

Fiscal Year 2023 Closing Update

As June 30th approaches, Financial Services encourages all departments to closely review their budgets to ensure that balances are spent, receiving is complete in PORT, invoices are paid, travel expenses are promptly processed, etc. Journal entries should be reviewed to ensure that they are submitted, approved and posted by the cutoff date Wednesday, June 28th at 5 pm. The [Monthly Journal Entry Review](#) document includes detailed step by step instructions. Another helpful tool is the ecubic query [Pending Journal Voucher Documents by User ID](#). Research each document, make needed changes, and resubmit prior to Wednesday, June 28th at 5 pm. Review encumbrances in Banner Admin Page FGIOENC. Complete the receiving step in Purchasing PORT and follow these instructions if manual liquidation is needed: [purchase orders review instructions](#) and [pre-approval travel review instructions](#).



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

Note from the Xtender Team

When adding journal entry backup and deposit backup, always select "New Query". Never click "New Batch".

Log into Xtender, query your user id to view batches created and remove using [these instructions](#).

Financial Services Updates

The new **departmental deposit** process is fully implemented and all departments should scan deposit backup. Visit the [Departmental Deposit website](#) for detailed instructions and more information.

Click [here](#) to view important **journal entry** updates. Visit the [Journal Entries website](#) for detailed instructions and more information.