



北海道大学 (Hokkaido University)

Account Registration Web System Operation Manual

Accounting Division, Hokkaido University

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1. Introduction

Account registration has been moved to the web application.

Please read this instruction manual carefully and fill out the web form.

【Transition to Web Application】

① Company

*ditional account applications for existing account registrations will be discontinued, so please register a new account.

② HU Student/HU Faculty & Staff/Non-HU Person

*If you have already submitted the Application for Account Transfer (common form for salaries, mutual aid benefits, and rewards), you do not need to apply through this system.

③ Revenue

④ International Remittance

⑤ KAKENHI/Reseach Fund Sharing

【E-mail application as before】

① Registration of account for the purpose of receipt by proxy.

② Registration of account for a student or other person who uses research funds under the status of JSPS Research Fellow, etc.

③ Those that have already submitted an application for direct deposit (common form for salary, mutual aid, travel expenses, and incentive payments).

④ Change account information

⑤ Suspension of account



2. Connection to Account registration web system

There are two ways to access the web system.

It can be accessed from both PCs and smartphones.

① Access from the banner on the Hokkaido University HP



② Access via QR code



Posting at the office window and Please use this information when sending it by E-mail.

3. Privacy Policy

To request the URL for the web form, you must agree to the Privacy Policy.

Please read the instructions carefully and check the box at the beginning of the sentence "I agree to all of the above. and click Next.

The screenshot shows the 'Account Registration System | About Your Personal Information' page. It features a green header with the university logo and name, and language selection buttons for Japanese and English. A green banner contains the title. Below, a paragraph instructs users to read the privacy policy before proceeding. A link is provided for tuition account transfer. The main content is a 'Privacy Policy' section, which is highlighted with a red border. This section includes a commitment statement and two numbered lists of purposes and provisions. Below the policy, a checkbox is labeled 'I agree to all of the above.' and a 'Next' button is visible. Three red callout boxes provide instructions: 1. 'Please read the notes carefully.' pointing to the policy text; 2. 'If you agree to the notes carefully, Please check the checkbox.' pointing to the checkbox; 3. 'Click "Next."' pointing to the 'Next' button.

北海道大学
HOKKAIDO UNIVERSITY

Account Registration System | About Your Personal Information

日本語 English

When registering your account with this system, please read the information regarding the handling of your personal information below before proceeding.

※To register for tuition account transfer, please go to the following URL <https://www.global.hokudai.ac.jp/admissions/student-fees/>

Privacy Policy

National University Corporation Hokkaido University (hereinafter referred to as the "University") is committed to the appropriate and safe handling of personal data entrusted to the University as follows.

1. Purpose of use
The University will use the collected personal information for the following purposes:

- ① For payment of consideration for goods purchased from and services provided by companies, etc.
- ② For payment of travel expenses and honoraria to students, faculty and staff members, and those involved in education and research at the University
- ③ For issuing invoices for revenue and donations
- ④ For remittance of a share of KAKENHI or other research funds

2. Third-party provision
The University will not provide personal data to third parties except under the following circumstances:

- ① When required by laws and regulations
- ② When it is necessary to protect the life, body, or property of an individual, and it is difficult to obtain consent from the individual
- ③ When it is necessary for the improvement of public health and the sound development of children, and it is difficult to obtain the consent of the individual
- ④ When it is necessary to cooperate in the execution of legal affairs by government agencies, local governments, their contractors, etc., and obtaining the consent of the individual may affect the execution of such affairs.

Please check the box if you agree to the above policy.

I agree to all of the above.

Next

① Please read the notes carefully.

② If you agree to the notes carefully, Please check the checkbox.

③ Click "Next."



4. Confirmation of connection to account registration web system

Request the URL for the web form.

Please enter the E-mail address to request the URL in the E-mail address form.

(E-mail domain: Please set up your E-mail settings so that you can receive E-mails from “@finance.hokudai.ac.jp.”)

北海道大学
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Confirmation of connection to account registration system

日本語 English

Do you wish to register in the account registration system?

To connect, enter your e-mail address in the form below and request the URL to our web registration system.

Email Address

※Please set your domain to receive emails from @finance.hokudai.ac.jp.
※It may take a few minutes to receive your email.

After entering your e-mail address in the form above, please click "Request" below.

① Please enter the E-mail address to request the URL.

② If you have entered your e-mail address, If you have entered your E-mail address, please click on the "Request" button.

Request

When the billing is completed, the Billing Completion screen will appear as shown below.

