

# Advice on Budgeting



**Office of Financial Planning**

**Telephone: 901-678-2117**

**<https://www.memphis.edu/budget/index.php>**

**Email: [budget@Memphis.edu](mailto:budget@Memphis.edu)**

# Financial Planning Website

**U** THE UNIVERSITY OF  
**M** MEMPHIS

FINANCIAL PLANNING

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**UNIVERSITY BUDGET**

The current University budget can be found online, as can those from previous years.

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# University Budget



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## University Budget

| Budget Analysis                 | July Budget Summary         | October Budget Summary                              |
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| <a href="#">October 2018-19</a> | <a href="#">FY19 (July)</a> | <a href="#">FY19 (October)</a>                      |
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# Frequently Asked Questions



THE UNIVERSITY OF  
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FINANCIAL PLANNING

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## Frequently Asked Questions

### General Budget

**Whom should I contact about my budget accounts?**  
**What is my base budget?**  
**How do I know if I should make my budget revision to the current or the base budget?**  
**How do I know which budget revision form to use?**  
**Which budget revisions have to be on paper?**  
**How do I prepare revenue budget revisions?**  
**When do I submit a carryforward budget revision?**

### Finance

**I don't have access to Banner Finance. What do I need to do?**  
**I created several Banner Finance online budget revisions. How can I tell if the revisions have been approved?**  
**I'm trying to modify a budget revision, but the system will not allow me to make changes. What does the rule class code mean in Banner Finance?**  
**Can I transfer funds from a grant account to an E&G departmental account?**  
**Can I transfer funds from an auxiliary account to an E&G departmental account?**

### HR & Positions

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# Finance Program Guide (Make it your Best Friend)

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7 Records Found.

| Lookup Results                                |                                  |                                  |  |                            |  |
|---|----------------------------------|----------------------------------|--|----------------------------|--|
| Index<br>▲▼                                   | Fund<br>▲▼                       | Organization<br>▲▼               | Program<br>▲▼                                | Activity Location<br>▲▼ ▲▼ |  |
| 211501<br>(Academic Enrichment Education)     | 110001<br>(Undesignated E and G) | 230000<br>(College of Education) | 2021<br>(Academic Enrichment)                |                            |  |
| 219112<br>(Education ITS Software)            | 110001<br>(Undesignated E and G) | 230000<br>(College of Education) | 2015<br>(ITS Software/Software Maintenance)  |                            |  |
| 219916<br>(Unallocated Instruction Education) | 110001<br>(Undesignated E and G) | 230000<br>(College of Education) | 2025<br>(Unallocated Instruction)            |                            |  |
| 231505<br>(College Of Education)              | 110001<br>(Undesignated E and G) | 230000<br>(College of Education) | 3000<br>(Public Service Activities and Ctrs) |                            |  |
| 245300<br>(Dean Col Of Educ)                  | 110001<br>(Undesignated E and G) | 230000<br>(College of Education) | 3800<br>(Academic Administration)            |                            |  |
| 245302<br>(Educ Ncate Accredit)               | 110001<br>(Undesignated E and G) | 230000<br>(College of Education) | 3800<br>(Academic Administration)            | 5302                       |  |
| 245303<br>(Faculty Development)               | 110001<br>(Undesignated E and G) | 230000<br>(College of Education) | 3850<br>(Academic Personnel Development)     |                            |  |

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# Tom The Tiger Museum



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## FOAPAL Lookup Results

1 Records Found.

### Lookup Results

| Index                            | Fund                             | Organization              | Program                               | Activity | Location |
|----------------------------------|----------------------------------|---------------------------|---------------------------------------|----------|----------|
| ▲▼                               | ▲▼                               | ▲▼                        | ▲▼                                    | ▲▼       | ▲▼       |
| 412345<br>(Tom The Tiger Museum) | 123456<br>(Tom The Tiger Museum) | 234560<br>(Tom The Tiger) | 3570<br>(Other Museums and Galleries) |          |          |

# How To Request CarryForward

Go to ▾

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THE UNIVERSITY OF MEMPHIS.

umMail IAM Help Logout

## Finance

Welcome Deborah Keeney

### Banner Reference Information

[Finance Program Guide](#)  
Online information for finance training and account information including FOAPAL lookup.

[HR Program Guide](#)  
Online information for HR including training, position lookup, eContracts, and more.

[University Data Standards](#)

### Banner Self Service

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### Banner Admin Pages

**Admin Pages**

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### Banner ePrint

### Tigerbuy

Tigerbuy (Production)

More information related to Tigerbuy can be found on the [Tigerbuy Web site](#).

Tigerbuy (Test)



# Banner Admin Page - FGITBSR

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## Welcome

fgitbsr ✕

**Trial Balance Summary**  
(FGITBSR)

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2006

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# FGITBSR – Trial Balance Summary

ellucian Trial Balance Summary FGITBSR 9.0 (PROD) ADD RETRIEVE RELATED TOOLS

COA: \* U ... Fiscal Year: \* 19 ...

University of Memphis

Fund: 123456 ... OR Fund Type: ...

Account: ... OR Acct Type: ...

Tom The Tiger Museum

Click

Go

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.

Record: 1/1 KEY\_BLOCK.KEYBLOC\_FSYR\_C... ©2000 - 2018 Ellucian. All rights reserved. ellucian

# How to Determine CarryForward Amount

| Acct Type                 | Account | Description                  | Beginning Balance | Debit/Credit | * | Current Balance             | Debit/Credit | *      |
|---------------------------|---------|------------------------------|-------------------|--------------|---|-----------------------------|--------------|--------|
| 11                        | 11000   | Claim on Cash                | 0.00              | Debit        |   | 40,219.67                   | Debit        |        |
| 11                        | 11301   | Petty Cash Fund 1            | 500.00            | Debit        |   | 500.00                      | Debit        |        |
| 21                        | 21000   | AP Vendors                   | 0.00              | Credit       |   | 0.00                        | Credit       |        |
| 31                        | 3011    | Revenue Control              | 0.00              | Credit       |   | 260,800.00                  | Credit       |        |
| 31                        | 3013    | Budget Revenue Control       | 0.00              | Debit        |   | 232,938.30                  | Debit        |        |
| 31                        | 3021    | Expenditure Control          | 0.00              | Debit        |   | 234,700.00                  | Debit        |        |
| 31                        | 3023    | Budget Expenditure Control   | 0.00              | Credit       |   | 192,718.63                  | Credit       |        |
| 31                        | 3033    | Budget Transfer Control      | 0.00              | Credit       |   | 0.00                        | Credit       |        |
| 31                        | 3041    | Encumbrance Control          | 0.00              | Debit        |   | 0.00                        | Debit        |        |
| 31                        | 3043    | Reserve for Encumbrance      | 0.00              | Credit       |   | 0.00                        | Credit       |        |
| 31                        | 3051    | Budget Changes to Net Assets | 0.00              | Debit        |   | 0.00                        | Debit        |        |
| 41                        | 490     | Unrestricted Net Position    | 500.00            | Credit       |   | 500.00                      | Credit       |        |
| <b>Total ALL ACCOUNTS</b> |         |                              | 0.00              |              |   | 0.00                        |              |        |
|                           |         |                              |                   |              |   | <b>Current Fund Balance</b> | 40,719.67    | Credit |

\* - denotes amount is opposite of Normal Balance

|                        |              |
|------------------------|--------------|
| Current Fund Balance   | 40,719.67    |
| Less: Encumbrances     | -            |
| Less: Petty Cash       | (500.00)     |
| Available CarryForward | \$ 40,219.67 |

Note: Budget Revision Amount 40,219 No Cent

# BD04 Current Year Only Budget Revision

## The University of Memphis Temporary Current Year Budget Revision (BD04)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name:

Mary Blue

Fiscal Year:

2020

Date:

September 5, 2019

Department:

Tom the Tiger Museum

### Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision

| Index | Org Title or Index Title | Fund                 | Org           | Account Code | Program | Activity | Expense Budget Amount (+) | Expense Budget Amount (-) | Revenue Budget Amount (-) | Revenue Budget Amount (+) |
|-------|--------------------------|----------------------|---------------|--------------|---------|----------|---------------------------|---------------------------|---------------------------|---------------------------|
| 01    | 412345                   | Tom The Tiger Museum | 123456        | 234560       | 74000   | 3570     | 40,219                    |                           |                           |                           |
|       |                          | Net Change           |               |              |         |          | 40,219                    | -                         | -                         | -                         |
|       |                          | Document Total       |               |              |         |          | <i>Expense</i>            |                           | <i>Revenue</i>            |                           |
|       |                          | 40,219               | (J+K) + (M+N) |              |         |          |                           |                           |                           |                           |
|       |                          |                      |               |              |         |          | <i>Expense</i>            |                           | <i>Revenue</i>            |                           |

The Reason for requesting this revision is as follows:

To request CarryForward Budget

# CarryForward Budget Revision

- Paper BD04 Temporary Current Year Budget Revision
- One-Sided
- Only CarryForward will have Net Change not equal to Zero
- Must have The Reason for requesting this revision. . .

