

FOCUS ON FINANCE & HR



AGENDA

- Chrome River & Travel Training
- IT Security Awareness
- Software Updates & System Rebooting
- Transfer Voucher Training
- Announcements & Deadlines

Chrome River & Travel



Kate Sims, Shared Services Specialist



“Per Policy...”

“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.”

- Faculty & Staff – Pre-Approval must be created and submitted in Chrome River PRIOR to departure date
- Students & Guests – Purchase Order must be created PRIOR to departure date
- The exception – Occasional local mileage-only reimbursements



“Per Policy...”

“**Conference Lodging** – 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.”

- Reimbursement is allowed up to either the CONUS/Government rate or the documented group rate – whichever is higher.
- Traveler must provide documentation of negotiated/group rates to receive any reimbursement over CONUS.
- “I stayed at the conference hotel” is not documentation. *It doesn't matter where you stay it matters what you pay.*



“Per Policy...”

“...reasonable and justifiable transportation fares will be allowed for taxi or rideshares, including tips up to 20%.”

- Receipts are required for all taxi and rideshare expenses.
- Taxi and rideshare expenses should be entered separately using the actual date(s).
- Tip amounts must be entered in Chrome River for reimbursement.

Is Tip Included?	Yes
Tip Amount	4.15
Tip Percent	19.90



“Per Policy...”

Rental Cars – “Optional add-ons such as, but not limited to, insurance, satellite radio, car seats, etc. will not be reimbursed.”

- UofM has contacts with Enterprise, National, and Hertz that include insurance – additional/optional insurance coverages are not reimbursable.
- Refueling charges should not be accepted
Rental companies often charge 2-3 times the local rates for gas.

MEMPHIS INTL ARPT (MEM) *	
2495 WINCHESTER RD	
MEMPHIS, TN 38116	
Add-Ons	Refueling Charge (\$5.03 / Gallon)

Approvals



When you hit that  it means you:

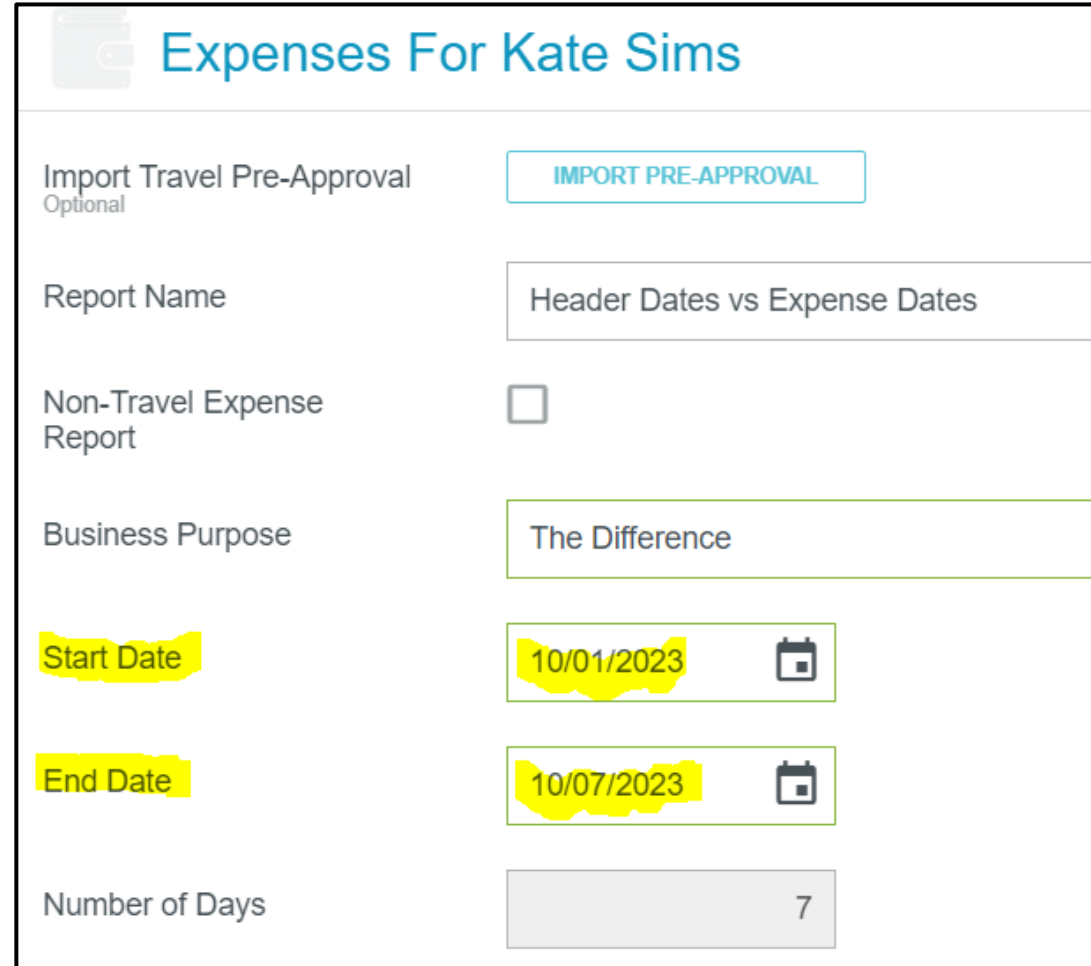
- Accept
- Agree
- Allow
- Authorize
- Certify
- Endorse
- Permit
- Support
- Validate

