



Frequently Asked Questions

Revised 5/01/13

- Q. Our department has received a check which is for another department. May I send it through the campus mail?
- A. Checks of any kind are not to be sent through campus mail. Please hand-carry to the department, or call and have that department send someone to pick up the check.
- Q. Where do I find the journal entry form?
- A. The electronic journal entry form is located on the Controller's Office website under forms.
- Q. What fields must be completed to process the journal entry?
- A. The fund number, org, program, account, amount, D or C indicator, and the detail description (limited to 35 characters) must be entered. The preparer name and the budget authority signature must also be on the hard copy. The preparer and the budget authority cannot be the same person.
- Q. Does the journal entry need backup documents?
- A. Yes, all entries must have supporting documentation. Most times if you are correcting an entry, you can make a copy of FGITRND that shows the original entry.
- Q. Who is the budget authority?
- A. The budget authority is the person that is responsible for the fund. One of the three people listed on FTIFATA is acceptable.
- Q. How do I forward the journal entry to financial accounting for processing?
- A. The electronic journal entry must be emailed to the financial accounting email address and the hard copy with supporting backup and signatures must be hand delivered to Hoggard Suites 149-153 or mailed to the general accounting department, mail code 5902.
- Q. What if there is incorrect information on the journal entry?
- A. As soon as the preparer realizes there is a mistake on the journal entry, contact Christa King at ext 27423. If General Accounting finds a mistake, they will send back the hard copy of a cover letter stating the error. Once the journal entry has been revised, send the hard copy back to General Accounting with the interoffice mail or hand deliver. Also send a revised email copy stating in the subject line "Revised."
- Q. When does the journal entry need to be in financial accounting to be processed for the current month?
- A. The electronic copy and the hard copy must be received in accounting two working days prior to the last day of the month. Refer to month end closing schedule on Controller's Web site under Schedules.
- Q. Who do I contact for general information about journal entries?
- A. Contact Christa King at ext 27423.

Q. How do I know if the journal entry has been processed?

A. Go to FGIBDST in Banner and key in the fund and account number. Do a next block and then highlight the account number. Under options, select Transaction Detail Information. If you don't see it, contact Christa King at ext 27423.

Q. If an IDI has been misplaced by another department, do I need to prepare another one to replace it?

A. No. Make a copy of the IDI your department has retained from your files and mark on the top "use as original" and forward to the charging department for their approval/signature.

Q. What kind of backup needs to be attached when a credit is to an expense line?

A. Attach a print screen from Banner, FGITRND, showing the fund/account where the charge has posted.

Q. How do I void an IDI?

A. Mark "void" on the IDI and send the original and any remaining copies to the accounting department with a signature from the initiating department or an email may be sent to Anita Jones.

Q. Can an IDI be reversed if a department is not satisfied or other arrangements have been made? Ex. The charge was not the amount expected.

A. Yes. A journal entry can be processed to reverse the charges. The IDI number and the reason for the reversal will be referenced in the description column.

Q. Can you transfer funds on an IDI?

A. No. IDI's are for goods and services only.

Q. Does the entire FOAP need to be written on the IDI?

A. No. Only the fund and account are needed. Banner will default the org and program.

Q. Where do I order IDI forms?

A. They are ordered from Printing Services.

Q. What is the deadline for processing IDI's in the current month?

A. IDI's need to be received in accounting at least two working days prior to the end of the month to be processed in that month. They must be complete with all information, signatures, and supporting backup.

Q. Where do I get the banner establishment form?

A. If you are setting up either a new fund or requesting a fund change, go to the Controller's Office website to get the form.

Q. I have a payment for an external invoice, what do I do with it?

A. Hand deliver the payment to Robin Kee in the Controller's Office (Hoggard Hall, Suite 155).

Q. Who do I contact with a question about establishing a new Banner Fund?

A. Any questions regarding the establishment or maintenance of a Banner fund should be directed to Christa King in General Accounting.

Q. Where do I get published Financial Statements?

A. The most recent financial statements are posted on the Controller's Office website under the Financial Reporting section.

Q. Who do I contact about Petty Cash questions or problems?

A. Email Anita Jones in the General Accounting department with any petty cash questions or problems.

Q. Who do I contact about Moving Expense reimbursement questions?

A. You can contact the Tax Accountant in the Controller's Office, for questions regarding moving expenses/reimbursements.

Q. Who do I contact to obtain a Form W-9 (Request for Taxpayer Identification Number)?

A. Contact Robin Kee in the Controller's Office.

Q. How do I electronically sign a PDF document containing a signature field?

A. Click on the signature field, or, click the pen icon in the toolbar that says "sign" and choose "sign document". Then follow the on-screen instructions to apply your digital signature.

Q. How do I electronically sign a PDF document without a signature field?

A. Click the pen icon in the toolbar that says "sign" and choose "place signature" to sign the document. Draw a box with a left mouse click where you want the signature to appear on the document. Follow the on-screen instructions to apply your digital signature.