



FOCUS ON FINANCE & HR

April 18, 2023

Agenda

Accounting Year-End Check Lists and Reminders

- General Accounting
- Shared Services
- Accounts Payable
- Payroll
- Proxies/Superusers in Banner 9 Web Time Entry
- Announcements and Deadlines



Year-End Checklist

General Accounting

Tekata Kelson

What to Send to BF-Accounting Email Inbox (accounting@memphis.edu)

- Transfer Vouchers
- Wire Payment Requests (International Vendors)
- W8-BEN/W8-BENE (International Vendors - Setup)
- Check Deposit Inquiries
- Year-End Accruals
- Month-End and Year-End Close Inquiries

General Accounting Year-End Checklist

Last Day for airfare reservation via Travelennium (Students & Guests Only)	Monday, June 5, 2023
Settle Travelennium expenses	Wednesday, July 5, 2023
Settle purchase card claims	Wednesday, July 5, 2023
Submit transfer vouchers for FY23	Thursday, July 6, 2023
Submit invoices for FY23 accruals to accounting	Start accepting accruals Monday, July 3, 2023 End date of accrual Period Friday, July 14, 2023

General Accounting Year-End Checklist

QUESTIONS?

accounting@memphis.edu



Transfer Vouchers

General Accounting

Barbara Brooks

Purpose for Transfer Voucher Form

- To reclass expenses from one FOAPAL to another
- Classify expenses and revenue income in the proper period and fiscal year
- Monthly departmental charges (Such as Copier Vending, Physical Plant, Mail Services, etc.)
- Correct mis-keys

Frequently Noted Concerns

- Where can transfer voucher forms be found?

Go to [B&F Forms Website](#)

Under the Accounting Section, Select Transfer Voucher: PDF

<https://www.memphis.edu/accounting/pdf/transfervoucher.pdf>

- Who should you contact if an error is discovered and needs to be corrected?

Please email us at: accounting@memphis.edu

Every Transfer Voucher Form Needs...

- Date in the top left corner
- Account Title
- Index, Fund, Organization, Account, Program, Activity (if there is one)
- Amounts (Debits and Credits)
- Comments Section
- Signatures for:
 - Approver for Department Charged (Unless on file)
 - Approver for Department Credited
- Principal Investigator if required for Index 5XXXXX
- Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge
- All Journal Vouchers will need supporting documentation...NO EXCEPTIONS!

Full Transfer Voucher Form

Please ensure that all of the yellow highlighted areas are filled out before submitting to the Accounting Office.

THE UNIVERSITY OF
MEMPHIS

Transfer Voucher
General Online Help

Submit Completed Form to the Accounting Office, Administration Bldg., Room 275

Date: TV No.

ACCOUNT CHARGED							
Account Title	Index	Fund	Organization	Account	Program	Activity	Amount

ACCOUNT CREDITED							
Account Title	Index	Fund	Organization	Account	Program	Activity	Amount

Request for cost transfer must be within 90 calendar days of initial charge, and occur in current Fiscal Year.

Comments: Provide reason for cost transfer, and how costs are allowable and allocable. If cost transfer exceeds 90 days of initial charge, explain why cost was charged incorrectly.

<small>Approver for Department Charged:</small>	<small>Approver for Department Credited:</small>
<input type="text"/>	<input type="text"/>
<small>Signature</small> <input type="text"/> <small>Date</small> <input type="text"/>	<small>Signature</small> <input type="text"/> <small>Date</small> <input type="text"/>

Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer affects restricted Ledger & accounts.

<small>Department Chair:</small>	<small>Dean:</small>
<input type="text"/>	<input type="text"/>
<small>Signature</small> <input type="text"/> <small>Date</small> <input type="text"/>	<small>Signature</small> <input type="text"/> <small>Date</small> <input type="text"/>
<small>Principal Investigator:</small>	<small>Grants & Contracts Accounting:</small>
<input type="text"/>	<input type="text"/>
<small>Signature</small> <input type="text"/> <small>Date</small> <input type="text"/>	<small>Signature</small> <input type="text"/> <small>Date</small> <input type="text"/>

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.

