



Welcome to Focus on Finance!

May 17, 2018

THE UNIVERSITY OF
MEMPHIS®

Agenda

- **Endowed Scholarships – Joanna Curtis & Colis Chambers**
- **Traveling? – Things to Know – LaTisha Williams**
- **Effort Reporting – Linda Heide**
- **Preparing for Year End – Bucket List – Monica Goldsby**
- **Audit Notes – Vicki Deaton**
- **What's New? Who Knew? What's Due?**

University Foundation Endowed Scholarships



Joanna Curtis, Deputy Chief Development Officer
Colis Chambers, Director Student Affairs Finance & Admin.

Process Improvement Project

Project Scope:

Review current procedures and practices related to setting up and budgeting scholarships funded through gifts to the UofM Foundation. Identify efficiencies, streamline communications, and ensure that the right departments and individuals are included in the process.

PIP Committee

- ❖ Becky McCoy, Development Office
- ❖ Breyanna Hampton, Development Office
- ❖ Carol Laney, Process Improvement
- ❖ Chaquieta Williamson, Development Office
- ❖ Colette Williams, Process Improvement
- ❖ Colis Chambers, Team Lead, Student Affairs
- ❖ Felicia Roddy-Jackson, Fogelman College
- ❖ Joanna Curtis, Development Office
- ❖ Linda Heide, Grants Accounting
- ❖ Lofton Wilborn, Scholarship Office
- ❖ Natalie Davis, Scholarship Office
- ❖ Patsy Marner, Foundation Office
- ❖ Sue Ann McClellan, Law Admissions
- ❖ Susan Armacost, Development Office
- ❖ Tarit Lim, Foundation Office
- ❖ Wattine Baker, Alumni & Development Services

What is Foundation Scholarship?

- **Agreement between donor, University and UofM foundation**
 - Individual
 - Corporate
 - Foundation

- **Examples**
 - Springfield Family Scholarship (Law)
 - Lettie Pate Whitehead Foundation (Nursing)
 - RP Tracks Scholarship (Arts & Sciences)

Objective:

- **Why make the changes?**
- **What changes have been made to the scholarship creation and awarding process**
- **How will the changes affect units across the University?**

Why make the changes?

- **Cumbersome, manual process**
 - Lots of paper travelling back and forth across campus
 - Required a physical signature – bottleneck when someone was off campus
- **Too many cooks**
 - Mystery where agreements were in the process/who had them on their desk
- **Difficult to find information about agreements that have already been established**

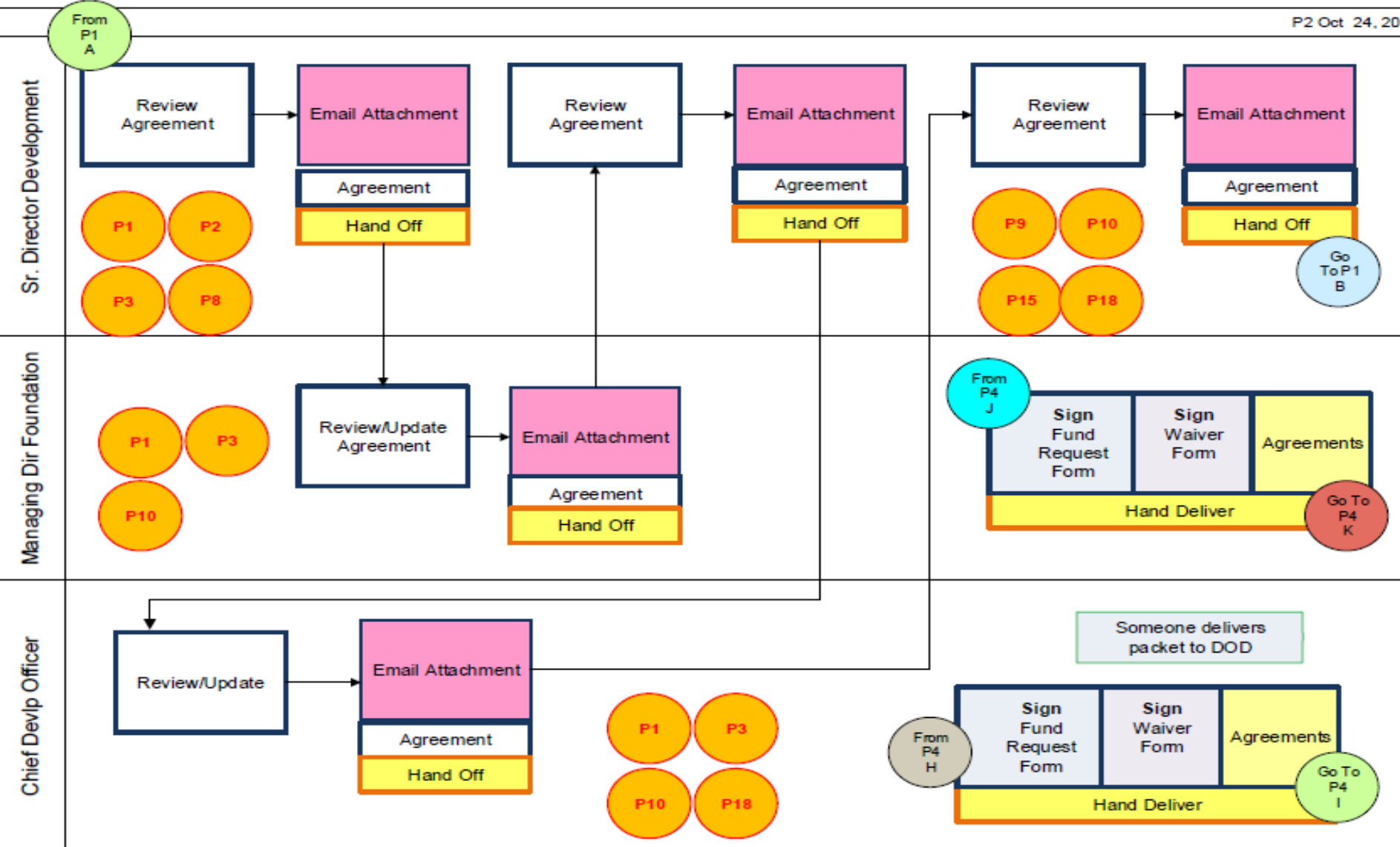
Here's where we started!

