



# **Welcome to Focus on Finance!**

March 17, 2016

# Agenda

- **Employee Tuition Discounts – Danny Linton**
- **Inventory Confirmation – Wendi Scott**
- **Tiger Catering Website – Jill Steinhauer**
- **Red Flag Policy – Sam Cox**
- **What's New? What's Due?**

# **Employee Tuition Discounts**

**Danny Linton**

**Assistant Director, Human Resources**

# Employee Tuition Discounts

- **New online process launches April 1, 2016**
- **Affects the following:**
  - **Staff Scholarship**
  - **Fee Waiver (Formerly known as PC-191)**
  - **Spouse/Dependent Tuition Discount**
- **Questions?**
  - **[pip\\_empedubenefits@memphis.edu](mailto:pip_empedubenefits@memphis.edu)**

# Employee Tuition Discounts

# DEMO

# Inventory Confirmations



Wendi Scott, Manager Financial Reporting

# Fixed Asset Team

**Wendi Scott, Manager**

**Lisa Ellis, Accountant III**

**Joseph (Sonny) Garrone, Accounting Coordinator**

[wf-fixedasset-admins@memphis.edu](mailto:wf-fixedasset-admins@memphis.edu)

# Annual Inventory Confirmation

- Annual Inventory Confirmation is a required procedure.  
UM 1772 Policy -  
<http://umwa.memphis.edu/umpolicies/UM1772.htm>
- Once a year Accounting will send a Fixed Asset Inventory Listing by Organization to Financial Managers / Equipment Reps.
- It is essential that you maintain accurate and up-to-date records of your department's inventory.



# Confirmed Fixed Assets

- **“Capital Equipment”** is a single item costing five thousand dollars (\$5,000) or more.
- **“Sensitive Minor Equipment”** is particularly vulnerable to theft and has a cost between \$1,500.00 and \$4,999.99. Examples of items that may be viewed as sensitive minor equipment include: boats, boat motors, boat trailers, canoes, cameras, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment.
- **Equipment under \$1,500 is not included. A separate report may be requested.**

# ePrint Report – FYFR001 (Fixed Asset Inventory Listing)

The screenshot shows the Banner ePrint interface. At the top, there is a blue header with the text "Banner ePrint" and a dropdown arrow. Below this is a list of repository options: Banner Development Repository, Banner Foundation Repository, Banner Finance Repository (highlighted with a red arrow), Banner Student Repository, Banner Financial Aid Repository, and Banner HR Repository. Below the list is a purple navigation bar with the Banner ePrint logo on the left, the text "Select Report from Repository Banner Finance" in the center, and "Banner Finance Repository wjgoodwn" on the right. Below the navigation bar is a table of reports. The table has four columns: Report, Description, and Latest Date. The first row is highlighted with a red arrow pointing to the PDF icon. Below the table is a "Previous" button on the left, a dropdown menu with "FYFR001- Fixed Asset Inventory Listing" selected (highlighted with a red arrow), and a "Next" button on the right. At the bottom right, there is a copyright notice: "©2014 Ellucian Company L.P. and its affiliates. ellucian."

**Banner ePrint**

- Banner Development Repository
- Banner Foundation Repository
- **Banner Finance Repository**
- Banner Student Repository
- Banner Financial Aid Repository
- Banner HR Repository

**Banner ePrint** | Select Report from Repository Banner Finance | Banner Finance Repository wjgoodwn

About Banner ePrint | FAQ | My ePrint | Change CAS Repository | Help | Logout

**Banner Finance**

	Report	Description	Latest Date
	FYFR001- Fixed Asset Inventory Listing	Fixed Asset Inventory Listing	Thu Feb 11, 2016 11:15am
	FYGH002 - Schedule 2 - Current Funds Revenues	Schedule 2 - Current Funds Revenues	Fri Jul 10, 2015 12:30pm
	FYGU001 - General Ledger Funds Summary	General Ledger Funds Summary	Mon Oct 12, 2015 10:00am
	FYGU001 - Gen Ledger Funds Summary - CSV	General Ledger Funds Summary - CSV	Wed Mar 09, 2016 10:15am
	FYGU002 - Operating Ledger Summary by Organization	Operating Ledger Summary by Organization	Sat Oct 10, 2015 07:00am
	FYGU002 - Operating Ledger Summary by Organization-CSV	Operating Ledger Summary by Organization - CSV	Mon Feb 08, 2016 2:15pm
	FYGU003 - General Ledger Accounts Summary by Fund	General Ledger Accounts Summary by Fund	Fri Sep 06, 2013 09:01am
	FYGU004 - General Ledger Accounts Summary by Fund Type	General Ledger Accounts Summary by Fund Type	Thu Jul 30, 2015 11:00am

