



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

Subject:	Hands-on trainings on the use of the new Software on "Management of Budget and Finances @ University of Prizren "Ukshin Hoti"
Date:	June 28, 2016
Venue:	University of Prizren "Ukshin Hoti" Rruga e Shkronjave, no.1 Prizren
Prepared by	Vlora Prenaj
Status:	Minutes of the Meeting

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1. LIST OF PARTICIPANTS

No	Institution	Name and surname	Position
1	University of Prizren "Ukshin Hoti"	Gani Gjini	Professor / Project Coordinator
2	University of Prizren "Ukshin Hoti"	Shaban Bajrami	Certifying Officer
3	WUS Kosova	Mjellma Carabregu	Director
4	UNISOFT	Kujtim Mustafa	Software developer
5	University of Prizren "Ukshin Hoti"	Gerant Ademaj	IT Officer
6	UNISOFT	Drilon Azemi	Software developer
7	University of Prishtina "Hasan Prishtina"	Vlora Prenaj	Project assistant

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2. AGENDA

HANDS-ON TRAININGS ON THE USE OF THE NEW SOFTWARE ON “MANAGEMENT OF BUDGET AND FINANCES

Venue: University of Prizren “Ukshin Hoti”
Rruga e Shkronjave, no.1

Target faculties: All Faculties University of Prizren “Ukshin Hoti”.

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

28 June, 2016

Time	Topics
11.00 – 16.00	<p>- <u>HANDS – ON TRAINING ON THE USE OF THE MODULES OF THE NEW SOFTWARE:</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; searching’s (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>

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3. MINUTES OF HANDS-ON TRAININGS ON THE USE OF THE NEW SOFTWARE ON “MANAGEMENT OF BUDGET AND FINANCES”

This is the second training stage on the use of the new system "Management of Budget and Finance". Training of staff for the implementation of the new system was held on 28 June, 2016, starting at 11:00 to 16:00 at the University of Prizren "Ukshin Hoti" according to the following agenda.

The agenda included:

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; searching's (reports); suppliers; supplier – bank; economic category economic; subcategory; economic codes; project codes. 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;

The officers present in the training were taught about the system and how to proceed. The targeted staff from UPZ will be in contact with the trainers for every question that they might have about the new system. In this way to enable that the new system fits to the best extend to the needs of UPZ. Changes and modifications in the system can be made during the implementation phase of the project. In addition, all the three public universities have access to the manual on the use of the software which is uploaded in the system and available in the project webpage as well.

The current challenge of UPZ is that it has a limited human resource available. Thus it will be discussed with the management of UPZ about who will get access to the system according to their plan of the university.

Annexes:

1. Signed list of participants
2. Agenda
3. Minutes

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