Institutional Trust Funds  9:30 am & 3:00 pm
Our processes have changed! Come find out how the Institutional Trust Funds office is using technology to improve processes and make research accounting easier. We will provide a demonstration on using DocuSign for completing Fund Authority Forms. We will also provide information on accessing and using Xtender for looking up journal voucher entry documents and for viewing active Fund Authorities. If you are the person responsible for completing Fund Authority documents in your department, you will need to attend this session. If you are the person responsible for the budget of your department, the Xtender presentation will be helpful for you.

State Budget  9:30 am
The University Budget Office monitors and helps users with state appropriated funds. This includes funds that begin with 111xxx and 112xxx. The following topics will be reviewed and discussed: Banner FOAPAL, Budget Pool Account Codes, Budget Roll Process, Permanent Budget, Grant/Contract Reassigned Time Form, Position Change Form, Fund 111103, Use of Lapsed Salary Funds, Budget Quarterly Review/Reconciliation, and ECU spending guidelines.

EPAFs Overview  9:30 am
This session is intended for those individuals who originate and/or approve EPAFs. This session will be a basic overview of EPAF design, terminology, effective dates, default routing queue and information regarding helpful documents.
**Excel for Beginners**  
10:30 am  
Helpful Excel tips will be demonstrated using financial transactions. Includes shortcuts for formatting data as well as saving time when using Excel.

**Travel Review**  
10:30 am & 3:00 pm  
This breakout session will review recent changes to policies, update the end-user on new procedures, and offer detailed instruction on how the online travel system can work better for the traveler and preparer. We will discuss student travel, attachments, alerts and many other aspects of travel. Be sure to bring questions as time permits at the end of the presentation.

**Compliance Management**  
10:30 am & 2:00 pm  
This session will review compliance related to Cash management, Accounts Receivable and PCI (payment card industry). If your department currently receipts funds, invoices external customers and/or accepts credit card payments, you will want to attend.

**Fixed Assets**  
2:00 pm  
This session will explain “How a Fixed Asset is identified”, the tracking of an organizations assets and what is done with it as it goes through its life span at ECU. The accuracy of tracking an asset is the responsibility of the department from start (account codes) to finish (PETS & Surplus). UNC Business Process Standards and best practices for Capital Assets will be explained. Various Fixed Asset website forms that aid the tracking of departmental assets will be reviewed.

**Payroll**  
2:00 pm  
This session will provide attendees with payroll updates for 2015 and a look ahead at some enhancements/changes. We will provide an overview of the Fair Labor Standards Act (FLSA) and how it impacts time-keeping for exempt and non-exempt employees. We
will review the importance of the 40 hour work week and overtime calculations. We’ll discuss leave without pay and best practices when handling employees with very little or no leave and best ways to minimize underpayments/overpayments. We will take a closer look at Kronos, roles and responsibilities and how Kronos will improve time-keeping and reporting. We will also discuss the importance of involving payroll when contracting with foreign national employees and vendors.

**ECU Foundations**  
3:00 pm  
The Foundations session will update on important issues when using Foundation funds, including sales tax, changes in the scholarship process, and the stewardship policy.

**Excel Intermediate**  
4:00 pm  
Helpful Excel tips will be demonstrated using financial transactions. Includes tips for organizing and managing large sets of data.