

## Save the Dates

**Wednesday, April 20 and Thursday, April 21, 2022**

The **2022 Financial Services Workshop** will be a virtual conference for two days. Each daily session will be four hours per day. Wednesday's sessions will be in the afternoon while Thursday's session will be in the morning. The prestigious guest speaker list is sure to capture the attention of all attendees. The virtual format will allow all Banner Finance users to attend using Microsoft TEAMS with no participant limits. Attendees can choose the topics that are related to their work duties. More information will be shared soon.



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

## ECU Sustainability

The university is actively working to eliminate wasteful practices and to improve efficiency wherever possible. The vision of the University is to be paperless. Financial documents are stored electronically in Accounts Payable, Chrome River, PORT, and Journal Entries; therefore, it is not necessary for departments to print and store backup documentation. If future reference is needed, the documents can be viewed electronically. Please take consideration of this policy before printing.

## Journal Entry Tips

- ◇ The [journal entries website](#) provides detailed instructions for all journal entry processes.
- ◇ [Instructions to Remove Banner Messages](#) in Banner Admin Pages.
- ◇ ecuBIC query "[Journal Voucher Summary](#)" will provide document status, pending approvals, and posted approvals.