

1. Read this First (General Overview)

This chapter explains the basic points you need to know for using the Budget Cycle Management System. Contact information is also provided in case any points are not clear and for other inquiries and information. Please refer to it as necessary.

FY2026 Budget Cycle Management System: Simple Guide

Division of Research, Ritsumeikan University

1. Read this First (General Overview)

1.1 Overview of the Budget Cycle Management System

The “Budget Cycle Management System” (“BCM” hereinafter) computerizes applications and payment processing related to research budgets in order to comply with the Revised Electronic Book Preservation Act (Japan). This system enables you to perform various procedures such as submitting applications and reports online. It consists of the CAMPUS WEB and SmartDB that have previously been established within Ritsumeikan University. It enables you to check the spending status and remaining balance of research funds similar to the previous “KAKENHI Pro.”

It is also equipped with a data linkage function to perform direct payment from the Executive Office for e-commerce websites (such as Amazon) that were previously performed by reimbursement of costs. The objective of these functions is to maintain and improve the proper execution of research.

You can use BCM to perform the following types of tasks online.

Convenient processing of purchase applications, acceptance inspection, and delivery of goods

- Linkage between e-commerce websites such as Amazon Business and BCM allows you to make purchases using payment by invoice.

Simplified applications and reports for business trips

- For business trip applications using BCM, you just have to input the destination and purpose of the research trip, and the route calculation will be performed by the Executive Office.

Smooth processing of employment applications for part-time workers and similar, and work request applications related to compensation and honorarium/remuneration

- If employing RU/APU students for part-time work, registration of employee reports and creation of notifications of working conditions can be performed online.
- Input items corresponding to the requested work, such as tape transcription, lecture meetings, and interview investigations, into BCM will be switched automatically. There is no need for the applicant to be troubled with any forms.

Spending status and remaining balance of research funds can be checked in the same way as currently performed

- The spending status can be checked by researcher and by research funds. You can also print out the budget you want to check in your desired format.

Proxy applications can be made by adjunct administrative staff members (faculty secretaries)

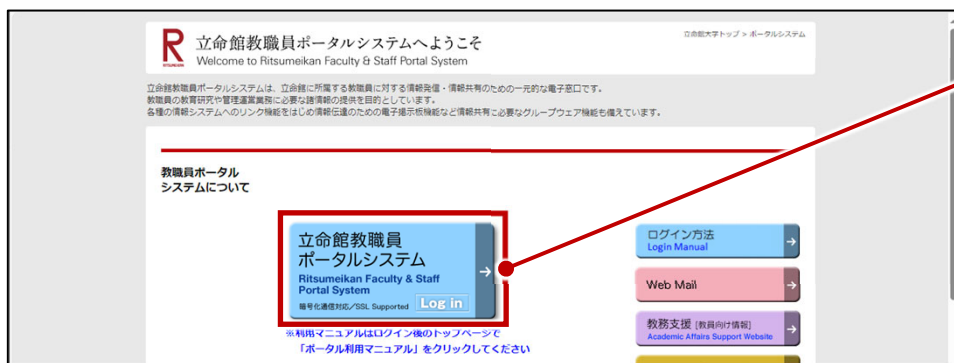
- Registering of a proxy application by the researcher beforehand enables adjunct administrative staff members (faculty secretaries) to perform BCM operations in place of the researcher. Adjunct administrative staff members (faculty secretaries) can perform application procedures in place of the researcher in the same manner as currently being performed.

1. Read this First (General Overview)

1.2 Accessing BCM

BCM can be used by logging in to the CAMPUS WEB from the Ritsumeikan Faculty & Staff Portal System website. Perform the following procedure to access BCM.

