

2022 Year-End Important Dates

All dates are tentative and subject to change.

All Banner Finance users need to review open encumbrances and unused Pre-Approval Travel. Three methods to view an encumbrance list:

1. Log into Finance Self Service, click “My Finance Query”, then “New Query”, select “Encumbrance Query.” Be sure to select “Open” in the Encumbrance Status cell.
2. Log into Banner Admin Pages and go to FGIOENC
3. Log into ePrint and go to FYDG138

Click [here](#) for instructions to remove/liquidate a purchase order in PORT.

Remove/Expire Pre-Approval Travel or Blanket Travel in Chrome River as needed. Contact ecu_chrome@river.ecu.edu for assistance.

CHROME RIVER PROCARD

- 6/15/2022 Recommended date to make final ProCard purchases to allow time for approvals and processing.
- 6/24/2022 State Funds Final Expense Reports (including approvals) submitted in Chrome River (last check write for State Funds on 6/27/2022)
- 6/25/2022 Non-State Funds Final Expense Reports (including approvals) submitted in Chrome River (last check write for Non-State Funds on 6/28/2022)

NOTE The 25 Day Rule does not apply in June.

CHROME RIVER TRAVEL

- 6/24/2022 State Funds Travel Expense Reports (including approvals) submitted in Chrome River (last check write for State Funds on 6/27/2022)
- 6/25/2022 Non-State Funds Travel Expense Reports (including approvals) submitted in Chrome River (last check write for Non-State Funds on 6/28/2022)

June Blanket Travel – Travelers will submit each week just prior to the date of the last check write: State Funds on 6/27/2022 and Non-State Funds on 6/28/2022. FY 2022 Blanket Travel that occurs after the last June check write must be submitted and fully approved in Chrome River prior to July 17, 2022. Blanket Travel expenses can be submitted earlier if needed. All Blanket Travel will be expired on July 18, 2022.

Non-Travel Employee Payments

- 6/24/2022 State Funds Non-Travel Expense Reports (including approvals) submitted in Chrome River (last check write for State Funds on 6/27/2022)
- 6/25/2022 Non-State Funds Non-Travel Expense Reports (including approvals) submitted in Chrome River (last check write for Non-State Funds on 6/28/2022)

PURCHASING PORT

- 6/15/2022 Recommended date to make final purchases for Fiscal Year 2022
- 06/24/2022 Last Day to complete receiving State Funded Orders in PORT
- 06/27/2022 Last Day to complete receiving Non-State Funded Orders in PORT
- 06/27/2022 Last Day to process ECU Medical Storeroom orders via PORT

ACCOUNTS PAYABLE

- 06/27/2022 Last Accounts Payable Check Run for **State** Funds
- 06/28/2022 Last Accounts Payable Check Run for **Non-State** Funds

GENERAL INFO

- 06/28/2022 Last Day to submit/approve journal entries (including FUPLOADS)
- 06/30/2022 Last Day of Fiscal Year 2022

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