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).
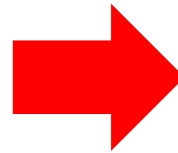
How to Apply(1)

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

How to Apply (2)

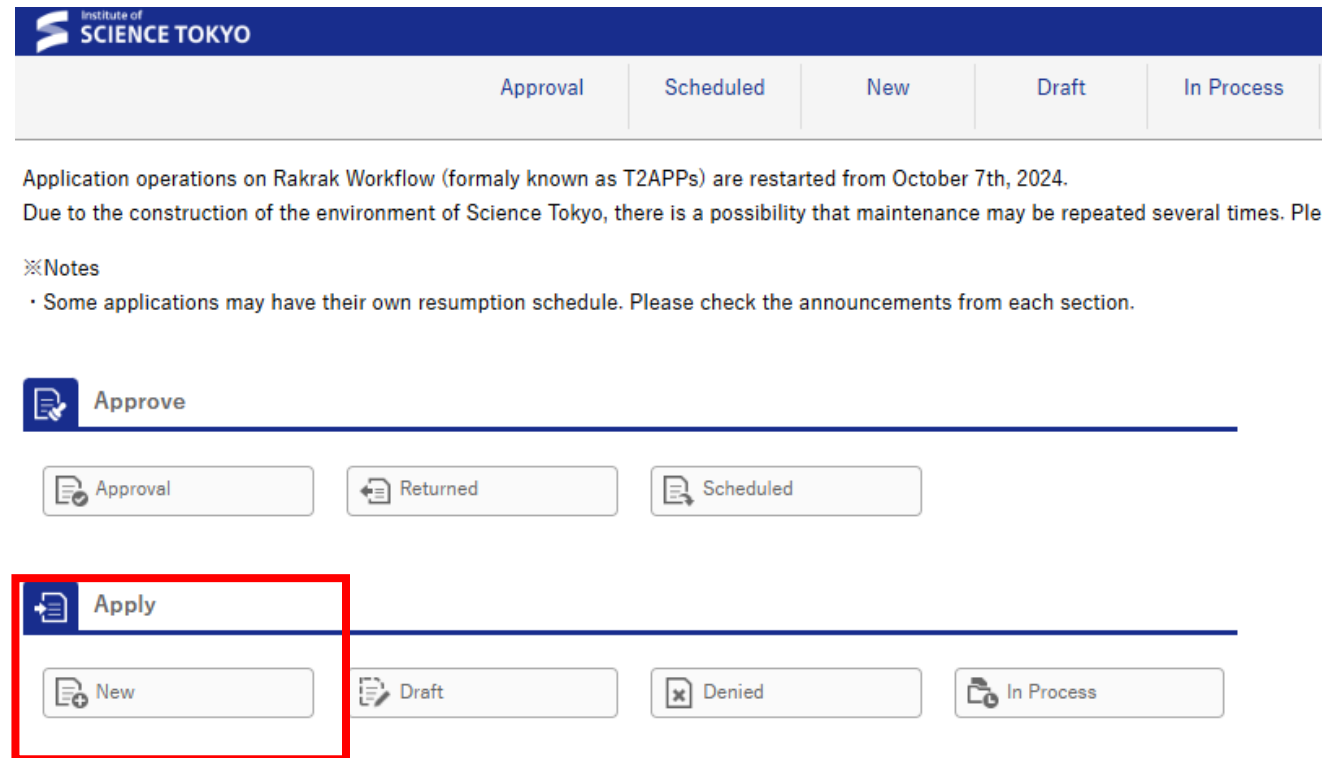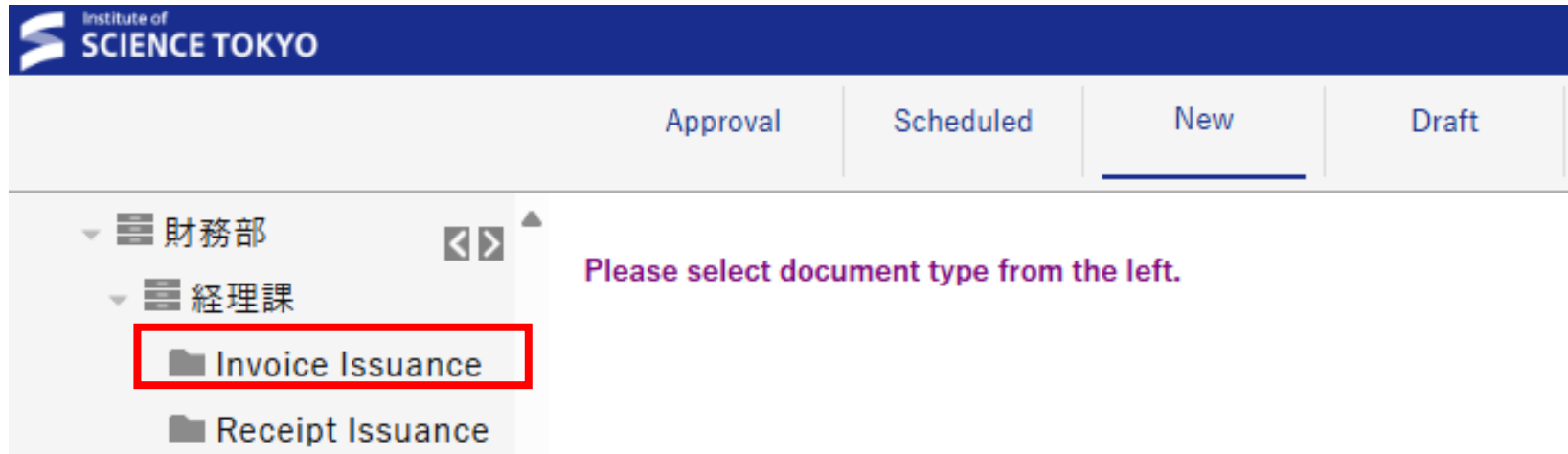- Select 財務部 (Finance Department) > 経理課 (Accounting Division) > 授業料請求書 (Invoice Issuance) from the menu on the left.

