

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.

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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.