1 Access the Ritsumeikan Faculty & Staff Portal System website and display the <<CAMPUS WEB Login>> screen.



1 Click the [Ritsumeikan Faculty & Staff Portal System] button.

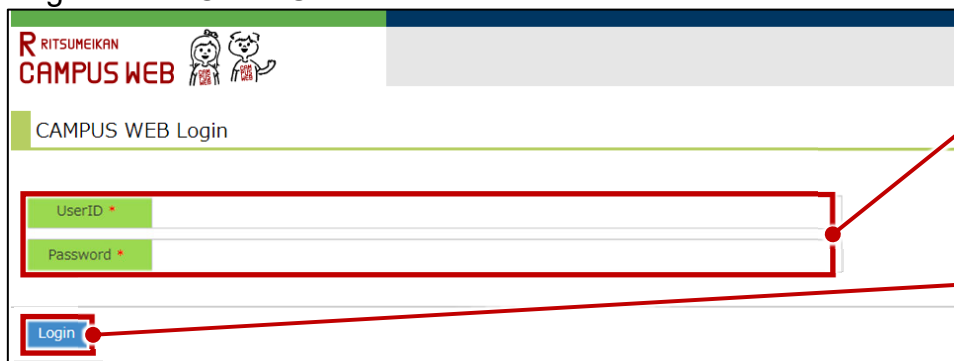


2 Click [CAMPUS WEB].



3 Click the [CAMPUS WEB] button.

2 Log in to the CAMPUS WEB.



1 Input the [UserID] and [Password].

2 Click the [Login] button.

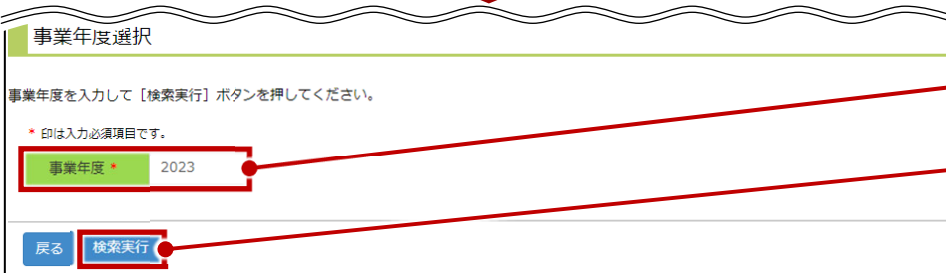
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Cont.

3 Display the <<研究費操作メニュー・研究費一覧>> screen.

1 Click the [研究費操作メニュー・研究費一覧] button.



2 Input the fiscal year of the project.

3 Click the [検索実行] button.

Perform BCM operations from the <<研究費操作メニュー・研究費一覧>> screen.

End

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1.3 Overview of Menus and Screens

This section explains the menus and screens used in BCM.

1.3.1 <<研究費操作メニュー・研究費一覧>> screen

The <<研究費操作メニュー・研究費一覧>> screen displays menus for using BCM. Click the menu item (link) corresponding to the application content to display the screen of the various application forms on SmartDB or the <<Document list>> screen of applications.

研究費操作メニュー・研究費一覧

1. 業者などから物品を購入する、役務の提供を受ける

(1) 1件/1組 10万円未満 (研究者発注が認められている)

【WEB購買】発注・契約 立替精算

(2) 1件/1組 10万円以上 (研究者発注が認められていない=事務局発注)

発注・契約申請

2. 国内・国外に出張する

(1) 定期情報の登録をされている方

出張申請 出張申請一覧・出張報告

(2) 客員教員、学生フェロー等、定期情報の登録がない方

出張申請 出張申請一覧・出張報告

3. 個人に業務を依頼する

(1) 時間管理に基づく業務：時間雇用職員 (RU/APU学生アルバイト)

雇用申請

(2) 個人宛業務依頼 (成果物等) / 講演、専門的な指導・助言等/被験者、アンケート・聞き取り調査等

依頼申請

個人宛業務依頼 (成果物等) のみ

業務完了 (作業実績検収)

・指定した事業年度に保有している研究費の一覧は以下の通りです。
 ・「確認」を押下すると、当該研究費の最新の収支状況詳細を確認することができます。

再読み込み

(全 3 件)

事業年度	大分類名称	中分類名称	BCM予算コード	BCM予算コード名称	代表者氏名	研究開始年度	研究終了年度	科研費繰越年度	担当者区分	担当者氏名
確認 2023	科学研究費助成事業	基礎研究 (A)	23AAA060001	23年度テスト予算01	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A
確認 2023	総合科学技術研究機構		23CBB950016	研究環境整備費 (【検証用】教員A・学部長A)	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A
確認 2023	大学院生研究費		23FAB690001	2023年度個人研究費	【検証用】教員A・学部長A	2023	2023		代表者	【検証用】教員A・学部長A

メニューに戻る 検索条件変更

1 For performing procedures related to the purchase of goods and subcontracting.
 ➔ Refer to “2. Purchase of Goods and Subcontracting” on p.19.

2 For performing procedures related to expenses for domestic and overseas business trips.
 ➔ Refer to “3. Travel Expenses” on p.47.