Previous | FYFR001- Fixed Asset Inventory Listing | Next

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# Annual Inventory Confirmation

1. Make a copy of the Confirmation.
2. Physically confirm the location of all assets.
3. Update changes to asset description (make, model, serial, etc) – Indicate in **RED** on the Inventory Report.
4. Update Location or Org; surplus or zero value through Workflow (indicate WF on confirmation).
5. Additions – Complete & attach the “Items in Department Not on Inventory” form.
6. Older Items not found – Look up through FFIMAST.
7. Off-Campus (112688 and 112687) – [Request for Off-Campus Use of Equipment Form](#)
8. Missing Items – [Report of Lost or Stolen Property Form](#)
9. Make a copy and return signed report to Accounting by **April 15, 2016**.

# FFIMAST – Asset Status

Use Banner INB FFIMAST screen to check asset status.

- Assets that were previously zero-valued, cannibalized, or disposed are indicated by “D” or “C”.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the FFIMAST application. The window title is "Oracle Fusion Middleware Forms Services: Open > FFIMAST". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The main content area is divided into two panes: "Fixed Asset Master Query FFIMAST 8.7.0.2 (PROD)" and "Master Information FFIMAST 8.7.0.2 (PROD)".

In the "Fixed Asset Master Query" pane, the "Asset Tag:" field is set to "011327300". A red arrow points to this field.

The "Master Information" pane displays the following fields:

Origination Tag:	011327300	Origination Tag Date:	30-SEP-2003
Permanent Tag:	011327300	Permanent Tag Date:	30-SEP-2003
Primary Tag:		Last Adjustment Date:	
Subordinate Type:		Origination Tag Cancel Date:	
Asset Description:	Apple Computer Emac	System Status Code:	D
Commodity:			

A red arrow points to the "System Status Code" field, which contains the value "D".

# FFIMAST – Organization

To determine which org the asset belongs to use the Banner INB FFIMAST screen. Enter Decal and select next block 3 times.

Oracle Fusion Middleware Forms Services: Open > FFIMAST

File Edit Options Block Item Record Query Tools Help

Procurement Information FFIMAST 8.7.0.2 (PROD)

Origination Tag: T00012439 Permanent Tag: 011835200 Dell Optiplex 740 Desktop

Vendor Code:

Purchase Order: P0014490 Purchase Item:

Receiver:  Receiver Date:

Invoice: I0144409 Invoice Date:  Submission Number:

Invoice Item:  Cancel Date:

Credit Memo:  Installments:  Recurring:

Other Source Data

Document: J0041934 Type: JV Sequence: 1 Document Tag Date:

Source Submission: 0

Transfer Data

Date:

COA:  University of Memphis

Organization: 514000 Bursar

Location: 103732 Wilder Tower 115

Grant:

Custodian ID:

Equipment Manager:

Press NEXT BLOCK to navigate to the Funding Source Block.

Record: 1/1 | | | | <OSC>

The list of current equipment representatives can be viewed at <http://bf.memphis.edu/spectrum/eqreps.php>

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

### Equipment Reps List by Organization

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

**Narrow results displayed by entering any part of the organization code number, title, or equipment rep name below.**



# Fixed Asset Workflow

- Equipment Transfer Workflow is an online process for equipment transfer transactions including location changes, transferring to another department, to surplus, and to declare an item zero value.
- Each organization has a Financial Manager and an Equipment Representative in workflow.
- The Financial Manager is assigned through Banner. There can only be ONE financial manager. The designee can not be a Financial Manager.
- The Financial Manager (or designee) assigns the equipment representative. There can only be ONE equipment representative for each org.



