

## 2021 Financial Services Workshop Update

Thank you for attending the 14th Annual Financial Services Workshop. The guest speakers, presenters, and planning committee provided a magnitude of information. Hopefully, the workshop attendees gained knowledge that will make them more successful in their routine responsibilities. The online format was held over a three day period with no participant limitations. This allowed for over 540 attendees altogether. Click [here](#) to visit the workshop website to view the daily presentations and other related information. Preliminary planning is now in place for the 2022 Workshop. Your suggestions and ideas are needed. Be on the lookout for a survey that will be distributed at a later time.



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

## Workshop Links to Share

- ♦ [Helpful List of Banner Admin Pages](#)
- ♦ [Instructions to Request Security for the Automated Journal Entry Process](#)
- ♦ [Instructions to Request Security for Xtender folder for Journal Entry Backup](#)
- ♦ [Journal Entry Website](#)
- ♦ [Vendor History Lookup ecuBIC Query](#)
- ♦ [ECU Banner Finance Training for New Users](#)

## Open Encumbrance List

In Banner Finance, an encumbrance is an unpaid purchase order or a pre-approval travel request that is not fully paid; for example, a blanket travel or a partially paid pre-approval travel request. To view a list of open encumbrances, go to Banner Admin Page "FGIOENC." As year end approaches, more information will be provided by Financial Services regarding the liquidation of unused travel.