



Co-funded by the
Tempus Programme
of the European Union

Project name: Increasing the Financial Autonomy and accountability at public higher education institutions in Kosova

Project acronym: FAITH

Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR

Minutes

of the training for the staff of the University of Prishtina "Hasan Prishtina" on the use of the Software on "Management of Budget and Finances"

Held on 28 – 30 June 2016

INTRODUCTION

The trainings for the staff of the University of Prishtina "Hasan Prishtina" were organized in all Faculties. The target group for the training's were: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department; Education officers. The software for financial management has been installed for the public universities. In this aspect the trainings were an opportunity for the target groups to learn more on the use of "Management of Budget and Finances" system. Due to the large number of the faculties, the trainings for the 13 faculties of the University of Prishtina, were organized into three different days.

General remarks

- The program is temporarily installed on the servers of all faculties until the servers purchased by the project reaches the three public universities.
- During this period, universities will give access to the system to: IT officers, finance officers, officers for teaching, management and vice-deans for finance.
- Each of them will have access and authorization to the system based on their job description
- Until October 1, the targeted officers officers will have the opportunity to do data entry in the modules, to test data and at the same time they can provide feedback regarding the system and modules.
- It is planned that the trial phase will end by September 30, and on October 1 to start using the system

The list of participants and agenda of the trainings can be found below.

LIST OF PARTICIPANTS, June 28, 2016

No	Institution	Name and surname	Position
1	University of Prishtina "Hasan Prishtina" – Rectorate, Central Administration	Kosovar Sopjanii	Accountant Officer & Certifying Officer
2	UNISOFT	Fisnik Meha	System developer
3	UNISOFT	Adrijan Krasniqi	System developer
4	University of Prishtina "Hasan Prishtina" – Rectorate, Central Administration	Beke Kuqi	Budget Officer
5	University of Prishtina "Hasan Prishtina" – Rectorate, Central Administration	Armend Kastrati	Salary, honorarium and project Officer
6	University of Prishtina "Hasan Prishtina" – Rectorate, Central Administration	Zelfije Abdyli	Cashier Officer
7	University of Prishtina "Hasan Prishtina" – Rectorate, Central Administration	Naser Hyseni	Audit Officer
8	University of Prishtina "Hasan Prishtina" – Rectorate, Central	Ilir Hajdari	Budget and finance director

Administration		
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Agenda, June 28, 2016:

Hands-on trainings on the use of the new Software on "Management of Budget and Finances"

Venue: University of Prishtina "Hasan Prishtina",

Central Administration - Rectorate

Target faculties: Finance Officer in Rectorate – Central Administration

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department; Education officers.

28.06.2016

Time	Topics	Venue
9:30 – 12:00	<p>- <u>HANDS – ON TRAINING ON THE USE OF THE SYSTEM:</u></p> <p>Administration; Groups; Forms; Authorizations; Users; Languages Faculties; Departments; Banks; Employers; Budget And Finances; Budget Approval; Reports – Approval; Budget Allocations; Reports - Allocations; Commitment Of Budget; Reports For Commitment Budget; Expense Budget; Reports Of Expenses; Certification Of Payments; Reports Of Certification; Searchings' (Reports); Suppliers; Supplier – Bank; Economic Category economic; Subcategory; Economic Codes; Project Codes</p> <p>Request Module; Request; Reports – Request; Review Of Request; Articles; Asset Category; Measurement Units; Personnel Module; Personnel; Administrative Contract; Report Of Administrative Contract; Academic Contract; Reports – Academic Contract; Functions; Positions; Qualifications; Codes Scientific Grades.</p>	Finance Officer – Central Administration

LIST OF PARTICIPANTS, June 28, 2016:

No	Institution	Name and surname	Position
1	UNISOFT	Fisnik Meha	System developer
2	Faculty of Philosophy	Mentor Maka	IT Officer
3	Faculty of Philosophy	Agim Zogaj	Vice dean
4	Faculty of Philosophy	Remzije Metaj	Finance and accountant Officer
5	Faculty of Philosophy	Ibrahim Hoxha	Education Officer
6	Faculty of Physical Education and Sport	Fisnik Bublaku	Finance Officer
7	Faculty of Physical Education and Sport	Shqipe Bajcinca	Vice dean for Education
8	Faculty of Physical Education and Sport	Shaban Ukshini	IT Officer
9	UNISOFT	Adrian Krasniqi	System developer
10	Faculty of Education	Vera Ahmeti Sopa	Finance Officer
11	WUS Kosova	Arrita Gola	Project Assistant

Agenda, June 28, 2016:

**Hands-on trainings on the use of the new Software
on “Management of Budget and Finances”**

Venue: University of Prishtina “Hasan Prishtina”

Target faculties: Faculty of Philosophy, Faculty of Education and Faculty of Sport Sciences

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department; Education officers.

