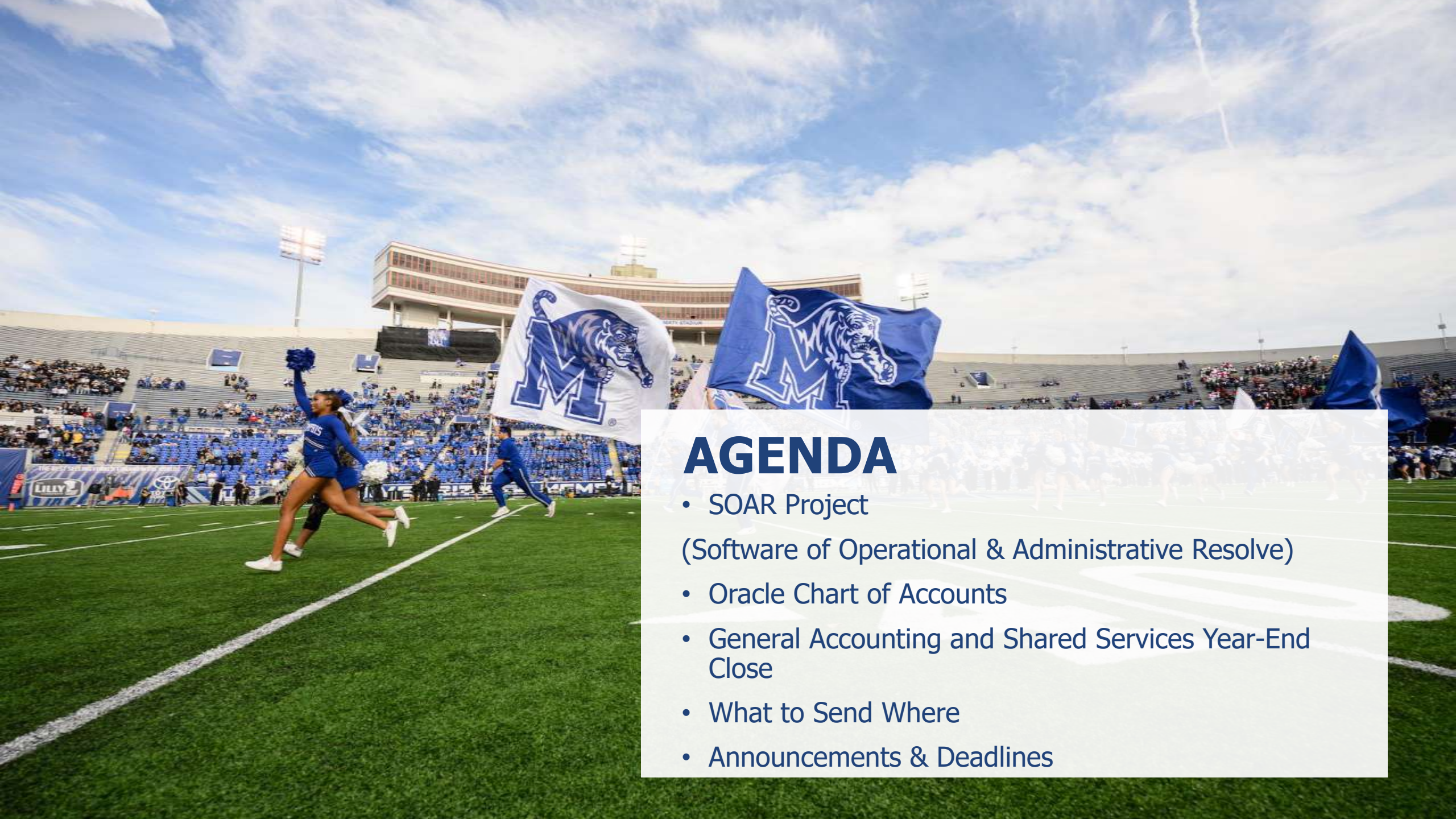




# FOCUS ON FINANCE & HR

April 16, 2024



# AGENDA

- SOAR Project  
(Software of Operational & Administrative Resolve)
- Oracle Chart of Accounts
- General Accounting and Shared Services Year-End Close
- What to Send Where
- Announcements & Deadlines

# SOAR: Software of Operational and Administrative Resolve



**Shundra White**

**Organizational Change Management | Oracle Cloud Transformation**

# SOAR: Software of Operational and Administrative Resolve



- SOAR Transformation Overview
- Your Perspective

# SOAR: Software of Operational and Administrative Resolve



An integrated system, as opposed to individual software, designed specifically for business processes

Modernized applications will be relied upon every day for business functions ranging from **recruiting and hiring employees, performance management, purchasing goods and services, making payments to vendors, and administering the post-award functions** of UofM's research enterprise.



