



Finance Department Staff Induction Training

Email: FinanceDept@ul.ie

Web link: www.ul.ie/finance

Prepared by: Finance Department – May 2023

Updated by: Ber O'Connell / Teresa Langan – Nov-2023



**UNIVERSITY OF
LIMERICK**
OLLSCOIL LUIMNIGH

What You Need to Know About the Finance Department

- www.ul.ie/finance

Depth & Breadth of information available

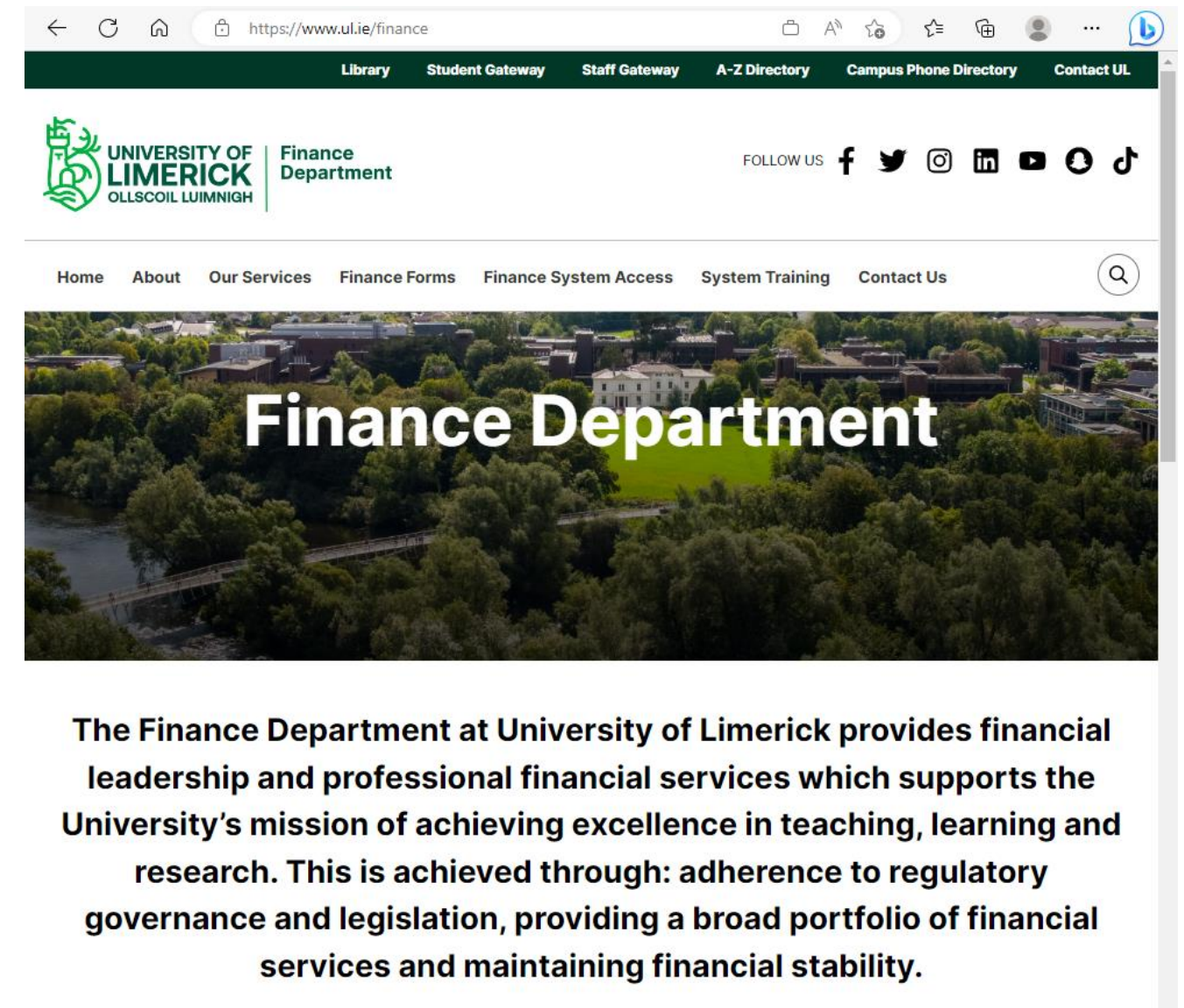
Structure of Finance Department

Chief Finance & Performance Office

- Management, Planning & Reporting
- Finance Operations & Research

Key activities

- Provide a range of Financial Management Services
- Financial Policies (available on Policy Hub) & Procedures
- Annual Budget Process & Research Finance Support
- Financial Reporting, Audits & Online Financial Services



The Finance Department at University of Limerick provides financial leadership and professional financial services which supports the University's mission of achieving excellence in teaching, learning and research. This is achieved through: adherence to regulatory governance and legislation, providing a broad portfolio of financial services and maintaining financial stability.

