

**Eastern Washington University**  
**Index Deactivation Procedures for Banner Finance**

The following provides departmental instructions for closing/deactivating an Index Code in the EWU ERP financial system, Banner Finance.

- Requesting department completes the “Request to Create Index” form (includes an option to terminate); the form is available on the EWU General Accounting website.
  - Make sure all financial transactions have been recorded; prepare a journal voucher to move out any items that should be recorded elsewhere
  - Complete PAF so that any future compensation is charged elsewhere going forward
  - Encumbrances must be liquidated and closed (see status on Banner form FGIENCD)
  - Submit Budget Revision form to EWU Budget Services to zero out the budget
  - Send fund transfer journal voucher form to university controller if there is residual cash in the fund (excludes Index 1 accounts, which do not hold cash). Fund balance (other than Index 1) must be zero prior to Index deactivation; see FGITBSR form in Banner Finance. JV form is available on the EWU General Accounting website.
  - Send an email to affected departments regarding the index closure, if applicable:
    - Human Resources – determine if there are any in-process PAFs
    - Payroll – review for any pending wage/benefit activity
    - Student Financial Services – deactivate any associated Banner Detail Codes
    - Facilities – review any pending work orders and related recharges
    - Telephone – remove Index from the phone recharge system
    - Grants Office – review for any Index 2 ICR postings
  - Forward completed/signed form to: Controller, EWU Office of Controller, 319 Showalter Hall
- Controller will sign the form and forward to General Accounting for processing.
- General Accounting will perform the following tasks:
  - Review for any remaining encumbrances, balance sheet items or fund balance
  - Review for any remaining budget (should be zero)
  - Confirm Index 2 ICR closure with Grants Office; run indirect cost recovery if needed
  - Monitor outstanding A/R balances (if any), then proceed with next steps
  - Prepare fund transfer of cash balance to other fund(s); forward to Controller for posting
  - Forward to Budget Services for processing as noted below, Attn: Asst. Budget Director
- Budget Services will perform the following tasks:
  - Zero out any budgeted amounts
  - Review BEM process as needed (e.g., reserve accounts, etc.)
  - Confirm there no in-process PAFs awaiting approval from Budget Services
  - Sign the form and forward to General Accounting, Attn: Assoc. Controller – Finance
- General Accounting will:
  - Deactivate the Index code plus the associated Fund and Org codes if unique to the Index (check FTMACCI); check applicable code boxes then initial and date the form
  - Send email notification regarding deactivation to requesting department, CFO and controller, plus all operating units noted above and GA FT3 (Banner data entry contact)
  - Forward form to OOC Admin Asst. to file and denote date of action taken on the original Index Create form

For questions regarding these procedures contact EWU General Accounting at 509.359.6100