# Technology & Toolkits Subgroup

Chair: Richael Leahy

Members: Dan Morris, Padraig Kenny, Siobhan Dunne

## Meeting Date: 3rd October 2019

## Scope and Objectives

As not all members of the group were available for the meeting discussion on the overall scope and objectives of the group was held over until the next meeting.

## Actions Quarter 1 FY20

**Action 1.** It was acknowledged that Google drive has been useful tool to share documentation such as the Finance Managers meeting agenda and supporting documents, however it is not recommended for the storage or sharing of sensitive information. It was therefore agreed that a “Finance Managers” folder would be setup on the M drive and all Finance Managers and College Accountants would be given access.

**Action 2**. It was suggested that all FM’s make their diary available to other FM’s and FPMA staff.

**Action 3**. Brief demonstrations will be provided on

* how to use Google Hangouts which can be used to conduct meeting between multiple parties online
* what programmes and folders can be access using the VPN.

**Action 4**. Grant full UCD read access to all FM’s and College Accountants on E-Financials, this will allow them to view for example the double entry on journals etc.

**Action 5**. Review the current issued being experienced with the Vacancy Savings reports and address them.

## How the sub-group will function

It was agreed that initially the group will meet monthly and that the role of Chair would rotate amongst group members (frequency to be agreed). The group may invite external parties to attend where relevant.