# Finance Year End 17/18

### Payment Request Forms

Payment request forms, for cheque or BACS payments should be submitted to Purchase Ledger by Friday 20 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 received by Purchase Ledger by Friday 20

\*The excess of what you have spent above the amount of money you were advanced.



# Staff Expenses

Staff expense claims with receipts (unless mileage) should be submitted on Core by Friday 20 July.

Claims dated 20-31 July should be submitted by Friday 3 August

# Student Expenses

Student expense claims (hard copy only) with receipts (unless mileage) should be received by Purchase Ledger by Friday 20 July.

# Sales Invoice Requests

Request to raise sales invoices for services provided up to 31 July 2018 need to be received by Sales Ledger by Wednesday 25 July.

### Supplier Invoices (UK & Overseas)

Supplier invoices need to be received by Purchase Ledger by 12pm on Friday 27 July.



# Receipting Cheques and Debit/Credit Card Payments

All non-cash transactions receipted on income pads or receipt books need to be received by the Finance Recovery Team by 4pm on Thursday 26 July.

# Purchase Gards

Purchase card holders should ensure that all transactions are coded and authorised on Fraedom by Thursday 26 July.

# Receipting Cash

All cash receipted on income pads or receipt books should be paid in to Finance Recovery Services (formerly Cashiers), Level 2 Surrey Building by 11am on Monday 30 July.

## Receipt of Goods / Services

If you have ordered goods/services through the Finance system and have received the goods, please let us know by 3pm on Tuesday 31 July.

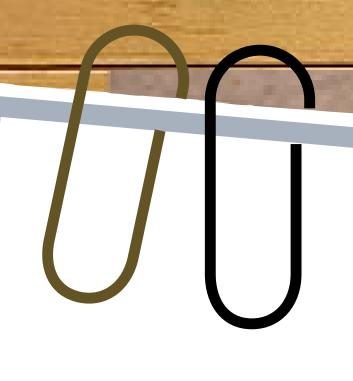
### Paper Timesheet Claims

Paper-based timesheets for July need to be completed, approved and sent to the Payroll Team at payroll@shu.ac.uk by Tuesday 31 July.



### **Core Timesheet Claims**

Timesheets submitted via Core need to be completed and authorised by Sunday 5 August.



# Addresses and Contact Details

### Sales Ledger **Invoicing Team**

Oneleven Building, Level 5



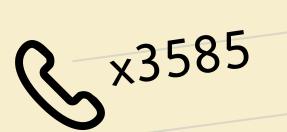
x 2478



! Finance (Invoicing Team)

# Purchase Ledger

Oneleven Building, Level 5



Staff 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 Recovery Team

Oneleven Building, Level 5 G x5668

! Finance (Recovery Team) The Finance Recovery Office is

located on Level 2, Surrey Building and is open Mon-Thurs

9:00-12:30.

## Summaly

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<ul> <li>Payment request forms</li> <li>Staff advances / balance of advances</li> <li>Staff expenses</li> <li>Student expenses</li> </ul>	• Sales invoice requests	<ul> <li>Receipting cheques and debit /credit card payments</li> <li>Purchase cards</li> </ul>	• Supplier invoices
	30/7	31/7	05/8
	Receipting cash	<ul> <li>Receipt of goods / services</li> <li>Paper Timesheets</li> </ul>	• Core Timesheets