# How to Move Budget Between Funds

## The University of Memphis Temporary Current Year Budget Revision (BD04)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name:

Mary Blue

Fiscal Year:

2020

Date:

September 5, 2019

Department:

Tom the Tiger Museum

### Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision

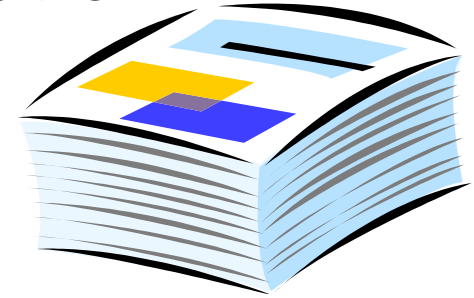
| Index | Org Title or Index Title | Fund          | Org    | Account Code | Program | Activity | Expense Budget Amount (+) | Expense Budget Amount (-) | Revenue Budget Amount (-) | Revenue Budget Amount (+) |   |
|-------|--------------------------|---------------|--------|--------------|---------|----------|---------------------------|---------------------------|---------------------------|---------------------------|---|
| 01    | Startup Mark King        | 110001        | 261345 | 74000        | 2630    |          | 40,219                    |                           |                           |                           |   |
| 02    | Startup Mark King        | 110001        | 261345 | 82610        | 2630    |          |                           | 40,219                    |                           |                           |   |
| 03    | Tom The Tiger Museum     | 123456        | 234560 | 74000        | 3570    |          |                           | 40,219                    |                           |                           |   |
| 04    | Tom The Tiger Museum     | 123456        | 234560 | 82610        | 3570    |          | 40,219                    |                           |                           |                           |   |
|       | Net Change               |               |        |              |         |          |                           |                           |                           |                           |   |
|       | 0                        | (J-K)-(N-M)   | TOTAL  |              |         |          |                           | 80,438                    | 80,438                    | -                         | - |
|       | Document Total           |               |        |              |         |          | Expense                   |                           | Revenue                   |                           |   |
|       | 160,876                  | (J+K) + (M+N) |        |              |         |          |                           |                           |                           |                           |   |

The Reason for requesting this revision is as follows:

To fund Tom the Tiger Startup for Mark King

# FYBR001 Budget Report

➤ **Budget by Organization shows:**



- ❖ **Only Revenue (No expense information)**
- ❖ **Actuals from the previous year**
- ❖ **Budget for the Current Year**
- ❖ **Actual Receipts YTD for the Current Year**
- ❖ **Base Budget for the future year**



# *Revenue Process*

- Revenues are updated each budget cycle (Spring & Fall)
- All Revenue Budget Revisions must be submitted on paper
- Round Revenue Budget to 100's
- In the Fall, you need to review Actual and align current year and base per analysis
- In the Spring you need to review current year and base for the next fiscal year
- Estimates & future projections should be realistic to reflect the activity you expect
- Return revenue worksheets to Financial Planning  
(Note, Academic Affairs return to the Provost Office)

# *Revenue Process*

- UMFoundation budgets are managed by Grants Accounting
- Internship budgets are managed by Grants Accounting
- Residual Balance budgets are managed by Grants Accounting
- Employee Award budgets are managed by Grants Accounting

# FYBR001 Revenue Budget Estimate/Worksheet by Organization

PAGE: 452

University of Memphis

10-Sep-2019

09:05 AM

REPORT: FYBR001

Revenue Budget Estimate / Worksheet by Organization

Prior FY: 19

Current FY: 20

Next FY: 21

Fund: 123456 Tom The Tiger Museum  
 Organization: 234560 Tom The Tiger  
 Program: 3570 Other Museums and Galleries Actv Code:

| Account Code | Account Title         | Actual Prior Yr | Adjusted Budget Current FY | Receipts YTD Current FY | Final Estimate Current FY | Future / Base Next Yr | Proposed Budget Next Yr |
|--------------|-----------------------|-----------------|----------------------------|-------------------------|---------------------------|-----------------------|-------------------------|
| 58878        | Other Sales - Taxable | 255,487.00      | 260,800                    | 64,589.00               |                           | 260,800               |                         |
| 58882        | Sales Tax Paid        | -22,548.70      | -26,100                    | -6,458.90               |                           | -26,100               |                         |
|              | Total                 | 232,938.30      | 234,700                    | 58,130                  |                           | 234,700               |                         |

Financial Manager

Date

# FYBR001 with EXCEL Worksheet

PAGE: 452  
 REPORT: FYBR001  
 Prior FY: 19  
 Current FY: 20  
 Next FY: 21

University of Memphis  
 Revenue Budget Estimate / Worksheet by Organization

10-Sep-2019 09:05 AM

Fund: 123456 Tom The Tiger Museum  
 Organization: 234560 Tom The Tiger  
 Program: 3570 Other Museums and Ga Actv Code:

| Account Code | Account Title         | Actual Prior Yr   | Adjusted Budget Current FY | Receipts YTD Current FY | Final Estimate Current FY | Future / Base Next Yr | Proposed Budget Next Yr |
|--------------|-----------------------|-------------------|----------------------------|-------------------------|---------------------------|-----------------------|-------------------------|
| 58878        | Other Sales - Taxable | 255,487.00        | 260,800.00                 | 64,589.00               |                           |                       |                         |
| 58882        | Sales Tax Paid        | -22,548.70        | -26,100.00                 | -6,458.90               |                           |                       |                         |
|              | <b>Total</b>          | <b>232,938.30</b> | <b>234,700.00</b>          | <b>58,130.10</b>        |                           |                       |                         |

*Sam Spade*

25-Sep-2019

Financial Manager

Date

*Print Layout set for Department to be able to use FYBR001 Page to print-out above analysis on.*

Note: Round Revenue Budget to nearest 100's

| Account Code | Account Title         | CY Only Budget    | FY20 Y-T-D          | Budget vs Y-T-D Variance | Base Budget       | BR CYOnly          | BR Base          | Estimated Current Year Budget | Proposed Base Budget |
|--------------|-----------------------|-------------------|---------------------|--------------------------|-------------------|--------------------|------------------|-------------------------------|----------------------|
| 58878        | Other Sales - Taxable | 260,800           | 64,589.00           | (196,211.00)             | 260,800           | (14,400)           | 28,800           | 275,200                       | 289,600              |
| 58882        | Sales Tax Paid        | (26,100)          | (6,458.90)          | 19,641.10                | (26,100)          | 1,500              | (2,900)          | (27,500)                      | (29,000)             |
|              | <b>Total Revenue</b>  | <b>\$ 234,700</b> | <b>\$ 58,130.10</b> | <b>\$ (176,569.90)</b>   | <b>\$ 234,700</b> | <b>\$ (12,900)</b> | <b>\$ 25,900</b> | <b>\$ 247,700</b>             | <b>\$ 260,600</b>    |

Items shaded  
 have formulas for calculation

# Revenue Budget Revision

❖ All Revenue Budget Revisions must be submitted on paper

The example FYBR001 Revenue Worksheet requires two Budget Revisions due to projection of:

$(60 \text{ Tickets} \times 240 \text{ Days}) \times \$2.00 = \$28,800$  annual

However, increase effective January 1<sup>st</sup> (6 Months)

Must have The Reason for requesting this revision. . .

