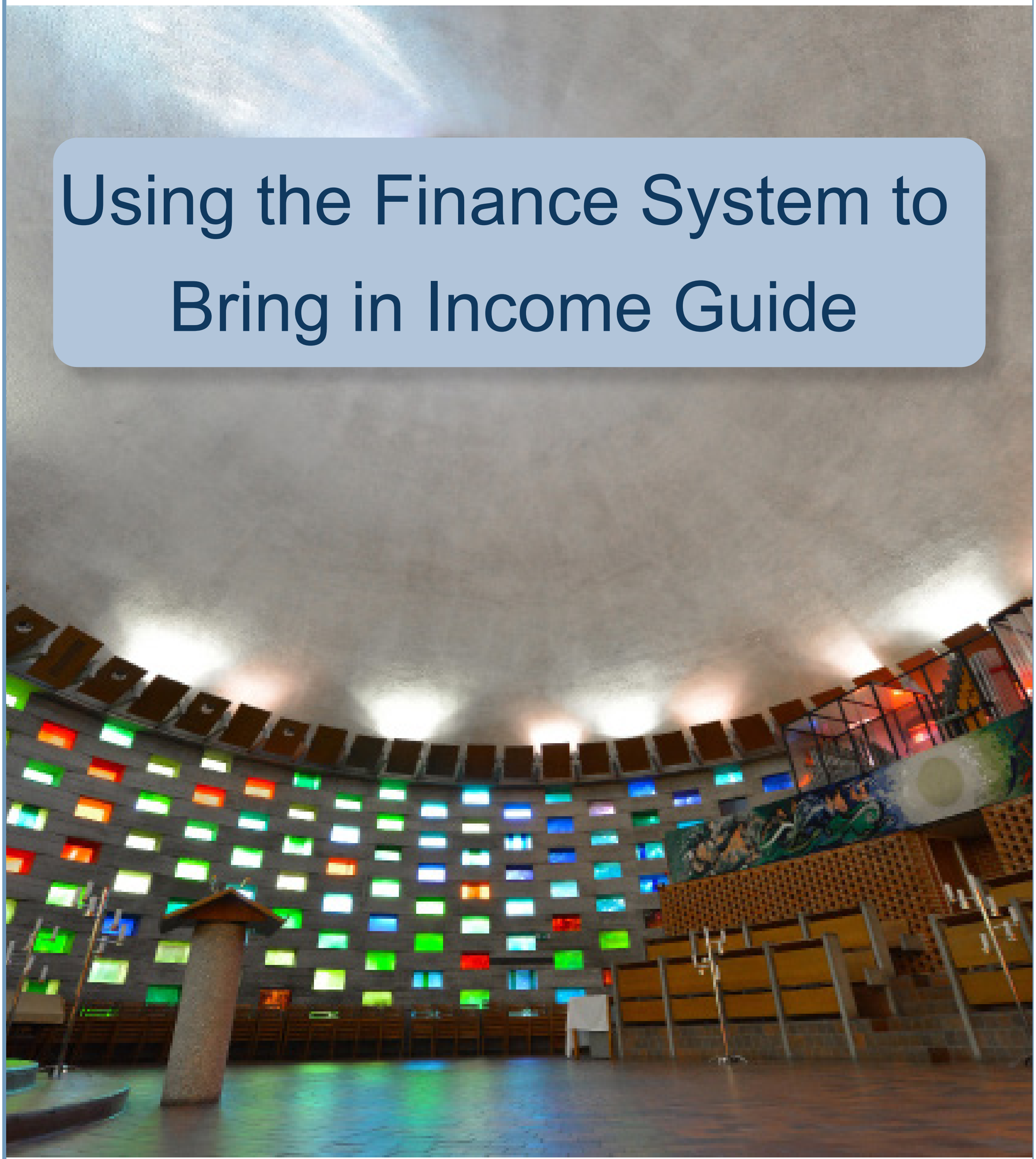
UNIVERSITY OF SUSSEX

Using the Finance System to Bring in Income Guide



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3 What are the primary sources of income?

