

Helpful Financial Services Websites

Financial Services Website	https://financialservices.ecu.edu/
Systems Coordination Website	https://financialservices.ecu.edu/systems-coordination/
Banner Finance Security Website	https://financialservices.ecu.edu/systems-coordination-banner-security/

How to Register for Banner Finance Training

- *Log onto Pirate Port located on ECU's website <https://pirateport.ecu.edu/>
- *Click 'Cornerstone Employee Training'
- *Enter PirateID and Password
- *Click Home Tab
- *Click Welcome
- *Click Browse for Training

Helpful Banner Finance Training https://financialservices.ecu.edu/wp-content/pv-uploads/sites/86/2018/05/Upcoming_Training.pdf

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| *ECU Online Banner Finance Training for New Users | Click here to launch video. |
| *Banner Finance 101/102 FOAPAL & Finance Self Service | *Fixed Assets Training |
| *Banner Finance 103 Banner Admin Pages | *Intro to Financial Services Processes |
| *e~Print Report Training | *Xtender Training |
| *Financial Monthly Departmental Review Training | *ODS and Quick Query Training |
| *Departmental Deposit Training | *PORT Purchasing and Approval Training |
| *Journal Entry Training ~ Banner Admin Pages | *Chrome River Travel Training |
| *Journal Entry Training ~ Finance Self Service | *Chrome River ProCard |

Getting Started in Banner Finance <https://financialservices.ecu.edu/banner-financial-services/>

- *Complete Online ECU Banner Finance Training for New Users. [Click here to launch video.](#)
- *Will you create departmental deposits?
- *Will you inventory Fixed Assets?
- *Will you view budgets or monthly departmental review process?
- *Will you create journal vouchers?
- *Will you approve journal vouchers?
- *Will you work with Grant funds? (funds that begin with 21)
- *Will you create purchase requisitions? (PORT)
- *Will you approve purchase requisitions? (PORT)
- *What is the departmental ship to code?
- *What is the departments organization numbers?
- *Will you view documents? (Xtender)

Request Banner Finance Security Access

- *Complete the Banner Security Form.
- *Follow website instructions <https://financialservices.ecu.edu/systems-coordination-banner-security/>
- Contact syscoord@ecu.edu with questions regarding Banner Finance Security.