



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



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Log on using your details

User name or email address

Password

Log On

Keep me logged on Accessibility Mode i

[Forgotten password?](#)

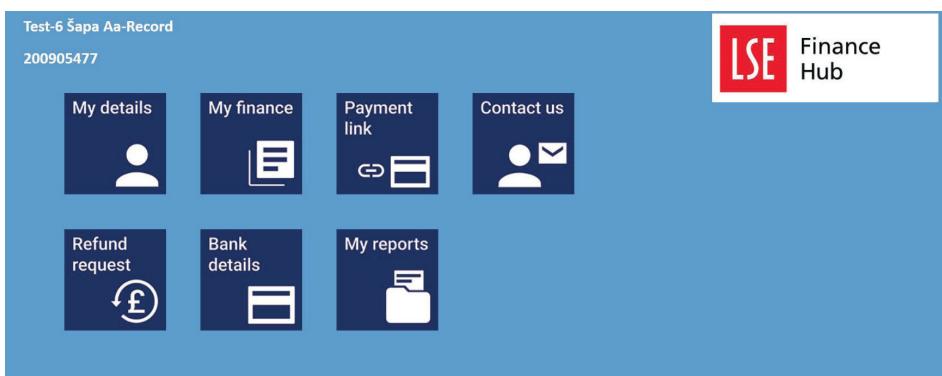
Landing page

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 Mode of Attendance Enrolment Status 3rd Party Consent 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 |

Download to My Reports

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

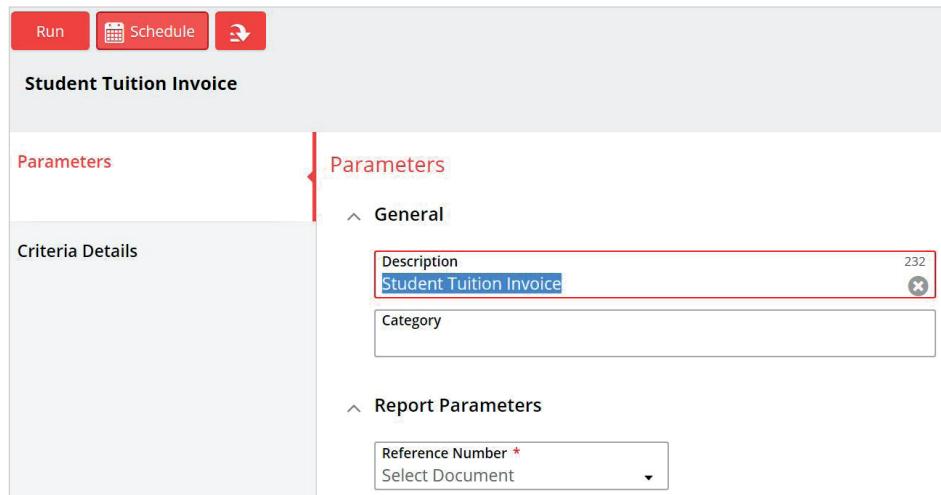
Once you have the expanded view in Advances search you can select the document by hovering over the items in the value column.

Reference Number

Search 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

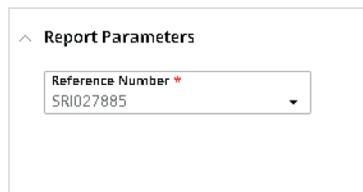
General

Description: Student Tuition Invoice (232) 

Category

Report Parameters

Reference Number * Select Document



Report Parameters

Reference Number * SRI027885

1 INFORMATION MESSAGE

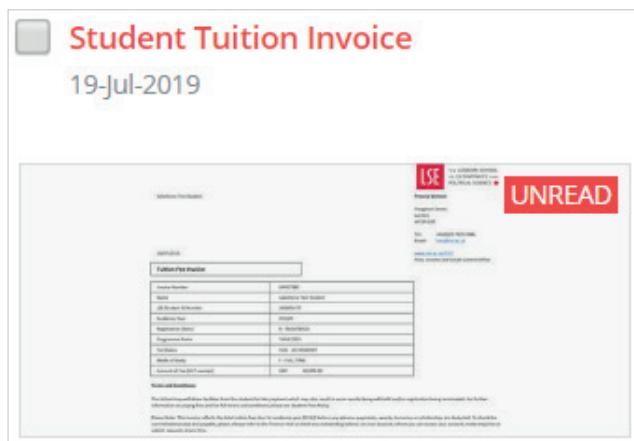
 Preparing your report Student Tuition Invoice. The report will be available under My Reports once it has been processed.

