fees	7541	75	75400	Υ	С	





						Account	
Account		Account	Account Type	Account	Account Data	Normal	Account
Code	Account Title	Pred	Code	Pool	Entry	Bal	Cap Asset
Code	Title	AP	ATC	AP	DE	NB	CA
75460	Dept PP Direct Charge Utilities	7541	75	75400	Υ	С	
75461	Dept PP Direct Charge Maint Repair	7541	75	75400	Υ	С	
75462	Dept PP Direct Charge Grounds	7541	75	75400	Υ	С	
75463	Dept PP Direct Charge Custodial	7541	75	75400	Υ	С	
75464	Dept PP Direct Charge Motor Fuel	7541	75	75400	Υ	С	
75470	Grants Non-Sponsor Revenue	7541	75	75400	Υ	С	
75490	Student Activity Fee Allocations	7541	75	75400	Υ	С	

4 of 4

Banner Finance SSB Query





Personal Information	Alumni and Fri	ends Employee Finance				
Search	Go		MENU	SITE MAP	HELP	EXIT
Budget Queries						
Fiscal year:	2021 🕶	Fiscal period:	14 🗸]		
Comparison Fiscal year		Comparison Fiscal perio	d: None	<u>~</u>		
Chart of Accounts	U	Index				
Fund	110001	Activity				
Organization	320000	Location				
Grant		Fund Type				
Account		Account Type	75			
Program	3650					
☐ Include Revenue Ac	counts					
Save Query as:						
☐ Shared		Code lookup results				
Submit Query		Title	Account	туре		
Submit Query		Departmental Revenues	75			

Banner Finance SSB Query



Report Parameters									
Organization Budget Status Report									
By Account									
Period Ending Jun 30, 2021									
	As of Feb 08, 2021								
Chart of Accounts	U University of Memphis	Commitment Type	All						
Fund	110001 Undesignated E and G	Program	3650 Academic Computing Support						
Organization	320000 Enterprise Infrastructure Services	Activity	All						
Account	All	Location	All						
Account Type	75 Departmental Revenues								

Query Results

		FY21/PD14 Accounted Budget	•	FY21/PD14 Available Balance	
	Departmental Revenue Budget Pool	(2,000.00)	0.00	(2,000.00)	
Report To	otal (of all records)	(2,000.00)	0.00	(2,000.00)	

Lookup Results Matching Index 266130: Enterprise Infrastructure Support										
Fund	Organization	Program 🗖 🗖	Activity	Location						
110001 (Undesignated E and G)	320000 (Enterprise Infrastructure Services)	3650 (Academic Computing Support)								

Banner Finance ePrint Report FYBR005



Program ID: FYBR005
Page No : 5223
Prior FY: 20
Current FY: 21

Dept Revenue

Next FY:

The University of Memphis Budget by Organization Current Year and Base Date Run: 01/11/21 Date Run: 06:55 AM

-2,000.00

Expenses and

Actual Adjusted Budget Commitments YTD Available Balance Base/Future

Account Account Title Prior FY Current FY Current FY Current FY Next FY

Orgn: 320000 Enterprise Infrastructure Services Fund: 110001 Undesignated E and G

Prog: 3650 Academic Computing Support Actv Code: NONE

75400 Departmental Revenue Budget Pool .00 -2,000.00 -2,000.00 -2,000.00 75410 Departmental Revenues -4,060.00

-2,000.00

.00

-2,000.00

Lookup Results Matching Index 266130: Enterprise Infrastructure Support

Fund Organization Program Activity Location

110001 320000 3650
(Undesignated E and G) (Enterprise Infrastructure Services) (Academic Computing Support)

-4,060.00

Review Departmental Revenue – Round Budget to 100's

- Are you expecting to meet Departmental Revenue Budget for FY21?
- Yes, then no action needed
- o No, then Banner OnLine BD4 can be completed due to Account Code Begins with "7"