北海道大学
HOKKAIDO UNIVERSITY

Request Complete

We have sent you a URL to access the account registration system to the e-mail address you provided.
Please check your e-mail.

5. Send URL for web registration form

The URL of the web form will be sent to the E-mail address specified in 4.

差出人 : saisyu-system@finance.hokudai.ac.jp
 件名 : 口座登録システムのURL送付(北海道大学) / Sending URL of account registration system (Hokkaido University)

差出人 支払先口座WEB登録システム <saissy-system@finance.hokudai.ac.jp> ③
 宛先
 件名 口座登録システムのURL送付(北海道大学) / Sending URL of account registration system (Hokkaido University)

支払先口座WEB登録システムのURL請求者様
 (Payment Account Web Registration System URL Requestor)

以下のURLより、システムへ接続願います。
 (Please access to the system from the following URL.)

<https://saisyusystem.finance.hokudai.ac.jp>

※URLの有効期限は1時間です。
 ※ The URL is valid for 1 hour.

なお、本件にお心当たりのない場合は、お手数ですが本メールを破棄願います。
 (If you have no knowledge of this matter, please discard this e-mail.)

国立大学法人北海道大学 財務部経理課(経理担当) / National University Corporation Hokkaido University

※If you receive an E-mail other than this, it may be a phishing scam. Please do not connect to it and contact the Accounting Section of the Hokkaido University Finance Department.

(E-Mail : saishu@finance.hokudai.ac.jp)

※ The URL is valid for 1 hour.



6. Select a web form

Please select the web form you wish to fill out.

The screenshot shows the 'Account Registration' page of Hokkaido University. At the top left is the university logo and name in Japanese (北海道大学) and English (HOKKAIDO UNIVERSITY). The page title 'Account Registration' is displayed in a green header bar. To the right of the header, there are two buttons for language selection: '日本語' (Japanese) and 'English'. Below the header, five dark grey rounded rectangular buttons are listed vertically: 'Company', 'HU Student/HU Faculty & Staff/Non-HU Person', 'Revenue', 'International Remittance', and 'KAKENHI/Research Fund Sharing'. A red bracket on the right side of these buttons points to a callout box. At the bottom of the page, there is a dashed-line box containing a note and a list of conditions.

北海道大学
HOKKAIDO UNIVERSITY

Account Registration

日本語 English

Company

HU Student/HU Faculty & Staff/Non-HU Person

Revenue

International Remittance

KAKENHI/Research Fund Sharing

【Note】
If any of the following applies, please STOP here. You must fill out the prescribed form and submit it to the designated person in your department.

1. Registration of account for the purpose of receipt by proxy
2. Registration of account for a student or other person who uses research funds under the status of JSPS Research Fellow, etc.
3. Change account information
4. Suspension of account

Language can be selected from Japanese/English.

Click on the form you wish to fill out from the five forms.



7-1. Fill out company form

Account Information For company

▶ Company Name

▶ Company Name in Katakana

Please note that contracted sounds, geminate consonants, and long vowels cannot be used in your company name reading and personal name.

▶ Postal Code

▶ Prefecture

▶ Address 1

▶ Address 2

▶ Bank Code(domestic: 4 digits)

▶ Branch Code

▶ Financial Institution Name

▶ Branch Name

▶ Account Holder

*The account holder information shall be only up to the title, e.g., 〇〇University_President

▶ Account Holder in Katakana*

*In writing the account holder in Katakana, you must follow the prescribed rules. See the details [here](#).
† The account holder in Katakana shall be only up to the title, e.g., (有限) 〇〇大学 〇〇 〇〇 〇〇 〇〇 〇〇 〇〇 〇〇 〇〇 〇〇

▶ Account Type

▶ Account Number

▶ Company Classification** Large enterprise Small and medium enterprise Other **See the company classification [here](#).

▶ Phone Number

fixed-line mobile

▶ Email Address

▶ Date Established

▶ Remarks

Please enter either 1 or 2 of the following:

1. If you are the company's personnel, please enter the department and contact information of the person in charge.

▶ Department

▶ Full Name

▶ Phone Number

2. If you are a HU personnel (including acting as a proxy), please enter the following information.

▶ Department

▶ Full Name

▶ Ext. Number*

* For Hakodate Campus, prefix the number with 14. If you do not have an extension number, enter the number starting with the area code (no hyphen)

If you enter your zip code in the form or select it from the zip code search, the address will be automatically entered up to the middle of the address.

