

Index Modification Procedures Guideline

Budget – If there is any budget in the account it will have to be moved by budget transfer and signed off on by the Budget Office. Use the budget transfer form on the Budget Department web site.

Student Accounts – Some departments and grants have grad assistants that are paid through the Banner Student Accounting System. Student accounts will need to be notified so that the appropriate change can be made on the detail code.

Payroll – Make sure that no one is being paid from the index code. If so, a Personnel Action Form (PA) will need to be processed for each employee. If there are payroll entries for the current year that need to be moved, it must be indicated on the PA.

Interdepartmental charges such as print shop, postage, telecom, cell phones, and copiers are automatically charged to departments. If any of these have been posting to this index code, the appropriate department will have been notified to change their files by the original e-mail. It is the department's responsibility to ensure that the changes have been made.

General Accounting – If necessary, any entries that have been posted to the index code will need to be moved by journal entry before the index can be closed. Use the me18fwModTD[ths Pn Fod5T0 mere is a22.8y budget e)-1necesy esr