Money Matters – Reference Guide for Finance, Procurement & Salaries

Policy / Procedures in Support of All Areas

The following documents can be found within the University's web page section titled "Policy & Governance" and are part of the **University's Financial Operating Procedures**. A full suite of documents for the University's Financial Operating Procedures can be found at – http://www.st-andrews.ac.uk/staff/policy/Financialoperatingprocedures/

	Frame Coding
➢ Standing Financial Instruction – http://www.st-andrews.ac.uk/media/finance/documents/standing-financial-instructions.pdf	W P
➢ Scheme of Delegation – http://www.st-andrews.ac.uk/media/finance/documents/Scheme_Of_Delegation.pdf	W P
➢ Fraud Response Policy – http://www.st-andrews.ac.uk/media/finance/documents/fraud-response-policy.docx	W P
➢ Methods of Ordering – http://www.st-andrews.ac.uk/media/restricted/procurement/intranet/methods-of-order.pdf	W P
➢ Procurement Financial Operating Procedure – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/procurement-financial-operating-procedure.pdf	W P
➢ Expenses Policy – http://www.st-andrews.ac.uk/staff/policy/hr/Stafftravelsubsistenceandexpensespolicy/	W P
➢ Corporate Card Policy – http://www.st-andrews.ac.uk/media/finance/documents/corporate-card-policy.pdf	W P
➢ Payment of Services Policy – http://www.st-andrews.ac.uk/media/human-resources/salaries-and-pensions/fees-self-employed-payroll/payment_of_services_policy.pdf	W P
➢ Authorised Signatory List – http://www.st-andrews.ac.uk/staff/money/Authorisedsignatories/	W P
➢ University Travel Policy – http://www.st-andrews.ac.uk/media/restricted/procurement/intranet/travel-policy.pdf	W P
➢ Unit Income and Cash Handling Policy – http://www.st-andrews.ac.uk/media/finance/documents/Cash_Handling_Policy.pdf	W P
➢ Anti-money Laundering Policy and Procedures – http://www.st-andrews.ac.uk/media/finance/documents/Money-Laundering-Policy.pdf	W P
➢ University Policy for Maintaining the Security of Credit / Debit Card Data https://www.st-andrews.ac.uk/media/finance/documents/university-policy-management-of-credit-card-data.pdf	W P
➢ Budget Monitoring Financial Operating Procedure – http://www.st-andrews.ac.uk/media/finance/documents/Budget_Monitering.pdf	W P

Procurement / Finance Tools

In support of the P2P process, the following tools / mechanisms are in place to work hand-in-hand or alongside the area of Procurement, Finance and Salaries.

	Frame Coding
➢ Procurement Advisory Database (PAD) – http://www.st-andrews.ac.uk/staff/money/procurement/pad	T W
➢ Raising / authorising / receipting a Purchase Order – http://www.st-andrews.ac.uk/media/finance/documents/Purchase_Ordering.pdf	T W
➢ Aptos Web Services – http://www.st-andrews.ac.uk/media/finance/documents/Web_Requisitions.pdf	T W
➢ Aptos Purchase Order Management (POM) Quick Guides including "How to Manage Your Orders" • Aptos Core Quick Guide – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/aptos-core-guide.pdf • Aptos Web Quick Guide – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/aptos-web-guide.pdf • Departmental Mismatch Procedures – http://www.st-andrews.ac.uk/media/finance/documents/Mismatch_Procedures_Departmental.pdf	T W
➢ Introduction to Aptos – http://www.st-andrews.ac.uk/media/finance/documents/Introduction_to_Aptos_(non-finance_staff).pdf	W
➢ VAT Guidelines – http://www.st-andrews.ac.uk/staff/money/vatguidelines/	W
➢ Buyer Network Training Programme – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/buyer-network-training-programme.pdf	T W
➢ Reports List via Qlikview – https://www.st-andrews.ac.uk/business-intelligence • Finance: Detail Codes • Finance: Budget Monitoring • Finance: Customers	W
GENERAL INFORMATION **Ledger coding – how do I find ledger codes?** • This information is designed to help with the Finance coding structure. http://www.st-andrews.ac.uk/staff/money/AptosSystem/GeneralLedgerGLcodingstructure/	W
Petty Cash – general rules and reimbursement, how do I ensure I am following internal policy? • Expenses Policy – http://www.st-andrews.ac.uk/staff/policy/hr/Stafftravelsubsistenceandexpensespolicy/	W