3 For performing procedures related to employment of hourly-based staff, and compensation and honorarium/remuneration.
 ➔ Refer to “4. Personnel Costs and Honorariums/Remunerations” on p.61.

4 For checking the balance of research budgets.
 ➔ Refer to “5. Checking Balance of Research Funds” on p.89.

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1.3.2 <<Document list>> screens of various applications

The various procedures applied for using BCM are managed by using the “<<Document list>> screens of various applications” of SmartDB. Here, we use an example of the reimbursement applications to explain how to understand the <<Document list>> screen of various applications.

▼ Example of a <<Document list>> screen of reimbursement applications

The screenshot shows a web interface with a table of reimbursement documents. Callouts point to specific features:

- 1** Displays the logged-in user name. (Points to the top right corner showing 'ユーザー: 【(株)研】 教員A - 宇部長
- 2** Documents are displayed under each application status tab. (Points to the '承認待ち' tab at the top left of the table area.)
- 3** Reference and edit existing documents. (Points to the blue and red icons in the first column of the table.)
- 4** Create new documents. (Points to the '新規登録/New registration' button at the bottom left.)

The next section describes the procedures to resume editing a document that has been completed until registration but not transmitted when submitting a new application for Web purchases and for other than Web purchases.

1.3.2.1 Procedures to resume an already registered document (For Web purchases)

- 1** Display the <<研究費操作メニュー・研究費一覧>> screen.
For the operation procedure, refer to “1.2. Accessing BCM” on p. 5.
- 2** Click the [【WEB購買】発注・契約] link and display the <<Document list>> screen of delivery destinations.
- 3** Display the <<Document list>> screen of Web purchases.
▼ <<Document list>> screen of delivery destinations

The screenshot shows a table of delivery destinations. A callout points to the '一覧' button in the '購入履歴' column of the first row.

- 1** Click the [一覧] button under [購入履歴] of the delivery destination selected when the document was registered. (Points to the '一覧' button in the '購入履歴' column of the first row.)

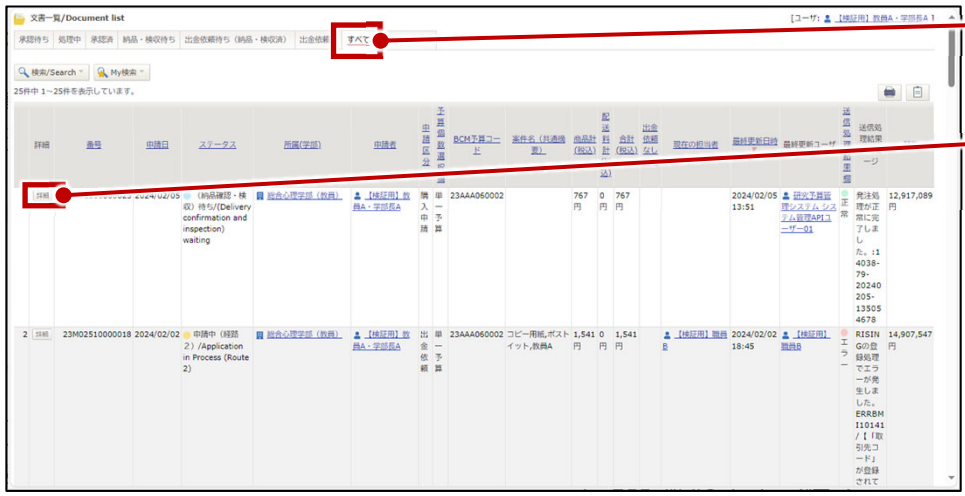
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Cont.

