

8. Payments

- Payments will be processed according to the settled schedule.
- Within and outside campus schedules are different

Within Campus

【Payment Schedule】

Analysis request → Analysis → Analysis Complete	Analysis charge is confirmed by GFC	Request user manager to confirm charges/select payment source	Notify each accounting Dep. to transfer their budget	Deduction on the accounting system
Apr.-Jun.	Will be confirmed within few days after your analysis (will be reflected on the system)	Beg. of Jul.	Mid of Aug.	Please contact each accounting Dep. for a specific deduction date.
Jul.-Sep.		Beg. of Oct.	Mid of Nov.	
Oct.-Dec.		Beg. of Jan.	Mid of Feb.	
Jan.		Beg. of Feb.	End of Feb.	
Feb.		Beg. of Mar.	End of Mar.	
Mar.		Beg. of Jul. (Next fiscal year) <small>*same payment period as Apr.- Jun</small>	Mid of Aug. <small>*Next fiscal year</small>	

【Payment Source】

Period Subject to Payment	Budget transfer period	General Management Fund/Donation	External funds
Apr.-Jun.	Mid of Aug.	Available	Available
Jul.-Sep.	Mid of Nov.	Available	Available
Oct.-Dec.	Mid of Feb.	Available	Available
Jan.	End of Feb.	Available	Available
Feb.	End of Mar.	Available	Available
Mar.	Mid of Aug. in next fiscal year	Available *deducted from the next fiscal year's fund	Not available <small>*Except the ones that can be carried forward</small>

- Depending on the month analysis is complete, The payment is every month or every 3 months
- Charges will be finalized within few days after each analysis is complete
- After the charges are finalized by our accounting personnel, a confirmation email will be sent to user managers and assistant user managers. Please confirm from the 'Confirm Payments' page on 'Mypage' (Need to login)
- Also, The usage fees will be finalized within few days after the analysis. You can check the finalized fees online. You confirm the payments then too.
- Payments for analyses that will be completed after Oct. will be the end of the fiscal year. Please check the administrative deadline for your desired payment source
- For Mar., because of administrative process, only general management fund or donation is available for use. Also, payment will be next fiscal year between Apr.-Jun. (Please contact each department directly for available payment source)

If you have any inquiries on payments, please contact the below.

Research Support Div., Accounting Dep.

Phone (Ext.) : 9570・9316

E-mail : kaikai@research.hokudai.ac.jp

How to check charges and select a payment source

「＜GFC総合システム＞●●●-利用料金の確認をお願いいたします (Please check your charges)」 *only Japanese is available for this email at the moment

Please handle the following once you'll receive this email form our system.

①

②

料金確定
利用料金を確認し、料金確定する項目を選択してください。

確定するデータを選択し、「執行財源入力へ」
※一番上をチェックすると一括選択ができる

No.	品名	終了日	利用番号	利用者	単位	数量	単価	金額	支払科目
1	1.A 実行分	2018/04/19	E180200	広瀬 和弘	¥ 25	-	-	¥ 2,500	
2	1.A 実行分	2018/04/19	E180200	広瀬 和弘	¥ 2,500	-	-	¥ 2,500	
3	1.A 実行分	2018/04/19	E180201	広瀬 和弘	¥ 25	-	-	¥ 2,500	
4	1.A 実行分	2018/04/19	E180201	広瀬 和弘	¥ 2,500	-	-	¥ 2,500	
5	1.A 実行分	2018/04/19	E180202	広瀬 和弘	¥ 25	-	-	¥ 2,500	
6	1.A 実行分	2018/04/19	E180202	広瀬 和弘	¥ 2,500	-	-	¥ 2,500	
7	1.A 実行分	2018/04/19	E180203	広瀬 和弘	¥ 25	-	-	¥ 2,500	
8	1.A 実行分	2018/04/19	E180203	広瀬 和弘	¥ 2,500	-	-	¥ 2,500	
合計金額								¥ 20,000	

③

決定/執行財源入力
実行を行う財源を選択してください。

利用明細

No.	品名	終了日	利用番号	利用者	単位	数量	単価	金額	支払科目
1	1.A 実行分	2018/04/19	E180200	広瀬 和弘	¥ 25	-	-	¥ 2,500	
2	1.A 実行分	2018/04/19	E180200	広瀬 和弘	¥ 2,500	-	-	¥ 2,500	
3	1.A 実行分	2018/04/19	E180201	広瀬 和弘	¥ 25	-	-	¥ 2,500	
4	1.A 実行分	2018/04/19	E180201	広瀬 和弘	¥ 2,500	-	-	¥ 2,500	
5	1.A 実行分	2018/04/19	E180202	広瀬 和弘	¥ 25	-	-	¥ 2,500	
6	1.A 実行分	2018/04/19	E180202	広瀬 和弘	¥ 2,500	-	-	¥ 2,500	
7	1.A 実行分	2018/04/19	E180203	広瀬 和弘	¥ 25	-	-	¥ 2,500	
8	1.A 実行分	2018/04/19	E180203	広瀬 和弘	¥ 2,500	-	-	¥ 2,500	
合計金額								¥ 20,000	

執行財源

所管: 選択済み
プロジェクト: なし
財源: なし
目的: なし

自身の予算情報が紐付いているので、財源を選択し、「確認へ進む」次ページで「料金を確定する」

*If you have any inquiries on payments, please contact Research Support Div. (Ext. 9570)