



**\*\*\* Rowan Daily Mail - Employees \*\*\***

**\*\*\* EXTRA EDITION - July 12, 2023 \*\*\***

**Banner Finance Fiscal Year End Process Update**

Beginning at **11:00AM on Friday, July 14<sup>th</sup>**, the Finance Division will be completing year end system process updates in the Banner Finance module in both Self-Service Banner & Administrative Pages.

On July 14<sup>th</sup>, all Banner Finance users are required to log off of, and remain out of, the Banner Finance module by 11:00AM.

The Finance module will be unavailable until Saturday, July 15<sup>th</sup>.

Banner Finance includes, but is not limited to:

- Requisitions
- Receiving
- Non-PO Payment/Direct Pay Processing
- Approval Queues
- Journal Entries
- Accessing Budgets
- DCA Application (electronic workflow)
- Indexing in Onbase

Please contact [AccountingServices@rowan.edu](mailto:AccountingServices@rowan.edu) if any questions or concerns.