Full Transfer Voucher Form

ACCOUNTING MONTH-END DEADLINES (FY-23)					
Month End	FUPLOAD	P-Card File	Transfer Voucher	Run F&A	Closing
Jul	Wed, Aug 03, 2022	Wed, Aug 03, 2022	Thu, Aug 04, 2022	Tue, Aug 09, 2022	TBD
Aug	Mon, Sep 05, 2022	Mon, Sep 05, 2022	Tue, Sep 06, 2022	Fri, Sep 09, 2022	TBD
Sep	Wed, Oct 05, 2022	Wed, Oct 05, 2022	Thu, Oct 06, 2022	Fri, Oct 07, 2022	TBD
Oct	Thu, Nov 03, 2022	Thu, Nov 03, 2022	Fri, Nov 04, 2022	Wed, Nov 09, 2022	Wed, Nov 09, 2022
Nov	Mon, Dec 05, 2022	Mon, Dec 05, 2022	Tue, Dec 06, 2022	Fri, Dec 09, 2022	Fri, Dec 09, 2022
Dec	Wed, Jan 04, 2023	Wed, Jan 04, 2023	Thu, Jan 05, 2023	Mon, Jan 09, 2023	Mon, Jan 09, 2023
Jan	Fri, Feb 03, 2023	Fri, Feb 03, 2023	Mon, Feb 06, 2023	Thu, Feb 09, 2023	Thu, Feb 09, 2023
Feb	Fri, Mar 03, 2023	Fri, Mar 03, 2023	Mon, Mar 06, 2023	Thu, Mar 09, 2023	Thu, Mar 09, 2023
Mar	Wed, Apr 05, 2023	Wed, Apr 05, 2023	Thu, Apr 06, 2023	Fri, Apr 07, 2023	Fri, Apr 07, 2023
Apr	Wed, May 03, 2023	Wed, May 03, 2023	Thu, May 04, 2023	Tue, May 09, 2023	Tue, May 09, 2023
May	Mon, Jun 05, 2023	Mon, Jun 05, 2023	Mon, Jun 05, 2023	Thu, Jun 08, 2023	Thu, Jun 08, 2023
Jun	Wed, Jul 05, 2023	Wed, Jul 05, 2023	Thu, Jul 06, 2023	Wed, Jul 19, 2023	TBD

Common Journal/Transfer Voucher Mistakes

- Dates missing
- FOAPAL information missing or incorrect
- No comments (Purpose for transfer voucher)
- Approval signatures missing
- Amounts missing
- Debit amounts not equaling Credit amounts
- Trying to post to Budget Pool Account Codes (73000, 74000, 78000 etc.)
- Transfer vouchers received after deadline
- Trying to use Salary Expense Accounts, instead of Salary Distribution Forms
- Missing Supporting Documentation for journal voucher
- Reclassing expenses from previous fiscal years
(Paid in FY22, reclassing in FY23 – NOT ALLOWED)

Common Journal/Transfer Voucher Mistakes

Acceptable Supporting Documentation – JVs:

Proper Backup - Proof of Payment:

- Invoice with account numbers, PO #, Document Number
- Banner Print Screen Vendor Payment
 - FAIVNDH: Vendor Detail Payment History
 - FGITRND: Detail Transaction Activity
 - Budget Status Detail Report

TVs Requiring Additional Processing Time

Prior to posting:

- Grants Accounting: Must review all transfer vouchers with Index Numbers that begin with “5XXXXX.”
- Fixed Assets: Must review all transfer vouchers with Account Numbers that begins with “78XXX, 74504, 74510, and 74511.”

TVs Requiring Additional Processing Time

Transfer Vouchers for restricted accounts must:

- ✓ Be completed and submitted within 90 calendar days of the initial charge, or within a shorter time frame if mandated by the sponsor.
- ✓ Be fully documented. Documentation includes the FOAPALs affected by the change, dollar amounts, copy of invoice and written explanations providing reasons for change.
- ✓ Have authorized approvals. Principal Investigators and Business Officers are responsible for cost transfers to sponsored projects. The Principal Investigator must sign the form. The Principal Investigator certifies the charge transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement. The signatures of the Chair and Dean are required when a cost transfer exceeds 90 calendar days of the initial charge.

Transfer Vouchers

QUESTIONS?



Year-End Checklist

Shared Services

Kate Sims

What to Send to Shared Services Inbox

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

sharedservices@memphis.edu

Chrome River Future Year Travel Reminder


Effective April 3, 2023:

Any Pre-Approval encumbrances completed in Chrome River with a travel end date of July 1st or greater will be recorded in FY24.

Shared Services Year-End Checklist

Student/Guest paper FY23 travel claims	Friday, June 16, 2023
Chrome River FY23 Expense Reports	Friday, June 23, 2023
Expire unused Chrome River Pre-Approvals/encumbrances All active Chrome River encumbrances will roll to FY24	Friday, June 30, 2023
De-obligate Student/Guest Travel Purchase Orders Banner travel POs will not roll forward	Friday, June 30, 2023
If your Travel Return Date is between the deadlines above and June 30	Friday, July 7, 2023

Travel Card Reconciliation

☰  chromeriver ? ⚙️ Keith Yates
University of Memphis

eWallet

Unused Items


- 0 Credit Card Items
- 0 Receipts

Expenses + Create

0	0	0
Draft	Returned	Submitted Last 90 Days




Pre-Approval + Create

0	0	0
Draft	Returned	Submitted Last 90 days



CONTACT










For Expense Reimbursement and Travel Card assistance, please contact:

 Travel Reimbursement Support 901.678.2052 shareservices@memphis.edu	 Travel Card Support 901.678.3775 cardsupport@memphis.edu	 Non-Travel Reimbursement Support 901.678.2271 accounts payable@memphis.edu
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NOTICE

HELP

Full HELP is available throughout the application in the Chrome River Help Center.

