Section 01.04

FREQUENTLY ASKED QUESTIONS

1. If I deposit money at the business office, when will I see the money hit my account in FAMIS?
   This depends on what day of the month you deposit your money and what time of day it was. Normally, the university closes its books on the first working day of the month. Deposits made at the business office are posted into FAMIS nightly. However, if the university has not closed out the month, for example, it is the first day of the month, the deposit cannot be posted. Deposits must be posted in the same month in which they were made at the business office. The months of September, when year-end is taking place and January after the Christmas holiday, are not closed on the first working day of the month. Deposits made at the business office during the first few days of these months will not be posted into the FAMIS accounting system until after the prior month has been closed. The following are examples of when to expect your deposits.
   a. If you deposited your money prior to the 3 o’clock deadline, it will post to your FAMIS account the following day, provided the deposit does not fall on the first working day of the month, or the first week in September, or the first week in January.
   b. If deposited on a normal working day after the 3 o’clock deadline, the receipt will appear in the account the second day after the deposit was made.
   c. If the deposit is made on the first working day of the month it will take an extra day to process in accordance with the 3 o’clock deadline. For example; if it is deposited prior to the 3 O’clock deadline then the deposit will show on the account the second day after the deposit and the third day if deposited after the 3 o’clock deadline.
   d. If making deposits in the beginning of the new fiscal year (first few days in September) and the first couple of days in January you will need to contact your accountant to determine when the receipt will show on your account as those periods are variable.

2. What can I purchase with Hef money?
   HEF money can be used for the following:
   a. To acquire land either with or without improvements.
   b. For constructing and equipping buildings or other permanent improvements.
   c. For major repair or rehabilitation of buildings or other permanent improvements.
   d. For the acquisition of capital equipment, library books or library materials.
   e. For acquiring, constructing or equipping or for major repair or rehabilitation for buildings, facilities other permanent improvements, or capital equipment used jointly for educational and general activities and for auxiliary enterprises to the extent of their use for educational and general activities.

3. What is a banner load?
   A banner load is a load of all student data that gets posted into FAMIS on a weekly basis. The banner load runs from Monday through Sunday and will be posted in your account on Tuesday.
One exception is during month end. If the month ends during a week, the load will only post thru that date. For example, if January 31st was on Wednesday, the data posted would consist of information for Monday through Wednesday and will be posted in your account on Friday. There is a one day delay between the end date and the posting in FAMIS.

4. How can I find out what the banner load consists of?
   Contact your accountant. Your accountant can run a report from webbbd that will detail every student and the amounts that make up each total. The webbbd is a database of all student information that was posted in banner. The webbbd can provide information such as student name, banner id, amount, effective date and term.

5. Who can move a “P” encumbrance from one account to another account?
   a. “P” encumbrances cannot be moved by the Accounting department. The Purchasing department needs to be called to move/change the account on a “P” encumbrance.

6. Who can do a DBR to move budget from one account to another?
   a. Accountants cannot do a DBR. Each department should have someone trained to enter DBR’s for their department. If someone in your department is not yet trained, contact the Budget department. Someone in the budget department should be able to help with a DBR move.