



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

USING THE FINANCE HUB



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Using the Finance Hub

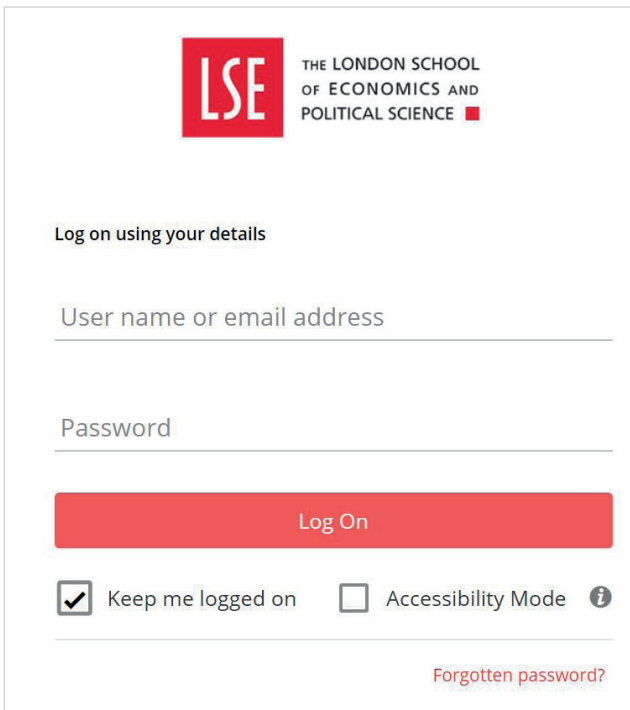
This guide should be read in conjunction with My LSE Finance Guide

Accessing the Finance Hub

To access the Finance Hub please visit <https://lse.t1cloud.com/>

For security reasons you will be required to log in and authenticate using your LSE network account (@lse.ac.uk) credentials.

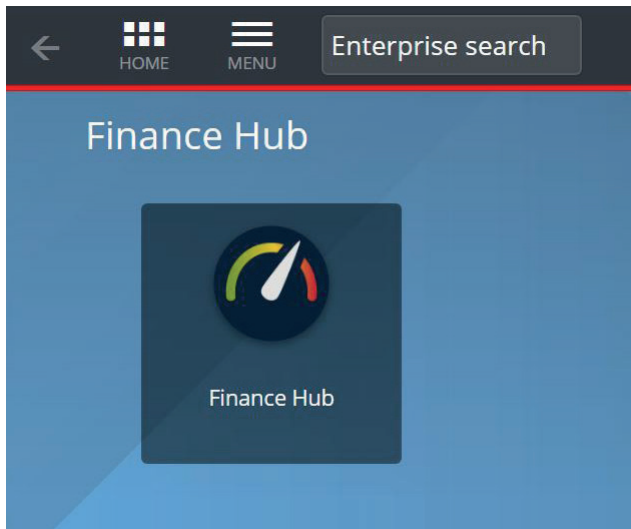
Login page



The screenshot shows the LSE login page. At the top left is the LSE logo, a red square with 'LSE' in white. To its right is the text 'THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE' with a small red square icon. Below the logo is the heading 'Log on using your details'. There are two input fields: 'User name or email address' and 'Password'. A red 'Log On' button is positioned below the fields. At the bottom, there are two checkboxes: 'Keep me logged on' (checked) and 'Accessibility Mode' (unchecked), followed by an information icon. A link for 'Forgotten password?' is located at the bottom right.