How to Apply (3)

- Review notes on issuance

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

* 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:

Tution for Fall semester AYundefined.

We will start accepting applications for tution 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.
〇 Online: Download a PDF file from Rakrak Workflow II
〇 by post: Will be sent to the designated address
〇 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	○ Japanese ○ English
Official seal required	○ None ○ Required
Name of addressee on the invoice	● Applicant name ○ Other
Fill in the name of addressee to be displayed on the invoice.	
How you wish to receive the invoice	● Online ○ by post ○ in person (for urgent requests, at the Accounting
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	

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.

Confirm the contents and click the "Start workflow".

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 |

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.
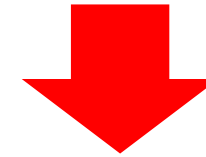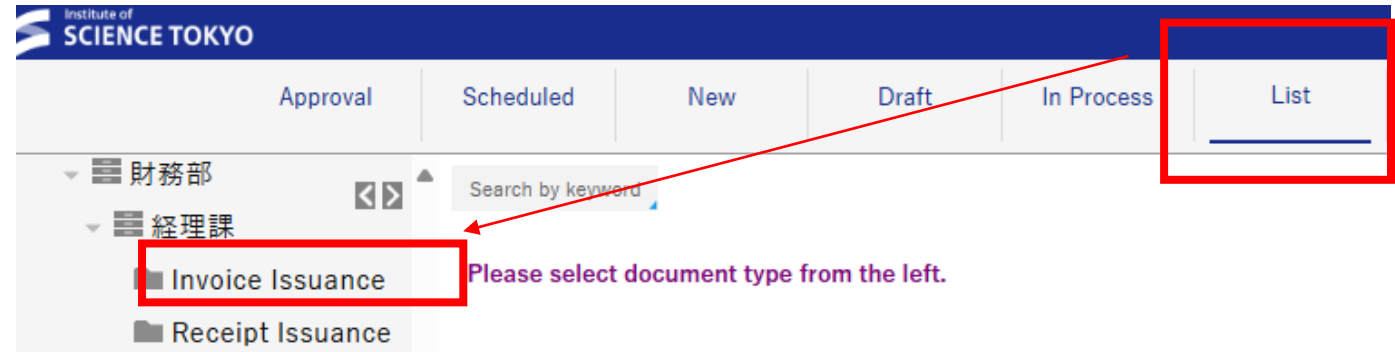
Notification of issuance

- 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)).