# Two types of Workflow

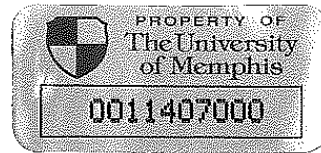
- **Equipment Location Change Workflow:**
  - Change location within an organization
- **Equipment Transfer Workflow:**
  - Transfer between organizations
  - Surplus
  - Zero value
  - Cannibalization

# Fixed Asset PTAG\_Code

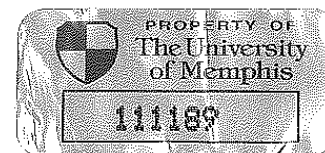
- PTAG\_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.
- A valid 9-digit decal number is needed. Three different kinds of decals have been used.



Standard decal.  
Enter all 9 digits  
in Workflow.



Drop the 1st zero  
and enter the rest of  
9 digits in Workflow.



Standard decal.  
Enter all 9 digits  
in Workflow.

# Use Banner INB screen FFIMAST to check asset status

Oracle Fusion Middleware Forms Services: Open > FFIMAST  
File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Query FFIMAST 8.7.0.2 (PROD)

Asset Tag: 012599200

Master Information FFIMAST 8.7.0.2 (PROD)

Origination Tag: T00118678  
Permanent Tag: 012599200  
Primary Tag:  
Subordinate Type:

Asset Description: Dell OptiPlex 990 Minitower  
Commodity:

Origination Tag Date: 04-JUN-2012  
Permanent Tag Date: 03-DEC-2012  
Last Adjustment Date:  
Origination Tag Cancel Date:  
System Status Code: I Invoiced

Fixed Asset Master Query FFIMAST 8.7.0.2 (PROD)

Asset Tag: 011327300

Master Information FFIMAST 8.7.0.2 (PROD)

Origination Tag: 011327300  
Permanent Tag: 011327300  
Primary Tag:  
Subordinate Type:

Asset Description: Apple Computer Emac  
Commodity:  
Unit of Measure:  
Asset Type: NC Sensitive Items Not Capitalized  
User Status Code:

Insurance Value:  
Market Value:  
Replacement Value:  
Book Value: 1,274.00

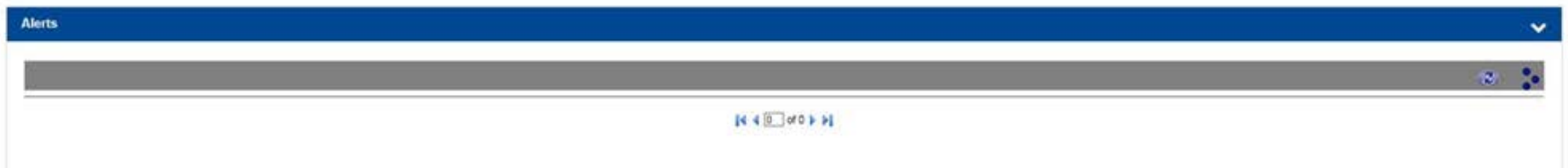
Origination Tag Date: 30-SEP-2003  
Permanent Tag Date: 30-SEP-2003  
Last Adjustment Date:  
Origination Tag Cancel Date:  
System Status Code: D

Capitalization Indicator  
Asset Text Exists  
Tag In Use  
Gift Indicator

Cost: 1,274.00  
Total Cost: 1,274.00  
Net Book Value: 0.00  
Total Net Book Value: 0.00

To initiate the workflow, the **Equipment Representative**:

1. Log into the My Memphis Portal at <http://my.memphis.edu>
2. Select the 'Workflow' tab



3. Scroll down to 'My Processes' and select the three dots
4. Select one of the two types of Equipment Workflow based on your need.

The screenshot displays a web application interface. At the top, there is a dark blue header with the text "My Processes" and a dropdown arrow. Below the header is a grey search bar with the text "No Processes found." and a three-dot menu icon on the right, indicated by a red arrow. The main content area is divided into two columns. The left column contains a sidebar menu with three sections: "Home" (with sub-items: Worklist, Workflow Status Search, Workflow Alerts), "User Profile" (with sub-items: My Processes, User Information, Change Password), and "Administration" (with sub-items: User Management, Banner Workflow Modeler, Workflow System Administration). A red arrow points to the "My Processes" item in the "User Profile" section. The right column contains the "My Processes" section header, followed by the text "UOM". Below this, there are two items: "UOM Equipment Location Change" and "UOM Equipment Transfer", both in purple text. A red arrow points to these two items.