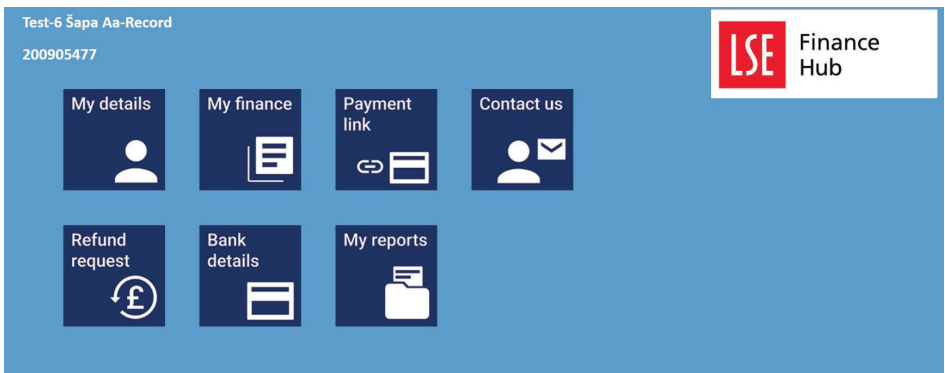
Landing page

Once you have successfully logged in you will see the Finance Hub tile, you will need to click on this to progress.



Menu Options

When you click on the Finance Hub Dashboard tile you will be directed to your homepage, the page will display seven tiles.



My Details

This tile displays a summary of your personal details including contact address, email, phone number and current programme. The tile will also display if you have provided third party consent and if there are any restrictions on your account for non-payment of tuition fees.

Test-6 Šapa Aa-Record 200905477	Primary Address
Fee Status: HOME U.K. Mode of Attendance: FULL-TIME Enrolment Status: DIRECT ENROLLED 3rd Party Consent: NO 3rd Party Consent Details	Email Address Phone Mobile
Current Course/Programme TMHECSEX	Home Address
Bank Details: No Bank Details Found	

If you wish to navigate to your homepage you should click on the back arrow.



My Finance

You can access your tuition and accommodation invoices and payment plans through the My Finance tile. You can view and download receipts, access a statement of your account and see a summary of your Scholarships. Students in receipt of Title IV Federal Student Loans can access a summary of loans disbursed to date in USD and GBP.



Viewing and downloading Tuition fee invoices, Accommodation fee invoices and receipts for payments

To View Tuition invoices click on the Tuition Invoice tile, you will be directed to a table which will summarise your invoices and credit notes.

You can download a copy of your invoices or credit notes by clicking on the Download to my Reports button.

Test-6 Šapa Aa-Record

200905477

[Download to My Reports](#)

Tuition Invoices/Credit Notes

Date	Reference No	Description	Document Type	Currency	Amount
18/07/2019	SRI027885		Tuition Fees Invoice	GBP	40,000.00
10/07/2019	SRI027857	Test Fee Invoice Fees 2018/19 BSc in Management	Tuition Fees Invoice	GBP	12,570.00
10/07/2019	SRI027859	Test Summer School Summer School 2018/19 Session 1	Summer School Invoice	GBP	1,100.25



When you click on this option a new tab will open in your browser.



To run the report you first need to select which invoice or credit note, you can do this by navigating to the Report parameters option and clicking on the dropdown box and then selecting advance search.

Run
Schedule
↻

Student Tuition Invoice

Parameters

Criteria Details

Parameters

^ General

Description
 Student Tuition Invoice

Category

^ Report Parameters

Reference Number *
 Select Document ▼

^ Definition Details

Server Folder
 \$XL1_US (Custom XLOne Reports)

File Name
 Student Portal\LSE_FeeInvoiceV3.xlsx

Sheet Name
 Sheet1

∨ Report Output Options

Once you have the expanded view in Advances search you can select the document by hovering over the items in the value column.

Reference Number

Retrieve
Clear

Value	Description
SRI027857	SRI027857
SRI027859	SRI027859
SRI027885	SRI027885

Your Report parameter box will now update with your selected Invoice or credit note, you can now proceed to run the report, click on Run. You will be advised that your report is being prepared and will be available under 'My reports' area.

