Welcome to Focus on Finance!

September 20, 2018
Agenda

• Auto Liability Accident Reporting – George Ninan
• Banner 9 Finance – Terrice Watson
• Audit Notes – Vicki Deaton
• Tips & Tricks – FOAPAL Stamp– Monica Goldsby
• What’s New? Who Knew? What’s Due?
Auto Liability Accident Reporting

George Ninan, Controller
Accounting Office
Background and Scope

- Tennessee Department of Treasury, Division of Claims and Risk Management is rolling out this process to proactively collect information on vehicle accidents which could result in claims against the state.

- The new Reporting Requirements are to be followed in the event of accidents involving a state employee and a citizen and or such person’s property, while driving a state vehicle, a rental or own vehicle. This reporting requirement is not applicable when a citizen or such person’s property is not involved, i.e. a state employee drove into a tree.

- The new reporting requirements are the responsibility of every state employee involved in the accident and if unable, such employee’s supervisor.

- The new reporting requirements were effective July 2018.
Auto Liability Accident Reporting

State of Tennessee Auto Liability Program
A Program of the Tennessee Treasury Department
Division of Claims and Risk Management

Auto Accident Reporting Instructions

IF YOU ARE INVOLVED IN AN AUTO ACCIDENT WHILE DRIVING A STATE VEHICLE, RENTAL, OR YOUR OWN VEHICLE WHILE IN THE COURSE OF YOUR EMPLOYMENT, FOLLOW THE INSTRUCTIONS BELOW:

1. Don't leave the scene. Be prepared to communicate ALL details of the incident to the State's adjuster.
2. Call emergency services (911 or police non-emergency number) as needed.
3. Take at least 4 photos of both vehicles, license plates, parking situation, insurance card for other party, and any notable unrelated damages. Include photo of the other party if applicable.
4. Call the State of TN Auto Accident Call Center immediately to report the incident, then call your supervisor and follow your department's applicable procedures.
5. Do not admit fault in the accident or promise coverage or reimbursement to anyone.

State of TN Auto Accident Call Center:
(855) 253-0629

Be prepared to provide the following information to the Call Center:
- Incident date, time, and location
- State driver's name, phone number, and email
- Any/all other drivers' names and phone numbers, plus email if available
- Any other involved passengers' names and phone numbers, plus email if available
- Vehicle information for all vehicles, including license plate number and/or VIN
- Your State Supervisor's name, phone number, or other contact information
- Confirm if any fatalities or non-fatal injuries occurred

IF YOU HIT AN UNOCCUPIED VEHICLE:
1. Fill out a Damage Notification Card and leave it on the unoccupied vehicle.
2. Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 with the date, time, and location of the incident, as well as any additional information you may have.
3. Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side door, near the windshield).

DAMAGE NOTIFICATION

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

(855) 253-0629

Provide the following information when calling:

Date: __________ Time: __________

State Agency: ______________________

State of Tennessee Treasury Department
Division of Claims and Risk Management

Receipt of this notification is not an admission of liability or a promise that damages will be paid.

Tennessee Department ______; July 2018; Authorization #309401; ______ copies. This public document was promulgated at a cost of $4 each.
Poster for Auto Liability Accident Reporting

You had an accident. Now what?

If you are driving a state vehicle, rental, or your own vehicle on official State business, follow these instructions if an auto accident occurs:

1. Don’t leave the scene. Be prepared to communicate ALL details of the incident to the State’s adjuster.

2. Call emergency services (911 or police non-emergency number) as needed.

3. Take at least 4 photos of both vehicles, license plates, parking situation, insurance card for other party, and any notable unrelated damages. Include photo of the other party if applicable.

4. Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 to report the incident, then call your supervisor and follow your department’s applicable procedures.

5. Do not admit fault in the accident or promise coverage or reimbursement to anyone.

Provide to the Call Center:

- Incident date, time, and location
- State driver’s name, phone number, and email
- Any other driver’s name, phone number, and email
- Vehicle info, for all vehicles, including license plate # and/or VIN
- Supervisor’s name and contact information
- Confirm if any injuries/fatalities occurred

If you hit an unoccupied vehicle:

1. Fill out a Damage Notification Card and leave it on the unoccupied vehicle.

2. Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 with date, time, and location of the incident, as well as any additional information you may have.

3. Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side dash, near the windshield).

State of TN Auto Accident Call Center: (855) 253-0629
When an accident happens...

