Chrome River ProCard Demo  Auditorium  9:30 am
Chrome River is the new system for travel pre-approvals and reimbursements, ProCard processes, and direct payments. Chrome River will replace the Online Travel and WORKS applications. Attendees that use or reconcile ProCards should attend this session. A step by step demonstration of the Chrome River ProCard process, will be led by Penney Doughtie.

Excel  Conf Room A  9:30 am
This session will help users learn to organize and manage large sets of financial data using Microsoft Excel. The session will talk about some of the basic items such as the Ribbon and the Quick Access Toolbar and cover the features such as formatting tables, sorting, adding formulas, charts, pivot tables, and resources that are available to faculty, staff, and students.

Foundation Funds Overview  Conf Room B  9:30 am
The purpose of this session is to review the wide range of topics involving the use of Foundation funds. Topics will include the following:
- Purpose of the Foundations
- Expenditure policies, including required approvals
- Fund purposes and available funds
- Use of ProCard for foundation funds
- Scholarships, prizes and awards, including the use of Academic works
- Office of Gift Records, including deposit procedures for gifts/sponsorships, fundraising, credit card data/machines, sales tax, and Ustores
- Endowments

State Funds Presentation  Auditorium  10:30 am
The University Budget Office monitors, provides leadership, oversight, and support with regard to the execution of State appropriated funds and most Institutional Trust Funds (ITF). State funds begin with 111 and 112. ITFs begin with 12, 14, or 31. The following topics will be reviewed and discussed: Banner FOAPAL, Budget Pool Account Codes, Budget Roll Process, Permanent Budget, Buy-out Form, Fund 111103, Use of Lapsed Salary Funds, Budget Quarterly Review/Reconciliation, and ECU Spending Guidelines.
Payroll Conf Room A  10:30 am
Navigating the Payroll Process - This session will provide an inside look into our payroll process, led by ECU Payroll Director Paula Loftin. Topics will include: Steps for a Successful Payroll; Cause and Effect of Payroll Overpayments.

Grant Funds Overview Conf Room B  10:30 am
News at Eleven! New reports and applications to maintain financial oversight in Grants and Contracts. This session will provide a review and update of the many new reports and web applications available to individuals who are managing sponsored programs at ECU. The new PI Portal will be a primary feature of the presentation and provide insights into how the Portal can help you and your PIs keep on top of financials and personnel on their sponsored projects. We will also discuss the newest unit in REDE – Compliance Monitoring and Strategic Initiatives (CMSI) - and how CMSI is working towards providing useful reporting tools, and other resources in sponsored program management.

Chrome River Travel Demo Auditorium 3:00 pm
Chrome River is the new system for travel pre-approvals and reimbursements, ProCard processes, and direct payments. Chrome River will replace the current Online Travel System. Attendees that prepare travel should attend this session. This session will provide a step by step demonstration of the Chrome River travel process, will be led by Penney Doughtie.

Materials Management Conf Room A  3:00 pm
- Discuss the new Amazon and Punch-Out process < $5000 procurements.
- Discuss the Internet Of Things (IOT) and how it affects Procurement at ECU.
- Required documentation for Procurements > $5,000.
- Discuss online PORT manual.

Institutional Trust Funds / Xtender Conf Room B  3:00 pm
There is a better way to manage your ITF funds. We will show you how!
- Discussion and demonstration of various techniques and tools to manage your ITF funds.
- Demonstration of F&A FUND ecuBIC reports and using F_A Activity Codes to track PI revenue and expenditures.
Automated JE Approvals
This session will provide a step by step demonstration of the Automated Journal Entry Approval process. This breakout session will include a time for discussion and questions from the audience.

Chrome River Roundtable
This session will be a time for ProCard holders and travel preparers to ask the Chrome River team questions about the new processes. Attendees are asked to bring examples of specific situations for their departments.

State Funds Roundtable
Have a question about State budgets? This is the perfect opportunity to ask! This session will be a time for State Budget questions and answers, so feel free to bring examples or any documents that would be helpful in your specific discussion. There will be no agenda.