Run Schedule

Student Tuition Invoice

Parameters

Criteria Details

Parameters

- General**
 - Description 232
Student Tuition Invoice
 - Category
- Report Parameters**
 - Reference Number *
Select Document

Report Parameters

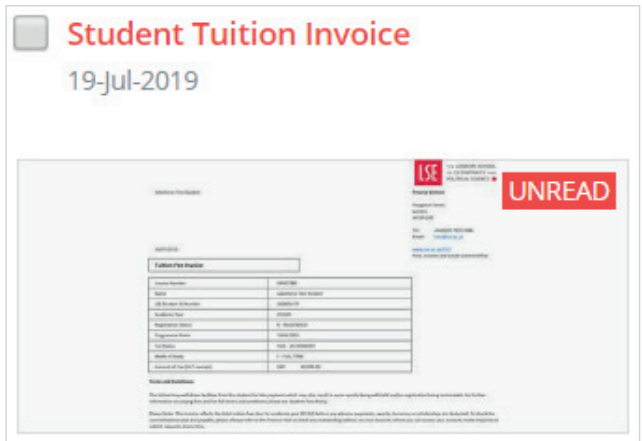
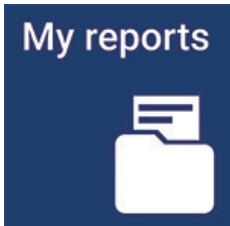
- Reference Number *
SRI027885

1 INFORMATION MESSAGE
 Preparing your report Student Tuition Invoice. The report will be available under My Reports once it has been processed.

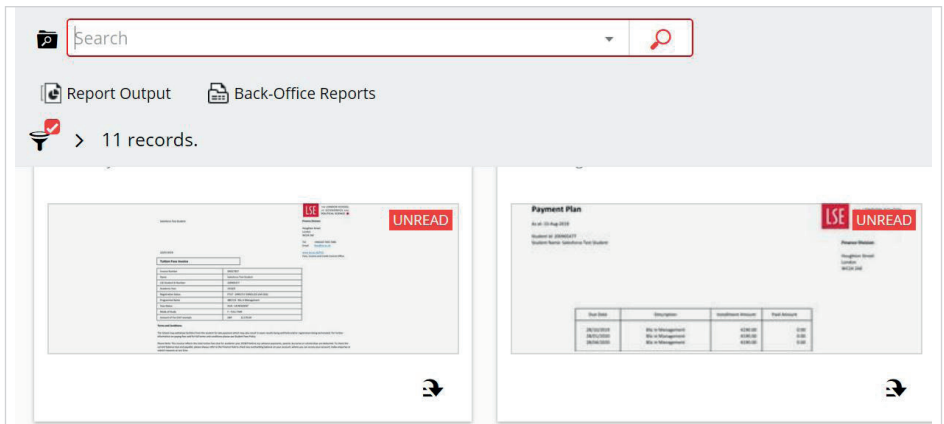
To navigate to your homepage to access the My Reports tile click on the back arrow.

HOME MENU Enterprise search

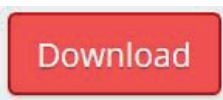
Click on the My Reports tile, you will see all reports that you have run within the Hub. If you have run a report but not viewed it will be marked as UNREAD.



Select the report you would like to open.



Once you have selected the report you can download.



Salesforce Test Student

Finance Division

Houghton Street
London
WC2A 2AE

Tel: +44(0)20 7405 7686

Email: fees@lse.ac.uk

18/07/2019

www.lse.ac.uk/FICC

Fees, Income and Credit Control Office

Tuition Fees Invoice

Invoice Number	SRI027885
Name	Salesforce Test Student
LSE Student ID Number	200905477
Academic Year	2019/0
Registration Status	R - REGISTERED STUDENT
Programme Name	TMHECSEX-
Fees Status	HUK - UK RESIDENT
Mode of Study	F - FULL-TIME
Amount of Fee (VAT exempt)	GBP 40,000.00

Viewing and downloading Tuition and Accommodation fee Payment Plans



To view Tuition and Accommodation fee payment plans click on the relevant tile, you will be directed to a table which will summarise your plans.

