

April 3, 2023

To all researchers at Hiyoshi Campus:

Hiyoshi Campus
Office of Accounting & Procurement Services (APS)

Information on the introduction of the new accounting system and establishment of the APS

(1) New accounting system and manual for use of funds

i. Funds to be managed under the new accounting system, Dr. Budget

a) Budget for classroom expenditures, and expenditures related to supporting Hiyoshi educational activities, etc.

b) External funds and grants within Keio (Grants-in-Aid for Scientific Research (KAKENHI), commissioned research, joint research, special donations, Keio Gijuku Academic Development Funds, etc.)

c) Individual Research Allowance (Marusoku)

ii. Information on the new accounting system is available on the New Accounting DX Project Information Sharing Portal.

Please refer to <https://sites.google.com/keio.jp/dx-proj-accounting/portal>



The webpage also has an operation manual for researchers to understand the new accounting system, Dr. Budget, a fund execution manual (formerly known as the “Manual for Use of Public Funds”), and other forms.

iii. How to log in:

Log in via https://drbweb.adst.keio.ac.jp/budget_saml/

Your ID and password are the same as for logging into keio.jp.

iv. You may begin placing orders via the new system when the budget registrations are completed in late April. If you need to expedite any expenditures, please contact the staff at the Office of Research Development and Sponsored Projects.

v. You will be able to use Amazon Business starting May 10. Please note that orders and deliveries are suspended on holidays. If you are in a rush to make and use purchases on a holiday, we recommend using a private account.

2. Transitional measures

i. As in the past, paper payment request forms may be submitted and entered into Dr. Budget by staff. The transitional period is scheduled to last approximately one year.

ii. Like before, we will continue to provide Excel balance sheets including as much information as possible using the new system for external funds and grants within Keio for the 2023 academic year.

The transitional period is scheduled to end after one year. Please use Dr. Budget to check your balances and itemized list of expenditures to keep track of your budgeted funds.

3. Office of Accounting & Procurement Services (APS) on Hiyoshi Campus

As of April 2023, there are no dedicated offices for the APS. As usual, please submit paperwork to the appropriate department for each fund.

For inquiries about the new accounting system, please email aps-hiyoshi@adst.keio.ac.jp.

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