How we can Support You

- Broad portfolio of financial services:

Payroll	Employee Expenses
Purchasing	Procurement
Fixed Assets	Purchase Invoice/Supplier Management
Student Fees	Sales Invoicing/Debtor management
Research Finance	Full Economic Costing FEC & Budget Management

- Training & Support provided
- Assistance with Budget Management, Financial Analysis and Reporting
- Relevant Policies & Procedures published on the Policy Hub e.g. Travel & Subsistence and Entertainment Policies, Procurement Guidelines, Sales Invoicing and Fixed Assets Policies



Finance Policies - Procedures

[UL Home](#) | [Finance](#)

- [Finance Department Quality Policy](#)
- [Procedure on Invoicing and Collection of Debtors \(May 2019\)](#)
- [Use of Gift Vouchers](#)

UL Policies Hub - Finance

- Fixed Assets - Disposal / Transfer / Sale of Assets Policy
- Official Hospitality Policy (Oct 2022)
- Travel and subsistence Policy (Oct 2022)
- Policy on the Provision of non-audit services by the External Auditor

Finance

Policies

UL Policy Hub

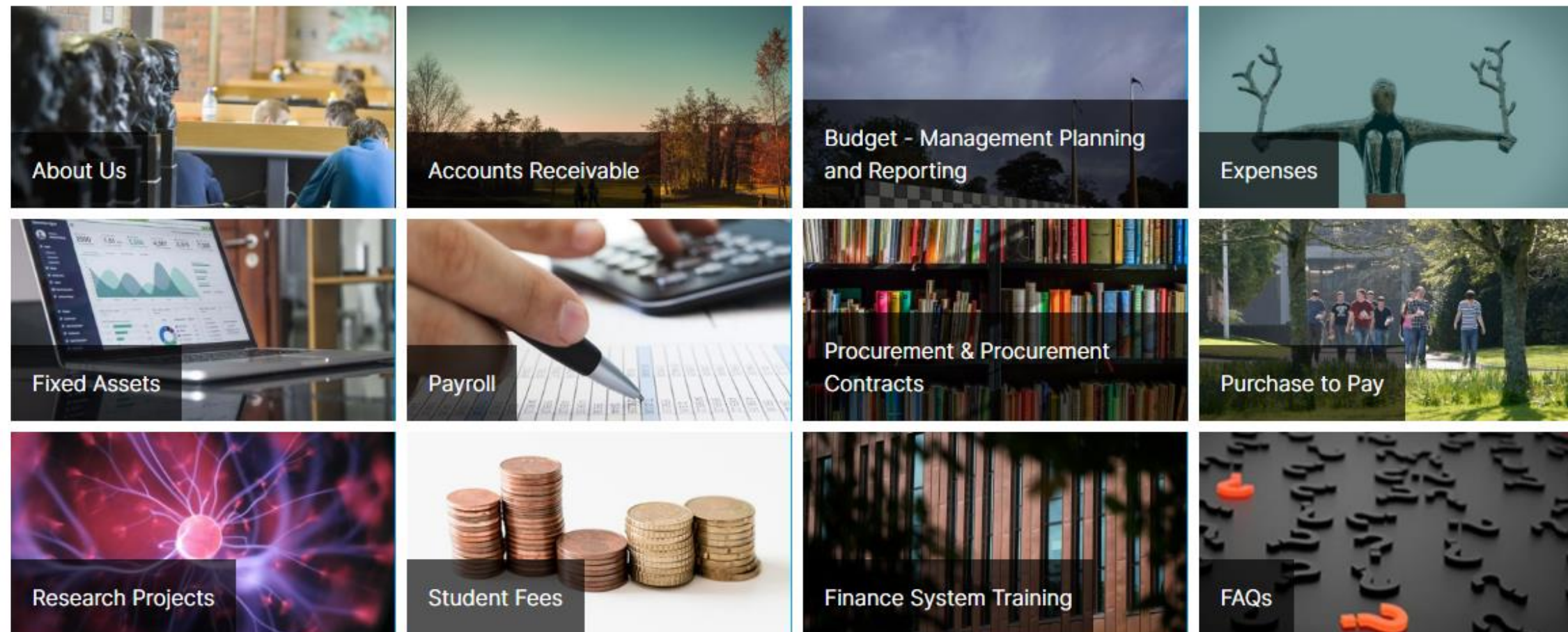
The University's Statutes and Policies

<u>Title</u> ^	<u>Owner</u>	<u>Approval body</u>	<u>Approval date</u>	<u>Type</u>
<u>Official Hospitality Policy</u>	Finance	Governing Authority	06 Oct 2022	Policy
<u>Policy for the Disposal of Assets</u>	Finance	Finance, HR & Asset Mgmt Cttee	07 Nov 2022	Policy
<u>Policy on Provision of Non-Audit Services by the External Auditor</u>	Finance	Governing Authority	30 Jun 2022	Policy
<u>Travel and Subsistence Policy</u>	Finance	Governing Authority	06 Oct 2022	Policy



First Port of Call

- Refer to the UL Finance department website www.ul.ie/finance - Home Page - Contact points and contact details



Accounts Receivable

● [UL Home](#) | [Finance](#) | [Our Services](#)

[Accounts Receivable Staff](#) | **Email:** [Accounts Receivable](#)

All funds coming into the University, apart from Student fees, are managed by the Accounts Receivable office (AR Office), within the Finance Department.