Frame Coding: T = Training Available W = Instruction / Web Link P = Policy / Procedure

Buying Things		Frame Coding
This is where you start and the suppliers / contracts that are available.	➢ Procurement Advisory Database (PAD) – http://www.st-andrews.ac.uk/staff/money/procurement/pad	T W
What if the supplier is not on PAD or Aptos? * If your purchase is a service which could be deemed as "work" undertaken, refer to Payment Process – Individuals (see page 4)	➢ Check if an alternative supplier exists using Procurement Advisory Database (PAD) – http://www.st-andrews.ac.uk/staff/money/procurement/pad ➢ New Vendor Request form – https://www.st-andrews.ac.uk/staff/money/procurement/BuyerNetwork/newvendor/	T W W
What is the method for raising an order?	➢ Procurement Advisory Database (PAD) – http://www.st-andrews.ac.uk/staff/money/procurement/pad ➢ Methods of Ordering – http://www.st-andrews.ac.uk/media/restricted/procurement/intranet/methods-of-order.pdf	T W T W P
Aptos tools for the Purchase2Pay process.	➢ Aptos Purchase Order Management (POM) Quick Guides • Aptos Core Quick Guide – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/aptos-core-guide.pdf • Aptos Web Quick Guide – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/aptos-web-guide.pdf ➢ Raising / authorising / receipting a Purchase Order – http://www.st-andrews.ac.uk/media/finance/documents/Purchase_Ordering.pdf ➢ Aptos Web Services – http://www.st-andrews.ac.uk/media/finance/documents/Web_Requisitions.pdf	T W
How do I know if I am using a compliant (on contract) supplier?	➢ APUC (Advanced Procurement for Universities and Colleges) – http://www.apuc-scot.ac.uk/#!/contracts ➢ Procurement Advisory Database (PAD) – http://www.st-andrews.ac.uk/staff/money/procurement/pad	T W
What do I do for varying values of demand (ie tendering thresholds)?	➢ Procurement Financial Operating Procedure – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/procurement-financial-operating-procedure.pdf ➢ Tendering Procedures for Staff – https://www.st-andrews.ac.uk/staff/money/procurement/Tendering/	T W P
How do I ensure that I am following internal policy when buying?	➢ Procurement Financial Operating Procedure – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/procurement-financial-operating-procedure.pdf	W P
Who is responsible for buying in my School or Unit?	➢ School / Unit Buyer Network Representative – https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/buyer-network-users-groupings.pdf ➢ Buyer Network overview – https://www.st-andrews.ac.uk/staff/money/procurement/BuyerNetwork/	W

If in doubt, please contact the Procurement Team on Ext 2523 or Email: procurement@st-andrews.ac.uk
or by popping in for a visit at the Old Burgh School, Abbey Walk

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Payment Process (not to Individuals)		Frame Coding
POM INVOICES: POM Invoices: If a Purchase Order is raised, authorised and receipted correctly, payment will be made automatically by BACS (fortnightly run). Note: Payment terms are 30 days unless otherwise agreed with Procurement in advance.	➢ Accounts Payable: Making Payments – http://www.st-andrews.ac.uk/staff/money/Makingpayments/ ➢ Departmental Mismatch Procedures – http://www.st-andrews.ac.uk/media/finance/documents/Mismatch_Procedures_Departmental.pdf	T W
e-AUTHORISATION INVOICES: Invoices are sent from suppliers directly to Accounts Payable and are authorised within Aptos.	➢ Accounts Payable: Electronic Approval of Manual Invoices – http://www.st-andrews.ac.uk/staff/money/Makingpayments/ElectronicInvoiceApproval/	T W
MANUAL INVOICES: (ie perishable goods, taxis, utilities etc.) Currently invoices go directly to School / Unit for sign-off then to Accounts Payable for payment.	➢ Methods of Ordering – http://www.st-andrews.ac.uk/media/restricted/procurement/intranet/methods-of-order.pdf ➢ Accounts Payable: Manual Invoices - http://www.st-andrews.ac.uk/staff/money/Makingpayments/ManualInvoices/	W P W
FOREIGN PAYMENTS: Payments to be made in currency other than GBP.	➢ Accounts Payable: Foreign Currency Payments – http://www.st-andrews.ac.uk/staff/money/Makingpayments/Foreignpayments/	W
If in doubt, please contact the Accounts Payable Team on Ext 3094 or Email: accpay@st-andrews.ac.uk or by popping in for a visit at the Old Burgh School, Abbey Walk		