Select the bank code from the Financial Institution Search to enter the name of the financial institution and its branches. You can also enter the name directly.

Abbreviation List

Please look up the abbreviation of the company type and enter the name of the account using the abbreviation.

Please follow the tooltip that appears when you select a form and fill in the form without omissions. If you enter the form incorrectly, an error message will be displayed when you click the "Confirm" button.

Please enter either 1. or 2.

7-2. Confirmation of the information entered in the corporate form

Please make sure that the information you entered is correct, and if it is correct, press the "Register" button.



北海道大学
HOKKAIDO UNIVERSITY

Confirm the Information

For company

<ul style="list-style-type: none"> ▶ Company Name Hokkaido University Co. ▶ Company Name in Katakana カホカイイブツカイトウダク ▶ Postal Code 0600808 ▶ Prefecture 北海道 ▶ Address 1 札幌市北区北八条西5丁目 ▶ Address 2 ▶ Bank 0501 Code(domestic: 4 digits) ▶ Branch Code 312 ▶ Financial 北洋銀行 Institution Name ▶ Branch Name 北七条支店 ▶ Account Holder Hokkaido University Co. ▶ Account Holder in Katakana* カホカイイブツカイトウダク ▶ Account Type 普通 ▶ Account Number 99999999 ▶ Company Classification** 大企業 ▶ Phone Number 0117062271 	<ul style="list-style-type: none"> ▶ Email Address hokudai@general.ac.jp ▶ Date Established 西暦2004 yaer 4 month ▶ Remarks <p>【Person who entered the information】 (The company's personnel)</p> <ul style="list-style-type: none"> ▶ Department accounting section ▶ Full Name Tarou Hokudai ▶ Phone Number 0117062271
---	---

※Please check the information you entered again to make sure it is correct.

Back
Register

*If there is an error in the account information, payment will not be made from the university, so please make sure there are no mistakes.

7-3. Registration Complete

If "Registration completed" is displayed, input is complete.
Please close your browser and return.

The screenshot shows a web interface for Hokkaido University. At the top left is the university's logo and name in Japanese (北海道大学) and English (HOKKAIDO UNIVERSITY). Below this is a green header bar with the text "Registration Complete" on the left and "For company" on the right. The main content area is light green and contains the message "The registration is complete!". Below this message is a small text box with instructions: "To continue typing, click the 'Continue' button below. To finish typing, close your browser." At the bottom center is a dark grey button labeled "Continue". A red callout box with a white background and red border points to the "Continue" button, containing the text "To enter multiple cases, press 'Continue' below."



8-1. Entry form for HU Student/HU Faculty & Staff/Non-HU Person

北海道大学
HOKKAIDO UNIVERSITY

Account Information

For HU Student/HU Faculty & Staff/Non-HU Person

Here, you register the bank account to which you will transfer travel expenses, honoraria, and replacement payments. If you have already submitted an application form for bank account transfer (common form for salary, mutual-aid benefits, travel expenses and rewards) in paper form, you do not need to register it in this system.

▶ Classification HU Student HU Employee(Regular) HU Employee(Non-Regular) Non-HU Person

▶ Student/Employee ID Number

▶ Affiliation

▶ Full Name First Name
Foreign nationals must fill in the form as indicated in the English letters of their passport.

▶ Full Name in Katakana First Name
Please note that contracted sounds, geminate consonants, and long vowels cannot be used in your personal name reading.

▶ Postal Code

▶ Prefecture

▶ Address 1

▶ Address 2

▶ Bank Code(domestic: 4 digits)

▶ Branch Code

▶ Financial Institution Name

▶ Branch Name

個人 企業

▶ Account Holder First Name

▶ Account Holder in Katakana* First Name
*In writing the account holder in Katakana, you must follow the prescribed rules. See [here](#).

▶ Account Type

▶ Account Number

▶ Phone Number

▶ Email Address

▶ Remarks

2. If you are a HU personnel (including acting as a proxy), please enter the following information.

▶ Department

▶ Full Name

▶ Ext. Number*
* For Hakodate Campus, prefix the number with 14. If you do not have an extension number, enter the number starting with the area code (no hyphen)

If you enter your zip code in the form or select it from the zip code search, the address will be automatically entered up to the middle of the address.

Please follow the tooltip that appears when you select a form and fill in the form without omissions. If you enter the form incorrectly, an error message will be displayed when you click the "Confirm" button.

