

**A note from Dee Bowling,**  
Associate Vice Chancellor for Financial Services

I hope everyone had an enjoyable and restful Thanksgiving. This has been an especially challenging year, primarily due to COVID-19 and working from home. This newsletter will be our last one for 2020. So I wanted to take this opportunity to thank everyone for their hard work and to say again how much I appreciate all that you do to support ECU.

[Month End Schedule](#)[Report Information](#)[Upcoming Training](#)[Contacts](#)

### Automated Journal Entries

Financial Services continues to work towards bringing Banner Journal Entry Approvals to campus soon. This user friendly procedure will use Finance Self Service and Banner Admin Pages. Training is required for all new users. Training dates are scheduled and registration is available on Cornerstone.

### December 2020 Schedule

**Monday, December 21, 2020**

Journal Entry, IDT's, and FUPLOAD cut-off.

**Tuesday, December 22, 2020**

Last AP Check Write

University Accounting Deposit cut-off at 5 p.m.

**Wednesday, December 23, 2020**

University Cashier's Office

First Deposit cut-off by 11 a.m.

Second Deposit cut-off by 2 p.m.