The University wishes to encourage staff within the Schools and Professional Service Divisions to undertake activities that generate income for the institution. This could be from a number of sources including credit-bearing academic education, Continuing Professional Development and other forms of non-credit bearing education and training, residences and other student services, research and consultancy, gifts and donations and other items of ad hoc earned income. The Financial Regulations set out the primary sources of income and the requirements to enable the University to identify, collect and bank all income to which it is entitled.

The sources are:

Tuition fees

Council approves the tuition fee framework after consultation with Senate. The Director of Finance approves individual fees after consultation with the Director responsible for student recruitment and the Head of School. The Director of Finance also approves procedures for the application of fee waivers and discounts.

Income from gifts and donations

The Director of Development and Alumni Relations is responsible for the receipt and control of gifts and donations to the University, all of which belong to the University and not to any individual, and are governed by the University's Donations Policy.
Gifts and donations must be notified to the Director of Development and Alumni Relations who will either accept or decline offers as appropriate and in accordance with the policy.

Income from other sources

Goods and services should only be supplied where it is advantageous for a University purpose, consistent with the University Charter and Statutes, and does not jeopardise its charitable status.
The Director of Finance or Chief Operating Officer must be consulted in advance of any agreement to supply any other goods and services or generate income from University assets.
Property can only be let with the approval of the Chief Operating Officer and the Director of Finance.

Student residential fees

Council approves student residence fees on the recommendation of the Strategic Performance and Resources Committee, following discussion between the Director responsible for residential services and the Students' Union.

Research grants and consultancy

The Director of Research and Enterprise authorises all applications, negotiates all terms, accepts all awards and enters into related agreements on behalf of the University.
The Director of Research and Enterprise ensures that project funding for research, knowledge exchange and consultancy are received and recorded in the University's accounts.
Each Head of School and Director of Professional Service is responsible for ensuring that externally-funded work is appropriately priced and recovered with reference to the terms of funding, Full Economic Costing (FEC) principles, and School resources.
Each Investigator is responsible for ensuring that externally-funded work is performed in compliance with the terms of funding and in accordance with these Financial Regulations and relevant University policy.

Funding body grants

The Director of Finance ensures that all grants notified by the funding bodies, with the exception of project funding for research, knowledge exchange and consultancy, are received and appropriately recorded in the University's accounts.

4 How do I use the Finance System to raise a sales order for goods and services?

1. **Log-in** to the Finance System.
2. **From the main menu**, select Customers and sales, then Simple sales orders.

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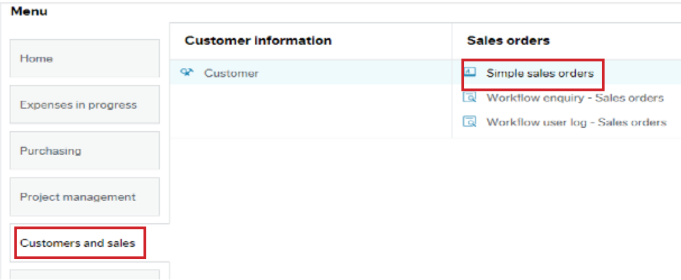

Sales order

3. **Enter the customer number.** The type-ahead function allows you to search using a name or number and will provide a drop down list after 3 characters are typed.

   The status will now display as "to invoice".

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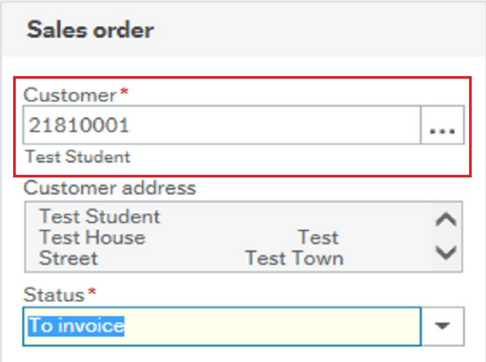