4 Open the <<WEB購買（研究者用）>> screen for the corresponding document and resume editing.

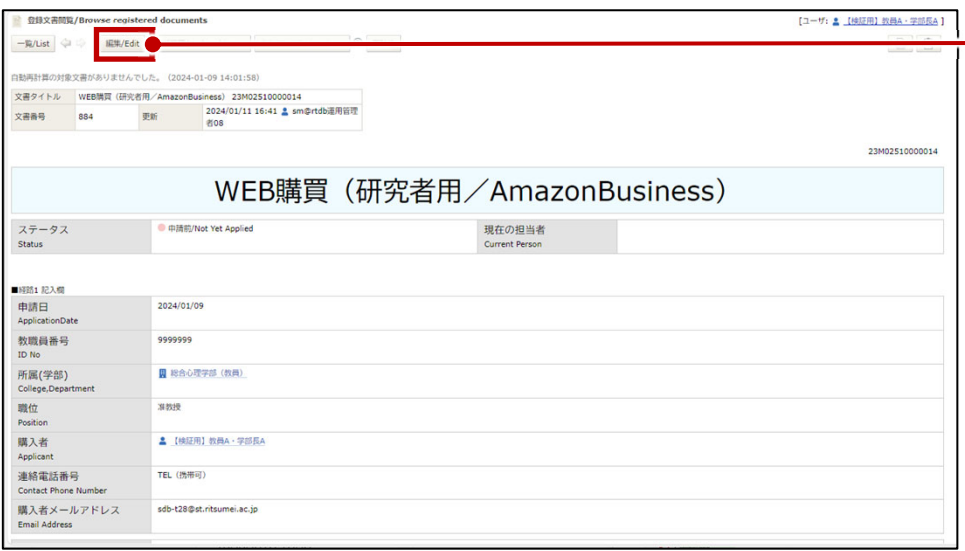
▼ <<Document list>> screen of Web purchases



1 Click the [すべて] tab.

2 Click the [詳細] button of the document you want to resume editing.

▼ <<WEB購買（研究者用）>> screen



3 Click the [Edit] button.

Editing is now enabled, so resume your editing work.

End

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1.3.2.2 Procedures to resume editing an already registered document (For applications other than Web purchases)

We use an example of a reimbursement application in this section.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.
For the operation procedure, refer to “1.2. Accessing BCM” on p. 5.

2 Click the [立替精算] link and display the <<立替払申請書>> screen.

3 Display the <<Document list>> screen of reimbursement applications.

▼ <<立替払申請書>> screen



1 Click the [List] button.

2 Click the [OK] button on the confirmation message.

4 Open the <<立替払申請書>> screen for the corresponding document and resume editing.

▼ <<Document list>> screen of reimbursement applications



1 Click the [すべて] tab.

2 Click the [詳細] button of the document you want to resume editing.

▼ <<立替払申請書>> screen



3 Click the [Edit] button.

Editing is now enabled, so resume your editing work.

End

1. Read this First (General Overview) -> 1.3 Overview of Menus and Screens

For resuming business trip applications and for business trip reports

▼ <<研究費操作メニュー・研究費一覧>> screen



Point

To resume a business trip application or make a business trip report, click the [出張申請一覧・出張報告] link.

▼ <<Document list>> screen of travel requisitions

詳細	番号/Number	申請日	ステータス	所属	申請者	申請区分	国内/海外 [Domestic/Overseas]	出発日/Departure Date	帰着日/Return Date	送付処理 結果メッセージ	現在の担当表	取引コード 上
1	23102510000027	2024/02/07	申請前/Not Yet Applied	総合心理学部 (教員)	[申請用] 出 ▲ - 学部長▲	新規申請/New Application	内					11628249
2	23102510000026	2024/02/05	申請前/Not Yet Applied	総合心理学部 (教員)	[申請用] 出 ▲ - 学部長▲	新規申請/New Application	内					11628249
6	23102510000022	2024/01/26	申請中 (経路 2)	総合心理学部 (教員)	[申請用] 出 ▲ - 学部長▲	Applicat... 出張報告/Travel Report	内	2024/01/25 (木)	2024/01/26 (金)			11628249

Point

For business trip applications and reports, [申請区分] is used to determine whether it is a business trip application or a business trip report.

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1.3.3 Tips for efficient use of SmartDB

