Visit these Helpful Financial Services Websites

Prior to creating a vendor payment, checkout the Approved Methods of Paying Suppliers.

The Journal Entries website has a great wealth of information and detailed instructions regarding the journal entry process.

The Banner Security website is the first step in requesting Finance security. Also, supervisors should submit a TeamDynamix ticket when an employee transfers or terminates.

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.
- 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.