- **17 Swim lanes**
- **27 handoffs**
- **19 Pains identified**
- **Multiple paper forms / copies being made**
- **Unnecessary approval signatures**
- **Tracking location of forms**
- **Manual reports – no system generated reports**

Sample 'AS IS' Mapping

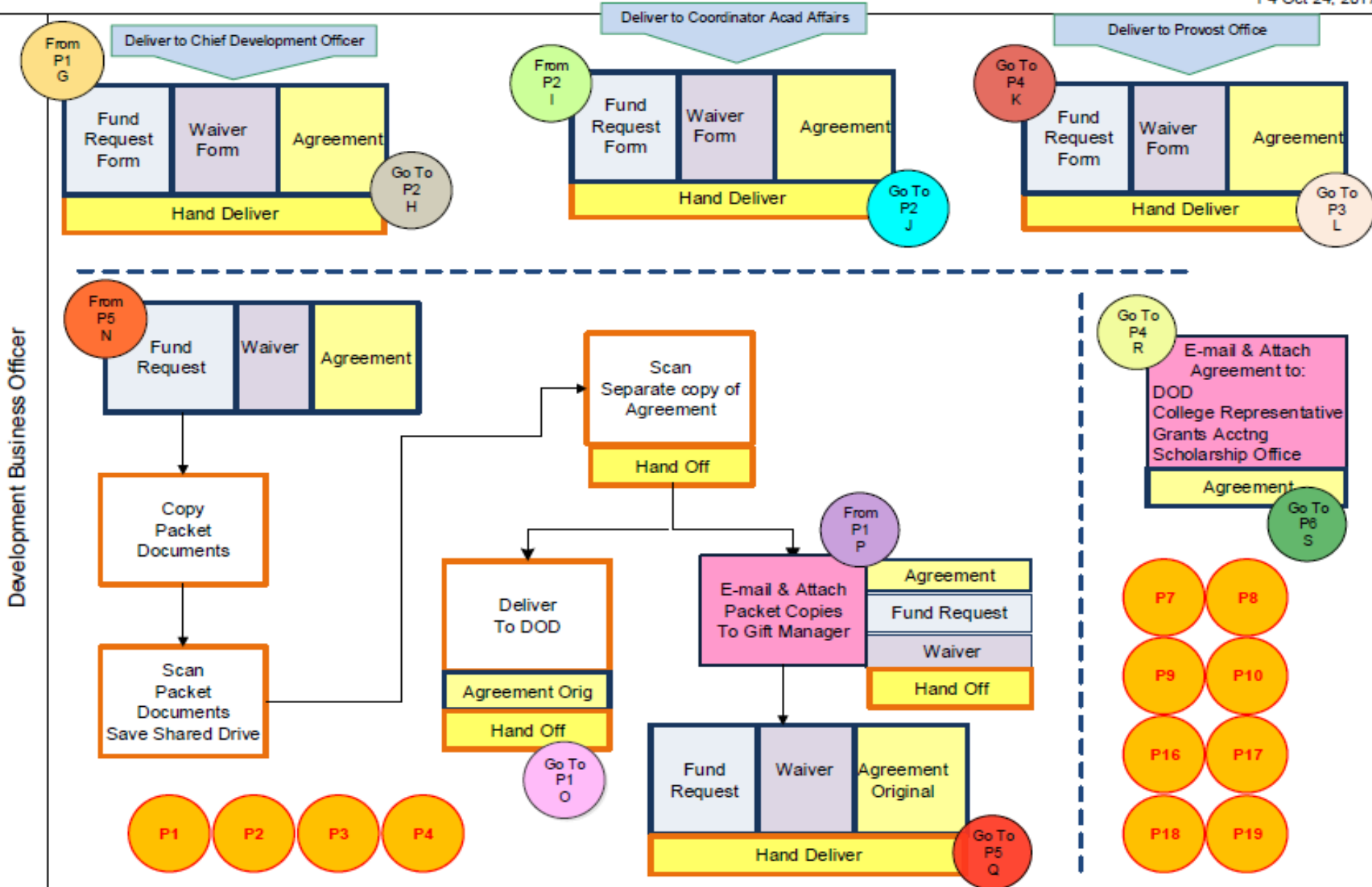
Foundation Scholarship Agreements – 'AS IS'

