

## Monthly Journal Entry Review

The [accounting activity closing schedule](#) is needed to ensure that month end totals are calculated and funding sources are reimbursed. It is important that the journal entry transactions are submitted, approved and posted to the general ledger by 5 pm on the cutoff date. These accounting guidelines are provided by state reporting agencies. In the past months, many documents are not posted by month end and roll over to the next fiscal period.

To ensure all journal entries have posted to the general ledger, it is recommended for all journal entry preparers and approvers to review the status of journal entries prior to the [accounting activity closing schedule](#). The [Monthly Journal Entry Review](#) document includes detailed step by step instructions. Also, another helpful tool is the ecuBIC query [Pending Journal Voucher Documents by User ID](#). Research each document, make needed changes, and resubmit prior to the [accounting activity closing schedule](#).



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

## 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.

## 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.