CORPORATE CARD: Applying for a University Corporate Card, Compliance and Travelling Abroad. If Corporate Card is used to purchase – please view the Corporate Card Policy. Note: same rule applies to purchases made using the Corporate Card and in line with the Expenses Policy.	➢ University Corporate Cards – http://www.st-andrews.ac.uk/staff/money/Corporatecards/ ➢ Corporate Card Policy – http://www.st-andrews.ac.uk/media/finance/documents/corporate-card-policy.pdf ➢ Expenses Policy – http://www.st-andrews.ac.uk/staff/policy/hr/Stafftravelsubsistenceandexpensespolicy/	W W P W P
If in doubt, please contact the Credit Card Team: creditcards@st-andrews.ac.uk or by popping in for a visit at the Old Burgh School, Abbey Walk		

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Payment Process (Individuals)		Frame Coding
Payments to Staff	All salary payments including casual and bank workers are processed monthly by Salaries. ➢ All staff expenses claim forms are processed by Salaries and expense claims must adhere to the Expenses Policy – http://www.st-andrews.ac.uk/staff/policy/hr/Stafftravelsubsistenceandexpensespolicy/ ➢ Casual and bank worker documentation can be found at: http://www.st-andrews.ac.uk/hr/SalariesandPensions/casualStaff/	W P
Payments to Students	➢ Vacation Scholarships are processed by Salaries – http://www.st-andrews.ac.uk/media/human-resources/salaries-and-pensions/fees-self-employed-payroll/Vacational_Scholarship_Payment.pdf, all other student payments are processed by Finance Accounts Payable ➢ Scholarships (Non-Vacation) – http://www.st-andrews.ac.uk/students/money/Bursariesandscholarships/ ➢ All student expense claims must adhere to the Expenses Policy – http://www.st-andrews.ac.uk/staff/policy/hr/Stafftravelsubsistenceandexpensespolicy/	W P
External expenses	➢ External expense claims are processed by Finance Accounts Payable and must adhere to the Expenses Policy – http://www.st-andrews.ac.uk/staff/policy/hr/Stafftravelsubsistenceandexpensespolicy/	W P
If Corporate Card is used to purchase – please view the Corporate Card Policy. Note: same rule applies to purchases made using the Corporate Card and in line with the Expenses Policy.	Corporate Card purchases are processed by Finance and must adhere to: ➢ Corporate Card Policy – http://www.st-andrews.ac.uk/media/finance/documents/corporate-card-policy.pdf ➢ Expenses Policy – http://www.st-andrews.ac.uk/staff/policy/hr/Stafftravelsubsistenceandexpensespolicy/	W P
Payment of Services – anyone who undertakes *work* on behalf of the University eg trainer. Paperwork and clearance needs to go to Salaries, if work has been carried out for University.	Exceptions are a company with a VAT or Company Registration Number – http://www.st-andrews.ac.uk/hr/SalariesandPensions/feesSelfEmployed/	W
New supplier "works" requirement. **Who decides how they are paid via the Supplier BACS run or the Payroll run?**	If engagement can be defined as ***work*** undertaken refer to Salaries in the first instance. Depending on the outcome from Salaries, if a new vendor request is still required, procedures should be followed as per Buying Things (see Page 2 – "**What if the supplier is not on PAD or Aptos?"**). Refer to point above. Anyone appointing someone to undertake ***work*** needs to have this reviewed by Salaries prior to engagement. The following form would need to be completed – https://www.st-andrews.ac.uk/media/human-resources/salaries-and-pensions/fees-self-employed-payroll/Fee_Payment_Instruction_Form_2016.pdf	W

If in doubt, please contact Salaries on Ext 2569 or Email: monthly-ns@st-andrews.ac.uk
or by popping in for a visit at the Old Burgh School, Abbey Walk

