

Rakrak Workflow II Semester Tuition Invoice Application Manual

Revenue Group, Accounting Division, Finance Department

*You can request an invoice only for **the semester** for which tuition payment is currently due.

If you need invoices for other semesters, please consult with the Revenue Group in the Accounting Division.

Log in

- Log in to the Science Tokyo authentication system and select "楽々 Workflow II" (Rakrak Workflow II).



The login screen for the Institute of Science Tokyo. It features the institute's logo at the top. A blue-bordered box contains a notice about account maintenance on 09/27 and provides contact information: science-tokyo-portal-query@gsic.titech.ac.jp. Below this is a password reminder. At the bottom, there is a user name input field and a blue button labeled '→ 次へ' (Next).

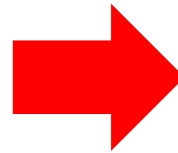
Institute of
SCIENCE TOKYO

09/27より、アカウントのメンテナンス作業を実施しています。本件に関わらず不具合等ございましたら、下記までご連絡ください。
science-tokyo-portal-query@gsic.titech.ac.jp

パスワード再発行用メールアドレスをm.isct.ac.jp以外のメールアドレスに忘れず必ず設定してください。所属の大学で要請される諸規則を遵守してください。

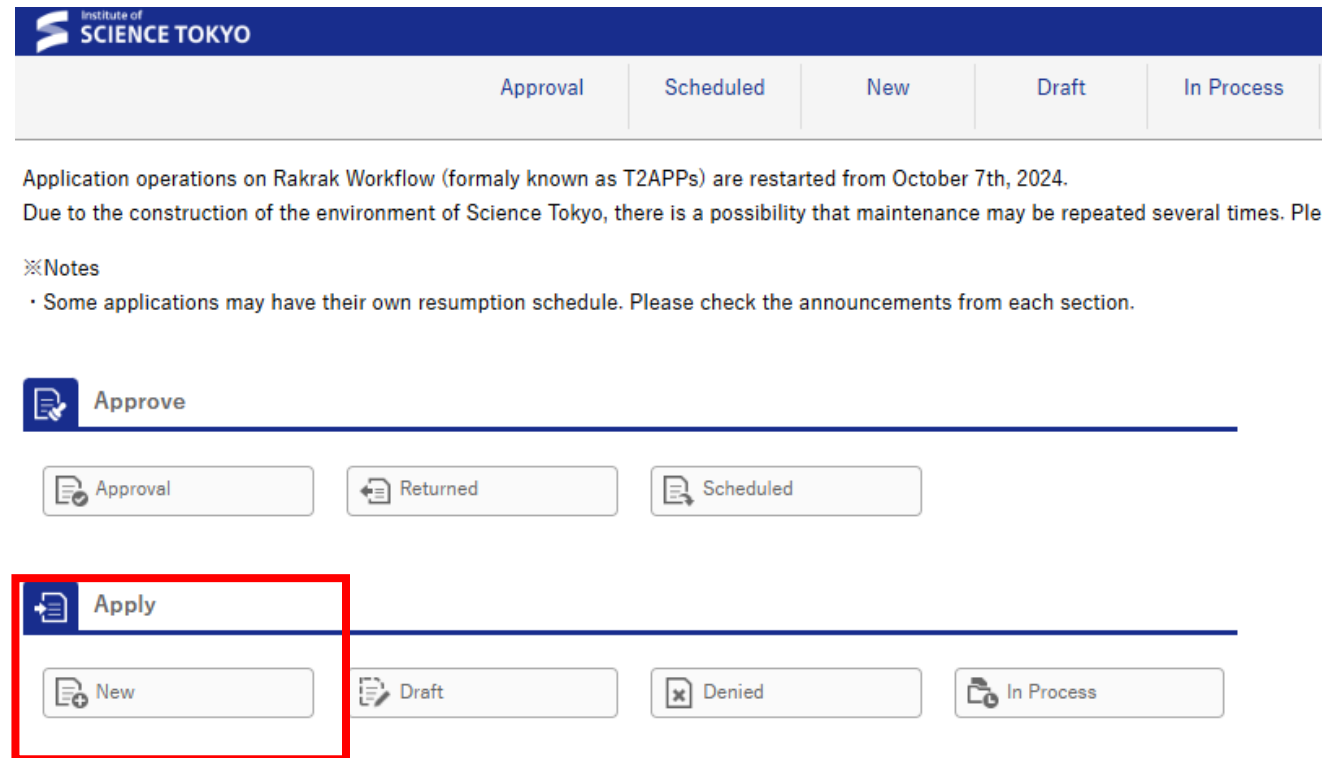
ユーザー名

→ 次へ



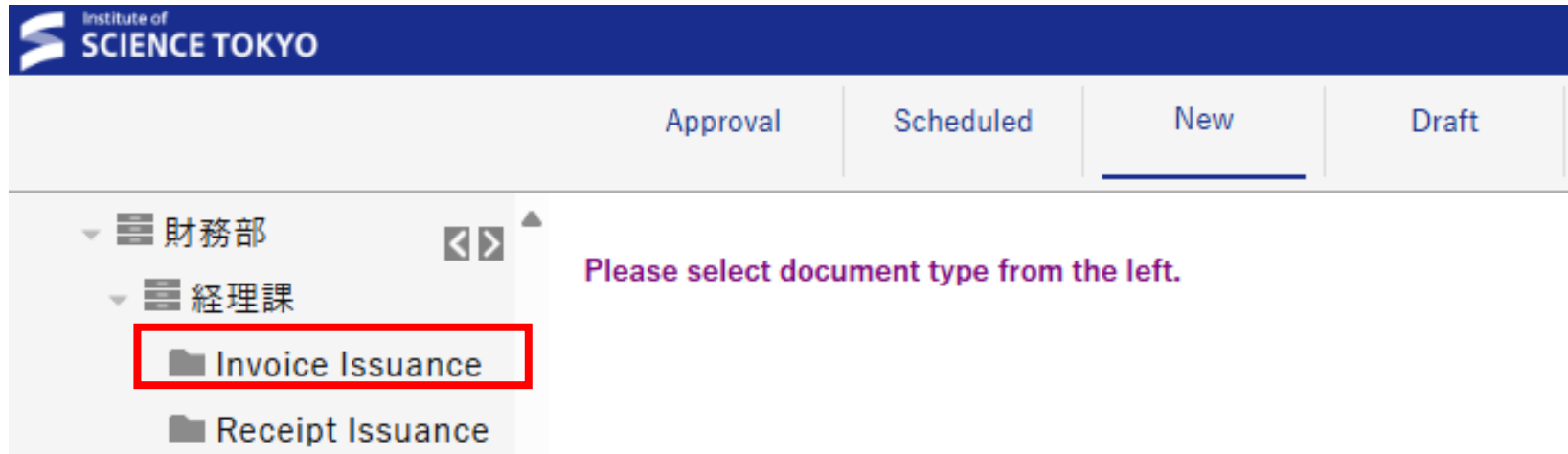
How to Apply(1)

- Select "**New**" from the “Apply” menu.



How to Apply (2)

- Select 財務部 (Finance Department) > 経理課 (Accounting Division) > 授業料請求書 (Invoice Issuance) from the menu on the left.



How to Apply (3)

- Review notes on issuance

*You can request an invoice only for the semester for which tuition payment is currently due.

