

## Terminating a Banner Index (Fund/Orgn)

Before a Banner Index (Fund / Orgn) can be terminated the current net fund balance must be \$0.00.

Fund balances can be viewed on the form **FGITBSR** (index numbers starting with 0,3,4,5,6,7,8,9). The balance of cash (11100), accounts payable (22100) and the current fund balance all must be \$0.00. If one of these balances is not zero, the index can't be terminated.

Orgn balances can be viewed on the form **FGIBDST** (index numbers starting with a 1 or a 2). The balance at the bottom right corner of the form must be \$0.00 (remember to remove the checkmark next to 'Include Revenue Accounts').

If the Banner Index has a balance of \$0.00, an email request from the Financial Manager of the Banner Index must be sent to the individuals of the responsible department ([see the chart below](#)). Please provide the Banner Index number and Title in the email.

If the Banner Index balance is not \$0.00, submit a Funding Transfer online to clear the balance and put a note in the Explanation box of the form that the index should be closed.

Also, please list the Financial Manager's email in the Lehigh Email box under the statement "**If you are not an Authorized Signer or the Financial Manager for the Banner Index(es) in the Charge fields listed above, please enter an authorized user's email below and they will receive an email asking them to reply with their approval.**" They will receive an email requesting they reply with their approval, which is needed to close the index once the balance reaches \$0.00.

Banner Index Number Range	Responsible Department	Send an Email to :
Index numbers 1xxxxx or 2xxxxx	Budget Office	Michael Weaver - MIW6 Warren Loller - WJL2
Index numbers 05xxxx, 06xxxx, 45xxxx or 6065xx	Investment Accounting	Matthew Gugliemello – MSG522
Index numbers 07xxxx or 7xxxxx	Capital Asset Accounting	Jennifer Bruchok – JSB206
Index numbers 2128xx, 529000-599999, 603500-603999, 606900-607499, 608xxx or 609550-611499	Research Accounting	Jennifer Pastor – JLG3
Any other Index number	General Accounting	inctr@lehigh.edu