

Manual payment requests application

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1. Request options

Reason 1: Decentralized cash-department withdrawal

Additions to decentralized cash registers (Hortus, U-store, USC, Lak, ASC, UB, temporary decentralized event) Appendix: Cash documents / signed count statement
Expenditure method: cash

Reason 2: Decentralized cash-department deposit

Deposits of decentralized cash registers (Hortus, U-store, USC, Lak, ASC, UB, temporary decentralized event) Appendix: Cash documents / signed count statement
Expenditure method: cash

Reason 3: VVV - Volunteer allowance to third parties

Small token of gratitude and allowances for external staff below EUR 5 per hour, with a maximum of EUR 170 per month and EUR 1,700 per year. Appendix: signed volunteer contract (mandatory).
Expenditure method: VVV cards

Reason 4: VVV - Gifts and small benefits to employees UL

Gifts and small benefits to employees (Farewell and Christmas).
Expenditure method: VVV cards

Reason 5: VVV - Representation costs (eligible for tax)

A small thank you for a guest speaker.
Expenditure method: VVV cards

Reason 6: VVV - Representation costs (prize money)

Prize money.
Expenditure method: VVV cards

Reason 7: Cash - Reimbursement of travel and accommodation costs for staff in NL

For employees in paid employment without a Dutch bank account. Appendix: Account / proof of payment (required).
Expenditure method: cash

Reason 8: Cash - Reimbursement of travel and accommodation costs for staff outside NL

For employees in paid employment without a Dutch bank account. Appendix: Account / proof of payment (required).
Expenditure method: cash

Reason 9: Cash - Reimbursement of travel and accommodation costs for not employees in NL

For employees **not** in paid employment without a European bank account traveling within NL. Appendix: Account / proof of payment (required).
Expenditure method: cash

Reason 10: Cash - Reimbursement of travel and accommodation costs for not employees outside NL

For employees **not** in paid employment without a European bank account traveling outside NL. Appendix: Account / proof of payment (required).
Expenditure method: cash

Reason 11: Cash - Fellows

Fellowship (daily allowance).
Expenditure method: cash

Reason 12: Cash - External course fees

Proceeds from course fees.

Method of receipt: cash

Reason 13: Cash - Entrance fees

Proceeds from membership, entrance fees and congresses.

Method of receipt: cash

Reason 14: Cash - Store sales

Proceeds from store sales.

Method of receipt: cash

Reason 15: Cash - Other cash receipts

Proceeds of other cash receipts.

Method of receipt: cash

2. Application 'My payment requests'

Log in to the Service Portal:



Universiteit
Leiden

Sign in

Username (Forgotten?)

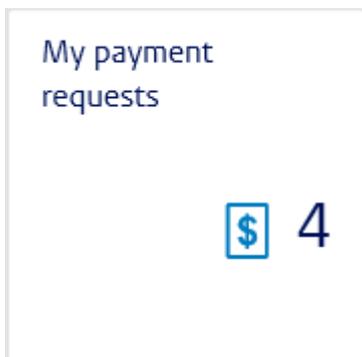
Password (Forgotten?)

Remember my username

[Activate account?](#)

Login →

Click on the tile 'My payment requests' of the Central Cash department:



My payment requests

The screenshot displays the 'My payment requests' interface. On the left, a list of requests is shown, sorted by amount in descending order. The right pane provides detailed information for the selected request (1000000038), including the applicant's name, email, phone number, SAP number, and the total amount of 25.00 EUR. The request status is 'Concept'.

On the left side of the screen you can see the list of requests. On the right side of the screen the details of the selected request.

The requests are sorted in descending order by default. You can search for a request in this list. In addition, you can also sort, filter or group the list of requests.



1. Sort
2. Filter
3. Group

Buttons that lead to tabs with details of the request:



= Request information

The details of the selected request regarding the type of request and the applicant. Among other things, the SAP number, total amount, applicant data and settlement date (in case of VVV cards when the applicant does not yet know the personal data of the recipient).



= Receiver

Here you will find the personal details of the recipient(s) of VVV cards and cash. If the recipients are unknown, it will be an advance payment and the details of the recipient(s) must be entered later on by the applicant.



= Type of receipt / expense

Here you can find which denominations the applicant would like to receive. E.g. four VVV cards for 25 euros or two 50 euro banknotes.



= Attachments

Any attachments in support of the request.

The PDF of the issue form including signature is also linked here.