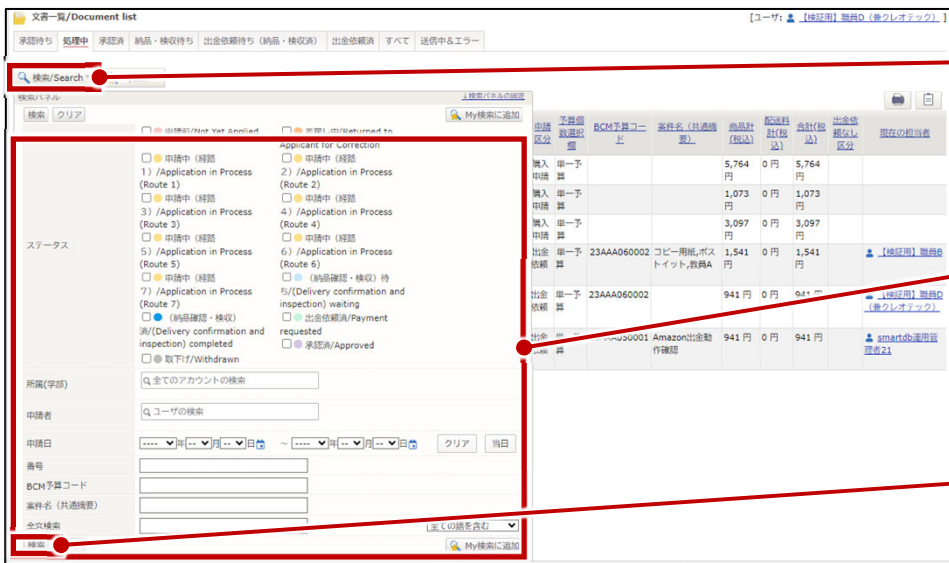
There are some ways to simplify inputting of research funds applications and perform tasks efficiently when using SmartDB. This section explains some search tips and refreshing display items in order to perform application tasks efficiently.

1.3.3.1 How to search using <<Document list>> screens of various applications

Click the [Search] button of the <<Document list>> screen to display the <<検索パネル>> where you can search for documents registered to the current tab. Use the <<検索パネル>> according to the following procedures.

1 Perform a search.

▼ <<検索パネル>>: Example using the [処理中] tab of the <<Document list>> screen of Web purchases



1 Click the [Search] button to start the search.

2 Specify the search conditions.

Point
The content of the <<検索パネル>> varies depending on the type of tab.

3 Click the [検索] button to execute the search.

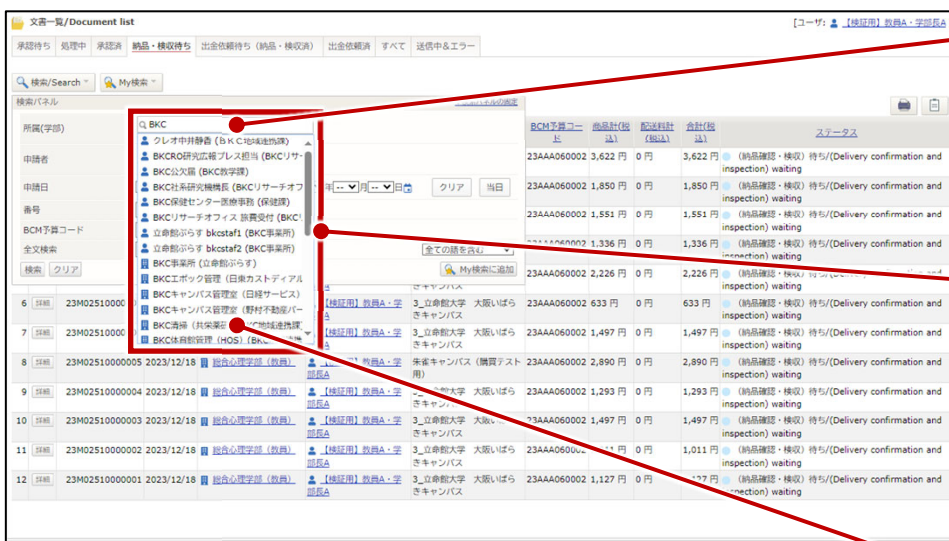
End

1.3.3.2 How to use the search input field

If there is a Q in the search field, input the content in the input field to start the search immediately and display a list of items containing the input key words. It is convenient to input by selecting the item you want to input from the list.

1 Perform a search.

▼ <<検索パネル>>: Example using the [納品・検取待ち] tab of the <<Document list>> screen of Web purchases



1 Input the search content.

2 A list of items containing the input key words is displayed.

Point
If the item is not in the list, move the gray bar on the right to display the hidden items underneath so that you can check whether the desired item is among these and select it accordingly.

