

Journal Entry Backup Documentation

The journal entry documentation that is scanned into Xtender should verify the amount and business purpose so the approver has a clear understanding of the journal entry. Most journal entries are reclassing or correcting a transaction; therefore, the original transaction budget screenshot is needed to display the original FOAPAL. Also, the approver needs to review the invoice or receipt. Backup documentation should always include the budget screenshot of the original transactions, invoices, receipts, reports, emails, etc. Be sure to redact confidential information like SSN, credit card numbers, checking account numbers, date of birth, etc.



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

Good Accounting Practices

- Visit the new [Departmental Deposit website](#).
- Complete the [Monthly Departmental Review Process](#) for every FOAPAL.
- Complete and submit the security reviews as requested.
- Attend training, click [here](#) to view and register for upcoming training.
- [Monthly journal entry review](#) to verify the journal entry status and ensure all journal entries have posted to the general ledger.
- Visit the revised [Materials Management website](#).

A Note from ITCS

Stay up to date on all things Banner related. The Banner Bytes blog includes Banner training offerings by Systems Coordination, notifications about upcoming maintenance/downtime, end of month/semester/year reminders, and much more. Subscribe to the blog via the [website](#) to get the latest updates in your inbox or bookmark the site for your convenience.