

**31
July**

Finance Year End 16/17

Payment Request Forms

Payment request forms, for cheque or BACS payments should be submitted to Purchase Ledger by 21 July.

Staff Advances & Balance of Advances

If you have had a staff advance of expenses you must ensure that the balance of advance* with receipts is sent to Purchase Ledger by 21 July.

*what you've spent against the amount of money you were advanced.



Staff Expenses

Expense claims with receipts (unless mileage) should be submitted on Core by 21 July.

Claims dated 21-31 July should be submitted by 4 August



Student Expenses

Student expense claims with receipts (unless mileage) should be sent to Purchase Ledger by 21 July.

Hard copy only claims should be submitted for processing.

Sales Invoice Requests

Sales invoice requests for services provided up to 31 July should be submitted to Sales Ledger



Purchase Cards

Purchase card holders should ensure that all transactions are coded and authorised on Fraedom



Invoices UK & Foreign

Invoices should be sent to Purchase Ledger by 12pm, 28th July.

Cash & Cheques

Cash and cheques received on an income received pad or receipt book should be paid in to Cashiers, Level 2, Surrey Building by 4pm, 28 July.

Receipt of Goods / Services

If you have received the goods/services ordered through the Finance System, let us know by 3pm. Invalid receipting is a risk and spot checks will be made requesting support



Timesheet Claims

Please complete and approve timesheets for July online using Core Portal by 4 August. Any paper based timesheets should be sent to Payroll team at payroll@shu.ac.uk by this date.



Addresses and Contact Details

Purchase Ledger

Oneleven Building, Level 5

☎ x3585

@ Expenses queries
! finance (expenses)

Payment request queries,
supplier invoices
! finance (payments out)

Purchase card queries
! finance (purchase cards)

Purchase order queries
! finance (purchasing)

Sales Ledger

Surrey Building, Level 2

☎ Telephone queries are split
by alphabet letter of the
customer name:

A-C x2998

D-H x2903

I-N x3905

O-S x3430

T-Z x2902

@ Sales invoice requests
! finance (sales invoice requests)

Cashiers

Surrey Building, Level 2

☎ x2039

@ Cashiers queries
! finance (cash services)

Cashiers is open from 9am
every week day (Weds
10:30am) until 5pm (Fri
4:45pm)

Summary

21st July

Payment request forms
Staff expenses
Staff advances & Balance
of advances
Student expenses

27th July

Purchase card updates
Sales invoice requests

28th July

Cash & Cheques
Invoices for payment

31st July

Receipt of goods /
services