

**Eastern Washington University – Office of Controller
Services Resource Guide / Procedures Map**

The Office of Controller provides essential services for the campus community including payroll, financial accounting and reporting, accounts payable, travel, inventory control, treasury management, regulatory/tax compliance, and ERP financial system administration. The map below provides resource links for these services.

1. [Payroll](#)
 - a. [Timesheet deadlines](#)
 - b. [FAQs and Forms](#)
 - c. [Reporting – wage and benefit detail](#)
2. [General Accounting](#)
 - a. [Banner Finance](#)
 - i. [System access form and instructions](#)
 - ii. [Chart of Accounts](#)
 1. [Overview of Banner IndexCodes](#)
 2. [FOAPAL / account code descriptions](#)
 - iii. [Index Creates and instructions](#)
 - iv. [Month end closing](#)
 - v. [Preparing financial reports](#)
 1. [Using Discoverer Viewer](#)
 - vi. [Fund transfers](#)
 - vii. [Journal vouchers](#)
 - b. [Fiscal yearend closing](#)
 - c. [Internal controls](#)
 - i. [Responsibilities of the College Business Manager](#)
3. [Accounts Payable](#)
 - a. [Invoice voucher preparation – tutorial](#)
 - b. [Voucher distribution – tutorial](#)
 - c. [FAQs and Forms](#)
4. [Travel](#)
 - a. [State travel regulations](#)
 - b. [University Employee Travel Guide](#)
 - c. [Central Travel Accounts](#)
 - d. [Corporate travel credit cards / terms of use](#)
 - e. [Meals and light refreshments](#)
 - i. [Guidelines](#)
 - ii. [Form](#)
 - iii. [Allowable activities](#)
5. [Inventory Control](#)
 - a. [Reporting lost or stolen assets](#)
 - b. [Surplus property](#)
6. [Treasury Management](#)
 - a. [Petty cash forms](#)
7. [Tax/Regulatory Compliance](#)
 - a. [Visiting scholars \(honorarium payments to foreign nationals\)](#)
 - b. [Unrelated business income tax](#)
 - c. [Taxable travel payments](#)
 - d. [New Employee Moving Guide](#) (Purchasing Departmentpage)