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

To ███████████████████

This is Accounting Division of Science Tokyo.
The follow document is decided.
INVOICE Document No. ██████

<How to Receive Invoice>
████████████████████████████████

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

https://███████████████████████

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

This is Accounting Division of Science Tokyo.
The follow document is decided.
INVOICE Document No.

<How to Receive Invoice>

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

https://

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

SCIENCE TOKYO

| Approval | Scheduled | New | Draft | In Process | List |

財務部

経理課

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

Receipt Issuance   Working (Invoice Issuance)

Search by keyword

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

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

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

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 ████████████████████

The following document was returned to ████████████████████ by ███████

INVOICE Document No. ███████

███████████████ commented.
███████████████████████████████

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

https://██████████████████████████████████

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████号
Affiliation	████████████████
Name	██████████

Job schedule		Job actual res
Activity	Person in charge	Operation
Start		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.

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.
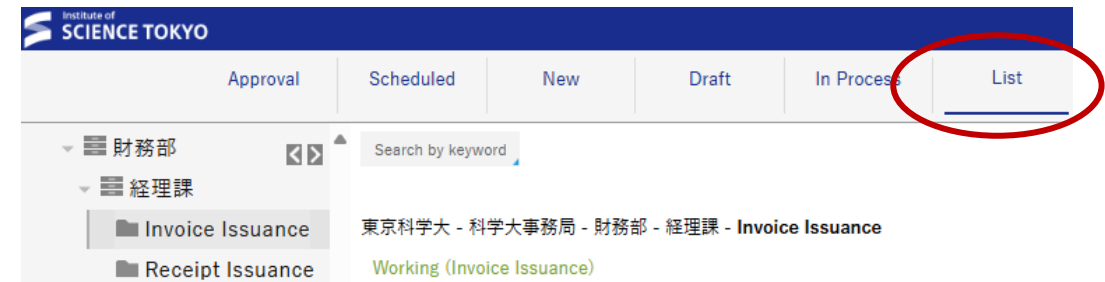
After you have modified the document, click "Completion" to resubmit the contents.
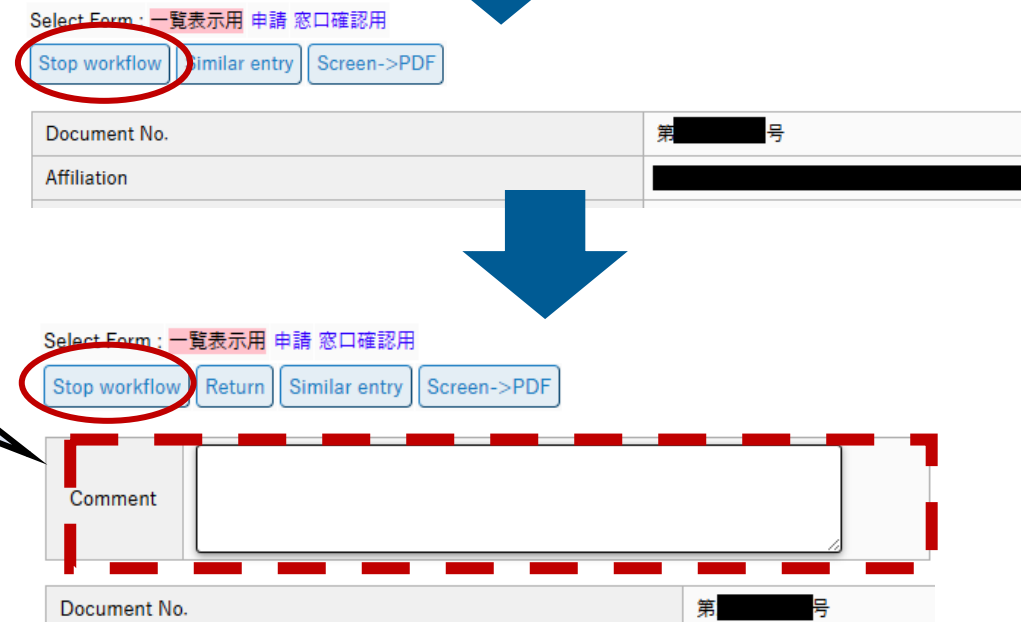
Canceling a returned application (1)

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.

- 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.