Select the bank code from the Financial Institution Search to enter the name of the financial institution and its branches. You can also enter the name directly.

You do not need to fill out this form if you are the person in question.

8-2. Confirmation of entries on the HU Student/HU Faculty & Staff/Non-HU Person

Please make sure that the information you entered is correct, and if it is correct, press the "Register" button.



北海道大学
HOKKAIDO UNIVERSITY

Confirm the Information

For HU Student/HU Faculty & Staff/Non-HU Person

<ul style="list-style-type: none"> ▶ Classification 本学学生 ▶ Student/Employee ID Number 99999999 ▶ Affiliation Accounting department ▶ Full Name Taro Hokudai ▶ Full Name in Katakana 知の 太郎 ▶ Postal Code 0600808 ▶ Prefecture 北海道 ▶ Address 1 札幌市北区北八条西5丁目 ▶ Address 2 ▶ Bank Code(domestic: 4 digits) 0501 ▶ Branch Code 028 ▶ Financial Institution Name 北洋銀行 ▶ Branch Name 本店営業部 	<ul style="list-style-type: none"> ▶ Account Holder Taro Hokudai ▶ Account Holder in Katakana* 知の 太郎 ▶ Account Type 普通 ▶ Account Number 9999999 ▶ Phone Number 0117062271 ▶ Email Address hokudai@general.hokudai.ac.jp ▶ Remarks <p>【Person who entered the information】</p> <ul style="list-style-type: none"> ▶ Department ▶ Full Name ▶ Ext. Number*
---	--

※Please check the information you entered again to make sure it is correct.

Back
Register

*If there is an error in the account information, payment will not be made from the university, so please make sure there are no mistakes.

8-3. Registration Complete

If "Registration completed" is displayed, input is complete.
Please close your browser and return.

北海道大学
HOKKAIDO UNIVERSITY

Registration Complete For HU Student/HU Faculty & Staff/Non-HU Person

The registration is complete!

If you are going to sign an employment contract with the University and receive salary and mutual aid benefits,
If you have an employment contract with the University and will be receiving salary or mutual aid benefits,
you will need to submit a separate "Application for Account Transfer" form.

To continue typing, click the "Continue" button below.
To finish typing, close your browser.

Continue

To enter multiple cases, press "Continue" below.

9-1. Entry form for Revenue



北海道大学
HOKKAIDO UNIVERSITY

Payer Information
For Revenue

▶ Revenue Type Donation Except Donation

▶ Company Name/Full Name

Foreign nationals must fill in the form as indicated in the English version of the form.

▶ Company Name/Full Name in Katakana

Please note that contracted sounds, geminate consonants, and long vowels are not supported in the Katakana name reading [here](#).

▶ Postal Code

▶ Prefecture

▶ Address 1

▶ Address 2

▶ Email Address

*If you are entering by proxy, you do not need to enter your E-mail address.

▶ Remarks

Please enter either 1 or 2 of the following:

1. If you are the company's personnel, please enter the department and contact information of the person in charge.

▶ Department

▶ Full Name

▶ Phone Number

2. If you are a HU personnel (including acting as a proxy), please enter the following information.

▶ Department

▶ Full Name

▶ Ext. Number*

* For Hakodate Campus, prefix the number with 14. If you do not have an extension number, enter the number starting with the area code (no hyphen)

If you enter your zip code in the form or select it from the zip code search, the address will be automatically entered up to the middle of the address.

Please follow the tooltip that appears when you select a form and fill in the form without omissions. If you enter the form incorrectly, an error message will be displayed when you click the "Confirm" button.

Please enter either 1. or 2.

9-2. Confirmation of entries on the Revenue Form

Please make sure that the information you entered is correct, and if it is correct, press the "Register" button.



北海道大学
HOKKAIDO UNIVERSITY

Confirm the Information

For Revenue

▶ Revenue Type	寄附金	<p>【Person who entered the information】 (The company's personnel)</p> <p>▶ Department Accounting department</p> <p>▶ Full Name Taro Hokudai</p> <p>▶ Phone Number 2271</p>
▶ Company Name/Full Name	Hokkaido University Co.	
▶ Company Name/Full Name in Katakana	カ` シカイシホツカイト` ウダ` イカ` ク	
▶ Postal Code	0600808	
▶ Prefecture	北海道	
▶ Address 1	札幌市北区北八条西5丁目	
▶ Address 2		
▶ Email Address	hokudai@hokudai.general.co.jp	
▶ Remarks		

※Please check the information you entered again to make sure it is correct.