 UofM Travel Policy Travel Policy	 Frequently Asked Questions FAQs	 Create a Pre-Approval How To Pre-Approval
 Create an Expense Report How To Expense Report	 Snap & Send To: receipt@ca1.chromeriver.com Email Receipts to E-Wallet	 CR Mobile App Android Devices Google Play
 CR Mobile App Apple Devices Apple Store	 CR Snap Mobile APP Android Devices Google Play	 CR Snap Mobile App Apple Devices Apple Store

Last Login on 06/08/2022 at 3:27 PM

Travel Card Reconciliation

chromeriver

Keith Yates
University of Memphis

Expenses For Keith Yates

Import Travel Pre-Approval
Optional

Report Name

Cancel Save

IMPORT PRE APPROVAL

chromeriver

Keith Yates
University of Memphis

Expenses For Keith Yates

Import Pre-Approval

REPORT NAME	ORIGINAL AMT	REMAINING
Chrome River Conference 2022 July		
Athletic Compliance Test	8,000.00USD	8,000.00USD
Test Blanket Import Edit Error	200.00USD	200.00USD
Test Blanket	200.00USD	200.00USD
Baseball Tampa FL AAC Tournament	30,000.00USD	30,000.00USD
BMES conference 2022	1,810.00USD	1,810.00USD

Expense Report

Total Pay Me Amount
0.00 USD

Submit

Import

Choose Pre-Approval from list

Travel Card Reconciliation

The screenshot displays the Chromeriver interface for managing travel expenses. The top navigation bar includes the Chromeriver logo and user information for Keith Yates at the University of Memphis. The main content area is split into a sidebar and a main form.

Sidebar: Shows 'Expenses For Keith Yates' with a back arrow, a plus icon, and status indicators for '0 Comments' and '0 Attachments'. Below this is a table header with columns: DATE, EXPENSE, SPENT, and PAY ME. The main area of the sidebar contains the message 'You have not added any expenses.' and an 'Add Expense' button.

Main Form: Contains the following fields:

- End Date: 07/07/2022
- Number of Days: 7
- Is this expense for research-purposes?: No
- Affiliation: Staff
- Report Type: Individual Travel
- Travel Type: International
- International Destination: San Antonio, TX (with a callout 'Enter Destination')
- List Any Additional Destinations (Optional):
- Personal Days?:
- Pre-Approval Report Applied: Chrome River Conference 2022 July

Summary Table:

	REMAINING (USD)	SPENT (USD)
Airfare	840.00	0.00
Baggage Fee	60.00	0.00
Meals - Per Diem	611.00	0.00
Total	1,511.00	0.00

At the bottom of the interface, there is an 'Expense Report' section showing 'Total Pay Me Amount' as 0.00 USD and a 'Submit' button.

Travel Card Reconciliation

chromeriver

Keith Yates
University of Memphis

Expenses For Keith Yates

BMES conference 2022

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Fri 08/16/2022	Lodging	600.00 USD	0.00	▲
Fri 08/16/2022	Taxi / Rideshare	50.00 USD	50.00	▲
Fri 08/16/2022	Airfare	1,000.00 USD	1,000.00	▲
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00	▲
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00	▲
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00	▲

Add Expenses

Create New

eWallet

- All
- Trips
- Statements
- Credit Card
- Offline
- Cash Advance
- Recycle Bin

eReceipts

Receipt Gallery

All Items

Sort Group by: None

1

transaction.feed.creditcardusbank3.label.usbank-travelcard
Airfare 08/23/2022
DELTA
Select card transaction to reconcile
929.75 USD

Expense Report 0100280095935

Total Pay Me Amount 1,210.00 USD

Submit

Travel Card Reconciliation

Navigation menu (left): eWallet, All, Trips, Statements, Credit Card (selected), Offline, Cash Advance, Recycle Bin, eReceipts, Receipt Gallery.

Buttons: Delete, Add to Report, X

Sort: [Dropdown]

Travel card transactions should be reconciled no later than 30 days after the transaction date.

Transaction Type	Date	Amount (USD)	Details
Airfare	08/19/2022	357.97	Transaction Date: 08/19/2022 Merchant: SOUTHWES Statement Date: 08/22/2022 Amount Original: 357.97 USD Details: Merchant: SOUTHWES Location: 800-435-9792, TX 75235 AIR: SOUTHWES Passenger: COOK/SHELBY Ticket Number: 5262155886489 Departure Date: 09/27/2022 Number of Legs: 2 Routing: MEM/MDW Airline Code: WN
Conference	09/22/2022	267.50	Transaction Date: 09/22/2022 Merchant: DIVISION F* INTEGRATIN Statement Date: 09/23/2022 Amount Original: 267.5 USD Details: Merchant: DIVISION F* INTEGRATIN Location: WAMEGO, KS 66547
Lodging	10/01/2022	820.62	Transaction Date: 10/01/2022 Merchant: MERIDIEN HOTELS Statement Date: 10/03/2022 Amount Original: 820.62 USD Details: Merchant: MERIDIEN HOTELS Location: CHICAGO, IL 60605

Annotations: Blue arrows point from the text "Travel Card Transaction Date" to the date "08/19/2022" and from "Departure Date" to the date "09/27/2022" in the first transaction's details.