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

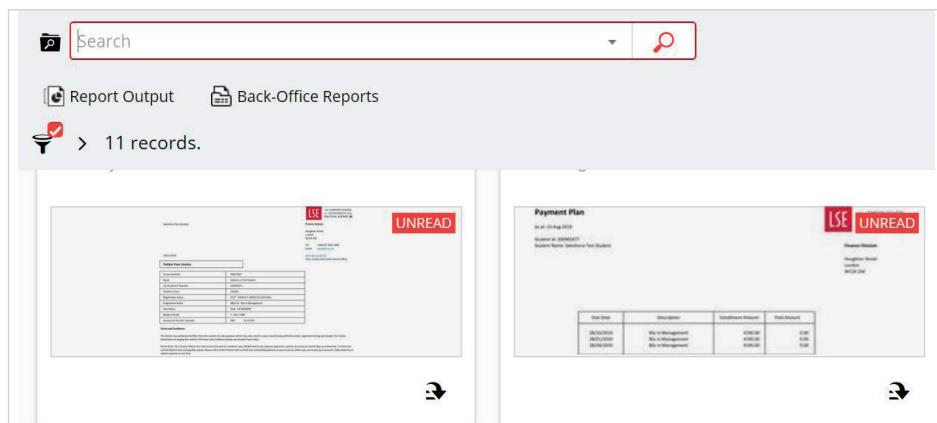


← HOME MENU Enterprise search

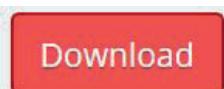
Click on the My Reports tile, you will see all reports that you have run within the Hub. If you have run a report but not viewed it will be marked as UNREAD.



Select the report you would like to open.



Once you have selected the report you can download.



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 | SR1027885 | |
| 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 |
| 10/07/2019 | SR1027857 | 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](#)

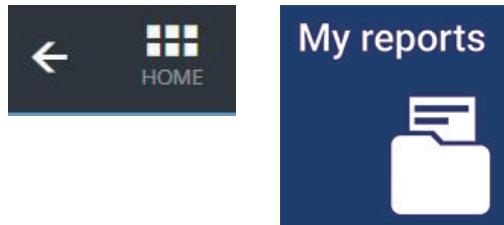
Payment Plan Print X

View in Reports when processed

| | |
|---------------------|----------------|
| Student Id * | 247 |
| 200905477 | X |
| Reference * | |
| 000012 | |

Submit **Cancel**

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.

Search

Report Output Back-Office Reports

> 12 records.

| <input type="checkbox"/> Student Tuition Invoice 15-Aug-2019  <input type="button" value=""/> | <input type="checkbox"/> Student Tuition Receipt 22-Jul-2019  TUITION RECEIPT <small>(This receipt is NOT acceptable for payment)</small> Name: Salesforce Test Studies Student ID: 20000477 Date of Birth: 1999-01-01 Amount Paid: £1,100.25 Payment Type: ST Reference: 3-9-1820771 XAT: Not Charged on user <input type="button" value=""/> | <input type="checkbox"/> Student Tuition Invoice 19-Jul-2019  <input type="button" value=""/> | | | | | | | | |
|--|--|---|---------------|----------------|---------------|------------|-------------|------------|------------|---|
| <input type="checkbox"/> Student Statement 02-Sep-2019  <input type="button" value=""/> | <input type="checkbox"/> Payment Plan 02-Sep-2019  Payment Plan Due Date: 2019-09-01 Last Due Date: 2019-09-01 <table border="1"><thead><tr><th>Plan Type</th><th>Due Date</th><th>Current Status</th><th>Next Due Date</th></tr></thead><tbody><tr><td>2019-09-01</td><td>Not Charged</td><td>2019-09-01</td><td>2019-09-01</td></tr></tbody></table> <input type="button" value=""/> | Plan Type | Due Date | Current Status | Next Due Date | 2019-09-01 | Not Charged | 2019-09-01 | 2019-09-01 | <input type="checkbox"/> Student Tuition Invoice 02-Sep-2019  <input type="button" value=""/> |
| Plan Type | Due Date | Current Status | Next Due Date | | | | | | | |
| 2019-09-01 | Not Charged | 2019-09-01 | 2019-09-01 | | | | | | | |

