Welcome to Focus on Finance!

May 16, 2019
Agenda

• Records Management /Retention – Ladonnal Curry
• Preparing for Year End – Monica Goldsby
• Effort Reporting – Linda Heide
• Adjustment Time Sheets – Russ Teague
• What’s New? Who Knew? What’s Due?
UNIVERSITY RECORDS MANAGEMENT

Records Life Cycle

Ladonnal Curry, Asst Dir Busn Fin Operations
Division of Business and Finance
UNIVERSITY RECORDS MANAGEMENT PROGRAM – WHAT ARE RECORDS?

Records are the evidence of what the organization does. They capture its business activities and transactions such as contract negotiations, business correspondence, personnel files, and financial statements, just to name a few.
UNIVERSITY RECORDS MANAGEMENT PROGRAM

• As a State university, we are considered an agency under T.C.A. 10-7-301(1) and are required to follow public record laws and rules established by the Public Records Commission.

• Each University office has the primary legal responsibility for the proper care and management of its records.

• No records are to be destroyed or otherwise disposed by University employees on their own initiative until the minimum retention period has elapsed.
Examples of Records

The test for determining whether a record is public is “whether it was made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.” Griffin v. City of Knoxville, 821 S.W. 2d 921, 924 (Tenn. 1991).

- Working Papers
- Temporary Records
- Budget Documents
- Payroll Documents
- Contracts
- Revenue Reports
- Investigation files
- Audit reports
- Personnel files
- Grants
- Attendance & Leave Documents
UNIVERSITY RECORDS MANAGEMENT PROGRAM – REFERENCE MATERIALS ARE NOT RECORDS

- Almanacs
- Bibliographies
- Indexes
- Atlases
- Handbooks
- TCA Books
- Blue Books
- Directories
- Encyclopedias
- Dictionaries
- Catalogs
- Trade Journals
- Periodicals
UNIVERSITY OF MEMPHIS RECORDS INVENTORY

STEP 1 – REVIEW THE RETENTION SCHEDULE

Record Retention and Disposition Schedule

The Records and Disposition Schedule lists common record series found in university departments and should be used when managing university records. It provides retention guidelines based on administrative, fiscal, historical, and legal value.

To use the Records and Disposition database, search for records by "Office of Record" or using simple search terms.

For assistance, please contact Ladonna Curry at 901-678-2121 or lcurry@memphis.edu.

Search by Office: [Select]

Search [ ] Go (Reset)

https://bf.memphis.edu/vp/recordretention.php
UNIVERSITY OF MEMPHIS RECORDS INVENTORY

STEP 2 – INSPECT FILES

As you inspect your records, collect only the following information:

- **Location** (room number, file cabinet drawer, etc.)

- **Owner** (determine who is the owner/custodian of the materials)*

- **Volume** (the total amount of your records in cubic feet or gigabytes)

  - *If you are keeping documents for which you are not the official record owner, those documents should be considered copies.*
UNIVERSITY OF MEMPHIS RECORDS INVENTORY

STEP 3 – INSPECT FILES

- **Legal requirements** - Are these documents created or collected pursuant to a statute or regulation? If so, which one(s)?

- **Vital records** - Are these documents needed for disaster recovery purposes or to protect rights and interests?

- **Restrictions** - Do the documents contain any restricted information such as confidential business information (CBI), Privacy Act or enforcement sensitive information?

- **Related records** - Are there any other records which are related to this group or series? Are copies maintained elsewhere, and if so, who holds them?
### UNIVERSITY OF MEMPHIS RECORDS INVENTORY

**STEP 4 – DOCUMENT ALL FILES**

<table>
<thead>
<tr>
<th>Location of Records</th>
<th>Record Series Title &amp; No.</th>
<th>Records Description</th>
<th>Type of Media</th>
<th>Original or Duplicate</th>
<th>Vital Record</th>
<th>Active or Inactive</th>
<th>Confidential</th>
<th>Volume</th>
<th>Dates of Records FROM</th>
<th>Dates of Records TO</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
### University of Memphis Records Inventory

**STEP 5 – DESTRUCTION OR NOT**

#### Records Disposal and Authorization

<table>
<thead>
<tr>
<th>College or Administrative Unit:</th>
<th>Department:</th>
<th>Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTIONS: Complete this form and submit the original and one copy to the Office of Business & Finance (367 Administration Bldg) 10 days prior to the proposed disposal date. Questions? E-mail: cfo@memphis.edu

SUBMITTED BY: We certify that the records listed below are no longer of any value for official or administrative purposes and that they are eligible for disposal in accordance with the Retention and Disposition Schedule for University Records (referenced in University of Memphis policy BF4005). We therefore request and authorize disposal in accordance with this policy.