Fixed Asset Workflow instructions can be viewed at <http://bf.memphis.edu/spectrum/fahelp.php>

## Fixed Asset Workflow Help

### 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

### PDF Documents:

- Designation of Equipment Representatives
- Changing Equipment Reps
- Location Change
- Transfer to Another Org
- Surplus
- Zero Value / Cannibalization
- Errors

# Fixed Asset Workshop

Wednesday, March 23, 2016

10:00 a.m. – 11:00 a.m.

UC Senate Chamber Room 261

## **Equipment Policy:**

<http://umwa.memphis.edu/umpolicies/UM1772.htm>

## **Training material:**

<http://bf.memphis.edu/spectrum/fahelp.php>

## **Questions / Issues:**

[wf-fixedasset-admins@memphis.edu](mailto:wf-fixedasset-admins@memphis.edu)

# Annual Inventory Confirmation – Con't

Report ID: FYFR001  
Report Run: 03/02/16

The University of Memphis  
Inventory Confirmation Report

Page 413

Decal	Description	Book Value	Net Value	Make	Model	Serial Number	Acq Date	Location	Locn
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Responsible Organization: 511000 Accounting Office

000079791	Mobile Shelf File Unit	13,200.00	0.00				06/23/86	Administration 275	100252
011258500	Laser Mate Pressure Seal	4,259.00		Moore	LM-5	FAH9595	06/06/03	Jones Hall 110	100476
011617700	DELL LATITUDE D820 LAPTOP COMPUTE	2,145.66		DELL	D820	56LCX91	11/29/06	Temporary Off Campus	112688
012316200	Dell Latitude E4310;Latitude E4310	1,849.08		Dell	Latitude E4310	6ZWQRM1 6SWQRM1	07/22/10	Administration 275	100252
012696600	Dell Latitude E6520;Latitude E6520	1,612.79		Dell	Latitude E6520	15974849629 / 7C70GV1	07/31/12	Temporary Off Campus	112688
012836200	Dell Latitude E6520	1,630.30		Dell	Latitude E6520	J0B4LV1	07/31/12	Temporary Off Campus	112688

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Decal	Description	Book Value	Net Value	Make	Model	Serial Number	Acq Date	Location	Locn
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Responsible Organization: 511000 Accounting Office

000079791	Mobile Shelf File Unit	13,200.00	0.00				06/23/86	Administration 275	100252
011258500	Laser Mate Pressure Seal	4,259.00		Moore	LM-5	FAH9595	06/06/03	Jones Hall 110	100476
011617700	DELL LATITUDE D820 LAPTOP COMPUTE	2,145.66		DELL	D820	56LCX91	11/29/06	Temporary Off Campus	112688
012316200	Dell Latitude E4310;Latitude E4310	1,849.08		Dell	Latitude E4310	6ZWQRM1	07/22/10	Administration 275	100252
012696600	Dell Latitude E6520;Latitude E6520	1,612.79		Dell	Latitude E6520	15974849629 / 7C70GV1	07/31/12	Temporary Off Campus	112688
012836200	Dell Latitude E6520	1,630.30		Dell	Latitude E6520	J0B4LV1	07/31/12	Temporary Off Campus	112688

- ① Correct sln 56LCX91
- ② Correct sln 6SWQRM1
- ③ correct sln 7670GV1



# Financial Reporting Website – Fixed Assets

<http://www.memphis.edu/accounting/fixedassets.php>

## Fixed Assets

Questions? [wf-fixedasset-admins@memphis.edu](mailto:wf-fixedasset-admins@memphis.edu)

### Obtaining a New Decal

- Complete the Tagging Log Form
- E-mail the Tagging Log Form to [wf-fixedasset-admins@memphis.edu](mailto:wf-fixedasset-admins@memphis.edu)
- Financial Reporting will provide the UOM decal and enter the information into the Banner Fixed Asset System

### Inventory Confirmations

- Monthly Eprint Report - FYFR001 (Fixed Asset Inventory Listing) [Visit e~Print]
- Inventory Confirmation Instructions
- Items in Department Not on Inventory Form