Travel Card Reconciliation

chromeriver Keith Yates University of Memphis

Expenses For Keith Yates

BMES conference 2022

DATE	EXPENSE	SPENT	PAY ME	
Fri 08/19/2022	Lodging	600.00 USD	0.00	▲
Fri 08/19/2022	Taxi / Rideshare	50.00 USD	50.00	▲
Fri 08/19/2022	Airfare	1,000.00 USD	1,000.00	▲
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00	▲
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00	▲
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00	▲

Airfare

Date: 08/23/2022

Spent: 929.75 USD

Business Purpose: Purpose - attend conference, represent the bme program at the meeting and at the bme council of chairs meeting

Description: Optional

Class: Economy / Coach

Please type the Index or Description you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection.

Allocation: 224604 Biomedical Engineering Idcr Biomedical Engr

+ Add Allocation

Downloaded Details: transaction.feed.creditcardusbank3.label.usbanktravelcard

Attachments (0)

Expense Report: 010028085035 Total Pay Me Amount: 1,210.00 USD Submit

Travel Card Reconciliation

chromeriver

Keith Yates
University of Memphis

Expenses for Keith Yates

BMES conference 2022

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Tue 08/23/2022	Airfare	929.75 USD	0.00	▲
Fri 08/18/2022	Lodging	600.00 USD	0.00	▲
Fri 08/18/2022	Taxi / Rideshare	50.00 USD	50.00	▲
Fri 09/10/2022	Airfare	1,000.00 USD	1,000.00	▲
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00	▲
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00	▲
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00	▲

Total Pay Me Amount: 1,210.00 USD

Submit

Airfare

Receipt required for this expense #201

An itemized receipt is required for this expense. An approved credit card transaction receipt by itself is not sufficient.

Date: 08/23/2022

Spent: 929.75 USD

Business Purpose: Purpose – attend conference, represent the bme program at the meeting and at the bme council of chairs meeting

Description:

Class: Economy / Coach

Allocation

224604 Biomedical Engineering
Idr Biomedical Engr

Downloaded Details

transaction.feed.creditcardusbank3.labelusbanktravelcard **Add Receipt**

Attachments (4)

Drag image here to upload **Add Attachments**

1 of 7 **Next**

Travel Card Reconciliation

Expenses For Keith Yates

BMES conference 2022

DATE	EXPENSE	SPENT	PAY ME
Tue 08/23/2022	Airfare	929.75 USD	0.00

Add remaining travel card transactions for the trip

transaction.feed.creditcardusbank3.label.usbanktravelcard

Date: 08/23/2022

Amount Spent: 929.75 USD

Amount Original: 929.75 USD

Transaction Name: DELTA

Merchant: DELTA

Details: Merchant: DELTA Location: DELTA.COM, CA 30354 AIR-DELTA Passenger: BUMGARDNER/JOEL Ticket Number: 00623347461763 Departure Date: 10/12/2022 Number of Legs: 4 Routing: MEM/ATL Airline Code: DL

Comments (0)

Attachments (4)

Drag image here to upload

Travel Card Reconciliation

The screenshot displays a web interface for managing travel card transactions. On the left, a sidebar menu under the heading "eWallet" includes options for "All", "Trips", "Statements", "Credit Card" (highlighted in light blue), "Offline", "Cash Advance", "Recycle Bin", "eReceipts", and "Receipt Gallery". A blue arrow points from the text "Choose credit card" to the "Credit Card" menu item.

The main content area features a "Delete" button and a green "Add to Report" button (circled in blue). Below these is a "Sort" dropdown and a list of transactions. Each transaction entry includes an icon, a title, a date, a merchant name, a statement date, an amount, and a checkbox. A blue callout box with the text "Check mark credit card transactions related to the trip" points to the checked checkbox for the "Conference" transaction.

Transaction Type	Date	Merchant	Amount (USD)	Checkbox
Airfare	08/19/2022	SOUTHWES	357.97	<input type="checkbox"/>
Conference	09/22/2022	DIVISION F* INTEGRATIN	267.50	<input checked="" type="checkbox"/>
Lodging	10/01/2022	MERIDIEN HOTELS	820.62	<input type="checkbox"/>

Travel Card Reconciliation

chromeriver

Expenses For Keith Yates

BMES conference 2022

DATE	EXPENSE	SPENT	PAY ME
Tue 08/23/2022	Airfare	929.75 USD	0.00
Fri 09/10/2022	Lodging	800.00 USD	0.00
Fri 09/15/2022	Taxi / Rideshare	50.00 USD	50.00
Fri 09/18/2022	Airfare	1,000.00 USD	1,000.00
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00
Fri 10/14/2022	Meals - Per Diem	46.00 USD	46.00

Delete line items that are not being reconciled.