NOTICE OF INTENTION: The scheduled records listed below are to be disposed of in the manner checked (specify only one):

- [ ] Destruction
- [ ] Scanning and Destruction
- [ ] Other

Requestor Printed Name: Requestor Signature: Date: Phone:

Approving Authority Printed Name: Approving Authority Signature: Date: Phone:

Provost/Vice President Printed Name: Provost/Vice President Signature: Date: Phone:

<table>
<thead>
<tr>
<th>Box Number (current year and box number)</th>
<th>Name of Record (as listed on the Retention and Disposition Schedule)</th>
<th>Dates of Records FROM</th>
<th>THRU</th>
<th>Volume of Records (a box measuring 10 x 12 x 16 inches is generally counted as a cubic foot)</th>
<th>Retention Period (listed on schedule)</th>
<th>Proposed Disposal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
University of Memphis Records Inventory
FYI – RECORDS RETENTION REMINDERS

• When a document exists in both paper and electronic form, the electronic version of the document is considered the official document

• If you are the Office of Record for an electronic document, include that total in your count

• If you are not the Office of Record for a paper or electronic document, you should not include that record in your official count

Accounting Office
Procurement and Contract Services
University of Memphis Records Inventory
FYI – RECORDS RETENTION REMINDERS

The following documents **SHOULD NOT** be included when submitting your count for the Records Holding Report:

– working papers;
– records scheduled for destruction;
– copies;
– reference materials;
– personal documents;
– empty file drawers and/or
– **ALL** documents on your computer
University of Memphis Records Management

NEXT STEPS – RECORDS HOLDING REPORT

DUE JULY 12, 2019

1. Submit the information complied on your paper Records Inventory form in the online application: https://memphis.co1.qualtrics.com/jfe/form/SV_1RMwur4cInSmI1RL.

2. Send your Records Inventory form via email to: lcurry@memphis.edu or deliver to 367 Administration Building.
University of Memphis Records Management Resources

• For additional questions, please see the University of Memphis Records Management Program website, https://www.memphis.edu/cfo/recmgt.php, or contact Ladonnal Curry at lcurry@memphis.edu or 901-678-0410.

• University's Retention & Disposition Schedule: https://bf.memphis.edu/vp/recordretention.php

• Records Inventory Form: https://www.memphis.edu/cfo/pdf/records_inventory.pdf

• Annual Records Holding Report: https://memphis.co1.qualtrics.com/jfe/form/SV_1RMwur4clnSMsIRL

• Records Management Training: Register in Learning Curve
Questions
Preparing for Year End – Bucket List

Monica Goldsby
General Accounting Manager
Seven Things To Do Before FY-19 Rolls Over

1. Complete All Travel Claims.
2. Settle Supply Advances.
3. Review and Request Deobligation of Purchase Orders. (Travel and Goods/Services)
4. Ensure that all invoices for Goods and Services are forwarded to Accounting.
5. Request Your Future Year Travel Purchase Orders.
Seven Things To Do Before FY-19 Rolls Over


7. Ensure FY-19 Fixed Asset Purchases are Properly Tagged.
Bucket List Resources

• Accounting Forms
  http://bf.memphis.edu/forms/finance.php
  #accounting

• Review Open POs (FPIOPOF) & Finance ePrint Reports FGROPNE Open Encumbrances
  https://my.memphis.edu

• Fixed Assets
  http://bf.memphis.edu/finance/accounting/fixedassets.php
Effort Reporting

Linda Heide, Manager
Grants and Contracts Accounting

BF4010 Certification of Effort
Definitions

Effort
- Time spent on any activity by an individual, expressed as a percentage of the individual’s total University Effort.

Effort Certification
- The affirmation by the individuals completing each Effort Certification form that the percentages of effort charged to sponsored projects as direct charges or cost sharing reported on the form is accurate based on the work performed during the reporting period. Knowingly signing an inaccurate effort certification is a serious violation of University policy, as well as potentially a violation of civil and criminal fraud statutes.

