

From: [Jo-Ann Daniels](#)
Subject: AvidXchange training
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The Foundation is in the process of rolling out a new Platform called AvidXchange with a “go-live” date of January 14th 2022.

AvidXchange is a web based program that will allow you to electronically route vendor invoices or monthly bills for approval and submission to SBF for payment processing (no more paper!). The training sessions will be conducted 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 immediately.

To set up your training session:

- Please e-mail Tim Murphy at 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 but are not authorized signers, please provide their name(s) and Stony Brook e-mail address so we can set them up in Avid

Upcoming Avid Training Sessions:

- Tuesday 12/7 - 10:30 AM to 11:30 AM
- Thursday 12/9 – 2:30 PM to 3:30 PM
- Tuesday 12/14 - 2:30 PM to 3:30 PM
- Wednesday 12/15 – 10:30 AM to 11:30 AM
- Thursday 12/16 - 2:00 PM to 3:00 PM
- Tuesday 12/21 - 10:30 AM to 11:30 AM
- Wednesday 12/22 – 10:30 AM to 11:30 AM
- Thursday 12/23 - 2:00 PM to 3:00 PM

Additional training dates will be forthcoming in our next e-mail.

If you have any questions related to the training, please contact Tim directly at timothy.murphy@stonybrookfoundation.org.

We look forward to you joining our journey to implementing a paperless process.

