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 if assistance is needed to remove/expire a Pre-Approval Travel or Blanket Travel in Chrome River. Click here for important year end dates.

Journal Entry Tips

◊ Banner should assign the journal voucher number, simply click GO.
◊ Instructions to Add Additional Documents to Xtender
◊ 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.

Workshop Redact Topic

During the Financial Services workshop presentations, there was a brief discussion regarding the University’s redacting of sensitive data policy. Financial Services leadership has reviewed the NC General Statutes and determined that all addresses (including employees, patients, etc.) are to be redacted. This will protect the privacy of employees, patients and non-employees. Documents that have addresses that are not redacted will be returned to the preparer and could delay the reimbursement.