The expenses, accuracy, documentation, business purpose, methods of payment, and reasonableness of what is being submitted.



Header Dates vs. Expense Dates

- Header Dates –

Travel dates entered when creating Pre-Approvals and Expense Reports

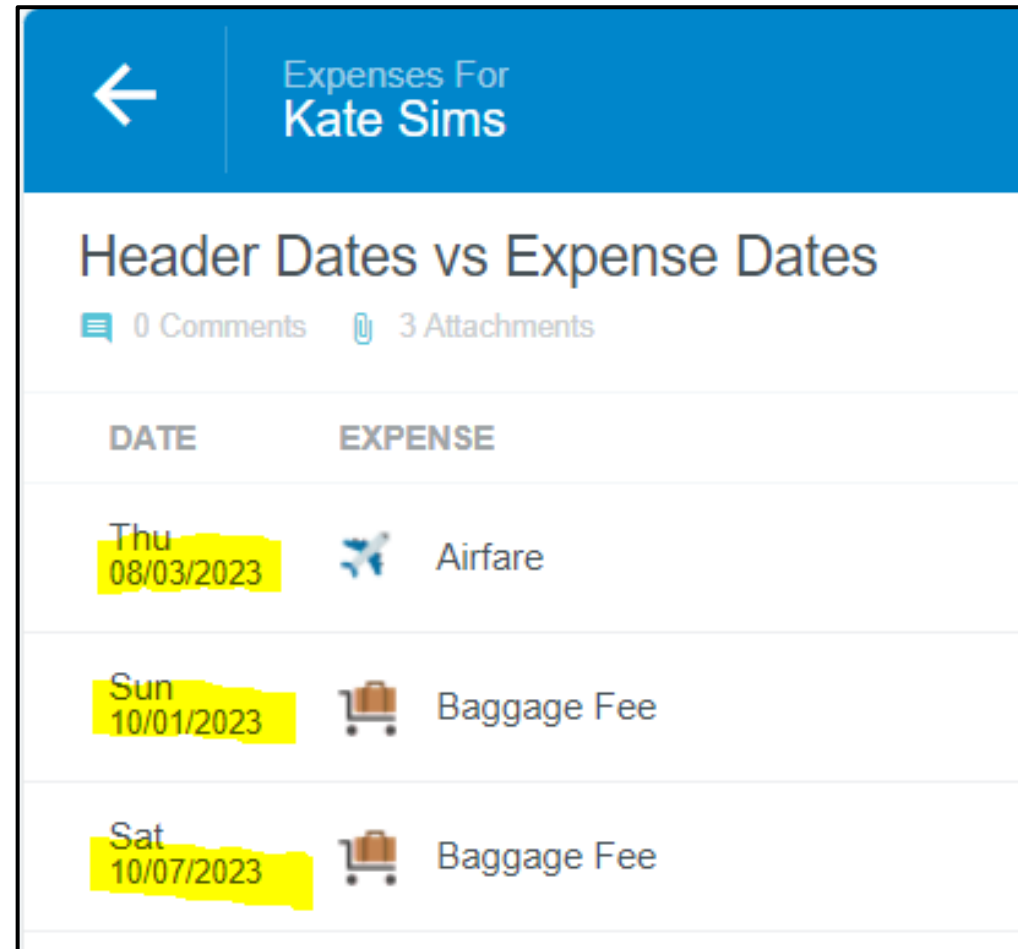


Expenses For Kate Sims




Import Travel Pre-Approval <small>Optional</small>	<input type="button" value="IMPORT PRE-APPROVAL"/>
Report Name	Header Dates vs Expense Dates
Non-Travel Expense Report	<input type="checkbox"/>
Business Purpose	The Difference
Start Date	10/01/2023 
End Date	10/07/2023 
Number of Days	<input type="text" value="7"/>

