

## Review Approval Queues and Update Approvers

The recent restructure of the organization chart and personnel changes has prompted the need to update the approval queues. The following lists will provide contact information.

- ♦ Journal Entries, submit a [TeamDynamix Ticket](#)
- ♦ Chrome River, submit an email [ECU\\_CHROME\\_RIVER@ECU.EDU](mailto:ECU_CHROME_RIVER@ECU.EDU)
- ♦ Purchasing Port, submit an email to [PORT@ecu.edu](mailto:PORT@ecu.edu)

Please include the user's full name, PirateID, and ORGN information.



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

## ePrint Report FYMG007

FYMG007 is an ePrint report used for the monthly departmental reconciliation process. The reconciliation process is required for all FUNDS every month. The detailed instructions to [View ePrint Report](#) will provide step by step instructions on how to view the report and select the desired organization codes. Training is available in Cornerstone.

## 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)