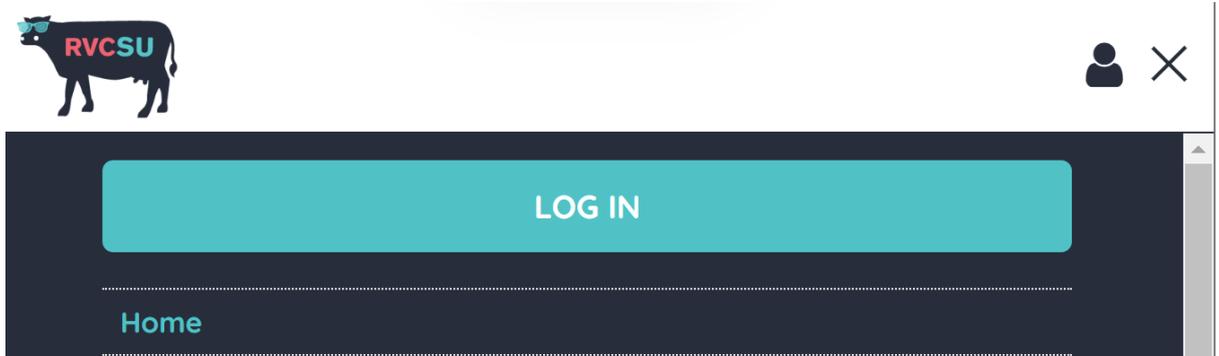


## How to Guide of the Online Finance System for Clubs & Societies

1. Log into the RVCSU Website with your RVC credentials



2. Click on the cog symbol at the top right.

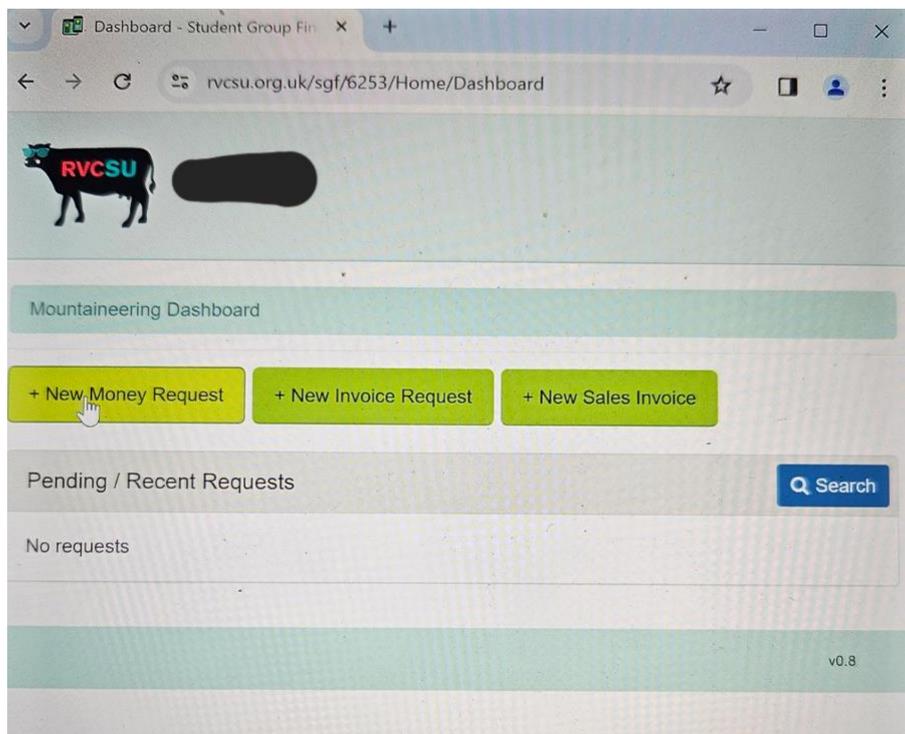


3. Select your organisation/ club or society
4. Click the finance icon



Finances

5. You will then be onto you club/societies dashboard page.
6. To put in a debit form, click '+ new money request'
- If you are unable to see the 'new money request' button, try turning off any ad- blockers.



7. Select request type – most standard debit forms are likely to be reimbursement

- Select the event if applicable
- Select who the amount is payable to
  - o If submitting a form for yourself click requester
  - o If paying a different student (not yourself) click other student
  - o If paying for services/ another company etc click third party

The screenshot shows a web browser window with the URL [rvcsu.org.uk/sgf/6253/Request/New?RequestType=1](https://rvcsu.org.uk/sgf/6253/Request/New?RequestType=1). The page title is "New Money Request - Student". The breadcrumb navigation shows "Mountaineering Dashboard / New Money Request". The form contains the following fields:

Request type	Reimbursement
Event	(Not associated with an event)
Payable to	Requester
Payment method	Please choose...