Note: Round Revenue Budget to 100's

# BD02 Base Revenue Budget Revision

The University of Memphis  
Permanent Base/Future Year Budget Revision (BD02)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name:

Mary Blue

Fiscal Year:

2020

Date:

September 25, 2019

Department:

Tom the Tiger Museum

Temporary Current Year/This Fiscal Year  
Request for BD04 Budget Revision

| Index | Org Title or Index Title    | Fund          | Org          | Account Code | Program | Activity | Expense Budget Amount (+) | Expense Budget Amount (-) | Revenue Budget Amount (-) | Revenue Budget Amount (+) |               |  |
|-------|-----------------------------|---------------|--------------|--------------|---------|----------|---------------------------|---------------------------|---------------------------|---------------------------|---------------|--|
| 01    | 412345 Tom The Tiger Museum | 123456        | 234560       | 58878        | 3570    |          |                           |                           |                           | 28,800                    |               |  |
| 02    | 412345 Tom The Tiger Museum | 123456        | 234560       | 58882        | 3570    |          |                           | 2,900                     |                           |                           |               |  |
| 03    | 412345 Tom The Tiger Museum | 123456        | 234560       | 74000        | 3570    |          | 25,900                    |                           |                           |                           |               |  |
| 10    |                             |               |              |              |         |          |                           |                           |                           |                           |               |  |
|       | Net Change                  |               |              |              |         |          |                           |                           |                           |                           |               |  |
|       | <b>0</b>                    | (J-K)-(N-M)   | <b>TOTAL</b> |              |         |          |                           | <b>25,900</b>             | <b>-</b>                  | <b>2,900</b>              | <b>28,800</b> |  |
|       | Document Total              |               |              |              |         |          | <b>Expense</b>            |                           | <b>Revenue</b>            |                           |               |  |
|       | <b>57,600</b>               | (J+K) + (M+N) |              |              |         |          |                           |                           |                           |                           |               |  |

The Reason for requesting this revision is as follows:

To increase the admission ticket price by \$2.00 for Tom The Tiger Museum effective January 1st.



# BD04 Current Year Budget Revision

## The University of Memphis Temporary Current Year Budget Revision (BD04)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

Name:

Mary Blue

Fiscal Year:

2020

Date:

September 25, 2019

Department:

Tom the Tiger Museum

### Temporary Current Year/This Fiscal Year Request for BD04 Budget Revision

| Index | Org Title or Index Title    | Fund          | Org    | Account Code | Program | Activity | Expense Budget Amount (+) | Expense Budget Amount (-) | Revenue Budget Amount (-) | Revenue Budget Amount (+) |
|-------|-----------------------------|---------------|--------|--------------|---------|----------|---------------------------|---------------------------|---------------------------|---------------------------|
| 01    | 412345 Tom The Tiger Museum | 123456        | 234560 | 58878        | 3570    |          |                           |                           | 14,400                    |                           |
| 02    | 412345 Tom The Tiger Museum | 123456        | 234560 | 58882        | 3570    |          |                           |                           |                           | 1,500                     |
| 03    | 412345 Tom The Tiger Museum | 123456        | 234560 | 74000        | 3570    |          |                           | 12,900                    |                           |                           |
| 10    |                             |               |        |              |         |          |                           |                           |                           |                           |
|       | Net Change                  |               |        |              |         |          |                           |                           |                           |                           |
|       | 0                           | (J-K)-(N-M)   |        |              |         |          | -                         | 12,900                    | 14,400                    | 1,500                     |
|       | Document Total              |               |        |              |         |          | <b>Expense</b>            |                           | <b>Revenue</b>            |                           |
|       | 28,800                      | (J+K) + (M+N) |        |              |         |          |                           |                           |                           |                           |

The Reason for requesting this revision is as follows:

Current Year Reversal due to effective date:

To increase the admission ticket price by \$2.00 for Tom The Tiger Museum effective January 1st.

# FYBR005 Budget Report

➤ **Budget by Organization shows:**



- ❖ **Only Expenditures (No revenue information)**
- ❖ **Actuals from the previous year**
- ❖ **Budget for the Current Year**
- ❖ **Balance Available for the Current Year**
- ❖ **Base Budget for the future year**

# FYBR005 Budget by Org Current Year and Base

Program ID : FYBR005  
 Page No : 2410  
 Prior FY: 19  
 Current FY: 20  
 Next FY: 21

The University of Memphis  
 Budget by Organization Current Year and Base

Date Run: 09/10/19  
 Date Run: 09:10 AM

| Account      | Account Title                     | Actual Prior FY | Adjusted Budget Current FY | Expense and Commitments YTD Current FY | Available Balance Current FY | Base / Future Next YR |
|--------------|-----------------------------------|-----------------|----------------------------|--|------------------------------|-----------------------|
| Orgn: 234560 | Tom The Tiger                     |                 | Fund: 123456               | Tom The Tiger Museum                   |                              |                       |
| Prog: 3570   | Other Museums and Galleries       |                 | Actv Code: NONE            |  |                              |                       |
| 61310        | Support Clerical Salaries         | 30,000.00       | 30,450.00                  | 30,450.00                              | 0.00                         | 30,450.00             |
| 61366        | Undistributed Salary Budget       |                 | 2,500.00                   |  | 2,500.00                     | 2,500.00              |
| 61410        | Student Assistants Hourly         | 6,480.00        | 7,000.00                   | 1,440.00                               | 5,560.00                     | 7,000.00              |
| 61610        | Professional Support              | 50,000.00       | 50,759.00                  | 50,759.00                              | 0.00                         | 50,759.00             |
| 61657        | Admin Masters Graduate Assistants | 4,000.00        | 5,000.00                   |  | 5,000.00                     | 5,000.00              |
| 61670        | Professional Cell Phone Allowance | 600.00          | 600.00                     | 100.00                                 | 500.00                       | 600.00                |
|              | Salaries                          | 91,080.00       | 96,309.00                  | 82,749.00                              | 13,560.00                    | 96,309.00             |
| 62000        | Employee Benefits Budget Pool     |                 | 33,700.00                  |  | 33,700.00                    | 33,700.00             |
| 62750        | Masters GA Fee Waivers            | 4,500.00        | 5,000.00                   |  | 5,000.00                     | 0.00                  |
| 62990        | Fringe Benefits Expense           | 33,480.16       |                            | 33,660.61                              | -33,660.61                   | 0.00                  |
|              | Benefits                          | 37,980.16       | 38,700.00                  | 33,660.61                              | 5,039.39                     | 33,700.00             |
| 73000        | Travel Budget Pool                |                 | 5,000.00                   |  | 5,000.00                     | 5,000.00              |
| 73200        | Individual Out of State Travel    | 2,858.82        |                            | 3,200.00                               | -3,200.00                    | 0.00                  |
|              | Travel                            | 2,858.82        | 5,000.00                   | 3,200.00                               | 1,800.00                     | 5,000.00              |

# FYBR005 Budget by Org Current Year and Base

Program ID : FYBR005  
 Page No : 2410  
 Prior FY: 19  
 Current FY: 20  
 Next FY: 21

The University of Memphis  
 Budget by Organization Current Year and Base

Date Run: 09/10/19  
 Date Run: 09:10 AM

| Account      | Account Title                    | Actual Prior FY   | Adjusted Budget Current FY | Expense and Commitments YTD Current FY | Available Balance Current FY | Base / Future Next YR |
|--------------|----------------------------------|-------------------|----------------------------|--|------------------------------|-----------------------|
| Orgn: 234560 | Tom The Tiger                    |                   | Fund: 123456               | Tom The Tiger Museum                   |                              |                       |
| Prog: 3570   | Other Museums and Galleries      |                   | Actv Code: NONE            |  |                              |                       |
| 74000        | Operating Expense Budget Pool    |                   | 88,691.00                  |  | 88,691.00                    | 93,691.00             |
| 74110        | Printing of Supplies by UOM      | 16,785.87         |                            | 5,345.28                               | -5,345.28                    | 0.00                  |
| 74210        | Telephone Local Charges          | 1,794.00          |                            | 299.00                                 | -299.00                      | 0.00                  |
| 74220        | Telephone Long Distance          | 60.43             |                            | 25.50                                  | -25.50                       | 0.00                  |
| 74230        | Postal Charges                   | 2,130.64          |                            | 835.35                                 | -835.35                      | 0.00                  |
| 74500        | Supplies                         | 35,360.20         |                            | 8,450.78                               | -8,450.78                    | 0.00                  |
|              | Expense                          | 56,131.14         | 88,691.00                  | 14,955.91                              | 73,735.09                    | 93,691.00             |
| 75400        | Departmental Revenue Budget Pool |                   | -4,000.00                  |  | -4,000.00                    | -4,000.00             |
| 75410        | Departmental Revenues            | -3,725.00         |                            | -425.00                                | 425.00                       |                       |
|              | Dept Revenue                     | -3,725.00         | -4,000.00                  | -425.00                                | -3,575.00                    | -4,000.00             |
| 78000        | Capital Expense Budget Pool      |                   | 10,000.00                  |  | 10,000.00                    | 10,000.00             |
| 78111        | Furniture and Fixtures           | 8,393.51          |                            | 7,450.89                               | -7,450.89                    |                       |
|              | Capital                          | 8,393.51          | 10,000.00                  | 7,450.89                               | 2,549.11                     | 10,000.00             |
| <b>Total</b> |                                  | <b>192,718.63</b> | <b>234,700.00</b>          | <b>141,591.41</b>                      | <b>93,108.59</b>             | <b>234,700.00</b>     |

