**AvidXchange**

The Foundation is in the process of rolling out a new Platform called AvidXchange with a “go-live” date of January 21th 2022.

AvidXchange is a web-based program that will allow you to process vendor invoices or monthly bills electronically (no more paper!).  The training sessions will be done via Zoom and should last approximately  one hour.  The training will include a quick over view of the SBF client journey and then we will log into the system and show you via actual transactions the system’s ease of use and functionality. Post training you will receive user manuals and support documents so you can start to use the system ASAP.

**To set up your training session:**

* Please e-mail Tim Murphy  timothy.murphy@stonybrookfoundation.org   with a session that works for you and your team
* Currently we have loaded associates with signing authority into the Avid system (i.e. account directors and account signatories) – **please confirm who will be attending the training**
* If you have **entry users** in your department who support your efforts, please provide their name(s) and Stony Brook e-mail address so we can set them up in Avid

 **Upcoming Avid Training Sessions**

* **Tuesday 12/21  - 10:30 to 11:30**
* **Wednesday 12/22 – 10:30  to 11:30**
* **Thursday 12/23 - 2PM  to 3:00**
* **Wednesday 1/5 - 10:30 to 11:30**
* **Thursday 1/6 – 2PM to 3**
* **Tuesday 1/11 -  10:30 to 11:30**
* **Thursday 1/13 – 2PM to 3PM**
* **Tuesday 1/18 -  10:30 to 11:30**
* **Thursday 1/20 – 2PM to 3PM**