= History

Here you can see which steps your request has gone through and where your request is in the process flow.



To create a new request, click on the button

A pop-up appears with various request options.
Select the relevant reason and click OK.

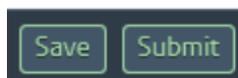
New request

Choose request reason

Decentralized cash-department withdra... ▼

- Decentralized cash-department withdrawal
- Decentralized cash-department deposit
- VVV- Volunteer allowance to third parties
- VVV- Gifts and small benefits to employees UL
- VVV- Representation costs (eligible for tax)
- VVV- Representation costs (prize money)
- Cash - Reimbursement of travel and accommodation costs staff in NL
- Cash - Reimbursement of travel and accommodation costs staff outside NL
- Cash - Reimbursement of travel and accommodation costs not employees NL
- Cash - Reimbursement of travel and accommodation costs not employees
- Cash - Fellows
- Cash - External course fees
- Cash - Entrance fees
- Cash - Store sales
- Cash - Other cash receipts

Enter all details in the relevant tabs. When all data has been entered you can click on save or submit.



Save = a request number is generated and the request is saved as a draft. You can choose this option in case you do not have all the required information yet and you would like to add this information later on.

Submit = the request is offered for approval to activity and / or budget holder. In the further course of the request, it can be approved, rejected or cancelled by the activity holder, budget holder or LM staff member. In all cases you will receive an email.

3. Application 'My approvals'

Log in to the Service Portal:



Universiteit
Leiden

Sign in

Username (Forgotten?)

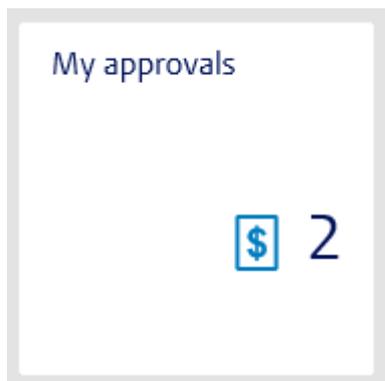
Password (Forgotten?)

Remember my username

[Activate account?](#)

Login →

Click on the tile 'My approvals' of the Central Cash department:



My approvals

The screenshot shows the 'My approvals' interface. On the left, there is a list of requests under the heading 'Requests (2)'. The first request is 'VVV- Representation costs (eligible for tax)' with ID 1000000039, amount 15.00 EUR, and date 26.02.2020. The second request is 'Decentralized cash-department withdrawal' with ID 1000000038, amount 25.00 EUR, and date 26.02.2020. On the right, the 'Request details' for request 1000000038 are shown. The reason is 'Decentralized cash-department...'. The status is 'Submitted'. Below this, there are four icons: an information icon (i), a money icon (\$), a paperclip icon, and a clock icon. The 'Request Info' section is divided into 'Applicant' and 'SAP data'. The applicant information includes: *Name Applicant: OPLEID01, Email: r.t.ahuis@bb.leidenuiv.nl, and Phone no. Applicant: (empty). The SAP data includes: *SAP Number: 2020007359 and GL Account: 114655. The 'Request Details' section shows: Total Amount: 25,00 EUR and Note: Test b. At the bottom right, there are buttons for 'Approve', 'Reject', and 'Cancel'.

On the left side of the screen you can see the list of requests. On the right side of the screen the details of the selected request.

The requests are sorted in descending order as standard. You can search for a request in this list. In addition, you can also sort, filter or group the list of requests.



1. Sort
2. Filter
3. Group

Buttons that lead to tabs with details of the request:



= Request information

The details of the selected request regarding the type of request and the applicant. Among other things, the SAP number, total amount, applicant data and settlement date (in case of VVV cards when the applicant does not yet know the personal data of the recipient).



= Receiver

Here you will find the personal details of the recipient(s) of VVV cards and cash. If the recipients are unknown, it will be an advance payment and the details of the recipient(s) must be entered later on by the applicant.



= Type of receipt / expense

Here you can find which denominations the applicant would like to receive. E.g. four VVV cards for 25 euro or two 50 euro banknotes.



= Attachments

Any attachments in support of the request.

The PDF of the issue form including signature is also linked here.



= History

Here you can see which steps your request has gone through and where your request is in the process flow.

