Overview of the stages involved with external sales

Before the sale is made:
- Consider whether the University should be involved with this type of activity at all.
- If so …
  - Follow Pre-sale procedures
  - Undertake credit checks

Sale is made:
- Set up customers on UFS
- Generate Sales Invoices and credit notes as required (‘Transactions’)
- Undertake Debt Recovery activities if required
- Receive Cash and create a receipt

On UFS:
After the sale is made