



Co-funded by the  
Tempus Programme  
of the European Union

## 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>- <b><u>HANDS – ON TRAINING ON THE USE OF THE SYSTEM:</u></b></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 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>

**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