

Save the Date

Financial Services is pleased to announce that the 16th Annual Financial Services Workshop will be in person. Save the dates April 25th and 26th. The conference schedule is set for two days, with different topics, presenters and guest speakers each day. Attendees can choose the topics that are related to their work duties. Popular sessions can be viewed virtually.



[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.