• Don’t leave the scene.
• Call emergency services (911 or police non-emergency number 545-COPS - Memphis).
• State Employee calls Call Center.
• Call center emails adjuster from VeriClaim.
• VeriClaim adjuster calls State Employee and Citizen.
• VeriClaim makes a decision on negligence and assists citizen with repairs.
Resources - Reporting Auto Accidents

• Department heads must ensure:
  – Both the Accident Reporting Instructions and a Damage Notification Card are placed and maintained in their department’s University vehicles, and
  – Employees or students that may operate a vehicle while on official University business must receive Auto Accident Reporting Training, available online through Learning Curve.

• More information is available at http://www.memphis.edu/vehicles. Any questions should be directed to the Finance Office at FinanceOffice@memphis.edu.
Questions
Banner 9 Implementation

- Banner 8 will no longer be supported by Ellucian; therefore, we must transition to Banner 9.

- All Forms in Banner 8 are now Pages in Banner 9.

- Banner 9 (Prod) Go Live – 09/24

- Finance Self-Service 9 (Prod) – 10/06

- Banner 8 (Prod) Turned Off – 12/31
Banner 9 Testing Environment

• Banner 9 Test - https://mytest.memphis.edu

• Banner 9 Admin Pages (Test)
  • Enter UUID & Password
  • Select Finance Tab
  • Select Admin Pages on the Left.

• Banner 9 Finance Self-Service 9 (Test) Available 8/31
System Navigation

Call Out Menu

Welcome Screen

Type the form name

My Banner (GUAPMNU)

Welcome Screen Shortcuts
GUAPMNU Form

Banner Forms Double-Click to add form or select

Select F10/Save Icon
Updates will be reflected upon next login

My Banner (Personal Banner Menu – Max 25)
# Shortcuts

<table>
<thead>
<tr>
<th>Action</th>
<th>Banner 8</th>
<th>Banner 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form</td>
<td></td>
<td>Page</td>
</tr>
<tr>
<td>Direct Access</td>
<td></td>
<td>Go To</td>
</tr>
</tbody>
</table>

**MAIN PAGE**

<table>
<thead>
<tr>
<th>Action</th>
<th>Banner 8</th>
<th>Banner 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Page</td>
<td>General Menu</td>
<td>Main Menu Page</td>
</tr>
<tr>
<td>(GUAGMNU)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Help</td>
<td></td>
<td>CTRL + M</td>
</tr>
<tr>
<td>Access Menu</td>
<td></td>
<td>CTRL + M</td>
</tr>
<tr>
<td>Display recently opened items</td>
<td></td>
<td>CTRL + Y</td>
</tr>
<tr>
<td>Search</td>
<td></td>
<td>CTRL + SHIFT + Y</td>
</tr>
<tr>
<td>Sign Out</td>
<td></td>
<td>CTRL + SHIFT + F</td>
</tr>
</tbody>
</table>

**BASIC NAVIGATION**

<table>
<thead>
<tr>
<th>Action</th>
<th>Banner 8</th>
<th>Banner 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel Page, Close Current Page, Or</td>
<td>CTRL + Q</td>
<td>CTRL + Q</td>
</tr>
<tr>
<td>Cancel Search/Query</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose/Submit</td>
<td>ENTER</td>
<td>ENTER</td>
</tr>
<tr>
<td>Clear All In Section</td>
<td>SHIFT + F5</td>
<td>SHIFT + F5</td>
</tr>
<tr>
<td>Clear One Record</td>
<td>SHIFT + F4</td>
<td>SHIFT + F4</td>
</tr>
<tr>
<td>Clear Page or Start Over</td>
<td>SHIFT + F7</td>
<td>F5</td>
</tr>
<tr>
<td>Count Query</td>
<td>SHIFT + F2</td>
<td>SHIFT + F2</td>
</tr>
<tr>
<td>Delete Record</td>
<td>SHIFT + F6</td>
<td>SHIFT + F6</td>
</tr>
<tr>
<td>Down/Next Record</td>
<td>Down Arrow</td>
<td>Down Arrow</td>
</tr>
<tr>
<td>Duplicate Item</td>
<td>F3</td>
<td>F3</td>
</tr>
<tr>
<td>Duplicate Selected Record</td>
<td>F4</td>
<td>F4</td>
</tr>
</tbody>
</table>
# Shortcuts

