

Accounts Payable Training

Accounts Payable does not have a required training session; however, payment instructions are demonstrated in several trainings. The following training classes are recommended for users that work payment transactions.

[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.

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](#)

If you will make purchases with a ProCard review

the [ECU ProCard Training](#) and complete the [ECU ProCard Training Quiz](#)

If you will make purchases with a Purchase Order attend

PORT Purchasing & Approval Training

Register on [Cornerstone](#)

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](#)

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](#)