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:

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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