# SOAR: Software of Operational and Administrative Resolve



## Oracle Applications & General Functions



**Enterprise Resource Planning (ERP)**  
Finance & Accounting  
Procurement, Supplier Management  
Grants Management



**Enterprise Performance Management (EPM)**  
Financial Planning  
Workforce Planning  
Financial Reporting



**Human Capital Management (HCM)**  
Recruiting  
Compensation, Benefits  
Payroll, Time & Labor  
Talent and Performance Management

## Your Perspective



For the following segment, we will pose a question and ask that you respond via Mentimeter. You will access Mentimeter via the link shared in the chat and posted on the slide.



## Mentimeter Question

# SOAR: Software of Operational and Administrative Resolve



**QUESTIONS?**



# Oracle Chart of Accounts



Heidi Kendall (BFRSI) & Amanda Clarkson (HR)

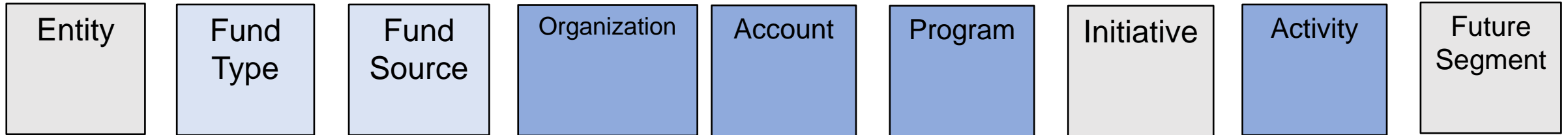


## Oracle Chart of Accounts

- When building the new Chart of Accounts, the focus is to be THIN.
  - If a subsidiary ledger has the detail of a transaction, that detail doesn't need to be at the General Ledger level.
  - If you have a Chart of Account segment that identifies a transaction, then don't have another segment reflecting that same identity.
    - For example, Account codes for Mandatory Transfers to R&R don't need to have a Program code called Mandatory Transfers to R&R.

# Oracle Chart of Accounts

## Proposed Oracle CoA



- Entity – Major institutional operating units (e.g. University, Foundation, HERFF and Auxiliary)
- Fund Type – Overall spending restriction of the fund source
- Fund Source – Individual pot of money that’s being budgeted for or funded, and spent against
- Org – Divisional breakdown based on operation and function for financial activity
- Account – Nature of the transaction (e.g. asset, liability, expense, revenue, net position)
- Program – Nature of the university’s major areas (i.e., instruction, research)
- **Initiative – A cross-organization used segment to identify activity for organization initiatives and/or where two or more departments contribute**
- **Activity – Identify and group individual organizational unit projects, special events and other items that do not align with other segments**
- Future – A segment that allows for growth in the future



## Oracle Chart of Accounts – Activity Segment

- To track financial activities within a single department
  - Think of any financial spreadsheets you currently maintain to track information that Banner can't handle
- Activity segments are not going to be limited to a single area – for example, the location Jones Hall can be used for any area that has a need for an activity code of Jones Hall. The difference between Initiative and Activity is that the Activity Code is not expected to be tracked across all areas, and that Jones Hall will mean something different for the Food Services auxiliary fund as it does for the College of Communication and Fine Arts.



## Oracle Chart of Accounts – Initiative Segment

- New concept
- To track financial activities that span more than one department and/or division
  - Collaborations between departments or colleges
  - University-wide initiatives like Carnegie R1, Research Initiatives, etc.
  - Interdisciplinary Programs
- With Initiative, the use of the Initiative should be the same across all departments/divisions



## Oracle Chart of Accounts – Initiative and Activity Codes

- We still need assistance in creating new Activity and Initiative segments
- We are looking for values that are not available in other CoA Segments that are needed to track University financial data either through Activities or Initiatives
- Any suggestions for Activity or Initiative segments can be emailed to Heidi Kendall – [hkendall@memphis.edu](mailto:hkendall@memphis.edu) or Amanda Clarkson – [aclarksn@memphis.edu](mailto:aclarksn@memphis.edu)

