Departmental Deposit Training
Coming in 2023

Financial Services is refining the Departmental Deposit Training process and, as a result, is developing new Departmental Deposit Training. The training will include step by step instructions of the deposit process and provide detail code ecuBIC queries. A helpful website is being created to house departmental deposit instructions and other related information. This training will be available in January 2023. Future security requests will require this training prior to access to the Accounts Receivable security.

Month End Schedule　　　Report Information　　　Upcoming Training　　　Contacts

December 2022 Important Dates

Tuesday, December 20, 2022
Journal Entries and FUPLOAD cut-off at 5 p.m.

Wednesday, December 21, 2022
Last AP Check Write

Thursday, December 22, 2022
University Cashier's Office
First Deposit cut-off by 11 a.m.
Second Deposit cut-off by 2 p.m.

ECU Pay Dates
Thursday, December 15, 2022 (PP23)
Thursday, December 22, 2022 (PP24)

January 2023 Important Dates

Thursday, January 5, 2023
Close December
First AP Check Write for January

Friday, January 6, 2023
Month End Reports Available

ECU Pay Dates
Friday, January 13, 2023 (PP01)
Tuesday, January 31, 2023 (PP02)

**NOTE:
Employees should complete and approve time-sheets in Kronos prior to leaving for the holidays