



PLEASE JOIN US!
**FOCUS ON
FINANCE**

ARE YOU COVERED? IT SECURITY
WHERE'S THE BEEF? MEAL REIMBURSEMENTS
WHO KNEW? WHAT'S DUE? WHAT'S NEW?

THURSDAY, JUNE 18, 2015
UNIVERSITY CENTER MEMPHIS ROOM 340 1:30-3:00 P.M.



**FOCUS ON
FINANCE**



Welcome to Focus on Finance!

Today's Agenda

- Are You Covered? IT Security - Jon Weber & Kim Josh
- Where's the Beef? - Meal Reimbursements - Terrice Watson
- Unique Research Opportunities - Mike Kennedy
- Who Knew? / What's Due? / What's New?



Are You Covered? IT Security



Jon Weber - Dir. Enterprise Infrastructure Services
Kim Josh - Asst. Dir. System Integration Support

ITS Security



- Introductions
- Security Information
 - www.memphis.edu/its/security
- How to Report a Security Incident
 - www.memphis.edu/its/security/incident-report.php
- Other ITS Information - CIO Blog
 - blogs.memphis.edu/cio

University Policies Related to IT Security



- The following are University Policies related to IT Security that all faculty, staff and students are expected to review and comply with:
 - [UM1337 - Data Access](#)
 - [UM1535 - Acceptable Use of IT Resources](#)
 - [UM1566 - Security and Protection of IT Resources](#)
 - [UM1691 - Campus Data Security](#)

Security Awareness Training



Kim Josh - Asst. Dir. System Integration Support

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Security Awareness Training

- The University has purchased a security awareness training package from [SANS](#) SysAdmin, Audit, Networking, and Security named Securing the Human.



Securing the Human



- Approximately 20 to 25 short training videos have been identified that range from 1 to 5 minutes each.
- An email will be sent to the population who are required to complete the training with a link to the videos.
 - Completion of the training will be required to maintain access to Banner HR and FI.
 - New users will be required to complete training before access is granted to Banner HR or FI.
- Each video has a short quiz at the end with 3 questions that must be answered correctly.
- Once all training has been completed, a certificate is available.

Questions



Where's The Beef? Meal Reimbursements



Terrice Watson - Manager, General Accounting

What Accounting Likes On Our Burgers!

Meal Reimbursement Form

1. **Lettuce** - Level of Approval (Financial Manager or Designee).
2. **Tomato** - Time and Date of Event; Tip - Max 20%.
3. **Cheese** - Coding (Index and Account Code); Claimant's Signature, (unless a business); Contact Person's Name, Email and Extension.
4. **Onions** - Occasion - A detailed business purpose of the event.
5. **Pickles** - Participants - List of Attendees.
6. **Mayo & Mustard** - Moolah - Amount of Request.

What Accounting Likes On Our Burgers! Meal Reimbursement Form



6. *Where's The Beef*- Detailed Agenda -
Event Flyer - Seminar Schedule



So, What does Accounting Like on their
Burgers, Meal Reimbursement Form?

Everything!



Which Of These Events Are An Acceptable Business Purpose?



- a) Baby Shower
- b) Bridal Shower
- c) Departmental Training Event
- d) Wedding Shower
- e) Community Open House
- f) Holiday Party
- g) Departmental Quarterly Meeting
- h) Going-away party for student worker.



Which Of These Events Are An Acceptable Business Purpose?



c) Departmental Training Event



e) Community Open House



g) Departmental Quarterly Meeting

Questions



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



Linda Heide - Manager, Grants & Contracts
Accounting




Who Knew? Training

<i>Workshops</i>	<i>Date</i>
Hands-On GA Workshop TBA	June 22nd - June 23rd 9:30 AM - 12:00 Noon
Fixed Asset Workflow UC - Senate Chamber Room 261	Wednesday, June 24, 2015 2:00 - 3:00 PM
Budget Basics Training UC - Senate Chamber Room 261	Tuesday, August 25, 2015 9:30 - 11:30 AM
Accounting Basics Training UC - Senate Chamber Room 261	Wednesday, August 26, 2015 1:30 - 3:30 PM

What's New? Requesting Building Access and Reviewing Fob Holders



B&F Access/Systems Forms


- Organization Code Request
- Request for Access to Business & Finance Systems (Banner, OnBase, Hyperion)
- Request for Blackboard Access: [Web](#) | [PDF](#)
- Request for Building Access For Regular Employees: [Web](#) | [PDF](#)
- Request for Building Access For Student & Temporary Employees and Agents of the University: [Web](#) | [PDF](#)
- Request for e-Print Departmental Budget Reports Access: [Web](#) | [PDF](#)
- Request for Door Access Operator
- Request for Web Update: E-mail requests to bfsupport@memphis.edu
- Key Fob Verification System 




Please Login	
User Name: Example: jsmith	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Key Fob Verification (logout)

Select an Organization

 To review/remove existing access, begin by selecting an organization.

