

Finance Processes

ROLES AND RESPONSIBILITIES



The table below outlines the key responsibilities for the completion of common finance processes across the University.

ACTIVITY	FSD	SHARED SERVICES				ITS	Other Staff	Where can I get more information
	Finance Advisory	Client Services	Supply Chain	Revenue Management	Accounts Payable	Data Management		
Ordering Stationery		All stationery is ordered from WINC via Marketplace					n/a	Detailed instructions are here: https://www.otago.ac.nz/financialservices/otago684654.pdf
Booking air travel (Domestic & Aus)		Booked directly on behalf of traveller via direct connect portal (DCP)					Staff can book own travel if they prefer via direct connect portal (DCP)	Complete the access request form: https://www.otago.ac.nz/financialservices/resources/forms/otago648725.pdf
Booking air travel (All other)		Coordinated via the University's Mandatory Travel Agent (MTA) on behalf of traveller. Quote sent to supply chain via online purchase form	Purchase order raised and returned to initiator of order.				Can liaise directly with the University's Mandatory Travel Agent (MTA) if preferred. Quote sent to Supply Chain for order to be raised	Access the MTA details here: https://www.otago.ac.nz/financialservices/reference/procure/suppliers/otago040031.html
Purchases (except stationery and travel)	Endorse purchase orders greater than \$5k	Initiates purchases on behalf of others via smart forms. Lead administrators and above can approve purchase orders on behalf of budget holders	Receive request to purchase items, raise purchase order in Finance One and place order with supplier.				Can initiate own purchases via smart forms	The online form can be accessed here: tbc
Receipting purchases			Goods receipted in Finance One. Follow up with requestor as required to confirm goods received		Match invoices to purchases when received			
Fixed assets		Same as purchasing process above	Same as purchasing with exception of asset being loaded into fixed asset register					The online form can be accessed here: tbc
Reimbursements - staff/students		Prepare, obtain authorisation and send to accounts payable for processing			Process reimbursement		Prepare, obtain authorisation and send to accounts payable for processing	
Petty Cash Reimbursement		Prepare, obtain authorisation and send to accounts payable for processing		Process reimbursement (Dunedin)	Process reimbursement (UOC, UOW, Invercargill, Auckland)		Prepare, obtain authorisation and send to accounts payable for processing	

	FSD	SHARED SERVICES				ITS		
ACTIVITY	Finance Advisory	Client Services	Supply Chain	Revenue Management	Accounts Payable	Data Management	Other Staff	Where can I get more information
Charge (invoice) a customer	Initiate invoice using online form (external research funding)	Initiate invoice using online smart form		Create invoice and send to customer. Manage debt collection			Initiate invoice using online smart form	The online form can be accessed here: tbc
Create or update a customer (debtor)		Complete form on behalf of requestor		Process form and update Finance One as necessary			Can complete form on own behalf if preferred	Access the form here: https://www.otago.ac.nz/financialservices/resources/forms/otago629218.pdf
Month end reporting	Provide financial statements for cost centres and Principal Investigators					Produce month end reports		Discuss with Finance Advisory staff in your area
Coding p-cards		Statements prepared, coded, authorisation confirmed and returned to accounts payable for processing			Process statements		Can prepare, code, obtain authorisation and return to accounts payable if preferred	Access an instruction video here: http://webpages.otago.ac.nz/financialservices/eLearning/f1-pcard-code-transaction/index.html