# FYBR006 Budget Report

➤ **Budget by Organization shows:**



- ❖ **Revenues, Expenses & Transfers Budget**
- ❖ **Revenues, Expenses & Transfers Actuals**
- ❖ **Expenditure Balance Available**

# FYBR006 Budget Status by Org

Report ID : FYBR006  
Page No : 3199

THE UNIVERSITY OF MEMPHIS  
BUDGET STATUS BY ORGANIZATION

Date Run: 09/10/19  
Time Run: 09:15 AM

| Account                                     | Account Title                     | Revenue Budget | Actual Revenues             | Expenditure Budget | Actual Expenditures | Commitments     | Expenditure Bal Avail |
|---|-----------------------------------|----------------|-----------------------------|--------------------|---------------------|-----------------|-----------------------|
| ORGANIZATION : 234560 Tom The Tiger         |                                   |                |                             |                    |                     |                 |                       |
| Fund: 123456                                | Tom The Tiger Museum              | Prog: 3570     | Other Museums and Galleries |                    |                     | Actv Code: NONE |                       |
| 58878                                       | Other Sales - Taxable             | 260,800        | 64,589.00                   |                    |                     | 0.00            | 0.00                  |
| 58882                                       | Sales Tax Paid                    | -26,100        | -6,458.90                   |                    |                     | 0.00            | 0.00                  |
| Subtotal 5K Sales and Services of Other Act |                                   | 234,700        | 58,130.10                   |                    | 0.00                | 0.00            | 0.00                  |
| 61310                                       | Support Clerical Salaries         |                |                             | 30,450             | 4,684.64            | 25,765.36       | 0.00                  |
| 61366                                       | Undistributed Salary Budget       |                |                             | 2,500              |                     |                 | 2,500.00              |
| 61410                                       | Student Assistants Hourly         |                |                             | 7,000              | 1,440.00            |                 | 5,560.00              |
| 61610                                       | Professional Support              |                |                             | 50,759             | 8,458.84            | 42,300.16       | 0.00                  |
| 61657                                       | Admin Masters Graduate Assistants |                |                             | 5,000              |                     |                 | 5,000.00              |
| 61670                                       | Professional Cell Phone Allowance |                |                             | 600                | 100.00              |                 | 500.00                |
| Subtotal 61 Salaries                        |                                   |                |                             | 96,309             | 14,683.48           | 68,065.52       | 13,560.00             |
| 62000                                       | Employee Benefits Budget Pool     |                |                             | 33,700             | 0.00                | 0.00            | 33,700.00             |
| 62750                                       | Masters GA Fee Waivers            |                |                             | 5,000              | 0.00                | 0.00            | 5,000.00              |
| 62990                                       | Fringe Benefits Expense           |                |                             |                    | 5,409.89            | 28,250.72       | -33,660.61            |
| Subtotal 62 Employee Benefits               |                                   |                |                             | 38,700             | 5,409.89            | 28,250.72       | 5,039.39              |
| 73000                                       | Travel Budget Pool                |                |                             | 5,000              | 0.00                | 0.00            | 5,000.00              |
| 73200                                       | Individual Out of State Travel    |                |                             |                    | 0.00                | 3,200.00        | -3,200.00             |
| Subtotal 71 Travel                          |                                   |                |                             | 5,000              | 0.00                | 3,200.00        | 1,800.00              |



# FYBR006 Budget Status by Org

Report ID : FYBR006  
Page No : 3200

THE UNIVERSITY OF MEMPHIS  
BUDGET STATUS BY ORGANIZATION

Date Run: 09/10/19  
Time Run: 09:15 AM

| Account                             | Account Title                    | Revenue Budget | Actual Revenues             | Expenditure Budget | Actual Expenditures | Commitments | Expenditure Bal Avail |
|-------------------------------------|----------------------------------|----------------|-----------------------------|--------------------|---------------------|-------------|-----------------------|
| ORGANIZATION : 234560 Tom The Tiger |                                  |                |                             |                    |                     |             |                       |
| Fund: 123456                        | Tom The Tiger Museum             | Prog: 3570     | Other Museums and Galleries | Actv Code: NONE    |                     |             |                       |
| 74000                               | Operating Expense Budget Pool    |                |                             | 88,691             | 0.00                | 0.00        | 88,691.00             |
| 74110                               | Printing of Supplies by UOM      |                |                             |                    | 5,345.28            | 0.00        | -5,345.28             |
| 74210                               | Telephone Local Charges          |                |                             |                    | 299.00              | 0.00        | -299.00               |
| 74220                               | Telephone Long Distance          |                |                             |                    | 25.50               | 0.00        | -25.50                |
| 74230                               | Postal Charges                   |                |                             |                    | 835.35              | 0.00        | -835.35               |
| 74500                               | Supplies                         |                |                             |                    | 6,251.74            | 2,199.04    | -8,450.78             |
| Subtotal 74 Operating Expenses      |                                  |                |                             | 88,691             | 12,756.87           | 2,199.04    | 73,735.09             |
| 75400                               | Departmental Revenue Budget Pool |                |                             | -4,000             | 0.00                | 0.00        | -4,000.00             |
| 75410                               | Departmental Revenues            |                |                             |                    | -425.00             | 0.00        | 425.00                |
| Subtotal 75 Departmental Revenues   |                                  |                |                             | -4,000             | -425.00             | 0.00        | -3,575.00             |
| 78000                               | Capital Expense Budget Pool      |                |                             | 10,000             | 0.00                | 0.00        | 10,000.00             |
| 78111                               | Furniture and Fixtures           |                |                             |                    | 0.00                | 7,450.89    | -7,450.89             |
| Subtotal 78 Capital Expenses        |                                  |                |                             | 10,000             | 0.00                | 7,450.89    | 2,549.11              |
| 82610                               | Interfund Transfers              |                |                             | 41,219             | 41,219.00           |             | 0.00                  |
| Subtotal 81 Transfers               |                                  |                |                             | 41,219             | 41,219.00           | 0.00        | 0.00                  |
| TOTAL FD 123456 OR 234560 PR 3570   |                                  | 234,700        | 58,130.10                   | 275,919            | 73,644.24           | 109,166.17  | 93,108.59             |

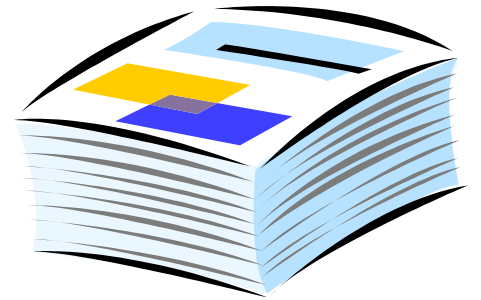
# NYBR002 Positions by Org with FOAPAL

➤ **Budget by Organization Current Year & Base shows:**

❖ **Positions by FOAPAL**

❖ **Position Base Budget**

❖ **Employee name if filled, other wise “Unfilled”**



# NYBR002 Positions by Org with FOPAL

REPORT NYBR002.sql 7.0  
RDDAVIS2

University of Memphis  
Positions by ORG with FOPAL  
FY2020

RUN DATE: 09/06/2019  
TIME: 8:00 AM  
PAGE: 714

Fund 123456  
Tom The Tiger Museum

Orgn 234560  
Tom The Tiger

Program 3570  
Other Museums and Galleries

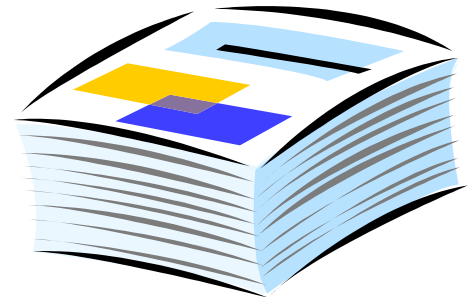
| Posn   | Type | Title                       | Name        | ECLS | Acct  | Total Budget | % Budget | Budget Dist |
|--------|------|-----------------------------|-------------|------|-------|--------------|----------|-------------|
| 014060 | S    | Mgr Museum                  | Spade, Sam  | AD   | 61610 | 50,759.00    | 100%     | 50,759.00   |
| 010135 | S    | Administrative Associate I  | Knight, Kim | CL   | 61310 | 30,450.00    | 100%     | 30,450.00   |
|        | S    | Total FOAPAL                |             |      | 2     | 81,209.00    |          | 81,209.00   |
| 012209 | P    | Student Assistant Regular   | Pool, Pat   | ST   | 61410 | 0.00         | 100%     | 0.00        |
| 012209 | P    | Student Assistant Regular   | Art, Amber  | ST   | 61410 | 0.00         | 100%     | 0.00        |
| 018947 | P    | Graduate Assistant Admin BW | Not Filled  |      | 61657 | 0.00         | 100%     | 0.00        |
|        | P    | Total FOAPAL                |             |      | 3     | 0.00         |          | 0.00        |