# Project Overview & Chart of Accounts



**QUESTIONS?**

# General Accounting Year-End Close



**Christie Ransom**

**Assistant Manager of Accounts Payable**





# General Accounting Year-End Close

| Activity  | Deadline  |
|---|---|
| Start Reviewing Financial Activity (Banner Self- Service or E-print) and Tigerbuy POs (FPIOPOF)   | On-going  |
| FY24- De-obligate or Expire Unused Encumbrance Balances:<br>Non-Travel Purchase Orders<br>Submit Change Order <a href="mailto:procurement@memphis.edu">procurement@memphis.edu</a>  | Start Process: Friday, May 31, 2024   |
| Complete FY24 Purchase Order by Receipting Goods and Services:<br>Tigerbuy for all Vendors, including Staples:<br>Submit Payment Request through Vendor Payment Transmittal Portal  | Friday, June 14, 2024   |
| FY24 -Upload Receipts for Chrome River Travel and Non-Travel Claims:<br>Travel Inquires <a href="mailto:sharedservices@memphis.edu">-sharedservices@memphis.edu</a><br>Non- Travel Inquires <a href="mailto:accountspayable@memphis.edu">-accountspayable@memphis.edu</a><br>(Travel trip with end date of July will be charged against FY25 funds) | Friday, July 05, 2024   |
| FY24 Last Day to Submit Invoices:<br>Submit Payment Request through <a href="#">Vendor Payment Transmittal Portal</a>   | Friday, July 05, 2024   |
| Time Sheet for BW13 Biweekly Payroll (June 2nd - June 15th)   | Friday, June 14, 2024   |
| Time Sheet for Split BW14 Biweekly Payroll (June 16th – June 30th)  | Thursday, June 27, 2024   |
| FY24 <a href="#">Transfer Vouchers:</a><br><a href="mailto:accounting@memphis.edu">accounting@memphis.edu</a>   | Monday, July 08, 2024   |
| FY24 Submit Invoices for Accruals to Accounting<br><a href="mailto:accounting@memphis.edu">accounting@memphis.edu</a>   | Start Accepting Accruals Monday, July 08, 2024<br><br>Projected End Date for Accepting Accruals<br>Wednesday, July 31, 2024 |

# General Accounting Year End Close



**QUESTIONS?**

# Shared Services Year-End Close



**Keith Yates, Manager, Shared Services**



## Shared Services Year-End Close

- Shared Services Year-End Checklist
- Expire Chrome River Pre-Approvals
- What To Send Where



# Shared Services Year-End Checklist

|  |  |
|--|--|
| <b>Student/Guest paper FY24 travel claims</b>  | Friday, June 21, 2024(Unless return date is 06/22-06/30)       |
| <b>Chrome River FY24 travel claims</b>   | Friday, June 21, 2024(Unless return date is 06/22-06/30)       |
| <b>Expire/Cancel unused Chrome River encumbrances<br/>All active Chrome River encumbrances will roll to FY24</b>                     | Friday, June 28, 2024(Unless the return date is 06/27 – 06/30) |
| <b>Student/ Guest Travel Purchase Orders will be de-obligated and closed<br/>Banner travel purchase orders will not roll forward</b> | Friday, July 5, 2024   |
| <b>If your Travel Return Date between 06/22 – 06/30/2024</b>   | Extended deadline for claims<br>Friday, July 5, 2024           |

# Expire Pre-Approval

## Banner Screen FGIOENC



ellucian Organizational Encumbrance List FGIOENC 9.3.14 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: \* U \*\*\* Enter Organizational Code and select GO Fiscal Year: 23 \*\*\* Organization: 500102 \*\*\* Shared Services Center

Index: \*\*\* Fund: \*\*\*

Go

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.