The University has received full Tax Clearance from the Irish Revenue Office
<http://www.revenue.ie/en/online/tax-clearance.html> .

Our registered details are as follows:

Applicant Name: University of Limerick, Tax Reference Number: 6609370G, Access Number: 944678

Accounts Receivable Forms

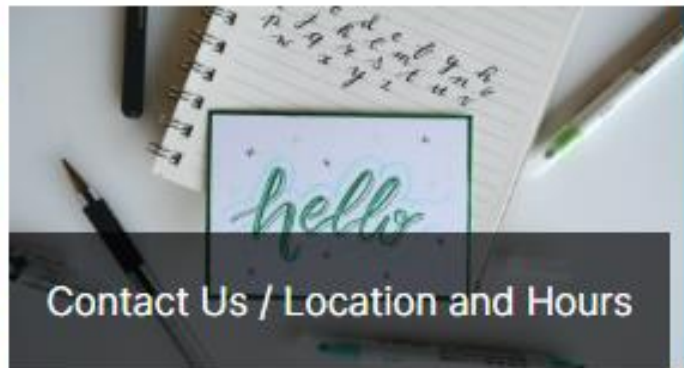
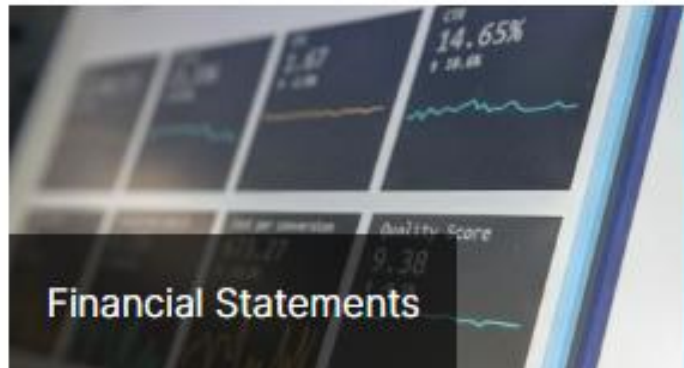
[Access to Finance Forms](#)



About Finance

Quick Links - About

[UL Home](#) | [Finance](#)



Online Financial Services

Student Fee System (SI SAM)

Finance System (Agresso ERP)

Staff Expenses, Sales Invoicing,
Purchasing - Marketplace,
Reporting - Cost Centres & Budgets

Payroll System (Corepay)

Your Payslip explained, Revenue
Information e.g. Tax

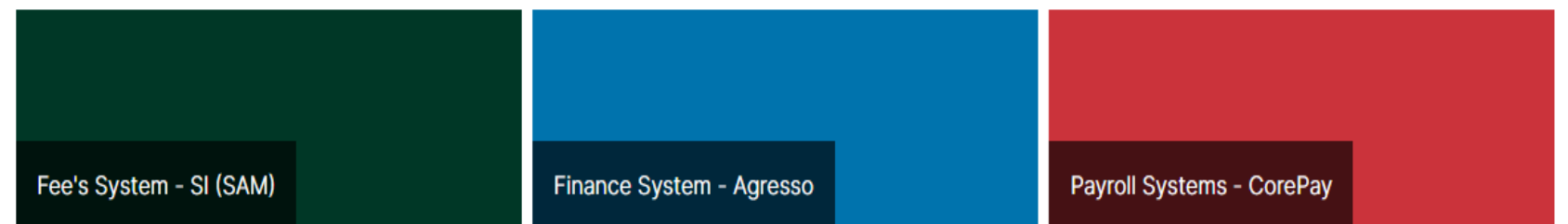
Credits/Standard Cut-off points

*Use **MyAccount** on ROS to manage
your own Tax record*



Accessing Agresso Remotely

If you are accessing Unit 4 ERP from outside the UL network you must first setup your PC to allow you through the University's security firewall. Follow the instructions on the Information Technology Divisions (ITD) webpage at: [ITD Blended/Hybrid Working](#)



Financial System Training and Resources

[Read more](#)

Finance Systems Training



Expense User Guides

- [Expense Entry and Approval](#)
- [Expense Entry and Approval School Placement Tutors](#)

Purchasing User Guides

- [Purchase Requisitions Entry and Approval](#)
- [Purchasing using the Marketplace System](#)
- [Goods Receiving](#)

Sales Order User Guide

- [Sales Order Entry, Approval and Debtor Management](#)

Other Agresso Training User Guides

- [Activating a Substitute](#)
- [Fixed Asset Reporting Online and Requesting updates on a FA Record](#)
- [Online Reports](#)

Expense eTraining Videos

- [Enter an Expense. | Tips](#)
- [Enquire on your Expense](#)
- [Approving & Rejecting Expenses](#)
- [Expense Reports](#)
- [Delete an Expense](#)

Purchasing eTraining Videos

- [Purchase Requisition Entry - Club Travel](#)
- [Procurement Overview Training](#)

Sales Order eTraining Video

- [Sales Order Entry](#)
- [Sales Order Reports](#)
- [Sales Order Workflow Enquiries](#)



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Thank you