P2 Oct 24, 20



Foundation Scholarship Agreements – 'AS IS'

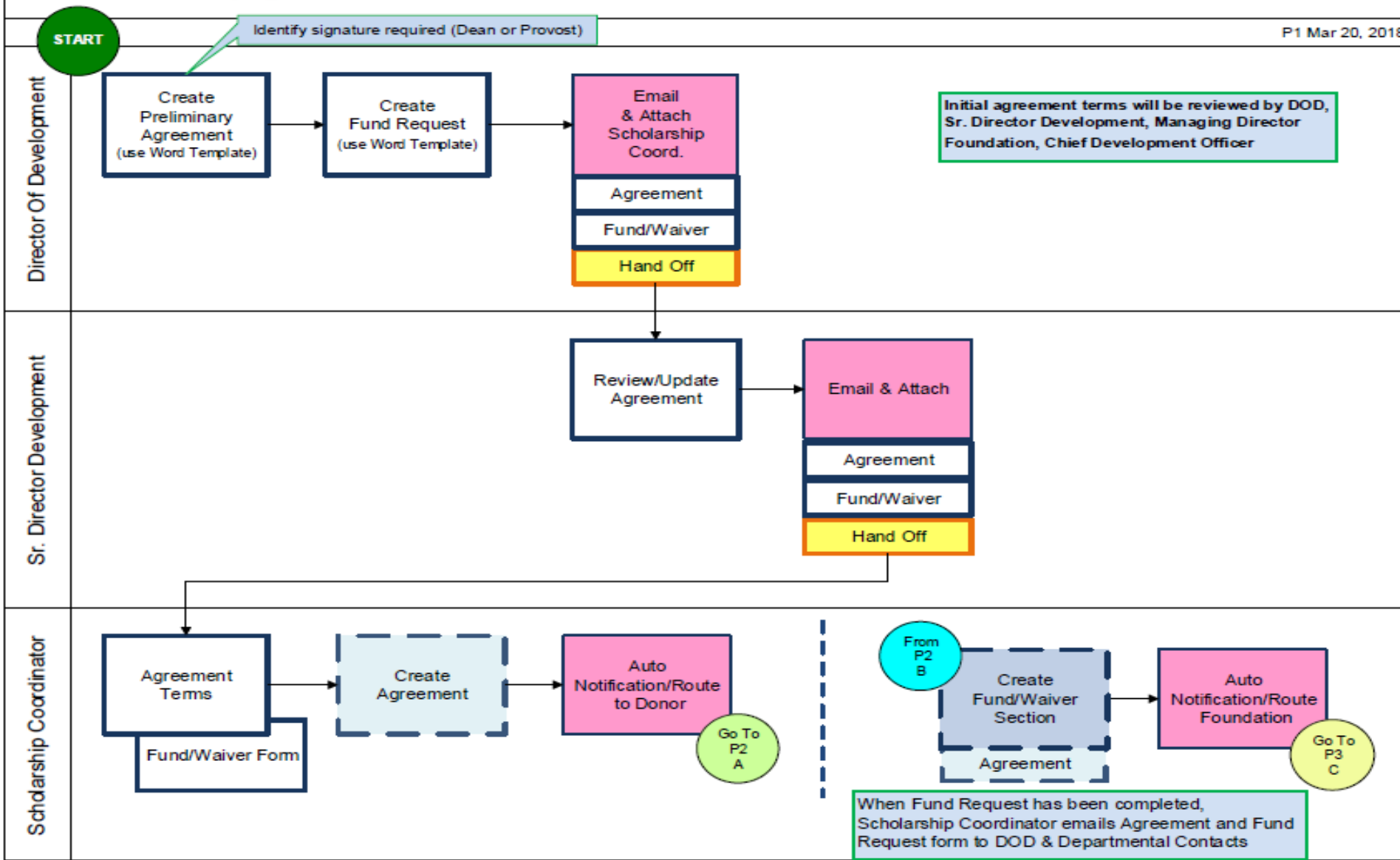
P4 Oct 24, 2017



Here's where we are now - 'TO BE'