Note: S Single Position only one person can be assigned  
P Pooled Position more than one person can be assigned and the ECLS (e Class) will populate with assignment

# NYBR005 Comparison Annual Salary to Base Budget by Org

## ➤ Budget by Organization / Fund

- ❖ Positions by FOAPAL
- ❖ Employee Name / ID / Eclass
- ❖ Budget Profile
- ❖ Job Title
- ❖ Position Annual Salary
- ❖ Position Base Budget
- ❖ Only Reports Differences



# NYBR005 Comparison Annual Salary to Base Budget by Org

Program ID: NYBR005

The University of Memphis  
 Comparison Ann Sal vs Base Budget by ORG  
 Comparison of Annual Salary to Base Budget for Single Position

Run Date: 08/10/2019

Time: 07:45 AM

Page: 7


Orgn: 230456 Red Bird

| Fund                 | ORG      | Program                      | Activity |
|----------------------|----------|------------------------------|----------|
| 110001               | 230456   | 2000                         |          |
| Undesignated E and G | Red Bird | General Academic Instruction |          |

| Position             | Name                | ID        | EC | Budget Profile | Job Title                | Annual Salary | Base Budget | Difference |
|----------------------|---------------------|-----------|----|----------------|--------------------------|---------------|-------------|------------|
| 018314 00            | Meadows, Melissa M. | U00056789 | F9 | EDUGEN         | Assoc Professor Chair    | 92,000.00     | 92,020.00   | 20.00      |
| L54321 00            | Rabbit, Roger R.    | U03456789 | F9 | LIMITD         | Instructor               | 40,000.00     | 0.00        | -40,000.00 |
|                      |                     |           |    |                |                          |               |             |            |
| 110001               |                     | 230456    |    |                | 3800                     |               |             |            |
| Undesignated E and G |                     | Red Bird  |    |                | Academic Administration  |               |             |            |
| 001777 00            | Farmer, Frank F.    | U00006789 | CL | EDUGEN         | Office Assistant         | 30,200.00     | 31,000.00   | 800.00     |
| L23456 00            | Purple, Peggy P.    | U00456789 | CL | LIMITD         | Administrative Secretary | 31,800.00     | 1.00        | -31,799.00 |

Department to Submit  
 BD04 Current Year  
 Position Budget Revision

BD04 Current Year  
 Position Budget Revision  
 has been processed / posted  
 for Limited Position

 Department to submit a Base NBAPBUD Budget Revision

# NBAPBUD - Permanent Base Budget Revision

The University of Memphis  
**NBAPBUD - Permanent Base/Future Year Position Budget Revision (BD02)**

Name: **Sally Street**

Fiscal Year: **2020**

Date: **September 20, 2019**

Department: **Red Bird**

Permanent Base Budget/ Future Year  
 Request for BD02 Base Budget Revision

| Index Number | Org Title or Index Title | Fund Code               | Organization Code | Account Code | Program Code | Activity Code | Current Distribution % | Proposed Distribution % | Existing Budget NBAPBUD | Proposed Budget NBAPBUD | Expense Budget Amount (+) | Expense Budget Amount (-) | Revenue Budget Amount (-) | Revenue Budget Amount (+) | Position Number/ Employee Name: |
|--------------|--------------------------|-------------------------|-------------------|--------------|--------------|---------------|------------------------|-------------------------|-------------------------|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------------|
| 01           | 213456                   | Red Bird Instruction    | 110001            | 230456       | 61210        | 2000          |                        | 100                     | 100                     | 92,020                  | 92,000                    |                           | 20                        |                           | Pos018314 M. Meadows            |
| 02           | 213456                   | Red Bird Instruction    | 110001            | 230456       | 61266        | 2000          |                        |                         |                         |                         | 20                        |                           |                           |                           | Pos018314 M. Meadows            |
| 03           | 246531                   | Red Bird Administration | 110001            | 230456       | 61310        | 3800          |                        | 100                     | 100                     | 31,000                  | 30,200                    |                           | 800                       |                           | Pos001777 F. Farmer             |
| 04           | 246531                   | Red Bird Administration | 110001            | 230456       | 61366        | 3800          |                        |                         |                         |                         |                           | 800                       |                           |                           | Pos001777 F. Farmer             |
| 05           |                          |                         |                   |              |              |               |                        |                         |                         |                         |                           |                           |                           |                           |                                 |
| 06           |                          |                         |                   |              |              |               |                        |                         |                         |                         |                           |                           |                           |                           |                                 |
| 07           |                          |                         |                   |              |              |               |                        |                         |                         |                         |                           |                           |                           |                           |                                 |
| 08           |                          |                         |                   |              |              |               |                        |                         |                         |                         |                           |                           |                           |                           |                                 |
| 09           |                          |                         |                   |              |              |               |                        |                         |                         |                         |                           |                           |                           |                           |                                 |
| 10           |                          |                         |                   |              |              |               |                        |                         |                         |                         |                           |                           |                           |                           |                                 |
| <b>TOTAL</b> |                          |                         |                   |              |              |               |                        |                         |                         |                         | <b>820</b>                | <b>820</b>                | <b>-</b>                  | <b>-</b>                  |                                 |

Net Change: **0** (N-O)(P-Q)

Document Total: **1,640** (N+O)(P+Q)

**For Financial Planning Use Only**

HR Banner Document Numbers (Pay Doc#): \_\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

The Reason for requesting this revision is as follows:

To adjuste Base Budget for New Hires per NYBR005 Comparison Annual Salary to Base Budget

# BD04 Current Year Position Budget

## The University of Memphis Temporary Current Year Position Budget Revision (BD04)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

|                    |  |                    |
|--------------------|--|--------------------|
| <b>Name:</b>       | <b>Fiscal Year:</b>                            | <b>Date:</b>       |
| Sally Street       | 2020   | September 20, 2019 |
| <b>Department:</b> | <b>Temporary Current Year/This Fiscal Year</b> |                    |
| Red Bird           | <b>Request for BD04 Budget Revision</b>        |                    |

| Index          | Org Title or Index Title | Fund                 | Org    | Account Code | Program | Activity | Expense Budget Amount (+) | Expense Budget Amount (-) | Revenue Budget Amount (-) | Revenue Budget Amount (+) | Position Number Employee Name |  |
|----------------|--------------------------|----------------------|--------|--------------|---------|----------|---------------------------|---------------------------|---------------------------|---------------------------|-------------------------------|--|
| 01             | 213456                   | Red Bird Instruction | 110001 | 230456       | 61210   | 2000     | 40,000                    |                           |                           |                           | PosL54321 R. Rabbit           |  |
| 02             | 213456                   | Red Bird Instruction | 110001 | 230456       | 74000   | 2000     |                           | 40,000                    |                           |                           | PosL54321 R. Rabbit           |  |
| Net Change     |                          |                      |        |              |         |          |                           |                           |                           |                           |                               |  |
| 0              |                          |                      |        |              |         |          | (J-K)-(M-N)               |                           |                           |                           |                               |  |
| Document Total |                          |                      |        |              |         |          |                           |                           |                           |                           |                               |  |
| 80,000         |                          |                      |        |              |         |          | (J+K) + (M+N)             |                           |                           |                           |                               |  |
| <b>TOTAL</b>   |                          |                      |        |              |         |          | 40,000                    | 40,000                    | -                         | -                         |                               |  |
|                |                          |                      |        |              |         |          | <b>Expense</b>            |                           | <b>Revenue</b>            |                           |                               |  |