Banner OnLine BD4 Example – Departmental Revenue



Journal Voucher Header

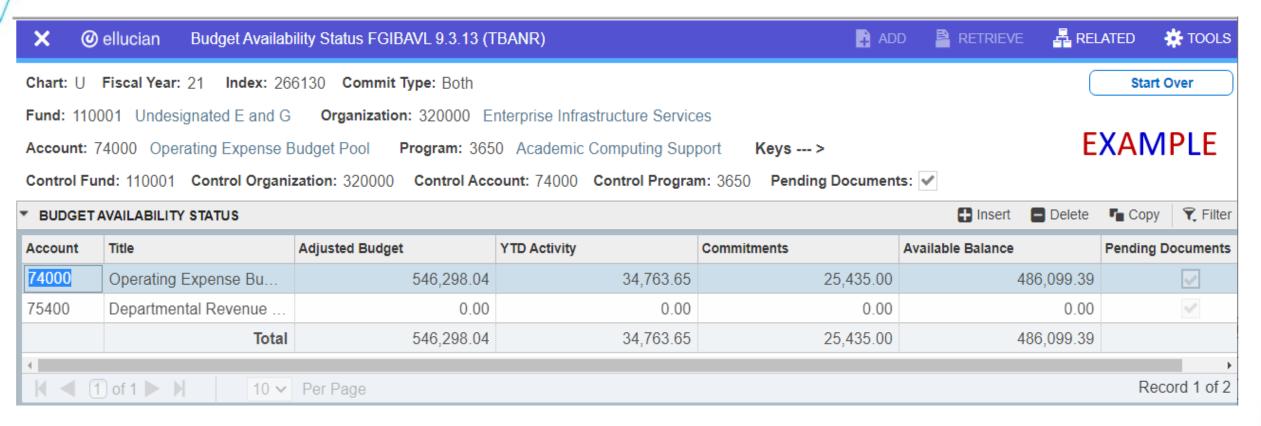
Journal	Sub#	Status	Trans	date	Activity	/ date	User ID	Doc Total
J0269026	0	Pending	Feb 08,	2021	Feb 08,	2021	DKKEENEY	4,000.00
Document Text:								

Journal Voucher Accounting

Seq#	Description					BudPd	Curr	Doc Ref	Accr	Bank		Deposi	t			
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSFOvr	Status
1	Dept	Dept Revenue Zero TBANR Test						01								
	J	21	08	BD4	266130	110001	320000	74000	3650				2,000.00	-	N	
2	Dept Revenue Zero TBANR Test						01									
	U	21	08	BD4	266130	110001	320000	75400	3650				2,000.00	+	N	
Total o	Total of displayed sequences: 4,000.00															

Banner Admin Page – FGIBAVL Budget Available Status (*includes Pending Documents*)





Budget Revision Process

 All budget revisions must be submitted to Financial Planning as PDF documents. Excel and paper versions will be returned for PDF version.



- DocuSign cannot be used to approve budget revisions. Please add signatures in Adobe software. Directions can be provided upon request by Financial Planning.
- Approved budget revisions should be submitted to the "inbox" email address: <u>FPRevisions@memphis.edu</u>.
 (Academic Affairs units to submit to Provost Office first)
 (Auxiliary units to submit to Colis Chambers <u>cchambrs@memphis.edu</u>)
- Please direct all questions to budget@memphis.edu.

Financial Planning and Analysis Web Page



Presentations & Trainings

Advice on Budgeting

Access Budget reports via Eprint

Budget Reports Reference Guide

Self Service Banner

Revenue Tips: How to Review FYBR001 from FY2009 - note principles are the same today

Expense Tips: How to Review FYBR005

will report Departmental Revenue

InterFund Transfer Examples BD04 Form

Questions?







ANNOUNCEMENTS & DEADLINES



 Welcome to all first-time attendees at Focus on Finance & HR!



- Don't forget to review the University's current job openings at workforum.memphis.edu.
- Follow the Division of Business & Finance on Twitter at @uofmemphisbf!
- Subscribe to our WorkforUM Twitter feed at @umemphisjobs!
- Follow us on Instagram! @uofmhr



- Temporary Employee E-Contracts are coming soon!
- Expect a demo at next month's Focus on Finance & HR meeting, and training dates will be announced soon.



