Are you ready?

February

- Look out for communications from Finance
- Read the "staff news" about finance improvements

Access the Web page

Complete available training

Undertake face to face training

Read finance communications and staff news

March

Monday 12th
Read about and become familiar with the key finance improvements

Monday 19th
e-learning available, ensure you are enrolled

Prepare yourself to ensure you are ready for system downtime

Day to day users complete e-learning or read guide before introduction of improvements

Thursday 1st – Phase 1 of Face to Face training begins for those with significant financial responsibilities

System downtime

Introduction of Improvements

April

- System back with improvements 15th March
- New policies become effective 15th March
- Consult finance communications / staff news about what to do

Face to Face training continues for Research Financial Management

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e-Learning

- Travel and working away from base; hospitality and out of pocket expenses
- Purchasing goods and services
- Using the finance system
- Finance essentials
- Authorising expenditure
- Using the finance system to bring in income

Face-to-Face training for those with significant financial responsibilities

- Finance management for budget holders
- Financial management training for senior managers