The Reason for requesting this revision is as follows:

To fund Limited Position L54321, Instructor - Roger Rabbit

# SSB By Account

## Report Parameters

| Organization Budget Status Report |                                       |                 |                                  |
|-----------------------------------|---------------------------------------|-----------------|----------------------------------|
| By Account                        |                                       |                 |                                  |
| Period Ending Jun 30, 2020        |                                       |                 |                                  |
| As of October 30, 2019            |                                       |                 |                                  |
| Chart of Accounts                 | U University of Memphis               | Commitment Type | All                              |
| Fund                              | 123456 Tom The Tiger Museum           | Program         | 3570 Other Museums and Galleries |
| Organization                      | 234560 Tom The Tiger                  | Activity        | All                              |
| Account                           | 51830 Mail Shipping and Handling Fees | Location        | All                              |

| Account | Account Title                   | FY20/PD14 Year to Date |
|---------|---------------------------------|------------------------|
| 51830   | Mail Shipping and Handling Fees | (110.24)               |

## Document List

| Transaction Date               | Activity Date | Document Code            | Vendor/Transaction Description | Amount      | Rule Class Code |
|--------------------------------|---------------|--------------------------|--------------------------------|-------------|-----------------|
| 2-Oct-19                       | 2-Oct-19      | <a href="#">10757310</a> | Coat, Charles W.               | (110.24)    | INNI            |
| 3-Oct-19                       | 2-Oct-19      | <a href="#">10091547</a> | Coat, Charles W.               | -           | DNNI            |
| Report Total (of all records): |               |                          |                                | \$ (110.24) |                 |

## Code lookup results

Move To:

| Title                         | Account               |
|-------------------------------|-----------------------|
| Other Comm and Shipping Costs | <a href="#">74290</a> |



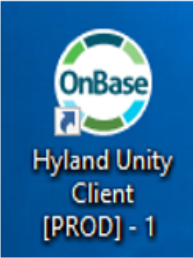
# OnBase Document Retention (Make it your 2<sup>nd</sup> Best Friend)

The screenshot displays the OnBase (PROD) user interface. At the top, the title bar reads "OnBase (PROD)". Below it is a navigation menu with tabs for "File", "Home", and "Document". The "Home" tab is active, showing a grid of icons for "Home", "Personal Page", "Favorites", "Custom Queries", "Retrieval", "Query History", "Forms", "Workflow", "Batch Scanning", and "Batch Processing".

The main content area is divided into two panes. The left pane, titled "Document Retrieval", contains a section for "Document Types and Groups" with a dropdown menu currently set to "<All>". Below this is a scrollable list of document types, including:

- ACCT Accounts Payable Checks
- ACCT Accounts Payable Checks - Archived
- ACCT Check Register
- ACCT Financial Report Archive
- ACCT Invoice
- ACCT Journal Entries
- ACCT Supporting Documents - Archived
- ACCT Transfer Voucher - Archive
- ACCT Travel Claim
- ACCT Vendor Statement
- ACCT Voucher
- ACCT Voucher - Archived
- BUR Fee File Approvals
- FP Admin Budget Revisions
- FP Analysis
- FP Base Budget Revisions
- FP Budget Revision Report
- FP Budget Revision Report - FYBR018 (COLD)
- FP Carry Forward Report
- FP Correspondence
- FP Current Year Budget Revisions
- FP FOAPAL Changes
- FP Miscellaneous

The right pane, titled "Search Results", is currently empty. At the bottom of the interface, there is a section for "Keywords and Date Range" with "From" and "To" input fields.



# Accounting Transfer Voucher - TV



**Transfer Voucher**  
General Online Help

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

Date:

TV No.

**ACCOUNT CHARGED** (Note Posts as a Debit)

| Account Title                   | Index  | Fund   | Organization | Account | Program | Activity | Amount |
|---------------------------------|--------|--------|--------------|---------|---------|----------|--------|
| Tom The Tiger Museum            | 412345 | 123456 | 234560       | 74290   | 3570    |          | 110.24 |
| (Other Comm and Shipping Costs) |        |        |              |         |         |          |        |
|                                 |        |        |              |         |         |          |        |
|                                 |        |        |              |         |         |          |        |

**ACCOUNT CREDITED** (Note Posts as a Credit)

| Account Title                     | Index  | Fund   | Organization | Account | Program | Activity | Amount |
|-----------------------------------|--------|--------|--------------|---------|---------|----------|--------|
| Tom The Tiger Museum              | 412345 | 123456 | 234560       | 51830   | 3570    |          | 110.24 |
| (Mail Shipping and Handling Fees) |        |        |              |         |         |          |        |
|                                   |        |        |              |         |         |          |        |
|                                   |        |        |              |         |         |          |        |

**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.

Coat, Charles W. I0757310

You can write more in Comments. However, note only 35 spaces can be used for the Banner Description

Approver for Department Charged:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approver for Department Credited:

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: \_\_\_\_\_

# FGROPNE – Open Encumbrance Report

FGROPNE 8.9

University of Memphis  
Open Encumbrance Report

08-OCT-2019 06:54:10 PM

Page 1

DOCUMENT TYPE: Purchase Orders

Fund: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 230456 ACCT: 73200 PROG: 2000 ACTV: LOCN:

| P. O. NUMBER | VENDOR / PAYEE NUMBER NAME | USER ID  | BLANKET NUMBER | TRANSACTION DATE | ENCUMBRANCE AMOUNT | REMAINNG BALANCE |
|--------------|----------------------------|----------|----------------|------------------|--------------------|------------------|
| P0217162     | U00012345 Rabbit, Roger    | DKKEENEY |                | 29-AUG-2019      | 1,500.00           | 83.82            |
| P0224404     | U00123456 Meadows, Melissa | DKKEENEY |                | 02-SEP-2019      | 380.00             | 380.00           |
| P0224849     | U00012345 Rabbit, Roger    | DKKEENEY |                | 01-Oct-2019      | 2,300.00           | 2,300.00         |

TOTALS FOR FUND: Undesignated E and G  
Open Purchase Order Records: 3 Purchase Order Balance: \$ 2,763.82

Fund: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 230456 ACCT: 74500 PROG: 3800 ACTV: LOCN:

| P. O. NUMBER | VENDOR / PAYEE NUMBER NAME                    | USER ID  | BLANKET NUMBER | TRANSACTION DATE | ENCUMBRANCE AMOUNT | REMAINNG BALANCE |
|--------------|---|----------|----------------|------------------|--------------------|------------------|
| P0224104     | U00016426 Staples Contract and Commercial Inc | DKKEENEY |                | 14-JUL-2019      | 182.77             | 64.79            |

TOTALS FOR FUND: Undesignated E and G  
Open Purchase Order Records: 1 Purchase Order Balance: \$ 64.79

Total Open Purchase Order Records: 4 Total Purchase Order Balance: \$ 2,828.61

# FGROPNE - Travel POs

FGROPNE

8.9

University of Memphis  
Open Encumbrance Report

08-OCT-2019 06:54:10 PM

Page 1

DOCUMENT TYPE: Purchase Orders

**Code lookup results**

Fund: 110001 Undesignated E and G

| Title                          | Account |
|--------------------------------|---------|
| Individual Out of State Travel | 73200   |

COAS: U      FUND: 110001    ORGN: 230456    ACCT: 73200    PROG: 2000    ACTV:      LOCN:

| P. O. NUMBER | VENDOR / PAYEE NUMBER | PAYEE NAME       | USER ID  | BLANKET NUMBER | TRANSACTION DATE | ENCUMBRANCE AMOUNT | REMAINING BALANCE |   |
|--------------|-----------------------|------------------|----------|----------------|------------------|--------------------|-------------------|---|
| P0217162     | U00012345             | Rabbit, Roger    | DKKEENEY |                | 29-AUG-2019      | 1,500.00           | 83.82             | a |
| P0224404     | U00123456             | Meadows, Melissa | DKKEENEY |                | 02-SEP-2019      | 380.00             | 380.00            | b |
| P0224849     | U00012345             | Rabbit, Roger    | DKKEENEY |                | 01-Oct-2019      | 2,300.00           | 2,300.00          | c |

TOTALS FOR FUND:      Undesignated E and G  
Open Purchase Order Records: 3      Purchase Order Balance:      \$      2,763.82

Travel PO's are managed by Accounting Accounts Payable

- a - email [AccountsPayable@memphis.edu](mailto:AccountsPayable@memphis.edu) to close out Travel P0217162
- b - Travel was scheduled for the 2nd week in September, verify Travel Claim has been submitted
- c - No Action at this time due Travel scheduled for 3rd week in October

Note, when you submit the final Travel Claim, write **Close PO** on form.