This does not delete the line item from the Pre-Approval.

transaction.fee.d.creditcardusbank3.Jabel.usbanktravelcard

Date: 08/23/2022

Amount Spent: 929.75 USD

Amount Original: 929.75 USD

Transaction Name: DELTA

Merchant: DELTA

Verify merchant details

Details: Merchant: DELTA Location: DELTA.COM, CA 30354 AIR:DELTA Passenger: BUMGARDNER/JOEL Ticket Number: 00623347461763 Departure Date: 10/12/2022 Number of Legs: 4 Routing: MEMATL Airline Code: DL

Comments (0)

Attachments (4)

Expense Report Total Pay Me Amount

Travel Card Reconciliation

chromeriver

Keith Yates
University of Memphis

Expenses For Keith Yates

BMES conference 2022

DATE	EXPENSE	SPENT	PAY ME
Tue 09/23/2022	Airfare	929.75 USD	0.00
Fri 09/16/2022	Lodging	600.00 USD	0.00
Fri 09/18/2022	Taxi / Rideshare	50.00 USD	50.00
Fri 09/16/2022	Airfare	1,000.00 USD	1,000.00
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00

Delete

Duplicate

Edit & Resave Line Item #PX01

After the import of the Pre-Approval, it is required you click 'Edit', verify all information and resave the line item to run appropriate compliance checks.

Lodging expense needs to be fully itemized. #HC01

Lodging expense needs to be fully itemized.

Date 09/16/2022

Spent 600.00 USD

Description estimated hotel costs

Allocation

224604 Biomedical Engineering
Idcr Biomedical Engr

Comments (0)

Add Comment Post

The delete button for lodging is here

Travel Card Reconciliation

chromeriver Keith Yates University of Memphis

Expenses For Keith Yates

BMES conference 2022

DATE	EXPENSE	SPENT	PAY ME
Tue 08/23/2022	Airfare	929.75 USD	0.00
Thu 09/22/2022	Conference	267.50 USD	0.00

Notice pay me amount is zero because the travel card has already been charged.

Expenses For Keith Yates

Report Name: BMES conference 2022

Non-Travel Expense Report:

Business Purpose: Purpose – attend conference, represent the bme program at the meeting and at the bme council of chair s meeting

Start Date: 10/12/2022

End Date: 10/14/2022

Number of Days: 3

Is this expense for research-purposes?: No

Affiliation: Faculty

Report Type: Individual Travel

Travel Type: Out of State

Domestic Destination: San Antonio, TX

List Any Additional Destinations:

Personal Days?:

Expense Report: 010028085035

Total Pay Me Amount: 0.00 USD

Submit

Travel Card Reconciliation

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Pre-Approval Applied: BMES conference 2022 [Remove]
Available Balance: 1,810.00 USD

PDF - Cancel **Submit**

BMES conference 2022

Report Owner: Keith Yates
Manager, Shared Services

Expense Report ID: 010026085935

Business Purpose: Purpose – attend conference, represent the bme program at the meeting and at the bme council of chairs meeting

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,197.25	0.00
Amount Due Employee	1,197.25	0.00
Amount Due Employee	0.00	0.00

Applied Pre-Approval Report

DATE	REPORT NAME	AMT (USD)
08/23/2022	BMES conference 2022	0.00

Remaining Balance: 1,810.00

Expense Summary

Expense Report: 010026085935

Total Pay Me Amount: **0.00 USD**

Submit

Expire Pre-Approvals

Banner Admin Pages

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

Chart: * U ... **Enter Organizational Code and select GO** Fiscal Year: 23 ...

Index: ... Organization: 500102 ... Shared Services Center

Fund: ...

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.

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

Chart: U Fiscal Year: 23 Index: Organization: College of Fund: **Select Filter**

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

Filter by travel account code

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0304072	Larry Z.		0 73400	2000			3,762.00	U
T0775825	CR Document # Yates, Keith		0 73200	2630	624		3,150.50	U
T0801900			0 73200	3800			3,426.52	U

Expire Pre-Approvals

chrome river

Keith Yates
University of Memphis

eWallet

Unused Items
2 Credit Card Items
23 Receipts
VIEW ALL 41 UNUSED ITEMS

Expenses Create

3 Draft	0 Returned	2 Submitted Last 90 days
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Pre-Approval Create

1 Draft	0 Returned	9 Submitted Last 90 days
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Click submitted last 90 days

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
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NOTICE

Welcome to Chrome River Travel & Expense System

Chrome River is the new online expense management system for all faculty and staff, designed to streamline and automate the travel and non-travel reimbursement process.

All travel must be approved by the appropriate authority of the department paying for the travel. Travel expenses incurred that are not properly authorized are the personal responsibility of the traveler.