Effort Reporting
- The process by which the University documents the percent of Institutional Base Salary and Summer Salary charged to sponsored projects and other accounts during each effort reporting period, and individuals certify that the work was performed. The effort report form documents the proportion of time devoted to sponsored projects, teaching and other activities expressed as a percentage of total University effort.

Certification Period
- The 30 day time period for individuals to certify and/or approve effort for work performed on grant projects.
Roles and Responsibility

Principal Investigator (PI)
- Responsible for understanding the principals of accurate effort reporting
- Must be aware of the level of effort committed to a sponsor in relation to all other professional activities included in total effort.
- When appropriate, request sponsor approval in advance for planned reductions in effort greater than 25% (or other applicable threshold)
- Identify situations where the salary representing the effort devoted to a award is more than the actual percent of effort devoted to the award.
- Change the effort report when inaccuracies exist.
- Must certify his/her own form and should approve effort forms of others working on his/her awards.
- In accordance with Effort Certification Procedures, complete and/or approve all Effort Certifications for grants under his/her responsibility.
- 9-month faculty receiving summer compensation during the summer months must ensure that the effort was expended during the summer effort reporting period for which they were funded.

Administrator/Business Officer
- Assist individuals required to certify effort with understanding the certification of effort process.
- Assist PI in initiating requests for adjustments in labor distribution in accordance with the UM1720 Cost Transfers.
- Ensure that effort reports are completed and certified and in accordance with UM1676 Certification of Effort.
- Retain supporting documentation related to salary and effort distributions.
<table>
<thead>
<tr>
<th>Effort Certification Reporting Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Effort</strong></td>
<td><strong>Due: January 31</strong></td>
</tr>
<tr>
<td>Group</td>
<td>Reporting Period</td>
</tr>
<tr>
<td>Admin/Faculty 12 month</td>
<td>July 1 - December 31</td>
</tr>
<tr>
<td>Faculty 9 month</td>
<td>September 1 - December 31</td>
</tr>
<tr>
<td><strong>Spring Effort</strong></td>
<td><strong>Due: May 31</strong></td>
</tr>
<tr>
<td>Group</td>
<td>Reporting Period</td>
</tr>
<tr>
<td>Admin/Faculty 12 month</td>
<td>January 1 - April 30</td>
</tr>
<tr>
<td>Faculty 9 month</td>
<td>January 1 - April 30</td>
</tr>
<tr>
<td><strong>Summer Effort</strong></td>
<td><strong>Due: July 5</strong></td>
</tr>
<tr>
<td>Group</td>
<td>Reporting Period</td>
</tr>
<tr>
<td>Admin/Faculty 12 month</td>
<td>May 1 - June 30</td>
</tr>
<tr>
<td><strong>Summer Comp Effort</strong></td>
<td><strong>Due: October 31</strong></td>
</tr>
<tr>
<td>Group</td>
<td>Reporting Period</td>
</tr>
<tr>
<td>Faculty 9 month</td>
<td>May 1 - September 30</td>
</tr>
</tbody>
</table>
Commitment

Payroll

Effort Report
Effort Review

- Review salary charges for effort certification period with PI and staff.
- Is all of the effort accounted for in the system?
- Does salary splits agree with budget and PI’s expectation?
- If changes are needed, submit salary redistribution form. If after the fact, submit effort re-certification form.
Tabs: Summary, Detail, Grants, Approvals

- **Summary** - provides effort percentage data for the certifying period, i.e. Fall, Spring, Summer (12-month), and Summer Compensation (Faculty)
- **Detail** - provides actual payroll distribution data by month
- **Grants** - list of individuals on grant(s) by fund
- **Approval** - Forms awaiting approval
Summary Tab – Show Codes View

Show codes view only provides fund, program and percentage of effort expensed/certified.

Effort Summary for: Kendra Lambert (ktillis - U00018936) Position: 010060
Fiscal Year: 2008 Reporting Period: 2007F Term codes: S=Spring U=Summer X=F9 Summer Comp F=Fall

You are not required to certify your effort for this time period.
Please contact Grants Accounting if the information detailed below is incorrect.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Program/Activity</th>
<th>Expensed</th>
<th>Certified %</th>
<th>Expected Approver</th>
<th>Approved By/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>110001 Undesigned E and G</td>
<td>Fiscal Operations</td>
<td>100</td>
<td>100</td>
<td>Not Required</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100</strong></td>
<td><strong>100</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If there is a grant that you believe is missing from the list above, please add a line with as much information as you can, and click Save Changes (do not click Certify). Grants accounting will be contacting you to complete the process. Questions? Contact grants@memphis.edu

This form has not been certified.

