

Save the date: **Tuesday, March 10th** or **Wednesday, March 11th**

Financial Services is excited about the upcoming workshop. The **2020 Financial Services Workshop** will be two full days to allow more Banner Finance users the opportunity to attend. Attendees should only attend one day because the same sessions and information will be covered each day. Breakout sessions will include the Automated Journal Entry Process, Chrome River Reimbursement System, Self Service Banner 9, and much more.



[Month End Schedule](#)



[Report Information](#)



[Upcoming Training](#)



[Contacts](#)

## Monthly Departmental Review Process

The purpose of the monthly departmental review process is to ensure adequate funding sources have been identified and all transactions (including revenues, payroll, and expenses) are accurate and properly classified to the correct Banner FOAP (FUND, ORGANIZATION, ACCOUNT, PROGRAM). The review process at the departmental level is an important control to ensure that departments are credited for appropriate revenues. The monthly review also allows a department to watch for potential problems such as: employee pay charged to the wrong department, former employees still on the payroll, expenses charged to the wrong department, and charges not showing in the department's expenses. Training is available on Cornerstone. If your department needs assistance getting set up for this process, please contact Penney Doughtie [doughtiep@ecu.edu](mailto:doughtiep@ecu.edu).