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ellucian Organizational Encumbrance List FGIOENC 9.3.14 (TBANR) ADD RETRIEVE RELATED TOOLS

Chart: U Fiscal Year: 23 Index: Organization: Collage of Fund:

Select Filter Start Over

ORGANIZATIONAL ENCUMBRANCE LIST Settings Insert Delete Copy Filter

| Encumbrance | Vendor                              | Item | Acct    | Prog | Actv | Locn | Amount   | Commit Type |
|-------------|-------------------------------------|------|---------|------|------|------|----------|-------------|
| P0298044    | Staples Contract and Commercial Inc |      | 1 74500 | 2000 |      |      | 74.45    | U           |
| P0298044    | Staples Contract and Commercial Inc |      | 3 74500 | 2000 |      |      | 136.67   | U           |
| P0298044    | Staples Contract and Commercial Inc |      | 4 74500 | 2000 |      |      | 29.36    | U           |
| P0302091    | First Advantage Acquisitions Inc.   |      | 1 74986 | 2000 |      |      | 112.00   | U           |
| P0302091    | First Advantage Acquisitions Inc.   |      | 2 74986 | 2000 |      |      | 119.00   | U           |
| P0302091    | First Advantage Acquisitions Inc.   |      | 3 74986 | 2000 |      |      | 119.00   | U           |
| P0302091    | First Advantage Acquisitions Inc.   |      | 4 74986 | 2000 |      |      | 26.00    | U           |
| P0302091    | First Advantage Acquisitions Inc.   |      | 5 74986 | 2000 |      |      | 33.00    | U           |
| P0302091    | First Advantage Acquisitions Inc.   |      | 6 74986 | 2000 |      |      | 38.00    | U           |
| P0303132    | New York University                 |      | 1 74986 | 2000 |      |      | 6,666.00 | U           |

Encumbrance Item Acct Prog Actv

73%

Add Another Field ...

Filter by travel account code Clear All Go

| Encumbrance | Vendor                     | Item | Acct    | Prog | Actv | Locn | Amount   | Commit Type |
|-------------|----------------------------|------|---------|------|------|------|----------|-------------|
| P0304072    | Larry Z                    |      | 0 73400 | 2000 |      |      | 3,762.00 | U           |
| 10775825    | CR Document # Yates, Keith |      | 0 73200 | 2636 | 624  |      | 3,150.50 | U           |
| T0801900    |                            |      | 0 73200 | 3800 |      |      | 3,426.52 | U           |

# Expire Pre-Approval



**eWallet**

**Unused Items**

- 0 Credit Card Items
- 0 Receipts

**Approvals**

**Approvals Needed**

226 Expense Reports      9 Pre-Approvals

**Expenses** + Create

|         |            |                    |
|---------|------------|--------------------|
| 0 Draft | 0 Returned | View All Submitted |
|---------|------------|--------------------|

**Pre-Approval** + Create

|         |            |                    |
|---------|------------|--------------------|
| 0 Draft | 0 Returned | View All Submitted |
|---------|------------|--------------------|

Click View All Submitted



## CONTACT

For Expense Reimbursement and Travel Card assistance, please contact:



**Travel Reimbursement Support**  
901.678.2052  
sharedservices@memphis.edu



**Travel Card Support**  
901.678.3775  
cardsupport@memphis.edu



**Non-Travel Reimbursement Support**  
901.678.2271  
accountspayable@memphis.edu

## NOTICE

The University of Memphis no longer supports direct billing. A faculty/staff travel card or a personal credit card will be needed in order to pay for airfare, lodging, car rentals etc.

# Welcome to Chrome River Travel & Expense System

# Expire Pre-Approval

Submitted

Open
PDF
Tracking
Expire

|                                 |            |  |        |  |  |  |  |
|---------------------------------|------------|--|--------|--|--|--|--|
| Conference 2023                 | 04/10/2023 |  | 85.00  |  |  |  |  |
| PARTIALLY APPLIED               |            |  |        |  |  |  |  |
| <b>010000775825</b>             |            |  |        |  |  |  |  |
| FY Encumbrance Test3 03/07/2023 | 03/07/2023 |  | 45.00  |  |  |  |  |
| APPROVED                        |            |  |        |  |  |  |  |
| FY Encumbrance Test2 03/07/2023 | 03/07/2023 |  | 109.00 |  |  |  |  |
| APPROVED                        |            |  |        |  |  |  |  |
| FY Encumbrance Test1 03/07/2023 | 03/07/2023 |  | 45.00  |  |  |  |  |
| APPROVED                        |            |  |        |  |  |  |  |
| Test FY Encumbrance #3          | 03/06/2023 |  | 165.00 |  |  |  |  |
| APPROVED                        |            |  |        |  |  |  |  |
| Test FY Encumbrance #2          | 03/06/2023 |  | 195.00 |  |  |  |  |
| APPROVED                        |            |  |        |  |  |  |  |

