

Departmental Deposit Training Coming Soon

Financial Services is in the process of developing a new training that will provide step by step instructions for the departmental deposit process. A designated website will house Banner security instructions, detail code requests, related ecuBIC queries, miscellaneous and detail code departmental deposit instructions. The website will also include manual credit card information, how to reverse a deposit and much more. Notifications will be shared once the training is scheduled in Cornerstone.



[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 and streaming will be available. 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.

Good Accounting Practices

- Visit [Monthly journal entry review](#) to verify the status to ensure all journal entries have posted to the general ledger.
- Review 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.