Direct Deposit is mandatory to receive travel reimbursements. If you have not previously signed up for direct deposit for travel reimbursements, please complete the **Direct Deposit Payroll & Employee Reimbursement Authorization** form prior to travel.

Pre-approvals and expense reports will be submitted via Chrome River Travel & Expense application.

- Your pre-approval will serve as your request and authorization to travel
- Travel card transactions must be expensed within 30 days of transaction date
- Upon your return, the travel expense report should be submitted within 30 days to settle your claim
- Review new travel policy for most recent travel changes

Expire Pre-Approvals

Open PDF Tracking **Expire**

Submitted

Item	Date	Amount	Status
Conference 2023 010000775825	04/10/2023	85.00 USD	PARTIALLY APPLIED
FY Encumbrance Test3 03/07/2023 QA0001012456	03/07/2023	45.00 USD	APPROVED
FY Encumbrance Test2 03/07/2023 QA0001012457	03/07/2023	109.00 USD	APPROVED
FY Encumbrance Test1 03/07/2023 QA0001012456	03/07/2023	45.00 USD	APPROVED
Test FY Encumbrance #3 QA0001012370	03/06/2023	165.00 USD	APPROVED
Test FY Encumbrance #2 QA0001012367	03/06/2023	195.00 USD	APPROVED

Encumbrance Item Acct Prog Actv

 73%

Add Another Field ...

Clear All Go

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

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: QA0001012457

From Date: 06/16/2023

To Date: 06/23/2023

Business Purpose: FY Encumbrance Test2 03/07/2023

Travel Card Reminders

Allowable Travel Card Expenses

Airfare

Baggage Fees

Lodging

Parking

Event Registration

Taxi/Rideshare

Non-Allowable Card Expenses

Food/Per Diem Meals

Gas for personal automobile if claiming mileage

State funds may not be used for the purchase of alcoholic beverages.

Travel Lodging Reminders

Lodging Reimbursement

- Lodging expenses are allowed up to the maximum per diem rate or conference rate. Expenses must be supported by receipts detailing daily room rates, taxes and fees, and the name(s) of the individual(s) occupying the room.
- Home Share rentals are an allowable form of lodging (ex: Airbnb, VRBO)
- Travelers attending a conference, seminar or meeting will be reimbursed for room and all taxes and fees at the conference group rate. Documentation must note the conference dates, designated hotel(s) and negotiated rates. Lodging expenses over the group rate will be limited to the published rate.

Travel Lodging Reminders

Example:

Accommodations

Beware of Unauthorized Hotel Solicitations

The link provided on the TERMIS-AM website (provided in January) is the only official housing link associated with TERMIS-AM. While other hotel resellers (ie, Exhibition Hotel Management) may contact you offering housing for your trip, they are not endorsed by or affiliated with the conference. Beware that entering into financial agreements with non-endorsed companies can have costly consequences. Please only book in the block by using the link on this page OR calling the hotel directly.

Benefits of Booking in the TERMIS-AM Block

Block hotel has been researched by TERM IS-AM to ensure they meet our standards. Assistance is available in advance and on-site for problems with TERMIS-AM hotel.

The block hotel has friendlier booking terms: no change fees, no full prepayment.

It saves money. Rates and terms are guaranteed.

It's the right thing to do to support the conference. Meeting space rental and future room rates are based on in-the-block bookings, helping to keep the overall cost of registration lower. Future cost savings for all depends on strong in-the-block bookings.

Book Your Room Today!

Boston Marriott Copley Place Hotel

10 Huntington Avenue Boston, MA 02116

+1 617-236-5800

Attendee Room Rates:

Hotel Rate: Standard Room - \$269.00 USD plus taxes & fees/night

The special room rate will be available until Tuesday, March 14, 2023 or until the group block is sold-out, whichever comes first. After this date, the prevailing rates for the hotel will apply.

Click here to reserve your room or be sure to reference the 'TERM IS 2023' group block when making your reservation via the phone at +1 617-236-5800.

Shared Services Year-End Checklist

QUESTIONS?

