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To: timothy.p.murphy@stonybrook.edu
Subject: AvidXchange Training
Date: Thursday, January 6, 2022 12:25:03 PM

The Stony Brook Foundation is in the process of rolling out a new Platform called AvidXchange with a “go-live” date at the end of January 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.

Upcoming Avid Training Sessions

- **Tuesday 1/11 – 10:30 to 11:30 AM**
- **Thursday 1/13 – 2:00 to 3:00 PM**
- **Tuesday 1/18 – 10:30 to 11:30 AM**
- **Thursday 1/20 – 2:00 to 3:00 PM**
- **Tuesday 1/25 – 10:30 to 11:30 AM**
- **Wednesday 1/26 – 2:30 to 3:30 PM**
- **Thursday 1/27 – 2:00 to 3:00 PM**

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

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