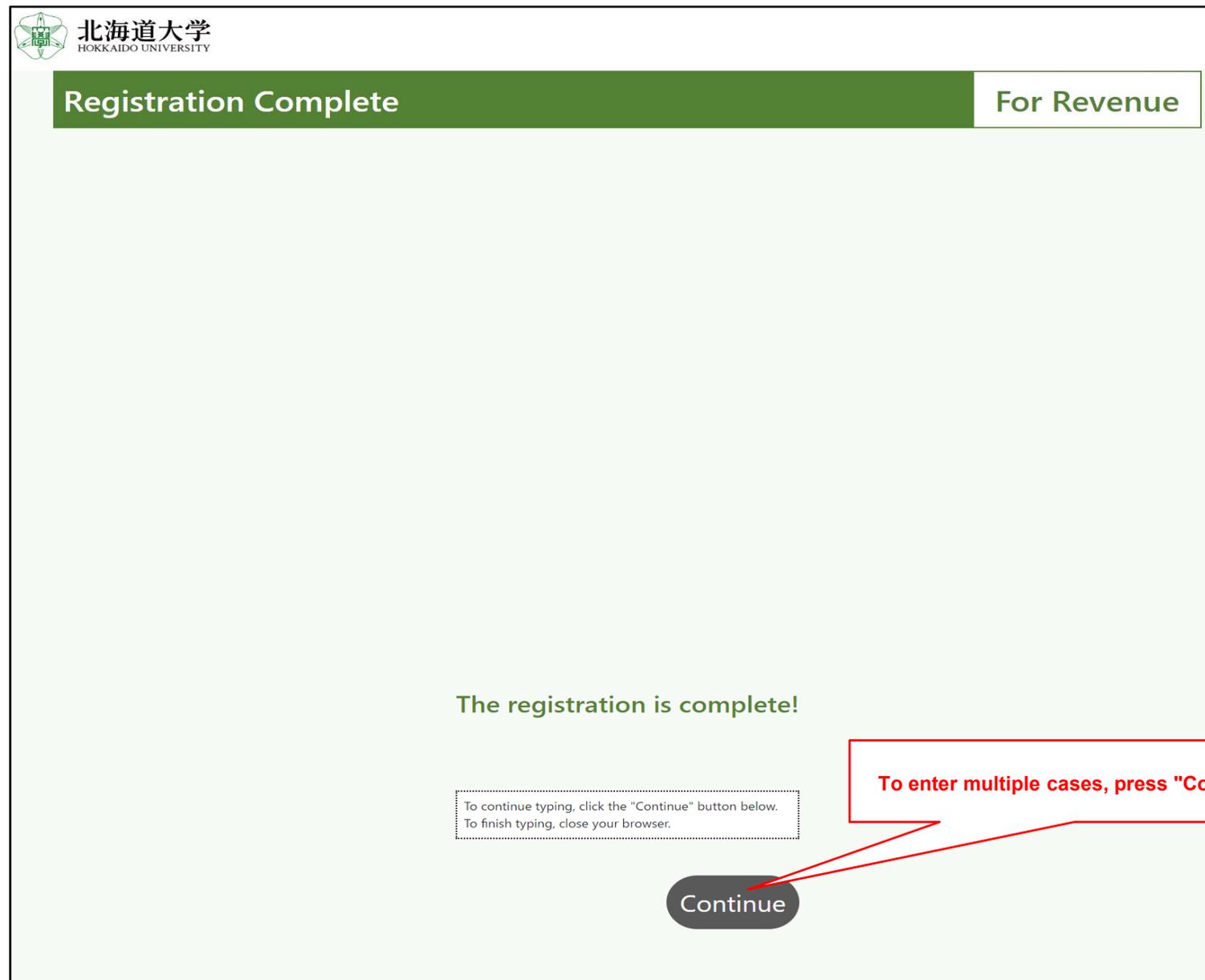
Back
Register

*If there is an error in the account information, payment will not be made from the university, so please make sure there are no mistakes.



9-3. Registration Complete

If "Registration completed" is displayed, input is complete.
Please close your browser and return.



The screenshot shows the Hokkaido University Revenue Form interface. At the top left is the university logo and name: 北海道大学 HOKKAIDO UNIVERSITY. Below this is a green header bar with the text "Registration Complete" on the left and "For Revenue" on the right. The main content area is light green and contains the message "The registration is complete!". Below this message is a small text box with instructions: "To continue typing, click the 'Continue' button below. To finish typing, close your browser." At the bottom center is a dark grey button labeled "Continue". A red callout box points to the "Continue" button with the text: "To enter multiple cases, press 'Continue' below."

