

Guidelines for Processing Decentralized Feeds and Journal Entries Batches

Effective April 17, 2009 until June 30 2009, departments that process feeds and journal entries (rule codes beginning with D or F) directly into Banner will need to modify of their departmental processes for compliance with the budget restrictions for general funds.

- Departments will be responsible for assuring **no general funds charges are processed in Banner for the remainder of the FY 2008-09.**
- Each department will need to identify general fund charges as designated with fund numbers 1XXXXX.
- Unless otherwise instructed, departments will need to separate their documents for general charges for processing at a later date.
- All non-general fund charges may be entered into Banner as usual.
- Departments are responsible for reviewing and verifying their batches prior to and after processing in Banner.
- In the event that a general fund charge is processed, the department must prepare a corrective reversal journal entry to remove the charge from Banner. If unsure how to process, please contact Financial Accounting.
- Financial Accounting will contact your department when general fund charges may be entered in Banner.
- If you have any questions or need further instruction, please contact Sandy Anderson, Financial Accounting Manager ext 23148 for email Andersons@uncw.edu.