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Selling Things		Frame Coding
ONLINE PAYMENT SERVICES **Online Payment Services is an efficient way to sell standard products such as course notes or to collect cash for conference bookings.**	Guidance on how to add something to the online shop and a link to the online shop. ➢ http://www.st-andrews.ac.uk/staff/money/onlineshop/ ➢ https://onlineshop.st-andrews.ac.uk/	T W
SALES INVOICES **Raising a sales invoice and,** **if cancelled how to raise a credit note.** **Requesting a new customer.**	Guidance and forms on how to ask for a new customer or raise an invoice or credit note. ➢ http://www.st-andrews.ac.uk/staff/money/Raisinginvoices/ ➢ http://www.st-andrews.ac.uk/staff/money/raisinginvoices/requesttoinvoice/ ➢ http://www.st-andrews.ac.uk/staff/money/Raisinginvoices/RequesttoCredit/ Requesting a new customer: ➢ http://www.st-andrews.ac.uk/~wwwfin/webforms/fincusreq.html	T W
CASH OR CHEQUE SALES **For example, items that cannot be placed via Online Payment Services ie halls, food, vending machines and till income etc.**	Guidance on the various cash management policies of the University plus links to relevant forms. ➢ http://www.st-andrews.ac.uk/staff/money/Bankingmoney/ ➢ Unit Income and Cash Handling Policy – http://www.st-andrews.ac.uk/media/finance/documents/Cash_Handling_Policy.pdf ➢ VAT Guidelines – http://www.st-andrews.ac.uk/staff/money/vatguidelines/ ➢ Anti-money Laundering Policy and Procedures – http://www.st-andrews.ac.uk/media/finance/documents/Money-Laundering-Policy.pdf	W P T
ONLINE PAYMENT PATHWAYS **Various payment options are set up for Print Credits, Library, Sports Centre, Resits.**	➢ Print Credits – https://myprint.st-andrews.ac.uk/safecom/ ➢ Library Fines – https://onlinepayments.st-andrews.ac.uk/libraryfines/ ➢ Sports Centre – https://onlinepayments.st-andrews.ac.uk/sports/	W
PAYMENTS FROM STUDENTS **Tuition and accommodation fees refer to online payment.**	For **payment** in full or to set up instalment plans: ➢ https://onlinepayments.st-andrews.ac.uk/epayments/	W
JOURNAL TRANSFERS	A journal post sheet can be downloaded from: ➢ http://www.st-andrews.ac.uk/staff/money/Movingmoneyaround/	W

If in doubt, please contact Cash Office on Ext 2585 or Email: cashoffice@st-andrews.ac.uk
AND /OR Tax & Treasury on Ext 2574 or Email salesinvoicing@st-andrews.ac.uk / vatenquiries@st-andrews.ac.uk
or by popping in for a visit at the Old Burgh School, Abbey Walk

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Managing Your Budget		Frame Coding
Financial Advice and Support contact details	For **contact details**: ➢ http://www.st-andrews.ac.uk/finance/financialadviceandsupportteams/	W
Reports List	Via **Qlikview** – https://www.st-andrews.ac.uk/business-intelligence ➢ Finance: Detail Codes ➢ Finance: Budget Monitoring	T W

If in doubt, please contact Finance Advice & Support on Ext 2006 or
Email (refer to): http://www.st-andrews.ac.uk/finance/FinancialAdviceandSupport or by popping in for a visit at the Gateway, North Haugh

Other Points of Contact

For Staff	
Help with ***Aptos***	aptosadmin@st-andrews.ac.uk
Help with ***Aptos purchase orders***	aptospom@st-andrews.ac.uk
Help with ***banking and cash***	cashoffice@st-andrews.ac.uk
Help with ***budget monitoring***	See FAS Team Contact List
Help with ***buying***	procurement@st-andrews.ac.uk
Help with ***casual and bank workers***	Salaries-cc@st-andrews.ac.uk
Help with ***corporate credit cards***	creditcards@st-andrews.ac.uk
Help with **fees / self-employed payments**	salaries-external@st-andrews.ac.uk
Help with ***income receipts***	accrec@st-andrews.ac.uk
Help with ***invoice payments***	accpay@st-andrews.ac.uk
Help with ***online payment services***	onlinepayments@st-andrews.ac.uk
Help with ***raising sales invoices***	salesinvoicing@st-andrews.ac.uk
Help with ***VAT***	vatenquiries@st-andrews.ac.uk

For Students	
Help with ***scholarships***	finschol@st-andrews.ac.uk
Help with ***student finance queries***	studentfinance@st-andrews.ac.uk
Help with ***US Loans***	usloan@st-andrews.ac.uk

Web Links

- Procurement Feedback Request – https://www.st-andrews.ac.uk/staff/money/procurement/BuyerNetwork/feedback/
- PDMS (Course Booking) – https://www.st-andrews.ac.uk/pdms/

Financial Advice and Support – http://www.st-andrews.ac.uk/finance/financialadviceandsupportteams/

RBDC - Business Development - busdev@st-andrews.ac.uk

RBDC - Contracts Management - contracts@st-andrews.ac.uk

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