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut 1</th>
<th>Shortcut 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>CTRL + E</td>
<td>CTRL + E</td>
</tr>
<tr>
<td>Execute Filter Query</td>
<td>F8</td>
<td>F8</td>
</tr>
<tr>
<td>Exit</td>
<td>CTRL + Q</td>
<td>CTRL + Q</td>
</tr>
<tr>
<td>Expand/collapse Drop-Down Field</td>
<td>Click Field</td>
<td>ALT + Down Arrow</td>
</tr>
<tr>
<td>Export</td>
<td>Extract Data with Key</td>
<td>SHIFT + F1</td>
</tr>
<tr>
<td>First Page</td>
<td>N/A</td>
<td>CTRL + Home</td>
</tr>
<tr>
<td>Insert/Create Record</td>
<td>F6</td>
<td>F6</td>
</tr>
<tr>
<td>Last Page</td>
<td>N/A</td>
<td>CTRL + End</td>
</tr>
<tr>
<td>List of Values</td>
<td>F9</td>
<td>F9</td>
</tr>
<tr>
<td>More Information</td>
<td>ALT + H</td>
<td>CTRL + SHIFT + U</td>
</tr>
<tr>
<td>Next Field or Item</td>
<td>Tab</td>
<td>Tab</td>
</tr>
<tr>
<td>Next Page Down</td>
<td>Page Down</td>
<td>Page Down</td>
</tr>
<tr>
<td>Next Section</td>
<td>CTRL + Page Down</td>
<td>ALT + Page Down</td>
</tr>
</tbody>
</table>

Updated August 2018
## Shortcuts

<table>
<thead>
<tr>
<th>Action</th>
<th>Banner 8</th>
<th>Banner 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Help</td>
<td></td>
<td>CTRL + SHIFT + L</td>
</tr>
<tr>
<td>Open Menu Directly</td>
<td>F5</td>
<td>CTRL + M</td>
</tr>
<tr>
<td>Open Related Menu</td>
<td>N/A</td>
<td>ALT + SHIFT + R</td>
</tr>
<tr>
<td>Open Tools Menu</td>
<td>N/A</td>
<td>ALT + SHIFT + T</td>
</tr>
<tr>
<td>Page Tab 1, Page Tab 2, Page Tab 3, etc.</td>
<td>N/A</td>
<td>CTRL + SHIFT + 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CTRL + SHIFT + 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CTRL + SHIFT + 3</td>
</tr>
<tr>
<td>Previous Field or Item</td>
<td>SHIFT Tab</td>
<td>SHIFT Tab</td>
</tr>
<tr>
<td>Previous Page Up</td>
<td>Page Up</td>
<td>Page Up</td>
</tr>
<tr>
<td>Previous Section</td>
<td>CTRL + Page Up</td>
<td>ALT + Page Up</td>
</tr>
<tr>
<td>Print</td>
<td>Shift + F8</td>
<td>CTRL + P</td>
</tr>
<tr>
<td>Refresh or Rollback</td>
<td>SHIFT + F7</td>
<td>F5</td>
</tr>
<tr>
<td>Save</td>
<td>F10</td>
<td>F10</td>
</tr>
<tr>
<td>Search or Open Filter Query</td>
<td>F7</td>
<td>F7</td>
</tr>
<tr>
<td>Select on a Called Page</td>
<td>SHIFT + F3</td>
<td>ALT + S</td>
</tr>
<tr>
<td>Toggle Multi/Single Records Views</td>
<td>N/A</td>
<td>CTRL + G</td>
</tr>
<tr>
<td>Up/Previous Record</td>
<td>Up Arrow</td>
<td>Up Arrow</td>
</tr>
</tbody>
</table>
New Features

• **Key Word Hints (i.e. FAIV or Vendor)**

  ![Search Bar]

  - Vendor History Query (FAIV/HIS)
  - Vendor Invoice Query (FAIV/INV)
  - Vendor Detail History (FAIV/NDH)

• **Banner Call Out Menu (Self-Service Access)**
Banner Pages

1. FGIBDSR: Executive Summary
2. FGIBAVL: Budget Availability Status
3. FGIBDST: Organization Budget Status
4. FGITRND: Detail Transaction Activity
5. FAIVNDH: Vendor Detail History
6. FGITBSR: Trial Balance Summary
FGIBDSR: Executive Summary

• Enter Index or FOP and select the Go or Next Section Icon.
- Sort by each Column Header is available.
- Display up to 50 Lines on One page.
- Rollback – Select Start Over or F5 (Refresh).
• Select Export to export to Excel.
• Select Print to print information.
New Features