**Comments** Be sure to save your comments if you insert any in the box below.
Summary Tab – Suppress Codes View

Effort Summary for: Kendra Lambert (ktillis - 00018936) Position: 010960
Fiscal Year: 2008 Reporting Period: 2007F Term codes: S=Spring U=Summer X=F9 Summer Comp F=Fall

You are not required to certify your effort for this time period. Please contact Grants Accounting if the information detailed below is incorrect.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Account</th>
<th>Activity</th>
<th>Expensed %</th>
<th>Certified %</th>
<th>Expected Approver</th>
<th>Approved By/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>110001 Undesignated E and G</td>
<td>511000 Accounting Office</td>
<td>4600 Fiscal Operations</td>
<td>61610</td>
<td></td>
<td>100</td>
<td>100</td>
<td>Not Required</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If there is a grant that you believe is missing from the list above, please add a line with as much information as you can, and click Save Changes (do not click Certify). Grants accounting will be contacting you to complete the process. Questions? Contact grants@memphis.edu

This form has not been certified.

Comments Be sure to save your comments if you insert any in the box below.

If you are also the approver on any grant on this effort form, you must click Certify, return to the effort form, and then click Approve.

Suppress codes view provides detail FOAP information - fund, org, prog, account and percentage of effort expensed/certified.
<table>
<thead>
<tr>
<th>Month</th>
<th>Account</th>
<th>Fund</th>
<th>Org</th>
<th>Activity Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>61610</td>
<td>Undesignated E and G - 110001 Accounting Office - 511000</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>61610</td>
<td>Undesignated E and G - 110001 Accounting Office - 511000</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>61610</td>
<td>Undesignated E and G - 110001 Accounting Office - 511000</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>61610</td>
<td>Undesignated E and G - 110001 Accounting Office - 511000</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>61610</td>
<td>Undesignated E and G - 110001 Accounting Office - 511000</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>61610</td>
<td>Undesignated E and G - 110001 Accounting Office - 511000</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
Add Lines to Effort Form

After review of effort form, if you believe grant is missing - add line to capture effort on effort form.

**Step 1:** Make sure you are viewing effort in Suppress Codes. If not, click on "show codes".

**Step 2:** Click add lines

**Step 3:** Enter fund, org, prog, account, activity in corresponding boxes

**Step 4:** Revise the Certified % column (Total must equal 100%)

**Step 5:** Click save changes

**Step 6:** Click certify
# Approval of Effort

**Effort Summary for:** Kendra Lambert (klillis - U0018936)  **Position:** 010060  
**Fiscal Year:** 2008  **Reporting Period:** 2007F  
Term codes: S=Spring U=Summer X=F9 Summer Comp F=Fall

You are not required to certify your effort for this time period. Please contact Grants Accounting if the information detailed below is incorrect.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Account</th>
<th>Activity</th>
<th>Expensed %</th>
<th>Certified %</th>
<th>Expected Approver</th>
<th>Approved By/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>110001</td>
<td>511000 Accounting Office</td>
<td>4600 Fiscal Operations</td>
<td>61610</td>
<td></td>
<td>100</td>
<td>95</td>
<td>Not Required</td>
<td></td>
</tr>
<tr>
<td>249677</td>
<td>Shelby Co IT Consulting Service</td>
<td>2600 Individual and Project Research</td>
<td>61610</td>
<td></td>
<td></td>
<td>5</td>
<td>Gunschke, John</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 100 100

If there is a grant that you believe is missing from the list above, please add a line with as much information as possible, and click Certify. Grants accounting will be contacting you to complete the process. Questions? Contact grants@memphis.edu

This form was certified by klillis on 05/14/19 11:05

Comments: Be sure to save your comments if you insert any in the box below.

If you are also the approver on any grant on this effort form, you must click Certify, return to the effort form, and then click Approve.

