Prepared by:	Approved by:
Name: Koo Ing Peng Position: Senior Executive, Bursary Office	Name: Dr. Rabuan bin Mantine Position: Bursar, Bursary Office

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/12/17	Establishment	00	SM, Bursary Office
2	11/07/22	Revision from UCTS to UTS	01	SM, Bursary Office
3	10/07/24	Review the SOP	02	Bursar, Bursary Office

1.0 OBJECTIVE

The objective of this SOP is to ensure the invoicing system for students executed smoothly and systematically.

2.0 SCOPE

This SOP applies to all students of University of Technology Sarawak.

3.0 REFERENCES

NIL

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
SOP	:	Standard Operating Procedure
FAS	:	Financial Accounting System
FS	:	Finance Staff

5.0 RESPONSIBILITY

FS	:	Verify and confirm all invoices of students.

6.0 PROCEDURE

Refer to the process flow chart below:

```
               ┌─────────────┐
               │    Start     │
               └─────────────┘
                      │
                      ▼
   ┌──────────────────────────────────────┐
   │ 1. Check the Oculus system for the   │
   │ pre-course registration, semester    │
   │ registration, add & drop subjects    │
   │ date also student renewal hostel stay│
   └──────────────────────────────────────┘
                      │
                      ▼
   ┌──────────────────────────────────────┐
   │ 2. Data reconciliation between       │
   │ Oculus system and FAS system to      │
   │ generate the invoices, debit note    │
   │ and credit note                      │
   └──────────────────────────────────────┘
                      │
                      ▼
   ┌──────────────────────────────────────┐
   │ 3. Person in charge to check the data│
   │ tally with the invoices, debit note  │
   │ and credit note.                     │
   └──────────────────────────────────────┘
                      │
                      ▼
               ┌─────────────┐
               │    End       │
               └─────────────┘
```
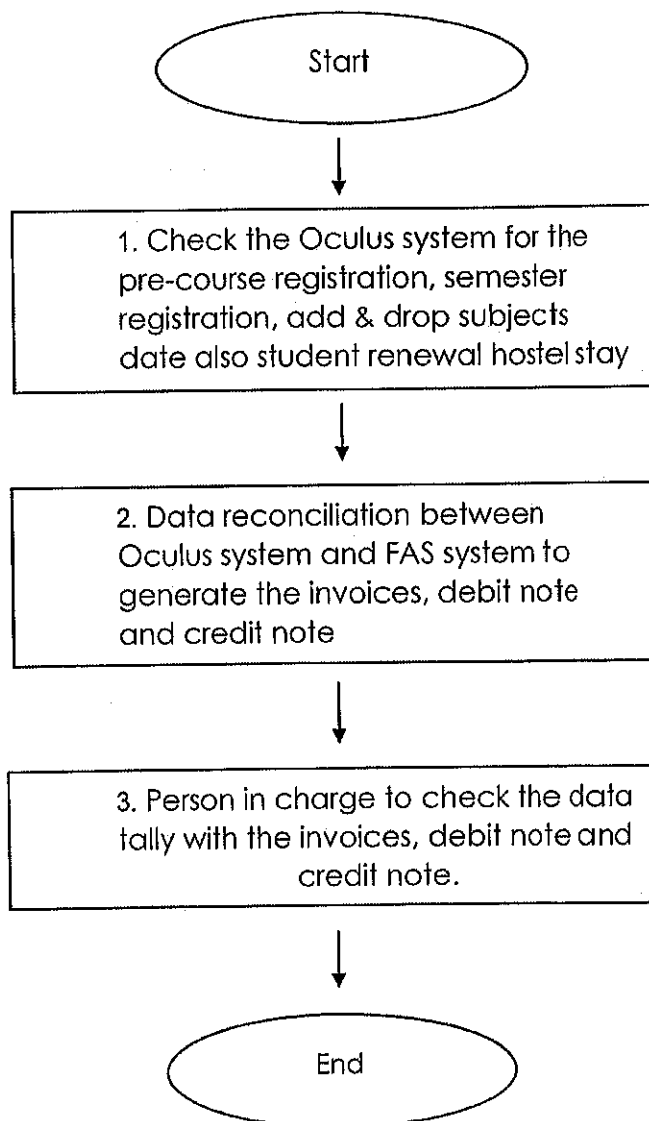
7.0 DESCRIPTION

No	Description	Person in Charge	Document /System
1.	Check the Oculus system for the date of the pre-course registration, semester registration, add & drop subjects and student renewal hostel a) Pre-course registration – the previous semester b) Semester registration – 1st week till 4th week of the semester c) Add subjects – 1st week till 2nd week of the semester d) Drop subjects – 1st week till 4th week of the semester e) Hostel renewal – Upon approval by the PIC	FS	Oculus (oculus.uts.edu.my)
2.	Data reconciliation between Oculus system and FAS system will help to import the information; thus, the invoices, debit note and credit note will be generated.	FS	FAS (fin.uts.edu.my) and Oculus (oculus.uts.edu.my)
3.	Person in charge of Bursary Office to check the data tally with the invoices, debit note and credit note.	FS	FAS (fin.uts.edu.my) and Oculus (oculus.uts.edu.my)

8.0 RECORDS

No	Title/Records	Location/ Responsibility	Retention Period
1.	Invoice	Bursary Office	7 years
2.	Debit Note	Bursary Office	7 years
3.	Credit Note	Bursary Office	7 years