

## Monthly Journal Entry Review

The automated journal entry process has eliminated the manual approval process and has improved the required time span to post the transactions to the general ledger. However, many documents are not posted by month end and roll over to the next fiscal period. It is important that the journal entry transactions are submitted, approved and posted to the general ledger in a timely manner. These accounting guidelines are provided by state reporting agencies.

To ensure all journal entries have posted to the general ledger, it is recommended for all journal entry preparers to review the status of journal entries prior to the [accounting activity closing schedule](#). The [Monthly Journal Entry Review](#) document includes detailed step by step instructions. Also, another helpful tool is the ecuBIC query [Pending Journal Voucher Documents by User ID](#). Research each document, make needed changes, and resubmit prior to the [accounting activity closing schedule](#).

[Month End Schedule](#)[Report Information](#)[Upcoming Training](#)[Contacts](#)

## Payment Lookup Tips

- [How to lookup ProCard Payment History in Chrome River](#)
- [How to lookup Banner Vendor ID](#)
- [How to lookup Vendor Payment History using ecuBIC](#)
- [How to lookup Vendor Payment History using ODS Quick Query](#)
- [How to lookup Vendor Payment History using a Purchase Order](#)
- [How to view/retrieve scanned invoices in Xtender](#)

## Good Accounting Practices

- [Monthly journal entry review](#) to verify the status to ensure all journal entries have posted to the general ledger.
- Visit the revised [Guide to Materials Management and Purchasing](#).
- Complete the [Monthly Departmental Review Process](#) for every FOAPAL.
- Complete and submit the security reviews as requested.
- Attend training for the newest version of Finance Self Service. Register for training classes on [Cornerstone](#) located in Pirate Port.