Student Employment Reminders

- Federal Work-Study (FWS) students can only work ONE job at a time (i.e., cannot overlap with any other positions) – whether standard or GA work-study, or one-time payment.
- Review existing jobs at the top of eContract before proceeding
- FWS position # begins with SW, followed by 4 digits
- FWS eClass is SW
- Start date must be within the semester; no sooner than the first day of classes.
- Coincide termination date with the end of a scheduled payroll cycle.
- Feel free to e-mail DebraAnn Brown at dbrown@memphis.edu if you have any questions.



Rehiring Retirees as Temporary Employees or Part-Time Faculty

- If you have a retiring employee you would like to bring back as a temporary employee or part-time faculty, remember that until they truly terminate from the University, they may still be getting a check and therefore their employee type may not be able to be immediately changed.
- Retiring faculty members must also "apply" in your department's part-time faculty pool to be appointed.

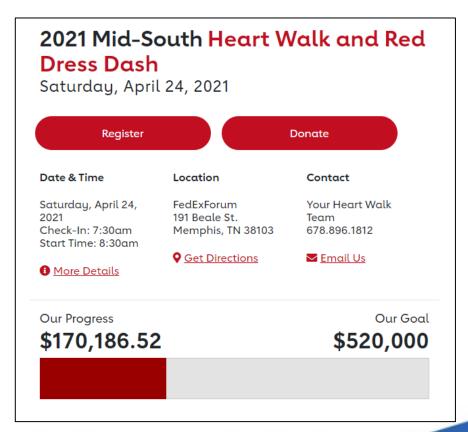


WorkforUM Update

- You will now have Y/N fields for "Is this posting for on-campus employees only?" and "Post to HigherEdJobs.com?" on all of your position actions. These will carry over to the posting.
- Remember you need approval to post on-campus only.



- American Heart Association Walk we need walkers! Sign up to register here.
- Questions?
 engagement@memphis.edu





- Be sure to keep your Work Location Status updated in the top middle section of the MyMemphis Employee tab.
- You may choose from Working on Campus, Working Remotely, or Hybrid (Both).
- This applies to ALL employees, including temps, GAs, part-time faculty, and student workers.



- Online Total Compensation Statements for 2020 have been released.
- They are located on the Employee tab of MyMemphis, and an e-mail notification has been distributed.



- Clarification: At last month's meeting, a question was asked about the maximum amount of annual leave an employee can roll to a new fiscal year.
- While the stated answer of 315 hours is technically true, as a maximum, there are certain employee types whose maximum carryforward would be less than 315 hours. More details can be found online.

Regular Full Time Clerical & Support Employees Years of Service	Accrual Rate per Month	Maximum Annual Accumulation	Maximum Total Accumulation within Fiscal Year	Maximum Accumulation Carried Forward to Next Fiscal Year
0 - 5	7.5 hours	90.0 hours	315.0 hours	225.0 hours
5 - 10	11.3 hours	135.6 hours	405.6 hours	270.0 hours
10 - 20	13.2 hours	158.4 hours	450.9 hours	292.5 hours
20 or more	15.0 hours	180.0 hours	495.0 hours	315.0 hours



- Staff performance appraisals are coming up!
- The standard staff employee evaluation period is May 1, 2020 thru April 30, 2021. Start planning now by reviewing last year's (and next year's) goals!
- SAMS training sessions have been added to Learning Curve.
- memphis.edu/performance
- Questions? <u>emprelations@memphis.edu</u>



- WorkforUM Training
 April 28 at 9:30am
 Sign up in Learning Curve!
- E-Contract trainings for the spring have also been added to Learning Curve.



 Finance & HR Trainings can be held via Zoom, dependent upon demand.



- Need someone added to the Focus on Finance & HR mailing list?
- Don't forward to them—forward to us!
- hr@memphis.edu