**FY Encumbrance Test2 03/07/2023**

|                  |                                 |
|------------------|---------------------------------|
| Report Owner     | Keith Yates                     |
| Created By       | Keith Yates                     |
| Create Date      | 03/07/2023                      |
| Pay Me Amount    | 109.00 USD                      |
| PA Report ID     | QA0001012467                    |
| From Date        | 06/16/2023                      |
| To Date          | 06/23/2023                      |
| Business Purpose | FY Encumbrance Test2 03/07/2023 |

|                      |                      |      |                      |                      |  |
|----------------------|----------------------|------|----------------------|----------------------|--|
| Encumbrance          | Item                 | Acct | Prog                 | Actv                 |  |
| <input type="text"/> | <input type="text"/> | 73%  | <input type="text"/> | <input type="text"/> | <input type="text" value="Add Another Field ..."/> |

| Encumbrance | Vendor              | Item | Acct    | Prog | Actv | Locn | Amount   | Commit Type |
|-------------|---------------------|------|---------|------|------|------|----------|-------------|
| P0304072    | Larry Z.            |      | 0 73400 | 2000 |      |      | 3,762.00 | U           |
| T0775825    | <b>YATES, KEITH</b> |      | 0 73200 | 2630 | 624  |      | 3,150.50 | U           |
| T0801900    |                     |      | 0 73200 | 3800 |      |      | 3,426.52 | U           |





**QUESTIONS?**

[sharedservices@memphis.edu](mailto:sharedservices@memphis.edu)

# What to Send Where



**Tekata Kelson, General Accounting Manager**



# What To Send Where

Accounting Departmental Email In-Boxes: In order to avoid any delay with responding, please address your inquiry to the appropriate email box only.

(Please do not email one in-box and cc the other nor an individual as this could result in duplications)

The email in-boxes are routinely monitored throughout the day.

- Shared Services Inbox ([sharedservices@memphis.edu](mailto:sharedservices@memphis.edu))
- Accounts Payable Inbox ([accountspayable@memphis.edu](mailto:accountspayable@memphis.edu))
- BF-Accounting Inbox ([accounting@memphis.edu](mailto:accounting@memphis.edu))
- Tax Accounting Inbox ([taxaccounting@memphis.edu](mailto:taxaccounting@memphis.edu))



# Shared Services Inbox

- University Travel Questions
- Completed Student/Guest Travel Reimbursement Claims
- Travel Purchase Orders Inquiries Student/Guest
- Request to De-Obligate/Close Travel Purchase Orders
- Request for Student/Guest Future Year Purchase Orders
- Chrome River Travel Inquiries

**[sharedservices@memphis.edu](mailto:sharedservices@memphis.edu)**



# Accounts Payable Inbox

- Invoice Inquiries
- Vendor Inquiries
- Cancel Check Memo / Stop Payment and/or Reissue
- Setup of W-9
- Vendor Change of Address

**[accountspayable@memphis.edu](mailto:accountspayable@memphis.edu)**



# General Accounting Inbox

- Information BF-Accounting Inbox Should be Receiving:
- Transfer Vouchers
- Wire Payment Requests
- W8-BEN/W8-BENE
- Month and Year End Close Inquiries
- Check Deposit Authorization

[accounting@memphis.edu](mailto:accounting@memphis.edu)



# Tax Accounting Inbox

- Tax Exemption Certificate
- University of Memphis W-9
- Tax Compliance Questions

**[taxaccounting@memphis.edu](mailto:taxaccounting@memphis.edu)**



**QUESTIONS?**





# Announcements & Deadlines



**Danny Linton, Associate Director – HR**



# Announcements & Deadlines

- Welcome to all first-time attendees at Focus on Finance & HR!
- Need someone added to the Focus on Finance & HR mailing list? Don't forward to them—forward to us!
- [hr@memphis.edu](mailto:hr@memphis.edu)



# Announcements & Deadlines

- Remember to review the University's current job openings at [workforum.memphis.edu](http://workforum.memphis.edu).
- Follow the Division of Business & Finance on Twitter at [@uofmemphisbf](https://twitter.com/uofmemphisbf)!
- Subscribe to our WorkforUM Twitter feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!
- Follow us on Instagram! [@uofmhr](https://www.instagram.com/uofmhr)