10-1. Entry International Remittance Form

 北海道大学
HOKKAIDO UNIVERSITY

Confirm the Information For International Remittance

▶ Company Name/Full Name
Foreign nationals must fill in the form as indicated in the English letters of their passport.

▶ Company Name/Full Name in Katakana
Please note that contracted sounds, geminate consonants, and long vowels cannot be used in your company name reading and personal name reading.[here](#).

▶ Address 1
If the transaction requires withholding tax due to remuneration, please enter your address.

▶ Address 2

▶ Remarks

Please enter either 1 or 2 of the following:

1. If you are the company's personnel, please enter the department and contact information of the person in charge.

▶ Department

▶ Full Name

▶ Email Address

2. If you are a HU personnel (including acting as a proxy), please enter the following information.

▶ Department

▶ Full Name

▶ Ext. Number*

* For Hakodate Campus, prefix the number with 14. If you do not have an extension number, enter the number starting with the area code (no hyphen)

Please follow the tooltip that appears when you select a form and fill in the form without omissions. If you enter the form incorrectly, an error message will be displayed when you click the "Confirm" button.

Please enter either 1. or 2.

10-2. Confirmation of entries on the International Remittance Form

Please make sure that the information you entered is correct, and if it is correct, press the "Register" button.



北海道大学
HOKKAIDO UNIVERSITY

Confirm the Information For International Remittance

▶ Company Name/Full Name	HOKKIDO UNIVERSITY	【Person who entered the information】 (The company's personnel)
▶ Company Name/Full Name in Katakana	ホッカイト ユニバ -シテイ	
▶ Address 1	アメリカ合衆国	
▶ Address 2		
▶ Remarks		

▶ Department Accounting department

▶ Full Name Taro Hokudai

▶ Email Address hokudai@hokudaic.general.ac.jp

※Please check the information you entered again to make sure it is correct.

Back Register

*If there is an error in the entered information, it will not be possible to match it with the remittance information, so please make sure that there are no mistakes.



10-3. Registration Complete

If "Registration completed" is displayed, input is complete.
Please close your browser and return.

The screenshot shows a web page with the Hokkaido University logo and name in the top left. A green header bar contains the text "Registration Complete" and "For International Remittance". The main content area is light green and contains the message "The registration is complete!". Below this, there are two text boxes: the first contains a note about submitting an International Remittance Request Form, and the second contains instructions to click "Continue" and close the browser. A dark grey "Continue" button is located at the bottom right of the form area.

To enter multiple cases, press "Continue" below.

11-1. Entry KAKENHI/Research Fund Sharing Form

北海道大学
HOKKAIDO UNIVERSITY

Account Information

For KAKENHI/Other Research Fund Sharing

Note: Please check carefully if there is any existing registration in the Financial Accounting System (財務会計システム) before registering here.

▶ Budget Type KAKENHI Funds Funds other than KAKENHI (Health and Labour Sciences Research Grant, etc.)

▶ Organization Name

▶ Organization Name in Katakana
Please note that contracted sounds, geminate consonants, and long vowels cannot be used in your institution name.

▶ Bank Code(domestic: 4 digits)

▶ Branch Code

▶ Financial Institution Name

▶ Branch Name

▶ Account Holder
*The account holder information shall be only up to the title; e.g., ○○University_President

▶ Account Holder in Katakana*
*In writing the account holder in Katakana, you must follow the prescribed rules. See the details [here](#).
+ The account holder in Katakana shall be only up to the title; e.g., (株) カシオ計算機株式会社

Account Type

▶ Account Number

▶ Phone Number

▶ Email Address

▶ Notification of Payment Yes, I want to receive it No, I do not need it
‡ If notification of payment is requested, the organization name will be marked with a star (★).

▶ Remarks

Please enter either 1 or 2 of the following:

If you are the organization's personnel, please enter the department and contact information of the person in charge.

▶ Department

▶ Full Name

▶ Phone Number

2. If you are a HU personnel (including acting as a proxy), please enter the following information.

▶ Department

▶ Full Name

▶ Ext. Number*
* For Hakodate Campus, prefix the number with 14. If you do not have an extension number, enter the number starting with the area code (no hyphen)

Please follow the tooltip that appears when you select a form and fill in the form without omissions. If you enter the form incorrectly, an error message will be displayed when you click the "Confirm" button.

