

Journal Entry Tips

- ◇ Be sure to check the print box on FOATEXT, this will allow approvers to view the detailed journal entry purpose.
- ◇ ecuBIC query "[Journal Voucher Summary](#)" will provide document status, pending approvals, and posted approvals.
- ◇ Banner should assign the journal entry number. Do not enter a journal entry number unless a numbering system has been created by Systems Coordination to be used exclusively by the assigned department.



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

ePrint Report FYMG007

FYMG007 is an ePrint report used for the monthly departmental reconciliation process. Many users had to change their security access for the new automated journal entry process and now all organization codes are included in ePrint Report FYMG007. The [Instructions to View ePrint Report](#) will provide detailed instructions on how to select the desired organization codes.

2022 Financial Services Workshop

The Financial Services Workshop Committee is excited about the upcoming virtual experience in March 2022. The virtual format will allow all Banner Finance users to attend using Microsoft TEAMS with no participant limits. Attendees can choose the sessions that are related to their daily work duties. More information will be shared. If you have a topic suggestion, please contact Penney Dough-tie via email doughtiep@ecu.edu.