References

4. **The External Order Ref field** can be used when a customer provides a purchase order or a specific reference for you to quote when raising a sales order. This will appear on the top section of the sales order when raised and is often required to ensure a sales order is paid. If you do not have any specific requirements to quote a reference, this field can be left blank.
5. **Complete the mandatory External reference field.** Unlike the External order ref field, this field will not appear anywhere on the printed sales order. However, it is essential that it is completed as it will form the text description which appears on a customer's account against the invoice or credit raised. In the case of a student account it is also the description the student will see when viewing their Sussex Direct account. A short description containing the most relevant information should be used, for example:

   "Room Hire 24/05/19 – Prof. Yaffle Ref:1974"

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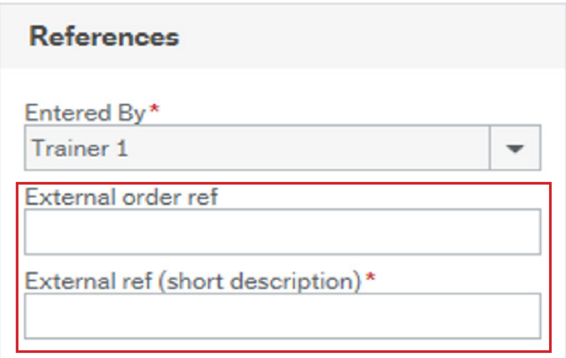

Invoice

6. **The payment terms will default** depending on the type of customer.

   Tab through to the next section.

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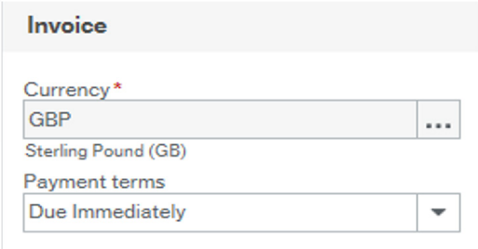

Default Finance Codes

7. **Enter a C** if you want the sales order to be e-mailed to the customer, or an R if you want the sales order to be emailed back to yourself as the requester.
8. **The Student registration number**, Studtype and Academic Year fields are not mandatory but may become mandatory if certain academic products are used, for example fee waivers. The data in these fields is used for reporting by certain academic and administrative departments. If you have not been requested to complete these fields by the Finance Division, or the product code you are using does not require them, they may be left blank.
9. **If you are invoicing a student**, enter a student registration number.
10. **Enter the subproject.** You can search for the subproject by code or name by using the type-ahead function and entering the first 3 characters.
11. **If you are invoicing a student**, enter the academic year.
12. **To enter the type of product or service,** click in order lines to open a line.
13. **Search for the product by code or description.** You can use the type-ahead function and drop-down menus for this. Once selected, tab across to the description field.
14. **The description will default** to the product selected but this can be over-typed with a more specific description if required.

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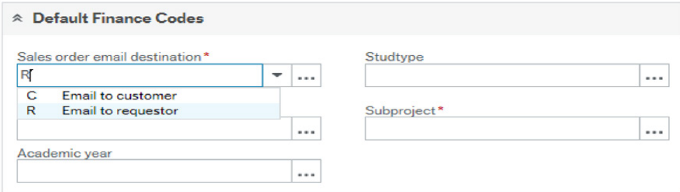

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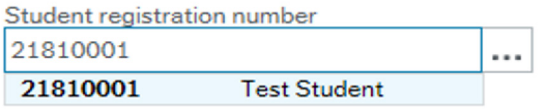

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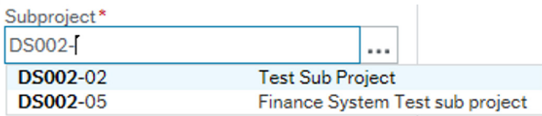

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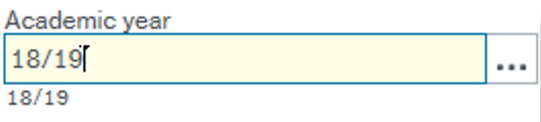

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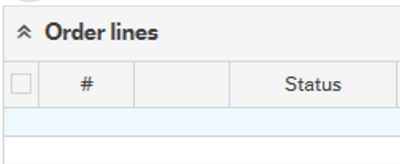

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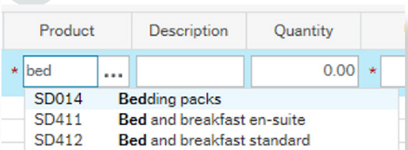

15. **Enter the quantity and price.** The tax will be automatically calculated based on the product type selected.