28.06.2016

Time	Topics
13:30 - 16:00	<p>- <u>HANDS – ON TRAINING ON THE USE OF THE SYSTEM:</u></p> <p>Administration; Groups; Forms; Authorizations; Users; Languages Faculties; Departments; Banks; Employers; Budget And Finances; Budget Approval; Reports – Approval; Budget Allocations; Reports - Allocations; Commitment Of Budget; Reports For Commitment Budget; Expense Budget; Reports Of Expenses; Certification Of Payments; Reports Of Certification; Searchings’ (Reports); Suppliers; Supplier – Bank; Economic Category economic; Subcategory; Economic Codes; Project Codes</p> <p>Request Module; Request; Reports – Request; Review Of Request; Articles; Asset Category; Measurement Units; Personnel Module; Personnel; Administrative Contract; Report Of Administrative Contract; Academic Contract; Reports – Academic Contract; Functions; Positions; Qualifications; Codes Scientific Grades.</p>

LIST OF PARTICIPANTS, June 29, 2016:

No	Institution	Name and surname	Position
1	Faculty of Philology	Nuran Muhaxheri	Vice dean for finance
2	Faculty of Philology	Ergyn Sllovinja	Finance Officer
3	Faculty of Philology	Defrim Krasniqi	IT Officer
4	Faculty of Natural Sciences and Mathematics	Agim Gashi	Vice dean for finance
5	Faculty of Natural Sciences and Mathematics	Bashkim Trupaj	IT Officer
6	Faculty of Natural Sciences and Mathematics	Artan Alidema	IT Officer
7	UNISOFT	Fisnik Meha	System developer
8	UNISOFT	Drilon Azemi	System developer
9	Faculty of Arts	Fitim Guri	IT Officer
10	Faculty of Arts	Gani Duli	Finance Officer
11	WUS Kosova	Arrita Gola	Project Assistant

Agenda, June 29, 2016:

Hands-on trainings on the use of the new Software on "Management of Budget and Finances"

Venue: University of Prishtina "Hasan Prishtina"

Target faculties: Faculty of Philology, Faculty of Arts and Faculty of Mathematics and Natural Sciences

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department; Education officers.

29.06.2016

Time	Topics
09:30 - 12:00	<p>- <u>HANDS – ON TRAINING ON THE USE OF THE SYSTEM:</u></p> <p>Administration; Groups; Forms; Authorizations; Users; Languages Faculties; Departments; Banks; Employers; Budget And Finances; Budget Approval; Reports – Approval; Budget Allocations; Reports - Allocations; Commitment Of Budget; Reports For Commitment Budget; Expense Budget; Reports Of Expenses; Certification Of Payments; Reports Of Certification; Searchings' (Reports); Suppliers; Supplier – Bank; Economic Category economic; Subcategory; Economic Codes; Project Codes</p> <p>Request Module; Request; Reports – Request; Review Of Request; Articles; Asset Category; Measurement Units; Personnel Module; Personnel; Administrative Contract; Report Of Administrative Contract; Academic Contract; Reports – Academic Contract; Functions; Positions; Qualifications; Codes</p>



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LIST OF PARTICIPANTS, June 29, 2016:

No	Institution	Name and surname	Position
1	Faculty of Economics	Hysni Krasniqi	Finance Officer
2	Faculty of Economics	Vlora Gjonbalaj Lokaj	Education Officer
3	Faculty of Economics	Kujtim Berisha	IT Officer
4	Faculty of Economics	Gjylasfie Bersiha	Officer for Masters and PhD
5	UNISOFT	Fisnik Meha	System Developer
5	Faculty of Law	Agim Bahtiri	Education Officer
6	Faculty of Law	Elbasan Bardhaj	IT Officer
7	WUS Kosova	Arrita Gola	Project Assistant

Agenda, June 29, 2016:

Hands-on trainings on the use of the new Software on “Management of Budget and Finances”

Venue: University of Prishtina “Hasan Prishtina”

Target faculties: Faculty of Economics and Faculty of Law

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department; Education officers

29.06.2016

Time	Topics
13:30 - 16:00	<p>- <u>HANDS – ON TRAINING ON THE USE OF THE SYSTEM:</u></p> <p>Administration; Groups; Forms; Authorizations; Users; Languages Faculties; Departments; Banks; Employers; Budget And Finances; Budget Approval; Reports – Approval; Budget Allocations; Reports - Allocations; Commitment Of Budget; Reports For Commitment Budget; Expense Budget; Reports Of Expenses; Certification Of Payments; Reports Of Certification; Searchings’ (Reports); Suppliers; Supplier – Bank; Economic Category economic; Subcategory; Economic Codes; Project Codes</p> <p>Request Module; Request; Reports – Request; Review Of Request; Articles; Asset Category; Measurement Units;</p>