Header Dates vs. Expense Dates

- Expense Dates –
Actual date(s) the expenses were incurred/paid for



The screenshot shows a mobile application interface for an expense report. At the top, there is a blue header bar with a back arrow on the left and the text "Expenses For Kate Sims" on the right. Below the header, the title "Header Dates vs Expense Dates" is displayed, followed by "0 Comments" and "3 Attachments". The main content is a table with two columns: "DATE" and "EXPENSE". The table contains three rows of data, each with a date and an expense description. The dates are highlighted in yellow.

DATE	EXPENSE
Thu 08/03/2023	 Airfare
Sun 10/01/2023	 Baggage Fee
Sat 10/07/2023	 Baggage Fee

Final Reminders



Event Documentation – Pre-Approval & Expense Report

Travel Card – No food/beverage purchases

Tips on Business Meals – 20% max, including automatic gratuities

How To – Videos, PDF documents

On the Shared Services/Travel website

<https://www.memphis.edu/travel/chromeriver.php>



QUESTIONS?

sharedservices@memphis.edu

IT Security Awareness Training



Jarrold Taylor, IT Security Comm/Comp Coordinator



IT Security Awareness Training

- Required for every employee, including student workers
- New hires have 30 days
- Annual training is October thru February



IT Security Awareness Training

- Two modules:
 - 30 minutes (No training completed by deadline in previous year)
 - 15 minutes (Completed previous training by deadline)
- Testing out! (15 min. module only)
- **Missed deadline = Account locked!**