    Note: If you are raising a credit note, you must put a minus in front of the price.

16. **Click on the down arrow** to open the Additional product information box to enter any other information. This will appear under the product description in the main body of the sales order.

17. **Check** that all of the finance code information is correct, including the account code and subproject.

    The tax code will default from the product code used, but can be amended if necessary.

18. **The order can be split between subprojects** by clicking on Split row and entering a new subproject by either percentage or value. Tab across to update the values.

19. **To remove a split row**, select the row and click Delete. Then over-type the percentage split back to 100 (or value split if used).

20. **Click the Save button** at the bottom of the screen.

21. **Scroll up the screen and select a posting cycle.** For a general (non-specific) sales invoice use SI, for a credit note select SC. This will ensure that the correct sales invoice or credit note template is generated. In most instances only SI for invoices or SC for credit notes should be used. Some departments, for example the Library, have more detailed transaction types to identify specific types of invoicing. If you are unsure which posting cycle you should be using, please contact the Finance Service Desk who can advise you.

22. **After clicking on OK,** the sales order will be automatically sent for authorisation and a reference number will appear on the screen. It is a good idea to make a note of this to enable you to check the progress of the order through workflow at a later date.

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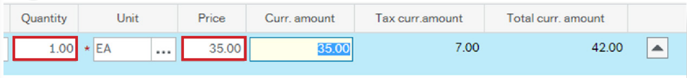

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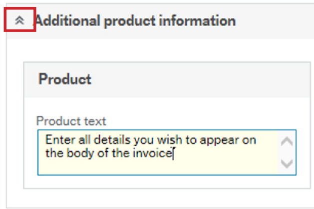

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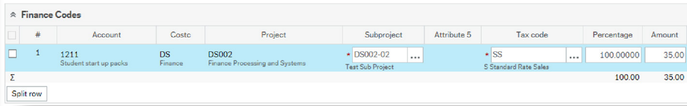

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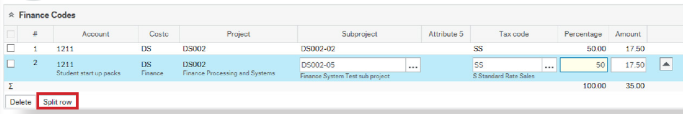

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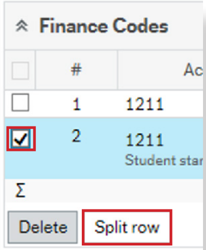

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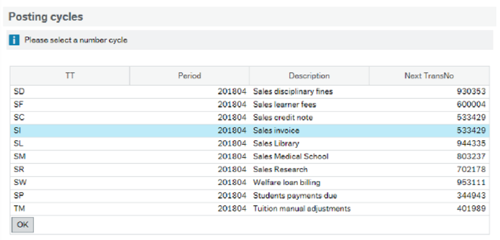

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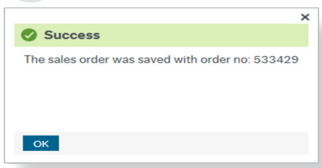


