# Financial Information – Induction Checklist (role-dependent)

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|  | **Date completed** |
| [Finance Department Structure](https://www.york.ac.uk/staff/finance/department-structure-contact-details/) |  |
| [Income Sources](https://www.york.ac.uk/staff/finance/income/income-sources/) Student, Consultancy/Commercial Income, Research, Continuing Professional Development (CPD), C |  |

## Case office (Finance Shared Services, FSS)

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|  | **Date completed** |
| University Income [Paying in cash, cheques and card transactions](https://www.york.ac.uk/staff/finance/income/). |  |
| [Petty Cash Guide](https://www.york.ac.uk/staff/finance/goods-services-equipment/petty-cash-guide/) |  |

## Fees office (Finance Shared Services, FSS)

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|  | **Date completed** |
| [How to raise an invoice or credit note](https://www.york.ac.uk/staff/finance/income/how-to-raise-invoice-credit-note/) |  |
| [Debt Recovery](https://www.york.ac.uk/staff/finance/income/debt-recovery-process/) |  |

## Accounts payable (Finance Shared Services, FSS)

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|  | **Date completed** |
| Government Purchasing Cards (GPC) and [Expenses Payments](https://www.york.ac.uk/staff/finance/goods-services-equipment/expenses/) |  |
| [Receiving payments from the University](https://www.york.ac.uk/staff/finance/information-for-suppliers/) |  |

## Payroll (Finance Shared Services, FSS)

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|  | **Date completed** |
| [Payroll](https://www.york.ac.uk/staff/finance/payroll/) Salaries, casual workers, overtime, absence reporting |  |
| P45 (If applicable) and bank details sent to Payroll |  |
| Payday; contact points for issues regarding National Insurance & Tax |  |

## Procurement

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|  | **Date completed** |
| [Buying goods, services and equipment](https://www.york.ac.uk/staff/finance/goods-services-equipment/approval-process-including-approval-levels/) |  |
| [Booking Business Travel](https://www.york.ac.uk/staff/travel/business/) |  |
| [Contracts](https://www.york.ac.uk/staff/finance/information-for-suppliers/) and [Tenders](https://www.york.ac.uk/staff/finance/goods-services-equipment/approval-process-including-approval-levels/) |  |
| [University Purchase Card (GPC Cards)](https://www.york.ac.uk/staff/finance/goods-services-equipment/university-purchase-card/): Purchasing goods and services. |  |
| [York e-Purchase (YEP)](https://www.york.ac.uk/staff/finance/goods-services-equipment/york-e-purchase/) Creating [purchase orders](https://www.york.ac.uk/staff/finance/goods-services-equipment/purchase-order-exemptions/) for purchasing goods/services. [Fraudulent Purchase Orders](https://www.york.ac.uk/staff/finance/information-for-suppliers/fraudulent-purchase-orders/). [Product or Service Suppliers](https://www.york.ac.uk/staff/finance/goods-services-equipment/adding-updating-suppliers-in-agresso/). [Supplier Database](https://www.york.ac.uk/staff/finance/goods-services-equipment/adding-updating-suppliers-in-agresso/). |  |

## Management accounting

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|  | **Date completed** |
| [Management Accounting](https://www.york.ac.uk/staff/finance/management-accounting/) |  |
| [Faculty of Arts and Humanities](https://www.york.ac.uk/staff/finance/management-accounting/faculty-arts-humanities/) |  |
| [Faculty of Sciences](https://www.york.ac.uk/staff/finance/management-accounting/faculty-sciences/) |  |
| [Faculty of Social Sciences](https://www.york.ac.uk/staff/finance/management-accounting/faculty-social-sciences/) |  |
| [Professional Services](https://www.york.ac.uk/staff/finance/management-accounting/professional-services/); [Capital expenditure](https://www.york.ac.uk/staff/finance/capital-expenditure/) |  |

## Group financial accounts

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|  | **Date completed** |
| [Finance Regulations](https://www.york.ac.uk/staff/finance/regulations-and-policies/); Scheme of Delegation; Financial Policies; [Expenses Policy](https://www.york.ac.uk/staff/finance/goods-services-equipment/expenses/travel-expenses-policy/), Investments, Bribery, Credit and Debit Cards and money laundering. |  |
| [Published Accounts](https://www.york.ac.uk/staff/finance/accounts/) |  |
| [Raising project codes and work orders](https://www.york.ac.uk/staff/finance/accounts/) |  |
| [Risk Management](https://www.york.ac.uk/staff/finance/risk-management/) |  |
| [Transparent approach to costing (TRAC)](https://www.york.ac.uk/staff/finance/transparent-approach-to-costing/) |  |

## VAT and companies

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|  | **Date completed** |
| [Value added tax (VAT)](https://www.york.ac.uk/staff/finance/vat/) |  |

## Finance system support (part of IT Services)

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|  | **Date completed** |
| [Finance systems support](https://www.york.ac.uk/it-services/information-systems/which/finance/) |  |
| Agresso Finance, Worktribe, York ePurchase |  |
| [Online Store](https://www.york.ac.uk/staff/finance/income/online-store/) |  |