You have three options:



For all options you must state a reason in the remarks box:

The screenshot shows a web interface with a modal dialog box. The dialog box has a title bar that says "Request no 1000000038". Below the title bar is a text input field labeled "Reason". At the bottom of the dialog box are two buttons: "Cancel" and "Send". The background of the screenshot shows a form with fields for "Applicant" and "SAP data". The "Applicant" section includes fields for "Name Applicant" (with value "OPLEID01"), "Email" (with value "r.t.ahuis@bb"), and "Phone no. App". The "SAP data" section includes fields for "Number:" (with value "0007359") and "count:" (with value "655").

1. Approve

The request goes on to the next step (approval of budget holder or follow-up action for LM staff member).

2. Reject

The request returns, with reason for rejection, to the applicant. The applicant must adjust the request and resubmit.

3. Cancel

The request is withdrawn and can no longer be edited.

Appendix 1: Step by step instructions

Reason 1 and 2

- 1) - Decentralized cash-department withdrawal
- 2) - Decentralized cash-department deposit

Steps

1. Select a reason and press OK

You now see the *Request Info* tab

2. Fill in the following fields: SAP number, Total Amount, Note and possibly Phone no. of the Applicant.

Press Save.

4. Click on the *Denominations* tab, here you can indicate which denominations you would like to receive / deposit.

5. You can add any attachments under the *Attachments* tab.

6. If you have entered all the required information, press submit:

* the request for withdrawal will now go to the activity holder (AH) and budget holder (BH) of the SAP number for approval (if you are the AH or BH of the SAP number then you have automatically approved if you have submitted the request).

* the request for payment will go directly to Team Liquid Assets (= *Liquide Middelen*/ LM) for approval.

7. The AH or BH can also reject your request (the request will be returned to you for modification) or cancel (the request is withdrawn and can no longer be edited, however it will remain visible) you will be notified of both actions. Upon approval, the application goes to LM.

8. After approval from LM you will receive an e-mail that the withdrawal / deposit can be collected from the main fund. It may happen that the withdrawal has to be ordered, if so you will also receive an email. After receiving the order you will be notified you can pick it up. The request is completed upon receipt.

Reasons 3, 4 and 6

- 3) - Volunteer allowance to third parties
- 4) - Gifts and small benefits to Employees UL
- 6) - Representation costs (only prize money!)

Steps

1. Select a reason and press OK

You now see the *Request Info* tab

2. Fill in the following fields: SAP number, Total amount, Remark, possibly Telephone no. of the Applicant and settlement date (in the case of VVV cards if the applicant does not yet know the personal data of the recipient).

Press Save.

4. Click on the *Receiver* tab, enter the recipient's personal details here (i.e. the person for whom the VVV cards are intended): initials, prefix, last name, amount. If you do not yet / only partially know this information, you can add it later on, you will receive an advance payment. You must enter / complete the details later on via this application and then resubmit the request.

You can enter the details per person via the plus icon.

If you want to enter multiple personal details, you can also use the download template via the download icon. In the CSV template you can enter the above data and save it on your PC (note: in CSV format) then you can upload the data via the upload button.

5. Click on the *Denominations* tab, here you can indicate which denominations you would like to receive / deposit.

6. You can add any attachments under the *Attachments* tab. For reason 3 (Voluntary allowance to third parties) the volunteer contract is required as an appendix.

7. If you have entered all the required information, press submit: the request will now go to the activity holder (AH) and budget holder (BH) of the SAP number for approval (if you are the AH or BH of the SAP number then you have automatically given approval if you have pressed submit).

8. The AH or BH can also reject your request (the request will be returned to you for modification) or cancel (the request is withdrawn and can no longer be edited, however it will remain visible) you will be notified of both actions. Upon approval, the application goes to LM.

9. After approval from LM you will receive an e-mail stating that the order can be collected at the FSSC. It may happen that the withdrawal has to be ordered, if so you will also receive an email. After receiving the order you will be notified you can pick up your order. If you have received the VVV cards, the request is complete unless you still have to enter personal data.

10. If you still have to enter the personal details of the recipients after receiving the VVV cards, you must do so via 'My payment requests' application. Your request will then have the status "Issued Advance". On the *Recipient* tab, enter the details (see point 4) and press "submit settlement". LM will then check and settle the settlement. If you have issued fewer VVV cards than requested, the system will automatically create a return. You must return these cards to the FSSC Liquid Assets Team (LM), you will receive an email about this. LM will then check and handle the return.