3 What to do with errors and warnings

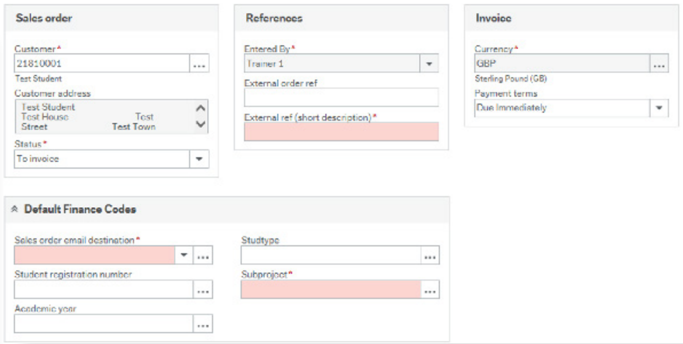
The example on the right demonstrates warning messages when mandatory fields have been left blank. Warnings will be displayed at the bottom of the screen with the respective fields highlighted.

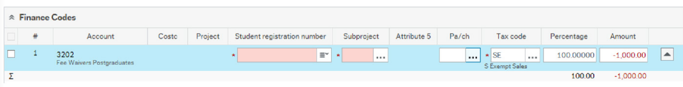
If fields are entered out of sequence then these errors may not appear until you try to save the order.

The use of certain products and/or subprojects may require further fields to be entered (which may not ordinarily be mandatory). For example, products used for academic purposes such as tuition fee adjustments. In this case the Studtype, Registration number and Academic Year fields may be required.

If you have entered all of the fields required but the warnings remain, check that the fields at the bottom of the order in the Finance Codes section are also completed.

Note that using the TAB key after any field is entered will ensure the System holds the value input.

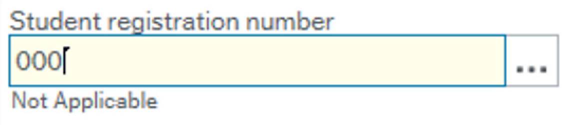




No value required fields

Occasionally, fields may require a value where no value is applicable. For example, a BSMS student with an academic product. Where fields are alphanumeric, then "not applicable" or "NA" may be used.

In the case of a numeric field (e.g. a registration number) then "000" may be used if the sale does not relate to a student.



Multiple authorisations on a single order

If you have split the sales order across different subprojects using the Split row function, each row will be submitted for authorisation and appear as a separate task. The sales invoice will not be created until all rows have been authorised.

5 How do I track the progress of a sales order via workflow?

The progress of an order, up to authorisation, can be checked via a workflow enquiry report.

1. **Navigate to the main menu** in the Finance System. Click on Customers and sales, then Workflow enquiry - Sales orders.
2. **Type the sales order number** in the OrderNo field and click Search.

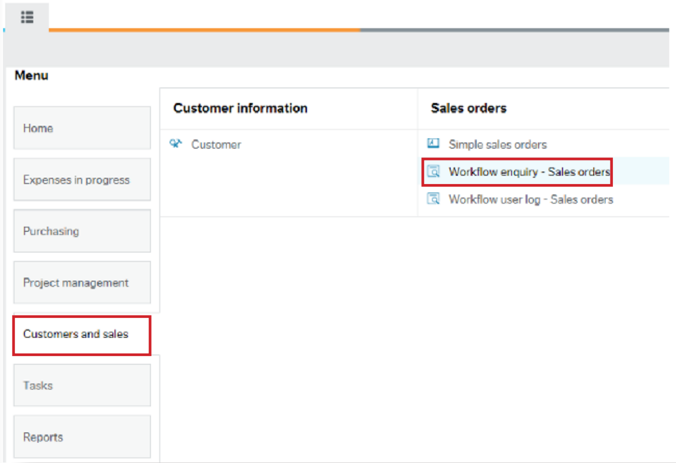
   To search for all orders that you have raised, enter your username in the Resp field, untick the Historical box and click Search.

   To search for authorised orders tick the Historical box.
3. **You will now see a report** of either the single order you searched for, or a list of open orders if you searched by username.

   The orders will be displayed with a list of authorisers and the current workflow status.
4. **You can click on Workflow in progress** to open a map showing all of the steps in the process and the current status of the order.

   Green boxes illustrate steps which have been completed. Yellow boxes are currently awaiting action.