# FGROPNE - TigerBuy POs

FGROPNE

8.9

University of Memphis  
Open Encumbrance Report

08-OCT-2019 06:54:10 PM

Page 1

DOCUMENT TYPE: Purchase Orders

**Code lookup  
results**

Fund: 110001 Undesignated E and G

| Title    | Account |
|----------|---------|
| Supplies | 74500   |

COAS: U      FUND: 110001    ORGN: 230456    ACCT: 74500    PROG: 3800    ACTV:      LOCN:

| P. O.<br>NUMBER | VENDOR / PAYEE<br>NUMBER    NAME                 | USER ID  | BLANKET<br>NUMBER | TRANSACTION<br>DATE | ENCUMBRANCE<br>AMOUNT | REMAINNG<br>BALANCE |
|-----------------|--|----------|-------------------|---------------------|-----------------------|---------------------|
| P0224104        | U00016426    Staples Contract and Commercial Inc | DKKEENEY |                   | 14-JUL-2019         | 182.77                | 64.79 <b>d</b>      |

TOTALS FOR FUND:      Undesignated E and G  
 Open Purchase Order Records: 1    Purchase Order Balance:      \$      64.79  
 Total Open Purchase Order Records: 4      Total Purchase    Order Balance:      \$      2,828.61

## TigerBuy PO's are managed by Procurement and Contract Services

### **d - Determine the status of PO**

- 1) The user needs to verify all POs have been receipted, invoices matched and paid in the TigerBuy system
- 2) The user to notify vendor to provide invoice, if needed for payment or credit for return to be processed by Accounts Payable
- 3) The user to complete a TigerBuy Change Order Request: To cancel/close PO (Decrease PO) or To add funds (Increase PO)

# Banner Finance Account Types and Budget Pool Account Codes

| Title                               | Account Type       |
|-------------------------------------|--------------------|
| Tuition and Fees                    | <a href="#">51</a> |
| State Appropriations                | <a href="#">52</a> |
| Federal Grants and Contracts        | <a href="#">53</a> |
| State Grants and Contracts          | <a href="#">54</a> |
| Local Grants and Contracts          | <a href="#">55</a> |
| Private Grants and Contracts        | <a href="#">56</a> |
| Private Gifts                       | <a href="#">57</a> |
| Sales and Services of Edu Act       | <a href="#">58</a> |
| Other Sources                       | <a href="#">59</a> |
| Investment Income                   | <a href="#">5A</a> |
| Loan Fund Additions                 | <a href="#">5B</a> |
| Auxiliary Rev Generating Activities | <a href="#">5C</a> |
| Nonoperating Grants and Contracts   | <a href="#">5D</a> |
| Capital Grants and Gifts            | <a href="#">5E</a> |
| Additions to Permanent Endowments   | <a href="#">5F</a> |
| Nonoperating Gifts                  | <a href="#">5G</a> |
| Nonoperating Other Revenue Sources  | <a href="#">5H</a> |
| Other Capital Revenues              | <a href="#">5J</a> |
| Sales and Services of Other Act     | <a href="#">5K</a> |

| Title                        | Account Type       |
|------------------------------|--------------------|
| Salaries                     | <a href="#">61</a> |
| Employee Benefits            | <a href="#">62</a> |
| Travel                       | <a href="#">71</a> |
| Operating Expenses           | <a href="#">74</a> |
| Departmental Revenues        | <a href="#">75</a> |
| Capital Expenses             | <a href="#">78</a> |
| Scholarships and Fellowships | <a href="#">79</a> |
| Transfers                    | <a href="#">81</a> |

| Title                               | Account Code          |
|-------------------------------------|-----------------------|
| Budget Pool                         | Code                  |
| Employee Benefits Budget Pool       | <a href="#">62000</a> |
| Travel Budget Pool                  | <a href="#">73000</a> |
| Operating Expense Budget Pool       | <a href="#">74000</a> |
| Utility Expense Budget Pool         | <a href="#">75100</a> |
| Allocated Charges Budget Pool       | <a href="#">75300</a> |
| Departmental Revenue Budget Pool    | <a href="#">75400</a> |
| Capital Expense Budget Pool         | <a href="#">78000</a> |
| Scholarships and Fellow Budget Pool | <a href="#">79000</a> |

Revenue Account Types / Account Codes  
Begin with "5"  
Departmental Revenue Account Type 75  
With Account Codes Beginning with "754"

# What is Account Type 75?

## Departmental Revenue Account Codes

- Are to be used only for services provided by a Campus Department to another Campus Department
- Are not to be used for a Campus Department expense (invoice, travel, reimbursement, etc.)
- The most misunderstood are:
  - **75431, Conference Fees Non Taxable**  
The correct expense Account Code 74830, Training Costs for Employees
  - **75432, Equipment Rental Non Taxable**  
The correct expense Account Code 74630, Rental of Equipment
  - **75435, Parking Fees – Non Taxable**  
The correct expense Account Code 74992, Parking Spaces / Decals



# Where to find Listing of Account Codes

## 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

## 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

## Banner Finance Account Code Lists

Expand All

Collapse All

Export to Excel

- + 10000
- + 20000
- + 30000
- + 40000
- + 50000
- + 60000
- + 70000
- + 80000
- + 90000

**Narrow results displayed by entering any part of the account code number or title below.**



# Account Type 75

## Departmental Revenue Account Codes Listing

| Account Code | Account Title                     | Account Pred | Account Type Code | Account Pool | Account Data Entry | Account Normal Bal | Account Cap Asset |
|--------------|-----------------------------------|--------------|-------------------|--------------|--------------------|--------------------|-------------------|
| Code         | Title                             | AP           | ATC               | AP           | DE                 | NB                 | CA                |
| 754          | Departmental Revenues             |              | 75                |              | N                  | C                  |                   |
| 7540         | Departmental Revenues Budget      | 754          | 75                |              | N                  | C                  |                   |
| 75400        | Departmental Revenue Budget Pool  | 7540         | 75                |              | B                  | C                  |                   |
| 7541         | Departmental Revenues             | 754          | 75                |              | N                  | C                  |                   |
| 75410        | Departmental Revenues             | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75411        | Dept Revenues A Non Taxable       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75412        | Dept Revenues B Non Taxable       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75413        | Dept Revenues C Non Taxable       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75414        | Dept Revenues D Non Taxable       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75415        | Dept Revenues E Non Taxable       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75416        | Dept Sales and Services A Non Tax | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75417        | Dept Sales and Services B Non Tax | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75418        | Dept Sales and Services C Non Tax | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75419        | Dept Sales and Services D Non Tax | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75420        | Dept Sales and Services E Non Tax | 7541         | 75                | 75400        | Y                  | C                  |                   |

Source: Banner Finance Program Guide Account Code List (Export to EXCEL)

# Account Type 75

## Departmental Revenue Account Codes Listing

| Account Code | Account Title                      | Account Pred | Account Type Code | Account Pool | Account Data Entry | Account Normal Bal | Account Cap Asset |
|--------------|------------------------------------|--------------|-------------------|--------------|--------------------|--------------------|-------------------|
| Code         | Title                              | AP           | ATC               | AP           | DE                 | NB                 | CA                |
| 75421        | Departmental Local Telephone       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75422        | Departmental Long Distance         | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75423        | Departmental Sales and Services    | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75424        | Departmental Leases                | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75425        | Departmental Cellular              | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75426        | Departmental Cable Vision          | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75427        | Departmental Chargeback            | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75430        | Univ Facilities Rental Non Taxable | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75431        | Conference Fees Non Taxable        | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75432        | Equipment Rental Non Taxable       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75433        | Vendor Fees Non Taxable            | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75434        | Technical Service Fees Non Tax     | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75435        | Parking Fees - Non Tax             | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75436        | Departmental WCCG                  | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75437        | Dept Catering - Other              | 7541         | 75                | 75400        | Y                  | C                  |                   |

Source: Banner Finance Program Guide Account Code List (Export to EXCEL)

