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		Notify each accounting Dep. to transfer their budget	Deduction on the accounting system
AprJun.	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.
JulSep.		Beg. of Oct.	Mid of Nov.	
OctDec.		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) *same payment period as Apr Jun	Mid of Aug. *Next fiscal year	

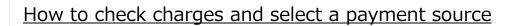
[Payment Source]

Period Subject to Payment	Budget transfer period	General Management Fund/Donation	External funds
AprJun.	Mid of Aug.	Available	Available
JulSep.	Mid of Nov.	Available	Available
OctDec.	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 *Except the ones that can be carried forward

- 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 <u>charges are finalized by our accounting personnel</u>, <u>a confirmation email will be sent to</u> <u>user managers and assistant user managers</u>. Please confirm from the 'Confirm Payments' page on 'Mypage' (Need to login)
- Also, The usage fees will be finalized within dew 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 inquires on payments, please contact the below.

Research Support Div., Accounting Dep. Phone (Ext.) : 9570 · 9316 E-mail : kaikei@research.hokudai.ac.jp



「<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.