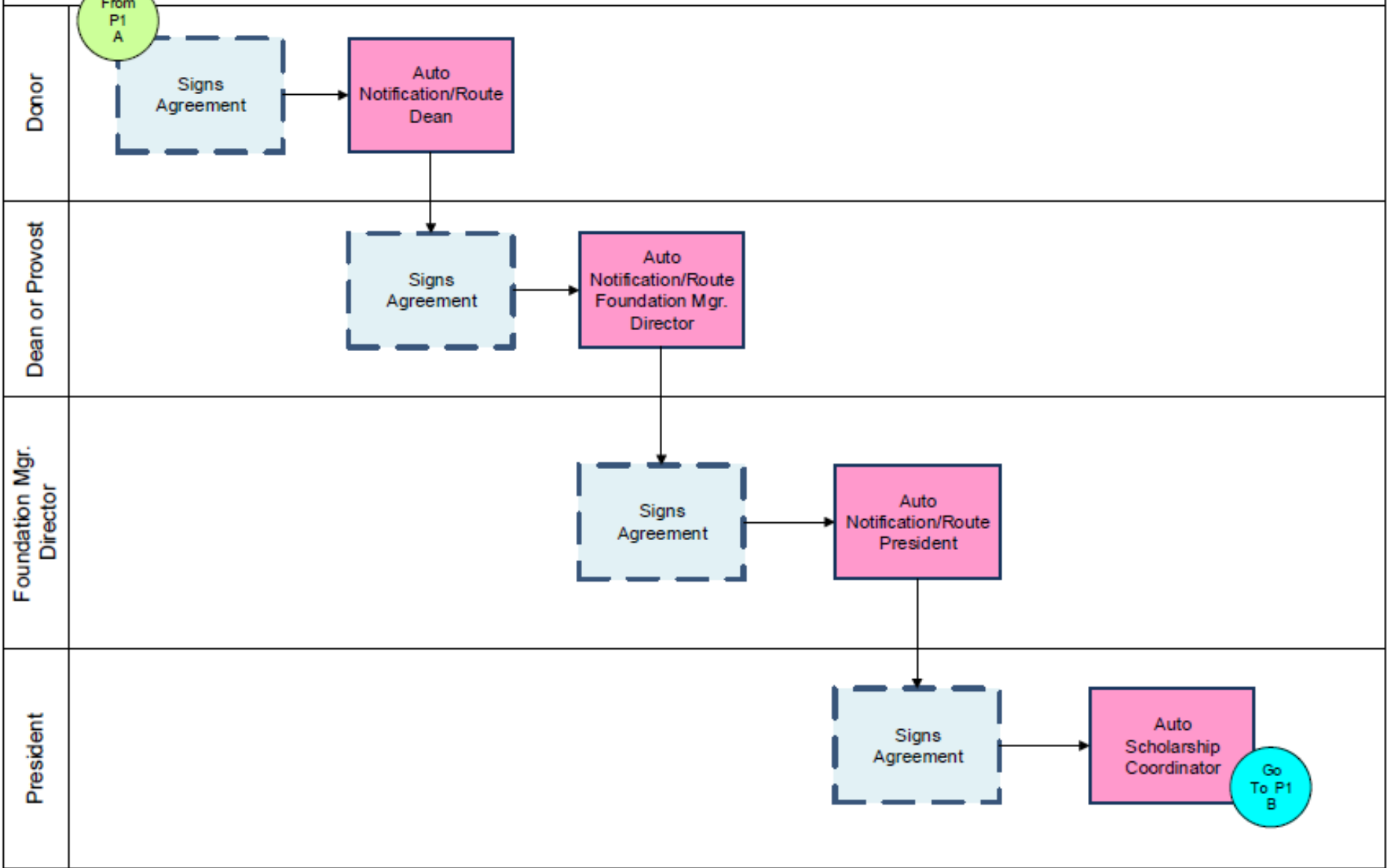
Foundation Scholarship Agreement - 'TO BE'

P1 Mar 20, 2018



Foundation Scholarship Agreement – 'TO BE'

P2 Mar 20, 2018



What's changed?

- **New funds are set up more quickly and efficiently**
 - **Standardized format for all scholarships.**
 - Publicity form and waivers built into the template.
 - More information about the donor and their interests/concerns
 - **Request for New Fund form electronically packaged with gift agreement.**
 - Option for email to be sent to others besides the signatory who need to know
 - scholarship coordinator, business officer, etc.
 - **Electronic signatures using DocuSign to expedite the process.**
 - No paper!
 - Fewer signatures required
 - Progress of the agreement trackable.
 - Automatic notification to everyone who signed when agreement is completed.
- **Call Scholarship Coordinator if you have questions about the process.**

What's changed?

- **New Argos report through UM portal of scholarships that haven't been claimed.**
 - **Run on demand with real-time information after 14 day count.**
 - **Ensure that students are benefitting from foundation funds available to them.**
 - **Donor funds are being appropriately used.**

How will the changes affect units across the university?