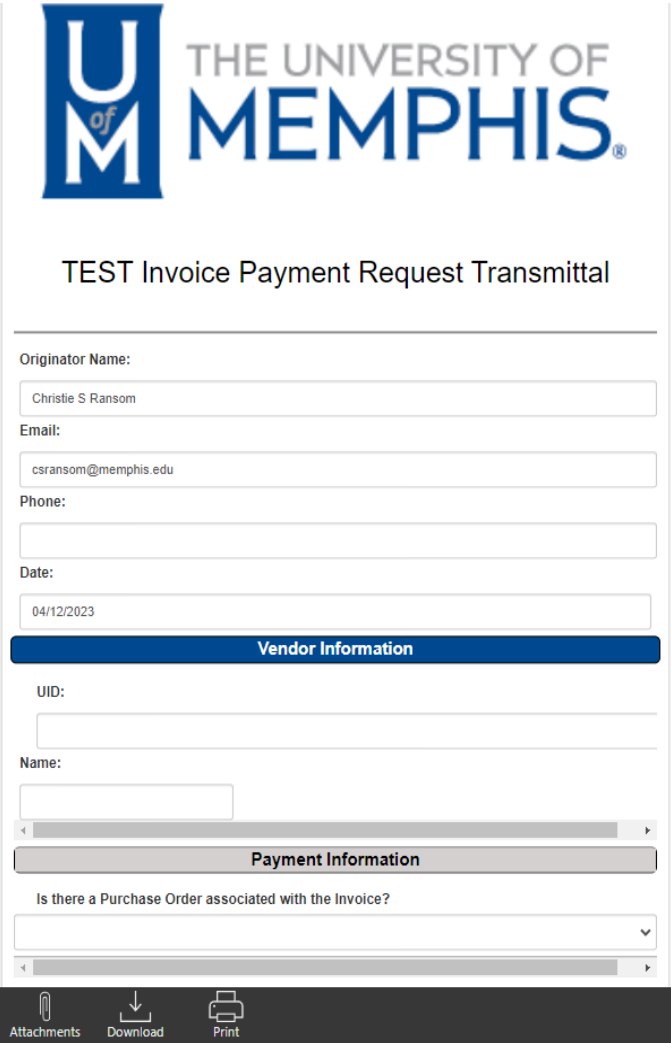
sharedservices@memphis.edu




Transmittal Vendor Payment Form

**Accounts Payable
Christie Ransom**

Transmittal Vendor Payment Form



 THE UNIVERSITY OF
MEMPHIS

TEST Invoice Payment Request Transmittal

Originator Name:

Email:

Phone:

Date:

Vendor Information

UID:

Name:

Payment Information

Is there a Purchase Order associated with the Invoice?

Attachments Download Print

Effective May 1, 2023, Accounts Payable will initiate a new vendor invoice payment processing portal located on the MyMemphis Finance tab.

1. Log into my Memphis
2. Select Finance tab
3. Select Accounts Payable Transmittal Form

What to Upload with the Transmittal Vendor Payment Form

- Check Request
- Invoice
- Payment to Contractors
- Research Participants Requests
- Cash and Meal Reimbursements - Students/Guests

Please make sure to include the Financial Manager or Designee approval on the invoice or the form that's uploaded for payment processing.

Transmittal Vendor Payment Form Benefits

- Provide tracking history
- Single Sign-On (SSO)
- Streamline process
- Provide consistent data for processing

Transmittal Vendor Payment Form Training

Learning Curve Training:

- April 21, 10am
- April 28, 2pm

Transmittal Vendor Payment Form

QUESTIONS?

What to Send to Accounts Payable Inbox (accountspayable@memphis.edu)

Effective May 1, 2023

- Vendor Inquiries
- Cancel Check Memo/Stop Payment & Reissue
- Setup of vendor/ W-9
- Vendor Change of Address
- Vendor Direct Deposits

What to Send to Transmittal Vendor Payment Form Portal

Effective May 1, 2023

- Invoices
- Cash and Meal Reimbursements - Students/Guests
- Check Request
- Payment to Contractors
- Research Participants Requests

<https://my.memphis.edu/>

Accounts Payable Year-End Checklist

Cancel/De-obligate unused non-travel purchase orders procurement@memphis.edu	Friday, June 16, 2023
Receipt goods and services in Tigerbuy for vendors (Send Invoice, PO# and Receipt #)	Monday, June 19, 2023
Upload receipts for Chrome River non-travel claims	Monday, June 19, 2023
Last day to submit FY23 invoices	Wednesday, June 28, 2023
Any travel and non-travel claims with a July 1 st date will be processed in FY24	Accounts Payable Review Starts Monday, July 3, 2023

Accounts Payable Year-End Checklist

QUESTIONS?

accountspayable@memphis.edu



Year-End Checklist

Payroll Department

Russ Teague

What to Send to Payroll Inbox

- W-2 Inquiries
- Garnishment Inquires
- Deduction questions
- Incentive compensation payment request*
- Overtime outside regular department timesheets*
- Employee award payment requests*
- Special checks requests*
- Retro payment requests*

*These documents can be submitted for clarification and discussion only. Human Resources will need to approve before Payroll can process them.

Payroll Year-End Checklist

Timesheets for BW13 Biweekly Payroll (June 3 rd - June 16 th)	Friday, June 16, 2023
Timesheets for BW14 Biweekly Payroll (June 17 th – June 30 th)	Thursday, June 29, 2023
Submit all pay requests for FY23	Friday, July 7, 2023
All payroll leave reports must be completed and approved	Friday, July 14, 2023
Adjustment timesheets for FY23	Friday, July 7, 2023

Payroll Year-End Checklist

QUESTIONS?

payroll@memphis.edu



Proxies/Superusers in Banner 9 Web Time Entry

Danny Linton

Proxies/Superusers in Banner 9 Web Time Entry

- Banner 8 Web Time Entry allows individuals accessing Web Time Entry as a proxy for the approver to assume that approver's superuser capabilities.
- Currently, Banner 9 Web Time Entry does not allow an individual to be a proxy and a superuser at the same time.
- Acting as a proxy without superuser capabilities limits functions to approving or returning a time/leave record once that record is at a Pending status.
- Only a superuser can extract (start) a record or change an existing record on another employee's behalf.