• Sort by Column Headers

• Easy Export to Excel
New Features

• Recently Opened
  – The recent tab includes Banner Admin Pages and Self-Service.
  – In order to toggle back to Admin Pages from Self-Service, select a recent Admin Pages form or Select Home.
What’s Next

Banner Self Service

- Personal Information
- Student
- Employee

Finance

- Budget Queries
- Encumbrance Query
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template
- Finance Self Service (Banner 9)
What’s Next – My Finance

My Finance

Hello Terrice,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.
What’s Next – New Query
## What’s Next – Query Results

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>Health</th>
<th>Adjusted Budget</th>
<th>Year to Date</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>61110</td>
<td>Administrative</td>
<td>⚠️</td>
<td>$123,600.00</td>
<td>$10,300.00</td>
<td>$116,127.50</td>
<td>$(2,827.50)</td>
</tr>
<tr>
<td>61310</td>
<td>Support Clerical Salaries</td>
<td>⚠️</td>
<td>$170,970.00</td>
<td>$9,362.44</td>
<td>$175,590.16</td>
<td>$(13,982.60)</td>
</tr>
<tr>
<td>61374</td>
<td>Overtime Support Clerical</td>
<td>⚫</td>
<td>$2,500.00</td>
<td>$1,646.65</td>
<td>$0.00</td>
<td>$853.35</td>
</tr>
<tr>
<td>61410</td>
<td>Student Assistants Hourly</td>
<td>✔️</td>
<td>$728.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$728.00</td>
</tr>
<tr>
<td>61610</td>
<td>Professional Support</td>
<td>⚠️</td>
<td>$518,413.00</td>
<td>$43,201.06</td>
<td>$483,402.46</td>
<td>$(8,190.52)</td>
</tr>
<tr>
<td>62000</td>
<td>Employee Benefits Budget Pool</td>
<td>✔️</td>
<td>$347,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$347,000.00</td>
</tr>
<tr>
<td>62990</td>
<td>Fringe Benefits Expense</td>
<td>⚠️</td>
<td>$0.00</td>
<td>$24,654.66</td>
<td>$303,643.33</td>
<td>$(328,297.99)</td>
</tr>
<tr>
<td>73000</td>
<td>Travel Budget Pool</td>
<td>✔️</td>
<td>$8,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td><strong>Report Total (of all records)</strong></td>
<td></td>
<td></td>
<td><strong>$1,202,794.20</strong></td>
<td><strong>$90,913.15</strong></td>
<td><strong>$1,080,728.38</strong></td>
<td><strong>$31,152.67</strong></td>
</tr>
</tbody>
</table>
What’s Next – My Finance Query

- **Salaries - Accounting**
  - Budget: 0%
  - Available: $1,010
  - Spent: $746,577
  - Date: 09/19/2018

- **Travel - Accounting**
  - Budget: 2%
  - Available: $201
  - Spent: $10,798
  - Date: 09/19/2018

- **Operating Exp - Accounting**
  - Budget: -2%
  - Exceeded: $630
  - Spent: $37,708
  - Date: 09/19/2018

- **Operating Encumbrances**
  - Encumbrance: 69%
  - Remaining: $1,964
  - Liquidated: $903
  - Date: 09/19/2018
What’s Next – View Documents
What's Next – View Document (POs)

Document Type
- Requisition
- Purchase Order
- Invoice
- Journal Voucher
- Encumbrance
- Direct Cash Receipt

Document Type
- Purchase Order

Document Search
- P0217252

Document Number
- P0217252

Submission
- Please Enter Submission

Related Documents
- Invoice
  - 10712407 [Paid]
- Check Disbursement
  - 10083883
- Approval History
- QUEUE (622T) (10)
  - Terrice Watson | 08/29/2017
- QUEUE (TRAV) (10)
  - Terrice Watson | 08/29/2017
- Approvals Required
Questions
Audit Notes

Vicki Deaton, Chief Audit Executive
Office of Internal Audit & Consulting

Internal Audit has direct reporting responsibility to the Audit Committee of the University of Memphis Board of Trustees. This reporting relationship enables Internal Audit staff to independently and objectively review matters involving any level of administration at the University.
What is Fraud, Waste or Abuse?

UOM Policy Definitions:

**Fraud** – An intentional deception that violates a law or the public trust for personal benefit or the benefit of others.

