Upcoming Banner Finance Training

ECU Banner Finance Training for New Users
The online training course will introduce new users to Banner Finance. The thirty-minute video covers financial topics such as the chart of accounts (called FOAPAL), fund types, and rule class codes. This video also demonstrates basic navigation in Banner Self Service as well as Banner 9 Admin Pages. This training is required prior to a user requesting Banner Finance Security. Click here to launch video.

Banner Finance 101/102 FOAPAL and SSB Training
This two-hour course is designed for Banner Finance users and provides detailed information about the chart of accounts (FOAPAL). Participants will navigate within the Banner Self Service System and learn to view budget information, transaction details and budget transfers. Register on Cornerstone
Dates: 9/5/2024, 10/8/2024, 11/5/2024, 12/3/2024, 1/14/2025

Banner Finance 103 Admin Pages
This two-hour training session will introduce the Banner Finance users to Banner Admin Pages. The participants will navigate within Banner to view the budget information, document, FOPAL charts, and other relevant financial data in Banner. Register on Cornerstone
Dates: 9/18/2024, 10/9/2024, 11/6/2024, 12/4/2024, 1/15/2025

Introduction to Financial Services Processes
This two-hour training session is designed to introduce new employees to Financial Services processes including: Banner Finance Security, Finance Application log ins, budget information, cash receipts, journal entries, purchasing methods, payment lookup, and much more. Register on Cornerstone
Dates: 8/13/2024, 9/17/2024, 10/15/2024, 11/12/2024, 12/10/2024, 1/21/2024

Departmental Deposit Training – Banner Admin Pages
This two-hour training session will demonstrate the required steps in a departmental deposit. Also, Banner security and Xtender security instructions will be shared. This training session is required prior to receiving Misc Deposit Security. Register on Cornerstone
Training Date: 8/14/2024, 9/19/2024, 10/16/2024, 1/14/2024, 12/11/2024, 1/22/2025

Automated Journal Entries Training – Finance Self Service
This two-hour course is designed for Banner Finance users that will enter journal entries. This training will demonstrate how to create and approve journal entries in Finance Self Service. Required training and security will be covered. Register on Cornerstone
Training Date: 8/22/2024, 9/24/2024, 10/24/2024, 11/19/2024, 12/12/2024, 1/30/2025

Automated Journal Entries Training – Banner Admin Pages
This two-hour course is designed for Banner Finance users that will enter journal entries. This training will demonstrate how to create and approve journal entries in Banner Admin Pages. Required training and security will be covered. Register on Cornerstone
Training Date: 9/4/2024, 10/10/2024, 11/7/2024, 12/5/2024, 1/16/2025

e~Print Report Training
This course provides a demonstration on how to view Banner e~Print reports. The hands-on training will allow users to view departmental budgets. Users can bring FOAPAL information and have departmental questions answered. The attendees will view budget reports, transaction reports, and many more helpful ePrint reports. Also provided, is an ecuBIC demonstration. Register on Cornerstone
Dates: 8/21/2024, 10/22/2024, 1/23/2025

Financial Monthly Departmental Review Training
This training session will demonstrate each step of the University's Monthly Departmental Review of Financial Transactions Guidelines. Detailed instructions will be provided to retrieve the financial reports. Transaction examples will be reviewed including cash receipts, expenses, encumbrances, and payroll. Departmental documentation requirements and a completion log will also be reviewed. The Monthly Departmental Guidelines have been developed to meet the UNC SO Business Process Standards. Register on Cornerstone
Dates: 08/20/2024, 10/17/2024, 1/28/2025

Chrome River Training
Chrome River is an accounting software application designed to automate and streamline Accounts Payable processes for travel expenses and corporate credit card transactions. This software product is customized to incorporate University travel rules and automated approval routing. Chrome River will replace the Online Travel system and the ProCard reconciliation process in WORKS. The Chrome River face-to-face training sessions will demonstrate navigation in Chrome River. Step by step instructions will be provided for the ProCard process, Blanket Travel, Pre-Approval Travel, Travel and Non-Travel Reimbursements for employees and students. Register on Cornerstone
Dates: Training dates and Microsoft TEAMS links are in Chrome River under Announcements

Helpful Tips
Banner Finance Training sessions use Microsoft TEAMS with audio, video, and shared screens.
Visit the training website for more information.
Send special training requests and questions to Penney Doughtie.