Tuition and Accommodation fee Payment Plans

When you click on the Payment Plan tile you will see a summary of invoices with 'linked payment plans. If there is a linked payment plan you will see a hyperlinked number under the Payment Plan or Instalment Plan columns.

Test-6 Sapa Aa-Record
200905477

Payment Plans

The following invoices have payment plans, click on the Payment/Instalment Plan number to print

Date	Invoice No	Description	Document Type	Amount	Payment Plan	Instalment PL...
10/07/2019	SRI027857	Test Fee Invoice Fees 2018/19 BSc in Management	Tuition Fees Invoice	12,570.00		000012

Click on the hyperlink to display the Plan, when you click on the link a dialog box will open and you will be required to click submit to generate the Plan in My report area.

Payment Plan	Instalment Plan
	000012

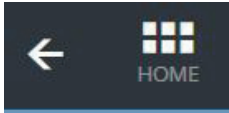
Payment Plan Print

✕

View in Reports when processed

Student Id *	247
200905477	✕
Reference *	
000012	

Click the back button until you are back to your homepage, then click on the My reports tile.



Select the report you would like to open – in this scenario you have run the Payment Plan report.

Note: this will open a new session in your browser, you should always close down the report browser after you have run your report.

The screenshot shows a web interface for report management. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar are two tabs: 'Report Output' and 'Back-Office Reports'. A notification icon with a red checkmark is followed by the text '> 12 records.' Below this, there is a grid of six report thumbnails. Each thumbnail has a title, a date, and a preview of the report content. The reports are: 1. 'Student Tuition Invoice' dated 15-Aug-2019. 2. 'Student Tuition Receipt' dated 22-Jul-2019. 3. 'Student Tuition Invoice' dated 19-Jul-2019. 4. 'Student Statement' dated 02-Sep-2019. 5. 'Payment Plan' dated 02-Sep-2019. 6. 'Student Tuition Invoice' dated 02-Sep-2019. Each thumbnail includes a small 'UNREAD' badge in the top right corner and a right-pointing arrow icon at the bottom right.

Payment Plan



As at: 15-Aug-2019

Student Id: 200905477

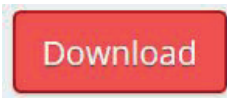
Student Name: Salesf

Finance Division

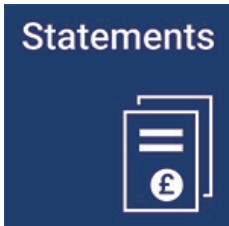
Houghton Street
London
WC2A 2AE

Due Date	Description	Installment Amount	Paid Amount
28/10/2019	BSc in Management	4190.00	0.00
28/01/2020	BSc in Management	4190.00	0.00
28/04/2020	BSc in Management	4190.00	0.00

Once you have selected the report you can download.



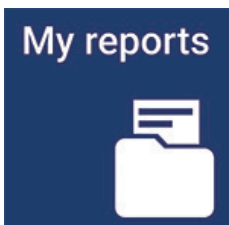
Viewing and downloading a Statement



To View a statement click on the Statements tile, you will be directed to the report transmission page.

Click on Run to generate the statement, the statement will be available in My Reports tile.

A screenshot of a web application interface for configuring a "Student Statement". At the top, there are three buttons: "Run" (red), "Schedule" (blue with a calendar icon), and a refresh icon (grey). Below the buttons, the title "Student Statement" is displayed. The interface is split into two main sections. On the left, there is a sidebar with "Parameters" (highlighted in red) and "Criteria Details". The main area on the right is titled "Parameters" and contains several expandable sections: "General" (expanded) with fields for "Description" (Student Statement) and "Category"; "Definition Details" (expanded) with fields for "Server Folder" (\$XL1_US (Custom XLOne Reports)), "File Name" (Student Portal\LSE_Statement.xlsx), and "Sheet Name" (Sheet1); and "Report Output Options" (collapsed).



