

Year-End Procedures and Schedule

All Banner Finance users need to review open encumbrances and unused Pre-Approval Travel. To view a list, log into Finance Self Service (My Finance Query, New Query, then Encumbrance Query) or log into Banner Admin Pages (FGIOENC). Click [here](#) for instructions to remove/liquidate a purchase order in PORT. Email ecu_chrome_river.ecu.edu to remove/expire a Pre-Approval Travel or Blanket Travel in Chrome River. Click [here](#) for important year end dates.



[Month End Schedule](#)



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Finance Self Service (Banner 9)

Many Banner Finance users continue to use Self Service Banner (SSB). Last year SSB was upgraded to the Banner 9 version and is now called Finance Self Service. All users with Banner Finance General Ledger security access have access to Finance Self Service. Log into Pirate Port and click on the **Finance Self Service** button. A helpful tip to learning the new version of Finance Self Service is to regularly log into **Finance Self Service** and visit the My Finance Query options. Training is available by contacting Penney Doughtie doughtiep@ecu.edu.