- **Faster!**
 - Available electronically so no need for people to be in their office to move the process forward.
 - Fewer frustrations and questions from Deans and Administrators
- **More efficient**
 - Transition from manual to more automated
 - See where it is in the process
- **More transparent**
 - See who is involved in the process
 - Everyone who needs access to the information has it
- **Privacy**

Questions



Traveling? – Things to Know



LaTisha L. Williams

Asst. Manager, General Accounting

Traveler - Things to Know

- Read BF4001 – University Travel
<https://memphis.policytech.com/dotNet/documents/?docid=405&public=true>
- Read the Travel Policy – Frequently Asked Questions
http://www.memphis.edu/accounting/pdf/travel_faq.pdf
- All business travel requires University approval. **Approval is authorized via a fully approved Travel PO.**
 - University funding – Gather purpose/mode of travel and accommodation documents, estimate travel expenses, and request PO. (Shared Services or Depart.)
 - **Non-University funding** - Gather purpose/mode of travel and accommodation documents, estimate travel expenses and request \$1 PO. (Shared Services or Depart.)
 - POs for International Travel requests should be submitted at least twenty-one (21) days prior to travel and include a break-down of expenses.
- Note: Departments may have additional requirements.

Fully Approved PO

View Document

Document Identification

Document Number	P0224382	Type	Purchase Order
Originator:	MISOM	Montoya Williams	

There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
TRAV	10	Dec 20, 2017	LaTisha Williams
TRAV	10	Jan 05, 2018	LaTisha Williams
622T	10	Jan 08, 2018	Terrice Watson
DENY	0	Jan 02, 2018	Terrice Watson

Partially Approved PO

View Document

Document Identification

Document Number	P0231658	Type	Purchase Order
Originator:	LLWLLMS4	LaTisha Williams	

Approvals required

Queue	Description	Level	Approvers
623T	QUEUE	10	
			Deborah Becker
			George Ninan
			Jeanette Smith
			Kathy Archie
			Raajkumar Kurapati
			Linda Heide
			Lorrean Lim
			Monica Goldsby
			Russell Teague
			Terrice Watson

Approvals recorded

Queue	Level	Date	User
TRAV	10	Apr 24, 2018	LaTisha Williams

Traveler – After PO Approval

- After PO has been fully approved, you may proceed with reservations and check requests.
 - **Airline** - Contact Travelennium – X3204 or (901) 767-0761
 - Provide approved PO number
 - Print and maintain a copy of email confirmation
 - **Car Rental** - Go to the University's Car Rental Website - <http://www.memphis.edu/procurement/travel/carrental.php>
 - Click Car Rentals for Business Purpose. (Enter username and password.)
 - Review Welcome Information and note direct billing number
 - Select link to go to the Enterprise and National Reservations Site
 - Select Agency - Enterprise (local) or National (airport)
 - Make reservations – include Billing Number, Department, PO Number, and Index
 - Print and maintain a copy of email confirmation

Traveler – After PO Approval

- After PO has been fully approved, you may proceed with reservations and check requests.
 - **Hotel accommodations** – Via Conference Site or Request Conference/Government Rate (Attach conference brochure which documents rate.)
 - Check Request – Payable to the hotel (Attach a 2nd copy to mail with check - Preferably 4 weeks in advance)
 - Or Reimbursed to traveler after completion of travel
 - **Complete Conference Registration**
 - Check Request – Attach a 2nd copy to mail with check
 - Purchasing Card – Maintain a copy of approved PO and email registration confirmation with P-Card documentation
 - **Optional Events** (The University cannot reimburse for Optional Events. i.e. Evening Banquet, Tours)
 - **Internet travel sites** such as **Expedia, Travelocity** or **Kayak** can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to purchase a package of more than one travel service.

Travel Resources

- **University Travel BF4001**
<https://memphis.policytech.com/dotNet/documents/?docid=405&public=true>
- **Travel Policy – FAQs**
- **Travel Estimator Worksheet**
- **Enterprise Rent-A-Car**
- **Request for Travel Advance**
- **Request for Future Year Travel Authorization**
- **Claim for Traveling Expenses**
- **Authorization for Direct Deposit of Vendor Payments**

Questions



Effort Reporting



Linda Heide

Manager - Grants and Contracts Accounting

[BF4010](#) Certification of Effort

Definitions

Effort

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

Effort Certification

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

Effort Reporting

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

Certification Period

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

Who Must Comply

All individuals involved with the administration and conduct of federally sponsored award activities, including central and departmental administrators.

Principle
Investigators(PIs)/Faculty

Department
Administrator/Business
Officer

Departmental
Chair/Directors

Dean

Financial Reporting

Grants and Contracts
Accounting

Provost Office

Vice President of
Research

Roles and Responsibility

Principal Investigator (PI)