- Certify
- Approve
- Save Changes
- Save Comments Only

**Warning:** Existing certifications and approvals will be cleared.
Questions
Adjustment Time Sheets

Russ Teague, Director
Payroll
Adjustment Time Sheets

• Used for Biweekly paid employees only
• Open using Internet Explorer
• Adjusts time submitted on the Web Time Sheet after the deadline or payroll has passed
• Submit time for a past payroll
• Total of top section must equal total of bottom section
• Top section tells type of earnings being adjusted and bottom tells hours by day
• Submit signed originals to the Payroll Office
Adjustment Time Sheets

- Payroll ID is BW
- Payroll Number and the dates of the payroll periods may be found on the Payroll Schedules web site for the current Fiscal Year (2018-19) ([http://www.memphis.edu/payroll/schedules.php](http://www.memphis.edu/payroll/schedules.php))
- E.C. to the far left hand side of form is used to enter an earnings code that is not already listed or one that is listed at the box on the lower right hand side
- Most common earnings codes:
  - 009 – Regular pay for benefit eligible employees
  - 014 – Graduate Assistant – Doctoral
  - 015 – Graduate Assistant – Master’s
  - 019 – Hourly Temporary Employees
  - 025 – Work-Study Students
  - 026 – Regular Student Worker
  - 032 – Overtime 1.0 (Straight OT)
  - 035 – Overtime 1.5 (Premium OT)
  - 150 – Holiday
  - 152 – Inclement Weather
  - 170 – Annual Leave
  - 180 – Sick Leave
  - 420 – Leave without Pay
Adjustment Time Sheet Examples

- Regular employee, John Doe, reported time as Regular but actually was out on sick leave.
Adjustment Time Sheet Examples

- Student worker, Jane Smith failed to turn in time for the BW21 pay period, but did work.
Hourly temporary employee, Alex Fall, stayed over to help with project after BW22 time was submitted and approved. Overtime was not reported.
Adjustment Time Sheet Examples

• Student worker, Emily Johnson, reported and turned in time that she was going to be at work on the 2nd Friday of the time period, but she did not show up for work.
Questions
Who Knew? / What’s New? / What’s Due?
## Who Knew?

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Basics</td>
<td>Wednesday, May 29, 2019</td>
</tr>
<tr>
<td>Admin Bldg. - Room 178</td>
<td>9:30 - 11:00 AM</td>
</tr>
<tr>
<td>Budget Basics</td>
<td>Thursday, May 30, 2019</td>
</tr>
<tr>
<td>Admin Bldg. - Room 178</td>
<td>9:30 - 11:00 AM</td>
</tr>
</tbody>
</table>
## Who Knew?

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tigerbuy Training</strong></td>
<td><strong>Thursday, May 23, 2019</strong></td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td><strong>9:30 - 11:00 AM</strong></td>
</tr>
<tr>
<td><strong>Tigerbuy Training</strong></td>
<td><strong>Wednesday, June 5, 2019</strong></td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td><strong>9:30 - 11:00 AM</strong></td>
</tr>
<tr>
<td><strong>Tigerbuy Training</strong></td>
<td><strong>Wednesday, June 26, 2019</strong></td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td><strong>9:30 - 11:00 AM</strong></td>
</tr>
<tr>
<td><strong>Tigerbuy Training</strong></td>
<td><strong>Thursday, July 11, 2019</strong></td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td><strong>9:30 - 11:00 AM</strong></td>
</tr>
<tr>
<td><strong>Tigerbuy Training</strong></td>
<td><strong>Wednesday, July 24, 2019</strong></td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td><strong>9:30 - 11:00 AM</strong></td>
</tr>
</tbody>
</table>
What’s New

• You can now update your IRS W-4 form in Banner in the Portal.
  – It is not easy to find in the portal, but we are trying to get a more-direct link.
  • Currently, go to the Employee tab in the Portal
    – Under Employment Details, click W-2 Wage and Tax Statement link. From there, select the W-4 Employee’s Withholding Allowance Certificate link, then the Update link once in the W-4.
# What’s Due

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort Certification - January 1st - April 30th (Released April 30th)</td>
<td>Friday, May 31, 2019</td>
</tr>
<tr>
<td>Time Sheet for BW11 Biweekly Payroll (May 11th - May 24th) EARLY!!</td>
<td>Thursday, May 23, 2019</td>
</tr>
<tr>
<td>Payroll Redistribution for May 2019</td>
<td>Monday, May 20, 2019</td>
</tr>
<tr>
<td>Payroll Redistribution for June 2019</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>Payroll Redistribution FY19 Final</td>
<td>Wednesday, July 3, 2019</td>
</tr>
</tbody>
</table>
# What's Due? Year-End