8. Select BACS and enter bank details

The screenshot shows the same web browser window as above. The form fields are now updated as follows:

Request type	Reimbursement
Event	(Not associated with an event)
Payable to	Requester
Payment method	BACS
Bank Sort Code	
Bank Account	

9. Fill in item description eg. Minibus fuel, food, equipment costs

**Item description / Funding request:**

Minibus Fuel

**Justification**

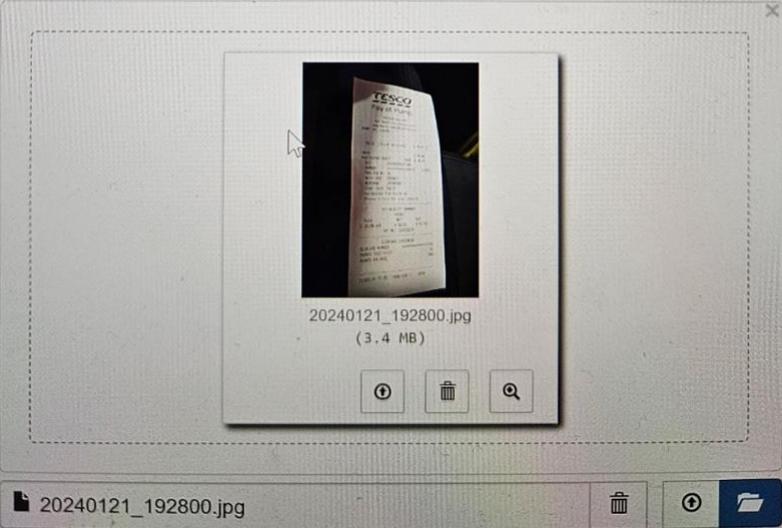
Fuel for the minibus from the the caving trip at Cheddar Gorge.

**Gross Amount**

**Account**

Mountaineering - Travel Costs

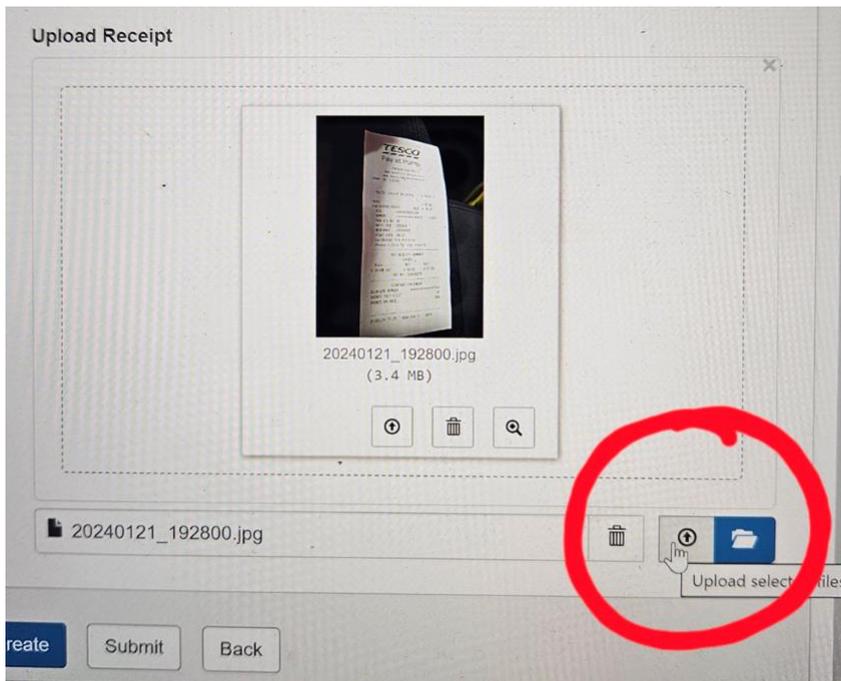
**Upload Receipt**



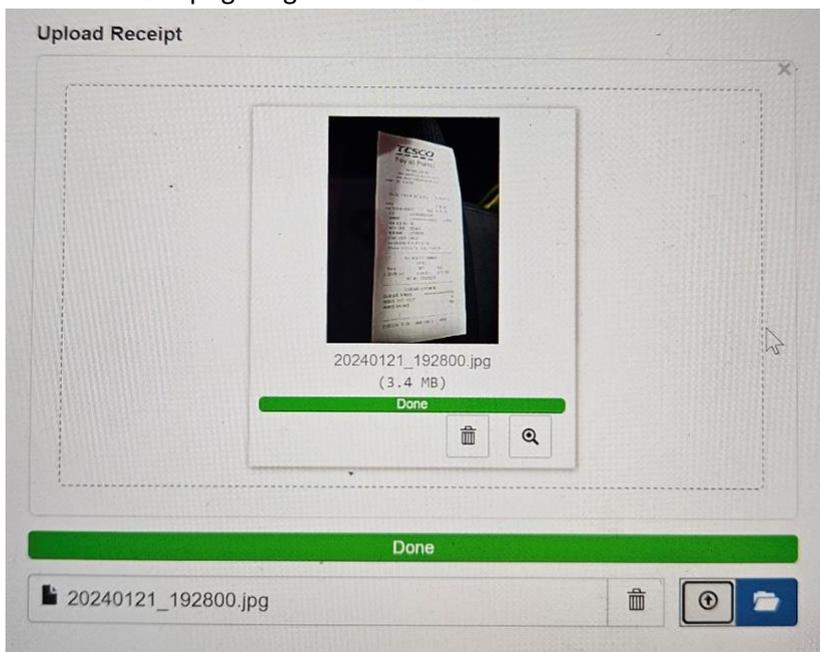
20240121\_192800.jpg  
(3.4 MB)