The screenshot shows a web form titled "Online Application for Tuition Invoice". The form has a header section with two input fields: "Document No." and "第2024-%no%号" (with a dropdown arrow), and a "Sequence" field with an asterisk. The main body of the form contains several lines of text: "You can request an invoice only for the semester for which tuition payment is currently due:", "Tuition for Fall semester AYundefined.", "We will start accepting applications for tuition invoices for the Spring semester of AY2025 in April 2025.", "It may take up to three weeks for issuance after an application is accepted.", "If you need an invoice urgently due to a deadline set by a third party, please consult with the contact provided below.", "Please note that we may not be able to respond to individual requests during busy periods.", and "If you need invoices for other semesters except above, please consult with the contact provided below." The entire form is enclosed in a red dashed border.

Document No. 第2024-%no%号 *Sequence*

Online Application for Tuition Invoice

You can request an invoice only for the semester for which tuition payment is currently due:

Tuition for Fall semester AYundefined.

We will start accepting applications for tuition invoices for the Spring semester of AY2025 in April 2025.

It may take up to three weeks for issuance after an application is accepted.

If you need an invoice urgently due to a deadline set by a third party, please consult with the contact provided below.

Please note that we may not be able to respond to individual requests during busy periods.

If you need invoices for other semesters except above, please consult with the contact provided below.

How to Apply (4)

- Fill in the required fields for issuing an invoice.

