FY2023 State Budget Accruals

State Funds only: June 2023 invoice expenses keyed in July as accruals (fiscal period 14, FY2023) are now reflected in the current year (FY2024) budgets. The document number is BE000049 and it posted 8/1/23. Please note the invoice document number within the transaction description to further review items keyed in the accrual period. Contact Dawn Quist quists@ecu.edu or 737-2100 if you have questions.

State Funds only: June 2023 invoice expenses keyed in fiscal period 12 (FY2023), where checks were not written as of June 30, 2023, are now reflected in the current year (FY2024) budgets. These invoices were reversed in June in order for the University to close on the cash basis of accounting per Office of State Budget and Management (OSBM). The invoices were re-entered in July (fiscal period 01, FY2024). The document number is EOYR0017. Please contact Dawn Quist quists@ecu.edu or if you have questions.

Good Accounting Practices

- Visit the new Departmental Deposit website.
- Complete the Monthly Departmental Review Process for every FOAPAL.
- Complete and submit the security reviews as requested.
- Attend training, click here to view and register for upcoming training.
- Monthly journal entry review to verify the journal entry status and ensure all journal entries have posted to the general ledger.
- Visit the revised Materials Management website.

Journal Entry Backup Documentation

The journal entry documentation that is scanned into Xtender should verify the amount and business purpose so the approver has a clear understanding of the journal entry. Most journal entries are reclassing or correcting a transaction; therefore, the original transaction budget screenshot is needed to display the original FOAPAL. Also, the approver needs to review the invoice or receipt. Backup documentation should always include the budget screenshot of the original transactions, invoices, receipts, reports, emails, etc. Be sure to redact confidential information like SSN, credit card numbers, checking account numbers, date of birth, etc.