1



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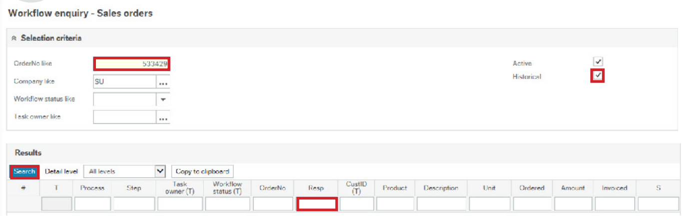

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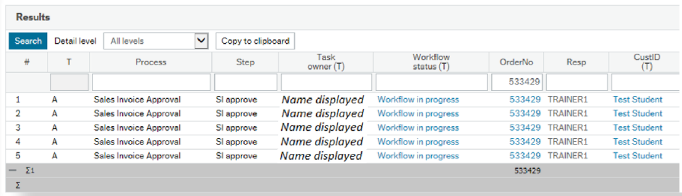

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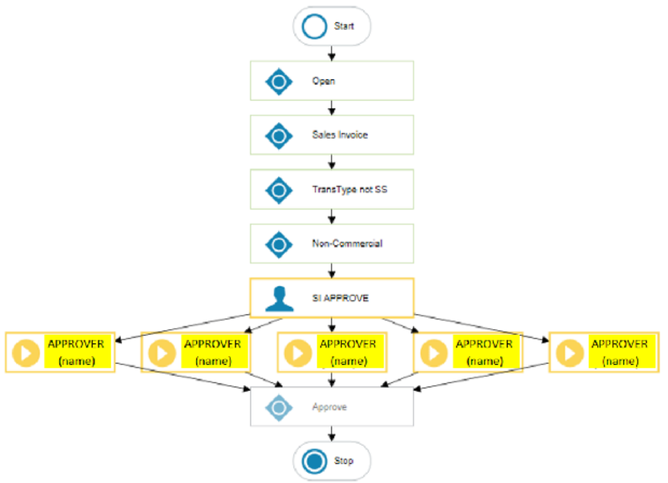


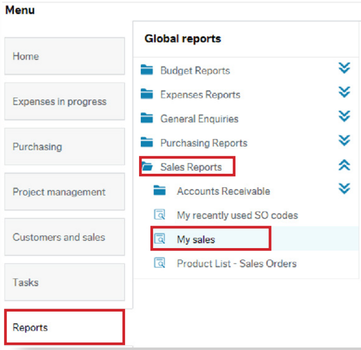
6 How do I view all of my sales invoices on the Finance System?

You can run a report of all sales invoices that you have raised. This report can be a useful reference guide and also contains a link to view the actual sales invoices.

1. **Navigate to the main menu** in the Finance System. Click on Reports, then Sales Reports, then My Sales.
2. **The Order date between period will default** to the previous one month but this can be set for a specific period by changing the fields to a date range of your choice.
3. **Click Search.**
4. **The report will now be displayed,** showing all of your sales orders raised within the specified period.

   Click on the Invoice number to launch the transaction details and then the image viewer to display the invoice.
5. **You can click** the icon to download or save the image, or right click on image to print the invoice.

1



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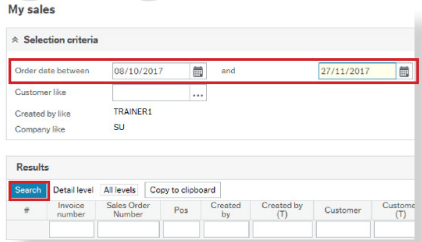

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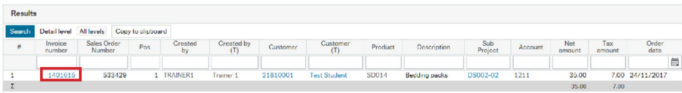

