

**31  
July**

# 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 July.

\*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.



## 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.



## Supplier Invoices (UK & Overseas)

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



## Purchase Cards

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



## Core Timesheet Claims

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



## 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.



# Addresses and Contact Details

## Purchase Ledger

Oneleven Building, Level 5

☎ x3585

@ 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 Invoicing Team

Oneleven Building, Level 5

☎ x 2478

@ ! Finance (Invoicing Team)

## Sales Ledger Recovery Team

Oneleven Building, Level 5

☎ x5668

@ ! Finance (Recovery Team)

The Finance Recovery Office is located on Level 2, Surrey Building and is open Mon-Thurs 9:00-12:30.

## Summary

20/7	25/7	26/7	27/7
<ul style="list-style-type: none"> <li>• Payment request forms</li> <li>• Staff advances / balance of advances</li> <li>• Staff expenses</li> <li>• Student expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Sales invoice requests</li> </ul>	<ul style="list-style-type: none"> <li>• Receipting cheques and debit /credit card payments</li> <li>• Purchase cards</li> </ul>	<ul style="list-style-type: none"> <li>• Supplier invoices</li> </ul>
	<b>30/7</b>	<b>31/7</b>	<b>05/8</b>
	<ul style="list-style-type: none"> <li>• Receipting cash</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt of goods / services</li> <li>• Paper Timesheets</li> </ul>	<ul style="list-style-type: none"> <li>• Core Timesheets</li> </ul>