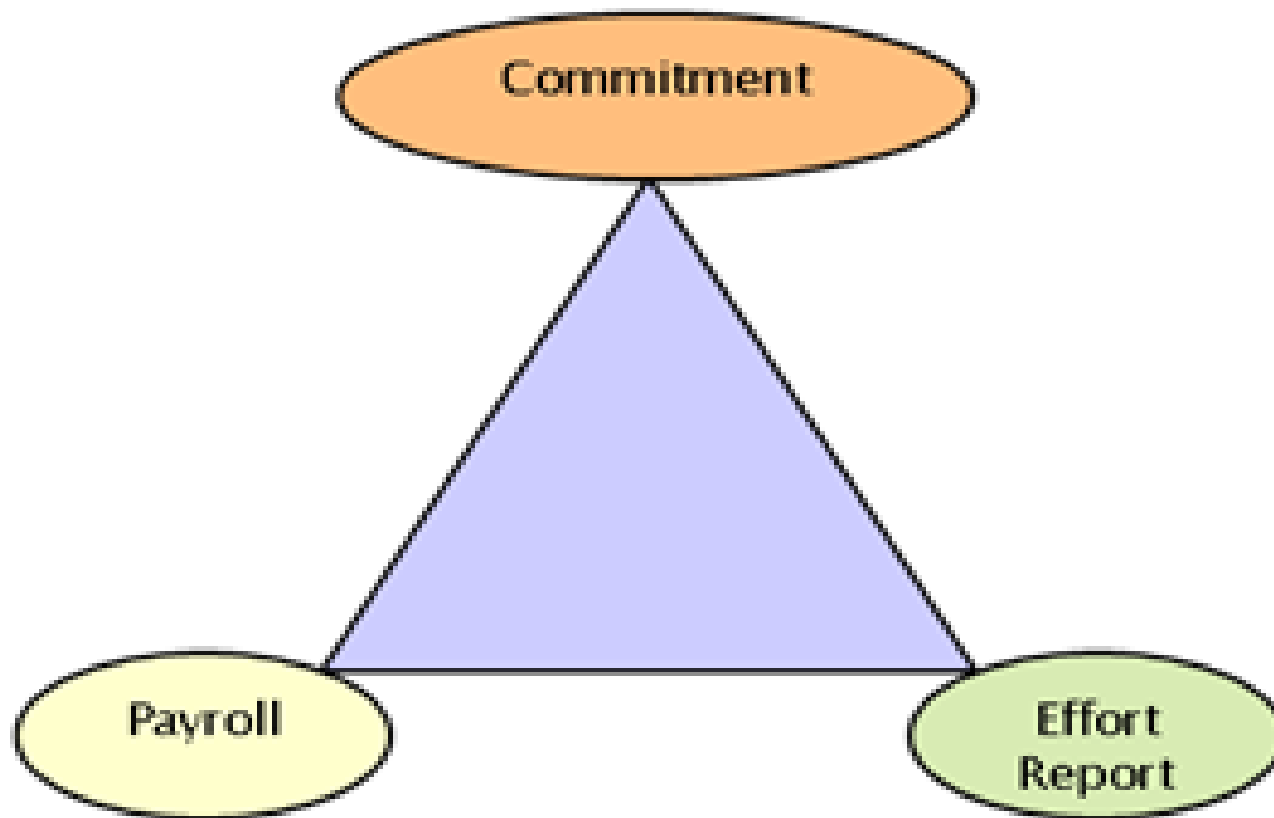
- Responsible for understanding the principals of accurate effort reporting
- Must be aware of the level of effort committed to a sponsor in relation to all other professional activities included in total effort.
- When appropriate, request sponsor approval in advance for planned reductions in effort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

Administrator/Business Officer

- Assist individuals required to certify effort with understanding the certification of effort process.
- Assist PI in initiating requests for adjustments in labor distribution in accordance with the UM1720 Cost Transfers.
- Ensure that effort reports are completed and certified and in accordance with UM1676 Certification of Effort.
- Retain supporting documentation related to salary and effort distributions.

Effort Certification Reporting Schedule

Fall Effort		Due: January 31
Group	Reporting Period	
Admin/Faculty 12 month	July 1 - December 31	
Faculty 9 month	September 1 - December 31	
Spring Effort		Due: May 31
Group	Reporting Period	
Admin/Faculty 12 month	January 1 - April 30	
Faculty 9 month	January 1 - April 30	
Summer Effort		Due: July 5
Group	Reporting Period	
Admin/Faculty 12 month	May 1- June 30	
Summer Comp Effort		Due: October 31
Group	Reporting Period	
Faculty 9 month	May 1 - September 30	



Need help?

[Summary](#)
[Detail](#)
[Grants](#)
[Administration](#)
[Approvals](#)
 Logged in as: ktillis (Administrator)

Suppress Codes

Effort Summary for: [Redacted]

Fiscal Year: 2017 Reporting Period: 2017S Term codes: S=Spring U=Summer X=F9 Summer Comp F=Fall

Fund	Org	Program	Account	Activity	Expensed %	Certified %	Expected Approver	Approved By/Date
110001 Undesignated E and G	[Redacted]	3300 Institutes and Research Centers	61210		89	<input type="text" value="89"/>	Not Required	
114500 Cost Share	[Redacted]	2600 Individual and Project Research	61210	258468 Research Services for EDGE	5	<input type="text" value="5"/>	[Redacted]	[Redacted] 06/14/17 10:14
239141 Graduate Education Impact	[Redacted]	2600 Individual and Project Research	61210		1	<input type="text" value="1"/>	[Redacted]	[Redacted] 06/14/17 10:14
249562 City of Memphis Revenue Forecasting	[Redacted]	2600 Individual and Project Research	61210		5	<input type="text" value="5"/>	[Redacted]	[Redacted] 06/14/17 10:14
Total					100	<input type="text" value="100"/>		

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

This form was certified by [Redacted] on 04/27/17 11:13

Last updated by [Redacted] on 06/14/17 10:14

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

Warning: Existing certifications and approvals will be reset when clicking *Save Changes*.