	Personnel Module; Personnel; Administrative Contract; Report Of Administrative Contract; Academic Contract; Reports – Academic Contract; Functions; Positions; Qualifications; Codes Scientific Grades.
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LIST OF PARTICIPANTS, June 30, 2016:

No	Institution	Name and surname	Position
1	Faculty of Construction and Architecture	Bardh Bardhi	Finance Officer
2	Faculty of Construction and Architecture	Hajdar Sadiku	Vice dean for finance
3	Faculty of Construction and Architecture	Agon Beqiri	IT Officer
4	UNISOFT	Kujtim Mustafa	Software developer
5	Faculty of Machinery	Liridon Bytyqi	IT Officer
6	UNISOFT	Adrian Krasniqi	Software developer
7	Faculty of Machinery	Zade Gjonbalaj	Finance Officer
8	Faculty of Electrical and Computer Engineering	Lirim Bylygbashi	IT Officer
9	Faculty of Electrical and Computer Engineering	Drita Konjusha	Finance Officer
10	UNISOFT	Drilon Azemi	System Developer
11	WUS Kosova	Arrita Gola	Project Assistant
12	WUS Kosova	Mjellma Carabregu	Director

Agenda, June 30, 2016:

Hands-on trainings on the use of the new Software on "Management of Budget and Finances"

Venue: University of Prishtina "Hasan Prishtina"

Target faculties: Faculty of Electrical and Computer Engineering, Faculty of Mechanical Engineering and Faculty of Engineering and Architecture

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department; Education officers

30.06.2016

Time	Topics
09:30 - 12:00	<p>- <u>HANDS – ON TRAINING ON THE USE OF THE SYSTEM:</u></p> <p>Administration; Groups; Forms; Authorizations; Users; Languages Faculties; Departments; Banks; Employers; Budget And Finances; Budget Approval; Reports – Approval; Budget Allocations; Reports - Allocations; Commitment Of Budget; Reports For Commitment Budget; Expense Budget; Reports Of Expenses; Certification Of Payments; Reports Of Certification; Searchings' (Reports); Suppliers; Supplier – Bank; Economic Category economic; Subcategory; Economic Codes; Project Codes</p> <p>Request Module; Request; Reports – Request; Review Of Request; Articles; Asset Category; Measurement Units; Personnel Module; Personnel; Administrative Contract; Report</p>

	Of Administrative Contract; Academic Contract; Reports – Academic Contract; Functions; Positions; Qualifications; Codes Scientific Grades.
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LIST OF PARTICIPANTS, June 30, 2016:

No	Institution	Name and surname	Position
1	UNISOFT	Adrian Krasniqi	Software developer
2	UNISOFT	Kujtim Mustafa	Software developer
3	Faculty of Medicine	Gloria Staka	Vice dean for Finance
4	Faculty of Medicine	Fahrije Gashi	Finance Officer
5	Faculty of Medicine	Fatime Kryeziu	Education Officer
6	Faculty of Medicine	Besim Canolli	IT Officer
7	Faculty of Agriculture and Veterinary	Nazim Merovci	Finance Officer
8	Faculty of Agriculture and Veterinary	Bekim Selimi	IT Officer
9	Faculty of Agriculture and Veterinary	Hajrip Mehmeti	Vice dean for finance
10	UNISOFT	Drilon Azemi	System developer
11	WUS Kosova	Arrita Gola	Project Assistant
12	WUS Kosova	Mjellma Carabregu	Director

Agenda, June 30, 2016

Hands-on trainings on the use of the new Software on “Management of Budget and Finances”

Venue: University of Prishtina “Hasan Prishtina”

Target faculties: Faculty of Medicine and Faculty of Agriculture and Veterinary

Target group: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department; Education officers

30.06.2016

Time	Topics
13:30 - 16:00	<p>- <u>HANDS – ON TRAINING ON THE USE OF THE SYSTEM:</u></p> <p>Administration; Groups; Forms; Authorizations; Users; Languages Faculties; Departments; Banks; Employers; Budget And Finances; Budget Approval; Reports – Approval; Budget Allocations; Reports - Allocations; Commitment Of Budget; Reports For Commitment Budget; Expense Budget; Reports Of Expenses; Certification Of Payments; Reports Of Certification; Searchings’ (Reports); Suppliers; Supplier – Bank; Economic Category economic; Subcategory; Economic Codes; Project Codes</p> <p>Request Module; Request; Reports – Request; Review Of Request; Articles; Asset Category; Measurement Units; Personnel Module; Personnel; Administrative Contract; Report Of Administrative Contract; Academic Contract; Reports – Academic Contract; Functions; Positions; Qualifications; Codes</p>



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