# Account Type 75

## Departmental Revenue Account Codes Listing

| Account Code | Account Title              | Account Pred | Account Type Code | Account Pool | Account Data Entry | Account Normal Bal | Account Cap Asset |
|--------------|----------------------------|--------------|-------------------|--------------|--------------------|--------------------|-------------------|
| Code         | Title                      | AP           | ATC               | AP           | DE                 | NB                 | CA                |
| 75440        | Rats                       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75441        | Rabbits                    | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75442        | Mice Voles                 | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75443        | Hamsters                   | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75444        | Warm Blooded Creatures     | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75445        | Pigs                       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75446        | Animal Purchase            | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75450        | Corel Word Perfect Revenue | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75451        | Software Licenses Revenue  | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75452        | Surgical Room Rental       | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75453        | Surgery Room Clean Up      | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75454        | Pig Room Charges           | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75455        | Veterinarian Service Fees  | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75456        | Technician Service Fees    | 7541         | 75                | 75400        | Y                  | C                  |                   |

Source: Banner Finance Program Guide Account Code List (Export to EXCEL)

# Account Type 75

## Departmental Revenue Account Codes Listing

| Account Code | Account Title                      | Account Pred | Account Type Code | Account Pool | Account Data Entry | Account Normal Bal | Account Cap Asset |
|--------------|------------------------------------|--------------|-------------------|--------------|--------------------|--------------------|-------------------|
| Code         | Title                              | AP           | ATC               | AP           | DE                 | NB                 | CA                |
| 75460        | Dept PP Direct Charge Utilities    | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75461        | Dept PP Direct Charge Maint Repair | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75462        | Dept PP Direct Charge Grounds      | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75463        | Dept PP Direct Charge Custodial    | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75464        | Dept PP Direct Charge Motor Fuel   | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75470        | Grants Non-Sponsor Revenue         | 7541         | 75                | 75400        | Y                  | C                  |                   |
| 75490        | Student Activity Fee Allocations   | 7541         | 75                | 75400        | Y                  | C                  |                   |

Source: Banner Finance Program Guide Account Code List (Export to EXCEL)

# Banner Finance SSB Query

Personal Information Alumni and Friends Employee **Finance**

Search  Go

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Budget Queries

Fiscal year: 2020  Fiscal period: 14   
Comparison Fiscal year: None  Comparison Fiscal period: None   
Commitment Type: All

|                   |                                     |              |                                 |
|-------------------|-------------------------------------|--------------|---------------------------------|
| Chart of Accounts | <input type="text" value="U"/>      | Index        | <input type="text"/>            |
| Fund              | <input type="text" value="123456"/> | Activity     | <input type="text"/>            |
| Organization      | <input type="text" value="234560"/> | Location     | <input type="text"/>            |
| Grant             | <input type="text"/>                | Fund Type    | <input type="text"/>            |
| Account           | <input type="text"/>                | Account Type | <input type="text" value="75"/> |
| Program           | <input type="text" value="3570"/>   |              |                                 |

Include Revenue Accounts

Save Query as:

Shared

### Code lookup results

| Title                 | Account Type |
|-----------------------|--------------|
| Departmental Revenues | 75           |

# Budget Forms



**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  
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**CODES**  
account code list  
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location code search  
program code list  
data standards manual

**TRAINING**  
learning curve  
banner finance reference card

**UTILITIES & REPORTS**  
budget overexpenditures  
e-Print

**FORMS**  
accounting  
budget  
direct deposit  
procurement  
system access

HR PROGRAM GUIDE  
TIGERBUY WEB SITE

<https://www.memphis.edu/bf/forms/cfo.php>

## Financial Planning



Web form will automatically populate:  
Name / Department **afar** User ID entered  
Index Title / Fund / Org / Program / Activity **after** Index entered

### Finance Forms

- **Temporary Budget Adjustment BD04 (Current):**  **Web** | **Excel**
- **Permanent Budget Adjustment BD02 (Base):**  **Web** | **Excel**

### Position Forms

- **Temporary Position Budget Adjustment BD04 (Current):** **Web** | **Excel**
- **NBAPBUD Permanent Position Budget Adjustment BD02 (Base):** **Web** | **Excel**
- **FY20 Reversal Calendars**
- **Form FP-02: New Position (Pooled)**

# Budget Web Forms

➤ **Use Windows Internet Explorer**

**The Web forms do not work with Google Chrome or Fire Fox**

# How to Print Budget Web Forms



Right Click in the Form

User ID:  (e.g., jsmith)  
Name:  
Department:

Print...  
**Print preview...**  
Refresh

Print Preview  
1 Page View  
Shrink To Fit

Turn headers and footers on or off (Alt+E)

Note:  
Turn off  
Headers/Footers



# Example – BD04 Web Form



## Temporary Current Year Budget Revision (BD04)

[Request Help](#)

Submit completed form to Financial Planning Office, Administration Bldg., Room 151

User ID:  (e.g., jsmith)

Fiscal Year:

Date: 08/27/2019

Name: Angela Fair

Department: College of Education

| Temporary Current Year Budget Revision (BD04) |                          |                      |        |              |         |          |                           |                                    |                                |                                |                                    |
|---|--------------------------|----------------------|--------|--------------|---------|----------|---------------------------|------------------------------------|--------------------------------|--------------------------------|------------------------------------|
| Index   | Org Title or Index Title | Fund                 | Org    | Account Code | Program | Activity | Expense Budget Amount (+) | Expense Budget Amount (-)          | Revenue Budget Amount (-)      | Revenue Budget Amount (+)      |                                    |
| 01  | 231505                   | College Of Education | 110001 | 230000       | 57013   | 3000     | 0                         | 0                                  | 0                              | 5,000                          |                                    |
| 02  | 231505                   | College Of Education | 110001 | 230000       | 74000   | 3000     | 5,000                     | 0                                  | 0                              | 0                              |                                    |
| 03  |                          |                      |        |              |         |          | 0                         | 0                                  | 0                              | 0                              |                                    |
| 04  |                          |                      |        |              |         |          | 0                         | 0                                  | 0                              | 0                              |                                    |
| 05  |                          |                      |        |              |         |          | 0                         | 0                                  | 0                              | 0                              |                                    |
| 06  |                          |                      |        |              |         |          | 0                         | 0                                  | 0                              | 0                              |                                    |
| 07  |                          |                      |        |              |         |          | 0                         | 0                                  | 0                              | 0                              |                                    |
| 08  |                          |                      |        |              |         |          | 0                         | 0                                  | 0                              | 0                              |                                    |
| <b>Net Change</b>                             |                          |                      |        |              |         |          |                           |                                    |                                |                                |                                    |
| <input type="text" value="0"/>                |                          |                      |        |              |         |          |                           |                                    |                                |                                |                                    |
| <b>Document Total</b>                         |                          |                      |        |              |         |          |                           |                                    |                                |                                |                                    |
| <input type="text" value="10,000"/>           |                          |                      |        |              |         |          | <b>Total</b>              | <input type="text" value="5,000"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="5,000"/> |

The reason for requesting this revision is as follows:

Space is limited--your response will be limited to 225 characters, and pressing the Enter or Return key to create a new line has been disabled.

AccessLex Institute to UoM Education for LSSSE study participate]

Questions:

Who AccessLex Institute

Why Participate in UoM Education LSSSE study

Banner Description:

AccessLex Institute UoM Edu LSSSE

# Overexpenditure Budget Notice



## 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  
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procurement  
system access

**HR PROGRAM GUIDE**  
**TIGERBUY WEB SITE**

### 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: Oct - Jun  
Budget Overexpenditure  
Notice will be sent  
out



# Overexpenditure Notice Example



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

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procurement  
system access

HR PROGRAM GUIDE  
TIGERBUY WEB SITE

## 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.

| Fund   | Org    | Prog | Actv | Account Pool | Current Budget | Actual Expenditures | Commitments | Overexpended Balance |
|--------|--------|------|------|--------------|----------------|---------------------|-------------|----------------------|
| 110001 | 515000 | 4600 |      | 61650        | 0              | 1000                | 0           | -1000                |
| 119090 | 810000 | 4650 |      | 74000        | 0              | 175                 | 0           | -175                 |

Please resolve these overexpenditures promptly. If needed, the account code list is located [online](#). For assistance, please contact [budget@memphis.edu](mailto:budget@memphis.edu).

[Logout](#)

Example

**Thank You**  
**for taking the time**  
**to review**  
**Advice on Budgeting**