3 Click on the corresponding item and select it to have it input into the input field.

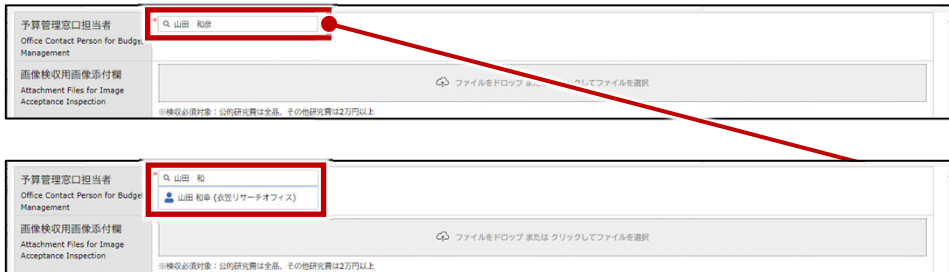
End

1. Read this First (General Overview) -> 1.3 Overview of Menus and Screens

1.3.3.3 How to search for names

To input and search for a name, you can just input the family name but if inputting and searching for both family and first names, you generally need to input a half-width (single-byte) space between the family and first names.

- 1 Search by name.
 - ▼ Example of [Office Contact Person for Budget Management]



1 Input a half-width (single-byte) space between the family and first names.

Point

As the search will start even if in the middle of inputting the name, a list of matching persons will be displayed as shown on the left.

End

1.3.3.4 My Search function

The My Search function can be used to register often searched-for items for searches when looking for a desired document from the <<Document list>> screen of the various applications. This is convenient as it reduces the extra work of having to specify search conditions each time you perform a search. For details, refer to “2-5 Binder operations (Document searches)” of the [SmartDB Users Common Manual](#) issued by the Information Systems Office located at [Ritsumeikan Faculty & Staff Portal System] > [Faculty & Staff Portal System] > [SmartDB] > [Welcome to SmartDB].

1.3.3.5 Updating items referencing information from other sources

Some of the set items of SmartDB are items displayed referencing other information sources. Such items are indicated by a (update information) icon located to the right of the input field. Click to obtain the updated information.

- 1 Search by name.
 - ▼ <<WEB購買用 購入者情報登録>> screen



1 Click .

End

1. Read this First (General Overview)

1.4 Important Points when Submitting an Application

The following are important points to keep in mind when submitting applications using SmartDB.

[Register] and [Submit] on application form screens

When creating a new application request, first register the form and then **be sure to always click [Submit]**. If you only register the form, the application form will only be registered in the SmartDB system such that the application work flow will not be started and it will not be transmitted to the person responsible at the Executive Office. Clicking on [Submit] will transmit the application form to the person(s) responsible at the Executive Office indicated in the [Route] on the application form so that the inspection and approval procedures can be performed at the Executive Office.

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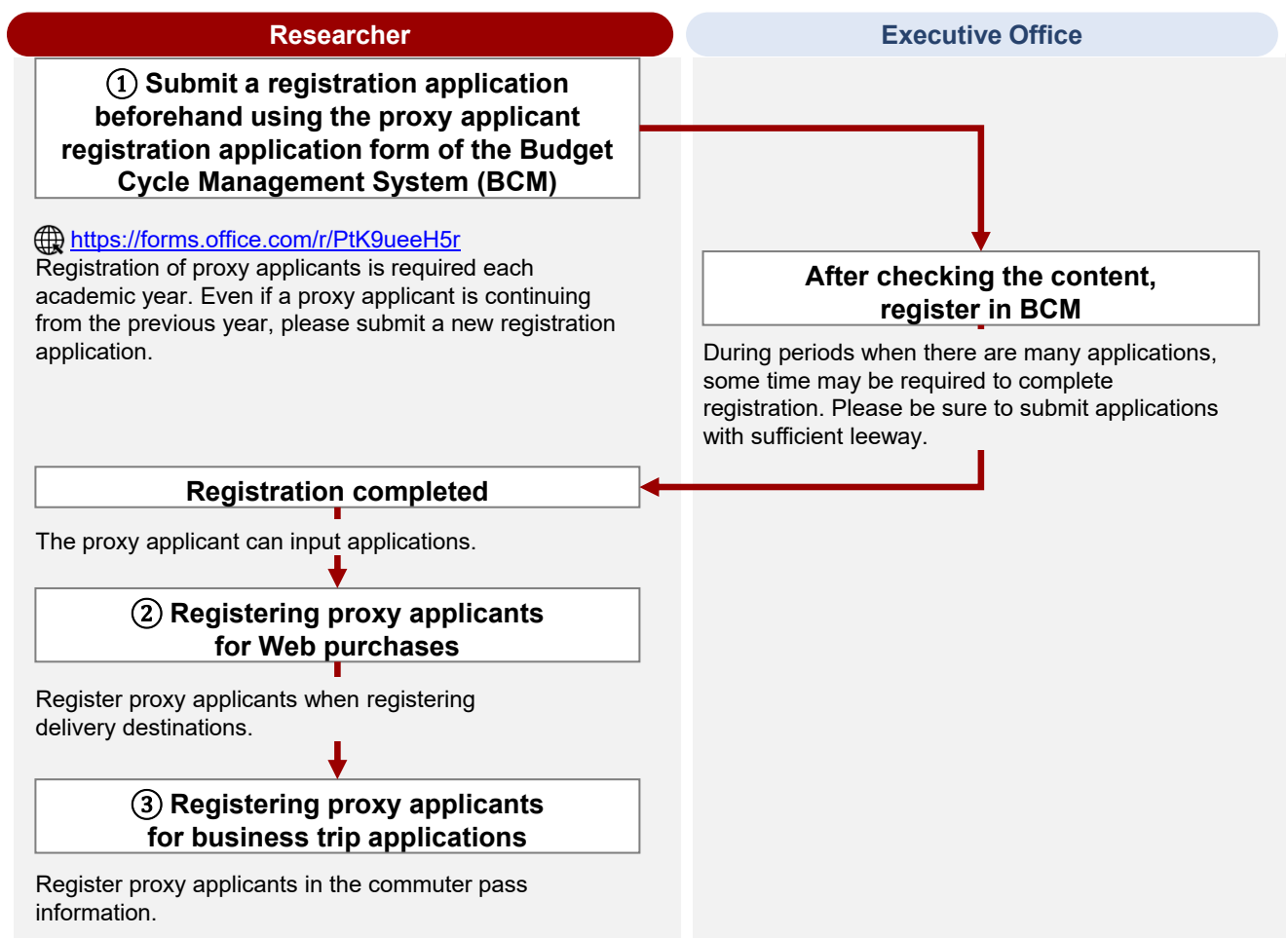
1.5 Proxy Applications