<table>
<thead>
<tr>
<th>Activity</th>
<th>Accounting Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Airfare Reservation via Travelennium for Travel in FY19</td>
<td>Monday, June 10, 2019</td>
</tr>
<tr>
<td>Cancel, Adjust, Deobligate Remaining Balances on FY19 Requisitions</td>
<td>Friday, June 21, 2019</td>
</tr>
<tr>
<td>Time Sheet for BW13 Biweekly Payroll (June 8th - June 21st)</td>
<td>Friday, June 21, 2019</td>
</tr>
<tr>
<td>Complete Staples Purchase Orders</td>
<td>Monday, June 24, 2019</td>
</tr>
<tr>
<td>Settle Travel Advances for FY19</td>
<td>Monday, June 24, 2019</td>
</tr>
<tr>
<td>Submit Claims for Petty Cash Reimbursement</td>
<td>Monday, June 24, 2019</td>
</tr>
<tr>
<td>Online Budget Revisions between Account Pools</td>
<td>Monday, June 24, 2019</td>
</tr>
<tr>
<td>Submit Invoices, Travel Claims, &amp; Reimbursements to Accounting (FY19)</td>
<td>Friday, July 5, 2019</td>
</tr>
<tr>
<td>Submit Transfer Vouchers to Accounting</td>
<td>Friday, July 5, 2019</td>
</tr>
<tr>
<td>Time Sheet for Split BW14 Biweekly Payroll (June 22nd - July 5th)</td>
<td>Friday, July 5, 2019</td>
</tr>
</tbody>
</table>
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.

Note: May 2019
Budget Overexpenditure Notice will be sent out the week of May 20th
Example Budget Overexpenditure

Overexpended Budgets

To help you manage your accounts, we are providing this notice to advise of an overexpended budget as shown on Banner Finance records. Institutional policy is for all activities to operate within their approved budgets. Please determine what corrective action is required (commitment deobligation, budget revision, or error correction) and resolve accordingly.

Following are the details of the overexpenditure(s) as of April 1, 2019. Please note that this is a static file as of the date indicated.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Prog</th>
<th>Actv</th>
<th>Account</th>
<th>Pool</th>
<th>Current Budget</th>
<th>Actual Expenditures</th>
<th>Commitments</th>
<th>Overexpended Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>110001</td>
<td>515000</td>
<td>4600</td>
<td></td>
<td>61650</td>
<td></td>
<td>0</td>
<td>1000</td>
<td>0</td>
<td>-1000</td>
</tr>
<tr>
<td>119090</td>
<td>810000</td>
<td>4650</td>
<td></td>
<td>74000</td>
<td></td>
<td>0</td>
<td>175</td>
<td>0</td>
<td>-175</td>
</tr>
</tbody>
</table>

Please resolve these overexpenditures promptly. If needed, the account code list is located online. For assistance, please contact budget@memphis.edu.

Logout
We Are Past The Deadline To Move Budget Between Program Code Functions

<table>
<thead>
<tr>
<th>Program Code Range</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 - 2499</td>
<td>Instruction</td>
</tr>
<tr>
<td>2500 - 2699</td>
<td>Research</td>
</tr>
<tr>
<td>3000 - 3499</td>
<td>Public Service</td>
</tr>
<tr>
<td>3500 - 3999</td>
<td>Academic Support</td>
</tr>
<tr>
<td>4000 - 4499</td>
<td>Student Services</td>
</tr>
<tr>
<td>4500 - 4799</td>
<td>Institutional Support</td>
</tr>
<tr>
<td>5000 - 5399</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>5500 - 5699</td>
<td>Scholarship / Fellowships</td>
</tr>
<tr>
<td>6000 - 6999</td>
<td>Transfers</td>
</tr>
<tr>
<td>7000 - 7999</td>
<td>Auxiliary</td>
</tr>
</tbody>
</table>

Source: FGRPRGH Program Hierarchy Report
Next Focus on Finance

June 20, 2019
1:30-3:00 PM
FedEx Institute of Technology – FIT 103

• Comments or suggestions?
  Email: bffin@memphis.edu

• Focus on Finance website:
  http://memphis.edu/focusonfinance