20240121\_192800.jpg

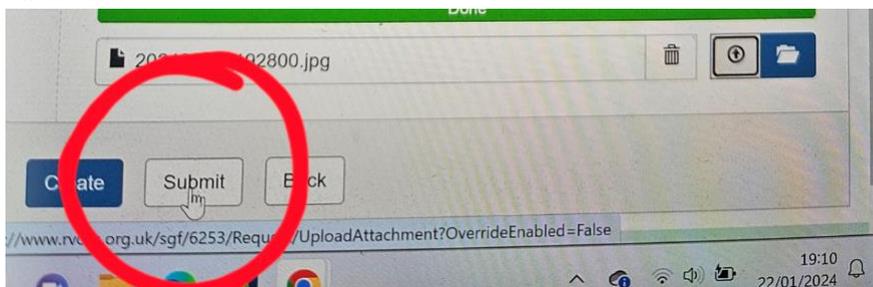
10. Enter the amount
11. Select the account eg. Travel costs
12. Upload a clear receipt that shows the amount spent, the items purchased and the date of purchase.
13. Make sure you click the upload button



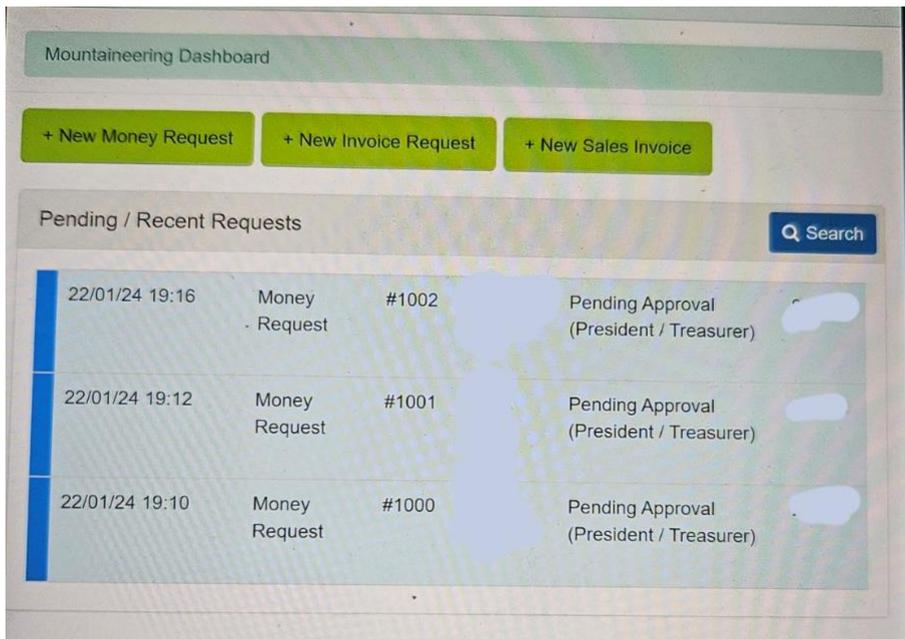
14. Check the receipt goes green & shows done



15. Click submit



16. You will be able to see the status of your request on your club/society dashboard, the president or treasurer of your club will then approve the payment and it will be sent to the SU treasurer for a final check before the payment is processed.



### **Next steps for club/society president/treasurer approval**

1. Click on a money request
2. Click on the eye button to check the receipt
  - A) If receipt is clear and shows an itemised list click the approve button – the request will then be forwarded automatically to the SU Treasurer where it will be processed and paid. The requester when checking will be able to see a message like the image below:

Complete (Payment imminent or Paid)

- B) If the receipt is incorrect/ unclear or there is a discrepancy click refer back to requester – the person requesting money will then have to make edits eg. Take a clearer picture of the receipt.

We hope you find this guide helpful, please let us know if you have any issues by emailing [sutreasurer@rvc.ac.uk](mailto:sutreasurer@rvc.ac.uk) or [wgibson@rvc.ac.uk](mailto:wgibson@rvc.ac.uk) or [fstocker@rvc.ac.uk](mailto:fstocker@rvc.ac.uk) .