In BCM, you can specify adjunct administrative staff members (faculty secretaries) and similar personnel to serve as proxy applicants to input applications in place of the researcher. Perform the following three steps to register proxy applicants.

- ① Use the specialized form to apply for registration of the proxy applicants beforehand. When registering, be sure to obtain confirmation and approval of the persons who will serve as proxy applicants beforehand. Note that the actual procedures themselves for specifying the proxy applications will be performed by the Executive Office.
- ② If requesting a proxy applicant to perform Web purchases using Amazon Business, register the “Proxy Applicant” when registering the delivery destination (purchaser’s information). For details, refer to “Registering a delivery destination” on ➡p. 28.
- ③ If requesting a proxy applicant to submit a business trip application, register the proxy applicant in the commuter pass information. For details, ➡ refer to “4-1: [Faculty Members] Specifying Proxies” of the Travel Expenses System Usage Manual (For RU and APU Faculty) New Business Trip Application Volume issued by the Human Resources Office.

Flow of proxy applicant registration

Register a proxy applicant according to the following flow.



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1.6 Important Points when Using Amazon Business

This section explains important points when using Amazon Business.

Account transfer

If you have a personal Amazon account, you must transfer it to an Amazon Business account. For details, refer to [➡ Amazon Business Users Registration Manual](#).

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1.7 Important Points when Using BCM

Be careful of the following points when using BCM.

Do not use the “Back” button of your browser.

Do not use the “Back” button of your browser when using BCM if switching screens such as returning to the previous screen.

Click the [戻る] button or the corresponding menu on the screen.

Recommended browsers

- Microsoft Edge (Latest version)
- Google Chrome (Latest version)

Hours available for use

BCM is available for use at any time except for the periodic maintenance times indicated below.

[Periodic Maintenance] *BCM cannot be used during the following time periods.

- Daily: 4:30 AM to 5:30 AM (However, this time is 2:00 AM to 6:30 AM during course registration periods.)
- Every Wednesday: 7:30 PM to 9:00 AM of the following day (Maintenance may not be performed at some times.)

*There are also various maintenance periods during Summer and Winter breaks.

Inquiries Related to BCM

Please contact the personnel indicated below if you have any inquiries or suggestions regarding BCM.

[Example inquiries]

- I want to have the faculty secretary also use BCM.
- I cannot log in, etc.

E-mail address for inquiries:
Mlst-rgm-adm@ml.ritsumei.ac.jp

- MEMO -