Please enter either 1. or 2.

11-2. Confirmation of entries on the KAKENHI/Research Fund Sharing Form

Please make sure that the information you entered is correct, and if it is correct, press the "Register" button.



北海道大学
HOKKAIDO UNIVERSITY

Confirm the Information

For KAKENHI/Other Research Fund Sharing

<ul style="list-style-type: none"> ▶ Budget Type 科学研究費助成事業分担金 ▶ Organization Name ★ 北海道大学 ▶ Organization Name in Katakana ホカイドウダいがく ▶ Bank Code(domestic: 4 digits) 0501 ▶ Branch Code 028 ▶ Financial Institution Name 北洋銀行 ▶ Branch Name 本店営業部 ▶ Account Holder 北海道大学 総長 ▶ Account Holder in Katakana* ホカイドウダいがくソウチョウ ▶ Account Type 普通 ▶ Account Number 9999999 ▶ Phone Number 0117062271 	<ul style="list-style-type: none"> ▶ Email Address hokudai@hokudai.general.ac.jp ▶ Notification of Payment 希望する ▶ Remarks <p>【Person who entered the information】 (The company's personnel)</p> <ul style="list-style-type: none"> ▶ Department Accounting department ▶ Full Name Taro Hokudai ▶ Phone Number 2271 	
--	---	--

※Please check the information you entered again to make sure it is correct.

