

Society Finance Guide for SGF (Student Group Finance)

Admin Rights for Specific Roles

Each committee role will have different admin rights within the system, but all of you will have access to Student Groups Finance (SGF), our finance platform.

President – Finance requests and approval

Treasurer – Finance requests and approval

All Other Committee – Finance requests

Note, if you have submitted a finance request and you are a President or Treasurer, you cannot approve your own request. Therefore, if the Treasurer submits a payment request, the President will need to approve this.

The screenshot shows a website page for a Taylor Swift society. At the top left is a purple 'Add to Basket' button. Below it are sections for 'About Us', 'Upcoming Events', and 'News'. To the right is a 'Contact Us' section with email and social media icons. Further right is a 'Finances' section with a mobile app icon. A green box with an arrow points to the 'Finances' section, containing the text: 'You can click on your society page on the website and find finance requests, or go onto your admin tools, and on the dashboard you will find the finance button.' Another green arrow points from this box to the 'Finance requests' link in the 'News' section.

Finances

The screenshot shows the SGF dashboard. At the top are two buttons: '+ New Money Request' and 'Q Search'. Below them is a 'Recent Requests' section with a calendar icon and the text 'No requests'. At the bottom is a blue button with 'Q Search Requests'.

Once you have clicked the finance icon on the website you will see a page like the one above. There will be an option to add a new money request. Once you click on this you should see something like the below image.

New Money Request

Request type: Reimbursement

Event: (Not associated with an event)

Payable to: Requester

Payment method: BACS

Bank Sort Code:

Bank Account:

To request a refund, you must fill out this section.

You must fill out what item you have bought, the justification for the purchase, the total amount of the purchase, the account you would like the money to come from and then any correlating receipts to the purchase.

There will be an option to select the account the money will be coming in to and from. Your options are Income, Grant or Fundraising.

Item description:

Justification:

Gross Amount: £

Account:
 Please choose...
 Please choose...
 Income
 Grant
 Fundraising

Please select the correct account. If you have any questions or are unsure which account should be selected, please contact your Society Coordinator.

Once you have filled in the information you can submit the form.

Please make sure you include a receipt, otherwise the form will not go through.

Once you have submitted the form, it will appear as a pending request. They stay as pending until the President or Treasurer of your society has approved it.

Please choose...

Upload Receipt

Drag & drop files here ...

Select files...

Timeline

Monday, 11 March 2024

- LF 17:05 / Created / [redacted]
- LF 17:06 / Request line edited / [redacted]
- LF 17:07 / Submitted / [redacted]

Wednesday, 20 March 2024

- CL 12:28 / Approved by committee / [redacted]

The President/Treasurer can reject payment requests if they have a problem with them or they look incorrect. The above image will show when the request is clicked. If it's still waiting approval a selection of buttons will show showing options to reject.

You will also be able to see the history of the request!

If you have any more questions, please contact saadmin@liverpool.ac.uk or your Societies Coordinator.