

-A Standard Operating Procedure Finance Procedure for RES MAN Internal Invoices

For Use in:	Residences
By:	<i>Residences</i>
For:	Staff guide of basic Invoicing Procedures
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1. Objectives

To provide a framework/guide for staff to follow in relation to set financial procedures involving Res Manager (IT booking system) regarding Internal Invoicing.

2. Rationale

This document is a step by step guide on how to produce monthly Internal Invoicing documents which are to be submitted to NNUH Finance Department on a monthly basis in order that they can charge the relevant Departments.

3. Scope

This document is a step by step guide to produce relevant documents regarding Internal Invoicing in the absence of Finance Officer.

4. Processes to be followed

New Res Manager

This is our new IT based integrated Residences Booking and Finance Programme.

This is a step by step procedure which must be followed to produce the relevant monthly documents on how to produce Internal Invoices.

How to find the relevant information for Internal Invoices:
Click on menu on RES MANAGER

- Menu
- Transaction Lists
- All Transaction Types
- Dates From-To- 1st month-end month
- All Payment Methods – Invoicing
- Check through all Departments – Search – Print
- Total all Departments

THEN

- Menu
- Transaction Lists
- All Transaction Types
- All Payment Methods
- Date 1st – end month – Search

- Export whole file using Excel
- Open
- “Discard” all files not Invoiced to Departments (Method)
- Sort – highlight Departments – sort A - Z
- Total all Departments
- Insert Blank Row between Departments
- Total All Departments for grand total
- Ensure this Excel sheet balances with the printed copies

Once balanced email Internal Invoices Spreadsheet to Finance Department (Ben Walker) to action, then input credits to relevant accounts.

5. Monitoring Compliance

To ensure that this document is compliant with the above standards, the following monitoring processes will be undertaken:

The Finance Procedures for Res Man Internal Invoices for Accommodation will be updated 03/12/2023. Changes may be required if there are any additional updates to our IT booking system Res Manager.

6. Equality Impact Assessment (EIA)

Name of the Policy or Function/Service: Finance Procedures for Accommodation	
Type of function or policy	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>

Division	Facilities and Estates	Department	Accommodation Department
Name of person completing form	Anne Collins	Date	

Equality Area	Potential	Impact	Which groups are affected	Full Impact Assessment Required YES/NO
	Negative Impact	Positive Impact		
Race			No	No
Pregnancy & Maternity			No	No
Disability			No	No
Religion and beliefs			No	No
Sex			No	No
Gender reassignment			No	No
Sexual Orientation			No	No
Age			No	No
Marriage & Civil Partnership			No	No