

Index Modification Procedures Guideline

Grants – Any changes to grant indexes must be made through Grants Accounting.

Hospital Indexes – Any changes to hospital indexes must be done through the Hospital Finance Department. Once Hospital Finance has approved your request the other steps may be followed.

Index codes cannot be changed or closed until the Index Modification Procedures have been followed. This process may take a period of time, depending on present activity in the index code. **If at all possible these changes should be made at the end of the fiscal year to take effect in the new fiscal year and the request needs to be made by April 15th.**

Make a copy of the Index Modifications Procedures Form. This is a tool for you to use to ensure that all steps have been followed. As the steps are completed you can check or date each box to help you keep track of where you are in the process.

- The first step is to send an e-mail to “# [Index Modifications](#)” which can be found in the contact list. The approver for this index code must also be included in the e-mail.

The e-mail should state that you want to close index number _____,
_____ (title) _____ and that you are beginning the process as established in the procedures. Any charges that would have gone into this account should now be put into index number _____, _____ (title) _____.

- Next, you will need to run the reports listed on the procedures form to determine if there are purchase orders, invoices, or fixed assets outstanding.

Purchasing – Determine if there are any purchase orders outstanding that are attached to the index code by running the Current Obligations report in the Web Library. The department should look and see if they believe that the PO should be closed or attached to a different index code. If so, contact Purchasing to have the appropriate changes made.

A/P – Contact Accounts Payable to ensure that there are no outstanding invoices, either PO or direct pay, that are attached to that index code. Accounts Payable will also have to ensure that there are no current or future p-card transactions that will try to post to that index code and will have to delete the index code from Payment Net. You will need to notify any vendors that have this index code on file that the index code can no longer be used. These vendors include but may not be limited to Air Gas, American Messaging, Kellermeyer, Office Max, Office Depot, Fisher, Precision, Laser Line, and Laser Chargers.

Fixed Assets – When fixed assets are purchased, they are attached to the department’s index code. All fixed assets will need to be moved to a new index code. Look at the current activity in the index code by running an “Income Summary by Index” report in the web library.

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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 correction form on the General Accounting web site.

Once the Index Modifications Procedures form has been completed, it should be sent to General Accounting for final checking and to have the index code closed or changed.