**Waste** – Behavior involving the extravagant careless, or needless use of government funds, property, and/or personnel.

**Abuse** – Behavior involving the use of government funds or property that a prudent person would not consider reasonable and necessary business practice given the facts and circumstances.

Reference: GE2014 Reporting Fraud, Waste, or Abuse of University Resources
State of Tennessee Laws

State law requires that the University provide a means by which students, employees, or others may report suspected or known fraud, waste or abuse. In addition, the University is committed to the responsible stewardship of our resources.
Protection Under State Law

As Internal Audit investigates allegations of fraud, waste or abuse, the reporting individual’s confidentiality is protected under *Tennessee Code Annotated* Title 10, Chapter 7 unless subject to court action requiring disclosure. If there is a separate legal obligation to investigate the complaint (e.g., complaints of illegal harassment or discrimination), the University cannot guarantee anonymity or complete confidentiality as other outside agencies could be involved.

State law prohibits discrimination or retaliation of any kind against employees who report, in good faith, allegations of fraud, waste or abuse.
Other Complaints

Anyone wishing to make a complaint of discrimination, harassment, sexual misconduct or retaliation contact the Office of Institutional Equity.

Email: oie@memphis.edu
Online reporting form at memphis.edu/oie
Phone: 901.678.2713
When Should Suspected Fraud, Waste or Abuse be Reported?

All UOM faculty, staff, students, and other interested citizens are strongly encouraged to report known or suspected acts of fraud, waste or abuse.

It is not necessary to have proof of wrongdoing at the time of reporting dishonest or suspicious activity; however, anyone reporting such activity must have reasonable grounds for doing so.
Reasonable Grounds

Before making allegations of fraud, waste or abuse, be reasonably certain of any claims. Such allegations could seriously and negatively impact the accused individual’s life and adversely affect the working environment of the department.
Examples of What Activities Should Be Reported

• Theft or misappropriation of funds, supplies, property, or other institutional resources
• Forgery or alteration of documents
• Unauthorized alteration or manipulation of computer files
• Falsification of reports to management or external agencies
• Pursuit of a benefit or advantage that could be a conflict of interest
• Authorization or receipt of compensation for hours not worked
How is Suspected Fraud, Waste or Abuse Reported?

If you have information about activities you have reasonable ground to believe constitute fraud, waste or abuse, you may submit a report online to the University of Memphis Office of Internal Audit and Consulting through the Internal Audit page of the University’s website. Reports may be made anonymously.

http://www.memphis.edu/audit/report.php

Other options for reporting fraud at the University include:

- Telling your supervisor
- Notifying a University official
- Contacting Internal Audit at 678-2125 or UoM_audit@memphis.edu
- Contacting the Tennessee Comptroller @ 1-800-232-5454 or http://www.comptroller.tn.gov/hotline
What Happens When Suspected Fraud, Waste or Abuse is Reported to UOM Internal Audit?

All reports of fraud, waste or abuse are reviewed carefully to determine if an Internal Audit investigation is appropriate. Internal Audit may:

• perform an investigation,
• consult with others, such as HR or the Office of Legal Counsel,
• refer reports to others, or
• refer any actual or alleged reports of criminal activity to the appropriate law enforcement agency for investigation. (Internal Audit does not perform investigations of criminal acts but may provide support or assistance if requested by the law enforcement agency.)

Internal Audit investigations generally have the objectives of determining the facts, maintaining confidentiality, determining responsibility, and recommending corrective actions.

Results of Internal Audit investigations are shared with the Audit Committee of the Board of Trustees and the Tennessee Comptroller of the Treasury.
Preventing Fraud, Waste, and Abuse

Management of an institution is responsible for establishing and implementing systems and procedures to prevent and detect fraud, waste and abuse.