# Announcements & Deadlines

## Separation & Clearance

- Please remember to immediately complete an online separation notice for any employee in your area that is departing the University!
- Not doing so places the University at risk because the employee would still have system access and could lead to an audit finding.
- Keep in mind it is HR's practice to process clearances closer to the date of separation so that leave balances can be accurately calculated for payouts. Therefore, if you submit a clearance far in advance, it may not be immediately processed.
- <https://umwa.memphis.edu/sep-clear>



# Announcements & Deadlines

- PLEASE make sure that all leave reports for your department are submitted and approved each month!
- This includes all exempt staff and faculty employees.
- Leave reports are due by the 10th of the month following the month being reported.
- Remember to put at least one “0” on any one date for one leave category (such as Annual Leave) in any month in which no leave was used.



# Announcements & Deadlines

## Records Inventory Due May 31, 2024

- Trainings in [Learning Curve](#) under University Records Management Training



# Announcements & Deadlines

## TigerZone Mobile

- [memphis.edu/studentinvolvement/studentengagement/tiger-zone-mobile.php](https://memphis.edu/studentinvolvement/studentengagement/tiger-zone-mobile.php)
- Want to know more about what's happening around campus? Download the TigerZone Mobile App! TigerZone Mobile has all of the UofM's engagement experiences in one place.
- Students, faculty, and staff can search through available opportunities and discover what matters to them. Whether you're looking for something quick or planning for your next few weeks, the TigerZone Mobile will make sure you stay connected. TigerZone Mobile allows for students to make connections that lead to opportunities, set goals, unlock resources and track their success.



# Announcements & Deadlines

- All Financial Managers, Designees, and Approvers should complete their Annual Financial Responsibility certification by April 30, 2024.
- Visit the website at <https://umwa.memphis.edu/afrc> to do so.





# Announcements & Deadlines

## REMINDER

- When traveling for the University, please be reminded to request the CONUS and/or Government rates when booking hotel for travel.



# Announcements & Deadlines

- Faculty performance appraisals evaluating performance in 2023 kicked off in WorkforUM on January 2, 2024.
- Keep in mind that assistant & associate deans are to be evaluated in SAMS, not in WorkforUM, due to the primarily administrative nature of their job duties.



# Announcements & Deadlines

- Staff performance appraisals in SAMS are due April 30, 2024 for all non-probationary staff employees.
- The rating choices on the University's staff performance appraisal tool (SAMS), located at <https://www.memphis.edu/performance>, have been updated for 2023-24 reviews. The three previously offered choices were increased to five:
  - **Outstanding:** Performance consistently exceeded job expectations and delivered exceptional results in all areas.
  - **Highly Effective:** Performance occasionally exceeded job expectations. Uniformly high quality of work.
  - **Effective:** Performance routinely met job expectations. Job well done.
  - **Marginally Effective:** Performance occasionally met job expectations but was inconsistent. Performance Plan likely necessary.
  - **Unacceptable:** Job expectations not met. Immediate action required via employment status decision or Performance Plan.



# Announcements & Deadlines

## Upcoming HR Events: More Information Coming Soon

- MPLOY
- Take Our Daughters and Sons To Work Day
- Registration links forthcoming



# Announcements & Deadlines

## Next Effective Search Committees training:

- May 9, 2023, 10am
- Sign up in [Learning Curve!](#)



# Announcements & Deadlines

## Next WorkforUM training:

- April 24, 1:30pm in AD177B
- Sign up in [Learning Curve!](#)



# Announcements & Deadlines

## Form I-9 Information

- Appointments not needed during regular business hours.
- Visit 178 Administration Building, M-F 8-4:30.
- HR is also offering online appointments by contacting [i9@memphis.edu](mailto:i9@memphis.edu).
- Other questions? [i9@memphis.edu](mailto:i9@memphis.edu)



# Announcements & Deadlines

- The University will no longer offer Zoom after August 12, 2024. Plan to use Microsoft Teams as an alternative.
- Focus on Finance & HR will continue to use Zoom until the current cycle of meetings concludes in June 2024.





**Thank you for attending!**

**Next Meeting: May 21, 2024 @ 2:30pm**

**Recordings & presentations available at *memphis.edu/focus***