Software Updates & System Rebooting



Jarrold Taylor, IT Security Comm/Comp Coordinator

Software Updates & System Rebooting

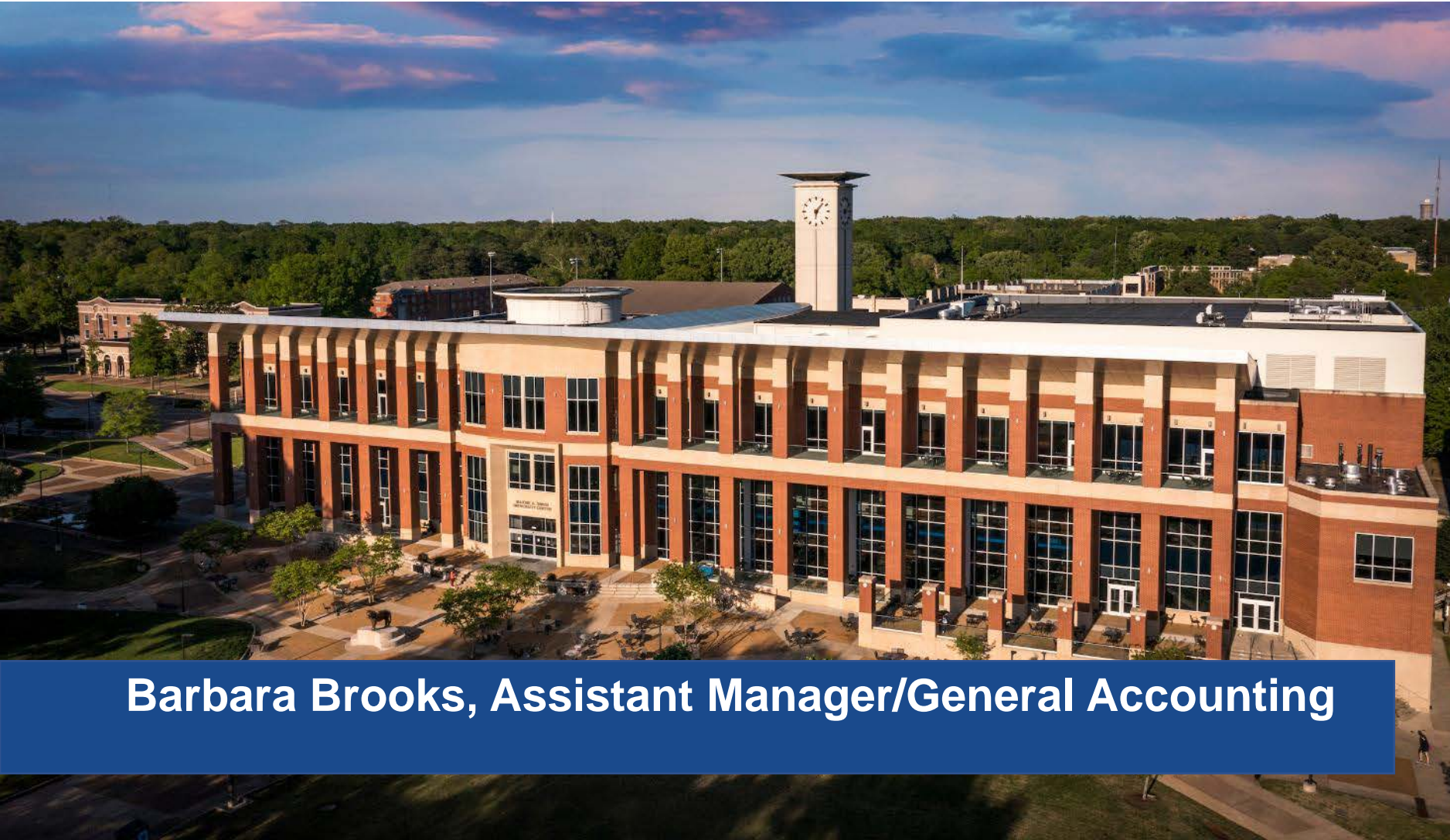


- University-owned/managed devices are required to install the latest updates.
- Updates are often automatic but might require user acceptance and/or restarting.
- Manual restart or shutdown at least once per week for every device



QUESTIONS?

Transfer Vouchers



Barbara Brooks, Assistant Manager/General Accounting



Purpose of A 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.)



Frequently Noted Concerns

- Where can transfer voucher forms be found?

Go to B&F Forms Website

Under the Accounting Section, Select Transfer Voucher: PDF Version

<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

- Accounting Data Entry Error - Please email us at: accounting@memphis.edu
- Department Error – Resubmit correct Transfer Voucher

NOTE: Please only send one (1) Transfer Voucher per email



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!



Transfer Voucher Backup

Acceptable Supporting Documentation

Proper Backup Is Proof of Payment:

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



Transfer Voucher Form

THE UNIVERSITY OF
MEMPHIS

Transfer Voucher

General Online Help

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

Remember Index populates Complete FOPA in Banner. Refer to Finance Program Guide.

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.

Please ensure to include Comments.

Approver for Department Charged:

Approver for Department Credited:

Signature Date

Signature Date

Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer affects restricted Ledger 5 accounts.

Department Chair:

Dean:

Signature Date

Signature Date

Principal Investigator:

Grants & Contracts Accounting:

Signature Date

Signature Date

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement



Finance Program Guide

- <https://umwa.memphis.edu/programguides/>



Finance Program Guide

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

Welcome to the Finance Program Guide!

This site is your online resource for all things related to the Banner Finance system. All information related to index numbers, FOAPALS, authorized signatures, and approval queues can be accessed via this program guide. You can access Banner Finance via the [myMemphis portal](#).

Use the links at the left to begin. If you have any questions or need more help, please contact the Admin Helpdesk at 678-8888.

Transfer Voucher 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



Transfer Vouchers for Restricted Accounts

- Be completed and submitted within 90 calendar days of the initial charge, or within a shorter time frame if mandated by 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 (PI) and Business Officers are responsible for cost transfers to sponsored projects. The PI 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.
- Chair and Dean approval are required when a cost transfer exceeds 90 calendar days of the initial charge.

Transfer Vouchers



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



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

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

- 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

- If you have employees who contract COVID-19, HR does not need to be notified at this time.
- The employee should stay home while testing positive and report sick leave as appropriate. Like any other illness, employees should notify their supervisor of the situation.
- HR encourages you to stay up-to-date with the latest safety guidelines on the CDC website.



Announcements & Deadlines

- The campus-wide communication encouraging employees to update their unpaid compensation beneficiaries is scheduled to go out Oct. 23.
- Online training for how to update your beneficiaries will be available within that communication.



Announcements & Deadlines

Next Effective Search Committees training:

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



Announcements & Deadlines

Upcoming E-Contract Trainings (AD177B):

- Graduate Assistants: October 19, 2pm

Sign up in [Learning Curve](#)!



Announcements & Deadlines

Next WorkforUM training:

- October 25, 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.
- Questions? i9@memphis.edu



Announcements & Deadlines

SAVE THE DATE!

- Homecoming Parade and Pep Rally will be Friday, November 3 on campus. Details and how to register your department to participate can be found [here](#).
- The HR Holiday Open House is currently scheduled for Wednesday, December 13.
- Career Milestone Awards for 2023 will be held in early 2024.

Thank you for attending!