The basic elements of a proper control system include:

• Creating a culture of honesty and high ethics
• Evaluating risks and implementing processes, procedures and controls to prevent, deter and detect fraud, waste and abuse
• Developing an appropriate oversight process
Preventing Fraud, Waste, and Abuse

• Audits Required by State Law
  Examples:
  President’s Expense Audit
  Follow Up of UOM Financial Audit Findings

• Risk Based Audits
  Examples:
  Departmental Audits
  IT Security Audits
  Grant Audits
  Vendor Audits
Example Audit Objectives

• Compliance with Cash Handling Guidelines for any cash or receipts
• Compliance with expenditure policies and procedures for procurement cards, travel expenses, meal expenses, memberships and subscriptions, other expenses, and close attention to approval of all expenses
• Fixed asset review with physical verification
• Compliance with sponsored agreement policies and procedures for charges to sponsored agreements, cost sharing, subrecipient monitoring, financial disclosure requirements, and effort certification
• Compliance with employee pay and leave policies and procedures for leave reporting, extra compensation, overtime charges, alternative work arrangements, outside employment, and wireless device allowance

• Other employee procedures for nepotism, conflict of interest, terminations, employee debt, annual financial responsibility certification, completion of FERPA training, and completion of IT Security Awareness training

• Physical considerations, such as facility access and security, lab safety, and facility fire protection

• IT controls and compliance with IT policies and procedures
Contact Information
Office of Internal Audit & Consulting – 271 Administration Building
678-2125, www.memphis.edu/audit/

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901.678.2125 / vddeaton@memphis.edu

Jesse Pierce, CISA, CRISC
Senior Information Technology & Network Security Auditor
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Chelon Wilson, CFE
Senior Internal Auditor
901.678.1750 / cwolson14@memphis.edu

Emily Bridges, CPA
Senior Internal Auditor
901.678.4084 / ebridges@memphis.edu
Questions
Tips & Tricks

FOAPAL Stamp

Monica Goldsby, Manager - General Accounting
Is this invoice coded correctly?

NO!

What’s Wrong With It?
If the invoice is associated with a Purchase Order, include the PO# only.

Ensure receipt is posted in Tigerbuy.
If the invoice is a direct pay, include an authorized signature, date and FOAPAL.
What’s New? / Who Knew? / What’s Due?
What's New?
Accounting Information Page

http://www.memphis.edu/accounting/acccsys.php
What’s New?

Accounting Systems Information

e-Print via the myMemphis Portal

Online Banner Finance Training

Authorized Signatures Search by Organization Code

Accounting Aids

- Banner Keyboard Shortcuts
- Banner 9 Navigation
- Banner Page – FAIVNDH – Vendor Detail History
- Banner Page – FGIBAVL – Budget Availability Status
- Banner Page - FGIBDST – Org Budget Status
- Fixed Asset Account Codes
## Who Knew?

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner 9 Finance</td>
<td>Tuesday, September 25, 2018 11:00 AM - 12:00 PM</td>
</tr>
<tr>
<td>Administration Bldg 178</td>
<td></td>
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<tr>
<td>Banner 9 Finance</td>
<td>Thursday, September 27, 2018 3:00 - 4:00 PM</td>
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<tr>
<td>Administration Bldg 178</td>
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<tr>
<td>Budget Basics</td>
<td>Tuesday, November 06, 2018 9:30 - 11:00 AM</td>
</tr>
<tr>
<td>TBD</td>
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<tr>
<td>Accounting Basics</td>
<td>Wednesday, November 07, 2018 1:30 - 3:30 PM</td>
</tr>
<tr>
<td>TBD</td>
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</tbody>
</table>
What’s Due – October Budget

• Revenue Projections ~ Due Friday, September 28, 2018
  o Email with instructions will be sent out Friday, September 21, 2018
  o Financial Planning Office will be available for individual meetings
    Tuesday, Sep 25th and Wednesday, Sep 26th budget@Memphis.edu

• Expenditure Projections ~ Due Tuesday, October 2, 2018
  o Email with instructions will be sent out Friday, September 21, 2018
  o Departments can process OnLine Budget Documents till Friday, October 5, 2018

• Position Budget Revisions ~ Due Tuesday, September 25, 2018
  o Current & Base Budget Revisions to be included in Fall Budget

• Capital/R&R/Facility Projects ~ Due Friday, September 28, 2018
## What’s Due?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Print Financial Reports (June - September 2018)</td>
<td>Thursday, October 18, 2018</td>
</tr>
<tr>
<td>October Over Expenditure Reports</td>
<td>Thursday, November 15, 2018</td>
</tr>
<tr>
<td>Summer Comp. Effort Report - If required, submit Salary Redistribution Form to Grants Accounting</td>
<td>Wednesday, October 17, 2018</td>
</tr>
<tr>
<td>Summer Comp. Effort Report</td>
<td>Wednesday, October 31, 2018</td>
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</tbody>
</table>
Next Focus on Finance

October 18, 2018
1:30 - 3:00 PM
Senate Chamber - UC 261

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

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