 Or, you may request a new fob, reassign a fob, or add building access here: [Request for Building Access](#)

Request for Building Access

[Building Access/Key Control Policy UM1567](#)

[General Online Help](#)

Please allow a two-week minimum turnaround time after submitting form.

Fob-holder Information:

Employee Student Temporary Employee Agent (Please note: We require an active Sponsored Account which is requested through the [Help Desk system](#).)

Fob-holder's Username: (e.g., jsmith)

Department:

Position Number:

Name:

Org code:

Index code:

Job Title:

Banner UID:

Phone:

E-Class:

Fob Information:

- Issue New Fob
 Reassign Fob
 Update Access

Activation Date:

2015-06-18 

Deactivation Date:



Add Access to Building Name(s):

Comments (optional)

Requestor Acknowledgement

I understand that the ultimate responsibility for any action taken by the above individual and collecting this fob when access is no longer necessary is mine.

Check the box to indicate your understanding of the above

Submit

What's Due? - Bursar's Office

<i>Activity</i>	<i>Deadline</i>
Finalized Fees available for FY-16.	Late June/early July after TBR approval
Departmental Transmittals Due to Cashier Area.	June 30th by 2:00 p.m.
2nd <u>PART-OF-TERM</u> (POT) Fee Payment Deadline (4:30 p.m.) to avoid DELETION of courses for students who are ONLY registered for 2nd POT and who registered between June 4 – July 6, 2015.	Monday, July 6, 2015 (All Courses Deleted)
2nd POT Fee Payment Deadline for Late Registration (4:30 p.m.) to avoid the assessment of a \$100 Late Payment Fee.	Wednesday, July 08, 2015
2nd POT Fee Payment Deadline (4:30 p.m.) to avoid DELETION of courses for students who are ONLY registered for any 2nd POT from July 7-July 8, 2015.	Thursday, July 9, 2015 (All Courses Deleted)
Employees who plan to use their Employee fee waiver (PC191) may begin to register for Fall.	Monday, July 27, 2015

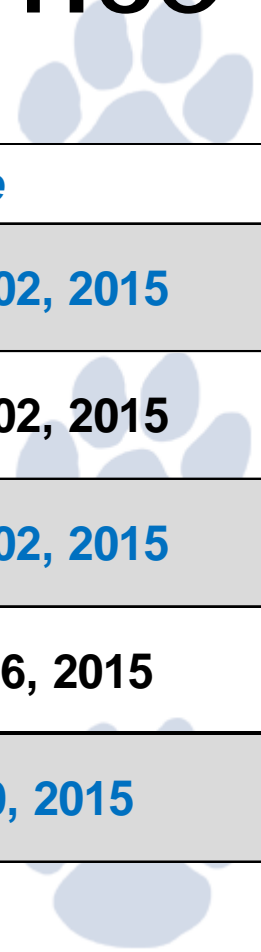
What's Due? - Bursar's Office

<i>Activity</i>	<i>Deadline</i>
Approved GA contracts are due to Grad school.	Saturday, August 01, 2015
Department tuition waivers are due to Bursar.	Saturday, August 15, 2015
Fee Payment Deadline (4:30 p.m.) for Fall 2015 to avoid deletion of all registered courses FOR ANY FALL POT if not paid in full or signed up and paid on the installment payment plan for students who register between April 6-August 21, 2015.	Friday, August 21, 2015 (All Courses Deleted)
Fee Payment Deadline to avoid \$100 late payment fee for any fall POT courses registered between August 22-August 27, 2015.	Thursday, August 27, 2015
Fee Payment Deadline for Fall 2015 to avoid deletion of all registered courses FOR ANY FALL POT if not paid in full or signed up and paid on the installment payment plan for students who register between August 22-August 28, 2015.	Friday, August 28, 2015 (All Courses Deleted)