11. If, after completion of the request (status of issuing / receiving) or completion of an advance (status of advance paid), you are left with VVV cards because, for example, a person has not collected them, you must return those cards via the 'My payment request' application. Go to the relevant request and click on "Report return" a new request is created. Delete the recipients that you do NOT want to return (*Recipient* tab) and click on "submit". After approval from LM you can return the VVV cards.

Reason 5

5) - Representation costs (eligible for tax)

Steps

1. Select a reason and press OK

You now see the *Request Info* tab

2. Fill in the following fields: SAP number, Total amount, Remark, possibly Telephone no. of the Applicant and settlement date (in the case of VVV cards if the applicant does not yet know the personal data of the recipient).

Press Save.

4. Click on the *Receiver* tab, enter the recipient's personal details here (i.e. the person for whom the VVV cards are intended): initials, prefix, last name, amount. If you do not yet / only partially know this information, you can add it later on, you will receive an advance payment. You must enter / complete the details later on via this application and then resubmit the request.

You can enter the details per person via the plus icon.

If you want to enter multiple personal details, you can also use the download template via the download icon. In the CSV template you can enter the above data and save it on your PC (note: in CSV format) then you can upload the data via the upload button.

5. Click on the *Denominations* tab, here you can indicate which denominations you would like to receive / deposit.

6. You can add any attachments under the *Attachments* tab.

7. If you have entered all the required information, press submit: the request will now go to the activity holder (AH) and budget holder (BH) of the SAP number for approval (if you are the AH or BH of the SAP number then you have automatically given approval if you have pressed submit).

8. The AH or BH can also reject your request (the request will be returned to you for modification) or cancel (the request is withdrawn and can no longer be edited, however it will remain visible) you will be notified of both actions. Upon approval, the application goes to LM.

9. After approval from LM you will receive an e-mail stating that the order can be collected at the FSSC. It may happen that the withdrawal has to be ordered, if so you will also receive an email. After receiving the order you will be notified you can pick up your order. If you have received the VVV cards, the request is complete unless you still have to enter personal data.

10. If you still have to enter the personal details of the recipients after receiving the VVV cards, you must do so via 'My payment requests' application. Your request will then have the status "Issued Advance". On the *Recipient* tab, enter the details (see point 4) and press "submit settlement". LM will then check and settle the settlement. If you have issued fewer VVV cards than requested (total name list is smaller than the request total), the system will automatically create a return. You must return these cards to the FSSC Liquid Assets Team (LM), you will receive an email about this. LM will then check and handle the return.

11. If, after completion of the request (status of issuing / receiving) or completion of an advance (status of advance paid), you are left with VVV cards because, for example, a person has not collected them, you must return those cards via the 'My payment request' application. Go to the relevant request and click on "Report return" a new request is created. Delete the recipients that you do NOT want to return (*Recipient* tab) and click on "submit". After approval from LM you can return the VVV cards.

Reasons 7, 8, 9, 10 and 11

- 7) - Reimbursement of travel and accommodation costs staff in NL
- 8) - Reimbursement of travel and accommodation costs staff outside NL
- 9) - Reimbursement of travel and accommodation costs not employees NL
- 10) - Cash - Reimbursement of travel and accommodation costs not employees
- 11) - Fellows

Steps

1. Select a reason and press OK

You now see the *Request Info* tab

2. Complete the following fields: SAP number, Total amount, Remark, possibly Telephone no. of the Applicant and Card validity date from / to.

Press Save.

4. Click on the *Receiver* tab, enter the recipient's personal details here (i.e. the person for whom the VVV cards are intended): initials, prefix, last name, amount.

You can enter the details per person via the plus icon.

If you want to enter multiple personal details, you can also use the download template via the download icon. In the CSV template you can enter the above data and save it on your PC (note: in CSV format) then you can upload the data via the upload button.

5. You can add any attachments under the *Attachments* tab.

6. If you have entered all the required information, press submit: the request will now go to the activity holder (AH) and budget holder (BH) of the SAP number for approval (if you are the AH or BH of the SAP number then you have automatically given approval if you have pressed submit).

7. The AH or BH can also reject your request (the request will be returned to you for modification) or cancel (the request is withdrawn and can no longer be edited, however it will remain visible) you will be notified of both actions. Upon approval, the application goes to LM.

8. After approval from LM you will receive an e-mail stating that the order can be collected at the FSSC. It may happen that the withdrawal has to be ordered, if so you will also receive an email. After receiving the order you will be notified you can pick up your order. If the Cash has been issued, the application is completed.