Required fields are indicated with an asterisk.

The invoice is generally issued without an official seal. In that case, please select “無” (None).
Select “有” (Required) only if you need an official seal on the invoice.

Select how to receive the invoice.
☐ Online: Download a PDF file from Rakrak Workflow II
☐ by post: Will be sent to the designated address
☐ in person: Pick up in-person at the Accounting Division office

If you prefer postal mail, enter the postal code and address here.

Click "Save document", after filling in all required fields.

* Reason for issuance	(select one) ▼
* If "Other" is selected, please specify the purpose of issuance.	
* Name of company, organization, etc. the invoice will be submitted to	
* Language the invoice is to be written in	<input type="radio"/> Japanese <input type="radio"/> English
* Official seal required	<input type="radio"/> None <input type="radio"/> Required
* Name of addressee on the invoice	<input checked="" type="radio"/> Applicant name <input type="radio"/> Other
* Fill in the name of addressee to be displayed on the invoice.	
* How you wish to receive the invoice	<input checked="" type="radio"/> Online <input type="radio"/> by post <input type="radio"/> in person (for urgent requests, at the Accounting Division office)
* The reason for the urgent request	奨学金団体への提出締切が〇〇月〇〇日のため
* Postal code (if "by post" is selected)	
* Postal address (if "by post" is selected)	
* Comments, etc. to the Accounting Division	
<input type="button" value="Save document"/>	

How to apply (5)

- Check your entry and submit.

*Your application has not been submitted yet on this screen.
To submit, please confirm the contents and make sure you click **the “Start workflow” button** at the bottom of the screen.

Select Form : 一覧表示用 申請用

A workflow has not been started yet. After confirming a route, click [Start workflow].

Start workflow

Correct document

Discard document

Similar entry

Screen->PDF

Document No.

第 号



Job schedule		Job actual result			
Activity	Person in charge	Operation	Author	Work datetime	Comment
Start					
Review					
Publish					

Start workflow

Correct document

Discard document

Similar entry

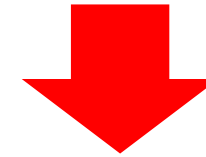
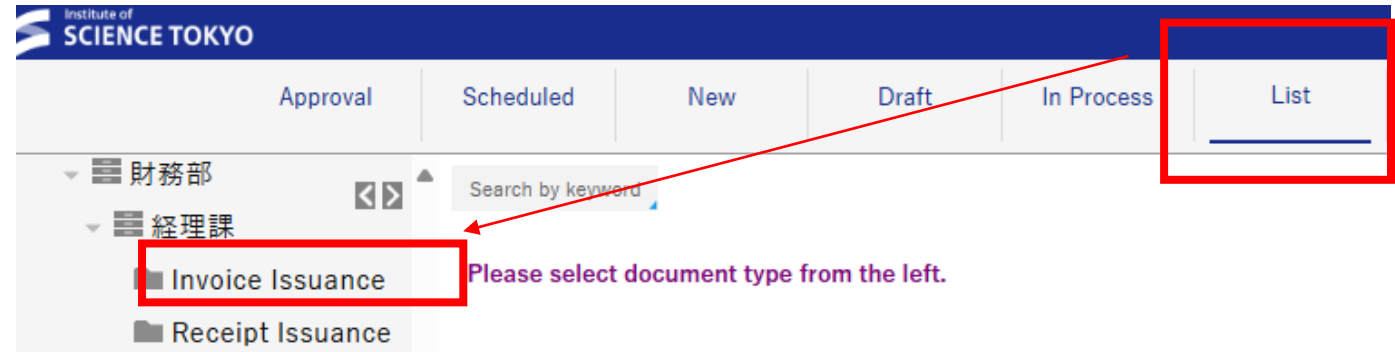
Screen->PDF

Confirm the contents and click the “Start workflow”.

If you want to modify the contents, click "Correct document".

How to check the status of the application document

You can check the status of your application documents by selecting
財務部 (Finance Department) >
経理課 (Accounting Division) >
Invoice Issuance
from the List menu bar.



東京科学大 - 科学大事務局 - 財務部 - 経理課 - Invoice Issuance

Working (Invoice Issuance)

★ Favorites of Folders

Operation: [To CSV Output](#) [To Excel Output](#)

[Screen->PDF batch output](#)

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No.	Select <input type="checkbox"/>	Document status	Publish status	WF status	Document No.
1	<input type="checkbox"/>	Entry	After Publish	Finish	第 [REDACTED] 号

Notification of issuance

- You will receive a notification email when the issuance is completed.
- The invoice will arrive via the method you chose earlier (How to Apply (4)).