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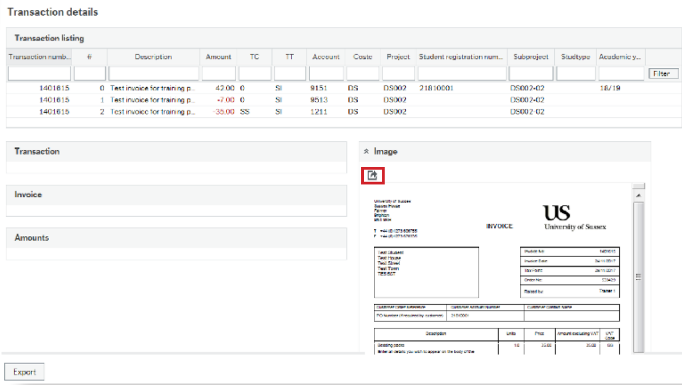
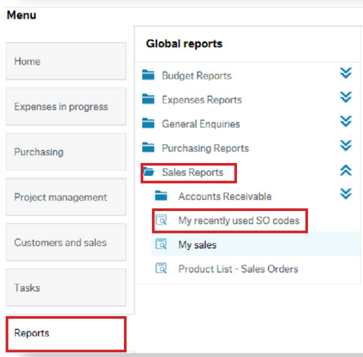


In addition - You may wish to remind yourself of your recently used sales order codes, which can be done by selecting the 'My recently used SO codes report'.



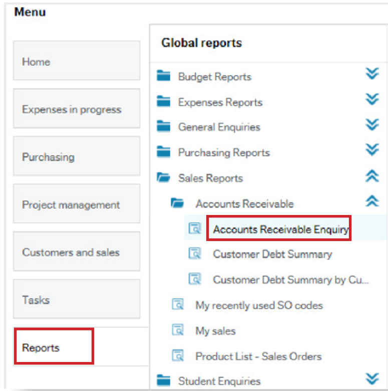
7 How do I check if a sales invoice has been paid on the Finance System?

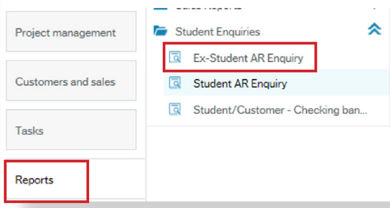
There are two separate enquiries for viewing accounts to confirm whether an invoice has been paid.

For all non-student customers (such as commercial customers) navigate to: Reports, Sales Reports, Accounts Receivable, Accounts Receivable Enquiry.

For all current and former students navigate to: Reports, Student Enquiries, Ex-Student or Student AR Enquiry.

The following example uses the Student AR Enquiry screen, however all Accounts Receivable Enquiry screens operate the same way.





1. **Open** the Enquiry Screen and enter either the order number or transaction (invoice) number of the invoice you wish to view. Ensure the Historical Items on the right hand side is ticked.

   Note: If you wish to view the whole account, enter the Customer ID (or Registration Number for students).

2. **Click** Search. The results will display one transaction line for the order/transaction number entered.

3. **If the invoice is still outstanding**, the status in column T will be 'B' and the Rest curr. amount (amount remaining) will be the value, or part value, of the invoice raised. You can click on TransNo to view an image of the invoice.

4. **If the invoice has been fully paid** (or matched against a credit), the status will be 'C' and the Rest Curr. Amount will be showing at 0.00.

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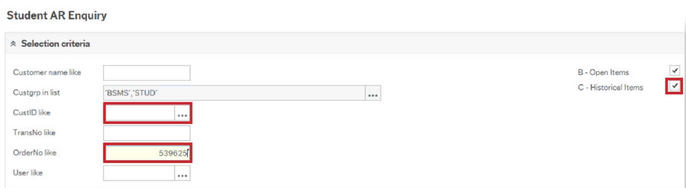

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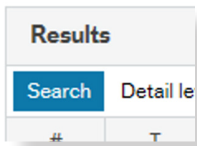

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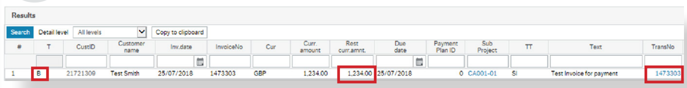

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