

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.



[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.