Q. Our department has received a check for another department. May I send it through the campus mail?
A. Checks of any kind are not to be sent through campus mail. Hand-carry to the department, or call and have the 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 General Accounting website under Forms http://www.uncw.edu/genaccoun/forms.html

Q. What fields must be completed to process the journal entry?
A. The fund number, account number, amount, D or C indicator for debit or credit, and a description (limited to 35 characters). A more detailed explanation MUST be included in the Explanation field above the journal entry. The Preparer must print and sign his/her name and the Budget Authority must also sign 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.

Q. What kind of backup needs to be attached when a credit is to an expense line?
A. A copy of FGITRND showing where the original entry is posted.

Q. What kind of backup needs to be attached with a debit is to a transfer line (98846x)?
A. A copy of FGITBAL showing where the original entry is posted.

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 General Accounting for processing?
A. The electronic journal entry must be emailed to financialaccounting@uncw.edu. The hard copy of the je with signatures and supporting documentation must be sent to General Accounting in Hoggard Suite 149, Campus Box 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 Becky Heins at ext. 27423. If General Accounting finds a mistake, they will contact the Preparer. Once the journal entry has been revised, a new hard copy should be sent back to General Accounting. The revised je must also be resubmitted to the financialaccounting@uncw.edu Inbox with the Subject line “Revised.”
Q. When does the journal entry need to be in General Accounting to be processed for the current month?
A. For journal entries that cross funds both the electronic copy and the hard copy must be received in General Accounting four days prior to the last business day of the month. For journal entries that don’t cross funds submit three days prior to the last working day of the month.

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. Click “next block” and highlight the account number line. Click on Options and Transaction Detail Information. You should see the journal entry transaction posted. If it has been more than a few days since you submitted the hard copy and you don’t see the transaction on FGIBDST, contact Becky Heins at heinsr@uncw.edu.

Q. If an IDI has been misplaced by another department, do I need to prepare another IDI to replace the one that has been lost?
A. No. Make a copy of the IDI your department has retained for their files and mark on the top “Use as Original” and forward to the department again.

Q. How do I void an IDI?
A. Send the original and any remaining copies to General Accounting marked “VOID” with a signature of the initiating department or an email may be sent to Becky Heins at heinsr@uncw.edu in General Accounting to attach the golden rod copy.

Q. Can an IDI be reversed if a department is not satisfied or other arrangements have been made?
A. Yes. A journal entry can be done referencing the IDI number and the reason for reversal. Include a screen print from FGITRND showing the posting of the IDI.

Q. Can you transfer funds on an IDI?
A. No. IDIs are used to bill for goods or services only. Transfers of funds are done via journal entry.

Q. Does the entire FOAP need to be written on the IDI?
A. No. Only the fund and account need to be present. Banner will automatically populate the org and program code.

Q. What kind of backup needs to be attached when a credit is to an expense line?
A. Attach a print screen from Banner (FGIBDST) showing in that fund/account that the charge has been posted.

Q. Where do I order IDI forms?
A. IDIs are ordered from Printing Services.

Q. What is the deadline to have IDIs processed within a particular month?
A. Same deadlines as journal entries. All copies of the IDIs need to be received in General Accounting four days prior to the last business day of the month for IDI’s that cross funds. For IDI’s that don’t cross funds, copies must be received three days prior to the last working day of the month. The IDI must be complete with all information and not missing any documentation.
Q. Who do I contact for general information about journal entries and IDI’s?
A. Contact Becky Heins at ext. 27423 or heinsr@uncw.edu.

Q. How do I establish a new Banner fund?
A. The Banner Fund Establishment process is a workflow. Start by completing the Fund Establishment form found on the Controllers website http://www.uncw.edu/controller/LinksforForms.htm. Send the completed form as an email attachment to the Budget Authority listed in email1. That person will sign electronically and click on the “Click Here to Submit” button. This drops the form into an ImageNow workflow queue that routes the form through various approval steps before being set up in Banner. When the fund has been set up, the Budget Authority listed as email1 will receive an email with the fund number.

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 Joanne Ferguson at fergusonj@uncw.edu or ext. 23647.

Q. I have a payment for an external invoice, what do I do with it?
A. Hand deliver the payment to Accounts Receivable/Billing in the Hoggard Suite 149.

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 Statements link: http://www.uncw.edu/controller/financial_reports.html

Q. How do I get a Petty Cash reimbursement?
A. Petty cash is reimbursed with a check request via Accounts Payable.

Q. Who do I contact about Moving Expense reimbursement questions?
A. Contact Tax Accountant, Lisa Eakins, at eakinsl@uncw.edu or ext. 22757

Q. Who do I contact to obtain a Form W-9 (Request for Taxpayer Identification Number) for UNCW?
A. Contact Tax Accountant, Lisa Eakins, at eakinsl@uncw.edu or ext. 22757

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.