Reasons 12, 13, 14 and 15

- 12) - External course fees
- 13) - Entrance fees
- 14) - Store sales
- 15) - Other cash receipts

Steps

1. Select a reason and press OK

You now see the *Request Info* tab

2. Complete the following fields: SAP number, Total amount, Remark, possibly Telephone no. of the Applicant and Ledger (for reason 15) If you do not know this, you can leave it blank and LM will choose a ledger.

Press Save.

4. Click on the *Denominations* tab, here you can indicate which denominations you would like to receive / deposit.

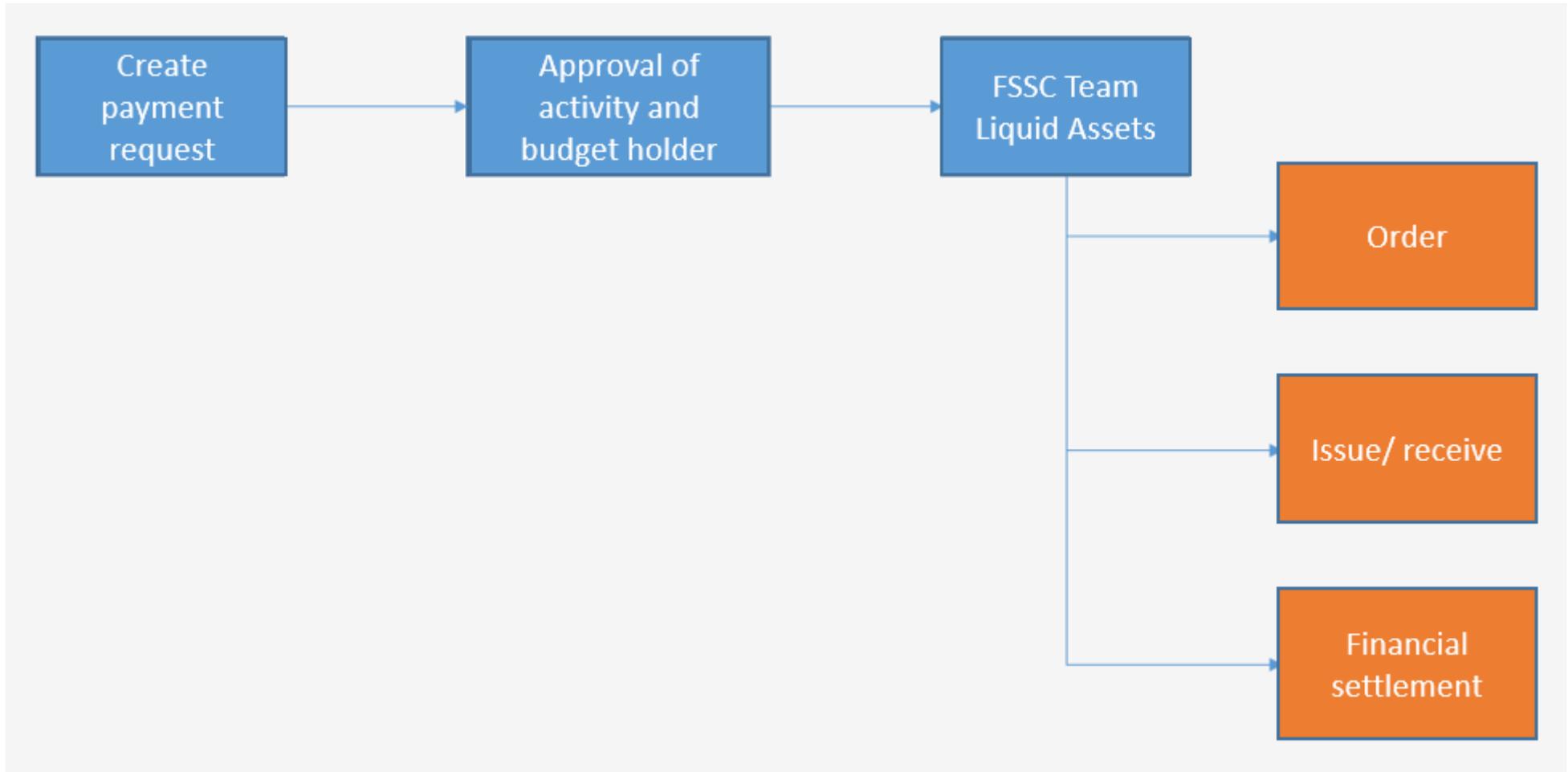
5. You can add any attachments under the *Attachments* tab.