Click on the My Reports tile, you will see all reports that you have run within the Hub. If you have run a report but not viewed it will be marked as UNREAD.


Select Student Statement, this statement will summarise all financial transactions.

Download

Statement of Account

As at: 02-Sep-2019

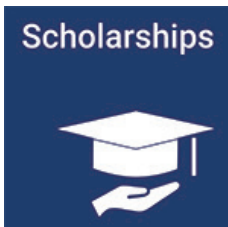
Student Id: 200905477
Student Name: Salesforce Test Student



Finance Division
Houghton Street
London
WC2A 2AE

Date	Invoice/Receipt No	Description	Debit	Credit	Balance	Narrative	Due Date	Sponsor	Academic Year
10/07/2019	SRI027857	Tuition Fees Invoice	12570.00		12570.00	Test Fee Invoice		Self-Financed	2018/9
10/07/2019	SRI027858	Accom Invoice	2800.00		15370.00	Test Accom		Self-Financed	2017/8
10/07/2019	SRI027859	Summer School Inv	1100.25		16470.25	Test Summer School		Self-Financed	2018/9
11/07/2019	000012	Tuit Fees Instalment		12570.00	3900.25	Changed to instalments			

Viewing my Scholarships



You can see a summary of your Scholarships by clicking on the Scholarships tile. You will be redirected to a table which will summarise your Scholarship for both fees and maintenance if applicable.

Scholarship Awards				
Date	Reference	Type	Description	Amount
21/06/2019	SRC0007049	Scholarship Fee	SCHOL-F BEC 2018/9 201719922-002 MSc in Social Resear...	(4,180.80)

Viewing my US Federal Loans



You can see a summary of your Federal Loans by clicking on the US Loans tile. You will be redirected to a table which will summarise your loans including itemisation of tuition and Accommodation deductions, loans paid to you and USD \$ loans disbursed.

The transactions are displayed as US FED LOANS REC TUT (Tuition receipt), US FEDERAL LOAN JNL (Payment to student) US FED LOANS REC ACC (Accommodation receipt).

US Loans					
Date	Reference	Type	Description		Amount
11/07/2019	AR0000614	US Federal Loan Journal	Paid Direct to Student		2,011.86
11/07/2019	SRR005168	US Federal Loans Receipt Tuition	From WUBS WUBS \$12534 GBP9491.86 Laura COLLINS		7,480.00

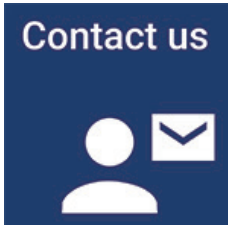


Payment link

By clicking on this link you will be directed to the Schools payment portal, however please be advised that you are not required to log in to the Finance Hub to access the payment portal.

Note: There is a separate guide for the payment portal.

Contact us



You can Contact us by clicking on the contact us tile, your student ID, name and email address will auto populate.

Click on the dropdown list and choose your enquiry type, you should then enter details on your enquiry in the box directly below.

If you have an attachment you need to submit you can drag it to the attachment area or click add. Once you have entered the details of your enquiry and attached any supporting documents you should click submit, this button is located at the top right of the page.

Student Enquiry Submit

^ **Enquiry Details**

Student ID
200905477

Name
Test-6 Šapa Aa-Record

Email Address *
DNERINANCE.TEST@LSE.AC.UK

What does your enquiry relate to *

Please enter your enquiry details here *

^ **Attachments**

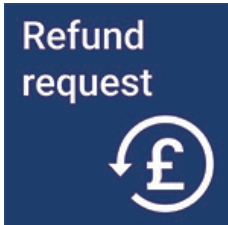
Add any attachments here

^ **Attachment Item**

Attachments

Drag new attachments here ... + Add

Refund request



You can submit a refund request by clicking on the refund request tile, you should select I am a student requesting a refund from the dropdown list.