What's Due? - Accounting Office

<i>Activity</i>	<i>Deadline</i>
Inventory Confirmations Due (Overdue)	Wednesday, April 15, 2015
Book Airfare Reservation via Travelennium for Travel in FY-15	Monday, June 08, 2015
Complete Staples Purchase Orders (FY-15)	Thursday, June 25, 2015
Settle Travel/Supply Advances for FY-15	Friday, June 26, 2015
Submit Claims for Petty Cash Reimbursement	Friday, June 26, 2015
Deobligate Remaining Balances of Completed FY-15 POs (Travel - Email/Tigerbuy - Change Order)	Wednesday, June 24, 2015
Time Sheet for BW13 Biweekly Payroll (June 13th - June 26th) - EARLY!!	Thursday, June 25, 2015
Online Budget Revisions between Account Pools (i.e. Salaries, Travel, Operating, etc.)	Friday, June 26, 2015

What's Due? - Accounting Office



<i>Activity</i>	<i>Deadline</i>
Ensure Receipts posted for all FY-15 POs.	Thursday, July 02, 2015
Preliminary Reports Available on E-Print	Thursday, July 02, 2015
Deliver Invoices and Travel Claim Reimbursements to Accounting (FY-15)	Thursday, July 02, 2015
Submit Transfer Vouchers (FY-15 Corrections) to Accounting	Monday, July 06, 2015
Time Sheet for Split BW14 Biweekly Payroll (June 27 th - July 10 th)	Friday, July 10, 2015

Year End - Procurement

Current Year (2015) Purchase Requisitions/Orders

Deadlines for Current Year (FY2015) Purchase Requisitions

- April 15, 2015:** FY15 requisitions that require **bidding** (\geq \$10k) and award of contract before July 1.
Notes: 1) All contracts that require a signed University-approved agreement, regardless of the dollar or bid thresholds must be submitted to Procurement and Contract Services for approval prior to the contract start date. 2) Any purchases/contracts requiring TBR approval (\geq \$250k) must be completed and submitted to TBR by June 1, 2015, if the effective contract start date is July 1, 2015. 3) Any purchases/contracts requiring Fiscal Review approval (\geq \$250k, sole source, and a term of more than 1 year) must be submitted to TBR 75 days in advance of the start date.
- June 23, 2015:** FY15 requisitions that do **not** require bidding. Emergencies will be reviewed on a case-by-case basis.
Reminder: For purchases initiated in the current year (FY15), accrued expenses will be processed as follows:
- *If goods/services are received on or before June 30, 2015, the expense will be posted in FY15*
 - *If goods/services are received after June 30, 2015, the expense will be posted in FY16*
- June 24, 2015:** **Cancel, adjust or deobligate remaining balances on FY15 purchase orders.** Review open purchase orders and enter a Change Order Request form in Tigerbuy to cancel, adjust or deobligate purchase orders.

Year End - Procurement Future Year (2016) Purchase Requisitions

Deadlines for *Future Year* (FY2016) Purchase Requisitions

April 15-May 5, 2015: FY16 requisitions (\geq \$10k) that require bidding with an effective contract start date of July 1, 2015, to allow sufficient time for the bid process. *Note: All contracts that require a signed University-approved agreement, regardless of the dollar or bid thresholds must be submitted to Procurement and Contract Services for approval prior to the contract start date.*

May 6, 2015 or after: FY16 requisitions that do not require bidding with an effective contract start date of July 1 may be entered any time on or after May 6, 2015; however, resulting purchase orders will not be released and sent to the vendor until the start of the new fiscal year (on or around July 1, 2015). If a vendor requires early notification that a purchase order is forthcoming on July 1, advise Procurement & Contract Services so that a Letter of Intent can be sent to the vendor.

The following process applies to entering future year (FY16) purchase requisitions mentioned above:

1. Access Tigerbuy e-Procurement System
2. From April 15 – June 30, under the “Billing Options” section, change “Accounting Date” to July 1, 2015. On July 1, allow system to default to “no value.” Notice will be posted on the Tigerbuy Message Board and via email to active users indicating that the Accounting Date field can default to “no value.”

July 1, 2015 or after: All other FY16 requisitions.

Note: Pursuant to accounting and auditing standards, requisitions for maintenance, service, & license agreements must be charged to the year in which they are effective. Example: If a software license agreement is effective July 1, 2015 to June 30, 2016, the requisition must be entered and charged to FY16.

Questions?



Next Focus on Finance Fall 2015



Comments or suggestions?
Email: bffin@memphis.edu



Focus on Finance website:
<http://bf.memphis.edu/finance/focus>