<< RakRakWorkflow II sends this E-mail automatically. >>

To [REDACTED]

This is Accounting Division of Science Tokyo.
The follow document is decided.

INVOICE Document No. [REDACTED]

<How to Receive Invoice>

Confirm document content, Please click this URL and log in.

[https://\[REDACTED\]](https://[REDACTED])

Revenue Group, Accounting Division,
Finance Department,
Institute of Science Tokyo
2-12-1 Ookayama, Meguro-ku,
Tokyo 152-8550 JAPAN

Issuance Methods

- Online: Download the PDF file from Rakrak Workflow II
(See next page as a reference).
- by post: The invoice will be sent to the designated address.
Please allow some time for delivery.
- In person at the Accounting Division counter: Please bring your student ID to collect your invoice at the Accounting Division office.

● Revenue Group, Accounting Division, Finance Department
Ookayama Campus: Centennial Hall, 4F
Office hours: 8:30 a.m. to 5:15 p.m., Monday through Friday

How to receive the invoice electronically

- Log in to the Science Tokyo authentication system from the link in the notification email, and download the PDF file.

When selecting the file from the List menu bar, the file will be posted under “Invoice Issue File”.

<< RakRakWorkflow II sends this E-mail automatically. >>

To [REDACTED]
This is Accounting Division of Science Tokyo.
The follow document is decided.
INVOICE Document No. [REDACTED]

<How to Receive Invoice>

Confirm document content, Please click this URL and log in.

[https://\[REDACTED\]](https://[REDACTED])

Revenue Group, Accounting Division,
Finance Department,
Institute of Science Tokyo
2-12-1 Ookayama, Meguro-ku,
Tokyo 152-8550 JAPAN



Institute of
SCIENCE TOKYO

Approval Scheduled New Draft In Process List

財務部
経理課
Invoice Issuance
Receipt Issuance

Search by keyword

東京科学大 - 科学大事務局 - 財務部 -
Working (Invoice Issuance)

Select the relevant document number from the List menu and scroll down to the bottom half of the screen.



Online issuance of invoice	
Invoice Issue File	Read [REDACTED].pdf(100KB)

The PDF file will be posted in "Invoice Issue File".
Click to download the file.

If you received a "Notice of Return" email due to incomplete application (1)

After confirming the reason for the return in the email, click the link and log in to the Science Tokyo authentication system.

<< RakRakWorkflow II sends this E-mail automatically. >>

To [REDACTED]

The following document was returned to [REDACTED] by [REDACTED]

INVOICE Document No. [REDACTED]

[REDACTED] commented.

Please login to Rakrak Workflow at the following URL and correct the contents.

[https://\[REDACTED\]](https://[REDACTED])



Select Form : 一覧表示用 申請 窓口確認用

[Back to List.](#)

[Stop workflow](#)

[Similar entry](#)

[Screen->PDF](#)

Work type

Entry

Document No.

第[REDACTED]号

Affiliation

[REDACTED]

Name

[REDACTED]



Job schedule		Job actual res
Activity	Person in charge	Operation
Start	[REDACTED]	Start
Review		Return
Correction Instruction		
Review		
Publish		

Scroll to the bottom of the screen to check the fields that need to be corrected.

If you received a “Notice of Return” email due to incomplete application (2)

Select the document number of the document you wish to revise in the “Approval” menu, modify the document, and resubmit it for application.

No.	Process	Document No.
1	Correction Instruction	第 [REDACTED] 号

Select the document number of the document you wish to revise in the “Approval” menu.

If you click the document number, the application form will open. Modify the document according to the comments at the bottom of the page.