Your student ID and name will auto populate, you will need to complete all other fields on the form attaching any supporting documentation where required. Once you have completed the form you should submit for approval.

Refund Request

^ Details

Staff or Student

^ A

- I am a student requesting a refund
- I am a staff member requesting a refund

Refund Request

Submit for approval

Details

Staff or Student
I am a student requesting a refund

Student Details

Forename *
Test-6 Šapa

Surname *
Aa-Record

LSE Student ID Number *
200905477

Refund Request Details

Refund request for *

Reason for the refund request *

Amount requested in Pounds
Sterling GBP *
0.00

Original Payment Source *

Payment Reference *

Payment Reference * - This will be a unique payment reference from our payment service providers Secure Trading, Western Union and WPM

Date of Payment

Additional Notes

Once you have submitted your request successfully you will see 'Form Submitted' below



Form Submitted

Thank you for your submission.

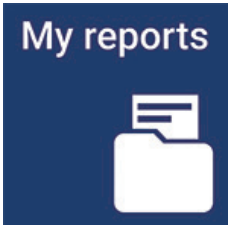
You can review and track the forms you have filled out by clicking [Forms](#) on your home page.

DONE

Bank Details

This tile is used for students in receipt of Scholarships, a secure form will be available for students to submit their bank details for settlement of termly scholarships. Note: This functionality will not be available until 2020.

My reports



The My Reports tile is a central area to open and download reports you have run in the Finance Hub.

When you have generated a new report it will be marked as UNREAD.

The screenshot shows the 'My Reports' interface. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar are two tabs: 'Report Output' and 'Back-Office Reports'. A notification icon (a red speech bubble) is next to the text '> 12 records.' Below this, there is a grid of six report tiles, each with a title, date, and a thumbnail image of the report content. Each tile also has a red 'UNREAD' badge in the top right corner and a download icon in the bottom right corner.

- Student Tuition Invoice** (15-Aug-2019)
- Student Tuition Receipt** (22-Jul-2019)
- Student Tuition Invoice** (19-Jul-2019)
- Student Statement** (02-Sep-2019)
- Payment Plan** (02-Sep-2019)
- Student Tuition Invoice** (02-Sep-2019)

