

Getting Started in Banner Finance

Helpful Website Links

- [Financial Services Website](#)
- [Systems Coordination Website](#)
- [Banner Finance Security Website](#)
- [Xtender Security Website](#)

Register for Banner Finance Training

- [ECU Online Banner Finance Training for New Users](#)
- [Banner Finance 101/102 FOAPAL & Finance Self Service](#)
- [Banner Finance 103 Banner Admin Pages](#)
- [ePrint Report Training](#)
- [Financial Monthly Departmental Review Training](#)
- [Journal Entry Training ~ Banner Admin Pages](#)
- [Journal Entry Training ~ Finance Self Service](#)
- [Introduction to Financial Services Processes](#)
- [Departmental Deposit Training](#)
- [Chrome River Training](#)

Banner Security Request

1. Identify job duties to determine security access needed.
 - a. Will you create departmental deposits?
 - b. Will you inventory Fixed Assets?
 - c. Will you view budgets or monthly departmental review process?
 - d. Will you create journal vouchers?
 - e. Will you approve journal vouchers?
 - f. Will you work with Grant funds?
 - g. Will you create purchase requisitions in PORT?
 - h. Will you approve purchase requisitions in PORT?
 - i. What is the departmental ship to code?
 - j. What is the department's organization number(s)?
 - k. Will you view scanned documents in Xtender?
2. Complete the Banner Finance Security Request Form
 - a. Visit the [Banner Finance Security Website](#) for detailed instructions.
 - b. Email syscoord@ecu.edu with questions regarding Banner Finance Security.