

21 July 2020 - Finance Department Blackout 20 July - 9 August

Good Afternoon -

The July 17th deadline for submissions has closed, and the Finance Department is now in a complete blackout period from July 20 - August 9.

KEY DATES:

- **20 July - 9 August:** FRS Blackout Period. No purchases, travel claims, expense claims, JVs, or petty cash requests will be accepted.

- **4 August:** Online, self-guided training will be available for the purchasing and expense modules. **DELAYED.**

- **10 August:** Finance operations are LIVE in Unit4; purchase requisitions, travel and mileage claims will be accepted through Unit4.*

***Note:** System access to the purchase requisitions, travel, and mileage claim forms will be scheduled upon successful completion of the online training. You can prepare by completing the training in advance of August 10th, so you can use the submission forms as they become available.

If you have any questions or concerns regarding this release or Unit4, please don't hesitate to contact us.

Related Articles:

- [2 January 2020 - Selkirk College Has Officially Launched Unit4 Payroll Module!](#)
- [25 May 2020 - Selkirk College Has Officially Launched Unit4 Absence Module!](#)
- [12 October 2021 - Selkirk College Has Officially Launched Unit4 Schedule D Overload Form](#)
- [October 21, 2021 - Changes to the Expense Module](#)
- [29 June - Finance Department Blackout Period July 20 - August 9](#)
- [22 August 2020 - Notice of Service Outage - Unit4](#)
- [4 August 2020 - Finance Module Training Update](#)
- [10 August 2020 - Selkirk College Has Officially Launched Unit4 Finance!](#)
- [24 June 2020 - Timesheets Phased Release](#)