8:25 am Auditorium  
**Protecting the Pirate Treasure: Internal Audit, Internal Controls, Fraud, and Abuse**  
In this session we will introduce the audience to the role of internal audit, discuss basic internal controls, and cover some real-world fraud and abuse scenarios that have occurred at ECU. The objective is for the audience to take these concepts and apply strong controls to prevent these types of things from happening in their own areas.

9:00 am Auditorium  
**Formstack - Digitizing Paper Forms**  
This session will introduce Formstack, ECU’s solution for collecting electronic data. Formstack basics will be covered, and examples demonstrated using current campus forms converted to Formstack. No programming is needed to use Formstack – every step is click and drag! Formstack is an ideal solution if you currently use paper forms and want to move electronic. It’s very intuitive to use and ITCS offers support services for form and workflow design.

9:45 am Auditorium  
**All Things that Fall Under Disbursements: Supplier Management, Accounts Payable, ProCard, and Chrome River**  
The Disbursements Office will discuss Supplier Management, Accounts Payable, ProCard and Chrome River. We will discuss year-to-date statistics, website content, documentation needed when processing a payable, policies, and frequent questions that we see across our campus community. Fiscal year end dates will be discussed. We will answer questions if time permits.

9:45 am Conference Room A  
**Foundation Funds Overview**  
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
- Office of Gift Records, including deposit procedures for gifts/sponsorships, fundraising, credit card data/machines, sales tax, and Ustores
- Endowments
10:45 am  Auditorium
**Budget Office Overview**
The Budget Office provides basic information and guidance to all the University concerning the establishment, revision, reporting, administration and control of state appropriated funds, and auxiliary/institutional trust funds. In our presentation, we will present an overview of who we are and what we do, as well as answer frequent questions and provide some helpful tips and tricks.

10:45 am  Conference Room A
**Let’s Talk Finance Security – What, When, Where, & How**
You need access to finance data. How do you request it? What type of access do you request - Banner, ODS, ecuBIC, PirateDrive or perhaps Delegation of Authority? You’re having a problem with your security? Not seeing what you expect to see? Are you now being asked to approve security for a staff member? Join us to learn the answers to your burning questions regarding Finance Security.

11:45 am  Auditorium
**Departmental Deposit Process**
The revised departmental deposit process will be introduced, and the required documents uploaded to Xtender will be demonstrated.

12:20 pm  LUNCH (for registered guests)  Conference Room A-D

1:30 pm 4/25/2023  Guest Speaker Dr. Cal Christian
1:30 pm 4/26/2023  Guest Speaker Dr. Kelley Reinsmith-Jones

2:15 pm  Auditorium
**Data Governance and Security**
This session will discuss ECU’s data governance program and who has authority over the institution’s data security. The presentation will cover the data governance structure, who are ECU’s data stewards, data authority, and the data classifications that dictate the type of security needed.

3:00 pm  Auditorium
**ITF Overview/F&A Report Overview**
This session will provide an overview of the various types of Institutional Trust Funds along with the basic spending guidelines that govern their use based on fund type. Banner screens, cash balance vs. budget, annual fees, the scholarship process, and journal entries will be reviewed.
3:00 pm  Conference Room A
**Materials Management Fast Facts**
Overview of the current ECU procurement rules that became effective March 2022 and an opportunity for campus users to ask questions related to the ECU procurement process.

4:00 pm  Auditorium
**Grant and Contract Lifecycle Essentials for Success**
This session will feature quick overviews of sponsored program lifecycle items that are often confusing, overlooked, or an afterthought. Topics include Types of Awards, Post Proposal Guidance, Award Setup Overview, Cost Share Commitments and Reconciliation, Timeliness of Cost Transfers, and more.