Tabs: Summary, Detail, Grants, Approvals

- ❖ Summary- provides Fund, Program, Expensed%, Certified%, Expected Approver
- ❖ Detail- provides the month, account code, fund, org, and activity percent
- ❖ Grants- list of individuals on grant(s) by fund
- ❖ Approval-Forms awaiting approval

Effort Review

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

Example 1:

Professor X is budgeted 10% on Grant ABC/Fund 247895. The begin date is Sept. 1 and the end date is Dec. 31. Professor X's salary is \$100,000 and is 9 months.

The amount charged to the grant is:

$$100,000/8 = 12,500 \text{ per month} \times 10\% = 1,250 \text{ per month for 4 months} = \$5,000$$

On Professor X's Effort Form for the Period of July 1-Dec 31 the expensed % = 90% Fund 110001

10% Fund 247895

On the Detail Tab:

Sept	10%	Fund 247895
	90%	Fund 110001
<hr/>		
Oct	10%	Fund 247895
	90%	Fund 110001
<hr/>		
Nov	10%	Fund 247895
	90%	Fund 110001
<hr/>		
Dec	10%	Fund 247895
	90%	Fund 110001
<hr/>		

$$\text{Grant 247895} = 40/400 = .10$$

Example 2:

Professor X is budgeted to Fund 247895 as follows

Sept 5%

Oct 10%

Nov 10%

Dec 20%

On the Effort Form for the Period of July 1- Dec 31 the Expensed % = 89% Fund 110001
11% Fund 247895

On the Detail Tab:

Sept	95%	Fund 110001
	5%	Fund 247895
Oct	90%	Fund 110001
	10%	Fund 247895
Nov	90%	Fund 110001
	10%	Fund 247895
Dec	80%	Fund 110001
	20%	Fund 247895

Grant 247895 = $45/400 = 11\%$

Example 3:

12 month employee Jane Smith is budgeted to Fund 247895. The grant begins Nov 1.

On Jane's Effort Form for the period of July 1- Dec 31 the Expensed% = 97% Fund 110001

3% Fund 247895

On the Detail Tab:

July	100%	Fund 110001
Aug	100%	Fund 110001
Sept	100%	Fund 110001
Oct	100%	Fund 110001
Nov	90%	Fund 110001
	10%	Fund 247895
Dec	90%	Fund 110001
	10%	Fund 247895

Grant 247895 = $20/600 = .03$

Example 4:

A Graduate Assistant works 20 hours a week on grant fund 247895 that starts July 1.

On the GA's Effort Form for the period of July 1- Dec 31, the Expensed% = 100%

On the Detail Tab:

July	100%	Fund 247895
Aug	100%	Fund 247895
Sept	100%	Fund 247895
Oct	100%	Fund 247895
Nov	100%	Fund 247895
Dec	100%	Fund 247895

Grant 247895 = $600/600 = 100\%$

Questions



Preparing for Year End – Bucket List



Monica Goldsby
Manager, General Manager

Seven Things To Do Before FY-18 Rolls Over

- 1. Complete All Travel Claims.**
- 2. Settle Supply Advances.**
- 3. Review and Request Deobligation of Purchase Orders. (Travel and Goods/Services)**
- 4. Ensure that all invoices for Goods and Services are forwarded to Accounting.**
- 5. Request Your Future Year Travel Purchase Orders.**

Seven Things To Do Before FY-18 Rolls Over

- 6. Review FGRODTA – Transaction Detail Report (ePrint Report)**
- 7. Ensure FY-18 Fixed Asset Purchases are Properly Tagged.**

Bucket List Resources

- Accounting Forms

<http://bf.memphis.edu/forms/finance.php#accounting>

- Review Open POs (FPIOPOF) & Finance ePrint Reports FGROPNE Open

Encumbrances <https://my.memphis.edu>

- Fixed Assets

<http://bf.memphis.edu/finance/accounting/fixedassets.php>

Questions



Audit Notes



Vicki Deaton, Chief Audit Executive

May is International Internal Audit Awareness Month!

What is Internal Auditing?

- ❖ Internal auditing is an independent, objective activity designed to add value and improve an organization's operations.
- ❖ Internal auditing is critical to strong corporate governance, risk management, effective internal control, and efficient operations.

What do Internal Auditors do?

- ✓ Evaluate risks
- ✓ Assess controls
- ✓ Monitor compliance
- ✓ Improve operations
- ✓ Review processes & procedures
- ✓ Assure safeguards
- ✓ Investigate fraud, waste, or abuse
- ✓ Offer insight & advice
- ✓ Communicate results & recommend action

Annual Audit Plan

Annually, the Chief Audit Executive develops an internal audit plan of work.