6. If you have entered all the required information, press submit: * the request for payment will go directly to Team Liquid Assets (= *Liquide Middelen*/ LM) for approval.

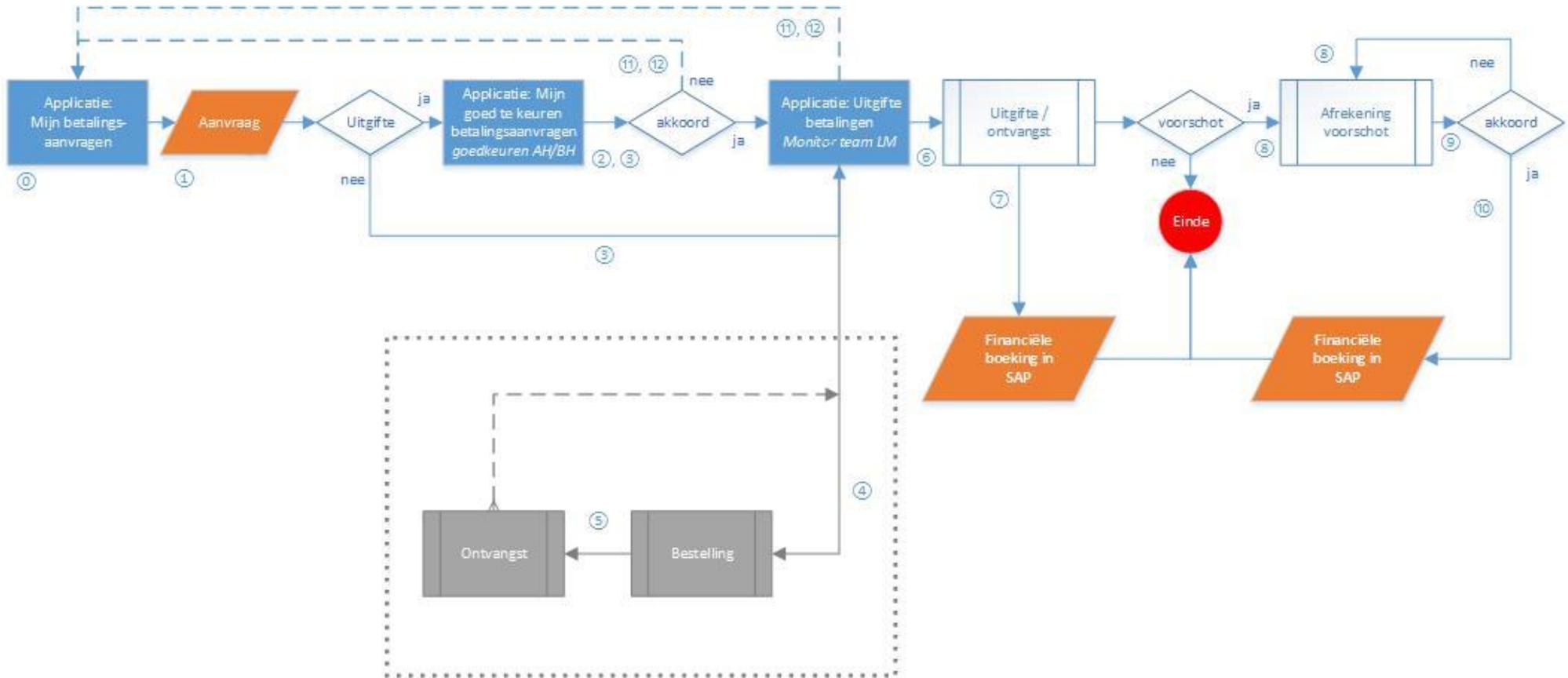
7. After approval from LM you will receive an email that you can transfer the deposit to the FSSC LM Team. The application is completed after payment.

Appendix 2: Process flow

Overview



Detailed overview



System status

- ① Draft ② Submitted ③ Approved AH
- ④ Approved BH ⑤ Needs to be ordered ⑥ In order
- ⑦ Ready for collection ⑧ Issued ⑨ Advance payment issued
- ⑩ Settlement submitted ⑪ Advance payment settled ⑫ Rejected (application is returned to applicant)
- ⑬ Withdraw (request will be withdrawn and cannot be edited anymore)