### Fixed Asset Workflow

- Fixed Asset Workflow
- Fixed Asset Workflow Instructions

### Forms

- Report of Lost or Stolen Property
- Request for Off-Campus Use of Equipment Form
- Tagging Log Form
- List of Asset Types
- List of Account Codes
- Location Code Search

# Tiger Catering Website

# DEMO

# UM1311 – Purchase of Meals

All hospitality and special expenses, such as meals, must withstand the test of public scrutiny. University officials authorized to approve the purchase of meals should exercise prudent judgment when determining whether an expenditure is appropriate. The following principles should be used as a guide when determining the appropriateness of the expenditure:

- The expenditure must support the mission and purpose of the University.
- If for an event, the event must be an authorized official University event.
- The expenditure should not be personal in nature.
- Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.
- It should be apparent to the IRS that the expenditure is not additional compensation to the claimant.
- The amount expended should be reasonable.
- State funds may not be used for the purchase of alcoholic beverages.

If you have any questions or concerns you can discuss with Steve Lackey or Terrice Watson.



# Red Flag Program

Focus on Finance  
March 17, 2016

# What is the Red Flag Program?

A program regarding the detection, prevention, and mitigation of identity theft.

# Why do we have a Red Flag Program?

- United States Code – 15 USC 1681m
- Code of Federal Regulations - 16 CFR Part 681
- Administered by the Federal Trade Commission
- TBR Policy – [4:01:05:60](#)
- UM Policy – [UM1714](#)

# What does this mean to us?

- Each of us is tasked with protecting every individual's Personally Identifiable Information (PII) and be on alert for suspicious activity
- This includes PII and suspicious activity that is online or on paper
- Report any suspicious activity to the Red Flag Committee at the following email address:

[Red Flag Responses@memphis.edu](mailto:RedFlagResponses@memphis.edu)

# What steps has the Red Flag Committee taken?

- Created UM1714
- Collaborated with IT to create a verifying email when an address is changed in self service Banner
- Included a Red Flag training video in the IT Online Security Awareness Training Program
- Visit groups such as Focus on Finance



# What are your resources?

- [UM Policy UM1714](#)
- Red Flag Response –  
informationupdate@memphis.edu
- Sam Cox – [scox@memphis.edu](mailto:scox@memphis.edu)
- Kim Josh – [kjosh@memphis.edu](mailto:kjosh@memphis.edu)

Questions?



Answers?



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



Activity	Deadline
2nd Installment Fee Payment Deadline (4:30 p.m.) for students who utilized the Installment Payment Plan for the Spring 2016 semester	Friday, April 01, 2016
Registration loans are due in order to avoid a \$25 late payment fee	Friday, April 01, 2016
Registration holds for Summer 2016 and Fall 2016 will be set for students who have an outstanding debt at that time. Students should check their accounts online through TigerXpress to ensure that they do not have charges that would prevent them from registering.	Friday, April 01, 2016
Registration for Summer 2016 and Fall 2016 begins	Monday, April 04, 2016
Summer GA contract changes are due to Grad school	Sunday, May 01, 2016
Miscellaneous department waivers are due for Pre-Summer Session	Sunday, May 01, 2016
Miscellaneous department waivers are due for Full, 1st, and 2nd Part of Term Summer sessions	Sunday, May 15, 2016

<i>Activity</i>	<i>Deadline</i>
Due to Financial Planning for Spring Budget: <ul style="list-style-type: none"> <li>• Capital, R&amp;R and Facility Projects</li> <li>• Expenditure Paper Budget Revisions</li> <li>• Position Paper Budget Revisions</li> </ul>	<b>Monday, April 04, 2016</b>
<b>All Online Budget Revisions (BD4) Completed by 4:30</b>	<b>Friday, April 15, 2016</b>
<b>Inventory Confirmations</b>	<b>Friday, April 15, 2016</b>

**Next Focus on Finance**  
**April 21, 2016**  
**1:30 - 3:00 PM**  
**UC Memphis Room 340**

Comments or suggestions?  
Email: [bffin@memphis.edu](mailto:bffin@memphis.edu)

Focus on Finance website:  
<http://memphis.edu/focusonfinance>



**THANK YOU!**

[www.memphis.edu/finance](http://www.memphis.edu/finance)