The audit plan is based on the University's risk assessment, state statute requirements, input from University management, and resources needed for follow up of past audit work and anticipated investigations.

The plan is submitted to the Audit Committee for review and approval.

Organizational Structure

At the UofM, the Office of Internal Audit & Consulting reports directly to the Audit Committee of the Board of Trustees.

The Office reports administratively to the President for internal accounting purposes.

This structure provides Internal Audit employees organizational independence and objectivity.

Independence

- ❖ **Internal Auditors must not be assigned duties or be involved in activities that are the responsibility of University management.**
- ❖ **Internal Audit does not have direct responsibility for, or authority over, any of the activities, functions, or tasks it reviews.**
- ❖ **Internal Audit's review does not relieve others of their responsibilities.**

Communicating Results

Results of audit work are provided to:

- 1. Responsible management**
- 2. Audit Committee of the Board of Trustees**
- 3. TN Comptroller of the Treasury**

Status of recommended action plan completion is provided to:

- 1. University management**
- 2. Audit Committee of the Board of Trustees**

Reporting Suspected Fraud, Waste, or Abuse

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

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

Other options for reporting fraud at the University include:

- Telling your supervisor
- Notifying a University official
- Contacting Internal Audit at 678-2125 or UoM_audit@memphis.edu
- Contacting the Tennessee Comptroller @ 1-800-232-5454 or <http://www.comptroller.tn.gov/hotline>

Contact Information

Office of Internal Audit & Consulting – 271 Administration Building
678-2125, www.memphis.edu/audit/

Vicki D. Deaton, CISA, CFE

Chief Audit Executive

901.678.2125 / vddeaton@memphis.edu

Jesse Pierce, CISA, CRISC

Senior Information Technology & Network Security Auditor

901.678.1630 / jjpierce@memphis.edu

Chelon Wilson, CFE

Senior Internal Auditor

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Emily Bridges, CPA

Senior Internal Auditor

901.678.4084 / ebridges@memphis.edu

Questions



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



What's New? SGA Travel Funding

- **Process Improvement Team – SGA Travel**
- **Updated Guidelines – Consistent with University Travel Policy**
- **All funding sources (Index/Amount) due with the submission of SGA travel request.**
- **Application submitted through Tiger Zone and approvals routed through DocuSign.**
- **Travel PO information submitted to Shared Services via Help Desk Ticket.**

Who Knew?

<i>Workshops</i>	<i>Date</i>
Tigerbuy Training Admin Bldg. - Room 119	Wednesday, May 23, 2018 9:30 - 11:00 AM
Tigerbuy Training Admin Bldg. - Room 119	Wednesday, June 06, 2018 9:30 - 11:00 AM
Tigerbuy Training Admin Bldg. - Room 119	Thursday, June 21, 2018 9:30 - 11:00 AM

What's Due?

<i>Activity</i>	<i>Deadline</i>
Inventory Confirmations (Overdue - Only 64% Complete)	Friday, March 30, 2018
Time Sheet for BW11 Biweekly Payroll (May 12th - May 25th) EARLY!!	Thursday, May 24, 2018
Effort Certification - January 1st - April 30th (Released April 30th)	Thursday, May 31, 2018

What's Due? Year-End

Activity	Deadline
Process FY-18 Purchase Requisitions that require bidding (\$10,000 or more)	Tuesday, May 15, 2018
Process FY-19 Purchase Requisitions that require bidding (\$10,000 or more) with July 1, 2018 contract start date	May 15 - June 30, 2018
Process FY-18 Purchase Requisitions that do NOT require bidding	Beginning Monday, May 15, 2018
Book Airfare Reservation via Travelennium for Travel in FY-18	Monday, June 11, 2018
Process FY-18 Purchase Requisitions that do NOT require bidding	Friday, June 08, 2018
Cancel, Adjust, Deobligate Remaining Balances on FY-18 Requisitions	Friday, June 22, 2018
Time Sheet for BW13 Biweekly Payroll (June 9th - June 22rd)	Friday, June 22, 2018
Complete Staples Purchase Orders	Monday, June 25, 2018
Settle Travel Advances for FY-18	Monday, June 25, 2018
Submit Claims for Petty Cash Reimbursement	Monday, June 25, 2018
Online Budget Revisions between Account Pools	Monday, June 25, 2018
Submit Invoices, Travel Claims and Reimbursements to Accounting (FY-18)	Friday, July 06, 2018
Submit Transfer Vouchers to Accounting	Friday, July 06, 2018
Time Sheet for Split BW14 Biweekly Payroll (June 23rd - July 6th)	Friday, July 06, 2018

Next Focus on Finance

June 21, 2018

1:30-3:00 PM

UC Memphis Room 340

- **Comments or suggestions?**
Email: bffin@memphis.edu
- **Focus on Finance website:**
<http://memphis.edu/focusonfinance>