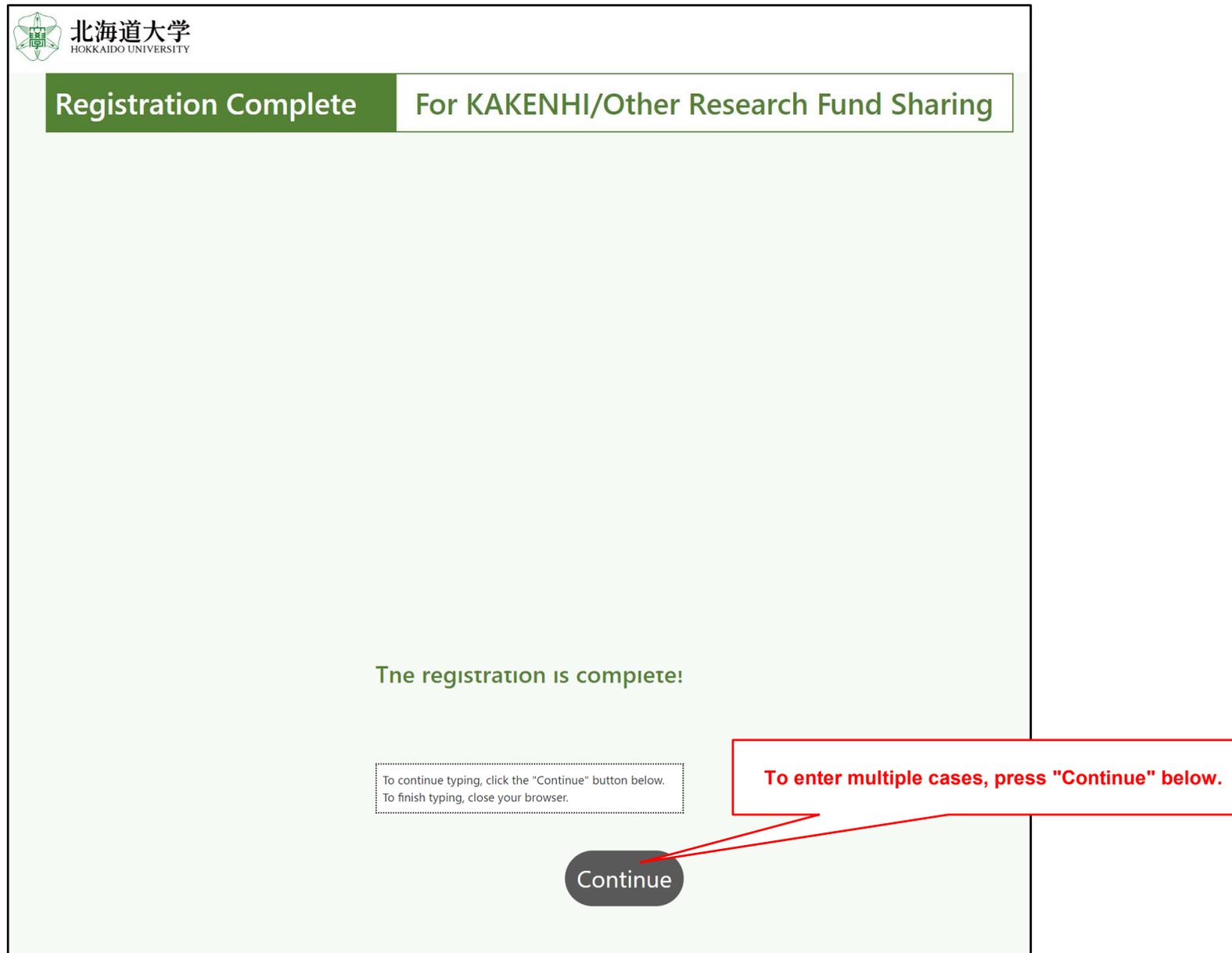
Back
Register

*If there is an error in the account information, payment will not be made from the university, so please make sure there are no mistakes.



11-3. Registration Complete

If "Registration completed" is displayed, input is complete.
Please close your browser and return.



The screenshot shows the registration completion screen for KAKENHI/Other Research Fund Sharing at Hokkaido University. The page header includes the university logo and name. The main content area displays "Registration Complete" in a green box, followed by "For KAKENHI/Other Research Fund Sharing". The central message states "The registration is complete!". Below this, a small text box provides instructions: "To continue typing, click the 'Continue' button below. To finish typing, close your browser." A prominent "Continue" button is located at the bottom center. A red callout box points to the button with the text "To enter multiple cases, press 'Continue' below."



12. Q & A (For Applicants)

Q1 : How long does it take from web application to registration in Financial Accounting System?

A1 : If there are no deficiencies, it will be the next business day after the date of application.

Q2 : I submitted an application in error (including duplicate applications) and would like it to be canceled.

A2 : Please inform us by E-mail. (saishu@finance.hokudai.ac.jp)

* If you contact us by E-mail, please make the subject line "Web Application: Please include the date of application, your name, and the reason for your application in the body of the E-mail.

Q3 : I would like to change or stop using the account information I previously applied for.

A3 : Please contact your instructor or the person in charge of the administrative department.

Q4 : I applied for the wrong account information and would like to change it.

A4 : **【 Within 1 business day after application 】**

Please inform us by E-mail. (saishu@finance.hokudai.ac.jp)

*If you are contacting us by E-mail, please write "Web Change: Application Date" in the subject line before sending.

Please include your name and reason for applying in the body of the E-mail.

【 After 2 business days after application 】

Please contact the faculty member in charge or the person in charge of the administrative department of the relevant department, etc.

Q5 : I don't know if my account information is in the Hokkaido University Systems.

A5 : Please confirm the availability of account information with the staff of the relevant department or other administrative department.



13. Q & A (For teachers and other budget authority)

Q1 : When will I know that registered?

A1 : As a rule, the information is reflected in Financial Accounting System (web version) on the day following the date of the applicant's application. Please check the system from time to time.

Q2 : How long does it take to be reflected in the travel expense system?

A2 : As before, the business day following the day the account information is reflected in the financial accounting system.

Q3 : The same name is registered in Financial Accounting System (web version) and cannot be identified.

A3 : The charge of each administrative department can reconcile the information with other information in a different version of Financial Accounting System, Please contact the person in charge of each administrative department.

The following numbering rules apply to faculty, staff and student registration numbers.

① HU Employee(Regular)	30+Personnel No. (10 digits)
② HU Employee(Non-Regular)	40+Personnel No. (10 digits)
③ HU student	60+student ID number(10 digits)

Q4 : I received an E-mail from the applicant with a paper account transfer application form with account information.

A4 : Please submit a web application on behalf of the applicant.



14. Q & A (For administrative staff of departments, etc.)

Q1 : I would like to register a branch number.

* Questions exclusively for departments that register accounts for corporate use, such as the University's Procurement Division.

A1 : In principle, we will not add new branch numbers.

New registration via web form on the web form.

Q2 : I have a person registered (outside the university) with the same name in the Xenapp version of Financial Accounting System (formerly MetaFrame version). We do not know how to check this against our personal information.

A2 : As in the past, please check with a faculty member or other person with budget authority.
If you are still unsure, please confirm directly with the person in question.

Q3 : I received an E-mail from the applicant with a paper account transfer application form with account information.

A3 : Please submit a web application on behalf of the applicant.

