



ECU Financial Services

Issue 12

A monthly newsletter by the Office of Systems Coordination

www.ecu.edu/syscoord

February 5, 2019

ECU Banner Finance Training for New Users

“ECU Banner Finance Training for New Users” is a NEW online training course. The training video will help introduce new users to Banner Finance, covering financial topics such as the chart of accounts (called the FOAPAL), fund types, and rule class codes. This video also demonstrates basic navigation in Banner Self Service as well as Banner Admin Pages. Training is required prior to a user requesting Banner Finance Security. Click [here](#) to register in Cornerstone for this new training opportunity.



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

Using ProCard as Default Payment Method in Port.

Materials Management has announced a new process in Port that will allow users to update their profile to include their Pro-Card information. Click [here](#) for more detailed information

Banner 9 Tips

Firefox is the best browser option.
Print shortcut – press 'Ctrl + Alt + P' simultaneously.

ITF Budget Functions Moving to UBO

Starting February 1, 2019 the University Budget Office (UBO) will manage the budget functions related to Institutional Trust Funds (ITF). Click [here](#) for more detailed information

2019 Financial Services Workshop

Save the date: March 19th or March 20.
Registration information will be forthcoming.