Proxies/Superusers in Banner 9 Web Time Entry

- Since most Proxies have to perform more than just the approval function, the decision has been made to allow proxies to be superusers on their own.
- This means on the Proxy Superuser link, users will act as EITHER a proxy or as a superuser, but not both. (The system won't allow both).
- Keep this difference in mind as you access Web Time Entry in Banner 9. This topic may be revisited if future Banner releases rectify this issue.
- Superusers will still be limited to the organization codes they currently have access to, but users with access to a wide array of orgs on campus should exercise caution when accessing/approving time/leave and be sure they only take action on records within the appropriate departments.



ANNOUNCEMENTS & DEADLINES

Danny Linton

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

Announcements & Deadlines

- Remember to review the University's current job openings at 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

- ITS is implementing an updated rollout of the Duo authentication service beginning May 5, 2023.
- The basics of using of using Duo will remain the same as before, but the screen/interface you see as you access UofM-credentialed sites will begin looking different starting May 5.

Announcements & Deadlines

- FY23 year-end deadlines from Accounting and Procurement are now available online at <https://www.memphis.edu/accounting/yearend.php>.

Announcements & Deadlines

- The Business & Finance Web server will be decommissioned this summer. This will affect the following:
 - Finance Program Guide (will require login or VPN to access)
 - HR Program Guide (will require login or VPN to access)
 - Learning Curve
 - Various B&F Web forms
- The above web apps & forms will be moved to new locations and redirects will be put in place. Some may look different after moving.
- This refers to any URL starting with **bf.memphis.edu**.

Announcements & Deadlines

- Records inventory certifications are due by May 31 and training is available in [Learning Curve](#). The next training date is May 3 at 11am.

Announcements & Deadlines

- Congratulations to the recipients of the 6th Annual Excellence Awards from April 6, 2023!
- Presidential Excellence Award:
 - Jenna Koestler, Academic Advising
- TIAA Excellence Awards:
 - Michael Carter, Information Technology Services
 - Cody Clinton, Academic Affairs
 - Fredrika Cowley, Student Academic Success
 - Madison Ellison, Business & Finance
 - Justin Fenlon, Athletics
 - Katharine Hughen, Advancement
 - Raminder Lotay, Research & Innovation
 - Melissa Moore-Brigance, External Relations
- Community Service Outreach Award:
 - James Fyke, Police Services

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.
- <https://umwa.memphis.edu/sep-clear>

Announcements & Deadlines

- Faculty performance appraisals for 2022 kicked off in WorkforUM on January 4, 2023. Faculty appraisals for 2021 closed (forever) on December 16, 2022.
- Staff performance appraisals in SAMS are due April 30, 2023 for all non-probationary staff employees. Trainings related to this topic are available in Learning Curve.
- 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

Next Effective Search Committee training:

- May 11, 10am
- Sign up in [Learning Curve!](#)

Announcements & Deadlines

Next WorkforUM training:

- April 26, 1:30pm
- Sign up in [Learning Curve!](#)

Announcements & Deadlines

Transmittal Vendor Payment Form training:

- April 21, 10:00 am
- April 28, 2:00 pm
- Sign up in [Learning Curve!](#)

Announcements & Deadlines

Two New Process Improvement Projects:

New Fee /Change Amount Request – a new Softdocs form has been created to replace the paper process for ‘New Fee/Change in Amount Request’. The process provides electronic approvals, form tracking, automated emails and incorporates the new index request form. View the project team’s website for more information <https://www.memphis.edu/processimprovement/newfee.php>.

GA Pool Position eContract – The GA eContract has been modified to use pool positions that will be shared university-wide, eliminating the need for departments to request new position numbers. The new process will conform with the Student Temp position process. Usual restrictions on which indexes will be allowed for GA positions will be maintained by the e-contact system. New updates will be available Wednesday, April 19th.

Announcements & Deadlines

Professional Development Series:

These four courses are open to any staff or faculty who would like to attend. The special guest speakers are being provided by our Employee Assistance Program with Optum. These are great topics for both new and seasoned employees looking for a refresher. Registration can be found in Learning Curve under courses offered by Human Resources. They will all be hosted online as webinars from 12-1pm.

- Getting the Best of Stress (April 28)

Announcements & Deadlines

Form I-9 Information:

- Appointments no longer needed during regular business hours.
- Visit 143 Administration Building, M-F 8-4:30.
- Questions? i9@memphis.edu



THANK YOU FOR ATTENDING!

Next Meeting

May 16, 2023 @ 2:30pm

Meeting Location: Manning Hall Auditorium

Website: memphis.edu/focus