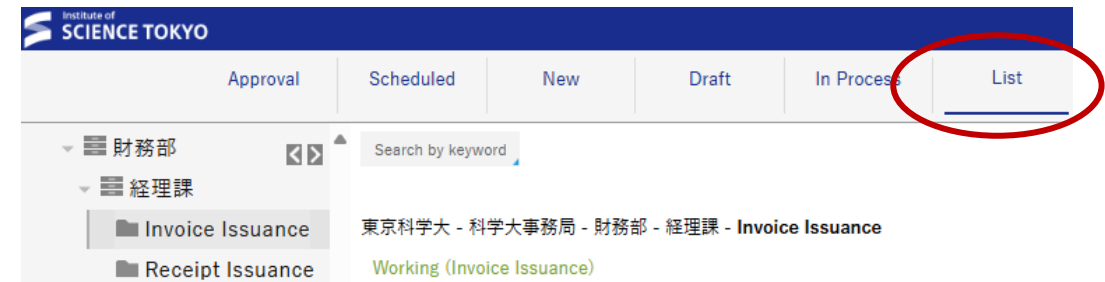
Job schedule		Job actual r
Activity	Person in charge	Operation
Start		Start
Review	発行業務（常勤・非常勤）	Return
Correction Instruction	[REDACTED]	
Review	発行業務（常勤・非常勤）	
Publish		

After you have modified the document, click “Completion” to resubmit the contents.

☐ Perform continuous operation Completion Save temporarily

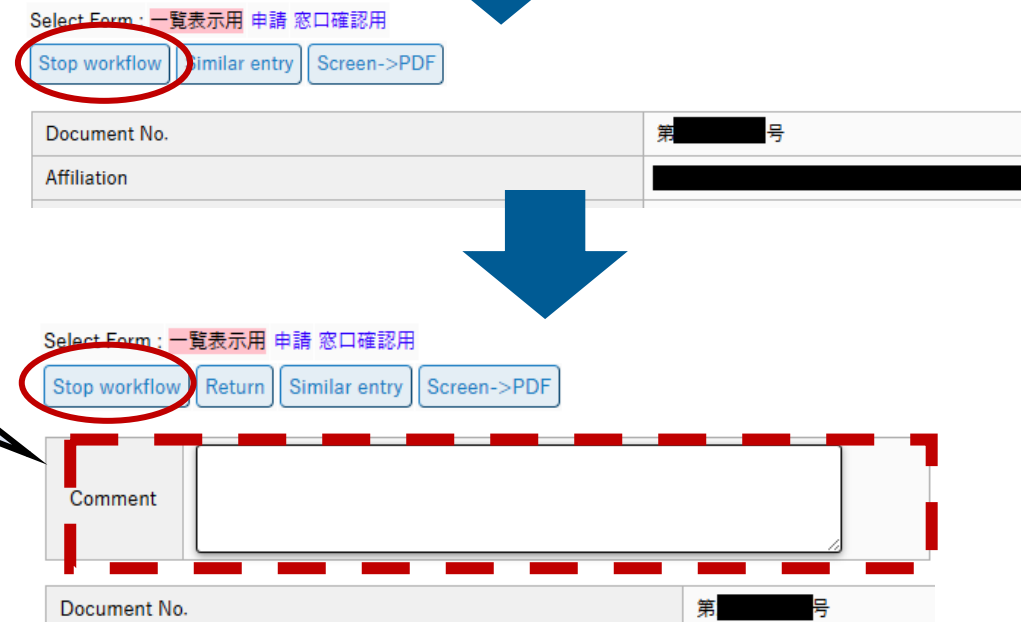
Canceling a returned application (1)

If you wish to cancel the application specified in a “Notice of Return” email, select the application’s document number from the List menu bar, and click the “Stop workflow” button.



A comment field will be displayed to provide the reason for withdrawal.
Enter the reason for the withdrawal and click the “Stop workflow” button again.

If you click the “Stop workflow” button, the application data will be moved to “Draft”.



Canceling a returned application (2)

- If you withdraw the application, the data will be saved as a “Draft”.

Select the document number of the document you wish to cancel in “Draft”, and click the “Discard document” button.

Scheduled New **Draft 1** In Process

Working (Invoice Issuance)

Operation: To CSV Output To Excel Output

Screen->PDF batch output

1 Record Page No.1

No.	Select <input type="checkbox"/>	Work type	Document No.	Application C
1	<input type="checkbox"/>	Entry	第 [REDACTED] 号	2025/03/28



Select Form : 一覧表示用 申請用

A workflow has not been started yet. After confirming a route, click [Start workflow].

Start workflow Correct document **Discard document** Similar entry Screen->PDF

Document No.

第 [REDACTED] 号

- Contact for inquiries on the issuance of semester tuition invoice:
Revenue Group, Accounting Division, Finance Department
(acct.rev@adm.isct.ac.jp)

*For inquiries, please make sure to include your name and student ID number in the email when you contact us.