Year	Month	Estimated Amount	Actual Amount
2019	09	100.00	100.00
2019	10	100.00	100.00
2019	11	100.00	100.00
2019	12	100.00	100.00
2019	01	100.00	100.00
2019	02	100.00	100.00
2019	03	100.00	100.00
2019	04	100.00	100.00
2019	05	100.00	100.00
2019	06	100.00	100.00
2019	07	100.00	100.00
2019	08	100.00	100.00
2019	09	100.00	100.00
2019	10	100.00	100.00
2019	11	100.00	100.00
2019	12	100.00	100.00
2020	01	100.00	100.00
2020	02	100.00	100.00
2020	03	100.00	100.00
2020	04	100.00	100.00
2020	05	100.00	100.00
2020	06	100.00	100.00
2020	07	100.00	100.00
2020	08	100.00	100.00
2020	09	100.00	100.00
2020	10	100.00	100.00
2020	11	100.00	100.00
2020	12	100.00	100.00
2021	01	100.00	100.00
2021	02	100.00	100.00
2021	03	100.00	100.00
2021	04	100.00	100.00
2021	05	100.00	100.00
2021	06	100.00	100.00
2021	07	100.00	100.00
2021	08	100.00	100.00
2021	09	100.00	100.00
2021	10	100.00	100.00
2021	11	100.00	100.00
2021	12	100.00	100.00
2022	01	100.00	100.00
2022	02	100.00	100.00
2022	03	100.00	100.00
2022	04	100.00	100.00
2022	05	100.00	100.00
2022	06	100.00	100.00
2022	07	100.00	100.00
2022	08	100.00	100.00
2022	09	100.00	100.00
2022	10	100.00	100.00
2022	11	100.00	100.00
2022	12	100.00	100.00
2023	01	100.00	100.00
2023	02	100.00	100.00
2023	03	100.00	100.00
2023	04	100.00	100.00
2023	05	100.00	100.00
2023	06	100.00	100.00
2023	07	100.00	100.00
2023	08	100.00	100.00
2023	09	100.00	100.00
2023	10	100.00	100.00
2023	11	100.00	100.00
2023	12	100.00	100.00
2024	01	100.00	100.00
2024	02	100.00	100.00
2024	03	100.00	100.00
2024	04	100.00	100.00
2024	05	100.00	100.00
2024	06	100.00	100.00
2024	07	100.00	100.00
2024	08	100.00	100.00
2024	09	100.00	100.00
2024	10	100.00	100.00
2024	11	100.00	100.00
2024	12	100.00	100.00
2025	01	100.00	100.00
2025	02	100.00	100.00
2025	03	100.00	100.00
2025	04	100.00	100.00
2025	05	100.00	100.00
2025	06	100.00	100.00
2025	07	100.00	100.00
2025	08	100.00	100.00
2025	09	100.00	100.00
2025	10	100.00	100.00
2025	11	100.00	100.00
2025	12	100.00	100.00
2026	01	100.00	100.00
2026	02	100.00	100.00
2026	03	100.00	100.00
2026	04	100.00	100.00
2026	05	100.00	100.00
2026	06	100.00	100.00
2026	07	100.00	100.00
2026	08	100.00	100.00
2026	09	100.00	100.00
2026	10	100.00	100.00
2026	11	100.00	100.00
2026	12	100.00	100.00
2027	01	100.00	100.00
2027	02	100.00	100.00
2027	03	100.00	100.00
2027	04	100.00	100.00
2027	05	100.00	100.00
2027	06	100.00	100.00
2027	07	100.00	100.00
2027	08	100.00	100.00
2027	09	100.00	100.00
2027	10	100.00	100.00
2027	11	100.00	100.00
2027	12	100.00	100.00
2028	01	100.00	100.00
2028	02	100.00	100.00
2028	03	100.00	100.00
2028	04	100.00	100.00
2028	05	100.00	100.00
2028	06	100.00	100.00
2028	07	100.00	100.00
2028	08	100.00	100.00
2028	09	100.00	100.00
2028	10	100.00	100.00
2028	11	100.00	100.00
2028	12	100.00	100.00
2029	01	100.00	100.00
2029	02	100.00	100.00
2029	03	100.00	100.00
2029	04	100.00	100.00
2029	05	100.00	100.00
2029	06	100.00	100.00
2029	07	100.00	100.00
2029	08	100.00	100.00
2029	09	100.00	100.00
2029	10	100.00	100.00
2029	11	100.00	100.00
2029	12	100.00	100.00
2030	01	100.00	100.00
2030	02	100.00	100.00
2030	03	100.00	100.00
2030	04	100.00	100.00
2030	05	100.00	100.00
2030	06	100.00	100.00
2030	07	100.00	100.00
2030	08	100.00	100.00
2030	09	100.00	100.00
2030	10	100.00	100.00
2030	11	100.00	100.00
2030	12	100.00	100.00

You can undertake a number of actions against each report by clicking on the dropdown arrow, then selecting option such as download or re-run.

- View report
- Download
- Re-run
- Mark as read
- Archive
- Delete
- Tag
- Share

Difficulties accessing the Finance Hub

If you are having issues accessing the Finance Hub please use the Finance Division enquiry form <https://lseapps.secure.force.com/%20form?formid=217915h>





THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**LSE Fees, Income and
Credit Control Office**

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5th Floor, Houghton Street
London WC2A 2AE

+44 (0)20 7955 7765

fees@lse.ac.uk