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

Project acronym: FAITH

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Minutes

of the training for the staff of the University of Peja "Haxhi Zeka" on the use of the Software on "Management of Budget and Finances"

Held on June 29, 2016

Introduction

Training for staff of University of Peja "Haxhi Zeka" for the implementation of the new system "Management of Budget and Finance" was held on 29 June, 2016, according to the agenda. The target groups for the training were: Vice Deans for Finance; staff of the IT Department; Staff of the Finance Department; Education officers.

General Remarks

- The target group has been trained on the use of the software on "Management of Budget and Finances"
- The officers were taught by the members of the training team
- IT officers of the University will create a specific user login for each staff member (management, vice dean for finance, finance officers and education officer) and will give access and authorization in the system according to their job description
- The trial phase will last until September 30, and during this phase it is expected that the staff members will give feedback about the system.
- Changes and modifications can be made during the trial phase of the project.
- The system will start its implementation on October 1, 2016.

AGENDA

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

Venue: *University “Haxhi Zeka” Peje*

Rectorate Building, Peje

Target faculties: All faculties of University “Haxhi Zeka” Peje.

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

29 June, 2016

<i>Time</i>	<i>Topics</i>
11.00 – 16.00	<p>- <u>HANDS – ON TRAINING ON THE USE OF THE MODULES OF THE NEW SOFTWARE:</u></p> <p>-</p> <p><i>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 CATEGORYECONOMIC; SUBCATEGORY; ECONOMIC CODES; PROJECT CODES</i></p> <p><i>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;</i></p>

LIST OF PARTICIPANTS:

No	Institution	Name and surname	Position
1	WUS Kosova	Mjellma Carabregu	Director
2	University of Peja "Haxhi Zeka"	Njomeza Haxhiu	Income Officer
3	University of Peja "Haxhi Zeka"	Leonita Gruda	Assets Officer
4	University of Peja "Haxhi Zeka"	Valmira Abazi	Cashier Officer
5	University of Peja "Haxhi Zeka"	Veton Jahmurataj	Commitment Officer
6	University of Peja "Haxhi Zeka"	Dukagjin Bukleta	Certifying Officer
7	UNISOFT	Kujtim Mustafa	Software developer
8	University of Peja "Haxhi Zeka"	Arijan Zallqi	IT Officer
9	Univeristy of Peja "Haxhi Zeka"	Armend Alimusaj	Finance Officer
10	UNISOFT	Adrian Krasniqi	Software developer
11	University of Prishtina "Hasan Prishtina"	Vlora Prenaj	Project Assistant