





## Transaction Monitoring

Departments are asked to regularly monitor YTD activity throughout the fiscal year to ensure activity posted to the department is allocable to the department, allowable to the funding source utilized, and is in the accurate Banner FOAP. A [Banner journal entry](#) should be processed to correct activity posting errors.

## The [JV Posting Schedule](#)

information related to specific recurring journal vouchers posted monthly, such as:

- Campus Printing charges;
- VBS multi-function device charges;
- Campus Post Office charges;
- Facilities Management charges; and
- Telephone charges

Throughout the fiscal year, open encumbrances should also be monitored routinely to ensure encumbrances that will not have a future payment are closed and encumbrances with Banner FOAP errors are corrected. Please contact Procurement and Contracts and/or Accounts Payable regarding any encumbrance related matters

## Contact Information

For journal entries, please contact Beth Ratcliffe at x5942.

For Accounts Payable, Chrome River, and/or travel encumbrances, please contact Angela Jones at x7614.

For Small Purchase Charge Card (SPCC), please contact Kim McKinney at x7613.

For procurement and/or eVA encumbrances, please contact Sharon Proffitt at x5419.

For budget monitoring, please contact Allison Gallimore at x6342

*Message sent by the Vice President for Finance and Administration and Chief Financial Officer to all employees.*