[Download](#)

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.

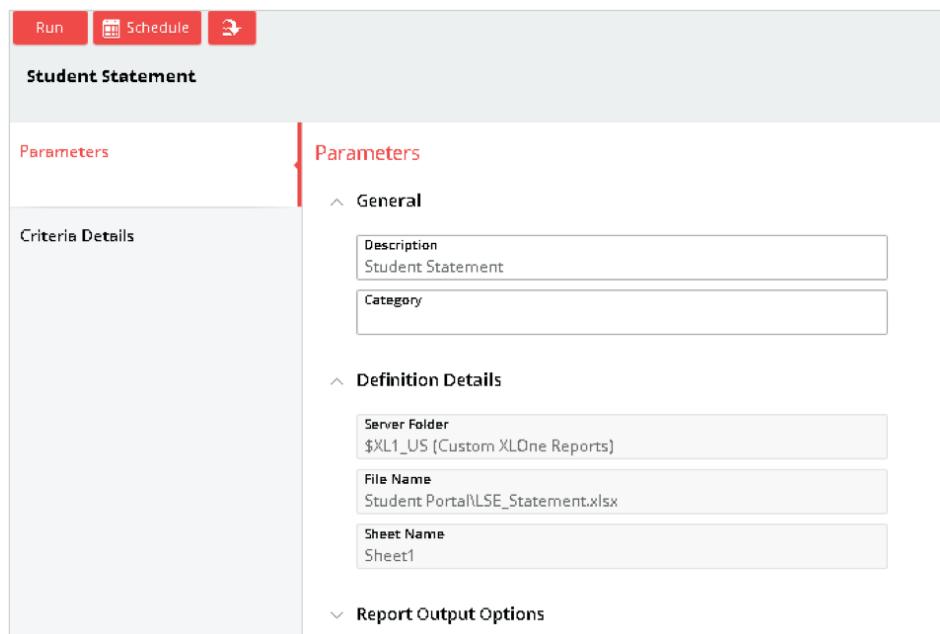
[Download](#)

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.



Run Schedule 

Student Statement

Criteria Details

Parameters

General

Description: Student Statement

Category:

Definition Details

Server Folder: \$XL1_US (Custom XLOne Reports)

File Name: Student Portal\LLSE_Statement.xlsx

Sheet Name: Sheet1

Report Output Options



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



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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 installments | | | |

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 transaction 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 |

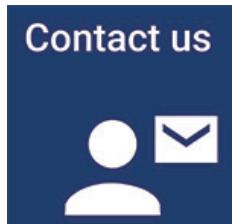


Payment link

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

Enquiry Details

Student ID: 200905477

Name: Test-6 Šapa Aa-Record

Email Address: * ONERFINANCE.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

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.

| Report Type | Date Generated | Status |
|-------------------------|----------------|--------|
| Student Tuition Invoice | 15-Aug-2019 | UNREAD |
| Student Tuition Receipt | 22-Jul-2019 | UNREAD |
| Student Tuition Invoice | 19-Jul-2019 | UNREAD |
| Student Statement | 02-Sep-2019 | |
| Payment Plan | 02-Sep-2019 | |
| Student Tuition Invoice | 02-Sep-2019 | |

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>





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Credit Control Office**

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fees@lse.ac.uk